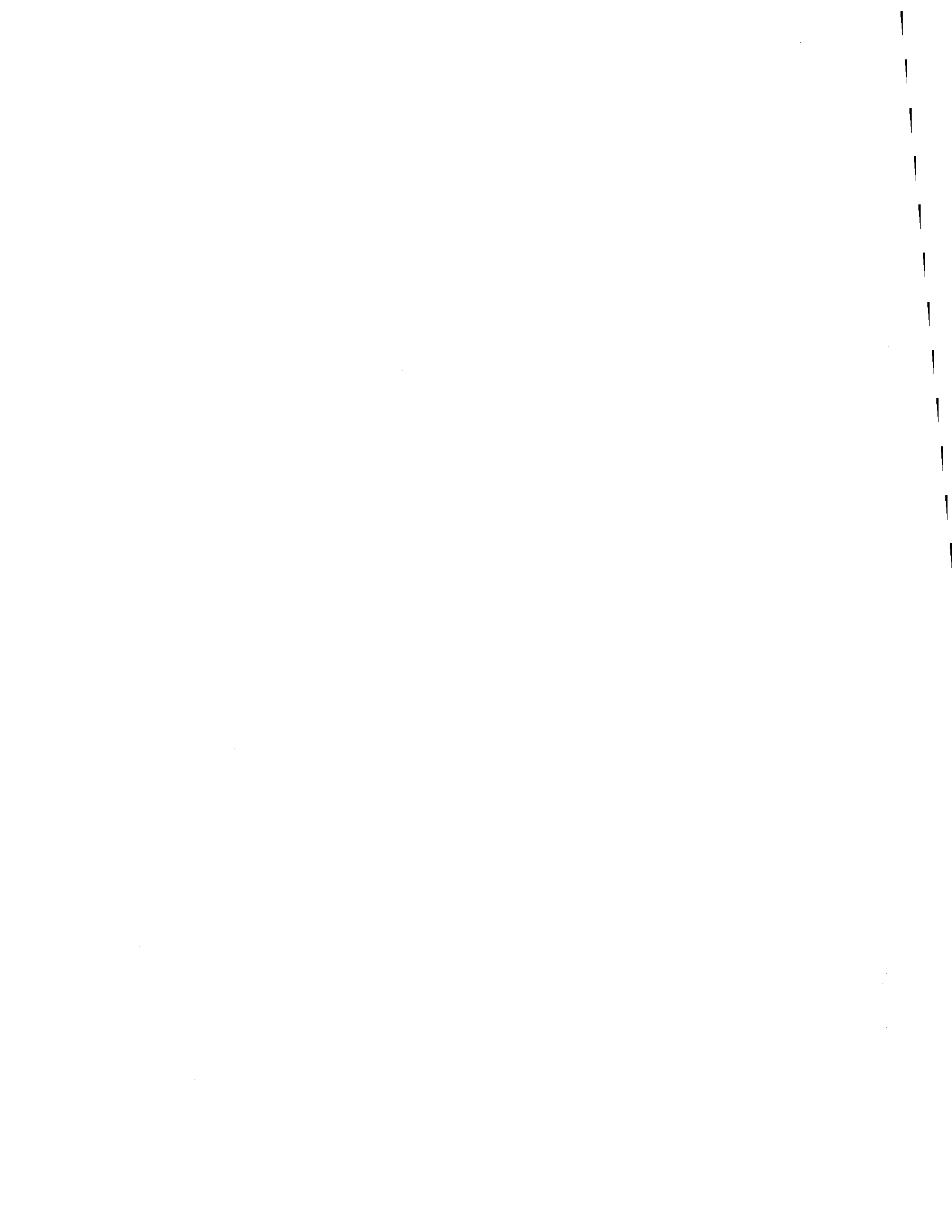
TOWNSHIP OF HADDON

AUDIT REPORT FOR THE YEAR ENDED DECEMBER 31, 2012



**TOWNSHIP OF HADDON COUNTY OF CAMDEN**

**CONTENTS**

**PART l**

**PAGE**

Independent Auditor's Report

Financial Statements - Regulatory Basis: Current Fund:

Statements of Assets, Liabilities, Reserves &

Fund Balance -Regulatmy Basis

Comparative Statement of Operations and Changes in Fund Balance -Regulatmy Basis

Statement of Revenues - Regulatory Basis Statement of Expenditures - Regulatory Basis

Trust Fund:

Statements of Assets, Liabilities, Reserves &

Fund Balance -Regulatory Basis

General Capital Fund:

Statements of Assets, Liabilities, Reserves &

Fund Balance -Regulatmy Basis

Sewer Utility Fund:

Statements of Assets, Liabilities, Reserves &

Fund Balance -Regulatory Basis

Statement of Operations & Change in Operating Fund Balance -Regulatory Basis

Statement of Revenues -Regulatory Basis Statement of Expenditures - Regulatory Basis

General Fixed Assets Account Group:

Comparative Statement of General Fixed Assets &

Fund Balance - Regulatory Basis

Notes to Financial Statements

Supplemental Schedules: Current Fund

Schedule of Cash - Treasurer Schedule of Cash - Collector Schedule of Change Funds

Schedule of Taxes Receivable & Analysis of Property Tax Levy

**EXHIBITS**

A *5*

A-1 7

A-2 8

A-3 10

B 15

c 16

D 17

D-1 19

D-2 20

D-3 21

E 22

23

A-4 40

A-5 41

A-6 41

A-7 42

**CONTENTS (continued):**

Current Fund (continued): Schedule of Tax Title Liens

Schedule of Due from State of NJ Veteran & Senior Citizens Schedule of Revenue Accounts Receivable

Schedule of Foreclosed Property Schedule of DefeITed Charges

Schedule of 2010 Approptiation Reserves Schedule of Reserve for Encumbrances Schedule of Prepaid Taxes

Schedule of Tax Overpayments

Schedule of Dne to State of NJ Unifonn Construction Code Schedule of Local School Disttict Tax

Schedule of Prepaid Fire District Taxes Schedule of County Taxes Payable

Schedule of Due County for Added & Omitted Taxes Schedule of Business Improvement District Taxes Payable Schedule of Dne to Camden County MUA

Schedule of State & Federal Grants Receivable

Schedule of Reserve for Grants - Unapproptiated Schedule of Reserve for Grants - Approptiated

Trust Fund:

**EXHIBITS**

A-8

A-9 A-10 A-11 A-12 A-13 A-14 A-15 A-16 A-17 A-18 A-19 A-20 A-21 A-22 A-23 A-24 A-25 A-26

**PAGE**

43

43

44

45

45

# 46

#### 49

49

49

50

50

50

51

51

51

52

52

#### 53

54

|  |  |  |
| --- | --- | --- |
| Schedule of Cash - Treasurer | B-1 | 56 |
| Schedule of Deposits on Future Assessments | B-2 | 57 |
| Schedule of Reserve for Animal Control Fund Expenditures | B-3 | 57 |
| Schedule of Due To/From CuITent Fund | B-4 | 57 |
| Schedule of Community Development Block Grant | B-5 | 58 |
| Schedule of Due to State of NJ Animal Control Fund | B-6 | 58 |
| Schedule of Payroll Deductions Payable | B-7 | 58 |
| Schedule of Due To/From Cmrent Fund - Trust Fund Other | B-8 | 59 |
| Schedule of Due to State of NJ Martiage & Bmial Fees | B-9 | 59 |
| Schedule of Reserve for Public Defender | B-10 | 59 |
| Schedule of Reserve for Parking Offenses | B-11 | 60 |
| Schedule of Reserve for NJ Unemployment | B-12 | 60 |
| Schedule of Reserve for C01mnunity Development Block | B-13 | 60 |
| Schedule of Premiums Received at Tax Sale | B-14 | 61 |
| Schedule of Reserve for Disposal of Forfeited Property | B-15 | 61 |
| Schedule of Reserve for Tax Title Lien Redemption | B-16 | 61 |
| Schedule of Reserve for Municipal Drug Alliance | B-17 | 62 |
| Schedule of Reserve for Funds Held in Escrow | B-18 | 62 |
| Schedule of Reserve for Employment of Off-Duty Police | B-19 | 63 |
| Schedule of Reserve for Recreation Trnst Fund | B-20 | 63 |
| Schedule of Reserve for Accumulated Leave Compensation | B-21 | 63 |
| Schedule of Reserve for Libnuy - Trnst Other Fund | B-22 | 64 |
| Schedule of Reserve for Maintenance -Building Signs | B-23 | 64 |
| Schedule of Reserve for Snow Removal | B-24 | 64 |
| Schedule of Reserve for Civic Celebrations | B-25 | 65 |
| Schedule of Reserve for Cell Phone Tower Lease | B-26 | 65 |
| Schedule of Reserve for Election Expense | B-27 | 65 |
| Schedule of Reserve for M.L.E.T.A. | B-28 | 65 |

**CONTENTS (continued):**

**EXHIBITS**

General Capital Fund:

Schedule of General Capital Cash - Treasurer C-1

Analysis of General Capital Cash C-2 Schedule of DefeITed Charges to Future Taxation - Funded C-3 Schedule of DefeITed Charges to Fnture Taxation -

Unfunded C-4

Schedule of Reserve for Repayment of Debt C-5

Schedule of Due to Current Fund C-6

Schedule of Capital Improvement Fund C-7

Schedule of Capital Improvement Authorizations C-8 Schedule of Green Trust Loan -Crystal Lake Development C-9 Schedule of Green Trust Loan -MacArthur Tract C-10

Schedule of General Serial Bonds C-11

Schedule of Obligations Under Capital Lease C-12

Schedule of Bond Anticipation Notes C-13 Schedule of Bonds & Notes Authorized but not Issued C-14 Schedule of Due from State of New Jersey Road Aid C-15

Water-Sewer Utility Operating Fund:

**PAGE**

67

68

68

69

70

70

70

71

72

#### 73

74

75

76

77

78

|  |  |  |
| --- | --- | --- |
| Schedule of Utility Cash -Treasurer | D-4 | 80 |
| Schedule of Water-Sewer Utility Cash - Treasurer | D-5 | 81 |
| Analysis of Cash -Utility Capital Fund | D-6 | 81 |
| Schedule of Consumer Accounts Receivable - Water | D-7 | 82 |
| Schedule of Consmner Accounts Receivable - Sewer | D-8 | 82 |
| Schedule of Due to Current Fund | D-9 | 82 |
| Schedule of Revenue Accounts Receivable | D-10 | 83 |
| Schedule of Utility Lieus | D-11 | 83 |
| Schedule of Capital Improvement Fund | D-12 | 83 |
| Schedule of Fixed Capital - Water | D-13 | 84 |
| Schedule of Fixed Capital - Sewer | D-14 | 85 |
| Schedule of Fixed Capital Authorized & Uncompleted | D-15 | 86 |
| Schedule of 2011 Appropriation Reserves | D-16 | 87 |
| Schedule of Reserve for Encumbrances | D-17 | 87 |
| Schedule of Protested Check Receivable -Operating Fund | D-18 | 87 |
| Schedule of Accrued Interest Payable - Operating Fund | D-19 | 88 |
| Schedule of Due to Utility Operating Fund | D-20 | 88 |
| Schedule of Capital Fund Balance | D-21 | 88 |
| Schedule of Reserve for Amortization | D-22 | 89 |
| Schedule of Deferred Reserve for Amortization | D-23 | 89 |
| Schedule oflmprovement Authorizations | D-24 | 90 |
| Schedule of Water-Sewer Serial Bonds | D-25 | 91 |
| Schedule of NJ Environmental Infrastructure Trust Loan | D-26 | 92 |
| Schedule of NJ Environmental Infrastructure Trust | D-27 | 92 |
| Schedule of Bond Anticipated Notes | D-28 | 93 |
| Schedule of Bonds & Notes Authorized but not Issued | D-29 | 94 |
| Schedule of Reserve for Repayment of Bonds | D-30 | 94 |

#### Single Audit Section:

Report on Compliance for Each Major State Program; Report on Internal Control Over Compliance; and Report on the Schedule of Expenditures of State Awards

Reqnired by OMB Circular A-133 and NJ OMB Circular 04-04 K-1 96

**CONTENTS (continued):**

Report on Internal Control Over Financial Reporting and Compliance

and Other Matters Based on an Audit of Financial Statements Performed in Accordance With *Government Auditing Standards* K-2

Schedule of Expenditures of State Financial Assistance K-3 Notes to Schedule of State Financial Assistance K-4

Schedule of Findings & Questioned Costs K-5 Smrunary Schedule of Prior Audit Findings & Questioned Costs K-6

Supplementary Data: Smmnary of Statutory Debt

Comparative Statement of Operations & Change in Fund Balance - Current Fund

Comparative Statement of Operations & Change in Fund Balance - Water & Sewer Utility Operating Fund

Comparison of Tax Levies and Collection Cmrently Property Acquired By Tax Title Lien Liquidation Officials in Office

**PART II**

Comments and Recommendations: Scope of Audit

General Co=ents

Contracts and Agreements Required to be Advertised

Contracts and Agreements Requiring Solicitation of Qnotations Collection of Interest on Delinquent Taxes and Assessments Delinquent Taxes and Tax Title Liens

Deductions from Taxes Examination of Bills Mnnicipal Conrt

Fixed Assets Payroll

Follow-Up of Prior Year Findings Acknowledgment

\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*

**PAGE**

99

101

102

103

107

109

110

111

112

113

114

116

116

117

117

117

117

118

118

118

118

119

119

119

(Concluded)

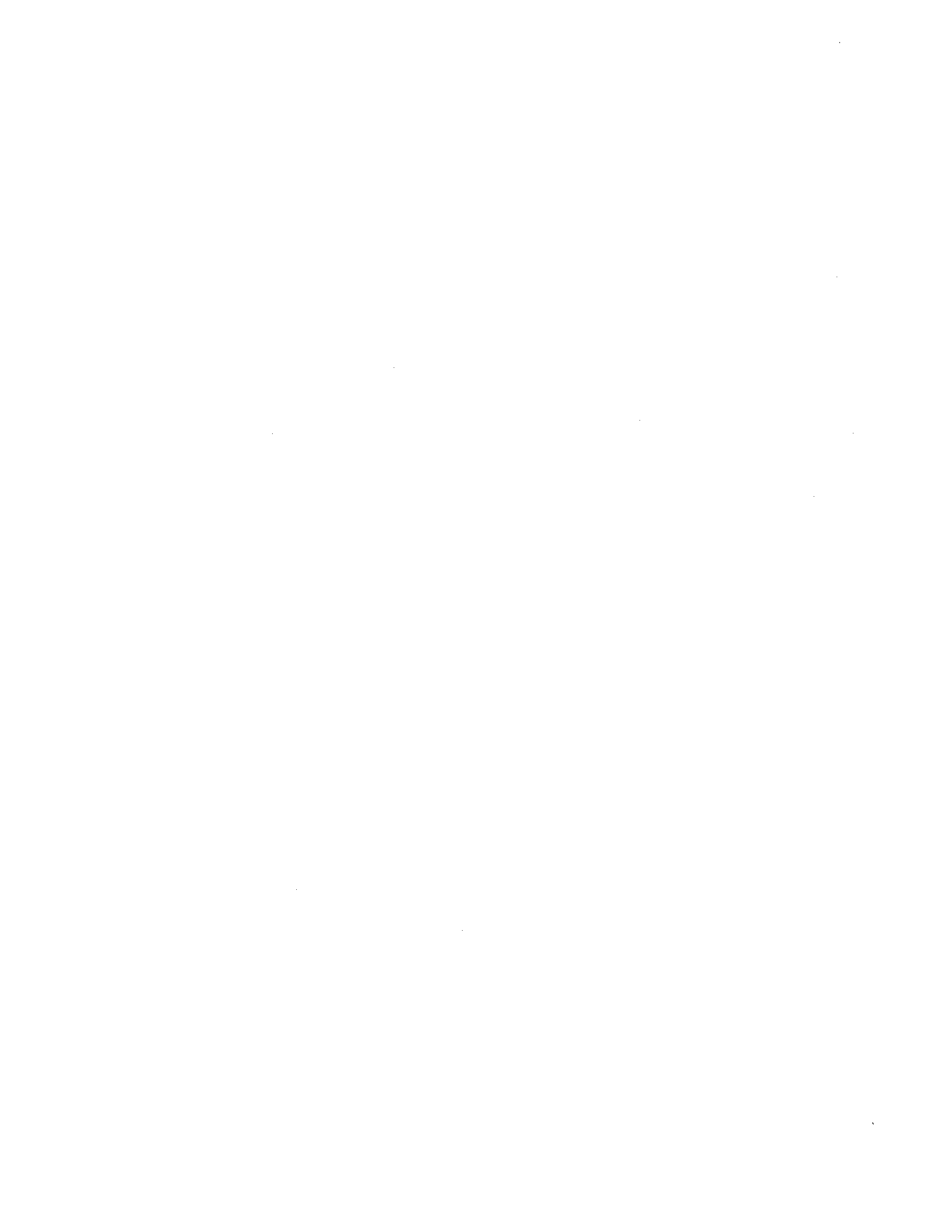
## TOWNSHIP OF HADDON COUNTY OF CAMDEN

PART I INDEPENDENT AUDITOR'S REPORT

AND FINANCIAL STATEMENTS

FOR THE YEAR ENDED DECEMBER 31, 2012

#### \*\*\*\*\*\*\*\*\*\*\*\*



**I HFl\]**

#### HOLMAN I FRENlA ALLISON, P.C.

*Certified Public Accountants & Consultants*

10 Allen Street, Suite 26, Toms River. NJ 08753 ·Tel:732.797.1333 618 Stokes Road, Medford, NJ 08055 • Tel:609.953.0612

912 Highway 33, Suite 2, Freehold, NJ 07728 • Tel:732.409.0800

795 Canton Street, Troy. PA 16947 ·Tel:570 297.5090 926 Main Street, Suite 103, Rome, PA 18837 • Tel: 570.297.5090

[www.hfacpas.com](http://www.hfacpas.com/)

#### INDEPENDENT AUDITOR' S REPORT

Honorable Mayor and Members of the Township Council

Township of Haddon, New Jersey Report on the Financial Statements

We have audited the accompanying comparative statements of assets, liabilities, reserves and fund balance--regulatory basis of the various funds of the Township of Haddon, State of New Jersey as of December 31, 2012 and 2011, and the related comparative statements of operations and changes in fund balance--regulatory basis for the years then ended, and the related comparative statements of revenues-­ regulatory basis, statement of expenditures--regula tory basis and the related notes to the financial statements for the year ended December 31, 2012.

Management' s Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor' s Responsibility

Our responsibility is to express opinions on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards,* issued by the Comptrnller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves perfonning procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

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

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

As discussed in Note I to the fiuancial statements, the Township prepares its financial statements using accounting practices that demonstrate compliance with regulatory basis of accounting and bndget laws of the State of New Jersey, which is a comprehensive basis of accounting other than accounting principles generally accepted in the United States of America. The effects on the financial statements of the variances between these regulat01y accounting practices and accounting principles generally accepted in the United States of America, although not reasonably detenninable, are presumed to be material.

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

In our opinion, because of the effects of the matters, as discussed in the preceding paragraph, the financial statements referred to above do not present fairly, in confonnity with accounting principles generally accepted in the United States of America, the financial position of the Haddon Township, County of Camden, New Jersey, as of December 31, 2012, or the results of its operations or its cash flows for the year then ended.

**Opinion on Regulatory Basis of Accounting**

Furthennore, in our opinion, the financial statements referred to above present fairly, in all material respects, the assets, liabilities, reserves and fund balance--regulatory basis of the various funds of the Township of Haddon, County of Camden, State of New Jersey, as of December 31, 2012 and 2011, and the results of its operations and changes in fund balance of such funds--regulatmy basis for the years then ended, and the revenues--regulatory basis, expenditures--regulatmy basis of the various funds and general fixed assets, for the year ended December 31, 2012 in confonnity with accounting principles and practices presc1ibed by the Division of Local Govennnent Services, Department of Community Affairs, State of New Jersey as described in Note 1.

**Other Matters**

**Report on Supplementary Information**

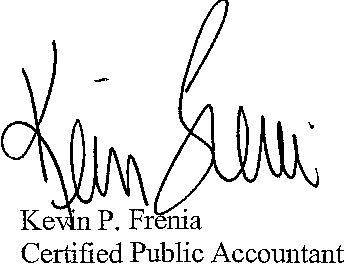
Our audit was made for the purpose of fanning an opinion on the financial statements referred to in the first paragraph as a whole. The supplemental financial statements presented for the various funds are presented for purposes of additional analysis as required by the Division of Local Government Services, Department of Community Affairs, State of New Jersey and is not a required part of the above financial statements. Such infonnation is the responsibility of management and was not de1ived from and relates directly to the underlying accounting and other records used to prepare the financial statements. Such infonnation has been subjected to the auditing procedures applied in the audit of the financial statements and certain additional procedures, including comparing and reconciling such infonnation directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the inf01mation is fairly stated in all material respects in relation to the financial statements of each of the respective individual funds and account group taken as a whole.

**Other Reporting Required** by *Government Auditing Standards*

In accordance with *Government Auditing Standards,* we have also issued our report dated March 28, 2013, on our consideration of the Haddon Township's internal control over financial reporting and on our **tests of its co111pliance with certain provisions of laws, regulations, contracts, and grant agree1nents and** other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the internal control over financial reporting or on compliance. That report is an integral pait of an audit perfonned in accordance with *Government Auditing Standards* in considering the Haddon Township's internal control over financial reporting and complirn.1ce.

#### Respectfully submitted,

HOLMAN FRENIA ALLISON, P.C.

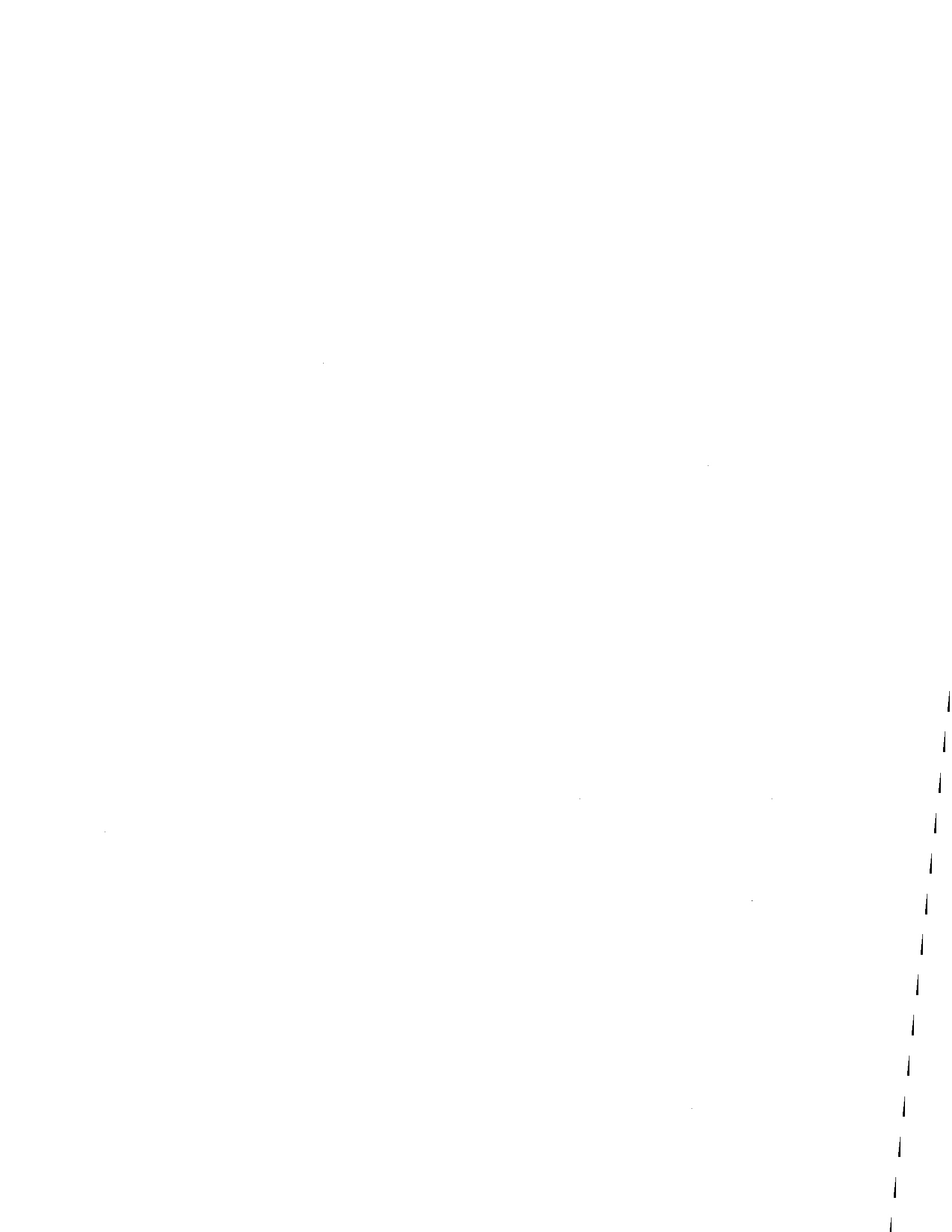


Registered Municipal Accountant CR #435

March 28, 2013 Medford, New Jersey



BASIC FINANCIAL STATEMENTS



TOWNSHIP OF HADDON CURRENT FUND

COMPARATIVE STATEMENT OF ASSETS, LIABILITIES, RESERVES AND FUND BALANCE - REGULATORY BASIS

DECEMBER 31, 2012 AND 2011

EXHIBIT A

(Page I of 2)

ASSETS REFERENCE 2012 2011

Regular Fund:

|  |  |  |  |
| --- | --- | --- | --- |
| Cash | A-4 | $ 6,835,983 | $ 4,375,820 |
| Cash - Change Fund | A-6 | 650 | 575 |
| Due Fro1n State of New Jersey - State Training Fees Due fro1n State of New Jersey for Senior Citizen | A-17 |  | 4,201 |
| & Veteran Deductions | A-9 | 52,743 | 73,201 |

Total Regular Fund 6,889,376 4 453,797

Receivables & Other Assets With Full Reserves:

|  |  |  |  |
| --- | --- | --- | --- |
| Delinquent Property Taxes Receivable | A-7 | 24,407 | 37,770 |
| Tax Title Liens Receivable | A-8 | 30,128 | 85,997 |
| Foreclosed Property - Assessed Valuation | A-11 | 1,894,100 | 1,894,100 |
| Revenue Accounts Receivable | A-10 | 14,161 | 23,589 |
| Protested Checks Receivable |  | 6,195 | 6,195 |
| Due Fro111 Bank |  | 1,144 | 915 |
| Due Frain Interfunds: |  |  |  |
| Anin1al Conh·ol Fund General Capital Fund | B  c | 219 | 159 |
| Water-Sevver Utility Operating Fund | D |  | 3,056 |

Total Receivables & Other Assets With Full Reserves 1,970,354 2 051,781 Deferred Charges

|  |  |  |  |
| --- | --- | --- | --- |
| Special E1nergency Authorization En1ergency Authorization | A-12 A-12 | 220,544 | 330,816 |
| Total Defen·ed Charges |  | 220,544 | 330,816 |
| Total Regular Fund, Receivables, Other Assets |  |  |  |
| With Full Reserves & Defe1Ted Charges |  | 9,080,274 | 6,836,394 |
| State & Federal Grants: |  |  |  |
| Due fro1n Current Fund | A | 466,704 | 533,724 |
| Grants Receivable | A-24 | 611,159 | 579,375 |
| Total State & Federal Grants |  | 1 077,863 | 1 113,099 |

Total Assets $ 10 158.137 $ 7 949.493

The acco1npanying Notes to the Financial State1ncnt are an integral part of this Statc1nent.

TOWNSHIP OF HADDON CURRENT FUND

COMPARATIVE STATEMENT OF ASSETS, LIABILITIES, RESERVES AND FUND BALANCE - REGULATORY BASIS

DECEMBER 31, 2012 AND 2011

EXHIBIT A

(Page 2 of 2)

LIABILITIES RESERVES & FUND BALANCE REFERENCE 2012 2011

Regular Fund: Liabilities:

|  |  |  |  |
| --- | --- | --- | --- |
| Appropriation Reserves | A-3 | $ 463,625 | $ 427,725 |
| Reserve for Encumbrances | A-3,A-14 | 138,975 | 104,924 |
| Prepaid Taxes | A-15 | 276,262 | 232,553 |
| Tax Overpayments | A-16 | 33,227 | 3,027 |
| Local School District Taxes Payable | A-18 | 52 | 52 |
| Fire District Taxes Payable | A-19 | 4,494 | 267,687 |
| Due County Taxes Payable | A-20 | 2,954,008 |  |
| Due County for Added & Omitted Taxes | A-21 | 11,532 | 17,504 |
| Special E1nergency Note Payable |  | 330,816 | 441,088 |
| Reserve for Revaluation |  | 43,196 | 45,789 |
| Reserve for Local School Contribution |  | 8,014 | 8,014 |
| Reserve for Public Works Retro Payroll |  | 15,000 | 15,000 |
| Reserve for Salt & Sand |  | 19,500 |  |
| Reserve for Tax Appeals |  | 10,000 |  |
| Reinsm·ance Proceeds Payable |  | 20,139 | 20,139 |
| Due to Camden County MUA |  |  | 71,478 |
| Due to Federal & State Grant Fund | A | 466,704 | 533,724 |
| Due to General Capital Fund | c | 187,239 | 202,010 |
| Due to Utility Operating Fund | D | 4,360 |  |
| Due to Trust - Other Fund | B | 86,031 | 90 249 |
| Subtotal |  | 5,073,174 | 2,480,963 |
| Reserve for Receivables & Other Assets |  | 1,970,354 | 2,051,781 |
| Fund Balance | A-1 | 2,036,746 | 2,303,650 |
| Total Regular Fund |  | 9,080,274 | 6,836,394 |
| State & Federal Grants: |  |  |  |
| Reserve for Grants Unappropriated | A-25 | 81,965 | 62,766 |
| Reserve for Grants Appropriated | A-26 | 995,898 | 1,050,333 |
| Total State & Federal Grants |  | 1,077,863 | l ,l13,099 |

Total Liabilities, Reserves & Fund Balance 10,158,137 $ 7 949 493

TOWNSHIP OF HADDON CURRENT FUND

COMPARATIVE STATEMENT OF OPERATIONS AND CHANGES IN FU ND BALANCE - REGULATORY BASIS FOR THE YEARS ENDED DECEMBER 31, 2012 AND 2011

EXHIBIT A-1

Revenue & Other Inco1ne Realized·.

