

**TOWNSHIP OF FRANKLIN
COUNTY OF WARREN
STATE OF NEW JERSEY**

**REPORT OF AUDIT
DECEMBER 31, 2018**

TOWNSHIP OF FRANKLIN

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PART I

REPORT ON EXAMINATION OF FINANCIAL STATEMENTS

DECEMBER 31, 2018

AUDITORS' REPORTS



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INDEPENDENT AUDITOR'S REPORT

The Honorable Mayor and
Members of the Township Committee
Township of Franklin
P.O. Box 547
County of Warren
Broadway, New Jersey 08808

Report on the Financial Statements

We have audited the accompanying financial statements-regulatory basis, which comprise the comparative balance sheets-regulatory basis of the various funds of the Township of Franklin, County of Warren, State of New Jersey (the "Township"), as of December 31, 2018 and 2017, and the related comparative statements of operations and changes in fund balance-regulatory basis for the years then ended, and the related statement of revenues-regulatory basis, and statement of expenditures-regulatory basis of the various funds, and the related notes to the financial statements for the year ended December 31, 2018, which collectively comprise the Township's basic financial statements 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 accounting principles and practices prescribed by the Division of Local Government Services, Department of Community Affairs, State of New Jersey; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express opinions on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America; audit requirements prescribed by the Division of Local Government Services, Department of Community Affairs, State of New Jersey; 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 Township's preparation and fair presentation of

-Continued-

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 Township'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 to the financial statements, the Township prepares its financial statements in conformity with regulatory basis accounting practices prescribed by the Division of Local Government Services, Department of Community Affairs, State of New Jersey, which is a comprehensive basis of accounting other than accounting principles generally accepted in the United States of America. The effects on the financial statements of the variances between the regulatory basis of accounting 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 Township's policy to prepare its financial statements on the basis of accounting discussed in the preceding paragraph, the financial statements referred to above do not present fairly, in conformity with accounting principles generally accepted in the United States of America, the financial position of the Township as of December 31, 2018 and 2017, or the results of its operations and changes in its fund balances for the years then ended.

Opinion on Regulatory Basis of Accounting

In our opinion, the financial statements-regulatory basis referred to above present fairly, in all material respects, the financial position-regulatory basis of the various funds of the Township, as of December 31, 2018 and 2017, and the results of operations and changes in fund balance-regulatory basis of such funds for the years then ended and the statement of revenues-regulatory basis and statement of expenditures-regulatory basis of the various funds for the years then ended, in conformity with accounting principals and practices as described in Note 1 to the financial statements.

Other Matters

Report on Supplementary Information

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the Township's basic financial statements-regulatory basis. The supplementary information listed in the table of contents is presented for purposes of additional analysis as required by the Division of Local Government Services, Department of Community Affairs, State of New Jersey, and is not a required part of the basic financial statements-regulatory basis.

The supplementary information exhibits are the responsibility of management and were derived from and relate directly to the underlying accounting and other records used to prepare the basic financial statements-regulatory basis. Such information has been subjected to the auditing procedures applied in the audit of the basic financial statements-regulatory basis 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-regulatory basis, or to the basic financial statements-regulatory basis themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America.

-Continued-

Because of the significance of the variances between the regulatory basis of accounting and accounting principles generally accepted in the United States of America, it is inappropriate to and we do not express an opinion on the Supplementary information referred to above.

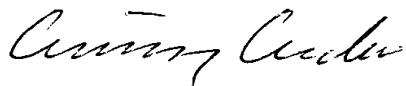
Other Reporting Required by Government Auditing Standards

In accordance with *Government Auditing Standards*, we have also issued our report dated April 30, 2019, on our consideration of the Township's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the 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's internal control over financial reporting and compliance.

ARDITO & CO., LLP



Frenchtown, New Jersey
April 30, 2019



Certified Public Accountant
Registered Municipal Accountant No.524
ARDITO & CO., LLP
Frenchtown, New Jersey
April 30, 2019

FINANCIAL STATEMENTS

CURRENT FUND
COMPARATIVE BALANCE SHEET

A
Sheet 1

ASSETS	<u>REF.</u>	<u>BALANCE</u> <u>12/31/18</u>	<u>BALANCE</u> <u>12/31/17</u>
Cash and Cash Equivalents:			
Cash - Treasurer	A-4	\$ 1,933,298	\$ 2,334,831
Receivables And Other Assets With Full Reserves:			
Delinquent Property Taxes Receivable	A-6	272,396	291,202
Tax Title Liens Receivable	A-7	93,903	74,641
Property Acquired for Taxes - Assessed Valuation	A-8	454,100	454,100
Amount Due from Dog Fund	B	<u>2</u>	<u>-</u>
Subtotal		<u>820,401</u>	<u>819,943</u>
		<u>2,753,699</u>	<u>3,154,774</u>
Federal And State Grant Fund:			
Due Current Fund	A	58,138	56,297
Federal And State Grants Receivable	A-20	<u>20,000</u>	<u>142,890</u>
Subtotal		<u>78,138</u>	<u>199,187</u>
TOTAL ASSETS		<u>\$ 2,831,837</u>	<u>\$ 3,353,961</u>

The accompanying Notes to the Financial Statements are an integral part of this statement.

CURRENT FUND
COMPARATIVE BALANCE SHEET

A
Sheet 2

LIABILITIES, RESERVES AND FUND BALANCE	<u>REF.</u>	<u>BALANCE</u> <u>12/31/18</u>	<u>BALANCE</u> <u>12/31/17</u>
Liabilities:			
Appropriation Reserves	A-3:10	\$ 88,285	\$ 114,164
Reserve For Encumbrances	A-11	-	-
Accounts Payable	A	2,780	2,780
Amount Due To Grant Fund	A	58,138	56,297
Amount Due To Dog Fund	B	-	143
Amount Due To Other Trust Fund	B	98,378	127,200
Amount Due To General Capital Fund	C	59,830	29,903
Taxes Collected In Advance	A-12	75,675	389,245
Tax Overpayments	A-13	12,442	96,704
County Taxes Payable-Added/Omitted	A-14	-	-
Local District School Taxes Payable	A-15	9,198	18,639
Regional High School Taxes Payable	A-16	665,749	719,921
Amount Due To State Of New Jersey For Senior Citizens And Veterans Deductions	A-18	1,690	2,690
Reserve - Joint Court	A-19	7,905	7,905
Reserve - Sale of Municipal Assets	A-23	<u>5,000</u>	<u>5,000</u>
Subtotal		1,085,070	1,570,591
Reserve For Receivables And Other Assets	A	820,401	819,943
Fund Balance	A-1	<u>848,228</u>	<u>764,240</u>
Subtotal		<u>2,753,699</u>	<u>3,154,774</u>
Federal And State Grant Fund:			
Reserve For State Grants - Unappropriated	A-22	-	47,985
Reserve For State Grants	A-21	<u>78,138</u>	<u>151,202</u>
Subtotal		<u>78,138</u>	<u>199,187</u>
TOTAL LIABILITIES, RESERVES AND FUND BALANCE		<u>\$ 2,831,837</u>	<u>\$ 3,353,961</u>

The accompanying Notes to the Financial Statements are an integral part of this statement.

CURRENT FUND
COMPARATIVE STATEMENT OF OPERATIONS AND
CHANGE IN FUND BALANCE

A-1

<u>REVENUE AND OTHER INCOME REALIZED</u>	<u>REF.</u>	<u>YEAR</u> <u>2018</u>	<u>YEAR</u> <u>2017</u>
Fund Balance Utilized	A-2	\$ 591,650	\$ 591,650
Miscellaneous Revenue Anticipated	A-2	409,446	365,753
Receipts From Delinquent Taxes	A-2	287,688	276,761
Receipts from Current Taxes	A-2	11,916,524	12,191,684
Non-Budget Revenues	A-2	89,233	70,999
Other Credits To Income:			
Unexpended Balance Of Appropriation Reserves	A-10	82,757	53,416
Tax Overpayments Cancelled	A-13	13,141	-
Interfund Returns-Grants Fund	A	-	24,500
TOTAL INCOME		<u>13,390,439</u>	<u>13,574,763</u>

EXPENDITURES

Budget and Emergency Appropriations:

 Appropriations Within "CAP":

 Operations:

 Salaries and Wages

A-3 450,922 437,642

 Other Expenses

A-3 648,659 661,779

 Deferred Charges and Statutory Expenditures

A-3 99,375 96,154

 Appropriations Excluded From "CAP":

 Operations:

 Other Expenses

A-3 29,149 24,186

 Capital Improvements

A-3 56,835 30,000

 Debt Service

A-3 298,949 241,857

County Taxes

A-14 2,977,724 3,127,563

Amount Due County For Added and Omitted Taxes

A-14 3,812 4,593

Local District School Taxes

A-15 3,884,482 3,911,025

Regional High School Taxes

A-16 4,209,762 4,322,787

Municipal Open Space Tax

A-6 41,544 124,426

Refund of Prior Year Revenues

A 10,640 -

Cancel Grant Fund Balances

A-20:21 2,948 -

TOTAL EXPENDITURES

12,714,801 12,982,012

Statutory Excess To Fund Balance

675,638 592,751

Fund Balance January 1

A 764,240 763,139

1,439,878 1,355,890

Decreased by:

 Utilization as Anticipated Revenue

A-1 591,650 591,650

Fund Balance December 31

A \$ 848,228 \$ 764,240

The accompanying Notes to the Financial Statements are an integral part of this statement.

CURRENT FUND
STATEMENT OF REVENUES

A-2
Sheet 1

	<u>REF.</u>	<u>ANTICIPATED BUDGET</u>	<u>REALIZED</u>	<u>EXCESS OR DEFICIT</u>
Fund Balance Anticipated	A-2	\$ <u>591,650</u>	\$ <u>591,650</u>	<u>-</u>
Miscellaneous Revenues				
Local Revenues:				
Licenses:				
Alcoholic Beverages	A-9	2,500	2,263	\$ (237)
Fees and Permits	A-9	3,615	25,983	22,368
Fines and Costs:				
Interest and Costs on Taxes	A-5	67,000	68,824	1,824
Interest on Investments and Deposits	A-9	<u>1,200</u>	<u>3,702</u>	<u>2,502</u>
Total Local Revenues		<u>74,315</u>	<u>100,772</u>	<u>26,457</u>
State Aid:				
Energy Receipts Tax	A-9	255,591	255,591	
Garden State Trust Fund	A-9	<u>5,099</u>	<u>5,099</u>	<u>-</u>
Total State Aid		<u>260,690</u>	<u>260,690</u>	<u>-</u>

The accompanying Notes to the Financial Statements are an integral part of this statement.

CURRENT FUND
STATEMENT OF REVENUES

A-2
Sheet 2

	<u>REF.</u>	<u>ANTICIPATED BUDGET</u>	<u>REALIZED</u>	<u>EXCESS OR DEFICIT</u>
Special Items Of Revenue Anticipated With Prior Written Consent of Local Government Services- Public and Private Revenues:				
Clean Communities Program	A-22	12,579	12,579	
Recycling Tonnage Grant	A-22	8,570	8,570	
NJ DOT Grant - Maple Avenue	A-22	26,835	26,835	-
Total Public and Private Revenues		<u>47,984</u>	<u>47,984</u>	<u>-</u>
Total Miscellaneous Revenue		<u>382,989</u>	<u>409,446</u>	<u>26,457</u>
Receipts From Delinquent Taxes	A-2	<u>180,000</u>	<u>287,688</u>	<u>107,688</u>
Local Tax for Municipal Purposes	A-2	<u>1,089,762</u>	<u>1,459,328</u>	<u>369,566</u>
Total General Revenues		2,244,401	2,748,112	503,711
Non-Budget Revenues:				
Other Non-Budget Revenues	A-2	<u>-</u>	<u>89,233</u>	<u>89,233</u>
		<u>\$ 2,244,401</u>	<u>\$ 2,837,345</u>	<u>\$ 592,944</u>

REF.

A-3

The accompanying Notes to the Financial Statements are an integral part of this statement.

CURRENT FUND
STATEMENT OF REVENUES

A-2
Sheet 3

REF.

ANALYSIS OF REALIZED REVENUES

Allocation Of Current Tax Collections:

Revenue from Collections	A-6	\$ 11,892,774
State of New Jersey, Senior Citizens and Veterans Deductions	A-6	<u>23,750</u>
	A-6	11,916,524

Allocated To:

School, County, and Municipal Open Space Taxes	A-1	<u>11,117,324</u>
Deficiency Supported by Municipal Revenues		799,200
Add(Decreased) by Appropriation: "Reserve For Uncollected Taxes"	A-3	<u>660,128</u>
Amount for Support of Municipal Budget Appropriations	A-2	<u><u>\$ 1,459,328</u></u>

The accompanying Notes to the Financial Statements are an integral part of this statement.

CURRENT FUND
STATEMENT OF REVENUES

A-2
Sheet 4

ANALYSIS OF NON-BUDGET REVENUES

Miscellaneous Revenue Not Anticipated:

Treasurer:

Lease of Farmlands	\$	24,105	
Clerk Fees		13,330	
Right of Way		10,431	
Vacant Property Fees		4,693	
Vet/Sr Administrative Fee		455	
Collector		11,775	
Miscellaneous		<u>24,444</u>	
Total Miscellaneous Revenue Not Anticipated	A-4		<u>\$ 89,233</u>

The accompanying Notes to the Financial Statements are an integral part of this statement.

