

**BOROUGH OF HIGHTSTOWN**

**COUNTY OF MERCER**

**REPORT OF AUDIT**

**DECEMBER 31, 2008**

*William E. Antonides and Company*  
**CERTIFIED PUBLIC ACCOUNTANTS**

**2807 Hurley Pond Road, Suite 200  
P.O. Box 1137  
Wall, NJ 07719**

**BOROUGH OF HIGHTSTOWN - COUNTY OF MERCER**

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**BOROUGH OF HIGHTSTOWN**

**COUNTY OF MERCER**

**PART I**

**AUDITOR'S REPORT OF THE TOWNSHIP'S FINANCIAL STATEMENTS**

**FINANCIAL STATEMENTS**

**NOTES TO FINANCIAL STATEMENTS**

**YEAR ENDED DECEMBER 31, 2008**

# William E. Antonides and Company

CERTIFIED PUBLIC ACCOUNTANTS

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## **INDEPENDENT AUDITOR'S REPORT**

Honorable Mayor and Members  
of the Borough Council  
County of Mercer  
Borough of Hightstown  
Hightstown, New Jersey

We have audited the accompanying balance sheets - regulatory basis of the various funds and account groups of the Borough of Hightstown (the "Borough"), as of December 31, 2008 and 2007, the related statements of operations and changes in fund balance - regulatory basis for the years then ended, and the related statement of revenues - regulatory basis and statement of expenditures - regulatory basis of the various funds for the year ended December 31, 2008. These financial statements are the responsibility of the Borough's management. Our responsibility is to express opinions on these financial statements based on our audit.

We conducted our audit in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and in compliance with audit requirements prescribed by the Division of Local Government Services, Department of Community Affairs, State of New Jersey (the "Division"). Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. We believe that our audit provides a reasonable basis for our opinions.

The Length of Service Awards Program Fund ("LOSAP") of the Borough of Hightstown has not been audited, and we were not required by the Division to audit the LOSAP financial statements as part of our audit of the Borough's financial statements. However, the LOSAP financial activities are included in the Borough's Trust Funds, and represent 19.14% and 26.53% of the assets and liabilities as of December 31, 2008 and 2007, respectively, of the Borough's Trust Funds.

As described more fully in Note 1, the Borough prepares its financial statements on a basis of accounting prescribed by the Division that demonstrates compliance with a modified accrual basis of accounting, and the budget laws of New Jersey, which is a comprehensive basis of accounting other than accounting principles generally accepted in the United States of America. The effects on the financial statements of the variances between these regulatory accounting practices and accounting principles generally accepted in the United States of America, although not reasonably determinable, are presumed to be material.

In our opinion, because of the Borough's statutory requirement to prepare its financial statements on the basis of accounting discussed in the preceding paragraph of this report, the financial statements referred to above do not present fairly, in conformity with accounting principles generally accepted in the United States of America, the financial position of the Borough as of December 31, 2008 and 2007, or changes in financial position for the years then ended.

However, in our opinion, except for the effects of such adjustments, if any, as might have been determined to be necessary had the LOSAP financial statements been audited, the financial statements referred to above present fairly, in all material respects, the financial position - regulatory basis of the various funds and account groups of the Borough, as of December 31, 2008 and 2007 and the results of operations and changes in fund balance - regulatory basis of such funds for the years then ended and the statement of revenues - regulatory and statement of expenditures - regulatory basis of the various funds for the year ended December 31, 2008 on a modified accrual basis of accounting described in Note 1.

In accordance with *Government Auditing Standards*, we have also issued our report dated December 15, 2009, on our consideration of the Borough's internal control over financial reporting and our tests of its compliance with certain provisions of laws, regulations, contracts, grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing and not to provide an opinion on the internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* and important for assessing the results of our audit.

Our audit was conducted for the purpose of forming opinions on the financial statements of the Borough taken as a whole. The accompanying supplementary schedules, the Schedule of Expenditures of Federal Awards, as required by U.S. Office of Management and Budget Circular Letter A-133, *Audits of States, Local Government and Non-Profit Organizations*, and the comments and recommendations section are presented for purposes of additional analysis and are not a required part of the financial statements, but is required by the Division. Such information has been subjected to the auditing procedures applied in the audit of the financial statements and, in our opinion, is fairly stated, in all material respects, in relation to the financial statements taken as a whole.

**William E. Antonides and Company**

**Independent Auditors**



**William E. Antonides, Jr., C.P.A.  
Registered Municipal Accountant  
R.M.A. Number 417**

December 15, 2009

CURRENT FUND  
 COMPARATIVE BALANCE SHEET - REGULATORY BASIS

ASSETS	Ref.	Balance Dec. 31, 2008	Balance Dec. 31, 2007
Cash	A-4	\$ 985,310.27	\$1,139,842.28
Change Fund		155.00	155.00
Due from State of New Jersey (Ch. 20, P.L. 1971)	A-5	<u>2,377.40</u>	<u>1,229.45</u>
		<u>\$ 987,842.67</u>	<u>\$1,141,226.73</u>
Receivables and Other Assets with Full Reserves:			
Delinquent Property Taxes Receivable	A-6	\$ 333,838.67	\$ 271,479.77
Tax Title Liens Receivable	A-7	45,151.70	45,151.70
Revenue Accounts Receivable	A-10	16,474.87	18,775.06
Interfunds:			
Water-Sewer Operating Fund	A-4	<u>367.90</u>	<u>242.90</u>
	A	<u>\$ 395,833.14</u>	<u>\$ 335,649.43</u>
Deferred Charges:			
Emergency Authorizations	A-8	<u>\$ 96,000.00</u>	<u>\$ 128,000.00</u>
		<u>\$1,479,675.81</u>	<u>\$1,604,876.16</u>
Grant Fund:			
Cash	A-18	\$ 7,200.94	\$ 10,172.13
Grants Receivable	A-19	102,449.23	59,158.23
Due from Current Fund	A-22	<u>2,065.13</u>	<u>2,065.13</u>
		<u>\$ 111,715.30</u>	<u>\$ 71,395.49</u>
		<u>\$1,591,391.11</u>	<u>\$1,676,271.65</u>

The accompanying notes to financial statements are an integral part of the financial statements.

CURRENT FUND  
 COMPARATIVE BALANCE SHEET - REGULATORY BASIS  
 (CONTINUED FROM PRIOR PAGE)

LIABILITIES, RESERVES AND FUND BALANCE	Ref.	Balance <u>Dec. 31, 2008</u>	Balance <u>Dec. 31, 2007</u>
Liabilities:			
Appropriations Reserves	A-3, 11	\$ 242,945.24	\$ 251,169.50
Reserve for Encumbrances	A-3, 11	88,695.96	89,963.34
Prepaid Taxes	A-12	115,200.39	113,584.74
Accounts Payable	A-9	23,165.47	8,383.67
Tax Overpayments	A-13	856.26	5,625.36
Regional School Taxes Payable	A-14	-	0.01
Due County for Added Taxes	A-15	24,258.84	26,073.97
Reserve for Revaluation	A-17	36,190.00	145,000.00
Reserve for Tax Appeals	A-2	64,400.00	-
Emergency Notes Payable	A-4	96,000.00	128,000.00
Due to Grant Fund	A-22	2,065.13	2,065.13
Due to State of New Jersey	A-16	1,260.00	1,689.00
		<u>\$ 695,037.29</u>	<u>\$ 771,554.72</u>
Reserve for Receivables and Other Assets	A	395,833.14	335,649.43
Fund Balance	A-1	<u>388,805.38</u>	<u>497,672.01</u>
		<u>\$1,479,675.81</u>	<u>\$1,604,876.16</u>
Grant Fund:			
Reserve for Grants Appropriated	A-20	\$ 54,034.00	\$ 37,188.09
Reserve for Encumbrances	A-21	27,681.30	2,728.14
Reserve for Grants Unappropriated	A-23	-	1,479.26
Interfund - General Capital Fund		<u>30,000.00</u>	<u>30,000.00</u>
		<u>\$ 111,715.30</u>	<u>\$ 71,395.49</u>
		<u>\$1,591,391.11</u>	<u>\$1,676,271.65</u>

The accompanying notes to financial statements are an integral part of the financial statements.

Concluded

CURRENT FUND  
STATEMENT OF OPERATIONS AND CHANGE IN FUND BALANCE  
REGULATORY BASIS

Revenue and Other Income Realized	Ref.	<u>Year 2008</u>	<u>Year 2007</u>
Fund Balance Anticipated	A-2	\$ 490,000.00	\$ 540,000.00
Miscellaneous Revenue Realized	A-2	1,917,209.81	1,895,703.78
Receipts from Delinquent Taxes	A-2	270,151.02	260,588.08
Receipts from Current Taxes	A-2	13,740,393.46	13,125,223.99
Non-Budget Revenue	A-2	93,094.94	95,052.36
Other Credits to Income:			
Unexpended Balance of Appropriation Reserves	A-11	127,466.15	141,741.49
Tax Overpayment Canceled		-	3,918.78
Grant Reserve Canceled	A-20	1,959.22	1,763.74
Prior Year Expended Grant Canceled		-	9,177.85
		<u>\$ 16,640,274.60</u>	<u>\$ 16,073,170.07</u>
 Expenditures			
Budget and Emergency Appropriations:			
Operations:			
Salaries and Wages	A-3	\$ 2,667,740.00	\$ 2,589,500.00
Other Expenses	A-3	2,364,967.00	2,216,144.86
Capital Improvements	A-3	20,000.00	16,000.00
Municipal Debt Service	A-3	405,176.70	383,773.30
Deferred Charges and Statutory Expenditures -			
Municipal	A-3	218,969.00	232,198.00
Regional School Taxes	A-14	7,891,399.93	7,604,138.18
County Taxes	A-15	2,688,804.38	2,528,781.05
Grant Receivables Canceled	A-19	1,959.22	1,763.74
Interfunds Advanced		125.00	129.90
Refund of Prior Year Revenue		-	3,818.42
		<u>\$ 16,259,141.23</u>	<u>\$ 15,576,247.45</u>
Excess in Revenues		\$ 381,133.37	\$ 496,922.62
 Fund Balance, January 1			
	A	<u>497,672.01</u>	<u>540,749.39</u>
		\$ 878,805.38	\$ 1,037,672.01
 Decreased by:			
Utilized as Anticipated Revenue	A-2	<u>490,000.00</u>	<u>540,000.00</u>
Balance, December 31	A	<u>\$ 388,805.38</u>	<u>\$ 497,672.01</u>

The accompanying notes to financial statements are an integral part of the financial statements.

CURRENT FUND  
 STATEMENT OF REVENUES - REGULATORY BASIS

	Ref.	Anticipated		Realized	Excess or (Deficit)
		Budget Revenues	Special N.J.S. 40A:4-87		
Surplus Anticipated	A-1	\$ 490,000.00	\$ -	\$ 490,000.00	\$ -
Miscellaneous Revenues:					
Licenses:					
Alcoholic Beverages	A-10	\$ 7,500.00	\$ -	\$ 7,750.00	\$ 250.00
Other	A-10	12,000.00	-	15,650.00	3,650.00
Fees and Permits	A-10	22,000.00	-	35,642.15	13,642.15
Fines and Costs:					
Municipal Court	A-10	290,000.00	-	317,806.15	27,806.15
Interest and Costs on Taxes	A-10	50,000.00	-	75,177.57	25,177.57
Interest on Investments and Deposits	A-10	77,000.00	-	38,885.39	(38,114.61)
Lease of Borough-Owned Property - AT&T	A-10	52,800.00	-	63,200.00	10,400.00
Uniform Construction Code Fees	A-10	120,000.00	-	118,315.00	(1,685.00)
State Aid:					
Extraordinary Aid	A-10	200,000.00	-	200,000.00	-
Consolidated Municipal Property Tax Relief Aid	A-10	281,480.00	-	281,480.00	-
Energy Receipts Tax	A-10	367,748.00	-	367,748.00	-
Municipal Homeland Security Assistance Aid - 2007	A-10	50,000.00	-	50,000.00	-
Uniform Fire Safety Act	A-10	9,311.44	-	9,476.28	164.84
Interlocal Services Agreements:					
911 Cranbury Township	A-10	118,950.00	-	118,950.00	-
EMS Robbinsville Township Billing Revenues	A-10	15,500.00	-	43,063.37	27,563.37
Grants:					
Alcohol Education Rehabilitation Fund	A-10	13,011.56	-	13,011.56	-
Body Armor Grant	A-10	1,479.26	1,369.23	2,848.49	-
Clean Communities Program	A-10	5,944.88	-	5,944.88	-
Click It or Ticket	A-10	4,000.00	-	4,000.00	-
Drunk Driving Enforcement Fund	A-10	10,457.77	-	10,457.77	-
Healthy Hightstown Grant	A-10	2,500.00	-	2,500.00	-
JIF Safety Grant	A-10	1,652.00	-	1,652.00	-
Over the Limit Under Arrest	A-10	5,000.00	-	5,000.00	-
Recycling Tonnage Grant	A-10	-	5,384.82	5,384.82	-
SHARE Program Grant	A-10	45,873.00	-	45,873.00	-
CATV - Franchise Fee	A-10	16,954.77	-	16,954.77	-
The Peddie School - Gift	A-10	23,000.00	-	23,000.00	-
Sale of Borough Property	A-10	7,701.00	-	7,701.00	-
Verizon Franchise Fee	A-10	5,220.61	-	5,220.61	-
Hightstown Housing Authority - Payment in Lieu of Taxes	A-10	24,237.00	-	24,517.00	280.00
Total Miscellaneous Revenues	A-1	\$ 1,841,321.29	\$ 6,754.05	\$ 1,917,209.81	\$ 69,134.47
Receipts from Delinquent Taxes	A-1, 6	\$ 250,000.00	\$ -	\$ 270,151.02	\$ 20,151.02
Amount to be Raised by Taxes for Support of Municipal Budget	A-2	\$ 3,458,701.66	\$ -	\$ 3,510,189.15	\$ 51,487.49
Budget Totals		\$ 6,040,022.95	\$ 6,754.05	\$ 6,187,549.98	\$ 140,772.98
Non-Budget Revenues	A-1, 2	-	-	93,094.94	
		\$ 6,040,022.95	\$ 6,754.05	\$ 6,280,644.92	
Ref.		A-3	A-3		

The accompanying notes to financial statements are an integral part of the financial statements.

CURRENT FUND  
 STATEMENT OF REVENUES - REGULATORY BASIS  
 (CONTINUED FROM PRIOR PAGE)

<b>Analysis of Realized Revenues:</b>	<u>Ref.</u>	<u>Dec. 31, 2008</u>
Allocation of Current Taxes:		
Prepaid Prior Year	A-6	\$ 113,584.74
Collected Current Year	A-6	13,657,231.12
Senior Citizens' and Veterans' Deductions	A-6	<u>33,977.60</u>
		\$ 13,804,793.46
Less: Reserve for Tax Appeals Pending	A	<u>64,400.00</u>
	A-1	\$ 13,740,393.46
Allocated to:		
School and County Taxes	A-14, A-15	<u>10,580,204.31</u>
Balance for Support of Municipal Budget Appropriations		\$ 3,160,189.15
Add: Appropriation "Reserve for Uncollected Taxes"	A-3	<u>350,000.00</u>
Amount for Support of Municipal Budget	A-2	<u><u>\$ 3,510,189.15</u></u>

The accompanying notes to financial statements are an integral part of the financial statements.

Continued

CURRENT FUND  
STATEMENT OF REVENUES - REGULATORY BASIS  
(CONTINUED FROM PRIOR PAGE)

**Analysis of Non-Budget Revenues:**

Americana Lease	\$	4,500.00
Construction Code Miscellaneous Fees		1,598.25
Court Motor Vehicle Inspections		29,086.00
Donation		300.00
Fire Code Other		7,721.00
Miscellaneous		304.52
Other Police Fees		4,520.35
Owners List		140.00
Police Accident Reports		756.75
Police Sale of Junk Titles		8,625.52
Recycling Containers		18.00
Refunds		10,403.81
Sale of Borough Property		22,600.00
Senior Citizens and Veterans Administration Fee		656.59
Shared Services Roosevelt		620.00
Tax Collector Fees		1,063.85
Tax Map/Ordinance Copies		104.70
Vending Machine		75.60
		<hr/>
	A-2, 4	\$ 93,094.94
		<hr/>

The accompanying notes to financial statements are an integral part of the financial statements.

Concluded

CURRENT FUND  
STATEMENT OF EXPENDITURES - REGULATORY BASIS

OPERATIONS - WITHIN "CAPS"	Budget	Budget After Modifications	Expended		Unexpended Balance Cancelled
			Paid or Charged	Reserved	
<b>GENERAL GOVERNMENT</b>					
General Administration					
Salaries and Wages	\$ 16,850.00	\$ 16,850.00	\$ 13,693.17	\$ 3,156.83	\$ -
Other Expenses	500.00	500.00	338.90	161.10	-
Mayor and Council					
Salaries and Wages	9,990.00	9,990.00	9,989.00	1.00	-
Other Expenses	1,800.00	1,800.00	691.00	1,109.00	-
Municipal Clerk					
Salaries and Wages	75,050.00	75,050.00	74,247.39	802.61	-
Other Expenses	7,700.00	4,800.00	4,512.11	287.89	-
Elections					
Other Expenses	2,400.00	2,400.00	2,327.06	72.94	-
Office Supplies and Paper Products					
Other Expenses	11,850.00	14,560.00	13,652.33	907.67	-
Financial Administration					
Salaries and Wages	103,300.00	103,300.00	103,299.81	0.19	-
Other Expenses	4,950.00	4,950.00	4,770.50	179.50	-
Audit Services					
Other Expenses	14,000.00	14,000.00	4,735.00	9,265.00	-
Grant Writing and Administration					
Other Expenses	8,000.00	3,484.50	1,705.00	1,779.50	-
Central Computer (Data Processing/ Info Tech)					
Salaries and Wages	3,600.00	3,600.00	3,599.02	0.98	-
Other Expenses	15,600.00	15,600.00	14,528.76	1,071.24	-
Collection of Taxes					
Salaries and Wages	15,250.00	15,250.00	10,664.79	4,585.21	-
Other Expenses	5,550.00	5,550.00	5,535.77	14.23	-
Assessment of Taxes					
Salaries and Wages	11,950.00	11,950.00	11,902.54	47.46	-
Other Expenses	7,000.00	7,000.00	3,289.49	3,710.51	-
Interest on Tax Appeals					
Other Expenses	100.00	100.00	-	100.00	-
Legal Services and Costs					
Other Expenses	40,000.00	43,900.00	41,213.00	2,687.00	-
Litigation					
Other Expenses	37,450.00	27,050.00	25,527.27	1,522.73	-
Engineering Services and Costs					
Other Expenses	15,600.00	15,600.00	15,600.00	-	-
Historical Commission					
Other Expenses	1,200.00	1,200.00	738.01	461.99	-
Municipal Land Use Law (N.J.S.A. 40:55D-1) Planning Board					
Salaries and Wages	17,000.00	17,000.00	16,999.54	0.46	-
Other Expenses	19,850.00	20,250.00	17,972.44	2,277.56	-
Insurance					
Insurance Deductibles	3,000.00	3,000.00	1,000.00	2,000.00	-
Unemployment Compensation Insurance	5,000.00	5,000.00	5,000.00	-	-
General Liability	37,900.00	37,900.00	37,867.08	32.92	-
Workers Compensation Insurance	76,850.00	76,850.00	76,812.62	37.38	-
Employee Group Health Insurance	359,100.00	359,100.00	356,436.19	2,663.81	-
Other Liability/Surety Premiums	1,000.00	1,000.00	-	1,000.00	-
<b>PUBLIC SAFETY FUNCTIONS</b>					
Police Department					
Salaries and Wages	1,375,000.00	1,375,000.00	1,374,999.69	0.31	-
Other Expenses	54,970.00	54,470.00	44,428.84	10,041.16	-
Police Fire and Radio Communications					
Salaries and Wages	101,000.00	101,000.00	97,527.48	3,472.52	-
Other Expenses	5,400.00	5,400.00	4,538.00	862.00	-
Office of Emergency Management					
Other Expenses	250.00	250.00	-	250.00	-

The accompanying notes to financial statements are an integral part of the financial statements.

Continued

CURRENT FUND  
STATEMENT OF EXPENDITURES - REGULATORY BASIS  
(CONTINUED FROM PRIOR PAGE)

OPERATIONS - WITHIN "CAPS" (Continued)	Budget	Budget After Modifications	Expended		Unexpended Balance Cancelled
			Paid or Charged	Reserved	
<b>PUBLIC SAFETY FUNCTIONS (Continued)</b>					
Fire Department					
Other Expenses	\$ 31,070.00	\$ 31,070.00	\$ 29,885.36	\$ 1,184.64	\$ -
Aid to Fire Department					
Other Expenses	4,500.00	4,700.00	4,700.00	-	-
Uniform Fire Safety Act (P.L. 1983, Ch. 383)					
Salaries and Wages	16,000.00	14,220.00	14,219.30	0.70	-
Other Expenses	3,775.00	3,775.00	3,512.53	262.47	-
First Aid Organization					
Other Expenses	13,650.00	13,650.00	12,417.50	1,232.50	-
First Aid Contribution					
Other Expenses	1,500.00	1,500.00	1,400.00	100.00	-
Municipal Prosecutor					
Salaries and Wages	14,400.00	14,400.00	14,400.00	-	-
<b>PUBLIC WORKS FUNCTIONS</b>					
Streets and Road Maintenance					
Salaries and Wages	130,600.00	130,600.00	128,968.72	1,631.28	-
Other Expenses	24,000.00	23,000.00	15,169.08	7,830.92	-
Snow Removal					
Other Expenses	1,000.00	1,000.00	-	1,000.00	-
Sanitation/Solid Waste Collection					
Salaries and Wages	58,500.00	58,500.00	53,958.35	4,541.65	-
Other Expenses	39,500.00	41,395.00	40,704.58	690.42	-
Public Buildings and Grounds					
Salaries and Wages	50,950.00	50,950.00	48,287.23	2,662.77	-
Other Expenses	16,500.00	16,500.00	13,963.30	2,536.70	-
Recycling					
Salaries and Wages	96,800.00	96,800.00	91,150.44	5,649.56	-
Other Expenses	8,950.00	20,450.00	17,326.57	3,123.43	-
Vehicle Maintenance					
Other Expenses	22,000.00	23,500.00	17,462.58	6,037.42	-
Community Condominium Services Act					
Other Expenses	40,000.00	40,000.00	27,692.34	12,307.66	-
<b>HEALTH AND HUMAN SERVICES</b>					
Board of Health					
Salaries and Wages	65,850.00	65,850.00	62,741.57	3,108.43	-
Other Expenses	8,500.00	8,500.00	4,821.13	3,678.87	-
Environmental Commission (N.J.S.A. 40:56A-1)					
Other Expenses	3,805.00	3,805.00	3,803.91	1.09	-
Child Care Centers -					
Contracts (N.J.S.A. 40:223-8 14)					
Other Expenses					
Better Beginnings	8,500.00	8,500.00	8,500.00	-	-
Hightstown/East Windsor	4,000.00	4,000.00	4,000.00	-	-
Animal Control					
Other Expenses	100.00	100.00	-	100.00	-
<b>PARK AND RECREATION</b>					
Maintenance of Parks					
Salaries and Wages	79,150.00	79,150.00	75,109.38	4,040.62	-
Other Expenses	3,000.00	3,000.00	2,298.10	701.90	-
Recreation & Open Space (Parks Commission)					
Salaries and Wages	10,000.00	10,000.00	10,000.00	-	-
Other Expenses	10,700.00	10,700.00	8,357.22	2,342.78	-

The accompanying notes to financial statements are an integral part of the financial statements.

