

*BOROUGH OF STANHOPE*  
*COUNTY OF SUSSEX*  
*REPORT OF AUDIT*  
*2017*

*NISIVOCCIA LLP*  
*CERTIFIED PUBLIC ACCOUNTANTS*

BOROUGH OF STANHOPE

COUNTY OF SUSSEX

REPORT OF AUDIT

2017

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BOROUGH OF STANHOPE

PART I

FINANCIAL STATEMENTS AND

SUPPLEMENTARY DATA

YEAR ENDED DECEMBER 31, 2017



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## Independent Auditors' Report

The Honorable Mayor and Members  
of the Borough Council  
Borough of Stanhope, NJ

### ***Report on the Financial Statements***

We have audited the financial statements-*regulatory basis* - of the various funds of the Borough of Stanhope in the County of Sussex (the "Borough") as of and for the years ended December 31, 2017 and 2016, and the related notes to the financial statements, as listed in the foregoing table of contents.

### ***Management's Responsibility for the Financial Statements***

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting practices prescribed or permitted by the Division of Local Government Services, Department of Community Affairs, State of New Jersey (the "Division") to demonstrate compliance with the Division's regulatory basis of accounting, and the budget laws of New Jersey; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

### ***Auditors' Responsibility***

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

An audit involves performing procedures to obtain audit evidence about the 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 Borough's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Borough'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.

The Honorable Mayor and Members  
of the Borough Council  
Borough of Stanhope, NJ  
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We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

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

As described in Note 1, the financial statements are prepared by the Borough on the basis of accounting practices prescribed or permitted by the Division to demonstrate compliance with the Division's regulatory basis of accounting and the budget laws of New Jersey, which is a basis of accounting other than accounting principles generally accepted in the United States of America. The effects on the financial statements of the variances between the regulatory basis of accounting described in Note 1 and accounting principles generally accepted in the United States of America, although not reasonably determinable, are presumed to be material.

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

In our opinion, because of the significance of the matter discussed in the *Basis for the Adverse Opinion on U.S. Generally Accepted Accounting Principles* paragraph, the financial statements referred to above do not present fairly in accordance with accounting principles generally accepted in the United States of America the financial position of each fund and account group of the Borough as of December 31, 2017 and 2016, or the changes in financial position or where applicable, cash flows thereof for the years then ended.

***Basis for Qualified Opinion***

The Borough's general fixed assets account group is stated at historical cost or estimated historical cost in the accompanying financial statements. We were unable to obtain sufficient evidence to support the cost of the fixed assets of the general fixed assets account group. As more fully described in Note 1, due to the length of time over which these fixed assets were acquired, it is not practical to determine their actual costs. Therefore, based upon the underlying accounting records, we have not audited the general fixed assets account group.

***Qualified Opinion on Regulatory Basis of Accounting***

In our opinion, except for the effects on the December 31, 2017 and 2016 financial statements of the matter described in the *Basis for Qualified Opinion* paragraph, the financial statements referred to above present fairly, in all material respects, the financial position of the various funds of the Borough of Stanhope as of December 31, 2017 and 2016, and the results of operations and changes in fund balance, where applicable, of such funds, thereof for the years then ended on the basis of the accounting practices prescribed or permitted by the Division to demonstrate compliance with the Division's regulatory basis of accounting and the budget laws of New Jersey, as described in Note 1.

The Honorable Mayor and Members  
of the Borough Council  
Borough of Stanhope, NJ  
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***Other Matters***

***Supplementary Information***

Our audit was conducted for the purpose of forming opinions on the financial statements of the various funds that collectively comprise the Borough's financial statements. The supplementary data schedules listed in the table of contents and the schedules of expenditures of federal and state awards, as required by Title 2 U.S. Code of Federal Regulations Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* ("Uniform Guidance") and New Jersey's OMB Circular 15-08, *Single Audit Policy for Recipients of Federal Grants, State Grants and State Aid*, are presented for purposes of additional analysis and are not a required part of the financial statements.

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

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

In accordance with *Government Auditing Standards*, we have also issued our report dated March 16, 2018 on our consideration of the Borough of Stanhope's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the result of that testing, and not to provide an opinion on internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Borough of Stanhope's internal control over financial reporting and compliance.

Mount Arlington, New Jersey  
March 16, 2018

NISIVOCCIA LLP



Raymond G. Sarnelli  
Registered Municipal Accountant No. 383  
Certified Public Accountant

BOROUGH OF STANHOPE  
COUNTY OF SUSSEX  
2017  
CURRENT FUND

BOROUGH OF STANHOPE  
CURRENT FUND  
COMPARATIVE BALANCE SHEET - REGULATORY BASIS

		December 31,	
	<u>Ref.</u>	<u>2017</u>	<u>2016</u>
<u>ASSETS</u>			
Cash and Cash Equivalents:			
Treasurer	A-4	\$ 2,947,554.79	\$ 2,793,486.11
Change Funds		250.00	250.00
Due from State of New Jersey:			
Veterans and Senior Citizens Deductions		1,435.85	935.85
		<u>2,949,240.64</u>	<u>2,794,671.96</u>
Receivables and Other Assets With Full Reserves:			
Delinquent Property Taxes Receivable	A-7	220,248.00	221,601.43
Tax Title Liens Receivable	A-8	202,534.40	223,017.99
Property Acquired for Taxes at Assessed Valuation		1,160,300.00	1,070,700.00
Revenue Accounts Receivable	A-9	3,944.78	10,552.31
Due from Animal Control Fund	B	6,340.20	6,332.15
Accounts Receivable - Other		2,053.88	1,345.26
		<u>1,595,421.26</u>	<u>1,533,549.14</u>
Total Receivables and Other Assets With Full Reserves		<u>1,595,421.26</u>	<u>1,533,549.14</u>
<u>TOTAL ASSETS</u>		<u>\$ 4,544,661.90</u>	<u>\$ 4,328,221.10</u>
<u>LIABILITIES, RESERVES AND FUND BALANCE</u>			
Appropriation Reserves:			
Unencumbered	A-3;A-11	\$ 308,799.61	\$ 238,500.51
Encumbered	A-3;A-11	51,586.69	60,970.67
Total Appropriation Reserves		<u>360,386.30</u>	<u>299,471.18</u>
Accounts Payable - Vendors		140,108.90	130,108.90
Prepaid Taxes		219,065.84	39,808.10
Tax Overpayments		33,760.63	12,251.58
Due to County of Sussex - Added and Omitted Taxes		291.80	469.94
Due to State of New Jersey:			
Marriage License Fees		200.00	75.00
Training Fees		737.00	454.00
Due to Other Trust Funds:			
Reserve for Tax Sale Premiums	B	2,200.00	
Reserve for Accumulated Sick and Vacation Compensation			10,000.00

BOROUGH OF STANHOPE  
CURRENT FUND  
COMPARATIVE BALANCE SHEET - REGULATORY BASIS  
(Continued)

		December 31,	
	Ref.	2017	2016
<u>LIABILITIES, RESERVES AND FUND BALANCE</u>			
Reserve for:			
Sale of Municipal Assets		\$ 228,609.15	\$ 228,609.15
Shade Tree		440.04	440.04
Third Party Liens		2,200.31	20,450.34
Pending Tax Appeals		138,230.11	138,230.11
Appropriated Reserves:			
Drunk Driving Enforcement Fund		11,048.55	11,369.11
Body Armor Replacement Program		5,227.26	4,004.15
Clean Communities Program		11,088.68	10,896.73
Cablevision 2014 PEG Access Grant			626.00
Alcohol Education Rehabilitation Program		1,135.00	1,135.00
Shade Tree Grant		165.00	165.00
Drive Sober or Get Pulled Over			4,000.00
Housing Reimbursement Program		60,683.18	54,418.18
Recycling Tonnage Grant			3,290.26
Unappropriated Reserves:			
Recycling Tonnage Grant		4,741.00	
Safe and Secure Communities Grant		22,500.00	22,500.00
		1,242,818.75	992,772.77
Reserve for Receivables	A	1,595,421.26	1,533,549.14
Fund Balance	A-1	1,706,421.89	1,801,899.19
<u>TOTAL LIABILITIES, RESERVES AND FUND BALANCE</u>		<u>\$ 4,544,661.90</u>	<u>\$ 4,328,221.10</u>

THE ACCOMPANYING NOTES TO FINANCIAL STATEMENTS  
ARE AN INTEGRAL PART OF THIS STATEMENT



BOROUGH OF STANHOPE  
CURRENT FUND  
COMPARATIVE STATEMENT OF OPERATIONS  
AND CHANGE IN FUND BALANCE - REGULATORY BASIS

	Year Ended December 31,	
Ref.	2017	2016
<u>Revenue and Other Income Realized</u>		
Fund Balance Utilized	\$ 918,500.00	\$ 779,000.00
Miscellaneous Revenue Anticipated	490,691.21	461,334.90
Receipts from:		
Delinquent Taxes	229,228.96	233,011.36
Current Taxes	11,698,930.88	11,543,789.32
Nonbudget Revenue	81,203.61	56,726.24
Other Credits to Income:		
Unexpended Balance of Appropriation Reserves	167,171.58	219,527.08
Tax Overpayments Cancelled		8,856.18
Cancellation of Unappropriated Reserves - Clean Communities Grant		0.38
Cancellation of Appropriated Reserves - Highlands Initial Assessment Grant		12,890.00
Cancellation of Appropriated Reserves - Highlands Plan Conformance Grant		27,061.91
Cancellation of Appropriated Reserves - Police Accreditation Services		50,000.00
Interfunds Returned	7,677.41	4,922.80
Total Income	<u>13,593,403.65</u>	<u>13,397,120.17</u>
<u>Expenditures</u>		
Budget Appropriations:		
Municipal Purposes	4,174,624.50	4,015,204.58
County Taxes	1,823,688.57	1,798,237.97
Due County for Added and Omitted Taxes	291.80	469.94
Regional High School Taxes	2,373,475.00	2,383,454.00
Local School District Taxes	4,389,907.00	4,290,530.00
Interfunds Advanced	8,394.08	7,677.41
Total Expenditures	<u>12,770,380.95</u>	<u>12,495,573.90</u>
Excess in Revenue/ Statutory Excess to Fund Balance	823,022.70	901,546.27

BOROUGH OF STANHOPE  
CURRENT FUND  
COMPARATIVE STATEMENT OF OPERATIONS  
AND CHANGE IN FUND BALANCE - REGULATORY BASIS

	<u>Ref.</u>	<u>Year Ended December 31,</u>	
		<u>2017</u>	<u>2016</u>
<u>Fund Balance</u>			
Balance January 1		\$ 1,801,899.19	\$ 1,679,352.92
		<u>2,624,921.89</u>	<u>2,580,899.19</u>
Decreased by:			
Utilized as Anticipated Revenue		<u>918,500.00</u>	<u>779,000.00</u>
Balance December 31	A	<u><u>\$ 1,706,421.89</u></u>	<u><u>\$ 1,801,899.19</u></u>

THE ACCOMPANYING NOTES TO FINANCIAL STATEMENTS  
ARE AN INTEGRAL PART OF THIS STATEMENT

BOROUGH OF STANHOPE  
CURRENT FUND  
STATEMENT OF REVENUE - REGULATORY BASIS  
YEAR ENDED DECEMBER 31, 2017

	Budget	Added by NJSA 40A:4-87	Realized	Excess or Deficit *
Fund Balance Anticipated	\$ 918,500.00		\$ 918,500.00	
Miscellaneous Revenue:				
Alcoholic Beverages Licenses	3,000.00		3,059.00	\$ 59.00
Fees and Permits	7,100.00		24,245.80	17,145.80
Uniform Construction Code Fees	55,000.00		84,968.00	29,968.00
Fines and Costs - Municipal Court	50,000.00		61,832.94	11,832.94
Interest and Costs on Taxes	50,000.00		46,539.76	3,460.24 *
Energy Receipt Tax	190,109.00		190,109.00	
Consolidated Municipal Property Tax Relief Aid	26,473.00		26,473.00	
Garden State Trust Fund	4,439.00		4,439.00	
State of New Jersey:				
Safe and Secure Communities Program	30,000.00		30,000.00	
Drunk Driving Enforcement Fund		\$ 1,609.38	1,609.38	
Body Armor Replacement Program		1,223.11	1,223.11	
Clean Communities Program		7,623.88	7,623.88	
Click-It or Ticket Grant		5,500.00	5,500.00	
Recycling Tonnage Grant	3,068.34		3,068.34	
	419,189.34	15,956.37	490,691.21	55,545.50
Receipts from Delinquent Taxes	180,000.00		229,228.96	49,228.96
Amount to be Raised by Taxes for Support of Municipal Budget:				
Local Tax for Municipal Purposes	3,350,978.79		3,821,568.51	470,589.72
Budget Totals	4,868,668.13	15,956.37	5,459,988.68	575,364.18
Nonbudget Revenue			81,203.61	81,203.61
	\$ 4,868,668.13	\$ 15,956.37	\$ 5,541,192.29	\$ 656,567.79

BOROUGH OF STANHOPE  
CURRENT FUND  
STATEMENT OF REVENUE - REGULATORY BASIS  
YEAR ENDED DECEMBER 31, 2017  
(continued)

Analysis of Realized Revenue

Allocation of Current Tax Collections:

Revenue from Collection of Current Taxes \$ 11,698,930.88

Allocated to:

Local School District Taxes \$ 4,389,907.00

Regional High School Taxes 2,373,475.00

County Taxes 1,823,980.37

8,587,362.37

Balance for Support of Municipal Budget 3,111,568.51

Add: Appropriation "Reserve for Uncollected Taxes" 710,000.00

Realized for Support of Municipal Budget \$ 3,821,568.51

Receipts from Delinquent Taxes:

Delinquent Tax Collections \$ 221,601.43

Tax Title Liens 7,627.53

Delinquent Tax Collections \$ 229,228.96

Fees and Permits - Other:

Board of Health \$ 250.00

Police 629.80

Planning Board/Board of Adjustment 365.00

Zoning Officer 2,850.00

Clerk 20,151.00

\$ 24,245.80

BOROUGH OF STANHOPE  
CURRENT FUND  
STATEMENT OF REVENUE - REGULATORY BASIS  
YEAR ENDED DECEMBER 31, 2017  
(continued)

Analysis of Nonbudget Revenue:

Treasurer:

Interest on Investments and Deposits	\$ 20,263.55	
Cable Franchise Fee	17,164.00	
Bid Specs	750.00	
Outside Detail Administration Fees	789.95	
DMV Inspection Fines	1,647.00	
FEMA Storm Reimbursements	19,272.38	
Tax Collector Miscellaneous Revenue	270.00	
Miscellaneous	<u>2,394.12</u>	
		\$ 62,551.00

Prior Year Anticipated Revenue Realized:

Drive Sober or Get Pulled Over	5,000.00	
Interest Earned - Due from Animal Control Fund	155.12	
Interest Earned - Due from Other Trust Fund	4,918.78	
Interest Earned - Due from General Capital Fund	2,238.51	
Statutory Excess in Animal Control Fund Reserve:		
Due from Animal Control Fund	<u>6,340.20</u>	
		<u>18,652.61</u>
		<u>\$ 81,203.61</u>

THE ACCOMPANYING NOTES TO FINANCIAL STATEMENTS  
ARE AN INTEGRAL PART OF THIS STATEMENT

BOROUGH OF STANHOPE  
CURRENT FUND  
STATEMENT OF EXPENDITURES - REGULATORY BASIS  
YEAR ENDED DECEMBER 31, 2017

	Appropriations		Expended By	
	Budget	Budget After Modification	Paid or Charged	Reserved
Operations Within "CAPS":				
GENERAL GOVERNMENT:				
General Administration:				
Salaries and Wages	\$ 64,713.00	\$ 64,713.00	\$ 64,713.00	
Other Expenses	24,864.00	24,864.00	22,434.74	\$ 2,429.26
Mayor and Council:				
Salaries and Wages	19,447.00	19,447.00	19,447.00	
Other Expenses	12,799.00	12,799.00	8,596.44	4,202.56
Municipal Clerk:				
Salaries and Wages	62,992.00	62,992.00	62,992.00	
Other Expenses	11,980.00	11,980.00	9,871.91	2,108.09
Financial Administration:				
Salaries and Wages	93,374.00	93,374.00	91,788.95	1,585.05
Other Expenses	6,590.00	6,590.00	4,750.39	1,839.61
Annual Audit	32,261.00	32,261.00	32,261.00	
Insurance (N.J.S.A. 40A:4-45.3(00)):				
Liability Insurance	87,685.00	87,685.00	87,684.37	0.63
Workers Compensation	67,775.00	67,775.00	67,768.36	6.64
Employee Group Insurance	282,800.00	282,300.00	241,340.97	40,959.03
Health Insurance Waiver	14,000.00	14,500.00	10,175.00	4,325.00
Computerized Data Processing:				
Other Expenses	18,100.00	18,100.00	14,467.59	3,632.41
Assessment of Taxes:				
Salaries and Wages	19,671.00	19,671.00	19,671.00	
Other Expenses	2,115.00	2,115.00	564.80	1,550.20
Other Expenses - Fees and Appeals	5,000.00	5,000.00		5,000.00
Collection of Taxes:				
Other Expenses	3,375.00	3,375.00	2,743.26	631.74
Legal Services and Costs:				
Other Expenses	91,000.00	91,000.00	54,557.03	36,442.97

BOROUGH OF STANHOPE  
CURRENT FUND  
STATEMENT OF EXPENDITURES - REGULATORY BASIS  
YEAR ENDED DECEMBER 31, 2017  
(Continued)

	Appropriations		Expended By	
	Budget	Budget After Modification	Paid or Charged	Reserved
Operations Within "CAPS" (Cont'd):				
GENERAL GOVERNMENT (continued):				
Engineering Services and Costs:				
Other Expenses	\$ 27,000.00	\$ 27,000.00	\$ 11,281.25	\$ 15,718.75
Public Buildings and Grounds:				
Salaries and Wages	9,744.00	9,744.00	8,766.65	977.35
Other Expenses	21,360.00	21,360.00	13,970.91	7,389.09
Municipal Land Use Law (N.J.S.A.40:55d-1):				
Planning Board:				
Salaries and Wages	9,446.00	9,446.00	9,406.00	40.00
Other Expenses	4,360.00	4,360.00	1,162.64	3,197.36
Zoning and Code Enforcement:				
Salaries and Wages	24,076.00	24,076.00	24,076.00	
Other Expenses	640.00	640.00	504.92	135.08
Regional Planning Board:				
Other Expenses	15,520.02	15,520.02	14,020.02	1,500.00
Affordable Housing-COAH	5,000.00	5,000.00		5,000.00
Shade Tree Commission:				
Other Expenses	1,415.00	1,415.00	168.46	1,246.54
Environmental Commission				
(N.J.S.A. 40:56.1,et seq.):				
Other Expenses	1,225.00	1,225.00	524.30	700.70
Insurance:				
Unemployment Compensation Insurance	5,500.00	5,500.00	5,500.00	
PUBLIC SAFETY:				
Fire:				
Other Expenses	43,150.00	43,150.00	41,257.71	1,892.29

BOROUGH OF STANHOPE  
CURRENT FUND  
STATEMENT OF EXPENDITURES - REGULATORY BASIS  
YEAR ENDED DECEMBER 31, 2017  
(Continued)

	Appropriations		Expended By	
	Budget	Budget After Modification	Paid or Charged	Reserved
Operations Within "CAPS" (Cont'd):				
PUBLIC SAFETY (continued):				
Police:				
Salaries and Wages	\$ 1,014,032.00	\$ 1,014,032.00	\$ 999,333.40	\$ 14,698.60
Other Expenses	65,785.00	65,785.00	65,232.31	552.69
Police Radio and Communication -Contractual	95,606.00	95,606.00	95,605.81	0.19
First Aid Organization Contribution	14,000.00	14,000.00	14,000.00	
Emergency Management:				
Other Expenses	4,118.14	4,118.14	3,118.00	1,000.14
STREETS AND ROADS:				
Department of Public Works:				
Salaries and Wages	153,765.00	153,765.00	144,077.65	9,687.35
Other Expenses	87,700.00	87,700.00	79,880.52	7,819.48
HEALTH AND WELFARE:				
Board of Health:				
Salaries and Wages	4,414.00	4,414.00	4,414.00	
Other Expenses	850.00	850.00	70.19	779.81
Animal Regulation:				
Other Expenses	7,000.00	7,000.00	1,848.95	5,151.05
Garbage and Trash Removal:				
Salaries and Wages	10,600.00	11,515.00	11,423.72	91.28
Other Expenses	11,740.00	11,740.00	1,015.00	10,725.00
Contractual	283,297.00	283,297.00	277,671.00	5,626.00
Vehicle Maintenance:				
Other Expenses	44,000.00	44,000.00	41,638.76	2,361.24



BOROUGH OF STANHOPE  
CURRENT FUND  
STATEMENT OF EXPENDITURES - REGULATORY BASIS  
YEAR ENDED DECEMBER 31, 2017  
(Continued)

	Appropriations		Expended By	
	Budget	Budget After Modification	Paid or Charged	Reserved
Operations Within "CAPS" (Cont'd):				
RECREATION AND EDUCATION:				
Board of Recreation Commissioners (R.S.40:12):				
Other Expenses	\$ 12,455.00	\$ 12,455.00	\$ 6,170.54	\$ 6,284.46
Celebration of Public Events:				
Other Expenses	1,000.00	1,000.00	382.49	617.51
Stormwater Management:				
Other Expenses	5,000.00	5,000.00	3,692.00	1,308.00
UNIFORM CONSTRUCTION CODE - APPROPRIATION				
OFFSET BY DEDICATED REVENUE:				
Construction Code Official:				
Salaries and Wages	38,047.00	38,047.00	38,047.00	
Other Expenses	750.00	750.00	320.28	429.72
UNCLASSIFIED:				
Utilities	145,112.00	144,197.00	100,598.47	43,598.53
Condo Services	84,867.00	84,867.00	58,314.20	26,552.80
Total Operations Within "CAPS"	3,173,115.16	3,173,115.16	2,893,320.96	279,794.20
Contingent	1,000.00	1,000.00	160.00	840.00
Total Operations Including Contingent Within "CAPS"	3,174,115.16	3,174,115.16	2,893,480.96	280,634.20
Detail:				
Salaries and Wages	1,524,321.00	1,525,236.00	1,498,156.37	27,079.63
Other Expenses	1,649,794.16	1,648,879.16	1,395,324.59	253,554.57

BOROUGH OF STANHOPE  
CURRENT FUND  
STATEMENT OF EXPENDITURES - REGULATORY BASIS  
YEAR ENDED DECEMBER 31, 2017  
(Continued)

	Appropriations		Expended By	
	Budget	Budget After Modification	Paid or Charged	Reserved
Operations Within "CAPS" (Cont'd):				
Deferred Charges and Statutory Expenditures - Municipal Within "CAPS":				
Contributions to:				
Public Employees' Retirement System	\$ 69,651.00	\$ 69,651.00	\$ 69,651.00	
Social Security System (O.A.S.I.)	120,000.00	120,000.00	116,834.59	\$ 3,165.41
Police and Firemen's Retirement System of NJ	164,775.00	164,775.00	164,775.00	
Total Deferred Charges and Statutory Expenditures - Municipal Within "CAPS"	354,426.00	354,426.00	351,260.59	3,165.41
Total General Appropriations for Municipal Purposes Within "CAPS"	3,528,541.16	3,528,541.16	3,244,741.55	283,799.61
Operations Excluded from "CAPS":				
Shared Service Agreements:				
Municipal Court (Hopatcong Borough)	102,286.00	102,286.00	102,286.00	

BOROUGH OF STANHOPE  
CURRENT FUND  
STATEMENT OF EXPENDITURES - REGULATORY BASIS  
YEAR ENDED DECEMBER 31, 2017  
(Continued)

