

BOROUGH OF HIGHTSTOWN

COUNTY OF MERCER

REPORT OF AUDIT

DECEMBER 31, 2012

William E. Antonides and Company
CERTIFIED PUBLIC ACCOUNTANTS

**2807 Hurley Pond Road
Wall, NJ 07719**

BOROUGH OF HIGHTSTOWN - COUNTY OF MERCER

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BOROUGH OF HIGHTSTOWN

COUNTY OF MERCER

PART I

AUDITOR'S REPORT OF THE TOWNSHIP'S FINANCIAL STATEMENTS

FINANCIAL STATEMENTS

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YEAR ENDED DECEMBER 31, 2012

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

Report on Financial Statements

We have audited the financial statements - regulatory basis of the various funds of the Borough of Hightstown (the "Borough"), in the County of Mercer, State of New Jersey, as of and for the years ended December 31, 2012 and 2011, and the related notes to financial statements, as listed in the table of contents.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles prescribed by the Division of Local Government Services, Department of Community Affairs, State of New Jersey (the "Division"). Management is also responsible for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express opinions on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America, audit requirements prescribed by the Division and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

Auditor's Responsibility (Continued)

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

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

As described in Note 1, these financial statements have been prepared in conformity with accounting principles prescribed the Division, which is a basis of accounting other than accounting principles generally accepted in the United States of America, to comply with statutory and regulatory requirements of the State of New Jersey. The effects on the financial statements of the variances between the regulatory basis of accounting described in Note 1 and accounting principles generally accepted in the United States of America, although not reasonably determinable, are presumed to be material.

Adverse Opinion on U.S. Generally Accepted Accounting Principles

In our opinion, because of the significance of the matter discussed in the *Basis for the Adverse Opinion on U.S. Generally Accepted Accounting Principles* paragraph, the financial statements referred to in the first paragraph, do not present fairly, in accordance with accounting principles generally accepted in the United States of America, the financial position of the Borough as of December 31, 2012 and 2011, and the results of its operations for the years then ended.

Basis of Disclaimer of Opinion on Length of Service Awards Program Fund (LOSAP)

As discussed in Note 1, the financial statements of the Length of Service Awards Program Fund ("LOSAP") have not been audited, and we were not required by the Division to audit nor were we engaged to audit the LOSAP financial statements as part of our audit of the Borough's financial statements. The LOSAP financial statements are included in the Borough's Trust Fund, and represent 26% and 24% of the assets and liabilities, respectively, of the Borough's Trust Funds as of December 31, 2012 and 2011.

Disclaimer of Opinion of Length of Service Award Program Fund (LOSAP)

Due to the fact that we were not required by the Division to audit nor were we engaged to audit the LOSAP financial statements as part of our audit of the Borough's financial statements, we do not express an opinion on the LOSAP financial statements.

Opinion on Regulatory Basis of Accounting

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 – regulatory basis referred to above, present fairly, in all material respects, the financial position of the various funds of the Borough at December 31, 2012 and 2011, and the results of operations and changes in fund balance, where applicable, of such funds, thereof for the years then ended in accordance with accounting principles on the basis of financial reporting provisions prescribed by the Division, as described in Note 1.

Other Matters

Other Information

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the Borough's financial statements. The supplementary financial schedules listed in the table of contents are required by the Division and are presented for purposes of additional analysis and are not a required part of the financial statements.

The supplementary financial schedules, referred to in the preceding paragraph, are the responsibility of management and were derived from and relate directly to the underlying accounting and other records used to prepare the financial statements. Such information has been subjected to the auditing procedures applied in the audit of the 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 supplementary financial schedules are fairly stated, in all material respects, in relation to the financial statements as a whole.

Other Reporting Required by Government Auditing Standards

In accordance with *Government Auditing Standards*, we have also issued our report dated April 2, 2014, on our consideration of the Borough's internal control over financial reporting and on 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 internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Borough's internal control over financial reporting and compliance.

William E. Antonides and Company

Independent Auditors

A handwritten signature in cursive script, appearing to read "William E. Antonides, Jr.", is positioned above the printed name and title.

**William E. Antonides, Jr.
Registered Municipal Accountant
Certified Public Accountant**

April 2, 2014

CURRENT FUND
COMPARATIVE BALANCE SHEET
REGULATORY BASIS

ASSETS	Ref.	Balance Dec. 31, 2012	Balance Dec. 31, 2011
Cash	A-4	\$ 2,020,985.09	\$ 2,342,572.74
Change Fund		155.00	155.00
Due from State of New Jersey (Ch. 20, P.L. 1971)	A-5	<u>1,986.99</u>	<u>1,877.40</u>
		<u>\$ 2,023,127.08</u>	<u>\$ 2,344,605.14</u>
Receivables and Other Assets with Full Reserves:			
Delinquent Property Taxes Receivable	A-6	\$ 315,841.22	\$ 236,145.17
Tax Title Liens Receivable	A-7	106,287.93	94,179.91
Revenue Accounts Receivable	A-10	18,135.05	20,951.43
Interfunds:			
Grant Fund	A-4	-	17,759.30
Animal Control Fund	A-2, A-4	1,399.80	1,641.54
Other Trust Fund	A-4	55,650.40	
General Capital Fund	A-4	<u>62,379.00</u>	<u>300,000.00</u>
	A	<u>\$ 559,693.40</u>	<u>\$ 670,677.35</u>
Deferred Charges:			
Emergency Authorizations	A-8	<u>\$ -</u>	<u>\$ 1,600,000.00</u>
		<u>\$ 2,582,820.48</u>	<u>\$ 4,615,282.49</u>
Grant Fund:			
Cash	A-18	\$ 51,471.97	\$ 85,327.90
Grants Receivable	A-19	<u>9,209.84</u>	<u>10,879.84</u>
		<u>\$ 60,681.81</u>	<u>\$ 96,207.74</u>
		<u>\$ 2,643,502.29</u>	<u>\$ 4,711,490.23</u>

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

Continued

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

LIABILITIES, RESERVES AND FUND BALANCE	Ref.	Balance Dec. 31, 2012	Balance Dec. 31, 2011
Liabilities:			
Appropriations Reserves	A-3, A-11	\$ 561,994.42	\$ 883,541.42
Reserve for Encumbrances	A-3, A-11	173,617.81	499,343.43
Prepaid Taxes	A-12	75,719.99	134,420.48
Accounts Payable	A-9	89,786.20	29,210.35
Tax Overpayments	A-13	10,957.41	16,472.56
Regional School Taxes Payable	A-14	0.10	0.10
Due County for Added Taxes	A-15	13,840.47	9,233.37
Reserve for Revaluation	A-17	-	15,000.00
Reserve for Tax Appeals		52,183.56	52,183.56
Reserve for Hurricane Irene	A-11	150,541.51	-
Emergency Notes Payable	A-4	-	1,600,000.00
Interfunds:			
Water-Sewer Operating Fund	A-4	1,188.34	3,997.65
Other Trust Fund	A-4	-	152,715.68
Due to State of New Jersey	A-16	757.00	966.00
		<u>\$ 1,130,586.81</u>	<u>\$ 3,397,084.60</u>
Reserve for Receivables and Other Assets	A	559,693.40	670,677.35
Fund Balance	A-1	<u>892,540.27</u>	<u>547,520.54</u>
		<u>\$ 2,582,820.48</u>	<u>\$ 4,615,282.49</u>
Grant Fund:			
Reserve for Grants Appropriated	A-20	\$ 55,039.62	\$ 76,236.04
Reserve for Encumbrances	A-21	4,149.58	142.00
Reserve for Grants Unappropriated	A-23	1,492.61	2,070.40
Interfund - Current Fund	A-22	-	17,759.30
		<u>\$ 60,681.81</u>	<u>\$ 96,207.74</u>
		<u>\$ 2,643,502.29</u>	<u>\$ 4,711,490.23</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 2012	Year 2011
Fund Balance Anticipated	A-2	\$ 400,000.00	\$ 287,950.00
Miscellaneous Revenue Realized	A-2	1,806,740.29	1,451,915.47
Receipts from Delinquent Taxes	A-2	234,999.22	380,910.59
Receipts from Current Taxes	A-2	15,020,375.65	15,009,392.65
Non-Budget Revenue	A-2	39,977.66	87,171.94
Other Credits to Income:			
Unexpended Balance of Appropriation Reserves	A-11	324,740.82	142,730.12
Interfunds Returned		199,971.64	-
Tax Overpayment Canceled	A-13	13,861.58	-
Grant Reserve Canceled	A-20	4,420.00	-
Reserve for Revaluation Canceled	A-17	15,000.00	-
Total Income		<u>\$ 18,060,086.86</u>	<u>\$ 17,360,070.77</u>
Expenditures			
Budget and Emergency Appropriations:			
Operations:			
Salaries and Wages	A-3	\$ 2,574,896.00	\$ 2,513,274.00
Other Expenses	A-3	2,278,754.53	3,746,298.68
Capital Improvements	A-3	67,983.00	5,000.00
Municipal Debt Service	A-3	543,674.52	428,565.70
Deferred Charges and Statutory Expenditures - Municipal	A-3	829,981.00	696,315.00
Total Budget		<u>\$ 6,295,289.05</u>	<u>\$ 7,389,453.38</u>
Regional School Taxes	A-14	8,204,935.07	8,264,830.61
County Taxes	A-15	2,804,131.87	2,741,591.49
Grant Receivables Canceled	A-19	4,420.00	-
Interfunds Advanced			177,759.30
Prior Year Refund	A-4	4,416.14	2,123.61
Prior Year Senior Citizen Deduction Disallowed	A-5	1,875.00	1,750.00
Total Expenditures		<u>\$ 17,315,067.13</u>	<u>\$ 18,577,508.39</u>
Excess in Expenditures/Revenues		\$ 745,019.73	\$ (1,217,437.62)
Adjustments to Income Before Fund Balance:			
Expenditures included above which are by Statute Deferred Charges to Budget of Succeeding Year			1,600,000.00
Statutory Excess to Fund Balance		\$ 745,019.73	\$ 382,562.38
Fund Balance, January 1	A	547,520.54	452,908.16
		\$ 1,292,540.27	\$ 835,470.54
Decreased by:			
Utilized as Anticipated Revenue	A-2	400,000.00	287,950.00
Balance, December 31	A	<u>\$ 892,540.27</u>	<u>\$ 547,520.54</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	\$ 400,000.00	\$ -	\$ 400,000.00	\$ -
Miscellaneous Revenues:					
Licenses:					
Alcoholic Beverages	A-10	\$ 7,500.00	\$ -	\$ 7,540.00	\$ 40.00
Other	A-10	13,000.00	-	19,562.00	6,562.00
Fees and Permits	A-10	20,000.00	-	24,703.75	4,703.75
Fines and Costs:					
Municipal Court	A-10	230,000.00	-	234,560.99	4,560.99
Interest and Costs on Taxes	A-10	90,000.00	-	58,407.12	(31,592.88)
Interest on Investments and Deposits	A-10	15,000.00	-	26,774.43	11,774.43
Lease of Borough Owned Property - AT&T	A-10	67,000.00	-	77,691.65	10,691.65
Consolidated Municipal Property Tax Relief Aid	A-10	83,141.00	-	83,141.00	-
Energy Receipts Tax	A-10	420,409.00	-	420,409.00	-
Uniform Construction Code Fees	A-10	70,000.00	-	145,906.00	75,906.00
Shared Services Agreement - 911 Cranbury Township	A-10	110,000.00	-	110,000.00	-
Shared Services Agreement - Roosevelt Borough					
Trash Collection	A-10	54,105.00	-	54,105.00	-
Shared Services Agreement - Roosevelt Borough					
Trash Collection -Tipping Fees	A-10	35,000.00	-	27,594.21	(7,405.79)
Drunk Driving Enforcement Fund	A-10	25,009.05	-	25,009.05	-
Recycling Tonnage Grant	A-10	-	5,614.59	5,614.59	-
Clean Communities Program	A-10	7,397.69	-	7,397.69	-
Alcohol Education Rehabilitation Fund	A-10	-	4,371.01	4,371.01	-
Body Armor Grant	A-10	-	1,550.79	1,550.79	-
Green Communities Grant	A-10	-	3,000.00	3,000.00	-
Sustainable NJ Small Grant	A-10	-	10,000.00	10,000.00	-
JIF Safety Grant	A-10	2,070.40	-	2,070.40	-
Uniform Fire Safety Act	A-10	9,100.00	-	11,557.53	2,457.53
CATV - Franchise Fee	A-10	32,583.00	-	32,583.47	0.47
The Peddie School - Gift	A-10	23,000.00	-	23,000.00	-
Verizon Franchise Fee	A-10	28,402.00	-	28,402.15	0.15
FEMA - Hurricane Irene	A-10	50,971.00	-	50,971.34	0.34
Insurance Receipts - Hurricane Irene	A-10	289,376.00	-	289,376.41	0.41
Hightstown Housing Authority - Payment in Lieu of Taxes	A-10	22,000.00	-	21,440.71	(559.29)
Total Miscellaneous Revenues	A-1	\$ 1,705,064.14	\$ 24,536.39	\$ 1,806,740.29	\$ 77,139.76
Receipts from Delinquent Taxes	A-1, A-2	\$ 250,000.00	\$ -	\$ 234,999.22	\$ (15,000.78)
Amount to be Raised by Taxes for Support of Municipal Budget	A-2	\$ 4,345,693.00	\$ -	\$ 4,441,308.71	\$ 95,615.71
Budget Totals		\$ 6,700,757.14	\$ 24,536.39	\$ 6,883,048.22	\$ 157,754.69
Non-Budget Revenues	A-1, A-2	-	-	39,977.66	
		\$ 6,700,757.14	\$ 24,536.39	\$ 6,923,025.88	
Ref.	A-3	A-3			

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 Realized Revenues:	<u>Ref.</u>	<u>Dec. 31, 2012</u>
Allocation of Current Taxes:		
Prepaid Prior Year	A-6	\$ 134,420.48
Collected Current Year	A-6	14,852,079.37
Overpayments Applied	A-6	2,016.21
Senior Citizens' and Veterans' Deductions	A-6	<u>31,859.59</u>
	A-1	\$ 15,020,375.65
Allocated to:		
School and County Taxes	A-14, A-15	<u>11,009,066.94</u>
Balance for Support of Municipal Budget Appropriations		\$ 4,011,308.71
Add: Appropriation "Reserve for Uncollected Taxes"	A-3	<u>430,000.00</u>
Amount for Support of Municipal Budget	A-2	<u>\$ 4,441,308.71</u>
Receipts from Delinquent Taxes:		
Delinquent Tax Collection	A-2, A-6	<u>\$ 234,999.22</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:	<u>Ref.</u>	<u>Dec. 31, 2012</u>
Tax Map/Ordinance Copies		\$ 84.01
Refunds		3,234.59
Court Motor Vehicle Inspections		20,725.00
Owners List		60.00
Tax Collector Fees		235.00
Senior Citizens and Veterans Administration Fee		597.50
Sprint Lease		2,622.55
Police Accident Reports		1,520.00
Other Police Fees		2,026.50
Fire Code Other		1,152.00
Americana Lease		4,750.02
Construction Code Miscellaneous Fees		849.25
Statutory Excess - Animal Control Fund		1,399.80
Miscellaneous		721.44
	A-2	<u>\$ 39,977.66</u>
Interfund - Animal Control Trust Fund		\$ 1,399.80
Receipts	A-4	<u>38,577.86</u>
	A-2	<u>\$ 39,977.66</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	\$ 35,750.00	\$ 35,750.00	\$ 26,000.00	\$ 9,750.00	\$ -
Other Expenses	1,100.00	1,100.00	593.00	507.00	-
Mayor and Council:					
Salaries and Wages	26,400.00	26,400.00	26,400.00	-	-
Other Expenses	3,450.00	3,450.00	1,439.64	2,010.36	-
Municipal Clerk:					
Salaries and Wages	69,336.00	69,336.00	66,346.21	2,989.79	-
Other Expenses	12,936.00	12,936.00	9,409.62	3,526.38	-
Elections:					
Other Expenses	3,500.00	3,500.00	1,985.00	1,515.00	-
Office Supplies and Paper Products					
Other Expenses	15,000.00	15,000.00	12,438.88	2,561.12	-
Financial Administration:					
Salaries and Wages	90,781.00	83,781.00	75,529.14	8,251.86	-
Other Expenses	9,750.00	9,749.00	6,323.60	3,425.40	-
Audit Services:					
Other Expenses	14,000.00	14,000.00	-	14,000.00	-
Grant Writing and Administration:					
Other Expenses	3,000.00	3,000.00	115.00	2,885.00	-
Central Computer (Data Processing/ Info Tech):					
Salaries and Wages	5,000.00	5,000.00	4,807.69	192.31	-
Other Expenses	20,600.00	20,600.00	16,067.23	4,532.77	-
Collection of Taxes:					
Salaries and Wages	34,951.00	34,951.00	30,768.89	4,182.11	-
Other Expenses	5,710.00	5,710.00	4,791.67	918.33	-
Assessment of Taxes:					
Salaries and Wages	13,005.00	13,005.00	12,749.88	255.12	-
Other Expenses	15,000.00	15,000.00	6,320.88	8,679.12	-
Interest on Tax Appeals:					
Other Expenses	100.00	100.00	-	100.00	-
Legal Services and Costs:					
Other Expenses	135,000.00	135,000.00	98,732.41	36,267.59	-
Engineering Services and Costs:					
Other Expenses	27,000.00	27,000.00	15,716.25	11,283.75	-
Historical Commission:					
Other Expenses	1,000.00	1,000.00	-	1,000.00	-
Municipal Land Use Law (N.J.S.A. 40:55D-1)					
Planning Board:					
Salaries and Wages	20,700.00	20,700.00	16,603.75	4,096.25	-
Other Expenses	23,000.00	28,000.00	25,094.75	2,905.25	-
Insurance:					
Insurance Deductibles	3,000.00	3,000.00	2,267.80	732.20	-
Unemployment Compensation Insurance	10,000.00	10,000.00	-	10,000.00	-
General Liability	33,389.00	33,389.00	33,389.00	-	-
Workers Compensation Insurance	124,225.00	124,225.00	122,105.00	2,120.00	-
Employee Group Health Insurance	396,500.00	396,500.00	379,395.05	17,104.95	-
Health Benefit Waiver	35,000.00	35,000.00	30,670.54	4,329.46	-
PUBLIC SAFETY FUNCTIONS					
Police Department:					
Salaries and Wages	1,323,700.00	1,323,700.00	1,284,642.89	39,057.11	-
Other Expenses	75,935.00	75,935.00	63,578.81	12,356.19	-
Police Vehicle Purchase	31,000.00	31,000.00	30,638.25	361.75	-
Police Fire and Radio Communications:					
Salaries and Wages	138,704.00	138,704.00	135,041.52	3,662.48	-
Other Expenses	13,430.00	13,430.00	7,650.59	5,779.41	-
Office of Emergency Management:					
Other Expenses	1,000.00	1,000.00	1,000.00	-	-

