

CORRECTIVE ACTION PLAN

NAME OF SCHOOL - Florham Park

COUNTY Morris

TYPE OF AUDIT - Comprehensive Annual Financial Report for FYE June 30, 2020

DATE OF BOARD MEETING - January 25, 2021


CONTACT PERSON – Mr. John Csatlos School Business Administrator

TELEPHONE NUMBER - (973) 822 – 3880 x 1005

<u>RECOMMENDATION NUMBER</u>	<u>CORRECTIVE ACTION APPROVED BY THE BOARD</u>	<u>METHOD OF IMPLEMENTATION</u>	<u>PERSON RESPONSIBLE FOR IMPLEMENTATION</u>	<u>COMPLETION DATE OF IMPLEMENTATION</u>
Finding 2020-1	Internal controls for travel and expense reimbursements be reviewed and enhanced.	Administrative Review	School Business Administrator	June 1, 2020
Finding 2020-2	Internal controls for year-end purchase order classification be reviewed and enhanced	Administrative Review	School Business Administrator Accounts Payable Specialist	June 1, 2020
Finding 2020-3	Internal controls for purchases Be reviewed and enhanced to Ensure Compliance with Public School Contracts Law and State Procurement Guidelines	Administrative Review	School Business Administrator	June 1, 2020

c: County Superintendent

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Finding 2020-04	Internal Controls be reviewed And enhanced to ensure all Student Activities and Athletic Checks contain two signatures	Administrative Review	School Business Administrator Principals and Athletic Director	June 1, 2020
 _____ Chief School Administrator	 _____ Date	 _____ Board Secretary/Business Administrator	 _____ Date	