	Appropriations		Expended By	
	Budget	Budget After Modification	Paid or Charged	Reserved
Operations Excluded from "CAPS" (Cont'd):				
State and Federal Programs Offset by Revenues:				
Body Armor Replacement Program				
(N.J.S.A. 40A:4-87 + \$1,223.11)		\$ 1,223.11	\$ 1,223.11	
Clean Communities Program (N.J.S.A. 40A:4-87 + \$7,623.88)		7,623.88	7,623.88	
Drunk Driving Enforcement Fund				
(N.J.S.A. 40A:4-87 + \$1,609.38)		1,609.38	1,609.38	
Safe and Secure Communities	\$ 30,000.00	30,000.00	30,000.00	
Click It or Ticket Grant (N.J.S.A. 40A:4-87 + \$5,500.00)		5,500.00	5,500.00	
Recycling Tonnage Grant	3,068.34	3,068.34	3,068.34	
Total Operations Excluded from "CAPS"	135,354.34	151,310.71	151,310.71	
Detail:				
Other Expenses	135,354.34	151,310.71	151,310.71	
Capital Improvements-Excluded from "CAPS":				
Capital Improvement Fund	63,500.00	63,500.00	63,500.00	
Road Repairs and Resurfacing	25,000.00	25,000.00		\$ 25,000.00
Total Capital Improvements Excluded from "CAPS"	88,500.00	88,500.00	63,500.00	25,000.00

BOROUGH OF STANHOPE  
CURRENT FUND  
STATEMENT OF EXPENDITURES - REGULATORY BASIS  
YEAR ENDED DECEMBER 31, 2017  
(Continued)

	Appropriations		Expended By	
	Budget	Budget After Modification	Paid or Charged	Reserved
Municipal Debt Service Excluded from "CAPS":				
Payment of Note Principal	\$ 389,500.00	\$ 389,500.00	\$ 389,500.00	
Interest on Notes	16,772.63	16,772.63	16,772.63	
Total Municipal Debt Service Excluded from "CAPS"	406,272.63	406,272.63	406,272.63	
Total General Appropriations Excluded from "CAPS"	630,126.97	646,083.34	621,083.34	\$ 25,000.00
Subtotal General Appropriations	4,158,668.13	4,174,624.50	3,865,824.89	308,799.61
Reserve for Uncollected Taxes	710,000.00	710,000.00	710,000.00	
Total General Appropriations	\$ 4,868,668.13	\$ 4,884,624.50	\$ 4,575,824.89	\$ 308,799.61

Ref. A

BOROUGH OF STANHOPE  
CURRENT FUND  
STATEMENT OF EXPENDITURES - REGULATORY BASIS  
YEAR ENDED DECEMBER 31, 2017  
(continued)

	<u>Ref.</u>	<u>Analysis of</u>	
		<u>Budget After</u> <u>Modification</u>	<u>Paid or</u> <u>Charged</u>
Adopted Budget		\$ 4,868,668.13	
Appropriation by NJSA 40A:4-87		15,956.37	
		<u>\$ 4,884,624.50</u>	
Reserve for Uncollected Taxes			\$ 710,000.00
Cash Disbursed			3,924,884.36
Encumbrances	A		51,586.69
Accounts Payable			10,000.00
Appropriated Reserves:			
Body Armor Replacement Program			1,223.11
Drunk Driving Enforcement Fund			1,609.38
Clean Communities Program			3,582.15
Recycling Tonnage Grant			3,068.34
			<u>4,705,954.03</u>
Less: Appropriation Refunds			<u>130,129.14</u>
			<u>\$ 4,575,824.89</u>

THE ACCOMPANYING NOTES TO FINANCIAL STATEMENTS  
ARE AN INTEGRAL PART OF THIS STATEMENT

BOROUGH OF STANHOPE  
COUNTY OF SUSSEX  
2017  
TRUST FUNDS

BOROUGH OF STANHOPE  
COMPARATIVE BALANCE SHEET - TRUST FUNDS - REGULATORY BASIS

		December 31,	
	Ref.	2017	2016
<u>ASSETS</u>			
Animal Control Fund:			
Cash and Cash Equivalents	B-4	\$ 15,761.80	\$ 16,490.95
		<u>15,761.80</u>	<u>16,490.95</u>
Other Trust Funds:			
Cash and Cash Equivalents:			
Recycling Tonnage Program	B-4	20,296.66	16,807.22
State Unemployment Insurance Fund	B-4	102,296.76	87,313.48
Performance Bonds and Escrow Deposits	B-4	72,699.29	75,502.60
Public Defender	B-4	12,288.90	12,203.29
Parking Offenses Adjudication Act	B-4	3,013.31	2,922.43
Other	B-4	542,763.69	668,901.05
COAH Housing	B-4	9,207.35	9,143.20
Due from Current Fund:			
Reserve for Tax Sale Premiums	A	2,200.00	
Reserve for Accumulated Sick and Vacation Compensation	A		10,000.00
		<u>764,765.96</u>	<u>882,793.27</u>
<u>TOTAL ASSETS</u>		<u>\$ 780,527.76</u>	<u>\$ 899,284.22</u>
 <u>LIABILITIES, RESERVES AND FUND BALANCE</u>			
Animal Control Fund:			
Due to Current Fund	A	\$ 6,340.20	\$ 6,332.15
Reserve for Animal Control Expenditures	B-6	9,421.60	10,158.80
		<u>15,761.80</u>	<u>16,490.95</u>
Other Trust Funds:			
Reserve for:			
Recycling Tonnage Program Expenditures		20,296.66	16,807.22
State Unemployment Insurance Payments		102,296.76	87,313.48
Performance Bonds and Escrow Deposits		100,574.29	103,377.60
Public Defender		12,288.90	12,203.29
Parking Offenses Adjudication Act		3,013.31	2,922.43
Tax Sale Premiums		219,200.00	314,100.00
Storm Recovery		135,951.86	140,428.86
Accumulated Sick and Vacation Compensation		133,116.42	168,266.78
Recreation Commission		26,820.41	26,230.41
Canal Restoration		2,000.00	2,000.00
COAH Housing		9,207.35	9,143.20
		<u>764,765.96</u>	<u>882,793.27</u>
<u>TOTAL LIABILITIES, RESERVES AND FUND BALANCE</u>		<u>\$ 780,527.76</u>	<u>\$ 899,284.22</u>

THE ACCOMPANYING NOTES TO FINANCIAL STATEMENTS  
ARE AN INTEGRAL PART OF THIS STATEMENT

BOROUGH OF STANHOPE  
ASSESSMENT TRUST FUND  
STATEMENT OF FUND BALANCE - REGULATORY BASIS  
YEAR ENDED DECEMBER 31, 2017

NOT APPLICABLE

THE ACCOMPANYING NOTES TO FINANCIAL STATEMENTS  
ARE AN INTEGRAL PART OF THIS STATEMENT



BOROUGH OF STANHOPE  
ASSESSMENT TRUST FUND  
STATEMENT OF REVENUE - REGULATORY BASIS  
YEAR ENDED DECEMBER 31, 2017

NOT APPLICABLE

ASSESSMENT TRUST FUND  
STATEMENT OF EXPENDITURES - REGULATORY BASIS  
YEAR ENDED DECEMBER 31, 2017

NOT APPLICABLE

THE ACCOMPANYING NOTES TO FINANCIAL STATEMENTS  
ARE AN INTEGRAL PART OF THIS STATEMENT

BOROUGH OF STANHOPE  
COUNTY OF SUSSEX  
2017  
GENERAL CAPITAL FUND

BOROUGH OF STANHOPE  
GENERAL CAPITAL FUND  
COMPARATIVE BALANCE SHEET - REGULATORY BASIS

		December 31,	
	<u>Ref.</u>	<u>2017</u>	<u>2016</u>
<u>ASSETS</u>			
Cash and Cash Equivalents	C-2	\$ 23,526.72	\$ 216,216.59
Grants Receivable:			
New Jersey Department of Transportation		250,000.00	250,000.00
Deferred Charges to Future Taxation:			
Unfunded	C-4	<u>2,050,450.00</u>	<u>2,278,450.00</u>
<u>TOTAL ASSETS</u>		<u>\$ 2,323,976.72</u>	<u>\$ 2,744,666.59</u>
<u>LIABILITIES, RESERVES AND FUND BALANCE</u>			
Bond Anticipation Notes Payable	C-7	\$ 1,888,950.00	\$ 1,973,250.00
Improvement Authorizations:			
Funded	C-5	92,836.42	230,419.15
Unfunded	C-5	268,793.23	495,780.75
Capital Improvement Fund	C-6	17,275.02	11,275.02
Reserve for Road Improvements		21,917.88	
Reserve for Preliminary Expenses- Pedestrian Loop		262.50	
Reserve for Canal Rehabilitation		10,000.00	10,000.00
Fund Balance	C-1	<u>23,941.67</u>	<u>23,941.67</u>
<u>TOTAL LIABILITIES, RESERVES AND FUND BALANCE</u>		<u>\$ 2,323,976.72</u>	<u>\$ 2,744,666.59</u>

THE ACCOMPANYING NOTES TO FINANCIAL STATEMENTS  
ARE AN INTEGRAL PART OF THIS STATEMENT

BOROUGH OF STANHOPE  
GENERAL CAPITAL FUND  
STATEMENT OF FUND BALANCE - REGULATORY BASIS

	<u>Ref.</u>	
Balance December 31, 2016	C	<u>\$ 23,941.67</u>
Balance December 31, 2017	C	<u><u>\$ 23,941.67</u></u>

THE ACCOMPANYING NOTES TO FINANCIAL STATEMENTS  
ARE AN INTEGRAL PART OF THIS STATEMENT

BOROUGH OF STANHOPE  
COUNTY OF SUSSEX  
2017  
WATER UTILITY FUND

BOROUGH OF STANHOPE  
WATER UTILITY FUND  
COMPARATIVE BALANCE SHEET - REGULATORY BASIS

		December 31	
	<u>Ref.</u>	<u>2017</u>	<u>2016</u>
<u>ASSETS</u>			
Operating Fund:			
Cash and Cash Equivalents:			
Treasurer	D-5	\$ 323,070.01	\$ 371,848.75
Collector's Change Fund		50.00	50.00
Due from Water Utility Capital Fund	D	2,472.88	
		<u>325,592.89</u>	<u>371,898.75</u>
Receivables with Full Reserves:			
Consumer Accounts Receivable	D-7	105,184.58	98,661.75
Total Operating Fund		<u>430,777.47</u>	<u>470,560.50</u>
Capital Fund:			
Cash and Cash Equivalents	D-5	237,308.31	211,707.27
Fixed Capital	D-8	4,201,403.84	4,175,403.84
Fixed Capital Authorized and Uncompleted	D-9	3,186,027.12	3,186,027.12
Due from Water Utility Operating Fund	D		23,435.04
Total Capital Fund		<u>7,624,739.27</u>	<u>7,596,573.27</u>
<u>TOTAL ASSETS</u>		<u>\$ 8,055,516.74</u>	<u>\$ 8,067,133.77</u>

BOROUGH OF STANHOPE  
WATER UTILITY FUND  
COMPARATIVE BALANCE SHEET - REGULATORY BASIS  
(Continued)

		December 31	
	Ref.	2017	2016
<u>LIABILITIES, RESERVES AND FUND BALANCE</u>			
Operating Fund:			
Appropriation Reserves:			
Unencumbered	D-4;D-10	\$ 111,582.37	\$ 79,264.94
Encumbered	D-4;D-10	6,727.97	18,727.15
Total Appropriation Reserves		118,310.34	97,992.09
Accrued Interest on Loans and Notes		12,983.00	10,749.54
Due to Water Utility Capital Fund	D		23,435.04
		131,293.34	132,176.67
Reserve for Receivables	D	105,184.58	98,661.75
Fund Balance	D-1	194,299.55	239,722.08
Total Operating Fund		430,777.47	470,560.50
Capital Fund:			
Bond Anticipation Notes Payable	D-14	718,600.00	808,600.00
NJ Environmental Infrastructure Trust Loans Payable #1	D-16	999,033.93	1,054,911.04
NJ Environmental Infrastructure Trust Loans Payable #2	D-16a	419,068.88	443,261.73
Improvement Authorizations:			
Funded	D-11	5,926.65	5,926.65
Unfunded	D-11	114,850.34	120,157.22
Capital Improvement Fund	D-12	27,566.54	22,566.54
Due to Water Utility Operating Fund	D	2,472.88	
Reserve For:			
Amortization	D-13	5,137,478.15	4,941,408.19
Deferred Amortization	D-13A	110,500.00	110,500.00
Connection Fees		41,873.00	41,873.00
Future Capital Improvements		20,000.00	20,000.00
Payment of Debt Service		5,750.00	5,750.00
Fund Balance	D-2	21,618.90	21,618.90
Total Capital Fund		7,624,739.27	7,596,573.27
<u>TOTAL LIABILITIES, RESERVES AND FUND BALANCE</u>		<u>\$ 8,055,516.74</u>	<u>\$ 8,067,133.77</u>

THE ACCOMPANYING NOTES TO FINANCIAL STATEMENTS  
ARE AN INTEGRAL PART OF THIS STATEMENT

BOROUGH OF STANHOPE  
WATER UTILITY OPERATING FUND  
COMPARATIVE STATEMENT OF OPERATIONS AND CHANGE IN  
OPERATING FUND BALANCE - REGULATORY BASIS

		Year Ended December 31	
	<u>Ref.</u>	<u>2017</u>	<u>2016</u>
<u>Revenue and Other Income Realized</u>			
Fund Balance Utilized		\$ 110,000.00	\$ 120,000.00
Rents		625,954.10	634,316.01
Miscellaneous		11,122.42	8,469.34
Other Credits to Income:			
Appropriation Reserves Lapsed		53,901.73	84,773.52
Total Income		<u>800,978.25</u>	<u>847,558.87</u>
<u>Expenditures</u>			
Budget Expenditures:			
Operating		492,255.00	482,469.00
Capital Improvements		5,000.00	5,000.00
Capital Outlay		6,000.00	20,000.00
Debt Service		192,575.88	184,953.26
Deferred Charges and Statutory Expenditures		40,569.90	39,600.00
Total Expenditures		<u>736,400.78</u>	<u>732,022.26</u>
Excess in Revenue		64,577.47	115,536.61
<u>Fund Balance</u>			
Balance January 1		239,722.08	244,185.47
		<u>304,299.55</u>	<u>359,722.08</u>
Decreased by:			
Utilization as Anticipated Revenue		<u>110,000.00</u>	<u>120,000.00</u>
Balance December 31	D	<u>\$ 194,299.55</u>	<u>\$ 239,722.08</u>

THE ACCOMPANYING NOTES TO FINANCIAL STATEMENTS  
 ARE AN INTEGRAL PART OF THIS STATEMENT



BOROUGH OF STANHOPE  
WATER UTILITY CAPITAL FUND  
STATEMENT OF CAPITAL FUND BALANCE - REGULATORY BASIS

	<u>Ref.</u>	
Balance December 31, 2016	D	\$ 21,618.90
Balance December 31, 2017	D	<u>\$ 21,618.90</u>

THE ACCOMPANYING NOTES TO FINANCIAL STATEMENTS  
ARE AN INTEGRAL PART OF THIS STATEMENT

BOROUGH OF STANHOPE  
WATER UTILITY OPERATING FUND  
STATEMENT OF REVENUE - REGULATORY BASIS  
YEAR ENDED DECEMBER 31, 2017

	<u>Anticipated</u>	<u>Realized</u>	<u>Excess or Deficit *</u>
Fund Balance Anticipated	\$ 110,000.00	\$ 110,000.00	
Water Rents	623,313.00	625,954.10	\$ 2,641.10
Miscellaneous	8,000.00	11,122.42	3,122.42
	<u>\$ 741,313.00</u>	<u>\$ 747,076.52</u>	<u>\$ 5,763.52</u>

Analysis of Miscellaneous Revenue

Miscellaneous:

Interest on Investments and Deposits	\$ 2,877.46
Interest on Water Rents	6,675.90
Miscellaneous	155.00
Due from Water Utility Capital Fund:	
Interest on Investments and Deposits	<u>1,414.06</u>
	<u>\$ 11,122.42</u>

THE ACCOMPANYING NOTES TO FINANCIAL STATEMENTS  
 ARE AN INTEGRAL PART OF THIS STATEMENT

BOROUGH OF STANHOPE  
WATER UTILITY OPERATING FUND  
STATEMENT OF EXPENDITURES - REGULATORY BASIS  
YEAR ENDED DECEMBER 31, 2017

	Appropriations		Expended by			Unexpended Balance Cancelled
	Budget	Budget After Modifi- cation	Paid or Charged	Reserved		
Operating:						
Salaries and Wages	\$ 216,551.00	\$ 216,551.00	\$ 202,200.48	\$ 14,350.52		
Other Expenses	275,704.00	275,704.00	179,480.65	96,223.35		
Capital Improvements:						
Capital Improvement Fund	5,000.00	5,000.00	5,000.00			
Capital Outlay	6,000.00	6,000.00	6,000.00			
Debt Service:						
Payment of Loan Principal	80,070.00	80,070.00	80,040.59			\$ 29.41
Payment of Bond Anticipation Notes	90,000.00	90,000.00	90,000.00			
Interest on Loans	20,545.00	20,545.00	15,662.19			4,882.81
Interest on Notes	6,873.10	6,873.10	6,873.10			
Statutory Expenditures:						
Contribution to:						
Public Employees' Retirement System	19,000.00	19,000.00	19,000.00			
Social Security System (O.A.S.I.)	16,569.90	16,569.90	15,561.40	1,008.50		
Unemployment Compensation Insurance (N.J.S.A. 43:21-3 et. seq.)	5,000.00	5,000.00	5,000.00			
	<u>\$ 741,313.00</u>	<u>\$ 741,313.00</u>	<u>\$ 624,818.41</u>	<u>\$ 111,582.37</u>		<u>\$ 4,912.22</u>

Ref.

## Analysis of Paid or Charged:

Cash Disbursed	\$ 589,555.15
Due to Water Utility Capital Fund	6,000.00
Encumbrances	6,727.97
Accrued Interest on Loans and Notes	22,535.29
	<u>\$ 624,818.41</u>

D

D

THE ACCOMPANYING NOTES TO FINANCIAL STATEMENTS ARE AN INTEGRAL PART OF THIS STATEMENT

BOROUGH OF STANHOPE  
COUNTY OF SUSSEX  
2017  
SEWER UTILITY FUND

BOROUGH OF STANHOPE  
SEWER UTILITY FUND  
COMPARATIVE BALANCE SHEET - REGULATORY BASIS

		December 31,	
	<u>Ref.</u>	<u>2017</u>	<u>2016</u>
<u>ASSETS</u>			
Operating Fund:			
Cash and Cash Equivalents:			
Treasurer	E-5	\$ 899,489.97	\$ 775,503.69
Collector's Change Fund		50.00	50.00
Due from Sewer Utility Capital Fund	E		272.84
		<u>899,539.97</u>	<u>775,826.53</u>
Receivables with Full Reserves:			
Consumer Accounts Receivable	E-8	<u>155,904.81</u>	<u>148,294.27</u>
Total Operating Fund		<u>1,055,444.78</u>	<u>924,120.80</u>
Capital Fund:			
Cash and Cash Equivalents	E-5	473,059.69	496,332.53
Fixed Capital	E-9	4,624,149.41	4,598,149.41
Fixed Capital Authorized and Uncompleted	E-10	233,000.00	233,000.00
Due from Sewer Utility Operating Fund	E	<u>42,550.00</u>	
Total Capital Fund		<u>5,372,759.10</u>	<u>5,327,481.94</u>
<u>TOTAL ASSETS</u>		<u>\$ 6,428,203.88</u>	<u>\$ 6,251,602.74</u>

BOROUGH OF STANHOPE  
SEWER UTILITY FUND  
COMPARATIVE BALANCE SHEET - REGULATORY BASIS  
(Continued)

		December 31,	
		2017	2016
<u>LIABILITIES, RESERVES AND FUND BALANCE</u>			
Operating Fund:			
Appropriation Reserves:			
Encumbered	E-4;E-11	\$ 3,489.28	\$ 5,979.34
Unencumbered	E-4;E-11	102,858.79	89,297.67
Total Appropriation Reserves		106,348.07	95,277.01
Accrued Interest on Notes		313.57	346.80
Due to Sewer Utility Capital Fund	E	42,550.00	
		149,211.64	95,623.81
Reserve for Receivables	E	155,904.81	148,294.27
Fund Balance	E-1	750,328.33	680,202.72
Total Operating Fund		1,055,444.78	924,120.80
Capital Fund:			
Bond Anticipation Notes Payable	E-16	34,000.00	68,000.00
Improvement Authorizations:			
Funded	E-12	55,684.71	55,684.71
Unfunded	E-12	7,176.26	9,176.26
Capital Improvement Fund	E-13	47,589.68	62,589.68
Due to Sewer Utility Operating Fund	E		272.84
Reserve for:			
Amortization	E-14	4,684,149.41	4,658,149.41
Deferred Amortization	E-14A	139,000.00	105,000.00
Debt Service		50,000.00	50,000.00
Connection Fees		286,885.00	250,335.00
Preliminary Expenses		265.00	265.00
Fund Balance	E-2	68,009.04	68,009.04
Total Capital Fund		5,372,759.10	5,327,481.94
<u>TOTAL LIABILITIES, RESERVES AND FUND BALANCE</u>		<u>\$ 6,428,203.88</u>	<u>\$ 6,251,602.74</u>

THE ACCOMPANYING NOTES TO FINANCIAL STATEMENTS  
ARE AN INTEGRAL PART OF THIS STATEMENT

BOROUGH OF STANHOPE  
SEWER UTILITY OPERATING FUND  
COMPARATIVE STATEMENT OF OPERATIONS AND CHANGE IN  
OPERATING FUND BALANCE - REGULATORY BASIS

		Year Ended December 31	
	<u>Ref.</u>	2017	2016
<u>Revenue and Other Income Realized</u>			
Fund Balance Utilized		\$ 100,000.00	\$ 70,000.00
Sewer Rents		892,080.55	907,551.61
Miscellaneous Revenue		19,805.14	14,423.68
Other Credits to Income:			
Unexpended Balance of Appropriation Reserves		92,064.69	134,319.33
Total Income		1,103,950.38	1,126,294.62
<u>Expenditures</u>			
Budget Expenditures:			
Operating		850,049.52	840,389.11
Capital Improvements		5,000.00	5,000.00
Capital Outlay		5,000.00	9,000.00
Debt Service		34,544.77	25,125.00
Deferred Charges and Statutory Expenditures		39,230.48	37,545.00
Total Expenditures		933,824.77	917,059.11
Excess in Revenue		170,125.61	209,235.51
<u>Fund Balance</u>			
Balance January 1		680,202.72	540,967.21
		850,328.33	750,202.72
Decreased by:			
Utilization as Anticipated Revenue		100,000.00	70,000.00
Balance December 31	E	\$ 750,328.33	\$ 680,202.72

THE ACCOMPANYING NOTES TO FINANCIAL STATEMENTS  
 ARE AN INTEGRAL PART OF THIS STATEMENT

BOROUGH OF STANHOPE  
SEWER UTILITY CAPITAL FUND  
STATEMENT OF CAPITAL FUND BALANCE - REGULATORY BASIS

	<u>Ref.</u>	
Balance December 31, 2016	E	<u>\$ 68,009.04</u>
Balance December 31, 2017	E	<u><u>\$ 68,009.04</u></u>

SEWER UTILITY OPERATING FUND  
STATEMENT OF REVENUE - REGULATORY BASIS  
YEAR ENDED DECEMBER 31, 2017

	<u>Anticipated</u>	<u>Realized</u>	<u>Excess or Deficit *</u>
Fund Balance Anticipated	\$ 100,000.00	\$ 100,000.00	
Sewer Rents	820,858.00	892,080.55	\$ 71,222.55
Miscellaneous Revenue	13,000.00	19,805.14	6,805.14
	<u>\$ 933,858.00</u>	<u>\$ 1,011,885.69</u>	<u>\$ 78,027.69</u>

Analysis of Realized Revenue

Miscellaneous:

Interest on Sewer Rents	\$ 10,341.93
Interest on Investments and Deposits	5,326.27
Due from Sewer Utility Capital Fund:	
Interest on Investments and Deposits	<u>4,136.94</u>
	<u><u>\$ 19,805.14</u></u>

THE ACCOMPANYING NOTES TO FINANCIAL STATEMENTS  
ARE AN INTEGRAL PART OF THIS STATEMENT



BOROUGH OF STANHOPE  
SEWER UTILITY OPERATING FUND  
STATEMENT OF EXPENDITURES - REGULATORY BASIS  
YEAR ENDED DECEMBER 31, 2017

	Appropriations		Expended		Unexpended Balance Cancelled
	Budget	Budget After Modifi- cation	Paid or Charged	Reserved	
Operating:					
Salaries and Wages	\$ 199,051.00	\$ 199,051.00	\$ 188,593.81	\$ 10,457.19	
Other Expenses	650,998.52	650,998.52	559,665.89	91,332.63	
Capital Improvements:					
Capital Improvement Fund	5,000.00	5,000.00	5,000.00		
Capital Outlay	5,000.00	5,000.00	4,777.00	223.00	
Debt Service:					
Payment of Note Principal	34,000.00	34,000.00	34,000.00		
Interest on Notes	578.00	578.00	544.77		\$ 33.23
Statutory Expenditures:					
Contribution to:					
Public Employees' Retirement Fund	19,000.00	19,000.00	19,000.00		
Social Security System (O.A.S.I.)	15,230.48	15,230.48	14,384.51	845.97	
Unemployment Compensation Insurance (N.J.S.A. 43:21-3 et. seq.)	5,000.00	5,000.00	5,000.00		
	<u>\$ 933,858.00</u>	<u>\$ 933,858.00</u>	<u>\$ 830,965.98</u>	<u>\$ 102,858.79</u>	<u>\$ 33.23</u>

Ref.