CURRENT FUND
STATEMENT OF EXPENDITURES

A-3
Sheet 1

<u>OPERATIONS within "CAPS"</u>	<u>BUDGET</u>	<u>APPROPRIATION BUDGET AFTER MODIFICATION</u>	<u>EXPENDED PAID OR CHARGED</u>	<u>RESERVED</u>	<u>UNEXPENDED BALANCE CANCELED</u>
GENERAL GOVERNMENT:					
General Administration:					
Salaries and Wages	\$ 16,154	\$ 16,154	\$ 16,154		-
Other Expenses:					
Other Professional, Consul. and Spec. Serv.-Codification	5,000	2,396	2,396		-
Miscellaneous Other Expenses	20,000	20,000	19,904	\$ 96	
Human Resources (Personnel):					
Education Program for Employees	1,500	1,500	1,500		-
Mayor and Council:					
Salaries and Wages	16,871	16,871	16,538		333
Municipal Clerk:					
Salaries and Wages	57,987	57,987	56,596		1,391
Financial Administration(Treasury):					
Salaries and Wages	31,222	31,222	31,222		-
Other Expenses	3,500	3,500	3,205		295
Audit Services:					
Other Expenses	26,475	26,960	26,960		-
Revenue Administration(Tax Collection):					
Salaries and Wages	27,978	27,978	27,976		2
Other Expenses	2,100	2,245	2,245		-
Tax Assessment Administration:					
Salaries and Wages	32,589	32,589	32,589		
Other Expenses	6,000	6,000	5,296		704
Legal Services(Legal Dept.):					
Other Expenses	28,000	28,000	28,000		-
Engineering Services:					
Other Expenses	20,000	20,000	19,953		47
Historical Sites office:					
Other Expenses	2,500	2,500	166		2,334

The accompanying Notes to the Financial Statements are an integral part of this statement.

CURRENT FUND
STATEMENT OF EXPENDITURES

A-3
Sheet 2

<u>OPERATIONS within "CAPS"</u>	<u>APPROPRIATION</u>	<u>EXPENDED</u>	<u>UNEXPENDED</u>
	<u>BUDGET</u>	<u>BUDGET AFTER</u>	<u>PAID OR</u>
		<u>MODIFICATION</u>	<u>CHARGED</u>
			<u>RESERVED</u>
			<u>BALANCE</u>
			<u>CANCELED</u>
LAND USE ADMINISTRATION:			
Planning Board:			
Salaries and Wages	20,463	20,463	20,463
Other Expenses	8,000	8,000	6,117
Zoning Board Of Adjustment:			
Salaries and Wages	23,984	23,984	23,984
Other Expenses	900	900	715
			185
INSURANCE:			
Liability and Other Insurance	94,500	99,474	99,474
Unemployment Insurance	3,264	3,264	2,569
Workers Compensation Insurance	3,060	3,060	3,060
Employee Group Insurance	59,160	59,160	36,825
			22,335
PUBLIC SAFETY FUNCTIONS:			
Office of Emergency Management:			
Salaries and Wages	14,688	14,688	14,688
Other Expenses	700	700	101
Aid to Volunteer Fire Companies	55,000	55,000	51,918
First Aid Organization-Contributions	20,000	20,000	19,249
Fire Department:			
Other Expenses:			
Fire Hydrant Service	15,000	15,000	14,783
			217

The accompanying Notes to the Financial Statements are an integral part of this statement.

CURRENT FUND
STATEMENT OF EXPENDITURES

A-3
Sheet 3

<u>OPERATIONS within "CAPS"</u>	<u>BUDGET</u>	<u>APPROPRIATION BUDGET AFTER MODIFICATION</u>	<u>EXPENDED PAID OR CHARGED</u>	<u>RESERVED</u>	<u>UNEXPENDED BALANCE CANCELED</u>
PUBLIC WORKS FUNCTIONS:					
Streets and Road Maintenance:					
Salaries and Wages	190,880	190,880	183,617	7,263	
Other Expenses	170,000	164,000	135,859	28,141	
Solid Waste Collection:					
Salaries and Wages	9,212	9,212	9,212	-	
Buildings and Grounds:					
Other Expenses	51,000	51,000	50,386	614	
HEALTH AND HUMAN SERVICES FUNCTIONS:					
Animal Control Services(Dog Regulation):					
Salaries and Wages	8,894	8,894	8,080	814	
PARK AND RECREATION FUNCTIONS:					
Recreation Services and Programs:					
Other Expenses	10,000	10,000	10,000	-	
UTILITY EXPENSES AND BULK PURCHASES:					
Electricity	12,000	12,000	10,709	1,291	
Street Lighting	14,000	14,000	12,709	1,291	
Gasoline	17,000	20,000	19,135	865	

The accompanying Notes to the Financial Statements are an integral part of this statement.

CURRENT FUND
STATEMENT OF EXPENDITURES

A-3
Sheet 4

<u>OPERATIONS within "CAPS"</u>	<u>BUDGET</u>	<u>APPROPRIATION BUDGET AFTER MODIFICATION</u>	<u>EXPENDED PAID OR CHARGED</u>	<u>RESERVED</u>	<u>UNEXPENDED BALANCE CANCELED</u>
Total Operations within "CAPS"	1,099,581	1,099,581	1,024,353	75,228	
Contingent					
Total Operations including contingent within "CAPS"	1,099,581	1,099,581	1,024,353	75,228	
Detail:					
Salaries and Wages	450,922	450,922	441,119	9,803	
Other Expenses	648,659	648,659	583,234	65,425	
DEFERRED CHARGES AND STATUTORY EXPENDITURES within "CAPS":					
Statutory Expenditures:					
Social Security System (O.A.S.I.)	39,100	39,100	34,043	5,057	
Contribution To:					
PERS	60,275	60,275	60,275		
Total Deferred Charges and Statutory Expenditures within "CAPS"	99,375	99,375	94,318	5,057	
Total General Appropriations within "CAPS"	1,198,956	1,198,956	1,118,671	80,285	
Operations Excluded from "CAPS":					
Interlocal Municipal Service Agreements:					
Municipal Court (Knowlton Township):					
Other Expenses	8,000	8,000	-	8,000	
Total Interlocal Municipal Service Agreements	8,000	8,000	-	8,000	

The accompanying Notes to the Financial Statements are an integral part of this statement.

CURRENT FUND
STATEMENT OF EXPENDITURES

A-3
Sheet 5

	<u>APPROPRIATION</u>	<u>EXPENDED</u>	<u>UNEXPENDED</u>	
	<u>BUDGET</u>	<u>BUDGET AFTER</u>	<u>PAID OR</u>	
		<u>MODIFICATION</u>	<u>CHARGED</u>	
			<u>RESERVED</u>	
			<u>BALANCE</u>	
			<u>CANCELED</u>	
PUBLIC AND PRIVATE PROGRAMS OFFSET BY APPROPRIATIONS- EXCLUDED FROM "CAPS":				
Federal and State Grants:				
Recycling Tonnage Grant	8,570	8,570	8,570	-
Clean Communities Program:				
Other Expenses	12,579	12,579	12,579	-
Total Public and Private Programs Offset by Revenues	21,149	21,149	21,149	
Total Operations Excluded from "CAPS"	29,149	29,149	21,149	8,000
Detail:				
Salaries and Wages	-	-	-	
Other Expenses	29,149	29,149	21,149	8,000
CAPITAL IMPROVEMENTS:				
Improvements to Building	25,000	25,000	25,000	-
Recreation Equipment	5,000	5,000	5,000	-
Transpor. Trust Fund Auth. Act-Good Springs Rd Sec. 2	26,835	26,835	26,835	
Total Capital Improvements	56,835	56,835	56,835	-

The accompanying Notes to the Financial Statements are an integral part of this statement.

CURRENT FUND
STATEMENT OF EXPENDITURES

A-3
Sheet 6

	<u>APPROPRIATION</u>	<u>EXPENDED</u>		<u>UNEXPENDED</u>
	<u>BUDGET</u>	<u>BUDGET AFTER</u>	<u>PAID OR</u>	<u>BALANCE</u>
		<u>MODIFICATION</u>	<u>CHARGED</u>	<u>CANCELED</u>
			<u>RESERVED</u>	
MUNICIPAL DEBT SERVICE:				
Payment of Notes	275,333	275,333	275,333	
Payment of Interest on Notes	24,000	24,000	23,616	\$ 384
Total Municipal Debt Service	299,333	299,333	298,949	384
Total General Appropriations Excluded from "CAPS"	385,317	385,317	376,933	8,000
Subtotal General Appropriations	1,584,273	1,584,273	1,495,604	88,285
Reserve For Uncollected Taxes	660,128	660,128	660,128	
TOTALS	\$ 2,244,401	\$ 2,244,401	\$ 2,155,732	\$ 88,285
			\$ 384	

Adopted Budget	REF.	A-2	\$ 2,244,401	A
			<u>\$ 2,244,401</u>	

	<u>REF.</u>		
Reserve for State Grants	A-21	\$ 47,984	
Reserve for Uncollected Taxes	A-2	660,128	
Reserve for Encumbrances	A-11	<u>1,447,620</u>	
		<u>\$ 2,155,732</u>	

The accompanying Notes to the Financial Statements are an integral part of this statement.

TRUST FUND
COMPARATIVE BALANCE SHEET

B

<u>ASSETS</u>	<u>REF.</u>	<u>BALANCE</u> <u>12/31/18</u>	<u>BALANCE</u> <u>12/31/17</u>
Dog License Fund:			
Cash and Cash Equivalents:			
Cash - Treasurer	B-2	\$ 4,999	\$ 1,609
Amount Due Current Fund	B-5	-	143
Total Dog License Fund		4,999	1,752
Other Trust Funds:			
Cash and Cash Equivalents:			
Cash - Treasurer	B-2	556,943	616,047
Amount Due Current Fund	B-6	98,378	127,200
Total Other Trust Funds		655,321	743,247
TOTAL ASSETS		\$ 660,320	\$ 744,999

LIABILITIES, RESERVES AND FUND BALANCE

Dog License Fund:			
Reserve for Dog Fund Expenditures	B-3	\$ 4,912	\$ 1,752
Amount Due Current Fund	B-5	2	
Due State of New Jersey	B-4	85	-
Total Dog License Fund		4,999	1,752
Other Trust Fund:			
Reserve for Planning Board Escrow Deposits	B-7	68,113	83,587
Reserve for COAH Deposits	B-8	58,146	66,238
Reserve for Tax Sale Premiums	B-9	119,684	143,784
Reserve for Municipal Open Space Tax	B-10	397,642	448,514
Reserve for Recreation Trust	B-11	11,736	1,124
Total Other Trust Fund		655,321	743,247
TOTAL LIABILITIES, RESERVES AND FUND BALANCE		\$ 660,320	\$ 744,999

The accompanying Notes to the Financial Statements are an integral part of this statement.

GENERAL CAPITAL FUND
COMPARATIVE BALANCE SHEET

C

<u>ASSETS</u>	<u>REF.</u>	<u>BALANCE</u> <u>12/31/18</u>	<u>BALANCE</u> <u>12/31/17</u>
Cash - Treasurer	C-2	\$ 1,156,228	\$ 767,215
Amount Due Current Fund	C-3	59,830	29,903
Accounts Receivable	C-4	250,560	250,560
Deferred Charges To Future Taxation: Unfunded	C-5	<u>2,630,352</u>	<u>2,011,735</u>
TOTAL ASSETS		<u>\$ 4,096,970</u>	<u>\$ 3,059,413</u>

LIABILITIES, RESERVES AND FUND BALANCE

Various Reserves	C-7	\$ 176,025	\$ 146,025
Bond Anticipation Notes	C-9	2,274,617	1,656,000
Capital Improvement Fund	C-6	185,050	404,592
Capital Fund Balance	C-1	20,792	20,792
Improvement Authorizations - Unfunded	C-8	1,156,243	596,739
Improvement Authorizations - Funded	C-8	<u>284,243</u>	<u>235,265</u>
TOTAL LIABILITIES, RESERVES AND FUND BALANCE		<u>\$ 4,096,970</u>	<u>\$ 3,059,413</u>

The accompanying Notes to the Financial Statements are an integral part of this statement.

GENERAL CAPITAL FUND
SCHEDULE OF FUND BALANCE

C-1

REF.

Balance December 31, 2017 C \$ 20,792

Balance December 31, 2018 C \$ 20,792

The accompanying Notes to the Financial Statements are an integral part of this statement.

GENERAL FIXED ASSETS
STATEMENT OF GENERAL FIXED ASSETS
DECEMBER 31, 2018

F

	<u>BALANCE</u> <u>12/31/18</u>	<u>BALANCE</u> <u>12/31/17</u>
General Fixed Assets:		
Land	\$ 3,246,819	\$ 3,246,819
Buildings	1,023,423	1,023,423
Machinery and Equipment	<u>3,105,894</u>	<u>2,732,348</u>
 Total General Fixed Assets	 <u>\$ 7,376,136</u>	 <u>\$ 7,002,590</u>
 Investment In General Fixed Assets	 <u>\$ 7,376,136</u>	 <u>\$ 7,002,590</u>

The accompanying Notes to the Financial Statements are an integral part of this statement.

PAYROLL AGENCY FUND
COMPARATIVE BALANCE SHEET

G

<u>ASSETS</u>	BALANCE <u>12/31/18</u>	BALANCE <u>12/31/17</u>
Cash and Cash Equivalents:		
Cash - Treasurer	\$ <u>13,027</u>	\$ <u>31,987</u>
TOTAL ASSETS	\$ <u>13,027</u>	\$ <u>31,987</u>

LIABILITIES AND RESERVES

Imprest Balances	\$ <u>13,027</u>	\$ <u>31,987</u>
TOTAL LIABILITIES AND RESERVES	\$ <u>13,027</u>	\$ <u>31,987</u>

The accompanying Notes to the Financial Statements are an integral part of this statement.

