

**TOWNSHIP OF ELSINBORO**

**COUNTY OF SALEM**

**REPORT OF AUDIT**

**DECEMBER 31, 2013**

**TOWNSHIP OF ELSINBORO**  
**COUNTY OF SALEM**  
**TABLE OF CONTENTS**

<b><u>PART I</u></b>	<b><u>PAGE</u></b>
Independent Auditor's Report .....	1-3
Report on Internal Control Over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance with <b>Government Auditing Standards</b> .....	4-5
 <b><u>CURRENT FUND</u></b>	
<b><u>EXHIBIT</u></b>	
Comparative Balance Sheet .....	A
Comparative Statement of Operations and Changes in Fund Balance.....	A-1
Statement of Revenues .....	A-2
Statement of Expenditures .....	A-3
 <b><u>TRUST FUND</u></b>	
Comparative Balance Sheet .....	B
 <b><u>GENERAL CAPITAL FUND</u></b>	
Comparative Balance Sheet .....	C
Schedule of Fund Balance.....	C-1
 <b><u>PUBLIC ASSISTANCE FUND - N/A</u></b>	
Comparative Balance Sheet .....	D
 <b><u>PAYROLL ACCOUNT</u></b>	
Comparative Balance Sheet .....	E
 <b><u>GENERAL FIXED ASSETS ACCOUNT GROUP</u></b>	
Comparative Statement of General Fixed Assets.....	F
<b><u>PAGE</u></b>	
Notes to Financial Statements.....	6-18
 <b><u>SUPPLEMENTARY DATA</u></b>	
<b><u>SCHEDULE</u></b>	
Schedule of Expenditures of Federal Awards.....	1
Schedule of Expenditures of State Financial Awards .....	2
Schedule of Findings and Questioned Costs .....	3
Schedule of Cash and Investments per <b>N.J.S.A. 40A:5-5</b> .....	4

**TOWNSHIP OF ELSINBORO**  
**COUNTY OF SALEM**  
**TABLE OF CONTENTS**  
**(CONTINUED)**

**PART I (Continued)**

**CURRENT FUND**

**EXHIBIT**

Schedule of Cash - Chief Financial Officer .....	A-4
Schedule of Cash - Collector .....	A-5
Schedule of Taxes Receivable and Analysis of Property Tax Levy .....	A-6
Schedule of Tax Title Liens .....	A-7
Schedule of Amount Due State of New Jersey per Chapter 20, P.L. 1971.....	A-8
Schedule of Property Acquired for Taxes (at Assessed Valuation).....	A-9
Schedule of Revenue Accounts Receivable.....	A-10
Schedule of Interfunds .....	A-11
Schedule of Due to LAC Township.....	A-12
Schedule of Appropriation Reserves - 2012.....	A-13
Schedule of Tax Overpayments .....	A-14
Schedule of Local District School Tax.....	A-15
Schedule of County Taxes .....	A-16
Schedule of State Grants Receivable .....	A-17
Schedule of Reserves for State Grants - Unappropriated .....	A-18
Schedule of Reserves for State Grants - Appropriated.....	A-19
Schedule of Encumbrances Payable.....	A-20

**TRUST FUND**

Schedule of Cash - Chief Financial Officer .....	B-1
Schedule of Amount Due From/(To) Current Fund .....	B-2
Schedule of Reserve for Animal Control Fund Expenditures .....	B-3
Schedule of Reserve for Unemployment Compensation Fund .....	B-4
Schedule of Due to New Jersey Department of Health Animal Control Fund .....	B-5
Schedule of Planning Board Escrow Deposits .....	B-6
Schedule of Tax Title Lien Redemptions .....	B-7
Schedule of Premiums Received at Tax Sale .....	B-8
Schedule of Reserve for Donations.....	B-9

**GENERAL CAPITAL FUND**

Analysis of Cash.....	C-2
Schedule of Capital Improvement Fund .....	C-3
Schedule of Amount Due from Current Fund.....	C-4
Schedule of Improvement Authorizations.....	C-5
Schedule of Due From NJ Transportation Authority Trust Fund .....	C-6

**TOWNSHIP OF ELSINBORO**  
**COUNTY OF SALEM**  
**TABLE OF CONTENTS**  
**(CONTINUED)**

**PART I (Continued)**

**EXHIBIT**

**PUBLIC ASSISTANCE FUND – N/A**

Schedule of Cash - Chief Financial Officer .....	D-1
Schedule of Cash and Reconciliation per <b>N.J.S.A. 40A:5-5</b> .....	D-2
Schedule of Amount Due to Current Fund.....	D-3

**PAYROLL ACCOUNT**

Schedule of Cash - Chief Financial Officer .....	E-1
--	-----

<b><u>ADDITIONAL DATA</u></b>	<b><u>PAGE</u></b>
Comparative Statement of Operations and Change in Fund Balance .....	19
Comparative Schedule of Tax Rate Information.....	20
Comparison of Tax Levies and Collection Currently.....	20
Delinquent Taxes and Tax Title Liens .....	21
Property Acquired by Tax Title Lien Liquidation.....	21
Comparative Schedule of Fund Balance .....	21
Officials in Office and Surety Bonds.....	22

**PART II**

Internal Control Comments and General Comments and Recommendations.....	1-7
---	-----

**TOWNSHIP OF ELSINBORO**

**COUNTY OF SALEM**

**PART I**

**REPORT ON EXAMINATION OF FINANCIAL STATEMENTS**

**AND SUPPLEMENTARY DATA**

**FOR THE YEAR ENDED DECEMBER 31, 2013**

# NIGHTLINGER, COLAVITA & VOLPA

*A Professional Association*

*Certified Public Accountants*

991 S. Black Horse Pike  
P.O. Box 799  
Williamstown, NJ 08094

(856) 629-3111  
Fax (856) 728-2245

May 14, 2014

## INDEPENDENT AUDITOR'S REPORT

The Honorable Mayor and  
Members of the Township Committee  
Township of Elsinboro  
County of Salem  
Salem, New Jersey 08079

Ladies and Gentlemen:

### ***Report on the Financial Statements***

We have audited the accompanying statements of assets, liabilities, reserves and fund balance – regulatory basis of the various funds of the Township of Elsinboro, in the County of Salem, State of New Jersey, as of December 31, 2013 and 2012, and the related statements of operations and changes in fund balance – regulatory basis for the years then ended, and the related statement of revenues – regulatory basis for the years then ended, and the related statement of revenues – regulatory basis, statement of expenditures – regulatory basis, and statement of general fixed assets group of accounts for the year ended December 31, 2013 and the related notes to the financial statements, which collectively comprise the Township's basic financial statements as listed in the table of contents.

### ***Management's Responsibility for the Financial Statements***

Management is responsible for the preparation and fair presentation of these financial statements in accordance with the financial reporting provisions of the Division of Local Government Services, Department of Community Affairs, State of New Jersey. Management is also responsible for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

### ***Auditor's Responsibility***

Our responsibility is to express opinions on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and in compliance with audit requirements as prescribed by the Division of Local Government Services, Department of Community Affairs, State of New Jersey. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers of internal control relevant to the Township's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

***Basis for Adverse Opinion on U.S. Generally Accepted Accounting Principles***

As described in Note 1 of the financial statements, the financial statements are prepared by the Township on the basis of the financial reporting provisions of the Division of Local Government Services, Department of Community Affairs, State of New Jersey, which is a basis of accounting other than accounting principles generally accepted in the United States of America, to meet the requirements of the State of New Jersey.

The effects on the financial statements of the variances between the regulatory basis of accounting described in Note 1 and accounting principles generally accepted in the United States of America, although not reasonably determinable, are presumed to be material.

***Adverse Opinion on U.S. Generally Accepted Accounting Principles***

In our opinion, because of the significance of the matter discussed in the "Basis for Adverse Opinion on U.S. Generally Accepted Accounting Principles" paragraph, the financial statements referred to above do not present fairly, in accordance with accounting principles generally accepted in the United States of America, the financial position of the Township of Elsinboro, in the County of Salem, State of New Jersey, as of December 31, 2013 and 2012, or the results of its operations and changes in fund balance for the years then ended.

***Opinion on Regulatory Basis of Accounting***

In our opinion, the financial statements referred to previously present fairly, in all material respects, the assets, liabilities, reserves and fund balance – regulatory basis of the various funds of the Township of Elsinboro, in the County of Salem, State of New Jersey as of December 31, 2013 and 2012, and the results of its operations and changes in fund balance – regulatory basis of such funds for the years then ended, and the revenues – regulatory basis, expenditures - regulatory basis of the various funds, and general fixed assets, for the year ended December 31, 2013 in conformity with accounting principles and practices prescribed by the Division of Local Government Services, Department of Community Affairs, State of New Jersey, as described in Note 1.

### ***Other Information***

Our audits were conducted for the purpose of forming opinions on the financial statements that collectively comprise the Township's basic financial statements. The supplemental financial statements presented for the various funds are presented for purposes of additional analysis as required by the Division of Local Government Services, Department of Community Affairs, State of New Jersey, and are not a required part of the basic financial statements. The accompanying schedule of expenditures of state financial assistance programs are presented for purposes of additional analysis as required by the State of New Jersey Circular 04-04-OMB, *Single Audit Policy for Recipients of Federal Grants, State Grants and State Aid*, and is also not a required part of the financial statements.

The supplementary financial statements presented for the various funds and the schedule of expenditures of state financial assistance programs are the responsibility of management and were derived from and relate directly to the underlying accounting and other records used to prepare the financial statements. Such information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other addition procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the information described in the previous paragraph is fairly stated, in all material respects, in relation to the basic financial statements taken as a whole.

### ***Other Reporting Required by Government Auditing Standards***

In accordance with *Government Auditing Standards*, we have also issued our report dated May 14, 2014, on our consideration of the Township of Elsinboro's, in the County of Salem, State of New Jersey, internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on internal control over financial reporting or on compliance. The report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Township of Elsinboro's internal control over financial reporting.

Respectfully submitted,

**NIGHTLINGER, COLAVITA & VOLPA, P.A.**

Raymond Colavita, C.P.A.  
Registered Municipal Accountant

# NIGHTLINGER, COLAVITA & VOLPA

*A Professional Association*

*Certified Public Accountants*

991 S. Black Horse Pike  
P.O. Box 799  
Williamstown, NJ 08094

(856) 629-3111  
Fax (856) 728-2245

May 14, 2014

## **REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH GOVERNMENT AUDITING STANDARDS**

### **INDEPENDENT AUDITOR'S REPORT**

The Honorable Mayor and  
Members of the Township Committee  
Township of Elsinboro  
County of Salem  
Salem, New Jersey 08079

Gentlemen:

We have audited, in accordance with the auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in **Government Auditing Standards** issued by the Comptroller General of the United States; and the audit requirements as prescribed by the Division of Local Government Services, Department of Community Affairs, State of New Jersey, the financial statements prepared on a regulatory basis of accounting prescribed Division of Local Government Services, Department of Community Affairs, State of New Jersey of the Township of Elsinboro, County of Salem, State of New Jersey, as of and for the year ended December 31, 2013, and the related notes to financial statements, which collectively comprise the Township's basic financial statements, and have issued our report thereon dated May 14, 2014. Our report disclosed that, as described in Note 1 to the financial statements, the Township of Elsinboro's financial statements were not prepared in accordance with accounting principles generally accepted in the United States of America, but were prepared on a regulatory basis of accounting prescribed by the Division of Local Government Services, Department of Community Affairs, State of New Jersey.

#### Internal Control Over Financial Reporting

In planning and performing our audit of the financial statements, we considered the Township of Elsinboro's internal control over financial reporting (internal control) to determine our auditing procedures that are appropriate in the circumstances for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Township of Elsinboro's internal control. Accordingly, we do not express an opinion on the effectiveness of the Township of Elsinboro's internal control.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or combination of significant deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis.

A *significant deficiency* is a deficiency, or combination of control deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control over financial reporting was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be significant deficiencies or material weaknesses. We did not identify any material deficiencies in internal control over financial reporting that we consider to be material weaknesses, as defined above. However, material weaknesses may exist that have not been identified.

#### Compliance and Other Matters

As part of obtaining reasonable assurance about whether the Township of Elsinboro's financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit and, accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under **Government Auditing Standards** and audit requirements as prescribed by the Division of Local Government Services, Department of Community Affairs, State of New Jersey.

However, we noted one matter involving the internal control over financial reporting that we have reported to the management of the Township of Elsinboro in the respective comments and recommendations section of this report.

#### Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the Township's internal control or on compliance. This report is an integral part of an audit performed in accordance with **Government Auditing Standards** and audit requirements as prescribed by the Division of Local Government Services, Department of Community Affairs, State of New Jersey in considering the Township's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

Respectfully submitted,

**NIGHTLINGER, COLAVITA & VOLPA, P.A.**

Raymond Colavita, C.P.A.  
Registered Municipal Accountant

CURRENT FUNDCOMPARATIVE BALANCE SHEET

	Ref.	Balance December 2013	Balance December 2012
<b>ASSETS</b>			
Regular Fund:			
Cash - Chief Financial Officer	A-4	\$ 803,278.29	\$ 844,614.51
Cash - Collector	A-5	1,215.17	1,398.38
		<hr/> 804,493.46	<hr/> 846,012.89
Receivables and Other Assets with Full Reserves:			
Delinquent Property Taxes Receivable	A-6	92,262.86	40,367.95
Tax Title Liens Receivable	A-7	18,560.52	10,441.15
Property Acquired for Taxes -			
Assessed Valuation	A-9	131,400.00	131,400.00
Revenue Accounts Receivable	A-10	4,125.14	538.09
Interfunds Receivable	A-11	7,808.91	10,906.34
		<hr/> 254,157.43	<hr/> 193,653.53
		<hr/> 1,058,650.89	<hr/> 1,039,666.42
Federal and State Grant Fund:			
State Grants Receivable	A-17	2,155.52	5,451.00
Amount Due from Current Fund	A-11	8,315.24	5,279.87
		<hr/> 10,470.76	<hr/> 10,730.87
		<hr/> \$ 1,069,121.65	<hr/> \$ 1,050,397.29

CURRENT FUNDCOMPARATIVE BALANCE SHEET

			Balance December 2013	Balance December 2012
<u>LIABILITIES, RESERVES AND FUND BALANCE</u>				
Regular Fund		Ref.		
Liabilities				
Appropriation Reserves	A-3,13	\$	46,155.73	\$ 43,273.52
Encumbrances Payable	A-20		3,800.05	3,935.95
Reserve for Garden State Preservation Trust Funds	A-4			4,609.00
Due to State of New Jersey For Senior Citizen And Veterans Tax Exemptions	A-8		4,229.33	3,479.33
Reserve for Sale of Municipal Assets			2,000.00	2,000.00
Prepaid Taxes	A-5		13,885.90	19,633.27
Tax Overpayments	A-14		310.56	
Amount Due to Grant Fund	A-11		8,315.24	5,279.87
Amount Due to General Capital Fund	A-11		154,561.39	99,098.09
Amount Due to Trust Other Fund	A-11		7,889.71	7,903.58
Local District School Taxes Payable	A-15		380,895.68	362,973.68
Due to LAC Township	A-12		212.00	6.20
Miscellaneous Accounts Payable			1,800.00	1,800.00
Total Liabilities			624,055.59	553,992.49
Reserve for Receivables and Other Assets	A		254,157.43	193,653.53
Fund Balance	A-1		180,437.87	292,020.40
			1,058,650.89	1,039,666.42
<u>Federal and State Grant Fund</u>				
Reserve for State Grants - Appropriated	A-19		5,555.87	5,815.98
Reserve for State Grants - Unappropriated	A-18		4,914.89	4,914.89
			10,470.76	10,730.87
		\$	1,069,121.65	\$ 1,050,397.29

CURRENT FUNDCOMPARATIVE STATEMENT OF OPERATIONS AND CHANGES IN FUND BALANCE

	Ref.	Year 2013	Year 2012
<u>Revenue and Other Income Realized</u>			
Fund Balance Utilized	A-2	\$ 268,486.00	\$ 268,485.71
Miscellaneous Revenue Anticipated	A-2	131,085.58	129,085.14
Receipts from Delinquent Taxes	A-2	24,513.13	68,421.58
Receipts from Current Taxes	A-2	2,768,318.53	2,714,587.88
Non-Budget Revenue	A-2	41,826.22	46,437.95
Other Credits to Income			
Unexpended Balance of Appropriation Reserves	A-13	43,080.52	28,722.48
Interfund Returned	A-11	3,097.43	29,204.96
Cancellation of Prior year Reserves	A-11	560.92	
Statutory Excess in Animal Control Fund	A-11	896.00	777.80
Total Income		<u>3,281,864.33</u>	<u>3,285,723.50</u>
<u>Expenditures</u>			
Budget and Emergency Appropriations			
Appropriations Within "CAPS":			
Operations:			
Salaries and Wages	A-3	80,130.58	88,478.95
Other Expenses	A-3	423,083.00	407,763.05
Deferred Charges and Statutory Expenditures	A-3	14,354.00	15,929.00
Appropriations Excluded from "CAPS":			
Operations:			
Other Expenses	A-3	12,715.00	10,715.00
Emergency Appropriations			
Capital Improvements	A-3	95,000.00	95,268.00
County Taxes	A-16	1,126,637.68	1,058,721.93
County Taxes - Added	A-16	1,564.68	4,373.31
Local District School Taxes	A-15	1,360,167.00	1,324,320.00
Refund Prior Year Revenue	A-11	11,308.92	
Interfund Advanced			786.97
Total Expenditures		<u>3,124,960.86</u>	<u>3,006,356.21</u>
Excess in Revenue		<u>156,903.47</u>	<u>279,367.29</u>
Fund Balance, January 1	A	<u>292,020.40</u>	<u>281,138.82</u>
		<u>448,923.87</u>	<u>560,506.11</u>
Decreased by			
Utilization of Anticipated Revenue	A-2	<u>268,486.00</u>	<u>268,485.71</u>
Fund Balance, December 31	A	<u>\$ 180,437.87</u>	<u>\$ 292,020.40</u>

**CURRENT FUND****STATEMENT OF REVENUES**

	Ref.	Anticipated Budget	Realized	Excess or (Deficit)
Fund Balance Anticipated	A-1	\$ 268,486.00	\$ 268,486.00	\$
Miscellaneous Revenues:				
Licenses - Alcoholic Beverage	A-10	1,740.00	1,740.00	
Consolidated Municipal Property Tax Relief Act	A-10	2,782.00	2,782.00	
Energy Receipts Tax (P.L. 1987 Ch. 162 & 167)	A-10	112,135.00	112,135.44	0.44
Reserve for Garden State Preservation Trust Fund	A	4,609.00	4,609.00	
Municipal Alliance on Alcoholism and Drug Abuse	A-17	3,819.14	3,819.14	
New Jersey Smalls Grant program	A-17	2,000.00	2,000.00	
Clean Communities Program	A-17	4,000.00	4,000.00	
Total Miscellaneous Revenue	A-1	131,085.14	131,085.58	0.44
Receipts from Delinquent Taxes	A-2(2)	30,110.00	24,513.13	(5,596.87)
Amount to be Raised by Taxes for Support of Municipal Budget				
Local Tax for Municipal Purposes	A-2	372,554.41	456,902.14	84,347.73
Budget Totals	A-3	\$ 802,235.55	\$ 880,986.85	\$ 78,751.30
Non-budget Revenue	A-1		41,826.22	
		\$	<u>922,813.07</u>	

**CURRENT FUND**

**STATEMENT OF REVENUES**

<u>Analysis of Realized Revenues</u>	<u>Ref.</u>	
Allocation of Current Tax Collections		
Revenue from Collections	A-6,2	\$ 2,768,318.53
Allocated to		
County and School Taxes	A-15,16	2,488,369.36
Balance for Support of Municipal Budget Appropriations		279,949.17
Add: Appropriation "Reserve for Uncollected Taxes"	A-3	176,952.97
Amount for Support of Municipal Budget Appropriations	A-2	\$ 456,902.14
Receipts from Delinquent Taxes		
Delinquent Tax Collections	A-6,2	\$ 24,513.13
Tax Title Lien Collections	A-7	-
	A-1,2	\$ 24,513.13

Analysis of Non-Budget Revenue

Miscellaneous Revenue Not Anticipated:		
Revenue Accounts Receivable:		
Treasurer	A-10	\$ 30,312.90
Tax Collector	A-10	11,457.43
Interest Earned - Interfunds	A-11	55.89
	A-1	\$ 41,826.22

CURRENT FUND
STATEMENT OF EXPENDITURES

<u>OPERATIONS WITHIN "CAPS"</u>	<u>Budget</u>	<u>Budget After Modification</u>	<u>Paid or Charged</u>	<u>Reserved</u>
<u>GENERAL GOVERNMENT</u>				
General Administration:				
Other Expenses	\$ 3,500.00	\$ 3,500.00	\$ 1,738.77	\$ 1,761.23
Financial Administration:				
Salaries and Wages	10,232.00	10,232.00	10,221.00	11.00
Other Expenses	900.00	900.00	622.40	277.60
Township Clerk:				
Salaries and Wages	2,000.00	2,000.00		2,000.00
Other Expenses	19,000.00	19,000.00	17,453.80	1,546.20
Mayor and Committee:				
Salaries and Wages	15,445.60	15,445.60	15,435.00	10.60
Other Expenses	4,500.00	4,500.00	4,373.80	126.20
Audit Services:				
Other Expenses	22,833.00	22,833.00	22,833.00	
Assessment of Taxes:				
Salaries and Wages	10,984.00	10,984.00	10,984.00	
Other Expenses				
Miscellaneous Other Expenses	1,500.00	1,500.00	265.22	1,234.78
Collection of Taxes:				
Salaries and Wages	19,561.98	19,561.98	19,520.14	41.84
Other Expenses	7,200.00	7,200.00	6,220.98	979.02
Legal Services and Costs:				
Other Expenses	8,000.00	8,000.00	4,833.36	3,166.64
Engineering Services and Costs:				
Other Expenses	9,000.00	9,000.00	3,153.71	5,846.29
Liabilities and Worker's Compensation	19,500.00	19,500.00	19,489.00	11.00
Municipal Land Use Law ( <b>N.J.S.A. 40A:55D-1</b> ):				
Planning Board:				
Salaries and Wages	1,226.00	1,226.00	1,215.00	11.00
Other Expenses	6,000.00	6,000.00	51.12	5,948.88

**CURRENT FUND**

**STATEMENT OF EXPENDITURES**

	Budget	Budget After Modification	Paid or Charged	Reserved
<b>OPERATIONS WITHIN "CAPS" (Continued)</b>				
<b>GENERAL GOVERNMENT (Continued)</b>				
Zoning Commission:				
Salaries and Wages	\$ 2,470.00	\$ 2,470.00	\$ 2,459.00	\$ 11.00
Other Expenses	50.00	50.00		50.00
Public Building and Grounds:				
Other Expenses	15,000.00	15,000.00	12,358.44	2,641.56
<b>PUBLIC SAFETY</b>				
Fire:				
Aid to Volunteer Fire Company	38,500.00	38,500.00	38,500.00	
Police:				
Salaries and Wages	2,138.00	2,138.00	2,105.42	32.58
Other Expenses - Contractual	92,500.00	92,500.00	90,000.00	2,500.00
Emergency Management:				
Salaries and Wages	4,633.00	4,633.00	4,623.00	10.00
Other Expenses	200.00	200.00	102.90	97.10
<b>STREET AND ROADS</b>				
Road Repairs and Maintenance:				
Other Expenses	22,000.00	20,734.00	12,956.00	7,778.00
Street Lighting:				
Other Expenses	15,000.00	15,000.00	13,716.79	1,283.21
<b>SANITATION</b>				
Sanitary Landfill:				
Other Expenses	29,000.00	29,000.00	26,156.76	2,843.24
Solid Waste Collection:				
Other Expenses - Contractual	66,000.00	66,000.00	65,427.12	572.88
Recycling Program:				
Other Expenses	35,000.00	36,266.00	36,264.24	1.76

CURRENT FUND

STATEMENT OF EXPENDITURES

OPERATIONS WITHIN "CAPS" (Continued)

HEALTH AND WELFARE

Board of Health:

Salaries and Wages	\$ 1,001.00	\$ 1,001.00	\$ 536.00	\$ 465.00
--------------------	-------------	-------------	-----------	-----------

Mosquito Control:

Other Expenses	50.00	50.00		50.00
----------------	-------	-------	--	-------

Dog Regulation - Animal Control:

Other Expenses	6,000.00	6,000.00	4,966.50	1,033.50
----------------	----------	----------	----------	----------

Senior Citizen Transportation:

Other Expenses	50.00	50.00		50.00
----------------	-------	-------	--	-------

Uniform Construction Code - Appropriations Offset by

Dedicated Revenues (N.J.A.C. 5:23-4.17):

State Uniform Construction Code

Construction Code Official:

Salaries and Wages	10,439.00	10,439.00	10,427.00	12.00
--------------------	-----------	-----------	-----------	-------

Other Expenses	1,800.00	1,800.00	1,222.00	578.00
----------------	----------	----------	----------	--------

Total Operations Within "CAPS"

	Budget	Budget After Modification	Paid or Charged	Reserved
	\$ 503,213.58	\$ 503,213.58	\$ 460,231.47	\$ 42,982.11

**CURRENT FUND**

**STATEMENT OF EXPENDITURES**

**OPERATIONS WITHIN "CAPS" (Continued)**

**Detail:**

	<u>Budget</u>	<u>Budget After Modification</u>	<u>Paid or Charged</u>	<u>Reserved</u>
Salaries and Wages	\$ 80,130.58	\$ 80,130.58	\$ 77,525.56	\$ 2,605.02
Other Expenses (Incl. Contingent)	423,083.00	423,083.00	382,705.91	40,377.09

**DEFERRED CHARGES AND  
STATUTORY EXPENDITURES -  
MUNICIPAL WITHIN "CAPS"**

**Deferred Charges:**

**Statutory Expenditures:**

Contribution to:				
Public Employees' Retirement System	7,192.00	7,192.00	7,192.00	
Social Security System (O.A.S.I.)	7,162.00	7,162.00	5,988.38	1,173.62

**Total Deferred Charges and Statutory  
Expenditures - Municipal Within "Caps"**

14,354.00	14,354.00	13,180.38	1,173.62
-----------	-----------	-----------	----------

**Total General Appropriations for  
Municipal Purposes Within "CAPS"**

\$ 517,567.58	\$ 517,567.58	\$ 473,411.85	\$ 44,155.73
---------------	---------------	---------------	--------------

**CURRENT FUND**

**STATEMENT OF EXPENDITURES**

**OPERATIONS EXCLUDED FROM "CAPS"**

Public and Private Programs Offset by Revenues:

Local Matching Share for State and Local Grants  
 Clean Communities Grant - Contractual  
 New Jersey Smalls Grant Program  
 Municipal Alliance for Drug Free N.J.

