

Report of Audit

on the

Financial Statements

of the

Borough of Manville

in the

County of Somerset
New Jersey

for the

Year Ended
December 31, 2019

BOROUGH OF MANVILLE

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BOROUGH OF MANVILLE

PART I

INDEPENDENT AUDITOR'S REPORT ON
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FINANCIAL STATEMENTS - REGULATORY BASIS - ALL FUNDS

NOTES TO FINANCIAL STATEMENTS - REGULATORY BASIS

SUPPLEMENTARY SCHEDULES - ALL FUNDS

YEAR ENDED DECEMBER 31, 2019 AND 2018



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INDEPENDENT AUDITOR'S REPORT

The Honorable Mayor and Members
of the Borough Council
Borough of Manville
County of Somerset
Manville, New Jersey 08835

Report on the Financial Statements

We have audited the accompanying balance sheets - regulatory basis of the various individual funds and account group of the Borough of Manville, as of December 31, 2019 and 2018, the related statements of operations and changes in fund balance - regulatory basis for the years then ended, and the related statement of revenues - regulatory basis and statement of expenditures - regulatory basis of the various individual funds for the year ended December 31, 2019, and the related notes to the financial statements, which collectively comprise the Borough's regulatory financial statements as listed in the table of contents.

Management's Responsibility for the Financial Statements

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

Auditor's Responsibility

Our responsibility is to express an opinion on these regulatory financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America, the audit requirements prescribed by the Division of Local Government Services, Department of Community Affairs, State of New Jersey (the "Division"), and the audit requirements of Title 2 U.S. Code of Federal Regulations Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance) and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards and provisions require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement.

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An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the regulatory financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the Borough of Manville's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Borough of Manville'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 regulatory financial statements.

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

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

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

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

Adverse Opinion on U.S. Generally Accepted Accounting Principles

In our opinion, because of the significance of the matter discussed in the "Basis for Adverse Opinion on U.S Generally Accepted Accounting Principles" paragraph, the financial statements referred to above do not present fairly, in accordance with accounting principles generally accepted in the United States of America, the financial position of the various individual funds and account group of the Borough of Manville as of December 31, 2019 and 2018, or the results of its operations and changes in fund balance for the years then ended or the revenues or expenditures for the year ended December 31, 2019.

Opinion on Regulatory Basis of Accounting

In our opinion, the regulatory financial statements referred to above present fairly, in all material respects, the regulatory basis balances sheets of the various individual funds and account group as of December 31, 2019 and 2018, the regulatory basis statement of operations and changes in fund balance for the years then ended and the regulatory basis statement of revenues and expenditures and changes in fund balance for the year ended December 31, 2019 in accordance with the basis of financial reporting prescribed by the Division of Local Government Services, Department of Community Affairs, State of New Jersey as described in Note 1.

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Other Matters

Other Information

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the Borough of Manville's regulatory financial statements. The supplementary information, schedules and data listed in the table of contents as required by the Division of Local Government Services, Department of Community Affairs, State of New Jersey and schedule of expenditures of federal awards, as required by the Uniform Guidance are presented for purposes of additional analysis and are not a required part of the regulatory financial statements.

The supplemental information, schedules and data listed above and also listed in the table of contents are the responsibility of management and were derived from and relates directly to the underlying accounting and other records used to prepare the regulatory financial statements. Such information has been subjected to the auditing procedures applied in the audit of the regulatory financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the regulatory financial statements or to the regulatory financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the Schedule of Financial Data – Section 8 Housing Choice Voucher Program, the supplemental information listed and the schedule of expenditures of state financial assistance and data listed in the table of contents, as required by the Division of Local Government Services, Department of Community Affairs, State of New Jersey, schedule of expenditures of federal awards, as required by the Uniform Guidance are fairly stated, in all material respects, in relation to the regulatory financial statements as a whole.

Other Reporting Required by Government Auditing Standards

In accordance with *Government Auditing Standards*, we have also issued our report dated August 7, 2020 on our consideration of the Borough of Manville's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Borough of Manville's internal control over financial reporting and compliance.



CERTIFIED PUBLIC ACCOUNTANTS



REGISTERED MUNICIPAL ACCOUNTANT NO. 439

August 7, 2020

CURRENT FUND

BOROUGH OF MANVILLE

CURRENT FUND

BALANCE SHEETS - REGULATORY BASIS

<u>ASSETS</u>	<u>REF.</u>	<u>BALANCE DECEMBER 31, 2019</u>	<u>BALANCE DECEMBER 31, 2018</u>
Current Fund:			
Cash	A-4	\$ 3,596,550.90	\$ 2,011,601.05
Change Funds	A-7	800.00	800.00
Due State of New Jersey-Senior Citizens and Veterans Deductions	A-8	1,086.30	2,250.00
		<u>\$ 3,598,437.20</u>	<u>\$ 2,014,651.05</u>
Receivables with Full Reserves:			
Delinquent Property Taxes Receivable	A-9	\$ 439,459.61	\$ 547,669.02
Tax Title Liens Receivable	A-10	51,435.21	48,948.81
Property Acquired for Taxes - Assessed Valuation	A-11	1,107,800.00	1,107,800.00
Revenue Accounts Receivable	A-12	6,116.43	35,975.51
Interfunds Receivable	A-13	314,195.38	875,509.55
	A	<u>\$ 1,919,006.63</u>	<u>\$ 2,615,902.89</u>
Deferred Charges:			
Overexpenditure of Appropriation Reserves		\$ 28,634.33	\$ 28,634.33
Special Emergency Authorizations (40A:4-55)	A-23	111,800.00	182,400.00
		<u>\$ 140,434.33</u>	<u>\$ 211,034.33</u>
		<u>\$ 5,657,878.16</u>	<u>\$ 4,841,588.27</u>
Grant Fund:			
Grants Receivable	A-26	\$ 292,306.99	\$ 1,661,443.89
		<u>\$ 292,306.99</u>	<u>\$ 1,661,443.89</u>
		<u>\$ 5,950,185.15</u>	<u>\$ 6,503,032.16</u>

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

BOROUGH OF MANVILLE

CURRENT FUND

BALANCE SHEETS - REGULATORY BASIS

	<u>REF.</u>	<u>BALANCE DECEMBER 31, 2019</u>	<u>BALANCE DECEMBER 31, 2018</u>
<u>LIABILITIES, RESERVES AND FUND BALANCE</u>			
Current Fund:			
Liabilities:			
Appropriation Reserves	A-3:A-20	\$ 564,092.13	\$ 92,242.06
Encumbrances Payable	A-21	310,504.80	392,191.96
Reserve for Sale of Municipal Assets	A-15	213,117.59	4,947.59
Tax Overpayments	A-16	69.71	
Prepaid Taxes	A-17	209,176.05	196,366.83
Reserve for Miscellaneous Deposits	A-14	149,056.35	116,719.24
		<u>\$ 1,446,016.63</u>	<u>\$ 802,467.68</u>
Reserve for Receivables	A	1,919,006.63	2,615,902.89
Fund Balance	A-1	<u>2,292,854.90</u>	<u>1,423,217.70</u>
		<u>\$ 5,657,878.16</u>	<u>\$ 4,841,588.27</u>
Grant Fund:			
Reserve for Grants-Appropriated	A-27	\$ 159,194.61	\$ 755,456.29
Reserve for Grants-Unappropriated	A-24	11,584.28	
Interfunds Payable	A-25	105,824.34	873,089.73
Encumbrances Payable	A-22	<u>15,703.76</u>	<u>32,897.87</u>
		<u>\$ 292,306.99</u>	<u>\$ 1,661,443.89</u>
		<u>\$ 5,950,185.15</u>	<u>\$ 6,503,032.16</u>

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

BOROUGH OF MANVILLECURRENT FUNDSTATEMENTS OF OPERATIONS AND
CHANGE IN FUND BALANCE - REGULATORY BASIS

<u>REVENUE AND OTHER INCOME</u>	<u>REF.</u>	<u>YEAR ENDED DECEMBER 31, 2019</u>	<u>YEAR ENDED DECEMBER 31, 2018</u>
Fund Balance Utilized	A-1:A-2	\$ 1,200,000.00	\$ 1,408,500.00
Miscellaneous Revenues Anticipated	A-2	2,667,011.87	3,986,812.74
Receipts from Delinquent Taxes	A-2	551,214.78	442,028.63
Receipts from Current Taxes	A-2	28,332,605.16	27,841,220.79
Non-Budget Revenues	A-2	158,601.19	168,256.90
Other Credits to Income:			
Unexpended Balance of Appropriation Reserves	A-20	100,860.93	367,366.26
Grants Canceled	A-13	12,032.47	
Interfunds Returned		371,314.17	
<u>Total Income</u>		<u>\$ 33,393,640.57</u>	<u>\$ 34,214,185.32</u>
<u>EXPENDITURES</u>			
Budget and Emergency Appropriations:			
Within "CAPS":			
Operations Including Contingent	A-3	\$ 9,229,774.00	\$ 8,906,600.00
Deferred Charges and Regulatory			
Expenditures - Municipal	A-3	1,377,000.00	1,334,500.00
Excluded from "CAPS"			
Operations	A-3	470,962.03	2,104,268.57
Capital Improvement Fund	A-3	115,000.00	40,000.00
Municipal Debt Service	A-3	651,190.14	847,816.51
Deferred Charges and Judgments	A-3	70,600.00	85,900.00
County Tax	A-18	3,678,914.43	3,549,687.13
County Tax for Added and Omitted Taxes	A-18	5,266.54	1,460.31
Local District School Tax	A-19	15,717,847.00	15,779,677.00
Interfund Advances			842,665.07
Accounts Receivable Canceled			11,607.74
Refund of Prior Years Revenues	A-4	7,449.23	3,992.65
<u>Total Expenditures</u>		<u>\$ 31,324,003.37</u>	<u>\$ 33,508,174.98</u>
Excess in Revenue		\$ 2,069,637.20	\$ 706,010.34
<u>Fund Balance</u>			
Balance, January 1	A	1,423,217.70	2,125,707.36
		<u>\$ 3,492,854.90</u>	<u>\$ 2,831,717.70</u>
Decreased by:			
Utilization as Anticipated Revenue	A-1:A-2	1,200,000.00	1,408,500.00
Balance, December 31	A	<u>\$ 2,292,854.90</u>	<u>\$ 1,423,217.70</u>

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

BOROUGH OF MANVILLE

CURRENT FUND

STATEMENT OF REVENUES - REGULATORY BASIS
FOR THE YEAR ENDED DECEMBER 31, 2019

	REF.	ANTICIPATED		REALIZED	EXCESS OR (DEFICIT)
		BUDGET	SPECIAL N.J.S.A. 40A:4-87		
Fund Balance Anticipated	A-1	\$ 1,200,000.00		\$ 1,200,000.00	
Miscellaneous Revenues:					
Alcoholic Beverage Licenses	A-12	\$ 13,000.00		\$ 13,419.00	\$ 419.00
Other Licenses	A-2	3,500.00		3,135.00	(365.00)
Construction Code Official - Fees and Permits	A-12	96,000.00		116,706.00	20,706.00
Other Fees and Permits	A-2	52,000.00		90,376.06	38,376.06
Fines and Costs - Municipal Court	A-12	85,000.00		110,170.46	25,170.46
Interest and Costs on Taxes	A-12	92,400.00		115,549.31	23,149.31
Interest on Investments and Deposits	A-12	68,000.00		77,780.46	9,780.46
Consolidated Municipal Property Tax Relief	A-12	276,012.00		276,012.00	
Energy Receipts Tax	A-12	1,332,963.00		1,332,963.00	
Shared Services - DPW - Somerville	A-12	9,000.00		8,100.00	(900.00)
Drunk Driving Enforcement Fund	A-26		3,000.00	3,000.00	
Recycling Tonnage Grant	A-26	10,473.99		10,473.99	
Bulletproof Vest Partnership	A-26	2,683.97		2,683.97	
Municipal Youth Services	A-26		5,000.00	5,000.00	
Municipal Alliance on Alcoholism and Drug Abuse	A-26	9,627.05		9,627.05	
Clean Communities Grant	A-26		24,413.50	24,413.50	
Sustainable Jersey Small Grants	A-26		10,000.00	10,000.00	
Pedestrian Safety Grant	A-26		11,000.00	11,000.00	
Uniform Fire Safety	A-12	65,000.00		75,171.88	10,171.88
County Library	A-12	27,000.00		55,052.00	28,052.00
Verizon Franchise Fees	A-12	51,000.00		49,580.19	(1,419.81)
Cable Franchise Fee	A-12	77,310.00		76,798.00	(512.00)
Interfund Receivable - Grants	A-12	190,000.00		190,000.00	
	A-1	\$ 2,460,970.01	\$ 53,413.50	\$ 2,667,011.87	\$ 152,628.36
Receipts From Delinquent Taxes	A-2	\$ 450,200.00		\$ 551,214.78	\$ 101,014.78
Amount to be Raised by Taxes for Support of Municipal Budget	A-9:A-2	\$ 9,356,752.52		\$ 10,430,577.19	\$ 1,073,824.67
<u>Budget Totals</u>		\$ 13,467,922.53	\$ 53,413.50	\$ 14,848,803.84	\$ 1,327,467.81
Non-Budget Revenues	A-2			158,601.19	158,601.19
		\$ 13,467,922.53	\$ 53,413.50	\$ 15,007,405.03	\$ 1,486,069.00
	REF.	A-3	A-3		

BOROUGH OF MANVILLE

CURRENT FUND

STATEMENT OF REVENUES - REGULATORY BASIS
FOR THE YEAR ENDED DECEMBER 31, 2019

	<u>REF.</u>	
Allocations of Current Tax Collections:		
Revenues from Collections	A-1:A-9	\$ 28,332,605.16
Allocated to:		
School and County Taxes		<u>19,402,027.97</u>
Balance for Support of Municipal Appropriations		\$ 8,930,577.19
Add: Appropriation "Reserve for Uncollected Taxes"	A-3	<u>1,500,000.00</u>
Amount for Support of Municipal Budget Appropriations	A-2	<u>\$ 10,430,577.19</u>

ANALYSIS OF REALIZED REVENUES

Receipts from Delinquent Taxes:		
Delinquent Tax Collections	A-9	\$ 540,722.60
Tax Title Lien Collections	A-10	<u>10,492.18</u>
	A-1:A-2	<u>\$ 551,214.78</u>
Licenses - Other:		
Clerk	A-12	\$ <u>3,135.00</u>
	A-2	<u>\$ 3,135.00</u>
Other Fees and Permits:		
Engineering Department	A-12	\$ 8,445.50
Registrar	A-12	5,990.00
Police Department	A-12	937.89
Health Officer	A-12	15,308.00
Clerk	A-12	46,452.65
Planning/Zoning Board	A-12	<u>13,242.02</u>
	A-2	<u>\$ 90,376.06</u>

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

BOROUGH OF MANVILLE

CURRENT FUND

STATEMENT OF REVENUES - REGULATORY BASIS
FOR THE YEAR ENDED DECEMBER 31, 2019

ANALYSIS OF NON-BUDGET REVENUE

	<u>REF.</u>	
Miscellaneous Revenue Not Anticipated:		
Code Enforcement/Planning Board		\$ 60.00
Police		855.55
Returned check and miscellaneous fees		6,453.62
Administrative and Executive		120.00
Finance		5,690.76
Clerk		233.64
Engineering/Street Opening Permits		2,364.00
Fire Prevention		50.00
Health and Food Licenses		900.00
Public Works		1,590.22
Excess Animal Control Fees		1,735.93
Abandoned Properties		51,018.31
Police Outside Services Administrative Fees		72,211.01
Auction Proceeds/Sale of Assets		3,712.09
DMV Inspections		1,644.45
Senior Citizen and Veteran Administrative Fee		<u>1,745.26</u>
	A-4	150,384.84
Tax Collector	A-5	11,028.97
Refunds	A-4	<u>2,812.62</u>
	A-1:A-4	<u>\$ 158,601.19</u>

BOROUGH OF MANVILLE
CURRENT FUND

STATEMENT OF EXPENDITURES - REGULATORY BASIS
YEAR ENDED DECEMBER 31, 2019

	APPROPRIATIONS			PAID OR CHARGED	RESERVED	UNEXPENDED BALANCE CANCELLED
	BUDGET	BUDGET AFTER MODIFICATION				
OPERATIONS WITHIN "CAPS"						
GENERAL GOVERNMENT						
Administrative and Executive:						
Salaries and Wages	\$ 202,000.00	\$ 163,000.00	\$ 161,238.89	\$ 1,761.11	\$	
Other Expenses	48,424.00	58,424.00	58,367.19	56.81		
Master Plan	15,000.00	15,000.00	14,231.81	768.19		
Sustainable NJ	2,000.00	2,000.00	100.00	1,900.00		
Mayor and Council:						
Salaries and Wages	33,500.00	35,000.00	34,949.94	50.06		
Other Expenses	5,000.00	5,000.00	5,000.00			
Borough Clerk:						
Salaries and Wages	24,000.00	20,000.00	18,769.68	1,230.32		
Other Expenses	9,000.00	13,000.00	11,264.17	1,735.83		
Elections:						
Other Expenses	3,000.00	3,000.00	3,000.00			
Financial Administration:						
Salaries and Wages	20,000.00	20,000.00	18,917.80	1,082.20		
Other Expenses	23,000.00	20,500.00	18,086.51	2,413.49		
Audit	64,515.00	64,515.00	64,250.00	265.00		
Assessment of Taxes:						
Salaries and Wages	81,500.00	83,500.00	81,856.23	1,643.77		
Other Expenses	21,000.00	11,000.00	7,338.86	3,661.14		
Collection of Taxes:						
Salaries and Wages	72,000.00	72,000.00	71,627.37	372.63		
Other Expenses	18,000.00	18,000.00	15,489.19	2,510.81		
Legal Services and Costs:						
Other Expenses	155,000.00	155,000.00	151,259.78	3,740.22		
Engineering Services and Costs:						
Other Expenses	54,000.00	54,000.00	54,000.00			
Public Buildings and Grounds:						
Other Expenses	89,775.00	89,775.00	89,699.32	75.68		
Planning/Zoning:						
Salaries and Wages	6,500.00	6,500.00	5,788.48	711.52		
Other Expenses	20,000.00	55,000.00	54,011.00	989.00		

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

BOROUGH OF MANVILLE
CURRENT FUND

STATEMENT OF EXPENDITURES - REGULATORY BASIS
YEAR ENDED DECEMBER 31, 2019

	<u>APPROPRIATIONS</u>			<u>PAID OR CHARGED</u>	<u>RESERVED</u>	<u>UNEXPENDED BALANCE CANCELLED</u>
	<u>BUDGET</u>	<u>BUDGET AFTER MODIFICATION</u>				
<u>OPERATIONS WITHIN "CAPS"</u>						
<u>PUBLIC SAFETY</u>						
Fire:						
Other Expenses	\$ 150,750.00	\$ 115,750.00	\$ 75,511.75	\$ 40,238.25	\$	
Police:						
Salaries and Wages	3,226,000.00	3,210,000.00	3,072,152.29	137,847.71		
Other Expenses	167,000.00	167,000.00	163,397.51	3,602.49		
Emergency Management:						
Salaries and Wages	11,200.00	11,200.00	1,899.94	9,300.06		
Other Expenses	27,000.00	27,000.00	21,162.49	5,837.51		
First Aid Organization Contribution	8,000.00	8,000.00	8,000.00			
First Aid Insurance Payment	32,000.00	41,000.00	40,891.59	108.41		
Shade Tree Commission	6,000.00	6,000.00	5,796.64	203.36		
Public Works Department:						
Salaries and Wages	1,123,500.00	1,123,500.00	1,071,879.18	51,620.82		
Other Expenses	670,000.00	670,000.00	669,535.23	464.77		
Board of Health:						
Salaries and Wages	53,000.00	56,500.00	54,055.42	2,444.58		
Other Expenses	10,100.00	10,100.00	8,509.34	1,590.66		
Bloodborne Pathogens:						
Other Expenses	100.00	100.00		100.00		
<u>RECREATION AND EDUCATION</u>						
Recreation:						
Salaries and Wages	203,000.00	233,000.00	232,096.43	903.57		
Other Expenses	43,000.00	19,000.00	18,147.47	852.53		
Celebration of Events, Anniversary or Holiday:						
Other Expenses	4,500.00	4,500.00	4,470.00	30.00		
Contribution to Senior Citizen Center	8,000.00	8,000.00	8,000.00			
Contribution to Youth Services Commission	100.00	100.00		100.00		
Rental Agreements	21,000.00	21,000.00	21,000.00			

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

BOROUGH OF MANVILLE
CURRENT FUND

STATEMENT OF EXPENDITURES - REGULATORY BASIS
YEAR ENDED DECEMBER 31, 2019

	APPROPRIATIONS			PAID OR CHARGED	RESERVED	UNEXPENDED BALANCE CANCELLED
	BUDGET	BUDGET AFTER MODIFICATION				
<u>OPERATIONS WITHIN "CAPS" (CONTINUED)</u>						
Insurance:						
Group Insurance Plan for Employees	\$ 924,000.00	\$ 924,000.00	\$ 846,329.82	\$ 77,670.18	\$	
Other Insurance Premiums	290,000.00	290,000.00	240,509.80	49,490.20		
Workmen Comp. Insurance	250,000.00	250,000.00	227,843.89	22,156.11		
Health Benefits Waiver	62,500.00	62,500.00	38,673.80	23,826.20		
<u>STATE UNIFORM CONSTRUCTION CODE</u>						
Construction Office:						
Salaries and Wages	115,500.00	122,300.00	122,287.34	12.66		
Other Expenses	12,500.00	12,500.00	12,200.72	299.28		
Property Maintenance:						
Salaries and Wages	42,000.00	42,000.00	41,995.31	4.69		
Other Expenses	3,500.00	3,500.00	3,500.00			
Uniform Fire Safety Act:						
Salaries and Wages	78,500.00	76,200.00	74,385.99	1,814.01		
Other Expenses	28,250.00	28,250.00	28,172.63	77.37		
<u>UNCLASSIFIED</u>						
Utilities:						
Gasoline and Fuel	78,000.00	78,000.00	78,000.00			
Electricity	125,000.00	165,000.00	156,597.31	8,402.69		
Natural Gas	35,700.00	35,700.00	35,691.37	8.63		
Telephone	100,000.00	100,000.00	96,086.02	3,913.98		
Street Lighting	145,000.00	145,000.00	136,260.71	8,739.29		
Fire Hydrant Service	155,000.00	155,000.00	150,227.03	4,772.97		
Water	21,420.00	21,420.00	11,075.90	10,344.10		
Postage	22,440.00	22,440.00	14,090.03	8,349.97		
TOTAL OPERATIONS WITHIN "CAPS"	\$ 9,220,774.00	\$ 9,229,774.00	\$ 8,729,679.17	\$ 500,094.83	\$	
TOTAL OPERATIONS INCLUDING CONTINGENT WITHIN "CAPS"	\$ 9,220,774.00	\$ 9,229,774.00	\$ 8,729,679.17	\$ 500,094.83	\$	