E

## Analysis of Paid or Charged:

Cash Disbursed	\$ 822,154.93
Due to Sewer Utility Capital Fund	4,777.00
Encumbrances	3,489.28
Accrued Interest on Notes	544.77
	<u>\$ 830,965.98</u>

BOROUGH OF STANHOPE  
COUNTY OF SUSSEX  
2017  
GENERAL FIXED ASSETS ACCOUNT GROUP  
(UNAUDITED)

BOROUGH OF STANHOPE  
GENERAL FIXED ASSETS ACCOUNT GROUP  
COMPARATIVE BALANCE SHEET - REGULATORY BASIS  
(Unaudited)

	December 31,	
	2017	2016
<u>ASSETS</u>		
Land	\$ 1,022,100.00	\$ 1,022,100.00
Building	1,211,000.00	1,211,000.00
Equipment and Vehicles	4,084,559.01	3,975,397.18
<u>TOTAL ASSETS</u>	<u>\$ 6,317,659.01</u>	<u>\$ 6,208,497.18</u>
 <u>RESERVE</u>		
Reserve for Fixed Assets	\$ 6,317,659.01	\$ 6,208,497.18
<u>TOTAL RESERVE</u>	<u>\$ 6,317,659.01</u>	<u>\$ 6,208,497.18</u>

THE ACCOMPANYING NOTES TO FINANCIAL STATEMENTS  
 ARE AN INTEGRAL PART OF THIS STATEMENT

BOROUGH OF STANHOPE  
NOTES TO FINANCIAL STATEMENTS  
YEAR ENDED DECEMBER 31, 2017

Note 1: Summary of Significant Accounting Policies

A. Reporting Entity

Except as noted below, the financial statements of the Borough of Stanhope include every board, body, officer or commission supported and maintained wholly or in part by funds appropriated by the Borough of Stanhope, as required by N.J.S. 40A:5-5. Accordingly, the financial statements of the Borough of Stanhope do not include the operations of the rescue squad or first aid organization.

Governmental Accounting Standards Board ("GASB") *Codification of Government Accounting and Financial Reporting Standards*, Section 2100, "Defining the Financial Reporting Entity" establishes standards to determine whether a governmental component unit should be included in the financial reporting entity. Component units are legally separate organizations for which the elected officials of the primary government are financially accountable. In addition, component units can be other organizations for which the nature and significance of their relationship with a primary government are such that exclusion would cause the reporting entity's financial statements to be misleading. The primary government is financially accountable if it appoints a voting majority of the organization's governing body and (1) it is able to impose its will on that organization or (2) there is a potential for the organization to provide specific financial benefits to, or impose specific financial burdens on, the primary government. A legally separate, tax-exempt organization should be reported as a component unit of a reporting entity if all of the following criteria are met: (1) The economic resources received or held by the separate organization are entirely or almost entirely for the direct benefit of the primary government, its component units, or its constituents. (2) The primary government, or its component units, is entitled to, or has the ability to otherwise access, a majority of the economic resources received or held by the separate organization. (3). The economic resources received or held by an individual organization that the specific primary government, or its component units, is entitled to, or has the ability to otherwise access, are significant to that primary government. As the financial reporting entity was established in accordance with New Jersey statutes, the requirements of GASB Codification Section 2100 were not followed and, accordingly, the reporting entity could be different from accounting principles generally accepted in the United States of America.

B. Description of Funds

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

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

Trust Funds - Receipts, custodianship and disbursement of funds in accordance with the purpose for which each reserve was created.

BOROUGH OF STANHOPE  
NOTES TO FINANCIAL STATEMENTS  
YEAR ENDED DECEMBER 31, 2017  
(Continued)

Note 1: Summary of Significant Accounting Policies (Cont'd)

B. Description of Funds (Cont'd)

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

Water Operating and Capital Funds - Account for the operations and acquisition of capital facilities of the municipally owned water utility.

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

General Fixed Assets Account Group (Unaudited) - These accounts were established with estimated values of land, buildings and certain fixed assets of the Borough as discussed in Note 1E - "Basis of Accounting".

C. Basis of Accounting

Basis of accounting refers to when revenue and expenditures or expenses are recognized in the accounts and reported in the financial statements. Basis of accounting relates to the timing of the measurements made, regardless of the measurement focus applied.

The more significant accounting policies in New Jersey follow.

Revenue is recorded when received in cash except for certain amounts which may be due from the State of New Jersey and for the prepayment of future years' revenue. Grant revenue is realized in the Current Fund when it is received and in the Capital Funds when improvements are authorized. The amounts recorded as property taxes and consumer accounts receivable have not been included in revenue. Other amounts that are due to the municipality, which are susceptible of accrual, are recorded as receivables with offsetting reserves in the Current Fund.

Expenditures are generally charged to operations based on budgeted amounts. Exceptions to this general rule include:

1. Accumulated unpaid vacation, sick pay and other employee amounts are not accrued.
2. Prepaid expenses, such as insurance premiums applicable to subsequent periods, are charged to current budget appropriations in total.
3. Principal and interest on long-term debt are recognized when due.

BOROUGH OF STANHOPE  
NOTES TO FINANCIAL STATEMENTS  
YEAR ENDED DECEMBER 31, 2017  
(Continued)

Note 1: Summary of Significant Accounting Policies (Cont'd)

C. Basis of Accounting (Cont'd)

Expenditures, if any, in excess of appropriations, appropriation reserves or ordinances become deferred charges which must be raised by future taxes. Outstanding encumbrances at December 31 are reported as a cash liability in the financial statements and constitute part of the statutory appropriation reserve balance. Appropriation reserves covering unexpended appropriation balances 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, commitments or contracts incurred during the preceding fiscal year. Lapsed appropriation reserves are recorded as income.

Had the Borough's financial statements been prepared under accounting principles generally accepted in the United States of America; encumbrances would not be considered as expenditures, appropriation reserves would not be recorded; revenue susceptible to accrual would have been reflected without offsetting reserves; Federal and State grants and assistance would be recognized when earned, not when received; inventories would not be reflected as expenditures at the time of purchase, investments would generally be stated at fair value and fixed assets purchased by the Utility Capital Funds would be depreciated and the Borough's net pension liability and related deferred inflows and outflows would be recorded.

The cash basis of accounting is followed in the Trust and Capital Funds.

D. Deferred Charges to Future Taxation

The General Capital Fund balance sheet includes unfunded deferred charges. Funded means that bonds have been issued and are being paid off on a serial basis. Unfunded means that debt has been authorized but not permanently financed. A municipality can eliminate an unfunded deferred charge by raising it in the budget, by collecting a grant, or by selling bonds, by issuing loans or through capital lease purchase agreements.

E. Other Significant Accounting Policies Include:

Management Estimates – The preparation of financial statements requires management to make estimates and assumptions that affect the reported amounts of revenues and expenditures/expenses during the reporting period. Actual results could differ from those estimates.

Cash and Cash Equivalents – Amounts include petty cash, change funds, amounts on deposit, and short-term investments with original maturities of three months or less.

Investments – Investments are stated at cost.

BOROUGH OF STANHOPE  
NOTES TO FINANCIAL STATEMENTS  
YEAR ENDED DECEMBER 31, 2017  
(Continued)

Note 1: Summary of Significant Accounting Policies (Cont'd)

E. Other Significant Accounting Policies Include: (Cont'd)

Grants Receivable – Grants receivable represent total grant awards less amounts collected to date. Because the amount of grants funds to be collected are dependent on the total costs eligible for reimbursement, the actual amount collected may be less than the total amount awarded.

Allowance for Uncollectible Accounts – No allowance for uncollectible accounts has been recorded as all amounts are considered collectible.

Compensated Absences – Expenditures relating to unused vested accumulated vacation and sick pay are not recorded until paid.

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

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

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

General Fixed Assets (Unaudited) – In accordance with New Jersey Administrative Code accounting requirements, the Borough has developed a fixed assets accounting and reporting system based on the following:

General fixed assets are recorded at cost, except for land which is recorded at assessed value, and buildings, which are recorded at replacement value in the year in which they were originally recorded. Infrastructure assets are not included in general fixed assets, as per state directive. Major renewals and betterments are charged to the asset accounts; maintenance and minor repairs and replacements, which do not improve or extend the lives of the respective assets, are expensed currently. Donated fixed assets are valued at their fair market value on the date donated. No depreciation has been provided for on general fixed assets. The total value recorded for general fixed assets is offset by a "Reserve for Fixed Assets." When properties are retired or otherwise disposed of, the asset and the reserve are adjusted accordingly. Assets recorded in the General Fixed Assets Account Group may also be recorded in the Current Fund, the General Capital Fund and the Utility Capital Funds. The values recorded in the General Fixed Assets Account Group, Current Fund and the Capital Funds may not always agree due to differences in valuation methods, timing of recognition of assets, and the recognition of infrastructures. Fixed assets are reviewed for impairment.

BOROUGH OF STANHOPE  
NOTES TO FINANCIAL STATEMENTS  
YEAR ENDED DECEMBER 31, 2017  
(Continued)

Note 1: Summary of Significant Accounting Policies (Cont'd)

E. Other Significant Accounting Policies Include: (Cont'd)

General Fixed Assets (Unaudited) (Cont'd)

Property and equipment purchased by the Utility Funds are recorded in the Utility Capital accounts at cost and are not adjusted for dispositions and abandonments. The amounts shown do not purport to represent replacement costs or current value. Contributions in aid of construction are not capitalized. The balances in the Reserve for Amortization and Deferred Reserve for Amortization accounts in these utility capital funds represent charges to operations for the costs of acquisitions of property, equipment and improvements. The utilities do not record depreciation on fixed assets.

- F. Budget/Budgetary Control – Annual appropriated budgets are usually prepared in the first quarter for Current and Water and Sewer Utility Operating Funds. The budgets are submitted to the governing body and the Division of Local Government Services. Budgets are prepared using the cash basis of accounting. The legal level of budgetary control is established at the line item accounts within each fund. Line item accounts are defined as the lowest (most specific) level of detail as established pursuant to the flexible chart of accounts referenced in N.J.S.A. 40A. All budget amendments/transfers must be approved by the Borough during the year.

Note 2: Long-Term Debt

The Local Bond Law governs the issuance of bond to finance general Borough capital expenditures. All bonds are retired in serial installments within the statutory period of usefulness. All bonds issued by the Borough are general obligation bonds. The Borough's full faith and credit and taxing power has been pledged to the payment of the general obligation debt principal and interest.

	<u>December 31,</u>		
	<u>2017</u>	<u>2016</u>	<u>2015</u>
<u>Issued</u>			
General:			
Notes	\$ 1,888,950.00	\$ 1,973,250.00	\$ 1,906,100.00
Water Utility:			
Loans and Notes	2,136,702.81	2,306,772.77	2,343,792.73
Sewer Utility:			
Notes	34,000.00	68,000.00	25,000.00
Total Issued	<u>4,059,652.81</u>	<u>4,348,022.77</u>	<u>4,274,892.73</u>
Less:			
Funds Temporarily Held to			
Pay Bonds and Notes:			
Water Utility	5,750.00	5,750.00	5,750.00
Sewer Utility	50,000.00	50,000.00	50,000.00
Total Deductions	<u>55,750.00</u>	<u>55,750.00</u>	<u>55,750.00</u>
Net Debt Issued	<u>4,003,902.81</u>	<u>4,292,272.77</u>	<u>4,219,142.73</u>



BOROUGH OF STANHOPE  
NOTES TO FINANCIAL STATEMENTS  
YEAR ENDED DECEMBER 31, 2017  
(Continued)

Note 2: Long-Term Debt (Cont'd)

Summary of Municipal Debt (Cont'd)

	December 31,		
	2017	2016	2015
<u>Authorized but not Issued:</u>			
General:			
Bonds and Notes	\$ 161,500.00	\$ 305,200.00	\$ 372,150.00
Water Utility:			
Bonds and Notes	2,750.00	2,750.00	130,750.00
Sewer Utility:			
Bonds and Notes			68,000.00
Total authorized but not Issued	<u>164,250.00</u>	<u>307,950.00</u>	<u>570,900.00</u>
Net Bonds and Notes Issued and Authorized but not Issued	<u>\$ 4,168,152.81</u>	<u>\$ 4,600,222.77</u>	<u>\$ 4,790,042.73</u>

Summary of Municipal Debt Issued and Outstanding – Prior and Current Year

	Balance 12/31/2015	Additions	Retirements	Balance 12/31/2016
Bond Anticipation Notes:				
General Capital Fund	\$ 1,906,100.00	\$ 1,973,250.00	\$ 1,906,100.00	\$ 1,973,250.00
Water Utility Capital Fund	765,600.00	808,600.00	765,600.00	808,600.00
Sewer Utility Capital Fund	25,000.00	68,000.00	25,000.00	68,000.00
Loans Payable:				
Water Utility Capital Fund:				
NJ Environmental Infrastructure Loans	<u>1,578,192.73</u>		<u>80,019.96</u>	<u>1,498,172.77</u>
Total	<u>\$ 4,274,892.73</u>	<u>\$ 2,849,850.00</u>	<u>\$ 2,776,719.96</u>	<u>\$ 4,348,022.77</u>
	Balance 12/31/2016	Additions	Retirements	Balance 12/31/2017
Bond Anticipation Notes:				
General Capital Fund	\$ 1,973,250.00	\$ 1,888,950.00	\$ 1,973,250.00	\$ 1,888,950.00
Water Utility Capital Fund	808,600.00	718,600.00	808,600.00	718,600.00
Sewer Utility Capital Fund	68,000.00	34,000.00	68,000.00	34,000.00
Loans Payable:				
Water Utility Capital Fund:				
NJ Environmental Infrastructure Loans	<u>1,498,172.77</u>		<u>80,069.96</u>	<u>1,418,102.81</u>
Total	<u>\$ 4,348,022.77</u>	<u>\$ 2,641,550.00</u>	<u>\$ 2,929,919.96</u>	<u>\$ 4,059,652.81</u>

BOROUGH OF STANHOPE  
NOTES TO FINANCIAL STATEMENTS  
YEAR ENDED DECEMBER 31, 2017  
(Continued)

Note 2: Long-Term Debt (Cont'd)

The Borough's debt issued and outstanding on December 31, 2017, is described as follows:

General Capital Fund

Bond Anticipation Notes

<u>Purpose</u>	<u>Maturities of Notes</u> <u>Outstanding Dec. 31, 2017</u>		
	<u>Rate</u>	<u>Date</u>	<u>Amount</u>
Various Improvements	1.530%	5/23/2018	\$ 85,400.00
Various Improvements	1.530%	5/23/2018	117,000.00
Acquisition of New Equipment	1.530%	5/23/2018	47,850.00
Acquisition of Fire Equipment	1.530%	5/23/2018	22,000.00
Various Improvements	1.530%	5/23/2018	283,700.00
Various Improvements	1.530%	5/23/2018	75,450.00
Maple and Mountain Terrace	1.530%	5/23/2018	222,001.09
James Street Improvements	1.530%	5/23/2018	52,000.00
James Street Improvements	1.530%	5/23/2018	127,243.91
Various Improvements	1.530%	5/23/2018	185,955.00
Various Improvements	1.530%	5/23/2018	253,150.00
Improvements of Various Roads	1.530%	5/23/2018	112,000.00
Various Improvements	1.530%	5/23/2018	305,200.00
			<u>\$ 1,888,950.00</u>

BOROUGH OF STANHOPE  
NOTES TO FINANCIAL STATEMENTS  
YEAR ENDED DECEMBER 31, 2017  
(Continued)

Note 2: Long-Term Debt (Cont'd)

The Borough's debt issued and outstanding on December 31, 2017, is described as follows:

Water Utility Capital Fund

Bond Anticipation Notes

<u>Purpose</u>	<u>Maturities of Notes Outstanding Dec. 31, 2017</u>		
	<u>Rate</u>	<u>Date</u>	<u>Amount</u>
Improvement to Water Supply and Distribution System	1.530%	5/23/2018	\$ 53,730.24
Acquisition of New and Additional Vehicular Equipment	1.530%	5/23/2018	7,119.07
Improvement to Water Supply and Distribution System	1.530%	5/23/2018	46,150.00
Acquisition and Installation of a New Generator	1.530%	5/23/2018	4,402.22
Acquisition of New and Additional Equipment	1.530%	5/23/2018	93,800.00
Improvement to Water Supply and Distribution System	1.530%	5/23/2018	73,500.00
Improvement to Water Supply and Distribution System	1.530%	5/23/2018	73,298.47
Improvement to Water Supply and Distribution System	1.530%	5/23/2018	211,000.00
Various Improvements	1.530%	5/23/2018	31,600.00
Various Improvements	1.530%	5/23/2018	124,000.00
			<u>\$ 718,600.00</u>

NJ Environmental Infrastructure Trust Loans

<u>Purpose</u>	<u>Final Maturity Date</u>	<u>Interest Rate</u>	<u>Balance Dec. 31, 2017</u>
Fund Loan #1	08/01/2033	N/A	\$ 734,033.93
Trust Loan #1	08/01/2033	3.00%-5.00%	265,000.00
Fund Loan #2	08/01/2033	N/A	203,389.88
Trust Loan #2	08/01/2033	0.20%-3.35%	215,679.00
			<u>\$ 1,418,102.81</u>

BOROUGH OF STANHOPE  
NOTES TO FINANCIAL STATEMENTS  
YEAR ENDED DECEMBER 31, 2017  
(Continued)

Note 2: Long-Term Debt (Cont'd)

Sewer Utility Capital Fund

Bond Anticipation Notes

<u>Purpose</u>	<u>Maturities of Notes</u>		
	<u>Outstanding Dec. 31, 2017</u>		
	<u>Rate</u>	<u>Date</u>	<u>Amount</u>
Acquisition of New and Additional Vehicular Equipment	1.530%	5/23/2018	\$ 34,000.00
			<u>\$ 34,000.00</u>
Total Debt Issued and Outstanding			<u><u>\$ 4,059,652.81</u></u>

Summary of Statutory Debt Condition - Annual Debt Statement

The summarized statement of debt condition, which follows, is prepared in accordance with the required method of setting up the Annual Debt Statement and indicates a statutory net debt of 0.643%.

	<u>Gross Debt</u>	<u>Deductions</u>	<u>Net Debt</u>
Local School District Debt	\$ 1,780,000.00	\$ 1,780,000.00	
Water Utility Debt	2,139,452.81	2,139,452.81	
Sewer Utility Debt	34,000.00	34,000.00	
General Debt	2,050,450.00		\$ 2,050,450.00
	<u>\$ 6,003,902.81</u>	<u>\$ 3,953,452.81</u>	<u>\$ 2,050,450.00</u>

Net Debt \$2,050,450.00 divided by Equalized Valuation Basis per N.J.S. 40A:2-2 as amended,  
 $\$318,855,526.67 = 0.643\%$ .

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

3.5% Average Equalized Valuation of Real Property	\$ 11,159,943.43
Net Debt	<u>2,050,450.00</u>
Remaining Borrowing Power	<u><u>\$ 9,109,493.43</u></u>

BOROUGH OF STANHOPE  
NOTES TO FINANCIAL STATEMENTS  
YEAR ENDED DECEMBER 31, 2017  
(Continued)

Note 2: Long-Term Debt (Cont'd)

Calculation of "Self-Liquidating Purpose", Water Utility Per  
N.J.S. 40A:2-45

Cash Receipts from Fees, Rents or Other Charges for Year		\$ 747,076.52
Deductions:		
Operating and Maintenance Costs	\$ 532,824.90	
Debt Service	192,575.88	
Total Deductions		<u>725,400.78</u>
Excess in Revenue		<u>\$ 21,675.74</u>

Calculation of "Self-Liquidating Purpose", Sewer Utility Per  
N.J.S. 40A:2-45

Cash Receipts from Fees, Rents or Other Charges for Year		\$ 1,011,885.69
Deductions:		
Operating and Maintenance Costs	\$ 889,280.00	
Debt Service	34,544.77	
Total Deductions		<u>923,824.77</u>
Excess in Revenue		<u>\$ 88,060.92</u>

Footnote:

If there is an "excess in revenue", all such utility debt is deductible. If there is a "deficit", then utility debt is not deductible to the extent of 20 times such deficit amount or the gross amount of authorized debt whichever is lesser.

The above is in agreement with the annual debt statement as filed by the Chief Financial Officer.

Schedule of Annual Debt Service for the Next Five Years and Thereafter for Loans Issued and Outstanding

<u>Year Ended</u> <u>Dec. 31,</u>	<u>Water Utility Capital</u>		<u>Total</u>
	<u>Principal</u>	<u>Interest</u>	
2018	\$ 80,144	\$ 15,327	\$ 95,471
2019	80,260	14,711	94,971
2020	85,406	14,065	99,471
2021	85,589	13,132	98,721
2022	85,805	12,167	97,972
2023-2027	438,192	46,314	484,506
2028-2032	467,711	22,394	490,105
2033	94,996	1,200	96,196
Total	<u>\$ 1,418,103</u>	<u>\$ 139,310</u>	<u>\$ 1,557,413</u>

BOROUGH OF STANHOPE  
 NOTES TO FINANCIAL STATEMENTS  
YEAR ENDED DECEMBER 31, 2017  
 (Continued)

Note 2: Long-Term Debt (Cont'd)

Net Pension Liability

The State of New Jersey Public Employees' Retirement System's (PERS) net pension liability was calculated to be \$3,391,723 at December 31, 2016. The State of New Jersey Police Firemen's Retirement System's (PFRS) net pension liability was calculated to be \$3,860,502 at December 31, 2016. See Note 5 for further information on the PERS and PFRS.