	<u>Budget</u>	<u>Budget After Modification</u>	<u>Paid or Charged</u>	<u>Reserved</u>
Local Matching Share for State and Local Grants	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00
Clean Communities Grant - Contractual	4,000.00	4,000.00	4,000.00	
New Jersey Smalls Grant Program	2,000.00	2,000.00	2,000.00	
Municipal Alliance for Drug Free N.J.	4,715.00	4,715.00	4,715.00	
<b>Total Public and Private Programs Offset By Revenues</b>	<b>12,715.00</b>	<b>12,715.00</b>	<b>10,715.00</b>	<b>2,000.00</b>
<b>Total Operations Excluded from "CAPS":</b>	<b>12,715.00</b>	<b>12,715.00</b>	<b>10,715.00</b>	<b>2,000.00</b>

Detail:

Other Expenses 12,715.00 12,715.00 10,715.00 2,000.00

**CAPITAL IMPROVEMENTS EXCLUDED FROM "CAPS"**

Capital Improvement Fund

Capital Improvement Fund	95,000.00	95,000.00	95,000.00	
<b>Total Capital Improvements - Excluded from "CAPS"</b>	<b>95,000.00</b>	<b>95,000.00</b>	<b>95,000.00</b>	

Deferred Charges and Statutory Expenditures

Deferred Charges:

Special Emerg. Auth-5 years (NJS 40A:4-55)

Total Deferred Charges

\$ _____	\$ _____	\$ _____	\$ _____
_____	_____	_____	_____

**CURRENT FUND**

**STATEMENT OF EXPENDITURES**

	Budget	Budget After Modification	Paid or Charged	Reserved
Total General Appropriations Excluded from "CAPS"	\$ 107,715.00	\$ 107,715.00	\$ 105,715.00	\$ 2,000.00
Subtotal General Appropriations	625,282.58	625,282.58	579,126.85	46,155.73
Reserve for Uncollected Taxes	176,952.97	176,952.97	176,952.97	
Total General Appropriations	\$ 802,235.55	\$ 802,235.55	\$ 756,079.82	\$ 46,155.73

A-2

A-1

A:A-1

**Ref.**

**Paid or Charged**

Reserve for Uncollected Taxes	A-2(2)	\$ 176,952.97
Disbursed	A-4	469,611.80
Capital Improvement Fund	A-11	95,000.00
Township Matching Share on Grants	A-11,19	895.86
Federal and State Grants	A-19	9,819.14
Encumbrances Payable	A-20	3,800.05
		\$ 756,079.82

TRUST FUNDCOMPARATIVE BALANCE SHEET

	Ref.	Balance December 31, 2013	Balance December 31, 2012
<b>ASSETS</b>			
Animal Control Fund			
Cash - Dog Registrar	B-1	\$ 1,101.38	\$ 4,345.47
Due from State of NJ - Seized Funds	B-1	5,979.29	5,979.29
		<hr/> 7,080.67	<hr/> 10,324.76
Trust Other Fund			
Cash	B-1	5,644.70	21,146.71
Amount Due from Current Fund	B-2	7,889.71	7,903.58
		<hr/> 13,534.41	<hr/> 29,050.29
		<hr/> \$ 20,615.08	<hr/> \$ 39,375.05
<b>LIABILITIES, RESERVES AND FUND BALANCE</b>			
Animal Control Fund			
Due to Current Fund	B-2	\$ 4,904.11	\$ 8,004.70
Reserve for Dog License Fund Expenditures	B-3	2,176.56	2,320.06
		<hr/> 7,080.67	<hr/> 10,324.76
Other Trust Funds			
Reserve for Unemployment Compensation			
Insurance Benefits	B-4	3,660.37	3,658.19
Reserve for Planning Board Escrow Deposits	B-6	7,671.48	7,671.48
Reserve for Donations	B-9	1,784.95	1,453.69
Tax Title Lien Redemptions	B-7	167.61	216.93
Reserve for Tax Sale Premium Account	B-8	250.00	16,050.00
		<hr/> 13,534.41	<hr/> 29,050.29
		<hr/> \$ 20,615.08	<hr/> \$ 39,375.05

**GENERAL CAPITAL FUND**  
**COMPARATIVE BALANCE SHEET**

	Ref.	Balance December 31, 2013	Balance December 31, 2012
<b><u>ASSETS</u></b>			
Due from The NJ Transportation Authority Trust Fund	C-6	\$ 49,495.25	\$ 55,075.14
Amount Due from Current Fund	C-4	<u>154,561.39</u>	<u>99,098.09</u>
		<u><u>\$ 204,056.64</u></u>	<u><u>\$ 154,173.23</u></u>
<b><u>LIABILITIES, RESERVES AND FUND BALANCE</u></b>			
Accounts Payable	C-2	\$ 675.00	\$ 675.00
Improvement Authorizations - Funded	C-5	63,649.63	78,766.22
Capital Improvement Fund	C-3	131,888.76	66,888.76
Fund Balance	C-1	<u>7,843.25</u>	<u>7,843.25</u>
		<u><u>\$ 204,056.64</u></u>	<u><u>\$ 154,173.23</u></u>

**GENERAL CAPITAL FUND**  
**SCHEDULE OF FUND BALANCE**

Ref.

Balance, December 31, 2012 and 2013	C	\$ 7,843.25
-------------------------------------	---	-------------

---

**PAYROLL ACCOUNT****COMPARATIVE BALANCE SHEET**

	<u>Ref.</u>	Balance December 31, 2013	Balance December 31, 2012
<b><u>ASSETS</u></b>			
Cash	E-1	\$ 9,680.69	\$ 4,716.90
<b><u>LIABILITIES</u></b>			
Amount Due To Current Fund	E-1	2,904.80	2,901.64
Payroll Deductions Payable	E-1	6,775.89	1,815.26
		\$ 9,680.69	\$ 4,716.90

**COMPARATIVE STATEMENT OF GENERAL FIXED ASSETS****DECEMBER 31, 2013 AND 2012**

	Balance December 31, 2013	Balance December 31, 2012
<b><u>General Fixed Assets:</u></b>		
Land	\$ 10,000.00	\$ 10,000.00
Building	148,826.76	148,826.76
Furnishings and Equipment	41,059.62	41,059.62
<b>Total General Fixed Assets</b>	<b>\$ 199,886.38</b>	<b>\$ 199,886.38</b>
 <b>Investments in General Fixed Assets</b>		
	<u><u>\$ 199,886.38</u></u>	<u><u>\$ 199,886.38</u></u>

**NOTES TO FINANCIAL STATEMENTS**  
**YEAR ENDED DECEMBER 31, 2013**

**1. Summary of Significant Accounting Policies**

**A. Reporting Entity**

Except as noted below, the financial statements of the Township of Elsinboro include every board, body, officer or commission supported and maintained wholly or in part by funds appropriated by the Township of Elsinboro, as required by **N.J.S.A. 40A:5-5**.

The Township has a 3 member committee form of government, as defined by revised statutes 40:142-1 as appealed by New Jersey Statutes Annotated 40A:63-1. The Mayor is separately appointed each year by the existing elected committee members.

The financial statements do not contain any component units of the Township of Elsinboro, as defined by Governmental Accounting Standard Board State No. 14, since none exist at December 31, 2013.

**B. Description of Funds**

The accounting policies of the Township of Elsinboro conform to the accounting principles applicable to municipalities, which have been prescribed by the Division of Local Government Services, Department of Community Affairs, State of New Jersey. Such principles and practices are designed primarily for determining compliance with legal provisions and budgetary restrictions and as a means of reporting on the stewardship of public officials with respect to public funds. Under this method of accounting, the Township accounts for its financial transactions through the following separate funds, which differs from the funds required by generally accepted accounting principles:

Current Fund - resources and expenditures for governmental operations of a general nature, including Federal and State grant funds.

Trust Fund - receipts, custodianship and disbursement of funds in accordance with the purpose for which each reserve was created.

General Capital Fund - receipt and disbursement of funds for the acquisition of general capital facilities, other than those acquired in the Current Fund.

Public Assistance Fund - receipt and disbursement of funds that provide assistance to certain residents of the Township pursuant to Title 44 of New Jersey statutes. The activities of the public assistance office were transferred to Salem County in early 1999.

**NOTES TO FINANCIAL STATEMENTS**  
**YEAR ENDED DECEMBER 31, 2013**  
**(CONTINUED)**

**1. Summary of Significant Accounting Policies - Continued**

**B. Description of Funds - Continued**

Account Group - In addition to the funds listed above, the Township maintains one account group, which is as follows:

General Fixed Assets Account Group - All fixed assets used in governmental fund type operations (general fixed assets) are accounted for in the general fixed assets account group, rather than in governmental funds.

**C. Basis of Accounting**

The accounting principles and practices prescribed for municipalities by the State of New Jersey differ in certain respects from generally accepted accounting principles applicable to local governmental units. The more significant of these policies in New Jersey follow:

A modified accrual basis of accounting is followed with minor exceptions.

Revenues - are recorded when received in cash except for certain amounts, which are due from other governmental units. Receipts from Federal and State grants are realized as revenue when anticipated in the Township budget. Receivables for property taxes are recorded with offsetting reserves on the balance sheet of the Township's Current Fund; accordingly, such amounts are not recorded as revenue until collected. Other amounts that are due the Township which are susceptible to accrual are also recorded as receivables with offsetting reserves and recorded as revenue when received.

Expenditures - are to be recorded on the "budgetary" basis of accounting. Generally expenditures are required to be recorded when an amount is encumbered for goods and services through the issuance of a purchase order in conjunction with the Encumbrance Accounting System. Outstanding encumbrances at December 31 are required to be reported as a cash liability in the financial statements as encumbrances payable. Appropriation reserves covering unexpended appropriation balances are automatically created at December 31 of each year and recorded as liabilities, except for amounts, which may be canceled by the governing body. Appropriation reserves are available, until lapsed at the close of the succeeding year, to meet specific claims, commitments or contracts incurred during the preceding fiscal year. Lapsed appropriation reserves are recorded as income. Appropriations for principal payments on outstanding general capital bonds and notes are provided on the cash basis; interest on general capital indebtedness is on the cash basis.

**NOTES TO FINANCIAL STATEMENTS**  
**YEAR ENDED DECEMBER 31, 2013**  
**(CONTINUED)**

**1. Summary of Significant Accounting Policies** - Continued

**C. Basis of Accounting** - Continued

**Property Tax Revenue** - Property taxes attach as an enforceable lien on property as of January 1. Taxes are levied annually and are payable in quarterly installments on February 1, May 1, August 1 and November 1 of each year. Delinquent taxes are considered fully collectable and, therefore, no allowance for uncollectable taxes is provided. Property taxes unpaid on April 1 of the year following their final due date are subject to tax sale in accordance with statutes. The amount of tax levied includes not only the amount required in support of the Township's annual budget, but also the amounts required in support of the budgets of the entities that follow.

**School Taxes** - The municipality is responsible for levying, collecting and remitting school taxes for the Elsinboro Township school district. Operations are charged for the full amount required to be raised from taxation to operate the school district for the period from January 1 to December 31.

