

Township of West Milford

Passaic County, New Jersey

~ Resolution 2019 – 225 ~

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, 2018 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 2018 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 2018 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 14, 2019

Adopted this 14th day of August, 2019
and certified as a true copy of an original.

Diane Curcio, Acting Township Clerk

**Township of West Milford
Corrective Action Plan
For Audit as of December 31, 2018**

Findings #1

Description: *That all recreation timesheets contain proper approval.*
Analysis: *Recreation timesheets did not include the proper signatures.*
Corrective Action: *All proper approvals are now included on recreation timesheets.*
Implementation Date: *March 2019*

Findings #2

Description: *That all senior citizen and veteran applications be available for audit.*
Analysis: *The senior citizen and veteran applications were not available in the tax assessor office.*
Corrective Action: *The tax assessor has been made aware that all applications are required to be available for audit and has implemented a system so that they will be available.*
Implementation Date: *May 2019*

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: *August 2019*

Ellen Mageean, Chief Financial Officer