

RESOLUTION 108-2012

A RESOLUTION AUTHORIZING A CORRECTIVE ACTION PLAN RESPECTING BOROUGH ACCOUNTING PRACTICES

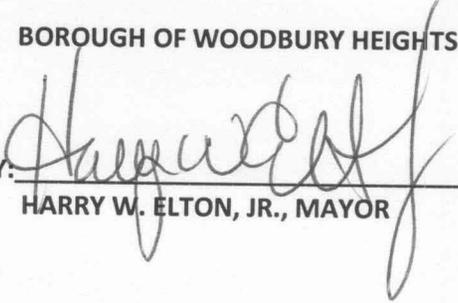
WHEREAS, the Local Finance Notice No. 92-15 requires the Governing Body to adopt a Corrective Action Plan in relation to recommendations contained in a Municipality's Audit; and;

WHEREAS, the 2011 Audit of the Borough of Woodbury Heights, County of Gloucester included certain recommendations, which require the adoption of a Corrective Action Plan;

NOW, THEREFORE, BE IT RESOLVED by the Borough Council of the Borough of Woodbury Heights, with the Mayor concurring, that the Borough does hereby approve and authorize the implementation of the accounting practices and records as set forth in the Corrective Action Plan as submitted and attached to this resolution.

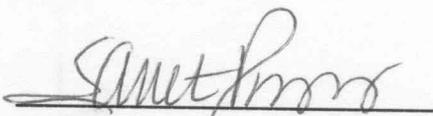
BE IT FURTHER RESOLVED that a copy of this Resolution and attached Corrective Action Plan be forwarded to the Division of Local Government Services forthwith upon the adoption thereof

BOROUGH OF WOODBURY HEIGHTS

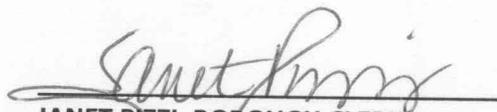
BY: 

HARRY W. ELTON, JR., MAYOR

ATTEST:


JANET PIZZI, BOROUGH CLERK

THE FOREGOING RESOLUTION WAS DULY ADOPTED BY THE BOROUGH COUNCIL OF THE BOROUGH OF WOODBURY HEIGHTS AT THE REGULAR MEETING HELD ON OCTOBER 17, 2012.


JANET PIZZI, BOROUGH CLERK

**Borough of Woodbury Heights
Gloucester County
CORRECTIVE ACTION PLAN
Audit Report Year: 2011**

Finding No. 2011-1

The computerized general ledger was not properly maintained for all required funds.

Recommendation: The general ledger for each fund be accurately and completely maintained to ensure adequate control over the preparation of financial statements including related footnotes.

Explanation: Adjusting entries were not entered into the general ledger software which caused the computerized general ledger to be out of balance.

Corrective Action: The journal entries needed to bring the general ledger into balance have been identified and will be processed through the software to reconcile the book balances with computer balances. New policies and procedures are being identified to maintain the general ledger.

Implementation Date: December 31, 2012

Finding No. 2010-2

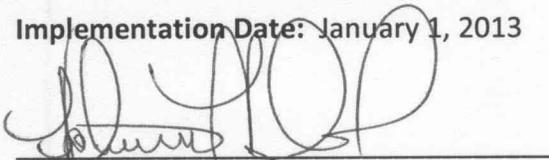
Differences were noted in the water meter readings per the meter reading system with the meter readings posted to the computerized accounts receivable system used for billing purposes.

Recommendation: That proper internal control policies and procedures be developed to ensure proper water meter reading and billing procedures are followed.

Explanation: Manual Meter reading adjustments were posted that did not agree with the meter software. Backup documentation was not available for the adjustments.

Corrective Action: A new policy and procedure manual for the water department will be implemented that will include approval procedures for any and all adjustments.

Implementation Date: January 1, 2013


Victoria Holmstrom, CFO