

*BOROUGH OF STANHOPE*  
*COUNTY OF SUSSEX*  
*REPORT OF AUDIT*  
*2020*

*NISIVOCCIA LLP*  
*CERTIFIED PUBLIC ACCOUNTANTS*

BOROUGH OF STANHOPE

COUNTY OF SUSSEX

REPORT OF AUDIT

2020

BOROUGH OF STANHOPE  
TABLE OF CONTENTS  
YEAR ENDED DECEMBER 31, 2020

<u>PART I – Financial Statements and Supplementary Data</u>	<u>Page</u>
Independent Auditors' Report	1-3
<u>Financial Statements</u>	<u>Exhibit</u>
<u>Current Fund</u>	
Comparative Balance Sheet – Regulatory Basis	A
Comparative Statement of Operations and Change in Fund Balance – Regulatory Basis	A-1
Statement of Revenue – Regulatory Basis	A-2
Statement of Expenditures – Regulatory Basis	A-3
<u>Trust Funds</u>	
Comparative Balance Sheet – Regulatory Basis	B
Statement of Fund Balance – Regulatory Basis - Assessment Trust Fund (Not Applicable)	B-1
Statement of Revenue – Regulatory Basis - Assessment Trust Fund (Not Applicable)	B-2
Statement of Expenditures – Regulatory Basis - Assessment Trust Fund (Not Applicable)	B-3
<u>General Capital Fund</u>	
Comparative Balance Sheet – Regulatory Basis	C
Statement of Fund Balance – Regulatory Basis	C-1
<u>Water Utility Fund</u>	
Comparative Balance Sheet – Regulatory Basis	D
Comparative Statement of Operations and Change in Operating Fund Balance - Regulatory Basis – Water Utility Operating Fund	D-1
Statement of Capital Fund Balance – Regulatory Basis - Water Utility Capital Fund	D-2
Statement of Revenue – Regulatory Basis - Water Utility Operating Fund	D-3
Statement of Expenditures – Regulatory Basis - Water Utility Operating Fund	D-4
<u>Sewer Utility Fund</u>	
Comparative Balance Sheet – Regulatory Basis	E
Comparative Statement of Operations and Change in Operating Fund Balance - Regulatory Basis - Utility Operating Fund	E-1
Statement of Capital Fund Balance – Regulatory Basis - Sewer Utility Capital Fund	E-2
Statement of Revenue – Regulatory Basis - Sewer Utility Operating Fund	E-3
Statement of Expenditures – Regulatory Basis - Sewer Utility Operating Fund	E-4
<u>Public Assistance Fund (Not Applicable)</u>	
<u>General Fixed Assets Account Group (Unaudited)</u>	
Comparative Balance Sheet – Regulatory Basis (Unaudited)	G
	 <u>Page</u>
<u>Notes to Financial Statements</u>	1-31
<u>Supplementary Data</u>	<u>Schedule</u>
Officials in Office and Surety Bonds	1
<u>Current Fund</u>	
Schedule of Cash - Treasurer	A-4
Schedule of Cash - Collector	A-5
Schedule of Cash - Grant Funds (Not Applicable)	A-6
Schedule of Taxes Receivable and Analysis of Property Tax Levy	A-7
Schedule of Tax Title Liens Receivable	A-8

BOROUGH OF STANHOPE  
TABLE OF CONTENTS  
YEAR ENDED DECEMBER 31, 2020  
 (Continued)

<u>PART I - Financial Statements and Supplementary Data (Cont'd)</u>	<u>Schedule</u>
<u>Supplementary Data (Cont'd)</u>	
<u>Current Fund (Cont'd)</u>	
Schedule of Revenue Accounts Receivable	A-9
Schedule of Consumer Accounts Receivable (Not Applicable)	A-10
Schedule of 2019 Appropriation Reserves	A-11
Schedule of Local School District Taxes Payable	A-12
Schedule of Regional High School Taxes Payable	A-13
<u>Trust Funds</u>	
Schedule of Cash - Treasurer	B-4
Analysis of Cash - Assessment Trust Fund (Not Applicable)	B-5
Schedule of Reserve for Animal Control Fund Expenditures - Animal Control Fund	B-6
<u>General Capital Fund</u>	
Schedule of Cash	C-2
Analysis of Cash	C-3
Schedule of Deferred Charges to Future Taxation - Unfunded	C-4
Schedule of Improvement Authorizations	C-5
Schedule of Capital Improvement Fund	C-6
Schedule of Bond Anticipation Notes Payable	C-7
Schedule of Serial Bonds Payable (Not Applicable)	C-8
Schedule of General Capital Loans Payable (Not Applicable)	C-9
Schedule of Bonds and Notes Authorized but not Issued	C-10
<u>Water Utility Fund</u>	
Schedule of Cash - Treasurer	D-5
Schedule of Cash - Utility Collector - Water Utility Operating Fund (Not Applicable)	D-5A
Analysis of Water Capital Cash - Water Utility Capital Fund	D-6
Schedule of Consumer Accounts Receivable - Water Utility Operating Fund	D-7
Schedule of Water Utility Operating Fund – Water Utility Liens	D-7A
Schedule of Fixed Capital - Water Utility Capital Fund	D-8
Schedule of Fixed Capital Authorized and Uncompleted - Water Utility Capital Fund	D-9
Schedule of 2019 Appropriation Reserves - Water Utility Operating Fund	D-10
Schedule of Improvement Authorizations - Water Utility Capital Fund	D-11
Schedule of Capital Improvement Fund - Water Utility Capital Fund	D-12
Schedule of Reserve for Amortization - Water Utility Capital Fund	D-13
Schedule of Deferred Reserve for Amortization - Water Utility Capital Fund	D-13A
Schedule of Bond Anticipation Notes Payable - Water Utility Capital Fund	D-14
Schedule of Serial Bonds Payable - Water Utility Capital Fund (Not Applicable)	D-15
Schedule of NJ Environmental Infrastructure Loans Payable #1 - Water Utility Capital Fund	D-16
Schedule of NJ Environmental Infrastructure Loans Payable #2 - Water Utility Capital Fund	D-16A
Schedule of Bonds and Notes Authorized But Not Issued - Water Utility Capital Fund	D-17
<u>Sewer Utility Fund</u>	
Schedule of Cash - Treasurer	E-5
Schedule of Cash - Utility Collector - Sewer Utility Operating Fund (Not Applicable)	E-6
Analysis of Sewer Capital Cash - Sewer Utility Capital Fund	E-7
Schedule of Consumer Accounts Receivable - Sewer Utility Operating Fund	E-8
Schedule of Sewer Utility Operating Fund – Sewer Utility Liens	E-8A

BOROUGH OF STANHOPE  
TABLE OF CONTENTS  
YEAR ENDED DECEMBER 31, 2020  
 (Continued)

<u>PART I - Financial Statements and Supplementary Data (Cont'd)</u>	<u>Schedule</u>
<u>Supplementary Data (Cont'd)</u>	
<u>Sewer Utility Fund (Cont'd)</u>	
Schedule of Fixed Capital - Sewer Utility Capital Fund	E-9
Schedule of Fixed Capital Authorized and Uncompleted - Sewer Utility Capital Fund	E-10
Schedule of 2019 Appropriation Reserves - Sewer Utility Operating Fund	E-11
Schedule of Improvement Authorizations - Sewer Utility Capital Fund	E-12
Schedule of Capital Improvement Fund - Sewer Utility Capital Fund	E-13
Schedule of Reserve for Amortization - Sewer Utility Capital Fund	E-14
Schedule of Deferred Reserve for Amortization - Sewer Utility Capital Fund	E-14A
Schedule of Loans Payable – Sewer Utility Capital Fund (Not Applicable)	E-15
Schedule of Bond Anticipation Notes Payable - Sewer Utility Capital Fund	E-16
Schedule of Serial Bonds Payable - Sewer Utility Capital Fund (Not Applicable)	E-17
Schedule of Bonds and Notes Authorized but not Issued - Sewer Utility Capital Fund	E-18
<u>PART II – Single Audit</u>	<u>Page</u>
Schedule of Expenditures of Federal Awards	1
Schedule of Expenditures of State Awards	2
Notes to Schedules of Expenditures of Federal and State Awards	3
Independent Auditor’s Report on Internal Control Over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance with <i>Government Auditing Standards</i>	4-5
Schedule of Findings and Responses	6-7
Summary Schedule of Prior Audit Findings	8
<u>PART III - Comments and Recommendations</u>	
Comments and Recommendations	9-11
Summary of Recommendations	12

BOROUGH OF STANHOPE  
PART I  
FINANCIAL STATEMENTS AND  
SUPPLEMENTARY DATA  
YEAR ENDED DECEMBER 31, 2020



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Independent Member  
BKR International

## 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, 2020 and 2019, 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  
Page 2

### ***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, 2020 and 2019, 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, 2020 and 2019 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, 2020 and 2019, 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.

### ***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 Honorable Mayor and Members  
of the Borough Council  
Borough of Stanhope, NJ  
Page 3

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 25, 2021 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 25, 2021

NISIVOCCIA LLP

*Raymond A. Sarinelli*

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Raymond A. Sarinelli  
Registered Municipal Accountant No. 563  
Certified Public Accountant

BOROUGH OF STANHOPE  
COUNTY OF SUSSEX  
2020  
CURRENT FUND

BOROUGH OF STANHOPE  
CURRENT FUND  
COMPARATIVE BALANCE SHEET - REGULATORY BASIS

	<u>Ref.</u>	<u>December 31,</u>	
		<u>2020</u>	<u>2019</u>
<u>ASSETS</u>			
Cash and Cash Equivalents:			
Treasurer	A-4	\$ 3,090,938.08	\$ 2,901,517.05
Change Funds		250.00	250.00
Due from State of New Jersey:			
Veterans and Senior Citizens Deductions		2,321.47	2,935.85
		<u>3,093,509.55</u>	<u>2,904,702.90</u>
Receivables and Other Assets With Full Reserves:			
Delinquent Property Taxes Receivable	A-7	164,579.50	217,114.85
Tax Title Liens Receivable	A-8	384,469.00	303,473.79
Property Acquired for Taxes at Assessed Valuation		1,160,300.00	1,160,300.00
Revenue Accounts Receivable	A-9	2,165.20	2,782.04
Due from Animal Control Fund	B	2,455.00	6,674.46
		<u>1,713,968.70</u>	<u>1,690,345.14</u>
Total Receivables and Other Assets With Full Reserves		<u>1,713,968.70</u>	<u>1,690,345.14</u>
<u>TOTAL ASSETS</u>		<u>\$ 4,807,478.25</u>	<u>\$ 4,595,048.04</u>
<u>LIABILITIES, RESERVES AND FUND BALANCE</u>			
Appropriation Reserves:			
Unencumbered	A-3;A-11	\$ 576,530.74	\$ 315,560.82
Encumbered	A-3;A-11	21,248.30	120,298.08
Total Appropriation Reserves		<u>597,779.04</u>	<u>435,858.90</u>
Accounts Payable - Vendors		196,993.83	162,619.09
Prepaid Taxes		80,613.84	60,056.83
Tax Overpayments		10,462.05	2,320.94
Due to County of Sussex - Added and Omitted Taxes		1,323.28	936.71
Due to State of New Jersey:			
Marriage License Fees		25.00	225.00
Training Fees		1,133.00	641.00
Due to Other Trust Funds:			
Reserve for Accumulated Sick and Vacation Compensation	B		20,000.00

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

	<u>Ref.</u>	<u>December 31,</u>	
		<u>2020</u>	<u>2019</u>
<u>LIABILITIES, RESERVES AND FUND BALANCE</u>			
Reserve for:			
Sale of Municipal Assets		\$ 203,609.15	\$ 228,609.15
Shade Tree		180.04	180.04
Safety Training & Equipment		5,540.00	4,540.00
Pending Tax Appeals		138,230.11	138,230.11
Appropriated Reserves:			
Drunk Driving Enforcement Fund		11,342.51	11,999.51
Body Armor Replacement Program		5,474.18	4,218.77
Clean Communities Program		14,279.44	16,039.70
Alcohol Education Rehabilitation Program		1,135.00	1,135.00
Shade Tree Grant		165.00	165.00
Housing Reimbursement Program		89,708.18	80,708.18
Unappropriated Reserves:			
Recycling Tonnage Grant			5,165.69
Safe and Secure Communities Grant		22,500.00	22,500.00
		<u>1,380,493.65</u>	<u>1,196,149.62</u>
Reserve for Receivables	A	1,713,968.70	1,690,345.14
Fund Balance	A-1	<u>1,713,015.90</u>	<u>1,708,553.28</u>
<u>TOTAL LIABILITIES, RESERVES AND FUND BALANCE</u>		<u>\$ 4,807,478.25</u>	<u>\$ 4,595,048.04</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

	Ref.	Year Ended December 31,	
		2020	2019
<u>Revenue and Other Income Realized</u>			
Fund Balance Utilized		\$ 827,592.00	\$ 830,000.00
Miscellaneous Revenue Anticipated		476,238.93	463,909.01
Receipts from:			
Delinquent Taxes		202,469.21	222,247.01
Current Taxes		12,249,205.76	11,969,964.28
Nonbudget Revenue		47,280.02	118,139.65
Other Credits to Income:			
Unexpended Balance of Appropriation Reserves		261,894.46	190,369.93
Interfunds Returned		6,674.46	5,369.00
Total Income		<u>14,071,354.84</u>	<u>13,799,998.88</u>
<u>Expenditures</u>			
Budget Appropriations:			
Municipal Purposes		4,261,318.40	4,181,463.19
County Taxes		1,941,022.54	1,886,089.34
Due County for Added and Omitted Taxes		1,323.28	936.71
Regional High School Taxes		2,292,378.00	2,350,087.00
Local School District Taxes		4,740,803.00	4,558,528.00
Interfunds Advanced		2,455.00	6,674.46
Total Expenditures		<u>13,239,300.22</u>	<u>12,983,778.70</u>
Statutory Excess to Fund Balance		832,054.62	816,220.18

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

	<u>Ref.</u>	<u>Year Ended December 31,</u>	
		<u>2020</u>	<u>2019</u>
<u>Fund Balance</u>			
Balance January 1		<u>\$ 1,708,553.28</u>	<u>\$ 1,722,333.10</u>
		2,540,607.90	2,538,553.28
Decreased by:			
Utilized as Anticipated Revenue		<u>827,592.00</u>	<u>830,000.00</u>
Balance December 31	A	<u><u>\$ 1,713,015.90</u></u>	<u><u>\$ 1,708,553.28</u></u>

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

BOROUGH OF STANHOPE  
CURRENT FUND  
STATEMENT OF REVENUE - REGULATORY BASIS  
YEAR ENDED DECEMBER 31, 2020

	Budget	Added by NJSA 40A:4-87	Realized	Excess or Deficit *
Fund Balance Anticipated	\$ 827,592.00		\$ 827,592.00	
Miscellaneous Revenue:				
Alcoholic Beverages Licenses	3,000.00		3,083.52	\$ 83.52
Fees and Permits	20,000.00		22,145.90	2,145.90
Uniform Construction Code Fees	56,000.00		87,738.00	31,738.00
Fines and Costs - Municipal Court	40,000.00		30,798.71	9,201.29 *
Interest and Costs on Taxes	48,000.00		42,559.33	5,440.67 *
Energy Receipt Tax	210,458.00		210,458.00	
Consolidated Municipal Property Tax Relief Aid	6,124.00		6,124.00	
Garden State Trust Fund	6,847.00		4,439.00	2,408.00 *
State of New Jersey:				
Safe and Secure Communities Program	30,000.00		30,000.00	
Body Armor Replacement Program	1,255.41		1,255.41	
Clean Communities Program		\$ 7,471.37	7,471.37	
Recycling Tonnage Grant	5,165.69		5,165.69	
Reserve for the Sale of Municipal Assets	25,000.00		25,000.00	
	<u>451,850.10</u>	<u>7,471.37</u>	<u>476,238.93</u>	<u>16,917.46</u>
Receipts from Delinquent Taxes	180,000.00		202,469.21	22,469.21
Amount to be Raised by Taxes for Support of Municipal Budget:				
Local Tax for Municipal Purposes	3,504,405.53		3,983,678.94	479,273.41
Budget Totals	4,963,847.63	7,471.37	5,489,979.08	518,660.08
Nonbudget Revenue	<u>\$ 4,963,847.63</u>	<u>\$ 7,471.37</u>	<u>\$ 5,537,259.10</u>	<u>\$ 565,940.10</u>