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

Continued

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

			Expended		Unexpended
	Budget	Budget After Modifications	Paid or Charged	Reserved	Balance Cancelled
OPERATIONS - WITHIN "CAPS" (Continued)					
PUBLIC SAFETY FUNCTIONS (Continued)					
Fire Department:					
Other Expenses	\$ 33,800.00	\$ 33,800.00	\$ 32,023.37	\$ 1,776.63	\$ -
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	18,000.00	18,000.00	11,189.60	6,810.40	-
Other Expenses	7,860.00	7,860.00	6,997.22	862.78	-
First Aid Organization:					
Other Expenses	15,100.00	15,100.00	11,419.13	3,680.87	-
First Aid Contribution:					
Other Expenses	1,500.00	1,500.00	-	1,500.00	-
Municipal Prosecutor:					
Other Expenses	14,600.00	14,600.00	13,200.00	1,400.00	-
PUBLIC WORKS FUNCTIONS					
Streets and Road Maintenance:					
Salaries and Wages	127,500.00	127,500.00	101,075.97	26,424.03	-
Other Expenses	31,760.00	30,260.00	27,516.88	2,743.12	-
Snow Removal:					
Other Expenses	5,000.00	5,000.00	-	5,000.00	-
Sanitation/Solid Waste Collection:					
Salaries and Wages	65,800.00	65,800.00	53,972.29	11,827.71	-
Other Expenses	43,800.00	42,300.00	38,296.33	4,003.67	-
Public Buildings and Grounds:					
Salaries and Wages	61,000.00	61,000.00	51,975.83	9,024.17	-
Other Expenses	69,200.00	69,200.00	51,519.56	17,680.44	-
Recycling:					
Salaries and Wages	83,000.00	83,000.00	73,137.55	9,862.45	-
Other Expenses	49,750.00	47,750.00	40,552.43	7,197.57	-
Vehicle Maintenance:					
Other Expenses	30,500.00	30,500.00	25,257.10	5,242.90	-
Community Condominium Services Act:					
Other Expenses	40,000.00	40,000.00	30,879.84	9,120.16	-
HEALTH AND HUMAN SERVICES					
Board of Health:					
Salaries and Wages	61,547.00	61,547.00	57,849.17	3,697.83	-
Other Expenses	6,000.00	6,000.00	5,267.96	732.04	-
Environmental Commission (N.J.S.A. 40:56A-1):					
Other Expenses	700.00	700.00	315.00	385.00	-
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	-	-
PARK AND RECREATION					
Maintenance of Parks:					
Salaries and Wages	47,000.00	47,000.00	45,327.72	1,672.28	-
Other Expenses	5,700.00	10,700.00	10,507.94	192.06	-
Recreation & Open Space (Parks Commission):					
Salaries and Wages	10,000.00	10,000.00	10,000.00	-	-
Other Expenses	10,950.00	10,950.00	7,552.32	3,397.68	-

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	
OTHER COMMON OPERATING FUNCTIONS (UNCLASSIFIED)					
Celebration of Public Events:					
Other Expenses	\$ 1,700.00	\$ 1,700.00	\$ 654.45	\$ 1,045.55	\$ -
Accumulated Sick and Vacation:					
Other Expenses	95,000.00	95,000.00	85,629.70	9,370.30	-
Postage and Shipping Charges:					
Other Expenses	9,000.00	9,000.00	8,811.57	188.43	-
UTILITY EXPENSE AND BULK PURCHASES					
Gasoline and Diesel Fuel	87,600.00	87,600.00	71,828.79	15,771.21	-
Electricity	63,500.00	63,500.00	37,611.52	25,888.48	-
Telephone	43,300.00	43,300.00	33,010.93	10,289.07	-
Natural Gas	23,000.00	23,000.00	7,372.25	15,627.75	-
Street Lighting	46,000.00	46,000.00	38,388.06	7,611.94	-
LANDFILL/SOLID WASTE DISPOSAL COSTS					
Landfill Disposal Costs:					
Other Expenses	205,000.00	205,000.00	179,959.12	25,040.88	-
MUNICIPAL COURT					
Municipal Court:					
Salaries and Wages	129,033.00	123,033.00	117,015.64	6,017.36	-
Other Expenses	15,100.00	15,100.00	9,994.13	5,105.87	-
Uniform Construction Code - Appropriations Offset by Dedicated Revenues (N.J.A.C. 5:23-4.17)					
State Uniform Construction Code (N.J.S.A. 52:270-120D et seq.):					
Salaries and Wages	107,881.00	107,881.00	106,431.25	1,449.75	-
Other Expenses	6,900.00	6,900.00	3,549.80	3,350.20	-
Housing Code Enforcement:					
Salaries and Wages	24,919.00	24,919.00	15,966.67	8,952.33	-
Other Expenses	450.00	450.00	53.04	396.96	-
Total Operations within "CAPS"	\$ 4,487,902.00	\$ 4,479,901.00	\$ 3,983,223.07	\$ 496,677.93	\$ -
Contingent	\$ -	\$ -	\$ -	\$ -	\$ -
Total Operations Including Contingent - within "CAPS"	\$ 4,487,902.00	\$ 4,479,901.00	\$ 3,983,223.07	\$ 496,677.93	\$ -
Detail:					
Salaries and Wages	\$ 2,494,007.00	\$ 2,481,007.00	\$ 2,322,831.66	\$ 158,175.34	\$ -
Other Expenses (Including Contingent)	\$ 1,993,895.00	\$ 1,998,894.00	\$ 1,660,391.41	\$ 338,502.59	\$ -
Deferred Charges and Statutory Expenditures - Municipal Within "CAPS"					
STATUTORY EXPENDITURES:					
Public Employees' Retirement System of N.J.	\$ 133,404.00	\$ 133,404.00	\$ 133,404.00	\$ -	\$ -
Social Security System (O.A.S.I.)	110,000.00	118,000.00	116,606.38	1,393.62	-
Police and Firemen's Retirement System of N.J.	317,292.00	317,292.00	317,292.00	-	-
Defined Contribution Benefit Plan	5,000.00	5,000.00	-	5,000.00	-
Total Deferred Charges and Statutory Expenditures - Municipal within "CAPS"	\$ 565,696.00	\$ 573,696.00	\$ 567,302.38	\$ 6,393.62	\$ -
Total General Appropriations for Municipal Purposes within "CAPS"	\$ 5,053,598.00	\$ 5,053,597.00	\$ 4,550,525.45	\$ 503,071.55	\$ -

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	\$ 36,500.00	\$ 36,500.00	\$ -	\$ 36,500.00	\$ -
Recycling Tax (P.L. 2007, C.311)	6,500.00	6,500.00	4,665.61	1,834.39	-
Total Other Operations - Excluded from "CAPS"	\$ 43,000.00	\$ 43,000.00	\$ 4,665.61	\$ 38,334.39	\$ -
Interlocal Municipal Service Agreements					
Implementation of 911:					
Salaries and Wages	\$ 67,550.00	\$ 67,550.00	\$ 67,550.00	\$ -	\$ -
Other Expenses	42,450.00	42,450.00	36,773.74	5,676.26	-
Senior Citizens - Program Service Center:					
Other Expenses	25,603.00	25,603.00	25,602.69	0.31	-
Senior Citizens Transportation:					
Other Expenses	2,180.00	2,180.00	-	2,180.00	-
Health Services:					
Salaries and Wages	26,339.00	26,339.00	26,339.00	-	-
Other Expenses	26,614.00	26,614.00	26,414.00	200.00	-
Emergency Medical Services:					
Other Expenses	34,000.00	34,000.00	30,000.00	4,000.00	-
Landfill Disposal Costs (Roosevelt):					
Other Expenses	35,000.00	35,000.00	27,336.41	7,663.59	-
Vehicle Maintenance Services:					
Other Expenses	12,000.00	12,000.00	11,131.68	868.32	-
Total Interlocal Municipal Service Agreements	\$ 271,736.00	\$ 271,736.00	\$ 251,147.52	\$ 20,588.48	\$ -
Public and Private Programs Offset by Revenues					
Clean Communities Program	\$ 7,397.69	\$ 7,397.69	\$ 7,397.69	\$ -	\$ -
Drunk Driving Enforcement Fund	25,009.05	25,009.05	25,009.05	-	-
Body Armor Replacement Grant	-	1,550.79	1,550.79	-	-
Recycling Tonnage Grant	-	5,614.59	5,614.59	-	-
Alcohol Education and Rehabilitation Fund	-	4,371.01	4,371.01	-	-
Green Communities Grant	-	3,000.00	3,000.00	-	-
Sustainable NJ Small Grant	-	10,000.00	10,000.00	-	-
JIF Safety Grant	2,070.40	2,070.40	2,070.40	-	-
Total Public and Private Programs Offset by Revenues	\$ 34,477.14	\$ 59,013.53	\$ 59,013.53	\$ -	\$ -
Total Operations - Excluded from "CAPS"	\$ 349,213.14	\$ 373,749.53	\$ 314,826.66	\$ 58,922.87	\$ -
Detail:					
Salaries and Wages	\$ 93,889.00	\$ 93,889.00	\$ 93,889.00	\$ -	\$ -
Other Expenses	\$ 255,324.14	279,860.53	\$ 220,937.66	\$ 58,922.87	\$ -

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	
Capital Improvements - Excluded from "CAPS"					
Capital Improvement Fund	\$ 67,983.00	\$ 67,983.00	\$ 67,983.00	\$ -	\$ -
Total Capital Improvements Excluded from "CAPS"	\$ 67,983.00	\$ 67,983.00	\$ 67,983.00	\$ -	\$ -
Municipal Debt Service - Excluded from "CAPS"					
Payment of Bond Principal	\$ 270,000.00	\$ 270,000.00	\$ 270,000.00	\$ -	\$ -
Payment of Bond Anticipation Notes and Capital Notes	53,500.00	53,500.00	53,500.00	-	-
Interest on Bonds	117,550.00	117,550.00	117,550.00	-	-
Interest on Notes	29,720.00	29,720.00	29,716.04	-	3.96
Dam Restoration Loan	9,925.00	9,926.00	9,925.48	-	0.52
Emergency Notes	62,983.00	62,983.00	62,983.00	-	-
Total Municipal Debt Service Excluded from "CAPS"	\$ 543,678.00	\$ 543,679.00	\$ 543,674.52	\$ -	\$ 4.48
Deferred Charges - Municipal - Excluded from "CAPS"					
DEFERRED CHARGES:					
Special Emergency Authorizations - 5 Years (N.J.S. 40A4-55)	\$ 214,381.00	\$ 214,381.00	\$ 214,381.00	\$ -	\$ -
Total Deferred Charges - Municipal - Excluded from "CAPS"	\$ 214,381.00	\$ 214,381.00	\$ 214,381.00	\$ -	\$ -
Transferred to Board of Education for Use of Local Schools (N.J.S.A. 40:48-17.1 & 17.3)	\$ 41,904.00	\$ 41,904.00	\$ 41,904.00	\$ -	\$ -
Total General Appropriations for Municipal Purposes - Excluded from "CAPS"	\$ 1,217,159.14	\$ 1,241,696.53	\$ 1,182,769.18	\$ 58,922.87	\$ 4.48
Total General Appropriations - Excluded from "CAPS"	\$ 1,217,159.14	\$ 1,241,696.53	\$ 1,182,769.18	\$ 58,922.87	\$ 4.48
Subtotal General Appropriations	\$ 6,270,757.14	\$ 6,295,293.53	\$ 5,733,294.63	\$ 561,994.42	\$ 4.48
Reserve for Uncollected Taxes	430,000.00	430,000.00	430,000.00	-	-
Total General Appropriations	\$ 6,700,757.14	\$ 6,725,293.53	\$ 6,163,294.63	\$ 561,994.42	\$ 4.48
Ref.				A	
Detail:					
Original Budget	A-2	\$ 6,700,757.14			
Added by N.J.S.A. 40A:4-87	A-2	24,536.39			
		\$ 6,725,293.53			
Disbursed	A-4		\$ 5,282,312.82		
Reserve for Encumbrances	A		173,617.81		
Emergency Authorization	A-8		214,381.00		
Emergency Note Paid	A-8		62,983.00		
Reserve for Uncollected Taxes	A-2		430,000.00		
			\$ 6,163,294.63		

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

Concluded

TRUST FUND
COMPARATIVE BALANCE SHEET
REGULATORY BASIS

ASSETS	<u>Ref.</u>	Balance <u>Dec. 31, 2012</u>	Balance <u>Dec. 31, 2011</u>
Animal Control Fund:			
Cash and Investments	B-1	<u>\$ 13,001.05</u>	<u>\$ 14,043.74</u>
Other Trust Funds:			
Cash and Investments	B-1	<u>\$ 1,211,137.48</u>	<u>\$ 971,350.36</u>
Due From Current Fund	B-1	<u>-</u>	<u>152,715.68</u>
		<u>\$ 1,211,137.48</u>	<u>\$ 1,124,066.04</u>
Escrow Trust Funds:			
Cash and Investments	B-1	<u>\$ 167,090.14</u>	<u>\$ 178,285.94</u>
Length of Service Awards Program Fund:			
(LOSAP) - Unaudited:			
Funds Held by Trustee	B-14	<u>\$ 479,535.31</u>	<u>\$ 423,759.04</u>
		<u>\$ 1,870,763.98</u>	<u>\$ 1,740,154.76</u>

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

Continued

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

LIABILITIES, RESERVES AND FUND BALANCE	Ref.	Balance Dec. 31, 2012	Balance Dec. 31, 2011
Animal Control Fund:			
Due to N.J. State Department of Health	B-2	\$ 4.20	\$ 1.20
Reserve for Encumbrances	B-3	300.50	-
Interfund - Current Fund		1,399.80	1,641.54
Reserve for Expenditures	B-3	11,296.55	12,401.00
		<u>\$ 13,001.05</u>	<u>\$ 14,043.74</u>
Other Trust Funds:			
Interfunds:			
Current Fund	B-1	\$ 55,650.40	\$ -
Water-Sewer Operating Fund	B-1	-	5,000.00
Reserve for:			
Redemption of Tax Title Liens	B-4	103,357.89	67,404.59
Regional Contribution Agreement - Manalapan	B-5	174,121.53	174,121.53
Law Enforcement Fund -Federal	B-6	1,768.45	2,262.49
Law Enforcement Fund	B-7	10,006.79	33,197.16
Public Defender	B-8	6,049.97	7,980.47
Unemployment	B-9	43,542.51	24,005.84
Payroll Deductions	B-10	50,185.42	30,473.31
Miscellaneous Trust Funds	B-11	373,310.78	383,738.92
Housing Trust	B-13	393,143.74	395,881.73
		<u>\$ 1,211,137.48</u>	<u>\$ 1,124,066.04</u>
Escrow Trust Funds:			
Escrow Fees	B-12	\$ 167,090.14	\$ 178,285.94
Length of Service Awards Program Fund: (LOSAP) - Unaudited:			
Reserve for Length of Service Awards Program (LOSAP)	B-14	\$ 479,535.31	\$ 423,759.04
		<u>\$ 1,870,763.98</u>	<u>\$ 1,740,154.76</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, 2012	Balance Dec. 31, 2011
Cash - Treasurer	C-2	\$ 36,415.84	\$ 342,544.17
Grants Receivable	C-6	1,220,747.23	1,547,520.52
Deferred Charges to Future Taxation:			
Funded	C-4	3,365,946.95	3,642,849.77
Unfunded	C-5	3,487,468.48	2,815,543.23
		<u>\$ 8,110,578.50</u>	<u>\$ 8,348,457.69</u>
LIABILITIES, RESERVES AND FUND BALANCE			
General Serial Bonds	C-11	\$ 3,220,000.00	\$ 3,490,000.00
Loan Payable	C-12	145,946.95	152,849.77
Bond Anticipation Notes	C-10	1,819,871.25	907,546.00
Excess Funding Bond Anticipation Notes	C-10	239,874.75	-
Interfunds:			
Current Fund	C-3	62,379.00	300,000.00
Water-Sewer Capital Fund	C-3		180,000.00
Reserve for Encumbrances	C-13	248,074.87	825,011.50
Improvement Authorizations:			
Funded	C-8	118,334.49	127,479.49
Unfunded	C-8	1,016,868.91	824,667.32
Capital Improvement Fund	C-9	2,130.00	11,330.00
Reserve for Grants Receivable	C-6	1,220,747.23	1,525,747.23
Various Reserves	C-7	247.00	247.00
Fund Balance	C-1	16,104.05	3,579.38
		<u>\$ 8,110,578.50</u>	<u>\$ 8,348,457.69</u>

There were bonds and notes authorized but not issued on December 31, 2012 of \$1,667,597.23 and December 31, 2011 of \$1,907,997.23 (C-14).

