

**TOWNSHIP OF ELK
REPORT OF AUDIT
YEAR ENDED DECEMBER 31, 2013**

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PART I

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INDEPENDENT AUDITOR'S REPORT

Honorable Mayor and Members
of the Township Committee
Township of Elk
680 Whig Lane Road
Monroeville, New Jersey 08343

Report on the Financial Statements

We have audited the accompanying balance sheets - regulatory basis of the various funds and account group of the Township of Elk, as of December 31, 2013, the related statement of operations and changes in fund balance - regulatory basis for the year then ended, and the related statement of revenues - regulatory basis and statement of expenditures - regulatory basis of the various funds for the year ended December 31, 2013, and the related notes to the financial statements, which collectively comprise the Township of Elk'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 basis of accounting prescribed by 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 misstatements, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express an opinion 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 audit requirements prescribed by the Division of Local Government Services, Department of Community Affairs, State of New Jersey (the "Division"), and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of 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 internal control relevant to the entity'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 of Elk on the basis of the financial reporting provisions prescribed by 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 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 each fund of the Township of Elk as of December 31, 2013, or changes in financial position for the year then ended.

Opinion on Regulatory Basis of Accounting

In our opinion, the financial statements referred to above present fairly, in all material respects, the regulatory basis balance sheets and account group as of December 31, 2013, the regulatory basis statements of operations for the year then ended and the regulatory basis statements of revenues and expenditures for the year ended December 31, 2013, in accordance with the basis of financial reporting prescribed by the Division of Local Government Services, Department of Community Affairs, State of New Jersey as described in Note 1.

Other Matters

Other Information

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the Township of Elk's basic financial statements. The supplementary information listed in the table of contents and the letter of comments and recommendations section are presented for purposes of additional analysis and are not a required part of the basic financial statements.

The supplemental information listed in the table of contents is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the basic 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 additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the supplemental information listed in the table of contents is fairly stated, in all material respects, in relation to the basic financial statements as a whole.

The letter of comments and recommendations section has not been subject to the auditing procedures applied in the audit of the basic financial statements, and accordingly, we do not express an opinion or provide any assurance on it.

Predecessor Auditor

The financial statements for the year December 31, 2012, were audited by a predecessor auditor. The predecessor auditor issued an Adverse Opinion on the financial statements, stating that they do not present fairly, in accordance with accounting principles generally accepted in the United States of America, the financial position of each fund of the Township of Elk as of December 31, 2012, or changes in financial position for the year then ended.

The predecessor auditor issued an unmodified opinion on the regulatory basis financial statements for the year ended December 31, 2012, stating that the regulatory basis balance sheets and account group as of December 31, 2012, the regulatory basis statements of operations for the year then ended and the regulatory basis statements of revenues and expenditures for the year ended December 31, 2012, were in accordance with the basis of financial reporting prescribed by the Division of Local Government Services, Department of Community Affairs, State of New Jersey.

The predecessor auditor report was dated June 30, 2013.

Other Reporting Required by Government Auditing Standards

In accordance with *Government Auditing Standards*, we have also issued our report dated May 13, 2014, on our consideration of the Township of Elk's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts and 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. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Township of Elk's internal control over financial reporting and compliance.

PETRONI & ASSOCIATES LLC



Nick L. Petroni
Certified Public Accountant
Registered Municipal Accountant #252

May 13, 2014

CURRENT FUND

COMPARATIVE BALANCE SHEET - CURRENT FUND - REGULATORY BASIS

	Ref.	Balance Dec. 31, 2013	Balance Dec. 31, 2012
ASSETS			
Regular Fund			
Cash - Chief Financial Officer	A-4	1,749,865.71	1,677,922.40
Change Fund		150.00	150.00
		<u>1,750,015.71</u>	<u>1,678,072.40</u>
Receivables and Other Assets with Full Reserves:			
Delinquent Property Taxes Receivable	A-7	576,766.24	587,594.64
Tax Title Liens Receivable	A-8	648,189.37	548,510.00
Property Acquired for Taxes - Assessed Valuation	A-9	152,930.00	152,930.00
Revenue Accounts Receivable	A-10	7,630.39	30,052.95
Due from Trust Other	B	787.35	680.40
Due from Animal Control Trust Fund	B	0.85	
		<u>1,386,304.20</u>	<u>1,319,767.99</u>
Deferred Charges:			
Emergency Authorization	A-3	16,100.00	9,800.00
		<u>3,152,419.91</u>	<u>3,007,640.39</u>
Federal and State Grant Fund			
Cash - Chief Financial Officer	A-4	1,614.39	1,609.55
Grants Receivable	A-6	103,382.92	103,382.92
Due from Current Fund	A-4	64,328.68	56,437.01
		<u>169,325.99</u>	<u>161,429.48</u>
		<u><u>3,321,745.90</u></u>	<u><u>3,169,069.87</u></u>

The accompanying notes to the financial statement are an integral part of this statement.

COMPARATIVE BALANCE SHEET - CURRENT FUND - REGULATORY BASIS

	Ref.	Balance Dec. 31, 2013	Balance Dec. 31, 2012
LIABILITIES, RESERVES AND FUND BALANCE			
Regular Fund			
Liabilities:			
Appropriation Reserves	A-3:A-11	295,767.68	170,543.00
Encumbrances Payable	A-12	21,053.15	2,985.19
Due State of New Jersey - Senior Citizen and Veterans Deductions	A-13	11,770.08	19,411.00
Prepaid Taxes		86,062.92	87,041.18
Tax Overpayments		33,385.14	7,889.00
Payroll Taxes Payable		963.43	40,955.68
Reserve for Street Openings		30,688.11	22,430.00
Reserve for Revaluation		23,902.17	23,902.17
Reserve for Codification of Ordinances and Preparation of Master Plan		9,983.03	9,983.03
Due County for Added & Omitted Taxes		4,414.24	38,754.34
Local School Tax Payable	A-14	20,384.00	20,383.00
Regional High School Tax Payable	A-15	59,448.33	59,449.00
Due Trust Other	B	89,353.89	96,619.40
Due General Capital Fund	C	252,101.14	166,113.95
Due Federal and State Grant Fund	A	64,328.68	56,437.01
		<u>1,003,605.99</u>	<u>822,896.95</u>
Reserve for Receivables		1,386,304.20	1,319,767.99
Fund Balance	A-1	762,509.72	864,975.45
		<u>3,152,419.91</u>	<u>3,007,640.39</u>
Federal and State Grant Fund			
Encumbrances Payable	A-12	9,969.72	9,969.72
Reserve for Grants - Appropriated	A-16	137,663.49	128,181.09
Reserve for Grants - Unappropriated	A-17	21,692.78	23,278.67
		<u>169,325.99</u>	<u>161,429.48</u>
		<u>3,321,745.90</u>	<u>3,169,069.87</u>

The accompanying notes to the financial statement are an integral part of this statement.

COMPARATIVE STATEMENT OF OPERATIONS AND CHANGE
IN FUND BALANCE - CURRENT FUND - REGULATORY BASIS

	Ref.	Year 2013	Year 2012
Revenue and Other Income Realized			
Fund Balance Utilized	A-2	423,063.60	425,000.00
Miscellaneous Revenue Anticipated	A-2	809,762.99	1,024,165.00
Receipts from Delinquent Taxes	A-2	485,044.68	593,656.00
Receipts from Current Taxes	A-2	9,853,327.55	9,469,403.00
Non-Budget Revenue	A-2	139,098.80	227,029.00
Other Credits to Income:			
Unexpended Balance of Appropriation Reserves	A-11	121,405.98	141,563.00
Interfund Loans Returned		84.05	52,871.00
Prior Year Adjustment Payroll Taxes		40,698.28	
Total Income		<u>11,872,485.93</u>	<u>11,933,687.00</u>
Expenditures			
Budget Appropriations Within "CAPS"			
Operations:			
Salaries and Wages	A-3	1,421,050.00	1,472,100.00
Other Expenses	A-3	1,588,713.00	1,539,155.00
Deferred Charges and Statutory Expenditures	A-3	389,202.00	385,103.00
Budget Appropriations Excluded from "CAPS"			
Operations:			
Salaries and Wages	A-3	90,000.00	
Other Expenses	A-3	60,540.08	7,488.00
Capital Improvements	A-3	17,100.00	201,000.00
Debt Service	A-3	263,469.25	274,211.00
County Taxes	A-7	2,408,257.49	2,258,726.00
Due County for Added Taxes	A-7	4,414.24	38,754.00
Regional High School Tax	A-15	2,813,332.00	2,642,788.00
Local District School Tax	A-14	2,505,910.00	2,469,138.00
Deduction Surcharge	A-4	6,000.00	
Interfund Loans Advanced			627.00
Prior Year Adjustment			673.55
Total Expenditures		<u>11,567,988.06</u>	<u>11,289,763.55</u>

The accompanying notes to the financial statements are an integral part of this statement.

COMPARATIVE STATEMENT OF OPERATIONS AND CHANGE
IN FUND BALANCE - CURRENT FUND - REGULATORY BASIS

	Ref.	<u>Year 2013</u>	<u>Year 2012</u>
Excess in Revenue		304,497.87	643,923.45
Adjustments to Income Before Fund Balance: Expenditures Included Above Which are by Statute Deferred Charges to Budget of Succeeding Year	A-3	16,100.00	9,800.00
Statutory Excess to Fund Balance		<u>320,597.87</u>	<u>653,723.45</u>
Fund Balance			
Balance January 1	A	864,975.45	636,252.00
		<u>1,185,573.32</u>	<u>1,289,975.45</u>
Decreased by: Utilization as Anticipated Revenue	A-1	423,063.60	425,000.00
Balance December 31	A	<u><u>762,509.72</u></u>	<u><u>864,975.45</u></u>

The accompanying notes to the financial statements are an integral part of this statement.

STATEMENT OF REVENUES - REGULATORY BASIS

	Ref.	Anticipated		Realized	Excess or (Deficit)
		Budget	Special NJSA 40A:4-87		
Fund Balance Anticipated	A-1	423,063.60		423,063.60	
Miscellaneous Revenues:					
Fines and Costs:					
Municipal Court	A-10	98,000.00		79,939.65	(18,060.35)
Interest and Costs on Taxes	A-10	115,000.00		134,967.04	19,967.04
Consolidated Municipal					
Property Tax Relief Act	A-10	8,900.00		8,900.00	
Energy Receipts Tax	A-10	353,415.00		353,415.42	0.42
Uniform Construction Code	A-10	55,000.00		34,367.00	(20,633.00)
Borough of Newfield -					
Court Reimbursement	A-10	36,180.00		33,760.00	(2,420.00)
Borough of Clayton -					
Court Reimbursement	A-10	93,636.00		91,350.00	(2,286.00)
Clean Communities Program	A-6	10,092.23	8,595.85	18,688.08	
Uniform Fire Safety Act	A-10	3,500.00		4,375.80	875.80
Off-Duty Police Administration Fee	A-10	50,000.00		50,000.00	
Total Miscellaneous Revenues		823,723.23	8,595.85	809,762.99	(22,556.09)
Receipts from Delinquent Taxes	A-2	548,000.00		485,044.68	(62,955.32)
Subtotal General Revenues		1,794,786.83	8,595.85	1,717,871.27	(85,511.41)
Amount to be Raised by Taxation	A-2	2,686,000.00		2,796,771.42	110,771.42
Budget Totals		4,480,786.83	8,595.85	4,514,642.69	25,260.01
Non-Budget Revenue	A-2			139,098.80	
		4,480,786.83	8,595.85	4,653,741.49	
Ref.		A-3	A-3		

The accompanying notes to the financial statements are an integral part of this statement.

