

TOWN OF BELVIDERE
COUNTY OF WARREN
REPORT OF AUDIT
2018

NISIVOCCIA LLP
CERTIFIED PUBLIC ACCOUNTANTS

TOWN OF BELVIDERE

COUNTY OF WARREN

REPORT OF AUDIT

2018

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TOWN OF BELVIDERE

PART I

FINANCIAL STATEMENTS

AND SUPPLEMENTARY DATA

YEAR ENDED DECEMBER 31, 2018

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Independent Auditors' Report

The Honorable Mayor and Members
of the Town Council
Town of Belvidere, NJ

Report on the Financial Statements

We have audited the financial statements – *regulatory basis* - of the various funds of the Town of Belvidere, in the County of Warren (the "Town") as of and for the years ended December 31, 2018 and 2017, and the related notes to the financial statements, as listed in the table of contents.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with 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 Town'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 Town's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

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

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

As described in Note 1, the financial statements are prepared by the Town 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 Town as of December 31, 2018 and 2017, or the changes in financial position or where applicable, cash flows thereof for the years then ended.

Opinion on Regulatory Basis of Accounting

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of the various funds and account group of the Town of Belvidere as of December 31, 2018 and 2017, and the results of operations and changes in fund balance, where applicable, of such funds, thereof for the years then ended on the basis of accounting practices prescribed or permitted by the Division to demonstrate compliance with the Division's regulatory basis of accounting and the budget laws of New Jersey, as described in Note 1.

Emphasis of Matter

As discussed in Note 16 to the financial statements, the Town implemented Governmental Accounting Standards Board ("GASB") Statement No. 75, *Accounting and Financial Reporting for Postemployment Benefits Other than Pensions*, during the year ended December 31, 2018. Our opinions are not modified with respect to this matter.

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

The supplementary data schedules and the schedules of expenditures of federal and state awards are the responsibility of management and were derived from and relate directly to the underlying accounting and other records used to prepare the financial statements. Such information has been subjected to the auditing procedures

The Honorable Mayor and Members
of the Town Council
Town of Belvidere
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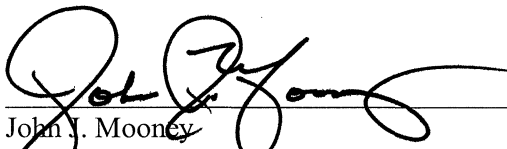
applied in the audit of the various fund financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the various fund financial statements or to the various fund financial statements 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 June 6, 2019 on our consideration of the Town of Belvidere'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 results of that testing, and not to provide an opinion on the effectiveness of the Town'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 Town of Belvidere's internal control over financial reporting and compliance.

Mount Arlington, New Jersey
June 6, 2019

NISIVOC CIA LLP
NISIVOC CIA LLP


John J. Mooney
Registered Municipal Accountant No. 560
Certified Public Accountant

TOWN OF BELVIDERE
COUNTY OF WARREN
2018
CURRENT FUND

TOWN OF BELVIDERE
CURRENT FUND
COMPARATIVE BALANCE SHEET - REGULATORY BASIS

		December 31,	
	<u>Ref.</u>	<u>2018</u>	<u>2017</u>
<u>ASSETS</u>			
Regular Fund:			
Cash and Cash Equivalents:			
Cash - Treasurer	A-4	\$ 1,292,687.28	\$ 1,274,134.11
Petty Cash Fund - Treasurer		750.00	750.00
		<u>1,293,437.28</u>	<u>1,274,884.11</u>
Receivables and Other Assets With			
Full Reserves:			
Delinquent Property Taxes Receivable	A-6	225,712.57	153,035.76
Tax Title Liens Receivable	A-7	79,601.84	130,569.34
Property Acquired for Taxes		36,700.00	36,700.00
Revenue Accounts Receivable	A-8	9,608.73	8,782.54
Due from Other Receivables		6,982.00	6,982.00
Due from:			
Federal and State Grant Fund	A	22,694.25	
Animal Control Fund	B	75.00	
Other Trust Funds - Recreation	B	7,091.71	
Unemployment Trust Funds	B	348.03	
Swimming Pool Utility Operating Fund	F	12,303.27	
Swimming Pool Utility Capital Fund	F	1,922.00	
Sewer Utility Operating Fund	F	68,551.44	
Payroll Account			1,367.09
Total Receivables and Other Assets			
With Full Reserves		<u>471,590.84</u>	<u>337,436.73</u>
Deferred Charges:			
Overexpenditure of Grant Reserves			9,411.35
			<u>9,411.35</u>
Total Regular Fund		<u>1,765,028.12</u>	<u>1,621,732.19</u>
Federal and State Grant Fund:			
Cash and Cash Equivalents	A-4A	31,499.15	370.50
Federal and State Grants Receivable	A-11	160,863.32	160,863.32
Due from Current Fund	A		9,416.35
Total Federal and State Grant Fund		<u>192,362.47</u>	<u>170,650.17</u>
<u>TOTAL ASSETS</u>		<u>\$ 1,957,390.59</u>	<u>\$ 1,792,382.36</u>

TOWN OF BELVIDERE
CURRENT FUND
COMPARATIVE BALANCE SHEET - REGULATORY BASIS
(Continued)

		December 31,	
	Ref.	2018	2017
<u>LIABILITIES, RESERVES AND FUND BALANCE</u>			
Regular Fund:			
Appropriation Reserves:			
Unencumbered	A-3;A-9	\$ 101,661.83	\$ 100,774.64
Encumbered	A-3;A-9	1,371.58	19,564.63
Total Appropriation Reserves		103,033.41	120,339.27
Prepaid Taxes		67,123.28	145,506.03
Tax Overpayments		3,170.28	13,236.40
County Taxes Payable		11,865.02	160.41
Due Federal and State Grant Fund	A		9,416.35
Due Other Trust Fund - Tax Sale Premium	B	5,700.00	103,300.00
Due Other Trust Fund	B	29,999.74	8,465.61
Due Other Trust Fund -Accumulated Absences	B	10,000.00	
Due General Capital Fund	C	268,834.80	281.00
Due Payroll Account		34,242.06	
Due to State of New Jersey:			
Senior Citizens' and Veteran's Deductions		3,608.94	3,608.94
Marriage License Fees		405.00	
Uniform Construction Code Fees		13,907.00	1,438.00
Local School District Taxes Payable	A-10	148,387.52	92,810.00
Reserve for Recodification of Ordinances		4,235.00	4,235.00
Reserve for Sale of Municipal Assets		127,378.66	329,793.66
Reserve for Third Party Liens		66,140.08	95,075.85
		898,030.79	927,666.52
Reserve for Receivables and Other			
Assets	A	471,590.84	337,436.73
Fund Balance	A-1	395,406.49	356,628.94
Total Regular Fund		1,765,028.12	1,621,732.19
Federal and State Grant Fund:			
Appropriated Reserves	A-12	169,594.99	161,625.35
Unappropriated Reserves	A-13	73.23	9,024.82
Due from Current Fund	A	22,694.25	
Total Federal and State Grant Fund		192,362.47	170,650.17
<u>TOTAL LIABILITIES, RESERVES AND FUND BALANCE</u>		<u>\$ 1,957,390.59</u>	<u>\$ 1,792,382.36</u>

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

TOWN OF BELVIDERE
CURRENT FUND
COMPARATIVE STATEMENT OF OPERATIONS
AND CHANGE IN FUND BALANCE - REGULATORY BASIS

		Year Ended December 31,	
	<u>Ref.</u>	2018	2017
<u>Revenue and Other Income Realized</u>			
Fund Balance Utilized		\$ 211,000.00	\$ 171,000.00
Miscellaneous Revenue Anticipated		1,109,433.86	760,315.65
Receipts from:			
Delinquent Taxes		211,736.19	145,771.76
Current Taxes		7,196,095.35	7,011,241.73
Nonbudget Revenue		104,851.95	122,901.38
Other Credits to Income:			
Unexpended Balance of Appropriation Reserves		53,732.24	57,555.20
Interfunds Returned		1,367.09	9,995.50
Total Income		<u>8,888,216.68</u>	<u>8,278,781.22</u>
<u>Expenditures</u>			
Budget Appropriations:			
Municipal Purposes		3,202,089.25	2,962,850.63
County Taxes		1,408,296.95	1,336,081.03
Amount Due County for Added and Omitted Taxes		11,865.02	160.41
Local School District Taxes		3,864,525.00	3,753,370.00
Expenditure Without An Appropriation			9,411.35
Interfunds Advanced		112,985.70	1,367.09
Other Receivables Advanced			6,982.00
Senior Citizens Deductions Disallowed		250.00	394.52
Refund of Prior Year Revenue		38,427.21	
Total Expenditures		<u>8,638,439.13</u>	<u>8,070,617.03</u>
Excess in Revenue		249,777.55	208,164.19
Adjustments to Income Before Fund Balance:			
Expenditures Included Above Which are by Statute			
Deferred Charges to Budget of Succeeding Year:			
Expenditure Without An Appropriation			9,411.35
Statutory Excess to Fund Balance		249,777.55	217,575.54
<u>Fund Balance</u>			
Balance January 1		<u>356,628.94</u>	<u>310,053.40</u>
		606,406.49	527,628.94
Decreased by:			
Utilized as Anticipated Revenue		<u>211,000.00</u>	<u>171,000.00</u>
Balance December 31	A	\$ 395,406.49	\$ 356,628.94

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

TOWN OF BELVIDERE
CURRENT FUND
STATEMENT OF REVENUE - REGULATORY BASIS
YEAR ENDED DECEMBER 31, 2018

	<u>Budget</u>	<u>Added by NJSA 40A:4-87</u>	<u>Realized</u>	<u>Excess or Deficit *</u>
Fund Balance Anticipated	\$ 211,000.00		\$ 211,000.00	
Miscellaneous Revenue:				
Licenses:				
Alcoholic Beverages	4,900.00		4,900.00	
Fines and Costs:				
Municipal Court	66,000.00		98,833.85	\$ 32,833.85
Interest and Costs on Taxes	34,000.00		114,516.31	80,516.31
Energy Receipts Tax	476,140.00		476,140.00	
Garden State Preservation Trust Fund	3,430.00		3,430.00	
Uniform Construction Code Fees	35,000.00		94,829.86	59,829.86
Cable Franchise Fee	8,000.00		8,837.84	837.84
Clean Communities Program		\$ 6,673.33	6,673.33	
Municipal Alliance	5,505.98	7,644.00	13,149.98	
Recycling Tonnage Grant	2,536.77		2,536.77	
Reserve for Body Armor Replacement Grant	982.07		982.07	
Anticipated Utility Operating Surplus	35,000.00		35,000.00	
Due from Payroll Account	1,300.00			1,300.00 *
Harmony Township Shared Court	29,000.00		32,393.77	3,393.77
Liberty Township Shared Court	14,000.00		12,210.08	1,789.92 *
Reserve for Sale of Municipal Assets	205,000.00		205,000.00	
Total Miscellaneous Revenue	<u>920,794.82</u>	<u>14,317.33</u>	<u>1,109,433.86</u>	<u>174,321.71</u>
Receipts from Delinquent Taxes	<u>150,000.00</u>		<u>211,736.19</u>	<u>61,736.19</u>
Amount to be Raised by Taxes for Support of Municipal Budget:				
Local Tax for Municipal Purposes	<u>2,113,449.44</u>		<u>2,118,879.82</u>	<u>5,430.38</u>
Budget Totals	<u>3,395,244.26</u>	<u>14,317.33</u>	<u>3,651,049.87</u>	<u>241,488.28</u>
Nonbudget Revenue			<u>104,851.95</u>	<u>104,851.95</u>
	<u>\$ 3,395,244.26</u>	<u>\$ 14,317.33</u>	<u>\$ 3,755,901.82</u>	<u>\$ 346,340.23</u>

TOWN OF BELVIDERE
CURRENT FUND
STATEMENT OF REVENUE - REGULATORY BASIS
YEAR ENDED DECEMBER 31, 2018
(Continued)

Allocation of Current Tax Collections

Revenue from Collection of Current Taxes	\$ 7,196,095.35
Allocated to County and School Taxes	<u>5,284,686.97</u>
Balance for Support of Municipal Budget	1,911,408.38
Add: Appropriation - Reserve for Uncollected Taxes	<u>207,471.44</u>
Realized for Support of Municipal Budget	<u><u>\$ 2,118,879.82</u></u>

Analysis of Delinquent Tax Collections:

Delinquent Taxes	\$ 144,277.36
Tax Title Liens	67,458.83
	<u><u>\$ 211,736.19</u></u>

Analysis of Nonbudget Revenue

Miscellaneous Revenue Not Anticipated:

Treasurer:	
Interest on Investments and Deposits	\$ 19,849.21
Senior Citizens and Veterans Deductions - Administrative Fee	425.00
Clerk Fees	68,792.40
Police Receipts	4,140.05
Other	7,238.81
Refunds	<u>793.62</u>
	\$ 101,239.09
Tax Collector Miscellaneous Revenue	1,636.00
Grant Fund Interest Earned	538.99
General Capital Fund Interest Earned	772.95
Other Trust Funds Interest Earned	238.13
Other Trust Funds - Recreation Interest Earned	<u>226.79</u>
	104,651.95
Due from Recreation - Other	<u>200.00</u>
	<u><u>\$ 104,851.95</u></u>

TOWN OF BELVIDERE
CURRENT FUND
STATEMENT OF EXPENDITURES - REGULATORY BASIS
YEAR ENDED DECEMBER 31, 2018

	Appropriations		Expended By		Unexpended Balance Cancelled
	Budget	Budget After Modification	Paid or Charged	Reserved	
Operations - Within "CAPS"					
GENERAL GOVERNMENT:					
Mayor and Council:					
Salaries & Wages	\$ 16,250.00	\$ 15,350.00	\$ 15,305.53	\$ 44.47	
Other Expenses	2,500.00	1,500.00	521.10	978.90	
Administration (Municipal Clerk):					
Salaries & Wages	107,100.00	106,600.00	105,783.75	816.25	
Other Expenses:	33,000.00	24,500.00	20,426.70	4,073.30	
Financial Administration:					
Salaries & Wages	25,350.00	25,350.00	4,182.10	21,167.90	
Other Expenses	12,500.00	12,500.00	12,276.25	223.75	
Audit	21,000.00	21,000.00	21,000.00		
Tax Assessment Administration:					
Salaries & Wages	21,450.00	21,450.00	21,231.28	218.72	
Other Expenses	2,300.00	1,300.00	1,130.87	169.13	
Revenue Administration (Tax Collection):					
Salaries & Wages	11,950.00	11,950.00	11,576.87	373.13	
Other Expenses	1,950.00	1,950.00	1,588.64	361.36	
Legal Services and Costs:					
Other Expenses:					
Miscellaneous Other Expenses	37,000.00	34,010.00	28,778.74	5,231.26	
Engineering Services and Costs:					
Other Expenses	20,000.00	20,000.00	10,599.00	9,401.00	

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

	Appropriations		Expended By		Unexpended Balance Cancelled
	Budget	Budget After Modification	Paid or Charged	Reserved	
Operations - Within "CAPS" (continued)					
GENERAL GOVERNMENT (continued):					
Public Buildings and Grounds:					
Other Expenses:					
Repairs and Maintenance	\$ 30,450.00	\$ 33,450.00	\$ 33,264.16	\$ 185.84	
Scout Home Maintenance	1,000.00	1,000.00	1,000.00		
Municipal Land Use Law (N.J.S.A. 40:55D-1):					
Planning Board:					
Salaries & Wages	3,000.00	3,000.00	3,000.00		
Other Expenses	5,000.00	5,000.00	3,940.79	1,059.21	
Zoning Officer:					
Salaries & Wages	5,865.00	5,015.00	5,000.06	14.94	
Shade Tree Commission:					
Other Expenses	3,700.00	2,700.00	2,372.74	327.26	
PUBLIC SAFETY:					
Fire:					
Salaries & Wages	2,490.00	2,490.00	2,439.00	51.00	
Miscellaneous Expense	4,500.00	4,500.00	4,500.00		
Donation to Volunteer Fire Company	40,000.00	40,000.00	40,000.00		

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

	Appropriations		Expended By		Unexpended Balance Cancelled
	Budget	Budget After Modification	Paid or Charged	Reserved	
Operations - Within "CAPS" (continued)					
PUBLIC SAFETY: (continued)					
Police:					
Salaries & Wages	\$ 615,000.00	\$ 660,757.46	\$ 660,757.46		
Miscellaneous Other Expenses	69,425.00	71,425.00	71,165.54	\$ 259.46	
Emergency Management Services:					
Salaries & Wages	4,190.00	4,190.00	4,120.68	69.32	
Other Expenses	1.00	1.00		1.00	
STREETS AND ROADS:					
Road Repairs and Maintenance:					
Salaries & Wages	265,660.00	270,660.00	268,356.45	2,303.55	
Other Expenses	198,500.00	187,242.54	175,592.73	11,649.81	
HEALTH AND WELFARE:					
Rescue Squad:					
Other Expenses	30,000.00				
Animal Control:					
Salaries & Wages	6,120.00	6,120.00	5,833.33	286.67	
Other Expenses	400.00				
Garbage & Trash Removal:					
Other Expenses	1,500.00	1,500.00	1,104.29	395.71	
RECREATION AND EDUCATION:					
Parks and Playgrounds:					
Other Expenses	3,000.00	3,000.00	3,000.00		
Celebration of Holidays and Anniversaries:					
Other Expenses	1,000.00	50.00	50.00		