Note 3: Fund Balances Appropriated

Fund balances at December 31, 2017, which were appropriated and included as anticipated revenue in the year ending December 31, 2018 introduced budget, were as follows:

Current Fund	\$820,000.00
Water Utility Operating Fund	87,000.00
Sewer Utility Operating Fund	90,000.00

Note 4: School District Taxes

Regulations provide for the deferral of not more than 50% of the annual levy when school taxes are raised for a school year and have not been requisitioned by the school district. The Borough of Stanhope has not elected to defer school taxes.

Note 5: Pension Plans

Borough employees participate in one of the two contributory, defined benefit public employee retirement systems: the State of New Jersey Public Employee's Retirement System (PERS) or the State of New Jersey Police and Firemen's Retirement System (PFRS).

A. Public Employees' Retirement System (PERS)

Plan Description

The State of New Jersey, Public Employees' Retirement System (PERS) is a cost-sharing multiple-employer defined benefit pension plan administered by the State of New Jersey, Division of Pensions and Benefits (the Division). For additional information about the PERS, please refer to the Division's Comprehensive Annual Financial Report (CAFR) which can be found at [www.state.nj.us/treasury/pensions/annrpts.shtml](http://www.state.nj.us/treasury/pensions/annrpts.shtml).

Benefits Provided

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

BOROUGH OF STANHOPE  
NOTES TO FINANCIAL STATEMENTS  
YEAR ENDED DECEMBER 31, 2017  
(Continued)

Note 5: Pension Plans (Cont'd)

A. Public Employees' Retirement System (PERS) (Cont'd)

Benefits Provided (Cont'd)

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

Service retirement benefits of 1/55th of final average salary for each year of service credit is available to Tiers 1 and 2 members upon reaching age 60 and to Tier 3 members upon reaching age 62. Service retirement benefits of 1/60th of final average salary for each year of service credit is available to Tier 4 members upon reaching age 62 and to Tier 5 members upon reaching age 65. Early retirement benefits are available to Tiers 1 and 2 members before reaching age 60, to Tiers 3 and 4 with 25 or more years of service credit before age 62 and Tier 5 with 30 or more years of service credit before age 65. Benefits are reduced by a fraction of a percent for each month that a members retires prior to the age at which a member can receive full early retirement benefits in accordance with their respective tier. Tier 1 members can receive an unreduced benefit from age 50 to age 60 if they have at least 25 years of service. Deferred retirement is available to members who have at least 10 years of service credit and have not reached the service retirement age for the respective tier.

Contributions

The contribution policy for PERS is set by N.J.S.A. 43:15A and requires contributions by active members and contributing members. The local employers' contribution amounts are based on an actuarially determined rate which includes the normal cost and unfunded accrued liability. Chapter 19, P.L. 2009 provided an option for local employers of PERS to contribute 50% of the normal and accrued liability contribution amounts certified for payments due in State fiscal year 2009. Such employers will be credited with the full payment and any such amounts will not be included in their unfunded liability. The actuaries will determine the unfunded liability of those retirement systems, by employer, for the reduced normal and accrued liability contributions provided under this law. This unfunded liability will be paid by the employer in level annual payments over a period of 15 years beginning with the payments due in the fiscal year ended June 30, 2012 and will be adjusted by the rate of return on the actuarial value of assets. Borough contributions to PERS amounted to \$107,651 for 2017.

The employee contribution rate was 7.20% effective July 1, 2016 and increased to 7.34% effective July 1, 2017. Subsequent increases after October 1, 2011 are being phased in over 7 years effective on each July 1st to bring the total pension contribution rate to 7.5% of base salary as of July 1, 2018.

BOROUGH OF STANHOPE  
NOTES TO FINANCIAL STATEMENTS  
YEAR ENDED DECEMBER 31, 2017  
(Continued)

Note 5: Pension Plans (Cont'd)

A. Public Employees' Retirement System (PERS) (Cont'd)

Pension Liabilities and Pension Expense

At December 31, 2016, the Borough's liability was \$3,391,723 for its proportionate share of the net pension liability. The net pension liability was measured as of June 30, 2016, and the total pension liability used to calculate the net pension liability was determined by an actuarial valuation as of July 1, 2015 which was rolled forward to June 30, 2016. The Borough's proportion of the net pension liability was based on a projection of the Borough's long-term share of contributions to the pension plan relative to the projected contributions of all participating members, actuarially determined. At June 30, 2016, the Borough's proportion was 0.011%, which was a decrease of 0.0003% from its proportion measured as of June 30, 2015. The Borough has rolled forward the net pension liability to December 31, 2016 with no adjustments. The State of New Jersey Public Employees' Retirement System (PERS)' valuation cycle is July 1 instead of December 31. The roll forward methodology puts them a year in arrears in terms of valuation. The Division of Local Government Services, Department of Community Affairs, State of New Jersey is permitting municipalities to include the June 30, 2016 pension information in the Notes to the Financial Statements as the June 30, 2017 pension information has not been released as of the date of this audit.

For the year ended December 31, 2017, the Borough recognized actual pension expense in the amount of \$107,651.

Actuarial Assumptions

The total pension liability for the June 30, 2016 measurement date was determined by an actuarial valuation as of July 1, 2015 which was rolled forward to June 30, 2016. This actuarial valuation used the following actuarial assumptions:

Inflation Rate	3.08%
Salary Increases:	
Through 2026	1.65 – 4.15% based on age
Thereafter	2.65 – 5.15% based on age
Investment Rate of Return	7.65%

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



BOROUGH OF STANHOPE  
NOTES TO FINANCIAL STATEMENTS  
YEAR ENDED DECEMBER 31, 2017  
(Continued)

Note 5: Pension Plans (Cont'd)

A. Public Employees' Retirement System (PERS) (Cont'd)

Actuarial Assumptions (Cont'd)

The actuarial assumptions used in the July 1, 2015 valuation were based on the results of an actuarial experience study for the period July 1, 2011 to June 30, 2014. It is likely that future experience will not exactly conform to these assumptions. To the extent that actual experience deviates from these assumptions, the emerging liabilities may be higher or lower than anticipated. The more the experience deviates, the larger the impact on future financial statements.

Long Term Expected Rate of Return

In accordance with State statute, the long-term expected rate of return on pension plan investments (7.65% at June 30, 2016) is determined by the State Treasurer, after consultation with the Directors of the Division of Investments and Division of Pensions and Benefits, the Board of Trustees and the actuaries. The long-term expected rate of return was determined using a building block method in which best-estimate ranges of expected future real rates of return (expected returns, net of pension plan investment expense and inflation) are developed for each major asset class. These ranges are combined to produce the long-term expected rate of return by weighting the expected future real rates of return by the target asset allocation percentage and by adding expected inflation. Best estimates of arithmetic real rates of return for each major asset class included in PERS' target asset allocation as of June 30, 2016 are summarized in the following table:

Asset Class	Target Allocation	Long-Term Expected Real Rate of Return
Cash	5.00%	0.87%
U.S. Treasuries	1.50%	1.74%
Investment Grade Credit	8.00%	1.79%
Mortgages	2.00%	1.67%
High Yield Bonds	2.00%	4.56%
Inflation-Indexed Bonds	1.50%	3.44%
Broad U.S. Equities	26.00%	8.53%
Developed Foreign Equities	13.25%	6.83%
Emerging Market Equities	6.50%	9.95%
Private Equity	9.00%	12.40%
Hedge Funds/Absolute Return	12.50%	4.68%
Real Estate (Property)	2.00%	6.91%
Commodities	0.50%	5.45%
Global Debt ex. U.S.	5.00%	-0.25%
REIT	5.25%	5.63%

Discount Rate

The discount rate used to measure the total pension liability was 3.98% as of June 30, 2016. This single blended discount rate was based on the long-term expected rate of return on pension plan investments of 7.65% and a municipal bond rate of 2.85% as of June 30, 2016 based on the Bond Buyer Go 20 Bond Municipal Bond Index which includes tax-exempt general obligation municipal bonds with an average rating of AA/Aa or higher.

BOROUGH OF STANHOPE  
NOTES TO FINANCIAL STATEMENTS  
YEAR ENDED DECEMBER 31, 2017  
(Continued)

Note 5: Pension Plans (Cont'd)

A. Public Employees' Retirement System (PERS) (Cont'd)

Discount Rate (Cont'd)

The projection of cash flows used to determine the discount rate assumed that contributions from plan members will be made at the current member contribution rates and that contributions from employers will be made based upon the contribution rate in the most recent fiscal year. The local employers contributed 100% of their actuarially determined contributions. Based on those assumptions, the plan's fiduciary net position was projected to be available to make projected future benefit payments of current plan members through 2034. Therefore, the long-term expected rate of return on plan investments was applied to projected benefit payments through 2034, and the municipal bond rate was applied to projected benefit payments after that date in determining the total pension liability.

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

The following presents the Borough's proportionate share of the collective net pension liability as of December 31, 2016 calculated using the discount rate as disclosed below, as well as what the Borough's proportionate share of the net pension liability would be if it were calculated using a discount rate that is 1-percentage-point lower or 1-percentage-point higher than the current rate:

	December 31, 2016		
	1%	Current	1%
	Decrease (2.98%)	Discount Rate (3.98%)	Increase (4.98%)
Borough's proportionate share of the Net Pension Liability	\$ 4,156,160	\$ 3,391,723	\$ 2,760,613

Pension Plan Fiduciary Net Position

Detailed information about the pension plan's fiduciary net position is available in the separately issued PERS financial statements.

B. Police and Firemen's Retirement System (PFRS)

Plan Description

The State of New Jersey, State of New Jersey Police and Firemen's Retirement System (PFRS), is a cost-sharing multiple-employer defined benefit pension plan administered by the State of New Jersey Division of Pensions and Benefits (the Division). For additional information about the PFRS, please refer to the Division's Comprehensive Annual Financial Report (CAFR) which can be found at [www.state.nj.us/treasury/pensions/annrpts.shtml](http://www.state.nj.us/treasury/pensions/annrpts.shtml).

BOROUGH OF STANHOPE  
NOTES TO FINANCIAL STATEMENTS  
YEAR ENDED DECEMBER 31, 2017  
(Continued)

Note 5: Pension Plans (Cont'd)

B. Police and Firemen's Retirement System (PFRS) (Cont'd)

Benefits Provided

The vesting and benefit provisions are set by N.J.S.A. 43:16A. The PFRS provides retirement as well as death and disability benefits. All benefits vest after ten years of service, except disability benefits which vest after 4 years of service.

The following represents the membership tiers for PFRS:

Tier	Definition
1	Members who were enrolled prior to May 22, 2010
2	Members who were eligible to enroll on or after May 22, 2010 and prior to June 28, 2011
3	Members who were eligible to enroll on or after June 28, 2011

Service retirement benefits are available at age 55 and are generally determined to be 2% of final compensation for each year of creditable service, as defined, up to 30 years plus 1% for each year of service in excess of 30 years. Members may seek special retirement after achieving 25 years of creditable service, in which benefits would equal 65% (tiers 1 and 2 members) and 60% (tier 3 members) of final compensation plus 1% for each year of creditable service over 25 years but not to exceed 30 years. Members may elect deferred retirement benefits after achieving ten years of service, in which case benefits would begin at age 55 equal to 2% of final compensation for each year of service.

Contributions

The contribution policy for PFRS is set by N.J.S.A. 43:16A and requires contributions by active members and contributing members. The Local employers' contribution amounts are based on an actuarially determined rate which includes the normal cost and unfunded accrued liability. Chapter 19, P.L. 2009 provided an option for local employers of PFRS to contribute 50% of the normal and accrued liability contribution amounts certified for payments due in State fiscal year 2009. Such employers will be credited with the full payment and any such amounts will not be included in their unfunded liability. The actuaries will determine the unfunded liability of those retirement systems, by employer, for the reduced normal and accrued liability contributions provided under this law. This unfunded liability will be paid by the employer in level annual amounts over a period of 15 years beginning with the payments due in the fiscal year ended June 30, 2012 and will be adjusted by the rate of return on the actuarial value of the assets.

Special Funding Situation

Under N.J.S.A. 43:16A-15, local participating employers are responsible for their own contributions based on actuarially determined amounts, except where legislation was passed which legally obligated the State if certain circumstances occurred. The legislation which legally obligates the State is as follows: Chapter 8, P.L. 2000, Chapter 318, P.L. 2001, Chapter 86, P.L. 2001, Chapter 511, P.L. 1991, Chapter 109, P.L. 1979, Chapter 247, P.L. 1993 and Chapter 201, P.L. 2001.

BOROUGH OF STANHOPE  
NOTES TO FINANCIAL STATEMENTS  
YEAR ENDED DECEMBER 31, 2017  
(Continued)

Note 5: Pension Plans (Cont'd)

B. Police and Firemen's Retirement System (PFRS) (Cont'd)

Special Funding Situation (Cont'd)

The amounts contributed on behalf of the local participating employers under this legislation is considered to be a special funding situation as defined by GASB Statement No. 68 and the State is treated as a nonemployer contributing entity. Since the local participating employers do not contribute under this legislation directly to the plan (except for employer specified financed amounts), there is no net pension liability or deferred outflows or inflows to report in the financial statements of the local participating employers related to this legislation. However, the notes to the financial statements of the local participating employers must disclose the portion of the nonemployer contributing entities' total proportionate share of the collective net pension liability that is associated with the local participating employer. The June 30, 2016 State special funding situation net pension liability amount is the accumulated difference between the annual actuarially determined State obligation under the special funding situation and the actual State contribution through the valuation date. The State special funding situation pension expense for the fiscal year ended June 30, 2016 is the actuarially determined contribution amount that the State owes for the fiscal year ending June 30, 2016. The pension expense is deemed to be a State administrative expense due to the special funding situation.

Borough contributions to PFRS amounted to \$164,775 for the year ended December 31, 2017. During the fiscal year ended June 30, 2016, the State of New Jersey contributed \$12,422 to the PFRS for normal pension benefits on behalf of the Borough, which is less than the contractually required contribution of \$41,406.

The employee contributions for PFRS are 10.00% of employees' annual compensation, as defined.

Pension Liabilities and Pension Expense

At December 31, 2016, the Borough's liability for its proportionate share of the net pension liability was \$3,860,502. The net pension liability was measured as of June 30, 2016, and the total pension liability used to calculate the net pension liability was determined by an actuarial valuation as of July 1, 2015 which was rolled forward to June 30, 2016.

BOROUGH OF STANHOPE  
NOTES TO FINANCIAL STATEMENTS  
YEAR ENDED DECEMBER 31, 2017  
(Continued)

Note 5: Pension Plans (Cont'd)

B. Police and Firemen's Retirement System (PFRS) (Cont'd)

Pension Liabilities and Pension Expense (Cont'd)

The Borough's proportion of the net pension liability was based on a projection of the Borough's long-term share of contributions to the pension plan relative to the projected contributions of all participating members, actuarially determined. At June 30, 2016, the Borough's proportion was 0.020%, which was a decrease of 0.0025% from its proportion measured as of June 30, 2015. The Borough has rolled forward the net pension liability to December 31, 2016 with no adjustments. The State of New Jersey Police and Firemen's Retirement System (PFRS)' valuation cycle is July 1 instead of December 31. The roll forward methodology puts them a year in arrears in terms of valuation. The Division of Local Government Services, Department of Community Affairs, State of New Jersey is permitting municipalities to include the June 30, 2016 pension information in the Notes to the Financial Statements as the June 30, 2017 pension information has not been released as of the date of this audit.

Additionally, the State's proportionate share of the net pension liability attributable to the Borough is \$324,186 as of June 30, 2016. The net pension liability was measured as of June 30, 2016, and the total pension liability used to calculate the net pension liability was determined by an actuarial valuation as of July 1, 2015 which was rolled forward to June 30, 2016. The State's proportionate share of the net pension liability associated with the Borough was based on a projection of the Borough's long-term share of contributions to the pension plan relative to the projected contributions of all participating members, actuarially determined. At June 30, 2016, the State's proportion was 0.020%, which was a decrease of 0.0025% from its proportion measured as of June 30, 2015 which is the same proportion as the Borough's. The Borough has rolled forward the net pension liability to December 31, 2016 with no adjustments. The State of New Jersey Police and Firemen's Retirement System (PFRS)' valuation cycle is July 1 instead of December 31. The roll forward methodology puts them a year in arrears in terms of valuation.

Borough's Proportionate Share of the Net Pension Liability	\$ 3,860,502
State's Proportionate Share of the Net Pension Liability Associated with the Borough	<u>324,186</u>
Total Net Pension Liability	<u>\$ 4,184,688</u>

For the year ended December 31, 2017, the Borough recognized total pension expense of \$164,775.

Actuarial Assumptions

The total pension liability for the June 30, 2016 measurement date was determined by an actuarial valuation as of July 1, 2015 which was rolled forward to June 30, 2016. This actuarial valuation used the following actuarial assumptions:

Inflation Rate	3.08%
Salary Increases:	
Through 2026	2.10% - 8.98% based on age
Thereafter	3.10% - 9.98% based on age
Investment Rate of Return	7.65%

BOROUGH OF STANHOPE  
NOTES TO FINANCIAL STATEMENTS  
YEAR ENDED DECEMBER 31, 2017  
(Continued)

Note 5: Pension Plans (Cont'd)

B. Police and Firemen's Retirement System (PFRS) (Cont'd)

Actuarial Assumptions (Cont'd)

Pre-retirement mortality rates were based on the RP-2000 Pre-retirement mortality tables projected thirteen years using Projection Scale BB and then projected on a generational basis using the plan actuary's modified 2014 projection scales.

Post-retirement mortality rates for male service retirements and beneficiaries are based on the RP-2000 Combined Healthy Mortality Tables projected one year using Projection Scale AA and two years using the plan actuary's modified 2014 projection scales, which was further projected on a generational basis using the plan actuary's modified 2014 projection scales. Post-retirement mortality rates for female service retirements and beneficiaries are based on the RP-2000 Combined Healthy Mortality Tables projected thirteen years using Projection Scale BB and then two years using the plan actuary's modified 2014 projection scales, which was further projected on a generational basis using the plan actuary's modified 2014 projection scales. Disability retirement rates were based on the special mortality tables used for the period after disability retirement.

The actuarial assumptions used in the July 1, 2015 valuation were based on the results of an actuarial experience study for the period July 1, 2010 to June 30, 2013.

Long Term Expected Rate of Return

In accordance with State statute, the long-term expected rate of return on pension plan investments (7.65% at June 30, 2016) is determined by the State Treasurer, after consultation with the Directors of the Division of Investments and Division of Pensions and Benefits, the Board of Trustees and the actuaries. The long-term expected rate of return was determined using a building block method in which best-estimate ranges of expected future real rates of return (expected returns, net of pension plan investment expense and inflation) are developed for each major asset class. These ranges are combined to produce the long-term expected rate of return by weighting the expected future real rates of return by the target asset allocation percentage and by adding expected inflation. Best estimates of arithmetic real rates of return for each major asset class included in PFRS' target asset allocation as of June 30, 2016 are summarized in the table on the following page:

BOROUGH OF STANHOPE  
NOTES TO FINANCIAL STATEMENTS  
YEAR ENDED DECEMBER 31, 2017  
 (Continued)

Note 5: Pension Plans (Cont'd)

B. Police and Firemen's Retirement System (PFRS) (Cont'd)

Long Term Expected Rate of Return (Cont'd)

<u>Asset Class</u>	<u>Target Allocation</u>	<u>Long-Term Expected Real Rate of Return</u>
Cash	5.00%	0.87%
U.S. Treasuries	1.50%	1.74%
Investment Grade Credit	8.00%	1.79%
Mortgages	2.00%	1.67%
High Yield Bonds	2.00%	4.56%
Inflation-Indexed Bonds	1.50%	3.44%
Broad U.S. Equities	26.00%	8.53%
Developed Foreign Equities	13.25%	6.83%
Emerging Market Equities	6.50%	9.95%
Private Equity	9.00%	12.40%
Hedge Funds/Absolute Return	12.50%	4.68%
Real Estate (Property)	2.00%	6.91%
Commodities	0.50%	5.45%
Global Debt ex. U.S.	5.00%	-0.25%
REIT	5.25%	5.63%

Discount Rate - PFRS

The discount rate used to measure the total pension liability was 5.55% as of June 30, 2016. This single blended discount rate was based on the long-term expected rate of return on pension plan investments of 7.65% and a municipal bond rate of 2.85% as of June 30, 2016 based on the Bond Buyer Go 20 Bond Municipal Bond Index which includes tax-exempt general obligation municipal bonds with an average rating of AA/Aa or higher. The projection of cash flows used to determine the discount rate assumed that contributions from plan members will be made at the current member contribution rates and that contributions from employers and the nonemployer contributing entity will be made based on the contribution rate in the most recent fiscal year. The State employer contributed 30% of the actuarially determined contributions and the local employers contributed 100% of their actuarially determined contributions. Based on those assumptions, the plan's fiduciary net position was projected to be available to make projected future benefit payments of current plan members through 2050. Therefore, the long-term expected rate of return on pension plan investments was applied to projected benefit payments through 2050, and the municipal bond rate was applied to projected benefit payments after that date in determining the total pension liability.

BOROUGH OF STANHOPE  
NOTES TO FINANCIAL STATEMENTS  
YEAR ENDED DECEMBER 31, 2017  
(Continued)

Note 5: Pension Plans (Cont'd)

B. Police and Firemen's Retirement System (PFRS) (Cont'd)

Sensitivity of the Total Net Pension Liability (including the State's proportionate share of the net pension liability attributable to the Borough) to Changes in the Discount Rate

The following presents the total net pension liability (including the State's proportionate share of the net pension liability attributable to the Borough) as of December 31, 2016 calculated using the discount rate as disclosed above, as well as what the collective net pension liability would be if it were calculated using a discount rate that is 1-percentage-point lower or 1-percentage-point higher than the current rate:

	December 31, 2016		
	1% Decrease (4.55%)	Current Discount Rate (5.55%)	1% Increase (6.55%)
Borough's proportionate share of the NPL and the State's proportionate share of the Net Pension Liability associated with the Borough	\$ 5,395,849	\$ 4,184,688	\$ 3,197,060

Pension Plan Fiduciary Net Position - PFRS

Detailed information about the PFRS's fiduciary net position is available in the separately issued PFRS financial statements.

Note 6: Accrued Sick and Vacation Benefits

The Borough of Stanhope permits employees to accrue unused sick and vacation pay, which may be taken as time off or paid upon retirement or separation. It is estimated that the current cost of such unpaid compensation would approximate \$183,235. This amount is not reported either as an expenditure or a liability. It is expected that the cost of such unpaid compensation would be included in the Borough's budget operating expenditures in the year in which it is used. This amount is partially reserved in the Reserve for Accumulated Sick and Vacation Compensation of \$133,116 on the Trust Funds balance sheet at December 31, 2017.



BOROUGH OF STANHOPE  
NOTES TO FINANCIAL STATEMENTS  
YEAR ENDED DECEMBER 31, 2017  
(Continued)

Note 7: Selected Tax Information

Property taxes are levied as of January 1 on property values assessed as of the previous calendar year. The tax levy is divided into two billings. The first billing is an estimate of the current year's levy based on the prior year's taxes. The second billing reflects adjustments to the current year's actual levy. The final tax bill is usually mailed on or before June 14th along with the first half estimated tax bills for the subsequent year. The first half estimated taxes are divided into two due dates, February 1 and May 1. The final tax bills are also divided into two due dates, August 1 and November 1. A ten-day grace period is usually granted before the taxes are considered delinquent and the imposition of interest charges. A penalty may be assessed for any unpaid taxes in excess of \$10,000 at December 31 of the current year. Unpaid taxes of the prior year may be placed in lien at a tax sale held after April 1 and through December 31. Unpaid taxes of the current year may be placed in lien at a tax sale held after December 10.

