

CORRECTIVE ACTION PLAN

NAME OF SCHOOL DISTRICT: Manville School District

County: Somerset

TYPE OF EXAMINATION: NCLB Title 1 Audit

DATE OF BOARD MEETING: September 26, 2016

CONTACT PERSON: Kimberly Clelland, Business Administrator/Board Secretary

TELEPHONE NUMBER: 231-8500

Number	Recommendation	Corrective Action Required By The Board	Method of Implementation	Person Responsible For Implementation	Completion Date Of Implementation
1.	Expenditures of \$18,324.50 incorrectly charged to the Title 1, Part A program were allocable to another federal program or funding source.	The District will ensure that expenses charged to the Tile 1, Part A are allowable and support authorized program and activities.	The District will implement additional internal controls to adhere to Title1 Guidelines and Regulations	School Business Administrator/Kimberly Clelland	September 1, 2016
2.	Field trip expenditures were improperly charged to the Title 1, Part A program. (District is appealing this finding with additional documentation)	The District will ensure that expenditures represents allowable cost and conform to the requirements of 2 CRF 225, Appendix B, Section 14.	Adhere to the Title 1 Guidelines and Regulations	Director of Curriculum, Instruction and Professional Development/Barbara Popp	September 1, 2016
3.	Title 1, Part A funds totaling \$2,562.50 were expended for Non – Title 1, schools during FY 2014-2015 (The District is appealing \$837.50)	The District will ensure that expenses charged to the Tile 1, Part A are allowable and support authorized program within Title 1 funded schools.	Adhere to the Title 1 Guidelines and Regulations	Director of Curriculum, Instruction and Professional Development/Barbara Popp	September 1, 2016

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	The District will	Timesheets will be	Director of Curriculum, Instruction and Professional Development/Barbara Popp	September 1, 2016
4.	Title 1, funded personnel did not prepare detailed time and activity reports in a manner consistent with the requirements of 2 CFR 225.	amended to include activity reports to comply with the requirements of 2 CFR 225.	School Business Administrator/Kimberly Clelland	September 1, 2016
5.	Certain records were not maintained in accordance with departmental and federal guidelines.	The District will adhere to The Uniform Chart of Accounts for NJ School Districts as required by N.J.A.C. 6A:23-2.2(g) objective code 200 (TPAF)	The District will ensure that all TPAF benefits amounts are charged to object code 200	September 1, 2016

Chief School Administrator

Date

Board Secretary/School Business Administrator