

TOWNSHIP OF WASHINGTON  
BERGEN COUNTY, NEW JERSEY

RESOLUTION No. 19-267

**RESOLUTION APPROVING THE CORRECTIVE ACTION PLAN FOR  
THE 2018 AUDIT RECOMMENDATIONS**

WHEREAS, the Township of Washington has received a report of audit for the year ending December 31, 2018; and

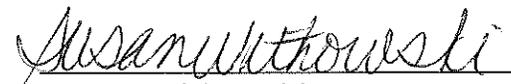
WHEREAS, the New Jersey Division of Local Government Services requires that the Chief Financial Officer submit a Corrective Action Plan for all recommendations in the audit within 60 days of receipt of the Report of Audit; such Audit having been received by the Township Clerk of the Township of Washington on July 11, 2019;

WHEREAS, the Chief Financial Officer, in accordance with the requirements promulgated by the Division of Local Government Services, has developed a plan to address the recommendations listed by the auditor;

NOW, THEREFORE, BE IT RESOLVED, that the Governing Body of the Township of Washington in the County of Bergen, New Jersey, hereby approves the Corrective Action Plan for the 2018 Annual Audit.

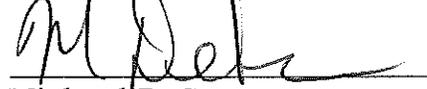
BE IT FURTHER RESOLVED, that the Municipal Clerk is hereby directed to transmit a certified copy of this resolution and its attachments to the New Jersey Division of Local Government Services.

ATTEST:

  
Susan Witkowski,  
Township Clerk

APPROVED:

TOWNSHIP COUNCIL OF THE  
TOWNSHIP OF WASHINGTON

BY   
Michael DeSena  
Council President

DATED: September 3, 2019

MOTION	SECOND	COUNCIL	AYES	NAYES	ABSTAIN	ABSENT
Bruno	Bruno	Bruno	X			
Cascio	X Cascio	Cascio	X			
Cumming	Cumming	X Cumming	X			
DeSena	DeSena	DeSena	X			
Ullman	Ullman	Ullman	X			

Name of Municipality: Township of Washington

County: Bergen

Date of Audit Report: December 31, 2018

Date Report is Received: July 11, 2019

Finding Number: 1

Description: The general ledger and subsidiary ledger for tax overpayments should be reconciled.

Corrective Action: The new CFO has already corrected this.

Implementation Date: Immediate.

Finding Number: 2

Description: The Township should perform an in-house inventory of all fixed assets and use that as a basis for the financial statements

Corrective Action: The CFO will attempt to have this completed by year end of 2019; however, administration has informed that there is no money in the budget to hire an outside firm to perform an updated inventory. The municipal clerk was able to obtain the latest fixed asset report as of 2015 from Acclaim Inventory.

Implementation Date: Ongoing.

Finding Number: 3

Description: Interfunds should be investigated and cleared.

Corrective Action: The new CFO is working on this.

Implementation Date: Immediate and ongoing.

Finding Number: 4

Description: Recreation refunds should be processed through the regular refund process.

Corrective Action: Recreation refunds will be approved by council resolution, and recipient will receive a check after purchase order has appropriate signatures.

Implementation Date: Immediate.

Finding Number: 5

Description: Accounts payable subsidiary ledger should be reviewed for aging and completeness prior to cancellations.

Corrective Action: The CFO will review the accounts payable subsidiary ledger before cancellations.

Implementation Date: Immediate and ongoing.

Finding Number: 6

Description: Only actual deposits in transit and outstanding checks be reflected in the Annual Financial Statements as part of the cash balance.

Corrective Action: The CFO will review these and ensure that only actual deposits in transit and outstanding checks be reflected in the Annual Financial Statements as part of the cash balance.

Implementation Date: Immediate and ongoing.

Finding Number: 7

Description: Payments to employees not in agreement with their usual job descriptions be made only after council approving resolution.

Corrective Action: Administration to ensure that any payments to employees not in agreement with their usual job descriptions be made only after council approving resolution.

Implementation Date: Immediate and ongoing.

Finding Number: 8

Description: The current year and reserve budgets should be reviewed for sufficiency to authorizing expenditures.

Corrective Action: The new CFO shall address this issue by informing all departments that over expenditures are not allowed under State statute. If funds need to be transferred to cover an expense, these transfers will take place at the permitted times by Statute and approval by Council.

Implementation Date: Immediate and ongoing.

Finding Number: 9

Description: Bank accounts should not be opened up without appropriate Township approvals.

Corrective Action: Bank accounts will only be opened with appropriate Township approvals. The CFO has already set up any new bank accounts so that all transactions flow through the Township's records.

Implementation Date: Immediate and ongoing.