

**TOWNSHIP OF MAPLEWOOD  
COUNTY OF ESSEX  
NEW JERSEY**

**REPORT ON  
EXAMINATION OF ACCOUNTS  
FOR THE YEAR 2018**

**SAMUEL KLEIN AND COMPANY  
CERTIFIED PUBLIC ACCOUNTANTS**

**TOWNSHIP OF MAPLEWOOD**  
**COUNTY OF ESSEX, NEW JERSEY**

**CONTENTS**

<b><u>PART I</u></b>	<b><u>PAGE</u></b>
Independent Auditor's Report.....	2

**FINANCIAL STATEMENTS**

**CURRENT FUND**

**EXHIBIT**

A	Comparative Balance Sheet - Regulatory Basis.....	5
A-1	Comparative Operations and Changes in Fund Balance - Regulatory Basis.....	7
A-2	Revenue - Regulatory Basis.....	8
A-2a	Revenue - Analysis of Miscellaneous Revenue - Regulatory Basis.....	9
A-2b	Revenue - Analysis of Other Licenses - Regulatory Basis.....	11
A-2c	Revenue - Analysis of Fees and Permits - Regulatory Basis.....	12
A-2d	Revenue - Analysis of Tax Revenue - Regulatory Basis.....	13
A-2e	Revenue - Analysis of Other Revenue - Regulatory Basis.....	14
A-2f	Revenue - Analysis of Nonbudget Revenue - Regulatory Basis.....	15
A-3	Expenditures.....	16

**TRUST FUND**

B	Comparative Balance Sheet - Regulatory Basis.....	24
---	---	----

**GENERAL CAPITAL FUND**

C	Comparative Balance Sheet - Regulatory Basis.....	25
C-1	Fund Balance - Regulatory Basis.....	26

**SWIMMING POOL UTILITY**

D	Comparative Balance Sheet - Regulatory Basis.....	27
D-1	Comparative Operations and Change in Fund Balance - Operating Fund - Regulatory Basis.....	29
D-2	Fund Balance - Capital Fund - Regulatory Basis.....	30
D-3	Revenue - Regulatory Basis.....	31
D-4	Expenditures - Regulatory Basis.....	32

**FINANCIAL STATEMENTS**  
**(Continued)**

**PUBLIC ASSISTANCE TRUST FUND**

<b><u>EXHIBIT</u></b>		<b><u>PAGE</u></b>
E	Comparative Balance Sheet - Regulatory Basis .....	33

**PAYROLL FUND**

F	Comparative Balance Sheet - Regulatory Basis .....	34
---	--	----

**CAPITAL FIXED ASSETS**

G	Comparative Balance Sheet - Regulatory Basis .....	35
---	--	----

	<b><u>NOTES TO FINANCIAL STATEMENTS</u></b> .....	36
--	---	----

**SUPPLEMENTARY INFORMATION**

**CURRENT FUND**

A-4	Cash Receipts, Disbursements and Reconciliation - Treasurer .....	64
A-5	Cash Receipts, Disbursements and Reconciliation - Tax Collector .....	65
A-6	Change Funds .....	66
A-7	Petty Cash Fund .....	66
A-8	Due from State of New Jersey per Chapter 129, P.L. 1976.....	67
A-9	Taxes Receivable and Analysis of Property Tax Levy .....	68
A-10	Tax Title Liens.....	69
A-11	Property Acquired for Taxes at Assessed Valuation.....	69
A-12	Sewer User Charges Receivable (Joint Meeting) .....	70
A-13	Sewer User Liens.....	71
A-14	Other Liens Receivable.....	71
A-15	Revenue Accounts Receivable .....	72
A-16	Interfunds Receivable - Current Fund .....	75
A-17	Interfunds Receivable - Federal and State Grant Fund .....	76
A-18	Grants Receivable .....	77
A-19	Deferred Charges - N.J.S. 40A:4-53 Special Emergency.....	79
A-20	Appropriation Reserves .....	80
A-21	Accounts Payable .....	85
A-22	Due to State of New Jersey .....	86
A-23	Tax Overpayments.....	87
A-24	Sewer Rent Overpayments.....	87
A-25	Interfunds Payable - Current Fund.....	88

**SUPPLEMENTARY INFORMATION**  
(Continued)

**CURRENT FUND**  
(Continued)

<b><u>EXHIBIT</u></b>		<b><u>PAGE</u></b>
A-26	Interfunds Payable - Federal and State Grant Fund .....	89
A-27	County Taxes .....	90
A-28	Local School District Tax .....	90
A-29	Due to Special Improvement District .....	91
A-30	Special Emergency Note Payable.....	92
A-31	Prepaid Taxes .....	93
A-32	Prepaid Revenue .....	93
A-33	Appropriated Reserves for Federal and State Grants .....	94
A-34	Accumulated Revenue - Unappropriated.....	97

**TRUST FUND**

B-1	Cash Receipts and Disbursements - Treasurer .....	98
B-2	Cash Reconciliations - December 31, 2018 .....	99
B-3	Due from Municipal Court .....	100
B-4	Other Accounts Receivable .....	101
B-5	Interfunds Receivable .....	102
B-6	Due to State of New Jersey .....	103
B-7	Prepaid Revenue .....	103
B-8	Special Deposits .....	104
B-9	Premiums on Tax Sale .....	105
B-10	Municipal Open Space Trust Fund .....	106
B-11	Security Deposits .....	106
B-12	Interfunds Payable .....	107
B-13	Reserve for Animal Control Trust Fund Expenditures .....	108
B-14	Reserve for Self-Loss Insurance Trust Fund Expenditures .....	109
B-15	Reserve for State Unemployment Trust Fund Expenditures .....	110

**GENERAL CAPITAL FUND**

C-2	Cash Receipts, Disbursements and Reconciliation - December 31, 2018 .....	111
C-3	Analysis of Cash and Investments .....	112
C-4	Grants Receivable .....	114
C-5	Other Accounts Receivable .....	115
C-6	Interfunds Receivable .....	116
C-7	Deferred Charges to Future Taxation - Funded.....	117
C-8	Deferred Charges to Future Taxation - Unfunded .....	118
C-9	Deferred Charges to Future Taxation - Unfunded Improvement Costs.....	119
C-10	Improvement Authorizations .....	120
C-11	Capital Improvement Fund.....	125
C-12	Interfunds Payable .....	126
C-13	Reserve for Debt Service.....	127
C-14	Bond Anticipation Notes.....	128

**SUPPLEMENTARY INFORMATION**  
(Continued)

**GENERAL CAPITAL FUND**  
(Continued)

<b><u>EXHIBIT</u></b>		<b><u>PAGE</u></b>
C-15	Green Acres Trust Loan Payable.....	129
C-16	N.J. Environmental Infrastructure Trust Loan Payable .....	130
C-17	Refunding Bonds .....	131
C-18	Serial Bonds.....	132
C-19	Bonds and Notes Authorized but Not Issued .....	133

**SWIMMING POOL UTILITY**

D-5	Cash Receipts, Disbursements and Reconciliation - Treasurer .....	134
D-6	Change Funds .....	135
D-7	Analysis of Capital Cash and Investments.....	136
D-8	Interfunds Receivable .....	137
D-9	Other Accounts Receivable .....	138
D-10	Deferred Charges .....	139
D-11	Fixed Capital .....	140
D-12	Fixed Capital Authorized and Uncompleted.....	141
D-13	Appropriation Reserves .....	142
D-14	Accrued Interest on Notes .....	143
D-15	Accrued Interest on Bonds.....	144
D-16	Improvement Authorizations .....	145
D-17	Capital Improvement Fund.....	146
D-18	Interfunds Payable .....	147
D-19	Reserve for Amortization .....	148
D-20	Deferred Reserve for Amortization .....	149
D-21	Bond Anticipation Notes.....	150
D-22	Serial Bonds.....	151

**PUBLIC ASSISTANCE TRUST FUND**

E-1	Cash Receipts, Disbursements and Reconciliation .....	152
E-2	Reserve for Expenditures - Trust Fund Account #1.....	153
E-3	Reserve for Expenditures - Trust Fund Account #2 (100% State Match).....	153
E-4	Public Assistance Revenue .....	154
E-5	Public Assistance Expenditures.....	155
E-6	Due from State of New Jersey .....	156
E-7	Reserve for Contributions .....	157
E-8	Prepaid Revenue .....	158
E-9	Due to State of New Jersey .....	158

**SUPPLEMENTARY INFORMATION**  
**(Continued)**

**PAGE**

**PART II**

**INDEPENDENT AUDITOR’S REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING,  
ROSTER OF OFFICIALS, GENERAL COMMENTS, FINDINGS AND RECOMMENDATIONS**

Independent Auditor’s 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 .....	160
Roster of Officials and Report on Surety Bonds - 2018 .....	162
General Comments and Findings.....	163
Recommendations .....	171

**PART I**  
**REPORT ON EXAMINATION**  
**FINANCIAL STATEMENTS**  
**NOTES TO FINANCIAL STATEMENTS**  
**AND**  
**SUPPLEMENTARY EXHIBITS**  
**YEAR ENDED DECEMBER 31, 2018**

# SAMUEL KLEIN AND COMPANY

CERTIFIED PUBLIC ACCOUNTANTS

550 BROAD STREET, 11TH FLOOR  
NEWARK, NJ 07102-9969  
PHONE (973) 624-6100  
FAX (973) 624-6101

36 WEST MAIN STREET, SUITE 303  
FREEHOLD, NJ 07728-2291  
PHONE (732) 780-2600  
FAX (732) 780-1030

## INDEPENDENT AUDITOR'S REPORT

The Honorable Mayor and Members  
of the Township Committee  
Township of Maplewood  
Maplewood, New Jersey 07040

### Report on the Financial Statements

We have audited the financial statements - regulatory basis of the various funds and account groups of the Township of Maplewood, in the County of Essex, as of and for the years then ended December 31, 2018 and 2017 and the related notes to the financial statements, as listed in the foregoing table of contents.

### Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements - regulatory basis in accordance with accounting principles prescribed by the Division of Local Government Services, Department of Community Affairs, State of New Jersey. Management is also responsible for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements - regulatory basis 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 - regulatory basis 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 from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amount and disclosures in the financial statements - regulatory basis. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements - regulatory basis, 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 the financial statements - regulatory basis 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 - regulatory basis.

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, these financial statements - regulatory basis 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 basis of accounting other than accounting principles generally accepted in the United States of America, to demonstrate compliance with the modified accrual basis, with certain exceptions, and the budget laws of New Jersey. The effects on the financial statements of the variances between the regulatory basis of accounting described in Note 1 and accounting principles generally accepted in the United States of America, although not reasonably determinable, are presumed to be material.

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

In our opinion, because of the significance of the matter discussed in the "*Basis for the Adverse Opinion on U.S. Generally Accepted Accounting Principles*" paragraph, the financial statements - regulatory basis referred to in the first paragraph, 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, and the results of its operations 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 of the various funds of the Township of Maplewood at December 31, 2018 and 2017, and the results of operations and changes in fund balance, where applicable, of such funds, thereof for the years then ended, in accordance with accounting principles on the basis of financial reporting provisions prescribed by the Division of Local Government Services, Department of Community Affairs, State of New Jersey, as described in Note 1.

## **Other Matters**

### *Supplementary Information*

Our audit was conducted for the purpose of forming opinions on the financial statements - regulatory basis that collectively comprise the Township's financial statements. The supplementary schedules listed in the table of contents are presented for purposes of additional analysis and are not a required part of the basic financial statements.

The supplementary schedules are the responsibility of management and were derived from and relate directly to the underlying accounting and other records used to prepare the financial statements. Such information has been subjected to the auditing procedures applied in the audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the supplementary schedules are fairly stated, in all material respects, in relation to the financial statements - regulatory basis taken as a whole.

**Other Reporting Required by Government Auditing Standards**

In accordance with *Government Auditing Standards*, we have also issued our report dated June 27, 2019 on our consideration of the Township of Maplewood's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is solely 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 effectiveness of the Township of Maplewood's internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Township of Maplewood's internal control over financial reporting and compliance.

  
SAMUEL KLEIN AND COMPANY  
CERTIFIED PUBLIC ACCOUNTANTS

  
JOSEPH J. FACCONI, RMA, PA

Newark, New Jersey  
June 27, 2019

TOWNSHIP OF MAPLEWOOD  
CURRENT FUND

COMPARATIVE BALANCE SHEET - REGULATORY BASIS

A  
Sheet #1

<u>ASSETS AND DEFERRED CHARGES</u>	<u>Ref.</u>	<u>Balance</u> <u>Dec. 31, 2018</u>	<u>Balance</u> <u>Dec. 31, 2017</u>
<u>Current Fund</u>			
Cash - Checking Account	A-4	\$ 5,942,233.20	\$ 17,237,595.46
Change Funds	A-6	500.00	500.00
		<u>5,942,733.20</u>	<u>17,238,095.46</u>
Receivables and Other Assets with Full Reserves:			
Taxes Receivable	A-9	1,132,979.14	977,152.03
Tax Title Liens	A-10	271,679.84	237,048.53
Property Acquired for Taxes - Assessed Valuations	A-11	322,500.00	322,500.00
Sewer User Charges Receivable	A-12	150,050.73	132,071.62
Sewer User Liens	A-13	3,603.28	1,618.78
Other Liens Receivable	A-14	1,194.18	25.11
Revenue Accounts Receivable	A-15	46,391.07	37,099.03
Interfunds Receivable	A-16	604,330.09	102,969.83
		<u>2,532,728.33</u>	<u>1,810,484.93</u>
Deferred Charges:			
Special Emergency Authorization (N.J.S. 40A:4-53)	A-19	246,600.00	328,800.00
		<u>8,722,061.53</u>	<u>19,377,380.39</u>
<u>Federal and State Grant Fund</u>			
Cash - Checking Account	A-4	211,679.32	3,737.88
Interfunds Receivable	A-17	559,365.60	353,272.87
Grants Receivable	A-18	51,701.49	806,187.00
		<u>822,746.41</u>	<u>1,163,197.75</u>
		<u>\$ 9,544,807.94</u>	<u>\$ 20,540,578.14</u>

TOWNSHIP OF MAPLEWOOD  
CURRENT FUND

COMPARATIVE BALANCE SHEET - REGULATORY BASIS

A  
Sheet #2

<u>LIABILITIES, RESERVES AND FUND BALANCE</u>	<u>Ref.</u>	<u>Balance</u> <u>Dec. 31, 2018</u>	<u>Balance</u> <u>Dec. 31, 2017</u>
<u>Current Fund</u>			
Appropriation Reserves:			
Encumbered	A-3,20	\$ 503,114.64	\$ 522,150.04
Unencumbered	A-3,20	1,823,482.19	803,758.48
Accounts Payable	A-21	206,969.08	245,871.80
Due to State of New Jersey	A-22	81,096.33	80,700.59
Tax Overpayments	A-23	275,862.28	193,406.65
Sewer Rent Overpayments	A-24	3,327.12	6,570.97
Interfunds Payable	A-25	316,008.33	50,592.37
County Taxes Payable	A-27	125,592.12	40,655.84
Local School District Taxes Payable	A-28	0.50	
Due to Special Improvement District	A-29	92,953.10	
Special Emergency Note	A-30	246,600.00	328,800.00
Prepaid Taxes	A-31	603,718.99	11,055,192.98
Prepaid Revenue	A-32	108,206.25	97,500.00
		<u>4,386,930.93</u>	<u>13,425,199.72</u>
Reserve for Receivables and Other Assets		2,532,728.33	1,810,484.93
Fund Balance	A-1	<u>1,802,402.27</u>	<u>4,141,695.74</u>
		<u>8,722,061.53</u>	<u>19,377,380.39</u>
 <u>Federal and State Grant Fund</u>			
Interfunds Payable	A-26	139,190.74	58,566.56
Appropriated Reserves for Federal and State Grants	A-33	613,919.00	1,042,136.32
Accumulated Revenue Unappropriated	A-34	69,636.67	62,494.87
		<u>822,746.41</u>	<u>1,163,197.75</u>
		<u>\$ 9,544,807.94</u>	<u>\$ 20,540,578.14</u>

See accompanying notes to financial statements.

TOWNSHIP OF MAPLEWOOD  
CURRENT FUND

COMPARATIVE STATEMENTS OF OPERATIONS AND CHANGES  
IN FUND BALANCE - REGULATORY BASIS

A-1

	<u>Ref.</u>	<u>Year 2018</u>	<u>Year 2017</u>
<u>Revenue and Other Income</u>			
Fund Balance Utilized	A-2	\$ 3,300,000.00	\$ 1,900,000.00
Miscellaneous Revenue Anticipated	A-2a	10,356,414.77	12,436,853.70
Receipts from Delinquent Taxes	A-2d	937,248.06	1,016,491.64
Receipts from Current Taxes	A-2d	120,545,599.03	116,227,318.95
Nonbudget Revenue	A-2f	132,783.48	174,199.66
Other Credits to Income:			
Other Liens Receivable Realized	A-14	5,002.84	6,356.82
Grant Expenditures Cancelled			249,423.43
Unexpended Balance of Appropriation Reserves	A-20	705,065.29	594,386.04
Accounts Payable Cancelled			525,000.00
Tax Overpayments Cancelled			3,802.64
Due to Special Improvement District Cancelled			156.57
		<u>135,982,113.47</u>	<u>133,133,989.45</u>
<u>Expenditures and Other Charges</u>			
Budget Appropriations:			
Operations		32,343,759.60	31,128,168.96
Capital Improvements		771,434.00	146,717.00
Debt Service		5,593,789.48	5,608,035.20
Deferred Charges		82,200.00	93,040.48
Statutory Expenditures		4,442,498.00	4,131,057.69
	A-3	43,233,681.08	41,107,019.33
Interfund Charges	A-2e	501,360.26	1,223.30
Prior Year Revenue Refunds	A-4	183.95	
Prior Year Deductions Disallowed by Tax Collector	A-8	2,500.00	
Grants Receivable Cancelled	A-16	1,515.00	70.00
Prior Year Paid Taxes Cancelled	A-23	222,038.51	200,603.29
Municipal Open Space Tax	A-25	386,967.29	385,960.47
County Taxes	A-27	20,290,206.05	19,621,738.29
Local School District Tax	A-28	70,099,420.00	67,809,046.00
Special Improvement District Taxes	A-29	283,534.80	187,288.41
		<u>135,021,406.94</u>	<u>129,312,949.09</u>
Excess in Revenue		960,706.53	3,821,040.36
<u>Fund Balance</u>			
Balance January 1	A	4,141,695.74	2,220,655.38
		<u>5,102,402.27</u>	<u>6,041,695.74</u>
Decreased by:			
Utilized as Anticipated Revenue	A-2	3,300,000.00	1,900,000.00
Balance December 31	A	<u>\$ 1,802,402.27</u>	<u>\$ 4,141,695.74</u>

See accompanying notes to financial statements.

TOWNSHIP OF MAPLEWOOD  
CURRENT FUND

STATEMENT OF REVENUE - REGULATORY BASIS

A-2

	<u>Ref.</u>	<u>Budget</u>	<u>Realized</u>	<u>Excess or (Deficit)</u>
Fund Balance Anticipated	A-1	<u>\$ 3,300,000.00</u>	<u>\$ 3,300,000.00</u>	\$
Miscellaneous Revenue	A-2a	<u>10,662,991.60</u>	<u>10,356,414.77</u>	<u>(306,576.83)</u>
Receipts from Delinquent Taxes	A-2d	<u>969,184.00</u>	<u>937,248.06</u>	<u>(31,935.94)</u>
Amount to be Raised by Taxes for Support of Municipal Budget:				
a. Local Tax for Municipal Purposes		28,844,234.00		
b. Minimum Library Tax		<u>1,336,766.00</u>		
	A-2d,9	<u>30,181,000.00</u>	<u>30,981,764.89</u>	<u>800,764.89</u>
Budget Totals	A-3	45,113,175.60	45,575,427.72	462,252.12
Nonbudget Revenue	A-2f	<u>                            </u>	<u>132,783.48</u>	<u>132,783.48</u>
		<u>\$ 45,113,175.60</u>	<u>\$ 45,708,211.20</u>	<u>\$ 595,035.60</u>

See accompanying notes to financial statements.

TOWNSHIP OF MAPLEWOOD  
CURRENT FUND

STATEMENT OF REVENUE (Continued)  
ANALYSIS OF MISCELLANEOUS REVENUE - REGULATORY BASIS

A-2a  
Sheet #1

	<u>Ref.</u>	<u>Budget</u>	<u>Realized</u>	<u>Excess or (Deficit)</u>
<u>Miscellaneous Revenue</u>				
Licenses:				
Alcoholic Beverages	A-15	\$ 34,523.00	\$ 34,392.00	\$ (131.00)
Other	A-2b	14,460.00	16,288.00	1,828.00
Fees and Permits	A-2c	102,000.00	96,547.50	(5,452.50)
Fines and Costs:				
Municipal Court	A-15	508,405.00	457,635.43	(50,769.57)
Interest and Costs on Taxes	A-5	320,285.00	281,857.58	(38,427.42)
Parking Meters	A-15	271,500.00	278,588.62	7,088.62
Interest on Investments and Deposits	A-2e	115,895.00	269,074.99	153,179.99
Joint Meeting Sewer User Charges	A-12	1,840,318.00	1,842,439.00	2,121.00
Cable Television Commissions	A-15	330,000.00	330,137.75	137.75
Smoke Detector Fees	A-15	31,160.00	41,200.00	10,040.00
Payment in Lieu of Taxes:				
Senior Citizens Residence Association	A-15	124,000.00	112,821.71	(11,178.29)
New Jersey Transit Corporation	A-15	146,627.00	148,108.00	1,481.00
Burnett Avenue	A-15	234,500.00	231,923.44	(2,576.56)
Avalon Bay Communities	A-15	299,772.00	62,093.84	(237,678.16)
Lease of Township-Owned Property	A-15	65,405.00	80,949.18	15,544.18
Fees and Permits:				
Certificate of Occupancy	A-15	99,842.00	87,500.00	(12,342.00)
Recreation Fees	A-15	319,213.00	399,175.00	79,962.00
Flu Shots	A-15	317.00	480.00	163.00
Local Agency Code Fees	A-15	22,060.00	30,709.58	8,649.58
Other Fees and Permits - EMS	A-15	346,147.00	346,406.84	259.84
Rental Registration	A-15	56,202.00	57,815.00	1,613.00
Street Opening Permits	A-15	58,148.00	86,420.00	28,272.00
Green House Permits	A-15	4,732.00	4,800.00	68.00
Consolidated Municipal Property Tax Relief Aid	A-15	85,970.00	40,409.00	(45,561.00)
Energy Receipts Tax	A-15	1,748,723.00	1,794,284.00	45,561.00
Uniform Construction Code Fees	A-15	971,970.00	815,686.00	(156,284.00)
Interlocal Municipal Service Agreements:				
Township of Millburn:				
Electrical and Plumbing Inspections	A-15	72,547.00	56,226.36	(16,320.64)
Plumbing Inspections	A-15	92,569.00	76,533.80	(16,035.20)
Municipal Court	A-15	371,069.00	377,460.42	6,391.42
Inspections - South Orange		78,233.00		(78,233.00)
Special Items:				
Public and Private Revenue Offset with				
Appropriations:				
Clean Communities Program	A-18	38,205.58	38,205.58	
Recycling Tonnage Grant	A-18	54,455.00	54,455.00	
Drunk Driving Enforcement Fund	A-18	15,104.02	15,104.02	
Municipal Alliance on Alcoholism and Drug				
Abuse	A-18	52,103.00	52,103.00	
Body Armor Grant	A-18	5,401.00	5,401.00	
Pedestrian Safety Grant	A-18	10,560.00	10,560.00	
N.J. Department of Transportation:				
Boyden Avenue	A-18	600,000.00	600,000.00	
N.J. Department of Environmental Protection:				
Historic Preservation Office Grant	A-18	15,000.00	15,000.00	

TOWNSHIP OF MAPLEWOOD  
CURRENT FUND

STATEMENT OF REVENUE (Continued)  
ANALYSIS OF MISCELLANEOUS REVENUE - REGULATORY BASIS

A-2a  
Sheet #2

	<u>Ref.</u>	<u>Budget</u>	<u>Realized</u>	<u>Excess or (Deficit)</u>
<u>Miscellaneous Revenue</u>				
Special Items:				
Public and Private Revenue Offset with				
Appropriations:				
Sustainable Jersey Small Grant	A-18	\$ 5,000.00	\$ 5,000.00	\$
Community Development Block Grant:				
Woodland Road Project	A-18	168,204.00	168,204.00	
Bulletproof Vest Program	A-18	2,638.00	2,638.00	
Other Special Items:				
Non-Life Hazard Use Fee	A-15	22,938.00	21,715.00	(1,223.00)
Joint Meeting Refund	A-15	130,000.00	148,905.65	18,905.65
60W - The Woodland	A-15	149,840.00	138,633.75	(11,206.25)
Commuter Parking - N.J. Transit	A-15	97,906.00	92,132.85	(5,773.15)
Due from Swimming Pool Operating Fund		40,602.00		(40,602.00)
General Capital Fund Balance (Surplus)	A-16	179,000.00	179,000.00	
Due from South Orange Village	A-15	160,000.00	160,000.00	
Administrative Fee for Off-Duty Police	A-15	145,000.00	186,950.88	41,950.88
Reserve to Pay Debt	A-16	4,443.00	4,443.00	
	A-1,2	<u>\$ 10,662,991.60</u>	<u>\$ 10,356,414.77</u>	<u>\$ (306,576.83)</u>

See accompanying notes to financial statements.



TOWNSHIP OF MAPLEWOOD  
CURRENT FUND

STATEMENT OF REVENUE (Continued)  
ANALYSIS OF OTHER LICENSES - REGULATORY BASIS

A-2b

	<u>Ref.</u>		
<u>Clerk</u>			
Other Licenses	A-15		\$ 380.00
<u>Registrar of Vital Statistics</u>			
Marriage Licenses	A-15		333.00
<u>Board of Health</u>			
Food Licenses		\$ 1,600.00	
Food License (Preparation)		11,900.00	
Massage Licenses		200.00	
Other Licenses		<u>1,875.00</u>	
	A-15		<u>15,575.00</u>
	A-2a		<u><u>\$ 16,288.00</u></u>

---

See accompanying notes to financial statements.

TOWNSHIP OF MAPLEWOOD  
CURRENT FUND

STATEMENT OF REVENUE (Continued)  
ANALYSIS OF FEES AND PERMITS - REGULATORY BASIS

A-2c

	<u>Ref.</u>		
<u>Clerk</u>			
Other Fees and Permits	A-15		\$ 29,845.00
<u>Registrar of Vital Statistics</u>			
Marriage Transcripts		\$ 1,130.00	
Death Transcripts		185.00	
Birth Transcripts		60.00	
State of New Jersey:			
Burial Permits and Certified Copies of Death Certificates		<u>240.00</u>	
	A-15		1,615.00
<u>Board of Health</u>			
Child Care Center Fees		2,550.00	
Other Fees and Permits		<u>200.00</u>	
	A-15		2,750.00
<u>Public Works Department</u>			
Landscape Registration		2,800.00	
Tree Removal Permits		6,275.00	
Other Fees and Permits		<u>125.00</u>	
	A-15		9,200.00
<u>Police Department</u>			
Accident Reports		5,070.00	
Incident Reports		915.00	
Right of Discovery Fees		97.10	
Other Fees and Permits		<u>1,053.40</u>	
	A-15		7,135.50
<u>Fire Department</u>			
Fire Permits	A-15		3,437.00
<u>Engineering Department</u>			
Application Fee - Planning Board		17,015.00	
Application Fee - Zoning Board		<u>6,770.00</u>	
	A-15		23,785.00
<u>Construction Code Official</u>			
Other Fees and Permits	A-15		2,250.00
<u>Tax Collector</u>			
Outside Automotive Repair	A-15		<u>16,530.00</u>
	A-2a		<u>\$ 96,547.50</u>

See accompanying notes to financial statements.

TOWNSHIP OF MAPLEWOOD  
CURRENT FUND

STATEMENT OF REVENUE (Continued)  
ANALYSIS OF TAX REVENUE - REGULATORY BASIS

A-2d

	<u>Ref.</u>		
<u>Receipts from Delinquent Taxes</u>			
Collections of Delinquent Taxes:			
2018 Collections:			
Taxes	A-9	\$ 933,016.69	
Tax Overpayments Applied	A-9	<u>4,231.37</u>	
	A-1,2		<u>\$ 937,248.06</u>
<u>Allocation of Current Taxes</u>			
Collections of Current Taxes:			
2018 Collections	A-9	\$ 109,305,458.35	
2017 Collections	A-9	11,055,192.98	
Due from State of New Jersey	A-8	60,620.54	
Tax Overpayments Applied	A-9	<u>124,327.16</u>	
	A-1		\$ 120,545,599.03
Allocated to:			
Municipal Open Space Tax	A-25	386,967.29	
County Taxes	A-27	20,290,206.05	
Local School District Tax	A-28	70,099,420.00	
Special Improvement District Taxes	A-29	<u>283,534.80</u>	
			<u>91,060,128.14</u>
Balance for Support of Municipal Budget Appropriations			29,485,470.89
Plus: Appropriation for "Reserve for Uncollected Taxes"	A-3		<u>1,496,294.00</u>
Amount for Support of Municipal Budget Appropriations	A-2		<u>\$ 30,981,764.89</u>

---

See accompanying notes to financial statements.

TOWNSHIP OF MAPLEWOOD  
CURRENT FUND

STATEMENT OF REVENUE (Continued)  
ANALYSIS OF OTHER REVENUE - REGULATORY BASIS

A-2e

	<u>Ref.</u>		
<u>Interest on Investments and Deposits</u>			
Collections:			
Treasurer	A-4	\$ 187,198.80	
Interfunds Receivable	A-16 A-2a	<u>81,876.19</u>	
			<u>\$ 269,074.99</u>
<u>Analysis of Net Interfund Account Charge to Operations</u>			
Interfunds Originating in 2018	A-16		\$ 535,235.58
Interfunds Settled in 2018	A-16		<u>33,875.32</u>
Net Charge	A-1		<u>\$ 501,360.26</u>

---

See accompanying notes to financial statements.

TOWNSHIP OF MAPLEWOOD  
CURRENT FUND

STATEMENT OF REVENUE (Continued)  
ANALYSIS OF NONBUDGET REVENUE - REGULATORY BASIS

A-2f

	<u>Ref.</u>	
<u>Miscellaneous Revenue Not Anticipated</u>		
Prior Year Appropriation Refunds		\$ 89,226.61
Right-of-Way Fee		6,507.06
Flexible Spending Account Forfeitures		2,527.67
Certificate of Redemption		1,550.00
State of New Jersey:		
Administrative Fee for Senior Citizen and Veteran Deductions		1,174.21
Hotel Fees		1,064.29
Insurance Settlements		1,000.00
Return Check Fees		440.00
Public Defender Fees		300.00
Restitution		195.00
Appropriation Refunds		55.44
Sale of Municipal Assets		20.00
Miscellaneous		<u>2,547.53</u>
	A-4	\$ 106,607.81
<u>Other Sources</u>		
Revenue Accounts Receivable	A-15	22,073.97
Interfunds Receivable:		
Swimming Pool Operating Appropriation Reserves Cancelled	A-16	<u>4,101.70</u>
	A-1,2	<u>\$ 132,783.48</u>

---

See accompanying notes to financial statements.

