SALEM COUNTY IMPROVEMENT AUTHORITY

RESOLUTION 12-

July 23, 2012

RESOLUTION APPROVING SUBMISSION OF CORRECTIVE ACTION PLAN FOR 2011 AUDIT

WHEREAS, N.J.S.A. 40A:5-4 requires the governing body of every local unit to have made an annual audit of its books, accounts and financial transactions, and

WHEREAS, The Annual Report of Audit for the twelve month period ending December 31, 2011 has been filed by a Registered Municipal Accountant with the Authority, pursuant to N.J.S.A. 40A:5A-15, and a copy has been received by each member of the governing body, and

WHEREAS, all members of the governing body have received and have familiarized themselves with, at least, the minimum requirements of the Local Finance Board of the State of New Jersey, as stated in the group affidavit, on July 23, 2012, as provided by the Local Finance Board, and

WHEREAS, the Treasurer has prepared the attached Corrective Action Plan for the 2011 Annual Audit, responding to the Schedule of Findings and Recommendations.

NOW, THEREFORE BE IT RESOLVED, by Board of the Salem County Improvement Authority, that the attached Corrective Action Plan for the 2011 Audit is hereby approved for submission to the Local Finance Board of the State of New Jersey, Department of Community Affairs.

ADOPTED at a regular meeting of the Salem County Improvement Authority held on July 23, 2012.

John Ober, Chairman

I hereby certify the above to be a true copy of a resolution adopted by the SCIA at a regular meeting held on July 23, 2012.

Ronald Howard, Secretary
SALEM COUNTY IMPROVEMENT AUTHORITY
Corrective Action Plan/STATUS UPDATE 7/23/12
For Findings and Recommendations
For the Year Ended December 31, 2011
Submitted by Dawn L. Ebinger, Treasurer and Deborah Turner-Fox, Executive Director

Finding No. 2011-01:

Recommendation: That the Authority implement internal controls to ensure that the general ledger is properly maintained, timely reconciled and that controls be documented to ensure consistency amongst assigned personnel.

Status:
The General Ledger will be reconciled on a monthly basis before SCIA board meeting and discrepancies will be resolved and/or adjustments made to accurately reflect the current position regarding divisional financial statements. Inter fund reconciliations will also be completed monthly before the SCIA Board meetings.

SCIA finance staff (Treasurer, accounts payable, accounts receivable, etc.) will attend training in all areas relating to accounting for financial transactions in the next 12 months. SCIA management will establish clear priorities for each individual staff member and their respective responsibilities and position descriptions will delineate these accountabilities.

Finding No. 2011-02:

Recommendation: That more care be exercised regarding the calculation of taxable tonnage when determining liabilities to ensure the proper amount is being remitted to the state agency.

Status:
During the SCIA 2011 audit, the auditor's determined that the SLT report had a discrepancy. After extensive research, the software system (PC Scales) was closely examined and a discrepancy was found in the list used to pull the data for the SLT report. This software error was corrected by re-establishing the correct list of material data and the report was corrected as of April 5, 2012.

Deborah Turner-Fox, Executive Director

Dawn L. Ebinger, Treasurer

July 23, 2012

Updated as of 9/22/2011