

Recommendation Number	Recommendation	Corrective Action/Implementation	Responsibility	Implementation Date
2018-01	<p>Finding: During our review of the purchase orders, we noted that a receipt of goods signatures was not obtain on vouchers for reimbursements.</p> <p>Recommendation: It is recommended that purchase orders for reimbursements contain a receipt of goods signature.</p>	The District will ensure that receipt of goods signatures are obtained on all vouchers.	School Business Administrator	6/30/2019
2018-02	<p>Finding: The District does not have Standard Operating Procedures for business functions as required by N.J.A.C. 6A:23A-22.14.</p> <p>Recommendation: It is recommended that the District develop Standard Operating Procedures for the business functions of the District.</p>	The District will develop Standard Operating Procedures for the business functions of the District.	School Business Administrator	6/30/2019
2018-03	<p>Finding: The T.P.A.F. Reimbursement to the State for Federal Salary Expenditures was prepared but was not remitted to the State of New Jersey by the October 1 deadline. The reimbursement form was reviewed and no exceptions were noted.</p> <p>Recommendation: It is recommended that the T.P.A.F. Reimbursement to the State for Federal Salary Expenditures is submitted to the State of New Jersey by the October 1 deadline each year.</p>	The District will ensure that the T.P.A.F. Reimbursement to the State for Federal Salary Expenditures is submitted to the State of New Jersey by the October 1 deadline in the future.	School Business Administrator	6/30/2019
2018-04	<p>Finding: During our review of the student activity records, we noted that certain student activity receipts were not deposited in a timely manner.</p> <p>Recommendation: It is recommended that student activity receipts be deposited in a timely manner.</p>	The District will ensure that District staff is reminded that student activity deposits must be deposited in a timely manner.	School Business Administrator / School Leadership	6/30/2019
2018-05	<p>Finding: The District's list of current year capital assets additions and current year depreciation expense was not incorporated into the capital assets records maintained by the District. Also, there is Construction in Progress from a prior year on completed capital projects which should be transferred to depreciable capital assets.</p> <p>Recommendation: It is recommended that the District have a formal inventory of the District's capital assets conducted by an independent appraisal company to ensure that the District's capital assets records are complete and that construction in progress on completed capital projects is transferred to depreciable capital assets.</p>	The District will engage an independent appraisal company to conduct a full formal inventory of the District's capital assets and ensure that construction in progress is transferred to depreciable capital assets.	School Business Administrator	6/30/2019

Michelle Cave
Superintendent of Schools

3/18/2019
Date

[Signature]
School Business Administrator/Board Secretary

3/18/2019
Date