

CORRECTIVE ACTION PLAN

Name of Entity: Township of Willingboro

County: Burlington


Date of Audit: December 31, 2015


Date of Meeting: July 5, 2016

Contact Person: Eusebia Diggs

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Finding Number	Audit Recommendation	Corrective Action Approved by Governing Body	Method of Implementation	Persons Responsible for Implementation	Completion Date of Implementation
2015-001	That the Township implements internal controls to ensure proper supporting documentation is obtained for expenditures in the summer food program.	The Township will ensure all receipts and supporting documentation are received and in place before a check is issued.	Proper Requisition and Purchase Order Procedures are followed	CFO, Director of Community Affairs, QPA & Accounts payable Clerk	June 30th 2016; Before the 2016 Program begins
2015-002	That the Township 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.	The Township implement a bid checklist to ensure all regulations and statutes as required by the state of New Jersey are abide by.	Written internal control procedures in the form of a Bid Checklist have been established and will be distributed to employees responsible for bids and contracts.	CFO, Township Clerk and Purchasing Agent	September 30, 2016

Township Administrator  Date 7/5/16

Chief Financial Officer  Date 7/5/16