



# Borough of Chatham

BOROUGH HALL  
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## CORRECTIVE ACTION PLAN – 2021 AUDIT

**Finding 2021-1:** Description: The Borough's accounting records agree to all underlying analyses for tax overpayments.

**Analysis:** During the auditor's review of the tax collector's records it was noted that a large number of unclaimed tax overpayments did not appear in the Borough's accounting records.

**Corrective Action:** The CFO will work with the Tax Collector to resolve the unclaimed tax overpayments.

**Implementation Date:** 8/8/22

**Finding 2021-2:** Description: That the purchase orders are authorized and follow the proper procedure before making a purchase.

**Analysis:** During the review of purchase orders, several instances were noted where the purchases were made prior to the preparation and approval of purchase orders. It is recommended that the purchase orders are authorized and follow the proper procedure before making a purchase.

**Corrective Action/Implementation Date:** In 2022, purchasing training sessions have been administered to all departments. An updated purchasing manual has also been distributed which outlines the Borough's purchasing policies and procedures.

**Implementation Date:** 8/8/22

**Finding 2021-3:** Description: An analysis of balance for the payroll agency account be maintained.

**Analysis:** During the review of payroll, it was noted that an analysis of balance for payroll agency account was not maintained.

**Corrective Action/Implementation Date:** The Finance Department will maintain a detailed log of the receipts and disbursements for the payroll agency account.

**Implementation Date:** 8/8/22