**County Taxes** - The municipality is responsible for levying, collecting and remitting County taxes for the County of Salem. Operations are charged for the amount due the County for the year, based upon the ratables required to be certified to the County Board of Taxation by January 10 of the current year. In addition, operations are charged for the County share of added and omitted taxes certified to the County Board of Taxation by October 10 of the current year and due to be paid to the County by February 1 of the following year.

**Reserve for Uncollected Taxes** - The inclusion of the "Reserve for Uncollected Taxes" appropriation in the Township's annual budget protects the Township from taxes not paid currently. The reserve, the minimum amount of which is determined on the percentage of collections experienced in the immediate preceding year, is required to provide assurance that cash collected in the current year will provide sufficient cash flow to meet expected obligations.

**Foreclosed Property** - Foreclosed property is recorded in the Current Fund at the assessed valuation when such property was acquired and is fully reserved.

**Interfunds** - Interfund receivables in the Current Fund are recorded with offsetting reserves, which are created by charges to operations. Income is recognized in the year the receivables are liquidated. Interfund receivables in the other funds are not offset by reserves.

**NOTES TO FINANCIAL STATEMENTS**  
**YEAR ENDED DECEMBER 31, 2013**  
**(CONTINUED)**

**1. Summary of Significant Accounting Policies** - Continued

**C. Basis of Accounting** - Continued

Inventories of Supplies - The costs of inventories of supplies for all funds are recorded as expenditures at the time individual items are purchased. The costs of inventories are not included on the various balance sheets.

General Fixed Assets - In accordance with Technical Directive No. 85-2, Accounting for Governmental Fixed Assets, as promulgated by the Division of Local Government Services, which differs in certain respects from generally accepted accounting principles, the Township has developed a fixed asset accounting and reporting system.

Fixed assets used in governmental operations (general fixed assets) are accounted for in the General Fixed Assets Account Group. Public domain ("infrastructure") general fixed assets consisting of certain improvements other than buildings, such as roads, bridges, curbs and gutters, streets and sidewalks and drainage systems are not capitalized. All fixed assets are recorded at historical cost or estimated historical cost if actual historical cost is not available, in accordance with the State of New Jersey's Technical Accounting Directive 85-2. However, land and improvements are recorded at their assessed value, which is a departure from the aforementioned directive.

Property acquired for taxes (foreclosed property) and by purchase are recorded in the Current Fund at the assessed valuation when such property is acquired or purchased and concurrently fully reserved.

No depreciation has been provided for in the financial statements.

Expenditures for construction in progress are recorded in the Capital Funds until such time as the construction is completed and put into operation.

Fixed assets acquired through grants in aid or contributed capital have not been accounted for separately.

The construction of the building and the initial purchase of the furniture and equipment were provided through an emergency management grant from the State of New Jersey.

Tax Appeals and Other Contingent Losses - Losses, which arise from tax appeals, and other contingent losses are recognized at the time an unfavorable decision is rendered by an administrative or judicial body.

**NOTES TO FINANCIAL STATEMENTS**  
**YEAR ENDED DECEMBER 31, 2013**  
**(CONTINUED)**

**1. Summary of Significant Accounting Policies** - Continued

**D. Departures from Generally Accepted Accounting Principles**

The accounting principles and practices followed by the Township of Elsinboro differ in some respects, which in some instances may be material, from generally accepted accounting principles applicable to local government units. The more significant differences are as follows:

- Taxes and other receivables are fully reserved.
- Interfund receivables in the Current Fund are fully reserved.
- Unexpended and uncommitted appropriations are reflected as expenditures.
- Over expended appropriations and emergency appropriations are deferred to the succeeding year's operations.
- Undetermined contributions to state-administered pension plans applicable to the six months ended December 31 are not accrued.
- Estimated losses arising from tax appeals and other contingencies are not recorded when it is probable that a loss has been incurred and the amount of such loss can be reasonably estimated.
- No provision is made for accumulated vested vacation and sick leave.

It was not practicable to determine the effect of such differences.

**E. Use of Estimates**

In order for preparation of general purpose financial statements to be in conformity with generally accepted accounting principles, management is required to make estimates and assumptions that affect certain reported amounts and disclosures. Accordingly, actual results could differ from those estimates.

**F. Budgets and Budgetary Accounting**

The Township of Elsinboro must adopt an annual budget in accordance with the **N.J.S.A. 40A: et al. N.J.S.A. 40A:4-5** requires the governing body to introduce and approve the annual municipal budget no later than February 10 of each year. At introduction, the governing body shall fix the time and place for public hearing on the budget and must advertise the time and place in a newspaper published and circulated in the municipality at least 10 days prior to the hearing. The public hearing must not be held less than twenty-eight days after the date the budget was introduced. After the hearing has been held, the governing body may, by majority vote, adopt the budget or may amend the budget in accordance with **N.J.S.A. 40A:4-9**. There was one immaterial budget amendment approved by Chapter 159 during 2013 in the amount of \$2,000.

**NOTES TO FINANCIAL STATEMENTS**  
**YEAR ENDED DECEMBER 31, 2013**  
**(CONTINUED)**

**1. Summary of Significant Accounting Policies** - Continued

**F. Budgets and Budgetary Accounting** - Continued

An extension of the statutory dates for introduction, approval and adoption of the municipal budget may be granted by the Director of the Division of Local Government Services, with the permission of the Local Finance Board.

Budgets are adopted on the same basis of accounting utilized for the preparation of the Township's financial statements.

After November 1, budget transfers can be made in the form of a resolution and approved by the Township Committee. There was one immaterial budget transfers approved in 2013 totaling \$1,266.

The municipality may make emergency appropriations, after the adoption of the budget, for a purpose, which was not foreseen at the time the budget was adopted or for which adequate provision was not made therein. This type of appropriation shall be made to meet a pressing need for public expenditure to protect or promote the public health, safety, morals or welfare or to provide temporary housing or public assistance prior to the next succeeding fiscal year. Emergency Appropriations, except those classified as a Special Emergency, must be raised in the budget of the succeeding year. Special Emergency Appropriations are permitted to be raised in the budgets of the succeeding three or five years. There were no emergency appropriations approved in 2013.

**G. Cash and Investments**

New Jersey municipal units are required by **N.J.S.A. 40A:5-14** to deposit public funds in a bank or trust company having its place of business in the State of New Jersey and organized under the laws of the United States or of the State of New Jersey or the New Jersey Cash Management fund. **N.J.S.A. 40A:5-15.1** provides a list of securities, which may be purchased by New Jersey municipal units.

The Governmental Unit Deposit Protection Act, P.L. 1970, Chapter 236, was passed to afford protection against bankruptcy or default by a depository. C.17:9-42 provides that no governmental unit shall deposit funds in a public depository unless such funds are secured in accordance with this act. C.17:9-44 provides that every public depository having public funds on deposit shall, as security for such deposits, maintain eligible collateral having a market value at least equal to either (1) 5% of the average daily period ending on the next preceding valuation date (June 30 or December 31) or (2) at the election of the depository, at least equal to 5% of the average balance of collected public funds on deposit on the first, eighth, fifteenth and twenty-second days of each month in the 6 month period ending on the next preceding valuation date (June 30 or December 31).

**NOTES TO FINANCIAL STATEMENTS**  
**YEAR ENDED DECEMBER 31, 2013**  
**(CONTINUED)**

**1. Summary of Significant Accounting Policies - Continued**

**G. Cash and Investments - Continued**

No public depository shall be required to maintain any eligible collateral pursuant to this act as security for any deposit or deposits of any governmental unit to the extent such deposits are insured by F.D.I.C. or any other U.S. agency which insures public depository funds.

No public depository shall at any time receive and hold on deposit for any period in excess of 15 days public funds of governmental unit(s) which, in the aggregate, exceed 75% of the addition to the security required to be maintained under the paragraph above, secure such excess by eligible collateral with a market value at least equal to 100% of such excess.

In the event of a default, the Commissioner of Banking, within 20 days after the default occurrence, shall ascertain the amount of public funds on deposit in the defaulting depository and the amount covered by Federal Deposit Insurance and certify the amounts to each affected governmental unit. Within 10 days after receipt of this certification, each unit shall furnish to the Commissioner verified statements of its public deposits. The Commissioner shall ascertain the amount derived or to be derived from the liquidation of the collateral maintained by the defaulting depository and shall distribute such proceeds pro rata among the governmental units to satisfy the net deposit liabilities to such units. If the proceeds of the sale of the collateral are insufficient to pay in full the liability to all affected governmental units, the Commissioner shall assess the deficiency against all other public depositories having public funds on deposit determined by a formula determined by law. All sums collected by the Commissioner shall be paid to the governmental units having deposits in the defaulting depository in the proportion that the net deposit liability to each such governmental unit bears to the aggregate of the net deposit liabilities to all such governmental units.

All public depositories are required to furnish information and reports dealing with public funds on deposit every six months, June 30 and December 31, with the Commissioner of Banking. Any public depository which refuses or neglects to give any information so required may be excluded by the Commissioner from the right to receive public funds for deposit until such time as the Commissioner shall acknowledge that such depository has furnished the information requested.

Upon review and approval of the Certification Statement that the public depository complies with statutory requirements, the Commissioner issues forms approving the bank as a municipal depository. The Township should request copies of these approval forms semiannually to assure that all depositories are complying with requirements.

**NOTES TO FINANCIAL STATEMENTS**  
**YEAR ENDED DECEMBER 31, 2013**  
**(CONTINUED)**

**2. Cash**

**Custodial Credit Risk**

All bank deposits and investments as of the balance sheet date are entirely insured or collateralized by a pool maintained by public depositories as required by the Governmental Unit Protection Act and are classified as credit risk.

Custodial Credit Risk for deposits is the risk that, in the event of a bank failure, the districts deposits may not be returned to it. Although the district does not have a formal policy regarding custodial credit risk, as described in Note 1: **N.J.S.A. 17:9-41 et. Seq.** requires that governmental units shall deposit public funds in public depositories protected from loss under the provisions of the Governmental Unit Protection Act.

The Township Committee designates and approves a list of authorized depository institutions based on an evaluation of solicited responses and presentation of GUDPA certifications provided by the financial institutions.

As of December 31, 2013, \$433,155.48 of the municipal's bank balance of \$987,810.48 was exposed to custodial credit risk and is covered by GUDPA.

**3. Retirement Systems**

All required employees of the Township are covered by either the Public Employees' Retirement System which have been established by state statute and are administered by the New Jersey Division of Pensions and Benefits (Division). According to the State of New Jersey Administrative Code, all obligations of the System will be assumed by the State of New Jersey should the System terminate. The Division issues a publicly available financial report that includes the financial statements and required supplementary information for the Public Employees Retirement System. These reports may be obtained by writing to the Division of Pensions and Benefits, P.O. Box 295, Trenton, New Jersey 08625-0295.

The Public Employees' Retirement System (PERS) was established as of January 1, 1955 under the provisions of N.J.S.A. 43:15A to provide retirement, death, disability and medical benefits to certain qualified members. The Public Employees' Retirement System is a cost-sharing multiple-employer plan. Membership is mandatory for substantially all full-time employees of the State of New Jersey or any county, municipality, school district, or public agency, provided the employee is not required to be a member of another state-administered retirement system or other state or local jurisdiction.

**NOTES TO FINANCIAL STATEMENTS**  
**YEAR ENDED DECEMBER 31, 2013**  
**(CONTINUED)**

3. **Retirement Systems** – Continued

The vesting and benefit provisions for PERS are set by N.J.S.A. 43:15A and 43:3B. All benefits vest after eight to ten years of service, except for medical benefits that vest after 25 years of service. Retirement benefits for age and service are available at age 60 and are generally determined to be 1/55 of the final average salary for each year of service credit, as defined. Final average salary equals the average salary for the final three years of service prior to retirement (or highest three years' compensation if other than the final three years). Members may seek early retirement after achieving 25 years of service credit or they may elect deferred retirement after achieving eight to ten years of service in which case benefits would begin the first day of the month after the member attains normal retirement age.

P.L. 1987, c. 384 and P.L. 1990, c.6 required the Public Employees' Retirement System (PERS), respectively, to fund post-retirement medical benefits for those State employees who retire after accumulating 25 years of credited service or on a disability retirement. P.L. 2007, c.103 amended the law to eliminate the funding of post-retirement medical benefits through the PERS. It created separate funds outside of the pension plans for the funding and payment of post-retirement medical benefits for retired State employees and retired educational employees. The cost of these benefits is funded through contributions by the State in accordance with P.L. 1994, c.62. Funding of post retirement medical premiums changed from a pre-funding basis to a pay-as-you-go basis beginning in Fiscal Year 1994.

The State is also responsible for the cost attributable to Chapter 126, P.L. 1992, which provides free health benefits to members of PERS who retired from a municipality with 25 years of service.

