

Township of West Milford

Passaic County, New Jersey

~ Resolution 2020 – 291 ~

RESOLUTION OF THE TOWNSHIP OF WEST MILFORD, COUNTY OF PASSAIC, STATE OF NEW JERSEY APPROVING SUBMISSION OF THE CORRECTIVE ACTION PLAN FOR THE YEAR ENDED DECEMBER 31, 2019 TO THE STATE OF NEW JERSEY, DIVISION OF LOCAL GOVERNMENT SERVICES

WHEREAS, all municipalities operating under the Local Fiscal Affairs Law must prepare and submit a Corrective Action Plan as part of their annual audit process, and

WHEREAS, the Township of West Milford has by Resolution accepted the 2019 audit as prepared and presented by the Township Auditors, and

WHEREAS, Ellen Mageean, the Chief Financial Officer for the Township of West Milford has prepared a Corrective Action Plan to address the findings and recommendations for the 2019 audit and presented copies of same to the Mayor, Council, and Administrator,

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Township of West Milford, in the County of Passaic, that the Corrective Action Plan, attached hereto and made a part hereof, be approved for submission to the Division of Local Government Services.

Adopted: September 16, 2020

Adopted this 16th day of September, 2020
and certified as a true copy of an original.

William Senande, Township Clerk

**Township of West Milford
Corrective Action Plan
For Audit as of December 31, 2019**

Findings #1

Description: *That all vendors required to receive Form 1099 receive them.*
Analysis: *One vendor that should have received a Form 1099 did not receive one.*
Corrective Action: *All vendors that should receive a Form 1099 will receive them.*
Implementation Date: *June 2020*

Findings #2

Description: *That all employees required to be enrolled in the DCRP be enrolled.*
Analysis: *Several employees that were required to be enrolled in DCRP were not enrolled.*
Corrective Action: *A process has been put in place to ensure that all eligible employees are identified and enrolled in DCRP.*
Implementation Date: *August 2020*

Findings #3

Description: *That all escrow deposits over \$5,000.00 be maintained in a separate interest bearing account.*
Analysis: *Escrow accounts over \$5,000.00 were not maintained in a separate interest bearing account.*
Corrective Action: *Accounts will be set up for escrow accounts over \$5,000.00.*
Implementation Date: *September 2020*

Findings #4

Description: *That old escrow deposits be reviewed and the proper action taken*
Analysis: *The Township has several escrow deposits over 5 years old.*
Corrective Action: *The finance department will work with the Planning Board and Zoning Board Secretaries to dispose of the older escrow balances.*
Implementation Date: *August 2020*

Findings #5

Description: *That a Fixed Asset Inventory report be available for audit and be updated for additions and deletions.*
Analysis: *Fixed Asset report was not available for audit.*
Corrective Action: *Fixed Assets report will be updated and available for audit.*
Implementation Date: *September 2020*