

**BOROUGH OF HIGHTSTOWN**

**COUNTY OF MERCER**

**REPORT OF AUDIT**

**DECEMBER 31, 2009**

*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**

**TABLE OF CONTENTS**

**PART I**

Independent Auditor's Report

**Exhibit**

**CURRENT FUND**

Comparative Balance Sheet - Regulatory Basis at December 31, 2009 and 2008.....	A
Statement of Operations and Change in Fund Balance - Regulatory Basis .....	A-1
Statement of Revenues - Regulatory Basis .....	A-2
Statement of Expenditures - Regulatory Basis .....	A-3

**TRUST FUND**

Comparative Balance Sheet - Regulatory Basis as at December 31, 2009 and 2008 .....	B
---	---

**GENERAL CAPITAL FUND**

Comparative Balance Sheet - Regulatory Basis as at December 31, 2009 and 2008 .....	C
Statement of Fund Balance - Regulatory Basis.....	C-1

**WATER-SEWER UTILITY FUND**

Comparative Balance Sheet - Regulatory Basis as at December 31, 2009 and 2008 .....	D
Comparative Statement of Operations and Change in Operating Fund Balance - Regulatory Basis.....	D-1
Statement of Capital Fund Balance - Regulatory Basis.....	D-2
Statement of Revenues - Regulatory Basis .....	D-3
Statement of Expenditures - Regulatory Basis .....	D-4

**GENERAL FIXED ASSETS ACCOUNT GROUP**

Statement of General Fixed Assets - Regulatory Basis.....	F
---	---

Notes to Financial Statements

**BOROUGH OF HIGHTSTOWN - COUNTY OF MERCER**

**TABLE OF CONTENTS**

**Exhibit**

**PART II**

Supplementary Data

Officials in Office and Surety Bonds

**CURRENT FUND**

Schedule of Cash -Treasurer .....	A-4
Schedule of Due From State of New Jersey (Ch, 20, P.L. 1971) .....	A-5
Schedule of Taxes Receivable and Analysis of Property Tax Yield.....	A-6
Schedule of Tax Title Liens .....	A-7
Schedule of Deferred Charges .....	A-8
Schedule of Accounts Payable.....	A-9
Schedule of Revenue Accounts Receivable.....	A-10
Schedule of 2008 Appropriation Reserves.....	A-11
Schedule of Prepaid Taxes.....	A-12
Schedule of Tax Overpayments .....	A-13
Schedule of Local District School Tax Payable .....	A-14
Schedule of County Taxes Payable .....	A-15
Schedule of Due to State of New Jersey .....	A-16
Grant Fund – Schedule of Reserve for Revaluation .....	A-17
Grant Fund - Schedule of Cash .....	A-18
Grant Fund - Schedule of Grants Receivable .....	A-19
Grant Fund - Schedule of Reserve for Grants - Appropriated .....	A-20
Grant Fund - Schedule of Reserve for Encumbrances .....	A-21
Grant Fund – Schedule of Due From Current Fund .....	A-22
Grant Fund - Schedule of Unappropriated Reserves for Federal and State Grants .....	A-23

**BOROUGH OF HIGHTSTOWN - COUNTY OF MERCER**

**TABLE OF CONTENTS**

<b><u>TRUST FUND</u></b>	<b><u>Exhibit</u></b>
Schedule of Trust Cash - Treasurer .....	B-1
Schedule of Due State of N.J. State Department of Health .....	B-2
Schedule of Reserve for Animal Control Fund Expenditures.....	B-3
Schedule of Deposits for Redemption of Tax Sale Certificates.....	B-4
Schedule of Regional Contribution Agreement – Manalapan .....	B-5
Schedule of Reserve for Law Enforcement Fund - Federal .....	B-6
Schedule of Reserve for Law Enforcement Fund .....	B-7
Schedule of Reserve for Public Defender.....	B-8
Schedule of Unemployment Trust Fund .....	B-9
Schedule of Reserve Payroll Deductions .....	B-10
Schedule of Miscellaneous Trust Funds.....	B-11
Schedule of Reserve for Escrow Fees.....	B-12
Schedule of Housing Rehabilitation Loans .....	B-13
Schedule of Housing Trust.....	B-14
Schedule of LOSAP (Length of Service Award Program) - Unaudited .....	B-15
 <b><u>GENERAL CAPITAL FUND</u></b>	
Schedule of General Capital Fund Cash - Treasurer .....	C-2
Schedule of Capital Fund Cash and Investments .....	C-3
Schedule of Deferred Charges to Future Taxation - Funded.....	C-4
Schedule of Deferred Charges to Future Taxation - Unfunded .....	C-5
Schedule of Grants Receivable.....	C-6
Schedule of Various Reserves .....	C-7
Schedule of Improvement Authorizations .....	C-8
Schedule of Reserve for Capital Improvement Fund .....	C-9
Schedule of Bond Anticipation Notes .....	C-10

**BOROUGH OF HIGHTSTOWN - COUNTY OF MERCER**

**TABLE OF CONTENTS**

	<b><u>Exhibit</u></b>
<b><u>GENERAL CAPITAL FUND</u></b>	
Schedule of General Serial Bonds .....	C-11
Schedule of Reserve for Encumbrances .....	C-12
Schedule of Bonds and Notes Authorized but not Issued.....	C-13
<b><u>WATER-SEWER UTILITY FUND</u></b>	
Schedule of Sewer Utility Cash-Collector/Treasurer .....	D-5
Water-Sewer Utility Capital Fund - Schedule of Sewer Utility Capital Cash .....	D-6
Water-Sewer Utility Capital Fund - Analysis of Cash .....	D-7
Schedule of Consumer Accounts Receivable.....	D-8
Schedule of Fixed Capital .....	D-9
Schedule of Fixed Capital Authorized and Uncompleted .....	D-10
Schedule of 2008 Appropriation Reserves.....	D-11
Schedule of Prepaid Water-Sewer Rents and Fees.....	D-12
Schedule of Overpayments.....	D-13
Schedule of Accrued Interest on Bonds and Loans.....	D-14
Schedule of Accrued Interest on Notes.....	D-15
Water-Sewer Utility Capital Fund - Schedule of Sewer Serial Bonds.....	D-16
Water-Sewer Utility Capital Fund - Schedule of Loans Payable .....	D-17
Water-Sewer Capital Fund - Schedule of Bond Anticipation Notes.....	D-18
Water-Sewer Capital Fund - Schedule of Improvement Authorizations.....	D-19
Water-Sewer Utility Capital Fund - Schedule of Encumbrances Payable.....	D-20
Water-Sewer Capital Fund - Schedule of Reserve for Amortization .....	D-21
Water-Sewer Capital Fund - Schedule of Deferred Reserve for Amortization .....	D-22
Water-Sewer Capital Fund - Schedule of Capital Improvement Fund.....	D-23
Water-Sewer Capital Fund - Schedule of Bonds and Notes Authorized but not Issued .....	D-24

**BOROUGH OF HIGHTSTOWN - COUNTY OF MERCER**

**TABLE OF CONTENTS**

**PART III**

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

**PART IV**

Scope of Audit

General Comments

Follow-up of Prior Year Findings

Findings/Recommendations

Acknowledgement

**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, 2009**

# 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, 2009 and 2008, the related statements of operations and changes in fund balance - regulatory basis for the years then ended, and the related statements of revenues - regulatory basis and statements of expenditures - regulatory basis of the various funds for the year ended December 31, 2009. 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.

Except as discussed in the following paragraph, 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 financial statements of the Length of Service Awards Program Fund ("LOSAP") of the Borough have not been audited, and we were not required by the Division to audit nor were we engaged to audit 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 26.37% and 19.14% of the assets and liabilities as of December 31, 2009 and 2008, respectively, of the Borough's Trust Funds.

As described more fully in Note 1, the Borough prepares its financial statements on a regulatory basis of accounting prescribed by the Division, as required by state statute, 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 effects of the matter discussed in the preceding paragraph, the financial statements referred to 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, 2009 and 2008, the changes in financial position, or, where applicable, its cash flows for the years then ended. Further, the Borough has not presented a management's discussion and analysis that accounting principles generally accepted in the United States has determined is necessary to supplement, although not required to be part of, the basic financial statements.

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, 2009 and 2008 and the results of operations and changes in fund balance - regulatory basis of such funds for the years then ended and the statements of revenues - regulatory basis and statements of expenditures - regulatory basis of the various funds for the year ended December 31, 2009 on the basis of accounting described in Note 1.

In accordance with *Government Auditing Standards*, we have also issued our report dated November 1, 2010, 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 should be considered in 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 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 certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the information is fairly stated, in all material respects, in relation to the financial statements taken as a whole, on the basis of accounting described in Note 1.

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



**William E. Antonides, Jr.**  
**Certified Public Accountant**  
**Registered Municipal Accountant**  
**R.M.A. Number 417**

November 1, 2010

CURRENT FUND  
COMPARATIVE BALANCE SHEET  
REGULATORY BASIS

ASSETS	Ref.	Balance Dec. 31, 2009	Balance Dec. 31, 2008
Cash	A-4	\$1,075,191.59	\$ 985,310.27
Change Fund		155.00	155.00
Due from State of New Jersey (Ch. 20, P.L. 1971)	A-5	<u>877.40</u>	<u>2,377.40</u>
		<u>\$1,076,223.99</u>	<u>\$ 987,842.67</u>
Receivables and Other Assets with Full Reserves:			
Delinquent Property Taxes Receivable	A-6	\$ 541,294.61	\$ 333,838.67
Tax Title Liens Receivable	A-7	71,408.17	45,151.70
Revenue Accounts Receivable	A-10	20,838.37	16,474.87
Interfunds:			
Water-Sewer Operating Fund	A-4	<u>-</u>	<u>367.90</u>
	A	<u>\$ 633,541.15</u>	<u>\$ 395,833.14</u>
Deferred Charges:			
Emergency Authorizations	A-8	<u>\$ 64,000.00</u>	<u>\$ 96,000.00</u>
		<u>\$1,773,765.14</u>	<u>\$1,479,675.81</u>
Grant Fund:			
Cash	A-18	\$ 61,771.71	\$ 7,200.94
Grants Receivable	A-19	32,318.84	102,449.23
Due from Current Fund	A-22	<u>2,065.13</u>	<u>2,065.13</u>
		<u>\$ 96,155.68</u>	<u>\$ 111,715.30</u>
		<u>\$1,869,920.82</u>	<u>\$1,591,391.11</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 Dec. 31, 2009	Balance Dec. 31, 2008
Liabilities:			
Appropriations Reserves	A-3, A-11	\$ 294,071.89	\$ 242,945.24
Reserve for Encumbrances	A-3, A-11	50,070.91	88,695.96
Prepaid Taxes	A-12	130,135.03	115,200.39
Accounts Payable	A-9	35,395.10	23,165.47
Tax Overpayments	A-13	27,270.96	856.26
Due County for Added Taxes	A-15	10,915.59	24,258.84
Reserve for Revaluation	A-17	21,500.00	36,190.00
Reserve for Tax Appeals	A-4	3,001.50	64,400.00
Emergency Notes Payable	A-4	64,000.00	96,000.00
Due to State of New Jersey	A-16	868.00	1,260.00
Interfunds:			
Water-Sewer Operating Fund	A-4	349,186.45	-
Other Trust Fund	A-3	27,805.62	-
Grant Fund	A-22	2,065.13	2,065.13
		<u>\$1,016,286.18</u>	<u>\$ 695,037.29</u>
Reserve for Receivables and Other Assets	A	633,541.15	395,833.14
Fund Balance	A-1	<u>123,937.81</u>	<u>388,805.38</u>
		<u>\$1,773,765.14</u>	<u>\$1,479,675.81</u>
Grant Fund:			
Interfund - General Capital Fund	A-18	\$ -	\$ 30,000.00
Reserve for Grants Appropriated	A-20	86,672.68	54,034.00
Reserve for Encumbrances	A-21	9,483.00	27,681.30
		<u>\$ 96,155.68</u>	<u>\$ 111,715.30</u>
		<u>\$1,869,920.82</u>	<u>\$1,591,391.11</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.	Year 2009	Year 2008
Fund Balance Anticipated	A-2	\$ 385,000.00	\$ 490,000.00
Miscellaneous Revenue Realized	A-2	1,575,364.11	1,917,209.81
Receipts from Delinquent Taxes	A-2	306,116.66	270,151.02
Receipts from Current Taxes	A-2	14,207,247.28	13,740,393.46
Non-Budget Revenue	A-2	71,379.99	93,094.94
Other Credits to Income:			
Unexpended Balance of Appropriation Reserves	A-11	199,476.37	127,466.15
Interfunds Returned	A-4	367.90	-
Tax Overpayment Cancelled	A-13	8.89	-
Grant Reserve Cancelled		-	1,959.22
Accounts Payable Cancelled	A-9	207.00	-
Total Income		<u>\$ 16,745,168.20</u>	<u>\$ 16,640,274.60</u>
Expenditures			
Budget and Emergency Appropriations:			
Budget:			
Operations:			
Salaries and Wages	A-3	\$ 2,750,367.75	\$ 2,667,740.00
Other Expenses	A-3	2,021,349.72	2,364,967.00
Capital Improvements	A-3	28,200.00	20,000.00
Municipal Debt Service	A-3	367,940.16	405,176.70
Deferred Charges and Statutory Expenditures - Municipal	A-3	416,199.00	218,969.00
Total Budget		<u>\$ 5,584,056.63</u>	<u>\$ 5,676,852.70</u>
Regional School Taxes	A-14	8,212,075.99	7,891,399.93
County Taxes	A-15	2,827,903.15	2,688,804.38
Grant Receivables Cancelled		-	1,959.22
Interfunds Advanced		-	125.00
Prior Year Senior Citizen Deduction Disallowed	A-5	1,000.00	-
Total Expenditures		<u>\$ 16,625,035.77</u>	<u>\$ 16,259,141.23</u>
Excess in Revenues		\$ 120,132.43	\$ 381,133.37
Fund Balance January 1	A	<u>388,805.38</u>	<u>497,672.01</u>
		\$ 508,937.81	\$ 878,805.38
Decreased by:			
Utilized as Anticipated Revenue	A-2	<u>385,000.00</u>	<u>490,000.00</u>
Fund Balance December 31	A	<u>\$ 123,937.81</u>	<u>\$ 388,805.38</u>

