

CORRECTIVE ACTION PLAN - SFY 2008

BOROUGH OF HIGHLANDS

SFY 2007 Recommendations:

Municipal Court:

Finding #1

1. That monthly bank reconciliations for the Municipal Court accounts be performed on a timely basis.
2. Analysis: The Municipal Court has one full time employee and a part time employee once a week. The Court Administrator cannot always comply with the above requirements because other Court duties take priority.
3. Corrective Action: The Governing Body has hired a part time employee for 25 hours a week. The employee received the proper training in 2005/2006. As a result the Court Administrator was able to resolve this comment.
4. Implementation Date: Implemented in SFY 2008.

SFY 2008 Recommendations:

Payroll:

Finding #1

1. That salary ordinances be approved by the Governing Body on a yearly basis.
2. Analysis: The Governing Body approves all salary changes and contractual increases by resolution rather than by ordinance.
3. Corrective Action: A salary ordinance will be prepared after all bargaining units and the Borough agree on new contracts.
4. Implementation Date: Adoption of bargaining unit contracts or June 2009 whichever is earliest.