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>2012</u>	<u>2011</u>
Balance, January 1	C	\$ 3,579.38	\$ 1,805.38
Increased by:			
Premium on Bond Anticipation Notes	C-2	3,379.67	1,774.00
Canceled Improvement Authorizations	C-8	9,145.00	-
		<u>12,524.67</u>	<u>1,774.00</u>
Balance, December 31	C	<u>\$ 16,104.05</u>	<u>\$ 3,579.38</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 Dec. 31, 2012	Balance Dec. 31, 2011
Operating Fund:			
Cash and Investments	D-5	\$ 778,911.45	\$ 349,447.31
Interfunds:			
Current Fund	D-5	1,188.34	3,997.65
Water Sewer Capital Fund	D-5	-	297,500.00
Other Trust Fund	D-5	-	5,000.00
Receivables with Full Reserves:			
Consumer Accounts Receivable	D-8	<u>173,531.29</u>	<u>199,048.95</u>
Total Operating Fund		<u>\$ 953,631.08</u>	<u>\$ 854,993.91</u>
Capital Fund:			
Cash	D-6	\$ 191,870.88	\$ 135,078.34
Interfund - General Capital Fund	D-6	-	180,000.00
Loans Receivable	D-7	900,322.00	252,198.00
Fixed Capital	D-9	12,962,487.48	12,962,487.48
Fixed Capital Authorized and Uncompleted	D-10	<u>7,385,400.00</u>	<u>7,253,400.00</u>
Total Capital Fund		<u>\$ 21,440,080.36</u>	<u>\$ 20,783,163.82</u>
		<u>\$ 22,393,711.44</u>	<u>\$ 21,638,157.73</u>

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, 2012	Balance Dec. 31, 2011
Operating Fund:			
Liabilities:			
Appropriation Reserves	D-4, D-11	\$ 116,999.50	\$ 202,470.58
Encumbrances Payable	D-4, D-11	187,145.36	125,609.91
Accounts Payable	D-1, D-11	27,150.30	2,776.42
Prepaid Rents and Fees	D-12	3,562.90	3,875.16
Overpayments	D-13	1,371.48	2,862.45
Accrued Interest on Bonds and Loans	D-14	51,384.38	55,888.55
Accrued Interest on Notes	D-15	217.81	219.71
		<u>\$ 387,831.73</u>	<u>\$ 393,702.78</u>
Reserve for Receivables		173,531.29	199,048.95
Fund Balance	D-1	<u>392,268.06</u>	<u>262,242.18</u>
Total Operating Fund		<u>\$ 953,631.08</u>	<u>\$ 854,993.91</u>
Capital Fund:			
Serial Bonds Payable	D-16	\$ 3,950,000.00	\$ 4,410,000.00
Loans Payable	D-17	3,802,511.13	1,879,419.65
Bond Anticipation Notes	D-18	273,500.00	281,000.00
Interfund - Water-Sewer Operating Fund	D-6	-	297,500.00
Improvement Authorization - Funded	D-19	173,434.35	163,907.85
Improvement Authorization - Unfunded	D-19	489,178.76	2,210,950.28
Down Payments on Improvements		200.00	200.00
Reserve for Encumbrances	D-20	895,795.06	249,990.50
Reserve for Amortization	D-21	11,471,563.35	10,913,817.83
Deferred Reserve for Amortization	D-22	362,300.00	344,800.00
Capital Improvement Fund	D-23	17,516.95	27,516.95
Fund Balance	D-2	<u>4,080.76</u>	<u>4,060.76</u>
Total Capital Fund		<u>\$ 21,440,080.36</u>	<u>\$ 20,783,163.82</u>
		<u>\$ 22,393,711.44</u>	<u>\$ 21,638,157.73</u>

There were bonds and notes authorized but not issued on December 31, 2012 of \$488,013.00 and on December 31, 2011 of \$2,386,850.00 (D-24)

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 2012	Year 2011
Fund Balance Utilized	D-3	\$ 250,000.00	\$ 291,000.00
Water-Sewer Rents	D-3	2,298,166.76	2,271,157.00
Miscellaneous	D-3	673,653.72	584,927.71
Non-Budget Revenue			1,001.39
Other Credits to Income:			
Accounts Payable Canceled	D, D-1	276.42	-
Unexpended Balance of Appropriation Reserves	D-11	<u>213,603.61</u>	<u>105,795.81</u>
Total Income		<u>\$ 3,435,700.51</u>	<u>\$ 3,253,881.91</u>
Expenditures			
Budget:			
Operating		\$ 2,160,187.00	\$ 2,211,688.00
Capital Appropriations		-	2,500.00
Debt Service		747,654.63	705,676.60
Deferred Charges and Statutory Expenditures		<u>147,833.00</u>	<u>147,588.00</u>
Total Expenditures	D-4	<u>\$ 3,055,674.63</u>	<u>\$ 3,067,452.60</u>
Excess in Revenue		\$ 380,025.88	\$ 186,429.31
Fund Balance, January 1	D	<u>262,242.18</u>	<u>366,812.87</u>
		\$ 642,268.06	\$ 553,242.18
Less: Utilized as Anticipated Revenue - Utility	D-3	<u>250,000.00</u>	<u>291,000.00</u>
Fund Balance, December 31	D	<u><u>\$ 392,268.06</u></u>	<u><u>\$ 262,242.18</u></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, 2011	D	\$ 4,060.76
Increased by:		
Premium on Bond Anticipation Notes	D-6	<u>20.00</u>
Balance, December 31, 2012	D	<u>\$ 4,080.76</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>Ref.</u>	<u>Anticipated</u>	<u>Realized</u>	<u>Excess or (Deficit)</u>
Surplus Anticipated	D-1	\$ 250,000.00	\$ 250,000.00	\$ -
Water-Sewer Rents	D-1,3	2,258,585.00	2,298,166.76	39,581.76
Miscellaneous	D-1,3	550,000.00	673,653.72	123,653.72
		<u>\$ 3,058,585.00</u>	<u>\$ 3,221,820.48</u>	<u>\$ 163,235.48</u>

Analysis of Realized Revenues

	<u>Ref.</u>	
Water-Sewer Rents:		
2012 Collections	D-8	\$ 2,292,700.60
Water-Sewer Overpayments - Applied	D-8	1,591.00
Prepaid Water-Sewer Rents Applied	D-8	3,875.16
	D-3	<u>\$ 2,298,166.76</u>

Analysis of Miscellaneous Revenues

Gray Water Fees		\$ 645,807.60
Gray Water Fees - Overpayments Applied		1,271.45
Interest on Investments		4,711.70
Interest on Delinquent Charges		20,817.71
Sale of Meters		320.00
Manual Meter Reading		614.66
Miscellaneous Revenue		110.60
	D-3	<u>\$ 673,653.72</u>
Cash Receipts	D-5	\$ 672,382.27
Overpayments Applied	D-8	1,271.45
	D-3	<u>\$ 673,653.72</u>

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

WATER-SEWER UTILITY OPERATING FUND
STATEMENT OF EXPENDITURES
REGULATORY BASIS

	Appropriations		Paid or Charged	Expended		Unexpended Balance Canceled
	Budget	Budget After Modification		Encumbered	Reserved	
Operating:						
Salaries and Wages	\$ 845,901.00	\$ 845,901.00	\$ 804,447.77	\$ -	\$ 41,453.23	\$ -
Other Expenses	1,314,286.00	1,314,286.00	1,059,548.29	187,145.36	67,592.35	-
Debt Service:						
Payment of Bond Principal	460,000.00	460,000.00	460,000.00	-	-	-
Payment of Anticipation Notes	7,500.00	7,500.00	7,500.00	-	-	-
Interest on Bonds	160,275.00	160,275.00	157,462.50	-	-	2,812.50
Interest on Bond Anticipation Notes	4,985.00	4,985.00	4,888.28	-	-	96.72
Water and Waste Water Supply Loan	117,805.00	117,805.00	117,803.85	-	-	1.15
Statutory Expenditures:						
Public Employees' Retirement System	71,833.00	71,833.00	71,833.00	-	-	-
Social Security System (O.A.S.I.)	66,000.00	66,000.00	63,046.08	-	2,953.92	-
Unemployment Insurance	10,000.00	10,000.00	5,000.00	-	5,000.00	-
	<u>\$ 3,058,585.00</u>	<u>\$ 3,058,585.00</u>	<u>\$ 2,751,529.77</u>	<u>\$ 187,145.36</u>	<u>\$ 116,999.50</u>	<u>\$ 2,910.37</u>
Disbursements	Ref	D-1		D	D	D-1
Accrued Interest on Bonds and Loans	D-5		\$ 2,569,120.66			
Accrued Interest on Notes	D-14		177,520.83			
	D-15		4,888.28			
			<u>\$ 2,751,529.77</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
STATUTORY BASIS
STATEMENT OF GENERAL FIXED ASSETS
REGULATORY BASIS

	<u>2012</u>	<u>2011</u>
General Fixed Assets:		
Land	\$ 90,835.99	\$ 90,835.99
Buildings and Improvements	106,464.00	106,464.00
Equipment	1,410,764.22	1,170,967.07
Motor Vehicles and Equipment	<u>2,603,648.80</u>	<u>2,465,024.26</u>
	<u>\$ 4,211,713.01</u>	<u>\$ 3,833,291.32</u>
Investment in General Fixed Assets	<u>\$ 4,211,713.01</u>	<u>\$ 3,833,291.32</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, 2012**

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 2012.

B. Descriptions of Funds

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

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

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

Animal Control Trust Fund - animal license revenues and expenditures.

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

**BOROUGH OF HIGHTSTOWN
NOTES TO FINANCIAL STATEMENTS
YEAR ENDED DECEMBER 31, 2012**

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, 2012**

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, 2012 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, 2012 is set forth in Note 4.

Continued

**BOROUGH OF HIGHTSTOWN
NOTES TO FINANCIAL STATEMENTS
YEAR ENDED DECEMBER 31, 2012**

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, 2012**

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 2012 the following changes occurred in the fixed assets of the Borough:

	<u>Balance</u> <u>Dec. 31, 2011</u>	<u>Additions</u>	<u>Deletions</u>	<u>Balance</u> <u>Dec. 31, 2012</u>
General Fixed Assets:				
Land	\$ 90,835.99	\$ -	\$ -	\$ 90,835.99
Buildings and Improvements	106,464.00	-	-	106,464.00
Equipment	1,209,516.79	239,797.15	-	1,449,313.94
Motor Vehicles and Equipment	2,426,474.54	138,624.54	-	2,565,099.08
	<u>\$ 3,833,291.32</u>	<u>\$ 378,421.69</u>	<u>\$ -</u>	<u>\$ 4,211,713.01</u>

D. Financial Statements

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

E. Budgets and Budgetary Accounting

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

Continued

**BOROUGH OF HIGHTSTOWN
NOTES TO FINANCIAL STATEMENTS
YEAR ENDED DECEMBER 31, 2012**

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 \$4,471,039 and the bank balance amount was \$4,595,375. Of this amount \$455,204 was covered by federal depository insurance and a collateral pool under New Jersey's Governmental Unit Deposit Protection Act covered the remaining \$4,140,171.

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, 2012**

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, 2012**

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:

Category 1	Deposits covered by federal depository insurance, or by collateral held by the Borough or its agent, in the Borough's name.	\$ 4,595,375.00
Category 2	Deposits covered by collateral held by the pledging financial institution's trust department, or by its agent, in the Borough's name.	\$ -
Category 3	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, 2012**

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	\$ 3,220,000
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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	\$ 1,585,000
3.00% to 3.50% Water-Sewer Utility Bonds Issued February 1, 2008, installment maturities to October 1, 2018	2,365,000
	\$ 3,950,000

The General Capital Fund Bonds and Loans and Water-Sewer Utility Capital Fund Bonds mature serially in installments to the year 2030. 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>
2013	\$ 290,000.00	\$ 109,450.00	\$ 480,000.00	\$ 146,475.00
2014	305,000.00	100,750.00	505,000.00	130,462.50
2015	320,000.00	91,600.00	530,000.00	113,812.50
2016	340,000.00	82,000.00	555,000.00	96,350.00
2017	360,000.00	70,950.00	570,000.00	76,937.50
2018-22	1,605,000.00	153,000.00	710,000.00	208,975.00
2023-27			500,000.00	83,125.00
2028-29			100,000.00	2,375.00
Total	<u>\$ 3,220,000.00</u>	<u>\$ 607,750.00</u>	<u>\$ 3,950,000.00</u>	<u>\$ 858,512.50</u>

Peddie Lake Dam Restoration Loan

<u>Year</u>	<u>General Capital</u>	
	<u>Principal</u>	<u>Interest</u>
2013	\$ 7,041.56	\$ 2,883.91
2014	7,183.10	2,742.37
2015	7,327.48	2,597.99
2016	7,474.76	2,450.71
2017	7,625.00	2,300.47
2018-22	40,486.48	9,140.83
2023-27	44,722.28	4,905.07
2028-29	24,086.29	727.38
Total	<u>\$ 145,946.95</u>	<u>\$ 27,748.73</u>

Continued

**BOROUGH OF HIGHTSTOWN
NOTES TO FINANCIAL STATEMENTS
YEAR ENDED DECEMBER 31, 2012**

NOTE 3. DEBT (Continued)

New Jersey Environmental Infrastructure Trust

In March 2011, 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>	No Interest Loan	Traditional Loan	
	<u>Principal</u>	<u>Principal</u>	<u>Interest</u>
2013	77,745.52	20,000.00	19,475.00
2014	77,745.52	20,000.00	18,475.00
2015	77,745.52	20,000.00	17,475.00
2016	77,745.52	20,000.00	16,475.00
2017	77,745.52	20,000.00	15,475.00
2018-22	388,727.60	130,000.00	61,125.00
2023-27	388,727.60	160,000.00	33,100.00
2028-29	155,491.33	70,000.00	4,200.00
Total	<u>\$ 1,321,674.13</u>	<u>\$ 460,000.00</u>	<u>\$ 185,800.00</u>

New Jersey Environmental Infrastructure Trust

In May 2012, the Borough received loans from the State of New Jersey to fund Water Treatment Facility Improvements. The Borough has a no interest loan in the amount of \$685,482.00 and a loan for \$238,918 at interest rates from .22% to 3.140%. The Borough must repay the loan in semi-annual installments over twenty years. Below is a maturity schedule for the loans.

<u>Year</u>	No Interest Loan	Traditional Loan	
	<u>Principal</u>	<u>Principal</u>	<u>Interest</u>
2013	36,078.00	11,282.00	4,400.98
2014	36,078.00	11,307.00	4,376.14
2015	36,078.00	11,347.00	4,336.56
2016	36,078.00	11,401.00	4,282.08
2017	36,078.00	11,467.00	4,215.94
2018-22	180,390.00	59,208.00	19,208.22
2023-27	180,390.00	64,725.00	13,690.40
2028-31	144,312.00	58,181.00	4,550.84
Total	<u>\$ 685,482.00</u>	<u>\$ 238,918.00</u>	<u>\$ 59,061.16</u>

Continued

**BOROUGH OF HIGHTSTOWN
NOTES TO FINANCIAL STATEMENTS
YEAR ENDED DECEMBER 31, 2012**

NOTE 3. DEBT (Continued)

New Jersey Environmental Infrastructure Trust

In May 2012, the Borough received loans from the State of New Jersey to fund Advanced Waste Water Treatment Plant Improvements. The Borough has a no interest loan in the amount of \$813,055.00 and a loan for \$283,382 at interest rates from .22% to 3.140%. The Borough must repay the loan in semi-annual installments over twenty years. Below is a maturity schedule for the loans.

<u>Year</u>	No Interest Loan	Traditional Loan	
	<u>Principal</u>	<u>Principal</u>	<u>Interest</u>
2013	42,792.36	13,382.00	5,219.90
2014	42,792.36	13,411.00	5,190.44
2015	42,792.36	13,458.00	5,143.50
2016	42,792.36	13,523.00	5,078.90
2017	42,792.36	13,601.00	5,000.46
2018-22	213,961.80	70,226.00	22,782.60
2023-27	213,961.80	76,772.00	16,238.02
2028-31	171,169.60	69,009.00	5,397.70
Total	<u>\$ 813,055.00</u>	<u>\$ 283,382.00</u>	<u>\$ 70,051.52</u>

B. Short-Term Debt

On December 31, 2012 the Borough's outstanding bond anticipation notes were as follows:

General Capital Fund

<u>Ordinance Number</u>	<u>Improvement Description</u>	<u>Rate</u>	<u>Dec. 31, 2012</u>
05-24, 09-13	Peddie Lake Dam Improvements	1.25%	\$ 49,000.00
07-04	Automated Garbage Truck and Containers	1.25%	153,046.00
07-21	Acquisition of Ambulance	1.25%	56,400.00
07-26	Police Department Equipment	1.25%	44,900.00
08-01	Westerlea Avenue Improvements	1.25%	47,000.00
09-01	Reconstruction of Morrison Avenue	1.25%	54,600.00
09-10	Improvements to Memorial Parking Lot	1.25%	149,100.00
10-02	Reconstruction of Leshin Lane	1.25%	100,000.00
11-05	Milling and Paving of Various Roads	1.25%	200,000.00
11-11	DPW Vehicles and DPW/Police Equipment	1.50%	305,700.00
12-04	Hurricane Irene Damage Emergency	1.50%	900,000.00
			<u><u>\$ 2,059,746.00</u></u>

Continued

**BOROUGH OF HIGHTSTOWN
NOTES TO FINANCIAL STATEMENTS
YEAR ENDED DECEMBER 31, 2012**

NOTE 3. DEBT (Continued)

B. Short-Term Debt (Continued)

Water-Sewer Utility Capital Fund

<u>Ordinance Number</u>	<u>Improvement Description</u>	<u>Rate</u>	<u>Dec. 31, 2012</u>
08-10,08-19	Water Sewer Improvements	1.25%	136,000.00
09-02	Morrison Avenue Improvements	1.25%	37,500.00
09-02	Refurbishment of Water Tanks	1.25%	<u>100,000.00</u>
			<u><u>\$ 273,500.00</u></u>

C. Bonds and Notes Authorized but not Issued

At December 31, 2012, the Borough had authorized but not issued bonds and notes as follows:

General Capital Fund	\$ 1,667,597.23
Water-Sewer Utility Capital Fund	\$ 488,013.00

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, 2012 was 1.478%. The Borough's remaining borrowing power is 2.022%.