TOWNSHIP OF MAPLEWOOD  
CURRENT FUND

STATEMENT OF EXPENDITURES - REGULATORY BASIS

A-3  
Sheet #1

Appropriations	Appropriations		Paid or Charged	Expended		Unexpended Balance Cancelled
	Budget	Modified Budget		Encumbered	Reserved	
<b>GENERAL GOVERNMENT</b>						
Administrative and Executive:						
Salaries and Wages	\$ 310,210.00	\$ 248,210.00	\$ 247,826.56	\$ 3,614.13	\$ 383.44	\$
Other Expenses	185,972.00	166,972.00	156,605.19		6,752.68	
Township Clerk:						
Salaries and Wages	208,958.00	208,958.00	202,848.86		6,109.14	
Other Expenses	127,000.00	127,000.00	109,571.77	6,598.89	10,829.34	
Township Committee:						
Salaries and Wages	21,276.00	21,277.00	21,276.20		0.80	
Other Expenses	21,000.00	20,999.00	10,551.62	500.00	9,947.38	
Financial Administration:						
Salaries and Wages	264,328.00	311,828.00	311,765.18		62.82	
Other Expenses	189,450.00	159,950.00	138,830.75	7,138.15	13,981.10	
Assessment of Taxes:						
Salaries and Wages	115,374.00	123,374.00	122,357.68		1,016.32	
Other Expenses	13,475.00	13,475.00	6,587.81	6,415.99	471.20	
Legal Services and Costs:						
Salaries and Wages	89,623.00	89,624.00	89,623.08		0.92	
Other Expenses	94,500.00	219,497.00	47,381.98	4,143.40	167,971.62	
Engineering Services and Costs:						
Salaries and Wages	175,344.00	218,344.00	217,465.04		878.96	
Other Expenses	32,800.00	32,800.00	22,438.00	2,445.20	7,916.80	
Municipal Land Use Law (N.J.S. 40:55D-1):						
Planning Board:						
Salaries and Wages	16,115.00	16,115.00	16,115.00			
Other Expenses	13,200.00	13,200.00	2,068.74	242.65	10,888.61	
Municipal Court:						
Salaries and Wages	52,968.00	52,968.00	38,238.73		14,729.27	
Other Expenses	36,721.00	36,721.00	17,736.72	9,575.59	9,408.69	
Public Defender (P.L. 1997, C. 256):						
Salaries and Wages	25,531.00	25,532.00	25,531.42		0.58	

TOWNSHIP OF MAPLEWOOD  
CURRENT FUND

STATEMENT OF EXPENDITURES - REGULATORY BASIS

A-3  
Sheet #2

Appropriations	Appropriations		Paid or Charged	Expended		Unexpended Balance Cancelled
	Budget	Modified Budget		Encumbered	Reserved	
<b>GENERAL GOVERNMENT</b>						
Prosecutor:						
Salaries and Wages	\$ 91,159.00	\$ 91,160.00	\$ 91,159.40	\$	\$ 0.60	\$
Other Expenses	2,100.00	2,100.00	757.13	829.22	513.65	
Municipal Land Use Law (N.J.S. 40:55D-1):						
Board of Adjustment:						
Salaries and Wages	13,352.00	13,352.00	13,351.58		0.42	
Other Expenses	4,288.00	4,288.00	1,788.27	113.49	2,386.24	
Economic Development:						
Other Expenses	31,500.00	31,500.00	6,084.85		25,415.15	
Joint Sewer User Charge Administration:						
Salaries and Wages	63,488.00	63,488.00	56,556.48		6,931.52	
Other Expenses	22,000.00	22,000.00	20,473.50		1,526.50	
Audit Services	44,925.00	44,925.00	44,540.00		385.00	
Human Resources	57,700.00	62,700.00	59,156.74	3,235.17	308.09	
General Liability	982,500.00	982,000.00	899,237.03	4,678.75	78,084.22	
Employee Group Health	2,926,295.00	2,926,295.00	2,775,118.50		151,176.50	
Waivers for Group Health Insurance	55,000.00	55,000.00	51,838.44		3,161.56	
Historic Preservation:						
Other Expenses	3,000.00	3,000.00	665.00		2,335.00	
Jitney Service	338,004.00	338,004.00	228,578.06	7,207.40	15,218.54	87,000.00
Information Technology	135,750.00	122,750.00	103,761.43	10,264.78	8,723.79	
	<u>6,764,906.00</u>	<u>6,869,406.00</u>	<u>6,157,886.74</u>	<u>67,002.81</u>	<u>557,516.45</u>	<u>87,000.00</u>
<b>PUBLIC SAFETY</b>						
Fire:						
Salaries and Wages	4,736,928.00	4,948,928.00	4,887,457.75		6,470.25	55,000.00
Other Expenses	278,186.00	278,186.00	151,199.20	79,882.71	47,104.09	
Fire Hydrant Rental	255,000.00	255,000.00	247,234.31		7,765.69	
Police:						
Salaries and Wages	7,323,132.00	6,927,132.00	6,753,985.65	53,887.45	127,146.35	46,000.00
Other Expenses	309,869.00	309,869.00	216,291.81		39,689.74	
Emergency Management Services:						
Other Expenses	17,900.00	17,900.00	8,895.00	4,400.00	4,605.00	
	<u>12,921,015.00</u>	<u>12,737,015.00</u>	<u>12,265,063.72</u>	<u>138,170.16</u>	<u>232,781.12</u>	<u>101,000.00</u>

TOWNSHIP OF MAPLEWOOD  
CURRENT FUND

STATEMENT OF EXPENDITURES - REGULATORY BASIS

A-3  
Sheet #3

	Appropriations		Paid or Charged	Expended		Unexpended Balance Cancelled
	Budget	Modified Budget		Encumbered	Reserved	
<u>Appropriations</u>						
<u>APPROPRIATIONS WITHIN "CAPS"</u>						
<u>PUBLIC WORKS DEPARTMENT</u>						
Public Works Administration:						
Salaries and Wages	\$ 208,490.00	\$ 208,490.00	\$ 208,281.32	\$	\$ 208.68	\$
Other Expenses	38,600.00	38,600.00	31,608.07	3,365.19	3,626.74	
Public Buildings and Grounds:						
Salaries and Wages	349,470.00	349,470.00	295,953.28		10,516.72	43,000.00
Other Expenses	241,925.00	241,925.00	221,445.51	19,258.46	1,221.03	
Shade Trees:						
Salaries and Wages	289,302.00	289,302.00	232,470.77		56,831.23	
Other Expenses	100,000.00	100,000.00	80,878.41	10,330.41	8,791.18	
Road Repair and Maintenance:						
Salaries and Wages	498,453.00	557,453.00	553,104.96		4,348.04	
Other Expenses	30,000.00	30,000.00	25,305.61	4,615.08	79.31	
Sewer System:						
Salaries and Wages	69,002.00	69,002.00	68,510.40		491.60	
Storm Clean-Up:						
Salaries and Wages	40,000.00					
Other Expenses	60,000.00	100,000.00	86,690.13	1,727.10	11,582.77	
Sanitation, Solid Waste, Trash, etc. Disposal						
Service - Contractual	42,500.00	42,500.00	40,006.04	1,943.57	550.39	
Recycling Act, Ch. 278, P.L. 1981:						
Salaries and Wages	63,848.00	63,848.00	51,396.00		12,452.00	
Other Expenses	424,250.00	424,250.00	288,386.10	96,952.00	38,911.90	
Parks and Playgrounds:						
Salaries and Wages	212,980.00	212,980.00	187,891.27		88.73	25,000.00
Other Expenses	73,500.00	77,000.00	58,092.02	13,646.95	5,261.03	
Auto Maintenance:						
Salaries and Wages	278,652.00	278,652.00	262,197.83		16,454.17	
Other Expenses	345,000.00	341,500.00	262,984.71	62,601.18	15,914.11	
Electrical Maintenance:						
Salaries and Wages	70,497.00	59,497.00	51,928.20		7,568.80	
Other Expenses	34,400.00	34,400.00	29,000.61	4,971.65	427.74	
	<u>3,470,869.00</u>	<u>3,518,869.00</u>	<u>3,036,131.24</u>	<u>219,411.59</u>	<u>195,326.17</u>	<u>68,000.00</u>



TOWNSHIP OF MAPLEWOOD  
CURRENT FUND

STATEMENT OF EXPENDITURES - REGULATORY BASIS

A-3  
Sheet #4

Appropriations	Appropriations		Paid or Charged	Expended		Unexpended Balance Cancelled
	Budget	Modified Budget		Encumbered	Reserved	
<b>APPROPRIATIONS WITHIN "CAPS"</b>						
<b>HEALTH AND WELFARE</b>						
(Board of Health - Local Health Agency):						
Board of Health:						
Salaries and Wages	\$ 215,101.00	\$ 215,101.00	\$ 185,951.37	\$ 5,149.63	\$ 24,000.00	
Other Expenses	18,557.00	18,557.00	16,278.18	1,911.40		
Administration of Public Assistance:						
Salaries and Wages	20,859.00	20,860.00	20,859.06	0.94		
Other Expenses	3,750.00	3,749.00	1,151.78	2,597.22		
Dog Regulation:						
Other Expenses	74,493.00	74,493.00	66,214.19	7,518.49	760.32	
	<u>332,760.00</u>	<u>332,760.00</u>	<u>290,454.58</u>	<u>7,885.91</u>	<u>10,419.51</u>	<u>24,000.00</u>
<b>RECREATION AND EDUCATION</b>						
Recreation:						
Salaries and Wages	586,839.00	586,839.00	580,797.66	6,041.34		
Other Expenses	175,072.00	175,072.00	152,153.26	14,639.14	8,279.60	
Cultural Affairs:						
Salaries and Wages	155,000.00	160,000.00	160,000.00			
Other Expenses	62,735.00	62,735.00	42,518.07	18,757.70	1,459.23	
	<u>979,646.00</u>	<u>984,646.00</u>	<u>935,468.99</u>	<u>33,396.84</u>	<u>15,780.17</u>	
<b>UNIFORM CONSTRUCTION CODE</b>						
Plumbing Inspections:						
Salaries and Wages	49,497.00	49,497.00	48,996.37		500.63	
Other Expenses	11,719.00	11,719.00	10,519.00		1,200.00	
Electrical Inspections:						
Salaries and Wages	37,584.00	37,584.00	36,170.10		1,413.90	
Other Expenses	11,800.00	11,800.00	10,600.00		1,200.00	
Building Department:						
Salaries and Wages	398,781.00	416,781.00	414,296.18		2,484.82	
Other Expenses	55,650.00	55,650.00	24,734.76	552.19	30,363.05	
	<u>565,031.00</u>	<u>583,031.00</u>	<u>545,316.41</u>	<u>552.19</u>	<u>37,162.40</u>	

TOWNSHIP OF MAPLEWOOD  
CURRENT FUND

STATEMENT OF EXPENDITURES - REGULATORY BASIS

A-3  
Sheet #5

Appropriations	Appropriations		Paid or Charged	Expended		Unexpended Balance Cancelled
	Budget	Modified Budget		Encumbered	Reserved	
<b>APPROPRIATIONS WITHIN "CAPS"</b>						
<b>UNCLASSIFIED</b>						
Natural Gas	\$ 115,000.00	\$ 115,000.00	\$ 89,324.33	\$ 998.59	\$ 24,677.08	\$
Electricity	255,000.00	222,000.00	183,058.65		38,941.35	
Water	38,500.00	53,500.00	51,233.13		2,266.87	
Telephone	112,800.00	134,300.00	130,291.99	3,461.52	546.49	
Street Lighting - Contractual	300,000.00	297,500.00	227,778.46		69,721.54	
Traffic Lighting - Contractual	16,300.00	16,300.00	14,827.15		1,472.85	
Excess Interlocal Appropriations:						
South Orange	17,323.00	17,323.00			17,323.00	
Municipal Court	28,959.00	28,959.00			28,959.00	
Accumulated Absence Liabilities	315,000.00	315,000.00	239,154.82		75,845.18	
	1,198,882.00	1,199,882.00	935,668.53	4,460.11	259,753.36	
Total Operations	26,233,109.00	26,225,609.00	24,165,990.21	470,879.61	1,308,739.18	280,000.00
Detail:						
Salaries and Wages	17,052,141.00	16,935,646.00	16,454,363.38		288,282.62	193,000.00
Other Expenses	9,180,968.00	9,289,963.00	7,711,626.83	470,879.61	1,020,456.56	87,000.00
<b>DEFERRED CHARGES</b>						
Anticipated Deficit in Swimming Pool Utility Budget	103,070.00	103,070.00				103,070.00
<b>STATUTORY EXPENDITURES</b>						
Contribution to:						
Public Employees' Retirement System	893,360.00	893,360.00	893,360.00			
Social Security System (O.A.S.I.)	625,000.00	625,000.00	621,568.98		3,431.02	
Consolidated Police and Firemen's Pension Fund	25,000.00	25,000.00	17,059.98		7,940.02	
Police and Firemen's Retirement System of N.J.	2,886,638.00	2,886,638.00	2,886,638.00			
Defined Contribution Pension Plan	11,000.00	12,500.00	12,046.57		453.43	
	4,440,998.00	4,442,498.00	4,430,673.53		11,824.47	
Total General Appropriations for Municipal Purposes Within "CAPS"	30,777,177.00	30,771,177.00	28,596,663.74	470,879.61	1,320,563.65	383,070.00

TOWNSHIP OF MAPLEWOOD  
CURRENT FUND

STATEMENT OF EXPENDITURES - REGULATORY BASIS

A-3  
Sheet #6

	Appropriations		Paid or Charged	Expended		Unexpended Balance Cancelled
	Budget	Modified Budget		Encumbered	Reserved	
<b>OPERATIONS</b>						
Maintenance of Free Public Library	\$ 2,086,811.00	\$ 2,086,811.00	\$ 2,046,074.75	\$ 1,114.63	\$ 39,621.62	\$
Maintenance of Joint Trunk Sewer - Contractual	1,670,161.00	1,670,161.00	1,388,840.00		281,321.00	
Storm Water Permits	5,250.00	5,250.00	5,250.00			
Police 911 Command and Dispatch Center:						
Salaries and Wages	1,430,280.00	1,430,280.00	1,300,004.00		130,276.00	
Other Expenses	206,560.00	206,560.00	143,480.43	31,120.40	31,959.17	
	<u>5,399,062.00</u>	<u>5,399,062.00</u>	<u>4,883,649.18</u>	<u>32,235.03</u>	<u>483,177.79</u>	
<b>OPERATIONS</b>						
Interlocal Government Agreement:						
Electrical Inspections - Millburn	72,547.00	73,547.00	73,047.00		500.00	
Plumbing Inspections - Millburn	92,569.00	97,569.00	82,892.00		14,677.00	
Interlocal Service Agreement:						
Municipal Court	371,069.00	371,069.00	371,069.00			
Inspections:						
South Orange	78,233.00	78,233.00	73,669.25		4,563.75	
	<u>614,418.00</u>	<u>620,418.00</u>	<u>600,677.25</u>		<u>19,740.75</u>	
<b>PUBLIC AND PRIVATE PROGRAMS OFFSET BY REVENUES</b>						
Municipal Alliance Program	52,103.00	52,103.00	52,103.00			
Municipal Alliance Program - Match	12,000.00	12,000.00	12,000.00			
Clean Communities Program	38,205.58	38,205.58	38,205.58			
Body Armor Grant - Unappropriated	5,401.00	5,401.00	5,401.00			
Community Development Block Grant - Woodland Road Project	168,204.00	168,204.00	168,204.00			
Recycling Tonnage Grant	54,455.00	54,455.00	54,455.00			
Sustainable Jersey Small Grants	5,000.00	5,000.00	5,000.00			
Drunk Driving Enforcement Fund	15,104.02	15,104.02	15,104.02			
Bulletproof Vest Program	2,638.00	2,638.00	2,638.00			
Pedestrian Safety, Education and Enforcement Fund	10,560.00	10,560.00	10,560.00			
Historic Preservation Office Grant	15,000.00	15,000.00	15,000.00			
	<u>378,670.60</u>	<u>378,670.60</u>	<u>378,670.60</u>			

APPROPRIATIONS EXCLUDED FROM "CAPS"

TOWNSHIP OF MAPLEWOOD  
CURRENT FUND

STATEMENT OF EXPENDITURES - REGULATORY BASIS

A-3  
Sheet #7

Appropriations	Appropriations		Paid or Charged	Expended		Unexpended Balance Cancelled
	Budget	Modified Budget		Encumbered	Reserved	
<b>APPROPRIATIONS EXCLUDED FROM "CAPS"</b>						
Total Operations - Excluded from "CAPS"	\$ 6,392,150.60	\$ 6,398,150.60	\$ 5,862,997.03	\$ 32,235.03	\$ 502,918.54	\$
Detail:						
Salaries and Wages	1,430,280.00	1,430,280.00	1,300,004.00		130,276.00	
Other Expenses	4,961,870.60	4,967,870.60	4,562,993.03	32,235.03	372,642.54	
<b>Capital Improvements</b>						
Capital Improvement Fund	171,434.00	171,434.00	171,434.00			
New Jersey Transportation Trust Fund Authority Act	600,000.00	600,000.00	600,000.00			
	771,434.00	771,434.00	771,434.00			
<b>Municipal Debt Service</b>						
Payment of Bond Principal	4,095,000.00	4,095,000.00	4,095,000.00			0.98
Payment of Bond Anticipation Notes and Capital Notes	243,250.00	76,781.00	76,780.02			
Interest on Bonds	1,019,090.00	1,019,090.00	1,019,090.00			0.26
Interest on Notes	210,162.00	376,631.00	376,630.74			129.28
EDA Loan Repayments for Principal and Interest	26,418.00	26,418.00	26,288.72			130.52
	5,593,920.00	5,593,920.00	5,593,789.48			
<b>DEFERRED CHARGES</b>						
Special Emergency Authorizations - 5 Years (N.J.S. 40A:4-55)	82,200.00	82,200.00	82,200.00			
<b>Total General Appropriations for Municipal Purposes Excluded from "CAPS"</b>	12,839,704.60	12,845,704.60	12,310,420.51	32,235.03	502,918.54	130.52
Sub-Total	43,616,881.60	43,616,881.60	40,907,084.25	503,114.64	1,823,482.19	383,200.52
Reserve for Uncollected Taxes	1,496,294.00	1,496,294.00	1,496,294.00			
Total General Appropriations	\$ 45,113,175.60	\$ 45,113,175.60	\$ 42,403,378.25	\$ 503,114.64	\$ 1,823,482.19	\$ 383,200.52

Reference

A-2

Sheet #8

A

A

TOWNSHIP OF MAPLEWOOD  
CURRENT FUND

STATEMENT OF EXPENDITURES - REGULATORY BASIS

A-3  
Sheet #8

	<u>Ref.</u>	<u>Modified Budget</u>	<u>Paid or Charged</u>
Adopted Budget		\$ 45,006,883.00	\$
Added by N.J.S.A. 40A:4-87		106,292.60	
Cash Disbursed:			
Salaries and Wages			17,754,367.38
Township's Matching Funds for Grants	A-33		12,000.00
Other Expenditures			<u>22,091,844.68</u>
Deferred Charges - Special Emergency	A-4		39,858,212.06
Interfunds Payable	A-19		82,200.00
Federal and State Grant Programs	A-25		1.59
Reserve for Uncollected Taxes	A-33		966,670.60
	A-2d		<u>1,496,294.00</u>
	Sheet #7	<u>\$ 45,113,175.60</u>	<u>\$ 42,403,378.25</u>
 <u>Analysis of Charges to Operations</u>			
Paid or Charged	Above		\$ 42,403,378.25
Reserved:			
Encumbered	Sheet #7	\$ 503,114.64	
Unencumbered	Sheet #7	<u>1,823,482.19</u>	
			<u>2,326,596.83</u>
			44,729,975.08
Less: Reserve for Uncollected Taxes	Above		<u>1,496,294.00</u>
	A-1		<u>\$ 43,233,681.08</u>

See accompanying notes to financial statements.

TOWNSHIP OF MAPLEWOOD  
TRUST FUND

COMPARATIVE BALANCE SHEET - REGULATORY BASIS

B

<u>ASSETS</u>	<u>Ref.</u>	Balance <u>Dec. 31, 2018</u>	Balance <u>Dec. 31, 2017</u>
<u>Animal Control Trust Fund</u>			
Cash - Checking	B-1	\$ 18,264.71	\$ 15,255.56
<u>General Trust Fund</u>			
Cash - Checking	B-1	3,727,256.70	5,007,503.56
Due from Municipal Court	B-3	544.00	376.00
Other Accounts Receivable	B-4	196,967.06	58,763.50
Interfunds Receivable	B-5	331,561.79	62,313.40
		4,256,329.55	5,128,956.46
		\$4,274,594.26	\$5,144,212.02
 <u>LIABILITIES, RESERVES AND FUND BALANCE</u>			
<u>Animal Control Trust Fund</u>			
Due to State of New Jersey	B-6	\$ 205.20	\$ 217.20
Prepaid Revenue	B-7	2,703.00	3,267.00
Interfunds Payable	B-12	37.09	37.09
Reserve for Animal Control Trust Fund Expenditures	B-13	15,319.42	11,734.27
		18,264.71	15,255.56
<u>General Trust Fund</u>			
Special Deposits	B-8	2,444,922.97	2,831,244.63
Premiums on Tax Sale	B-9	993,725.00	1,562,925.00
Municipal Open Space Trust Fund	B-10	595,814.17	508,349.70
Security Deposits	B-11	46,519.75	42,026.00
Interfunds Payable	B-12	22,170.00	22,170.00
Reserve for:			
Self-Loss Insurance Trust Fund Expenditures	B-14	186.34	76,268.85
State Unemployment Trust Fund Expenditures	B-15	152,991.32	85,972.28
		4,256,329.55	5,128,956.46
		\$4,274,594.26	\$5,144,212.02

See accompanying notes to financial statements.

TOWNSHIP OF MAPLEWOOD  
GENERAL CAPITAL FUND

COMPARATIVE BALANCE SHEET - REGULATORY BASIS

C

<u>ASSETS AND DEFERRED CHARGES</u>	<u>Ref.</u>	<u>Balance</u> <u>Dec. 31, 2018</u>	<u>Balance</u> <u>Dec. 31, 2017</u>
Cash	C-2	\$ 2,948,487.84	\$ 2,472,194.43
Grants Receivable	C-4	1,617,749.03	947,601.03
Other Accounts Receivable	C-5		7,000.00
Interfunds Receivable	C-6	15,000.00	18,832.43
Deferred Charges to Future Taxation:			
Funded	C-7	36,962,527.32	24,878,767.86
Unfunded	C-8	3,373,776.00	17,076,105.65
Unfunded Improvement Costs	C-9	7,000.00	
		<u>\$ 44,924,540.19</u>	<u>\$ 45,400,501.40</u>
<u>LIABILITIES, RESERVES AND FUND BALANCE</u>			
Serial Bonds	C-18	\$ 24,751,000.00	\$ 11,106,000.00
Refunding Bonds	C-17	11,565,000.00	13,060,000.00
N.J. Environmental Infrastructure Trust			
Loan Payable	C-16	24,176.30	48,884.21
Green Acres Trust Loan Payable	C-15	622,351.02	663,883.65
Bond Anticipation Notes	C-14		15,190,239.00
Improvement Authorizations:			
Funded	C-10	2,265,960.09	821,378.28
Unfunded	C-10	4,241,801.39	3,952,896.92
Capital Improvement Fund	C-11	21,131.57	27,053.57
Interfunds Payable	C-12	870,292.31	346,172.87
Reserve for Debt Service	C-13	159,309.56	4,443.10
Fund Balance	C-1	403,517.95	179,549.80
		<u>\$ 44,924,540.19</u>	<u>\$ 45,400,501.40</u>
Bonds and Notes Authorized but Not Issued	C-19	<u>\$ 3,373,776.00</u>	<u>\$ 2,065,177.63</u>

See accompanying notes to financial statements.

TOWNSHIP OF MAPLEWOOD  
GENERAL CAPITAL FUND

STATEMENT OF FUND BALANCE - REGULATORY BASIS

C-1

	<u>Ref.</u>	
Balance December 31, 2017	C	\$ 179,549.80
Increased by:		
Premium on Sale of Bonds	C-2	<u>402,968.15</u>
		582,517.95
Decreased by:		
Anticipated as Current Fund Revenue	C-12	<u>179,000.00</u>
Balance December 31, 2018	C	<u>\$ 403,517.95</u>

---

See accompanying notes to financial statements.



TOWNSHIP OF MAPLEWOOD  
SWIMMING POOL UTILITY

COMPARATIVE BALANCE SHEET - REGULATORY BASIS

D  
Sheet #1

<u>ASSETS AND DEFERRED CHARGES</u>	<u>Ref.</u>	<u>Balance</u> <u>Dec. 31, 2018</u>	<u>Balance</u> <u>Dec. 31, 2017</u>
<u>Operating Fund</u>			
Cash - Checking	D-5	\$ 192,602.24	\$ 57,667.26
Change Funds	D-6	100.00	100.00
		<u>192,702.24</u>	<u>57,767.26</u>
Interfunds Receivable	D-8	1,326.00	70.00
		<u>194,028.24</u>	<u>57,837.26</u>
Deferred Charges:			
Overexpenditure of Appropriations	D-10		18,320.79
			<u>18,320.79</u>
		<u>194,028.24</u>	<u>76,158.05</u>
<u>Capital Fund</u>			
Cash - Checking	D-5	26,410.41	32,690.57
Fixed Capital	D-11	2,440,421.44	2,440,421.44
Fixed Capital Authorized and Uncompleted	D-12	1,590,872.50	1,590,872.50
		<u>4,057,704.35</u>	<u>4,063,984.51</u>
		<u>\$4,251,732.59</u>	<u>\$4,140,142.56</u>

TOWNSHIP OF MAPLEWOOD  
SWIMMING POOL UTILITY

COMPARATIVE BALANCE SHEET - REGULATORY BASIS

D  
Sheet #2

<u>LIABILITIES, RESERVES AND FUND BALANCE</u>	<u>Ref.</u>	<u>Balance Dec. 31, 2018</u>	<u>Balance Dec. 31, 2017</u>
<u>Operating Fund</u>			
Appropriation Reserves:			
Encumbered	D-4,13	\$ 5,813.94	\$ 23,172.71
Unencumbered	D-4,13	42,236.75	6,216.45
Accrued Interest on Notes	D-14	90.85	88.89
Accrued Interest on Bonds	D-15	5,002.50	5,977.50
Interfunds Payable	D-18	140,884.20	40,702.50
		<u>194,028.24</u>	<u>76,158.05</u>
 <u>Capital Fund</u>			
Serial Bonds	D-22	537,000.00	667,000.00
Bond Anticipation Notes	D-21	180,952.00	180,952.00
Improvement Authorizations:			
Unfunded	D-16	20,026.83	26,306.99
Capital Improvement Fund	D-17	5,000.00	5,000.00
Interfunds Payable	D-18	1,256.00	
Reserves for:			
Amortization	D-19	2,384,421.44	2,384,421.44
Deferred Amortization	D-20	929,048.00	799,048.00
Fund Balance	D-2	0.08	1,256.08
		<u>4,057,704.35</u>	<u>4,063,984.51</u>
		<u>\$4,251,732.59</u>	<u>\$4,140,142.56</u>

See accompanying notes to financial statements.

TOWNSHIP OF MAPLEWOOD  
SWIMMING POOL UTILITY

COMPARATIVE STATEMENTS OF OPERATIONS AND CHANGE  
IN FUND BALANCE - OPERATING FUND - REGULATORY BASIS

D-1

	<u>Ref.</u>	<u>Year 2018</u>	<u>Year 2017</u>
<u>Revenue and Other Income Realized</u>			
Membership Fees	D-3	\$763,314.75	\$714,259.50
Miscellaneous Revenue	D-3	129,994.52	100,919.89
Deficit (General Budget)			10,840.48
Capital Surplus	D-3	1,256.00	18,000.00
Other Credits to Income:			
Unexpended Balance of Appropriation			
Reserves	D-13	<u>16,873.52</u>	<u>22,736.62</u>
		<u>911,438.79</u>	<u>866,756.49</u>
 <u>Expenditures</u>			
Budget Appropriations:			
Operations	D-4	701,942.00	670,130.79
Debt Service	D-4	156,176.00	179,946.49
Deferred Charges	D-4	18,320.79	
Statutory Expenditures	D-4	<u>35,000.00</u>	<u>35,000.00</u>
		<u>911,438.79</u>	<u>885,077.28</u>
 Excess in Revenue			
		-	
 Deficit in Revenue			
			18,320.79
 Adjustment to Income before Fund Balance:			
Expenditures Included Above Which Are			
by Statute Deferred Charges to Budget			
of Succeeding Year			<u>18,320.79</u>
 Statutory Excess to Fund Balance			
		-	-
 <u>Fund Balance</u>			
Balance January 1			
		<u>                    </u>	<u>                    </u>
 Balance December 31			
		<u>\$ -</u>	<u>\$ -</u>

See accompanying notes to financial statements.

TOWNSHIP OF MAPLEWOOD  
SWIMMING POOL UTILITY

STATEMENT OF FUND BALANCE - CAPITAL FUND - REGULATORY BASIS

D-2

	<u>Ref.</u>	
Balance December 31, 2017	D	\$1,256.08
Decreased by:		
Anticipated in Swimming Pool Operating Budget	D-18	<u>1,256.00</u>
Balance December 31, 2018	D	<u>\$ 0.08</u>

---

See accompanying notes to financial statements.

TOWNSHIP OF MAPLEWOOD  
SWIMMING POOL UTILITY

STATEMENT OF REVENUE - REGULATORY BASIS

D-3

	<u>Ref.</u>	<u>Budget</u>	<u>Realized</u>	<u>Excess or (Deficit)</u>
<u>Revenue</u>				
Membership Fees	D-1,5	\$714,259.00	\$763,314.75	\$ 49,055.75
Miscellaneous	D-1,Below	100,819.00	129,994.52	29,175.52
Capital Surplus	D-1,8	1,256.00	1,256.00	
Deficit (General Budget)		<u>103,070.00</u>	<u>                    </u>	<u>(103,070.00)</u>
	D-4	<u>\$919,404.00</u>	<u>\$894,565.27</u>	<u>\$ (24,838.73)</u>
<u>Analysis of Miscellaneous</u>				
<u>Revenue Realized</u>				
Guest Passes			\$ 53,311.00	
Pool Lessons			18,000.00	
Lifeguard Lessons			2,475.00	
Pool Parties Rentals			8,000.00	
Rental of Parking Lot:				
New Jersey Transit			21,000.00	
Lost Badges			75.00	
Miscellaneous			<u>4,842.00</u>	
	D-5		<u>107,703.00</u>	
Interest on Deposits:				
Checking Account	D-5	\$ 5,813.78		
Interfunds Receivable	D-8	<u>476.74</u>		
			6,290.52	
Concession Lease	D-9		<u>16,001.00</u>	
	Above		<u>\$129,994.52</u>	

See accompanying notes to financial statements.

TOWNSHIP OF MAPLEWOOD  
SWIMMING POOL UTILITY

STATEMENT OF EXPENDITURES - REGULATORY BASIS

D-4

<u>Appropriation</u>	<u>Ref.</u>	<u>Budget</u>	<u>Modified Budget</u>	<u>Paid or Charged</u>	<u>Expended</u>		<u>Reserved Unencumbered</u>	<u>Balance Cancelled</u>
					<u>Encumbered</u>	<u>Unencumbered</u>		
<u>Operating</u>								
Salaries and Wages		\$470,096.00	\$470,096.00	\$468,686.96	\$	\$ 1,409.04	\$	
Other Expenses	D-1	239,811.00	231,846.00	186,262.24	5,813.94	39,769.82		
		<u>709,907.00</u>	<u>701,942.00</u>	<u>654,949.20</u>	<u>5,813.94</u>	<u>41,178.86</u>		
<u>Debt Service</u>								
Payment of Bond Principal		130,000.00	130,000.00	130,000.00				7,965.00
Interest on Bonds		22,935.00	30,900.00	22,935.00				
Interest on Notes	D-1	3,241.00	3,241.00	3,241.00				
		<u>156,176.00</u>	<u>164,141.00</u>	<u>156,176.00</u>				<u>7,965.00</u>
<u>Deferred Charges</u>								
Overexpenditure of Appropriation Reserves	D-1	18,321.00	18,321.00	18,320.79				0.21
<u>Statutory Expenditures</u>								
Contributions to: Social Security System	D-1	35,000.00	35,000.00	33,942.11		1,057.89		
		<u>\$919,404.00</u>	<u>\$919,404.00</u>	<u>\$863,388.10</u>	<u>\$ 5,813.94</u>	<u>\$ 42,236.75</u>		<u>\$7,965.21</u>
<u>Reference</u>	<u>D-3</u>			<u>Below</u>	<u>D</u>	<u>D</u>		
	<u>Ref.</u>							
Cash Disbursed				\$818,891.31				
Deferred Charges	D-5			18,320.79				
Accrued Interest on Notes	D-10			3,241.00				
Accrued Interest on Bonds	D-14			22,935.00				
	D-15			<u>\$863,388.10</u>				
	Above							

32 See accompanying notes to financial statements.

TOWNSHIP OF MAPLEWOOD  
PUBLIC ASSISTANCE TRUST FUND

COMPARATIVE BALANCE SHEET - REGULATORY BASIS

E

<u>ASSETS</u>	<u>Ref.</u>	<u>Balance</u> <u>Dec. 31, 2018</u>	<u>Balance</u> <u>Dec. 31, 2017</u>
<u>Trust Fund Account #1</u>			
Cash - Checking	E-1	\$ 16,615.80	\$ 17,507.87
<u>Trust Fund Account #2</u>			
Cash - Checking	E-1	<u>54,109.20</u>	<u>17,088.05</u>
		<u>\$ 70,725.00</u>	<u>\$ 34,595.92</u>
<u>LIABILITIES AND FUND BALANCE</u>			
<u>Trust Fund Account #1</u>			
Reserve for Contributions	E-7	\$ 6,677.02	\$ 7,627.29
Reserve for Expenditures	E-2	<u>9,938.78</u>	<u>9,880.58</u>
		<u>16,615.80</u>	<u>17,507.87</u>
<u>Trust Fund Account #2</u>			
Prepaid Revenue	E-8	13,613.79	
Due to State of New Jersey	E-9	<u>40,495.41</u>	<u>17,088.05</u>
		<u>54,109.20</u>	<u>17,088.05</u>
		<u>\$ 70,725.00</u>	<u>\$ 34,595.92</u>

---

See accompanying notes to financial statements.