STATEMENT OF REVENUES - REGULATORY BASIS

Analysis of Realized Revenue		
	Ref.	
Allocation of Current Tax Collections:		
Revenue from Collections	A-7	9,853,327.55
Allocated to:		
School, County and Municipal Open Space Taxes	A-7	<u>7,731,913.73</u>
Balance for Support of Municipal Budget Appropriation		2,121,413.82
Add: Appropriation "Reserve for Uncollected Taxes"	A-3	<u>675,357.60</u>
Amount for Support of Municipal Budget Appropriation	A-2	<u><u>2,796,771.42</u></u>
Receipts from Delinquent Taxes:		
Delinquent Tax Collection	A-7	480,482.32
Tax Title Liens	A-8	4,562.36
	A-2	<u><u>485,044.68</u></u>
Analysis of Non-Budget Revenue		
Miscellaneous Revenue Not Anticipated:		
Revenue Accounts Receivable:		
Interest on Investments	A-10	7,937.45
Fees and Permits	A-10	63,143.65
Cell Tower	A-10	42,678.98
Cable Franchise	A-10	18,161.79
Land Sale	A-10	150.00
Hurricane Sandy Relief	A-10	2,013.06
Miscellaneous	A-10	5,013.87
	A-2	<u><u>139,098.80</u></u>

The accompanying notes to the financial statements are an integral part of this statement.

STATEMENT OF EXPENDITURES - REGULATORY BASIS

	Appropriations		Expended		Unexpended Balance Canceled
	Budget	Budget After Modifications	Paid or Charged	Encumbered Reserved	
OPERATIONS WITHIN "CAPS"					
GENERAL GOVERNMENT					
General Administration					
Salaries & Wages	35,400.00	35,400.00	34,915.80	484.20	
Other Expenses	2,350.00	2,350.00	1,227.24	1,122.76	
Equipment Maintenance	2,500.00	2,500.00	1,891.05	608.95	
Mayor and Township Committee					
Salaries & Wages	3,050.00	3,050.00	2,960.00	90.00	
Other Expenses	3,992.00	3,992.00	2,743.96	1,248.04	
Municipal Clerk's Office					
Salaries & Wages	52,000.00	52,000.00	51,401.60	598.40	
Other Expenses	20,900.00	20,900.00	13,883.08	7,016.92	
Elections					
Other Expenses	3,500.00	4,500.00	4,073.08	426.92	
Financial Administration					
Salaries & Wages	42,700.00	42,700.00	42,633.50	66.50	
Other Expenses	24,525.00	24,525.00	12,207.74	12,317.26	
Audit Services					
Other Expenses	26,500.00	26,500.00	26,500.00		
Collection of Taxes					
Salaries & Wages	28,000.00	28,800.00	28,677.66	122.34	
Other Expenses	6,300.00	6,300.00	3,055.06	591.03	2,653.91
Liquidation of Tax Title Liens & Foreclosed Property					
Other Expenses	500.00	500.00			500.00
Maintenance of Foreclosed Property					
Other Expenses	500.00	500.00			500.00
Assessment of Taxes					
Other Expenses	500.00	500.00			500.00
Legal Services and Costs					
Other Expenses	50,000.00	44,200.00	26,060.15		18,139.85

The accompanying notes to the financial statements are an integral part of this statement.

STATEMENT OF EXPENDITURES - REGULATORY BASIS

	Appropriations		Expended		Unexpended Balance Canceled
	Budget	Budget After Modifications	Paid or Charged	Encumbered Reserved	
Engineering Services and Costs					
Other Expenses	17,000.00	17,000.00	13,988.18		3,011.82
Economic Development					
Other Expenses	500.00	500.00			500.00
LAND USE ADMINISTRATION					
Municipal Land Use Law (NJSA 40:55D-1)					
Planning Board					
Salaries and Wages	27,700.00	27,700.00	27,037.24		662.76
Other Expenses	15,750.00	15,750.00	9,062.58		6,687.42
Zoning Office					
Salaries and Wages	41,500.00	41,500.00	38,235.94		3,264.06
Other Expenses	1,500.00	2,000.00	1,781.73		218.27
INSURANCE					
Liability Insurance	48,000.00	48,000.00	45,577.00		2,423.00
Workmen's Compensation	82,000.00	82,000.00	81,000.00		1,000.00
Group Insurance Plan for Employees	405,000.00	405,000.00	388,738.33		16,261.67
Health Benefit Waiver	14,000.00	17,500.00	15,010.15		2,489.85
PUBLIC SAFETY FUNCTIONS					
Police					
Salaries and Wages	1,073,100.00	1,068,100.00	1,049,594.86		18,505.14
Other Expenses	79,350.00	84,350.00	59,383.81	19,217.33	5,748.86
Office of Emergency Management					
Salaries and Wages	2,900.00	2,900.00	2,405.36		494.64
Other Expenses	1,500.00	1,500.00	502.43		997.57
Aid to Volunteer Fire Companies					
Other Expenses	68,500.00	68,500.00	66,637.30		1,862.70
First Aid Organizations - Contributions	4,165.00	4,165.00	4,165.00		
Uniform Fire Safety Act (P.L. 1983, C. 383)					
Salaries and Wages	1,400.00	1,400.00	662.04		737.96
Other Expenses	2,650.00	2,650.00	2,424.28		225.72
Hepatitis Shots	1,000.00	1,000.00	32.00		968.00
OSHA (P.L. 983, Chap 156)					
Fire					
Other Expenses	15,000.00	15,000.00	13,513.45		1,486.55

The accompanying notes to the financial statements are an integral part of this statement.

STATEMENT OF EXPENDITURES - REGULATORY BASIS

	Appropriations		Expended			Unexpended Balance Canceled
	Budget	Budget After Modifications	Paid or Charged	Encumbered	Reserved	
Prosecutor						
Other Expenses	4,500.00	4,500.00	3,950.01		549.99	
PUBLIC WORKS FUNCTIONS						
Road Repairs & Maintenance						
Salaries & Wages	46,000.00	46,000.00	32,354.19		13,645.81	
Other Expenses	21,700.00	21,700.00	8,750.91		12,949.09	
Road Signs						
Other Expenses	2,000.00	2,000.00	1,512.50		487.50	
Vehicle Maintenance						
Other Expenses	55,400.00	55,400.00	40,643.76		14,756.24	
Snow Removal						
Salaries & Wages	3,500.00	3,500.00	731.03		2,768.97	
Other Expenses	4,000.00	4,000.00	3,519.00		481.00	
Solid Waste Collection						
Contractual	215,000.00	215,000.00	193,748.20		21,251.80	
State Fees	500.00	500.00			500.00	
Miscellaneous Other Expenses	500.00	500.00			500.00	
Public Buildings and Grounds						
Other Expenses	39,500.00	39,500.00	21,965.68	240.00	17,294.32	
HEALTH & HUMAN SERVICES						
Board of Health						
Other Expenses	200.00	200.00			200.00	
Registrar of Vital Statistics						
Other Expenses	300.00	300.00	163.00		137.00	
Environmental Commission						
Other Expenses	1,000.00	1,000.00	290.00		710.00	
Agriculture Board						
Other Expenses	200.00	200.00			200.00	
Animal Control						
Other Expenses	500.00	500.00			500.00	
PARK & RECREATION FUNCTIONS						
Recreation						
Other Expenses	5,000.00	5,000.00	5,000.00			
Senior Center						
Other Expenses	1,000.00	1,000.00	1,000.00			

The accompanying notes to the financial statements are an integral part of this statement.

STATEMENT OF EXPENDITURES - REGULATORY BASIS

	Appropriations		Expended			Unexpended Balance Canceled
	Budget	Budget After Modifications	Paid or Charged	Encumbered	Reserved	
OTHER COMMON OPERATING FUNCTIONS						
Accumulated Leave Compensation	2,500.00	2,500.00	2,500.00			
SOLID WASTE DISPOSAL COSTS						
Gloucester County Improvement Authority County Landfill Tipping Fees	150,000.00	150,000.00	122,029.32		27,970.68	
UTILITY EXPENSES & BULK PURCHASES						
Electricity	50,000.00	50,000.00	41,474.32		8,525.68	
Street Lighting	7,000.00	7,000.00	1,923.23		5,076.77	
Telephone	19,000.00	20,000.00	17,917.89	1,004.79	1,077.32	
Gas (Natural or Propane)	12,000.00	12,000.00	9,633.12		2,366.88	
Gasoline	75,000.00	74,000.00	52,270.75		21,729.25	
MUNICIPAL COURT FUNCTIONS						
Municipal Court						
Salaries & Wages	26,000.00	24,000.00	17,635.18		6,364.82	
Other Expenses	8,281.00	10,281.00	8,980.54		1,300.46	
Public Defender						
Other Expenses	2,000.00	2,000.00			2,000.00	
UNIFORM CONSTRUCTION CODE - APPROPRIATIONS OFFSET BY DEDICATED REVENUES (NJAC 5:23-4.17)						
Construction Code Officials						
Salaries & Wages	44,000.00	44,000.00	42,209.52		1,790.48	
Other Expenses	6,450.00	6,450.00	1,642.01		4,807.99	
Total Operations Within "CAPS"	3,008,763.00	3,008,763.00	2,703,825.76	21,053.15	283,884.09	
Contingent	1,000.00	1,000.00			1,000.00	
Total Operations Including Contingent Within "CAPS"	3,009,763.00	3,009,763.00	2,703,825.76	21,053.15	284,884.09	
Salaries & Wages	1,427,250.00	1,421,050.00	1,371,453.92		49,596.08	
Other Expenses	1,582,513.00	1,588,713.00	1,332,371.84	21,053.15	235,288.01	

The accompanying notes to the financial statements are an integral part of this statement.

STATEMENT OF EXPENDITURES - REGULATORY BASIS

	Appropriations		Paid or Charged	Expended		Unexpended Balance Canceled
	Budget	Budget After Modifications		Encumbered	Reserved	
DEFERRED CHARGES & STATUTORY EXPENDITURES						
Deferred Charges						
Emergency Authorization	9,800.00	9,800.00	9,800.00			
Statutory Expenditures:						
Contribution to:						
Public Employees' Retirement System	50,418.00	50,418.00	50,418.00			
Social Security System (OASI)	110,503.00	110,503.00	102,369.41		8,133.59	
Police and Firemen's Retirement System of NJ	208,481.00	208,481.00	208,481.00			
Unemployment Compensation Insurance	10,000.00	10,000.00	10,000.00			
Total Deferred Charges & Statutory Expenditures Within "CAPS"	389,202.00	389,202.00	381,068.41		8,133.59	
Total Appropriations Within "CAPS"	3,398,965.00	3,398,965.00	3,084,894.17	21,053.15	293,017.68	
OPERATIONS EXCLUDED FROM "CAPS"						
SHARED SERVICE AGREEMENTS						
Municipal Alliance Program - Interlocal Service Agreement - Municipal Share	2,036.00	2,036.00	2,036.00			
Elk Joint Municipal Court						
Salaries & Wages	90,000.00	90,000.00	90,000.00			
Other Expenses	23,816.00	23,816.00	23,816.00			
Prosecutor	10,000.00	10,000.00	10,000.00			
Public Defender	6,000.00	6,000.00	3,250.00		2,750.00	

The accompanying notes to the financial statements are an integral part of this statement.

