

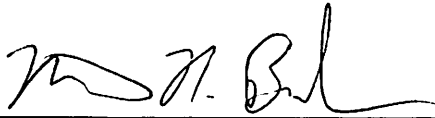
RESOLUTION 2022 – 114

**A RESOLUTION OF THE MAYOR AND COUNCIL OF THE BOROUGH OF
MOUNT ARLINGTON, COUNTY OF MORRIS, STATE OF NEW JERSEY,
APPROVING THE CORRECTIVE ACTION PLAN RECOMMENDED
IN THE ANNUAL REPORT OF AUDIT FOR 2021**

BE IT RESOLVED that the attached Corrective Action Plan, submitted by Carolyn Rinaldi, Chief Financial Officer, be approved and submitted by the Borough Clerk to the Division of Local Government Services.

BE IT FURTHER RESOLVED that a copy will be placed on file in the Borough Clerk's Office and made available for public inspection within the next 45 days.

I HEREBY CERTIFY this to be a true and correct Resolution of the Mayor and Council of the Borough of Mount Arlington and adopted on September 6, 2022.

A handwritten signature in black ink, appearing to read 'M. N. Bansch', written over a horizontal line.

Matthew N. Bansch, Borough Clerk

Borough of Mount Arlington, County of Morris
Corrective Action Plan for the year ended December 31, 2021 Audit Report

Finding Number 1:

1. **Description:** An adequate segregation of duties be maintained with respect to the recording and treasury functions.
2. **Analysis:** Adequate segregation of duties in various departments/offices is not being maintained.
3. **Corrective Action:** The Borough has reviewed and discussed various alternatives to improve this area. Additional adjustments in responsibilities have been made but due primarily to budget constraints and limited number of personnel a complete resolution cannot be made at this time.
4. **Implementation Date:** Uncertain.

Finding Number 2:

1. **Description:** All tickets assigned be recalled and reissued if they have not been issued in a six-month period.
2. **Analysis:** After a six-month period, not all tickets are being recalled and reissued.
3. **Corrective Action:** The Municipal Court will take more care to monitor tickets requiring recall and reissue.
4. **Implementation Date:** January 2022

Finding Number 3:

1. **Description:** The Current Fund bank reconciliations and accompanying analysis of cash be completed monthly.
2. **Analysis:** More care must be taken to monitor current fund bank reconciliation and analysis.
3. **Corrective Action:** The Borough will reconcile current fund account and analyze cash compared to the general ledger monthly.
4. **Implementation Date:** January 2022

Finding Number 4:

1. **Description:** Receipts be turned over to the Finance Department within 48 hours to ensure prompt deposit.
2. **Analysis:** All Departments are not turning over receipts within 48 hours.
3. **Corrective Action:** The Borough will ensure all Departments turn over receipts within 48 hours.
4. **Implementation Date:** January 2022

Finding Number 5:

- 1. Description:** The change fund is maintained at the authorized fund amount.
- 2. Analysis:** Department must maintain authorized fund amount.
- 3. Corrective Action:** Clerk's Office will reconcile change fund regularly to confirm authorize fund amount is maintained.
- 4. Implementation Date:** January 2022

Respectfully Submitted,

Carolyn Rinaldi
Carolyn Rinaldi
Chief Financial Officer