

# Borough of Franklin, County of Sussex

## Resolution #2025-75

**WHEREAS**, a Corrective Action Plan for the Audit Report Year of 2024 has been prepared and filed by Chief Financial Officer, Michelle LaStarza; and

**WHEREAS**, said Plan has been reviewed by the Mayor and Council of the Borough of Franklin.

**NOW, THEREFORE, BE IT RESOLVED** by the Governing Body of the Borough of Franklin that the Corrective Action Plan for the Audit Report Year of 2024 is accepted and approved for filing in the Borough Clerk's Office.

**CERTIFICATION:** I, Colleen L. Little, Municipal Clerk of the Borough of Franklin, in the County of Sussex, State of New Jersey do hereby certify that the foregoing is a true and correct copy of a Resolution adopted by the Governing Body of the Borough of Franklin at a regular meeting held on August 12, 2025.



Colleen L. Little, Municipal Clerk

RECORD OF COUNCIL VOTES				
COUNCIL MEMBER	AYES	NAYES	ABSTAIN	ABSENT
PATRICIA CARNES	X			
CONCETTO FORMICA	X			
RACHEL HEATH	X			
JOSEPH LIMON				X
STEPHEN SKELLENGER	X			
GILBERT SNYDER				X
MAYOR SOWDEN (Tie Only)				

**Attachment to Resolution 2025-75**

**BOROUGH OF FRANKLIN  
COUNTY OF SUSSEX  
CORRECTIVE ACTION PLAN  
2024 AUDIT REPORT**

As required by Local Finance Notice #92-15

**Finding #1 Finance**

1. Description: That adequate segregation of duties within the Tax Collector and Water/Sewer Utility Collector Departments be maintained.
2. Analysis: Due to the limited number of employees within the Tax Collection and Water/Sewer Utility Collection departments there is not always a segregation of duties.
3. Corrective Action: The Borough has hired an additional employee to help in segregating the functions between finance personnel to strengthening internal controls.
4. Implementation Date: March 1, 2025

**Finding # 2 Finance**

1. Description: Analysis: Bank accounts and general ledger, and interfund balances were not in agreement at December 31, 2024.
2. Items from 2024 were in proof until taxes and water system was switched from MSI to Edmunds. Needed auditors to re-prove taxes and water.
3. Analysis: All items will be in agreement
4. Implementation Date: August 15, 2025

### **Finding # 3 Finance**

1. Description: Water Sewer receivable and general ledger was not reconciled on a monthly basis.
2. Analysis: The vendor credit card payments were not allocated to the correct deposits so a reconciliation was not possible.
3. Corrective Action: The Water Collector is providing a monthly allocation of all vendor credit card payments.

Implementation Date: January 1, 2025

### **Finding # 4 Finance**

1. Description: Payroll transfers are reviewed and reconciled with the general ledger on a monthly basis.
2. Analysis: Accounts were reconciled monthly, but a general ledger was never created.
3. Corrective Action: Payroll general ledger will be created and maintained.

Implementation Date: September 1, 2025