CORRECTIVE ACTION PLAN 2011-12

NAME OF SCHOOL Brick Township COUNTY Ocean

TYPE OF AUDIT Annual Financial Report - June 30, 2012

DATE OF BOARD MEETING January 31, 2013

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RECOMMENDATION NUMBER	CORRECTIVE ACTION APPROVED BY THE BOARD	METHOD OF IMPLEMENTATION	PERSON RESPONSIBLE FOR IMPLEMENTATION	COMPLETION DATE OF IMPLEMENTATION
1	Evaluate measures to reduce/ eliminate Food Svc Unrestricted Deficit in surplus	Develop measures to reduce Food Service deficit	Director of Food Services	3/31/2013
2	Enhance internal controls for Food Service vendor fee withdrawals	Open separate bank account for electronic activity	Director of Food Svc/ Business Administrastor	3/31/2013
3	Review and enforce collection policies for BEST Program	Review collection policies and enforce collection policies	Coordinator of BEST Program	4/30/2013
4	Properly charge extra wages for employees	Review split charged employees and update as necessary	Assistant Superintendent	3/31/2013
5	Enhance internal controls for Student Actities accounts to allow only authorized purchases	Review current procedures for non-student related requests for funding	Business Administrator	3/31/2013
6	Enhance internal controls so student funds collected are deposited in a timely manner	Review current procedures for Student Activities Deposits	Principals	3/31/2013
7	Enhance internal controls so amounts on DRTRS are in agreement with other District Records	Review procedures for updating DRTRS information	Director of Transportation/ Assistant Superintendent	3/31/2013

CHIEF SCHOOL ADMINISTRATOR DATE

BOARD SECRETARY/ SCHOOL BUSINESS ADMINISTRATOR DATE