NOTES TO FINANCIAL STATEMENTS

NOTES TO FINANCIAL STATEMENTS

DECEMBER 31, 2018

Note 1: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

A. Reporting Entity

GASB Statement No.14 established criteria to be used to determine which component units should be included in the financial statements of the oversight entity. The Division requires the financial statements of the Township to be reported separately.

The financial statements of the Township of Franklin include every board, body, officer or commission supported and maintained wholly or in part by funds appropriated by the Township, as The financial statements of the Township do not include the operations of the Board of Education.

B. Description of Funds

The Governmental Accounting Standards Board (GASB) is the accepted standard-setting body for establishing governmental accounting and financial reporting principles. The GASB Codification establishes fund types and account groups to be used by governmental units when reporting financial position and results of operations in accordance with accounting principles generally accepted in the United States of America (GAAP).

The accounting policies of the Township of Franklin 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 of Franklin accounts for its financial transactions through the following separate funds, which differ from the fund structure required by GAAP.

Current Fund

Resources and expenditures for governmental operations of a general nature, including State grants for operations.

Trust Funds

Records the receipts, disbursement and custodianship of monies in accordance with the purpose for which each account was established.

General Capital Fund

The receipts and disbursement of funds for the acquisition of general infrastructure and other capital facilities, other than those acquired in the Current Fund. General bonds and notes payable are recorded in this fund offset by deferred charges to future taxation.

NOTES TO FINANCIAL STATEMENTS

DECEMBER 31, 2018

Note 1: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

B. Description of Funds (Continued)

Public Assistance Fund

Receipt and disbursements of funds that provide assistance to certain residents of the Township pursuant to the provisions of Title 44 of New Jersey statutes.

General Fixed Assets Reporting

To account for all fixed assets of the Township. The Township's infrastructure is not reported in the group.

C. Basis of Accounting

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

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

Revenues--are recorded as received in cash except for certain amounts which are due from other governmental units. Receipts from 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 of accrual are also recorded as receivables with offsetting reserves and recorded as revenue when received.

Expenditures--are recorded on the "budgetary" basis of accounting. Generally expenditures are recorded when an amount is encumbered for goods or 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 31st of each year and recorded as liabilities, except for amounts which may be cancelled by the governing body.

Appropriation reserves are available, until lapsed at the close of the succeeding year, to meet specific claims, commitments or contracts incurred during the preceding fiscal year. Lapsed appropriation reserves are recorded as income. Appropriations for principal payments on outstanding general capital and utility bonds and notes are provided on the cash basis; interest on general capital indebtedness is on the cash basis, whereas interest on utility indebtedness is on the accrual basis.

NOTES TO FINANCIAL STATEMENTS

DECEMBER 31, 2018

Note 1: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

C. Basis of Accounting (Continued)

Property Tax Revenue--Real property taxes are assessed locally, based upon the assessed value of the property. The tax bill includes a levy for Municipal, County, Open Space and School purposes. The bills are mailed annually in June for that calendar year's levy. Taxes are payable in four quarterly installments on February 1, May 1, August 1 and November 1.

The amounts of the first and second installments are determined as one quarter of the total tax levied against the property for the preceding year. The installment due the third and fourth quarters is determined by taking the current year levy less the amount previously charged for the first and second installments, with the remainder being divided equally.

If unpaid on these dates, the amount due becomes delinquent and subject to interest at 8% per annum, or 18% on any delinquency amount in excess of \$1,500. The school levy is turned over to the Board of Education as expenditures are incurred, and the balance, if any, must be transferred as of June 30, of each fiscal year. County taxes are paid to the County by the Township quarterly on February 15, May 15, August 15 and November 15. The Open Space Levy is paid quarterly to the Township's other trust funds on February 15, May 15, August 15 and November 15.

When unpaid taxes or any municipal lien, or part thereof, on real property remains in arrears after the eleventh day of the eleventh month in the year in which they are due, the collector in the municipality shall, subject to provisions of the New Jersey Statutes, enforce the lien by placing the property on a tax sale. Annual in rem tax foreclosure proceedings are instituted to enforce the tax collection or acquisition of title to the property by the Township.

In accordance with the accounting Principles prescribed by the State of New Jersey, current and delinquent taxes are realized as revenue when collected. Since delinquent taxes and liens are fully reserved, no provision has been made to estimate that portion of the taxes receivable and tax title liens that are uncollectible. GAAP required tax revenues to be recognized in the accounting period when they become susceptible to accrual, reduced by an allowance for doubtful accounts.

Deferred School Taxes--A portion of the school taxes collected at December 31 relating to the period January 1 to June 30 of the subsequent year have been included in fund balance. GAAP requires such revenue to be deferred and recognized in the accounting period when it becomes susceptible to accrual.

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

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

NOTES TO FINANCIAL STATEMENTS

DECEMBER 31, 2018

Note 1: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

C. Basis of Accounting (Continued)

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

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

Fixed assets used in governmental operations (general fixed assets) are accounted for in the General Fixed Assets Account Group. Public domain ("infrastructure") general fixed assets consisting of certain improvements other than buildings, such as roads, bridges, curbs and gutters, streets and sidewalks and drainage systems are not capitalized.

All fixed assets are valued at historical cost or estimated historical cost if actual historical cost is not available except for land which is valued at estimated market value.

No depreciation is to be 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.

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

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

Budget and Budgetary Procedures--The foundation of the New Jersey local finance system is the annual cash basis budget required under the Local Budget Law (N.J.S.A.40A:4-1, et seq.). Every local unit must adopt a budget in the form required by the Division of Local Government Services, Department of Community Affairs, State of New Jersey (the "Division"). Certain items of revenue and appropriation are regulated by law and the proposed budget must be certified by the Director of the Division ("Director") prior to final adoption. The normal budget calendar begins early in the fiscal year with introduction, public advertisement and after state approval, budget adoption. The cash basis for revenues and budgetary basis for expenditures is the budget basis of accounting.

The Township is not required to adopt budgets for the following funds:

**General Capital Fund
Public Assistance Fund
Trust Fund**

NOTES TO FINANCIAL STATEMENTS

DECEMBER 31, 2018

Note 1: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

C. Basis of Accounting (Continued)

The governing body shall introduce and approve the annual budget not later than February 10, of the fiscal year. The budget shall be adopted not later than March 20, and prior to adoption, must be certified by the Division of Local Government Services, Department of Community Affairs, State of New Jersey. The Director of the Division of Local Government Services, with the approval of the Local Finance Board, may extend the introduction and approval and adoption dates of the municipal budget. The budget is prepared by fund, function, activity and line item (salary or other expense) and includes information on the previous year.

The legal level of control for appropriations is exercised at the individual line item level for all operating budgets adopted. Emergency appropriations, those made after the adoption of the budget and determination of the tax rate, may be authorized by the governing body of the municipality. During the last two months of the fiscal year, the governing body may, by a 2/3 vote, amend the budget through line item transfers. Management has no authority to amend the budget without the approval of the Government Body. Expenditures may not legally exceed budgeted appropriations at the line item level.

Expenditures--Are recorded on the "budgetary" basis of accounting. Generally, expenditures are recorded when an amount is encumbered for goods or services through the issuance of a purchase order in conjunction with an encumbrance accounting system. Outstanding encumbrances at December 31, are reported as a cash liability in the financial statements. Unexpended or uncommitted appropriations at December 31, are reported as expenditures through the establishment of appropriations reserves unless cancelled by the governing body. GAAP requires expenditures to be recognized in the accounting period in which the fund liability is incurred, if measurable, except for unmatured interest on general long-term debt, which should be recognized when due.

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.

Deferred Charges to Future Taxation Funded and Unfunded--Upon the authorization of capital projects, the Township establishes deferred charges for the costs of the capital projects to be raised by future taxation. Funded deferred charges relate to permanent debt issued, whereas unfunded deferred charges relate to temporary or non-funding of the authorized cost of capital projects. According to N.J.S.A.40A:2-4, the Township may levy taxes on all taxable property within the local unit to repay the debt. Annually, the Township raises the debt requirements for that particular year in the current budget. As the funds are raised by taxation, the deferred charges are reduced.

NOTES TO FINANCIAL STATEMENTS

DECEMBER 31, 2018

Note 1: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

C Basis of Accounting (Continued)

Comparative Data - Comparative data for the prior year has been presented in the accompanying balance sheets and statements of operations in order to provide an understanding of changes in the municipality's financial position and operations. However, comparative data have not been presented in all statements because their inclusion would make certain statements unduly complex and difficult to understand.

Use of Estimates--The preparation of financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions. This will affect the reported amounts of assets and liabilities, disclosure of contingent assets and liabilities at the date of the financial statements, and the reported amounts of revenues and expenses during the reported period. Actual results could differ from these estimates.

Departures from Generally Accepted Accounting Principles--The accounting principles and practices followed by the Township differ generally accepted accounting principles applicable to local government units. The more significant differences are as follows:

- Taxes and other receivables are fully reserved.
- Interfund receivables in the Current Fund are fully reserved.
- Unexpended and uncommitted appropriations are reflected as expenditures.
- Overexpended appropriations and emergency appropriations are deferred to the succeeding years' operations.
- Undetermined contributions to state-administered pension plans applicable to the six months ended December 31 are not accrued.
- Estimated losses arising from tax appeals and other contingencies are not recorded when it is probable that a loss has been incurred and the amount of such loss can be reasonably estimated.

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

Statutory-Basis Financial Statements--The GASB Codification also defines the financial statements of a governmental unit to be presented to be in accordance with GAAP. The Township presents the financial statements listed in the table of contents which are required by the Division and which differ from the financial statements required by GAAP. In addition, the Division requires the financial statements listed in the table of contents to be referenced to the supplementary schedules. This practice differs from GAAP.

NOTES TO FINANCIAL STATEMENTS

DECEMBER 31, 2018

Note 2: CASH AND CASH EQUIVALENTS

Deposits:

New Jersey statutes require that the governing body deposit public funds in public depositories located in New Jersey, which are insured by the Federal Deposit Insurance Corporation, the Federal Savings and Loan Insurance Corporation, or by any other agency of the United States that insures deposits made in public depositories. The governing body is also permitted to deposit public funds in the State of New Jersey Cash Management Fund.

New Jersey statutes require public depositories to maintain collateral for deposits of public funds that exceed depository insurance limits as follows:

The market value of the collateral must equal at least 5% of the average daily balance of collected public funds on deposit.

In addition to the above collateral requirement, if the public funds deposited exceed 75% of the capital funds of the depository, the depository must provide collateral having a market value at least equal to 100% of the amount exceeding 75%.

All collateral must be deposited with the Federal Reserve Bank of New York, the Federal Reserve Bank of Philadelphia, the Federal Home Loan Bank of New York, or a banking institution that is a member of the Federal Reserve System and has capital funds of not less than \$25,000,000.

Pursuant to GASB Statement No. 40, "Deposit and Investment Risk Disclosures" ("GASB 40"), the municipality's accounts are profiled in order to determine exposure, if any, to Custodial Credit Risk (risk that in the event of failure of the counterparty the municipality would not be able to recover the value of its deposits or investment). Deposits are considered to be exposed to Custodial Credit Risk if they are: uncollateralized or collateralized with securities held by the financial institution's trust department or agent but not in the government's name. At December 31, 2018, all of the municipality's deposits were collateralized by securities held in its name and, accordingly, not exposed to custodial credit risk. The municipality does not have a policy for custodial credit risk.

As of December 31, 2018, cash and cash equivalents of the municipality consisted of the following:

	<u>Cash and Cash Equivalents</u>	<u>Total</u>
Checking	\$ 3,145,894	\$ 3,145,894
Certificates of Deposit	518,601	518,601
	<u>\$ 3,664,495</u>	<u>\$ 3,664,495</u>

NOTES TO FINANCIAL STATEMENTS

DECEMBER 31, 2018

Note 2: CASH AND CASH EQUIVALENTS - (Continued)

The carrying amount of the municipality's cash and cash equivalents at December 31, 2018, was \$3,664,495 and the bank balance was \$3,655,982. All bank balances were covered by federal depository insurance and/or covered by a collateral pool maintained by the banks as required by New Jersey statutes. Of these bank balances, \$250,000 was covered by federal depository insurances and \$3,405,982 was covered by collateral pool.

Note 3: LONG-TERM DEBT

	Beginning Balance	Issued	Paid	Ending Balance
Long Term Debt:				
Bond Anticipation Notes	\$ 1,656,000	\$ 893,950	\$ 275,333	\$ 2,274,617
Compensated absences payable	None			None
Total Long-Term Debt	<u>\$ 1,656,000</u>	<u>893,950</u>	<u>\$ 275,333</u>	<u>\$ 2,274,617</u>

The Local Bond Law governs the issuance of bonds and notes to finance general municipal expenditures. All bonds issued by the Township are general obligation bonds, backed by the full faith and credit of the Township. Bond anticipation notes, which are issued by temporarily finance capital projects, must be paid off within ten years or retired by issuance of bonds.

The Township debt is summarized as follows:

Summary of Municipal Debt

	YEAR <u>2018</u>	YEAR <u>2017</u>	YEAR <u>2016</u>
<u>Issued</u>			
Net Debt Issued	\$ 2,274,617	\$ 1,656,000	\$ 1,882,600
<u>Authorized But Not Issued</u>			
Total Authorized But Not Issued	<u>355,735</u>	<u>355,735</u>	<u>355,735</u>
Net Bonds and Notes Issued and Authorized But Not Issued	<u>\$ 2,630,352</u>	<u>\$ 2,011,735</u>	<u>\$ 2,238,335</u>

NOTES TO FINANCIAL STATEMENTS

DECEMBER 31, 2018

Note 3: 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 0.649%.

