

# CORRECTIVE ACTION PLAN 2018-2019

Parsippany Troy Hills Fire District #1

Type of Audit: Annual - As of: May 22, 2019  
 Date of Board Meeting: 28-Jun-17  
 Contact Person: Treasurer, James Masker  
 Telephone Number: 973-714-5629

RECOMMENDATION NUUMBER	CORRECTIVE ACTION APPROVED BY THE BOARD	METHOD OF IMPLEMENTATION	PERSON RESPONSIBLE FOR IMPLEMENTATION	COMPLETION DATE OF IMPLEMENTATION
The District maintain an adequate segregation of duties with respect to the functions of handling cash, preparation of cash receipts and cash disbursements books and the general ledger for the various funds and reconciliation of bank accounts	The district implemented a checks and balance, alternating monthly a different board member reviews all invoices and compares to Purchase orders and signs each purchase order.	Manual, Computer driven software, (Quick Books)	Treasurer	Inplace