

<b>PMUA 2009 AUDIT CORRECTIVE ACTION PLAN</b>		
<b>NO.</b>	<b>RECOMMENDATIONS</b>	<b>CORRECTIVE ACTIONS</b>
1	Internal control procedures be enhanced to monitor and track "not to exceed" contracts to ensure appropriate action is taken by the Board prior to exceeding contract maximums.	Contracts are needed by financial operations to obtain information to monitor "not to exceed" amounts and time periods.
2	All payment vouchers contain the required receipt of goods and services signatures (i.e., department certifications) prior to being processed for payment.	No payments will be issued, or checks signed, until all signatures are in place.
3	The Authority's Solid Waste Bond Trustee transfer the excess funds in the General Fund and Renewal and Replacement Fund Accounts into the Revenue Bond Reserve Fund and Revenue Bond Service Fund Accounts in accordance with the requirements of the bond resolution.	This is a Bank of New York, Bond Trustee timing issue. Procedures will be developed, and implemented, to assure that required funds are in required accounts after each funds flow done semi-annually by the Trustee.
4	The Authority review the requirements under its office space lease agreement to have a year end reconciliation prepared of the escalations and related costs for the year .	A letter has been sent from PMUA General Counsel to the subject landlord asking for the required information. When received it will be verified by staff and made a part of the lease renewal each year.
5	Standardized accounting and reporting procedures be developed and implemented for moneys collected by Central Services.	This policy and procedure have been completed. There is a need for appropriate staff to implement and follow the policy.
6	Approved sewer rates and fees be formally memorialized in the sewer and solid waste rules and regulations.	A procedure and process will assure that new rates are included in Rules and Regulations after each Rate Hearing.
7	Employee travel and business reimbursements be made in strict accordance with the business travel and reimbursement guidelines and policies approved by the Board.	PMUA Board policy dated 2/16/2010 is attached with forms and process. All PMUA personnel will be provided with the entire package of information and made aware that the policy must be followed.
8	The Authority perform a review of its vehicle use to determine personal use by Authority employees, if any, and any such use be reported in accordance with Internal Revenue Service requirements.	A procedure and process will be developed and implemented to assure Authority vehicles usage is scheduled, monitored and appropriately reported.