

**Franklin Lakes Board Of Education  
Corrective Action Plan - Fiscal Year 2018**


**Name Of School:** Franklin Lakes County: BERGEN  
**Type Of Audit:** Comprehensive Annual Financial Audit Ending 6/30/18  
**Date Of Board Meeting:** October 22, 2018  
**Contact Person:** Michael Solokas- Business Administrator/Board Secretary  
**Email:** msolokas@franklinlakes.k12.nj.us  
**Telephone Number:** (201) 891-1856

Board Agenda  
October 22, 2018

Recommendation Number	Corrective Action Approved By The Board	Method of Implementation	Person Responsible For Implementation	Completion Date Of Implementation
5. Student Body Activities	To ensure that procedures are consistently applied to record the actual date of receipt for student body activity collections at Franklin Avenue Middle school.	The Business Administrator and Principal will ensure compliance by reviewing monthly the recording of student activity receipts and their deposit in a timely manner.	Business Administrator and Principal	Immediately
9. Travel expense and reimbursement	To ensure that procedures are consistently applied to obtain all supporting travel documentation prior to reimbursement .	The Business Administrator and Accounts Payable staff will ensure compliance by reviewing ALL travel receipts before payment.	Business Administrator and Accounts Payable	Immediately

  
 Michael Solokas  
 Business Administrator/Board Secretary

October 22, 2018  
Date

  
 Dr. Gayle Strauss  
 Chief School Administrator  
 October 22, 2018  
Date

cc: Mr. Joseph Zarra-Interim County Superintendent