TOWNSHIP OF MAPLEWOOD  
PAYROLL FUND

COMPARATIVE BALANCE SHEET - REGULATORY BASIS

E

<u>ASSETS</u>	Balance <u>Dec. 31, 2018</u>	Balance <u>Dec. 31, 2017</u>
Cash - Checking	<u>\$195,179.40</u>	<u>\$189,147.62</u>
 <u>LIABILITIES AND FUND BALANCE</u>		
Liabilities:		
Payroll Deductions Payable	\$173,434.59	\$169,930.48
Due to Current Fund	6,191.35	3,663.68
Due to General Trust Fund	<u>15,553.46</u>	<u>15,553.46</u>
	<u>\$195,179.40</u>	<u>\$189,147.62</u>

---

See accompanying notes to financial statements.



TOWNSHIP OF MAPLEWOOD  
CAPITAL FIXED ASSETS

COMPARATIVE BALANCE SHEET - REGULATORY BASIS

G

	<u>Balance</u> <u>Dec. 31, 2018</u>	<u>Balance</u> <u>Dec. 31, 2017</u>
<u>CAPITAL FIXED ASSETS</u>		
Building	\$ 27,950,300.00	\$ 27,950,300.00
Land	66,953,300.00	66,953,300.00
Vehicles and Other Equipment	<u>16,328,496.00</u>	<u>15,601,936.00</u>
	<u>\$ 111,232,096.00</u>	<u>\$ 110,505,536.00</u>
 <u>RESERVE</u>		
Investment in Capital Fixed Assets	<u>\$ 111,232,096.00</u>	<u>\$ 110,505,536.00</u>

---

See accompanying notes to financial statements.

***NOTES TO FINANCIAL STATEMENTS***

## TOWNSHIP OF MAPLEWOOD

### NOTES TO FINANCIAL STATEMENTS YEAR ENDED DECEMBER 31, 2018

#### 1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

##### A. Reporting Entity

The Township of Maplewood was established by public referendum on November 7, 1922.

The Township of Maplewood is a Township Committee form of government in accordance with N.J.S.A. 40:14.6 et seq. The Township Committee consists of five members elected-at-large for three-year staggered terms. The terms of office are rotated so that no more than two Committee persons are elected each year. The members of the Township Committee run in partisan elections.

On January 1st of each year the Township Committee holds an organization meeting where it elects a chairperson who serves as Mayor for a one-year term.

Governmental Accounting Standards Board (GASB) Statement No. 14 establishes certain standards for defining and reporting on the financial reporting entity. In accordance with these standards, the reporting entity should include the primary government and those component units which are fiscally accountable to the primary government.

The financial statements of the Township of Maplewood include every board, body, office or commission supported and maintained wholly or in part by funds appropriated by the Township, as required by the provisions of N.J.S. 40A:5-5. The financial statements, however, do not include the operations of the Municipal Library, which is a separate entity and is subject to a separate examination.

##### B. Measurement Focus, Basis of Accounting and Basis of Presentation

###### Description of Funds

The Governmental Accounting Standards Board (GASB) is the recognized standard setting body for establishing governmental accounting and financial reporting principles. The GASB establishes three fund types and two 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 Maplewood 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. These principles are on the "Modified Accrual Basis of Accounting" which differs from accounting principles generally accepted in the United States of America (GAAP) for governmental entities. 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 Maplewood accounts for its financial transactions through the following separate funds which differ from the fund structure required by GAAP:

Current Fund - Encompasses resources and expenditures for basic governmental operations. Fiscal activity of Federal and State grant programs are reflected in a segregated section of the Current Fund.

Trust Funds - The records of receipts, disbursements and custodianship of monies in accordance with the purpose for which each account was created are maintained in Trust Funds. These include the Animal Control Fund and General Trust Fund.

**1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)**

**B. Measurement Focus, Basis of Accounting and Basis of Presentation (Continued)**

**Description of Funds (Continued)**

General Capital Fund - The receipts and expenditure records for the acquisition of general infrastructure and other capital facilities, other than those acquired in the Current Fund, are maintained in this Fund, as well as, related long-term debt accounts.

Swimming Pool Utility Fund - The Swimming Pool Utility maintains its own Operating and Capital Funds which reflect revenue, expenditures, stewardship, acquisitions of utility infrastructure and other capital facilities, debt service, long-term debt and other related activity.

Public Assistance Trust Fund - Receipts and disbursements of funds that provide assistance to certain residents of the Township of Maplewood pursuant to the provisions of Title 44 of the New Jersey statutes are maintained in the Public Assistance Trust Fund.

Capital Fixed Assets - These accounts reflect estimated valuations of land, buildings and certain movable fixed assets of the Township as discussed under the caption of "Basis of Accounting".

Free Public Library - The Municipal Library Levy through budget appropriations and State Aid are transferred to the Free Public Library bank account and are expended with the approval of the Library for its purpose. Interest on investments, Library fines and other revenue are retained by the Library and expended therefrom. The Library is the subject of a separate report.

**Basis of Accounting**

The accounting principles and practices prescribed for municipalities by the Division of Local Government Services, Department of Community Affairs, State of New Jersey, differ in certain respects from accounting principles generally accepted in the United States of America. The accounting system is maintained on the modified accrual basis with certain exceptions. Significant accounting policies in New Jersey are summarized as follows:

**Property Taxes and Other Revenue**

Property taxes and other revenue are realized when collected in cash or approved by regulation for accrual from certain sources of the State of New Jersey and the Federal Government. Accruals of taxes and other revenue are otherwise deferred as to realization by the establishment of offsetting reserve accounts. GAAP requires such revenue to be recognized in the accounting period when they become susceptible to accrual, reduced by an allowance for doubtful accounts.

**Grant Revenue**

Federal and State grants, entitlements or shared revenue received for purposes normally financed through the Current Fund are recognized when anticipated in the Township's budget. GAAP requires such revenue to be recognized in the accounting period when they become susceptible to accrual.

**Expenditures**

Expenditures for general and utility operations are generally recorded on the accrual basis. Unexpended appropriation balances, except for amounts that may have been cancelled by the governing body or by statutory regulation, are automatically recorded as liabilities at December 31st of each year, under the title of "Appropriation Reserves".

Grant appropriations are charged upon budget adoption to create separate spending reserves.

Budget transfers to the Capital Improvement Fund are recorded as expenditures to the extent permitted by law.

**1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)**

**B. Measurement Focus, Basis of Accounting and Basis of Presentation (Continued)**

**Basis of Accounting (Continued)**

**Expenditures (Continued)**

Expenditures from Trust and Capital Funds are recorded upon occurrence and charged to accounts statutorily established for specific purposes.

Budget Appropriations for interest on General Capital Long-Term Debt are raised on the cash basis and are not accrued on the records; interest on Utility Debt is raised on the accrual basis and so recorded.

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.

**Encumbrances**

As of January 1, 1986, all local units were required by Technical Accounting Directive No. 85-1, as promulgated by the Division of Local Government Services, to maintain an encumbrance accounting system. The directive states that contractual orders outstanding at December 31<sup>st</sup> are reported as expenditures through the establishment of an encumbrance payable. Encumbrances do not constitute expenditures under GAAP.

**Appropriation Reserves**

Appropriation reserves are available, until lapsed at the close of the succeeding year, to meet specific claims, commitments or contracts incurred during the preceding year. Lapsed appropriation reserves are recorded as additions to income. Appropriation reserves do not exist under GAAP.

**Compensated Absences**

Expenditures relating to obligations for unused vested accumulated sick, vacation and compensatory pay are not recorded until paid. GAAP requires that the amount that would normally be liquidated with expendable available financial resources be recorded as an expenditure in the operating funds and the remaining obligations be recorded as a long-term obligation.

**Property Acquired for Taxes**

Property Acquired for Taxes (Foreclosed Property) is recorded in the Current Fund at the assessed valuation during the year when such property was acquired by deed or foreclosure and is offset by a corresponding reserve account. GAAP requires such property to be recorded in the general fixed assets account group at market value on the date of acquisition.

**Self-Insurance Contributions**

Contributions to self-insurance funds are charged to budget appropriations. GAAP requires that payments be accounted for as an operating transfer and not as an expenditure.

1. **SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)**

B. **Measurement Focus, Basis of Accounting and Basis of Presentation (Continued)**

**Basis of Accounting (Continued)**

**Interfunds Receivable**

Interfunds Receivable in the Current Fund are generally recorded with offsetting reserves that are established by charges to operations. Collections are recognized as income in the year that the receivables are realized. Interfunds Receivable of all other funds are recorded as accrued and are not offset with reserve accounts. Interfunds Receivable of one fund are offset with Interfunds Payable of the opposite fund. GAAP does not require the establishment of an offsetting reserve.

**Inventories of Supplies**

Materials and supplies purchased by all funds are recorded as expenditures.

An annual inventory of materials and supplies for the Swimming Pool Utility is required, by regulation, to be prepared by Township personnel for inclusion on the Swimming Pool Utility Operating Fund balance sheet. Annual changes in valuations, offset with a Reserve Account, are not considered as affecting results of operations. Materials and supplies of other funds are not inventoried nor included on their respective balance sheets.

**Capital Fixed Assets**

General:

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 Township of Maplewood has developed a fixed asset accounting and reporting system.

GAAP requires that fixed assets be capitalized at historical or estimated historical cost if actual historical cost is not available. Depreciation on utility fixed assets should also be recorded.

Fixed assets used in governmental operations (capital fixed assets) are accounted for in the Capital Fixed Assets Account. 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.

Acquisitions of land, buildings, machinery, equipment and other capital assets are recorded on a perpetual fixed asset record.

Vehicles, furniture, equipment and other items are reflected at replacement values at time of inventory preparation. Additions to the established fixed assets are valued at cost.

Depreciation of assets is not recorded as an operating expense of the Township.

Utility:

Capital acquisitions, including utility infrastructure costs of the Swimming Pool Utility, are recorded at cost upon purchase or project completion in the Fixed Capital Account of the utilities. The Fixed Capital Accounts are adjusted for dispositions or abandonments. The accounts include movable fixed assets of the Utility but are not specifically identified and are considered as duplicated in the Capital Fixed Assets. The duplication is considered as insignificant on its effect on the financial statements taken as a whole.

**1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)**

**B. Measurement Focus, Basis of Accounting and Basis of Presentation (Continued)**

**Basis of Accounting (Continued)**

**Capital Fixed Assets (Continued)**

Utility: (Continued)

Utility improvements that may have been constructed by developers are not recorded as additions to Fixed Capital.

Fixed Capital of the Utilities are offset by accumulations in Amortization Reserve Accounts. The accumulations represent costs of fixed assets purchased with budgeted funds or acquired by gift as well as grants, developer contributions or liquidations of related bonded debt and other liabilities incurred upon fixed asset acquisition.

The Fixed Capital Accounts reflected herein are as recorded in the records of the municipality and do not necessarily reflect the true condition of such Fixed Capital. The records consist of a control account only. Detailed records are not maintained.

**C. Basic Financial Statements**

The GASB Codification also defines the financial statements of a governmental unit to be presented in the general purpose financial statements to be in accordance with GAAP. The Township of Maplewood presents the financial statements listed in the table of contents which are required by the Division of Local Government Services 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.

**D. Recent Accounting Pronouncements Not Yet Effective**

In November 2016, the Governmental Accounting Standards Board issued GASB Statement No. 83, "Certain Asset Retirement Obligations". This Statement addresses accounting and financial reporting for certain asset retirement obligations (ARO's). An ARO is a legally enforceable liability associated with the retirement of a tangible capital asset. A government that has legal obligations to perform future asset retirement activities related to its tangible capital assets should recognize a liability based on the guidance in this Statement and is effective for reporting periods beginning after June 15, 2017. The Township is currently reviewing what effect, if any, this Statement might have on future financial statements.

In January 2017, the Governmental Accounting Standards Board issued GASB Statement No. 84, "Fiduciary Activities". The objective of this Statement is to improve guidance regarding the identification of fiduciary activities for accounting and financial reporting purposes and how those activities should be reported and is effective for reporting periods beginning after December 15, 2018. The Township is currently reviewing what effect, if any, this Statement might have on future financial statements.

In June 2017, the Governmental Accounting Standards Board issued GASB Statement No. 87, "Leases". The object of this Statement is to better meet the information needs of financial statement users by improving accounting and financial reporting for leases by governments. This Statement increases the usefulness of government's financial statements by requiring recognition of certain lease assets and liabilities for leases that previously were classified as operating leases and recognized as inflows of resources or outflows of resources based on the payment provisions of the contract and is effective for reporting periods beginning after December 15, 2019. The Township is currently reviewing what effect, if any, this Statement might have on future financial statements.

## **1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)**

### **D. Recent Accounting Pronouncements Not Yet Effective (Continued)**

In March 2018, the Governmental Accounting Standards Board issued GASB Statement No. 88, "Certain Disclosures Related to Debt, Including Direct Borrowings and Direct Placements". The primary objective of this Statement is to improve the information that is disclosed in notes to government financial statements related to debt, including direct borrowings and direct placements. It also clarifies which liabilities governments should include when disclosing information related to debt. The requirements of this Statement are effective for reporting periods beginning after June 15, 2018. The Township is currently reviewing what effect, if any, this Statement might have on future financial statements.

In June 2018, the Governmental Accounting Standards Board issued GASB Statement No. 89, "Accounting for Interest Cost Incurred before the End of a Construction Period". The objectives of this Statement are (1) to enhance the relevance and comparability of information about capital assets and the cost of borrowing for a reporting period and (2) to simplify accounting for interest cost incurred before the end of a construction period. The requirements of this Statement are effective for reporting periods beginning after December 15, 2019. The requirements of this Statement should be applied prospectively. The Township is currently reviewing what effect, if any, this Statement might have on future financial statements.

In August 2018, the Governmental Accounting Standards Board issued GASB Statement No. 90, "Majority Equity Interests - An Amendment of GASB Statements No. 14 and No. 61". The primary objectives of this Statement are to improve the consistency and comparability of reporting a government's majority interest in a legally separate organization and to improve the relevance of financial statement information to certain component units. The requirements of this Statement are effective for reporting periods beginning after December 15, 2018. Earlier application is encouraged. The requirements should be applied retroactively, except for the provisions related to (1) reporting a majority equity interest in a component unit and (2) reporting a component unit if the government acquires a 100 percent equity interest. Those provisions should be applied on a prospective basis. The Township does not expect this Statement to impact its financial Statements. The Township is currently reviewing what effect, if any, this Statement might have on future financial statements.

## **2. CASH, CASH EQUIVALENTS AND INVESTMENTS**

### **A. Cash and Cash Equivalents**

New Jersey statutes permit the deposit of public funds in institutions located in New Jersey, which are insured by the Federal Deposit Insurance Corporation (FDIC) or any other agencies of the United States that insures deposits or the State of New Jersey Cash Management Fund.

The State of New Jersey Cash Management Fund is authorized by statute and regulations of the State Investment Council to invest in fixed income and debt securities that mature or are redeemed within one year. Twenty-five percent of the Fund may be invested in eligible securities that mature within two years provided, however, the average maturity of all investments in the Fund shall not exceed one year. Collateralization of Fund investments is generally not required.

In addition, by regulation of the Division of Local Government Services, municipalities are allowed to deposit funds in the Municipal Bond Insurance Association (MBIA) through their investment management company, the Municipal Investors Service Corporation.

In accordance with the provisions of the Governmental Unit Deposit Protection Act of New Jersey, ("GUDPA"), public depositories are required to maintain collateral for deposits of public funds that exceed insurance limits as follows:

The market value of the collateral must equal five percent of the average daily balance of public funds or



**2. CASH, CASH EQUIVALENTS AND INVESTMENTS (Continued)**

**A. Cash and Cash Equivalents (Continued)**

If the public funds deposited exceed 75 percent of the capital funds of the depository, the depository must provide collateral having a market value equal to 100 percent of the amount exceeding 75 percent.

All collateral must be deposited with the Federal Reserve Bank, The Federal Home Loan Bank Board or a banking institution that is a member of the Federal Reserve System and has capital funds of not less than \$25,000,000.00.

The Township considers petty cash, change funds and cash in banks as cash and cash equivalents.

The Township of Maplewood has the following cash and cash equivalents at December 31, 2018:

	<u>2018</u>
Valley National Bank - Checking Accounts	\$ 13,032,670.01
BCB Community Bank - Checking Account	300,168.81
Change Funds	<u>600.00</u>
Total Cash and Cash Equivalents	<u>\$ 13,333,438.82</u>

Custodial Credit Risk - Deposits - Custodial credit risk is the risk that in the event of a bank failure, the deposits may not be returned. The Township does not have a specific deposit policy for custodial risk other than those policies that adhere to the requirements of statute, which requires cash be deposited only in New Jersey based bank institutions that participate in the New Jersey Governmental Depository Protection Act (GUDPA) or in qualified investments established in New Jersey Statutes 40A:5-15.1(a) that are treated as cash equivalents. Under the act, all demand deposits are covered by the Federal Deposit Insurance Corporation (FDIC). Public funds owned by the Township in excess of FDIC insured amounts are protected by GUDPA. As of December 31, 2018, of the cash balance in the bank, \$500,000.00 was covered by Federal Depository Insurance and \$12,766,859.25 was covered under the provisions of NJGUDPA.

Interest Rate Risk - This is the risk that changes in market interest rates that will adversely affect the fair value of an investment. Generally, the longer the maturity of an investment the greater the sensitivity of its fair value to change in market interest rates. The Township's investment policy does not include limits on investment maturities as a means of managing its exposure to fair value losses arising from increasing interest rates.

As of December 31, 2018, the Township had funds on deposit in checking accounts. The amount on deposit of the Township's Cash and Cash Equivalents as of December 31, 2018 was \$13,266,859.25. These funds constitute "deposits with financial institutions" as defined by GASB Statement No. 40. There were no securities categorized as investments as defined by GASB Statement No. 40.

**B. Investments**

New Jersey P.L. 2017, c. 310 permits the Township to purchase various investments in accordance with the Township's Cash Management Plan.

**3. TAXES AND TAX TITLE LIENS RECEIVABLE**

Property assessments are determined on true values and taxes are assessed based upon these values. The residential tax bill includes the levies for the Township, County and School purposes. Certified adopted budgets are submitted to the County Board of Taxation by each taxing district. The tax rate is determined by the board upon the filing of these budgets.

**3. TAXES AND TAX TITLE LIENS RECEIVABLE (Continued)**

The tax bills are mailed by the Tax Collector annually in June and are payable in four quarterly installments due the first of August and November of the current year and a preliminary billing due the first of February and May of the subsequent year. The August and November billings represent the third and fourth quarter installments and are calculated by taking the total year tax levy less the preliminary first and second quarter installments due February and May. The preliminary levy is based on one-half of the current year's total tax.

Tax installments not paid by the above due dates are subject to interest penalties determined by a resolution of the governing body. The rate of interest in accordance with the aforementioned resolution is 8% per annum on the first \$1,500.00 of delinquency and 18% on any delinquency in excess of \$1,500.00. The governing body may also fix a penalty to be charged to a taxpayer with a delinquency in excess of \$10,000.00 who fails to pay that delinquency as billed prior to the end of the fiscal year. The penalty so fixed shall not exceed 6% of the amount of the delinquency with respect to each most recent fiscal year only. The resolution also sets a grace period of ten days before interest is calculated.

Taxes unpaid on the 11th day of the eleventh month in the fiscal year when the taxes became in arrears are subject to the tax sale provisions of the New Jersey statutes. The municipality may institute in rem foreclosure proceedings after six months from the date of the sale if the lien has not been redeemed.

The following is a five year comparison of certain statistical information relative to property taxes and property tax collections for the current and previous four years.

**Comparative Schedule of Tax Rates**

	2018	* 2017	2016	2015	2014
Tax Rate	<u>\$3.143</u>	<u>\$3.049</u>	<u>\$3.685</u>	<u>\$3.600</u>	<u>\$3.524</u>
Apportionment of Tax Rate:					
Municipal	\$0.750	\$0.737	\$0.907	\$0.891	\$0.873
Municipal Open Space	0.010	0.010	0.010	0.010	0.010
County	0.509	0.493	0.577	0.563	0.547
County Open Space	0.016	0.015	0.018	0.017	0.017
School District	1.823	1.761	2.135	2.082	2.041
Library	0.035	0.033	0.038	0.037	0.036

\*Reassessment

**Assessed Valuations**

<u>Year</u>	<u>Amount</u>
2018	\$3,845,588,183.00
2017*	3,851,597,393.00
2016	3,056,982,720.00
2015	3,065,639,830.00
2014	3,066,147,365.00

\*Reassessment

**3. TAXES AND TAX TITLE LIENS RECEIVABLE (Continued)**

**Comparison of Tax Levies and Collections**

<u>Year</u>	<u>Total Tax Levy</u>	<u>Current Tax Collections</u>	<u>Percentage of Collections</u>
2018*	\$ 121,902,253.76	\$ 120,545,599.03	98.89 %
2017*	117,866,510.81	116,227,318.95	98.61
2016*	113,174,060.81	111,584,156.61	98.59
2015*	110,773,225.58	109,475,414.02	98.82
2014*	108,406,480.47	106,806,631.17	98.52

\*Includes Special Improvement District Taxes.

**Delinquent Taxes and Tax Title Liens**

<u>Year</u>	<u>Tax Title Liens</u>	<u>Delinquent Taxes</u>	<u>Total Delinquent</u>	<u>Percentage of Tax Levy</u>
2018*	\$ 271,679.84	\$ 1,132,979.14	\$ 1,404,658.98	1.15 %
2017*	237,048.53	977,152.03	1,214,200.56	1.03
2016*	236,885.16	1,037,661.16	1,274,546.32	1.12
2015*	215,244.17	1,169,411.85	1,384,656.02	1.24
2014*	207,738.17	1,469,039.98	1,676,778.15	1.54

\*Includes Special District Taxes.

**4. SPECIAL IMPROVEMENT DISTRICT ASSESSMENTS**

Two Special Improvement Districts were established by ordinance of the Township of Maplewood in accordance with the provisions of N.J.S.A. 40:56-65 et seq. for the purposes of promoting the economic and general welfare of the district and the Township of Maplewood. The ordinance establishing the Special Improvement District for Maplewood Village was adopted on November 6, 1996 and Springfield Avenue was adopted on December 19, 2000.

Any property within the Special Improvement District is subject to the assessment. Any property which is incorporated, if it is exclusively used for residential purposes, and tax exempt properties are not subject to the special assessment.

Tax rates for the year 2018 are as follows:

Maplewood Village	\$0.162
Springfield Avenue	\$0.163

Total assessments for the year ending December 31, 2018 was the sum of \$283,534.80.

**5. PROPERTY ACQUIRED BY TAX TITLE LIEN LIQUIDATION**

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

<u>Year</u>	<u>Amount</u>
2018	\$ 322,500.00
2017	322,500.00
2016	322,500.00
2015	322,500.00
2014	322,500.00

**6. SWIMMING POOL UTILITY**

Swimming Pool Utility membership fee collections for the past five (5) years are as follows:

<u>Year</u>	<u>Collections</u>
2018	\$ 763,314.75
2017	714,259.50
2016	688,945.72
2015	674,681.41
2014	694,293.27

**7. FUND BALANCES APPROPRIATED**

<u>Year</u>	<u>Current Fund</u>		<u>Swimming Pool Utility</u>	
	<u>Balance December 31</u>	<u>Utilized in Budget of Succeeding Year</u>	<u>Balance December 31</u>	<u>Utilized in Budget of Succeeding Year</u>
2018	\$ 1,802,402.27	\$ 1,280,215.00	\$ -	\$ -
2017	4,141,695.74	3,300,000.00	-	-
2016	2,220,655.38	1,900,000.00	-	-
2015	2,837,784.34	2,000,000.00	534.92	534.92
2014	865,233.86	800,000.00	23,534.92	23,000.00

**8. PENSION PLANS**

**Description of Systems**

Substantially all of the Township's employees participate in one of the following contributory defined benefit public employee retirement systems which have been established by State statute: the Public Employees' Retirement System (PERS) or the Police and Firemen's Retirement System (PFRS). These systems are sponsored and administered by the New Jersey Division of Pensions and Benefits. The Public Employees' Retirement System and the Police and Firemen's Retirement System are considered a cost-sharing multiple-employer plan.

**8. PENSION PLANS (Continued)**

**Description of Systems (Continued)**

The amount of the Township's contribution is certified each year by PERS and PFRS on the recommendation of the actuary, who makes an annual actuarial valuation. The valuation is based on a determination of the financial condition of the retirement system. It includes the computation of the present dollar value of benefits payable to former and present members and the present dollar value of future employer and employee contributions, giving effect to mortality among active and retired members and also to the rates of disability, retirement, withdrawal, former service, salary and interest. 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. Specific information on actuarial assumptions and rates of return can be found at [www.state.nj.us/treasury/pensions/annrpts.shtml](http://www.state.nj.us/treasury/pensions/annrpts.shtml).

The actuarially determined employer contribution includes funding for cost-of-living adjustments and noncontributory death benefits in the PERS and PFRS. In the PERS and PFRS the employer contribution includes funding for post-retirement medical premiums.

	PERS		
	<u>2018</u>	<u>2017</u>	<u>2016</u>
Covered Employee Payroll	\$ 6,219,171	\$ 6,416,815	\$ 6,099,382
Total Payroll	21,777,687	20,781,573	20,437,770
Actuarial Contribution			
Requirements	926,476	843,349	789,028
Total Contributions	1,401,506	1,320,027	1,244,622
Employer Share	926,476	843,349	789,028
% of Covered Payroll	14.90%	13.14%	12.94%
Employee's Share	475,030	476,678	455,594
% of Covered Payroll	7.64%	7.43%	7.47%
	PFRS		
	<u>2018</u>	<u>2017</u>	<u>2016</u>
Covered Employee Payroll	\$ 10,532,676	\$ 10,440,796	\$ 10,106,650
Total Payroll	21,777,687	20,781,573	20,437,770
Actuarial Contribution			
Requirements	3,103,351	2,730,895	2,531,932
Total Contributions	4,167,239	3,779,834	3,554,558
Employer Share	3,103,351	2,730,895	2,531,932
% of Covered Payroll	29.46%	26.16%	25.05%
Employee's Share	1,063,888	1,048,939	1,022,626
% of Covered Payroll	10.10%	10.05%	10.12%

***Assumptions***

The total PERS and PFRS pension liability for June 30, 2018 measurement date was determined by an actuarial valuation as of July 1, 2017 using an actuarial experience study for the period July 1, 2011 to June 30, 2014. The pension liability was rolled forward to June 30, 2018. The actuarial valuation used an inflation rate of 2.25%, projected salary increases from 2026 of 1.65% to 4.15% for PERS and 2.10% to 8.98% for PFRS based on age and thereafter 2.65% to 5.15% for PERS and 3.10% to 9.98% for PFRS based on age and an investment rate of return of 7.00%.

## 8. PENSION PLANS (Continued)

### *Assumptions (Continued)*

For PERS, preretirement mortality rates were based on the RP-2000 Employee Preretirement Mortality Table for male and female active participants. For State employees, mortality tables are set back 4 years for males and females. For local employees, mortality tables are set back 2 years for males and 7 years for females. In addition, the tables provide for future improvements in mortality from the base year of 2013 using a generational approach based on the Conduent modified 2014 projection scale. Post-retirement mortality rates were based on the RP-2000 Combined Healthy Male and Female Mortality Tables (set back 1 year for males and females) for service retirements and beneficiaries of former members. In addition, the tables for service retirements and beneficiaries of former members provide for future improvements in mortality from 2012 to 2013 using Projection Scale AA and using a generational approach based on the Conduent 2014 projection scale thereafter. Disability retirement rates used to value disabled retirees were based on the RP-2000 Disabled Mortality Table (set back 3 years for males and set forward 1 year for females).

For PFRS, preretirement mortality rates were based on the RP-2000 Combined Healthy Mortality Tables projected on a generational basis from the base year of 2000 to 2013 using Projection Scale BB and the Conduent modified 2014 projection scale thereafter. For preretirement accidental mortality, a custom table with representative rates was used and there is no mortality improvement assumed. Post-retirement mortality rates for male service retirements are based on the RP-2000 Combined Healthy Mortality Tables projected on a generational basis using Projection Scale AA from the base year of 2012 to 2013 and the Conduent modified 2014 projection scale thereafter. Post-retirement mortality rates for female service retirements and beneficiaries were based on the RP-2000 Combined Healthy Mortality Tables projected on a generational basis from the base year of 2000 to 2013 using Projection Scale BB and the Conduent modified 2014 projection scales thereafter. Disability mortality rates were based on a custom table with representative rates and no mortality improvement assumed.

The discount rate used to measure the total pension liability was 5.66% for PERS and 6.51% for PFRS 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 3.87% 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 the contribution rate in the most recent fiscal year. The State employer contributed 50% of the actuarially determined contributions and the local employers contributed 100% of their actuarially determined contributions. 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 June 30, 2046 for PERS and June 30, 2062 for PFRS. Therefore, the long-term expected rate of return on plan investments was applied to projected benefit payments through June 30, 2046 for PERS and June 30, 2062 for PFRS, and the municipal bond rate was applied to projected benefit payments after that date in determining the total pension liability. More information on mortality rates and other assumptions, and investment policies, can be found at [www.state.nj.us/treasury/pensions/annrpts.shtml](http://www.state.nj.us/treasury/pensions/annrpts.shtml).

### ***Public Employees' Retirement System:***

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

**8. PENSION PLANS (Continued)**

***Public Employees' Retirement System: (Continued)***

**Significant Legislation**

P.L. 2011, c. 78, effective June 28, 2011, made various changes to the manner in which PERS operates and to the benefit provisions of that system. Provisions impacting employee pension and health benefits include:

- New members of 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 to 1 percent 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 62 to 65 for Tier 5 members.
- Active member contribution rates will increase. PERS active member rates increase from 5.5 percent of annual compensation to 6.5 percent plus an additional 1 percent phased-in over 7 years. For Fiscal Year 2013, the member contribution rates increased in July 2013. The phase-in of the additional incremental member contributions for PERS 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.

In addition, the method for amortizing the pension systems' unfunded accrued liability changed (from a level percent of pay method to a level dollar of pay).

The following presents the Township's proportionate share of the Collective PERS net pension liability calculated using the discount rate of 5.66% and 5.00% as of June 30, 2018 and 2017, respectively, as well as what the PERS net pension liability would be if it were calculated using a discount rate that is one percentage point lower or one percentage point higher than the assumed rate.

**Sensitivity of the Township's Proportionate Share of the Collective PERS  
Net Pension Liability to Changes in the Discount Rate**

	At 1% Decrease <u>(4.66%)</u>	At Current Discount Rate <u>(5.66%)</u>	At 1% Increase <u>(6.66%)</u>
2018	<u>\$ 23,059,776</u>	<u>\$ 18,339,473</u>	<u>\$ 14,379,442</u>
	At 1% Decrease <u>(4.00%)</u>	At Current Discount Rate <u>(5.00%)</u>	At 1% Increase <u>(6.00%)</u>
2017	<u>\$ 26,289,702</u>	<u>\$ 21,191,668</u>	<u>\$ 16,944,373</u>

**8. PENSION PLANS (Continued)**

***Police and Firemen's Retirement System:***

The Police and Firemen's Retirement System (PFRS) was established in July, 1944 under the provisions of N.J.S.A. 43:16A to provide coverage to substantially all full time county and municipal police and firemen and State firemen appointed after June 30, 1944. Membership is mandatory for such employees. Members may opt for Service Retirement if over age 55 or Special Retirement at any age if they have a minimum of 25 years of service or 20 years of service if enrolled in the PFRS as of January 18, 2000. Retirement benefits vary depending on age and years of service.

Chapter 428, Public Law of 1999, effective January 18, 2000, allows a member, age 55 and older with 20 or more years of service, to retire with a benefit equaling 50% of final compensation, in lieu of the regular retirement allowance available to the member. Final compensation means the compensation received by the member in the last twelve months of creditable service preceding retirement.

In addition, a member of the system as of the effective date of this law may retire with 20 or more years of service with a retirement allowance of 50% of final compensation, regardless of age, and if required to retire because of attaining the mandatory retirement age of 65, an additional 3% of final compensation for every additional year of creditable service up to 25 years.

P.L. 2011, c. 78, effective June 28, 2011, made various changes to the manner in which PFRS operates and to the benefit provisions of that system.

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

- The annual benefit under special retirement for new PFRS members enrolled after June 28<sup>th</sup>, 2011 (Tier 3 members), will be 60 percent instead of 65 percent of the member's final compensation plus 1 percent for each year of creditable service over 25 years but not to exceed 30 years.

The following presents the Township's proportionate share of the Collective PFRS net pension liability calculated using the discount rate of 6.51% and 6.14% as of June 30, 2018 and 2017, respectively, as well as what the PFRS net pension liability would be if it were calculated using a discount rate of one percentage point lower or one percentage point higher than the assumed rate.

