**RESOLUTION NO. 2023-9.2**

**OF THE GOVERNING BODY OF**

**THE BOROUGH OF BLOOMINGDALE**

***Resolution Approving the Corrective Action Plan for 2022***

**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 2022 audit as prepared and submitted by the Borough Auditors; and

**WHEREAS**, Ruby A. Malcolm, the Chief Financial Officer for the Borough of Bloomingdale has prepared a Corrective Action Plan to address the findings and recommendations in the 2022 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 2022 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.

**CORRECTIVE ACTION PLAN 2022**

**Borough of Bloomingdale**

**Passaic County, NJ**

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

**CORRECTIVE ACTION-** The CFO will work with the Tax Collector to set up control accounts for the proper reporting and posting of taxes.

**RESPONSIBILITY OF THE FINANCE OFFICE**

**IMPLEMENTATION DATE:** Immediately and ongoing

**2. RECOMMENDATION-** That certain Federal and State Grants be reviewed, and appropriate action taken as to their disposition.

**CORRECTIVE ACTION-**The Finance Office has been and will continue to dispose of aged grants receivable and reserves.

**RESPONSIBILITY OF THE FINANCE DEPARTMENT**

**IMPLEMENTATION DATE:** Immediately and Ongoing

**3. RECOMMENDATION-** That the detailed list of Escrow Deposits over $ 5,000 be reconciled to cash controls on a monthly basis.

**CORRECTIVE ACTION-** The Finance Office will work with the bank to reconcile subaccount balances to ensure accuracy.

**RESPONSIBILITY OF THE FINANCE DEPARTMENT**

**IMPLEMENTATION DATE:** Immediately and Ongoing

**4. RECOMMENDATION-**That a detailed list of accounts payable be available for audit review.

**CORRECTIVE ACTION-**The Finance Office has completed its review of all accounts payable and made the necessary cancellations.

**RESPONSIBILITY OF THE FINANCE DEPARTMENT**

**IMPLEMENTATION DATE: July 2023**

**5. RECOMMENDATION-** That the Unfunded Improvement Authorizations in the Water and Sewer Capital Fund be reviewed, and action taken to include them in the next bond sale or be raised in subsequent budgets.

**CORRECTIVE ACTION-** The CFO will work with the Financial Advisor to ensure that the Unfunded Improvement Authorizations are included in the next Note or Bond sale.

**RESPONSIBILITY OF THE FINANCE OFFICE**

**IMPLEMENTATION DATE: 2024**

**6. RECOMMENDATION-** That “Tickets Assigned but Not Issued” in excess of six months be reviewed for proper disposition.

**CORRECTIVE ACTION-**The Court has completed its review of all tickets assigned but not issued and has taken action as to their reassignment. The Court will continue its efforts to review outstanding tickets on a regular basis for proper disposition.

**RESPONSIBILITY OF THE COURT**

**IMPLEMENTATION DATE:** Immediately and Ongoing

**7. RECOMMENDATION-** That all Monthly Management Reports be available for audit review.

**CORRECTIVE ACTION-** The Court will review and store all Monthly Management Reports moving forward to be made available for future audit review.

**RESPONSIBILITY OF THE COURT**

**IMPLEMENTATION DATE:** Immediately and Ongoing