Continued

CURRENT FUND  
 STATEMENT OF EXPENDITURES - REGULATORY BASIS  
 (CONTINUED FROM PRIOR PAGE)

OPERATIONS - WITHIN "CAPS" (Continued)	Budget	Budget After Modifications	Expended		Unexpended Balance Cancelled
			Paid or Charged	Reserved	
<b>OTHER COMMON OPERATING FUNCTIONS (UNCLASSIFIED)</b>					
Celebration of Public Events					
Other Expenses	\$ 1,800.00	\$ 1,800.00	\$ 1,694.00	\$ 106.00	\$ -
Accumulated Sick and Vacation					
Other Expenses	65,000.00	65,000.00	64,768.96	231.04	-
Postage and Shipping Charges					
Other Expenses	7,500.00	7,500.00	4,986.12	2,513.88	-
<b>UTILITY EXPENSE AND BULK PURCHASES</b>					
Gasoline and Diesel Fuel	71,500.00	72,600.00	66,737.87	5,862.13	-
Electricity	60,000.00	60,000.00	53,266.51	6,733.49	-
Telephone	50,000.00	52,300.00	46,767.72	5,532.28	-
Natural Gas	24,000.00	24,000.00	20,829.34	3,170.66	-
Street Lighting	50,000.00	50,000.00	40,020.84	9,979.16	-
<b>LANDFILL/SOLID WASTE DISPOSAL COSTS</b>					
Landfill Disposal Costs					
Other Expenses	185,000.00	185,000.00	166,605.09	18,394.91	-
Municipal Court					
Salaries and Wages	158,950.00	158,950.00	157,234.75	1,715.25	-
Other Expenses	16,325.00	14,825.00	10,450.46	4,374.54	-
<b>Uniform Construction Code - Appropriations Offset by Dedicated Revenues (N.J.A.C. 5:23-4.17)</b>					
State Uniform Construction Code (N.J.S.A. 52:270-120D et seq.)					
Salaries and Wages	108,000.00	108,000.00	107,999.46	0.54	-
Other Expenses	14,000.00	8,600.00	4,009.47	4,590.53	-
Housing Code Enforcement					
Salaries and Wages	25,000.00	26,780.00	26,779.71	0.29	-
Other Expenses	700.00	700.00	-	700.00	-
Total Operations within "CAPS"	<u>\$ 4,071,085.00</u>	<u>\$ 4,070,374.50</u>	<u>\$ 3,887,141.29</u>	<u>\$ 183,233.21</u>	<u>\$ -</u>
Contingent	\$ -	\$ -	\$ -	\$ -	\$ -
Total Operations Including Contingent - within "CAPS"	<u>\$ 4,071,085.00</u>	<u>\$ 4,070,374.50</u>	<u>\$ 3,887,141.29</u>	<u>\$ 183,233.21</u>	<u>\$ -</u>
Detail					
Salaries and Wages	\$ 2,543,190.00	\$ 2,543,190.00	\$ 2,507,771.34	\$ 35,418.66	\$ -
Other Expenses (Including Contingent)	\$ 1,527,895.00	\$ 1,527,184.50	\$ 1,379,369.95	\$ 147,814.55	\$ -
<b>Deferred Charges and Statutory Expenditures - Municipal Within "CAPS"</b>					
STATUTORY EXPENDITURES					
Public Employees' Retirement System of N.J.	\$ 1.00	\$ 1.00	\$ -	\$ 1.00	-
Social Security System (O.A.S.I.)	126,000.00	126,000.00	122,988.24	3,011.76	-
Defined Contribution Benefit Plan	1,000.00	1,000.00	-	1,000.00	-
Total Deferred Charges and Statutory Expenditures - Municipal within "CAPS"	<u>\$ 127,001.00</u>	<u>\$ 127,001.00</u>	<u>\$ 122,988.24</u>	<u>\$ 4,012.76</u>	<u>\$ -</u>
Total General Appropriations for Municipal Purposes within "CAPS"	<u>\$ 4,198,086.00</u>	<u>\$ 4,197,375.50</u>	<u>\$ 4,010,129.53</u>	<u>\$ 187,245.97</u>	<u>\$ -</u>

The accompanying notes to financial statements are an integral part of the financial statements.

Continued

CURRENT FUND  
 STATEMENT OF EXPENDITURES - REGULATORY BASIS  
 (CONTINUED FROM PRIOR PAGE)

OPERATIONS - EXCLUDED FROM "CAPS"	Budget	Budget After Modifications	Expended		Unexpended Balance Cancelled
			Paid or Charged	Reserved	
Length of Service Award Program (LOSAP)					
Other Expenses	\$ 39,150.00	\$ 39,150.00	\$ 39,150.00	\$ -	\$ -
Recycling Tax (P.L. 2007, C.311)	3,850.00	4,450.00	4,001.01	448.99	-
Police and Firemen's Retirement System of N.J.	256,889.00	256,889.00	256,889.00	-	-
Public Employees' Retirement System of N.J.	72,980.48	72,980.48	72,980.48	-	-
<b>Total Other Operations - Excluded from "CAPS"</b>	<b>\$ 372,869.48</b>	<b>\$ 373,469.48</b>	<b>\$ 373,020.49</b>	<b>\$ 448.99</b>	<b>\$ -</b>
<b>Interlocal Municipal Service Agreements</b>					
Implementation of 911					
Salaries and Wages	\$ 96,250.00	\$ 96,250.00	\$ 93,986.61	\$ 2,263.39	\$ -
Other Expenses	46,700.00	46,700.00	15,104.88	31,595.12	-
MCI/A Recycling			-		
Other Expenses	49,500.00	49,500.00	30,879.52	11,620.48	7,000.00
Senior Citizens - Program Service Center					
Other Expenses	27,050.00	27,160.50	27,160.11	0.39	-
Senior Citizens Transportation					
Other Expenses	2,180.00	2,180.00	2,180.00	-	-
Health Services					
Salaries and Wages	28,300.00	28,300.00	27,249.02	1,050.98	-
Other Expenses	23,600.00	23,600.00	23,547.00	53.00	-
Zoning Officer					
Other Expenses	6,500.00	6,500.00	4,297.70	1,202.30	1,000.00
Emergency Medical Services					
Other Expenses	215,000.00	215,000.00	208,044.03	6,955.97	-
Vehicle Maintenance Services					
Other Expenses	5,000.00	5,000.00	4,491.35	508.65	-
<b>Total Interlocal Municipal Service Agreements</b>	<b>\$ 500,080.00</b>	<b>\$ 500,190.50</b>	<b>\$ 436,940.22</b>	<b>\$ 55,250.28</b>	<b>\$ 8,000.00</b>
<b>Public and Private Programs Offset by Revenues</b>					
Clean Communities Program	\$ 5,944.88	\$ 5,944.88	\$ 5,944.88	\$ -	\$ -
Drunk Driving Enforcement Fund	10,457.77	10,457.77	10,457.77	-	-
Body Armor Replacement Grant	1,479.26	2,848.49	2,848.49	-	-
Recycling Tonnage Grant	-	5,384.82	5,384.82	-	-
Alcohol Education and Rehabilitation Fund	13,011.56	13,011.56	13,011.56	-	-
JIF Safety Grant	1,652.00	1,652.00	1,652.00	-	-
Click It or Ticket	4,000.00	4,000.00	4,000.00	-	-
Healthy Hightstown Grant	2,500.00	2,500.00	2,500.00	-	-
Share Program Grant	45,873.00	45,873.00	45,873.00	-	-
Over the Limit Under Arrest	5,000.00	5,000.00	5,000.00	-	-
<b>Total Public and Private Programs Offset by Revenues</b>	<b>\$ 89,918.47</b>	<b>\$ 96,672.52</b>	<b>\$ 96,672.52</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Total Operations - Excluded from "CAPS"</b>	<b>\$ 962,867.95</b>	<b>\$ 970,332.50</b>	<b>\$ 906,633.23</b>	<b>\$ 55,699.27</b>	<b>\$ 8,000.00</b>
<b>Detail</b>					
Salaries and Wages	\$ 124,550.00	\$ 124,550.00	\$ 121,235.63	\$ 3,314.37	\$ -
Other Expenses	\$ 838,317.95	\$ 845,782.50	\$ 785,397.60	\$ 52,384.90	\$ 8,000.00

The accompanying notes to financial statements are an integral part of the financial statements.

Continued

CURRENT FUND  
 STATEMENT OF EXPENDITURES - REGULATORY BASIS  
 (CONTINUED FROM PRIOR PAGE)

OPERATIONS - EXCLUDED FROM "CAPS" (Continued)	Budget	Budget After Modifications	Expended		Unexpended Balance Cancelled
			Paid or Charged	Reserved	
<b>Capital Improvements - Excluded from "CAPS"</b>					
Capital Improvement Fund	\$ 20,000.00	\$ 20,000.00	\$ 20,000.00	\$ -	\$ -
Total Capital Improvements Excluded from "CAPS"	\$ 20,000.00	\$ 20,000.00	\$ 20,000.00	\$ -	\$ -
<b>Municipal Debt Service - Excluded from "CAPS"</b>					
Payment of Bond Principal	\$ 60,000.00	\$ 60,000.00	\$ 60,000.00	\$ -	\$ -
Payment of Bond Anticipation Notes and Capital Notes	146,821.00	146,821.00	146,821.00	-	-
Interest on Bonds	5,580.00	5,580.00	5,577.50	-	2.50
Interest on Notes	172,700.00	172,700.00	160,781.26	-	11,918.74
Capital Lease Obligations Approved Prior to 7/1/2007 Principal	29,060.00	29,060.00	29,060.00	-	-
Interest	2,940.00	2,940.00	2,936.94	-	3.06
Total Capital Improvements Excluded from "CAPS"	\$ 417,101.00	\$ 417,101.00	\$ 405,176.70	\$ -	\$ 11,924.30
<b>Deferred Charges - Municipal - Excluded from "CAPS"</b>					
DEFERRED CHARGES					
Special Emergency Authorizations - 5 Years (N.J.S. 40A4-55)	\$ 32,000.00	\$ 32,000.00	\$ 32,000.00	\$ -	\$ -
Total Deferred Charges - Municipal - Excluded from "CAPS"	\$ 32,000.00	\$ 32,000.00	\$ 32,000.00	\$ -	\$ -
Transferred to Board of Education for Use of Local Schools (N.J.S.A. 40 48-17.1 & 17.3)	\$ 59,968.00	\$ 59,968.00	\$ 59,968.00	\$ -	\$ -
Total General Appropriations for Municipal Purposes - Excluded from "CAPS"	\$ 1,491,936.95	\$ 1,499,401.50	\$ 1,423,777.93	\$ 55,699.27	\$ 19,924.30
Total General Appropriations - Excluded from "CAPS"	\$ 1,491,936.95	\$ 1,499,401.50	\$ 1,423,777.93	\$ 55,699.27	\$ 19,924.30
Subtotal General Appropriations	\$ 5,690,022.95	\$ 5,696,777.00	\$ 5,433,907.46	\$ 242,945.24	\$ 19,924.30
Reserve for Uncollected Taxes	350,000.00	350,000.00	350,000.00	-	-
Total General Appropriations	\$ 6,040,022.95	\$ 6,046,777.00	\$ 5,783,907.46	\$ 242,945.24	\$ 19,924.30
	Ref.			A	
Detail					
Original Budget	A-2	\$6,040,022.95			
Added by N.J.S.A. 40A 4-87	A-2	6,754.05			
		\$6,046,777.00			
Disbursed	A-4		\$5,313,211.50		
Reserve for Encumbrances	A		88,695.96		
Emergency Authorization	A-8		32,000.00		
Reserve for Uncollected Taxes	A-2		350,000.00		
			\$5,783,907.46		

The accompanying notes to financial statements are an integral part of the financial statements.

Concluded

TRUST FUND  
 COMPARATIVE BALANCE SHEET - REGULATORY BASIS

ASSETS	<u>Ref.</u>	<u>Balance Dec. 31, 2008</u>	<u>Balance Dec. 31, 2007</u>
Animal Control Fund:			
Cash and Investments	B-1	<u>\$ 9,375.71</u>	<u>\$ 4,860.28</u>
Other Trust Funds:			
Cash and Investments	B-1	<u>\$ 807,991.77</u>	<u>\$ 659,687.64</u>
Escrow Trust Funds:			
Cash and Investments	B-1	<u>\$ 258,642.70</u>	<u>\$ 271,600.14</u>
Length of Service Awards Program Fund (LOSAP) - Unaudited:			
Funds Held by Trustee	B-15	<u>254,725.82</u>	<u>338,071.00</u>
		<u><u>\$ 1,330,736.00</u></u>	<u><u>\$ 1,274,219.06</u></u>

The accompanying notes to financial statements are an integral part of the financial statements.

TRUST FUND  
 COMPARATIVE BALANCE SHEET - REGULATORY BASIS  
 (Continued from prior page)

LIABILITIES, RESERVES AND FUND BALANCE	Ref.	Balance <u>Dec. 31, 2008</u>	Balance <u>Dec. 31, 2007</u>
Animal Control Fund:			
Due to N.J. State Department of Health	B-2	\$ 138.60	\$ 41.40
Prepaid Licenses	B-1, B-3	885.60	277.00
Reserve for Expenditures	B-3	<u>8,351.51</u>	<u>4,541.88</u>
		<u>\$ 9,375.71</u>	<u>\$ 4,860.28</u>
Other Trust Funds:			
Reserve for:			
Regional Contribution Agreement - Manalapan	B-5	\$ 176,818.22	\$ 157,548.07
Redemption of Tax Title Lien Certificates	B-6	110.01	-
Law Enforcement Fund	B-7	9,742.80	12,232.42
Public Defender	B-8	9,047.48	8,861.48
Unemployment	B-9	43,750.50	38,163.77
Payroll Deductions	B-10	32,523.96	24,710.85
Miscellaneous Trust Funds	B-11	148,042.99	180,106.84
Housing Rehabilitation Loans	B-13	7,534.71	5,330.93
Housing Trust	B-14	<u>380,421.10</u>	<u>232,733.28</u>
		<u>\$ 807,991.77</u>	<u>\$ 659,687.64</u>
Escrow Trust Funds:			
Escrow Fees	B-12	<u>\$ 258,642.70</u>	<u>\$ 271,600.14</u>
Length of Service Awards Program Fund (LOSAP) - Unaudited:			
Reserve for Length of Service Awards Program (LOSAP)	B-15	<u>254,725.82</u>	<u>338,071.00</u>
		<u>\$ 1,330,736.00</u>	<u>\$ 1,274,219.06</u>

The accompanying notes to financial statements are an integral part of the financial statements.

Concluded

GENERAL CAPITAL FUND  
COMPARATIVE BALANCE SHEET - REGULATORY BASIS

ASSETS	Ref.	Balance Dec. 31, 2008	Balance Dec. 31, 2007
Cash - Treasurer	C-2	\$ 100,327.29	\$ 23,968.66
Grants Receivable	C-6	520,854.87	1,067,833.04
Due From Grant Fund		30,000.00	30,000.00
Deferred Charges to Future Taxation:			
Funded	C-4	4,055,000.00	115,000.00
Unfunded	C-5	610,146.00	5,048,879.04
		<u>\$ 5,316,328.16</u>	<u>\$ 6,285,680.74</u>
LIABILITIES, RESERVES AND FUND BALANCE			
General Serial Bonds	C-11	\$ 4,055,000.00	\$ 115,000.00
Bond Anticipation Notes	C-10	451,846.00	4,063,975.04
Excess Funding Bond Anticipation Notes	C-10	-	54,587.96
Due to Water-Sewer Capital Fund	C-2	250,000.00	350,000.00
Reserve for Encumbrances	C-12	24,368.02	527,320.64
Improvement Authorizations:			
Funded	C-8	343,906.78	135,033.98
Unfunded	C-8	170,919.58	659,990.21
Capital Improvement Fund	C-9	16,930.00	4,430.00
Reserve for Grants Receivable	C-6	-	370,412.04
Various Reserves	C-7	2,753.91	247.00
Fund Balance	C-1	603.87	4,683.87
		<u>\$ 5,316,328.16</u>	<u>\$ 6,285,680.74</u>

There were bonds and notes authorized but not issued on December 31, 2008 of \$158,300.00 and December 31, 2007 of \$984,904.00 (C-13).

The accompanying notes to financial statements are an integral part of the financial statements.

GENERAL CAPITAL FUND  
 STATEMENT OF FUND BALANCE - REGULATORY BASIS

	<u>Ref.</u>	<u>2008</u>	<u>2007</u>
Balance, January 1	C	\$ 4,683.87	\$ 34,683.87
Increased by:			
Premium on Bond Anticipation Notes	C-2	<u>520.00</u>	<u>-</u>
		<u>520.00</u>	<u>-</u>
		\$ 5,203.87	\$ 34,683.87
Decreased by:			
Appropriated to finance Capital Ordinances	C-8	<u>4,600.00</u>	<u>30,000.00</u>
		<u>4,600.00</u>	<u>30,000.00</u>
Balance, December 31	C	<u>\$ 603.87</u>	<u>\$ 4,683.87</u>

The accompanying notes to financial statements are an integral part of the financial statements.

WATER-SEWER UTILITY FUND  
 COMPARATIVE BALANCE SHEET - REGULATORY BASIS

ASSETS	Ref.	Balance <u>Dec. 31, 2008</u>	Balance <u>Dec. 31, 2007</u>
Operating Fund:			
Cash and Investments	D-5	\$ 929,588.11	\$ 409,923.73
Receivables with Full Reserves:			
Consumer Accounts Receivable	D-8	<u>121,985.16</u>	<u>102,763.59</u>
Total Operating Fund		<u>\$ 1,051,573.27</u>	<u>\$ 512,687.32</u>
Capital Fund:			
Cash	D-6	\$ 509,045.96	\$ 201,887.48
Grants Receivable		55,000.00	55,000.00
Due From General Capital Fund	D-6	250,000.00	350,000.00
Fixed Capital	D-9	11,977,987.48	11,977,987.48
Fixed Capital Authorized and Uncompleted	D-10	<u>3,587,900.00</u>	<u>3,432,500.00</u>
		<u>\$ 16,379,933.44</u>	<u>\$ 16,017,374.96</u>
		<u>\$ 17,431,506.71</u>	<u>\$ 16,530,062.28</u>

There were bonds and notes authorized but not issued on December 31, 2008 of \$200.00 and on December 31, 2007 of \$423,500.00 (D-24)

The accompanying notes to financial statements are an integral part of the financial statements.

Continued

WATER-SEWER UTILITY FUND  
 COMPARATIVE BALANCE SHEET - REGULATORY BASIS  
 (Continued from prior page)

LIABILITIES, RESERVES AND FUND BALANCE	Ref.	Balance Dec. 31, 2008	Balance Dec. 31, 2007
Operating Fund:			
Liabilities:			
Appropriation Reserves	D-4, 11	\$ 94,431.13	\$ 122,454.51
Encumbrances Payable	D-4, 11	95,846.89	32,276.98
Prepaid Rents and Fees	D-12	48,776.27	23,416.24
Overpayments	D-13	6,774.99	940.41
Due to Current Fund	D-5	367.90	242.90
Accrued Interest on Bonds and Loans	D-14	132,429.68	36,780.20
Accrued Interest on Notes	D-15	24.20	95,662.11
		<u>\$ 378,651.06</u>	<u>\$ 311,773.35</u>
Reserve for Receivables	D	121,985.16	102,763.59
Fund Balance	D-1	550,937.05	98,150.38
		<u>\$ 1,051,573.27</u>	<u>\$ 512,687.32</u>
Total Operating Fund			
Capital Fund:			
Serial Bonds Payable	D-16	\$ 5,160,000.00	\$ 2,030,000.00
Loans Payable	D-17	533,912.56	786,203.02
Bond Anticipation Notes	D-18	148,000.00	2,873,800.00
Improvement Authorization - Funded	D-19	230,656.83	99,122.41
Improvement Authorization - Unfunded	D-19	122,420.40	838,299.95
Down Payments on Improvements		200.00	200.00
Reserve for Encumbrances	D-20	457,837.04	82,657.88
Reserve for Amortization	D-21	9,549,074.92	9,161,784.46
Deferred Reserve for Amortization	D-22	174,700.00	135,200.00
Capital Improvement Fund	D-23	16.95	7,416.95
Fund Balance	D-2	3,114.74	2,690.29
		<u>\$ 16,379,933.44</u>	<u>\$ 16,017,374.96</u>
Total Capital Fund			
		<u>\$ 17,431,506.71</u>	<u>\$ 16,530,062.28</u>

The accompanying notes to financial statements are an integral part of the financial statements.

Concluded

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

Revenue and Other Income Realized	<u>Ref.</u>	<u>Year 2008</u>	<u>Year 2007</u>
Fund Balance Utilized	D-1, 3	\$ 97,000.00	\$ 82,500.00
Water-Sewer Rents	D-3	2,367,112.03	2,137,985.14
Miscellaneous	D-3	984,961.24	524,200.74
Non-Budget Revenue	D-3	88.35	2,244.88
Other Credits to Income:			
Unexpended Balance of Appropriation Reserves	D-11	<u>74,620.49</u>	<u>137,059.12</u>
 Total Income		 <u>\$ 3,523,782.11</u>	 <u>\$ 2,883,989.88</u>
 Expenditures			
Budget:			
Operating	D-4	\$ 2,223,700.00	\$ 2,061,593.00
Debt Service	D-4	636,743.92	629,395.37
Deferred Charges and Statutory Expenditures	D-4	<u>113,551.52</u>	<u>95,150.00</u>
 Total Expenditures		 <u>\$ 2,973,995.44</u>	 <u>\$ 2,786,138.37</u>
 Excess in Revenue		 \$ 549,786.67	 \$ 97,851.51
 Fund Balance, January 1	D	 <u>98,150.38</u>	 <u>82,798.87</u>
		\$ 647,937.05	\$ 180,650.38
 Less: Utilized as Anticipated Revenue-Utility	D-1	 <u>97,000.00</u>	 <u>82,500.00</u>
 Fund Balance, December 31	D	 <u>\$ 550,937.05</u>	 <u>\$ 98,150.38</u>

The accompanying notes to financial statements are an integral part of the financial statements.

WATER-SEWER UTILITY CAPITAL FUND  
STATEMENT OF CAPITAL FUND BALANCE - REGULATORY BASIS

	<u>Ref.</u>	
Balance, December 31, 2007	D	\$ 2,690.29
Increased by:		
Premium on Bond Sale	D-6	<u>424.45</u>
Balance, December 31, 2008	D	<u><u>\$ 3,114.74</u></u>

The accompanying notes to financial statements are an integral part of the financial statements.

WATER-SEWER UTILITY OPERATING FUND  
STATEMENT OF REVENUES - REGULATORY BASIS

	<u>Anticipated</u>	<u>Realized</u>	<u>Excess or (Deficit)</u>
Surplus Anticipated	\$ 97,000.00	\$ 97,000.00	\$ -
Water-Sewer Rents	2,223,912.44	2,367,112.03	143,199.59
Miscellaneous	<u>660,654.08</u>	<u>984,961.24</u>	<u>324,307.16</u>
	<u>\$2,981,566.52</u>	<u>\$3,449,073.27</u>	<u>\$ 467,506.75</u>
 Non-Budget Revenues		<u>88.35</u>	
		<u>\$3,449,161.62</u>	

**Analysis of Realized Revenues**

	<u>Ref.</u>	
Water - Sewer Rents:		
2008 Collections	D-8	\$ 2,343,422.93
Water-Sewer Overpayments-Applied	D-8	272.86
Prepaid Water-Sewer Rents Applied	D-8	<u>23,416.24</u>
	D-1	<u>\$ 2,367,112.03</u>

**Analysis of Miscellaneous Revenues**

Gray Water Fees		\$ 450,018.07
Gray Water Fees - Overpayments Applied		667.55
Interest on Investments		14,671.21
Interest on Delinquent Charges		11,783.16
Water Connection Fees		324,565.00
Sewer Connection Fees		177,063.00
Shared Services		1,299.99
Manual Meter Reading		1,440.00
Sale of Meters		967.00
Water Buyer		360.00
Accrued Interest on Bonds		2,046.26
Miscellaneous Revenue		<u>80.00</u>
	D-1	<u>\$ 984,961.24</u>
 Cash Receipts	D-5	\$ 534,275.62
Gray Water Fees	D-8	<u>450,685.62</u>
		<u>\$ 984,961.24</u>

**Analysis of Non-Budget Revenue**

Prior Year Refund	D-1, 5	<u>\$ 88.35</u>
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The accompanying notes to financial statements are an integral part of the financial statements.

