

BOROUGH OF STANHOPE
COUNTY OF SUSSEX
REPORT OF AUDIT
2018

NISIVOCIA LLP
CERTIFIED PUBLIC ACCOUNTANTS

BOROUGH OF STANHOPE

COUNTY OF SUSSEX

REPORT OF AUDIT

2018

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BOROUGH OF STANHOPE

PART I

FINANCIAL STATEMENTS AND

SUPPLEMENTARY DATA

YEAR ENDED DECEMBER 31, 2018



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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, 2018 and 2017, and the related notes to the financial statements, as listed in the foregoing table of contents.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements 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.

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

The Honorable Mayor and Members
of the Borough Council
Borough of Stanhope, NJ
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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, 2018 and 2017, 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, 2018 and 2017 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, 2018 and 2017, 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.

Emphasis of Matter

As discussed in Note 10 to the financial statements, the Borough implemented Governmental Accounting Standards Board ("GASB") Statement No. 75, *Accounting and Financial Reporting for Postemployment Benefits Other than Pensions*, during the year ended December 31, 2018. Our opinions are not modified with respect to this matter.

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.

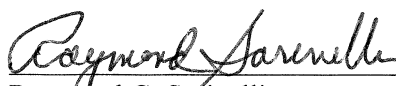
The supplementary data schedules and the schedules of expenditures of federal and state awards are the responsibility of management and were derived from and relate directly to the underlying accounting and other records used to prepare the financial statements. Such information has been subjected to 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 29, 2019 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 solely 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 the effectiveness of the Borough's internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Borough of Stanhope's internal control over financial reporting and compliance.

Mount Arlington, New Jersey
March 29, 2019

NISIVOCCIA LLP



Raymond G. Sarinelli

Registered Municipal Accountant No. 383

Certified Public Accountant

BOROUGH OF STANHOPE
COUNTY OF SUSSEX
2018
CURRENT FUND

BOROUGH OF STANHOPE
CURRENT FUND
COMPARATIVE BALANCE SHEET - REGULATORY BASIS

		December 31,	
	<u>Ref.</u>	<u>2018</u>	<u>2017</u>
<u>ASSETS</u>			
Cash and Cash Equivalents:			
Treasurer	A-4	\$2,749,084.39	\$2,947,554.79
Change Funds		250.00	250.00
Due from State of New Jersey:			
Veterans and Senior Citizens Deductions		2,935.85	1,435.85
		<u>2,752,270.24</u>	<u>2,949,240.64</u>
Receivables and Other Assets With			
Full Reserves:			
Delinquent Property Taxes Receivable	A-7	209,125.66	220,248.00
Tax Title Liens Receivable	A-8	294,284.78	202,534.40
Property Acquired for Taxes at Assessed Valuation		1,160,300.00	1,160,300.00
Revenue Accounts Receivable	A-9	1,893.04	3,944.78
Due from Animal Control Fund	B	4,161.00	6,340.20
Due from Lenape Valley Regional High School		1,208.00	
Accounts Receivable - Other			2,053.88
		<u>1,670,972.48</u>	<u>1,595,421.26</u>
Total Receivables and Other Assets With Full Reserves		<u>1,670,972.48</u>	<u>1,595,421.26</u>
<u>TOTAL ASSETS</u>		<u>\$4,423,242.72</u>	<u>\$4,544,661.90</u>
<u>LIABILITIES, RESERVES AND FUND BALANCE</u>			
Appropriation Reserves:			
Unencumbered	A-3;A-11	\$ 267,472.69	\$ 308,799.61
Encumbered	A-3;A-11	35,447.18	51,586.69
Total Appropriation Reserves		302,919.87	360,386.30
Accounts Payable - Vendors		134,181.95	140,108.90
Prepaid Taxes		50,722.44	219,065.84
Tax Overpayments		2,177.78	33,760.63
Due to County of Sussex - Added and Omitted Taxes		3,235.62	291.80
Due to State of New Jersey:			
Marriage License Fees		225.00	200.00
Training Fees		603.00	737.00
Due to Other Trust Funds:			
Reserve for Accumulated Sick and Vacation Compensation	B	40,000.00	2,200.00

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

		December 31,	
	<u>Ref.</u>	<u>2018</u>	<u>2017</u>
<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
Safety Training & Equipment		4,040.00	
Pending Tax Appeals		138,230.11	138,230.11
Appropriated Reserves:			
Drunk Driving Enforcement Fund		10,450.55	11,048.55
Body Armor Replacement Program		5,227.26	5,227.26
Clean Communities Program		13,296.23	11,088.68
Alcohol Education Rehabilitation Program		1,135.00	1,135.00
Shade Tree Grant		165.00	165.00
Housing Reimbursement Program		69,683.18	60,683.18
Unappropriated Reserves:			
Drunk Driving Enforcement Fund		2,094.96	
Recycling Tonnage Grant			4,741.00
Safe and Secure Communities Grant		22,500.00	22,500.00
		<u>1,029,937.14</u>	<u>1,242,818.75</u>
Reserve for Receivables	A	1,670,972.48	1,595,421.26
Fund Balance	A-1	<u>1,722,333.10</u>	<u>1,706,421.89</u>
<u>TOTAL LIABILITIES, RESERVES AND FUND BALANCE</u>		<u>\$4,423,242.72</u>	<u>\$4,544,661.90</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

	<u>Year Ended December 31,</u>	
<u>Ref.</u>	<u>2018</u>	<u>2017</u>
<u>Revenue and Other Income Realized</u>		
Fund Balance Utilized	\$ 820,000.00	\$ 918,500.00
Miscellaneous Revenue Anticipated	485,603.74	490,691.21
Receipts from:		
Delinquent Taxes	214,046.14	229,228.96
Current Taxes	11,839,044.40	11,698,930.88
Nonbudget Revenue	86,869.36	81,203.61
Other Credits to Income:		
Unexpended Balance of Appropriation Reserves	197,547.17	167,171.58
Cancellation of Prior Year Accounts Payable	5,850.00	
Interfunds Returned	8,394.08	7,677.41
Total Income	<u>13,657,354.89</u>	<u>13,593,403.65</u>
<u>Expenditures</u>		
Budget Appropriations:		
Municipal Purposes	4,131,960.49	4,174,624.50
County Taxes	1,834,357.57	1,823,688.57
Due County for Added and Omitted Taxes	3,235.62	291.80
Regional High School Taxes	2,373,514.00	2,373,475.00
Local School District Taxes	4,473,007.00	4,389,907.00
Interfunds Advanced	5,369.00	8,394.08
Total Expenditures	<u>12,821,443.68</u>	<u>12,770,380.95</u>
Statutory Excess to Fund Balance	835,911.21	823,022.70

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

	<u>Year Ended December 31,</u>	
<u>Ref.</u>	<u>2018</u>	<u>2017</u>
<u>Fund Balance</u>		
Balance January 1	\$ 1,706,421.89	\$ 1,801,899.19
	<u>2,542,333.10</u>	<u>2,624,921.89</u>
Decreased by:		
Utilized as Anticipated Revenue	<u>820,000.00</u>	<u>918,500.00</u>
Balance December 31	A <u>\$ 1,722,333.10</u>	<u>\$ 1,706,421.89</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, 2018

	Budget	Added by NJSA 40A:4-87	Realized	Excess or Deficit *
Fund Balance Anticipated	\$ 820,000.00		\$ 820,000.00	
Miscellaneous Revenue:				
Alcoholic Beverages Licenses	3,000.00		3,059.00	\$ 59.00
Fees and Permits	10,000.00		32,550.35	22,550.35
Uniform Construction Code Fees	60,000.00		72,844.00	12,844.00
Fines and Costs - Municipal Court	52,000.00		52,523.32	523.32
Interest and Costs on Taxes	46,000.00		53,072.80	7,072.80
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	
Clean Communities Program		\$ 7,292.27	7,292.27	
Green Communities Grant		3,000.00	3,000.00	
Click-It or Ticket Grant		5,500.00	5,500.00	
Recycling Tonnage Grant	4,741.00		4,741.00	
	426,762.00	15,792.27	485,603.74	43,049.47
Receipts from Delinquent Taxes	180,000.00		214,046.14	34,046.14
Amount to be Raised by Taxes for Support of Municipal Budget:				
Local Tax for Municipal Purposes	3,399,406.50		3,864,930.21	465,523.71
Budget Totals	4,826,168.50	15,792.27	5,384,580.09	542,619.32
Nonbudget Revenue			86,869.36	86,869.36
	\$ 4,826,168.50	\$ 15,792.27	\$ 5,471,449.45	\$ 629,488.68

BOROUGH OF STANHOPE
CURRENT FUND
STATEMENT OF REVENUE - REGULATORY BASIS
YEAR ENDED DECEMBER 31, 2018
(continued)

Analysis of Realized Revenue

Allocation of Current Tax Collections:

Revenue from Collection of Current Taxes \$ 11,839,044.40

Allocated to:

Local School District Taxes \$ 4,473,007.00

Regional High School Taxes 2,373,514.00

County Taxes 1,837,593.19

8,684,114.19

Balance for Support of Municipal Budget 3,154,930.21

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

Realized for Support of Municipal Budget \$ 3,864,930.21

Receipts from Delinquent Taxes:

Delinquent Tax Collections \$ 207,268.33

Tax Title Liens 6,777.81

Delinquent Tax Collections \$ 214,046.14

Fees and Permits - Other:

Board of Health \$ 250.00

Police 556.35

Planning Board/Board of Adjustment 325.00

Zoning Officer 1,810.00

Clerk 29,609.00

\$ 32,550.35

BOROUGH OF STANHOPE
CURRENT FUND
STATEMENT OF REVENUE - REGULATORY BASIS
YEAR ENDED DECEMBER 31, 2018
(continued)

Analysis of Nonbudget Revenue:

Treasurer:

Interest on Investments and Deposits	\$	57,379.53	
Administration Fee - Veterans and Senior Citizens Deduction		505.00	
Cable Franchise Fee		17,038.00	
Outside Detail Administration Fees		1,577.25	
Tax Collector Miscellaneous Revenue		160.00	
Miscellaneous		<u>6,048.58</u>	
	\$		82,708.36
Statutory Excess in Animal Control Fund Reserve:			
Due from Animal Control Fund		<u>4,161.00</u>	
			<u>4,161.00</u>
	\$		<u>86,869.36</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, 2018

	Appropriations		Expended By		Unexpended Balance Cancelled
	Budget	Budget After Modification	Paid or Charged	Reserved	
Operations Within "CAPS":					
GENERAL GOVERNMENT:					
General Administration:					
Salaries and Wages	\$ 65,846.00	\$ 65,846.00	\$ 65,846.00		
Other Expenses	30,914.00	30,914.00	26,602.05	\$ 4,311.95	
Mayor and Council:					
Salaries and Wages	19,447.00	19,447.00	19,236.40	210.60	
Other Expenses	11,799.00	11,799.00	8,018.13	3,780.87	
Municipal Clerk:					
Salaries and Wages	64,132.00	64,132.00	64,132.00		
Other Expenses	11,245.00	11,245.00	7,856.66	3,388.34	
Financial Administration:					
Salaries and Wages	93,451.00	93,451.00	93,451.00		
Other Expenses	6,505.00	6,505.00	5,796.90	708.10	
Annual Audit	32,907.00	32,907.00	32,901.00	6.00	
Insurance (N.J.S.A. 40A:4-45.3(00)):					
Liability Insurance	81,732.00	81,732.00	80,238.35	1,493.65	
Workers Compensation	64,801.00	64,801.00	64,801.00		
Employee Group Insurance	239,700.00	239,700.00	233,429.50	6,270.50	
Health Insurance Waiver	15,300.00	15,300.00	10,633.33	4,666.67	
Computerized Data Processing:					
Other Expenses	20,550.00	20,550.00	11,923.71	8,626.29	
Assessment of Taxes:					
Salaries and Wages	20,035.00	20,035.00	20,035.00		
Other Expenses	2,115.00	2,115.00	139.95	1,975.05	
Other Expenses - Fees and Appeals	5,000.00	5,000.00		5,000.00	
Collection of Taxes:					
Other Expenses	3,305.00	3,305.00	2,871.78	433.22	
Legal Services and Costs:					
Other Expenses	91,000.00	91,000.00	59,025.69	31,974.31	

BOROUGH OF STANHOPE
CURRENT FUND
STATEMENT OF EXPENDITURES - REGULATORY BASIS
YEAR ENDED DECEMBER 31, 2018
(Continued)

	Appropriations		Expended By		Unexpended Balance Cancelled
	Budget	Budget After Modification	Paid or Charged	Reserved	
Operations Within "CAPS" (Cont'd):					
GENERAL GOVERNMENT (continued):					
Engineering Services and Costs:					
Other Expenses	\$ 21,000.00	\$ 21,000.00	\$ 2,798.75	\$ 18,201.25	
Public Buildings and Grounds:					
Salaries and Wages	9,880.00	9,880.00	8,816.26	1,063.74	
Other Expenses	21,860.00	21,860.00	8,502.63	13,357.37	
Municipal Land Use Law (N.J.S.A.40:55d-1):					
Planning Board:					
Salaries and Wages	9,610.00	9,610.00	9,570.00	40.00	
Other Expenses	4,085.00	4,085.00	949.10	3,135.90	
Zoning and Code Enforcement:					
Salaries and Wages	24,462.00	24,462.00	24,462.00		
Other Expenses	640.00	640.00	204.74	435.26	
Regional Planning Board:					
Other Expenses	14,750.00	14,750.00	14,706.36	43.64	
Affordable Housing-COAH	1,000.00	1,000.00		1,000.00	
Shade Tree Commission:					
Other Expenses	1,440.00	1,440.00	888.08	551.92	
Environmental Commission					
(N.J.S.A. 40:56.1,et seq.):					
Other Expenses	1,225.00	1,225.00	421.95	803.05	
PUBLIC SAFETY:					
Fire:					
Other Expenses	43,050.00	43,050.00	40,535.51	2,514.49	

BOROUGH OF STANHOPE
CURRENT FUND
STATEMENT OF EXPENDITURES - REGULATORY BASIS
YEAR ENDED DECEMBER 31, 2018
(Continued)

