

Township of West Milford

Passaic County, New Jersey

~ Resolution 2016 – 279 ~

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, 2015 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 2015 audit as prepared and presented by the Township Auditors, and

WHEREAS, Allison Zeltner, the Acting Chief Financial Officer for the Township of West Milford has prepared a Corrective Action Plan to address the findings and recommendations for the 2015 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: August 17, 2016

Adopted this 17th day of August, 2016
and certified as a true copy of an original.

Antoinette Battaglia, Township Administrator/Clerk

**Township of West Milford
Corrective Action Plan
For Audit as of December 31, 2015**

Findings # 1

Description: *That the Fire Prevention Department maintain a cash receipts ledger for all monies collected.*

Analysis: *Fire Trust deposits not kept on any cash ledger to track them.*

Corrective Action: *Fire Marshall keeps a ledger for the Fire Trust and gives a copy to the Finance Office once a month.*

Implementation Date: *April 2016*

Findings #2

Description: *That the Community Pass cash receipt report used by the Community Services & Recreation Department be in agreement with the Treasurer's records.*

Analysis: *Recreation Community Pass receipts do not match Treasurer's office receipts.*

Corrective Action: *Instructed to reconcile Community Pass with actual cash receipts on a daily basis.*

Implementation Date: *August 2016*

Findings #3

Description: *That all eligible employees be enrolled in the State pension system.*

Analysis: *An employee was employed by the Township and not put into the pension system.*

Corrective Action: *Concerned employee no longer with the Township.*

Implementation Date: *January 2016*

Findings #4

Description: *That old escrow balances be reviewed and the proper action be taken.*

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

Corrective Action: *The Finance Office and Planning Departments are in the process of reviewing these balances to determine if they should be returned or canceled.*

Implementation Date: *September 2016*

Findings #5

Description: *That individual escrow accounts with balances exceeding \$5,000 be maintained in a separate bank account.*

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 accounts.*

Corrective Action: *A separate bank account should 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 2016*

Findings #6

Description: *That the police outside service fees recorded by the Police Department be in agreement with the Treasurer's records.*

Analysis: *The fees owed/collected from the police outside services should match with what is due.*

Corrective Action: *Police Administration to be apprised of payroll charges monthly so correct balances can be maintained.*

Implementation Date: *June 2016*

Findings #7

Description: *That balances on the payroll bank reconciliation be reviewed and the proper action taken.*

Analysis: *VALIC overpaid \$200.00 in July 2015*

Corrective Action: *Records to be checked and adjustment to be made.*

Implementation Date: *December 2016*

Allison J. Zeltner, Acting Chief Financial Officer