

# Willingboro Municipal Utilities Authority

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## Corrective Action Plan

Township of Willingboro  
Municipal Utility Authority

Audit Report  
Year Ended 12/31/16

### **Finding No. 2016-001 Condition**

The Authority did not adhere to its internal control procedures that are designed to reconcile the general ledger with other subsidiary records as required by N.J.A.C. 5-30-5.7

### **Recommendation**

The Authority should review the internal controls over the general ledger to ensure compliance with N.J.A.C. 5-30-5.7 and as required, reconcile the general ledger with other subsidiary records.

### **Corrective Action**

The Authority has reviewed the internal control procedures and instituted necessary policies and controls.

### **Finding No. 2016-002 Condition**

The Authority failed to reconcile their bank accounts in a timely manner.

### **Recommendation**

The Authority should review their internal controls and establish procedures to ensure that all cash accounts are reconciled in a timely manner.

### **Corrective Action**

The Authority has reviewed its internal control procedures and instituted necessary policy to ensure all bank accounts are reconciled in a timely manner.

**Finding No. 2016-003 Condition**

N.J.A.C. 5:30-5.2 requires the Authority to maintain an encumbrance and payable accounting system. During the audit, we noted that there was a break down in the internal controls related to the Authority's encumbrance and payable accounting system that resulted in payables not being recorded.

**Recommendation**

The Authority should review their internal controls over encumbrances and payables to ensure that all purchases are recorded correctly in order to achieve fair presentation and compliance with N.J.A.C. 5:30-5.2.

**Corrective Action**

The Authority has reviewed its internal control procedures and made necessary adjustments to personnel to assure compliance.

**Finding No. 2016-004 Condition**

The Authority did not comply with several provisions of N.J.S.A. 40A:11 (Local Public Contracts Law), N.J.S.A. 19:44A-20.4 (Play-to-Play Law) N.J.A.C. 5:30-5 and N.J.A.C. 5:30-11 when purchase amounts of goods and services exceeded the respective thresholds.

**Recommendation**

That the Authority comply with all the provisions of N.J.S.A. 40A:11 (Local Public Contract Law), N.J.S.A. 19:44A-20.4 (Pay-to-Play Law), N.J.A.C. 5:30-5 and N.J.A.C. 5:30-11 when purchase amounts for goods and services exceed the respective thresholds.

**Corrective Action**

The Authority has instituted corrective action to ensure compliance with Pay-to-Play law.