BOROUGH OF STANHOPE  
CURRENT FUND  
STATEMENT OF REVENUE - REGULATORY BASIS  
YEAR ENDED DECEMBER 31, 2020  
(continued)

Analysis of Realized Revenue

Allocation of Current Tax Collections:		
Revenue from Collection of Current Taxes		\$ 12,249,205.76
Allocated to:		
Local School District Taxes	\$ 4,740,803.00	
Regional High School Taxes	2,292,378.00	
County Taxes	<u>1,942,345.82</u>	
		<u>8,975,526.82</u>
Balance for Support of Municipal Budget		3,273,678.94
Add: Appropriation "Reserve for Uncollected Taxes"		<u>710,000.00</u>
Realized for Support of Municipal Budget		<u><u>\$ 3,983,678.94</u></u>
Receipts from Delinquent Taxes:		
Delinquent Tax Collections		<u>\$ 202,469.21</u>
Total Delinquent Tax Collections		<u><u>\$ 202,469.21</u></u>
Fees and Permits - Other:		
Board of Health		\$ 560.00
Police		851.90
Planning Board/Board of Adjustment		650.00
Zoning Officer		2,705.00
Clerk		<u>17,379.00</u>
		<u><u>\$ 22,145.90</u></u>



BOROUGH OF STANHOPE  
CURRENT FUND  
STATEMENT OF REVENUE - REGULATORY BASIS  
YEAR ENDED DECEMBER 31, 2020  
(continued)

Analysis of Nonbudget Revenue:

Treasurer:

Interest on Investments and Deposits	\$ 23,312.60	
Administration Fee - Veterans and Senior Citizens Deductions	460.00	
Cable Franchise Fee	15,258.00	
Outside Detail Administration Fees	1,221.34	
DMV Inspection Fines	500.00	
Tax Collector Miscellaneous Revenue	280.00	
Miscellaneous	<u>3,793.08</u>	
		\$ 44,825.02

Statutory Excess in Animal Control Fund Reserve:

Due from Animal Control Fund	<u>2,455.00</u>	
		<u>2,455.00</u>
		<u>\$ 47,280.02</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, 2020

	Appropriations		Budget After Modification	Expended By		Unexpended Balance Cancelled
	Budget			Paid or Charged	Reserved	
Operations Within "CAPS":						
GENERAL GOVERNMENT:						
General Administration:						
Salaries and Wages	\$ 69,855.00	\$	\$ 69,855.00	\$ 69,855.00		
Other Expenses	20,595.00		20,595.00	16,888.45	\$ 3,706.55	
Mayor and Council:						
Salaries and Wages	19,447.00		19,447.00	19,173.20	273.80	
Other Expenses	13,338.00		13,338.00	7,716.90	5,621.10	
Municipal Clerk:						
Salaries and Wages	68,989.00		68,989.00	68,989.00		
Other Expenses	11,330.00		11,330.00	9,007.33	2,322.67	
Financial Administration:						
Salaries and Wages	99,627.00		99,627.00	99,627.00		
Other Expenses	7,945.00		7,945.00	5,845.02	2,099.98	
Annual Audit	35,075.00		35,075.00	34,316.00	759.00	
Insurance (N.J.S.A. 40A:4-45.3(00)):						
Liability Insurance	83,000.00		83,000.00	82,000.00	1,000.00	
Workers Compensation	60,464.00		60,464.00	60,139.00	325.00	
Employee Group Insurance	228,200.00		228,200.00	195,662.94	32,537.06	
Unemployment	5,500.00		5,500.00		5,500.00	
Health Insurance Waiver	19,800.00		19,800.00	7,863.20	11,936.80	
Computerized Data Processing:						
Other Expenses	24,100.00		24,100.00	18,937.30	5,162.70	
Assessment of Taxes:						
Salaries and Wages	21,358.00		21,358.00	21,358.00		
Other Expenses	2,115.00		2,115.00	1,192.86	922.14	
Other Expenses - Fees and Appeals	5,000.00		5,000.00		5,000.00	
Collection of Taxes:						
Other Expenses	6,650.00		6,650.00	4,562.57	2,087.43	
Legal Services and Costs:						
Other Expenses	77,500.00		77,500.00	37,388.96	40,111.04	

BOROUGH OF STANHOPE  
CURRENT FUND  
STATEMENT OF EXPENDITURES - REGULATORY BASIS  
YEAR ENDED DECEMBER 31, 2020  
(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	\$ 28,000.00	\$ 28,000.00	\$ 5,482.50	\$ 22,517.50	
Public Buildings and Grounds:					
Salaries and Wages	11,400.00	11,400.00	9,242.32	2,157.68	
Other Expenses	30,960.00	30,960.00	15,417.81	15,542.19	
Municipal Land Use Law (N.J.S.A.40:55d-1):					
Planning Board:					
Salaries and Wages	10,238.00	10,238.00	10,138.00	100.00	
Other Expenses	5,085.00	5,085.00	1,325.53	3,759.47	
Zoning and Code Enforcement:					
Salaries and Wages	25,944.00	25,944.00	25,944.00		
Other Expenses	1,000.00	1,000.00	157.24	842.76	
Regional Planning Board:					
Other Expenses	17,124.53	17,124.53	17,124.53		
Affordable Housing-COAH	1,000.00	1,000.00		1,000.00	
Shade Tree Commission:					
Other Expenses	1,440.00	1,440.00	815.15	624.85	
Environmental Commission					
(N.J.S.A. 40:56.1,et seq.):					
Other Expenses	1,225.00	1,225.00	598.75	626.25	
PUBLIC SAFETY:					
Fire:					
Other Expenses	42,850.00	39,850.00	39,563.25	286.75	

BOROUGH OF STANHOPE  
CURRENT FUND  
STATEMENT OF EXPENDITURES - REGULATORY BASIS  
YEAR ENDED DECEMBER 31, 2020  
(Continued)

	Appropriations		Budget After Modification	Expended By		Unexpended Balance Cancelled
	Budget			Paid or Charged	Reserved	
Operations Within "CAPS" (Cont'd):						
PUBLIC SAFETY (continued):						
Police:						
Salaries and Wages	\$ 1,042,263.00	\$	1,042,263.00	\$ 895,294.84	\$ 146,968.16	
Other Expenses	58,094.00		58,094.00	57,899.08	194.92	
Police Radio and Communication -Contractual	96,606.00		96,606.00	95,606.00	1,000.00	
First Aid Organization Contribution	15,000.00		15,000.00	15,000.00		
Emergency Management:						
Other Expenses	4,310.00		4,310.00	3,308.50	1,001.50	
STREETS AND ROADS:						
Department of Public Works:						
Salaries and Wages	153,575.00		153,575.00	122,555.23	31,019.77	
Other Expenses	91,905.00		91,905.00	35,504.72	56,400.28	
Garbage and Trash Removal:						
Salaries and Wages	12,260.00		13,010.00	12,991.74	18.26	
Other Expenses	331,450.00		330,700.00	315,415.00	15,285.00	
Vehicle Maintenance:						
Other Expenses	39,500.00		42,500.00	36,458.19	6,041.81	
HEALTH AND WELFARE:						
Board of Health:						
Salaries and Wages	4,788.00		4,788.00	4,788.00		
Other Expenses	850.00		850.00	300.06	549.94	
Animal Regulation:						
Other Expenses	7,000.00		7,000.00	839.20	6,160.80	

BOROUGH OF STANHOPE  
CURRENT FUND  
STATEMENT OF EXPENDITURES - REGULATORY BASIS  
YEAR ENDED DECEMBER 31, 2020  
(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	\$ 13,405.00	\$ 13,405.00	\$ 655.82	\$ 12,749.18	
Celebration of Public Events:					
Other Expenses	1,000.00	1,000.00		1,000.00	
Stormwater Management:					
Other Expenses	13,850.00	13,850.00	4,019.18	9,830.82	
UNIFORM CONSTRUCTION CODE - APPROPRIATION					
OFFSET BY DEDICATED REVENUE:					
Construction Code Official:					
Salaries and Wages	39,854.00	39,854.00	33,989.69	5,864.31	
Other Expenses	850.00	850.00	249.44	600.56	
UNCLASSIFIED:					
Utilities	118,810.00	118,810.00	73,993.62	44,816.38	
Condo Services	92,450.00	92,450.00	64,563.34	27,886.66	
Total Operations Within "CAPS"	3,193,974.53	3,193,974.53	2,659,763.46	534,211.07	
Contingent	1,000.00	1,000.00	356.20	643.80	
Total Operations Including Contingent Within "CAPS"	3,194,974.53	3,194,974.53	2,660,119.66	534,854.87	
Detail:					
Salaries and Wages	1,579,598.00	1,580,348.00	1,393,946.02	186,401.98	
Other Expenses	1,615,376.53	1,614,626.53	1,266,173.64	348,452.89	

BOROUGH OF STANHOPE  
CURRENT FUND  
STATEMENT OF EXPENDITURES - REGULATORY BASIS  
YEAR ENDED DECEMBER 31, 2020  
(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	\$ 69,340.00	\$ 69,340.00	\$ 69,340.00		
Social Security System (O.A.S.I.)	124,200.00	124,200.00	107,458.02	\$ 16,741.98	
Police and Firemen's Retirement System of NJ	246,681.00	246,681.00	246,681.00		
Total Deferred Charges and Statutory Expenditures - Municipal Within "CAPS"	440,221.00	440,221.00	423,479.02	16,741.98	
Total General Appropriations for Municipal Purposes Within "CAPS"	3,635,195.53	3,635,195.53	3,083,598.68	551,596.85	

BOROUGH OF STANHOPE  
CURRENT FUND  
STATEMENT OF EXPENDITURES - REGULATORY BASIS  
YEAR ENDED DECEMBER 31, 2020  
(Continued)

	Appropriations		Expended By		Unexpended Balance Cancelled
	Budget	Budget After Modification	Paid or Charged	Reserved	
Operations Excluded from "CAPS":					
Shared Service Agreements:					
Municipal Court (Hopatcong Borough)	\$ 107,017.00	\$ 107,017.00	\$ 107,017.00		
State and Federal Programs Offset by Revenues:					
Body Armor Replacement Program	1,255.41	1,255.41	1,255.41		
Clean Communities Program (N.J.S.A. 40A:4-87 + \$7,471.37)	30,000.00	7,471.37	7,471.37		
Safe and Secure Communities	30,000.00	30,000.00	30,000.00		
Recycling Tonnage Grant	5,165.69	5,165.69	5,165.69		
<b>Total Operations Excluded from "CAPS"</b>	<b>143,438.10</b>	<b>150,909.47</b>	<b>150,909.47</b>		
Detail:					
Other Expenses	143,438.10	150,909.47	150,909.47		
Capital Improvements-Excluded from "CAPS":					
Capital Improvement Fund	30,000.00	30,000.00	30,000.00		
Road Repairs and Resurfacing	25,000.00	25,000.00	66.11	\$ 24,933.89	
<b>Total Capital Improvements Excluded from "CAPS"</b>	<b>55,000.00</b>	<b>55,000.00</b>	<b>30,066.11</b>	<b>24,933.89</b>	

BOROUGH OF STANHOPE  
CURRENT FUND  
STATEMENT OF EXPENDITURES - REGULATORY BASIS  
YEAR ENDED DECEMBER 31, 2020  
(Continued)

	Appropriations		Expended By		Unexpended Balance Cancelled
	Budget	Budget After Modification	Paid or Charged	Reserved	
Municipal Debt Service Excluded from "CAPS":					
Payment of Note Principal	\$ 382,000.00	\$ 382,000.00	\$ 382,000.00		
Interest on Notes	38,214.00	38,214.00	38,213.40		\$ 0.60
Total Municipal Debt Service Excluded from "CAPS"	420,214.00	420,214.00	420,213.40		0.60
Total General Appropriations Excluded from "CAPS"	618,652.10	626,123.47	601,188.98	\$ 24,933.89	0.60
Subtotal General Appropriations	4,253,847.63	4,261,319.00	3,684,787.66	576,530.74	0.60
Reserve for Uncollected Taxes	710,000.00	710,000.00	710,000.00		
Total General Appropriations	\$ 4,963,847.63	\$ 4,971,319.00	\$ 4,394,787.66	\$ 576,530.74	\$ 0.60

Ref.

A



BOROUGH OF STANHOPE  
CURRENT FUND  
STATEMENT OF EXPENDITURES - REGULATORY BASIS  
YEAR ENDED DECEMBER 31, 2020  
(continued)

		Analysis of	
	Ref.	Budget After Modification	Paid or Charged
Adopted Budget		\$ 4,963,847.63	
Appropriation by NJSA 40A:4-87		7,471.37	
		\$ 4,971,319.00	
Reserve for Uncollected Taxes			\$ 710,000.00
Cash Disbursed			3,745,020.92
Encumbrances	A		21,248.30
Accounts Payable			10,000.00
Appropriated Reserves:			
Body Armor Replacement Program			1,255.41
Clean Communities Program			4,399.38
			4,491,924.01
Less: Appropriation Refunds			97,136.35
			\$ 4,394,787.66

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

BOROUGH OF STANHOPE  
COUNTY OF SUSSEX  
2020  
TRUST FUNDS

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

		December 31,	
<u>ASSETS</u>	<u>Ref.</u>	2020	2019
Animal Control Fund:			
Cash and Cash Equivalents	B-4	\$ 12,426.60	\$ 16,156.86
		12,426.60	16,156.86
Other Trust Funds:			
Cash and Cash Equivalents:			
Recycling Tonnage Program	B-4	26,410.75	24,897.28
State Unemployment Insurance Fund	B-4	134,780.06	135,244.59
Performance Bonds and Escrow Deposits	B-4	33,973.05	35,353.05
Public Defender	B-4	12,810.63	12,743.19
Parking Offenses Adjudication Act	B-4	3,265.56	3,196.53
Other	B-4	412,244.54	389,146.85
Council on Affordable Housing (COAH)	B-4	29,897.77	17,160.09
Due from Current Fund:			
Reserve for Accumulated Sick and Vacation Compensation	A		20,000.00
		653,382.36	637,741.58
<u>TOTAL ASSETS</u>		<u>\$ 665,808.96</u>	<u>\$ 653,898.44</u>
<u>LIABILITIES, RESERVES AND FUND BALANCE</u>			
Animal Control Fund:			
Due to Current Fund	A	\$ 2,455.00	\$ 6,674.46
Reserve for Animal Control Expenditures	B-6	9,971.60	9,482.40
		12,426.60	16,156.86
Other Trust Funds:			
Reserve for:			
Recycling Tonnage Program Expenditures		26,410.75	24,897.28
State Unemployment Insurance Payments		134,780.06	135,244.59
Performance Bonds and Escrow Deposits		109,824.37	108,806.68
Public Defender		12,810.63	12,743.19
Parking Offenses Adjudication Act		3,265.56	3,196.53
Tax Sale Premiums		70,400.00	69,700.00
Storm Recovery		98,933.20	98,933.20
Accumulated Sick and Vacation Compensation		138,329.25	138,329.25
Recreation Commission		26,730.77	26,730.77
Canal Restoration		2,000.00	2,000.00
Council on Affordable Housing (COAH)		29,897.77	17,160.09
		653,382.36	637,741.58
<u>TOTAL LIABILITIES, RESERVES AND FUND BALANCE</u>		<u>\$ 665,808.96</u>	<u>\$ 653,898.44</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, 2020