	<u>2017</u>	<u>2016</u>	<u>2015</u>
<u>Tax Rate</u>	\$ 4.07	\$ 4.01	\$ 3.86
<u>Apportionment of Tax Rate</u>			
Municipal	1.14	1.13	1.11
County	0.62	0.61	0.58
Local School	1.50	1.46	1.42
Regional High School	0.81	0.81	0.75
<u>Assessed Valuations</u>			
2017	<u>\$ 293,577,383.00</u>		
2016		<u>\$ 294,003,511.00</u>	
2015			<u>\$ 293,572,528.00</u>

Comparison of Tax Levies and Collection Currently

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

<u>Year</u>	<u>Tax Levy</u>	<u>Currently</u>	
		<u>Cash Collections</u>	<u>Percentage of Collection</u>
2017	\$ 11,941,700.02	\$ 11,698,930.88	97.96%
2016	11,801,964.19	11,543,789.32	97.81%
2015	11,348,062.85	11,088,668.46	97.71%

Also, increases in future tax levies can also be warranted if revenue sources outside of those directly generated by the municipality, such as federal or state aid, should decline without corresponding decreases in budgeted expenditures.

BOROUGH OF STANHOPE  
NOTES TO FINANCIAL STATEMENTS  
YEAR ENDED DECEMBER 31, 2017  
(Continued)

Note 8: Risk Management

The Borough is exposed to various risks of loss related to torts; theft of, damage to, and destruction of assets; errors and omissions; injuries to employees; and natural disasters. Health benefits are provided to employees through the State of New Jersey health benefits plan.

The Borough of Stanhope is a member of the Morris County Municipal Joint Insurance Fund. This fund is both an insured and self-administered group of municipalities established for the purpose of providing certain low-cost insurance coverage for member municipalities in order to keep local property taxes at a minimum.

The following coverages are offered by the fund to its members:

- a.) Workers' Compensation and Employers' Liability
- b.) Liability Other Than Motor Vehicles
- c.) Property Damage Other Than Motor Vehicles
- d.) Motor Vehicle

As a member of the Fund, the Borough could be subject to supplemental assessments in the event of deficiencies. If the assets of the Fund were to be exhausted, members would become responsible for their respective shares of the Fund's liabilities.

This Fund can declare and distribute dividends to members upon approval of the State of New Jersey Department of Banking and Insurance. These distributions are divided amongst the members in the same ratio as their individual assessment relates to the total assessment of the membership body. In accordance with Statement No. 10 of the Governmental Accounting Standards Board, these distributions are used to reduce the amount recorded for membership expense in the year in which the distribution was declared.

The December 31, 2017 audit report for this fund was not filed as of the date of this report. Selected financial information for this Fund as of December 31, 2016 is as follows:

	<u>Morris County Municipal Joint Insurance Fund</u>
Total Assets	\$ 27,753,863
Net Position	\$ 12,178,035
Total Revenue	\$ 19,261,910
Total Expenses	\$ 15,715,706
Change in Net Position	\$ 3,546,204
Members Dividends	\$ -0-

BOROUGH OF STANHOPE  
NOTES TO FINANCIAL STATEMENTS  
YEAR ENDED DECEMBER 31, 2017  
(Continued)

Note 8: Risk Management (Cont'd)

Financial statements for the fund are available at the Office of the Executive Director:

PERMA Risk Management Services  
9 Campus Drive, Suite 216  
Parsippany, New Jersey 07054  
(201) 881-7632

New Jersey Unemployment Compensation Insurance

The Borough has elected to fund its New Jersey Unemployment Compensation Insurance under the "Benefit Reimbursement Method". Under this plan, the Borough is required to reimburse the New Jersey Unemployment Trust Fund for benefits paid to its former employees and charged to its account with the State. The Borough is billed quarterly for amounts due to the State.

The following is a summary of Borough/employee contributions, interest earned and reimbursements to the State for benefits paid and the ending balance of the Borough's trust fund for the current and previous two years:

<u>Year</u>	<u>Interest Earned</u>	<u>Borough/ Employee Contributions</u>	<u>Amount Reimbursed</u>	<u>Ending Balance</u>
2015	\$ 114.95	\$ 15,012.10	\$ 17,775.36	\$ 72,844.69
2016	142.44	15,500.00	1,173.65	87,313.48
2017	699.59	15,500.00	1,216.31	102,296.76

Note 9: Cash and Cash Equivalents and Investments

Cash and cash equivalents include petty cash, change funds, amounts in deposits, money market accounts, and short-term investments with original maturities of three months or less.

Investments are stated at cost. The Borough classifies certificates of deposit which have original maturity dates of more than three months but less than twelve months from the date of purchase, as investments.

GASB requires disclosure of the level of custodial credit risk assumed by the Borough in its cash, cash equivalents and investments, if those items are uninsured or unregistered. Custodial credit risk is the risk that in the event of a bank failure, the government's deposits may not be returned.

Interest Rate Risk – In accordance with its cash management plan, the Borough ensures that any deposit or investment matures within the time period that approximates the prospective need for the funds, deposited or invested, so that there is not a risk to the market value of such deposits or investments.

Credit Risk – The Borough limits its investments to those authorized in its cash management plan which are those permitted under state statute as detailed below and on the following page.

BOROUGH OF STANHOPE  
NOTES TO FINANCIAL STATEMENTS  
YEAR ENDED DECEMBER 31, 2017  
(Continued)

Note 9: Cash and Cash Equivalents and Investments (Cont'd)

Custodial Credit Risk – The Borough's policy with respect to custodial credit risk requires that the Borough ensures that Borough funds are only deposited in financial institutions in which NJ municipalities are permitted to invest their funds.

Deposits

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

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

The market value of the collateral must equal 5% of the average daily balance of collected public funds on deposit; and

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

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

Investments

New Jersey statutes permit the Borough to purchase the following types of securities:

- (1) Bonds or other obligations of the United States of America or obligations guaranteed by the United States of America;
- (2) Government money market mutual funds;
- (3) Any obligation that a federal agency or a federal instrumentality has issued in accordance with an act of Congress, which security has a maturity date not greater than 397 days from the date of purchase, provided that such obligation bears a fixed rate of interest not dependent on any index or other external factor;
- (4) Bonds or other obligations of the local unit or bonds or other obligations of school districts of which the local unit is a part or within which the school district is located;
- (5) Bonds or other obligations, having a maturity date not more than 397 days from the date of purchase, issued by New Jersey school districts, municipalities, counties, and entities subject to the "Local Authorities Fiscal Control Law" P.L. 1983, c. 313 (C.40A:5A-1 et seq.) Other bonds or obligations having a maturity date not more than 397 days from the date of purchase may be approved by the Division of Local Government Services in the Department of Community Affairs for investment by local units;

BOROUGH OF STANHOPE  
NOTES TO FINANCIAL STATEMENTS  
YEAR ENDED DECEMBER 31, 2017  
(Continued)

Note 9: Cash and Cash Equivalents and Investments (Cont'd)

Investments (Cont'd)

- (6) Local government investment pools;
- (7) Deposits with the State of New Jersey Cash Management Fund established pursuant to section 1 of P.L. 1977, c281 (C.52:18A-90.4); or
- (8) Agreements for the repurchase of fully collateralized securities if:
  - (a) the underlying securities are permitted investments pursuant to paragraphs (1) and (3) of this subsection a. or are bonds or other obligations, having a maturity date not more than 397 days from the date of purchase, issued by New Jersey school districts, municipalities, counties and entities subject to the "Local Authorities Fiscal Control Law", P.L. 1983 c.313 (C.40A:5A-1 et seq.);
  - (b) the custody of collateral is transferred to a third party;
  - (c) the maturity of the agreement is not more than 30 days;
  - (d) the underlying securities are purchased through a public depository as defined in section 1 of P.L. 1970, c.236 (C.17:9-41); and
  - (e) a master repurchase agreement providing for the custody and security of collateral is executed.

As of December 31, 2017, cash and cash equivalents of the Borough of Stanhope consisted of the following:

<u>Fund</u>	<u>Cash on Hand</u>	<u>Checking Accounts</u>	<u>NJ Cash Management Fund</u>	<u>Totals</u>
Current	\$ 250.00	\$ 2,848,542.23	\$ 99,012.56	\$ 2,947,804.79
Animal Control		15,761.80		15,761.80
Other Trust		762,565.96		762,565.96
General Capital		23,065.62	461.10	23,526.72
Water Operating	50.00	232,074.70	90,995.31	323,120.01
Water Capital		232,471.43	4,836.88	237,308.31
Sewer Operating	50.00	867,949.06	31,540.91	899,539.97
Sewer Capital		153,997.77	319,061.92	473,059.69
	<u>\$ 350.00</u>	<u>\$ 5,136,428.57</u>	<u>\$ 545,908.68</u>	<u>\$ 5,682,687.25</u>

During the year ended December 31, 2017, the Borough did not hold any investments. The carrying amount of the Borough's cash and cash equivalents at year end was \$5,682,687.25 and the bank balance was \$5,570,044.73. The \$545,908.68 invested with the State of New Jersey Cash Management Fund is uninsured and unregistered.

BOROUGH OF STANHOPE  
NOTES TO FINANCIAL STATEMENTS  
YEAR ENDED DECEMBER 31, 2017  
(Continued)

Note 10: Post-Retirement Medical Benefits

In addition to the pension benefits described in Note 5, the Borough provides other post-retirement benefits to certain Borough employees after retirement, substantially similar in nature to the health benefits provided to employees presently working.

The Borough contributes to the State Health Benefits Program (SHBP), a cost-sharing, multiple-employer defined benefit post-employment healthcare plan administered by the State of New Jersey Division of Pensions and Benefits. SHBP was established in 1961 under N.J.S.A. 52:14-17.25 et seq. to provide health benefits to State employees, retirees, and their dependents.

The SHBP was extended to employees, retirees, and dependents of participating local public employers in 1964. Local employers must adopt a resolution to participate in the SHBP.

In accordance with the Borough's resolution, Borough employees are entitled to the following benefits:

The coverage applies to the employee and dependents. In the event of an employee's death, coverage ceases. In order to be eligible for this benefit, the employee must have a minimum of twenty-five (25) years of full-time service with the Borough.

Rules governing the operation and administration of the program are found in Title 17, Chapter 9 of the New Jersey Administrative Code. SHBP provides medical, prescription drugs, mental health/substance abuse, and Medicare Part B reimbursement to retirees and their covered dependents.

The State Health Benefits Commission is the executive body established by statute to be responsible for the operation of the SHBP. The State of New Jersey Division of Pensions and Benefits issues a publicly available financial report that includes financial statements and required supplementary information for the SHBP. That report may be obtained by writing to:

State of New Jersey Division of Pensions and Benefits, P.O. Box 295, Trenton, NJ 08625-0295

Participating employers are contractually required to contribute based on the amount of premiums attributable to their retirees. Post-retirement medical benefits under the plan have been funded on a pay-as-you-go basis since 1994. Prior to 1994, medical benefits were funded on an actuarial basis.

Contributions to pay for the health premiums of participating retirees in the SHBP would be billed to the Borough on a monthly basis. The Borough's portion of post-retirement benefits would be funded on a pay-as-you-go basis from the Current Fund operating budget.

For the year ended December 31, 2017, the Borough had no employees who met post-retirement eligibility requirements for health care benefits and recognized expenses of \$-0-.

Note 11: Deferred Compensation Plan

The Borough of Stanhope offers its employees deferred compensation plans (the "Plans") created in accordance with Section 457 of the Internal Revenue Code. The Plans, which are administered by VALIC and Equitable, are available to all Borough employees and permits participants to defer a portion of their salary. The deferred compensation is not available to employees until termination, retirement, unforeseeable emergency, or upon death to their beneficiaries.

BOROUGH OF STANHOPE  
NOTES TO FINANCIAL STATEMENTS  
YEAR ENDED DECEMBER 31, 2017  
(Continued)

Note 12: Interfund Receivables and Payables

The following interfund balances remained on the balance sheet at December 31, 2017:

<u>Fund</u>	<u>Interfund Receivable</u>	<u>Interfund Payable</u>
Current	\$ 6,340.20	\$ 2,200.00
Animal Control		6,340.20
Other Trust	2,200.00	
Water Utility Operating	2,472.88	
Water Utility Capital		2,472.88
Sewer Utility Operating		42,550.00
Sewer Utility Capital	42,550.00	
	<u>\$ 53,563.08</u>	<u>\$ 53,563.08</u>

The interfund receivable in the Current Fund and the interfund payable in the Animal Control Fund represents the statutory excess collected in the Animal Control Fund. The interfund receivable in the Other Trust Fund and the interfund payable in the Current Fund represents the money due for tax sale premium. The interfund between the Water Utility Operating Fund and the Water Utility Capital Fund represents accrued interest on notes paid by capital ordinance. The interfund between the Sewer Utility Operating Fund and the Sewer Utility Capital Fund represents the transfer of connection fees.

Note 13: Contingent Liabilities

The Borough is periodically involved in various lawsuits arising in the normal course of business, including claims for property damage, personal injury, disputes over contract awards, and as one of several hundred third-party defendants in "superfund" litigation. In the opinion of management, the ultimate outcome of these lawsuits will not have a material adverse effect on the Borough's financial position as of December 31, 2017.

Amounts received or receivable from grantors, principally the federal and state governments are subject to regulatory requirements and adjustments by the agencies. Any disallowed claims, including amounts previously recognized by the Borough as revenue would constitute a liability of the applicable funds. The amount, if any, of expenditures which may be disallowed by the grantors cannot be determined at this time, although Borough officials expect such amounts, if any, to be immaterial.

Various tax appeals on assessed valuations have been filed against the Borough and are awaiting a final decision. The ultimate outcome and effect of such appeals have not been determined; however, the Borough Tax Assessor will aggressively defend the Borough's assessments. The Borough has established a reserve for this contingency in the amount of \$138,230.11, which the Borough believes is adequate to cover any potential liability.

BOROUGH OF STANHOPE  
 NOTES TO FINANCIAL STATEMENTS  
 YEAR ENDED DECEMBER 31, 2017  
 (Continued)

Note 14: Economic Dependency

The Borough receives a substantial amount of its support from the federal and state government. A significant reduction in the level of support, if this were to occur, may have an effect on the Borough's programs and activities.

Note 15: Fixed Assets (Unaudited)

The following is a summarization of the activity of the Borough of Stanhope's fixed assets for the year ended December 31, 2017:

	Balance Dec. 31, 2016	Additions	Deletions	Balance Dec. 31, 2017
Land	\$1,022,100.00			\$1,022,100.00
Buildings	1,211,000.00			1,211,000.00
Equipment and Vehicles	3,975,397.18	\$ 109,161.83		4,084,559.01
	<u>\$6,208,497.18</u>	<u>\$ 109,161.83</u>	<u>\$ -0-</u>	<u>\$6,317,659.01</u>



SUPPLEMENTARY DATA

BOROUGH OF STANHOPE  
OFFICIALS IN OFFICE AND SURETY BONDS  
YEAR ENDED DECEMBER 31, 2017

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

Name	Title	Amount of Bond	Name of Corporate or Personal Surety
Rosemarie Maio	Mayor		
Bill Thornton	Council President		
Michael Depew	Councilperson		
Diana Kuncken	Councilperson		
Thomas Romano	Councilperson		
Doreen Thistleton	Councilperson		
Patricia Zdichocki	Councilperson		
Brian McNeilly	Administrator	*	
Ellen Horak	Borough Clerk	*	
Dana Mooney	Chief Financial Officer/Tax Collector	\$ 1,000,000	Municipal Excess Liability JIF
Maria Mascuch	Sewer Collector and Water Collector	1,000,000	Municipal Excess Liability JIF
Ursula H. Leo	Attorney		

\* All employees, who are not specifically bonded, are covered under \$50,000 and \$950,000 Faithful Performance Bonds provided by the Morris County Municipal Joint Insurance Fund and the Municipal Excess Liability Joint Insurance Fund, respectively.

BOROUGH OF STANHOPE  
COUNTY OF SUSSEX  
2017  
CURRENT FUND

BOROUGH OF STANHOPE  
CURRENT FUND  
SCHEDULE OF CASH - TREASURER

	<u>Ref.</u>	
Balance December 31, 2016	A	\$ 2,793,486.11
Increased by Receipts:		
Tax Collector	\$ 12,380,132.91	
Revenue Accounts Receivable	400,126.74	
Miscellaneous Revenue Not Anticipated	62,551.00	
Appropriation Refunds	130,129.14	
Due to State of New Jersey		
Veterans and Senior Citizens' Deductions	25,000.00	
Training Fees	3,589.00	
Marriage License Fees	650.00	
Due Animal Control License Fund	6,487.27	
Due Other Trust Funds:		
Tax Sale Premium	2,200.00	
Interfund Returned	4,918.78	
Due to General Capital Fund	2,238.51	
Due from Various Vendors	1,345.26	
Unappropriated Reserves:		
Body Armor Replacement Fund	1,223.11	
Drunk Driving Enforcement Fund	1,609.38	
Clean Communities Program	7,623.88	
Click-It or Ticket	5,500.00	
Safe and Secure Communities	30,000.00	
Recycling Tonnage Grant	7,809.34	
Appropriated Reserves:		
Housing Reimbursement Program Reimbursement	6,265.00	
		13,079,399.32
		15,872,885.43

BOROUGH OF STANHOPE  
CURRENT FUND  
SCHEDULE OF CASH - TREASURER

Decreased by Disbursements:

2017 Appropriation Expenditures	\$ 3,924,884.36
2016 Appropriation Reserves	110,381.72
Local School District Taxes	4,389,907.00
Regional School Taxes	2,373,475.00
County Taxes	1,824,158.51
Tax Overpayment Refunds	295.82
Due to Other Trust Funds:	
Reserve for Accumulated Sick and Vacation Compensation	10,000.00
Due to General Capital Fund	21,917.88
Due to State of New Jersey	
Training Fees	3,306.00
Marriage License Fees	525.00
Due to Other Trust Funds	
Appropriated Reserves - Recycling Trust	6,358.60
Due from Various Vendors	2,053.88
Reserve for Third Party Tax Title Liens	248,120.73
Appropriated Reserves:	
Clean Communities Program	3,390.20
Drunk Driving Enforcement Fund	1,929.94
Drive Sober or Get Pulled Over	4,000.00
Cablevision 2014 PEG Access Grant	626.00

\$ 12,925,330.64

Balance December 31, 2017

A

\$ 2,947,554.79

BOROUGH OF STANHOPE  
CURRENT FUND  
SCHEDULE OF CASH - COLLECTOR  
YEAR ENDED DECEMBER 31, 2017

Increased by Receipts:

Taxes Receivable	\$ 11,852,002.79	
Tax Title Liens Receivable	7,627.53	
2018 Prepaid Taxes	219,065.84	
Tax Overpayments	25,026.29	
Outside Liens	229,870.70	
Interest and Costs on Taxes	<u>46,539.76</u>	
		<u>\$ 12,380,132.91</u>

Decreased by:

Payments to Treasurer		<u><u>\$ 12,380,132.91</u></u>
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CURRENT FUND  
SCHEDULE OF CASH - GRANT FUNDS  
YEAR ENDED DECEMBER 31, 2017

NOT APPLICABLE

BOROUGH OF STANHOPE  
CURRENT FUND  
SCHEDULE OF TAXES RECEIVABLE AND ANALYSIS OF PROPERTY TAX LEVY

Year	Balance Dec 31, 2016	2017 Levy	Added Taxes	2016	Collections	2017	Tax Overpayments Applied	State of NJ Veterans' and Senior Citizens' Deductions	Cancelled	Trans- ferred to Tax Title Liens	Balance Dec 31, 2017
2015	\$ 1,683.42				\$	1,683.42					
2016	219,918.01					219,918.01					
	221,601.43					221,601.43					
2017	\$ 11,941,700.02		\$ 715.79	\$ 39,808.10		11,630,401.36	\$ 3,221.42	\$ 25,500.00	\$ 1,295.46	\$ 21,941.47	\$ 220,248.00
	\$ 221,601.43	\$ 11,941,700.02	\$ 715.79	\$ 39,808.10	\$ 11,852,002.79		\$ 3,221.42	\$ 25,500.00	\$ 1,295.46	\$ 21,941.47	\$ 220,248.00

Ref. A

A

Analysis of 2017 Property Tax Levy

Tax Yield:

General Purpose Tax

Added Taxes (54:4-63.1 et seq.)

\$ 11,939,792.17  
 1,907.85

\$ 11,941,700.02

Tax Levy:

Local School District Taxes

Regional High School Taxes

County Taxes

County Added and Omitted Taxes

\$ 4,389,907.00  
 2,373,475.00

\$ 1,823,688.57  
 291.80

1,823,980.37  
 8,587,362.37

Local Tax for Municipal Purposes

Add: Additional Tax Levied

\$ 3,350,978.79  
 3,358.86

3,354,337.65  
 \$ 11,941,700.02

BOROUGH OF STANHOPE  
CURRENT FUND  
SCHEDULE OF TAX TITLE LIENS RECEIVABLE

	<u>Ref.</u>	
Balance December 31, 2016	A	\$ 223,017.99
Increased by:		
Transfer from Taxes Receivable		21,941.47
		<u>244,959.46</u>
Decreased by:		
Cash Collections		\$ 7,627.53
Transfer to Foreclosed Property		34,797.53
		<u>42,425.06</u>
Balance December 31, 2017	A	<u><u>\$ 202,534.40</u></u>



BOROUGH OF STANHOPE  
CURRENT FUND  
SCHEDULE OF REVENUE ACCOUNTS RECEIVABLE

	Balance Dec 31, 2016	Accrued In 2017	Collected by Treasurer	Balance Dec 31, 2017
Clerk:				
Licenses:				
Alcoholic Beverages		\$ 3,059.00	\$ 3,059.00	
Fees and Permits		20,151.00	20,151.00	
Zoning Officer:				
Fees and Permits		2,850.00	2,850.00	
Board of Health:				
Fees and Permits		250.00	250.00	
Construction Code Official:				
Fees and Permits		84,968.00	84,968.00	
Municipal Court:				
Fines and Costs	\$ 5,552.31	60,225.41	61,832.94	\$ 3,944.78
Police Department:				
Fees and Permits		629.80	629.80	
Planning Board/Board of Adjustment:				
Fees and Permits		365.00	365.00	
Energy Receipts Tax		190,109.00	190,109.00	
Consolidated Municipal Property Tax Relief Aid		26,473.00	26,473.00	
Garden State Trust Fund		4,439.00	4,439.00	
Drive Sober or Get Pulled Over	5,000.00		5,000.00	
	<u>\$ 10,552.31</u>	<u>\$ 393,519.21</u>	<u>\$ 400,126.74</u>	<u>\$ 3,944.78</u>
Ref.	A			A

BOROUGH OF STANHOPE  
CURRENT FUND  
SCHEDULE OF CONSUMER ACCOUNTS RECEIVABLE  
YEAR ENDED DECEMBER 31, 2017

NOT APPLICABLE

BOROUGH OF STANHOPE  
CURRENT FUND  
SCHEDULE OF 2016 APPROPRIATION RESERVES  
YEAR ENDED DECEMBER 31, 2017

	Balance Dec 31, 2016	Balance After Modification	Paid or Charged	Balance Lapsed
General Government:				
Administrative and Executive:				
Other Expenses	\$ 1,752.28	\$ 1,752.28	\$ 800.30	\$ 951.98
Mayor and Council:				
Other Expenses	5,275.29	5,275.29	267.24	5,008.05
Municipal Clerk:				
Other Expenses	2,451.85	2,451.85	967.29	1,484.56
Financial Administration:				
Salaries and Wages	2,382.82	2,382.82		2,382.82
Other Expenses	1,449.95	1,449.95	1,015.30	434.65
Annual Audit	5.00	5.00		5.00
Computerized Data Processing:				
Other Expenses	6,488.71	6,488.71	209.90	6,278.81
Assessment of Taxes:				
Other Expenses	1,889.20	1,889.20	948.28	940.92
Other Expenses - Fees & Appeals	5,000.00	5,000.00		5,000.00
Collection of Taxes:				
Other Expenses	546.03	546.03		546.03
Legal Services and Costs:				
Other Expenses	27,086.06	27,086.06	4,105.00	22,981.06
Engineering Services:				
Other Expenses	1.13	1,148.13	1,147.50	0.63
Public Buildings and Grounds:				
Salaries and Wages	29.42	29.42		29.42
Other Expenses	2,669.35	2,669.35	1,136.29	1,533.06
Municipal Land Use Law (N.J.S.A. 40:55d-1):				
Planning Board:				
Salaries and Wages	100.00	100.00		100.00
Other Expenses	2,838.92	2,838.92	203.70	2,635.22
Zoning and Code Enforcement:				
Other Expenses	179.73	179.73		179.73
Regional Planning Board:				
Other Expenses	2,200.25	2,200.25		2,200.25
Environmental Commission:				
Other Expenses	605.22	605.22		605.22
Shade Tree Commission:				
Other Expenses	1,145.94	1,145.94	500.00	645.94
Insurance:				
Liability Insurance	1,322.65	1,322.65		1,322.65
Employee Group Insurance	1,083.17	1,083.17	145.00	938.17
Health Insurance Waiver	416.66	416.66		416.66
Unemployment Compensation Insurance	7,216.85	7,216.85		7,216.85