	<u>Gross Debt</u>	<u>Deductions</u>	<u>Net Debt</u>
Regional School municipality Debt	\$ 15,994,000	\$ 15,994,000	-
Local School municipality Debt	527,250	527,250	-
General Debt	<u>2,630,352</u>	<u>-</u>	<u>\$ 2,630,352</u>
	<u>\$ 19,151,602</u>	<u>\$ 16,521,250</u>	<u>\$ 2,630,352</u>

Net Debt \$2,630,352 Divided by Equalized Valuation Basis per
 N.J.S.A. 40A:2-2 as amended, \$ 405,089,401 equals 0.649%

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

3 1/2% of Equalized Valuation Basis (Municipal)	\$ 14,178,129
Net Debt	<u>2,630,352</u>
Remaining Borrowing Power	<u>\$ 11,547,777</u>

Bond Anticipation Notes

The Township has outstanding at December 31, 2018, a bond anticipation note in the amount of \$2,274,617 payable to the County of Monmouth. This note matures on February 6, 2018. The interest rate on the note was 1.85%. Principal and interest on this note is paid from the current fund budget.

	<u>Debt</u>
	<u>Outstanding</u>
Total General Capital Loans Above	<u>\$ 2,274,617</u>

NOTES TO FINANCIAL STATEMENTS

DECEMBER 31, 2018

Note 4: GENERAL FIXED ASSETS

The following is a summary of changes in the general fixed assets:

	Balance Beginning of Year	Additions	Adjustments/ Deletions	Balance End of Year
Land	\$ 3,246,819	-		\$ 3,246,819
Buildings and Improvements	1,023,423	-		1,023,423
Machinery and Equipment	2,732,348	\$ 373,546	-	3,105,894
	<u>\$ 7,002,590</u>	<u>\$ 373,546</u>	<u>-</u>	<u>\$ 7,376,136</u>

See Note 1 for municipal policy on General Fixed Assets.

Note 5: FUND BALANCES APPROPRIATED

Fund Balances at December 31, 2018, which were appropriated and included as anticipated revenue in their own respective funds for the year ending December 31, 2018, were as follows:

Current Fund - \$591,650 (Introduced)

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, 2018, the Township had no deferred charges that are required to be included in subsequent year's budgets

The appropriations in the 2018 Budget are not less than that required by statute.

Note 7: SCHOOL TAXES

Local municipality Tax and Regional High School Tax have been raised and liabilities deferred by statute (under provisions of C.63, P.L.1991, as amended), resulting in the school taxes payable set forth in the Current Fund liabilities as follows:

	TOTAL DEFERRED TAX 12/31/18	LOCAL municipality SCHOOL TAX BALANCE 12/31/18	BALANCE 12/31/17	TOTAL DEFERRED TAX 12/31/17	REGIONAL HIGH SCHOOL TAX BALANCE 12/31/18	BALANCE 12/31/17
Balance of Tax		\$ 1,667,572	\$ 1,677,013		\$ 2,239,339	\$ 2,293,511
Deferred		<u>1,658,374</u>	<u>1,658,374</u>		<u>1,573,590</u>	<u>1,573,590</u>
Tax Payable		<u>\$ 9,198</u>	<u>\$ 18,639</u>		<u>\$ 665,749</u>	<u>\$ 719,921</u>
Tax Deferred	<u>\$ 3,231,964</u>			<u>\$ 3,231,964</u>		

NOTES TO FINANCIAL STATEMENTS

DECEMBER 31, 2018

Note 8: PENSION PLANS

Description of Plans - All required employees of the municipality are covered by either the Public Employees' Retirement System (PERS) or the Defined Contribution Retirement Plan (DCRP) 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 both 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 Public Employees Retirement System. These reports may be obtained by writing to the Division of Pension and Benefits, PO Box 295, Trenton, New Jersey, 08625 or on the internet at <http://www.state.nj.us/treasury/pensions/annrprts.shtml>.

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

Vesting and Benefit Provisions -The vesting and benefit provisions are set by N.J.S.A. 43:15A. PERS provides retirement, death and disability benefits. All benefits vest after ten years of service, except for medical benefits, which vest after 25 years of service or under the disability provisions of PERS.

The following represents the membership tiers for PERS:

Tier Definition

- 1 Members who were enrolled prior to July 1,2007
- 2 Members who were eligible to enroll on or after July 1, 2007 and prior to November 2, 2008
- 3 Members who were eligible to enroll on or after November 2, 2008 and prior to May 22, 2010
- 4 Members who were eligible to enroll on or after May 22, 2010 and prior to June 28, 2011
- 5 Members who were eligible to enroll on or after June 28, 2011

Service retirement benefits of 1/55th of final average salary for each year of service credit is available to tiers 1 and 2 members upon reaching age 60 and to tier 3 members upon reaching age 62. Service retirement benefits of 1 /60th of final average salary for each year of service credit is available to tier 4 members upon reaching age 62 and tier 5 members upon reaching age 65. Early retirement benefits are available to tiers 1 and 2 members before reaching age 60, tiers 3 and 4 before age 62 with 25 or more years of service credit and tier 5 with 30 or more years of service credit before age 65. Benefits are reduced by a fraction of a percent for each month that a member retires prior to the age at which a member can receive full early retirement benefits in accordance with their respective tier. Tier 1 members can receive an unreduced benefit from age 55 to age 60 if they have at least 25 years of service. Deferred retirement is available to members who have at least 10 years of service credit and have not reached the service retirement age for the respective tier.

NOTES TO FINANCIAL STATEMENTS

DECEMBER 31, 2018

Note 8: PENSION PLANS - (Continued)

The PERS provides for specified medical benefits for members who retire after achieving 25 years of qualified service, as defined, or under the disability provisions of the System. Members are always fully vested for their own contributions and, after three years of service credit, become vested for 2% of related interest earned on the contributions. In the case of death before retirement, members' beneficiaries are entitled to full interest credited to the members' accounts.

Contribution Requirements - The contribution policy is set by N.J.S.A. 43:15A, Chapter 62, P.L. of 1994, Chapter 115, P.L. of 1997 (PERS) requires contributions by active members and contributing employers. Plan member and employer contributions may be amended by State of New Jersey legislation. PERS provides for employee contributions of 6.5% of employees' annual compensation, as defined. Employers are required to contribute at an actuarially determined rate in the PERS. The current PERS rate is 6.5% of covered payroll.

Summary of Significant Accounting Policies - New Jersey's municipalities and counties do not follow GAAP accounting principles and, as such, do not follow GASB requirements with respect to recording the net pension liability or related deferred outflows or inflows of resources on their balance sheets, or related plan pension expense. However, N.J.A.C. 5:30-6.1(c)(2) requires municipalities and counties to disclose GASB 68 information in the Notes to the Financial Statements. Accordingly, the municipality's portion of the net pension liability, related outflows and inflows of resources, and pension expense are for disclosure purposes only and do not effect the municipality's regulatory basis fund balance, statement of revenues and expenditures, or operations. For purposes of measuring the net pension liability, deferred outflows of resources and deferred inflows of resources related to pensions, and pension expense as required by GASB No. 68, information about the fiduciary net position of the PERS and additions to/deductions from PERS fiduciary net position have been determined on the same basis as they are reported by PERS.

Pension Liabilities, Pension Expense, and Deferred Outflows of Resources and Deferred Inflows of Resources Related to Pensions

At June 30, 2018, the municipality disclosed a liability of \$1,502,528 for its proportionate share of the net pension liability. The net pension liability was measured as of June 30, 2018, and the total pension liability to calculate the net pension liability was determined by an actuarial valuation as of July 1, 2017, which was rolled forward to June 30, 2018. The municipality's proportion of the net pension liability is based on the ratio of the contributions as an individual employer to total contributions to the PERS during the years ended June 30, 2018 and 2017. At June 30, 2018, the municipality's proportion was 0.00645% which was an increase of 0.00006% from its proportion measured as of June 30, 2017.

For the year ended June 30, 2018, the municipality's portion of the plan's pension expense was \$116,230. At June 30, 2018, deferred outflows of resources and deferred inflows of resources for PERS relating to the municipality's proportionate share are from the following sources:

NOTES TO FINANCIAL STATEMENTS

DECEMBER 31, 2018

Note 8: PENSION PLANS (Continued)

	<u>Deferred</u> <u>Outflows of</u> <u>Resources</u>	<u>Deferred</u> <u>Inflows of</u> <u>Resources</u>
Differences between expected and actual experience	\$ 35,379	
Changes of assumptions	302,708	\$ 301,598
Net difference between projected and actual earnings on pension plan investments	10,231	
Changes in proportion and differences between municipality contributions and proportionate share of contributions	27,196	
Total	<u>\$ 375,514</u>	<u>\$ 301,598</u>

Amounts reported as deferred outflows of resources and deferred inflows of resources related to pensions will be recognized in pension expense of the plan as follows:

	<u>Year Ended June 30:</u>	
	2019	\$55,960
	2020	\$84,445
	2021	\$51,170
	2022	(\$68,056)
	2023	<u>(\$49,603)</u>
	Total	<u>\$73,916</u>

	<u>6/30/2017</u>	<u>6/30/2018</u>
Collective deferred outflows of resources	\$8,685,338,380	\$6,424,455,842
Collective deferred inflows of resources	870,133,595	5,700,625,981
Collective net pension liability (Non State - Local Group)	\$29,617,131,759	\$23,278,401,588
municipality's proportionate share of net pension liability	\$1,894,540	\$1,502,528
municipality's proportion %	0.00639677%	0.00645460%

NOTES TO FINANCIAL STATEMENTS

DECEMBER 31, 2018

Note 8: PENSION PLANS (Continued)

Actuarial assumptions - The collective total pension liability for the June 30, 2018 measurement date was determined by an actuarial valuation as of July 1, 2017, which was rolled forward to June 30, 2018. This actuarial valuation used the following actuarial assumptions:

Inflation:	2.25%
Salary Increases:	
Through 2026	1.65%-4.15% based on age
Therafter	2.65%-5.15% based on age
Investment Rate of Return:	7.00%

Mortality rates were based on the RP-2000 Combined Healthy Male and Female Mortality Tables (setback 1 year for females) with adjustments for mortality improvements from the base year of 2013 Based on Projection Scale AA.

The actuarial assumptions used in the July 1, 2017 valuation were based on the results of an actuarial experience study for the period July 1, 2011 to June 30, 2014.

Long-Term Expected Rate of Return - In accordance with State statute, the long-term expected rate of return on plan investments is determined by the State Treasurer, after consultation with the Directors of the Division of Investments and Division of Pensions and Benefits, the board of trustees and the actuaries. Best estimates of arithmetic real rates of return for each major asset class included in PERS's target asset allocation as of June 30, 2018 are summarized in the following table:

<u>Asset Class</u>	<u>Target Allocation</u>	<u>Long-Term Expected Real Rate of Return</u>
Absolute Return	5.00%	5.51%
Cash equivalents	5.50%	1.00%
US Treasuries	3.00%	1.87%
Investment Grade Credit	10.00%	3.78%
Public High Yeild	2.50%	6.82%
Global diversified credit	5.00%	7.10%
Credit oriented hedge funds	1.00%	6.60%
Debt related private equity	2.00%	10.63%
Debt related real estate	1.00%	6.61%
Private real asset	2.50%	11.83%
Equity related real estate	6.25%	9.23%
U.S. Equity	30.00%	8.19%
Non-U.S. developed markets equity	11.50%	9.00%
Emerging markets equity	6.50%	11.64%
Buyouts/venture capital	8.25%	13.08%

NOTES TO FINANCIAL STATEMENTS

DECEMBER 31, 2018

Note 8: PENSION PLANS (Continued)

Discount rate - The discount rate used to measure the total pension liability was 5.00% as of June 30, 2018. This single blended discount rate was based on the long-term expected rate of return on pension plan investments of 7.00%, and a municipal bond rate of 3.58% as of June 30, 2018 based on the Bond Buyer Go 20-Bond Municipal Bond Index which includes tax-exempt general obligation municipal bonds with an average rating of AA/Aa or higher. The projection of cash flows used to determine the discount rate assumed that contributions from plan members will be made at the current member contribution rates and that contributions from employers will be made based on contribution rate in the most recent fiscal year.

Based on those assumptions, the plan’s fiduciary net position was projected to be available to make projected future benefit payments of current plan members through 2034. Therefore, the long-term expected rate of return on plan investments was applied to projected benefit payments through 2034, and the municipal bond rate was applied to projected benefit payments after that date in determining the total pension liability.

Sensitivity of the Municipality's proportionate share of the net pension liability to changes in the discount rate - The following presents the Municipality's proportionate share of the net pension liability measured as of June 30, 2018, calculated using the discount rate of 5.00%, as well as what the Municipality's proportionate share of the net pension liability would be if it were calculated using a discount rate that is 1-percentage-point lower (4.00%) or 1-percentage-point higher (6.00%) than the current rate:

	<u>1% Decrease</u>	<u>Current</u> <u>Discount Rate</u>	<u>1% Increase</u>
	<u>(4.00%)</u>	<u>(5.00%)</u>	<u>(6.00%)</u>
Municipality's proportionate share of the net pension liability	\$ 1,863,988	\$ 1,502,528	\$ 1,201,387

Pension plan fiduciary net position - Detailed information about the pension plan’s fiduciary net position is available in the separately issued State of New Jersey Divisions of Pensions and Benefits financial report at <http://www.nj.gov/treasury/pensions/financial-rprts-home.shtml>.

Defined Contribution Retirement Plan (DCRP) - The Defined Contribution Retirement Program (DCRP) was established as of July 1, 2007 under the provisions of Chapter 92, P.L. 2007 and Chapter 103, P.L. 2007 (N.J.S.A. 43:15C-1 et seq.). The DCRP is a cost-sharing multiple-employer defined contribution pension fund. The DCRP provides eligible members, and their beneficiaries with a tax-sheltered, defined contribution retirement benefit, along with life insurance and disability coverage. Vesting and benefit provisions are established by N. J.S.A. 43:15C-1 et. seq.

