**RESOLUTION NO. 2024-8.\_\_**

**OF THE GOVERNING BODY OF**

**THE BOROUGH OF BLOOMINGDALE**

**RESOLUTION APPROVING THE CORRECTIVE ACTION PLAN FOR 2023**

**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 2023 audit as prepared and submitted by the Borough Auditors; and

**WHEREAS**, Heather Barkenbush, the Chief Financial Officer for the Borough of Bloomingdale has prepared a Corrective Action Plan to address the findings and recommendations in the 2023 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 2023 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 2023**

**Borough of Bloomingdale**

**Passaic County, NJ**

**1. FINDING/CONDITION -** Revenue collected by the Fire Prevention was not turned over to the Tax Collector within 48 hours after the receipt, in accordance with the provisions of N.J.S.A. 40A:5-15.

**RECOMMENDATION -** That departmental collection procedures be reviewed for the Fire Prevention to ensure compliance with deposit provisions of N.J.S.A. 40A:5-15.

**CORRECTIVE ACTION -** The cash collections manual was updated, and training was provided to the Fire Prevention Bureau to ensure that the provisions of N.J.S.A. 40A:5-15 are followed.

**IMPLEMENTATION DATE:** Immediately

**2. FINDING/CONDITION -** During our review, it was noted that certain grant funds have not been realized or have not been fully expended, as reflected on Exhibits “A-16”, “A-32” and “C-4”

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

**CORRECTIVE ACTION -** We are in the process of investigating the older Federal State Grants to determine if they need to be cancelled. Once our initial investigation is complete, we will continue to monitor the grants biannually to ensure that they are cancelled in a timely manner.

**IMPLEMENTATION DATE:** Immediately and Ongoing

**3. FINDING/CONDITION** - In accordance with regulations of the Local Finance Board, capital Ordinances over five years old cannot finance expenditures from cash not provided from its own resources. As of the date of this report, there is one ordinance over five years old that has a cash deficit in cash, detailed as follows:

General Capital 14-2015, 19-2015 $10,783.00

**RECOMMENDATION-** That the Unfunded Improvement Authorization in the General Capital Fund be reviewed and action be taken to include it in the next note sale or be raised in subsequent budgets.

**CORRECTIVE ACTION –** Ordinance number 14-2015, 19-2015 was to be funded through the 2024 municipal budget but erroneously missed and will be funded through the 2025 budget.

**IMPLEMENTATION DATE:** 2025 Municipal Budget Adoption

**4. FINDING/CONDITION -** One employee in the Library was paid more than the salary ordinance adopted by the Borough Council.

**RECOMMENDATION -** That the salaries paid for all employees be in agreement with the salary ordinance adopted by the Borough Council.

**CORRECTIVE ACTION -** Regular biannual reviews will be conducted to ensure that all salaries agree with the salary ordinance adopted by the Borough Council.

**IMPLEMENTATION DATE:** Immediately and Ongoing

**5. FINDING/CONDITION -** Some vouchers were not signed by the claimant of the Library officials.

**RECOMMENDATION -** That all Library vouchers be signed by the claimant and proper officials.

**CORRECTIVE ACTION -** The purchasing manual has been updated and training was provided to Library staff to ensure that proper procedures are followed.

**IMPLEMENTATION DATE:** Immediately and Ongoing

**6. FINDING/CONDITION -** Several time payments tickets were not signed by the Judge.

**RECOMMENDATION -** That all time payment tickets be signed by the Judge.

**CORRECTIVE ACTION –** The New Jersey Courts Office of the Administrative Courts now allows for electronic Judge signatures to time payment tickets. As this is a new implementation by the court system we have no control over the signature of time payment tickets.

**IMPLEMENTATION DATE:** N/A