

# ANNUAL FINANCIAL STATEMENT FOR THE YEAR 2016 (UNAUDITED)

POPULATION LAST CENSUS 4,436  
 NET VALUATION TAXABLE 2016 276,811,603  
 MUNICICODE 0425

## FIVE DOLLARS PER DAY PENALTY IF NOT FILED BY: COUNTIES - JANUARY 26, 2017 MUNICIPALITIES - FEBRUARY 10, 2017


ANNUAL FINANCIAL STATEMENT REQUIRED TO BE FILED UNDER NEW JERSEY STATUTES ANNOTATED 40A:5-12, AS AMENDED, COMBINED WITH INFORMATION REQUIRED PRIOR TO CERTIFICATION OF BUDGETS BY THE DIRECTOR OF THE DIVISION OF LOCAL GOVERNMENT SERVICES.

Borough of Mount Ephraim, County of Camden

**SEE BACK COVER FOR INDEX AND INSTRUCTIONS.  
 DO NOT USE THESE SPACES**

	Date	Examined By:
1		Preliminary Check
2		Examined

I hereby certify that the debt shown on Sheets 31 to 34a, 49 to 51a and 63 to 65a are complete, were computed by me and can be supported upon demand by a register or other detailed analysis


Signature   
 Title Registered Municipal Accountant

(This must be signed by Chief Financial Officer, Comptroller, Auditor or Registered Municipal Accountant.)

**REQUIRED CERTIFICATION BY THE CHIEF FINANCIAL OFFICER:**

I hereby certify that I am responsible for filing this verified Annual Financial Statement, (which I have prepared) or (which I have not prepared) [eliminate one] and information required also included herein and that this Statement is an exact copy of the original on file with the clerk of the governing body, that all calculations, extensions and additions are correct, that no transfers have been made to or from emergency appropriations and all statements contained herein are in proof; I further certify that this statement is correct insofar as I can determine from all the books and records kept and maintained in the Local Unit.

Further, I do hereby certify that I, David McPeak, am the Chief Financial Officer, License # NO466, of the Borough of Camden and that the Mount Ephraim, County of Camden statements annexed hereto and made a part hereof are true statements of the financial condition of the Local Unit as at December 31, 2016, completely in compliance with N.J.S. 40A:5-12, as amended. I also give complete assurances as to the veracity of required information included herein, needed prior to certification by the Director of Local Government Services, including the verification of cash balances as of December 31, 2016.

Signature   
 Title Chief Financial Officer  
 Address 121 S. Blackhorse Pike, Mount Ephraim, NJ 08059  
 Phone Number (856) 931-1546  
 Fax Number (856) 931-5167  
 Email davem@camdencounty.com

IT IS HEREBY INCUMBENT UPON THE CHIEF FINANCIAL OFFICER, WHEN NOT PREPARED BY SAID, AT A MINIMUM MUST REVIEW THE CONTENTS OF THIS ANNUAL FINANCIAL STATEMENT WITH THE PREPARER, SO AS TO BE FAMILIAR WITH THE REPRESENTATIONS AND ASSERTIONS MADE HEREIN.

**THE REQUIRED CERTIFICATION BY AN RMA IS AS FOLLOWS:**

Preparation by Registered Municipal Accountant (Statement of Statutory Auditor Only)

I have prepared the post-closing trial balances, related statements and analyses included in the accompanying Annual Financial Statement from the books of account and records made available to me by the \_\_\_\_\_ Borough of \_\_\_\_\_ Mount Ephraim \_\_\_\_\_ as of December 31, 20 16 and have applied certain agreed-upon procedures thereon as promulgated by the Division of Local Government Services, solely to assist the Chief Financial Officer in connection with the filing of the Annual Financial Statement for the year then ended as required by N.J.S. 40A:5-12, as amended.

Because the agreed-upon procedures do not constitute an examination of accounts made in accordance with generally accepted auditing standards, I do not express an opinion on any of the post-closing trial balances, related statements and analyses. In connection with the agreed-upon procedures, (except for circumstances as set forth below, no matters) or (no matters) [eliminate one] came to my attention that caused me to believe that the Annual Financial Statement for the year ended 2016 is not in substantial compliance with the requirements of the State of New Jersey, Department of Community Affairs, Division of Local Government Services. Had I performed additional procedures or had I made an examination of the financial statements in accordance with generally accepted auditing standards, other matters might have come to my attention that would have been reported to the governing body and the Division. This Annual Financial Statement relates only to the accounts and items prescribed by the Division and does not extend to the financial statements of the municipality/county, taken as a whole.

Listing of agreed-upon procedures not performed and/or matters coming to my attention of which the Director should be informed:

NONE



\_\_\_\_\_  
(Registered Municipal Accountant)  
Inverso & Stewart, LLC  
\_\_\_\_\_  
(Firm Name)  
651 Route 73 North, Suite 402  
\_\_\_\_\_  
(Address)  
Marlton, NJ 08053  
\_\_\_\_\_  
(Address)  
(856) 983-2244  
\_\_\_\_\_  
(Phone Number)  
iscpas@concentric.net  
\_\_\_\_\_  
(Email)  
(856) 983-6674  
\_\_\_\_\_  
(Fax Number)


Certified by me

This 10th day of February, 2017

**UNIFORM CONSTRUCTION CODE CERTIFICATION  
BY CONSTRUCTION CODE OFFICIAL**

\_\_\_\_\_

The undersigned certifies that the municipality has compiled with the regulations governing revenues generated by uniform construction code fees and expenditures for construction code operations for fiscal year 2016 as required under N.J.A.C. 5:23-4.17.

Printed Name: Stephen R. Beach  
Signature:   
Certificate #: 005992  
Date: 2/7/2017


**MUNICIPAL BUDGET LOCAL EXAMINATION QUALIFICATION CERTIFICATION**  
**BY**  
**CHIEF FINANCIAL OFFICER**

*One of the following Certifications must be signed by the Chief Financial Officer if your municipality is eligible for local examination.*

**CERTIFICATION OF QUALIFYING MUNICIPALITY**

1. The outstanding indebtedness of the previous fiscal year is **not in excess of 3.5%**
2. All emergencies approved for the previous fiscal year **did not exceed 3%** of total appropriations;
3. The tax collection rate **exceeded 90%**
4. Total deferred charges **did not equal or exceed 4%** of the total tax levy;
5. There were **no "procedural deficiencies"** noted by the registered municipal accountant on Sheet 1a of the Annual Financial Statement; and
6. There was **no operating deficit** for the previous fiscal year.
7. The municipality **did not** conduct an accelerated tax sale for less than 3 consecutive years.
8. The municipality **did not** conduct a tax levy sale the previous fiscal year and does not plan to conduct one in the current year.
9. The current year budget does **not** contain a levy or appropriation "CAP" referendum.
10. The municipality will not apply for Transitional Aid for 2017.

The undersigned certifies that this municipality has complied in full in meeting A.L.J. of the above criteria in determining its qualification for local examination of its Budget in accordance with N.J.A.C. 5:30-7.5.

Municipality: Borough of Mount Ephraim  
Chief Financial Officer: David McPeak  
Signature:   
Certificate #: NO466  
Date: 2/9/2017

**CERTIFICATION OF NON-QUALIFYING MUNICIPALITY**

The undersigned certifies that this municipality does not meet Item(s)# of the criteria above and therefore does not qualify for local examination of its Budget in accordance with N.J.A.C. 5:30-7.5.

Municipality: \_\_\_\_\_  
Chief Financial Officer: \_\_\_\_\_  
Signature: \_\_\_\_\_  
Certificate #: \_\_\_\_\_  
Date: \_\_\_\_\_

21-6000901  
Fed I.D. #

Borough of Mount Ephraim  
Municipality

Camden  
County

**Report of Federal and State Financial Assistance  
Expenditures of Awards**

Fiscal Year Ending: 12/31/2016

	(1)	(2)	(3)
Federal Programs Expended (administered by the State)			Other Federal Programs Expended
		State Programs Expended	
TOTAL \$	<u>9,675.56</u>	\$ <u>20,015.43</u>	\$ _____

Type of Audit required by US Uniform Guidance and NJ OMB 15-08:

- \_\_\_\_\_ Single Audit
- \_\_\_\_\_ Program Specific Audit
- X \_\_\_\_\_ Financial Statement Audit Performed in Accordance With Government Auditing Standards (Yellow Book)

Note: All local governments, who are recipients of federal and state awards (financial assistance), must report the total amount of federal and state funds expended during its fiscal year and the type of audit required to comply with US Uniform Guidance and OMB 15-08. The single audit threshold has been increased to \$750,000 beginning with fiscal year starting 1/1/2015.