STATEMENT OF EXPENDITURES - REGULATORY BASIS

	Appropriations		Paid or Charged	Expended		Unexpended Balance Canceled
	Budget	Budget After Modifications		Encumbered	Reserved	
PUBLIC & PRIVATE PROGRAMS						
OFFSET BY REVENUES						
Clean Communities	10,092.23	18,688.08	18,688.08			
Total Operations Excluded from "CAPS"	<u>141,944.23</u>	<u>150,540.08</u>	<u>147,790.08</u>		<u>2,750.00</u>	
Salaries and Wages	90,000.00	90,000.00	90,000.00			
Other Expenses	<u>51,944.23</u>	<u>60,540.08</u>	<u>57,790.08</u>		<u>2,750.00</u>	
CAPITAL IMPROVEMENTS						
Capital Improvement Fund	1,000.00	1,000.00	1,000.00			
Demolition of Building		<u>16,100.00</u>	<u>16,100.00</u>			
Total Capital Improvements	<u>1,000.00</u>	<u>17,100.00</u>	<u>17,100.00</u>			
DEBT SERVICE						
Payment of Bond Principal	125,000.00	125,000.00	125,000.00			
Payment of Bond Anticipation Notes	60,000.00	60,000.00	60,000.00			
Interest on Bonds	56,100.00	56,100.00	56,093.76			6.24
Interest on Notes	12,220.00	12,220.00	12,175.49			44.51
Capital Lease Program Obligations						
Approved Prior to 7/1/2007						
Principal	7,933.00	7,933.00	7,933.00			
Interest	<u>2,267.00</u>	<u>2,267.00</u>	<u>2,267.00</u>			
Total Debt Service Excluded from "CAPS"	<u>263,520.00</u>	<u>263,520.00</u>	<u>263,469.25</u>			<u>50.75</u>

The accompanying notes to the financial statements are an integral part of this statement.

STATEMENT OF EXPENDITURES - REGULATORY BASIS

	Appropriations		Expended		Unexpended Balance Canceled
	Budget	Budget After Modifications	Paid or Charged	Encumbered Reserved	
Total Appropriations Excluded from "CAPS"	406,464.23	431,160.08	428,359.33	2,750.00	50.75
Subtotal General Appropriations	3,805,429.23	3,830,125.08	3,513,253.50	21,053.15	50.75
RESERVE FOR UNCOLLECTED TAXES	675,357.60	675,357.60	675,357.60		
	<u>4,480,786.83</u>	<u>4,505,482.68</u>	<u>4,188,611.10</u>	<u>21,053.15</u>	<u>50.75</u>
Ref.	A-2			A-12	A
Emergency Authorization	Ref.				
Appropriation by 40A:4-87	A	16,100.00			
Budget	A-2	8,595.85			
	A-3	4,480,786.83			
		<u>4,505,482.68</u>			
Reserve for Uncollected Taxes	Ref.		675,357.60		
Deferred Charge - Emergency Authorization	A-2		9,800.00		
Reserve for Federal & State Grants - Appropriated	A-16		18,688.08		
Payroll Deductions			1,000,790.58		
Disbursed	A-4		2,483,974.84		
			<u>4,188,611.10</u>		

The accompanying notes to the financial statements are an integral part of this statement.

TRUST FUND

COMPARATIVE BALANCE SHEET - TRUST FUND - REGULATORY BASIS

	Ref.	Balance Dec. 31, 2013	Balance Dec. 31, 2012
ASSETS			
Animal Control Trust Fund			
Cash - Chief Financial Officer	B-1	3,002.10	1,667.00
Open Space Preservation Fund			
Cash - Chief Financial Officer	B-1	193,010.07	192,431.98
Trust Other			
Cash - Chief Financial Officer	B-1	341,960.60	303,242.46
Cash - Collector	B-2	43,281.16	49,289.01
Due from Current Fund	A	89,353.89	96,619.40
		<u>474,595.65</u>	<u>449,150.87</u>
		<u>670,607.82</u>	<u>643,249.85</u>
LIABILITIES, RESERVES AND FUND BALANCE			
Animal Control Trust Fund			
Due State of New Jersey			1.20
Due Current Fund		0.85	
Reserve for Dog Fund Expenditures	B-3	3,001.25	1,665.80
		<u>3,002.10</u>	<u>1,667.00</u>
Open Space Preservation Fund			
Reserve for Open Space Preservation		193,010.07	192,431.98
Trust Other			
Due Current Fund	A	787.35	680.40
Reserve for:			
Premiums Received at Tax Sale		39,700.00	40,200.00
Deposits for Redemption of Liens		2,984.21	8,635.47
Unemployment Compensation		23,010.64	12,312.74
Accumulated Absence		12,616.95	10,116.95
Public Defender		4,913.11	5,213.00
Fire Prevention		10,343.91	10,422.66
Recreation		1,054.50	1,054.50
Affordable Housing		120,661.59	105,882.27
Fire Safety Penalties		300.00	300.00
Snow Removal		19,000.00	16,000.00
Developer Escrow		149,869.50	141,779.88
Off-Duty Police		89,353.89	96,553.00
		<u>474,595.65</u>	<u>449,150.87</u>
		<u>670,607.82</u>	<u>643,249.85</u>

The accompanying notes to the financial statements are an integral part of this statement.

GENERAL CAPITAL FUND

COMPARATIVE BALANCE SHEET - GENERAL CAPITAL - REGULATORY BASIS

	Ref.	Balance Dec. 31, 2013	Balance Dec. 31, 2012
ASSETS			
Cash - Chief Financial Officer	C-2	27,987.67	146,768.60
Due from Current Fund	A	252,101.14	166,113.95
Deferred Charges to Future Taxation:			
Funded		1,200,000.00	1,325,000.00
Unfunded	C-4	1,443,000.00	1,360,750.00
Amount to be Provided by Lease Payments		27,021.68	34,954.72
		<u>2,950,110.49</u>	<u>3,033,587.27</u>
LIABILITIES, RESERVES AND FUND BALANCE			
Bonds Payable	C-8	1,200,000.00	1,325,000.00
Bond Anticipation Notes Payable	C-9	1,052,000.00	1,026,000.00
Improvement Authorizations:			
Funded	C-6	4,901.04	4,901.04
Unfunded	C-6	488,489.65	474,581.82
Encumbrance Payable	C-6	16,298.43	
Capital Improvement Fund	C-5	127,813.95	134,563.95
Reserve for Purchase of Fire Equipment		1,887.24	1,887.24
Reserve for Installation of Traffic Signals		12,000.00	12,000.00
Reserve for Improvements to Municipal Roads		19,197.50	19,197.50
Obligations Under Capital Leases	C-7	27,021.68	34,954.72
Fund Balance	C-1	501.00	501.00
		<u>2,950,110.49</u>	<u>3,033,587.27</u>

EXHIBIT C-1

STATEMENT OF FUND BALANCE - REGULATORY BASIS

	Ref.	
Balance December 31, 2012	C	501.00
Balance December 31, 2013	C	<u>501.00</u>

The accompanying notes to the financial statements are an integral part of this statement.

GENERAL FIXED ASSETS

STATEMENT OF GENERAL FIXED ASSETS - REGULATORY BASIS

	<u>Balance</u> <u>Dec. 31, 2013</u>	<u>Balance</u> <u>Dec. 31, 2012</u>
General Fixed Assets:		
Buildings	408,000.00	408,000.00
Improvements Other than Buildings	266,500.00	266,500.00
Machinery and Equipment	272,277.00	267,188.00
Vehicles	1,225,926.00	1,183,932.00
	<u>2,172,703.00</u>	<u>2,125,620.00</u>
Investment in General Fixed Assets	<u>2,172,703.00</u>	<u>2,125,620.00</u>

The accompanying notes to the financial statements are an integral part of this statement.

NOTES TO FINANCIAL STATEMENTS

TOWNSHIP OF ELK
NOTES TO FINANCIAL STATEMENTS
YEAR ENDED DECEMBER 31, 2013

NOTE 1: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

A. Reporting Entity

The Township of Elk was incorporated in 1891 and is located in Gloucester County, New Jersey.

The Township is governed by an elected five member committee. The members appoint a Mayor from amongst themselves to serve for a one year term.

The financial statements of the Township included every board, body, officer or commission supported and maintained wholly or in part by funds appropriated by the Township, as required by NJSA 40A:5-5.

Component units are legally separate organizations for which the Township is financially accountable. The Township is financially accountable for an organization if the Township appoints a voting majority of the organization's governing board and (1) the Township is able to significantly influence the programs or services performed or provided by the organization; or (2) the Township is legally entitled to or can otherwise access the organization's resources; the Township is legally obligated or has otherwise assumed the responsibility to finance the deficits of or provide financial support to the organization; or the Township is obligated for debt of the organization. Component units may also include organizations that are fiscally dependent on the Township in that the Township approves the budget, the issuance of debt or the levying of the taxes. The Township has no component units.

B. Description of Funds and Account Groups

The accounting policies of the Township 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 transactions through the following separate funds and accounts as presented below. This presentation differs from the three fund, two account group presentation, as required by GAAP.

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. In addition, the fund is used to track the status of debt authorized for capital projects.

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

TOWNSHIP OF ELK
NOTES TO FINANCIAL STATEMENTS
YEAR ENDED DECEMBER 31, 2013

NOTE 1: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

C. Basis of Accounting

The accounting principles and practices prescribed for municipalities in the State of New Jersey differ in certain respects from accounting principles generally accepted in the United States of America applicable to local governmental units. The more significant policies in New Jersey will 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. Fund balance utilized to balance the budget is recorded as revenue and budgeted transfers from other funds are also recorded as revenue when anticipated in the budget. This method of revenue recognition differs from accounting principles generally accepted in the United States of America which recognizes revenue in the accounting period in which it is earned net of allowances for doubtful accounts.

Expenditures - are recorded on the "budgetary" basis of accounting. Generally, expenditures are 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 reported as a cash liability in the financial statements and constitute part of the Township's statutory Appropriation Reserve balance. 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. Grant appropriations are charged upon budget adoption to create separate spending reserves. Budgeted transfers to other funds are recorded as expenditures when the budget is adopted to the extent permitted or required by law. Appropriations for principal payments on outstanding general capital and utility capital bonds and notes are provided on the cash basis; interest on general capital indebtedness is on the cash basis while interest on utility capital indebtedness is on the accrual basis. This method differs from accounting principles generally accepted in the United States of America which requires that expenditures be recorded when services are rendered or goods are received.

Under accounting principles generally accepted in the United States of America appropriation reserves do not exist and encumbrances do not constitute expenditures.

Property Taxes - The County Board of Taxation certifies the tax levy of the municipality each year. The tax levy is based on the assessed valuation of taxable property within the municipality. Taxes are payable on the first day of February, May, August and November. Any taxes that have not been paid by the 11th day of the 11th month in the year levied are subject to being included in the tax sale and the lien enforced by selling the property in accordance with NJSA 54:5 et. seq.

TOWNSHIP OF ELK
NOTES TO FINANCIAL STATEMENTS
YEAR ENDED DECEMBER 31, 2013

NOTE 1: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

C. Basis of Accounting (Continued)

Property Taxes (Continued) - The municipality is responsible for remitting 100% of the school and county taxes to the respective agency. The loss for delinquent or uncollectible accounts is borne by the municipality and not the school district or county. The inclusion of the "Reserve for Uncollected Taxes" appropriation in the Township's annual budget protects the Township from those taxes not paid. The minimum amount of the reserve is determined by the percentage of collections experienced in the preceding year, and is required to provide assurance that cash collected in the current year will provide sufficient cash flow to meet expected obligations. Under accounting principles generally accepted in the United States of America, a "Reserve for Uncollected Taxes" would not be an appropriation.

Interest on Delinquent Taxes - It is the policy of the Township to collect interest for the nonpayment of taxes or assessments on or before the date when they would become delinquent. The Tax Collector is authorized to charge eight percent (8%) per annum on the first \$1,500.00 of taxes becoming delinquent after due date and eighteen percent (18%) per annum on any amount of taxes in excess of \$1,500.00 becoming delinquent after due date and if a delinquency is in excess of \$10,000.00 and remains in arrears beyond December 31st, an additional penalty of six percent (6%) shall be charged against the delinquency. There is a ten day grace period.

