



Roy Riggitano
CMFO

BOROUGH OF ELMWOOD PARK
MUNICIPAL BUILDING
182 MARKET STREET
ELMWOOD PARK, NEW JERSEY 07407


201-796-1457ext. 216
FAX 201-796-1612

June 1, 2024

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 Borough of Elmwood 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 Office of the Borough Clerk.

Very truly yours,


Roy Riggitano
CFO, Borough of Elmwood Park

Cc: Mayor and Council



BOROUGH OF ELMWOOD PARK
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182 MARKET STREET
ELMWOOD PARK, NEW JERSEY 07407

To: Finance, Purchasing, Payroll Departments
Roy Riggitano

From: ^{C.M.F.O.} Roy Riggitano, CFO,

201-796-1457ext. 216

FAX 201-796-1612

Re: Corrective Action 2023 Audit Findings

Date: June 6, 2024

Findings 2023 1,2,3,4,5,6,7


1. Capital Fund Improvement Authorizations greater than five years old have unfunded portions outstanding.
2. Outside Duty/Outside employment of borough police officers are not being accounted for in accordance with Local finance Notice 2000-14.
3. Cash receipts/revenues, other than tax collections, are not being recorded through the Borough's accounting software, but rather being compiled manually through the use of an excel spreadsheet.
4. There were over expenditures in the federal and state grand fund as well as the 2022 and 2023 budget appropriations resulting in deferred charges.
5. The 2023 current fund temporary budget exceeded 26.25% of the prior years final budget appropriations.
6. There were multiple instances where goods and services are being ordered prior to the execution of a purchase order in violation of Technical Accounting Directive #1.
7. There were instances in which payments for goods and/or services were not made in a timely manner.

Explanation and Corrective Action

1. CFO to review greater than five years old unfunded bond ordinances be cancelled via resolution.
2. Police Department shall keep detailed log and ledgers indication the billing to vendors as well as receipts to be posted to that generated invoice within the Police Department.
3. Cash receipts shall be integrated within the Borough's software system.
4. Review of all grants both federal and state shall be conducted for balances.
5. Greater care to be done on the temporary budget for 2025.
6. All departments shall be notified that purchases without a purchase order first will not be processed.
7. Good and services shall be paid promptly within the Mayor and Council calendar.

Implementation Date: July 1, 2024

Very truly yours,


Roy Riggitano
CFO, Borough of Elmwood Park



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To: Municipal Court

From: Roy Riggitano, CFO,

Re: Corrective Action 2023 Audit Findings

Date: June 6, 2024

Findings 2023, 1


1. The Municipal Court Change fund should be authorized by resolution.

Explanation and Corrective Action

1. Resolution to be prepared to authorize change fund and court review other case statuses for proper follow up disposition.

Implementation Date: July 1, 2024

Very truly yours,


Roy Riggitano
CFO, Borough of Elmwood Park

Cc: Mayor and Council



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Roy Riggitano
CMFO

201-796-1457ext. 216
FAX 201-796-1612

To: Payroll Department

From: Roy Riggitano, CFO,

Re: Corrective Action 2023 Audit Findings

Date: June 6, 2024

Findings 2023, 1

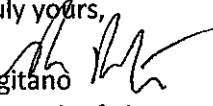
1. All W-4's shall be updated and kept for audit.

Explanation and Corrective Action

1. All W-4's shall be kept on file for audit.

Implementation Date: July 1, 2024

Very truly yours,

Roy Riggitano 
CFO, Borough of Elmwood Park

Cc: Mayor and Council

**BOROUGH OF ELMWOOD PARK
COMMENTS AND RECOMMENDATIONS
DECEMBER 31, 2023**

COMMENTS

Administration/Clerk

1. There were multiple instances where Mayor and Council meeting minutes were not approved in a timely manner.
2. A review of various professional services contracts and award procedures revealed that the Borough did not properly use the 'fair and open' process set forth in the State's "Pay-to-Play" statute (P.L. 2005, c.51)
 - a. The advertisement did not contain a statement that the proposal is being solicited through a fair and open process in accordance with N.J.S.A. 19:44A-20.5.
 - b. The awarding resolution did not provide justification and/or rationale underlying the Borough's award.

Finance/Treasurer/Accounts Payable

1. *There are Capital Fund Improvement Authorizations greater than five years old that have unfunded portions outstanding.
2. *Outside Duty/Outside Employment of borough police officers is not being accounted for in accordance with Local Finance Notice 2000-14.
3. *Cash receipts/revenues, other than tax collections, are not being recorded through the Borough's accounting software, but are rather being compiled manually through the use of an excel spreadsheet. This makes it difficult to tie out revenues to departments and subsequent postings to the client's manual general ledger.
4. There were over-expenditures in the federal and state grant fund as well as the 2022 and 2023 budget appropriations resulting in deferred charges.
5. The 2023 current fund temporary budget exceeded 26.25% of the prior years' final budget appropriations.
6. There were multiple instances where goods and services are being ordered prior to the execution of a purchase order in violation of Technical Accounting Directive #1.
7. There were instances in which payments for goods and/or services were not made in a timely manner.

**BOROUGH OF ELMWOOD PARK
COMMENTS AND RECOMMENDATIONS
DECEMBER 31, 2023**

RECOMMENDATIONS

Administration/Clerk:

1. That all meeting minutes be approved by Mayor and Council in a timely manner.
2. Borough officials develop and implement policies and procedures concerning the award of professional service contracts to ensure compliance with N.J.S.A. 19:44A-20.4.

Finance/Treasurer/Accounts Payable:

1. Unfunded improvement authorizations that are over five years old, where projects have been completed, be funded through either a budget appropriation or through the issuance of temporary or permanent debt.
2. Accounting practices be updated to account for the receipt and payment of Off-Duty/Outside employment of police officers to comply with the requirements as set forth in Local Finance Notice 2000-14.
3. All cash receipts/revenue collections be properly recorded within the accounting software to facilitate a more accurate reflection of departmental revenue and subsequent postings to the general ledger.
4. A more thorough review of available budgetary appropriation balances be made prior to the payment of expenditures to ensure there are sufficient funds.
5. The temporary budget be calculated and presented for approval in accordance with N.J.S.A. 40A:4-19.
6. That all goods/services be encumbered prior to being ordered in accordance with Technical Accounting Directive #1.
7. Payment for goods and/or services be made in a timely manner.