2012 2011

|  |  |  |
| --- | --- | --- |
| Fund Balance Utilized | $ 1,271,800 | $ 1,575,000 |
| Miscellaneous Revenue Anticipated | 3,100,072 | 3,261,862 |
| Receipts Fro1n Delinquent Taxes & Tax Title Liens |  | 4,438 |
| Receipts Fro1n Cun·ent Taxes | 41,113,761 | 39,823,638 |
| Nonbudget Revenue | 490,994 | 517,574 |
| Other Credits to Inco1ne:  Unexpended Balance of Appropriation Reserves | 381,849 | 309,198 |
| Liquidation of Reserves For: |  |  |
| Interfunds | 20,090 | 73,815 |

Total 46,378,566 45,565,525

Expenditures:

Budget & Emergency Appropriations: Operations Within "CAPS":

|  |  |  |
| --- | --- | --- |
| Salaries & Wages | 3,647,907 | 3,904,708 |
| Other Expenses | 4,433,231 | 4,289,548 |
| Deferred Charges & Statutory Expenditures - Municipal Within "CAPS" | 918,697 | 1,066,677 |
| Operations Excluded fi·o1n "CAPS": |  |  |
| Salaries & Wages | 247,539 | 193,231 |
| Other Expenses | 714,375 | 732,349 |
| Capital Irnprove1nents | 65,000 | 65,000 |
| Municipal Debt Service | 1,345,412 | 1,467,098 |
| Defe1Ted Charges - Municipal Excluded fi·o1n "CAPSn | 110,272 | 113,872 |
| Special District Taxes - Business Improve111ent District | 150,918 | 151,152 |
| Fire District Taxes | 1,304,341 | 1,279,110 |
| County Taxes | 10,671,859 | 9,527,692 |
| Due County for Added & 01nitted Taxes | 11,532 | 17,504 |
| Local Distiict School Tax | 21,730,093 | 21,568,456 |
| Create Reserves for: |  |  |
| Disallo\ved Prior Year SC & Vet | 22,494 |  |

Total Expenditures 45,373 670 44,376 397

|  |  |  |  |
| --- | --- | --- | --- |
| Regulatory Excess to Fund Balance | 1,004,896 |  | 1,189,128 |
| Fund Balance Janua1y 1 | 2,303,650 |  | 2,689,522 |

Total 3,308,546 3,878,650

Decreased by: Utilization as Anticipated Revenue 1,271,800 1,575,000 Fund Balance December 31 $ 2,036 746 $ 2.303.650

The accompanying Notes to the Financial State1nent are fill integral part of this Statement.

TOWNSHIP OF HADDON CURRENT FUND

STATEMENT OF REVENUES - REGULATORY BASIS

FOR THE YEAR ENDED DECEMBER 31, 2012

EXHIBIT A-2

(Page 1 of 2)

APPROPRJATED

by EXCESS OR

BUDGET N.J.S.A.40A:47-87 REALIZED (DEFICIT)

Fund Balance Utilized $ 1 271 800 $ 1 271 800 Miscellaneous Revenue:

Licenses:

|  |  |  |  |
| --- | --- | --- | --- |
| Alcoholic Beverages | 25,000 | 25,500 | $ 500 |
| Other | 20,000 | 27,775 | 7,775 |

Fees & Pennits:

Other 220,000 247,430 27,430

Fines & Costs:

|  |  |  |  |
| --- | --- | --- | --- |
| Municipal Court | 315,000 | 246,263 | (68,737) |
| Interest & Costs on Taxes | 80,000 | 109,695 | 29,695 |
| Parking Meters | 10,000 | 12,549 | 2,549 |
| Operation of Crystal Lake | 205,000 | 232,499 | 27,499 |
| PATCO Proceeds |  |  |  |
| Consolidated Municipal Property Tax Relief Act | 144,635 | 144,635 |  |
| Energy Receipts Tax | 1,117,580 | 1,117,580 |  |
| Uniform Construction Code |  |  |  |
| Fees & Pennits | 160,000 | 164,291 | 4,291 |

Borough of Audubon Park - Police

Protection Services 380,004 380,004 Borough of Audubon Park - Other

Services

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Recycling T01u1age Grant | 43,024 |  | 43,024 | |
| Drunk Driving Enforce1nent | 3,830 |  | 3,830 | |
| Clean Co1nmunities Grant | 23,279 |  | 23,279 | |
| Alcohol Education & Rehabilitation Fm1d |  | $ 2,914 | 2,914 | |
| Municipal Alliance of Alcoholism & |  |  |  | |
| Drug Abuse |  |  |  | |
| Safe & Secure Co1nn1unities Program | 51,605 | 8,395 | 60,000 |  |
| Body Ai11or Grant | 1,727 |  | 1,727 |  |
| NJ Historic Trust Grant |  | 50,000 | 50,000 |  |
| Econonric Development Authority Grant |  | 176,708 | 176,708 |  |
| Unifonn Fire Safety Act | 20,000 |  | 30,369 | 10,369 |

Debt Service 47.000 (47,000) Total Miscellaneous Revenues 2,867,684 238,017 3,100,072 (5,629)

|  |  |  |
| --- | --- | --- |
| Subtotal General Revenues |  | 4,139,484 238,017 4,371,872 (5,629) |
| Local Tax for Municipal Purposes |  | 7 288,004 7,365,582 77 578 |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Budget Totals | 11,427,488 | 238,017 | 11,737,454 | 71,949 |
| Nonbudget Revenues |  |  | 490,994 | 490,994 |

Total $ 11.427,488 $ 238 017 $ 12.228,448 $ 562,943

The accompanying Notes to the Financial State1nent are an integral part of this Statement.

TOWNSHIP OF HADDON CURRENT FUND

STATEMENT OF REVENUES - REGULATORY BASIS FOR THE YEAR ENDED DECEMBER 31, 2012

ANALYSIS OF REALIZED REVENUES

Allocation of Cu1Tent Tax Collections:

Revenue Fro1n Collections

Less: Allocated for School, County Taxes & Special Distiict Taxes Total Allocation of Cun·ent Tax Collections

Add: Budget Appropriation - Reserve for Uncollected Taxes

Total Ainount for Support of Municipal Budget Appropriation Fees & Pennits Other:

|  |  |
| --- | --- |
| Cable TV Fees | $ 191,718 |
| Sidewalk Inspection Fees | 12,000 |
| Planning & Zoning | 10,985 |
| Rent Control BoaTd | 23,780 |
| Other | 8,947 |

EXHIBIT A-2

(Page 2 of 2)

$ 41,113,761

33 868,743

7,245,018

120,564

$ 7 365 582

Total Fees & Pe1n1its Other

$ 247 430

ANALYSIS OF NONBUDGET REVENUES

Miscellaneous Revenue Not Anticipated: Revenue Accounts Receivable:

Interest On Investinents

Payinent in Lieu of Taxes

Total Revenue Accounts Receivable Receipts fro1n Delinquent Taxes:

Delinquent Tax Collections

Tax Title Liens

Total Receipts fro1n Delinquent Taxes: Collector.

Insurance Refunds

HIF Reinsurance Payinents Civic Celebrations

BOE Gas Rci1nbursc1ncnts Budget Refunds

Sale of Recycling Material Copies

PATCO Proceeds

Other

Total Collector

Total Nonbudgeted Revenue

$ 101,658

60,805

162,463

7,178

69,650

76,828

3,190

7,417

155

39,107

49,355

72,532

97

30,000

49,850

251,703

$ 490 994

TOWNSHIP OF HADDON CURRENT FUND

STATEMENT OF EXPENDITURES - REGULATORY BASIS FOR THE YEAR ENDED DECEMBER 31, 2012

EXHIBIT A-3

(Page 1 of 5)

APPROPRIATlONS EXPENDED

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| OPERATIONS - Within "CAPS" | BUDGET | BUDGET AFTER MODIFICATION |  | PAID OR CHARGED | ENCUMBERED | RESERVED | CANCELLED |
| General Government Functions: |  |  |  |  |  |  |  |
| General Adtninist:ration: |  |  |  |  |  |  |  |
| Salaiies and Wages | $ 2,000 | $ 2,000 |  | $ 259 |  | $ 1,741 |  |
| Other Expenses | 1,100 | 1,100 |  | 1,085 |  | 15 |  |
| Hwnan Services: |  |  |  |  |  |  |  |
| Salaiies and Wages | 14,065 | 14,065 |  | 13,790 |  | 275 |  |
| Other Expenses  Mayor & C01n1nissioners: | 26,000 | 38,000 |  | 37,836 |  | 164 |  |
| Salaties and Wages | 25,860 | 25,860 |  | 21,753 |  | 4,107 |  |
| Other Expenses | 6,000 | 6,000 |  | 2,806 |  | 3,194 |  |
| Municipal Clerk |  |  |  |  |  |  |  |
| Salaries and Wages | 7,501 | 7,501 |  | 4,445 |  | 3,056 | |
| Other Expenses | 27,750 | 27,750 |  | 22,721 | $ 548 | 4,481 | |

Registrar of Vital Statistics:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Salaries and \Vages | 2,835 | 2,835 | 2,029 |  | 806 |
| Other Expenses | 1,000 | 1,000 | 250 |  | 750 |
| Financial Adntinistration (Treasu1y): | | | | | |
| Salaries and Wages | 14,200 | 14,300 | 14,230 |  | 70 |
| Other Expenses | 18,000 | 18,000 | 10,000 | 2,305 | 5,695 |
| Audit Services: Annual Audit | 47,000 | 47,000 | 47,000 |  |  |
| Revenue Adurinistration (Tax Collector): | | | | | |
| Salaries and Wages | 59,882 | 78,382 | 75,390 |  | 2,992 |
| Other Expenses | 12,400 | 12,400 | 8,461 | 651 | 3,288 |
| Assessments of Taxes: |  |  |  |  |  |
| Salaries and Wages | 65,726 | 66,726 | 66,486 |  | 240 |
| Other Expenses | 23,000 | 23,000 | 20,558 |  | 2,442 |
| legal Services: |  |  |  |  |  |
| Other Expenses | 165,100 | 191,100 | 190,842 |  | 258 |
| Municipal Cou1t |  |  |  |  |  |
| Salaries and Wages | 172,495 | 172,495 | 148,619 |  | 23,876 |
| Other Expenses | 17,717 | 18,167 | 18,025 | 94 | 48 |
| Public Defender: |  |  |  |  |  |
| Sala1ies and Wages | 13,390 | 13,390 | 13,390 |  |  |

Engineeling Se1vices & Costs:

Other Expenses 25,000 25,000 13,681 11,319

Econo1nic Develop1nent:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Other Expenses  Land Use Adn1inistration: | 13,000 | 13,000 | 11,437 |  | 1,563 |
| Planning Board: |  |  |  |  |  |
| Salmies and Wages | 40,279 | 46,279 | 46,215 |  | 64 |
| Other Expenses | 2,000 | 3,200 | 3,043 |  | 157 |
| Code Enforcement & Administration: | | | | | |
| Rent Control Co1nnUssion:  Salaries and Wages | 10,384 | 10,384 | 9,395 |  | 989 |
| OU1er Expenses | 1,200 | 1,200 | 225 | 150 | 825 |
| Insurance:  General Liability | 95,000 | 110,000 | 109,886 |  | 114 |
| Surety Bond Premimns | 500 | 500 | 500 |  |  |

TOWNSHIP OF HADDON CURRENT FUND

STATEMENT OF EXPENDITURES - REGULATORY BASIS FOR THE YEAR ENDED DECEMBER 31, 2012

EXHIBIT A-3

(Page 2 of 5)

APPROPRJATIONS EXPENDED BUDGET AFTER PAID OR

OPERATIONS - Within "CAPS" BUDGET MODIFICATION CHARGED ENCUMBERED RESERVED CANCELLED

**Insurance (continued):**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Disability hlsurance | 4,500 | 5,500 | 5,151 | 349 |
| Worker's Compensation | 275,000 | 275,500 | 275,3I6 | I84 |
| E1nployee Group Health | 1,071,000 | 1,076,500 | 1,064,029 | 12,471 |
| Health Benefits Waiver | 17,750 | 17,750 | 13,299 | 4,451 |
| Une1nployment Insurance | 40,000 | 40,000 | 40,000 |  |

**Public Safety Functions:**

Police:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Salaries and Wages | 2,298,712 | 2,298,712 | 2,272,947 |  | 25,765 |
| Other Expenses | 113,000 | 113,000 | 90,074 | 16,229 | 6,697 |
| Office of E1nergency Manage111ent | | | | | |
| Salaries and Wages | 6,809 | 6,809 | 6,809 |  |  |
| Other Expenses | 250 | 250 |  |  | 250 |
| Unifonn Fire Safety Act |  |  |  |  |  |
| Salmics and Wages | 31,204 | 33,554 | 33,519 |  | 35 |
| Other Expenses | 2,500 | 2,500 | 2,500 |  |  |
| Fire Hydrant Service | 17,500 | 16,500 | 16,099 |  | 401 |
| Municipal Prosecutor: Salaries and \Vages | 13,390 | 13,390 | 13,390 |  |  |

**Public \Vorks Functions:**

Streets & Roads Maintenance:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Salmies and Wages | 580,486 | 550,486 | 533,402 |  | 17,084 |
| Other Expenses | 98,000 | 88,000 | 68,419 | 3,915 | 15,666 |
| Maintenat1ce of Traffic Lights: Other Expenses  Shade Tree Progrmn: Salaries and Wages | 15,000  3,158 | 15,000  3,208 | 1,096  3,191 |  | 13,904  17 |
| Other Expenses  Solid Waste Collection: Other Expenses | 20,000  750,440 | 20,000  750,440 | 16,971  719,713 | 842  20,740 | 2,187  9,987 |
| Building & Grounds: Other Expenses | 41,500 | 41,500 | 19,765 | 3,544 | 18,191 |
| Vehicle Maintenance: Other Expenses | 100,750 | 90,750 | 58,579 | 5,518 | 26,653 |

Cormnunity Services Act:

Other Expenses 69,000 69,000 47,278 21,722

**Health & Human Services:**

Envirornnental Conm1ission:

Other Expenses 2,000 2,000 1,581 357 62

Animal Control Prog:rmn:

Other Expenses 12,000 12,000 8,718 1,834 1,448

**Park & Recreation Functions:**

C1ystal Lake Pool:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Salaiies and Wages | 74,110 | 86,110 | 85,791 |  | 319 |
| Other Expenses | 72,000 | 67,000 | 57,239 | 9,728 | 33 |
| Concession Stand: |  |  |  |  |  |
| Other Expenses Parks & Playgrounds: | 2,500 |  |  |  |  |
| Other Expenses | 14,130 | 15,630 | 15,363 | 108 | 159 |

**Utility Expense & Bulk Purchases:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Electricity | 40,000 | 40,000 | 40,000 |  | |
| Street Lighting | 200,000 | 200,000 | 183,034 | 401 | 16,565 |

TOWNSHIP OF HADDON CURRENT FUND

STATEMENT OF EXPENDITURES - REGULATORY BASIS FOR THE YEAR ENDED DECEMBER 31, 2012

APPROPRIATIONS EXPENDED

EXHIBIT A-3

(Page 3 of 5)

OPERATIONS Within "CAPS"

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | BUDGET AFTER |  | PAID OR |  | | |
| BUDGET | MODIFICATION |  | CHARGED | ENCUMBERED | RESERVED | CANCELLED |

Utility Expense & Bulk Purchases (continued):

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Telephone & Telegraph | 30,000 | 30,000 | 28,348 | 1,652 |  |
| Natural Gas | 50,000 | 45,000 | 23,297 | l,!08 | 20,595 |
| Gasoline | 229,028 | 219,028 | 165,210 |  | 53,818 |
| Postage | 25,800 | 25,800 | 22,014 |  | 3,786 |
| Copier | 10,000 | 12,000 | I0,491 | 1,038 | 471 |

Landfill/Solid Waste Disposal Costs:

Disposal Costs 450,000 411,546 280,688 58,052 72,806

Borough of Audobon:

|  |  |  |  |
| --- | --- | --- | --- |
| Municipal Clerk/Treasurer | 40,000 | 40,000 | 40,000 |
| Tax Collector | 11,000 | ll,000 | 11,000 |
| Registrar of Vital Statistics | 500 | 500 | 500 |

Appropriation Offset By Dedicated Revenues:

Code Enforce1nent & Adt11inistration:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Salaries and Wages | 1!2,308 | 1!2,808 | 112,739 |  | 69 |
| Other Expenses | 21,620 | 21,620 | 9,573 | 848 | ll,199 |
| Other Cornmon Operating Functions:  Accu1nulated Leave Co111pensation | 40,000 | 40,000 | 40,000 |  |  |
| Celebration of Public Events, Anniversaiy |  |  |  |  |  |
| or Holiday - Other Expenses | 43,000 | 43,000 | 42,651 | 250 | 99 |
| Senior Citizens Coordinator: |  |  |  |  |  |
| Salaries and Wages | 56,098 | 56,598 | 56,428 |  | 170 |
| Other Expenses | 6,000 | 6,000 | 1,654 | 28 | 4,318 |
| Colillllunity Connnunications: |  |  |  |  |  |
| Salaries and Wages | 32,015 | 32,015 | 27,986 |  | 4,029 |
| Other Expenses | 32,500 | 32,500 | 19,522 | 9,035 | 3,943 |

Total Operations Within "CAPS"

Including Contingent 8,086,942 8,081,138 7,499,731 138,975 442,432 Detail:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Salaries and Wages | 3,636,907 | 3,647,907 | 3,562,203 |  | 85,704 |
| Other Expenses | 4,450,035 | 4,433,231 | 3,937,528 | 138,975 | 356,728 |

Deferred Charges & Statutory Expenditures Municipal Within "CAPS":

Statutory Expenditures: Contnbutions to:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Social Security System (O.A.S.L) | 200,000 | 200,000 | 180,768 | 19,232 |
| Police & Firemen's Retire1nent Pension Fund | 50 | 50 |  | 50 |

Police & Fireman's Retirement

|  |  |  |
| --- | --- | --- |
| Syste1n of New Jersey | 529,531 529,531 | 529,531 |
| E111ployees Retire111ent Syste1n | 189,1!6 189,1!6 | 189,116 |

Total DefelTed Charges & Statuto1y

Expenditures Within "CAPS" 918,697 918,697 899,415 19,282

Total General Appropriations for

Municipal Purposes Within "CAPS" 9,005,639 8,999,835 8,399,146 138,975 461,714

TOWNSHIP OF HADDON CURRENT FUND

**STATEMENT OF EXPENDITURES - REGULATORY BASIS FOR THE YEAR ENDED DECEMBER 31, 2012**

APPROPRIATIONS EXPENDED

EXHIBIT A-3

(Page 4 of S)

OPERATIONS-Excluded fron1 "CAPS"

BUDGET AFTER BUDGET MODIFICATION

PAID OR

CHARGED ENCUMBERED RESERVED CANCELLED

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| E1nployee Group Health Stonnwater Regulations: Salaries and Wages | 29,000  172,723 | 29,000  172,723 |  | 29,000  170,812 | 1,911 |
| Borough of Audubon Park: |  |  |  |  |  |
| Police Services | 380,004 | 380,004 |  | 380,004 |  |
| **Public & Private Programs Offset by Revenues:**  Clean Collllilunities Act | | | | | |
| Other Expenses | 23,279 | 23,279 |  | 23,279 | |
| SFSP Fire District Pay1nent |  | 5,804 |  | 5,804 | |
| Alcohol Education & Rehabilitation Fund |  | 2,914 |  | 2,914 | |
| NJ Historic T1ust Grant |  | 50,000 |  | 50,000 | |
| Econo1nic Development Authority Grant |  | 176,708 |  | 176,708 | |
| Recycling Tonnage Grant - State | 43,024 | 43,024 |  | 43,024 | |
| Safe & Secure Co1111nunities Progra111 | 64,506 | 72,901 |  | 72,901 | |
| Drunk Dliving Enforceinent Grant: |  |  |  |  | |
| Salaries and Wages | 1,915 | 1,915 |  | 1,915 | |
| Other Expenses | 1,915 | 1,915 |  | 1,915 | |
| Body Annor Fund | 1,727 | 1,727 |  | 1,727 | |
| Total Operations Excluded from "CAPS" | 718,093 | 961,914 |  | 960,003 1,911 | |
| Detail: |  |  |  |  | |
| Salaries and Wages | 239,144 | 247,539 |  | 172,727 1,911 | |

Other Expenses 478,949 714,375 787,276

Capital Improvements-Excluded fron1 "CAPS":

Capital hnproven1ent Fund 65,000 65,000 65,000

Total Capital hnprove1nents Excluded

from "CAPS" 65,000 65,000 65,000

Municipal Debt Service - Excluded Frotn "CAPS":

Payment of Bond Principal 660,000 660,000 656,600 Payment of Bond Anticipation Notes &

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Capital Note | 71,000 | 71,000 | 63,292 | 7,708 |
| Interest on Bonds | 393,000 | 393,000 | 392,625 | 375 |
| Interest on Notes | 182,000 | 182,000 | 181,076 | 924 |
| Green Tiust Loan Prognnn:  Loan Repay1nents for Principal & Interes | 42,920 | 42,920 | 42,920 |  |

3,400

Capital Lease Obligations:

Pay1nent of Ptincipal 41,000 41,000

41,000

Payment of Interest 18,000 18,000 8,899 9,101

TOWNSHIP OF HADDON CURRENT FUND

STATEMENT OF EXPENDITURES - REGULATORY BASIS FOR THE YEAR ENDED DECEMBER 31, 2012

EXIUBIT A-3

(Page 5 of 5)

OPERATIONS-Excluded fro1n "CAPS"

Total Municipal Debt Service Excluded fro1n "CAPS"

APPROPRIATIONS EXPENDED BUDGET AFTER PAID OR

BUDGET MODIFICATION CHARGED ENCUMBERED RESERVED CANCELLED

1,407,920 1,407,920 1,345,412 62,508

Defen'Cd Charges - Excluded fro1n "CAPS":

En1crgency Authorization *5* Years

(40A:4-55)

Total Defencl Charges - Excluded

fro1n "CAPS"

1IO 272 110,272 110,272

110,272 110,272 1!0 272

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Subtotal General Appropriations | 11,306,924 | 11,544,941 | 10,879,833 | 138,975 | 463,625 | 62,508 |
| Reserve For Uncollected Taxes | 120,564 | 120,564 | 120,564 |  |  |  |

Total General Appropriations

Appropriation by 40A:4-87

Budget

Total

$ 11.427 488 $ 11.665 505 $ 11 000397 s 138 975 $ 463 625 $ 62 508

$ 238,017

11 427,488

$ 11 665 505

|  |  |
| --- | --- |
| Reserve for Federal & State Gnu1ts - Approp1iated | $ 380,187 |
| DefetTed Charge - E111ergency Authorization | 1!0,272 |
| Reserve for Uncollected Taxes | 120,564 |
| Reilnbursements | (575,392) |
| Cash Disburse111ents | 10 964,766 |

Total

$ 11.000 *3'!/*

**TO\VNSHIP OF HADDON TRUST FUND**

**COl\fl'ARATIVE STATEMENT OF ASSETS, LIABILITIES, RESERVES**

**A"i"ID FlJI'l;""D BALANCE - REGULATORY BASIS DECEMBER 31, 2012 AND 2011**

EXHIBIT B

ASSETS REFERENCE 2012 2011

Assess1nent Fund:

Due from General Capital Fund c $ 450 $ 450

Animal Con{rol Fund:

Cash B-1 3,542 5,980

Change Fund 30 30

Total Animal Control Fund 3,572 6,010

Other Trust Funds:

Cash B-1 883,048 793,903

Due Utility Operating Fund D 43,254 728

Due Cmrent Fund B-8 86,031 90,249 CommLmity Development Block Grant Receivable B-5 52,905 52,905

Total Other Trost Funds: 1,065,238 937,785

Total - All Funds $ 1,069260 $ 944245

LIABILITIES & RESERVES

Assessment Fund:

Deposits on Future Assessments B-2 $ 450 $ 450 Animal Control Fund:

|  |  |  |  |
| --- | --- | --- | --- |
| Reserve for Animal Con1rol Fund Expenditures | B-3 | 3,191 | 5,844 |
| Due to State of New Jersey | B-6 | 162 | 7 |
| Due Cuffent Fund | B-4 | 219 | 159 |

Total Animal Control Fund 3,572 6,010

Other Trost Funds:

|  |  |  |  |
| --- | --- | --- | --- |
| Payroll Deductions Payable | B-7 | 173,598 | 78,491 |
| Due State of New Jersey- Marriage License Fees | B-9 | 2,092 | 2,167 |
| Due State of New Jersey- Burial License | B-9 | 145 | 145 |
| Reserve For: Public Defender | B-10 | 14,134 | 7,109 |
| Parking Offenses Adjudication Act | B-11 | 2,086 | 594 |
| State of New Jersey Unemployment Co111pensation | B-12 | 107,876 | 82,246 |
| Community Development Block Grant | B-13 | 44,090 | 44,142 |
| Premiwns Received at Tax Sale | B-14 | 292,300 | 313,900 |
| Disposal of forfeited Property | B-15 | 7,169 | 7,169 |
| Tax Title Lien Redemption | B-16 | 88,952 | 157,453 |
| l\1unicipal Drug Alliance Donations | B-17 | 16,515 | 11,801 |
| Funds Held in Escrow | B-18 | 52,097 | 54,036 |
| En1ployment of Off-Duty Police Officers | B-19 | 109,525 | 26,757 |
| Recreation Trust Fund | B-20 | 3,186 | 3,223 |
| Accumulated leave | B-21 | 60,286 | 4,000 |
| Library | B-22 | 2,403 | 62,952 |
| Maintenance - West BID Signs | B-23 | 4,000 | 64,557 |
| Snow Removal Escrow | B-24 | 59,456 | 2,457 |
| Donations - Civic Celebrations | B-25 | 11,080 | 7,783 |
| Cell Phone Tower Lease | B-26 | 4,400 | 4,400 |
| Election Expense | B-27 | 7,783 | 2,403 |
| M.L.E.T.A. | B-28 | 2,065 |  |
| Total Other Funds |  | 1,065,238 | 937,785 |
| Total - All Funds |  | $ I 069,260 | $ 944,245 |

TOWNSHIP OF HADDON GENERAL CAPITAL FUND

COMPARATIVE STATEMENT OF ASSETS, LIABILITIES, RESERVES AND FUND BALANCE - REGULATORY BASIS

DECEMBER 31, 2012 AND 2011

EXHIBIT C

ASSETS REFERENCE 2012 2011

|  |  |  |  |
| --- | --- | --- | --- |
| Cash | C-1, C-2 | $ 732,176 | $ 2,238,409 |
| Due Fonn New Jersey Road Aid | C-15 | 265,868 | 75,868 |
| Defe1Ted Charges to Future Taxation:  Unfunded | C-4 | 15,407,495 | 14,416,287 |
| Fw1ded | C-3 | 9,646,794 | 10,337,750 |
| An1ount to be Provided by Lease Payments | C-12 |  | 339,000 |
| Due Cun·ent FlUld | A,C-5 | 187,239 | 202,010 |

Total

$ 26,239,572 $ 27,609,324

LIABILITIES, RESERVES & FUND BALANCE

|  |  |  |  |
| --- | --- | --- | --- |
| General Serial Bonds | C-11 | $ 9,244,400 | $ 9,901,000 |
| Green Acres Loan Payable - Crystal Lake Develop1nent | C-9 | 50,619 | 55,149 |
| Green Acres Loan Payable - MacAiihur Tract Acquisition | C-10 | 351,775 | 381,601 |
| Bond Anticipation Notes | C-13 | 11,746,832 | 11,810,124 |
| Improven1ent Authorizations: |  |  |  |
| Unfunded | C-8 | 3,822,320 | 4,220,123 |
| Fw1ded | C-8 | 473,892 | 652,985 |
| Reserve for Encumbrances | C-8 | 478,739 | 191,018 |
| Capital hnprovement Fund | C-7 | 24,000 | 14,500 |
| Reserve for Flood Proceeds |  | 25,866 | 25,866 |
| Reserve for DY DEE Develop1nent | C-5 | 3,171 |  |
| Due Trust Assess1nent Fund | B | 450 | 450 |
| Obligations Under Capital Lease | C-12 |  | 339,000 |
| Fund Balance |  | 17,508 | 17,508 |

Total

$ 26,239,572 $ 27,609,324

There were bonds and notes authorized but not issued on December 31, 2012 of $3,660,663 and on December 31, 2011 was $2,606,163.

TOWNSHIP OF HADDON WATER-SEWER UTILITY FUND

COMPARATIVE STATEMENT OF ASSETS, LIABILITIES, RESERVES AND FUND BALANCE - REGULATORY BASIS

DECEMBER 31, 2012 AND 2011

EXHIBIT D

(Page 1 of 2)

ASSETS REFERENCE 2012 2011

Operating Fund:

|  |  |  |  |
| --- | --- | --- | --- |
| Cash | D-4 | $ 802,782 | $ 761,657 |
| Change Fund - Collector |  | 75 | 75 |
| Due fro1n Bank |  | 2,202 | 1,670 |
| Due from Cu1Tent Fund | A,D-9 | 4,360 |  |
| Due from Water-Sewer Capital Fund | D-19 | 224,303 | 125,841 |

Total 1,033,722 889,243

Receivables & Other Assets With Full Reserves: Consumer Accounts Receivable:

|  |  |  |  |
| --- | --- | --- | --- |
| Water | D-7 | 2,113 | 6,091 |
| Sewer | D-8 | 3,935 | 9,316 |
| Liens Receivable | D-11 | 2,055 |  |
| Protested Checks Receivable | D-18 | 2,452 | 2,452 |
| Revenue Accounts Receivable | D-10 | 12,712 | 12,616 |

Total Receivable & Other Assets With Full Reserves 23,267 30,475 Total Operating Fund 1,056,989 919,718

Capital Fund:

|  |  |  |  |
| --- | --- | --- | --- |
| Cash | D-4 | 350,350 | 1,051,196 |
| NJEIT Loan Receivable |  | 468,458 | 592,010 |
| Fixed Capital: |  |  |  |
| Water | D-13 | 9,709,255 | 9,709,255 |
| Sewer | D-14 | 4,758,345 | 4,758,345 |
| Fixed Capital Authorized & Unco1npleted | D-15 | 13,677,663 | 12,927,663 |

Total Capital Fm1d 28,964,071 29,038,469

Total Operating & Capital Fund $ 30,021,060 $ 29,958,187

Bonds and Notes authorized but not issued as of December 31, 2012 was $1,557,487 and as of December 31, 2011 was $807,487.

