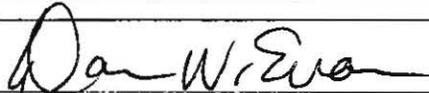


**SPECIFIC - CORRECTIVE ACTION PLAN**

District: Paterson City	County: Passaic
Date of Board Meeting: December 19, 2012	
Contact Person: Daisy Ayala	Telephone Number: 973 321-0772

<b>Recommendation #</b>	<b>Conditions that caused the repeat recommendation(s);</b>	<b>Corrective actions taken or to be taken and the dates or projected dates of such actions</b>	<b>The administrator directly responsible for implementing the actions and controls</b>	<b>Internal controls put in place or to be put in place to prevent another repeat of the recommendation and the dates or projected dates of implementation of such controls</b>
<b>II Financial Planning, Accounting and Reporting</b>  1. Employee medical benefit bills be reviewed on a monthly basis to ensure that only active employees are receiving coverage	District's employee health benefit bills indicated several individuals who remained covered under the District's employee health and dental benefit programs after termination from the District.  Due to lack of appropriate bills reconciliation.	Accountant was hired to complete internal audit and begin a monthly reconciliation process for the District's health and dental benefits' bills. The first reconciliation revealed the same findings as this audit and the District was able to have 100% of overpayment for health benefits refunded and a portion of dental benefits refunded. Moving forward from February 1, 2012, the review and reconciliation is being done on a monthly basis in order to ensure the District is only charged for entitled employees.	Jaime A. Cangialosi-Murphy – Director of HRS	Monthly reconciliation will be performed by the accountant and certified by the Director of HRS.

<p>4. The District reference the Uniform Minimum Chart of Accounts for New Jersey Public Schools, 2008 Edition, and other available reference materials, such as the Budget Guidelines for the proper classifications required to be in compliance with N.J.A.C. 6A:23A-16.2(f)</p>	<p>Certain salaries of Assistant Superintendents were allocated to Improvement of Instructional Services rather than to the appropriate General or School Administration salary budget line accounts</p>	<p>The District will reference:          -The Uniform Minimum Chart of Accounts for New Jersey Public Schools, 2008 Edition;          -The Budget Guidelines for the proper classifications required to be in compliance with N.J.A.C. 6A:23A-16.2(f)</p>	<p>Assistant Business Administrator</p>	<p>Job descriptions and titles will be changed to reflect appropriate classification per the Uniform Chart of Accounts.           Monthly all titles will review by the HRS Director and the ABA to ensure employees are coded accurately</p>
<p>5. Internal controls over federal grant reporting be reviewed and enhanced to ensure that final grant report expenditures and the District's accounting records are in agreement for the respective program year.</p>	<p>The allocation of the grant program year expended in the budget report will reflect expenditures reported in the EWEG system.           The district did not updated its input into the EWEG system in a timely manner.</p>	<p>Staff within the Office of Academic Services will ensure that the grant program year reflected in the budget report agrees with the program year expenditures reported in the final report in EWEG</p>	<p>Chief Academic Officer</p>	<p>The Coordinator of Special Funding will provide monthly reports to the Finance Manager for verification of accurate between district records and EWG reports. The Chief Academic Officer will certify the accuracy and timely of the report.</p>

	<p>Dec. 20, 2012</p>		<p>Dec. 20, 2012</p>
<p>Chief School Administrator</p>	<p>Date</p>	<p>Board Secretary/School Business Administrator</p>	<p>Date</p>