Foreclosed Property - Foreclosed property is recorded in the Current Fund at the assessed valuation when such property was acquired and is fully reserved. Under accounting principles generally accepted in the United States of America, foreclosed property would be recorded at historical cost and no reserve would be provided.

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. Under accounting principles generally accepted in the United States of America, interfunds are not reserved.

Insurance - Cost of insurance for all funds are recorded as expenditures at the time of payment. Under accounting principles generally accepted in the United States of America, insurance costs chargeable to future periods would be recorded as prepayments on the balance sheet.

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. Under accounting principles generally accepted in the United States of America, inventory would be recorded as an asset on the balance sheet.

General Fixed Assets - In accordance with NJAC 5:30-5.6, 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.

As required by New Jersey Statutes, foreclosed property is reported in the current operating fund of the municipality.

TOWNSHIP OF ELK
NOTES TO FINANCIAL STATEMENTS
YEAR ENDED DECEMBER 31, 2013

NOTE 1: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

C. Basis of Accounting (Continued)

General Fixed Assets (Continued) - 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 except for land, which is valued at estimated market value on the date of acquisition. The Township capitalizes fixed assets with an original cost in excess of \$1,000.00.

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 has not been accounted for separately.

General Long-Term Debt - General Long-Term Debt is accounted for in the General Capital Fund. Accounting principles generally accepted in the United States of America require General Long-Term Debt to be accounted for in the General Long-Term Debt Account Group.

Use of Estimates - The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America or the regulatory basis of accounting requires management to make estimates and assumptions that affect certain reported amounts and disclosures. Accordingly, actual results could differ from those estimates.

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.

D. Comparative Data

Comparative total data for the prior year has been presented in the accompanying Balance Sheets and Statement of Operations in order to provide an understanding of changes in the Township's financial position. However, comparative (i.e., presentation of prior year totals by fund type) data have not been presented in the statement of revenues – regulatory basis and the statement of expenditures – regulatory basis since their inclusion would make the statements unduly complex and difficult to read.

E. Recent Accounting Pronouncements Not Yet Effective

In June 2012, the Governmental Accounting Standards Board (GASB) issued Statement No. 68, "Accounting and Financial Reporting for Pensions – an amendment of GASB Statement No. 27." This statement, which is effective for fiscal periods beginning after June 15, 2014, will not have any effect on the Township's financial reporting.

TOWNSHIP OF ELK
NOTES TO FINANCIAL STATEMENTS
YEAR ENDED DECEMBER 31, 2013

NOTE 1: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

E. Recent Accounting Pronouncements Not Yet Effective (Continued)

In January 2013, the Governmental Accounting Standards Board (GASB) issued Statement No. 69, "Government Combinations and Disposals of Government Operations." This statement, which is effective for fiscal periods beginning after December 15, 2013, will not have any effect on the Township's financial reporting.

In April 2013, the Governmental Accounting Standards Board (GASB) issued Statement No. 70, "Accounting and Financial Reporting for Nonexchange Financial Guarantees." This statement, which is effective for fiscal periods beginning after June 15, 2013, will not have any effect on the Township's financial reporting.

In November 2013, the Governmental Accounting Standards Board (GASB) issued Statement No. 71, "Pension Transition for Contributions Made Subsequent to the Measurement Date – an amendment of GASB Statement No. 68." The provisions of this statement are required to be applied simultaneously with the provisions of Statement No. 68 which is effective for periods beginning after June 15, 2014. This impact of this statement on the Township's financial reporting is not presently determinable.

NOTE 2: BUDGETARY INFORMATION

The Township must adopt an annual budget in accordance with NJSA 40A:4 et. al. This budget is required to be a balanced cash basis document. To accomplish this, the municipality is required to establish a reserve for uncollected taxes. This protects the Township from taxes not paid currently. Once approved, the Township may make emergency appropriations for a purpose which is not foreseen at the time the budget is adopted per NJSA 40A:4-46 and 54.

This type of appropriation shall be made to meet a pressing need for public expenditure to protect or promote the public health, safety or welfare 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. Budget transfers between appropriation accounts are prohibited until the last two months of the year. Budget transfers during the year were not significant. After approval from the Director, the Township can also make amendments for any special item of revenue made available by any public or private funding source as per NJSA 40A:4-87.

The Township amended the budget during the year by the insertion of a Special Item of Revenue in the amount of \$8,595.85 for a grant as detailed on Exhibit A-2.

NOTE 3: CASH

Custodial Credit Risk – Deposits

Custodial Credit Risk is the risk that in the event of a bank failure, the government's deposits may not be able to recover the value of its deposits or investments. Deposits are considered to be exposed to custodial credit risk if they are: uncollateralized (securities not pledged to the depositor), collateralized with securities held by the pledging financial institution, or collateralized with securities held by the financial institution's trust department or agent but not

TOWNSHIP OF ELK
 NOTES TO FINANCIAL STATEMENTS
 YEAR ENDED DECEMBER 31, 2013

NOTE 3: CASH (CONTINUED)

Custodial Credit Risk – Deposits (Continued)

in the government's name. The municipality's policy is based on New Jersey Statutes requiring cash to be deposited only in New Jersey based banking institutions that participate in the New Jersey Governmental Unit Deposit Protection Act (GUDPA) or in qualified investments established in New Jersey Statues NJSA 40A:5-15.1(a) that are treated as cash equivalents. At December 31, 2013 and 2012, the carrying amount of the Township's deposits was \$2,360,871.70 and \$2,373,081.00, respectively. As of December 31, 2013 and 2012, \$0 of the municipality's bank balance of \$2,410,803.32 and \$2,309,732.00, respectively, was exposed to Custodial Credit Risk.

NOTE 4: INVESTMENTS

As of December 31, 2013, the Township had no investments.

Interest Rate Risk - The Township does not have a formal investment policy that limits investment maturities as a means of managing its exposure to fair value losses arising from increasing interest rates. However, NJSA 40A:5-15.1(a) limits the length of time for most investments to 397 days.

Credit Risk - NJSA 40A:5-15.1(a) limits municipal investments to those specified in the statutes. The type of allowable investments are Bonds or other obligations of the United States or obligations guaranteed by the United States, Bonds or other obligations of the Township or bonds or other obligations of the Township school district, Bonds or other obligations, having a maturity date not more than 397 days from the date of purchase, approved by the Division of Investment of the Department of Treasury for investment by local units, government money market mutual funds; the State of New Jersey Cash Management Plan; local government investment pools; or repurchase of fully collateralized securities.

Concentration of Credit Risk - The Township places no limit on the amount the Township may invest in any one issuer.

NOTE 5: FUND BALANCES APPROPRIATED

Fund balances which were appropriated and included as anticipated revenue in their own respective funds for the years ending December 31 were as follows:

	Year	Balance December 31	Budget of Succeeding Year
	2013	762,509.72	a
	2012	864,975.45	423,063.60
Current	2011	636,251.50	425,000.00
	2010	849,326.44	500,029.01
	2009	1,268,263.91	1,088,975.20

a = The budget for the year 2014 has not been introduced as of the date of the audit.

TOWNSHIP OF ELK
NOTES TO FINANCIAL STATEMENTS
YEAR ENDED DECEMBER 31, 2013

NOTE 6: DEFERRED CHARGES TO BE RAISED IN SUCCEEDING BUDGETS

Certain expenditures are required to be deferred to budgets of succeeding years. At December 31, 2013, the following deferred charges are shown on the balance sheets of the various funds:

	<u>Balance</u> <u>Dec. 31, 2013</u>	<u>2014 Budget</u> <u>Appropriation</u>
Current Fund:		
Emergency Authorization	16,100.00	16,100.00

NOTE 7: FIXED ASSETS

The following is a summary of changes in the General Fixed Assets Account Group for the year ending December 31, 2013:

	<u>Dec. 31, 2012</u>	<u>Additions</u>	<u>Deletions</u>	<u>Dec. 31, 2013</u>
Buildings	408,000.00			408,000.00
Improvements Other than Buildings	266,500.00			266,500.00
Machinery and Equipment	267,188.00	5,089.00		272,277.00
Vehicles	1,183,932.00	41,994.00		1,225,926.00
	<u>2,125,620.00</u>	<u>47,083.00</u>		<u>2,172,703.00</u>

NOTE 8: INTERFUND RECEIVABLES AND PAYABLES

The following schedule reconciles interfund receivables and payables for the year ended December 31, 2013:

	<u>Due From</u>	<u>Due To</u>
Current Fund:		
Trust Other	787.35	
Animal Control Trust	0.85	
Trust Other		89,353.89
General Capital Fund		252,101.14
Federal and State Grant Fund		64,328.68
Federal and State Grant Fund:		
Current Fund	64,328.68	
Animal Control Trust:		
Current Fund		0.85
Trust Other:		
Current Fund	89,353.89	
Current Fund		787.35
General Capital Fund:		
Current Fund	252,101.14	
	<u>406,571.91</u>	<u>406,571.91</u>

TOWNSHIP OF ELK
 NOTES TO FINANCIAL STATEMENTS
 YEAR ENDED DECEMBER 31, 2013

NOTE 8: INTERFUND RECEIVABLES AND PAYABLES (CONTINUED)

The amount due to the Off-Duty Police Fund from the Current Fund is due to the fact that there is no trust bank account maintained for that fund. The amount due to the General Capital fund is due to a deposit of a bond anticipation note into the Current Fund.

NOTE 9: LONG-TERM DEBT

During the calendar year 2013, the following changes occurred in the municipal debt of the Township:

	<u>Balance</u> <u>Dec. 31, 2012</u>	<u>Issued/</u> <u>Authorized</u>	<u>Retired/</u> <u>Reductions</u>	<u>Balance</u> <u>Dec. 31, 2013</u>
Issued:				
Current Fund:				
Bonds	1,325,000.00		125,000.00	1,200,000.00
Bond Anticipation Notes	<u>1,026,000.00</u>	<u>86,000.00</u>	<u>60,000.00</u>	<u>1,052,000.00</u>
Net Debt Issued	<u>2,351,000.00</u>	<u>86,000.00</u>	<u>185,000.00</u>	<u>2,252,000.00</u>
Authorized but not Issued:				
Current Fund:				
Bonds and Notes	<u>334,750.00</u>	<u>142,250.00</u>	<u>86,000.00</u>	<u>391,000.00</u>
Total Authorized but not Issued	<u>334,750.00</u>	<u>142,250.00</u>	<u>86,000.00</u>	<u>391,000.00</u>
Total Debt Issued and Authorized but not Issued	<u>2,685,750.00</u>	<u>228,250.00</u>	<u>271,000.00</u>	<u>2,643,000.00</u>

Permanently funded debt as of December 31, 2013, consisted of the following:

\$2,120,000.00 General Improvement Bonds dated September 1, 2005, payable in annual installments through September 1, 2020. Interest is paid semi-annually at rates of 4.2% to 4.25% per annum. The balance remaining at December 31, 2013, was \$1,200,000.00.

**Schedule of Annual Debt Service for Principal and Interest
 For Bonded Debt Issued and Outstanding**

<u>Year Ended</u> <u>December 31</u>	<u>Interest</u>	<u>Principal</u>	<u>Total</u>
General Serial Bonds:			
2014	50,937.50	125,000.00	175,937.50
2015	45,687.50	150,000.00	195,687.50
2016	39,312.50	150,000.00	189,312.50
2017	32,937.50	155,000.00	187,937.50
2018	26,350.00	200,000.00	226,350.00
2019-2020	17,850.00	420,000.00	437,850.00
	<u>213,075.00</u>	<u>1,200,000.00</u>	<u>1,413,075.00</u>

TOWNSHIP OF ELK
 NOTES TO FINANCIAL STATEMENTS
 YEAR ENDED DECEMBER 31, 2013

NOTE 9: LONG-TERM DEBT (CONTINUED)

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 a statutory net debt of .717%.