TOWNSHIP OF HADDON WATER-SEWER UTILITY FUND

COMPARATIVE STATEMENT OF ASSETS, LIABILITIES, RESERVES AND FUND BALANCE - REGULATORY BASIS

DECEMBER 31, 2012 AND 2011

EXHIBIT D

(Page 2 of 2)

LIABILITIES RESERVES & FUND BALANCE REFERENCE 2012 2011

Operating Fund:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Liabilities: |  |  |  |  |
| Appropriation Reserves | D-3 | $ 365,773 | | $ 173,488 |
| Reserve for Encumbrances | D-17,D-3 | 25,903 | | 24,634 |
| Prepaid Rents |  | 31,881 | | 21,874 |
| Rent Overpay1nents |  | 9,642 | | 8,858 |
| Accrued Interest on Bonds & Notes | D-19 | 95,443 | | 100,803 |
| Due to Trust Other Fund | B | 43,254 | | 728 |
| Due to Current Fund | A,D-9 |  | | 3,056 |
| Subtotal |  | 571,896 | | 333,441 |
| Reserve for Receivables |  | 23,267 |  | 30,475 |
| Fund Balance | D-1 | 461,826 |  | 555,802 |

Total Operating Fm1d 1,056,989 919,718

Capital Fuud:

|  |  |  |  |
| --- | --- | --- | --- |
| Serial Bonds | D-25 | 4,960,600 | 5,359,000 |
| Bond Anticipation Notes | D-26 | 1,450,000 | 1,450,000 |
| New Jersey Infrastructure Tn1st - Loan Payable | D-26 D-27 | 5,478,378 | 5,757,187 |
| Improvement Authorizations: |  |  |  |
| Funded | D-24 | 138,354 | 315,152 |
| Unfunded | D-24 | 1,004,667 | 958,168 |
| Reserve for Encumbrances | D-24 | 844,306 | 796,867 |
| Capital I1nprove111ent Fund | D-12 | 12,427 | 12,427 |
| Due to Water - Sewer Operating Fund  Reserves for: | D-20 | 224,303 | 125,841 |
| Ainortization | D-22 | 14,608,536 | 13,931,327 |
| Defe1Ted Amo1iization | D-23 | 90,263 | 90,263 |
| Repayment of Debt | D-30 | 135,450 | 225,450 |
| Fund Balance | D-21 | 16,787 | 16,787 |

Total Capital Fuud 28,964,071 29,038,469

Total Liabilities, Reserves & Fund Balance $ 30,021,060 $ 29,958,187

TOWNSHIP OF HADDON WATER-SEWER UTILITY FUND

COMPARATIVE STATEMENT OF OPERATIONS AND CHANGE IN OPERATING FUND BALANCE - REGULATORY BASIS FOR THE YEARS ENDED DECEMBER 31, 2012 AND 2011

EXHIBIT D-1

Revenue & Other Income Realized:

2012 2011

|  |  |  |  |
| --- | --- | --- | --- |
| Fund Balance Appropriated |  | $ 248,670 | $ 150,000 |
| Rents |  | 3,295,345 | 3,364,308 |
| Miscellaneous |  | 129,032 | 220,396 |
| Capital Surplus Anticipated Other Credits to Inco1ne:  Unexpended Balance of Appropriation Reserves |  | 90,000  152,853 | 90,000  168,360 |
| Total Tnco1ne |  | 3,915,900 | 3,993,064 |
| Expenditures: Operating |  | 2,539,170 | 2,479,040 |
| Debt Service |  | 1,054,286 | 1,067,414 |
| Deferred Charges & Statuto1y Expenditures |  | 167,750 | 156,722 |
| Total Expenditures |  | 3,761,206 | 3,703,176 |
| Excess/Deficit in Revenue |  | 154,694 | 289,888 |
| Fund Balance January 1 |  | 555,802 | 415,914 |
| Less: Balance Appropriated |  | 248,670 | 150,000 |
| Fund Balance Decen1ber 31 |  | $ 461,826 | $ 555,802 |

TOWNSHIP OF HADDON

WATER-SEWER UTILITY OPERATING FUND STATEMENT OF REVENUES - REGULATORY BASIS FOR THE YEAR ENDED DECEMBER 31, 2012

ANTICIPATED REALIZED

EXHIBIT D-2

EXCESS OR (DEFICIT)

|  |  |  |  |
| --- | --- | --- | --- |
| Fund Balance Anticipated | $ 248,670 | $ 248,670 | $ |
| Rents | 3,300,000 | 3,295,345 | (4,655) |
| Capital Surplus | 90,000 | 90,000 |  |
| Miscellaneous | 125,000 | 129,032 | 4,032 |

Total $

3,763,670 $ 3,763,047 $ (623)

ANALYSIS OF REALIZED REVENUE

Rents:

Consu1ner Accounts Receivable:

|  |  |
| --- | --- |
| Water  Sewer | $ 2,044,316  1,251,029 |
| Total Rents | $ 3,295,345 |
| Miscellaneous |  |
| Collector: |  |
| Penalties on Delinquent Accounts | $ 9,238 |
| Revenue Accounts Receivable | 88,991 |
| Other  Collected by Water-Sewer Utility Capital Fund: | 15,180 |
| Interest on lnvest1nents  Treasurer: | 8,462 |
| Interest on Investinents | 7,161 |
| Total Miscellaneous | $ 129,032 |

TOWNSHIP OF HADDON

WATER-SEWER UTILITY OPERATING FUND STATEMENT OF EXPENDITURES - REGULATORY BASIS FOR THE YEAR ENDED DECEMBER 31, 2012

EXHIBIT D-3

Operating:

BUDGET EXPENDED UNEXPENDED ORIGINAL AFTER PAID OR BALANCE BUDGET MODIFICATION CHARGED ENCUMBERED RESERVED CANCELLED

Salaries and Wages $ 835,761 $ 835,761 $ 770,086 $ 65,675

Other Expenses 1,696.409 1,696,409 1,389,170 $ 25,903 281,336

Total Operating 2,532,170 2,532,170 2,159,256 25,903 347,011

Accmnulated Absences:

|  |  |  |  |
| --- | --- | --- | --- |
| Accumulated Absences | 7,000 | 7,000 | 7,000 |
| Total Accmnulated Absences | 7,000 | 7,000 | 7,000 |

Debt Service:

-

N Pay1ncnt of Bond Principal 677,500 677,500 677,209 291

Interest on Bonds & Loans 379,250 379,250 377,077 2,173

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Total Debt Service | 1,056,750 | 1,056,750 | 1,054,286 |  | 2,464 |
| Statutory Expenditures: |  |  |  |  |  |
| Contribution to:  Public Ernp!oyees' Rctire1nent Systen1 | 81,050 | 81,050 | 81,050 |  |  |
| Social Security System (O.A.S.I.) | 75,000 | 75,000 | 56,924 | 18,076 |  |
| Une1nploy1nent Co1npensation Insurance | 10,000 | 10,000 | 10,000 |  |  |
| State Disability Insurance | 1,700 | 1,700 | 1,014 | 686 |  |
| Total Statutory Expenditures | 167,750 | 167,750 | 148,988 | 18,762 |  |

Total Expenditures $ 3,763 670 $ 3,763,670 $ 3,369,530 $ 25,903 $ 365 773 $ 2,464 Budget $ 3,763,670

Total $ 3 763,670

Disbursed $ 3,369,530

Total $ 3 369,530

The acc01npanying Notes to the Financial State1nent are an integral part of this Statc1ncnt.

TOWNSHIP OF HADDON

GENERAL FIXED ASSETS ACCOUNT GROUP COMPARATIVE STATEMENT OF GENERAL FIXED ASSETS AND FUND BALANCE - REGULATORY BASIS

DECEMBER 31, 2012 AND 2011

ASSETS 2012

EXHIBIT E

2011

|  |  |  |
| --- | --- | --- |
| Land | $ 4,086,701 | $ 4,086,701 |
| Building & Improve1nents | 3,878,645 | 3,878,645 |
| Equipment & Vehicles | 5,220,054 | 5,220,054 |

Total $ 13,185,400

FUND BALANCE

Invest1nent in General Fixed Assets $ 13,185,400

The acco1npanying Notes to the Financial State1nent are an integral part of this State1nent.

$ 13,185,400

$ 13,185,400

## TOWNSHIP OF HADDON COUNTY OF CAMDEN

NOTES TO FINANCIAL STATEMENTS

. FOR THE YEAR ENDED DECEMBER 31, 2012

\*\*\*\*\*\*\*\*\*\*\*\*



**TOWNSHIP OF HADDON**

**NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED DECEMBER 31, 2012**

**Note 1. Summary of Significant Accounting Policies**

1. **Reporting Entity**

The financial statements of the Township of Haddon, County of Camden, New Jersey ("the Township"), include every board, body, office or commission supported and maintained wholly or in part by funds appropriated by the Township as required by *N J.S.A.40A:5-5.* The financial statements of the Township do not include the operations of the Board of Education, first aid organization or volunteer fire companies that are subject to separate audits.

**Component Unit** - The financial statements of the component unit of the Township of Haddon are not presented in accordance with Governmental Accounting Standards Board Statement No. 14. If the provisions of GASES No. 14 had been complied with, the financial statements of the following component unit wonld have been either blended or discretely presented with the financial statements of the Township, the primary government:

Haddon Township Business Improvement District 135 Haddon Avenue

Westmont, New Jersey 08108

1. **Descriptions of Funds**

The accounting policies of the Township confonn to the accounting principles applicable to municipalities, which have been prescribed by the Division of Local Government Services, Depariment of Connnunity Affairs, State of New Jersey, and (the Division"). Such principles and practices are designed primarily for detennining compliance with legal provisions and budgetary restrictions and as a means of reporting on the stewardship of public officials with respect to public funds. Under this method of accounting, the Township accounts for its financial transactions through the following separate funds:

**Current Fnnd** - resources and expenditures for government operations of a general nature, including Federal and State Grant funds.

**Assessment Trust Fund** - used to account for the financing of local improvements deemed to benefit the properties against which assessments are levied.

**Dog Trust Fund** - dog license revenues and expenditures.

**Trust Other Funds** - sundry deposits held for satisfactory completion of specific work; receipts and disbursements for dedicated purposes.

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

**TOWNSHIP OF HADDON**

**NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED DECEMBER** 31, **2012**

**Note 1. Summary of Significant Accounting Policies (continued):**

**Water-Sewer Utility Operating Fund** - revenue and expenditures necessary to operate a municipality owned water supply system from user fees.

#### **Water-Sewer Utility Capital Fund** - resources, including Federal and State Grants in aid of constrnction, and expenditures for the acquisition of water-sewer capital facilities, other than those acquired through the Water-Sewer Utility Operating Fund, including the status of bonds and notes authorized for said purposes.

**General Fixed Asset Account Group** - to account for fixed assets used in general govermnent

**operations.**

1. **Basis of Accounting**

The accounting policies of the Township confonn to the accounting principles applicable to municipalities, which have been prescribed by the Division of Local Government Services, Department of Connnunity Affairs, State of New Jersey, and (the Division"). The basis of accounting prescribed is the regulat01y, modified accrnal basis of accounting.

**Revenues** - are recorded as received in cash except for certain amounts, which may be due from the State of New Jersey or the federal govermnent as grants. The amounts recorded as property **taxes receivable and consu1ner accounts receivable have not been included in revenue. Ainounts** that are due to the municipality which are susceptible of accrnal are recorded as receivables with **offsetting reserves.**

#### **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 tl1e Encwnbrai1ce Accounting Syste1n. Outstanding encmnbrances at** December 31 are reported as a liability in the financial statements and constitute part of the Township's statutory Appropriation Reserve balance. Appropriation reserves covering unexpended appropriation balance are automatically created at December 31" of each year and recorded as liabilities, except for amounts which may be cancelled by the governing body. Appropriation reserves are available, until lapsed at the close of the succeeding year, to meet

specific claims, c01mnitments 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.

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

**Interfunds** - receivables in the Cnrrent 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.

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

**TOWNSHIP OF HADDON**

**NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED DECEMBER 31, 2012**

### Note 1. Summary of Significant Accounting Policies (continued):

#### **General Fixed Assets** - in accordance with the Technical Accounting Directive No. 85-2, Accounting for Governmental Fixed Assets, as promulgated by the Division, the Township has developed a fixed assets accounting and reporting system. Fixed assets acquired prior to January **I,** 1987 are based on an inspection and appraisal prepared by an independent finn. All general fixed assets acquired after January I, 1987 are recorded at cost. Capital leases are not reported in the General Fixed Assets.

Fixed assets used in govenunental operations (general fixed assets) are required to be accounted for in the General Fixed Assets Account Group. Public domain ("infrastructure") general fixed **assets consisting of certain llnprove1nents otl1er than buildings, such as roads, bridges, curbs and** gutters, streets and sidewalks and drainage systems are not capitalized.

#### All fixed assets are valued at historical cost or estimated historical cost if actual historical cost is not available.

No depreciation has been provided for the financial statements.

Expenditures for construction in progress are recorded in the Capital Funds until such time as the

**construction is co1npleted and put into operation.**

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

**Utility Fixed Assets** - accounting for ntility fund "fixed capital" remains unchanged under the requirements of Technical Accounting Directive No. 85-2.

Property and equipment purchased by the Water-Sewer Utility Fund are recorded in the capital account at cost and are adjusted for disposition and abandomnent. The amounts shown do not **purport to represent reproduction costs or current value. Contributions in aid of construction are** not capitalized. The balance in the Reserve for Amortization and Deferred Reserve for Amortization accounts in the utility capital fund represents charges to operations for the costs of acquisitions of property, equipment and improvements.

#### Property and equipment of the Water-Sewer Utility Fund are not depreciated. Principal payments for Water-Sewer Utility debt are recorded as expenditures in the Water-Sewer Utility Statement of Operations.

**Comparative Data** - Comparative total data for the prior year have been presented in the accompanying financial statements in order to provide an understanding of changes in the Township's financial position and operations. However, comparative data have not been

**TOWNSHIP OF HADDON**

**NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED DECEMBER 31, 2012**

**Note 1. Summary of Significant Accounting Policies (continued):**

presented in each of the statements because their inclusion would make the statements unduly complex and difficult to read.

**Budgets** - the Township is required by state law to adopt an annual budget for the Current Fund. Each budget is presented in accordance with accounting principles prescribed by the Division of Local Government Services, Department of Community Affairs, State of New Jersey.

The following steps are taken in establishing the budgetary data reflected in the financial

**state1nents:**

* 1. Prior to Febrnaiy 1O"' of the budget year the Township introduces a budget, which includes proposed expenditures and financing methods.

2. A public hearing is held 28 days after introduction, after a public hearing the budget may be adopted by the governing body.

Once a budget is approved it may be ainended after November **1,** by a resolution adopted by the governing body.

**Subsequent Events** - The Township has evaluated subsequent events through March 28, 2013, the date the financial statements were available to be issued.

**Note 2. Cash and Cash Equivalents:**

The Township is governed by the deposit ai1d investment limitations of New Jersey state law. The Deposits and investments held at December 31, 2012, alld reported at fair value are as follows:

**Deposits:**

Demfilld Deposits $9,607,883

Total Deposits $9.607 883

**Reconciliation of Statements of Assets, Liabilities, Reserves and Fund Balfillce:**

Cmrent:

|  |  |
| --- | --- |
| **Treasurer** | $6,835,983 |
| Dog Trust | 3,542 |
| Other Trust | 883,049 |
| General Capital | 732,176 |
| Water/Sewer Operating | 802,782 |
| Water/Sewer Capital | 350 351 |

Total $9.607 883

**TOWNSHIP OF HADDON**

**NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED DECEMBER 31, 2012**

**Note 2. Cash and Cash Equivalents (continued): Custodial Credit Risk**

#### Custodial credit risk is the 1isk that, in the event of a bank failure, the District's deposits may not be

returned. The Dist1icts does not have a deposit policy for custodial credit risk. As of December 31, 2012, the District's bank balance of $9,921,809 was insured and collateralized as follows:

|  |  |
| --- | --- |
| Insured | $ 250,000 |
| Collaterized in the Dishict's Name |  |
| Under GUDPA (See Note 3) | 9 671 809 |

Total $ 2.221,.809

**Note 3. Governmental Unit Deposit Protection Act (GUDPA)**

The Township has deposited cash in 2012 with an approved public fund depository qualified under the provisions of the Government Unit Deposit Protection Act. In addition to savings and checking accounts **tl1e Township invests 1nonies in ce1iificates of deposits.**

#### The Governmental Unit Deposit Protection Act P.L. 1970, Chapter 236, was passed to afford protection against bankrnptcy or default by a deposit01y. C.17:9-42 provides that no governmental unit shall deposit funds in a public depository unless such funds are secured in accordance with this act. C.17:9-42 provides that every public depository having pnblic funds on deposit shall, as secmity for such deposits, maintain eligible collateral having a market value at least equal to either (I) 5% of the average daily balauce of collected public funds on deposit during the 6 month period ending on the next preceding valuation date (June 30 or December 31) or (2) at the election of the depository, at least equal to 5% of the average balance of collected public funds on deposit on the first, eighth, fifteenth, and twenty-second days of each month in the 6 month period ending on the next preceding valuation date (June 30 or December 31). No pnblic depositmy shall be required to maintain any eligible collateral pursuant to this act as security for any deposit or deposits of any govermuental unit to the extent such deposits are insured by F.D.I.C. or any other U.S. agency which insures public depository funds.

No public depository shall at any time receive and hold on deposit for any peiiod in excess of 15 days public funds of a govermnental unit(s) which, in the aggregate, exceed 75% of the capital funds of the depository, unless such depository shall, in addition to the secmity required to be maintained nuder the paragraph above, secure such excess by eligible collateral with a market value at least equal to 100% of **such excess.**

In the event of a default, the Cornmissionei·of Banking within 20 days after the default occmrnnce shall ascertain the amom1t of public funds·on deposit in the defaulting depository and the amounts covered by

TOWNSHIP OF HADDON

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED DECEMBER 31, 2012

#### Note 3. Governmental Unit Deposit Protection Act (GUDPA) (continued):

federal deposit insurance and certify the amounts to each affected govenunental nnit. Within 10 days after receipt of this certification, each unit shall furnish to the Cmmnissioner verified statements of its public deposits. The Cmmnissioner shall ascertain the amount derived or to be derived from the liquidation of the collateral maintained by the defaulting depositmy and shall distribute such proceeds pro rata among the governmental units to satisfy the net deposit liabilities to such nnits.

If the proceeds of the sale of the collateral are insufficient to pay in full the liability to all affected governmental units, the Commissioner shall assess the deficiency against all other public depositories having public funds on deposit detennined by a fornmla detennined by law. All sums collected by the Co1mnissioner shall be paid to the gove1mnental units having deposits in the defaulting depository in the proportion that the net deposit liability to each such govennnental nnit bears to the aggregate of the net deposit liabilities to all such govennnental m1its.

All public depositories are required to furnish infonnation and reports dealing with public funds on deposit every six months, Jnne 30th and December 31st, with the Co1mnissioner of Banking. Any public depositmy which refuses or neglects to give any infmmation so requested may be excluded by the Co1mnissioner from the right to receive public funds for deposit until such time as the Cmmnissioner shall acknowledge that snch depository has fmnished the infonnation requested.

Upon review and approval of the Certification Statement that the public depository complies with statutmy requirements, the Conm1issioner issues fonns approving the bank as a municipal depository. The Municipality should request copies of these approval fonns se1niammally to assure that all depositories are complying with requirements.

Note 4. Capital Debt

Snmmary of Municipal Debt Year 2012 Year 2011 Year 2010

#### Issued General:

|  |  |  |  |
| --- | --- | --- | --- |
| Bonds & Notes Water-Sewer Utility: | $21,393,626 | $22,147,874 | $22,936,945 |
| Bonds & Notes | 6,410,600 | 6,809,000 | 7,236,301 |
| hlfrastructure Trust Loan  Bonds Issued by Another Public Body | 5,478,378 | 5,757,187 | 6,031,301 |

Guaranteed by the Township 339 000 378 000 Total Issued 33 282 604 35 053 061 36 583 146

**TOWNSHIP OF HADDON**

**NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED DECEMBER 31, 2012**

### Note 4. Capital Debt (continned):

**Authorized but not Issued Year 2012 Year 2011 Year 2010**

#### General:

|  |  |  |  |
| --- | --- | --- | --- |
| Bonds & Notes Water-Sewer Utility: | $3,660,663 | $2,606,163 | $1,499,413 |
| Bonds & Notes | 1 557 487 | 807 487 | 217 487 |
| Total Authorized But Not Issued | 5 218 150 | 3 413 650 | **1** 716 900 |
| Total Issued & Authorized but not Issued | 38 500 754 | 38 466 711 | 38 300 046 |
| Deductions: |  |  |  |

Funds Temporarily Held to Pay Notes:

General 497,382

#### Bonds Issued by Another Public Body

|  |  |  |  |
| --- | --- | --- | --- |
| Guaranteed by the Township |  | 339,000 | 378,000 |
| Self-Liquidating Debt | 13 446 465 | 13 373 674 | 13 107 688 |

Total Deductions 13 446 465 13 712 674 13.983 070

Net Debt $25,054,289 $24,754 037 $24 316.,976

#### The Local Bond Law governs the issuance of bonds and notes to finance general municipal capital expenditures. Bonds are retired in serial installments within the statutory period of usefulness. Bonds issued by the Township are general obligation bonds, backed by the full faith and credit of the Township. Bond anticipation notes are issued to temporarily finance capital projects, prior to the issuance of serial bonds. The tenu of the notes cannot exceed one year but the notes may be renewed from time to time for a period not exceeding one year. All such notes must be paid no later than the tenth am1iversary of the date of the original note. The State of New Jersey also prescribes that on or before the third am1iversary date of the original note a payment of at least equal to the first legally payable installment of the bonds in anticipation of which such notes were issued be paid. A second legal instalhnent must be paid if the notes are to be renewed beyond the fourth armiversary date of the original issuance and so on. Tax anticipation notes are issued if the cash on hand is not sufficient to cany on nonnal operations of the municipality at any time during the year. Such notes are authorized by a resolution adopted by the governing body.

**·A. Schedule of Annual Debt Service for Principal and Interest for Bonded Debt Issued and Outstanding as follows:**

TOWNSHIP OF HADDON

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED DECEMBER 31, 2012

#### Note 4. Capital Debt (continued):

General Water-Sewer Utility

Year Principal Interest Principal Interest Total

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 2013 | $678,000 | $368,183 | $690,351 | $340,856 | $2,077,390 |
| 2014 | 725,150 | 342,648 | 707,591 | 319,694 | 2,095,083 |
| 2015 | 734,450 | 314,934 | 707,528 | 298,080 | 2,054,992 |
| 2016 | 672,500 | 286,952 | 661,614 | 276,356 | 1,897,422 |
| 2017 | 709,650 | 260,584 | 693,243 | 255,806 | 1,919,283 |
| 2018-2022 | 3,154,650 | 889,025 | 3,250,281 | 949,702 | 8,243,658 |
| 2023-2028 | 2 570 000 | 286 000 | 3 728 370 | 403 775 | 6 988 145 |
| Total | $ 2 244 4QQ | $2,:Z48 326 | $10 438 278 | $2 844 268 | $25.275 2:Z2 |

B. Schedule of Annual Debt Service for Principal and Interest for Long-Term Loan for Crystal Lake Development as follows:

GENERAL

|  |  |  |  |
| --- | --- | --- | --- |
| Year | Principal | Interest | Total |
| 2013 | $4,621 | $989 | $5,610 |
| 2014 | 4,713 | 897 | 5,610 |
| 2015 | 4,808 | 802 | 5,610 |
| 2016 | 4,905 | 705 | 5,610 |
| 2017 | 5,004 | 607 | 5,610 |
| 2018-2022 | 26 567 | 1 483 | 28 050 |
| Total | $50 617 | $5 482 | $56 100 |

c. Schedule of Annual Debt Service for Principal and Interest for Long-Term Loan for MacArthur Tract Acquisition as follows:

GENERAL GRANT TOTAL

Year Principal Interest Total ALL DEBT

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 2013 | $30,426 | $6,884 | $37,310 | $2,120,310 |
| 2014 | 31,036 | 6,273 | 37,309 | 2,138,003 |
| 2015 | 31,661 | 5,649 | 37,310 | 2,097,912 |
| 2016 | 32,298 | 5,012 | 37,310 | 1,940,342 |
| 2017 | 32,947 | 4,363 | 37.310 | 1,962,203 |
| 2018-2022 | 174,937 | 11,612 | 186,550 | 8,458,258 |

2023-2028 18 470 185 18 655 7 006 800

Total $35 l.'.Z76 $39 978 $32!,754 $25 723 8\_28

**TOWNSHIP OF HADDON**

**NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED DECEMBER** 31, **2012**

**Note 5. Accrued Compensated Absences**

The Township has established a Compensated Absences Trust Fund to set aside funds for future payments of compensated absences. At December 31, 2012 the balance of the fund was $60,286. It is estimated that, at December 31, 2012, accrued benefits for compensated absences are valued at

$1,314,523.

**Note 6. Fund Balances Appropriated**

The municipal budget for 2013 has been introduced and, therefore, the fund balances at December 31, 2012, which are appropriated and inclnded as anticipated revenues in the year ending December 31, 2012 are as follows:

Ctment Fund

Water-Sewer Utility Operating Fund

$1,320,000 429,153

**Note 7. Deferred Charges to be Raised in Succeeding Budgets**

Certain expenditures are required to be deferred to budgets of succeeding years. At December 31, 2012, the following defened charges are shown on the statement of assets, liabilities, reserves and fund balance of the following fund(s):

Current Fund:

Balance Dec. 31, 2012

2013 Budget Approp1iation

Special Emergency Authmizations $220,544 $110,272

The appropriations in the 2013 bndget as introdnced are not less than that required by the statues.

**Note 8. Joint Insnrance Pool**

The Township of Haddon is a member of the Camden County Mnnicipal Joint Insurance Fund. The Fund provides its members with the following coverage:

Workers' Compensation & Employer's Liability General & Automobile Liability

Public Officials Liability

Casualty & Crime Coverage

Property - Blanket Building & Grounds

Contributions to the Fund, including a reserve for contingencies, are payable in two installments and are based on actuarial assumptions detennined by the fund's actuary. The connnissioner of Insurance may

**TOWNSHIP OF HADDON**

**NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED DECEMBER 31, 2012**

**Note 8. Joint Insurance Pool (continued):**

order additional assessments to supplement the Fund's claim, loss retention or administrative accounts to assure the payment of the Fund's obligations.

The Township's agreement with the pool provides that the pool will be self-sustaining through member premiums and will reinsure through cmmnercial insurance for claims in excess of $500,000 for each **insured event.**

The Fund publishes its own financial report for the year ended December 31, 2012, which can be obtained from:

Camden County Municipal Joint Insurance Fund Park 80 West, Plaza One

Saddle Brook, New Jersey 07663

**Note 9. New Jersey Unemployment Compensation Insurance**

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

|  |  |  |  |
| --- | --- | --- | --- |
| **Township** | **Township** | **Amount** |  |
| **Year** | **Contributions** | **Reimbursed** | **Balance** |

|  |  |  |  |
| --- | --- | --- | --- |
| 2012 | $57,754 | $32,124 | $107,876 |
| 2011 | 57,725 | 36,368 | 82,246 |
| 2010 | 78,522 | 45,595 | 60,889 |

**Note 10. Pension**

**A. Plan Description**

The Township of Haddon contributes to a cost-sharing multiple-employer defined benefit pension plan, Public Employees' Retirement System (P.E.R.S.) and Police and Fireman's Retirement System (P.F.R.S.), administered by the State of New Jersey, Division of Pensions and Benefits. It provides retirement, disability, medical and death benefits to plan members and beneficiaries. The State of New Jersey P.E.R.S. and P.F.R.S. progran1s were established as of January 1, 1955 and July 1, 1944, respectively. The programs were established m1der the provisions of *N J S.A.43: 15A* and *N J S.A.43:16A* which assigns authority to establish and amend benefit provisions to the plan's board of trustees.

P.E.R.S. and P.F.R.S. issues a publicly available financial report that includes financial statements and

TOWNSHIP OF HADDON

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED DECEMBER 31, 2012

Note 10. Pension (continued):

required supplementaiy infonnation. Tirnt report may be obtained by writing to: State of New Jersey, Department of the Treasury, Division of Pensions and Benefits, P.O. Box 295, Trenton, NJ 08625, or calling (609) 984-1684.

B. Funding Policy

The System's designated purpose is to provide retirement, death, disability and medical benefits to ce1iain qualified members. Membership in the System is mandatory for substantially all full-time employees of the State of New Jersey or any couoty, 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 or local jurisdiction. The System's Board of Trnstees is primaiily responsible for the administration of the System according to the State of New Jersey administrative code, all obligations of the System will be assumed by the State of New Jersey should the System tenninate.

Plan members are required to contribute 6.5%, effective October 1, 2011, of their annual covered salary for P.E.R.S, 10%, effective October 1, 2011, of their annual covered salary for P.F.R.S. and the Township is required to contribute at an actuaiially detennined rate. The contribution requirements of plan members and the Township are established and may be amended by the plan's board of trnstees. The Township of Haddon's contributions to P.E.R.S. for the years ending December 31, 2012, 2011 and 2010 were $189,116, $180,983 and $229,491, respectively, equal to the required contributions for each year and to P.F.R.S. for the years ending December 31, 2012, 2011 and 2010 were $529,531, $682,052 and $567,603, respectively, equal to the required contributions for each year.

Note 11. Deferred Compensation

The Township offers its employees a Deferred Compensation Plan in accordance with Internal Revenue Code Section 457 which has been approved by the Director of the Division of Local Govennnent Services. The Plan, available to all full time employees at their option, pennits employees to defer a portion of their salary to future years. The deferred compensation is not available to paiiicipants until tennination, retiren1ent, death or unforeseeable einergency.

Amounts deferred under Section 457 plans must be held in trnst for the exclusive benefits of participating employees and not be accessible by the Township or its creditors. Since the Township does not have a fiduciaiy relationship with the Plan, the balances and activities of the Plan are not reported in the Tovmship's financial state1nents.

Note 12. Contingent Liabilities

State and Federal Financial Assistance

The Township receives fmancial assistance from the State of New Jersey and the U. S. Government in the fonn of grants. Entitlement to the funds is generally conditional upon compliance with tenns and conditions of the financial assistance agreements and applicable regulations, including tl1e expenditure of

TOWNSHIP OF HADDON

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED DECEMBER 31, 2012

Note 12. Contingent Liabilities (continued):

the funds for eligible purposes. Substantially all grants, entitlements and cost reimbursements are subject to financial and compliance audits by grantors.

As a result of these audits, costs previously reimbursed could be disallowed and require repayment to the grantor agency. As of December 31, 2012, the Township estimates that no material liabilities will result from such audits.

