

RESOLUTION OF THE TOWNSHIP OF IRVINGTON, NJ

No. DRF17-0815-47

Date of Adoption AUGUST 15, 2017

APPROVED AS TO FORM AND LEGALITY ON THE BASIS OF FACTS SET FORTH BY

Legislative Research Officer

PRESENTED BY COUNCIL MEMBER COX

SECONDED BY LYONS

WHEREAS, in accordance with the requirements of the Single Audit Act and the regulations of the Division of Local Government Services, all municipalities are required to prepare and file a Corrective Action Plan; and

WHEREAS, this plan must be filed with the Division of Local Government Services in accordance with regulations established by the Division; and

WHEREAS, such a plan was prepared by the Chief Financial Officer and reviewed by the members of the governing body of the Township of Irvington.

NOW THEREFORE BE IT RESOLVED, that the CY 2015 Corrective Action Plan, attached hereto, be approved by the governing body of the Township of Irvington and filed with the Division of

RECORD OF COUNCIL VOTE

X = Indicates Vote N.V. = No Vote A.B. = Absent

COUNCIL MEMBER	YES	NO	N.V.	A.B.	COUNCIL MEMBER	YES	NO	N.V.	A.B.
BURGESS, 1ST VICE PRESIDENT				X	INMAN	X			
COX	X				JONES, 2ND VICEPRESIDENT	X			
FREDERIC	X				LYONS, PRESIDENT	X			
DR. HUDLEY	X								

PRESIDENT OF COUNCIL *Lyons* MUNICIPAL CLERK *Holden* DATE AUGUST 15, 2017

I hereby certify that the foregoing is a true copy of a Resolution duly adopted by the Municipal Council. In witness whereof I have hereunto set my hand and the Corporate Seal of the Township of Irvington.

MUNICIPAL CLERK *Holden*

DATE AUG 15 2017

ADMINISTRATOR ☐ ASSESSOR ☐ BLDG ☐ CFO ☒ COLLECTOR ☐ COURT ☐ EDGO ☐ ENGINEER ☐ FIRE ☒ HEALTH ☐ HOUSING ☐ INIC ☐
JUDGE ☐ LEGAL ☐ LIBR ☐ LICEN ☐ MAYOR ☐ NPP ☐ ODP ☐ PARKS ☐ PAYROLL ☐ PUBLIC SAFETY ☒ DIR ☐ PUBLIC WORKS ☐ PURCHASING ☐
SEC ☒ PB/ZBA ☐ TRAFFIC ☐ ZONING ☒ OFF ☐ DLGS ☒ GNCD ☐ OTHER(S): _____



PKT 17-0815-47

TOWNSHIP OF IRVINGTON
OFFICE OF THE TOWNSHIP CLERK
MUNICIPAL BUILDING
CIVIC SQUARE

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Harold E. Wiener, R.M.C., C.M.C., M.M.C.
Municipal Clerk

August 16, 2017

Timothy Cunningham, Director
Division of Local Government Services
101 South Broad Street
Post Office Box 803
Trenton, N.J. 08625-0803

Dear Director Cunningham:

Enclosed herewith please find a certified copy of a resolution ratifying the calendar year 2015 Corrective Action Plan which was duly adopted by the Municipal Council of the Township of Irvington on August 15, 2017.

Very truly yours,

Harold E. Wiener, RMC, MMC
Municipal Clerk

enclosure (1)

cc: Revenue & Finance Director Ra'Oof

Township Of Irvington
Corrective Action Plan
Audit Report Year: December 31, 2015

A. Finding: Tax Title Liens

The tax sale was not complete.

Recommendation:

That a complete tax sale be held.

Corrective Actions:

Each year the tax collector hold a tax sale for all outstanding taxes as of the November billing, and she will review and included all that meets the requirement for tax sale.

Implementation:

As of December, of 2014 the tax office has engaged in the online tax sale process, and all the outstanding taxes as the November 30th will be included all as well from bankruptcy and delinquent installment plans. The Tax Collector will review the list before final sale. This has been implemented with December 2017 tax sale.

