

Resolution 2016- 206

RESOLUTION

July 20, 2016

Of the Township of West Deptford
In the County of Gloucester, State of New Jersey

RESOLUTION ACCEPTING CORRECTIVE ACTION PLAN FOR 2015 AUDIT

WHEREAS, N.J.S.A. 40A:5-4 requires the governing body of every local unit to have made an annual audit of its books, accounts and financial transactions; and

WHEREAS, The Annual Report of Audit for the twelve month period ending December 31, 2015 has been filed by a Registered Municipal Accountant, pursuant to N.J.S.A 40A:5A-15, and a copy has been received by each member of the Governing Body; and

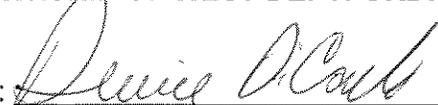
WHEREAS, all members of the Governing Body of the Township of West Deptford have received and have familiarized themselves with, at least, the minimum requirements of the Local Finance Board of the State of New Jersey, as stated in the group affidavit, on July 20, 2016; and

WHEREAS, the Township Administrator and Chief Finance Officer have prepared the attached Corrective Action Plan for the 2015 Annual Audit;

NOW THEREFORE, BE IT RESOLVED by the Governing Body of the Township of West Deptford, that the attached Corrective Action Plan for the 2015 Audit is hereby accepted and will be placed on file in the Finance Office and shall be distributed to all affected Township Department Heads.

ADOPTED at a regular meeting of the Township of West Deptford on July 20, 2016.

TOWNSHIP OF WEST DEPTFORD:

BY: 
DENICE DICARLO, MAYOR

ATTEST:



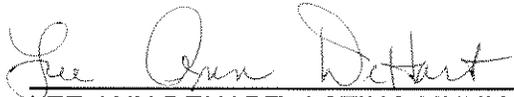
LEE ANN DEHART, ACTING MUNICIPAL CLERK

July 20, 2016

Date

CERTIFICATION

I hereby certify the above to be a true copy of a resolution adopted by the Township of West Deptford at their regular meeting held July 20, 2016.



LEE ANN DEHART, ACTING MUNICIPAL CLERK

TOWNSHIP OF WEST DEPTFORD
FINDINGS & RECOMMENDATIONS
2015 AUDIT

Finding 2015-001: There was an over expenditure of an appropriation reserve in the Current Fund and an expenditure without an appropriation in the Grant Fund.

Recommendation: The provisions of NJAC 5:30-5 be followed to avoid over expenditure of budget line items.

Management Response: The finance department and departments administrating Grants will monitor budget line item expenditures by following the provisions of NJAC 5:50-5 by maintaining an encumbrance accounting system and certifying availability of funds.

Status: Complete.

Finding 2015-002: The payroll department does not prepare an analysis of balances to reconcile amounts withheld to those due the different agencies. The payroll agency trial balance was found to be inaccurate.

Recommendation: A formal analysis of deductions withheld from employees be completed monthly and reconciled to the amounts due to the reporting agencies.

Management Response: The finance department will ensure a monthly analysis be performed for payroll deductions and reconciled to the reporting agencies effective immediately.

Status: Complete

Finding 2015-003: There are numerous interfunds existing at year end.

Recommendation: Interfund receivables and payables be cleared.

Management Response: Interfunds will be identified and cleared in a timely manner.

Finding 2015-004: The subsidiary ledger for deposits from vendors for Police Off-Duty services does not agree with the amount on deposit with the bank.

Recommendation: The finance department review the balance on deposit for Police Off-Duty account and reconcile the subsidiary ledger.

Management Response: The finance department will analyze all the Police Off-Duty accounts and reconcile to subsidiary ledger effective December 31, 2016.

Finding 2015-005: The grant revenue report does not reflect the proper amount for grant receivables. There are old grant reserve balances.

Recommendation: The grant revenue report corrected to record all grant revenue and receivables. The grant reserves should be reviewed.

Management Response: The grant reserves will be analyzed and the grant revenue report will be corrected to record all grant revenue and receivables effective December 31, 2016.

Finding 2015-006: The subsidiary ledger for deposits for developer's escrow does not agree with the amount on deposit with the bank.

Recommendation: The finance department review the balance on deposit for developers' escrow account and reconcile the subsidiary ledger.

Management Response: The finance department will analyze the developers' escrow accounts and reconcile to the subsidiary ledger effective December 31, 2016.