

**MANSFIELD TOWNSHIP
BURLINGTON COUNTY**

RESOLUTION 2015-7-3

**RESOLUTION OF THE TOWNSHIP OF MANSFIELD,
COUNTY OF BURLINGTON, STATE OF NEW JERSEY,
APPROVING A CORRECTIVE ACTION PLAN FOR 2013
AUDIT**

WHEREAS, the Township of Mansfield, County of Burlington, State of New Jersey received its 2013 Audit, dated May 27th, 2014 and submitted to the Township for review on July 25, 2014; and

WHEREAS, the Township will implement the 2013 Corrective Action Plan for the findings therein as follows:

**CORRECTIVE ACTION PLAN - 2013 AUDIT
TOWNSHIP OF MANSFIELD
BURLINGTON COUNTY**

Recommendation Number -1 – Over expenditures

It was noted that there were three prior year over expenditure during the audit year and several prior to the approved transfer.

Corrective Action:

The finance staff will more closely monitor those accounts that may not have sufficient funds so that transfers may be done in the proper time frame.

Recommendation Number-2-Purchasing and Contracts

It was noted that a professional service contract for technology services was not awarded through the fair and open process in accordance with ordinance 2005-08 amended by 2013-8

Corrective Action:

All professional service contracts for the upcoming year are under review. All awards for 2014 and going forward will be in accordance with our local ordinance.

Recommendation Number-3-Purchasing and Contracts

It was noted that a janitorial services and third party payroll disbursing services exceeded the quote threshold without evidence of quotations.

Corrective Action:

All service contracts for the upcoming year are under review. All awards for 2014 and going forward will be in accordance with our state statutes

Recommendation Number-4-Grants

It was noted that the paperwork submitted to a grantor agency was not in agreement with the approved budget

Corrective Action:

The grantor agency approved this and the subsequent submittals. This grant has been fully paid

NOW THEREFORE BE IT RESOLVED, that the Township Committee of the Township of Mansfield, implement the Corrective Action Plan as outlined above by the Chief Financial Officer; and

BE IT FURTHER RESOLVED, that the Township Clerk of the Township of Mansfield, be directed to forward certified copies of this resolution to the New Jersey Division of Local Government Affairs, in compliance with State statute.

ROBERT HIGGINS, Mayor

JOSEPH P. MONZO, CFO/Treasurer

MOTION:

SECOND:

ROLL CALL VOTE:

AYES: NAYS:

ABSENT

ABSTAIN:

CERTIFICATION

I, **LINDA SEMUS, RMC**, Municipal Clerk of the Township of Mansfield, County of Burlington, State of New Jersey, do hereby certify the foregoing to be true and accurate copy of the resolution adopted by the Township Committee of the Township of Mansfield, County of Burlington, State of New Jersey, at their Regular Meeting held on XXXXXXXXXXXXXXX at 7:30 pm at the Mansfield Township Municipal Complex.

LINDA SEMUS, RMC
Municipal Clerk