The contribution policy is set by N.J.S.A. 43:15A, Chapter 62, P.L. of 1994, Chapter 115, P.L. of 1997 and N.J.S.A. 18:66, and requires contributions by active members and contributing employers. Plan member and employer contributions may be amended by State of New Jersey legislation. PERS provide for employee contributions of 5.5 percent of employees' annual compensation, as defined. Employers are required to contribute at an actuarially determined rate in PERS. The actuarially determined contribution includes funding for cost - of - living adjustments, noncontributory death benefits, and post-retirement medical premiums.

**Significant Legislation** - P.L. 2011, c.78, effective June 28, 2011, made various changes to the manner in which PERS operate and to the benefit provisions of those systems.

The legislation's provisions impacting employee pension and health benefits include:

- For new members of PERS hired on or after June 28, 2011 (Tier 5 members), the years of creditable service needed for early retirement benefits increased from 25 to 30 years and the early retirement age increased from 55 to 65.

**NOTES TO FINANCIAL STATEMENTS**  
**YEAR ENDED DECEMBER 31, 2013**  
**(CONTINUED)**

**3. Retirement Systems – Continued**

- The eligibility age to qualify for a service retirement in the PERS increased from age 62 to 65 for Tier 5 members.
- The annual benefit under special retirement for new PFRS members enrolled after June 28, 2011 (Tier 3 members) decreased from 65 percent of final compensation to 60 percent of final compensation after 25 years of service and from 70 percent of final compensation to 65 percent of final compensation after 30 or more years of service.
- It increased the PERS active member rates from 5.5 percent of annual compensation to 6.5 percent plus an additional 1 percent phased-in over 7 years for members hired or reappointed on or after June 28, 2011. For Fiscal Year 2012, the member contribution rates increased in October 2011. The phase-in of the additional incremental member contributions for PERS members takes place in July of each subsequent fiscal year.
- The payment of automatic cost-of-living adjustment (COLA) additional increases to current and future retirees and beneficiaries was suspended. COLA increases may be reactivated at a future date as permitted by this law.
- It changed the method for amortizing the pension system's unfunded accrued liability (from a level percent of pay method to a level dollar of pay method).

P.L. 2010, c.3, effective May 21, 2010, replaced the accidental and ordinary disability retirement for new members of the PERS with disability insurance coverage similar to that provided by the State to individuals enrolled in the States Defined Contribution Retirement Program.

The Township's total payroll for the year ended December 31, 2013 for all employees was \$78,279.54. Information regarding contributions made by the State of New Jersey on behalf of the Board is not available. Contributions to the system for the year ended December 31, 2013 is as follows:

Employees	\$	4,136.00
Township		7,192.00
Total	\$	<u>11,328.00</u>

Trend Information - Ten year historical trend information presenting the various systems progress in accumulating sufficient assets to pay benefits as they come due is available from the New Jersey Division of Pensions and Benefits.

Related Party Investments - During the year ended December 31, 2013, the PERS held no securities issued by the Township or other related parties.

**NOTES TO FINANCIAL STATEMENTS**  
**YEAR ENDED DECEMBER 31, 2013**  
**(CONTINUED)**

**4. Long-Term Debt**

**Summary of Statutory Debt Condition - Annual Debt Statement**

The summarized statement of debt condition, which follows, is prepared in accordance with the required method of setting up the Annual Debt Statement and indicates no net debt.

	<u>Gross Debt</u>	<u>Deductions</u>	<u>Net Debt</u>
General Debt	<u>None</u>	<u>None</u>	<u>None</u>

**Equalized Valuation Basis:**

2011	\$ 113,841,728.00
2012	115,548,344.00
2013	106,363,644.00
Average	<u>\$ 111,917,905.33</u>

**Borrowing Power Under N.J.S.A. 40A:2-6 As Amended**

3 1/2% of Equalized Valuation Basis (Municipal)	\$3,917,126.68
Net Debt	<u>- 0 -</u>
Remaining Borrowing Power	<u>\$3,917,126.68</u>

**Summary of Municipal Debt**

	<u>Year 2013</u>	<u>Year 2012</u>	<u>Year 2011</u>
<b><u>Issued:</u></b>			
General:			
Bonds and Notes	None	None	None
<b><u>Authorized but Not Issued:</u></b>			
General:			
Bonds and Notes	<u>None</u>	<u>None</u>	<u>None</u>
Net of Bonds and Notes Issued and Authorized but Not Issued	<u>None</u>	<u>None</u>	<u>None</u>

**NOTES TO FINANCIAL STATEMENTS**  
**YEAR ENDED DECEMBER 31, 2013**  
**(CONTINUED)**

**5. Deferred Charges to be Raised in Succeeding Budgets**

Certain expenditures are required to be deferred to budgets of succeeding years. At December 31, 2013, there were no deferred charges on the balance sheet.

	<u>Balance</u> <u>December</u> <u>31, 2013</u>	<u>Cancelled</u> <u>by</u> <u>Resolution</u>	<u>To</u> <u>Succeeding</u> <u>Years</u>
Current Fund			
Special Emergency Authorizations (40A:4-55)	\$ <u>      -      </u>	\$ <u>      -      </u>	\$ <u>      -      </u>

**6. Fund Balances Appropriated**

Of the \$180,437.87 Current Fund balance at December 31, 2013, \$268,486.00 was appropriated and included as anticipated revenue in the introduced budget for the year ending December 31, 2013.

**7. Taxes Collected in Advance**

Taxes collected in advance, set forth as cash liabilities in the financial statements, are as follows:

	<u>Balance</u> <u>December</u> <u>31, 2013</u>	<u>Balance</u> <u>December</u> <u>31, 2012</u>
Prepaid Taxes	\$ <u>13,885.90</u>	\$ <u>19,633.27</u>

**8. Leases**

The Township has not entered into any long-term lease agreements.

**9. Accrued Sick and Vacation Benefits**

The Township does not accrue unused vacation and sick pay for financial statement and budget purposes. Employees are, however, allowed to carry unused sick and vacation benefits. Each November, employees generally are reimbursed for their respective unused sick time. The sick and vacation pay accrual for the current period, which relates to the remaining unfunded sick and vacation pay after November is not considered material.

**NOTES TO FINANCIAL STATEMENTS**  
**YEAR ENDED DECEMBER 31, 2013**  
**(CONTINUED)**

**10. Local District School Tax**

Regulations provide for the deferral of not more than 50% of the annual levy when school taxes are raised for a school year and have not been requisitioned by the school district. In the case of Elsinboro Township, \$680,083.50 is the maximum amount permitted to be deferred as of December 31, 2013, under those regulations. The Township, in prior years, elected to defer school taxes and the accumulation of such deferrals is \$299,185.50. As of December 31, 2013, the Township committee elected to keep the balance at \$299,185.50.

Local District School Tax has been raised and liabilities deferred by statute, resulting in the school taxes payable set forth in the Current Fund liabilities as follows:

		Local District School Tax	
		Balance, December 31	
		2013	2012
Balance of Tax	\$ 680,081.18	\$ 662,159.18	
Deferred	299,185.50	299,185.50	
Taxes Payable	\$ 380,895.68	\$ 362,973.68	

**11. Contingent Liabilities**

As per confirmation from the Township's solicitor, no contingent liabilities of a material amount were noted. The responsibility to maintain a dike that is located on private property does not appear to be the Township's.

**12. Subsequent Events**

There were no material events between December 31, 2013 and May 14, 2014 affecting the financial status of the Township of Elsinboro.

**13. Risk Management**

The Township is exposed to various risks of loss related to torts: theft of, damage to, and destruction of assets; errors and omissions; injuries to employees; and natural disasters. The Township maintains commercial insurance coverage for property, liability and surety bonds.

## **SUPPLEMENTARY DATA**

**TOWNSHIP OF ELSINBORO**

**COUNTY OF SALEM**

**SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS**

**FOR THE YEAR ENDED DECEMBER 31, 2013**

**NONE**

**SCHEDULE OF EXPENDITURES OF STATE FINANCIAL AWARDS**  
**FOR THE FISCAL YEAR ENDED DECEMBER 31, 2013**

<b>State Grantor / Program Title</b>	<b>Grant or State Project Number</b>	<b>Grant Award Amount</b>	<b>Grant Period</b>		<b>Balance December 31, 2012</b>	<b>Receipts/ Revenue Recognized</b>	<b>Amount of Expenditures</b>	<b>Cancelled</b>	<b>Balance December 31, 2013</b>
			<b>From</b>	<b>To</b>					
<b>Department of Community Affairs</b>									
Clean Communities Program	N/A	\$ 4,000.00	1/1/2013	12/31/2013	\$ 2,478.53	\$ 4,000	\$ 1,066.68	\$ 2,478.53	\$ 2,933.32
Clean Communities Program	N/A	4,000.00	1/1/2012	12/31/2012	454.79				
Clean Communities Program	N/A	4,000.00	1/1/2011	12/31/2011					
Municipal Alliance on Alcohol & Drugs		4,715.00	1/1/2013	12/31/2013		4,715.00	4,639.45		75.55
Municipal Alliance on Alcohol & Drugs		4,715.00	1/1/2012	12/31/2012	50.20			50.20	
Municipal Alliance on Alcohol & Drugs		4,715.00	1/1/2010	12/31/2010	2,192.58			2,192.58	
NJ Small Business Program		1,000.00	1/1/2013	12/31/2013		2,000.00			2,000.00
REA Grant Program		4,000.00	1/1/2011	12/31/2011	547.00				547.00
Municipal Stormwater Regulation Program		5,000.00	2006	Closing	92.88		92.88		
<b>Total</b>					<b>\$ 5,815.98</b>	<b>\$ 10,715.00</b>	<b>\$ 8,732.33</b>	<b>\$ 2,242.78</b>	<b>\$ 5,555.87</b>

**TOWNSHIP OF ELSINBORO**

**COUNTY OF SALEM**

**SCHEDULE OF FINDINGS AND QUESTIONED COSTS**

**FOR THE YEAR ENDED DECEMBER 31, 2013**

NONE

TOWNSHIP OF ELSINBOROSCHEDULE OF CASH AND INVESTMENTS PER N.J.S.A. 40A:5-5FOR THE PERIOD DECEMBER 31, 2013 TO MARCH 31, 2014

	<u>Tax Collector</u>	<u>Current Fund</u>	<u>Animal Control Fund</u>	<u>Trust Other Fund</u>	<u>Payroll</u>
Balance, December 31, 2013	\$ 1,215.17	\$ 803,278.29	\$ 1,101.38	\$ 5,979.29	\$ 9,680.69
Increased by:					
Cash Receipts Record	768,891.32	790,670.12		28,191.98	27,286.51
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
Decreased by:					
Cash Disbursements Record	770,106.49	1,593,948.41	1,101.38	34,171.27	36,967.20
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
Balance, March 31, 2014	\$ 1,048.33	\$ 847,644.51	\$ 1,101.38	\$ 6,568.34	\$ 10,511.20
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
Balance on Deposit per Certification of:					
Sun National Bank - Checking Account	\$ 38,109.29	\$ 824,846.36	\$ 1,101.38	\$ 6,568.34	\$ 10,835.13
Fulton Bank Certificate of Deposit		147,437.01			
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
Deposits in Transit		41,678.33			
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
Less: Outstanding Checks	37,060.96	166,317.19			323.93
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
Balance, March 31, 2014	\$ 1,048.33	\$ 847,644.51	\$ 1,101.38	\$ 6,568.34	\$ 10,511.20
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>

CURRENT FUNDSCHEDULE OF CASH - CHIEF FINANCIAL OFFICER

	<u>Ref.</u>	
Balance, December 31, 2012	A	\$ 844,614.51
Increased by Receipts		
Collector	A-5	\$ 2,777,285.49
Revenue Accounts Receivable	A-10	146,970.34
Amount Due from LAC Township	A-12	4,605.50
State's Share of Senior Citizens and Veterans Deductions Allowed	A-8	22,500.00
Interfunds Receivable	A-11	105,972.96
Total Receipts		<u>3,057,334.29</u>
		3,901,948.80
Decreased by Disbursements		
2013 Appropriations	A-3	\$ 469,611.80
2012 Appropriation Reserves	A-13	193.00
Encumbrance Payable	A-20	3,935.95
Local District School Taxes	A-15	1,342,245.00
Amount Due to LAC Township	A-22	4,399.70
County Taxes	A-16	1,128,202.36
Interfunds	A-11	150,082.70
Total Disbursements		<u>3,098,670.51</u>
Balance, December 31, 2013	A	<u>\$ 803,278.29</u>

CURRENT FUNDSCHEDULE OF CASH - COLLECTOR

	<u>Ref.</u>	
Balance, December 31, 2012	A	\$ 1,398.38
Increased by:		
Taxes Receivable	A-6	\$ 2,751,758.95
Revenue Accounts Receivable	A-10	11,457.43
2014 Taxes Prepaid	A	<u>13,885.90</u>
		<u>2,777,102.28</u>
		<u>2,778,500.66</u>
Decreased by:		
Payments to Chief Financial Officer	A-4	<u>2,777,285.49</u>
Balance, December 31, 2013	A	<u>\$ 1,215.17</u>

**CURRENT FUND**  
**SCHEDULE OF TAXES RECEIVABLE AND ANALYSIS OF PROPERTY TAX LEVY**

Year	Balance	2013 Levy	Collections by Cash		State Share of Senior Citizens And Veterans Deductions	Cancellations	Transfer to Tax Title Lien	Transfer to Overpayments	Balance December 31, 2013
	December 31, 2012		2012	2013					
2010	\$ 1,361.46	\$	\$	\$ 154.80	\$	238	\$	\$	\$ 969.04
2011	4,693.59			646.50					4,047.09
2012	34,312.90			23,711.83		3,764.04			6,837.03
	40,367.95			24,513.13		3,764.04			11,853.16
2013	2,864,232.20		19,633.27	2,727,245.82	21,750.00	9,077.69	6,426.28	310.56	80,409.70
	\$ 40,367.95	\$ 2,864,232.20	\$ 19,633.27	\$ 2,751,758.95	\$ 21,750.00	\$ 12,841.73	\$ 6,426.28	\$ 310.56	\$ 92,262.86

Ref.