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

BOROUGH OF MANVILLE
CURRENT FUND

STATEMENT OF EXPENDITURES - REGULATORY BASIS
YEAR ENDED DECEMBER 31, 2019

	APPROPRIATIONS			PAID OR CHARGED	RESERVED	UNEXPENDED BALANCE CANCELLED
	BUDGET	BUDGET AFTER MODIFICATION				
<u>OPERATIONS WITHIN "CAPS" (CONTINUED)</u>						
DEFERRED CHARGES AND STATUTORY EXPENDITURES - MUNICIPAL WITHIN "CAPS"						
Statutory Expenditures:						
Contribution to:						
Public Employees' Retirement System	\$ 285,000.00	\$ 285,000.00	\$ 272,726.00	\$ 12,274.00	\$	
Social Security System (O.A.S.I.)	230,000.00	230,000.00	213,769.43	16,230.57		
Police and Firemen's Pension Fund	820,000.00	820,000.00	810,953.00	9,047.00		
State Unemployment Insurance	40,000.00	31,000.00	31,000.00			
DCRP	11,000.00	11,000.00	2,404.84	8,595.16		
Total Statutory Expenditures	\$ 1,386,000.00	\$ 1,377,000.00	\$ 1,330,853.27	\$ 46,146.73	\$	
TOTAL DEFERRED CHARGES AND STATUTORY EXPENDITURES - MUNICIPAL WITHIN "CAPS"	\$ 1,386,000.00	\$ 1,377,000.00	\$ 1,330,853.27	\$ 46,146.73	\$	
TOTAL GENERAL APPROPRIATIONS FOR MUNICIPAL PURPOSES WITHIN "CAPS"	\$ 10,606,774.00	\$ 10,606,774.00	\$ 10,060,532.44	\$ 546,241.56	\$	
OPERATIONS - EXCLUDED FROM "CAPS"						
Length of Service Awards Program	\$ 14,000.00	\$ 14,000.00	\$	\$ 14,000.00	\$	
Interlocal Municipal Service Agreements:						
Health Services Contract:						
County of Somerset	82,500.00	82,500.00	82,020.24	479.76		
Public Works Services:						
Somerville	6,600.00	6,600.00	5,700.00	900.00		
Animal Control Contract:						
Township of Bridgewater	5,800.00	5,800.00	5,310.50	489.50		
Somerset County Regional Animal Shelter	45,800.00	45,800.00	44,000.00	1,800.00		
Municipal Court Services:						
Township of Hillsborough	131,750.00	131,750.00	131,750.00			
Accounting Services						
Township of Montgomery	103,500.00	103,500.00	103,318.69	181.31		
TOTAL OTHER OPERATIONS - EXCLUDED FROM "CAPS"	\$ 389,950.00	\$ 389,950.00	\$ 372,099.43	\$ 17,850.57	\$	

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

BOROUGH OF MANVILLE
CURRENT FUND

STATEMENT OF EXPENDITURES - REGULATORY BASIS
YEAR ENDED DECEMBER 31, 2019

	<u>APPROPRIATIONS</u>			<u>PAID OR CHARGED</u>	<u>RESERVED</u>	<u>UNEXPENDED BALANCE CANCELED</u>
	<u>BUDGET</u>	<u>BUDGET AFTER MODIFICATION</u>				
<u>PUBLIC AND PRIVATE PROGRAMS OFFSET BY REVENUE</u>						
Drunk Driving Enforcement Fund (N.J.S.A. 40A:4-87 + \$3,000)	\$	\$ 3,000.00	\$	3,000.00	\$	\$
Pedestrian Safety Grant (N.J.S.A. 40A:4-87 + \$11,000)		11,000.00		11,000.00		
Municipal Alliance on Alcoholism & Drug Abuse	9,627.05	9,627.05		9,627.05		
Local Match	4,813.52	4,813.52		4,813.52		
Sustainable Jersey Small Grants (N.J.S.A. 40A:4-87 + \$10,000.00)		10,000.00		10,000.00		
NJDEP Clean Communities Program (N.J.S.A. 40A:4-87 + \$24,413.50)		24,413.50		24,413.50		
Body Armor Replacement Fund	2,683.97	2,683.97		2,683.97		
Recycling Tonnage	10,473.99	10,473.99		10,473.99		
Somerset County Youth Services (N.J.S.A. 40A:4-87 + \$5,000.00)		5,000.00		5,000.00		
<u>TOTAL PUBLIC AND PRIVATE PROGRAMS OFFSET BY REVENUE</u>	\$	27,598.53	\$	81,012.03	\$	\$
<u>TOTAL OPERATIONS - EXCLUDED FROM "CAPS"</u>	\$	417,548.53	\$	470,962.03	\$	17,850.57
<u>CAPITAL IMPROVEMENTS EXCLUDED FROM "CAPS"</u>						
Capital Improvement Fund	\$	115,000.00	\$	115,000.00	\$	\$
<u>TOTAL CAPITAL IMPROVEMENTS - EXCLUDED FROM "CAPS"</u>	\$	115,000.00	\$	115,000.00	\$	\$
<u>MUNICIPAL DEBT SERVICE - EXCLUDED FROM "CAPS"</u>						
Payment of Bond Principal	\$	495,000.00	\$	485,000.00	\$	10,000.00
Interest on Bonds	182,000.00	182,000.00		155,775.00		26,225.00
Improvement Authority Lease	81,000.00	81,000.00		10,415.14		70,584.86
<u>TOTAL MUNICIPAL DEBT SERVICE EXCLUDED FROM "CAPS"</u>	\$	758,000.00	\$	651,190.14	\$	106,809.86

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

BOROUGH OF MANVILLE
CURRENT FUND

STATEMENT OF EXPENDITURES - REGULATORY BASIS
YEAR ENDED DECEMBER 31, 2019

	APPROPRIATIONS		PAID OR CHARGED	RESERVED	UNEXPENDED BALANCE CANCELED
	BUDGET	BUDGET AFTER MODIFICATION			
DEFERRED CHARGES - EXCLUDED FROM "CAPS"					
Special Emergency 5 Years (N.J.S.A. 40A:4-55)	\$ 70,600.00	\$ 70,600.00	\$ 70,600.00	\$	\$
<u>TOTAL DEFERRED CHARGES - EXCLUDED FROM "CAPS"</u>	\$ 70,600.00	\$ 70,600.00	\$ 70,600.00	\$	\$
TOTAL GENERAL APPROPRIATIONS FOR MUNICIPAL PURPOSES EXCLUDED FROM "CAPS"	\$ 1,361,148.53	\$ 1,414,562.03	\$ 1,289,901.60	\$ 17,850.57	\$ 106,809.86
SUB-TOTAL GENERAL APPROPRIATIONS RESERVE FOR UNCOLLECTED TAXES	\$ 11,967,922.53	\$ 12,021,336.03	\$ 11,350,434.04	\$ 564,092.13	\$ 106,809.86
	\$ 1,500,000.00	\$ 1,500,000.00	\$ 1,500,000.00		
<u>TOTAL GENERAL APPROPRIATIONS</u>	\$ 13,467,922.53	\$ 13,521,336.03	\$ 12,850,434.04	\$ 564,092.13	\$ 106,809.86
REF.	A-2	A-2	A-1	A:A-1	
Appropriation by 40A:4-87	\$	\$ 53,413.50			
Budget		13,467,922.53			
		\$ 13,521,336.03			
Cash Disbursements	A-4		\$ 11,269,150.92		
Reserve for Encumbrances	A-21		281,278.89		
Reserve for Grants Appropriated	A-27		81,012.03		
Deferred Charges	A-23		70,600.00		
Reserve for Uncollected Taxes	A-2		1,500,000.00		
			\$ 13,202,041.84		
Less: Refunds Cash	A-4		351,607.80		
			\$ 12,850,434.04		

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

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TRUST FUND

"B"

BOROUGH OF MANVILLE

TRUST FUND

BALANCE SHEETS - REGULATORY BASIS

	<u>REF.</u>	<u>BALANCE</u> <u>DECEMBER</u> <u>31, 2019</u>	<u>BALANCE</u> <u>DECEMBER</u> <u>31, 2018</u>
<u>ASSETS</u>			
Animal Control Trust Fund:			
Cash	B-1	\$ <u>13,288.71</u>	\$ <u>12,818.00</u>
Other Funds:			
Cash	B-1	\$ 1,137,959.30	\$ 1,040,010.81
Community Development Block Grant Receivable	B-9	<u>200,000.00</u>	<u>155,863.32</u>
		\$ <u>1,337,959.30</u>	\$ <u>1,195,874.13</u>
		\$ <u>1,351,248.01</u>	\$ <u>1,208,692.13</u>
<u>LIABILITIES, RESERVES AND FUND BALANCES</u>			
Animal Control Trust Fund:			
Interfunds Payable	B-5	\$ 1,735.93	\$ 2,419.82
Due State of New Jersey	B-3	3.00	2.40
Encumbrances Payable	B-4	841.00	842.20
Reserve for Animal Control Trust Fund Expenditures	B-2	<u>10,708.78</u>	<u>9,553.58</u>
		\$ <u>13,288.71</u>	\$ <u>12,818.00</u>
Other Funds:			
Interfunds Payable	B-8	\$ 206,635.11	\$ 9,970.11
Encumbrances Payable	B-7	49,710.40	
Reserve For:			
Community Development Block Grant Reserves	B-10	112,705.15	138,739.73
Various Reserves and Deposits	B-6	<u>968,908.64</u>	<u>1,047,164.29</u>
		\$ <u>1,337,959.30</u>	\$ <u>1,195,874.13</u>
		\$ <u>1,351,248.01</u>	\$ <u>1,208,692.13</u>

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

GENERAL CAPITAL FUND

BOROUGH OF MANVILLE

GENERAL CAPITAL FUND

BALANCE SHEETS - REGULATORY BASIS

	<u>REF.</u>	<u>BALANCE</u> <u>DECEMBER</u> <u>31, 2019</u>	<u>BALANCE</u> <u>DECEMBER</u> <u>31, 2018</u>
<u>ASSETS</u>			
Cash	C-2	\$ 570,900.43	\$ 1,083,049.87
Grants Receivable	C-11	392,217.43	392,217.43
Deferred Charges to Future Taxation - Funded	C-5	4,950,000.00	5,435,000.00
Deferred Charges to Future Taxation - Unfunded	C-4	<u>563,459.37</u>	<u>903,459.37</u>
		\$ <u>6,476,577.23</u>	\$ <u>7,813,726.67</u>
 <u>LIABILITIES, RESERVES AND FUND BALANCE</u>			
General Serial Bonds	C-10	\$ 4,950,000.00	\$ 5,435,000.00
Improvement Authorizations - Funded	C-7	882,607.93	1,216,344.12
Improvement Authorizations - Unfunded	C-7	32,842.48	45,555.36
Reserve for Insurance Damage	C-12	35,927.00	35,927.00
Reserve for RCA Readington	C-13	37,750.47	37,080.87
Reserve for RCA Hillsborough	C-14	54,623.29	53,654.38
Reserve for Debt Service	C-15	35,329.40	35,329.40
Capital Improvement Fund	C-8	170,173.78	55,173.78
Contracts Payable	C-6	100,141.00	852,987.57
Fund Balance	C-1	<u>177,181.88</u>	<u>46,674.19</u>
		\$ <u>6,476,577.23</u>	\$ <u>7,813,726.67</u>

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

BOROUGH OF MANVILLE

GENERAL CAPITAL FUND

STATEMENT OF FUND BALANCE - REGULATORY BASIS

	<u>REF.</u>	
Balance, December 31, 2018	C	\$ 46,674.19
Increased by:		
Fully Funded Ordinances Canceled	C-7	147,907.69
		<u>\$ 194,581.88</u>
Decreased by:		
Appropriated to Finance Improvements	C-7	17,400.00
		<u>17,400.00</u>
Balance, December 31, 2019	C	<u><u>\$ 177,181.88</u></u>

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

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SEWER UTILITY FUND

BOROUGH OF MANVILLE

SEWER UTILITY FUND

BALANCE SHEETS - REGULATORY BASIS

	<u>REF.</u>	<u>BALANCE DECEMBER 31, 2019</u>	<u>BALANCE DECEMBER 31, 2018</u>
<u>ASSETS</u>			
Operating Fund:			
Cash-Treasurer	D-5	\$ 445,589.20	\$ 866,919.61
Change Fund		200.00	200.00
		<u>\$ 445,789.20</u>	<u>\$ 867,119.61</u>
Receivables With Full Reserves:			
Consumer Accounts Receivable	D-7	\$ 199,013.30	\$ 161,262.35
Sewer Liens Receivable	D-8	501.49	839.00
		<u>\$ 199,514.79</u>	<u>\$ 162,101.35</u>
<u>Total Operating Fund</u>		<u>\$ 645,303.99</u>	<u>\$ 1,029,220.96</u>
Capital Fund:			
Cash-Treasurer	D-5	\$ 60,181.50	\$ 54,539.61
Fixed Capital	D-13	214,988.17	214,988.17
Fixed Capital Authorized and Uncompleted	D-14	160,000.00	135,000.00
<u>Total Capital Fund</u>		<u>\$ 435,169.67</u>	<u>\$ 404,527.78</u>
		<u>\$ 1,080,473.66</u>	<u>\$ 1,433,748.74</u>

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

BOROUGH OF MANVILLE

SEWER UTILITY FUND

BALANCE SHEETS - REGULATORY BASIS

	<u>REF.</u>	<u>BALANCE DECEMBER 31, 2019</u>	<u>BALANCE DECEMBER 31, 2018</u>
<u>LIABILITIES, RESERVES AND FUND BALANCE</u>			
Operating Fund:			
Liabilities:			
Appropriation Reserves	D-4:D-10	\$ 152,034.08	\$ 167,966.23
Sewer Overpayments	D-9	8,791.10	11,244.26
Encumbrances Payable	D-11	134,858.50	106,820.12
		<u>\$ 295,683.68</u>	<u>\$ 286,030.61</u>
Reserve for Receivables	D	199,514.79	162,101.35
Fund Balance	D-1	<u>150,105.52</u>	<u>581,089.00</u>
<u>Total Operating Fund</u>		<u>\$ 645,303.99</u>	<u>\$ 1,029,220.96</u>
Capital Fund:			
Capital Improvement Fund	D-15	\$ 77,955.00	\$ 77,955.00
Contracts Payable	D-16	20,692.20	750.00
Reserve for:			
Deferred Amortization	D-20	25,000.00	
Amortization	D-17	214,988.17	214,988.17
Improvement Authorizations:			
Funded	D-18	6,314.83	
Unfunded	D-18	67,328.20	87,943.34
Fund Balance	D-2	<u>22,891.27</u>	<u>22,891.27</u>
<u>Total Capital Fund</u>		<u>\$ 435,169.67</u>	<u>\$ 404,527.78</u>
		<u>\$ 1,080,473.66</u>	<u>\$ 1,433,748.74</u>

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

BOROUGH OF MANVILLESEWER UTILITY FUND

STATEMENTS OF OPERATIONS
AND CHANGE IN FUND BALANCE - REGULATORY BASIS
FOR THE YEAR ENDED DECEMBER 31, 2019

	<u>REF.</u>	YEAR ENDED DECEMBER <u>31, 2019</u>	YEAR ENDED DECEMBER <u>31, 2018</u>
<u>REVENUE AND OTHER INCOME REALIZED</u>			
Fund Balance Utilized	D-3	\$ 550,000.00	\$ 40,000.00
Sewer Use Charges	D-3	1,802,010.30	1,905,974.52
Other Credits to Income:			
Unexpended Balance of Appropriation Reserves	D-10	173,261.00	276,123.80
Miscellaneous Revenue Not Anticipated	D-3	<u>29,237.24</u>	<u>29,459.29</u>
<u>TOTAL INCOME</u>		<u>\$ 2,554,508.54</u>	<u>\$ 2,251,557.61</u>
<u>EXPENDITURES</u>			
Operating	D-4	\$ 2,375,000.00	\$ 1,769,633.00
Capital Improvements	D-4	25,000.00	15,000.00
Regulatory Expenditures and Deferred Charges	D-4	35,000.00	39,452.00
Refund of Prior Year Revenues	D-5	<u>492.02</u>	<u>12.88</u>
<u>TOTAL EXPENDITURES</u>		<u>\$ 2,435,492.02</u>	<u>\$ 1,824,097.88</u>
Excess in Revenue		\$ 119,016.52	\$ 427,459.73
<u>Fund Balance</u>			
Balance, January 1	D	<u>581,089.00</u>	<u>193,629.27</u>
		\$ 700,105.52	\$ 621,089.00
Decreased by:			
Utilization by Sewer Operating Budget	D-1:D-3	<u>550,000.00</u>	<u>40,000.00</u>
Balance, December 31	D	<u>\$ 150,105.52</u>	<u>\$ 581,089.00</u>

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

BOROUGH OF MANVILLE

SEWER UTILITY CAPITAL FUND

STATEMENT OF CAPITAL SURPLUS - REGULATORY BASIS

	<u>REF.</u>	
Balance, December 31, 2018	D	\$ <u>22,891.27</u>
Balance, December 31, 2019	D	\$ <u><u>22,891.27</u></u>

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

BOROUGH OF MANVILLE

SEWER UTILITY OPERATING FUND

STATEMENT OF REVENUES - REGULATORY BASIS
FOR THE YEAR ENDED DECEMBER 31, 2019

	<u>REF.</u>	<u>ANTICIPATED</u>	<u>REALIZED</u>	<u>EXCESS</u>
Fund Balance Anticipated	D-1	\$ 550,000.00	\$ 550,000.00	\$
Sewer Use Charges	D-1:D-3	1,885,000.00	1,802,010.30	(82,989.70)
Miscellaneous	D-1:D-3		29,237.24	29,237.24
	D-4	<u>\$ 2,435,000.00</u>	<u>\$ 2,381,247.54</u>	<u>\$ (53,752.46)</u>

ANALYSIS OF REALIZED REVENUE

Sewer Use Charges:

Consumer Accounts Receivable:

Collected	D-7	\$ 1,790,228.53
Sewer Liens Collected	D-8	537.51
Overpayments Applied	D-6	11,244.26
	D-3	<u>\$ 1,802,010.30</u>

Miscellaneous:

Interest on Investments - Treasurer		\$ 9,482.38
Connection Fees		<u>6,000.00</u>

	D-5	\$ 15,482.38
Collector:		
Interest on Delinquent Accounts	D-6	<u>\$ 13,754.86</u>
	D-3	<u>\$ 29,237.24</u>

BOROUGH OF MANVILLE
SEWER UTILITY OPERATING FUND
STATEMENT OF EXPENDITURES - REGULATORY BASIS
FOR THE YEAR ENDED DECEMBER 31, 2019

	<u>APPROPRIATIONS</u>		<u>EXPENDED</u>	
	<u>BUDGET</u>	<u>BUDGET AFTER MODIFICATION</u>	<u>PAID OR CHARGED</u>	<u>RESERVED</u>
Operating:				
Salaries and Wages	\$ 215,000.00	\$ 215,000.00	\$ 211,893.29	\$ 3,106.71
Other Expenses	92,500.00	110,500.00	108,357.11	2,142.89
Other Insurance	110,000.00	110,000.00	95,947.81	14,052.19
Group Insurance	120,000.00	120,000.00	98,070.12	21,929.88
Somerset Raritan Valley Sewerage Authority Treatment Costs	1,800,000.00	1,800,000.00	1,728,374.13	71,625.87
Electric	35,000.00	17,000.00		17,000.00
Gas	2,500.00	2,500.00		2,500.00
	<u>2,375,000.00</u>	<u>2,375,000.00</u>	<u>2,242,642.46</u>	<u>132,357.54</u>
<u>Total Operating</u>	<u>\$ 2,375,000.00</u>	<u>\$ 2,375,000.00</u>	<u>\$ 2,242,642.46</u>	<u>\$ 132,357.54</u>
Capital Improvements:				
Capital Outlay	\$ 25,000.00	\$ 25,000.00	\$ 25,000.00	\$
Statutory Expenditures:				
Social Security System (O.A.S.I.)	\$ 35,000.00	\$ 35,000.00	\$ 15,323.46	\$ 19,676.54
	<u>\$ 2,435,000.00</u>	<u>\$ 2,435,000.00</u>	<u>\$ 2,282,965.92</u>	<u>\$ 152,034.08</u>
	<u>REF.</u>	<u>D-3</u>	<u>D-1</u>	<u>D:D-1</u>
Cash Disbursements	D-5		\$ 2,163,883.32	
Encumbrances Payable	D-11		134,858.50	
			<u>\$ 2,298,741.82</u>	
Less: Refunds	D-5		15,775.90	
			<u>\$ 2,282,965.92</u>	

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

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GENERAL FIXED ASSETS ACCOUNT GROUP

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BOROUGH OF MANVILLE

GENERAL FIXED ASSETS ACCOUNT GROUP

BALANCE SHEET - REGULATORY BASIS

	BALANCE DECEMBER <u>31, 2019</u>	BALANCE DECEMBER <u>31, 2018</u>
General Fixed Assets:		
Land	\$ 13,536,350.00	\$ 13,536,350.00
Buildings	7,734,150.00	7,734,150.00
Machinery and Equipment	<u>7,324,744.56</u>	<u>6,378,434.15</u>
<u>TOTAL FIXED ASSETS</u>	<u>\$ 28,595,244.56</u>	<u>\$ 27,648,934.15</u>
Investments in General Fixed Assets	<u>\$ 28,595,244.56</u>	<u>\$ 27,648,934.15</u>

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

NOTES TO FINANCIAL STATEMENTS

BOROUGH OF MANVILLE

NOTES TO FINANCIAL STATEMENTS
YEAR ENDED DECEMBER 31, 2019 AND 2018

NOTE 1: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

A. Reporting Entity

The Borough of Manville is an instrumentality of the State of New Jersey established to function as a municipality. The Borough Council consists of elected officials and is responsible for the fiscal control of the Borough.

Except as noted below, the financial statements of the Borough of Manville include every board, body, officer or commission supported and maintained wholly or in part by funds appropriated by the Borough of Manville, as required by N.J.S.A. 40A:5-5. Accordingly, the financial statements of the Borough of Manville do not include the operations of the municipal library or the local school district, inasmuch as their activities are administered by separate boards.

B. Description of Funds

The Governmental Accounting Standards Board (GASB) is the accepted standard-setting body for establishing governmental accounting and financial reporting principles. GASB codification establishes the presentation of basic financial statements into three fund types, the governmental, proprietary and fiduciary funds, as well as government-wide financial reporting that must be used by general purpose governmental units when reporting financial position and results of operations in accordance with U.S. Generally Accepted Accounting Principles (GAAP).

The accounting policies of the Borough of Manville conform to the accounting principles applicable to municipalities which have been prescribed by the Division of Local Government Services, Department of Community Affairs, State of New Jersey. Such principles and practices are designed primarily for determining compliance with legal provisions and budgetary restrictions and as a means of reporting on the stewardship of public officials with respect to public funds. Under this method of accounting, the financial transactions and accounts of the Borough of Manville are organized on the basis of funds and an account group which is different from the fund structure required by GAAP.

NOTE 1: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

B. Description of Funds (Continued)

A fund or account group is an accounting entity with a separate set of self-balancing accounts established to record the financial position and results of operation of a specific governmental activity. As required by the Division of Local Government Services, the Borough accounts for its financial transactions through the following individual funds and account group:

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

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

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

Sewer Operating and Capital Funds - account for the operations and acquisition of capital facilities of the municipally-owned sewer utility.

General Fixed Assets Account Group - utilized to account for property, land, buildings and equipment that have been acquired by other governmental funds.

C. Basis of Accounting

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

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

Revenues - are recorded when received in cash except for certain amounts which are due from other governmental units. Federal and state grants are realized as revenue when anticipated in the Borough's budget. Receivables for property taxes are recorded with offsetting reserves on the balance sheet of the Borough's Current Fund; accordingly, such amounts are not recorded as revenue until collected. Other amounts that are due the Borough which are susceptible to accrual are also recorded as receivables with offsetting reserves and recorded as revenue when received. GAAP requires revenues to be recognized in the accounting period when they become susceptible to accrual, reduced by an allowance for doubtful accounts.

NOTE 1: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

C. Basis of Accounting (Continued)

Expenditures - are recorded on the "budgetary" basis of accounting. Generally expenditures are recorded when an amount is encumbered for goods or services through the issuance of a purchase order in conjunction with the Encumbrance Accounting System.

Outstanding encumbrances, at December 31, are reported as a cash liability in the financial statements and constitute part of the Borough's statutory Appropriation Reserve balance. Appropriation reserves covering unexpended appropriation balances are automatically created at December 31st of each year and recorded as liabilities except for amounts which may be canceled by the governing body. Appropriation reserves are available, until lapsed at the close of the succeeding year, to meet specific claims, commitments or contracts incurred during the preceding fiscal year. Lapsed appropriation reserves are recorded as income. Appropriations for principal payments on outstanding general capital and utility bonds and notes are provided on the cash basis; interest on general capital indebtedness is on the cash basis, whereas interest on utility indebtedness is on the accrual basis.

