

CITY OF ORANGE TOWNSHIP

2018 Corrective Action Plan



Payroll

1. The City conducted a review of the identified employee and s/he was not overpaid in 2018. **(Finding No. 2018-1)**
2. The City will review and reconcile the payroll account on a monthly basis. At a minimum the reconciliation of the payroll account will be reviewed quarterly and monthly during the last quarter of the year by the Director of Finance. **(Finding No. 2018-9)**

Purchasing

1. The City conducted a training session for all department heads and staff who enter requisitions into Edmunds on April 25, 2018 and plans to repeat a similar session in 2019. **(Finding No. 2018-2)**
2. During the budget process all expenditures from the prior three years will be reviewed to determine a master list of contracts that must comply with the Local Purchasing Laws. Thereafter, all new contracts will be added to the list. **(Finding No. 2018-3)**

Off-Duty

[Finding No. 2018-4]

1. The City will ensure that the escrow accounts are properly funded as required by Ordinance 10-2002 prior to the assignment of off-duty police officer. The only exception should be in the case of a Utility emergency. Between now and December, the Law Department along with the Finance Department will procure collection of the outstanding balance. And any item deemed uncollectable will be presented in a resolution to be written off. Also, Administration is exploring a software options to automate the collection and payment of Off-Duty police.

PILOT Revenue

[Finding No. 2018-5]

1. The City has created a master list of all the PILOTs, that is on a shared drive maintained in the Tax Collector, Tax Assessor, and Finance Office. Quarterly bills are prepared in the Finance Department. The Tax Assessor, Tax Collector, and Planning Department has be charged with notifying the Finance Department and each other about any new PILOT agreements. All PILOT billing and receipts will be reviewed by the Director of Finance.

Journal Entry Authorization

[Finding No. 2018-6]

1. The Comptroller will review and approve all proposed journal entries on a daily basis prior to posting in the general ledger. All monthly journal entries must be reviewed and approved by the CFO and Director of Finance at the end of each month. Any proposed journal entry equal to or greater than \$50,000 must be approved by the Director of Finance with notice to the Business Administrator prior to posting in the general ledger.

Other Matters

- 1. Status of Grants:** The Finance Department with the appropriate City Department will review existing old grant receivable balances to determine the feasibility of collection and make recommendation to the Business Administrator. **(Finding No. 2018-7)**
- 2. Cash Reconciliations:** The Finance Department will perform bank reconciliations each month within 10 days in the subsequent month. The disposition of unreconciled items will be immediately reported to the CFO and the Director of Finance. The City will take the appropriate steps to promptly cancel all checks, which the City's bank considers stale dated and will not cash. **(Finding No. 2018-8)**

Accumulated Sick and Vacation Pay

[Finding No. 2018-10]

1. The City has at its disposal a software system, PrimePoint, for human resource time and payroll management. Utilizing PrimePoint and requiring ALL designated Department representative responsible for timekeeping to be properly trained on the software. And requiring ALL employees to scan in and scan out through the PrimePoint system is the only way to maintain a centralized timekeeping system. The City Council should adopt a resolution or ordinance amending the employee handbook to require all employees to utilize PrimePoint as instructed by Administration.

Other Matters

- 1. Refund of State Board Judgments:** The City has notified the State to update their contact records to ensure all judgments will be received by the Tax Collector. **(Finding No. 2018-11)**
- 2. Utility:** The City has assigned new staff to water operation. Staff is working to streamline billing, collection, and account management process. Suez Water has assigned additional staff to manage the City's billing. The City and Suez are in discussion to modify the existing operation agreement in order to bring compatible between the software utilized by Suez and the City's software, this is an ongoing discussion. **(Finding No. 2018-12)**
- 3. Uniform Construction Code:** The City will submit the 2018 Uniform Construction Code annual report via the State website. **(Finding No. 2018-13)**

Questions ???