- (1) Report expenditures from federal pass-through programs received directly from state governments. Federal pass-through funds can be identified by the Catalog of Federal Domestic Assistance (CFDA) number reported in the State's grant/contract agreements.
- (2) Report expenditures from state programs received directly from state government or indirectly from pass-through entities. **Exclude state aid (i.e., CMPTRA, Energy Receipts tax, etc.) since there are no compliance requirements.**
- (3) Report expenditures from federal programs received directly from the federal government or indirectly from entities other than state governments.

  
\_\_\_\_\_  
Signature Of Chief Financial Officer      Sheet 1d      2/9/2017  
Date

**IMPORTANT!**  
**READ INSTRUCTIONS**

**INSTRUCTION**

The following certification is to be used **ONLY** in the event there is **NO** municipality operated utility.

If there is a utility operated by the municipality or if a "utility fund" existed on the books of account, do not sign this statement and do not remove any of the **UTILITY** sheets from the document.

**CERTIFICATION**

I hereby certify that there was no "utility fund" on the books of account and there was no utility owned and operated by the Borough of Mount Ephraim, County of Camden during the year 2016 and that sheets 40 to 68 are unnecessary.

I have therefore removed from this statement the sheets pertaining only to utilities

Name *John A CPA RMA*

Title Registered Municipal Accountant

(This must be signed by the Chief Financial Officer, Comptroller, Auditor or Registered Municipal Accountant.)

**NOTE:**

When removing the utility sheets, please be sure to refasten the "index" sheet (the last sheet in the statement) in order to provide a protective cover sheet to the back of the document.

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**MUNICIPAL CERTIFICATION OF TAXABLE PROPERTY AS OF OCTOBER 1, 2016**

Certification is hereby made that the Net Valuation Taxable of property liable to taxation for the tax year 2017 and filed with the County Board of Taxation on January 10, 2017 in accordance with the requirement of N.J.S.A. 54:4-35, was in the amount of \$ *276,071,900*.

*[Signature]*  
SIGNATURE OF TAX ASSESSOR

Borough of Mount Ephraim  
MUNICIPALITY

Camden  
COUNTY

NOTE THAT A TRIAL BALANCE IS REQUIRED AND NOT A BALANCE SHEET  
**POST CLOSING**  
**TRIAL BALANCE - CURRENT FUND**  
AS AT DECEMBER 31, 2016

Cash Liabilities Must be Subtotalled and Subtotal Must be Marked With "C" - Taxes Receivable Must Be Subtotalled

Title of Account	Debit	Credit
Cash	2,140,297.70	
Change Fund	150.00	
<b>Total Cash and Investments</b>	<b>2,140,447.70</b>	
Receivables with Reserves		
Taxes Receivable 2016	180,513.18	
Prior Year Taxes Receivable	6,358.15	
<b>Total Taxes Receivable</b>	<b>186,871.33</b>	
Tax Title Liens	93,302.81	
Property Acquired for Taxes	9,400.00	
Sewer Rents Receivable	10,858.07	
Other Accounts Receivable	2,305.83	
Due from Other Trust Fund	21,535.33	
Due from Federal and State Grant Fund	52,437.03	
Due from General Capital Fund	11,914.96	
Deferred Charge - Special Emergency	51,000.00	
Appropriation Reserves		281,567.96
Encumbrances Payable		67,048.34
Due to State of N.J. - Vets/SC		1,500.00
Due County - Added and Omitted Taxes		3,777.83
Due Local School Taxes		216,361.40
Tax Overpayments		11,491.83
Prepaid Taxes		80,310.42
Sewer Overpayments		834.03
Due to Federal and State Grant Fund		26,659.72
Due to Other Trust Fund		57,145.50
Due to Capital Fund		342,835.69
Reserve for Revaluation		4,824.61
Reserve for Codification of Ordinances		4,385.62
Due State of N.J. - Marriage Licenses		25.00
Due State of N.J. - DCA Fees		732.00
<b>Total Cash Liabilities</b>		<b>1,099,499.95 "C"</b>
Balance Forward	2,580,073.06	1,099,499.95

(Do not crowd - add additional sheets)













**Schedule of Trust Fund Reserves**

	<u>Purpose</u>	Amount		<u>Receipts</u>	<u>Disbursements</u>	Balance as at <u>Dec. 31, 2016</u>	
		<u>Dec. 31, 2015</u>	<u>per Audit Report</u>				
1.	Law Enforcement	\$	10,269.91	\$	77.79	\$	7,397.70
2.	Tax Title Lien		12,782.81		206,944.14		10,293.06
3.	Escrow		133,713.72		8,979.54		136,812.01
4.	Unemployment Compensation		1,680.85		19,424.31		203.17
5.	Off Duty Police		14,060.11		100,606.12		17,592.91
6.	Public Defender		5,602.50		6,009.50		11,612.00
7.	POAA Fees		93.05		14.00		107.05
8.	Police Donations		120.93		0.31		121.24
9.	Tax Sale Premiums		167,600.00		206,100.00		234,000.00
10.							
11.							
12.							
13.							
14.							
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16.							
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20.							
21.							
22.							
23.							
24.							
25.							
26.							
27.							
28.							
29.							
30.							
	Totals:	\$	345,923.88		548,155.71		418,139.14
					475,940.45	\$	

# ANALYSIS OF TRUST ASSESSMENT CASH AND INVESTMENTS PLEDGED TO LIABILITIES AND SURPLUS

Title of Liability to which Cash and Investments are Pledged	Audit		Balance		Dec. 31, 2015		Assessments and Liens		Current		Budget		RECEIPTS		Disbursements		Balance		Dec. 31, 2016	
	XX	XXXXXX	XX	XXXXXX	XX	XXXXXX	XX	XXXXXX	XX	XXXXXX	XX	XXXXXX	XX	XXXXXX	XX	XXXXXX	XX	XXXXXX	XX	XXXXXX
Assessment Serial Bond Issues:	XX	XXXXXX	XX	XXXXXX	XX	XXXXXX	XX	XXXXXX	XX	XXXXXX	XX	XXXXXX	XX	XXXXXX	XX	XXXXXX	XX	XXXXXX	XX	XXXXXX
Not Applicable																				
Assessment Bond Anticipation Note Issues:	XX	XXXXXX	XX	XXXXXX	XX	XXXXXX	XX	XXXXXX	XX	XXXXXX	XX	XXXXXX	XX	XXXXXX	XX	XXXXXX	XX	XXXXXX	XX	XXXXXX
Other Liabilities																				
Trust Surplus																				
Less Assets "Unfinanced"	XX	XXXXXX	XX	XXXXXX	XX	XXXXXX	XX	XXXXXX	XX	XXXXXX	XX	XXXXXX	XX	XXXXXX	XX	XXXXXX	XX	XXXXXX	XX	XXXXXX

# POST CLOSING TRIAL BALANCE - GENERAL CAPITAL FUND

AS AT DECEMBER 31, 2016

Title of Account	Debit	Credit
Est. Proceeds Bonds and Notes Authorized	613,248.00	XXXXXXXXXX
Bonds and Notes Authorized but Not Issued	XXXXXXXXXX	613,248.00
Cash	21,706.08	
Due from Current Fund	342,835.69	
Due from Federal and State Grant Fund	779,182.81	
Due from NJDOT	243,497.75	
Due from Camden County Improvement Authority	4,035.37	
Amount to be Provided by Leases	394,000.00	
Deferred Charges to Future Taxation:		
Funded	5,160,000.00	
Unfunded	847,898.00	
Encumbrances payables		
Serial Bonds Payable		5,160,000.00
Bond Anticipation Notes		234,650.00
Obligations Under Capital Lease		394,000.00
Improvement Authorizations:		
Funded		391,800.22
Unfunded		683,791.28
Capital Improvement Fund		35.10
Reserve for Bond Anticipation Notes		916,914.34
Due to Current Fund		11,914.96
Fund Balance		49.80
Total	8,406,403.70	8,406,403.70

(Do not crowd - add additional sheets)







**MUNICIPALITIES AND COUNTIES  
FEDERAL AND STATE GRANTS RECEIVABLE**

Grant	Balance Jan. 1, 2016	2016 Budget Revenue Realized	Received	Transfer from Unappropriated Reserves	Transfer to Unappropriated Reserves	Canceled	Balance Dec. 31, 2016
Alcohol Education and Rehab							-
Clean Communities Grant		11,104.12	11,104.12				-
NJ TTPA Grant - Roosevelt	20,012.77						20,012.77
Recycling Program			5,958.93		5,958.93		-
Open Space Preservation Trust Fund	25,002.13						25,002.13
County Recreation Facility Enhancement	50,000.00		23,180.10				26,819.90
County Recreation Facility Enhancement	25,000.00						25,000.00
Community Development Block Grant	240.00						240.00
Community Development Block Grant - Year 35	16,000.00						16,000.00
Community Development Block Grant - Year 36	20,000.00						20,000.00
Community Development Block Grant - Year 36 (Supp)	82,000.00						82,000.00
Community Development Block Grant - Year 37	22,600.00						22,600.00
Drunk Driving Enforcement	6,650.03					6,650.03	-
Bulletproof Vest							-
Body Armor Replacement Fund		1,542.58	3,273.58		1,731.00		-
Drive Sober or Get Pulled Over							-
Totals	162,904.93	117,246.70	43,516.73	-	7,689.93	6,650.03	237,674.80

