

Township of West Milford

Passaic County, New Jersey

~ Resolution 2014 – 253 ~

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, 2013 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 2013 audit as prepared and presented by the Township Auditors, and

WHEREAS, Monica Goscicki, the Chief Financial Officer for the Township of West Milford has prepared a Corrective Action Plan to address the findings and recommendations for the 2013 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:

Adopted this 20th day of August, 2014
and certified as a true copy of an original.

Antoinette Battaglia, Township Clerk

**Township of West Milford
Corrective Action Plan
For Audit as of December 31, 2013**

Findings # 1

Description: *That Political Contribution Disclosure forms be available for audit from all vendors required to submit them.*

Analysis: *There were some vendors that were paid in excess of \$17,500.00 in 2013 but the Township did not have all of the Political Contribution Disclosure forms on file.*

Corrective Action: *The finance office will ensure that all Political Contribution Disclosure forms are on file for all vendors that are required to submit them for 2014.*

Implementation Date: *June 2014*

Findings #2

Description: *That PERS and PFRS payroll deductions be disbursed to the State in a timely manner.*

Analysis: *There was one month during 2013 that the disbursement for the PERS and PFRS payroll deductions were late.*

Corrective Action: *During 2014 all disbursements for the PERS and PFRS payroll deductions will be submitted on time.*

Implementation Date: *January 2014*

Findings #3

Description: *That all employees required to be enrolled in the DCRP be enrolled.*

Analysis: *There was one employee that was not enrolled in the DCRP.*

Corrective Action: *The payroll department is researching this issue with the Division of Pensions.*

Implementation Date: *September 2014*

Findings #4

Description: *That old escrow and trust reserve balances be returned or canceled.*

Analysis: *The Township has a number of old escrow and trust reserve balances that need to be reviewed so they can either be returned or canceled*

Corrective Action: *The finance office will be submitting a resolution at the September 3, 2014 council meeting for cancellation of old trust balances. The old escrow balances will be reviewed with the planning department to determine if they should be returned or canceled.*

Implementation Date: *September 2014*

Findings #5

Description: *That separate bank accounts be opened for escrow accounts with balances over \$5,000.*

Analysis: *The Township has some escrow accounts that are in excess of \$5,000.00 and according to state law they should be set up in their own separate account.*

Correction Action: *A separate bank account will be set up for any escrow account in excess of \$5,000.00 so that interest on that account can be tracked.*

Implementation Date: *December 2014*

Findings #6

Description: *That old grant receivable and reserve balances be reviewed and be collected, spent or canceled.*

Analysis: *There are a number of old grants that need to be reviewed and evaluated to see if they can be canceled or spent and if the receivables will be collected.*

Corrective Action: *The finance office has reviewed the old reserve and receivable balances and a resolution canceling a number of these old balances will be submitted for approval at the September 3, 2014 council meeting.*

Implementation Date: *September 2014*

Findings #7

Description: *That receivable balances in the General Capital Fund be reviewed and the proper action be taken.*

Analysis: *There are some old receivable balances for grants in the General Capital fund that need to be reviewed to see if they can be collected.*

Corrective Action: *The finance office has reviewed the old receivable grant balances in the General Capital fund and a resolution canceling these receivables will be submitted for approval at the September 3, 2014 council meeting.*

Implementation Date: *September 2014*

Monica Goscicki, Chief Financial Officer