WATER-SEWER UTILITY OPERATING FUND  
 STATEMENT OF EXPENDITURES - REGULATORY BASIS

	Appropriations		Paid or Charged	Expended		Unexpended Balance
	Budget	Budget After Modification		Encumbered	Reserved	
Operating:						
Salaries and Wages	\$ 982,050.00	\$ 982,050.00	\$ 961,912.34	\$ -	\$ 20,137.66	\$ -
Other Expenses	1,241,650.00	1,241,650.00	1,075,531.34	95,846.89	70,271.77	-
Debt Service:						
Payment of Bond Principal	135,000.00	135,000.00	135,000.00	-	-	-
Payment of Anticipation Notes	32,100.00	32,100.00	32,100.00	-	-	-
Interest on Bonds	189,425.00	189,425.00	189,422.67	-	-	2.33
Interest on Bond Anticipation Notes	15,000.00	15,000.00	15,000.00	-	-	-
Water and Waste Water Supply Loan	272,790.00	272,790.00	265,221.25	-	-	7,568.75
Statutory Expenditures:						
Public Employees' Retirement System	41,051.52	41,051.52	41,051.52	-	-	-
Social Security System (O.A.S.I.)	70,000.00	70,000.00	65,978.30	-	4,021.70	-
Unemployment Insurance	2,500.00	2,500.00	2,500.00	-	-	-
	<u>\$ 2,981,566.52</u>	<u>\$ 2,981,566.52</u>	<u>\$ 2,783,717.42</u>	<u>\$ 95,846.89</u>	<u>\$ 94,431.13</u>	<u>\$ 7,571.08</u>
		D-1		D	D	D-1
		Ref				
Disbursed		D-5	\$ 2,551,810.86			
Accrued Interest on Bonds and Loans		D-14	216,906.56			
Accrued Interest on Notes		D-15	15,000.00			
			<u>\$ 2,783,717.42</u>			

The accompanying notes to financial statements are an integral part of the financial statements.

GENERAL FIXED ASSETS ACCOUNT GROUP  
STATUTORY BASIS  
STATEMENT OF GENERAL FIXED ASSETS - REGULATORY BASIS

	<u>2008</u>	<u>2007</u>
General Fixed Assets:		
Land	\$ 106,337.99	\$ 90,835.99
Buildings and Improvements	106,464.00	106,464.00
Equipment	526,775.66	432,388.21
Motor Vehicles and Equipment	<u>3,036,205.97</u>	<u>2,142,133.97</u>
	<u>\$ 3,775,783.62</u>	<u>\$ 2,771,822.17</u>
Investment in General Fixed Assets	<u>\$ 3,775,783.62</u>	<u>\$ 2,771,822.17</u>

The accompanying notes to financial statements are an integral part of the financial statements.

**BOROUGH OF HIGHTSTOWN  
NOTES TO FINANCIAL STATEMENTS  
YEAR ENDED DECEMBER 31, 2008**

**NOTE 1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

**A. Reporting Entity**

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

The Governmental Accounting Standards Board ("GASB") Statement 14 established criteria to be used to determine which component units should be included in the financial statements of the oversight entity. The criteria differ from the Division of Local Government Services, Department of Community Affairs, State of New Jersey (the "Division") requirements where certain boards, commissions, and agencies of the Borough, by statute or other directive, report separately on their financial statements. The Borough had no component units during 2008.

**B. Descriptions of Funds**

The GASB is the recognized standard-setting body for establishing governmental generally accepted accounting and financial reporting principles. GASB Codification establishes seven major fund types and two account groups to be used by governmental units when reporting financial position and results of operations in accordance with generally accepted accounting principles ("GAAP").

The accounting policies of the Borough conform to the accounting principles applicable to municipalities which have been prescribed by the Division. Such principles and practices are designed primarily for determining compliance with legal provisions and budgetary restrictions and as a means of reporting on the stewardship of public officials with respect to public funds. Under this method of accounting, the Borough accounts for its financial transactions through the following separate funds which differs from the fund structure required by GAAP:

**Current Fund** - revenues and expenditures for governmental operations of a general nature, including Federal and State grant funds.

**Animal Control Trust Fund** - animal license revenues and expenditures.

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

**BOROUGH OF HIGHTSTOWN  
NOTES TO FINANCIAL STATEMENTS  
YEAR ENDED DECEMBER 31, 2008**

**NOTE 1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES** (Continued)

**B. Descriptions of Funds** (Continued)

**General Capital Fund** - resources, including Federal and State Grants in aid of construction, and expenditures for the acquisition of general capital facilities, other than those acquired through the Current Fund, including the status of bonds and notes authorized for said purposes.

**Water-Sewer Utility Operating Fund** - revenues and expenditures necessary to operate municipally-owned water supply and sewer collection systems from user fees.

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

**General Fixed Assets Account Group** - used to account for fixed assets used in general government operations.

**C. Basis of Accounting**

The accounting principles and practices prescribed for municipalities by the Division differ in certain respects from GAAP applicable to local governmental units. The more significant differences are as follows:

A modified accrual basis of accounting is followed with minor exceptions.

**Property Taxes and Other Revenues** - property taxes and other revenues are recognized on a cash basis. Receivables for property taxes and other items that are susceptible to accrual are recorded with offsetting reserves on the balance sheet of the Borough's Current Fund. GAAP requires such revenue to be recognized in the accounting period when they become susceptible to accrual, reduced by an allowance for doubtful accounts.

**Grant Revenues** - Federal and State grants, entitlement or shared revenues received for purposes normally financed through the Current Fund are recognized when anticipated in the Borough's budget. Federal and State grant revenues received for purposes of capital projects financed by capital ordinances are recognized when received. GAAP requires such revenues to be recognized in the accounting period when they become susceptible to accrual.

Continued

**BOROUGH OF HIGHTSTOWN  
NOTES TO FINANCIAL STATEMENTS  
YEAR ENDED DECEMBER 31, 2008**

**NOTE 1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES** (Continued)

**C. Basis of Accounting** (Continued)

**Expenditures** - unexpended or uncommitted appropriations, at December 31, are reported as expenditures through the establishment of appropriation reserves unless cancelled by the governing body. GAAP requires expenditures to be recognized in the accounting period in which the fund liability is incurred, if measurable, except for unmatured interest on general long-term debt, which should be recognized when due.

**Encumbrances** - contractual orders at December 31, are reported as expenditures through the establishment of a reserve for encumbrances. Encumbrances do not constitute expenditures under GAAP.

**Appropriation Reserves** - are available, until lapsed at the close of the succeeding year, to meet specific claims, commitments or contracts incurred during the preceding year. Lapsed appropriation reserves are recorded as additions to income. Appropriation reserves do not exist under GAAP.

**Deferred Charges** - the regulatory basis of accounting utilized by the Borough requires that certain expenditures be deferred, and raised as items of appropriation in budgets of succeeding years. These deferred charges include the two general categories, overexpenditures and emergency appropriations. Overexpenditures occur when expenditures recorded as "paid or charged" exceed available appropriation balances. Emergency appropriations occur when, subsequent to the adoption of a balanced budget, the governing body authorizes the establishment of additional appropriations based on unforeseen circumstances or for other special purposes as defined by statute. Overexpenditures and emergency appropriations are deducted from total expenditures in the calculation of operating results and are established as assets for Deferred Charges on the respective balance sheets. GAAP does not permit the deferral of overexpenditures to succeeding budgets. In addition, GAAP does not recognize expenditures based on the authorization of an appropriation. Instead, the authorization of special purpose expenditures, such as the preparation of tax maps or revaluation of assessable real property, would represent the designation of fund balance. The status of deferred charges at December 31, 2008 is set forth in Note 9.

**Compensated Absences** - expenditures relating to obligations for unused vested accumulated vacation and sick pay are not recorded until paid. GAAP requires that the amount that would normally be liquidated with expendable available financial resources be recorded as expenditure in the Current Fund and the remaining obligations be recorded as a long-term obligation. The expenditures in the Water-Sewer Utility Operating Fund would be on a full accrual basis. The compensated absence liability at December 31, 2008 is set forth in Note 4.

Continued

**BOROUGH OF HIGHTSTOWN  
NOTES TO FINANCIAL STATEMENTS  
YEAR ENDED DECEMBER 31, 2008**

**NOTE 1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES** (Continued)

**C. Basis of Accounting** (Continued)

**Property Acquired for Taxes** - is recorded in the Current Fund at the assessed valuation when such property was acquired and fully reserved. GAAP requires such property to be recorded in the general fixed assets account group at its market value.

**Sale of Municipal Assets** - Cash proceeds from the sale of Borough owned property may be reserved until utilized as an item of anticipated revenue in a subsequent year budget. Year end balances of such proceeds are reported as a cash liability in the Current Fund. GAAP requires that revenue be recognized in the accounting period that the terms of sales contracts become legally enforceable.

**Interfunds** - advances in the Current Fund are reported as interfund receivables with offsetting reserves which are created by charges to operations. Income is recognized in the year the receivables are liquidated. GAAP does not require the establishment of an offsetting reserve.

**Inventories of Supplies** - The costs of inventories of supplies for all funds are recorded as expenditures at the time individual items are purchased. The costs of inventories are not included on the various balance sheets. GAAP requires that the cost of inventories be reflected on the balance sheet until utilized and expended.

**General Fixed Assets** - In accordance with the Technical Accounting Directive No. 85-2, Accounting for Governmental Fixed Assets, as promulgated by the Division, which differs in certain respects from GAAP, the Borough has developed a fixed assets accounting and reporting system based on an inspection and historic cost analysis.

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

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

Depreciation is not recorded in the General Fixed Assets Account Group.

Expenditures for construction in progress are required to be recorded in the Capital Funds until such time as the construction is completed and put into operation.

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

Continued

**BOROUGH OF HIGHTSTOWN  
NOTES TO FINANCIAL STATEMENTS  
YEAR ENDED DECEMBER 31, 2008**

**NOTE 1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES** (Continued)

**C. Basis of Accounting** (Continued)

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

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

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

During 2008 the following changes occurred in the fixed assets of the Borough:

	<b><u>Balance Dec.31,2007</u></b>	<b><u>Additions</u></b>	<b><u>Deletions</u></b>	<b><u>Balance Dec.31,2008</u></b>
General Fixed Assets:				
Land	\$ 90,835.99	\$ 15,502.00	\$ -	\$ 106,337.99
Buildings and Improvements	106,464.00	-	-	106,464.00
Equipment	432,388.21	94,387.45	-	526,775.66
Motor Vehicles and Equipment	<u>2,142,133.97</u>	<u>1,053,305.00</u>	<u>159,233.00</u>	<u>3,036,205.97</u>
	<u>\$ 2,771,822.17</u>	<u>\$ 1,163,194.45</u>	<u>\$ 159,233.00</u>	<u>\$ 3,775,783.62</u>

**D. Financial Statements**

The GASB Codification requires the financial statements of a governmental unit to be presented in accordance with GAAP. The Borough presents its financial statements in accordance with an other comprehensive basis of accounting as promulgated by the Division which differs from the financial statements required by GAAP. In addition, the Division requires the financial statements to be referenced to the supplementary schedules. This practice differs from GAAP.

**E. Budgets and Budgetary Accounting**

An annual budget is required to be adopted and integrated into the accounting system to provide budgetary control over revenues and expenditures. Budget amounts presented in the accompanying financial statements represent amounts adopted by the Borough and approved by the Division in accordance with applicable statutes.

Continued

**BOROUGH OF HIGHTSTOWN  
NOTES TO FINANCIAL STATEMENTS  
YEAR ENDED DECEMBER 31, 2008**

**NOTE 2. CASH AND CASH EQUIVALENTS**

**A. Deposits**

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

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

The market value of the collateral must equal five percent of the average daily balance of public funds; or

If the public funds deposited exceed 75 percent of the funds of the depository, the depository must provide collateral having a market value equal to 100 percent of the amount exceeding 75 percent.

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.

At year-end the carrying amount of the Borough's deposits was \$3,649,586 and the bank balance amount was \$3,796,617. Of this amount \$300,000 was covered by federal depository insurance and a collateral pool under New Jersey's Governmental Unit Deposit Protection Act covered the remaining \$3,347,908.

**B. Investments**

1. When authorized by a cash management plan approved pursuant to N.J.S. 40A:5-14, the Borough may use available funds for the purchase of the following types of securities which, if suitable for registry, may be registered in the name of the Borough:
  - (a) Bonds or other obligations of the United States or obligations guaranteed by the United States.
  - (b) Government money market mutual funds.
  - (c) 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.

Continued

**BOROUGH OF HIGHTSTOWN  
NOTES TO FINANCIAL STATEMENTS  
YEAR ENDED DECEMBER 31, 2008**

**NOTE 2. CASH AND CASH EQUIVALENTS** (Continued)

**B. Investments** (Continued)

- (d) Bonds or other obligations of the Borough, or bonds or other obligations of school districts of which the Borough is a part or within which the school district is located.
  - (e) Bonds or other obligations, having a maturity date not more than 397 days from the date of purchase, approved by the Division of Investments, New Jersey Department of the Treasury.
  - (f) Municipal investment pools.
  - (g) Deposits with the State of New Jersey Cash Management Fund established pursuant to section 1 of P.L. 1977, c. 281; or
  - (h) Agreements for the repurchase of fully collateralized securities, if:
    - (1) the underlying securities are permitted investments pursuant to paragraphs (a) and (c) of this section;
    - (2) the custody of collateral is transferred to a third party;
    - (3) the maturity of the agreement is not more than 30 days;
    - (4) the underlying securities are purchased through a public depository as defined in section 1 of P.L. 1970, c. 236 (C.17:9-41);
    - (5) a master repurchase agreement providing for the custody and security of collateral is executed.
2. Any investment instruments in which the security is not physically held by the Borough shall be covered by a third party custodial agreement, which shall provide for the designation of such investments in the name of the Borough and prevent unauthorized use of such investments.
3. Investments are further regulated and restricted in accordance with N.J.S. 40A:5-15.1.

At year-end, the carrying value of the Borough's investments and the investment balance was \$ - 0 -.

**C. Cash Management Plan**

In accordance with N.J.S. 40A:5-14, every municipality shall adopt a cash management plan and shall deposit and invest its funds pursuant to that plan. The plan shall be approved annually by majority vote of the governing body and may be modified from time to time in order to reflect changes in federal or state law or regulations. The chief financial officer shall be charged with administering the plan.

Continued

**BOROUGH OF HIGHTSTOWN  
NOTES TO FINANCIAL STATEMENTS  
YEAR ENDED DECEMBER 31, 2008**

**NOTE 2. CASH AND CASH EQUIVALENTS** (Continued)

**C. Cash Management Plan** (Continued)

When an investment in bonds maturing in more than one year is authorized, the maturity of those bonds shall approximate the prospective use of the funds invested.

The plan also requires a monthly report to the governing body summarizing all investments made or redeemed since the previous report and shall include, at a minimum, the specific detailed information as set forth in the statute.

**D. Credit Risk Categories**

All bank deposits and investments as of the balance sheet date are classified as to credit risk by the following three categories described below:

<b>Category 1</b>	Deposits covered by federal depository insurance, or by collateral held by the Borough or its agent, in the Borough's name.	\$ 3,796,617.00
<b>Category 2</b>	Deposits covered by collateral held by the pledging financial institution's trust department, or by its agent, in the Borough's name.	\$ -
<b>Category 3</b>	Deposits covered by collateral, held by the pledging financial institution, or its trust department, or its agent but not in the Borough's name.	\$ -

**NOTE 3. DEBT**

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

Continued

**BOROUGH OF HIGHTSTOWN  
NOTES TO FINANCIAL STATEMENTS  
YEAR ENDED DECEMBER 31, 2008**

**NOTE 3. DEBT** (Continued)

**A. Long-Term Debt**

The Borough's long-term debt is summarized as follows:

**General Capital Fund**

4.85% General Improvement Bonds Issued December 1, 1995, installment maturities to December 1, 2009	\$ 55,000.00
3.00% to 3.75% General Improvement Bonds Issued February 1, 2008, installment maturities to October 1, 2021	<u>4,000,000.00</u>
	<u>\$ 4,055,000.00</u>

**Water-Sewer Utility Capital Fund**

4.50% to 4.75% Water-Sewer Utility Bonds Issued March 1, 2002, installment maturities to March 1, 2028	\$ 1,895,000.00
3.00% to 3.50% Water-Sewer Utility Bonds Issued February 1, 2008, installment maturities to October 1, 2018	<u>3,265,000.00</u>
	<u>\$ 5,160,000.00</u>

The General Capital Fund Bonds and Water-Sewer Utility Capital Fund mature serially in installments to the year 2028. Aggregate debt service requirements during the next five fiscal years and thereafter are as follows:

<u>Year</u>	<u>General Capital</u>		<u>Water-Sewer Utility Capital</u>	
	<u>Principal</u>	<u>Interest</u>	<u>Principal</u>	<u>Interest</u>
2009	\$ 90,000.00	\$ 224,084.17	\$ 150,000.00	\$ 255,191.66
2010	230,000.00	131,800.00	160,000.00	182,025.00
2011	245,000.00	124,900.00	440,000.00	176,100.00
2012	270,000.00	117,550.00	460,000.00	161,550.00
2013	290,000.00	109,450.00	480,000.00	146,475.00
2014-18	1,700,000.00	404,550.00	2,470,000.00	474,600.00
2019-23	1,230,000.00	93,750.00	500,000.00	178,062.50
2024-28	-	-	500,000.00	59,375.00
Total	<u>\$ 4,055,000.00</u>	<u>\$ 1,206,084.17</u>	<u>\$ 5,160,000.00</u>	<u>\$ 1,633,379.16</u>

Continued

**BOROUGH OF HIGHTSTOWN  
NOTES TO FINANCIAL STATEMENTS  
YEAR ENDED DECEMBER 31, 2008**

**NOTE 3. DEBT** (Continued)

**New Jersey Wastewater Treatment Trust Loan**

The Borough has a no interest loan through the State of New Jersey. The Borough must repay the loan in annual installments over twenty years. The balance December 31, 2008 was \$193,912.56. Loan payments are due through 2010.

Debt service requirements during the next three fiscal years and thereafter are as follows:

<u>Year</u>	<u>Principal</u>
2009	\$ 97,099.85
2010	<u>96,812.71</u>
Total	<u><u>\$ 193,912.56</u></u>

**New Jersey Wastewater Treatment Trust - Wastewater Treatment Refunding Bonds - Series 1997 c**

In 1997, the Borough issued refunding bonds through the New Jersey Wastewater Treatment Trust. Debt Service requirements during the next four fiscal years are as follows:

<u>Year</u>	<u>Principal</u>	<u>Principal Savings Credit</u>	<u>Net Interest</u>
2009	\$ 165,000.00	\$ (15,499.64)	\$ 26,182.93
2010	<u>175,000.00</u>	<u>(16,564.50)</u>	<u>14,810.69</u>
Total	<u><u>\$ 340,000.00</u></u>	<u><u>\$ (32,064.14)</u></u>	<u><u>\$ 40,993.62</u></u>

**B. Short-Term Debt**

On December 31, 2008 the Borough's outstanding bond anticipation notes were as follows:

**General Capital Fund**

<u>Ordinance Number</u>	<u>Improvement Description</u>	<u>Interest Rate</u>	<u>Dec.31,2008</u>
07-04	Automated Garbage Truck and Containers	3.99%	\$ 229,696.00
06-16	Acquisition of Fire Truck	3.99%	84,750.00
07-26	Police Department Equipment	3.99%	58,900.00
08-01	Westerlea Avenue Improvements	3.99%	<u>78,500.00</u>
			<u><u>\$ 451,846.00</u></u>

Continued

**BOROUGH OF HIGHTSTOWN  
NOTES TO FINANCIAL STATEMENTS  
YEAR ENDED DECEMBER 31, 2008**

**NOTE 3. DEBT** (Continued)

**B. Short-Term Debt** (Continued)

**Water-Sewer Utility Capital Fund**

<b><u>Ordinance Number</u></b>	<b><u>Improvement Description</u></b>	<b><u>Rate</u></b>	<b><u>Dec.31, 2008</u></b>
08-10,08-19	Water Sewer Improvements	3.99%	<u>\$ 148,000.00</u>

**C. Bonds and Notes Authorized but not Issued**

At December 31, 2008, the Borough had authorized but not issued bonds and notes as follows:

General Capital Fund	\$ 158,300.00
Water-Sewer Utility Capital Fund	\$ 200.00

**D. Borrowing Power**

New Jersey statutes limit the debt of a municipality to 3½% of the average of the last three preceding years equalized valuations of the taxable real estate and improvements. The Borough's statutory net debt at December 31, 2008 was .92%. The Borough's remaining borrowing power is 2.58%.

The summary of municipal debt for the last three years and the calculation of statutory net debt is presented in the statistical section of this report.

Continued

**BOROUGH OF HIGHTSTOWN  
NOTES TO FINANCIAL STATEMENTS  
YEAR ENDED DECEMBER 31, 2008**

**NOTE 3. DEBT** (Continued)

**E. Summary of Debt Activity**

During 2008 the following changes occurred in the debt of the Borough:

	<u>Balance Dec.31,2007</u>	<u>Issued</u>	<u>Retired</u>	<u>Balance Dec.31,2008</u>
General Capital Fund:				
Serial Bonds	\$ 115,000.00	\$ 4,000,000.00	\$ 60,000.00	\$ 4,055,000.00
Bond Anticipation Notes	4,063,975.04	4,451,846.00	8,063,975.04	451,846.00
Water-Sewer Utility Capital Fund:				
Serial Bonds	2,030,000.00	3,265,000.00	135,000.00	5,160,000.00
Bond Anticipation Notes	2,873,800.00	3,413,000.00	6,138,800.00	148,000.00
Loans Payable	786,203.02	-	252,290.46	533,912.56
	<u>\$ 9,868,978.06</u>	<u>\$ 15,129,846.00</u>	<u>\$ 14,650,065.50</u>	<u>\$ 10,348,758.56</u>

**NOTE 4. ACCRUED SICK PAY BENEFITS**

As discussed in Note 1 and in accordance with accounting principles prescribed by the State of New Jersey, the cash basis of accounting is followed for recording the Borough's liability related to unused sick pay. The Borough permits certain employees within limits to accumulate unused sick pay, which may be taken as time off or paid at a later date at an agreed upon rate. The estimated current cost of such unpaid compensation would approximate \$483,004.98 at December 31, 2008. In accordance with New Jersey accounting principles, this amount is not reported as an expenditure or liability in the accompanying financial statements.