B. Finding: Tax Collector

During 2015, the Tax Office did not accurately maintain a cash receipts book and/or prepare monthly cash reports. In addition, a list of uncollectible taxes and a yearly collection report was not prepared and presented to the Municipal Council, as required by R.S. 54:4-91 and 91-1.

Recommendation:

That a complete tax sale be completed.

Corrective Actions:

Each month the cash receipts reports be reviewed, reconciled and printed and placed in the binder. The reports will be reconciled to the collectors' monthly reports and submitted to council during the following month.

Implementation:

The monthly reports have been prepared and reviewed by the CFO and submitted to the council. The Monthly Cash receipts book are printed from the system and place in monthly folders. Going forward a copy will be submitted to the finance department and kept in the binder. 2016 reports have been submitted as December 2016. 2017 reports are up to date as of July 1, 2017.

C. Finding: Tax Collector

Our review of the Tax Office indicated that funds collected were not deposited within 48 hours as required by the provisions of N.J.S.A. 40A:5-15. In addition, overpayments for taxes that have been refunded by the Department of Finance were not posted on the records maintained

by the Tax Office in a timely manner. There were several instances where the Tax Office recorded nonsufficient fund checks as billing adjustments, as opposed to a specific tax code to identify nonsufficient checks in the software package used by the Tax Office. We found that various monthly reports were prepared from the records maintained by the Tax Office, whereby the ending balance of one month was not the beginning balance of the subsequent month.

The collection of funds by the Tax Office are recorded by user/batch number for each day in the general ledger maintained by the Department of Finance, however, the collection of funds posted for each day were combined in several deposits prepared by the Tax Office.

In addition, a cash report for 2015 was not in agreement with the individual tax reports. We noted that adjustment reports provided for audit were not in agreement with the status audit totals for taxes, tax title liens, sewer charges and sewer lien charges.

Our review of prior years' taxes receivable indicated that a property owner filed for bankruptcy in 2006 and the bankruptcy was dismissed in 2008. It appears that the Tax Collector's Office has not renewed annually all open filings of bankruptcy. As a result, receivables here are over \$32,963.61 or prior year's taxes that remain open on the records relate to this property.

The Tax Office did not generate any reports monthly which resulted in the amounts collected per the Tax Collector's cash report not agreeing with individual computer reports.

A review of various adjusted reports indicated that adjustments for cash received from one year were combined with multi-entries of several years. In addition, a condensed lien report was prepared by the Tax Officer that included taxes, special improvements, senior citizens, cost of sale and clean up receivables. The amounts listed by various properties should be reported in their respective receivable reports.

Funds collected by the Tax Office were not deposited into its bank accounts as reported in the Tax Collector's Monthly Cash Reports.

For 2014, bank reconciliations were not performed.

The amount collected for the payment of outside lienholders was not disbursed in a reasonable time. There were several instances where amounts collected were not remitted to the outside lienholder for several months.

There were several months whereby all funds collected by the Tax Office were not remitted to the Finance Office. In addition, funds were disbursed from the Tax Collector's bank account for payment of municipal bills and payrolls.

Recommendations:

That the Tax Office maintain an accurate cash receipt book and prepare monthly cash reports.

That the Tax Office file and present a list of uncollectible taxes and a yearly collection report to the Municipal Council.

That all funds collected by the Tax Office be deposited within 48 hours of receipt. That the Tax Office record all tax refunds disbursed for the year in a timely manner.

That the Tax Office receive additional training for the proper use of the tax software program.

That bank deposits agree with daily posted receipts. That tax overpayments over one-year old be reviewed and properly liquidated.

That the Tax Office cash receipts report be proven to all receivable reports monthly.

That the Tax Office prepare adjustment reports and be reconciled to all receivable reports monthly that the Tax Office review all receivable reports for items eligible to be collected. That the Tax Office prepare all receivable reports monthly. That the Tax Office properly classify charges to their various receivable reports.

That all funds collected by the Tax Office agree with amounts reported on the Monthly Cash Reports.

That monthly bank reconciliations be performed.

That funds collected for payment of outside lienholders be disbursed monthly.

