

**CORRECTIVE ACTION PLAN (CAP)**  
For the Fiscal Year ended June 30, 2021

Montague Township School District (Sussex County)  
Carolyn Joseph, Interim SBA  
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Date of Board Meeting: January 10, 2022

Corrective Action Required by the Board	Method of Implementation	Person Responsible for Implementation	Planned Completion Date Of Implementation
1. All required signatures for purchase orders to be obtained prior to the processing of payments.	Make sure all purchase orders have all required signatures.	School Business Administrator	June 30, 2022
2. The District review and adjust its process related to the unemployment compensation account to be in conformity with the proper method selected.	Review and confirm that the process related to the Unemployment compensation account is in conformity with the proper method selected.	School Business Administrator	June 30, 2022
3. Greater care be taken to ensure that open purchase orders are properly classified as accounts payable or encumbrance.	Review all open purchase orders to confirm that they are properly classified as accounts payable or encumbrances.	School Business Administrator	June 30, 2022
4. County Superintendent approval to be obtained for transfers to administrative cost line items that on a cumulative basis exceed 10%.	Obtain County Superintendent approval prior to transfers to administrative cost line items that on a cumulative basis exceed 10%.	School Business Administrator	June 30, 2022
5. Greater care be taken to ensure that receipts are posted to the correct fund and account.	Confirm all receipts are posted to the correct fund and account.	School Business Administrator	June 30, 2022
6. Extra care taken to ensure that grant funds are not expended in excess of the grant award.	Review grant funds to ensure that they are not expended in excess of the grant award.	School Business Administrator	June 30, 2022

Chief School Administrator : \_\_\_\_\_

Date: \_\_\_\_\_

Board Secretary/School Business Administrator : \_\_\_\_\_

Date: \_\_\_\_\_