

**CORRECTIVE ACTION PLAN**  
**6/30/2016 Comprehensive Annual Financial Report**

Name of District: Boonton Town Public Schools  
 Contact Person: Michael S. Neves

Date of Board Meeting: November 21, 2016  
 Phone Number: (973) 335-9700 x8003

RECOMMENDATION NUMBER	CORRECTIVE ACTION APPROVED	METHOD OF IMPLEMENTATION	PERSON RESPONSIBLE	COMPLETION DATE OF IMPLEMENTATION
II, 1.	Unemployment payroll withholdings and related expenditures be accounted for in the Unemployment Insurance Trust Fund.	Unemployment expenditures to be paid from the proper account(s). Payments are not to be made directly from the general account.	Payroll Coordinator, Assistant to the Business Administrator, Purchasing Supervisor	9/30/16, Quarterly thereafter
II, 2.	Outstanding purchase orders be reviewed at year end and liquidated or otherwise canceled.	All open purchases orders open at the end of the fiscal year to be reviewed for vailidity and closed if deemed unfillable.	Purchasing Supervisor, Business Administrator	Ongoing
II, 3.	The monthly reports of the Board Secretary and Treasurer of School Monies, along with related bank account reconciliations, be submitted to the Board for approval in a timely manner.	Implement a system that promolgates a succinct monthly closing resulting in timely review by the Board of Education.	Treasurer, Business Administrator, Assistant to the Business Administrator, Payroll Coordinator	11/30/16 ongoing
II, 4.	The special revenue fund budget reported in the District's financial system reflect the final approved District budget.	Input of approved budget to be reviewed and corrected as the new annual budget is approved by the county.	Business Administrator	11/30/2016
II, 5.	The net payroll and payroll agency bank accounts be reconciled on a monthly basis and old outstanding checks be cleared of record.	Reconcilations to occur monthly as part of the monthly close proceure. Stale items to be reviewed and closed as appropriate.	Treasurer, Assistant to the Business Administrator, Payroll Coordinator, Purchasing Supervisor	Monthly, ongoing

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II, 6.	The District maintain its level of effort with respect to special education expenditures funded from state and/or local funds in accordance with the Federal IDEA grant program compliance requirements.	Maintenance of effort to be monitored to insure IDEA Funds are not supplanting district programs.	Director of Special Services, and Director of the Early Childhood Learning Center	Annually
V.	It is recommended that internal controls over disbursements made from the high school student activity account be reviewed and enhanced.	Expenditures to be monitored to insure concurrent record keeping and insure all required signatures are obtained.	SRA Financial Coordinator, BHS Principal, Athletics Administrative Assistant, Athletics Director, Assistant to the Business Administrator	Monthly
VIII.	It is recommended that the District conduct an update of its capital asset inventory appraisal and related depreciation report.	Fixed Assets of the District to be evaluated by an independent firm for the purpose of providing accounting and insurance records for the District.	Business Administrator	6/30/2017

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Robert Presuto, Superintendent

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Michael S. Neves, RSBA