Note 13. Interfunds Receivables and Payables

The following interfunds remained as of December 31, 2012:

Fund Debit Credit

|  |  |  |
| --- | --- | --- |
| Current Fund | $ 219 | $ 744,334 |
| Federal & State Grant Fund | 466,704 |  |
| Assessment Fund | 450 |  |
| Animal Control Fund |  | 219 |
| Trust Other Funds | 129,285 |  |
| General Capital Fund | 187,239 | 450 |
| Utility Operating Fund | 228,663 | 43,254 |
| Utility Capital Fund |  | 224 303 |

Total $1 OJ 2 i6l2 $1 012 56Q

The purpose of these interfunds is short-tenn borrowings.

Note 14. Post-Retirement Health Benefits

Haddon Township provides post-employment medical and prescliption drug coverage to eligible retired employees and their spouses. Once Medicare age is attained by either tl1e retired employee or the spouse in the case of spousal coverage, Medicare is primary and the Township provides supplementary medical insurance. For Department of Public Works employees, the spouse of ten years prior to retirement will continue to receive medical benefits until age 62 and Medicare becomes p1imaiy insurance. Haddon Township pays 100% of the insurai1ce cost for the retiree.

Haddon Township's annual Other Post-Employment Benefit cost is calculated based on the Annual Required Contribution. The actuarial cost method used to detennine the Plai1's funding requirements is tile "Unit Credit" method. Under this method, an actuarial accrued liability is detennined as the present value of the eai11ed benefits, which is allocated to service before the current plan year. The Plan is currently unfunded. The unfunded actuaiial liability is an10rtized over thirty years. The following table

**TOWNSHIP OF HADDON**

**NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED DECEMBER 31, 2012**

**Note 14. Post-Retirement Health Benefits (continued):**

shows the changes in Haddon Township's annual Other Post-Employment Benefit cost for the year, the amount actually contributed to the Plan and changes in their net Other Post-Employment Benefit obligation to the plan:

Annual Required Contribution

Interest on Net Other Post-Employment Benefit

$ 1,342,774

#### Adjustment to Annual Required Contribution

1,342,774

#### Annual Other Post-Employment Benefit Contributions l\1ade

Increase inNet OPEB Obligation

Net OPEB, Beginning of Year 17 435 568

Net OPEB, End of Year $ 18 778 342

#### Haddon Township's annual Other Post-Employment Benefit cost, the percentage of annnal Other Post Employment Benefit cost contributed to the Plan, and the net Other Post Employment Benefit obligation (OPEB) for the year ending December 31, 2012 is as follows:

YEAR

ENDED

ANNUAL

OPEB COST

PERCENTAGE CONTRIBUTED

NET OPEB OBLIGATION

12/31/12 $1\_,3\_42.774 $18 778 342

#### Actuarial assmnptions were used to value the post-retirement medical liabilities. Actuarial assumptions were based on the actual experience of the covered group, to the extent that creditable experience data was available, with an emphases on expected long-tem1future trends rather than giving undue weight to recent past experience. The reasonableness of each actuarial assmnption was considered independently based on its own me1its, its consistency with each other assumption, and the combined impact of all **assu1nptions.**

Two economic assumptions used in the valuation are the discount rate and the health care cost trend **rates. The econo1nic assu111ptions are used to account for changes in the cost of benefits over tilne and to** discount future benefit payments for the time value of money.

#### The investment return assumption (discount rate) should be the estimated long-tenn investment yield on the investments that are expected to be used to finance the payments of benefits. The investments expected to be used to finance the payments of benefits would be plan assets for funded plans, assets of the employer for pay-as-you-go plans, or a proportionate combination of the two for plans that being partially funded. We assumed a disconnt rate of 5.0 percent for purposes of developing tl1e liabilities and Annual Required Contribution on the basis that the Plan would not be funded. We based medical claims on an armual average claims cost of approximately $18,743 per covered retiree for family coverage and

$7,497 for single coverage prior to age 65. For retirees age 65 and over we have utilized an ammal

TOWNSHIP OF HADDON

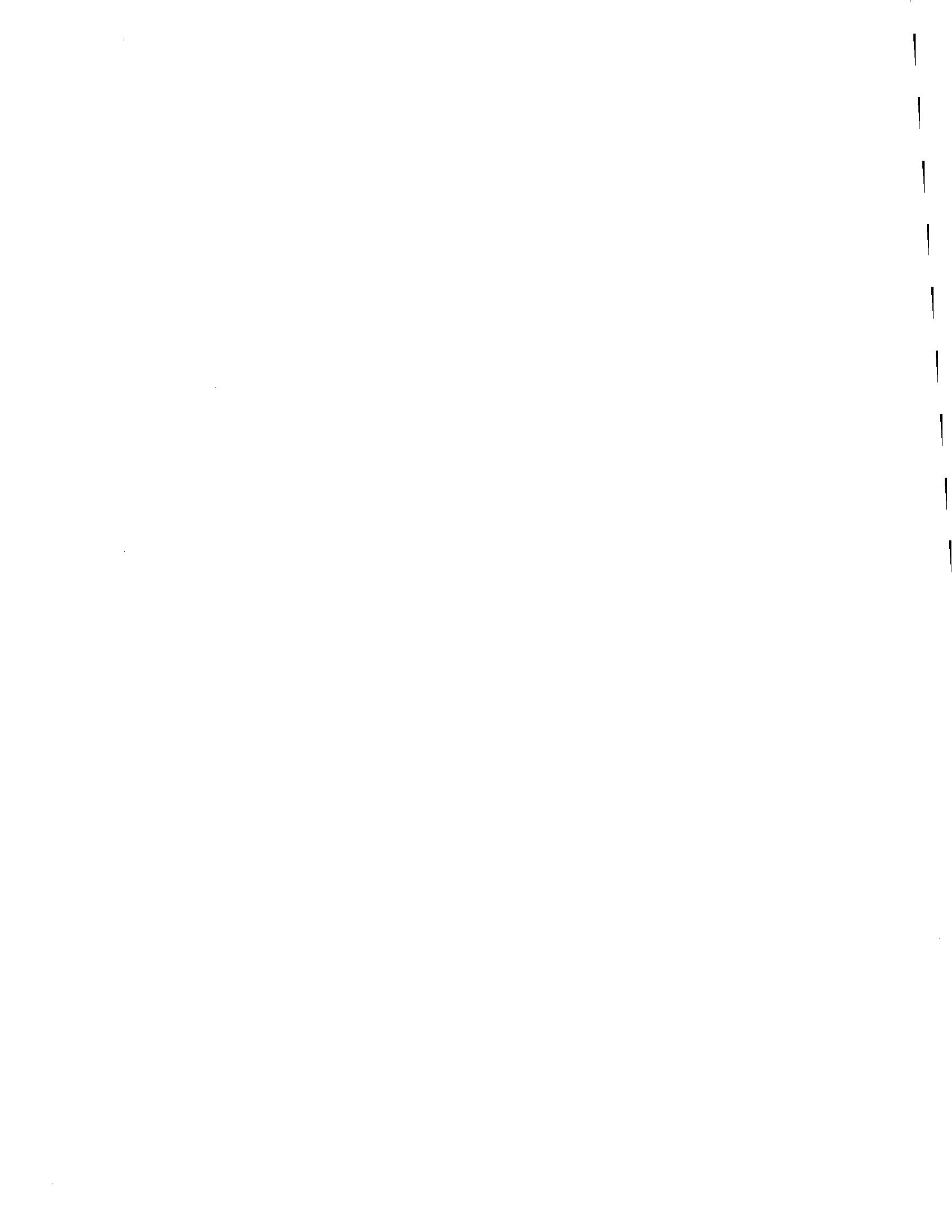
NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED DECEMBER 31, 2012

#### Note 16. Post-Retirement Health Benefits (continued):

average claims cost of approximately $ll,095 per covered retiree for family coverage and $4,438 for single coverage. For those retirees without prescription drug coverage, we have utilized an annnal average claims cost of approximately $14,664 per covered retiree for family coverage and $5,866 for single coverage prior to age 65. For retirees age 65 and over we have utilized an annual average claims cost of approximately $7,077 per covered retiree for family coverage and $2,831 for single coverage. We assumed health care costs would increase annually at a rate of 7%.

Haddon Township currently has twenty-eight eligible retired employees receiving retirement benefits. The net Other Post-Employment Benefit obligation to Haddon Township to provide benefits to the retirees for the year ended December 31, 2012, was $18,778,342.

SUPPLEMENTARY EXHIBITS



CURRENT FUND



TOWNSHIP OF HADDON CURRENT FUND

SCHEDULE OF CURRENT CASH - TREASURER FOR THE YEAR ENDED DECEMBER 31, 2012

EXHIBIT A-4

CURRENT STATE & FEDERAL

Balance Dece1nber 31, 2011 $ 4,375,820 $ Increased by Receipts:

Collector $ 42,951,995

Revenue Accounts Receivable 1,529,143

New Jersey State Training Fees 13,056

Reserve for State Tax Appeals 10,000

Reserve for Salt & Sand 19,500

Due :fio1n Water & Se\ver Operating 3,981 Due Fro1n Ani1nal Control Trust 31

Due From Trust Other 1,449

Due fiom Current Fund $ 67,020

Matching Funds for Grants 18,705

Federal & State Grants Unappropriated 48,035

Federal & State Grants Receivable 300,862 Subtotal 44,529,155 434,622

Total 48,904,975 434,622

Decreased by Disbursements:

2012 Appropriations 10,389,374

2011 Appropriation Reserves 150,800

Change Fund 75

County Taxes 7,717,851

Due County for Added & 01nitted Taxes 17,504 Fire District Taxes Payable 1,567,534

Local District School Tax 21,730,093 Business Ilnprove1nent Distr·ict Taxes 150,918

New Jersey State Training Fees 8,855

Reserve for Revaluation 2,593

Special E1nergency Note Payable 110,272

Tax Overpay1nents 65,920

Due from CCMUA 71,478

Matching Funds for Grants 18,705

Due from Federal & State Grant Fund 67,020 Reserve for Federal & State Grant

Funds Appropriated 434,622

Total Disburse1nents 42,068,992 434,622

Balance December 31, 2012 6 835,983 $

TOWNSHIP OF HADDON CURRENT FUND

SCHEDULE OF CURRENT CASH - COLLECTOR FOR THE YEAR ENDED DECEMBER 31, 2012

Balance December 31, 2011

EXHIBIT A-5

$

Increased by:

|  |  |
| --- | --- |
| Taxes Receivable | $ 40,690,282 |
| Tax Title Liens | 69,650 |
| Tax Overpay1nents | 96,120 |
| Interest & Costs on Taxes | 109,695 |
| 2013 Prepaid Taxes | 276,262 |
| Due fro1n State of New Jersey Senior Citizen & |  |
| Veterai1Deductions | 196,068 |
| Consolidated Municipal Property Relief Aid | 144,635 |
| Energy Receipts Tax | 1,117,580 |
| Miscellaneous Revenue not Anticipated | 251,703 42,951,995 |
| Subtotal | 42,951,995 |
| Decreased by: |  |
| Pay1nents to Treasurer | 42,951,995 |

Balance Dece1nber 31, 2012 $

The Collector n1aintains no bank account. All funds are deposited directly to the Treasurer's bank account.

SCHEDULE OF CHANGE FUNDS

FOR THE YEAR ENDED DECEMBER 31, 2012

EXHIBIT A-6

Office:

|  |  |
| --- | --- |
| Municipal Cou1i | $ 75 |
| Crystal Lake Pool Operations | 125 |
| To\vnship Clerk (Central Cashie1ing) | 150 |
| Tax Collector (Central Cashiering) | 300 |

Total $ 650

TOWNSHIP OF HADDON CURRENT FUND

SCHEDULE OF TAXES *RECE N* ABLE AND ANALYSIS OF PROPERTY TAX LEVY FOR THE YEAR ENDED DECEMBER 31, 2012

EXHIBIT A-7

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | BALANCE DECEMBER 31, | 2012 | DUE FROM ADDED COLLECTED STATE OF | | | |  | TRANSFER TO TAX | BALANCE DECEMBER 31, |
| YEAR | 2011 | LEVY | TAXES 2011 2012 NEW JERSEY | | | | CANCELLED | TlTLE LIENS | 2012 |
| Arrears | $ 14,825 |  | $ 3,199 |  | *$* 5,834 |  |  |  | $ 12,190 |
| 2010 | 6,129 |  |  |  | 6,129 |  |  |  |  |
| 2011 | 16 81 6 |  |  |  | 4 785 | $ 4.932 | $ 24 510 |  | 2 023 |
| Total | 37,770 |  | 3,199 |  | 7,178 | (4,932) | 24,510 |  | 14,213 |
| 2012 |  | $ 41.145.634 | 42.914 | $ 232.553 | 40,683.104 | 198 104 | 51 414 | $ 13.179 | 10 194 |
| Total | $ 37 770 | $ 41.145.634 | $ 4fi.! 13 | $ 232.553 | $ 40.690.282 | $ 193.172 | $ 75 924 | $ j3 119 | $ 24.4Q1 |

.,,,

""'

ANALYSIS OF 2012 PROPERTY TAX LEVY

Add: Addition Tax Levied 35.000 7,323.004 Total $ 41.191 1 47

|  |  |  |
| --- | --- | --- |
| General Purpose Tax |  | $ 39,690,375 |
| Fire District Taxes |  | 1,304,341 |
| Special District Taxes |  | 150,918 |
| Added & 01nitted Taxes |  | 46.l l 3 |
| Total |  | $ 41 191.747 |
| TAX LEVY: |  |  |
| Local District School Tax County Taxes: |  | $ 21,730,093 |
| General County Tax | $ 9,764,786 |  |
| County Library Tax | 630,032 |  |
| County Open Space | 277,041 |  |
| Due County for Added & Omitted Taxes | 11.532 | 10,683,391 |
| Fire District Taxes: |  |  |
| Fire District No. I | 1,092,787 |  |
| Fire District N-o. 2 | 28,180 |  |
| Fire District No. 3 | 35,071 | 1,304,341 |
| Fire District No. 4 | 148 303 |  |
| Special District Taxes: |  |  |
| Haddon Township Business lmprove1nent |  | 150,918 |
| Local Tax for Municipal Purposes | 7,288,004 |  |

TOWNSHIP OF HADDON CURRENT FUND

SCHEDULE OF TAX TITLE LIENS

FOR THE YEAR ENDED DECEMBER 31, 2012

EXHIBIT A-8

|  |  |
| --- | --- |
| Balance December 31, 2011  Increased by: | $ 85,997 |
| Transfers fro1n Taxes Receivable | $ 13,179 |
| Interest & Costs on Taxes | 602 13,781 |
| Subtotal | 99,778 |
| Decreased by:  Lien Payn1ents Received | 69,650 |
| Balance Dece1nber 31, 2012 | $ 30,128 |

EXHIBIT A-9 SCHEDULE OF DUE FROM STATE OF NJ VETERAN AND SENIOR CITIZEN DEDUCTIONS

FOR THE YEAR ENDED DECEMBER 31, 2012

|  |  |  |
| --- | --- | --- |
| Balance Dece1nber 31, 2011  Increased by: |  | $ 73,201 |
| Senior Citizen & Veterans Deductions Per Tax Billings | $ 195,750 |  |
| Deductions Allowed by Tax Collector - 2012 Taxes | 5,250 |  |
| Deductions Disallowed by Tax Collector - 2012 Taxes | (2,896) |  |
| Deductions Disallowed by Tax Collector - 2011 Taxes | (4,932) |  |
| Prior Year Adjustlnent - Disallowed | (17,562) 175,610 | |
| Subtotal | 248,811 | |
| Decreased by: Receipts - Collector | 196,068 | |
| Balance Dece1nber 31, 2012 | $ 52.743 | |

43

TOWNSHIP OF HADDON CURRENT FUND

SCHEDULE OF REVENUE ACCOUNTS RECEIVABLE FOR THE YEAR ENDED DECEMBER 31, 2012

EXHIBIT A-10

Clerk:

Licenses:

Alcoholic Beverages

Other

Fees & Pennits Municipal Court:

Fines & Costs

Parking Meters

Operation of Crystal Lake Unifonn Construction Code Fees

& Pennits

Interest on Deposits Unifonn Fire Safety Act

Borough of Audubon Park - Police

Protection Services

BALANCE

DECEMBER 31, ACCRUED IN 2011 2012

BALANCE DECEMBER 31,

REALIZED 2012

Pay1nent in Lieu of Taxes 60,805 60,805 Total $ 23,589 $ 1 519 715 $ 1 529 143 $ 14,161

|  |  |  |  |
| --- | --- | --- | --- |
|  | $ 25,500 | $ 25,500 |  |
| 27,775 | 27,775 |
| 247,430 | 247,430 |
| $ 23,589 | 236,835 | 246,263 | $ 14,161 |
|  | 12,549 | 12,549 |  |
|  | 232,499 | 232,499 |  |
|  | 164,291 | 164,291 |  |
|  | 101,658 | 101,658 |  |
|  | 30,369 | 30,369 |  |
|  | 380,004 | 380,004 |  |

# 44

TOWNSHIP OF HADDON CURRENT FUND

ANALYSIS OF FORECLOSED PROPERTY FOR THE YEAR ENDED DECEMBER 31, 2012

Balance December 31, 2012 & 2011

SCHEDULE OF DEFERRED CHARGES FOR THE YEAR ENDED DECEMBER 31, 2012

EXHIBIT A-11

$ 1 894.100

EXHIBIT A-12

BALANCE

DECEMBER 31, ADDED IN 2011 2012

RAISED IN 2012 BUDGET

BALANCE DECEMBER 31,

2012

Special E1nergency

E1nergency Authorization - Revaluation

Total

$ 330,816 $ 110,272 $ 220,544

$ 330 816 $ $ 110 272 $ 220 544

TOWNSIIlP OF HADDON CURRENT FUND

SCHEDULE OF 2011 APPROPRIATION RESERVES FOR THE YEAR ENDED DECEMBER 31, 2012

EXHIBIT A-13

(Page 1 of 3)

OPERATIONS

BALANCE

DECEMBER 31, 2011 BUDGET AFTER ENCUMBERED RESERVED MODIFICATION

PAID

OR CHARGED

BALANCE LAPSED

**General Government Functions:**

General Ad1ninistration:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Other Expenses Human Resources:  Salaries and Wages |  | $ 65  114 | $ 65  114 |  | $ 65  114 |
| Other Expenses |  | 62 | 62 |  | 62 |
| Mayor & Co1mnissioners: |  |  |  |  |  |
| Salaries and Wages |  | 356 | 356 |  | 356 |
| Other Expenses |  | 899 | 899 | $ 80 | 819 |
| Municipal Clerk: |  |  |  |  |  |
| Other Expenses | $ 161 | 924 | 4,185 | 446 | 3,739 |
| Registrar of Vital Statistics: |  |  |  |  |  |
| Salaries and Wages |  | 57 | 57 |  | 57 |
| Other Expenses  Financial Adtninistr·ation: |  | 450 | 450 | 252 | 198 |
| Salaries and Wages |  | 91 | 91 |  | 91 |
| Other Expenses | 212 | 2,523 | 2,735 | 90 | 2,645 |
| Revenue Ad1ninishation (Tax Collector): | | | | | |
| Salaries and Wages |  | 100 | 100 |  | 100 |
| Other Expenses | 224 | 3,697 | 3,921 | 172 | 3,749 |
| Tax Assessor: |  |  |  |  |  |
| Salaries and Wages |  | 41 | 41 |  | 41 |
| Other Expenses |  | 263 | 263 |  | 263 |
| Legal Services: |  |  |  |  |  |
| Other Expenses |  | 11,609 | 11,609 | 11,574 | 35 |
| Municipal Court: |  |  |  |  |  |
| Salaries and Wages |  | 12,231 | 12,231 |  | 12,231 |
| Other Expenses | 790 | 295 | 1,085 | 788 | 297 |
| Public Defender: |  |  |  |  |  |
| Salaries and Wages |  | 269 | 269 |  | 269 |

Engineering Services & Cost:

Other Expenses 8,065 8,065 8,065 Economic Develop1nent:

Other Expenses 584 584 14 570

**Land** Use **Administration:**

Planning Board:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Salaries and \Vages | 6,974 | 6,974 |  | 6,974 |
| Other Expenses | 534 | 534 | 273 | 261 |

**Code Enforcen1ent & Adn1inistration:**

|  |  |  |  |
| --- | --- | --- | --- |
| Rent Control Conm1ission: |  | | |
| Salaries and Wages | 2,738 | 2,738 | 2,738 |
| Other Expenses | 636 | 636 | 636 |

**Insurance:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| General Liability | 803 | 803 |  | 803 |
| Disability Insurance | 213 | 213 |  | 213 |
| Workers Compensation | 197 | 197 |  | 197 |
| E1nployee Group Health | 734 | 45,734 | 43,563 | 2,171 |

TOWNSHIP OF HADDON CURRENT FUND

SCHEDULE OF 2011 APPROPRIATION RESERVES FOR THE YEAR ENDED DECEMBER 31, 2012

EXHIBIT A-13

(Page 2 of3)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | BALANCE |  | PAJD |  |
| DECEMBER 31, 2011 | BUDGET AFTER | OR | BALANCE |
| OPERATIONS | ENCUMBERED RESERVED | MODIFICATION | CHARGED | LAPSED |

**Public Safety Functions:**

Police:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Salaries and Wages |  | 52,186 | 52,186 |  | 52,186 |
| Other Expenses | 4,316 | 25,685 | 10,601 | 2,942 | 7,659 |
| Office of E111ergency Manage1nent: | | | | | |
| Salaries and Wages |  | 1,838 | 1,838 |  | 1,838 |
| Other Expenses Unifonn Fire Safety Act: |  | 250 | 250 |  | 250 |
| Salaries and Wages |  | 2,965 | 2,965 |  | 2,965 |
| Other Expenses | 205 | 1,250 | 1,455 | 254 | 1,201 |
| Municipal Prosecutor: Salaries and Wages |  | 269 | 269 |  | 269 |

**Public Works Functions:**

Streets & Roads Maintenance:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Salaries and Wages |  | 508 | 508 |  | 508 |
| Other Expenses | 5,892 | 20,360 | 16,252 | 1,730 | 14,522 |

Maintenance of Traffic Lights:

Other Expenses 454 8,815 9,269 717 8,552 Shade Tree:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Salaries and Wages |  | 21 | 21 |  | 21 |
| Other Expenses | 2,366 | 5,039 | 7,405 | 1,250 | 6,155 |
| Solid Waste Collection: |  |  |  |  |  |
| Other Expenses | 10,563 | 7,372 | 17,935 | 9,720 | 8,215 |
| Building & Grounds: |  |  |  |  |  |
| Other Expenses Vehicle Maintenance: | 2,532 | 9,482 | 12,014 | 640 | 11,374 |
| Other Expenses | 9,768 | 20,534 | 15,302 | 9,282 | 6,020 |
| Community Services Act: |  |  |  |  |  |
| Other Expenses |  | 3,202 | 6,502 | 6,435 | 67 |

**Health & Human Services:**

Environmental Conunission:

Other Expenses 188 141 329 288 41

Ani1nal Control Progra1n:

Other Expenses 790 22 1,075 1,075

**Park & Recreation Functions:**

Crystal Lake Pool:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Salmies and Wages |  | 5,347 | 347 |  | 347 |
| Other Expenses | 1,869 | 13,609 | 15,215 | 1,304 | 13,911 |
| Concession Stand: |  |  |  |  |  |
| Other Expenses Parks & Playgrounds: |  | 2,500 | 2,500 |  | 2,500 |
| Other Expenses | 326 | 30 | 556 | 160 | 396 |

TOWNSIDP OF HADDON CURRENT FUND

SCHEDULE OF 2011 APPROPRIATION RESERVES FOR THE YEAR ENDED DECEMBER 31, 2012

EXHIBIT A-13

(Page 3 of3)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | BALANCE |  | PAID |  |
| DECEMBER 31, 2011 | BUDGET AFTER | OR | BALANCE |
| OPERATIONS | ENCUMBERED RESERVED | MODIFICATION | CHARGED | LAPSED |

Utility Expense & Bulk Purchases:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Street Lighting |  | 34,452 | 28,252 | 18,144 | 10,108 |
| Telephone |  | 944 | 2,444 | 2,327 | 117 |
| Natural Gas |  | 14,125 | 14,125 | 2,462 | 11,663 |
| Gasoline |  | 602 | 3,102 | 2,799 | 303 |
| Postage |  | 294 | 294 |  | 294 |
| Copier | 739 | 807 | 1,546 | 440 | 1,106 |
| Landfill/Solid Waste Disposal Costs Appropriation Offset By | 63,529 | 64,744 | 128,273 | 21,817 | 106,456 |

Dedicated Revenues:

Code Enforce1nent & Adminisration:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Salaries and Wages | 1,282 | 1,282 |  | 1,282 |
| Other Expenses | 2,406 | 2,406 | 1,506 | 900 |

Other Common Operating Functions: Celebration of Public Events, Anniversary or Holiday

Other Expenses 991 991 517 474

Senior Citizen Coordinator:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Salaries and Wages | 40 | 40 |  | 40 |
| Other Expenses | 4,347 | 4,347 | 434 | 3,913 |

Conununity Conm1unications:

Salaries and Wages 454 454 454

Other Expenses 25,382 25,382 7,305 18,077

Total General Appropriations for

Municipal Purposes Within "CAPS" 104,924 387,819 492,743 150,800 341,943

Deferred Charges & Statutory Expenditures Municipal \Vithin "CAPS":

Statutory Expenditures: Contributions to:

Social Security System

(O.A.S.I.) 9,634 9,634 9,634

Total Defen-ed Charges & Statutory

Expenditures Within "CAPS" 9,634 9,634 9,634

Operations Excluded Fron1"CAPS": Stormwater Regulations:

Salary & Wages 12,272 12,272 12,272 Borough of Audobon Park:

Police Services 18,000 18,000 18,000

Total Operations Excluded

from "CAPS" 30,272 30,272 30,272

Grand Total All Appropriations $ 104,924 $ 427,725 $ 532,649 $ 150,800 s 381,849

|  |  |
| --- | --- |
| TOWNSHIP OF HADDON CURRENT FUND  SCHEDULE OF RESERVE FOR ENCUMBRANCES FOR THE YEAR ENDED DECEMBER 31, 2012 | EXHIBIT A-14 |
| Balance, Dece1nber 31, 2011 | $ 104,924 |
| Increased by:  2012 Appropriations | 138 975 |
| Subtotal | 243,899 |
| Decreased by:  Transferred to 2011 Appropriations Reserves | 104,924 |
| Balance, December 31, 2012 | $ 138 975 |

SCHEDULE OF PREPAID TAXES

FOR THE YEAR ENDED DECEMBER 31, 2012

EXHIBIT A-15

|  |  |
| --- | --- |
| Balance, December 31, 2011 (2012 Taxes)  Increased by: | $ 232,553 |
| Collections - 2013 Taxes | 276,262 |
| Subtotal | 508,815 |
| Decreased by:  Application to 2012 Taxes Receivable | 232,553 |
| Balauce, December 31, 2012 (2013 Taxes) | $ 276 262 |

SCHEDULE OF TAX OVERPAYMENTS FOR THE YEAR ENDED DECEMBER 31, 2012

EXHIBIT A-16

|  |  |
| --- | --- |
| Balance, Dece1nber 31, 2011  Increased by: | $ 3,027 |
| Overpay1nents in 2012 | 96,120 |
| Subtotal | 99,147 |
| Decreased by:  Refunds | 65,920 |
| Balance, Dece1nber 31, 2012 | $ 33 227 |

TOWNSHIP OF HADDON CURRENT FUND

EXHIBIT A-17

SCHEDULE OF DUE TO STATE OF NJ UNIFORlV! CONSTRUCTION CODE - TRAINING FEES FOR THE YEAR ENDED DECEMBER 31, 2012

Balance, Dece1nber 31, 2011 $ (4,201)

Increased by:

Receipts - Collector 13,056

Subtotal 8,855

Decreased by:

Disburseinents 8,855

Balance, Dcccinber 31, 2012 $

SCHEDULE OF LOCAL SCHOOL DISTRICT TAX FOR THE YEAR ENDED DECEMBER 31, 2012

EXHIBIT A-18

Balance, Dece1nber 31, 2011 $ 52

Increased by:

Levy - Calendar Year 2012 21,730,093

Subtotal 21,730, 145

Decreased by:

Disburseinents 21,730,093

Balance, Dece1nber 31, 2012 $ 52

SCHEDULE OF FIRE DISTRICT TAXES PAYABLE FOR THE YEAR ENDED DECEMBER 31, 2012

EXHIBIT A-19

BALANCE DECEMBER 31,

2011

2012

LEVY

CANCEL BALANCE PRIOR YEAR DECEMBER 31,

DISBURSEMENTS RECEIVABLE 2012

$ 4,494

|  |  |  |  |
| --- | --- | --- | --- |
| Fire Dish-ict No. I $ | 267,687 | $ 1,092,787 | $ 1,355,980 |
| Fire District No.2 |  | 28,180 | 28,180 |
| Fire District No.3 |  | 35,071 | 35,071 |
| Fire District No.4 |  | 148,303 | 148,303 |

Total $ 267,687 $ 1,304,341 $ 1,567,534 $

$ 4,494

TOWNSHIP OF HADDON CURRENT FUND

SCHEDULE OF COUNTY TAXES PAYABLE FOR THE YEAR ENDED DECEMBER 31, 2012

EXHIBIT A-20

|  |  |  |
| --- | --- | --- |
| Balance Deceinber 31, 2011  Increased by: |  | $ - |
| County Tax | $ 9,764,786 |  |
| County Library Tax | 630,032 |  |
| County Open Space Tax 277,041 10,671,859 | | |
| Subtotal |  | 10,671,859 |
| Decreased by: Disburse1nents |  | 7,717,851 |
| Balance Dece1nber 31, 2012 | $ | 2 954 008 |

EXHIBIT A-21 SCHEDULE OF DUE COUNTY FOR ADDED AND OMITTED TAXES

FOR THE YEAR ENDED DECEMBER 31, 2012

Balance Deceinber 31, 2011:

|  |  |  |
| --- | --- | --- |
| Added Taxes | $ 17,471 |  |
| 0111itted Taxes | 33 $ | 17,504 |
| Increased by: |  |  |
| County Share of 2012 Added Taxes | 11,532 | |
| Subtotal | 29,036 | |
| Decreased by:  Disburse1nents | 17,504 | |
| Balance Dece1nber 31, 2012: | $ 11 532 | |

EXHIBIT A-22 SCHEDULE OF BUSINESS IMPROVEMENT DISTRICT TAXES PAYABLE

FOR THE YEAR ENDED DECEMBER 31, 2012

Balance Deceinber 31, 2011 $ -

Increased by:

Receipts - Collector 150,918

Subtotal 150,918

Decreased by:

