

**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 – Florham Park

County - Morris

Contact Person – Mr. John Csatlos, Business Administrator

Type of Audit

Email Address / Telephone Number – john.csatlos@fpls.org/973-822-3880 x1005

Date of Board Meeting – December 18, 2023

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
2023-1	Our audit revealed the required monthly certifications that the District had no budget line item overexpenditures and no major fund in a deficit position for the months of September, 2022 through June 2023 were not submitted to the Board for their approval.	The required monthly financial certifications be submitted with the Board Secretary and Treasurer's reports and be acknowledged by the Board and included in the official minutes	Finance Committee/Board Meeting Agendas and Minutes.	Business Administrator/Board Secretary	December 2023
2023-2	Our audit of purchasing revealed in certain instances, political disclosure forms (PCDF) were not obtained and on file as required	Continued efforts be made to obtain all political disclosure forms (PCDF) as required by Public School Contracts Law	Review files, issue PCDFs, collect and file.	Business Administrator/Qualified Purchasing Agent	December 2023
2023-3	Supporting documentation for the Briarwood Elementary School and Brooklake Elementary School cash receipts was not available for audit. The Briarwood Elementary School cash receipts were not deposited in a timely manner. In addition, the composition of deposits was not detailed for the receipts collected.	Procedures be reviewed and revised to ensure the student activity receipts have supporting documentation, are deposited timely and that the source of receipts collected (i.e. cash, check, etc.) are detailed accordingly.	Internal controls for student activities receipt of cash be reviewed, enhanced and implemented.	Business Administrator, Principals, School Secretaries	December 2023

(1) Columns A, B & C: Please use exact language from ACFR or AMR. If finding(s) is reported in both ACFR & AMR use exact language from ACFR.

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

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Date of Board Meeting – December 18, 2023

Chief School Administrator:

Date: 12/18/23

Board Secretary/ School Business Administrator:

Date: 12/18/23

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