That all funds collected by the Tax Office be transferred to the Finance Office monthly.

That all disbursements for Township expenditures be limited to the bank accounts maintained by the Finance Office.

Corrective Actions:

All daily cash receipt by cashier/batch will be printed reconciled and deposit slip prepared for all cash and all checks remotely deposit at the end of each day as a closeout routine with the cash deposit made first thing the next morning.

At the end of each month the monthly cash receipt book report be review and reconciled to the daily cash batch and reconciled to the collector's monthly report and submitted to the Council.

All tax refunds and payouts to the Lien holders will be done monthly after the completion of the Collector's monthly reports that have been reconciled and reviewed by the CFO. The processing of the payment and check will be cut by finance and disbursed upon completion and then submitted to council for ratification.

The Collector will create a staff development plan for each staff person to be properly trained in their position on all the software via webinars, in house training, conferences and software company workshop.

As part of the Collectors monthly report a summary report of outstanding receivables by year will be list as well as overpayments. Also as part of the report will include the varication of the adjustments made that month and submitted to the CFO to reconcile the general ledger to the adjusted balances.

The assistant comptroller will make the transfer from the tax collector bank accounts upon receipt of the monthly reports with the proper allocations of the funds to the proper township bank accounts for disbursements.

The accountant assistant will prepare the monthly bank reconciliation of all the tax collector accounts each month on a timely basis.

The tax collectors accounts will only have transfer to various operation and disbursement accounts and no direct disbursements for the accounts. This account main purpose will be for collection of all taxes, sewer charges, and other tax collector's fees.

The legal department will assign staff attorney to review and advice on the bankruptcy status for collections
And/or discharge.

Implementation:

The 48 deposits, monthly cash book, monthly reporting have been completed and are up to date.

The payment of tax refund and outside lienholders and overpayments will be fully implemented as of August 15, 2017. Once approval by council of the process.

The staff training and development plan will be started with and ongoing plan will begin in April 2017. By the Collector oversight and CFO approval. The inclusion of the outstanding receivables and overpayments will be done on the in august with the July reports. By the Collector and review by the CFO.

The transfer of the monthly amount each month will start in August with the July reports, unless a cash flow need comes up.

No disbursements from the collector account except for the transfer to the various operating accounts have been completed in July of 2016.

Timelier bank reconciliation for all the accounts are will be fully implemented in July 2017
All accounts ae done up to May 2017 and be completely up to date by August 31, 2017.

The township attorney will assign a staff attorney to review in August 2017 to monitor and advise on the bankruptcies to the Collector and CFO.

D. Finding: Special Improvement Districts

The Township of Irvington established by ordinance two special improvement districts known as the Camp Town Business Improvement District and the Springfield Avenue Center Special Improvement District. As "required by provisions of each ordinance, an annual budget must be prepared and submitted to the Township Council for approval. After the adoption of the budget, a tax rate is required to be used in the calculation of a special assessment tax for each commercial property located within the district. During our audit (it was noted that a tax rate was not used, rather the special tax assessment was calculated based on 3% or 5% of the tax levy.

It is further noted, ~~that~~ district assessed-valuations and tax rates should be forwarded to the Essex County Board of Taxation for appropriate disclosure.

Recommendations:

That special improvement district tax rates be calculated each year based on approved budget requirements.

That statistical information with respect to the special improvement districts be filed with the Essex County Board of Taxation."

Corrective Actions:

The special improvement district tax rate will on the approved budget and added to the levy submitted to

Vital and the county and billed as such.

The county will add the information on the 2017 levy and abstract of ratable.

Implementation:

The setup with the vital and the Edmunds is done and will be included with the final billing or 4th quarterly report for the 2017 tax year. Completed by the tax collector and waiting to go out with in the November bills.

