

APPENDIX "A"
Borough of Hamburg

Corrective Action Plan for the 2022 Audit Report

Finding #1:

The Borough does not maintain adequate segregation of duties with respect to the outside departments. The various departments of the Borough are responsible for the issuance and collection of permits, licenses and court fine and costs and recording of collections. The Tax/Utilities Collector is responsible for cash collections and the posting process.

Recommendation:

Adequate segregation of duties be maintained with respect to the outside departments.

Corrective Action:

The Borough will continue to examine the possibility of establishing a central cashier or additional hires responsible for collections in which cash is collected. The increased cost and related inconvenience for residents are not reasonable at this time, but will be monitored.

Implementation Date:

Ongoing

Finding #2:

It was found some employee health benefit contribution rates were not updated.

Recommendation:


Extra care be taken to ensure that health benefit contribution rates are updated in the payroll system.

Corrective Action:

Health care contribution rates are to be changed each time an employee's salary increases in accordance with Ch.78 contribution rates. Due to employee turnover, this change for an employee was missed and has been corrected. The Borough has a plan in place to ensure these changes are made at the same time salaries are changed.

Implementation Date:

Immediately.



Joseph Brezina, CFO