RESOLUTION #17-237-R

RESOLUTION APPROVING THE CORRECTIVE ACTION PLAN FOR THE 2016 AUDIT

June 26, 2017

WHEREAS, the Director of the Division of Local Government Services has formally directed all municipalities to adopt a Corrective Action Plan as part of their annual audit process; and

WHEREAS, this Corrective Action Plan shall be submitted to the Director of Local Government Services upon adoption of the Governing Body and it shall be kept on file with the Township Clerk; and

WHEREAS, the Plan shall cover all audit findings and recommendations and be prepared in accordance with the Single Audit Act OMB Circular 128 and Local Finance Notice 92-15;

NOW, THEREFORE, BE IT RESOLVED that the Mayor and Council of the Township of Berkeley hereby approve the attached Corrective Action Plan for the 2016 Annual Audit.

BE IT FURTHER RESOLVED that a certified copy of this Resolution, including the Corrective Action Plan, be forwarded to the Director of the Division of Local Government Services.

Sophia Gingrich

SOPHIA GINGRICH, Council President
L. THOMAS GROSSE, Council Vice Pres.

CERTIFICATION

I, BEVERLY M. CARLE/KAREN STALLINGS, MUNICIPAL Clerk of the Township of Berkeley do hereby certify that this is a true copy of the resolution was duly adopted by the Township of Berkeley Township Council at a meeting held on the ***26th day June of*** **2017.**

KS Dep

BEVERLY M. CARLE, Township Clerk
KAREN STALLINGS, Deputy Clerk
Berkeley Township

Township of Berkeley
Corrective Action Plan for Calendar Year 2016 Audit

FINDING/RECOMMENDATION # 2016-01:

Condition – The Township did not calculate employee contributions for health benefits for the year ended December 31, 2016.

Effect – Employees did not have the proper amount withheld from the compensation.

Cause – The Township did not recalculate withholding amounts at the beginning of the year.

Criteria – P.L. 2011 c. 78 requires that local units must contribute to their employee benefits according to statutory calculations and those calculations must be updated annually based on the cost of the chosen plan.

Recommendation – The Township should implement controls to ensure that employee withholding rates are properly recalculated annually.

Management's Response – The Township will correct this matter in the year ended December 31, 2017.

Explanation and Corrective Action – The Township did calculate employee contributions for the year ended December 31, 2016, it just did not update the premium amount reflecting the 2016 premiums to be calculated, it continued to use the 2015 premium amounts. This matter was corrected immediately when found in March, 2017.

Implementation Date – Implemented.