Encumbrances - Contractual orders, at December 31, are reported as expenditures through the establishment of encumbrances payable. Under GAAP, encumbrances outstanding at year end are reported as reservations of fund balance because they do not constitute expenditures or liabilities.

Foreclosed Property - is recorded in the Current Fund at the assessed valuation when such property was acquired and is fully reserved. GAAP requires such property to be recorded in the General Fixed Assets Account Group at its market value.

Sale of Municipal Assets - The proceeds from the sale of municipal assets can be held in a reserve until anticipated as a revenue in a future budget. GAAP requires such proceeds to be recorded as a revenue in the year of sale.

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

NOTE 1: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

C. Basis of Accounting (Continued)

General Fixed Assets - N.J.A.C. 5:30-5.6, Accounting for Governmental Fixed Assets, as promulgated by the Division of Local Government Services, which differs in certain respects from generally accepted accounting principles, requires the inclusion of a statement of general fixed assets of the Borough as part of its basic financial statements. General fixed assets are defined as nonexpendable personal property having a physical existence, a useful life of more than one year and an acquisition cost of \$5,000.00 or more per unit. 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.

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

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

Inventories of Supplies - The cost of inventories of supplies for all funds are recorded as expenditures at the time individual items are purchased. The cost of inventories is not included on the various balance sheets. GAAP requires the cost of inventories to be reported as a current asset and equally offset by a fund balance reserve.

Fixed Capital - Sewer Utility

Accounting for utility fund "fixed capital" remains unchanged under the requirements of N.J.A.C. 5:30-5.6.

Property and equipment purchased by the Sewer Utility Fund are recorded in the capital account at cost and are adjusted for disposition and abandonment. The amounts shown do not purport to represent reproduction costs or current value. The fixed capital reported is as taken from the municipal records and does not necessarily reflect the true condition of such fixed capital. Contributions in aid of construction are not capitalized. The balance in the Reserve for Amortization account in the utility capital fund represent charges to operations for the cost of acquisitions of property, equipment and improvements. The utility does not record depreciation on fixed assets.

NOTE 1: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

C. Basis of Accounting (Continued)

Accounting and Financial Reporting for Pensions

Under the provisions of Governmental Accounting Standards Board (GASB) Statement No. 68 "Accounting and Financial Reporting for Pensions" and GASB Statement No. 71, "Pension Transition for Contributions Made Subsequent to the Measurement Date" (an amendment of GASB Statement No. 68), local government employers (or non-employer contributing entity in a special funding situation) are required to recognize a net pension liability measured as of a date (the measurement date) no earlier than the end of its prior fiscal year. If a state or local government employer or non-employer contributing entity makes a contribution to a defined benefit pension plan between the measurement date of the reported net pension liability and the end of the government's reporting period, Statement 68 requires that the government recognize its contribution as a deferred outflow of resources.

In addition, Statement 68 requires recognition of deferred outflows of resources and deferred inflows of resources for changes in the net pension liability of a state or local government employer or non-employer contributing entity that arise from other types of events.

Under GAAP, municipalities are required to recognize their proportionate share of net pension liability, deferred outflows of resources, deferred inflows of resources on the Statement of Net Position and the proportionate share of the pension related expense on the Statement of Activities.

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 to disclose GASB 68 information in the Notes to the Financial Statements. The disclosure must meet the requirements of GASB 68.

Accounting and Financial Reporting for Postemployment Benefits Other Than Pensions (OPEB)

The Governmental Accounting Standards Board (GASB) has issued Statement no. 75, "Accounting and Financial Reporting for Postemployment Benefits Other Than Pensions". This statement establishes standards for measuring and recognizing liabilities, deferred outflows and inflows of resources, and expenses for postemployment benefits other than pensions. It also requires the State of New Jersey to calculate and allocate to each participating member, for note disclosure purposes only, the OPEB net liability of New Jersey Health Benefits Local Government Retiree Plan (the Plan). The statement does not alter the amount of funds that must be budgeted for OPEB payment under existing state law.

NOTE 1: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

C. Basis of Accounting (Continued)

Accounting and Financial Reporting for Postemployment Benefits Other Than Pensions (OPEB) (Continued)

Under GAAP, municipalities are required to recognize the OPEB liability in Statements of Revenues, Expenses, Changes in Net Position (balance sheets) and Notes to the Financial Statements in accordance with GASB 75. The liability required to be displayed by GASB 75 is displayed as a separate line item in the Unrestricted Net Position area of the balance sheet.

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 OPEB liability as a liability on their balance sheets. However, N.J.A.C. 5:30 6.1(c) (2) requires municipalities to disclose GASB 75 information in the Notes to the Financial Statements. The disclosure must meet the requirements of GASB 75.

D. 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 Borough presents the financial statements listed in the table of contents of the "Requirements of Audit and Accounting Revision of 1987" as prescribed by the Division of Local Government Services, Department of Community Affairs, State of New Jersey and which differ from the financial statements required by GAAP.

NOTE 2: CASH AND CASH EQUIVALENTS

The Borough considers petty cash, change funds, cash in banks and certificates of deposit as cash and cash equivalents.

A. Deposits

New Jersey statutes permit the deposit of public funds in institutions which are located in New Jersey and which meet the requirements of the Governmental Unit Deposit Protection Act (GUDPA) or the State of New Jersey Cash Management Fund. GUDPA requires a bank that accepts public funds to be a public depository. A public depository is defined as a state bank, a national bank, or a savings bank, which is located in the State of New Jersey, the deposits of which are insured by the Federal Deposit Insurance Corporation. The statutes also require public depositories to maintain collateral for deposits of public funds that exceed certain insurance limits. All collateral must be deposited with the Federal Reserve Bank 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 Borough of Manville had the following cash and cash equivalents at December 31, 2019:

FUND	CASH		LESS	TOTAL
	ON DEPOSIT	ON HAND	O/S CHECKS & DEDUCTIONS	
Current Fund	\$ 3,701,841.45	\$ 61,156.14	\$ 165,646.69	\$ 3,597,350.90
Animal Control Fund	13,294.71		6.00	13,288.71
Other Trust Fund	1,057,790.94	168,992.24	88,823.88	1,137,959.30
General Capital Fund	570,900.43			570,900.43
Sewer Utility Operating Fund	430,570.31	15,608.89	390.00	445,789.20
Sewer Utility Capital Fund	60,181.50			60,181.50
TOTAL DECEMBER 31, 2019	\$ 5,834,579.34	\$ 245,757.27	\$ 254,866.57	\$ 5,825,470.04

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 Borough does not have a specific deposit policy for custodial credit risk other than those policies that adhere to the requirements of statute. As of December 31, 2019, based upon the coverage provided by FDIC and NJ GUDPA, no amount of the bank balance was exposed to custodial credit risk. Of the cash on balance in the bank, \$273,960.21 was covered by Federal Depository Insurance and \$5,560,619.13 was covered under the provisions of NJ GUDPA.

NOTE 2: CASH AND CASH EQUIVALENTS (CONTINUED)

B. Investments

The purchase of investments by the Borough is strictly limited by the express authority of the New Jersey Local Fiscal Affairs Law, N.J.S.A. 40A:5-15.1. Permitted investments include any of the following type of securities:

1. Bonds or other obligations of the United States of America or obligations guaranteed by the United States of America;
2. Government money market mutual funds which are purchased from an investment company or investment trust which is registered with the Securities and Exchange Commission under the "Investment Company Act of 1940," 15 U.S.C. 80a-1 et seq., and operated in accordance with 17 C.F.R. § 270.2a-7 and which portfolio is limited to U.S. Government securities that meet the definition of an eligible security pursuant to 17 C.F.R. § 270.2a-7 and repurchase agreements that are collateralized by such U.S. Government securities in which direct investment may be made pursuant to paragraphs (1) and (3) of N.J.S.A. 5-15.1. These funds are also required to be rated by a nationally recognized statistical rating organization.
3. Any obligation that a federal agency or a federal instrumentality has issued in accordance with an act of Congress, which security has a maturity date not greater than 397 days from the date of purchase, provided that such obligation bears a fixed rate of interest not dependent on any index or other external factor;
4. Bonds or other obligations of the Local Unit or bonds or other obligations of school districts of which the Local Unit is a part or within which the school district is located.
5. Bonds or other obligations, having a maturity date not more than 397 days from date of purchase, approved by the Division of Local Government Services of the Department of Community Affairs by Local Units;
6. Local government investment pools that are fully invested in U.S. Government securities that meet the definition of eligible security pursuant to 17 C.F.R. § 270a-7 and repurchase agreements that are collateralized by such U.S. Government securities in which direct investment may be made pursuant to paragraphs (1) and (3) of N.J.S.A. 5-15.1. This type of investment is also required to be rated in the highest category by a nationally recognized statistical rating organization.
7. Deposits with the State of New Jersey Cash Management Fund established pursuant to section 1 of P.L. 1977, c.281 (C. 52:18A-90.4); or

NOTE 2: CASH AND CASH EQUIVALENTS (CONTINUED)

B. Investments (Continued)

8. Agreements for the repurchase of fully collateralized securities if:
 - a. the underlying securities are permitted investments pursuant to paragraphs (1) and (3) of this subsection;
 - b. the custody of collateral is transferred to a third party;
 - c. the maturity of the agreement is not more than 30 days;
 - d. the underlying securities are purchased through a public depository as defined in section 1 of P.L. 1970, c.236 (C. 17:19-41); and
 - e. a master repurchase agreement providing for the custody and security of collateral is executed.

The Borough of Manville's investment activities during the year were in accordance with the above New Jersey Statute.

NOTE 3: GOVERNMENTAL DEBT

The Local Bond Law, Chapter 40A:2, governs the issuance of bonds to finance general municipal capital expenditures. All bonds are retired in annual installments within the statutory period of usefulness. All bonds issued by the Borough are general obligation bonds, backed by the full faith and credit of the Borough. Bond Anticipation Notes, which are issued to temporarily finance capital projects, shall mature and be paid off within ten years or financed by the issuance of bonds.

SUMMARY OF MUNICIPAL DEBT

	<u>YEAR 2019</u>	<u>YEAR 2018</u>	<u>YEAR 2017</u>
Issued:			
General:			
Bonds, Notes and Loans	\$ 4,950,000.00	\$ 5,435,000.00	\$ 5,387,980.00
Less:			
Funds Temporarily Held to Pay			
Bonds and Notes - General Capital	<u>35,329.40</u>	<u>35,329.40</u>	<u>891,819.45</u>
 <u>Net Debt Issued</u>	 <u>\$ 4,914,670.60</u>	 <u>\$ 5,399,670.60</u>	 <u>\$ 4,496,160.55</u>
Authorized But Not Issued:			
General - Bonds and Notes	\$ 563,459.37	\$ 903,459.37	\$ 810,298.82
Sewer Utility - Bonds and Notes	<u>135,000.00</u>	<u>135,000.00</u>	<u></u>
 <u>Total Authorized But Not Issued</u>	 <u>\$ 698,459.37</u>	 <u>\$ 1,038,459.37</u>	 <u>\$ 810,298.82</u>
 NET BONDS AND NOTES ISSUED AND AUTHORIZED BUT NOT ISSUED	 <u>\$ 5,613,129.97</u>	 <u>\$ 6,438,129.97</u>	 <u>\$ 5,306,459.37</u>

SUMMARY OF STATUTORY DEBT CONDITION ANNUAL DEBT STATEMENT

The summarized statement of debt condition which follows is prepared in accordance with the required method of setting up the Annual Debt Statement and indicates a statutory net debt of 0.599%.

	<u>GROSS DEBT</u>	<u>DEDUCTIONS</u>	<u>NET DEBT</u>
Sewer Utility Debt	\$ 135,000.00	\$ 135,000.00	\$
General Debt	<u>5,513,459.37</u>	<u>35,329.40</u>	<u>5,478,129.97</u>
	<u>\$ 5,648,459.37</u>	<u>\$ 170,329.40</u>	<u>\$ 5,478,129.97</u>

NET DEBT \$5,478,129.97 DIVIDED BY EQUALIZED VALUATION BASIS PER N.J.S.A. 40A:2-2, AS AMENDED, \$913,940,359.00 EQUALS 0.599%.

NOTE 3: GOVERNMENTAL DEBT (CONTINUED)

EQUALIZED VALUATION BASIS

2017 Equalized Valuation Basis of Real Property	\$ 892,989,671.00
2018 Equalized Valuation Basis of Real Property	924,017,958.00
2019 Equalized Valuation Basis of Real Property	<u>924,813,448.00</u>
	\$ <u>913,940,359.00</u>

BORROWING POWER UNDER N.J.S. 40A:2-6 AS AMENDED

Equalized Valuation Basis* - December 31, 2019	\$ <u>913,940,359.00</u>
3.5% of Equalized Valuation Basis	\$ 31,987,912.57
Net Debt	<u>5,478,129.97</u>
Remaining Borrowing Power	\$ <u>26,509,782.60</u>

*Equalized Valuation Basis is the average of the equalized valuation of real estate, including improvements, and the assessed valuation of Class II Railroad Property of the Borough of Manville for the last three (3) preceding years.

SCHOOL DEBT DEDUCTION

School debt is deductible up to the extent of 4% of the Average Equalized Assessed Valuation of real property for the Local School Districts.

CALCULATION OF "SELF-LIQUIDATING PURPOSE" SEWER UTILITY
PER N.J.S.40A:2-45

Cash Receipts from Fees, Rents of Other Charges for Year and Anticipated Surplus	\$ 2,381,247.54
Deduction:	
Operating and Maintenance Cost	<u>2,410,000.00</u>
Excess (Deficit) in Revenue - Not Self Liquidating	\$ <u>(28,752.46)</u>

NOTE 3: GOVERNMENTAL DEBT (CONTINUED)

LONG-TERM DEBT

GENERAL CAPITAL FUND

General Serial Bonds

\$5,435,000, General Improvement Bonds, due in annual installments from \$485,000 to \$600,000 due starting May 1, 2019 to May 1, 2028 at an interest rate of 3.000% \$ 4,950,000.00

Total General Capital Debt \$ 4,950,000.00

Bonds and Notes Authorized But Not Issued

At December 31, 2019, the Borough has authorized but not issued bonds and notes as follows:

General Capital Fund \$ 563,459.37

Sewer Utility Capital Fund \$ 135,000.00

SCHEDULE OF ANNUAL DEBT SERVICE FOR PRINCIPAL AND INTEREST FOR BONDED DEBT ISSUED AND OUTSTANDING DECEMBER 31, 2019

Calendar Year	<u>General Capital</u>		
	<u>Principal</u>	<u>Interest</u>	<u>Total</u>
2020	\$ 600,000.00	\$ 139,500.00	\$ 739,500.00
2021	575,000.00	121,875.00	696,875.00
2022	550,000.00	105,000.00	655,000.00
2023	550,000.00	88,500.00	638,500.00
2024	550,000.00	72,000.00	622,000.00
2025	550,000.00	55,500.00	605,500.00
2026	550,000.00	39,000.00	589,000.00
2027	525,000.00	22,875.00	547,875.00
2028	<u>500,000.00</u>	<u>7,500.00</u>	<u>507,500.00</u>
Total	\$ <u>4,950,000.00</u>	\$ <u>651,750.00</u>	\$ <u>5,601,750.00</u>

NOTE 3: GOVERNMENTAL DEBT (CONTINUED)

SHORT-TERM DEBT

In accordance with NJSA 40A:2-8.1, a local unit may, in anticipation of the issuance of bonds, borrow money and issue notes if the bond ordinance or subsequent resolution so provides. Any such note shall be designated as a "bond anticipation note" and shall be subject to the following provisions:

- (1) every note shall contain a recital that it is issued for a period not exceeding one year and may be renewed from time to time for additional periods, none of which shall exceed one year;
- (2) all such notes, including renewals, shall mature and be paid not later than the first day of the fifth month following the close of the tenth fiscal year next following the date of the original notes; and
- (3) no such notes shall be renewed beyond the third anniversary date of the original notes unless an amount of such notes, at least equal to the first legally payable installment of the bonds in anticipation of which those notes are issued, is paid and retired on or before each subsequent anniversary date beyond which such notes are renewed from funds other than the proceeds of obligations.

The Borough did not have any Bond Anticipation Notes in 2019.

In accordance with NJSA 40A:4 sections 64 through 73, in any fiscal year, in anticipation of the collection of taxes for such year, whether levied in such year, or in anticipation of other revenue for such year, the Borough may, by resolution, borrow money and issue its negotiable notes, each of which shall be designated by the fiscal year to which it pertains. The proceeds may be used to pay outstanding previous notes of same purpose, or for purposes provided for in the budget or for which taxes are levied or to be levied for in such year. The amount outstanding shall not exceed an amount certified as the gross borrowing power, and no such notes shall be authorized in excess of an amount certified as the net borrowing power. Tax anticipation notes may be renewed from time to time, but any note shall mature within 120 days after the beginning of the succeeding fiscal year, and bear an interest rate that does not exceed 6%. The Borough did not have any Tax Anticipation Notes in 2019.

NOTE 4: FUND BALANCES APPROPRIATED

Fund balances at December 31, 2019, which were appropriated and included as anticipated revenue in their own respective funds for the year ending December 31, 2020, were as follows:

Current Fund	\$ 1,650,000.00
Sewer Utility Fund	\$ 130,000.00

NOTE 5: PROPERTY TAXES

Property taxes attach as an enforceable lien on property as of January 1. Taxes are levied based on the final adoption of the current year municipal budget, and are payable in four installments on February 1, May 1, August 1 and November 1. The Borough bills and collects its own property taxes and also the taxes for the County and the Local School District. The collections and remittance of county and school taxes are accounted for in the Current Fund. Borough property tax revenues are recognized when collected in cash and any receivables are recorded with offsetting reserves on the balance sheet of the Borough's Current Fund:

Taxes Collected in Advance - Taxes collected in advance and recorded as cash liabilities in the financial statements are as follows:

	BALANCE DECEMBER 31, 2019	BALANCE DECEMBER 31, 2018
Prepaid Taxes \$	<u>209,176.05</u>	<u>\$ 196,366.83</u>

NOTE 6: PENSIONS PLANS

Substantially all eligible employees participate in the Public Employees' Retirement System (PERS), or the Police, Firemen's Retirement System (PFRS) or the Defined Contribution Retirement System (DCRP), which have been established by state statute and are administered by the New Jersey Division of Pensions and Benefits. The Division issues a publicly available financial report that includes the financial statements and required supplementary information for the Public Employees Retirement System, Police and Firemen's Retirement System and Consolidated Police and Firemen's Pension Fund. These reports may be obtained by writing to the Division of Pensions and Benefits, P.O. Box 295, Trenton, New Jersey, 08625 or are available online at www.nj.gov/treasury/pensions/annrpts.shtml.

NOTE 6: PENSION PLANS (CONTINUED)

Plan Descriptions

Public Employees' Retirement System (PERS) - The Public Employees' Retirement System (PERS) was established as of January 1, 1955, under the provisions of N.J.S.A. 43:15A, to provide retirement, death, disability and medical benefits to certain qualified members. The PERS 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 pension fund or local jurisdiction's pension fund.

Police and Firemen's Retirement System (PFRS) - The Police and Firemen's Retirement System (PFRS) was established as of July 1, 1944, under the provisions of N.J.S.A. 43:16A, to provide retirement, death, and disability benefits to its members. The PFRS is a cost-sharing multiple-employer plan. Membership is mandatory for substantially, all full-time county and municipal police or firemen or officer employees with police powers appointed after June 30, 1944.

Defined Contribution Retirement Program (DCRP) - The Defined Contribution Retirement Program (DCRP) was established July 1, 2007, under the provisions of Chapter 92, P.L. 2007 and Chapter 103, P.L. 2007, and was expanded under the provisions of Chapter 89, P.L. 2009. The DCRP provides eligible employees and their beneficiaries with a tax-sheltered, defined contribution retirement benefit, along with life insurance coverage and disability coverage.

Vesting and Benefit Provisions

The vesting and benefit provisions for PERS are set by N.J.S.A. 43:15A and 43:36. All benefits vest after ten years of service, except for medical benefits, which vest after 25 years of service. Members may seek early retirement after achieving 25 years of service credit or they may elect deferred retirement after achieving ten years of service credit, in which case, benefits would begin the first day of the month after the member attains normal retirement age.

The vesting and benefit provisions for PFRS are set by N.J.S.A. 43:16A and 43:36. All benefits vest after ten years of service, except for disability benefits, which vest after four years of service. Retirement benefits for age and service are available at age 55. Members may seek special retirement after achieving 25 years of creditable service or they may elect deferred retirement after achieving ten years of service.

NOTE 6: PENSION PLANS (CONTINUED)

Vesting and Benefit Provisions (Continued)

Newly elected or appointed officials that have an existing DCRP account, or are a member of another State-administered retirement system are immediately vested in the DCRP. For newly elected or appointed officials that do not qualify for immediate vesting in the DCRP, employee and employer contributions are held during the initial year of membership. Upon commencing the second year of DCRP membership, the member is fully vested. However, if a member is not eligible to continue in the DCRP for a second year of membership, the member may apply for a refund of the employee contributions from the DCRP, while the employer contributions will revert back to the employer. Employees are required to contribute 5.5% of their base salary and employers contribute 3.0%.

Funding Policy

The contribution policy for PERS is set by N.J.S.A. 43:15A and requires contributions by active members and contributing employers. State legislation has modified the amount that is contributed by the State. The State's pension contribution is based on an actuarially determined amount, which includes the employer portion of the normal cost and an amortization of the unfunded accrued liability. Funding for noncontributory group life insurance benefits is based on actual claims paid. For fiscal year 2019, the State's pension contribution was less than the actuarial determined amount. The local employers' contribution amounts are based on an actuarially determined rate, which includes the normal cost and unfunded accrued liability. During 2019, PERS provides for employee contributions of 7.50% of employees' base salary.

The contribution policy for PFRS is set by N.J.S.A. 43:16A and requires contributions by active members and contributing employers. State legislation has modified the amount that is contributed by the State. The State's contribution amount is based on an actuarially determined rate, which includes the normal cost and unfunded accrued liability. The local employers' contribution amounts are based on an actuarially determined rate, which includes the normal cost and unfunded accrued liability. For the fiscal year 2019, the State contributed an amount less than the actuarially determined amount. During 2019, PFRS provides for employee contributions of 10.00% of employees' base salary.

Certain portions of the costs are contributed by the employees. The Borough's share of PERS and PFRS pension costs, which is based upon the annual billings received from the State, amounted to:

<u>YEAR</u>		<u>PERS</u>		<u>PFRS</u>		<u>DCRP</u>
2019	\$	272,726.00	\$	810,953.00	\$	2,404.84
2018		272,140.00		775,474.00		2,819.90
2017		284,354.00		716,499.00		3,387.56

Certain Borough employees are also covered by Federal Insurance Contribution Act.

NOTE 6: PENSION PLANS (CONTINUED)

Accounting and Financial Reporting for Pensions – GASB 68

The Governmental Accounting Standards Board (GASB) has issued Statement No. 68 “Accounting and Financial Reporting for Public Employees Pensions” which requires the State of New Jersey to calculate and allocate, for note disclosure purposes only, the unfunded net pension liability of Public Employees Retirement System (PERS) and the Police and Firemen’s Retirement System (PFRS) of the participating municipality as of December 31, 2019. The statement does not alter the amounts of funds that must be budgeted for pension payments under existing state law.

Under accounting principles and practices prescribed by the Division of Local Government Services, Department of Community Affairs, State of New Jersey, any unfunded net pension liability of the municipality, allocated by the State of New Jersey, is not required to be reported in the financial statements as presented and any pension contributions required to be paid are raised in that year’s budget and no liability is accrued at December 31, 2019.

Public Employees Retirement System (PERS)

At June 30, 2019, the State reported a net pension liability of \$4,680,278.00 for the Borough’s proportionate share of the total net pension liability. The total pension liability for the June 30, 2019 measurement date was determined by an actuarial valuation as of July 1, 2018, which was rolled forward to June 30, 2019. The Borough’s proportion of the net pension liability was based on a projection of the Borough’s long-term share of contributions to the pension plan relative to the projected contributions of all participating employers, actuarially determined. At June 30, 2019, the Borough’s proportion was 0.0259748728 percent, which was an increase of 0.0000107628 percent from its proportion measured as of June 30, 2018.

