

Mr. Urbanski offered the following resolution and moved for its adoption:

R-07-48

**BOROUGH OF HIGHLANDS
COUNTY OF MONMOUTH**

RESOLUTION - APPROVAL OF CORRECTIVE ACTION PLAN FOR SFY 2006

WHEREAS, the Directive by the Division of Local Government Services, Local Finance Notice 92-15 dated August 9, 1992, requires that the Chief Financial Officer must submit a Corrective Action Plan, relative to the findings and recommendation in the annual audit report; and

WHEREAS, the Governing Body of the Borough of Highlands has reviewed said Corrective Action Plan for the State Fiscal Year 2006;

NOW, THEREFORE BE IT RESOLVED by the Governing Body of the Borough of Highlands that said Corrective Action Plan is hereby approved.

NOW, THEREFORE BE IT FURTHER RESOLVED, that a certified copy of this resolution be forwarded to the Chief Financial Officer, the Director of the Division of Local Government Services, and all appropriate Borough Officials.

Seconded by Mr. Nolan and adopted on the following roll call vote:

ROLL CALL:

AYES: Mr. Nolan, Miss Thomas, Mr. Caizza, Mr. Urbanski, Mayor O'Neil

NAYES: None

ABSENT: None

ABSTAIN: None

Date: March 21, 2007

NINA LIGHT FLANNERY, BOROUGH CLERK

I hereby certify that the above Resolution was duly adopted by the Governing Body of the Borough of Highlands at a meeting held on March 21, 2007.

BOROUGH CLERK\DEPUTY CLERK

**CORRECTIVE ACTION PLAN - SFY 2006
BOROUGH OF HIGHLANDS**

SFY 2005 Recommendation:

Governing Body:

Finding #1

1. That the Borough adopts a formal policy regarding post employment health benefits.
2. Analysis: Current health benefit policies have been in place for over twenty years with one policy change being made in that period. The Borough had never formalized the policy in an ordinance.
3. Corrective Action: The Governing Body has adopted Ordinance 06-18 clarifying retiree health benefits for borough employees.
4. Implementation Date: November 1, 2006.

Municipal Court:

Finding #2

1. That the Municipal Court makes all remittances to various agencies by the fifteenth day of the month following receipt as required by the Administrative Office of the Court.
2. Analysis: The Municipal Court has one full time employee and a part time employee once a week. The Court Administrator cannot always comply with the above requirements because other Court duties take priority.
3. Corrective Action: The Governing Body has hired a part time employee for 25 hours a week. Upon adequate training of this employee by the Court Administrator this finding should be resolved.
4. Implementation Date: April 2006.

Municipal Court:

Finding #3

1. That monthly bank reconciliations for the Municipal Court accounts be performed on a timely basis.
2. Analysis: The Municipal Court has one full time employee and a part time employee once a week. The Court Administrator cannot always comply with the above requirements because other Court duties take priority.
3. Corrective Action: The Governing Body has hired a part time employee for 25 hours a week. Upon adequate training of this employee by the Court Administrator this finding should be resolved.
4. Implementation Date: June 2006.

SFY 2006 Recommendation:

Municipal Court:

Finding #1

3. That the Municipal Court makes all remittances to various agencies by the fifteenth day of the month following receipt as required by the Administrative Office of the Court.
2. Analysis: The Municipal Court has one full time employee and a part time employee once a week. The Court Administrator cannot always comply with the above requirements because other Court duties take priority.
3. Corrective Action: The Governing Body has hired a part time employee for 25 hours a week. The employee received the proper training in 2005/2006. As a result the Court Administrator was able to resolve this comment.
4. Implementation Date: March 2006.

Municipal Court:

Finding #2

1. That monthly bank reconciliations for the Municipal Court accounts be performed on a timely basis.
2. Analysis: The Municipal Court has one full time employee and a part time employee once a week. The Court Administrator cannot always comply with the above requirements because other Court duties take priority.
3. Corrective Action: The Governing Body has hired a part time employee for 25 hours a week. The employee received the proper training in 2005/2006. As a result the Court Administrator was able to resolve this comment.
4. Implementation Date: December 2006.