

Corrective Action Plan (CAP)  
 For the Fiscal Year ended June 30, 20XX  
 Prepare only when there is a finding(s) in the ACFR or AMR.

June 30, 2022

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](mailto:CAP@ag.nj.gov)

School District/Charter/Renaissance School Project: Pequannock Township School District – 2014-2016 SDA Grant Reimbursement

County Morris County

Contact Person Gordon E. Gibbs

Type of Audit OFAC Investigation

Email Address / Telephone Number [gordon.gibbs@pequannock.org](mailto:gordon.gibbs@pequannock.org) / 973-616-6030 ext. 1001

Date of Board Meeting October 7, 2024

A	B	C	D	E	F
*AMR/ACFR Finding #	*Finding (Condition)	*Recommendation	*Method of Implementation	Person Responsible for	Completion Date
OFAC Case# INV-64-24	“Violation of N.J.S.A. 18A:18A-21(a) 10-day notice requirement of bid opening date. Bid date advertised was 05-24-16. The bid opening date was 06-02-2016, which is a 9-day period. This is one day less than what is required by law.”	All future bid openings to be in accordance with N.J.S.A. 18A:18A-21(a) allowing for a full 10-day period for bid openings.	All bids will follow the school district’s Standard Operating Procedures Manual that stipulates as to the bid process in accordance with N.J.S.A. 18A:18A-21(a) allowing for a 10 full day period to end prior to bid openings.	Gordon E Gibbs Business Administrator/ Board Secretary	October 7, 2024

Chief School Administrator: Michael Raker Date: 9/22/24

Board Secretary/ School Business Administrator: Gordon E Gibbs Date: 9/19/24

\* Reference AMR/ACFR for columns A, B & C. Please use same wording from AMR/ACFR.  
 \* Method of Implementation (column D). Please describe the plan that ensures the finding(s) will not recur.