For the year ended June 30, 2019, the State recognized an actuarially determined pension benefit of \$168,640.00 for the Borough’s proportionate share of the total pension expense. The pension expense recognized in the Borough’s financial statements based on the April 1, 2019 billing was \$258,259.00.

NOTE 6: PENSION PLANS (CONTINUED)

Accounting and Financial Reporting for Pensions - GASB 68 (Continued)

Public Employees Retirement System (PERS) (Continued)

At June 30, 2019, the State reported deferred outflows of resources and deferred inflows of resources related to PERS from the following sources:

	Deferred Outflow of Resources	Deferred Inflow of Resources
Differences between expected and actual experience	\$ 84,005.00	\$ 20,675.00
Changes of assumptions	467,343.00	1,624,510.00
Net difference between projected and actual earnings on pension plan investments		73,880.00
Changes in proportion and differences between Borough contributions and proportionate share of contributions	<u>1,969.00</u>	<u>686,510.00</u>
	<u>\$ 553,317.00</u>	<u>\$ 2,405,575.00</u>

Other local amounts reported by the State as the Borough's proportionate share of deferred outflows of resources and deferred inflows of resources related to pensions will be recognized in the State's actuarially calculated pension expense as follows:

Year Ended June 30,	Amount
2020	(\$272,053.20)
2021	(575,316.20)
2022	(528,381.20)
2023	(320,725.20)
2024	<u>(155,782.20)</u>
	<u>(\$1,852,258.00)</u>

NOTE 6: PENSION PLANS (CONTINUED)

Accounting and Financial Reporting for Pensions - GASB 68 (Continued)

Public Employees Retirement System (PERS) (Continued)

Actuarial Assumptions

The total pension liability for the June 30, 2019 measurement date was determined by an actuarial valuation as of July 1, 2018, which rolled forward to June 30, 2019. These actuarial valuations used the following assumptions:

	<u>June 30, 2019</u>	<u>June 30, 2018</u>
Inflation	2.75%	2.25%
Salary Increases		
Through 2026	2.00-6.00%	1.65-4.15%
Thereafter	3.00-7.00%	2.65-5.15%
	Based on	Based on
	Years of Service	Age
Investment Rate of Return	7.00%	7.00%

Pre-retirement mortality rates were based on the Pub-2010 General Below-Median Income Employee mortality table with an 82.2% adjustment for males and 101.4% adjustment for females, and with future improvement from the base year of 2010 on a generational basis. Post-retirement mortality rates were based on the Pub-2010 General Below-Median Income Healthy Retiree mortality table with a 91.4% adjustment for males and 99.7% adjustment for females, and with future improvement from the base year of 2010 on a generational basis. Disability retirement rates used to value disabled retirees were based on the Pub-2010 Non-Safety Disabled Retiree mortality table with a 127.7% adjustment for males and 117.2% adjustment for females, and with future improvement from the base year of 2010 on a generational basis. Mortality improvement is based on Scale MP-2019.

The actuarial assumptions used in the July 1, 2018 valuation were based on the results of an actuarial experience study for the period July 1, 2014 to June 30, 2018.

NOTE 6: PENSION PLANS (CONTINUED)

Accounting and Financial Reporting for Pensions - GASB 68 (Continued)

Public Employees Retirement System (PERS) (Continued)

Long-Term Rate of Return

In accordance with State statute, the long-term expected rate of return on plan investments (7.00% at both June 30, 2019 and 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 PERS's target asset allocation as of June 30, 2019 are summarized in the following table:

<u>Assets Class</u>	<u>Target Allocation</u>	<u>Long-Term Expected Real Rate of Return</u>
Risk Mitigation Strategies	3.00%	4.67%
Cash Equivalents	5.00%	2.00%
U.S. Treasuries	5.00%	2.68%
Investment Grade Credit	10.00%	4.25%
High Yield	2.00%	5.37%
Private Credit	6.00%	7.92%
Real Assets	2.50%	9.31%
Real Estate	7.50%	8.33%
U.S. Equity	28.00%	8.26%
Non-U.S. Developed Market Equity	12.50%	9.00%
Emerging Market Equity	6.50%	11.37%
Private Equity	12.00%	10.85%

Discount Rate

The discount rate used to measure the total pension liability was 6.28% and 5.66% as of June 30, 2019 and June 30, 2018, respectively. These single blended discount rates were based on the long-term expected rate of return on pension plan investments of 7.00% for both June 30 2019 and June 30, 2018 and a municipal bond rate of 3.50% and 3.87% for June 30, 2019 and June 30, 2018 respectively 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 based on 70% of the actuarially determined contributions for the State employer and 100% of actuarially determined contributions for the local employers.

NOTE 6: PENSION PLANS (CONTINUED)

Accounting and Financial Reporting for Pensions - GASB 68 (Continued)

Public Employees Retirement System (PERS) (Continued)

Discount Rate (Continued)

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 2057. Therefore, the long-term expected rate of return on plan investments was applied to projected benefit payments through 2057 and the municipal bond rate was applied to projected benefit payments after that date in determining the total pension liability.

Sensitivity of the Borough’s proportionate share of net pension liability to changes in the discount rate

The following presents the Borough’s proportionate share of the net pension liability of the participating employers as of June 30, 2019 respectively, calculated using the discount rate as disclosed above as well as what the Borough’s proportionate share of the net pension liability would be if it was calculated using a discount rate that is 1-percentage point lower or 1- percentage point higher than the current rate:

	June 30, 2019		
	1% Decrease <u>5.28%</u>	At Current Discount Rate <u>6.28%</u>	1% Increase <u>7.28%</u>
Borough's proportionate share of the pension liability	\$5,953,079.00	\$4,680,278.00	\$3,667,758.00

Pension plan fiduciary net position

Detailed information about the pension plan’s fiduciary net position is available in the separately issued Financial Report for the State of New Jersey Public Employees Retirement System (PERS). The report may be obtained at State of New Jersey Division of Pensions and Benefits P.O. Box 295 Trenton, New Jersey 08625-0295 <http://www.state.nj.us/treasury/pensions>

Police and Firemen’s Retirement System (PFRS)

At June 30, 2019, the State reported a net pension liability of \$9,050,185.00 for the Borough’s proportionate share of the total PFRS net pension liability. The total pension liability for the June 30, 2019 measurement date was determined by an actuarial valuation as of July 1, 2018, which was rolled forward to June 30, 2019. The Borough's proportion of the net pension liability was based on a projection of the Borough's long-term share of contributions to the pension plan relative to the projected contributions of all participating employers, actuarially determined.

NOTE 6: PENSION PLANS (CONTINUED)

Accounting and Financial Reporting for Pensions - GASB 68 (Continued)

Police and Firemen's Retirement System (PFRS) (Continued)

At June 30, 2019, the Borough's proportion was 0.0739525952 percent, which was a decrease of 0.0052933633 percent from its proportion measured as of June 30, 2018.

For the year ended June 30, 2019, the State recognized an actuarially determined pension expense of \$739,694.00. The pension expense recognized in the Borough's financial statements based on the April 1, 2019 billing was \$774,746.00.

At June 30, 2019, the State reported deferred outflows of resources and deferred inflows of resources related to PFRS from the following sources:

	<u>Deferred Outflow of Resources</u>	<u>Deferred Inflow of Resources</u>
Differences between expected and actual experience	\$ 76,395.00	\$ 57,298.00
Changes of assumptions	310,109.00	2,924,937.00
Net difference between projected and actual earnings on pension plan investments		122,627.00
Changes in proportion and differences between the Borough's contributions and proportionate share of contributions	<u>265,313.00</u>	<u>1,137,884.00</u>
	<u>\$ 651,817.00</u>	<u>\$ 4,242,746.00</u>

Other amounts reported as deferred outflows of resources and deferred inflows of resources related to pensions will be recognized in pension expense as follows:

Year Ended		<u>Amount</u>
<u>June 30</u>		
2020	\$	(648,975.20)
2021		(1,170,484.20)
2022		(879,870.20)
2023		(522,206.20)
2024		<u>(369,393.20)</u>
	\$	<u>(3,590,929.00)</u>

NOTE 6: PENSION PLANS (CONTINUED)

Accounting and Financial Reporting for Pensions - GASB 68 (Continued)

Police and Firemen's Retirement System (PFRS) (Continued)

Actuarial Assumptions

The total pension liability for the June 30, 2019 measurement date was determined by an actuarial valuation as of July 1, 2018, which rolled forward to June 30, 2019. This actuarial valuation used the following assumptions:

	<u>June 30, 2019</u>	<u>June 30, 2018</u>
Inflation	2.75%	2.25%
Salary Increases Through all future years	3.25-15.25% Based on years of Service	2.10-9.98% Based on Age
Investment Rate of Return	7.00%	7.00%

Pre-retirement mortality rates were based on the Pub-2010 Safety Employee mortality table with a 105.6% adjustment for males and 102.5% adjustment for females, and with future improvement from the base year of 2010 on a generational basis. Post-retirement mortality rates were based on the Pub-2010 Safety Retiree Below-Median Income Weighted mortality table with a 96.7% adjustment for males and 96.0% adjustment for females, and with future improvement from the base year of 2010 on a generational basis. For beneficiaries (contingent annuitants), the Pub-2010 General Retiree Below-Median Income Weighted mortality table was used, unadjusted, and with future improvement from the base year of 2010 on a generational basis. Disability rates were based on the Pub-2010 Safety Disabled Retiree mortality table with a 152.0% adjustment for males and 109.3% adjustment for females, and with future improvement from the base year of 2010 on a generational basis. Mortality improvement is based on Scale MP-2019.

The actuarial assumptions used in the July 1, 2018 valuation were based on the results of an actuarial experience study for the period July 1, 2013 to June 30, 2018.

NOTE 6: PENSION PLANS (CONTINUED)

Accounting and Financial Reporting for Pensions - GASB 68 (Continued)

Police and Firemen's Retirement System (PFRS) (Continued)

Long-Term Rate of Return

In accordance with State statute, the long-term expected rate of return on plan investments (7.00 percent at June 30, 2019 and 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 PFRS's target asset allocation as of June 30, 2019 are summarized in the following table:

<u>Assets Class</u>	<u>Target Allocation</u>	<u>Long-Term Expected Real Rate of Return</u>
Risk Mitigation Strategies	3.00%	4.67%
Cash Equivalents	5.00%	2.00%
U.S. Treasuries	5.00%	2.68%
Investment Grade Credit	10.00%	4.25%
High Yield	2.00%	5.37%
Private Credit	6.00%	7.92%
Real Assets	2.50%	9.31%
Real Estate	7.50%	8.33%
US Equity	28.00%	8.26%
Non-U.S. Developed Market Equity	12.50%	9.00%
Emerging Market Equity	6.50%	11.37%
Private Equity	12.00%	10.85%

Discount Rate

The discount rate used to measure the total pension liability was 6.85% and 6.51% as of June 30, 2019 and June 30, 2018, respectively. This single blended discount rate was based on the long-term expected rate of return on pension plan investments of 7.00% for both June 30, 2019 and June 30, 2018 and a municipal bond rate of 3.50% and 3.87% as of June 30, 2019 and June 30, 2018 respectively 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.

NOTE 6: PENSION PLANS (CONTINUED)

Accounting and Financial Reporting for Pensions - GASB 68 (Continued)

Police and Firemen's Retirement System (PFRS) (Continued)

Discount Rate (Continued)

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 and the nonemployer contributing entity will be made based on the contribution rate in the most recent fiscal year. The State employer contributed 70% 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 2076. Therefore, the long-term expected rate of return on plan investments was applied to projected benefit payments through 2076, and the municipal bond rate was applied to projected benefit payments after that date in determining the total pension liability.

Sensitivity of the Borough's proportionate share of the net pension liability to changes in the discount rate

The following presents the Borough's proportionate share of the net pension liability of the participating employers as of June 30, 2019 respectively, calculated using the discount rate as disclosed above as well as what the Borough's proportionate share of the net pension liability would be if it was calculated using a discount rate that is 1-percentage point lower or 1- percentage point higher than the current rate:

	1% Decrease <u>5.85%</u>	June 30, 2019 At Current Discount Rate <u>6.85%</u>	1% Increase <u>7.85%</u>
Borough's proportionate share of the PFRS pension liability	\$12,232,552.00	\$9,050,185.00	\$6,416,317.00

NOTE 6: PENSION PLANS (CONTINUED)

Accounting and Financial Reporting for Pensions - GASB 68 (Continued)

Police and Firemen's Retirement System (PFRS) (Continued)

Special Funding Situation

In accordance with 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 which 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.c. 2001, Chapter 86, P.L. 2001, Chapter 511, P.L. 1991, Chapter 109, P.c. 1979, Chapter 247, P.L. 1993 and Chapter 201, P.L. 2001. The amounts contributed by the State on behalf of the Borough 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 nonemployer contributing entity. Since the Borough does 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 disclose in the notes to the financial statements of the Borough related to this legislation.

At June 30, 2019 and 2018, the State's proportionate share of the net pension liability attributable to the Borough for the PFRS special funding situation is \$1,429,041.00 and \$1,456,581.00, respectively.

At June 30, 2019, the Borough's and State of New Jersey's proportionate share of the PFRS net pension liability were as follows:

Borough's Proportionate Share of Net Pension Liability	\$9,050,185.00
State of New Jersey Proportionate Share of Net Pension Liability Associated with the Borough	<u>1,429,041.00</u>
	<u>\$10,479,226.00</u>

Pension plan fiduciary net position

Detailed information about the pension plan's fiduciary net position is available in the separately issued Financial Report for the State of New Jersey Police and Firemen's Retirement System (PFRS). The report may be obtained at State of New Jersey Division of Pensions and Benefits P.O. Box 295 Trenton, New Jersey 08625-0295 <http://www.state.nj.us/treasury/pensions>.

NOTE 7: COMPENSATED ABSENCES

Under the existing policy of the Borough, employees are allowed to accumulate unused sick pay over the life of their working careers which may be taken as time off at a later date. The accumulated cost of such unpaid compensation is not required to be reported in the financial statements as presented and has not been determined, but is probably material. The Borough annually appropriates the amounts that are required to be paid in that year's budget and no liability is accrued at December 31, 2019.

NOTE 8: LITIGATION

The Borough is involved in several pending legal proceedings, the impact on the financial statements of which, either individually or in the aggregate, in the opinion of the Borough's legal counsel would not be material.

NOTE 9: CONTINGENT LIABILITIES

The Borough participates in several federal and state financial assistance grant programs. Entitlement to the funds is generally conditional upon compliance with terms and conditions of the grant agreements and applicable regulations, including the expenditures of funds for eligible purposes. Findings and questioned costs, if any, relative to federal and state financial assistance programs will be discussed in detail in Part II of the 2019 audit report. In addition, these programs are also subject to compliance and financial audits by the grantors or their representatives. As of December 31, 2019, the Borough does not believe that any material liabilities will result from such audits.

NOTE 10: TAX APPEALS

There are several tax appeals filed requesting a reduction of assessments for 2019 and prior years. Any reduction in assessed valuation will result in a refund of prior year's taxes in the year of settlement, which may be funded from tax revenues through the establishment of a reserve or by the issuance of refunding bonds per N.J.S.A. 40A:2-51.

NOTE 11: RISK MANAGEMENT

The Borough is exposed to various risks of loss related to torts; theft of, damage to, and destruction of assets; errors and omissions; injuries to employees; and natural disasters. The Borough maintains commercial insurance coverage covering each of those risks of loss. Management believes such coverage is sufficient to preclude any significant uninsured losses to the Borough. Settled claims have not exceeded this commercial coverage in any of the past three fiscal years.

New Jersey Unemployment Compensation Insurance - The Borough has elected to fund its New Jersey Unemployment Compensation Insurance under the "Benefit Reimbursement Method". Under this plan, the Borough is required to reimburse the New Jersey Unemployment Trust Fund for benefits paid to its former employees and charged to its account with the State. The Borough is billed quarterly for amounts due to the State. Below is a summary of Borough contributions, employee contributions, reimbursements to the State for benefits paid, and the ending balance of the Borough's expendable trust fund for the current and previous two years:

Fiscal Year	Interest Earned	Contributions		Amount Reimbursed	Ending Balance
		Employer	Employee		
2019	\$ 1,063.18	\$ 31,000.00	7,214.75	\$ 27,637.71	\$ 71,833.25
2018	587.19	40,000.00	5,371.61	43,279.87	60,193.03
2017	456.61	40,000.00	2,211.75	28,505.36	57,514.10

NOTE 12: INTERFUND RECEIVABLES AND PAYABLES

The following Interfund balances remained on the balance sheet at December 31, 2019:

FUND	INTERFUND RECEIVABLE	INTERFUND PAYABLE
Current Fund	\$ 314,195.38	\$
Grant Fund		105,824.34
Animal Control Trust Fund		1,735.93
Trust Other Fund		206,635.11
	<u>\$ 314,195.38</u>	<u>\$ 314,195.38</u>

All Interfund balances resulted from the time lag between the dates that payments between funds are made. All interfund balances will be liquidated within one year.

NOTE 13: DEFERRED COMPENSATION PLAN

The Borough offers its employees a deferred compensation plan created in accordance with Internal Revenue Code Section 457. The plan, available to all Borough employees, permits them to defer a portion of their salaries until future years. The Borough does not make any contribution to the plan. The deferred compensation is not available to employees until retirement, death, disability, termination or financial hardships.

In accordance with the requirements of the Small Business Job Protection Act of 1996 and the funding requirements of Internal Revenue Code Section 457(g), the Borough's Plan was amended to require that all amounts of compensation deferred under the Plan are held for the exclusive benefits of plan participants and beneficiaries. All assets and income under the Plan are held in trust, in annuity contracts or custodial accounts.

The Plan is administered by the AIG Retirement (AIG), AXA-Equitable and Met Life.

The accompanying financial statements do not include the Borough's Deferred Compensation Plan activities. The Borough's Deferred Compensation Plan financial statements are contained in a separate review report.

NOTE 14: LENGTH OF SERVICE AWARDS PROGRAM

The Borough of Manville adopted an ordinance establishing a Length of Service Awards Program for the members of the Manville Fire Department and the Manville First Aid/Rescue Squad pursuant to N.J.S.A. 40A:14-183 *et seq.*

Under this program, each volunteer of the Manville Fire Department that performs the minimum amount of service will have an annual amount up to \$1,150.00 deposited into a tax deferred income account that will earn interest for the volunteer. Each volunteer of the Manville First Aid/Rescue Squad that performs the minimum amount of service will have an amount up to \$1,150.00 deposited into a tax deferred income account for the volunteer. The Borough's costs amounted to \$14,000.00 in 2019, \$14,000.00 in 2018 and \$10,000.00 in 2017.

The accompanying financial statements do not include the Borough's Length of Service Awards Program's activities. The Borough's Length of Service Awards Program's financial statements are contained in a separate review report, as required by state regulations.

NOTE 15: ACCOUNTING AND FINANCIAL REPORTING FOR POSTEMPLOYMENT BENEFITS OTHER THAN PENSIONS – GASB 75

The Governmental Accounting Standards Board (GASB) has issued Statement No. 75, "Accounting and Financial Reporting for Postemployment Benefits Other Than Pensions". This statement establishes standards for measuring and recognizing liabilities, deferred outflows and inflows of resources, and expenses for postemployment benefits other than pensions. OPEB obligations are non-pension benefits that the municipality has contractually or otherwise agreed to provide employees once they have retired and, in most instances, will be for retirement health, prescription and dental insurance coverage.

Under current New Jersey budget and financial reporting requirements, the municipality is not required to fund any amounts in excess of their current costs on a pay-as-you-go basis or to accrue funds, create a trust or issue debt to finance their other post-employment benefit liability. Additionally, the municipality is not required to recognize any long-term obligations resulting from OPEB on their financial statements.

Plan Description and Benefits Provided

The State Health Benefit Local Government Retired Employees Plan (the Plan) is a cost-sharing multiple-employer defined benefit other postemployment benefit (OPEB) plan with a special funding situation. It covers employees of local government employers that have adopted a resolution to participate in the Plan. The Plan meets the definition of an equivalent arrangement as defined in paragraph 4 of GASB Statement No. 75, *Accounting and Financial Reporting for the Postemployment Benefits Other Than Pensions*; therefore, assets are accumulated to pay associated benefits.

The Plan provides medical and prescription drug coverage to retirees and their covered dependents of the employers. Under the provisions of Chapter 88, P.L. 1974 and Chapter 48, P.L. 1999, local government employers electing to provide postretirement medical coverage to their employees must file a resolution with the Division. Under Chapter 88, local employers elect to provide benefit coverage based on the eligibility rules and regulations promulgated by the State Health Benefits Commission. Chapter 48 allows local employers to establish their own age and service eligibility for employer paid health benefits coverage for retired employees.

NOTE 15: ACCOUNTING AND FINANCIAL REPORTING FOR POSTEMPLOYMENT BENEFITS OTHER THAN PENSIONS – GASB 75 (CONTINUED)

Plan Description and Benefits Provided (Continued)

Under Chapter 48, the employer may assume the cost of postretirement medical coverage for employees and their dependents who: 1) retired on a disability pension; or 2) retired with 25 or more years of service credit in a State or locally administered retirement system and a period of service of up to 25 years with the employer at the time of retirement as established by the employer; or 3) retired and reached the age of 65 with 25 or more years of service credit in a State or locally administered retirement system and a period of service of up to 25 years with the employer at the time of retirement as established by the employer; or 4) retired and reached age 62 with at least 15 years of service with the employer. Further, the law provides that the employer paid obligations for retiree coverage may be determined by means of a collective negotiations' agreement.

In accordance with Chapter 330, P.L. 1997, which is codified in N.J.S.A 52: 14-17.32i, the State provides medical and prescription coverage to local police officers and firefighters, who retire with 25 years of service or on a disability from an employer who does not provide postretirement medical coverage. Local employers were required to file a resolution with the Division in order for their employees to qualify for State-paid retiree health benefits coverage under Chapter 330.

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.

Pursuant to Chapter 78, P.L, 2011, future retirees eligible for postretirement medical coverage who have less than 20 years of creditable service on June 28, 2011 will be required to pay a percentage of the cost of their health care coverage in retirement provided they retire with 25 or more years of pension service credit. The percentage of the premium for which the retiree will be responsible will be determined based on the retiree's annual retirement benefit and level of coverage.

Contributions

The Borough's annual contributions to the Plan for retirees were \$124,458.01 for 2019, \$201,641.86 for 2018 and \$185,086.80 for 2017 which equaled the required contributions for that year.

NOTE 15: ACCOUNTING AND FINANCIAL REPORTING FOR POSTEMPLOYMENT BENEFITS OTHER THAN PENSIONS – GASB 75 (CONTINUED)

Total Net OPEB Liability

At June 30, 2019, the Plan reported a liability of \$6,177,550.00 for the Borough's proportionate share of the collective Net OPEB liability. The total Net OPEB Liability measured as of June 30, 2019 was determined by an actuarial valuation as of June 30, 2018, which was rolled forward to June 30, 2019.

The Borough's proportion of the Net OPEB Liability was based on the ratio of the plan members of an individual employer to the total members of the Plan's nonspecial funding situation during the measurement period July 1, 2018 through June 30, 2019.

At June 30, 2019, the Borough's proportion was 0.045604 percent, which was an increase of 0.000221 percent from its proportion measured as of June 30, 2018.

For the year ended June 30, 2019, the State reported OPEB benefit of \$132,934.00. This OPEB benefit was based on the OPEB plans June 30, 2019 measurement date.