	Appropriations		Expended By		Unexpended Balance Cancelled
	Budget	Budget After Modification	Paid or Charged	Reserved	
Operations Within "CAPS" (Cont'd):					
PUBLIC SAFETY (continued):					
Police:					
Salaries and Wages	\$ 1,030,044.00	\$ 1,030,044.00	\$ 979,149.28	\$ 50,894.72	
Other Expenses	65,140.00	65,140.00	59,333.68	5,806.32	
Police Radio and Communication -Contractual	95,606.00	95,606.00	95,606.00		
First Aid Organization Contribution	15,000.00	15,000.00	15,000.00		
Emergency Management:					
Other Expenses	4,180.50	4,180.50	3,180.00	1,000.50	
STREETS AND ROADS:					
Department of Public Works:					
Salaries and Wages	144,175.00	144,175.00	143,360.18	814.82	
Other Expenses	91,375.00	91,375.00	80,189.08	11,185.92	
HEALTH AND WELFARE:					
Board of Health:					
Salaries and Wages	4,491.00	4,491.00	4,491.00		
Other Expenses	850.00	850.00	105.44	744.56	
Animal Regulation:					
Other Expenses	7,000.00	7,000.00	2,630.70	4,369.30	
Garbage and Trash Removal:					
Salaries and Wages	11,500.00	11,500.00	11,231.72	268.28	
Other Expenses	309,466.00	309,466.00	302,795.00	6,671.00	
Vehicle Maintenance:					
Other Expenses	44,000.00	44,000.00	43,948.53	51.47	

BOROUGH OF STANHOPE
CURRENT FUND
STATEMENT OF EXPENDITURES - REGULATORY BASIS
YEAR ENDED DECEMBER 31, 2018
(Continued)

	Appropriations		Expended By		Unexpended Balance Cancelled
	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	\$ 12,625.00	\$ 12,625.00	\$ 4,250.80	\$ 8,374.20	
Celebration of Public Events:					
Other Expenses	1,000.00	1,000.00	114.28	885.72	
Stormwater Management:					
Other Expenses	5,000.00	5,000.00	4,143.09	856.91	
UNIFORM CONSTRUCTION CODE - APPROPRIATION					
OFFSET BY DEDICATED REVENUE:					
Construction Code Official:					
Salaries and Wages	41,053.00	41,053.00	39,991.01	1,061.99	
Other Expenses	750.00	750.00	740.43	9.57	
UNCLASSIFIED:					
Utilities	129,460.00	129,460.00	108,782.78	20,677.22	
Condo Services	88,338.00	88,338.00	57,471.81	30,866.19	
Total Operations Within "CAPS"	3,133,839.50	3,133,839.50	2,875,308.64	258,530.86	
Contingent	1,000.00	1,000.00	650.00	350.00	
Total Operations Including Contingent Within "CAPS"	3,134,839.50	3,134,839.50	2,875,958.64	258,880.86	
Detail:					
Salaries and Wages	1,538,126.00	1,538,126.00	1,483,771.85	54,354.15	
Other Expenses	1,596,713.50	1,596,713.50	1,392,186.79	204,526.71	

BOROUGH OF STANHOPE
CURRENT FUND
STATEMENT OF EXPENDITURES - REGULATORY BASIS
YEAR ENDED DECEMBER 31, 2018
(Continued)

	Appropriations		Expended By		Unexpended Balance Cancelled
	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	\$ 78,174.00	\$ 78,174.00	\$ 78,174.00		
Social Security System (O.A.S.I.)	122,405.00	122,405.00	113,813.17	\$ 8,591.83	
Police and Firemen's Retirement System of NJ	203,276.00	203,276.00	203,276.00		
Total Deferred Charges and Statutory Expenditures - Municipal Within "CAPS"	403,855.00	403,855.00	395,263.17	8,591.83	
Total General Appropriations for Municipal Purposes Within "CAPS"	3,538,694.50	3,538,694.50	3,271,221.81	267,472.69	
Operations Excluded from "CAPS":					
Shared Service Agreements:					
Municipal Court (Hopatcong Borough)	103,832.00	103,832.00	103,832.00		

BOROUGH OF STANHOPE
CURRENT FUND
STATEMENT OF EXPENDITURES - REGULATORY BASIS
YEAR ENDED DECEMBER 31, 2018
(Continued)

	Appropriations		Expended By		Unexpended
	Budget	Budget After Modification	Paid or Charged	Reserved	Balance Cancelled
Operations Excluded from "CAPS" (Cont'd):					
State and Federal Programs Offset by Revenues:					
Clean Communities Program (N.J.S.A. 40A:4-87 + \$7,623.88)		7,292.27	7,292.27		
Safe and Secure Communities	\$ 30,000.00	30,000.00	30,000.00		
Green Communities Grant (N.J.S.A. 40A:4-87 + \$3,000.00)		3,000.00	3,000.00		
Click It or Ticket Grant (N.J.S.A. 40A:4-87 + \$5,500.00)		5,500.00	5,500.00		
Recycling Tonnage Grant	4,741.00	4,741.00	4,741.00		
Total Operations Excluded from "CAPS"	138,573.00	154,365.27	154,365.27		
Detail:					
Other Expenses	138,573.00	154,365.27	154,365.27		
Capital Improvements-Excluded from "CAPS":					
Capital Improvement Fund	100,000.00	100,000.00	100,000.00		
Total Capital Improvements Excluded from "CAPS"	100,000.00	100,000.00	100,000.00		

BOROUGH OF STANHOPE
CURRENT FUND
STATEMENT OF EXPENDITURES - REGULATORY BASIS
YEAR ENDED DECEMBER 31, 2018
(Continued)

	Appropriations		Expended By		Unexpended
	Budget	Budget After Modification	Paid or Charged	Reserved	Balance Cancelled
Municipal Debt Service Excluded from "CAPS":					
Payment of Note Principal	\$ 310,000.00	\$ 310,000.00	\$ 310,000.00		
Interest on Notes	28,901.00	28,901.00	28,900.72		\$ 0.28
Total Municipal Debt Service Excluded from "CAPS"	338,901.00	338,901.00	338,900.72		0.28
Total General Appropriations Excluded from "CAPS"	577,474.00	593,266.27	593,265.99		0.28
Subtotal General Appropriations	4,116,168.50	4,131,960.77	3,864,487.80	\$ 267,472.69	0.28
Reserve for Uncollected Taxes	710,000.00	710,000.00	710,000.00		
Total General Appropriations	\$ 4,826,168.50	\$ 4,841,960.77	\$ 4,574,487.80	\$ 267,472.69	\$ 0.28

Ref. A

BOROUGH OF STANHOPE
CURRENT FUND
STATEMENT OF EXPENDITURES - REGULATORY BASIS
YEAR ENDED DECEMBER 31, 2018
(continued)

	<u>Ref.</u>	Analysis of	
		<u>Budget After Modification</u>	<u>Paid or Charged</u>
Adopted Budget		\$ 4,826,168.50	
Appropriation by NJSA 40A:4-87		<u>15,792.27</u>	
		<u>\$ 4,841,960.77</u>	
Reserve for Uncollected Taxes			\$ 710,000.00
Cash Disbursed			4,008,860.26
Encumbrances	A		35,447.18
Appropriated Reserves:			
Clean Communities Program			<u>2,823.62</u>
			4,757,131.06
Less: Appropriation Refunds			<u>182,643.26</u>
			<u>\$ 4,574,487.80</u>

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

BOROUGH OF STANHOPE
COUNTY OF SUSSEX
2018
TRUST FUNDS

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

		December 31,	
	Ref.	2018	2017
<u>ASSETS</u>			
Animal Control Fund:			
Cash and Cash Equivalents	B-4	\$ 13,520.60	\$ 15,761.80
		<u>13,520.60</u>	<u>15,761.80</u>
Other Trust Funds:			
Cash and Cash Equivalents:			
Recycling Tonnage Program	B-4	23,853.90	20,296.66
State Unemployment Insurance Fund	B-4	118,440.31	102,296.76
Performance Bonds and Escrow Deposits	B-4	25,536.58	72,699.29
Public Defender	B-4	12,493.97	12,288.90
Parking Offenses Adjudication Act	B-4	3,095.84	3,013.31
Other	B-4	460,201.67	542,763.69
COAH Housing	B-4	9,361.00	9,207.35
Due from Current Fund:			
Reserve for Tax Sale Premiums	A	40,000.00	2,200.00
		<u>692,983.27</u>	<u>764,765.96</u>
<u>TOTAL ASSETS</u>		<u>\$ 706,503.87</u>	<u>\$ 780,527.76</u>
<u>LIABILITIES, RESERVES AND FUND BALANCE</u>			
Animal Control Fund:			
Due to Current Fund	A	\$ 4,161.00	\$ 6,340.20
Reserve for Animal Control Expenditures	B-6	9,358.40	9,421.60
Due to State of New Jersey		1.20	
		<u>13,520.60</u>	<u>15,761.80</u>
Other Trust Funds:			
Reserve for:			
Recycling Tonnage Program Expenditures		23,853.90	20,296.66
State Unemployment Insurance Payments		118,440.31	102,296.76
Performance Bonds and Escrow Deposits		97,721.77	100,574.29
Public Defender		12,493.97	12,288.90
Parking Offenses Adjudication Act		3,095.84	3,013.31
Tax Sale Premiums		91,200.00	219,200.00
Storm Recovery		134,369.65	135,951.86
Accumulated Sick and Vacation Compensation		173,116.42	133,116.42
Recreation Commission		27,330.41	26,820.41
Canal Restoration		2,000.00	2,000.00
COAH Housing		9,361.00	9,207.35
		<u>692,983.27</u>	<u>764,765.96</u>
<u>TOTAL LIABILITIES, RESERVES AND FUND BALANCE</u>		<u>\$ 706,503.87</u>	<u>\$ 780,527.76</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, 2018

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, 2018

NOT APPLICABLE

ASSESSMENT TRUST FUND
STATEMENT OF EXPENDITURES - REGULATORY BASIS
YEAR ENDED DECEMBER 31, 2018

NOT APPLICABLE

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

BOROUGH OF STANHOPE
COUNTY OF SUSSEX
2018
GENERAL CAPITAL FUND

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

		December 31,	
	<u>Ref.</u>	<u>2018</u>	<u>2017</u>
<u>ASSETS</u>			
Cash and Cash Equivalents	C-2	\$ 249,670.08	\$ 23,526.72
Grants Receivable:			
New Jersey Department of Transportation		467,500.00	250,000.00
Federal Transportation Alternative Grant		825,000.00	
Deferred Charges to Future Taxation:			
Unfunded	C-4	<u>3,159,190.00</u>	<u>2,050,450.00</u>
<u>TOTAL ASSETS</u>		<u>\$ 4,701,360.08</u>	<u>\$ 2,323,976.72</u>
<u>LIABILITIES, RESERVES AND FUND BALANCE</u>			
Bond Anticipation Notes Payable	C-7	\$ 1,830,450.00	\$ 1,888,950.00
Improvement Authorizations:			
Funded	C-5	1,138,668.63	92,836.42
Unfunded	C-5	1,635,484.88	268,793.23
Capital Improvement Fund	C-6	20,865.02	17,275.02
Reserve for Road Improvements		41,687.38	21,917.88
Reserve for Preliminary Expenses- Pedestrian Loop		262.50	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>\$ 4,701,360.08</u>	<u>\$ 2,323,976.72</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, 2017	C	<u>\$ 23,941.67</u>
Balance December 31, 2018	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
2018
WATER UTILITY FUND

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

		December 31	
	<u>Ref.</u>	<u>2018</u>	<u>2017</u>
<u>ASSETS</u>			
Operating Fund:			
Cash and Cash Equivalents:			
Treasurer	D-5	\$ 356,019.33	\$ 323,070.01
Collector's Change Fund		50.00	50.00
Due from Water Utility Capital Fund	D	3,458.80	2,472.88
		<u>359,528.13</u>	<u>325,592.89</u>
Receivables with Full Reserves:			
Consumer Accounts Receivable	D-7	101,930.24	105,184.58
Water Utility Liens Receivable	D-7A	16,471.38	
		<u>118,401.62</u>	<u>105,184.58</u>
Total Operating Fund		<u>477,929.75</u>	<u>430,777.47</u>
Capital Fund:			
Cash and Cash Equivalents	D-5	204,353.46	237,308.31
Fixed Capital	D-8	4,236,403.84	4,201,403.84
Fixed Capital Authorized and Uncompleted	D-9	3,205,877.12	3,186,027.12
		<u>7,646,634.42</u>	<u>7,624,739.27</u>
Total Capital Fund		<u>7,646,634.42</u>	<u>7,624,739.27</u>
<u>TOTAL ASSETS</u>		<u>\$ 8,124,564.17</u>	<u>\$ 8,055,516.74</u>

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

		December 31	
	<u>Ref.</u>	2018	2017
<u>LIABILITIES, RESERVES AND FUND BALANCE</u>			
Operating Fund:			
Appropriation Reserves:			
Unencumbered	D-4;D-10	\$ 77,830.70	\$ 111,582.37
Encumbered	D-4;D-10	6,633.80	6,727.97
Total Appropriation Reserves		84,464.50	118,310.34
Accrued Interest on Loans and Notes		16,185.32	12,983.00
		100,649.82	131,293.34
Reserve for Receivables	D	118,401.62	105,184.58
Fund Balance	D-1	258,878.31	194,299.55
Total Operating Fund		477,929.75	430,777.47
Capital Fund:			
Bond Anticipation Notes Payable	D-14	646,740.00	718,600.00
NJ Environmental Infrastructure Trust Loans Payable #1	D-16	943,156.82	999,033.93
NJ Environmental Infrastructure Trust Loans Payable #2	D-16a	394,802.03	419,068.88
Improvement Authorizations:			
Funded	D-11	8,676.65	5,926.65
Unfunded	D-11	125,259.57	114,850.34
Capital Improvement Fund	D-12	32,566.54	27,566.54
Due to Water Utility Operating Fund	D	3,458.80	2,472.88
Reserve For:			
Amortization	D-13	5,289,482.11	5,137,478.15
Deferred Amortization	D-13A	113,250.00	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		7,646,634.42	7,624,739.27
<u>TOTAL LIABILITIES, RESERVES AND FUND BALANCE</u>		\$ 8,124,564.17	\$ 8,055,516.74