***Sensitivity of the Township's Proportionate Share of the Collective PFRS  
Net Pension Liability to Changes in the Discount Rate***

	At 1% Decrease <u>(5.51%)</u>	At Current Discount Rate <u>(6.51%)</u>	At 1% Increase <u>(7.51%)</u>
2018	<u>\$ 65,296,839</u>	<u>\$ 48,788,116</u>	<u>\$ 35,171,427</u>
	At 1% Decrease <u>(5.14%)</u>	At Current Discount Rate <u>(6.14%)</u>	At 1% Increase <u>(7.14%)</u>
2017	<u>\$ 70,241,169</u>	<u>\$ 52,972,890</u>	<u>\$ 39,400,300</u>



**8. PENSION PLANS (Continued)**

**Special Funding Situation**

Under N.J.S.A. 43:16A-15, local participating employers are responsible for their own contributions based on actuarially determined amounts, except where legislation was passed that legally obligated the State if certain circumstances occurred. The legislation, which legally obligates the State is as follows: Chapter 8, P.L. 2000, Chapter 318, P.L. 2001, Chapter 86, P.L. 2001, Chapter 511, P.L. 1991, Chapter 109, P.L. 1979, Chapter 247, P.L. 1993 and Chapter 201, P.L. 2001. The amounts contributed on behalf of the local participating employers under this legislation is considered to be a special funding situation as defined by GASB Statement No. 68 and the State is treated as a non-employer contributing entity. Since the local participating employers do not contribute under this legislation directly to the plan (except for employer specific financed amounts), there is no net pension liability or deferred outflows or inflows to report in the financial statements of the local participating employers related to this legislation. Below is the portion of the non-employer contributing entities' total proportionate share of the collective net pension liability that is associated with the local participating employers.

	<u>2018</u>	<u>2017</u>
Employer Net Pension Liability	\$ 42,953,582.00	\$ 47,637,130.00
Nonemployer Proportional Share of the Net Pension Liability	<u>5,834,534.00</u>	<u>5,335,760.00</u>
	<u>\$ 48,788,116.00</u>	<u>\$ 52,972,890.00</u>

**Consolidated Police and Firemen's Pension Fund:**

The Consolidated Police and Firemen's Retirement System (CPFPPF) is a closed system with no active members and was established in January 1952 to provide coverage to municipal police and firemen who were appointed prior to July 1, 1944.

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

Although the Division administers one cost-sharing multiple-employer defined benefit pension plan, separate (sub) actuarial valuations are prepared to determine the actuarially determined contribution rate by group. Following this method, the measurement of the collective net pension liability, deferred outflows of resources, deferred inflows of resources and pension expense excluding that attributable to employer-paid member contributions are determined separately for each individual employer of the State and local groups.

To facilitate the separate (sub) actuarial valuations, the Division maintains separate accounts to identify additions, deductions, and fiduciary net position applicable to each group. The allocation percentages presented for each group in the schedule of employer allocations are applied to amounts presented in the schedules of pension amount by employer. The allocation percentages for each group as of June 30, 2018 and 2017 are based on the ratio of each employer's contributions to total employer contributions of the group for the fiscal years ended June 30, 2018 and 2017, respectively.

Following is the total of the Township's portion of the PERS and PFRS net pension liabilities, deferred outflows of resources and deferred inflows of resources related to pensions and the pension expense and expenditures for the fiscal year ended June 30, 2018:

	<u>PERS</u>	<u>PFRS</u>
Net Pension Liabilities	\$ 18,339,473	\$ 42,953,582
Deferred Outflow of Resources	4,203,941	6,080,282
Deferred Inflow of Resources	4,424,673	11,753,714
Pension Expense	1,656,609	649,064
Contributions Made After Measurement Date	926,476	3,103,351

8. **PENSION PLANS (Continued)**

**Pension Liabilities, Pension Expense, and Deferred Outflows of Resources and Deferred Inflows of Resources Related to Pension (Continued)**

GASB Statement No. 68, *Accounting and Financial Reporting for Pensions*, requires participating employers in PERS to recognize their proportionate share of the collective net pension liability, collective deferred outflows of resources, collective deferred inflows of resources and collective pension expense excluding that attributable to employer-paid member contributions. The employer allocation percentages presented in the PERS schedule of employer allocations and applied to amounts presented in the PERS schedule of pension amounts by employer are based on the ratio of the contributions as an individual employer to total contributions to the PERS and PFRS during the years ended June 30, 2018 and 2017. The Township's proportionate share of the collective net pension liability as of June 30, 2018 and 2017 was .0931% and .0910% for PERS and .3174% and .3086% for PFRS, respectively.

It is important to note that 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 as a liability on their balance sheets. 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.

At June 30, 2018, the amount determined as the Township's proportionate share of the PERS net pension liability was \$18,339,473. For the year ended June 30, 2018, the Township would have recognized PERS pension expense of \$1,656,609. At June 30, 2018, deferred outflows of resources and deferred inflows of resources related to the PERS pension are as follows:

	<u>Deferred Outflows of Resources</u>	<u>Deferred Inflows of Resources</u>
Difference Between Expected and Actual Experience	\$ 349,736	\$ 66,648
Change of Assumptions	3,022,041	4,132,886
Net Difference Between Projected and Actual Investment Earnings		121,242
Net Change in Proportions	832,164	103,897
Total Contributions and Proportionate Share of Contributions After the Measurement Date	<u>926,476</u>	
	<u>\$ 5,130,417</u>	<u>\$ 4,424,673</u>

At June 30, 2018, the amount determined as the Township's proportionate share of the PFRS net pension liability was \$42,953,582. For the year ended June 30, 2018, the Township would have recognized PFRS pension expense of \$649,064. At June 30, 2018, deferred outflows of resources and deferred inflows of resources related to the PFRS pension are as follows:

	<u>Deferred Outflows of Resources</u>	<u>Deferred Inflows of Resources</u>
Difference Between Expected and Actual Experience	\$ 436,997	\$ 177,752
Change of Assumptions	3,686,987	11,008,262
Net Difference Between Projected and Actual Investment Earnings		234,995
Net Change in Proportions	1,956,298	332,705
Total Contributions and Proportionate Share of Contributions After the Measurement Date	<u>3,103,351</u>	
	<u>\$ 9,183,633</u>	<u>\$ 11,753,714</u>

**8. PENSION PLANS (Continued)**

***Long-Term Expected Rate of Return***

In accordance with State statute, the long-term expected rate of return on plan investments (7.00% at June 30, 2018) is determined by the State Treasurer, after consultation with the Directors of the Division of Investment and Division of Pensions and Benefits, the board of trustees and the actuaries. The long-term expected rate of return was determined using a building block method in which best-estimate ranges of expected future real rates of return (expected returns, net of pension plan investment expense and inflation) are developed for each major asset class. These ranges are combined to produce the long-term expected rate of return by weighting the expected future real rates of return by the target asset allocation percentage and by adding expected inflation. Best estimates of arithmetic rates of return for each major asset class included in the pension plan'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>
Risk Mitigation Strategies	5.00%	5.51%
Cash Equivalents	5.50%	1.00%
U.S. Treasuries	3.00%	1.87%
Investment Grade Credit	10.00%	3.78%
High Yield	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%
Buyout/Venture Capital	8.25%	13.08%

**Contributions Required and Made**

Contributions made by employees for PERS and PFRS are currently 7.50% as of July 1, 2018 and 10.0% of their base wages, respectively. Employer contributions are actuarially determined on an annual basis by the Division of Pensions. Contributions to the plan for the past three (3) years are as follows:

<u>Year</u>	<u>PERS</u>		<u>PFRS</u>		<u>CPFPP</u>
	<u>Township</u>	<u>Employee</u>	<u>Township</u>	<u>Employee</u>	<u>Township</u>
2018	\$893,360.28	\$475,029.65	\$2,886,638.00	\$1,063,887.72	\$17,059.98
2017	831,148.00	476,678.43	2,686,112.00	1,048,938.80	18,783.57
2016	790,627.00	455,593.69	2,578,879.00	1,022,625.88	19,158.22

The Township of Maplewood, in accordance with the provisions of Public Law 2009, c. 19 (S21), elected by resolution of the governing body to defer the 50% of their 2009 normal and accrued pension liability for the PERS and PFRS pension retirement system obligation in the amount of \$1,256,243.50. This deferred pension liability will be repaid over a 15 year period and started in April, 2012.

**9. DEFINED CONTRIBUTION RETIREMENT PROGRAM**

**Description of System**

The Defined Contribution Retirement Program (DCRP) was established on July 1, 2007 for certain public employees under the provisions of Chapter 92, P.L. 2007 and Chapter 103, P.L. 2007. The program provides eligible members, with a minimum base salary of \$1,500.00 or more, with a tax-sheltered, defined contribution retirement benefit, in addition to life insurance and disability coverage. The DCRP is jointly administered by the Division of Pensions and Benefits and Prudential Financial.

If the eligible elected or appointed official will earn less than \$5,000.00 annually, the official may choose to waive participation in the DCRP for that office or position. This waiver is irrevocable.

As of May 21, 2010, the minimum base salary required for eligibility in the DCRP was increased to \$5,000.00.

This retirement program is a new pension system where the value of the pension is based on the amount of the contribution made by the employee and employer and through investment earnings. It is similar to a Deferred Compensation Program where the employee has a portion of tax deferred salary placed into an account that the employee manages through investment options provided by the employer.

The law requires that three classes of employees enroll in the DCRP, detailed as follows:

- All elected officials taking office on or after July 1, 2007, except that a person who is reelected to an elected office held prior to that date without a break in service may remain in the Public Employees' Retirement System (PERS).
- A Governor appointee with the advice and consent of the Legislature or who serves at the pleasure of the Governor only during that Governor's term of office.
- Employees enrolled in the PERS on or after July 1, 2007 or employees enrolled in the PFRS after May 21, 2010 who earn salary in excess of established "maximum compensation" limits.
- Employees otherwise eligible to enroll in the PERS on or after November 2, 2008 who do not earn the minimum salary for PERS Tier 3, but who earn salary of at least \$5,000.00.
- Employees otherwise eligible to enroll in the PERS after May 21, 2010, who do not work the minimum number of hours per week required for PERS Tier 4 or Tier 5 enrollment (32 hours per week) but who earn salary of at least \$5,000.00 annually.

Notwithstanding the foregoing requirements, other employees who hold a professional license or certificate or meet other exceptions are permitted to remain to join or remain in PERS.

**Contributions Required and Made**

Contributions made by employees for DCRP are currently at 5.5% of their base wages. Member contributions are matched by a 3.0% employer contribution. Contributions to the plan for the past three (3) years are as follows:

<u>Year</u>	<u>Township</u>	<u>Employees</u>
2018	\$10,453.22	\$24,535.60
2017	9,690.91	24,029.56
2016	7,692.78	22,963.39

## **10. POST-RETIREMENT BENEFITS OTHER THAN PENSION**

### **Plan Description**

As of December 20, 1994, the Township of Maplewood no longer offers their employees post-retirement benefits. However, under an early retirement incentive program during 1993, the Township offered certain employees post-employment health benefits. Under this program, the Township will reimburse the retiree the premium paid for health insurance. As of December 31, 2018, there were two retirees in this program.

### **Funding Policy**

The Township of Maplewood paid retirees in the early retirement incentive program \$21,902.46 for the year ended December 31, 2018.

### **Special Funding Situation**

Under Chapter 330, P.L. 1997, the State shall pay the premium or periodic charges for the qualified local police and firefighter retirees and dependents equal to 80 percent of the premium or periodic charge for the category of coverage elected by the qualified retiree under the State managed care plan or a health maintenance organization participating in the program providing the lowest premium or periodic charge. The State also provides funding for retiree health benefits to survivors of local police officers and firefighters who die in the line of duty under Chapter 271, P.L. 1989.

Therefore, these employers are considered to be in a special funding situation as defined by GASB Statement 75 and the State is treated as a non-employer contributing entity. Since the local participating employers do not contribute under this legislation directly to the plan, there is no net OPEB liability, deferred outflows of resources or deferred inflows of resources to report in the financial statements of the local participating employers related to this legislation.

The Township as of June 30, 2018 has 175 members under the Special Funding Situation. The State proportionate share of the net OPEB liability attributed to the Township is \$38,267,961.

## **11. MUNICIPAL DEBT**

The Local Bond Law governs the issuance of bonds and notes to finance general capital expenditures. All bonds are retired in serial installments within the statutory period of usefulness. Bonds issued by the Township are general obligation bonds, backed by the full faith and credit of the Township. Pursuant to N.J.S.A. 40A:2-8.1, bond anticipation notes, which are issued to temporarily finance capital projects, cannot be renewed past the third anniversary unless an amount equal to at least the first legal requirement is paid prior to each anniversary and must be paid off within ten years and five months or retired by the issuance of bonds.

**11. MUNICIPAL DEBT (Continued)**

**Summary of Municipal Debt (Excluding Current and Operating Debt)**

	<u>Year 2018</u>	<u>Year 2017</u>	<u>Year 2016</u>
<u>Issued</u>			
General:			
Bonds and Notes	\$36,316,000.00	\$39,356,239.00	\$41,023,472.00
Loans Payable	646,527.32	712,767.86	778,702.99
Swimming Pool Utility Fund:			
Bonds and Notes	717,952.00	847,952.00	997,000.00
	<u>37,680,479.32</u>	<u>40,916,958.86</u>	<u>42,799,174.99</u>
<u>Authorized but Not Issued</u>			
General:			
Bonds and Notes	3,373,776.00	2,065,177.63	2,164,586.29
Total Debt	<u>41,054,255.32</u>	<u>42,982,136.49</u>	<u>44,963,761.28</u>
Less: Cash on Hand:			
General Capital Fund		179,310.98	73,420.43
Swimming Pool Utility Fund	127.50	127.50	127.50
Reserve for Debt Service:			
General Capital Fund	159,309.56	4,443.10	
Refunding Bonds:			
General Capital Fund		13,060,000.00	8,960,000.00
Due from State of New Jersey:			
General Capital Fund			18,716.57
	<u>159,437.06</u>	<u>13,243,881.58</u>	<u>9,052,264.50</u>
Net Bonds and Notes Issued and Authorized but Not Issued	<u>\$40,894,818.26</u>	<u>\$29,738,254.91</u>	<u>\$35,911,496.78</u>

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

The summarized statement of debt condition that follows is prepared in accordance with the required method of setting up the Annual Debt Statement and indicates a statutory net debt of 1.007%.

	<u>Gross Debt</u>	<u>Deductions</u>	<u>Net Debt</u>
Local School District	\$19,934,375.09	\$19,934,375.09	\$
Swimming Pool Utility	717,952.00	717,952.00	
General Debt	<u>40,336,303.32</u>	<u>159,309.56</u>	<u>40,176,993.76</u>
	<u>\$60,988,630.41</u>	<u>\$20,811,636.65</u>	<u>\$40,176,993.76</u>

Net Debt, \$40,176,993.76 divided by Equalized Valuation Basis per N.J.S. 40A:2-2 as amended, \$3,989,280,097.00 equals 1.007%.

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

3 1/2% of Equalized Valuation Basis	\$ 139,624,803.39
Net Debt	<u>40,176,993.76</u>
Remaining Borrowing Power	<u>\$ 99,447,809.63</u>

11. **MUNICIPAL DEBT (Continued)**

**School Debt Deductions**

School debt is deductible up to the extent of 4.0% of the Average Equalized Assessed Valuations of real property for the Local School District.

**Calculation of "Self-Liquidating Purposes" Swimming Pool Utility per N.J.S. 40A:2-45**

Fund Balance, Cash Receipts from Fees, Rents or Other Charges for Year		\$894,565.27
Deductions:		
Operating and Maintenance Costs	\$736,942.00	
Debt Service per Swimming Pool Utility Operating Fund	<u>156,176.00</u>	
		<u>893,118.00</u>
Excess in Revenue		<u>\$ 1,447.27</u>

There being an excess in revenue, all Swimming Pool Utility Debt is deductible for debt statement purposes.

The foregoing debt information is in agreement with the Revised Annual Debt Statement filed by the Chief Financial Officer.

**General Obligation Bonds**

\$15,090,000, 2007 Bonds due in annual installments of \$1,800,000 through August 2019, interest at 3.05% (callable).	\$ 1,800,000.00
\$11,806,000, 2011 Bonds due in annual installments of \$900,000 to \$1,000,000 through October 2025, interest at 3.00% to 5.00% (callable).	6,706,000.00
\$13,330,000, 2012 Refunding Bonds due in annual installments of \$1,480,000 to \$1,505,000 through October 2022, interest at 4.00% to 5.00%.	5,965,000.00
\$5,685,000, 2017 Refunding Bonds due in annual installments of \$1,755,000 to \$2,015,000 through August 2022, interest at 3.00% to 5.00%.	5,600,000.00
\$16,245,000, 2018 Bonds due in annual installments of \$825,000 to \$1,630,000 through February 2030, interest at 3.00% to 5.00%.	<u>16,245,000.00</u>
	<u>\$36,316,000.00</u>

**Swimming Pool Utility Bonds**

\$1,447,000, 2011 Bonds due in annual installments of \$130,000 to \$147,000 through October 2022, interest at 3.00% to 5.00% (callable).	<u>\$ 537,000.00</u>
---	----------------------

**11. MUNICIPAL DEBT (Continued)**

A Schedule of Annual Debt Service for principal and interest for bonded debt is as follows:

Calendar Year	Total	General		Swimming Pool Utility	
		Principal	Interest	Principal	Interest
2019	\$ 6,757,770.42	\$ 5,010,000.00	\$1,597,760.42	\$130,000.00	\$20,010.00
2020	6,376,725.00	4,975,000.00	1,258,215.00	130,000.00	13,510.00
2021	6,351,875.00	5,160,000.00	1,053,565.00	130,000.00	8,310.00
2022	6,319,900.00	5,335,000.00	833,490.00	147,000.00	4,410.00
2023	3,167,915.00	2,585,000.00	582,915.00		
2024	3,053,665.00	2,585,000.00	468,665.00		
2025	2,884,415.00	2,531,000.00	353,415.00		
2026	1,869,050.00	1,625,000.00	244,050.00		
2027	1,804,050.00	1,625,000.00	179,050.00		
2028	1,747,175.00	1,625,000.00	122,175.00		
2029	1,703,350.00	1,630,000.00	73,350.00		
2030	1,654,450.00	1,630,000.00	24,450.00		
	<u>\$43,690,340.42</u>	<u>\$36,316,000.00</u>	<u>\$6,791,100.42</u>	<u>\$537,000.00</u>	<u>\$46,240.00</u>

The interest reflected above is on the cash basis for all funds.

**N.J. Environmental Infrastructure Trust Loan Payable**

On November 1, 1999 the Township entered into two loan agreements with the New Jersey Environmental Infrastructure Trust. A trust loan in the amount of \$200,000.00 has various coupon rates ranging from 5.50% to 5.70% and a fund loan in the amount of \$194,262.00 is interest free. Both loans are due on August 1, 2019.

The following is a schedule of debt service payable on the above loans:

Year	Total	Trust Share		Fund Share
		Principal	Interest	Principal
2019	<u>\$25,031.30</u>	<u>\$15,000.00</u>	<u>\$855.00</u>	<u>\$9,176.30</u>

**Green Acres Trust Loans Payable**

During 2010 the Township of Maplewood entered into a loan agreement with the State of New Jersey, Department of Environmental Protection under the Green Acres Trust Program to finance part of the improvements to Dehart Park in the sum of \$956,250.00 at an interest rate of 2.0%.



**11. MUNICIPAL DEBT (Continued)**

**Green Acres Trust Loans Payable (Continued)**

The following is a Schedule of Annual Principal and Interest Payments for the Green Acres Trust Loan Payable as of December 31, 2018:

<u>Year</u>	<u>Total</u>	<u>Principal</u>	<u>Interest</u>
2019	\$ 54,603.68	\$ 42,367.44	\$ 12,236.24
2020	54,603.68	43,219.02	11,384.66
2021	54,603.69	44,087.74	10,515.95
2022	54,603.68	44,973.89	9,629.79
2023	54,603.68	45,877.87	8,725.81
2024	54,603.68	46,800.02	7,803.66
2025	54,603.68	47,740.70	6,862.98
2026	54,603.68	48,700.29	5,903.39
2027	54,603.68	49,679.16	4,924.52
2028	54,603.68	50,677.71	3,925.97
2029	54,603.68	51,696.33	2,907.35
2030	54,603.68	52,735.43	1,868.25
2031	54,603.69	53,795.42	808.27
	<u>\$ 709,847.86</u>	<u>\$ 622,351.02</u>	<u>\$ 87,496.84</u>

**Special Emergency Note**

The outstanding Special Emergency Note is summarized as follows:

	<u>Interest Rate</u>	<u>Amount</u>
Current Fund	2.35%	<u>\$ 246,600.00</u>

**Bond Anticipation Notes**

Outstanding Bond Anticipation Notes are summarized as follows:

	<u>Interest Rate</u>	<u>Amount</u>
Swimming Pool Capital Fund	3.15%	\$ 180,952.00

Statutory requirements for providing sums equivalent to legally payable installments for the redemption of notes (Budget Appropriations) and permanent funding (Bond Issues) are summarized as follows:

<u>Original Notes Issued</u>	<u>Legal Installments Due</u>	<u>Funding Required as of May 1</u>
2016	2019 - 2026	2027

**11. MUNICIPAL DEBT (Continued)**

**Bonds and Notes Authorized but Not Issued**

There were Bonds and Notes Authorized but Not Issued in the following amounts:

	Balance <u>Dec. 31, 2018</u>
General Capital Fund:	
General Improvements	<u>\$3,373,776.00</u>

**12. SCHOOL DEBT**

The School District of South Orange and Maplewood is unique in that it is a combination of Type I and Type II school districts. It has an elected school board, but the electorate does not vote on the school budget. Instead, the Board of School Estimate approves the amount of local property taxes to be allocated in support of the schools. The Board of School Estimate is comprised of eight members, two from the Board of Education and three from each governing body. Approval of the amount to be raised by local school taxes requires five assenting votes, four of which must come from the representatives of the Townships' governing bodies.

The Board of School Estimate may only approve or reject the total amount of money to be raised by local taxes for current expenses and capital outlay for the fiscal year in question. Once the total amounts are approved, they have no authority or control over how the funds are actually allocated within those categories by the Board of Education.

If the Board of School Estimate will not approve a budget amount that is acceptable to the Board of Education, the Board of Education may appeal to the State Commissioner of Education for relief. In all cases, the taxes to be appropriated by each township are determined in proportion to the equalized ratable base of each community.

An additional function of the Board of School Estimate is to approve any assumption of long-term debt by the Board of Education. Since action by the Board of Education to incur long-term debt carries an obligation to pay over several years, the Board of School Estimate must approve that action. By their approval, the Board of School Estimate agrees to provide the necessary tax revenues to service the debt over the life of the obligation. Thus, funds obligated to debt services are not subject to the annual budget approval process as they have been previously approved by the Board of School Estimate.

**13. INTERFUND RECEIVABLES AND PAYABLES**

As of December 31, 2018, interfund receivables and payables that resulted from various interfund transactions were as follows:

<u>Fund</u>	<u>Due from Other Funds</u>	<u>Due to Other Funds</u>
Current Fund	\$ 604,330.09	\$ 316,008.33
Federal and State Grant Fund	559,365.60	139,190.74
Animal Control Trust Fund		37.09
General Trust Fund	331,561.79	22,170.00
General Capital Fund	15,000.00	870,292.31
Swimming Pool Operating Fund	1,326.00	140,884.20
Swimming Pool Capital Fund		1,256.00
Payroll Fund		21,744.81
	<u>\$ 1,511,583.48</u>	<u>\$ 1,511,583.48</u>

**14. DEFERRED CHARGES TO BE RAISED IN SUCCEEDING YEARS' BUDGETS**

Certain expenditures are required to be deferred to budgets of succeeding years. At December 31, 2018, the following deferred charges are shown on the balance sheet of the Current Fund and General Capital Fund:

	<u>Balance</u> <u>Dec. 31, 2018</u>	<u>2019 Budget</u> <u>Appropriation</u>	<u>To Be</u> <u>Raised in</u> <u>Subsequent</u> <u>Budget</u>
Current Fund:			
Special Emergency Appropriation	\$ 246,600.00	\$ 82,200.00	\$ 164,400.00
General Capital Fund:			
Unfunded Improvement Cost	7,000.00	7,000.00	

**15. DEFERRED COMPENSATION PLAN**

The Township of Maplewood offers its employees a Deferred Compensation Plan created in accordance with the provisions of N.J.S. 43:15B-1 et seq., and the Internal Revenue Code, Section 457. The plan, available to all municipal employees, permits them to defer a portion of their salary until future years. The deferred compensation is not available to employees until termination, retirement, death or unforeseeable emergency.

Statutory and regulatory requirements governing the establishment and operation of Deferred Compensation Plans have been codified in the New Jersey Administrative Code under the reference N.J.A.C. 5:37.

The "Small Business Job Protective Act of 1996" revised several provisions of Section 457 of the Internal Revenue Code. A provision of the act required that all existing plans be modified to provide that the funds be held for the exclusive benefit of the participating employees and their beneficiaries.

The Township of Maplewood authorized such modifications to their plan by resolution of the Township Committee adopted June 16, 1998.

The Administrator for the Township of Maplewood's Deferred Compensation Plan is Metlife Securities, Inc. and I.C.M.A.

The Plan was subject to a review only as defined by the New Jersey Division of Local Government Services and the American Institute of Certified Public Accountants. A review consists principally of inquiries of Township officials and analytical procedures applied to financial data. It is substantially less in scope than an examination in accordance with generally accepted auditing standards. The audit of the program lies within the scope of the audit of the independent accountants of the Metlife Securities, Inc. and I.C.M.A.

**16. RISK MANAGEMENT**

The Township of Maplewood is a member of the New Jersey Intergovernmental Insurance Fund with respect to General Liability, Property, Workers' Compensation and Employer Liability.

## **17. CONTINGENT LIABILITIES**

### **A. Compensated Absences**

The Township of Maplewood has an Accrued Sick Policy Plan whereby certain eligible employees, upon retirement, will receive compensation for accumulated sick time.

As of January 1, 1978 employees in the United Construction Trades and Industrial Employees' International Union can accumulate unused sick time. Upon retirement, eligible employees will receive one-half of the accumulated sick time, but such payment shall not exceed \$12,000.00.

Any employee in the Communication Workers' of America, Local 1031 Union can accumulate unused sick time. Upon retirement, eligible employees, hired prior to January 1, 2002, will be paid for up to 90 sick days at full pay and up to an additional 90 days at half pay.

Police officers and firemen cannot accumulate sick and vacation days. Upon retirement, they would only get paid for the vacation days they did not use in the previous year.

It is estimated that the sum of \$611,440.96 computed internally at the 2018 salary rates, would be payable to various officials and employees of the Township of Maplewood as of December 31, 2018 for accumulated sick and vacation days and unused holidays. These figures have been calculated by management and are unaudited. Provision for the above are not reflected on the Financial Statements of the Township.

### **B. Tax Appeals**

As of June 5, 2019, there were fifty-two (52) appeals pending before the New Jersey Tax Court with an assessed valuation of \$80,792,400.00. Potential liability was undeterminable.

Judgments favorable to the taxpayers generally extend to two years following the year judged and would also subject the Township to a liability for statutory interest based upon the amount of taxes refunded from the date of payment to the date of refund (R.S. 54:3-27.2).

### **C. Federal and State Awards**

The Township participates in several federal and state grant programs which are governed by various rules and regulations of the grantor agencies; therefore, to the extent that the Township has not complied with the rules and regulations governing the grants, refunds of any money received may be required and the collectibility of any related receivable at December 31, 2018 may be impaired. In the opinion of management, there are no significant contingent liabilities relating to compliance with the rules and regulations governing the respective grants; therefore, no provisions have been recorded in the accompanying statutory basis financial statements for such contingencies.

### **D. Arbitrage Rebate Calculation**

In 1985, under the Tax Reform Act, the Arbitrage Rebate Law went into effect requiring issuers of tax exempt debt obligations to rebate to the Federal Government all of the earnings in excess of the yield on investments of proceeds of such debt issuances (the "rebate arbitrage"). The Rebate Regulations apply to obligations issued after August 31, 1986. The arbitrage rebate liability must be calculated every installment computation date (last day of the fifth bond year) or earlier if the bonds are retired, defeased or refunded and pay at least 90% of the rebatable arbitrage (plus any earnings thereon) within 60 days after such date.

### **E. Payments in Lieu of Taxes (PILOT)**

Under N.J.S.A. 40A:20-12, each municipality is required to annually remit to the County five percent (5%) of the annual service charge for each long-term PILOT financial agreement entered into by the municipality.

**17. CONTINGENT LIABILITIES (Continued)**

**F. Litigation**

There is no significant litigation or any contingent liabilities, unasserted claims or assessments or statutory violations which would materially affect the financial position or results of operations of the Township other than what is listed below:

General liability claims pending against the Township are handled by insurance carriers.

**18. SECONDARY MARKET DISCLOSURE**

Solely for purposes of complying with Rule 15c2-12 of the Securities and Exchange Commission, as amended and interpreted from time to time (the "Rule"), and provided that the Bonds are not exempt from the Rule and provided that the Bonds are not exempt from the requirements in accordance with Paragraph (d) of the Rule, for so long as the Bonds remain outstanding (unless the Bonds have been wholly defeased), the municipality shall provide for the benefit of the holders of the Bonds and the beneficial owners thereof various financial documents relating to the financial conditions of the Municipal Securities Rulemaking Board through the Electronic Municipal Access Data Port (the "MSRB").

**19. SUBSEQUENT EVENTS**

The Township of Maplewood has evaluated subsequent events that occurred after the balance sheet date, but before June 27, 2019. No items were determined to require disclosure.

TOWNSHIP OF MAPLEWOOD  
CURRENT FUND

CASH RECEIPTS, DISBURSEMENTS AND RECONCILIATION  
TREASURER

A-4

	<u>Ref.</u>	<u>Current Fund</u>		<u>Federal and State Grant Fund</u>
Balance December 31, 2017	A	\$ 17,237,595.46		\$ 3,737.88
Increased by Receipts:				
Interest on Investments and Deposits	A-2e	\$ 187,198.80	\$	
Miscellaneous Revenue Not Anticipated	A-2f	106,607.81		
Turnovers from Tax Collector	A-5	113,490,127.32		
Petty Cash Funds	A-7	2,290.00		
Revenue Accounts Receivable	A-15	6,737,503.57		
Interfunds Receivable	A-16	32,360.32		
Grants Receivable	A-18			859,342.11
Accounts Payable	A-21	21,412.58		
Due to State of New Jersey	A-22	54,790.00		
Interfunds Payable	A-26			82,139.18
Special Emergency Note Payable	A-30	246,600.00		
Prepaid Revenue	A-32	108,206.25		
Township's Matching Funds for Grants	A-33			12,000.00
Accumulated Revenue - Unappropriated	A-34			69,635.80
		120,987,096.65		1,023,117.09
		138,224,692.11		1,026,854.97
Decreased by Disbursements:				
Prior Year Revenue Refunds	A-1	183.95		
Budget Appropriations	A-3	39,858,212.06		
Petty Cash Funds	A-7	2,290.00		
Interfunds Receivable	A-16,17	265,814.69		206,092.73
Appropriation Reserves	A-20	620,843.23		
Accounts Payable	A-21	60,315.30		
Due to State of New Jersey	A-22	54,234.00		
Tax Overpayments	A-23	474,941.79		
Interfunds Payable	A-25	121,552.92		
County Taxes	A-27	20,205,269.77		
Local School District Tax	A-28	70,099,419.50		
Due to Special Improvement District	A-29	190,581.70		
Special Emergency Note Payable	A-30	328,800.00		
Appropriated Reserves for Federal and State Grant	A-33			609,082.92
		132,282,458.91		815,175.65
Balance December 31, 2018	A	\$ 5,942,233.20		\$ 211,679.32
<u>Bank Reconciliation December 31, 2018</u>				
Balance per Statements:				
Valley National Bank:				
Account #41001362		\$ 5,894,958.39		\$
Account #41175174		203,877.13		
Account #41001567				276,642.85
BCB Community Bank,				
Account #3618000016		168.81		
Plus: Deposit-in-Transit		62,308.95		24,220.85
		6,161,313.28		300,863.70
Less: Outstanding Checks		219,080.08		89,184.38
		\$ 5,942,233.20		\$ 211,679.32

TOWNSHIP OF MAPLEWOOD  
CURRENT FUND

CASH RECEIPTS, DISBURSEMENTS AND RECONCILIATION  
TAX COLLECTOR

A-5

	<u>Ref.</u>	<u>Current Fund</u>	
Increased by Receipts:			
Interest and Costs on Taxes	A-2a	\$ 281,857.58	
Due from State of New Jersey	A-8	57,960.28	
Taxes Receivable	A-9	110,238,475.04	
Sewer User Charges Receivable	A-12	1,835,868.03	
Other Liens Receivable	A-14	5,002.84	
Tax Overpayments	A-23	463,917.44	
Sewer Rent Overpayments	A-24	3,327.12	
Prepaid Taxes	A-31	<u>603,718.99</u>	
			\$ 113,490,127.32
Decreased by:			
Turnovers to Treasurer	A-4		<u>113,490,127.32</u>
			<u>\$ -</u>

TOWNSHIP OF MAPLEWOOD  
CURRENT FUND

CHANGE FUNDS

A-6

	<u>Ref.</u>	
Balance December 31, 2017	A	<u>\$ 500.00</u>
Balance December 31, 2018	A	<u>\$ 500.00</u>
 <u>Analysis of Balance</u>		
Tax Collector		<u>\$ 400.00</u>
Construction Code Official		<u>100.00</u>
		<u>\$ 500.00</u>

PETTY CASH FUND

A-7

	<u>Funds Established</u>	<u>Funds Returned</u>
Finance Department	\$ 190.00	\$ 190.00
Police Department	500.00	500.00
Fire Department	400.00	400.00
Recreation Department	1,000.00	1,000.00
Public Works Department	<u>200.00</u>	<u>200.00</u>
	<u>\$ 2,290.00</u>	<u>\$ 2,290.00</u>
<u>Reference</u>	<u>A-4</u>	<u>A-4</u>



TOWNSHIP OF MAPLEWOOD  
CURRENT FUND

DUE FROM STATE OF NEW JERSEY  
PER CHAPTER 129, P.L. 1976

A-8

Ref.