**NOTE 5. FUND BALANCES**

The fund balances at December 31, 2008 which have been appropriated and included as anticipated revenue in the year ending December 31, 2009 are as follows:

Current Fund	\$ 385,000.00
Water-Sewer Utility Fund	\$ 229,702.00

Continued

**BOROUGH OF HIGHTSTOWN  
NOTES TO FINANCIAL STATEMENTS  
YEAR ENDED DECEMBER 31, 2008**

**NOTE 6. TAXES AND WATER/SEWER CHARGES COLLECTED IN ADVANCE**

Taxes and water-sewer charges collected in advance set forth as cash liabilities in the financial statements, are as follows:

	<b>Balance, December 31</b>	
	<b>2008</b>	<b>2007</b>
Prepaid Taxes	\$ 115,200.39	\$ 113,584.74
Prepaid Water-Sewer Utility Charges	\$ 48,776.27	\$ 23,416.24

**NOTE 7. ASSESSMENT AND COLLECTION OF PROPERTY TAXES**

New Jersey statutes require that taxable valuation of real property be prepared by the Borough Tax Assessor as of October 1 in each year and filed with the County Board of Taxation (the "Board") by January 10 of the following year. Upon the filing of certified adopted budgets by the Borough, Regional School District and County, the tax rate is struck by the Board based on the certified amounts in each of the taxing districts for collection to fund the budgets. Pursuant to statute, this process is to be completed on or before May 3, with a completed duplicate of the tax rolls to be delivered to the Borough Tax Collector (the "Collector") on or before May 13th.

Tax bills are prepared then mailed by the Collector of the Borough annually and set forth the final tax for the tax year. The bill contains a credit for preliminary amounts billed previously with the balance payable in equal installments on August 1st and November 1st of the tax year. In addition the property owner receives a preliminary bill for the succeeding year based on one half of the prior year's tax. The preliminary payments are due and payable on February 1st and May 1st. The N.J. Statutes allow a grace period of 10 days for each payment period and the Borough granted this option to taxpayers. Taxes become delinquent if not paid on the installment dates and become subject to interest penalties of 8% or 18% of the amount delinquent. If taxes are delinquent on or after April 1st of the succeeding year, the delinquent amount is subject to "Tax Sale" which places a tax lien on the property allowing the holder to enforce the tax lien by collection or foreclosure. New Jersey property tax laws establish a tax lien on real estate as of January 1st of the current tax year even though the amount due is not known.

**NOTE 8. DEFERRED CHARGES TO FUTURE TAXATION FUNDED AND UNFUNDED**

Upon the authorization of capital projects, the Borough establishes deferred charges for the cost of the capital projects to be raised by future taxation. Funded deferred charges relate to permanent debt issued, whereas unfunded deferred charges relate to temporary or non-funding of the authorized cost of capital projects. According to the New Jersey Statutes Annotated 40A:2-4, the Borough may levy taxes on all taxable property within the local unit to repay the debt. Annually, the Borough raises the debt requirements for the particular year in the current budget. As funds are raised, the deferred charges are reduced.

Continued

**BOROUGH OF HIGHTSTOWN  
NOTES TO FINANCIAL STATEMENTS  
YEAR ENDED DECEMBER 31, 2008**

**NOTE 9. DEFERRED CHARGES TO BE RAISED IN SUCCEEDING BUDGETS**

Certain expenditures are required to be deferred to budgets of succeeding years. At December 31, 2008, the following deferred charges are shown on the balance sheets of the various funds:

	<u>Balance Dec.31,2008</u>	<u>2009 Budget Appropriation</u>	<u>Balance to Succeeding Budgets</u>
Current Fund:			
Special Emergency Authorizations (40A:4-55):			
Revision of Tax Map	\$ 9,000.00	\$ 3,000.00	\$ 6,000.00
Revaluation	87,000.00	29,000.00	58,000.00
	<u>\$ 96,000.00</u>	<u>\$ 32,000.00</u>	<u>\$ 64,000.00</u>

The appropriations in the 2009 Budget are not less than that required by statute.

**NOTE 10. PENSION PLANS**

The Borough contributes to two cost-sharing multiple-employer defined benefit pension plans, the Public Employees' Retirement System and the Police and Firemen's Retirement System, which are administered by the New Jersey Division of Pensions and Benefits. These plans provide retirement, disability, annual cost-of-living adjustments and death benefits to plan members and their beneficiaries. Each plan has a Board of Trustees that implement benefit provisions which are established and amended by State statute. The Division issues a publicly available financial report that includes financial statements and required supplementary information. That report may be obtained by writing to:

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

The contribution requirements of plan members are determined by State statute. Plan members enrolled in the Public Employees' Retirement System are required to contribute 3% of their annual covered salary. Plan members enrolled in the Police and Firemen's Retirement System are required to contribute 8.5% of their annual covered salary. The Borough's contributions to the various plans, equal to the required contributions for each year, were as follows:

<u>Year</u>	<u>PERS</u>	<u>PFRS</u>
2008	\$ 114,032.00	\$ 256,889.00
2007	65,669.40	176,741.60
2006	36,285.20	116,229.60
2005	12,282.20	54,280.00
2004	-0-	20,954.41

Continued

**BOROUGH OF HIGHTSTOWN  
NOTES TO FINANCIAL STATEMENTS  
YEAR ENDED DECEMBER 31, 2008**

**NOTE 11. CONTINGENT LIABILITIES**

**State and Federal Financial Assistance**

The Borough receives financial assistance from the State of New Jersey and the U.S. government in the form of grants. Entitlement to the funds is generally conditional upon compliance with terms and conditions of the financial assistance agreements and applicable regulations, including the expenditure of the funds for eligible purposes. Substantially all grants, entitlements and cost reimbursements are subject to financial and compliance audits by grantors. As a result of these audits, costs previously reimbursed could be disallowed and require repayment to the grantor agency. As of December 31, 2008, the Borough estimates that no material liabilities will result from such audits.

**Major Tax Assessments**

Taxpayers in 2008 with assessments in excess of 1% of the total assessed valuation were as follows:

<b><u>Owner</u></b>	<b><u>Assessed Value</u></b>	<b><u>Assessed Value</u></b>
Presbyterian Homes at Meadow Lake	\$ 15,200,000.00	3.04%
Mercer St Warehouse/Bruckner Southern	\$ 8,500,000.00	1.70%
Hightstown Development Assoc. LLC	\$ 5,807,000.00	1.16%
Verizon	\$ 5,449,618.00	1.09%

**Pending Litigation**

There are actions, which have been instituted against the Borough which are either in the discovery stage or whose final outcome cannot be determined at the present time. In the opinion of the administration, the amount of ultimate liability with respect to these actions will not materially affect the financial position of the Borough.

It is the opinion of the Borough officials that there is no litigation threatened or pending that would materially affect the financial position of the Borough or adversely affect the Borough's ability to levy, collect and enforce the collection of taxes or other revenue for the payment of its bonds or other obligations.

The Borough officials believe that negligence and other types of liability suits, of which the Borough is aware, appear to be within the stated policy limits and would be deferred by the respective carriers.

Continued

**BOROUGH OF HIGHTSTOWN  
NOTES TO FINANCIAL STATEMENTS  
YEAR ENDED DECEMBER 31, 2008**

**NOTE 12. INTERFUND RECEIVABLES AND PAYABLES**

The following interfund balances remained on the balance sheets at December 31, 2008:

	<b><u>Interfund Receivable</u></b>	<b><u>Interfund Payable</u></b>
Current Fund	\$ 367.90	\$ 2,065.13
Grant Fund	2,065.13	30,000.00
General Capital Fund	30,000.00	250,000.00
Water-Sewer Operating Fund	-	367.90
Water-Sewer Capital Fund	<u>250,000.00</u>	<u>-</u>
	<u><u>\$ 282,433.03</u></u>	<u><u>\$ 282,433.03</u></u>

**NOTE 13. LENGTH OF SERVICE AWARD PLAN**

On December 17, 2001, the Division approved the Borough's Length of Service Award Plan, provided by Lincoln National Life Insurance Company. The purpose of this plan is to enhance the Borough's ability to retain and recruit volunteer firefighters and volunteer members of emergency service squads.

Lincoln National Life Insurance Company will provide for the benefit of participants, a multi-fund variable annuity contract as its funding vehicle. The plan shall provide for a fixed annual contribution of \$1,150 to each eligible volunteer who accumulates a minimum of 75 service points, based on criteria established by Borough Ordinance No. 99-20. The Borough's contribution shall be included in the current year's budget.

All amounts awarded under a length of service award plan shall remain the asset of the sponsoring agency; the obligation of the sponsoring agency to participant volunteers shall be contractual only; and no preferred or special interest in the awards made shall accrue to such participants. Such money shall be subject to the claims of the sponsoring agency's general creditors until distributed to any or all participants.

**NOTE 14. SUBSEQUENT EVENT - DEBT AUTHORIZED**

The Borough adopted the following ordinances in 2009:

<b><u>Ordinance Number</u></b>	<b><u>Project</u></b>	<b><u>Amount of Debt Authorized</u></b>
General Capital Fund:		
2009-01	Reconstruction of Morrison Avenue	\$ 115,200.00
2009-10	Improvements to Memorial Parking Lot	154,500.00
2009-13 amending 2005-14	Peddie Lake Dam Improvements	47,500.00
2009-20	Stockton Street Improvements	1,840,000.00
Water-Sewer Utility Capital Fund:		
2009-02	Morrison Avenue Improvements	\$ 81,900.00
2009-15	Water Main Extension Improvements Plant	2,200,000.00

Concluded

**BOROUGH OF HIGHTSTOWN**  
**COUNTY OF MERCER**  
**PART II**  
**SUPPLEMENTARY DATA**  
**SUPPLEMENTARY SCHEDULES**  
**YEAR ENDED DECEMBER 31, 2008**

**COMPARATIVE SCHEDULE OF TAX RATE INFORMATION**

	<u>2008</u>	<u>2007</u>	<u>2006</u>
Tax Rate	\$ 6.463	\$ 6.06	\$ 5.70
Apportionment of Tax Rate			
Net County Levy	1.051	.98	.95
County Library Tax	.106	.09	.08
County Open Space Tax	.072	.07	.06
Regional School District	3.639	3.48	3.30
Local Municipal Purpose Tax	1.595	1.44	1.31

Assessed Valuation

2008	\$ 216,854,688		
2007		\$218,806,857	
2006			\$217,921,325

**COMPARISON OF TAX LEVIES AND COLLECTION CURRENTLY**

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

<u>Year</u>	<u>Tax Levy</u>	<u>Currently</u>	
		<u>Cash Collection</u>	<u>Percentage of Collection</u>
2008	\$14,142,936	\$13,804,793	97.60%
2007	13,398,261	13,125,224	97.96%
2006	12,464,390	12,192,909	97.82%

**DELINQUENT TAXES AND TAX TITLE LIENS**

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

<u>Year Ended December 31</u>	<u>Amount of Tax Title Liens</u>	<u>Amount of Delinquent Taxes</u>	<u>Total Delinquent</u>	<u>Percentage of Tax Levy</u>
2008	\$ 45,152	\$333,839	\$378,991	2.68%
2007	45,152	271,480	316,632	2.36%
2006	45,152	260,588	305,740	2.45%

**COMPARATIVE SCHEDULE OF FUND BALANCES**

**CURRENT FUND:**

<u>Year</u>	<u>Balance December 31</u>	<u>Utilized in Budget of Succeeding Year</u>	
		<u>Current Fund</u>	<u>Water-Sewer Utility Fund</u>
2008	\$ 388,805	\$ 385,000	\$ -0-
2007	497,672	490,000	-0-
2006	540,749	540,000	-0-

**WATER-SEWER UTILITY FUND:**

<u>Year</u>	<u>Balance December 31</u>	<u>Utilized in Budget of Succeeding Year</u>	
		<u>Current Fund</u>	<u>Water-Sewer Utility Operating Fund</u>
2008	\$ 550,937	\$ -0-	\$ 229,702
2007	98,150	-0-	97,000
2006	82,799	-0-	82,500

**SUMMARY OF MUNICIPAL DEBT**

	<u>Year 2008</u>	<u>Year 2007</u>	<u>Year 2006</u>
<b><u>Issued</u></b>			
General:			
Bonds, Notes and Loans	\$ 4,506,846	\$ 4,233,563	\$ 4,078,438
Water-Sewer Utility:			
Bonds, Notes and Loans	<u>5,841,913</u>	<u>5,690,003</u>	<u>6,089,552</u>
	<u>\$ 10,348,759</u>	<u>\$ 9,923,566</u>	<u>\$ 10,167,990</u>
<b><u>Authorized but not Issued</u></b>			
General:			
Bonds and Notes	\$ 158,300	\$ 984,904	\$ 757,200
Water-Sewer Utility:			
Bonds and Notes	<u>200</u>	<u>423,500</u>	<u>338,000</u>
Total Authorized but not Issued	<u>\$ 158,500</u>	<u>\$ 1,408,404</u>	<u>\$ 1,095,200</u>
Net Bonds and Notes Issued and Authorized but not Issued	<u>\$ 10,507,259</u>	<u>\$11,331,970</u>	<u>\$11,263,190</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 .92%.

	<b><u>Gross Debt</u></b>	<b><u>Deductions</u></b>	<b><u>Net Debt</u></b>
Regional School District Debt	\$ 6,388,371	\$ 6,388,371	\$ -0-
Water-Sewer Utility Debt	5,842,113	5,842,113	-0-
General Debt	<u>4,665,146</u>	<u>-0-</u>	<u>4,665,146</u>
	<u>\$ 16,895,630</u>	<u>\$ 12,230,484</u>	<u>\$4,665,146</u>

Net Debt \$4,665,146 divided by Equalized Valuation basis per N.J.S.A. 40A:2-6 as amended \$509,798,067 = .92%.

### **BORROWING POWER UNDER N.J.S.A. 40A:2-6**

3½% of Equalized Valuation Basis (Municipal)	\$ 17,842,932
Net Debt	<u>4,665,146</u>
Remaining Borrowing Power	<u>\$ 13,177,786</u>

### **CALCULATION OF "SELF-LIQUIDATING PURPOSE" WATER-SEWER UTILITY PER N.J.S. 40A:2-45**

Cash Receipts from Fees, Rents or Other Charges for Year	\$ 3,449,073
Deductions:	
Operating and Maintenance Cost	\$ 2,337,252
Debt Service per Water-Sewer Account	<u>636,744</u>
Total Deductions	<u>2,973,996</u>
Excess in Revenues	<u>\$ 475,077</u>

The foregoing debt information is in agreement with the Annual Debt Statement as filed by the Chief Financial Officer.

**BOROUGH OF HIGHTSTOWN - COUNTY OF MERCER**

**OFFICIALS IN OFFICE AND SURETY BONDS**

The following officials were in office at December 31, 2008:

<b><u>Name</u></b>	<b><u>Position</u></b>	<b><u>Amount of Bond</u></b>
Robert F. Patten	Mayor	
Walter L. Sikorski	Council President	
Constance Harendza-Harinxma	Councilwoman	
Lawrence D. Quattrone	Councilman	
M. Jeffrey Bond	Councilman	
Ryan Rosenberg	Councilman	
David Schneider	Councilman	
Candace B. Gallagher, RMC	Municipal Clerk/Administrator	\$ 1,000,000
George Lang	Chief Financial Officer	1,000,000
Frederick C. Raffeto, Esq.	Attorney	
Arlene O'Rourke	Treasurer, Deputy Tax and Water-Sewer Collector	1,000,000
Nancy Martin	Tax Collector and Water-Sewer Collector	1,000,000
James M. Newman	Magistrate	1,000,000
Nancy MacLean	Court Administrator	1,000,000
Kenneth Pacera	Assessor	

There is a blanket bond with the Mid-Jersey Municipal Joint Insurance Fund in the amount of \$50,000. There is additional coverage through a blanket bond with the Municipal Excess Liability Joint Insurance Fund in the amount of \$950,000. There are also a Public Officials' Bond and a Statutory Position Bond with the Municipal Excess Liability Joint Insurance Fund in the amount of \$1,000,000 subject to deductibles.

CURRENT FUND  
SCHEDULE OF CASH-TREASURER

	<u>Ref.</u>	<u>Current Fund</u>
Balance, December 31, 2007	A	\$ 1,139,842.28
Increased by Receipts:		
Taxes Receivable	A-6	\$ 13,927,382.14
Miscellaneous Revenue Anticipated	A-10	1,917,209.81
Miscellaneous Revenue Not Anticipated	A-2	93,094.94
Prepaid Taxes	A-12	115,200.39
Due from State of N.J. (Ch. 20, P.L. 1971)	A-5	32,829.65
Tax Overpayments	A-13	55,313.89
Emergency Note Payable	A	96,000.00
Due to State of New Jersey	A-16	<u>7,072.00</u>
		<u>16,244,102.82</u>
		\$ 17,383,945.10
Decreased by Disbursements:		
2007 Appropriation Reserves	A-11	\$ 198,884.89
2008 Appropriations	A-3	5,313,211.50
County Taxes	A-15	2,690,619.51
Regional School District Tax	A-14	7,891,399.94
Tax Overpayments	A-13	60,082.99
Reserve For Revaluation	A-17	108,810.00
Emergency Note Payable	A	128,000.00
Due to State of New Jersey	A-16	7,501.00
Interfund - Water-Sewer Operating Fund	A	<u>125.00</u>
		<u>16,398,634.83</u>
Balance, December 31, 2008	A	<u><u>\$ 985,310.27</u></u>

CURRENT FUND  
SCHEDULE OF DUE FROM STATE OF NEW JERSEY  
(CH. 20, P.L. 1971)

	<u>Ref.</u>		
Balance, December 31, 2007	A		\$ 1,229.45
Increased by:			
Senior Citizens Deductions Per Tax Billings		\$ 7,000.00	
Veterans Deductions Per Tax Billings		24,500.00	
Senior Citizen Deductions Allowed by Collector		500.00	
Veterans Deductions Allowed by Collector		<u>2,000.00</u>	
			<u>34,000.00</u>
			\$ 35,229.45
Decreased by:			
Senior Citizens Deductions Disallowed by Collector:			
Current Year		\$ 22.40	
Received in Cash from State of N.J.	A-4	<u>32,829.65</u>	
			<u>32,852.05</u>
Balance, December 31, 2008	A		<u><u>\$ 2,377.40</u></u>

**CALCULATION OF AMOUNT FOR TAXES RECEIVABLE SCHEDULE**

Deductions Per Tax Billings	A-5	\$ 31,500.00	
Deductions Allowed	A-5	<u>2,500.00</u>	
			\$ 34,000.00
Decreased by:			
Deductions Disallowed	A-5		<u>22.40</u>
Taxes Receivable	A-6		<u><u>\$ 33,977.60</u></u>

CURRENT FUND  
 SCHEDULE OF TAXES RECEIVABLE AND ANALYSIS OF PROPERTY TAX YIELD

Year	Balance Dec. 31, 2007	2008 Levy	Added Taxes	2007 Collections	2008 Collections	Overpayments Applied	Chap. 20 P.L. 1971	Adjusted or Canceled	Balance Dec. 31, 2008
2007	\$ 271,479.77	\$ -	\$ -	\$ -	\$ 270,151.02	\$ -	\$ -	\$ -	\$ 1,328.75
2008	-	14,142,935.52	-	113,584.74	13,657,231.12	-	33,977.60	5,632.14	332,509.92
	<u>\$ 271,479.77</u>	<u>\$ 14,142,935.52</u>	<u>\$ -</u>	<u>\$ 113,584.74</u>	<u>\$ 13,927,382.14</u>	<u>\$ -</u>	<u>\$ 33,977.60</u>	<u>\$ 5,632.14</u>	<u>\$ 333,838.67</u>
Ref.	A			A-12	A-4		A-5		A

**Analysis of 2008 Property Tax Levy:**

Tax Yield:	
General Property Tax	\$ 14,015,319.62
Added and Omitted Taxes	<u>127,615.90</u>
Total Tax Yield	<u>\$ 14,142,935.52</u>
Tax Levy:	
Regional School District Taxes	\$ 7,891,399.93
County Taxes:	
County Tax	\$ 2,279,064.98
County Library Tax	229,044.54
Open Space Tax	156,436.02
Due County for Added Taxes	<u>24,258.84</u>
	2,688,804.38
Local Tax for Municipal Purposes	\$ 3,458,701.66
Add: Additional Taxes Levied	<u>104,029.55</u>
Local Taxes for Municipal Purposes Levied	<u>3,562,731.21</u>
	<u>\$ 14,142,935.52</u>

CURRENT FUND  
SCHEDULE OF TAX TITLE LIENS

	<u>Ref.</u>	
Balance, December 31, 2007 and 2008	A	<u>\$ 45,151.70</u>

CURRENT FUND  
 SCHEDULE OF DEFERRED CHARGES

	<u>Balance</u> <u>Dec. 31, 2007</u>	<u>Raised in</u> <u>2008</u>	<u>Balance</u> <u>Dec. 31, 2008</u>
Emergency Authorization (40A:4-53):			
Revision of Tax Map	\$ 12,000.00	\$ 3,000.00	\$ 9,000.00
Revaluation	<u>116,000.00</u>	<u>29,000.00</u>	<u>87,000.00</u>
	<u>\$128,000.00</u>	<u>\$ 32,000.00</u>	<u>\$ 96,000.00</u>
Ref.	A	A-3	A

SCHEDULE OF ACCOUNTS PAYABLE

	<u>Ref.</u>	
Balance, December 31, 2007	A	\$ 8,383.67
Increased by:		
Charged to Appropriation Reserves	A-11	<u>14,781.80</u>
Balance, December 31, 2008	A	<u>\$ 23,165.47</u>

CURRENT FUND  
SCHEDULE OF REVENUE ACCOUNTS RECEIVABLE

	Ref.	Balance Dec. 31, 2007	Accrued in 2008	Collected	Balance Dec. 31, 2008
Licenses:					
Alcoholic Beverages	A-2	\$ -	\$ 7,750.00	\$ 7,750.00	\$ -
Other	A-2	-	15,650.00	15,650.00	-
Fees and Permits	A-2	-	35,642.15	35,642.15	-
Fines and Costs:					
Municipal Court	A-2	18,775.06	315,505.96	317,806.15	16,474.87
Interest and Costs on Taxes	A-2	-	75,177.57	75,177.57	-
Interest on Investments and Deposits	A-2	-	38,885.39	38,885.39	-
Lease of Borough Owned Property - AT&T	A-2	-	63,200.00	63,200.00	-
Uniform Construction Code Fees	A-2	-	118,315.00	118,315.00	-
State Aid:					
Extraordinary Aid	A-2	-	200,000.00	200,000.00	-
Consolidated Municipal Property Tax Relief Aid	A-2	-	281,480.00	281,480.00	-
Energy Receipts Tax	A-2	-	367,748.00	367,748.00	-
Municipal Homeland Security Assistance Aid	A-2	-	50,000.00	50,000.00	-
Uniform Fire Safety Act	A-2	-	9,476.28	9,476.28	-
Interlocal Services Agreements:					
911 Cranbury Township	A-2	-	118,950.00	118,950.00	-
EMS Robbinsville Township Billing Revenues	A-2	-	43,063.37	43,063.37	-
Grants:					
Alcohol Education Rehabilitation Fund	A-2	-	13,011.56	13,011.56	-
Body Armor Grant	A-2	-	2,848.49	2,848.49	-
Clean Communities Program	A-2	-	5,944.88	5,944.88	-
Drunk Driving Enforcement Fund	A-2	-	10,457.77	10,457.77	-
Healthy Hightstown Grant	A-2	-	2,500.00	2,500.00	-
JIF Safety Grant	A-2	-	1,652.00	1,652.00	-
Occupant Protection - Click It or Ticket	A-2	-	4,000.00	4,000.00	-
Over the Limit Under Arrest	A-2	-	5,000.00	5,000.00	-
Recycling Tonnage Grant	A-2	-	5,384.82	5,384.82	-
SHARE Program Grant	A-2	-	45,873.00	45,873.00	-
CATV - Franchise Fee	A-2	-	16,954.77	16,954.77	-
The Peddie School - Gift	A-2	-	23,000.00	23,000.00	-
Sale of Borough Property	A-2	-	7,701.00	7,701.00	-
Verizon Franchise Fee	A-2	-	5,220.61	5,220.61	-
Hightstown Housing Authority - Payment in Lieu of Taxes	A-2	-	24,517.00	24,517.00	-
		<u>\$ 18,775.06</u>	<u>\$ 1,914,909.62</u>	<u>\$ 1,917,209.81</u>	<u>\$ 16,474.87</u>
Ref.		A		A-4	A

