

**CITY OF CAMDEN REDEVELOPMENT AGENCY**  
**RESOLUTION SUMMARY**

**Finance**

**Resolution No.: 02-19-26D**

**Resolution Title:**

**Resolution Accepting a Corrective Action Plan with Respect to  
Comments and Recommendations Made in the Annual Audit Report of the  
City of Camden Redevelopment Agency for Fiscal Year Ending December 31, 2024**

**Project Summary:**

- The firm of Mercadien, P.C. (Mercadien) was awarded a contract to perform the annual audit of CRA's financial statements for the fiscal year ending December 31, 2024.
- CRA by Resolution 02-11-26A has accepted the annual audit report completed by Mercadien for the above year. Mercadien in its comments and recommendations to the annual audit report identified a Finding, which is required by statute to be addressed through a corrective action plan prepared by the CRA, which will be filed with the State Division of Local Government Services.
- Pursuant to applicable law, the governing body of each Authority must accept/adopt a corrective action plan, in the form of a resolution, with respect to comments and recommendations made in an audit report and file the plan with the Division of Local Government Services within forty-five (45) days of receipt of the annual audit report.
- The proposed Corrective Action Plan is attached as Exhibit A.

**Purpose of Resolution:**

To accept a corrective action plan

**Award Process:**

N/A

**Cost Not To Exceed:**

N/A

**Source of Funds:**

N/A

**Total Project Cost:**

N/A

02-19-26D

**Resolution Accepting a Corrective Action Plan with Respect to  
Comments and Recommendations Made in the Annual Audit Report of the  
City of Camden Redevelopment Agency for Fiscal Year Ending December 31, 2024**

**WHEREAS**, City of Camden Redevelopment Agency (“CRA”) is an Authority of the City of Camden, a local municipal governing body; and

**WHEREAS**, CRA by Resolution 03-12-25G awarded a contract to the firm Mercadien, P.C. (“Mercadien”) to perform the annual audit of the CRA’s financial statements for the fiscal year ending December 31, 2024, which audit was completed and filed with the CRA as of February 1, 2026, pursuant to N.J.S.A. 40A:5A-15; and

**WHEREAS**, the CRA by Resolution 02-11-26A accepted the completed annual audit report for the above year at an open public meeting of the board of commissioners on February 11, 2026; and

**WHEREAS**, Mercadien in its comments and recommendations to the completed annual audit report identified a Finding to be addressed by the CRA in a corrective action plan; and

**WHEREAS**, applicable law requires the governing body of the CRA to accept/adopt by resolution a corrective action plan with respect to comments and recommendations made in an audit, and file the corrective action plan with the State’s Division of Local Government Services (“DLGS”) within forty-five (45) days of receipt of the annual audit report, and

**WHEREAS**, CRA has prepared a proposed Corrective Action Plan which is attached as Exhibit A, which the board deems acceptable and appropriate.

**NOW, THEREFORE, BE IT RESOLVED** that the governing body of the City of Camden Redevelopment Agency hereby accepts the Corrective Action Plan attached as Exhibit “A” with respect to comments and recommendations made by Mercadien, P.C. in the annual audit report of the CRA’s financial statements for the year ending December 31, 2024 and adopts this resolution pursuant to applicable law to memorialize such acceptance; and

**BE IT FURTHER RESOLVED** that the Executive Director, a duly authorized representative of the Agency, is hereby authorized and directed to file the Corrective Action Plan with the Director of the New Jersey Division of Local Government Services within forty-five (45) days of receipt of the annual audit report, and

**BE IT FURTHER RESOLVED** that the Executive Director, or her designee, is hereby authorized and directed to take all actions and execute all documents necessary to carry out the purposes of this resolution.

02-19-26D (cont'd)

ON MOTION OF: Tasha Gainey-Humphrey

SECONDED BY: Gilbert Harden, Sr.

COMMISSIONER	AYES	NAYS	ABSTENTIONS
Christopher Collins	X		
Gilbert Harden, Sr.	X		
Tasha Gainey-Humphrey	X		
Ian K. Leonard	X		
Jose Javier Ramos			
Maria Sharma			

*Ian K. Leonard*

---

Ian K. Leonard  
Chairperson

ATTEST:

---

Olivette Simpson  
Executive Director

The above has been reviewed and approved as to form.

*Mark P. Asselta*

---

Mark P. Asselta, Esq.  
Board Counsel

Exhibit A

CITY OF CAMDEN REDEVELOPMENT AGENCY  
CORRECTIVE ACTION PLAN – 2024

In response to a finding identified in the City of Camden Redevelopment Agency's Financial Statements and Independent Auditors' Report for the year ending December 31, 2024 prepared by CRA. The CAP is pending Board approval.

**Finding Number: 2024-001: Auditing Procedures and Scope**

Criteria

Management is responsible for timely and accurate financial reporting and submission of the audit report to the State of New Jersey and submission of the single audit report and data collection form to the federal audit clearinghouse within nine months of year end as per 2 CFR Part 200.512.

Condition Identified:

Delays and inaccuracies in reconciliations, adjustments, and year-end close procedures, resulting in the late completion of the annual audit and untimely filing of the single audit data collection form. These issues were compounded by deficiencies in internal controls over financial reporting, including a lack of review for budget to actual reporting—where budget activity was recorded as transactional rather than following a structured budget process—insufficient oversight of the cash to accrual process, inadequate review of general journal adjustments, and weak controls over grant reporting, including incomplete reconciliation of grant expenses to the general ledger. Collectively, these deficiencies increase the risk of material misstatements, non-compliance with grantor requirements, and limit management's ability to make informed financial decisions.

Corrective Action Plan

- Implementation of a Year-End Close Calendar: Develop and adopt a comprehensive year-end close calendar with specific deadlines and responsibilities for each required task, including reconciliations, adjustments, and audit preparation. This calendar will be communicated to all relevant personnel at least 60 days before fiscal year-end.
- Monthly Reconciliation Schedule: Enforce a standardized monthly reconciliation process for all key accounts (e.g., cash, receivables, payables, grants), to ensure that year-end tasks do not accumulate and can be completed efficiently and accurately.
- Staff Training and Cross-Training: Provide targeted training for accounting and finance staff on proper reconciliation techniques, closing procedures, and audit requirements. Cross-training will also be provided to ensure continuity and reduce reliance on single individuals.
- Audit Preparation Checklist: Create and utilize an internal audit prep checklist that is reviewed quarterly and finalized before year-end. This will ensure all necessary reports, schedules, and documentation are prepared well in advance of the auditor's arrival.
- Automation and Software Improvements: Evaluate and implement improvements in accounting software or systems to automate reconciliation reports and reduce the risk of manual errors.

02-19-26D (cont'd)

**Exhibit A (cont'd)**

- Posting of activity on an accrual basis at time of transaction with necessary adjustments for required cash postings resulting from accounting system adjusted to accrual basis and the entries reviewed and approved timely by finance staff segregated from the entry preparer.
- Ongoing Monitoring: The Finance Director will perform monthly reviews of account reconciliations and tie out to monthly and quarterly grant reporting to assess timeliness and accuracy. Issues will be flagged early for resolution.
- Consult with finance software provider to better utilize the module or switch to new software platform.
- A Senior Accountant was hired in April of 2025.
- While completing the 2024 audit, we have updated protocols to year end procedures as well as standard operating procedures.

Responsible Person(s):

Executive Director and Finance Director

Anticipated Completion Date:

All corrective measures not already in progress will be implemented in February 2026 in preparation for the 2025 year-end close procedures and 2026 daily transaction activity.