	Gross Debt	Deductions	Net Debt
School District Debt	1,774,926.63	1,774,926.63	
General Debt	2,643,000.00		2,643,000.00
	<u>4,417,926.63</u>	<u>1,774,926.63</u>	<u>2,643,000.00</u>

Net Debt \$2,643,000.00/Equalized Valuation Basis per NJSA 40A:2-2 as amended \$368,680,698.67 = .717%

Borrowing Power Under NJSA 40:A2-6 As Amended

3 1/2% of Equalized Valuation Basis (Municipal)	12,903,824.45
Net Debt	<u>2,643,000.00</u>
Remaining Borrowing Power	<u><u>10,260,824.45</u></u>

NOTE 10: NOTES PAYABLE

The Township had a Bond Anticipation note outstanding as of December 31, 2013, in the amount of \$1,052,000.00 for various capital improvements that will mature on June 11, 2014, at an interest rate of .99%.

NOTE 11: PENSION FUNDS

Description of Plans - All eligible employees of the Township are covered by either the Public Employees' Retirement System, (PERS) or the Police and Firemen's Retirement System (PFRS), a cost-sharing, multiple-employer defined benefit pension plans which have been established by state statute and are administered by the New Jersey Division of Pension and Benefits (Division). According to the State of New Jersey Administrative Code, all obligations of the Systems will be assumed by the State of New Jersey should the Systems terminate. The Division issues a publicly available financial report that includes the financial statements and required supplementary information for the PERS and PFRS. The reports may be obtained by writing to the Division of Pensions and Benefits, PO Box 295, Trenton, New Jersey 08625 or can be accessed on the internet at <http://www.state.nj.us/treasury/pensions/actuarial-rpts.shtml>.

Public Employees' Retirement System (PERS) - The Public Employees' Retirement System (PERS) was established as of January 1, 1955, under the provisions of NJSA 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 generally required for substantially all full-time employees of the State or any county, municipality, school district or public agency provided the employee is not a member of another state-administered retirement system or other state or local jurisdiction.

TOWNSHIP OF ELK
NOTES TO FINANCIAL STATEMENTS
YEAR ENDED DECEMBER 31, 2013

NOTE 11: PENSION FUNDS (CONTINUED)

Police and Firemen's Retirement System (PFRS) - The Police and Firemen's Retirement System was established in July 1944 under the provisions of NJSA 43:16A to provide coverage to substantially all full-time county or municipal police and fire-fighters and State fire-fighters appointed after June 30, 1944. Plan members and employer contributions may be amended by State of New Jersey legislation.

Funding Policy - The contribution policy is set by NJSA 43:15A, Chapter 62, P.L. of 1994, Chapter 115, P.L. of 1997, and NJSA 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. The PERS contribution rate increased to 6.5% of base salary effective with the first payroll, to be paid on or after October 1, 2011. Subsequent increases will then be phased in over 7 years (each July 1st) to bring the total pension contribution rate to 7.5% of base salary as of July 1, 2018. The PFRS contribution rate increased to 10% of base salary effective with the first payroll to be paid on or after October 1, 2011. Employers are required to contribute at an actuarially determined rate in PERS and PFRS. The actuarially determined contribution includes funding for, cost-of-living adjustments, noncontributory death benefits, and post-retirement medical premiums.

The Township's contributions to PERS for the years ending December 31, 2013, 2012 and 2011, were \$50,418.00, \$65,647.00 and \$62,269.00, respectively, equal to the required contributions for each year. The Township's contributions to PFRS for the years ending December 31, 2013, 2012 and 2011, were \$208,481.00, \$195,456.00 and \$203,913.00, respectively, equal to the required contributions for each year.

NOTE 12: ACCUMULATED ABSENCE BENEFITS

The Township permits employees to accrue unused sick time up to a total of thirty days. Any amounts over this are paid at an agreed-upon rate prior to the end of each year. All vacation time must be taken prior to the end of the year.

The Township has entered into a duly negotiated and approved labor agreement #122 in regards to accumulated absence benefits.

The total value of compensated absences owed to employees as of December 31, 2013, was \$101,994.49. The Township has established a trust to fund a reserve for accumulated absences. As of December 31, 2013, the fund had a reserve balance of \$12,617.00.

NOTE 13: POST-RETIREMENT BENEFITS

Plan Description - The Township of Elk contributes to the State Health Benefits Program (SHBP), a cost-sharing, multiple-employer defined benefit post-employment healthcare plan administered by the State of New Jersey Division of Pensions and Benefits. SHBP was established in 1961 under NJSA 52:14-17.25 et seq., to provide health benefits to State employees, retirees, and their dependents. Rules governing the operation and administration of the program are found in Title 17, Chapter 9 of the New Jersey Administrative Code. SHBP provides medical, prescription drugs, mental health/substance abuse, and Medicare Part B reimbursement to retirees and their covered dependents.

TOWNSHIP OF ELK
NOTES TO FINANCIAL STATEMENTS
YEAR ENDED DECEMBER 31, 2013

NOTE 13: POST-RETIREMENT BENEFITS (CONTINUED)

Plan Description (Continued) - The SHBP was extended to employees, retirees, and dependents of participating local public employers in 1964. Local employers must adopt a resolution to participate in the SHBP. Prior to 1985, the Township authorized participation in the SHBP's post-retirement benefit program.

All employees who were part of a state administered pension system and have at least 25 years of government service are eligible to participate in the program.

The State Health Benefits Commission is the executive body established by statute to be responsible for the operation of the SHBP. The State of New Jersey Division of Pensions and Benefits issues a publicly available financial report that includes financial statements and required supplementary information for the SHBP. That report may be obtained by writing to: State of New Jersey - Division of Pensions and Benefits, P.O. Box 295, Trenton, NJ 08625-0295 or by visiting their website at www.state.nj.us/treasury/pensions/shbp.htm

Funding Policy - Participating employers are contractually required to contribute based on the amount of premiums attributable to their retirees. Post-retirement medical benefits under the plan have been funded on a pay-as-you-go basis since 1994. Prior to 1994, medical benefits were funded on an actuarial basis.

Contributions to pay for the health premiums of participating retirees in the SHBP are billed to the Township of Elk on a monthly basis.

The Township of Elk's contributions to SHBP for the years ended December 31, 2013, 2012 and 2011, were \$117,676.00, \$117,787.00 and \$111,999.00, respectively, which equaled the required contributions for each year. There were approximately 8, 8 and 8 retired participants eligible at December 31, 2013, 2012, and 2011, respectively.

NOTE 14: DEFERRED COMPENSATION PLAN

The Township offers its employees a deferred compensation plan created in accordance with Internal Revenue Code Section 457. The plan, available to all Township employees, permits them to defer a portion of their salary until future years. The deferred compensation is not available to employees until termination, retirement, death, or unforeseeable emergency. All assets of the plan are held by an independent administrator, Variable Annuity Life Insurance Company (VALIC) and the Security Benefits Company.

NOTE 15: LABOR CONTRACTS

As of December 31, 2013, the Township had a total of 10 employees represented by a union, The Police Benevolent Association of New Jersey, Gloucester County, Local No. 122. The union agreement expires on December 31, 2015.

NOTE 16: SCHOOL TAXES

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 Township's case, the amount of \$1,252,955.00 would be the maximum amount permitted to be

TOWNSHIP OF ELK
 NOTES TO FINANCIAL STATEMENTS
 YEAR ENDED DECEMBER 31, 2013

NOTE 16: SCHOOL TAXES (CONTINUED)

deferred as of December 31, 2013, under these regulations. The Township has elected to defer school taxes and the accumulation of such deferral amounts to \$1,162,172.00.

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

	Balance Dec. 31, 2013	Balance Dec. 31, 2012
Balance of Tax	1,182,556.00	1,182,555.00
Deferred	1,162,172.00	1,162,172.00
Tax Payable	20,384.00	20,383.00

NOTE 17: TAXES COLLECTED IN ADVANCE

Taxes collected in advance are recorded as cash liabilities in the financial statements. The following is a comparison of the liability for the previous two years:

	Balance Dec. 31, 2013	Balance Dec. 31, 2012
Prepaid Taxes - Cash Liability	86,062.92	87,041.18

NOTE 18: ECONOMIC DEPENDENCY

The Township of Elk is not economically dependent on any one business or industry within the Township.

NOTE 19: RISK MANAGEMENT

The Township is exposed to various risks or loss related to torts, thefts 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. The Township is a member of the Gloucester, Salem and Cumberland Counties Municipal Joint Insurance Fund and the Municipal Excess Liability Fund which includes other municipalities throughout the region. The Township is obligated to remit insurance premiums into these funds for sufficient insurance coverage. There is an unknown contingent liability with the Gloucester, Salem and Cumberland County Municipal Joint Insurance Fund if there is a catastrophic insurance claim from any member of the fund. There have been no claims in excess of coverage and no reduction in coverage during the year 2013.

New Jersey Unemployment Compensation Insurance

The Township has elected to fund its New Jersey Unemployment Compensation Insurance under the "Benefit Reimbursement Method." Under this plan, the Township is required to reimburse the New Jersey Unemployment Trust Fund for benefits paid to its former employees and charged to its account with the State. The Township is billed quarterly for amounts due to the State. The following is a summary of Township contributions, employee contributions,

TOWNSHIP OF ELK
 NOTES TO FINANCIAL STATEMENTS
 YEAR ENDED DECEMBER 31, 2013

NOTE 19: RISK MANAGEMENT (CONTINUED)

New Jersey Unemployment Compensation Insurance (Continued)

reimbursements to the State for benefits paid and the ending balance of the Township's Trust Fund for the current year and previous two years:

Year	Township Contribution	Employee Contribution	Amount Reimbursed	Ending Balance
2013	10,000.00	5,147.41	4,499.00	23,010.64
2012	10,135.00	None	20,047.00	12,312.74
2011	3,963.53	5,790.35	12,071.28	22,224.59

NOTE 20: SHARED SERVICE AGREEMENTS

On December 20, 2011, an agreement was made between the Township of Elk, the Borough of Newfield and the Borough of Clayton. The agreement was for the establishment of a joint municipal court to serve all of the municipalities, pursuant to NJSA 2B:12-1, et seq. The court is known as the Elk Joint Municipal Court which became effective on December 23, 2011.

NOTE 21: LITIGATION

It is the Township of Elk Counsel's opinion that there exists no litigation or contingent liability that may be pending against the Township of Elk that would have an adverse effect on the financial position in the future.

NOTE 22: SUBSEQUENT EVENTS

Management has reviewed and evaluated all events and transactions that occurred between December 31, 2013 and May 13, 2014, the date that the financial statements were issued, and no additional items have come to their attention that would require disclosure.

SUPPLEMENTARY DATA

PETRONI & ASSOCIATES LLC

Certified Public Accountants • Registered Municipal Accountants
102 West High Street, Suite 100 • P.O. Box 279 • Glassboro, NJ 08028
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Denise R. Nevico, CPA
Deanna L. Roller, CPA, RMA

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

Honorable Mayor and Members
of the Township Committee
Township of Elk
680 Whig Lane Road
Monroeville, New Jersey 08343

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the accompanying balance sheets- regulatory basis of the various funds and account group, the related statement of operations and changes in fund balance – regulatory basis, and the related statement of revenues – regulatory basis and statement of expenditures – regulatory basis of the Township of Elk, as of and for the year ended December 31, 2013, and the related notes to the financial statements, which collectively comprise the Township of Elk's basic financial statements, and have issued our report thereon dated May 13, 2014, which contained an adverse opinion on those financial statements due to being presented in accordance with the New Jersey regulatory basis of accounting.