At June 30, 2019, the State reported deferred outflows of resources and deferred inflows of resources related to OPEB from the following sources:

	<u>Deferred Outflow of Resources</u>	<u>Deferred Inflow of Resources</u>
Differences between expected and actual experience	-	\$1,806,556
Changes of assumptions	-	2,189,186
Net difference between projected and actual earnings on OPEB plan investments	\$5,088	-
Changes in proportion	<u>921,583</u>	<u>1,241,631</u>
	<u>\$926,671</u>	<u>\$5,237,373</u>

NOTE 15: ACCOUNTING AND FINANCIAL REPORTING FOR POSTEMPLOYMENT BENEFITS OTHER THAN PENSIONS – GASB 75 (CONTINUED)

Other local amounts reported by the State as the Borough's proportionate share of deferred outflows of resources and deferred inflows of resources related to OPEB will be recognized in the State's actuarially calculated pension (benefit)/expense as follows:

Year Ended	<u>Amount</u>
<u>June 30,</u>	
2020	(\$713,959)
2021	(713,959)
2022	(714,358)
2023	(715,003)
2024	(715,592)
Total Thereafter	<u>(737,833)</u>
	<u><u>(\$4,310,702)</u></u>

Actuarial Assumptions and Other Inputs

The actuarial assumptions vary for each plan member depending on the pension plan the member is enrolled in. This actuarial valuation used the following actuarial assumptions, applied to all periods in the measurement:

Inflation rate	<u>2019</u> 2.50%	<u>2018</u> 2.50%
Salary Increases:		
Public Employees Retirement System (PERS):		
Initial fiscal Year Applied		
Rate through 2026	2.00% to 6.00%	
Rate thereafter	3.00% to 7.00%	
Police and Firemen's Retirement System (PFRS):		
Rate for all future years	3.25% to 15.25%	
All Pensions:		
Rate through 2026		1.65% to 8.98%
Rate thereafter		2.65% to 9.98%

NOTE 15: ACCOUNTING AND FINANCIAL REPORTING FOR POSTEMPLOYMENT BENEFITS OTHER THAN PENSIONS – GASB 75 (CONTINUED)

Actuarial Assumptions and Other Inputs (Continued)

Mortality:	
PERS	Pub-2010 General classification headcount weighted mortality with fully generational mortality improvement projections from the central year using scale MP-2019
PFRS	Pub-2010 Safety classification headcount weighted mortality with fully generational mortality improvement projections from the central year using scale MP-2019

* Salary increases are based on the defined benefit plan that the member is enrolled in and his or her age.

Actuarial assumptions used in the July 1, 2018 valuation were based on the results of the PFRS and PERS experience studies prepared for July 1, 2013 to June 30, 2018 and July 1, 2014 to June 30, 2018, respectively.

100% of active members are considered to participate in the Plan upon retirement.

Health Care Trend Assumptions

For pre-Medicare medical benefits, the trend is initially 5.7% and decreases to a 4.5% long-term trend rate after eight years. For post-65 medical benefits, the actual fully insured Medicare Advantage trend rates for fiscal year 2020 are reflected. The assumed post-65 medical trend is 4.5% for all future years. For prescription drug benefits, the initial trend rate is 7.5% and decreases to a 4.5% long-term trend rate after eight years.

Discount Rate

The discount rate for June 30, 2019 and 2018 was 3.50% and 3.87%, respectively. This represents the municipal bond return rate as chosen by the State. The source is 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. As the long-term rate of return is less than the municipal bond rate, it is not considered in the calculation of the discount rate, rather the discount rate is set at the municipal bond rate.

NOTE 15: ACCOUNTING AND FINANCIAL REPORTING FOR POSTEMPLOYMENT BENEFITS OTHER THAN PENSIONS – GASB 75 (CONTINUED)

Sensitivity of the Borough's Proportionate Share of the Net OPEB Liability to Changes in the Discount Rate

The following presents the Net OPEB Liability associated with the Borough as of June 30, 2019, calculated using the discount rate as disclosed above as well as what the Net OPEB Liability would be if it was calculated using a discount rate that is 1 -percentage point lower or 1-percentage point higher than the current rate:

	June 30, 2019		
	1.00% <u>Decrease (2.50%)</u>	At Discount Rate (3.50)	1.00% <u>Increase (4.50%)</u>
Borough's proportionate share of the Net OPEB Liability	\$7,142,820	\$6,177,550	\$5,393,141

Sensitivity of the Borough's Proportionate Share of the Net OPEB Liability to Changes in Healthcare Trends

The following presents the total Net OPEB Liability associated with the Borough as of June 30, 2019, calculated using the healthcare trend rate as disclosed above as well as what the Net OPEB Liability would be if it was calculated using a healthcare trend rate that is 1- percentage point lower or 1-percentage point higher than the current rate:

	June 30, 2019		
	1.00% <u>Decrease</u>	Healthcare Cost <u>Trend Rate</u>	1.00% <u>Increase</u>
Borough's proportionate share of the Net OPEB Liability	\$5,213,091	\$6,177,550	\$7,407,880

NOTE 15: ACCOUNTING AND FINANCIAL REPORTING FOR POSTEMPLOYMENT BENEFITS OTHER THAN PENSIONS – GASB 75 (CONTINUED)

Special Funding Situation

The Borough, by resolution of the governing body, has elected to provide postretirement medical coverage to certain employees under the provisions of Chapter 330, P.L. 1997.

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 No 75 and the State is treated as a nonemployer contributing entity. Since the local participating employers do not contribute under this legislation directly to the plan, there is no net 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.

At June 30, 2019 and 2018, the State's proportionate share of the net OPEB liability attributable to the Borough for the special funding situation is \$7,043,357.00 and \$7,216,262.00 respectively.

At June 30, 2019, the Borough's and State of New Jersey's proportionate share of the Net OPEB Liability were as follows:

Borough's proportionate share of the Net OPEB Liability	\$6,177,550
State of New Jersey's proportionate share of Net OPEB Liability associated with the Borough	<u>7,043,357</u>
	<u><u>\$13,220,907</u></u>

NOTE 15: ACCOUNTING AND FINANCIAL REPORTING FOR POSTEMPLOYMENT BENEFITS OTHER THAN PENSIONS – GASB 75 (CONTINUED)

OPEB Plan Fiduciary Net Position

Detailed information about the OPEB plan's fiduciary net position is available in the separately issued Financial Report for the State of New Jersey State Health Benefits Local Government Retired Employees Plan. The report may be obtained at State of New Jersey Division of Pensions and Benefits P.O. Box 295 Trenton, New Jersey 08625-0295 <http://www.state.nj.us/treasury/pensions>

NOTE 16: DEFERRED CHARGES TO BE RAISED IN SUCCEEDING YEAR'S BUDGET

	<u>BALANCE DECEMBER 31, 2019</u>	<u>RAISED IN 2020 BUDGET</u>	<u>BALANCE TO SUCCEEDING BUDGETS</u>
Current Fund:			
Overexpenditure of Appropriation Reserve	\$ 28,634.33	\$ 28,634.33	\$ -
Special Emergency Authorizations:			
Revaluation	\$ 50,000.00	\$ 50,000.00	\$ -
Codification of Ordinances	13,800.00	4,600.00	9,200.00
Preparation of Tax Maps	<u>48,000.00</u>	<u>16,000.00</u>	<u>32,000.00</u>
	<u>\$ 111,800.00</u>	<u>\$ 70,600.00</u>	<u>\$ 41,200.00</u>

NOTE 17: SUBSEQUENT EVENTS

The Borough has evaluated subsequent events occurring after the financial statement date through _____, 2020 which is the date the financial statements were available to be issued. Based upon this evaluation, the Borough has determined that the following subsequent events needed to be disclosed.

Subsequent to the date of these Financial Statements the COVID-19 Corona Virus spread across the State of New Jersey and the Nation as a whole. The impact of this virus on the Borough's operations in 2020 cannot be reasonably estimated at this time but may negatively affect revenues.

BOROUGH OF MANVILLE

SUPPLEMENTARY SCHEDULES – ALL FUNDS

YEAR ENDED DECEMBER 31, 2019

BOROUGH OF MANVILLE

CURRENT FUND

SCHEDULE OF CASH - TREASURER

<u>REF.</u>	<u>CURRENT FUND</u>	<u>CURRENT FUND</u>	<u>GRANT FUND</u>
A	\$ 2,011,601.05	\$	\$
A-5	\$ 28,952,397.86		
A-15	208,170.00		
A-12	2,285,264.05		
A-2	150,384.84		
A-8	87,263.01		
A-13:A-25	2,285,356.87		144,606.69
A-6	900.00		
A-26			907,506.75
A-24	508,592.74		11,584.28
A-14	351,607.80		
A-3	34,829,937.17		1,063,697.72
	\$ 36,841,538.22		\$ 1,063,697.72
A-3	\$ 11,269,150.92		
A-20	345,501.09		
A-19	15,717,847.00		
A-18	3,684,180.97		
A-16	15,220.02		
A-21	8,846.09		
A-27			144,606.69
A-6	900.00		
A-13:A-25	1,716,823.75		919,091.03
A-14	476,255.63		
A-1	7,449.23		
A-2	2,812.62		
	33,244,987.32		\$ 1,063,697.72
A	\$ 3,596,550.90		

Balance, December 31, 2019

BOROUGH OF MANVILLE

CURRENT FUND

SCHEDULE OF CASH - COLLECTOR

	<u>REF.</u>		
Increased by Receipts:			
Property Taxes Receivable	A-9	\$	28,590,861.62
Tax Overpayments	A-16		15,289.73
Prepaid Taxes	A-17		209,176.05
Tax Title Liens	A-10		10,492.18
Revenue Accounts Receivable	A-12		115,549.31
Miscellaneous Revenue Not Anticipated	A-2		<u>11,028.97</u>
		\$	28,952,397.86
Decreased by Disbursements:			
Payments to Treasurer	A-4	\$	<u><u>28,952,397.86</u></u>

"A-6"

BOROUGH OF MANVILLE

CURRENT FUND

SCHEDULE OF PETTY CASH FUND

<u>DEPARTMENT</u>	<u>CASH</u> <u>DISBURSEMENTS</u>	<u>CASH</u> <u>RECEIPTS</u>
Clerk	\$ 300.00	\$ 300.00
Police	200.00	200.00
Public Works	200.00	200.00
Police - Narcotics Enforcement	200.00	200.00
	<hr/>	<hr/>
	\$ 900.00	\$ 900.00
	<hr/> <hr/>	<hr/> <hr/>
<u>REF.</u>	A-4	A-4

"A-7"

SCHEDULE OF CHANGE FUNDS

<u>DEPARTMENT</u>	<u>BALANCE</u> <u>DECEMBER 31,</u> <u>2018 AND 2019</u>
Tax Collector	\$ 200.00
Board of Health	100.00
Recreation	50.00
Clerk	50.00
Municipal Court	400.00
	<hr/>
	\$ 800.00
	<hr/> <hr/>
<u>REF.</u>	A

BOROUGH OF MANVILLE

CURRENT FUND

SCHEDULE OF DUE STATE OF NEW JERSEY
FOR SENIOR CITIZENS AND VETERANS DEDUCTIONS
PER CHAPTER 20, P.L. 1971

	<u>REF.</u>		
Balance, December 31, 2018	A	\$	2,250.00
Increased by:			
Senior Citizens Deductions Per Tax Billing		\$	21,500.00
Veterans Deductions Per Tax Billing			68,250.00
Senior Citizens Deductions Allowed by Tax Collector			1,250.00
Veterans Deductions Allowed by Tax Collector			1,000.00
			<u>92,000.00</u>
		\$	<u>94,250.00</u>
Decreased by:			
Received in Cash From State	A-4	\$	87,263.01
Deductions Disallowed by Collector:			
2019 Deductions Disallowed by Tax Collector			5,900.69
			<u>93,163.70</u>
Balance, December 31, 2019	A	\$	<u><u>1,086.30</u></u>

ANALYSIS OF STATE SHARE OF 2019
SENIOR CITIZENS AND VETERANS DEDUCTIONS

Senior Citizens Deductions Per Tax Billing		\$	21,500.00
Veterans Deductions Per Tax Billing			68,250.00
Deductions Allowed by Tax Collector:			
Senior Citizens			1,250.00
Veterans			1,000.00
		\$	<u>92,000.00</u>
Less: Deductions Disallowed by Tax Collector:			
Senior Citizens			5,900.69
	A-9	\$	<u><u>86,099.31</u></u>

BOROUGH OF MANVILLE

CURRENT FUND

SCHEDULE OF TAXES RECEIVABLE AND ANALYSIS OF PROPERTY TAX LEVY

<u>YEAR</u>	<u>BALANCE DECEMBER 31, 2018</u>	<u>2019 LEVY</u>	<u>CASH COLLECTIONS</u>	<u>CANCELED</u>	<u>TRANSFERRED TO TAX TITLE LIENS</u>	<u>BALANCE DECEMBER 31, 2019</u>
			<u>2018</u>			
2018	\$ 547,669.02	\$	\$ 540,722.60	\$ 3,367.14	\$ 250.00	\$ 3,329.28
2019		28,808,746.17	196,366.83	27,603.27	12,407.41	436,130.33
	\$ 547,669.02	\$ 28,808,746.17	\$ 196,366.83	\$ 30,970.41	\$ 12,657.41	\$ 439,459.61
<u>REF.</u>	A		A-2, A-17	A-2	A-10	A

REF.

Cash-Collector
State Share of Senior Citizens and Veterans Deductions

A-5	\$ 28,590,861.62
A-8	86,099.31
	<u>\$ 28,676,960.93</u>

ANALYSIS OF 2019 PROPERTY TAX LEVY

<u>TAX YIELD</u>	
General Property Tax	\$ 28,756,413.51
Added and Omitted Tax (54:4-63.1 et.seq.)	52,332.66
	<u>\$ 28,808,746.17</u>

TAX LEVY

Local District School Tax	A-19	\$ 15,717,847.00
County Taxes:		
County Tax	A-18	2,967,437.07
County Library Tax	A-18	434,520.99
County Open Space	A-18	276,956.37
Due County for Added Taxes (54:4-63.1 et.seq.)	A-18	5,266.54
		<u>3,684,180.97</u>
Local Tax for Municipal Purposes	A-2	9,356,752.52
Additional Tax Levied		49,965.68
		<u>9,406,718.20</u>
		<u>\$ 28,808,746.17</u>

"A-10"

BOROUGH OF MANVILLE

CURRENT FUND

SCHEDULE OF TAX TITLE LIENS

	<u>REF.</u>		
Balance, December 31, 2018	A	\$	48,948.81
Increased by:			
Transfers From Taxes Receivable	A-9	\$	12,657.41
Interest and Costs			<u>321.17</u>
			12,978.58
		\$	<u>61,927.39</u>
Decreased by:			
Cash Receipts	A-2:A-5		<u>10,492.18</u>
Balance, December 31, 2019	A	\$	<u><u>51,435.21</u></u>

"A-11"

SCHEDULE OF PROPERTY ACQUIRED FOR TAXES
(AT ASSESSED VALUATION)

Balance, December 31, 2018	A	\$	<u>1,107,800.00</u>
Balance, December 31, 2019	A	\$	<u><u>1,107,800.00</u></u>

BOROUGH OF MANVILLE

CURRENT FUND

SCHEDULE OF REVENUE ACCOUNTS RECEIVABLE

REF.	BALANCE DECEMBER 31, 2018	ACCRUED IN CURRENT YEAR	COLLECTED BY TREASURER/ COLLECTOR	BALANCE DECEMBER 31, 2019
	\$	\$	\$	\$
A-2		13,419.00	13,419.00	
A-2		3,135.00	3,135.00	
A-2		46,452.65	46,452.65	
A-2		15,308.00	15,308.00	
A-2		5,990.00	5,990.00	
A-2		116,706.00	116,706.00	
A-2		13,242.02	13,242.02	
A-2	8,975.51	107,311.38	110,170.46	6,116.43
A-2		937.89	937.89	
A-2		8,445.50	8,445.50	
A-2		77,780.46	77,780.46	
A-2		276,012.00	276,012.00	
A-2		1,332,963.00	1,332,963.00	
A-2		115,549.31	115,549.31	
A-2		75,171.88	75,171.88	
A-2		28,052.00	55,052.00	
A-2	27,000.00	49,580.19	49,580.19	
A-2		76,798.00	76,798.00	
A-2		8,100.00	8,100.00	
	<u>\$ 35,975.51</u>	<u>\$ 2,370,954.28</u>	<u>\$ 2,400,813.36</u>	<u>\$ 6,116.43</u>

A

A

REF.

Tax Collector A-5 \$ 115,549.31
 Treasurer A-4 2,285,264.05
\$ 2,400,813.36

Clerk:
 Licenses:
 Alcoholic Beverage Licenses
 Other
 Fees and Permits
 Board of Health:
 Fees and Permits
 Registrar:
 Fees and Permits
 Construction Code Official:
 Fees and Permits
 Planning/Zoning:
 Fees and Permits
 Municipal Court:
 Fines and Costs
 Police Department:
 Fees and Permits
 Engineering:
 Fees and Permits
 Interest on Investments and Deposits
 Consolidated Municipal Property Tax Relief Aid
 Energy Receipts Tax
 Interest and Costs on Taxes
 Uniform Fire Safety
 County Library
 Verizon Franchise Fees
 Cable TV Fees
 Shared Services - DPW - Somerville

BOROUGH OF MANVILLE

CURRENT FUND

SCHEDULE OF INTERFUNDS

	<u>REF.</u>	<u>TOTAL</u>	<u>GRANT FUND</u>	<u>ANIMAL CONTROL TRUST FUND</u>	<u>TRUST OTHER FUNDS</u>	<u>GENERAL CAPITAL FUND</u>	<u>SEWER UTILITY OPERATING FUND</u>
Balance, December 31, 2018							
Due From	A	\$ 875,509.55	\$ 873,089.73	\$ 2,419.82	\$	\$	\$
Transfer	A-25	4,813.52	4,813.52				
Canceled	A-25	12,032.47	12,032.47				
Treasurer-Receipts	A-4	2,285,356.87	919,091.03	2,419.82	50,000.00	700,000.00	613,846.02
		\$ 2,302,202.86	\$ 935,937.02	\$ 2,419.82	\$ 50,000.00	\$ 700,000.00	\$ 613,846.02
Treasurer-Disbursements	A-4	1,716,823.75	144,606.69	1,735.93	256,635.11	700,000.00	613,846.02
Balance, December 31, 2019							
Due From	A	\$ 314,195.38	\$ 105,824.34	\$ 1,735.93	\$ 206,635.11	\$	\$

BOROUGH OF MANVILLE

CURRENT FUND

SCHEDULE OF RESERVE FOR MISCELLANEOUS DEPOSITS

	BALANCE DECEMBER 31, 2018	CASH RECEIPTS	CASH DISBURSEMENTS	ENCUMBRANCES PAYABLE	BALANCE DECEMBER 31, 2019	
FEMA	\$ 50,196.18	\$	\$		\$ 50,196.18	
Revaluation	41,859.00				41,859.00	
Police Outside Overtime	1,139.06	506,342.74	474,105.63		33,376.17	
Codification of Ordinances	23,000.00				23,000.00	
Tax Maps	38,072.00			38,072.00		
Due State NJ - DCA Fees	25.00				25.00	
Due State NJ - Marriage Licenses	500.00	2,250.00	2,150.00		600.00	
	<u>\$ 154,791.24</u>	<u>\$ 508,592.74</u>	<u>\$ 476,255.63</u>	<u>\$ 38,072.00</u>	<u>\$ 149,056.35</u>	
		A-4	A-4	A-21		A
		<u>REF.</u>				
Balance, December 31, 2018	\$ 116,719.24					
Encumbrances Payable	<u>38,072.00</u>					
	<u>\$ 154,791.24</u>					

BOROUGH OF MANVILLE

CURRENT FUND

SCHEDULE OF RESERVE FOR SALE OF MUNICIPAL ASSETS

	<u>REF.</u>		
Balance, December 31, 2018	A	\$	4,947.59
Increased by:			
Cash Receipts	A-4		<u>208,170.00</u>
Balance, December 31, 2019	A	\$	<u><u>213,117.59</u></u>

BOROUGH OF MANVILLE

CURRENT FUND

SCHEDULE OF TAX OVERPAYMENTS

	<u>REF.</u>		
Increased by:			
Cash Receipts	A-5	\$	15,289.73
Decreased by:			
Cash Disbursements	A-4		<u>15,220.02</u>
Balance, December 31, 2019	A	\$	<u><u>69.71</u></u>

"A-17"

BOROUGH OF MANVILLE

CURRENT FUND

SCHEDULE OF PREPAID TAXES

	<u>REF.</u>		
Balance, December 31, 2018 (2019 Taxes)	A	\$	196,366.83
Increased by:			
Collection - 2020 Taxes	A-5		209,176.05
		\$	<u>405,542.88</u>
Decreased by:			
Applied to Taxes Receivable	A-9		196,366.83
			<u>196,366.83</u>
Balance, December 31, 2019 (2020 Taxes)	A	\$	<u><u>209,176.05</u></u>

"A-18"

SCHEDULE OF COUNTY TAXES PAYABLE

Current Year Tax Levy:			
County Tax	A-1:A-9	\$	2,967,437.07
County Library Tax	A-1:A-9		434,520.99
County Open Space	A-1:A-9		276,956.37
Added County Taxes	A-1:A-9		<u>5,266.54</u>
		\$	3,684,180.97
Decreased by:			
Cash Disbursements	A-4	\$	<u><u>3,684,180.97</u></u>

BOROUGH OF MANVILLE

CURRENT FUND

SCHEDULE OF LOCAL DISTRICT SCHOOL TAX PAYABLE

	<u>REF.</u>		
Increased by:			
Levy Calendar Year 2019	A-9	\$	15,717,847.00
Decreased by:			
Payment to Local District School	A-1:A-4	\$	<u>15,717,847.00</u>

BOROUGH OF MANVILLE

CURRENT FUND

SCHEDULE OF 2018 APPROPRIATION RESERVES

	BALANCE DECEMBER 31, 2018	ADJUSTED BALANCE	PAID OR CHARGED	BALANCE LAPSED
<u>SALARIES AND WAGES:</u>				
Administrative and Executive	\$ 2,488.40	\$ 2,488.40	\$	\$ 2,488.40
Mayor and Council	1.14	1.14		1.14
Borough Clerk	403.87	403.87		403.87
Financial Administration	7.59	7.59		7.59
Assessment of Taxes	2,501.05	2,501.05		2,501.05
Collection of Taxes	2,672.84	2,672.84		2,672.84
Emergency Management	9.76	9.76		9.76
Public Works	230.51	230.51		230.51
Board of Health	63.91	63.91		63.91
Recreation	396.35	396.35		396.35
Construction Office	171.97	171.97		171.97
Uniform Fire Safety Act	1,321.78	1,321.78		1,321.78
<u>OTHER EXPENSES:</u>				
Administrative and Executive	60.77	409.00	112.53	296.47
Mayor and Council	231.01	251.26	230.25	21.01
Elections	86.86	86.86		86.86
Financial Administration	10.36	177.32	166.96	10.36
Assessment of Taxes	1,012.81	2,343.08	1,330.27	1,012.81
Collection of Taxes	700.14	2,314.02	1,751.34	562.68
Legal Services and Costs	818.66	29,818.66	16,684.50	13,134.16
Engineering Services and Costs		7,000.00	6,132.58	867.42
Public Buildings and Grounds	283.25	14,175.36	8,594.35	5,581.01
Planning Board	41.18	1,278.52	1,237.34	41.18
Fire	171.28	42,655.47	39,024.87	3,630.60
Police		17,981.91	17,508.91	473.00
Emergency Management	586.88	4,840.40	4,204.55	635.85
First Aid Insurance Payment	6,020.07	6,020.07	6,002.25	17.82
Shade Tree Commission	420.69	420.69		420.69
Public Works Department	2,081.40	143,101.12	142,799.47	301.65
Board of Health	260.99	1,807.87	1,546.88	260.99
Visiting Nurse Contract	100.00	100.00		100.00
Bloodborne Pathogens	100.00	100.00		100.00
Recreation	1,304.90	1,372.88	252.72	1,120.16
Contributions to Youth Services Commission	100.00	100.00		100.00
Construction Office	41.61	2,299.94	339.10	1,960.84
Property Maintenance	168.92	1,047.36	885.78	161.58
Uniform Fire Safety Act	427.04	8,132.31	4,131.26	4,001.05
Gasoline and Fuel	4.62	6,878.54	6,878.54	
Electricity	67.52	2,091.24	2,091.24	
Natural Gas	1,911.51	8,196.29	8,195.49	0.80
Telephone	4.34	1,550.88	1,550.88	
Street Lighting	623.61	628.27	4.66	623.61
Fire Hydrant Service	651.52	15,651.52	15,651.52	
Postage	7,224.06	8,269.15	677.12	7,592.03
Water	2,083.97	12,706.94	1,504.28	11,202.66

