**RESOLUTION NO. 2020-10.\_\_**

**OF THE GOVERNING BODY OF**

**THE BOROUGH OF BLOOMINGDALE**

***Resolution Approving the Corrective Action Plan for FY2019***

**WHEREAS**, all municipalities operating under the Local Fiscal Affairs Law must prepare and submit a Corrective Action Plan as part of their annual audit process; and

**WHEREAS**, the Borough of Bloomingdale has by Resolution accepted the FY2019 audit as prepared and presented by the Borough Auditors; and

**WHEREAS**, Donna M. Mollineaux, the Chief Financial Officer for the Borough of Bloomingdale has prepared a Corrective Action Plan to address the findings and recommendations in the FY2019 audit report, including state, federal, and general findings as well as the status of all prior year findings and recommendations; and

**WHEREAS,** copies of same have been presented to the Mayor and Council;

**NOW, THEREFORE, BE IT RESOLVED** that the Governing Body of the Borough of Bloomingdale does hereby approve the attached hereto, Corrective Action Plan for the FY2019 Audit Report, as prepared and recommended by the Chief Financial Officer, and direct the appropriate municipal officials to undertake its immediate implementation. The Municipal Clerk is hereby directed to submit the approved Corrective Action Plan to the Division of Local Government Services.

**Record of Council Vote on Passage**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Councilman | aye | nay | Abstain | Absent | Councilman | aye | nay | Abstain | Absent |
| Sondermeyer |  |  |  |  | Dellaripa |  |  |  |  |
| D’Amato |  |  |  |  | Juhlin |  |  |  |  |
| Hudson |  |  |  |  | Yazdi |  |  |  |  |

I hereby certify that the foregoing is a true copy of a Resolution adopted by the Governing Body of the

Borough of Bloomingdale at an Official Meeting held on Tuesday, October 6, 2020.

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Breeanna Calabro, R.M.C.

Municipal Clerk, Borough of Bloomingdale

**CORRECTIVE ACTION PLAN 2019**

**Borough of Bloomingdale**

**Passaic County, NJ**

**1. RECOMMENDATION-** That contracts awarded under the provisions of N.J.S.A. 40A:11-12, New Jersey State Purchasing Contracts and under the Morris County Cooperative Purchasing Contracts be supported by a resolution adopted by the Borough Council.

**CORRECTIVE ACTION-** All applicable contracts will be awarded by resolution.

 **RESPONSIBILITY OF THE FINANCE, CLERK AND QPA**

 **IMPLEMENTATION DATE:** Immediately and ongoing

**2. RECOMMENDATION-** That departmental collection procedures be reviewed for the Animal Control and the Senior Citizen Center to ensure compliance with deposit provisions of N.J.S.A. 40A:5-15.

**CORRECTIVE ACTION-** The Assistant to the CFO and the CFO will continue to work with the departments for compliance.

**RESPONSIBILITY OF THE ACO, SENIOR CITIZEN AND THE FINANCE OFFICE**

 **IMPLEMENTATION DATE:** Immediately and ongoing

**3. RECOMMENDATION-** That the date of collection by the Senior Citizen Center be posted in the cash receipts books.

-That all fees collected by the Senior Citizen Center be identified as to source in the cash receipts book.

-That applications for senior citizen trips be available for audit review.

 **CORRECTIVE ACTION-** We will meet with the Senior Citizen Coordinator and review the cash receipts book and the Assistant CFO will follow up on a monthly basis.

**RESPONSIBILITY OF THE SENIOR CITIZEN COORDINATOR AND THE FINANCE OFFICE**

 **IMPLEMENTATION DATE:** Immediately and Ongoing

**4. RECOMMENDATION-** That the general ledger establish and maintain control accounts for taxes receivable.

**CORRECTIVE ACTION-** The CFO will work with the Tax Collector for proper reporting and posting to ensure compliance.

 **RESPONSIBILITY OF THE TAX COLLECTOR AND CFO**

 **IMPLEMENTATION DATE:** Ongoing

**5. RECOMMENDATION-**That a cash book for the Construction Official be available for audit review and that all transactions be recorded in the cash book and that the cash receipts book for the Property Maintenance Official be available for audit review.

 **CORRECTIVE ACTION-**the original books of entry will be maintained per the recommendation of the auditors.

  **RESPONSIBILITY OF THE CONSTRUCTION OFFICE PERSONNEL**

 **IMPLEMENTATION DATE:** Ongoing