

NEW JERSEY DEPARTMENT OF EDUCATION
CORRECTIVE ACTION PLAN

NAME OF SCHOOL DISTRICT Hopatcong BOE

COUNTY Sussex

TYPE OF AUDIT Comprehensive Annual Financial Report (CAFR)

DATE OF BOARD MEETING 12/19/2016

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Recommendation	Corrective Action Approved By the Board	Method of Implementation	Person Responsible For Implementation	Completion Date of Implementation
<u>II. FINANCIAL PLANNING, ACCOUNTING AND REPORTING</u>				
1.	All purchase orders contain a receipt of good/services Certification prior to payment.*	Checking all purchase orders to ensure all necessary documents attached.	SBA	9/30/16
2.	Internal controls over travel and expense reimbursements be reviewed and enhanced to ensure a travel maximum is properly approved by Board resolution and post travel reports are obtained and attached to a reimbursement request. *	Procedure made no reimbursement until post-conference paperwork received.	SBA	10/31/16
3.	Year end closing procedures be reviewed and enhanced to ensure open purchase orders are complete and properly classified as accounts payable or encumbrances.	Carefully review all purchases orders for the receipts of goods/services verses not in receipt of them	SBA	6/25/17

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4.	The monthly and year to date 10% transfer reports be prepared and remitted to the Executive County Superintendent, and specific approval be sought for transfers exceeding the maximum allowable amount.	Review the monthly report provide by Systems 3000 for 10% accounts	SBA	9/30/16

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III. SCHOOL PURCHASING PROGRAM

1.	Bids and/or quotations be obtained whenever a purchase exceeds the limit set forth by the Public School Contracts Law.*	Mechanism in Systems 3000 has been set to warn when the bid threshold is approaching/ review vendors for their status	SBA	9/30/16
2.	Business Registration and Political Contribution Disclosure forms be on file when required.*	Before a requisition is approved a BRC must be on file or given at time of request.	SBA	9/30/16
3.	All contracts/purchases in excess of the bid threshold made under cooperative purchasing contracts be approved by Board resolution.	Review that all purchase orders will have printed on them the state/cooperative number and attached their backup to this purchase.	SBA/Facilities Supv.	9/30/16
4.	All bid documents be available for audit.	All bid documents will be kept in a separate file.	SBA/ Facilities Supv.	9/30/16

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<u>III. SCHOOL PURCHASING PROGRAM</u>				
5.	All professional service contracts be advertised when awarded.	Upon Board approval of professional services an ad will be placed.	SBA	12/1/16
6.	State contract and cooperative agreements vendor files be maintained, supporting and documenting information related to the applicable cooperative purchases and state contracts utilized by the District.	Separate files will be maintained for state and cooperative agreements	SBA	12/1/16
7.	Notification be provided to the Office of State Comptroller of all contracts awarded by the District for Sussex Regional Cooperative Transportation Services which exceed \$2 million in accordance with N.J.S.A.52:15C-10.	Clarification was made and there is a review of all contracts exceeding \$2 million	SBA/SRCT Director	12/15/16

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<u>VI. STUDENT BODY ACTIVITIES</u>				
1.	Proper supporting documents for all student activity receipts and disbursements be maintained and available for audit.*	Review of all considered transactions will have the backup attached before a check is written.	Principals/SBA	12/30/16
2.	Pre-numbered receipts should be utilized for all accounts and include the proper composition of the deposit (checks vs. cash).*	Purchasing of pre-numbered receipt book and review that cash and checks are properly recorded for deposit.	Principals/SBA	12/30/16

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<u>VI. STUDENT BODY ACTIVITIES</u>				
3.	Expenses should only be for student activity or athletic related expenses.*	Review that all expenses for reimbursement are only student related.	Principals/SBA	12/30/16
4.	All checks should contain at least two authorization signatures.*	Review that all checks will have two authorized signatures.	Principals/SBA	12/30/16
5.	Outstanding checks should be reviewed and cleared of record/*	Review of all outstanding checks to decide on their status.	Principals/SBA	12/30/16
6.	Bank reconciliations contain only valid reconciling items.	Review each month that a reconciling Item is not a transfer.	Principals/SBA	12/30/16

*Prior Year Audit Recommendations

Chief School Administrator

Date

Interim Business Administrator/Board Secretary

Date