

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
 County
 Contact Person
 Type of Audit
 Email Address / Telephone Number
 Date of Board Meeting

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
2023-01	Noted discrepancies within the fixed assets records.	The District continues to work with the appraisal company to resolve noted discrepancies and accurately update the fixed assets records.	Work with the Fixed Asset Company to include assets that are missing over multiple years.	Karen Constantino	No later than 6/30/2023 or the next audit
2023-04	An analysis of balance for the payroll agency account is not being prepared on a monthly basis.	Prepare an analysis of balance on a monthly basis as part of the normal monthly process.	This item is added to our monthly checklist to be updated and completed each month.	Nancy Kaiser /Karen Constantino	Immediate

Chief School Administrator:  Date: 11/3/23

- (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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School District/Charter/Renaissance School Project Green Hills School
County Sussex
Contact Person Karen Constantino
Type of Audit Single
Email Address / Telephone Number kconstantino@greenhills.org
Date of Board Meeting 11/15/2023

Board Secretary/ School Business Administrator: <u>Karen Constantino</u>	Date: <u>11/3/2023</u>
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