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, 2020

NOT APPLICABLE

ASSESSMENT TRUST FUND  
STATEMENT OF EXPENDITURES - REGULATORY BASIS  
YEAR ENDED DECEMBER 31, 2020

NOT APPLICABLE

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

BOROUGH OF STANHOPE  
COUNTY OF SUSSEX  
2020  
GENERAL CAPITAL FUND

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

	<u>Ref.</u>	<u>December 31,</u>	
		<u>2020</u>	<u>2019</u>
<u>ASSETS</u>			
Cash and Cash Equivalents	C-2	\$ 412,430.40	\$ 1,103,361.31
Due from:			
Water Utility Operating Fund	D		1,250.00
Water Utility Capital Fund	D	236,400.00	
Sewer Utility Operating Fund	E		1,250.00
Sewer Utility Capital Fund	E	28,400.00	
Grants Receivable:			
New Jersey Department of Transportation		576,500.00	467,500.00
Federal Transportation Alternative Grant		825,000.00	825,000.00
Deferred Charges to Future Taxation:			
Unfunded	C-4	3,181,909.00	3,229,284.00
<u>TOTAL ASSETS</u>		<u>\$ 5,260,639.40</u>	<u>\$ 5,627,645.31</u>
 <u>LIABILITIES, RESERVES AND FUND BALANCE</u>			
Bond Anticipation Notes Payable	C-7	\$ 2,847,284.00	\$ 3,229,284.00
Improvement Authorizations:			
Funded	C-5	1,050,986.39	1,012,890.49
Unfunded	C-5	1,239,494.88	1,263,959.23
Capital Improvement Fund	C-6	23,095.42	28,220.42
Reserve for Road Improvements		48,174.92	41,687.38
Reserve for Preliminary Expenses- Pedestrian Loop		262.50	262.50
Reserve for Canal Rehabilitation		10,000.00	10,000.00
Fund Balance	C-1	41,341.29	41,341.29
<u>TOTAL LIABILITIES, RESERVES AND FUND BALANCE</u>		<u>\$ 5,260,639.40</u>	<u>\$ 5,627,645.31</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, 2019	C	<u>\$ 41,341.29</u>
Balance December 31, 2020	C	<u><u>\$ 41,341.29</u></u>

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



BOROUGH OF STANHOPE  
COUNTY OF SUSSEX  
2020  
WATER UTILITY FUND

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

	Ref.	December 31	
		2020	2019
<u>ASSETS</u>			
Operating Fund:			
Cash and Cash Equivalents:			
Treasurer	D-5	\$ 528,421.51	\$ 440,294.09
Collector's Change Fund		50.00	50.00
Due from Sewer Utility Operating Fund	E	15.00	
		<u>528,486.51</u>	<u>440,344.09</u>
Receivables with Full Reserves:			
Consumer Accounts Receivable	D-7	90,890.09	112,298.13
Water Utility Liens Receivable	D-7A	10,059.68	8,530.28
Total Receivable offset with full Reserve		<u>100,949.77</u>	<u>120,828.41</u>
Total Operating Fund		<u>629,436.28</u>	<u>561,172.50</u>
Capital Fund:			
Cash and Cash Equivalents	D-5	455,673.32	270,707.92
Fixed Capital	D-8	6,743,377.89	4,443,377.89
Fixed Capital Authorized and Uncompleted	D-9	1,009,777.12	3,073,377.12
Total Capital Fund		<u>8,208,828.33</u>	<u>7,787,462.93</u>
<u>TOTAL ASSETS</u>		<u>\$ 8,838,264.61</u>	<u>\$ 8,348,635.43</u>

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

	Ref.	December 31	
		2020	2019
<u>LIABILITIES, RESERVES AND FUND BALANCE</u>			
Operating Fund:			
Appropriation Reserves:			
Unencumbered	D-4;D-10	\$ 111,997.12	\$ 79,314.10
Encumbered	D-4;D-10	1,337.50	7,355.10
Total Appropriation Reserves		113,334.62	86,669.20
Accrued Interest on Loans and Notes		12,886.42	8,635.35
Due to General Capital Fund	C	126,221.04	96,554.55
Reserve for Receivables	D	100,949.77	120,828.41
Fund Balance	D-1	402,265.47	343,789.54
Total Operating Fund		629,436.28	561,172.50
Capital Fund:			
Bond Anticipation Notes Payable	D-14	641,493.00	713,493.00
NJ Environmental Infrastructure Trust Loans Payable #1	D-16	826,402.60	887,279.71
NJ Environmental Infrastructure Trust Loans Payable #2	D-16a	345,890.33	370,419.18
Improvement Authorizations:			
Funded	D-11		6,574.60
Unfunded	D-11	321,762.83	135,222.83
Capital Improvement Fund	D-12	42,566.54	37,566.54
Due to General Capital Fund	C	236,400.00	
Reserve For:			
Amortization	D-13	5,693,969.08	5,542,813.12
Deferred Amortization	D-13A	9,000.00	2,750.00
Connection Fees		42,839.70	42,839.70
Future Capital Improvements		20,000.00	20,000.00
Payment of Debt Service		5,750.00	5,750.00
Fund Balance	D-2	22,754.25	22,754.25
Total Capital Fund		8,208,828.33	7,787,462.93
<u>TOTAL LIABILITIES, RESERVES AND FUND BALANCE</u>		<u>\$ 8,838,264.61</u>	<u>\$ 8,348,635.43</u>

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

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

	Ref.	<u>Year Ended December 31</u>	
		<u>2020</u>	<u>2019</u>
<u>Revenue and Other Income Realized</u>			
Fund Balance Utilized		\$ 80,586.00	\$ 67,000.00
Rents		727,036.51	691,253.31
Miscellaneous		20,533.24	43,568.91
Other Credits to Income:			
Appropriation Reserves Lapsed		63,716.74	67,595.53
Total Income		<u>891,872.49</u>	<u>869,417.75</u>
<u>Expenditures</u>			
Budget Expenditures:			
Operating		510,913.00	487,814.00
Capital Improvements		5,000.00	5,000.00
Capital Outlay		5,000.00	5,000.00
Debt Service		184,077.56	174,192.52
Deferred Charges and Statutory Expenditures		47,820.00	45,500.00
Total Expenditures		<u>752,810.56</u>	<u>717,506.52</u>
Excess in Revenue		139,061.93	151,911.23
<u>Fund Balance</u>			
Balance January 1		343,789.54	258,878.31
		482,851.47	410,789.54
Decreased by:			
Utilization as Anticipated Revenue		80,586.00	67,000.00
Balance December 31	D	<u>\$ 402,265.47</u>	<u>\$ 343,789.54</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, 2019	D	<u>\$ 22,754.25</u>
Balance December 31, 2020	D	<u><u>\$ 22,754.25</u></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, 2020

	<u>Anticipated</u>	<u>Realized</u>	<u>Excess or Deficit *</u>
Fund Balance Anticipated	\$ 80,586.00	\$ 80,586.00	
Water Rents	666,027.00	727,036.51	\$ 61,009.51
Miscellaneous	8,000.00	20,533.24	12,533.24
	<u>\$ 754,613.00</u>	<u>\$ 828,155.75</u>	<u>\$ 73,542.75</u>

Analysis of Miscellaneous Revenue

Miscellaneous:

Interest on Investments and Deposits	\$ 2,655.36
Interest on Water Rents	6,968.18
Connection Fees	9,003.00
Miscellaneous	10.00
Due from Water Utility Capital Fund:	
Interest on Investments and Deposits	<u>1,896.70</u>
	<u>\$ 20,533.24</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, 2020

	Appropriations		Expended by		Unexpended Balance Cancelled
	Budget	Budget After Modifi- cation	Paid or Charged	Reserved	
Operating:					
Salaries and Wages	\$ 219,830.00	\$ 219,830.00	\$ 205,383.32	\$ 14,446.68	
Other Expenses	291,083.00	291,083.00	199,500.01	91,582.99	
Capital Improvements:					
Capital Improvement Fund	5,000.00	5,000.00	5,000.00		
Capital Outlay	5,000.00	5,000.00	4,996.04	3.96	
Debt Service:					
Payment of Loan Principal	85,410.00	85,410.00	85,405.96		\$ 4.04
Payment of Bond Anticipation Notes	72,000.00	72,000.00	72,000.00		
Interest on Loans	14,000.00	14,000.00	13,588.71		411.29
Interest on Notes	14,470.00	14,470.00	13,082.89		1,387.11
Statutory Expenditures:					
Contribution to:					
Public Employees' Retirement System	26,000.00	26,000.00	26,000.00		
Social Security System (O.A.S.I.)	16,820.00	16,820.00	15,856.51	963.49	
Unemployment Compensation Insurance (N.J.S.A. 43:21-3 et. seq.)	5,000.00	5,000.00		5,000.00	
	<u>\$ 754,613.00</u>	<u>\$ 754,613.00</u>	<u>\$ 640,813.44</u>	<u>\$ 111,997.12</u>	<u>\$ 1,802.44</u>

Ref.

D

Analysis of Paid or Charged:

Cash Disbursed	\$ 612,804.34
Encumbrances	1,337.50
Accrued Interest on Loans and Notes	26,671.60
	<u>\$ 640,813.44</u>

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

BOROUGH OF STANHOPE  
COUNTY OF SUSSEX  
2020  
SEWER UTILITY FUND



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

	Ref.	December 31,	
		2020	2019
<u>ASSETS</u>			
Operating Fund:			
Cash and Cash Equivalents:			
Treasurer	E-5	\$ 981,208.12	\$ 995,719.05
Collector's Change Fund		50.00	50.00
		<u>981,258.12</u>	<u>995,769.05</u>
Receivables with Full Reserves:			
Consumer Accounts Receivable	E-8	117,879.52	146,426.00
Sewer Utility Liens Receivable	E-8A	6,289.35	5,339.54
Total Receivable offset with full Reserve		<u>124,168.87</u>	<u>151,765.54</u>
Total Operating Fund		<u>1,105,426.99</u>	<u>1,147,534.59</u>
Capital Fund:			
Cash and Cash Equivalents	E-5	506,194.12	1,046,749.45
Fixed Capital	E-9	4,624,149.41	4,624,149.41
Fixed Capital Authorized and Uncompleted	E-10	987,925.00	959,525.00
Total Capital Fund		<u>6,118,268.53</u>	<u>6,630,423.86</u>
<u>TOTAL ASSETS</u>		<u>\$ 7,223,695.52</u>	<u>\$ 7,777,958.45</u>

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

	Ref.	December 31,	
		2020	2019
<u>LIABILITIES, RESERVES AND FUND BALANCE</u>			
Operating Fund:			
Appropriation Reserves:			
Encumbered	E-4;E-11	\$ 1,337.50	\$ 3,050.57
Unencumbered	E-4;E-11	97,210.25	68,221.58
Total Appropriation Reserves		98,547.75	71,272.15
Accrued Interest on Notes		7,241.58	2,708.71
Due to Water Utility Operating Fund	D	15.00	
Due to General Capital Fund	C		1,250.00
		105,804.33	75,230.86
Reserve for Receivables	E	124,168.87	151,765.54
Fund Balance	E-1	875,453.79	920,538.19
Total Operating Fund		1,105,426.99	1,147,534.59
Capital Fund:			
Bond Anticipation Notes Payable	E-16	626,525.00	696,525.00
Improvement Authorizations:			
Funded	E-12	10,079.53	10,079.53
Unfunded	E-12	58,365.87	603,921.20
Capital Improvement Fund	E-13	32,589.68	27,589.68
Due to General Capital Fund	C	28,400.00	
Reserve for:			
Amortization	E-14	4,684,149.41	4,684,149.41
Deferred Amortization	E-14A	273,000.00	203,000.00
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		6,118,268.53	6,630,423.86
<u>TOTAL LIABILITIES, RESERVES AND FUND BALANCE</u>		<u>\$ 7,223,695.52</u>	<u>\$ 7,777,958.45</u>

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

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

	Ref.	<u>Year Ended December 31</u>	
		<u>2020</u>	<u>2019</u>
<u>Revenue and Other Income Realized</u>			
Fund Balance Utilized		\$ 179,513.00	\$ 92,000.00
Sewer Rents		883,013.58	840,860.48
Miscellaneous Revenue		20,463.73	58,436.55
Other Credits to Income:			
Unexpended Balance of Appropriation Reserves		60,481.16	95,235.86
		<u>1,143,471.47</u>	<u>1,086,532.89</u>
<u>Expenditures</u>			
Budget Expenditures:			
Operating		869,668.00	849,793.00
Capital Improvements		5,000.00	5,000.00
Capital Outlay		5,000.00	5,000.00
Debt Service		82,774.87	8,513.09
Deferred Charges and Statutory Expenditures		46,600.00	44,250.00
		<u>1,009,042.87</u>	<u>912,556.09</u>
Excess in Revenue		134,428.60	173,976.80
<u>Fund Balance</u>			
Balance January 1		920,538.19	838,561.39
		<u>1,054,966.79</u>	<u>1,012,538.19</u>
Decreased by:			
Utilization as Anticipated Revenue		179,513.00	92,000.00
Balance December 31	E	<u>\$ 875,453.79</u>	<u>\$ 920,538.19</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, 2019	E	<u>\$ 68,009.04</u>
Balance December 31, 2020	E	<u>\$ 68,009.04</u>

SEWER UTILITY OPERATING FUND  
STATEMENT OF REVENUE - REGULATORY BASIS  
YEAR ENDED DECEMBER 31, 2020

	<u>Anticipated</u>	<u>Realized</u>	<u>Excess or Deficit *</u>
Fund Balance Anticipated	\$ 179,513.00	\$ 179,513.00	
Sewer Rents	815,880.00	883,013.58	\$ 67,133.58
Miscellaneous Revenue	15,000.00	20,463.73	5,463.73
	<u>\$ 1,010,393.00</u>	<u>\$ 1,082,990.31</u>	<u>\$ 72,597.31</u>

Analysis of Realized Revenue

Miscellaneous:

Interest on Sewer Rents	\$ 9,006.82
Interest on Investments and Deposits	4,572.66
Sewer Connection Fees	3,500.00
Due from Sewer Utility Capital Fund:	
Interest on Investments and Deposits	<u>3,384.25</u>
	<u>\$ 20,463.73</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, 2020

	Appropriations		Expended		Unexpended Balance Cancelled
	Budget	Budget After Modi- fication	Paid or Charged	Reserved	
Operating:					
Salaries and Wages	\$ 203,330.00	\$ 203,330.00	\$ 192,026.52	\$ 11,303.48	
Other Expenses	666,338.00	666,338.00	586,196.32	80,141.68	
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	70,000.00	70,000.00	70,000.00		
Interest on Notes	14,125.00	14,125.00	12,774.87		\$ 1,350.13
Statutory Expenditures:					
Contribution to:					
Public Employees' Retirement Fund	26,000.00	26,000.00	26,000.00		
Social Security System (O.A.S.I.)	15,600.00	15,600.00	14,834.91	765.09	
Unemployment Compensation Insurance (N.J.S.A. 43:21-3 et. seq.)	5,000.00	5,000.00		5,000.00	
	<u>\$ 1,010,393.00</u>	<u>\$ 1,010,393.00</u>	<u>\$ 911,832.62</u>	<u>\$ 97,210.25</u>	<u>\$ 1,350.13</u>
Ref.				E	
Analysis of Paid or Charged:					
Cash Disbursed			\$ 897,720.25		
Encumbrances			1,337.50		
Accrued Interest on Notes			12,774.87		
			<u>\$ 911,832.62</u>		

BOROUGH OF STANHOPE  
COUNTY OF SUSSEX  
2020  
GENERAL FIXED ASSETS ACCOUNT GROUP  
(UNAUDITED)

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

	December 31,	
	2020	2019
<u>ASSETS</u>		
Land	\$ 1,022,100.00	\$ 1,022,100.00
Building	1,756,890.03	1,211,000.00
Equipment and Vehicles	5,065,489.32	4,950,851.50
<u>TOTAL ASSETS</u>	\$ 7,844,479.35	\$ 7,183,951.50
 <u>RESERVE</u>		
Reserve for Fixed Assets	\$ 7,844,479.35	\$ 7,183,951.50
 <u>TOTAL RESERVE</u>	\$ 7,844,479.35	\$ 7,183,951.50

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

BOROUGH OF STANHOPE  
NOTES TO FINANCIAL STATEMENTS  
YEAR ENDED DECEMBER 31, 2020

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, 2020  
(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 Utility 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, 2020  
(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, 2020  
(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, 2020  
(Continued)

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

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

General Fixed Assets (Unaudited) (Cont'd)

