

**TOWNSHIP OF ELK  
STEPHEN P. CONSIDINE  
CHIEF FINANCIAL OFFICER  
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July 15, 2025

Michael F. Rogers - Director  
Division of Local Government Services  
101 South Broad Street  
CN 803  
Trenton, NJ 08625-0803

RE: 2024 Corrective Action Plan

Dear Director Rogers:

Enclosed please find a Corrective Action Plan for the Township of Elk, which details the actions that the Township will take to correct the findings of the 2024 audit report.

A copy of the Corrective Action Plan will be placed on file with the Municipal Clerk immediately, and available for public inspection within 45 days of this notice.

Please feel free to contact me if I may be of any further assistance in this matter.

Sincerely,

Stephen P. Considine  
Chief Financial Officer

cc: Mayor and Township Committee  
Timothy Pine – Acting Registered Municipal Clerk  
Holt McNally & Associates – Auditors for the Township of Elk

## **Findings and Recommendations**

2024-001 Condition: The Township did not maintain an accurate fixed asset accounting system in accordance with N.J.A.C. 5:30:5.6

Analysis: Internal control procedures and polices are not in place to properly maintain the fixed asset accounting system.

Corrective Action: The Township will review and correct the fixed asset ledger to properly reflect the Township's fixed assets per N.J.A.C. 5:30-5.6.

Implementation Date: prior to December 31, 2025.