

New Jersey Department of Education
Corrective Action Plan (CAP)
For the Fiscal Year 2025 (July 1, 2024 – June 30, 2025)

Submission Guidance

Applicability: A CAP should only be prepared if there is a finding(s) in the ACFR or AMR

- The completed CAP must be uploaded to the ACFR Repository within 45 days of Board acceptance of the audit.
- Save the file as **CAP.PDF** and email a copy to CAP@ag.nj.gov.

LEA Information

LEA Name: Glassboro Board of Education

LEA Number: 1730

County Name: Gloucester

County Number: 15

Type of Audit: ACFR for the Fiscal Year Ended June 30, 2025

Date of Board Meeting: 01/28/2026

Contact Name: Michael Sloan

Contact Title: Business Administrator

Email: msloan@gpsd.us

Phone: 856-652-2700 x6205

ACFR/AMR Findings

Preparation:

1. **Column A:** Identify and note whether the finding(s) is in the ACFR and/or the AMR. Include the finding(s) number (e.g., ACFR 2025-001), and note the ACFR finding(s) first.
2. **Columns B and C:** Use the exact language noted as the condition for the ACFR. Use the exact language noted as the finding in the AMR. If the finding(s) appears in both documents, use the language noted in the ACFR.
3. **Column D:** Describe the method of implementation to prevent recurrence of finding(s). If applicable, include an explanation for "Questioned Costs".
4. **Column F:** Document a definitive implementation date (MM-DD-YY). Entries such as "Immediate" or Ongoing" are not acceptable.

A ACFR/AMR Finding	B Condition/Finding	C Recommendation	D Method of Implementation	E Person Responsible for Implementation/Title	F Implementation Date
2025-001	The District did not follow internal control policies and procedures that ensure that new hires are enrolled in the appropriate pension or deferred compensation plan upon eligibility.	That the District review its internal controls and policies surrounding the enrollment of new hires in state pension or deferred compensation plan.	The District will conduct an internal audit of all employees to confirm proper enrollment and establish a procedure for all new hires to ensure employees are properly enrolled in state pension or deferred compensation plan.	Payroll Specialist, Assistant Business Administrator, Business Administrator	06/30/2026

Attestation

Signature required below.

I hereby certify that the information provided in this CAP is accurate and complete to the best of my knowledge, and that the recommendation(s) will be implemented as noted.

Chief School Administrator:

Date:

1/28/26

Board Secretary / School Business Administrator:

Date:

1/28/26