A

A

A-5

A-8

A-7

A-14

A

Analysis of 2013 Property Tax Levy

Ref.

## Tax Yield

General Purpose	\$ 2,860,216.28
Added Taxes	4,015.92

## Tax Levy

\$ 2,860,216.28
4,015.92

\$ 2,864,232.20
-----------------

Local District School Tax (Abstract)

A-15

\$ 1,360,167.00
-----------------

County Taxes

County Tax

1,126,637.68

Amount Due County Added Taxes

A-16

1,564.68

1,126,637.68
1,564.68

Total County Taxes

1,128,202.36

Local Tax for Municipal Purposes

A-2

372,554.41

Add Additional Tax Levied

3,308.43

375,862.84
------------

\$ 2,864,232.20
-----------------

**CURRENT FUND**  
**SCHEDULE OF TAX TITLE LIENS**

	<u>Ref.</u>		
Balance, December 31, 2012	A	\$	10,441.15
Increased by:			
Transfer from Taxes Receivable	A-6	\$	6,426.28
Adjustment		\$	1,693.09
			8,119.37
			18,560.52
Decreased by:			
Cash Collections	A-2,5		
Balance, December 31, 2013	A	\$	18,560.52

EXHIBIT A-8

**CURRENT FUND**

**SCHEDULE OF AMOUNT DUE FROM STATE OF NEW JERSEY**

**PER CHAPTER 20, P.L. 1971**

**SENIOR CITIZEN AND VETERANS DEDUCTIONS**

Ref.

Balance, December 31, 2012	A	\$	3,479.33
<b>Increased by:</b>			
Cash Received from the State	A-4		22,500.00
			<hr/>
			25,979.33
<b>Decreased by:</b>			
Deductions per Original Billing:			
Senior Citizens		\$	3,250.00
Veterans			18,500.00
	A-6		<hr/>
			21,750.00
Balance, December 31, 2013	A	\$	<hr/> 4,229.33
			<hr/>

EXHIBIT A-9

**CURRENT FUND**

**SCHEDULE OF PROPERTY ACQUIRED FOR TAXES - ASSESSED VALUATION**

Ref.

Balance, December 31, 2012 and 2013	A	\$	131,400.00
<hr/>			

CURRENT FUNDSCHEDULE OF REVENUE ACCOUNTS RECEIVABLEAnticipated Revenues:

Clerk - Liquor License  
 Consolidated Municipal Property Tax  
 Relief Act  
 Energy Receipts Tax  
 Total Anticipated Revenues

Ref.	Balance December 31, 2012		Accrued in 2013	Collected by		Balance December 31, 2013
	Collector	Treasurer				
A-2	\$ 1,740.00	\$ 1,740.00	\$ 1,740.00	\$ 1,740.00	\$ 1,740.00	\$ 1,740.00
A-2	2,782.00				2,782.00	
A-2	112,135.44				112,135.44	
	116,657.44				116,657.44	
<u>Miscellaneous Revenue not Anticipated:</u>						
Planning Fees	330.00				330.00	
Cable Television Franchise Fee	14,617.64				14,617.64	
Construction Code Fees	7,223.00				7,223.00	
Interest on Deposits	928.31				928.31	
Interest on Certificates						
Interest and Costs on Taxes	11,232.26				11,232.26	
Interest on Tax Collector Account	215.17				215.17	
Tax Search Fees	10.00				10.00	
Senior Citizen Administration Fees	450.00				450.00	
Copies	50.00				50.00	
Housing Fees	570.00				570.00	
Registrar of Vital Statistics	13.00				206.09	
Trash Stickers	99.09				941.91	
Insurance Refunds					1,755.00	
Vendor Permits					250.00	
Prior Year Refunds					1,349.24	
Court Fines	376.00				212.00	
Election Rental	50.00					
Refunds Miscellaneous					4,408.64	
FEMA Reimbursement					113.12	
Cleanup Assessment					470.00	
Rent					25.00	
A-2	538.09				11,457.43	
					30,312.90	
Ref.	\$ 538.09	\$ 162,014.82	\$ 11,457.43	\$ 146,970.34	\$ 4,125.14	
	A		A-5	A-4		A

CURRENT FUNDSCHEDULE OF INTERFUNDS

	Ref.	Total	Grant Fund	Animal Control Fund	Trust Other Fund	General Capital Fund	Payroll Account
Balance, December 31, 2012	A	\$ (101,375.20)	\$ (5,279.87)	\$ 8,004.70	\$ (7,903.58)	\$ (99,098.09)	\$ 2,901.64
Increased by							
Interest Earned	A-2	55.89		3.41	49.32		3.16
Expenditures Paid by Current Fund:							
Grant Appropriated Reserves	A-4,19	8,732.33	8,732.33				
General Capital Ordinances	A-4	141,350.37				141,350.37	
Cancellation of Appropriated Reserves	A-17,19	560.92	560.92				
Statutory Excess in Animal Control Fund	A-1	896.00		896.00			
		<u>50,220.31</u>	<u>4,013.38</u>	<u>8,904.11</u>	<u>(7,854.26)</u>	<u>42,252.28</u>	<u>2,904.80</u>
Decreased by							
Grant Fund Receipts	A-4,17,18	11,432.76	11,432.76				
Cancellation of Capital Ordinances	A-1	11,308.92				11,308.92	
Receipts	A-4	94,540.20		4,000.00	35.45	90,504.75	
2013 Budget Appropriation	A-3, 19	95,000.00				95,000.00	
Township Matching Share	A-3, 19	895.86	895.86				
		<u>213,177.74</u>	<u>12,328.62</u>	<u>4,000.00</u>	<u>35.45</u>	<u>196,813.67</u>	<u></u>
Balance, December 31, 2013	A	<u>\$ (162,957.43)</u>	<u>\$ (8,315.24)</u>	<u>\$ 4,904.11</u>	<u>\$ (7,889.71)</u>	<u>\$ (154,561.39)</u>	<u>\$ 2,904.80</u>
Interfund Payable		\$ (170,766.34)					
Interfund Receivable		7,808.91					
		<u>\$ (162,957.43)</u>					

**CURRENT FUND****SCHEDULE OF DUE TO LAC TOWNSHIP**

	<u>Ref.</u>		
Balance, December 31, 2012	A	\$	6.20
Increased by:			
Receipt	A-4		4,605.50
			4,611.70
Decreased by:			
Payment	A-4		4,399.70
Balance, December 31, 2013	A	\$	212.00

**CURRENT FUND****SCHEDULE OF APPROPRIATION RESERVES - 2012**

	Balance December 31, 2012	Paid or Charged	Balance Lapsed
<b>Other Expenses:</b>			
Public Buildings and Grounds	\$ 2,366.34	\$ 193.00	\$ 2,173.34
Other Accounts no Changes	40,907.18		40,907.18
	<u>\$ 43,273.52</u>	<u>\$ 193.00</u>	<u>\$ 43,080.52</u>
Ref.	A	A-4	A-1

**CURRENT FUND****SCHEDULE OF TAX OVERPAYMENTS**

	Ref.	
Balance, December 31, 2012	A	\$
Increased by Overpayments in 2013	A-6	310.56
Balance, December 31, 2013	A	\$ 310.56

CURRENT FUNDSCHEDULE OF LOCAL DISTRICT SCHOOL TAXRef.

Balance, December 31, 2012			
School Tax Payable	A	\$ 362,973.68	
School Tax Deferred		299,185.50	<hr/>
			\$ 662,159.18
Increased by			
Levy - School Year July 1, 2013 to			
June 30, 2014	A-1,2,6		<hr/> 1,360,167.00
			<hr/> 2,022,326.18
Decreased by			
Payments	A-4		<hr/> 1,342,245.00
Balance, December 31, 2013			
School Tax Payable	A	380,895.68	
School Tax Deferred		299,185.50	<hr/>
			\$ 680,081.18

2012 Liability for Local District School Tax

Taxes Paid	\$ 1,342,245.00	
Taxes Payable December 31, 2013	380,895.68	<hr/>
		1,723,140.68
Less: Tax Payable December 31, 2012	<hr/> 362,973.68	
Amount Charged to 2013 Operations	A-1	<hr/> \$ 1,360,167.00

CURRENT FUNDSCHEDULE OF COUNTY TAXES

	<u>Ref.</u>	
Balance, December 31, 2012	A	\$
Increased by 2013 County Taxes:		
General County Taxes	\$	1,103,200.94
County Open Space Prevention		23,436.74
	<hr/>	
	A-1	1,126,637.68
Due County on Added and Omitted Taxes	A-1	<hr/> 1,564.68
	<hr/>	
	A-2,6	1,128,202.36
	<hr/>	
		1,128,202.36
Decreased by Payments	A-4	<hr/> 1,128,202.36
	<hr/>	
Balance, December 31, 2013	A	\$
	<hr/>	

**FEDERAL AND STATE GRANT FUND**  
**SCHEDULE OF STATE GRANTS RECEIVABLE**

<u>Purpose</u>	Balance December 31, 2012	2013 Revenue	Received	Cancellation	Balance December 31, 2013
Municipal Alliance on Alcoholism and Drug Abuse:					
2013	\$ 3,819.14	\$ 3,819.14	\$ 1,663.62	\$ 3,769.14	\$ 2,155.52
2011				50.00	
2009	455.02				455.02
2008	1,176.84				1,176.84
Clean Communities Program		4,000.00	4,000.00		
	<u>\$ 5,451.00</u>	<u>\$ 7,819.14</u>	<u>\$ 9,432.76</u>	<u>\$ 1,681.86</u>	<u>\$ 2,155.52</u>
	<u>Ref.</u>	A	A-2,19	A-11	A-11
					A

**FEDERAL AND STATE GRANT FUNDS**  
**SCHEDULE OF RESERVE FOR STATE GRANTS - UNAPPROPRIATED**

<u>Grant</u>	Balance December 31, 2012	Receipts	Anticipated in 2013 Budget	Cancellation	Balance December 31, 2013
Drunk Driving Enforcement Fund New Jersey Smalls Grant program	\$ 4,914.89	\$ 2,000.00	\$ 2,000.00		\$ 4,914.89
	<u>\$ 4,914.89</u>	<u>\$ 2,000.00</u>	<u>\$ 2,000.00</u>		<u>\$ 4,914.89</u>
	<u>Ref.</u>	A	A-11		A

**FEDERAL AND STATE GRANT FUND****SCHEDULE OF FEDERAL AND STATE GRANTS - APPROPRIATED**

<u>Grant Period</u>	<u>Grant</u>	<u>Balance December 31, 2012</u>	<u>Transferred from 2013 Budget Appropriation</u>	<u>Expended</u>	<u>Cancelled</u>	<u>Balance December 31, 2013</u>
2011	Clean Communities Program	\$ 454.79	\$ 454.79	\$	\$	
2012	Clean Communities Program	2,478.53		2,478.53		
2013	Clean Communities Program		4,000.00	1,066.68		
2010	Municipal Alliance on Alcoholism and Drug Abuse	2,192.58			2,192.58	2,933.32
2012	Municipal Alliance on Alcoholism and Drug Abuse	50.20			50.20	
2013	Municipal Alliance on Alcoholism and Drug Abuse		4,715.00	4,639.45		75.55
2011	REA Grant Program	547.00				547.00
2013	New Jersey Smalls Grant Program		2,000.00			2,000.00
2006	Municipal Stormwater Regulation Program	92.88		92.88		
		\$ 5,815.98	\$ 10,715.00	\$ 8,732.33	\$ 2,242.78	\$ 5,555.87

