

RECOMMENDATION NUMBER	CORRECTIVE ACTION APPROVED BY THE BOARD	METHOD OF IMPLEMENTATION	PERSON RESPONSIBLE FOR IMPLEMENTATION	COMPLETION DATE OF IMPLEMENTATION
II. Financial Planning, Accounting and Reporting				
1.	It is recommended that all administrative salaries be properly charged to administrative budget functions in accordance with New Jersey Administrative Code.	Ensure that all administrative salaries are properly charged to administrative budget functions.	Review all administrative salaries and confirm they are being charged to the correct account. (This was corrected during the 13-14 budget development process).	July 2013
2.	It is recommended that all lease purchase project appropriations and related expenditures be properly reflected in the District's internal financial records.	Ensure that all lease purchase expenditures be properly reflected in the District's internal financial records.	Input all lease purchase appropriations into the district's internal financial records (System 3000).	January 2014
3.	It is recommended that greater care be exercised in the preparation of the Extraordinary Aid Application.	Make certain that the Extraordinary Aid Application is completed accurately.	Spreadsheet will be maintained and verified monthly with greater care to record individual student costs for related services and other extraordinary services. The Director of Personnel Services will review and approve the Extraordinary Aid Applications.	January 2014
III. School Purchasing Program				
1.	The District engages with certain vendors for boiler repairs, electrical services and roof repairs/replacement on an hourly basis, however, documentation is not attached to invoices and/or purchase orders which details between labor and material costs.	Ensure that invoices detail all labor and material costs.	Although vendors already provide detailed proposals, the district will also require detailed invoices before payment will be issued. This procedure will be incorporated into the District's Purchasing Manual.	January 2014
2.	It is recommended that purchases entered into pursuant to a Cooperative Purchasing Program which exceed the bid threshold be submitted for Board approval, specific to actual purchases being made.	Ensure that purchases entered into pursuant to a Cooperative Purchasing Program which exceed the bid threshold be submitted for Board approval, specific to actual purchases being made.	Will develop a list of Cooperative Purchasing Program approved vendors and have them board approved. The list will be updated and board approved as necessary (similar to the State Contract vendor list).	January 2014
VI. Student Body Activities (FHS, specifically)				
1.	It is recommended that reconciling items be properly reflected on bank reconciliations and agree to cash receipt and cash disbursement ledgers.	Make certain that reconciling items be properly reflected on bank reconciliations and agree to cash receipt and cash disbursement ledgers.	On a monthly basis, bank reconciliations will be reviewed and compared to receipt and disbursement ledgers to ensure all transactions are properly recorded.	January 2014
2.	It is recommended that all checks contain two authorized signatures.	Ensure that all checks contain two authorized signatures.	The Principal will review all fully-executed checks to verify that two signatures have been obtained prior to releasing any checks.	January 2014

Assistant Superintendent for Business/Board Secretary

Date

Chief School Administrator

Date