

## CORRECTIVE ACTION PLAN 2015-2016

**Name of School District:** Bloomingdale Board of Education

**County:** Passaic

**Type of Audit:** Annual

**Date of Board Meeting:** November 29, 2016

**Contact Person:** George Hagl

**Telephone Number:** 973-838-0555

Recommendation Number	Corrective Action	Method of Implementation	Person Responsible for Implementation	Completion Date of Implementation
<b>1. Administrative Practices &amp; Procedures</b>				
<u>Finding(s)</u>				
There were no finding(s)	N/A	N/A	N/A	N/A
<u>Recommendation(s)</u>				
There were no recommendation(s)	N/A	N/A	N/A	N/A
<b>2. Financial Planning, Accounting &amp; Reporting</b>				
<u>Finding(s)</u>				
There were no finding(s)	N/A	N/A	N/A	N/A
<u>Recommendation(s)</u>				
There were no recommendation(s)	N/A	N/A	N/A	N/A

<p><b>3. Elementary and Secondary Education Act (E.S.E.A.) /Improving America’s School Act (IASA) as Reauthorized by the No Child Left Behind Act of 2001</b></p> <p><u>Finding(s)</u></p> <p>There were no finding(s)</p> <p><u>Recommendation(s)</u></p> <p>There were no recommendation(s)</p>	<p>N/A</p> <p>N/A</p>	<p>N/A</p> <p>N/A</p>	<p>N/A</p> <p>N/A</p>	<p>N/A</p> <p>N/A</p>
<p><b>4. Other Special Federal and/or State Projects</b></p> <p><u>Finding(s)</u></p> <p>There were no finding(s)</p> <p><u>Recommendation(s)</u></p> <p>There were no recommendation(s)</p>	<p>N/A</p> <p>N/A</p>	<p>N/A</p> <p>N/A</p>	<p>N/A</p> <p>N/A</p>	<p>N/A</p> <p>N/A</p>
<p><b>5. T.P.A.F Reimbursement</b></p> <p><u>Finding:</u></p> <p>There were no finding(s)</p>	<p>N/A</p>	<p>N/A</p>	<p>N/A</p>	<p>N/A</p>

<u>Recommendation(s)</u>				
There were no recommendation(s)	N/A	N/A	N/A	N/A
<b>6. School Purchasing Programs</b>				
<u>Finding(s) 2016-01</u>				
The professional service contract for Frank Buglione, Ed. Consultant, was not advertised.	The business office staff has been instructed to review Board minutes (as opposed to Board agendas) to ensure all professional service contract(s) (including those added to the agenda after Executive Session) are advertised.	Verbal Communication	Board Office Personnel	Completed
<u>Recommendation(s)</u>				
That professional service contracts be advertised in accordance with N.J.S.A. 18A:18A-5				
<u>Finding(s) 2016-02</u>				
In our sample, it was noted that a few purchases were not properly encumbered	Blanket purchase orders will be created for reoccurring purchases.	Verbal Communication	Board Office Personnel	June 2017
<u>Recommendation(s)</u>				
That all purchase orders will be encumbered, as appropriate.				

<b>7. School Food Service</b>				
<u>Finding(s)</u>				
There were no finding(s)	N/A	N/A	N/A	N/A
<u>Recommendation(s)</u>				
There were no recommendation(s)	N/A	N/A	N/A	N/A
<b>8. Student Body Activities</b>				
<u>Finding(s)</u>				
There were no finding(s)	N/A	N/A	N/A	N/A
<u>Recommendation(s)</u>				
There were no recommendation(s)	N/A	N/A	N/A	N/A
<b>9. Application for State School Aid</b>				
<u>Finding(s)</u>				
There were no finding(s)	N/A	N/A	N/A	N/A
<u>Recommendation(s)</u>				
There were no recommendation(s)	N/A	N/A	N/A	N/A
<b>10. Pupil Transportation</b>				
<u>Finding(s) 2016-03</u>				
Our review of DRTRS noted several instances of B6ts missing approval signatures and dates.	Signatures on B6T forms shall be a condition precedent to receiving Aid-	Verbal Communication	Board Office Personnel	Completed

<p><u>Recommendation(s)</u></p> <p>That all B6Ts be signed and dated to be considered for eligibility.</p>	<p>In-Lieu of transportation payment.</p>			
<p><u>Finding(s) 2016-04</u></p> <p>One (1) student was reported as regular education, transported in the DRTRS but should have been special education.</p>	<p>Dual review of the DRTRS's shall occur prior to submission</p>	<p>Verbal Communication</p>	<p>Board Office Personnel</p>	<p>June 2017</p>
<p><u>Recommendation(s)</u></p> <p>That greater care be taken when preparing the DRTRS's.</p>				
<p><b>11. Extraordinary Aid Application</b></p>				
<p><u>Finding(s)</u></p> <p>There were no finding(s)</p>	<p>N/A</p>	<p>N/A</p>	<p>N/A</p>	<p>N/A</p>
<p><u>Recommendation(s)</u></p> <p>There were no recommendation(s)</p>	<p>N/A</p>	<p>N/A</p>	<p>N/A</p>	<p>N/A</p>
<p><b>11. Follow-up on Prior Years' Finding</b></p> <p>In accordance with <i>Government Auditing Standards</i>, our procedures included</p>	<p>The business office staff has been instructed to</p>	<p>Verbal Communication</p>	<p>Board Office Personnel</p>	<p>Completed</p>

<p>a review of all prior year recommendations. Corrective action had been taken on all prior year findings with the exception of the following: One (1) professional service contract was not properly advertised.</p>	<p>review Board minutes (as opposed to Board agendas) to ensure all professional service contract(s) (including those added to the agenda after Executive Session) are advertised.</p>			
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**ELAINE BALDWIN**  
**CHIEF SCHOOL ADMINISTRATOR**

11/22/16  
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**DATE**

  
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**GEORGE HAGL**  
**BOARD SECRETARY /**  
**SCHOOL BUSINESS ADMINISTRATOR**

November 22, 2016  
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**DATE**