Increased by:

Deductions per Tax Billings:

Senior Citizens

\$ 8,000.00

Veterans

52,500.00

60,500.00

Deductions Allowed by Tax

Collector:

Veterans

500.00

61,000.00

Less: Deductions Disallowed  
by Tax Collector:

Senior Citizens

379.46

A-2d,9

\$ 60,620.54

Decreased by:

Deductions Disallowed by

Tax Collector - Prior Year

A-1

2,500.00

Collections

A-5

57,960.28

Transferred from Due to State  
of New Jersey

A-22

160.26

60,620.54

\$ -

TOWNSHIP OF MAPLEWOOD  
CURRENT FUND

A-9

TAXES RECEIVABLE AND ANALYSIS OF PROPERTY TAX LEVY

<u>Year</u>	<u>Balance</u> <u>Dec. 31, 2017</u>	<u>2018 Levy</u>	<u>Added</u> <u>Taxes</u>	<u>2017</u>	<u>2018</u>	<u>Due from</u> <u>State of</u> <u>New Jersey</u>	<u>Tax</u> <u>Overpayments</u> <u>Applied</u>	<u>Transferred</u> <u>to Tax</u> <u>Title Liens</u>	<u>Cancelled</u>	<u>Balance</u> <u>Dec. 31, 2018</u>
2011	\$ 4,850.11	\$	\$	\$ 4,850.11	\$	\$	\$	\$	\$	\$ 5,505.22
2015	5,505.22			2,738.82	4,231.37		4,231.37	9,036.84	6,959.07	10,782.91
2016	20,480.80		2,500.00	925,427.76	4,231.37		4,231.37	9,036.84	6,959.07	10,119.93
2017	946,315.90		2,500.00	933,016.69	124,327.16	60,620.54	124,327.16	23,096.46	226,987.19	26,406.06
2018	977,152.03	121,902,253.76		11,055,192.98	109,305,458.35	60,620.54	124,327.16	23,096.46	226,987.19	1,106,571.08
	<u>\$ 977,152.03</u>	<u>\$ 121,902,253.76</u>	<u>\$ 2,500.00</u>	<u>\$ 11,055,192.98</u>	<u>\$ 110,238,475.04</u>	<u>\$ 60,620.54</u>	<u>\$ 128,558.53</u>	<u>\$ 32,133.30</u>	<u>\$ 233,946.26</u>	<u>\$ 1,132,979.14</u>
<u>Reference</u>	<u>A</u>	<u>Below</u>	<u>Reserve</u>	<u>A-2d.31</u>	<u>A-2d.5</u>	<u>A-8</u>	<u>A-2d.23</u>	<u>A-10</u>	<u>Reserve</u>	<u>A</u>

ANALYSIS OF 2018 PROPERTY TAX LEVY

<u>Tax Yield</u>	<u>Ref.</u>	<u>Ref.</u>
General Property Tax	A-28	\$ 70,099,420.00
Business Personal	A-27	\$20,164,613.93
Special District Taxes	A-27	125,592.12
Added Taxes		<u>20,290,206.05</u>
	A-29	283,534.80
	A-25	384,575.00
	A-25	<u>2,392.29</u>
	A-2	28,844,234.00
	A-2	1,336,766.00
	A-2	<u>30,181,000.00</u>
	Above	<u>661,125.62</u>
	Above	<u>30,842,125.62</u>
	Above	<u>\$ 121,902,253.76</u>

TOWNSHIP OF MAPLEWOOD  
CURRENT FUND

TAX TITLE LIENS

A-10

	<u>Ref.</u>		
Balance December 31, 2017	A		\$ 237,048.53
Increased by:			
Transfers from Taxes Receivable	A-9	\$ 32,133.30	
Interest and Costs on Tax Sale of October 18, 2018	Reserve	<u>2,498.01</u>	
			<u>34,631.31</u>
Balance December 31, 2018	A		<u>\$ 271,679.84</u>

PROPERTY ACQUIRED FOR TAXES  
AT ASSESSED VALUATION

A-11

	<u>Ref.</u>		
Balance December 31, 2017	A		<u>\$ 322,500.00</u>
Balance December 31, 2018	A		<u>\$ 322,500.00</u>

TOWNSHIP OF MAPLEWOOD  
CURRENT FUND

SEWER USER CHARGES RECEIVABLE  
(JOINT MEETING)

A-12

	<u>Ref.</u>		
Balance December 31, 2017	A		\$ 132,071.62
Increased by:			
Sewer Billings	Reserve		<u>1,862,112.82</u>
			1,994,184.44
Decreased by:			
Collections	A-5	\$ 1,835,868.03	
Overpayments Applied	A-24	<u>6,570.97</u>	
	A-2a	1,842,439.00	
Transferred to Liens	A-13	<u>1,694.71</u>	
			<u>1,844,133.71</u>
Balance December 31, 2018	A		<u><u>\$ 150,050.73</u></u>

TOWNSHIP OF MAPLEWOOD  
CURRENT FUND

SEWER USER LIENS

A-13

	<u>Ref.</u>		
Balance December 31, 2017	A		\$ 1,618.78
Increased by:			
Transfer from Sewer User Charges Receivable	A-12	\$ 1,694.71	
Interest and Costs on Tax Sale of October 18, 2018	Reserve	<u>289.79</u>	
			<u>1,984.50</u>
Balance December 31, 2018	A		<u>\$ 3,603.28</u>

OTHER LIENS RECEIVABLE

A-14

	<u>Ref.</u>		<u>Property Maintenance</u>
Balance December 31, 2017	A		\$ 25.11
Increased by:			
2018 Liens	Reserve		<u>6,171.91</u>
			6,197.02
Decreased by:			
Collections	A-1,5		<u>5,002.84</u>
Balance December 31, 2018	A		<u>\$ 1,194.18</u>

TOWNSHIP OF MAPLEWOOD  
CURRENT FUND

A-15  
Sheet #1

REVENUE ACCOUNTS RECEIVABLE

	<u>Ref.</u>	<u>Balance</u> <u>Dec. 31, 2017</u>	<u>Accrued</u> <u>in 2018</u>	<u>Collected</u>		<u>Cancelled</u>	<u>Balance</u> <u>Dec. 31, 2018</u>
				<u>2017</u>	<u>2018</u>		
<u>Budget Revenue</u>							
Clerk:							
Alcoholic Beverage License	A-2a	\$	34,392.00	\$	34,392.00	\$	\$
Other Licenses	A-2b		380.00		380.00		
Fees and Permits	A-2c		29,845.00		29,845.00		
Registrar of Vital Statistics:							
Other Licenses	A-2b		333.00		333.00		
Fees and Permits	A-2c		1,615.00		1,615.00		
Board of Health:							
Other Licenses	A-2b		15,575.00		15,575.00		
Fees and Permits	A-2c		2,750.00		2,750.00		
Municipal Court:							
Fines and Costs	A-2a	29,710.03	470,503.97		457,635.43		42,578.57
Public Works Department:							
Fees and Permits	A-2c		9,200.00		9,200.00		
Police Department:							
Fees and Permits	A-2c		7,135.50		7,135.50		
Fire Department:							
Fees and Permits	A-2c		3,437.00		3,437.00		
Engineering Department:							
Fees and Permits	A-2c		23,785.00		23,785.00		
Tax Collector:							
Fees and Permits	A-2c		16,530.00		16,530.00		
Parking Meters	A-2a		278,588.62	97,500.00	181,088.62		
Cable Television Commissions	A-2a		330,137.75		330,137.75		
Smoke Detector Fees	A-2a		41,200.00		41,200.00		
Payment in Lieu of Taxes:							
Senior Citizens Residence Association	A-2a		112,821.71		112,821.71		
New Jersey Transit Corporation	A-2a		148,108.00		148,108.00		
Project Live Five		1,219.75				1,219.75	
Project Live Six		1,469.25				1,469.25	
Burnett Avenue	A-2a		231,923.44		231,923.44		
Avalon Bay Communities	A-2a		62,093.84		62,093.84		
Lease of Township-Owned Property	A-2a	4,700.00	84,761.68		80,949.18	4,700.00	3,812.50

TOWNSHIP OF MAPLEWOOD  
CURRENT FUND

A-15  
Sheet #2

REVENUE ACCOUNTS RECEIVABLE

	Ref.	Balance Dec. 31, 2017	Accrued in 2018	2017	Collected	2018	Cancelled	Balance Dec. 31, 2018
<b>Budget Revenue</b>								
Fees and Permits:								
Certificate of Occupancy	A-2a	\$	87,500.00	\$	\$	87,500.00		\$
Recreation Fees	A-2a		399,175.00			399,175.00		
Flu Shots	A-2a		480.00			480.00		
Local Agency Code Fees	A-2a		30,709.58			30,709.58		
Other Fees and Permits - EMS	A-2a		346,406.84			346,406.84		
Rental Registration	A-2a		57,815.00			57,815.00		
Street Opening Permits	A-2a		86,420.00			86,420.00		
Green House Permits	A-2a		4,800.00			4,800.00		
State of New Jersey:								
Consolidated Municipal Property Tax								
Relief Act	A-2a		40,409.00			40,409.00		
Energy Receipts Tax	A-2a		1,794,284.00			1,794,284.00		
Construction Code Official:								
Fees and Permits	A-2a		815,686.00			815,686.00		
Other Fees and Permits	A-2c		2,250.00			2,250.00		
Interlocal Municipal Service Agreements:								
Township of Millburn:								
Electrical and Plumbing Inspections	A-2a		56,226.36			56,226.36		
Plumbing Inspections	A-2a		76,533.80			76,533.80		
Municipal Court	A-2a		377,460.42			377,460.42		
Non-Life Hazard Use Fee	A-2a		21,715.00			21,715.00		
Joint Meeting Refund	A-2a		148,905.65			148,905.65		
60W - The Woodland	A-2a		138,633.75			138,633.75		
Commuter Parking - N.J. Transit	A-2a		92,132.85			92,132.85		
Due from South Orange Village	A-2a		160,000.00			160,000.00		
Administrative Fee for Off-Duty Police	A-2a		186,950.88			186,950.88		
		<u>37,099.03</u>	<u>6,829,610.64</u>	<u>97,500.00</u>		<u>6,715,429.60</u>	<u>7,389.00</u>	<u>46,391.07</u>

TOWNSHIP OF MAPLEWOOD  
CURRENT FUND

A-15  
Sheet #3

REVENUE ACCOUNTS RECEIVABLE

<u>Ref.</u>	<u>Balance</u> <u>Dec. 31, 2017</u>	<u>Accrued</u> <u>in 2018</u>	<u>Collected</u> <u>2017</u>	<u>Collected</u> <u>2018</u>	<u>Cancelled</u>	<u>Balance</u> <u>Dec. 31, 2018</u>
<u>Nonbudget Revenue</u>						
Clerk	\$ 20.00	20.00	\$ 20.00	20.00	\$	\$
Board of Health		20.00		20.00		
Public Works Department		554.00		554.00		
Finance Department		4,146.55		4,146.55		
Police Department		855.10		855.10		
Fire Department		20.00		20.00		
Engineering Department		378.00		378.00		
Recreation Department		20.00		20.00		
Administration		4,424.99		4,424.99		
Building Department		1,240.00		1,240.00		
Payment in Lieu of Taxes:						
The Arc of Essex County - (3 Locations)		3,199.27		3,199.27		
The Arc of Essex County - 705 Irvington Avenue		7,196.06		7,196.06		
A-2f		<u>22,073.97</u>		<u>22,073.97</u>		
	<u>\$ 37,099.03</u>	<u>\$ 6,851,684.61</u>	<u>\$ 97,500.00</u>	<u>\$ 6,737,503.57</u>	<u>\$ 7,389.00</u>	<u>\$ 46,391.07</u>
<u>Reference</u>	<u>A</u>	<u>Reserve</u>	<u>A-32</u>	<u>A-4</u>	<u>Reserve</u>	<u>A</u>



TOWNSHIP OF MAPLEWOOD  
CURRENT FUND

INTERFUNDS RECEIVABLE  
CURRENT FUND

A-16

	Ref.	Total Current Fund	Current Fund					
			Federal and State Grant Fund	Animal Control Trust Fund	General Trust Fund	General Capital Fund	Swimming Pool Operating Fund	Payroll Fund
Balance December 31, 2017	A	\$ 102,969.83	\$ 58,566.56	\$ 37.09	\$	\$	\$ 40,702.50	\$ 3,663.68
Increased by:								
General Capital Fund Balance								
Anticipated as Current Fund								
Revenue	A-2a	179,000.00				179,000.00		
Reserve for Debt Service								
Anticipated as Current								
Fund Revenue	A-2a	4,443.00				4,443.00		
Interest on Deposits	A-2e	81,876.19	6,726.47	272.84	28,418.36	40,261.73		6,196.79
Swimming Pool Operating								
Appropriation Reserves								
Cancelled	A-2f	4,101.70						
Advances	A-4	265,814.69	75,412.71			94,321.98		
		535,235.58	82,139.18	272.84	28,418.36	318,026.71		6,196.79
		638,205.41	140,705.74	309.93	28,418.36	318,026.71	4,101.70	9,860.47
Decreased by:								
Grants Receivable Cancelled	A-1	1,515.00	1,515.00					
Settlements	A-4	32,360.32		272.84	28,418.36			3,669.12
		33,875.32	1,515.00	272.84	28,418.36			3,669.12
Balance December 31, 2018	A	\$ 604,330.09	\$ 139,190.74	\$ 37.09	\$ -	\$ 318,026.71	\$ 140,884.20	\$ 6,191.35

TOWNSHIP OF MAPLEWOOD  
CURRENT FUND

INTERFUNDS RECEIVABLE  
FEDERAL AND STATE GRANT FUND

A-17

		Total Federal and State Grant Fund	Federal and State Grant Fund	
<u>Ref.</u>			<u>General Trust Fund</u>	<u>General Capital Fund</u>
Balance December 31, 2017	A	\$ 353,272.87	\$ 7,100.00	\$ 346,172.87
Increased by:				
Advances	A-4	206,092.73	_____	206,092.73
Balance December 31, 2018	A	\$ 559,365.60	\$ 7,100.00	\$ 552,265.60

TOWNSHIP OF MAPLEWOOD  
CURRENT FUND

A-18  
Sheet #1

GRANTS RECEIVABLE

	<u>Balance</u> <u>Dec. 31, 2017</u>	<u>2018</u> <u>Grants</u>	<u>Collections</u>	<u>Cancelled</u>	<u>Balance</u> <u>Dec. 31, 2018</u>
<u>State Grants</u>					
Body Armor Grant	\$	\$ 5,401.00	\$ 5,401.00	\$	\$
Clean Communities		38,205.58	38,205.58		
Drunk Driving Enforcement Fund		15,104.02	15,104.02		
Hazardous Discharge Site Remediation:					
2008 and Prior Years	2,579.60			2,579.60	
2017	748,600.00		748,600.00		
Municipal Alliance Grant:					
2015	967.92			967.92	
2016	2,937.48			2,937.48	
FY 2018			26,149.08		321.92
FY 2019	26,471.00	52,103.00	723.43		51,379.57
N.J. Department of Environmental Protection:					
Historic Preservation Office:					
2016	15,000.00			15,000.00	
2018		15,000.00	15,000.00		
N.J. Department of Transportation:					
N.J. Transportation Trust Fund:					
Boydton Avenue		600,000.00		600,000.00	
Pedestrian Safety Grant		10,560.00	10,560.00		
Recycling Tonnage Grant		54,455.00	54,455.00		
Street Smart Pilot Program:					
2016	3,900.00			3,900.00	
<u>Federal Grants</u>					
Bulletproof Vest Program:		2,638.00	2,638.00		
2018					

TOWNSHIP OF MAPLEWOOD  
CURRENT FUND

A-18  
Sheet #2

GRANTS RECEIVABLE

	<u>Balance</u> <u>Dec. 31, 2017</u>	<u>2018</u> <u>Grants</u>	<u>Collections</u>	<u>Cancelled</u>	<u>Balance</u> <u>Dec. 31, 2018</u>
<u>Federal Grants</u>					
Community Development Block Grant	\$	\$ 168,204.00	\$	\$ 168,204.00	\$
COPS Law Enforcement Technology: 2009	241.00			241.00	
Healthy Neighborhood: 2015	5,190.00			5,190.00	
Historic Preservation: 2013	300.00			300.00	
<u>Other Grants</u>		<u>5,000.00</u>	<u>5,000.00</u>		
Sustainable Jersey Small Grant	<u>\$ 806,187.00</u>	<u>\$ 966,670.60</u>	<u>\$ 921,836.11</u>	<u>\$ 799,320.00</u>	<u>\$ 51,701.49</u>

Reference      A      A-2a      Below      Below      A

Ref.

Collections			\$ 859,342.11		
Interfunds Payable				\$ 1,515.00	
Reserve for Grant Expenditures				797,805.00	
Accumulated Revenue - Unappropriated			<u>62,494.00</u>		
			<u>\$ 921,836.11</u>	<u>\$ 799,320.00</u>	
		Above			

TOWNSHIP OF MAPLEWOOD  
CURRENT FUND

DEFERRED CHARGES  
N.J.S. 40A:4-53 SPECIAL EMERGENCY

A-19

<u>Date</u> <u>Authorized</u>	<u>Purpose</u>	<u>Net Amount</u> <u>Authorized</u>	<u>1/5 of</u> <u>Net Amount</u> <u>Authorized</u>	<u>Balance</u> <u>Dec. 31, 2017</u>	<u>Budget</u> <u>Appropriation</u>	<u>Balance</u> <u>Dec. 31, 2018</u>
5-03-16	Extraordinary Expenses Incurred by a Reassessment of All Properties	<u>\$ 411,000.00</u>	<u>\$ 82,200.00</u>	<u>\$ 328,800.00</u>	<u>\$ 82,200.00</u>	<u>\$ 246,600.00</u>
	<u>Reference</u>			A	A-3	A

TOWNSHIP OF MAPLEWOOD  
CURRENT FUND

APPROPRIATION RESERVES

A-20  
Sheet #1

	<u>Balance</u> <u>Dec. 31, 2017</u>		<u>Balance</u> <u>After</u> <u>Transfers</u>	<u>Paid or</u> <u>Charged</u>	<u>Balance</u> <u>Lapsed</u>
	<u>Encumbered</u>	<u>Unencumbered</u>			
<u>APPROPRIATION</u>					
<u>APPROPRIATIONS WITHIN "CAPS"</u>					
<u>GENERAL GOVERNMENT</u>					
Administrative and Executive:					
Salaries and Wages	\$ 21,071.67	\$ 6,393.25	6,393.25	721.67	6,393.25
Other Expenses		19,562.82	40,634.49		39,912.82
Township Clerk:					
Salaries and Wages	2,531.89	1,852.87	1,852.87		1,852.87
Other Expenses		13,654.42	16,186.31	1,749.28	14,437.03
Township Committee:					
Other Expenses	2,569.35	7,893.14	10,462.49	2,219.35	8,243.14
Financial Administration:					
Salaries and Wages	1,169.07	4,299.93	4,299.93		4,299.93
Other Expenses		20,502.13	21,671.20	791.82	20,879.38
Assessment of Taxes:					
Salaries and Wages		620.01	620.01		620.01
Other Expenses	344.60	4,530.65	4,875.25	2,340.84	2,534.41
Legal Services and Costs:					
Other Expenses		14,948.25	14,948.25	14,948.25	
Engineering Services and Costs:					
Other Expenses	2,649.14		2,649.14	2,400.04	249.10
Municipal Land Use Law (N.J.S. 40:55D-1):					
Planning Board:					
Other Expenses	300.78		300.78	211.98	88.80
Municipal Court:					
Salaries and Wages		0.14	0.14		0.14
Other Expenses	7,581.03	3,699.02	11,280.05	6,997.78	4,282.27
Public Defender (P.L. 1997, C. 256):					
Salaries and Wages		0.40	0.40		0.40
Municipal Land Use Law (N.J.S. 40:55D-1):					
Board of Adjustment:					
Other Expenses	166.96	166.96	333.92	78.16	255.76
Economic Development:					
Other Expenses	1,237.50	40.00	1,277.50	40.00	1,237.50

TOWNSHIP OF MAPLEWOOD  
CURRENT FUND

APPROPRIATION RESERVES

A-20  
Sheet #2

	Balance Dec. 31, 2017		Balance After Transfers	Paid or Charged	Balance Lapsed
<u>APPROPRIATION</u>	<u>Encumbered</u>	<u>Unencumbered</u>			
<u>APPROPRIATIONS WITHIN "CAPS"</u>					
<u>GENERAL GOVERNMENT</u>					
Joint Sewer User Charge Administration:					
Salaries and Wages	\$ 35.00	\$ 4,755.42	\$ 555.42	\$ 35.00	\$ 555.42
Other Expenses		4,455.56	4,490.56		4,455.56
Audit Services		718.00	718.00		718.00
Human Resources	11,007.88	14,269.03	25,276.91	13,616.64	11,660.27
General Liability	1,000.00	10,531.44	11,531.44	10,531.44	1,000.00
Historic Preservation:					
Other Expenses		2,653.92	2,653.92	1,110.00	1,543.92
Jitney Service	7,529.96	1,660.57	9,190.53	9,059.26	131.27
Information Technology	8,095.64	29,754.77	37,850.41	14,855.65	22,994.76
	67,290.47	166,962.70	230,053.17	81,707.16	148,346.01
<u>PUBLIC SAFETY</u>					
Fire:					
Other Expenses	30,228.45	4,246.94	34,475.39	33,493.39	982.00
Police:					
Salaries and Wages		51,549.56	51,549.56		51,549.56
Other Expenses	86,038.48	909.10	86,947.58	86,034.82	912.76
Emergency Management Services:					
Other Expenses	2,757.58	57.00	2,814.58	2,814.58	
	119,024.51	56,762.60	175,787.11	122,342.79	53,444.32
<u>PUBLIC WORKS DEPARTMENT</u>					
Public Works Administration:					
Salaries and Wages			50.00		50.00
Other Expenses	5,840.49	1,745.39	7,585.88	7,168.05	417.83
Public Buildings and Grounds:					
Other Expenses	19,851.87	10,586.97	30,438.84	26,381.07	4,057.77
Shade Trees:					
Salaries and Wages			600.00		600.00
Other Expenses	2,100.00		2,100.00		2,100.00

TOWNSHIP OF MAPLEWOOD  
CURRENT FUND

APPROPRIATION RESERVES

A-20  
Sheet #3

	<u>Encumbered</u>	<u>Balance Dec. 31, 2017</u>	<u>Unencumbered</u>	<u>Balance After Transfers</u>	<u>Paid or Charged</u>	<u>Balance Lapsed</u>
<u>APPROPRIATION</u>						
<u>APPROPRIATIONS WITHIN "CAPS"</u>						
<u>PUBLIC WORKS DEPARTMENT</u>						
Road Repair and Maintenance:						
Salaries and Wages	\$ 18,032.29	\$ 964.96	493.18	964.96	\$ 15,341.19	\$ 964.96
Other Expenses		18,525.47		18,525.47		3,184.28
Sewer System:						
Salaries and Wages		397.20		397.20		397.20
Sanitation, Solid Waste, Trash, etc. Disposal Service - Contractual	10,251.37	572.06		10,823.43	7,698.19	3,125.24
Recycling Act, Ch. 278, P.L. 1981:						
Salaries and Wages		18.60		18.60		18.60
Other Expenses	109,460.73	83,067.64		192,528.37	123,152.27	69,376.10
Parks and Playgrounds:						
Other Expenses	7,320.25	295.00		7,615.25	7,615.22	0.03
Auto Maintenance:						
Other Expenses	69,325.94	13,541.50		82,867.44	51,611.07	31,256.37
Electrical Maintenance:						
Salaries and Wages	8,263.86	463.80		463.80	196.00	267.80
Other Expenses	250,446.80	9,477.31		17,741.17	15,740.49	2,000.68
		<u>121,623.61</u>		<u>372,720.41</u>	<u>254,903.55</u>	<u>117,816.86</u>
<u>HEALTH AND WELFARE</u>						
(Board of Health - Local Health Agency):						
Board of Health:						
Salaries and Wages		3,450.00		3,450.00	131.30	3,450.00
Other Expenses	445.50			445.50		314.20
Dog Regulation:						
Other Expenses	445.50	4,200.00		4,200.00	4,200.00	
		<u>7,650.00</u>		<u>8,095.50</u>	<u>4,331.30</u>	<u>3,764.20</u>
<u>RECREATION AND EDUCATION</u>						
Recreation:						
Other Expenses	23,862.46			23,862.46	23,862.46	



TOWNSHIP OF MAPLEWOOD  
CURRENT FUND

APPROPRIATION RESERVES

A-20  
Sheet #4

APPROPRIATION	Balance Dec. 31, 2017		Balance After Transfers	Paid or Charged	Balance Lapsed
	Encumbered	Unencumbered			
<b>APPROPRIATIONS WITHIN "CAPS"</b>					
<b>RECREATION AND EDUCATION</b>					
Cultural Affairs:					
Salaries and Wages	\$ 16,696.49	\$ 23.69	\$ 23.69	\$ 18,248.47	\$ 23.69
Other Expenses	40,558.95	4,638.85	21,335.34	42,110.93	3,086.87
		4,662.54	45,221.49		3,110.56
<b>UNIFORM CONSTRUCTION CODE</b>					
Plumbing Inspections:					
Salaries and Wages			300.00		300.00
Electrical Inspections:					
Salaries and Wages			2,300.00		2,300.00
Other Expenses		3,270.00	3,270.00		3,270.00
Building Department:					
Salaries and Wages	5,183.47	26,134.85	400.00	7,076.09	400.00
Other Expenses	5,183.47	29,404.85	31,318.32	7,076.09	24,242.23
			37,588.32		30,512.23
<b>UNCLASSIFIED</b>					
Natural Gas	1,192.54	744.61	1,937.15	1,935.62	1.53
Telephone	727.78		727.78	416.72	311.06
Street Lighting - Contractual			9.01	9.01	
Traffic Lighting - Contractual			173.81	173.81	
Excess Interlocal Appropriations:					
Electrical Inspections			2,561.86		2,561.86
Code Enforcement	1,920.32	6,648.00	6,648.00		6,648.00
		10,137.29	12,057.61	2,535.16	9,522.45
Total Appropriations Within "CAPS"	484,870.02	397,203.59	881,523.61	515,006.98	366,516.63
<b>APPROPRIATIONS EXCLUDED FROM "CAPS"</b>					
<b>OPERATIONS</b>					
Maintenance of Free Public Library	3,922.40	34,257.25	38,179.65	38,179.65	
Maintenance of Joint Trunk Sewer - Contractual		285,351.30	285,351.30		285,351.30

TOWNSHIP OF MAPLEWOOD  
CURRENT FUND

A-20  
Sheet #5

APPROPRIATION RESERVES

	Balance Dec. 31, 2017	Encumbered	Unencumbered	Balance After Transfers	Paid or Charged	Balance Lapsed
<u>APPROPRIATION</u>						
<u>APPROPRIATIONS EXCLUDED FROM "CAPS"</u>						
<u>OPERATIONS</u>						
Police 911 Command and Dispatch Center:						
Salaries and Wages	\$ 27,313.77			\$ 27,313.77		\$ 27,313.77
Other Expenses	34,298.99	33,357.62	381,221.31	67,656.61	67,656.60	0.01
	<u>381,221.31</u>	<u>37,280.02</u>		<u>418,501.33</u>	<u>105,836.25</u>	<u>312,665.08</u>
<u>OPERATIONS</u>						
Interlocal Government Agreement:						
Plumbing Inspections - Millburn	2,399.04			2,949.04		2,949.04
Inspections:						
South Orange	22,934.54			22,934.54		22,934.54
	<u>25,333.58</u>			<u>25,883.58</u>		<u>25,883.58</u>
	<u>\$ 803,758.48</u>	<u>\$ 522,150.04</u>		<u>\$ 1,325,908.52</u>	<u>\$ 620,843.23</u>	<u>\$ 705,065.29</u>
Reference	A		A		A-4	A-1

TOWNSHIP OF MAPLEWOOD  
CURRENT FUND

ACCOUNTS PAYABLE

A-21

	<u>Ref.</u>	
Balance December 31, 2017	A	\$ 245,871.80
Increased by:		
Collections	A-4	<u>21,412.58</u>
		267,284.38
Decreased by:		
Payments	A-4	<u>60,315.30</u>
Balance December 31, 2018	A	<u><u>\$ 206,969.08</u></u>

TOWNSHIP OF MAPLEWOOD  
CURRENT FUND

DUE TO STATE OF NEW JERSEY

A-22

	<u>Ref.</u>	<u>Total</u>	<u>Senior Citizens' and Veterans' Deductions</u>	<u>Construction Training Fees</u>	<u>Marriage License Fees</u>
Balance December 31, 2017	A	\$ 80,700.59	\$ 68,932.59	\$ 11,468.00	\$ 300.00
Increased by:					
Collections	A-4	<u>54,790.00</u>		<u>52,015.00</u>	<u>2,775.00</u>
		<u>135,490.59</u>	<u>68,932.59</u>	<u>63,483.00</u>	<u>3,075.00</u>
Decreased by:					
Payments	A-4	54,234.00		51,609.00	2,625.00
Transferred to Due from State of New Jersey	A-8	<u>160.26</u>	<u>160.26</u>		
		<u>54,394.26</u>	<u>160.26</u>	<u>51,609.00</u>	<u>2,625.00</u>
Balance December 31, 2018	A	<u>\$ 81,096.33</u>	<u>\$ 68,772.33</u>	<u>\$ 11,874.00</u>	<u>\$ 450.00</u>

TOWNSHIP OF MAPLEWOOD  
CURRENT FUND

TAX OVERPAYMENTS

A-23

	<u>Ref.</u>		
Balance December 31, 2017	A		\$ 193,406.65
Increased by:			
Prior Year Paid Taxes Cancelled	A-1	\$ 222,038.51	
Collections	A-5	<u>463,917.44</u>	
			<u>685,955.95</u>
			879,362.60
Decreased by:			
Refunds	A-4	474,941.79	
Applied to Taxes Receivable	A-9	<u>128,558.53</u>	
			<u>603,500.32</u>
Balance December 31, 2018	A		<u><u>\$ 275,862.28</u></u>

SEWER RENT OVERPAYMENTS

A-24

	<u>Ref.</u>		
Balance December 31, 2017	A		\$ 6,570.97
Increased by:			
Collections	A-5		<u>3,327.12</u>
			9,898.09
Decreased by:			
Applied to Sewer User Charges Receivable	A-12		<u>6,570.97</u>
Balance December 31, 2018	A		<u><u>\$ 3,327.12</u></u>

TOWNSHIP OF MAPLEWOOD  
CURRENT FUND

INTERFUNDS PAYABLE  
CURRENT FUND

A-25

			Current Fund	
<u>Ref.</u>	<u>Total</u> <u>Current</u> <u>Fund</u>	<u>General</u> <u>Trust Fund</u>	<u>General</u> <u>Capital</u> <u>Fund</u>	
Balance December 31, 2017	A	<u>\$ 50,592.37</u>	<u>\$ 46,759.94</u>	<u>\$ 3,832.43</u>
Increased by:				
Municipal Open Space Tax	A-1,2d,9	386,967.29	386,967.29	
Budget Appropriation	A-3	1.59		1.59
		<u>386,968.88</u>	<u>386,967.29</u>	<u>1.59</u>
		437,561.25	433,727.23	3,834.02
Decreased by:				
Settlements	A-4	<u>121,552.92</u>	<u>117,718.90</u>	<u>3,834.02</u>
Balance December 31, 2018	A	<u><u>\$ 316,008.33</u></u>	<u><u>\$ 316,008.33</u></u>	<u><u>\$ -</u></u>

TOWNSHIP OF MAPLEWOOD  
CURRENT FUND

INTERFUNDS PAYABLE  
FEDERAL AND STATE GRANT FUND

A-26

Federal  
and State  
Grant Fund  
Current  
Fund

	<u>Ref.</u>	
Balance December 31, 2017	A	<u>\$ 58,566.56</u>
Increased by:		
Interest on Deposits		6,726.47
Advances		<u>75,412.71</u>
	A-4	<u>82,139.18</u>
		140,705.74
Decreased by:		
Grants Receivable Cancelled	A-18	<u>1,515.00</u>
Balance December 31, 2018	A	<u><u>\$ 139,190.74</u></u>

