

CORRECTIVE ACTION PLAN FOR THE
BOROUGH OF TOTOWA, PASSAIC COUNTY, NEW JERSEY
REPORT OF AUDIT YEAR ENDED DECEMBER 31, 2024

Recommendation #1

Continued efforts be made to ensure purchase orders are issued and encumbered when contract awards are approved and expenditures are incurred during the year.

Corrective Action #1

The Borough Clerk will continue to work with the Deputy Borough Clerk to review and revise purchasing procedures to ensure that purchase orders are issued and encumbered when contracts are approved and expenditures are incurred during the year.