BOROUGH OF STANHOPE  
CURRENT FUND  
SCHEDULE OF 2016 APPROPRIATION RESERVES  
YEAR ENDED DECEMBER 31, 2017  
(Continued)

	<u>Balance</u> <u>Dec 31, 2016</u>	<u>Balance</u> <u>After</u> <u>Modification</u>	<u>Paid or</u> <u>Charged</u>	<u>Balance</u> <u>Lapsed</u>
Public Safety:				
Fire:				
Other Expenses	\$ 14,197.51	\$ 14,197.51	\$ 9,049.71	\$ 5,147.80
Police:				
Salaries and Wages	4,875.23	4,875.23		4,875.23
Other Expenses	1,873.09	2,648.09	2,051.88	596.21
Police Radio and Communication:				
Contractual	0.81	0.81		0.81
Emergency Management:				
Other Expenses	1,000.72	1,000.72		1,000.72
Streets and Roads:				
Department of Public Works:				
Salaries and Wages	8,877.49	8,877.49		8,877.49
Other Expenses	16,931.69	17,441.69	17,441.19	0.50
Health and Welfare:				
Board of Health:				
Other Expenses	677.66	677.66		677.66
Animal Regulation:				
Other Expenses	4,753.60	4,753.60	436.80	4,316.80
Garbage and Trash Removal:				
Salaries and Wages	824.24	824.24		824.24
Other Expenses	33,497.00	33,497.00	23,513.00	9,984.00
Vehicle Maintenance:				
Other Expenses	2,887.71	8,299.71	8,299.38	0.33
Recreation and Education:				
Celebration of Public Events:				
Other Expenses	1,000.00	1,000.00	911.67	88.33
Board of Recreation Commissioners:				
Other Expenses	8,158.31	8,158.31	938.81	7,219.50
Stormwater Management:				
Other Expenses	2,688.34	2,688.34	280.00	2,408.34
Road Repairs & Resurfacing	25,000.00	25,000.00	25,000.00	
Uniform Construction Code:				
Construction Code Official:				
Other Expenses	293.91	293.91	13.31	280.60

BOROUGH OF STANHOPE  
CURRENT FUND  
SCHEDULE OF 2016 APPROPRIATION RESERVES  
YEAR ENDED DECEMBER 31, 2017  
(Continued)

	Balance Dec 31, 2016	Balance After Modification	Paid or Charged	Balance Lapsed
Unclassified:				
Utilities	\$ 56,365.87	\$ 48,521.87	\$ 12,487.39	\$ 36,034.48
Condo Services:				
Other Expenses	32,342.90	32,342.90	20,430.66	11,912.24
Contingent	1,000.00	1,000.00		1,000.00
Social Security System (O.A.S.I.)	8,088.62	8,088.62		8,088.62
	<u>\$ 299,471.18</u>	<u>\$ 299,471.18</u>	<u>\$ 132,299.60</u>	<u>\$ 167,171.58</u>

Analysis of Balance December 31, 2016

	<u>Ref.</u>	
Unencumbered	A	\$ 238,500.51
Encumbered	A	60,970.67
		<u>\$ 299,471.18</u>

Analysis of Paid or Charged

Cash Disbursed	\$ 110,381.72
Due to General Capital Fund:	
Reserve for Road Improvements	21,917.88
	<u>\$ 132,299.60</u>

BOROUGH OF STANHOPE  
CURRENT FUND  
SCHEDULE OF LOCAL SCHOOL DISTRICT TAXES PAYABLE  
YEAR ENDED DECEMBER 31, 2017

## Increased by:

Levy - Calendar Year 2017	\$ 4,389,907.00
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## Decreased by:

Payments to Local School District	\$ 4,389,907.00
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CURRENT FUND  
SCHEDULE OF REGIONAL HIGH SCHOOL TAXES PAYABLE  
YEAR ENDED DECEMBER 31, 2017

## Increased by:

Levy - Calendar Year 2017	\$ 2,373,475.00
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## Decreased by:

Payments to Regional School District	\$ 2,373,475.00
--------------------------------------	-----------------

BOROUGH OF STANHOPE  
COUNTY OF SUSSEX  
2017  
TRUST FUNDS

## Other Trust Funds

Ref.	Animal Control Fund	Recycling Tonnage Program	State Unemployment Insurance Fund	Performance Bonds and Escrow Deposits	Public Defender	Parking Offenses Adjudication Act	COAH Housing	Other
B	\$ 16,490.95	\$ 16,807.22	\$ 87,313.48	\$ 75,502.60	\$ 12,203.29	\$ 2,922.43	\$ 9,143.20	\$ 668,901.05
Balance December 31, 2016								
Increased by Receipts:								
	Animal Control Fees							
	5,059.20							
	State Registration Fees							
	610.80							
	Penalties and Miscellaneous							
	1,220.00							
	Due to/from Current Fund:							
	Interest Income			4,918.78				
	155.12							
	Interfund Advanced/Returned							
	Tax Sale Premium							
	Interest on Deposits		699.59		85.61			10,000.00
	Unemployment Insurance Deposits		15,500.00					32,600.00
	Performance Bond and Escrow							
	Deposits and Interest			11,930.16				
	Parking Offenses Adjudication Act					90.88		
	Recreation Trust						64.15	41,655.68
	COAH Housing Deposit and Interest							
	Due from Current Fund Appropriated							
	Reserves		6,358.60					
			2,048.89					
	Recycling Revenue and Interest		16,199.59		85.61	90.88	64.15	84,255.68
	Total Receipts	7,045.12						
			8,407.49					
	Total Funds Available	23,536.07			12,288.90	3,013.31	9,207.35	753,156.73
			25,214.71					
Decreased by Disbursements:								
	State Registration Fees	610.80						
	Animal Control Fund Expenditures	676.20						
	Due to Current Fund	6,487.27						
	Reserve for Recycling Expenditures		4,918.05					
	Performance Bond and Escrow							
	Deposit Expenditures			14,733.47				
	Tax Sale Premium Expenditures							129,700.00
	Storm Recovery Expenditures							4,477.00
	Accumulated Sick and Vacation							35,150.36
	Compensation Expenditures							41,065.68
	Recreation Trust							
	State Unemployment Insurance							
	Expenditures			1,216.31				
	Total Disbursements	7,774.27	4,918.05	1,216.31	19,652.25			210,393.04
B	\$ 15,761.80	\$ 20,296.66	\$ 102,296.76	\$ 72,699.29	\$ 12,288.90	\$ 3,013.31	\$ 9,207.35	\$ 542,763.69
Balance December 31, 2017								



BOROUGH OF STANHOPE  
ASSESSMENT TRUST FUND  
ANALYSIS OF CASH  
YEAR ENDED DECEMBER 31, 2017

NOT APPLICABLE

BOROUGH OF STANHOPE  
ANIMAL CONTROL FUND  
SCHEDULE OF RESERVE FOR ANIMAL CONTROL FUND EXPENDITURES

	<u>Ref.</u>		
Balance December 31, 2016	B	\$	10,158.80
Increased by:			
Dog License Fees Collected		\$	3,599.20
Cat License Fees Collected			1,460.00
Penalties			1,215.00
Penalties and Miscellaneous			5.00
			<u>6,279.20</u>
			16,438.00
Decreased by:			
Animal Control Fund Expenditures			676.20
Statutory Excess- Due to Current Fund			6,340.20
			<u>7,016.40</u>
Balance December 31, 2017	B	\$	<u>9,421.60</u>

License Fees Collected

<u>Year</u>	<u>Amount</u>
2015	\$ 5,122.40
2016	4,299.20
	<u>9,421.60</u>
Maximum Allowable Reserve	<u>\$ 9,421.60</u>

BOROUGH OF STANHOPE  
COUNTY OF SUSSEX  
2017  
GENERAL CAPITAL FUND

BOROUGH OF STANHOPE  
GENERAL CAPITAL FUND  
SCHEDULE OF CASH

	<u>Ref.</u>	
Balance December 31, 2016	C	\$ 216,216.59
Increased by:		
Current Fund Budget Appropriation:		
Capital Improvement Fund	\$ 63,500.00	
Payment of Bond Anticipation Notes	389,500.00	
Current Fund Appropriation Reserves::		
Reserve for Road Improvements	21,917.88	
Bond Anticipation Notes Issued	1,888,950.00	
Due to/from Current Fund :		
Interest Income	2,238.51	
		<u>2,366,106.39</u>
		2,582,322.98
Decreased by:		
Due to Current Fund:		
Interest	2,238.51	
Reserve for Preliminary Expenses	9,737.50	
Bond Anticipation Notes Payable	1,973,250.00	
Improvement Authorization Expenditures	573,570.25	
		<u>2,558,796.26</u>
Balance December 31, 2017	C	<u>\$ 23,526.72</u>

[illegible]

Analysis of Balance December 31, 2017									
Ord. No.	Ord. Date	Improvement Description	Balance Dec 31, 2016	2017 Authorizations	Notes Paid by Budget Appropriation	Balance Dec 31, 2017	Financed by Bond Antici- pation Notes	Expenditures	Unexpended Improvement Authori- zations
07-02	04/25/07	Improvement of Elm Street and Grove Road	\$ 37,900.00		\$ 37,900.00				
07-05	06/26/07	Improvement of the Municipal Building	32,600.00		32,600.00				
07-06	06/26/07	Acquisition of New and Additional Equipment	4,300.00		4,300.00				
07-09	07/31/07	Improvement of Various Roads	41,700.00		41,700.00				
08-02	05/20/08	Improvement of Various Roads	23,000.00		23,000.00				
08-03	05/20/08	Improvement on Main St and Grove St	50,000.00		50,000.00				
08-09	09/30/08	Various Improvements	30,000.00		30,000.00				
09-08	07/21/09	Various Improvements	138,400.00		53,000.00	\$ 85,400.00	\$ 85,400.00		
10-04	06/22/10	Various Improvements	157,000.00		40,000.00	117,000.00	117,000.00		
10-13	11/23/10	Acquisition of New Equipment	62,850.00		15,000.00	47,850.00	47,850.00		
11-13	07/12/11	Acquisition of Fire Equipment	27,000.00		5,000.00	22,000.00	22,000.00		
12-15	06/26/12	Various Improvements	313,700.00		30,000.00	283,700.00	283,700.00		
13-12	07/09/13	Various Improvements	80,450.00		5,000.00	75,450.00	75,450.00		
14-08	04/08/14	Maple and Mountain Terrace Reconstruction	227,001.09		5,000.00	222,001.09	222,001.09		
14-12	06/24/14	James Street Improvements	184,243.91		5,000.00	179,243.91	179,243.91		
14-13	06/24/14	Various Improvements	190,955.00		5,000.00	185,955.00	185,955.00		
15-10	04/28/15	Various Improvements	258,150.00		5,000.00	253,150.00	253,150.00		
15-14	07/14/15	Improvement of Various Roads	114,000.00		2,000.00	112,000.00	112,000.00		
16-04	04/12/16	Various Improvements	305,200.00			305,200.00	305,200.00		
17-03	05/09/17	Various Improvements		\$ 161,500.00		161,500.00		\$ 83,748.71	\$ 77,751.29
			\$ 2,278,450.00	\$ 161,500.00	\$ 389,500.00	\$ 2,050,450.00	\$ 1,888,950.00	\$ 83,748.71	\$ 77,751.29
			C						
Ref.			C						
			Improveement Authorizations - Unfunded						
			Less: Unexpended Proceeds of Bond Anticipation						
			Notes Issued:						
			Ordinance # 11-13 \$ 286.38						
			Ordinance # 12-15 219.55						
			Ordinance # 13-12 1,590.42						
			Ordinance # 14-08 978.12						
			Ordinance # 14-13 63,202.41						
			Ordinance # 15-10 29,872.25						
			Ordinance # 15-14 5,348.75						
			Ordinance # 16-04 89,544.06						
			191,041.94						
			\$ 77,751.29						
			\$ 268,793.23						

BOROUGH OF STANHOPE  
GENERAL CAPITAL FUND  
SCHEDULE OF IMPROVEMENT AUTHORIZATIONS

Ord. No.	Improvement Description	Ordinance Date	Amount	2017 Authorizations				Balance Dec. 31, 2017	
				Funded	Unfunded	Capital Improvement Fund	Deferred Charges to Future Taxation - Unfunded	Funded	Unfunded
01-03	Improvements of Public Buildings	05/29/01	\$ 200,000.00	\$ 56,883.85				\$ 8,800.00	\$ 48,083.85
07-05	Improvement of the Municipal Building	06/26/07	236,000.00		\$ 29,390.56			29,390.56	
11-13	Acquisition of Fire Equipment	07/12/11	37,000.00		286.38				\$ 286.38
12-15	Various Improvements	06/26/12	359,000.00		3,060.41			2,840.86	219.55
13-12	Various Improvements	07/09/13	91,000.00		1,590.42				1,590.42
14-08	Maple and Mountain Terrace Reconstruction	04/08/14	245,000.00		1,337.47			359.35	978.12
14-12	James Street Improvements	06/24/14	392,000.00		11,332.00			11,332.00	
14-13	Various Improvements	06/24/14	465,000.00	147,773.11	190,955.00			275,525.70	63,202.41
15-06	Various Improvements	04/28/15	12,438.00	4,457.40				4,457.40	
15-10	Various Improvements	04/28/15	271,750.00		72,128.54			42,256.29	29,872.25
15-14	Improvement of Various Roads	07/14/15	120,000.00		11,500.00			6,151.25	5,348.75
16-04	Various Improvements	04/12/16	338,034.00		174,199.97			84,655.91	89,544.06
16-08	Milling and Paving Various Rds	09/13/16	8,659.77	27.19				27.19	
16-11	Supply Main Street Lighting	09/13/16	39,900.00	21,277.60				363.60	
17-03	Various Improvements	05/09/17	170,000.00			\$ 8,500.00	\$ 161,500.00	92,248.71	77,751.29
17-04	Various Improvements	05/09/17	39,000.00			39,000.00		28,486.18	
				\$ 230,419.15	\$ 495,780.75	\$ 47,500.00	\$ 161,500.00	\$ 92,836.42	\$ 268,793.23

Ref.

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BOROUGH OF STANHOPE  
GENERAL CAPITAL FUND  
SCHEDULE OF CAPITAL IMPROVEMENT FUND

	<u>Ref.</u>	
Balance December 31, 2016	C	\$ 11,275.02
Increased by:		
Current Fund Budget Appropriation		63,500.00
		<u>74,775.02</u>
Decreased by:		
Preliminary Expenses		\$ 10,000.00
Appropriated to Finance Improvement Authorizations		47,500.00
		<u>57,500.00</u>
Balance December 31, 2017	C	<u><u>\$ 17,275.02</u></u>



BOROUGH OF STANHOPE  
GENERAL CAPITAL FUND  
SCHEDULE OF BOND ANTICIPATION NOTES PAYABLE

Ord. No.	Improvement Description	Date of				Interest Rate	Balance Dec 31, 2016	Issued	Matured	Balance Dec 31, 2017
		Issue of Original Note	Issue	Maturity						
07-02	Improvement of Elm Street and Grove Road	04/25/07	05/24/16	05/24/17	0.85%		\$ 37,900.00		\$ 37,900.00	
07-05	Improvement of the Municipal Building	10/26/07	05/24/16	05/24/17	0.85%		32,600.00		32,600.00	
07-06	Acquisition of New and Additional Equipment	10/26/07	05/24/16	05/24/17	0.85%		4,300.00		4,300.00	
07-09	Improvement of Various Roads	10/26/07	05/24/16	05/24/17	0.85%		41,700.00		41,700.00	
08-02	Improvement of Various Roads	06/04/09	05/24/16	05/24/17	0.85%		23,000.00		23,000.00	
08-03	Improvement of Main St and Grove Rd	06/04/09	05/24/16	05/24/17	0.85%		50,000.00		50,000.00	
08-09	Various Improvements	06/04/09	05/24/16	05/24/17	0.85%		30,000.00		30,000.00	
09-08	Various Improvements	06/03/10	05/24/16	05/24/17	0.85%		138,400.00		138,400.00	\$ 85,400.00
		05/23/17	05/23/18	05/23/18	1.53%			\$ 85,400.00		
10-04	Various Improvements	06/03/11	05/24/16	05/24/17	0.85%		157,000.00		157,000.00	
		05/23/17	05/23/17	05/23/18	1.53%			117,000.00		117,000.00
10-13	Acquisition of New Equipment	06/03/11	05/24/16	05/24/17	0.85%		62,850.00		62,850.00	
		05/23/17	05/23/17	05/23/18	1.53%			47,850.00		47,850.00
11-13	Acquisition of Fire Equipment	05/31/12	05/24/16	05/24/17	0.85%		27,000.00		27,000.00	
		05/23/17	05/23/17	05/23/18	1.53%			22,000.00		22,000.00
12-15	Various Improvements	05/30/13	05/24/16	05/24/17	0.85%		313,700.00		313,700.00	
		05/23/17	05/23/17	05/23/18	1.53%			283,700.00		283,700.00
13-12	Various Improvements	05/30/14	05/24/16	05/24/17	0.85%		80,450.00		80,450.00	
		05/23/17	05/23/17	05/23/18	1.53%			75,450.00		75,450.00
14-08	Maple and Mountain Terrace	05/30/14	05/24/16	05/24/17	0.85%		227,001.09		227,001.09	
		05/23/17	05/23/17	05/23/18	1.53%			222,001.09		222,001.09
14-12	James Street Improvements	05/30/14	05/24/16	05/24/17	0.85%		52,000.00		52,000.00	
		05/23/17	05/23/17	05/23/18	1.53%			52,000.00		52,000.00
14-12	James Street Improvements	05/28/15	05/24/16	05/24/17	0.85%		132,243.91		132,243.91	
		05/23/17	05/23/17	05/23/18	1.53%			127,243.91		127,243.91
14-13	Various Improvements	05/28/15	05/24/16	05/24/17	0.85%		190,955.00		190,955.00	
		05/23/17	05/23/17	05/23/18	1.53%			185,955.00		185,955.00
15-10	Various Improvements	05/24/16	05/24/16	05/24/17	0.85%		258,150.00		258,150.00	
		05/23/17	05/23/17	05/23/18	1.53%			253,150.00		253,150.00
15-14	Improvement of Various Roads	05/24/16	05/24/16	05/24/17	0.85%		114,000.00		114,000.00	
		05/23/17	05/23/17	05/23/18	1.53%			112,000.00		112,000.00
16-04	Various Improvements	05/23/17	05/23/17	05/23/18	1.53%			305,200.00		305,200.00
							\$ 1,973,250.00	\$ 1,888,950.00	\$ 1,973,250.00	\$ 1,888,950.00
C										
Ref.										
	Renewed						\$ 1,583,750.00	\$ 1,583,750.00		
	New Issues						305,200.00		389,500.00	
	Paid by Budget Appropriation							\$ 1,888,950.00	\$ 1,973,250.00	

BOROUGH OF STANHOPE  
GENERAL CAPITAL FUND  
SCHEDULE OF SERIAL BONDS PAYABLE  
YEAR ENDED DECEMBER 31, 2017

NOT APPLICABLE

BOROUGH OF STANHOPE  
GENERAL CAPITAL FUND  
SCHEDULE OF GENERAL CAPITAL LOANS PAYABLE  
YEAR ENDED DECEMBER 31, 2017

NOT APPLICABLE

BOROUGH OF STANHOPE  
GENERAL CAPITAL FUND  
SCHEDULE OF BONDS AND NOTES AUTHORIZED BUT NOT ISSUED

Ord. No.	Ord. Date	Improvement Description	Balance Dec 31, 2016	2017 Authorizations	Bond Anticipation	
					Notes Issued	Balance Dec 31, 2017
16-04	04/12/16	Various Improvements	\$ 305,200.00		\$ 305,200.00	
17-03	05/09/17	Various Improvements		\$ 161,500.00		\$ 161,500.00
			<u>\$ 305,200.00</u>	<u>\$ 161,500.00</u>	<u>\$ 305,200.00</u>	<u>\$ 161,500.00</u>

BOROUGH OF STANHOPE  
COUNTY OF SUSSEX  
2017  
WATER UTILITY FUND

BOROUGH OF STANHOPE  
WATER UTILITY FUND  
SCHEDULE OF CASH - TREASURER

	<u>Ref.</u>	<u>Operating</u>	<u>Capital</u>
Balance December 31, 2016	D	\$ 371,848.75	\$ 211,707.27
Increased by Receipts:			
Consumer Accounts Receivable - Water Rents	\$	625,954.10	
Interest on Water Rents		6,675.90	
Miscellaneous Revenue		3,032.46	
Water Utility Operating Fund Budget Appropriation:			
Capital Improvement Fund	\$		5,000.00
Payment of Bond Anticipation Notes			90,000.00
Capital Outlay			6,000.00
Water Utility Operating Fund Appropriation Reserves:			
Capital Outlay			20,000.00
Bond Anticipation Notes Issued			718,600.00
Due to/from Water Utility Capital Fund:			
Interfund Returned		1,414.06	23,435.04
Due to Water Utility Operating Fund - Interest Income			1,414.06
		<u>637,076.52</u>	<u>864,449.10</u>
		1,008,925.27	1,076,156.37
Decreased by Disbursements:			
2017 Appropriation Expenditures		589,555.15	
2016 Appropriation Reserves		24,090.36	
Interest on Loans and Notes		22,774.71	
Bond Anticipation Notes Matured			808,600.00
Improvement Authorizations			28,834.00
Due to Water Utility Operating Fund			1,414.06
Due to Water Utility Capital Fund:			
Interfund Returned		23,435.04	
Appropriation Reserves - Capital Outlay		20,000.00	
Budget Appropriation - Capital Outlay		6,000.00	
		<u>685,855.26</u>	<u>838,848.06</u>
		\$ 323,070.01	\$ 237,308.31
Balance December 31, 2017	D		

BOROUGH OF STANHOPE  
WATER UTILITY OPERATING FUND  
SCHEDULE OF CASH - UTILITY COLLECTOR  
YEAR ENDED DECEMBER 31, 2017

NOT APPLICABLE

D-6



BOROUGH OF STANHOPE  
WATER UTILITY OPERATING FUND  
SCHEDULE OF CONSUMER ACCOUNTS RECEIVABLE

	<u>Ref.</u>	
Balance December 31, 2016	D	\$ 98,661.75
Increased by:		
2017 Water Charges Levied		<u>632,476.93</u>
		731,138.68
Decreased by:		
Collections		<u>625,954.10</u>
Balance December 31, 2017	D	<u><u>\$ 105,184.58</u></u>