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

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

Note 2: Long-Term Debt

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

	<u>December 31,</u>		
	<u>2020</u>	<u>2019</u>	<u>2018</u>
<u>Issued</u>			
General:			
Notes	\$ 2,847,284.00	\$ 3,229,284.00	\$ 1,830,450.00
Water Utility:			
Loans and Notes	1,813,785.93	1,971,191.89	1,984,698.85
Sewer Utility:			
Notes	626,525.00	696,525.00	
Total Issued	<u>5,287,594.93</u>	<u>5,897,000.89</u>	<u>3,815,148.85</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>5,231,844.93</u>	<u>5,841,250.89</u>	<u>3,759,398.85</u>

BOROUGH OF STANHOPE  
NOTES TO FINANCIAL STATEMENTS  
YEAR ENDED DECEMBER 31, 2020  
(Continued)

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

Summary of Municipal Debt (Cont'd)

	December 31,		
	2020	2019	2018
<u>Authorized but not Issued:</u>			
General:			
Bonds and Notes	\$ 334,625.00		\$ 1,328,740.00
Water Utility:			
Bonds and Notes	236,400.00		54,850.00
Sewer Utility:			
Bonds and Notes	28,400.00		658,525.00
Total authorized but not Issued	<u>\$ 599,425.00</u>	<u>\$ -0-</u>	<u>2,042,115.00</u>
Net Bonds and Notes Issued and Authorized but not Issued	<u>\$ 5,831,269.93</u>	<u>\$ 5,841,250.89</u>	<u>\$ 5,801,513.85</u>

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

	Balance 12/31/2018	Additions	Retirements	Balance 12/31/2019
Bond Anticipation Notes:				
General Capital Fund	\$1,830,450.00	\$6,458,568.00	\$5,059,734.00	\$3,229,284.00
Water Utility Capital Fund	646,740.00	1,426,986.00	1,360,233.00	713,493.00
Sewer Utility Capital Fund		1,393,050.00	696,525.00	696,525.00
Loans Payable:				
Water Utility Capital Fund:				
NJ Environmental Infrastructure Loans	1,337,958.85		80,259.96	1,257,698.89
Total	<u>\$3,815,148.85</u>	<u>\$9,278,604.00</u>	<u>\$7,196,751.96</u>	<u>\$5,897,000.89</u>
	Balance 12/31/2019	Additions	Retirements	Balance 12/31/2020
Bond Anticipation Notes:				
General Capital Fund	\$3,229,284.00	\$2,847,284.00	\$3,229,284.00	\$2,847,284.00
Water Utility Capital Fund	713,493.00	641,493.00	713,493.00	641,493.00
Sewer Utility Capital Fund	696,525.00	626,525.00	696,525.00	626,525.00
Loans Payable:				
Water Utility Capital Fund:				
NJ Environmental Infrastructure Loans	1,257,698.89		85,405.96	1,172,292.93
Total	<u>\$5,897,000.89</u>	<u>\$4,115,302.00</u>	<u>\$4,724,707.96</u>	<u>\$5,287,594.93</u>

BOROUGH OF STANHOPE  
NOTES TO FINANCIAL STATEMENTS  
YEAR ENDED DECEMBER 31, 2020  
(Continued)

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

The Borough's debt issued and outstanding on December 31, 2020, is described as follows:

General Capital Fund

Bond Anticipation Notes

<u>Purpose</u>	Maturities of Notes		
	Outstanding Dec. 31, 2020		
	Rate	Date	Amount
Various Improvements	1.900%	5/20/2021	\$ 132,000.00
Various Improvements	1.900%	5/20/2021	41,550.00
Maple and Mountain Terrace	1.900%	5/20/2021	127,441.20
James Street Improvements	1.900%	5/20/2021	72,993.91
Various Improvements	1.900%	5/20/2021	116,215.00
Various Improvements	1.900%	5/20/2021	160,448.33
Improvements of Various Roads	1.900%	5/20/2021	79,795.56
Various Improvements	1.900%	5/20/2021	242,069.00
Various Improvements	1.900%	5/20/2021	134,666.00
Improvement of Sparta Rd & Various Trails	1.900%	5/20/2021	75,555.00
Various Improvements	1.900%	5/20/2021	1,274,650.00
Various Improvements	1.900%	5/20/2021	389,900.00
			<u>\$2,847,284.00</u>

BOROUGH OF STANHOPE  
NOTES TO FINANCIAL STATEMENTS  
YEAR ENDED DECEMBER 31, 2020  
(Continued)

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

The Borough's debt issued and outstanding on December 31, 2020, is described as follows:

Water Utility Capital Fund

Bond Anticipation Notes

<u>Purpose</u>	<u>Maturities of Notes</u> <u>Outstanding Dec. 31, 2020</u>		
	<u>Rate</u>	<u>Date</u>	<u>Amount</u>
Improvement to Water Supply and Distribution System	1.900%	5/20/2021	\$ 28,100.00
Acquisition of New and Additional Vehicular Equipment	1.900%	5/20/2021	14,150.00
Improvement to Water Supply and Distribution System	1.900%	5/20/2021	20,900.00
Acquisition of New and Additional Equipment	1.900%	5/20/2021	59,200.00
Improvement to Water Supply and Distribution System	1.900%	5/20/2021	38,977.00
Improvement to Water Supply and Distribution System	1.900%	5/20/2021	180,516.00
Various Improvements	1.900%	5/20/2021	27,600.00
Improvement to Water Supply and Distribution System	1.900%	5/20/2021	30,700.00
Various Improvements	1.900%	5/20/2021	113,500.00
Improvement to Water Supply and Distribution System	1.900%	5/20/2021	50,850.00
Various Improvements	1.900%	5/20/2021	77,000.00
			<u>\$ 641,493.00</u>

NJ Environmental Infrastructure Trust Loans

<u>Purpose</u>	<u>Final Maturity Date</u>	<u>Interest Rate</u>	<u>Balance Dec. 31, 2020</u>
Fund Loan #1	08/01/2033	N/A	\$ 596,402.60
Trust Loan #1	08/01/2033	3.00%-5.00%	230,000.00
Fund Loan #2	08/01/2033	N/A	165,254.33
Trust Loan #2	08/01/2033	0.20%-3.35%	180,636.00
			<u>\$ 1,172,292.93</u>

BOROUGH OF STANHOPE  
NOTES TO FINANCIAL STATEMENTS  
YEAR ENDED DECEMBER 31, 2020  
(Continued)

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

The Borough's debt issued and outstanding on December 31, 2020, is described as follows:

Sewer Utility Capital Fund

Bond Anticipation Notes

<u>Purpose</u>	Maturities of Notes Outstanding Dec. 31, 2020		
	Rate	Date	Amount
Various Improvements	1.900%	5/20/2021	\$ 592,325.00
Various Improvements	1.900%	5/20/2021	34,200.00
			\$ 626,525.00
Total Debt Issued and Outstanding			\$ 5,287,594.93

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 0.97%.

	Gross Debt	Deductions	Net Debt
Local School District Debt	\$ 935,000.00	\$ 935,000.00	
Water Utility Debt	2,050,185.93	2,050,185.93	
Sewer Utility Debt	654,925.00	654,925.00	
General Debt	3,181,909.00		\$ 3,181,909.00
	\$ 6,822,019.93	\$ 3,640,110.93	\$ 3,181,909.00

Net Debt \$3,181,909.00 divided by Equalized Valuation Basis per N.J.S. 40A:2-2 as amended, \$328,094,114.33 = 0.97%.

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

3.5% Average Equalized Valuation of Real Property	\$ 11,483,294.00
Net Debt	3,181,909.00
Remaining Borrowing Power	\$ 8,301,385.00



BOROUGH OF STANHOPE  
NOTES TO FINANCIAL STATEMENTS  
YEAR ENDED DECEMBER 31, 2020  
(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		\$ 828,155.75
Deductions:		
Operating and Maintenance Costs	\$ 558,733.00	
Debt Service	<u>184,077.56</u>	
Total Deductions		<u>742,810.56</u>
Excess in Revenue		<u>\$ 85,345.19</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		\$ 1,082,990.31
Deductions:		
Operating and Maintenance Costs	\$ 916,268.00	
Debt Service	<u>82,774.87</u>	
Total Deductions		<u>999,042.87</u>
Excess in Revenue		<u>\$ 83,947.44</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,	<u>Water Utility Capital</u>		<u>Total</u>
	<u>Principal</u>	<u>Interest</u>	
2021	\$ 85,589	\$ 13,132	\$ 98,721
2022	85,805	12,166	97,971
2023	86,049	11,172	97,221
2024	86,318	10,153	96,471
2025	86,611	9,110	95,721
2026-2030	458,473	32,483	490,956
2031-2033	<u>283,448</u>	<u>6,990</u>	<u>290,438</u>
Total	<u>\$ 1,172,293</u>	<u>\$ 95,206</u>	<u>\$ 1,267,499</u>

BOROUGH OF STANHOPE  
NOTES TO FINANCIAL STATEMENTS  
YEAR ENDED DECEMBER 31, 2020  
(Continued)

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

NJ Environmental Infrastructure Trust (EIT) Loan

On May 30, 2014, the Borough of Stanhope entered into a NJ Environmental Infrastructure Financing Program loan agreement with the State of New Jersey, acting by and through the NJ Department of Environmental Protection. The Fund loan portion is \$1,152,250 and the Trust loan portion is \$545,000. The aggregate amount of \$1,697,250 represents direct obligations of the Borough. The loan proceeds were obtained to finance a portion of the cost of water system improvement projects. At December 31, 2020, the Borough had borrowed or “drawn down” \$1,697,250 for these projects. The loan balance as of the end of the year is \$1,172,293.

Principal payments to the Fund commenced August 1, 2014 and will continue on a semiannual basis over 20 years at zero interest. Principal payments to the Trust commenced August 1, 2014 and will continue on an annual basis over 19 years at 0.20% - 3.35% interest. It is expected that interest will be paid from trust bond proceeds on deposit in the capitalized interest account (as defined in the bond resolution), and earnings on the debt service reserve fund (as defined in the bond resolution) will be transferred to such capitalized interest account. The Borough will nonetheless be responsible for all such interest payments to the extent such trust bond proceeds and interest earnings are not available from the capitalized interest account. Also, an annual administrative fee of up to one percent (1.0%) of the initial principal amount of the loan or such lesser amount, if any, as may be authorized by any act of the NJ State Legislature and as the State may approve from time to time is payable on this loan.

Note 3: Fund Balances Appropriated

Fund balances at December 31, 2020, which were appropriated and included as anticipated revenue in the year ending December 31, 2021 introduced budget, were as follows:

Current Fund	\$832,000.00
Water Utility Operating Fund	89,747.00
Sewer Utility Operating Fund	165,048.00

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).

BOROUGH OF STANHOPE  
NOTES TO FINANCIAL STATEMENTS  
YEAR ENDED DECEMBER 31, 2020  
(Continued)

Note 5: Pension Plans (Cont'd)

A. Public Employees' Retirement System (PERS)

Plan Description

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

The following represents the membership tiers for PERS:

<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 are adjusted by the rate of return on the actuarial value of assets.

BOROUGH OF STANHOPE  
NOTES TO FINANCIAL STATEMENTS  
YEAR ENDED DECEMBER 31, 2020  
(Continued)

Note 5: Pension Plans (Cont'd)

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

Contributions (Cont'd)

Borough contributions to PERS amounted to \$121,340 for 2020. The employee contribution rate was 7.50% effective July 1, 2018.

Pension Liabilities and Pension Expense

At June 30, 2019, the Borough's liability was \$2,134,642 for its proportionate share of the net pension liability. The net pension liability was measured as of June 30, 2019, and the total pension liability used to calculate the net pension liability was determined by an actuarial valuation as of July 1, 2018 which was rolled forward to June 30, 2019. The Borough's proportion of the net pension liability was based on a projection of the Borough's long-term share of contributions to the pension plan relative to the projected contributions of all participating members, actuarially determined. At June 30, 2019, the Borough's proportion was 0.012%, which was an increase of 0.001% from its proportion measured as of June 30, 2018. The Borough has rolled forward the net pension liability as of June 30, 2019 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, 2019 pension information in the Notes to the Financial Statements as the June 30, 2020 pension information has not been released as of the date of this audit.

For the year ended December 31, 2020, the Borough recognized actual pension expense in the amount of \$121,340.

Actuarial Assumptions

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

Inflation Rate:

Price	2.75%
Wage	3.25%

Salary Increases:

Through 2026	2.00 – 6.00% based on years of service
Thereafter	3.00 – 7.00% based on years of service

Investment Rate of Return 7.00%

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

BOROUGH OF STANHOPE  
NOTES TO FINANCIAL STATEMENTS  
YEAR ENDED DECEMBER 31, 2020  
(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, 2018 valuation were based on the results of an actuarial experience study for the period July 1, 2014 to June 30, 2018.

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, 2019) 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, 2019 are summarized in the following table:

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

Discount Rate

The discount rate used to measure the total pension liability was 6.28% as of June 30, 2019. 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 3.50% as of June 30, 2019 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, 2020  
(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 2057. Therefore, the long-term expected rate of return on plan investments was applied to projected benefit payments through 2057, and the municipal bond rate was applied to projected benefit payments after that date in determining the total pension liability.

Sensitivity of the Borough's Proportionate Share of 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 June 30, 2019 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:

	June 30, 2019		
	At 1% Decrease (5.28%)	Current Discount Rate (6.28%)	At 1% Increase (7.28%)
Borough's proportionate share of the Net Pension Liability	\$ 2,715,158	\$ 2,134,642	\$ 1,672,839

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

BOROUGH OF STANHOPE  
NOTES TO FINANCIAL STATEMENTS  
YEAR ENDED DECEMBER 31, 2020  
(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:

<u>Tier</u>	<u>Definition</u>
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 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, 2020  
(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, 2019 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, 2019 is the actuarially determined contribution amount that the State owes for the fiscal year ending June 30, 2019. The pension expense is deemed to be a State administrative expense due to the special funding situation.

Borough contributions to PFRS amounted to \$246,681 for the year ended December 31, 2020. During the fiscal year ended June 30, 2019, the State of New Jersey contributed \$31,797 to the PFRS for normal pension benefits on behalf of the Borough, which is less than the contractually required contribution of \$54,832.

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

Pension Liabilities and Pension Expense

At June 30, 2019, the Borough's liability for its proportionate share of the net pension liability was \$2,988,621. The net pension liability was measured as of June 30, 2019, and the total pension liability used to calculate the net pension liability was determined by an actuarial valuation as of July 1, 2018 which was rolled forward to June 30, 2019.

The Borough's proportion of the net pension liability was based on a projection of the Borough's long-term share of contributions to the pension plan relative to the projected contributions of all participating members, actuarially determined. At June 30, 2019, the Borough's proportion was 0.024%, which was a decrease of 0.001% from its proportion measured as of June 30, 2018. The Borough has rolled forward the net pension liability as of June 30, 2019 with no adjustments.



BOROUGH OF STANHOPE  
NOTES TO FINANCIAL STATEMENTS  
YEAR ENDED DECEMBER 31, 2020  
(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, 2019 pension information in the Notes to the Financial Statements as the June 30, 2020 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 \$471,909 as of June 30, 2019. The net pension liability was measured as of June 30, 2019, and the total pension liability used to calculate the net pension liability was determined by an actuarial valuation as of July 1, 2018 which was rolled forward to June 30, 2019. 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, 2019, the State's proportion was 0.024%, which was a decrease of 0.001% from its proportion measured as of June 30, 2018 which is the same proportion as the Borough's. The Borough has rolled forward the net pension liability as of June 30, 2019 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	\$ 2,988,621
State's Proportionate Share of the Net Pension Liability Associated with the Borough	<u>471,909</u>
Total Net Pension Liability	<u>\$ 3,460,530</u>

For the year ended December 31, 2020, the Borough recognized total pension expense of \$246,681.