Sheet 10

**SCHEDULE OF APPROPRIATED RESERVES FOR  
FEDERAL AND STATE GRANTS**

Grant	Balance Jan. 1, 2016	Transferred from 2016		Prior Year Encumbrances	Expended	Canceled	Balance Dec. 31, 2016
		Budget Appropriations	Appropriation By 40A:4-87				
Drunk Driving Enforcement Fund (Over the Limit)	20,691.97				4,887.95	6,650.03	9,153.99
Recycling Tonnage Grant	1,713.15				1,662.22		50.93
Alcohol Education & Rehab Program	3,112.02				2,600.50		511.52
Body Armor Grant	1,556.53	1,542.58			2,146.00		953.11
Clean Communities	10,764.40	11,104.12		95.45	8,718.76		13,245.21
Open Space Preservation Trust Fund	306.92						306.92
County Recreation Facility Enhancement	85.53						85.53
County Recreation Facility Enhancement	192.91						192.91
NJ Transportation Trust - Delaware Avenue	10,657.25						10,657.25
NJ Transportation Trust - Roosevelt	20,409.77						20,409.77
Statewide Domestic Preparedness	67.81						67.81
Drive Sober or Get Pulled Over	2,200.00						2,200.00
Community Development Block Grant - Year 35	240.00		2,373.75		2,373.75		240.00
Community Development Block Grant - Year 36	16,959.94				7,301.81		9,658.13
Community Development Block Grant - Year 36 - Supp	82,000.00						82,000.00
Community Development Block Grant - Year 37		22,600.00					22,600.00
Bulletproof Vest	496.00						496.00
Totals	89,454.20	104,600.00	12,646.70	2,469.20	29,690.99	-	172,829.08



# \*LOCAL DISTRICT SCHOOL TAX

	Debit	Credit
Balance January 1, 2016	XXXXXXXXXX XX	XXXXXXXXXX XX
School Tax Payable # 85001-00		51,148.40
School Tax Deferred (Not in excess of 50% of Levy - 2015 - 2016)	XXXXXXXXXX XX	
Levy School Year July 1, 2016 - June 30, 2017	XXXXXXXXXX XX	6,153,795.00
Levy Calendar Year 2016	XXXXXXXXXX XX	
Paid	5,988,582.00	XXXXXXXXXX XX
Balance December 31, 2016	XXXXXXXXXX XX	XXXXXXXXXX XX
School Tax Payable # 85003-00		216,361.40
School Tax Deferred (Not in excess of 50% of Levy - 2016 - 2017)	216,361.40	
	6,204,943.40	XXXXXXXXXX XX

\* Not including Type I school debt service, emergency authorizations-schools, transfer to

Board of Education for use of local schools

# Must include unpaid requisitions

# MUNICIPAL OPEN SPACE TAX

	Debit	Credit
Not Applicable		
Balance January 1, 2016	XXXXXXXXXX XX	
2016 Levy	XXXXXXXXXX XX	
Interest Earned	XXXXXXXXXX XX	
Expenditures		XXXXXXXXXX XX
Balance December 31, 2016		XXXXXXXXXX XX

# REGIONAL SCHOOL TAX

(Provide a separate statement for each Regional District involved)

Not Applicable	Debit	Credit
Balance January 1, 2016	XXXXXXXXXX	XXXXXXXXXX XX
School Tax Payable # 85031-00		
School Tax Deferred	XXXXXXXXXX	XX
(Not in excess of 50% of Levy - 2015 - 2016) 85032-00	XXXXXXXXXX	XX
Levy School Year July 1, 2016 - June 30, 2017	XXXXXXXXXX	XX
Levy Calendar Year 2016	XXXXXXXXXX	XX
Paid		XXXXXXXXXX XX
Balance December 31, 2016	XXXXXXXXXX	XXXXXXXXXX XX
School Tax Payable # 85033-00		
School Tax Deferred		XXXXXXXXXX XX
(Not in excess of 50% of Levy - 2016 - 2017) 85034-00		XXXXXXXXXX XX
# Must include unpaid requisitions		

# REGIONAL HIGH SCHOOL TAX

Not Applicable	Debit	Credit
Balance January 1, 2016	XXXXXXXXXX	XXXXXXXXXX XX
School Tax Payable # 85041-00		
School Tax Deferred	XXXXXXXXXX	XX
(Not in excess of 50% of Levy - 2015 - 2016) 85042-00	XXXXXXXXXX	XX
Levy School Year July 1, 2016 - June 30, 2017	XXXXXXXXXX	XX
Levy Calendar Year 2016	XXXXXXXXXX	XX
Paid		XXXXXXXXXX XX
Balance December 31, 2016	XXXXXXXXXX	XXXXXXXXXX XX
School Tax Payable # 85043-00		
School Tax Deferred		XXXXXXXXXX XX
(Not in excess of 50% of Levy - 2016 - 2017) 85044-00		XXXXXXXXXX XX
# Must include unpaid requisitions		

# COUNTY TAXES PAYABLE

	Debit	Credit
Balance January 1, 2016	XXXXXXXXXX	XXXXXXXXXX XX
County Taxes	XXXXXXXXXX	XXXXXXXXXX
Due County for Added and Omitted Taxes	XXXXXXXXXX	1,845.76
2016 Levy:		
General County	XXXXXXXXXX	XXXXXXXXXX XX
County Library	XXXXXXXXXX	2,281,367.71
County Health	XXXXXXXXXX	143,195.10
County Open Space Preservation	XXXXXXXXXX	55,974.01
Due County for Added and Omitted Taxes	XXXXXXXXXX	3,777.83
Paid	2,482,382.58	XXXXXXXXXX XX
Balance December 31, 2016	XXXXXXXXXX	XXXXXXXXXX XX
County Taxes		XXXXXXXXXX XX
Due County for Added and Omitted Taxes	3,777.83	XXXXXXXXXX XX
	2,486,160.41	2,486,160.41

# SPECIAL DISTRICT TAXES

	Debit	Credit
Not Applicable		
Balance January 1, 2016	XXXXXXXXXX	XX
2016 Levy: (List Each Type of District Tax Separately - see Footnote)		
Fire - 81108-00	XXXXXXXXXX	XXXXXXXXXX XX
Sewer - 81111-00	XXXXXXXXXX	XXXXXXXXXX XX
Water - 81112-00	XXXXXXXXXX	XXXXXXXXXX XX
Garbage - 81109-00	XXXXXXXXXX	XXXXXXXXXX XX
Open Space - 81105-00	XXXXXXXXXX	XXXXXXXXXX XX
Total 2016 Levy	XXXXXXXXXX	XXXXXXXXXX XX
Paid	XXXXXXXXXX	XXXXXXXXXX XX
Balance December 31, 2016	XXXXXXXXXX	XXXXXXXXXX XX

Footnote: Please state the number of districts in each instance

**STATE LIBRARY AID**  
**RESERVE FOR MAINTENANCE OF FREE PUBLIC LIBRARY WITH STATE AID**

	Not Applicable	Debit		Credit
Balance January 1, 2016	80004-01	XXXXXXXXXX	XX	
State Library Aid Received in 2016	80004-02	XXXXXXXXXX	XX	
Expended	80004-09			XXXXXXXXXX XX
Balance December 31, 2016	80004-10			
			0.00	0.00

**RESERVE FOR EXPENSE OF PARTICIPATION IN FREE COUNTY LIBRARY WITH STATE AID**

Balance January 1, 2016	80004-03	XXXXXXXXXX	XX	
State Library Aid Received in 2016	80004-04	XXXXXXXXXX	XX	
Expended	80004-11			XXXXXXXXXX XX
Balance December 31, 2016	80004-12			

**RESERVE FOR AID TO LIBRARY OR READING ROOM WITH STATE AID (N.J.S.A. 40:54-35)**

Balance January 1, 2016	80004-05	XXXXXXXXXX	XX	
State Library Aid Received in 2016	80004-06	XXXXXXXXXX	XX	
Expended	80004-13			XXXXXXXXXX XX
Balance December 31, 2016	80004-14			

**RESERVE FOR LIBRARY SERVICES WITH FEDERAL AID**

Balance January 1, 2016	80004-07	XXXXXXXXXX	XX	
State Library Aid Received in 2016	80004-08	XXXXXXXXXX	XX	
Expended	80004-15			XXXXXXXXXX XX
Balance December 31, 2016	80004-16			