BOROUGH OF STANHOPE  
WATER UTILITY CAPITAL FUND  
SCHEDULE OF FIXED CAPITAL

	Balance Dec.31, 2016	Transferred from Fixed Capital Authorized and Uncompleted	Balance Dec.31, 2017
General Plant Equipment	\$ 73,681.46		\$ 73,681.46
Reservoir	19,263.63		19,263.63
Wells and Well House	66,156.02		66,156.02
Pump House	3,587.99		3,587.99
Distribution Mains and Accessories	103,285.91		103,285.91
General Equipment	1,737.20		1,737.20
Hydrants	1,441.55		1,441.55
Water Tank and Fence	53,183.01		53,183.01
Meters	56,557.48		56,557.48
Office Building	3,000.00		3,000.00
Chlorinator	11,618.13		11,618.13
Additional Water Supply	50,000.00		50,000.00
Extension of Water Main	6,000.00		6,000.00
Purchase and Installation of One Hundred Water Meters	8,000.00		8,000.00
Improvement to Reservoirs and Associated Pumping Equipment	5,000.00		5,000.00
Construction of a Well House	250,084.42		250,084.42
Improvement to Water System	1,216,862.34		1,216,862.34
Purchase of DPW Truck	44,069.07	\$ 26,000.00	70,069.07
Purchase of Storage Shed	3,000.00		3,000.00
Fencing at Well #2	4,300.00		4,300.00
Installation of Gate Closing Equipment	1,500.00		1,500.00
Improvement to Water System	1,107,397.91		1,107,397.91
Dump Truck	4,974.00		4,974.00
Computer Equipment	5,500.00		5,500.00
Water Meter Reader	118,606.50		118,606.50
Improvement to Water System	756,960.00		756,960.00
Purchase of DPW Backhoe	28,000.00		28,000.00
Purchase of Dump Truck	33,000.00		33,000.00
Backhoe Hammer Attachment	13,575.00		13,575.00
Improvement to Water Tower	30,000.00		30,000.00
Purchase and Installation of New Generator	74,102.22		74,102.22
Purchase Radio Read/Touchpads	20,960.00		20,960.00
	<u>\$ 4,175,403.84</u>	<u>\$ 26,000.00</u>	<u>\$ 4,201,403.84</u>

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BOROUGH OF STANHOPE  
WATER UTILITY CAPITAL FUND  
SCHEDULE OF FIXED CAPITAL AUTHORIZED AND UNCOMPLETED

Improvement Description	No.	Ordinance		Balance Dec.31, 2016	Additions by Capital Outlay	Costs to Fixed Capital	Balance Dec.31, 2017
		Date	Amount				
Improvement to Water Supply and Distribution System	2012-18	11/27/12	\$ 2,300,000.00	\$ 2,300,000.00			\$ 2,300,000.00
Preliminary Engineering for Phase I Water System Improvements	2012-19	10/23/12	83,000.00	83,000.00			83,000.00
Acquisition of New and Additional Equipment	2013-11	07/09/13	140,000.00	140,000.00			140,000.00
Improvement to Water Supply and Distribution System	2014-07	04/08/14	104,000.00	104,000.00			104,000.00
Improvement to Water Supply and Distribution System	2014-11	06/24/14	265,000.00	256,000.00			256,000.00
Various Improvements	2014-14	08/12/14	35,000.00	35,000.00			35,000.00
Improvement to Water Supply and Distribution System	2014-18	08/26/14	38,100.00	112,527.12			112,527.12
Various Improvements	2015-08	04/28/15	128,000.00	128,000.00			128,000.00
Reconstruction of Roadway Pavements	2015-13	07/14/15	27,500.00	27,500.00			27,500.00
Purchase of Pickup Truck	2017-04	05/09/17	26,000.00	\$ 26,000.00	\$ 26,000.00		
				<u>\$ 3,186,027.12</u>	<u>\$ 26,000.00</u>	<u>\$ 26,000.00</u>	<u>\$ 3,186,027.12</u>
		<u>Ref.</u>		D			D

BOROUGH OF STANHOPE  
WATER UTILITY OPERATING FUND  
SCHEDULE OF 2016 APPROPRIATION RESERVES  
YEAR ENDED DECEMBER 31, 2017

	Balance Dec.31, 2016	Balance After Modification	Paid or Charged	Balance Lapsed
Operating:				
Salaries and Wages	\$ 4,967.66	\$ 4,967.66		\$ 4,967.66
Other Expenses	72,645.21	72,645.21	\$ 24,090.36	48,554.85
Capital Improvements:				
Capital Outlay	20,000.00	20,000.00	20,000.00	
Deferred Charges and Statutory Expenditures:				
Social Security System (O.A.S.I.)	379.22	379.22		379.22
	<u>\$ 97,992.09</u>	<u>\$ 97,992.09</u>	<u>\$ 44,090.36</u>	<u>\$ 53,901.73</u>

Ref.                      D

Analysis of Balance December 31, 2016

	<u>Ref.</u>	
Unencumbered	D	\$ 79,264.94
Encumbered	D	<u>18,727.15</u>
		<u>\$ 97,992.09</u>

Analysis of Paid or Charged:

Cash Disbursed	\$ 24,090.36
Due to Water Utility Capital Fund	<u>20,000.00</u>
	<u>\$ 44,090.36</u>

BOROUGH OF STANHOPE  
WATER UTILITY CAPITAL FUND  
SCHEDULE OF IMPROVEMENT AUTHORIZATIONS

Ord. No.	Improvement Description	Ordinance		Balance Dec. 31, 2016		Paid or Charged	2017 Authorized		Balance Dec. 31, 2017
		Date	Amount	Funded	Unfunded		Operating Fund - Capital Outlay	Water Utility	
2012-18	Improvement to Water Supply and Distribution System	11/27/12	\$ 2,300,000.00	\$ 3,824.60	\$ 2,750.00				
2012-19	Preliminary Engineering for Phase I Water System Improvements	10/23/12	83,000.00	966.70				966.70	\$ 3,824.60 \$ 2,750.00
2013-11	Acquisition of New and Additional Equipment	07/09/13	140,000.00		37,326.43				37,326.43
2014-07	Improvement to Water Supply and Distribution System	04/08/14	104,000.00		5,423.90				5,423.90
2014-11	Improvement to Water Supply and Distribution System	06/24/14	256,000.00		30,746.10				30,746.10
2014-14	Various Improvements	08/12/14	35,000.00		1,354.20				1,354.20
2014-18	Improvement to Water Supply and Distribution System	08/26/14	112,527.12		16,878.42				16,878.42
2015-08	Various Improvements	04/28/15	128,000.00		25,678.17	\$ 5,306.88			20,371.29
2015-13	Reconstruction of Roadway Pavements	07/14/15	27,500.00	1,135.35				1,135.35	
2017-04	Purchase of Pickup Truck	05/09/17	26,000.00			26,000.00	\$ 26,000.00		
				\$ 5,926.65	\$ 120,157.22	\$ 31,306.88	\$ 26,000.00	\$ 5,926.65	\$ 114,850.34
		<u>Ref.</u>		D	D			D	D
	Cash Disbursed					\$ 28,834.00			
	Due to Water Utility Operating Fund - Accrued Interest on Notes					2,472.88			
						\$ 31,306.88			

BOROUGH OF STANHOPE  
WATER UTILITY CAPITAL FUND  
SCHEDULE OF CAPITAL IMPROVEMENT FUND

	<u>Ref.</u>	
Balance December 31, 2016	D	\$ 22,566.54
Increased by:		
2017 Budget Appropriation		<u>5,000.00</u>
Balance December 31, 2017	D	<u><u>\$ 27,566.54</u></u>

BOROUGH OF STANHOPE  
WATER UTILITY CAPITAL FUND  
SCHEDULE OF RESERVE FOR AMORTIZATION

	<u>Ref.</u>	
Balance December 31, 2016	D	\$ 4,941,408.19
Increased by:		
Transfer from Deferred Reserve for Amortization		\$ 26,000.00
Paid by Water Utility Operating Budget:		
Bond Anticipation Notes		90,000.00
NJ Environmental Infrastructure Loan #1		55,877.11
NJ Environmental Infrastructure Loan #2		24,192.85
		<u>196,069.96</u>
Balance December 31, 2017	D	<u>\$ 5,137,478.15</u>

BOROUGH OF STANHOPE  
WATER UTILITY CAPITAL FUND  
SCHEDULE OF DEFERRED RESERVE FOR AMORTIZATION

Ord. No.	Improvement Description	Date of Ordinance	Balance Dec.31, 2016	2017 Authorizations	To Reserve for Amorti- zation	Balance Dec.31, 2017
2012-19	Preliminary Engineering for Phase I Water System Improvements	10/23/12	\$ 83,000.00			\$ 83,000.00
2015-13	Reconstruction of Roadway Pavements	07/14/15	27,500.00			27,500.00
2017-04	Purchase of Pickup Truck	05/09/17		\$ 26,000.00	\$ 26,000.00	
			<u>\$ 110,500.00</u>	<u>\$ 26,000.00</u>	<u>\$ 26,000.00</u>	<u>\$ 110,500.00</u>
	<u>Ref.</u>		D			D





BOROUGH OF STANHOPE  
WATER UTILITY CAPITAL FUND  
SCHEDULE OF SERIAL BONDS PAYABLE  
YEAR ENDED DECEMBER 31, 2017

NOT APPLICABLE

BOROUGH OF STANHOPE  
WATER UTILITY CAPITAL FUND  
SCHEDULE OF NJ ENVIRONMENTAL INFRASTRUCTURE LOANS PAYABLE #1

	<u>Ref.</u>	
Balance December 31, 2016	D	\$ 1,054,911.04
Decreased by:		
Principal Matured		<u>55,877.11</u>
Balance December 31, 2017	D	<u>\$ 999,033.93</u>

Schedule of Principal and Interest Payments Outstanding December 31, 2017

Trust Loan - 2014 Issue

Payment Number	Due Date	Principal	Interest	Loan Balance
				\$ 265,000.00
5	02/01/18		\$ 4,962.50	265,000.00
6	08/01/18	\$ 10,000.00	4,962.50	255,000.00
7	02/01/19		4,712.50	255,000.00
8	08/01/19	10,000.00	4,712.50	245,000.00
9	02/01/20		4,462.50	245,000.00
10	08/01/20	15,000.00	4,462.50	230,000.00
11	02/01/21		4,087.50	230,000.00
12	08/01/21	15,000.00	4,087.50	215,000.00
13	02/01/22		3,712.50	215,000.00
14	08/01/22	15,000.00	3,712.50	200,000.00
15	02/01/23		3,337.50	200,000.00
16	08/01/23	15,000.00	3,337.50	185,000.00
17	02/01/24		2,962.50	185,000.00
18	08/01/24	15,000.00	2,962.50	170,000.00
19	02/01/25		2,587.50	170,000.00
20	08/01/25	15,000.00	2,587.50	155,000.00
21	02/01/26		2,362.50	155,000.00
22	08/01/26	15,000.00	2,362.50	140,000.00
23	02/01/27		2,137.50	140,000.00
24	08/01/27	20,000.00	2,137.50	120,000.00
25	02/01/28		1,837.50	120,000.00
26	08/01/28	20,000.00	1,837.50	100,000.00
27	02/01/29		1,537.50	100,000.00
28	08/01/29	20,000.00	1,537.50	80,000.00
29	02/01/30		1,237.50	80,000.00
30	08/01/30	20,000.00	1,237.50	60,000.00
31	02/01/31		937.50	60,000.00
32	08/01/31	20,000.00	937.50	40,000.00
33	02/01/32		637.50	40,000.00
34	08/01/32	20,000.00	637.50	20,000.00
35	02/01/33		325.00	20,000.00
36	08/01/33	20,000.00	325.00	
		<u>\$ 265,000.00</u>	<u>\$ 83,675.00</u>	

BOROUGH OF STANHOPE  
WATER UTILITY CAPITAL FUND  
SCHEDULE OF NJ ENVIRONMENTAL INFRASTRUCTURE LOANS PAYABLE #1  
(Continued)

Schedule of Principal Payments Outstanding December 31, 2017  
Fund Loan - 2014 Issue

<u>Payment Number</u>	<u>Due Date</u>	<u>Principal</u>	<u>Loan Balance</u>
			\$ 734,033.93
5	02/01/18	\$ 15,292.37	718,741.56
6	08/01/18	30,584.74	688,156.82
7	02/01/19	15,292.37	672,864.45
8	08/01/19	30,584.74	642,279.71
9	02/01/20	15,292.37	626,987.34
10	08/01/20	30,584.74	596,402.60
11	02/01/21	15,292.37	581,110.23
12	08/01/21	30,584.74	550,525.49
13	02/01/22	15,292.37	535,233.12
14	08/01/22	30,584.74	504,648.38
15	02/01/23	15,292.37	489,356.01
16	08/01/23	30,584.74	458,771.27
17	02/01/24	15,292.37	443,478.90
18	08/01/24	30,584.74	412,894.16
19	02/01/25	15,292.37	397,601.79
20	08/01/25	30,584.74	367,017.05
21	02/01/26	15,292.37	351,724.68
22	08/01/26	30,584.74	321,139.94
23	02/01/27	15,292.37	305,847.57
24	08/01/27	30,584.74	275,262.83
25	02/01/28	15,292.37	259,970.46
26	08/01/28	30,584.74	229,385.72
27	02/01/29	15,292.37	214,093.35
28	08/01/29	30,584.74	183,508.61
29	02/01/30	15,292.37	168,216.24
30	08/01/30	30,584.74	137,631.50
31	02/01/31	15,292.37	122,339.13
32	08/01/31	30,584.74	91,754.39
33	02/01/32	15,292.37	76,462.02
34	08/01/32	30,584.74	45,877.28
35	02/01/33	15,292.37	30,584.91
36	08/01/33	30,584.91	
		<u>\$ 734,033.93</u>	

BOROUGH OF STANHOPE  
WATER UTILITY CAPITAL FUND  
SCHEDULE OF NJ ENVIRONMENTAL INFRASTRUCTURE LOANS PAYABLE #2

	<u>Ref.</u>	
Balance December 31, 2016	D	\$ 443,261.73
Decreased by:		<u>24,192.85</u>
Principal Matured	D	<u>\$ 419,068.88</u>
Balance December 31, 2017		

Schedule of Principal and Interest Payments Outstanding December 31, 2017

Trust Loan - 2014 Issue

Payment Number	Due Date	Principal	Interest	Loan Balance
				\$ 215,679.00
5	02/01/18		\$ 2,701.00	215,679.00
6	08/01/18	\$ 11,555.00	2,701.00	204,124.00
7	02/01/19		2,643.22	204,124.00
8	08/01/19	11,671.00	2,643.22	192,453.00
9	02/01/20		2,570.28	192,453.00
10	08/01/20	11,817.00	2,570.28	180,636.00
11	02/01/21		2,478.70	180,636.00
12	08/01/21	12,000.00	2,478.70	168,636.00
13	02/01/22		2,370.70	168,636.00
14	08/01/22	12,216.00	2,370.70	156,420.00
15	02/01/23		2,248.54	156,420.00
16	08/01/23	12,460.00	2,248.54	143,960.00
17	02/01/24		2,113.97	143,960.00
18	08/01/24	12,729.00	2,113.97	131,231.00
19	02/01/25		1,967.59	131,231.00
20	08/01/25	13,022.00	1,967.59	118,209.00
21	02/01/26		1,808.07	118,209.00
22	08/01/26	13,341.00	1,808.07	104,868.00
23	02/01/27		1,631.30	104,868.00
24	08/01/27	13,695.00	1,631.30	91,173.00
25	02/01/28		1,439.57	91,173.00
26	08/01/28	14,078.00	1,439.57	77,095.00
27	02/01/29		1,235.44	77,095.00
28	08/01/29	14,486.00	1,235.55	62,609.00
29	02/01/30		1,014.53	62,609.00
30	08/01/30	14,928.00	1,014.53	47,681.00
31	02/01/31		783.14	47,681.00
32	08/01/31	15,391.00	783.14	32,290.00
33	02/01/32		536.89	32,290.00
34	08/01/32	15,883.00	536.89	16,407.00
35	02/01/33		274.82	16,407.00
36	08/01/33	16,407.00	274.82	
		<u>\$ 215,679.00</u>	<u>\$ 55,635.63</u>	

BOROUGH OF STANHOPE  
WATER UTILITY CAPITAL FUND  
SCHEDULE OF NJ ENVIRONMENTAL INFRASTRUCTURE LOANS PAYABLE #2  
(Continued)

Schedule of Principal Payments Outstanding December 31, 2017  
Fund Loan - 2014 Issue

<u>Payment Number</u>	<u>Due Date</u>	<u>Principal</u>	<u>Loan Balance</u>
			\$ 203,389.88
5	02/01/18	\$ 4,237.28	199,152.60
6	08/01/18	8,474.57	190,678.03
7	02/01/19	4,237.28	186,440.75
8	08/01/19	8,474.57	177,966.18
9	02/01/20	4,237.28	173,728.90
10	08/01/20	8,474.57	165,254.33
11	02/01/21	4,237.28	161,017.05
12	08/01/21	8,474.57	152,542.48
13	02/01/22	4,237.28	148,305.20
14	08/01/22	8,474.57	139,830.63
15	02/01/23	4,237.28	135,593.35
16	08/01/23	8,474.57	127,118.78
17	02/01/24	4,237.28	122,881.50
18	08/01/24	8,474.57	114,406.93
19	02/01/25	4,237.28	110,169.65
20	08/01/25	8,474.57	101,695.08
21	02/01/26	4,237.28	97,457.80
22	08/01/26	8,474.57	88,983.23
23	02/01/27	4,237.28	84,745.95
24	08/01/27	8,474.57	76,271.38
25	02/01/28	4,237.28	72,034.10
26	08/01/28	8,474.57	63,559.53
27	02/01/29	4,237.28	59,322.25
28	08/01/29	8,474.57	50,847.68
29	02/01/30	4,237.28	46,610.40
30	08/01/30	8,474.57	38,135.83
31	02/01/31	4,237.28	33,898.55
32	08/01/31	8,474.57	25,423.98
33	02/01/32	4,237.28	21,186.70
34	08/01/32	8,474.57	12,712.13
35	02/01/33	4,237.28	8,474.85
36	08/01/33	8,474.85	
		<u>\$ 203,389.88</u>	

BOROUGH OF STANHOPE  
WATER UTILITY CAPITAL FUND  
SCHEDULE OF BONDS AND NOTES AUTHORIZED BUT NOT ISSUED

<u>Ord. No.</u>	<u>Ord. Date</u>	<u>Improvement Description</u>	<u>Balance Dec.31, 2016</u>	<u>Balance Dec.31, 2017</u>
2012-18	11/27/12	Improvement to Water Supply and Distribution System	\$ 2,750.00	\$ 2,750.00
			<u>\$ 2,750.00</u>	<u>\$ 2,750.00</u>

BOROUGH OF STANHOPE  
COUNTY OF SUSSEX  
2017  
SEWER UTILITY FUND



BOROUGH OF STANHOPE  
SEWER UTILITY FUND  
SCHEDULE OF CASH - TREASURER

	<u>Ref.</u>	<u>Operating</u>	<u>Capital</u>
Balance December 31, 2016	E	\$ 775,503.69	\$ 496,332.53
Increased by Receipts:			
Consumer Accounts Receivable - Sewer Rents	\$	892,080.55	
Interest on Sewer Rents		10,341.93	
Interest on Investments and Deposits		5,326.27	
Sewer Utility Operating Fund Budget Appropriation:			
Capital Improvement Fund			\$ 5,000.00
Payment of Bond Anticipation Notes			34,000.00
Bond Anticipation Notes Issued			34,000.00
Due from Sewer Utility Capital Fund		4,409.78	
Due to Sewer Utility Capital Fund - Sewer Connection Fees		36,550.00	
Due to Sewer Utility Operating Fund - Interest Income			4,136.94
		948,708.53	77,136.94
		<u>1,724,212.22</u>	<u>573,469.47</u>
Decreased by Disbursements:			
2017 Appropriation Expenditures		822,154.93	
2016 Appropriation Reserves		1,989.32	
Interest on Notes		578.00	
Bond Anticipation Notes Matured			68,000.00
Improvement Authorizations			28,000.00
Due to Sewer Utility Operating Fund			4,409.78
		824,722.25	100,409.78
Balance December 31, 2017	E	<u>\$ 899,489.97</u>	<u>\$ 473,059.69</u>

BOROUGH OF STANHOPE  
SEWER UTILITY OPERATING FUND  
SCHEDULE OF CASH - UTILITY COLLECTOR  
YEAR ENDED DECEMBER 31, 2017

NOT APPLICABLE

BOROUGH OF STANHOPE  
SEWER UTILITY CAPITAL FUND  
ANALYSIS OF SEWER CAPITAL CASH

	Balance/ (Deficit) Dec 31, 2016	Receipts			Disbursements				Transfers		Balance Dec 31, 2017
		Bond Anticipation Notes	Budget Appropriations	Miscel- laneous	Bond Anticipation Notes	Improvement Authorizations	Miscel- laneous		From	To	
Capital Fund Balance	\$ 68,009.04										\$ 68,009.04
Capital Improvement Fund	62,589.68		\$ 5,000.00						\$ 20,000.00		47,589.68
Due Sewer Utility Operating Fund	272.84			\$ 38,136.94			\$ 4,409.78		76,550.00		(42,550.00)
Reserve for Connection Fees	250,335.00									\$ 36,550.00	286,885.00
Reserve for Debt Service	50,000.00										50,000.00
Reserve for Preliminary Expenses	265.00										265.00
Ordinance No.		General Improvements									
12-16		Improvement of the Sanitary Sewerage System									
	3,686.19										
13-10		Acquisition of New and Additional Equipment									
	51,998.52										
15-09		Acquisition of New and Additional Vehicular Equipment									
	9,176.26	\$ 34,000.00			\$ 68,000.00	\$ 2,000.00				34,000.00	7,176.26
17-04		Acquisition of Pickup Truck									
						26,000.00				26,000.00	
	\$ 496,332.53	\$ 34,000.00	\$ 5,000.00	\$ 38,136.94	\$ 68,000.00	\$ 28,000.00	\$ 4,409.78		\$ 96,550.00	\$ 96,550.00	\$ 473,059.69

BOROUGH OF STANHOPE  
SEWER UTILITY OPERATING FUND  
SCHEDULE OF CONSUMER ACCOUNTS RECEIVABLE

	<u>Ref.</u>	
Balance December 31, 2016	E	\$ 148,294.27
Increased by:		
2017 Sewer Charges Levied		<u>899,691.09</u>
		1,047,985.36
Decreased by:		
Collections		<u>892,080.55</u>
Balance December 31, 2017	E	<u><u>\$ 155,904.81</u></u>

BOROUGH OF STANHOPE  
SEWER UTILITY CAPITAL FUND  
SCHEDULE OF FIXED CAPITAL

	<u>Balance</u> <u>Dec 31, 2016</u>	<u>Additions</u> <u>by Ordinance</u>	<u>Balance</u> <u>Dec 31, 2017</u>
Sanitary Sewer System Ordinances:			
Sanitary Sewerage Collection System	\$ 1,116,217.74		\$ 1,116,217.74
Improvement to Sanitary Sewerage Collection System	2,549,240.90		2,549,240.90
Purchase New Sewer Equipment	8,500.00		8,500.00
Sewer System Extension Work	35,000.00		35,000.00
Purchase of Storage Shed	3,000.00		3,000.00
Purchase and Installation of Gate Closing Equipment	2,500.00		2,500.00
Improvement of Sewer System	587,377.54		587,377.54
Computer Equipment	5,500.00		5,500.00
Purchase of Sewer Equipment	17,228.93		17,228.93
Purchase of Various Vehicles	113,980.00	\$ 26,000.00	139,980.00
Acquisition of Sewer Cameras	85,000.00		85,000.00
Purchase of Backhoe Pallet Attachment	2,500.00		2,500.00
Purchase and Installation of New Generator	32,104.30		32,104.30
Purchase of Radio Read Units and Touchpads	40,000.00		40,000.00
	<u>\$ 4,598,149.41</u>	<u>\$ 26,000.00</u>	<u>\$ 4,624,149.41</u>
<u>Ref.</u>	E		E