Actuarial Assumptions

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

Inflation Rate:	
Price	2.75%
Wage	3.25%
Salary Increases:	
Through all future years	3.25% - 15.25% based on years of service
Investment Rate of Return	7.00%

BOROUGH OF STANHOPE  
NOTES TO FINANCIAL STATEMENTS  
YEAR ENDED DECEMBER 31, 2020  
(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-2010 Safety Employee Mortality Table with a 105.6% adjustment for males and 102.5% adjustment for females, and with future improvement from the base year of 2010 on a generational basis. Post-retirement mortality rates were based on the Pub-2010 Safety Retiree Below-Median Income Weighted Retiree mortality table with a 96.7% adjustment for males and a 96.0% adjustment for females, and with future improvement from the base year of 2010 on a generational basis. For beneficiaries (contingent annuitants), the Pub-2010 General Retiree Below-Median Income Weighted mortality table was used, unadjusted, and with future improvement from the base year of 2010 on a generational basis. Disability rates were based on the Pub-2010 Safety Disabled Retiree mortality table with a 152.0% adjustment for males and 109.3% adjustment for females, and with future improvement from the base year of 2010 on a generational basis. Mortality improvement is based on Scale MP-2019.

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

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, 2019) 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, 2019 are summarized in the table on the following page:

BOROUGH OF STANHOPE  
NOTES TO FINANCIAL STATEMENTS  
YEAR ENDED DECEMBER 31, 2020  
(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>
Risk Management Strategies	3.00%	4.67%
Cash Equivalents	5.00%	2.00%
U.S. Treasuries	5.00%	2.68%
Investment Grade Credit	10.00%	4.25%
High Yield	2.00%	5.37%
Private Credit	6.00%	7.92%
Real Assets	2.50%	9.31%
Real Estate	7.50%	8.33%
U.S. Equity	28.00%	8.26%
Non-U.S. Developed Market Equity	12.50%	9.00%
Emerging Markets Equity	6.50%	11.37%
Private Equity	12.00%	10.85%

Discount Rate - PFRS

The discount rate used to measure the total pension liability was 6.85% as of June 30, 2019. 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 3.50% as of June 30, 2019 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 70% of the actuarially contributions for the State employer and 100% of actuarially determined contributions for the local employers. Based on those assumptions, the plan's fiduciary net position was projected to be available to make projected future benefit payments of current plan members through 2076. Therefore, the long-term expected rate of return on pension plan investments was applied to projected benefit payments through 2076, and the municipal bond rate was applied to projected benefit payments after that date in determining the total pension liability.

BOROUGH OF STANHOPE  
NOTES TO FINANCIAL STATEMENTS  
YEAR ENDED DECEMBER 31, 2020  
(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 June 30, 2019 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:

	June 30, 2019		
	At 1% Decrease (5.85%)	Current Discount Rate (6.85%)	At 1% Increase (7.85%)
Borough's proportionate share of the NPL and the State's proportionate share of the Net Pension Liability associated with the Borough	\$ 4,677,375	\$ 3,460,530	\$ 2,453,415

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 \$180,428. 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 \$138,329.25 on the Trust Funds balance sheet at December 31, 2020.

BOROUGH OF STANHOPE  
NOTES TO FINANCIAL STATEMENTS  
YEAR ENDED DECEMBER 31, 2020  
(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>2020</u>	<u>2019</u>	<u>2018</u>
<u>Tax Rate</u>	\$ 4.24	\$ 4.16	\$ 4.11
<u>Apportionment of Tax Rate</u>			
Municipal	1.19	1.17	1.15
County	0.66	0.64	0.63
Local School	1.61	1.55	1.52
Regional High School	0.78	0.80	0.81
<u>Assessed Valuations</u>			
2020	<u>\$ 294,340,200.00</u>		
2019		<u>\$ 294,226,552.00</u>	
2018			<u>\$ 293,766,751.00</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>
2020	\$ 12,488,525.60	\$ 12,249,205.76	98.08%
2019	12,237,054.68	11,969,964.28	97.82%
2018	12,103,873.30	11,839,044.40	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, 2020  
(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, 2020 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, 2019 is as follows:

	<u>Morris County Municipal Joint Insurance Fund</u>
Total Assets	<u>\$ 35,348,941</u>
Net Position	<u>\$ 12,793,902</u>
Total Revenue	<u>\$ 21,031,442</u>
Total Expenses	<u>\$ 21,821,417</u>
Change in Net Position	<u>\$ (789,975)</u>
Members Dividends	<u>\$ -0-</u>

BOROUGH OF STANHOPE  
NOTES TO FINANCIAL STATEMENTS  
YEAR ENDED DECEMBER 31, 2020  
(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>
2018	\$ 1,839.32	\$ 15,500.50	\$ 1,196.27	\$ 118,440.31
2019	2,546.20	15,500.00	1,241.92	135,244.59
2020	713.23		1,177.76	134,780.06

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 on the following two pages.

BOROUGH OF STANHOPE  
NOTES TO FINANCIAL STATEMENTS  
YEAR ENDED DECEMBER 31, 2020  
(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, 2020  
(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, 2020, cash and cash equivalents of the Borough of Stanhope consisted of the following:

<u>Fund</u>	<u>Cash on Hand</u>	<u>Checking Accounts</u>	<u>NJ Cash Management Fund</u>	<u>Totals</u>
Current	\$250.00	\$2,987,300.20	\$103,637.88	\$3,091,188.08
Animal Control		12,426.60		12,426.60
Other Trust		653,382.36		653,382.36
General Capital		411,947.87	482.53	412,430.40
Water Operating	50.00	433,175.52	95,245.99	528,471.51
Water Capital		450,610.35	5,062.97	455,673.32
Sewer Operating	50.00	948,193.87	33,014.25	981,258.12
Sewer Capital		172,227.37	333,966.75	506,194.12
	<u>\$350.00</u>	<u>\$6,069,264.14</u>	<u>\$571,410.37</u>	<u>\$6,641,024.51</u>

During the year ended December 31, 2020, the Borough did not hold any investments. The carrying amount of the Borough's cash and cash equivalents at year end was \$6,641,024.51 and the bank balance was \$6,152,483.05. The \$571,410.37 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, 2020  
(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. 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 covered dependents of the participating 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.

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.

BOROUGH OF STANHOPE  
NOTES TO FINANCIAL STATEMENTS  
YEAR ENDED DECEMBER 31, 2020

(Continued)

Note 10: Postemployment Benefits Other Than Pensions (OPEB) (Cont'd)

State Health Benefit Local Government Retired Employees Plan (Cont'd)

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. 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 deferred inflows of resources, and collective OPEB (benefit)/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 (benefit)/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, 2018 through June 30, 2019. Employer and nonemployer allocation percentages were rounded for presentation purposes; therefore, amounts presented in the schedule of OPEB amounts by employer and nonemployer may result in immaterial differences.

OPEB Expense

The total OPEB liability as of June 30, 2020 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, 2019 was determined by an actuarial valuation as of June 30, 2018, which was rolled forward to June 30, 2019.

The State's proportionate share of the net OPEB liability attributable to the Township at June 30, 2019 was \$2,224,212. At June 30, 2019, the State's proportion related to the Township was .0403%. This is the percentage of the total State Share of the net OPEB liability of the Plan.

BOROUGH OF STANHOPE  
NOTES TO FINANCIAL STATEMENTS  
YEAR ENDED DECEMBER 31, 2020  
(Continued)

Note 10: Postemployment Benefits Other Than Pensions (OPEB) (Cont'd)

State Health Benefit Local Government Retired Employees Plan(Cont'd)

OPEB Expense (Cont'd)

During the year ended June 30, 2019, the State of New Jersey's OPEB expense related to the Township was \$29,482

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*:	
Public Employee's Retirement System (PERS)	
Initial fiscal year applied	
Rate through 2026	2.00% - 6.00%
Rate thereafter	3.00% - 7.00%
Police and Firemen's Retirement System (PFRS)	
Rate for all future years	3.25% - 15.25%

\* - Salary increases are based on years of service within the respective plan.

Mortality:

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

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

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

Health Care Trend Assumptions

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

BOROUGH OF STANHOPE  
NOTES TO FINANCIAL STATEMENTS  
YEAR ENDED DECEMBER 31, 2020  
(Continued)

Note 10: Postemployment Benefits Other Than Pensions (OPEB) (Cont'd)

State Health Benefit Local Government Retired Employees Plan (Cont'd)

Discount Rate

The discount rate for June 30, 2019 was 3.50%. The discount rate for June 30, 2018 was 3.87%. 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, 2020:

<u>Fund</u>	<u>Interfund Receivable</u>	<u>Interfund Payable</u>
Current	\$ 2,455.00	
Animal Control		\$ 2,455.00
General Capital	264,800.00	
Water Utility Operating	15.00	
Water Utility Capital		236,400.00
Sewer Utility Operating		15.00
Sewer Utility Capital		28,400.00
	<u>\$ 267,270.00</u>	<u>\$ 267,270.00</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 General Capital Fund and the interfund payables in the Water Utility Capital Fund and Sewer Utility Capital Fund represent money due back from the short-term note sale. The interfund receivable in the Water Utility Operating Fund and the interfund payable in the Sewer Utility Operating Fund represents rents collected and not turned over.

BOROUGH OF STANHOPE  
NOTES TO FINANCIAL STATEMENTS  
YEAR ENDED DECEMBER 31, 2020  
(Continued)

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, 2020.

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, 2020:

	Balance Dec. 31, 2019	Additions	Deletions	Balance Dec. 31, 2019
Land	\$ 1,022,100.00			\$ 1,022,100.00
Buildings	1,211,000.00	\$ 545,890.03		1,756,890.03
Equipment and Vehicles	4,950,851.50	114,637.82		5,065,489.32
	<u>\$ 7,183,951.50</u>	<u>\$ 660,527.85</u>	<u>\$ -0-</u>	<u>\$ 7,844,479.35</u>

Note 16: Subsequent Events

The COVID-19 outbreak in the United States and specifically in New Jersey continues to have an impact on the Borough's operations and finances. Public access to the municipal offices continues to be restricted. Though the impact on the Borough's finances cannot be reasonably estimated at this date, the following is likely to continue through at least mid-year 2021: Interest on investments continues to be severely negatively impacted. Certain miscellaneous revenues continue to be lower than years previous to 2020.

The finances of the Township's Water Utility Operating Fund and Sewer Utility Operating Fund will likely continue to be impacted by a significant decline in interest earnings similar to that of the Current Fund.

SUPPLEMENTARY DATA

BOROUGH OF STANHOPE  
OFFICIALS IN OFFICE AND SURETY BONDS  
YEAR ENDED DECEMBER 31, 2020

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

Name	Title	Amount of Bond	Name of Corporate or Personal Surety
Patricia Zdichoeki	Mayor		
Thomas Romano	Council President		
Diana Kuncken	Councilperson		
Anthony Riccardi	Councilperson		
Eugene Wronko	Councilperson		
Raymond Cipollini	Councilperson		
Bill Thornton	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  
2020  
CURRENT FUND

BOROUGH OF STANHOPE  
CURRENT FUND  
SCHEDULE OF CASH - TREASURER

	<u>Ref.</u>	
Balance December 31, 2019	A	\$ 2,901,517.05
Increased by Receipts:		
Tax Collector		\$ 12,548,531.31
Revenue Accounts Receivable		403,513.91
Miscellaneous Revenue Not Anticipated		44,825.02
Appropriation Refunds		97,136.35
Due to State of New Jersey		
Veterans and Senior Citizens' Deductions		23,000.00
Training Fees		3,964.00
Marriage License Fees		475.00
Due Animal Control License Fund		6,674.46
Reserve for Safety Training & Equipment		1,000.00
Appropriated Reserves:		
Housing Reimbursement Program Reimbursement		9,000.00
		13,138,120.05
		16,039,637.10

BOROUGH OF STANHOPE  
CURRENT FUND  
SCHEDULE OF CASH - TREASURER

Decreased by Disbursements:

2020 Appropriation Expenditures	\$	3,745,020.92	
2019 Appropriation Reserves		133,634.35	
Accounts Payable		15,955.35	
Local School District Taxes		4,740,803.00	
Regional School Taxes		2,292,378.00	
County Taxes		1,941,959.25	
Tax Overpayment Refunds		23,011.99	
Due to Other Trust Funds			
Prior Year Interfund Returned		20,000.00	
Due to State of New Jersey			
Training Fees		3,472.00	
Marriage License Fees		675.00	
Reserve for Third Party Tax Title Liens		24,972.52	
Appropriated Reserves:			
Clean Communities Program		6,159.64	
Drunk Driving Enforcement Fund		657.00	
		\$ 12,948,699.02	
Balance December 31, 2020	A		\$ 3,090,938.08

BOROUGH OF STANHOPE  
CURRENT FUND  
SCHEDULE OF CASH - COLLECTOR  
YEAR ENDED DECEMBER 31, 2020

## Increased by Receipts:

Taxes Receivable	\$ 12,363,765.95	
2021 Prepaid Taxes	80,613.84	
Tax Overpayments	36,619.67	
Outside Liens	24,972.52	
Interest and Costs on Taxes	42,559.33	
	<hr/>	<u>\$ 12,548,531.31</u>

## Decreased by:

Payments to Treasurer		<u><u>\$ 12,548,531.31</u></u>
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CURRENT FUND  
SCHEDULE OF CASH - GRANT FUNDS  
YEAR ENDED DECEMBER 31, 2020

NOT APPLICABLE

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

Year	Balance		Collections		Tax Overpayments Applied	State of NJ Veterans' and Senior Citizens' Deductions	Cancelled	Transferred to Tax Title Liens	Balance Dec 31, 2020
	Dec 31, 2019	2020 Levy	2019	2020					
2018	\$ 217,114.85		\$ 202,469.21					\$ 14,645.64	
2019	\$ 12,488,525.60	\$ 12,488,525.60	\$ 60,056.83	\$ 12,161,296.74	\$ 5,466.57	\$ 22,385.62	\$ 11,475.30	\$ 63,265.04	\$ 164,579.50
	\$ 217,114.85	\$ 12,488,525.60	\$ 60,056.83	\$ 12,363,765.95	\$ 5,466.57	\$ 22,385.62	\$ 11,475.30	\$ 77,910.68	\$ 164,579.50

Ref. A A

Analysis of 2020 Property Tax Levy

Tax Yield:	
General Purpose Tax	\$ 12,480,024.48
Added Taxes (54:4-63.1 et seq.)	8,501.12
	<u>\$ 12,488,525.60</u>

Tax Levy:

Local School District Taxes	\$ 4,740,803.00
Regional High School Taxes	2,292,378.00
County Taxes	\$ 1,941,022.54
County Added and Omitted Taxes	1,323.28
	<u>1,942,345.82</u>
	<u>8,975,526.82</u>
Local Tax for Municipal Purposes	\$ 3,504,405.53
Add: Additional Tax Levied	8,593.25
	<u>3,512,998.78</u>
	<u>\$ 12,488,525.60</u>

BOROUGH OF STANHOPE  
CURRENT FUND  
SCHEDULE OF TAX TITLE LIENS RECEIVABLE

	<u>Ref.</u>	
Balance December 31, 2019	A	\$ 303,473.79
Increased by:		
Interest and Costs		\$ 3,084.53
Transfer from Taxes Receivable		<u>77,910.68</u>
		<u>80,995.21</u>
Balance December 31, 2020	A	<u>\$ 384,469.00</u>

BOROUGH OF STANHOPE  
CURRENT FUND  
SCHEDULE OF REVENUE ACCOUNTS RECEIVABLE

	Balance Dec 31, 2019	Accrued In 2020	Collected by Treasurer	Balance Dec 31, 2020
Clerk:				
Licenses:				
Alcoholic Beverages		\$ 3,083.52	\$ 3,083.52	
Fees and Permits		17,379.00	17,379.00	
Zoning Officer:				
Fees and Permits		2,705.00	2,705.00	
Board of Health:				
Fees and Permits		560.00	560.00	
Construction Code Official:				
Fees and Permits		87,738.00	87,738.00	
Municipal Court:				
Fines and Costs	\$ 2,782.04	30,181.87	30,798.71	\$ 2,165.20
Police Department:				
Fees and Permits		851.90	851.90	
Planning Board/Board of Adjustment:				
Fees and Permits		650.00	650.00	
Energy Receipts Tax		210,458.00	210,458.00	
Consolidated Municipal Property Tax Relief Aid		6,124.00	6,124.00	
Garden State Trust Fund		4,439.00	4,439.00	
Clean Communities Program		7,471.37	7,471.37	
Safe and Secure Communities Program		30,000.00	30,000.00	
Body Armor Replacement Program		1,255.41	1,255.41	
	<u>\$ 2,782.04</u>	<u>\$ 402,897.07</u>	<u>\$ 403,513.91</u>	<u>\$ 2,165.20</u>
<u>Ref.</u>	A			A

