

# Township of Maplewood

MUNICIPAL BUILDING, 574 VALLEY STREET  
MAPLEWOOD, NEW JERSEY 07040-2691  
Telephone (973) 762-1820  
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CHIEF FINANCIAL OFFICER

## CORRECTIVE ACTION PLAN To Correct Audit Recommendations Contained in the Independent Auditors' Report For the Year Ended December 31, 2020

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\*Repeat findings from prior year audit noted in red



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## CUTURAL AFFAIRS

### Repeat Finding # 2020-1 Revenue Collection

- **Finding/Condition:**  
Revenue collected by the Recreation Department (Cultural Affairs) was not turned over to the Tax Collector within 48 hours after receipt in accordance with the provisions of N.J.S.A. 40A:5-15.
- **Recommendation:**  
Collection procedures be reviewed for the Recreation Department (Cultural Affairs) to ensure compliance with deposit provisions of N.J.S.A. 40A:5-15
- **Explanation:**  
Pandemic lockdown affected timely remittance from offsite facilities.
- **Corrective Action:**  
The lockdown has been lifted and timely remittance from offsite facilities has resumed
- **Implementation Date:**  
June 2021

## CULTURAL AFFAIRS

### Current Year Finding # 2020-2 Revenue Collection

- **Finding/Condition:**  
A detailed list of security deposits for the Woodland was prepared, however it was not in agreement with audit controls.
- **Recommendation:**  
Completed, detailed list of security deposits be reconciled to cash controls on a monthly basis.
- **Explanation:**  
During pandemic shutdown and work from home order, documents were misplaced
- **Corrective Action:**  
In addition to a physical list of security deposits, a duplicate file will be maintained digitally.
- **Implementation Date:**  
September 2021



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## PUBLIC WORKS

### Repeat Finding # 2019-3 Revenue Collection

- **Finding/Condition:**  
Several cash receipts collected by the Public Works Department were not recorded in the cash receipts book which resulted in the inability to reconcile collections to the records of the Tax Collector.
- **Recommendation:**  
More care be exercised in maintaining the cash receipts book for the Public Works Department and that collections be reconciled to the records of the Tax Collector on a monthly basis.
- **Explanation:**  
During pandemic shutdown and work from home order, access to physical documents were impeded, resulting in omission or errors in cash receipt book entries.
- **Correction Action:**  
In addition to the cash receipts book, a duplicate file will be maintained digitally.
- **Implementation Date:**  
September 2021

## MUNICIPAL CLERK

### Current Year Finding # 2020-4

- **Finding/Condition:**  
Amounts due to the State of New Jersey for 2020 marriage licenses as of December 31, 2020 were not in agreement with fiscal year 2021 payments.
- **Recommendation:**  
The underpayment to the State of New Jersey for marriage license fees be reviewed and a determination made as to proper disposition.
- **Explanation:**  
Pandemic lockdown and work from home order resulted in filing errors that resulted in report and remittance errors.
- **Corrective Action:**  
Marriage license report amended and payment remitted to the State.
- **Implementation Date:**  
November 2021



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## HEALTH DEPARTMENT

### Repeat Finding # 2020-5 Animal Control Trust Fund

- **Finding/Condition:**  
Several dog licenses reports reflecting license fees and amounts Due to the State of New Jersey were not filed on a timely basis.
- **Recommendation:**  
Dog license reports be filed with the State of New Jersey on a timely basis.
- **Explanation:**  
Pandemic response stretched Health Department resources beyond its limits and forced the Health Department to prioritize activity.
- **Correction Action:**  
Automated calendar reminders will be utilized to enhance awareness of reporting deadlines.
- **Implementation Date:**  
November 2021

## HEALTH DEPARTMENT

### Current Year Finding # 2019-6 Animal Control Trust Fund

- **Finding/Condition:**  
Amounts due to the State of New Jersey for 2020 dog licenses as of December 31, 2020 were not in agreement with fiscal year 2021 payments.
- **Recommendation:**  
The overpayment to the State of New Jersey for dog license fees be reviewed and a determination made as to proper disposition.
- **Explanation:**  
Pandemic lockdown and work from home order resulted in filing errors that resulted in report and remittance errors.
- **Corrective Action:**  
Subsequent dog license report to be amended and credit applied to future payments.
- **Implementation Date:**  
November 2021



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## HEALTH DEPARTMENT

### Repeat Finding # 2020-7 Animal Control Trust Fund

- **Finding/Condition:**  
The cash receipts book maintained by the Health Department for dog licenses was not in agreement with the records of the Tax Collector.
- **Recommendation:**  
More care be exercised in maintaining the cash receipts books for the Health Department and that collections be reconciled to the records of the Tax Collector on a monthly basis.
- **Explanation:**  
Health Department mistakenly believed the turnover sheets submitted to the Tax Collector that were in agreement with Tax Collector records negated the need for maintaining a cash receipts book.
- **Corrective Action:**  
The Health Department recognizes the need for duplicate record keeping as an internal control and now maintain the cash receipts book in conjunction with turnover sheets.
- **Implementation Date:**  
September 2021

## FINANCE DEPARTMENT

### Current Year Finding # 2019-8 Grants

- **Finding/Condition:**  
During audit review, it was noted certain grant funds have not been realized or have not been fully expended.
- **Recommendation:**  
Certain Federal and State Grants be reviewed and appropriate action taken as to their disposition.
- **Explanation:**  
Recent grant projects completed have not been authorized for close out.
- **Corrective Action:**  
Finance Department and Engineering Department will review all grants receivable to determine completed projects for voucher submission or cancelation by resolution.
- **Implementation Date:**  
December 2021