Internal Control over Financial Reporting

In planning and performing our audit of the financial statements, we considered the Township of Elk's control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements but not for the purpose of expressing an opinion on the effectiveness of the Township of Elk's internal control. Accordingly, we do not express an opinion on the effectiveness of the Township'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 a combination of 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 a combination of 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 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 material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified. We did identify a deficiency in internal control described in the accompanying schedule of findings and recommendations that we consider to be a significant deficiency as item 2013-001.

Compliance and Other Matters

As part of obtaining reasonable assurance about whether the Township's financial statements are free from 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 instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards* and which are described in the accompanying schedule of findings and recommendations as items 2013-001 and 2013-002.

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 entity's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

PETRONI & ASSOCIATES LLC



Nick L. Petroni
Certified Public Accountant
Registered Municipal Accountant #252

May 13, 2014

CURRENT FUND

SCHEDULE OF CASH - CHIEF FINANCIAL OFFICER

	Ref.	Regular Fund	Federal and State Grant Fund
Balance December 31, 2012	A	1,677,922.40	1,609.55
Increased by Receipts:			
Tax Collector	A-5	10,281,663.77	
Grants Receivable	A-6	10,092.23	
Homestead Rebate	A-7	177,174.91	
Revenue Accounts Receivable	A-10	795,176.67	
Due State of New Jersey - Senior Citizen and Veterans Deductions	A-13	48,609.08	
Grants Unappropriated	A-17	7,009.96	
Due to General Capital Fund		86,000.00	
Street Opening Fees		10,600.00	
Due Off-Duty Police Fund		124,394.25	
Due Current Fund			4.84
		<u>11,540,720.87</u>	<u>4.84</u>
		13,218,643.27	1,614.39
Decreased by Disbursements:			
2013 Budget Appropriations	A-3	2,483,974.84	
2012 Appropriation Reserves	A-11	49,137.02	
Encumbrances Payable	A-12	2,985.19	
Local District School Tax	A-14	2,505,909.00	
Regional High School Tax	A-15	2,813,332.67	
Reserve for Grants - Appropriated	A-16	9,205.68	
Tax Overpayments Refunded		17,201.53	
Payroll Taxes		1,000,084.55	
County Taxes		2,408,257.49	
Due County for Added Taxes		38,754.34	
Reserve for Street Openings		2,341.89	
Deduction Surcharge	A-1	6,000.00	
Due Off-Duty Police Fund		131,593.36	
		<u>11,468,777.56</u>	
Balance December 31, 2013	A	<u><u>1,749,865.71</u></u>	<u><u>1,614.39</u></u>

SCHEDULE OF CASH - COLLECTOR

	Ref.	
Increased by Receipts:		
Taxes Receivable	A-7	10,021,115.78
Tax Title Liens	A-8	4,562.36
Revenue Accounts Receivable	A-10	134,997.04
Prepaid Taxes		86,062.92
Tax Overpayments		34,925.67
		<hr/>
		10,281,663.77
Decreased by Disbursements:		
Paid to Chief Financial Officer	A-4	<hr/> 10,281,663.77

SCHEDULE OF GRANTS RECEIVABLE

Grant	Balance Dec. 31, 2012	2013 Budget Revenue Realized	Received	Transfer from Grants Unappropriated	Balance Dec. 31, 2013
State:					
Clean Communities		18,688.08	10,092.23	8,595.85	
Recreational Trails Program	25,000.00				25,000.00
Transportation Trust Fund	78,382.92				78,382.92
	<u>103,382.92</u>	<u>18,688.08</u>	<u>10,092.23</u>	<u>8,595.85</u>	<u>103,382.92</u>
Ref.	A	A-2	A-4	A-17	A

SCHEDULE OF TAXES RECEIVABLE AND ANALYSIS OF PROPERTY TAX LEVY

Year	Balance	2013 Levy	Added Taxes	Collected		Canceled	Prior Year Adjustment	Transferred to Tax Title Liens	Balance
	Dec. 31, 2012			2012	2013				Dec. 31, 2013
1988	1,808.63								1,808.63
1989	114.71								114.71
1990	1,925.08								1,925.08
1992	1,001.37								1,001.37
1994	5,811.50								5,811.50
1995	1,936.75								1,936.75
1996	8,343.11								8,343.11
1997	11,558.09								11,558.09
1998	4,923.60								4,923.60
1999	3,305.41								3,305.41
2000	8,265.27								8,265.27
2001	9,724.73								9,724.73
2002	4,837.39								4,837.39
2003	7,045.94								7,045.94
2004	378.10								378.10
2006	3,424.41								3,424.41
2007	2.46								2.46
2008	643.17				81.02		562.15		
2009	4,330.32				465.39				3,864.93
2010	13,926.22						9,118.71		4,807.51
2011	4,198.38		1,413.58		267.88				5,344.08
2012	490,090.00		4,795.03		479,668.03		(6,737.38)	8,835.34	13,119.04
	587,594.64		6,208.61		480,482.32		2,943.48	8,835.34	101,542.11
2013		10,428,020.77		79,269.18	9,774,058.37	18,103.09		81,366.00	475,224.13
	587,594.64	10,428,020.77	6,208.61	79,269.18	10,254,540.69	18,103.09	2,943.48	90,201.34	576,766.24
Ref.	A							A-8	A

	Ref.	
Cash - Collector	A-5	10,021,115.78
Homestead Rebate	A-4	177,174.91
Due State of New Jersey	A-13	56,250.00
		<u>10,254,540.69</u>

SCHEDULE OF TAXES RECEIVABLE AND ANALYSIS OF PROPERTY TAX LEVY

Analysis of Property Tax Levy

Tax Yield

General Purpose Tax:			
Business Personalty Tax		36,538.30	
General Property Tax		10,378,609.37	
		<hr/>	
			10,415,147.67
Added Taxes (54:4-63.1 et seq.)			12,873.10
			<hr/>
			<u>10,428,020.77</u>

	Ref.		
Tax Levied			
Regional High School Tax (Abstract)	A-15		2,813,332.00
Local District School Tax (Abstract)	A-14		2,505,910.00
County Taxes:			
County Tax (Abstract)		2,095,130.86	
County Library Tax (Abstract)		160,968.45	
County Open Space Tax (Abstract)		152,158.18	
Due County for Added Taxes (54:4-63.1 et seq.)		4,414.24	
		<hr/>	
Total County Taxes			2,412,671.73
Local Tax for Municipal Purposes	A-2	2,686,000.00	
Add: Additional Taxes Levied		10,107.04	
		<hr/>	
			2,696,107.04
			<hr/>
			<u>10,428,020.77</u>

SCHEDULE OF TAX TITLE LIENS RECEIVABLE

	Ref.		
Balance December 31, 2012	A		548,510.00
Increased by:			
Transfers from Taxes Receivable	A-7	90,201.34	
Interest and Costs Accrued by Sale of October 29, 2013		2,137.28	
Prior Year Adjustment		11,903.11	
		<hr/>	104,241.73
			<hr/>
			652,751.73
Decreased by:			
Collection	A-5		4,562.36
			<hr/>
Balance December 31, 2013	A		<u><u>648,189.37</u></u>

SCHEDULE OF PROPERTY ACQUIRED FOR TAXES
(AT ASSESSED VALUATION)

	Ref.		
Balance December 31, 2012	A		152,930.00
Balance December 31, 2013	A		<hr/> <u><u>152,930.00</u></u>

SCHEDULE OF REVENUE ACCOUNTS RECEIVABLE

	Balance Dec. 31, 2012	Accrued in 2013	Collected	Balance Dec. 31, 2013
Miscellaneous Revenue Anticipated				
Fines and Costs:				
Municipal Court	7,552.95	78,949.82	79,939.65	6,563.12
Interest and Costs on Taxes		134,967.04	134,967.04	
Consolidated Municipal Property Tax Relief		8,900.00	8,900.00	
Energy Receipts Tax		353,415.42	353,415.42	
Uniform Construction Code		35,426.00	34,367.00	1,059.00
Borough of Newfield - Court Reimbursement		33,760.00	33,760.00	
Borough of Clayton - Court Reimbursement	22,500.00	68,850.00	91,350.00	
Uniform Fire Safety Act		4,375.80	4,375.80	
Off-Duty Police Administration Fee		50,000.00	50,000.00	
Miscellaneous Revenue Not Anticipated				
Interest on Investments		7,945.72	7,937.45	8.27
Fees and Permits		63,143.65	63,143.65	
Cell Tower		42,678.98	42,678.98	
Cable Franchise		18,161.79	18,161.79	
Land Sale		150.00	150.00	
Hurricane Sandy Relief		2,013.06	2,013.06	
Miscellaneous		5,013.87	5,013.87	
	<u>30,052.95</u>	<u>907,751.15</u>	<u>930,173.71</u>	<u>7,630.39</u>
Ref.	A			A
		Ref.		
Treasurer		A-4	795,176.67	
Collector		A-5	134,997.04	
			<u>930,173.71</u>	

SCHEDULE OF 2012 APPROPRIATION RESERVES

	Balance Dec. 31, 2012	Paid or Charged	Balance Lapsed
Other Expenses:			
Mayor and Township Committee	885.29	135.96	749.33
Municipal Clerk	5,272.00	398.02	4,873.98
Collection of Taxes	2,535.38	250.00	2,285.38
Legal Services and Costs	5,431.78	1,621.16	3,810.62
Engineering Services and Costs	3,759.19	104.30	3,654.89
Planning Board	1,256.60	704.52	552.08
Police	2,679.00	1,244.63	1,434.37
OSHA - Fire	5,000.00	1,370.00	3,630.00
Road Repairs & Maintenance	13,289.00	1,162.41	12,126.59
Vehicle Maintenance	6,426.78	732.56	5,694.22
Solid Waste Collection	21,890.64	17,703.06	4,187.58
Public Buildings and Grounds	1,678.00	1,099.20	578.80
County Landfill Tipping Fees	15,334.28	11,870.27	3,464.01
Telephone	2,682.00	890.91	1,791.09
Gas (Natural or Propane)	6,638.00	0.49	6,637.51
Gasoline	6,029.96	1,557.55	4,472.41
Construction Code	6,156.81	186.96	5,969.85
Municipal Court	2,437.00	270.34	2,166.66
Unemployment	7,834.68	7,834.68	
Other Accounts - No Change	53,326.61		53,326.61
	<u>170,543.00</u>	<u>49,137.02</u>	<u>121,405.98</u>
Ref.	A	A-4	A-1

SCHEDULE OF ENCUMBRANCES PAYABLE

	Ref.	Current Fund	Grant Fund
Balance December 31, 2012	A	<u>2,985.19</u>	<u>9,969.72</u>
Increased by:			
Charges to 2013 Appropriations	A-3	<u>21,053.15</u>	<u> </u>
		<u>24,038.34</u>	<u>9,969.72</u>
Decreased by:			
Payments	A-4	<u>2,985.19</u>	
		<u>2,985.19</u>	
Balance December 31, 2013	A	<u><u>21,053.15</u></u>	<u><u>9,969.72</u></u>

SCHEDULE OF DUE STATE OF NEW JERSEY
SENIOR CITIZEN AND VETERANS DEDUCTIONS

	Ref.		
Balance December 31, 2012	A		19,411.00
Increased by:			
Receipts	A-4		48,609.08
			<u>68,020.08</u>
Decreased by:			
2013 Deductions Per Tax Duplicate		54,500.00	
2013 Deductions Allowed by Collector		<u>1,750.00</u>	
	A-7		<u>56,250.00</u>
Balance December 31, 2013	A		<u><u>11,770.08</u></u>