Transfer to Business hnprove1nent District 150,918

Balance Dece1nber 31, 2012 $ -

TOWNSHIP OF HADDON CURRENT FUND

EXHIBIT A-23

SCHEDULE OF DUE TO CAMDEN COUNTY MUNICIPAL UTILITY AUTHORITY FOR THE YEAR ENDED DECEMBER 31, 2012

|  |  |
| --- | --- |
| Balance Decen1ber 31, 2011 | $ 71,478 |
| Decreased by: Disburse1nents | 71,478 |

Balance Decen1ber 31, 2012

FEDERAL AND STATE GRANTS FUND

SCHEDULE OF FEDERAL, STATE AND OTHER GRANTS RECEIVABLE FOR THE YEAR ENDED DECEMBER 31, 2012

EXHIBIT A-24

|  |  |  |  |
| --- | --- | --- | --- |
| BALANCE |  |  | BALANCE |
| DECEMBER 31, |  |  | DECEMBER 3l , |
| 2011 | ACCRUED | RECEIVED | 2012 |

State Grants:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Seatbelt Enforcement Grant Clean Collllnunities Grant | $ 400 | $ 23,279 | $ 23,279 | $ 400 |
| Body Armor Fund |  | l ,727 | 1,727 |  |
| Dnu1k Driving Enforcement Grant |  | 3,830 | 3,830 |  |
| Drug Awareness & Resistance Education: |  |  |  |  |
| Municipal Alliance Program | 26,863 |  | 6,176 | 20,687 |
| Safe & Secure Co1nn1unities Grant | lll,605 | 60,000 | 111,605 | 60,000 |
| Delavvare Valley Estuary Grant | 25,000 |  |  | 25,000 |
| Alcohol Education & Rehabilitation Fund  Environn1ental Co1mnissioner - | 8,495 | 2,914 | 2,914 | 8,495 |
| DEP Grant | 210 |  |  | 210 |
| Econo1nic Development Authority |  |  |  |  |
| Grant | 373,038 | 176,708 | 146,888 | 402,858 |
| Pedestrian Safety Grant | 3,480 |  |  | 3,480 |
| Green Conununities Grant | 3,000 |  |  | 3,000 |
| CSIP Shade Tree Progran1 | 280 |  |  | 280 |
| NJ Historic Trust |  | 50,000 | 31,275 | 18,725 |
| Recycling Tonnage Grant |  | 43,024 |  | 43,024 |
| Total State Grants | 552,371 | 361,482 | 327,694 | 586,159 |

Other Grants:

Ca111den County Open Space Grant

Saddler Woods Project 2,004 2,004

Ca111den Com1ty Open Space Grant:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| MacArthur Tract | 25,000 |  |  | 25,000 |
| Total Other Grants | 27,004 |  | 2,004 | 25,000 |
| Total All Grant | $ 579,375 | $ 361,482 | $ 329,698 | $ 611 159 |
| Cash Receipts | | | $ 300,862 |  |
| Unappropriated Reserves | | | 28,836 |  |

Total $ 329.698

TOWNSHIP OF HADDON FEDERAL AND STATE GRANTS FUND

SCHEDULE OF RESERVES FOR GRANTS - UNAPPROPRIATED FOR THE YEAR ENDED DECEMBER 31, 2012

EXHIBIT A-25

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | BALANCE DECEMBER 31, | CASH | REALIZED AS MISCELLANEOUS REVENUE IN | BALANCE DECEMBER 31, |
| STATE GRANTS | 2011 | RECEIPTS | 2012 BUDGET | 2012 |
| Drunk Driving Enforce1nent Grant | $ 3,830 | $ 1,750 | $ 3,830 | $ 1,750 |
| Clean Communities Grant | 23,279 | 22,899 | 23,279 | 22,899 |
| Body .Ar1nor Fund | 1,727 | 2,689 | 1,727 | 2,689 |
| Recycling Tom1age Grant | 33,930 |  |  | 33,930 |
| NJ Sustainable Grant |  | 2,000 |  | 2,000 |

LOCAL GRANTS

Ca1nden County Open Space -

Saddle Woods 18,697 18,697

Total All Grant $ 62,766 $ 48,035 $ 28,836 $ 81,965

TOWNSHIP OF HADDON FEDERAL Al D STATE GRANTS FUND

SCHEDULE OF RESERVES FOR GRANTS - APPROPRIATED FOR TI-IE YEAR ENDED DECEMBER 31, 2012

EXHIBIT A-26

|  |  |  |  |
| --- | --- | --- | --- |
|  | TRANSFER |  | |
| BALANCE DECEMBER 31, | FROM 2012 BUDGET |  | BALANCE DECEMBER 31, |
| 2011 | APPROPRIATION | EXPENDED | 2012 |

State Grants:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Recycling T01u1age Grant  Alcohol Education & Rehabilitation | $ 65,854 | $ 43,024 | $ 32,016 | $ 76,862 |
| Fund | 4,423 | 2,914 |  | 7,337 |
| Environmental Co1nmissioner - |  |  |  |  |
| DEP Grant | 620 |  |  | 620 |
| Drunk Driving Enforcement Grant | 24,694 | 3,830 | 2,009 | 26,515 |
| Clean Con1111u1rities Grant  Safe & Secure Co!TI111UI1ities Grant | 48,928 | 23,279 | 8,511 | 63,696 |
| Pedestrian Safety Grant | 3,280 |  |  | 3,280 |
| Green Conununities Grant | 3,000 |  | 3,000 |  |
| Delaware Valley Estuary Grant | 25,000 |  |  | 25,000 |
| Body Ar1nor Fund | 4,020 | 1,727 |  | 5,747 |
| Economic Development Authority |  |  |  |  |
| Grant -2008 | 141,592 |  | 128,006 | 13,586 |

Economic Develop1nent Authority

Grant -2009 570,781 5,620 565,161

Econo111ic Development Authority

Grant -2011 124,928 6,152 118,776

Econo1nic Development Authority

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Grant -2012 |  | 176,708 | 152,445 | 24,263 |
| CSIP Tree Commission  Drug A\vareness & Resistance | 99 |  |  | 99 |
| Education | 14,417 |  | 5,537 | 8,880 |
| NJ Historic Trust |  | 50,000 | 24,700 | 25,300 |

Safe & Secure Co1rununities Grant 60,000 60,000 Total State Grants 1,031,636 361,482 427,996 965,122

Other Grants:

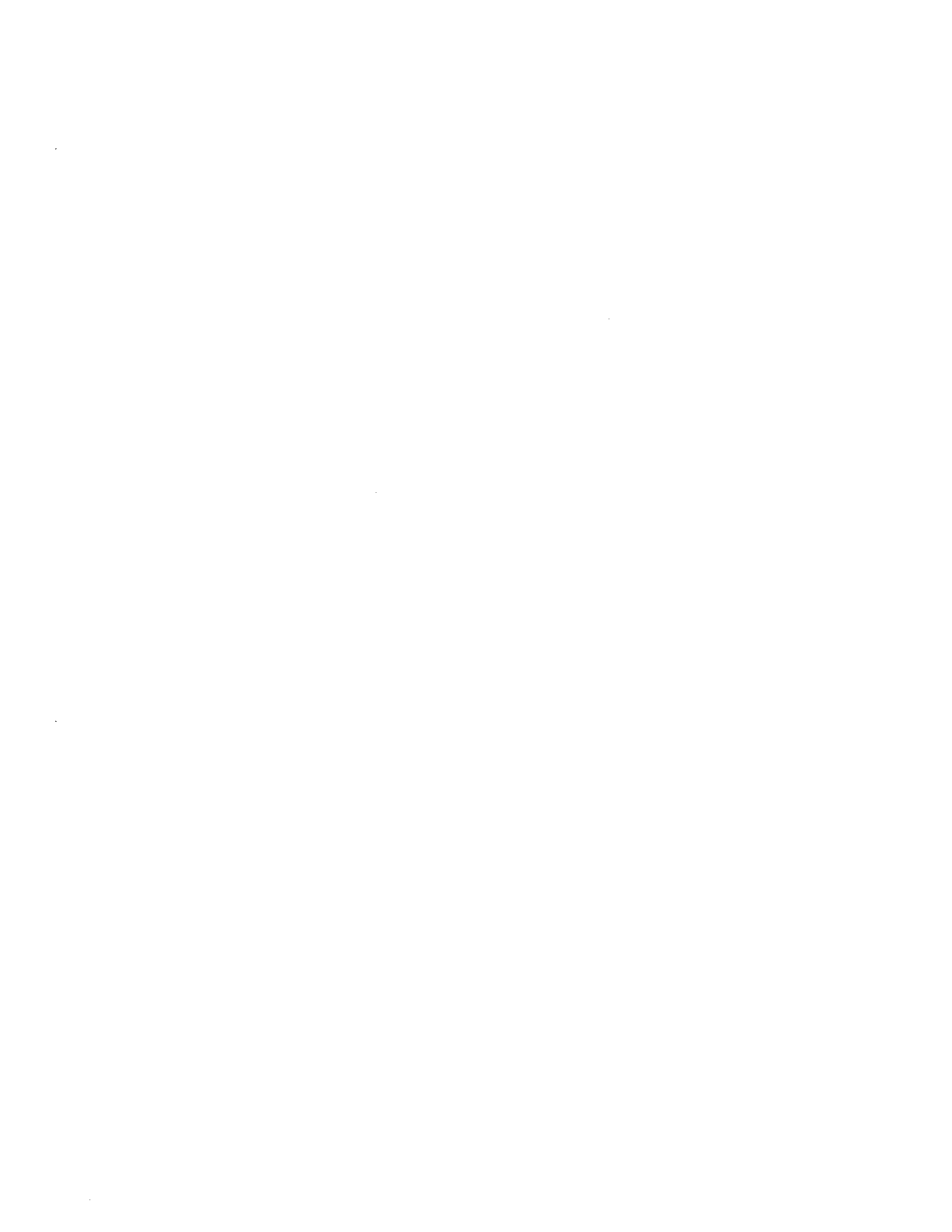
Camden County Open Space Grant:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Saddler Woods Project Fire Safety Progra1n - |  | 391 |  |  | 391 |
| Township Match Safe & Secure Grant - |  | 1,177 | 5,804 | 6,626 | 355 |
| Township Match |  | 12,901 | 12,901 |  | 25,802 |
| Municipal Alliance Progra1n - |  |  |  |  |  |
| Tovl'nship Match |  | 4,228 |  |  | 4,228 |
| Total Other Grants |  | 18,697 | 18,705 | 6,626 | 30,776 |

Total All Grant $ 1 050.333 $ 380 187 $ 434 622 $ 995 898



#### TRUST FUND



TOWNSHIP OF HADDON TRUST FUND

SCHEDULE OF CASH - TREASURER

FOR THE YEAR ENDED DECEMBER 31, 2012

EXHIBIT B-1

ANIMAL CONTROL

OTHER FUND

|  |  |  |
| --- | --- | --- |
| Balance Dece1nber 31, 2011 Increased by Receipts:  Dog License Fees  Cat License Fees  Miscellaneous Other Fees  Dog Registration Fees - Due State of  New Jersey  Due Cutrent Fund Reserve for Payroll  Maniage License Fees - Due State of New Jersey  Reserve for Public Defender  Reserve for Parking Offenses Adjudication Act | $ 793,903 | $ 5,980 |
|  | $ 7,689 |
|  | 1,951 |
|  | 185 |
|  | 989 |
| $ 4,218 | 60 |
| 6,397,030 |  |
| 1,750 |  |
| 7,025 |  |
| 1,492 |  |
| Reserve for New Jersey Unemploy1nent |  |  |
| Compensation Insurance - Interest Earned | 752 |  |
| Budget Approptiations - Unen1ployinent Trust | 50,000 |  |
| Other Receipts - Une1nploy1nent Trust | 7,002 |  |
| Conunm1ity Develop1nent Block Grant Receivable | 21,060 |  |
| Reserve for Tax Title Lien Redeinption Fund | 603,892 |  |
| Pre1nimns Received at Tax Sale | 160,900 |  |
| Reserve for Mru1icipal D1ug Alliance Donations | 8,642 |  |
| Reserve for Funds Held in Escrow | 15,213 |  |
| Reserve for E1nployment of Off Duty Police | 213,921 |  |
| Reserve for Recreation | 12,400 |  |
| Budget Approp1iations - Accumulated Leave | 47,000 |  |
| Reserve for Civic Celebrations | 51,431 |  |
| Reserve for M.L.E.T.A | 2,065 |  |
| Total Increases | 7,605,793 | 10,874 |
| Total Increases & Balances | 8,399,696 | 16,854 |
| Decreased by Disburse1nents: Expenditures Under R.S.4:19-15.11 |  | 12,478 |
| Due Utility Operating Fund  Dog Registration Fees - Due State of New Jersey Reserve for Payroll | 42,526  6,301,923 | 834 |
| Maniage License Fees - Due State of New Jersey Reserve for New Jersey Uneinployment  Compensation Insurance - Clallns Paid | 1,825  32,124 |  |
| Reserve Com1nunity Developtnent Block Grant | 21,112 |  |
| Reserve for Tax Title Lien Redemption Fund | 672,393 |  |
| Prcmiutns Received at Tax Sale | 182,500 |  |
| Reserve for Municipal D1ug Alliance Donations | 3,928 |  |
| Reserve for Funds Held in Escrow | 17,152 |  |
| Reserve for E1nploy1nent of Off Duty Police | 131,153 |  |
| Reserve for Recreation | 12,437 |  |
| Reserve for Accu1nulated Leave C01npensation | 49,666 |  |
| Reseive for Snow Re1noval | 5,101 |  |
| Reserve for Civic Celebrations | 42,808 | |
| Total DisbuISements | 7,516,648 13,312 | |
| Balance Dece1nbei·31, 2012 | $ 883,048 $ 3 542 | |

TOWNSHIP OF HADDON TRUST ASSESSMENT FUND

SCHEDULE OF DEPOSITS ON FUTURE ASSESSMENTS FOR THE YEAR ENDED DECEMBER 31, 2012

NAME BLOCK LOT

EXHIBIT B-2

AMOUNT

|  |  |  |  |
| --- | --- | --- | --- |
| Alan J. Curtin | 248 | 20 | $ 300 |
| Hamilton Builders, Inc. (D&G Albanese Paving) | 20 | 8 | 150 |

Total

$ 450

TRUST FUND - ANIMAL CONTROL FUND

EXHIBIT B-3

SCHEDULE OF RESERVE FOR ANIMAL CONTROL FUND EXPENDITURES FOR THE YEAR ENDED DECEMBER 31, 2012

Balance December 31, 2011

Increased by: Receipts:

$ 5,844

|  |  |
| --- | --- |
| Dog License Fees | $ 7,689 |
| Cat License Fees | 1,951 |
| Late Fees & Duplicate Tag Fees | 185 9 825 |
| Subtotal | 15,669 |
| Decreased by:  Disburse1nents - Expenditures Under R.S. 4:19-15.11 Cash | 12 478 |
| Balance/(Deficit) December 31, 2012 | $ 3.191 |

LICENSE FEES COLLECTED

|  |  |
| --- | --- |
| YEAR | AMOUNT |
| 2011 | $ 9,396 |
| 2010 | 9 018 |
| Total | $ 18.414 |

SCHEDULE OF DUE TO/FROM CURRENT FUND FOR THE YEAR ENDED DECEMBER 31, 2012

Balance December 31, 2011 Increased by:

Interest Earned on Investments & Deposits Balance December 31, 2012

EXHIBIT B-4

$ 159

60

$ 219

TOWNSHIP OF HADDON TRUST OTHER FUND

EXHIBIT B-5

SCHEDULE OF COMMUNITY DEVELOPMENT BLOCK GRANT RECEIVABLE FOR THE YEAR ENDED DECEMBER 31, 2012

Balance, December 31, 2012 and 2011 $ 52,905

TRUST FUND - ANIMAL CONTROL FUND SCHEDULE OF DUE TO STATE OF NEW JERSEY FOR THE YEAR ENDED DECEMBER 31, 2012

EXHIBIT B-6

|  |  |
| --- | --- |
| Balance Dece1nber 31, 2011  Increased by: | $ 7 |
| Registration Fees Collected | 989 |
| Subtotal | 996 |
| Decreased by: |  |
| Disburse1nents | 834 |
| Balance December 31, 2012 | $ 162 |

|  |  |
| --- | --- |
| SCHEDULE OF PAYROLL DEDUCTIONS PAYABLE | EXHIBIT B-7 |
| FOR THE YEAR ENDED DECEMBER 31, 2012 |  |
| Balance Dece1nber 31, 2011 | $ 78,491 |
| Increased by: |  |
| Receipts | 6,397,030 |
| Subtotal | 6,475,521 |
| Decreased by: |  |
| Disburse1nents | 6,301,923 |
| Balance Dece1nber 31, 2012 | $ 173 598 |
| A detail analysis of Payroll Deductions Payable is on file in the Treasurer's Office. |  |

TOWNSHIP OF HADDON TRUST FUND OTHER FUND

SCHEDULE OF DUE TO/FROM CURRENT FUND FOR THE YEAR ENDED DECEMBER 31, 2012

Balance, December 31, 2011 (Due from)

Increased *by:*

Transfer to Current Fund

EXHIBIT B-8

$ 90,249

|  |  |
| --- | --- |
| Subtotal | 90,249 |
| Decreased by:  Transfer From Current Fund | 4,218 |
| Balauce, December 31, 2012 (Due from) | $ 86 031 |

EXHIBIT B-9

SCHEDULE OF DUE TO STATE OF NEW JERSEY - MARRIAGE & BURIAL LICENSE FEES FOR THE YEAR ENDED DECEMBER 31, 2012

|  |  |
| --- | --- |
| Balance, December 31, 2011  Increased by: | $ 2,312 |
| Receipts | 1,750 |
| Subtotal | 4,062 |
| Decreased by: |  |
| Disbursements | 1,825 |
| Balance, December 31, 2012 | $ 2.237 |

SCHEDULE OF RESERVE FOR PUBLIC DEFENDER FOR THE YEAR ENDED DECEMBER 31, 2012

EXHIBIT B-10

|  |  |
| --- | --- |
| Balance, Dece1nber 31, 2011 | $ 7,109 |
| Increased by: Deposits | 7 025 |
| Balance, Dece1nber 31, 2012 | $ 14 134 |

TOWNSHIP OF HADDON TRUST OTHER FUND

EXHIBIT B-11

SCHEDULE OF RESERVE FOR PARKING OFFENSES ADJUDICATION ACT FOR THE YEAR ENDED DECEMBER 31, 2012

|  |  |
| --- | --- |
| Balance, Dece1nber 31, 2011 | $ 594 |
| Increased by: Receipts | 1,492 |
| Balance, December 31, 2012 | $ 2.086 |

EXHIBIT B-12 SCHEDULE OF RESERVE FOR NEW JERSEY UNEMPLOYMENT COMPENSATION INSURANCE

FOR THE YEAR ENDED DECEMBER 31, 2012

Balance, Dece1nber 31, 2011 $ 82,246

Increased by: Receipts:

|  |  |
| --- | --- |
| Interest Earned on Investments | $ 752 |
| Due From State of New Jersey | 7,002 |
| Budget Appropriations - Cu1Tent | 40,000 |
| Budget Appropriations - Utility 10,000 57,754 | |
| Subtotal | 140,000 |
| Decreased by:  Clai111s Paid | 32,124 |
| Balance, December 31, 2012 | $ 107,876 |

EXHIBIT B-13 SCHEDULE OF RESERVE FOR COMMUNITY DEVELOPMENT BLOCK GRANT

FOR THE YEAR ENDED DECEMBER 31, 2012

|  |  |
| --- | --- |
| Balance, Dece1nber 31, 2011  Increased by: | $ 44,142 |
| Rei1nbursement | 21,060 |
| Subtotal | 65,202 |
| Decreased by: Disburse1nents | 21,112 |
| Balance, Dece1nber 31, 2012 | $ 44.090 |

TOWNSHIP OF HADDON TRUST OTHER FUND

SCHEDULE OF PREMIUMS RECEIVED AT TAX SALE FOR THE YEAR ENDED DECEMBER 31, 2012

EXHIBIT B-14

|  |  |
| --- | --- |
| Balance Dece1nber 31, 2011  Increased by: | $ 313,900 |
| Receipts | 160,900 |
| Subtotal | 474,800 |
| Decreased by:  Refunds | 182,500 |
| Balance Dece1nber 31, 2012 | $ 292 300 |

EXHIBIT B-15 SCHEDULE OF RESERVE FOR DISPOSAL OF FORFEITED PROPERTY

FOR THE YEAR ENDED DECEMBER 31, 2012

Balance December 31, 2012 & 2011 $ 7 169

SCHEDULE OF RESERVE FOR TAX TITLE LIEN REDEMPTION FOR THE YEAR ENDED DECEMBER 31, 2012

EXHIBIT B-16

|  |  |
| --- | --- |
| Balance Dece1nber 31, 2011  Increased by: | $ 157,453 |
| Receipts | 764,792 |
| Subtotal | 922,245 |
| Decreased by:  Disburse1nents | 833 293 |
| Balance Dece111ber 31, 2012 | $ 88 952 |

TOWNSHIP OF HADDON TRUST OTHER FUND

EXHIBIT B-17

SCHEDULE OF RESERVE FOR MUNICIPAL DRUG ALLIANCE DONATIONS FOR THE YEAR ENDED DECEMBER 31, 2012

Balance, Dece1nber 31, 2011

$ 11,801

Increased by: Receipts

$ 8,491

|  |  |
| --- | --- |
| Interest Earned | 151 8,642 |
| Subtotal | 20,443 |
| Decreased by: Disburse1nents | 3,928 |
| Balance, Decetnber 31, 2012 | $ 16,515 |

SCHEDULE OF RESERVE FOR FUNDS HELD IN ESCROW FOR THE YEAR ENDED DECEMBER 31, 2012

EXHIBIT B-18

PLANNING/

SHADE ZONING

TREE BOARD REDEVELOPER TOTAL ESCROW ESCROW ESCROW

Balance, Dece1nber 31, 2011 $ 54,036 $ 663 $ 53,373 Increased by:

Receipts 15,213 2,437 12,373 $ 403

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Subtotal | 69,249 | 3,100 | 65,746 |  | 403 |
| Decreased by: Disburse1nents | 17,152 | 2,440 | 14,309 |  | 403 |
| Balance, Dece1nber 31, 2012 | $ 52 097 | $ 660 | $ 51.437 | $ |  |

TOWNSIDP OF HADDON TRUST OTHER FUND

EXHIBIT B-19

SCHEDULE OF RESERVE FOR EMPLOYMENT OF OFF-DUTY POLICE OFFICERS FOR THE YEAR ENDED DECEMBER 31, 2012

|  |  |
| --- | --- |
| Balance, Dece1nber 31, 2011  Increased by: | $ 26,757 |
| Receipts | 213,921 |
| Subtotal | 240,678 |
| Decreased by: |  |
| Disbursements | 131,153 |
| Balance, Dece1nber 31, 2012 | $ 109.525 |

SCHEDULE OF RESERVE FOR RECREATION TRUST FUND FOR THE YEAR ENDED DECEMBER 31, 2012

EXHIBIT B-20

|  |  |
| --- | --- |
| Balance, Dece1nber 31, 2011  Increased by: | $ 3,223 |
| Receipts | 12,400 |
| Subtotal | 15,623 |
| Decreased by: |  |
| Disburscincnts | 12,437 |
| Balance, Dcce1nbcr 31, 2012 | $ 3 186 |

EXHIBIT B-21

SCHEDULE OF RESERVE FOR ACCUMULATED LEAVE COMPENSATION FOR THE YEAR ENDED DECEMBER 31, 2012

|  |  |
| --- | --- |
| Balance, Dece1nber 31, 2011  Increased by: | $ 62,952 |
| Budget Appropriaton - Current | 40,000 |
| Budget Approp1iaton - Utility | 7,000 |
| Subtotal | 109,952 |
| Decreased by: Disburse1nents | 49,666 |
| Balance, Dece1nber 31, 2012 | $ 60.286 |

TOWNSHIP OF HADDON TRUST OTHER FUND

SCHEDULE OF RESERVE FOR LIBRARY FOR THE YEAR ENDED DECEMBER 31, 2012

EXHIBIT B-22

Balance, December 31, 2012 & 2011 $ 2,403

EXHIBIT B-23

SCHEDULE OF RESERVE FOR MAINTENANCE - BUILDING SIGNS FOR THE YEAR ENDED DECEMBER 31, 2012

Balance, Dece1nber 31, 2012 & 2011 $ 4 000

|  |  |
| --- | --- |
| SCHEDULE OF RESERVE FOR SNOW REMOVAL | EXHIBIT B-24 |
| FOR THE YEAR ENDED DECEMBER 31, 2012 |  |
| Balance, Dece1nber 31, 2011 | $ 64,557 |
| Decreased by: |  |
| Disbursements | 5,101 |
| Balance, Dece1nber 31, 2012 | $ 59,456 |

TOWNSHIP OF HADDON TRUST OTHER FUND

SCHEDULE OF RESERVE FOR CIVIC CELEBRATIONS FOR THE YEAR ENDED DECEMBER 31, 2012

EXHIBIT B-25

|  |  |
| --- | --- |
| Balance, December 31, 2011  Increased by: | $ 2,457 |
| Receipts | 51,431 |
| Subtotal | 53,888 |
| Decreased by:  Disburse1nents | 42,808 |
| Balance, Dece1nber 31, 2012 | $ 11.080 |

SCHEDULE OF RESERVE FOR CELL PHONE TOWER LEASE FOR THE YEAR ENDED DECEMBER 31, 2012

Balance, December 31, 2012 & 2011

SCHEDULE OF RESERVE FOR ELECTION EXPENSE FOR THE YEAR ENDED DECEMBER 31, 2012

Balance, December 31, 2012 & 2011

SCHEDULE OF RESERVE FOR M.L.E.T.A. FOR THE YEAR ENDED DECEMBER 31, 2012

Balance, Dece1nber 31, 2011

Increased by:

Receipts

Balance, Dece1nber 31, 2012

EXHIBIT B-26

$ 4,400

EXHIBIT B-27

$ 7.783

EXHIBIT B-28

$

2,065

$ 2,065

# GENERAL CAPITAL FUND



TOWNSHIP OF HADDON GENERAL CAPITAL FUND

SCHEDULE OF GENERAL CAPITAL CASH - TREASURER FOR THE YEAR ENDED DECEMBER 31, 2012

EXHIBIT C-1

|  |  |  |
| --- | --- | --- |
| Balance, Dece1nber 31, 2011  Increased by Receipts: |  | $ 2,238,409 |
| Due CmTent Fund | $ 14,771 |  |
| Reserve for Bond Anticipation Note Payable | 11,810,124 |  |
| Reserve for DY DEE Development - Interest Eanllngs | 3,171 |  |
| Capital Improvement Fund | 65,000 | 11,893,066 |
| Subtotal |  | 14,131,475 |
| Decreased by Disburse1nents: |  |  |
| Reserve for Bond Anticipation Note Payable | 11,810,124 |  |
| hnprove1nent Authorizations | 1,589,175 | 13,399,299 |

Balance, Dece111ber 31, 2012 $ 732.176

TOWNSHIP OF HADDON GENERAL CAPITAL FUND

ANALYSIS OF GENERAL CAPITAL CASH FOR THE YEAR ENDED DECEMBER 31, 2012

EXHIBIT C-2

|  |  |
| --- | --- |
| Fund Balance | $ 17,508 |
| Capital Improvement Fund | 24,000 |
| Due Cun·ent Fund | (187,239) |
| Due Tiust Assessment Fund | 450 |
| Due Fann New Jersey Road Aid | (265,868) |
| Reserve for Encumbrances | 478,739 |
| Reserve for Flood Procee.ds | 25,866 |
| Reserve for Flood Proceeds  **Improvement Authorizations:** | 3,171 |
| ORDINANCE |  |
| NUMBER DESCRIPTION |  |

|  |  |  |
| --- | --- | --- |
| 911 | Vati.ous Iinprovctnents | 412 |
| 933-1065 | Acquisition of MacArthur Tract | 73,635 |
| 1084 | Acquisition, Const1uction, Repair & Installation of Various Capital |  |
|  | Itnprove1nents | 89 |
| 1103 | Acquisition, Consttuction, Repair & Installation of Various Capital |  |
|  | Improvements | 242,272 |
| 1104 | Acquisition, Construction, Repair & Installation of Various Capital |  |
|  | Improvements to the DyDee Wash Redevelop1nent Project | 474,821 |
| 1134 | Acquisition, Constluction, Repair & Installation of Various Capital |  |
|  | Improvements | 44,600 |
| 1161  1185 | Acquisition, Construction, Repair & Installation of Vruious Capital I:inprovements  Acquisition, Construction, Repair & Installation of Vaii.ous Capital Ilnprovernents | 25,708  87,176 |

1197

1220

St:reetscape Trnprovements

Co111pletion of Various Capital J1nproveinents & Acquisition of

(2,788)

|  |  |  |
| --- | --- | --- |
| 1240 | Capital Equip111ent  Acquisition, Construction, Repair & Installation of Various Capital | 494,220 |
|  | I:inprove1nents | 759,126 |
| 1265 | Acquisition, Construction, Repair & Installation of Various Capital |  |
| 1279 | I:inprove111ents  Acquisition, Construction, Repair & | (733,839) |
|  | I:i1stallation of Various Capital |  |
|  | I1nprovernents | (765,517) |
| 1298 | Acquisition, Construction, Repair & |  |
|  | Installation of Various Capital |  |
|  | I1nprove1nents | (64,366) |

Total

732,176

EXHIBIT C-3 SCHEDULE OF DEFERRED CHARGES TO FUTURE TAXATION - FUNDED

FOR THE YEAR ENDED DECEMBER 31, 2012

Balance, Dece1nber 31, 2011

Decreased by:

2012 Budget Appropriations: Sedal Bonds

Green Acres Loans Balance, Decen1ber 31, 2012

$ 10,337,750

s 656,600

34,356 690,956

$ 9 646 794

**TO,VNSHIP OF HADDON**

GENERAL CAPITAL FUND

SCHEDULE OF DEFERRED CHARGES TO FUTURE TAXATION - UNFUNDED

**FOR Tl-IE YEAR ENDED DECEMBEll 31, 2012**

EXHIBIT C-4

BALANCE

BALANCE

ANAL YSlS OF BALANCE

DECEMBER 31, 2012

ORDINANCE NUMBER

IMPROVEMENT DESCRJPTJON

DECEMBER 31,

2011

2012

AUTHORIZATIONS FUNDED

DECEMBER 31,

2012

BAN'S OUTSTANDING

UNEXPENDED BALANCE

EXPENDED BALANCE

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| 1104/1247 | Acquisition, Construction, Repair & Installation of Various Capital Improve1nents to the DyDee Wash |  | | | | | |
|  | 1Zedevelopn1ent Project | $ 7,810,124 | $ 63,292 | $ 7,746,832 | $ 7,746,832 |  |  |
| 1161 | Acquisition, Construction, Repair &  Installation of Various Capital |  |  |  |  |  |  |
|  | Improve1nents | 898 |  | 898 |  | $ 898 |  |
| 1185 | Acquisition, Construction, Repair & |  |  |  |  |  |  |
|  | Installation of Various Capital |  |  |  |  |  |  |
|  | I111proven1cnls | 38,765 |  | 38,765 |  | 35,977 | $ 2,788 |
| 1197 | Strcetscapc Improvements |  |  |  |  |  |  |
| 1220 | Con1pletion of Various Capital In1prove1nents & Acquisition |  |  |  |  |  |  |