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.

E. Summary of Debt Activity

During 2012 the following changes occurred in the debt of the Borough:

	<u>Balance Dec. 31, 2011</u>	<u>Issued</u>	<u>Retired</u>	<u>Balance Dec. 31, 2012</u>
General Capital Fund:				
Serial Bonds	\$ 3,490,000.00	\$ -	\$ 270,000.00	\$ 3,220,000.00
Peddie Lake Dam Restoration Loan	152,849.77	-	6,902.82	145,946.95
Bond Anticipation Notes	907,546.00	2,059,746.00	907,546.00	2,059,746.00
Water-Sewer Utility Capital Fund:				
Serial Bonds	4,410,000.00	-	460,000.00	3,950,000.00
Bond Anticipation Notes	281,000.00	273,500.00	281,000.00	273,500.00
Loans Payable	1,879,419.65	2,020,837.00	97,745.52	3,802,511.13
	<u>\$ 11,120,815.42</u>	<u>\$ 4,354,083.00</u>	<u>\$ 2,023,194.34</u>	<u>\$ 13,451,704.08</u>

Continued

**BOROUGH OF HIGHTSTOWN
NOTES TO FINANCIAL STATEMENTS
YEAR ENDED DECEMBER 31, 2012**

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 \$87,382 at December 31, 2012. 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, 2012 which have been appropriated and included as anticipated revenue in the year ending December 31, 2013 are as follows:

Current Fund	\$ 480,000.00
Water-Sewer Utility Fund	\$ 292,500.00

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:

	Balance, December 31	
	<u>2012</u>	<u>2011</u>
Prepaid Taxes	\$ 75,719.99	\$ 134,420.48
Prepaid Water-Sewer Utility Charges	\$ 3,562.90	\$ 3,875.16

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.

**BOROUGH OF HIGHTSTOWN
NOTES TO FINANCIAL STATEMENTS
YEAR ENDED DECEMBER 31, 2012**

NOTE 7. ASSESSMENT AND COLLECTION OF PROPERTY TAXES (Continued)

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.

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, 2012, there were no deferred charges to be raised.

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

**BOROUGH OF HIGHTSTOWN
NOTES TO FINANCIAL STATEMENTS
YEAR ENDED DECEMBER 31, 2012**

NOTE 10. PENSION PLANS (Continued)

The contribution requirements of plan members are determined by State statute. Plan members enrolled in the Public Employees' Retirement System are required to contribute 6.5% of their annual covered salary. Plan members enrolled in the Police and Firemen's Retirement System are required to contribute 10.0% of their annual covered salary. The Borough's contributions to the various plans, equal to the required contributions for each year, were as follows:

<u>Year</u>	<u>PERS</u>	<u>PFRS</u>
2012	\$ 205,237.00	\$ 317,292.00
2011	204,537.00	366,470.00
2010	180,498.00	309,656.00
2009	91,813.50	138,699.50
2008	114,032.00	256,889.00

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, 2012, the Borough estimates that no material liabilities will result from such audits.

Major Tax Assessments

Taxpayers in 2012 with assessments in excess of 1% of the total assessed valuation were as follows:

<u>Owner</u>	<u>Assessed Value</u>	<u>Assessed Value</u>
Presbyterian Homes at Meadow Lake	\$ 11,200,000.00	2.33%
Hightstown Development Assoc. LLC	\$ 9,552,000.00	1.98%
Mercer St Warehouse/Bruckner Southern	\$ 5,500,000.00	1.14%

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.

Continued

**BOROUGH OF HIGHTSTOWN
NOTES TO FINANCIAL STATEMENTS
YEAR ENDED DECEMBER 31, 2012**

NOTE 11. CONTINGENT LIABILITIES (Continued)

Pending Litigation (Continued)

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.

NOTE 12. INTERFUND RECEIVABLES AND PAYABLES

The following interfund balances remained on the balance sheets at December 31, 2012:

	<u>Interfund Receivable</u>	<u>Interfund Payable</u>
Current Fund	\$ 119,429.20	\$ 1,188.34
Grant Fund	-	-
Animal Control Fund	-	1,399.80
Trust Fund		55,650.40
General Capital Fund	-	62,379.00
Water-Sewer Operating Fund	1,188.34	-
Water-Sewer Capital Fund		
	<u>\$ 120,617.54</u>	<u>\$ 120,617.54</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.

Continued

**BOROUGH OF HIGHTSTOWN
NOTES TO FINANCIAL STATEMENTS
YEAR ENDED DECEMBER 31, 2012**

NOTE 14. SUBSEQUENT EVENT - DEBT AUTHORIZED

The Borough adopted the following ordinances in 2013:

General Capital Fund:

2013-04	Road Imp. Grape Run and Pershing Avenue	\$	485,000.00
2013-07	Peddie Lake Dam Walking Bridge		200,000.00
2013-22	Public Safety Equipment		157,000.00
2013-23	Road Imp. Park Ave., Greeley St. & Glen Brook Brook Place		429,164.00

Water-Sewer Utility Capital Fund:

2013-03	Various Water Sewer Improvements - Supplemental	\$	105,000.00
2013-19	Water-Sewer Improvements- Grape Run Rd and Pershing Avenue		86,000.00

Concluded

BOROUGH OF HIGHTSTOWN

COUNTY OF MERCER

PART II

SUPPLEMENTARY DATA

SUPPLEMENTARY SCHEDULES

YEAR ENDED DECEMBER 31, 2012

COMPARATIVE SCHEDULE OF TAX RATE INFORMATION

	<u>2012</u>	<u>2011</u>	<u>2010</u>
Tax Rate	<u>\$ 3.188</u>	<u>\$ 3.128</u>	<u>\$ 3.156</u>
Apportionment of Tax Rate			
Net County Levy	.509	.486	.500
County Library Tax	.052	.054	.052
County Open Space Tax	.019	.020	.021
Regional School District	1.705	1.692	1.707
Local Municipal Purpose Tax	.903	.876	.876
Assessed Valuation			
2012	\$ 481,330,622		
2011		\$ 488,347,036	
2010			\$ 488,429,147

COMPARISON OF TAX LEVIES AND COLLECTION CURRENTLY

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

<u>Year</u>	<u>Tax Levy</u>	<u>Cash Collection</u>	<u>Percentage of Collection</u>
2012	\$ 15,421,037	\$ 15,020,376	97.40%
2011	\$ 15,327,099	\$ 15,009,393	97.92%
2010	\$ 15,511,943	\$ 15,102,011	99.35%

DELINQUENT TAXES AND TAX TITLE LIENS

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

<u>Year Ended December 31</u>	<u>Amount of Tax Title Liens</u>	<u>Amount of Delinquent Taxes</u>	<u>Total Delinquent</u>	<u>Percentage of Tax Levy</u>
2012	\$ 106,288	\$ 315,841	\$ 422,129	2.74%
2011	94,180	236,145	330,325	2.16%
2010	82,300	378,968	461,268	2.97%

COMPARATIVE SCHEDULE OF FUND BALANCES**CURRENT FUND:**

<u>Year</u>	<u>Balance December 31</u>	<u>Utilized in Budget of Succeeding Year</u>	
		<u>Current Fund</u>	<u>Water-Sewer Utility Fund</u>
2012	\$ 892,540	\$ 480,000	\$ -0-
2011	547,521	400,000	-0-
2010	452,908	287,950	-0-

WATER-SEWER UTILITY FUND:

<u>Year</u>	<u>Balance December 31</u>	<u>Utilized in Budget of Succeeding Year</u>	
		<u>Current Fund</u>	<u>Water-Sewer Utility Operating Fund</u>
2012	\$ 392,268	\$ -0-	\$ 292,500
2011	262,242	-0-	250,000
2010	366,813	-0-	291,000

SUMMARY OF MUNICIPAL DEBT

	<u>Year 2012</u>	<u>Year 2011</u>	<u>Year 2010</u>
<u>Issued</u>			
General:			
Bonds, Notes and Loans	\$ 5,425,693	\$ 4,550,396	\$ 4,719,671
Water-Sewer Utility:			
Bonds, Notes and Loans	<u>8,026,011</u>	<u>6,570,420</u>	<u>6,983,250</u>
	<u>\$ 13,451,704</u>	<u>\$ 11,120,816</u>	<u>\$ 11,702,921</u>
<u>Authorized but not Issued</u>			
General:			
Bonds and Notes	\$ 1,667,597	\$ 1,894,997	\$ 1,917,625
Water-Sewer Utility:			
Bonds and Notes	<u>488,013</u>	<u>2,386,850</u>	<u>303,450</u>
Total Authorized but not Issued	<u>\$ 2,155,610</u>	<u>\$ 4,281,847</u>	<u>\$ 2,221,075</u>
Net Bonds and Notes Issued and Authorized but not Issued	<u>\$ 15,607,314</u>	<u>\$ 15,402,663</u>	<u>\$ 13,923,996</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 1.33%.

	<u>Gross Debt</u>	<u>Deductions</u>	<u>Net Debt</u>
Regional School District Debt	\$ 4,871,921	\$ 4,871,921	\$ -0-
Water-Sewer Utility Debt	8,514,024	8,514,024	-0-
General Debt	<u>7,093,290</u>	<u>239,875</u>	<u>6,853,415</u>
	<u>\$ 20,479,235</u>	<u>\$ 13,625,820</u>	<u>\$ 6,853,415</u>

Net Debt \$6,853,415 divided by Equalized Valuation basis per N.J.S.A. 40A:2-6 as amended \$463,842,131 = 1.478%.

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

3½% of Equalized Valuation Basis (Municipal)	\$ 16,234,474
Net Debt	<u>6,853,415</u>
Remaining Borrowing Power	<u>\$ 9,381,059</u>

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

Cash Receipts from Fees, Rents or Other Charges for Year	\$ 3,221,820
Deductions:	
Operating and Maintenance Cost	\$ 2,308,020
Debt Service per Water-Sewer Account	<u>747,655</u>
Total Deductions	<u>3,055,675</u>
Excess in Revenues	<u>\$ 166,415</u>

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

BOROUGH OF HIGHTSTOWN - COUNTY OF MERCER

OFFICIALS IN OFFICE AND SURETY BONDS

The following officials were in office at December 31, 2012:

<u>Name</u>	<u>Position</u>	<u>Amount of Bond</u>
Steven Kirson	Mayor	
Lawrence D. Quattrone	Council President	
Selena Bibens	Councilwoman	
Susan Bluth	Councilwoman	
Gail Doran	Councilwoman	
Robert Thibault	Councilman	
Lynne Woods	Councilwoman	
Debra L. Sopronyi, RMC	Municipal Clerk	\$ 1,000,000
George Lang	Chief Financial Officer	1,000,000
Frederick C. Raffeto, Esq.	Attorney	
Janice Mohr-Kminek	Treasurer	1,000,000
Kathryn Monzo	Tax Collector and Water-Sewer Collector	1,000,000
James M. Newman	Magistrate	1,000,000
Kristy Gilsenan	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

	<u>Current Fund</u>
Balance, December 31, 2011	\$ 2,342,572.74
Increased by Receipts:	
Taxes Receivable	\$ 15,087,078.59
Revenue Accounts Receivable	1,806,740.29
Miscellaneous Revenue Not Anticipated	38,577.86
Prepaid Taxes	75,719.99
Due from State of N.J. (Ch. 20, P.L. 1971)	29,875.00
Tax Overpayments	14,187.34
Deferred Charge - Emergency Fund by Bonds	1,322,636.00
Interfunds:	
General Capital Fund	300,000.00
Water-Sewer Operating Fund	1,188.34
Animal Control Fund	1,641.54
Grant Fund	17,759.30
Due to State of New Jersey	<u>13,635.00</u>
	<u>18,709,039.25</u>
	\$ 21,051,611.99
Decreased by Disbursements:	
2011 Appropriation Reserves	\$ 846,579.92
2012 Appropriations	5,282,312.82
Accounts Payable	446.75
County Taxes	2,799,524.77
Regional School District Tax	8,204,935.07
Tax Overpayments	3,824.70
Emergency Note Payable	1,600,000.00
Prior Year Refund	4,416.14
Due to State of New Jersey	13,844.00
Interfunds:	
Other Trust Fund	208,366.08
General Capital Fund	62,379.00
Water-Sewer Operating Fund	<u>3,997.65</u>
	<u>19,030,626.90</u>
Balance, December 31, 2012	<u><u>\$ 2,020,985.09</u></u>

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

Balance, December 31, 2011		\$ 1,877.40
Increased by:		
Senior Citizens Deductions Per Tax Billings	\$ 5,250.00	
Veterans Deductions Per Tax Billings	26,500.00	
Senior Citizen Deductions Allowed by Collector	250.00	
Veterans Deductions Allowed by Collector	<u>250.00</u>	
		<u>32,250.00</u>
		\$ 34,127.40
Decreased by:		
Senior Citizens Deductions Disallowed by Collector:		
Current Year	\$ 140.41	
Prior Year	1,875.00	
Veteran Deduction Disallowed by Collector:		
Current Year	250.00	
Received in Cash from State of N.J.	<u>29,875.00</u>	
		<u>32,140.41</u>
Balance, December 31, 2012		<u><u>\$ 1,986.99</u></u>

CALCULATION OF AMOUNT FOR TAXES RECEIVABLE SCHEDULE

Increased by:		
Deductions Per Tax Billings	\$ 31,750.00	
Deductions Allowed	<u>500.00</u>	
		\$ 32,250.00
Decreased by:		
Deductions Disallowed		<u>390.41</u>
Taxes Receivable		<u><u>\$ 31,859.59</u></u>

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

Year	Balance Dec. 31, 2011	2012 Levy	Added Taxes	2011	2012	Overpayments Applied	Chap. 20 P.L. 1971	Adjusted or Canceled	Transfers To Tax Title Liens	Balance Dec. 31, 2012
2011	\$ 236,145.17	\$ -	\$ 1,875.00	\$ -	\$ 234,999.22	\$ -	\$ -	\$ 3,020.95	\$ -	\$ -
2012	-	15,421,036.82	-	134,420.48	14,852,079.37	2,016.21	31,859.59	72,711.93	12,108.02	315,841.22
	<u>\$ 236,145.17</u>	<u>\$ 15,421,036.82</u>	<u>\$ 1,875.00</u>	<u>\$ 134,420.48</u>	<u>\$ 15,087,078.59</u>	<u>\$ 2,016.21</u>	<u>\$ 31,859.59</u>	<u>\$ 75,732.88</u>	<u>\$ 12,108.02</u>	<u>\$ 315,841.22</u>

Analysis of 2012 Property Tax Levy:

Tax Yield:	
General Property Tax	\$ 15,344,821.19
Added and Omitted Taxes	<u>76,215.63</u>
Total Tax Yield	<u>\$ 15,421,036.82</u>
Tax Levy:	
Regional School District Taxes	\$ 8,204,935.07
County Taxes:	
General County Levy	\$ 2,449,544.94
County Library	248,307.64
County Open Space Preservation	92,438.82
Due County for Added and Omitted Taxes	<u>13,840.47</u>
	2,804,131.87
Local Tax for Municipal Purposes	\$ 4,345,693.00
Add: Additional Taxes Levied	<u>66,276.88</u>
Local Taxes for Municipal Purposes Levied	<u>4,411,969.88</u>
	<u>\$ 15,421,036.82</u>

BOROUGH OF HIGHTSTOWN
COUNTY OF MERCER
STATE OF NEW JERSEY

A-7

CURRENT FUND
SCHEDULE OF TAX TITLE LIENS

Balance, December 31, 2011	\$ 94,179.91
Increased by:	
Transfer from Taxes	<u>12,108.02</u>
Balance, December 31, 2012	<u><u>\$ 106,287.93</u></u>

CURRENT FUND
SCHEDULE OF DEFERRED CHARGES

	Balance <u>Dec. 31, 2011</u>	Raised in <u>Budget</u>	Funded by <u>Bond Ordinance</u>	Balance <u>Dec. 31, 2012</u>
Emergency Authorization (40A:4-46):				
Hurricane Irene	<u>\$ 1,600,000.00</u>	<u>\$ 277,364.00</u>	<u>\$ 1,322,636.00</u>	<u>\$ -</u>
	<u>\$ 1,600,000.00</u>	<u>\$ 277,364.00</u>	<u>\$ 1,322,636.00</u>	<u>\$ -</u>

SCHEDULE OF ACCOUNTS PAYABLE

Balance, December 31, 2011	\$ 29,210.35
Increased by:	
Charged to Appropriation Reserves	<u>61,022.60</u>
	\$ 90,232.95
Decreased by:	
Disbursements	<u>446.75</u>
Balance, December 31, 2012	<u>\$ 89,786.20</u>

CURRENT FUND
SCHEDULE OF REVENUE ACCOUNTS RECEIVABLE

	Balance Dec. 31, 2011	Accrued in 2012	Collected	Balance Dec. 31, 2012
Licenses:				
Alcoholic Beverages	\$ -	\$ 7,540.00	\$ 7,540.00	\$ -
Other	-	19,562.00	19,562.00	-
Fees and Permits	-	24,703.75	24,703.75	-
Fines and Costs:				
Municipal Court	20,951.43	231,744.61	234,560.99	18,135.05
Interest and Costs on Taxes	-	58,407.12	58,407.12	-
Interest on Investments and Deposits	-	26,774.43	26,774.43	-
Lease of Borough Owned Property - AT&T	-	77,691.65	77,691.65	-
Consolidated Municipal Property Tax				
Relief Aid	-	83,141.00	83,141.00	-
Energy Receipts Tax	-	420,409.00	420,409.00	-
Uniform Construction Code Fees	-	145,906.00	145,906.00	-
Shared Services Agreement -				
911 Cranbury Township	-	110,000.00	110,000.00	-
Shared Services Agreement - Roosevelt Borough				
Trash Collection	-	54,105.00	54,105.00	-
Shared Services Agreement - Roosevelt Borough				
Trash Collection - Tipping Fees	-	27,594.21	27,594.21	-
Recycling Tonnage Grant	-	5,614.59	5,614.59	-
Drunk Driving Enforcement Fund	-	25,009.05	25,009.05	-
Clean Communities Program	-	7,397.69	7,397.69	-
Alcohol Education Rehabilitation Fund	-	4,371.01	4,371.01	-
Body Armor Grant	-	1,550.79	1,550.79	-
Green Communities Grant	-	3,000.00	3,000.00	-
Sustainable NJ Small Grant	-	10,000.00	10,000.00	-
JIF Safety Grant	-	2,070.40	2,070.40	-
Uniform Fire Safety Act	-	11,557.53	11,557.53	-
CATV - Franchise Fee	-	32,583.47	32,583.47	-
The Peddie School - Gift	-	23,000.00	23,000.00	-
Interlocal Agreement- Cranbury 911 Prior Year	-	-	-	-
Verizon Franchise Fee	-	28,402.15	28,402.15	-
FEMA - Hurricane Irene	-	50,971.34	50,971.34	-
Insurance Receipts - Hurricane Irene	-	289,376.41	289,376.41	-
Hightstown Housing Authority -				
Payment in Lieu of Taxes	-	21,440.71	21,440.71	-
	<u>\$ 20,951.43</u>	<u>\$ 1,803,923.91</u>	<u>\$ 1,806,740.29</u>	<u>\$ 18,135.05</u>

