

2017-2018 FISCAL YEAR

CORRECTIVE ACTION PLAN

NAME OF SCHOOL: Roselle Board of Education

COUNTY: Union

TYPE OF AUDIT: Office of Fiscal Accountability and Compliance Business Practice Review. Case #INV-006-18

DATE OF BOARD MEETING: March 25, 2019

CONTACT PERSON: Anthony Juskiewicz, School Business Administrator/Board Secretary

TELEPHONE NUMBER: (908) 298-2040 Ext. 2111


Financial Planning, Accounting and Reporting:

Recommendation Number	Corrective Action Approved by the Board Method of Implementation	Person Responsible for Implementation	Completion Date of Implementation
1	<p>Investigator Finding: The audit of the District's purchasing revealed that two vehicles were leased and were over the bid threshold were not awarded by the board of education in the minutes; and also that documentation for the contracts that require bids and/or professional services contracts were not maintained on file for the audit.</p> <p>Corrective Action: The Business Administrator will utilize state contract, cooperatives and national cooperatives vendors and approve these vendors in the minutes to ensure proper District purchasing procedures are being met. The Board will comply with all bidding statutes under NJSA 18A:18A-1 et seq.</p>	Anthony Juskiewicz Business Administrator	Immediate March 25, 2019

Recommendation Number	Corrective Action Approved by the Board Method of Implementation	Person Responsible for Implementation	Completion Date of Implementation
2	<p>Investigator Finding: The audit of the District's purchasing revealed that landscaping and irrigation sprinkler system were over the bid threshold were not awarded by the board of education in the minutes; and also that documentation for the contracts that require bids and/or professional services contracts were not maintained on file for the audit.</p> <p>Corrective Action: The Business Administrator will utilize state contract, cooperatives and national cooperatives vendors and approve these vendors in the minutes to ensure proper District purchasing procedures are being met. The Board will comply with all bidding statutes under NJSA 18A:18A-1 et seq.</p>	Anthony Juskiewicz Business Administrator	Immediate March 25, 2019
3	<p>Investigator Finding: The audit of the District's purchasing revealed that bussing contractors went over the bid threshold were not awarded by the board of education in the minutes; and also that documentation for the contracts that require bids and/or professional services contracts were not maintained on file for the audit.</p> <p>Corrective Action: The Business Administrator will utilize state contract, cooperatives and national cooperatives vendors and approve these vendors in the minutes to ensure proper District purchasing procedures are being met. The Board will comply with all bidding statutes under NJSA 18A:18A-1 et seq.</p>	Anthony Juskiewicz Business Administrator	Immediate March 25, 2019

4	<p>Investigator Finding: The audit of the District's purchasing revealed that used vehicles were purchased over the bid threshold were not awarded by the board of education in the minutes; and also that documentation for the contracts that require bids and/or professional services contracts were not maintained on file for the audit.</p> <p>Corrective Action: The Business Administrator will utilize state contract, cooperatives and national cooperatives vendors and approve these vendors in the minutes to ensure proper District purchasing procedures are being met. The Board will comply with all bidding statutes under NJSA 18A:18A-1 et seq.</p>	Anthony Juskiewicz Business Administrator	Immediate March 25, 2019
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5	<p>Investigator Finding: The audit of the District's policy 7650 concluded that district vehicles were being used by the School Business Administrator for personnel use for commuting from work to home and back.</p> <p>Corrective Action: The Business Administrator in conjunction with the Interim Superintendent of Schools will ensure that no district vehicle is used for commuting purposes by reissuing Policy 7650 to all employees who drive Board vehicles.</p>	Anthony Juskiewicz Business Administrator	Immediate March 25, 2019
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 CHIEF SCHOOL ADMINSTRATOR
 DR. JAMES BAKER

3/26/19
 DATE


 BOARD SECRETARY/SCHOOL BUSINESS ADMINISTRATOR
 ANTHONY JUSKIEWICZ

3-26-19
 DATE

Cc: County Superintendent