

**CITY OF PASSAIC
RESOLUTION NO. 25-08- 207**

**RESOLUTION TO APPROVE THE CORRECTIVE ACTION PLAN FOR THE
CALENDAR YEAR 2024 AUDIT REPORT OF THE CITY OF PASSAIC**

WHEREAS, the Division of Local Government Services requires the Chief Financial Officer to file "Corrective Action Plan", attached hereto, outlining the actions to be taken by the City relative to the findings and recommendations in the annual report, and

WHEREAS, the "Corrective Action Plan" shall be prepared by the Chief Financial Officer with assistance from other officials affected by the audit findings and recommendations, and

WHEREAS, the governing body of the is required by resolution, to approve said "Corrective Action Plan", and

WHEREAS, the "Corrective Action Plan", as prepared by the Chief Financial Officer and approved by the governing body, shall be placed on file and made available for public inspection in the office of the City Clerk,

NOW, THEREFORE, BE IT RESOLVED, that the City Council of the City of Passaic hereby approves the "Corrective Action Plan" for the calendar year 2024 Audit Report submitted by the Chief Financial Officer.

INTRODUCED BY COUNCILPERSON: Maritza Colon Montanez

SECONDED BY COUNCILPERSON: Thania Melo

Record of Council Vote on Final Passage	Aye	Nay	Abstain	Absent
COLON-MONTANEZ, M.	X			
GARCIA, J.	X			
LOVE, T.	X			
MAYER, D.	X			
MELO, T.	X			
MUNK, C.				
SCHAER, G.	X			X

ADOPTED ON: August 5, 2025



Gary S. Schaer, Council President



Weatherly Frias, City Clerk

I hereby certify that the foregoing is a true and correct copy of the original now on file in the Office of the City Clerk of Passaic, NJ.


Weatherly Frias, RMC
City Clerk

Dated 08/06/2025 Passaic, NJ

CITY CLERK'S OFFICE
AUG 06 2025 10:00 AM

City of Passaic

Corrective Action Plan

Calendar Year 2024 Findings:

1. **Description:** Grant receivable and appropriated reserve reports be reviewed and adjusted with the audit balances.

Corrective Action: The finance office has begun its review of the grant reports from various departments in order to reconcile to the audit.

Implementation: In progress in 2025 and continues.

2. **Description:** Grant receivable balances be reviewed and continued efforts be made to collect balances due or cancelled of record where deemed uncollectible.

Corrective Action: Open grant balances will be reviewed by the respective departments to determine its validity. Reimbursement requests have been and will continue to be prepared by the various departments and will be submitted to the various grant agencies.

Implementation: In progress in 2025 and continues. Certain grant amounts have already been collected in 2025.

3. **Description:** Outstanding tickets in the Municipal Court over six months be recalled and reassigned. Various other monthly reports be reviewed and updated in a timely manner.

Corrective Action: Tickets not issued within six months will be recalled by the Court Administrator and reassigned. Monthly reports will be reviewed and updated monthly.

Implementation: In progress in 2025 through year-end.

4. **Description:** Prior year outstanding checks be reviewed and cleared of record.

Corrective Action: Outstanding checks determined to be stale dated will be voided by resolution.

Implementation: October 2025.

CITY OF PASSAIC
CITY CLERK'S OFFICE
MAY 13 2025 11:50 AM

Prepared By: Omar J. Garcia, Director of Finance

Accepted By: Mayor and Council
Regular Meeting held August 5, 2025

Certified By:



Gary Schaer
Council President



Weatherly Frias
City Clerk

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PASSAIC, N.J.