D Finding: Revenue Collection Departments

The following exceptions were noted during our audit of the Township Revenue Departments:

1. Turnovers of revenue collections in the Recreation Department, Fire Department, Police Department, Public Works Department, Housing Department and Construction Code Official were not in compliance with the provisions of N.J.S.A. 40A:5-15 *"Deposits of Funds Paid to the Local Unit"*.
2. The Health Department did not issue pre-numbered duplicate receipts on a consistent basis.
3. The Cash Receipts Book for the Taxi Unit, Police Department, License Department, and the Construction Code Official was not available for audit.
4. Marriage License fees were not submitted to the State of New Jersey on a timely basis.
5. We could not determine if the turnovers of revenue collections for the Office of the Business Administrator followed the provisions of N.J.S.A. 40A:5-15 and it could not be determined if revenue collected by the Office of the Business Administrator was reconciled to records maintained by the Department of Revenue and Finance since a cash book, pre-numbered duplicate receipts and numerous turnover slips were not available for audit.
6. Comments with respect to the Construction Code Official are detailed as follows:
 - Quarterly DCA Training Fee Reports were not submitted to the State of New Jersey on a timely basis.
 - Permit fee logs, monthly reports and turnover slips were not in agreement. Additionally, monthly reports and permit fee logs were not mathematically correct.
 - Consecutively numbered permits are not issued for fees that are not required to be included on the State Permit Fee Logs.

Recommendations:

That the Recreation Department, Fire Department, Police Department, Public Works Department, Housing Department and Construction Code Official comply with the provisions of N.J.S.A. 40A:5-15.

That pre-numbered duplicate receipts be issued for all funds collected by_ the Health Department.

That the cash receipts book for the Taxi Unit, Police Department, Licensing Department, and the Construction Code Official be available for audit.

That marriage license fees be remitted on a timely basis.

That the Office of the Business Administrator make the cash book, pre-numbered duplicate receipts and au turnover slips available to determine if revenue collections follow the provisions of N.J.S.A. 40A: 5.,15 and reconciliation of the department records to the Department of Revenue and Finance.

That more care be exercised by the Construction Code Official in the preparation of Permit Fee Logs, Monthly Reports and Turnover Forms.

That the Construction Code Official issue consecutively numbered permits for all fees collected.

That the Construction Permit Report and the Transaction Audit Report prepared by the Construction Code Official agree monthly.

That the DCA Training Fees collected by the Construction Code Official be submitted to the State of New Jersey on a timely basis.

Corrective Actions:

1. All the departments follow the standard process on the turning over deposits within 48hrs to the finance department for deposit only with a copy of the turnover sheet.
2. All departments are to use pre-numbered receipts when taken payments and kept on file for review.
3. All departments must keep monthly cash receipts books whether manually or computerized. This monthly cash book must reconcile each month to the turn over sheet each month.
4. All marriage license will be submitted to the state in the month following the collections by the license staff after the monthly reports are completed.
5. The BA office will maintain a complete cash receipts book and turnover sheet, and will be available for review and audit.
6. Construction code will follow the proper procedures for the training fees, permit reports and turnover sheets, with monthly reports.

Implementation:

1. The various department heads will make sure the staff are in compliant with this process and all turnovers are made in accordance with the process. This has been implemented effective October 15, 2015.
2. This was done and training given to the departments in October 15, by the BA and CFO.
3. The effective date for completion was October 15, 2015
4. The license turn over to the state was fully implemented in March 2017.
5. The BA office currently have cash books and turnover sheets effective as of October 15, 2015
6. The construction codes currently completes monthly reports each monthly. The cash turnover is completed and the permits are maintained in the computerized system with per numbering and fees. All was implemented October 15, 2015. The training fees submission to the state on a time manner was completed in March of 2017.

E. Finding: Finance

1. Deposits

Funds collected by the Finance Department were not deposited in accordance with the provisions of N.J.S.A. 40A:5.15.

2. Outstanding checks:

A review of the Township's bank reconciliations revealed numerous checks dated prior to December 31, 2013 for the Current Fund and Other Trust Fund. Checks outstanding more than twelve months are considered stale and may not be honored by the bank. Periodically, stale dated checks should be reviewed and cancelled or other appropriate action taken.

3. Bank Accounts:

Our review of the cash accounts for the Current, Trust and Capital Funds has indicated that the Township maintains approximately twenty-seven (27) bank accounts. There are several bank accounts that have been inactive for many years. The Township's administration should review inactive bank accounts.