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

CURRENT FUND  
STATEMENT OF REVENUES  
REGULATORY BASIS

		Anticipated			
	Ref.	Budget Revenues	Special N.J.S. 40A:4-87	Realized	Excess or (Deficit)
Surplus Anticipated	A-1	\$ 385,000.00	\$ -	\$ 385,000.00	\$ -
Miscellaneous Revenues:					
Licenses:					
Alcoholic Beverages	A-10	\$ 7,500.00	\$ -	\$ 7,500.00	\$ -
Other	A-10	14,000.00	-	13,023.22	(976.78)
Fees and Permits	A-10	22,000.00	-	18,537.50	(3,462.50)
Fines and Costs:					
Municipal Court	A-10	300,000.00	-	279,358.25	(20,641.75)
Interest and Costs on Taxes	A-10	60,000.00	-	87,724.95	27,724.95
Interest on Investments and Deposits	A-10	35,000.00	-	6,670.27	(28,329.73)
Lease of Borough-Owned Property - AT&T	A-10	52,800.00	-	72,400.00	19,600.00
Uniform Construction Code Fees	A-10	110,000.00	-	88,783.00	(21,217.00)
State Aid:					
Extraordinary Aid	A-10	50,000.00	-	50,000.00	-
Consolidated Municipal Property Tax Relief Aid	A-10	234,068.00	-	234,068.00	-
Energy Receipts Tax	A-10	398,930.00	-	398,930.00	-
Interlocal Services Agreements:					
911 Cranbury Township	A-10	128,450.00	-	96,337.50	(32,112.50)
EMS Robbinsville Township Billing Revenues	A-10	20,000.00	-	35,154.08	15,154.08
Grants:					
Alcohol Education Rehabilitation Fund	A-10	8,771.40	-	8,771.40	-
Body Armor Grant	A-10	1,454.66	-	1,454.66	-
Clean Communities Program	A-10	7,623.22	-	7,623.22	-
Click It or Ticket	A-10	3,100.00	-	3,100.00	-
Drunk Driving Enforcement Fund	A-10	11,464.17	-	11,464.17	-
JIF Safety Grant	A-10	1,930.00	-	1,930.00	-
Over the Limit Under Arrest	A-10	-	8,750.00	8,750.00	-
Recycling Tonnage Grant	A-10	-	7,179.27	7,179.27	-
SHARE Program Grant	A-10	10,000.00	-	10,000.00	-
Uniform Fire Safety Act	A-10	9,943.83	-	12,081.48	2,137.65
CATV - Franchise Fee	A-10	39,895.08	-	39,895.08	-
The Peddie School - Gift	A-10	23,000.00	-	23,000.00	-
Comcast Renewal	A-10	15,000.00	-	15,000.00	-
Verizon Franchise Fee	A-10	13,402.25	-	13,402.25	-
Hightstown Housing Authority - Payment in Lieu of Taxes	A-10	23,225.81	-	23,225.81	-
Total Miscellaneous Revenues	A-1	\$ 1,601,558.42	\$ 15,929.27	\$ 1,575,364.11	\$ (42,123.58)
Receipts from Delinquent Taxes	A-1, A-6	\$ 300,000.00	\$ -	\$ 306,116.66	\$ 6,116.66
Amount to be Raised by Taxes for Support of					
Municipal Budget	A-2	\$ 3,677,583.78	\$ -	\$ 3,542,268.14	\$ (135,315.64)
Budget Totals		\$ 5,964,142.20	\$ 15,929.27	\$ 5,808,748.91	\$ (171,322.56)
Non-Budget Revenues	A-1, A-2	-	-	71,379.99	
		\$ 5,964,142.20	\$ 15,929.27	\$ 5,880,128.90	
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, 2009</u>
Allocation of Current Taxes:		
Prepaid Prior Year	A-6	\$ 115,200.39
Collected Current Year	A-6	14,058,692.43
Overpayments Applied	A-6	854.46
Senior Citizens' and Veterans' Deductions	A-6	<u>32,500.00</u>
	A-1	\$ 14,207,247.28
Allocated to:		
School and County Taxes	A-14, A-15	<u>11,039,979.14</u>
Balance for Support of Municipal Budget Appropriations		\$ 3,167,268.14
Add: Appropriation "Reserve for Uncollected Taxes"	A-3	<u>375,000.00</u>
Amount for Support of Municipal Budget	A-2	<u><u>\$ 3,542,268.14</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	\$	6,000.00
Construction Code Miscellaneous Fees		4,675.50
Court Motor Vehicle Inspections		21,959.38
Donation		325.00
Fire Code Other		5,517.00
Miscellaneous		785.85
Municipal Court Miscellaneous		847.75
Other Police Fees		4,006.54
Owners List		60.00
Police Accident Reports		701.75
Proceeds Borough Property		15,000.00
Recycling Containers		18.00
Refunds		6,727.77
Restitution		619.05
Senior Citizens and Veterans Administration Fee		660.00
Shared Services Roosevelt		282.50
Tax Collector Fees		3,013.36
Tax Map/Ordinance Copies		105.06
Vending Machine		75.48
		<hr/>
	A-2, A-4	<u>\$ 71,379.99</u>

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	
GENERAL GOVERNMENT					
General Administration:					
Salaries and Wages	\$ 17,000.00	\$ 14,808.00	\$ 10,678.58	\$ 4,129.42	\$ -
Other Expenses	350.00	350.00	12.00	338.00	-
Mayor and Council:					
Salaries and Wages	11,700.00	11,700.00	9,955.03	1,744.97	-
Other Expenses	900.00	900.00	838.00	62.00	-
Municipal Clerk:					
Salaries and Wages	75,200.00	75,200.00	72,844.49	2,355.51	-
Other Expenses	6,000.00	6,000.00	4,273.04	1,726.96	-
Elections:					
Other Expenses	2,400.00	2,400.00	2,089.79	310.21	-
Office Supplies and Paper Products					
Other Expenses	13,700.00	13,700.00	11,914.90	1,785.10	-
Financial Administration:					
Salaries and Wages	89,100.00	90,160.00	90,159.56	0.44	-
Other Expenses	6,500.00	6,370.00	6,303.42	66.58	-
Audit Services:					
Other Expenses	14,000.00	14,000.00	14,000.00	-	-
Grant Writing and Administration:					
Other Expenses	3,000.00	3,080.00	3,080.00	-	-
Central Computer (Data Processing/ Info Tech)					
Salaries and Wages	3,600.00	3,600.00	2,935.66	664.34	-
Other Expenses	15,000.00	15,000.00	13,375.59	1,624.41	-
Collection of Taxes:					
Salaries and Wages	36,750.00	36,730.00	25,367.04	11,362.96	-
Other Expenses	3,950.00	3,950.00	3,949.00	1.00	-
Assessment of Taxes:					
Salaries and Wages	12,500.00	12,520.00	12,500.02	19.98	-
Other Expenses	34,650.00	34,650.00	4,791.92	8,858.08	21,000.00
Interest on Tax Appeals:					
Other Expenses	100.00	100.00	-	100.00	-
Legal Services and Costs:					
Other Expenses	38,800.00	44,400.00	43,800.00	600.00	-
Litigation:					
Other Expenses	37,500.00	43,500.00	38,534.47	4,965.53	-
Engineering Services and Costs:					
Other Expenses	19,800.00	19,900.00	19,764.61	135.39	-
Historical Commission:					
Other Expenses	1,200.00	1,200.00	1,200.00	-	-
Municipal Land Use Law (N.J.S.A. 40:55D-1)					
Planning Board:					
Salaries and Wages	29,000.00	29,000.00	22,484.71	6,515.29	-
Other Expenses	11,500.00	11,500.00	6,648.53	4,851.47	-
Insurance:					
Insurance Deductibles	3,000.00	3,000.00	3,000.00	-	-
Unemployment Compensation Insurance	5,000.00	5,000.00	5,000.00	-	-
General Liability	34,950.00	34,950.00	34,950.00	-	-
Workers Compensation Insurance	83,400.00	83,400.00	83,319.00	81.00	-
Employee Group Health Insurance	439,247.00	439,247.00	398,972.39	40,274.61	-
PUBLIC SAFETY FUNCTIONS					
Police Department:					
Salaries and Wages	1,417,280.00	1,430,022.00	1,429,549.91	472.09	-
Other Expenses	48,686.00	48,686.00	40,978.25	7,707.75	-
Police Fire and Radio Communications:					
Salaries and Wages	104,000.00	94,510.00	94,507.14	2.86	-
Other Expenses	4,714.00	4,714.00	4,546.50	167.50	-
Office of Emergency Management:					
Other Expenses	250.00	250.00	100.00	150.00	-

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



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	\$ 34,070.00	\$ 34,070.00	\$ 13,890.87	\$ 20,179.13	\$ -
Aid to Fire Department					
Other Expenses	5,000.00	5,000.00	5,000.00	-	-
Uniform Fire Safety Act (P.L. 1983, Ch. 383):					
Salaries and Wages	15,000.00	15,000.00	13,624.20	1,375.80	-
Other Expenses	3,350.00	3,350.00	1,980.86	1,369.14	-
First Aid Organization:					
Other Expenses	13,100.00	13,100.00	11,775.60	1,324.40	-
First Aid Contribution:					
Other Expenses	1,500.00	1,500.00	1,500.00	-	-
Municipal Prosecutor:					
Salaries and Wages	14,400.00	14,600.00	13,400.00	1,200.00	-
<b>PUBLIC WORKS FUNCTIONS</b>					
Streets and Road Maintenance					
Salaries and Wages	135,100.00	135,100.00	130,883.94	4,216.06	-
Other Expenses	25,800.00	26,900.00	25,045.96	1,854.04	-
Snow Removal:					
Other Expenses	1,000.00	1,000.00	1,000.00	-	-
Sanitation/Solid Waste Collection:					
Salaries and Wages	60,850.00	60,850.00	55,694.56	5,155.44	-
Other Expenses	39,500.00	39,405.00	37,361.88	2,043.12	-
Public Buildings and Grounds:					
Salaries and Wages	53,050.00	53,050.00	52,389.99	660.01	-
Other Expenses	16,200.00	16,250.00	15,733.45	516.55	-
Recycling:					
Salaries and Wages	97,500.00	97,500.00	94,680.93	2,819.07	-
Other Expenses	36,300.00	34,000.00	32,666.48	1,333.52	-
Vehicle Maintenance:					
Other Expenses	26,300.00	29,600.00	24,004.02	5,595.98	-
Community Condominium Services Act:					
Other Expenses	40,000.00	28,430.00	19,630.84	8,799.16	-
<b>HEALTH AND HUMAN SERVICES</b>					
Board of Health:					
Salaries and Wages	65,700.00	65,700.00	63,657.34	2,042.66	-
Other Expenses	6,000.00	6,000.00	5,265.14	734.86	-
Environmental Commission (N.J.S.A. 40:56A-1)					
Other Expenses	700.00	700.00	586.00	114.00	-
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	82,367.75	82,367.75	77,972.17	4,395.58	-
Other Expenses	3,000.00	3,000.00	1,900.40	1,099.60	-
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	9,008.29	1,691.71	-

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	\$ 1,700.00	\$ 1,700.00	\$ 1,505.00	\$ 195.00	\$ -
Accumulated Sick and Vacation					
Other Expenses	67,500.00	67,500.00	67,500.00	-	-
Postage and Shipping Charges:					
Other Expenses	8,800.00	8,800.00	7,966.41	833.59	-
<b>UTILITY EXPENSE AND BULK PURCHASES</b>					
Gasoline and Diesel Fuel	70,700.00	67,025.00	39,248.90	27,776.10	-
Electricity	56,000.00	56,000.00	49,225.12	6,774.88	-
Telephone	48,550.00	48,550.00	45,314.79	3,235.21	-
Natural Gas	21,700.00	21,700.00	13,648.60	8,051.40	-
Street Lighting	45,000.00	45,000.00	43,092.89	1,907.11	-
<b>LANDFILL/SOLID WASTE DISPOSAL COSTS</b>					
Landfill Disposal Costs:					
Other Expenses	192,000.00	192,000.00	181,617.71	10,382.29	-
Municipal Court:					
Salaries and Wages	158,950.00	156,550.00	156,550.00	-	-
Other Expenses	11,850.00	11,850.00	8,760.09	3,089.91	-
<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	108,850.00	107,950.00	102,306.64	5,643.36	-
Other Expenses	9,000.00	9,900.00	6,802.79	3,097.21	-
Housing Code Enforcement:					
Salaries and Wages	27,650.00	25,985.00	24,116.98	1,868.02	-
Other Expenses	500.00	500.00	148.58	351.42	-
Total Operations within "CAPS"	<u>\$ 4,262,564.75</u>	<u>\$ 4,259,279.75</u>	<u>\$ 3,995,380.97</u>	<u>\$ 242,898.78</u>	<u>\$21,000.00</u>
Contingent	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Total Operations Including Contingent - within "CAPS"	<u>\$ 4,262,564.75</u>	<u>\$ 4,259,279.75</u>	<u>\$ 3,995,380.97</u>	<u>\$ 242,898.78</u>	<u>\$21,000.00</u>
Detail:					
Salaries and Wages	\$ 2,625,547.75	\$ 2,622,902.75	\$ 2,566,258.89	\$ 56,643.86	\$ -
Other Expenses (Including Contingent)	\$ 1,637,017.00	\$ 1,636,377.00	\$ 1,429,122.08	\$ 186,254.92	\$21,000.00
<b>Deferred Charges and Statutory Expenditures - Municipal Within "CAPS"</b>					
STATUTORY EXPENDITURES:					
Public Employees' Retirement System of N.J.	\$ 59,680.00	\$ 59,680.00	\$ 59,678.50	\$ 1.50	\$ -
Social Security System (O.A.S.I.)	130,000.00	130,000.00	120,373.44	9,626.56	-
Police and Firemens' Retirement System of N.J.	138,700.00	138,700.00	138,699.50	0.50	-
Defined Contribution Benefit Plan	999.00	999.00	-	999.00	-
Total Deferred Charges and Statutory Expenditures - Municipal within "CAPS"	<u>\$ 329,379.00</u>	<u>\$ 329,379.00</u>	<u>\$ 318,751.44</u>	<u>\$ 10,627.56</u>	<u>\$ -</u>
Total General Appropriations for Municipal Purposes within "CAPS"	<u>\$ 4,591,943.75</u>	<u>\$ 4,588,658.75</u>	<u>\$ 4,314,132.41</u>	<u>\$ 253,526.34</u>	<u>\$21,000.00</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	\$ 40,650.00	\$ 40,650.00	\$ 40,050.00	\$ 600.00	\$ -
Recycling Tax (P.L. 2007, C.311)	4,500.00	6,120.00	5,518.84	601.16	-
Total Other Operations - Excluded from "CAPS"	\$ 45,150.00	\$ 46,770.00	\$ 45,568.84	\$ 1,201.16	\$ -
<b>Interlocal Municipal Service Agreements</b>					
Implementation of 911:					
Salaries and Wages	\$ 97,500.00	\$ 97,500.00	\$ 97,497.75	\$ 2.25	\$ -
Other Expenses	57,900.00	57,900.00	49,893.40	8,006.60	-
Senior Citizens - Program Service Center:					
Other Expenses	23,500.00	23,500.00	22,779.66	720.34	-
Senior Citizens Transportation:					
Other Expenses	2,180.00	2,180.00	2,180.00	-	-
Health Services:					
Salaries and Wages	28,300.00	29,965.00	29,667.65	297.35	-
Other Expenses	24,550.00	24,550.00	24,536.00	14.00	-
Emergency Medical Services					
Other Expenses	178,800.00	178,800.00	156,083.95	22,716.05	-
Vehicle Maintenance Services					
Other Expenses	12,000.00	12,000.00	4,412.20	7,587.80	-
Total Interlocal Municipal Service Agreements	\$ 424,730.00	\$ 426,395.00	\$ 387,050.61	\$ 39,344.39	\$ -
<b>Public and Private Programs Offset by Revenues</b>					
Clean Communities Program	\$ 7,623.22	\$ 7,623.22	\$ 7,623.22	\$ -	\$ -
Drunk Driving Enforcement Fund	11,464.17	11,464.17	11,464.17	-	-
Body Armor Replacement Grant	1,454.66	1,454.66	1,454.66	-	-
Recycling Tonnage Grant	-	7,179.27	7,179.27	-	-
Alcohol Education and Rehabilitation Fund	8,771.40	8,771.40	8,771.40	-	-
JIF Safety Grant	1,930.00	1,930.00	1,930.00	-	-
Click It or Ticket	3,100.00	3,100.00	3,100.00	-	-
Share Program Grant	10,000.00	10,000.00	10,000.00	-	-
Over the Limit Under Arrest	-	8,750.00	8,750.00	-	-
Total Public and Private Programs Offset by Revenues	\$ 44,343.45	\$ 60,272.72	\$ 60,272.72	\$ -	\$ -
Total Operations - Excluded from "CAPS"	\$ 514,223.45	\$ 533,437.72	\$ 492,892.17	\$ 40,545.55	\$ -
Detail:					
Salaries and Wages	\$ 125,800.00	\$ 127,465.00	\$ 127,165.40	\$ 299.60	\$ -
Other Expenses	\$ 388,423.45	\$ 405,972.72	\$ 365,726.77	\$ 40,245.95	\$ -

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	\$ -	\$ -
Ward Street Improvements (Mercer County)	8,200.00	8,200.00	8,200.00	-	-
Total Capital Improvements Excluded from "CAPS"	\$ 28,200.00	\$ 28,200.00	\$ 28,200.00	\$ -	\$ -
<b>Municipal Debt Service - Excluded from "CAPS"</b>					
Payment of Bond Principal	\$ 90,000.00	\$ 90,000.00	\$ 90,000.00	\$ -	\$ -
Interest on Bonds	224,085.00	224,085.00	224,084.17	-	0.83
Interest on Notes	21,870.00	21,870.00	21,859.05	-	10.95
Capital Lease Obligations Approved Prior to 7/1/2007					
Principal	30,332.00	30,332.00	30,330.39	-	1.61
Interest	1,668.00	1,668.00	1,666.55	-	1.45
Total Capital Improvements Excluded from "CAPS"	\$ 367,955.00	\$ 367,955.00	\$ 367,940.16	\$ -	\$ 14.84
<b>Deferred Charges - Municipal - Excluded from "CAPS"</b>					
DEFERRED CHARGES:					
Special Emergency Authorizations - 5 Years (O.K.. 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)	\$ 54,820.00	\$ 54,820.00	\$ 54,820.00	\$ -	\$ -
Total General Appropriations for Municipal Purposes - Excluded from "CAPS"	\$ 997,198.45	\$ 1,016,412.72	\$ 975,852.33	\$ 40,545.55	\$ 14.84
Total General Appropriations - Excluded from "CAPS"	\$ 997,198.45	\$ 1,016,412.72	\$ 975,852.33	\$ 40,545.55	\$ 14.84
Subtotal General Appropriations	\$ 5,589,142.20	\$ 5,605,071.47	\$ 5,289,984.74	\$ 294,071.89	\$21,014.84
Reserve for Uncollected Taxes	375,000.00	375,000.00	375,000.00	-	-
Total General Appropriations	\$ 5,964,142.20	\$ 5,980,071.47	\$ 5,664,984.74	\$ 294,071.89	\$21,014.84
Ref.				A	
Detail:					
Original Budget	A-2	\$ 5,964,142.20			
Added by N.J.S.A. 40A:4-87	A-2	15,929.27			
		<u>\$ 5,980,071.47</u>			
Disbursed	A-4		\$ 5,180,108.21		
Reserve for Encumbrances	A		50,070.91		
Due to Trust Funds	A		27,805.62		
Emergency Authorization	A-8		32,000.00		
Reserve for Uncollected Taxes	A-2		375,000.00		
			<u>\$ 5,664,984.74</u>		