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

	Appropriations		Expended By		Unexpended Balance Cancelled
	Budget	Budget After Modification	Paid or Charged	Reserved	
Operations - Within "CAPS" (continued)					
RECREATION AND EDUCATION (continued):					
Environmental Commission:					
Other Expenses	\$ 340.00	\$ 340.00	\$ 340.00		
Utility Expenses and Bulk Purchases:					
Electricity	50,000.00	53,500.00	53,267.65	\$ 232.35	
Telephone	20,000.00	22,200.00	22,188.38	11.62	
Bulk Fuel	35,000.00	45,100.00	45,087.83	12.17	
Fire Hydrant Services	26,000.00	26,540.00	26,534.95	5.05	
Municipal Court:					
Salaries & Wages	42,000.00	42,000.00	42,000.00		
Other Expenses	48,000.00	48,000.00	43,255.54	4,744.46	
Public Defender:					
Salaries & Wages	1,000.00				
Insurance:					
General Liability	180,000.00	180,000.00	180,000.00		
Group Insurance	245,500.00	245,500.00	209,983.99	35,516.01	
Accumulated Sick and Vacation Reserve	5,000.00	5,000.00	5,000.00		
Uniform Construction Code:					
Salaries & Wages	24,500.00	22,500.00	21,825.39	674.61	
Other Expenses	1,500.00	750.00	469.16	280.84	

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

	Appropriations		Expended By		Unexpended
	Budget	Budget After Modification	Paid or Charged	Reserved	Balance Cancelled
Total Operations within "CAPS"	\$ 2,281,991.00	\$ 2,290,991.00	\$ 2,189,850.95	\$ 101,140.05	
Contingent	100.00	100.00		100.00	
Total Operations Including Contingent within "CAPS"	2,282,091.00	2,291,091.00	2,189,850.95	101,240.05	
Detail:					
Salaries & Wages	1,151,925.00	1,197,432.46	1,176,411.90	26,020.56	
Other Expenses (Including Contingent)	1,130,166.00	1,093,658.54	1,013,439.05	75,219.49	
DEFERRED CHARGES:					
Trust Fund Deficit	253.00	253.00	252.75		\$ 0.25
Overexpenditure of Grant Reserves	9,412.00	9,412.00	9,411.35		0.65
STATUTORY EXPENDITURES:					
Contribution to:					
Public Employees Retirement System	72,206.00	72,306.00	72,287.00	19.00	
Social Security (FICA)	95,000.00	96,900.00	96,497.22	402.78	
Unemployment Compensation Insurance	11,000.00				
Police and Firemen's Retirement System of New Jersey	106,777.00	106,777.00	106,777.00		
Total Deferred Charges and Statutory Expenditures - Municipal Within "CAPS"	294,648.00	285,648.00	285,225.32	421.78	0.90
Total General Appropriations for Municipal Purposes Within "CAPS"	2,576,739.00	2,576,739.00	2,475,076.27	101,661.83	0.90

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

	Appropriations		Expended By		Unexpended Balance Cancelled
	Budget	Budget After Modification	Paid or Charged	Reserved	
Operations - Excluded from "CAPS"					
Public and Private Programs Offset by Revenue:					
Clean Communities Program (N.J.S.A. 40A:4-87 + \$6,673.33)		\$ 6,673.33	\$ 6,673.33		
Municipal Alliance - State Share (N.J.S.A. 40A:4-87 + \$7,644.00)	\$ 5,505.98	13,149.98	13,149.98		
Reserve for Body Armor Replacement Fund	982.07	982.07	982.07		
Reserve for Recycling Tonnage Grant	2,536.77	2,536.77	2,536.77		
Total Public and Private Programs Offset by Revenues	9,024.82	23,342.15	23,342.15		
Total Operations - Excluded from "CAPS"	9,024.82	23,342.15	23,342.15		
Detail:					
Other Expenses	9,024.82	23,342.15	23,342.15		
Capital Improvements - Excluded from "CAPS":					
Capital Improvement Fund - Due to General Capital Fund	245,000.00	245,000.00	245,000.00		
Total Capital Improvements Excluded from "CAPS"	245,000.00	245,000.00	245,000.00		
Municipal Debt Service - Excluded from "CAPS":					
Payment of Bond Principal	110,000.00	110,000.00	110,000.00		
Payment of Bond Anticipation Notes	181,429.00	181,429.00	181,429.00		
Interest on Bonds	48,850.00	48,850.00	48,850.00		
Interest on Notes	6,730.00	6,730.00	6,730.00		
Total Municipal Debt Service - Excluded from "CAPS"	347,009.00	347,009.00	347,009.00		

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

	Appropriations		Expended By		Unexpended
	Budget	Budget After Modification	Paid or Charged	Reserved	Balance Cancelled
Deferred Charges - Municipal - Excluded from "CAPS"; Funding Ordinance 2004-03	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00		
Total Deferred Charges - Municipal - Excluded from "CAPS"	10,000.00	10,000.00	10,000.00		
Total General Appropriations for Municipal Purposes Excluded from "CAPS"	611,033.82	625,351.15	625,351.15		
Total General Appropriations - Excluded from "CAPS"	611,033.82	625,351.15	625,351.15		
Subtotal General Appropriations	3,187,772.82	3,202,090.15	3,100,427.42	\$ 101,661.83	\$ 0.90
Reserve for Uncollected Taxes	207,471.44	207,471.44	207,471.44		
Total General Appropriations	\$ 3,395,244.26	\$ 3,409,561.59	\$ 3,307,898.86	\$ 101,661.83	\$ 0.90

Ref. A

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

	<u>Ref.</u>	Analysis of	
		<u>Budget After Modification</u>	<u>Paid or Charged</u>
Adopted Budget		\$ 3,395,244.26	
Added by N.J.S.A. 40A:4-87		14,317.33	
		<u>\$ 3,409,561.59</u>	
Reserve for Uncollected Taxes			\$ 207,471.44
Cash Disbursed			2,813,049.59
Due to Federal and State Grant Fund			23,342.15
Deferred Charges - Historic Trust			252.75
Deferred Charges - Expenditure Without Appropriation			9,411.35
Due to Other Trust Fund			5,000.00
Due to Recreation Trust			3,000.00
Capital Improvement Fund			245,000.00
Encumbrances	A		1,371.58
			<u>\$ 3,307,898.86</u>

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

TOWN OF BELVIDERE
COUNTY OF WARREN
2018
TRUST FUNDS

TOWN OF BELVIDERE
COMPARATIVE BALANCE SHEET - TRUST FUNDS - REGULATORY BASIS

		December 31,	
	<u>Ref.</u>	<u>2018</u>	<u>2017</u>
<u>ASSETS</u>			
Animal Control Fund:			
Cash and Cash Equivalents:			
Treasurer	B-4	\$ 4,700.95	\$ 6,759.82
Change Fund		25.00	25.00
		<u>4,725.95</u>	<u>6,784.82</u>
Unemployment Trust Fund:			
Cash and Cash Equivalents	B-4	989.41	1,707.38
Due From Payroll Account		<u>2,194.25</u>	
		<u>3,183.66</u>	<u>1,707.38</u>
Other Trust Funds:			
Cash and Cash Equivalents	B-4	48,277.70	56,532.71
Deferred Charges - Historic Trust			252.75
Deferred Charges - National Night Out		487.29	
Due From Current Fund - Tax Sale Premiums	A	5,700.00	103,300.00
Due From Current Fund - Accumulated Absences	A	10,000.00	
Due From Current Fund - Other Trust	A	29,999.74	8,650.58
Due From Pool Operating Fund	F	9,452.18	
Due From Payroll Account		<u>7,752.68</u>	
		<u>111,669.59</u>	<u>168,736.04</u>
<u>TOTAL ASSETS</u>		<u>\$ 119,579.20</u>	<u>\$ 177,228.24</u>

TOWN OF BELVIDERE
COMPARATIVE BALANCE SHEET - TRUST FUNDS - REGULATORY BASIS

		December 31,	
	<u>Ref.</u>	<u>2018</u>	<u>2017</u>
<u>LIABILITIES AND RESERVES</u>			
Animal Control Fund:			
Due NJ State Board of Health		\$ 12.60	\$ 97.20
Due Current Fund	A	75.00	
Encumbrance Payable			609.00
Reserve for Animal Control Fund Expenditures	B-5	<u>4,638.35</u>	<u>6,078.62</u>
		<u>4,725.95</u>	<u>6,784.82</u>
Unemployment Trust Fund:			
Due to Current Fund	A	348.03	
Reserve for Unemployment Trust Fund		<u>2,835.63</u>	<u>1,707.38</u>
		<u>3,183.66</u>	<u>1,707.38</u>
Other Trust Funds:			
Due to Current Fund- Recreation Trust	A	7,091.71	184.97
Reserve for:			
Escrow Deposits		29,113.04	32,469.30
Historic Trust		110.00	
Parking Offenses Adjudication Act		381.18	205.18
Christmas Tree Lighting Fund		641.14	641.14
Shade Tree Trust Fund		28.72	528.72
Public Defender		42.00	42.00
Tax Sale Premiums		5,700.00	103,300.00
Recreation Trust Fund		11,463.76	10,279.77
National Night Out Trust Fund			105.66
Police Water Rescue Trust Fund		793.40	793.40
Police Outside Trust Fund		46,304.64	20,185.90
Accumulated Absences		<u>10,000.00</u>	
Total Other Trust Funds		<u>111,669.59</u>	<u>168,736.04</u>
<u>TOTAL LIABILITIES AND RESERVES</u>		<u>\$ 119,579.20</u>	<u>\$ 177,228.24</u>

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

TOWN OF BELVIDERE
ASSESSMENT TRUST FUND
STATEMENT OF FUND BALANCE - REGULATORY BASIS
YEAR ENDED DECEMBER 31, 2018

NOT APPLICABLE

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

TOWN OF BELVIDERE
ASSESSMENT TRUST FUND
STATEMENT OF REVENUE - REGULATORY BASIS
YEAR ENDED DECEMBER 31, 2018

NOT APPLICABLE

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

NOT APPLICABLE

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

TOWN OF BELVIDERE
COUNTY OF WARREN
2018
GENERAL CAPITAL FUND

TOWN OF BELVIDERE
GENERAL CAPITAL FUND
COMPARATIVE BALANCE SHEET - REGULATORY BASIS

		December 31,	
	Ref.	2018	2017
<u>ASSETS</u>			
Cash and Cash Equivalents	C-2	\$ 45,479.93	\$ 102,161.16
Due Current Fund	A	268,834.80	281.00
Due Sewer Capital Fund	E	39,740.50	
Due White Township		200,000.00	
Due Goodwill Fire Company		10,000.00	
Due New Jersey Department of Transportation		60,489.25	
Deferred Charges to Future Taxation:			
Funded		1,357,000.00	1,467,000.00
Unfunded	C-4	575,977.59	529,363.59
<u>TOTAL ASSETS</u>		<u>\$ 2,557,522.07</u>	<u>\$ 2,098,805.75</u>
 <u>LIABILITIES, RESERVES AND FUND BALANCE</u>			
Bond Anticipation Notes Payable	C-7	\$ 233,855.00	\$ 415,284.00
Serial Bonds Payable	C-8	1,357,000.00	1,467,000.00
Improvement Authorizations:			
Funded	C-5	196,399.80	39,740.50
Unfunded	C-5	238,043.00	
Capital Improvement Fund	C-6	81,242.53	96,242.53
Reserve for:			
Encumbrances		409,943.02	
Capital Fund Balance	C-1	41,038.72	80,538.72
<u>TOTAL LIABILITIES, RESERVES AND FUND BALANCE</u>		<u>\$ 2,557,522.07</u>	<u>\$ 2,098,805.75</u>

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

TOWN OF BELVIDERE
GENERAL CAPITAL FUND
STATEMENT OF FUND BALANCE - REGULATORY BASIS

	<u>Ref.</u>	
Balance December 31, 2017	C	\$ 80,538.72
Decreased by:		
Appropriated to Fund Improvement Authorization		<u>39,500.00</u>
Balance December 31, 2018	C	<u><u>\$ 41,038.72</u></u>

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

TOWN OF BELVIDERE
COUNTY OF WARREN
2018
WATER UTILITY FUND
(NOT APPLICABLE)

TOWN OF BELVIDERE
COUNTY OF WARREN
2018
SEWER UTILITY FUND

TOWN OF BELVIDERE
SEWER UTILITY FUND
COMPARATIVE BALANCE SHEET - REGULATORY BASIS

		December 31,	
	Ref.	2018	2017
<u>ASSETS</u>			
Operating Fund:			
Cash and Cash Equivalents	E-5	\$ 431,667.04	\$ 350,922.96
Due from Payroll		77,475.96	
		509,143.00	350,922.96
Receivables with Full Reserves:			
Consumer Accounts Receivable	E-7	125,964.99	139,006.73
Sewer Liens Receivable	E-7A	18,411.52	14,280.84
		144,376.51	153,287.57
Total Operating Fund		653,519.51	504,210.53
Capital Fund:			
Cash and Cash Equivalents	E-5	135,124.50	135,124.50
Fixed Capital	E-8	3,441,491.18	3,401,750.68
Fixed Capital Authorized and Uncompleted	E-9		39,740.50
Total Capital Fund		3,576,615.68	3,576,615.68
<u>TOTAL ASSETS</u>		\$ 4,230,135.19	\$ 4,080,826.21

TOWN OF BELVIDERE
SEWER UTILITY FUND
COMPARATIVE BALANCE SHEET - REGULATORY BASIS

		December 31,	
	Ref.	2018	2017
<u>LIABILITIES, RESERVES AND FUND BALANCE</u>			
Operating Fund:			
Liabilities:			
Appropriation Reserves:			
Unencumbered	E-4; E-10	\$ 54,307.53	\$ 27,719.45
Total Appropriation Reserves		54,307.53	27,719.45
Due Current Fund	A	68,551.44	
Prepaid Rents		2,505.00	3,157.01
Sewer Overpayments		3,610.83	1,401.18
		128,974.80	32,277.64
Reserve for Receivables		144,376.51	153,287.57
Fund Balance	E-1	380,168.20	318,645.32
Total Operating Fund		653,519.51	504,210.53
Capital Fund:			
Improvement Authorizations:			
Funded	E-11		39,740.50
Due to General Capital	C	39,740.50	
Capital Improvement Fund	E-12	94,802.75	94,802.75
Reserve for Amortization	E-13	3,441,491.18	3,401,750.68
Fund Balance	E-2	581.25	581.25
Total Capital Fund		3,576,615.68	3,576,615.68
<u>TOTAL LIABILITIES, RESERVES, AND FUND BALANCE</u>		\$ 4,230,135.19	\$ 4,080,826.21

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

TOWN OF BELVIDERE
SEWER UTILITY OPERATING FUND
COMPARATIVE STATEMENT OF OPERATIONS AND CHANGES
IN UTILITY OPERATING FUND BALANCE - REGULATORY BASIS

		Year Ended December 31,	
	<u>Ref.</u>	2018	2017
<u>Revenue and Other Income Realized</u>			
Sewer Rents		\$ 800,081.67	\$ 800,577.79
Miscellaneous		22,168.80	14,879.52
Other Credits to Income:			
Appropriation Reserves Lapsed		25,593.41	19,149.64
Total Income		<u>847,843.88</u>	<u>834,606.95</u>
<u>Expenditures</u>			
Budget Expenditures:			
Operating		699,221.00	711,000.00
Capital Outlay		50,000.00	73,000.00
Deferred Charges and Statutory Expenditures		2,100.00	2,100.00
Total Expenditures		<u>751,321.00</u>	<u>786,100.00</u>
Excess in Revenue		96,522.88	48,506.95
<u>Fund Balance</u>			
Balance January 1		<u>318,645.32</u>	<u>296,138.37</u>
		415,168.20	344,645.32
Decreased by:			
Revenue - Current Fund Budget - Prior Year Balance		<u>35,000.00</u>	<u>26,000.00</u>
Balance December 31	E	\$ 380,168.20	\$ 318,645.32

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

TOWN OF BELVIDERE
SEWER UTILITY CAPITAL FUND
STATEMENT OF FUND BALANCE - REGULATORY BASIS

	<u>Ref.</u>	
Balance December 31, 2017	E	\$ 581.25
Balance December 31, 2018	E	\$ 581.25

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

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

	<u>Anticipated</u>	<u>Realized</u>	<u>Excess/ Deficit*</u>
Sewer Rents	\$ 751,321.00	\$ 800,081.67	\$ 48,760.67
Nonbudget Revenue		22,168.80	22,168.80
	<u>\$ 751,321.00</u>	<u>\$ 822,250.47</u>	<u>\$ 70,929.47</u>

Analysis of Nonbudget Revenue

Interest on Sewer Rents	\$ 13,574.71
Miscellaneous Other	1,459.24
Interest Income	7,134.85
	<u>\$ 22,168.80</u>

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

TOWN OF BELVIDERE
SEWER UTILITY OPERATING FUND
STATEMENT OF EXPENDITURES - REGULATORY BASIS
YEAR ENDED DECEMBER 31, 2018

	Appropriations		Expended by	
	Budget	Budget After Modifi- cation	Paid or Charged	Reserved
Operating:				
Salaries and Wages	\$ 32,000.00	\$ 32,000.00	\$ 30,072.92	\$ 1,927.08
Other Expenses	667,221.00	667,221.00	662,591.62	4,629.38
Capital Outlay	50,000.00	50,000.00	4,348.93	45,651.07
Statutory Expenditures:				
Contribution to:				
Social Security System (O.A.S.I)	2,100.00	2,100.00		2,100.00
	<u>\$ 751,321.00</u>	<u>\$ 751,321.00</u>	<u>\$ 697,013.47</u>	<u>\$ 54,307.53</u>

Ref.