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	
Ref.	2018	2017
<u>Revenue and Other Income Realized</u>		
Fund Balance Utilized	\$ 87,000.00	\$ 110,000.00
Rents	659,104.81	625,954.10
Miscellaneous	19,152.77	11,122.42
Other Credits to Income:		
Appropriation Reserves Lapsed	104,297.77	53,901.73
Total Income	<u>869,555.35</u>	<u>800,978.25</u>
<u>Expenditures</u>		
Budget Expenditures:		
Operating	485,283.75	492,255.00
Capital Improvements	5,000.00	5,000.00
Capital Outlay	5,000.00	6,000.00
Debt Service	178,031.59	192,575.88
Deferred Charges and Statutory Expenditures	44,661.25	40,569.90
Total Expenditures	<u>717,976.59</u>	<u>736,400.78</u>
Excess in Revenue	151,578.76	64,577.47
<u>Fund Balance</u>		
Balance January 1	<u>194,299.55</u>	<u>239,722.08</u>
	345,878.31	304,299.55
Decreased by:		
Utilization as Anticipated Revenue	<u>87,000.00</u>	<u>110,000.00</u>
Balance December 31	D <u>\$ 258,878.31</u>	<u>\$ 194,299.55</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, 2017	D	\$	21,618.90
Balance December 31, 2018	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, 2018

	<u>Anticipated</u>	<u>Realized</u>	<u>Excess or Deficit *</u>
Fund Balance Anticipated	\$ 87,000.00	\$ 87,000.00	
Water Rents	623,275.00	659,104.81	\$ 35,829.81
Miscellaneous	8,000.00	19,152.77	11,152.77
	<u>\$ 718,275.00</u>	<u>\$ 765,257.58</u>	<u>\$ 46,982.58</u>

Analysis of Miscellaneous Revenue

Miscellaneous:

Interest on Investments and Deposits	\$ 6,602.25
Interest on Water Rents	6,817.07
Miscellaneous	2,024.53
Due from Water Utility Capital Fund:	
Interest on Investments and Deposits	<u>3,708.92</u>
	<u>\$ 19,152.77</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, 2018

	Appropriations		Expended by		Unexpended Balance Cancelled
	Budget	Budget After Modifi- cation	Paid or Charged	Reserved	
Operating:					
Salaries and Wages	\$ 207,894.00	\$ 207,894.00	\$ 207,878.35	\$ 15.65	
Other Expenses	277,389.75	277,389.75	204,583.39	72,806.36	
Capital Improvements:					
Capital Improvement Fund	5,000.00	5,000.00	5,000.00		
Capital Outlay	5,000.00	5,000.00		5,000.00	
Debt Service:					
Payment of Loan Principal	80,145.00	80,145.00	80,143.96		\$ 1.04
Payment of Bond Anticipation Notes	71,860.00	71,860.00	71,860.00		
Interest on Loans	15,330.00	15,330.00	15,032.63		297.37
Interest on Notes	10,995.00	10,995.00	10,995.00		
Statutory Expenditures:					
Deferred Charges:					
Deferred Charges to Future Taxation - Ordinance #2012-18	2,750.00	2,750.00	2,750.00		
Statutory Expenditures:					
Contribution to:					
Public Employees' Retirement System	21,000.00	21,000.00	20,999.87	0.13	
Social Security System (O.A.S.I.)	15,911.25	15,911.25	15,902.69	8.56	
Unemployment Compensation Insurance					
(N.J.S.A. 43:21-3 et. seq.)	5,000.00	5,000.00	5,000.00		
	<u>\$ 718,275.00</u>	<u>\$ 718,275.00</u>	<u>\$ 640,145.89</u>	<u>\$ 77,830.70</u>	<u>\$ 298.41</u>
				D	
Analysis of Paid or Charged:					
Cash Disbursed			\$ 607,484.46		
Encumbrances			6,633.80		
Accrued Interest on Loans and Notes			<u>26,027.63</u>		
			<u>\$ 640,145.89</u>		

Ref.

D

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

BOROUGH OF STANHOPE
COUNTY OF SUSSEX
2018
SEWER UTILITY FUND

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

		December 31,	
	<u>Ref.</u>	<u>2018</u>	<u>2017</u>
<u>ASSETS</u>			
Operating Fund:			
Cash and Cash Equivalents:			
Treasurer	E-5	\$ 940,215.87	\$ 899,489.97
Collector's Change Fund		50.00	50.00
		<u>940,265.87</u>	<u>899,539.97</u>
Receivables with Full Reserves:			
Consumer Accounts Receivable	E-8	136,427.34	155,904.81
Sewer Utility Liens Receivable	E-8A	<u>18,607.34</u>	<u></u>
Total Operating Fund		<u>1,095,300.55</u>	<u>1,055,444.78</u>
Capital Fund:			
Cash and Cash Equivalents	E-5	405,135.59	473,059.69
Fixed Capital	E-9	4,624,149.41	4,624,149.41
Fixed Capital Authorized and Uncompleted	E-10	921,525.00	233,000.00
Due from Sewer Utility Operating Fund	E	<u></u>	<u>42,550.00</u>
Total Capital Fund		<u>5,950,810.00</u>	<u>5,372,759.10</u>
<u>TOTAL ASSETS</u>		<u>\$ 7,046,110.55</u>	<u>\$ 6,428,203.88</u>

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

		December 31,	
	<u>Ref.</u>	<u>2018</u>	<u>2017</u>
<u>LIABILITIES, RESERVES AND FUND BALANCE</u>			
Operating Fund:			
Appropriation Reserves:			
Encumbered	E-4;E-11	\$ 3,998.65	\$ 3,489.28
Unencumbered	E-4;E-11	97,705.83	102,858.79
Total Appropriation Reserves		101,704.48	106,348.07
Accrued Interest on Notes			313.57
Due to Sewer Utility Capital Fund	E		42,550.00
		101,704.48	149,211.64
Reserve for Receivables	E	155,034.68	155,904.81
Fund Balance	E-1	838,561.39	750,328.33
Total Operating Fund		1,095,300.55	1,055,444.78
Capital Fund:			
Bond Anticipation Notes Payable	E-16		34,000.00
Improvement Authorizations:			
Funded	E-12	12,724.17	55,684.71
Unfunded	E-12	623,187.70	7,176.26
Capital Improvement Fund	E-13	22,589.68	47,589.68
Reserve for:			
Amortization	E-14	4,684,149.41	4,684,149.41
Deferred Amortization	E-14A	203,000.00	139,000.00
Debt Service		50,000.00	50,000.00
Connection Fees		286,885.00	286,885.00
Preliminary Expenses		265.00	265.00
Fund Balance	E-2	68,009.04	68,009.04
Total Capital Fund		5,950,810.00	5,372,759.10
<u>TOTAL LIABILITIES, RESERVES AND FUND BALANCE</u>		\$ 7,046,110.55	\$ 6,428,203.88

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>	<u>2018</u>	<u>2017</u>
<u>Revenue and Other Income Realized</u>			
Fund Balance Utilized		\$ 90,000.00	\$ 100,000.00
Sewer Rents		883,447.85	892,080.55
Miscellaneous Revenue		34,404.84	19,805.14
Other Credits to Income:			
Unexpended Balance of Appropriation Reserves		99,536.60	92,064.69
		<u>1,107,389.29</u>	<u>1,103,950.38</u>
<u>Expenditures</u>			
Budget Expenditures:			
Operating		844,348.06	850,049.52
Capital Improvements		5,000.00	5,000.00
Capital Outlay		5,000.00	5,000.00
Debt Service		34,206.43	34,544.77
Deferred Charges and Statutory Expenditures		40,601.74	39,230.48
		<u>929,156.23</u>	<u>933,824.77</u>
Total Expenditures		<u>929,156.23</u>	<u>933,824.77</u>
Excess in Revenue		178,233.06	170,125.61
<u>Fund Balance</u>			
Balance January 1		750,328.33	680,202.72
		<u>928,561.39</u>	<u>850,328.33</u>
Decreased by:			
Utilization as Anticipated Revenue		90,000.00	100,000.00
		<u>90,000.00</u>	<u>100,000.00</u>
Balance December 31	E	<u>\$ 838,561.39</u>	<u>\$ 750,328.33</u>

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, 2017	E	\$ 68,009.04
Balance December 31, 2018	E	\$ 68,009.04

SEWER UTILITY OPERATING FUND
STATEMENT OF REVENUE - REGULATORY BASIS
YEAR ENDED DECEMBER 31, 2018

	<u>Anticipated</u>	<u>Realized</u>	<u>Excess or Deficit *</u>
Fund Balance Anticipated	\$ 90,000.00	\$ 90,000.00	
Sewer Rents	826,470.00	883,447.85	\$ 56,977.85
Miscellaneous Revenue	13,000.00	34,404.84	21,404.84
	<u>\$ 929,470.00</u>	<u>\$ 1,007,852.69</u>	<u>\$ 78,382.69</u>

Analysis of Realized Revenue

Miscellaneous:

Interest on Sewer Rents	\$ 10,281.86
Interest on Investments and Deposits	15,834.90
Due from Sewer Utility Capital Fund:	
Interest on Investments and Deposits	8,288.08
	<u>\$ 34,404.84</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, 2018

	Appropriations		Expended		Unexpended Balance Cancelled
	Budget	Budget After Modifi- cation	Paid or Charged	Reserved	
Operating:					
Salaries and Wages	\$ 190,394.00	\$ 190,394.00	\$ 190,120.48	\$ 273.52	
Other Expenses	653,954.06	653,954.06	561,579.40	92,374.66	
Capital Improvements:					
Capital Improvement Fund	5,000.00	5,000.00	5,000.00		
Capital Outlay	5,000.00	5,000.00		5,000.00	
Debt Service:					
Payment of Note Principal	34,000.00	34,000.00	34,000.00		
Interest on Notes	520.20	520.20	206.43		\$ 313.77
Statutory Expenditures:					
Contribution to:					
Public Employees' Retirement Fund	21,000.00	21,000.00	20,999.87	0.13	
Social Security System (O.A.S.I.)	14,601.74	14,601.74	14,544.22	57.52	
Unemployment Compensation Insurance (N.J.S.A. 43:21-3 et. seq.)	5,000.00	5,000.00	5,000.00		
	<u>\$ 929,470.00</u>	<u>\$ 929,470.00</u>	<u>\$ 831,450.40</u>	<u>\$ 97,705.83</u>	<u>\$ 313.77</u>
Ref.				E	
Analysis of Paid or Charged:					
Cash Disbursed			\$ 827,245.32		
Encumbrances			3,998.65		
Accrued Interest on Notes			206.43		
			<u>\$ 831,450.40</u>		

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

BOROUGH OF STANHOPE
COUNTY OF SUSSEX
2018
GENERAL FIXED ASSETS ACCOUNT GROUP
(UNAUDITED)

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

	December 31,	
	2018	2017
<u>ASSETS</u>		
Land	\$ 1,022,100.00	\$ 1,022,100.00
Building	1,211,000.00	1,211,000.00
Equipment and Vehicles	4,247,883.94	4,084,559.01
<u>TOTAL ASSETS</u>	<u>\$ 6,480,983.94</u>	<u>\$ 6,317,659.01</u>
 <u>RESERVE</u>		
Reserve for Fixed Assets	<u>\$ 6,480,983.94</u>	<u>\$ 6,317,659.01</u>
 <u>TOTAL RESERVE</u>	<u>\$ 6,480,983.94</u>	<u>\$ 6,317,659.01</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, 2018

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, 2018
 (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, 2018
 (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, where applicable, 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, 2018
(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, 2018
(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.

	December 31,		
	2018	2017	2016
<u>Issued</u>			
General:			
Notes	\$ 1,830,450.00	\$ 1,888,950.00	\$ 1,973,250.00
Water Utility:			
Loans and Notes	1,984,698.85	2,136,702.81	2,306,772.77
Sewer Utility:			
Notes		34,000.00	68,000.00
Total Issued	<u>3,815,148.85</u>	<u>4,059,652.81</u>	<u>4,348,022.77</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>3,759,398.85</u>	<u>4,003,902.81</u>	<u>4,292,272.77</u>

BOROUGH OF STANHOPE
NOTES TO FINANCIAL STATEMENTS
YEAR ENDED DECEMBER 31, 2018
(Continued)

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

Summary of Municipal Debt (Cont'd)

	December 31,		
	2018	2017	2016
<u>Authorized but not Issued:</u>			
General:			
Bonds and Notes	\$ 1,328,740.00	\$ 161,500.00	\$ 305,200.00
Water Utility:			
Bonds and Notes	54,850.00	2,750.00	2,750.00
Sewer Utility:			
Bonds and Notes	658,525.00		
Total authorized but not Issued	<u>2,042,115.00</u>	<u>164,250.00</u>	<u>307,950.00</u>
Net Bonds and Notes Issued and Authorized but not Issued	<u>\$ 5,801,513.85</u>	<u>\$ 4,168,152.81</u>	<u>\$ 4,600,222.77</u>

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

	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>
	Balance 12/31/2017	Additions	Retirements	Balance 12/31/2018
Bond Anticipation Notes:				
General Capital Fund	\$ 1,888,950.00	\$ 1,830,450.00	\$ 1,888,950.00	\$ 1,830,450.00
Water Utility Capital Fund	718,600.00	646,740.00	718,600.00	646,740.00
Sewer Utility Capital Fund	34,000.00		34,000.00	
Loans Payable:				
Water Utility Capital Fund:				
NJ Environmental Infrastructure Loans	<u>1,418,102.81</u>		<u>80,143.96</u>	<u>1,337,958.85</u>
Total	<u>\$ 4,059,652.81</u>	<u>\$ 2,477,190.00</u>	<u>\$ 2,721,693.96</u>	<u>\$ 3,815,148.85</u>

BOROUGH OF STANHOPE
 NOTES TO FINANCIAL STATEMENTS
 YEAR ENDED DECEMBER 31, 2018
 (Continued)

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

The Borough's debt issued and outstanding on December 31, 2018, is described as follows:

General Capital Fund

Bond Anticipation Notes

<u>Purpose</u>	Maturities of Notes Outstanding Dec. 31, 2018		
	<u>Rate</u>	<u>Date</u>	<u>Amount</u>
Various Improvements	2.510%	5/23/2019	\$ 42,700.00
Various Improvements	2.510%	5/23/2019	112,500.00
Acquisition of New Equipment	2.510%	5/23/2019	31,900.00
Acquisition of Fire Equipment	2.510%	5/23/2019	16,500.00
Various Improvements	2.510%	5/23/2019	227,000.00
Various Improvements	2.510%	5/23/2019	62,950.00
Maple and Mountain Terrace	2.510%	5/23/2019	190,301.09
James Street Improvements	2.510%	5/23/2019	109,243.91
Various Improvements	2.510%	5/23/2019	159,455.00
Various Improvements	2.510%	5/23/2019	227,750.00
Improvements of Various Roads	2.510%	5/23/2019	107,000.00
Various Improvements	2.510%	5/23/2019	291,650.00
Various Improvements	2.510%	5/23/2019	161,500.00
Improvement of Sparta Rd & Various Trails	2.510%	5/23/2019	90,000.00
			<u>\$ 1,830,450.00</u>