BOROUGH OF STANHOPE  
CURRENT FUND  
SCHEDULE OF CONSUMER ACCOUNTS RECEIVABLE  
YEAR ENDED DECEMBER 31, 2020

NOT APPLICABLE



BOROUGH OF STANHOPE  
CURRENT FUND  
SCHEDULE OF 2019 APPROPRIATION RESERVES  
YEAR ENDED DECEMBER 31, 2020

	Balance Dec 31, 2019	Balance After Modification	Paid or Charged	Balance Lapsed
General Government:				
Administrative and Executive:				
Other Expenses	\$ 2,285.61	\$ 2,285.61	\$ 508.74	\$ 1,776.87
Mayor and Council:				
Other Expenses	3,539.35	3,539.35	366.89	3,172.46
Municipal Clerk:				
Other Expenses	1,354.70	1,354.70	134.86	1,219.84
Financial Administration:				
Other Expenses	4,677.88	4,677.88	4,552.88	125.00
Annual Audit	8.00	8.00		8.00
Computerized Data Processing:				
Other Expenses	7,870.06	7,870.06	5,003.90	2,866.16
Assessment of Taxes:				
Other Expenses	1,310.50	1,310.50	972.04	338.46
Other Expenses - Fees & Appeals	5,000.00	5,000.00		5,000.00
Collection of Taxes:				
Other Expenses	515.76	515.76	102.49	413.27
Legal Services and Costs:				
Other Expenses	37,951.50	37,951.50	18,327.50	19,624.00
Engineering Services:				
Other Expenses	3,978.44	3,978.44	2,330.00	1,648.44
Public Buildings and Grounds:				
Salaries and Wages	17.02	17.02		17.02
Other Expenses	24,147.83	19,831.83	12,876.28	6,955.55
Municipal Land Use Law (N.J.S.A. 40:55d-1):				
Planning Board:				
Salaries and Wages	100.00	100.00		100.00
Other Expenses	3,653.99	3,653.99	82.50	3,571.49
Zoning and Code Enforcement:				
Other Expenses	323.23	323.23	322.89	0.34
Regional Planning Board:				
Other Expenses	0.20	0.20		0.20
Affordable Housing-COAH	1,000.00	1,000.00		1,000.00
Environmental Commission:				
Other Expenses	814.17	814.17	275.00	539.17
Shade Tree Commission:				
Other Expenses	671.16	671.16		671.16
Insurance:				
Liability Insurance	3,016.50	3,016.50		3,016.50
Employee Group Insurance	14,717.45	14,717.45	502.80	14,214.65
Health Insurance Waiver	3,756.67	3,756.67	3,755.00	1.67

BOROUGH OF STANHOPE  
CURRENT FUND  
SCHEDULE OF 2019 APPROPRIATION RESERVES  
YEAR ENDED DECEMBER 31, 2020  
(Continued)

	Balance Dec 31, 2019	Balance After Modification	Paid or Charged	Balance Lapsed
Public Safety:				
Fire:				
Other Expenses	\$ 9,766.43	\$ 9,766.43	\$ 8,775.82	\$ 990.61
Police:				
Salaries and Wages	100,065.40	100,065.40		100,065.40
Other Expenses	9,652.18	9,817.18	9,754.28	62.90
Police Radio and Communication:				
Contractual	1,000.00	1,000.00		1,000.00
Emergency Management:				
Other Expenses	1,000.50	1,000.50		1,000.50
Streets and Roads:				
Department of Public Works:				
Other Expenses	42,289.85	42,289.85	38,689.78	3,600.07
Health and Welfare:				
Board of Health:				
Other Expenses	789.94	789.94		789.94
Animal Regulation:				
Other Expenses	6,438.40	6,438.40	5,209.25	1,229.15
Garbage and Trash Removal:				
Salaries and Wages	957.10	957.10		957.10
Other Expenses	16,964.26	16,964.26		16,964.26
Vehicle Maintenance:				
Other Expenses	4,639.01	12,790.01	12,789.20	0.81
Recreation and Education:				
Celebration of Public Events:				
Other Expenses	527.03	527.03		527.03
Board of Recreation Commissioners:				
Other Expenses	9,997.56	5,997.56	729.46	5,268.10
Stormwater Management:				
Other Expenses	8,341.59	8,341.59	7,375.00	966.59
Uniform Construction Code:				
Construction Code Official:				
Salaries and Wages	6,824.70	6,824.70		6,824.70
Other Expenses	10.05	10.05		10.05

BOROUGH OF STANHOPE  
CURRENT FUND  
SCHEDULE OF 2019 APPROPRIATION RESERVES  
YEAR ENDED DECEMBER 31, 2020  
(Continued)

	Balance Dec 31, 2019	Balance After Modification	Paid or Charged	Balance Lapsed
Unclassified:				
Utilities	\$ 40,038.47	\$ 40,038.47	\$ 12,535.16	\$ 27,503.31
Condo Services:				
Other Expenses	25,328.20	25,328.20	6,147.40	19,180.80
Contingent	933.88	933.88		933.88
Social Security System (O.A.S.I.)	7,739.01	7,739.01		7,739.01
Capital Improvements:				
Road Repairs and Resurfacing	21,845.32	21,845.32	21,845.32	
	\$ 435,858.90	\$ 435,858.90	\$ 173,964.44	\$ 261,894.46

Analysis of Balance December 31, 2019

	<u>Ref.</u>		
Unencumbered	A	\$ 315,560.82	
Encumbered	A	120,298.08	
		\$ 435,858.90	

Analysis of Paid or Charged

Cash Disbursed	\$ 133,634.35
Accounts Payable	40,330.09
	\$ 173,964.44

BOROUGH OF STANHOPE  
CURRENT FUND  
SCHEDULE OF LOCAL SCHOOL DISTRICT TAXES PAYABLE  
YEAR ENDED DECEMBER 31, 2020

Increased by:		
Levy - Calendar Year 2020		\$ 4,740,803.00
Decreased by:		
Payments to Local School District		<u>\$ 4,740,803.00</u>

CURRENT FUND  
SCHEDULE OF REGIONAL HIGH SCHOOL TAXES PAYABLE  
YEAR ENDED DECEMBER 31, 2020

Increased by:		
Levy - Calendar Year 2020		\$ 2,292,378.00
Decreased by:		
Payments to Regional School District		<u>\$ 2,292,378.00</u>

BOROUGH OF STANHOPE  
COUNTY OF SUSSEX  
2020  
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
B	\$ 16,156.86	\$ 24,897.28	\$ 135,244.59	\$ 35,353.05	\$ 12,743.19	\$ 3,196.53	\$ 17,160.09	\$ 389,146.85
Balance December 31, 2019								
Increased by Receipts:								
	3,619.60							
Animal Control Fees								
State Registration Fees	416.40							
Penalties and Miscellaneous	175.00							
Due to/from Current Fund:								
Interfund Advanced/Returned								
Tax Sale Premium			713.23		67.44			20,000.00
Interest on Deposits								20,800.00
Due to/from Performance Bond and Escrow Deposits and Interest						75.03	12,737.68	15,370.75
Parking Offenses Adjudication Act								
COAH Housing Deposit and Interest								
Due from Current Fund Appropriated Reserves		5,165.69						
Recycling Revenue and Interest		1,835.78						
Total Receipts	4,211.00	7,001.47	713.23		67.44	75.03	12,737.68	56,170.75
Total Funds Available	20,367.86	31,898.75	135,957.82	35,353.05	12,810.63	3,271.56	29,897.77	445,317.60
Decreased by Disbursements:								
State Registration Fees	416.40							
Animal Control Fund Expenditures	850.40							
Due to Current Fund	6,674.46							
Reserve for Recycling Expenditures		5,488.00						
Performance Bond and Escrow Deposit Expenditures				1,380.00				12,973.06
POAA Expenditures						6.00		20,100.00
Tax Sale Premium Expenditures								
State Unemployment Insurance Expenditures			1,177.76					
Total Disbursements	7,941.26	5,488.00	1,177.76	1,380.00		6.00		33,073.06
B	\$ 12,426.60	\$ 26,410.75	\$ 134,780.06	\$ 33,973.05	\$ 12,810.63	\$ 3,265.56	\$ 29,897.77	\$ 412,244.54
Balance December 31, 2020								

BOROUGH OF STANHOPE  
ASSESSMENT TRUST FUND  
ANALYSIS OF CASH  
YEAR ENDED DECEMBER 31, 2020

NOT APPLICABLE

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

	<u>Ref.</u>	
Balance December 31, 2019	B	\$ 9,482.40
Increased by:		
Dog License Fees Collected		\$ 2,569.60
Cat License Fees Collected		1,050.00
Penalties		175.00
		3,794.60
		13,277.00
Decreased by:		
Animal Control Fund Expenditures		850.40
Statutory Excess- Due to Current Fund		2,455.00
		3,305.40
Balance December 31, 2020	B	\$ 9,971.60

License Fees Collected

<u>Year</u>	<u>Amount</u>
2018	\$ 4,423.20
2019	5,548.40
	9,971.60
Maximum Allowable Reserve	\$ 9,971.60



BOROUGH OF STANHOPE  
COUNTY OF SUSSEX  
2020  
GENERAL CAPITAL FUND

BOROUGH OF STANHOPE  
GENERAL CAPITAL FUND  
SCHEDULE OF CASH

	<u>Ref.</u>	
Balance December 31, 2019	C	\$ 1,103,361.31
Increased by:		
Current Fund Budget Appropriation:		
Capital Improvement Fund		\$ 30,000.00
Payment of Bond Anticipation Notes		382,000.00
Current Fund Appropriation Reserves::		
Reserve for Road Improvements		6,487.54
Bond Anticipation Notes Issued		2,847,284.00
Due to/from Current Fund :		
Interest Income		3,189.76
		3,268,961.30
		4,372,322.61
Decreased by:		
Due from Water Utility Capital Fund		236,400.00
Due from Sewer Utility Capital Fund		28,400.00
Due to Current Fund:		
Interest		3,189.76
Bond Anticipation Notes Payable		3,229,284.00
Improvement Authorization Expenditures		462,618.45
		3,959,892.21
Balance December 31, 2020	C	\$ 412,430.40







BOROUGH OF STANHOPE  
GENERAL CAPITAL FUND  
SCHEDULE OF CAPITAL IMPROVEMENT FUND

	<u>Ref.</u>	
Balance December 31, 2019	C	\$ 28,220.42
Increased by:		
Current Fund Budget Appropriation		<u>30,000.00</u>
		58,220.42
Decreased by:		
Appropriated to Finance Improvement Authorizations		<u>35,125.00</u>
Balance December 31, 2020	C	<u><u>\$ 23,095.42</u></u>

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

Ord. No.	Improvement Description	Issue of Original Note	Date of			Interest Rate	Balance Dec 31, 2019	Issued	Matured	Balance Dec 31, 2020
			Issue	Maturity						
10-04	Various Improvements	06/03/11	10/21/19	05/21/20	2.00%	\$ 56,200.00	\$	56,200.00		
10-13	Acquisition of New Equipment	06/03/11	10/21/19	05/21/20	2.00%	15,900.00		15,900.00		
11-13	Acquisition of Fire Equipment	05/31/12	10/21/19	05/21/20	2.00%	8,500.00		8,500.00		
12-15	Various Improvements	05/30/13	10/21/19 05/21/20	05/21/20 05/20/21	2.00% 1.90%	176,000.00	\$ 132,000.00	176,000.00	\$ 132,000.00	
13-12	Various Improvements	05/30/14	10/21/19 05/21/20	05/21/20 05/20/21	2.00% 1.90%	50,950.00	41,550.00	50,950.00	41,550.00	
14-08	Maple and Mountain Terrace	05/30/14	10/21/19 05/21/20	05/21/20 05/20/21	2.00% 1.90%	159,301.20	127,441.20	159,301.20	127,441.20	
14-12	James Street Improvements	05/30/14	10/21/19 05/21/20	05/21/20 05/20/21	2.00% 1.90%	91,243.91	72,993.91	91,243.91	72,993.91	
14-13	Various Improvements	05/28/15	10/21/19 05/21/20	05/21/20 05/20/21	2.00% 1.90%	139,455.00	116,215.00	139,455.00	116,215.00	

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

Ord. No.	Improvement Description	Date of				Interest Rate	Balance Dec 31, 2019	Issued	Matured	Balance Dec 31, 2020
		Issue of Original Note	Issue	Maturity						
15-10	Various Improvements	05/24/16	10/21/19 05/21/20	05/21/20 05/20/21	2.00% 1.90%	\$ 187,148.33	\$ 160,448.33	\$ 187,148.33	\$ 160,448.33	
15-14	Improvement of Various Roads	05/24/16	10/21/19 05/21/20	05/21/20 05/20/21	2.00% 1.90%	92,795.56	79,795.56	92,795.56	79,795.56	
16-04	Various Improvements	05/23/17	10/21/19 05/21/20	05/21/20 05/20/21	2.00% 1.90%	276,650.00	242,069.00	276,650.00	242,069.00	
17-03	Various Improvements	05/23/18	10/21/19 05/21/20	05/21/20 05/20/21	2.00% 1.90%	151,500.00	134,666.00	151,500.00	134,666.00	
18-03	Improvement of Sparta Road & Various Trails	05/23/18	10/21/19 05/21/20	05/21/20 05/20/21	2.00% 1.90%	85,000.00	75,555.00	85,000.00	75,555.00	
18-09	Various Improvements	05/21/19	10/21/19 05/21/20	05/21/20 05/20/21	2.00% 1.90%	1,328,740.00	1,274,650.00	1,328,740.00	1,274,650.00	
19-01	Various Improvements	05/21/19	10/21/19 05/21/20	05/21/20 05/20/21	2.00% 1.90%	409,900.00	389,900.00	409,900.00	389,900.00	
						<u>\$ 3,229,284.00</u>	<u>\$ 2,847,284.00</u>	<u>\$ 3,229,284.00</u>	<u>\$ 2,847,284.00</u>	
						Ref. C				
						Renewed	\$ 2,847,284.00	\$ 2,847,284.00		
						Paid by Budget Appropriation	<u>\$ 2,847,284.00</u>	<u>\$ 3,229,284.00</u>		



BOROUGH OF STANHOPE  
GENERAL CAPITAL FUND  
SCHEDULE OF SERIAL BONDS PAYABLE  
YEAR ENDED DECEMBER 31, 2020

NOT APPLICABLE

BOROUGH OF STANHOPE  
GENERAL CAPITAL FUND  
SCHEDULE OF GENERAL CAPITAL LOANS PAYABLE  
YEAR ENDED DECEMBER 31, 2020

NOT APPLICABLE

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

Ord. No.	Ord. Date	Improvement Description	2020 Authorizations	Balance Dec 31, 2020
20-02	01/28/20	Various Improvements	\$ 334,625.00	\$ 334,625.00
			<u>\$ 334,625.00</u>	<u>\$ 334,625.00</u>

BOROUGH OF STANHOPE  
COUNTY OF SUSSEX  
2020  
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, 2019	D	\$ 440,294.09	\$ 270,707.92
Increased by Receipts:			
Consumer Accounts Receivable - Water Rents		\$ 727,036.51	
Interest on Water Rents		6,968.18	
Miscellaneous Revenue		11,668.36	
Water Utility Operating Fund Budget Appropriation:			
Capital Improvement Fund			\$ 5,000.00
Payment of Bond Anticipation Notes			72,000.00
Bond Anticipation Notes Issued			641,493.00
Due to General Capital Fund			236,400.00
Due to/from Water Utility Capital Fund:			
Interest Income		1,896.70	1,896.70
		<u>747,569.75</u>	<u>956,789.70</u>
		<u>1,187,863.84</u>	<u>1,227,497.62</u>
Decreased by Disbursements:			
2020 Appropriation Expenditures		612,804.34	
2019 Appropriation Reserves		24,202.46	
Interest on Loans and Notes		22,420.53	
Bond Anticipation Notes Matured			713,493.00
Improvement Authorizations			56,434.60
Due to Water Utility Operating Fund:			
Interest Income		15.00	1,896.70
Due to Sewer Utility Operating Fund			
		<u>659,442.33</u>	<u>771,824.30</u>
Balance December 31, 2020	D	<u>\$ 528,421.51</u>	<u>\$ 455,673.32</u>