TOWNSHIP OF MAPLEWOOD  
CURRENT FUND

COUNTY TAXES

A-27

	<u>Ref.</u>		
Balance December 31, 2017	A		\$ 40,655.84
Increased by:			
2018 Levy:			
General County		\$ 19,553,681.48	
Open Space Preservation		<u>610,932.45</u>	
	A-9	20,164,613.93	
Added Assessments	A-9	<u>125,592.12</u>	
	A-1,2d		<u>20,290,206.05</u>
			<u>20,330,861.89</u>
Decreased by:			
Payments	A-4		<u>20,205,269.77</u>
Balance December 31, 2018	A		<u>\$ 125,592.12</u>

LOCAL SCHOOL DISTRICT TAX

A-28

	<u>Ref.</u>		
Increased by:			
2018 Calendar Year Levy	A-1,2d,9		\$ 70,099,420.00
Decreased by:			
Payments	A-4		<u>70,099,419.50</u>
Balance December 31, 2018	A		<u>\$ 0.50</u>



TOWNSHIP OF MAPLEWOOD  
CURRENT FUND

DUE TO SPECIAL IMPROVEMENT DISTRICT

A-29

	<u>Ref.</u>	
Increased by:		
Special Improvement District		
Levy	A-1,2d,9	\$ 283,534.80
Decreased by:		
Payments	A-4	<u>190,581.70</u>
Balance December 31, 2018	A	<u>\$ 92,953.10</u>

TOWNSHIP OF MAPLEWOOD  
CURRENT FUND

SPECIAL EMERGENCY NOTE PAYABLE

A-30

	<u>Ref.</u>	
Balance December 31, 2017	A	\$ 328,800.00
Increased by:		
Note Issued	A-4	<u>246,600.00</u> 575,400.00
Decreased by:		
Payments	A-4	<u>328,800.00</u>
Balance December 31, 2018	A	<u>\$ 246,600.00</u>

Analysis of Balance

<u>Maturity Date</u>	<u>Interest Rate</u>	<u>Amount</u>
5-30-19	2.35%	<u>\$ 246,600.00</u>

TOWNSHIP OF MAPLEWOOD  
CURRENT FUND

PREPAID TAXES

A-31

	<u>Ref.</u>	
Balance December 31, 2017	A	\$ 11,055,192.98
Increased by:		
Collections	A-5	<u>603,718.99</u>
		11,658,911.97
Decreased by:		
Applied to 2018 Taxes Receivable	A-9	<u>11,055,192.98</u>
Balance December 31, 2018	A	<u>\$ 603,718.99</u>

PREPAID REVENUE

A-32

	<u>Ref.</u>	
Balance December 31, 2017	A	\$ 97,500.00
Increased by:		
Collections	A-4	<u>108,206.25</u>
		205,706.25
Decreased by:		
Applied to Revenue	A-15	<u>97,500.00</u>
Balance December 31, 2018	A	<u>\$ 108,206.25</u>
<u>Analysis of Prepaid Revenue</u>		
Parking Permits (Clerk's Office)		<u>\$ 108,206.25</u>

TOWNSHIP OF MAPLEWOOD  
CURRENT FUND

A-33  
Sheet #1

APPROPRIATED RESERVES FOR FEDERAL AND STATE GRANTS

	<u>Balance</u> <u>Dec. 31, 2017</u>	<u>Budget</u> <u>Appropriation</u>	<u>Expended</u>	<u>Cancelled</u>	<u>Balance</u> <u>Dec. 31, 2018</u>
<u>State Grants</u>					
Body Armor Replacement:					
2014	\$ 10,332.83	\$	\$		\$ 10,332.83
2016	5,804.00				5,804.00
2017	5,552.74				5,552.74
2018		5,401.00	2,544.30		2,856.70
Clean Communities:					
2017	27,794.45				27,794.45
2018		38,205.58	31,791.92		6,413.66
Drunk Driving Enforcement Fund:					
2008 and Prior Years	1,490.48		1,490.48		
2018		15,104.02	8,125.52		6,978.50
Green Communities:					
2015	3,000.00		3,000.00		
Hazardous Discharge Site Remediation:					
2008	3,438.77		859.17		
2017	748,600.00		312,304.04	2,579.60	436,295.96
Municipal Alliance Grant:					
2013	17,528.08		17,528.08		
2014	1,029.92		1,029.92		
2015	1,158.23		190.31	967.92	
2016	7,257.98		4,320.50	2,937.48	
FY 2018	30,312.00		29,974.08		337.92
FY 2019		64,103.00	11,634.18		52,468.82
N.J. Department of Environmental Protection:					
Historic Preservation Office:					
2016	15,000.00				
2018		15,000.00	15,000.00	15,000.00	

TOWNSHIP OF MAPLEWOOD  
CURRENT FUND

A-33  
Sheet #2

APPROPRIATED RESERVES FOR FEDERAL AND STATE GRANTS

	<u>Balance</u> <u>Dec. 31, 2017</u>	<u>Budget</u> <u>Appropriation</u>	<u>Expended</u>	<u>Cancelled</u>	<u>Balance</u> <u>Dec. 31, 2018</u>
State Grants					
N.J. Department of Transportation:					
N.J. Transportation Trust Fund:					
Boyden Avenue		\$ 600,000.00		\$ 600,000.00	
Pedestrian Safety Grant:		10,560.00	10,560.00		
2018					
Recycling Grant:					
2012	19,955.96		19,955.96		
2013	22,149.41		22,149.41		
2014	20,281.46		20,281.46		
2015	21,854.22		21,854.22		
2016	23,322.00		23,322.00		
2018		54,455.00	44,952.50		9,502.50
Safe and Secure Communities:					
2017	39,013.00				39,013.00
Street Smart Pilot Program:					
2016	2,386.22			2,386.22	
Federal Grants					
Bulletproof Vest Program:					
2017	168.49				168.49
2018		2,638.00			2,638.00
COPS Law Enforcement Technology:					
2009	239.78			239.78	
Healthy Neighborhood:					
2015	5,190.00			5,190.00	
Community Development Block Grant:					
2018		168,204.00		168,204.00	

TOWNSHIP OF MAPLEWOOD  
CURRENT FUND

A-33  
Sheet #3

APPROPRIATED RESERVES FOR FEDERAL AND STATE GRANTS

	<u>Balance</u> <u>Dec. 31, 2017</u>	<u>Budget</u> <u>Appropriation</u>	<u>Expended</u>	<u>Cancelled</u>	<u>Balance</u> <u>Dec. 31, 2018</u>
<u>Federal Grants</u>					
Historic Preservation:					
2013	\$ 2,709.00	\$	\$ 2,409.00	\$ 300.00	\$
<u>Other Grants</u>					
Sustainable Jersey Small Grant:					
2016	1,567.30		1,567.30		5,000.00
2017	5,000.00				2,761.43
2018		5,000.00	2,238.57		
	<u>\$ 1,042,136.32</u>	<u>\$ 978,670.60</u>	<u>\$ 609,082.92</u>	<u>\$ 797,805.00</u>	<u>\$ 613,919.00</u>
<u>Reference</u>	<u>A</u>	<u>Below</u>	<u>A-4</u>	<u>A-18</u>	<u>A</u>

Ref.

Federal and State Grants	\$ 966,670.60
Township's Matching Funds	<u>12,000.00</u>
Above	<u>\$ 978,670.60</u>

TOWNSHIP OF MAPLEWOOD  
CURRENT FUND

ACCUMULATED REVENUE - UNAPPROPRIATED

A-34

	<u>Balance</u> <u>Dec. 31, 2017</u>	<u>Increase</u>	<u>Decrease</u> <u>Anticipated as</u> <u>Current Fund</u> <u>Revenue</u>	<u>Balance</u> <u>Dec. 31, 2018</u>
<u>Federal and State Grant Fund</u>				
Recycling Tonnage Grant	\$ 54,455.47	\$ 24,220.85	\$ 54,455.00	\$ 24,221.32
Body Armor Grant	5,401.05		5,401.00	0.05
Sustainable Jersey Small Grant		6,401.95		6,401.95
Safe and Secure Grant		39,013.00		39,013.00
Bulletproof Vest Program	<u>2,638.35</u>		<u>2,638.00</u>	<u>0.35</u>
	<u>\$ 62,494.87</u>	<u>\$ 69,635.80</u>	<u>\$ 62,494.00</u>	<u>\$ 69,636.67</u>
<u>Reference</u>	<u>A</u>	<u>A-4</u>	<u>A-18</u>	<u>A</u>

TOWNSHIP OF MAPLEWOOD  
TRUST FUND

CASH RECEIPTS AND DISBURSEMENTS  
TREASURER

B-1

	<u>Ref.</u>	<u>Animal Control Trust Fund</u>	<u>General Trust Fund</u>
Balance December 31, 2017	B	\$ 15,255.56	\$ 5,007,503.56
Increased by Receipts:			
Due from Municipal Court	B-3	\$	\$ 4,042.00
Other Accounts Receivable	B-4		1,304,569.01
Interfunds Receivable	B-5		117,718.90
Due to State of New Jersey	B-6	882.60	
Prepaid Revenues	B-7	2,703.00	
Special Deposits	B-8		1,556,386.06
Premiums on Tax Sale	B-9		715,400.00
Municipal Open Space Trust Fund	B-10		6,321.91
Security Deposits	B-11		35,158.75
Interfunds Payable	B-12	272.84	28,418.36
Reserve for Animal Control Trust Fund			
Expenditures	B-13	8,218.40	
Reserve for Self-Loss Insurance Trust			
Fund Expenditures	B-14		100,476.27
Reserve for State Unemployment Trust			
Fund Expenditures	B-15		103,249.15
		<u>12,076.84</u>	<u>3,971,740.41</u>
		27,332.40	8,979,243.97
Decreased by Disbursements:			
Due to State of New Jersey	B-6	894.60	
Special Deposits	B-8		3,362,448.75
Premiums on Tax Sale	B-9		1,284,600.00
Municipal Open Space Trust Fund	B-10		305,824.73
Security Deposits	B-11		30,665.00
Interfunds Payable	B-12	272.84	28,418.36
Reserve for Animal Control Trust Fund			
Expenditures	B-13	7,900.25	
Reserve for Self-Loss Insurance Trust			
Fund Expenditures	B-14		176,558.78
Reserve for State Unemployment Trust			
Fund Expenditures	B-15		63,471.65
		<u>9,067.69</u>	<u>5,251,987.27</u>
Balance December 31, 2018	B	<u>\$ 18,264.71</u>	<u>\$ 3,727,256.70</u>



TOWNSHIP OF MAPLEWOOD  
TRUST FUND

CASH RECONCILIATIONS  
DECEMBER 31, 2018

B-2

	<u>Animal Control Trust Fund</u>	<u>General Trust Fund</u>
Balance per Statements:		
Valley National Bank, Maplewood, New Jersey:		
#41001508 - Animal Control Account	\$15,787.87	\$
#41001451 - General Trust Account		141,758.27
#41174437 - Recycling Trust Account		824.88
#41001478 - Recreation Trust Account		210,297.87
#41174445 - Arts Maplewood Trust Account		4,593.32
#41174488 - Escrow Funds Trust Account		115,398.36
#41121767 - Master Escrow Account		32.85
#970009 - Master Escrow Account (Sub-Accounts)		154,991.35
#970360 - Master Escrow Account II		937,165.04
#41001583 - Premium and Redemption Account		1,124,636.51
#41000897 - Municipal Forfeiture Account		19,016.81
#41174275 - Affordable Housing Trust		656,014.17
#41174461 - Self-Loss Insurance Trust Account		186.34
#41001443 - Unemployment Trust Account		151,221.04
#41219724 - Recreation and Open Space Trust Account		207,126.69
	<u>15,787.87</u>	<u>3,723,263.50</u>
Plus: Deposit-in-Transit	<u>2,508.00</u>	<u>15,690.69</u>
	18,295.87	3,738,954.19
Less: Outstanding Checks	<u>31.16</u>	<u>11,697.49</u>
	<u>\$18,264.71</u>	<u>\$3,727,256.70</u>

Reference

B-1

B-1

TOWNSHIP OF MAPLEWOOD  
TRUST FUND

DUE FROM MUNICIPAL COURT

B-3

	<u>Ref.</u>	
Balance December 31, 2017	B	\$ 376.00
Increased by:		
Parking Offenses Adjudication Act	B-8	<u>4,210.00</u>
		4,586.00
Decreased by:		
Collections	B-1	<u>4,042.00</u>
Balance December 31, 2018	B	<u><u>\$ 544.00</u></u>

TOWNSHIP OF MAPLEWOOD  
TRUST FUND

OTHER ACCOUNTS RECEIVABLE

B-4

	<u>Ref.</u>		
Balance December 31, 2017	B		\$ 58,763.50
Increased by:			
Billings	B-8	\$1,415,531.03	
Payroll Deductions	B-15	<u>27,241.54</u>	
			<u>1,442,772.57</u>
			<u>1,501,536.07</u>
Decreased by:			
Collections	B-1		<u>1,304,569.01</u>
Balance December 31, 2018	B		<u>\$ 196,967.06</u>

TOWNSHIP OF MAPLEWOOD  
TRUST FUND

INTERFUNDS RECEIVABLE

B-5

		Total General Trust Fund	<u>General Trust Fund</u>	
<u>Ref.</u>			<u>Current Fund</u>	<u>Payroll Fund</u>
Balance December 31, 2017	B	\$ 62,313.40	\$ 46,759.94	\$15,553.46
Increased by:				
Municipal Open Space Tax	B-10	386,967.29	386,967.29	15,553.46
		<u>449,280.69</u>	<u>433,727.23</u>	<u>15,553.46</u>
Decreased by:				
Settlements	B-1	117,718.90	117,718.90	_____
Balance December 31, 2018	B	<u>\$331,561.79</u>	<u>\$316,008.33</u>	<u>\$15,553.46</u>

TOWNSHIP OF MAPLEWOOD  
TRUST FUND

DUE TO STATE OF NEW JERSEY

B-6

	<u>Ref.</u>	
Balance December 31, 2017	B	\$ 217.20
Increased by:		
Registration Fees		\$618.00
Pilot Clinic Fund		123.60
Animal Population Control Fund		<u>141.00</u>
	B-1	882.60
		<u>1,099.80</u>
Decreased by:		
Payments	B-1	<u>894.60</u>
Balance December 31, 2018	B	<u>\$ 205.20</u>

PREPAID REVENUE

B-7

	<u>Ref.</u>	
Balance December 31, 2017	B	\$3,267.00
Increased by:		
Collections	B-1	<u>2,703.00</u>
		5,970.00
Decreased by:		
Applied to 2018 Animal Control Trust Fund Revenue	B-13	<u>3,267.00</u>
Balance December 31, 2018	B	<u>\$2,703.00</u>
<u>Analysis of Balance</u>		
Dog License Fees		\$2,208.00
Cat License Fees		<u>495.00</u>
		<u>\$2,703.00</u>

TOWNSHIP OF MAPLEWOOD  
TRUST FUND

SPECIAL DEPOSITS

B-8

<u>Account</u>	<u>Balance</u> <u>Dec. 31, 2017</u>	<u>Increase</u>	<u>Decrease</u>	<u>Balance</u> <u>Dec. 31, 2018</u>
Parking Offenses Adjudication Act	\$ 19,720.55	\$ 4,210.00	\$ 12,101.00	\$ 11,829.55
Affordable Housing	640,294.73	88,718.35	72,998.91	656,014.17
Arts - Maplewood	4,584.24			4,584.24
Builders' Escrow	173,098.38	82,414.50	100,099.03	155,413.85
Mural Donations	1,200.00			1,200.00
Donations	26,118.19	2,806.20	4,765.61	24,158.78
Redevelopment Escrows	95,054.20	13,473.13	21,415.90	87,111.43
Escrows	1,138,956.21	19,877.86	273,445.21	885,388.86
Fire Prevention Penalties	19,013.35	6,962.87	5,316.12	20,660.10
Forfeited Property	17,249.56	1,767.25		19,016.81
Outside Employment of Police Officers	115,034.59	1,429,946.83	1,408,927.73	136,053.69
Recreation Programs	164,269.38	177,516.29	133,848.60	207,937.07
Recycling Trust	22,182.05	4,862.48	26,110.41	934.12
Storm Recovery Trust Fund	152,800.98	177,854.30	150,014.18	180,641.10
Redemption of Tax Title Liens	241,668.22	965,717.03	1,153,406.05	53,979.20
	<u>\$2,831,244.63</u>	<u>\$2,976,127.09</u>	<u>\$3,362,448.75</u>	<u>\$2,444,922.97</u>

Reference

B

Below

B-1

B

Ref.

Collections	B-1	\$ 1,556,386.06
Due from Municipal Court	B-3	4,210.00
Other Accounts Receivable	B-4	<u>1,415,531.03</u>
	Above	<u>\$2,976,127.09</u>

TOWNSHIP OF MAPLEWOOD  
TRUST FUND

PREMIUMS ON TAX SALE

B-9

	<u>Ref.</u>	
Balance December 31, 2017	B	\$1,562,925.00
Increased by:		
Collections	B-1	<u>715,400.00</u>
		2,278,325.00
Decreased by:		
Payments	B-1	<u>1,284,600.00</u>
Balance December 31, 2018	B	<u>\$ 993,725.00</u>

TOWNSHIP OF MAPLEWOOD  
TRUST FUND

MUNICIPAL OPEN SPACE TRUST FUND

B-10

	<u>Ref.</u>		
Balance December 31, 2017	B		\$508,349.70
Increased by:			
Interest on Investments	B-1	\$ 6,321.91	
Municipal Open Space Tax	B-5	<u>386,967.29</u>	
			<u>393,289.20</u>
			<u>901,638.90</u>
Decreased by:			
Green Acres Loan Repayment:			
Principal		41,532.63	
Interest		13,071.05	
Other Expenditures		<u>251,221.05</u>	
	B-1		<u>305,824.73</u>
Balance December 31, 2018	B		<u><u>\$595,814.17</u></u>

SECURITY DEPOSITS

B-11

	<u>Ref.</u>		
Balance December 31, 2017	B		\$ 42,026.00
Increased by:			
Collections	B-1		<u>35,158.75</u>
			<u>77,184.75</u>
Decreased by:			
Refunds	B-1		<u>30,665.00</u>
Balance December 31, 2018	B		<u><u>\$ 46,519.75</u></u>



TOWNSHIP OF MAPLEWOOD  
TRUST FUND

INTERFUNDS PAYABLE

B-12

	Ref.	Animal Control Trust Fund Current Fund	General Trust Fund				Swimming Pool Operating Fund
			Total General Trust Fund	Current Fund	Federal and State Grant Fund	General Capital Fund	
Balance December 31, 2017	B	\$ 37.09	\$22,170.00	\$	\$7,100.00	\$15,000.00	\$ 70.00
Increased by:							
Interest on Deposits	B-1	272.84	28,418.36	28,418.36			
		309.93	50,588.36	28,418.36	7,100.00	15,000.00	70.00
Decreased by:							
Settlements	B-1	272.84	28,418.36	28,418.36			
Balance December 31, 2018	B	\$ 37.09	\$22,170.00	\$ -	\$7,100.00	\$15,000.00	\$ 70.00

TOWNSHIP OF MAPLEWOOD  
TRUST FUND

RESERVE FOR ANIMAL CONTROL TRUST FUND EXPENDITURES

B-13

	<u>Ref.</u>	
Balance December 31, 2017	B	\$11,734.27
Increased by:		
Dog License Fees		\$9,287.40
Cat License Fees		1,740.00
Late Fees		447.00
Replacement Fees - Dog License		8.00
Cat Population Control Fee		3.00
	Below	11,485.40
		23,219.67
Decreased by:		
Expenditures Under N.J.S.A. 40A:4-39	B-1	7,900.25
Balance December 31, 2018	B	\$15,319.42
<u>Analysis of Revenue</u>		
Collections:		
Treasurer	B-1	\$ 8,218.40
Prepaid Revenue Applied	B-7	3,267.00
	Above	\$11,485.40
 <u>Animal Control Trust Fund Collections</u>		
	<u>Year</u>	
	2016	\$15,528.60
	2017	14,634.60
	Maximum Reserve	\$30,163.20

TOWNSHIP OF MAPLEWOOD  
TRUST FUND

RESERVE FOR SELF-LOSS INSURANCE TRUST FUND EXPENDITURES

B-14

	<u>Ref.</u>		
Balance December 31, 2017	B		\$ 76,268.85
Increased by:			
Budget Appropriation		\$100,000.00	
Interest on Deposits		<u>476.27</u>	
	B-1		<u>100,476.27</u>
			<u>176,745.12</u>
Decreased by:			
Payment of Claims	B-1		<u>176,558.78</u>
Balance December 31, 2018	B		<u>\$ 186.34</u>

TOWNSHIP OF MAPLEWOOD  
TRUST FUND

RESERVE FOR STATE UNEMPLOYMENT TRUST FUND EXPENDITURES

B-15

	<u>Ref.</u>	
Balance December 31, 2017	B	\$ 85,972.28
Increased by:		
Budget Appropriations		\$100,000.00
Interest on Deposits		<u>3,249.15</u>
	B-1	<u>103,249.15</u>
Payroll Deductions	B-4	<u>27,241.54</u>
		<u>130,490.69</u>
		<u>216,462.97</u>
Decreased by:		
Payment of Claims	B-1	<u>63,471.65</u>
Balance December 31, 2018	B	<u><u>\$152,991.32</u></u>

TOWNSHIP OF MAPLEWOOD  
GENERAL CAPITAL FUND

CASH RECEIPTS, DISBURSEMENTS AND RECONCILIATION  
DECEMBER 31, 2018

C-2

	<u>Ref.</u>		
Balance December 31, 2017	C		\$ 2,472,194.43
Increased by Receipts:			
Premium on Sale of Bonds	C-1	\$ 402,968.15	
Grants Receivable	C-4	269,693.00	
Interfunds Receivable	C-6	3,834.02	
Deferred Charges to Future Taxation - Unfunded	C-8	885,000.00	
Improvement Authorizations	C-10	16.52	
Capital Improvement Fund	C-11	171,434.00	
Interfunds Payable	C-12	340,676.44	
Reserve for Debt Service	C-13	28,633.50	
Bond Anticipation Notes	C-14	36,643.00	
Serial Bonds Issued	C-18	<u>16,245,000.00</u>	
			<u>18,383,898.63</u>
			20,856,093.06
Decreased by Disbursements:			
Improvement Authorizations	C-10	2,757,503.24	
Bond Anticipation Notes	C-14	<u>15,150,101.98</u>	
			<u>17,907,605.22</u>
Balance December 31, 2018	C		<u>\$ 2,948,487.84</u>
<u>Bank Reconciliation December 31, 2018</u>			
Balance per Statements:			
Valley National Bank, Maplewood, New Jersey: #41001397			\$ 2,642,284.32
BCB Community Bank, South Orange, New Jersey: #2014000893			<u>300,000.00</u>
			2,942,284.32
Plus: Deposit-in-Transit			<u>10,797.51</u>
			2,953,081.83
Less: Outstanding Checks			<u>4,593.99</u>
			<u>\$ 2,948,487.84</u>

TOWNSHIP OF MAPLEWOOD  
GENERAL CAPITAL FUND

ANALYSIS OF CASH AND INVESTMENTS

C-3  
Sheet #1

Ordinance Number	Description	Balance Dec. 31, 2017	Receipts		Disbursements			Transfers		Balance Dec. 31, 2018
			Bond Anticipation Notes	Serial Bonds	Other	Improvement Authorizations	Bond Anticipation Notes	From	To	
	<b>General Accounts</b>									
	Fund Balance	\$ 179,549.80	\$	\$	\$ 402,968.15	\$	\$	\$ 179,000.00	\$	\$ 403,517.95
	Capital Improvement Fund	27,053.57		171,434.00				177,356.00		21,131.57
	Reserve for Debt Service	4,443.10		28,633.50				4,443.00	130,675.96	159,309.56
	Interfund Current Fund	(3,832.43)		138,417.73				1.59	183,443.00	318,026.71
	Interfund Federal and State									
	Grant Fund	346,172.87		206,092.73						552,265.60
	Interfund General Trust Fund	(15,000.00)								(15,000.00)
	Bond Anticipation Note Cash:									
	Ordinance #2689-12	96,636.23					96,636.23			
	Ordinance #2780-15a	54,041.25					54,041.25			
	Ordinance #2857-17	28,633.50					28,633.50			
	<b>Improvement Authorizations</b>									
2136-00	Various Capital Improvements	0.29								0.29
2297-05	Various Capital Improvements	4,854.66								4,854.66
2536-08,										
2611-09	Various Capital Improvements	(127,933.73)		6,609.00					0.73	20,960.15
2545-08	Various Capital Improvements	20,960.15								
2628-10,										
2639-10,										
2640-10	Multi-Purpose	30.23								30.23
2636-10	Environmental Improvements	(49,120.42)		46,582.00					0.42	
2647-10	Environmental Improvements	(94,975.14)		90,068.00					0.14	
2666-11	Multi-Purpose	769,869.60					963.15			768,906.45
2681-11	Environmental Improvements	34.35								34.35
2689-12	Multi-Purpose			1,698,903.00			1,791,456.00			
2717-13	Acquisition of the Woman's Club and Related Improvements	(204,328.30)		927,020.00			773,195.00		0.30	(79,574.85)
2718-13	Multi-Purpose	(1,091,233.91)		1,547,262.00			471,884.00	130,675.96		
2744-14,										
2748-14,										
2787-15	Multi-Purpose	83,081.55		2,616,495.00			2,747,854.00			70,460.25
2780-15	Multi-Purpose	204,650.25		2,494,507.00			2,630,404.00			107,401.70
2799-15	Acquisition of an Ambulance	(247,000.00)		234,239.00			12,761.00			
2805-16	Acquisition of Property	(36,643.00)		293,984.00			310,000.00			
2808-16	Multi-Purpose	982,134.65		2,799,225.00			2,924,222.00			291,118.18
2832-16	Repairs of Boiler Flue Pipes	(237,500.00)		225,230.00						
2857-17	Multi-Purpose	1,777,615.31		3,150,161.00			1,136,933.48			910,374.83
2902-18	Multi-Purpose						762,685.79		177,356.00	(585,329.79)
		\$ 2,472,194.43	\$ 36,643.00	\$ 16,245,000.00	\$ 2,102,255.63	\$ 2,757,503.24	\$ 15,150,101.98	\$ 491,476.55	\$ 491,476.55	\$ 2,948,487.84

TOWNSHIP OF MAPLEWOOD  
GENERAL CAPITAL FUND

ANALYSIS OF CASH AND INVESTMENTS

C-3  
Sheet #2

	<u>Ref.</u>	<u>Receipts</u> <u>Other</u>
Fund Balance	C-1	\$ 402,968.15
Grants Receivable	C-4	269,693.00
Interfunds Receivable	C-6	3,834.02
Deferred Charges to Future Taxation - Unfunded	C-8	885,000.00
Improvement Authorizations	C-10	16.52
Capital Improvement Fund	C-11	171,434.00
Interfunds Payable	C-12	340,676.44
Reserve for Debt Service	C-13	<u>28,633.50</u>
	Sheet #1	<u>\$ 2,102,255.63</u>

TOWNSHIP OF MAPLEWOOD  
GENERAL CAPITAL FUND

GRANTS RECEIVABLE

C-4

<u>Description</u>	<u>Ordinance Number</u>	<u>Grant Amount</u>	<u>Balance Dec. 31, 2017</u>	<u>2018 Grants</u>	<u>Collections</u>	<u>Balance Dec. 31, 2018</u>
<u>Federal</u>						
Passed-Through County of Essex:						
Community Development Block Grant:						
Woodland Road Building Improvements	2857-17e	\$ 171,637.00	\$ 171,637.00	\$	\$ 93,443.00	\$ 78,194.00
Woodland Road ADA Improvement Project	2902-18b	171,637.00		171,637.00		171,637.00
ADA Improvements Various Municipal Facilities	2902-18b	168,204.00		168,204.00		168,204.00
Federal Emergency Management Agency:						
Memorial Park Wall Repair	2718-13a	323,514.00	79,574.85			79,574.85
<u>State</u>						
New Jersey Transportation Trust Fund:						
Repaving of Parker Avenue (Section 3)	2808-16a	250,000.00	101,389.18			101,389.18
Reconstruction of Parker Avenue (Phase 2)	2857-17e	245,000.00	245,000.00		176,250.00	68,750.00
Reconstruction of Boyden Avenue	2902-18b	600,000.00		600,000.00		600,000.00
New Jersey Department of Transportation:						
Safe Streets to Schools Project	2808-16a	350,000.00	350,000.00			350,000.00
			<u>\$ 947,601.03</u>	<u>\$ 939,841.00</u>	<u>\$ 269,693.00</u>	<u>\$ 1,617,749.03</u>
<u>Reference</u>			<u>C</u>	<u>C-10</u>	<u>C-2</u>	<u>C</u>



TOWNSHIP OF MAPLEWOOD  
GENERAL CAPITAL FUND

OTHER ACCOUNTS RECEIVABLE

C-5

	<u>Ref.</u>	
Balance December 31, 2017	C	\$ 7,000.00
Decreased by:		
Cancellation	C-9	<u>7,000.00</u>
		<u>\$ -</u>

TOWNSHIP OF MAPLEWOOD  
GENERAL CAPITAL FUND

INTERFUNDS RECEIVABLE

C-6

	<u>Ref.</u>	<u>Total General Capital Fund</u>	<u>Current Fund</u>	<u>General Trust Fund</u>
Balance December 31, 2017	C	\$ 18,832.43	\$ 3,832.43	\$ 15,000.00
Increased by:				
Budget Appropriation	C-8	<u>1.59</u> 18,834.02	<u>1.59</u> 3,834.02	<u>15,000.00</u>
Decreased by:				
Settlements	C-2	<u>3,834.02</u>	<u>3,834.02</u>	<u>                    </u>
Balance December 31, 2018	C	<u>\$ 15,000.00</u>	<u>\$ -</u>	<u>\$ 15,000.00</u>

TOWNSHIP OF MAPLEWOOD  
GENERAL CAPITAL FUND

DEFERRED CHARGES TO FUTURE TAXATION - FUNDED

C-7

	<u>Ref.</u>		
Balance December 31, 2017	C		\$ 24,878,767.86
Increased by:			
Improvement Costs Funded by:			
Serial Bonds Issued	C-8		<u>16,245,000.00</u>
			41,123,767.86
Decreased by:			
2018 Budget Appropriations to Pay Debt:			
Green Acres Trust Loan Payments	C-15	\$ 41,532.63	
N.J. Environmental Infrastructure Trust			
Loan Payments	C-16	24,707.91	
Refunding Bond Payments	C-17	1,495,000.00	
Serial Bond Payments	C-18	<u>2,600,000.00</u>	
			<u>4,161,240.54</u>
Balance December 31, 2018	C		<u>\$ 36,962,527.32</u>

TOWNSHIP OF MAPLEWOOD  
GENERAL CAPITAL FUND

DEFERRED CHARGES TO FUTURE TAXATION - UNFUNDED

C-8

Improvement Authorizations	Ordinance Number	Balance Dec. 31, 2017	2018 Authorizations	Excess Funding	Funded by Budget Appropriation	Transferred to Deferred Taxation - Funded	Serial Bonds Cancelled	Balance Dec. 31, 2018	Analysis of Balance	
									Expenditures	Unexpended Improvement Authorizations
Various Capital Improvements	2536-08, 2611-09	\$ 127,933.73	\$	\$	\$ 0.73	\$ 121,324.00	\$ 6,609.00	\$	\$	\$
Environmental Improvements	2636-10	49,120.42			0.42	46,582.00	2,538.00			
Environmental Improvements	2647-10	94,975.14			0.14	90,068.00	4,907.00			
Multi-Purpose	2689-12	1,793,337.23			1,881.23	1,698,903.00	92,553.00			
Acquisition of the Woman's Club and Related Improvements	2717-13	977,670.11			147.11	927,020.00	50,503.00			
Multi-Purpose	2718-13	1,500,878.77		130,675.96	0.73	1,547,262.00	84,292.00			
Multi-Purpose	2744-14,									
	2748-14	2,759,037.00				2,616,495.00	142,542.00			
	2780-15	2,630,404.75			0.75	2,494,507.00	135,897.00			
Multi-Purpose	2799-15	247,000.00				234,239.00	12,761.00			
Acquisition of an Ambulance	2805-16	384,750.00			74,750.00	293,984.00	16,016.00			
Multi-Purpose	2808-16	2,951,722.00				2,799,225.00	152,497.00			
Repairs of Boiler Flue Pipes	2832-16	237,500.00				225,230.00	12,270.00			
Multi-Purpose	2857-17	3,321,776.50			0.50	3,150,161.00	171,615.00			
Multi-Purpose	2902-18		3,373,776.00					3,373,776.00	585,329.79	2,788,446.21
		\$ 17,076,105.65	\$ 3,373,776.00	\$ 130,675.96	\$ 76,781.61	\$ 16,245,000.00	\$ 885,000.00	\$ 3,373,776.00	\$ 585,329.79	\$ 2,788,446.21
Reference		C	C-10	C-13	Below	C-7	C-2	C	C-3	
				Ref.						
			Interfunds Receivable	C-6	\$ 1.59					
			Bond Anticipation Notes	C-14	76,780.02					
			Above		\$ 76,781.61					

