

Keansburg Board of Education
Corrective Action Plan
2013-2014 Title I Audit

NAME OF SCHOOL: Keansburg Board of Education

COUNTY: MONMOUTH

TYPE OF EXAMINATION NCLB Title I Audit

DATE OF BOARD MEETING: August 30, 2016

CONTACT PERSON: John D. Covert

TELEPHONE NUMBER: 732-787-2007 ext. 2350

Finding/Recommendation	Corrective Action	Method of Implementation	Individual Responsible	Completion Date
1 Adequate documentation was not provided demonstrating that certain charges to the Title I, Part A program represent allowable costs.	The Director of Curriculum & Instruction will ensure that all timesheets and purchases charged to Title I grant accounts are allowable costs under EDGAR.	The Director of Curriculum & Instruction will review timesheets and Pos on at least a semi-monthly basis and verify that those charged to Title I are allowable program costs under EDGAR.	Director of Curriculum & Instruction/State & Federal Programs	August 31, 2016 and ongoing
2 Certain expenditures were misreported or misclassified on the district's FY 2013-2014 Title I, Part A FER.	The Director of Curriculum & Instruction will ensure that all costs reported in the FER are classified properly.	The Director of Curriculum & Instruction will review any costs budgeted in EWEG and reported on the FER reflect the same costs as the budgetary expenditure reports.	Director of Curriculum & Instruction/State & Federal Programs	June 30, 2017
3 The LEA did not record payroll expenditures as program activities were performed.	The Business Administrator will ensure that costs for teacher substitutes is charged as incurred.	The Business Administrator will review the monthly PO for substitute teachers and charge back to Title I as appropriate.	Business Administrator	August 31, 2016 and ongoing
4 Appointments of Title I, Part A instructional personnel recorded in the board of education meeting minutes did not contain all of the required information.	The Superintendent will ensure that the recommendation for all Title I funded staff listed for Board approval contains the required information.	The Superintendent will ensure that by September 30th of each fiscal year, any Board recommendations to fund staff from Title funds contains the required information.	Superintendent	August 30, 2016
5 The LEA's reimbursement of FY 2013-2014 TPAF/FICA was incorrectly computed.	The Business Administrator will double check the TPAF/FICA reimbursement form calculation.	By July 31st of each fiscal year, the Business Administrator will double check the spreadsheet calculation prepared internally for the TPAF/FICA reimbursement form to the State of NJ.	Business Administrator	July 31, 2017
6 On various occasions, the LEA failed to issue a purchase order prior to services being rendered (confirming order).	The Director of Curriculum & Instruction will ensure that any requisitions for services are input prior to the service being performed.	The Director of Curriculum & Instruction will ensure that any requisitions for services are input prior to the service being performed.	Director of Curriculum & Instruction/State & Federal Programs	August 31, 2016 and ongoing
7 Expenditures charged to the FY 2013-2014 Title I, Part A program should have been allocated to the subsequent project period.	The Director of Curriculum & Instruction will ensure that any supplies needed for summer school are ordered from the subsequent year's budget.	The Director of Curriculum & Instruction will ensure that any supplies needed for summer school are ordered from the subsequent year's budget.	Director of Curriculum & Instruction/State & Federal Programs	July 1, 2017

8 Certain records were not maintained in accordance with departmental and federal guidelines.	The Director of Curriculum & Instruction will ensure that funds are budgeted and allocated correctly and that equipment purchased meets minimum requirements.	The Director of Curriculum & Instruction will ensure that funds are budgeted and allocated correctly and that equipment purchased meets minimum requirements.	Director of Curriculum & Instruction/State & Federal Programs	August 31, 2016 and ongoing
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Business Administrator

Date

Chief School Administrator

Date