

**CORRECTIVE ACTION PLAN**

COUNTY Union

NAME OF DISTRICT Union  
 TYPE OF AUDIT Single Audit Fiscal Year Ending June 30, 2015  
 DATE OF BOARD MEETING January 19, 2016  
 CONTACT PERSON Manuel E. Vieira, School Business Administrator/Interim Board Secretary  
 TELEPHONE NUMBER 908-851-6419

REC. #	CORRECTION ACTION REQUIRED BY THE BOARD	METHOD OF IMPLEMENTATION	PERSON RESPONSIBLE FOR IMPLEMENTATION	PLANNED COMPLETION DATE OF IMPLEMENTATION
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1.	District work papers maintained in support of the on roll attendance should be in agreement with the information that is reported on the Application for State School Aid.	District work papers (data) will be compared to ASSA prior to submission	School Business Administrator Director of Information Technology	Implementation immediate
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2.	Payments for employee travel should be approved prior to completion of the travel event.	The travel events will be approved before payments are made.	Superintendent School Business Administrator	Implementation immediate
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3.	Meal claims should agree with meal counts prior to submission to the NJ Dept of Agriculture.	Meals claimed will be verified prior to submitting reimbursement claims to the NJ Department of Agriculture	School Business Administrator Child Nutrition Manager	Implementation immediate
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*[Signature]*  
 CHIEF SCHOOL ADMINISTRATOR

12/16/15  
 DATE

*[Signature]*  
 INTERIM BOARD SECRETARY/SCHOOL BUSINESS ADMINISTRATOR

12/16/15  
 DATE