# STATEMENT OF GENERAL BUDGET REVENUES 2016

Source	Budget -01	Realized -02	Excess or Deficit* -03
Surplus Anticipated	424,500.00	424,500.00	0.00
Surplus Anticipated with Prior Written Consent of Director of Local Government	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX
Miscellaneous Revenue Anticipated:	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX
Adopted Budget	1,451,784.00	1,518,906.88	67,122.88
Added by N.J.S. 40A:4-87: (List on 17a)	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX
	12,646.70	12,646.70	
Total Miscellaneous Revenue Anticipated	1,464,430.70	1,531,553.58	67,122.88
Receipts from Delinquent Taxes	200,000.00	229,162.19	29,162.19
Amount to be Raised by Taxation:	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX
(a) Local Tax for Municipal Purposes	3,562,216.00	XXXXXXXXXX	XXXXXXXXXX
(b) Addition to Local District School Tax	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX
Total Amount to be Raised by Taxation	3,562,216.00	3,675,441.00	113,225.00
	5,651,146.70	5,860,656.77	209,510.07

## ALLOCATION OF CURRENT TAX COLLECTIONS

	Debit	Credit
Current Taxes Realized in Cash (Total of Item 10 or 14 on Sheet 22)	XXXXXXXXXX	12,015,042.65
Amount to be Raised by Taxation	XXXXXXXXXX	XXXXXXXXXX
Local District School Tax	6,153,795.00	XXXXXXXXXX
Regional School Tax	XXXXXXXXXX	XXXXXXXXXX
Regional High School Tax	XXXXXXXXXX	XXXXXXXXXX
County Taxes	2,480,536.82	XXXXXXXXXX
Due County for Added and Omitted Taxes	3,777.83	XXXXXXXXXX
Special District Taxes	XXXXXXXXXX	XXXXXXXXXX
Municipal Open Space Tax	XXXXXXXXXX	XXXXXXXXXX
Reserve for Uncollected Taxes	XXXXXXXXXX	298,508.00
Deficit in Required Collection of Current Taxes (or)	XXXXXXXXXX	XXXXXXXXXX
Balance for Support of Municipal Budget (or)	3,675,441.00	XXXXXXXXXX
*Excess Non-Budget Revenue (see footnote)	XXXXXXXXXX	XXXXXXXXXX
*Deficit Non-Budget Revenue (see footnote)	XXXXXXXXXX	XXXXXXXXXX
	12,313,550.65	12,313,550.65

\* These items are applicable only when there is no "Amount to be Raised by Taxation" in the "Budget" column of the statement at the top of this sheet. In such instances, any excess or deficit in the above allocation would apply to "Non-Budget Revenue" only.



# STATEMENT OF GENERAL BUDGET APPROPRIATIONS 2016

2016 Budget as Adopted	80012-01	5,638,500.00
2016 Budget - Added by N.J.S. 40A:4-87	80012-02	12,646.70
Appropriated for 2016 (Budget Statement Item 9)	80012-03	5,651,146.70
Appropriated for 2016 by Emergency Appropriation (Budget Statement Item 9)	80012-04	
Total General Appropriations (Budget Statement Item 9)	80012-05	5,651,146.70
Add: Overexpenditures (see footnote)	80012-06	
Total Appropriations and Overexpenditures	80012-07	5,651,146.70
Deduct Expenditures:		
Paid or Charged [Budget Statement Item (L)]	80012-08	4,945,975.15
Paid or Charged - Reserve for Uncollected Taxes	80012-09	298,508.00
Reserved	80012-10	281,567.96
Total Expenditures	80012-11	5,526,051.11
Unexpended Balances Canceled (see footnote)	80012-12	125,095.59

**FOOTNOTES - RE: OVEREXPENDITURES**

Every appropriation overexpended in the budget document must be marked with an \* and must agree in the aggregate with this item.

RE: UNEXPENDED BALANCES CANCELED:

Are not to be shown as "Paid or Charged" in the budget document. In all instances "Total Appropriations" and "Overexpenditures" must equal the sum of "Total Expenditures" and "Unexpended Balances Canceled".

## SCHEDULE OF EMERGENCY APPROPRIATIONS FOR LOCAL DISTRICT SCHOOL PURPOSES

(EXCEPT FOR TYPE I SCHOOL DEBT SERVICE)

2016 Authorizations	Not Applicable	
N.J.S. 40A:4-46 (After adoption of Budget)		
N.J.S. 40A:4-20 (Prior to adoption of Budget)		
Total Authorizations		
Deduct Expenditures:		
Paid or Charged		
Reserved		
Total Expenditures		

# RESULTS OF 2016 OPERATION

## CURRENT FUND

	Debit	Credit
Excess of anticipated Revenues:	XXXXXXXXXX	XXXXXXXXXX
Miscellaneous Revenues anticipated	XXXXXXXXXX	67,122.88
Delinquent Tax Collections	XXXXXXXXXX	29,162.19
	XXXXXXXXXX	
Required Collection of Current Taxes	XXXXXXXXXX	113,225.00
Unexpended Balances of 2016 Budget Appropriations	XXXXXXXXXX	125,095.59
Miscellaneous Revenue Not Anticipated	XXXXXXXXXX	226,716.54
Miscellaneous Revenue Not Anticipated:		
Proceeds of Sale of Foreclosed Property (Sheet 27)	XXXXXXXXXX	
Payments in Lieu of Taxes on Real Property	XXXXXXXXXX	
Sale of Municipal Assets	XXXXXXXXXX	
Unexpended Balances of 2015 Appropriation Reserves	XXXXXXXXXX	222,616.77
Prior Years Interfunds Returned in 2016	XXXXXXXXXX	
Tax Overpayments Cancelled	XXXXXXXXXX	1.32
	XXXXXXXXXX	
	XXXXXXXXXX	
Deferred School Tax Revenue: (See School Taxes, Sheets 13 & 14)	XXXXXXXXXX	XXXXXXXXXX
Balance January 1, 2016		XXXXXXXXXX
Balance December 31, 2016	XXXXXXXXXX	
Deficit in Anticipated Revenues:	XXXXXXXXXX	XXXXXXXXXX
Miscellaneous Revenues Anticipated		XXXXXXXXXX
Delinquent Tax Collections		XXXXXXXXXX
		XXXXXXXXXX
Required Collection of Current Taxes		XXXXXXXXXX
Reserve for Receivable	2,305.83	XXXXXXXXXX
Canceled Senior Citizens Receivable		XXXXXXXXXX
		XXXXXXXXXX
		XXXXXXXXXX
Deficit Balance - To Trial Balance (Sheet 3)	XXXXXXXXXX	
Surplus Balance - To Surplus (Sheet 21)	781,634.46	XXXXXXXXXX
	783,940.29	783,940.29



# SURPLUS - CURRENT FUND YEAR 2016

	Debit	Credit
1. Balance January 1, 2016	XXXXXXXXXX	734,813.29
2.	XXXXXXXXXX	
3. Excess Resulting from 2016 Operations	XXXXXXXXXX	781,634.46
4. Amount Appropriated in the 2016 Budget - Cash	424,500.00	
5. Amount Appropriated in the 2016 Budget - with Prior Written Consent of Director of Local Government Services		XXXXXXXXXX
6.		XXXXXXXXXX
7. Balance December 31, 2016	1,091,947.75 1,516,447.75	XXXXXXXXXX 1,516,447.75

## ANALYSIS OF BALANCE DECEMBER, 31, 2016 (FROM CURRENT FUND - TRIAL BALANCE)

Cash	80014-06	2,140,447.70
Investments	80014-07	
Sub Total		2,140,447.70
Deduct Cash Liabilities Marked with "C" on Trial Balance	80014-08	1,099,499.95
Cash Surplus	80014-09	1,040,947.75
Deficit in Cash Surplus	80014-10	
Other Assets Pledged to Surplus: *		
(1) Due from State of N.J. Senior Citizens and Veterans Deduction	80014-16	
Deferred Charges #	80014-12	51,000.00
Cash Deficit #	80014-13	
Total Other Assets	80014-14	51,000.00
	80014-15	1,091,947.75

\* IN THE CASE OF A "DEFICIT IN CASH SURPLUS", "OTHER ASSETS

WOULD ALSO BE PLEDGED TO CASH LIABILITIES.

# MAY NOT BE ANTICIPATED AS NON-CASH SURPLUS IN 2017 BUDGET.

(1) MAY BE ALLOWED UNDER CERTAIN CONDITIONS.

NOTE: Deferred charges for authorizations under N.J.S. 40A:4-55 (Tax Map, etc.), N.J.S. 40A:4-55 (Flood Damage, etc.), N.J.S. 40A:4-55.1 (Roads and Bridges, etc.) and N.J.S. 40A:4-55.13 (Public Exigencies, etc.) to the extent of emergency notes issued and outstanding for such purposes, together with such emergency notes, may be omitted from this analysis.