SCHEDULE OF LOCAL DISTRICT SCHOOL TAX PAYABLE

	Ref.	
Balance December 31, 2012:		
School Tax Payable		20,383.00
School Tax Deferred		<u>1,162,172.00</u>
		1,182,555.00
Increased by:		
Levy - School Year July 1, 2013 to June 30, 2014	A-7	<u>2,505,910.00</u>
		3,688,465.00
Decreased by:		
Payments	A-4	<u>2,505,909.00</u>
Balance December 31, 2013:		
School Tax Payable		20,384.00
School Tax Deferred		<u>1,162,172.00</u>
		<u>1,182,556.00</u>
2013 Tax Liability for Local District School Tax:		
Tax Paid	A-14	2,505,909.00
Tax Payable December 31, 2013	A-14	<u>20,384.00</u>
		2,526,293.00
Tax Payable December 31, 2012	A-14	<u>20,383.00</u>
Amount Charged to 2013 Operations	A-1	<u><u>2,505,910.00</u></u>

SCHEDULE OF REGIONAL HIGH SCHOOL TAX PAYABLE

	Ref.	
Balance December 31, 2012		59,449.00
Increased by:		
Levy - Calendar Year 2013	A-7	<u>2,813,332.00</u>
		2,872,781.00
Decreased by:		
Payments	A-4	<u>2,813,332.67</u>
Balance December 31, 2013	A	<u><u>59,448.33</u></u>

SCHEDULE OF RESERVE FOR GRANTS - APPROPRIATED

	<u>Balance Dec. 31, 2012</u>	<u>Transferred from 2013 Budget Appropriation</u>	<u>Paid or Charged</u>	<u>Balance Dec. 31, 2013</u>
Federal Grants:				
Community Development Block Grant	22,720.21			22,720.21
Click It or Ticket	3,400.00			3,400.00
State Grants:				
Alcohol Education and Rehabilitation	2,204.15	18,688.08	6,427.70	14,464.53
Clean Communities	26,243.00			26,243.00
Drunk Driving Enforcement Fund	4,486.73		900.00	3,586.73
Body Armor Grant	5,071.00		1,877.98	3,193.02
Stormwater Regulation Program	6,250.00			6,250.00
Recycling Tonnage Grant	11,571.29			11,571.29
Transportation Trust Fund	46,234.71			46,234.71
	<u>128,181.09</u>	<u>18,688.08</u>	<u>9,205.68</u>	<u>137,663.49</u>
Ref.	A	A-3	A-4	A

SCHEDULE OF RESERVE FOR GRANTS - UNAPPROPRIATED

	<u>Balance Dec. 31, 2012</u>	<u>Received</u>	<u>Realized in 2013 Budget</u>	<u>Balance Dec. 31, 2013</u>
State Grants:				
Alcohol Education and Rehabilitation	1,079.00	316.65		1,395.65
Body Armor Grant		1,755.82		1,755.82
Recycling Tonnage Grant	6,444.82	4,937.49		11,382.31
Clean Communities	8,595.85		8,595.85	
Solid Waste Grant	7,159.00			7,159.00
	<u>23,278.67</u>	<u>7,009.96</u>	<u>8,595.85</u>	<u>21,692.78</u>
	A	A-4	A-6	A

TRUST FUND

SCHEDULE OF TRUST FUND CASH - CHIEF FINANCIAL OFFICER

	Ref.	Animal Control Trust	Open Space Preservation Fund	Trust Other
Balance December 31, 2012	B	1,667.00	192,431.98	303,242.46
Increased by Receipts:				
Dog License Fees:				
Municipal Share	B-3	3,589.40		
State Share		1,103.60		
Unemployment Compensation				15,196.90
Accumulated Absence				2,500.00
Public Defender				3,769.00
Fire Prevention				1,880.00
Affordable Housing				15,079.32
Snow Removal				3,000.00
Developer Escrow				114,608.67
Interest Earned		9.05	578.09	574.46
		<u>4,702.05</u>	<u>578.09</u>	<u>156,608.35</u>
		<u>6,369.05</u>	<u>193,010.07</u>	<u>459,850.81</u>
Decreased by Disbursements:				
Paid to State of New Jersey		1,104.80		
Expenditures Under RS 4:19-15.11	B-3	2,253.95		
Unemployment Compensation				4,499.00
Public Defender				4,000.00
Affordable Housing				300.00
Fire Prevention				1,958.75
Developer Escrow				106,603.88
Transfer to Current Fund		8.20		528.58
		<u>3,366.95</u>		<u>117,890.21</u>
Balance December 31, 2013	B	<u>3,002.10</u>	<u>193,010.07</u>	<u>341,960.60</u>

SCHEDULE OF TRUST FUND CASH - COLLECTOR

Balance December 31, 2012	Ref. B		49,289.01
Increased by:			
Deposits for Redemption of Tax Sale Certificates		22,100.00	
Premiums Received at Tax Sale		186,571.23	
Interest Due Current Fund		143.41	
		<hr/>	208,814.64
			<hr/>
			258,103.65
Decreased by:			
Deposits for Redemption of Tax Sale Certificates		192,222.49	
Premiums Received at Tax Sale		22,600.00	
		<hr/>	214,822.49
Balance December 31, 2013	B		<hr/> <hr/> 43,281.16

SCHEDULE OF RESERVE FOR DOG FUND EXPENDITURES

Balance December 31, 2012	Ref. B		1,665.80
Increased by:			
Municipal Share of Dog License Fees	B-1		3,589.40
			<hr/> 5,255.20
Decreased by:			
Expenditures Under RS 4:19-15.11: Cash	B-1		2,253.95
Balance December 31, 2013	B		<hr/> <hr/> 3,001.25

License Fees Collected

<u>Year</u>	<u>Amount</u>
2011	3,189.00
2012	5,311.00
	<hr/> 8,500.00
	<hr/> <hr/>

GENERAL CAPITAL FUND

SCHEDULE OF GENERAL CAPITAL CASH - CHIEF FINANCIAL OFFICER

Balance December 31, 2012	Ref. C		146,768.60
Increased by:			
Budget Appropriation:			
Capital Improvement Fund	C-5	1,000.00	
Interest Earned		411.84	
		<hr/>	1,411.84
			<hr/>
			148,180.44
Decreased by:			
Due Current Fund		399.03	
Improvement Authorizations	C-6	119,793.74	
		<hr/>	120,192.77
			<hr/>
Balance December 31, 2013	C		<u><u>27,987.67</u></u>

ANALYSIS OF GENERAL CAPITAL FUND CASH

	Balance Dec. 31, 2012	Receipts		Disbursements			Balance Dec. 31, 2013
		Budget Appropriation	Miscellaneous	Improvement Authorizations	Miscellaneous	Transfers	
Fund Balance	501.00						501.00
Capital Improvement Fund	134,563.95	1,000.00				(7,750.00)	127,813.95
Due Current Fund	(166,113.95)		411.84		399.03	(86,000.00)	(252,101.14)
Reserve for Purchase of Fire Equipment	1,887.24						1,887.24
Reserve for Installation of Traffic Signals	12,000.00						12,000.00
Reserve for Improvements to Municipal Roads	19,197.50						19,197.50
Encumbrances Payable						16,298.43	16,298.43
Improvement Authorizations:							
Ordinance							
<u>Number</u>							
98-04 Acquisition of Land, Various Improvements to Municipal Buildings & Grounds, Acquisition of Certain Capital Equipment	2,568.64						2,568.64
06-04 Restoration of Certain Streets - Third & Stanger Avenue & Arthur Avenue	33,365.28						33,365.28
07-18 Purchase of Fire Truck	28,282.35						28,282.35
07-19 Reconstruction of Streets & Park Improvements	184,180.74						184,180.74
07-20 Purchase of Passenger Bus	2,332.40						2,332.40
08-12 Reconstruction of Streets	41,287.60						41,287.60
09-08 Reconstruction of Streets	47,842.00						47,842.00
10-46 Purchase of Recycling Carts	3,917.90						3,917.90
11-12 Repair & Replacement of a Portion of the Elephant Swamp Trail & Related Drainage System	(134,315.00)					43,000.00	(91,315.00)
11-13 Reconstruction of a Portion of Moods Road & Related Drainage System	(64,729.05)					43,000.00	(21,729.05)
13-06 Purchase of Police Vehicle, Police Equipment and Various Computer Equipment				46,430.74		(12,298.43)	(58,729.17)
13-11 Reconstruction of Storm Drains				73,363.00		3,750.00	(69,613.00)
	<u>146,768.60</u>	<u>1,000.00</u>	<u>411.84</u>	<u>119,793.74</u>	<u>399.03</u>		<u>27,987.67</u>
Ref.	C	C-5	C-2	C-6	C-2		C

SCHEDULE OF DEFERRED CHARGES TO FUTURE
TAXATION - UNFUNDED

Ordinance Number	Purpose	Balance Dec. 31, 2012	2013 Authorization	Prior Year Adjustment	Notes Paid by Appropriation	Balance Dec. 31, 2013	Analysis of Balance Dec. 31, 2013		
							Financed By Bond Anticipation Notes	Expenditures	Unexpended Improvement Authorizations
06-04	Restoration of Certain Streets - Third & Stanger Avenue & Arthur Avenue	140,000.00		10,000.00	17,625.00	132,375.00	132,375.00		
07-18	Purchase of Fire Truck	340,000.00		(5,500.00)	20,000.00	314,500.00	314,500.00		
07-19	Reconstruction of Streets & Park Improvements	182,500.00		5,000.00	11,250.00	176,250.00	176,250.00		
07-20	Purchase of Passenger Bus	47,500.00				47,500.00			47,500.00
08-12	Reconstruction of Streets	95,000.00		(9,500.00)	5,000.00	80,500.00	80,500.00		
09-08	Reconstruction of Streets	190,000.00			6,125.00	183,875.00	183,875.00		
10-46	Purchase of Recycling Carts	80,750.00				80,750.00	78,500.00		2,250.00
11-12	Repair & Replacement of a Portion of the Elephant Swamp Trail & Related Drainage System	142,500.00				142,500.00	43,000.00	91,315.00	8,185.00
11-13	Reconstruction of a Portion of Moods Road & Related Drainage System	142,500.00				142,500.00	43,000.00	21,729.05	77,770.95
13-6	Purchase of Police Vehicle, Police Equipment and Various Computer Equipment		71,000.00			71,000.00		58,729.17	12,270.83
13-11	Reconstruction of Storm Drains		71,250.00			71,250.00		69,613.00	1,637.00
		<u>1,360,750.00</u>	<u>142,250.00</u>		<u>60,000.00</u>	<u>1,443,000.00</u>	<u>1,052,000.00</u>	<u>241,386.22</u>	<u>149,613.78</u>
Ref.	C		C-6		C-9	C	C-9	C-3	
	Improvement Authorizations - Unfunded						Ref. C-6		488,489.65
	Less: Unexpended Proceeds of Bond Anticipation Notes Issued:								
	Ordinance 06-04						C-3	33,365.28	
	Ordinance 07-18						C-3	28,282.35	
	Ordinance 07-19						C-3	184,180.74	
	Ordinance 08-12						C-3	41,287.60	
	Ordinance 09-08						C-3	47,842.00	
	Ordinance 10-46						C-3	3,917.90	
								<u>338,875.87</u>	
									<u>149,613.78</u>

SCHEDULE OF CAPITAL IMPROVEMENT FUND

	Ref.	
Balance December 31, 2012	C	134,563.95
Increased by:		
2013 Budget Appropriation	C-2	<u>1,000.00</u>
		135,563.95
Decreased by:		
Appropriation to Finance Improvement Authorization	C-6	<u>7,750.00</u>
Balance December 31, 2013	C	<u><u>127,813.95</u></u>

