

**RIDGEWOOD PUBLIC SCHOOLS
CORRECTIVE ACTION PLAN
FY12 AUDIT**

Superintendent
Dr. Daniel Fishbein

Assistant Superintendent for Business/Board Secretary
Angelo DeSimone

PRESENTED AT THE PUBLIC MEETING OF DECEMBER 17, 2012

Audit Area	Auditor's Finding	Auditor's Recommendation	Corrective Action	Implementation Date	Primary Responsibility	Status
School Purchasing Programs 2012-1	The accumulation of payments for the 2011-12 school year for categories for the performance of work or the receipt of goods or services exceeded the bid threshold for ANA Painting Corp and JA Sexauer.	That the board seek bids for the performance of any work or the furnishing of materials or supplies, the cost of which, together with any other sums expended or foreseeably to be expended, exceed the bid threshold.	A daily report has been designed that monitors cumulative vendor purchases.	Immediately	Business Administrator Assistant BA for Purchasing	
School Food Service Activities 2012-2	The BOE instituted a Point of Sale (POS) system for the 2011-12 school year and switched to prepaid lunches. At June 30, 2012 it is not known whether the reports generated by the POS system for student receivables and advance payments are accurate.	That the existing reports generated by the cafeteria's POS be reviewed and adjusted, if necessary, and future reports be reviewed on a monthly basis.	Reconciliations of prepaid lunches and receivables will be completed monthly starting with June 30, 2012. A monthly meeting will be established with Pomptonian to review all financial reports regarding accounts receivable and advance payment reporting.	Immediately	Business Administrator Assistant BA for Finance	
Infant/Toddler Development Center (ITDC) 2012-3	During the review of the ITDC we noted that it has been incurring deficits from operations for the last several years, which has reduced the unrestricted net assets. The ITDC at June 30, 2012 has a deficit in unrestricted net assets.	That the board implement a plan for the ITDC to eliminate the deficit in unrestricted net assets	Financials are monitored monthly to ensure profitably. In the event a loss is projected, cost containment measures will be instituted.	Immediately	Business Administrator Assistant BA for Finance	

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Athletic and Student Body Activities 2012-4	During our review of Athletics and student body activities, we noted that not all disbursements had proper supporting documentation and several checks tested did not have two authorized signatures.	That supporting documentation be maintained for all cash disbursements and all checks be signed by two authorized signatories.	A program of unannounced audits will be implemented to ensure adherence to the proper accounting policies and procedures.	Immediately	Business Administrator Assistant BA for Purchasing	