

CORRECTIVE ACTION PLAN

SCHOOL DISTRICT: Union
COUNTY: Union
CONTACT PERSON: Manuel E. Vieira, Business Administrator/
Board Secretary
TYPE OF AUDIT: Single Audit Fiscal Year Ending June 30, 2019
TELEPHONE NO.: 908-851-6419
DATE OF BOARD MEETING: December 17, 2019

Recommendation Number	Corrective Action Required by Board	Method of Implementation	Person Responsible for Implementation	Planned Completion Date of Implementation
1	The District record the outstanding receivable and work with the Food Service Management company to pursue collection the outstanding receivable.	Administration will record the outstanding receivable, and will work with the School Principals to pursue collection of the receivable.	School Principals and Business Administrator	Immediate Implementation
2	Bank reconciliations and receipts be accurately recorded and deposited within a timely manner.	School Principals must adhere to the Student Activity account policy 3453 and will ensure that all bank reconciliations and receipts are properly and accurately recorded and done within a timely manner.	School Principals and Business Administrator	Immediate Implementation

Chief School Administrator

Date

Board Secretary/School Business Administrator

Date

CERTIFICATION OF IMPLEMENTATION
OF CORRECTIVE ACTION PLAN

For the Fiscal Year ended June 30, 2019

School District: UNION
County: UNION

I hereby certify that all corrective actions listed on the District's Corrective Action Plan (CAP) for the fiscal year indicated above have been fully implemented with the following exceptions:

CAP Recommendation Number	
1	No Exceptions
2	No Exceptions

Manuel E. Vieira
Board Secretary/Business Administrator

Date

Gregory A. Tatum
Chief School Administrator

Date