BOROUGH OF STANHOPE
NOTES TO FINANCIAL STATEMENTS
YEAR ENDED DECEMBER 31, 2018
(Continued)

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

The Borough's debt issued and outstanding on December 31, 2018, is described as follows:

Water Utility Capital Fund

Bond Anticipation Notes

<u>Purpose</u>	Maturities of Notes Outstanding Dec. 31, 2018		
	<u>Rate</u>	<u>Date</u>	<u>Amount</u>
Improvement to Water Supply and Distribution System	2.510%	5/22/2019	\$ 50,000.00
Acquisition of New and Additional Vehicular Equipment	2.510%	5/22/2019	24,850.00
Improvement to Water Supply and Distribution System	2.510%	5/22/2019	36,900.00
Acquisition and Installation of a New Generator	2.510%	5/22/2019	6,800.00
Acquisition of New and Additional Equipment	2.510%	5/22/2019	86,500.00
Improvement to Water Supply and Distribution System	2.510%	5/22/2019	63,000.00
Improvement to Water Supply and Distribution System	2.510%	5/22/2019	195,890.00
Various Improvements	2.510%	5/22/2019	30,600.00
Improvement to Water Supply and Distribution System	2.510%	5/22/2019	33,700.00
Various Improvements	2.510%	5/22/2019	118,500.00
			<u>\$ 646,740.00</u>

NJ Environmental Infrastructure Trust Loans

<u>Purpose</u>	<u>Final Maturity Date</u>	<u>Interest Rate</u>	<u>Balance Dec. 31, 2018</u>
Fund Loan #1	08/01/2033	N/A	\$ 688,156.82
Trust Loan #1	08/01/2033	3.00%-5.00%	255,000.00
Fund Loan #2	08/01/2033	N/A	190,678.03
Trust Loan #2	08/01/2033	0.20%-3.35%	204,124.00
			<u>\$ 1,337,958.85</u>

BOROUGH OF STANHOPE
NOTES TO FINANCIAL STATEMENTS
YEAR ENDED DECEMBER 31, 2018
(Continued)

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

Bond Anticipation Notes

Total Debt Issued and Outstanding	<u>\$ 3,815,148.85</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 0.991%.

	<u>Gross Debt</u>	<u>Deductions</u>	<u>Net Debt</u>
Local School District Debt	\$ 1,510,000.00	\$ 1,510,000.00	
Water Utility Debt	2,039,548.85	2,039,548.85	
Sewer Utility Debt	658,525.00	658,525.00	
General Debt	<u>3,159,190.00</u>		<u>\$ 3,159,190.00</u>
	<u>\$ 7,367,263.85</u>	<u>\$ 4,208,073.85</u>	<u>\$ 3,159,190.00</u>

Net Debt \$3,159,190.00 divided by Equalized Valuation Basis per N.J.S. 40A:2-2 as amended, \$318,855,614.33 = 0.991%.

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

3.5% Average Equalized Valuation of Real Property	\$ 11,159,946.50
Net Debt	<u>3,159,190.00</u>
Remaining Borrowing Power	<u>\$ 8,000,756.50</u>

BOROUGH OF STANHOPE
 NOTES TO FINANCIAL STATEMENTS
 YEAR ENDED DECEMBER 31, 2018
 (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		\$ 765,257.58
Deductions:		
Operating and Maintenance Costs	\$ 529,945.00	
Debt Service	178,031.59	
Total Deductions		<u>707,976.59</u>
Excess in Revenue		<u>\$ 57,280.99</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		\$ 1,007,852.69
Deductions:		
Operating and Maintenance Costs	\$ 884,949.80	
Debt Service	34,206.43	
Total Deductions		<u>919,156.23</u>
Excess in Revenue		<u>\$ 88,696.46</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

Year Ended Dec. 31,	Water Utility Capital		Total
	Principal	Interest	
2020	\$ 80,260	\$ 14,711	\$ 94,971
2021	85,406	14,065	99,471
2022	85,589	13,132	98,721
2023	85,805	12,167	97,972
2024	86,318	10,153	96,471
2023-2027	351,874	36,161	388,035
2028-2032	467,711	22,394	490,105
2033	94,996	1,200	96,196
Total	<u>\$ 1,337,959</u>	<u>\$ 123,983</u>	<u>\$ 1,461,942</u>

BOROUGH OF STANHOPE
NOTES TO FINANCIAL STATEMENTS
YEAR ENDED DECEMBER 31, 2018
(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 \$2,848,358 at December 31, 2017. The State of New Jersey Police Firemen's Retirement System's (PFRS) net pension liability was calculated to be \$3,545,902 at December 31, 2017. See Note 5 for further information on the PERS and PFRS.

Note 3: Fund Balances Appropriated

Fund balances at December 31, 2018, which were appropriated and included as anticipated revenue in the year ending December 31, 2019 introduced budget, were as follows:

Current Fund	\$830,000.00
Water Utility Operating Fund	67,000.00
Sewer Utility Operating Fund	92,000.00

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.nj.gov/treasury/pensions/financial-reports.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, 2018
(Continued)

Note 5: Pension Plans (Cont'd)

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

Benefits Provided (Cont'd)

<u>Tier</u>	<u>Definition</u>
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 \$78,174 for 2018.

The employee contribution rate was 7.34% effective July 1, 2017 and increased to 7.50% effective July 1, 2018. Subsequent increases after October 1, 2011 were 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, 2018
(Continued)

Note 5: Pension Plans (Cont'd)

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

Pension Liabilities and Pension Expense

At December 31, 2017, the Borough's liability was \$2,848,358 for its proportionate share of the net pension liability. The net pension liability was measured as of June 30, 2017, and the total pension liability used to calculate the net pension liability was determined by an actuarial valuation as of July 1, 2016 which was rolled forward to June 30, 2017. 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, 2017, the Borough's proportion was 0.012%, which was an increase of 0.0008% from its proportion measured as of June 30, 2016. For the year ended December 31, 2018, the Borough recognized actual pension expense in the amount of \$78,174. The Borough has rolled forward the net pension liability to December 31, 2017 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, 2017 pension information in the Notes to the Financial Statements as the June 30, 2018 pension information has not been released as of the date of this audit.

Actuarial Assumptions

The total pension liability for the June 30, 2017 measurement date was determined by an actuarial valuation as of July 1, 2016 which was rolled forward to June 30, 2017. This actuarial valuation used the following actuarial assumptions:

Inflation Rate	2.25%
Salary Increases:	
Through 2026	1.65 – 4.15% based on age
Thereafter	2.65 – 5.15% based on age
Investment Rate of Return	7.00%

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, 2018
 (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, 2016 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 (7.00% at June 30, 2017) 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, 2017 are summarized in the following table:

Asset Class	Target Allocation	Long-Term Expected Real Rate of Return
Absolute Return/Risk Mitigation	5.00%	5.51%
Cash Equivalents	5.50%	1.00%
U.S. Treasuries	3.00%	1.87%
Investment Grade Credit	10.00%	3.78%
Public High Yield	2.50%	6.82%
Global Diversified Credit	5.00%	7.10%
Credit Oriented Hedge Funds	1.00%	6.60%
Debt Related Private Equity	2.00%	10.63%
Debt Related Real Estate	1.00%	6.61%
Private Real Asset	2.50%	11.83%
Equity Related Real Estate	6.25%	9.23%
U.S. Equity	30.00%	8.19%
Non-U.S. Developed Market Equity	11.50%	9.00%
Emerging Markets Equity	6.50%	11.64%
Buyouts/Venture Capital	8.25%	13.08%

Discount Rate

The discount rate used to measure the total pension liability was 5.00% as of June 30, 2017. This single blended discount rate was based on the long-term expected rate of return on pension plan investments of 7.00% and a municipal bond rate of 3.58% as of June 30, 2017 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, 2018
 (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 2040. Therefore, the long-term expected rate of return on plan investments was applied to projected benefit payments through 2040, 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, 2017 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, 2017			
	1% Decrease (4.00%)	Current Discount Rate (5.00%)	1% Increase (6.00%)
Borough's proportionate share of the Net Pension Liability	\$ 3,533,582	\$ 2,848,358	\$ 2,277,482

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.nj.gov/treasury/pensions/financial-reports.shtml.

BOROUGH OF STANHOPE
NOTES TO FINANCIAL STATEMENTS
YEAR ENDED DECEMBER 31, 2018
(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, 2018
(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, 2017 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, 2017 is the actuarially determined contribution amount that the State owes for the fiscal year ending June 30, 2017. 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, 2018. During the fiscal year ended June 30, 2017, the State of New Jersey contributed \$19,860 to the PFRS for normal pension benefits on behalf of the Borough, which is less than the contractually required contribution of \$48,583.

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

Pension Liabilities and Pension Expense

At December 31, 2017, the Borough's liability for its proportionate share of the net pension liability was \$3,545,902. The net pension liability was measured as of June 30, 2017, and the total pension liability used to calculate the net pension liability was determined by an actuarial valuation as of July 1, 2016 which was rolled forward to June 30, 2017.

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, 2017, the Borough's proportion was 0.023%, which was an increase of 0.003% from its proportion measured as of June 30, 2016. The Borough has rolled forward the net pension liability to December 31, 2017 with no adjustments.

BOROUGH OF STANHOPE
NOTES TO FINANCIAL STATEMENTS
YEAR ENDED DECEMBER 31, 2018
(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 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, 2017 pension information in the Notes to the Financial Statements as the June 30, 2018 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 \$397,171 as of June 30, 2017. The net pension liability was measured as of June 30, 2017, and the total pension liability used to calculate the net pension liability was determined by an actuarial valuation as of July 1, 2016 which was rolled forward to June 30, 2017. 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, 2017, the State's proportion was 0.023%, which was an increase of 0.003% from its proportion measured as of June 30, 2016 which is the same proportion as the Borough's. The Borough has rolled forward the net pension liability to December 31, 2017 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	\$ 3,545,902
State's Proportionate Share of the Net Pension Liability Associated with the Borough	<u>397,171</u>
Total Net Pension Liability	<u><u>\$ 3,943,073</u></u>

For the year ended December 31, 2018, the Borough recognized total pension expense of \$203,276.

Actuarial Assumptions

The total pension liability for the June 30, 2017 measurement date was determined by an actuarial valuation as of July 1, 2016 which was rolled forward to June 30, 2017. This actuarial valuation used the following actuarial assumptions:

Inflation Rate	2.25%
Salary Increases:	
Through 2026	2.10% - 8.98% based on age
Thereafter	3.10% - 9.98% based on age
Investment Rate of Return	7.00%

BOROUGH OF STANHOPE
NOTES TO FINANCIAL STATEMENTS
YEAR ENDED DECEMBER 31, 2018
(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 three years using the plan actuary's modified 2014 projection scales and 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 were based on the RP-2000 Combined Healthy Mortality Tables projected thirteen years using Projection Scale BB and then three years using the plan actuary's modified 2014 projection scales and 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, 2016 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 (7.00% at June 30, 2017) 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, 2017 are summarized in the table on the following page:

BOROUGH OF STANHOPE
NOTES TO FINANCIAL STATEMENTS
YEAR ENDED DECEMBER 31, 2018
(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>
Absolute Return/Risk Mitigation	5.00%	5.51%
Cash Equivalents	5.50%	1.00%
U.S. Treasuries	3.00%	1.87%
Investment Grade Credit	10.00%	3.78%
Public High Yield	2.50%	6.82%
Global Diversified Credit	5.00%	7.10%
Credit Oriented Hedge Funds	1.00%	6.60%
Debt Related Private Equity	2.00%	10.63%
Debt Related Real Estate	1.00%	6.61%
Private Real Asset	2.50%	11.83%
Equity Related Real Estate	6.25%	9.23%
U.S. Equity	30.00%	8.19%
Non-U.S. Developed Market Equity	11.50%	9.00%
Emerging Markets Equity	6.50%	11.64%
Buyouts/Venture Capital	8.25%	13.08%

Discount Rate - PFRS

The discount rate used to measure the total pension liability was 6.14% as of June 30, 2017. This single blended discount rate was based on the long-term expected rate of return on pension plan investments of 7.00% and a municipal bond rate of 3.58% as of June 30, 2017 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 40% 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 2057. Therefore, the long-term expected rate of return on pension plan investments was applied to projected benefit payments through 2057, and the municipal bond rate was applied to projected benefit payments after that date in determining the total pension liability.

BOROUGH OF STANHOPE
NOTES TO FINANCIAL STATEMENTS
YEAR ENDED DECEMBER 31, 2018
(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, 2017 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, 2017		
	1%	Current	1%
	Decrease	Discount Rate	Increase
	(5.14%)	(6.14%)	(7.14%)
Borough's proportionate share of the NPL and the State's proportionate share of the Net Pension Liability associated with the Borough	\$ 5,195,323	\$ 3,943,073	\$ 2,914,207

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 \$180,645. 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 \$173,116 on the Trust Funds balance sheet at December 31, 2018.

