

CORRECTIVE ACTION PLAN

NAME OF DISTRICT Union **COUNTY** Union
TYPE OF AUDIT Single Audit Fiscal Year Ending June 30, 2014
DATE OF BOARD MEETING December 16, 2014
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.	All documentation supporting voluntary payroll deductions should be on file and available for audit.	Voluntary payroll deductions will be filed in employees personnel file.	School Business Administrator Director of Human Resources	Implementation immediate
2.	District work papers maintained in support of the on roll attendance be in agreement with the information reported in the application for State School Aid.	District workpapers (data) will be compared to ASSA prior to submission.	School Business Administrator Director of Information Technology	Implementation immediate


 CHIEF SCHOOL ADMINISTRATOR

11/24/14
 DATE


 BOARD SECRETARY/SCHOOL BUSINESS ADMINISTRATOR

11/17/14
 DATE