NOTES TO FINANCIAL STATEMENTS

DECEMBER 31, 2018

Note 8: PENSION PLANS (Continued)

The contribution requirements of plan members are determined by state statute. In accordance with Chapter 92, P.L. 2007 and Chapter 103, P.L. 2007, plan members are required to contribute 5.5% of their annual covered salary. The State Treasurer has the right under current law to make temporary reductions in member rates based on the existence of surplus plan assets in the retirement system; however statute also requires the return to the normal rate when such surplus pension assets no longer exist.

Significant Legislation - Chapter 78, P.L. 2011, effective June 28, 2011 made various changes to the manner in which the Public Employees' Retirement System (PERS) and the Police and Firemen's Retirement System (PFRS) operate and to the benefit provisions of those systems.

Chapter 78's provisions impacting employee pension and health benefits include:

- New members of the PERS hired on or after June 28, 2011 (Tier 5 members) will need 30 years of creditable service and age 65 for receipt of the early retirement benefit without a reduction of ¼ of 1% for each month that the member is under age 65.
- The eligibility age to qualify for a service retirement in the PERS is increased from age 63 to 65 for Tier 5 members.
- The annual benefit under special retirement for new PFRS members enrolled after June 28, 2011 (Tier 3 members), will be 60% instead of 65% of the member's final compensation plus 1% for each year of creditable service over 25 years but not to exceed 30 years.
- Increases in active member contribution rates. PERS active member rates increase from 5.5% of annual compensation to 6.5% plus an additional 1% phased-in over 7 years; PFRS active member rate increase from 8.5% to 10%. For fiscal year 2012, the member contribution rates increased in October 2011. The phase-in of the additional incremental member contribution rates for PES members will take place in July of each subsequent fiscal year.
- The payment of automatic cost-of-living adjustment (COLA) additional increases to current and future retirees and beneficiaries is suspended until reactivated as permitted by this law.
- New employee contribution requirements towards the cost of employer-provided health benefit coverage. Employees are required to contribute a certain percentage of the cost of coverage. The rate of contribution is determined based on the employee's annual salary and the selected level of coverage. The increased employee contributions will be phased in over a 4-year period for those employed prior to Chapter 78's effective date with a minimum contribution required to be at least 1.5% of salary.
- In addition, this new legislation changes the method for amortizing the pension systems' unfunded accrued liability (from a level percent of pay method to a level dollar of pay).

Three-Year Trend Information for PERS

Year	Annual Pension Contributions	Percentage of Contribution Paid
2018	\$60,275	100%
2017	\$57,054	100%
2016	\$54,315	100%

NOTES TO FINANCIAL STATEMENTS

DECEMBER 31, 2018

Note 9: OTHER POST-EMPLOYMENT BENEFITS (OPEB)

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

The State is also responsible for the cost attributable to P.L. 1992, c.126, which provides employer paid health benefits to members of PERS and the Alternate Benefit Program (APB) who retired from a board of education or county college with 25 years of service (GASB Cod. Sec. 2300.106(g)).

GASB Statement No. 75 requires certain disclosures relating to governmental entities obligations for other post-employment benefits (OPEB), which are post-employment benefits other than pensions. The Municipality does not provide post-employment benefits other than pension.

Note 10: LEASES

The Township has not entered into any long-term lease agreements except for equipment which can be capitalized as installment purchases of fixed assets in accordance with Technical Accounting Directive No. 85-2.

Note 11: ACCRUED SICK AND VACATION BENEFITS

As discussed in Note 1 and in accordance with accounting principles prescribed by the State of New Jersey, the cash basis of accounting is followed for recording the liability related to unused sick pay.

The Township has permitted employees to accrue unused sick pay, which may be otherwise resolved at a later date. There is no provision for accruing of vacation days if not currently used. The amount of such accrual as of December 31, 2018, is -0-.

In accordance with New Jersey principles, the amount is not reported as an expenditure or liability in the financial statements.

NOTES TO FINANCIAL STATEMENTS

DECEMBER 31, 2018

Note 12: CONTINGENT LIABILITIES

GRANT PROGRAMS

The Township participated in a number of state assisted grant programs administered at the state level. These programs, exclusive of the single audit concept, can be subject to program compliance audits by the grantors or their representatives. Accordingly, the Township's compliance with certain applicable grant requirements will be established at some future date. The amount, if any, of expenditures which may be disallowed by the granting agencies cannot be determined at this time although the Township expects such amounts, if any, to be immaterial.

LITIGATION

There are no pending lawsuits against the Township.

Note 13: OTHER REQUIRED DISCLOSURES

Individual fund interfund receivable and payable balances. All interfund receivable and payable balances outstanding at the beginning of the fiscal period were fully liquidated during the fiscal period, with the following exceptions outstanding at December 31, 2018:

<u>FUND</u>	<u>DUE FROM OTHER FUNDS</u>	<u>DUE TO OTHER FUNDS</u>
Current Fund	\$ 2	\$ 216,346
Federal/State Grants Fund	58,138	
Dog Fund	-	2
Other Trust Funds	98,378	-
General Capital Fund	59,830	-
	<u>\$ 216,348</u>	<u>\$ 216,348</u>

Note 14: RISK FINANCING

The Township is exposed to various risks of loss related to torts; theft of, damage to, and destruction of assets; errors and omissions; and natural disasters. These risks are covered by commercial insurance purchased from independent third parties. Settled claims from these risks have not exceeded commercial insurance coverage. There were no significant reductions in insurance coverage from coverage in the prior year.

NOTES TO FINANCIAL STATEMENTS

DECEMBER 31, 2018

Note 14: TAX ABATEMENTS

As defined by the Governmental Accounting Standards Board (GASB), a tax abatement is an agreement between a government and an individual or entity in which the government promises to forgo tax revenues and the individual or entity promises to subsequently take a specific action that contributes to economic development or otherwise benefits the government or its citizens. The municipality has not entered into any tax abatement agreements.

PART II
SUPPLEMENTARY INFORMATION

CURRENT FUND SCHEDULES

CURRENT FUND
SCHEDULE OF CASH -TREASURER

A-4

	<u>REF.</u>	<u>CURRENT FUND</u>
Balance December 31, 2017	A	\$ 2,334,831
Increased by Receipts:		
Collector	A-5	\$ 11,879,194
Miscellaneous Revenue Not Anticipated	A-2	89,233
Revenue Accounts Receivable	A-9	292,638
Amount Due State of N.J. for Senior Citizens/Veterans Deductions	A-18	22,750
State Grant Funds	A-20	-
State Grant Funds-Unappropriated	A-22	-
		12,283,815
		14,618,646
Decreased by Disbursements:		
Interfund Advances/(Returns) - Other Trust	B	28,822
Interfund Advances/(Returns) - General Capital Fund	C	(29,927)
Refund of Prior Year Revenues	A-1	10,640
2017 Appropriation Reserves	A-10	31,407
Reserve for Encumbrances	A-11	1,448,925
Tax Overpayments	A-13	13,141
County Taxes	A-14	2,981,536
Local District School Tax	A-15	3,893,923
Regional High School Tax	A-16	4,263,934
Municipal Open Space	A-17	41,841
State Grant Funds	A-21	1,106
		12,685,348
Balance December 31, 2018	A	\$ 1,933,298

CURRENT FUND
SCHEDULE OF CASH - COLLECTOR

A-5

REF.

Received:

Interest and Costs on Taxes	A-2	\$ 68,824	
Taxes Receivable	A-6	11,709,647	
Tax Title Liens	A-7	-	
2018 Prepaid Taxes	A-12	75,675	
Tax Overpayments	A-13	<u>25,048</u>	\$ <u>11,879,194</u>

Decreased by Disbursements:

Payments to Treasurer	A-4		\$ <u><u>11,879,194</u></u>
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CURRENT FUND
SCHEDULE OF TAX TITLE LIENS

A-7

	<u>REF.</u>		
Balance December 31, 2017	A		\$ 74,641
Increased by:			
Interest and Costs		\$ 35	
Transfers from Taxes Receivable	A-6	<u>19,227</u>	<u>19,262</u>
			93,903
Balance December 31, 2018	A		<u>\$ 93,903</u>

CURRENT FUND
SCHEDULE OF PROPERTY ACQUIRED FOR TAXES -
ASSESSED VALUATION

A-8

	<u>REF.</u>	
Balance December 31, 2017	A	\$ 454,100
Balance December 31, 2018	A	<u>\$ 454,100</u>

CURRENT FUND
SCHEDULE OF REVENUE ACCOUNTS RECEIVABLE

A-9

	<u>REF.</u>	<u>BALANCE</u> <u>12/31/17</u>	<u>ACCRUED</u> <u>IN 2018</u>	<u>COLLECTED</u> <u>BY</u> <u>TREASURER</u>	<u>BALANCE</u> <u>12/31/18</u>
Clerk:					
Licenses:					
Alcoholic Beverages	A-2		\$ 2,263	\$ 2,263	
Fees and Permits	A-2		25,983	25,983	
Interest on Investments and Deposits	A-2		3,702	3,702	
Energy Receipts Tax	A-2		255,591	255,591	
Garden State Trust Fund	A-2		5,099	5,099	
Totals		<u>\$ -</u>	<u>\$ 292,638</u>	<u>\$ 292,638</u>	<u>-</u>
REF.		A		A-4	A

CURRENT FUND
SCHEDULE OF RESERVE FOR ENCUMBRANCES

A-11

REF.

Increased by:

Budget Encumbrances Appropriated	A-3		\$ 1,447,620
			<u>1,447,620</u>

Decreased by:

Encumbrances Canceled/(Added)		\$ (1,305)	
Encumbrances Paid	A-4	<u>1,448,925</u>	<u>\$ 1,447,620</u>

CURRENT FUND
SCHEDULE OF TAXES COLLECTED IN ADVANCE

A-12

	<u>REF.</u>	
Balance December 31, 2017	A	\$ 389,245
Increased by:		
2019 Taxes Collected in Advance	A-5	<u>75,675</u> 464,920
Decreased by:		
Applied to 2018 Taxes Receivable	A-6	<u>389,245</u>
Balance December 31, 2018	A	<u>\$ 75,675</u>

CURRENT FUND
SCHEDULE OF TAX OVERPAYMENTS

A-13

	<u>REF.</u>	
Balance December 31, 2017	A	\$ 96,704
Increased by:		
Tax Overpayments	A-5	<u>25,048</u>
		121,752
Decreased by:		
Applied to Taxes	A-6	\$ 81,570
Refunds	A-4	14,599
Cancelled	A-1	<u>13,141</u>
		<u>109,310</u>
Balance December 31, 2018	A	<u>\$ 12,442</u>

CURRENT FUND
SCHEDULE OF COUNTY TAXES PAYABLE

A-14

REF.

Increased by:

2018 Levy:

County Taxes	\$ 2,644,406
County Library Taxes	211,049
County Open Space Tax	122,269
Prior Year Added and Omitted Taxes	<u>3,812</u>

A-1:6	\$ 2,981,536
	<u>2,981,536</u>

Decreased by:

Payments

A-4	\$ <u>2,981,536</u>
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CURRENT FUND
SCHEDULE OF LOCAL DISTRICT SCHOOL TAX PAYABLE

A-15

	<u>REF.</u>		
Balance December 31, 2017:			
School Tax Payable	A	\$ 18,639	
School Tax Deferred		<u>1,658,374</u>	\$ 1,677,013
Increased by:			
Levy - School Year July 1, 2018 to June 30, 2019	A-6		<u>3,884,482</u>
			5,561,495
Decreased by:			
Payments	A-4		<u>3,893,923</u>
Balance December 31, 2018:			
School Tax Payable	A	9,198	
School Tax Deferred		<u>1,658,374</u>	<u>\$ 1,667,572</u>
2018 Liability for Local District School Tax:			
Tax Paid			\$ 3,893,923
Tax Payable 12/31/18			<u>1,667,572</u>
			5,561,495
Less -- Tax Deferred for 2018			-
Less -- Tax Payable 12/31/17			<u>1,677,013</u>
Amount Charged to 2018 Operations	A-1		<u>\$ 3,884,482</u>

CURRENT FUND
SCHEDULE OF REGIONAL HIGH SCHOOL TAX PAYABLE

A-16

	<u>REF.</u>		
Balance December 31, 2017:			
School Tax Payable	A	\$ 719,921	
School Tax Deferred		<u>1,573,590</u>	\$ 2,293,511
Increased by:			
Levy - School Year July 1, 2018 to June 30, 2019	A-6		<u>4,209,762</u>
			6,503,273
Decreased by:			
Payments	A-4		<u>4,263,934</u>
Balance December 31, 2018:			
School Tax Payable	A	665,749	
School Tax Deferred		<u>1,573,590</u>	<u>\$ 2,239,339</u>
2018 Liability for Regional High School Tax:			
Tax Paid			\$ 4,263,934
Tax Payable 12/31/18			<u>2,239,339</u>
			6,503,273
Less -- Tax Deferred for 2018			-
Less -- Tax Payable 12/31/17			<u>2,293,511</u>
Amount Charged to 2018 Operations	A-1		<u>\$ 4,209,762</u>

CURRENT FUND
SCHEDULE OF MUNICIPAL OPEN SPACE TAX PAYABLE

A-17

	<u>REF.</u>	
Balance December 31, 2017	A	\$ 183
Increased by:		
2018 Municipal Open Space Tax, Including Added/Omitted	A-6	<u>41,544</u>
		41,727
Decreased by:		
Transfer to Open Space Trust Account	A-4	\$ 36,535
Salary & Wages Paid by Current Fund	A-4	<u>5,306</u> <u>41,841</u>
Balance December 31, 2018	A	<u>\$ (114)</u>

