

# CORRECTIVE ACTION PLAN

APPENDIX D

NAME OF SCHOOL      Nutley

TYPE OF AUDIT        Annual

DATE OF BOARD MEETING    December 18, 2017

CONTACT PERSON        Karen A. Yeamans

TELEPHONE NUMBERS    (973) 661-8797

	CORRECTIVE ACTION APPROVED BY THE BOARD	METHOD OF IMPLEMENTATION	PERSON RESPONSIBLE FOR IMPLEMENTATION	COMPLETION DATE OF IMPLEMENTATION
1	The Special Revenue Fund original budget, as reported in the accounting system, be in agreement with the State budget document approved by the Board.	Assistant Business Administrator will review monthly budget reports.	Assistant Business Administrator	November, 2017
2	The District consistently record all travel expenditures to object code 580.	Business Administrator and Assistant Business Administrator will revise travel related budget codes to comply with correct object codes.	Business Administrator/ Assistant Business Administrator/Bookkeeper	December, 2017
3	Procedures be implemented to ensure that all checks disbursed from the District's General Account contain the proper authorized signatures.	Assistant Business Administrator and Bookkeeper will perform random audits to ensure checks have authorized signatures.	Assistant Business Administrator/Bookkeeper	November, 2017
4	The District review the operations of its Food Service Enterprise Fund to ensure that the net cash resources do not exceed the three month average expense.	Business Administrator and Assistant Business Administrator will start tracking expenses bi-monthly and take any necessary action.	Business Administrator/ Assistant Business Administrator/Bookkeeper	December, 2017

  
 CHIEF SCHOOL ADMINISTRATOR

DATE 12-18-17

  
 BUSINESS ADMINISTRATOR/BOARD SECRETARY

DATE 12-18-17