TOWNSHIP OF MAPLEWOOD  
GENERAL CAPITAL FUND

DEFERRED CHARGES TO FUTURE TAXATION -  
UNFUNDED IMPROVEMENT COSTS

C-9

	<u>Ref.</u>	
Increased by:		
Other Accounts Receivable Cancelled	C-5	<u>\$ 7,000.00</u>
Balance December 31, 2018	C	<u>\$ 7,000.00</u>

TOWNSHIP OF MAPLEWOOD  
GENERAL CAPITAL FUND

C-10  
Sheet #1

IMPROVEMENT AUTHORIZATIONS

Improvement Authorization	Ordinance Date	Number	Amount	Balance Dec. 31, 2017		2018 Authorizations	Expenditure Refund	Expended	Balance Dec. 31, 2018	
				Funded	Unfunded				Funded	Unfunded
				\$	\$				\$	\$
Acquisition of Library Furniture	3-07-00	2136-00	\$ 400,000.00	\$	\$	\$	\$	\$	0.29	\$
Various Capital Improvements	5-17-05	2297-05	3,459,280.00	4,854.66					4,854.66	
Various Capital Improvements	4-15-08	2545-08	3,784,350.00	20,960.15					20,960.15	
Multi-Purpose:	4-20-10	2628-10								
b. Upper Ridgewood Area Drainage Improvements		2585-09	662,000.00	23.94					23.94	
e. Section 20 Costs	4-19-11	2666-11	500,000.00	6.29					6.29	
Multi-Purpose:										
a. Various Capital Improvements			2,606,000.00	620,852.11					620,852.11	
b. Sanitary Sewer Improvements			50,000.00	26,006.87					26,006.87	
c. The Narrowband Radio Compliance Project			256,000.00	61,516.36					61,516.36	
d. Acquisition of Various Equipment for Fire Department			182,100.00	5,254.45					5,254.45	
e. Various Acquisitions for Recreation and Parks			16,500.00	10,449.46					10,449.46	
f. Acquisition of Computer Hardware and Software for Library			30,000.00	10,862.23					10,862.23	
g. Acquisition of a Jitney Bus			110,000.00	74.39					74.39	
i. Update the Town Hall Phone System and Acquisition of Computers			34,000.00	347.54					347.54	
j. Acquisition of FTR Digital Recorder			5,000.00	2,502.50					2,502.50	
k. Sign Replacement and Landscaping			8,000.00	3,000.00					3,000.00	
l. Section 20			150,000.00	29,003.69			963.15		28,040.54	
Environmental Improvements	11-01-11	2681-11	50,000.00	34.35					34.35	
Multi-Purpose:		2718-13								
h. Section 20			150,000.00				17,334.98			
Multi-Purpose:		2744-14								
a. Upgrade to CAD Software	3-18-14		11,264.00	257.75					257.75	
b. Various Engineering Improvements	6-04-14	2748-14	1,930,268.00	25,436.28		16.52			25,452.80	
c. In-House Engineering Services			143,363.00	28,530.52					28,530.52	
d. Drainage Improvements at Various Locations			112,642.00	9,378.24					9,378.24	
f. Acquisition of Communication System and a Fire Engine			358,406.00	5,866.26			435.60		5,450.66	
g. Acquisition of Fire Suppression Hood System			19,456.00	4,429.28					4,429.28	

TOWNSHIP OF MAPLEWOOD  
GENERAL CAPITAL FUND

IMPROVEMENT AUTHORIZATIONS

Improvement Authorization	Number	Ordinance Date	Amount	Balance Dec. 31, 2017		2018 Authorizations	Expenditure Refund	Balance Dec. 31, 2018	
				Funded	Unfunded			Funded	Unfunded
Multi-Purpose:									
h. Acquisition of a Jitney Bus	2744-14	3-18-14	\$ 138,242.00	\$ 3,958.68	\$	\$	\$ 3,958.68	\$	
j. Replacement of Sport Utility Vehicle			43,009.00	2.32			2.32		
q. Section 20 Cost			85,000.00	23,385.22			23,385.22		
Multi-Purpose:									
a. Various Engineering Improvements	2780-15	4-21-15	1,773,060.00	28,997.78			4,420.91	24,576.87	
b. In-House Engineering Services			125,000.00	7,822.32				7,822.32	
c. Various Capital Improvements			307,589.00	1,442.37				1,442.37	
d. Drainage Improvements at Various Locations			159,000.00	13,584.05				13,584.05	
e. Acquisition of Personal Protective Equipment and a Fire Engine			237,383.00	30,689.89			30,689.89		
g. Acquisition of Woodland Event Tables and Folding Chairs			12,160.00	5,013.10				5,013.10	
h. Repaving of the Pool Parking Lot			114,000.00	89.18				89.18	
i. Various Recreation Department Improvements			114,000.00	31,213.02			59.99	31,153.03	
k. Various Public Works Department Improvements			151,300.00	462.73				462.73	
l. Acquisition of Various Computer Equipment			27,000.00	2,034.73				2,034.73	
m. Window Replacement			79,210.00	14,205.00				14,205.00	
n. Acquisition of an IT Life-Cycle Program			17,100.00	929.86			929.86		
p. Acquisition of Various Equipment			39,425.00	7,018.32				7,018.32	
q. Section 20 Cost			122,014.00	61,147.90			61,147.90		
Multi-Purpose:									
a. Various Engineering Improvements	2808-16	4-19-16	1,983,576.00	958,104.16			425,014.43	81,700.55	451,389.18
b. In-House Engineering Services			124,955.00	31,820.89				31,820.89	
d. Acquisition of a Back-Up Ambulance and Apparatus Computers			161,941.00	5,563.73				5,563.73	
e. Acquisition of a Fire Engine			244,911.00	232,155.00			244,911.00		
f. Acquisition of a UCS Blade Server			112,959.00	1,489.09				1,489.09	
g. Acquisition of a Zetron Dispatch Console System and Officer Body Worn Video Cameras			230,916.00	20,473.50				20,473.50	
h. Acquisition of a Jitney Bus			117,957.00	576.59				576.59	

TOWNSHIP OF MAPLEWOOD  
GENERAL CAPITAL FUND

C-10  
Sheet #3

IMPROVEMENT AUTHORIZATIONS

Improvement Authorization	Ordinance Date	Amount	Balance Dec. 31, 2017		2018 Authorizations	Expenditure Refund	Expended	Balance Dec. 31, 2018	
			Funded	Unfunded				Funded	Unfunded
2808-16	4-19-16	\$ 9,996.00	\$	\$ 170.00	\$	\$	\$	\$ 170.00	\$
i. Acquisition of a Scanner									
j. Acquisition of an Electrical Box, an Asphalt Heater, a Fuel Management System and a Wheel Loader		234,114.00		38,401.16				38,401.16	
k. Acquisition and Installation of an IT Equipment Life Cycle		14,994.00		377.79		377.79			
l. Acquisition of Personal Computers, a Smart Scanner and a Print Management System		20,468.00		397.87				397.87	
n. Replacement of Windows at the Hilton Library		124,955.00		2,362.30				2,362.30	
q. Acquisition and Installation of a Sign and Exterior Lights, Lighting and Sound Improvements (Woodland) and Landscaping		23,710.00		17,130.00				11,082.00	
r. Acquisition of Microphones		4,998.00		2,019.00				2,019.00	
s. Section 20 Cost		147,535.00		137,226.75				95,061.50	
2857-17	4-04-17								
Multi-Purpose:									
a. Acquisition of a Life Cycle Program and Redesign of the Website		29,000.00	1,108.00	27,442.00		21,387.90		7,162.10	
b. Acquisition and Installation of a Phone System for Town Hall		22,000.00		586.82				586.82	
c. Acquisition of Software		32,727.00		17,800.00				17,800.00	
d. Ordinance Codification Update and Zoning and Development		23,200.00	1,205.00	21,995.00				23,200.00	
e. Various Engineering Improvements		2,753,700.00		1,719,467.51		922,776.57		727,940.94	68,750.00
f. Engineering Study of Intersection Improvements at Maplewood Avenue and Baker Street									
g. Sanitary Sewer Improvements and Drainage Improvements at Various Locations		50,000.00	2,597.00	47,403.00				50,000.00	
i. Garage Repair and the Acquisition of Thermal Imaging Cameras		100,000.00		39,336.97		6,050.00		33,286.97	
k. Acquisition of Personal Computers		23,100.00		7,767.40				5,185.80	
l. Conceptual and Schematic Designs		35,600.00		1,891.25				1,276.90	
m. The Green Initiative		31,000.00	1,610.00	29,390.00				700.00	
n. In Car Cameras Upgrade/Body Camera Integration Program		47,300.00	2,457.00	44,843.00				8,489.81	
		222,741.00		1,132.70				1,132.70	



TOWNSHIP OF MAPLEWOOD  
GENERAL CAPITAL FUND

C-10  
Sheet #4

IMPROVEMENT AUTHORIZATIONS

Improvement Authorization	Number	Ordinance Date	Amount	Balance Dec. 31, 2017		2018 Authorizations	Expenditure Refund	Expended	Balance Dec. 31, 2018	
				Funded	Unfunded				Funded	Unfunded
				\$	\$				\$	\$
Multi-Purpose:										
o. Public Safety Video Program Upgrade	2857-17	4-04-17	\$ 60,259.00	\$ 3,013.00	\$ 57,246.00	\$	\$	\$ 31,751.53	\$ 28,507.47	\$ 8,912.00
p. The Feminine Hygiene Project			14,000.00	727.00	13,273.00			10,100.75	3,899.25	2,852,533.97
q. Acquisition and Installation of a Rooftop Heating, Ventilation and Air Conditioning Unit at Dehart Community Center and the Acquisition of a Stump Grinder, a Caterpillar Utility Compactor and Thermolazer Promelt			123,212.00		5,733.50			5,120.00	613.50	113,750.00
r. Acquisition of Tables and Folding Chairs for The Woodland			10,000.00		3,067.00			2,938.62	128.38	
s. Renovations to the Former Church Located at 106 Burnett Avenue in Order to Convert it to a Senior Citizens Facility			10,000.00		529.96				529.96	
t. Acquisition and Installation of an Air Conditioner Window Unit			3,000.00	156.00	2,844.00			1,658.00	1,342.00	
u. Section 20 Cost			145,489.00		139,630.20			62,843.97	76,786.23	
Multi-Purpose:	2902-18	4-17-18	32,500.00			32,500.00		23,588.00		8,912.00
a. Acquisition of a Sports Utility Vehicle			3,179,725.00			3,179,725.00		327,191.03		2,852,533.97
b. Various Engineering Improvements										
c. Sanitary Sewer Improvements at Various Locations			120,000.00			120,000.00			6,250.00	113,750.00
d. Anti-Virus Upgrades			3,800.00			3,800.00		3,800.00		
e. Communication System Upgrades and Garage Door Replacement at Station #2			297,585.00			297,585.00		15,359.19		282,225.81
f. Acquisition of Various Equipment			45,640.00			45,640.00		15,942.75		29,697.25
g. Acquisition of an E-Ticketing System Sports Utility Vehicles, GPS Software and a Backup System			213,396.00			213,396.00		95,895.98		117,560.02
h. Upgrades to Public Safety Cameras and the Phone System			111,393.00			111,393.00		30,921.04		80,471.96
i. Acquisition of a Jitney Bus and Jailtest Hardware			130,630.00			130,630.00		130,013.49		616.51
j. Installation of Air Compressors and the Acquisition of a Freon Machine, a Rotary Electric Lift and a Caterpillar Work Tool			40,967.00			40,967.00		34,332.20		6,634.80

TOWNSHIP OF MAPLEWOOD  
GENERAL CAPITAL FUND

IMPROVEMENT AUTHORIZATIONS

C-10  
Sheet #5

Improvement Authorization	Ordinance Number	Date	Amount	Balance Dec. 31, 2017		2018 Authorizations	Expenditure Refund	Expended	Balance Dec. 31, 2018	
				Funded	Unfunded				Funded	Unfunded
Multi-Purpose:	2902-18	4-17-18								
k. Acquisition of a Life Cycle Program, an E-Mail Archive System and HR Onboard Software			\$ 32,196.00	\$	\$	\$ 32,196.00	\$	\$ 11,397.78	\$	\$ 20,798.22
l. Acquisition and Installation of Parking Kiosks at the Train Station			25,000.00		25,000.00			14,459.00		10,541.00
m. Acquisition of Programming and STEM Activities			16,600.00		16,600.00			7,156.00		9,444.00
n. Professional Service Renovation Additions to the Main Library and Telephone System Upgrades at the Hilton Branch			79,700.00		79,700.00			22,152.80		57,547.20
o. 106 Burnett Renovations - Phase 2, MCP Window and Door Replacements and Improvements to the Burgdorff Center Community Room Lighting			37,000.00		37,000.00			6,393.53		30,606.47
p. Acquisition of a Dais			7,500.00		7,500.00				375.00	7,125.00
q. Acquisition of a Sports Utility Vehicle			24,133.00		24,133.00			23,543.00		590.00
u. Section 20 Cost			93,208.00		93,208.00			600.00		92,608.00
					\$ 821,378.28	\$ 4,490,973.00	\$ 16.52	\$ 2,757,503.24	\$ 2,265,960.09	\$ 4,241,801.39
					C	Below	C-2	C-2	C	C
					Reference	Ref.				
					Grants Receivable	C-4				
					Deferred Charges to Future Taxation - Unfunded	C-8	\$ 939,841.00			
					Capital Improvement Fund	C-11	3,373,776.00			
							177,356.00			
						Above				
							\$ 4,490,973.00			

TOWNSHIP OF MAPLEWOOD  
GENERAL CAPITAL FUND

CAPITAL IMPROVEMENT FUND

C-11

	<u>Ref.</u>	
Balance December 31, 2017	C	\$ 27,053.57
Increased by:		
Budget Appropriation	C-2	<u>171,434.00</u>
		198,487.57
Decreased by:		
Appropriated to Finance Improvement		
Authorizations:		
Ordinance #2902-18	C-10	<u>177,356.00</u>
Balance December 31, 2018	C	<u>\$ 21,131.57</u>

TOWNSHIP OF MAPLEWOOD  
GENERAL CAPITAL FUND

INTERFUNDS PAYABLE

C-12

	<u>Ref.</u>	<u>Total General Capital Fund</u>	<u>Current Fund</u>	<u>Federal and State Grant Fund</u>
Balance December 31, 2017	C	<u>\$ 346,172.87</u>	\$	<u>\$ 346,172.87</u>
Increased by:				
Interest on Deposits		40,261.73	40,261.73	
Advances		<u>300,414.71</u>	<u>94,321.98</u>	<u>206,092.73</u>
	C-2	<u>340,676.44</u>	<u>134,583.71</u>	<u>206,092.73</u>
General Capital Fund Balance Anticipated as Current Fund Revenue	C-1	179,000.00	179,000.00	
Reserve for Debt Service Anticipated as Current Fund Revenue	C-13	<u>4,443.00</u>	<u>4,443.00</u>	<u>206,092.73</u>
		<u>524,119.44</u>	<u>318,026.71</u>	<u>206,092.73</u>
Balance December 31, 2018	C	<u><u>\$ 870,292.31</u></u>	<u><u>\$ 318,026.71</u></u>	<u><u>\$ 552,265.60</u></u>

TOWNSHIP OF MAPLEWOOD  
GENERAL CAPITAL FUND

RESERVE FOR DEBT SERVICE

C-13

	<u>Ref.</u>		
Balance December 31, 2017	C		\$ 4,443.10
Increased by:			
Collections	C-2	\$ 28,633.50	
Excess Funding	C-8	<u>130,675.96</u>	
			<u>159,309.46</u>
			163,752.56
Decreased by:			
Anticipated as Current Fund Revenue	C-12		<u>4,443.00</u>
Balance December 31, 2018	C		<u><u>\$ 159,309.56</u></u>

TOWNSHIP OF MAPLEWOOD  
GENERAL CAPITAL FUND

C-14

BOND ANTICIPATION NOTES

<u>Ordinance Number</u>	<u>Improvement Description</u>	<u>Date of Original Issue</u>	<u>Date of Issue</u>	<u>Date of Maturity</u>	<u>Interest Rate</u>	<u>Balance Dec. 31, 2017</u>	<u>Increase</u>	<u>Decrease</u>
2689-12	Multi-Purpose	9-19-13	6-01-17 5-31-18	6-01-18 6-28-18	1.14% 2.50	\$ 1,889,973.46	\$ 1,791,456.00	\$ 1,889,973.46 1,791,456.00
2717-13	Acquisition of the Woman's Club and Related Improvements	9-19-13	6-01-17 5-31-18	6-01-18 6-28-18	1.14 2.50	773,341.81	773,195.00	773,341.81 773,195.00
2718-13	Multi-Purpose	9-19-13	6-01-17 5-31-18	6-01-18 6-28-18	1.14 2.50	471,884.73	471,884.00	471,884.73 471,884.00
2744-14, 2748-14	Multi-Purpose	7-02-14	6-01-17 5-31-18	6-01-18 6-28-18	1.14 2.50	2,747,854.00	2,747,854.00	2,747,854.00 2,747,854.00
2780-15	Multi-Purpose	7-01-15	6-01-17 5-31-18	6-01-18 6-28-18	1.14 2.50	2,684,446.00	2,630,404.00	2,684,446.00 2,630,404.00
2805-16	Acquisition of Property	3-10-16	3-10-17 3-08-18 3-08-18	3-10-18 6-28-18 6-28-18	1.50 2.25 2.25	348,107.00	274,821.00 36,643.00	348,107.00 274,821.00 36,643.00
2808-16	Multi-Purpose	6-02-16	6-01-17 5-31-18	6-01-18 6-28-18	1.14 2.50	2,924,222.00	2,924,222.00	2,924,222.00 2,924,222.00
2857-17	Multi-Purpose	6-01-17	6-01-17 5-31-18	6-01-18 6-28-18	1.14 2.50	3,350,410.00	3,321,776.00	3,350,410.00 3,321,776.00
						<u>\$ 15,190,239.00</u>	<u>\$ 14,972,255.00</u>	<u>\$ 30,162,494.00</u>
					<u>Reference</u>	<u>C</u>	<u>Below</u>	<u>Below</u>
					<u>Ref.</u>			
	Issued for Cash Redeemed:					C-2	\$ 36,643.00	\$
	Cash Disbursed					C-2		15,150,101.98
	Budget Appropriation					C-8		76,780.02
	Renewals					Contra	14,935,612.00	14,935,612.00
						Above	\$ 14,972,255.00	\$ 30,162,494.00

TOWNSHIP OF MAPLEWOOD  
GENERAL CAPITAL FUND

C-15

GREEN ACRES TRUST LOAN PAYABLE

<u>Purpose</u>	<u>Ordinance Number</u>	<u>Amount of Original Issue</u>	<u>Loan Maturities Outstanding Dec. 31, 2018</u>		<u>Interest Rate</u>	<u>Balance Dec. 31, 2017</u>	<u>Decrease</u>	<u>Balance Dec. 31, 2018</u>
			<u>Date</u>	<u>Amount</u>				
Improvements to Dehart Park	2588-09	\$ 802,908.36		\$ 21,078.33	2.00%	\$ 663,883.65	\$ 41,532.63	\$ 622,351.02
	2666-11		1-03-19	21,289.11				
			1-03-20	21,502.00				
			7-03-20	21,717.02				
			1-03-21	21,934.20				
			7-03-21	22,153.54				
			1-03-22	22,375.07				
			7-03-22	22,598.82				
			1-03-23	22,824.81				
			7-03-23	23,053.06				
			1-03-24	23,283.59				
			7-03-24	23,516.43				
			1-03-25	23,751.59				
			7-03-25	23,989.11				
			1-03-26	24,229.00				
			7-03-26	24,471.29				
			1-03-27	24,716.00				
	7-03-27	24,963.16						
	1-03-28	25,212.79						
	7-03-28	25,464.92						
	1-03-29	25,719.57						
	7-03-29	25,976.76						
	1-03-30	26,236.53						
	7-03-30	26,498.90						
	1-03-31	26,763.89						
	7-03-31	27,031.53						
					Reference			
					C	C	C-Z	C

TOWNSHIP OF MAPLEWOOD  
GENERAL CAPITAL FUND

C-16

N.J. ENVIRONMENTAL INFRASTRUCTURE TRUST LOAN PAYABLE

	<u>Original Issue</u>		<u>Loan Maturities Outstanding</u>		<u>Interest Rate</u>	<u>Balance Dec. 31, 2017</u>	<u>Decrease</u>	<u>Balance Dec. 31, 2018</u>
	<u>Date</u>	<u>Amount</u>	<u>Date</u>	<u>Amount</u>				
Trust Share	11-01-99	\$ 200,000.00	8-01-19	\$ 15,000.00	5.70%	\$ 30,000.00	\$ 15,000.00	\$ 15,000.00
Fund Share	11-01-99	194,262.00	8-01-19	9,176.30	*	18,884.21	9,707.91	9,176.30
						<u>\$ 48,884.21</u>	<u>\$ 24,707.91</u>	<u>\$ 24,176.30</u>
					<u>Reference</u>	<u>C</u>	<u>C-7</u>	<u>C</u>

\*Interest Free



TOWNSHIP OF MAPLEWOOD  
GENERAL CAPITAL FUND

REFUNDING BONDS

C-17

Purpose	Original Issue		Maturities of Bonds Outstanding Dec. 31, 2018		Interest Rate	Balance Dec. 31, 2017	Bonds Redeemed	Balance Dec. 31, 2018
	Date	Amount	Date	Amount				
Refunding Bonds	1-18-12	\$ 13,330,000.00	10-15-2019	\$ 1,485,000.00	5.00%	\$ 7,460,000.00	\$ 1,495,000.00	\$ 5,965,000.00
			10-15-2020	1,495,000.00	5.00			
			10-15-2021	1,505,000.00	5.00			
			10-15-2022	1,480,000.00	4.00			
Refunding Bonds	6-22-17	5,685,000.00	8-15-2020	1,755,000.00	3.00	5,600,000.00		5,600,000.00
			8-15-2021	1,830,000.00	4.00			
			8-15-2022	2,015,000.00	5.00			
						\$ 13,060,000.00	\$ 1,495,000.00	\$ 11,565,000.00

Reference

C

C-Z

C

TOWNSHIP OF MAPLEWOOD  
GENERAL CAPITAL FUND

SERIAL BONDS

C-18

<u>Purpose</u>	<u>Original Issue</u>		<u>Maturities of Bonds Outstanding</u>		<u>Interest Rate</u>	<u>Balance Dec. 31, 2017</u>	<u>Increase</u>	<u>Decrease Bonds Redeemed</u>	<u>Balance Dec. 31, 2018</u>
	<u>Date</u>	<u>Amount</u>	<u>Date</u>	<u>Amount</u>					
General Improvements	8-15-07	\$ 15,090,000.00	8-15-2019	\$ 1,800,000.00	3.05%	\$ 3,500,000.00	\$	\$ 1,700,000.00	\$ 1,800,000.00
General Improvements	10-13-11	11,806,000.00	10-01-2019	900,000.00	5.00				
			10-01-2020	900,000.00	4.00				
			10-01-2021/22	1,000,000.00	3.00				
			10-01-2023/24	1,000,000.00	3.50				
			10-01-2025	906,000.00	4.00	7,606,000.00		900,000.00	6,706,000.00
General Improvements	6-20-18	16,245,000.00	2-15-2019	825,000.00	5.00				
			2-15-2020	825,000.00	5.00				
			2-15-2021	825,000.00	5.00				
			2-15-2022	840,000.00	5.00				
			2-15-2023	1,585,000.00	5.00				
			2-15-2024	1,585,000.00	5.00				
			2-15-2025	1,625,000.00	5.00				
			2-15-2026	1,625,000.00	4.00				
			2-15-2027	1,625,000.00	4.00				
			2-15-2028	1,625,000.00	3.00				
2-15-2029	1,630,000.00	3.00							
2-15-2030	1,630,000.00	3.00							
						<u>\$ 11,106,000.00</u>	<u>16,245,000.00</u>	<u>\$ 2,600,000.00</u>	<u>\$ 24,751,000.00</u>

Reference

C

C-2

C-7

C

TOWNSHIP OF MAPLEWOOD  
GENERAL CAPITAL FUND

C-19

BONDS AND NOTES AUTHORIZED BUT NOT ISSUED

Improvement Authorizations	Ordinance Number	Balance Dec. 31, 2017	2018 Authorizations	Excess Financing	Bond Anticipation Notes Redeemed	Funded by Budget Appropriation	Bond Anticipation Notes Issued	Serial Bonds Issued	Serial Bonds Cancelled	Balance Dec. 31, 2018
Various Capital Improvements	2536-08, 2611-09	\$ 127,933.73	\$	\$	\$	\$ 0.73	\$ 121,324.00	\$ 6,609.00	\$	\$
Environmental Improvements	2636-10	49,120.42				0.42	46,582.00	2,538.00		
Environmental Improvements	2647-10	94,975.14				0.14	90,068.00	4,907.00		
Multi-Purpose	2689-12				1,791,456.00		1,698,903.00	92,553.00		
Acquisition of the Woman's Club and Related Improvements	2717-13	204,328.30			773,195.00	0.30	927,020.00	50,503.00		
Multi-Purpose	2718-13	1,028,994.04		130,675.96	471,884.00		1,547,262.00	84,292.00		
Multi-Purpose	2744-14, 2748-14, 2787-15	11,183.00			2,747,854.00		2,616,485.00	142,542.00		
Multi-Purpose	2780-15				2,630,404.00		2,494,507.00	135,897.00		
Acquisition of an Ambulance	2799-15	247,000.00					234,239.00	12,761.00		
Acquisition of Property	2805-16	36,643.00			310,000.00		293,984.00	16,016.00		
Multi-Purpose	2808-16	27,500.00			2,924,222.00		2,799,225.00	152,497.00		
Repairs of Boiler Flue Pipes	2832-16	237,500.00					225,230.00	12,270.00		
Multi-Purpose	2857-17				3,321,776.00		3,150,161.00	171,615.00		
Multi-Purpose	2902-18		3,373,776.00							3,373,776.00
		<u>\$ 2,065,177.63</u>	<u>\$ 3,373,776.00</u>	<u>\$ 130,675.96</u>	<u>\$ 14,970,791.00</u>	<u>\$ 1.59</u>	<u>\$ 16,245,000.00</u>	<u>\$ 885,000.00</u>	<u>\$ 3,373,776.00</u>	
Reference	C		C-8	C-8	C-14	C-8	C-14	C-18	C-8	C

TOWNSHIP OF MAPLEWOOD  
SWIMMING POOL UTILITY

CASH RECEIPTS, DISBURSEMENTS AND RECONCILIATION  
TREASURER

D-5

	<u>Ref.</u>		<u>Operating Fund</u>		<u>Capital Fund</u>
Balance December 31, 2017	D		\$ 57,667.26		\$ 32,690.57
Increased by Receipts:					
Membership Fees	D-3	\$ 763,314.75		\$	
Miscellaneous Revenue	D-3	107,703.00			
Interest on Deposits	D-3	5,813.78			
Interfunds Receivable	D-8	476.74			
Other Accounts Receivable	D-9	16,001.00			
Interfunds Payable	D-18	<u>96,080.00</u>		<u>476.74</u>	
			<u>989,389.27</u>		<u>476.74</u>
			<u>1,047,056.53</u>		<u>33,167.31</u>
Decreased by Disbursements:					
Budget Appropriations	D-4	818,891.31			
Appropriation Reserves	D-13	8,413.94			
Accrued Interest on Notes	D-14	3,239.04			
Accrued Interest on Bonds	D-15	23,910.00			
Improvement Authorizations	D-16			6,280.16	
Interfunds Payable	D-18	<u>                    </u>		<u>476.74</u>	
			<u>854,454.29</u>		<u>6,756.90</u>
Balance December 31, 2018	D		<u>\$ 192,602.24</u>		<u>\$ 26,410.41</u>
<u>Bank Reconciliation December 31, 2018</u>					
Balance per Statements:					
Valley National Bank:					
Maplewood, New Jersey:					
#41001486 - Swimming Pool Operating Account			\$ 192,974.95		\$
#41174453 - Swimming Pool Capital Account					26,462.70
Plus: Deposit-in-Transit			<u>52.29</u>		
			<u>193,027.24</u>		<u>26,462.70</u>
Less: Outstanding Checks			<u>425.00</u>		<u>52.29</u>
			<u>\$ 192,602.24</u>		<u>\$ 26,410.41</u>

TOWNSHIP OF MAPLEWOOD  
SWIMMING POOL UTILITY

CHANGE FUNDS

D-6

	<u>Ref.</u>	
Balance December 31, 2017	D	<u>\$100.00</u>
Balance December 31, 2018	D	<u><u>\$100.00</u></u>

TOWNSHIP OF MAPLEWOOD  
SWIMMING POOL UTILITY

ANALYSIS OF CAPITAL CASH AND INVESTMENTS

D-7

<u>Ordinance Number</u>	<u>Balance Dec. 31, 2017</u>	<u>Receipts Other</u>	<u>Disbursements</u>	<u>Transfers</u>	<u>Balance Dec. 31, 2018</u>
			<u>Improvement Authorizations</u>	<u>From</u> <u>To</u>	
<u>General Accounts</u>					
Fund Balance	\$ 1,256.08	\$	\$	\$ 1,256.00	\$ 0.08
Capital Improvement Fund	5,000.00				5,000.00
Interfund Swimming Pool Operating Fund		476.74	476.74	1,256.00	1,256.00
Bond Anticipation Note Cash: Ordinance #2665-11, 2688-12	127.50				127.50
<u>Improvement Authorizations</u>					
2665-11, 2688-12	26,306.99		6,280.16		20,026.83
Renovations to the Community Pool Complex	<u>\$ 32,690.57</u>	<u>\$ 476.74</u>	<u>\$ 6,280.16</u>	<u>\$ 1,256.00</u>	<u>\$ 26,410.41</u>
	<u>D</u>	<u>D-18</u>	<u>D-16</u>	<u>Contra</u>	<u>D</u>

Reference

TOWNSHIP OF MAPLEWOOD  
SWIMMING POOL UTILITY

INTERFUNDS RECEIVABLE

D-8

		Total Swimming Pool Operating Fund	<u>Swimming Pool Operating Fund</u>	
	<u>Ref.</u>	<u>Fund</u>	<u>General Trust Fund</u>	<u>Swimming Pool Capital Fund</u>
Balance December 31, 2017	D	<u>\$ 70.00</u>	<u>\$ 70.00</u>	\$
Increased by:				
Swimming Pool Capital Fund Balance Anticipated as Swimming Pool Operating Fund Revenue	D-3	1,256.00		1,256.00
Interest on Deposits	D-3	<u>476.74</u>		<u>476.74</u>
		<u>1,732.74</u>		<u>1,732.74</u>
		1,802.74	70.00	1,732.74
Decreased by:				
Settlements	D-5	<u>476.74</u>		<u>476.74</u>
Balance December 31, 2018	D	<u>\$1,326.00</u>	<u>\$ 70.00</u>	<u>\$1,256.00</u>

TOWNSHIP OF MAPLEWOOD  
SWIMMING POOL UTILITY

OTHER ACCOUNTS RECEIVABLE

D-9

	<u>Ref.</u>	
Increased by:		
2018 Concession Lease	Reserve	\$16,001.00
Decreased by:		
Collections	D-3,5	<u>16,001.00</u>
		<u>\$ -</u>



TOWNSHIP OF MAPLEWOOD  
SWIMMING POOL UTILITY

DEFERRED CHARGES

D-10

	<u>Balance</u> <u>Dec. 31, 2017</u>	<u>Budget</u> <u>Appropriation</u>
Overexpenditure of Appropriations	<u>\$ 18,320.79</u>	<u>\$ 18,320.79</u>
	<u>D</u>	<u>D-3</u>

Reference

TOWNSHIP OF MAPLEWOOD  
SWIMMING POOL UTILITY

FIXED CAPITAL

D-11

	<u>Ref.</u>	
Balance December 31, 2017	D	<u>\$2,440,421.44</u>
Balance December 31, 2018	D	<u>\$2,440,421.44</u>

TOWNSHIP OF MAPLEWOOD  
SWIMMING POOL UTILITY

FIXED CAPITAL AUTHORIZED AND UNCOMPLETED

D-12

	<u>Ordinance</u>			<u>Balance</u>	<u>Balance</u>
	<u>Number</u>	<u>Date</u>		<u>Amount</u>	<u>Dec. 31, 2017</u>
Renovations to the Community Pool Complex	2665-11	4-19-11	\$ 1,391,000.00		
	2688-12	4-03-12	200,000.00	<u>\$ 1,590,872.50</u>	<u>\$ 1,590,872.50</u>
			<u>Reference</u>	<u>D</u>	<u>D</u>

TOWNSHIP OF MAPLEWOOD  
SWIMMING POOL UTILITY

APPROPRIATION RESERVES

D-13

<u>Appropriations</u>	<u>Balance Dec. 31, 2017</u>		<u>Balance After Transfers</u>	<u>Paid or Charged</u>	<u>Balance Lapsed</u>
	<u>Encumbered</u>	<u>Unencumbered</u>			
<u>Operating</u>					
Other Expenses	\$ 23,172.71	\$ 4,696.40	\$ 27,869.11	\$ 8,413.94	\$ 19,455.17
<u>Statutory Expenditures</u>					
Contributions to:					
Social Security System		1,520.05	1,520.05		1,520.05
	<u>\$ 23,172.71</u>	<u>\$ 6,216.45</u>	<u>\$ 29,389.16</u>	<u>\$ 8,413.94</u>	<u>\$ 20,975.22</u>
<u>Reference</u>	<u>D</u>	<u>D</u>		<u>D-5</u>	<u>Below</u>
				<u>Ref.</u>	
			Transfer to Operations Interfund Current Fund	D-1 D-18	\$ 16,873.52 4,101.70
				Above	<u>\$ 20,975.22</u>