**(FOR MUNICIPALITIES ONLY)**  
**CURRENT TAXES - 2016 LEVY**

1. Amount of Levy as per Duplicate (Analysis) # or (Abstract of Ratables)		82101-00 \$ <u>12,199,088.28</u>
2. Amount of Levy Special District Taxes		82113-00 \$ _____ 82102-00 \$ _____
3. Amount Levied for Omitted Taxes under N.J.S.A. 54:4-63.12 et. seq.		82103-00 \$ _____ 82104-00 \$ <u>18,539.89</u>
4. Amount Levied for Added Taxes under N.J.S.A. 54:4-63.1 et. seq.		
5a. Subtotal 2016 Levy	\$ <u>12,217,628.17</u>	
5b. Reductions due to tax appeals **	\$ <u>0.00</u>	
5c. Total 2016 Tax Levy	82106-00 \$ <u>12,217,628.17</u>	
6 Transferred to Tax Title Liens	82107-00 \$ <u>10,785.44</u>	
7. Transferred to Foreclosed Property	82108-00 \$ _____	
8. Remitted, Abated or Canceled	82109-00 \$ <u>11,286.90</u>	
9. Discount Allowed	82110-00 \$ _____	
10. Collected in Cash: In 2015	82121-00 \$ <u>62,048.46</u>	
In 2016 *	82122-00 \$ <u>11,891,744.19</u>	
R.E.A.P. Revenue	82124-00 \$ _____	
State's Share of 2016 Senior Citizens and Veterans Deductions Allowed	82123-00 \$ <u>61,250.00</u>	
Total to Line 14	82111-00 \$ <u>12,015,042.65</u>	
11. Total Credits	\$ <u>12,037,114.99</u>	
12. Amount Outstanding December 31, 2016	83120-00 \$ <u>180,513.18</u>	
13. Percentage of Cash Collections to Total 2016 Levy, (Item 10 divided by Item 5c) is	<u>98.34%</u> 82112-00	

**Note: If municipality conducted Accelerated Tax Sale or Tax Levy Sale check here \_\_\_\_\_ & complete sheet 22a**

14. Calculation of Current Taxes Realized in Cash:	
Total of Line 10	\$ <u>12,015,042.65</u>
Less: Reserve for Tax Appeals Pending State Division of Tax Appeals	\$ _____
To Current Taxes Realized in Cash (Sheet 17)	\$ <u>12,015,042.65</u>

Note A: In showing the above percentage the following should be noted:  
Where Item 5 shows \$1,500,000.00, and Item 10 shows \$1,049,977.50,  
the percentage represented by the cash collections would be  
\$1,049,977.50 / \$1,500,000 or .699985. The correct percentage to  
be shown as Item 13 is 69.99% and not 70.00%, nor 69.999%

# Note: On Item 1 if Duplicate (Analysis) Figure is used; be sure to include  
Senior Citizens and Veterans Deductions.

\* Include overpayments applied as part of 2016 collections.  
\*\* Tax appeals pursuant to R.S. 54:3-21 et seq and/or R.S. 54:48-1 et seq approved by resolution of the governing  
body prior to introduction of municipal budget. (N.J.S.A. 40A:4-41)

**ACCELERATED TAX SALE / TAX LEVY SALE - CHAPTER 99**

**To Calculate Underlying Tax Collection Rate for 2016**

Utilize this sheet only if you conducted an Accelerated Tax Sale or Tax Levy Sale pursuant to Chapter 99, P.L. 1997.

**(1) Utilizing Accelerated Tax Sale**

Not Applicable

Total of Line 10 Collected in Cash (sheet 22).....\$

LESS: Proceeds from Accelerated Tax Sale.....

**NET Cash Collected** .....\$

Line 5c (sheet 22) Total 2016 Tax Levy.....\$

Percentage of Collection Excluding Accelerated Tax Sale Proceeds  
(Net Cash Collected divided by Item 5c) is.....

%

**(2) Utilizing Tax Levy Sale**

Total of Line 10 Collected in Cash (sheet 22).....\$

LESS: Proceeds from Tax Levy Sale (excluding premium).....

**NET Cash Collected** .....\$

Line 5c (sheet 22) Total 2016 Tax Levy.....\$

Percentage of Collection Excluding Accelerated Tax Sale Proceeds  
(Net Cash Collected divided by Item 5c) is.....

%



**SCHEDULE OF DUE FROM/TO STATE OF NEW JERSEY  
FOR SENIOR CITIZENS AND VETERANS DEDUCTIONS**

	Debit	Credit
1. Balance January 1, 2016	XXXXXXXXXX	XXXXXXXXXX
Due From State of New Jersey		XXXXXXXXXX
Due To State of New Jersey	XXXXXXXXXX	
2. Sr. Citizens Deductions Per Tax Billings	17,250.00	XXXXXXXXXX
3. Veterans Deductions Per Tax Billings	46,000.00	XXXXXXXXXX
4. Sr. Citizens Deductions Allowed By Tax Collector	500.00	XXXXXXXXXX
5.		
6.		
7. Sr. Citizens Deductions Disallowed By Tax Collector	XXXXXXXXXX	2,500.00
8. Sr. Citizens Deductions Disallowed By Tax Collector 2015 Taxes	XXXXXXXXXX	
9. Received in Cash from State	XXXXXXXXXX	62,750.00
10. Adjustment to proper balance		
11.		
12. Balance December 31, 2016	XXXXXXXXXX	XXXXXXXXXX
Due From State of New Jersey		
Due To State of New Jersey	1,500.00	XXXXXXXXXX
	65,250.00	65,250.00

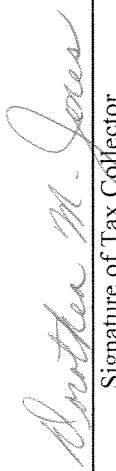
Calculation of Amount to be included on Sheet 22, Item 10-  
2016 Senior Citizens and Veterans Deductions Allowed

Line 2	17,250.00
Line 3	46,000.00
Line 4	500.00
Sub-Total	63,750.00
Less: Line 7	2,500.00
To Item 10, Sheet 22	61,250.00

**SCHEDULE OF RESERVE FOR TAX APPEALS PENDING**  
(N.J.S.A. 54:3-27)

Not Applicable	Debit	Credit
Balance January 1, 2016	XXXXXXXXXX	
Taxes Pending Appeals	XXXXXXXXXX	XXXXXXXXXX
Interest Earned on Taxes Pending Appeals	XXXXXXXXXX	XXXXXXXXXX
Contested Amount of 2016 Taxes Collected which are Pending State Appeal (Item 14, Sheet 22)	XXXXXXXXXX	
Interest Earned on Taxes Pending State Appeals	XXXXXXXXXX	
Cash Paid to Appellants (Including 5% Interest from Date of Payment) Closed to Results of Operations		XXXXXXXXXX
(Portion of Appeal won by Municipality, including Interest)		XXXXXXXXXX
Balance December 31, 2016		XXXXXXXXXX
Taxes Pending Appeals*	XXXXXXXXXX	XXXXXXXXXX
Interest Earned on Taxes Pending Appeals	XXXXXXXXXX	XXXXXXXXXX

\* Includes State Tax Court and County Board of Taxation Appeals Not Adjusted by December 31, 2016

  
 \_\_\_\_\_  
 Signature of Tax Collector  
 71288  
 \_\_\_\_\_  
 License #  
 2/8/17  
 \_\_\_\_\_  
 Date

# ACCELERATED TAX SALE - CHAPTER 99

## Calculation To Utilize Proceeds In Current Budget As Deduction To Reserve For Uncollected Taxes Appropriation

Note: This sheet should be completed only if you are conducting an accelerated tax sale for the first time in the current year.

- A. Reserve for Uncollected Taxes (sheet 25, Item 12) \$ \_\_\_\_\_
- B. Reserve for Uncollected Taxes Exclusion  
Outstanding Balance of Delinquent Taxes \_\_\_\_\_ Not Applicable  
(sheet 26, Item 14A) x % of \_\_\_\_\_  
Collection (Item 16)
- C. TIMES: % of increase of Amount to be  
Raised by Taxes over Prior Year \_\_\_\_\_ %  
[(2017 Estimated Total Levy - 2016 Total Levy)/2016 Total Levy]
- D. Reserve for Uncollected Taxes Exclusion Amount \$ \_\_\_\_\_  
[(B x C) + B]
- E. Net Reserve for Uncollected Taxes  
Appropriation in Current Budget \$ \_\_\_\_\_  
(A - D)
- 2017 Reserve for Uncollected Taxes Appropriation Calculation (Actual)
1. Subtotal General Appropriations (item8(L) budget sheet 29) \$ \_\_\_\_\_
2. Taxes not Included in the budget (AFS 25, items 2 thru 7) \$ \_\_\_\_\_  
Total \$ \_\_\_\_\_
3. Less: Anticipated Revenues (item 5, budget sheet 11) \$ \_\_\_\_\_
4. Cash Required \$ \_\_\_\_\_
5. Total Required at \_\_\_\_\_ % (items 4+6) \$ \_\_\_\_\_
6. Reserve for Uncollected Taxes (item E above) \$ \_\_\_\_\_