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

Concluded

TRUST FUND  
COMPARATIVE BALANCE SHEET  
REGULATORY BASIS

ASSETS	Ref.	Balance Dec. 31, 2009	Balance Dec. 31, 2008
Animal Control Fund:			
Cash and Investments	B-1	<u>\$ 9,065.00</u>	<u>\$ 9,375.71</u>
Other Trust Funds:			
Cash and Investments	B-1	\$ 737,256.62	\$ 807,991.77
Interfunds:			
Current Fund	B-10	27,805.62	-
Water-Sewer Operating Fund	B-10	<u>17,242.84</u>	<u>-</u>
		<u>\$ 782,305.08</u>	<u>\$ 807,991.77</u>
Escrow Trust Funds:			
Cash and Investments	B-1	<u>\$ 188,391.27</u>	<u>\$ 258,642.70</u>
Length of Service Awards Program Fund (LOSAP) - Unaudited:			
Funds Held by Trustee	B-15	<u>\$ 350,848.15</u>	<u>\$ 254,725.82</u>
		<u>\$ 1,330,609.50</u>	<u>\$ 1,330,736.00</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 Dec. 31, 2009	Balance Dec. 31, 2008
Animal Control Fund:			
Due to N.J. State Department of Health	B-2	\$ 148.20	\$ 138.60
Prepaid Licenses	B-1, B-3	561.60	885.60
Reserve for Expenditures	B-3	8,355.20	8,351.51
		<u>\$ 9,065.00</u>	<u>\$ 9,375.71</u>
Other Trust Funds:			
Interfund - General Capital Fund	B-11	300.00	-
Reserve for:			
Regional Contribution Agreement -			
Manalapan	B-5	173,926.92	176,818.22
Redemption of Tax Title Liens	B-4	49.67	110.01
Law Enforcement Fund - Federal	B-6	2,995.03	-
Law Enforcement Fund	B-7	7,539.62	9,742.80
Public Defender	B-8	7,476.29	9,047.48
Unemployment	B-9	24,811.52	43,750.50
Payroll Deductions	B-10	46,233.14	32,523.96
Miscellaneous Trust Funds	B-11	158,527.31	148,042.99
Housing Rehabilitation Loans	B-13	4,575.03	7,534.71
Housing Trust	B-14	355,870.55	380,421.10
		<u>\$ 782,305.08</u>	<u>\$ 807,991.77</u>
Escrow Trust Funds:			
Escrow Fees	B-12	\$ 188,391.27	\$ 258,642.70
Length of Service Awards Program Fund (LOSAP) - Unaudited:			
Reserve for Length of Service Awards Program (LOSAP)	B-15	\$ 350,848.15	\$ 254,725.82
		<u>\$ 1,330,609.50</u>	<u>\$ 1,330,736.00</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, 2009	Balance Dec. 31, 2008
Cash - Treasurer	C-2	\$ 94,152.92	\$ 100,327.29
Grants Receivable	C-6	2,303,841.00	520,854.87
Due From Grant Fund	C-2	-	30,000.00
Due from Other Trust	C-2	300.00	-
Deferred Charges to Future Taxation:			
Funded	C-4	3,965,000.00	4,055,000.00
Unfunded	C-5	2,767,346.00	610,146.00
		<u>\$ 9,130,639.92</u>	<u>\$ 5,316,328.16</u>
LIABILITIES, RESERVES AND FUND BALANCE			
General Serial Bonds	C-11	\$ 3,965,000.00	\$ 4,055,000.00
Bond Anticipation Notes	C-10	721,546.00	451,846.00
Due to Water-Sewer Capital Fund	C-2	-	250,000.00
Reserve for Encumbrances	C-12	128,531.85	24,368.02
Improvement Authorizations:			
Funded	C-8	453,594.01	343,906.78
Unfunded	C-8	2,001,861.54	170,919.58
Capital Improvement Fund	C-9	20,630.00	16,930.00
Reserve for Grants Receivable	C-6	1,835,000.00	-
Various Reserves	C-7	2,753.91	2,753.91
Fund Balance	C-1	1,722.61	603.87
		<u>\$ 9,130,639.92</u>	<u>\$ 5,316,328.16</u>

There were bonds and notes authorized but not issued on December 31, 2008 of \$2,045,800.00 and December 31, 2008 of \$158,300.00 (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>2009</u>	<u>2008</u>
Balance January 1	C	\$ 603.87	\$ 4,683.87
Increased by:			
Premium on Bond Anticipation Notes	C-2	1,076.00	520.00
Cancelled Improvement Authorizations	C-8	<u>95,742.74</u>	<u>520.00</u>
		<u>96,818.74</u>	<u>520.00</u>
		\$ 97,422.61	\$ 5,203.87
Decreased by:			
Appropriated to Finance Capital Ordinances	C-8	<u>95,700.00</u>	<u>4,600.00</u>
Balance December 31	C	<u><u>\$ 1,722.61</u></u>	<u><u>\$ 603.87</u></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, 2009</u>	Balance <u>Dec. 31, 2008</u>
Operating Fund:			
Cash and Investments	D-5	\$ 393,098.77	\$ 929,588.11
Interfund - Current Fund	D-5	349,186.45	-
Receivables with Full Reserves:			
Consumer Accounts Receivable	D-8	<u>177,305.51</u>	<u>121,985.16</u>
Total Operating Fund		<u>\$ 919,590.73</u>	<u>\$ 1,051,573.27</u>
Capital Fund:			
Cash	D-6	\$ 79,532.04	\$ 509,045.96
Grants Receivable		171,500.00	55,000.00
Interfund - General Capital Fund	D-6	-	250,000.00
Fixed Capital	D-9	12,962,487.48	11,977,987.48
Fixed Capital Authorized and Uncompleted	D-10	<u>5,018,400.00</u>	<u>3,587,900.00</u>
		<u>\$ 18,231,919.52</u>	<u>\$ 16,379,933.44</u>
		<u><u>\$ 19,151,510.25</u></u>	<u><u>\$ 17,431,506.71</u></u>

There were bonds and notes authorized but not issued on December 31, 2009 of \$2,200,200.00 and on December 31, 2008 of \$200.00 (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, 2009	Balance Dec. 31, 2008
Operating Fund:			
Liabilities:			
Appropriation Reserves	D-4, D-11	\$ 103,786.47	\$ 94,431.13
Encumbrances Payable	D-4, D-11	93,115.29	95,846.89
Prepaid Rents and Fees	D-12	122,073.69	48,776.27
Overpayments	D-13	3,634.69	6,774.99
Interfunds:			
Current Fund	D-5	-	367.90
Trust Fund	D-4	17,242.84	-
Accrued Interest on Bonds and Loans	D-14	56,684.97	132,429.68
Accrued Interest on Notes	D-15	185.41	24.20
		<u>\$ 396,723.36</u>	<u>\$ 378,651.06</u>
Reserve for Receivables	D	177,305.51	121,985.16
Fund Balance	D-1	<u>345,561.86</u>	<u>550,937.05</u>
Total Operating Fund		<u>\$ 919,590.73</u>	<u>\$ 1,051,573.27</u>
Capital Fund:			
Serial Bonds Payable	D-16	\$ 5,010,000.00	\$ 5,160,000.00
Loans Payable	D-17	271,812.71	533,912.56
Bond Anticipation Notes	D-18	229,900.00	148,000.00
Improvement Authorizations:			
Funded	D-19	194,035.36	230,656.83
Unfunded	D-19	2,002,359.49	122,420.40
Down Payments on Improvements		200.00	200.00
Reserve for Encumbrances	D-20	208,652.50	457,837.04
Reserve for Grants		42,500.00	-
Reserve for Amortization	D-21	9,975,174.77	9,549,074.92
Deferred Reserve for Amortization	D-22	293,800.00	174,700.00
Capital Improvement Fund	D-23	16.95	16.95
Fund Balance	D-2	<u>3,467.74</u>	<u>3,114.74</u>
Total Capital Fund		<u>\$ 18,231,919.52</u>	<u>\$ 16,379,933.44</u>
		<u>\$ 19,151,510.25</u>	<u>\$ 17,431,506.71</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	Ref.	Year 2009	Year 2008
Fund Balance Utilized	D-1	\$ 229,702.00	\$ 97,000.00
Water-Sewer Rents	D-3	2,196,621.57	2,367,112.03
Miscellaneous	D-3	544,351.79	984,961.24
Non-Budget Revenue	D-3	434.03	88.35
Other Credits to Income:			
Unexpended Balance of Appropriation Reserves	D-11	<u>128,518.31</u>	<u>74,620.49</u>
Total Income		<u>\$ 3,099,627.70</u>	<u>\$ 3,523,782.11</u>
Expenditures			
Budget:			
Operating	D-4	\$ 2,284,500.00	\$ 2,223,700.00
Capital Appropriations	D-4	79,100.00	-
Debt Service	D-4	607,065.89	636,743.92
Deferred Charges and Statutory Expenditures	D-4	<u>104,635.00</u>	<u>113,551.52</u>
Total Expenditures		<u>\$ 3,075,300.89</u>	<u>\$ 2,973,995.44</u>
Excess in Revenue		\$ 24,326.81	\$ 549,786.67
Fund Balance January 1	D	<u>550,937.05</u>	<u>98,150.38</u>
		\$ 575,263.86	\$ 647,937.05
Less: Utilized as Anticipated Revenue-Utility	D-1	<u>229,702.00</u>	<u>97,000.00</u>
Fund Balance December 31	D	<u>\$ 345,561.86</u>	<u>\$ 550,937.05</u>

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

BOROUGH OF HIGHTSTOWN  
COUNTY OF MERCER  
STATE OF NEW JERSEY

D-2

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

	<u>Ref.</u>	
Balance December 31, 2008	D	\$ 3,114.74
Increased by:		
Premium on Bond Anticipation Note Sale	D-6	<u>353.00</u>
Balance December 31, 2009	D	<u>\$ 3,467.74</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	\$ 229,702.00	\$ 229,702.00	\$ -
Water-Sewer Rents	2,367,000.00	2,196,621.57	(170,378.43)
Miscellaneous	<u>480,000.00</u>	<u>544,351.79</u>	<u>64,351.79</u>
	<u>\$ 3,076,702.00</u>	\$ 2,970,675.36	<u>\$ (106,026.64)</u>
Non-Budget Revenues		<u>434.03</u>	
		<u>\$ 2,971,109.39</u>	

**Analysis of Realized Revenues**

	<u>Ref.</u>	
Water-Sewer Rents:		
2009 Collections	D-8	\$ 2,144,874.76
Water-Sewer Overpayments-Applied	D-8	2,970.54
Prepaid Water-Sewer Rents Applied	D-8	<u>48,776.27</u>
	D-1	<u>\$ 2,196,621.57</u>

**Analysis of Miscellaneous Revenues**

Gray Water Fees		\$ 463,720.92
Gray Water Fees Overpayments Applied		3,804.45
Interest on Investments		1,370.95
Interest on Delinquent Charges		14,060.14
Water Connection Fees		26,253.00
Sewer Connection Fees		33,369.00
Shared Services		433.33
Manual Meter Reading		630.00
Sale of Meters		640.00
Miscellaneous Revenue		<u>70.00</u>
	D-1	<u>\$ 544,351.79</u>
Receipts	D-5	\$ 76,826.42
Gray Water Fees	D-8	<u>467,525.37</u>
		<u>\$ 544,351.79</u>

**Analysis of Non-Budget Revenue**

Miscellaneous Revenue	D-5	<u>\$ 434.03</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		Expended		Unexpended Balance Canceled
	<u>Budget</u>	<u>Budget After Modification</u>	<u>Paid or Charged</u>	<u>Encumbered</u> <u>Reserved</u>	
Operating:					
Salaries and Wages	\$ 981,500.00	\$ 981,500.00	\$ 919,404.05	\$ 62,095.95	\$ -
Other Expenses	1,303,000.00	1,303,000.00	1,171,505.91	93,115.29	-
Capital Improvements:					
Capital Improvement Fund	4,100.00	4,100.00	4,100.00	-	-
Capital Outlay	35,000.00	35,000.00	34,983.63	16.37	-
Capital Outlay -Morrison Ave Improvements	40,000.00	40,000.00	40,000.00	-	-
Debt Service:					
Payment of Bond Principal	150,000.00	150,000.00	150,000.00	-	-
Interest on Bonds	180,670.00	180,670.00	180,664.62	-	5.38
Interest on Bond Anticipation Notes	6,226.00	6,226.00	6,066.41	-	159.59
Water and Waste Water Supply Loan	271,571.00	271,571.00	270,334.86	-	1,236.14
Statutory Expenditures:					
Public Employees' Retirement System	32,135.00	32,135.00	32,135.00	-	-
Social Security System (O.A.S.I.)	70,000.00	70,000.00	66,704.65	3,295.35	-
Unemployment Insurance	2,500.00	2,500.00	2,500.00	-	-
	<u>\$ 3,076,702.00</u>	<u>\$ 3,076,702.00</u>	<u>\$ 2,878,399.13</u>	<u>\$ 93,115.29</u>	<u>\$ 1,401.11</u>
Ref.		D-1		D	D-1
		Ref.			
Disbursements		D-5	\$ 2,650,690.61		
Interfund - Trust Fund		D	17,242.84		
Accrued Interest on Bonds and Loans		D-14	204,399.27		
Accrued Interest on Notes		D-15	6,066.41		
			<u>\$ 2,878,399.13</u>		

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

BOROUGH OF HIGHTSTOWN  
COUNTY OF MERCER  
STATE OF NEW JERSEY

F

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

	<u>2009</u>	<u>2008</u>
General Fixed Assets:		
Land	\$ 106,335.99	\$ 106,337.99
Buildings and Improvements	106,464.00	106,464.00
Equipment	1,102,980.94	526,775.66
Motor Vehicles and Equipment	<u>2,444,599.26</u>	<u>3,036,205.97</u>
	<u>\$ 3,760,380.19</u>	<u>\$ 3,775,783.62</u>
Investment in General Fixed Assets	<u>\$ 3,760,380.19</u>	<u>\$ 3,775,783.62</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, 2009**

**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 2009.

**B. Descriptions of Funds**

The GASB is the recognized standard-setting body for establishing governmental generally accepted accounting and financial reporting principles.

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 generally accepted accounting principles ("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.

Continued



**BOROUGH OF HIGHTSTOWN  
NOTES TO FINANCIAL STATEMENTS  
YEAR ENDED DECEMBER 31, 2009**

**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, 2009**

**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, 2009 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, 2009 is set forth in Note 4.

Continued

**BOROUGH OF HIGHTSTOWN  
NOTES TO FINANCIAL STATEMENTS  
YEAR ENDED DECEMBER 31, 2009**

**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, 2009**

**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 2009 the following changes occurred in the fixed assets of the Borough:

	<b>Balance Dec. 31, 2008</b>	<b>Additions</b>	<b>Deletions</b>	<b>Balance Dec. 31, 2009</b>
General Fixed Assets:				
Land	\$ 106,337.99	\$ -	\$ 2.00	\$ 106,335.99
Buildings and Improvements	106,464.00	-	-	106,464.00
Equipment	526,775.66	650,000.00	73,794.72	1,102,980.94
Motor Vehicles and Equipment	3,036,205.97	70,100.44	661,707.15	2,444,599.26
	<u>\$ 3,775,783.62</u>	<u>\$ 720,100.44</u>	<u>\$ 735,503.87</u>	<u>\$ 3,760,380.19</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 another 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, 2009**

**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 \$2,689,031 and the bank balance amount was \$2,752,776. Of this amount \$480,350 was covered by federal depository insurance and a collateral pool under New Jersey's Governmental Unit Deposit Protection Act covered the remaining \$2,272,426.