Cash Reconciliations:

Our review of cash reconciliations noted the following:

Cash reconciliations for the various accounts contained numerous reconciling items which were carried forward each month without change.

Cash reconciliations were not in agreement with general ledger balances.

Outstanding check listing contained numerous errors.

Postage, bank service charges and rental fees associated with credit card transactions of the Municipal Court were not recorded and classified as expenditures.

Bank reconciliations were not prepared on a timely basis.

Recommendations:

That the Finance Department comply with the provisions of N.J.S.A 40A:5-15. That more care be exercised in recording and classifying expenditures.

That outstanding checks over one-year old be reviewed and appropriate action be taken, including a resolution approved by the Municipal-Council.

That more care be exercised in the preparation of Township cash reconciliations. That cash reconciliations be prepared on a timely basis.

Corrective Actions/ Implementation:

1. Deposit currently are made within 24 hours, checks are done each day with remote deposit each day, and the cash is deposit by the next day. The check deposit was effective October 15, 2015 and the cash deposit was fully implemented on January 2016.
2. Outstanding checks was cancelled in 2015 and will be review and cancelled once a year each year. The list for 2015 will be submitted to council on the 1st meeting in September 2017.
3. All Bank accounts are reconciled with in a timely bases and without errors except for the current account, tax collector account and net payroll account which will be fully implemented and on time and correctly by August 2017, along of all the posting check each month by the assistant comptroller and the CFO.

F. Finding: General Ledger

Technical Accounting Directive No. 85-3, issued by the State of New Jersey, Division of Local Government Services, requires all municipalities to establish and maintain a general Ledger. Provisions of the "Single Audit Act" and Generally Accepted Accounting Procedures also require the use of a general ledger. The general ledger is the official permanent financial record of the local unit and provides a summary of all financial transactions. It supports the "fund" basis of accounting as prescribed by the State of New Jersey.

The Township maintains a computerized general ledger for all funds. As of December 31, 2014, the general ledger did not agree with the various subsidiary ledgers. Cash receipts and disbursements, as posted, contained numerous errors and did not agree with Collector's reports, department turnovers or bank reconciliations.

Adjustments for the following were not summarized for appropriate general ledger entry:

Recommendations:

That General Ledgers be properly maintained for all funds and reconciled monthly to detailed subsidiary ledgers.

That consideration be given to documenting all procedures in the Finance Office to enhance the operations.

Corrective Actions:

The reconciliation of all subsidiary ledger monthly to the general ledger within 30 days of the closing of the prior month. All adjustments will be posted within 30 days of the current month this will be done by the principal accountant and the assistant comptroller and review by the CFO.

The CFO along with outside consultant will document all procedures of the finance office as procedures for its operations.

Implementation:

The General ledger and subsidiary ledgers will be completed August 31, 2017.

Completion of Documenting of Procedures of the Finance department will be completed by October 30, 2017.

G. Finding: Other Deposits

1. Other Deposits

Premium on tax sale and lien redemptions, reflected on Exhibit B-9 herein, does not have detailed supporting documentation.

Recommendations:

It is recommended that a detailed list for premium on tax sale and lien redemptions be maintained.

Corrective Actions:

The tax collector will print out the detail list of all the premium being held and reconciled on a monthly base to the general ledger and review by the CFO as part of the monthly report.

Implementation:

The effective date will be September 15th, 2017.

H. Finding: Outside Employment of Off-Duty Police Officers

Our review of the records for the Outside Employment of Off-Duty Police Officers

noted the following comments:

Records for Off-Duty Police Officers are maintained by the Irvington Police Department. Administrative fees are not identified for transfer to the Township. Township officials do not record amounts billed by the Police Department.

Collections received by the Police Department and transferred to the Township are not reconciled to the corresponding payroll expenditures.

Recommendations:

That Off-Duty Police Administrative Fees be identified and transferred to the Township on a regular basis.

That collections for Off-Duty Police Fees be reconciled to corresponding payroll expenditures.