# SCHEDULE OF DELINQUENT TAXES AND TAX TITLE LIENS

			Debit	Credit
1. Balance January 1, 2016			318,057.97	XXXXXXXXXX
A. Taxes	83102-00	237,532.32	XXXXXXXXXX	XXXXXXXXXX
B. Tax Title Liens	83103-00	80,525.65	XXXXXXXXXX	XXXXXXXXXX
2. Canceled:			XXXXXXXXXX	XXXXXXXXXX
A. Taxes	83105-00		XXXXXXXXXX	902.71
B. Tax Title Liens	83106-00		XXXXXXXXXX	
3. Transferred to Foreclosed Tax Title Liens:			XXXXXXXXXX	XXXXXXXXXX
A. Taxes	83108-00		XXXXXXXXXX	
B. Tax Title Liens	83109-00		XXXXXXXXXX	
4. Added Taxes	83110-00			XXXXXXXXXX
5. Added Tax Title Liens	83111-00			XXXXXXXXXX
6. Adjustment between Taxes (Other than current year) and Tax Title Liens:			XXXXXXXXXX	XXXXXXXXXX
A. Taxes - Transfers to Tax Title Liens	83104-00		XXXXXXXXXX	(1) 1,989.06
B. Tax Title Liens - Transfers from Taxes	83107-00		(1) 1,989.06	XXXXXXXXXX
7. Balance Before Cash Payments			XXXXXXXXXX	317,155.26
8. Totals			320,047.03	320,047.03
9. Balance Brought Down			317,155.26	XXXXXXXXXX
10. Collected:			XXXXXXXXXX	229,162.19
A. Taxes	83116-00	228,282.40	XXXXXXXXXX	XXXXXXXXXX
B. Tax Title Liens	83117-00	879.79	XXXXXXXXXX	XXXXXXXXXX
11. Interest and Costs - 2016 Tax Sale	83118-00		582.45	XXXXXXXXXX
12. 2016 Taxes Transferred to Liens	83119-00		10,785.44	XXXXXXXXXX
13. 2016 Taxes	83123-00		180,513.18	XXXXXXXXXX
14. Balance December 31, 2016			XXXXXXXXXX	280,174.14
A. Taxes	83121-00	186,871.33	XXXXXXXXXX	XXXXXXXXXX
B. Tax Title Liens	83122-00	93,302.81	XXXXXXXXXX	XXXXXXXXXX
15. Totals			509,036.33	509,336.33

16. Percentage of Cash Collections to Adjusted Amount Outstanding

(Item No. 10 divided by Item No. 9) is 72.25%

17. Item No. 14 multiplied by percentage shown above is 202,425.82 and represents the maximum amount that may be anticipated in 2017. 83125-00

(See Note A on Sheet 22 - Current Taxes)

(1) These amounts will always be the same.

**SCHEDULE OF FORECLOSED PROPERTY**  
 (PROPERTY ACQUIRED BY TAX TITLE LIEN LIQUIDATION)

		Debit	Credit
1. Balance January 1, 2016	84101-00	9,400.00	XXXXXXXXXX
2. Foreclosed or Deeded in 2016		XXXXXXXXXX	XXXXXXXXXX
3. Tax Title Liens	84103-00		XXXXXXXXXX
4. Taxes Receivable	84104-00		XXXXXXXXXX
5A.	84102-00		XXXXXXXXXX
5B.	84105-00	XXXXXXXXXX	
6. Adjustment to Assessed Valuation	84106-00		XXXXXXXXXX
7. Adjustment to Assessed Valuation	84107-00	XXXXXXXXXX	
8. Sales		XXXXXXXXXX	XXXXXXXXXX
9. Cash *	84109-00	XXXXXXXXXX	
10. Contract	84110-00	XXXXXXXXXX	
11. Mortgage	84111-00	XXXXXXXXXX	
12. Loss on Sales	84112-00	XXXXXXXXXX	
13. Gain on Sales	84113-00		XXXXXXXXXX
14. Balance December 31, 2016	84114-00	XXXXXXXXXX	9,400.00
		9,400.00	9,400.00

**CONTRACT SALES**

	Not Applicable	Debit	Credit
15. Balance January 1, 2016	84115-00		XXXXXXXXXX
16. 2016 Sales from Foreclosed Property	84116-00		XXXXXXXXXX
17. Collected *	84117-00	XXXXXXXXXX	
18.	84118-00	XXXXXXXXXX	
19. Balance December 31, 2016	84119-00	XXXXXXXXXX	

**MORTGAGE SALES**

	Not Applicable	Debit	Credit
20. Balance January 1, 2016	84120-00		XXXXXXXXXX
21. 2016 Sales from Foreclosed Property	84121-00		XXXXXXXXXX
22. Collected *	84122-00	XXXXXXXXXX	
23.	84123-00	XXXXXXXXXX	
24. Balance December 31, 2016	84124-00	XXXXXXXXXX	

Analysis of Sale of Property: \$ 0

\* Total Cash Collected in 2016 (84125-00)

Realized in 2016 Budget \_\_\_\_\_ 0

To Results of Operation (Sheet 19) \_\_\_\_\_

**DEFERRED CHARGES**  
**- MANDATORY CHARGES ONLY -**  
**CURRENT, TRUST, AND GENERAL CAPITAL FUNDS**

(Do not include the emergency authorizations pursuant to N.J.S. 40A:4-55,  
N.J.S. 40A:4-55.1 or N.J.S. 40A:4-55.13 listed on Sheets 29 and 30.)

	<u>Caused By</u>	Amount Dec. 31, 2015 per Audit Report	Amount in 2016 Budget	Amount Resulting from 2016	Balance as at Dec. 31, 2016
1.	Emergency Authorization - Municipal*	\$ _____	\$ _____	\$ _____	\$ _____
2.	Emergency Authorizations - Schools	\$ _____	\$ Not Applicable	\$ _____	\$ _____
3.	_____	\$ _____	\$ _____	\$ _____	\$ _____
4.	_____	\$ _____	\$ _____	\$ _____	\$ _____
5.	_____	\$ _____	\$ _____	\$ _____	\$ _____
6.	_____	\$ _____	\$ _____	\$ _____	\$ _____
7.	_____	\$ _____	\$ _____	\$ _____	\$ _____
8.	_____	\$ _____	\$ _____	\$ _____	\$ _____
9.	_____	\$ _____	\$ _____	\$ _____	\$ _____
10.	_____	\$ _____	\$ _____	\$ _____	\$ _____

\*Do not include items funded or refunded as listed below.

**EMERGENCY AUTHORIZATIONS UNDER N.J.S. 40A:4-47 WHICH HAVE BEEN  
FUNDED OR REFUNDED UNDER N.J.S. 40A:2-3 OR N.J.S. 40A:2-51**

	<u>Date</u>	<u>Purpose</u>	<u>Amount</u>
1.	_____	Not Applicable	\$ _____
2.	_____	_____	\$ _____
3.	_____	_____	\$ _____
4.	_____	_____	\$ _____
5.	_____	_____	\$ _____

**JUDGEMENTS ENTERED AGAINST MUNICIPALITY AND NOT SATISFIED**

	<u>In Favor of</u>	<u>On Account of</u>	<u>Date Entered</u>	<u>Amount</u>	Appropriated for in Budget of Year 2017
1.	_____	Not Applicable	_____	\$ _____	_____
2.	_____	_____	_____	\$ _____	_____
3.	_____	_____	_____	\$ _____	_____
4.	_____	_____	_____	\$ _____	_____







**SCHEDULE OF BONDS ISSUED AND OUTSTANDING  
AND 2017 DEBT SERVICE FOR BONDS  
(COUNTY) (MUNICIPAL) GENERAL CAPITAL BONDS**

	Debit	Credit	2017 Debt Service
Outstanding January 1, 2016    80033-01	XXXXXXXXXX	5,404,000.00	
Issued    80033-02	XXXXXXXXXX		
Paid    80033-03	244,000.00	XXXXXXXXXX	
Outstanding December 31, 2016    80033-04	5,160,000.00	XXXXXXXXXX	
2017 Bond Maturities - General Capital Bonds	5,404,000.00	5,404,000.00	
2017 Interest on Bonds *	80033-06    \$	80033-05    \$	270,000.00
	211,225.00	211,225.00	
<b>ASSESSMENT SERIAL BONDS</b>			
Outstanding January 1, 2016    80033-07	XXXXXXXXXX		
Issued    80033-08	XXXXXXXXXX		
Paid    80033-09		XXXXXXXXXX	
Outstanding December 31, 2016    80033-10		XXXXXXXXXX	
2017 Bond Maturities - Assessment Bonds		80033-11    \$	
2017 Interest on Bonds *	80033-12    \$		
Total "Interest on Bonds - Debt Service" (*Items)		80033-13    \$	211,225.00