CURRENT FUND
SCHEDULE OF 2011 APPROPRIATION RESERVES

	<u>2011 Unexpended</u>	<u>Encumbered</u>	<u>Balance After Transfers and Encumbrances</u>	<u>Paid or Charged</u>	<u>Balance Lapsed</u>
General Administration					
Salaries and Wages	\$ 2,326.40	\$ -	\$ 2,326.40	\$ -	\$ 2,326.40
Other Expenses	38.62	-	38.62	-	38.62
Mayor and Council					
Other Expenses	84.74	1,014.26	1,099.00	1,014.26	84.74
Municipal Clerk					
Salaries and Wages	3,169.97	-	3,169.97	-	3,169.97
Other Expenses	442.31	1,300.05	1,742.36	1,458.78	283.58
Elections					
Other Expenses	1,335.67	-	1,335.67	-	1,335.67
Office Supplies and Paper Products					
Other Expenses	103.92	2,815.41	2,919.33	2,835.46	83.87
Financial Administration					
Salaries and Wages	1,711.18	-	1,711.18	-	1,711.18
Other Expenses	304.35	1,371.15	1,675.50	1,493.15	182.35
Audit Services					
Other Expenses	-	14,000.00	14,000.00	14,000.00	-
Grant Writing and Administration					
Other Expenses	916.25	-	916.25	540.00	376.25
Central Computer (Data Processing Tech)					
Other Expenses	3,198.77	1,811.00	5,009.77	4,616.40	393.37
Tax Collection					
Salaries and Wages	293.97	-	293.97	-	293.97
Other Expenses	417.24	428.76	846.00	428.76	417.24
Tax Assessment					
Salaries and Wages	0.01	-	0.01	-	0.01
Other Expenses	6,580.06	600.00	7,180.06	120.92	7,059.14
Interest on Tax Appeals					
Other Expenses	100.00	-	100.00	-	100.00
Legal Services and Costs					
Other Expenses	46,047.65	4,422.50	70,470.15	69,226.89	1,243.26
Engineering Services					
Other Expenses	1,912.50	5,333.75	7,246.25	7,192.50	53.75
Historical Commission					
Other Expenses	1,050.00	-	1,050.00	-	1,050.00
Planning Board					
Salaries and Wages	2,799.66	-	2,799.66	-	2,799.66
Other Expenses	5,559.01	7,566.52	13,125.53	5,652.44	7,473.09
Insurance					
Insurance Deductibles	2,991.45	-	2,991.45	-	2,991.45
Workers Compensation Insurance	896.20	-	896.20	-	896.20
Employee Group Health Insurance	29,059.53	-	29,059.53	224.64	28,834.89
Unemployment Insurance	10,000.00	-	10,000.00	10,000.00	-
Health Benefit Waiver	10,000.00	-	10,000.00	-	10,000.00

Continued

CURRENT FUND
SCHEDULE OF 2011 APPROPRIATION RESERVES
(CONTINUED FROM PRIOR PAGE)

	<u>2011 Unexpended</u>	<u>Encumbered</u>	<u>Balance After Transfers and Encumbrances</u>	<u>Paid or Charged</u>	<u>Balance Lapsed</u>
Police Department					
Salaries and Wages	\$ 7,863.19	\$ -	\$ 7,863.19	\$ 7,608.48	\$ 254.71
Other Expenses	13,606.90	13,021.79	26,628.69	25,384.64	1,244.05
Police Vehicle Purchase	35,000.00		-		-
Police - Fire Radio Communications					
Salaries and Wages	4,140.09	-	4,140.09	-	4,140.09
Other Expenses	2,796.91	750.00	3,546.91	2,707.44	839.47
Emergency Management					
Other Expenses	1,000.00	-	1,000.00	1,000.00	-
Fire Department					
Other Expenses	5,289.06	21,138.53	26,427.59	26,250.76	176.83
Aid to Fire Department					
Other Expenses	5,000.00	-	5,000.00	5,000.00	-
Uniform Fire Safety Act					
Salaries and Wages	3,421.00	-	3,421.00	-	3,421.00
Other Expenses	3,404.39	1,500.00	4,904.39	1,500.00	3,404.39
First Aid Organization:					
Other Expenses	3,363.65	220.00	3,583.65	2,470.45	1,113.20
Municipal Prosecutor					
Salaries and Wages	200.00	6,000.00	6,200.00	6,000.00	200.00
Streets and Roads					
Salaries and Wages	18,766.56	-	18,766.56	-	18,766.56
Other Expenses	3,834.79	12,617.84	16,452.63	16,451.83	0.80
Snow Removal					
Other Expenses	2,987.90	-	2,987.90	2,987.90	-
Sanitation/Solid Waste Collection					
Salaries and Wages	48,824.40	-	33,824.40	-	33,824.40
Other Expenses	623.66	3,972.56	4,596.22	3,948.71	647.51
Public Buildings and Grounds					
Salaries and Wages	3,311.81	-	3,311.81	-	3,311.81
Other Expenses	3,864.57	1,190.34	5,054.91	4,640.89	414.02
Recycling					
Salaries and Wages	33,115.39	-	33,115.39	-	33,115.39
Other Expenses	4,343.75	7,720.00	12,063.75	7,800.50	4,263.25
Vehicle Maintenance					
Other Expenses	3,716.74	5,117.61	8,834.35	8,240.81	593.54
Community Services /					
Condominium Act					
Other Expenses	8,129.36	-	18,129.36	8,128.42	10,000.94
Board of Health					
Salaries and Wages	112.78	-	112.78	-	112.78
Other Expenses	1,088.70	1,377.30	2,466.00	1,452.30	1,013.70
Environmental Commission					
Other Expenses	5,463.07	77.50	5,540.57	5,387.50	153.07

Continued

CURRENT FUND
SCHEDULE OF 2011 APPROPRIATION RESERVES
(CONTINUED FROM PRIOR PAGE)

	<u>2011 Unexpended</u>	<u>Encumbered</u>	<u>Balance After Transfers and Encumbrances</u>	<u>Paid or Charged</u>	<u>Balance Lapsed</u>
Animal Control					
Other Expenses	\$ 100.00	\$ -	\$ 100.00	\$ -	\$ 100.00
Maintenance of Parks					
Salaries and Wages	5,343.28	-	5,343.28	-	5,343.28
Other Expenses	1,767.40	353.91	2,121.31	825.30	1,296.01
Recreation & Open Space (Parks Commission)					
Other Expenses	521.76	852.00	1,373.76	852.00	521.76
Celebration of Public Events:					
Other Expenses	1,391.00	-	1,391.00	1,300.00	91.00
Accumulated Sick and Vacation					
Other Expenses	15,857.82	-	15,857.82	400.00	15,457.82
Postage and Shipping Charges					
Other Expenses	797.90	1,048.60	1,846.50	1,048.60	797.90
Utilities					
Gasoline and Diesel Fuel	5,490.69	5,621.20	13,611.89	9,668.83	3,943.06
Electricity	5,515.82	8,910.83	14,426.65	8,591.37	5,835.28
Telephone	8,851.53	1,656.07	10,507.60	3,593.81	6,913.79
Natural Gas and Heating Oil	6,648.75	1,094.91	7,743.66	1,094.91	6,648.75
Street Lighting	5,079.26	2,980.50	8,059.76	5,677.51	2,382.25
Landfill Disposal Costs					
Other Expenses	436.77	18,581.86	36,518.63	35,913.37	605.26
Municipal Court					
Salaries and Wages	1,745.56	-	1,745.56	-	1,745.56
Other Expenses	6,858.94	703.21	7,562.15	1,882.76	5,679.39
Construction Official					
Salaries and Wages	6,758.33	-	6,758.33	-	6,758.33
Other Expenses	2,968.84	491.88	3,460.72	491.88	2,968.84
Housing Code Enforcement					
Salaries and Wages	12,842.87	-	12,842.87	-	12,842.87
Contribution to:					
Social Security System	10,555.35	-	10,555.35	-	10,555.35
Defined Contribution Benefit Plan	5,000.00	-	5,000.00	-	5,000.00
Length of Service Awards Program	36,500.00	-	36,500.00	29,100.00	7,400.00
Recycling Tax	1,847.66	458.16	2,305.82	884.86	1,420.96
Hurricane Irene Emergency	334,060.31	331,514.37	665,574.68	665,574.68	-
Implementation of 911					
Salaries and Wages	3,069.95	-	3,069.95	-	3,069.95
Other Expenses	18,374.28	1,477.94	19,852.22	6,001.82	13,850.40

Continued

CURRENT FUND
SCHEDULE OF 2011 APPROPRIATION RESERVES
(CONTINUED FROM PRIOR PAGE)

	<u>2011 Unexpended</u>	<u>Encumbered</u>	<u>Balance After Transfers and Encumbrances</u>	<u>Paid or Charged</u>	<u>Balance Lapsed</u>
Senior Citizen Program					
Other Expenses	\$ 18,544.73	\$ -	\$ 18,544.73	\$ 18,544.32	\$ 0.41
Health Services:					
Salaries and Wages	-	-	-	-	-
Other Expenses	125.00	75.00	200.00	200.00	-
Emergency Medical Services					
Other Expenses	4,000.00	-	4,000.00	-	4,000.00
Landfill Disposal Costs (Roosevelt)					
Other Expenses	3,683.82	5,604.18	9,288.00	7,518.67	1,769.33
Vehicle Maintenance Services					
Other Expenses	4,195.67	2,551.94	6,747.61	3,214.51	3,533.10
	<u>\$ 883,541.42</u>	<u>\$ 499,343.43</u>	<u>\$ 1,382,884.85</u>	<u>\$ 1,058,144.03</u>	<u>\$ 324,740.82</u>
Encumbrances	<u>499,343.43</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
	<u><u>\$ 1,382,884.85</u></u>	<u><u>\$ 499,343.43</u></u>	<u><u>\$ 1,382,884.85</u></u>	<u><u>\$ 1,058,144.03</u></u>	<u><u>\$ 324,740.82</u></u>
Disbursements				\$ 846,579.92	
Reserve for Hurricane Irene				150,541.51	
Accounts Payable				61,022.60	
				<u><u>\$ 1,058,144.03</u></u>	

Concluded

CURRENT FUND
SCHEDULE OF PREPAID TAXES

Balance, December 31, 2011	\$ 134,420.48
Increased by:	
Receipts	<u>75,719.99</u>
	\$ 210,140.47
Decreased by:	
Applied to 2011 Taxes	<u>134,420.48</u>
Balance, December 31, 2012	<u><u>\$ 75,719.99</u></u>

CURRENT FUND
SCHEDULE OF TAX OVERPAYMENTS

Balance, December 31, 2011		\$	16,472.56
Increased by:			
Receipts			<u>14,187.34</u>
		\$	30,659.90
Decreased by:			
Payments	\$	3,824.70	
Canceled		13,861.58	
Applied		<u>2,016.21</u>	
			<u>19,702.49</u>
Balance, December 31, 2012		\$	<u><u>10,957.41</u></u>

SCHEDULE OF LOCAL DISTRICT SCHOOL TAX PAYABLE

Balance, December 31, 2011		\$	0.10
Increased by:			
Levy Calendar year 2012			<u>8,204,935.07</u>
		\$	8,204,935.17
Decreased by:			
Payments			<u>8,204,935.07</u>
Balance, December 31, 2012		\$	<u><u>0.10</u></u>

CURRENT FUND
SCHEDULE OF COUNTY TAXES PAYABLE

Balance, December 31, 2011		\$ 9,233.37
Increased by:		
General County Levy	\$ 2,449,544.94	
County Library	248,307.64	
County Open Space Preservation	92,438.82	
Due County for Added and Omitted Taxes	<u>13,840.47</u>	
		<u>2,804,131.87</u>
		\$ 2,813,365.24
Decreased by:		
Payments		<u>2,799,524.77</u>
Balance, December 31, 2012		<u><u>\$ 13,840.47</u></u>

CURRENT FUND
SCHEDULE OF DUE TO STATE OF NEW JERSEY

	<u>Balance</u> <u>Dec. 31, 2011</u>	<u>Receipts</u>	<u>Disbursements</u>	<u>Balance</u> <u>Dec. 31, 2012</u>
State Training Fees	\$ 691.00	\$ 12,810.00	\$ 12,944.00	\$ 557.00
Marriage Licenses	<u>275.00</u>	<u>825.00</u>	<u>900.00</u>	<u>200.00</u>
	<u>\$ 966.00</u>	<u>\$ 13,635.00</u>	<u>\$ 13,844.00</u>	<u>\$ 757.00</u>

BOROUGH OF HIGHTSTOWN
COUNTY OF MERCER
STATE OF NEW JERSEY

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CURRENT FUND
SCHEDULE OF RESERVE FOR REVALUATION

Balance, December 31, 2011	\$ 15,000.00
Less:	
Canceled	<u>15,000.00</u>
Balance, December 31, 2012	<u><u>\$ -</u></u>

GRANT FUND
SCHEDULE OF CASH

Balance, December 31, 2011		\$ 85,327.90
Receipts:		
Grants Receivable	\$ 54,193.13	
Reserve for Grants Unappropriated	<u>1,492.61</u>	
		<u>55,685.74</u>
		\$ 141,013.64
Disbursements:		
Reserve for Grants Appropriated	\$ 71,782.37	
Due to Current Fund	<u>17,759.30</u>	
		<u>89,541.67</u>
Balance, December 31, 2012		<u><u>\$ 51,471.97</u></u>

GRANT FUND
SCHEDULE OF GRANTS RECEIVABLE

	Balance Dec. 31, 2011	2012 Budget Revenue Realized	Received	Canceled	Balance Dec. 31, 2012
Drunk Driving Enforcement Fund	\$ -	\$ 25,009.05	\$ 25,009.05	-	\$ -
Clean Communities	-	7,397.69	7,397.69	-	-
Municipal Court Alcohol Education and Rehabilitation Fund	-	4,371.01	4,371.01	-	-
Over the Limit - Under Arrest	4,400.00	-	-	4,400.00	-
Division of Parks and Forestry Trees	20.00	-	-	20.00	-
Green Communities Grant	-	3,000.00	-	-	3,000.00
Recycling Tonnage Grant	-	5,614.59	5,614.59	-	-
Body Armor Grant - State	-	1,550.79	1,550.79	-	-
Body Armor Grant - Federal	833.84	-	-	-	833.84
ANJEC Land Use Planning Grant	5,250.00	-	5,250.00	-	-
Sustainable NJ Grant	-	10,000.00	5,000.00	-	5,000.00
JIF Safety Grant	376.00	2,070.40	2,070.40	-	376.00
	<u>\$ 10,879.84</u>	<u>\$ 59,013.53</u>	<u>\$ 56,263.53</u>	<u>\$ 4,420.00</u>	<u>\$ 9,209.84</u>

Unappropriated
Cash Receipts

\$ 2,070.40
54,193.13
\$ 56,263.53

GRANT FUND
SCHEDULE OF RESERVE FOR GRANTS - APPROPRIATED

	Balance Dec. 31, 2011	Transferred from 2012 Budget Appropriations		Prior Year Encumbrances	Disbursed	Reserve for Encumbrances	Canceled	Balance Dec. 31, 2012
		Budget	Appropriation By 40A:4-87					
Drunk Driving Enforcement Fund	\$ 24,051.27	\$ 25,009.05	\$ -	\$ 142.00	\$ 41,401.89	\$ 2,925.50	\$ -	\$ 4,874.93
Clean Communities	-	7,397.69	-	-	7,397.69	-	-	-
Green Communities Grant	-	-	3,000.00	-	3,000.00	-	-	-
Municipal Court Alcohol Education and Rehabilitation Fund	11,680.58	-	4,371.01	-	7,855.00	-	-	8,196.59
Over the Limit - Under Arrest	4,400.00	-	-	-	-	-	4,400.00	-
Sustainable NJ Grant	-	-	10,000.00	-	-	-	-	10,000.00
Recycling Tonnage Grant	24,713.98	-	5,614.59	-	-	-	-	30,328.57
Body Armor Grant	1,778.02	-	1,550.79	-	2,076.00	-	-	1,252.81
Body Armor Grant - Federal	1,603.47	-	-	-	1,216.75	-	-	386.72
Division of Parks and Forestry Trees	20.00	-	-	-	-	-	20.00	-
FEMA State and Local Hazards Emergency Grant	2,405.72	-	-	-	2,405.72	-	-	-
ANJEC Land Use Planning Grant	5,250.00	-	-	-	5,250.00	-	-	-
JIF Safety Grant	333.00	2,070.40	-	-	1,179.32	1,224.08	-	-
	\$ 76,236.04	\$ 34,477.14	\$ 24,536.39	\$ 142.00	\$ 71,782.37	\$ 4,149.58	\$ 4,420.00	\$ 55,039.62