Corrective Actions:

The off-duty administrative fees will be identified each month on the invoice and payroll payout, and then transfer on a quarterly basis.

The fees will be reconciled on a monthly spreadsheet by vendor with expenditures and admin fees include by
The assistant comptroller.

Implementation:

The effective date of will be August 31, 2017

I. Escrow Deposits

A list of escrow deposits was not available for audit.

Recommendations:

It is recommended that the detailed listing supporting the escrow deposits be available for audit.

Corrective Actions:

All escrow deposit be maintaining with a detail list of whom and which.

Implementation:

Effective August 31, 2017 a detail listing of escrow will added to the general ledger.

J. Animal Control Trust Fund

Our examination of Animal Control records indicated the following deficiencies: A cash receipts book was not maintained for funds collected. New Jersey State Dog Registration Fees are payable thirty (30) days after collection. Reports filed by the License Bureau were not submitted for 2015.

Turnover of revenue collections in the Animal Control were not in compliance with the provisions of N.J.S.A. 40A:5-15 "Deposits of Funds Paid to the Local Unit."

Recommendations:

That a cash receipts book be maintained for animal control fees.

That the monthly State Dog Report be prepared by the License Bureau.

Corrective Actions:

Provide a cash receipts book printed out on monthly bases and submitted to finance. This function will be handle by the Health department who is also in charge of the animal control.

Implementation:

The change took effect July 1, 2016 and are up to date.

K. Grant Trust Fund

Administrative costs incurred by the Community Development Block Grant and HUD Home Grant Programs have not been drawn down by the Township.

Recommendations:

That the Township draw down all the administrative costs for 2015. That the Township review the projects for proper disposition.

Corrective Actions:

The projects have been review and a corrective action of settlement with HUD have been received and agreed upon. At that time, a review was completed and the projects was reassigned.

Implementation:

All the administrative cost will have been reviewed and draw down by the CDBG department as August 2017.

L. Inter funds

The balance sheets of the various funds as of December 31, 2014 reflect underfunds Receivable and Payable. Subsequent to year-end, efforts should be undertaken to review and liquidate the interfunds that have occurred.

The cause of these inter funds relate to interest earned but not remitted to the corresponding fund, disbursements made by one fund on behalf of another fund, misposting of cash receipts and lack of transferring budget revenue and/or appropriations from one fund to another.

In the case of the Current Fund, the effect of the inter funds not being liquidated is a charge to operations (Fund Balance) and a decrease in surplus available. In other funds, the inter funds do not represent charges to operations but should be liquidated regardless since each fund's cash requirements should stand on their own.

Recommendations:

It is recommended that all inter funds be liquidated on a current basis.

Corrective Actions:

The CFO will review all of the inter funds and take the necessary action to liquidate them before the year end.

Implementation:

The Effective date is September 15, 2017.

P. Grant Fund

1. General:

A detail of Current Fund grants receivable and appropriations are reflected long outstanding balance.

Recommendations:

It is recommended that certain Federal and State grants be reviewed and appropriate action taken as to collection, cancellation, expenditure or refund to the sponsoring agency in accordance with findings.

Corrective Actions:

That the outstanding grants be reviewed each collectability, on and annual based and take the necessary action to close out the inactive grants.

Implementation:

A resolution was approved by council to cancel a number of the in active grants in June 2017.

2. Urban Development Action Grant (Recycled Loan Program):

An examination of the activity of the Urban Development Action Grant Loans receivable revealed eight (8) loans currently open of which five (5) are in default. These loans total \$68,325.28 and appear on Exhibit B-3.

Recommendations:

It is recommended that certain Urban Development Action Grant loans be reviewed and appropriate action taken as to collection or cancellation.

Corrective Actions:

The township attorney we will review and take the necessary action to dispose of the long overdue outstanding UDAG loan.

Implementation:

The effective date is September 30 2017.

3. Grant Expenditure Report:

The detailed computer report for Federal and State Grants was not in agreement with the audited balance:

Recommendations:

It is recommended that the detailed computer report for Federal and State Grants be reconciled to master controls.