1240

1265

1279

of Capital Equipment

Acquisition, Construction, Repair & Installation of Various Capital Jinprovernents

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| 2,130,000 |  |  | 2,130,000 | 2,070,550 | 59,450 |  |
| 1,929,450 |  |  | 1,929,450 | 1,929,450 |  |
| 1,400,300 |  |  | 1,400,300 |  | 666,459 | 733,841 |
| 1,106,750 |  |  | 1,106,750 |  | 341,234 | 765,516 |
|  | $ 1,054,500 |  | 1,054,500 |  | 990,135 | 64,365 |
| $ 14.416 287 | $ 1,054,500 | $ 63 292 | $ 15,407 495 | $ 11 746 832 | $ 2 094.153 | $ 1 566 510 |

Acquisition, Construction, Repair & Installation of Various Capital Improvements

Acquisition, Construction, Repair & Installation of Various Capital Improvements

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 1298 | Acquisition of Capital |  | | | |
|  | Equip111ent & Various |  |  |  |  |

Capital Improve111ents Total

Payment of Bond Anticipation Note $ 63,292

Total $ 63 292

TOWNSHIP OF HADDON GENERAL CAPITAL FUND

SCHEDULE OF RESERVE FOR DY DEE DEVELOPMENT FOR THE YEAR ENDED DECEMBER 31, 2012

Balance, Dece1nber 31, 2011 Increased by:

Interest Ean1ings

Balance, December 31, 2012

SCHEDULE OF DUE TO CURRENT FUND FOR THE YEAR ENDED DECEMBER 31, 2012

Balance, Dece1nber 31, 2011 Increased by:

Receipts

Balance, Dece1nber 31, 2012

EXHIBIT C-5

$ -

3,171

$ 3,171

EXHIBIT C-6

$ (202,010)

14,771

$ (187,239)

|  |  |
| --- | --- |
| SCHEDULE OF CAPITAL IMPROVEMENT FUND | EXHIBIT C-7 |
| FOR THE YEAR ENDED DECEMBER 31, 2012 |  |
| Balance, December 31, 2011 | $ 14,500 |
| Increased by: |  |
| Receipts - 2012 Budget Appropliation | 65,000 |
| Subtotal | 79,500 |
| Decreased by:  Appropriation to Finance hnprovement Authorizations | 55,500 |
| Balance, Dece1nber 31, 2012 | $ 24,000 |

70

**TOWNSllll' OF IIADDON GENERAL CAPITAL FUND**

**SCIIEDULE OF 11\iIPROVEMENT AUTIIORIZATIONS I<OR Tl-IE YEAR ENDED DECEl\llBER 31, 2012**

EXHIBIT C-8

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | | BALANCE |  |  |  | BALANCE |
| ORDINANCE NUMBER | IMPROVEMENT  DESCRlPTION | ORDINANCE DECEMBER 31, 2011  DATE AMOUNT FUNDED UNFUNDED RESERVED | 2012  AUTHORJZATIONS | EXPENDED | REFUNDS | DECEMBER 31, 2012  FUNDED UNFUNDED RESERVED |

911 Various Improve1nents 5/7/91 $ 2,895,000 $ 412 $ 412

933-1065 Acquisition of MacArthur Tract 4/21/92&00 1,650,000 73,635 73,635 1084-1172 Acquisition, Construction, Repair &

Installation of Various Capital

1Inprove1nents 6/18/02 1,750,000 10,634 $ 662 $ 10,545 89 $ 662

1103 Acquisition, Construction, Repair & Installation of Various Capital

Ilnprove1nents 5/18/04 3,675,000 299,797 55,527 242,272 1,998

1104/1247 Acquisition, Construction, Repair &

Installation of Various Capital Ilnprovements to the DyDee

\Vash Redevelop1nent Project 9/28/04 8,000,000 526,192 51,371 $ 474,821

1134 Acquisition, Construction, Repair &

Installation of Various Capital

Improvements 5/31/05 1,400,000 76,845 32,245 44,600

"" 1161 Acquisition, Construction, Repair &

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | Il1stallation of Various Capital Improvements | 5/23/06 | 1,500,000 | 40,529 | 898 |  |  | 10,992 | 25,708 | 898 | 3,829 |
| 1185 | Acquisition, Construction, Repair & |  |  |  |  |  |  |  |  |  |  |
|  | Installation of Various Capital |  |  |  |  |  |  |  |  |  |  |
|  | In1prove1nents | 6/25/07 | 1,550,000 | 151,133 | 35,977 | 4,111 |  | 59,426 | 87,176 | 35,977 | 8,642 |
| 1197 | Streetscape 1Inprove1nents | 11/27/07 | 64,276 |  |  |  |  |  |  |  |  |
| 1220 | Completion of Various Capital |  |  |  |  |  |  |  |  |  |  |
|  | Improvements & Acquisition |  |  |  |  |  |  |  |  |  |  |
|  | of Capital Equipment |  | 2,400,000 |  | 819,973 | 14,114 |  | 277,097 |  | 494,220 | 62,770 |
| 1240 | Acquisition, Construction, Repair & |  |  |  |  |  |  |  |  |  |  |
|  | Il1stallation of Various Capital |  |  |  |  |  |  |  |  |  |  |
|  | Il11prove1nents | *6123109* | 2,211,000 |  | 938,359 | 102,866 |  | 102,360 |  | 818,576 | 120,289 |
| 1265 | Acquisition, ConstJ.uction, Repair & |  |  |  |  |  |  |  |  |  |  |
|  | Installation of Various Capital |  |  |  |  |  |  |  |  |  |  |
|  | Ilnprove111ents | 6/23/10 | 1,625,000 |  | 920,649 | 69,265 |  | 218,860 |  | 666,459 | 104,595 |
| 1279 | Acquisition, Construction, Repair & |  |  |  |  |  |  |  |  |  |  |
|  | lnstallation of Various Capital |  |  |  |  |  |  |  |  |  |  |
|  | Improven1ents | 4/26/11 | 1,365,000 |  | 978,075 |  |  | 576,560 |  | 341,234 | 60,281 |
| 1298 | Acquisition of Capital |  |  |  |  |  |  |  |  |  |  |
|  | Equipment & Various Capital ill1provements | 7/24/12 | 1,054,500 |  |  |  | $ **1** 300.000 | 194 192 |  | 990, 135 | 115,673 |
|  |  | Total |  | $ 652 985 | $ 4 220.123 | $ 191 018 | $ **1** 300 000 | $ 1 589 175 | $ $ 473 892 | $ 3 822 320 | $ 478.739 |

TOWNSHIP OF HADDON GENERAL CAPITAL FUND

EXHIBIT C-9

SCHEDULE OF GREEN TRUST LOAN PROGRAM - CRYSTAL LAKE DEVELOPMENT FOR THE YEAR ENDED DECEMBER 31, 2012

|  |  |
| --- | --- |
| Balance, Dece1nber 31, 2011 | $ 55,149 |
| Decreased by:  Budget Appropriation | 4,530 |
| Balance, Dece1nber 31, 2012 | $ 50 619 |

|  |  |  |
| --- | --- | --- |
| Aplil 2013 | SCHEDULE OF GREEN ACRES LOAN PAYABLE DECEMBER 31, 2012  $ | 2,299 |
| October 2013 |  | 2,322 |
| April 2014 |  | 2,345 |
| October 2014 |  | 2,369 |
| April 2015 |  | 2,392 |
| October 2015 |  | 2,416 |
| April 2016 |  | 2,440 |
| October 2016 |  | 2,465 |
| April 2017 |  | 2,489 |
| October 2017 |  | 2,514 |
| April 2018 |  | 2,539 |
| October 2018 |  | 2,565 |
| April 2019 |  | 2,590 |
| October 2019 |  | 2,616 |
| April 2020 |  | 2,643 |
| October 2020 |  | 2,669 |
| April 2021 |  | 2,696 |
| October 2021 |  | 2,723 |
| Aplil 2022 |  | 2,750 |

October 2022

2,777

Total

$ 50 619

TOWNSHIP OF HADDON GENERAL CAPITAL FUND

EXHIBIT C-10

SCHEDULE OF GREEN TRUST LOAN PROGRAM - MAC ARTHUR TRACT ACQUISITION FOR THE YEAR ENDED DECEMBER 31, 2012

|  |  |
| --- | --- |
| Balance, Decen1ber 31, 2011 | $ 381,601 |
| Decreased by:  Budget Appropriation | 29,826 |
| Balance, December 31, 2012 | $ 351 775 |

|  |  |  |
| --- | --- | --- |
| January 2013 | SCHEDULE OF GREEN ACRES LOAN PAYABLE DECEMBER 31, 2012  $ | 15,137 |
| July 2013 |  | 15,289 |
| January 2014 |  | 15,441 |
| July 2014 |  | 15,596 |
| January 2015 |  | 15,752 |
| July 2015 |  | 15,909 |
| January 2016 |  | 16,068 |
| July 2016 |  | 16,229 |
| Janumy 2017 |  | 16,391 |
| July 2017 |  | 16,555 |
| January 2018 |  | 16,721 |
| July 2018 |  | 16,888 |
| January 2019 |  | 17,057 |
| July 2019 |  | 17,228 |
| January 2020 |  | 17,400 |
| July 2020 |  | 17,574 |
| January 2021 |  | 17,750 |
| July 2021 |  | 17,927 |
| January 2022 |  | 18,106 |
| July 2022 |  | 18,287 |

Jairnaiy 2023

Total

18,470

$ 351,775

**TOWNSHIP OF HADDON GENERAL CAPITAL 11UND**

**SCHEDULE OF GENERAL SERIAL BONDS FOR THE YEAR ENDED DECEMBER** 31, **2012**

EXHIBIT C-11

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | | | MATURITIES OF BONDS |  | | | |
|  | DATE OF | ORIGINAL | OUTSTANDING  DECEMBER 3 L 2012 | INTEREST | BALANCE DECEMBER 31, | PAID BY BUDGET | BALANCE DECEMBER 31, |
| PURPOSE | ISSUE | ISSUE | DATE AMOUNT | RATE | 2011 | APPROPRIATION | 2012 |

#### ....,

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **General Bonds** | 08/15/2001 | $ 1,780,000 | 08/15/13-15 | $ 100.000 | 4.50% | $ 1,105,000 | $ 100,000 | $ 1,005,000 |
|  |  |  | 08/15/2016 | 105,000 | **4. 60%** |  |  |  |
|  |  |  | 08/15/2917 | 120,000 | 4.60% |  |  |  |
|  |  |  | 08/15/18-19 | 120,000 | 4.70% |  |  |  |
|  |  |  | 08/15/20-21 | 120,000 | 4.75% |  |  |  |
| **General Bonds** | 4/20/2006 | 6,175,000 | 11/15/13 | 250,000 | 4.000% | 5,150,000 | 250,000 | 4,900,000 |
|  |  |  | 11/15/14-15 | 300,000 | 4.000% |  |  |  |
|  |  |  | 11/15/2016 | 300,000 | 4.125% |  |  |  |
|  |  |  | 11/15/17-18 | 325,000 | 4.125% |  |  |  |
|  |  |  | 11/15/19-22 | 375,000 | 4.125% |  |  |  |
|  |  |  | 11/15/23-24 | 400,000 | 4.150% |  |  |  |
|  |  |  | 11/15/25-26 | 400,000 | 4.250% |  |  |  |
| **General Bands** | 517/2008 | 2,595,000 | 5/1/13-14 | 100,000 | 3.625% | 2,335,000 | 90,000 | 2,245,000 |
|  |  |  | 511/15 | 115,000 | 3.625% |  |  |  |
|  |  |  | 5/1/16-18 | 125,000 | 3.625% |  |  |  |
|  |  |  | 5/1/19 | 135,000 | 3.625% |  |  |  |
|  |  |  | *511120* | 140,000 | 3.750% |  |  |  |
|  |  |  | 5/1/21 | 150,000 | 3.750% |  |  |  |
|  |  |  | 5/1/22-23 | 160,000 | 3.750% |  |  |  |
|  |  |  | 5/1/24-27 | 160,000 | 4.000% |  |  |  |
|  |  |  | 5/1/28 | 170,000 | 4.000% |  |  |  |
| Refunding Bonds | 517/2008 | 2,394,000 | 9/15/13 | 228,000 | 3.250% | 1,311,000 | 216,600 | 1,094,400 |
|  |  |  | 9/15/14 | 225,150 | 3.250% |  |  |  |
|  |  |  | 9/15/15 | 219,450 | 3.250% |  |  |  |
|  |  |  | 9/15/16 | 142,500 | 3.250% |  |  |  |
|  |  |  | 9/15/17 | 139,650 | **3.375o/o** |  |  |  |

"""

9/15/18 139,650 **3.450%**

Total $ 9,901 ,000 $ 656,600 $ 9,244,400

TOWNSHIP OF HADDON GENERAL CAPITAL FUND

SCHEDULE OF OBLIGATIONS UNDER CAPITAL LEASE FOR THE YEAR ENDED DECEMBER 31, 2012

Balance, December 31, 2011 Decreased by:

Defeasance of Capital Lease Obligation Balance, Dece1nber 31, 2012

75

EXHIBIT C-12

$ 339,000

339,000

$

TOWNSHIP OF HADDON GENERAL CAPITAL FUND

SCHEDULE OF BOND ANTICIPATION NOTES FOR THE YEAR ENDED DECEMBER 31, 2012

EXHIBIT C·13

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | | | DATE OF |  |  | BALANCE |  |  | BALANCE |
| ORDINANCE |  |  | ORIGINAL | DAIE OF | DAfE OF | INTEREST DECEMBER 31, |  |  | DECEMBER 31, |
| NUMBER | IMPROVEMENT | DESCRIPTION | NOTE | ISSUE | MATURITY | RATE 2011 | INCREASE | DECREASE | 2012 |

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 110411247 | **Acquisition, Construction, H..epair** & |  | | | | | | | |
|  | **h1stallation of Various Capital** |  |  |  |  |  |  |  |  |
|  | **hnprovements to the DyDee** |  |  |  |  |  |  |  |  |
|  | **Redevelop1nent Project** | 11/17/05 | 217/2012 | 2/6/2012 | **1.67%** | $ 4,810,124 | $ 4,746,832 | $ 4,810,124 | $ 4,746,832 |

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 1104/1247 | **Acquisition, Construction, Repair** & |  | | | | | | | |
|  | **Installation of Various Capital**  **I1nprove1nents to tl1e DyDee** |  |  |  |  |  |  |  |  |
|  | **Redevelop111ent Project** | 11/24/09 | 11/24/12 | 11/24/12 | 1.090% | 3,000,000 | 3,000,000 | 3,000,000 | 3,000,000 |

--.]

°'

1220 **Completion of Various Capital**

**linprovements & Acquisition**

**of Capital Equipn1ent** 11/24/09 11/24112 11/24/12 **. 630%** 2,070,550 2,070,550 2,070,550 2,070,550

1240 **Acquisition, Construction, Repair**

& **Installation of Various**

**Capital Improvc1ncnts** 11/24/09 11/24/12 11/24/12 **. 630%** 1,929,450 1,929,450 1,929,450 1,929,450

Total $ 1 1.810 124 $ 11,746 832 $ 11 810 124 $ 11.746.832

TOWNSHIP OF HADDON GENERAL CAPITAL FUND

EXHIBIT C-14

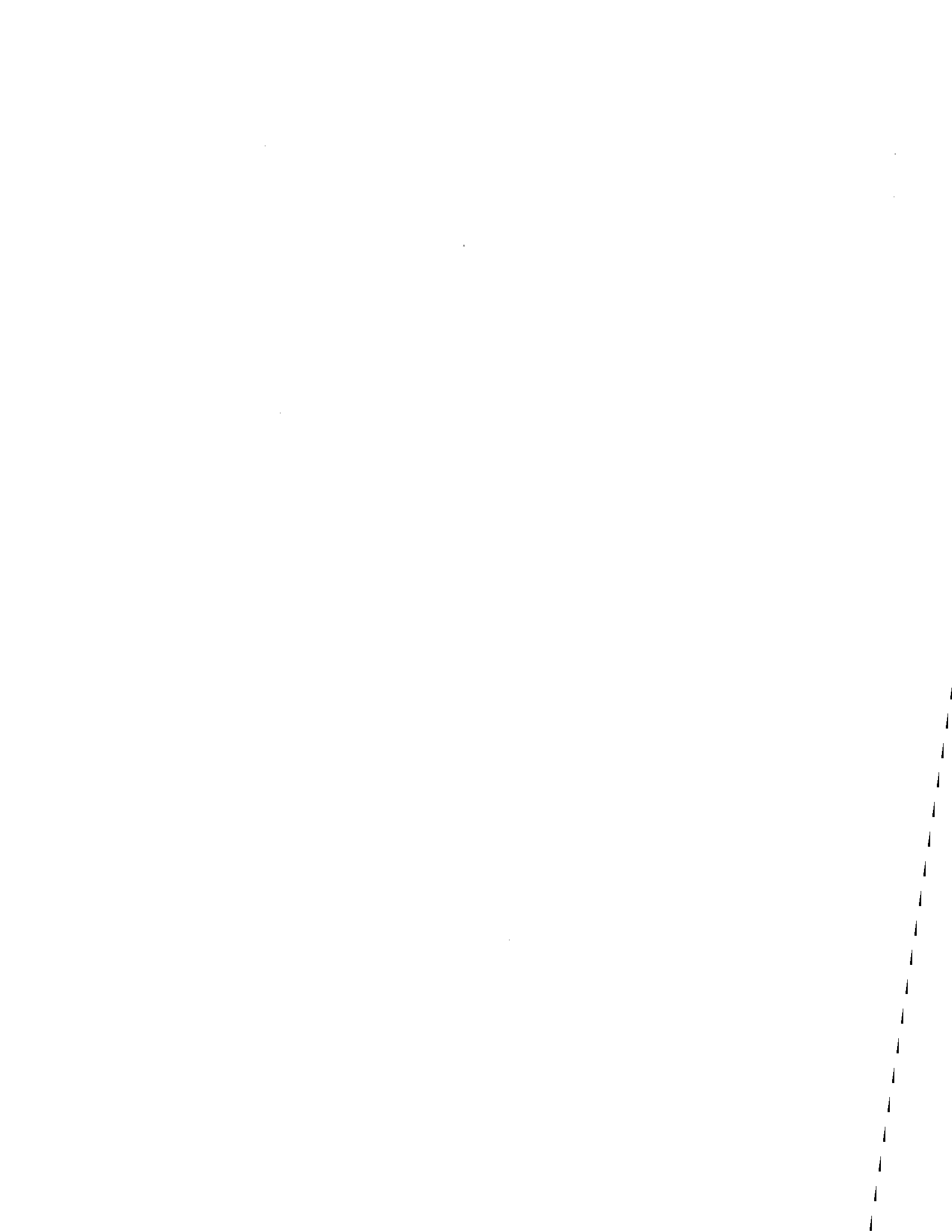
SCHEDULE OF BONDS AND NOTES AUTHORIZED BUT NOT ISSUED FOR THE YEAR ENDED DECEMBER 31, 2012

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| ORDINANCE NUMBER | IMPROVEMENT DESCRJPTION | BALANCE DECEMBER 31,  2011 | 2012  AUTHORIZATIONS | BALANCE DECEMBER 31,  2012 |
| 1161 | Acquisition, Construction, Repair & Installation of Various Capital hnproven1ents | $ 898 |  | $ 898 |
| 1185 | Acquisition, Construction, Repair & Installation of Various Capital hnprovements | 35,977 |  | 35,977 |
| 1197 | Streetscape I111provements | 2,788 |  | 2,788 |
| 1240 | Acquisition, Construction, Repair & Installation of Various Capital hnprove1nents | 59,450 |  | 59,450 |
| 1265 | Acquisition, Construction, Repair & Installation of Various Capital In1prove1nents | 1,400,300 |  | 1,400,300 |
| 1279 | Acquisition, Construction, |  |  |  |
|  | Repair & Installation of |  |  |  |
|  | Various Capital Iinprove1nents | 1,106,750 |  | 1,106,750 |
| 1298 | Acquisition of Capital |  |  |  |
|  | Equip1nent & Various |  |  |  |
|  | Capital hnprove1nents |  | $ 1,054,500 | 1,054,500 |

Total $ 2.606 163 $ 1.054 500 $ 3 660 663

|  |  |
| --- | --- |
| TOWNSHIP OF HADDON | EXHIBIT C-15 |
| GENERAL CAPITAL FUND  DUE FROM STATE OF NEW JERSEY ROAD AID FOR THE YEAR ENDED DECEMBER 31, 2012 |  |
| Balance, Dece1nber 31, 2011 | $ 75,868 |
| Increased by: |  |
| Aid A'varded-Reconstructing and/or  Resurfacing of Various Streets | 190,000 |
| Balance, December 31, 2012 | $ 265,868 |

## WATER-SEWER UTILITY FUND



TOWNSHIP OF HADDON

WATER-SEWER UTILITY OPERATING FUND SCHEDULE OF UTILITY CASH - TREASURER FOR THE YEAR ENDED DECEMBER 31, 2012

EXHIBIT D-4

OPERATING FUND CAPITAL FUND

Balance, Dece111ber 31, 2011 $ 761,657 $ 1,051,196

Increased by Receipts:

|  |  |  |  |
| --- | --- | --- | --- |
| Collector | $ 3,419,545 |  | |
| Interest on Investments  Bond Anticipation Notes Issued | 7,161 |  | $ |
| NJEIT Loan Receivable |  |  |  |
| Due to Cu1Tent Fund | 1,087 |  |  |
| Due to Trust - Other | 42,525 |  |  |
| Due to Utility Operating |  |  |  |
| Subtotal |  | 3,470,318 |  |

1,450,000

123,552

8,462

1,582,014

Total 4,231,975 2,633,210

Decreased by Disburse1nents:

|  |  |  |
| --- | --- | --- |
| 2012 Approp1iations | 3,374,890 |  |
| 2011 Appropriation Reserves | 45,269 |
| Due to Cu1Tent Fw1d | 8,503 |
| Due to Bank  Bond Anticipation Notes Redee1ned | 531 | 1,450,000 |
| hnproven1ent Authorizations |  | 832,860 |

Total Disbursements 3,429,193 2,282,860

Balance, Dece1nber 31, 2012 $ 802,782 $ 350,350

TOWNSHIP OF HADDON

WATER-SEWER UTILITY OPERATING FUND SCHEDULE OF WATER-SEWER UTILITY CASH - COLLECTOR

FOR THE YEAR ENDED DECEMBER 31, 2012

Balance, Dece1nber 31, 2011 Increased by Receipts:

Consumer Accounts Receivable:

EXHIBIT D-5

$

|  |  |
| --- | --- |
| Water | $ 2,010,205 |
| Se\ver | 1,231,664 |
| Penalties on Delinquent Accounts | 9,238 |
| Prepaid Rents | 31,881 |
| Other Receipts | 15,180 |
| Revenue Accounts Receivable | 88,991 3,387,159 |

Subtotal 3,387,159

Decreased by Disburse1nents: Payment to Treasurer

Balance, Dece1nber 31, 2012

3,387,159

$

WATER-SEWER UTILITY CAPITAL FUND

ANALYSIS OF CASH - WATER-SEWER UTILITY CAPITAL FUND FOR THE YEAR ENDED DECEMBER 31, 2012

EXHIBIT D-6

|  |  |
| --- | --- |
| Fund Balance | $ 16,787 |
| Capital I1nprovement Fund | 12,427 |
| Due Water/Sewer Operating Fund | 224,303 |
| Reserve for Encu1nbrances | 844,306 |
| Reserve for Repay1nent for Debt | 135,450 |
| NJEIT Loan Receivable | (468,458) |
| IMPROVEMENT AUTHORIZATIONS: |  |

ORDINANCE

NUMBER DESCRIPTION

1085 Various hnprovements to Water-Sewer Utility 1221 Various hnprovements to the Water-Sewer Utility 1241 Various hnprove1nents to the Water-Sewer Utility 1266 Various hnprove1nents to the Water-Se\ver Utility 1280 Various hnprove1nents to the Water-Sewer Utility 1299 Various Improvements to the Water-Sewer Utility

Total

600

20,657

32,499

137,754

(422,421)

(183,554)

$ 350 350

**TOWNSHIP OF HADDON**

WATER-SEWER UTILITY OPERATING FUND SCHEDULE OF CONSUMER ACCOUNTS RECEIVABLE - WATER

FOR THE YEAR ENDED DECEMBER 31, 2012

EXH!BIT D-7

|  |  |  |
| --- | --- | --- |
| Balance, December 31, 2011  Increased by: |  | $ 6,091 |
| Ove1pay1nents Created | $ 6,543 |  |
| Water Rents Levied | 2,040,338 | 2,046 881 |
| Subtotal |  | 2,052,972 |
| Decreased by: |  |  |
| Prepaid Applied | 14,071 |  |
| Ove1payinents Applied | 7,470 |  |
| Cancellations | l 7,416 |  |
| Transfer to Liens Receipts - Collector | l,697 2,010,205 | 2,050 859 |
| Balance, Deceinber 31, 2012 |  | $ 2.113 |

SCHEDULE OF CONSUMER ACCOUNTS RECEIVABLE - SEWER

**FOR THE YEAR ENDED DECEMBER 31, 2012**

EXHIBIT D-8

Balance, Decetnber 31, 2011 $ 9,316

Increased by:

Overpayments Created s 3,841

Sewer Rents Levied l,245,648 l 249,489 Subtotal 1,258,805

Decreased by:

|  |  |  |
| --- | --- | --- |
| Prepaid Applied | 7,803 |  |
| Ove1pay1nents Applied | 8,910 |  |
| Cancellations | 6,135 |  |
| Transfer to Liens | 358 |  |
| Receipts - Collector | 1,231,664 | 1,254,870 |

Balance, Dece1nber 31, 2012 $ 3-935

SCHEDULE OF DUE TO CURRENT FUND FOR THE YEAR ENDED DECEMBER 31, 2012

EXHlBIT D-9

|  |  |
| --- | --- |
| Balance, Dece1nber 31, 2011  Increased by: | $ 3,056 |
| Receipts Fro1n Current | l 087 |
| Subtotal | 4,143 |
| Decreased by: Disburse1nents to CwTent | 8,503 |
| Balance, Dece1nber 31, 2012 | $ (4.360) |

TOWNSHIP OF HADDON

WATER-SEWER UTILITY OPERATING FUND SCHEDULE OF REVENUE ACCOUNTS RECEIVABLE FOR THE YEAR ENDED DECEMBER 31, 2012

EXHIBIT D-10

BALANCE

DECEMBER 31, ACCRUED

2011 IN 2012

BALANCE DECEMBER 31,

COLLECTED 2012

Water Service Fees & Pe1nits Cell Tower Lease

Rentals of West Collingswood

Heights Facilities - New Jersey

$ 27,712 $

23,241

27,712

23,241

Water Company

$ 12,616 38,134 38,038 $ 12,712

Total $ 12 616 $ 89 087 $ 88,991 $ 12,712

SCHEDULE OF UTILITY LIENS

FOR THE YEAR ENDED DECEMBER 31, 2012

EXHIBIT D-11

Ba.Janee, December 31, 2011 $

Increased by:

Transfers fi·om Taxes Receivable 2,055

Balance, December 31, 2012 $ 2,055

SCHEDULE OF CAPITAL IMPROVEMENT FUND FOR THE YEAR ENDED DECEMBER 31, 2012

EXHIBIT D-12

Balance, December 31, 2012 & 2011 $ 12 427

TOWNSHIP OF HADDON

WATER-SEWER UTILITY CAPITAL FUND SCHEDULE OF FIXED CAPITAL - WATER FOR THE YEAR ENDED DECEMBER 31, 2012

EXHIBIT D-13

|  |  |
| --- | --- |
| Filter | $ 49,959 |
| Springs & Wells | 563,598 |
| Ozone Sterilization & Aeration Plant | 15,463 |
| Pumping Station Structure | 75,334 |
| Electric Power Pumping Equip1nent | 12,444 |
| Storage Reservoir, Tanks & Standpipes | 103,723 |
| Distribution Main & Accessories | 480,969 |
| Meters, Meter Boxes & Vaults | 544,172 |
| Fire Hydrants | 12,265 |
| General Equipment | 153,552 |
| Legal Expenditures During Construction | 2,146 |
| PlUilping Station & Equipment | 382,710 |
| Water Plant Filter | 23,494 |
| Constiuction of Water Main in Main Street | 6,460 |
| Service Pipes & Stops | 50,357 |
| General & Mechanical Generator, General Building & Wash Water Tank | 48,551 |
| Electrical Generator Installation at Water Plant | 32,273 |
| Booster Pumping Station at Crystal Lake Avenue & Valley Drive | 576,667 |
| Elevated \Vater Storage Tank at Beechwood Avenue & Fist Street | 851,042 |
| Improve1nent to Water Supply & Distribution System | 3,061,321 |
| Refunding Issue | 191,000 |
| hnprove1nent to Water Supply & Se\verage Syste1n | 933,355 |
| Reconsh·uction & Repair of Well No. 2 | 182,062 |
| Replace1nent, Repairs & Improve1nents to Mains | 209,476 |
| Line Stop Machine | 40,000 |
| Vehicles | 70,000 |
| Land for Well No. 4 | 75,000 |
| Dome Cover for Water Plant | 12,700 |
| Water Plant hnprove1nents | 152,200 |
| Water Distribution Syste1n hnprove1nents | 242,605 |
| \Vater Storage Improvements | 191,675 |
| Well I1nprove1nents | 103,815 |
| Water Supply Rehabilitation Iinprove1nents | 258,867 |