<u>Ref.</u>	A	A-11	A-11	A
-------------	---	------	------	---

Grant Share	A-17,3	\$ 9,819.14	\$
Township Matching Share	A-3,11	895.86	
Paid by Current Fund	A-11		8,732.33
		\$ 10,715.00	\$ 8,732.33

**CURRENT FUND****SCHEDULE OF ENCUMBRANCES PAYABLE**

	<u>Ref.</u>	<u>Current Fund</u>	<u>Grant Fund</u>
Balance, December 31, 2012	A	\$ 3,935.95	\$
Increased by:			
2013 Budget Encumbrances	A-3	3,800.05	
		<hr/>	<hr/>
		7,736.00	
		<hr/>	<hr/>
Decreased by:			
Paid	A-4	3,935.95	
		<hr/>	<hr/>
		3,935.95	
		<hr/>	<hr/>
Balance, December 31, 2013	A	\$ 3,800.05	\$
		<hr/>	<hr/>

**TRUST FUND****SCHEDULE OF CASH - CHIEF FINANCIAL OFFICER**

	Ref.	Animal Control Fund Dog Registrar	Trust Other CFO
Balance, December 31, 2012	B	\$ 4,345.47	\$ 21,146.71
Increased by Receipts			
Dog License Fees	B-3	1,004.50	
Tax Title Lien Deposit	B-7		74,366.53
Donation Deposit	B-9		331.26
Interest Earned	B-2,4	3.41	49.32
Unemployment Account	B-4		2.18
Total Receipts and Balances		<u>5,353.38</u>	<u>95,896.00</u>
Decreased by Disbursements			
Expenditures made under R. S. 4:19-15.1	B-3	252.00	
Tax and Title Lien Redemptions	B-7		74,415.85
Tax Premium Account	B-8		15,800.00
Due to Current Fund	B-2	4,000.00	35.45
Total Disbursements		<u>4,252.00</u>	<u>90,251.30</u>
Balance, December 31, 2013	B	<u>\$ 1,101.38</u>	<u>\$ 5,644.70</u>

**TRUST FUND****SCHEDULE OF AMOUNT DUE (TO) CURRENT FUND**

	Ref.	Trust Other Fund	Animal Control Fund
Balance, December 31, 2012	B	\$ 7,903.58	\$ (8,004.70)
Increased by:			
Payment	B-6	35.45	4,000.00
		<u>7,939.03</u>	<u>(4,004.70)</u>
Decreased by:			
Interest Earned	B-1	49.32	3.41
Statutory Excess Due to Current Fund	B-3		896.00
		<u>49.32</u>	<u>899.41</u>
Balance, December 31, 2013	B	<u>\$ 7,889.71</u>	<u>\$ (4,904.11)</u>

## **TRUST FUND**

## **SCHEDULE OF RESERVE FOR ANIMAL CONTROL FUND EXPENDITURES**

## **ANIMAL CONTROL FUND**

## Ref.

Balance, December 31, 2012 **B** **\$** **2,320.06**

Increased by:  
Dog License Fees Collected B-1 1,004.50  
3,324.56

Decreased by:

Statutory Excess Due to Current Fund	B-2	\$ 896.00
Due to NJ Department of Health	B-5	252.00
		<hr/>
		1,148.00

Balance, December 31, 2013 B \$ 2,176.56

### License Fees Collected

2012	\$	1,019.00
2011		1,157.50
	\$	2,176.50

**TRUST FUND****SCHEDULE OF RESERVE FOR UNEMPLOYMENT COMPENSATION****TRUST OTHER FUND**

	Ref.		
Balance, December 31, 2012	B	\$	3,658.19
Increased by:			
Interest on Bank Deposits	B-1		2.18
			<u>3,660.37</u>
Decreased by:			
Disbursements	B-1		
Balance, December 31, 2013	B	\$	<u>3,660.37</u>

**TRUST FUND****SCHEDULE OF DUE TO NEW JERSEY DEPARTMENT OF HEALTH****ANIMAL CONTROL FUND**

	Ref.		
Balance, December 31, 2012	B	\$	
Increased by:			
Receipts	B-3		252.00
			<u>252.00</u>
Decreased by:			
Disbursements	B-1		252.00
Balance, December 31, 2013	B	\$	<u>-</u>

**TRUST FUND****SCHEDULE OF PLANNING BOARD ESCROW DEPOSITS**Ref.

Balance, December 31, 2012 and 2013	B	\$	<u>7,671.48</u>
-------------------------------------	---	----	-----------------

**TRUST FUND****SCHEDULE OF RESERVES FOR TAX TITLE LIEN REDEMPTIONS**Ref.

Balance, December 31, 2012	B	\$	216.93
----------------------------	---	----	--------

## Increased by:

Receipts	B-1	<u>74,366.53</u>
		<u>74,583.46</u>

## Decreased by:

Payment	B-1	<u>74,415.85</u>
---------	-----	------------------

Balance, December 31, 2013	B	\$	<u>167.61</u>
----------------------------	---	----	---------------

**TRUST FUND****SCHEDULE OF PREMIUMS RECEIVED AT TAX SALE**

	<u>Ref.</u>		
Balance, December 31, 2012	B	\$	16,050.00
Increased by:			
Receipts	B-1		
			16,050.00
Decreased by:			
Payment	B-1		15,800.00
Balance, December 31, 2013	B	\$	250.00

**Analysis of Balance:**

Block	Lot			
32	13	2/28/08	\$	50.00
39	5.01	1/26/12		200.00
				250.00

**TRUST FUND****SCHEDULE OF RESERVE FOR DONATIONS**Ref.

Balance, December 31, 2012	B	\$	1,453.69
<b>Increased by:</b>			
Receipts	B-1		331.26
Balance, December 31, 2013	B	\$	<b>1,784.95</b>

**GENERAL CAPITAL FUND****ANALYSIS OF CASH**

<u>Description</u>	<u>Ref.</u>	Balance December 31, 2013
Accounts Payable	C	\$ 675.00
Fund Balance	C-1	7,843.25
Capital Improvement Fund	C-3	131,888.76
Amount Due to Current Fund	C-4	(154,561.39)
Unexpended Funded Improvement Authorization	C-5	63,649.63
Due From NJ Transportation Authority Trust	C-6	(49,495.25)
 Total		\$ -

**GENERAL CAPITAL FUND****SCHEDULE OF CAPITAL IMPROVEMENT FUND**

	<u>Ref.</u>	
Balance, December 31, 2012	C	\$ 66,888.76
Increased by:		
Budget Appropriation	C-4	95,000.00
		161,888.76
Decreased by:		
Appropriated to Finance Improvement Authorization Ord. #2013-3	C-5	30,000.00
Balance, December 31, 2013	C	\$ 131,888.76

**GENERAL CAPITAL FUND****SCHEDULE OF AMOUNT DUE FROM/TO CURRENT FUND**Ref.

Balance, December 31, 2012 (Due From)	C	\$ 99,098.09
<b>Increased by:</b>		
2013 Budget Appropriation		
Capital Improvement Fund	C-3	\$ 95,000.00
State Aid Receipts in Current Fund	C-6	90,504.75
Cancellation of Capital Ordinances	C-5,6	11,308.92
	C-5	<u>196,813.67</u>
		295,911.76
<b>Decreased by:</b>		
Expenditures	C-5	141,350.37
		<u>141,350.37</u>
Balance, December 31, 2013 (Due From)	C	\$ 154,561.39
		<u>154,561.39</u>

EXHIBIT C-5

**GENERAL CAPITAL FUND****SCHEDULE OF IMPROVEMENT AUTHORIZATIONS**

Ord No.	Improvement Description	Ordinance Date	Amount	December 31, 2012 Funded	Authorizations	Expended	Cancelled	December 31, 2013 Funded
09-05	Reconstruction of Slape Ave.	8/3/09	\$ 223,000	\$ 31,722.32	\$	\$	\$ 31,722.32	\$
10-06	Resurface of Mason Point Road	8/17/10	160,000	3,381.37			3,381.37	
11-05	Reconstruction of Riverview Drive	7/5/11	155,000	8,662.53			8,662.53	
12-05	Purchase of Trash Containers	8/6/12	35,000	35,000.00				35,000.00
13-03	Reconstruction of Garden drive	6/13/13	170,000		170,000.00	141,350.37		28,649.63
				\$ 78,766.22	\$ 170,000.00	\$ 141,350.37	\$ 43,766.22	\$ 63,649.63

Ref.

C

C-4

C-4

C

**Analysis of Authorizations**

Appropriated from Capital Improvement Fund Due from NJ Transportation Trust Fund	C-3 C-6	\$ 30,000.00 140,000.00
		<u>\$ 170,000.00</u>

**GENERAL CAPITAL FUND**  
**SCHEDULE OF AMOUNT DUE FROM**  
**N. J. TRANSPORTATION AUTHORITY TRUST FUND**

Ref.

Balance, December 31, 2012	C	\$ 55,075.14
----------------------------	---	--------------

Increased by:

Reconstruction of Garden Drive		140,000.00
		<hr/>
		195,075.14

Decreased by:

Received in Current Fund	C-4	\$ 90,504.75
Cancellation	C-4	<hr/>
		55,075.14
		<hr/>
		145,579.89

Balance, December 31, 2013	C	\$ 49,495.25
		<hr/>

Analysis of Balance:

Reconstruction of Garden Drive		\$ 49,495.25
		<hr/>

**PAYROLL ACCOUNT****SCHEDULE OF CASH - CHIEF FINANCIAL OFFICER**

	<u>Ref.</u>	
Balance, December 31, 2012	E	\$ 4,716.90
Increased by:		
Receipts		<u>91,463.08</u>
		96,179.98
Decreased by:		
Disbursements		<u>86,499.29</u>
Balance, December 31, 2013	E	<u>\$ 9,680.69</u>

**Analysis of Balance**

Due to Current Fund	\$ 2,904.80
Pension and Benefits	6,775.89
	<u>\$ 9,680.69</u>

## **ADDITIONAL DATA**

**COMPARATIVE STATEMENT OF OPERATIONS AND  
CHANGE IN FUND BALANCE - CURRENT FUND**

	Year 2013		Year 2012	
	Amount	%	Amount	%
<b>Revenue and Other Income</b>				
Fund Balances Utilized	\$ 268,486.00	8.18%	\$ 268,485.71	8.17%
Miscellaneous - From Other than Local Property Tax Levies	220,546.67	6.72%	234,228.33	7.13%
Collection of Delinquent Taxes and Tax Title Liens	24,513.13	0.75%	68,421.58	2.08%
Collection of Current Tax Levy	2,768,318.53	84.35%	2,714,587.88	82.62%
Total Income	<u>3,281,864.33</u>	<u>100.00%</u>	<u>3,285,723.50</u>	<u>100.00%</u>
<b>Expenditures</b>				
Budget Expenditures:				
Municipal Purposes	625,282.58	20.01%	618,154.00	20.56%
County Taxes	1,128,202.36	36.10%	1,063,095.24	35.36%
Local School Taxes	1,360,167.00	43.53%	1,324,320.00	44.05%
Other Expenditures	11,308.92	0.36%	786.97	0.03%
Total Expenditures	<u>3,124,960.86</u>	<u>100.00%</u>	<u>3,006,356.21</u>	<u>100.00%</u>
Excess in Revenue	156,903.47		279,367.29	
Fund Balance, January 1	<u>292,020.40</u>		<u>281,138.82</u>	
	448,923.87		560,506.11	
Less:				
Utilization as Anticipated Revenue	<u>268,486.00</u>		<u>268,485.71</u>	
Fund Balance, December 31	\$ <u>180,437.87</u>		\$ <u>292,020.40</u>	

**COMPARISON OF TAX RATE INFORMATION**

	2013	2012	2011
Tax Rate:	\$ 2.360	\$ 2.277	\$ 2.155

**Apportionment of Tax Rate:**

Municipal	0.307	0.299	0.261
County	0.931	0.879	0.834
Local School District	1.122	1.099	1.060

**Assessed Valuations:**

2013	\$ 121,195,605
2012	\$ 122,535,685
2011	\$ 112,570,351

**COMPARISON OF TAX LEVIES AND COLLECTION CURRENTLY**

A study of this tabulation could indicate a possible trend in future tax levies. A decrease in the percentage of current collection could be an indication of a probable increase in future tax levies.

Year	Currently		
	Tax Levy	Cash Collections	Percentage of Collection
2013	\$ 2,864,232.20	\$ 2,768,318.53	96.63%
2012	2,756,623.74	2,714,587.88	98.46%
2011	2,641,024.68	2,550,421.10	96.57%
2010	2,574,732.22	2,522,110.31	97.96%

### **DELINQUENT TAXES AND TAX TITLE LIENS**

This tabulation includes a comparison, expressed as a percentage, of total delinquent taxes and tax title liens in relation to the tax levies of the last three years.

