SUSSEX BOROUGH
RESOLUTION #2025-127R

CORRECTIVE ACTION PLAN AUDIT YEAR 2024

WHEREAS, the 2024 Annual Audit Report was delivered on and regulations promulgated by the Local Fiscal Affairs Law, N.J.S.A. 40A:5 requires that the Chief Financial Officer prepare a Corrective Action Plan covering all findings and recommendations in the audit report; and

WHEREAS, N.J.S.A. 40A:5 further requires approval of the Corrective Action Plan within 60 days of audit receipt by the Borough Council;

NOW, THEREFORE, BE IT RESOLVED by the Governing Body, of the Borough of Sussex that the Corrective Action Plan for the 2024 Annual Audit Report prepared by the Borough Chief Financial Officer and attached hereto as "Appendix A" be approved.

CERTIFICATION: I hereby certify the foregoing to be a true and correct copy of a resolution duly adopted by the Governing Body of the Borough of Sussex, in the County of Sussex, New Jersey, at a meeting held on September 2, 2025.



Antoinette Smith, Municipal Clerk
Borough of Sussex

BOROUGH OF SUSSEX

CORRECTIVE ACTION PLAN

AUDIT YEAR – 2024

Finding/Comment #1

The Borough does not maintain an adequate segregation of duties within the Treasury Department.

Recommendation

That adequate segregation of duties within the Treasury Department be maintained.

Corrective Action

Duties of personnel will be reviewed to determine whether or not more adequate segregation of duties can be provided within budget constraints and the limited number of employees qualified to perform other accounting functions.

Implementation Date: On going

Comment #2

There are cash deficits in ordinances over 5 years old in the Water/Sewer Capital Fund.

Recommendation

That cash deficits in ordinances over 5 years old be raised in future budgets.

Corrective Action

Cash deficits in ordinances over 5 years old will be raised in future budgets.

Implementation Date: 2025 Budget

Comment #3

Several purchases selected for testing were missing proper approvals.

Recommendation

That all purchases have proper approvals.

Corrective Action

Every effort will be made to ensure proper approvals are obtained for all purchases.

Implementation Date: Current

Comment #4

Resolutions awarding professional service contracts through non-competitive practices were missing budget line-item appropriations and not-to-exceed cost language.

Recommendation

That all resolutions awarding professional service contracts through non-competitive practices contain budget line-item appropriations and not-to-exceed cost language.

Corrective Action

Budget line-item appropriations and not-to-exceed cost language will be added for all future resolutions awarding professional services.

Implementation Date: Current