BOROUGH OF HIGHTSTOWN
COUNTY OF MERCER
STATE OF NEW JERSEY

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GRANT FUND
SCHEDULE OF RESERVE FOR ENCUMBRANCES

Balance, December 31, 2011	\$ 142.00
Increased by:	
Charged to Reserve for Grants	<u>4,149.58</u>
	\$ 4,291.58
Decreased by:	
Encumbrances Prior Year	<u>142.00</u>
Balance, December 31, 2012	<u><u>\$ 4,149.58</u></u>

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SCHEDULE OF DUE TO CURRENT FUND

Balance, December 31, 2011	\$ 17,759.30
Decreased by:	
Disbursed	<u>17,759.30</u>
Balance, December 31, 2012	<u><u>\$ -</u></u>

GRANT FUND
SCHEDULE OF RESERVE FOR GRANTS - UNAPPROPRIATED

<u>Grant</u>	Balance	Transferred to		Balance
	<u>Dec. 31, 2011</u>	2012 Budget	<u>Received</u>	<u>Dec. 31, 2012</u>
		<u>Appropriations</u>		
		<u>Budget</u>		
JIF Safety Grant	<u>\$ 2,070.40</u>	<u>\$ 2,070.40</u>	<u>\$ 1,492.61</u>	<u>\$ 1,492.61</u>
	<u><u>\$ 2,070.40</u></u>	<u><u>\$ 2,070.40</u></u>	<u><u>\$ 1,492.61</u></u>	<u><u>\$ 1,492.61</u></u>

TRUST FUND
SCHEDULE OF TRUST CASH - TREASURER

	Animal Control	Other Trust	Escrow Trust
Balance, December 31, 2011	\$ 14,043.74	\$ 971,350.36	\$ 178,285.94
Increased by Receipts:			
Due to State of New Jersey	\$ 489.00	\$ -	\$ -
Reserve for Animal Control	4,498.30	-	-
Interfund - Current Fund	-	208,366.08	-
Redemption of Tax Title Liens	-	640,461.78	-
Law Enforcement Fund - Federal	-	5.96	-
Law Enforcement Fund	-	1,856.60	-
Public Defender	-	3,469.50	-
Unemployment Trust Fund	-	25,126.78	-
Payroll Deductions	-	4,118,224.45	-
Miscellaneous Trust Funds	-	184,943.67	-
Housing Trust	-	6,304.96	-
Escrow Fees	-	-	59,106.99
	<u>4,987.30</u>	<u>5,188,759.78</u>	<u>59,106.99</u>
	\$ 19,031.04	\$ 6,160,110.14	\$ 237,392.93
Decreased by Disbursements:			
N.J. State Dept. of Health	\$ 486.00	\$ -	\$ -
Expenditures Per R.S. 4:19-15.11	3,902.45	-	-
Redemption of Tax Title Liens	-	604,508.48	-
Law Enforcement Fund	-	500.00	-
Law Enforcement Fund	-	25,046.97	-
Public Defender	-	5,400.00	-
Unemployment Trust Fund	-	10,770.23	-
Payroll Deductions	-	4,093,332.22	-
Miscellaneous Trust Funds	-	195,371.81	-
Housing Trust	-	9,042.95	-
Interfunds:			
Current Fund	1,641.54	-	-
Water-Sewer Operating Fund	-	5,000.00	-
Escrow Fees	-	-	70,302.79
	<u>6,029.99</u>	<u>4,948,972.66</u>	<u>70,302.79</u>
	\$ 13,001.05	\$ 1,211,137.48	\$ 167,090.14
Balance, December 31, 2012			

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

Balance, December 31, 2011	\$ 1.20
Increased by:	
State Registration Fees - 2012	<u>489.00</u>
	\$ 490.20
Decreased by:	
Disbursed to State	<u>486.00</u>
Balance, December 31, 2012	<u><u>\$ 4.20</u></u>

Analysis of Balance

Oct 2012	<u>4.20</u>
	<u><u>\$ 4.20</u></u>

TRUST FUND
SCHEDULE OF RESERVE FOR ANIMAL CONTROL FUND EXPENDITURES

Balance, December 31, 2011		\$ 12,401.00
Increased by:		
License Fees Collected - 2012 Licenses	\$ 3,978.30	
Late Fees	<u>520.00</u>	
		<u>4,498.30</u>
		\$ 16,899.30
Decreased by:		
Expenditures Per R.S. 4:19-15.11	\$ 4,202.95	
Statutory Excess Due Current Fund	<u>1,399.80</u>	
		<u>5,602.75</u>
Balance, December 31, 2012		<u><u>\$ 11,296.55</u></u>

Municipal Fees Collected

<u>Year</u>	<u>Amount</u>
2010	\$ 6,091.40
2011	<u>5,205.15</u>
	<u><u>\$ 11,296.55</u></u>

TRUST FUND
SCHEDULE OF DEPOSITS FOR REDEMPTION OF TAX SALE CERTIFICATES

Balance, December 31, 2011	\$ 67,404.59
Increased by:	
Deposits for Redemption	<u>640,461.78</u>
	\$ 707,866.37
Decreased by:	
Redemption of Tax Title Liens	<u>604,508.48</u>
Balance, December 31, 2012	<u><u>\$ 103,357.89</u></u>

SCHEDULE OF REGIONAL CONTRIBUTION AGREEMENT - MANALAPAN

Balance, December 31, 2011 and 2012	<u><u>\$ 174,121.53</u></u>
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TRUST FUND
SCHEDULE OF RESERVE FOR LAW ENFORCEMENT FUND - FEDERAL

Balance, December 31, 2011	\$	2,262.49
Increased by:		
Interest Earned		<u>5.96</u>
	\$	2,268.45
Decreased by:		
Disbursements		<u>500.00</u>
Balance, December 31, 2012	\$	<u><u>1,768.45</u></u>

SCHEDULE OF RESERVE FOR LAW ENFORCEMENT FUND

Balance, December 31, 2011	\$	33,197.16
Increased by:		
Received from County of Mercer	\$	1,633.05
Interest Earned		<u>223.55</u>
		<u>1,856.60</u>
	\$	35,053.76
Decreased by:		
Disbursements		<u>25,046.97</u>
Balance, December 31, 2012	\$	<u><u>10,006.79</u></u>

TRUST FUND
SCHEDULE OF RESERVE FOR PUBLIC DEFENDER

Balance, December 31, 2011	\$ 7,980.47
Increased by:	
Receipts	<u>3,469.50</u>
	\$ 11,449.97
Decreased by:	
Disbursements	<u>5,400.00</u>
Balance, December 31, 2012	<u><u>\$ 6,049.97</u></u>

SCHEDULE OF UNEMPLOYMENT TRUST FUND

Balance, December 31, 2011	\$ 24,005.84
Increased by Receipts:	
Budget Appropriation	\$ 25,000.00
Interest on Investments	126.78
Employee Payroll Deductions	<u>5,180.12</u>
	<u>30,306.90</u>
	\$ 54,312.74
Decreased by:	
Paid to N.J. Employment Security Agency/ N.J. Unemployment Compensation Fund	<u>10,770.23</u>
Balance, December 31, 2012	<u><u>\$ 43,542.51</u></u>

BOROUGH OF HIGHTSTOWN
COUNTY OF MERCER
STATE OF NEW JERSEY

B-10

TRUST FUND
SCHEDULE OF RESERVE FOR PAYROLL DEDUCTIONS

Balance, December 31, 2011		\$ 30,473.31
Increased by:		
Receipts		<u>4,118,224.45</u>
		\$ 4,148,697.76
Decreased by:		
Employee Unemployment Deductions due		
Unemployment Trust Fund	\$ 5,180.12	
Disbursements	<u>4,093,332.22</u>	
		<u>4,098,512.34</u>
Balance, December 31, 2012		<u><u>\$ 50,185.42</u></u>

TRUST FUND
SCHEDULE OF MISCELLANEOUS TRUST FUNDS

	Balance Dec. 31, 2011	Increased by Receipts	Decreased by Disbursements	Balance Dec. 31, 2012
Celebration of Public Events:				
Memorial Day Parade Donation	\$ 1,126.17	\$ 1,800.00	\$ 1,188.00	\$ 1,738.17
October Fair Donations	3,021.72	17,380.00	14,173.00	6,228.72
D & M Property Drainage	462.75	-	-	462.75
Donations:				
Animal Welfare	13,461.22	6,102.24	6,662.78	12,900.68
Community Garden Project	157.93	-	-	157.93
Historical Site	1,607.61	-	-	1,607.61
K-9 Unit Police Department	12.49	-	-	12.49
National Night Out	959.62	750.00	792.94	916.68
Revitalization	69.36	-	-	69.36
Trap Release Animal Program	2,041.42	-	-	2,041.42
Well Baby	70.00	-	-	70.00
Peddie Dam Footbridge	24,044.48	13,980.00	28,041.25	9,983.23
Franklin St. Project Lighting	3,033.75	13,700.00	10,700.00	6,033.75
Environmental Commission	179.20	-	-	179.20
Housing Authority - Dawes	5,921.85	12,333.87	11,110.90	7,144.82
Other Escrows	35,336.20	-	-	35,336.20
Parking Offense				
Adjudication Act	805.00	28.00	-	833.00
Parks and Recreation Donations:				
General	290.38	765.00	-	1,055.38
Programs	1,238.05	950.00	1,500.00	688.05
Triathlon	29,923.73	12,875.52	27,973.34	14,825.91
Presbyterian Homes Sidewalks	5,000.00	-	-	5,000.00
Recaptured Funds Housing Rehabilitation	23,499.09	-	3,955.00	19,544.09
Recycling	28,718.85	10,937.10	-	39,655.95
Recycling-Grass Collection Program	6,354.86	557.50	874.25	6,038.11
Reserve for Insurance Refund	1,408.50	-	-	1,408.50
Snow Removal	113.24	2,987.90	2,836.42	264.72
Special Duty Police	2,711.41	37,032.50	24,756.70	14,987.21
Tax Sale Premium	186,592.73	49,800.00	58,100.00	178,292.73
Uniform Fire Safety Act	2,975.03	-	-	2,975.03
Reserve FSA Account	-	2,964.04	2,707.23	256.81
Workers Compensation	2,602.28	-	-	2,602.28
	<u>\$ 383,738.92</u>	<u>\$ 184,943.67</u>	<u>\$ 195,371.81</u>	<u>\$ 373,310.78</u>

BOROUGH OF HIGHTSTOWN
COUNTY OF MERCER
STATE OF NEW JERSEY

B-12

TRUST FUND
SCHEDULE OF RESERVE FOR ESCROW FEES

Balance, December 31, 2011	\$ 178,285.94
Increased by:	
Receipts	<u>59,106.99</u>
	\$ 237,392.93
Decreased by:	
Disbursements	<u>70,302.79</u>
Balance, December 31, 2012	<u><u>\$ 167,090.14</u></u>

BOROUGH OF HIGHTSTOWN
COUNTY OF MERCER
STATE OF NEW JERSEY

B-13

TRUST FUND
SCHEDULE OF HOUSING TRUST

Balance, December 31, 2011		\$ 395,881.73
Increased by:		
Payments in Lieu of Construction	\$ 3,315.00	
Interest Earned	<u>2,989.96</u>	
		<u>6,304.96</u>
		\$ 402,186.69
Decreased by:		
Payments		<u>9,042.95</u>
Balance, December 31, 2012		<u><u>\$ 393,143.74</u></u>

BOROUGH OF HIGHTSTOWN
COUNTY OF MERCER
STATE OF NEW JERSEY

B-14

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

Balance, December 31, 2011		\$ 423,759.04
Increased by:		
Contributions:		
Year 2011	\$ 29,100.00	
Earnings on Contributions	<u>34,213.15</u>	
		<u>63,313.15</u>
		\$ 487,072.19
Decreased by:		
Withdrawals	\$ 6,236.88	
Account Charge	<u>1,300.00</u>	
		<u>7,536.88</u>
Balance, December 31, 2012		<u><u>\$ 479,535.31</u></u>

GENERAL CAPITAL FUND
SCHEDULE OF GENERAL CAPITAL FUND CASH-TREASURER

Balance, December 31, 2011		\$ 342,544.17
Increased by Receipts:		
Current Fund Appropriations:		
Capital Improvement Fund	\$ 67,983.00	
Premium on Bond Anticipation Notes	3,379.67	
Interfund - Current Fund	62,379.00	
FEMA/Insurance Refunds	512,027.75	
Bond Anticipation Notes	2,059,746.00	
Grants Receivable	326,773.29	
		<u>3,032,288.71</u>
		\$ 3,374,832.88
Decreased by Disbursements:		
Encumbrances Payable	\$ 2,004,371.04	
Interfunds:		
Current Fund	300,000.00	
Water-Sewer Capital Fund	180,000.00	
Bond Anticipation Notes	854,046.00	
		<u>3,338,417.04</u>
Balance, December 31, 2012		<u><u>\$ 36,415.84</u></u>

GENERAL CAPITAL FUND
SCHEDULE OF CAPITAL FUND CASH AND INVESTMENTS

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

Balance, December 31, 2011			\$ 3,642,849.77
Decreased by:			
2012 Budget Appropriation to Pay Serial Bonds	\$	270,000.00	
2012 Budget Appropriation to Pay Loans		<u>6,902.82</u>	
			<u>276,902.82</u>
Balance, December 31, 2012			<u><u>\$ 3,365,946.95</u></u>

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

Ord. No.	Improvement Description	Balance Dec. 31, 2011	Authorized 2012	Grants Received	FEMA/ Insurance Refunds	Budget Appropriation Note Principal	Balance Dec. 31, 2012	Analysis of Balance		
								Bond Anticipation Notes	Expenditures	Unexpended Balance of Improvement Authorizations
05-24, 09-13	Peddie Lake Dam Improvements	\$ 49,550.00	\$ -	-	-	\$ -	\$ 49,550.00	\$ 49,000.00	\$ -	\$ 550.00
07-04	Automated Garbage Truck and Containers	178,596.00	-	-	-	25,550.00	153,046.00	153,046.00	-	-
07-21	Acquisition of Ambulance	65,850.00	-	-	-	9,450.00	56,400.00	56,400.00	-	-
07-26	Various Police Equipment	51,900.00	-	-	-	7,000.00	44,900.00	44,900.00	-	-
08-01	Westerlea Avenue Improvements	75,500.00	-	-	-	3,000.00	72,500.00	72,500.00	-	-
09-01	Reconstruction of Morrison Avenue	57,700.00	-	-	-	3,100.00	54,600.00	54,600.00	-	25,500.00
09-10	Improvements to Memorial Park Parking Lot	154,500.00	-	87,500.00	-	5,400.00	61,600.00	61,600.00	-	-
09-20	Stockton Street Historic District Improvements	1,151,247.23	-	-	-	-	1,151,247.23	-	549,388.29	601,858.94
10-02	Reconstruction of Leshin Lane	113,000.00	-	-	-	-	113,000.00	100,000.00	-	13,000.00
10-16	Summit Street Sidewalk Improvements	180,000.00	-	-	-	-	180,000.00	-	176,578.46	3,421.54
11-05	Milling and Paving Various Roads	432,000.00	-	217,500.00	-	-	214,500.00	200,000.00	-	14,500.00
11-11	DPW Vehicles and DPW/Police Equipment	305,700.00	-	-	-	-	305,700.00	305,700.00	-	-
12-04	Hurricane Irene Damage Emergency	-	1,259,653.00	-	512,027.75	-	747,625.25	747,625.25	-	-
12-13	Various Capital Improvements	-	249,500.00	-	-	-	249,500.00	-	9,193.90	240,306.10
12-15	Communication Equipment - Fire Dept., First Aid	-	33,300.00	-	-	-	33,300.00	-	20,930.60	12,369.40
		<u>\$ 2,815,543.23</u>	<u>\$ 1,542,453.00</u>	<u>\$ 305,000.00</u>	<u>\$ 512,027.75</u>	<u>\$ 53,500.00</u>	<u>\$ 3,487,468.48</u>	<u>\$ 1,819,871.25</u>	<u>\$ 756,091.25</u>	<u>\$ 911,505.98</u>

Improvement Authorizations - Unfunded	\$ 1,016,868.91
Less: Unexpended Proceeds of Notes	
05-24	518.34
07-26	618.17
08-01	2,794.50
09-01	3,307.12
09-10	452.72
10-02	26,715.32
11-05	31,434.13
11-11	39,522.63
	<u>105,362.93</u>
	<u>\$ 911,505.98</u>

GENERAL CAPITAL FUND
SCHEDULE OF GRANTS RECEIVABLE

	Balance Dec. 31, 2011	Increased	Received	Balance Dec. 31, 2012
Receivables not Offset with Reserves:				
DOT Memorial Park Parking Lot (09-10)	\$ 21,773.29	\$ -	\$ 21,773.29	\$ -
	<u>\$ 21,773.29</u>	<u>\$ -</u>	<u>\$ 21,773.29</u>	<u>\$ -</u>
Receivables Offset with Reserves:				
DOT Memorial Park Parking Lot (09-10)	\$ 87,500.00	\$ -	\$ 87,500.00	\$ -
Stockton Street Historic District Imp. (09-20)	1,001,247.23	-	-	1,001,247.23
Summit Street Sidewalk Imp. (10-16)	147,000.00	-	-	147,000.00
Milling and Paving Various Roads (11-05)	290,000.00	-	217,500.00	72,500.00
	<u>\$1,525,747.23</u>	<u>\$ -</u>	<u>\$ 305,000.00</u>	<u>\$1,220,747.23</u>
Total	<u>\$1,547,520.52</u>	<u>\$ -</u>	<u>\$ 326,773.29</u>	<u>\$1,220,747.23</u>

GENERAL CAPITAL FUND
SCHEDULE OF VARIOUS RESERVES

	<u>Balance</u> <u>Dec. 31, 2011</u>	<u>Decreased</u>	<u>Balance</u> <u>Dec. 31, 2012</u>
Reserve for John and Mary Hight Sculpture	\$ 150.00	\$ -	\$ 150.00
Reserve for Donations	50.00	-	50.00
Reserve for Housing Rehabilitation	<u>47.00</u>	<u>-</u>	<u>47.00</u>
	<u>\$ 247.00</u>	<u>\$ -</u>	<u>\$ 247.00</u>