**LIST OF BONDS ISSUED DURING 2016**

Purpose	2017 Maturity	Amount Issued	Date of Issue	Interest Rate
Total	80033-14	80033-15		



# SCHEDULE OF BONDS ISSUED AND OUTSTANDING AND 2017 DEBT SERVICE FOR BONDS

## TYPE I SCHOOL TERM BONDS

	Debit	Credit	2017 Debt Service
Outstanding January 1, 2016	XXXXXXXXXX		
Paid		XXXXXXXXXX	
Outstanding December 31, 2016		XXXXXXXXXX	Not Applicable
2017 Bond Maturities - Term Bonds			
	80034-04	\$	
2017 Interest on Bonds *			
	80034-05	\$	
<b>TYPE I SCHOOL SERIAL BOND</b>			
Outstanding January 1, 2016	XXXXXXXXXX		
Issued	XXXXXXXXXX		
Paid		XXXXXXXXXX	
Outstanding December 31, 2016		XXXXXXXXXX	
2017 Interest on Bonds *			
	80034-10	\$	
2017 Bond Maturities - Serial Bonds			
		80034-11	\$
Total "Interest on Bonds - Type I School Debt Service" (*Items)			
		80034-12	\$

## LIST OF BONDS ISSUED DURING 2016

Purpose	2017 Maturity	Amount Issued	Date of Issue	Interest Rate
	-01	-02		
Total	80035-			

## 2017 INTEREST REQUIREMENT - CURRENT FUND DEBT ONLY

	Outstanding Dec. 31, 2016	2017 Interest Requirement
1. Emergency Notes	80036- \$	\$
2. Special Emergency Notes	80037- \$	\$
3. Tax Anticipation Notes	80038- \$	\$
4. Interest on Unpaid State and County Taxes	80039- \$	\$
5. _____	\$	\$
6. _____	\$	\$

## DEBT SERVICE FOR NOTES (OTHER THAN ASSESSMENT NOTES)

1.	Various Roads and Related Improvements	Original Amount Issued	Original Date of Issue*	Amount of Note Outstanding of Note Dec. 31, 2016	Date of Maturity	Rate of Interest	2017 Budget Requirement		Interest Computed to (Insert Date)
							For Principal	For Interest **	
1.	Various Roads and Related Improvements	234,650.00	10/13/2015	234,650.00	10/11/2017	0.85%		1,994.53	10/11/2017
2.								-	
3.								-	
4.								-	
5.								-	
6.								-	
7.								-	
8.								-	
9.								-	
10.								-	
11.								-	
12.								-	
13.								-	
14.								-	
Total				234,650.00				-	

Memor: Designate all "Capital Notes" issued under N.J.S. 40A:2-8(b) with "C". Such notes must be retired at the rate of 20% of the original amount issued annually.

80051-01      80051-02

Memor: Type I School Notes should be separately listed and totaled.

Memor: Refunding Bond Anticipation Notes should be separately listed and totaled.

\* "Original Date of Issue" refers to the date when the first money was borrowed for a particular improvement, not the renewal date of subsequent notes which were issued.

All notes with an original date of issue of 2014 or prior require one legally payable installment to be budgeted if it is contemplated that such notes will be renewed in 2017 or

written intent of permanent financing submitted with statement.

\*\* If interest on notes is financed by ordinance, designate same, otherwise an amount must be included in this column.

(Do not crowd - add additional sheets)



# SCHEDULE OF CAPITAL LEASE PROGRAM OBLIGATIONS

Line Item	Purpose	Amount of Obligation Outstanding Dec. 31, 2016	2017 Budget Requirement	
			For Principal	For Interest/Fees
1	Various Capital Improvements	394,000.00	37,000.00	15,390.00
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				
11.				
12.				
13.	Total	394,000.00	37,000.00	15,390.00

(Do not crowd - add additional sheets)

# SCHEDULE OF IMPROVEMENT AUTHORIZATIONS (GENERAL CAPITAL FUND)

IMPROVEMENTS Specify each authorization by purpose. Do not merely designate by a code number.	Balance - January 1, 2016		2016 Authorizations	Expended	Transfer	Canceled Authorizations	Balance - December 31, 2016	
	Funded	Unfunded					Funded	Unfunded
Drainage and Street Improvements -								
Bell Road	5,641.52						5,641.52	
Various Capital Improvements								
Office Equipment	5,249.42			5,187.38			62.04	
Public Safety Improvements	10,269.52			9,038.05	2,856.43		4,087.90	
Public Works Vehicles and Equipment	6,760.00			6,237.50			522.50	
Road and Drainage Improvements	32,234.36				(2,856.43)		29,377.93	
Second Avenue Road Project	51,322.72			4,638.38			46,684.34	
Various Capital Improvements							-	
Acquisition of Ambulance	150,000.00			151,995.23	3,000.00		1,004.77	
Improvements to Borough Buildings	74,952.53			35,443.58	(3,000.00)		36,508.95	735.00
Totals	336,430.07			212,540.12	-		123,889.95	735.00

Place an \* before each item of "Improvement" which represents a funding or refunding of an emergency authorization

# SCHEDULE OF IMPROVEMENT AUTHORIZATIONS (GENERAL CAPITAL FUND) (cont.)

IMPROVEMENTS Specify each authorization by purpose. Do not merely designate by a code number.	Balance - January 1, 2016		2016 Authorizations	Expended	Transfer	Canceled Authorizations	Balance - December 31, 2016	
	Funded	Unfunded					Funded	Unfunded
Balance Forward	336,430.07	735.00	-	212,540.12	-	-	123,889.95	735.00
Various Improvements to Borough Hall		71,424.90		71,424.90				
Reconstruction of Various Roads	9,401.95	234,650.00		44,308.67				199,743.28
Various Capital Improvements and Acquisition of Capital Equipment			908,750.00	157,526.73			267,910.27	483,313.00
Total	345,832.02	306,809.90	908,750.00	485,800.42	-	-	391,800.22	683,791.28

Place an \* before each item of "Improvement" which represents a funding or refunding of an emergency authorization



# GENERAL CAPITAL FUND

## SCHEDULE OF CAPITAL IMPROVEMENT FUND

	Debit	Credit
Balance January 1, 2016	XXXXXXXXXX	5,472.10
Received from 2016 Budget Appropriation *	XXXXXXXXXX	20,000.00
Improvement Authorizations Canceled (financed in whole by the Capital Improvement Fund) 80031-03	XXXXXXXXXX	
List by Improvements - Direct Charges Made for Preliminary Costs:	XXXXXXXXXX	XXXXXXXXXX
		XXXXXXXXXX
		XXXXXXXXXX
		XXXXXXXXXX
		XXXXXXXXXX
		XXXXXXXXXX
		XXXXXXXXXX
		XXXXXXXXXX
		XXXXXXXXXX
		XXXXXXXXXX
		XXXXXXXXXX
		XXXXXXXXXX
		XXXXXXXXXX
		XXXXXXXXXX
		XXXXXXXXXX
		XXXXXXXXXX
Appropriated to Finance Improvement Authorizations 80031-04	25,437.00	XXXXXXXXXX
		XXXXXXXXXX
Balance December 31, 2016 80031-05	35.10	XXXXXXXXXX
	25,472.10	25,472.10

\* The full amount of the 2016 budget appropriation should be transferred to this account unless the balance of the appropriation is to be permitted to lapse.

# GENERAL CAPITAL FUND

## SCHEDULE OF DOWN PAYMENTS ON IMPROVEMENTS

Not Applicable	Debit	Credit
Balance January 1, 2016	XXXXXXXXXX	
Received from 2016 Budget Appropriation *	XXXXXXXXXX	
Received from 2016 Emergency Appropriation *	XXXXXXXXXX	Not Applicable
Appropriated to Finance Improvement Authorizations		XXXXXXXXXX
Balance December 31, 2016		XXXXXXXXXX

\*The full amount of the 2016 appropriation should be transferred to this account unless the balance of the appropriation is permitted to lapse.

## CAPITAL IMPROVEMENTS AUTHORIZED IN 2016 AND DOWN PAYMENTS (N.J.S. 40A:2-11)

### GENERAL CAPITAL FUND ONLY

Purpose	Amount Appropriated	Total Obligations Authorized	Down Payment Provided by Ordinance	Amount of Down Payment in Budget of 2016 or Prior Years
Various Capital Improvements and Acquisition of Equipment	90,750.00	483,313.00	25,437.00	
Includes \$400,000.00 in NJDOT Grant.				
Total 80032-00	90,750.00	483,313.00	25,437.00	

NOTE - Where amount in column "Down Payment Provided by Ordinance" is LESS than 5% of amount in column "Total Obligations Authorized", explanation must be made part of or attached to this sheet.