BOROUGH OF STANHOPE  
WATER UTILITY OPERATING FUND  
SCHEDULE OF CASH - UTILITY COLLECTOR  
YEAR ENDED DECEMBER 31, 2020

NOT APPLICABLE

BOROUGH OF STANHOPE  
WATER UTILITY CAPITAL FUND  
ANALYSIS OF WATER CAPITAL CASE

	Receipts		Disbursements		Transfers		Balance/ (Deficit) Dec. 31, 2020			
	Bond Anticipation Notes	Budget Appropriations	Miscellaneous	Improvement Authorizations	Bond Anticipation Notes	Miscellaneous		From	To	
Capital Improvement Fund		\$ 5,000.00							\$ 42,566.54	
Due Water Utility Operating Fund		72,000.00	\$ 1,896.70			\$ 1,896.70	\$ 72,000.00		236,400.00	
Due General Capital Fund			236,400.00						22,754.25	
Fund Balance									42,839.70	
Reserve for Connection Fees									5,750.00	
Reserve for Payment of Debt Service									20,000.00	
Reserve for Future Capital Improvements										
<b>Ord. No.</b>	<b>General Improvements</b>									
2012-10	Improvement to Water Supply and Distribution System	\$ 28,100.00		\$ 37,500.00				\$ 9,400.00		
2012-14	Acquisition of New and Additional Vehicular Equipment	14,150.00		18,650.00				4,500.00		
2012-18	Improvement to Water Supply and Distribution System	20,900.00		27,600.00	\$ 6,574.60			6,700.00		
2013-02	Acquisition and Installation of a New Generator			3,400.00				3,400.00		
2013-11	Acquisition of New and Additional Equipment	33,012.03		59,200.00	9,725.40			10,000.00	23,286.63	
2014-07	Improvement to Water Supply and Distribution System			38,977.00				8,000.00		
2014-11	Improvement to Water Supply and Distribution System	30,644.03		180,516.00	1,000.00			10,000.00	29,644.03	
2014-14	Various Improvements			27,600.00				3,000.00		
2014-18	Improvement to Water Supply and Distribution System	15,168.92		30,700.00	240.00			3,000.00	14,928.92	
2015-08	Various Improvements	15,002.49		113,500.00				5,000.00	15,002.49	
2018-11	Various Improvements	21,016.70		50,850.00				4,000.00	21,016.70	
2019-02	Various Improvements	20,378.66		77,000.00				5,000.00	20,378.66	
2020-03	Various Improvements				38,894.60				(38,894.60)	
		\$ 270,707.92	\$ 641,493.00	\$ 77,000.00	\$ 238,296.70	\$ 56,434.60	\$ 713,493.00	\$ 72,000.00	\$ 455,673.32	

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

	<u>Ref.</u>	
Balance December 31, 2019	D	\$ 112,298.13
Increased by:		
2020 Water Charges Levied		<u>707,157.87</u>
		819,456.00
Decreased by:		
Collections	\$ 727,036.51	
Transferred to Municipal Utility Lien	<u>1,529.40</u>	
		<u>728,565.91</u>
Balance December 31, 2020	D	<u>\$ 90,890.09</u>

WATER UTILITY OPERATING FUND  
SCHEDULE OF WATER UTILITY LIENS  
YEAR ENDED DECEMBER 31, 2020

	<u>Ref.</u>	
Balance December 31, 2019	D	\$ 8,530.28
Increased by:		
Transfer from Consumer Accounts Receivable		<u>1,529.40</u>
Balance December 31, 2020	D	<u>\$ 10,059.68</u>



BOROUGH OF STANHOPE  
WATER UTILITY CAPITAL FUND  
SCHEDULE OF FIXED CAPITAL

	Balance Dec. 31, 2019	Transferred from Fixed Capital Authorized and Uncompleted	Balance Dec. 31, 2020
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	1,251,862.34		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
Preliminary Engineering for Phase I Water System Improvements	82,033.30		82,033.30
Improvement to Water Supply and Distribution System	98,576.10		98,576.10
Reconstruction of Roadway Pavements	26,364.65		26,364.65
Improvement to Water Supply and Distribution System		\$ 2,300,000.00	2,300,000.00
	<u>\$ 4,443,377.89</u>	<u>\$ 2,300,000.00</u>	<u>\$ 6,743,377.89</u>
	D		D

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

Improvement Description	No.	Ordinance Date	Amount	Balance Dec.31, 2019	2020 Authorizations		Costs to Fixed Capital	Balance Dec.31, 2020
					Deferred Charges to Future Revenue			
Improvement to Water Supply and Distribution System	2012-18	11/27/12	\$ 2,300,000.00	\$ 2,300,000.00		\$ 2,300,000.00		
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	2014-11	06/24/14	265,000.00	256,000.00			256,000.00	
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	
Water Supply and Distribution System	2018-11	05/09/17	54,850.00	54,850.00			54,850.00	
Various Improvements	2019-02	02/19/19	82,000.00	82,000.00			82,000.00	
Various Improvements	2020-03	01/28/20	236,400.00		\$ 236,400.00		236,400.00	
				<u>\$ 3,073,377.12</u>	<u>\$ 236,400.00</u>		<u>\$ 2,300,000.00</u>	<u>\$ 1,009,777.12</u>

Ref. D D

BOROUGH OF STANHOPE  
WATER UTILITY OPERATING FUND  
SCHEDULE OF 2019 APPROPRIATION RESERVES  
YEAR ENDED DECEMBER 31, 2020

	Balance Dec. 31, 2019	Balance After Modification	Paid or Charged	Balance Lapsed
Operating:				
Salaries and Wages	\$ 4.07	\$ 4.07		\$ 4.07
Other Expenses	82,794.54	82,794.54	\$ 19,202.46	63,592.08
Capital Improvements:				
Capital Outlay	3,750.00	3,750.00	3,750.00	
Deferred Charges and Statutory Expenditures:				
Social Security System (O.A.S.I.)	120.59	120.59		120.59
	\$ 86,669.20	\$ 86,669.20	\$ 22,952.46	\$ 63,716.74

Ref. D

Analysis of Balance December 31, 2019

	Ref.	
Unencumbered	D	\$ 79,314.10
Encumbered	D	7,355.10
		\$ 86,669.20

Analysis of Paid or Charged:

Cash Disbursed	\$ 24,202.46
Less: Due from General Capital Fund	1,250.00
	\$ 22,952.46

BOROUGH OF STANHOPE  
WATER UTILITY CAPITAL FUND  
SCHEDULE OF IMPROVEMENT AUTHORIZATIONS

Ord. No.	Improvement Description	Date	Ordinance Amount	Balance Dec. 31, 2019		Paid or Charged	2020 Authorizations		Balance Dec. 31, 2020
				Funded	Unfunded		Deferred	Charges to Future Revenue	
2012-18	Improvement to Water Supply and Distribution System	11/27/12	\$ 2,300,000.00	\$ 6,574.60		\$ 6,574.60			
2013-11	Acquisition of New and Additional Equipment	07/09/13	140,000.00		\$ 33,012.03	9,725.40		\$ 23,286.63	
2014-11	Improvement to Water Supply and Distribution System	06/24/14	256,000.00		30,644.03	1,000.00		29,644.03	
2014-18	Improvement to Water Supply and Distribution System	08/26/14	112,527.12		15,168.92	240.00		14,928.92	
2015-08	Various Improvements	04/28/15	128,000.00		15,002.49			15,002.49	
2018-11	Water Supply and Distribution System	05/8/18	54,850.00		21,016.70			21,016.70	
2019-02	Various Improvements	02/19/19	82,000.00		20,378.66			20,378.66	
2020-03	Various Improvements	01/28/20	236,400.00			38,894.60		197,505.40	
				\$ 6,574.60	\$ 135,222.83	\$ 56,434.60	\$ 236,400.00	\$ -0-	\$ 321,762.83
			<u>Ref.</u>	D	D	D	D	D	D

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

	<u>Ref.</u>	
Balance December 31, 2019	D	\$ 37,566.54
Increased by:		
2020 Budget Appropriation		<u>5,000.00</u>
Balance December 31, 2020	D	<u>\$ 42,566.54</u>

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

	<u>Ref.</u>		
Balance December 31, 2019	D		\$ 5,542,813.12
Increased by:			
Transfer from Deferred Reserve for Amortization		\$ 2,750.00	
Paid by Water Utility Operating Budget:			
Bond Anticipation Notes		63,000.00	
NJ Environmental Infrastructure Loan #1		60,877.11	
NJ Environmental Infrastructure Loan #2		24,528.85	
		<u>151,155.96</u>	<u>151,155.96</u>
Balance December 31, 2020	D		<u>\$ 5,693,969.08</u>

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

Ord. No.	Improvement Description	Date of Ordinance	Balance Dec.31, 2019	Funded by Budget Appropriation	To Reserve for Amorti- zation	Balance Dec.31, 2020
2012-18	Improvement to Water Supply and Distribution system	11/27/12	\$ 2,750.00		\$ 2,750.00	
2018-11	Water Supply and Distribution System	05/21/19		\$ 4,000.00		\$ 4,000.00
2019-02	Various Improvements	05/21/19		5,000.00		5,000.00
			<u>\$ 2,750.00</u>	<u>\$ 9,000.00</u>	<u>\$ 2,750.00</u>	<u>\$ 9,000.00</u>
		<u>Ref.</u>	D			D

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

Ord. No.	Improvement Description	Issue of Original Note	Date of		Maturity	Interest Rate	Balance		Matured	Balance Dec.31, 2020
			Issue	Dec.31, 2019			Issued	Dec.31, 2020		
2012-10	Improvement to Water Supply and Distribution System	05/31/13	10/21/19 05/21/20	\$ 37,500.00	05/21/20 05/20/21	2.0000% 1.9000%	\$ 28,100.00	\$ 37,500.00	\$ 28,100.00	
2012-14	Acquisition of New and Additional Vehicular Equipment	05/31/13	10/21/19 05/21/20	18,650.00	05/21/20 05/20/21	2.0000% 1.9000%	14,150.00	18,650.00	14,150.00	
2012-18	Improvement to Water Supply and Distribution System	05/31/13	10/21/19 05/21/20	27,600.00	05/21/20 05/20/21	2.0000% 1.9000%	20,900.00	27,600.00	20,900.00	
2013-02	Acquisition and Installation of a New Generator	05/31/13	10/21/19	3,400.00	05/21/20	2.0000%		3,400.00		
2013-11	Acquisition of New and Additional Equipment	05/30/14	10/21/19 05/21/20	69,200.00	05/21/20 05/20/21	2.0000% 1.9000%	59,200.00	69,200.00	59,200.00	
2014-07	Improvement to Water Supply and Distribution System	05/30/14	10/21/19 05/21/20	46,977.00	05/21/20 05/20/21	2.0000% 1.9000%	38,977.00	46,977.00	38,977.00	
2014-11	Improvement to Water Supply and Distribution System	05/28/15	10/21/19 05/21/20	190,516.00	05/21/20 05/20/21	2.0000% 1.9000%	180,516.00	190,516.00	180,516.00	



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

Ord. No.	Improvement Description	Issue of Original Note	Date of		Interest Rate	Balance Dec.31, 2019	Issued	Matured	Balance Dec.31, 2020
			Issue	Maturity					
2014-14	Various Improvements	05/28/15	10/21/19 05/21/20	05/21/20 05/20/21	2.000% 1.900%	\$ 30,600.00	\$ 27,600.00	\$ 30,600.00	\$ 27,600.00
2014-18	Improvement to Water Supply and Distribution System	05/30/14	10/21/19 05/21/20	05/21/20 05/20/21	2.000% 1.900%	33,700.00	30,700.00	33,700.00	30,700.00
2015-08	Various Improvements	05/24/16	10/21/19 05/21/20	05/21/20 05/20/21	2.000% 1.900%	118,500.00	113,500.00	118,500.00	113,500.00
2018-11	Water Supply and Distribution System	05/21/19	10/21/19 05/21/20	05/21/20 05/20/21	2.000% 1.900%	54,850.00	50,850.00	54,850.00	50,850.00
2019-02	Various Improvements	05/21/19	10/21/19 05/21/20	05/21/20 05/20/21	2.000% 1.900%	82,000.00	77,000.00	82,000.00	77,000.00
						<u>\$ 713,493.00</u>	<u>\$ 641,493.00</u>	<u>\$ 713,493.00</u>	<u>\$ 641,493.00</u>
					Ref.	D			D
					Renewed		\$ 641,493.00	\$ 641,493.00	
					Paid by Budget Appropriation			72,000.00	
							<u>\$ 641,493.00</u>	<u>\$ 713,493.00</u>	

BOROUGH OF STANHOPE  
WATER UTILITY CAPITAL FUND  
SCHEDULE OF SERIAL BONDS PAYABLE  
YEAR ENDED DECEMBER 31, 2020

NOT APPLICABLE

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

	<u>Ref.</u>	
Balance December 31, 2019	D	\$ 887,279.71
Decreased by:		
Principal Matured		60,877.11
Balance December 31, 2020	D	\$ 826,402.60

Schedule of Principal and Interest Payments Outstanding December 31, 2020  
Trust Loan - 2014 Issue

<u>Payment Number</u>	<u>Due Date</u>	<u>Principal</u>	<u>Interest</u>	<u>Loan Balance</u>
				\$ 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	
		\$ 230,000.00	\$ 55,400.00	

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

Schedule of Principal Payments Outstanding December 31, 2020  
Fund Loan - 2014 Issue

<u>Payment Number</u>	<u>Due Date</u>	<u>Principal</u>	<u>Loan Balance</u>
			\$ 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>\$ 596,402.60</u>	

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

	<u>Ref.</u>	
Balance December 31, 2019	D	\$ 370,419.18
Decreased by:		<u>24,528.85</u>
Principal Matured		
Balance December 31, 2020	D	<u>\$ 345,890.33</u>

Schedule of Principal and Interest Payments Outstanding December 31, 2020  
Trust Loan - 2014 Issue

<u>Payment Number</u>	<u>Due Date</u>	<u>Principal</u>	<u>Interest</u>	<u>Loan Balance</u>
				\$ 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>\$ 180,636.00</u>	<u>\$ 39,806.63</u>	

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

Schedule of Principal Payments Outstanding December 31, 2020

Fund Loan - 2014 Issue

Payment Number	Due Date	Principal	Loan Balance
			\$ 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>\$ 165,254.33</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>2020 Authori- zations</u>	<u>Balance Dec.31, 2020</u>
2020-03	01/28/20	Various Improvements	\$ 236,400.00	\$ 236,400.00
			<u>\$ 236,400.00</u>	<u>\$ 236,400.00</u>

BOROUGH OF STANHOPE  
COUNTY OF SUSSEX  
2020  
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, 2019	E	\$ 995,719.05	\$ 1,046,749.45
Increased by Receipts:			
Consumer Accounts Receivable - Sewer Rents		\$ 883,013.58	
Interest on Sewer Rents		9,006.82	
Interest on Investments and Deposits		4,572.66	
Sewer Connection Fees		3,500.00	
Sewer Utility Operating Fund Budget Appropriation:			
Capital Improvement Fund			\$ 5,000.00
Payment of Bond Anticipation Notes			70,000.00
Bond Anticipation Notes Issued			626,525.00
Due to General Capital Fund			28,400.00
Due to Water Utility Operating Fund		15.00	
Due from Sewer Utility Capital Fund		3,384.25	
Due to Sewer Utility Operating Fund:			
Interest Income			3,384.25
		<u>903,492.31</u>	<u>733,309.25</u>
		1,899,211.36	1,780,058.70
Decreased by Disbursements:			
2020 Appropriation Expenditures		897,720.25	
2019 Appropriation Reserves		12,040.99	
Interest on Notes		8,242.00	
Bond Anticipation Notes Matured			696,525.00
Improvement Authorizations			573,955.33
Due to Sewer Utility Operating Fund			3,384.25
		<u>918,003.24</u>	<u>1,273,864.58</u>
Balance December 31, 2020	E	<u>\$ 981,208.12</u>	<u>\$ 506,194.12</u>