CURRENT FUND
SCHEDULE OF AMOUNT DUE TO STATE OF NEW JERSEY FOR
SENIOR CITIZENS AND VETERANS DEDUCTIONS

A-18

	<u>REF.</u>	
Balance December 31, 2017	A	\$ 2,690
Increased by:		
Received in Cash from State	A-4	<u>22,750</u>
		25,440
Decreased by:		
Senior Citizens and Veterans Deductions per Tax Billings		<u>23,750</u>
Balance December 31, 2018	A	<u>\$ 1,690</u>

CURRENT FUND
SCHEDULE OF RESERVE FOR JOINT COURT

A-19

	<u>REF.</u>	
Balance December 31, 2017	A	<u>\$ 7,905</u>
Balance December 31, 2018	A	<u>\$ 7,905</u>

CURRENT FUND
SCHEDULE OF STATE GRANTS RECEIVABLE

A-20

<u>PURPOSE</u>	<u>BALANCE</u> <u>12/31/17</u>	<u>CANCELLED</u>	<u>BALANCE</u> <u>12/31/18</u>
Storm Water Grant	\$ 24,000	\$ 24,000	-
Municipal Alliance	19,381	19,381	-
DOT Grant - Good Springs Road - Sec 2	41,643	41,643	-
DOT Grant - Asbury Historic Pedestrian	37,866	37,866	-
COAH Plan Conformance	<u>20,000</u>	<u>-</u>	<u>\$ 20,000</u>
Totals	<u>\$ 142,890</u>	<u>\$ 122,890</u>	<u>\$ 20,000</u>
	REF. A	A-1:21	A

CURRENT FUND
SCHEDULE OF STATE GRANTS-APPROPRIATED

A-21

	<u>BALANCE</u> <u>12/31/17</u>	TRANSFER FROM 2018 BUDGET <u>APPROPRIATIONS</u>	<u>EXPENDED</u>	<u>CANCELLED</u>	<u>BALANCE</u> <u>12/31/18</u>
Clean Communities - CY 17	-	\$ 12,579	\$ 1,106		\$ 11,473
Storm Water Grant	23,135			\$ 23,135	-
Municipal Alliance - State	22,964			22,964	-
Municipal Alliance - Local	2,708			2,708	-
Solid Waste and Stormwater Grant	3,251			3,251	-
Recycling Tonnage Grant	13,570	8,570		13,570	8,570
ANJEC Open Space Grant	11,500			11,500	-
Highland Grant	7,428			7,428	-
Volunteer Fire Grant	344			344	-
DOT Grant - Good Springs Road - Sec 2	12,476			12,476	-
DOT Grant - Asbury Historic Pedestrian	22,566			22,566	-
DOT Grant - Maple Avenue	11,260	26,835			38,095
COAH Plan Conformance	20,000				20,000
Totals	<u>\$ 151,202</u>	<u>\$ 47,984</u>	<u>\$ 1,106</u>	<u>\$ 119,942</u>	<u>\$ 78,138</u>
REF.	A	A-3	A-4	A-20	A

CURRENT FUND
SCHEDULE OF UNAPPROPRIATED RESERVE FOR STATE GRANTS

A-22

	<u>BALANCE</u> <u>12/31/17</u>	<u>TRANSFER</u> <u>TO BUDGET</u>	<u>BALANCE</u> <u>12/31/18</u>
Clean Communities Grant:			
CY2017	\$ 12,579	\$ 12,579	-
Recycling Grant	8,571	8,571	-
NJDOT - Maple Ave - Additional	26,835	26,835	-
	\$ 47,985	\$ 47,985	-
	\$ 47,985	\$ 47,985	-
REF.	A	A-2	A

CURRENT FUND
SCHEDULE OF RESERVE FOR SALE OF MUNICIPAL ASSETS

A-23

	<u>REF.</u>	
Balance December 31, 2017	A	\$ 5,000
Balance December 31, 2018	A	\$ <u>5,000</u>

TRUST FUND SCHEDULES

TRUST FUND
SCHEDULE OF CASH - TREASURER

B-2

	<u>REF.</u>	<u>DOG LICENSES</u>	<u>OTHER</u>
Balance December 31, 2017	B	\$ 1,609	\$ 616,047
Increased by Receipts:			
Dog License Fees	B-3	5,332	
State Dog License Fees	B-4	644	
Amount Due Current Fund	B-6		36,535
Planning Board Deposits	B-7		321,458
COAH Deposits	B-8		16,039
Open Space Deposits	B-10	-	53
Total Receipts		<u>5,976</u>	<u>374,085</u>
		<u>7,585</u>	<u>990,132</u>
Decreased by Disbursements:			
Expenditures Under R. S. 4:19-15.11	B-3	2,027	
State Dog License Fees Paid	B-4	559	
Planning Board Escrow Returns	B-7		336,932
COAH Payments	B-8		9,094
Open Space Payments	B-10	-	87,163
Total Disbursements		<u>2,586</u>	<u>433,189</u>
Balance December 31, 2018	B	<u>\$ 4,999</u>	<u>\$ 556,943</u>

TRUST FUND
SCHEDULE OF RESERVE FOR DOG FUND EXPENDITURES

B-3

	<u>REF.</u>	
Balance December 31, 2017	B	\$ 1,752
Increased by:		
Dog License Fees Collected	B-2	<u>5,332</u>
		7,084
Decreased by:		
Administrative Expenditures Paid by Current Fund	B-5	\$ 145
Administrative Expenditures	B-2	<u>2,027</u> <u>2,172</u>
Balance December 31, 2018	B	<u>\$ 4,912</u>

DOG LICENSE FEES COLLECTED

CY 2017	\$ 3,833
CY 2016	<u>3,675</u>
	<u>\$ 7,508</u>

TRUST FUND
SCHEDULE OF AMOUNT DUE TO STATE OF
NEW JERSEY DEPARTMENT OF HEALTH

B-4

REF.

Increased by:

Collected in 2018:

State Board of Health Fees

B-2

\$ 644
644

Decreased by:

Payments

B-2

559

Balance December 31, 2018

B

\$ 85

TRUST FUND
SCHEDULE OF AMOUNT DUE CURRENT FUND
DOG LICENSE FUND

B-5

	<u>REF.</u>	
Balance December 31, 2017	B	<u>\$ 143</u>
Decreased by:		
Administrative Expenditures Paid by Current Fund	B-3	<u>145</u>
Balance December 31, 2018	B	<u><u>\$ (2)</u></u>

TRUST FUND
SCHEDULE OF AMOUNT DUE FROM CURRENT FUND
OTHER TRUST FUND

B-6

	<u>REF.</u>		<u>DUE FROM/(TO)</u>
Balance December 31, 2017	B		\$ 127,200
Increased by:			
Open Space Levy	B-10	\$ 41,544	
COAH Receipts Received in Current Fund	B-8	9,094	
Tax Sale Premiums Received in Current Fund	B-9	32,900	
Recreation Receipts Received in Current Fund	B-11	<u>54,304</u>	<u>137,842</u>
			265,042
Decreased by:			
Open Space Levy Transferred to Trust	B-2	36,535	
COAH Expenses Paid from Current Fund	B-8	24,131	
Tax Sale Premiums Refunded from Current Fund	B-9	57,000	
Open Space Expenses Paid from Current Fund	B-10	5,306	
Recreation Expenses Paid from Current Fund	B-11	<u>43,692</u>	<u>166,664</u>
Balance December 31, 2018	B		<u>\$ 98,378</u>
<u>Detail:</u>			
COAH			\$ (32,930)
Open Space Added Omitted Taxes			(114)
Recreation			11,736
Tax Sale Premiums			<u>119,686</u>
			<u>\$ 98,378</u>

TRUST FUND
SCHEDULE OF RESERVE FOR PLANNING BOARD DEPOSITS

B-7

	<u>REF.</u>	
Balance December 31, 2017	B	\$ 83,587
Increased by:		
Planning Board Deposits	B-2	<u>321,458</u>
		405,045
Decreased by:		
Escrow Expenditures	B-2	<u>336,932</u>
Balance December 31, 2018	B	<u>\$ 68,113</u>

TRUST FUND
SCHEDULE OF RESERVE FOR COAH DEPOSITS

B-8

	<u>REF.</u>	
Balance December 31, 2017	B	\$ 66,238
Increased by:		
COAH Receipts Received in Current Fund	B-6	\$ 9,094
COAH Receipts	B-2	<u>16,039</u>
		<u>25,133</u>
		91,371
Decreased by:		
COAH Expenses Paid	B-2	9,094
COAH Expenses Paid from Current Fund	B-6	<u>24,131</u>
		<u>33,225</u>
Balance December 31, 2018	B	<u>\$ 58,146</u>

TRUST FUND
SCHEDULE OF RESERVE FOR TAX SALE PREMIUMS

B-9

	<u>REF.</u>	
Balance December 31, 2017	B	\$ 143,784
Increased by:		
Tax Sale Premium Receipts Received in Current Fund	B-6	<u>32,900</u>
		176,684
Decreased by:		
Tax Sale Premium Refunds from Current Fund	B-6	<u>57,000</u>
Balance December 31, 2018	B	<u>\$ 119,684</u>

TRUST FUND
SCHEDULE OF RESERVE FOR MUNICIPAL OPEN SPACE TAX

B-10

	<u>REF.</u>						
Balance December 31, 2017	B	\$	448,514				
Increased by:							
Tax Levy	B-6	\$	41,544				
Interest Credits	B-2		<table style="width: 100%; border-collapse: collapse; margin-left: 100px;"> <tr> <td style="text-align: right; border-bottom: 1px solid black;">53</td> <td style="text-align: right; border-bottom: 1px solid black;">41,597</td> </tr> <tr> <td></td> <td style="text-align: right;">490,111</td> </tr> </table>	53	41,597		490,111
53	41,597						
	490,111						
Decreased by:							
Open Space Expenses Paid by Current Fund - Debt Service & Wages	B-6		5,306				
Open Space Expenses	B-2		<table style="width: 100%; border-collapse: collapse; margin-left: 100px;"> <tr> <td style="text-align: right; border-bottom: 1px solid black;">87,163</td> <td style="text-align: right; border-bottom: 1px solid black;">92,469</td> </tr> </table>	87,163	92,469		
87,163	92,469						
Balance December 31, 2018	B	\$	397,642				

TRUST FUND
SCHEDULE OF RESERVE FOR RECREATION TRUST DEPOSITS

B-11

	<u>REF.</u>	
Balance December 31, 2018	B	\$ 1,124
Increased by:		
Recreation Deposits Received by Current Fund	B-6	<u>54,304</u>
		55,428
Decreased by:		
Recreation Expenses Paid by Current Fund	B-6	<u>43,692</u>
Balance December 31, 2018	B	<u>\$ 11,736</u>

GENERAL CAPITAL FUND SCHEDULES

GENERAL CAPITAL FUND
SCHEDULE OF CASH -TREASURER

C-2

	<u>REF.</u>		
Balance December 31, 2017	C	\$	767,215
Increased by Receipts:			
Interest Credits	C-3	\$	73
Bond Anticipation Note Proceeds	C-8	<u>893,950</u>	<u>894,023</u>
			1,661,238
Decreased by Disbursements:			
Improvements Authorizations Paid	C-8		<u>505,010</u>
Balance December 31, 2018	C	<u>\$</u>	<u>1,156,228</u>

GENERAL CAPITAL FUND
SCHEDULE OF AMOUNT DUE CURRENT FUND

C-3

	<u>REF.</u>	
Balance December 31, 2017	C	\$ 29,903
Increased by:		
Building Reserve and Recreation Reserve Appropriation	C-7	<u>30,000</u> 59,903
Decreased by:		
Interest Credits Due Current Fund	C-2	<u>73</u>
Balance December 31, 2018	C	<u>\$ 59,830</u>

GENERAL CAPITAL FUND
SCHEDULE OF ACCOUNTS RECEIVABLE

C-4

	<u>REF.</u>	
Balance December 31, 2017	C	<u>\$ 250,560</u>
Balance December 31, 2017	C	<u>\$ 250,560</u>

	<u>Original</u>	<u>Prior Years Receipts</u>	<u>Current Year Receipts</u>	<u>Balance</u>
<u>Detail:</u>				
Due fom Developer's - Mountain Road	\$ 19,560			\$ 19,560
State of New Jersey - DOT Grant - Morris Canal	200,000	-		200,000
State of New Jersey - DOT Grant - Stewartsville/Millbrook/Willowgrove Roads	<u>31,000</u>	-	-	<u>31,000</u>
	<u>\$ 250,560</u>	<u>-</u>	<u>-</u>	<u>\$ 250,560</u>

GENERAL CAPITAL FUND
SCHEDULE OF DEFERRED CHARGES TO FUTURE TAXATION-
UNFUNDED

C-5

<u>IMPROVEMENT DESCRIPTION</u>	<u>BALANCE</u> <u>12/31/17</u>	<u>2018</u> <u>AUTHORIZATIONS</u>	<u>PAID BY</u> <u>CURRENT</u> <u>BUDGET</u>	<u>BALANCE</u> <u>12/31/18</u>	<u>ANALYSIS OF BALANCE</u> <u>DEBT</u>	
					<u>AUTHORIZED</u> <u>NOT ISSUED</u>	<u>BONDS/</u> <u>NOTES</u>
Mountain View Road	\$ 149,235		-	\$ 149,235	\$ 149,235	
Restoration of Morris Canal	66,500		-	66,500	66,500	-
Paving, Fire Pumper, Township Building Improvements.	887,600		\$ 174,400	713,200	140,000	\$ 573,200
Road Improvements and resurfacing, Fire Truck, Dump truck, Roller, Salt Shed, Windows Replacement	908,400	-	100,933	807,467		807,467
Ambulance/Fire/Tractor	-	\$ 893,950		893,950		893,950
	<u>\$ 2,011,735</u>	<u>\$ 893,950</u>	<u>\$ 275,333</u>	<u>\$ 2,630,352</u>	<u>\$ 355,735</u>	<u>\$ 2,274,617</u>
REF.	C	C-8	C-9	C		C-9

