

CORRECTIVE ACTION PLAN

NAME OF DISTRICT: Randolph Township Board of Education **COUNTY:** Morris

TYPE OF AUDIT: Year Ending June 30, 2008

DATE OF BOARD MEETING: November 19, 2008

CONTACT PERSON: Michael S. Neves, Business Administrator

TELEPHONE NUMBER: (973) 361-0808, Ext. 214

<u>RECOMMENDATION NUMBER</u>	<u>CORRECTIVE ACTION APPROVED BY THE BOARD</u>	<u>METHOD OF IMPLEMENTATION</u>	<u>PERSON RESPONSIBLE FOR IMPLEMENTATION</u>	<u>COMPLETION DATE OF IMPLEMENTATION</u>
2	The December month end report and Annual report be filed with the County Superintendent in timely manner in accordance with state statute.	Reports are to completed with 14 days of month end. Once completed they are to be forwarded to the County School Business Administrator	Richard Calhoun	Completed
5A	All deposits be consistently made on a timely basis for the High School	Hire a bookkeeper for the monitoring and maintenance of Student Activity and Athletic Accounts	Rae Volpe Carol Strowbridge	November 19,2008
5B	Vouchers be prepared for all disbursements from the Ironia School and the Athletic Activity Accounts	Train Staff in charge of monitoring and managing the School's Student Activity Accounts	Dennis Copeland	December 1, 2008
5C	The Ironia School, Middle School and High School Activity Accounts obtain the claimant's signature when making purchases	Train Staff in charge of monitoring and managing the School's Student Activity Accounts	Ironia- Dennis Copeland RMS – Joseph Miceli RHS – Rae Volpe Carol Strowbridge	December 1, 2008
5D	The High School Activity Account pay vendors directly when making purchases.	Train Staff in charge of monitoring and managing the School's Student Activity Accounts	Rae Volpe Carol Strowbridge	December 1, 2008

5E

Blank vouchers not be pre-signed and that blank vouchers be maintained in a secure location for the Athletic Activity Account.

Remove pre-signed vouchers.
Secure blank vouchers in a secure location

Rae Volpe
Carol Strowbridge

Completed

A copy of the certified minutes is attached.

Chief School Administrator

Date

Business Administrator

Date