



Superintendent
Dr. Daniel Fishbein

**RIDGEWOOD PUBLIC SCHOOLS
CORRECTIVE ACTION PLAN
FY15 AUDIT**




Business Administrator/Board Secretary
Dr. Alfredo Aguilar

PRESENTED AT THE PUBLIC MEETING OF JANUARY 4, 2016

Audit Area	Auditor's Finding	Auditor's Recommendation	Corrective Action	Implementation Date	Primary Responsibility	Status
Board Secretary's Records 2015-1	During our test of the District's purchasing process, we noted five out of twenty-five items tested where the invoice date preceded the purchase order date, thus evidencing the fact that the item was not properly encumbered.	The district to strengthen controls to ensure the purchasing process is properly adhered to.	Purchasing coordinator will provide additional training to all staff reminding them that purchase orders must be entered and approved before services are provided.	Immediately following audit.	Business Administrator Purchasing Coordinator	In process.
Board Secretary's Records 2015-2	In accordance with N.J.A.C. 6A:23A-5.3 every school district shall take appropriate steps to maximize its revenue from the Special Education Medicaid Initiative (SEMI) Program. "Maximum participation" is defined as obtaining a 90 percent return rate of parental consent forms for all SEMI eligible students. During our audit of the District's SEMI program, we noted that the District did not achieve maximum participation in the program.	The District take the necessary steps to either ensure maximum participation in the SEMI program or pursue obtaining a waiver of the requirements.	The district has successfully received a SEMI program waiver for 2015-2016.	Immediately following FY14 audit.	Business Administrator Assistant Business Administrator	Completed.
Board Secretary's Records 2015-3	Expenditures exceeded appropriations in two budgetary accounts in the General Fund.	The District should ensure that transfers are made on a monthly basis to cover any budgetary account lines that are in a deficit balance.	Closely monitor all appropriations during each month's reconciliation process.	Immediately following audit.	Business Administrator Assistant Business Administrator	In process.
Board Secretary's Records 2015-4	The district exceeded the established maximum school district travel expenditure amount of \$110,250.	The District strengthen its internal controls to ensure the approved travel maximum amount as required by N.J.A.C. 6A:23A-7.1 is not exceeded.	The district has increased the allowable district travel expenditure amount to more accurately reflect actual expenditures.	Effective July 1, 2015.	Business Administrator Assistant Business Administrator - Finance	Completed.

**RIDGEWOOD PUBLIC SCHOOLS
CORRECTIVE ACTION PLAN
FY15 AUDIT**



Superintendent
Dr. Daniel Fishbein



Business Administrator/Board Secretary
Dr. Alfredo Aguilar

PRESENTED AT THE PUBLIC MEETING OF JANUARY 4, 2016

Audit Area	Auditor's Finding	Auditor's Recommendation	Corrective Action	Implementation Date	Primary Responsibility	Status
Board Secretary's Records 2015-5	The following are specific items that warrant consideration related to the financial statement close process: -Subsequent posting of journal entries caused the previous reconciled cash balance to differ from the unadjusted bank reconciliation and Treasurer's report, which were not subsequently updated to reflect the impact of the journal entries. -The district was unable to provide a detailed analysis of the composition of State accounts receivable and local accounts receivable. Certain revenues were appropriated in one of the aforementioned accounts, but the subsequent receipt of cash was not posted against the same account.	Strengthen controls surrounding the reconciliation procedures of the district's trial balance accounts to ensure all accounts are in agreement with supporting documentation.	Record State aid related journal entries per procedures recommended by the auditor. Recode State tuition system invoices to ensure application to proper accounts.	Both processes have been put in place.	Business Administrator Assistant Business Administrator - Finance	Completed.