BOROUGH OF MANVILLE

CURRENT FUND

SCHEDULE OF 2018 APPROPRIATION RESERVES

	BALANCE DECEMBER <u>31, 2018</u>	ADJUSTED <u>BALANCE</u>	PAID OR <u>CHARGED</u>	BALANCE <u>LAPSED</u>
<u>OTHER EXPENSES (CONTINUED):</u>				
Contingent	\$ 1,000.00	\$ 1,000.00		\$ 1,000.00
Public Employees' Retirement System	12,860.12	12,860.12	11,532.56	1,327.56
Police and Firemen's Retirement System of NJ	10,026.00	10,026.00		10,026.00
DCRP	7,180.10	7,180.10	(119.71)	7,299.81
Length of Service Awards Program	14,000.00	14,000.00	3,800.00	10,200.00
Group Insurance Plan for Employees	1,638.17	1,638.17	1,638.17	
Other Insurance Premiums	535.19	535.19		535.19
Workmen Comp. Insurance	1,757.66	1,757.66		1,757.66
Health Services Contract - County of Somerset	2.56	6,703.56	6,701.00	2.56
Township of Bridgewater	208.12	208.12		208.12
Somerset County Regional Animal Shelter	880.00	880.00		880.00
Township of Hillsborough	4,152.00	35,364.00	32,459.43	2,904.57
Township of Montgomery	133.00	133.00		133.00
	<u>\$ 92,242.06</u>	<u>\$ 446,362.02</u>	<u>\$ 345,501.09</u>	<u>\$ 100,860.93</u>
<u>REF.</u>	A: A-20		A-4	A-1
Budget - Reserved	A-20	\$ 92,242.06		
Reserve for Encumbrances	A-21	<u>354,119.96</u>		
		<u>\$ 446,362.02</u>		

"A-21"

BOROUGH OF MANVILLE

CURRENT FUND

SCHEDULE OF RESERVE FOR ENCUMBRANCES

	<u>REF.</u>		
Balance, December 31, 2018	A		\$ 392,191.96
Increased by:			
Budget Appropriations	A-3	\$ 281,278.89	
Reserve for Miscellaneous Reserves	A-14	<u>38,072.00</u>	
			<u>319,350.89</u>
			\$ <u>711,542.85</u>
Decreased by:			
Cash Disbursements	A-4	\$ 8,846.09	
Transferred to Appropriation Reserves	A-20	354,119.96	
Reserve for Miscellaneous Reserves	A-14	<u>38,072.00</u>	
			<u>401,038.05</u>
Balance, December 31, 2019	A		\$ <u><u>310,504.80</u></u>

"A-22"

GRANT FUND

SCHEDULE OF RESERVE FOR ENCUMBRANCES

Balance, December 31, 2018	A		\$ 32,897.87
Increased by:			
Reserve for Grants Appropriated	A-27		<u>15,703.76</u>
			\$ <u>48,601.63</u>
Decreased by:			
Transferred to Grants Appropriated	A-27		<u>32,897.87</u>
Balance, December 31, 2019	A		\$ <u><u>15,703.76</u></u>

BOROUGH OF MANVILLE

CURRENT FUND

SCHEDULE OF DEFERRED CHARGES

<u>REF.</u>	AUTHORIZATION (N.J.S.A. 40A: 4-53) <u>REVALUATION</u>	AUTHORIZATION (N.J.S.A. 40A: 4-53) CODIFICATION OF <u>ORDINANCES</u>	AUTHORIZATION (N.J.S.A. 40A: 4-53) PREPARATION OF <u>DIGITAL TAX MAPS</u>	<u>TOTAL</u>
Balance, December 31, 2018	A \$ 100,000.00	\$ 18,400.00	\$ 64,000.00	\$ 182,400.00
Decreased by:				
Budget Appropriation	A-3 50,000.00	4,600.00	16,000.00	70,600.00
Balance, December 31, 2019	A \$ 50,000.00	\$ 13,800.00	\$ 48,000.00	\$ 111,800.00

BOROUGH OF MANVILLE

GRANT FUND

SCHEDULE OF RESERVE FOR GRANTS-UNAPPROPRIATED

<u>GRANT/PROGRAM</u>	<u>RECEIPTS</u>	<u>BALANCE DECEMBER 31, 2019</u>
Recycling Tonnage Grant	\$ <u>11,584.28</u>	\$ <u>11,584.28</u>
	\$ <u>11,584.28</u>	\$ <u>11,584.28</u>
<u>REF.</u>	A-4	A

BOROUGH OF MANVILLE

GRANT FUND

SCHEDULE OF INTERFUNDS

	<u>REF.</u>	<u>TOTAL</u>	<u>CURRENT FUND</u>
Balance, December 31, 2018 Due To	A	\$ <u>873,089.73</u>	\$ <u>873,089.73</u>
Increased by:			
Grants Canceled	A-27	12,032.47	12,032.47
Treasurer-Receipts	A-4	<u>144,606.69</u>	<u>144,606.69</u>
		\$ <u>156,639.16</u>	\$ <u>156,639.16</u>
Decreased by:			
Transfer	A-13	4,813.52	4,813.52
Treasurer-Disbursements	A-4	<u>919,091.03</u>	<u>919,091.03</u>
		\$ <u>923,904.55</u>	\$ <u>923,904.55</u>
Balance, December 31, 2019 Due To	A	\$ <u><u>105,824.34</u></u>	\$ <u><u>105,824.34</u></u>

BOROUGH OF MANVILLE
GRANT FUND

SCHEDULE OF GRANTS RECEIVABLE

	BALANCE DECEMBER 31, 2018	2019 BUDGET ANTICIPATED REVENUE	CASH RECEIPTS	CANCELED	BALANCE DECEMBER 31, 2019
Office of Emergency Management- Vehicle Grant	\$ 10,000.00		\$ 5,000.00		\$ 5,000.00
Drunk Driving Enforcement Fund		3,000.00	3,000.00		
Clean Communities Program	40,000.00	24,413.50	24,413.50		
D.O.T. - West Camplain Road	308,165.71				40,000.00
D.O.T. - Kennedy Blvd. Phase 2	75,000.00		256,260.56		51,905.15
Hazardous Mitigation - FEMA - Generator	24,750.00		75,000.00		
FEMA - Emergency Management Flood Mitigation	1,070,010.00			537,828.66	24,750.00
FEMA - 2018 Flood Mitigation	118,890.00				31,306.14
FEMA - 2018 Flood Mitigation- County Match	13,038.19	9,627.05	9,266.04		118,890.00
Municipal Alliance Alcohol and Drug Abuse		2,683.97	2,683.97		
Body Armor Replacement Fund		10,473.99	10,473.99		13,399.20
Recycling Tonnage Grant			1,589.99		
BVP - Bulletproof Vest - 2018	1,589.99		5,000.00		
Somerset County Youth Services Grant		5,000.00	5,000.00		5,000.00
Sustainable Jersey Grant		10,000.00	5,000.00		
Pedestrian Safety Grant		11,000.00	8,943.50		2,056.50
	\$ 1,661,443.89	\$ 76,198.51	\$ 907,506.75	\$ 537,828.66	\$ 292,306.99
	A	A-2	A-4	A-27	A

REF.

BOROUGH OF MANVILLE
GRANT FUND

SCHEDULE OF RESERVE FOR GRANTS-APPROPRIATED

GRANT/PROGRAM	BALANCE DECEMBER 31, 2018	ENCUMBRANCES PAYABLE	2019 BUDGET APPROPRIATIONS	PAID OR CHARGED	CANCELED	BALANCE DECEMBER 31, 2019
	\$	\$	\$	\$	\$	\$
Office of Emergency Management - 2015	113.40					113.40
Office of Emergency Management - 2016	2.29					2.29
Alcohol Education Rehabilitation - 2010	35.50					35.50
Drunk Driving Enforcement Fund - 2010	1,788.00					1,788.00
Drunk Driving Enforcement Fund - 2012	1,953.27					1,953.27
Drunk Driving Enforcement Fund - 2013	4,106.96					4,106.96
Drunk Driving Enforcement Fund - 2015	1,686.41					1,686.41
Drunk Driving Enforcement Fund - 2016	4,488.53					4,488.53
Drunk Driving Enforcement Fund - 2017	3,375.01	55.32		3,375.01		600.62
Drunk Driving Enforcement Fund - 2018	2,766.44		3,000.00	2,221.14		2,775.00
Drunk Driving Enforcement Fund - 2019	17,255.74	1,667.28	24,413.50	18,923.02		14,041.60
Clean Communities Program - 2018	7,721.88	799.65		10,371.90		4,923.11
Clean Communities Program - 2019	2,347.94			3,598.42		2,347.94
Body Armor Replacement Fund - 2016			2,683.97			2,683.97
Body Armor Replacement Fund - 2017	1,534.77			1,199.48		335.29
Body Armor Replacement Fund - 2019	125.41			125.41		
Federal Bulletproof Vest Partnership - 2018	7,717.48	231.59	10,473.99	7,949.07		6,078.41
Recycling Tonnage Grant - 2018				4,395.58		123.95
Recycling Tonnage Grant - 2019	123.95					376.05
Somerset County Youth Services - 2015	376.05					
Somerset County Youth Services - 2016	793.01			793.01		
Somerset County Youth Services - 2017	5,000.00		5,000.00	5,000.00		
Somerset County Youth Services - 2018						
Somerset County Youth Services - 2019	170.02					5,000.00
Somerset County Youth Services Abis Environmental Grant	2,419.22			2,419.22		170.02
Statewide Insurance Safety Grant	900.64			900.64		
Sustainable Jersey Small Grants- 2018			10,000.00	8,590.02		1,409.98
Sustainable Jersey Small Grants- 2019	577,199.55			27,338.42	549,861.13	
FEMA Emergency Management- Flood Mitigation 2018	64,133.28			3,036.83		61,096.45
Flood Mitigation Assistance Grant- 2018 Match	18,641.97			13,546.96		15,333.93
Municipal Alliance Alcohol and Drug Abuse - 2016	217.75	611.87	9,627.05	2,543.91		2,487.36
Municipal Alliance Alcohol and Drug Abuse - Match	15,186.69	29,532.16	4,813.52	30,932.16		13,786.69
NJ DOT Kennedy Blvd - Phase I & II	10,344.25			10,344.25		
Pedestrian Safety Grant - 2017-2018			11,000.00	2,481.00		8,519.00
Pedestrian Safety Grant - 2018-2019	2,930.88					2,930.88
Match						
	\$ 755,456.29	\$ 32,897.87	\$ 81,012.03	\$ 160,310.45	\$ 549,861.13	\$ 159,194.61
	A	A-22	A-3			A
Cash Disbursements				\$ 144,606.69		
Encumbrances Payable				15,703.76		
Grants Receivable					537,828.66	
Transfer to Current Fund					12,032.47	
				\$ 160,310.45	\$ 549,861.13	

REF. A-4
A-22
A-26
A-25

BOROUGH OF MANVILLE

TRUST FUND

SCHEDULE OF CASH-TREASURER

	<u>REF.</u>	<u>ANIMAL CONTROL</u>	<u>OTHER</u>
Balance, December 31, 2018	B	\$ 12,818.00	\$ 1,040,010.81
Increased by Receipts:			
Dog License Fees	B-2	\$ 4,419.20	\$
Due State of New Jersey	B-3	775.80	
Various Reserves and Deposits	B-6		8,962,622.10
Community Development Block Grant	B-9		50,247.50
Interfunds	B-8		206,635.11
		<u>5,195.00</u>	<u>9,219,504.71</u>
		\$ 18,013.00	\$ 10,259,515.52
Decreased by Disbursements:			
Expenditures Under R.S.4:19-15.11	B-2	\$ 1,529.27	\$
Due State of New Jersey	B-3	775.20	
Various Reserves and Deposits	B-6		9,001,137.46
Community Development Block Grant	B-10		120,418.76
Interfunds	B-5	<u>2,419.82</u>	
		<u>4,724.29</u>	<u>9,121,556.22</u>
Balance, December 31, 2019	B	\$ 13,288.71	\$ 1,137,959.30

BOROUGH OF MANVILLE

TRUST FUND

SCHEDULE OF RESERVE FOR ANIMAL CONTROL TRUST FUND EXPENDITURES

	<u>REF.</u>		
Balance, December 31, 2018	B	\$	9,553.58
Increased by:			
Receipts:			
Dog License Fees Collected	B-1	\$	4,419.20
Transferred to Encumbrances	B-4		<u>842.20</u>
			5,261.40
		\$	<u>14,814.98</u>
Decreased by:			
Expenditures under R.S.4:19-15.11:			
Cash Disbursements	B-1	\$	1,529.27
Encumbrances Payable	B-4		841.00
Statutory Excess - Due Current Fund	B-5		<u>1,735.93</u>
			<u>4,106.20</u>
Balance, December 31, 2019	B	\$	<u><u>10,708.78</u></u>

<u>LICENSE FEES COLLECTED</u>	
<u>YEAR</u>	<u>AMOUNT</u>
2017	\$ 6,447.98
2018	<u>4,260.80</u>
	\$ <u><u>10,708.78</u></u>

SCHEDULE OF DUE STATE OF NEW JERSEY

Balance, December 31, 2018	B	\$	2.40
Increased by:			
Cash Receipts	B-1		<u>775.80</u>
		\$	<u>778.20</u>
Decreased by:			
Cash Disbursements	B-1		<u>775.20</u>
Balance, December 31, 2019	B	\$	<u><u>3.00</u></u>

"B-4"

BOROUGH OF MANVILLE

TRUST FUND

SCHEDULE OF ENCUMBRANCES - ANIMAL CONTROL TRUST FUND

	<u>REF.</u>	<u>TOTAL</u>
Balance, December 31, 2018		\$ 842.20
Increased by		
Charges to Animal Control Trust Fund Expenditures	B-2	841.00
		\$ <u>1,683.20</u>
Decreased by		
Transfer from Animal Control Trust Fund Expenditures	B-2	<u>842.20</u>
Balance, December 31, 2019	B	\$ <u><u>841.00</u></u>

"B-5"

SCHEDULE OF INTERFUNDS - ANIMAL CONTROL TRUST FUND

Balance, December 31, 2018	B	\$ 2,419.82
Increased by:		
Statutory Excess Animal Control Fund	B-2	1,735.93
		\$ <u>4,155.75</u>
Decreased by:		
Cash Disbursements	B-1	<u>2,419.82</u>
Balance, December 31, 2019	B	\$ <u><u>1,735.93</u></u>

BOROUGH OF MANVILLE

TRUST FUND

SCHEDULE OF VARIOUS RESERVES AND DEPOSITS

	BALANCE DECEMBER 31, 2018	CASH RECEIPTS	CASH DISBURSEMENTS	ENCUMBRANCES PAYABLE	BALANCE DECEMBER 31, 2019
Developer's Escrow Deposits	\$ 42,472.91	\$ 135,948.86	\$ 102,416.07	\$ 14,953.50	\$ 61,052.20
Unemployment Compensation	60,193.03	39,277.93	27,637.71		71,833.25
Housing Trust	179,871.41	8,868.53			188,739.94
Development Program	35,002.16	941,500.79	962,914.63		13,588.32
Tax Sale Premiums	328,400.00	181,200.00	185,000.00	4,300.00	320,300.00
Outside Liens	54,321.54	375,423.23	406,875.33	22,120.19	749.25
Federal Asset Forfeitures	4,492.64	53.54	1,983.36		2,562.82
Law Enforcement Trust	17,147.61	309.64	950.00		16,507.25
Payroll Deductions	92,763.73	7,162,183.86	7,209,839.16		45,108.43
Flexible Spending Plan	9,248.60	1,520.00	60.50		10,708.10
Recreation	116,292.34	90,546.22	75,887.79	6,336.71	124,614.06
Developer's/Engineering Escrow	46,122.91	2,283.50	5,807.00		42,599.41
Donation	323.48				323.48
Police Escrow	3,000.00				3,000.00
Fire Penalties - Fire Department	14,627.41	2,900.00	2,550.00	2,000.00	12,977.41
Fire Penalties - Fire Marshall	44,759.36	2,095.00			46,854.36
Drug Education	2,675.00	700.00	383.32		2,991.68
Community Events	3,987.27	10,256.00	14,001.59		241.68
DCA Fees	1,433.00	5,700.00	4,831.00		2,302.00
POAA		652.00			652.00
Sustainable NJ Donations		775.00			775.00
Marriage Licenses		428.00			428.00
	<u>\$ 1,057,134.40</u>	<u>\$ 8,962,622.10</u>	<u>\$ 9,001,137.46</u>	<u>\$ 49,710.40</u>	<u>\$ 968,908.64</u>
	<u>REF.</u>	<u>B-1</u>	<u>B-1</u>	<u>B-7</u>	<u>B</u>
Balance, December 31, 2018	B \$ 1,047,164.29				
Encumbrances Payable	B-7 <u>9,970.11</u>				
	<u>\$ 1,057,134.40</u>				

"B-7"

BOROUGH OF MANVILLE

TRUST FUND

SCHEDULE OF ENCUMBRANCES - TRUST OTHER FUND

	<u>REF.</u>	<u>TOTAL</u>
Balance, December 31, 2018		\$ 9,970.11
Increased by		
Charges to Various Reserves and Deposits	B-6	49,710.40
		<u>\$ 59,680.51</u>
Decreased by		
Charges to Various Reserves and Deposits	B-6	<u>9,970.11</u>
Balance, December 31, 2019	B	<u><u>\$ 49,710.40</u></u>

"B-8"

BOROUGH OF MANVILLE

TRUST FUND

SCHEDULE OF INTERFUNDS - TRUST OTHER FUND

	<u>REF.</u>	<u>TOTAL</u>	<u>CURRENT FUND</u>
Receipts	B-1	\$ <u>206,635.11</u>	\$ <u>206,635.11</u>
Balance, December 31, 2019: Due To	B	\$ <u><u>206,635.11</u></u>	\$ <u><u>206,635.11</u></u>

BOROUGH OF MANVILLE

TRUST FUND

SCHEDULE OF COMMUNITY DEVELOPMENT BLOCK GRANTS RECEIVABLE

<u>PURPOSE</u>	<u>BALANCE DECEMBER 31, 2018</u>	<u>2019 GRANTS</u>	<u>RECEIPTS</u>	<u>CANCELED</u>	<u>BALANCE DECEMBER 31, 2019</u>
Sidewalk Improvements - 2015	\$ 3,966.30	\$	3,966.30	\$	\$
Sidewalk Improvements - 2016	51,897.02		46,281.20	5,615.82	100,000.00
Library Improvements - 2017	100,000.00	100,000.00			100,000.00
Library Improvements - 2019					
	<u>\$ 155,863.32</u>	<u>\$ 100,000.00</u>	<u>\$ 50,247.50</u>	<u>\$ 5,615.82</u>	<u>\$ 200,000.00</u>

REF.

B

B-10

B-1

B-10

B

BOROUGH OF MANVILLE

TRUST FUND

SCHEDULE OF RESERVE FOR COMMUNITY DEVELOPMENT BLOCK GRANTS

<u>PURPOSE</u>	<u>BALANCE DECEMBER 31, 2018</u>	<u>2019 GRANTS</u>	<u>DISBURSED</u>	<u>CANCELED</u>	<u>BALANCE DECEMBER 31, 2019</u>
Sidewalk Improvements - 2016	\$ 27,672.22	\$	\$ 20,418.76	\$ 5,615.82	\$ 1,637.64
Library Improvements - 2016	11,067.51				11,067.51
Library Improvements - 2017	100,000.00		100,000.00		
Library Generator - 2019		100,000.00			100,000.00
	<u>\$ 138,739.73</u>	<u>\$ 100,000.00</u>	<u>\$ 120,418.76</u>	<u>\$ 5,615.82</u>	<u>\$ 112,705.15</u>

REF.

B

B-9

B-1

B-9

B

BOROUGH OF MANVILLE
GENERAL CAPITAL FUND
SCHEDULE OF CASH-TREASURER

	<u>REF.</u>		
Balance, December 31, 2018	C		\$ 1,083,049.87
Increased by Receipts:			
2019 Budget Appropriation:			
Capital Improvement Fund	C-8	\$ 115,000.00	
Due Current Fund	C-9	700,000.00	
Deferred Charges to Future Taxation Unfunded	C-4	340,000.00	
Reserve for:			
RCA Readington	C-13	669.60	
RCA Hillsborough	C-14	968.91	
		<u>1,156,638.51</u>	
			\$ <u>2,239,688.38</u>
Decreased by Disbursements:			
Contracts Payable	C-6	\$ 968,787.95	
Due Current Fund	C-9	<u>700,000.00</u>	
			<u>1,668,787.95</u>
Balance, December 31, 2019	C:C-3		\$ <u><u>570,900.43</u></u>

"C-3"

BOROUGH OF MANVILLE

GENERAL CAPITAL FUND

ANALYSIS OF GENERAL CAPITAL CASH

	BALANCE DECEMBER <u>31, 2019</u>
Fund Balance	\$ 177,181.88
Capital Improvement Fund	170,173.78
Improvement Authorizations Funded as Set Forth on "C-7"	882,607.93
Improvement Authorizations-Expended as Set Forth on "C-4"	(530,616.89)
Grants Receivable	(392,217.43)
Reserve for:	
Insurance Damage	35,927.00
Readington RCA	37,750.47
Hillsborough RCA	54,623.29
Debt Service	35,329.40
Contracts Payable	<u>100,141.00</u>
	<u>\$ 570,900.43</u>
<u>REF.</u>	C-2

BOROUGH OF MANVILLE

GENERAL CAPITAL FUND

SCHEDULE OF DEFERRED CHARGES TO FUTURE TAXATION-UNFUNDED

ORDINANCE NUMBER	IMPROVEMENT DESCRIPTION	BALANCE DECEMBER 31, 2018	CASH RECEIPTS	BALANCE DECEMBER 31, 2019	ANALYSIS OF BALANCE		
					EXPENDITURES	UNEXPENDED IMPROVEMENT AUTHORIZATIONS	
	General Improvement:						
1996 - 830	1996 Road and Drainage Improvements Program	\$ 141,000.00	\$	141,000.00	\$ 141,000.00	\$	
1998 - 896	1998 Road Improvements	164,537.82		164,537.82	164,537.82		
2000 - 943	Improvement to North Street and Gladys Avenue	160,261.00		160,261.00	160,261.00		
2014 - 1138	Acquisition of Real Property (Rustic Mall Redevelopment)	340,000.00	340,000.00				
2015 - 1162	Acquisition and Demolition of Flood Properties	95,560.55		95,560.55	64,818.07	30,742.48	
2018 - 1200	Various Public Improvements	2,100.00		2,100.00		2,100.00	
		<u>\$ 903,459.37</u>	<u>\$ 340,000.00</u>	<u>\$ 563,459.37</u>	<u>\$ 530,616.89</u>	<u>\$ 32,842.48</u>	
	<u>REF.</u>	C	C-2	C	C-3	C-7	

"C-5"

BOROUGH OF MANVILLE

GENERAL CAPITAL FUND

SCHEDULE OF DEFERRED CHARGES TO FUTURE TAXATION-FUNDED

	<u>REF.</u>	
Balance, December 31, 2018	C	\$ 5,435,000.00
Decreased by:		
Current Fund Budget Appropriation:		
Payment of Serial Bonds	C-10	<u>485,000.00</u>
Balance, December 31, 2019	C	<u><u>\$ 4,950,000.00</u></u>

"C-6"

BOROUGH OF MANVILLE

GENERAL CAPITAL FUND

SCHEDULE OF CONTRACTS PAYABLE

	<u>REF.</u>	
Balance, December 31, 2018	C	\$ 852,987.57
Increased by:		
Improvement Authorizations	C-7	<u>215,941.38</u>
		\$ 1,068,928.95
Decreased by:		
Cash Disbursements	C-2	<u>968,787.95</u>
Balance, December 31, 2019	C	<u><u>\$ 100,141.00</u></u>

BOROUGH OF MANVILLE
GENERAL CAPITAL FUND

SCHEDULE OF IMPROVEMENT AUTHORIZATIONS

ORDINANCE NUMBER	IMPROVEMENT DESCRIPTION	DATE	ORDINANCE AMOUNT	BALANCE DECEMBER 31, 2018		2019 AUTHORIZATIONS	CONTRACTS PAYABLE	ORDINANCES CANCELED	BALANCE DECEMBER 31, 2019	
				FUNDED	UNFUNDED				FUNDED	UNFUNDED
	General Improvements			\$	\$	\$	\$	\$	\$	\$
2004 - 995	Rehabilitation of Housing Units	09/27/04	\$ 350,000.00	15,994.89					15,994.89	
2006 - 1024	Rehabilitation of Housing Units	02/27/06	350,000.00	102,634.36					102,634.36	
2007 - 1052	Various Public Improvements	04/23/07	2,453,500.00	142,726.65			31,799.98		110,926.67	
2009 - 1090	Various Public Improvements	11/09/09	1,075,000.00	22,868.44					22,868.44	
2011 - 1107	Various Public Improvements	11/14/11	740,000.00	4,575.35					4,575.35	
2012 - 1111	Acquisition and Dem. of Flood Properties	04/09/12	3,792,298.00	437,474.68					437,474.68	
2012 - 1120	Nor'easter/Hurricane Irene	08/27/12	169,602.25	7,515.00					7,515.00	
2013 - 1134	Various Public Improvements	10/24/13	1,298,800.00	89,390.87					88,915.87	
2014 - 1138	Acquisition of Real Property (Rustic Mall)	02/24/14	340,000.00		12,712.88	475.00			12,712.88	30,742.48
2015 - 1162	Acquisition and Dem. of Flood Properties	07/13/15	1,032,880.00	30,742.48					30,742.48	2,100.00
2018 - 1200	Various Public Improvements	03/12/18	1,765,000.00	2,100.00					2,100.00	
2019 - 1221	NJ Clean Energy - Various Improvements	06/24/19	17,400.00		17,400.00		183,666.40	147,907.69	17,400.00	
				\$ 1,216,344.12	\$ 45,555.36	\$ 17,400.00	\$ 215,941.38	\$ 147,907.69	\$ 882,607.93	\$ 32,842.48
				C	C	C-2	C-6	C-1	C-C-3	C-C-4

REF.

