

**CITY OF ORANGE TOWNSHIP**  
**2016 Corrective Action Plan**



# Tax Collector

1. Year to Year analysis of receivables from 2006-2017 is in the process of being reconciled
2. Tax Collector will identify overpayments year by year and prepare a spreadsheet for Finance to cancel or refund
3. Tax Collector will perform a monthly reconciliation of the Third Party Lien Redemption and Premiums on Tax Sale
4. Reconciliation of the Tax Receivables, TTL receivables and sales of TTL, and the Other Lien Receivables
5. Judgments will be reviewed monthly to Edmunds for accuracy
6. Tax collector ledger sheet has been developed for all receivables year
7. Deposit funds to Finance Department on a daily basis

# Water & Sewer Utility

1. Planning to meet with Suez and Edmunds to build an interface between the Suez billing software and Edmunds water billing module
2. Established weekly meeting between representatives of the City, the City Engineer, and Suez
3. Implemented the rate increases previously approved by Ordinance 29-2017

# Community Service

1. Utilize the use of RECPRO for Older Adults and Cultural Affairs division
2. Recreation, Older Adults, and Cultural Affairs divisions will submit daily and monthly RECPRO report to Finance
3. Finance will ensure the General Ledger and the RECPRO reports are reconciled monthly

# Payroll

1. Implement procedures to ensure that all salaries are properly approved and documented
2. The BA's office will maintain records and copies of all union contracts
3. HR will require new hires to complete the onboarding packets prior to first day of employment
4. HR will provide Payroll personnel with employee health benefit election within 24 hours of employee's submission
5. Requested new W-4s, I-9s, Sunlife election, and personal information from all employees and will upload to PrimePoint
6. Reviewed and identified the employee that triggered the comment and found the comment not to be valid
7. Provided PrimePoint with employee's census data to allow for the accurate calculation of employees' contribution

# Voucher Testing

1. Implemented policies and procedures to increase internal control from the requisition phase to the payment phase
2. Safeguard the signature stamp and only the BA and the QPA has the keys
3. Schedule a training session for all department directors and staffs who enter requisitions into Edmunds
4. QPA will not sign any PO not in compliance with the Local Public Contract Law
5. Implement procedures that requires all requisition forms, PO, vendor bills, supporting docs and checks to be uploaded to Edmunds
6. Request new Business Registration Certificates and W-9s from all active vendors
7. Vendors will not receive payments unless PO have claimant signature
8. Implement procedures to ensure that all Local Purchasing Laws are complied with

# Municipal Court

1. Review existing surety bonds and implement revisions to comply with statutory requirements
2. Suggest adding a bank run on Friday evening to ensure no money is left over the weekend to comply with the 48 hours rule

# Off-Duty Police

1. Ensure that escrow accounts are properly funded as required by Ordinance 10-2002 prior to the assignment of off-duty police officer
2. Values in both due to Employee and due to the City will be reconciled



# Other Matters

1. Engaged Acclaim Inventory LLC to perform an inventory of fixed assets
2. Reconciliation of accrued sick, vacation, and personal time will occur quarterly
3. Review existing control over the calculation and payments of accumulated sick and vacation time
4. The Improvement Authorization will be introduced at the 12/19/17 City Council Meeting
5. Department Directors were instructed to bring all financial matter to the attention of the CFO and Director of Finance
6. Review existing old grant receivable balances to determine the feasibility of collection
7. Construction Code office will deposit funds to Finance on a daily basis

**Questions ???**