Total $ 9,709,255

TOWNSHIP OF HADDON

WATER-SEWER UTILITY CAPITAL FUND SCHEDULE OF FIXED CAPITAL - SEWER FOR THE YEAR ENDED DECEMBER 31, 2012

EXHIBIT D-14

BALANCE DECEMBER 31,

2012

|  |  |
| --- | --- |
| Sewer Mains & Services | $ 416,012 |
| Transpo1iation Equip1nent | 608 |
| Bettlewood Disposal Plant | 20,483 |
| Westmont Sewerage Disposal Plant | 160,302 |
| General hnprove1nents | 42,038 |
| Right-of-Way for Haddonleigh Trnck Sewer | 750 |
| Cuthbert Boulevard Sewerage Disposal Plant | 118,698 |
| hnprove1nents to Sewerage Disposal Plant & Sewerage Pu1nping Stations | 116,704 |
| Sanitary Sewerage Disposal & Collections Syste111 | 1,566,581 |
| Wells | 3,380 |
| Equipment | 35,137 |
| Tax Map | 600 |
| Calve1i Avenue Pmnping Station hnproven1ent  Calvert Avenue Reconstruction of Se\verage Treatinent Plant, | 855 |
| Pu1nping Station & Force Mains | 875,113 |
| Installation of Cominunitor | 9,440 |
| South Park Drive Pu1nping Station | 33,379 |
| West Albertson Avenue Pumping Station | 163,010 |
| Construction of Sanitary Sewers | 110,734 |
| Improve1nents to Pu111ping Stations & Sewer Plant | 162,601 |
| West Collingswood Heights Disposal Plant | 90,140 |
| Renovations to Coles Mill Road Sewerage Treat1nent Plant | 25,000 |
| Replace1nent to Sewer Lines | 495,256 |
| Improve111ent of the Sanitary Sewerage Syste111 | 311,524 |

Total

$ 4,758,345

TOWNSHIP OF HADDON

WATER-SEWER UTILITY CAPITAL FUND

SCHEDULE OF FIXED CAPITAL AUTHORIZED AND UNCOMPLETED FOR THE YEAR ENDED DECEMBER 31, 2012

EXH!BIT D-15

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | | | 2012 |  |
| DEFERRED |
| ORDINANCE | IMPROVEMENT | BALANCE  ORDINANCE DECEMBER 31, | CHARGES TO FUTURE | BALANCE DECEMBER 31, |
| NUMBER | DESCRIPTION | DATE AMOUNT 2011 | REVENUES | 2012 |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| 1105 | Various Ilnprovements to the  \\Tater-Sewer Utility | 5/18/2004 | $ 855,000 | $ 855,000 |  | $ 855,000 |
| 1122 | Various I111proven1ents to the Water-Se\ver Utility | 3/22/2005 | 332,413 | 332,413 |  | 332,413 |
| 1135 | Various In1provements to the Water-Sewer Utility | 5/31/2005 | 1,045,000 | 1,100,000 |  | 1,100,000 |
| 1162 | Various Improvements to the Water-Sewer Utility | 5/23/2006 | 850,000 | 850,000 |  | 850,000 |
| 1185 | Various Iinprove1nents to the Water-Se\ver Utility | 6/25/2007 | 770,000 | 770,000 |  | 770,000 |
| 1216 | Rehabilitation & Reconstruction of Sewer | 5/27/2008 | 6,540,000 | 6,540,000 |  | 6,540,000 |
| 1221 | Various Irnprove111ents to the  Water-Se\ver Utility | 5/27/2008 | 705,250 | 705,250 |  | 705,250 |
| 1241 | Various Improvements to the  \Vater-Serer Utility | *512612009* | 845,000 | 845,000 |  | 845,000 |
| 1266 | Various Iinprove1nents to the Water-Serer Utility | 6/23/2010 | 340,000 | 340,000 |  | 340,000 |
| 1280 | Various Improvements to the Water-Serer Utility | 5/24/2011 | 590,000 | 590,000 |  | 590,000 |
| 1299 | Various I1nprove1nents to the  Water-Serer Utility | 7/24/2012 | 750,000 |  | $ 750,000 | 750,000 |
|  | Total |  |  | $ 12.927,663 | $ 750,000 | $ 13.677.663 |

TOWNSHIP OF HADDON

WATER-SEWER UTILITY OPERATING FUND SCHEDULE OF 2011 APPROPRIATION RESERVES FOR THE YEAR ENDED DECEMBER 31, 2012

BALANCE DECEMBER 31, 2011

ENCUMBERED RESERVED DISBURSED

EXHIBIT D-16

BALANCE LAPSED

Operating:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Salaries and Wages |  | $ 25,080 | $ 25,000 | $ 80 |
| Other Expenses | $ 24,634 | 141,692 | 20,269 | 146,057 |

Statutory Expenditures:

Contribution to:

|  |  |  |
| --- | --- | --- |
| Social Security Syste1n (O.A.S.I.) | 5,674 | 5,674 |
| State Disability Insurance | 1,042 | 1,042 |

Total

$ 24,634 $

173,488 $ 45,269 $ 152,853

SCHEDULE OF RESERVE FOR ENCUMBRANCES FOR THE YEAR ENDED DECEMBER 31, 2012

EXHIBIT D-17

|  |  |
| --- | --- |
| Balance, Dece1nber 31, 2011  Increased by: | $ 24,634 |
| 2012 Appropriations | 25,903 |
| Subtotal | 50,537 |
| Decreased by:  Transfe1Ted to 2011 Appropriation Reserves | 24,634 |
| Balance, Decen1ber 31, 2012 | $ 25,903 |

WATER-SEWER UTILITY OPERATING FUND SCHEDULE OF PROTESTED CHECKS RECEIVABLE FOR THE YEAR ENDED DECEMBER 31, 2012

EXHIBIT D-18

|  |  |
| --- | --- |
| Balance, Decen1ber 31, 2011 | $ 2,452 |
| Increased by: Receipts |  |
| Subtotal | 2,452 |
| Decreased by: |  |

Disburse1nents

Balance, Dece1nber 31, 2012 $ 2 452

TOWNSHIP OF HADDON

WATER-SEWER UTILITY OPERATING FUND SCHEDULE OF ACCRUED INTEREST PAYABLE FOR THE YEAR ENDED DECEMBER 31, 2012

EXHIBIT D-19

|  |  |
| --- | --- |
| Balance, Dece1nber 31, 2011  Increased by: | $ 100,803 |
| Budget Appropriation for Interest on Bonds | 95,443 |
| Subtotal | 196,246 |
| Decreased by:  Interest Paid by Operating Fund | 100,803 |
| Balance, Dece1nber 31, 2012 | $ 95,443 |

WATER-SEWER UTILITY CAPITAL FUND

EXHIBIT D-20

SCHEDULE OF DUE TO WATER-SEWER UTILITY OPERATING FUND FOR THE YEAR ENDED DECEMBER 31, 2012

|  |  |
| --- | --- |
| Balance, Dece1nber 31, 2011 | $ 125,841 |
| Increased by:  Operating Surplus | 90,000 |
| Interest Earned on Investments & Deposits | 8,462 |
| Balance, Dece1nber 31, 2012 | $ 224-303 |

SCHEDULE OF CAPITAL FUND BALANCE FOR THE YEAR ENDED DECEMBER 31, 2012

EXHIBIT D-21

Balance, December 31, 2012 & 2011 $ 16,787

TOWNSHIP OF HADDON

WATER-SEWER UTILITY CAPITAL FUND SCHEDULE OF RESERVE FOR AMORTIZATION FOR THE YEAR ENDED DECEMBER 31, 2012

Balance, Dece1nber 31, 2011

EXHIBIT D-22

$ 13,931,327

Increased by:

Paid by Operating Fund: Serial Bonds

Environmental In:frastructure Loai1

$ 398,400

278,809 677,209

Balance, Dece1nber 31, 2012

SCHEDULE OF DEFERRED RESERVE FOR AMORTIZATION FOR THE YEAR ENDED DECEMBER 31, 2012

$ 14,608 536

EXHIBIT D-23

ORDINANCE

NUMBER IMPROVEMENT DESCRIPTION

BALANCE DATE OF DECEMBER 31,

ORDINANCE 2012

General I111prove1nents:

1135 Various I1nprovements to the \Vater-Sewer Utility 05/31/2005 1221 Various hnprove1nents to the Water-Sewer Utility 5/27/2008

Total

$ 55,000

35,263

$ 90,263

TOWNSIIIP OF I-IADDON

WATER-SEWER UTILITY CAPITAL FUND SCIIEDULE OF Th1PROVEMENT AUIIIORIZATIONS FOR THE YEAR ENDED DECEMBER 31, 2012

EXHIBIT D-24

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| ORDINANCE | | lMPROVEJ:vlENT | BALANCE  AUTHORIZED DECEMBER 31, 2011 | | | | | 2012 |  | PAID OR | BALANCE  DECENIBER 31, 2012 | | |
| NUMBER | | DESCRlPTION | DATE AMOUNT FUNDED UNFUNDED RESERVED | | | | | AUTIIORlZATIONS | CANCELLED | CHARGED | FUNDED UNFUNDED RESERVED | | |
|  | 1085 | Various Improvements to the | 6/18/2002 |  |  |  |  |  |  |  |  |  |  |
|  | 1114 | Water-Serer Utility | 12/28/2004 | $ 850,000 | $ 600 |  |  |  |  |  | $ 600 |  |  |
|  | 1 185 | Various bnprovements to the |  |  |  |  |  |  |  |  |  |  |  |
|  |  | Water-Serer Utility | 6/25/2007 | 770,000 | 54,042 |  | $ 16,092 |  |  | $ 60,593 |  |  | $ 9,541 |
|  | 1216 | Rehabilitation & Reconstruction |  |  |  |  |  |  |  |  |  |  |  |
|  |  | of Sewer Utility | 5/27/2008 | 6,540,000 | 27,216 | $ 152,500 | 625,255 |  |  | 179,716 |  |  | 625,255 |
|  | 1221 | Various Improvements to the |  |  |  |  |  |  |  |  |  |  |  |
|  |  | Water-Serer Utility | 5/2712008 | 705,250 |  | 77,991 | 30,455 |  |  | 60,390 |  | $ 20,657 | 27,399 |
|  | 1241 | Various Improvements to the Water-Serer Utility | *5126109* | 845,000 |  | 258,162 | 67,528 |  |  | 159,646 |  | 97,486 | 68,558 |
| 0'° | 1266 | Various l111prove111ents to the Water-Serer Utility | 6/23/10 | 340,000 | 233,294 |  | 48,000 |  |  | 70,584 | 137,754 |  | 72,956 |
|  | 1280 | Various lmprove111ents to the |  |  |  |  |  |  |  |  |  |  |  |
|  |  | Water-Serer Utility | 5/24/11 | 590,000 |  | 469,515 | 9,537 |  |  | 273,004 |  | 167,579 | 38,469 |
|  | 1299 | Various lrnprovemenls to the |  |  |  |  |  |  |  |  |  |  |  |
|  |  | Water-Serer Utility | 7/24/12 | 750,000 |  |  |  | $ 750 000 |  | 28,927 |  | 718,945 | 2,128 |
|  |  |  |  | Total | ! 315 152 | I 958.168 | ! 796.867 | ! 750 000 | I | ! 832 860 | $ 138 354 | !1 004 667 | ! 844.306 |

TOWNSHIP OF HADDON

WATER-SEWER UTILITY CAPITAL FUND SCHEDULE OF WATER-SEWER SERIAL BONDS FOR THE YEAR ENDED DECEJVIBER 31, 2012

EXHIBIT D-25

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | | | MATURITIES OF BONDS |  | | | | |
|  | DATE OF | ORIGINAL | OUTSTANDING  12/31/2012 | INTEREST | BALANCE DECEMBER 31, | ISSUED IN | PAID BY BUDGET | BALANCE DECEMBER 31, |
| PURPOSE | ISSUE | ISSUE | DATE AMOUNf | RATE | 2011 | 2012 | Al'PROPRIATION | 2012 |

Water-Sewer Utility Bonds

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| 08/15/2001 | $ 475,000 | 08/15/10-15 | $ 25,000 | 4.50% | $ 275,000 | $ 25,000 | $ 250,000 |
|  |  | 08/15/2016 | 25,000 | 4.60% |  |  |  |
|  |  | 08/15/2017 | 30,000 | 4.60% |  |  |  |
|  |  | 08/15/18-19 | 30,000 | 4.70% |  |  |  |
|  |  | 08/15/20-21 | 30,000 | 4.75% |  |  |  |
| 04/20/2006 | 3,250,000 | 11/15/13-15 | 150,000 | 4.000% | 2,625,000 | 150,000 | 2,475,000 |
|  |  | 11/15/2016 | 150,000 | 4.125% |  |  |  |
|  |  | 11/15/17-21 | 175,000 | 4.125% |  |  |  |
|  |  | 11/15/2022 | 200,000 | 4.125% |  |  |  |
|  |  | 11/15/23-24 | 200,000 | 4.150% |  |  |  |
|  |  | 11/15/25-26 | 200,000 | 4.250% |  |  |  |
| 05/07/2008 | 1,620,000 | 05/1/13 | 60,000 | 3.625% | 1,470,000 | 60,000 | 1,410,000 |
|  |  | 05/1/14-17 | 75,000 | 3.625% |  |  |  |
|  |  | 05/1/18-19 | 85,000 | 3.625% |  |  |  |
|  |  | 05/01/20 | 85,000 | 3.750o/o |  |  |  |
|  |  | 05/01/21 | 95,000 | 3.750% |  |  |  |
|  |  | 05/1/22-23 | 100,000 | 3.750% |  |  |  |
|  |  | 05/1/24-28 | 100,000 | 4.000% |  |  |  |
| 05/07/2008 |  | 09/15/13 | 172,000 | 3.250% | 989,000 | 163,400 | 825,600 |
|  |  | 09/15/14 | 169,850 | 3.250% |  |  |  |
|  |  | 09/15/15 | 165,550 | 3.250% |  |  |  |
|  |  | 09/15/16 | 107,500 | 3.250% |  |  |  |
|  |  | 09/15/17 | 105,350 | 3.375% |  |  |  |
| 09/15/18 | | | 105,350 | 3.450% |  | | |
|  | | |  | Total | $ 5 359.000 $ $ 398 400 $ 4 960 600 | | |

Water-Sewer Utility Bonds

"'

Water-Sewer Utility

Bonds

Refunding Bonds

TOWNSlllP OF HADDON SEWER UTILITY CAPITAL FUND

SCHEDULE OF NEW JERSEY ENVIORNMENTAL INFRASTRUCTURE TRUST LOAN FOR THE YEAR ENDED DECEMBER 31, 2012

EXHIBIT D-26

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | | MATURITIES |  | BALANCE | PAID BY | BALANCE |
| DATE OF | ORIGINAL | OF BONDS OUTSTANDING | INTEREST | DECEMBER 31, | BUDGET | DECEMBER 31, |

IMPROVEMENT DESCRIPTION

Reconstruction & Rehabilitation of Various Sewers

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 11/9/2008 | $ 3,200,000 | 8/1113 | $ 120,000 | 3.37% | $ 2 985,000 $ 115,000 $ 2,870.000 |
|  |  | 8/1114 | 125,000 | 3.55% |  |
|  |  | 8/1115 | 130,000 | 3.69% |  |
|  |  | 8/1/16 | 140,000 | 3.84% |  |
|  |  | 8/1117 | 145,000 | 3.96% |  |
|  |  | 8/1118 | 155,000 | 4.12% |  |
|  |  | 8/1/19 | 160,000 | 4.31% |  |
|  |  | 8/1/20 | 170,000 | 4.42% |  |
|  |  | 8/1/21 | 180,000 | 4.51% |  |
|  |  | 8/1122 | 190,000 | 4.60% |  |
|  |  | 8/1123 | 200,000 | 4.66o/o |  |
|  |  | 8/1124 | 210,000 | 4.80% |  |
|  |  | 8/1/25 | 220,000 | 4.85% |  |
|  |  | 8/1/26 | 230,000 | 4.89% |  |
|  |  | 8/1/27 | 240,000 | 4.92% |  |
|  |  | 8/1/28 | 255,000 | 4.95% |  |

ISSUE ISSUE

DATE AMOUNT

RATE 2011 APPROPRIATION

2012

SCHEDULE OF NEW JERSEY ENVIORNMENTAL INFRASTRUCTURE TRUST FOR THE YEAR ENDED DECEMBER 31, 2012

EXHIBIT D-27

IMPROVEMENT DESCRIPTION

lZeconstruction & Rehabilitation of Various Sewers

DATE OF OlUGINAL ISSUE ISSUE

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 11/9/2008 | $ 3,200,000 | 9/1/09-28 & | Various | NONE | $ 2,772,187 $ 163,809 $ 2.608,378 |
|  |  | 3/1/09-28 | Various |  |  |

MATURITIES

OF BONDS OUTSTANDING DATE AMOUNT

BALANCE PAID BY INTEREST DECEMBER 31, BUDGET

RATE 2011 APPROPRIATION

BALANCE DECEMBER 31,

2012

Principal pay1nent are due on Septen1ber 1st and March 1st through 2016. An mnortization schedule is on file'.vith the CFO.

TOWNSIIlP OF HADDON

WATER-SEWER UTILITY CAPITAL FUND SCHEDULE OF BOND ANTICIPATION NOTES 110R THE YEAR ENDED DECEMBER 31, 2012

EXHIBIT D-28

ORDINANCE

DATE OF

ORIGINAL DATE OF

BALANCE DATE OF INTEREST DECEMBER 31,

BALANCE DECEMBER 31,

NUMBER

IMPROVEMENT DESCRIPTION NOTE

ISSUE

MATURITY RATE 2011 INCREASE

DECREASE 2012

1221 Varia us Improven1ents to the

Water-Serer Utility 11/24/09 11/23/11 11/23/12 1.0274% $ 669,987 $ 669,987 $ 669,987 $ 669,987

1241 Various I1nprove111ents *to* the

Water-Serer Utility 11/24/09 11/23/11 11/23/12 1.0274% 780,013 780,013 780,013 780,013

Total $ 1,450,000 $ 1,450,000 $ 1,450,000 $ 1,450,000

TOWNSHIP OF HADDON

WATER-SEWER UTILITY CAPITAL FUND STATEMENT OF BONDS & NOTES AUTHORIZED BUT NOT ISSUED

FOR THE YEAR ENDED DECEMBER 31, 2012

EXHIBIT D-29

BALANCE

FUNDED FROM CAPITAL

BALANCE

ORDINANCE NUMBER

IMPROVEMENT DESCRIPTION

DECEMBER 31,

2011

IMPROVEMENT DECEMBER 31,

AUTHORIZED FUND 2012

1216 Rehabilitation & Reconsh·uction of Sewer

1241 Various I1nprove1nents

to the Water - Sewer Utility

1280 Various 1Inprove1nents

to the Water - Se\ver Utility

$ 152,500

64,987

590,000

$ 152,500

64,987

590,000

1299 Various hnprovei11ents

to the \Vater - Sewer Utility

$ 750,000 750,000

$ 807,487 $ 750,000 $ $ 1,557,487

SCHEDULE OF RESERVE FOR REPAYMENY OF BONDS FOR THE YEAR ENDED DECEMBER 31, 2012

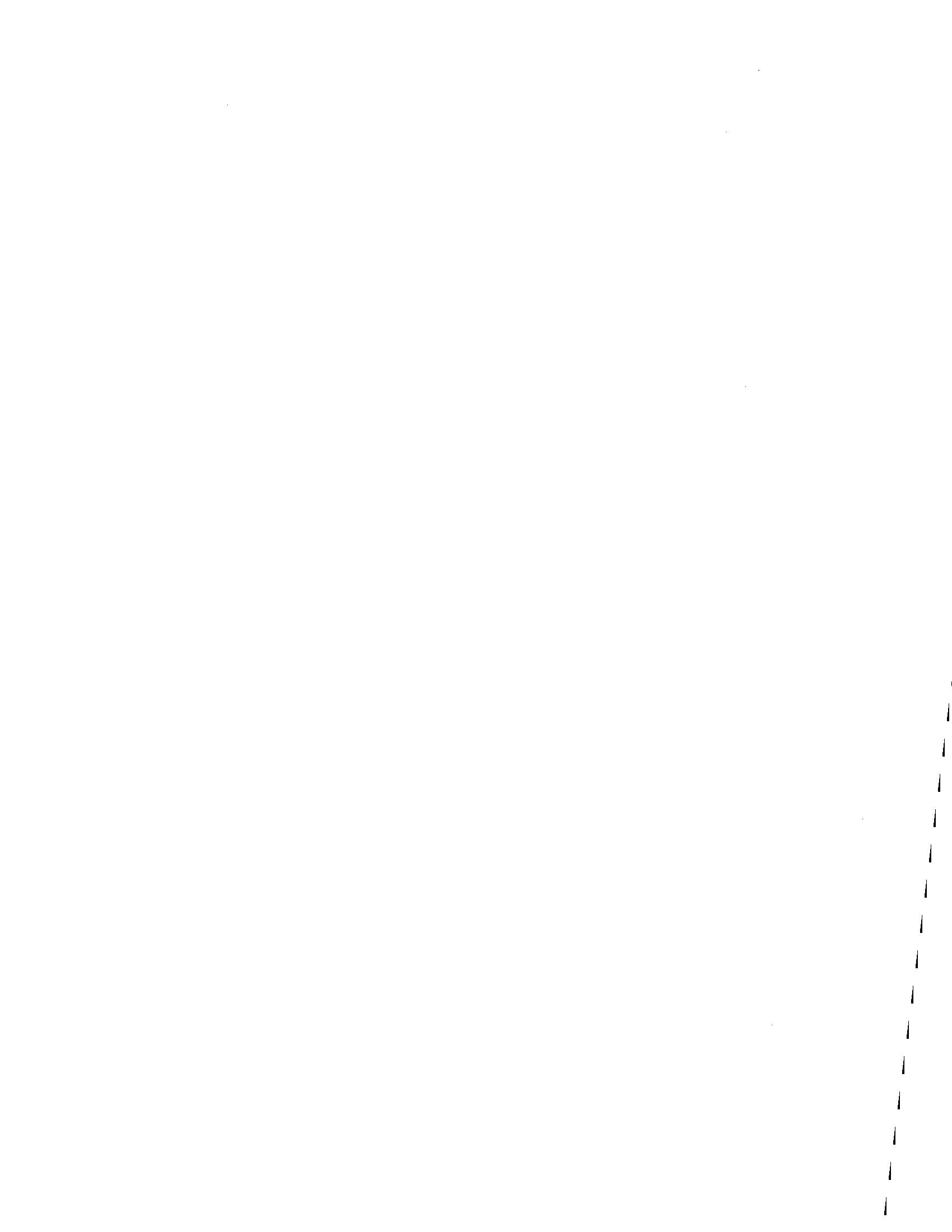
Balance Decernber 31, 2011 Increased by:

Pre1nium on Bond Anticipation Note

EXHIBIT D-30

$ 225,450

|  |  |
| --- | --- |
| Subtotal | 225,450 |
| Decreased by:  Anticipated as Operating Revenue | 90,000 |
| Balance Dccetnber 31, 2012 | $ 135,450 |



## SINGLE AUDIT SECTION



**I HFJ\]**

#### HOLMAN I FRE NIA

ALLISON, P.C.

***Certifi.Ld Public Accountollls & Consultants***

10 Allen Street, Suite 2B, Toms River,NJ 08753·Tel:732 797.1333 618 Stokes Road. Medford, NJ 08055 •Tel:609.953.0612

912 Highway 33, Suite 2, Freehold, NJ 07728 • Tel:732.409.0800 795 Canton Street, Troy, PA 16947 ·Tel:570.2975090

926 Main Street, Suite 103, Rome, PA 18837 ·Tel:570.297.5090

[www.hfacpas.com](http://www.hfacpas.com/)

EXHIBIT K-1

REPORT ON COMPLIANCE FOR EACH MAJOR STATE PROGRAM; REPORT ON INTERNAL CONTROL OVER COMPLIANCE; AND REPORT ON THE SCHEDULE OF EXPENDITURES OF STATE AWARDS REQUIRED BY OMB cmcULAR A-133 AND NJ OMB CIRCULAR 04-04

Honorable Mayor and Members

of the Township Board of Co1mnissioners Township of Haddon

135 Haddon Avenue Westmont, New Jersey 08108

#### Report on Compliance for Each Major State Program

We have audited the Township of Haddon's compliance with the types of compliance requirements described in the *OMB Circular A-133 Compliance Supplement* and the *New Jersey Grants Compliance Supplement* that could have a direct and material effect on each of the Authority's major state programs for the year ended December 31, 2012. The Township of Haddon 's major state 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 state programs.

*Auditor's Responsibility*

Our responsibility is to express an opinion on compliance for each of the Township of Haddon 's major state programs based on our audit of the types of compliance requirement s refened 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 OMB Circular A-133, *Audits of States, Local Governments, and Non-Pro.fit Organizations* and New Jersey OMB's Circular 04-04, *Single Audit Policy for Recipients of Federal Grants, State Grants and State Aid.* Those standards, OMB Circular A-133 and New Jersey OMB's Circular 04-04, 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 state program occurred. An audit includes examining, on a test basis, evidence about the Township of Haddon's compliance with those requirements and performing such other procedmes as we considered necessary in the circumstances.

We believe that our audit provides a reasonable basis for our opinion on compliance for each major state program. However, our audit does not provide a legal detennination of the Township of Haddon's compliance with those requirements.

*Opinion 011 Each Major State Program*

In our opinion, the Township of Haddon complied, in all material respects, with the types of compliance requirements refe!Ted to above that could have a direct and material effect on each of its major state programs for the year ended December 31, 2012.

*Other Matters*

The results of our auditing procedures disclosed no instances of noncompliance, which are required to be reported in accordance with OMB Circular A-133 or New Jersey OMB's Circular 04-04.

**Report on Internal Control Over Compliance**

Management of the Township of Haddon is responsible for establishing and maintaining effective internal control over compliance with the types of compliance requirements refe!Ted to above. In planning and perfonning our audit of compliance, we considered The Township of Haddon's internal control over compliance with the types of requirements that could have a direct and material effect on each major state program to detennine the auditing procedures that are appropriate in the circumstances for the purpose of expressing an opinion on compliance for each major state program and to test and report on internal control over compliance in accordance with OMB Circular A-133 or New Jersey OMB' s Circular 04-04, 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 Township of Haddon'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 nonnal course of perfonning their assigned **functions, to prevent, or detect and co1Tect, nonco1npliance with a type of compliance requirement of a federal or state progra1n on a timely basis. A *1naterial weakness in internal control over conipliance* is a deficiency, or co1nbination of deficiencies, in inte1nal control over co1npliance, such that there is a** reasonable possibility that material noncompliance with a type of compliance requirement of a state program will not be prevented, or detected and co!Tected, on a timely basis. A *significant deficiency in* ***internal control over co1npliance* is a deficiency, or a co1nbination of deficiencies, in internal control** over compliance with a type of compliance requirement of a federal or state 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 siguificant deficiencies. However, we noted certain matters involving the internal control over financial reporting and it's operation that we consider to be material weaknesses, which are described in the accompanying Co1mnent and Reconnnendation Section as Finding No's: 2012-01, 2012-02 and 2012-03.

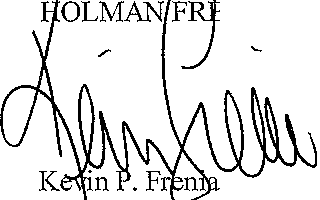
The purpose of this report on internal control over compliance is solely to describe the scope of our testing of internal control over compliance and the resnlts of that testing based on the requirements of OMB Circular A-133 and New Jersey OMB's Circular 04-04. Accordingly, this report is not suitable for any other purpose.

**Report on Schedule of Expenditures of State Financial Assistance Required by New Jersey OMB Circular 04-04**

We have audited the financial statements of the Township of Haddon as of and for the year ended December 31, 2012, and have issued our report thereon dated March 28, 2013, which contained an unmodified opinion on those financial statements. Our audit was conducted for the purpose of fanning an opinion on the financial statements as a whole. The accompanying schedule of expenditures of state financial assistance is presented for purposes of additional analysis as required by OMB Circular A-133 and New Jersey OMB Circular 04-04 and is not a required paii of the financial statements. Such infonnation is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the financial statements. The infonnation has been subjected to tlie auditing procedures applied in the audit of the financial statements and ce1iain additional procedures, including comparing and reconciling such infonnation directly to the underlying **accounting and other records used to prepare the financial state1nents or to the financial staten1ents** tliemselves, and other additional procedures in accordance with auditing standards generally accepted in tlie United States of America. In our opinion, the schedule of expenditure of state fmancial assistance is fairly stated in all material respects in relation to the financial statements as a whole.

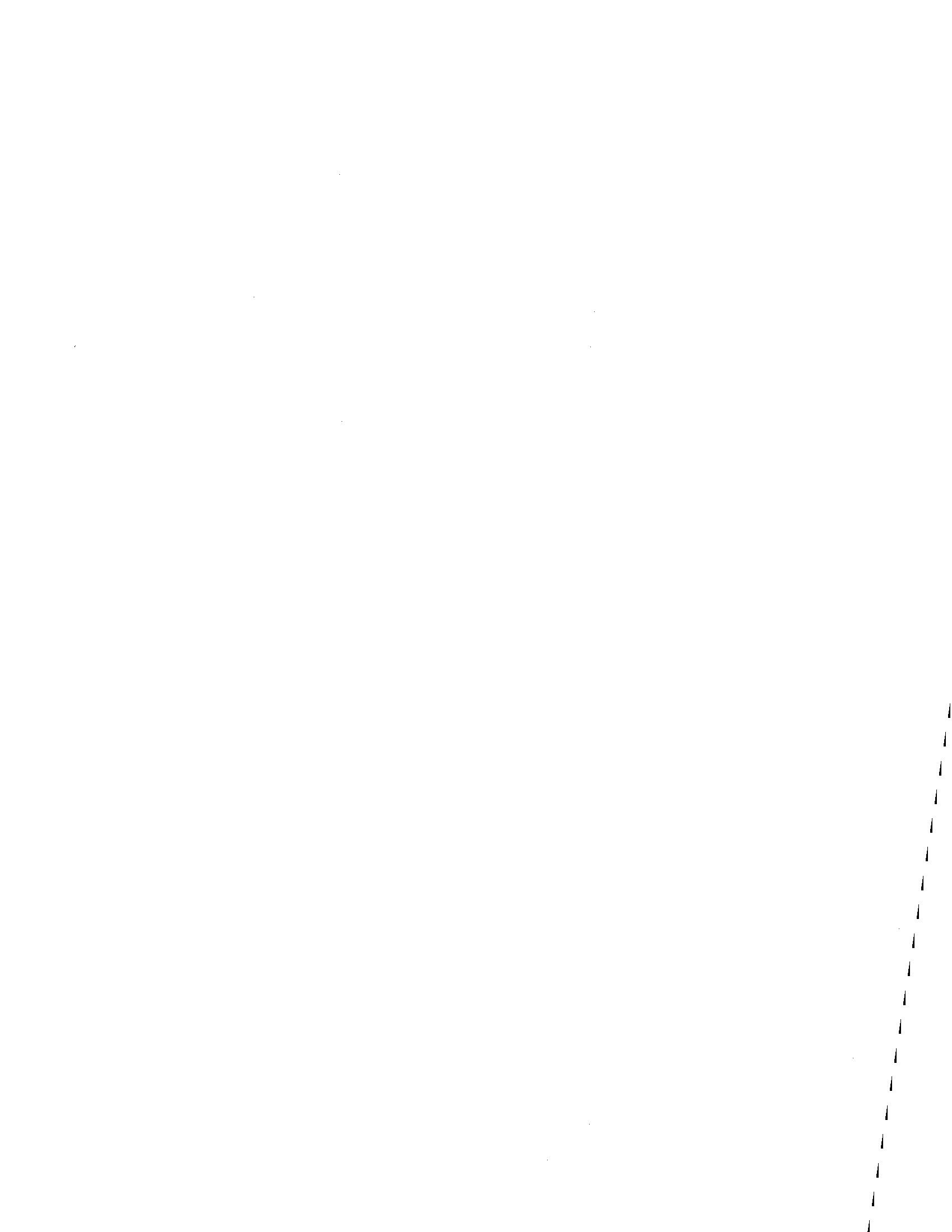
Respectfully submitted,

NIA ALLISON, P.C.



