RESOLUTION OF THE TOWNSHIP OF WASHINGTON

Morris County, New Jersey

No. R-131-25 **Date of Adoption:** August 18, 2025

Title or Subject: RESOLUTION APPROVING THE CORRECTIVE ACTION PLAN

WHEREAS, the Township of Washington has received a report of audit for the year ending December 31, 2024; and

WHEREAS, Local Finance Notice 92-15 requires the Chief Financial Officer submit a Corrective Action plan for all findings in the audit within 60 days of receipt of the Report of Audit; and

WHEREAS, the Chief Financial Officer has prepared a Corrective Action Plan relating to the findings of the 2024 Audit; and

NOW THEREFORE BE IT RESOLVED, that the Township Committee of the Township of Washington, Morris County, New Jersey, hereby approves the Corrective Action Plan prepared and submitted by the Chief Financial Officer in response to the findings and recommendations included as part of the audit for the year ending December 31, 2024.

ATTEST:

TOWNSHIP COMMITTEE OF THE TOWNSHIP OF WASHINGTON

Township Official

Michael A. Marino, Mayor

I, hereby certify that the foregoing resolution was adopted at a meeting of the Township Committee held on August 18, 2025.

Denean Probasco, Township Clerk

August 19, 2025
Date

2024 CORRECTIVE ACTION PLAN
Township of Washington, Morris County
DATE AUDIT ACCEPTED: June 26, 2025

Finding #1:

Description: An adequate segregation of duties be maintained with respect to the recording and treasury functions.

Analysis: Limited staffing in the tax and finance departments constrains the necessity for segregation of duties.

Corrective Action: Staffing and responsibilities among the functional departments will be reviewed and changes implemented to further the segregation of duties.

Implementation Date: 12/31/2025

Finding #2:

Description: The fixed assets accounting and reporting system be properly maintained to be in complete compliance with the accounting requirements prescribed by the New Jersey Administrative Code.

Analysis: A fixed asset inventory has not been completed in many years. The responsibility of updating the fixed assets accounting and reporting system has not been assigned to a functional department and/or individual.

Corrective Action: A fixed asset inventory will be completed and kept up-to-date on a yearly basis by the functional department assigned the responsibility.

Implementation Date: 12/31/2025

Finding #3:

Description: All timesheets for extra compensation be approved by the appropriate designated personnel and that support for all extra compensation be prepared and provided to administration and payroll prior to payroll being processed for payment.

Analysis: In a few instances, extra compensation was not approved by the appropriate designated personnel. Also, extra compensation, including outside police duties, coinciding with an officer's regular shift was not always documented by the higher ranking officer with appropriate supporting documentation and provided to the administration and payroll departments.

Corrective Action: Verification of the approval process, as well as the appropriate supporting documentation, for extra compensation will be prepared and provided to the administrative and payroll departments.

Implementation Date: 12/31/25