CURRENT FUND  
SCHEDULE OF 2007 APPROPRIATION RESERVES

	<u>2007 Unexpended</u>	<u>Balance After Transfers and Encumbrances</u>	<u>Paid or Charged</u>	<u>Balance Lapsed</u>
General Administration				
Salaries and Wages	\$ 569.92	\$ 569.92	\$ -	\$ 569.92
Other Expenses	210.93	210.93	9.00	201.93
Mayor and Council				
Salaries and Wages	4.00	4.00	-	4.00
Other Expenses	840.00	840.00	-	840.00
Municipal Clerk				
Salaries and Wages	0.15	0.15	-	0.15
Other Expenses	1,388.72	1,521.88	917.70	604.18
Elections				
Other Expenses	92.47	92.47	-	92.47
Office Supplies and Paper Products				
Other Expenses	768.15	854.83	597.28	257.55
Financial Administration				
Salaries and Wages	1,998.13	1,998.13	-	1,998.13
Other Expenses	609.80	609.80	609.80	-
Audit Services				
Other Expenses	-	8,776.67	8,776.67	-
Grant Writing and Administration				
Other Expenses	1,244.50	1,544.50	1,527.50	17.00
Central Computer (Data Processing Tech)				
Salaries and Wages	59.06	59.06	-	59.06
Other Expenses	2,279.80	2,074.80	1,346.93	727.87
Tax Collection				
Salaries and Wages	577.01	577.01	-	577.01
Other Expenses	8.60	8.60	-	8.60
Tax Assessment				
Salaries and Wages	450.10	450.10	-	450.10
Other Expenses	20.19	220.19	218.27	1.92
Interest on Tax Appeals				
Other Expenses	100.00	100.00	-	100.00
Legal Services and Costs				
Salaries and Wages	0.03	0.03	-	0.03
Other Expenses	16,603.30	3,945.87	2,781.20	1,164.67
Litigation				
Other Expenses	5,833.17	8,828.21	5,808.21	3,020.00
Engineering Services				
Other Expenses	385.00	2,344.25	629.25	1,715.00
Historical Commission				
Other Expenses	978.00	978.00	-	978.00
Planning Board				
Salaries and Wages	214.71	214.71	-	214.71
Other Expenses	9,651.12	18,588.62	3,675.57	14,913.05
Insurance				
Insurance Deductibles	3,000.00	3,000.00	2,999.77	0.23
Workers Compensation Insurance	16.00	16.00	-	16.00
Employee Group Health Insurance	10,171.43	6,759.05	231.16	6,527.89
Other Liability/Surety Premiums	289.18	289.18	-	289.18

CURRENT FUND  
SCHEDULE OF 2007 APPROPRIATION RESERVES  
(CONTINUED FROM PRIOR PAGE)

	<u>2007 Unexpended</u>	<u>Balance After Transfers and Encumbrances</u>	<u>Paid or Charged</u>	<u>Balance Lapsed</u>
Police Department				
Salaries and Wages	\$ 2,426.27	\$ 5,700.27	\$ 3,273.14	\$ 2,427.13
Other Expenses	10,320.74	18,726.45	10,612.85	8,113.60
Police - Fire Radio Communications				
Salaries and Wages	0.44	748.44	747.36	1.08
Other Expenses	1,324.50	2,124.50	372.00	1,752.50
Emergency Management				
Other Expenses	250.00	250.00	-	250.00
Fire Department				
Other Expenses	3,067.52	3,239.52	326.98	2,912.54
Uniform Fire Safety Act				
Salaries and Wages	0.17	0.17	-	0.17
Other Expenses	1,895.41	1,895.41	-	1,895.41
First Aid Organization				
Other Expenses	4,293.13	4,293.13	2,056.95	2,236.18
Municipal Prosecutor				
Salaries and Wages	780.00	1,480.00	700.00	780.00
Streets and Roads				
Salaries and Wages	3,721.84	1,005.84	1,005.00	0.84
Other Expenses	6,090.67	9,383.76	7,280.93	2,102.83
Snow Removal				
Other Expenses	861.00	861.00	861.00	-
Sanitation/Solid Waste Collection				
Salaries and Wages	435.68	435.68	435.68	-
Other Expenses	2,171.47	3,800.88	2,558.35	1,242.53
Public Buildings and Grounds				
Salaries and Wages	1,391.57	85.57	-	85.57
Other Expenses	1,219.57	2,548.83	2,475.88	72.95
Recycling				
Salaries and Wages	1,625.13	1,625.13	1,624.00	1.13
Other Expenses	1,054.66	2,149.36	1,131.11	1,018.25
Vehicle Maintenance				
Other Expenses	4,214.10	5,636.23	3,835.87	1,800.36
Community Services/ Condominium Act				
Other Expenses	21,252.84	21,252.84	21,252.84	-
Board of Health				
Salaries and Wages	3,405.58	3,405.58	-	3,405.58
Other Expenses	888.21	2,935.21	115.00	2,820.21
Environmental Commission				
Other Expenses	349.11	4,769.11	4,505.00	264.11
Animal Control				
Other Expenses	100.00	100.00	-	100.00

Continued

CURRENT FUND  
SCHEDULE OF 2007 APPROPRIATION RESERVES  
(CONTINUED FROM PRIOR PAGE)

	<u>2007 Unexpended</u>	<u>Balance After Transfers and Encumbrances</u>	<u>Paid or Charged</u>	<u>Balance Lapsed</u>
Maintenance of Parks				
Salaries and Wages	\$ 1,830.08	\$ 1,830.08	\$ 1,830.08	\$ -
Other Expenses	66.87	188.70	121.83	66.87
Recreation & Open Space (Parks Commission)				
Salaries and Wages	156.00	156.00	-	156.00
Other Expenses	1,195.33	3,612.34	2,567.01	1,045.33
Celebration of Public Events				
Other Expenses	312.21	312.21	-	312.21
Accumulated Sick and Vacation				
Other Expenses	36,081.28	36,081.28	-	36,081.28
Postage and Shipping Charges				
Other Expenses	38.62	38.62	-	38.62
Utilities				
Gasoline and Diesel Fuel	5,057.66	13,342.04	13,174.27	167.77
Electricity	2,904.29	37.29	36.26	1.03
Telephone	4,473.67	3,260.60	2,081.08	1,179.52
Natural Gas and Heating Oil	5,026.65	5,026.65	3,221.61	1,805.04
Street Lighting	2,620.97	3,008.62	3,006.18	2.44
Landfill Disposal Costs				
Other Expenses	19,859.68	37,471.93	37,471.93	-
Municipal Court				
Salaries and Wages	-	979.47	979.47	-
Other Expenses	2,053.25	2,185.52	184.35	2,001.17
Construction Official				
Salaries and Wages	0.73	95.65	94.92	0.73
Other Expenses	9,562.13	7,647.13	754.31	6,892.82
Housing Code Enforcement				
Other Expenses	14.05	14.05	-	14.05
Contribution to:				
Public Employees' Retirement System	1.00	15,099.00	15,099.00	-
Insurance(P.L. 2007 C. 62)				
Employee Group Health Insurance	2.06	2.06	-	2.06
Implementation of 911				
Salaries and Wages	0.19	0.19	-	0.19
Other Expenses	3,124.90	4,971.38	1,729.78	3,241.60

Continued

CURRENT FUND  
 SCHEDULE OF 2007 APPROPRIATION RESERVES  
 (CONTINUED FROM PRIOR PAGE)

	2007 <u>Unexpended</u>	Balance After <u>Transfers and</u>	Paid or <u>Charged</u>	Balance <u>Lapsed</u>
MCIA Recycling				
Other Expenses	\$ 1.05	\$ 4,412.41	\$ 4,411.36	\$ 1.05
Senior Citizen Program				
Other Expenses	7.89	7.89	-	7.89
Health Services				
Salaries and Wages	0.36	0.36	-	0.36
Other Expenses	81.00	81.00	-	81.00
Zoning Officer				
Other Expenses	1,801.00	1,801.00	126.00	1,675.00
Emergency Medical Services				
Other Expenses	<u>23,393.50</u>	<u>35,539.50</u>	<u>31,479.00</u>	<u>4,060.50</u>
	\$251,169.50	\$341,132.84	\$213,666.69	\$127,466.15
Encumbrances	<u>89,963.34</u>	<u>-</u>	<u>-</u>	<u>-</u>
	<u>\$341,132.84</u>	<u>\$341,132.84</u>	<u>\$213,666.69</u>	<u>\$127,466.15</u>

Ref. A

A-1

Disbursed	Ref.	
Accounts Payable	A-4	\$198,884.89
	A-9	<u>14,781.80</u>
		<u>\$213,666.69</u>

Concluded

CURRENT FUND  
SCHEDULE OF PREPAID TAXES

	<u>Ref.</u>	
Balance, December 31, 2007	A	\$ 113,584.74
Increased by:		
Receipts	A-4	<u>115,200.39</u>
		\$ 228,785.13
Decreased by:		
Applied to 2008 Taxes	A-6	<u>113,584.74</u>
Balance, December 31, 2008	A	<u><u>\$ 115,200.39</u></u>

CURRENT FUND  
SCHEDULE OF TAX OVERPAYMENTS

	<u>Ref.</u>	
Balance, December 31, 2007	A	\$ 5,625.36
Increased by:		
Receipts	A-4	<u>55,313.89</u>
		\$ 60,939.25
Decreased by:		
Payments	A-4	<u>60,082.99</u>
Balance, December 31, 2008	A	<u><u>\$ 856.26</u></u>

SCHEDULE OF LOCAL DISTRICT SCHOOL TAX PAYABLE

Balance, December 31, 2007	A	\$ 0.01
Increased by:		
Levy Calendar Year 2008	A-1, A-2	<u>7,891,399.93</u>
		\$ 7,891,399.94
Decreased by:		
Payments	A-4	<u>7,891,399.94</u>
Balance, December 31, 2008	A	<u><u>\$ -</u></u>

CURRENT FUND  
SCHEDULE OF COUNTY TAXES PAYABLE

	<u>Ref.</u>	
Balance, December 31, 2007	A	\$ 26,073.97
Increased by:		
General County Levy		\$ 2,279,064.98
County Library		229,044.54
County Open Space Preservation		156,436.02
Due County for Added and Omitted Taxes		<u>24,258.84</u>
	A-1, 2	<u>2,688,804.38</u>
		\$ 2,714,878.35
Decreased by:		
Payments	A-4	<u>2,690,619.51</u>
Balance, December 31, 2008	A	<u><u>\$ 24,258.84</u></u>

CURRENT FUND  
 SCHEDULE OF DUE TO STATE OF NEW JERSEY

	<u>Balance</u> <u>Dec. 31, 2007</u>	<u>Receipts</u>	<u>Disbursements</u>	<u>Balance</u> <u>Dec. 31, 2008</u>
State Training Fees	\$ 1,489.00	\$ 6,227.00	\$ 7,176.00	\$ 540.00
Marriage Licenses	200.00	825.00	325.00	700.00
Burial Permit Fees	-	20.00	-	20.00
	<u>\$ 1,689.00</u>	<u>\$ 7,072.00</u>	<u>\$ 7,501.00</u>	<u>\$ 1,260.00</u>
Ref.	A	A-4	A-4	A

GRANT FUND  
SCHEDULE OF RESERVE FOR REVALUATION

	<u>Ref.</u>	
Balance, December 31, 2007	A	\$ 145,000.00
Decreased by:		
Disbursements	A-4	<u>108,810.00</u>
Balance, December 31, 2008	A	<u>\$ 36,190.00</u>

GRANT FUND  
SCHEDULE OF CASH

	<u>Ref.</u>	
Balance, December 31, 2007	A	\$ 10,172.13
Receipts:		
Grants Receivable	A-19	<u>49,943.04</u>
		\$ 60,115.17
Disbursements:		
Reserve for Grants Appropriated	A-20	<u>52,914.23</u>
Balance, December 31, 2008	A	<u><u>7,200.94</u></u>

GRANT FUND  
 SCHEDULE OF GRANTS RECEIVABLE

	Balance Dec. 31, 2007	2007 Budget Revenue Realized	Received	Canceled	Balance Dec. 31, 2008
Body Armor Grant - Federal	\$ 1,626.23	\$ -	\$ -	\$ -	\$ 1,626.23
Body Armor Grant - State	-	2,848.49	2,848.49	-	-
Clean Communities	-	5,944.88	5,944.88	-	-
Click It or Ticket	-	4,000.00	4,000.00	-	-
Drunk Driving Enforcement Fund	-	10,457.77	10,457.77	-	-
Healthy Hightstown Grant	-	2,500.00	2,500.00	-	-
JIF Safety Grant	-	1,652.00	-	-	1,652.00
Mercer Revitalization Grant	11,000.00	-	-	-	11,000.00
Municipal Court Alcohol Education and Rehabilitation Fund	-	13,011.56	13,011.56	-	-
NJ DEP Stormwater Management Grant - 2004	2,117.00	-	2,117.00	-	-
NJ DEP Stormwater Management Grant - 2005	2,117.00	-	2,117.00	-	-
NJ Historic Trust - Stockton St.	42,298.00	-	-	-	42,298.00
Over the Limit - Under Arrest	-	5,000.00	3,040.78	1,959.22	-
Recycling Tonnage Grant	-	5,384.82	5,384.82	-	-
SHARE Program Grant	-	45,873.00	-	-	45,873.00
<b>Total</b>	<b>\$ 59,158.23</b>	<b>\$ 96,672.52</b>	<b>\$ 51,422.30</b>	<b>\$ 1,959.22</b>	<b>\$ 102,449.23</b>

Ref. A A-20

A-1

A

Ref.

Unappropriated  
Cash Receipts

\$ 1,479.26  
49,943.04

\$ 51,422.30

GRANT FUND  
 SCHEDULE OF RESERVE FOR GRANTS - APPROPRIATED

	Balance Dec. 31, 2007	Transferred from 2008 Budget Appropriations				Prior Year Encumbrances	Expended	Reserve for Encumbrances	Canceled	Balance Dec. 31, 2008
		Budget	Appropriation By 40A:4-87							
Body Armor Grant	\$ 230.53	\$ 1,479.26	\$ 1,369.23	\$ -	\$ -	\$ 1,251.60	\$ -	\$ -	\$ 1,827.42	
Body Armor Grant - Federal	148.81	-	-	-	-	-	-	-	148.81	
Clean Communities	-	5,944.88	-	-	-	5,518.41	-	-	426.47	
Click It or Ticket	-	4,000.00	-	-	-	4,000.00	-	-	-	
Drunk Driving Enforcement Fund	10,650.03	10,457.77	-	142.00	-	8,778.44	267.00	-	12,204.36	
FEMA State and Local Hazards Emergency Grant	2,405.72	-	-	-	-	-	-	-	2,405.72	
Healthy Hightstown Grant	-	2,500.00	-	-	-	2,500.00	-	-	-	
JIF Safety Grant	-	1,652.00	-	359.97	-	-	628.95	-	1,383.02	
Mercer County Revitalization Grant - 2004	10,000.00	-	-	-	-	-	-	-	10,000.00	
Municipal Court Alcohol Education and Rehabilitation Fund	8,963.93	13,011.56	-	-	-	10,070.00	462.35	-	11,443.14	
NJ DEP Stormwater Management Grant - 2005	2,534.63	-	-	-	-	1,955.00	-	-	579.63	
NJ Historic Trust - Stockton Street Grant	-	-	-	2,226.17	-	1,600.00	-	-	626.17	
Over the Limit - Under Arrest	-	5,000.00	-	-	-	3,040.78	-	1,959.22	-	
Recycling Tonnage Grant	2,254.44	-	5,384.82	-	-	-	-	-	7,639.26	
SHARE Program Grant	-	45,873.00	-	-	-	14,200.00	26,323.00	-	5,350.00	
	<u>\$ 37,188.09</u>	<u>\$ 89,918.47</u>	<u>\$ 6,754.05</u>	<u>\$ 2,728.14</u>	<u>\$ 52,914.23</u>	<u>\$ 27,681.30</u>	<u>\$ 1,959.22</u>	<u>\$ 54,034.00</u>		
Ref. A		A-19	A-19	A-21	A-18	A-21	A-1	A		

GRANT FUND  
RESERVE FOR ENCUMBRANCES - GRANT FUNDS

	<u>Ref.</u>	
Balance, December 31, 2007	A	\$ 2,728.14
Increased by:		
Charged to Reserve for Grants	A-20	<u>27,681.30</u>
		\$ 30,409.44
Decreased by:		
Encumbrances Prior Year	A-20	<u>2,728.14</u>
Balance, December 31, 2008	A	<u><u>\$ 27,681.30</u></u>

DUE FROM CURRENT FUND

Balance, December 31, 2007 and 2008	A	<u><u>\$ 2,065.13</u></u>
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CURRENT FUND  
 SCHEDULE OF UNAPPROPRIATED RESERVES FOR FEDERAL AND STATE GRANTS

<u>Grant</u>	<u>Balance</u>	<u>Transferred to 2008</u>	<u>Balance</u>
	<u>Dec. 31, 2007</u>	<u>Budget</u>	<u>Dec. 31, 2008</u>
Body Armor Grant	\$ 1,479.26	\$ 1,479.26	\$ -
	<u>\$ 1,479.26</u>	<u>\$ 1,479.26</u>	<u>\$ -</u>
Ref.	A	A-19	A

TRUST FUND  
 SCHEDULE OF TRUST CASH - TREASURER

Ref.	Animal Control	Other Trust	Escrow Trust
B	\$ 4,860.28	\$ 659,687.64	\$ 271,600.14
Balance, December 31, 2007			
Increased by Receipts:			
B-2	\$ 709.80	-	-
B-3	6,025.43	-	-
B	885.60	-	-
B-4	-	6,509.02	-
B-5	-	40,956.15	-
B-6	-	383,148.36	-
B-7	-	2,683.21	-
B-8	-	3,786.00	-
B-9	-	7,500.00	-
B-10	-	4,319,828.45	-
B-11	-	124,241.04	-
B-13	-	2,203.78	-
B-14	-	197,021.99	-
B-12	-	-	163,000.47
	<u>7,620.83</u>	<u>5,087,878.00</u>	<u>163,000.47</u>
	\$ 12,481.11	\$ 5,747,565.64	\$ 434,600.61
Decreased by Disbursements:			
B-2	\$ 612.60	-	-
B-3	2,492.80	-	-
B-4	-	6,509.02	-
B-5	-	21,686.00	-
B-6	-	383,038.35	-
B-7	-	5,172.83	-
B-8	-	3,600.00	-
B-9	-	6,973.31	-
B-10	-	4,306,955.30	-
B-11	-	156,304.89	-
B-14	-	49,334.17	-
B-12	-	-	175,957.91
	<u>3,105.40</u>	<u>4,939,573.87</u>	<u>175,957.91</u>
B	\$ 9,375.71	\$ 807,991.77	\$ 258,642.70
Balance, December 31, 2008			

TRUST FUND  
SCHEDULE OF DUE TO N.J. STATE DEPARTMENT OF HEALTH

	<u>Ref.</u>		
Balance, December 31, 2007	B		\$ 41.40
Increased by:			
State Registration Fees - 2008		\$ 581.40	
State Registration Fees - Prepaid 2009		<u>128.40</u>	
	B-1		<u>709.80</u>
			\$ 751.20
Decreased by:			
Disbursed to State	B-1		<u>612.60</u>
Balance, December 31, 2008	B		<u><u>\$ 138.60</u></u>

**Analysis**

November 2008	\$ 10.20
Prepaid 2009	<u>128.40</u>
	<u><u>\$ 138.60</u></u>

TRUST FUND  
 SCHEDULE OF RESERVE FOR ANIMAL CONTROL FUND EXPENDITURES

	<u>Ref.</u>		
Balance, December 31, 2007	B		\$ 4,541.88
Increased by:			
License Fees Collected - 2008 Licenses		\$ 5,073.60	
Interest Earned		116.83	
Late Fees		<u>835.00</u>	
	B-1	\$6,025.43	
License Fees Collected - Prepaid 2007		<u>277.00</u>	<u>6,302.43</u>
			\$ 10,844.31
Decreased by:			
Expenditures Per R.S. 4:19-15.11	B-1		<u>2,492.80</u>
Balance, December 31, 2008	B		<u><u>\$ 8,351.51</u></u>

**Municipal Fees Collected**

<u>Year</u>	<u>Amount</u>
2006	\$ 4,306.00
2007	<u>4,527.80</u>
	<u><u>\$ 8,833.80</u></u>

TRUST FUND  
 SCHEDULE OF DUE TO CURRENT FUND

	<u>Ref.</u>	
Balance, December 31, 2007	B	\$ -
Increased by:		
Interest and Fees Earned Due to Current Fund	B-1	<u>6,509.02</u>
		\$ 6,509.02
Decreased by:		
Disbursements	B-1	<u>6,509.02</u>
Balance, December 31, 2008	B	<u><u>\$ -</u></u>

SCHEDULE OF REGIONAL CONTRIBUTION AGREEMENT - MANALAPAN

Balance, December 31, 2007	B		\$ 157,548.07
Increased by:			
Interest Earned	B-14	\$ 1,719.58	
		<u>39,236.57</u>	
Interest Earned	B-1		<u>40,956.15</u>
			\$ 198,504.22
Decreased by:			
Cash Disbursed	B-1		<u>21,686.00</u>
Balance, December 31, 2008	B		<u><u>\$ 176,818.22</u></u>

TRUST FUND  
 SCHEDULE OF DEPOSITS FOR REDEMPTION OF TAX SALE CERTIFICATES

	<u>Ref.</u>	
Balance, December 31, 2007	B	\$ -
Increased by:		
Deposits for Redemption	B-1	<u>383,148.36</u>
		\$ 383,148.36
Decreased by:		
Redemption of Tax Title Liens	B-1	<u>383,038.35</u>
Balance, December 31, 2008	B	<u><u>\$ 110.01</u></u>

SCHEDULE OF RESERVE FOR LAW ENFORCEMENT FUND

Balance, December 31, 2007	B	\$ 12,232.42
Increased by:		
Received from County of Mercer		\$ 2,473.00
Interest Earned		<u>210.21</u>
	B-1	<u>2,683.21</u>
		\$ 14,915.63
Decreased by:		
Cash Disbursed	B-1	<u>5,172.83</u>
Balance, December 31, 2008	B	<u><u>\$ 9,742.80</u></u>

TRUST FUND  
 SCHEDULE OF RESERVE FOR PUBLIC DEFENDER

	<u>Ref.</u>	
Balance, December 31, 2007	B	\$ 8,861.48
Increased by:		
Receipts	B-1	<u>3,786.00</u>
		\$ 12,647.48
Decreased by:		
Cash Disbursements	B-1	<u>3,600.00</u>
Balance, December 31, 2008	B	<u><u>\$ 9,047.48</u></u>

B-9

SCHEDULE OF UNEMPLOYMENT TRUST FUND

Balance, December 31, 2007	B		\$ 38,163.77
Increased by Receipts:			
Budget Appropriation	B-1	7,500.00	
Employee Payroll Deductions	B-10	<u>5,060.04</u>	
			<u>12,560.04</u>
			\$ 50,723.81
Decreased by:			
Paid to N.J. Employment Security Agency/ N.J. Unemployment Compensation Fund	B-1		<u>6,973.31</u>
Balance, December 31, 2008	B		<u><u>\$ 43,750.50</u></u>

