MAYOR AND COUNCIL
OF THE
BOROUGH OF WALDWICK
Bergen County, New Jersey

RESOLUTION NO. 2026-186
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Approval of Corrective Action Plan

BE IT RESOLVED, herein listed is the Corrective Action Plan for the Borough of Waldwick for the year ended December 31, 2025.

CORRECTIVE ACTION PLAN
BOROUGH OF WALDWICK
BERGEN COUNTY, NJ
Audit Year Ended December 31, 2025

1. ***Finding/Condition:*** Our audit of the Borough bank reconciliations noted several accounts with prior and current year reconciling items that remain outstanding.

   Recommendation: It is recommended that all reconciling items on the Borough's bank reconciliations be reviewed and cleared of record.

   Explanation & Corrective Action: The CFO will be attentive to clearing reconciling items shown on all bank reconciliations.

   Implementation Date: July 1, 2026

2. ***Finding/Condition***: Our audit revealed that requisitions and or purchased orders were not always prepared prior to the acquisition of services from various vendors throughout the year.

   Recommendation: It is recommended that requisitions and or purchase orders be prepared and approved prior to the acquisition of goods and services.

   Explanation & Corrective Action: In the past, department heads have been instructed in regard to the necessity of entering requisitions prior to purchases being made. Currently, Department Heads are responsible for doing first approvals on requisitions, followed by second approvals by the Borough Administrator and third approvals by the CFO. The Borough Administrator and CFO plan to review the requirements for the approval process with the Department Heads during a Department Head meeting.

   Implementation Date: On or about August 1, 2026

3. ***Finding/Condition***: Our audit revealed instances where contract awards and purchases made under cooperative purchase and state contract agreements where there was no documentation to support the vendors' invoice or unit cost pricing.

   Recommendation: It is recommended that amounts charged by vendors awarded contracts under cooperative purchase and state contract agreements be verified to supporting documentation.

Explanation & Corrective Action: There will be a discussion during a Department Head meeting to review procedures for utilizing state contract and cooperative contract purchases. There will be a reminder that just because a vendor has a state contract number, does not mean that all products and/or services are covered by the contract number.

Implementation Date: July 15, 2026

4. ***Finding/Condition***: Our audit of the Municipal Court revealed the following:

   - Receipts collected in the regular and bail accounts be deposited within forty-eight (48) hours of receipts.

   - Checks issued from the regular and bail accounts require at least two Authorized check signatures

   Recommendation: It is recommended that:

   - Receipts collected in the regular and bail accounts be deposited within forty-eight (48) hours of receipts.

   - Checks issued from the regular and bail accounts require at least two Authorized check signatures

   Explanation & Corrective Action: The Court Administrator has been advised of the forty-eight-hour deposit finding and will have her assistant coordinate with the Finance Office to ensure deposits are made in a timely manner.

   The Court Administrator has been in contact with the Borough bank in regard to adding her Court Clerk as a second signer and is in the process of completing the paperwork.

   Implementation Date: July 1, 2026

*There were no prior year comments.

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Approved: Thomas A Giordano
Thomas A. Giordano, Mayor

I hereby certify that the above Resolution was adopted by the Mayor and Council of the Borough of Waldwick at its Regular Meeting of June 9, 2026.

Kelley Halewicz, RMC/CMC
Municipal Clerk

Council Member	Motion	Second	Ayes	Nays	Abstain	Absent
Brennecke						
Cericola-Drake						
Martinello						
Ritchie						
Smith						
Wingate						
Mayor Giordano						

Reso book, Adm, CA, CFO