

# Hoboken Board of Education

## BUSINESS OFFICE

158 Fourth Street ❖ Hoboken, NJ 07030 ❖ 201.356.3610 ❖ Fax: 201.356.3642

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H. Ronald Smith  
Interim Board Secretary  
Email: [RSmith@hoboken.k12.nj.us](mailto:RSmith@hoboken.k12.nj.us)

13 March 2013

Mr. Vincent McFadden  
Hudson County Office  
595 Newark Avenue  
Jersey City, NJ 07306

Subject: Hoboken Board of Education CAFR FY 2012 Corrective Action Plan, Board Approved March 12, 2013

Mr. McFadden:

At the Public Meeting held on Tuesday, March 12, 2013, the Hoboken Board of Education approved the District's Corrective Action Plan, created by the School Business Administrator for the recommendations made in the District's Comprehensive Annual Financial Report for Financial Year 2012.

Enclosed, please find a copy of this plan as well as a copy of the certified resolution.

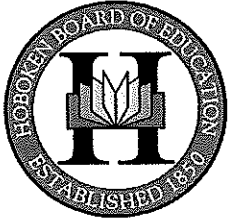
Sincerely,



H. Ronald Smith

Interim Business Administrator/Board Secretary

HRS/vml



# Hoboken Public Schools

**Business Office**

158 Fourth Street ❖ Hoboken, NJ 07030 ❖ 201.356.3603 ❖ Fax: 201.356.3642

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H. Ronald Smith  
Interim Board Secretary  
Email: [RSmith@hoboken.k12.nj.us](mailto:RSmith@hoboken.k12.nj.us)

## RESOLUTION NO. FI-0011-12-13

**SUBJECT: APPROVAL OF THE CORRECTIVE ACTION PLAN FOR THE HOBOKEN BOARD OF EDUCATION**

RESOLVED, that, upon the recommendation of the Superintendent, the Hoboken Board of Education directs the School Business Administrator and other appropriate administrators to oversee the implementation of the corrective action plan created by the School Business Administrator for the recommendations made in the District's Comprehensive Annual Financial Report for Financial Year 2012.

The above is a true copy of a resolution approved by the Hoboken Board of Education at the Public Meeting held on March 12, 2013



H. Ronald Smith  
Interim Board Secretary

# CORRECTIVE ACTION PLAN

NAME OF SCHOOL DISTRICT: HOBOKEN BOARD OF EDUCATION COUNTY HUDSON

TYPE OF AUDIT ANNUAL AUDIT

DATE OF BOARD MEETING 12-Feb-13

CONTACT PERSON Mr. Ronald Smith, Business Administrator

TELEPHONE NUMBER 201-356-3610

RECOMMENDATION NUMBER	CORRECTION ACTION APPROVED BY THE BOARD	METHOD OF IMPLEMENTATION	PERSON RESPONSIBLE FOR IMPLEMENTATION	COMPLETION DATE OF IMPLEMENTATION
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1. Administrative Practices and Procedures

none

none

N/A

N/A

2. Financial Planning, Accounting, and Reporting

a. It is recommended that employee health benefit contributions be calculated and deducted in accordance

Payroll Department will calculate deductions correctly.

Payroll, to be reviewed by Assistant to the Business Administrator, Accountant and BA

1/30/2013

b. Documentation shall be maintained with regard to the Executive County Superintendent's approval for

Documentation shall be maintained in a central office file

District Accountant

1/30/2013, and monthly thereafter

c. The Board Secretary's report shall reflect all governmental funds maintained by the district in accordance with NJSA 18A1/22/201317.9

The District accounts will be set up to reflect all funds, and shall be cross-checked by the administration

District Accountant, Business Administrator

1/30/2013

d. Salaries of all personnel charged to Federal grants must be detailed in the official minutes

All salaries charged to grants will be detailed in the official minutes

Grant supervisor, contracted Accountant, Business Administrator

1/30/2013

## CORRECTIVE ACTION PLAN

NAME OF SCHOOL DISTRICT: HOBOKEN BOARD OF EDUCATION COUNTY: HUDSON

TYPE OF AUDIT: ANNUAL AUDIT

DATE OF BOARD MEETING: 12-Feb-13

CONTACT PERSON: Mr. Ronald Smith, Business Administrator

TELEPHONE NUMBER: 201-356-3610

RECOMMENDATION NUMBER	CORRECTION ACTION APPROVED BY THE BOARD	METHOD OF IMPLEMENTATION	PERSON RESPONSIBLE FOR IMPLEMENTATION	COMPLETION DATE OF IMPLEMENTATION
	e. All IDEA and NCLB carryover applications shall be submitted to the Board of Education in a timely manner	Grant carryover applications will be put on the agenda for approval within 60 days of the corrective action plan.	Grant supervisor, Assistant to the Business Administrator, BA	3/30/2013
3. School Purchasing Program	a. Approve all purchases made through a cooperative purchasing agreement that exceeds the bid threshold be submitted to the Board for approval with a "not to exceed" threshold. In addition documentation identifying the specific State/Cooperative Agreement contract be maintained with	All purchases will be placed on the agenda that exceed the bid threshold. All documentation relative to Cooperative or State Contracts will be kept with the purchase order	Asst to the BA, Business Administrator	1/30/2013
4. School Food Services	a. Continued efforts be made to eliminate the deficit in the Food Service Fund.	Appropriate funds in subsequent budgets to drawn down the food service deficit	Asst to the BA, Business Administrator	2/28/2013
5. Scholarship Account	b. All free and reduced meal applications to be signed by determining District officials	Sign all free and reduced meal applications. none	Business Administrator	1/30/2013
	none	none	N/A	N/A

**CORRECTIVE ACTION PLAN**

NAME OF SCHOOL DISTRICT: HOBOKEN BOARD OF EDUCATION COUNTY HUDSON


TYPE OF AUDIT ANNUAL AUDIT

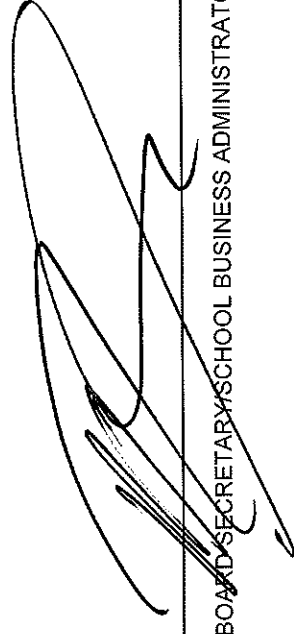
DATE OF BOARD MEETING 12-Feb-13

CONTACT PERSON Mr. Ronald Smith, Business Administrator

TELEPHONE NUMBER 201-356-3610

RECOMMENDATION NUMBER	CORRECTION ACTION APPROVED BY THE BOARD	METHOD OF IMPLEMENTATION	PERSON RESPONSIBLE FOR IMPLEMENTATION	COMPLETION DATE OF IMPLEMENTATION
6. Student Activity Funds	Payment authorization forms to be utilized for all disbursements made from the Calabro student activity account.	Forms to be distributed to the clerk at Calabro for use with the student activity account.	Asst to the BA	1/30/2013
7. Application for State School Aid	none	none	N/A	N/A
8. Pupil Transportation	none	none	N/A	N/A
9. Facilities and Capital Assets	none	none	N/A	N/A
10. Miscellaneous	none	none	N/A	N/A

  
 CHIEF SCHOOL ADMINISTRATOR

  
 BOARD SECRETARY/SCHOOL BUSINESS ADMINISTRATOR

DATE

3/26/2013  
 DATE

c: County Superintendent