TRUST FUND  
SCHEDULE OF RESERVE FOR PAYROLL DEDUCTIONS

	<u>Ref.</u>		
Balance, December 31, 2007	B		\$ 24,710.85
Increased by:			
Cash Receipts	B-1		<u>4,319,828.45</u>
			\$ 4,344,539.30
Decreased by:			
Employee Unemployment Deductions due Unemployment Trust Fund	B-9	5,060.04	
Cash Disbursed	B-1	<u>4,306,955.30</u>	
			<u>4,312,015.34</u>
Balance, December 31, 2008	B		<u><u>\$ 32,523.96</u></u>

TRUST FUND  
SCHEDULE OF MISCELLANEOUS TRUST FUNDS

	Balance <u>Dec.31,2007</u>	Increased by <u>Receipts</u>	Decreased by <u>Disbursements</u>	Balance <u>Dec.31,2008</u>
Tax Sale Premium	\$ 37,092.73	\$ -	\$ 36,600.00	\$ 492.73
Recycling	14,839.39	8,498.40	12,348.35	10,989.44
Recycling-Grass Collection Program	3,840.86	622.50	10.00	4,453.36
Parking Offense				
Adjudication Act	579.00	76.00	-	655.00
D & M Property Drainage -Donation	462.75	-	-	462.75
Special Duty Police	4,949.30	8,127.99	10,440.00	2,637.29
Workers Compensation	2,223.92	24,958.71	24,958.71	2,223.92
K-9 Unit Police Dept Donations	462.78	-	450.29	12.49
Celebration of Public Events:	-			-
Memorial Day Parade Donation	336.37	422.04	187.62	570.79
October Fair Donations	4,993.99	4,911.55	6,785.19	3,120.35
Hightstown Skate park Donations	1,306.00	33,403.51	15,509.28	19,200.23
Donations Community Garden Project	216.96	-	-	216.96
Revitalization Donations	69.36	-	-	69.36
Park Commission Trees Donations	0.03	50.00	-	50.03
Presbyterian Homes Sidewalks				
Donations	5,000.00	-	-	5,000.00
Housing Authority Donations-Dawes	618.00	6,500.00	6,181.50	936.50
Historical Site Donation	724.61	25.00	131.00	618.61
Environmental Commission	228.00	452.75	87.70	593.05
Uniform Fire Safety Act	7,190.00	-	1,369.98	5,820.02
Snow Removal	15,248.30	-	3,450.60	11,797.70
Trap Release Animal Program Donator	2,041.42	-	-	2,041.42
Donations - Animal Welfare	1,024.72	9,249.82	5,812.62	4,461.92
Donation -Bridge of Peace	409.00	-	-	409.00
Donation - Well Baby	-	70.00	-	70.00
Parks and Recreation Donations	1,000.00	-	-	1,000.00
Donations National Night Out	470.78	1,788.78	1,895.78	363.78
Peddie School Donation - First Aid	30,000.00	-	1,376.27	28,623.73
Pedal Boat Donations	-	491.65	-	491.65
Donation - Green Machine	-	5,000.00	5,000.00	-
Reserve for Insurance Refund	-	4,850.00	-	4,850.00
Other Escrows	44,778.57	14,742.34	23,710.00	35,810.91
	-	-	-	-
	<u>\$180,106.84</u>	<u>\$ 124,241.04</u>	<u>\$156,304.89</u>	<u>\$148,042.99</u>
	B	B-1	B-1	B

TRUST FUND  
 SCHEDULE OF RESERVE FOR ESCROW FEES

	<u>Ref.</u>	
Balance, December 31, 2007	B	\$ 271,600.14
Increased by:		
Receipts	B-1	<u>163,000.47</u>
		\$ 434,600.61
Decreased by:		
Disbursements	B-1	<u>175,957.91</u>
Balance, December 31, 2008	B	<u><u>\$ 258,642.70</u></u>

SCHEDULE OF HOUSING REHABILITATION LOANS

Balance, December 31, 2007	B	\$ 5,330.93
Increased by:		
Loan Repayments		\$ 2,115.71
Interest Earned		<u>88.07</u>
	B-1	<u>2,203.78</u>
		\$ 7,534.71
Decreased by:		
Cash Disbursed	B-1	<u>-</u>
Balance, December 31, 2008	B	<u><u>\$ 7,534.71</u></u>

TRUST FUND  
SCHEDULE OF HOUSING TRUST

Balance, December 31, 2007	B		\$232,733.28
Increased by:			
Payments in Lieu of Construction		\$192,005.65	
Recaptured Funds		236.57	
Interest Earned		<u>4,779.77</u>	
	B-1		<u>197,021.99</u>
			429,755.27
Decreased by:			
Transfer to RCA Fund	B-5	\$ 39,236.57	
Payment		<u>10,097.60</u>	
	B-1		<u>49,334.17</u>
Balance, December 31, 2008	B		<u><u>\$380,421.10</u></u>

TRUST FUND  
SCHEDULE OF LOSAP  
(LENGTH OF SERVICE AWARD PROGRAM)

	<u>Ref.</u>		
Balance December 31, 2007	B		\$338,071.00
Increased by:			
Contributions:			
Year 2008			<u>39,150.00</u>
			\$377,221.00
Decreased by:			
Account Charge		\$ 1,250.00	
Net Loss on Contributions		<u>121,245.18</u>	<u>122,495.18</u>
Balance December 31, 2008	B		<u><u>\$254,725.82</u></u>

GENERAL CAPITAL FUND  
 SCHEDULE OF GENERAL CAPITAL FUND CASH-TREASURER

	<u>Ref.</u>		
Balance, December 31, 2007	C		\$ 23,968.66
Increased by Receipts:			
Current Fund Appropriations:			
Capital Improvement Fund	C-9	\$ 20,000.00	
Payment of BAN Principal	C-5	146,821.00	
Premium on Bond Anticipation Notes	C-1	520.00	
Due to Water/Sewer Capital Fund	C	250,000.00	
Bond Proceeds	C-11	4,000,000.00	
Bond Anticipation Notes	C-10	4,451,846.00	
Various Reserves	C-7	2,506.91	
Grants Receivable	C-6	<u>924,978.17</u>	
			<u>9,796,672.08</u>
			\$ 9,820,640.74
Decreased by:			
Encumbrances Payable	C-12	\$1,251,750.45	
Due to Water/Sewer Capital Fund	C	350,000.00	
Bond Anticipation Notes	C-10	<u>8,118,563.00</u>	
			<u>9,720,313.45</u>
Balance, December 31, 2008	C		<u><u>\$ 100,327.29</u></u>



GENERAL CAPITAL FUND  
SCHEDULE OF DEFERRED CHARGES TO FUTURE TAXATION - FUNDED

	<u>Ref.</u>	
Balance, December 31, 2007	C	\$ 115,000.00
Increased by:		
Improvement Costs Funded by Serial Bonds Issued	C-5	<u>4,000,000.00</u>
		\$ 4,115,000.00
Decreased by:		
2008 Budget Appropriation to Pay Serial Bonds	C-11	<u>60,000.00</u>
Balance, December 31, 2008	C	<u><u>\$ 4,055,000.00</u></u>

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

Ord. No.	Improvement Description	Analysis of Balance										Unexpended Balance of Improvement Authorizations		
		Balance Dec. 31, 2007	Authorized 2008	Grants Received	Bonds Issued	Budget Appropriation Note Principal	Balance Dec. 31, 2008	Bond Anticipation Notes	Expenditures					
95-12, 97-15	Various Capital Improvements	\$ 41,040.00	\$ -	\$ -	\$ 37,880.00	\$ 3,160.00	-	\$ -	-	-	\$ -	-	-	-
96-13J, 97-12	Various Capital Improvements	61,400.00	-	-	56,200.00	5,200.00	-	-	-	-	-	-	-	-
97-02, 98-32	Public Works Facility	442,900.00	-	-	434,400.00	8,500.00	-	-	-	-	-	-	-	-
97-06, 98-32	Various Capital Improvements	40,360.00	-	-	37,660.00	2,700.00	-	-	-	-	-	-	-	-
97-22, 98-30	Various Capital Improvements	27,053.00	-	-	25,917.00	1,136.00	-	-	-	-	-	-	-	-
97-26	Purchase of Fire Truck	210,000.00	-	-	192,500.00	17,500.00	-	-	-	-	-	-	-	-
98-25, 99-13, 99-26	Reconstruction of Bank Street	44,400.00	-	-	43,050.00	1,350.00	-	-	-	-	-	-	-	-
99-03	Various Capital Improvements	65,400.00	-	-	59,600.00	5,800.00	-	-	-	-	-	-	-	-
99-05, 01-03,	Downtown Revitalization Project	826,100.00	-	-	774,500.00	51,600.00	-	-	-	-	-	-	-	-
99-06	Reconstruction of South Academy Street	10,553.00	-	-	8,653.00	1,900.00	-	-	-	-	-	-	-	-
99-17	Reconstruction of Shapiro Avenue	9,750.00	-	-	9,100.00	650.00	-	-	-	-	-	-	-	-
99-31	Reconstruction of Summit Street	13,206.00	-	-	12,381.00	825.00	-	-	-	-	-	-	-	-
00-06, 00-34	Reconstruction of South Street	34,850.00	-	-	29,250.00	5,600.00	-	-	-	-	-	-	-	-
00-09	Construction of Public Works Facility	159,400.00	-	-	156,500.00	2,900.00	-	-	-	-	-	-	-	-
00-10	Greenways	253,650.00	-	115,000.00	138,650.00	-	-	-	-	-	-	-	-	-
01-17, 02-18	Reconstruction of Center Street	32,300.00	-	-	27,700.00	4,600.00	-	-	-	-	-	-	-	-
01-14	Computer / Police Public Works Equipment	32,500.00	-	-	25,900.00	6,600.00	-	-	-	-	-	-	-	-
02-17	Various Capital Improvements	240,250.00	-	-	220,250.00	20,000.00	-	-	-	-	-	-	-	-
03-12, 03-28	Road Improvements Meadow Drive	19,420.00	-	-	18,320.00	1,100.00	-	-	-	-	-	-	-	-
03-14	Reconstruction of Second Avenue	60,725.00	-	-	57,325.00	3,400.00	-	-	-	-	-	-	-	-
03-17	Various Capital Improvements	47,860.00	-	-	45,560.00	2,300.00	-	-	-	-	-	-	-	-
04-17	Acquisition of Capacity Rights - JCP&L	95,000.00	-	-	95,000.00	-	-	-	-	-	-	-	-	-
05-02	Reconstruction of Oak Lane	52,250.00	-	-	52,250.00	-	-	-	-	-	-	-	-	-
05-03	Greenways Phase II	47,500.00	-	-	47,500.00	-	-	-	-	-	-	-	-	-
05-04	Mercer Street Revitalization Project	410,912.04	-	255,412.04	155,500.00	-	-	-	-	-	-	-	-	-
05-21	Reconstruction of Wyckoff's Mill Road	57,000.00	-	-	57,000.00	-	-	-	-	-	-	-	-	-
05-24	Peddle Lake Dam Improvements	158,300.00	-	-	155,500.00	2,800.00	-	-	-	-	-	-	-	-
05-34	Streetscape / Main Street Redevelopment Area	95,000.00	-	-	95,000.00	-	-	-	-	-	-	-	-	-
06-07	Reconstruction of Cole Avenue and Clinton Street	139,650.00	-	-	139,650.00	-	-	-	-	-	-	-	-	-
06-16	Acquisition of Fire Truck	590,000.00	-	-	590,000.00	-	-	-	-	-	-	-	-	-
06-24	Purchase of Garbage Truck	178,500.00	-	-	178,500.00	-	-	-	-	-	-	-	-	-
07-01	Road Improvements Morrison Ave. and Outcalt St.	105,500.00	-	-	105,500.00	-	-	-	-	-	-	-	-	-
07-04	Automated Garbage Truck and Containers	302,500.00	-	-	72,804.00	229,696.00	-	-	-	-	-	-	-	-
07-21	Acquisition of Ambulance	84,750.00	-	-	84,750.00	-	-	-	-	-	-	-	-	-
07-26	Various Police Equipment	58,900.00	-	-	58,900.00	-	-	-	-	-	-	-	-	-
08-01	Westerlea Avenue Improvements	-	78,500.00	-	-	-	-	-	-	-	-	-	-	-
		\$ 5,048,879.04	\$ 78,500.00	\$ 370,412.04	\$ 4,000,000.00	\$ 146,821.00	\$ 610,146.00	\$ 451,846.00	\$ 17,995.10	\$ 140,304.90	\$ 17,995.10	\$ 140,304.90		

Ref. C C-8 C-6 C-4 C-2, 10 C Improvement Authorizations - Unfunded \$ 170,919.58

Less: Unexpended Proceeds of Notes \$ 1,718.17  
 07-26 \$ 28,896.51  
 08-01

30,614.68  
\$ 140,304.90

GENERAL CAPITAL FUND  
 SCHEDULE OF GRANTS RECEIVABLE

	<u>Balance</u> <u>Dec. 31, 2007</u>	<u>Increased</u>	<u>Received</u>	<u>Balance</u> <u>Dec. 31, 2008</u>
Receivables not Offset with Reserves:				
DOT Greenways Phase I (00-10)	\$ 135,000.00	\$ -	\$ 135,000.00	\$ -
Small Cities Streetscape (05-34)	257,171.00	-	199,053.00	58,118.00
DOT Fountain (05-04)	15,000.00	-	-	15,000.00
Reconstruction of Cole Avenue and Clinton Street (06-07)	45,000.00	-	45,000.00	-
DOT Morrison Ave and Outcalt St. (07-01)	245,250.00	-	-	245,250.00
DOT Morrison Ave and Outcalt St. (08-07)	-	128,000.00	-	128,000.00
DOT Westerlea Ave. (08-01)	-	250,000.00	175,513.13	74,486.87
	<u>\$ 697,421.00</u>	<u>\$ 378,000.00</u>	<u>\$ 554,566.13</u>	<u>\$ 520,854.87</u>
Receivables Offset with Reserves:				
DOT Greenways (00-10)	\$ 115,000.00	\$ -	\$ 115,000.00	\$ -
Federal Transportation Enhancement Grant - TE 21 (05-04)	255,412.04	-	255,412.04	-
	<u>\$ 370,412.04</u>	<u>\$ -</u>	<u>\$ 370,412.04</u>	<u>\$ -</u>
<b>Total</b>	<u><u>\$1,067,833.04</u></u>	<u><u>\$ 378,000.00</u></u>	<u><u>\$ 924,978.17</u></u>	<u><u>\$ 520,854.87</u></u>
Ref.	C	C-8	C-2	C

GENERAL CAPITAL FUND  
 SCHEDULE OF VARIOUS RESERVES

	<u>Balance</u> <u>Dec. 31, 2007</u>	<u>Increased</u>	<u>Decreased</u>	<u>Balance</u> <u>Dec. 31, 2008</u>
Reserve for John and Mary Hight Sculpture	\$ 150.00	\$ -	\$ -	\$ 150.00
Reserve for Donations	50.00	-	-	50.00
Reserve for Housing Rehabilitation	47.00	-	-	47.00
Reserve for Debt Service	-	2,506.91	-	2,506.91
	<u>\$ 247.00</u>	<u>\$ 2,506.91</u>	<u>\$ -</u>	<u>\$ 2,753.91</u>
Ref.	C	C-2		C

GENERAL CAPITAL FUND  
 SCHEDULE OF IMPROVEMENT AUTHORIZATIONS

Ord. No.	Improvement Description	Date	Ordinance Amount	2008 Authorizations		Capital Improvement Fund	Deferred Charges to Future Taxation	Fund Balance	Grants	Paid or Charged	Balance, Dec. 31, 2008	
				Funded	Unfunded						Funded	Unfunded
97-19, 00-14F	Various Capital Improvements	02/20/97	\$ 300,000.00	\$ -	\$ 32,967.68	\$ -	\$ -	\$ -	\$ -	\$ 30,000.00	\$ 2,967.68	\$ -
97-02,	Public Works Facility	02/03/97	350,000.00	-	77,719.58	-	-	-	-	20,803.00	56,916.58	-
98-32,		12/30/98	170,000.00	-	-	-	-	-	-	-	-	-
00-09		05/15/00	180,000.00	-	-	-	-	-	-	-	-	-
99-03	Various Capital Improvements	03/15/99	100,000.00	-	7,000.00	-	-	-	-	-	7,000.00	-
99-05,	Downtown Revitalization Project	04/05/99	450,000.00	-	448.95	-	-	-	-	-	448.95	-
01-03/01-04,		04/16/01	280,000.00	-	-	-	-	-	-	-	-	-
01-07,		06/04/01	840,000.00	-	-	-	-	-	-	-	-	-
02-08		05/06/02	200,000.00	-	-	-	-	-	-	-	-	-
00-05	Housing Rehabilitation	03/20/00	360,000.00	-	-	-	-	-	-	-	-	-
00-10,	Greenways	06/05/00	287,000.00	-	52,912.83	-	-	-	-	31,101.84	21,810.99	-
07-25		11/19/07	135,000.00	-	-	-	-	-	-	-	82.77	-
01-17,	Reconstruction of Center Street	09/17/01	170,000.00	-	82.77	-	-	-	-	-	-	-
02-18		10/07/02	20,000.00	-	-	-	-	-	-	-	-	-
02-17	Various Capital Improvements	09/03/02	295,000.00	-	52.16	-	-	-	-	52.16	-	-
04-17	Acquisition of Capacity Rights - JCP&L	08/02/04	100,000.00	-	34,040.25	-	-	-	-	-	34,040.25	-
05-04,	Mercer Street Revitalization Project	02/07/05	450,000.00	-	17,807.15	-	-	-	-	624.63	17,182.52	-
07-15		06/18/07	100,000.00	-	-	-	-	-	-	-	-	-
05-24	Peddle Lake Dam Improvements	07/05/05	166,250.00	-	141,552.40	-	-	-	-	1,247.50	-	140,304.90
05-32	Various Equipment Police and Court	09/19/05	28,000.00	-	6,179.00	-	-	-	-	-	6,179.00	-
05-34	Streetscape / Main Street Redevelopment Area	10/17/05	450,000.00	-	24,321.90	-	-	-	-	75,688.09	43,633.81	-
06-16	Acquisition of Fire Truck	06/05/06	620,000.00	-	30,226.00	-	-	-	-	8,483.26	21,742.74	-
06-22	Purchase of Various Equipment	10/16/06	24,000.00	-	1,072.00	-	-	-	-	2,003.01	1,072.00	-
06-24	Purchase of Garbage Truck	11/20/06	187,500.00	-	2,003.01	-	-	-	-	199,316.51	120,205.85	-
07-01,	Road Improvements Morrison Ave. and Outcalt St.	02/20/07	555,000.00	-	105,500.00	-	-	-	128,000.00	-	-	-
08-07		04/07/08	128,000.00	-	-	-	-	-	-	-	-	-
07-04	Automated Garbage Truck and Containers	02/20/07	318,000.00	-	2,277.43	-	-	-	-	2,277.43	-	-
07-09	Various Equipment Police and Court	05/21/07	30,000.00	-	8,185.00	-	-	-	-	4,689.76	3,495.24	-
07-21	Acquisition of Ambulance	09/04/07	89,000.00	-	1,500.00	-	-	-	-	1,500.00	-	-
07-26	Police Department Equipment	11/19/07	62,000.00	-	58,900.00	-	-	-	-	59,881.83	-	1,718.17
08-01	Westerlea Avenue Improvements	01/22/08	332,500.00	-	-	-	-	-	250,000.00	303,603.49	-	28,896.51
08-14	Purchase of Air Packs for Fire Company	08/04/08	4,600.00	-	-	-	-	4,600.00	-	4,477.82	122.18	-
08-18	Police Radar and Radio Equipment	10/20/08	3,500.00	-	-	-	-	-	-	3,047.50	452.50	-
					<u>\$ 1,350,333.98</u>		<u>\$ 78,500.00</u>	<u>\$ 4,600.00</u>	<u>\$ 378,000.00</u>	<u>\$ 748,797.83</u>	<u>\$ 343,906.78</u>	<u>\$ 170,919.58</u>
	Ref.				C	C	C-9	C-1	C-6	C-12	C	C

GENERAL CAPITAL FUND  
SCHEDULE OF RESERVE FOR CAPITAL IMPROVEMENT FUND

	<u>Ref.</u>	
Balance, December 31, 2007	C	\$ 4,430.00
Increased by:		
2008 Budget Appropriation	C-2	<u>20,000.00</u>
		\$ 24,430.00
Decreased by:		
Appropriated to Finance Improvement Authorizations	C-8	<u>7,500.00</u>
Balance, December 31, 2008	C	<u><u>\$ 16,930.00</u></u>

