

Township of South Hackensack
Bergen County, New Jersey
December 29, 2008 8:00 P.M.
Special Meeting
AGENDA

Rosina Romano, Mayor
Gene Roman, Deputy Mayor
James Anzevino
Walter Eckel, Jr.
Gregorio Maceri

John M. Carbone, Esq., Municipal Attorney
Linda LoPiccolo, Municipal Clerk

Call of Meeting to Order

Resolutions

- 2008-178 Petitioning COAH with an Adopted Housing Element and Fair Share Plan
- 2008-179 Bills
- 2008-180 Corrective Action – 2007

Old Business

- Senior Citizen Housing at Grove Street, LP

Ordinances

Public Comments

Adjournment

Resolution No. 2008-180 Corrective Action Plan – 2007 Audit

12/18/08
Township of South Hackensack
Corrective Action Plan
2007 Audit

Finding/Condition #1: Purchase orders be issued prior to commitments being incurred.

Explanation and Corrective Action: Encumbrances for recurring expenses are not entered until the month in which the expenses are to be paid. Each sub-account with a recurring expense is dedicated solely to that expense. I have advised the treasurer to encumber all expenses at the beginning of each year.

Implementation Date: December 2008

Finding/Condition # 2: With respect to the Municipal Court:

*-The bail on account ledger be in agreement with the reconciled balance of the bail bank account.
-Tickets assigned and not issued which are greater than six months old be recalled.*

Explanation and Corrective Action:

- The bail account has been reconciled each month and the difference of approximately \$ 900.00 has been consistent throughout this year and last. We will transfer this amount the current account.
- Tickets assigned but not issued have been reviewed and the old tickets recalled.

Implementation Date: December 2008

Finding/Condition # 3: : Continued efforts be maintained in reviewing the appropriated reserve grant balances and either spend or return unexpended balances back to the grantor.

Recommendation: Open grants be expended for the purpose for which they were granted.

Explanation and Corrective Action: There are several small grants which are old. We intend to expend these in 2008.

Implementation Date: December 2008

Finding/Condition # 4: The various grant receivable balance be reviewed to determine their collectibility, and if necessary written off.

Explanation and Corrective Action: We have reviewed the statement of Grants Receivable and determined that there are several grants which will not be collected. WE will cancel these receivables.

Implementation Date: December 2008

Finding/Condition # 5: The Township appropriate sufficient funds to eliminate the cash deficits for capital ordinance over five years old.

Explanation and Corrective Action: We will review the ordinances which are more than five years old. Cash deficits will be raised in the next budget.

Implementation Date: December 2008

Finding/Condition # 6: General Capital Fund beginning balances be recorded and in agreement with the audit report.

Explanation and Corrective Action: We have received the adjusted trial balance from the auditor and entered these as beginning balances for the year 2008.

Implementation Date: June 2008

Finding/Condition #7: Fixed Assets be recorded in the Township's accounting/budget software and be in agreement with the audit balances.

Explanation and Corrective Action: We have reviewed the fixed assets and entered them into the Edmunds accounting system.

Implementation Date: December 2008

Offered:

Second:

Roll Call Vote:

Date: December 29, 2008