

**TOWNSHIP OF WINFIELD
RESOLUTION 21-34
AUDIT CORRECTIVE ACTION PLAN – 2020 Audit**

WHEREAS, the Winfield Township Committee is in receipt of the 2020 Report of Audit for the period ending December 31, 2020; and

WHEREAS, the Mayor and Township Committee formally accepted said audit document on August 2021; and

WHEREAS, it is necessary to develop and obtain Mayor and Township Committee approval of an Audit Corrective Action Plan; and

WHEREAS, said plan must be approved and filed within sixty days of formal notice.

NOW, THEREFORE, BE IT RESOLVED, by the Mayor and Township Committee of the Township of Winfield that the required Audit Corrective Action Plan, having been prepared and submitted by the Chief Financial Officer, is hereby approved and further that said plan document be placed on file and made available for public inspection in the Office of the Township Clerk.

Adopted by the Township Committee on July 19, 2021

I, June Planas, Deputy Township Clerk of the Township of Winfield, County of Union, State of New Jersey, hereby certify this to be a true copy of a resolution adopted by the Township Committee on July 19, 2021.



June Planas
Acting Township Clerk

Corrective Action Plan

Winfield Township

County of Union

Audit Report Year: 2020

Prepared by: Leonard Ho – Chief Financial Officer

1. Finding:

The Annual Financial Disclosure form was not filed for one individual required to file it.

Recommendation:

That the Financial Disclosure Forms be filed by all required individuals.

Explanation and Corrective Action:

Township Acting Clerk will remind and follow up with all individuals that are required to file the Annual Financial Disclosure form.

Implementation Date:

Immediately

2. Finding:

Salaries paid in 2020 were not in conformity with amounts of salaries and wages authorized in the Annual Salary Ordinance.

Recommendation:

That annual salaries to be paid to employees be in conformity with the Annual Salary Ordinance.

Explanation and Corrective Action:

Necessary adjustment has been made to reflect the salary amount to be paid in conformity to the 2021 Annual Salary Ordinance. The township may consider changing the salary schedule from Bi-weekly to Semi Monthly in the future, or consider adding a clause in the salary ordinance and PBA contract to provide flexibility to adjust pay period if deemed necessary to avoid any inconformity.

Implementation Date:

Immediately

3. Finding:

The CFO Certification of availability of funds was not completed for one contract.

Recommendation:

That the CFO's certification of availability of funds be prepared and on file prior to award of contracts


Explanation and Corrective Action:

Township Acting Clerk will notify CFO ahead of time, and ensure CFO certification is filed and reviewed by Township Attorney prior to award of contracts.

Implementation Date:

Immediately

Dated: July 19, 2021

	MOVED	SECONDED	AYES	NAYS	ABSENT	ABSTAIN	<p>CERTIFICATION: I hereby certify that the above Resolution was adopted by the Township Committee of the Township of Winfield at a meeting held on July 19, 2021</p>  <p>June Planas, Twp. Clerk</p>
MAYOR GARY J. GENZ			X				
COMM. ROBERT F. REILLY	X		X				
COMM. ADAM D. KOOMER		X	X				