

CORRECTIVE ACTION PLAN


Appendix A

NAME OF SCHOOL Nutley
TYPE OF AUDIT Annual
DATE OF BOARD MEETING February 11, 2019
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 budget appropriation and expenditures for property and liability insurance be reported in accordance with the Department of Education budget guidelines and chart of accounts.	Review allocations annually to ensure proper budget appropriations are utilized.	Business Administrator/ Assistant Business Administrator	March , 2019
2	A payroll agency ledger by deduction be currently maintained and reconciled with the bank reconciliation on a monthly basis.	Assistant Business Administrator and Payroll Clerk will meet monthly to monitor payroll agency ledger and reconcile with bank.	Assistant Business Administrator/Payroll Clerk	December, 2018
3	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	December, 2018
4	The High School student activity account be reconciled to the financial records on a monthly basis.	Bank reconciliations will be sent to the business office monthly to ensure accuracy and completeness.	Assistant Business Administrator/Bookkeeper	December, 2018


 CHIEF SCHOOL ADMINISTRATOR

DATE 2-4-19


 BUSINESS ADMINISTRATOR/BOARD SECRETARY

DATE 2-4-19