**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, 2009**

**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, 2009**

**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.	\$ 2,752,776
<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, 2009**

**NOTE 3. DEBT** (Continued)

**A. Long-Term Debt**

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

**General Capital Fund**

3.00% to 3.75% General Improvement Bonds Issued February 1, 2008, installment maturities to October 1, 2021	\$ <u>3,965,000</u>
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**Water-Sewer Utility Capital Fund**

4.50% to 4.75% Water-Sewer Utility Bonds Issued March 1, 2002, installment maturities to March 1, 2028	\$ 1,820,000
3.00% to 3.50% Water-Sewer Utility Bonds Issued February 1, 2008, installment maturities to October 1, 2018	3,190,000
	\$ <u>5,010,000</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>
2010	\$ 230,000	\$ 131,800	\$ 160,000	\$ 182,025
2011	245,000	124,900	440,000	176,100
2012	270,000	117,550	460,000	161,550
2013	290,000	109,450	480,000	146,475
2014	305,000	100,750	505,000	130,463
2015-19	1,785,000	349,925	2,065,000	389,200
2020-24	840,000	47,625	500,000	154,375
2025-28	-	-	400,000	38,000
Total	<u>\$ 3,965,000</u>	<u>\$ 982,000</u>	<u>\$ 5,010,000</u>	<u>\$ 1,378,188</u>

Continued



**BOROUGH OF HIGHTSTOWN  
NOTES TO FINANCIAL STATEMENTS  
YEAR ENDED DECEMBER 31, 2009**

**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, 2009 was \$96,812.71. Loan payments are due through 2010.

Debt service requirements during the next fiscal year are as follows:

<u>Year</u>	<u>Principal</u>
2010	<u>\$ 96,812.71</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 fiscal year are as follows:

<u>Year</u>	<u>Principal</u>	<u>Principal Savings Credit</u>	<u>Net Interest</u>
2010	<u>\$ 175,000.00</u>	<u>\$ (16,564.50)</u>	<u>\$ 14,810.69</u>

Continued

**BOROUGH OF HIGHTSTOWN  
NOTES TO FINANCIAL STATEMENTS  
YEAR ENDED DECEMBER 31, 2009**

**New Jersey Environmental Infrastructure Trust**

In March 2010, the Borough received loans from the State of New Jersey to fund the replacement of Water Mains. The Borough has a no interest loan in the amount of \$1,451,250.00 and a loan for \$495,000 at interest rates from 3.00% to 5.00%. The Borough must repay the loan in semi-annual installments over twenty years. Below is a maturity schedule for the loans.

<u>Year</u>	<u>No Interest Loan Principal</u>	<u>Traditional Loan Principal</u>	<u>Interest</u>
2011	\$ 51,830.35	\$ 15,000.00	\$ 10,537.50
2012	77,745.52	20,000.00	20,475.00
2013	77,745.52	20,000.00	19,475.00
2014	77,745.52	20,000.00	18,475.00
2015-19	388,727.60	110,000.00	77,125.00
2020-24	388,727.60	140,000.00	50,275.00
2025-29	<u>388,727.89</u>	<u>170,000.00</u>	<u>20,450.00</u>
Total	<u>\$ 1,451,250.00</u>	<u>\$ 495,000.00</u>	<u>\$ 216,812.50</u>

**B. Short-Term Debt**

On December 31, 2009 the Borough's outstanding bond anticipation notes were as follows:

**General Capital Fund**

07-04	Automated Garbage Truck and Containers	2.00%	\$ 229,696.00
07-26	Acquisition of an Ambulance	2.00%	84,750.00
07-21	Police Department Equipment	2.00%	58,900.00
08-01	Westerlea Avenue Improvements	2.00%	78,500.00
09-01	Reconstruction of Morrison Avenue	0.70%	115,200.00
09-10	Improvements to Memorial Parking Lot	0.70%	<u>154,500.00</u>
			<u>\$ 721,546.00</u>

**BOROUGH OF HIGHTSTOWN  
NOTES TO FINANCIAL STATEMENTS  
YEAR ENDED DECEMBER 31, 2009**

**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, 2009</u></b>
08-10, 08-19	Water Sewer Improvements	2.00%	\$ 148,000.00
09-02	Morrison Avenue Water-Sewer Improvements	0.70%	<u>81,900.00</u>
			<u><u>\$ 229,900.00</u></u>

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

At December 31, 2009, the Borough had authorized but not issued bonds and notes as follows:

General Capital Fund	\$ 2,045,800.00
Water-Sewer Utility Capital Fund	\$ 2,200,200.00

**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, 2009 was 1.40%. The Borough's remaining borrowing power is 2.10%.

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, 2009**

**NOTE 3. DEBT** (Continued)

**E. Summary of Debt Activity**

During 2009 the following changes occurred in the debt of the Borough:

	<b>Balance <u>Dec. 31, 2008</u></b>		<b><u>Issued</u></b>		<b><u>Retired</u></b>		<b>Balance <u>Dec. 31, 2009</u></b>
General Capital Fund:							
Serial Bonds	\$ 4,055,000.00	\$	-	\$	90,000.00	\$	3,965,000.00
Bond Anticipation Notes	451,846.00		721,546.00		451,846.00		721,546.00
Water-Sewer Utility Capital Fund:							
Serial Bonds	5,160,000.00		-		150,000.00		5,010,000.00
Bond Anticipation Notes	148,000.00		229,900.00		148,000.00		229,900.00
Loans Payable	533,912.56		-		262,099.85		271,812.71
	<u>\$ 10,348,758.56</u>	<u>\$</u>	<u>951,446.00</u>	<u>\$</u>	<u>1,101,945.85</u>	<u>\$</u>	<u>10,198,258.71</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 \$128,281 at December 31, 2009. 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, 2009 which have been appropriated and included as anticipated revenue in the year ending December 31, 2010 are as follows:

Current Fund	\$ 118,000.00
Water-Sewer Utility Fund	\$ 325,000.00

Continued

**BOROUGH OF HIGHTSTOWN  
NOTES TO FINANCIAL STATEMENTS  
YEAR ENDED DECEMBER 31, 2009**

**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><u>2009</u></b>	<b><u>2008</u></b>
Prepaid Taxes	\$ 130,135.03	\$ 115,200.39
Prepaid Water-Sewer Utility Charges	\$ 122,073.69	\$ 48,776.27

**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, 2009**

**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, 2009, the following deferred charges are shown on the balance sheets of the various funds:

	<u><b>Balance Dec. 31, 2009</b></u>	<u><b>2010 Budget Appropriation</b></u>	<u><b>Balance to Succeeding Budgets</b></u>
Current Fund:			
Special Emergency Authorizations (40A:4-55):			
Revision of Tax Map	\$ 6,000.00	\$ 3,000.00	\$ 3,000.00
Revaluation	<u>58,000.00</u>	<u>29,000.00</u>	<u>29,000.00</u>
	<u><u>\$ 64,000.00</u></u>	<u><u>\$ 32,000.00</u></u>	<u><u>\$ 32,000.00</u></u>

The appropriations in the 2010 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 5.5% 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><b>Year</b></u>	<u><b>PERS</b></u>	<u><b>PFRS</b></u>
2009	\$ 91,813.50	\$ 138,699.50
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

Continued

**BOROUGH OF HIGHTSTOWN  
NOTES TO FINANCIAL STATEMENTS  
YEAR ENDED DECEMBER 31, 2009**

**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, 2009, the Borough estimates that no material liabilities will result from such audits.

**Major Tax Assessments**

Taxpayers in 2009 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%
Hightstown Development Assoc. LLC	\$ 10,800,000.00	2.16%
Mercer St Warehouse/Bruckner Southern	\$ 8,500,000.00	1.70%
Verizon	\$ 6,676,418.00	1.34%

**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, 2009**

**NOTE 12. INTERFUND RECEIVABLES AND PAYABLES**

The following interfund balances remained on the balance sheets at December 31, 2009:

	<b><u>Interfund Receivable</u></b>	<b><u>Interfund Payable</u></b>
Current Fund	\$ -	\$ 379,057.20
Grant Fund	2,065.13	-
Trust Fund	45,048.46	300.00
General Capital Fund	300.00	-
Water-Sewer Operating Fund	349,186.45	17,242.84
	<u>\$ 396,600.04</u>	<u>\$ 396,600.04</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 2010:

<b><u>Ordinance Number</u></b>	<b><u>Project</u></b>	<b><u>Amount of Debt Authorized</u></b>
General Capital Fund: 2010-02	Reconstruction of Leshin Lane	\$ 568,000.00
Water-Sewer Utility Capital Fund: 2010-01	Water-Sewer Improvements - Leshin Lane	\$ 49,500.00

Concluded



**BOROUGH OF HIGHTSTOWN**

**COUNTY OF MERCER**

**PART II**

**SUPPLEMENTARY DATA**

**SUPPLEMENTARY SCHEDULES**

**YEAR ENDED DECEMBER 31, 2009**

**COMPARATIVE SCHEDULE OF TAX RATE INFORMATION**

	<b><u>2009 *</u></b>	<b><u>2008</u></b>	<b><u>2007</u></b>
Tax Rate	\$ 2.943	\$ 6.463	\$ 6.06
Apportionment of Tax Rate			
Net County Levy	.483	1.051	.98
County Library Tax	.049	.106	.09
County Open Space Tax	.032	.072	.07
Regional School District	1.643	3.639	3.48
Local Municipal Purpose Tax	.736	1.595	1.44

**Assessed Valuation**

2009	\$ 499,728,918*		
2008		\$216,854,688	
2007			\$218,806,857

\* Revaluation effective in 2009

**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.

<b><u>Year</u></b>	<b><u>Tax Levy</u></b>	<b><u>Currently</u></b>	
		<b><u>Cash Collection</u></b>	<b><u>Percentage of Collection</u></b>
2009	\$14,764,063	\$14,207,247	96.22%
2008	\$14,142,936	\$13,804,793	97.60%
2007	\$13,398,261	\$13,125,224	97.96%

**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.

<b><u>Year Ended December 31</u></b>	<b><u>Amount of Tax Title Liens</u></b>	<b><u>Amount of Delinquent Taxes</u></b>	<b><u>Total Delinquent</u></b>	<b><u>Percentage of Tax Levy</u></b>
2009	\$ 71,408	\$541,295	\$612,703	4.15%
2008	45,152	333,839	378,991	2.68%
2007	45,152	271,480	316,632	2.36%

**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>	
2009	\$ 123,938	\$ 118,000	
2008	388,805	385,000	
2007	497,672	490,000	

**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>
2009	\$ 345,562	\$ -0-	\$ 325,000
2008	550,937	-0-	229,702
2007	98,150	-0-	97,000

**SUMMARY OF MUNICIPAL DEBT**

	<u>Year 2009</u>	<u>Year 2008</u>	<u>Year 2007</u>
<b><u>Issued</u></b>			
General:			
Bonds, Notes and Loans	\$ 4,686,546	\$ 4,506,846	\$ 4,233,563
Water-Sewer Utility:			
Bonds, Notes and Loans	<u>5,511,713</u>	<u>5,841,913</u>	<u>5,690,003</u>
	<u>\$ 10,198,259</u>	<u>\$ 10,348,759</u>	<u>\$ 9,923,566</u>
<b><u>Authorized but not Issued</u></b>			
General:			
Bonds and Notes	\$ 2,045,800	\$ 158,300	\$ 984,904
Water-Sewer Utility:			
Bonds and Notes	<u>2,200,200</u>	<u>200</u>	<u>423,500</u>
Total Authorized but not Issued	<u>\$ 4,246,000</u>	<u>\$ 158,500</u>	<u>\$ 1,408,404</u>
Net Bonds and Notes Issued and Authorized but not Issued	<u>\$ 14,444,259</u>	<u>\$10,507,259</u>	<u>\$11,331,970</u>

## **SUMMARY OF STATUTORY DEBT CONDITION - ANNUAL DEBT STATEMENT**

The summarized statement of debt condition which follows is prepared in accordance with the required method of setting up the Annual Debt Statement and indicates a Statutory Net Debt of 1.40%.

	<b><u>Gross Debt</u></b>	<b><u>Deductions</u></b>	<b><u>Net Debt</u></b>
Regional School District Debt	\$ 6,193,799	\$ 6,193,799	\$ -0-
Water-Sewer Utility Debt	7,711,913	7,201,402	510,511
General Debt	<u>6,732,346</u>	<u>-0-</u>	<u>6,732,346</u>
	<u>\$ 20,638,058</u>	<u>\$ 13,395,201</u>	<u>\$7,242,857</u>

Net Debt \$7,242,857 divided by Equalized Valuation basis per N.J.S.A. 40A:2-6 as amended \$517,383,234 = 1.40%.

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

3½% of Equalized Valuation Basis (Municipal)	\$ 18,108,413
Net Debt	<u>7,242,857</u>
Remaining Borrowing Power	<u>\$ 10,865,556</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	\$ 2,970,675
Deductions:	
Operating and Maintenance Cost	\$ 2,389,135
Debt Service per Water-Sewer Account	<u>607,066</u>
Total Deductions	<u>2,996,201</u>
Deficit in Revenues	\$ <u>(25,526)</u>
Deficit (Capitalized at 5%)	\$ <u>(510,511)</u>

The foregoing debt information is in agreement with the Revised 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, 2009:

<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	
M. Jeffrey Bond	Councilman	
Isabel McGinty	Councilwoman	
Lawrence D. Quattrone	Councilman	
David Schneider	Councilman	
Michael Theokas	Councilman	
Debra L. Sopronyi, RMC	Municipal Clerk	\$ 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
Kathryn Monzo	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, 2008	A	\$ 985,310.27
Increased by Receipts:		
Taxes Receivable	A-6	\$ 14,364,809.09
Revenue Accounts Receivable	A-10	1,575,364.11
Miscellaneous Revenue Not Anticipated	A-2	71,379.99
Prepaid Taxes	A-12	130,135.03
Due from State of N.J. (Ch. 20, P.L. 1971)	A-5	33,000.00
Tax Overpayments	A-13	33,446.43
Interfund - Water-Sewer Operating Fund	A	349,554.35
Emergency Note Payable	A	64,000.00
Due to State of New Jersey	A-16	<u>4,816.00</u>
		<u>16,626,505.00</u>
		\$ 17,611,815.27
Decreased by Disbursements:		
2008 Appropriation Reserves	A-11	\$ 117,320.01
2009 Appropriations	A-3	5,180,108.21
Accounts Payable	A-9	2,408.19
County Taxes	A-15	2,841,246.40
Regional School District Tax	A-14	8,212,075.99
Tax Overpayments	A-13	6,168.38
Reserve For Revaluation	A-17	14,690.00
Emergency Note Payable	A	96,000.00
Due to State of New Jersey	A-16	5,208.00
Reserve for Tax Appeals	A	<u>61,398.50</u>
		<u>16,536,623.68</u>
Balance December 31, 2009	A	<u><u>\$ 1,075,191.59</u></u>

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

	<u>Ref.</u>		
Balance December 31, 2008	A		\$ 2,377.40
Increased by:			
Senior Citizens Deductions Per Tax Billings	A-5	\$ 6,500.00	
Veterans Deductions Per Tax Billings	A-5	25,250.00	
Veterans Deductions Allowed by Collector	A-5	<u>1,000.00</u>	
			<u>32,750.00</u>
			\$ 35,127.40
Decreased by:			
Senior Citizens Deductions Disallowed by Collector:			
Current Year	A-5	\$ 250.00	
Prior Year	A-1, A-6	1,000.00	
Received in Cash from State of N.J.	A-4	<u>33,000.00</u>	
			<u>34,250.00</u>
Balance December 31, 2009	A		<u><u>\$ 877.40</u></u>

**CALCULATION OF AMOUNT FOR TAXES RECEIVABLE SCHEDULE**

Deductions Per Tax Billings	A-5	\$ 31,750.00	
Deductions Allowed	A-5	<u>1,000.00</u>	
			\$ 32,750.00
Decreased by:			
Deductions Disallowed	A-5	<u>250.00</u>	
Taxes Receivable	A-6		<u><u>\$ 32,500.00</u></u>

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

Year	Balance Dec. 31, 2008	2009 Levy	Added Taxes	2008	2009	Overpayments Applied	Chap. 20 P.L. 1971	Adjusted or Canceled	Transfers To Tax Title Liens	Balance Dec. 31, 2009
2007	\$ 1,328.75	\$ -	\$ -	\$ -	\$ 10.24	\$ -	\$ -	\$ -	\$ -	\$ 1,318.51
2008	332,509.92	-	1,000.00	-	306,106.42	-	-	387.78	11,507.57	15,508.15
	<u>333,838.67</u>		<u>1,000.00</u>		<u>306,116.66</u>			<u>387.78</u>	<u>11,507.57</u>	<u>16,826.66</u>
2009	-	14,764,063.20	-	115,200.39	14,058,692.43	854.46	32,500.00	20,920.30	11,427.67	524,467.95
	<u>\$333,838.67</u>	<u>\$ 14,764,063.20</u>	<u>\$ 1,000.00</u>	<u>\$ 115,200.39</u>	<u>\$ 14,364,809.09</u>	<u>\$ 854.46</u>	<u>\$ 32,500.00</u>	<u>\$ 21,308.08</u>	<u>\$ 22,935.24</u>	<u>\$541,294.61</u>
A			A-5	A-12	A-4	A-13	A-5		A-7	A

