

RESOLUTION 78 - 2014

A RESOLUTION AUTHORIZING A CORRECTIVE ACTION PLAN RESPECTING BOROUGH ACCOUNTING PRACTICES

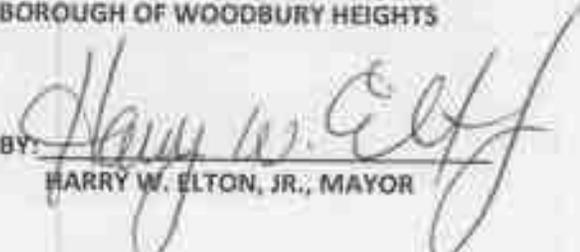
WHEREAS, the Local Finance Notice No. 92-15 requires the Governing Body to adopt a Corrective Action Plan in relation to recommendations contained in a Municipality's Audit; and;

WHEREAS, the 2013 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.

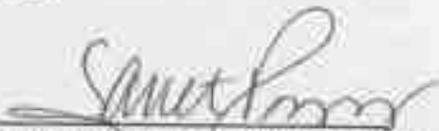
BE IT FURTHER RESOLVED that a copy of this Resolution and attached Corrective Action Plan be forwarded to the Division of Local Government Services forthwith upon the adoption thereof

BOROUGH OF WOODBURY HEIGHTS

BY: 

HARRY W. ELTON, JR., MAYOR

ATTEST:



JANET PIZZI, CLERK/ADMINISTRATOR

THE FOREGOING RESOLUTION WAS DULY ADOPTED BY THE BOROUGH COUNCIL OF THE BOROUGH OF WOODBURY HEIGHTS AT THE REGULAR MEETING HELD ON AUGUST 20, 2014.


JANET PIZZI, CLERK/ADMINISTRATOR

NO PHOTOCOPIES OF SIGNATURES

GROUP AFFIDAVIT FORM

CERTIFICATION OF GOVERNING BODY

STATE OF NEW JERSEY
COUNTY OF GLOUCESTER

We, members of the governing body of the Borough of Woodbury Heights in the County of Gloucester, being duly sworn according to law, upon our oath depose and say:

1. We are duly elected members of the Borough Council of the Borough of Woodbury Heights in the County of Gloucester.
2. In the performance of our duties, and pursuant to N.J.A.C. 5:30-6.5, we have familiarized ourselves with the contents of the Annual Municipal Audit filed with the Clerk pursuant to N.J.S.A. 40A:5-6 for the year 2013.
3. We certify that we have personally reviewed and are familiar with, as a minimum, the sections of the Annual Report of Audit entitled FINDINGS AND RECOMMENDATIONS.

(L.S.) *Judith P. Present*

(L.S.) *John A. B.*

(L.S.) *William H. ...*

(L.S.) *William C. ...*

(L.S.) *Debra A. ...*

(L.S.) *Anna "Joke" ...*

(L.S.) *Henry A. ...*

(L.S.)

(L.S.)

[Signature]
Clerk

Sworn to and subscribed before me this 20th day of August, 2014.

[Signature]
Notary Public of New Jersey

VICTORIA HOLMSTROM
NOTARY PUBLIC OF NEW JERSEY
My Commission Expires June 23, 2016



The Municipal Clerk shall set forth the reason for the absence of signature of any members of the governing body.

IMPORTANT: This certificate must be sent to the Bureau of Financial Regulation and Assistance, Division of Local Government Services, P.O. Box 803, Trenton, New Jersey 08625.

**Borough of Woodbury Heights
Gloucester County
CORRECTIVE ACTION PLAN
Audit Report Year: 2013**

Finding No. 2012-2

The fixed asset ledger has not properly been updated since 2009.

Recommendation: That a general fixed asset accounting system be properly maintained in accordance with N.J.A.C. 5:30-5.6

Explanation: Items have not been tracked effectively to be sent to outside vendor for fixed asset reporting.

Corrective Action: "In-house" software is available to track the fixed assets of the Borough. New policies and procedures have been put in place. However, a starting ledger of items cannot be determined which has caused the need for a full inventory to be performed. Budgetary constraints for this project did not permit this process to start in 2014

Implementation Date: May 1, 2015


Victoria Holmstrom, CFO

Date: August 14, 2014