E

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

TOWN OF BELVIDERE
COUNTY OF WARREN
2018
SWIMMING POOL UTILITY FUND

TOWN OF BELVIDERE
SWIMMING POOL UTILITY FUND
COMPARATIVE BALANCE SHEET - REGULATORY BASIS

		December 31,	
	Ref.	2018	2017
<u>ASSETS</u>			
Operating Fund:			
Cash and Cash Equivalents	F-5	\$ 72,612.18	\$ 61,758.91
Change Fund		50.00	50.00
Petty Cash		200.00	200.00
Due from Swimming Pool Utility Capital Fund	F		184.37
Due from Payroll		25,000.00	
Total Operating Fund		97,862.18	62,193.28
Capital Fund:			
Cash and Cash Equivalents	F-5	1,013.02	10,651.25
Due from Swimming Pool Utility Operating Fund	F	11,375.86	
Fixed Capital	F-8	787,841.76	775,062.76
Fixed Capital Authorized and Uncompleted	F-9	79,815.00	79,815.00
Total Capital Fund		880,045.64	865,529.01
<u>TOTAL ASSETS</u>		<u>\$ 977,907.82</u>	<u>\$ 927,722.29</u>
<u>LIABILITIES, RESERVES AND FUND BALANCE</u>			
Operating Fund:			
Liabilities:			
Appropriation Reserves - Unencumbered	F-4;F-10	\$ 4,402.94	\$ 17,467.69
		4,402.94	17,467.69
Due Current Fund	A	12,303.27	
Due Recreation Trust Fund	B	9,452.18	
Due Swimming Pool Utility Capital Fund	F	11,375.86	
Accrued Interest on Bonds		406.25	450.00
Accrued Interest on Notes		1,256.40	810.00
		39,196.90	18,727.69
Fund Balance	F-1	58,665.28	43,465.59
Total Operating Fund		97,862.18	62,193.28
Capital Fund:			
Serial Bonds Payable	F-15	65,000.00	72,000.00
Bond Anticipation Notes Payable	F-17	69,800.00	75,000.00
Improvement Authorizations - Funded	F-11	315.00	315.00
Improvement Authorizations - Unfunded	F-11	8,468.17	8,468.17
Due Current Fund	A	1,922.00	
Due to Swimming Pool Utility Operating Fund	F		184.37
Deferred Reserve for Amortization	F-14	4,815.00	4,815.00
Reserve for Amortization	F-13	728,041.76	703,062.76
Fund Balance	F-2	1,683.71	1,683.71
Total Capital Fund		880,045.64	865,529.01
<u>TOTAL LIABILITIES, RESERVES, AND FUND BALANCE</u>		<u>\$ 977,907.82</u>	<u>\$ 927,722.29</u>

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

TOWN OF BELVIDERE
SWIMMING POOL UTILITY OPERATING FUND
COMPARATIVE STATEMENT OF OPERATIONS AND CHANGE IN UTILITY OPERATING
FUND BALANCE - REGULATORY BASIS

		Year Ended December 31,	
	Ref.	2018	2017
<u>Revenue and Other Income Realized</u>			
Fund Balance Utilized		\$ 6,440.00	\$ 8,200.00
Pool Memberships and Admission Fees		84,164.19	86,212.25
Miscellaneous Revenues		26,190.08	23,397.41
Nonbudget Revenues		1,233.98	674.65
Other Credits to Income:			
Appropriation Reserves Lapsed		8,397.69	146.70
Total Income		<u>126,425.94</u>	<u>118,631.01</u>
<u>Expenditures</u>			
Budget Expenditures:			
Operating		78,215.87	77,365.14
Capital Outlay		7,200.00	7,128.90
Debt Service		15,586.25	26,847.22
Deferred Charges and Statutory Expenditures		3,784.13	3,205.96
Total Expenditures		<u>104,786.25</u>	<u>114,547.22</u>
Excess in Revenue		<u>21,639.69</u>	<u>4,083.79</u>
<u>Fund Balance</u>			
Balance January 1		<u>43,465.59</u>	<u>47,581.80</u>
		65,105.28	51,665.59
Decreased by:			
Utilization as Anticipated			
Revenue		<u>6,440.00</u>	<u>8,200.00</u>
Balance December 31	F	<u>\$ 58,665.28</u>	<u>\$ 43,465.59</u>

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

TOWN OF BELVIDERE
SWIMMING POOL UTILITY CAPITAL FUND
STATEMENT OF FUND BALANCE - REGULATORY BASIS

	<u>Ref.</u>	
Balance December 31, 2017	F	<u>\$ 1,683.71</u>
Balance December 31, 2018	F	<u><u>\$ 1,683.71</u></u>

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

TOWN OF BELVIDERE
SWIMMING POOL UTILITY OPERATING FUND
STATEMENT OF REVENUE - REGULATORY BASIS
YEAR ENDED DECEMBER 31, 2018

	<u>Anticipated</u>	<u>Realized</u>	<u>Excess or Deficit *</u>
Revenues:			
Fund Balance Anticipated	\$ 6,440.00	\$ 6,440.00	
Pool Memberships and Admission Fees	86,000.00	84,164.19	\$ 1,835.81 *
Miscellaneous Revenues	20,000.00	26,190.08	6,190.08
	<u>112,440.00</u>	<u>116,794.27</u>	<u>4,354.27</u>
Nonbudget Revenue		1,233.98	1,233.98
	<u>\$ 112,440.00</u>	<u>\$ 118,028.25</u>	<u>\$ 5,588.25</u>

Analysis of Nonbudget Revenue

Interest on Investments - Swimming Pool Utility Capital Fund	\$ 16.46
Interest on Investments - Swimming Pool Utility Operating Fund	1,217.52
	<u>\$ 1,233.98</u>

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

TOWN OF BELVIDERE
SWIMMING POOL UTILITY OPERATING FUND
STATEMENT OF EXPENDITURES - REGULATORY BASIS
YEAR ENDED DECEMBER 31, 2018

	Appropriations		Expended by			Unexpended Balance Cancelled
	Budget	Budget After Modifi- cation	Paid or Charged	Reserved		
Operating:						
Salaries and Wages	\$ 50,000.00	\$ 49,627.83	\$ 49,627.83			
Other Expenses	27,000.00	28,588.04	27,476.10	\$ 1,111.94		
Capital Outlay	7,200.00	7,200.00	3,909.00	3,291.00		
Debt Service:						
Payment of Bond Principal	7,000.00	7,000.00	7,000.00			
Bond Anticipation Notes	12,600.00	12,600.00	5,200.00		\$ 7,400.00	
Interest on Bonds	2,425.00	2,425.00	2,171.25		253.75	
Interest on Notes	1,215.00	1,215.00	1,215.00			
Statutory Expenditures:						
Contribution to:						
Social Security System (O.A.S.I)	5,000.00	3,784.13	3,784.13			
	<u>\$ 112,440.00</u>	<u>\$ 112,440.00</u>	<u>\$ 100,383.31</u>	<u>\$ 4,402.94</u>	<u>\$ 7,653.75</u>	

Ref.

F

Cash Disbursed	\$ 96,575.13
Accrued Interest on Bonds	2,171.25
Accrued Interest on Notes	1,636.93
	<u>\$ 100,383.31</u>

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

TOWN OF BELVIDERE
COUNTY OF WARREN
2018
PUBLIC ASSISTANCE FUND
(NOT APPLICABLE)

TOWN OF BELVIDERE
COUNTY OF WARREN
2018
BOND AND INTEREST FUND
(NOT APPLICABLE)

TOWN OF BELVIDERE
COUNTY OF WARREN
2018
GENERAL FIXED ASSETS ACCOUNT GROUP

TOWN OF BELVIDERE
GENERAL FIXED ASSETS ACCOUNT GROUP
COMPARATIVE BALANCE SHEET - REGULATORY BASIS

	December 31,	
	2018	2017
<u>ASSETS</u>		
Land	\$ 1,486,800.00	\$ 1,486,800.00
Buildings	1,863,700.00	1,863,700.00
Machinery and Equipment	3,241,843.06	3,113,415.00
<u>TOTAL ASSETS</u>	<u>\$ 6,592,343.06</u>	<u>\$ 6,463,915.00</u>
 <u>RESERVES</u>		
Investments in General Fixed Assets	\$ 6,592,343.06	\$ 6,463,915.00
<u>TOTAL RESERVES</u>	<u>\$ 6,592,343.06</u>	<u>\$ 6,463,915.00</u>

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

TOWN OF BELVIDERE
NOTES TO FINANCIAL STATEMENTS
YEAR ENDED DECEMBER 31, 2018

1

Note 1: Summary of Significant Accounting Policies

A. Reporting Entity

The financial statements of the Town of Belvidere include every board, body, officer or commission supported and maintained wholly or in part by funds appropriated by the Town of Belvidere, as required by N.J.S. 40A:5-5. Accordingly, the financial statements of the Town of Belvidere do not include the operations of the Volunteer Fire and First Aid Squads or the Municipal Library.

Governmental Accounting Standards Board ("GASB") Codification 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 Town of Belvidere 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 Town of Belvidere 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.

TOWN OF BELVIDERE
NOTES TO FINANCIAL STATEMENTS
YEAR ENDED DECEMBER 31, 2018
(Continued)

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

B. Description of Funds (Cont'd)

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

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

Swimming Pool Utility Fund - Account for the operating and acquisition of capital facilities of the municipally-owned Swimming Pool Utility.

General Fixed Assets Account Group - Estimated values of land, buildings and certain fixed assets of the Town as discussed in Note 1E.

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 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. Federal and state grants are generally recognized on the cash basis, except for certain assistance which is not realized until anticipated in the Town's budget. 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 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.

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 canceled by the governing body. Appropriation reserves are available, until lapsed at the close of the succeeding year, to meet specific claims, commitments or contracts incurred during the preceding fiscal year. Lapsed appropriation reserves are recorded as income.

TOWN OF BELVIDERE
NOTES TO FINANCIAL STATEMENTS
YEAR ENDED DECEMBER 31, 2018
(Continued)

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

C. Basis of Accounting (Cont'd)

Had the Town of Belvidere'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, inventories would not be reflected as expenditures at the time of purchase, investments would generally be stated at fair value, fixed assets purchased by the Swimming Pool and Sewer Utility Capital funds would be depreciated and the Town's net pension liability and related deferred inflows and outflows would be recorded.

D. 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.

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.

Investments - Investments are stated at cost.

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

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.

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.

TOWN OF BELVIDERE
NOTES TO FINANCIAL STATEMENTS
YEAR ENDED DECEMBER 31, 2018
(Continued)

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

- E. General Fixed Assets- In accordance with New Jersey Administrative Code accounting requirements, as promulgated by the Division of Local Government Services, the Town 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 historic value. 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 "Investments in General 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, general capital fund, swimming pool utility fund and sewer utility fund. The values recorded in the general fixed assets account group, the current fund, the general capital fund, sewer utility fund and swimming pool utility fund 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.

Property and equipment purchased by the Utility Funds are recorded in the capital account at cost and are adjusted for disposition and abandonment. 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 the Utility Capital Funds represent charges to operations for the costs of acquisitions of property, equipment and improvements. The Utility Funds do not record depreciation on fixed assets.

- F. Budget/Budgetary Control – Annual appropriated budgets are usually prepared in the first quarter for the Current, Sewer Utility Operating and Swimming Pool 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 reference in N.J.S.A. 40A. All budget amendments/transfers must be approved by the Town during the year.
- G. Deferred Charges to Future Taxation – The General Capital Fund balance sheet includes both funded and 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, by selling bonds, by loans or by capital lease purchase agreements.

TOWN OF BELVIDERE
NOTES TO FINANCIAL STATEMENTS
YEAR ENDED DECEMBER 31, 2018
(Continued)

Note 2: Long-Term Debt

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

Summary of Municipal Debt

	<u>December 31,</u>		
	<u>2018</u>	<u>2017</u>	<u>2016</u>
<u>Issued:</u>			
General:			
Bonds and Notes	\$ 1,590,855.00	\$ 1,882,284.00	\$ 2,168,713.00
Swimming Pool Utility:			
Bonds and Notes	134,800.00	147,000.00	154,000.00
Loans Payable			14,078.43
Total Issued	<u>1,725,655.00</u>	<u>2,029,284.00</u>	<u>2,336,791.43</u>
<u>Authorized but not Issued:</u>			
General:			
Bonds and Notes	<u>342,122.59</u>	<u>114,079.59</u>	<u>124,983.38</u>
Total Authorized but not Issued	<u>342,122.59</u>	<u>114,079.59</u>	<u>124,983.38</u>
Net Bonds and Notes Issued and Authorized but not Issued	<u>\$ 2,067,777.59</u>	<u>\$ 2,143,363.59</u>	<u>\$ 2,461,774.81</u>

Summary of Statutory Debt Condition - Annual Debt Statement

The summarized statement of debt condition, which follows, is prepared in accordance with the required method of setting up the Annual Debt Statement and indicates a statutory net debt of 1.037%.

	<u>Gross Debt</u>	<u>Deductions</u>	<u>Net Debt</u>
General Debt	\$ 1,932,977.59		\$ 1,932,977.59
Swimming Pool Utility Debt	<u>134,800.00</u>	<u>\$ 134,800.00</u>	
	<u>\$ 2,067,777.59</u>	<u>\$ 134,800.00</u>	<u>\$ 1,932,977.59</u>

Net Debt \$1,923,977.59 divided by Equalized Valuation Basis per N.J.S. 40A:2-2 as amended, \$185,466,724 = 1.037%.

Borrowing Power Under N.J.S. 40A:2-5 As Amended

3-1/2% Average Equalized Valuation of Real Property	\$ 6,491,335.35
Net Debt	<u>1,932,977.59</u>
Remaining Borrowing Power	<u>\$ 4,558,357.76</u>

TOWN OF BELVIDERE
NOTES TO FINANCIAL STATEMENTS
YEAR ENDED DECEMBER 31, 2018
(Continued)

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

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

Cash Receipts from Fees, Rents or Other Charges for Year		\$ 118,028.25
Deductions:		
Operating and Maintenance Costs	\$ 82,000.00	
Debt Service Costs	<u>16,008.18</u>	
		<u>98,008.18</u>
Excess in Revenue		<u>\$ 20,020.07</u>

Note: If there is a deficit in revenue, swimming pool utility debt is not deductible to the extent of 20 times of said deficit or total debt service, whichever is smaller (40A:2-48).

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

Summary of Municipal Debt Issued and Outstanding – Current Year

	<u>Balance</u> <u>12/31/2017</u>	<u>Issued</u>	<u>Retirements</u>	<u>Balance</u> <u>12/31/2018</u>
Serial Bonds:				
General Capital Fund	\$ 1,467,000.00		\$ 110,000.00	\$ 1,357,000.00
Swimming Pool Utility Capital Fund	72,000.00		7,000.00	65,000.00
Bond Anticipation Notes:				
General Capital Fund	415,284.00	\$ 233,855.00	415,284.00	233,855.00
Swimming Pool Utility Capital Fund	<u>75,000.00</u>	<u>69,800.00</u>	<u>75,000.00</u>	<u>69,800.00</u>
Total	<u>\$ 2,029,284.00</u>	<u>\$ 303,655.00</u>	<u>\$ 607,284.00</u>	<u>\$ 1,725,655.00</u>

TOWN OF BELVIDERE
NOTES TO FINANCIAL STATEMENTS
YEAR ENDED DECEMBER 31, 2018
(Continued)

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

Summary of Municipal Debt Issued and Outstanding Prior Year

	<u>Balance</u> <u>12/31/2016</u>	<u>Issued</u>	<u>Retirements</u>	<u>Balance</u> <u>12/31/2017</u>
Serial Bonds:				
General Capital Fund	\$ 1,572,000.00		\$ 105,000.00	\$ 1,467,000.00
Swimming Pool Capital Fund	79,000.00		7,000.00	72,000.00
Bond Anticipation Notes:				
General Capital Fund	596,713.00	\$ 415,284.00	596,713.00	415,284.00
Swimming Pool Capital Fund	75,000.00	75,000.00	75,000.00	75,000.00
Loans Payable:				
Swimming Pool Capital Fund	<u>14,079.43</u>		<u>14,079.43</u>	
Total	<u>\$ 2,336,792.43</u>	<u>\$ 490,284.00</u>	<u>\$ 797,792.43</u>	<u>\$ 2,029,284.00</u>

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

<u>Purpose</u>	<u>General Capital Fund:</u> <u>Maturities of Bonds</u> <u>Outstanding</u>		<u>Interest</u> <u>Rate</u>	<u>Balance</u> <u>Dec. 31, 2018</u>
	<u>Date</u>	<u>Amount</u>		
General Obligation	10/1/2019	\$ 115,000.00	3.000%	
	10/1/2020	120,000.00	3.000%	
	10/1/2021	125,000.00	3.000%	
	10/1/2022	130,000.00	3.000%	
	10/1/2023	135,000.00	3.000%	
	10/1/2024	140,000.00	3.250%	
	10/1/2025	145,000.00	3.375%	
	10/1/2026	150,000.00	4.000%	
	10/1/2027	155,000.00	4.000%	
	10/1/2028	142,000.00	4.000%	
				<u>\$ 1,357,000.00</u>

TOWN OF BELVIDERE
NOTES TO FINANCIAL STATEMENTS
YEAR ENDED DECEMBER 31, 2018
(Continued)

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

Swimming Pool Utility Capital Fund:

<u>Purpose</u>	Maturities of Bonds		Interest Rate	Balance
	<u>Outstanding</u>			Dec. 31, 2018
	<u>Date</u>	<u>Amount</u>		
Acquisition and Installation of Pool Liner	10/1/2019	\$ 7,000.00	3.000%	
	10/1/2020	8,000.00	3.000%	
	10/1/2021	8,000.00	3.000%	
	10/1/2022	9,000.00	3.000%	
	10/1/2023	9,000.00	3.000%	
	10/1/2024	9,000.00	3.250%	
	10/1/2025	9,000.00	3.375%	
	10/1/2026	6,000.00	4.000%	✓ \$ 65,000.00

General Capital and Swimming Pool Capital Bond Anticipation Notes

	Maturities of Notes			
<u>General Capital Fund</u>	<u>Outstanding</u>	<u>Dec. 31, 2018</u>	<u>Interest</u>	<u>Balance</u>
<u>Purpose</u>	<u>Date</u>	<u>Amount</u>	<u>Rate</u>	<u>Dec. 31, 2018</u>
Refunding Bond Ordinance for Payment of Amounts Owing for Taxes Levied	3/18/2019	\$ 233,855.00	2.40%	\$ 233,855.00
<u>Swimming Pool Capital Fund</u>				
Improvements to the Municipal Pool	3/18/2019	69,800.00	2.40%	69,800.00
				<u>\$ 303,655.00</u>
Total Debt Issued and Outstanding				\$ 1,725,655.00

TOWN OF BELVIDERE
NOTES TO FINACIAL STATEMENTS
YEAR ENDED DECEMBER 31, 2018
(Continued)

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

Schedule of Annual Debt Service For Principal and Interest for the Next Five Years and Thereafter for Bonded Debt and Loans Issued and Outstanding

<u>Calendar Year</u>	<u>General Capital Fund</u>		<u>Total</u>
	<u>Principal</u>	<u>Interest</u>	
2019	\$ 115,000.00	\$ 46,073.75	\$ 161,073.75
2020	120,000.00	42,623.75	162,623.75
2021	125,000.00	39,023.75	164,023.75
2022	130,000.00	35,273.75	165,273.75
2023	135,000.00	31,373.75	166,373.75
2024-2028	732,000.00	85,537.50	817,537.50
	<u>\$ 1,357,000.00</u>	<u>\$ 279,906.25</u>	<u>\$ 1,795,730.00</u>

<u>Calendar Year</u>	<u>Swimming Pool Utility Capital Fund</u>		<u>Total</u>
	<u>Principal</u>	<u>Interest</u>	
2019	\$ 7,000.00	\$ 2,066.25	\$ 9,066.25
2020	8,000.00	1,856.25	9,856.25
2021	8,000.00	1,616.25	9,616.25
2022	9,000.00	1,376.25	10,376.25
2023	9,000.00	1,106.25	10,106.25
2024-2026	24,000.00	1,620.00	25,620.00
	<u>\$ 65,000.00</u>	<u>\$ 9,641.25</u>	<u>\$ 74,641.25</u>

Net Pension Liability

The State of New Jersey Public Employees' Retirement System's (PERS) net pension liability at June 30, 2018 was calculated to be \$1,383,563. The State of New Jersey Police and Firemen's Retirement System's (PFRS) net pension liability was calculated to be \$1,899,903 at June 30, 2018. See Note 6 for further information on the PERS.

Net OPEB Liability

The State's proportionate share of the net OPEB liability attributable to the Town at June 30, 2017 was \$2,811,488. See Note 16 for further information on this net OPEB liabilities.

TOWN OF BELVIDERE
NOTES TO FINANCIAL STATEMENTS
YEAR ENDED DECEMBER 31, 2018
(Continued)

Note 3: Deferred Charges to be Raised in Succeeding Years

Certain expenditures are required to be deferred to budgets of succeeding years. At December 31, 2018, the following deferred charge is shown on the balance sheets of the various funds.

	Balance Dec. 31, 2018	Required 2019 Budget Appropriation	Balance to Succeeding Years' Budget
Trust Fund:			
National Night Out Trust Deficit	\$ 487.29	\$ 487.29	\$ -0-

The 2019 Budget Appropriation is not less than that required by statute.

Note 4: Fund Balance Appropriated

Fund balances at December 31, 2018, which are appropriated and included in the adopted budget as anticipated revenue in the Current Fund, Sewer Utility Operating Fund and Swimming Pool Utility Operating Fund for the year ending December 31, 2019 are \$211,000, \$-0- and \$6,440, respectively.

Note 5: Local 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.

Local District Tax has been raised and liabilities deferred by statutes (under provisions of C.63, P.L. 1991, as amended), resulting in the school taxes payable set forth in the current fund liabilities as follows:

	<u>Local School Tax</u>	
	Balance 12/31/2018	Balance 12/31/2017
Balance of Tax	\$ 1,931,262.67	\$ 1,875,685.15
Deferred	1,782,875.15	1,782,875.15
Tax Payable	\$ 148,387.52	\$ 92,810.00

Note 6: Pension Plans

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

A. Public Employees' Retirement System (PERS)

Plan Description

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

TOWN OF BELVIDERE
NOTES TO FINANCIAL STATEMENTS
YEAR ENDED DECEMBER 31, 2018
(Continued)

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Note 6: Pension Plans (Cont'd)

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

Benefits Provided

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

The following represents the membership tiers for PERS:

<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 member 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 55 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 is being paid by the employer in level annual payments over a period of 15 years, which began 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.

TOWN OF BELVIDERE
NOTES TO FINANCIAL STATEMENTS
YEAR ENDED DECEMBER 31, 2018
(Continued)

Note 6: Pension Plans (Cont'd)

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

Contributions

Town contributions to PERS amounted to \$72,287 for 2018.

The employee contribution rate was 7.34% effective July 1, 2017 and increased to 7.50% effective July 1, 2018. Subsequent increases after October 1, 2011 were being phased in over 7 years effective on each July 1st to bring the total pension contribution rate to 7.5% of base salary as of July 1, 2018.

Pension Liabilities and Pension Expense

At June 30, 2018, the Town's liability was \$1,383,563 for its proportionate share of the net pension liability. The net pension liability was measured as of June 30, 2018, and the total pension liability used to calculate the net pension liability was determined by an actuarial valuation as of July 1, 2017 which was rolled forward to June 30, 2018. The Town's proportion of the net pension liability was based on a projection of the Town's long-term share of contributions to the pension plan relative to the projected contributions of all participating members, actuarially determined. At June 30, 2018, the Town's proportion was .007%, which was a decrease of 0.0007% from its proportion measured as of June 30, 2017.

For the year ended December 31, 2018, the Town recognized actual pension expense in the amount of \$72,287.

Actuarial Assumptions

The total pension liability for the June 30, 2018 measurement date was determined by an actuarial valuation as of July 1, 2017 which was rolled forward to June 30, 2018. This actuarial valuation used the following actuarial assumptions:

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

Pre-retirement mortality rates were based on the RP-2000 Employee Pre-retirement Mortality Table for male and female active participants. For local employees, mortality tables are set back 2 years for males and 7 years for females. In addition, the tables provide for future improvements in mortality from the base year of 2013 using a generational approach based on the Conduent modified 2014 projection scale. Post-retirement mortality rates were based on the RP-2000 Combined Healthy Male and Female Mortality Tables (set back 1 year for males and females) for service retirements and beneficiaries of former members. In addition, the tables for service retirements and beneficiaries of former members provide for future improvements in mortality from 2012 to 2013 using Projection Scale AA and using a generational approach based on the Conduent 2014 projection

TOWN OF BELVIDERE
NOTES TO FINANCIAL STATEMENTS
YEAR ENDED DECEMBER 31, 2018
(Continued)

Note 6: Pension Plans (Cont'd)

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

Actuarial Assumptions (Cont'd)

scale thereafter. Disability retirement rates used to value disabled retirees were based on the RP-2000 Disabled Mortality Table (set back 3 years for males and set forward one year for females).

The actuarial assumptions used in the July 1, 2017 valuation were based on the results of an actuarial experience study for the period July 1, 2011 to June 30, 2014. It is likely that future experience will not exactly conform to these assumptions. To the extent that actual experience deviates from these assumptions, the emerging liabilities may be higher or lower than anticipated. The more the experience deviates, the larger the impact on future financial statements.

Long Term Expected Rate of Return

In accordance with State statute, the long-term expected rate of return on pension plan investments (7.00% at June 30, 2018) 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, 2018 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	5.00%	5.51%
Cash Equivalents	5.50%	1.00%
U.S. Treasuries	3.00%	1.87%
Investment Grade Credit	10.00%	3.78%
High Yield	2.50%	6.82%
Global Diversified Credit	5.00%	7.10%
Credit Oriented Hedge Funds	1.00%	6.60%
Debt Related Private Equity	2.00%	10.63%
Debt Related Real Estate	1.00%	6.61%
Private Real Asset	2.50%	11.83%
Equity Related Real Estate	6.25%	9.23%
U.S. Equity	30.00%	8.19%
Non-U.S. Developed Market Equil	11.50%	9.00%
Emerging Markets Equity	6.50%	11.64%
Buyouts/Venture Capital	8.25%	13.08%

TOWN OF BELVIDERE
NOTES TO FINANCIAL STATEMENTS
YEAR ENDED DECEMBER 31, 2018
(Continued)

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Note 6: Pension Plans (Cont'd)

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

Discount Rate

The discount rate used to measure the total pension liability was 5.66% as of June 30, 2018. 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 3.87% as of June 30, 2018 based on the Bond Buyer Go 20 Bond Municipal Bond Index which includes tax-exempt general obligation municipal bonds with an average rating of AA/Aa or higher. The projection of cash flows used to determine the discount rate assumed that contributions from plan members will be made at the current member contribution rates and that contributions from employers will be 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 June 30, 2046. Therefore, the long-term expected rate of return on plan investments was applied to projected benefit payments through June 30, 2046, and the municipal bond rate was applied to projected benefit payments after that date in determining the total pension liability.

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

The following presents the Town's proportionate share of the collective net pension liability as of June 30, 2018 calculated using the discount rate as disclosed below, as well as what the Town'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, 2018		
	1% Decrease (4.66%)	Current Discount Rate (5.66%)	1% Increase (6.66%)
Town's proportionate share of the Net Pension Liability	\$ 1,739,670	\$ 1,383,563	\$ 1,084,811

Pension Plan Fiduciary Net Position

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

TOWN OF BELVIDERE
NOTES TO FINANCIAL STATEMENTS
YEAR ENDED DECEMBER 31, 2018
(Continued)

Note 6: Pension Plans (Cont'd)

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

Plan Description

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

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 of the retirement system, by employer, for the reduced normal and accrued liability contributions provided under this law. This unfunded liability is being paid by the employer in level annual amounts over a period of 15 years, which began 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 the assets.

TOWN OF BELVIDERE
NOTES TO FINANCIAL STATEMENTS
YEAR ENDED DECEMBER 31, 2018
(Continued)

Note 6: Pension Plans (Cont'd)

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

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. 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, 2018 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, 2018 is the actuarially determined contribution amount that the State owes for the fiscal year ending June 30, 2018. The pension expense is deemed to be a State administrative expense due to the special funding situation.

Town contributions to PFRS amounted to \$106,777 for the year ended December 31, 2018. During the fiscal year ended June 30, 2018, the State of New Jersey contributed \$15,284 to the PFRS for normal pension benefits on behalf of the Town, which is less than the contractually required contribution of \$30,568.

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

Pension Liabilities and Pension Expense

At June 30, 2018, the Town's liability for its proportionate share of the net pension liability was \$1,899,903. The net pension liability was measured as of June 30, 2018, and the total pension liability used to calculate the net pension liability was determined by an actuarial valuation as of July 1, 2017 which was rolled forward to June 30, 2018. The Town's proportion of the net pension liability was based on a projection of the Town's long-term share of contributions to the pension plan relative to the projected contributions of all participating members, actuarially determined. At June 30, 2018, the Town's proportion was .014%, which was an increase of .002% from its proportion measured as of June 30, 2017.

TOWN OF BELVIDERE
NOTES TO FINANCIAL STATEMENTS
YEAR ENDED DECEMBER 31, 2018
(Continued)

Note 6: Pension Plans (Cont'd)

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

Pension Liabilities and Pension Expense (Cont'd)

Additionally, the State's proportionate share of the net pension liability attributable to the Town is \$258,070 as of June 30, 2018. The net pension liability was measured as of June 30, 2018, and the total pension liability used to calculate the net pension liability was determined by an actuarial valuation as of July 1, 2017 which was rolled forward to June 30, 2018. The State's proportionate share of the net pension liability associated with the Town was based on a projection of the Town's long-term share of contributions to the pension plan relative to the projected contributions of all participating members, actuarially determined. At June 30, 2018, the State's proportion was .014%, which was an increase of .002% from its proportion measured as of June 30, 2017 which is the same proportion as the Town's.

Town's Proportionate Share of the Net Pension Liability	\$ 1,899,903
State's Proportionate Share of the Net Pension Liability Associated with the Town	<u>258,070</u>
Total Net Pension Liability	<u>\$ 2,157,973</u>

For the year ended December 31, 2018, the Town recognized total pension expense of \$106,777.

Actuarial Assumptions

The total pension liability for the June 30, 2018 measurement date was determined by an actuarial valuation as of July 1, 2017 which was rolled forward to June 30, 2018. This actuarial valuation used the following actuarial assumptions:

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

Pre-retirement mortality rates were based on the RP-2000 Combined Healthy mortality tables projected on a generational basis from the base year of 2000 to 2013 using Projection Scale BB and the Conduent modified 2014 projection scale thereafter. For pre-retirement accidental mortality, a custom table with representative rates was used and there is no mortality improvement assumed. Post-retirement mortality rates for male service retirements are based on the RP-2000 Combined Healthy Mortality Tables projected on a generational basis using Projection Scale AA from base year of 2012 to 2013 and the Conduent modified 2014 projection scale thereafter. Post-retirement mortality rates for female service retirements and beneficiaries were based on the RP-2000 Combined Healthy Mortality Tables projected on a generational basis from the base year of 2000 to 2013 using Projection Scale BB and the Conduent modified 2014 projection scales thereafter. Disability retirement rates were based on a custom table with representative rates and no mortality improvement assumed.

TOWN OF BELVIDERE
NOTES TO FINANCIAL STATEMENTS
YEAR ENDED DECEMBER 31, 2018
(Continued)

Note 6: Pension Plans (Cont'd)

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

Actuarial Assumptions (Cont'd)

The actuarial assumptions used in the July 1, 2017 valuation were based on the results of an actuarial experience study for the period July 1, 2010 to June 30, 2013.

Long Term Expected Rate of Return

In accordance with State statute, the long-term expected rate of return on pension plan investments (7.00% at June 30, 2018) 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, 2018 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	5.00%	5.51%
Cash Equivalents	5.50%	1.00%
U.S. Treasuries	3.00%	1.87%
Investment Grade Credit	10.00%	3.78%
High Yield	2.50%	6.82%
Global Diversified Credit	5.00%	7.10%
Credit Oriented Hedge Funds	1.00%	6.60%
Debt Related Private Equity	2.00%	10.63%
Debt Related Real Estate	1.00%	6.61%
Private Real Asset	2.50%	11.83%
Equity Related Real Estate	6.25%	9.23%
U.S. Equity	30.00%	8.19%
Non-U.S. Developed Market Equi	11.50%	9.00%
Emerging Markets Equity	6.50%	11.64%
Buyouts/Venture Capital	8.25%	13.08%

TOWN OF BELVIDERE
NOTES TO FINANCIAL STATEMENTS
YEAR ENDED DECEMBER 31, 2018
(Continued)

Note 6: Pension Plans (Cont'd)

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

Discount Rate – PFRS

The discount rate used to measure the total pension liability was 6.51% as of June 30, 2018. 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 3.87% as of June 30, 2018 based on the Bond Buyer Go 20 Bond Municipal Bond Index which includes tax-exempt general obligation municipal bonds with an average rating of AA/Aa or higher. The projection of cash flows used to determine the discount rate assumed that contributions from plan members will be made at the current member contribution rates and that contributions from employers and the nonemployer contributing entity will be made based on the contribution rate in the most recent fiscal year. The State employer contributed 50% of the actuarially determined contributions and the local employers contributed 100% of their actuarially determined contributions. Based on those assumptions, the plan's fiduciary net position was projected to be available to make projected future benefit payments of current plan members through June 30, 2062. Therefore, the long-term expected rate of return on pension plan investments was applied to projected benefit payments through June 30, 2062, and the municipal bond rate was applied to projected benefit payments after that date in determining the total pension liability.

Sensitivity of the Total Net Pension Liability (including the State's proportionate share of the net pension liability attributable to the Town) 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 Town) as of June 30, 2018 calculated using the discount rate as disclosed above, as well as what 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, 2018		
	1% Decrease (5.51%)	Current Discount Rate (6.51%)	1% Increase (7.51%)
Town's proportionate share of the NPL and the State's proportionate share of the Net Pension Liability associated with the Town	\$ 2,888,180	\$ 2,157,973	\$ 1,555,686

TOWN OF BELVIDERE
NOTES TO FINANCIAL STATEMENTS
YEAR ENDED DECEMBER 31, 2018
(Continued)

Note 6: Pension Plans (Cont'd)

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

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 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 16. 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 current year may be placed in lien at a tax sale held after December 10.