**Analysis of 2009 Property Tax Levy:**

Tax Yield:	
General Property Tax	\$ 14,707,022.95
Added and Omitted Taxes	<u>57,040.25</u>

Total Tax Yield \$ 14,764,063.20

Tax Levy:	
Regional School District Taxes	
County Taxes:	\$ 8,212,075.99
County Tax	
County Library Tax	\$ 2,412,253.04
Open Space Tax	244,163.50
Due County for Added Taxes	160,571.02
	<u>10,915.59</u>

2,827,903.15

Local Tax for Municipal Purposes

\$ 3,677,583.78

Add: Additional Taxes Levied

46,500.28

Local Taxes for Municipal Purposes Levied

3,724,084.06

\$ 14,764,063.20



CURRENT FUND  
SCHEDULE OF TAX TITLE LIENS

	<u>Ref.</u>		
Balance December 31, 2008	A		\$ 45,151.70
Increased by:			
Transfer from Taxes	A-6	\$ 22,935.24	
Interest and Costs on Taxes		<u>3,321.23</u>	
			<u>26,256.47</u>
Balance December 31, 2009	A		<u>\$ 71,408.17</u>

CURRENT FUND  
SCHEDULE OF DEFERRED CHARGES

	Balance <u>Dec. 31, 2008</u>	Raised in <u>2009</u>	Balance <u>Dec. 31, 2009</u>
Emergency Authorization (40A:4-53):			
Revision of Tax Map	\$ 9,000.00	\$ 3,000.00	\$ 6,000.00
Revaluation	<u>87,000.00</u>	<u>29,000.00</u>	<u>58,000.00</u>
	<u>\$ 96,000.00</u>	<u>\$ 32,000.00</u>	<u>\$ 64,000.00</u>
<u>Ref.</u>	A	A-3	A

SCHEDULE OF ACCOUNTS PAYABLE

	<u>Ref.</u>		
Balance December 31, 2008	A		\$ 23,165.47
Increased by:			
Charged to Appropriation Reserves	A-11		<u>14,844.82</u>
			\$ 38,010.29
Decreased by:			
Disbursed	A-4	\$ 2,408.19	
Cancelled	A-1	<u>207.00</u>	
			<u>2,615.19</u>
Balance December 31, 2009	A		<u>\$ 35,395.10</u>

CURRENT FUND  
SCHEDULE OF REVENUE ACCOUNTS RECEIVABLE

	<u>Ref.</u>	<u>Balance</u> <u>Dec. 31, 2008</u>	<u>Accrued in</u> <u>2009</u>	<u>Collected</u>	<u>Balance</u> <u>Dec. 31, 2009</u>
Licenses:					
Alcoholic Beverages	A-2	\$ -	\$ 7,500.00	\$ 7,500.00	\$ -
Other	A-2	-	13,023.22	13,023.22	-
Fees and Permits	A-2	-	18,537.50	18,537.50	-
Fines and Costs:					
Municipal Court	A-2	16,474.87	283,721.75	279,358.25	20,838.37
Interest and Costs on Taxes	A-2	-	87,724.95	87,724.95	-
Interest on Investments and Deposits	A-2	-	6,670.27	6,670.27	-
Lease of Borough Owned Property - AT&T	A-2	-	72,400.00	72,400.00	-
Uniform Construction Code Fees	A-2	-	88,783.00	88,783.00	-
State Aid:					
Extraordinary Aid	A-2	-	50,000.00	50,000.00	-
Consolidated Municipal Property Tax					
Relief Aid	A-2	-	234,068.00	234,068.00	-
Energy Receipts Tax	A-2	-	398,930.00	398,930.00	-
Interlocal Services Agreements:					
911 Cranbury Township	A-2	-	96,337.50	96,337.50	-
EMS Robbinsville Township Billing Revenues	A-2	-	35,154.08	35,154.08	-
Grants:					
Alcohol Education Rehabilitation Fund	A-2	-	8,771.40	8,771.40	-
Body Armor Grant	A-2	-	1,454.66	1,454.66	-
Clean Communities Program	A-2	-	7,623.22	7,623.22	-
Click It or Ticket	A-2	-	3,100.00	3,100.00	-
Drunk Driving Enforcement Fund	A-2	-	11,464.17	11,464.17	-
JIF Safety Grant	A-2	-	1,930.00	1,930.00	-
Over the Limit Under Arrest	A-2	-	8,750.00	8,750.00	-
Recycling Tonnage Grant	A-2	-	7,179.27	7,179.27	-
SHARE Program Grant	A-2	-	10,000.00	10,000.00	-
Uniform Fire Safety Act	A-2	-	12,081.48	12,081.48	-
CATV - Franchise Fee	A-2	-	39,895.08	39,895.08	-
The Peddie School - Gift	A-2	-	23,000.00	23,000.00	-
Comcast Renewal	A-2	-	15,000.00	15,000.00	-
Verizon Franchise Fee	A-2	-	13,402.25	13,402.25	-
Hightstown Housing Authority -					
Payment in Lieu of Taxes	A-2	-	23,225.81	23,225.81	-
		<u>\$ 16,474.87</u>	<u>\$ 1,579,727.61</u>	<u>\$ 1,575,364.11</u>	<u>\$ 20,838.37</u>
		A		A-4	A

CURRENT FUND  
SCHEDULE OF 2008 APPROPRIATION RESERVES

	2008 <u>Unexpended</u>	Balance After Transfers and <u>Encumbrances</u>	Paid or <u>Charged</u>	Balance <u>Lapsed</u>
General Administration				
Salaries and Wages	\$ 3,156.83	\$ 3,156.83	\$ -	\$ 3,156.83
Other Expenses	161.10	161.10	-	161.10
Mayor and Council				
Salaries and Wages	1.00	1.00	-	1.00
Other Expenses	1,109.00	1,109.00	-	1,109.00
Municipal Clerk				
Salaries and Wages	802.61	802.61	-	802.61
Other Expenses	287.89	491.25	476.28	14.97
Elections				
Other Expenses	72.94	171.05	-	171.05
Office Supplies and Paper Products				
Other Expenses	907.67	1,695.50	901.74	793.76
Financial Administration				
Salaries and Wages	0.19	0.19	-	0.19
Other Expenses	179.50	179.50	-	179.50
Audit Services				
Other Expenses	9,265.00	9,265.00	9,265.00	-
Grant Writing and Administration				
Other Expenses	1,779.50	1,779.50	-	1,779.50
Central Computer (Data Processing Tech)				
Salaries and Wages	0.98	0.98	-	0.98
Other Expenses	1,071.24	1,161.19	89.95	1,071.24
Tax Collection				
Salaries and Wages	4,585.21	4,585.21	-	4,585.21
Other Expenses	14.23	14.23	-	14.23
Tax Assessment				
Salaries and Wages	47.46	47.46	-	47.46
Other Expenses	3,710.51	3,910.51	254.00	3,656.51
Interest on Tax Appeals				
Other Expenses	100.00	100.00	-	100.00
Legal Services and Costs				
Other Expenses	2,687.00	19,336.72	6,367.34	12,969.38
Litigation				
Other Expenses	1,522.73	4,329.45	3,466.25	863.20
Engineering Services				
Other Expenses	-	5,038.12	-	5,038.12
Historical Commission				
Other Expenses	461.99	758.99	462.00	296.99
Planning Board				
Salaries and Wages	0.46	0.46	-	0.46
Other Expenses	2,277.56	11,153.96	908.23	10,245.73
Insurance				
Insurance Deductibles	2,000.00	1,000.00	992.50	7.50
General Liability	32.92	32.92	-	32.92
Workers Compensation Insurance	37.38	37.38	-	37.38
Employee Group Health Insurance	2,663.81	1,698.81	923.00	775.81
Other Liability/Surety Premiums	1,000.00	-	-	-

CURRENT FUND  
SCHEDULE OF 2008 APPROPRIATION RESERVES  
(CONTINUED FROM PRIOR PAGE)

	<u>2008 Unexpended</u>	<u>Balance After Transfers and Encumbrances</u>	<u>Paid or Charged</u>	<u>Balance Lapsed</u>
Police Department				
Salaries and Wages	\$ 0.31	\$ 0.31	\$ -	\$ 0.31
Other Expenses	10,041.16	10,917.27	6,346.89	4,570.38
Police - Fire Radio Communications				
Salaries and Wages	3,472.52	3,472.52	1,009.90	2,462.62
Other Expenses	862.00	1,239.00	377.00	862.00
Emergency Management				
Other Expenses	250.00	250.00	-	250.00
Fire Department				
Other Expenses	1,184.64	10,663.92	10,663.92	-
Uniform Fire Safety Act				
Salaries and Wages	0.70	0.70	-	0.70
Other Expenses	262.47	262.47	-	262.47
First Aid Organization:				
Other Expenses	1,232.50	2,123.90	2,123.20	0.70
First Aid Contribution:				
Other Expenses	100.00	100.00	-	100.00
Streets and Roads				
Salaries and Wages	1,631.28	1,631.28	461.18	1,170.10
Other Expenses	7,830.92	8,392.95	5,715.95	2,677.00
Snow Removal				
Other Expenses	1,000.00	1,000.00	-	1,000.00
Sanitation/Solid Waste Collection				
Salaries and Wages	4,541.65	4,541.65	118.00	4,423.65
Other Expenses	690.42	1,776.25	1,743.59	32.66
Public Buildings and Grounds				
Salaries and Wages	2,662.77	2,662.77	117.00	2,545.77
Other Expenses	2,536.70	2,708.02	1,017.57	1,690.45
Recycling				
Salaries and Wages	5,649.56	1,649.56	541.55	1,108.01
Other Expenses	3,123.43	3,108.43	131.88	2,976.55
Vehicle Maintenance				
Other Expenses	6,037.42	7,750.48	3,219.56	4,530.92
Community Services /				
Condominium Act				
Other Expenses	12,307.66	12,307.66	5,307.62	7,000.04
Board of Health				
Salaries and Wages	3,108.43	3,108.43	-	3,108.43
Other Expenses	3,678.87	3,678.87	279.00	3,399.87
Environmental Commission				
Other Expenses	1.09	1.09	-	1.09
Animal Control				
Other Expenses	100.00	100.00	-	100.00

Continued

CURRENT FUND  
SCHEDULE OF 2008 APPROPRIATION RESERVES  
(CONTINUED FROM PRIOR PAGE)

	<u>2008 Unexpended</u>	<u>Balance After Transfers and Encumbrances</u>	<u>Paid or Charged</u>	<u>Balance Lapsed</u>
Maintenance of Parks				
Salaries and Wages	\$ 4,040.62	\$ 4,040.62	\$ 226.00	\$ 3,814.62
Other Expenses	701.90	701.90	39.97	661.93
Recreation & Open Space (Parks Commission)				
Other Expenses	2,342.78	2,550.79	227.89	2,322.90
Celebration of Public Events:				
Other Expenses	106.00	106.00	-	106.00
Accumulated Sick and Vacation				
Other Expenses	231.04	231.04	-	231.04
Postage and Shipping Charges				
Other Expenses	2,513.88	2,513.88	14.58	2,499.30
Utilities				
Gasoline and Diesel Fuel	5,862.13	5,862.13	3,862.44	1,999.69
Electricity	6,733.49	10,553.68	3,820.19	6,733.49
Telephone	5,532.28	5,702.88	1,491.03	4,211.85
Natural Gas and Heating Oil	3,170.66	6,057.61	2,886.95	3,170.66
Street Lighting	9,979.16	10,131.81	613.63	9,518.18
Landfill Disposal Costs				
Other Expenses	18,394.91	18,394.91	17,962.31	432.60
Municipal Court				
Salaries and Wages	1,715.25	1,715.25	-	1,715.25
Other Expenses	4,374.54	4,432.04	195.35	4,236.69
Construction Official				
Salaries and Wages	0.54	0.54	-	0.54
Other Expenses	4,590.53	5,244.20	653.67	4,590.53
Housing Code Enforcement				
Salaries and Wages	0.29	0.29	-	0.29
Other Expenses	700.00	700.00	-	700.00
Contribution to:				
Public Employees' Retirement System	1.00	16,001.00	14,154.26	1,846.74
Social Security System	3,011.76	3,011.76	-	3,011.76
Defined Contribution Benefit Plan	1,000.00	1,000.00	-	1,000.00
Recycling Tax	448.99	463.99	460.02	3.97
Implementation of 911				
Salaries and Wages	2,263.39	2,263.39	471.00	1,792.39
Other Expenses	31,595.12	34,748.27	3,153.15	31,595.12

Continued

CURRENT FUND  
SCHEDULE OF 2008 APPROPRIATION RESERVES  
(CONTINUED FROM PRIOR PAGE)

	2008 <u>Unexpended</u>	Balance After Transfers and <u>Encumbrances</u>	Paid or <u>Charged</u>	Balance <u>Lapsed</u>
MCIA Recycling				
Other Expenses	\$ 11,620.48	\$ 11,620.48	\$ -	\$ 11,620.48
Senior Citizen Program				
Other Expenses	0.39	0.39	-	0.39
Health Services:				
Salaries and Wages	1,050.98	1,050.98	-	1,050.98
Other Expenses	53.00	53.00	-	53.00
Zoning Officer:				
Other Expenses	1,202.30	1,202.30	-	1,202.30
Emergency Medical Services				
Other Expenses	6,955.97	23,224.97	16,269.00	6,955.97
Vehicle Maintenance Services				
Other Expenses	508.65	2,594.65	2,383.29	211.36
	<u>\$ 242,945.24</u>	<u>\$ 331,641.20</u>	<u>\$ 132,164.83</u>	<u>\$ 199,476.37</u>
Encumbrances	<u>88,695.96</u>	<u>-</u>	<u>-</u>	<u>-</u>
	<u><u>\$ 331,641.20</u></u>	<u><u>\$ 331,641.20</u></u>	<u><u>\$ 132,164.83</u></u>	<u><u>\$ 199,476.37</u></u>
Ref.	A			A-1

Disbursed	<u>Ref.</u>	
Accounts Payable	A-4	\$117,320.01
	A-9	<u>14,844.82</u>
		<u><u>\$132,164.83</u></u>

Concluded

CURRENT FUND  
SCHEDULE OF PREPAID TAXES

	<u>Ref.</u>	
Balance December 31, 2008	A	\$ 115,200.39
Increased by:		
Receipts	A-4	<u>130,135.03</u>
		\$ 245,335.42
Decreased by:		
Applied to 2009 Taxes	A-6	<u>115,200.39</u>
Balance December 31, 2009	A	<u><u>\$ 130,135.03</u></u>



CURRENT FUND  
SCHEDULE OF TAX OVERPAYMENTS

	<u>Ref.</u>	
Balance December 31, 2008	A	\$ 856.26
Increased by:		
Receipts	A-4	<u>33,446.43</u>
		\$ 34,302.69
Decreased by:		
Payments	A-4	\$ 6,168.38
Canceled	A-1	8.89
Applied	A-6	<u>854.46</u>
		<u>7,031.73</u>
Balance December 31, 2009	A	<u><u>\$ 27,270.96</u></u>

SCHEDULE OF LOCAL DISTRICT SCHOOL TAX PAYABLE

	<u>Ref.</u>	
Balance December 31, 2008	A	\$ -
Increased by:		
Levy Calendar year 2009	A-1, A-2	<u>8,212,075.99</u>
		\$ 8,212,075.99
Decreased by:		
Payments	A-4	<u>8,212,075.99</u>
Balance December 31, 2009	A	<u><u>\$ -</u></u>

CURRENT FUND  
SCHEDULE OF COUNTY TAXES PAYABLE

	<u>Ref.</u>	
Balance December 31, 2008	A	\$ 24,258.84
Increased by:		
General County Levy		\$ 2,412,253.04
County Library		244,163.50
County Open Space Preservation		160,571.02
Due County for Added and Omitted Taxes		<u>10,915.59</u>
	A-1, A-2	<u>2,827,903.15</u>
		\$ 2,852,161.99
Decreased by:		
Payments	A-4	<u>2,841,246.40</u>
Balance December 31, 2009	A	<u><u>\$ 10,915.59</u></u>

