



TOWNSHIP OF ROCHELLE PARK

151 WEST PASSAIC STREET, ROCHELLE PARK, NJ 07662 • TEL. (201) 587-7730 • FAX (201) 556-0581

ADMINISTRATOR

Robert H. Davidson

MUNICIPAL CLERK

Elizabeth Kroll

TOWNSHIP COMMITTEE

Jayne Ouellette - Mayor

Michael Kazimir

K.J. Kovalcik

Joseph Scarpa

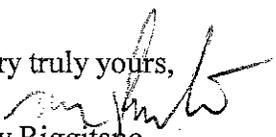
Frank Valenzuela

April 1, 2016

Division of Local Government Services
101 South Broad Street
Trenton, New Jersey 08625

Pursuant to Local Finance Notice 97-16, A Corrective Action Plan, which outlines actions the Township of Rochelle Park will take to correct the findings listed will be prepared in accordance with Federal and State requirements. A copy of it will be placed on file and made available for public inspection in the Township Office of the Township Clerk.

Very truly yours,


Roy Riggitano

C.F.O., Township of Rochelle Park

Cc: Township Administrator, Township Mayor and Council



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ADMINISTRATOR

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Elizabeth Kroll

To: Finance

From: Roy Riggitano, C.F.O.

Re: Corrective Action 2015 Audit Findings

Date April 1, 2016

TOWNSHIP COMMITTEE

Jayne Ouellette - Mayor

Michael Kazimir

K.J. Kovalcik

Joseph Scarpa

Frank Valenzuela

Findings #5

1. All petty cash accounts shall be authorized by the Division of Local Government Services.

Explanation and Corrective Action

1. Insure that all petty cash accounts are authorized by the Division of Local Government Services.

Implementation Date: June 1, 2016

Very truly yours,

Roy Riggitano
C.F.O., Township of Rochelle Park

Cc: Administrator, Mayor, Council



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To: Municipal Court

From: Roy Riggitano, C.F.O.

Re: Corrective Action 2015 Audit Findings

Date April 1, 2016

Findings #2 - 6

2. Shortage in the Municipal Court General Account be reviewed and cleared of record.
3. Disbursement checks in the Municipal Court General & Bail Accounts require at least two authorizing signatures.
4. Ending balances in the Municipal Court General Account be disbursed by the 15th of the subsequent month..
5. Bank Reconciliation's for all accounts be prepared on a timely manner.
6. Ending balances in the outside office accounts be remitted to the Current Fund on a timely manner.

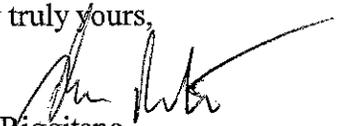
Explanation and Corrective Action

2. Municipal Court General Account be reviewed and cleared of record.
3. Two signatures must be obtained for all checks in the General and Bail Accounts
4. All balances shall be cleared by the 15th of the subsequent month.
5. Bank Reconciliations for all accounts must be prepared by the 10th of month

6. All ending balances of operating accounts shall be remitted to the current fund on a timely manner.

Implementation Date: June 1, 2016

Very truly yours,


Roy Riggitano,

C.F.O., Township of Rochelle Park

Cc: Administrator, Mayor, Council

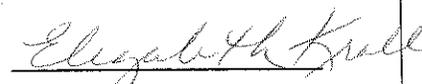
TOWNSHIP OF ROCHELLE PARK

RESOLUTION NO. 2016 -104

A RESOLUTION- ACKNOWLEDGING THE ANNUAL REPORT OF AUDIT

	MOVED	SECONDED	AYES	NAYS	ABSENT	ABSTAIN
COMM. HAUSER	X		X			
COMM. KOVALCIK			X			
COMM. SCARPA			X			
COMM. VALENZUELA		X	X			
MAYOR KAZIMIR			X			

I hereby certify that the above Resolution was duly adopted by the Township Committee of the Township of Rochelle Park at a meeting held On April 20, 2016.


