

**NEW JERSEY DEPARTMENT OF EDUCATION
OFFICE OF FISCAL ACCOUNTABILITY AND COMPLIANCE
CORRECTIVE ACTION PLAN**

SCHOOL DISTRICT NAME: Lopatcong Township School District COUNTY Warren

TYPE OF EXAMINATION: Budget Deficit -OFAC Case #INV-038-15

DATE OF BOARD MEETING: June 7, 2016

CONTACT PERSON Donna Tolley

TELEPHONE NUMBER (908) 213-2995 Ext. 2500 FAX NUMBER (908)

RECOMMENDATION NUMBER	CORRECTIVE ACTION	METHOD OF IMPLEMENTATION	INDIVIDUAL RESPONSIBLE FOR IMPLEMENTATION	COMPLETION DATE OF IMPLEMENTATION
N.J.A.C. 6A:23A-16.10	<p>With over-expenditures and a budget shortfall, the following actions were taken:</p> <p>1. The BA encumbered \$214,000 at the start of the 2015-2016 school to help balance the budget for the current school year based on audit findings in September.</p> <p>2. Staff positions with resignations and retirements were not replaced during the school year to cut current year costs. Schedules were changed and Basic Skills teachers were moved into classrooms to cover through the end of the year. In addition, the art teacher became district wide.</p> <p>3. Health care benefits were appropriately estimated and budgeted for in the 2016-2017 budget.</p> <p>4. Staff will be RIF'd or reduced for the 2016-17 school year by over \$1,000,000.</p>	<p>1. Purchase Order, cost sheets, Board Secretary reports</p> <p>2. Spreadsheets, Class schedules, staff rosters</p> <p>3. Budget based on Staff Enrollments in Healthcare Program</p> <p>4. Reduction of staff</p>	<p>Business Administrator Superintendent Principals Board of Education</p>	<p>1. June 30, 2016</p> <p>2. Ongoing through the 2015-16 school year</p> <p>3. Occured during budget preparation, April, 2016</p> <p>4. Budget preparation, April 2016 and May RIF's</p>
N.J.S.A. 18A:22-8.1	<p>Line item transfers are discussed and approved monthly in Finance meetings and at Board of Education meetings.</p>	<p>Finance Agendas and Board Resolutions</p>	<p>Business Administrator</p>	<p>Monthly at each Board of Education meeting</p>

Gaimi Bonaroni
Chief School Administrator

6/7/16
Date

Donna Tolley
Board Secretary/Business Administrator

6/7/16
Date