

**Corrective Action Plan (CAP)**  
**For the Fiscal Year ended June 30, 2022**  
**Prepare only when there is a finding(s) in the ACFR or AMR.**

June 30, 2022

**Upload to the ACFR Repository with file name: CAP.PDF (within 45 days of Board accepting the Audit)**

**Email a copy of the CAP to: [CAP@ag.nj.gov](mailto:CAP@ag.nj.gov)**

**School District/Charter/Renaissance School Project: Franklin Lakes Board of Education**

**County: Bergen**

**Contact Person: Trenae Lambkin**

**Type of Audit: Comprehensive Annual Financial Audit Ending 6/30/2022**

**Email Address / Telephone Number: [tlambkin@franklinlakes.k12.nj.us](mailto:tlambkin@franklinlakes.k12.nj.us) / 201-891-1856**

**Date of Board Meeting: January 24, 2023**

A	B	C	D	E	F
*AMR/ACFR Finding #	*Finding (Condition)	*Recommendation	*Method of Implementation	Person Responsible for	Completion Date
2022-001	During the audit the TPAF reimbursement form for Federal salary expenditures was submitted to the State of NJ after the required deadline.	It is recommended that the TPAF reimbursement for Federal salary expenditures is completed and submitted to the State of NJ by the required deadline.	The Business Administrator will ensure compliance by completing and filing the form on time.	Business Administrator	Immediately

**Chief School Administrator:**

**Date:**

**Board Secretary/ School Business Administrator:**

**Date:**

\* Reference AMR/ACFR for columns A, B & C. Please use same wording from AMR/ACFR.

\* Method of Implementation (column D). Please describe the plan that ensures the finding(s) will not recur.