


**RIDGEWOOD PUBLIC SCHOOLS  
CORRECTIVE ACTION PLAN  
FY 21 AUDIT**

  
Superintendent  
Dr. Thomas Gorman

  
Business Administrator/Board Secretary  
Scott T. Bisig

**PRESENTED AT THE PUBLIC MEETING OF**

<b>Audit Area</b>	<b>Auditor's Finding</b>	<b>Auditor's Recommendation</b>	<b>Corrective Action</b>	<b>Implementation Date</b>	<b>Primary Responsibility</b>	<b>Status</b>
<b>Financial Planning, Accounting &amp; Reporting</b> <b>II</b>	Finding 2021-1 Payroll Agency account bank reconciliations revealed certain invalid reconciled items.	Invalid reconciled items on the Payroll Agency account bank reconciliations be reviewed and cleared of record.	Enhance the monthly reconciliation process/protocols with a secondary review from the School Business Administrator to ensure the records are cleared before final approval.	Effective Immediately	Business Administrator Assistant Business Administrator Payroll Coordinator	Corrected
	Finding 2021-2 Audit noted that the transactions for May 2021 and June 2021 in the Payroll Agency and Scholarship Funds were not recorded in the District's accounting software as of June 30, 2021.	All transactions in the Payroll Agency and Scholarship Funds must be recorded in the District's accounting software in a timely manner.	Ensure the current financials reports and reconciled within timely manner to ensure the ongoing accuracy in the CSI software.	Effective Immediately	Business Administrator Assistant Business Administrator School Administrators	Ongoing Thru June 30, 2022
<b>School Purchasing Programs</b> <b>III</b>	Finding 2021-3 Audit disclosed one vendor was paid on a contract in excess of the aggregate not to exceed amount approved by Board Resolution. This was the result of the bid award not including additional services.	All resolutions approving bid awards also include a not to exceed threshold amount for additional hourly services.	Ensure not to exceed thresholds prior to Board of Education Approval of Contract award for hourly services. Once approved, monitor the service costs monthly to ensure the current threshold is not exceeded without prior Board of Education resolution.	Effective Immediately	Superintendent Business Administrator Assistant Business Administrator Purchasing Coordinator	Corrected

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<p><b>School Food Service</b> <b>IV</b></p>	<p>Finding 2021-4 Audit of the Food Service Enterprise Fund indicated the unrestricted net position was in a deficit of \$120,292 at June 30, 2021. This was a result of the COVID 19 Public Health Emergency and the district not participating in the National School Lunch Program.</p>	<p>Remedial action will be taken to eliminate the deficit in the Food Service Enterprise Fund June 30, 2021.</p>	<p>The Board of Education will utilize the balance of the Food Service Revenue from the SY 21-22 sales to reconcile the deficit by paying down the existing deficit over the next several school years</p>	<p>Effective Immediately</p>	<p>Business Administrator Assistant Business Administrator</p>	<p>Ongoing thru June 30, 2022</p>
<p><b>Infant / Toddler Development Program</b> <b>V</b></p>	<p>Finding 2021-5 Audit of the Infant /Toddler Development Fund revealed the unrestricted net position was in a deficit position of \$143,740 at June 30, 2021. In addition, the Infant/Toddler Development Fund financial records were not being charged on a timely basis for expenses incurred on its behalf by the General Fund.</p>	<p>Corrective action will be taken to eliminate the deficit in the Infant/Toddler Development Fund. Additionally, the financial records should reflect expenses incurred on it behalf by the General Fund on a real time basis.</p>	<p>The Board of Education has made the decision to allow the current deficit to remain and begin utilizing the revenue proceeds from the ITDC to begin paying down the existing deficit over the next several school years.</p>	<p>Effective Immediately</p>	<p>Business Administrator Assistant Business Administrator ITDC Program Coordinator</p>	<p>Ongoing thru June 30, 2022</p>
<p><b>Student Body Activities</b> <b>VIII</b></p>	<p>Finding 2021-7 Audit of student activity accounts revealed the following: (Various Accounts) bank reconciliations included prior year reconciling items; (Athletic Account) prenumbered receipts were not utilized; certain cash receipts did not have supporting documentation; there is a deficit cash balance at June 30, 2021.</p>	<p>Continued efforts be made in the student body activity accounts to properly record and account for all related transactions.</p>	<p>The ITDC Program Director will ensure all deposits will be collected and reconciled in a timely manner moving forward.</p>	<p>Effective Immediately</p>	<p>Business Administrator Purchasing Coordinator School Administrators</p>	<p>Ongoing thru June 30, 2022</p>

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<p><b>Facilities &amp; Capital Assets XI</b></p>	<p>Finding 2021-8 Audit of the District's capital assets revealed the capital assets report provided for the audit did not accurately reflect all current year's additions.</p>	<p>All current year additions must be properly reflected in the district's capital assets report.</p>	<p>Ensure the current assists reports are filed within timely manner by the outside vendor who is hired to completed the report.</p>	<p>Effective Immediately</p>	<p>Business Administrator Purchasing Coordinator</p>	<p><b>Completed</b></p>
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