GENERAL CAPITAL FUND
SCHEDULE OF IMPROVEMENT AUTHORIZATIONS

Ord. No.	Improvement Description	Ordinance Date	Amounts		Balance, Dec. 31, 2011		2012 Authorizations		Paid or Charged	Encumbrance Canceled	Canceled	Balance, Dec. 31, 2012	
			Funded	Unfunded	Funded	Unfunded	Capital Improvement Fund	Deferred Charges to Future Taxation				Funded	Unfunded
99-03	Various Capital Improvements	3/15/1999	100,000.00	-	\$ 7,000.00	\$ -	-	-	-	-	-	\$ 7,000.00	\$ -
99-05	Downtown Revitalization Project	4/05/1999	450,000.00	-	448.95	-	-	-	-	-	-	448.95	-
01-03/01-04, 01-07,		4/16/2001	280,000.00	-	-	-	-	-	-	-	-	-	-
02-08		6/04/2001	840,000.00	-	-	-	-	-	-	-	-	-	-
00-05	Housing Rehabilitation	5/06/2002	200,000.00	-	-	-	-	-	-	-	-	-	-
00-10,	Greenways	3/20/2000	360,000.00	-	6,553.72	-	-	-	-	-	-	6,553.72	-
07-25		6/05/2000	287,000.00	-	21,810.99	-	-	-	-	-	-	21,810.99	-
04-17		11/19/2007	135,000.00	-	-	-	-	-	-	-	-	-	-
05-04,	Acquisition of Capacity Rights - JCP&L	8/02/2004	100,000.00	-	34,040.25	-	-	-	-	-	-	34,040.25	-
07-15	Mercer Street Revitalization Project	2/07/2005	450,000.00	-	17,182.52	-	-	-	-	-	-	17,182.52	-
05-24,	Peddie Lake Dam Improvements	6/18/2007	100,000.00	-	-	-	-	-	-	-	-	-	-
09-13		7/05/2005	166,250.00	-	1,068.34	-	-	-	-	-	-	-	1,068.34
05-32	Various Equipment Police and Court	8/03/2009	50,000.00	-	-	-	-	-	-	-	-	-	-
05-34	Streetscape / Main Street Redevelopment Area	9/19/2005	28,000.00	-	2,509.00	-	-	-	-	-	-	2,509.00	-
06-22	Purchase of Various Equipment	10/17/2005	450,000.00	-	28,315.31	-	-	-	-	-	-	28,315.31	-
07-01,	Road Improvements Morrison Ave. and Outcalt St.	10/16/2006	24,000.00	-	1,072.00	-	-	-	-	-	1,072.00	-	-
08-07		2/20/2007	555,000.00	-	8,042.90	-	-	-	-	-	8,042.90	-	-
07-09	Various Equipment Police and Court	4/07/2008	128,000.00	-	-	-	-	-	-	-	-	-	-
07-26	Police Department Equipment	5/21/2007	30,000.00	-	30.10	-	-	-	-	-	30.10	-	-
08-01	Westerlea Avenue Improvements	11/19/2007	62,000.00	-	618.17	-	-	-	-	-	-	618.17	-
08-18	Police Radar and Radio Equipment	1/22/2008	332,500.00	-	28,294.50	-	-	-	-	-	-	28,294.50	-
09-01	Reconstruction of Morrison Avenue	10/20/2008	3,500.00	-	452.50	-	-	-	-	-	-	452.50	-
09-09	Improvements to Franklin Street	2/02/2009	292,000.00	-	3,307.12	-	-	-	-	-	-	3,307.12	-
09-10	Improvements to Memorial Park Parking Lot	4/20/2009	74,000.00	-	21.25	-	-	-	-	-	-	21.25	-
09-20	Stockton Street Historic District Improvements	5/18/2009	425,000.00	-	602.72	-	-	-	150.00	-	-	-	452.72
10-02	Reconstruction of Leshin Lane	9/21/2009	1,840,000.00	-	582,278.00	-	-	-	12,016.82	31,597.76	-	-	601,858.94
10-16	Summit Street Sidewalk Improvements	2/01/2010	568,000.00	-	39,715.32	-	-	-	-	-	-	-	39,715.32
11-05	Milling and Paving Various Roads	9/20/2010	180,000.00	-	5,792.79	-	-	-	2,371.25	-	-	-	3,421.54
11-11	DPW Vehicles and DPW/Police Equipment	6/06/2011	432,000.00	-	49,464.10	-	-	-	3,529.97	-	-	-	45,934.13
12-04	Hurricane Irene Damage Emergency	8/15/2011	321,000.00	-	113,526.26	-	-	-	74,003.63	-	-	-	39,522.63
12-13	Various Capital Improvements	4/16/2012	1,322,636.00	-	-	-	-	-	1,322,636.00	-	-	-	-
12-15	Communication Equipment - Fire Dept., First Aid	8/20/2012	262,000.00	-	-	-	-	-	21,693.90	-	-	-	240,306.10
		9/18/2012	35,000.00	-	-	-	-	-	22,630.60	-	-	-	12,369.40
					\$ 127,479.49	\$ 824,667.32	\$ 77,183.00	\$ 1,542,453.00	\$ 1,459,032.17	\$ 31,597.76	\$ 9,145.00	\$ 118,334.49	\$ 1,016,868.91

GENERAL CAPITAL FUND
SCHEDULE OF RESERVE FOR CAPITAL IMPROVEMENT FUND

Balance, December 31, 2011	\$ 11,330.00
Increased by:	
2012 Budget Appropriation	<u>67,983.00</u>
	\$ 79,313.00
Decreased by:	
Appropriated to Finance Improvement Authorizations	<u>77,183.00</u>
Balance, December 31, 2012	<u><u>\$ 2,130.00</u></u>

GENERAL CAPITAL FUND

\$ 1,819,871.25
87,500.00
152,374.75
<hr/>
\$ 2,059,746.00

GENERAL CAPITAL FUND
SCHEDULE OF GENERAL SERIAL BONDS

<u>Purpose</u>	<u>Date of Issue</u>	<u>Original Issue</u>	<u>Maturities of Bonds Outstanding</u>		<u>Interest Rate</u>	<u>Balance Dec. 31, 2011</u>	<u>Decreased</u>	<u>Balance Dec. 31, 2012</u>
			<u>Date</u>	<u>Amount</u>				
General Improvement Bonds of 2008	2/01/2008	\$ 4,000,000	10/01/2013	\$ 290,000	3.00%	\$ 3,490,000.00	\$ 270,000.00	\$ 3,220,000.00
			10/01/2014	305,000	3.00%			
			10/01/2015	320,000	3.00%			
			10/01/2016	340,000	3.25%			
			10/01/2017	360,000	3.25%			
			10/01/2018	375,000	3.50%			
			10/01/2019	390,000	3.75%			
			10/01/2020	410,000	3.75%			
			10/01/2021	430,000	3.75%			
						<u>\$ 3,490,000.00</u>	<u>\$ 270,000.00</u>	<u>\$ 3,220,000.00</u>

GENERAL CAPITAL FUND
SCHEDULE OF CAPITAL IMPROVEMENT LOANS

Purpose	Date of Issue	Original Issue	Maturities of Bonds Outstanding December 31, 2012		Interest Rate	Balance Dec. 31, 2011	Decreased	Balance Dec. 31, 2012
			Date	Amount				
Peddie Lake Dam Restoration Loan	2011	\$ 156,250	6/10/2013	\$ 3,503.26	2.00%	\$ 152,849.77	\$ 6,902.82	\$ 145,946.95
			12/10/2013	3,538.30				
			6/10/2014	3,573.68				
			12/10/2014	3,609.42				
			6/10/2015	3,645.51				
			12/10/2015	3,681.97				
			6/9/2016	3,718.79				
			12/9/2016	3,755.97				
			6/10/2017	3,793.53				
			12/10/2017	3,831.47				
			6/10/2018	3,869.78				
			12/10/2018	3,908.48				
			6/10/2019	3,947.57				
			12/10/2019	3,987.04				
			6/9/2020	4,026.91				
			12/9/2020	4,067.18				
			6/10/2021	4,107.85				
			12/10/2021	4,148.93				
			6/10/2022	4,190.42				
			12/10/2022	4,232.32				
			6/10/2023	4,274.65				
			12/10/2023	4,317.39				
			6/9/2024	4,360.57				
			12/9/2024	4,404.17				
			6/10/2025	4,448.22				
			12/10/2025	4,492.70				
			6/10/2026	4,537.63				
			12/10/2026	4,583.00				
			6/10/2027	4,628.83				
			12/10/2027	4,675.12				
			6/9/2028	4,721.87				
			12/9/2028	4,769.09				
			6/10/2029	4,816.78				
			12/10/2029	4,864.95				
			6/10/2030	4,913.60				
						\$ 152,849.77	\$ 6,902.82	\$ 145,946.95

GENERAL CAPITAL FUND
SCHEDULE OF RESERVE FOR ENCUMBRANCES

Balance, December 31, 2011		\$ 825,011.50
Increased by:		
Charged to Improvement Authorizations		<u>1,459,032.17</u>
		\$ 2,284,043.67
Decreased by:		
Payment	\$ 2,004,371.04	
Canceled	<u>31,597.76</u>	<u>2,035,968.80</u>
Balance, December 31, 2012		<u><u>\$ 248,074.87</u></u>

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

Ord. No.	Improvement Description	Balance Dec. 31, 2011	Authorized 2012	Funded By FEMA/Insurance	Grants Received	Bond Anticipation Notes Issued	Balance Dec. 31, 2012
05-24, 09-13	Peddie Lake Dam Improvements	\$ 550.00	\$ -	-	-	\$ -	\$ 550.00
08-01	Westerlea Avenue Improvements	25,500.00	-	-	-	-	25,500.00
09-20	Stockton Street Improvements	1,151,247.23	-	-	-	-	1,151,247.23
10-02	Reconstruction of Leshin Lane	13,000.00	-	-	-	-	13,000.00
10-16	Summit Street Sidewalk Improvements	180,000.00	-	-	-	-	180,000.00
11-05	Milling and Paving Various Roads	232,000.00	-	-	217,500.00	-	14,500.00
11-11	DPW Vehicles and DPW/Police Equipment	305,700.00	-	-	-	305,700.00	-
12-04	Hurricane Irene Damage Emergency	-	1,259,653.00	512,027.75	-	747,625.25	-
12-13	Various Capital Improvements	-	249,500.00	-	-	-	249,500.00
12-15	Communication Equipment - Fire Dept, First Aid	-	33,300.00	-	-	-	33,300.00
		<u>\$ 1,907,997.23</u>	<u>\$ 1,542,453.00</u>	<u>\$ 512,027.75</u>	<u>\$ 217,500.00</u>	<u>\$ 1,053,325.25</u>	<u>\$ 1,667,597.23</u>

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

Balance, December 31, 2011		\$ 349,447.31
Increased by Receipts:		
Consumer Accounts Receivable - Rents	\$ 2,292,700.60	
Miscellaneous Revenue	672,382.27	
Interfunds:		
Current Fund	3,997.65	
Other Trust Fund	5,000.00	
Water Sewer Capital Fund	297,500.00	
Prepaid Rents	3,562.90	
Water-Sewer Rent Overpayment	<u>1,371.48</u>	
		<u>3,276,514.90</u>
		\$ 3,625,962.21
Decreased by Disbursements:		
Budget Appropriations	\$ 2,569,120.66	
Appropriation Reserves	89,826.58	
Interfund - Current Fund	1,188.34	
Accrued Interest on Bonds and Loans	182,025.00	
Accrued Interest on Notes	<u>4,890.18</u>	
		<u>2,847,050.76</u>
Balance, December 31, 2012		<u><u>\$ 778,911.45</u></u>

WATER-SEWER UTILITY CAPITAL FUND
SCHEDULE OF UTILITY CAPITAL CASH

Balance, December 31, 2011		\$ 135,078.34
Increased by Receipts:		
Loans Received	\$ 1,372,713.00	
Premium on Bond Anticipation Notes	20.00	
Interfund - General Capital Fund	180,000.00	
Bond Anticipation Notes	<u>273,500.00</u>	
		<u>1,826,233.00</u>
		\$ 1,961,311.34
Decreased by Disbursements:		
Bond Anticipation Notes	\$ 273,500.00	
Encumbrances Payable	1,198,440.46	
Interfund - Water-Sewer Operating Fund	<u>297,500.00</u>	
		<u>1,769,440.46</u>
Balance, December 31, 2012		<u><u>\$ 191,870.88</u></u>

WATER-SEWER UTILITY CAPITAL FUND
ANALYSIS OF CASH

	Balance Dec. 31, 2011	Receipts	Bond Anticipation Notes Issued	Disbursements	Bond Anticipation Notes Paid	Transfers From To	Balance Dec. 31, 2012
Capital Improvement Fund	\$ 27,516.95	\$ -	\$ -	\$ -	\$ -	\$ 10,000.00	\$ 17,516.95
Interfunds:							
Water-Sewer Operating Fund	297,500.00	-	-	297,500.00	-	-	-
General Capital Fund	(180,000.00)	180,000.00	-	-	-	-	-
Reserve for Encumbrances	249,990.50	-	-	1,198,440.46	-	1,844,245.02	895,795.06
Loan Receivable	(252,198.00)	1,372,713.00	-	-	-	2,020,837.00	(900,322.00)
Fund Balance	4,060.76	20.00	-	-	-	-	4,080.76
Down Payment on Improvements	200.00	-	-	-	-	-	200.00
	-	-	-	-	-	-	-
Ord. No.							
02-16	46,980.52	-	-	-	-	700.00	46,280.52
01-01	2,928.87	-	-	-	-	-	2,928.87
01-11, 03-11	9,143.09	-	-	-	-	-	9,143.09
03-19	5,369.57	-	-	-	-	-	5,369.57
04-18	4,001.99	-	-	-	-	-	4,001.99
06-06, 06-25	6,905.26	-	-	-	-	-	6,905.26
07-02	4,713.49	-	-	-	-	-	4,713.49
08-10, 08-19	6,140.70	-	136,000.00	-	136,000.00	-	6,140.70
09-02	(1,981.14)	-	37,500.00	-	37,500.00	-	(1,981.14)
09-15	83,865.06	-	-	-	-	-	83,865.06
10-01	(3,791.60)	-	-	-	-	-	(3,791.60)
11-03	(195,665.48)	-	-	-	-	-	10,226.50
11-04	19,397.80	-	100,000.00	-	100,000.00	1,814,945.02	15,797.80
12-04	-	-	-	-	-	3,600.00	-
						25,000.00	(15,000.00)
	\$ 135,078.34	\$ 1,552,733.00	\$ 273,500.00	\$ 1,495,940.46	\$ 273,500.00	\$ 3,875,082.02	\$ 191,870.88

BOROUGH OF HIGHTSTOWN
COUNTY OF MERCER
STATE OF NEW JERSEY

D-8

WATER-SEWER UTILITY OPERATING FUND
SCHEDULE OF CONSUMER ACCOUNTS RECEIVABLE

Balance, December 31, 2011		\$ 199,048.95
Increased by:		
Water-Sewer Rents Levied	\$ 2,262,825.18	
Gray Water Fees	<u>656,902.97</u>	
		<u>2,919,728.15</u>
		\$ 3,118,777.10
Decreased by:		
Collections:		
Water-Sewer Rents	\$ 2,292,700.60	
Water-Sewer Rents - Prepaid Rents Applied	3,875.16	
Water-Sewer Rents - Overpayments Applied	1,591.00	
Gray Water Fees	645,807.60	
Gray Water Fees - Overpayments Applied	<u>1,271.45</u>	
		<u>2,945,245.81</u>
Balance, December 31, 2012		<u><u>\$ 173,531.29</u></u>

BOROUGH OF HIGHTSTOWN
COUNTY OF MERCER
STATE OF NEW JERSEY

D-9

WATER-SEWER UTILITY CAPITAL FUND
SCHEDULE OF FIXED CAPITAL

Balance, December 31, 2012 and December 31, 2011

\$ 12,962,487.48

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

Ord. No.	Improvement Description	Ordinance		Balance Dec. 31, 2011	Improvement Authorizations	Balance Dec. 31, 2012
		Date	Amount			
02-16	Water-Sewer Improvements	9/03/2002	\$ 460,000.00	\$ 460,000.00	\$ -	\$ 460,000.00
03-19	Construction of Elevated Water Tower	7/10/2003	1,010,000.00	1,010,000.00	-	1,010,000.00
03-26	Construction of Backwash Water Recovery Tank	9/02/2003	186,000.00	186,000.00	-	186,000.00
04-18	Water-Sewer Improvements	9/07/2004	250,000.00	250,000.00	-	250,000.00
06-06, 06-25	Water-Sewer Improvements	2/21/2006	292,000.00			
		11/06/2006	105,000.00	397,000.00	-	397,000.00
07-02	Water-Sewer Imp. Morrison and Outcalt	2/20/2007	145,000.00	145,000.00	-	145,000.00
08-10, 08-19	Water-Sewer Improvements	10/20/2008	155,400.00	155,400.00	-	155,400.00
09-02	Water-Sewer Imp. Morrison Avenue	2/02/2009	215,000.00	215,000.00	-	215,000.00
09-15	Water Main Extension	9/08/2009	2,200,000.00	2,200,000.00	-	2,200,000.00
10-01	Water-Sewer Improvements - Leshin Lane	2/01/2010	52,000.00	52,000.00	-	52,000.00
11-03	Water-Sewer Improvements	6/06/2011	2,083,000.00	2,083,000.00	-	2,083,000.00
11-04	Refurbishment of Water Tanks	6/06/2011	100,000.00	100,000.00	-	100,000.00
12-14	Mitigation Water Plant/Roof Replacement	8/20/2012	132,000.00	-	132,000.00	132,000.00
				\$ 7,253,400.00	\$ 132,000.00	\$ 7,385,400.00

