

**MANSFIELD TOWNSHIP
BURLINGTON COUNTY**

RESOLUTION 2016-8-2

**RESOLUTION OF THE TOWNSHIP OF MANSFIELD,
COUNTY OF BURLINGTON, STATE OF NEW JERSEY,
APPROVING A CORRECTIVE ACTION PLAN FOR 2016
AUDIT**

WHEREAS, the Township of Mansfield, County of Burlington, State of New Jersey received its 2016 Audit, dated August 5, 2016 and submitted to the Township for review on August 5, 2016; and

WHEREAS, the Township will implement the 2015 Corrective Action Plan for the findings therein as follows:

**CORRECTIVE ACTION PLAN - 2015 AUDIT
TOWNSHIP OF MANSFIELD
BURLINGTON COUNTY**

Recommendation Number -1 – During the audit it was noted that fixed asset accounting system was not updated to reflect the retirement or additions of fixed assets.

Corrective Action: Based on the Township performing an inventory every two years, the Fixed Assets accounting system will be updated annually.

Recommendation Number-2- During the review of the quarterly pension filing for PERS and PFRS, it was determined that the reports were filed late for all quarters of 2015.

Corrective Action: Management agrees that 5 of the 8 reports were filed late. The certifying officer will file the 2016 reports timely. This will be a priority in the office,

Recommendation Number-3- That the Township, prior to the encumbering of purchase orders, verify that sufficient funds are available in the applicable appropriation line item in order to prevent the over-expenditure of funds.

Corrective Action: There was an over expenditure (due to a vendor providing an invoice in an untimely manner) in the utility fund that should not have been paid but held and paid from the 2016 budget as a prior year bill. If this situation arises in the current or the utility fund the invoices will be held and budgeted for properly

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.

SEAN GABLE, Mayor

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 10, 2016 at 7:30 pm at the Mansfield Township Municipal Complex.

LINDA SEMUS, RMC, CMR
Municipal Clerk