# GENERAL CAPITAL FUND

## STATEMENT OF CAPITAL SURPLUS YEAR - 2016

	Debit	Credit
Balance January 1, 2016	XXXXXXXXXX	49.80
	XXXXXXXXXX	
Funded Improvement Authorizations Canceled	XXXXXXXXXX	
Appropriated to Finance Improvement Authorizations	80029-02	XXXXXXXXXX
Appropriated to 2016 Budget Revenue	80029-03	XXXXXXXXXX
Balance December 31, 2016	80029-04	49.80
	49.80	49.80

### BONDS ISSUED WITH A COVENANT OR COVENANTS

1. Amount of Serial Bonds Issued Under Provisions of Chapter 233, P.L. 1944, Chapter 268, P.L. 1944, Chapter 428, P.L. 1943 or Chapter 77, Article VI-A, P.L. 1945, with Covenant or Covenants; Outstanding December 31, 2016 \$ \_\_\_\_\_ Not Applicable
2. Amount of Cash in Special Trust Fund as of December 31, 2016 (Note A) \$ \_\_\_\_\_
3. Amount of Bonds Issued Under Item 1 Maturing in 2017 \$ \_\_\_\_\_
4. Amount of Interest on Bonds with a Covenant - 2017 Requirement \$ \_\_\_\_\_
5. Total of 3 and 4 - Gross Appropriation \$ \_\_\_\_\_
6. Less Amount of Special Trust Fund to be Used \$ \_\_\_\_\_
7. Net Appropriation Required \$ \_\_\_\_\_

NOTE A - This amount to be supported by confirmation from bank or banks

Footnote: Any formula other than the one shown above and required to be used by covenant or covenants is to be attached hereto  
Item 5 must be shown as an item of appropriation, short extended, with Item 6 shown directly following as a deduction and with the amount of Item 7 extended into the 2017 appropriation column.

**MUNICIPALITIES ONLY**  
**IMPORTANT**

This Sheet Must Be Completely Filled in or the Statement Will Be Considered Incomplete

(N.J.S.A.52:27BB-55 as Amended by Chap. 211, P.L. 1981)

- A.
- |   |                         |
|---|-------------------------|
| 1. Total Tax Levy for the Year 2016 was   | \$ <u>12,217,628.17</u> |
| 2. Amount of Item 1 Collected in 2016 (*) | \$ <u>12,015,042.65</u> |
| 3. Seventy (70) percent of Item 1         | \$ <u>8,552,339.72</u>  |

(\*) Including prepayments and overpayments applied.

- B.
1. Did any maturities of bonded obligations or notes fall due during the year 2016?  
 Answer YES or NO Yes \_\_\_\_\_
2. Have payments been made for all bonded obligations or notes due on or before December 31, 2016?  
 Answer YES or NO: Yes \_\_\_\_\_ If answer is "NO" give details \_\_\_\_\_

**NOTE: If answer to Item B1 is YES, then Item B2 must be answered**

- C. Does the appropriation required to be included in the 2017 budget for the liquidation of all bonded obligations or notes exceed 25% of the total of appropriations for operating purposes in the budget for the year just ended? Answer YES or NO: No \_\_\_\_\_

- D.
- |  |   |          |
|--|---|----------|
| 1. Cash Deficit 2015   | = | \$ _____ |
| 2. 4% of 2015 Tax Levy for all purposes:<br>Levy -- \$ _____ | = | \$ _____ |
| 3. Cash Deficit 2016   | = | \$ _____ |
| 4. 4% of 2016 Tax Levy for all purposes:<br>Levy -- \$ _____ | = | \$ _____ |

	<u>2015</u>	<u>2016</u>	<u>Total</u>
1. State Taxes	\$ _____	\$ _____	\$ _____
2. County Taxes	\$ _____	\$ <u>3,777.83</u>	\$ <u>3,777.83</u>
3. Amounts due Special Districts	\$ _____	\$ _____	\$ _____
4. Amounts due School Districts for Local School Tax	\$ _____	\$ <u>216,361.40</u>	\$ <u>216,361.40</u>

# INSTRUCTIONS IN PREPARATION OF ANNUAL FINANCIAL STATEMENT OF 2016

The arrangement of the schedules is shown by the index appearing at the bottom hereof. The statement is prepared on a full cash basis. Any variations from a full cash basis must be taken up with the Division in advance of the preparation of the statement and the budget.

Summary statements only of debt service are required. The use of summarized forms is permitted to conserve time. Responsibility for the supporting detail is placed on the chief financial officer who must be in a position to support the summarized figures.

No sheets should be eliminated, except utility fund sheets under the conditions stipulated on sheet 2. Those sheets not filled in should be marked "Not Applicable".

## INDEX

1, 1a & 1b	Certification and Affidavit
1c.	Municipal Budget Local Examination Certification
1d.	Report of Federal and State Financial Assistance Expenditures of Awards
2.	Instructions and Certification
3, 3a & 3b.	Trial Balance-Current Fund
4.	Trial Balance-Public Assistance Fund
5.	Trial Balance-Federal and State Funds
6 & 6b.	Trial Balance - Trust Funds / Schedule of Trust Fund Reserves
6a	Municipal Public Defender Certification - P.L. 1997, C.256
7.	Analysis of Trust Assessment Cash and Investments Pledged to Liabilities and Surplus
8.	Trial Balance-Capital Fund
9 & 9a.	Cash Reconciliation
10.	Federal and State Grants Receivable
11 & 11a.	Appropriated Reserves for Federal and State Grants
12.	Unappropriated Reserves for Federal and State Grants
13.	Local District School Tax-County Vocational School Tax
14.	Regional School Tax-Regional High School Tax
15.	County Taxes Payable-Special District Taxes
16.	Reserves for State and Federal Aid for Library Services
17 & 17a.	General Budget Revenues
17.	Allocation of Current Tax Collections
18.	General Budget Appropriations
18.	Emergency Appropriations for Local District School Purposes
19.	Results of 2016 Operation-Current Fund
20.	Schedule of Miscellaneous Revenues Not Anticipated
21.	Surplus Account and Analysis of Balance
22.	Current Tax Levy
22a.	Accelerated Tax Sale/Tax Levy Sale Chapter 99 To Calculate Underlying Tax Collection Rate for 2016
23.	Due from/to State of New Jersey for Senior Citizens and Veterans Deductions
24.	Reserve for Tax Appeals Pending-N.J. Division of Tax Appeals (N.J.S.A. 54:3-37)
25.	Municipal Budget-Computation of "Reserve for Uncollected Taxes" and "Amount to be Raised by Taxation"
25a.	Accelerated Tax Sale - Chapter 99. Calculation to Utilize Proceeds in Current Budget as Deduction to Reserve for Uncollected Taxes Appropriation.
26.	Delinquent Taxes and Tax Title Liens
27.	Foreclosed Property; Contract Sales; Mortgage Sales
28.	Deferred Charges and List of Judgments-Current
29.	Emergency-Tax Map; Revaluation; Master Plan; Revisions and Codification of Ordinance; Drainage Maps for Flood Control; Preliminary Studies, etc. for Sanitary Sewer Systems, Municipal Consolidation Act, Flood or Hurricane Damage
30.	Emergency-Damage to Roads and Bridges by Snow, Ice, etc.; Public Exigencies Caused by Civil Disturbances
31 & 31a.	Summary Statement of Debt Service Requirements-Municipal (or County)
32.	Summary Statement of Debt Service Requirements-School-Type I and Current
33.	Debt Service for Notes (Other than Assessment Notes)
34 & 34a.	Debt Service for Assessment Notes
35 & 35a.	Improvement Authorizations
36.	Capital Improvement Fund
37.	Down Payment
37.	Capital Improvements Authorized in 2016
38.	General Capital Surplus, Bond Covenants
39.	Required Information (N.J.S.A. 52:27BB-55 as amended by Chap. 211, P.L. 1981)

## UTILITIES ONLY

40	Instructions
41 & 55.	Trial Balance-Utility Fund
42 & 56.	Trial Balance-Utility Assessment Trust Funds
43 & 57.	Analysis of Utility Assessment Trust Cash and Investments Pledged to Liabilities and Surplus
44 & 58.	Utility Revenues and Appropriations
45 & 59.	2016 Utility Operations
46 & 60.	Results of Operations, Operating Surplus and Analysis
47 & 61.	Utility Accounts Receivable; Utility Liens
48 & 62.	Deferred Charges and List of Judgments-Utility
49a & 63a.	Summary Statement of Loan Requirements
49 & 63.	Summary Statement of Debt Service Requirements
50 & 64.	Debt Service for Utility Notes (Other than Utility Assessment Notes)
51 & 65.	Debt Service for Utility Assessment Notes
51a & 65a.	Schedule of Capital Lease Program Obligations
52 & 66.	Improvement Authorizations (Utility Capital)
53 & 67.	Capital Improvement Fund and Down Payments
54 & 68.	Utility Capital Improvements Authorized in 2016; Utility Capital Surplus