"C-8"

BOROUGH OF MANVILLE

GENERAL CAPITAL FUND

SCHEDULE OF CAPITAL IMPROVEMENT FUND

	<u>REF.</u>	
Balance, December 31, 2018	C	\$ 55,173.78
Increased by:		
Current Budget Appropriation	C-2	<u>115,000.00</u>
Balance, December 31, 2019	C	<u>\$ 170,173.78</u>

"C-9"

BOROUGH OF MANVILLE

GENERAL CAPITAL FUND

SCHEDULE OF DUE CURRENT FUND

REF.

Increased by:		
Cash Disbursements	C-2	\$ <u>700,000.00</u>
Decreased by:		
Cash Receipts	C-2	\$ <u>700,000.00</u>

BOROUGH OF MANVILLE
GENERAL CAPITAL FUND

SCHEDULE OF GENERAL SERIAL BONDS

<u>PURPOSE</u>	<u>DATE OF ISSUE</u>	<u>ORIGINAL ISSUE</u>	<u>MATURITIES OF BONDS OUTSTANDING</u>		<u>INTEREST RATE</u>	<u>BALANCE DECEMBER 31, 2018</u>	<u>BALANCE DECEMBER 31, 2019</u>
			<u>DATE</u>	<u>AMOUNT</u>			
General Improvement Bonds	04/24/18	\$ 5,435,000.00	05/01/20	\$ 600,000.00	3.000%	\$	\$
			05/01/21	575,000.00	3.000%		
			05/01/22	550,000.00	3.000%		
			05/01/23	550,000.00	3.000%		
			05/01/24	550,000.00	3.000%		
			05/01/25	550,000.00	3.000%		
			05/01/26	550,000.00	3.000%		
			05/01/27	525,000.00	3.000%		
			05/01/28	500,000.00	3.000%	5,435,000.00	4,950,000.00
						\$ 5,435,000.00	\$ 4,950,000.00
							\$ 485,000.00
							\$ 485,000.00

REF.

C

C-5

C

"C-11"

BOROUGH OF MANVILLE

GENERAL CAPITAL FUND

SCHEDULE OF GRANTS RECEIVABLE

	<u>REF.</u>	
Balance, December 31, 2018	C	\$ <u>392,217.43</u>
Balance, December 31, 2019	C	\$ <u><u>392,217.43</u></u>

"C-12"

BOROUGH OF MANVILLE

GENERAL CAPITAL FUND

SCHEDULE OF RESERVE FOR INSURANCE DAMAGE

	<u>REF.</u>	
Balance, December 31, 2018	C	\$ <u>35,927.00</u>
Balance, December 31, 2019	C	\$ <u><u>35,927.00</u></u>

"C-13"

SCHEDULE OF RESERVE FOR RCA READINGTON

Balance, December 31, 2018	C	\$ 37,080.87
Increased by:		
Cash Receipts	C-2	<u>669.60</u>
Balance, December 31, 2019	C	\$ <u><u>37,750.47</u></u>

"C-14"

BOROUGH OF MANVILLE

GENERAL CAPITAL FUND

SCHEDULE OF RESERVE FOR RCA HILLSBOROUGH

	<u>REF.</u>	
Balance, December 31, 2018	C	\$ 53,654.38
Increased by:		
Cash Receipts	C-2	<u>968.91</u>
Balance, December 31, 2019	C	<u>\$ 54,623.29</u>

"C-15"

SCHEDULE OF RESERVE FOR DEBT SERVICE

Balance, December 31, 2018	C	\$ <u>35,329.40</u>
Balance, December 31, 2019	C	<u>\$ 35,329.40</u>

"C-16"

BOROUGH OF MANVILLE

GENERAL CAPITAL FUND

SCHEDULE OF BONDS AND NOTES
AUTHORIZED BUT NOT ISSUED

<u>ORDINANCE</u> <u>NUMBER</u>	<u>IMPROVEMENT DESCRIPTION</u>	<u>BALANCE</u> <u>DECEMBER</u> <u>31, 2019</u>
	<u>General Improvements</u>	
1996 - 830	1996 Road and Drainage Improvement Program	\$ 141,000.00
1998 - 896	1997 Road Improvements	164,537.82
2000 - 943	Improvements of North Street and Gladys Avenue	160,261.00
2015 - 1162	Acquisition & Demo of Flood Properties	95,560.55
2018 - 1200	Various Public Improvements	<u>2,100.00</u>
		<u>\$ 563,459.37</u>

"D-5"

BOROUGH OF MANVILLE

SEWER UTILITY FUND

SCHEDULE OF CASH - TREASURER

	<u>REF.</u>	<u>OPERATING</u>	<u>CAPITAL</u>
Balance, December 31, 2018	D	\$ <u>866,919.61</u>	\$ <u>54,539.61</u>
Increased by Receipts:			
Collector	D-6	\$ 1,814,049.46	\$
Miscellaneous	D-3	15,482.38	
Interfunds	D-12:D-19	496,695.00	2,055.61
Budget Appropriation			
Capital Improvement Fund	D-15		25,000.00
Appropriation Refunds	D-4	15,775.90	
		\$ <u>2,342,002.74</u>	\$ <u>27,055.61</u>
		\$ <u>3,208,922.35</u>	\$ <u>81,595.22</u>
Decreased by Disbursements:			
Current Year Appropriations	D-4	\$ 2,163,883.32	\$
Prior Year Appropriation Reserves	D-10	101,525.35	
Sewer Overpayment Refunds	D-9	737.46	
Refund of Prior Years Revenue	D-1	492.02	
Contracts Payable	D-16		19,358.11
Interfunds	D-12:D-19	496,695.00	2,055.61
		\$ <u>2,763,333.15</u>	\$ <u>21,413.72</u>
Balance, December 31, 2019	D	\$ <u><u>445,589.20</u></u>	\$ <u><u>60,181.50</u></u>

"D-6"

BOROUGH OF MANVILLE
SEWER UTILITY OPERATING FUND
SCHEDULE OF CASH - COLLECTOR

	<u>REF.</u>	<u>OPERATING</u>
Increased by Receipts:		
Consumer Accounts Receivable	D-7	\$ 1,790,228.53
Overpayments	D-9	9,528.56
Interest on Delinquent Accounts	D-3	13,754.86
Sewer Liens	D-8	<u>537.51</u>
		\$ 1,814,049.46
Decreased by Disbursements:		
Payment to Treasurer:		
Sewer Operating Fund	D-5	\$ <u><u>1,814,049.46</u></u>

"D-7"

SCHEDULE OF CONSUMER ACCOUNTS RECEIVABLE

Balance, December 31, 2018	D	\$ 161,262.35
Increased by:		
Sewer Rents Levied-Net		<u>1,839,423.74</u>
		\$ 2,000,686.09
Decreased by:		
Collection	D-3:D-6	\$ 1,790,228.53
Overpayments Applied	D-3:D-9	11,244.26
Transfer to Liens	D-8	<u>200.00</u>
		<u>1,801,672.79</u>
Balance, December 31, 2019	D	\$ <u><u>199,013.30</u></u>

"D-8"

BOROUGH OF MANVILLE
SEWER UTILITY OPERATING FUND
SCHEDULE OF SEWER LIENS RECEIVABLE

	<u>REF.</u>		
Balance, December 31, 2018	D	\$	839.00
Increased by:			
Transfers From Sewer Receivable	D-7		200.00
		\$	<u>1,039.00</u>
Decreased by:			
Cash Receipts	D-6		<u>537.51</u>
Balance, December 31, 2019	D	\$	<u><u>501.49</u></u>

"D-9"

SCHEDULE OF SEWER OVERPAYMENTS

Balance, December 31, 2018	D	\$	11,244.26
Increased by:			
Collector Receipts	D-6		9,528.56
		\$	<u>20,772.82</u>
Decreased by:			
Cash Disbursements	D-5	\$	737.46
Overpayments Applied	D-7		<u>11,244.26</u>
		\$	<u>11,981.72</u>
Balance, December 31, 2019	D	\$	<u><u>8,791.10</u></u>

BOROUGH OF MANVILLE
SEWER UTILITY OPERATING FUND
SCHEDULE OF 2018 APPROPRIATION RESERVES

	<u>BALANCE</u> <u>DECEMBER</u> <u>31, 2018</u>	<u>BALANCE</u> <u>AFTER</u> <u>TRANSFERS</u>	<u>PAID OR</u> <u>CHARGED</u>	<u>BALANCE</u> <u>LAPSED</u>
Operating:				
Salaries and Wages	\$	\$	\$	\$
Other Expenses	1,556.18	13,798.30	6,947.35	6,850.95
Group Insurance	607.02	607.02		607.02
Other Insurance	4,910.20	4,910.20		4,910.20
Somerset Raritan Valley Sewerage Authority: Treatment Costs	84,397.00	178,975.00	94,578.00	84,397.00
Electric	32,586.02	32,586.02		32,586.02
Gas	<u>2,500.00</u>	<u>2,500.00</u>		<u>2,500.00</u>
<u>Total Operating</u>	<u>\$ 126,556.42</u>	<u>\$ 233,376.54</u>	<u>\$ 101,525.35</u>	<u>\$ 131,851.19</u>
Capital Improvements:				
Capital Outlay	<u>\$ 15,000.00</u>	<u>\$ 15,000.00</u>		<u>\$ 15,000.00</u>
Statutory Expenditures:				
Social Security System (O.A.S.I.)	<u>\$ 26,409.81</u>	<u>\$ 26,409.81</u>		<u>\$ 26,409.81</u>
	<u>\$ 167,966.23</u>	<u>\$ 274,786.35</u>	<u>\$ 101,525.35</u>	<u>\$ 173,261.00</u>
	<u>REF.</u>	<u>D</u>		<u>D-1</u>
Balance, December 31, 2018	D-10	\$ 167,966.23		
Cash Disbursements	D-5		101,525.35	
Encumbrances Payable	D-11	<u>106,820.12</u>		
		<u>\$ 274,786.35</u>	<u>\$ 101,525.35</u>	

"D-11"

BOROUGH OF MANVILLE
SEWER UTILITY OPERATING FUND
SCHEDULE OF ENCUMBRANCES PAYABLE

	<u>REF.</u>		
Balance, December 31, 2018	D	\$	106,820.12
Increased by:			
Charges to Current Year Appropriations	D-4		134,858.50
		\$	<u>241,678.62</u>
Decreased by:			
Transferred to Appropriation Reserves	D-10		<u>106,820.12</u>
Balance, December 31, 2019	D	\$	<u><u>134,858.50</u></u>

BOROUGH OF MANVILLE
SEWER UTILITY OPERATING FUND
SCHEDULE OF INTERFUNDS

	<u>REF.</u>	<u>TOTAL</u>	<u>CURRENT FUND</u>
Increased by: Cash Receipts	D-5	\$ <u>496,695.00</u>	\$ <u>496,695.00</u>
Decreased by: Cash Disbursements	D-5	\$ <u><u>496,695.00</u></u>	\$ <u><u>496,695.00</u></u>

BOROUGH OF MANVILLE
SEWER UTILITY CAPITAL FUND
SCHEDULE OF FIXED CAPITAL

<u>ACCOUNT</u>	BALANCE DECEMBER <u>31, 2018</u>	BALANCE DECEMBER <u>31, 2019</u>
Pumping Station and Structures	\$ 10,098.42	\$ 10,098.42
Electric Power Pumping Equipment	8,669.75	8,669.75
Land and Right of Way	6,220.00	6,220.00
Improvement to the Water Distribution System	45,000.00	45,000.00
Purchase of Equipment	50,000.00	50,000.00
Acquisition of Tractor/Mower	30,000.00	30,000.00
Construction of Ductile Iron Pipe	<u>65,000.00</u>	<u>65,000.00</u>
	<u>\$ 214,988.17</u>	<u>\$ 214,988.17</u>
<u>REF.</u>	D	D

"D-15"

BOROUGH OF MANVILLE
SEWER UTILITY CAPITAL FUND
SCHEDULE OF CAPITAL IMPROVEMENT FUND

	<u>REF.</u>	
Balance, December 31, 2018	D	\$ 77,955.00
Increased by:		
Budget Appropriation	D-5	25,000.00
		\$ <u>102,955.00</u>
Decreased by:		
Appropriation to Finance Improvement Authorizations	D-18:D-20	<u>25,000.00</u>
Balance, December 31, 2019	D	\$ <u><u>77,955.00</u></u>

"D-16"

BOROUGH OF MANVILLE
SEWER UTILITY CAPITAL FUND
SCHEDULE OF CONTRACTS PAYABLE

	<u>REF.</u>	
Balance, December 31, 2018	D	\$ 750.00
Increased by:		
Improvement Authorization Charges	D-18	39,300.31
		\$ <u>40,050.31</u>
Decreased by:		
Cash Disbursements	D-5	<u>19,358.11</u>
Balance, December 31, 2019	D	\$ <u><u>20,692.20</u></u>

"D-17"

SCHEDULE OF RESERVE FOR AMORTIZATION

Balance, December 31, 2018	D	\$ <u>214,988.17</u>
Balance, December 31, 2019	D	\$ <u><u>214,988.17</u></u>

BOROUGH OF MANVILLE

SEWER UTILITY CAPITAL FUND

SCHEDULE OF IMPROVEMENT AUTHORIZATIONS

ORDINANCE NUMBER	IMPROVEMENT DESCRIPTION	ORDINANCE DATE	ORDINANCE AMOUNT	BALANCE DECEMBER 31, 2018		2019 AUTHORIZATIONS	PAID OR CHARGED	BALANCE DECEMBER 31, 2019	
				FUNDED	UNFUNDED			FUNDED	UNFUNDED
2018 - 1201	Various Public Improvements and the Acquisition of New Additional or Replacement Equipment for the Sewer Utility	3/12/2018	\$ 135,000.00	\$	\$ 87,943.34	\$	\$ 20,615.14	\$	\$ 67,328.20
2019 - 1222	Sewer Pump Improvements	6/24/2019	25,000.00			25,000.00	18,685.17	6,314.83	
			\$	\$	\$ 87,943.34	\$ 25,000.00	\$ 39,300.31	\$ 6,314.83	\$ 67,328.20
		REF.		D	D		D-16	D	D
	Capital Improvement Fund	D-15				\$ 25,000.00			
		D-14				\$ 25,000.00			

"D-19"

BOROUGH OF MANVILLE
SEWER UTILITY CAPITAL FUND
SCHEDULE OF INTERFUNDS

	<u>REF.</u>	<u>TOTAL</u>	<u>CURRENT FUND</u>	<u>SEWER OPERATING FUND</u>
Increased by:				
Cash Receipts	D-5	\$ <u>2,055.61</u>	\$ <u>1,327.69</u>	\$ <u>727.92</u>
Decreased by:				
Cash Disbursements	D-5	\$ <u>2,055.61</u>	\$ <u>1,327.69</u>	\$ <u>727.92</u>

"D-20"

BOROUGH OF MANVILLE

SEWER UTILITY CAPITAL FUND

SCHEDULE OF RESERVE FOR DEFERRED AMORTIZATION

<u>ORDINANCE NUMBER</u>	<u>IMPROVEMENT DESCRIPTION</u>	<u>DATE OF ORDINANCE</u>	<u>FIXED CAPITAL AUTHORIZED</u>	<u>BALANCE DECEMBER 31, 2019</u>
	General Improvements:			
2019 - 1222	Sewer Pump Improvements	6/24/2019	\$ <u>25,000.00</u>	\$ <u>25,000.00</u>
			\$ <u>25,000.00</u>	\$ <u>25,000.00</u>
		<u>REF.</u>	D-15	D

BOROUGH OF MANVILLE

SEWER UTILITY CAPITAL FUND

SCHEDULE OF BONDS AND NOTES AUTHORIZED BUT NOT ISSUED

<u>ORDINANCE NUMBER</u>	<u>IMPROVEMENT DESCRIPTION</u>	<u>BALANCE DECEMBER 31, 2018</u>	<u>BALANCE DECEMBER 31, 2019</u>
2018 - 1201	Various Public Improvements and the Acquisition of New Additional or Replacement Equipment for the Sewer Utility	\$ <u>135,000.00</u>	\$ <u>135,000.00</u>
		\$ <u>135,000.00</u>	\$ <u>135,000.00</u>

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BOROUGH OF MANVILLE

PART II

SINGLE AUDIT SECTION

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

REPORT ON COMPLIANCE WITH REQUIREMENTS APPLICABLE
TO MAJOR FEDERAL FINANCIAL PROGRAMS AND INTERNAL
CONTROL REQUIRED BY THE UNIFORM GUIDANCE

SCHEDULES OF EXPENDITURES OF FEDERAL AWARDS AND
STATE FINANCIAL ASSISTANCE

NOTES TO THE SCHEDULES OF EXPENDITURES OF FEDERAL AWARDS
AND STATE FINANCIAL ASSISTANCE

SCHEDULE OF FINDINGS AND QUESTIONED COSTS



SUPLEE, CLOONEY & COMPANY

CERTIFIED PUBLIC ACCOUNTANTS

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**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 Borough Council
Borough of Manville
County of Somerset
Manville, New Jersey 08835

We have audited, in accordance with the auditing standards generally accepted in the United States of America, the audit requirements prescribed by the Division of Local Government Services, Department of Community Affairs, State of New Jersey and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the regulatory financial statements of the various individual funds and the account group of the Borough of Manville, as of and for the year ended December 31, 2019, and the related notes to the financial statements, which collectively comprise the Borough's regulatory financial statements, and have issued our report thereon dated August 7, 2020. Our report disclosed that, as described in Note 1 to the financial statements, the Borough of Manville prepares its financial statements on a basis of accounting prescribed by the Division of Local Government Services, Department of Community Affairs, State of New Jersey, that demonstrates compliance with a modified accrual basis and the budget laws of the State of New Jersey, which is a comprehensive basis of accounting other than U.S. generally accepted accounting principles.

Internal Control Over Financial Reporting

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

SUPLEE, CLOONEY & COMPANY

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 Borough of Manville's financial statements will not be prevented, or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

Compliance and Other Matters

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

Purpose of This Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the Borough of Manville'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 Borough of Manville's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.



CERTIFIED PUBLIC ACCOUNTANTS



REGISTERED MUNICIPAL ACCOUNTANT NO. 439

August 7, 2020



SUPLEE, CLOONEY & COMPANY

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INDEPENDENT AUDITOR'S REPORT ON COMPLIANCE WITH REQUIREMENTS APPLICABLE TO MAJOR FEDERAL FINANCIAL ASSISTANCE PROGRAMS AND INTERNAL CONTROL REQUIRED BY THE UNIFORM GUIDANCE

The Honorable Mayor and Members
of the Borough Council
Borough of Manville
County of Somerset
Manville, New Jersey 08835

Report on Compliance for Each Major Federal Program

We have audited the Borough of Manville's compliance with the types of compliance requirements described in the *OMB Compliance Supplement* that could have a direct and material effect on each of the Borough of Manville's major federal programs for the year ended December 31, 2019. The Borough's major federal programs are identified in the summary of auditor's results section of the accompanying schedule of findings and questioned costs.

Management's Responsibility

Management is responsible for compliance with the requirements of laws, regulations, contracts, and grants applicable to its federal programs.

Auditor's Responsibility

Our responsibility is to express an opinion on compliance for each of the Borough of Manville's major federal programs based on our audit of the types of compliance requirements referred to above. We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and the audit requirements of Title 2 U.S. Code of Federal Regulations Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance). Those standards and the Uniform Guidance require that we plan and perform the audit to obtain reasonable assurance about whether noncompliance with the types of compliance requirements referred to above that could have a direct and material effect on a major federal program occurred. An audit includes examining, on a test basis, evidence about the Borough of Manville's compliance with those requirements and performing such other procedures as we considered necessary in the circumstances.

We believe that our audit provides a reasonable basis for our opinion on compliance for each major federal program. However, our audit does not provide a legal determination of the Borough of Manville's compliance.

SUPLEE, CLOONEY & COMPANY

Opinion on Each Major Federal Program

In our opinion, the Borough of Manville complied, in all material respects, with the types of compliance requirements referred to above that could have a direct and material effect on each of its major federal programs for the year ended December 31, 2019.

Report on Internal Control Over Compliance

Management of the Borough of Manville is responsible for establishing and maintaining effective internal control over compliance with the types of compliance requirements referred to above. In planning and performing our audit of compliance, we considered the Borough of Manville's internal control over compliance with the types of requirements that could have a direct and material effect on each major federal program to determine the auditing procedures that are appropriate in the circumstances for the purpose of expressing an opinion on compliance for each major federal program and to test and report on internal control over compliance in accordance with the Uniform Guidance, but not for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, we do not express an opinion on the effectiveness of the Borough of Manville's internal control over compliance.

A *deficiency in internal control over compliance* exists when the design or operation of a control over compliance does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, noncompliance with a type of compliance requirement of a federal program on a timely basis. A *material weakness in internal control over compliance* is a deficiency, or combination of deficiencies, in internal control over compliance, such that there is a reasonable possibility that material noncompliance with a type of compliance requirement of a federal program will not be prevented, or detected and corrected, on a timely basis. A *significant deficiency in internal control over compliance* is a deficiency, or a combination of deficiencies, in internal control over compliance with a type of compliance requirement of a federal program that is less severe than a material weakness in internal control over compliance, yet important enough to merit attention by those charged with governance.

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

The purpose of this report on internal control over compliance is solely to describe the scope of our testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance. Accordingly, this report is not suitable for any other purpose.