GENERAL CAPITAL FUND  
 SCHEDULE OF BOND ANTICIPATION NOTES

Ord. No.	Description	Date of Ordinance	Date of Original Issue	Date of Issue	Date of Maturity	Interest Rate	Balance Dec. 31, 2007	Increase	Decrease	Balance Dec. 31, 2008
95-12	Reconstruction of Manlove Ave	06/29/95	12/17/99	02/08/07	01/08/08	3.75%	\$ 41,040.00	\$ 37,880.00	\$ 78,920.00	\$ -
97-02	Public Works Facility	02/03/97	06/30/97	02/08/07	01/08/08	3.75%	286,900.00	281,200.00	568,100.00	-
98-32	Public Works Facility	12/30/98	12/19/01	02/08/07	01/08/08	3.75%	156,000.00	153,200.00	309,200.00	-
97-06	Various Capital Improvements	02/18/97	12/19/01	02/08/07	01/08/08	3.75%	40,360.00	37,660.00	78,020.00	-
97-12	Various Capital Improvements	04/21/97	06/19/98	02/08/07	01/08/08	3.75%	61,400.00	56,200.00	117,600.00	-
97-22	Various Capital Improvements	08/18/97	06/19/98	02/08/07	01/08/08	3.75%	8,908.00	8,502.00	17,410.00	-
98-30	Various Capital Improvements	12/21/98	12/19/01	02/08/07	01/08/08	3.75%	18,145.00	17,415.00	35,560.00	-
97-26	Purchase of Fire Truck	10/06/97	06/19/98	02/08/07	01/08/08	3.75%	210,000.00	192,500.00	402,500.00	-
98-25	Reconstruction of Bank Street	09/08/98	12/17/99	02/08/07	01/08/08	3.75%	44,400.00	43,050.00	87,450.00	-
99-02	Reconstruction of S. Academy St	03/01/99	12/19/01	02/08/07	01/08/08	3.75%	10,553.00	8,653.00	19,206.00	-
99-03	Various Capital Improvements	03/15/99	12/17/99	02/08/07	01/08/08	3.75%	65,400.00	59,600.00	125,000.00	-
99-17	Reconstruction of Shapiro Ave	06/21/99	12/19/01	02/08/07	01/08/08	3.75%	9,750.00	9,100.00	18,850.00	-
99-31	Reconstruction of Summit Street	11/15/99	12/19/01	02/08/07	01/08/08	3.75%	13,206.00	12,381.00	25,587.00	-
00-06	Reconstruction of South Street	04/03/00	12/19/01	02/08/07	01/08/08	3.75%	34,850.00	29,250.00	64,100.00	-
00-09	Public Works Facility	05/15/00	12/19/01	02/08/07	01/08/08	3.75%	159,400.00	156,500.00	315,900.00	-
00-10	Greenways Project	06/05/00	01/08/08	02/08/07	02/08/08	4.35%	-	138,650.00	138,650.00	-
01-07	Downtown Revitalization Project	06/04/01	12/19/01	02/08/07	01/08/08	3.75%	313,100.00	292,000.00	605,100.00	-
01-14	Downtown Revitalization Project	06/04/01	03/13/02	02/08/07	01/08/08	3.75%	335,000.00	314,000.00	649,000.00	-
01-17	Computer, Police and DPW Equip	09/04/01	12/19/01	02/08/07	01/08/08	3.75%	32,500.00	25,900.00	58,400.00	-
02-18	Reconstruction of Center Street	09/17/01	12/19/01	02/08/07	01/08/08	3.75%	18,300.00	14,700.00	33,000.00	-
02-17	Reconstruction of Center Street	10/07/02	02/13/03	02/08/07	01/08/08	3.75%	14,000.00	13,000.00	27,000.00	-
02-08	Various Capital Improvements	09/03/02	02/13/03	02/08/07	01/08/08	3.75%	240,250.00	220,250.00	460,500.00	-
03-12	Downtown Revitalization Project	05/06/02	02/13/04	02/08/07	01/08/08	3.75%	178,000.00	168,500.00	346,500.00	-
03-14	Road Improvements Meadow Drive	05/19/03	02/13/04	02/08/07	01/08/08	3.75%	19,420.00	18,320.00	37,740.00	-
03-17	Reconstruction of Second Avenue	05/19/03	02/13/04	02/08/07	01/08/08	3.75%	60,725.00	57,325.00	118,050.00	-
04-17	Various Capital Improvements	06/02/03	02/13/04	02/08/07	01/08/08	3.75%	47,860.00	45,560.00	93,420.00	-
04-17	Acquisition of Capacity Rights -JCP&L	08/02/04	02/10/05	02/08/07	01/08/08	3.75%	80,000.00	80,000.00	160,000.00	-
05-02	Acquisition of Capacity Rights -JCP&L	08/02/04	01/08/08	01/08/08	02/08/08	4.35%	-	15,000.00	15,000.00	-
05-02	Reconstruction of Oak Lane	02/07/05	02/10/06	02/08/07	01/08/08	3.75%	50,000.00	50,000.00	100,000.00	-
05-03	Greenways Phase II	02/07/05	01/08/08	02/08/07	02/08/08	4.35%	-	2,250.00	2,250.00	-
05-04	Mercer Street Revitalization	02/07/05	02/08/07	02/08/07	01/08/08	3.75%	47,500.00	47,500.00	95,000.00	-
05-04	Mercer Street Revitalization	02/07/05	02/10/06	02/08/07	01/08/08	3.75%	372,912.04	117,500.00	490,412.04	-
05-21	Reconstruction of Wyckoff's Mill Road	02/07/05	01/08/08	01/08/08	02/08/08	4.35%	-	38,000.00	38,000.00	-
05-21	Reconstruction of Wyckoff's Mill Road	06/20/05	02/10/06	02/08/07	01/08/08	3.75%	50,000.00	50,000.00	100,000.00	-
05-34	Streetscape / Main Street Redevelopment Area	10/17/05	01/08/08	01/08/08	02/08/08	4.35%	-	7,000.00	7,000.00	-
06-07	Reconstruction of Cole Avenue and Clinton St.	02/21/06	08/24/06	02/08/07	01/08/08	3.75%	139,650.00	139,650.00	279,300.00	-
06-16	Acquisition of Fire Truck	06/05/06	08/24/06	02/08/07	01/08/08	3.75%	590,000.00	590,000.00	1,180,000.00	-
06-24	Purchase of a Garbage Truck	11/20/06	01/08/08	01/08/08	02/08/08	4.35%	-	178,500.00	178,500.00	-
07-01	Road Improvements Morrison Ave. and Outcalt St.	02/20/07	01/08/08	01/08/08	02/08/08	4.35%	-	105,500.00	105,500.00	-
07-04	Automated Garbage Truck and Containers	02/20/07	01/08/08	01/08/08	02/08/08	4.35%	-	72,804.00	72,804.00	-
07-04	Automated Garbage Truck and Containers	02/20/07	12/28/07	12/11/08	12/11/09	3.99%	229,696.00	229,696.00	459,392.00	-
07-21	Acquisition of Ambulance	09/04/07	12/28/07	12/11/08	12/11/09	3.99%	84,750.00	84,750.00	169,500.00	-
07-26	Police Department Equipment	11/19/07	12/28/07	12/11/08	12/11/09	3.99%	-	58,900.00	58,900.00	-
08-01	Westerlea Avenue Improvements	01/22/08	12/28/07	12/11/08	12/11/09	3.99%	-	78,500.00	78,500.00	-
							<u>\$ 4,063,975.04</u>	<u>\$ 4,451,846.00</u>	<u>\$ 8,063,975.04</u>	<u>\$ 451,846.00</u>

Bond Anticipation Notes		Ref.	Balance Dec. 31, 2007	Increase	Decrease	Balance Dec. 31, 2008
Excess Funding - Bond Anticipation Notes			\$ 4,063,975.04	\$ 4,451,846.00	\$ 8,063,975.04	\$ 451,846.00
			54,587.96		54,587.96	
			<u>\$ 4,118,563.00</u>	<u>\$ 4,451,846.00</u>	<u>\$ 8,118,563.00</u>	<u>\$ 451,846.00</u>
		C				
		C-2				
		C-2	\$ 3,661,742.00	\$ 3,661,742.00		
		C-13	790,104.00			
		C-11		4,000,000.00		
		C-5		54,587.96		
		C-6		146,821.00		
				255,412.04		
			<u>\$ 4,451,846.00</u>	<u>\$ 4,451,846.00</u>	<u>\$ 8,118,563.00</u>	<u>\$ 451,846.00</u>

GENERAL CAPITAL FUND  
 SCHEDULE OF GENERAL SERIAL BONDS

Purpose	Date of Issue	Original Issue	Maturities of Bonds Outstanding December 31, 2008	Interest Rate	Balance Dec. 31, 2007	Issued	Decreased	Balance Dec. 31, 2008
General Improvement Bonds of 1995	12/01/95	\$ 895,000	\$ 55,000	4.85%	\$ 115,000.00	\$ -	\$ 60,000.00	\$ 55,000.00
General Improvement Bonds of 2008	02/01/08	\$ 4,000,000				4,000,000.00	-	4,000,000.00
	10/1/2009		35,000	3.00%				
	10/1/2010		230,000	3.00%				
	10/1/2011		245,000	3.00%				
	10/1/2012		270,000	3.00%				
	10/1/2013		290,000	3.00%				
	10/1/2014		305,000	3.00%				
	10/1/2015		320,000	3.00%				
	10/1/2016		340,000	3.25%				
	10/1/2017		360,000	3.25%				
	10/1/2018		375,000	3.50%				
	10/1/2019		390,000	3.75%				
	10/1/2020		410,000	3.75%				
	10/1/2021		430,000	3.75%				
					\$ 115,000.00	\$ 4,000,000.00	\$ 60,000.00	\$ 4,055,000.00

Ref.

C

C-2, 10

C-4

C

GENERAL CAPITAL FUND  
SCHEDULE OF RESERVE FOR ENCUMBRANCES

	<u>Ref.</u>	
Balance, December 31, 2007	C	\$ 527,320.64
Increased by:		
Charged to Improvement Authorizations	C-8	<u>748,797.83</u>
		\$ 1,276,118.47
Decreased by:		
Payment	C-2	<u>1,251,750.45</u>
Balance, December 31, 2008	C	<u><u>\$ 24,368.02</u></u>

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

Ord. No.	Improvement Description	Balance Dec. 31, 2007	Authorized 2008	Grants Received	Bond Anticipation Notes Issued	Balance Dec. 31, 2008
00-10	Greenways Project	\$ 253,650.00	\$ -	\$ 115,000.00	\$ 138,650.00	\$ -
04-17	Acquisition of Capacity Rights - JCP&L	15,000.00	-	-	15,000.00	-
05-02	Reconstruction of Oak Lane	2,250.00	-	-	2,250.00	-
05-04	Mercer Street Revitalization Project	38,000.00	-	-	38,000.00	-
05-21	Reconstruction of Wyckoff's Mill Road	7,000.00	-	-	7,000.00	-
05-24	Peddle Lake Dam Improvements	158,300.00	-	-	-	158,300.00
05-34	Streetscape / Main Street Redevelopment Area	95,000.00	-	-	95,000.00	-
06-24	Purchase of a Garbage Truck	178,500.00	-	-	178,500.00	-
07-01	Road Improvements Morrison Avenue and Outcalt Street	105,500.00	-	-	105,500.00	-
07-04	Automated Garbage Truck and Containers	72,804.00	-	-	72,804.00	-
07-26	Police Department Equipment	58,900.00	-	-	58,900.00	-
08-01	Westerlea Avenue Improvements	-	78,500.00	-	78,500.00	-
		<u>\$ 984,904.00</u>	<u>\$ 78,500.00</u>	<u>\$ 115,000.00</u>	<u>\$ 790,104.00</u>	<u>\$ 158,300.00</u>
Ref.		C	C-8	C-6	C-10	C

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

	<u>Ref.</u>		
Balance, December 31, 2007	D		\$ 409,923.73
Increased by Receipts:			
Consumer Accounts Receivable - Rents	D-8	\$ 2,343,422.93	
Gray Water Fees	D-8	450,018.07	
Miscellaneous Revenue	D-3	534,275.62	
Due to Current Fund	D	125.00	
Non-Budget Revenues	D-3	88.35	
Prepaid Rents	D-12	48,776.27	
Water-Sewer Rent Overpayment	D-13	<u>6,774.99</u>	
			<u>3,383,481.23</u>
			\$ 3,793,404.96
Decreased by Disbursements:			
Budget Appropriations	D-4	\$ 2,551,810.86	
Appropriation Reserves	D-11	80,111.00	
Accrued Interest on Bonds and Loans	D-14	121,257.08	
Accrued Interest on Notes	D-15	<u>110,637.91</u>	
			<u>2,863,816.85</u>
Balance, December 31, 2008	D		<u><u>\$ 929,588.11</u></u>

WATER-SEWER UTILITY CAPITAL FUND  
SCHEDULE OF SEWER UTILITY CAPITAL CASH

	<u>Ref.</u>		
Balance, December 31, 2007	D		\$ 201,887.48
Increased by Receipts:			
Budget Appropriations:			
Payment of BAN Principal	D-22	\$ 32,100.00	
Bonds Issued	D-16	3,265,000.00	
Premium on Bond Sale	D-2	424.45	
Due from General Capital Fund	D	350,000.00	
Bond Anticipation Notes	D-18	<u>3,413,000.00</u>	
			<u>7,060,524.45</u>
			\$ 7,262,411.93
Decreased by Disbursements:			
Bond Anticipation Notes	D-18	\$6,138,800.00	
Encumbrances Payable	D-20	364,565.97	
Due from General Capital Fund	D	<u>250,000.00</u>	
			<u>6,753,365.97</u>
Balance, December 31, 2008	D		<u><u>\$ 509,045.96</u></u>

WATER-SEWER UTILITY CAPITAL FUND  
 ANALYSIS OF CASH

Ord. No.	Ref.	Balance Dec. 31, 2007	Receipts	Bonds/Bond Anticipation Notes Issued	Improvement Authorization	Disbursements	Bond Anticipation Notes Paid	Transfers		Balance Dec. 31, 2008
								From	To	
	D-23	\$ 7,416.95	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 7,400.00	\$ -	\$ 16.95
Capital Improvement Fund		(350,000.00)	350,000.00	-	-	250,000.00	-	-	-	(250,000.00)
Due to General Capital Fund	D-20	82,657.88	-	-	755,442.39	364,565.97	-	15,697.26	-	457,837.04
Reserve for Encumbrances	D-2	2,690.29	424.45	-	-	-	-	-	-	3,114.74
Fund Balance		200.00	-	-	-	-	-	-	-	200.00
Down Payment on Improvements		-	-	-	-	-	-	-	-	-
		142,772.28	15,900.00	856,000.00	(11,176.47)	-	872,100.00	-	-	131,395.81
Water/Sewer Improvements		2,928.87	-	-	-	-	-	-	-	2,928.87
Various Upgrades		96,193.54	-	-	(52,474.97)	-	-	-	-	43,718.57
Water Improvements Dey/Outcalt Street		-	1,000.00	151,000.00	-	-	152,000.00	-	-	-
Water/Sewer Improvements - Second Avenue		6,543.34	12,800.00	1,968,800.00	(1,137.77)	-	1,981,600.00	-	-	5,405.57
Construction of Elevated Water Tower		33.02	2,400.00	362,400.00	-	-	364,800.00	-	-	33.02
Construction of Backwash Water Recovery Tank		578,131.87	-	1,314,000.00	(578,131.87)	-	1,314,000.00	-	-	-
Water/Sewer Improvements		35,627.66	-	476,000.00	(23,307.94)	-	476,000.00	-	-	12,319.72
Water/Sewer Improvements		(62,617.84)	-	754,800.00	(40,574.60)	-	654,800.00	-	15,697.26	12,504.82
Water/Sewer Improvements		(233,766.25)	-	476,000.00	(3,500.00)	-	238,000.00	-	-	733.75
Acquisition of Water Meters		(106,924.13)	-	171,000.00	(11,959.17)	-	85,500.00	-	-	(33,383.30)
Water/Sewer Improvements Morrison/Outcalt		-	-	148,000.00	(33,179.60)	-	-	-	7,400.00	122,220.40
Water/Sewer Improvements		201,887.48	382,524.45	6,678,000.00	-	614,565.97	6,138,800.00	23,097.26	23,097.26	509,045.96

Ref. D, D-6

D, D-6

WATER-SEWER UTILITY OPERATING FUND  
 SCHEDULE OF CONSUMER ACCOUNTS RECEIVABLE

	<u>Ref.</u>		
Balance, December 31, 2007	D		\$ 102,763.59
Increased by:			
Water-Sewer Rents Levied		\$ 2,382,887.10	
Gray Water Fees		<u>454,132.12</u>	
			<u>2,837,019.22</u>
			\$ 2,939,782.81
Decreased by:			
Collections:			
Water-Sewer Rents	D-3, 5	\$ 2,343,422.93	
Water-Sewer Rents - Prepaid Rents Applied	D-3, 12	23,416.24	
Water-Sewer Rents - Overpayments Applied	D-3, 13	272.86	
Gray Water Fees	D-3, 5	450,018.07	
Gray Water Fees - Overpayments Applied	D-3, 13	<u>667.55</u>	
			<u>2,817,797.65</u>
Balance, December 31, 2008	D		<u><u>\$ 121,985.16</u></u>

BOROUGH OF HIGHTSTOWN  
COUNTY OF MERCER  
STATE OF NEW JERSEY

D-9

WATER-SEWER UTILITY CAPITAL FUND  
SCHEDULE OF FIXED CAPITAL

	<u>Ref.</u>	
Balance, December 31, 2007 and 2008	D	<u>\$ 11,977,987.48</u>

WATER-SEWER UTILITY CAPITAL FUND  
 SCHEDULE OF FIXED CAPITAL  
 AUTHORIZED AND UNCOMPLETED

Ord. No.	Improvement Description	Ordinance		Balance Dec. 31, 2007	Deferred Reserve for Amortization	Deferred Charges to Future Revenue	Balance Dec. 31, 2008
		Date	Amount				
02-16	Water/Sewer Improvements	09/03/02	\$ 460,000.00	\$ 460,000.00	-	-	\$ 460,000.00
03-15	Water/Sewer Improvements-Second Ave	05/19/03	77,500.00	77,500.00	-	-	77,500.00
03-19	Construction of Elevated Water Tower	07/10/03	1,010,000.00	1,010,000.00	-	-	1,010,000.00
03-26	Construction of Backwash Water Recovery Tank	09/02/03	186,000.00	186,000.00	-	-	186,000.00
03-33	Water/Sewer Improvements	12/15/03	657,000.00	657,000.00	-	-	657,000.00
04-18	Water/Sewer Improvements	09/07/04	250,000.00	250,000.00	-	-	250,000.00
06-06, 06-25	Water/Sewer Improvements	02/21/06	292,000.00	397,000.00	-	-	397,000.00
		11/06/06	105,000.00	-	-	-	-
06-18	Acquisition of Water Meters	08/07/06	250,000.00	250,000.00	-	-	250,000.00
07-02	Water/Sewer Imp. Morrison and Outcalt	02/20/07	145,000.00	145,000.00	-	-	145,000.00
08-10, 08-19	Water/Sewer Improvements	10/20/08	155,400.00	-	7,400.00	148,000.00	155,400.00
				<u>\$ 3,432,500.00</u>	<u>\$ 7,400.00</u>	<u>\$ 148,000.00</u>	<u>\$ 3,587,900.00</u>

Ref.

D

D-19

D-19

D

WATER-SEWER UTILITY OPERATING FUND  
 SCHEDULE OF 2007 APPROPRIATION RESERVES

	<u>Ref.</u>	<u>Balance Dec. 31, 2007</u>	<u>Balance After Transfers and Encumbrances</u>	<u>Paid or Charged</u>	<u>Balance Lapsed</u>
Operating:					
Salaries and Wages		\$ 21,925.19	\$ 21,925.19	\$ 20,852.47	\$ 1,072.72
Other Expenses		95,783.60	128,060.58	57,463.26	70,597.32
Statutory Expenditures:					
Public Employees' Retirement System		9.02	9.02	-	9.02
Social Security System		4,736.70	4,736.70	1,795.27	2,941.43
Total Appropriation Reserves	D	\$122,454.51	\$154,731.49	\$ 80,111.00	\$ 74,620.49
Encumbrances	D	32,276.98	-	-	-
		<u>\$154,731.49</u>	<u>\$154,731.49</u>	<u>\$ 80,111.00</u>	<u>\$ 74,620.49</u>
			<u>Ref.</u>	D-5	D-1

WATER-SEWER UTILITY OPERATING FUND  
 SCHEDULE OF PREPAID WATER-SEWER RENTS AND FEES

	<u>Ref.</u>	
Balance, December 31, 2007	D	\$ 23,416.24
Increased by:		
Receipts	D-5	<u>48,776.27</u>
		\$ 72,192.51
Decreased by:		
Prepaid Rents Applied	D-8	<u>23,416.24</u>
Balance, December 31, 2008	D	<u><u>\$ 48,776.27</u></u>

SCHEDULE OF OVERPAYMENTS

Balance, December 31, 2007	D		\$ 940.41
Increased by:			
Receipts	D-5		<u>6,774.99</u>
			\$ 7,715.40
Decreased by:			
Overpayments Applied - Water/Sewer Rents	D-8	\$ 272.86	
Overpayments Applied - Grey Water	D-8	<u>667.55</u>	
			<u>940.41</u>
Balance, December 31, 2008	D		<u><u>\$ 6,774.99</u></u>

WATER-SEWER UTILITY OPERATING FUND  
SCHEDULE OF ACCRUED INTEREST ON BONDS AND LOANS

	<u>Ref.</u>	
Balance, December 31, 2007	D	\$ 36,780.20
Increased by:		
Charged to 2008 Budget	D-4	<u>216,906.56</u>
		\$253,686.76
Decreased by		
Payments	D-5	<u>121,257.08</u>
Balance, December 31, 2008	D	<u><u>\$ 132,429.68</u></u>

SCHEDULE OF ACCRUED INTEREST ON NOTES

	<u>Ref.</u>	
Balance, December 31, 2007	D	\$ 95,662.11
Increased by:		
Charged to 2008 Budget	D-4	<u>15,000.00</u>
		\$110,662.11
Decreased by		
Payments	D-5	<u>110,637.91</u>
Balance, December 31, 2008	D	<u><u>\$ 24.20</u></u>

WATER-SEWER UTILITY CAPITAL FUND  
 SCHEDULE OF SEWER SERIAL BONDS

Purpose	Date of Issue	Original Issue	Maturities of Bonds Outstanding December 31, 2008	Interest Rate	Balance Dec. 31, 2007	Increased	Decreased by Budget Appropriation	Balance Dec. 31, 2008
Water/Sewer Utility Bonds	12/01/95	\$ 580,000.00		4.850%	\$ 60,000.00	\$ -	\$ 60,000.00	\$ -
Water/Sewer Utility Bonds	03/01/02	2,295,000.00	75,000.00	4.500%	1,970,000.00	-	75,000.00	1,895,000.00
			85,000.00	4.500%				
			100,000.00	4.500%				
			100,000.00	4.625%				
			100,000.00	4.750%				
Water/Sewer Utility Bonds	02/01/08	3,265,000.00	75,000.00	3.000%	-	3,265,000.00	-	3,265,000.00
			85,000.00	3.000%				
			365,000.00	3.000%				
			375,000.00	3.000%				
			395,000.00	3.000%				
			405,000.00	3.000%				
			430,000.00	3.000%				
			455,000.00	3.250%				
			470,000.00	3.250%				
			210,000.00	3.500%				
					<u>\$ 2,030,000.00</u>	<u>\$ 3,265,000.00</u>	<u>\$ 135,000.00</u>	<u>\$ 5,160,000.00</u>

Ref. D D-6 D-21 D

WATER-SEWER UTILITY CAPITAL FUND  
 SCHEDULE OF LOANS PAYABLE

Purpose	Date of Issue	Original Issue	Maturities of Bonds Outstanding December 31, 2008	Interest Rate	Balance	
					Dec. 31, 2007	Dec. 31, 2008
NJ Wastewater Treatment Fund - Sewer Plant	11/01/90	\$1,951,628.00	05/15/09 \$ 93,825.98	0.000%	\$ 291,203.02	\$ 193,912.56
			11/15/09 3,273.87		\$ 97,290.46	
NJ Wastewater Treatment Fund - Sewer Plant	11/01/90	1,975,000.00	05/15/10 96,812.71	6.875%	495,000.00	340,000.00
			05/15/09 165,000.00	7.000%	155,000.00	
			05/15/10 175,000.00			
					<u>\$ 786,203.02</u>	<u>\$ 533,912.56</u>
Ref.					D	D
					D-21	D

WATER-SEWER CAPITAL FUND  
 SCHEDULE OF BOND ANTICIPATION NOTES

No.	Description	Date of Ordinance	Date of Original Issue	Date of Issue	Date of Maturity	Interest Rate	Balance		Decrease	Balance
							Dec. 31, 2007	Dec. 31, 2008		
02-16	Water Sewer Improvements	09/03/02	02/13/04	01/08/08	02/08/08	4.35%	\$ 444,100.00	\$ 428,000.00	\$ 872,100.00	\$ -
03-15	Water and Sewer Improvements Second Avenue	05/19/03	02/13/04	01/08/08	02/08/08	4.35%	76,500.00	75,500.00	152,000.00	-
03-19	Construction of Elevated Water Tower	07/10/03	02/13/04	01/08/08	02/08/08	4.35%	997,200.00	984,400.00	1,981,600.00	-
03-26	Construction of Backwash Water Recovery Tank	09/02/03	02/13/04	01/08/08	02/08/08	4.35%	183,600.00	181,200.00	364,800.00	-
03-33	Water Sewer Improvements	12/15/03	02/11/05	01/08/08	02/08/08	4.35%	657,000.00	657,000.00	1,314,000.00	-
04-18	Water Sewer Improvements	09/07/04	02/11/05	01/08/08	02/08/08	4.35%	238,000.00	238,000.00	476,000.00	-
06-06	Water Sewer Improvements	02/21/06	08/24/06	01/08/08	02/08/08	4.35%	277,400.00	277,400.00	554,800.00	-
06-18	Acquisition of Water Meters	08/07/06	01/08/08	01/08/08	02/08/08	4.35%	-	238,000.00	238,000.00	-
06-25	Water Sewer Improvements	11/06/06	12/11/08	12/11/08	12/11/09	3.99%	-	100,000.00	100,000.00	-
07-02	Water/Sewer Imp. Morrison and Outcalt	02/20/07	01/08/08	01/08/08	02/08/08	4.35%	-	85,500.00	85,500.00	-
08-10,										
08-19	Water/Sewer Improvements	10/20/08	12/11/08	12/11/08	12/11/09	3.99%	-	148,000.00	-	148,000.00
							\$ 2,873,800.00	\$ 3,413,000.00	\$ 6,138,800.00	\$ 148,000.00
						Ref.	D	D-6	D-6	D
	Rollovers									
	Notes Issued					D-24		\$ 2,841,500.00	\$ 2,841,500.00	
	Serial Bonds Issued							571,500.00	3,265,000.00	
	Paid by Budget Appropriation					D-22			32,100.00	
	Note not Renewed					D-24			200.00	
								\$ 3,413,000.00	\$ 6,138,800.00	