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## FINANCE DEPARTMENT

### Repeat Finding # 2020-9 Accounts Receivable

- **Finding/Condition:**  
Certain older accounts receivable, as reflected on the Current Fund and General Trust Fund balance sheets have remained open as of December 31, 2020 and are detailed as follows:

○ Current Fund:	Leases	\$ 14,315.47
○ General Trust Fund	Outside Employment of Police	\$160,257.50
- **Recommendation:**  
Certain older accounts receivable be reviewed and a determination made as to proper disposition.
- **Explanation:**  
Pandemic lockdown and work from home order, resulted in missed delinquent notices mailed to accounts receivable accounts.
- **Corrective Action:**  
Delinquent notices mailed for past due accounts receivable with deadline for payment. Missed deadline remittance will result in collection activity by the Township Attorney.
- **Implementation Date:**  
November 2021

## FINANCE DEPARTMENT

### Repeat Finding # 2020-14 Payroll Fund

- **Finding/Condition:**  
A list of payroll deductions payable was not in agreement with the audit control balance, as detailed in the following schedule totaling \$13,814.18
- **Recommendation:**  
The detailed list supporting the account balance for payroll deductions payable be reconciled to master controls.
- **Explanation:**  
Reconstruction of Payroll journals last year did not correct this error. All deductions and payments made through ADP were recorded through automated journal routine.
- **Corrective Action:**  
Create new Payroll General Ledger and move from old Payroll journals moving forward.
- **Implementation Date:**  
December 2021



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## TAX COLLECTION DEPARTMENT

### Repeat Finding # 2020-10 General Trust Fund

- **Finding/Condition:**  
A detailed list of Premiums on Tax Sale and Tax Title Lien Redemptions were prepared by the Tax Collector, however they were not in agreement with audit controls.
- **Recommendation:**  
A complete, detailed list of Premiums on Tax Sale and Tax Title Lien Redemptions be reconciled to cash controls on a monthly basis.
- **Explanation:**  
Significant progress had been made but not completed for a detailed list that reconciled Premiums and Tax Title Lien Redemptions dating back to 2013. Premiums date back to 2008.
- **Corrective Action:**  
Work will continue to complete the detailed list of Premiums and Tax Title Lien Redemptions and all Premiums older than five years will eschew by resolution to the Township's Fund Balance.
- **Implementation Date:**  
December 2021



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## POLICE DEPARTMENT

### Repeat Finding # 2020-11 Outside Employment of Off-Duty Police Officers

- **Finding/Condition:**  
According to Local Finance Notice 2000-14 “entities requesting the services of police officers be required to submit payment based on estimates of the work to be done in advance of services rendered.” During our review it was noted that all entities receive services prior to depositing money with the Township.
- **Recommendation:**  
Fees for employment of off-duty police officers be collected by the Township before services are rendered, in accordance with regulations of the Division of Local Government Services.
- **Explanation:**  
Previous efforts to address this issue failed to correct this finding, necessitating a yet another approach to comply with LFN 2000-14.
- **Corrective Action:**  
Police Department more carefully reviewing requests and amending insufficient scheduling estimates. Payment is now collected at the Finance Department prior to assignment.
- **Implementation Date:**  
September 2021

## POLICE DEPARTMENT

### Repeat Finding # 2020-12 Outside Employment of Off-Duty Police Officers

- **Finding/Condition:**  
Cash receipts collected for Outside Employment of Police Officers was not in agreement with the records of the Tax Collector.
- **Recommendation:**  
More care be exercised in maintaining the cash receipts for Outside Employment of Police Officers and that collections be reconciled to the records of the Tax Collector on a monthly basis.
- **Explanation:**  
Collections are reconciled on a monthly basis with an outstanding accounts receivable list provided after this monthly reconciliation.
- **Corrective Action:**  
Police Department is now amending applications to accurately reflect scheduling needs and excess funds are refunded instead of attempting to collect insufficient balances due.
- **Implementation Date:**  
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## ADMINISTRATION

### Repeat Finding # 2019-13 Contracts & Lease Agreements

- **Finding/Condition:**  
The lease agreement with N.J. Transit expired on July 31, 2019 and a new lease agreement was not available for audit review.
- **Recommendation:**  
A new lease agreement be established with N.J. Transit
- **Explanation:**  
The Administrator is continuing negotiations with N.J. Transit to include maintenance and repairs to the leased parking lot in addition to lease payments for N.J. Transit use.
- **Corrective Action:**  
The Administrator will make a greater effort to conclude the negotiation or enter into a month to month contract until negotiations are concluded.
- **Implementation Date:**  
December 2021

## MUNICIPAL SHARED COURT

### Current Year Finding # 2020-15 Municipal Court Reports

- **Finding/Condition:**  
The report "Tickets Issued Monthly but Not Assigned" listed four (4) unassigned tickets.
- **Recommendation:**  
Follow up procedures be implemented for tickets whether issued or assigned.
- **Explanation:**  
Officer issued the summons and it was not assigned in ATS/ACS because the e-ticket system was down.
- **Corrective Action:**  
After any e-ticket system outages, review issued tickets from that day and manually enter data into e-ticket system if necessary.
- **Implementation Date:**  
September 2021