GENERAL CAPITAL FUND
STATEMENT OF CAPITAL IMPROVEMENT FUND

C-6

	<u>REF.</u>	
Balance December 31, 2017	C	\$ 404,592
Decreased by:		
Appropriation to Finance Improvement Authorizations	C-8	<u>219,542</u>
Balance December 31, 2018	C	<u>\$ 185,050</u>

GENERAL CAPITAL FUND
SCHEDULE OF VARIOUS RESERVES FOR IMPROVEMENTS

C-7

	<u>REF.</u>	
Balance December 31, 2017	C	\$ 146,025
Increased by:		
General Fund Budget Appropriation - Building	C-3	\$ 25,000
General Fund Budget Appropriation - Recreation Equipment	C-3	<u>5,000</u> <u>30,000</u>
		176,025
Balance December 31, 2018	C	<u>\$ 176,025</u>
 <u>Detail:</u>		
Road Improvements		\$ 62,625
Building Improvements		83,400
Recreation Equipment		<u>30,000</u>
		<u>\$ 176,025</u>

GENERAL CAPITAL FUND
SCHEDULE OF IMPROVEMENT AUTHORIZATIONS

C-8

<u>IMPROVEMENT DESCRIPTION</u>	<u>NUMBER</u>	<u>ORDINANCE</u>		<u>BALANCE</u> <u>12/31/17</u>		<u>DEFERRED</u> <u>CHARGES</u>	<u>CAPITAL</u> <u>IMPROVEMENT</u> <u>FUND</u>	<u>PAID OR</u> <u>CHARGED</u>	<u>BALANCE</u> <u>12/31/18</u>			
		<u>DATE</u>	<u>AMOUNT</u>	<u>FUNDED</u>	<u>UNFUNDED</u>				<u>FUNDED</u>	<u>UNFUNDED</u>		
Purchase Fire/First Aid/Road Equipment and Land Acquisition	99-15	7-26-99	\$ 600,000		\$ 17,128				\$	17,128		
Restoration of Morris Canal	06-08	9-11-06	270,000	\$ 202,101	66,500			-	\$	202,101	66,500	
Road Improvements - Stewartsville Rd, Millbrook Road, Willow Grove Rd	07-14	9-10-07	461,000		62,651						62,651	
Paving, Fire Pumper, Township Building Improvements.	10-10	8-2-10	1,500,000		163,040						163,040	
Recreation Equipment for Community Center	10-15	12-6-10	9,000	5,200						5,200		
Repairs and Construction of Sidewalks	11-4	3-7-11	9,000	9,000						9,000		
New DPW Dump Truck and Accessories	11-05	3-7-11	66,000	893						893		
Various Building Improvements- Security/Surveillance, Equipment and Building Furniture	12-07	5-7-12	22,250	9,461						9,461		
Municipal Building Network Attached Storage Devise and Server	13-6	6-3-13	9,870	1,110						1,110		
Amended	13-13	12-2-13										
New Computer Equipment for Various Township Departments	14-5	8-4-14	7,500	7,500						7,500		
Road Improvments and resurfacing, Fire Truck, Dump truck, Roller, Salt Shed, Windows Replacement	15-8;16-3	11-2-15; Amended 2/1/16	998,000	-	287,420			-	\$	60,442	-	226,978
Millbrook Retaining Wall	18-4	5/7/18	120,000	-			\$ 120,000	71,022		48,978		
Ambulance/Fire/Tractor	18-5	6/4/18	941,000	-		\$ 893,950	47,050	321,054		-	619,946	
Mower/Tractor	18-11	12/3/18	52,492	-			52,492	52,492		-		
				\$ 235,265	\$ 596,739	\$ 893,950	219,542	\$ 505,010	\$ 284,243	\$ 1,156,243		

REF.

C 90 C C-5 C-6 C-2 C C

GENERAL CAPITAL FUND
SCHEDULE OF BOND ANTICIPATION NOTES

C-9

<u>Ordinance</u>	<u>PURPOSE</u>	<u>ORIGINAL ISSUE</u>	<u>ORIGINAL DATE OF ISSUE</u>	<u>DATE OF ISSUE</u>	<u>DATE OF MATURITY</u>	<u>INTEREST RATE</u>	<u>BALANCE 12/31/17</u>	<u>INCREASED</u>	<u>DECREASED</u>	<u>BALANCE 12/31/18</u>
10-10	Paving, Fire Pumper, Township Building Improvements.	\$ 350,000	2-22-11	01/31/18	2/6/19	1.85%	\$ 210,000		\$ 52,500	\$ 157,500
10-10	Paving, Fire Pumper, Township Building Improvements.	735,000	9-7-11	01/31/18	2/6/19	1.85%	387,600		96,900	290,700
10-10	Paving, Fire Pumper, Township Building Improvements.	200,000	2-20-13	01/31/18	2/6/19	1.85%	150,000		25,000	125,000
15-8;16-3	Road Improvements and resurfacing, Fire Truck, Dump truck, Roller, Salt Shed, Windows Replacement	948,100	6-29-16	01/31/18	2/6/19	1.85%	908,400		100,933	807,467
18-5	Fire Truck, Ambulance, Tractor	893,950	9-26-18	9/26/18	2/6/19	2.50%		\$ 893,950		893,950
							\$ 1,656,000	893,950	\$ 275,333	\$ 2,274,617
	REF.						C	C-2	C-5	C
					Current Fund Budget		A-3		275,333	
									<u>275,333</u>	

SCHEDULE OF GENERAL FIXED ASSETS

GENERAL FIXED ASSETS
DECEMBER 31, 2018
SCHEDULE OF ADDITIONS AND RETIREMENTS

F-1

	<u>BALANCE</u> <u>12/31/17</u>	<u>ADDITIONS</u>	<u>DELETIONS</u>	<u>BALANCE</u> <u>12/31/18</u>
General Fixed Assets:				
Land	\$ 3,246,819			\$ 3,246,819
Buildings and Improvements	1,023,423			1,023,423
Machinery and Equipment	<u>2,732,348</u>	<u>\$ 373,546</u>	<u>-</u>	<u>3,105,894</u>
Total General Fixed Assets	<u>\$ 6,581,994</u>	<u>373,546</u>	<u>-</u>	<u>\$ 7,376,136</u>
 Investment In General Fixed Assets	 <u>\$ 6,581,994</u>	 <u>\$ 373,546</u>	 <u>-</u>	 <u>\$ 7,376,136</u>

**PART III
SUPPLEMENTARY INFORMATION**

General Comments

**Report on Internal Control over Financial Reporting and
Compliance and Other Matters based on an Audit of
Financial Statements Performed in Accordance with
*Government Auditing Standards***

Schedule of Federal/State Awards

Status of Prior Audit Findings

Schedule of Findings and Responses

GENERAL COMMENTS

Scope of Audit

The audit of the financial statements of the Township of Franklin, County of Warren, New Jersey, as required by the Division of Local Government Services, covered the financial transactions of the Treasurer, Tax Collector, the activities of the Township and the records of the various outside departments.

Contracts and Agreements Requiring Advertisement for Bids

Effective April 17, 2000, N.J.S.A.40A:11-1 et.seq (Local Public Contracts Law) was revised by P.L.1999,c.440 (originally known as Assembly Bill No. 3519). Rules and regulations pertaining to the amended law are to be promulgated by the Division of Local Government Services.

N.J.S.A. 40A:11-3 is amended to read as follows:

- a. When the cost or price of any contract awarded by the purchasing agent in the aggregate, does not exceed in the contract year the total sum of \$17,500, the contract may be awarded by a purchasing agent when so authorized by resolution of the governing body without public advertising for bids and bidding therefore, except that the governing body may adopt a resolution to set a lower threshold for the receipt of public bids or the solicitation of competitive quotations. If the purchasing agent is qualified pursuant to subsection b. (pending before the Legislature as section 15 of this bill) of section 9 of P.L.1971,c.198(C.40A:11-9) the governing body may establish that the bid threshold may be up to \$25,000. Such authorization may be granted for each contract or by a general delegation of the power to negotiate and award such contracts pursuant to this section.
- b. Any contract made pursuant to this section may be awarded for a period of 24 consecutive months, except that contracts for professional services pursuant to paragraph (i) of paragraph (a) of subsection (1) of Section 5 of P.L.1971, C.198(C.40A:11-5) may be awarded for a period not exceeding 12 consecutive months. The Division of Local Government Services shall adopt and promulgate rules and regulations concerning the methods of accounting for all contracts that do not coincide with the contracting unit's fiscal year.
- c. Commencing in the fifth year after the year in which P.L.1999,c.440 takes effect, and every five years thereafter, the Governor, in consultation with the Department of Treasury, shall adjust the threshold amount and the higher threshold amount which the governing body is permitted to establish as set forth in subsection a. of this section or the threshold amount resulting from any adjustment under this subsection, in direct proportion to the rise or fall of the index rate as that term is defined in N.J.S.18A:18A-2(pending before the Legislature as section 50 of this bill), and shall round the adjustment to the nearest \$1,000. The Governor shall notify all municipal units of the adjustment no later than June 1 of every fifth year. The adjustment shall become effective on July 1 of the year in which it is made.

N.J.S.A.40A:11-4 (as amended) states, "Every contract or agreement 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 to the lowest responsible bidder after public advertising for bids and bidding therefore, except as is provided otherwise in this chapter or specifically by any other law."

Effective July 1, 2015, the bid threshold in accordance with N.J.S.A.40A:11-3(c) (as amended) is increased to \$40,000 for Qualified Purchasing Agents (QPA), and \$17,500 for units without QPA's.

The governing body of the municipality has the responsibility of determining whether the expenditures in any category will exceed the statutory thresholds within the fiscal year. Where question arises as to whether any contract or agreement might result in violation of the statute, the Township Counsel'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 N.J.S.40A:11-5.

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 determine whether any clear-cut violations existed.

My examination of expenditures did not reveal any individual payments, contracts or agreements in excess of the statutory thresholds "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 N.J.S.40A:11-6.

Collection of Interest on Delinquent Taxes and Assessments

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

The governing body, on January 2, 2018, adopted the following resolution authorizing interest to be charged on delinquent taxes.

RESOLUTION 2018-17
RESOLUTION OF THE TOWNSHIP OF FRANKLIN, COUNTY OF WARREN,
STATE OF NEW JERSEY, FIXING THE RATE OF INTEREST TO BE
CHARGED ON DELINQUENT TAXES OF THE ASSESSMENTS

"**WHEREAS**, N.J.S.A. 54:4-67 permits the governing body of each municipality to fix the rate of interest to be charged for non-payment of taxes or assessments subject to any abatement or discount for the late payment of taxes as provided by law; and,

WHEREAS, N.J.S.A. 54:4-67 has been amended to permit the fixing of said rate of 8% per annum on the first \$1,500. of the delinquency and 18% per annum on any amount in excess of \$1,500. and allows an additional penalty of 6% be collected against a delinquency in excess of \$10,000. on properties that fail to pay the delinquency prior to the end of the calendar year.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Township Committee of the Township of Franklin, County of Warren, State of New Jersey as follows:

The Tax Collector is hereby authorized and directed to charge 8% per annum on the first \$1,500. of taxes becoming delinquent after due date and 18% per annum on any amount of taxes in excess of \$1,500. becoming delinquent after due date and if a delinquency is in excess of \$10,000. and remains in arrears beyond December 31st, an additional penalty of 6% shall be charged against the delinquency.

Effective January 1, 2018, there will be a ten (10) day grace period of quarterly tax payments made by cash, check or money order.

Any payments not made in accordance with paragraph two of this resolution shall be charged interest from due date as set forth in paragraph one of this resolution."

Under provisions of C.75, P.L. 1991 (amending N.J.S. 54:4-67), enacted March 28, 1991, the definition of tax delinquency was defined as the sum of all taxes and municipal charges due on a given parcel or property covering any number of quarters or years. In addition, the governing body may also fix a penalty to be charged to a taxpayer with a delinquency in excess of \$10,000 who fails to pay that delinquency prior to the end of the calendar year. The penalty so fixed shall not exceed six (6%) per cent of the amount of the delinquency.

The governing body included in the above resolution, provisions enabling the \$10,000. delinquency penalty provisions.

The audit of the Collector's records on a test basis indicated no differences between the amount of interest payable on delinquent tax payments, based on our calculations, and the amount of interest charged.

Delinquent Taxes and Tax Title Liens

The delinquent taxes at December 31, 2018, include only real property items on the 2013, 2014, 2015, 2017 and 2018 tax levies.

The last tax sale was held on November 19, 2018 and was complete.

Inspection of tax sale certificates on file revealed that all tax sale certificates from tax sales were available for audit.

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

<u>Year</u>	<u>Number of Liens</u>
2018	15
2017	15
2017	13

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 taxpaying basis.

Verification of Delinquent Taxes and Other Charges

Verification notices were mailed to confirm balances as of November 15, 2018. The items that were returned were compared to and are in agreement with the Township's records. For items not returned, alternative procedures were performed.

