

CORRECTIVE ACTION PLAN
PLUMSTED TOWNSHIP 2012 AUDIT

PURCHASING SYSTEM

12-01 FINDING:

A compliance review of expenditures revealed that funds were disbursed in excess of the statutory bid limit for the purchase of gasoline where bids had not been previously sought by public advertisement.

CRITERIA:

N.J.S. 40A:11-4 states, every contract awarded, the cost of which in the aggregate exceeds the bid threshold shall be awarded to the lowest responsible bidder after public advertising for bids.

RECOMMENDATION:

That the Township strengthen the internal controls for purchasing procedures.

CORRECTIVE ACTION:

The Township does not own storage tanks and investigated a fuel management system as a shared service with the local school and fire company, to no avail. Gasoline is purchased at a gas station in the Township so that for the safety of the public the police officers are not leaving town. The cost of gasoline for 2013 was just over the bid threshold. Management's response is that the costs outweigh the benefits. However, the Township will continue to investigate other alternatives.

IMPLEMENTATION:

Not applicable.

MUNICIPAL COURT

12-02 FINDING:

Municipal Court—There were forty-three tickets assigned to officers that were not issued within six months.

CRITERIA:

In accordance with the Administrative Office of the Courts, all tickets assigned over six months should be recalled.

RECOMMENDATION:

That all tickets assigned and not issued within six months be recalled.

CORRECTIVE ACTION:

The Municipal Court Administrator has recalled all tickets older than six months.

IMPLEMENTATION:

To be completed no later than September 3, 2013.

12-03 FINDING:

There were five warrants with a 2011 court date listed on the Eligible for Warrant (Moving) Report.

CRITERIA:

In accordance with the Administrative Office of the Courts, these cases should be promptly processed to complete ticket processing follow-up procedures.

RECOMMENDATION:

That procedures be implemented to insure that moving tickets and criminal complaints be processed promptly.

CORRECTIVE ACTION:

The Municipal Court Administrator reviewed the warrant list and processed the cases.

IMPLEMENTATION:

July 22, 2013.

CASH DEFICITS

12-04 FINDING:

The General Capital Fund Analysis of Cash reflects a cash deficit over five years old for Ordinance 2002-02.

CRITERIA:

Capital ordinances over five years old should have enough cash to fund the specific project in accordance with the amount authorized by the adopted ordinance.

RECOMMENDATION:

That adequate cash funding be obtained either through the issuance of debt or the raising of said deficit in the budget to provide for capital expenditures.

CORRECTIVE ACTION:

This was brought to the attention of the Township Committee in 2009 (2008 audit). Since 2010 the Township has budgeted a dollar amount each year from the Municipal Open Space Trust Fund to repay the Capital Fund for this ordinance for open space land acquisition. However, bond anticipation notes in the amount of \$87,722 will be issued.

IMPLEMENTATION:

September 26, 2013.

STORAGE AND TOWING FEES

12-05 FINDING:

Deposits were not made within the required forty-eight (48) hours in all instances. Towing fees were collected for the months of February, March and April. No towing fees were deposited during these months.

CRITERIA:

N.J.S.A. 40A:5-15 requires that funds collected be deposited within forty-eight (48) hours.

RECOMMENDATION:

That all funds received by the Township be deposited within forty-eight (48) hours.

CORRECTIVE ACTION:

All funds are deposited within forty-eight (48) hours.

IMPLEMENTATION:

Immediately.

12-06 FINDING:

Storage fees were not charged in accordance with the ordinance adopted by the Township. Some storage fees were charged at a rate of twenty-five dollars (\$25.00) per day.

CRITERIA:

In accordance with Ordinance No. 2011-06 the storage fee for the impound area will be one hundred dollars (\$100.00) per day.

RECOMMENDATION:

That all storage fees be charged in accordance with the ordinance.

CORRECTIVE ACTION:

The Assistant Treasurer mistakenly thought the towing ordinance had been amended to \$25.00 per day. From August 14, 2013, until the ordinance is amended, the rate of \$100.00 per day will be charged in accordance with Ordinance No. 2011-06.

IMPLEMENTATION:

August 14, 2013.

12-07 FINDING: Storage fees were collected by the Township and turned over to a third party.

CRITERIA: All funds received by the Township should be deposited to the credit of the Township.

RECOMMENDATION: That all funds received by the Township be deposited to the credit of the Township.

CORRECTIVE ACTION: The process initially implemented for collection of towing fees was revised. All funds received by the Township are deposited to the credit of the Township.

IMPLEMENTATION: May 1, 2013.