

CORRECTIVE ACTION PLAN 2023-2024

AMR Finding #: 2024-001:

Finding Condition: An analysis of the balance on deposit in the Payroll Agency Account was not properly maintained.

Recommendation: That the analysis of the balance on deposit in the Payroll Agency Account be properly maintained.

Method of Implementation: Have School Accountant prepare monthly payroll agency reconciliations incorporating use of the accounting software's functionality.

Person Responsible for Implementation: Business Administrator, Eric Larson

Implementation Date: June 30,2025

AMR Finding #: 2024-002:

Finding Condition: We noted the Net Payroll bank account was overdrawn on several occasions.

Recommendation: That the Net payroll bank account be fully funded.

Method of Implementation: Have School Accountant ensure that Payroll bank account is fully funded prior to execution of payrolls.

Person Responsible for Implementation: Business Administrator, Eric Larson

Implementation Date: June 30,2025

AMR Finding #: 2024-003:

Finding Condition: We noted that two of the quarterly IRS Form 941s provided for audit were unsigned. In addition one IRS Form 941 wasn't available for audit.

Recommendation: That all IRS form 941s be signed and available for audit.

Method of Implementation: Business Administrator to sign all for 941s and Payroll Clerk file all forms.

Person Responsible for Implementation: Business Administrator, Eric Larson

Implementation Date: June 30,2025

AMR Finding #2024-004:

Finding Condition: Bank reconciliations were not performed on a timely basis which delayed the submission of the monthly Treasurer's reports.

Recommendation: The District reconcile bank accounts on a timely basis.

Method of Implementation: School Accountant in conjunction with Treasurer perform Bank Reconciliations on a timely basis.

Person Responsible for Implementation: Business Administrator, Eric Larson

Implementation Date: June 30,2025

AMR Finding #: 2024-005:

Finding Condition: The general ledger was not maintained accurately on a timely basis.

Recommendation: That the district maintain an accurate general ledger on a timely basis.

Method of Implementation: School Accountant to perform all general ledger postings on a timely basis after reconciling cash.

Person Responsible for Implementation: Business Administrator, Eric Larson

Implementation Date: June 30,2025

AMR Finding #: 2024-006:

Finding Condition: We noted the District failed to issue several vendors IRS form 1099.

Recommendation: That the District issue IRS form 1099's to all eligible vendors.

Method of Implementation: Accounts Payable Clerk to include Form 1099s for any school activity account vendors who qualify.

Person Responsible for Implementation: Business Administrator, Eric Larson

Implementation Date: June 30,2025

AMR Finding #: 2024-007:

Finding Condition: The required certification (E-CERT) of compliance with requirements for income tax on compensation of administrators to the New Jersey Department of Treasury was not filed by the March 15, 2024 due date.

Recommendation: The District file the required certification (E-CERT) by the required due date.

Method of Implementation: Business Administrator to submit E-CERTs annually by March 15th.

Person Responsible for Implementation: Business Administrator, Eric Larson

Implementation Date: June 30, 2025

AMR Finding #: 2024-008:

Finding Condition: Our audit noted the reimbursement and supporting documentation prescribed by the Division of Pensions for the TPAF/FICA payments made by the State on-behalf of the school district for those employees whose salaries are identified as being paid from federal funds was not remitted to the State prior to the end of the 90 days after the close of the fiscal year.

Recommendation: That the District remit reimbursement and all supporting documentation to the Department of education for the TPAF/FICA payments made by the State on-behalf of the school district for those employees whose salaries are identified as being paid from federal funds prior to the 90 days after the close of the fiscal year.

Method of Implementation: Business Administrator to submit annual reimbursement for TPAF/FICA related to certificated staff providing services federally funded by September 29th

Person Responsible for Implementation: Business Administrator, Eric Larson

Implementation Date: June 30, 2025

AMR Finding #: 2024-009:

Finding Condition: We noted that bids for transportation services were not opened publicly in accordance with Board policy.

Recommendation: That all bids be opened publicly in accordance with Board policy.

Method of Implementation: Revise Policy 6320 to incorporate the use of electronic bidding for transportation.

Person Responsible for Implementation: Business Administrator, Eric Larson

Implementation Date: June 30, 2025