

**BOROUGH OF BRADLEY BEACH**

**RESOLUTION 2026-110**

**2024 AUDIT CORRECTIVE ACTION PLAN**

**Mayor Gubitosi offered the following resolution and moved its adoption:**

**WHEREAS**, the 2024 Audit was received by the Mayor and Council of the Borough of Bradley Beach; and

**WHEREAS**, certain comments and recommendations were made in the 2024 audit and are attached hereto and made part hereof as schedule “A”; and

**WHEREAS**, a Corrective Action Plan has been submitted to the Business Administrator of the Borough of Bradley Beach and is attached hereto and made part hereof as schedule “A”; and

**WHEREAS**, it is the desire of the Mayor and Council of the Borough of Bradley Beach to implement the Corrective Action Plan in response to comments and recommendation contained in the 2024 Audit Report.

**NOW, THEREFORE BE IT RESOLVED** by the Mayor and Borough Council of the Borough of Bradley Beach, County of Monmouth, State of New Jersey as follows:

1. That the Mayor and Council have implemented the Corrective Action plan filed by the Business Administrator to comply with the comments and recommendations set forth in the 2024 Audit.
2. That a certified copy of this resolution shall be forwarded to the Division of Local Government Services, the Business Administrator, Chief Financial Officer and the Borough Auditor.

Seconded by Councilperson \_\_\_\_\_ and adopted on roll call by the following vote:

<b>AYES</b>	<b>NAYS</b>	<b>ABSTAIN</b>	<b>ABSENT</b>
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Ms. DeNoble  
 Ms. Greenblatt  
 Mr. Karp  
 Mr. Nowicki  
 Mayor Gubitosi

**CERTIFICATION**

I, Erica Kostyz, Municipal Clerk, Borough of Bradley Beach, Monmouth County, New Jersey, do hereby certify that the foregoing resolution was duly adopted by the Governing Body at the April 7, 2026 Council Business Meeting.

\_\_\_\_\_  
 Erica Kostyz, RMC, CMR  
 Municipal Clerk

**SCHEDULE "A"**

**BOROUGH OF BRADLEY BEACH**  
**COUNTY OF MONMOUTH**  
**STATE OF NEW JERSEY**

**CORRECTIVE ACTION PLAN 2024 AUDIT**

**COMMENTS AND RECOMMENDATIONS**  
**YEAR ENDED DECEMBER 31, 2024**

**2024-001\***

**Comment**

We noted that the general fixed assets and accounting and reporting system was not maintained on a current and timely basis.

**Recommendation**

We recommend that the general fixed assets and accounting and reporting system be maintained on a current and timely basis.

**Corrective Action:**

A general fixed assets and accounting and reporting system was established and fully updated in 2025 and will be maintained and reconciled annually.

**2024-002**

**Comment**

We noted that there were Interfund Balances at year-end.

**Recommendation**

We recommend that, where practicable, Interfund Balances be liquidated prior to year-end or subsequently liquidated on a timely basis in the following year.

**Corrective Action:**

In prior years, Interfund Balances were not liquidated at year end. Going forward, Interfund balances, where practical, will be liquidated prior to year end.

**2024-003\***

**Comment**

We noted that there were inactive accounts recorded on the balance sheets of various Borough funds.

## **Recommendation**

We recommend that inactive accounts recorded on the balance sheets of various Borough funds be reviewed on an annual basis for potential disposition.

### **Corrective Action:**

Inactive bank accounts have been reviewed and disposed of accordingly. All inactive PNC accounts have been closed, and we are currently in the process of closing five inactive Kearny Bank accounts.

### **2024-004\***

#### **Comment**

We noted that detailed Escrow Accounts were not maintained for the Planning Board, and that these accounts were not reconciled to general ledger.

## **Recommendation**

We recommend that, once detailed Escrow Accounts for the Planning Board are finally analyzed and established, these accounts be reconciled to the General Ledger on a current and timely basis.

### **Corrective Action:**

Current active escrow accounts details are maintained. The older accounts will be reviewed and disposed of where appropriate. A new CFO has been appointed and is responsible for overseeing this process.

### **2024-005\***

#### **Comment**

We noted that there were over expenditures of appropriations in the current fund and the Beach Utility Operating Fund.

## **Recommendation**

We recommend that internal control procedures be enhanced to avoid over-expenditure of appropriations.

### **Corrective Action:**

The internal control procedures will be enhanced to determine when an over-expenditure is appropriate, and to avoid unnecessary over-expenditures. A new CFO has been appointed and is responsible for overseeing this process.

### **2024-006\***

#### **Comment**

We noted that the liability for compensated absences as of December 31, 2022 was not presented in the User-Friendly Budget and was not presented in the financial statements.

## **Recommendation**

We recommend that a compensated absences liability amount be calculated on an annual basis for presentation in the user-friendly budget and in the financial statements.

**Corrective Action:**

The Municipality has implemented procedures to ensure that compensated absences liabilities (e.g., vacation, sick leave, and other accrued leave payable upon retirement or separation) are calculated annually.

The Chief Financial Officer (CFO), in coordination with the Payroll Officer, will perform an annual calculation of the liability based on current employee accrued leave balances and in accordance with the requirements of N.J.A.C. 5:30-15.4 and list them per Bargaining unit in the case of unionized employees, and individual position in the case of non-unionized employees, with those non-union employees holding more than one position reported based on the accumulated absence liability for all positions held.

**2024-007\***

**Comment**

We noted that Dedication by Riders were not obtained from the Division of Local Government Services for certain reserve balances recorded in the trust other fund.

We recommend that all reserve balances recorded in the trust other fund be reviewed and where appropriate, Dedication by Rider resolutions be adopted and submitted to the Division of Local Government Services for approval.

**Corrective Action:**

We have identified eight reserve balances in the Other Trust Fund, which did not have an appropriate Dedication by Rider. These reserve balances will be reviewed and, where appropriate, Dedication by Rider resolutions will be adopted and submitted to the Division of Local Government Services for approval. The Dedication by Rider for Unemployment Compensation Insurance has been adopted and will be submitted to the DLGS for approval.

**2024-008\***

**Comment**

We noted that an ordinance, as required by N.J.A.C. 5:30-17.6, was not adopted that authorizes the Borough's payroll service provider to perform the payroll tax disbursement function. In addition, the ordinance is required to designate a responsible individual to authorize and supervise the activities of the payroll service provider.

**Recommendation**

We recommend that Borough adopt an ordinance in accordance with N.J.A.C. 5:30-17.6 that authorizes the payroll service provider to perform the payroll tax disbursement function and that a responsible individual is designated to authorize and supervise the activities of the provider.

**Corrective Action:**

The Borough, on January 20, 2026, introduced an ordinance in accordance with N.J.A.C. 5:30-17.6 that authorizes the payroll service provider to perform the payroll tax disbursement function and that a responsible individual is designated to authorize and supervise the activities of the provider. This ordinance was adopted on February 3, 2026.