BOROUGH OF STANHOPE
NOTES TO FINANCIAL STATEMENTS
YEAR ENDED DECEMBER 31, 2018
(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>2018</u>	<u>2017</u>	<u>2016</u>
<u>Tax Rate</u>	\$ 4.11	\$ 4.07	\$ 4.01
<u>Apportionment of Tax Rate</u>			
Municipal	1.15	1.14	1.13
County	0.63	0.62	0.61
Local School	1.52	1.50	1.46
Regional High School	0.81	0.81	0.81
<u>Assessed Valuations</u>			
2018	<u>\$ 293,766,751.00</u>		
2017		<u>\$ 293,577,883.00</u>	
2016			<u>\$ 294,003,511.00</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>
2018	\$ 12,103,873.30	\$ 11,839,044.40	97.81%
2017	11,941,700.02	11,698,930.88	97.96%
2016	11,801,964.19	11,543,789.32	97.81%

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, 2018
(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, 2018 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, 2017 is as follows:

	Morris County Municipal Joint Insurance Fund
Total Assets	\$ 31,142,868
Net Position	\$ 15,160,449
Total Revenue	\$ 18,917,254
Total Expenses	\$ 15,934,840
Change in Net Position	\$ 2,982,414
Members Dividends	\$ -0-

BOROUGH OF STANHOPE
NOTES TO FINANCIAL STATEMENTS
YEAR ENDED DECEMBER 31, 2018
(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>
2016	\$ 142.44	\$ 15,500.00	\$ 1,173.65	\$ 87,313.48
2017	699.59	15,500.00	1,216.31	102,296.76
2018	1,839.32	15,500.50	1,196.27	118,440.31

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, 2018
(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, 2018
 (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, c.281 (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, 2018, 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 Manage- ment Fund</u>	<u>Totals</u>
Current	\$ 250.00	\$ 2,648,252.75	\$ 100,831.64	\$ 2,749,334.39
Animal Control		13,520.60		13,520.60
Other Trust		652,983.27		652,983.27
General Capital		249,200.26	469.82	249,670.08
Water Operating	50.00	263,352.29	92,667.04	356,069.33
Water Capital		199,427.65	4,925.81	204,353.46
Sewer Operating	50.00	908,095.55	32,120.32	940,265.87
Sewer Capital		80,211.82	324,923.77	405,135.59
	<u>\$ 350.00</u>	<u>\$ 5,015,044.19</u>	<u>\$ 555,938.40</u>	<u>\$ 5,571,332.59</u>

During the year ended December 31, 2018, the Borough did not hold any investments. The carrying amount of the Borough's cash and cash equivalents at year end was \$5,571,332.59 and the bank balance was \$5,613,312.65. The \$555,938.40 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, 2018
(Continued)

Note 10: Postemployment Benefits Other Than Pensions (OPEB)

State Health Benefit Local Government Retired Employees Plan

Plan Description

The State Health Benefit Local Government Retired Employees Plan (the Plan) is a cost sharing multiple employer defined benefit other postemployment benefit (OPEB) plan with a special funding situation. It covers employees of local government employers that have adopted a resolution to participate in the Plan. The plan meets the definition of an equivalent arrangement as defined in paragraph 4 of GASB Statement No. 75, *Accounting and Financial Reporting for the Postemployment Benefits Other Than Pensions*; therefore, assets are accumulated to pay associated benefits. For additional information about the Plan, please refer to the State of New Jersey (the State), Division of Pensions and Benefits' (the Division) Comprehensive Annual Financial Report (CAFR), which can be found at <https://www.state.nj.us/treasury/pensions/financial-reports.shtml>.

Benefits Provided

The Plan provides medical and prescription drug coverage to retirees and their dependents of the employers. Under the provisions of Chapter 88, P.L. 1974 and Chapter 48, P.L. 1999, local government employers electing to provide postretirement medical coverage to their employees must file a resolution with the Division. Under Chapter 88, local employers elect to provide benefit coverage based on the eligibility rules and regulations promulgated by the State Health Benefits Commission. Chapter 48 allows local employers to establish their own age and service eligibility for employer paid health benefits coverage for retired employees. Under Chapter 48, the employer may assume the cost of postretirement medical coverage for employees and their dependents who: 1) retired on a disability pension; or 2) retired with 25 or more years of service credit in a State or locally administered retirement system and a period of service of up to 25 years with the employer at the time of retirement as established by the employer; or 3) retired and reached the age of 65 with 25 or more years of service credit in a State or locally administered retirement system and a period of service of up to 25 years with the employer at the time of retirement as established by the employer; or 4) retired and reached age 62 with at least 15 years of service with the employer. Further, the law provides that the employer paid obligations for retiree coverage may be determined by means of a collective negotiations agreement.

In accordance with Chapter 330, P.L. 1997, which is codified in N.J.S.A. 52:14-17.32i, the State provides medical and prescription coverage to local police officers and firefighters, who retire with 25 years of service or on a disability from an employer who does not provide postretirement medical coverage. Local employers were required to file a resolution with the Division in order for their employees to qualify for State-paid retiree health benefits coverage under Chapter 330. The State also provides funding for retiree health benefits to survivors of local police officers and firefighters who die in the line of duty under Chapter 271, P.L. 1989.

BOROUGH OF STANHOPE
NOTES TO FINANCIAL STATEMENTS
YEAR ENDED DECEMBER 31, 2018
(Continued)

Note 10: Postemployment Benefits Other Than Pensions (OPEB)

State Health Benefit Local Government Retired Employees Plan

Contributions

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

Special Funding Situation

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

Therefore, these employers are considered to be in a special funding situation as defined by GASB Statement No. 75 and the State is treated as a nonemployer contributing entity. For New Jersey local governments who report under the regulatory basis of accounting, the net OPEB liability and related deferred inflows are not recorded in the financial statements and there is only note disclosure of this information. Since the local participating employers do not contribute under this legislation directly to the plan, there is no net OPEB liability, deferred outflows of resources, or deferred inflows of resources to report in the financial statements of the local participating employers related to this legislation. 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 OPEB liability that is associated with the local participating employer.

Allocation Methodology

GASB Statement No. 75 requires participating employers in the Plan to recognize their proportionate share of the collective net OPEB liability, collective deferred outflows of resources, collective inflows of resources, and collective OPEB expense. The special funding situation's and nonspecial funding situation's net OPEB liability, deferred outflows of resources, deferred inflows of resources, and OPEB expense are based on separately calculated total OPEB liabilities. The nonspecial funding situation's net OPEB liability, deferred outflows of resources, deferred inflows of resources, and OPEB expense are further allocated to employers based on the ratio of the plan members of an individual employer to the total members of the Plan's nonspecial funding situation during the measurement period July 1, 2016 through June 30, 2017. Employer and nonemployer allocation percentages were rounded for presentation purposes.

BOROUGH OF STANHOPE
NOTES TO FINANCIAL STATEMENTS
YEAR ENDED DECEMBER 31, 2018
(Continued)

Note 10: Postemployment Benefits Other Than Pensions (OPEB)

State Health Benefit Local Government Retired Employees Plan

OPEB Expense

The total OPEB liability as of June 30, 2018 was not available from the State of New Jersey Division of Pensions and Benefits as of the date of this report. The total OPEB liability as of June 30, 2017 was determined by an actuarial valuation as of June 30, 2016, which was rolled forward to June 30, 2017.

The State's proportionate share of the net OPEB liability attributable to the Township at June 30, 2017 was \$3,748,860. At June 30, 2017, the State's proportion related to the Township was .04311%. This is the percentage of the total State Share of the net OPEB liability of the Plan.

Additionally, during the year ended June 30, 2017, the State of New Jersey's OPEB expense related to the Township was \$268,278

Actuarial Assumptions and Other Inputs

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

Inflation Rate	2.50%
Salary Increases*:	
Through 2026	1.65% - 8.98%
Thereafter	2.65% to 9.98%

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

Preretirement mortality rates were based on the RP-2006 Headcount-Weighted Healthy Employee Male/Female Mortality Table with fully generational mortality improvement projections from the central year using MP-2017 scale. Postretirement mortality rates were based on the RP-2006 Headcount-Weighted Health Annuitant Male/Female mortality table with fully generational improvement projections from the central year using the MP-2017 scale. Disability mortality was based on the RP-2006 Headcount-Weighted Disabled Male/Female mortality table with fully generational improvement projections from the central year using the MP-2017 scale.

Certain actuarial assumptions used in the June 30, 2016 valuation were based on the results of the pension plans' experience studies for which the members are eligible for coverage under this Plan – the Police and Firemen Retirement System (PFRS) and the Public Employees' Retirement System (PERS). The PFRS and PERS experience studies were prepared for the periods July 1, 2010 to June 30, 2013 and July 1, 2011 – June 30, 2014, respectively.

BOROUGH OF STANHOPE
NOTES TO FINANCIAL STATEMENTS
YEAR ENDED DECEMBER 31, 2018
(Continued)

Note 10: Postemployment Benefits Other Than Pensions (OPEB)

State Health Benefit Local Government Retired Employees Plan

Health Care Trend Assumptions

For pre-Medicare preferred provider organization (PPO) medical benefits, this amount initially is 5.9% and decreases to a 5.0% long term trend rate after nine years. For self-insured post 65 PPO medical benefits and HMO medical benefits, the trend rate is 4.5%. For prescription drug benefits, the initial trend rate is 10.5% decreasing to a 5.0% long term rate after eight years. For the Medicare Part B reimbursement, the trend rate is 5.0%. The Medicare Advantage trend rate is 4.5% and will continue in all future years.

Discount Rate

The discount rate for June 30, 2017 was 3.58%. The discount rate for June 30, 2016 was 2.85%. This represents the municipal bond rate as chosen by the State. The source is the Bond Buyer Go 20-Bond Municipal Bond Index, which includes tax-exempt general obligation municipal bonds with an average rating of AA/Aa or higher. As the long-term rate of return is less than the municipal bond rate, it is not considered in the calculation of the discount rate, rather the discount rate is set at the municipal bond rate.

Note 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.

Note 12: Interfund Receivables and Payables

The following interfund balances remained on the balance sheet at December 31, 2018:

<u>Fund</u>	<u>Interfund Receivable</u>	<u>Interfund Payable</u>
Current	\$ 4,161.00	\$ 40,000.00
Animal Control		4,161.00
Other Trust	40,000.00	
Water Utility Operating	3,458.80	
Water Utility Capital		3,458.80
	<u>\$ 47,619.80</u>	<u>\$ 47,619.80</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.

BOROUGH OF STANHOPE
NOTES TO FINANCIAL STATEMENTS
YEAR ENDED DECEMBER 31, 2018
(Continued)

Note 12: Interfund Receivables and Payables (Cont'd)

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, 2018.

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.

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, 2018:

	Balance Dec. 31, 2017	Additions	Deletions	Balance Dec. 31, 2018
Land	\$1,022,100.00			\$1,022,100.00
Buildings	1,211,000.00			1,211,000.00
Equipment and Vehicles	4,084,559.01	\$ 163,324.93		4,247,883.94
	<u>\$6,317,659.01</u>	<u>\$ 163,324.93</u>	<u>\$ -0-</u>	<u>\$6,480,983.94</u>

SUPPLEMENTARY DATA

BOROUGH OF STANHOPE
OFFICIALS IN OFFICE AND SURETY BONDS
YEAR ENDED DECEMBER 31, 2018

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 (To 1/2/18)		
Diana Kuncken	Councilperson		
Anthony Riccardi	Councilperson (From 1/23/18)		
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
2018
CURRENT FUND

BOROUGH OF STANHOPE
CURRENT FUND
SCHEDULE OF CASH - TREASURER

	<u>Ref.</u>	
Balance December 31, 2017	A	\$ 2,947,554.79
Increased by Receipts:		
Tax Collector	\$ 12,214,277.39	
Revenue Accounts Receivable	381,997.67	
Miscellaneous Revenue Not Anticipated	82,708.36	
Appropriation Refunds	182,643.26	
Due to State of New Jersey		
Veterans and Senior Citizens' Deductions	23,500.00	
Training Fees	2,498.00	
Marriage License Fees	675.00	
Due Animal Control License Fund	6,340.20	
Reserve for Safety Training & Equipment	4,040.00	
Due from Various Vendors	2,053.88	
Due to Core Logic	8,968.86	
Unappropriated Reserves:		
Green Communities Grant	3,000.00	
Drunk Driving Enforcement Fund	2,094.96	
Clean Communities Program	7,292.27	
Click-It or Ticket	5,500.00	
Safe and Secure Communities	30,000.00	
Appropriated Reserves:		
Housing Reimbursement Program Reimbursement	9,000.00	
	<hr/>	
		12,966,589.85
		<hr/> 15,914,144.64

BOROUGH OF STANHOPE
CURRENT FUND
SCHEDULE OF CASH - TREASURER

Decreased by Disbursements:

2018 Appropriation Expenditures	\$ 4,008,860.26
2017 Appropriation Reserves	122,839.13
Accounts Payable	9,045.81
Local School District Taxes	4,473,007.00
Regional School Taxes	2,373,514.00
County Taxes	1,834,649.37
Tax Overpayment Refunds	14,517.82
Due to Other Trust Funds	2,200.00
Due to State of New Jersey	
Training Fees	2,632.00
Marriage License Fees	650.00
Due from Lenape Valley Regional High School	1,208.00
Reserve for Third Party Tax Title Liens	320,722.79
Appropriated Reserves:	
Clean Communities Program	616.07
Drunk Driving Enforcement Fund	598.00

\$ 13,165,060.25

Balance December 31, 2018

A

\$ 2,749,084.39

BOROUGH OF STANHOPE
CURRENT FUND
SCHEDULE OF CASH - COLLECTOR
YEAR ENDED DECEMBER 31, 2018

Increased by Receipts:

Taxes Receivable	\$ 11,776,217.37	
Tax Title Liens Receivable	6,777.81	
2019 Prepaid Taxes	50,722.44	
Tax Overpayments	8,964.49	
Outside Liens	318,522.48	
Interest and Costs on Taxes	53,072.80	
	<hr/>	
		<u>\$ 12,214,277.39</u>

Decreased by:

Payments to Treasurer		<u><u>\$ 12,214,277.39</u></u>
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CURRENT FUND
SCHEDULE OF CASH - GRANT FUNDS
YEAR ENDED DECEMBER 31, 2018

NOT APPLICABLE

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

Year	Balance Dec 31, 2017	2018 Levy	Collections		Tax Overpayments Applied	State of NJ Veterans' and Senior Citizens' Deductions	Cancelled	Trans- ferred to Tax Title Liens	Balance Dec 31, 2018
2017	\$ 220,248.00			\$ 207,268.33			\$ 28.41	\$ 12,951.26	
2018	\$ 12,103,873.30		\$ 219,065.84	11,568,949.04	\$ 26,029.52	\$ 25,000.00		55,703.24	\$ 209,125.66
	<u>\$ 220,248.00</u>	<u>\$ 12,103,873.30</u>	<u>\$ 219,065.84</u>	<u>\$ 11,776,217.37</u>	<u>\$ 26,029.52</u>	<u>\$ 25,000.00</u>	<u>\$ 28.41</u>	<u>\$ 68,654.50</u>	<u>\$ 209,125.66</u>

Ref. A

A

Analysis of 2018 Property Tax Levy

Tax Yield:

General Purpose Tax	\$ 12,082,626.47
Added Taxes (54:4-63.1 et seq.)	<u>21,246.83</u>

\$ 12,103,873.30

Tax Levy:

Local School District Taxes	\$ 4,473,007.00
Regional High School Taxes	2,373,514.00
County Taxes	\$ 1,834,357.57
County Added and Omitted Taxes	<u>3,235.62</u>
	<u>1,837,593.19</u>
	<u>8,684,114.19</u>
Local Tax for Municipal Purposes	\$ 3,399,406.50
Add: Additional Tax Levied	<u>20,352.61</u>
	<u>3,419,759.11</u>
	<u>\$ 12,103,873.30</u>

BOROUGH OF STANHOPE
CURRENT FUND
SCHEDULE OF TAX TITLE LIENS RECEIVABLE

	<u>Ref.</u>		
Balance December 31, 2017	A	\$	202,534.40
Increased by:			
Interest and Costs		\$	29,873.69
Transfer from Taxes Receivable			68,654.50
			<u>98,528.19</u>
			301,062.59
Decreased by:			
Cash Collections		\$	6,777.81
			<u>6,777.81</u>
Balance December 31, 2018	A	\$	<u><u>294,284.78</u></u>

BOROUGH OF STANHOPE
CURRENT FUND
SCHEDULE OF REVENUE ACCOUNTS RECEIVABLE

	Balance Dec 31, 2017	Accrued In 2018	Collected by Treasurer	Balance Dec 31, 2018
Clerk:				
Licenses:				
Alcoholic Beverages		\$ 3,059.00	\$ 3,059.00	
Fees and Permits		29,609.00	29,609.00	
Zoning Officer:				
Fees and Permits		1,810.00	1,810.00	
Board of Health:				
Fees and Permits		250.00	250.00	
Construction Code Official:				
Fees and Permits		72,844.00	72,844.00	
Municipal Court:				
Fines and Costs	\$ 3,944.78	50,471.58	52,523.32	\$ 1,893.04
Police Department:				
Fees and Permits		556.35	556.35	
Planning Board/Board of Adjustment:				
Fees and Permits		325.00	325.00	
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	
	<u>\$ 3,944.78</u>	<u>\$ 379,945.93</u>	<u>\$ 381,997.67</u>	<u>\$ 1,893.04</u>
Ref.	A			A

BOROUGH OF STANHOPE
CURRENT FUND
SCHEDULE OF CONSUMER ACCOUNTS RECEIVABLE
YEAR ENDED DECEMBER 31, 2018

NOT APPLICABLE

BOROUGH OF STANHOPE
CURRENT FUND
SCHEDULE OF 2017 APPROPRIATION RESERVES
YEAR ENDED DECEMBER 31, 2018

	Balance Dec 31, 2017	Balance After Modification	Paid or Charged	Balance Lapsed
General Government:				
Administrative and Executive:				
Other Expenses	\$ 2,883.50	\$ 2,883.50	\$ 460.66	\$ 2,422.84
Mayor and Council:				
Other Expenses	4,436.90	4,436.90	234.34	4,202.56
Municipal Clerk:				
Other Expenses	2,284.63	2,284.63	176.54	2,108.09
Financial Administration:				
Salaries and Wages	1,585.05	1,585.05	1,585.05	
Other Expenses	1,839.61	1,839.61	1,169.78	669.83
Computerized Data Processing:				
Other Expenses	3,952.31	3,952.31	319.90	3,632.41
Assessment of Taxes:				
Other Expenses	1,563.70	1,563.70	961.78	601.92
Other Expenses - Fees & Appeals	5,000.00	5,000.00		5,000.00
Collection of Taxes:				
Other Expenses	631.74	631.74		631.74
Legal Services and Costs:				
Other Expenses	43,214.66	43,214.66	13,092.86	30,121.80
Engineering Services:				
Other Expenses	17,671.25	17,671.25	1,120.00	16,551.25
Public Buildings and Grounds:				
Salaries and Wages	977.35	977.35	977.35	
Other Expenses	9,578.27	9,578.27	8,082.72	1,495.55
Municipal Land Use Law (N.J.S.A. 40:55d-1):				
Planning Board:				
Salaries and Wages	40.00	40.00	40.00	
Other Expenses	3,232.76	3,232.76	35.40	3,197.36
Zoning and Code Enforcement:				
Other Expenses	232.07	232.07	96.99	135.08
Regional Planning Board:				
Other Expenses	1,500.00	1,500.00		1,500.00
Affordable Housing-COAH	5,000.00	5,000.00		5,000.00
Environmental Commission:				
Other Expenses	900.70	900.70	250.00	650.70
Shade Tree Commission:				
Other Expenses	1,246.54	1,246.54	500.00	746.54
Insurance:				
Liability Insurance	0.63	0.63		0.63
Employee Group Insurance	41,134.03	41,134.03	18,951.62	22,182.41
Health Insurance Waiver	4,325.00	4,325.00	4,325.00	
Unemployment Compensation Insurance	6.64	6.64		6.64

BOROUGH OF STANHOPE
CURRENT FUND
SCHEDULE OF 2017 APPROPRIATION RESERVES
YEAR ENDED DECEMBER 31, 2018
(Continued)

	Balance Dec 31, 2017	Balance After Modification	Paid or Charged	Balance Lapsed
Public Safety:				
Fire:				
Other Expenses	\$ 8,870.71	\$ 8,870.71	\$ 6,997.07	\$ 1,873.64
Police:				
Salaries and Wages	14,698.60	14,698.60	14,698.60	
Other Expenses	5,386.62	5,386.62	5,280.29	106.33
Police Radio and Communication:				
Contractual	0.19	0.19		0.19
Emergency Management:				
Other Expenses	1,000.14	1,000.14		1,000.14
Streets and Roads:				
Department of Public Works:				
Salaries and Wages	9,687.35	9,687.35	9,687.35	
Other Expenses	19,141.13	19,141.13	13,977.45	5,163.68
Health and Welfare:				
Board of Health:				
Other Expenses	779.81	779.81		779.81
Animal Regulation:				
Other Expenses	5,151.05	5,151.05	881.13	4,269.92
Garbage and Trash Removal:				
Salaries and Wages	91.28	91.28	91.28	
Other Expenses	10,725.00	10,725.00		10,725.00
Contractual	5,626.00	5,626.00	5,626.00	
Vehicle Maintenance:				
Other Expenses	5,276.32	5,276.32	3,471.94	1,804.38
Recreation and Education:				
Celebration of Public Events:				
Other Expenses	1,109.80	1,109.80		1,109.80
Board of Recreation Commissioners:				
Other Expenses	6,284.46	6,284.46	612.29	5,672.17
Stormwater Management:				
Other Expenses	1,308.00	1,308.00		1,308.00
Road Repairs & Resurfacing	25,000.00	25,000.00	25,000.00	
Uniform Construction Code:				
Construction Code Official:				
Other Expenses	429.72	429.72		429.72

BOROUGH OF STANHOPE
CURRENT FUND
SCHEDULE OF 2017 APPROPRIATION RESERVES
YEAR ENDED DECEMBER 31, 2018
(Continued)

	Balance Dec 31, 2017	Balance After Modification	Paid or Charged	Balance Lapsed
Unclassified:				
Utilities	\$ 51,694.05	\$ 51,694.05	\$ 13,091.34	\$ 38,602.71
Condo Services:				
Other Expenses	30,843.32	30,843.32	9,696.12	21,147.20
Contingent	880.00	880.00	880.00	
Social Security System (O.A.S.I.)	3,165.41	3,165.41	468.28	2,697.13
	<u>\$ 360,386.30</u>	<u>\$ 360,386.30</u>	<u>\$ 162,839.13</u>	<u>\$ 197,547.17</u>

Analysis of Balance December 31, 2017

	<u>Ref.</u>	
Unencumbered	A	\$ 308,799.61
Encumbered	A	<u>51,586.69</u>
		<u>\$ 360,386.30</u>

Analysis of Paid or Charged

Cash Disbursed	\$ 122,839.13
Due to Other Trust Funds:	
Reserve for Accumulated Sick and Vacation	<u>40,000.00</u>
	<u>\$ 162,839.13</u>

BOROUGH OF STANHOPE
CURRENT FUND
SCHEDULE OF LOCAL SCHOOL DISTRICT TAXES PAYABLE
YEAR ENDED DECEMBER 31, 2018

Increased by:

Levy - Calendar Year 2018	\$ 4,473,007.00
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Decreased by:

Payments to Local School District	\$ 4,473,007.00
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CURRENT FUND
SCHEDULE OF REGIONAL HIGH SCHOOL TAXES PAYABLE
YEAR ENDED DECEMBER 31, 2018

Increased by:

Levy - Calendar Year 2018	\$ 2,373,514.00
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Decreased by:

Payments to Regional School District	\$ 2,373,514.00
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BOROUGH OF STANHOPE
COUNTY OF SUSSEX
2018
TRUST FUNDS

BOROUGH OF STANHOPE
TRUST FUNDS
SCHEDULE OF CASH - TREASURER

	Ref.	Other Trust Funds							
		Animal Control Fund	Recycling Tonnage Program	State Unemployment Insurance Fund	Performance Bonds and Escrow Deposits	Public Defender	Parking Offenses Adjudication Act	COAH Housing	Other
Balance December 31, 2017	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
Increased by Receipts:									
Animal Control Fees		4,423.20							
State Registration Fees		517.80							
Penalties and Miscellaneous		375.00							
Due to/from Current Fund:									
Interest Income		230.23							1,230.66
Interfund Advanced/Returned									2,200.00
Interest on Deposits				1,839.32		205.07			
Unemployment Insurance Deposits				15,500.50					
Due to/from Performance Bond and Escrow Deposits and Interest					4,003.11				44,310.19
Parking Offenses Adjudication Act							82.53		
Recreation Trust								153.65	550.00
COAH Housing Deposit and Interest									
Due from Current Fund Appropriated									
Reserves			4,741.00						
Recycling Revenue and Interest			3,470.74						
Total Receipts		5,546.23	8,211.74	17,339.82	4,003.11	205.07	82.53	153.65	48,290.85
Total Funds Available		21,308.03	28,508.40	119,636.58	76,702.40	12,493.97	3,095.84	9,361.00	591,054.54
Decreased by Disbursements:									
State Registration Fees		516.60							
Animal Control Fund Expenditures		700.40							
Due to Current Fund		6,570.43							1,230.66
Reserve for Recycling Expenditures			4,654.50						
Performance Bond and Escrow									
Deposit Expenditures					6,855.63				
Performance Bond and Escrow									
Miscellaneous Expenditures					1,565.64				
Due to Other Trust					42,744.55				
Tax Sale Premium Expenditures									128,000.00
Storm Recovery Expenditures									1,582.21
Recreation Trust									40.00
State Unemployment Insurance Expenditures				1,196.27					
Total Disbursements		7,787.43	4,654.50	1,196.27	51,165.82				130,852.87
Balance December 31, 2018	B	\$ 13,520.60	\$ 23,853.90	\$ 118,440.31	\$ 25,536.58	\$ 12,493.97	\$ 3,095.84	\$ 9,361.00	\$ 460,201.67

BOROUGH OF STANHOPE
ASSESSMENT TRUST FUND
ANALYSIS OF CASH
YEAR ENDED DECEMBER 31, 2018

NOT APPLICABLE

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

	<u>Ref.</u>		
Balance December 31, 2017	B	\$	9,421.60
Increased by:			
Dog License Fees Collected		\$	3,203.20
Cat License Fees Collected			1,220.00
Penalties			365.00
Penalties and Miscellaneous			10.00
			<u>4,798.20</u>
			14,219.80
Decreased by:			
Animal Control Fund Expenditures			700.40
Statutory Excess- Due to Current Fund			4,161.00
			<u>4,861.40</u>
Balance December 31, 2018	B	\$	<u><u>9,358.40</u></u>

License Fees Collected

<u>Year</u>	<u>Amount</u>
2016	\$ 4,299.20
2017	<u>5,059.20</u>
Maximum Allowable Reserve	<u><u>\$ 9,358.40</u></u>

BOROUGH OF STANHOPE
COUNTY OF SUSSEX
2018
GENERAL CAPITAL FUND

BOROUGH OF STANHOPE
GENERAL CAPITAL FUND
SCHEDULE OF CASH

	<u>Ref.</u>		
Balance December 31, 2017	C	\$	23,526.72
Increased by:			
Current Fund Budget Appropriation:			
Capital Improvement Fund		\$	100,000.00
Payment of Bond Anticipation Notes			310,000.00
Current Fund Appropriation Reserves::			
Reserve for Road Improvements			19,769.50
New Jersey Department of Transportation Grant Receivable			187,500.00
Bond Anticipation Notes Issued			1,830,450.00
Due to/from Current Fund :			
Interest Income			1,048.42
			<u>2,448,767.92</u>
			<u>2,472,294.64</u>
Decreased by:			
Due to Current Fund:			
Interest			1,048.42
Bond Anticipation Notes Payable			1,888,950.00
Improvement Authorization Expenditures			332,626.14
			<u>2,222,624.56</u>
Balance December 31, 2018	C	\$	<u><u>249,670.08</u></u>

Ordinance	No.	Date	Improvement Description	Receipts		Disbursements		Transfers		Balance (Deficit) Dec 31, 2018	
				Bond Anticipation Notes	Budget Appropriations	Bond Anticipation Notes	Improvement Authorizations	Miscellaneous	From		To
Fund Balance											
Due Current Fund											
Capital Improvement Fund											
Federal Transportation Alternative Grant											
New Jersey Department of Transportation Grant Receivable											
Reserve for Morris Canal Rehabilitation											
Reserve for Road Improvements											
Reserve for Preliminary Expenses- Pedestrian Loop											
		</									

