

Corrective Action Plan (CAP)

School District: Glassboro School District
County: Gloucester County
Contact Person: Lisa Ridgway
Type of Audit: Annual CAFR
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Date of Board Meeting: March 23, 2022

Recommendation Number	Corrective Action Required by the Board	Method of Implementation	Person Responsible for Implementation	Planned Completion Date of Implementation
2021-001	Business Office maintain the appropriate internal control structure and procedures as established.	The Business Administrator must maintain the financial records in a timely manner, monitoring the reports and verifying that the controls and procedures are followed.	Business Administrator	July 1, 2022
2021-002	Prepare a monthly analysis of the payroll agency balance detailing the amounts of withholdings payable to the various agencies.	A subsequent workbook is developed to provide a monthly analysis of the agency account by vendor.	Business Administrator/Sr. Accountant/Payroll Specialist	June 30, 2022
2021-003	Maintain accurate compensated absence calculations.	The Business Administrator has worked with the Sr. Accountant and Payroll Specialist to set procedures for the calculation of the compensated absences and for the staff to work with the HR Department in order to receive correct end of year calendars for staff.	Business Administrator/Sr. Accountant/Payroll Specialist	June 30, 2022
2021-004	The School District should reduce net cash resources on hand in the Food Service Fund through capital expenditures or other improvements to the FSP.	The Business Office is working with the Food Service Management company to determine needed improvements.	Business Administrator/Food Service Manager	June 30, 2022
2021-005	Review the DRTRS report for accuracy.	Transportation is working with the Office of Student Data to verify the accuracy of reported students and working with the NP Schools.	Transportation Coordinator	June 30, 2022

Chief School Administrator:	Date:
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Board Secretary/School Business Administrator:	Date:
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