TOWNSHIP OF VERONA
COUNTY OF ESSEX, STATE OF NEW JERSEY

RESOLUTION No. 2026-168

A motion was made by Councilwoman McGrath; seconded by Councilman Schor that the following resolution be adopted:

APPROVING THE CORRECTIVE ACTION PLAN FOR THE 2025 MUNICIPAL AUDIT

WHEREAS, the Township of Verona has received a report of audit for the year ending December 31, 2025; and

WHEREAS, Local Finance Notice No. 92-15 dated July 8, 1992 requires that the Chief Financial Officer submits a Corrective Action Plan for all findings in the audit within 60 days of receipt of the Report of Audit; and

WHEREAS, the Chief Financial Officer has prepared a Corrective Action Plan relating to the findings of the 2025 Audit.

NOW, THEREFORE, BE IT RESOLVED that the Township Council of the Township of Verona, in the County of Essex, New Jersey, does hereby approve the Corrective Action Plan for the year 2025 as submitted by the Chief Financial Officer.

BE IT FURTHER RESOLVED that the Municipal Clerk is hereby directed to forward a copy of this resolution and the Corrective Action Plan to the Director of the Division of Local Government Services.

ROLL CALL:
AYES: **Schor, McGrath, Roman, McEvoy, Tamburro**
NAYS:

THIS IS TO CERTIFY THAT THE FOREGOING IS A TRUE AND EXACT COPY OF A RESOLUTION ADOPTED BY THE TOWNSHIP COUNCIL OF THE TOWNSHIP OF VERONA AT A REGULAR MEETING HELD ON JULY 20, 2026.

Jennifer Kiernan
JENNIFER KIERNAN, RMC, CMC
MUNICIPAL CLERK

TOWNSHIP OF VERONA, NJ
VERONA MUNICIPAL BUILDING
INCORPORATED 1907

CORRECTIVE ACTION REPORT
VERONA TOWNSHIP, ESSEX COUNTY
Audit 12/31/25

Finding #1 That all requisitions be submitted prior to any commitment of goods or services.

Description Accounting practices prescribed by the Division of Local Government Services require Township expenses to follow an encumbrance accounting system. Purchases made prior to proper encumbrance of the funds can result in an over expenditure of a budget line.

Analysis Transaction testing found purchases for which the invoice date was prior to the date of the purchase order. Occasionally, instances arise for which items must be purchased through verbal approval prior to entering into the formal requisition system.

Corrective Action The Township has widened its use of blanket purchase orders for reoccurring purchases and vendors. The Township has communicated proper purchasing guidelines to all departments including additional training for staff. The Township will continue to train new employees on the proper purchasing protocols.

Implementation Date July 2026

Finding #2 That the Township implement procedures to ensure all grant documentation is distributed timely to appropriate departments.

Description The Clerk is required to have all Township agreements.

Analysis The Township had some grant awards that were not processed by the CFO prior to the closing out the general ledgers for 2025. It was found that during the audit process, when the request was made to provide documentation that neither the CFO or Clerk had received said documentation.

Corrective Action Administration will work with the CFO and Clerk to ensure all grant awards and agreements will be distributed as soon as received.

Implementation Date July 2026