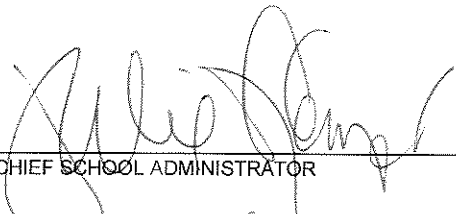


CORRECTIVE ACTION PLAN


APPENDIX D

NAME OF SCHOOL Nutley
TYPE OF AUDIT Annual
DATE OF BOARD MEETING November 25, 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	Surety bond coverage for the Treasurer of School Monies was below the required statutory coverage.	Business Administrator will increase the bond coverage for the Treasurer of School Monies in accordance with statutory requirements.	Business Administrator	November, 2019
2	The payroll agency ledger was not in agreement with the monthly bank reconciliation.	Business Administrator and Payroll Bookkeeper will establish procedures to reconcile the account monthly.	Business Administrator and Payroll Bookkeeper	June, 2020
3	Audit of purchasing revealed the following: -Procedures for the awarding of a contract utilizing a national cooperative were not adhered to. -Accumulated purchases exceeded the bid threshold for HVAC maintenance and repairs. -Quotes were not obtained for purchase over \$6,000 for the re-glazing of windows at Washington School.	Business Administrator and Purchasing Agent will adhere to all purchasing guidelines and monitor vendor totals throughout the year.	Business Administrator and Purchasing Agent	June, 2020
4	Five checks disbursed from Spring Garden School Activity Account contained only one authorized signature.	Principal will establish process to ensure all checks have the required signatures.	Principal	January, 2020



 CHIEF SCHOOL ADMINISTRATOR
 DATE 11-25-19



 BUSINESS ADMINISTRATOR/BOARD SECRETARY
 DATE 11-25-19