



# Township of Green

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## CORRECTIVE ACTION PLAN

For Audit Report Year: December 31, 2024

Finding #2024-01:

**Segregation of Duties:** The Township does not maintain an adequate segregation of duties within the Tax Collector Department. Since there is a limited number of employees, there is too much control over a transaction or class of transactions.

Recommendation #1

**That adequate segregation of duties within the Tax Collector department be maintained.**

**Analysis:** There has always been one part-time employee in the Tax Collection department.

**Corrective Action:** Due to budget constraints, the Township is unable to employ more employees currently. The Township will consider strengthening internal control within reason of costs.

**Implementation Date:** 10/01/2025

*L. Di Lorenzo*

*6/3/2025*

Prepared by:

Date

Linda Di Lorenzo, CFO/Treasurer