

Borough of Franklin, County of Sussex

Resolution #2022-72

WHEREAS, a Corrective Action Plan for the Audit Report Year of 2021 has been prepared and filed by Chief Financial Officer, Andrew K. Bernath; 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 2021 is accepted and approved for filing in the Borough Clerk's Office.

CERTIFICATION: I, Darlene J. Tremont, 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 July 26, 2022.


 Darlene J. Tremont, Municipal Clerk

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

Attachment to Resolution 2022-72

**BOROUGH OF FRANKLIN
COUNTY OF SUSSEX
CORRECTIVE ACTION PLAN
2021 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 will consider strengthening internal control within reason of the costs, benefits derived, and budget constraints.
4. Implementation Date: July 12, 2022

Finding # 2 Finance

1. Description: Maintain accurate analysis of balance for the payroll account
2. Analysis: The payroll account held a balance of unidentified funds from previous years.
3. Corrective Action: The Borough has awarded a contract to a new payroll provider that provides accurate reports of the payroll account.
4. Implementation Date: Awarded 6/28/22, Implementation Date 10/1/2022

Finding # 3 Finance

1. Description: The Zoning Office to maintain a cashbook
2. Analysis: The zoning office cashbook needs to be maintained on a more detailed basis
3. Corrective Action: The zoning office has been instructed to maintain a cash ledger in excel.
4. Implementation Date: 7/14/2021

Finding # 4 Finance

1. Description: Reconciling items are properly supported and the general ledger is supported by the receipts ledger.
2. Analysis: There were unreconciled items on the bank reconciliations in 2021. Due to the resignation of the previous CFO reconciliations were not being done in a timely manner.
3. Corrective Action: Bank reconciliations are done monthly.
4. Implementation Date: 01/01/2022

Finding # 5 Finance

1. Description: A Dedication by Rider is obtained for the Open Space Trust Fund.
2. Analysis: The Open Space Trust Fund had funds deposited into it but the fund was never approved by council resolution or the DLGS.
3. Corrective Action: A resolution to establish the Open Space Trust Fund has been sent to the Borough Clerk to be included on the agenda of the July 26,2022 council meeting, Once approved by council it will be sent to DLGS for final approval.
4. Implementation Date: 07/26/2022

Finding # 6 Finance

1. Description: Maintain records of all fixed assets disposed of and they be removed from the Fixed Assets accounting system.
2. Analysis: An update of the fixed assets accounting system was not done in 2021. Due to the resignation of the previous CFO the fixed asset inventory was not scheduled in 2021
3. Corrective Action: The fixed asset inventory has been scheduled for 10/19/2022
4. Implementation Date: 10/19/2022