	<u>2018</u>	<u>2017</u>	<u>2016</u>
<u>Tax Rate</u>	\$ 5.821	\$ 5.633	\$ 5.562
<u>Apportionment of Tax Rate:</u>			
Municipal	1.665	1.698	1.667
County	1.111	0.991	1.012
Local School Tax	3.045	2.944	2.883
<u>Assessed Valuations:</u>			
2018	<u>\$ 126,909,921</u>		
2017		<u>\$ 127,520,024</u>	
2016			<u>\$ 128,266,300</u>
<u>Comparison of Tax Levies and Collection Currently</u>			

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

<u>Year</u>	<u>Tax Levy</u>	<u>Currently</u>	
		<u>Cash Collections</u>	<u>Percentage of Collection</u>
2018	\$ 7,450,957.03	\$ 7,196,095.35	96.57%
2017	7,184,064.93	7,011,241.73	97.59%
2016	7,139,194.54	6,945,440.12	97.28%

TOWN OF BELVIDERE
NOTES TO FINANCIAL STATEMENTS
YEAR ENDED DECEMBER 31, 2018
(Continued)

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Note 7: Selected Tax Information (Cont'd)

Comparative Schedule of Tax Rate Information

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.

Note 8: Cash and Cash Equivalents

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 Town 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 Town in its cash, cash equivalents and investments, if those items are uninsured or unregistered. Custodial risk is the risk that in the event of bank failure, the government's deposits may not be returned.

Interest Rate Risk – In accordance with its cash management plan, the Town 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 Town limits its investments to those authorized in its cash management plan which are permitted under state statutes as detailed below and on the following page.

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

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.

Deposits:

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 public funds on deposit, and

In addition to the above collateral requirement, if 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%.

TOWN OF BELVIDERE
NOTES TO FINANCIAL STATEMENTS
YEAR ENDED DECEMBER 31, 2018
(Continued)

Note 8: Cash and Cash Equivalents (Cont'd)

Deposits: (Cont'd)

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 Town 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;

- (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 section 1 of P.L. 1970, c.236 (C.17:9-41); and

TOWN OF BELVIDERE
NOTES TO FINANCIAL STATEMENTS
YEAR ENDED DECEMBER 31, 2018
(Continued)

Note 8: Cash and Cash Equivalents (Cont'd)

Investments (Cont'd)

- (e) a master repurchase agreement providing for the custody and security of collateral is executed.

As of December 31, 2018, cash and cash equivalents of the Town of Belvidere consisted of the following:

	Checking Accounts	New Jersey Cash Management Fund	Cash on Hand	Total
Current Fund	\$ 1,292,687.28		\$ 750.00	\$ 1,293,437.28
Federal and State Grant Fund	31,499.15			31,499.15
Animal Control Fund	4,700.95		25.00	4,725.95
Unemployment Trust Fund	989.41			989.41
Other Trust Funds	48,277.70			48,277.70
General Capital Fund	45,479.93			45,479.93
Sewer Utility:				
Operating Fund	431,103.87	\$ 563.17		431,667.04
Capital Fund	135,124.50			135,124.50
Swimming Pool:				
Operating Fund	72,612.18		250.00	72,862.18
Capital Fund	1,013.02			1,013.02
	<u>\$ 2,063,487.99</u>	<u>\$ 563.17</u>	<u>\$ 1,025.00</u>	<u>\$ 2,065,076.16</u>

During the year ended December 31, 2018, the Town did not hold any investments. The carrying amount of the Town's cash and cash equivalents at December 31, 2018, was \$2,065,076.16 and the bank balance was \$2,062,300.45. The \$563.17 in the New Jersey Cash Management Fund is uninsured and unregistered.

Note 9: Risk Management

The Town 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 Health Benefits Plan.

The Town of Belvidere is currently a member of the Public Alliance Insurance Coverage (the "Fund"). The Fund is risk-sharing public entity risk pool that is an insured and self administered group of governmental entities established for the purpose of providing low-cost insurance coverage for their respective members in order to keep local property taxes at a minimum. Each member appoints an official to represent their respective entity for the purpose of creating a governing body from which officers for the Fund is elected.

TOWN OF BELVIDERE
NOTES TO FINANCIAL STATEMENTS
YEAR ENDED DECEMBER 31, 2018
(Continued)

Note 9: Risk Management (Cont'd)

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

- a.) Worker's Compensation and Employers' Liability
- b.) Liability Other than Motor Vehicles
- c.) Property Damage Other Than Motor Vehicles
- d.) Motor Vehicles
- e.) Environmental

As a member of the Fund, the Town 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.

The 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.

Selected, summarized financial information for the Fund as of December 31, 2018 is as follows:

Total Assets	\$ 18,678,532
Net Position	\$ 12,394,301
Total Revenue	\$ 6,245,452
Total Expenses	\$ 6,126,873
Change in Net Position	\$ 118,579
Member Dividends	\$ -0-

Financial statements for the Fund are available at the office of the Fund's Executive Director:

Public Entity Group Administrative Services
51 Everett Drive
Suite 40B
West Windsor, NJ 08550
(609) 275-1155

New Jersey Unemployment Compensation Insurance

The Town has elected to fund its New Jersey Unemployment Compensation Insurance under the "Benefit Reimbursement Method". Under this plan, the Town 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 Town is billed quarterly for amounts due to the state.

The following is a summary of Town and employee contributions, interest earned and amounts reimbursed to the State for benefits paid and the ending balance of the Town's expendable trust fund for the current and previous two years.

TOWN OF BELVIDERE
NOTES TO FINANCIAL STATEMENTS
YEAR ENDED DECEMBER 31, 2018
(Continued)

Note 9: Risk Management (Cont'd)

New Jersey Unemployment Compensation Insurance (Cont'd)

<u>Year</u>	<u>Town Contributions</u>	<u>Employee Contributions</u>	<u>Interest Earned</u>	<u>Amount Reimbursed</u>	<u>Ending Balance</u>
2018	\$ -0-	\$ 2,194.25	\$ -0-	\$ 1,066.00	\$ 2,835.63
2017	-0-	2,086.89	0.20	5,278.52	1,707.38
2016	-0-	2,717.89	0.22	2,563.26	4,898.81

Note 10: Interfund Receivables and Payables

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

<u>Fund</u>	<u>Interfund Receivable</u>	<u>Interfund Payable</u>
Current	\$ 112,985.70	\$ 314,534.54
Federal and State Grant		22,694.25
Animal Control Trust		75.00
Other Trust	55,151.92	7,439.74
General Capital	308,575.30	
Sewer Utility Operating Fund		68,551.44
Sewer Utility Capital Fund		39,740.50
Swimming Pool Utility Operating		33,131.31
Swimming Pool Utility Capital	11,375.86	1,922.00
	<u>\$ 488,088.78</u>	<u>\$ 488,088.78</u>

Interfund activity between the Current Fund and the Federal and State Grant Fund consists mostly of receipts and expenditures flowing through the Current Fund during the year. The interfund activity between Current Fund and Animal Control Fund consists of receipts in Animal Control for Current Fund revenue. The interfund due to Current Fund from Unemployment Trust Fund is due to claims paid on behalf of the Unemployment Trust Fund. The interfund due to Current Fund from Swimming Pool Utility Operating Fund, Swimming Pool Utility Fund, and Sewer Operating Fund consists mostly of expenses paid from Current Fund on behalf of the funds. The interfund due from the General Capital Fund to the Current Fund consists of funds paid by the Current Fund on behalf of the General Capital Fund. The amount due to Other Trust Funds from the Current Fund consists mainly of tax sale premiums collected, budgeted accumulated absences reserve, and expenses paid from Current Fund on behalf of the Other Trust Funds. The interfund activity between Other Trust Funds and Pool Operating mainly consists of expenses paid by Other Trust Funds on behalf of the Pool Operating Fund. The amount due from Sewer Utility Capital Fund to General Capital Fund consists of expenses paid by General Capital Fund on behalf of the Sewer Utility Capital Fund.

Note 11: Economic Dependency

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

TOWN OF BELVIDERE
NOTES TO FINANCIAL STATEMENTS
YEAR ENDED DECEMBER 31, 2018
(Continued)

Note 12: Contingent Liabilities

The Town is periodically involved in various lawsuits arising in the normal course of business, including claims for property damage, personal injury, and various contract disputes. The Town vigorously contests these lawsuits and believes the ultimate resolution will not have a material adverse effect on their financial position.

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 Town 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 Town officials expect such amounts, if any, to be immaterial.

Note 13: Deferred Compensation

The Town offers its employees the following deferred compensation plan created in accordance with Internal Revenue Code Section 457. The plan, which is administered by the entity listed below, permits participants to defer a portion of their salary until future years. Amounts deferred under the plan are not available to employees until termination, retirement, death or unforeseeable emergency. The plan administrator is as follows:

- Variable Annuity Life Insurance Company

Note 14: Accrued Sick and Vacation Benefits

The Town has permitted full-time employees to accrue unused vacation and sick pay and carry over all unused sick days. Sick days may be carried forward up to a maximum of \$15,000 per employee. The current cost of such unpaid compensation has been estimated at approximately \$157,375.92 at December 31, 2018, and is not reported either as an expenditure or liability. However, it is expected that the cost of such unpaid compensation would be included in the Town's budget operating expenditures in the year in which it is used. The Town has established a trust fund for accumulated absences, and as of December 31, 2018 the balance in that account is \$10,000.

Note 15: Fixed Assets

The following schedule is a summarization of the general fixed assets for the year ended December 31, 2018:

	Balance December 31, 2017	Additions	Balance December 31, 2018
Land	\$ 1,486,800.00		\$ 1,486,800.00
Buildings	1,863,700.00		1,863,700.00
Machinery and Equipment	3,113,415.00	\$ 128,428.06	3,241,843.06
	<u>\$ 6,463,915.00</u>	<u>\$ 128,428.06</u>	<u>\$ 6,592,343.06</u>

TOWN OF BELVIDERE
NOTES TO FINANCIAL STATEMENTS
YEAR ENDED DECEMBER 31, 2018
(Continued)

Note 16: Postemployment Benefits Other Than Pensions (OPEB)

State Health Benefit Local Government Retired Employees Plan

General Information about the OPEB Plan

Plan Description

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

Benefits Provided

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

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

TOWN OF BELVIDERE
NOTES TO FINANCIAL STATEMENTS
YEAR ENDED DECEMBER 31, 2018
(Continued)

Note 16: Postemployment Benefits Other Than Pensions (OPEB)

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

Contributions

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

Special Funding Situation

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

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

Allocation Methodology

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

TOWN OF BELVIDERE
NOTES TO FINANCIAL STATEMENTS
YEAR ENDED DECEMBER 31, 2018
(Continued)

Note 16: Postemployment Benefits Other Than Pensions (OPEB)

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

OPEB Expense

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

The State's proportionate share of net OPEB liability attributable to the Town at June 30, 2017 was \$2,811,488. At June 30, 2017, the State's proportion related to the Town was 0.032333%. This is the percentage of the total State Share of the net OPEB liability of the Plan. During the year ended June 30, 2017 the State of New Jersey's OPEB expense related to the Town was \$201,207.

Actuarial Assumptions and Other Inputs

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

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

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

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

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

TOWN OF BELVIDERE
NOTES TO FINANCIAL STATEMENTS
YEAR ENDED DECEMBER 31, 2018
(Continued)

Note 16: Postemployment Benefits Other Than Pensions (OPEB)

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

Health Care Trend Assumptions

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

Discount Rate

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

TOWN OF BELVIDERE

SUPPLEMENTARY DATA

TOWN OF BELVIDERE
SCHEDULE OF OFFICIALS IN OFFICE AND SURETY BONDS
YEAR ENDED DECEMBER 31, 2018

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

Name	Title	Amount of Bond	Name of Corporate or Personal Surety
Joseph Kennedy	Mayor		
Kathleen Miers	Council President		
Adam Zmigrodski	Member of Council		
Joseph Roth	Member of Council		
Laurel Napolitani	Member of Council		
Walter Tutka	Member of Council		
Charles A. Makatura, Jr.	Member of Council		
Teresa Yeisley	Clerk/Administrator, Assessment Search Officer, and Registrar	\$ 1,000,000	* Municipal Excess Liability Joint Insurance Fund
Christine Rolof	Treasurer and Chief Financial Officer	1,000,000	* Municipal Excess Liability Joint Insurance Fund
Dawn M. Decker	Sewer Utility Clerk, Sewer Assessment Search Officer, Violations Clerk and Court Administrator	1,000,000	* Municipal Excess Liability Joint Insurance Fund
Rebecca Schneck	Tax Collector	1,000,000	* Municipal Excess Liability Joint Insurance Fund
David Gill	Tax Assessor and Variance Search Officer	1,000,000	* Municipal Excess Liability Joint Insurance Fund
J. Edward Palmer	Magistrate (until 4/9/2018)	1,000,000	* Municipal Excess Liability Joint Insurance Fund
Nicole Natasha Lenar DeLauri	Magistrate (starting 4/9/2018)	1,000,000	* Municipal Excess Liability Joint Insurance Fund
Kevin Benbrook	Attorney		

* There is a bond that covers the Chief Financial Officer, the Magistrate and all other public employees in the amount of \$950,000 through the MELJIF and \$50,000 through Public Alliance Insurance Coverage Fund.

All bonds were examined and were properly executed.

TOWN OF BELVIDERE
COUNTY OF WARREN
2018
CURRENT FUND

TOWN OF BELVIDERE
CURRENT FUND
SCHEDULE OF CASH

Balance December 31, 2017	<u>Ref.</u> A	\$ 1,274,134.11
Increased by Receipts:		
Tax Collector Account	\$ 7,769,074.52	
Revenue Accounts Receivable	765,347.90	
Miscellaneous Revenue Not Anticipated	101,239.09	
Due from State of New Jersey:		
Veterans' and Senior Citizens' Deductions	21,250.00	
Due to Federal and State Grant Fund:		
Unappropriated Reserves	14,390.56	
Due from Other Trust:		
Escrow Funds	15,688.50	
General Trust	26,357.24	
Due to State of New Jersey:		
Uniform Construction Code Fees	12,469.00	
Marriage License Fees	1,030.00	
Due General Capital Fund:		
New Jersey Department of Transportation Grant Receivable	181,467.75	
Due Swimming Pool Operating:		
Interfund Returned	15,578.48	
Due to Payroll Fund	42,425.39	
Reserve for Sale of Municipal Assets	2,585.00	
		<u>8,968,903.43</u>
		10,243,037.54
Decreased by Disbursements:		
2018 Appropriation Expenditures	2,813,049.59	
2017 Appropriation Reserve Expenditures	61,607.03	
Local School District Taxes	3,808,947.48	
County Taxes	1,408,457.36	
Tax Overpayments Refunded	3,781.80	
Third Party Liens Redeemed	380,193.51	
Tax Sale Premium Returned	97,600.00	
Due from Payroll Fund	6,816.24	
Due General Capital Fund:		
Improvement Authorizations	17,141.00	
Interfund Advanced	140,000.00	
Due Sewer Utility Operating:		
Interfund Advanced	68,551.44	
Due Swimming Pool Operating:		
Interfund Advanced	27,441.75	
Due Swimming Pool Capital:		
Interfund Advanced	1,922.00	
Due to State of New Jersey:		
Marriage License Fees	625.00	
Due from Federal and State Grant Fund:		
Appropriated Reserves	15,372.51	
Interfund Advanced	30,589.66	
Due Unemployment Trust Fund:		
Unemployment Insurance Claims	348.03	
Due to Other Trust Fund:		
Escrow Deposits	19,088.25	
General Trust	1,622.95	
Recreation	8,767.45	
Refund of Prior Year Revenue	38,427.21	
		<u>8,950,350.26</u>
Balance December 31, 2018	A	<u>\$ 1,292,687.28</u>

TOWN OF BELVIDERE
FEDERAL AND STATE GRANT FUND
SCHEDULE OF CASH

	<u>Ref.</u>		
Balance December 31, 2017	A	\$	370.50
Increased by Receipts:			
Due to Current Fund		\$	30,589.66
Interest Earned			538.99
			<hr/>
			31,128.65
			<hr/>
Balance December 31, 2018	A	\$	<u><u>31,499.15</u></u>

TOWN OF BELVIDERE
CURRENT FUND
SCHEDULE OF CASH - COLLECTOR
FOR THE YEAR ENDED DECEMBER 31, 2018

Increased by Receipts:

Taxes Receivable	\$ 7,162,171.90	
2019 Prepaid Taxes	67,123.28	
Third Party Lien Redemptions	351,257.74	
Interest and Costs on Taxes	114,516.31	
Tax Overpayments	4,910.46	
Tax Title Liens Redeemed	67,458.83	
Miscellaneous	<u>1,636.00</u>	
		\$ 7,769,074.52

Decreased by:

Payments to Treasurer		<u><u>\$ 7,769,074.52</u></u>
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TOWN OF BELVIDERE
CURRENT FUND
SCHEDULE OF TAXES RECEIVABLE AND ANALYSIS OF PROPERTY TAX LEVY

Year	Balance Dec. 31, 2017	2018 Levy	2017	Collections 2018	Overpayments Applied	State of NJ Veterans' and Senior Citizens' Deductions	County Appeals and Cancellations	Trans- ferred to Tax Title Liens	Balance Dec. 31, 2018
2017	\$ 153,035.76			\$ 144,277.36		\$ (250.00)	\$ 96.70	\$ 5,418.00	\$ 3,493.70
2018		\$ 7,450,957.03	\$ 145,506.03	\$ 7,017,894.54	\$ 11,194.78	21,500.00	13,811.86	18,830.95	222,218.87
	\$ 153,035.76	\$ 7,450,957.03	\$ 145,506.03	\$ 7,162,171.90	\$ 11,194.78	\$ 21,250.00	\$ 13,908.56	\$ 24,248.95	\$ 225,712.57