SCHEDULE OF IMPROVEMENT AUTHORIZATIONS

Ordinance Number	Improvement Description	Date	Amount	Balance Dec. 31, 2012		2013 Authorization	Paid or Charged	Balance Dec. 31, 2013	
				Funded	Unfunded			Funded	Unfunded
98-04	Acquisition of Land, Various Improvements to Municipal Buildings & Grounds, Acquisition of Certain Capital Equipment	6/4/98	198,030.00	2,568.64				2,568.64	
06-04	Restoration of Certain Streets - Third & Stanger Avenue & Arthur Avenue	6/19/06	200,000.00		33,365.28				33,365.28
07-18	Purchase of Fire Truck	12/6/07	400,000.00		28,282.35				28,282.35
07-19	Reconstruction of Streets & Park Improvements	12/6/07	225,000.00		184,180.74				184,180.74
07-20	Purchase of Passenger Bus	12/6/07	50,000.00	2,332.40	47,500.00			2,332.40	47,500.00
08-12	Reconstruction of Streets	10/2/08	100,000.00		41,287.60				41,287.60
09-08	Reconstruction of Streets	7/21/09	200,000.00		47,842.00				47,842.00
10-46	Purchase of Recycling Carts	2/2/10	85,000.00		6,167.90				6,167.90
11-12	Repair & Replacement of a Portion of the Elephant Swamp Trail & Related Drainage System	10/18/11	150,000.00		8,185.00				8,185.00
11-13	Reconstruction of a Portion of Moods Road & Related Drainage System	10/18/11	150,000.00		77,770.95				77,770.95
13-06	Purchase of Police Vehicle, Police Equipment and Various Computer Equipment	8/20/13	75,000.00			75,000.00	62,729.17		12,270.83
13-11	Reconstruction of Storm Drains	11/19/13	75,000.00			75,000.00	73,363.00		1,637.00
				<u>4,901.04</u>	<u>474,581.82</u>	<u>150,000.00</u>	<u>136,092.17</u>	<u>4,901.04</u>	<u>488,489.65</u>
			Ref.	C	C			C	C
			Capital Improvement Fund		Ref.				
			Deferred Charges to Future Taxation - Unfunded		C-5	7,750.00			
					C-4	142,250.00			
						<u>150,000.00</u>			
						Ref.			
					Disbursed	C-2	119,793.74		
					Encumbered	C	16,298.43		
							<u>136,092.17</u>		

SCHEDULE OF OBLIGATIONS UNDER CAPITAL LEASES

Purpose	Date of Lease	Term of Lease	Amount of Original Issue		Interest Rate	Balance	Decreased	Balance
			Principal	Interest		Dec. 31, 2012		Dec. 31, 2013
Energy Management Equipment	6/1/06	10 Years	74,832.00	27,168.00	6.50%	34,954.72	7,933.04	27,021.68
					Ref.	C		C

SCHEDULE OF BONDS PAYABLE

Purpose	Date of Issue	Original Issue	Maturities of Bonds Outstanding December 31, 2013		Interest Rate	Balance	Decreased	Balance
			Date	Amount		Dec. 31, 2012		Dec. 31, 2013
General Improvement Bonds of 2005	9/1/05	2,120,000.00	6/1/14	125,000.00	4.200%			
			9/1/15-16	150,000.00	4.250%			
			9/1/17	155,000.00	4.250%			
			9/1/18	200,000.00	4.250%			
			9/1/19-20	210,000.00	4.250%	1,325,000.00	125,000.00	1,200,000.00
					Ref.	C		C

SCHEDULE OF BOND ANTICIPATION NOTES PAYABLE

Ordinance Number	Purpose	Date of Issue		Date of Maturity	Interest Rate	Balance Dec. 31, 2012	Prior Year Adjustment	Increased	Decreased	Balance Dec. 31, 2013
		Date of Original Note	Date of Issue							
06-04	Restoration of Certain Streets - Third & Stanger Avenue & Arthur Avenue	6/25/06	6/12/13	6/11/14	0.99%	140,000.00	10,000.00		17,625.00	132,375.00
07-18	Purchase of Fire Truck	8/13/08	6/12/13	6/11/14	0.99%	340,000.00	(5,500.00)		20,000.00	314,500.00
07-19	Reconstruction of Streets & Park Improvements	8/13/08	6/12/13	6/11/14	0.99%	182,500.00	5,000.00		11,250.00	176,250.00
08-12	Reconstruction of Streets	6/16/09	6/12/13	6/11/14	0.99%	95,000.00	(9,500.00)		5,000.00	80,500.00
09-08	Reconstruction of Streets	6/15/10	6/12/13	6/11/14	0.99%	116,250.00			6,125.00	110,125.00
09-08	Reconstruction of Streets	6/14/11	6/12/13	6/11/14	0.99%	73,750.00				73,750.00
10-46	Purchase of Recycling Carts	6/14/11	6/12/13	6/11/14	0.99%	78,500.00				78,500.00
11-12	Repair & Replacement of a Portion of the Elephant Swamp Trail & Related Drainage System	6/12/13	6/12/13	6/11/14	0.99%			43,000.00		43,000.00
11-13	Reconstruction of a Portion of Moods Road & Related Drainage System	6/12/13	6/12/13	6/11/14	0.99%			43,000.00		43,000.00
						<u>1,026,000.00</u>		<u>86,000.00</u>	<u>60,000.00</u>	<u>1,052,000.00</u>
					Ref.	C		C-10	C-4	C

SCHEDULE OF BONDS AND NOTES AUTHORIZED BUT NOT ISSUED

Ordinance Number	Improvement Description	Balance Dec. 31, 2012	2013 Authorization	Bond Anticipation Notes Issued	Balance Dec. 31, 2013
07-19	Reconstruction of Streets & Park Improvements	47,500.00			47,500.00
10-46	Purchase of Recycling Carts	2,250.00			2,250.00
11-12	Repair & Replacement of a Portion of the Elephant Swamp Trail & Related Drainage System	142,500.00		43,000.00	99,500.00
11-13	Reconstruction of a Portion of Moods Road & Related Drainage System	142,500.00		43,000.00	99,500.00
13-6	Purchase of Police Vehicle, Police Equipment and Various Computer Equipment		71,000.00		71,000.00
13-11	Reconstruction of Storm Drains		71,250.00		71,250.00
		<u>334,750.00</u>	<u>142,250.00</u>	<u>86,000.00</u>	<u>391,000.00</u>
	Ref.		C-6	C-9	

PART II
LETTER OF COMMENTS AND RECOMMENDATIONS
YEAR ENDED DECEMBER 31, 2013

GENERAL COMMENTS

Contracts and Agreements Required to be Advertised for NJSA 40A:11-4

NJSA 40A:11-4 states "Every contract or agreement 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, 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."

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

The minutes indicate that resolutions were adopted and advertised authorizing the awarding of contracts or agreements for "Professional Services" per NJSA 40A:11.5.

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.

Our examination of expenditures did not reveal any individual payments, contracts or agreements in excess of the bid threshold "for the performance of any work or the furnishing or hiring of any materials or supplies," other than those where bids had been previously sought by public advertisement or where a resolution had been previously adopted under the provisions of NJSA 40A:11-6.

NJSA 40A:11-6.1 requires that at least two competitive quotations be obtained for all contracts that in the aggregate are less than the bid threshold but 15 percent or more of that amount.

Collection of Interest on Delinquent Taxes and Assessments

The statute provides the method for 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 January 3, 2013, adopted the following resolution authorizing interest to be charged on delinquent taxes:

WHEREAS, NJSA 54:4-67 allows Municipalities to fix rates of interest to be charged for unpaid and delinquent taxes.

NOW, THEREFORE, BE IT RESOLVED by the Township Committee of Elk, County of Gloucester and State of New Jersey that the Tax Collector of said Township is hereby directed to charge interest at the rate of 8% per annum on the first \$1,500.00 of delinquent installments of taxes, and at the rate of 18% per annum on any amount in excess of \$1,500.00 from the date the installments become delinquent. Provided, however, that no interest shall be charged if payment of any installment is made within ten (10) days after the date on which same became payable.

Collection of Interest on Delinquent Taxes and Assessments (Continued)

BE IT FURTHER RESOLVED that the Tax Collector is authorized and directed to charge a penalty of 6% of the amount of tax delinquency to any taxpayer with a tax delinquency in excess of \$10,000.00 who fails to pay that delinquency prior to the end of the calendar year.

It appears from an examination of the collector’s records that interest was collected in accordance with the foregoing resolution.

Delinquent Taxes and Tax Title Liens

The last tax sale was held on October 29, 2013, and was complete.

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

<u>Year</u>	<u>Number of Liens</u>
2013	106
2012	99
2011	94

It is essential to good management that all means provided by statute be utilized to liquidate tax title liens in order to get such properties back on a tax-paying basis.

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. All notices returned were reviewed and no discrepancies were noted. A separate report will be rendered if any irregularities develop after the date of the audit.

Comparison of Tax Levies and Collections 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.

Comparative Schedule of Tax Rate Information

	<u>2013</u>	<u>2012</u>	<u>2011</u>
Tax Rate	2.966	2.481	2.387
Apportionment of Tax Rate:			
Municipal	0.764	0.642	0.574
County	0.687	0.565	0.575
Local School	0.714	0.616	0.604
Regional High School	0.801	0.658	0.634
Open Space	None	None	None
Assessed Valuation	351,151,305.00	401,086,775.00	398,413,164.00

Comparative Schedule of Delinquent Taxes and Tax Title Liens

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

	<u>2013</u>	<u>2012</u>	<u>2011</u>
Amount of Tax Title Liens	648,189.37	548,510.00	496,666.55
Delinquent Taxes	<u>576,766.24</u>	<u>587,594.64</u>	<u>666,508.06</u>
Total Delinquent	1,224,955.61	1,136,104.64	1,163,174.61
Percentage of Tax Levy	11.75%	11.23%	12.16%

Comparative Schedule of Property Acquired by Tax Title Lien Liquidation

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

	<u>2013</u>	<u>2012</u>	<u>2011</u>
Property Acquired for Taxes (Assessed Valuation)	152,930.00	152,930.00	152,930.00

OTHER COMMENTS**Accounting Procedures**

A general ledger has been established as required by NJAC 5:30-5.7 but is not being properly maintained.

An encumbrance accounting system has been established as required by NJAC 5:30-5.2.

A fixed asset accounting and reporting system has been established as required by NJAC 5:30-5.6.

The required accounting of funds held in escrow was not sent to applicants as required by NJSA 40:55D-53.2.

Corrective Action Plan

A corrective action plan was filed for the year 2012 with the Division of Local Government Services by the Chief Financial Officer.

STATUS OF PRIOR RECOMMENDATIONS

Finding (2012-01): A general ledger is not being properly maintained as required by NJAC 5:30-5.7.

This finding was not corrected in 2013.

Finding (2012-02): Subsidiary accounting records for revenues collected was not properly maintained.

This finding was corrected in 2013.

FINDINGS AND RECOMMENDATIONS

Finding (2013-001): A general ledger is not being properly maintained as required by NJAC 5:30-5.7.

Recommendation: A general ledger should be properly maintained as required by NJAC 5:30-7.

Finding (2013-002): The required accounting of funds held in escrow was not sent to applicants as required by NJSA 40:55D-53.2.

Recommendation: The required accounting of funds held in escrow be submitted to applicants as required by NJSA 40:55D-53.2.

We received the complete cooperation of all the officials of the Township and we greatly appreciate the courtesies extended to the members of the audit team.

Respectfully submitted,

PETRONI & ASSOCIATES LLC



Nick L. Petroni
Certified Public Accountant
Registered Municipal Accountant #252