TOWNSHIP OF MAPLEWOOD  
SWIMMING POOL UTILITY

ACCRUED INTEREST ON NOTES

D-14

	<u>Ref.</u>	
Balance December 31, 2017	D	\$ 88.89
Increased by:		
Budget Appropriation	D-4	<u>3,241.00</u>
		3,329.89
Decreased by:		
Payments	D-5	<u>3,239.04</u>
Balance December 31, 2018	D	<u>\$ 90.85</u>

TOWNSHIP OF MAPLEWOOD  
SWIMMING POOL UTILITY

ACCRUED INTEREST ON BONDS

D-15

	<u>Ref.</u>	
Balance December 31, 2017	D	\$ 5,977.50
Increased by:		
Budget Appropriation	D-4	22,935.00
		<u>28,912.50</u>
Decreased by:		
Payments	D-5	23,910.00
		<u>23,910.00</u>
Balance December 31, 2018	D	<u>\$ 5,002.50</u>

Analysis of Balance

Bonds Outstanding <u>Dec. 31, 2018</u>	<u>Interest Rate</u>	<u>Accrued</u>		<u>Period</u>	<u>Amount</u>
		<u>From</u>	<u>To</u>		
\$130,000.00	5.00%	10-01-18	12-31-18	3 Months	\$ 1,625.00
130,000.00	4.00	10-01-18	12-31-18	3 Months	1,300.00
277,000.00	3.00	10-01-18	12-31-18	3 Months	2,077.50
					<u>2,077.50</u>
					<u>\$ 5,002.50</u>

TOWNSHIP OF MAPLEWOOD  
SWIMMING POOL UTILITY

D-16

IMPROVEMENT AUTHORIZATIONS

	<u>Ordinance</u>		<u>Amount</u>	<u>Balance</u> <u>Dec. 31, 2017</u> <u>Unfunded</u>	<u>Expended</u>	<u>Balance</u> <u>Dec. 31, 2018</u> <u>Unfunded</u>	<u>D</u>
	<u>Number</u>	<u>Date</u>					
General Improvements							
Renovations to the Community	2665-11	4-19-11	\$1,391,000.00				
Pool Complex	2688-12	4-03-12	200,000.00	\$ 26,306.99	\$6,280.16	\$ 20,026.83	D-5

TOWNSHIP OF MAPLEWOOD  
SWIMMING POOL UTILITY

CAPITAL IMPROVEMENT FUND

D-17

	<u>Ref.</u>	
Balance December 31, 2017	D	<u>\$5,000.00</u>
Balance December 31, 2018	D	<u>\$5,000.00</u>



TOWNSHIP OF MAPLEWOOD  
SWIMMING POOL UTILITY

INTERFUNDS PAYABLE

D-18

	<u>Ref.</u>	<u>Swimming Pool Operating Fund Current Fund</u>	<u>Swimming Pool Capital Fund Swimming Pool Operating Fund</u>
Balance December 31, 2017	D	<u>\$ 40,702.50</u>	\$
Increased by:			
Swimming Pool Capital Fund Balance Anticipated in Swimming Pool Operating Budget	D-2		1,256.00
Interest on Deposits	D-5		476.74
Advances	D-5	96,080.00	
Appropriation Reserves Cancelled	D-13	4,101.70	
		<u>100,181.70</u>	<u>1,732.74</u>
		140,884.20	1,732.74
Decreased by:			
Settlements	D-5	<u>                    </u>	<u>476.74</u>
Balance December 31, 2018	D	<u><u>\$140,884.20</u></u>	<u><u>\$1,256.00</u></u>

TOWNSHIP OF MAPLEWOOD  
SWIMMING POOL UTILITY

RESERVE FOR AMORTIZATION

D-19

	<u>Ref.</u>	
Balance December 31, 2017	D	<u>\$2,384,421.44</u>
Balance December 31, 2018	D	<u>\$2,384,421.44</u>

TOWNSHIP OF MAPLEWOOD  
SWIMMING POOL UTILITY

DEFERRED RESERVE FOR AMORTIZATION

D-20

<u>Description</u>	<u>Ordinance</u>		<u>Balance</u>	<u>Bonds</u>	<u>Balance</u>
	<u>Number</u>	<u>Date</u>	<u>Dec. 31, 2017</u>	<u>Paid by</u> <u>Operating</u> <u>Budget</u>	<u>Dec. 31, 2018</u>
Renovations to the Community Pool Complex	2665-11	4-19-11			
	2688-12	4-03-12	<u>\$799,048.00</u>	<u>\$130,000.00</u>	<u>\$929,048.00</u>
	<u>Reference</u>		<u>D</u>	<u>D-22</u>	<u>D</u>

TOWNSHIP OF MAPLEWOOD  
SWIMMING POOL UTILITY

D-21

BOND ANTICIPATION NOTES

<u>Ordinance Number</u>	<u>Improvement Description</u>	<u>Date of Original Issue</u>	<u>Date of Issue</u>	<u>Date of Maturity</u>	<u>Interest Rate</u>	<u>Balance Dec. 31, 2017</u>	<u>Increase</u>	<u>Decrease</u>	<u>Balance Dec. 31, 2018</u>
2665-11, 2688-12	Renovations to the Community Pool Complex	12-22-16	12-21-17 12-21-18	12-21-18 12-20-19	1.79% 3.15	\$ 180,952.00	\$ 180,952.00	\$ 180,952.00	\$ 180,952.00
					<u>Reference</u>	<u>\$ 180,952.00</u>	<u>\$ 180,952.00</u>	<u>\$ 180,952.00</u>	<u>\$ 180,952.00</u>
						<u>Below</u>	<u>Below</u>	<u>Below</u>	<u>D</u>
					<u>Ref.</u>				
					<u>Renewals</u>	<u>\$ 180,952.00</u>	<u>\$ 180,952.00</u>	<u>\$ 180,952.00</u>	
					<u>Contra</u>				
					<u>Above</u>	<u>\$ 180,952.00</u>	<u>\$ 180,952.00</u>	<u>\$ 180,952.00</u>	

TOWNSHIP OF MAPLEWOOD  
SWIMMING POOL UTILITY

D-22

SERIAL BONDS

<u>Purpose</u>	<u>Original Issue</u>		<u>Maturities of Bonds Outstanding</u>		<u>Interest Rate</u>	<u>Balance Dec. 31, 2017</u>	<u>Bonds Redeemed</u>	<u>Balance Dec. 31, 2018</u>
	<u>Date</u>	<u>Amount</u>	<u>Date</u>	<u>Amount</u>				
General Improvements	10-13-11	\$ 1,447,000.00	10-01-2019	\$ 130,000.00	5.00 %			
			10-01-2020	130,000.00	4.00			
			10-01-2021	130,000.00	3.00			
			10-01-2022	147,000.00	3.00	<u>\$667,000.00</u>	<u>\$130,000.00</u>	<u>\$537,000.00</u>
					<u>Reference</u>	<u>D</u>	<u>D-20</u>	<u>D</u>

TOWNSHIP OF MAPLEWOOD  
PUBLIC ASSISTANCE TRUST FUND

CASH RECEIPTS, DISBURSEMENTS AND RECONCILIATION

E-1

	<u>Ref.</u>	<u>Trust Fund Account #1</u>	<u>Trust Fund Account #2</u>	
Balance December 31, 2017	E	\$ 17,507.87		\$ 17,088.05
Increased by Receipts:				
Interest on Deposits	E-4,9	\$ 313.20	\$ 842.36	
State Aid Allotments	E-6		48,386.21	
Reserve for Contributions	E-7	1,200.00		
Prepaid Revenue	E-8		13,613.79	
Due to State of New Jersey	E-9	<u>                    </u>	<u>22,565.00</u>	
		<u>1,513.20</u>		<u>85,407.36</u>
		19,021.07		102,495.41
Decreased by Disbursements:				
Public Assistance	E-5	255.00	48,386.21	
Reserve for Contributions	E-7	<u>2,150.27</u>		
		<u>2,405.27</u>	<u>48,386.21</u>	
Balance December 31, 2018	E	<u>\$ 16,615.80</u>		<u>\$ 54,109.20</u>
 <u>Bank Reconciliation December 31, 2018</u>				
Balance per Statements:				
Valley National Bank,				
Maplewood, New Jersey:				
#41001524 - Public Assistance #1		\$ 9,700.89		\$
#41001575 - Holiday Account		6,914.91		
#41001079 - Public Assistance #2		<u>                    </u>		<u>54,187.20</u>
		16,615.80		54,187.20
Less: Outstanding Checks		<u>                    </u>		<u>78.00</u>
		<u>\$ 16,615.80</u>		<u>\$ 54,109.20</u>

TOWNSHIP OF MAPLEWOOD  
PUBLIC ASSISTANCE TRUST FUND

RESERVE FOR EXPENDITURES - TRUST FUND ACCOUNT #1

E-2

	<u>Ref.</u>	
Balance December 31, 2017	E	\$ 9,880.58
Increased by:		
Interest on Deposits	E-4	313.20
		<u>10,193.78</u>
Decreased by:		
Expenditures for Public Assistance	E-5	255.00
		<u>255.00</u>
Balance December 31, 2018	E	<u>\$ 9,938.78</u>

RESERVE FOR EXPENDITURES - TRUST FUND ACCOUNT #2  
(100% STATE MATCH)

E-3

	<u>Ref.</u>	
Increased by:		
Revenues	E-4	\$ 48,386.21
Decreased by:		
Expenditures	E-5	48,386.21
		<u>48,386.21</u>
		<u>\$ -</u>

TOWNSHIP OF MAPLEWOOD  
PUBLIC ASSISTANCE TRUST FUND

PUBLIC ASSISTANCE REVENUE

E-4

	<u>Ref.</u>	<u>Trust Fund Account #1</u>	<u>Trust Fund Account #2 (100%)</u>	<u>Fund Total</u>
Interest on Deposits	E-1	\$ 313.20	\$	\$ 313.20
State Aid Allotments	E-6	<u>                    </u>	<u>48,386.21</u>	<u>48,386.21</u>
		<u>\$ 313.20</u>	<u>\$ 48,386.21</u>	<u>\$ 48,699.41</u>
<u>Reference</u>		<u>E-2</u>	<u>E-3</u>	



TOWNSHIP OF MAPLEWOOD  
PUBLIC ASSISTANCE TRUST FUND

PUBLIC ASSISTANCE EXPENDITURES

E-5

	<u>Ref.</u>	<u>Trust Fund Account #1</u>	<u>Trust Fund Account #2 (100%)</u>	<u>Fund Total</u>
Current Year Assistance (Reported):				
Maintenance Payments		\$	\$ 21,514.00	\$ 21,514.00
Temporary Rental Assistance			21,218.00	21,218.00
Rent			3,784.21	3,784.21
Transportation			1,482.00	1,482.00
Work Related Expenses			388.00	388.00
	E-1	<u>          </u>	<u>48,386.21</u>	<u>48,386.21</u>
Assistance Ineligible for State Aid	E-1	<u>255.00</u>	<u>          </u>	<u>255.00</u>
		<u>\$ 255.00</u>	<u>\$ 48,386.21</u>	<u>\$ 48,641.21</u>
	<u>Reference</u>	<u>E-2</u>	<u>E-3</u>	

TOWNSHIP OF MAPLEWOOD  
PUBLIC ASSISTANCE TRUST FUND

DUE FROM STATE OF NEW JERSEY

E-6

Trust Fund  
Account #2

Ref.

Increased by:  
State Aid Allotments

E-4

\$ 48,386.21

Decreased by:  
Collections:  
State Aid Allotments

E-1

48,386.21

\$ -

TOWNSHIP OF MAPLEWOOD  
PUBLIC ASSISTANCE TRUST FUND

RESERVE FOR CONTRIBUTIONS

E-7

	<u>Ref.</u>	<u>Trust Fund Account #1</u>
Balance December 31, 2017	E	\$ 7,627.29
Increased by:		
Contributions	E-1	<u>1,200.00</u>
		8,827.29
Decreased by:		
Payments	E-1	<u>2,150.27</u>
Balance December 31, 2018	E	<u>\$ 6,677.02</u>

TOWNSHIP OF MAPLEWOOD  
PUBLIC ASSISTANCE TRUST FUND

PREPAID REVENUE

E-8

Trust Fund  
Account #2

Ref.

Increased by:			
Collections	E-1		<u>\$ 13,613.79</u>
Balance December 31, 2018	E		<u><u>\$ 13,613.79</u></u>

DUE TO STATE OF NEW JERSEY

E-9

Ref.

Balance December 31, 2017	E		\$ 17,088.05
Increased by:			
Prior Year Outstanding Check Cancelled		\$ 140.00	
Supplemental Security Income: State Refunds	E-1	<u>22,425.00</u>	
	E-1	<u>22,565.00</u>	
Interest on Deposits	E-1	<u>842.36</u>	
			<u>23,407.36</u>
Balance December 31, 2018	E		<u><u>\$ 40,495.41</u></u>

**PART II**  
**INDEPENDENT AUDITOR'S REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING**  
**ROSTER OF OFFICIALS**  
**GENERAL COMMENTS, FINDINGS AND RECOMMENDATIONS**  
**YEAR ENDED DECEMBER 31, 2018**

# SAMUEL KLEIN AND COMPANY

CERTIFIED PUBLIC ACCOUNTANTS

550 BROAD STREET, 11TH FLOOR  
NEWARK, NJ 07102-9969  
PHONE (973) 624-6100  
FAX (973) 624-6101

36 WEST MAIN STREET, SUITE 303  
FREEHOLD, NJ 07728-2291  
PHONE (732) 780-2600  
FAX (732) 780-1030

## **INDEPENDENT AUDITOR'S 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**

The Honorable Mayor and Members  
of the Township Committee  
Township of Maplewood  
Maplewood, New Jersey 07040

We have audited the financial statements - regulatory basis of the various funds of the Township of Maplewood, in the County of Essex, as of and for the years ended December 31, 2018 and December 31, 2017, and the related notes to the financial statements and have issued our report thereon dated June 27, 2019. These financial statements - regulatory basis have been prepared in conformity with accounting principles prescribed by the Division of Local Government Services, Department of Community Affairs, State of New Jersey, which is a basis of accounting other than accounting principles generally accepted in the United States of America. 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.

### **Internal Control Over Financial Reporting**

In planning and performing our audit of the financial statements - regulatory basis, 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 - regulatory basis, 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.

*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 Township's financial statements - regulatory basis 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 the 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 - regulatory basis 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*. However, we noted certain matters that we reported to management in the comments and recommendations section of this report.

## Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the result 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 Township's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

  
SAMUEL KLEIN AND COMPANY  
CERTIFIED PUBLIC ACCOUNTANTS

  
JOSEPH J. FACCONI, RMA, PA

Newark, New Jersey  
June 27, 2019

**ROSTER OF OFFICIALS AND REPORT ON SURETY BONDS**

**2018**

<u>Official</u>	<u>Position</u>	<u>Surety Bond</u>
Victor DeLuca	Mayor	\$
Frank McGehee	Deputy Mayor	
Nancy Adams	Committee Member	
Dean Dafis	Committee Member	
Greg Lembrich	Committee Member	
Elizabeth J. Fritzen	Township Clerk	*
Sonia Alves-Viveiros	Business Administrator from June 1, 2018	
Joseph Manning	Business Administrator to May 31, 2018	
Joseph Kolodziej	Chief Financial Officer from June 4, 2018	*
Aderonke Zaccheus	Tax Collector from May 21, 2018	*
Juan Uribe	Chief Financial Officer to April 4, 2018 Tax Collector to April 4, 2018	*
Stanley M. Varon	Municipal Court Judge	*
Ryan X. Bancroft	Municipal Court Administrator	*

A Public Employee Dishonesty Bond was issued by the New Jersey Intergovernmental Insurance Fund, in the amount of \$1,000,000.00 per loss, and covers all employees.

\*The statutory bond coverage was issued by the Fidelity and Deposit Company in the amount of \$1,000,000.00.



**Contracts and Agreements Required to be Advertised per (N.J.S.A. 40A:11-4)**

N.J.S.A. 40A:11-4a states "Every contract awarded by the contracting agent for the provision or performance of any goods or services, the cost of which in the aggregate exceeds the bid threshold, shall be awarded only by resolution of the governing body of the contracting unit to the lowest responsible bidder after public advertising for bids and bidding therefore, except as is provided otherwise in this act or specifically by any other law. The governing body of a contracting unit may, by resolution approved by a majority of the governing body, disqualify a bidder who would otherwise be determined to be the lowest responsible bidder, if the governing body finds that it has had prior negative experience with the bidder."

It is pointed out that management has the responsibility of determining whether the expenditures in any category will exceed the threshold set for the fiscal year and, where question arises as to whether any contract or agreement might result in violation of the statute, the opinion of the Township Attorney should be sought before a commitment is made.

The statutory bidding threshold effective July 1, 2015 was the sum of \$40,000.00 in accordance with the provisions of N.J.S.A. 40A:11-3a, based on the appointment of a qualified purchasing agent.

Notwithstanding N.J.S.A. 40A:11-3a, P.L. 2005, Chapter 51 and N.J.S.A. 19:44A-20.5, known as the "Pay to Play Law" provides that a municipality is prohibited from executing any contract in excess of \$17,500.00, on or after January 1, 2006, to a business entity that made certain reportable contributions to any municipal committee of a political party if a member of that party is in office as a member of the governing body of the municipality when the contract is awarded unless proposals or qualifications are solicited through a fair and open process.

It is further noted that contracts between \$17,500.00 and the municipal bidding threshold, known as "window contracts", can be issued by resolution of the governing body without competitive bidding if a non-fair and open process is implemented which prohibits reportable contributions by the business entity.

The minutes indicate that bids were requested by public advertising for the following items:

Service and Construction Contracts:

- Plant Trees
- Recycling Collection and Disposal
- Architectural Design Services
- HVAC Maintenance Service
- Replacement of Windows
- Janitorial Services
- Slate Roof Repairs
- Mowing of Large Turf Areas
- Pick-Up and Disposal of Yard Services
- Maplewood Avenue Paver Replacement Project
- Snow Plowing and/or Snow Hauling Services
- Roadway Improvements
- Professional Evaluation of All Pool Facilities
- Parker Avenue (Section 4) Roadway Improvements
- 60 Woodland Road Exit Stair Addition
- Marketing of Recyclable Materials

The minutes also indicate that proposals were solicited for professional services in accordance with the provisions of N.J.S.A. 19:44A-20.5.

It was also noted that the Township awarded several contracts through their participation in the Essex County and Morris County Cooperative Pricing Council and under the provisions of N.J.S.A. 40A:11-12, New Jersey State Purchasing Contracts.

**Collection of Interest on Delinquent Taxes and Assessments**

N.J.S.A. 54:4-67, as amended, provides the method for authorizing interest and the maximum rate 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 16, 2005 adopted the following resolution authorizing interest to be charged on delinquent taxes and assessments:

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

WHEREAS, R.S. 54:4-67 has been amended to permit the fixing of said rate of eight (8) percent per annum on the first \$1,500.00 of the delinquency and eighteen (18) percent per annum on any amount in excess of \$1,500.00;

NOW, THEREFORE, BE IT RESOLVED, on the 16th day of January, 2005, by the Township Committee of the Township of Maplewood, County of Essex, State of New Jersey as follows:

1. The Collector of Taxes is hereby authorized and directed to charge eight (8) percent per annum on the first \$1,500.00 of taxes becoming delinquent after the due date and eighteen (18) percent per annum on any delinquent amount of taxes in excess of \$1,500.00 becoming delinquent after the due date, subject to any abatement or discount for the late payment of taxes as provided by law.
2. Tax payments, due quarterly as billed, shall have a ten (10) day grace period from the due date in which a payment in cash, check or money order can be accepted without an interest penalty.
3. Any payment not made in accordance with paragraph two of this resolution shall be charged interest from the due date, as set forth in paragraph one of this resolution.

Our test of interest on delinquent taxes indicated that interest was collected in accordance with the provisions of the above resolution.

**Delinquent Taxes and Tax Title Liens**

Delinquent taxes, in the sum of \$26,408.06, exclusive of 2018, are summarized as follows:

<u>Year</u>	<u>Amount</u>
2015	\$ 5,505.22
2016	10,782.91
2017	10,119.93
	<u>\$ 26,408.06</u>

A tax sale was held on October 18, 2018 and was complete.

The following comparison is made of the number of tax title liens receivable on December 31<sup>st</sup> of the last three years:

<u>Year</u>	<u>Number of Certificates</u>
2018	8
2017	3
2016	3

Recourse to all means provided by the statutes should be taken to realize or eliminate tax title liens through collection or foreclosure in order to return such property to a tax paying basis.

**Verification of Delinquent Taxes and Other Charges**

A test verification of unpaid charges and current payments in accordance with the regulations of the Division of Local Government Services, consisted of notices as follows:

<u>Type</u>	<u>Number of Notices</u>
Payment of 2018 Taxes and 2019 Taxes	50
Payment of Sewer Rents	50
Delinquent Taxes	2
Delinquent Sewer Rents	10
Tax Title Liens	<u>1</u>
	<u>113</u>

There were no exceptions developed in connection with our examination.

**Revenue Collecting Officials**

Construction Code Official:

Receipting and record maintenance procedures implemented in the Office of the Construction Code Official appear to be in accordance with the provisions of the Uniform Construction Code of New Jersey and the precepts and directives of the New Jersey Division of Housing and Development in the Department of Community Affairs. The system mandates the use of standardized forms prepared and distributed by the State to all Chief Construction Code Officials. Private contracts may also maintain supplies of application forms. The forms are not prenumbered and their prescribed use eliminates such time-proven and inherent assurances of accountability, control of inspections and fiscal activity thus afforded. Reliance of the accuracy and integrity of all departmental activity is therefore necessarily placed upon internal numbering systems and recording practices.

Health Department:

*Finding 2018-1:*

The cash receipts book for the Health Department was not available for audit review.

It is recommended that the cash receipts book for revenue collected by the Health Department be available for audit review.

*Finding 2018-2:*

Supporting documentation for six months of turnover slips was not available for audit review.

It is recommended that supporting documentation for turnover slips for revenue collected by the Health Department be available for audit review.

Recreation Department:

*Finding 2018-3:*

The cash receipt books at 60 Woodland Road were not available for audit review for 60 Woodland rentals, security deposits and Burgdorff Center.

It is recommended that certain cash receipt books for revenue collected by the Recreation Department be available for audit review.

*Finding 2018-4:*

A detailed list of security deposits was prepared, however it was not in agreement with audit controls.

It is recommended that a detailed list of security deposits be reconciled to cash controls on a monthly basis.

*Finding 2018-5:*

Several cash receipts collected by the Recreation Department were not recorded in the cash receipts book which resulted in the inability to reconcile collections to the records of the Tax Collector.

It is recommended that more care be exercised in maintaining the cash receipts book for the Recreation Department and that collections be reconciled to the records of the Tax Collector on a monthly basis.

Public Works Department:

*Finding 2018-6:*

Several applications for the Public Works Department were not available for audit review.

It is recommended that all applications for the Public Works Department be available for audit review.

**Animal Control Trust Fund**

*Finding 2018-7:*

Several dog license reports reflecting license fees and amounts Due to the State of New Jersey were not filed on a timely basis.

It is recommended that dog license reports be filed with the State of New Jersey on a timely basis.

*Finding 2018-8:*

Three cat license tags and two dog license tags were not available for audit review.

It is recommended that all cat and dog license tags be available for audit review.

*Finding 2018-9:*

Several dog and cat license fees were paid late and were not charged the late fee.

It is recommended that all dog and cat license fees that pay after the due date be charged the proper late fee.

**Accounts Receivable**

*Finding 2018-10:*

A 2017 audit comment and recommendation regarding certain unpaid leases resulted in the adoption of a Township resolution cancelling those agreements and delinquent balances. Other leases, however, which remain unpaid in 2018, will be actively pursued for collection, and are detailed as follows:

<u>Purpose</u>	<u>Amount</u>
Current Fund:	
Revenue Accounts Receivable:	
Leases:	
Maplewood Village Condominium Association	\$ 3,000.00
YMCA	812.50

It is recommended that certain accounts receivable be reviewed and a determination made as to proper disposition.

**General Trust Fund**

*Finding 2018-11:*

A detailed list of Premiums on Tax Sale and Tax Title Lien Redemptions were prepared by the Tax Collector, however they were not in agreement with audit controls.

It is recommended that a detailed list of Premiums on Tax Sale and Tax Title Lien Redemptions be reconciled to cash controls on a monthly basis.

**Outside Employment of Off-Duty Police Officers**

*Finding 2018-12:*

According to Local Finance Notice #2000-14 "entities requesting the services of police officers be required to submit payment based on estimates of the work to be done in advance of services rendered." During our review it was noted that all entities receive services prior to depositing money with the Township.

It is recommended that fees for employment of off-duty police officers be collected by the Township before services are rendered, in accordance with regulations of the Division of Local Government Services.

## Federal and State Grants

### *Finding 2018-13:*

During our review it was noted that significant progress has been made to reduce the number of open grant funds. The following grant funds have not been realized or have not been fully expended:

	<u>Grants Receivable</u>	<u>Unexpended Balance</u>
<u>Federal and State Grant Fund</u>		
Body Armor Replacement:		
2014	\$	\$ 10,332.83
2016		5,804.00
2017		5,552.74
Clean Communities:		
2017		27,794.45
Municipal Alliance:		
FY 2018	321.92	337.92
Safe and Secure Communities:		
2017		39,013.00
Bulletproof Vest Program:		
2017		168.49
Sustainable Jersey Small Grant:		
2017		5,000.00
 <u>General Capital Fund</u>		
Community Development Block Grant:		
Woodland Road ADA Improvement Project - 2018	3,433.00	3,433.00
Federal Emergency Management Agency:		
2013	79,574.85	
New Jersey Transportation Trust Fund:		
Repaving of Parker Avenue (Section 3) - 2016	101,389.18	101,389.18
Reconstruction of Parking Avenue (Phase 2) - 2017	<u>10,000.00</u>	<u>10,000.00</u>
	<u>\$ 194,718.95</u>	<u>\$ 208,825.61</u>

It is recommended that certain grants be reviewed and appropriate action be taken as to their disposition.

## Swimming Pool Utility

### *Finding 2018-14:*

The supporting documentation was not in agreement with several turnover slips.

It is recommended that supporting documentation for swimming pool revenue be in agreement with the turnover slips.

### *Finding 2018-15:*

Revenue collected by the Recreation Department for swimming pool fees was not turned over to the Tax Collector within 48 hours after receipt, in accordance with the provisions of N.J.S.A. 40A:5-15.

It is recommended that collection procedures be reviewed for swimming pool revenue to ensure compliance with deposit provisions of N.J.S.A. 40A:5-15.

### Payroll Fund

During 2004, the Township of Maplewood contracted with ADP to be the third-party payroll service provider. ADP has the authority to withdraw funds from Township accounts and transfer these funds to their own accounts for the purpose of the payment to certain agencies with regard to payroll deductions.

An audit of the service provider's payroll account was not provided to the Township nor did our staff prepare such an audit. We did review certain records provided to the Township. It should be noted however, that we could not verify required payments of Federal and State agencies made by the service provider.

The Local Finance Board has adopted rules and regulations regarding third-party payroll vendors which are summarized in N.J.A.C. 5:30-17 and further provides authority for local governments to hire payroll service vendors to disburse funds to payroll agencies on behalf of the local unit.

In addition, Local Finance Notice 2009-18 has offered additional safeguards with respect to third-party payroll services.

#### *Finding 2018-16:*

A list of payroll deductions payable was not in agreement with the audit control balance, as detailed in the following schedule:

List	\$ 178,956.62
Audit Control Balance	<u>173,434.59</u>
Difference	<u>\$ 5,522.03</u>

It is recommended that the detailed listing supporting the account balance for payroll deductions payable be reconciled to master controls.

### Municipal Court

A statutory report on the operations of the Municipal Court has been prepared and copies filed with the New Jersey Administrative Office of the Courts, the Division of Local Government Services, the Municipal Court and the Township Clerk.

Collections of the Court are summarized as follows:

<u>Agency</u>	<u>Balance</u> <u>Dec. 31, 2017</u>	<u>Receipts</u>	<u>Disbursements</u>	<u>Balance</u> <u>Dec. 31, 2018</u>
State of New Jersey	\$ 13,495.22	\$ 231,499.77	\$ 226,806.94	\$ 18,188.05
County	4,614.25	90,718.00	88,296.37	7,035.88
Municipality	29,710.03	470,503.97	457,635.43	42,578.57
Other Agencies and Sources	458.48	10,550.14	10,537.66	470.96
Cash Bail	<u>1,615.00</u>	<u>26,828.00</u>	<u>27,093.00</u>	<u>1,350.00</u>
	<u>\$ 49,892.98</u>	<u>\$ 830,099.88</u>	<u>\$ 810,369.40</u>	<u>\$ 69,623.46</u>

### Corrective Action Plan

In accordance with the requirements of the Single Audit Act and regulations of the Division of Local Government Services, a corrective action plan must be prepared by the Chief Financial Officer, filed with the Division of Local Government Services within sixty days from the date the audit is received by the Governing Body and approved by resolution of the Township Committee.

The Corrective Action Plan was prepared by the Chief Financial Officer and filed in accordance with the aforementioned regulations.

### **Status of Prior Years' Audit Recommendations**

A review was performed on all prior years' recommendations and corrective action was taken on all with the exception of those recommendations marked with an asterisk.

### **Miscellaneous**

Revenue and receipts were established and verified as to source and amount only insofar as the local records permitted.

No responsibility for reporting is assumed for liabilities arising from matters in litigation, contingent liabilities or from projects funded by Federal, State or other sources that may not be included in the Township Budget as adopted or amended; not subjected to Township ordinance or resolution; and not recorded on the general books and records of the Township.

All sums of outstanding checks, shown in cash reconciliations herein, are in agreement with the adjusted records of the Township.

Individual payments of the Local School District Tax by the municipality were confirmed as received by the Secretary of the Board of Education for the year 2018.

A report summarizing collections of Dog License Fees and remittances of State Registration Fees was prepared and filed with the New Jersey Department of Health and the Division of Local Government Services for the year 2018.

The Uniform Construction Code Enforcement Fee Report has been prepared and filed with the New Jersey Department of Community Affairs for the year 2018.

The number of areas commented upon in this report and the resulting recommendations are for the purpose of attaining a more efficient and fiscally sound operation. It is urged that effort be initiated by the Governing Body to implement the resulting recommendations.

One copy of this report was filed with the New Jersey Division of Local Government Services in the Department of Community Affairs.

A summary or synopsis of this report was prepared for publication and filed with the Township Clerk.



## RECOMMENDATIONS

Page numbers refer to related comments and pertinent matters discussed herein.

	<u>Page Number Reference</u>
That the cash receipts book for revenue collected by the Health Department and Recreation Department be available for audit review.	165
That supporting documentation for turnover slips for revenue collected by the Health Department be available for audit review.	165
That a detailed list of security deposits be reconciled to cash controls on a monthly basis.	166
That more care be exercised in maintaining the cash receipts book for the Recreation Department and that collections be reconciled to the records of the Tax Collector on a monthly basis.	166
That all applications for the Public Works Department be available for audit review.	166
* That dog license reports be filed with the State of New Jersey on a timely basis.	166
* That all cat and dog license tags be available for audit review.	166
That all dog and cat license fees that pay after the due date be charged the proper late fee.	166
That certain accounts receivable be reviewed and a determination made as to proper disposition.	167
* That a detailed list of Premiums on Tax Sale and Tax Title Lien Redemptions be reconciled to cash controls on a monthly basis.	167
* That fees for employment of off-duty police officers be collected by the Township before services are rendered, in accordance with the regulations of the Division of Local Government Services.	167
* That certain grants be reviewed and appropriate action be taken as to their disposition.	168
* That supporting documentation for swimming pool revenue be in agreement with the turnover slips.	168
That collection procedures be reviewed for swimming pool revenue to ensure compliance with deposit provisions of N.J.S.A. 40A-15.	168
* That the detailed listing supporting the account balance for payroll deductions payable be reconciled to master controls.	169

\* \* \*

\*Repeated from prior year.

The foregoing comments and resultant recommendations are not of sufficient materiality whereby they would affect our ability to express an opinion on the financial statements taken as a whole.

We shall be pleased to confer on any questions that might arise with respect to any matters in this report.

We desire to express our appreciation for the courtesy and cooperation extended to us by Township officials and employees during the course of the examination.

Respectfully submitted,



SAMUEL KLEIN AND COMPANY  
CERTIFIED PUBLIC ACCOUNTANTS



JOSEPH J. FACCONI, RMA, PA

Newark, New Jersey  
June 27, 2019

