

**SECTION III – REPORTING**  
**CHAPTER 7 – AUDIT SYNOPSIS, CORRECTIVE ACTION PLAN AND CERTIFICATION OF**  
**IMPLEMENTATION OF CORRECTIVE ACTION PLAN**  
**(Chapter 7 is applicable to school districts, charter schools and renaissance school projects)**

**Synopsis and Hearing of Audit**

***N.J.S.A. 18A:23-3* states in part that "The Commissioner annually shall publish a summary of such recommendations as made for each school district and the steps which have been taken in each district for their implementation."**

***N.J.S.A. 18A:23-4* states "The secretary of the board shall prepare or have prepared a synopsis or summary of the annual audit and recommendations, prior to the holding of the meeting of the board of education to take action thereon; A copy of which synopsis or summary shall be available for distribution to interested parties at the meeting."**

In order to comply with the above requirements, it is requested that the Secretary of the Board prepare the audit synopsis under the following format:

- a. Governmental Funds Balance Sheet (Exhibit B-1).
- b. Governmental Funds Statement of Revenues, Expenditures, and Changes in Fund Balance (Exhibit B-2).
- c. Reflect each audit recommendation under the applicable heading listed below. Include the sub headings listed on page III-4.2:
  1. Administrative Practices & Procedures
  2. Financial Planning, Accounting & Reporting
  3. School Purchasing Programs
  4. School Food Service
  5. Student Body Activities
  6. Application for State School Aid
  7. Pupil Transportation
  8. Facilities and capital assets
  9. Miscellaneous
  10. Follow-up on prior year findings
- d. A copy of the minutes, synopsis and corrective action plan for the fiscal year ended June 30, 2015 are submitted via upload to the CAFR repository at <http://homeroom.state.nj.us/> within 30 days of board approval. The executive county superintendent will review for accuracy and completeness. **Specific board action and disposition of each audit recommendation must be duly noted in the minutes of the board. A general statement of the Board's acceptance of the audit and recommendations is NOT in compliance. In addition, the minutes must address the corrective actions voted by the board and a completed Corrective Action Plan signed by both the chief school administrator and the board secretary/school business administrator must be included with the synopsis.**
- e. The Corrective Action Plan must address all findings contained in the Comprehensive Annual Financial Report (CAFR) and the Auditor's Management Report (AMR) with appropriate subheadings.

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- f. The school business administrator must submit a certification of implementation when all corrective actions for the fiscal year ended June 30, 2015 have been fully implemented (see template below and the sample format on page III-7.3), no later than June 30th of the subsequent fiscal year.

For printable forms for submission to the Special Audits Unit, please see below:

**\*Please do not submit CAP or COI if there are no findings noted in either the CAFR or AMR.**

[TEMPLATE FY2015 Corrective Action Plan](#)

[TEMPLATE Certification of Implementation of Corrective Action Plan](#)