CURRENT FUND  
SCHEDULE OF DUE TO STATE OF NEW JERSEY

	<u>Balance</u> <u>Dec. 31, 2008</u>	<u>Receipts</u>	<u>Disbursements</u>	<u>Balance</u> <u>Dec. 31, 2009</u>
State Training Fees	\$ 540.00	\$ 3,796.00	\$ 3,668.00	\$ 668.00
Marriage Licenses	700.00	1,000.00	1,500.00	200.00
Burial Permit Fees	<u>20.00</u>	<u>20.00</u>	<u>40.00</u>	<u>-</u>
	<u>\$ 1,260.00</u>	<u>\$ 4,816.00</u>	<u>\$ 5,208.00</u>	<u>\$ 868.00</u>
	A	A-4	A-4	A

GRANT FUND  
SCHEDULE OF RESERVE FOR REVALUATION

	<u>Ref.</u>	
Balance December 31, 2008	A	\$ 36,190.00
Decreased by:		
Disbursements	A-4	<u>14,690.00</u>
Balance December 31, 2009	A	<u><u>\$ 21,500.00</u></u>

GRANT FUND  
SCHEDULE OF CASH

	<u>Ref.</u>		
Balance December 31, 2008	A		\$ 7,200.94
Receipts:			
Grants Receivable	A-19		<u>130,403.11</u>
			\$ 137,604.05
Disbursements:			
Reserve for Grants Appropriated	A-20	\$ 45,832.34	
Due to Capital Fund	A	<u>30,000.00</u>	
			<u>75,832.34</u>
Balance December 31, 2009	A		<u><u>\$ 61,771.71</u></u>

GRANT FUND  
SCHEDULE OF GRANTS RECEIVABLE

	Balance Dec. 31, 2008	2009 Budget Revenue Realized	Received	Balance Dec. 31, 2009
Drunk Driving Enforcement Fund	\$ -	\$ 11,464.17	\$ 11,464.17	\$ -
Clean Communities	-	7,623.22	7,623.22	-
Municipal Court Alcohol Education and Rehabilitation Fund	-	8,771.40	8,771.40	-
Mercer Revitalization Grant	11,000.00	-	11,000.00	-
Over the Limit - Under Arrest	-	8,750.00	3,750.00	5,000.00
Click It or Ticket	-	3,100.00	3,100.00	-
Recycling Tonnage Grant	-	7,179.27	7,179.27	-
Body Armor Grant - Federal	1,626.23	1,454.66	2,247.05	833.84
SHARE Program Grant	45,873.00	10,000.00	31,040.00	24,833.00
JIF Safety Grant	1,652.00	1,930.00	1,930.00	1,652.00
NJ Historic Trust - Stockton St.	42,298.00	-	42,298.00	-
	<u>\$ 102,449.23</u>	<u>\$ 60,272.72</u>	<u>\$ 130,403.11</u>	<u>\$ 32,318.84</u>
	A	A-20	A-18	A

GRANT FUND  
SCHEDULE OF RESERVE FOR GRANTS - APPROPRIATED

	Balance Dec. 31, 2008	Transferred from 2009 Budget Appropriations			Prior Year Encumbrances	Expended	Reserve for Encumbrances	Balance Dec. 31, 2009
		Budget	By 40A:4-87	Appropriation				
Drunk Driving Enforcement Fund	\$ 12,204.36	\$ 11,464.17	\$ -	\$ -	\$ 267.00	\$ 5,250.22	\$ -	\$ 18,685.31
Clean Communities	426.47	7,623.22	-	-	-	5,533.34	-	2,516.35
Mercer County Revitalization Grant - 2004	10,000.00	-	-	-	-	-	-	10,000.00
Municipal Court Alcohol Education and Rehabilitation Fund	11,443.14	8,771.40	-	-	462.35	4,687.73	-	15,989.16
Over the Limit - Under Arrest	-	-	8,750.00	-	-	3,950.00	-	4,800.00
Recycling Tonnage Grant	7,639.26	-	7,179.27	-	-	-	-	14,818.53
SHARE Program Grant	5,350.00	10,000.00	-	-	26,323.00	20,113.80	9,483.00	12,076.20
Body Armor Grant	1,827.42	-	-	-	-	-	-	1,827.42
Body Armor Grant - Federal	148.81	1,454.66	-	-	-	-	-	1,603.47
Click It or Ticket	-	3,100.00	-	-	-	3,100.00	-	-
NJ Historic Trust - Stockton Street Grant	626.17	-	-	-	-	626.17	-	-
Match	-	-	-	-	-	-	-	-
FEMA State and Local Hazards Emergency Grant	2,405.72	-	-	-	-	-	-	2,405.72
JIF Safety Grant	1,383.02	1,930.00	-	-	628.95	1,991.45	-	1,950.52
NJ DEP Stormwater Management Grant - 2005	579.63	-	-	-	-	579.63	-	-
	<u>\$ 54,034.00</u>	<u>\$ 44,343.45</u>	<u>\$ 15,929.27</u>	<u>\$ 27,681.30</u>	<u>\$ 45,832.34</u>	<u>\$ 9,483.00</u>	<u>\$ 86,672.68</u>	
A		A-19	A-19	A-21	A-18	A-21	A	

GRANT FUND  
RESERVE FOR ENCUMBRANCES - GRANT FUNDS

	<u>Ref.</u>	
Balance December 31, 2008	A	\$ 27,681.30
Increased by:		
Charged to Reserve for Grants	A-20	<u>9,483.00</u>
		\$ 37,164.30
Decreased by:		
Encumbrances Prior Year	A-20	<u>27,681.30</u>
Balance December 31, 2009	A	<u><u>\$ 9,483.00</u></u>

DUE FROM CURRENT FUND

	<u>Ref.</u>	
Balance December 31, 2008 and 2009	A	<u><u>\$ 2,065.13</u></u>



CURRENT FUND  
SCHEDULE OF UNAPPROPRIATED RESERVES FOR FEDERAL AND STATE GRANTS

<u>Grant</u>	<u>Balance</u> <u>Dec. 31, 2008</u>	<u>Transferred to 2009</u> <u>Budget Appropriations</u>	<u>Balance</u> <u>Dec. 31, 2009</u>
		<u>Budget</u>	
Body Armor Grant	\$ -	\$ -	\$ -
	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
	A	A-19	A

TRUST FUND  
SCHEDULE OF TRUST CASH - TREASURER

	Ref.	Animal Control	Other Trust	Escrow Trust
Balance December 31, 2008	B	\$ 9,375.71	\$ 807,991.77	\$ 258,642.70
Increased by Receipts:				
Due to State of New Jersey	B-2	\$ 557.40	\$ -	\$ -
Reserve for Animal Control	B-3	5,435.73	-	-
Prepaid Licenses	B	561.60	-	-
Redemption of Tax Title Liens	B-4	-	116,789.80	-
Regional Contribution Agreement - Manalapan	B-5	-	20,292.70	-
Law Enforcement Fund - Federal	B-6	-	2,995.03	-
Law Enforcement Fund	B-7	-	2,064.78	-
Public Defender	B-8	-	4,287.72	-
Unemployment Trust Fund	B-9	-	7,500.00	-
Payroll Deductions	B-10	-	4,138,558.43	-
Miscellaneous Trust Funds	B-11	-	132,061.38	-
Housing Rehabilitation Loans	B-13	-	672.89	-
Housing Trust	B-14	-	14,805.79	-
Escrow Fees	B-12	-	-	53,512.93
		6,554.73	4,440,028.52	53,512.93
		\$ 15,930.44	\$ 5,248,020.29	\$ 312,155.63
Decreased by Disbursements:				
N.J. State Dept. of Health	B-2	\$ 543.00	\$ -	\$ -
Expenditures Per R.S. 4:19-15.11	B-3	6,322.44	-	-
Redemption of Tax Title Liens	B-4	-	116,850.14	-
Regional Contribution Agreement - Manalapan	B-5	-	23,184.00	-
Law Enforcement Fund - Federal	B-6	-	-	-
Law Enforcement Fund	B-7	-	4,267.96	-
Public Defender	B-8	-	5,858.91	-
Unemployment Trust Fund	B-9	-	31,147.14	-
Payroll Deductions	B-10	-	4,165,189.55	-
Miscellaneous Trust Funds	B-11	-	121,277.06	-
Housing Rehabilitation Loans	B-13	-	3,632.57	-
Housing Trust	B-14	-	39,356.34	-
Escrow Fees	B-12	-	-	123,764.36
		6,865.44	4,510,763.67	123,764.36
Balance December 31, 2009	B	\$ 9,065.00	\$ 737,256.62	\$ 188,391.27

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

	<u>Ref.</u>		
Balance December 31, 2008	B		\$ 138.60
Increased by:			
State Registration Fees - 2009		\$ 474.60	
State Registration Fees - Prepaid 2010		<u>82.80</u>	
	B-1		<u>557.40</u>
			\$ 696.00
Decreased by:			
Disbursed to State	B-1	\$ 543.00	
Adjustment	B-3	<u>4.80</u>	
			<u>547.80</u>
Balance December 31, 2009	B		<u><u>\$ 148.20</u></u>

TRUST FUND  
SCHEDULE OF RESERVE FOR ANIMAL CONTROL FUND EXPENDITURES

	<u>Ref.</u>		
Balance December 31, 2008	B		\$ 8,351.51
Increased by:			
License Fees Collected - 2009 Licenses		\$ 4,432.20	
Interest Earned		16.53	
Late Fees		985.00	
Replacement Tag fees		<u>2.00</u>	
	B-1	\$ 5,435.73	
Adjustment	B-2	4.80	
License Fees Collected - Prepaid	B	<u>885.60</u>	
			<u>6,326.13</u>
			\$ 14,677.64
Decreased by:			
Expenditures Per R.S. 4:19-15.11	B-1		<u>6,322.44</u>
Balance December 31, 2009	B		<u><u>\$ 8,355.20</u></u>

**Municipal Fees Collected**

<u>Year</u>	<u>Amount</u>
2007	4,527.80
2008	<u>6,185.60</u>
	<u><u>\$ 10,713.40</u></u>

TRUST FUND  
SCHEDULE OF DEPOSITS FOR REDEMPTION OF TAX SALE CERTIFICATES

	<u>Ref.</u>	
Balance December 31, 2008	B	\$ 110.01
Increased by:		
Deposits for Redemption	B-1	<u>116,789.80</u>
		\$ 116,899.81
Decreased by:		
Redemption of Tax Title Liens	B-1	<u>116,850.14</u>
Balance December 31, 2009	B	<u><u>\$ 49.67</u></u>

SCHEDULE OF REGIONAL CONTRIBUTION AGREEMENT - MANALAPAN

	<u>Ref.</u>	
Balance December 31, 2008	B	\$ 176,818.22
Increased by:		
Interest Earned		\$ 292.70
Recaptured Funds		<u>20,000.00</u>
	B-1	<u>20,292.70</u>
		\$ 197,110.92
Decreased by:		
Disbursements	B-1	<u>23,184.00</u>
Balance December 31, 2009	B	<u><u>\$ 173,926.92</u></u>

TRUST FUND  
SCHEDULE OF RESERVE FOR LAW ENFORCEMENT FUND - FEDERAL

	<u>Ref.</u>	
Balance December 31, 2008	B	\$ -
Increased by:		
Receipts		\$ 2,994.71
Interest Earned		<u>0.32</u>
	B-1	<u>2,995.03</u>
		\$ 2,995.03
Decreased by:		
Disbursements	B-1	<u>-</u>
Balance December 31, 2009	B	<u><u>\$ 2,995.03</u></u>

SCHEDULE OF RESERVE FOR LAW ENFORCEMENT FUND

	<u>Ref.</u>	
Balance December 31, 2008	B	\$ 9,742.80
Increased by:		
Received from County of Mercer		\$ 2,046.00
Interest Earned		<u>18.78</u>
	B-1	<u>2,064.78</u>
		\$ 11,807.58
Decreased by:		
Disbursements	B-1	<u>4,267.96</u>
Balance December 31, 2009	B	<u><u>\$ 7,539.62</u></u>

TRUST FUND  
SCHEDULE OF RESERVE FOR PUBLIC DEFENDER

	<u>Ref.</u>	
Balance December 31, 2008	B	\$ 9,047.48
Increased by:		
Receipts	B-1	<u>4,287.72</u>
		\$ 13,335.20
Decreased by:		
Disbursements	B-1	<u>5,858.91</u>
Balance December 31, 2009	B	<u><u>\$ 7,476.29</u></u>

SCHEDULE OF UNEMPLOYMENT TRUST FUND

	<u>Ref.</u>	
Balance December 31, 2008	B	\$ 43,750.50
Increased by:		
Budget Appropriation	B-1	\$ 7,500.00
Employee Payroll Deductions	B-10	<u>4,708.16</u>
		<u>12,208.16</u>
		\$ 55,958.66
Decreased by:		
Paid to N.J. Employment Security Agency/ N.J. Unemployment Compensation Fund	B-1	<u>31,147.14</u>
Balance December 31, 2009	B	<u><u>\$ 24,811.52</u></u>

TRUST FUND  
SCHEDULE OF RESERVE FOR PAYROLL DEDUCTIONS

	<u>Ref.</u>		
Balance December 31, 2008	B		\$ 32,523.96
Increased by:			
Interfunds:			
Current Fund	B	\$ 27,805.62	
Water-Sewer Operating Fund	B	17,242.84	
Receipts	B-1	<u>4,138,558.43</u>	
			<u>4,183,606.89</u>
			\$4,216,130.85
Decreased by:			
Employee Unemployment Deductions due			
Unemployment Trust Fund	B-9	\$ 4,708.16	
Disbursements	B-1	<u>4,165,189.55</u>	
			<u>4,169,897.71</u>
Balance December 31, 2009	B		<u><u>\$ 46,233.14</u></u>



TRUST FUND  
SCHEDULE OF MISCELLANEOUS TRUST FUNDS

	Balance Dec. 31, 2008	Increased by Receipts	Decreased by Disbursements	Balance Dec. 31, 2009
Celebration of Public Events Donations:				
Memorial Day Parade Donation	\$ 570.79	\$ 587.76	\$ 125.00	\$ 1,033.55
October Fair Donations	3,120.35	8,195.00	6,483.34	4,832.01
D & M Property Drainage	462.75	-	-	462.75
Donations:				-
Animal Welfare	4,461.92	11,369.80	13,411.84	2,419.88
Bridge of Peace	409.00	-	409.00	-
Community Garden Project	216.96	2.86	8.95	210.87
First Aid - Peddie School	28,623.73	-	-	28,623.73
Hightstown Skate Park	19,200.23	3,724.56	2,820.00	20,104.79
Historical Site	618.61	-	11.00	607.61
K-9 Unit Police Department	12.49	-	-	12.49
National Night Out	363.78	1,300.00	1,162.36	501.42
Revitalization	69.36	-	-	69.36
Trap Release Animal Program	2,041.42	-	-	2,041.42
Well Baby	70.00	-	-	70.00
Environmental Commission	593.05	300.00	-	893.05
Housing Authority - Dawes	936.50	9,060.00	7,482.40	2,514.10
Other Escrows	35,810.91	1,530.64	2,793.85	34,547.70
Park Commission Trees Donations	50.03	43.73	93.76	-
Parking Offense				-
Adjudication Act	655.00	46.00	-	701.00
Parks and Recreation Donations				-
General	1,000.00	-	-	1,000.00
Pedal Boat	491.65	-	491.65	-
Programs	-	1,040.41	221.50	818.91
Triathlon	-	25,260.00	13,781.61	11,478.39
Presbyterian Homes Sidewalks	5,000.00			5,000.00
Recaptured Funds Housing Rehabilitation	-	19,169.00	-	19,169.00
Recycling	10,989.44	1,913.95	4,812.25	8,091.14
Recycling - Grass Collection Program	4,453.36	820.00	59.50	5,213.86
Reserve for Insurance Refund	4,850.00	-	4,850.00	-
Snow Removal	11,797.70	1,000.00	11,748.57	1,049.13
Special Duty Police	2,637.29	34,956.81	36,720.70	873.40
Tax Sale Premium	492.73	-	-	492.73
Uniform Fire Safety Act	5,820.02	-	125.00	5,695.02
Workers Compensation	2,223.92	11,740.86	13,964.78	-
	<u>\$ 148,042.99</u>	<u>\$ 132,061.38</u>	<u>\$ 121,577.06</u>	<u>\$ 158,527.31</u>

Ref.

B

B-1

B

Ref.