Ref. A

A

Analysis of 2018 Property Tax Levy

General Purpose Tax	\$ 7,387,426.95	
Added Taxes (54.4-63.1 et seq.)	63,530.08	
	<u>\$ 7,450,957.03</u>	
Tax Levy:		
Local School District Taxes		\$ 3,864,525.00
County Taxes:		
County Taxes	\$ 1,408,296.95	
Due County for Added and Omitted Taxes	<u>11,865.02</u>	<u>1,420,161.97</u>
		5,284,686.97
Local Tax for Municipal Purposes	2,113,449.44	
Add: Additional Tax Levied	<u>52,820.62</u>	<u>2,166,270.06</u>
		<u>\$ 7,450,957.03</u>

TOWN OF BELVIDERE
CURRENT FUND
SCHEDULE OF TAX TITLE LIENS

	<u>Ref.</u>		
Balance December 31, 2017	A	\$	130,569.34
Increased by:			
2017 Taxes Transferred From Taxes Receivable		\$	5,418.00
2018 Taxes Transferred From Taxes Receivable			18,830.95
Interest and Costs on Tax Title Lien Sale			1,402.39
			<u>25,651.34</u>
			156,220.68
Decreased by:			
Cancelled			9,160.01
Tax Title Liens Redeemed			67,458.83
			<u>76,618.84</u>
Balance December 31, 2018	A	\$	<u>79,601.84</u>

TOWN OF BELVIDERE
CURRENT FUND
SCHEDULE OF REVENUE ACCOUNTS RECEIVABLE

	Balance Dec. 31, 2017	Accrued in 2018	Collected by Tax Collector	Collected by Other Funds	Collected by Treasurer	Balance Dec. 31, 2018
Clerk:		\$ 4,900.00			\$ 4,900.00	
ABC Licenses						
Municipal Court:						
Fines and Courts	\$ 8,225.06	99,851.84			98,833.85	\$ 9,243.05
Interest and Costs on Taxes		114,516.31	\$ 114,516.31			
Energy Receipts Tax		476,140.00			476,140.00	
Garden State Trust Preservation Fund		3,430.00			3,430.00	
Uniform Construction Code Fees		94,042.36		\$ 787.50	94,042.36	
Cable TV Franchise Fee		8,837.84			8,837.84	
Sewer Utility Surplus Anticipated		35,000.00			35,000.00	
Harmony Township Shared Court	478.40	32,187.49			32,393.77	272.12
Liberty Township Shared Court	79.08	11,784.56		440.00	11,770.08	93.56
	<u>\$ 8,782.54</u>	<u>\$ 880,690.40</u>	<u>\$ 114,516.31</u>	<u>\$ 1,227.50</u>	<u>\$ 765,347.90</u>	<u>\$ 9,608.73</u>
Ref.	A					A
		Due From Animal Control		\$ 75.00		
		Due from Recreation Trust Fund		712.50		
		Due from Pool Operating Fund		440.00		
				<u>\$ 1,227.50</u>		

TOWN OF BELVIDERE
CURRENT FUND
SCHEDULE OF 2017 APPROPRIATION RESERVES
FOR THE YEAR ENDED DECEMBER 31, 2018

	Balance Dec. 31, 2017	Balance After Modi- fication	Paid or Charged	Balance Lapsed
Mayor and Council:				
Other Expenses	\$ 890.15	\$ 890.15	\$ 179.42	\$ 710.73
Administration (Municipal Clerk):				
Salaries and Wages	28.48	28.48		28.48
Other Expenses	2,290.42	2,290.42	1,154.96	1,135.46
Financial Administration (Treasury):				
Salaries and Wages	667.90	667.90		667.90
Other Expenses	3,273.16	3,273.16	1,417.08	1,856.08
Assessment of Taxes:				
Salaries and Wages	374.20	374.20		374.20
Miscellaneous Other Expenses	19.08	19.08		19.08
Collection of Taxes:				
Salaries and Wages	349.96	349.96		349.96
Other Expenses	465.34	465.34		465.34
Legal Services:				
Miscellaneous Other Expenses	281.11	5,937.15	5,937.15	
Engineering Services and Costs:				
Other Expenses	35.00	2,028.00	2,028.00	
Public Buildings and Grounds:				
Other Expenses - Maintenance and Repairs	1,900.38	1,900.38	677.49	1,222.89
Other Expenses - Scout Home Maintenance	1,000.00	1,000.00		1,000.00
Planning Board:				
Salaries and Wages	500.00	500.00		500.00
Other Expenses - Miscellaneous	21.66	246.50	246.50	
Zoning Officer:				
Salaries and Wages	1,534.59	1,534.59		1,534.59
Shade Tree Commission:				
Other Expenses	461.09	461.09	222.55	238.54
Police:				
Other Expenses	6,882.78	9,336.67	7,652.28	1,684.39
Emergency Management Services:				
Salaries and Wages	60.08	60.08		60.08
Other Expenses	1.00	1.00		1.00

TOWN OF BELVIDERE
CURRENT FUND
SCHEDULE OF 2017 APPROPRIATION RESERVES
FOR THE YEAR ENDED DECEMBER 31, 2018

	Balance Dec. 31, 2017	Balance After Modi- fication	Paid or Charged	Balance Lapsed
Streets and Roads:				
Salaries and Wages	\$ 833.16	\$ 833.16		\$ 833.16
Other Expenses	34,858.14	28,892.75	\$ 28,892.75	
Animal Control:				
Salaries and Wages	120.04	120.04		120.04
Other Expenses	400.00	400.00		400.00
Celebration of Holidays and Anniversaries:				
Other Expenses	1,000.00	1,000.00		1,000.00
Uniform Construction Code:				
Salaries and Wages	972.54	972.54		972.54
Other Expenses	343.62	343.62	165.00	178.62
Environmental Commission:				
Other Expenses	340.00	340.00		340.00
Garbage and Trash Removal:				
Other Expenses	32.92	41.07	41.07	
Utility Expenses and Bulk Purchases:				
Electricity	3,344.86	1,409.65	593.60	816.05
Telephone	4,467.02	4,467.02	1,139.60	3,327.42
Bulk Fuel	85.07	8,419.77	8,419.77	
Fire Hydrant Services	3,901.11	3,901.11	2,209.83	1,691.28
Municipal Court:				
Other Expenses	400.00	629.98	629.98	
Public Defender:				
Salaries and Wages	209.56	209.56		209.56
Contingent	100.00	100.00		100.00
Statutory Expenditures:				
Unemployment Compensation Insurance	11,000.00			
Social Security (FICA)	2,138.62	2,138.62		2,138.62
Insurance:				
General Liability	29,756.23	29,756.23		29,756.23
Accumulated Sick and Vacation Reserve	5,000.00	5,000.00	5,000.00	
	<u>\$ 120,339.27</u>	<u>\$ 120,339.27</u>	<u>\$ 66,607.03</u>	<u>\$ 53,732.24</u>
<u>Analysis of Balance December 31, 2017</u>				
		<u>Ref.</u>		
Unencumbered	A	\$ 100,774.64		
Encumbered	A	<u>19,564.63</u>		
		<u>\$ 120,339.27</u>		
		Cash Disbursed	\$ 61,607.03	
		Due Accumulated Absences Trust	<u>5,000.00</u>	
			<u>\$ 66,607.03</u>	

TOWN OF BELVIDERE
CURRENT FUND
SCHEDULE OF LOCAL SCHOOL DISTRICT TAXES PAYABLE

Balance December 31, 2017:

Local School Tax Payable	A	\$ 92,810.00
Local School Tax Deferred		1,782,875.15
		<u>1,875,685.15</u>

Increased by:

Levy - School Year July 1, 2018 through June 30, 2019		3,864,525.00
		<u>5,740,210.15</u>

Decreased by:

Payments to Local School District		3,808,947.48
		<u>\$ 1,931,262.67</u>

Balance December 31, 2018:

Local School Tax Payable	A	\$ 148,387.52
Local School Tax Deferred		1,782,875.15
		<u>\$ 1,931,262.67</u>

TOWN OF BELVIDERE
FEDERAL AND STATE GRANT FUND
SCHEDULE OF STATE AND FEDERAL GRANTS RECEIVABLE

	Balance Dec. 31, 2017	2018 Budget Revenue Realized	Transferred From Unappropriated Reserves	Balance Dec. 31, 2018
Clean Communities Program				
Wastewater Management Plan Grant	\$ 2,181.35	\$ 6,673.33	\$ 6,673.33	\$ 2,181.35
Reserve for Highlands Master Plan Grant	1,629.51			1,629.51
Warren County Historic Trust Grants	11,451.58			11,451.58
Emergency Management Grant - Generator	98,265.00			98,265.00
Department of Transportation Grant - Oxford Street Phase 3	27,727.50			27,727.50
Department of Transportation Grant - Oxford Street	19,065.50			19,065.50
Municipal Alliance	542.88	13,149.98	13,149.98	542.88
Reserve for Body Armor Replacement		982.07	982.07	
Reserve for Recycling Tonnage Grant		2,536.77	2,536.77	
	<u>\$ 160,863.32</u>	<u>\$ 23,342.15</u>	<u>\$ 23,342.15</u>	<u>\$ 160,863.32</u>
Ref.	A			A

TOWN OF BELVIDERE
FEDERAL AND STATE GRANT FUND
SCHEDULE OF APPROPRIATED RESERVES

	Balance Dec. 31, 2017	Transferred from 2018 Budget Appropriations	Cash Disbursed	Balance Dec. 31, 2018
Recycling Tonnage Grant:				
2008	\$ 6,245.12			\$ 6,245.12
2011	10,470.57			10,470.57
2012	4,275.36			4,275.36
2013	3,714.22			3,714.22
2014	3,387.35			3,387.35
2015	2,460.98			2,460.98
2017	2,568.07			2,568.07
2018		\$ 2,536.77		2,536.77
Department of Transportation - Front/Mill Streets	42,093.84			42,093.84
Municipal Alliance - State Share		13,149.98	\$ 10,669.31	2,480.67
Municipal Alliance - Local Share	1.00			1.00
Reserve for Alcohol Education and Rehabilitation	107.87			107.87
Clean Communities Program:				
2014	1,234.61		1,234.61	
2015	2,491.20		2,491.20	
2016	3,316.07		487.39	2,828.68
2017	6,959.68			6,959.68
2018		6,673.33		6,673.33
Forestry Grant:				
2011	118.00			118.00
Body Armor Replacement Grant:				
2015	546.29			546.29
2016	981.19			981.19
2017		982.07		982.07
Reserve for Body Armor Replacement Grant	1,846.05			1,846.05
Drunk Driving Enforcement Fund Grant:				
2015	149.54			149.54
Warren County Open Space - Warren Lodge	0.06			0.06
Warren County Historic Trust Grant	16,138.48			16,138.48
New Jersey American Water Company Grant	59.58			59.58
Generator Grant	33,231.78			33,231.78
Department of Transportation - Oxford Street Phase 3	19,228.44		490.00	18,738.44
	<u>\$ 161,625.35</u>	<u>\$ 23,342.15</u>	<u>\$ 15,372.51</u>	<u>\$ 169,594.99</u>

Ref.

A

A

TOWN OF BELVIDERE
FEDERAL AND STATE GRANT FUND
SCHEDULE OF UNAPPROPRIATED RESERVES

	Balance Dec. 31, 2017	Cash Receipts	Transfer to 2018 Budget Revenue	Balance Dec. 31, 2018
Body Armor Replacement Grant	\$ 982.07		\$ 982.07	
Recycling Tonnage Grant	2,536.77		2,536.77	
Clean Communities Grant		\$ 6,673.33	6,673.33	
Municipal Alliance	5,505.98	7,644.00	13,149.98	
Alcohol Education and Rehabilitation Grant		73.23		\$ 73.23
	<u>\$ 9,024.82</u>	<u>\$ 14,390.56</u>	<u>\$ 23,342.15</u>	<u>\$ 73.23</u>
<u>Ref.</u>	A			A

TOWN OF BELVIDERE
COUNTY OF WARREN
2018
TRUST FUNDS

TOWN OF BELVIDERE
TRUST FUNDS
SCHEDULE OF CASH - TREASURER

<u>Ref.</u>	<u>Animal Control Fund</u>	<u>Unemployment Trust Fund</u>	<u>Other Trust Funds</u>
B	\$ 6,759.82	\$ 1,707.38	\$ 56,532.71
Balance December 31, 2017			
Increased by Receipts:			
Municipal Licensing Fees	\$ 2,930.60		
Due State Board of Health	404.40		
Due to Swimming Pool Operating Fund			\$ 30,000.00
Due to Recreation Trust from Other Trust			350.00
Due Current Fund:			
Uniform Construction Code	75.00		
Interest Earned			238.13
Interest Earned - Recreation			226.79
Recreation Trust			7,780.10
Escrow Deposits			43.49
Recreation Trust Fund			23,322.51
National Night Out Trust Fund			530.00
Historic Trust Fund			110.00
Interest Earned	99.13		
	<u>3,509.13</u>		<u>62,601.02</u>
	<u>10,268.95</u>		<u>119,133.73</u>
Decreased by Disbursements:			
Expenditures under R.S. 4:19 - 15.11	5,079.00		
Recreation Trust Fund Expenditures			23,588.67
Due Current Fund - Road Opening Permits			62.50
Due Current Fund-Unemployment		717.97	
Interfund Advanced - Payroll			7,752.68
Interfund Advanced - Swimming Pool Operating Utility Fund			39,452.18
Due to State Board of Health	489.00		
	<u>5,568.00</u>	<u>717.97</u>	<u>70,856.03</u>
Balance December 31, 2018	\$ <u>4,700.95</u>	\$ <u>989.41</u>	\$ <u>48,277.70</u>

TOWN OF BELVIDERE
ANIMAL CONTROL FUND
SCHEDULE OF RESERVE FOR ANIMAL CONTROL FUND EXPENDITURES

	<u>Ref.</u>	
Balance December 31, 2017	B	\$ 6,078.62
Increased by:		
2018 Dog License Fees Collected		\$ 2,930.60
Return of Encumbrance Payable		609.00
Interest Earned		99.13
		<u>3,638.73</u>
		<u>9,717.35</u>
Decreased by:		
Expenditures under R.S.4:19-15.11:		
Cash Disbursements		<u>5,079.00</u>
Balance December 31, 2018	B	<u><u>\$ 4,638.35</u></u>

License Fees Collected

<u>Year</u>	<u>Amount</u>
2017	\$ 3,121.80
2016	<u>4,704.00</u>
Maximum Allowable Reserve	<u><u>\$ 7,825.80</u></u>

TOWN OF BELVIDERE
COUNTY OF WARREN
2018
GENERAL CAPITAL FUND

TOWN OF BELVIDERE
GENERAL CAPITAL FUND
SCHEDULE OF CASH

	<u>Ref.</u>		
Balance December 31, 2017	C	\$	102,161.16
Increased by Receipts:			
Due Current Fund:			
Interfund Returned		\$	140,000.00
Deferred Charges to Future Taxation Unfunded			10,000.00
Interest Earned			772.95
			<u>150,772.95</u>
			252,934.11
Decreased by Disbursements:			
Improvement Authorization Expenditures			167,713.68
Due Sewer Capital Fund:			
Interfund Advanced			39,740.50
			<u>207,454.18</u>
Balance December 31, 2018	C	\$	<u><u>45,479.93</u></u>

TOWN OF BELVIDERE
GENERAL CAPITAL FUND
SCHEDULE OF DEFERRED CHARGES TO FUTURE TAXATION - UNFUNDED

Date of Ordinance	Improvement Description	Analysis of Balance December 31, 2018						
		Balance Dec. 31, 2017	2018 Authorizations	Paid by Budget Appropriation	Balance Dec. 31, 2018	Expenditures	Bond Anticipation Notes	Unexpended Improvement Authorizations
07/17/00	Various Improvements	\$ 66,372.79			\$ 66,372.79	\$ 66,372.79		
03/15/04	Improvements to Fourth Street	16,206.80		\$ 10,000.00	6,206.80	6,206.80		
02/22/11	Refunding Bond Ordinance for Payment of Amounts Owing for Taxes Levied	63,856.00		63,856.00				
03/19/12	Refunding Bond Ordinance for Payment of Amounts Owing for Taxes	351,428.00		117,573.00	233,855.00		\$ 233,855.00	
03/05/12	Improvements to Oxford Street - Phase I	31,500.00			31,500.00	31,500.00		
09/09/18	Improvements to Second and Harwick Street		\$ 98,043.00		98,043.00			\$ 98,043.00
09/24/18	Improvements to Fifth Street		140,000.00		140,000.00			140,000.00
		<u>\$ 529,363.59</u>	<u>\$ 238,043.00</u>	<u>\$ 191,429.00</u>	<u>\$ 575,977.59</u>	<u>\$ 104,079.59</u>	<u>\$ 233,855.00</u>	<u>\$ 238,043.00</u>
Ref.		C			C		Improvement Authorizations Unfunded	\$ 238,043.00

TOWN OF BELVIDERE
GENERAL CAPITAL FUND
SCHEDULE OF CAPITAL IMPROVEMENT FUND

	<u>Ref.</u>	
Balance December 31, 2017	C	\$ 96,242.53
Increased By:		
2018 Budget Appropriation		<u>245,000.00</u> 341,242.53
Decreased By:		
Appropriated to Finance Improvement Authorizations		<u>260,000.00</u>
Balance December 31, 2018	C	<u><u>\$ 81,242.53</u></u>

TOWN OF BELVIDERE
GENERAL CAPITAL FUND
SCHEDULE OF BOND ANTICIPATION NOTES PAYABLE

Ordinance Number	Improvement Description	Date of			Interest Rate	Balance Dec. 31, 2017	Issued	Matured	Balance Dec. 31, 2018
		Original Issue	Issue	Maturity					
2011-01	Refunding Bond Ordinance for Payment of Amounts Owing for Taxes Levied	03/24/11	03/21/17	03/20/18	1.62%	\$ 63,856.00		\$ 63,856.00	
2012-03	Refunding Bond Ordinance for Payment of Amounts Owing for Taxes Levied	05/16/12	03/21/17	03/20/18	1.62%	351,428.00		351,428.00	\$ 233,855.00
		05/16/12	03/19/18	03/18/19	2.40%		\$ 233,855.00		
						\$ 415,284.00	\$ 233,855.00	\$ 415,284.00	\$ 233,855.00
			Ref.	C					C
			Renewals				\$ 233,855.00	\$ 233,855.00	
			Paid By Budget Appropriation				181,429.00		
							\$ 233,855.00	\$ 415,284.00	

TOWN OF BELVIDERE
GENERAL CAPITAL FUND
SCHEDULE OF SERIAL BONDS PAYABLE

Purpose	Date of Issue	Amount of Original Issue	Maturities of Bonds		Interest Rate	Balance December 31, 2017	Matured	Balance December 31, 2018
			Outstanding	Date				
General Obligation	10/1/2011	\$2,022,000.00		10/1/2019	\$ 115,000.00	3.000%	\$ 1,467,000.00	\$ 1,357,000.00
				10/1/2020	120,000.00	3.000%		
				10/1/2021	125,000.00	3.000%		
				10/1/2022	130,000.00	3.000%		
				10/1/2023	135,000.00	3.000%		
				10/1/2024	140,000.00	3.250%		
				10/1/2025	145,000.00	3.375%		
				10/1/2026	150,000.00	4.000%		
				10/1/2027	155,000.00	4.000%		
				10/1/2028	142,000.00	4.000%		
							<u>\$ 1,467,000.00</u>	<u>\$ 1,357,000.00</u>

Ref.

