

**TOWNSHIP OF FREEHOLD
COUNTY OF MONMOUTH
BOARD OF FIRE COMMISSIONERS DISTRICT NO. 1**

RESOLUTION OF CORRECTIVE PLAN OF ACTION

WHEREAS, the Fire District engaged an Independent Certified Public Accountant (“Auditor”) to perform the statutorily required audit of its financial records for the year 2015;

WHEREAS, the Auditor issued the Audit under the date of April 18, 2016, and;

WHEREAS, in conjunction with the annual audit, the auditor issued a General Comments and Recommendations which reflect, “It is recommended that a complete review and if necessary, revisions to the District’s purchasing and bill paying procedures be done in order to ensure the compliance of proper financial operating procedures.”, and;

WHEREAS, the State of New Jersey Department of Community Affairs, Division of Local Government Services requires a “Corrective Plan of Action” on all Audit recommendations, and;

WHEREAS, as a result of the 2015 audit, the Commissioners of the District have reviewed and adopted the following corrective actions:

1. A computerized bill paying system was purchased in April 2015.
2. The Treasurer has developed a budget to actual system to enable monitoring of expenditures compared to the budget.
3. Solicitations of quotes in accordance with the Local Public Contract Law for expenditures in excess of \$2,500.00 has been implemented.
4. A purchase order system for purchases greater than \$2,500.00 will be implemented.
5. A part-time purchase clerk will be hired to maintain better control.

BE IT RESOLVED THAT, the Treasurer is allowed to take the appropriate action to address the Corrective Action Plan.

BE IT FURTHER RESOLVED THAT, certified to be true copies of the within Resolution are sent to the following:

1. Division of Local Government Services
Department of Community Affairs
PO Box 803
Trenton, New Jersey 08625
2. Gerard Stankiewicz, CPA, RMA, District Auditor

Board of Commissioners Recorded Vote:

	<u>Motion</u>		<u>Recorded Vote</u>			
	<u>1st</u>	<u>2nd</u>	<u>Aye</u>	<u>Nay</u>	<u>Abstain</u>	<u>Absent</u>
Thomas Caruso			✓			
Robert C. Buscaglia			✓			
Joe Colon		✓	✓			
Shyamal Joshi	✓		✓			
John Toutouchi			✓			

June 28, 2016