WATER-SEWER UTILITY CAPITAL FUND  
SCHEDULE OF ENCUMBRANCES PAYABLE

	<u>Ref.</u>		
Balance, December 31, 2007	D		\$ 82,657.88
Increased by:			
Charged to Improvement Authorizations	D-19		<u>755,442.39</u>
			\$ 838,100.27
Decreased by:			
Cash Disbursed	D-6	\$ 364,565.97	
Canceled	D-19	<u>15,697.26</u>	
			<u>380,263.23</u>
Balance, December 31, 2008	D		<u><u>\$ 457,837.04</u></u>

WATER-SEWER UTILITY CAPITAL FUND  
 SCHEDULE OF RESERVE FOR AMORTIZATION

	<u>Ref.</u>	
Balance, December 31, 2007	D	\$9,161,784.46
Increased by:		
Serial Bonds paid by Operating Budget	D-16	\$135,000.00
Loans paid by Operating Budget	D-17	<u>252,290.46</u>
		<u>387,290.46</u>
Balance, December 31, 2008	D	<u><u>\$9,549,074.92</u></u>

D-22

SCHEDULE OF DEFERRED RESERVE FOR AMORTIZATION

	<u>Ref.</u>	
Balance, December 31, 2007	D	\$135,200.00
Increased by:		
Fixed Capital Authorized	D-19	\$ 7,400.00
Bond Anticipation Notes paid by Operating Budget	D-6, 18	<u>32,100.00</u>
		<u>39,500.00</u>
Balance, December 31, 2008	D	<u><u>\$174,700.00</u></u>

WATER-SEWER UTILITY CAPITAL FUND  
SCHEDULE OF CAPITAL IMPROVEMENT FUND

	<u>Ref.</u>	
Balance, December 31, 2007	D	\$ 7,416.95
Decreased by:		
Appropriated to Finance Improvement Authorizations	D-19	<u>7,400.00</u>
Balance, December 31, 2008	D	<u>\$ 16.95</u>

WATER-SEWER UTILITY CAPITAL FUND  
 SCHEDULE OF BONDS AND NOTES AUTHORIZED BUT NOT ISSUED

<u>Ordinance Number</u>	<u>Improvement Description</u>	<u>Balance Dec. 31, 2007</u>	<u>2008 Authorizations</u>	<u>Note not Renewed</u>	<u>Bond Anticipation Notes Issued</u>	<u>Balance Dec. 31, 2008</u>
02-16	Water/Sewer Improvements	\$ -	\$ -	\$ 200.00	\$ -	\$ 200.00
06-18	Acquisition of Water Meters	238,000.00	-	-	238,000.00	-
06-25	Water/Sewer Improvements	100,000.00	-	-	100,000.00	-
07-02	Water/Sewer Improvements	85,500.00	-	-	85,500.00	-
08-10, 08-19	Water/Sewer Improvements	-	148,000.00	-	148,000.00	-
		<u>\$ 423,500.00</u>	<u>\$ 148,000.00</u>	<u>\$ 200.00</u>	<u>\$ 571,500.00</u>	<u>\$ 200.00</u>

Ref. D D-19 D-18 D-18 D

**BOROUGH OF HIGHTSTOWN**

**COUNTY OF MERCER**

**PART III**

**REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING**

**AND ON COMPLIANCE AND OTHER MATTERS**

**YEAR ENDED DECEMBER 31, 2008**

# William E. Antonides and Company

CERTIFIED PUBLIC ACCOUNTANTS

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## **REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING**

### **AND ON COMPLIANCE AND OTHER MATTERS**

### **BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED**

### **IN ACCORDANCE WITH GOVERNMENT AUDITING STANDARDS**

Honorable Mayor and Members  
of the Borough Committee  
Borough of Hightstown  
County of Mercer  
Hightstown, New Jersey

We have audited the financial statements of the Borough of Hightstown (the "Borough"), as of and for the year ended December 31, 2008, and have issued our report thereon dated December 15, 2009. Our report disclosed that, as described in Note 1 to the regulatory basis financial statements, the Borough prepares its financial statements on a basis of accounting prescribed by the Division of Local Government Services, Department of Community Affairs, State of New Jersey (the "Division"), that demonstrates compliance with a modified accrual basis of accounting and the budget laws of the State of New Jersey, which is a comprehensive basis of accounting other than accounting principles generally accepted in the United States of America and a qualified opinion since the Division does not require the Length of Service Award Program ("LOSAP") to be audited. Except as noted in the preceding sentence, we conducted our audit in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and in accordance with audit requirements prescribed by the Division.

#### **Internal Control Over Financial Reporting**

In planning and performing our audit, we considered the Borough's internal control over financial reporting as a basis for designing our auditing procedures for the purpose of expressing our opinions on the financial statements but not for the purpose of expressing an opinion on the effectiveness of the Borough's internal control over financial reporting. Accordingly, we do not express an opinion on the effectiveness of the Borough's internal control over financial reporting.

## **Internal Control Over Financial Reporting (Continued)**

A control deficiency 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 misstatements on a timely basis. A significant deficiency is a control deficiency, or combination of control deficiencies, that adversely affects the Borough's ability to initiate, authorize, record, process, or report financial data reliably in accordance with the regulatory basis of accounting prescribed by the Division such that there is more than a remote likelihood that a misstatement of the Borough's financial statements that is more than inconsequential will not be prevented or detected by the Borough's internal control.

A material weakness is a significant deficiency, or combination of significant deficiencies, that result in more than a remote likelihood that a material misstatement of the financial statements will not be prevented or detected by the Borough's internal control.

Our consideration of internal control over financial reporting was for the limited purposes described in the first paragraph of this section and would not necessarily identify all deficiencies in internal control that might be significant deficiencies or material weaknesses. We did not identify any deficiencies in internal control over financial reporting that we consider to be material weaknesses, as defined above.

## **Compliance and Other Matters**

As part of obtaining reasonable assurance about whether the Borough's financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards* and audit requirements as prescribed by the Division. We noted certain matters that we reported to management of the Borough in separate letter dated December 15, 2009.

This report is intended solely for the information and use of the Borough's management, the Borough Committee, others within the organization, the Division, and federal and state awarding agencies and pass through entities, and is not intended to be and should not be used by anyone other than these specified parties.

*William E. Antonides and Company*  
**Independent Auditors**

December 15, 2009

**BOROUGH OF HIGHTSTOWN**

**COUNTY OF MERCER**

**PART IV**

**SINGLE AUDIT SECTION**

**FEDERAL AWARDS**

**YEAR ENDED DECEMBER 31, 2008**

# William E. Antonides and Company

CERTIFIED PUBLIC ACCOUNTANTS

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**REPORT ON COMPLIANCE WITH REQUIREMENTS APPLICABLE TO EACH  
MAJOR PROGRAM AND ON INTERNAL CONTROL OVER COMPLIANCE IN  
ACCORDANCE WITH OMB CIRCULAR A-133 AND NEW JERSEY OMB CIRCULAR 04-04**

Honorable Mayor and Members  
of the Borough Council  
Borough of Hightstown  
County of Mercer  
Hightstown, New Jersey

**Compliance**

We have audited the compliance of the Borough of Hightstown (the "Borough"), with the types of compliance requirements described in the U.S. Office of Management and Budget ("OMB") *Circular A-133 Compliance Supplement* and the *New Jersey State Aid/Grant Compliance Supplement* that are applicable to each of its major federal programs for the year ended December 31, 2008. The Borough's major federal programs are identified in the summary of auditor's results section of the accompanying schedule of findings and questioned costs. Compliance with the requirements of laws, regulations, contracts, and grants applicable to each of its major federal programs is the responsibility of the Borough's management. Our responsibility is to express an opinion on the Borough's compliance based on our audit.

We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; the audit requirements as prescribed by the Division of Local Government Services, Department of Community Affairs, State of New Jersey (the "Division"); OMB Circular A-133, *Audits of States, Local Governments, and Non-Profit Organizations* and New Jersey OMB Circular 04-04, *Single Audit Policy for Recipients of Federal Grants, State Grants and State Aid*. Those standards, OMB Circular A-133 and New Jersey OMB Circular 04-04 require that we plan and perform the audit to obtain reasonable assurance about whether noncompliance with the types of compliance requirements referred to above that could have a direct and material effect on a major federal program occurred. An audit includes examining, on a test basis, evidence about the Borough's compliance with those requirements and performing such other procedures, as we considered necessary in the circumstances. We believe that our audit provides a reasonable basis for our opinion. Our audit does not provide a legal determination of the Borough's compliance with those requirements.

In our opinion, the Borough, complied, in all material respects, with the requirements referred to above that are applicable to each of its major federal programs for the year ended December 31, 2008.

## **Internal Control Over Compliance**

The management of the Borough is responsible for establishing and maintaining effective internal control over compliance with the requirements of laws, regulations, contracts, and grants applicable to federal programs. In planning and performing our audit, we considered the Borough's internal control over compliance with requirements that could have a direct and material effect on a major federal program in order to determine our auditing procedures for the purpose of expressing an opinion on the compliance but not for the purpose of expressing our opinion on the effectiveness of the Borough's internal control over compliance. Accordingly, we do not express an opinion on the effectiveness of the Borough's internal control over compliance.

A control deficiency in internal control over compliance exists when the design or operation of a control does not allow management or employees, when performing their assigned functions, to prevent or detect noncompliance with a federal program compliance requirement on a timely basis. A significant deficiency is a control deficiency, or a combination of control deficiencies, that adversely affects the entity's ability to administer a federal program such that there is more than a remote likelihood that noncompliance with a type of compliance requirement of a federal program that is more-than-inconsequential will not be prevented or detected by the entity's internal control.

A material weakness is a significant deficiency, or a combination of significant deficiencies, that results in more than a remote likelihood that material noncompliance with a type of compliance requirement of a federal program will not be prevented or detected by the entity's internal control.

Our consideration of the internal control over compliance was for the limited purpose described in the first paragraph of this section and would not necessarily identify all deficiencies in internal control that might be significant deficiencies or material weaknesses, as defined above. We did not identify any deficiencies in internal control over compliance that we consider to be material weaknesses, as defined above.

This report is intended solely for the information and use of the Borough's management, the Borough Council, others within the organization, the Division, and federal and state awarding agencies and pass-through entities. It is not intended to be and should not be used by anyone other than these specified parties.

*William E. Antonides and Company*  
**Independent Auditors**

December 15, 2009

**BOROUGH OF HIGHTSTOWN**

Schedule 1

**SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS**

**YEAR ENDED DECEMBER 31, 2008**

Federal Grantor/ Pass-Through Program Title	Federal C.F.D.A. Number	Agency or Pass-through Number	Program or Award Amount	Grant Period		Cash Received	Year 2008 Federal Expenditures	Total Federal Expenditures
				From	To			
<b>Department of Transportation</b>								
Indirect Programs - Passed through the State of New Jersey:								
State Aid Highway Projects:								
NJ DOT Greenways I	20.205	480-078-6320-AG9	250,000.00	01-01-05	Till Finished	\$ 250,000.00	\$ 250,000.00	\$ 250,000.00
NJ DOT Morrison Ave. and Outcault St.	20.205	480-078-6320-AJP	627,000.00	01-01-07	Till Finished	-	248,648.62	499,671.07
NJ DOT Westerlea Avenue.	20.205	480-078-6320-AJ8	250,000.00	01-01-08	Till Finished	175,513.13	250,000.00	250,000.00
NJ DOT Cole Avenue and Clinton St.	20.205	480-078-6320-AJP	180,000.00	01-01-06	Till Finished	45,000.00	-	180,000.00
NJ DOT Local Aid for Centers of Place (Fountain)	20.205	480-078-6320-AIK	60,000.00	01-01-07	Till Finished	-	5,500.00	60,000.00
Total State Aid Highway Projects						<u>470,513.13</u>	<u>754,148.62</u>	<u>1,239,671.07</u>
Federal Transportation Enhancement Grant TE 21 Mercer St. Revitalization Project	20.205		310,000.00	01-01-06	Till Finished	255,412.04	-	310,000.00
Division of Criminal Justice Over the Limit Under Arrest	20.601	N/A	5,000.00			3,040.78	3,040.78	3,040.78
Total Department of Transportation						<u>728,965.95</u>	<u>757,189.40</u>	<u>1,552,711.85</u>
<b>National Highway Traffic Safety Administration</b>								
Indirect Programs - Passed through the State of New Jersey:								
Occupant Protection Program	20.602		4,000.00	05-19-08	07-01-08	4,000.00	4,000.00	4,000.00
<b>Department of Housing and Urban Development</b>								
Indirect Programs - Passed through the State of New Jersey:								
Community Development Block Grant Program	14.228		350,000.00	01-01-06	Till Finished	199,053.00	198,770.55	312,380.94
Small Cities Block Grant Program								
Total Federal Assistance						<u>\$ 932,018.95</u>	<u>\$ 959,959.95</u>	<u>\$ 1,869,092.79</u>

Supplementary Information

**BOROUGH OF HIGHTSTOWN - COUNTY OF MERCER**

**NOTES TO SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS**

**YEAR ENDED DECEMBER 31, 2008**

**NOTE 1. ORGANIZATION AND BASIS OF PRESENTATION**

The Borough of Hightstown (the "Borough"), County of Mercer, New Jersey is the prime sponsor and recipient of various federal grant funds. The Borough has delegated the administration of grant programs and the reporting function to various departments within the Borough. Substantially all grant and program cash funds are commingled with the Borough's other funds, although each grant is accounted for separately within the Borough's financial records. The Finance Office performs accounting functions for all grants.

**Basis of Accounting**

The Borough's grants are presented on the modified accrual basis of accounting utilizing the following method:

**Current Fund Grants**

In accordance with a directive from the State Department of Community Affairs, Division of Local Government Services, all grant revenues and expenditures are fully realized within the Current Fund budget and corresponding receivables and spending reserves are recorded to account for grant activity.

**Local Contributions**

Local matching contributions, when required, are raised in the Current Fund budget. The percentage of matching contributions varies with each program.

**Expenditures**

Expenditures, as reported on the accompanying Schedule of Expenditures of Federal Awards, reflect actual cash disbursements charged directly to a grant program and outstanding encumbrances at year end. Differences between budget and actual cash disbursements, as well as differences between budget revenues and actual cash receipts, are cancelled to fund balance when the grant is closed out.

**NOTE 2. CONTINGENCIES**

Each of the grantor agencies reserves the right to conduct additional audits of the Borough's grant programs for economy, efficiency and program results. However, the Borough administration does not believe such audits would result in material amounts of disallowed costs.

**BOROUGH OF HIGHTSTOWN - COUNTY OF MERCER**

**SCHEDULE OF FINDINGS AND QUESTIONED COSTS**

**FOR THE YEAR ENDED DECEMBER 31, 2008**

***Part I - Summary of Auditor's Results***

**Financial Statements**

Type of auditor's report issued:

Qualified for GAAP  
Unqualified for OCBOA

Internal control over financial reporting:

1) Material weakness(es) identified?  Yes  No

2) Reportable condition(s) identified that are not considered to material weaknesses?  Yes  None

Noncompliance material to financial statements noted?

Yes  No

**Federal Awards**

Dollar threshold used to determine Type A and B programs:

\$300,000

Auditee qualified as low-risk auditee?

Yes  No

Internal Control over major programs"

1) Material weakness(es) identified?  Yes  No

2) Reportable condition(s) identified that are not considered to be material weaknesses?  Yes  None

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

N/A

Any audit findings disclosed that are required to be reported in accordance with OMB Circular Letter A-133?

Yes  No

Identification of major programs:

**Federal Grant/  
CFDA Number(s)**

**Name of Program**

D.O.T. Indirect Programs 20.205

State Highway Projects

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**BOROUGH OF HIGHTSTOWN - COUNTY OF MERCER**  
**SCHEDULE OF FINDINGS AND QUESTIONED COSTS**  
**FOR THE YEAR ENDED DECEMBER 31, 2008**

***Part II - Financial Statement Findings***

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

Finding: N/A

Criteria or specific requirement: N/A

Condition: N/A

Context: N/A

Effect: N/A

Cause: N/A

Recommendation: N/A

**BOROUGH OF HIGHTSTOWN - COUNTY OF MERCER**

**SCHEDULE OF FINDINGS AND QUESTIONED COSTS**

**FOR THE YEAR DECEMBER 30, 2008**

***Part III – Federal Awards Findings and Questioned Costs***

This section identifies audit findings required to be reported by Section .510(a) of USOMB Circular A-133 and NJOMB Circular 04-04.

Finding: None

Information on the federal program: N/A

Criteria or specific requirement: N/A

Condition: N/A

Questioned Costs: N/A

Context: N/A

Effect: N/A

Cause: N/A

Recommendation: N/A

Management's response: N/A

**BOROUGH OF HIGHTSTOWN - COUNTY OF MERCER**  
**SUMMARY SCHEDULE OF PRIOR YEAR AUDIT FINDINGS AND**  
**QUESTIONED COSTS PREPARED BY MANAGEMENT**  
**FOR THE FISCAL YEAR ENDED DECEMBER 31, 2008**

***Status of Prior Year Findings***

This section identifies the status of prior year findings related to the basic financial statements and federal and state awards that are required to be reported in accordance with Chapter 6.12 of *Government Auditing Standards*, USOMB Circular A-133 (.315 (a)(b)) and NJOMB Circular 04-04.

Finding: None

Condition: N/A

Current Status: N/A

**BOROUGH OF HIGHTSTOWN**

**COUNTY OF MERCER**

**SECTION V**

**GENERAL COMMENTS AND RECOMMENDATIONS**

**YEAR ENDED DECEMBER 31, 2008**

An audit of the financial accounts and transactions of the Borough of Hightstown, in the County of Mercer, for the year ended December 31, 2008, has recently been completed. The results of the audit are herewith set forth.

### **SCOPE OF AUDIT**

The audit covered the financial transactions of the Chief Financial Officer, Tax Collector, the activities of the Mayor and Borough Council, and the records of the various outside departments.

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

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

The accrued and realized revenues for the various Borough Departments as shown on the Statement of Revenues and Schedule of Revenue Accounts Receivable are presented as recorded in the Borough records.

### **GENERAL COMMENTS**

#### **Contracts and Agreements Required to be Advertised per N.J.S. 40A:11-4a**

N.J.S. 40A:11-4a 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 therefor, except as is provided otherwise in this act or specifically by any other law." The amount set forth pursuant to the above statute was \$21,000 for the period audited.

The governing body of the municipality has the responsibility of determining whether the expenditures in any category will exceed the above statutory limitation within the fiscal year. Where questions arise as to whether any contract or agreement might result in violation of the statute, the Borough Counsel's opinion should be sought before a commitment is made.

The minutes indicate that resolutions were adopted and advertised authorizing the awarding of contracts or agreements for "Professional Services" per N.J.S. 40A:11-5.

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.

The compliance review of expenditures did not reveal any individual payments or contracts in excess of the statutory limit other than those where bids had been previously sought by public advertisement or where a resolution had been previously adopted under the provisions of N.J.S.A. 40A:11-4.

### **Contracts or Agreements not Required to be Advertised per N.J.S. 40A:11-6.1**

N.J.S. 40A:11-6.1 states "For all contracts that in the aggregate are less than the bid threshold but 15 percent or more of that amount... .. the contracting agent shall award the contract after soliciting at least two competitive quotations, if practicable."

We conducted a compliance review of the procedures and policies for securing quotations for purchases referred to above which indicated that the procedures were implemented to ensure statutory compliance and that quotes had been solicited as required by the statute.

### **Collection of Interest on Delinquent Taxes and Assessments**

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

The governing body on January 1, 2008 adopted the following resolution authorizing interest to be charged on delinquent taxes:

1. Pursuant to N.J.S.A. 54-4:67, the Mayor and Council hereby reaffirm that the following interest shall be charged for the non-payment of taxes or assessments on any installment which is not made before or within the tenth (10<sup>th</sup>) calendar day following the date upon which same become payable: Eight (8%) percent annum on the first \$1,500.00 of the delinquency, and eighteen (18%) percent per annum on any amount in excess of \$1,500.00, to be calculated from the date the tax was payable and until the date of actual payment. The term "delinquent" as used herein shall mean the sum of all taxes and municipal charges due on a given parcel of property covering any number of quarters or years.
2. In accordance with Chapter 75 of the Laws of 1991, any taxpayers with a delinquency in excess of Ten Thousand (\$10,000.00) Dollars who fails to pay that delinquency prior to the end of any calendar year, shall be assessed a penalty for that year of six (6%) percent of the amount of the delinquency, in addition to the interest provided for in Paragraph 1.
3. The provisions of Paragraphs 1 and 2 herein shall remain in effect unless and until superseded by Borough resolution or ordinance.

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

### **Collection of Interest on Delinquent Water and Sewer Service Charges**

The ordinances of the Borough provide for delinquent charges on water and sewer accounts as follows:

"Unpaid water and sewer charges shall be subject to an interest charge in the same manner as past-due real property taxes in the Borough."

It appears from an examination of the Collector's records that interest was generally collected in accordance with the foregoing ordinance.

## **Delinquent Taxes and Tax Title Liens**

The last tax and utility lien sale was held on November 20, 2008 and was complete except for those properties in bankruptcy.

Inspection of tax sale certificates on file revealed that all certificates were available for audit.

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

<b><u>Year</u></b>	<b><u>Number of Liens</u></b>
2008	11
2007	11
2006	11

## **Miscellaneous**

All sums of outstanding checks, reflected in cash reconciliations herein, are in agreement with the records of the Treasurer, as well as with independent lists made part of this audit.

A report summarizing collections of Dog License Fees and remittances of State Registration Fees has been prepared and filed with the New Jersey Department of Health and the Division of Local Government Services.

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

Individual payments of the Regional School District Taxes by the municipality were confirmed as received by the Secretary of the Board of Education for the year 2008.

In our verification of expenditures, no attempt was made to establish proof of rendition, character or extent of services nor quantities, nature, propriety of prices or receipt of materials, these elements being left necessarily to internal review in connection with approval of claims.

The propriety of deductions from individual employee salaries for pensions, withholding tax, social security and other purposes was not verified as part of this examination. Remittances to authorized agencies, however, were ascertained.

A summary or synopsis of this report was prepared for publication and filed with the Borough Clerk.

**FOLLOW-UP OF PRIOR YEAR FINDINGS**

In accordance with Government Auditing Standards, our procedures included a review of all prior year findings. All prior year findings were corrected in 2008.

**FINDINGS/RECOMMENDATIONS**

None

**ACKNOWLEDGEMENT**

We desire to express our appreciation for the assistance and courtesies rendered by the Borough officials and employees during the course of the audit.

The foregoing comments are not of sufficient materiality whereby they would affect our ability to express an opinion on the financial statements taken as a whole.

Should any questions arise as to our comments please contact us at your earliest opportunity.

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