

**Corrective Action Plan (CAP)
For the Fiscal Year ended June 30, 2023
Prepare only when there is a finding(s) in the ACFR or AMR**

Upload to the ACFR Repository with file name: CAP.PDF (within 45 days of Board accepting the Audit)

Email a copy of the CAP to: CAP@ag.nj.gov

School District/Charter/Renaissance School Project County: Glassboro Public Schools

Contact Person: Michael Sloan, Business Administrator

Type of Audit: Annual Comprehensive Financial Report for the Year Ended June 30, 2023

Email Address / Telephone Number: msloan@gpsd.us, 856-652-2700

Date of Board Meeting: February 21, 2024

A	B	C	D	E	F
ACFR/AMR (1) Finding #	Finding (Condition) (1)	Recommendation (1)	Method of Implementation (2)	Person Responsible for Implementation	Implementation Date
2023-001	The District did not maintain an accurate general ledger that was reconciled monthly to other subsidiary records.	That the District properly maintain a general ledger and reconcile the ledger monthly with other subsidiary records.	The district will make corrective journal entries as prescribed by auditor, and will regularly review general ledger to ensure all accounts are in balance.	Talisha Allison, Assistant Business Administrator; Michael Sloan, Business Administrator	Immediate, ongoing corrections and maintenance; Corrections finalized by June 30,2024.
2023-002	The School District did not maintain an accurate analysis of the balance detailing the amounts of withholdings payable to the various payroll agencies.	That the School District prepare a monthly analysis of the balance detailing the amounts of withholdings payable to the various payroll agencies. This analysis should be prepared shortly after the close of each month.	Throughout the year, following the bi-monthly payroll the district will update the amounts of withholdings payable to all payroll agencies in a payroll agency balance analysis.	Talisha Allison, Assistant Business Administrator; Michael Sloan, Business Administrator	Immediate ongoing corrections and maintenance; Corrections finalized by June 30,2024.
2023-003	The District did not provide an accurate capital asset record that properly accounts for all District owned assets, and properly calculates depreciation expense for the year ended June 30, 2023.	That the District properly maintain a capital asset record that accounts for all assets owned by the District, and properly calculates depreciation expense as required by the State Department of Education.	The district will solicit quotes for a full appraisal of the district's capital assets and will calculate depreciation expense to ensure accurate financial statements.	Talisha Allison, Assistant Business Administrator; Michael Sloan, Business Administrator	Summer 2024

Chief School Administrator:	Date: 2/21/2024
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Board Secretary/ School Business Administrator:	Date: 2/21/2024
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(1) Columns A, B & C: Please use exact language from ACFR or AMR. If finding(s) is reported in both ACFR & AMR use extract language from ACFR.

(2) Column D: Please describe the LEA's Method of Implementation to ensure the finding(s) will not recur.