



# Borough of Chatham

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## **CORRECTIVE ACTION PLAN – 2023 AUDIT**

**Finding 2023-1:** 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. A separate analysis was prepared; however, the analysis does not agree to the Borough’s records.

**Corrective Action:** The Borough has created a comprehensive list of tax overpayments and refunded approximately half of the overpayments to residents throughout the Borough. The Chief Financial Officer will work closely with the newly hired Tax Collector to reconcile the remaining tax overpayments to agree with the audit records.

**Implementation Date:** 7/8/24

**Finding 2023-2:** 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:** Training sessions with Department Heads and staff responsible for purchasing will be scheduled and purchasing policies will be enforced.

**Implementation Date:** 7/8/24