BOROUGH OF STANHOPE  
SEWER UTILITY CAPITAL FUND  
SCHEDULE OF FIXED CAPITAL AUTHORIZED AND UNCOMPLETED

Improvement Description	Ordinance		Balance Dec 31, 2016	2017 Authori- zations	Costs to Fixed Capital	Balance Dec 31, 2017
	No.	Date				
Improvement of the Sanitary Sewerage System	12-16	6/26/12	\$ 60,000.00			\$ 60,000.00
Acquisition of New and Additional Equipment	13-10	7/9/13	105,000.00			105,000.00
Acquisition of New and Additional Vehicular Equipment	15-09	4/28/15	68,000.00			68,000.00
Acquisition of Pickup Truck	17-04	5/9/17	26,000.00	\$ 26,000.00	\$ 26,000.00	
			<u>\$ 233,000.00</u>	<u>\$ 26,000.00</u>	<u>\$ 26,000.00</u>	<u>\$ 233,000.00</u>
	<u>Ref.</u>		E			E

BOROUGH OF STANHOPE  
SEWER UTILITY OPERATING FUND  
SCHEDULE OF 2016 APPROPRIATION RESERVES  
YEAR ENDED DECEMBER 31, 2017

	Balance Dec 31, 2016	Balance After Modification	Paid or Charged	Balance Lapsed
Operating:				
Salaries and Wages	\$ 5,171.66	\$ 5,171.66		\$ 5,171.66
Other Expenses	88,209.28	88,209.28	\$ 1,989.32	86,219.96
Capital Improvements:				
Capital Outlay	1,223.00	1,223.00	1,223.00	
Deferred Charges and Statutory Expenditures:				
Social Security System (O.A.S.I.)	673.07	673.07		673.07
	<u>\$ 95,277.01</u>	<u>\$ 95,277.01</u>	<u>\$ 3,212.32</u>	<u>\$ 92,064.69</u>

Analysis of Balance December 31, 2016

	<u>Ref.</u>	
Unencumbered	E	\$ 89,297.67
Encumbered	E	<u>5,979.34</u>
		<u>\$ 95,277.01</u>

Cash Disbursed	\$ 1,989.32
Due to Sewer Utility Capital Fund	<u>1,223.00</u>
	<u>\$ 3,212.32</u>

BOROUGH OF STANHOPE  
SEWER UTILITY CAPITAL FUND  
SCHEDULE OF IMPROVEMENT AUTHORIZATIONS

Ord. No.	Improvement Description	Ordinance		Balance Dec. 31, 2016		Authorizations			Balance Dec. 31, 2017	
		Date	Amount	Funded	Unfunded	Capital Improvement Fund	Sewer Utility Operating Fund - Capital Outlay	Paid or Charged	Funded	
12-16	Improvement of Sanitary Sewerage System	6/26/12	\$ 60,000.00	\$ 3,686.19				\$ 3,686.19		
13-10	Acquisition of New and Additional Equipment	7/9/13	105,000.00	51,998.52				51,998.52		
15-09	Acquisition of New and Additional Vehicular Equipment	4/28/15	68,000.00		\$ 9,176.26				\$ 2,000.00	\$ 7,176.26
17-04	Acquisition of Pickup Truck	5/9/17	26,000.00			\$ 20,000.00	\$ 6,000.00	26,000.00		
				<u>\$ 55,684.71</u>	<u>\$ 9,176.26</u>	<u>\$ 20,000.00</u>	<u>\$ 6,000.00</u>	<u>\$ 28,000.00</u>	<u>\$ 55,684.71</u>	<u>\$ 7,176.26</u>
			<u>Ref.</u>	E	E			E	E	E



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

	<u>Ref.</u>	
Balance December 31, 2016	E	\$ 62,589.68
Increased by:		
2017 Budget Appropriation		<u>5,000.00</u>
		67,589.68
Decreased by:		
Appropriated to Finance Improvement		
Authorizations		<u>20,000.00</u>
Balance December 31, 2017	E	<u><u>\$ 47,589.68</u></u>

BOROUGH OF STANHOPE  
SEWER UTILITY CAPITAL FUND  
SCHEDULE OF RESERVE FOR AMORTIZATION

	<u>Ref.</u>	
Balance December 31, 2016	E	\$ 4,658,149.41
Increased by:		
Transfer from Deferred Reserve for Amortization		<u>26,000.00</u>
Balance December 31, 2017	E	<u><u>\$ 4,684,149.41</u></u>

BOROUGH OF STANHOPE  
SEWER UTILITY CAPITAL FUND  
SCHEDULE OF DEFERRED RESERVE FOR AMORTIZATION

Ord. No.	Improvement Description	Date of Ordinance	Balance Dec 31, 2016	2017 Authorizations	Funded by Budget Appropriation	Reserve for Amortization	Balance Dec 31, 2017
13-10	Acquisition of New and Additional Equipment	7/9/13	\$ 105,000.00				\$ 105,000.00
15-09	Acquisition of New and Additional Vehicular Equipment	4/28/15			\$ 34,000.00		34,000.00
17-04	Acquisition of Pickup Truck	5/9/17		\$ 26,000.00		\$ 26,000.00	
			<u>\$ 105,000.00</u>	<u>\$ 26,000.00</u>	<u>\$ 34,000.00</u>	<u>\$ 26,000.00</u>	<u>\$ 139,000.00</u>
		<u>Ref.</u>	E				E

BOROUGH OF STANHOPE  
SEWER UTILITY CAPITAL FUND  
SCHEDULE OF LOANS PAYABLE  
YEAR ENDED DECEMBER 31, 2017

NOT APPLICABLE

BOROUGH OF STANHOPE  
SEWER UTILITY CAPITAL FUND  
SCHEDULE OF BOND ANTICIPATION NOTES PAYABLE

Ord, No.	Improvement Description	Date of			Interest Rate	Balance Dec 31, 2016	Issued	Matured	Balance Dec 31, 2017
		Issue of Original Note	Issue	Maturity					
15-09	Acquisition of New and Additional Vehicular Equipment	5/24/2016	5/24/2016	5/24/2017	0.850%	\$ 68,000.00	\$ 34,000.00	\$ 68,000.00	\$ 34,000.00
		5/24/2016	5/23/2017	5/23/2018	1.530%				
						<u>\$ 68,000.00</u>	<u>\$ 34,000.00</u>	<u>\$ 68,000.00</u>	<u>\$ 34,000.00</u>
				<u>Ref.</u>	E				E
				Renewed		\$ 34,000.00	\$ 34,000.00		
				Paid by Budget Appropriation			34,000.00		
						<u>\$ 34,000.00</u>	<u>\$ 68,000.00</u>		

BOROUGH OF STANHOPE  
SEWER UTILITY CAPITAL FUND  
SCHEDULE OF SERIAL BONDS PAYABLE  
YEAR ENDED DECEMBER 31, 2017

NOT APPLICABLE

BOROUGH OF STANHOPE  
SEWER UTILITY CAPITAL FUND  
SCHEDULE OF BONDS AND NOTES AUTHORIZED BUT NOT ISSUED  
YEAR ENDED DECEMBER 31, 2017

NOT APPLICABLE

BOROUGH OF STANHOPE

PART II

SINGLE AUDIT

YEAR ENDED DECEMBER 31, 2017



BOROUGH OF STANHOPE  
SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS  
YEAR ENDED DECEMBER 31, 2017

Name of Federal Agency or Department	Name of Program	C.F.D.A. Number	Project Number/ State Account Number	Grant Period		Grant Award	Amount Received	Amount of Expenditures	Cumulative Expenditures	Amount Provided to Subrecipients
				From	To					
U.S. Department of Homeland Security: (Passed through New Jersey Department of Law and Public Safety)	Disaster Grants - Public Assistance - F.E.M.A. Superstorm Sandy	97.036	N/A	10/30/12	12/31/12	\$ 79,817.09	\$ 19,272.38	\$ 19,272.38 *	\$ 79,817.09	
	Total U.S. Department of Homeland Security						19,272.38	19,272.38	79,817.09	
	(Passed through New Jersey Department of Law and Public Safety)									
(Passed through New Jersey Division of Highway Traffic Safety)	Click-It or Ticket	20.614	N/A	01/01/16	12/31/17	5,500.00	5,000.00	5,500.00	5,500.00	
	Drive Sober or Get Pulled Over	20.602	N/A	01/01/16	12/31/17	5,000.00	5,000.00	4,000.00	5,000.00	
	Total Department of Transportation						10,000.00	9,500.00	10,500.00	
Total Federal Awards							\$ 29,272.38	\$ 28,772.38	\$ 90,317.09	\$ -0-

N/A - Not Applicable/Not Available  
\* - Expended in a Prior Year.

BOROUGH OF STANHOPE  
SCHEDULE OF EXPENDITURES OF STATE AWARDS  
YEAR ENDED DECEMBER 31, 2017

Name of State Agency or Department	Name of Program	Program No./ State Account Number	Grant Period		Grant Award	Amount Received	Amount of Expenditures	Cumulative Expenditures
			From	To				
Department of Law and Public Safety	Safe and Secure Communities Program	100-066-1020-	01/01/17	12/31/17	\$ 30,000.00	\$ 7,500.00	\$ 30,000.00	\$ 30,000.00
		232-YCJF-6120	01/01/18	12/31/18	30,000.00	22,500.00		
						30,000.00	30,000.00	30,000.00
	Drunk Driving Enforcement Fund	100-078-6400-	01/01/12	12/31/18	2,662.57		1,929.94	2,177.69
		YYYY	01/01/17	12/31/18	2,070.45	1,609.38		
						1,609.38	1,929.94	2,177.69
	Body Armor Replacement Fund	718-066-1020-001						
		YCJF-6120	01/01/17	12/31/18	1,223.11	1,223.11		
Department of Environmental Protection	Total Department of Law and Public Safety					32,832.49	31,929.94	32,177.69
	Clean Communities Program	765-042-4900	01/01/14	12/31/17	6,457.91		1,214.12	6,457.91
		004-V42Y-6020	01/01/15	12/31/17	7,848.82		2,176.08	5,354.10
	Recycling Tonnage Grant		01/01/17	12/31/18	7,623.88	7,623.88	4,041.73	4,041.73
						7,623.88	7,431.93	15,853.74
	Recycling Tonnage Grant	752-042-4900-	01/01/16	12/31/17	3,290.26		3,290.26	3,290.26
		001-V42Y-6020	01/01/17	12/31/18	7,809.34	7,809.34	6,368.79	6,368.79
						7,809.34	9,659.05	9,659.05
Total State Awards	Total Department of Environmental Protection					15,433.22	17,090.98	25,512.79
						\$ 48,265.71	\$ 49,020.92	\$ 82,738.57

BOROUGH OF STANHOPE  
NOTES TO SCHEDULES OF EXPENDITURES OF FEDERAL AND STATE AWARDS  
YEAR ENDED DECEMBER 31, 2017

Note A. BASIS OF PRESENTATION

The accompanying schedules of expenditures of federal and state awards (the "Schedules") includes the federal and state grant activity of the Borough of Stanhope under programs of the federal and state governments for the year ended December 31, 2017. The information in these schedules is presented in accordance with the requirements of Title 2 U.S. Code of Federal Regulations Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* ("Uniform Guidance") and New Jersey's OMB Circular 15-08, *Single Audit Policy for Recipients of Federal Grants, State Grants and State Aid*. Because the schedules present only a selected portion of the operations of the Borough, they are not intended to and do not present the financial position, changes in fund balance or cash flows of the Borough.

Note B. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Expenditures reported on the accompanying schedules of expenditures of federal and state awards are reported on the modified accrual basis of accounting. Such expenditures are recognized following the cost principles contained in Uniform Guidance, wherein certain types of expenditures are not allowable or are limited as to reimbursement. Negative amounts, if any, shown on the Schedules represent adjustments or credits made in the normal course of business to amounts reported as expenditures in prior years. Pass-through identifying numbers are presented where available. The Borough has elected not to use the 10 percent de minimis indirect cost rate as allowed under the Uniform Guidance.

Note C. RELATIONSHIP TO FEDERAL AND STATE FINANCIAL REPORTS

Amounts reported in the accompanying schedules agree with the amounts reported in the related federal and state financial reports.

Note D. STATE LOANS OUTSTANDING

The Borough of Stanhope has the following loans outstanding as of December 31, 2017:

NJ Environmental Infrastructure Loan Payable #1	\$ 999,033.93
NJ Environmental Infrastructure Loan Payable #2	<u>419,068.88</u>
	<u><u>\$ 1,418,102.81</u></u>

The project which relates to the loans is complete and the Borough is in the process of repaying the loan balance.



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200 Valley Road, Suite 300  
Mt. Arlington, NJ 07856  
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11 Lawrence Road  
Newton, NJ 07860  
973-383-6699 | 973-383-6555 Fax

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

Independent Auditors' Report

The Honorable Mayor and Members  
of the Borough Council  
Borough of Stanhope  
Stanhope, New Jersey

We have audited, in accordance with auditing standards generally accepted in the United States of America, audit requirements prescribed by the Division of Local Government Services, Department of Community Affairs, State of New Jersey (the "Division"), and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements - *regulatory basis* - of the various funds of the Borough of Stanhope, in the County of Sussex (the "Borough") as of and for the years ended December 31, 2017 and 2016, and the related notes to the financial statements and have issued our report thereon dated March 16, 2018. These financial statements have been prepared in accordance with accounting practices prescribed or permitted by the Division to demonstrate compliance with the Division's regulatory basis of accounting, and the budget laws of New Jersey, which is a basis of accounting other than accounting principles generally accepted in the United States of America. That qualified report also indicated that we did not audit the general fixed assets account group.

**Internal Control Over Financial Reporting**

In planning and performing our audit of the financial statements, we considered the Borough's internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Borough's internal control. Accordingly, we do not express an opinion on the effectiveness of the Borough'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 Borough's financial statements will not be prevented, or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

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

The Honorable Mayor and Members  
of the Borough Council  
Borough of Stanhope  
Stanhope, New Jersey  
Page 2

We did identify a certain deficiency in internal control, described in the accompanying Schedule of Findings and Responses as Finding 2017-01, that we consider to be a significant deficiency.

### **Compliance and Other Matters**

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

### **The Borough's Response to the Finding**

The Borough's response to the finding identified in our audit is described in the accompanying Schedule of Findings and Responses. The Borough's response was not subjected to the auditing procedures applied in the audit of the financial statements and, accordingly, we express no opinion on it.

### **Purpose of this Report**

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

Mount Arlington, New Jersey  
March 16, 2018

NISIVOCCIA LLP



Raymond G. Sarinelli  
Certified Public Accountant  
Registered Municipal Accountant No. 383

BOROUGH OF STANHOPE  
SCHEDULE OF FINDINGS AND RESPONSES  
YEAR ENDED DECEMBER 31, 2017

Summary of Auditors' Results:

- The Independent Auditors' Report expresses a qualified opinion on the financial statements of the Borough prepared in accordance with accounting practices prescribed or permitted by the Division of Local Government Services, Department of Community Affairs, State of New Jersey to demonstrate compliance with the Division's regulatory basis of accounting and the budget laws of New Jersey, as the general fixed assets account group was not audited.
- A significant deficiency was disclosed during the audit of the financial statements as reported in the *Independent Auditors' 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*. No material weaknesses are reported.
- No instances of noncompliance material to the financial statements of the District which would be required to be reported in accordance with *Government Auditing Standards*, were disclosed during the audit.
- The Borough was not subject to the single audit provisions of the Uniform Guidance and New Jersey's OMB Circular 15-08 for 2017 as both state and federal grant expenditures were less than the single audit thresholds of \$750,000 identified in the Uniform Guidance and NJOMB 15-08.

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

- The audit disclosed the following significant deficiency required to be reported under Generally Accepted Government Auditing Standards:

Finding 2017-01  
Segregation of Duties

Criteria

Concentration of duties and responsibilities in a limited number of individuals is not desirable from a control point of view.

Condition

The Borough does not maintain an adequate segregation of duties with respect to the recording and treasury functions.

The various departments/offices of the Borough are responsible for the issuance of permits and licenses; collections of taxes and permit and license fees; and recording of collections. Also, the reconciliation of bank accounts, the preparation of the general ledger including recording cash receipts and disbursements for the various funds as well as the preparation of payroll are performed by one person with limited oversight review.

Cause

This is due, in part, to the limited number of personnel of the Borough and the decentralized nature of governmental collection procedures.

BOROUGH OF STANHOPE  
SCHEDULE OF FINDINGS AND RESPONSES  
YEAR ENDED DECEMBER 31, 2017

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

Finding 2017-01  
Segregation of Duties

Effect or Potential Effect

Segregation of duties refers to separating those functions that place too much control over a transaction or class of transactions that would enable a person to perpetuate errors and prevent detection within a reasonable period of time.

Management's Response:

The Borough's segregation of duties finding has been evaluated. However, due to budgetary constraints, no resolution can be made at this time.

Findings and Questioned Costs for Federal Awards:

- Not applicable since federal expenditures were below the single audit threshold.

Findings and Questioned Costs for State Awards:

- Not applicable since state expenditures were below the single audit threshold.

BOROUGH OF STANHOPE  
SUMMARY SCHEDULE OF PRIOR AUDIT FINDINGS  
FOR THE YEAR ENDED DECEMBER 31, 2017

The Borough's one finding 2016-01 noted during 2016 regarding segregation of duties was not resolved and is included in the audit for the year ended December 31, 2017. The finding was evaluated, however, due to budgetary constraints, no resolution could be made.



BOROUGH OF STANHOPE

PART III

COMMENT AND RECOMMENDATIONS

YEAR ENDED DECEMBER 31, 2017

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BOROUGH OF STANHOPE  
COMMENTS AND RECOMMENDATIONS

Contracts and Agreements Required to be Advertised for N.J.S.A. 40A:11-4

N.J.S.A. 40A:11-3 states:

a. " When the cost or price of any contract awarded by the contracting agent in the aggregate does not exceed in a contract year the total sum of \$17,500, the contract may be awarded by a purchasing agent when so authorized by ordinance or resolution, as appropriate to the contracting unit, of the governing body of the contracting unit without public advertising for bids, except that the governing body of any contracting unit may adopt an ordinance or resolution to set a lower threshold for the receipt of public bids or the solicitation of competitive quotations. If the purchasing agent is qualified pursuant to Subsection b. of Section 9 of P.L. 1971, C.198 (N.J.S.A. 40A:11-9), the governing body of the contracting unit may establish that the bid threshold may be up to \$25,000. Such authorization may be granted for each contract or by a general delegation of the power to negotiate and award such contracts pursuant to this section.

b. Any contract made pursuant to this section may be awarded for a period of 24 consecutive months, except that contracts for professional services pursuant to subparagraph (i) of paragraph (a) of subsection (1) of section 5 of P.L. 1971, C.198 (N.J.S.A. 40A:11-5) may be awarded for a period not exceeding 12 consecutive months. The Division of Local Government Services shall adopt and promulgate rules and regulations concerning the methods of accounting for all contracts that do not coincide with the contracting unit's fiscal year.

c. The Governor, in consultation with the Department of the Treasury, shall, no later than March 1 of every fifth year beginning in the fifth year after the year in which P.L.1999, C.440 takes effect, adjust the threshold amount and the higher threshold amount which the governing body is permitted to establish, as set forth in subsection a. of this section, or the threshold amount resulting from any adjustment under this subsection, in direct proportion to the rise or fall of the index rate as that term is defined in section 2 of P.L. 1971, C.198 (N.J.S.A. 40A:11-2), and shall round the adjustment to the nearest \$1,000. The Governor shall, no later than June 1 of every fifth year, notify each governing body of the adjustment. The adjustment shall become effective on July 1 of the year in which it is made."

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

Effective July 1, 2015 and thereafter, the bid thresholds in accordance with N.J.S.A. 40A:11-3 and 40A:11-4 (as amended) are \$17,500 for a contracting unit without a qualified purchasing agent and \$40,000 for a contracting unit with a qualified purchasing agent.

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

The minutes indicated that bids were requested by public advertising per N.J.S.A. 40A:11-4. The minutes also indicated that resolutions were adopted and advertised authorizing the awarding of contracts or agreements for "Professional Services" per N.J.S.A. 40A:11-5.

BOROUGH OF STANHOPE  
COMMENTS AND RECOMMENDATIONS  
(Continued)

Contracts and Agreements Required to be Advertised for N.J.S.A. 40A:11-4 (Cont'd)

Inasmuch as the system of records did not provide for an accumulation of payments for categories for the performance of any work or the furnishing or hiring of any materials or supplies, the results of such an accumulation could not reasonably be ascertained. Disbursements were reviewed, however, to determine whether any clear-cut violations existed. None were noted.

Collection of Interest on Delinquent Taxes and Assessments

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

On January 3, 2017, the governing body adopted the following resolution authorizing interest to be charged on delinquent taxes and utility charges:

Interest to be charged at the rate of 18% on all delinquent taxes and utility charges in excess of \$1,500.00 as per N.J.S. 54:4-67 and Chap. 435-1979 and at the rate of 8% on all delinquent taxes and utility charges under \$1,500.00. Interest to be waived on current taxes paid within the first 10 days after due dates. An additional penalty of 6% will be imposed on delinquencies in excess of \$10,000 at December 31.

It appears from an examination of the Tax Collector's and the Utility Collector's records on a test basis that interest was collected in accordance with the foregoing resolution.

Delinquent Taxes and Tax Title Liens

The last tax sale was held on October 17, 2017 and was complete.

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

<u>Year</u>	<u>Number of Liens</u>
2017	5
2016	7
2015	6

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

New Jersey Administrative Code Accounting Requirements

The Division of Local Government Services has established three (3) accounting requirements which are prescribed by the New Jersey Administrative Code. They are as follows:

1. Maintenance of an encumbrance accounting system.
2. Fixed asset accounting and reporting system.
3. General ledger accounting system.

The Borough currently complies with the accounting requirements.

BOROUGH OF STANHOPE  
COMMENTS AND RECOMMENDATIONS  
(Continued)

Federal and State Grants

The Chief Financial Officer has made a great effort over the last couple of years to continually review grant balances, however there still remains a number of appropriated grant reserves in the Current Fund as of December 31, 2017. It appears as though some of these awards may have exceeded the designated grant period under the terms of the original grant agreement. It is recommended that the Borough continue to review and determine if appropriated grant balances, and offsetting receivables should be cancelled or expended.

Management Response

The Chief Financial Officer will continue to review and evaluate what action can be taken relative to grant balances.

Suggestions to Management

Governmental Accounting Standards Board Statements

The next Governmental Accounting Standards Board ("GASB") statement which could have an impact on the Borough will be GASB No. 75, *Accounting and Financial Reporting for Postemployment Benefits Other than Pensions*, will be effective for the calendar year ending December 31, 2018. This standard replaces GASB No. 45, *Accounting and Financial Reporting for Postemployment Benefits Other than Pensions*. It is similar to GASB Statement No. 68, *Accounting and Financial Reporting for Pensions*, in that successful implementation of this standard will require the provision of certain key financial and non-financial information from the State of New Jersey.

Corrective Action Plan

Recommendations #1 and #2 from the 2016 Audit Report have not been resolved and are included in the current year recommendations and are in the process of being implemented, where possible.

BOROUGH OF STANHOPE  
SUMMARY OF RECOMMENDATIONS

It is recommended that:

1. The Borough maintain an adequate segregation of duties, where possible, with respect to the recording and treasury functions.
2. The Borough continue to review and determine if appropriated grant balances should be cancelled or expended.

\* \* \* \* \*