A test verification of delinquent charges and current payments was made in accordance with verification procedures approved by the Division of Local Government Services. A summary of such verification is as follows:

Type of Receivable - Real Property Tax				
Date of Circulars - November 15, 2018				
Verification <u>Type</u>	Request <u>Form</u>	Total No. <u>of Items</u>	Total No. of <u>Circular</u>	Total No. <u>Returned</u>
2018 Property Tax	Positive	1,750	60	19
2019 Property Tax	Positive	1,750	60	19
2018 Delinquent Tax	Negative	664	25	9

Technical Accounting Directives

During the calendar year 1984, the Division of Local Government Services initiated as part of the Single Audit Law, a planned revision of the Requirements of Audit to provide new accounting requirements mandated for most local government units. The revision to the Requirements of Audit and Accounting would be in order to improve fiscal accountability for all local governments, satisfy federal-state audit requirements and enhance the credibility for New Jersey municipal accounting practices with federal-state funding sources and bond rating agencies. The new requirements for most local units started January 1, 1986, unless exemption, based upon amount of federal aid received and population size, was formally secured. The Division in 1988 notified those exempted municipal units of a transition requirement for fully implementation of all accounting directives beginning in the 1989 fiscal periods. The identity and compliance status of the Township of Franklin to these new directives are as follows:

<u>Requirement</u>	FY 2018 Required	
	<u>Yes</u>	<u>No</u>
A. General Ledger Accounting System	X	
B. Encumbrance Accounting	X	
C. Purchase Order System	X	
D. Fixed Asset Accounting and Reporting System	X	

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

REVENUE AND OTHER INCOME REALIZED

	<u>YEAR 2018</u>	<u>%</u>	<u>YEAR 2017</u>	<u>%</u>
Fund Balance Utilized	\$ 591,650	4.42%	\$ 591,650	4.36%
Miscellaneous - From Other Than				
Local Property Tax Levies	594,577	4.44%	514,668	3.79%
Collection of Delinquent Taxes and				
Tax Title Liens	287,688	2.15%	276,761	2.04%
Collection of Current Tax Levy	<u>11,916,524</u>	<u>88.99%</u>	<u>12,191,684</u>	<u>89.81%</u>
Total Income	<u>13,390,439</u>	<u>100.00%</u>	<u>13,574,763</u>	<u>100.00%</u>

EXPENDITURES

Budget Expenditures:				
Municipal Purposes	1,597,477	12.56%	1,491,618	11.49%
County Taxes	2,981,536	23.45%	3,132,156	24.13%
Local and Regional Taxes	8,094,244	63.66%	8,233,812	63.42%
Municipal Open Space Tax	41,544	0.33%	124,426	0.96%
Total Expenditures	<u>\$ 12,714,801</u>	<u>100.00%</u>	<u>\$ 12,982,012</u>	<u>100.00%</u>

Statutory Excess To Fund Balance	675,638		592,751	
Fund Balance January 1	764,240		763,139	
Less:				
Utilization as Anticipated Revenue	<u>591,650</u>		<u>591,650</u>	
Fund Balance December 31	<u>\$ 848,228</u>		<u>\$ 764,240</u>	

Comparative Schedule of Tax Rate Information

	<u>2018</u>	<u>2017</u>	<u>2016</u>
<u>Tax Rate</u>	<u>\$2.947</u>	<u>\$3.018</u>	<u>\$2.895</u>
<u>Apportionment of Tax Rate:</u>			
Municipal	\$0.263	\$0.244	\$0.234
Municipal Open Space Tax	\$0.010	\$0.030	\$0.030
County	\$0.720	\$0.757	\$0.709
Local School	\$0.938	\$0.944	\$0.957
Regional High School	\$1.016	\$1.043	\$0.965

Assessed Valuation:

<u>Year</u>	<u>Amount</u>
2018	\$414,177,151
2017	\$414,142,708
2016	\$414,323,121

Comparison of Tax Levies and Collection Currently

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

<u>Year</u>	<u>Tax Levy</u>	<u>Collections</u>	<u>Percentage of Collections</u>
2018	\$12,221,275	\$11,916,524	97.50%
2017	\$12,514,583	\$12,191,684	97.41%
2016	\$12,020,684	\$11,717,218	97.47%

Delinquent Taxes and Tax Title Liens

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

<u>Dec.31 Year</u>	<u>Amount of Tax Title Liens</u>	<u>Amount of Delinquent Taxes</u>	<u>Total Delinquent</u>	<u>Percentage of Tax Levy</u>
2018	\$93,903	\$272,396	\$366,299	3.00%
2017	\$74,641	\$291,202	\$365,843	2.92%
2016	\$46,428	\$282,760	\$329,188	2.74%

Property Acquired by Tax Title Lien Liquidation

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

<u>Year</u>	<u>Amount</u>
2018	\$454,100
2017	\$454,100
2016	\$454,100

Comparitive Schedule of Fund Balances

<u>Year</u>	<u>Balance December 31</u>	<u>Regular</u>	<u>Utilized In Budget of Succeeding Year Defer School Tax (C.63, P.L.1991)</u>
2018	\$ 848,228	\$ 591,650	NONE
2017	\$ 764,240	\$ 591,650	NONE
2016	\$ 763,139	\$ 476,650	\$115,000
2015	\$ 870,026	\$ 751,650	NONE
2014	\$ 890,027	\$ 763,650	NONE
2013	\$ 968,047	\$ 627,000	\$150,000
2012	\$ 961,080	\$ 477,000	\$350,000
2011	\$ 925,713	\$ 793,000	\$130,000
2010	\$ 929,674	\$ 753,212	\$170,000

Officials in Office and Surety Bonds

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

<u>Name</u>	<u>Title</u>	<u>Amount of Bond</u>	<u>Name Of Corporate Surety</u>
Jeffery DeAngelis	Mayor		
Michael Toretta	Committeeperson		
Mike Ferri	Committeeperson		
Jeannene Butler	Committeeperson		
David Guth	Committeeperson		
Denise L. Becton	Clerk; Registrar of Vital Statistics; Assessment Search Officer		
Karin Kneafsey	Collector; Tax Search Officer	\$1,000,000	MEL/JIF Blanket Coverage

Officials in Office and Surety Bonds (Continued)

<u>Name</u>	<u>Title</u>	<u>Amount of Bond</u>	<u>Name Of Corporate Surety</u>
Dawn Stanchina	Certified Municipal Finance Officer	\$1,000,000	MEL/JIF Blanket Coverage
Peggy Houseman	Land Use Board Secretary; Open Space Secretary; Dog Licensing Official		
Craig Brotons	Assessor		
James Onembo	Zoning Officer		
Dominick C. Santini	Magistrate		
Roseanne McPartland	Court Administrator		
Robert Lagonera	Animal Control Officer		

The recommended bond coverage for the Tax Collector based on prior year tax levies is as follows:

<u>Year</u>	<u>Tax Collector</u>
2018	\$183,482

Employee bonds were not maintained for the Franklin Municipal Court for 2018 as the court is part of an inter-local service provided by Knowlton Township.

There is a public employees' blanket bond in the amount of \$50,000 provided by the Municipal Excess Liability Joint Insurance Fund for coverage of those positions not otherwise bonded by statute.

All the bonds were examined and were properly executed.



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Anthony Ardito, CPA, RMA, CMFO, PSA
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**REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING
AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF
FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH
GOVERNMENT AUDITING STANDARDS**

Independent Auditor's Report

The Honorable Mayor and
Members of the Township Committee
Township of Franklin
P.O. Box 547
County of Warren, New Jersey
Broadway, New Jersey 08808

We have audited, in accordance with 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; and audit requirements as prescribed by the Division of Local Governments Services, Department of Community Affairs, State of New Jersey, the regulatory-basis financial statements of the Township of Franklin in the County of Warren, State of New Jersey, as of and for the years ended December 31, 2018 and 2017, and the related notes to the financial statements, which collectively comprise the Township of Franklin's basic financial statements, and have issued our report thereon dated April 30, 2019, which indicated that the financial statements have been prepared in conformity with accounting practices prescribed by the Division of Local Government Services, Department of Community Affairs, State of New Jersey, which is a comprehensive basis of accounting other than accounting principles generally accepted in the United States of America.

Internal Control Over Financial Reporting

In planning and performing our audit of the financial statements, we considered the Township's internal 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's internal control. Accordingly, we do not express an opinion on the effectiveness of the Township's internal control.

-Continued-

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.

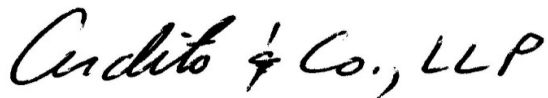
Compliance and Other Matters

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

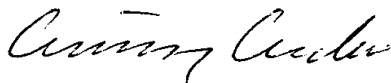
Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the Township's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

ARDITO & CO., LLP



Frenchtown, New Jersey
April 30, 2019



Certified Public Accountant
Registered Municipal Accountant No.524
ARDITO & CO., LLP
Frenchtown, New Jersey
April 30, 2019

SCHEDULE OF FEDERAL/STATE AWARDS

SCHEDULE OF STATE AWARDS
FOR THE YEAR ENDED DECEMBER 31, 2018

<u>STATE GRANTOR/PROGRAM TITLE</u>	<u>ACCOUNT NUMBER</u>	<u>PROGRAM OR AWARD AMOUNT</u>	<u>GRANT PERIOD</u>	<u>FUND REF.</u>	<u>CASH ACCRUED OR DEFERRED REVENUE BALANCE AT 1/1/18</u>		<u>RECEIPTS</u>		<u>DISBURSEMENTS</u>		<u>CASH ACCRUED OR DEFERRED REVENUE BALANCE AT 12/31/18</u>	
							<u>PROGRAM</u>	<u>OTHER</u>	<u>PROGRAM</u>	<u>OTHER</u>		
<u>DEPT. OF ENVIR. PROTECTION</u>												
Solid Waste Admin.-Clean Communities Program	4900-765-178900	12,579	2017	A	\$	12,579			\$	1,106	\$	11,473
<u>DEPT. OF TRANSPORTATION</u>												
NJ Transportation Fund Authority Act:												
Maple Avenue	N/A	95,000	2016	A		11,260						11,260
Maple Avenue - Additional	N/A	26,835	2017	A		26,835						26,835
<u>OTHER STATE AIDS</u>												
Recycling Grant	N/A	8,571	2016	A		8,571						8,571
TOTAL STATE ASSISTANCE						\$ 59,245	\$ -	-	\$ 1,106	\$ -	\$	58,139

Note: This Schedule was not subject to an audit in accordance with NJOMB Circular 15-08.

The accompanying Notes to Schedules of Expenditures of Awards and Financial Assistance are an integral part of this schedule.

TOWNSHIP OF FRANKLIN

NOTES TO THE SCHEDULES OF FEDERAL AND STATE AWARDS
DECEMBER 31, 2018

NOTE 1. GENERAL

The accompanying Schedules of Expenditures of State Awards present the activity of all state award programs of the Township of Franklin. The Township of Franklin is defined in Note 1 to the Township's financial statements. All state awards received directly from federal and state agencies, as well as federal and state awards passed through other government agencies, are included on the schedules of expenditures of federal and state awards. There were no federal awards for the current period.

NOTE 2. BASIS OF ACCOUNTING

The accompanying Schedules of Expenditures of State Awards are presented using the modified accrual basis of accounting. The information in these schedules is presented in accordance with the requirements of federal OMB Uniform Guidance, Audits of States, Local Governments and Nonprofit Organizations. However, the Township was not subject to the single audit provisions of Federal OMB Uniform Guidance or New Jersey OMB Circular NJOMB 15-08, Single Audit Policy for Recipients of Federal Grants, State Grants and State Aid for 2018 as grant expenditures were less than the single audit thresholds of \$750,000, identified in the Circulars.

NOTE 3. RELATIONSHIP TO THE FINANCIAL STATEMENTS

The accompanying Schedules of Expenditures of Federal and State Awards are presented using the modified accrual basis of accounting. Therefore, some amounts presented in these schedules may differ from amounts presented in, or used in the preparation of, the financial statements.

STATUS OF PRIOR AUDIT FINDINGS
STATUS OF PRIOR AUDIT FINDINGS

CY
Occurrence

2017-1 * Various aged grant receivables and spending reserve balances exist as of December 31, 2017.

We recommend that the township investigate the disposition of aged grant receivables and reserves.

STATUS - Finding is cleared in CY 2018.

2017-2 Various tax over-payments older than one year in the amount of \$28,561 exist as of December 31, 2017.

We recommend that the township investigate the disposition of aged tax-overpayment and apply them to current taxes, refund them to the taxpayer, or cancel them by resolution.

STATUS - Finding is cleared in CY 2018.

2017-3 \$15,000 in tax sale premiums received in 2012 can be escheated to the State of New Jersey after five years.

We recommend that the township escheat the aged tax sale premiums to the Treasurer of the State of New Jersey.

STATUS - Finding is cleared in CY 2018.

SCHEDULE OF FINDINGS AND RESPONSES
GENERAL FINDINGS

SCHEDULE OF FINDINGS AND RESPONSES

GENERAL FINDINGS

YEAR ENDED DECEMBER 31, 2018

Summary of Auditor's Results

The Township prepares its financial statements in conformity with accounting practices prescribed by the Division of Local Government Services, Department of Community Affairs, State of New Jersey, which is a comprehensive basis of accounting other than generally accepted accounting principles.

The audit did not disclose any material weaknesses in the internal controls of the Township.

The audit did not disclose any noncompliance that is material to the financial statements of the Township.

The Township was not subject to the single audit provisions of Federal OMB Uniform Guidance or New Jersey OMB Circular NJOMB 15-08, Single Audit Policy for Recipients of Federal Grants, State Grants and State Aid for 2018 as grant expenditures were less than the single audit thresholds of \$750,000, identified in the Circulars.

Findings Relating to the Financial Statements which are required to be Reported in Accordance with Generally Accepted Government Auditing Standards:

Finding

None

(*) Prior Year Finding