

CORRECTIVE ACTION PLAN

Name of School: **Paterson Public School**
 Type of Audit: **ACFR**
 Date of Board Meeting: **April 12, 2023**
 Contact Person: **Richard L. Matthews**
 Telephone Number: **973-321-0772**

County: Passaic

FINDINGS AND RECOMMENDATION	CORRECTIVE ACTION APPROVED BY THE BOARD	METHOD OF IMPLEMENTATION	PERSON RESPONSIBLE FOR IMPLEMENTATION	COMPLETION DATE OF IMPLEMENTATION
<p>Finding 2022-001: There were some instances in which expenditures were charged to the incorrect budget account line. Recommendation 2022-001: More care should be taken to ensure that expenditures are charged to the correct budget account line.</p>	<p>More care will be taken to ensure that expenditures are charged to the correct budget account line.</p> <ul style="list-style-type: none"> Requisitions will be reviewed for correct budget line prior to approval. Transfers will be initiated to move funds to the correct code. 	<p>Ensure that budget accounts are compliant with the State of NJ Chart of Accounts and expenditures are reviewed during the requisition process.</p>	<p>Richard L. Matthews -SBA June Gray - ABA</p>	<p>On-going - March 2023</p>
<p>Finding 2022-002: Four Household Surveys were not available at the time of the audit. Recommendation 2022-002: All Household Surveys should be made available for review upon request.</p>	<p>Household surveys will be made available for review upon request.</p> <ul style="list-style-type: none"> Training will be provided to staff in the collection of surveys. Increase communication with parents. Follow up with schools to collect missing surveys. 	<p>Ensure designated officials at schools collect all completed surveys and maintain copies. Training for the collection of surveys will include follow-up instructions. Email reminders to schools to follow up with missing surveys once distributed. Post to website and Robocall as reminder.</p>	<p>Lenny Moore, Deputy Director of Management Information Systems Assistant Superintendents</p>	<p>On-going - May 2023</p>
<p>Finding 2022-003: Four students were not recorded properly on either the application, school register or roster reports when verifying the District Report of Transported Resident Students (DRTRS). Recommendation 2022-003: Better care should be taken to ensure all students are documented correctly in the transportation application process.</p>	<p>Better care will be taken to ensure all transported students are documented properly in the transportation application process.</p> <ul style="list-style-type: none"> Team members will verify each other to ensure input of the correct codes during data entry. Conduct final verification process before auditor's review. 	<p>Transportation Team members will ensure school codes are correct when entering data into the DRTRS. A second person will check the codes to ensure accuracy. The Business office will conduct a final verification to check codes before audit.</p>	<p>Lisa Vainieri, Director of Student Assignment Services and Transportation</p>	<p>On-going. Final check each year upon submission of the DRTRS - March 2023</p>

Sean Hooper
 CHIEF SCHOOL ADMINISTRATOR
 DATE 3/23/23

Richard L. Matthews
 SCHOOL BUSINESS ADMINISTRATOR
 DATE 3/23/23