WATER-SEWER UTILITY OPERATING FUND
SCHEDULE OF 2011 APPROPRIATION RESERVES

	<u>Balance Dec. 31, 2011</u>	<u>Balance After Transfers and Encumbrances</u>	<u>Paid or Charged</u>	<u>Balance Lapsed</u>
Operating:				
Salaries and Wages	\$ 92,925.37	\$ 92,925.37	\$ -	\$ 92,925.37
Other Expenses	93,623.43	219,233.34	104,476.88	114,756.46
Statutory Expenditures:				
Unemployment Insurance	10,000.00		10,000.00	(10,000.00)
Social Security System	<u>5,921.78</u>	<u>5,921.78</u>	<u>-</u>	<u>5,921.78</u>
Total Appropriation Reserves	\$ 202,470.58	\$ 318,080.49	\$ 114,476.88	\$ 203,603.61
Encumbrances	<u>125,609.91</u>	<u>-</u>	<u>-</u>	<u>-</u>
	<u>\$ 328,080.49</u>	<u>\$ 318,080.49</u>	<u>\$ 114,476.88</u>	<u>\$ 203,603.61</u>
Disbursements			\$ 89,826.58	
Accounts Payable			<u>24,650.30</u>	
			<u>\$ 114,476.88</u>	

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

Balance, December 31, 2011	\$ 3,875.16
Increased by:	
Receipts	<u>3,562.90</u>
	\$ 7,438.06
Decreased by:	
Prepaid Rents Applied	<u>3,875.16</u>
Balance, December 31, 2012	<u>\$ 3,562.90</u>

SCHEDULE OF OVERPAYMENTS

Balance, December 31, 2011	\$ 2,862.45
Increased by:	
Receipts	<u>1,371.48</u>
	\$ 4,233.93
Decreased by:	
Overpayments Applied - Water-Sewer Rents	\$ 1,591.00
Overpayments Applied - Gray Water	<u>1,271.45</u>
	<u>2,862.45</u>
Balance, December 31, 2012	<u>\$ 1,371.48</u>

BOROUGH OF HIGHTSTOWN
COUNTY OF MERCER
STATE OF NEW JERSEY

D-14

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

Balance, December 31, 2011	\$ 55,888.55
Increased by:	
Charged to 2012 Budget	<u>177,520.83</u>
	\$ 233,409.38
Decreased by	
Payments	<u>182,025.00</u>
Balance, December 31, 2012	<u><u>\$ 51,384.38</u></u>

D-15

SCHEDULE OF ACCRUED INTEREST ON NOTES

Balance, December 31, 2011	\$ 219.71
Increased by:	
Charged to 2012 Budget	<u>4,888.28</u>
	\$ 5,107.99
Decreased by	
Payments	<u>4,890.18</u>
Balance, December 31, 2012	<u><u>\$ 217.81</u></u>

WATER-SEWER UTILITY CAPITAL FUND
SCHEDULE OF SEWER SERIAL BONDS

Purpose	Date of Issue	Original Issue	Maturities of Bonds Outstanding December 31, 2012		Interest Rate	Balance Dec. 31, 2011	Decreased by Budget Appropriation	Balance Dec. 31, 2012
			Date	Amount				
Water-Sewer Utility Bonds	3/01/2002	\$ 2,295,000.00	3/01/2014-15	\$ 100,000.00	4.500%	\$ 1,670,000.00	\$ 85,000.00	\$ 1,585,000.00
			3/01/2016-19	100,000.00	4.625%			
			3/01/2020-28	100,000.00	4.750%			
Water-Sewer Utility Bonds	2/01/2008	3,265,000.00	10/01/2013	395,000.00	3.000%	2,740,000.00	375,000.00	2,365,000.00
			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>\$ 4,410,000.00</u>	<u>\$ 460,000.00</u>	<u>\$ 3,950,000.00</u>

WATER-SEWER UTILITY CAPITAL FUND
SCHEDULE OF LOANS PAYABLE

Purpose	Date of Issue	Original Issue	Maturities of Bonds Outstanding December 31, 2012		Interest Rate	Balance Dec. 31, 2011 \$	Increased \$	Decreased \$	Balance Dec. 31, 2012 \$
			Date	Amount					
NJ Environmental Infrastructure Trust Loan	3/10/2010	495,000.00	8/01/2013-17	\$ 20,000.00	5.00%	480,000.00	-	20,000.00	460,000.00
			8/01/2018-21	25,000.00	3.00%-5.00%				
			8/01/2022-25	30,000.00	4.00%				
			8/01/2026-29	35,000.00	3.50%-4.00%				
NJ Environmental Infrastructure Loan	3/10/2010	1,451,250.00	8/01/2013-28	51,830.35	0.00%	1,399,419.65	-	77,745.52	1,321,674.13
			2/01/2013-29	25,915.17	0.00%				
NJ Environmental Infrastructure Trust Loan	5/16/2012	283,382.00	8/01/2029	25,830.64	0.00%	-	283,382.00	-	283,382.00
			8/01/2013	13,382.00	0.22%				
			8/01/2014	13,411.00	0.350%				
			8/01/2015	13,458.00	0.48%				
			8/01/2016	13,523.00	0.580%				
			8/01/2017	13,601.00	0.770%				
			8/01/2018	13,706.00	0.990%				
			8/01/2019	13,842.00	1.210%				
			8/01/2020	14,009.00	1.470%				
			8/01/2021	14,215.00	1.680%				
			8/01/2022	14,454.00	1.840%				
			8/01/2023	14,720.00	1.990%				
			8/01/2024	15,013.00	2.110%				
			8/01/2025	15,330.00	2.230%				
			8/01/2026	15,672.00	2.330%				
			8/01/2027	16,037.00	2.860%				
			8/01/2028	16,495.00	2.950%				
			8/01/2029	16,982.00	3.030%				
			8/01/2030	17,497.00	3.080%				
			8/01/2031	18,035.00	3.140%				
NJ Environmental Infrastructure Loan	5/16/2012	813,055.00	2/01/2013-31	14,264.12	0.00%	-	813,055.00	-	813,055.00
			8/01/2013-30	28,528.24	0.00%				
			8/01/2031	28,528.40	0.00%				

Continued

WATER-SEWER UTILITY CAPITAL FUND
SCHEDULE OF LOANS PAYABLE
(CONTINUED FROM PRIOR PAGE)

Purpose	Date of Issue	Original Issue	Maturities of		Interest Rate	Balance		Increased	Decreased	Balance Dec. 31, 2012
			Bonds Outstanding	Amount		Dec. 31, 2011	Dec. 31, 2012			
NJ Environmental Infrastructure Trust Loan	5/16/2012	238,918.00	8/01/2013	\$ 11,282.00	0.220%	\$ -	\$ 238,918.00	\$ -	\$ -	\$ 238,918.00
			8/01/2014	11,307.00	0.350%					
			8/01/2015	11,347.00	0.480%					
			8/01/2016	11,401.00	0.580%					
			8/01/2017	11,467.00	0.770%					
			8/01/2018	11,556.00	0.990%					
			8/01/2019	11,670.00	1.210%					
			8/01/2020	11,811.00	1.470%					
			8/01/2021	11,985.00	1.680%					
			8/01/2022	12,186.00	1.840%					
			8/01/2023	12,410.00	1.990%					
			8/01/2024	12,657.00	2.110%					
			8/01/2025	12,924.00	2.230%					
			8/01/2026	13,213.00	2.330%					
			8/01/2027	13,521.00	2.860%					
			8/01/2028	13,907.00	2.950%					
			8/01/2029	14,317.00	3.030%					
			8/01/2030	14,751.00	3.080%					
			8/01/2031	15,206.00	3.140%					
NJ Environmental Infrastructure Loan	5/16/2012	685,482.00	2/01/2013-31	12,026.00	0.00%	-	685,482.00	-	-	685,482.00
			8/01/2013-30	24,052.00	0.00%					
						<u>\$ 1,879,419.65</u>	<u>\$ 2,020,837.00</u>	<u>\$ 97,745.52</u>	<u>\$ 3,802,511.13</u>	

WATER-SEWER UTILITY 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, 2011	Increase	Decrease	Balance Dec. 31, 2012
08-10, 08-19	Water-Sewer Improvements	10/20/2008	12/11/2008	12/07/2012	12/06/2013	1.25%	\$ 142,000.00	\$ 136,000.00	\$ 142,000.00	\$ 136,000.00
09-02	Morrison Avenue Improvements	2/02/2009	12/23/2009	12/07/2012	12/06/2013	1.25%	39,000.00	37,500.00	39,000.00	37,500.00
11-04	Refurbishment of Water Tanks	6/06/2011	12/09/2011	12/07/2012	12/06/2013	1.25%	100,000.00	100,000.00	100,000.00	100,000.00
							<u>\$ 281,000.00</u>	<u>\$ 273,500.00</u>	<u>\$ 281,000.00</u>	<u>\$ 273,500.00</u>
Budget Appropriations							\$ -	\$ 7,500.00		
Roll-Over							<u>273,500.00</u>	<u>273,500.00</u>		
							<u>\$ 273,500.00</u>	<u>\$ 281,000.00</u>		

WATER-SEWER UTILITY CAPITAL FUND
SCHEDULE OF IMPROVEMENT AUTHORIZATIONS

Ord. No.	Improvement Description	Date	Ordinance Amount	Balance, Dec. 31, 2011		2012 Authorizations		Paid or Charged	Balance, Dec. 31, 2012	
				Funded	Unfunded	Capital Improvement Fund	Deferred Charge to Future Revenue		Funded	Unfunded
01-01	Various Water Upgrades	2/22/2001	\$ 1,100,000.00	\$ 2,928.87	\$ -	\$ -	\$ -	\$ -	\$ 2,928.87	\$ -
01-11, 03-11	Water Improvements Dev/Outcalt Street	8/09/2001	125,000.00	9,143.09	-	-	-	-	9,143.09	-
02-16	Water-Sewer Improvements	9/03/2002	460,000.00	46,980.52	200.00	-	-	700.00	46,280.52	200.00
03-19	Construction of Elevated Water Tower	7/10/2003	1,010,000.00	5,369.57	-	-	-	-	5,369.57	-
04-18	Water-Sewer Improvements	9/07/2004	250,000.00	4,001.99	-	-	-	-	4,001.99	-
06-06, 06-25	Water-Sewer Improvements	2/21/2006	292,000.00	6,905.26	-	-	-	-	6,905.26	-
07-02	Water-Sewer Imp. Morrison and Outcalt	2/20/2007	145,000.00	4,713.49	-	-	-	-	4,713.49	-
08-10, 08-19	Water-Sewer Improvements	10/20/2008	155,400.00	-	6,140.70	-	-	-	-	6,140.70
09-02	Water-Sewer Imp. Morrison Avenue	2/02/2009	215,000.00	-	2,518.86	-	-	-	-	2,518.86
09-15	Water Main Extension	9/08/2009	2,200,000.00	83,865.06	249,650.00	-	-	-	83,865.06	249,650.00
10-01	Water-Sewer Improvements - Leshin Lane	2/01/2010	52,000.00	-	45,708.40	-	-	-	-	45,708.40
11-03	Water-Sewer Improvements	6/06/2011	2,083,000.00	-	1,887,334.52	-	-	1,814,945.02	10,226.50	62,163.00
11-04	Refurbishment of Water Tanks	6/06/2011	100,000.00	-	19,397.80	-	-	3,600.00	-	15,797.80
12-04	Mitigation Water Plant/Roof Replacement	8/20/2012	132,000.00	-	-	10,000.00	122,000.00	25,000.00	-	107,000.00
				\$ 163,907.85	\$ 2,210,950.28	\$ 10,000.00	\$ 122,000.00	\$ 1,844,245.02	\$ 173,434.35	\$ 489,178.76

BOROUGH OF HIGHTSTOWN
COUNTY OF MERCER
STATE OF NEW JERSEY

D-20

WATER-SEWER UTILITY CAPITAL FUND
SCHEDULE OF ENCUMBRANCES PAYABLE

Balance, December 31, 2011	\$ 249,990.50
Increased by:	
Charged to Improvement Authorizations	<u>1,844,245.02</u>
	\$ 2,094,235.52
Decreased by:	
Cash Disbursed	<u>1,198,440.46</u>
Balance, December 31, 2012	<u><u>\$ 895,795.06</u></u>

BOROUGH OF HIGHTSTOWN
COUNTY OF MERCER
STATE OF NEW JERSEY

D-21

WATER-SEWER UTILITY CAPITAL FUND
SCHEDULE OF RESERVE FOR AMORTIZATION

Balance, December 31, 2011		\$ 10,913,817.83
Increased by:		
Serial Bonds paid by Operating Budget	\$ 460,000.00	
Loans paid by Operating Budget	<u>97,745.52</u>	
		<u>557,745.52</u>
Balance, December 31, 2012		<u><u>\$ 11,471,563.35</u></u>

D-22

SCHEDULE OF DEFERRED RESERVE FOR AMORTIZATION

Balance, December 31, 2011		\$ 344,800.00
Increased by:		
Fixed Capital Authorized	\$ 10,000.00	
Bond Anticipation Notes paid by Operating Budget	<u>7,500.00</u>	
		<u>17,500.00</u>
Balance, December 31, 2012		<u><u>\$ 362,300.00</u></u>

BOROUGH OF HIGHTSTOWN
COUNTY OF MERCER
STATE OF NEW JERSEY

D-23

WATER-SEWER UTILITY CAPITAL FUND
SCHEDULE OF CAPITAL IMPROVEMENT FUND

Balance, December 31, 2011	\$ 27,516.95
Decreased by:	
Appropriated to Finance Improvement Authorizations	<u>10,000.00</u>
Balance, December 31, 2012	<u><u>\$ 17,516.95</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, 2011</u>	<u>2012 Authorizations</u>	<u>Loans Issued</u>	<u>Balance Dec. 31, 2012</u>
02-16	Water-Sewer Improvements	\$ 200.00	-	-	\$ 200.00
09-02	Morrison Avenue Improvements	4,500.00	-	-	4,500.00
09-15	Water Main Extension	249,650.00	-	-	249,650.00
10-01	Water-Sewer Improvements - Leshin Lane	49,500.00	-	-	49,500.00
11-03	Water-Sewer Improvements	2,083,000.00	-	2,020,837.00	62,163.00
12-14	Mitigation Water Plant/Roof Replacement	-	122,000.00	-	122,000.00
		<u>\$ 2,386,850.00</u>	<u>\$ 122,000.00</u>	<u>\$ 2,020,837.00</u>	<u>\$ 488,013.00</u>

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, 2012

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
INDEPENDENT AUDITOR'S REPORT

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

We have audited, in accordance with the auditing standards generally accepted in the United States of America, audit requirements prescribed by the Division of Local Government Services, Department of Community Affairs, State of New Jersey (the "Division"), and the standards applicable to financial statements contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements - regulatory basis of the Borough of Hightstown, (the "Borough"), in the County of Mercer, State of New Jersey, as of and for the years ended December 31, 2012 and 2011, as listed in the table of contents, and the related notes to the financial statements, which collectively comprise the Borough's financial statements, and have issued our report thereon dated April 2, 2014. These financial statements have been prepared in conformity with accounting principles prescribed by the Division, which is a basis of accounting other than accounting principles generally accepted in the United States of America.

Internal Control Over Financial Reporting

In planning and performing our audit of the financial statements, we considered the Borough's internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstance 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.

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. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

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*. We noted certain matters that we reported in the comments and recommendations section of this report and in a separate letter to management of the Borough dated April 2, 2014.

Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance. This report is an integral part of an audit performed in accordance with Government Auditing Standards in considering the entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

William E. Antonides and Company

Independent Auditors

Wall Township, New Jersey
April 2, 2014

BOROUGH OF HIGHTSTOWN

COUNTY OF MERCER

SECTION IV

GENERAL COMMENTS AND RECOMMENDATIONS

YEAR ENDED DECEMBER 31, 2012

An audit of the financial accounts and transactions of the Borough of Hightstown, in the County of Mercer, for the year ended December 31, 2012, 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 \$17,500 for municipalities without a qualified purchasing agent (QPA) and \$36,000 with a qualified purchasing agent. In 2011, it was noted that the Division of Local Government Services adopted a temporary rule that permits municipalities to increase their bid threshold to \$26,000 for a person meeting certain eligibility requirements for the future anticipated QPA certification exam. The Borough's bid threshold was \$26,000 for the year under audit.

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 2, 2012 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 (10th) calendar day following the date upon which same become payable: Eight (8%) percent annum on the first \$1,500.00 of the delinquency, and eighteen (18%) percent per annum on any amount in excess of \$1,500.00, to be calculated from the date the tax was payable and until the date of actual payment. The term "delinquent" as used herein shall mean the sum of all taxes and municipal charges due on a given parcel of property covering any number of quarters or years.
2. In accordance with Chapter 75 of the Laws of 1991, any taxpayers with a delinquency in excess of Ten Thousand (\$10,000.00) Dollars who fails to pay that delinquency prior to the end of any calendar year, shall be assessed a penalty for that year of six (6%) percent of the amount of the delinquency, in addition to the interest provided for in Paragraph 1.
3. The provisions of Paragraphs 1 and 2 herein shall remain in effect unless and until superseded by Borough resolution or ordinance.

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

Collection of Interest on Delinquent Water and Sewer Service Charges

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

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

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

Delinquent Taxes and Tax Title Liens

The last tax and utility lien sale was held on November 8, 2012 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:

<u>Year</u>	<u>Number of Liens</u>
2012	15
2011	15
2010	15

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 2012.

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

Not checked yet

In accordance with Government Auditing Standards our procedures included a review of all prior year findings. Finding CR-11-01 was not corrected in 2012 and appears as Finding CR-12-01 for the period under audit.

FINDINGS/RECOMMENDATIONS

CR-12-01 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-12-02 Finding - The financial statements and related notes were not completed in a timely manner to allow the audit to be completed by the statutory deadline.

Criteria - N.J.S.A. 40A:5-4 requires the audit to be completed within six months after the close of the fiscal year.

Recommendation - That the financial statements and related notes be completed in a timely manner to permit the audit to be submitted by the statutory deadline.

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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