

**TOWNSHIP OF FRANKLIN
COUNTY OF HUNTERDON
STATE OF NEW JERSEY**

RESOLUTION 2016 – 46

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 pursuant to 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

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 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 Franklin, hereby states that it has complied with N.J.A.C. 5:30-6.5 and does hereby submit a certified copy of this 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 JULY 28, 2016.


Ursula V. Stryker, RMC
Municipal Clerk

NO PHOTO COPIES OF SIGNATURES

GROUP AFFIDAVIT FORM

CERTIFICATION OF GOVERNING BODY

STATE OF NEW JERSEY)

ISS.

COUNTY OF Hunterdon)

We, members of the governing body of the Township of Franklin, County of Hunterdon, of full age, being duly sworn according to law, upon our oath depose and say:

1. We are duly elected (~~or appointed~~) members of the Insert name of Committee of the Township of Franklin governing body

2. In the performance of our duties, and pursuant to the Local Finance Board Regulation, 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:

GENERAL COMMENTS
RECOMMENDATIONS

Joseph Darocha (L.S.) _____ (L.S.)

~~ABSENT - OUT OF STATE~~ (L.S.) _____ (L.S.)

~~James Paulia~~ (L.S.) _____ (L.S.)

Craig Repmann (L.S.) _____ (L.S.)

Kathryn Blew (L.S.) _____ (L.S.)

Susan Soloway (L.S.) _____ (L.S.)

Sworn to and subscribed before me this 28th day of July, 2016

Notary Public of New Jersey

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 Division of Local Government Services, P.O. Box 803, Trenton, New Jersey 08625.

JUL 0 5 2016

TOWNSHIP OF FRANKLIN
SUMMARY OF RECOMMENDATIONS

It is recommended that:

- 1. Consideration be given to providing for a more adequate segregation of duties with respect to the recording and treasury functions.**

Corrective Action – Recommendation #1

Due to the staffing of the municipality, it is difficult to provide more adequate segregation of duties but the Township will work on the segregation of some of the duties. In 2015 a procedure was instituted with the financial assistant is entering the purchase orders. As of July 5, 2016, all payroll entries will be done by the financial assistant. All purchase order and payroll entries will then be verified by the Chief Financial Officer. All receipts are entered into Quicken by the financial assistant and then verified by the Finance Officer prior to entering in the finance program on the Township. The Township Committee is aware of the issue of the inadequacy of the segregation of some of the duties.