Interfund - General Capital Fund  
Disbursed

B  
B-1

\$ 300.00  
121,277.06  
\$ 121,577.06

TRUST FUND  
SCHEDULE OF RESERVE FOR ESCROW FEES

	<u>Ref.</u>	
Balance December 31, 2008	B	\$ 258,642.70
Increased by:		
Receipts	B-1	<u>53,512.93</u>
		\$ 312,155.63
Decreased by:		
Disbursements	B-1	<u>123,764.36</u>
Balance December 31, 2009	B	<u><u>\$ 188,391.27</u></u>

SCHEDULE OF HOUSING REHABILITATION LOANS

	<u>Ref.</u>	
Balance December 31, 2008	B	\$ 7,534.71
Increased by:		
Loan Repayments		\$ 663.71
Interest Earned		<u>9.18</u>
	B-1	<u>672.89</u>
		\$ 8,207.60
Decreased by:		
Disbursements	B-1	<u>3,632.57</u>
Balance December 31, 2009	B	<u><u>\$ 4,575.03</u></u>

TRUST FUND  
SCHEDULE OF HOUSING TRUST

	<u>Ref.</u>	
Balance December 31, 2008	B	\$380,421.10
Increased by:		
Payments in Lieu of Construction		\$ 14,083.75
Interest Earned		<u>722.04</u>
	B-1	<u>14,805.79</u>
		\$395,226.89
Decreased by:		
Transfer to Trust Fund		\$ 19,169.00
Payments		<u>20,187.34</u>
	B-1	<u>39,356.34</u>
Balance December 31, 2009	B	<u><u>\$355,870.55</u></u>

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

	<u>Ref.</u>	
Balance December 31, 2008	B	\$254,725.82
Increased by:		
Contributions:		
Year 2009		\$ 38,900.00
Earnings on Contributions		<u>67,852.18</u>
		<u>106,752.18</u>
		\$361,478.00
Decreased by:		
Withdrawals		\$ 8,956.66
Account Charge		<u>1,673.19</u>
		<u>10,629.85</u>
Balance December 31, 2009	B	<u><u>\$350,848.15</u></u>

GENERAL CAPITAL FUND  
SCHEDULE OF GENERAL CAPITAL FUND CASH-TREASURER

	<u>Ref.</u>		
Balance December 31, 2008	C		\$ 100,327.29
Increased by Receipts:			
Current Fund Appropriations:			
Capital Improvement Fund	C-9	\$ 20,000.00	
Premium on Bond Anticipation Notes	C-1	1,076.00	
Interfund - Grant Fund	C	30,000.00	
Bond Anticipation Notes	C-10	721,546.00	
Grants Receivable	C-6	<u>453,597.23</u>	
			<u>1,226,219.23</u>
			\$ 1,326,546.52
Decreased by:			
Encumbrances Payable	C-12	\$ 530,247.60	
Interfunds:			
Other Trust Fund	C	300.00	
Water-Sewer Utility Capital Fund	C	250,000.00	
Bond Anticipation Notes	C-10	<u>451,846.00</u>	
			<u>1,232,393.60</u>
Balance December 31, 2009	C		<u><u>\$ 94,152.92</u></u>

GENERAL CAPITAL FUND  
SCHEDULE OF CAPITAL FUND CASH AND INVESTMENTS

	Ordinance Number	Purpose	Receipts		Disbursements			Encumbered	From	To	Balance Dec. 31, 2009
			Budget Appropriation	Bond Anticipation Notes	Miscellaneous	Miscellaneous	Bond Anticipation Notes				
			Balance Dec. 31, 2008								
			\$ 603.87	\$ -	\$ 1,076.00	\$ -	\$ -	\$ -	\$ 95,700.00	\$ 95,742.74	\$ 1,722.61
		Fund Balance	16,930.00	-	-	-	-	-	16,300.00	-	20,630.00
		Capital Improvement Fund	24,368.02	-	-	530,247.60	-	654,906.43	20,495.00	-	128,531.85
		Reserve for Encumbrances	-	-	-	300.00	-	-	-	-	(300.00)
		Due from Trust	-	-	-	250,000.00	-	-	-	-	-
		Due to Water-Sewer Utility Capital Fund	250,000.00	-	-	-	-	-	-	-	-
		Due to Grant Fund	(30,000.00)	-	30,000.00	-	-	-	-	-	-
		Reserve for Debt Service	2,506.91	-	-	-	-	-	-	-	2,506.91
		Reserve for Housing Rehabilitation	47.00	-	-	-	-	-	-	-	47.00
		Reserve for John and Mary Hight Sculpture Fund	150.00	-	-	-	-	-	-	-	150.00
		Reserve for Donation	50.00	-	-	-	-	-	-	-	50.00
		<u>Improvement Authorizations</u>									
			2,967.68	-	-	-	-	(2,967.68)	-	-	-
		Various Capital Improvements	7,000.00	-	-	-	-	-	-	-	7,000.00
		Downtown Revitalization Project	448.95	-	-	-	-	-	-	-	448.95
		Housing Rehabilitation	6,553.72	-	-	-	-	-	-	-	6,553.72
		Construction of Public Works Facility	56,916.58	-	-	-	-	(18,160.06)	-	-	38,756.52
		Greenways	21,810.99	-	-	-	-	-	-	-	21,810.99
		Reconstruction of Center Street	82.77	-	-	-	-	-	-	-	82.77
		Acquisition of Capacity Rights - JCP&L	34,040.25	-	-	-	-	-	-	-	34,040.25
		Mercer Street Revitalization Project	2,182.52	-	15,000.00	-	-	-	-	-	17,182.52
		Peddie Lake Dam Improvements	(17,995.10)	-	-	-	-	(182,143.78)	-	2,500.00	(197,638.88)
		Various Equipment Police and Court	6,179.00	-	-	-	-	(3,670.00)	-	-	2,509.00
		Streetscape / Main Street Redevelopment Area	(14,484.19)	-	22,777.00	-	-	(172.50)	-	20,495.00	28,615.31
		Acquisition of Fire Truck	21,742.74	-	-	-	-	-	21,742.74	-	-
		Purchase of Various Equipment	1,072.00	-	-	-	-	-	-	-	1,072.00
		Road Improve. Morrison Ave. and Outcalt St.	(253,044.15)	-	341,333.36	-	-	(6,246.31)	74,000.00	-	8,042.90
		Automated Garbage Truck and Containers	3,495.24	-	-	-	229,696.00	(3,465.14)	-	-	30.10
		Acquisition of Ambulance	-	-	-	-	-	-	-	-	-
		Police Department Equipment	1,718.17	-	-	-	84,750.00	(1,100.00)	-	-	618.17
		Westerlea Avenue Improvements	(45,590.36)	-	-	-	58,900.00	(602.01)	-	-	28,294.50
		Purchase of Air Packs for Fire Company	122.18	-	74,486.87	-	78,500.00	-	-	-	122.18
		Police Radar and Radio Equipment	452.50	-	-	-	-	-	-	-	452.50
		Reconstruction of Morrison Avenue	-	-	-	-	115,200.00	(287,608.25)	-	5,800.00	(166,608.25)
		Improvements to Franklin Street	-	-	-	-	-	(73,892.50)	-	74,000.00	107.50
		Improvements to Memorial Park Parking Lot	-	-	-	-	154,500.00	(19,074.20)	-	8,000.00	143,425.80
		Fire Truck Equipment / Protective Equipment	-	-	-	-	-	(21,700.00)	-	21,700.00	-
		Stockton Street Historic District Improvement	-	-	-	-	-	(34,104.00)	-	-	(34,104.00)
			\$ 100,327.29	\$ 721,546.00	\$ 484,673.23	\$ 780,547.60	\$ 451,846.00	\$ -	\$ 228,237.74	\$ 228,237.74	\$ 94,152.92

( ) Denotes Deficit

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

	<u>Ref.</u>	
Balance December 31, 2008	C	\$ 4,055,000.00
Decreased by:		
2009 Budget Appropriation to Pay Serial Bonds	C-11	<u>90,000.00</u>
Balance December 31, 2009	C	<u><u>\$ 3,965,000.00</u></u>





GENERAL CAPITAL FUND  
SCHEDULE OF GRANTS RECEIVABLE

	<u>Balance</u> <u>Dec. 31, 2008</u>	<u>Increased</u>	<u>Received</u>	<u>Cancelled</u>	<u>Balance</u> <u>Dec. 31, 2009</u>
Receivables not Offset with Reserves:					
Small Cities Streetscape (05-34)	\$ 58,118.00	\$ -	\$ 22,777.00	\$ -	\$ 35,341.00
DOT Fountain (05-04)	15,000.00	-	15,000.00	-	-
DOT Morrison Ave and Outcalt St. (07-01)	245,250.00	-	213,333.36	31,916.64	-
DOT Morrison Ave and Outcalt St. (08-07)	128,000.00	-	128,000.00	-	-
DOT Westerlea Ave. (08-01)	74,486.87	-	74,486.87	-	-
DOT Morrison Ave (09-01)	-	171,000.00	-	-	171,000.00
DOT Memorial Park Parking Lot (09-10)	-	262,500.00	-	-	262,500.00
	<u>\$ 520,854.87</u>	<u>\$ 433,500.00</u>	<u>\$ 453,597.23</u>	<u>\$ 31,916.64</u>	<u>\$ 468,841.00</u>
Receivables Offset with Reserves:					
DOT Morrison Ave (09-01)	\$ -	\$ 57,500.00	\$ -	-	\$ 57,500.00
DOT Memorial Park Parking Lot (09-10)	-	87,500.00	-	-	87,500.00
Stockton Street Historic District Improvement (09-20)	-	1,690,000.00	-	-	1,690,000.00
	<u>\$ -</u>	<u>\$ 1,835,000.00</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 1,835,000.00</u>
Total	<u>\$ 520,854.87</u>	<u>\$ 2,268,500.00</u>	<u>\$ 453,597.23</u>	<u>\$ 31,916.64</u>	<u>\$ 2,303,841.00</u>
Ref.	C		C-2		C

GENERAL CAPITAL FUND  
SCHEDULE OF VARIOUS RESERVES

	Balance <u>Dec. 31, 2009</u>
Reserve for John and Mary Hight Sculpture	\$ 150.00
Reserve for Donations	50.00
Reserve for Housing Rehabilitation	47.00
Reserve for Debt Service	<u>2,506.91</u>
	<u><u>\$ 2,753.91</u></u>
Ref.	C



GENERAL CAPITAL FUND  
SCHEDULE OF RESERVE FOR CAPITAL IMPROVEMENT FUND

	<u>Ref.</u>	
Balance December 31, 2008	C	\$ 16,930.00
Increased by:		
2009 Budget Appropriation	C-2	<u>20,000.00</u>
		\$ 36,930.00
Decreased by:		
Appropriated to Finance Improvement Authorizations	C-8	<u>16,300.00</u>
Balance December 31, 2009	C	<u><u>\$ 20,630.00</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, 2008	Increase	Decrease	Balance Dec. 31, 2009
07-04	Automated Garbage Truck and Containers	02/20/07	12/28/07	12/11/09	12/10/10	2.00%	\$ 229,696.00	\$ 229,696.00	\$ 229,696.00	\$ 229,696.00
07-21	Acquisition of Ambulance	09/04/07	12/28/07	12/11/09	12/10/10	2.00%	84,750.00	84,750.00	84,750.00	84,750.00
07-26	Police Department Equipment	11/19/07	12/11/08	12/11/09	12/10/10	2.00%	58,900.00	58,900.00	58,900.00	58,900.00
08-01	Westerlea Avenue Improvements	01/22/08	12/11/08	12/11/09	12/10/10	2.00%	78,500.00	78,500.00	78,500.00	78,500.00
09-01	Reconstruction of Morrison Avenue	02/02/09	12/23/09	12/23/09	12/10/10	0.70%	-	115,200.00	-	115,200.00
09-10	Improvements to Memorial Parking Lot	05/18/09	12/23/09	12/23/09	12/10/10	0.70%	-	154,500.00	-	154,500.00
							<u>\$ 451,846.00</u>	<u>\$ 721,546.00</u>	<u>\$ 451,846.00</u>	<u>\$ 721,546.00</u>
Ref.							C	C-2	C	

GENERAL CAPITAL FUND  
SCHEDULE OF GENERAL SERIAL BONDS

Purpose	Date of Issue	Original Issue	Maturities of Bonds Outstanding December 31, 2009		Interest Rate	Balance		
			Date	Amount		Dec. 31, 2008	Dec. 31, 2009	
General Improvement Bonds of 1995	12/01/95	\$ 895,000			4.85%	\$ 55,000.00	\$ -	
General Improvement Bonds of 2008	02/01/08	\$ 4,000,000	10/1/2010	230,000	3.00%	4,000,000.00	35,000.00	3,965,000.00
			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%			
						<u>\$ 4,055,000.00</u>	<u>\$ 90,000.00</u>	<u>\$ 3,965,000.00</u>
					Ref.	C	C-4	C

GENERAL CAPITAL FUND  
SCHEDULE OF RESERVE FOR ENCUMBRANCES

	<u>Ref.</u>		
Balance December 31, 2008	C		\$ 24,368.02
Increased by:			
Charged to Improvement Authorizations	C-8		<u>654,906.43</u>
			\$ 679,274.45
Decreased by:			
Payment	C-2	\$ 530,247.60	
Cancelled	C-8	<u>20,495.00</u>	
			<u>\$ 550,742.60</u>
Balance December 31, 2009	C		<u><u>\$ 128,531.85</u></u>

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

<u>Ordinance Number</u>	<u>Improvement Description</u>	<u>Balance Dec. 31, 2008</u>	<u>Authorized 2009</u>	<u>Bond Anticipation Notes Issued</u>	<u>Balance Dec. 31, 2009</u>
05-24,09-13	Peddie Lake Dam improvements	\$ 158,300.00	\$ 47,500.00	\$ -	\$ 205,800.00
09-01	Reconstruction of Morrison Avenue	-	115,200.00	115,200.00	-
09-10	Improvements to Memorial Parking Lot	-	154,500.00	154,500.00	-
09-20	Stockton Street Improvements	-	1,840,000.00	-	1,840,000.00
		<u>\$ 158,300.00</u>	<u>\$ 2,157,200.00</u>	<u>\$ 269,700.00</u>	<u>\$ 2,045,800.00</u>
Ref.		C	C-8	C-10	C



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

	<u>Ref.</u>		
Balance December 31, 2008	D		\$ 929,588.11
Increased by Receipts:			
Consumer Accounts Receivable - Rents	D-8	\$ 2,144,874.76	
Gray Water Fees	D-8	463,720.92	
Miscellaneous Revenue	D-3	76,826.42	
Non-Budget Revenues	D-2	434.03	
Prepaid Rents	D-12	122,073.69	
Water-Sewer Rent Overpayment	D-13	<u>3,634.69</u>	
			<u>2,811,564.51</u>
			\$ 3,741,152.62
Decreased by Disbursements:			
Budget Appropriations	D-4	\$ 2,650,690.61	
Appropriation Reserves	D-11	61,759.71	
Interfund - Current Fund	D	349,554.35	
Accrued Interest on Bonds and Loans	D-14	280,143.98	
Accrued Interest on Notes	D-15	<u>5,905.20</u>	
			<u>3,348,053.85</u>
Balance December 31, 2009	D		<u><u>\$ 393,098.77</u></u>

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

	<u>Ref.</u>		
Balance December 31, 2008	D		\$ 509,045.96
Increased by Receipts:			
Budget Appropriations:			
Capital Improvement Fund	D-23	4,100.00	
Grants Receivable		55,000.00	
Premium on Bond Sale	D-2	353.00	
Interfund - General Capital Fund	D	250,000.00	
Bond Anticipation Notes	D-18	<u>229,900.00</u>	
			<u>539,353.00</u>
			\$ 1,048,398.96
Decreased by Disbursements:			
Bond Anticipation Notes	D-18	148,000.00	
Encumbrances Payable	D-20	<u>820,866.92</u>	
			<u>968,866.92</u>
Balance December 31, 2009	D		<u><u>\$ 79,532.04</u></u>

