

**MANSFIELD TOWNSHIP  
BURLINGTON COUNTY**

**RESOLUTION 2015-8-3**

**RESOLUTION OF THE TOWNSHIP OF MANSFIELD,  
COUNTY OF BURLINGTON, STATE OF NEW JERSEY,  
APPROVING A CORRECTIVE ACTION PLAN FOR 2014  
AUDIT**

**WHEREAS**, the Township of Mansfield, County of Burlington, State of New Jersey received its 2014 Audit, dated June 30, 2015 and submitted to the Township for review on July 10, 2015; and

**WHEREAS**, the Township will implement the 2014 Corrective Action Plan for the findings therein as follows:

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**CORRECTIVE ACTION PLAN - 2014 AUDIT  
TOWNSHIP OF MANSFIELD  
BURLINGTON COUNTY**

**Recommendation Number -1 – Over expenditures**

It was noted that two grants were expended from prior to Chapter 159 resolutions being adopted.

**Corrective Action:**

Any charges for grants incurred prior to the official adoption of the CHP 159 amendments will be charged to the appropriate municipal budget line items.

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**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. In 2015 requests for proposals were solicited and the contract was awarded in compliance with local ordinance requirements.

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**Recommendation Number-3-Corrective Action Plan**

The 2013 corrective action plan was not adopted in 2014 with the delivery of the audit.

**Corrective Action:**

The 2013 corrective action plan was adopted in July 2014.

**Recommendation Number-4-Fixed Assets**

It was noted that several assets listed could not be physically located.

**Corrective Action:**

The township has had a new physical asset inventory completed in 2015.

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**Recommendation Number-5-Purchasing and Contracts**

Purchases were made for two commodities in excess of the quote threshold without proper documentation.

**Corrective Action:**

The department and volunteer organization involved in securing these goods and services have been notified of the findings to ensure that there is no further reoccurrence.

**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.

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**ROBERT HIGGINS, Mayor**

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**JOSEPH P. MONZO, CFO/Treasurer**

**MOTION:**

**SECOND:**

**ROLL CALL VOTE:**

**AYES:            NAYS:**

**ABSENT**

**ABSTAIN:**

**CERTIFICATION**

I, **LINDA SEMUS, RMC, CMR** 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 August 12, 2015 at 7:30 pm at the Mansfield Township Municipal Complex.

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**LINDA SEMUS, RMC, CMR**  
**Municipal Clerk**