CERTIFIED PUBLIC ACCOUNTANTS


REGISTERED MUNICIPAL ACCOUNTANT NO. 439

August 7, 2020

BOROUGH OF MANVILLE

SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS
YEAR ENDED DECEMBER 31, 2019

FEDERAL CFDA NUMBER	PASS THROUGH GRANTORS NUMBER	GRANT PERIOD FROM TO	GRANT AWARD AMOUNT	2019		CUMULATIVE EXPENDITURES DECEMBER 31, 2019
				FUNDS RECEIVED	FUNDS EXPENDED	
U. S. Department of Housing and Urban Development						
Direct Programs						
14.871	N.J.112VO	01/01/19 12/31/19	\$ 821,624.00	\$ 797,262.00	\$ 821,624.00	\$ 821,624.00
14.871	N.J.112AF	01/01/19 12/31/19	79,920.00	79,920.00	79,920.00	79,920.00
				<u>877,182.00</u>	<u>901,544.00</u>	<u>901,544.00</u>
Pass Through From County of Somerset						
14.218	15-U1141-11	09/01/15 08/31/16	\$ 100,000.00	\$ 3,966.30	\$ 100,000.00	\$ 100,000.00
14.218	16-U1162-11	09/01/16 08/31/17	57,679.18	46,281.20	20,418.76	56,041.54
14.218	16-U1161-11	09/01/16 08/31/17	66,405.63			55,338.12
14.218	17-U1161-11	09/01/17 08/31/18	100,000.00		100,000.00	100,000.00
14.218	19-U1161-11	09/01/19 08/31/20	100,000.00		120,418.76	311,379.66
				<u>50,247.50</u>	<u>120,418.76</u>	<u>311,379.66</u>
U. S. Department of Justice						
16.579		01/01/18 12/31/18	\$ 1,589.99	\$ 1,589.99	\$ 1,199.48	\$ 1,254.70
U. S. Department of Homeland Security						
Pass Through From State of New Jersey						
Bulletproof Vest Partnership						
Pass Through From State of New Jersey						
97.039	HMGP-4021-NJ-0008	12/13/11 12/13/14	\$ 2,844,224.00	\$	\$	\$ 2,535,235.19
97.039	HMGP-4086-NJ-0104	12/10/14 09/25/17	929,592.00			843,724.62
97.039	HMGP-4086-NJ-0138	10/30/12 06/12/18	75,000.00	75,000.00		75,000.00
97.039	2015-FMA-FMA	05/29/15 10/30/18	24,750.00			24,750.00
97.039	FMA-PJ-02-NJ-2016-011	03/15/16 08/30/19	520,148.87	500,875.20	27,338.42	520,148.87
97.042	1200-100-066-1200-264-YEMR-6120	Continuous	15,000.00	5,000.00		15,000.00
97.042	1200-100-066-1200-264-YEMR-6120	Continuous	5,000.00			4,886.60
97.042	1200-100-066-1200-264-YEMR-6120	Continuous	5,000.00			4,997.71
				<u>580,875.20</u>	<u>27,338.42</u>	<u>4,023,742.99</u>
				<u>1,509,894.69</u>	<u>1,050,500.66</u>	<u>5,237,921.35</u>

The accompanying notes to the Schedule of Expenditures of Federal Awards is an integral part of this schedule

BOROUGH OF MANVILLE

NOTES TO THE SCHEDULES OF EXPENDITURES OF
FEDERAL AWARDS
YEAR ENDED DECEMBER 31, 2019

NOTE 1. GENERAL

The accompanying schedules of expenditures of Federal Awards Assistance present the activity of all federal financial assistance programs of the Borough of Manville, County of Somerset, New Jersey. All federal awards received directly from federal, as well as federal financial assistance passed through other government agencies is included on the Schedules of Expenditures of Federal Awards.

NOTE 2. BASIS OF ACCOUNTING

The accompanying schedules of expenditures of financial assistance are presented on the prescribed basis of accounting, modified accrual basis with certain exceptions, prescribed by the Division of Local Government Services, Department of Community Affairs, State of New Jersey, that demonstrates compliance with the budget laws of New Jersey, which is a comprehensive basis of accounting other than U.S. generally accepted accounting principles. The basis of accounting, with exception, is described in Note 1 to the Borough's financial statements - regulatory basis.

NOTE 3. RELATIONSHIP TO FEDERAL FINANCIAL REPORTS

Amounts reported in the accompanying schedules of expenditures agree with the amounts reported in the related federal financial reports.

NOTE 4. RELATIONSHIP TO FINANCIAL STATEMENTS - REGULATORY BASIS

Amounts reported in the accompanying schedules of expenditures agree with amounts reported in the Borough's statutory basis financial statements. These amounts are reported either in the Current Fund, Trust Other Fund or General Capital Fund.

Revenues:

	<u>Federal</u>		<u>Total</u>
Grant Fund	\$ 582,465.19	\$ \$	582,465.19
Trust Other Fund	<u>927,429.50</u>		<u>927,429.50</u>
	<u>\$ 1,509,894.69</u>	\$ \$	<u>1,509,894.69</u>

Expenditures:

	<u>Federal</u>		<u>Total</u>
Grant Fund	\$ 28,537.90	\$ \$	28,537.90
Trust Other Fund	<u>1,021,962.76</u>		<u>1,021,962.76</u>
	<u>\$ 1,050,500.66</u>	\$ \$	<u>1,050,500.66</u>

NOTE 5. OTHER

Matching contributions expended by the Borough in accordance with terms of the various grants are not reported in the accompanying schedules. In addition, the Borough has elected not to use the 10% *de minimis* inherent cost note as allowed under Uniform Guidance.

BOROUGH OF MANVILLE
SOMERSET COUNTY, NEW JERSEY

SCHEDULE OF FINDINGS AND QUESTIONED COSTS
FOR THE YEAR ENDED DECEMBER 31, 2019

Section I - Summary of Auditor's Results

Financial Statements

- | | |
|---|------------|
| (1) Type of Auditor Report Issued: | Unmodified |
| (2) Internal Control Over Financial Reporting: | |
| (a) Material weaknesses identified? | No |
| (b) Significant deficiencies that are not considered to be material weaknesses? | No |
| (3) Noncompliance material to the financial statements noted during the audit? | No |

Federal Program(s)

- | | |
|---|------------|
| (1) Internal Control Over Major Federal Programs: | |
| (a) Material weaknesses identified? | No |
| (b) Significant deficiencies that are not considered to be material weaknesses? | No |
| (2) Type of Auditor's Report issued on compliance for major federal program(s)? | Unmodified |
| (3) Any audit findings disclosed that are required to be reported in accordance with the Uniform Guidance and listed in Section III of this schedule? | No |
| (4) Identification of Major Federal Program(s): | |

<u>Program</u>	<u>C.F.D.A. #</u>
U.S. Department of Housing and Urban Development: Section 8 Housing Assistance Program	14.871

BOROUGH OF MANVILLE
SOMERSET COUNTY, NEW JERSEY

SCHEDULE OF FINDINGS AND QUESTIONED COSTS
FOR THE YEAR ENDED DECEMBER 31, 2019

Section I - Summary of Auditor's Results (Continued)

Federal Program(s) (Continued)

(5) Program Threshold Determination:

Type A Federal Program Threshold > \$750,000.00

Type B Federal Program Threshold <= \$750,000.00

(6) Auditee qualified as a low-risk auditee under the Uniform Guidance? Yes

State Program(s) - Not Applicable

Section II - Financial Statement Audit - Reported Findings Under Government Auditing Standards

Internal Control Findings

None Reported

Compliance Findings

None Reported

Section III - Findings and Questioned Costs Relative to Major Federal and State Programs

Federal Programs - None Reported

State Programs - None Reported

Status of Prior Year Audit Findings - Not Applicable

BOROUGH OF MANVILLE
 SUPPLEMENTARY INFORMATION
 FINANCIAL DATA SCHEDULE - SECTION 8 HOUSING CHOICE VOUCHER PROGRAM
 FOR THE YEAR ENDED DECEMBER 31, 2019

Line Item No.	Description	Total Programs	14.871 Housing Choice Vouchers
	Balance Sheet		
111	Cash-Unrestricted	\$ 10,338	\$ 10,338
113	Cash-Other Restricted	\$ 3,251	\$ 3,251
100	Total Cash	\$ 13,589	\$ 13,589
121	Accounts Receivable - PHA Projects	\$ 2,588	\$ 2,588
128	Fraud Recovery	\$ 4,720	\$ 4,720
128.1	Allowance for Doubtful Accounts - Other	\$ (4,720)	\$ (4,720)
120	Total receivables, Net of Allowance for Doubtful Accounts	\$ 2,588	\$ 2,588
150	Total Current Assets	\$ 16,177	\$ 16,177
290	Total Assets and Deferred Outflow of Resources	\$ 16,177	\$ 16,177
312	Accounts Payable <= 90 days	\$12,862	\$12,862
313	Accounts Payable >= 90 days	\$0	
332	Accounts Payable-PHA Programs	\$0	
342	Unearned Revenue	\$0	
310	Total Current Liabilities	\$12,862	\$12,862
300	Total Liabilities	\$12,862	\$12,862
509.3	Restricted Fund Balance	\$ 3,251	\$ 3,251
512.3	Unassigned Fund Balance	\$ 64	\$ 64
513	Total Equity-Net Assets/Position	\$ 3,315	\$ 3,315
600	Total Liabilities, Deferred Inflows of Resources and Equity- Net Assets/Position	\$ 16,177	\$ 16,177
	Income Statement		
70600	HUD PHA Operating Grants	\$ 877,182	\$ 877,182
		\$ -	
71100	Investment Income-Unrestricted	\$ -	
71400	Fraud Recovery	\$ 3,846	\$ 3,846
71500	Other Revenue	\$ 63,602	\$ 63,602
70000	Total Revenue	\$ 944,630	\$ 944,630
91100	Administrative Salaries		
91200	Auditing Fees	\$ -	
91300	Management Fee	\$ 85,787	\$ 85,787
91900	Other	\$ -	
91000	Total Operating-Administrative	\$ 85,787	\$ 85,787
96200	Other General Expenses	\$ -	
96000	Total Other General Expenses	\$ -	\$ -
96900	Total Operating Expenses	\$ 85,787	\$ 85,787
97000	Excess of Operating Revenue Over Operating Expenses	\$ 858,843	\$ 858,843

BOROUGH OF MANVILLE
 SUPPLEMENTARY INFORMATION
 FINANCIAL DATA SCHEDULE - SECTION 8 HOUSING CHOICE VOUCHER PROGRAM
 FOR THE YEAR ENDED DECEMBER 31, 2019

Line Item No.	Description	Total Programs	14.871 Housing Choice Vouchers
97300	Housing Assistance Payments	\$ 821,624	\$ 821,624
97350	HAP Portability-In	\$ 59,657	\$ 59,657
90000	Total Expenses	\$ 967,068	\$ 967,068
10000	Excess (Deficiency) of Revenue Over (Under) Expenses	\$ (22,438)	\$ (22,438)
11030	Beginning Equity	\$ 25,753	\$ 25,753
11040	Prior period adjustments, equity transfers, and correction of errors	\$ -	
11170	Administrative Fee Equity	\$ 64	\$ 64
11180	Housing Assistance Payments Equity	\$ 3,251	\$ 3,251
11190	Unit Months Available	1080	1080
11210	Unit Months Leased	879	879

PART III

BOROUGH OF MANVILLE

STATISTICAL DATA

LIST OF OFFICIALS

COMMENTS AND RECOMMENDATIONS

YEAR ENDED DECEMBER 31, 2019

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

	<u>YEAR 2019</u>		<u>YEAR 2018</u>	
	<u>AMOUNT</u>	<u>%</u>	<u>AMOUNT</u>	<u>%</u>
<u>REVENUE AND OTHER INCOME REALIZED</u>				
Fund Balance Utilized	\$ 1,200,000.00	3.59	\$ 1,408,500.00	4.12
Miscellaneous-From Other Than Local				
Property Tax Levies	3,309,820.63	9.91	4,522,435.90	13.22
Collection of Delinquent Taxes and				
Tax Title Liens	551,214.78	1.65	442,028.63	1.29
Collection of Current Tax Levy	<u>28,332,605.16</u>	<u>84.84</u>	<u>27,841,220.79</u>	<u>81.37</u>
<u>TOTAL INCOME</u>	<u>\$ 33,393,640.57</u>	<u>100.00%</u>	<u>\$ 34,214,185.32</u>	<u>100.00%</u>
<u>EXPENDITURES</u>				
Budget Expenditures:				
Municipal Purposes	\$ 11,914,526.17	38.04	\$ 13,319,085.08	39.75
County Taxes	3,684,180.97	11.76	3,551,147.44	10.60
School Taxes	15,717,847.00	50.18	15,779,677.00	47.09
Other	<u>7,449.23</u>	<u>0.02</u>	<u>858,265.46</u>	<u>2.56</u>
<u>TOTAL EXPENDITURES</u>	<u>\$ 31,324,003.37</u>	<u>100.00%</u>	<u>\$ 33,508,174.98</u>	<u>100.00%</u>
Excess in Revenue	\$ 2,069,637.20		\$ 706,010.34	
Fund Balance, January 1	<u>1,423,217.70</u>		<u>2,125,707.36</u>	
	\$ 3,492,854.90		\$ 2,831,717.70	
Less: Utilization as Anticipated Revenue	<u>1,200,000.00</u>		<u>1,408,500.00</u>	
Fund Balance, December 31	<u>\$ 2,292,854.90</u>		<u>\$ 1,423,217.70</u>	

COMPARATIVE STATEMENT OF OPERATIONS AND
CHANGE IN FUND BALANCE-SEWER UTILITY FUND

	YEAR 2019		YEAR 2018	
	AMOUNT	%	AMOUNT	%
<u>REVENUE AND OTHER INCOME REALIZED</u>				
Fund Balance Utilized	\$ 550,000.00	21.53	\$ 40,000.00	1.78
Collection of Sewer Use Charges	1,802,010.30	70.54	1,905,974.52	84.65
Miscellaneous-From Other Than Sewer Use	202,498.24	7.93	305,583.09	13.57
<u>TOTAL INCOME</u>	<u>\$ 2,554,508.54</u>	<u>100.00%</u>	<u>\$ 2,251,557.61</u>	<u>100.00%</u>
<u>EXPENDITURES</u>				
Budget Expenditures:				
Operating	\$ 2,375,000.00	97.52	\$ 1,769,633.00	97.01
Capital Improvements	25,000.00	1.03	15,000.00	0.82
Deferred Charges and Regulatory Expenditures	35,000.00	1.44	39,452.00	2.16
Other	492.02	0.02	12.88	0.00
<u>TOTAL EXPENDITURES</u>	<u>\$ 2,435,492.02</u>	<u>100.00%</u>	<u>\$ 1,824,097.88</u>	<u>100.00%</u>
Excess in Revenue	\$ 119,016.52		\$ 427,459.73	
Fund Balance, January 1	581,089.00		193,629.27	
	<u>\$ 700,105.52</u>		<u>\$ 621,089.00</u>	
Decreased by:				
Utilization as Anticipated Revenue	550,000.00		40,000.00	
Fund Balance, December 31	<u>\$ 150,105.52</u>		<u>\$ 581,089.00</u>	

COMPARATIVE SCHEDULE OF TAX RATE INFORMATION

	<u>2019</u>	<u>2018</u>	<u>2017</u>
Tax Rate	<u>\$3.267</u>	<u>\$3.270</u>	<u>\$3.214</u>
Appointment of Tax Rate:			
Municipal	\$1.063	\$1.045	\$1.023
County	0.338	0.329	0.335
County Library	0.050	0.049	0.050
County Open Space	0.031	0.032	0.031
Local School	<u>1.785</u>	<u>1.815</u>	<u>1.775</u>

ASSESSED VALUATION

2019	<u>\$880,208,509.00</u>		
2018		<u>\$868,999,964.00</u>	
2017			<u>\$870,894,041.00</u>

COMPARISON OF TAX LEVIES AND COLLECTION CURRENTLY

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

<u>YEAR</u>	<u>TAX LEVY</u>	<u>CURRENTLY</u>	
		<u>CASH COLLECTIONS</u>	<u>PERCENTAGE OF COLLECTION</u>
2019	\$28,808,746.17	\$28,332,605.16	98.347%
2018	\$28,427,945.49	\$27,841,220.79	97.936%
2017	\$28,002,587.61	\$27,469,970.68	98.098%

DELINQUENT TAXES AND TAX TITLE LIENS

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

<u>DECEMBER 31, YEAR</u>	<u>AMOUNT OF TAX TITLE LIENS</u>	<u>AMOUNT OF DELINQUENT TAXES</u>	<u>TOTAL DELINQUENT</u>	<u>PERCENTAGE OF TAX LEVY</u>
2019	\$51,435.21	\$439,459.61	\$490,894.82	1.70%
2018	\$48,948.81	\$547,669.02	\$596,617.83	2.10%
2017	\$50,137.53	\$416,641.73	\$466,779.26	1.67%

PROPERTY ACQUIRED BY TAX TITLE LIEN LIQUIDATION

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

<u>YEAR</u>	<u>AMOUNT</u>
2019	\$1,107,800.00
2018	\$1,107,800.00
2017	\$1,107,800.00

COMPARISON OF UTILITY LEVIES

<u>YEAR</u>	<u>SEWER LEVY</u>
2019	\$1,839,423.74
2018	\$1,876,088.86
2017	\$1,786,531.01

COMPARATIVE SCHEDULE OF FUND BALANCES

	<u>YEAR</u>	<u>BALANCE DECEMBER 31</u>	<u>UTILIZED IN BUDGET OF SUCCEEDING YEAR</u>
Current Fund	2019	\$2,292,854.90	\$1,650,000.00
	2018	\$1,423,217.70	\$1,200,000.00
	2017	\$2,125,707.36	\$1,408,500.00
	2016	\$1,912,709.64	\$1,408,500.00
	2015	\$1,359,565.56	\$1,028,500.00
Sewer Utility Operating Fund	2019	\$150,105.52	\$130,000.00
	2018	\$581,089.00	\$550,000.00
	2017	\$193,629.27	\$40,000.00
	2016	\$121,867.74	\$40,000.00
	2015	\$286,167.74	\$125,000.00

OFFICIALS IN OFFICE AND SURETY BONDS

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

<u>NAME</u>	<u>TITLE</u>	<u>AMOUNT OF BOND</u>
Richard Onderko	Mayor	
Michele Magnani	Council President	*
Joseph Lukac	Council Member	*
Phil Petrone	Council Member	*
Ron Skirkanish	Council Member	*
Steven Szabo	Council Member	*
Patricia Zamorski	Council Member	*
Andrea Wardrop	Borough Administrator to 5/13/19	*
Brett Radi	Borough Administrator from 9/9/19	*
Pamela Borek	Municipal Clerk to 5/13/19	*
Wendy Barras	Municipal Clerk from 12/16/19	*
Michael Pitts	Chief Financial Officer	*
Thaddeus Maciag	Borough Attorney	
Lisa Gerickont	Tax Collector	\$1,000,000.00
Vincenzo LoMedico	Public Works Superintendent	*
Mark Peltack	Police Chief	*
Patrick Renaldi	Zoning Officer/Fire Official	*
Joe Barilla	Fire Chief	*

OFFICIALS IN OFFICE AND SURETY BONDS (CONTINUED)

<u>NAME</u>	<u>TITLE</u>	<u>AMOUNT OF BOND</u>
John Tamburini	Construction Code Official/ Building Sub-Code Official	*
Michael Resetar	Plumbing Sub-Code Official	*
Ron Cefalone	Recreation Director	*
Paul Masaba	Health Officer (County)	
Kathleen Suydam	Registrar of Vital Statistics	*
George Sopko	Tax Assessor	*
Stanley Schrek	Engineer	*

*All officials and employees (except as noted) handling and collecting Borough funds are covered by a blanket position bond for faithful performance for \$1,000,000.00. The blanket position bond is written by the Statewide Insurance Company.

All of the bonds were examined and were properly executed.

COMMENTS AND RECOMMENDATIONS

GENERAL COMMENTS

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

"Every contract or agreement, for the performance of any work or the furnishing or hiring of any materials or supplies, the cost or the contract price whereof is to be paid with or out of public funds not included within the terms of Section 3 of this act, shall be made or awarded only by the governing body of the contracting unit after public advertising for bids and bidding therefore, except as is provided otherwise in this act or specifically by any other law. No work, materials or supplies shall be undertaken, acquired or furnished for a sum exceeding in the aggregate the amount set forth in, or the amount calculated by the Governor pursuant to Section 3 P.L. 1971 C. 198 (C. 40A:11-3), except by contract or agreement."

Effective July 1, 2015, the bid threshold in accordance with N.J.S.A. 40A:11-4 is \$17,500.00. In accordance with N.J.S.A. 40A:11-3 and authorized by a resolution dated June 12, 2017 of the governing body, the bid threshold for all purchases made by the Borough's qualified purchasing agent is \$40,000.00.

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

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

Public Library Roof Replacement
Demolition of Two Properties
Sidewalk Improvements Phase II
Improvements to Memorial Park Kiddie Pool

The minutes indicate that resolutions were adopted and advertised authorizing the awarding of contracts or agreements for "Professional Services" per N.J.S.A. 40A:11-5.

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

Our examination of expenditures did not reveal any individual payments, contracts or agreements in excess of \$40,000.00 for the performance of any work or the furnishing or hiring of any materials or supplies, other than those where bids had been previously sought by public advertisement or where a resolution had been previously adopted under the provisions of N.J.S.A. 40A:11-6.

COLLECTION OF INTEREST ON DELINQUENT TAXES, UTILITY AND ASSESSMENTS

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

The governing body on January 5, 2019 adopted the following resolution authorizing interest to be charged on delinquent taxes and assessments:

WHEREAS, N.J.S.A. 54:4-67 governs the interest rates charged on delinquent tax and utility payments.

NOW THEREFORE BE IT RESOLVED, by the Mayor and Council of the Borough of Manville, County of Somerset that the interest rates charged on delinquent tax and utility payments shall be 8% on the first \$1,500.00 of delinquency and 18% on any excess over \$1,500.00 thereafter, for the year 2019; and

WHEREAS, N.J.S.A. 54:5-61 WHEREAS, relating to the amount of penalty to be charged on a tax sale certificate has been amended to read as follows:

When taxes, interest and costs shall in excess of \$200.00 but less than \$5,000.00, a 2% penalty on any amount due shall be charged. When taxes, interest and costs shall exceed the sum of \$5,000.00, such additional sum shall be equal to 4% of such amount paid and when the sum exceeds \$10,000.00 such additional sum paid shall be equal to 6% of such amount paid. This section shall also apply to all existing tax sale certificates held by municipalities on the effective date of this act.

NOW THEREFORE BE IT RESOLVED, by the Mayor and Council of the Borough of Manville, County of Somerset that under N.J.S.A. 54:4-61, the Tax Collector of the Borough of Manville is authorized to charge, on a tax sale certificate, a 2% penalty on any amount due in excess of \$200.00 but less than \$5,000.00; a 4% penalty on any amount due in excess of \$5,000.00 but less than \$10,000.00; and a 6% penalty on any amount due in excess of \$10,000.00. These penalties are to be applied to all municipal held tax sale certificates as well as those which may be acquired by the municipality as a result of future tax sales.

DELINQUENT TAXES AND TAX TITLE LIENS

The last tax sale was held on October 10, 2019 and was complete.

Inspection of Tax Sale Certificates on file revealed that all Tax Sale Certificates were available for audit.

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

<u>YEAR</u>	<u>NUMBER OF LIENS</u>
2019	9
2018	9
2017	9

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

VERIFICATION OF DELINQUENT TAXES AND OTHER CHARGES

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

<u>TYPE</u>	
Payments of 2020 Taxes	10
Payments of 2019 Taxes	10
Delinquent Taxes	10
Payment of Sewer Utility Charges	10
Delinquent Sewer Utility Charges	10

OTHER COMMENTS

Interfunds

Transactions invariably occur in one fund which require a corresponding entry to be made in another fund, thus creating interfund balances. References to the various balance sheets show the interfund balances remaining at year end. As a general rule all interfund balances should be closed out as of the end of the year.

It is the Borough's policy to review and liquidate all interfund balances on a periodic basis.

RECOMMENDATIONS

None

