

CORRECTIVE ACTION PLAN
For the Fiscal Year Ended June 30, 2020

*Not Required if there are no findings noted in both the CAFR and AMR.

SCHOOL DISTRICT/CHARTER/RENAISSANCE SCHOOL PROJECT

GREEN TOWNSHIP COUNTY SUSSEX
 CONTACT PERSON DR. VINCENT OCCHINO TYPE OF AUDIT ANNUAL SCHOOL
 TELEPHONE NUMBER 973-300-3800 DATE OF BOARD MEETING JAN. 20, 2021

RECOMMENDATION NUMBER	CORRECTIVE ACTION REQUIRED BY THE BOARD	METHOD OF IMPLEMENTATION	PERSON RESPONSIBLE FOR IMPLEMENTATION	PLANNED COMPLETION DATE OF IMPLEMENTATION
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FINANCIAL PLANNING, ACCOUNTING & REPORTING				
2. County Supt. Approval be obtained for transfers from General Fund line items that on a cumulative basis exceed 10% or transfer to Capital Outlay line items, excluding equipment.	County Supt. Approval will be obtained for all line item transfers that exceed 10%	Monthly Board Secretary and Monthly Budget Transfers will be reviewed.	School Business Administrator	Immediate

CHIEF SCHOOL ADMINISTATOR

DATE

BOARD SECRETARY/SCHOOL BUSINESS ADMINISTRATOR

DATE

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STUDENT BODY ACTIVITIES

5.a. Student activities receipts be turned over to the finance office for deposit in a timely manner.

Procedures will be implemented to ensure timely deposits.

Personnel will be instructed to follow procedures.

School Business Administrator

Immediate

5.b. Receipt of goods signature and invoices be obtained for student activities vouchers before payments are made.

Procedures will be implemented to ensure the proper processing of all purchase orders.

Personnel will be instructed in the proper method of processing purchase orders.

School Business Administrator

Immediate

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APPLICATION FOR STATE SCHOOL AID

6.a. Extra care be taken to ensure that on-roll and resident low income students reported on the ASSA agree with the workpapers maintained by the District.	Verification process to be implemented.	Implement review process	School Business Admin. Completed
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CHIEF SCHOOL ADMINISTRATOR

DATE

BOARD SECRETARY/SCHOOL BUSINESS ADMINISTRATOR

DATE