

RESOLUTION #16-128

**RESOLUTION APPROVING SUBMISSION OF
CORRECTIVE ACTION PLAN FOR 2015 AUDIT**

WHEREAS, N.J.S.A. 40A:5-4 requires the governing body of every local unit to have made an annual audit of its books, accounts and financial transactions, and

WHEREAS, The Annual Report of Audit for the year 2015 has been filed by a Registered Municipal Accountant with the Municipal Clerk, pursuant to N.J.S.A. 40A:5-6, and a copy has been received by each member of the governing body, and

WHEREAS, all members of the governing body have received and have familiarized themselves with, at least, the minimum requirements of the Local Finance Board of the State of New Jersey, as stated in Resolution #16-127 adopted September 13, 2016, and have subscribed to the affidavit, as provided by the Local Finance Board, and

WHEREAS, the Chief Financial Officer has prepared the attached Corrective Action Plan for the 2015 Annual Audit, responding to the Schedule of Findings and Recommendations.

NOW, THEREFORE BE IT RESOLVED, by the Mayor and Council of the City of Woodbury, that the attached Corrective Action Plan for the 2015 Audit is hereby approved for submission to the Division of Local Government Services, New Jersey Department of Community Affairs.

ADOPTED at a regular meeting of the Mayor and City Council of the City of Woodbury held September 13, 2016.

CITY OF WOODBURY



By: **DAVID TROVATO**
President of Council

ATTEST:


ROY A. DUFFIELD, City Clerk

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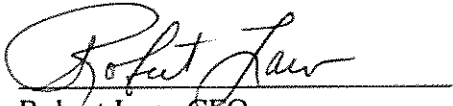
CITY OF WOODBURY 2015 AUDIT REPORT

CORRECTIVE ACTION PLAN

General Requirements:

In general, a Corrective Action Plan (CAP) includes the following items or actions, as required by the NJ Department of Community Affairs, Division of Local Government Services:

- Resolution by the governing body, acknowledging review of audit findings
- The CAP must address each audit finding
- Provide the name(s) of contact person(s) for corrective action
- State the anticipated completion time
- If the auditee does not agree with the finding, or believes no corrective action is required, the plan shall include an explanation and specific reasons for disagreement
- For Prior Year Audit Findings Schedule:
 - State if the condition is partially corrected. What was the planned action? Has partial action been taken?
- Review the CAP with the independent auditor

Prepared by: 
Dated: August 26, 2016

Audit filed on August 25, 2016
Audit Resolution at September 13, 2016 Council Meeting
Corrective Action Plan at September 13, 2016 Council Meeting

**CITY OF WOODBURY
2015 AUDIT REPORT**

CORRECTIVE ACTION PLAN

SCHEDULE OF FINDINGS AND RECOMMENDATIONS

Finding No. 2015-001:

CONDITION:

The City did not maintain a fully operational and balanced general ledger accounting system as required by N.J.A.C. 5:30-5.7.

AUDITOR RECOMMENDATION:

That a complete and balanced general ledger accounting system be maintained in accordance with N.J.A.C. 5:30-5.7.

EXPLANATION AND CORRECTIVE ACTION:

While significant improvement of implementation continued in 2015 by the Chief Financial Officer (CFO) and his staff, and the AFS continues to be prepared by the CFO, the general ledger was not reconciled on a monthly basis to the cash reconciliations for the Current Fund and Water/Sewer Operating Fund. The CFO will complete the full implementation by October 31, 2016.