<b>December 31</b>	<b>Amount of Tax Title Liens</b>	<b>Amount of Delinquent Taxes</b>	<b>Total Delinquent</b>	<b>Percentage of Tax Levy</b>
2013	\$ 18,560.52	\$ 92,262.86	\$ 110,823.38	3.87%
2012	10,033.76	40,367.95	50,401.71	1.83%
2011	1,680.00	76,613.84	78,293.84	2.96%

### **PROPERTY ACQUIRED BY TAX TITLE LIEN LIQUIDATION**

The value of property acquired by liquidation of tax title liens on December 31, on the basis of the last assessed valuation of such properties, was as follows:

<b>Year</b>	<b>Amount</b>
2013	\$ 131,400.00
2012	131,400.00
2011	131,400.00

### **COMPARATIVE SCHEDULE OF FUND BALANCE**

<b>Current Fund</b>	<b>Year</b>	<b>Balance December 31</b>	<b>Utilized in Budget of Succeeding Year</b>
	2013	\$ 180,437.87	\$ 157,747.00
	2012	292,020.40	268,486.00
	2011	281,138.82	268,485.71
	2010	312,178.58	273,545.00
	2009	367,903.44	284,905.10
	2008	367,649.60	262,525.00

### **OFFICIALS IN OFFICE AND SURETY BONDS**

The following officials were in office during the period under audit:

<u>Name</u>	<u>Title</u>	<u>Amount of Bond</u>
Sean Elwell	Mayor	\$ 5,000 (1)
John J. Elk	Deputy Mayor	5,000 (1)
Jeffrey Stepler	Committeeman	5,000 (1)
Joanne Eddy	Tax Collector and Tax Search Officer	85,000 (B)
John Willadsen	Chief Financial Officer	25,000 (A)
Marty Uzdanovics	Township Clerk, Officer for Municipal Improvement Searches and Registrar of Vital Statistics	5,000 (1)
Marie Procacci	Assessor	
Wayne Serfass	Construction Code Official and Zoning Officer	5,000 (1)
John G. Hoffman	Solicitor	
George Parris	Emergency Management Coordinator	
Robert Klein	Deputy Emergency Management Coordinator	
Albert Fralinger, Jr.	Engineer	
Ned Shimp	Dog License Registrar	5,000 (1)

(A) Western Surety Company

(B) Selected Risks Insurance Company

(1) Public Employee Dishonesty Bond

**TOWNSHIP OF ELSINBORO**

**COUNTY OF SALEM**

**PART II**

**INTERNAL CONTROL COMMENTS**

**GENERAL COMMENTS AND RECOMMENDATIONS**

**FOR THE YEAR ENDED DECEMBER 31, 2013**

## **GENERAL COMMENTS**

### **CONTRACTS AND AGREEMENTS REQUIRED TO BE ADVERTISED PER N.J.S. 40A:11-4**

**N.J.S. 40A:11-4** states "every contract awarded by the contracting agent for the provision or performance of any goods or services, the cost of which in the aggregate exceeds the bid threshold of \$17,500, shall be awarded only by resolution of the governing body of the contracting unit to the lowest responsible bidder after public advertising for bids and bidding therefore, except as is provided otherwise in this act or specifically by any other law. No work, materials or supplies shall be undertaken, acquired or furnished for a sum exceeding in the aggregate of \$17,500, except by contract or agreement."

The governing body of the municipality has the responsibility of determining whether the expenditures in any category will exceed the statutory threshold within the fiscal year. Where question arises as to whether any contract or agreement might result in violation of the statute, legal counsel's opinion should be sought before a commitment is made.

The minutes indicate that two bids were required to be requested by public advertising in 2013.

**N.J.S. 40A:11-5** provides for exceptions to the above-mentioned statutory bidding requirements for various stipulated areas of expenditures. Included in these areas of exception are all professional services, which include but are not limited to solicitors, engineers, land surveyors and accountants. However, in lieu of recording formal bidding procedures for these categories of expenditures, in awarding contracts to fill these positions, certain other statutory requirements must be adhered to by the governing body. These requirements include the following stipulation (**N.J.S. 40A:11-5 (1) (a) (i)**):

"The governing body shall, in each instance, state supporting reasons for its action in the resolution awarding each contract and shall forthwith cause to be printed once, in a newspaper authorized by law to publish its legal advertisements, a brief notice stating the nature, duration, service and amount of the contract, and that the resolution and contract are on file..."

Our examination indicated that the Township complied with the requirements when soliciting professional services.

Inasmuch as the system of records did not provide for an accumulation of payments for categories for the performance of any work or the furnishing or hiring of any materials or supplies, the results of such an accumulation could not reasonably be ascertained. Disbursements were reviewed, however, to determine whether any clear-cut violations existed.

**CONTRACTS AND AGREEMENTS REQUIRED TO BE ADVERTISED PER  
N.J.S. 40A:11-4 (Continued)**

Our examination of expenditures did not reveal any individual payments, contracts or agreements in excess of statutory requirements "for the performance of any work or the furnishing or hiring of any materials or supplies" other than those where bids had been previously adopted under the provisions of **N.J.S. 40A:11-6**.

**AWARD OF PURCHASES, CONTRACTS OR AGREEMENTS BY QUOTATIONS  
PER N.J.S. 40A:11-6.1**

Prior to the award of any purchase, contract or agreement, the contracting agent shall, except in the case of the performance of professional services, solicit quotations, whenever practicable, on any purchase, contract or agreement, the estimated cost or price of which is \$3,150, and the award thereof shall be made, in accordance with Section 3 (C.40A:11-3) or Section 4 (C.40A:11-4), as the case may be, of the Local Public Contracts Law, on the basis of the lowest responsible quotation received, which quotation is most advantageous to the contracting unit, price and other factors considered; provided, however, that if the contracting agent deems it impractical to solicit competitive quotations in the case of extraordinary, unspecifiable services, or, in the case of such or any other purchase, contract or agreement awarded hereunder, having sought such quotation received, the contracting agent shall file a statement of explanation of the reason or reasons therefore, which shall be placed on file with said purchase, contract or agreement.

Our examination indicated that, for individual payments, contracts or agreements, made "for the performance of any work or the furnishing or hiring of any materials or supplies" in excess of or \$3,150, solicitation for quotations was done for the appropriate purchases in accordance with the provisions of **N.J.S. 40A:11-6.1b**.

**COLLECTION OF INTEREST ON DELINQUENT TAXES AND ASSESSMENTS**

The statute provides the method of authorizing interest and the maximum rates to be charged for the nonpayment of taxes or assessments on or before the date when they would become delinquent.

The governing body, on February 4, 2013, adopted the following resolution authorizing interest to be charged on delinquent taxes:

"BE IT RESOLVED that the rate of interest to be charged on nonpayment of taxes or assessment shall be eight percent (8%) per annum on the first \$1,500.00 of the delinquency and eighteen percent (18%) per annum on any amount in excess of \$1,500.00 which interest is to be calculated from the date the tax was payable until the date of actual payment."

## **COLLECTION OF INTEREST ON DELINQUENT TAXES AND ASSESSMENTS (Cont'd)**

"BE IT RESOLVED that the Tax Collector is hereby authorized and directed to waive any 6% year end penalty from any property that may have a delinquent balance of more than \$10,000."

### **DELINQUENT TAXES AND TAX TITLE LIENS**

The last tax sale was held on January 24, 2013, and was complete.

An inspection of Tax Sale Certificated revealed that all were on file.

The following comparison is made of the number of tax title liens receivable on December 31 of the last three years:

<u>Year</u>	<u>Number of Liens</u>
2013	6
2012	6
2011	2

It is essential to good management that all means provided by statute be utilized to liquidate tax liens by seriously undertaking foreclosure proceedings on appropriate properties in order to get such properties back on a taxpaying basis.

There were no foreclosures completed during 2013.

### **VERIFICATION OF DELINQUENT TAXES AND OTHER CHARGES**

A test verification of delinquent charges and current payments was made in accordance with the regulations of the Division of Local Government Services and generally accepted auditing standards, including the mailing of verification notices as follows:

<u>Type</u>	<u>Number Mailed</u>
Payments of 2014 Taxes	80
Payments of 2013 Taxes	80
Delinquent Taxes	20
Tax Title Liens	2

The result of the test, which was made as of November 30, 2013 and December 31, 2013, did not reveal any irregularities based upon inspection and evaluation of the test results.

## **GENERAL COMMENTS**

### **MUNICIPAL COURT**

The municipal court activities of Elsinboro Township are maintained through an interlocal government agreement with Lower Alloway Creek. Therefore, no court report is prepared or submitted by Elsinboro Township.

### **ASSIGNMENT OF DUTIES**

Due to the limited number of Township employees, there is no segregation of duties in the maintenance of accounting records, cash receipts, cash disbursements, preparation of bank reconciliation's, and the review, approval, and distribution of payroll checks. The Township Committee, however, does not believe that the potential benefit of hiring additional employees would outweigh the cost of doing so at this time.

### **PAYMENT OF CLAIMS**

During the course of the audit, it was noted that payments of claims contained the required supporting detail, required signatures and minute approval.

### **INTERFUND BALANCES**

The following interfund balances should be cleared by cash transfer:

<u>Due From</u>	<u>Due To</u>	<u>Amount</u>
Current Fund	Trust Other Fund	\$ 7,889.71
Animal Control Fund	Current Fund	4,904.11
Payroll Account	Current Fund	2,904.80
Current Fund	Federal & State Grant Fund	8,315.24
Current Fund	General Capital Fund	154,561.39

### **ANIMAL CONTROL FUND**

The Township issued 125 licenses during the year versus 131 in 2012. While there was an improvement in the animal control records and the records were easily reconciled at year end, immaterial collections of animal control license fees were not always deposited within forty-eight hours. In addition, the reports to the New Jersey Department of Health were not remitted on a timely basis, as there were no collections during the given month.

### **PAYROLL FUND**

The examination of the payroll fund determined that the detailed computation of various deductions and other credits were properly made and withholdings were always disbursed to the proper agencies on a timely basis.

#### PUBLIC ASSISTANCE TRUST FUND

The Township had one public assistance trust fund bank account. The public assistance operations, however, were turned over to Salem County as of May 1, 1999. The account was closed in 2012.

#### GENERAL CAPITAL FUND

There exist three road projects that are currently being reviewed for proper disposition.

#### TAX OFFICE

The tax office maintains a computerized tax accounting system, which appeared to provide proper reports and balances. The tax office appeared to be maintained very well during 2013. This included analysis of prior year balances, which have been cleared from the records.

#### TAX TITLE LIEN REDEMPTION

The tax title lien redemptions account and the tax premium account were merged into one bank account in 2012.

#### STATE OF NEW JERSEY - TECHNICAL ACCOUNTING DIRECTIVES

The Division has mandated that specific accounting procedures be adopted and operative which pertain to the following: use of general ledger, general fixed asset ledger and an encumbrance purchase order system.

A form of general ledger record was established in the previous year and a selective encumbrance purchase order system was operative in the year under audit. Encumbrances payable were provided and tested as part of the audit and reported as of December 31, 2013.

#### GRANT FUND RESERVE BALANCES

The grant fund contained numerous reserve balances totaling \$5,555.87, which will be further reviewed for expenditure or other proper disposition in 2014.

#### PLANNING AND ZONING BOARDS ESCROW FUNDS

An in-house computer is currently being used to maintain the accounting records as well as provide related internal controls for planning and zoning board escrow funds. A trial balance of open escrow accounts was processed as of December 31, 2013, which did not agree with the supporting detail.

**Schedule of Comments and Recommendations  
For the Year Ended December 31, 2013**

**Schedule of Financial Statement Comments**

This section identifies the instances of noncompliance that are required to be reported in accordance with audit requirements as prescribed by the Division of Local Government Services, Department of Community Affairs, State of New Jersey.

**UNEXPENDED GRANT FUND RESERVE BALANCES**

**Finding 2013-1**

There exists one old unappropriated and one old appropriated Grant Fund Reserve in the records of the Township.

**Criteria**

It is considered proper for internal control purposes to limit the period of time between the approval and the expenditure of such funds.

**Effect**

Various unexpended funds could be made available for other uses.

**Recommendation**

A review of the unexpended Grant Fund Reserve balances should be made, in order to determine a proper disposition.

**FOLLOW-UP ON PRIOR YEAR'S FINDINGS**

In accordance with governmental auditing standards, our procedures included a review of the prior year findings and resulted in the following conclusion:

All prior year recommendations were implemented during the year under audit.

**RECOMMENDATIONS**

It is recommended that:

1. A review of the unexpended Grant Fund Reserve balances should be made, in order to determine a proper disposition.

## **APPRECIATION**

We wish to express our appreciation for the assistance and courtesies rendered to us by the officials during the course of the audit.

Should any questions arise as to our comments and recommendations, or should you desire assistance in implementing our recommendations, please do not hesitate to call us.