WATER-SEWER UTILITY CAPITAL FUND  
ANALYSIS OF CASH

Ordinance Number	Ref.	Balance Dec. 31, 2008	Receipts	Bonds/Bond Anticipation Notes Issued	Improvement Authorization	Disbursements	Bond Anticipation Notes Paid	Transfers From To	Balance Dec. 31, 2009
Capital Improvement Fund	D-23	\$ 16.95	\$ 4,100.00	\$ -	\$ -	\$ -	\$ -	\$ 4,100.00	\$ 16.95
Interfund - General Capital Fund		(250,000.00)	250,000.00	-	-	-	-	-	-
Reserve for Encumbrances	D-20	457,837.04	-	-	571,662.38	820,866.92	-	-	208,652.50
Fund Balance	D-2	3,114.74	353.00	-	-	-	-	-	3,467.74
Down Payment on Improvements		200.00	-	-	-	-	-	-	200.00
<b>02-16</b> Water-Sewer Improvements		131,395.81	-	-	(5,015.00)	-	-	-	126,380.81
<b>00-11, 00-21, 03-10</b> Refurbishment of Water Detention Tank		-	-	-	-	-	-	-	-
<b>01-01</b> Various Upgrades		2,928.87	-	-	-	-	-	-	2,928.87
<b>01-11, 03-11</b> Water Imp. Day/Outcalt Street		43,718.57	-	-	(10,629.11)	-	-	-	33,089.46
<b>03-15</b> Water-Sewer Improvements - Second Ave		-	-	-	-	-	-	-	-
<b>03-19</b> Construction of Elevated Water Tower		5,405.57	-	-	-	-	-	-	5,405.57
<b>03-26</b> Construction of Backwash Water Recovery Tank		33.02	-	-	-	-	-	-	33.02
<b>03-33</b> Water-Sewer Improvements		-	-	-	-	-	-	-	-
<b>04-18</b> Water-Sewer Improvements		12,319.72	-	-	(8,317.73)	-	-	-	4,001.99
<b>06-06, 06-25</b> Water-Sewer Improvements		12,504.82	-	-	(1,939.00)	-	-	-	10,565.82
<b>06-18</b> Acquisition of Water Meters		733.75	-	-	(733.75)	-	-	-	-
<b>07-02</b> Water-Sewer Improvements Morrison/Outcalt		(33,383.30)	55,000.00	-	(16,903.21)	-	-	-	4,713.49
<b>08-10, 08-19</b> Water-Sewer Improvements		122,220.40	-	148,000.00	(115,504.07)	-	148,000.00	-	6,716.33
<b>09-02</b> Morrison Avenue Water-Sewer Improvements		-	-	81,900.00	(211,940.51)	-	-	-	(130,040.51)
<b>09-15</b> Water Main Extension		-	-	-	(200,700.00)	-	-	4,100.00	(196,600.00)
		<u>\$ 509,045.96</u>	<u>\$309,453.00</u>	<u>\$ 229,900.00</u>	<u>\$ -</u>	<u>\$ 820,866.92</u>	<u>\$ 148,000.00</u>	<u>\$ 4,100.00</u>	<u>\$ 79,532.04</u>

D, D-6

D, D-6

WATER-SEWER UTILITY OPERATING FUND  
SCHEDULE OF CONSUMER ACCOUNTS RECEIVABLE

	<u>Ref.</u>	
Balance December 31, 2008	D	\$ 121,985.16
Increased by:		
Water-Sewer Rents Levied		\$ 2,251,613.02
Gray Water Fees		<u>467,854.27</u>
		<u>2,719,467.29</u>
		\$ 2,841,452.45
Decreased by:		
Collections:		
Water-Sewer Rents	D-3, D-5	\$ 2,144,874.76
Water-Sewer Rents - Prepaid Rents Applied	D-3, D-12	48,776.27
Water-Sewer Rents - Overpayments Applied	D-3, D-13	2,970.54
Gray Water Fees	D-3, D-5	463,720.92
Gray Water Fees - Overpayments Applied	D-3, D-13	<u>3,804.45</u>
		<u>2,664,146.94</u>
Balance December 31, 2009	D	<u>\$ 177,305.51</u>

WATER-SEWER UTILITY CAPITAL FUND  
SCHEDULE OF FIXED CAPITAL

	<u>Ref.</u>	
Balance December 31, 2008	D	<u>\$ 11,977,987.48</u>
Increased by:		
Additions by Ordinance	D-10	<u>984,500.00</u>
Balance December 31, 2009	D	<u><u>\$ 12,962,487.48</u></u>

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

Ord. No.	Improvement Description	Ordinance Date	Amount	Balance Dec. 31, 2008	Deferred Reserve for Amortization	Deferred Charges to Future Revenue	Costs To Fixed Capital	Balance Dec. 31, 2009
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	-	-	-	-	-
		11/06/06	105,000.00	397,000.00	-	-	-	397,000.00
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	155,400.00	-	-	-	155,400.00
09-02	Morrison Avenue Water-Sewer Improvements	02/02/09	215,000.00	-	133,100.00	81,900.00	-	215,000.00
09-15	Water Main Extension	09/08/09	2,200,000.00	-	-	2,200,000.00	-	2,200,000.00
				\$ 3,587,900.00	\$ 133,100.00	\$ 2,281,900.00	\$ 984,500.00	\$ 5,018,400.00
				D	D-19	D-19	D-9	D

WATER-SEWER UTILITY OPERATING FUND  
SCHEDULE OF 2008 APPROPRIATION RESERVES

	<u>Ref.</u>	<u>Balance Dec. 31, 2008</u>	<u>Balance After Transfers and Encumbrances</u>	<u>Paid or Charged</u>	<u>Balance Lapsed</u>
Operating:					
Salaries and Wages		\$ 20,137.66	\$ 20,137.66	\$ 5,612.31	\$ 14,525.35
Other Expenses		70,271.77	166,118.66	56,147.40	109,971.26
Statutory Expenditures:					
Social Security System		<u>4,021.70</u>	<u>4,021.70</u>	<u>-</u>	<u>4,021.70</u>
Total Appropriation Reserves	D	\$ 94,431.13	\$ 190,278.02	\$ 61,759.71	\$ 128,518.31
Encumbrances	D	<u>95,846.89</u>	<u>-</u>	<u>-</u>	<u>-</u>
		<u>\$ 190,278.02</u>	<u>\$ 190,278.02</u>	<u>\$ 61,759.71</u>	<u>\$ 128,518.31</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, 2008	D	\$ 48,776.27
Increased by:		
Receipts	D-5	<u>122,073.69</u>
		\$ 170,849.96
Decreased by:		
Prepaid Rents Applied	D-8	<u>48,776.27</u>
Balance December 31, 2009	D	<u><u>\$ 122,073.69</u></u>

D-13

SCHEDULE OF OVERPAYMENTS

Balance December 31, 2008	D	\$ 6,774.99
Increased by:		
Receipts	D-5	<u>3,634.69</u>
		\$ 10,409.68
Decreased by:		
Overpayments Applied - Water-Sewer Rents	D-8	\$ 2,970.54
Overpayments Applied - Grey Water	D-8	<u>3,804.45</u>
		<u>6,774.99</u>
Balance December 31, 2009	D	<u><u>\$ 3,634.69</u></u>



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

	<u>Ref.</u>	
Balance December 31, 2008	D	\$ 132,429.68
Increased by:		
Charged to 2009 Budget	D-4	<u>204,399.27</u>
		\$336,828.95
Decreased by		
Payments	D-5	<u>280,143.98</u>
Balance December 31, 2009	D	<u><u>\$ 56,684.97</u></u>

SCHEDULE OF ACCRUED INTEREST ON NOTES

	<u>Ref.</u>	
Balance December 31, 2008	D	\$ 24.20
Increased by:		
Charged to 2009 Budget	D-4	<u>6,066.41</u>
		\$ 6,090.61
Decreased by		
Payments	D-5	<u>5,905.20</u>
Balance December 31, 2009	D	<u><u>\$ 185.41</u></u>

WATER-SEWER UTILITY CAPITAL FUND  
SCHEDULE OF SEWER SERIAL BONDS

Purpose	Date of Issue	Original Issue	Maturities of Bonds Outstanding December 31, 2009		Interest Rate	Balance Dec. 31, 2008	Decreased by Budget Appropriation	Balance Dec. 31, 2009
			Date	Amount				
Water-Sewer Utility Bonds	03/01/02	\$ 2,295,000.00	03/01/2010-11	\$ 75,000.00	4.500%	\$ 1,895,000.00	\$ 75,000.00	\$ 1,820,000.00
			03/01/2012-13	85,000.00	4.500%			
			03/01/2014-15	100,000.00	4.500%			
			03/01/2016-19	100,000.00	4.625%			
			03/01/2020-28	100,000.00	4.750%			
Water-Sewer Utility Bonds	02/01/08	3,265,000.00	10/01/2010	85,000.00	3.000%	3,265,000.00	75,000.00	3,190,000.00
			10/01/2011	365,000.00	3.000%			
			10/01/2012	375,000.00	3.000%			
			10/01/2013	395,000.00	3.000%			
			10/01/2014	405,000.00	3.000%			
			10/01/2015	430,000.00	3.000%			
			10/01/2016	455,000.00	3.250%			
			10/01/2017	470,000.00	3.250%			
			10/01/2018	210,000.00	3.500%			
						<u>\$ 5,160,000.00</u>	<u>\$ 150,000.00</u>	<u>\$ 5,010,000.00</u>
						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 Dec. 31, 2008	Increase	Decrease	Balance Dec. 31, 2009
08-10, 08-19 09-02	Water-Sewer Improvements Morrison Avenue Water-Sewer Improvements	10/20/08 02/02/09	12/11/08 12/23/09	12/11/08 12/23/09	12/10/10 12/10/10	2.00% 0.70%	\$ 148,000.00	\$ 148,000.00 81,900.00	\$ 148,000.00 -	\$ 148,000.00 81,900.00
							\$ 148,000.00	\$ 229,900.00	\$ 148,000.00	\$ 229,900.00
						Ref.	D	D-6	D-6	D
								\$ 148,000.00 81,900.00	\$ 148,000.00	
								\$ 229,900.00	\$ 148,000.00	

Rollovers  
Notes Issued

WATER-SEWER UTILITY CAPITAL FUND  
SCHEDULE OF IMPROVEMENT AUTHORIZATIONS

Ord. No.	Improvement Description	Ordinance Date	Amount	Balance Dec. 31, 2008		Capital Improvement Fund	2009 Authorizations		Paid or Charged	Balance Dec. 31, 2009	
				Funded	Unfunded		Deferred Charges to Future Revenue	Grants and Other Contributions		Funded	Unfunded
01-01	Various Water Upgrades	02/22/01	\$ 1,100,000.00	\$ 2,928.87	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,928.87	\$ -
01-11, 03-11	Water Improvements Dey/Outcalt Street	08/09/01	125,000.00	43,718.57	-	-	-	-	10,629.11	33,089.46	-
02-16	Water-Sewer Improvements	09/03/02	460,000.00	131,395.81	200.00	-	-	-	5,015.00	126,580.81	-
03-19	Construction of Elevated Water Tower	07/10/03	1,010,000.00	5,405.57	-	-	-	-	-	5,405.57	-
03-26	Construction of Backwash Water Recovery Tank	09/02/03	186,000.00	33.02	-	-	-	-	-	33.02	-
04-18	Water-Sewer Improvements	09/07/04	250,000.00	12,319.72	-	-	-	-	8,317.73	4,001.99	-
06-06, 06-25	Water-Sewer Improvements	02/21/06	292,000.00	12,504.82	-	-	-	-	1,939.00	10,565.82	-
06-18	Acquisition of Water Meters	08/07/06	250,000.00	733.75	-	-	-	-	733.75	-	-
07-02	Water-Sewer Imp. Morrison and Outcalt	02/20/07	145,000.00	21,616.70	-	-	-	-	16,903.21	4,713.49	-
08-10, 08-19	Water-Sewer Improvements	10/20/08	155,400.00	-	122,220.40	-	-	-	115,504.07	6,716.33	-
09-02	Morrison Avenue Water-Sewer Improvements	02/02/09	215,000.00	-	-	4,100.00	81,900.00	129,000.00	211,940.51	-	3,059.49
09-15	Water Main Extension	09/08/09	2,200,000.00	-	-	-	2,200,000.00	-	200,700.00	-	1,999,300.00
				<u>\$ 230,656.83</u>	<u>\$ 122,420.40</u>	<u>\$ 4,100.00</u>	<u>\$ 2,281,900.00</u>	<u>\$ 129,000.00</u>	<u>\$ 571,682.38</u>	<u>\$ 194,035.36</u>	<u>\$ 2,002,359.49</u>
				D	D	D-10, D-22, D-23	D-10, D-24	D-10, D-22	D-20	D	D

WATER-SEWER UTILITY CAPITAL FUND  
SCHEDULE OF ENCUMBRANCES PAYABLE

	<u>Ref.</u>	
Balance December 31, 2008	D	\$ 457,837.04
Increased by:		
Charged to Improvement Authorizations	D-19	<u>571,682.38</u>
		\$ 1,029,519.42
Decreased by:		
Disbursements	D-6	<u>820,866.92</u>
Balance December 31, 2009	D	<u><u>\$ 208,652.50</u></u>

WATER-SEWER UTILITY CAPITAL FUND  
SCHEDULE OF RESERVE FOR AMORTIZATION

	<u>Ref.</u>	
Balance December 31, 2008	D	\$ 9,549,074.92
Increased by:		
Serial Bonds paid by Operating Budget	D-16	\$ 150,000.00
Transfer from Deferred Reserve for Amortization	D-22	14,000.00
Loans paid by Operating Budget	D-17	<u>262,099.85</u>
		<u>426,099.85</u>
Balance December 31, 2009	D	<u><u>\$ 9,975,174.77</u></u>

D-22

SCHEDULE OF DEFERRED RESERVE FOR AMORTIZATION

	<u>Ref.</u>	
Balance December 31, 2008	D	\$ 174,700.00
Increased by:		
Fixed Capital Authorized	D-19	<u>133,100.00</u>
		\$ 307,800.00
Decreased by:		
Transfer to Reserve for Amortization	D-21	<u>14,000.00</u>
Balance December 31, 2009	D	<u><u>\$ 293,800.00</u></u>

WATER-SEWER UTILITY CAPITAL FUND  
SCHEDULE OF CAPITAL IMPROVEMENT FUND

	<u>Ref.</u>	
Balance December 31, 2008	D	\$ 16.95
Increased by:		
2009 Budget Appropriation	D-6	<u>4,100.00</u>
		\$ 4,116.95
Decreased by:		
Appropriated to Finance Improvement Authorizations	D-19	<u>4,100.00</u>
Balance December 31, 2009	D	<u><u>\$ 16.95</u></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, 2008</u>	<u>2009 Authorizations</u>	<u>Bond Anticipation Notes Issued</u>	<u>Balance Dec. 31, 2009</u>
02-16	Water-Sewer Improvements	\$ 200.00	\$ -	\$ -	\$ 200.00
09-02	Morrison Avenue Water-Sewer Improvements	-	81,900.00	81,900.00	-
09-15	Water Main Extension	-	2,200,000.00	-	2,200,000.00
		<u>\$ 200.00</u>	<u>\$ 2,281,900.00</u>	<u>\$ 81,900.00</u>	<u>\$ 2,200,200.00</u>
Ref.	D	D-19	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, 2009**

# *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 Council  
County of Mercer  
Borough of Hightstown  
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, 2009, and have issued our report thereon dated November 1, 2010. 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 deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct misstatements on a timely basis. A material weakness is a deficiency, or combination of deficiencies, in internal control such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis.

Our consideration of internal control over financial reporting was for the limited purposes described in the first paragraph of this section and was not designed to identify all deficiencies in internal control over financial reporting that might be deficiencies, 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 the comments and recommendations section of this report and in a separate letter dated November 1, 2010.

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, 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**

November 1, 2010

**BOROUGH OF HIGHTSTOWN**

**COUNTY OF MERCER**

**SECTION IV**

**GENERAL COMMENTS AND RECOMMENDATIONS**

**YEAR ENDED DECEMBER 31, 2009**

An audit of the financial accounts and transactions of the Borough of Hightstown, in the County of Mercer, for the year ended December 31, 2009, 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, 2009 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 December 3, 2009 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>
2009	16
2008	11
2007	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 2009.

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. The Borough did not have any findings in 2008.



## **FINDINGS/RECOMMENDATIONS**

**CR-09-01** **Finding** - There are a number of interfunds on the balance sheets as at December 31.

**Criteria** - All interfund balances should be liquidated by December 31 in accordance with Division of Local Government Services directives.

**Recommendation** - That an effort be made to liquidate all interfunds prior to December 31.

**CR-09-02** **Finding** - Proper procedures were not followed for a contract where change orders exceeded twenty percent (20%) of the original contract price awarded.

**Criteria** - N.J.A.C. 5:30-11.9 outlines procedures to be followed when change orders exceed the twenty percent limitation.

**Recommendation** - That all procedures as delineated in N.J.A.C. 5:30-11.9 be followed pertaining to contracts whose change orders exceed twenty percent of the original contract price awarded.

## **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 and resultant recommendations 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 or recommendations, or should you desire assistance in implementing our recommendations, please contact us at your earliest opportunity.

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