BOROUGH OF STANHOPE  
SEWER UTILITY OPERATING FUND  
SCHEDULE OF CASH - UTILITY COLLECTOR  
YEAR ENDED DECEMBER 31, 2020

NOT APPLICABLE

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

Ordinance No.	General Improvements	Receipts				Disbursements				Balance Dec 31, 2020	
		Balance/ (Deficit) Dec 31, 2019	Bond Anticipation Notes	Budget Appropriations	Miscellaneous	Bond Anticipation Notes	Improvement Authorizations	Miscellaneous	Transfers From		To
	Capital Fund Balance	\$ 68,009.04									\$ 68,009.04
	Capital Improvement Fund	27,589.68		\$ 5,000.00							32,589.68
	Due General Capital Fund				\$ 28,400.00						28,400.00
	Due Sewer Utility Operating Fund			70,000.00	3,384.25		\$ 3,384.25	\$ 70,000.00			286,885.00
	Reserve for Connection Fees	286,885.00									50,000.00
	Reserve for Debt Service	50,000.00									50,000.00
	Reserve for Preliminary Expenses	265.00									265.00
	<b>Total</b>	\$ 1,046,749.45	\$ 626,525.00	\$ 75,000.00	\$ 31,784.25	\$ 696,525.00	\$ 3,384.25	\$ 70,000.00	\$ 70,000.00	\$ 66,200.00	\$ 506,194.12
	12-16 Improvement of the Sanitary Sewerage System	3,686.19									3,686.19
	13-10 Acquisition of New and Additional Equipment	426.72									426.72
	15-09 Acquisition of New and Additional Vehicular Equipment	5,966.62									5,966.62
	18-10 Various Improvements	584,003.40	\$ 592,325.00			\$ 658,525.00		\$ 546,342.53	\$ 66,200.00		37,660.87
	19-03 Various Improvements	19,917.80	34,200.00			38,000.00			3,800.00		19,917.80
	20-01 Acquisition of New and Additional Vehicular Equipment							27,612.80			(27,612.80)

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

	<u>Ref.</u>	
Balance December 31, 2019	E	\$ 146,426.00
Increased by:		
2020 Sewer Charges Levied		855,416.91
		1,001,842.91
Decreased by:		
Transferred to Sewer Utility Liens	\$ 949.81	
Collections	883,013.58	
		883,963.39
Balance December 31, 2020	E	\$ 117,879.52

E-8A

SEWER UTILITY OPERATING FUND  
SCHEDULE OF SEWER UTILITY LIENS  
YEAR ENDED DECEMBER 31, 2020

	<u>Ref.</u>	
Balance December 31, 2019	E	\$ 5,339.54
Increased by:		
Transfer from Consumer Accounts Receivable		949.81
		6,289.35
Balance December 31, 2020	E	\$ 6,289.35

BOROUGH OF STANHOPE  
SEWER UTILITY CAPITAL FUND  
SCHEDULE OF FIXED CAPITAL

	<u>Balance</u> <u>Dec 31, 2019</u>	<u>Balance</u> <u>Dec 31, 2020</u>
Sanitary Sewer System Ordinances: Sanitary Sewerage Collection System	\$ 1,116,217.74	\$ 1,116,217.74
Improvement to Sanitary Sewerage Collection System	2,549,240.90	2,549,240.90
Purchase New Sewer Equipment	8,500.00	8,500.00
Sewer System Extension Work	35,000.00	35,000.00
Purchase of Storage Shed	3,000.00	3,000.00
Purchase and Installation of Gate Closing Equipment	2,500.00	2,500.00
Improvement of Sewer System	587,377.54	587,377.54
Computer Equipment	5,500.00	5,500.00
Purchase of Sewer Equipment	17,228.93	17,228.93
Purchase of Various Vehicles	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	<u>40,000.00</u>	<u>40,000.00</u>
	<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	No.	Ordinance		Amount	Balance Dec 31, 2019	2020 Authori- zations	Balance Dec 31, 2020
		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
Various Improvements	19-03	2/19/19		38,000.00			38,000.00
Acquisition of New and Additional Vehicular Equipment	20-01	1/28/20		28,400.00		\$ 28,400.00	28,400.00
					\$ 959,525.00	\$ 28,400.00	\$ 987,925.00
			<u>Ref.</u>		E		E

BOROUGH OF STANHOPE  
SEWER UTILITY OPERATING FUND  
SCHEDULE OF 2019 APPROPRIATION RESERVES  
YEAR ENDED DECEMBER 31, 2020

	<u>Balance Dec 31, 2019</u>	<u>Balance After Modification</u>	<u>Paid or Charged</u>	<u>Balance Lapsed</u>
Operating:				
Salaries and Wages	\$ 0.41	\$ 0.41		\$ 0.41
Other Expenses	67,365.77	67,365.77	\$ 7,040.99	60,324.78
Capital Improvements:				
Capital Outlay	3,750.00	3,750.00	3,750.00	
Deferred Charges and Statutory Expenditures:				
Social Security System (O.A.S.I.)	155.97	155.97		155.97
	<u>\$ 71,272.15</u>	<u>\$ 71,272.15</u>	<u>\$ 10,790.99</u>	<u>\$ 60,481.16</u>

Analysis of Balance December 31, 2019

	<u>Ref.</u>	
Unencumbered	E	\$ 68,221.58
Encumbered	E	<u>3,050.57</u>
		<u>\$ 71,272.15</u>

Cash Disbursed	\$ 12,040.99
Less: Due from General Capital Fund	<u>1,250.00</u>
	<u>\$ 10,790.99</u>

BOROUGH OF STANHOPE  
SEWER UTILITY CAPITAL FUND  
SCHEDULE OF IMPROVEMENT AUTHORIZATIONS

Ord. No.	Improvement Description	Ordinance		Balance Dec. 31, 2019		Paid or Charged	2020 Authorizations	
		Date	Amount	Funded	Unfunded		Deferred Charges to Future Revenue	Balance Dec. 31, 2020
							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	426.72			426.72	
15-09	Acquisition of New and Additional Vehicular Equipment	4/28/15	68,000.00	5,966.62			5,966.62	
18-10	Various Improvements	5/8/18	688,525.00		\$ 584,003.40	\$ 546,342.53		\$ 37,660.87
19-03	Various Improvements	2/19/19	38,000.00		19,917.80			19,917.80
20-01	Acquisition of New and Additional Vehicular Equipment	1/28/20	28,400.00			27,612.80	\$ 28,400.00	787.20
							\$ 10,079.53	\$ 603,921.20
							\$ 10,079.53	\$ 28,400.00
							\$ 10,079.53	\$ 573,955.33
							E	E
							E	E



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

	<u>Ref.</u>	
Balance December 31, 2019	E	\$ 27,589.68
Increased by:		
2020 Budget Appropriation		<u>5,000.00</u>
Balance December 31, 2020	E	<u>\$ 32,589.68</u>

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

	<u>Ref.</u>	
Balance December 31, 2019	E	<u>\$ 4,684,149.41</u>
Balance December 31, 2020	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, 2019</u>	<u>Funded by Budget Appropriation</u>	<u>Balance Dec 31, 2020</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	68,000.00		68,000.00
18-10	Various Improvements	5/8/2018	30,000.00	\$ 66,200.00	96,200.00
19-03	Various Improvements	2/19/2019		<u>3,800.00</u>	<u>3,800.00</u>
			<u>\$ 203,000.00</u>	<u>\$ 70,000.00</u>	<u>\$ 273,000.00</u>
		<u>Ref.</u>	E		E

BOROUGH OF STANHOPE  
SEWER UTILITY CAPITAL FUND  
SCHEDULE OF LOANS PAYABLE  
YEAR ENDED DECEMBER 31, 2020

NOT APPLICABLE

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

Ord, No.	Improvement Description	Issue of Original Note	Date of		Interest Rate	Balance Dec 31, 2019	Issued	Matured	Balance Dec 31, 2020	
			Issue	Maturity						
18-10	Various Improvements	5/21/2019	10/21/2019	5/21/2020	2.000%	\$ 658,525.00	\$ 592,325.00	\$ 658,525.00	\$ 592,325.00	
			5/21/2020	5/20/2021	1.900%					
19-03	Various Improvements	5/21/2019	10/21/2019	5/21/2020	2.000%	38,000.00	34,200.00	38,000.00	34,200.00	
			5/21/2020	5/20/2021	1.900%					
						<u>\$ 696,525.00</u>	<u>\$ 626,525.00</u>	<u>\$ 696,525.00</u>	<u>\$ 626,525.00</u>	
						<u>Ref.</u>	E	E		
						Renewed	\$ 626,525.00	\$ 626,525.00		
						Paid by Budget Appropriation	70,000.00	<u>70,000.00</u>		
						<u>\$ 626,525.00</u>	<u>\$ 696,525.00</u>			

BOROUGH OF STANHOPE  
SEWER UTILITY CAPITAL FUND  
SCHEDULE OF SERIAL BONDS PAYABLE  
YEAR ENDED DECEMBER 31, 2020

NOT APPLICABLE

BOROUGH OF STANHOPE  
SEWER 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>2020 Authori- zations</u>	<u>Balance Dec 31, 2020</u>
20-01	1/28/2020	Acquisition of New and Additional Vehicular Equipment	\$ 28,400.00	\$ 28,400.00
			<u>\$ 28,400.00</u>	<u>\$ 28,400.00</u>

BOROUGH OF STANHOPE

PART II

SINGLE AUDIT

YEAR ENDED DECEMBER 31, 2020



BOROUGH OF STANHOPE  
 SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS  
 YEAR ENDED DECEMBER 31, 2020

Name of Federal Agency or Department	Name of Program	C.F.D.A. Number	Project Number/ State Account Number	Grant Period		Grant Award	Amount Received	Amount of Expenditures	Cumulative Expenditures	Amount Provided to Subrecipients
				From	To					
U.S. Department of Transportation (Passed through New Jersey Department of Transportation)	Municipal Aid (Sparta Roads and Trails)	20.205	480-078-6320-ALM-600084	01/01/10	12/31/21	\$ 187,500.00		\$ 4,662.50	\$ 87,948.60	
	New Jersey Transportation Trust Fund Authority Act: Dell Road	20.205	480-078-6320-299-TCAP	01/01/20	12/31/21	109,000.00		69,400.16	69,400.16	
Total Department of Transportation								74,062.66	157,348.76	
Total Federal Awards								\$ -0-	\$ 157,348.76	\$ -0-

SEE ACCOMPANYING NOTES TO SCHEDULES OF EXPENDITURES OF FEDERAL AND STATE AWARDS

BOROUGH OF STANHOPE  
SCHEDULE OF EXPENDITURES OF STATE AWARDS  
YEAR ENDED DECEMBER 31, 2020

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-	01/01/20	12/31/20	\$ 30,000.00	\$ 7,500.00	\$ 30,000.00	\$ 30,000.00
		232-YCJF-6120	01/01/21	12/31/21	30,000.00	22,500.00	30,000.00	30,000.00
	Drunk Driving Enforcement Fund	100-078-6400-YYYY	01/01/11	12/31/21	2,127.06		657.00	1,316.12
	Body Armor Replacement Fund	718-066-1020-001 YCJF-6120	01/01/20	12/31/21	1,255.41	1,255.41		1,316.12
	Total Department of Law and Public Safety					31,255.41	30,657.00	31,316.12
Department of Environmental Protection	Clean Communities Program	765-042-4900	01/01/18	12/31/21	7,292.27		4,681.41	7,292.27
		004-V42Y-6020	01/01/19	12/31/21	8,286.30		1,478.23	1,478.23
			01/01/20	12/31/21	7,471.37	7,471.37		6,159.64
	Recycling Tonnage Grant	752-042-4900-001-V42Y-6020	01/01/20	12/31/21	5,165.69		4,507.78	5,165.69
	Total Department of Environmental Protection					7,471.37	10,667.42	13,936.19
Total State Awards					\$ 38,726.78	\$ 41,324.42	\$ 45,252.31	

SEE ACCOMPANYING NOTES TO SCHEDULES OF EXPENDITURES OF FEDERAL AND STATE AWARDS

BOROUGH OF STANHOPE  
NOTES TO SCHEDULES OF EXPENDITURES OF FEDERAL AND STATE AWARDS  
YEAR ENDED DECEMBER 31, 2020

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, 2020. 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, 2020:

NJ Environmental Infrastructure Loan Payable #1	\$ 826,402.60
NJ Environmental Infrastructure Loan Payable #2	<u>345,890.33</u>
	<u>\$1,172,292.93</u>

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



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Independent Member  
BKR International

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, 2020 and 2019, and the related notes to the financial statements and have issued our report thereon dated March 25, 2021. 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) as a basis for designing 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 2020-001, 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 financial statements. 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**

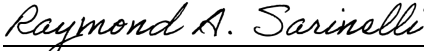
The Borough's response to the finding identified in our audit is described in the accompanying Schedule of Findings and Responses. The Borough's response was not subjected to the auditing procedures applied in the audit of the financial statements and, accordingly, we express no opinion on it.

### **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 25, 2021

NISIVOCCIA LLP

  
\_\_\_\_\_  
Raymond A. Sarinelli  
Certified Public Accountant  
Registered Municipal Accountant No. 563

BOROUGH OF STANHOPE  
SCHEDULE OF FINDINGS AND RESPONSES  
YEAR ENDED DECEMBER 31, 2020

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 2020 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 2020-001  
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, 2020

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

Finding 2020-001  
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, 2020

The Borough's one finding 2019-001 noted during 2019 regarding segregation of duties was not resolved due to budgetary constraints during 2020 and is reported in schedule of findings and responses as finding 2020-001.



BOROUGH OF STANHOPE

PART III

COMMENTS AND RECOMMENDATIONS

YEAR ENDED DECEMBER 31, 2020

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 through June 30, 2020, the bid thresholds in accordance with N.J.S.A. 40A:11-3 are \$17,500 for a contracting unit without a qualified purchasing agent and \$40,000 for a contracting unit with a qualified purchasing agent. Effective July 1, 2020 and thereafter, the bid thresholds in accordance with N.J.S.A. 40A:11-3 are \$17,500 for a contracting unit without a qualified purchasing agent and \$44,000 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 7, 2020, 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 21, 2020 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>
2020	15
2019	11
2018	20

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, 2020. It appears as though some of these awards may have exceeded the designated grant period under the terms of the original grant agreement. The Borough also has large receivables from the New Jersey Department of Transportation and the Federal Transportation Alternative Grant. It is recommended that the Borough continue to review and determine if appropriated grant balances, and offsetting receivables should be cancelled or expended and the collection of receivables be pursued.

Management Response

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

Journal Entries

During our review of the Borough's records, it was noted that not all of the prior year audit journal entries were posted in the Borough's accounting system. It is recommended that all audit journal entries are correctly posted to the accounting system in a timely fashion.

Management Response

The Chief Financial Officer will ensure that all audit journal entries are posted to the accounting system records in a timely fashion.

Management Suggestions

Effect on Internal Controls due to COVID-19

With the increased ability for certain work functions to be done remotely and the increased use of electronic payments and processes it is suggested that the Borough routinely reviews the internal controls in place especially with respect to security of passwords as well as access rights to accounting software and bank information including bank wire transfers and the timely back-up of records.

Sick and Vacation Leave

It is suggested that the Borough consult with its attorney to ensure that its negotiated labor contracts, individual employee arrangements and employee policies, as applicable, are in accordance with New Jersey statutes regarding unused sick and vacation leave.

Corrective Action Plan

Recommendations #1 and #2 from the 2019 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, and offsetting receivables should be cancelled or expended and the collection of receivables be pursued.
3. All audit journal entries are correctly posted to the accounting system in a timely fashion.

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