There are Encumbered funds that are over one (1) year old that should be reviewed and properly liquidated.

It is recommended that all encumbered amounts in the detailed computer report for the Grant Fund be reviewed and properly liquidated.

Corrective Actions:

Reconcile the federal and state grants ledger to the final audit balance will be completed by the account clerk and review by the accountant assistant and reviewed by the CFO.

All old encumbered amount will be canceled and the balance corrected to the audited balance and this process will be perform a regular bases by the purchasing division.

Implementation:

This will be completed by August 31, 2017.

O. Petty Cash:

It was noted that Petty Cash in the amount of \$1,800.00 was disbursed to various departments. There were no receipts posted in the Current Fund General Ledger that indicated that the Petty Cash was returned to the Department of Revenue and Finance on December 31, 2014.

Recommendations:

It is recommended that all Petty Cash be remitted at the end of the year.

Corrective Actions:

A Memo will be sent to the various departments at the middle of December of each to turn in the petty for close out and reissue on the first bill list in the New Year

Implementation:

Effective date is January 2017

R. Payroll:

The Township of Irvington has contracted with a third party payroll vendor to prepare the payroll and maintain certain payroll records. The vendor is required to pay deductions on behalf of the Township from funds transferred by the Township to the vendor's payroll account.

An audit of the service provider's payroll account was not provided to the Township nor did our staff prepare such an audit. We did review certain records provided to the Township. It should be noted however, that we could not verify required payments of Federal and State agencies made by the service vendor.

The Local Finance Board has adopted rules and regulations regarding third-party payroll vendors which are summarized in N.J.A.C. 5:30-17 and further provides authority for local governments to hire payroll service vendors to disburse funds to payroll agencies on behalf of the local unit.

In addition, Local Finance Notice 2009-18 has offered additional safeguards with respect to third party payroll services.

Recommendations:

That effort be made to identify certain unidentified payroll funds and appropriate action be taken.

Corrective Actions:

The payroll supervisor will review and give recommendation to what the outstanding balance to the CFO who will approve the action to be taken.

Implementation:

Effective date will be September 30, 2017.

S. Municipal Court:

Comments with respect to the Municipal Court are as follows: Our test of the payments revealed the following exceptions:

Our test of tickets indicated that several fines were not charged in accordance with approved fine schedules.

The December 2015 Monthly Management Report was examined and the following items were noted:

All tickets that have been assigned must be issued within six (6) months. The Tickets Assigned Not Issued Report indicated that 35 tickets were not issued within six (6) months.

The Tickets Issued but Not Assigned Report indicated that 321 tickets were issued but not assigned.

At December 31, 2015, certain year end balances were not in agreement with payments made in 2015, as detailed in the following schedule:

The General Account and Bail Account cash books reflected errors.

The Municipal Court Administrator reduced the transmittal of the municipal portion of Court revenue by credit card and E-check fees; however, this practice was discontinued in September, 2015 therefore, no recommendation is required.

A separate Surety Bond was not obtained for Court personnel.

Recommendations:

That the excess Change Fund be turned over to the Treasurer.

That all fines be charged in accordance with the approved fines schedule.

That Tickets Assigned but Not Issued in excess of six (6) months be reviewed for proper disposition. That follow-up procedures be implemented for tickets whether issued or assigned.

That payments made in the subsequent year be reviewed and appropriate adjustments be made as required.

That more care be utilized in the posting of the General Account and the Bail Account cash books. That all Police bail receipts be posted to the bail cash receipts book.

That all pre numbered duplicate receipts for Police bail be available for audit. That a separate Surety Bond be obtained for Court personnel.

Corrective Actions:

The court director will turn over all excess cash in the change fund to the department of revenue and finance.

At the end of each six month interval the court director will report to the Chief of Police any tickets assigned but not issued to be accounted for and reassigned for issuing before any new tickets are issued.

Before monthly payments are made, the reconciliation will be prepared and any adjustment will be documented upon issuing the payments.

All judges will sign off on all payment plans along with the defendant and make available for audit.

Implementation:

The was completed as of January 2016