BOROUGH OF STANHOPE
GENERAL CAPITAL FUND
SCHEDULE OF CAPITAL IMPROVEMENT FUND

	<u>Ref.</u>	
Balance December 31, 2017	C	\$ 17,275.02
Increased by:		
Current Fund Budget Appropriation		100,000.00
		<u>117,275.02</u>
Decreased by:		
Appropriated to Finance Improvement Authorizations		96,410.00
		<u>96,410.00</u>
Balance December 31, 2018	C	<u><u>\$ 20,865.02</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, 2017	Issued	Matured	Balance Dec 31, 2018
		Issue of Original Note	Issue	Maturity						
09-08	Various Improvements	06/03/10	05/23/17 05/22/18	05/23/18 05/22/19		1.53% 2.51%	\$ 85,400.00	\$ 42,700.00	\$ 85,400.00	\$ 42,700.00
10-04	Various Improvements	06/03/11	05/23/17 05/22/18	05/23/18 05/22/19		1.53% 2.51%	117,000.00	112,500.00	117,000.00	112,500.00
10-13	Acquisition of New Equipment	06/03/11	05/23/17 05/22/18	05/23/18 05/22/19		1.53% 2.51%	47,850.00	31,900.00	47,850.00	31,900.00
11-13	Acquisition of Fire Equipment	05/31/12	05/23/17 05/22/18	05/23/18 05/22/19		1.53% 2.51%	22,000.00	16,500.00	22,000.00	16,500.00
12-15	Various Improvements	05/30/13	05/23/17 05/22/18	05/23/18 05/22/19		1.53% 2.51%	283,700.00	227,000.00	283,700.00	227,000.00
13-12	Various Improvements	05/30/14	05/23/17 05/22/18	05/23/18 05/22/19		1.53% 2.51%	75,450.00	62,950.00	75,450.00	62,950.00
14-08	Maple and Mountain Terrace	05/30/14	05/23/17 05/22/18	05/23/18 05/22/19		1.53% 2.51%	222,001.09	190,301.09	222,001.09	190,301.09
14-12	James Street Improvements	05/30/14	05/23/17 05/22/18	05/23/18 05/22/19		1.53% 2.51%	52,000.00	109,243.91	52,000.00	109,243.91
14-12	James Street Improvements	05/28/15	05/23/17 05/22/18	05/23/18 05/22/19		1.53% 2.51%	127,243.91	127,243.91	185,955.00	159,455.00
14-13	Various Improvements	05/28/15	05/23/17 05/22/18	05/23/18 05/22/19		1.53% 2.51%	185,955.00	159,455.00	185,955.00	159,455.00
15-10	Various Improvements	05/24/16	05/23/17 05/22/18	05/23/18 05/22/19		1.53% 2.51%	253,150.00	227,750.00	253,150.00	227,750.00
15-14	Improvement of Various Roads	05/24/16	05/23/17 05/22/18	05/23/18 05/22/19		1.53% 2.51%	112,000.00	107,000.00	112,000.00	107,000.00
16-04	Various Improvements	05/23/17	05/23/17 05/22/18	05/23/18 05/22/19		1.53% 2.51%	305,200.00	291,650.00	305,200.00	291,650.00
17-03	Various Improvements	05/23/18	05/22/18	05/22/19		2.51%	161,500.00	161,500.00	161,500.00	161,500.00
18-03	Improvement of Sparta Road & Various Trails	05/23/18	05/22/18	05/22/19		2.51%	90,000.00	90,000.00	90,000.00	90,000.00
							<u>\$ 1,888,950.00</u>	<u>\$ 1,830,450.00</u>	<u>\$ 1,888,950.00</u>	<u>\$ 1,830,450.00</u>
							C			
							Ref.			
							Renewed	\$ 1,578,950.00	\$ 1,578,950.00	
							New Issues	251,500.00	\$ 251,500.00	
							Paid by Budget Appropriation	58,500.00	58,500.00	
								<u>\$ 1,830,450.00</u>	<u>\$ 1,888,950.00</u>	

BOROUGH OF STANHOPE
GENERAL CAPITAL FUND
SCHEDULE OF SERIAL BONDS PAYABLE
YEAR ENDED DECEMBER 31, 2018

NOT APPLICABLE

BOROUGH OF STANHOPE
GENERAL CAPITAL FUND
SCHEDULE OF GENERAL CAPITAL LOANS PAYABLE
YEAR ENDED DECEMBER 31, 2018

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, 2017	2018 Authorizations	Bond Anticipation	
					Notes Issued	Balance Dec 31, 2018
17-03	05/09/17	Various Improvements	\$ 161,500.00		\$ 161,500.00	
18-09	05/08/18	Various Improvements		\$ 1,328,740.00		\$ 1,328,740.00
			<u>\$ 161,500.00</u>	<u>\$ 1,328,740.00</u>	<u>\$ 161,500.00</u>	<u>\$ 1,328,740.00</u>

BOROUGH OF STANHOPE
COUNTY OF SUSSEX
2018
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, 2017	D	\$ 323,070.01	\$ 237,308.31
Increased by Receipts:			
Consumer Accounts Receivable - Water Rents	\$	659,104.81	
Interest on Water Rents		6,817.07	
Miscellaneous Revenue		8,626.78	
Water Utility Operating Fund Budget Appropriation:			
Capital Improvement Fund			\$ 5,000.00
Payment of Bond Anticipation Notes			71,860.00
Budget Appropriation			2,750.00
Bond Anticipation Notes Issued			646,740.00
Due to/from Water Utility Capital Fund:			
Interfund Returned		2,472.88	
Interest Income		3,708.92	
		<u>680,730.46</u>	<u>730,058.92</u>
		1,003,800.47	967,367.23
Decreased by Disbursements:			
2018 Appropriation Expenditures		607,484.46	
2017 Appropriation Reserves		14,012.57	
Interest on Loans and Notes		26,284.11	
Bond Anticipation Notes Matured			718,600.00
Improvement Authorizations			38,231.97
Due to Water Utility Operating Fund			6,181.80
		<u>647,781.14</u>	<u>763,013.77</u>
Balance December 31, 2018	D	\$ 356,019.33	\$ 204,353.46

BOROUGH OF STANHOPE
WATER UTILITY OPERATING FUND
SCHEDULE OF CASH - UTILITY COLLECTOR
YEAR ENDED DECEMBER 31, 2018

NOT APPLICABLE

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

	<u>Ref.</u>	
Balance December 31, 2017	D	\$ 105,184.58
Increased by:		
2018 Water Charges Levied		672,321.85
		<u>777,506.43</u>
Decreased by:		
Collections	\$ 659,104.81	
Transferred to Municipal Utility Lien	<u>16,471.38</u>	
		<u>675,576.19</u>
Balance December 31, 2018	D	<u><u>\$ 101,930.24</u></u>

WATER UTILITY OPERATING FUND
SCHEDULE OF WATER UTILITY LIENS
YEAR ENDED DECEMBER 31, 2018

	<u>Ref.</u>	
Increased by:		
Transfer from Consumer Accounts Receivable		\$ 16,471.38
Balance December 31, 2018	E	<u><u>\$ 16,471.38</u></u>

BOROUGH OF STANHOPE
WATER UTILITY CAPITAL FUND
SCHEDULE OF FIXED CAPITAL

	Balance Dec.31, 2017	Transferred from Fixed Capital Authorized and Uncompleted	Balance Dec.31, 2018
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	\$ 35,000.00	1,251,862.34
Purchase of DPW Truck	70,069.07		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>\$ 4,201,403.84</u>	<u>\$ 35,000.00</u>	<u>\$ 4,236,403.84</u>

D

D

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

Improvement Description	No.	Ordinance		Balance Dec.31, 2017	Deferred Charges to Future Revenue	Costs to Fixed Capital	Balance Dec.31, 2018
		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
Various Improvements	2018-11	05/09/17	54,850.00		\$ 54,850.00		54,850.00
				<u>\$ 3,186,027.12</u>	<u>\$ 54,850.00</u>	<u>\$ 35,000.00</u>	<u>\$ 3,205,877.12</u>

Ref.

D

D

BOROUGH OF STANHOPE
WATER UTILITY OPERATING FUND
SCHEDULE OF 2017 APPROPRIATION RESERVES
YEAR ENDED DECEMBER 31, 2018

	<u>Balance</u> <u>Dec.31, 2017</u>	<u>Balance</u> <u>After</u> <u>Modification</u>	<u>Paid or</u> <u>Charged</u>	<u>Balance</u> <u>Lapsed</u>
Operating:				
Salaries and Wages	\$ 14,350.52	\$ 14,350.52		\$ 14,350.52
Other Expenses	102,951.32	102,951.32	\$ 14,012.57	88,938.75
Deferred Charges and Statutory				
Expenditures:				
Social Security System (O.A.S.I.)	<u>1,008.50</u>	<u>1,008.50</u>		<u>1,008.50</u>
	<u>\$ 118,310.34</u>	<u>\$ 118,310.34</u>	<u>\$ 14,012.57</u>	<u>\$ 104,297.77</u>

Ref.

D

Analysis of Balance December 31, 2017

	<u>Ref.</u>	
Unencumbered	D	\$ 111,582.37
Encumbered	D	<u>6,727.97</u>
		<u>\$ 118,310.34</u>

BOROUGH OF STANHOPE
WATER UTILITY CAPITAL FUND
SCHEDULE OF IMPROVEMENT AUTHORIZATIONS

Ord. No.	Improvement Description	Ordinance		Balance Dec. 31, 2017		Deferred Charges to Future Revenue	Paid or Charged	Balance Dec. 31, 2018	
		Date	Amount	Funded	Unfunded			Funded	Unfunded
2012-18	Improvement to Water Supply and Distribution System	11/27/12	\$ 2,300,000.00	\$ 3,824.60	\$ 2,750.00			\$ 6,574.60	
2012-19	Preliminary Engineering for Phase I Water System Improvements	10/23/12	83,000.00	966.70				966.70	
2013-11	Acquisition of New and Additional Equipment	07/09/13	140,000.00		37,326.43		\$ 1,464.40		\$ 35,862.03
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		102.07		30,644.03
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		778.00		16,100.42
2015-08	Various Improvements	04/28/15	128,000.00		20,371.29		4,158.80		16,212.49
2015-13	Reconstruction of Roadway Pavements	07/14/15	27,500.00	1,135.35				1,135.35	
2018-11	Water Supply and Distribution System	05/8/18	54,850.00			\$ 54,850.00	33,833.30		21,016.70
				\$ 5,926.65	\$ 114,850.34	\$ 54,850.00	\$ 41,690.77	\$ 8,676.65	\$ 125,259.57
		<u>Ref.</u>		D	D			D	D
	Cash Disbursed						\$ 38,231.97		
	Due to Water Utility Operating:								
	Fund - Accrued Interest on Notes						3,458.80		
							\$ 41,690.77		

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

	<u>Ref.</u>	
Balance December 31, 2017	D	\$ 27,566.54
Increased by:		
2018 Budget Appropriation		<u>5,000.00</u>
Balance December 31, 2018	D	<u><u>\$ 32,566.54</u></u>

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

	<u>Ref.</u>	
Balance December 31, 2017	D	\$ 5,137,478.15
Increased by:		
Paid by Water Utility Operating Budget:		
Bond Anticipation Notes		\$ 71,860.00
NJ Environmental Infrastructure Loan #1		55,877.11
NJ Environmental Infrastructure Loan #2		24,266.85
		<u>152,003.96</u>
Balance December 31, 2018	D	<u><u>\$ 5,289,482.11</u></u>

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

<u>Ord.</u> <u>No.</u>	<u>Improvement Description</u>	<u>Date of</u> <u>Ordinance</u>	<u>Balance</u> <u>Dec.31, 2017</u>	<u>Paid From</u> <u>Operating Budget</u>	<u>Balance</u> <u>Dec.31, 2018</u>
2012-18	Improvement to Water Supply and Distribution system	11/27/2012		\$ 2,750.00	\$ 2,750.00
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	<u>27,500.00</u>	<u></u>	<u>27,500.00</u>
			<u>\$ 110,500.00</u>	<u>\$ 2,750.00</u>	<u>\$ 113,250.00</u>
		<u>Ref.</u>	D		D

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

Ord. No.	Improvement Description	Date of		Interest Rate	Balance Dec.31, 2017	Issued	Matured	Balance Dec.31, 2018
		Issue of Original Note	Issue					
2012-10	Improvement to Water Supply and Distribution System	05/31/13 05/31/13	05/23/17 05/22/18	1.530% 2.510%	\$ 62,500.00	\$ 50,000.00	\$ 62,500.00	\$ 50,000.00
2012-14	Acquisition of New and Additional Vehicular Equipment	05/31/13 05/31/13	05/23/17 05/22/18	1.530% 2.510%	31,050.00	24,850.00	31,050.00	24,850.00
2012-18	Improvement to Water Supply and Distribution System	05/31/13 05/31/13	05/23/17 05/22/18	1.530% 2.510%	46,150.00	36,900.00	46,150.00	36,900.00
2013-02	Acquisition and Installation of a New Generator	05/31/13 05/31/13	05/23/17 05/22/18	1.530% 2.510%	10,300.00	6,800.00	10,300.00	6,800.00
2013-11	Acquisition of New and Additional Equipment	05/31/13 05/30/14	05/23/17 05/22/18	1.530% 2.510%	93,800.00	86,500.00	93,800.00	86,500.00
2014-07	Improvement to Water Supply and Distribution System	05/31/13 05/30/14	05/23/17 05/22/18	1.530% 2.510%	73,500.00	63,000.00	73,500.00	63,000.00
2014-11	Improvement to Water Supply and Distribution System	05/31/13 05/28/15	05/23/17 05/22/18	1.530% 2.510%	211,000.00	195,890.00	211,000.00	195,890.00
2014-14	Various Improvements	05/31/13 05/28/15	05/23/17 05/22/18	1.530% 2.510%	31,600.00	30,600.00	31,600.00	30,600.00
2014-18	Improvement to Water Supply and Distribution System	05/31/13 05/30/14	05/23/17 05/22/18	1.530% 2.510%	34,700.00	33,700.00	34,700.00	33,700.00
2015-08	Various Improvements	05/31/13 05/24/16	05/23/17 05/22/18	1.530% 2.510%	124,000.00	118,500.00	124,000.00	118,500.00
					<u>\$ 718,600.00</u>	<u>\$ 646,740.00</u>	<u>\$ 718,600.00</u>	<u>\$ 646,740.00</u>

D

Ref.