 Municipal Clerk

WHEREAS, N.J.S.A. 40A: 5-4 requires the governing body of every local unit to have made an annual audit of its books, accounts and financial transactions; and

WHEREAS, the Annual Report of Audit for the year 2015 has been filed by a Registered Municipal Accountant with the Municipal Clerk as per the requirements of N.J.S.A. 40a: 5-6, and a copy has been received by each member of the governing body; and

WHEREAS, R.S. 52:27BB-34 authorizes the Local finance Board of the State of New Jersey to prescribe reports pertaining to the local fiscal affairs; and

WHEREAS, the Local Finance Board has promulgated N.J.A.C. 5:30-6.5, a regulation requiring that the governing body of each municipality shall, by resolution, certify to the Local Finance Board of the State of New Jersey that all members of the governing body have reviewed, as a minimum, the sections of the annual audit entitled "Comments and Recommendations; and

WHEREAS, the members of the governing body have personally reviewed, as a minimum, the Annual Report of Audit, and specifically the sections of the Annual Audit entitled "Comments and Recommendations, as evidenced by the group affidavit form of the governing body attached hereto; and

WHEREAS, such resolution of certification shall be adopted by the Governing Body no later than forty-five days after the receipt of the annual audit, pursuant to N.J.A.C. 5:30-6.5; and

WHEREAS, all members of the governing body have received and have familiarized themselves with, at least, the minimum requirements of the Local Finance Board of the State of New Jersey, as stated aforesaid and have subscribed to the affidavit, as provided by the Local Finance Board; and

Resolution #2016 - 104 cont.

WHEREAS, failure to comply with the regulations of the Local Finance Board of the State of New Jersey may subject the members of the local governing body to the penalty provisions of R.S. 52:27BB-52, to wit:

R.S. 52:27BB-52: A local officer or member of a local governing body who, after a date fixed for compliance, fails or refuses to obey an order of the director (Director of Local Government Services), under the provisions of this Article, shall be guilty of a misdemeanor and, upon conviction, may be fined not more than one thousand dollars (\$1,000.00) or imprisoned for not more than one year, or both, in addition shall forfeit his office.

NOW, THEREFORE, BE IT RESOLVED, that the Township Committee of the Township of Rochelle Park, hereby states that it has complied with N.J.A.C. 5:30-6.5 and does hereby submit a certified copy of the resolution and the required affidavit to said Board to show evidence of said compliance.

I HEREBY CERTIFY THAT THIS IS A TRUE COPY OF THE RESOLUTION PASSED AT THE MEETING HELD ON APRIL 20, 2016.

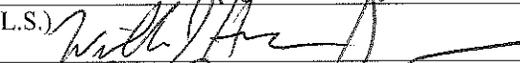
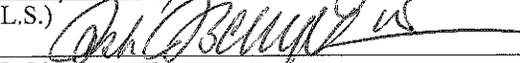
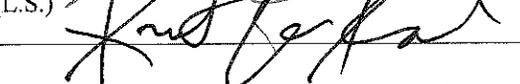
Attest: Elizabeth Kroll
Elizabeth Kroll
Municipal Clerk

**CERTIFICATION OF GOVERNING BODY OF THE ANNUAL AUDIT
GROUP AFFIDAVIT FORM
NO PHOTO COPIES OF SIGNATURES**

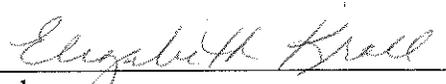
STATE OF NEW JERSEY
COUNTY OF BERGEN

We, members of the governing body of the Township of Rochelle Park, in the County of Bergen, being duly sworn according to law, upon our oath depose and say:

1. We are duly elected members of the Township Committee of the Township of Rochelle Park in the County of Bergen;
2. In the performance of our duties, and pursuant to N.J.A.C. 5:30-6.5, we have familiarized ourselves with the contents of the Annual Municipal Audit filed with the Clerk pursuant to N.J.S.A. 40A:5-6 for the year 2015;
3. We certify that we have personally reviewed and are familiar with, as a minimum, the sections of the Annual Report of Audit entitled "Comments and Recommendations."

(L.S.) 	(L.S.)
(L.S.) 	(L.S.)
(L.S.) 	(L.S.)
(L.S.) 	(L.S.)
(L.S.) 	(L.S.)

Sworn to and subscribed before me this _____ day of _____
Notary Public of New Jersey


Clerk

The Municipal Clerk (or Clerk of the Board of Chosen Freeholders as the case may be) shall set forth the reason for the absence of signature of any members of the governing body.

IMPORTANT: This certificate must be sent to the Bureau of Financial Regulation and Assistance, Division of Local Government Services, P.O. Box 803, Trenton, New Jersey 08625.