C

C

TOWN OF BELVIDERE
GENERAL CAPITAL FUND
SCHEDULE OF LOANS PAYABLE
YEAR ENDED DECEMBER 31, 2018

NOT APPLICABLE

TOWN OF BELVIDERE
GENERAL CAPITAL FUND
SCHEDULE OF BONDS AND NOTES AUTHORIZED BUT NOT ISSUED

<u>Ordinance</u>			<u>Balance</u>	<u>2018</u>	<u>Funded by</u>	<u>Balance</u>
<u>Number</u>	<u>Date</u>	<u>Improvement Description</u>	<u>December 31, 2017</u>	<u>Authorizations</u>	<u>Budget Appropriation</u>	<u>December 31, 2018</u>
00-11	07/17/00	Various Improvements	\$ 66,372.79			\$ 66,372.79
04-03	03/15/04	Improvements to Fourth Street	16,206.80		\$ 10,000.00	6,206.80
12-04	03/05/12	Improvements to Oxford Street - Phase I	31,500.00			31,500.00
18-07	09/09/18	Acquisition of Aerial Fire Vehicle		\$ 98,043.00		98,043.00
18-08	09/09/18	Improvements to Oxford Street - Phase I		140,000.00		140,000.00
			<u>\$ 114,079.59</u>	<u>\$ 238,043.00</u>	<u>\$ 10,000.00</u>	<u>\$ 342,122.59</u>

TOWN OF BELVIDERE
COUNTY OF WARREN
2018
WATER UTILITY FUND
(NOT APPLICABLE)

TOWN OF BELVIDERE
COUNTY OF WARREN
2018
SEWER UTILITY FUND

TOWN OF BELVIDERE
SEWER UTILITY FUND
SCHEDULE OF CASH - TREASURER

	<u>Ref.</u>	<u>Sewer Operating</u>	<u>Sewer Capital</u>
Balance December 31, 2017	E	\$ 350,922.96	\$ 135,124.50
Increased by Receipts:			
Consumer Accounts Receivable	\$	794,852.00	
Due to Current Fund		68,551.44	
Prepaid Sewer Rents		2,505.00	
Overpayments		3,951.89	
Interest on Sewer Rents		13,574.71	
Interest Income		7,134.85	
Miscellaneous Revenue		1,459.24	
		<u>892,029.13</u>	
		1,242,952.09	135,124.50
Decreased by Disbursements:			
2018 Appropriation Expenditures		697,013.47	
2017 Appropriation Reserves		2,126.04	
Refund of Overpayment		341.06	
Due to Current Fund:			
Budget Revenue Anticipated		34,328.52	
Due from Payroll Account		77,475.96	
		<u>811,285.05</u>	
Balance December 31, 2018	E	\$ 431,667.04	\$ 135,124.50

TOWN OF BELVIDERE
SEWER UTILITY CAPITAL FUND
ANALYSIS OF CASH

		Balance	Transfers		Balance
		Dec. 31, 2017	From	To	Dec. 31, 2018
Due General Capital Fund				\$ 39,740.50	\$ 39,740.50
Capital Improvement Fund		\$ 94,802.75			94,802.75
Fund Balance		581.25			581.25
<u>Ordinance</u>	<u>Improvement Description</u>				
<u>Date</u>					
05/22/17	Purchase of DPW Truck	39,740.50	\$ 39,740.50		
		<u>\$ 135,124.50</u>	<u>\$ 39,740.50</u>	<u>\$ 39,740.50</u>	<u>\$ 135,124.50</u>
		<u>Ref.</u>	E		E

TOWN OF BELVIDERE
SEWER UTILITY OPERATING FUND
SCHEDULE OF CONSUMER ACCOUNTS RECEIVABLE

Balance December 31, 2017	<u>Ref.</u> E	\$ 139,006.73
Increased by:		
Sewer Rents Levied		798,496.01
		<u>937,502.74</u>
Decreased by:		
Cash Received	\$ 794,852.00	
Collected in Current Fund	671.48	
Sewer Rent Adjustments	7,243.17	
Sewer Overpayment Applied	1,401.18	
Cancellation of Small Balances	82.23	
Transferred to Lien	4,130.68	
Sewer Prepaid Rents Applied	3,157.01	
		<u>811,537.75</u>
Balance December 31, 2018	E	<u><u>\$ 125,964.99</u></u>

TOWN OF BELVIDERE
SEWER UTILITY OPERATING FUND
SCHEDULE OF SEWER LIENS RECEIVABLE

	<u>Ref.</u>	
Balance December 31, 2017	E	\$ 14,280.84
Increased by:		
Transfer from Consumer Accounts Receivable		<u>4,130.68</u>
Balance December 31, 2018	E	<u><u>\$ 18,411.52</u></u>

TOWN OF BELVIDERE
SEWER UTILITY CAPITAL FUND
SCHEDULE OF FIXED CAPITAL

	Balance Dec. 31, 2017	Transferred from Fixed Capital	Balance Dec. 31, 2018
Sanitary Sewer System	\$ 3,349,610.68		\$ 3,349,610.68
Acquisition of DPW Lift Truck	39,000.00		39,000.00
Sewer Manhole Improvements	13,140.00		13,140.00
Purchase of DPW Vehicle		\$ 39,740.50	39,740.50
	<u>\$ 3,401,750.68</u>	<u>\$ 39,740.50</u>	<u>\$ 3,441,491.18</u>
<u>Ref.</u>	E		E

TOWN OF BELVIDERE
SEWER UTILITY CAPITAL FUND
SCHEDULE OF FIXED CAPITAL AUTHORIZED AND UNCOMPLETED
FOR THE YEAR ENDED DECEMBER 31, 2018

Improvement Description	Ordinance		Balance Dec. 31, 2017	2018 Authorizations		Paid or Charged
	No.	Date		Transfer to Fixed Capital		
Purchase of DPW Equipment	17-06	05/22/17	\$ 75,000.00	\$ 39,740.50	\$	39,740.50
				\$ -0-	\$	39,740.50

TOWN OF BELVIDERE
SEWER UTILITY OPERATING FUND
SCHEDULE OF 2017 APPROPRIATION RESERVES
YEAR ENDED DECEMBER 31, 2018

	Balance Dec. 31, 2017	Balance After Modification	Paid or Charged	Balance Lapsed
Operating:				
Salary and Wages	\$ 127.08	\$ 127.08		\$ 127.08
Other Expenses	4,757.33	4,757.33	\$ 903.96	3,853.37
Capital Outlay	20,735.04	20,735.04	1,222.08	19,512.96
Social Security O.A.S.I.	2,100.00	2,100.00		2,100.00
	<u>\$ 27,719.45</u>	<u>\$ 27,719.45</u>	<u>\$ 2,126.04</u>	<u>\$ 25,593.41</u>

Ref.

Balance December 31, 2017:

Unencumbered	E	<u>\$ 27,719.45</u>
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TOWN OF BELVIDERE
SEWER UTILITY CAPITAL FUND
SCHEDULE OF IMPROVEMENT AUTHORIZATIONS
FOR THE YEAR ENDED DECEMBER 31, 2018

Improvement Description	Number	Ordinance		Balance December 31, 2017	Paid or Charged
		Date	Amount	Funded	
Purchase of DPW Truck	17-06	05/22/17	\$ 75,000.00	\$ 39,740.50	\$ 39,740.50
				<u>\$ 39,740.50</u>	<u>\$ 39,740.50</u>

Ref. E

TOWN OF BELVIDERE
SEWER UTILITY CAPITAL FUND
SCHEDULE OF CAPITAL IMPROVEMENT FUND

	Ref.	
Balance December 31, 2017	E	<u>\$ 94,802.75</u>
Balance December 31, 2018	E	<u><u>\$ 94,802.75</u></u>

TOWN OF BELVIDERE
SEWER UTILITY CAPITAL FUND
SCHEDULE OF RESERVE FOR AMORTIZATION

<u>Improvement Description</u>	<u>Balance Dec. 31, 2017</u>	<u>Transfer From Deferred Reserve for Amortization</u>	<u>Balance Dec. 31, 2018</u>
Sanitary Sewer System	\$ 3,349,610.68		\$ 3,349,610.68
Acquisition of DPW Lift Truck	39,000.00		39,000.00
Sewer Manhole Improvements	13,140.00	\$ 39,740.50	52,880.50
	<u>\$ 3,401,750.68</u>	<u>\$ 39,740.50</u>	<u>\$ 3,441,491.18</u>
<u>Ref.</u>	E		E

TOWN OF BELVIDERE
SEWER UTILITY CAPITAL FUND
SCHEDULE OF DEFERRED RESERVE FOR AMORTIZATION
FOR THE YEAR ENDED DECEMBER 31, 2018

Ord. No.	Improvement Description	Date of Ordinance	Balance Dec. 31, 2017	Transfer to Reserve for Amortization	Paid or Charged
17-06	Purchase of DPW Vehicle	05/22/17		\$ 39,740.50	\$ 39,740.50
			\$ -0-	\$ 39,740.50	\$ 39,740.50

Ref.

E

TOWN OF BELVIDERE
SEWER UTILITY CAPITAL FUND
SCHEDULE OF SERIAL BONDS PAYABLE
YEAR ENDED DECEMEBER 31, 2018

NOT APPLICABLE

TOWN OF BELVIDERE
SEWER UTILITY CAPITAL FUND
SCHEDULE OF BOND ANTICIPATION NOTES PAYABLE
YEAR ENDED DECEMBER 31, 2018

NOT APPLICABLE

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

NOT APPLICABLE

TOWN OF BELVIDERE
COUNTY OF WARREN
2018
SWIMMING POOL UTILITY FUND

TOWN OF BELVIDERE
SWIMMING POOL UTILITY FUND
SCHEDULE OF CASH - TREASURER

	<u>Ref.</u>	<u>Swimming Pool Operating</u>	<u>Capital</u>
Balance December 31, 2017	F	\$ 61,758.91	\$ 10,651.25
Increased by Receipts:			
Pool Membership and Admission Fees	\$	84,164.19	
Snack Bar Proceeds		26,190.08	
Swimming Pool Capital Interest Earned			\$ 16.46
Swimming Pool Operating Interest Earned		1,217.52	
Due Swimming Pool Capital Fund		11,576.69	
Due Other Trust Funds - Recreation Trust		39,452.18	
Due Current Fund:			
Interfund Received		27,881.75	1,922.00
		<u>190,482.41</u>	<u>1,938.46</u>
Decreased by Disbursements:			
2018 Appropriations		96,575.13	
2017 Appropriation Reserves		9,070.00	
Interest on Bonds		2,215.00	
Interest on Notes		1,190.53	
Due from Other Trust Funds - Recreation Trust		30,000.00	
Due from Swimming Pool Operating Fund			11,576.69
Due to Current Fund:			
Interfund Advanced		15,578.48	
Due to Payroll Fund:			
Interfund Advanced		25,000.00	
		<u>179,629.14</u>	<u>11,576.69</u>
Balance December 31, 2018	F	\$ 72,612.18	\$ 1,013.02

TOWN OF BELVIDERE
SWIMMING POOL UTILITY CAPITAL FUND
ANALYSIS OF CASH

		Balance Dec. 31, 2017	Receipts Miscellaneous	Disbursements Miscellaneous	Balance/(Deficit) Dec. 31, 2018
Due Current Fund			\$ 1,922.00		\$ 1,922.00
Due Swimming Pool Operating Fund		\$ 184.37	16.46	\$ 11,576.69	(11,375.86)
Fund Balance		1,683.71			1,683.71
Ordinance Date	Improvement Description				
5/5/14	Refurbishment of the Children's Pool	315.00			315.00
11/17/14	Improvements to the Municipal Pool	8,468.17			8,468.17
		<u>\$ 10,651.25</u>	<u>\$ 1,938.46</u>	<u>\$ 11,576.69</u>	<u>\$ 1,013.02</u>

TOWN OF BELVIDERE
SWIMMING POOL UTILITY OPERATING FUND
SCHEDULE OF CONSUMER ACCOUNTS RECEIVABLE
YEAR ENDED DECEMBER 31, 2018

NOT APPLICABLE

TOWN OF BELVIDERE
SWIMMING POOL UTILITY CAPITAL FUND
SCHEDULE OF FIXED CAPITAL

Account	Balance December 31, 2017	Additions by Budget	Balance December 31, 2018
		Capital Outlay Expenditures	
Swimming Pool Utility	\$ 775,062.76	\$ 12,779.00	\$ 787,841.76
Ref.	F		F
	2018 Budget	\$ 3,909.00	
	Appropriation Reserves	8,870.00	
		<u>12,779.00</u>	

TOWN OF BELVIDERE
SWIMMING POOL UTILITY CAPITAL FUND
SCHEDULE OF FIXED CAPITAL AUTHORIZED AND UNCOMPLETED

Improvement Description	Ord. Date	Ordinance Amount	Balance	
			Dec. 31, 2017	Dec. 31, 2018
Refurbishment of the Children's Pool	5/5/2014	\$ 4,815.00	\$ 4,815.00	\$ 4,815.00
Improvements to the Municipal Pool	11/17/14	75,000.00	75,000.00	75,000.00
			<u>\$ 79,815.00</u>	<u>\$ 79,815.00</u>

Ref. F F

TOWN OF BELVIDERE
SWIMMING POOL UTILITY OPERATING FUND
SCHEDULE OF 2017 APPROPRIATION RESERVES
YEAR ENDED DECEMBER 31, 2018

	Balance Dec. 31, 2017	Balance After Modification	Paid or Charged	Balance Lapsed
Operating:				
Other Expenses	\$ 538.79	\$ 538.79	\$ 200.00	\$ 338.79
Capital Outlay	14,328.90	14,328.90	8,870.00	5,458.90
Debt Service:				
Bond Anticipation Notes	2,600.00	2,600.00		2,600.00
	<u>\$ 17,467.69</u>	<u>\$ 17,467.69</u>	<u>\$ 9,070.00</u>	<u>\$ 8,397.69</u>

Ref.

