

**NEW JERSEY DEPARTMENT OF EDUCATION  
OFFICE OF COMPLIANCE INVESTIGATION  
CORRECTIVE ACTION PLAN**

**Name of School District:** Burlington Twp BOE  
**Type of Examination:** C.A.F.R.  
**Date of Board Meeting:** November 28, 2012  
**Contact Person:** Mary Ann Bell, Business Administrator/Board Secretary  
**Telephone Number:** 609-387-3955 ext. 2050

<b>Recommendation Number</b>	<b>Corrective Action Approved By The Board</b>	<b>Method of Implementation</b>	<b>Responsible For Implementation</b>	<b>Completion Date of Implementation</b>
Finding No. 2012-1 That the District accurately request cash draw downs versus cash expenditures for Federal Grants	The district will continue to ensure to accurately reflect jobs created and jobs retained if the need arises again.	District will ensure that instead of journalizing the staff charged to Ed Jobs Fund to 18, the staff will be charged to Fund 18 directly.	Robyn Hessberger Assistant Business Administrator	November 28, 2012
Finding No. 2012-2 No Recommendation				
Finding No: 2012-3 That all required documentation for federal programs be maintained in student files	The district must ensure that all required documentation is maintained in student files	The district will in-service all pertinent staff regarding the required documentation to be maintained in student files	Elizabeth Parnagaian Director of Special Education	November 28, 2012
Finding No: 2012-4 That care if exercised in preparing the District Report of Transported Resident Student	The district will ensure that the District Report of Transported Resident Student is accurate	The district will verify the accuracy of the District Report of Transported Resident Student	Michele Dudley-Brown Coordinator of Transportation	November 28, 2012

Chief School Administrator

Date

Board Secretary

Date