

**BOARD OF FIRE COMMISSIONERS
PENNINGTON BOROUGH DISTRICT NO. 1**

RESOLUTION # 2014-14

CORRECTIVE ACTION PLAN – 2013 ANNUAL AUDIT

Whereas, N.J.S.A. 40A:14-89 requires that the financial records of the fire district be audited at least once a year, which audit has been presented to the Board of Fire Commissioners; and

Whereas, the audit for the year ended December 31, 2013 contained a finding/comment and recommendation by the auditor with regard to the fire district's financial records; and

Whereas, N.J.A.C. 5:31-7.6 requires the Chief Financial Officer to prepare and file a corrective action plan, in the form of a Resolution, to be adopted by the members of the Board of Fire Commissioners with respect to comments and recommendations made in the audit.

Be it Resolved, by the Board of Fire Commissioners of Pennington Borough Fire District No. 1 that the board adopts the following corrective action plan to address the comments and recommendations contained in the fire district's annual audit for the year ended December 31, 2013, and that the corrective action plan be kept on file in fire district offices and be filed with the Division of Local Government Services of New Jersey as required by Code.

**CORRECTIVE ACTION PLAN – PENNINGTON BOROUGH FIRE DISTRICT NO. 1
AUDIT YEAR ENDING DECEMBER 31, 2013**

Audit Finding 2013-1

Finding:

1. The fire district did not maintain a complete general ledger for the year in that it recorded general checking account transactions into the financial accounting system but did not record accrual based transactions, which required a number of audit adjustments to correct.

Recommendation:

1. A complete general ledger should be maintained by the fire district.

Explanation of Corrective Action:

1. Effective immediately, all financial transactions, including accrual based transactions, will be recorded into the financial accounting system general ledger.

Implementation Date: Immediately

Roll Call Vote:	<u>Yes</u>	<u>No</u>	<u>Abstain</u>	<u>Absent</u>
Chairperson Blackwell	X			
Commissioner Meytrott	X			
Commissioner Naylor	X			
Commissioner Timperman	X			
Commissioner Tredrea	X			

Date: May 20, 2014