Balance December 31, 2017:

Unencumbered	F	<u>\$ 17,467.69</u>
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TOWN OF BELVIDERE
SWIMMING POOL UTILITY CAPITAL FUND
SCHEDULE OF IMPROVEMENT AUTHORIZATIONS

Improvement Description	Number	Ordinance Date	Amount	Balance December 31, 2017		Balance December 31, 2018	
				Funded	Unfunded	Funded	Unfunded
Refurbishment of the Children's Pool	2014-06	5/5/2014	\$ 4,815.00	\$ 315.00		\$ 315.00	
Improvements to the Municipal Pool	2014-11	11/17/14	75,000.00		8,468.17		8,468.17
				<u>\$ 315.00</u>	<u>\$ 8,468.17</u>	<u>\$ 315.00</u>	<u>\$ 8,468.17</u>
		Ref.		F	F	F	F

TOWN OF BELVIDERE
SWIMMING POOL UTILITY CAPITAL FUND
SCHEDULE OF CAPITAL IMPROVEMENT FUND
YEAR ENDED DECEMBER 31, 2018

NOT APPLICABLE

TOWN OF BELVIDERE
SWIMMING POOL UTILITY CAPITAL FUND
SCHEDULE OF RESERVE FOR AMORTIZATION

	<u>Ref.</u>	
Balance December 31, 2017	F	\$ 703,062.76
Increased by:		
Bonds Paid by Operating Budget		\$ 7,000.00
Capital Outlay:		
2018 Budget		3,909.00
Appropriation Reserves		8,870.00
Notes Paid by Operating Budget		5,200.00
		<u>24,979.00</u>
Balance December 31, 2018	F	<u>\$ 728,041.76</u>

TOWN OF BELVIDERE
SWIMMING POOL UTILITY CAPITAL FUND
SCHEDULE OF DEFERRED RESERVE FOR AMORTIZATION

<u>Ordinance Number</u>	<u>Improvement Description</u>	<u>Balance Dec. 31, 2017</u>	<u>Balance Dec. 31, 2018</u>
2014-06	Refurbishment of the Children's Pool	\$ 4,815.00	\$ 4,815.00
		<u>\$ 4,815.00</u>	<u>\$ 4,815.00</u>
	<u>Ref.</u>	F	F

TOWN OF BELVIDERE
SWIMMING POOL UTILITY CAPITAL FUND
SCHEDULE OF SERIAL BONDS PAYABLE

Purpose	Date of Issue	Amount of Original Issue	Maturities of Bonds		Interest Rate	Balance December 31, 2017	Matured	Balance December 31, 2018
			Outstanding	Date				
Acquisition and Installation of Pool Liner	10/1/2011	\$ 106,000.00		10/1/2019	2.500%	\$ 72,000.00	\$ 7,000.00	\$ 65,000.00
				10/1/2020	3.000%			
				10/1/2021	3.000%			
				10/1/2022	3.000%			
				10/1/2023	3.000%			
				10/1/2024	3.250%			
				10/1/2025	3.375%			
				10/1/2026	4.000%			
						<u>\$ 72,000.00</u>	<u>\$ 7,000.00</u>	<u>\$ 65,000.00</u>
					<u>Ref.</u>	F		F

TOWN OF BELVIDERE
SWIMMING POOL UTILITY CAPITAL FUND
SCHEDULE OF NEW JERSEY ENVIRONMENTAL PROTECTION LOAN PAYABLE
YEAR ENDED DECEMBER 31, 2018

NOT APPLICABLE

TOWN OF BELVIDERE
SWIMMING POOL UTILITY CAPITAL FUND
SCHEDULE OF BONDS AND NOTES AUTHORIZED BUT NOT ISSUED
YEAR ENDED DECEMBER 31, 2018

NOT APPLICABLE

TOWN OF BELVIDERE
COUNTY OF WARREN
2018
PUBLIC ASSISTANCE FUND
(NOT APPLICABLE)

TOWN OF BELVIDERE
COUNTY OF WARREN
2018
BOND AND INTEREST FUND
(NOT APPLICABLE)

TOWN OF BELVIDERE

PART II

SINGLE AUDIT

YEAR ENDED DECEMBER 31, 2018

TOWN OF BELVIDERE
SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS
YEAR ENDED DECEMBER 31, 2018

Name of State Agency or Department	Name of Program	Pass-Through Entity ID#/Grant #	C.F.D.A. Number	Grant Period		Grant Award Amount	Amount Received	Program Expenditures	Cumulative Expenditures
				From	To				
U.S. Department of Transportation (Pass Through New Jersey Department of Transportation)	Oxford Street - Phase 3	10-480-078- 6320-AKC-6010	20.205	1/1/2017	12/31/2019	\$ 90,000.00		\$ 490.00	\$ 71,261.56
	Local Municipal Aid FY 16	16-480-078- 6320-AMF-6010	20.205	5/3/2016	12/31/2019	136,957.00	\$ 136,957.00	114,036.65	114,036.65
	Local Municipal Aid FY 17	17-480-078- 6320-AMQ-6010	20.205	6/29/2017	6/29/2019	105,000.00	44,510.75		
Total U.S. Department of Transportation							181,467.75	114,526.65	185,298.21
Total Federal Awards							\$ 181,467.75	\$ 114,526.65	\$ 250,331.43

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

TOWN OF BELVIDERE
SCHEDULE OF EXPENDITURES OF STATE AWARDS
YEAR ENDED DECEMBER 31, 2018

Name of State Agency or Department	Name of Program	Program Account No.	Grant Award Amount	Grant Period		Receipts	Expenditures	Total Cumulative Expenditures
				From	To			
Department of Environmental Protection	Clean Communities Grant	765-042-4900- 004-VCMC-6020	\$ 5,895.58 7,164.09 8,192.07	1/1/2014 1/1/2015 1/1/2016	12/31/2018 12/31/2018 12/31/2019		\$ 1,234.61 2,491.20 487.39	\$ 5,895.58 7,164.09 5,363.39
Total Department of Environmental Protection							4,213.20	18,423.06
Department of Health and Senior Services:	Alcohol Education Rehabilitation Enforcement Fund	760-098-9735-789-6010	73.23	1/1/2018	12/31/2019	\$ 73.23		
Total Department of Health and Senior Services						73.23		
Department of Law and Public Safety: Division of Criminal Justice	Body Armor Replacement Grant	1020-718-066-YC5S	982.07	1/1/2017	12/31/2019	982.07		
Total Department of Law and Public Safety						982.07		
Department of the Treasury (Passed through the County of Warren)	Municipal Alliance on Alcoholism and Drug Abuse	2000-475-995120-60	5,505.98 7,644.00	1/1/2017 1/1/2018	12/31/2018 12/31/2019	5,505.98 7,644.00 13,149.98	5,505.98 5,163.33 10,669.31	5,505.98 5,163.33 10,669.31
Total Department of the Treasury						13,149.98	10,669.31	10,669.31
						\$ 14,205.28	\$ 14,882.51	\$ 29,092.37

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

TOWN OF BELVIDERE
NOTES TO SCHEDULES OF EXPENDITURES OF FEDERAL AND STATE AWARDS
YEAR ENDED DECEMBER 31, 2018

Note 1: BASIS OF PRESENTATION

The accompanying schedules of expenditures of federal and state awards (the "Schedules") include the federal and state grant activity of the Town of Belvidere under programs of the federal and state governments for the year ended December 31, 2018. The information in these schedules is presented in accordance with the requirements of Title 2 U.S. Code of Federal Regulations Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* ("Uniform Guidance") and New Jersey's OMB Circular 15-08, *Single Audit Policy for Recipients of Federal Grants, State Grants and State Aid*. Because the schedules present only a selected portion of the operation of the Town, they are not intended to and do not present the financial position, changes in fund balance or cash flows of the Town.

Note 2: 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 the 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 Town has elected not to use the 10 percent de minimis indirect cost rate as allowed under the Uniform Guidance.

Note 3: 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.



Mount Arlington Corporate Center
200 Valley Road, Suite 300
Mt. Arlington, NJ 07856
973-298-8500 | 973-398-8501 Fax
Lawrence Business Center
11 Lawrence Road
Newton, NJ 07860
973-383-6699 | 973-383-6555

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 Auditor's Report

The Honorable Mayor and Members
of the Town Council
Town of Belvidere, 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 Town of Belvidere, in the County of Warren (the "Town") as of and for the years ended December 31, 2018 and 2017, and the related notes to the financial statements and have issued our report thereon dated June 6, 2019. These financial statements have been prepared in accordance with accounting practices prescribed or permitted by the Division to demonstrate compliance with the Division's regulatory basis of accounting, and the budget laws of New Jersey, which is a basis of accounting other than accounting principles generally accepted in the United States of America.

Internal Control Over Financial Reporting

In planning and performing our audit of the financial statements, we considered the Town's internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Town's internal control. Accordingly, we do not express an opinion on the effectiveness of the Town'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 Town'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. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

The Honorable Mayor and Members
of the Town Council
Town of Belvidere
Page 2

Compliance and Other Matters

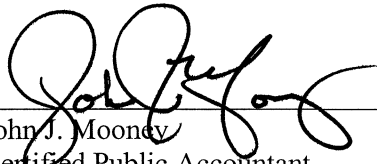
As part of obtaining reasonable assurance about whether the Town's financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect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

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 Town'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 Town's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

Mount Arlington, New Jersey
June 6, 2019

NISIVOCCIA LLP
NISIVOCCIA LLP



John J. Mooney
Certified Public Accountant
Registered Municipal Accountant No. 560

TOWN OF BELVIDERE
SCHEDULE OF FINDINGS AND RESPONSES
FOR THE YEAR ENDED DECEMBER 31, 2018

Summary of Auditors' Results:

- The Independent Auditors' Report expresses an unmodified opinion on the financial statements of the Town 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.
- There were no material weaknesses or significant deficiencies 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 instances of noncompliance material to the financial statements of the Town which would be required to be reported in accordance with *Government Auditing Standards*, were disclosed during the audit.
- The Town was not subject to the single audit provisions of the Uniform Guidance and New Jersey's OMB Circular 15-08 for the year ended December 31, 2018 as both state and federal grant expenditures were less than the single audit thresholds of \$750,000 identified in the Uniform Guidance and NJOMB 15-08.

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

- The audit did not disclose any findings required to be reported under Generally Accepted Government Auditing Standards.

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.

TOWN OF BELVIDERE
SUMMARY SCHEDULE OF PRIOR AUDIT FINDINGS
FOR THE YEAR ENDED DECEMBER 31, 2018

Status of Prior Year Findings:

There were no prior year findings.

TOWN OF BELVIDERE

PART III

COMMENTS AND RECOMMENDATIONS

YEAR ENDED DECEMBER 31, 2018

TOWN OF BELVIDERE
COMMENTS AND RECOMMENDATIONS

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

N.J.S. 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 (C.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 (C.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 (C.40A11-2), 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. 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, the bid threshold in accordance with N.J.S.A. 40A:11-3 is \$17,500, and with a qualified purchasing agent the threshold may be up to \$40,000.

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

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

TOWN OF BELVIDERE
COMMENTS AND RECOMMENDATIONS
(Continued)

Contracts and Agreements Required to be Advertised for N.J.S. 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 Utilities

The statute provides the method for authorizing interest and the maximum rates to be charged for the nonpayment of taxes or utilities on or before the date when they would become delinquent. On January 1, 2018, the governing body adopted a resolution authorizing interest to be charged at the rate of 8% per annum on the first \$1,500 of delinquent taxes and utilities and 18% per annum for delinquent taxes and utilities in excess of \$1,500, and allows an additional penalty of 6% be collected against a delinquency in excess of \$10,000 on properties that fail to pay the delinquency prior to the end of the calendar year.

From our testing of the Tax Collector's records, it appeared that interest was charged for delinquent tax and utility payments in accordance with the above resolution.

Delinquent Taxes and Tax Title Liens

The last tax sale was held on October 10, 2018, and was complete. Inspection of tax sale certificates revealed that all tax sale certificates were available for audit review.

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

<u>Year</u>	<u>Number of Liens</u>
2018	14
2017	16
2016	15

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

Verification of Delinquent Taxes and Other Charges

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

<u>Type</u>	<u>Number Mailed</u>
Payments of 2019 Taxes	20
Payments of 2018 Taxes	20
Delinquent Taxes	11
Tax Title Liens	3
Payments of 2018 Sewer Utility Rents	20
Unpaid Sewer Utility Rents	10

TOWN OF BELVIDERE
COMMENTS AND RECOMMENDATIONS
(Continued)

Verification of Delinquent Taxes and Other Charges (Cont'd)

Verification notices were mailed to confirm balances as of December 31, 2018. The items that were returned were checked and in agreement with the Town's records. For receivable items not returned, alternative procedures were performed.

Accounting Requirements Under New Jersey Administrative Code

The Division of Local Government Services has established three (3) accounting requirements which are prescribed in 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 Town maintains an encumbrance, a fixed asset accounting and reporting system and a general ledger accounting system.

Accounting Procedures

1. During our testing, we noted that receipts collected in animal control fund, the police department, the clerk's office, the construction department, and the Belvidere Municipal Court account which were not deposited in a timely matter. It is recommended that all animal control fund, the police department, the clerk's office, the construction department, and the Belvidere Municipal Court account receipts be deposited within forty-eight hours of collection.

Management's Response

All receipts will be deposited within forty-eight hours.

2. During our review of petty cash expenses, it was noted that there were transactions occurring through petty cash that should have followed the purchasing procedures. It is recommended that the Town ensure petty cash funds are used for emergency situations and incidentals not requiring prior approval such expenses be processed through the standard purchasing procedures.

Management's Response

The Town will ensure that petty cash is used only for emergency situations and incidentals not requiring prior approval or they should be processed through the standard purchasing procedures.

3. During our review of outside offices, it was noted that receipt amounts recorded per the outside office were not always in agreement with that posted to the general ledger. It is recommended that a reconciliation is performed between the outside offices cashbook and the general ledger on a monthly basis.

Management's Response

The Town will ensure that a reconciliation is performed between the outside offices cashbook and the general ledger on a monthly basis.

TOWN OF BELVIDERE
COMMENTS AND RECOMMENDATIONS
(Continued)

4

Accounting Procedures

4. During our review of bank reconciliations, it was noted that there were several reconciling items outstanding across the funds for over a year. It was also noted that some of these reconciling items were collected for one fund and deposited/posted to the wrong fund/account or double posted. It is recommended that all reconciling items are reviewed and addressed in a timely manner as well as greater care be used in posting and depositing collections in the proper account.

Management's Response

The Town will ensure all reconciling items are reviewed and addressed in a timely manner and greater care be used in posting and depositing collections on the proper account.

Swimming Pool Utility

1. During our audit procedures, we noted that there was no supporting documentation maintained within the swimming pool utility for ending inventory nor the food concession inventory sold during the year. The complete inventory was sold off at year end; however, there was no accounting of what that inventory entailed. It is recommended that the swimming pool maintain an inventory of food concession items throughout the season in order to strengthen internal controls and limit potential loss.

Management's Response

A listing of inventory will be maintained by the swimming pool personnel.

2. During our testing, we noted that a cashbook is not being maintained for the swimming pool utility that details all ticket and snack bar daily sales. It is recommended that a cashbook be maintained for all ticket and snack bar daily sales in the swimming pool utility.

Management's Response

A cashbook will be maintained all ticket and snack bar daily sales in the swimming pool utility.

Federal and State Grant Fund

1. During our review of federal and state grants, we noted that there were a number of grants receivable and reserve balances that are several years old. It is recommended that a review of the federal and state grants receivable and appropriated grant reserves be conducted to identify those grants which will be collected and disbursed and which grants should be cancelled.

Management's Response

A review of all federal and state grants receivable and appropriated reserves will be performed to ensure that only active receivables and reserve balances are being carried forward.

General Capital Fund

1. During our review of the general capital fund, we noted that the Town has ordinances that are eighteen, fourteen, and six years old with unfunded balances. The Town is funding these ordinances through budget appropriations annually. At this time, a formal recommendation is deemed unnecessary.

TOWN OF BELVIDERE
COMMENTS AND RECOMMENDATIONS
(Continued)

5

Fixed Assets

1. During our review of the fixed asset report, it was noted that an appraisal has not been completed for several years. It was also noted that a vehicle on the current fixed asset listing was not owned by the Town. It is recommended that the Town have an updated fixed asset appraisal performed.

Management's Response

The Town will review the need for a fixed asset appraisal.

Municipal Court

The Report of the Municipal Court has been forwarded to the Division of Local Government Services and the Town's Magistrate under separate cover. Reflected below is a summary of receipts and disbursements for the year ended December 31, 2018:

RECEIPTS AND DISBURSEMENTS FOR THE YEAR ENDED DECEMBER 31, 2018

<u>Agency</u>	<u>Balance Dec. 31, 2017</u>	<u>Cash Received</u>	<u>Cash Disbursed</u>	<u>Balance Dec. 31, 2018</u>
Municipal Treasurer:				
Fines and Costs	\$ 8,782.54	\$ 143,823.89	\$ 142,997.70	\$ 9,608.73
Restitution		1,452.10	1,347.10	105.00
POAA	8.00	62.00	68.00	2.00
Weights and Measures		350.00	350.00	
Public Defender	200.00	1,900.00	1,900.00	200.00
County Treasurer:				
Fines and Costs	2,263.50	18,740.25	19,787.75	1,216.00
State Treasurer:				
Motor Vehicle Fines/Violations	6,568.96	56,954.58	60,196.27	3,327.27
Fish and Game		1,046.00	796.00	250.00
Conditional Discharge	75.00	647.00	655.00	67.00
Bail	300.00	4,619.00	4,491.00	428.00
	<u>\$ 18,198.00</u>	<u>\$ 229,594.82</u>	<u>\$ 232,588.82</u>	<u>\$ 15,204.00</u>

The balance for year ended December 31, 2018 includes the Town of Belvidere, Liberty Township, and Harmony Township. Per the Town of Belvidere's agreement with Liberty Township and Harmony Township, all court revenue remains with the Town of Belvidere and therefore is reported on the court report of the Town.

Corrective Action Plan

The Town has initiated a corrective action plan to resolve comments and recommendations from the 2017 audit report. The prior year recommendations pertaining to greater care being taken with accounting for federal and state grants, a detailed member log with tag numbers issued be maintained for the swimming pool utility, and swimming pool utility fund receipts be deposited within forty eight hours were resolved during 2018.

TOWN OF BELVIDERE
SUMMARY OF RECOMMENDATIONS

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It is recommended that:

1. All animal control fund, the police department, the clerk's office, the construction department, and the Belvidere Municipal Court account receipts be deposited within forty-eight hours of collection.
2. The Town ensure petty cash funds are used for only emergency situations and incidentals not requiring prior approval or they be processed through the standard purchasing procedures.
3. A reconciliation is performed between the outside offices cashbook and the general ledger on a monthly basis
4. All reconciling items are reviewed and addressed in a timely manner as well as greater care be used in posting and depositing collections on the proper account.
5. The swimming pool maintain an inventory of food concession items throughout the season in order to strengthen internal controls and limit potential loss.
6. A cashbook be maintained for all ticket and snack bar daily sales in the swimming pool utility.
7. A review of the federal and state grants receivable and appropriated grant reserves be conducted to identify those grants which will be collected and disbursed and which grants should be cancelled.
8. The Town have an updated fixed asset appraisal performed.

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