

CORRECTIVE ACTION PLAN

NAME OF DISTRICT Union **COUNTY** Union
TYPE OF AUDIT Single Audit Fiscal Year Ending June 30, 2013
DATE OF BOARD MEETING December 17, 2013
CONTACT PERSON Manuel E. Vieira, S.B.A.
TELEPHONE NUMBER 908-851-6419

REC. #	CORRECTION ACTION APPROVED BY BOARD	METHOD OF IMPLEMENTATION	PERSON RESPONSIBLE FOR IMPLEMENTATION	COMPLETION DATE
1.	Outstanding payroll checks more than one year old should be reviewed for proper disposition.	Checks will be reviewed and disposed if applicable.	School Business Administrator Assistant Board Secretary	Implementation immediate
2.	Student Body Activity accounts at Union High School, Battle Hill School and Connecticut Farms School must have written approval from appropriate officials for all purchases.	Ensure written approval is obtained.	Student Organization Fund Treasurer School Business Administrator Assistant Board Secretary	Implementation immediate
3.	Duplicate receipts should be issued at Connecticut Farms School and Hannah Caldwell School	Duplicate receipts will be issued.	Student Organization Fund Treasurer School Business Administrator Assistant Board Secretary	Implementation immediate
4.	All receipts should be deposited within 48 hours at Union High School.	Receipts will be deposited within 48 hours.	Student Organization Fund Treasurer School Business Administrator Assistant Board Secretary	Implementation immediate
5.	Outstanding checks over one year old should be reviewed for proper disposition at Union High School, Battle Hill School and Connecticut Farms School.	Checks will be reviewed and disposed if applicable.	Student Organization Fund Treasurer School Business Administrator Assistant Board Secretary	Implementation immediate

 11/29/13
CHIEF SCHOOL ADMINISTRATOR **DATE**

 12/17/13
BOARD SECRETARY/SCHOOL BUSINESS ADMINISTRATOR **DATE**