

## 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:** February 22, 2023

<b>Recommendation Number</b>	<b>Corrective Action Required by the Board</b>	<b>Method of Implementation</b>	<b>Person Responsible for Implementation</b>	<b>Planned Completion Date of Implementation</b>
<b>2022-001</b>	Business Office maintain the appropriate internal control structure and procedures as established.	The Business Administrator must maintain the financial records verifying that the controls and procedures are followed and the general ledger is reconciled to subsidiary records.	Business Administrator	June 30, 2023
<b>2022-002</b>	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. Open balances from prior administrations have been identified and will be brought into the general fund.	Business Administrator/Sr. Accountant/Payroll Specialist	June 30, 2023

**Board Secretary/School Business Administrator:**

**Date:**

**Chief School Administrator:**

**Date:**