Ce1 ·fied Public Accountant Registered Municipal Accountant CR #435

March 28, 2013 Medford, New Jersey



**I HFEj**

# HOLMAN I FRENTA

ALLISON , P.C.

***Urtifi d Public Accountants & Consultants***

10 Allen Street, Suite 2B, Toms River, NJ 08753 ·Tel:732.797.1333 618 Stokes Road. Medford. NJ 08055 • Tel:609.953.0612

912 Highway 33. Suite 2, Freehold, NJ 07728 • Tel:732.409.0800

795 Canton Street, Troy, PA 16947 • Tel: 570.297.5090 926 Main Street, Suite 103, Rome, PA 18837 • Tel:570.297.5090

[www.hfacpas.com](http://www.hfacpas.com/)

EXHIBIT K-2

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*

#### Honorable Mayor and Members

of the Township Board of Commissioners Township of Haddon

135 Haddon Avenue Westmont, New Jersey 08108

We have audited, in accordance with the auditing standards generally accepted in the United States of Ameiica, the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States and audit requirements as prescribed by the Division of Local Government Services, Department of Community Affairs, State of New Jersey, the financial statements of the Township of Haddon (herein referred to as "the Municipality"), as of and for the year ended December 31, 2012, and the related notes to the financial statements, which collectively comprise the Municipality's basic financial statements, and have issued our rep01t thereon dated March 28, 20 13.

Internal Control Over Financial Reporting

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

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees , in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented , or detected and corrected on a timely basis. A *sign(fi cant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of the internal control over financial reporting was for the limited purpose desciibed in the first paragraph of this section and would not necessaiily identify all deficiencies in the internal control that might be significant deficiencies or material weaknesses. However, we noted certain matters involving the internal control over financial reporting and it's operation that we consider to be material weaknesses, which are described in the accompanying Comment and Recommendation Section as Finding No' s: 2012-01, 2012-02 and 2012-03.

**Compliance and Other Matters**

As pait of obtaining reasonable assurance about whether the Municipality's financial statements are free of material misstatement, we perfonned 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 detennination 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 three instances of noncompliance or other matters that are required to be repmted under *Government Auditing Standards* and audit requirements as prescribed by the Division of Local Government Services, Department of Cmmnunity Affairs, State of New Jersey, and which is described in the General Comments Section as Finding No's: 2012-01, 2012-02 and 2012-03.

**Purpose of this Report**

The purpose of this repmt is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliai1ce. This report is an integral part of an audit perfonned in accord3llce with *Government Auditing Standards* 3lld audit requirements as prescribed by the Division of Local Govennnent Services, Depaitment of Community Affairs, State of New Jersey in considering the entity's internal control 3lld compli311ce. Accordingly, this cornmm1ication is not suitable for ally other purpose.

Respectfully submitted,



Ke I P. Frenia

Ce1tified Public Acconntai1t Registered Municipal Acconntant CR #435

March 28, 2013

#### Medford, New Jersey

EXHIBIT K-3

**TO\VNSI-IJP OF IIA.DDON**

**SCHEDULE OF EXPENDITURES OF STATE l<'INANCIAL ASSISTANCE FOR YEAR ENDED DECEIVIBER 31, 2012**

GRANT OR

|  |  |  |  |
| --- | --- | --- | --- |
| STATE ACCOUNT | AWAR.D | GRANT | CASH |
| DEPARTMENT/PROGRAM TITLE NUMBER | AMOUNT | PERIOD | RECEIVED |

EXPENDITURES

St'1te Departn1ent of Transportation:

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| NJ Transportation Trust Fund Act | 480-078-620-6010 $ 190,000 Open $ $ 190,000 | | | | | |
|  | |  |  |  |  |  |
| Total Dcpart111ent of Transportation | |  |  |  |  | 190,000 |
| State Departt11cnt of Environn1ental Protection:  Clean Communities Grant 4900-765-178900-60 | | 23,279 | Open |  | 23,279 | 8,511 |
| Green Con1111unitics Program NIA | | 3,000 | Open |  |  | 3,000 |
| Recycling Tonnage Grant 4900-752-178840-60 | | 43,024 | Open |  |  | 32,016 |
| Total Department of Enviromnental Protection | |  |  |  | 23,279 | 43,527 |
| State Deparhnent of Law and Public Safety:  Drunk Driving Enforce1nent Fund 6400-100-078-6400 | | 23,279 | Open |  | 3,830 | 2,009 |
| Body Annor Fund NIA | | 1,727 | Open |  | 1,727 |  |
| Safe & Secure Co1111nunities Grant NIA | | 120,000 | 2010/2011 & 2011/2012 |  | 111,605 | 60,000 |
| Drug Awareness & Resfatancc Grant NIA | | 26,863 | Various |  | 6,176 | 5,537 |
| ToiUl Dcpartrnent of Law and Public Safety | |  |  |  | 123,338 | 67,546 |
| Adn1inistrative Office of the Courts:  Alcohol Education Rehabilitation Program NIA | | 2,914 | Open |  | 2,914 |  |
| Total Administrative Office of the Courts | |  |  |  | 2,914 |  |
| State Departtnent of Corrununify Affairs:  NJ Histmic Trust NIA | | 50,000 | Open |  | 31,275 | 24,700 |
| Total Department of Con11nunify Affairs | |  |  |  | 31,275 | 24,700 |
| Depart111ent of Conm1erce & Econon1ic Development:  Economic Development Authority Grant P37542 | | 677,814 | Various |  | 146,888 | 292,223 |
| Total Departtnent of Comn1erce & Econon1ic Develop1nent | |  |  |  | 146,888 | 292.223 |

0

Total State Financial Assistance $ 327,694 $ 617,996



EXHIBIT K4

**TOWNSHIP OF HADDON**

**NOTES TO SCHEDULE OF STATE FINANCIAL ASSISTANCE FOR THE YEAR ENDED DECEMBER 31, 2012**

**Note 1. General**

The accompanying schedule of expenditures of state fmancial assistance presents the activity of state financial assistance of the Township of Haddon, County of Camden, State of New Jersey. The Township is defined in Note **1** to the Township's financial statements.

**Note 2. Basis of Accounting**

The accompanying schedule of expenditures of state fioancial assistance are presented using the modified accrual basis of accounting as promulgated by the State of New Jersey, Depaiiment of Community Affairs, Division of Local Government Services, which is desc1ibed in the Notes to the Financial Statements, Note !.

**Note 3. Relationship to Financial Statements - Statutory Basis**

Amounts reported in the accompanying schedules agree with ainounts reported in the Township's general-purpose financial statements. Expenditures from awards are repo1ied in the Township's financial statement as follows:

**State**

|  |  |
| --- | --- |
| State & Federal Grant Fund | $ 427,996 |
| Capital Fund | 190 000 |
| Total | $ 617 996 |

**Note 4. Relationship to Federal and State Financial Report**

Amounts reported in the accompanying schedule agree with the amounts reported in the related federal and state financial report.

**Note 5. Major Programs**

The one major prograin is identified in the Schedule of Findings mid Questioned Costs section.



EXHIBIT K-5

**TOWNSHIP OF HADDON**

**SCHEDULE OF FINDINGS & QUESTIONED COSTS**

**For the Fiscal Year Ended December 31, 2012**

**Section** - **Summary of Auditor's Results**

**Financial Statements**

Type of auditor's report issued:

Internal control over financial reporting:

1. Material weakness( es) identified?
2. Significant deficiencies identified that are not considered to be material weaknesses?

Noncompliance material to basic financial Statements noted?

**State Awards**

Dollar threshold used to distinguish between type A programs: Auditee qualified as low-risk auditee?

Internal Control over major programs:

* 1. Material weakness( es) identified?

2) Significant deficiencies identified that are not

**considered to be 1naterial \Veaknesses?**

Type of auditor's report issued on compliance for major programs

Any audit findings disclosed that are required to be reported in accordance with NJOMB Circular Letter 04-04

**State Grant/Project Nurnbers(s): Nante of State Program**

Economic Development Grant

NJ Transportation Trust Fund Act

Umnodified

Yes

No

Yes

$300,000

No

Yes

None Reported

Unmodified

No

**TOWNSHIP OF HADDON**

**SCHEDULE OF FINDINGS & QUESTIONED COSTS**

**For the Fiscal Year Ended December 31, 2012**

**Section** II- **Financial Statement Findings**

This section identifies the significant deficiencies, material weaknesses and instances of noncompliance related to the basic financial statements that are required to be reported in accordance with Chapter 5.18 through 5.20 of *Government Auditing Standards.*

**Finding 2012-01:**

**Criteria or Specific Requirement:**

The Township should maintain an accurate accounting of the third party lien and premium balances being collected and disbursed from the trust fund.

**Condition:**

An accounting of third paiiy lien ai1d premium balances is not being maintained by the tax collector.

**Context:**

Third paiiy liens should be recorded in the Township trust fund account and reconciled with the reserve balance in the general ledger accounting system.

**Effect:**

The balance that remains in the lien and premium trust accounts cairnot be analyzed to determine which block and lots the balance is made up of.

**Cause:**

The lien and premium trust balances have not been reconciled with the activity in the general ledger

**accounting syste1n.**

**Recommendation:**

That the Township maintains an accounting of the third party lien and premium balai1ces being collected and retained in the Township trust account.

**Views of Responsible Officials and Planned Corrective Action:**

This condition will be corrected.

**Fh1ding 2012-02:**

**Criteria or Specific Requirement:**

The Township should be maintaining an accurate fixed asset control schedule.

**Condition:**

During onr audit it was noted that the fixed asset control schedule has not been maintained timely.

**Context:**

The fixed asset control schedule has not been updated to include certain additions and deletions.

**Effect:**

The fixed asset control schedule does not reflect an accurate accounting of the township's fixed assets.

**Canse:**

The fixed asset control schedule needs to be updated for all additions and deletions that have been made by the Township.

**Recommendation:**

That the fixed assets control schedule be updated to reflect all fixed asset additions and deletions on a timely basis.

**Views of Responsible Officials and Planned Corrective Action:**

This condition will be corrected.

**Finding 2012-03:**

**Criteria or Specific Requirement:**

The payroll activity of the Township should be recorded in the general ledger accounting system and the remaining reserve balance should be analyzed.

**Condition:**

The payroll activity of the Township is not being accounted for accurately in the general ledger accounting system. The Township has not maintained an analysis of the payroll reserve balance in the **general ledger accounting syste1n.**

**Context:**

The payroll activity is not being properly recorded in the general ledger accounting system.

**Finding 2012-03 (continued): Effect:**

The payroll balance that remains as a reserve is unable to be analyzed.

**Canse:**

The payroll activity is not being properly recorded in the general ledger accounting system.

**Recommendation:**

That the payroll activity of the Township be properly recorded in the general ledger accounting system and that the payroll deduction reserve balance be properly analyzed.

**Views of Responsible Officials and Planned Corrective Action:**

This condition will be cmTected.

**Section III - State Financial Assistance Finding & Questioned Costs**

This section identifies audit findings required to be reported by section .510(a) of Circular A-133 and New Jersey OMB's Circular Letter 04-04.

No Cuuent Year Findings

EXHIBIT K-6

**TOWNSHIP OF HADDON**

**SUMMARY SCHEDULE OF PRIOR AUDIT FINDINGS**

**AND QUESTIONED COSTS AS PREPARED BY MANAGEMENT**

**For the Fiscal Year Ended December 31, 2012**

TI1is section identifies the status of prior-year findings related to the basic financial statements and state awards that are required to be reported in accordance with Chapter 6.12 of Government Auditing Standards, U.S. OMB Circular A-133 (section .315 (a)(b)) and New Jersey OMB's Circular 04-04.

**Finding 2011-01: Condition:**

Dming our audit it was noted that the fixed asset control schedule has not been maintained timely.

**Current Status:**

**This condition has not been con·ected.**

**Finding 2010-01: Condition:**

During our audit it was noted that the fixed asset control schedule has not been maintained timely.

**Current Status:**

This condition has not been conected.



# SUPPLEMENTARY DATA



**Sun1n1ary of Statutory Debt Condition - Annual Debt Statement**

The sun11narized state1nent of debt condition which follo\vs is prepared in accordance with the required 1nethod of setting up the Annual Debt State1nent and indicates a statutory net debt of 1.80%

GROSS DEBT DEDUCTIONS NET DEBT

|  |  |  |  |
| --- | --- | --- | --- |
| Local School District Debt | $ 8,110,000 | $ 8,110,000 | $ |
| Water-Sewer Utility Debt | 13,446,465 | 13,446,465 |  |

General Debt 25,054,289 25,054,289

Total $ 46,610,754 $ 21,556,465 $ 25,054,289

Net Debt, $25,054,289 divided by Equalized Valuation Basis per N.l.S.A40A:2-2, $1,388,948,565 equals 1.80%.

|  |  |
| --- | --- |
| Equalized Valuation Basis: |  |
| 2012 | $ 1,379,650,679 |
| 2011 | 1,381,001,315 |
| 2010 | 1,406,193,701 |
| Average | $ 1,388,948,565 |

|  |  |
| --- | --- |
| **Borro,ving Po,ver Under 40A:2-6:** |  |
| 3 1/2 % of Equalized Valuation Bases (Municipal) | $ 48,613,200 |
| Net Debt | 25,054,289 |
| Re1naining Bo1rowing Power | $ 23,558,911 |

|  |  |
| --- | --- |
| **Calculation of Self-Liquidating Purpose - Water-Sewer Utility per N.J.S.40A:2-45**  Cash Receipts Fro1n Fees, Rents & Other Charges | $ 3,426,706 |
| Deductions:  OperatiJJg & Maintenance Costs $ 2,341,147 Debt Service 1,054,286 | 3,395,433 |
| Excess/(Deficit) in Revenue | $ 31,273 |

**Comparative Statement of Operations and Change in Fund Balance - Current Fund**

YEAR 2012 YEAR 2011

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Revenue and Other | AMOUNT | PERCENT |  | AMOUNT | PERCENT |
| Inco1ne Realized |  |  |  |  |  |
| Fund Balance Utilized Miscellaneous - Fro1n Other Than | $ 1,271,800 | 2.74% |  | $ 1,575,000 | 3.46% |
| Local Property Tax Levies Collection of Delinquent Taxes & | 3,100,072 | 6.68% |  | 3,261,862 | 7.16% |
| Tax Title Liens |  |  |  | 4,438 | 0.01% |
| Collection of Cu1Tent Tax Levy | 41,113,761 | 88.65% |  | 39,823,638 | 87.40% |
| Nonbudget Revenue Unexpended Balance of | 490,994 | 1.06% |  | 517,574 | 1.14% |
| Appropriation Reserves Cancelation of P1ior Year Payable | 381,849 | 0.82% |  | 309,198 | 0.68% |
| Inter-funds Liquidated | 20,090 | 0.04°/o |  | 73,815 | 0.16% |
| Total Inco1ne | 46,378,566 | 100.00% |  | 45,565,525 | 100.00% |
| Expenditures |  |  |  |  |  |
| Budget Expenditures - |  |  |  |  |  |
| Municipal Purposes | 11,482,433 | 25.31% |  | 11,832,483 | 26.66% |
| County Taxes | 10,683,391 | 23.55% |  | 9,545,196 | 21.51% |
| Local School Taxes | 21,730,093 | 47.89% |  | 21,568,456 | 48.60% |
| Fire District Taxes | 1,304,341 | 2.87% |  | 1,279,110 | 2.88% |
| Business I1nprove1nent District | 150,918 | 0.33% |  | 151,152 | 0.34% |
| Other Adjustlnents to Inco1ne | 22,494 | 0.05% |  |  |  |
| Total Expenditures | 45,373,670 | 100.00% |  | 44,376,397 | 100.00% |
| Excess in Revenue | 1,004,896 |  |  | 1,189,128 |  |
| Fund Balance January 1 | 2,303,650 |  |  | 2,689,522 |  |
| Total | 3,308,546 |  |  | 3,878,650 |  |
| Less: Fund Balance Utilized as Revenue | 1,271,800 |  |  | 1,575,000 |  |
| Fund Balance Dece1nber 31 | $ 2,036,746 |  |  | $ 2,303,650 |  |

**Comparative Statement of Operations and**

**Change in Surplus - Water & Se\\'er Utility Operating Fund**

**Revenue and Other**  YEAR 2012 YEAR 2011

**Income Realized** AMOUNT PERCENT AMOUNT PERCENT

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Surplus Utilized | $ 248,670 | 6.35% | $ 150,000 | 3.76% |
| Collection of Sewer Rents | 3,295,345 | 84.15% | 3,364,308 | 84.25% |
| Miscellaneous - From Other Than |  |  |  |  |
| Sevver Rents | 371,885 9.50% | | 478,756 11.99% | |
| Total Inco1ne | 3,915,900 100.00% | | 3,993,064 100.00% | |

**Expenditures**

Budget Expenditures:

|  |  |  |  |
| --- | --- | --- | --- |
| Operating | 2,539,170 67.51% |  | 2,479,040 66.94% |
| Debt Service | 1,054,286 28.03% |  | 1,067,414 28.82% |
| Defe1Ted Charges & Statutory |  |  |  |
| Expenditures | 167,750 4.46% |  | 156,722 4.23% |
| Total Expenditures | 3,761,206 100.00% |  | 3,703,176 100.00% |
| Excess in Revenue | 154,694 |  | 289,888 |
| Surplus Balance January 1 | 555,802 |  | 415,914 |
| Total Surplus  Less: Utilization as Anticipated | 710,496 |  | 705,802 |
| Revenue | 248,670 |  | 150,000 |
| Surplus Balance Dece111ber 31 | $ 461,826 |  | $ 555,802 |

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 cmrent collection could be an indication of a probable increase in future tax levies.

CURRENTLY

PERCENTAGE

CASH OF

YEAR TAX LEVY COLLECTIONS COLLECTION

|  |  |  |  |
| --- | --- | --- | --- |
| 2012 | $ 41,191,747 | $ 41,113,761 | 99.81% |
| 2011 | 39,904,900 | 39,823,638 | 99.80% |
| 2010 | 39,304,796 | 39,244,032 | 99.85% |

Comparison of Tax Rate Information

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | 2012 2011 2010 | | | | | |
|  | |  |  |  |  |  |
| Total Tax Rate $ | | 3 1 5 | $ | 3 04 | $ | 5 54 |
| Apportion111ent of Tax Rate: Municipal | | 0.578 |  | 0.578 |  | 1.080 |
| County | | 0.847 |  | 0.757 |  | 1.371 |
| Local School | | 1.723 |  | 1.709 |  | 3.092 |
| Fire District #1 | | 0.113 |  | 0.111 |  | 0.207 |
| Fire District #2 | | 0.053 |  | 0.053 |  | 0.088 |
| Fire District #3 | | 0.024 |  | 0.024 |  | 0.048 |
| Fire District #4 | | 0.157 |  | 0.157 |  | 0.275 |
| Special hnprove111ent District #1 | | 0.180 |  | 0.180 |  | 0.250 |
| Special hnprovernent Distiict #2 | | 0.180 |  | 0.180 |  | 0.250 |

Net Valuation Taxable:

|  |  |  |  |
| --- | --- | --- | --- |
| 2012 | $ 1,260,827,916 |  |  |
| 2011 |  | $ 1,261,356,636 |
| 2010 |  |  | $ 683,638,203 |

Delinquent Taxes and Tax Title Liens

This tabulation includes a co1nparison, expressed in percentage, of the total of delinquent taxes and tax title liens in relation to the tax levies of the last three years.

YEAR ENDED DECEMBER 31

AMOUNT OF TAX TITLE LIENS

AMOUNT OF DELINQUENT TAXES

TOTAL DELINQUENT

PERCENTAGE OF TAX LEVY

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 2012 | $ 30,128 | $ 24,407 | $ 54,535 | 0.13% |
| 2011 | 85,997 | 37,770 | 123,767 | 0.31% |
| 2010 | 58,439 | 20,719 | 786,050 | 2.00% |

**Property Acquired by Tax Title Lien Liquidation**

The value of property acquired by liquidation of tax title liens on Decc1nber 31, on the basis of the last assessed valuation of such properties, was as follows:

YEAR

AMOUNT

|  |  |
| --- | --- |
| 2012 | $ 1,894,100 |
| 2011 | 1,894,100 |
| 2010 | 1,894,100 |

**Comparison of Water-Se\ver Utility Levies**

YEAR LEVY

COLLECTION

|  |  |  |
| --- | --- | --- |
| 2012 | $ 3,296,370 | $ 3,305,729 |
| 2011 | 3,393,831 | 3,389,001 |
| 2010 | 3,266,781 | 3,362,345 |

**Schedule of Annual Debt Service for Principal and Interest for the Next Five Years for Bonded Debt 'Issued** &

**Outstanding:**

YEAR GENERAL CAPITAL

WATER UTILITY

2013

2014

2015

2016

2017

$ 1,309,320

1,395,576

1,371,311

1,275,579

1,280,892

$ 1,121,206

1,140,222

1,117,970

1,044,758

1,055,337

**Comparative Schedule of Fund Balances**

**Current Fund:**

**Balance December 31**

**Utilized in** Budget of **Succeeding Year**

|  |  |  |
| --- | --- | --- |
| 201 2 | $ 2,036,746 | $ 1,320,000 |
| 2011 | 2,303,650 | 1,271,800 |
| 2010 | 2,689,522 | 1,575,000 |
| 2009 | 1,737,218 | 1,120,000 |
| 2008 | 2,265,532 | 1,660,000 |
| 2007 | 2,221,389 | 1,610,000 |

**Co1nparative Schedule of Fund Balance**

**\Vater Operating Fund**

**Balance December 31**

**Utilized in** Budget of **Succeeding Year**

|  |  |  |
| --- | --- | --- |
| 2012 | $ 461,826 | $ 429,153 |
| 2011 | 555,802 | 248,670 |
| 2010 | 415,914 | 150,000 |
| 2009 | 208,199 | 100,000 |
| 2008 | 490,013 | 305,000 |
| 2007 | 224,028 | 175,000 |

**OFFICIALS IN OFFICE AND SURETY BONDS**

The following officials were in office at December 31, 2012:

NAME **TITLE**

Randall W. Teague Mayor

John C. Foley **Co1mnissioner**

Paul Dougherty **Con:unissioner**

Jack Bruno Chief Financial Officer

Dawn M. Pennock Municipal Clerk

Andrea Penny Tax Collector

Mary C. Twisler Court Administrator

Robert Gleaner Magistrate

Stumi A. Platt, ESQ Solicitor

Gregory Fusco **Engineer**

There were Employee's Blanket Perfonnance Bonds in the mnount of $1,000,000 for the Township employees and court persom1el carried by the Camden County Joint Insnra!lce Fund.

TOWNSHIP OF HADDON COUNTY OF CAMDEN

PART II

COMMENTS AND RECOMMENDATIONS FOR THE YEAR ENDED DECEMBER 31, 2012

\*\*\*\*\*\*\*\*\*\*\*\*



**I HFAJ**

#### HOLMAN I FRENIA ALLISON, P.C.

***Certified*** *Public Accounuuus* & *Consu ltams*

10 Allen Street, Suite 28, Toms River NJ 08753 ·Tel·732.797.1333 618 Stokes Road, Medford, NJ 08055 Tel: 609.953.0612

912 Highway 33, Suite 2. Freehold, NJ 07726 • Tel:732.409.0800

795 Canton Street, Troy, PA 16947 • Tel:570.297.5090 926 Main Street, Suite 103, Rome, PA 18837 • Tel:570.297.5090

[www.](http://www/)hfacpas.com

The Honorable Mayor and Members of the Township Board of Commissioners Township of Haddon

Westmont, New Jersey 08108

We have audited the financial statements of the Township of Haddon in the County of Camden for the year ended December 31, 2012.

Scope of Audit

The audit covered the financial transactions of the Treasurer, Tax Collector, and Water-Sewer Utility Collector, the activities of the Mayor and Commissioners and the records of the various outside departments.

The audit did not and could not determine the character of services rendered for which payment had been made or for which reserves had not been set up, nor could it determine the character, proper price or quantity of materials supplied for which claims had been passed. These details were necessarily covered by the internal review and control before approval of such claims by the governing body.

Cash on hand was counted and cash balances were reconciled with independent certifications obtained directly from the depositories.

The accmed and realized revenues for the various Township Department s as shown on the Statements of Revenue and Revenue Accounts Receivable are present ed as recorded in the Township records.

In accordance with requirements prescribed by the Division of Local Government Services, Depa1i111ent of Conununity Affairs, State of New Jersey, the following are the *General Comments* and *Recomm endations* for the year then ended.

GENERAL COMMENTS

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

*N J.S.A.40A:l l-4* - Every contract or agreement, for the perfonnance of any work or furnishing or hlling 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 othenvise 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 $36,000 except by contract or agreement. The Township employs a qualified purchasing agent.

It is pointed out that the governing body of the municipality has the responsibility of determining whether the expenditures in any category will exceed the statutory minimum within the fiscal year. Where question arises as to whether any contract or agreement might result in violation of the statute, the solicitor's opinion should be sought before a commitment is made.

**Contracts and Agreements Required to be advertised by (N.J.S.A.40A:ll-4) (continued):**

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

Inasmuch as the system of records did not provide for an accumulation of payments for categories for the perfonuance of any work or the furnishing or hiring of any materials or supplies, the results of such an **accu1nulation could not reasonably be ascertained. Disburse1nents were reviewed, however, to dete1111ine** whether any clear-cut violations existed.

The compliance review of expenditures did not reveal any individual payments or contrncts in excess of the statutory limit "for the performance of any work, or the furnishing of any :materials, supplies or labor, or the hiring of teams or vehicles," other than those where bids had been previously sought by public adve1iisement or where a resolution had been previously adopted under the provisions of *N J.S.A.40A: 11- 6.*

**Contracts and Agreements Requiring Solicitation of Quotations**

The examination of expenditures did not reveal any individual payments, contracts or agreements in excess of $5,400 "for the perfonnance of any work or the furnishing or hiring of any mate1ials or supplies'', other than those where bids had been previously sought by public advertisement or where a resolution had been previously adopted under the provision of *(N J.S.A.40A: 11-6.1).*

**Collection oflnterest on Delinquent Taxes and Assessments**

*N J.S.54:4-67,* as amended, provides the method for authmizing interest and the maximum rates to be charged for the nonpayment of taxes or assessments on or before the date when they would become delinquent.

The governing body on January 6, 2012 adopted the following resolution authorizing interest to be charged on delinquent taxes:

**"BE IT RESOLVED** that the rate of interest to be charged for the nonpayment of taxes and water/sewer rents on the date when they become delinquent is hereby fixed as eight (8%) percent per annum of the first One Thousand F:ive Hundred Dollars ($1,500.00) of the delinquency, and eighteen (18%) percent per annmn on any amount in excess of One Thousand Five Hundred Dollars ($1,500.00). The same to be calculated from the date of actual payment; provided, however, that no :interest be charged if payment is made with ten (10) days after the date upon which same became payable."

It appears from an examination of the Collector's record that interest was collected in accordance with the foregoing resolution.

**Delinquent Taxes and Tax Title Liens**

The last tax sale was held on December 17, 2012 and was complete.

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

**Delinquent Taxes and Tax Title Liens (continued):**

**YEAR**

2012

2011

2010

**NUMBER OF LIENS**

20

15

**11**

**Deductions From Taxes**

The audit of senior citizen and veteran deductions on a test basis revealed that deductions appeai· reasonable.

**Finding 2012-01:**

An accounting of third party lien and premium balances is not being maintained by the tax collector.

**Recommendation:**

That the Township maintains an accounting of the third party lien and premium balances being collected and retained in the Township trust account.

**Examination of Bills**

A test check of paid bills was made and each bill, npon proper approval, was considered as a separate and individual contract unless the records disclosed it to be a part payment or estimate.

**Municipal Court**

As part of the test of the municipal court records, no attempt was made to differentiate between fines due the Township, County, or State, or to pass npon the authenticity of the preparation and procedures for complaints issued.

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

**Fixed Assets**

**\*Finding 2012-02:**

During our audit it was noted that the fixed asset control schedule has not been maintained timely.

**Recommendation:**

That the fixed assets control schedule be updated to reflect all fixed asset additions and deletions on a timely basis.

**Payroll**

**Finding 2012-03:**

The payroll activity of the Township is not being accounted for accurately in the general ledger accounting system. TI1e Township has not maintained an analysis of the payroll reserve balance in the general ledger accounting system.

**Recommendation:**

That the payroll activity of the township be properly recorded in the general ledger accounting system and that the payroll deduction reserve balance be properly analyzed.

**Follow-up on Prior Year Findings**

ill accordance with govermuent auditing standards, my procedures included a review of all prior year findings. Corrective action has been taken on all of the prior year fmdings except those marked above with an asterisk (\*).

**Acknowledgment**

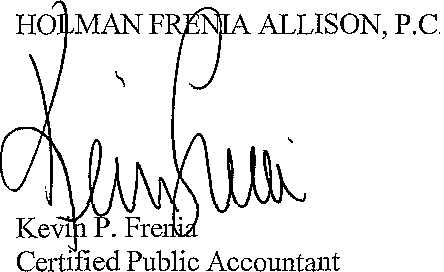
We express our appreciation for the assistance and courtesies extended to the members of the audit team.

Tbe problems and weaknesses noted in our review were not of such magnitude that they would affect our ability to express an opinion on the financial statements taken as a whole.

Should you have any questions concerning our comments or reconnnendations, or should you desire any

**assistance in ilnple111enting our reco1nn1endations, please call 111e.**

Respectfully submitted,



Medford, New Jersey March 28, 2013

Registered Municipal Accountant No. CR435