

Township of West Milford

Passaic County, New Jersey

~ Resolution 2018 – 212 ~

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, 2017 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 2017 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 2017 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 15, 2018

Adopted this 15th day of August, 2018
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, 2017**

Findings #1

Description: *That the police department turn over receipts to the treasurer within 48 hours.*
Analysis: *The police department not turning in their receipts within 48 hours.*
Corrective Action: *The police department is currently turning in their receipts within 48 hours.*
Implementation Date: *January 2018*

Findings #2

Description: *That all senior citizens and veteran applications contain proper documentation and authorized signatures.*
Analysis: *There were applications that did not have the authorized signatures.*
Corrective Action: *The tax assessor has been made aware of this requirement and will ensure that all senior citizens and veteran applications contain the proper documentation and the authorized signatures.*
Implementation Date: *May 2018*

Findings #3

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: *July 2018*

Findings #4

Description: *That the 2017 Uniform Construction Code annual report be available for audit.*
Analysis: *The 2017 Uniform Construction Code annual report was not available for audit.*
Corrective Action: *The Building Department is working on preparing this report. They will ensure that the 2018 report will be available prior to the 2018 annual audit.*
Implementation Date: *July 2018*

Ellen Mageean, Chief Financial Officer