

July 14, 2015

RESOLUTION 2015-  
**CORRECTIVE ACTION PLAN**

Mayor Engelstad offered the following resolution and moved its adoption:

WHEREAS, the 2014 audit was received by the Mayor and Council of the Borough of Bradley Beach; and

WHEREAS, certain comments and recommendations were made in the 2014 audit and are attached hereto and made part hereof as schedule "A"; and

WHEREAS, a corrective action plan has been submitted by the Chief Financial Officer of the Borough of Bradley Beach and is attached hereto and made part hereof as schedule "B"; and

WHEREAS, it is the desire of the Mayor and Council of the Borough of Bradley Beach to implement the corrective action plan in response to comments and recommendations contained in the 2014 Audit Report.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Borough Council of the Borough of Bradley Beach, County of Monmouth and State of New Jersey as follows:

1. That the Mayor and Council have implemented the corrective action plan filed by the Chief Financial Officer in order to comply with the comments and recommendations as set forth in the 2014 Audit.
2. That a certified copy of this resolution shall be forwarded to the Division of Local Government Services, the Borough Administrator, Chief Financial Officer, Assistant Chief Financial Officer and the Borough Auditor.

Seconded by Councilman \_\_\_\_\_ and adopted upon the following vote:

AYES                      NAYS                      ABSTAIN                      ABSENT

Mr. Cotler  
Mr. Volante  
Mr. Goldfarb  
Mr. Galassetti  
Mayor Engelstad

**CERTIFICATION**

I, Mary Ann Solinski, Municipal Clerk, Borough of Bradley Beach, Monmouth County, New Jersey, do hereby certify that the foregoing resolution was duly adopted by the Mayor and Council at the July 14, 2015 meeting.

\_\_\_\_\_  
MARY ANN SOLINSKI, RMC, CMC  
Municipal Clerk

July 14, 2015

Mr. Timothy Cunningham, Director  
Division of Local Government Services  
Department of Community Affairs  
P.O. Box 803  
101 South Broad Street  
Trenton, NJ 08625-0803

## **CORRECTIVE ACTION PLAN REPORT**

Borough of Bradley Beach  
County of Monmouth  
Audit Report Year: December 31, 2014

### **Audit Recommendation #2014-1:**

Description: The Borough's purchasing procedures with respect to purchase orders and encumbrances be adhered to.

Analysis: Confirming orders generally are made when the urgency of the need for the goods or services does not allow for the required purchasing procedures to be adhered to, therefore, unexpended balances for confirming order commitments should be encumbered by year end.

Corrective Action: All open purchase orders at year end will be reviewed to ensure that all purchase orders requiring an encumbrance at year end will be so encumbered.

Implementation Date: Immediately.

### **Audit Recommendation #2014-2:**

Description: That all bank reconciliations be prepared accurately and be initialed denoting completion and review.

Analysis: Borough bank reconciliations are manually prepared and the preparer does not sign and date each reconciliation. There is no evidence of supervisory approval on each bank reconciliation to assure completion and accuracy.

Corrective Action: Management will take steps to assure the preparer of bank reconciliations initials and dates the reconciliations. In addition, the CFO will review, assess for accuracy, and initial each month's completed bank reconciliations.

Implementation Date: Immediately.

Very truly yours,

Joyce M. Wilkins  
Chief Financial Officer