D

Renewed	\$ 646,740.00	\$ 646,740.00
Paid by Budget Appropriation	71,860.00	71,860.00
	<u>\$ 646,740.00</u>	<u>\$ 718,600.00</u>

BOROUGH OF STANHOPE
WATER UTILITY CAPITAL FUND
SCHEDULE OF SERIAL BONDS PAYABLE
YEAR ENDED DECEMBER 31, 2018

NOT APPLICABLE

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

	<u>Ref.</u>	
Balance December 31, 2017	D	\$ 999,033.93
Decreased by:		
Principal Matured		<u>55,877.11</u>
Balance December 31, 2018	D	<u>\$ 943,156.82</u>

Schedule of Principal and Interest Payments Outstanding December 31, 2018

Trust Loan - 2014 Issue

Payment Number	Due Date	Principal	Interest	Loan Balance
				\$ 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>\$ 255,000.00</u>	<u>\$ 73,750.00</u>	

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

Schedule of Principal Payments Outstanding December 31, 2018
Fund Loan - 2014 Issue

<u>Payment Number</u>	<u>Due Date</u>	<u>Principal</u>	<u>Loan Balance</u>
			\$ 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>\$ 688,156.82</u>	

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

	<u>Ref.</u>	
Balance December 31, 2017	D	\$ 419,068.88
Decreased by:		24,266.85
Principal Matured		
	D	<u>\$ 394,802.03</u>
Balance December 31, 2018		

Schedule of Principal and Interest Payments Outstanding December 31, 2018

Trust Loan - 2014 Issue

Payment Number	Due Date	Principal	Interest	Loan Balance
				\$ 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>\$ 204,124.00</u>	<u>\$ 50,233.63</u>	

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

Schedule of Principal Payments Outstanding December 31, 2018
Fund Loan - 2014 Issue

<u>Payment Number</u>	<u>Due Date</u>	<u>Principal</u>	<u>Loan Balance</u>
			\$ 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>\$ 190,678.03</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, 2017</u>	<u>2018 Authori- zations</u>	<u>Funded by Budget Appropriation</u>	<u>Balance Dec.31, 2018</u>
2012-18	11/27/12	Improvement to Water Supply and Distribution System	\$ 2,750.00		\$ 2,750.00	
2018-11	05/8/18	Water Supply and Distribution System		\$ 54,850.00		\$ 54,850.00
			<u>\$ 2,750.00</u>	<u>\$ 54,850.00</u>	<u>\$ 2,750.00</u>	<u>\$ 54,850.00</u>

BOROUGH OF STANHOPE
COUNTY OF SUSSEX
2018
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, 2017	E	\$ 899,489.97	\$ 473,059.69
Increased by Receipts:			
Consumer Accounts Receivable - Sewer Rents	\$	883,447.85	
Interest on Sewer Rents		10,281.86	
Interest on Investments and Deposits		15,834.90	
Sewer Utility Operating Fund Budget Appropriation:			
Capital Improvement Fund			\$ 5,000.00
Payment of Bond Anticipation Notes			34,000.00
Due from Sewer Utility Capital Fund		8,288.08	
Due to Sewer Utility Operating Fund:			
Interfund Returned			42,550.00
Interest Income			8,288.08
		917,852.69	89,838.08
		<u>1,817,342.66</u>	<u>562,897.77</u>
Decreased by Disbursements:			
2018 Appropriation Expenditures		827,245.32	
2017 Appropriation Reserves		6,811.47	
Interest on Notes		520.00	
Bond Anticipation Notes Matured			34,000.00
Improvement Authorizations			115,474.10
Due to Sewer Utility Operating Fund			8,288.08
Due to Sewer Utility Capital Fund:			
Interfund Returned		42,550.00	
		877,126.79	157,762.18
		<u>\$ 940,215.87</u>	<u>\$ 405,135.59</u>
Balance December 31, 2018	E		

BOROUGH OF STANHOPE
SEWER UTILITY OPERATING FUND
SCHEDULE OF CASH - UTILITY COLLECTOR
YEAR ENDED DECEMBER 31, 2018

NOT APPLICABLE

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

	Balance/ (Deficit) Dec 31, 2017	Receipts			Disbursements			Transfers		Balance Dec 31, 2018
		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	47,589.68		\$ 5,000.00					\$ 30,000.00		22,589.68
Due Sewer Utility Operating Fund	(42,550.00)			\$ 50,838.08			\$ 8,288.08			
Reserve for Connection Fees	286,885.00									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									3,686.19
13-10										
Acquisition of New and Additional Equipment	51,998.52					\$ 50,136.80				1,861.72
15-09										
Acquisition of New and Additional Vehicular Equipment	7,176.26	\$ 34,000.00			\$ 34,000.00					7,176.26
18-10										
Various Improvements						65,337.30			\$ 30,000.00	(35,337.30)
	\$ 473,059.69	\$ 34,000.00	\$ 5,000.00	\$ 50,838.08	\$ 34,000.00	\$ 115,474.10	\$ 8,288.08	\$ 30,000.00	\$ 30,000.00	\$ 405,135.59

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

	<u>Ref.</u>	
Balance December 31, 2017	E	\$ 155,904.81
Increased by:		
2018 Sewer Charges Levied		882,577.72
		<u>1,038,482.53</u>
Decreased by:		
Transferred to Sewer Utility Liens	\$ 18,607.34	
Collections	<u>883,447.85</u>	
		<u>902,055.19</u>
Balance December 31, 2018	E	<u><u>\$ 136,427.34</u></u>

SEWER UTILITY OPERATING FUND
SCHEDULE OF SEWER UTILITY LIENS
YEAR ENDED DECEMBER 31, 2018

	<u>Ref.</u>	
Increased by:		
Transfer from Consumer Accounts Receivable		\$ 18,607.34
Balance December 31, 2018	E	<u><u>\$ 18,607.34</u></u>

BOROUGH OF STANHOPE
SEWER UTILITY CAPITAL FUND
SCHEDULE OF FIXED CAPITAL

	Balance Dec 31, 2017	Balance Dec 31, 2018
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	139,980.00	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>\$ 4,624,149.41</u>	<u>\$ 4,624,149.41</u>

Ref.

E

E

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

Improvement Description	Ordinance		Balance Dec 31, 2017	2018 Authori- zations	Balance Dec 31, 2018
	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
Various Improvements	18-10	5/8/18	688,525.00	\$ 688,525.00	688,525.00
			<u>\$ 233,000.00</u>	<u>\$ 688,525.00</u>	<u>\$ 921,525.00</u>
	<u>Ref.</u>		E		E

BOROUGH OF STANHOPE
SEWER UTILITY OPERATING FUND
SCHEDULE OF 2017 APPROPRIATION RESERVES
YEAR ENDED DECEMBER 31, 2018

	Balance Dec 31, 2017	Balance After Modification	Paid or Charged	Balance Lapsed
Operating:				
Salaries and Wages	\$ 10,457.19	\$ 10,457.19		\$ 10,457.19
Other Expenses	94,821.91	94,821.91	\$ 6,811.47	88,010.44
Capital Improvements:				
Capital Outlay	223.00	223.00		223.00
Deferred Charges and Statutory Expenditures:				
Social Security System (O.A.S.I.)	845.97	845.97		845.97
	<u>\$ 106,348.07</u>	<u>\$ 106,348.07</u>	<u>\$ 6,811.47</u>	<u>\$ 99,536.60</u>

Analysis of Balance December 31, 2017

	<u>Ref.</u>	
Unencumbered	E	\$ 102,858.79
Encumbered	E	<u>3,489.28</u>
		<u>\$ 106,348.07</u>

BOROUGH OF STANHOPE
SEWER UTILITY CAPITAL FUND
SCHEDULE OF IMPROVEMENT AUTHORIZATIONS

Ord. No.	Improvement Description	Ordinance		Balance Dec. 31, 2017		Authorizations			Balance Dec. 31, 2018	
		Date	Amount	Funded	Unfunded	Capital Improvement Fund	Deferred Charges to Future Revenue	Paid or Charged	Funded	Unfunded
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				\$ 50,136.80	1,861.72	
15-09	Acquisition of New and Additional Vehicular Equipment	4/28/15	68,000.00		\$ 7,176.26				7,176.26	
18-10	Various Improvements	5/8/2018	688,525.00			\$ 30,000.00	\$ 658,525.00	65,337.30		\$ 623,187.70
				\$ 55,684.71	\$ 7,176.26	\$ 30,000.00	\$ 658,525.00	\$ 115,474.10	\$ 12,724.17	\$ 623,187.70
		<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, 2017	E	\$ 47,589.68
Increased by:		
2018 Budget Appropriation		<u>5,000.00</u>
		52,589.68
Decreased by:		
Appropriated to Finance Improvement Authorizations		<u>30,000.00</u>
Balance December 31, 2018	E	<u><u>\$ 22,589.68</u></u>

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

	<u>Ref.</u>	
Balance December 31, 2017	E	<u>\$ 4,684,149.41</u>
Balance December 31, 2018	E	<u><u>\$ 4,684,149.41</u></u>

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

<u>Ord. No.</u>	<u>Improvement Description</u>	<u>Date of Ordinance</u>	<u>Balance Dec 31, 2017</u>	<u>Fixed Capital Authorized</u>	<u>Funded by Budget Appropriation</u>	<u>Balance Dec 31, 2018</u>
13-10	Acquisition of New and Additional Equipment	7/9/2013	\$ 105,000.00			\$ 105,000.00
15-09	Acquisition of New and Additional Vehicular Equipment	4/28/2015	34,000.00		\$ 34,000.00	68,000.00
18-10	Various Improvements	5/8/2018		\$ 30,000.00		30,000.00
			<u>\$ 139,000.00</u>	<u>\$ 30,000.00</u>	<u>\$ 34,000.00</u>	<u>\$ 203,000.00</u>
		<u>Ref.</u>	E			E

BOROUGH OF STANHOPE
SEWER UTILITY CAPITAL FUND
SCHEDULE OF LOANS PAYABLE
YEAR ENDED DECEMBER 31, 2018

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, 2017	Matured
		Issue of Original Note	Issue	Maturity				
15-09	Acquisition of New and Additional Vehicular Equipment	5/24/2016	5/23/2017	5/23/2018	1.530%	\$ 34,000.00	\$ 34,000.00	
						\$ 34,000.00	\$ 34,000.00	
			<u>Ref.</u>			E		

BOROUGH OF STANHOPE
SEWER UTILITY CAPITAL FUND
SCHEDULE OF SERIAL BONDS PAYABLE
YEAR ENDED DECEMBER 31, 2018

NOT APPLICABLE

BOROUGH OF STANHOPE
SEWER UTILITY CAPITAL FUND
SCHEDULE OF BONDS AND NOTES AUTHORIZED BUT NOT ISSUED
YEAR ENDED DECEMBER 31, 2018

<u>Ord. No.</u>	<u>Ord. Date</u>	<u>Improvement Description</u>	<u>2018 Authori- zations</u>	<u>Balance Dec 31, 2018</u>
18-10	5/8/2018	Various Improvements	<u>\$ 658,525.00</u>	<u>\$ 658,525.00</u>
			<u><u>\$ 658,525.00</u></u>	<u><u>\$ 658,525.00</u></u>

BOROUGH OF STANHOPE

PART II

SINGLE AUDIT

YEAR ENDED DECEMBER 31, 2018

BOROUGH OF STANHOPE
SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS
YEAR ENDED DECEMBER 31, 2018

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. Environmental Protection Agency: (Passed through New Jersey Department of Environmental Protection)	Green Communities Grant	10.664	100-042-4870- 038-110230	01/01/17	12/31/18	\$ 3,000.00	\$ 3,000.00	\$ 3,000.00	\$ 3,000.00	
							3,000.00	3,000.00	3,000.00	
U.S. Department of Transportation (Passed through New Jersey Department of Transportation)	Municipal Aid (Sparta Roads and Trails)	20.205	480-078-6320- ALM-600084	01/01/10	12/31/10	187,500.00		72,523.60	72,523.60	
							187,500.00			
(Passed through New Jersey Department of Law and Public Safety)	Click-It or Ticket	20.614	N/A	01/01/18	12/31/18	5,500.00	5,000.00	5,500.00	5,500.00	
							192,500.00	78,023.60	78,023.60	
Total Department of Transportation										
Total Federal Awards							\$ 195,500.00	\$ 81,023.60	\$ 81,023.60	\$ -0-

BOROUGH OF STANHOPE
SCHEDULE OF EXPENDITURES OF STATE AWARDS
YEAR ENDED DECEMBER 31, 2018

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-		01/01/18	12/31/18	\$ 30,000.00	\$ 7,500.00	\$ 30,000.00	\$ 30,000.00
		232-YCJF-6120		01/01/19	12/31/19	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	484.88		2,662.57
		YYYY		01/01/11	12/31/18	2,127.06	113.12		113.12
				01/01/18	12/31/19	2,094.96	2,094.96		
							2,692.96		2,775.69
	Total Department of Law and Public Safety						32,692.96	30,000.00	32,775.69
Department of Environmental Protection	Clean Communities Program	765-042-4900		01/01/15	12/31/18	7,848.82		2,494.72	7,848.82
		004-V42Y-6020		01/01/16	12/31/18	8,973.89		2,590.00	6,552.08
				01/01/18	12/31/19	7,292.27	7,292.27		
							7,292.27	5,084.72	14,400.90
	Community Stewardship Incentive Program Grant	100-042-4870-		01/01/07	12/31/18	8,597.65			8,054.41
		074-V42F-6120							
	Recycling Tonnage Grant	752-042-4900-		01/01/17	12/31/18	7,809.34		4,741.00	7,809.34
		001-V42Y-6020						4,741.00	7,809.34
	Total Department of Environmental Protection						7,292.27	9,825.72	22,210.24
Total State Awards							\$ 39,985.23	\$ 39,825.72	\$ 80,034.02

BOROUGH OF STANHOPE
NOTES TO SCHEDULES OF EXPENDITURES OF FEDERAL AND STATE AWARDS
YEAR ENDED DECEMBER 31, 2018

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, 2018. 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, 2018:

NJ Environmental Infrastructure Loan Payable #1	\$ 943,156.82
NJ Environmental Infrastructure Loan Payable #2	<u>394,802.03</u>
	<u>\$ 1,337,958.85</u>

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

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, 2018 and 2017, and the related notes to the financial statements and have issued our report thereon dated March 29, 2019. 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 have not been 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 2018-01, 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

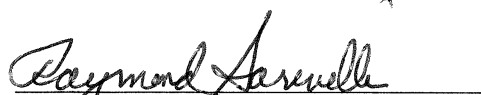
The Borough's response to the finding identified in our audit is described in the accompanying Schedule of Findings and Responses. The Borough's response was not subjected to the auditing procedures applied in the audit of the financial statements and, accordingly, we express no opinion on it.

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 29, 2019

NISIVOCIA LLP



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

BOROUGH OF STANHOPE
SCHEDULE OF FINDINGS AND RESPONSES
YEAR ENDED DECEMBER 31, 2018

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 2018 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 2018-01
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, 2018

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

Finding 2018-01
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.

Recommendation:

The Borough maintain an adequate segregation of duties, where possible, with respect to the recording and treasury functions.

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, 2018

The Borough's one finding 2017-01 noted during 2017 regarding segregation of duties was not resolved and is included in the audit for the year ended December 31, 2018. 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, 2018

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 2, 2018, 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 16, 2018 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>
2018	5
2017	5
2016	7

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, 2018. 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.

Corrective Action Plan

Recommendations #1 and #2 from the 2017 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.

* * * * *