

November 12, 2020

Division of Local Government Services  
Department of Melanie Walters  
Community Affairs  
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### Corrective Action Plan Report

Borough of Bellmawr  
County of Camden  
Audit Report 2019

#### **Finding No. 2019-001**

##### **CONDITION**

The Borough did not process payroll in accordance with established guidelines.

##### **RECOMMENDATION**

That the Borough review procedures with respect to payroll process, and adhere to healthcare and pension deduction guidelines, including information contained in Local Finance Notices issued by the State of New Jersey, Division of Local Government Services.

##### **CORRECTIVE ACTION**

The premium for employees who have family health coverage, but employee/spouse dental were paying the percentage on a calculation using the family coverage premium. The finance department has reviewed the healthcare invoice and has separated the deduction for those employees and has created a separate deduction for dental.

The pension report was filed within the grace period given by the Division of Pension and Benefits, the Borough has been filing the report in this timeframe for years. The finance department will do its best to fill the reports prior to the tenth of month for each quarter.

The NJ927 was amended and sent to the state. The finance office will carefully review the NJ927 prior to submission.

**Finding No. 2019-002**

**CONDITION**

The Borough had several interfund balances as of December 31. The interfund balances between funds in respective general ledger were not in agreement prior to audit adjustments.

**ROCOMMENDATION**

That all transactions between Borough funds (interfund) be reviewed prior to the end of the year and that all activity be posted to the respective general ledgers of the Borough.

**CORRECTIVE ACTION**

The CMFO will review the trust accounts to be sure that all interfunds are posted to the respective general ledgers of the Borough prior to year-end.

**Finding No. 2019-003**

**CONDITION**

Appropriations were over expended prior to transfers and approved budget transfers of current appropriations and appropriation reserves were not properly recorded.

**RECOMMENDATION**

That the Borough adheres to statues with respect to over-comments, ordinances and encumbrances.

**CORRECTIVE ACTION**

The CMFO has changed the set up within software to not allow any employees to over-expend a line item. Also, the CMFO and Municipal Clerk will work together to be sure that all resolutions and ordinances are properly listed on the agenda and approved by Mayor and Council.