

*Report of Audit*

*on the*

*Financial Statements*

*of the*

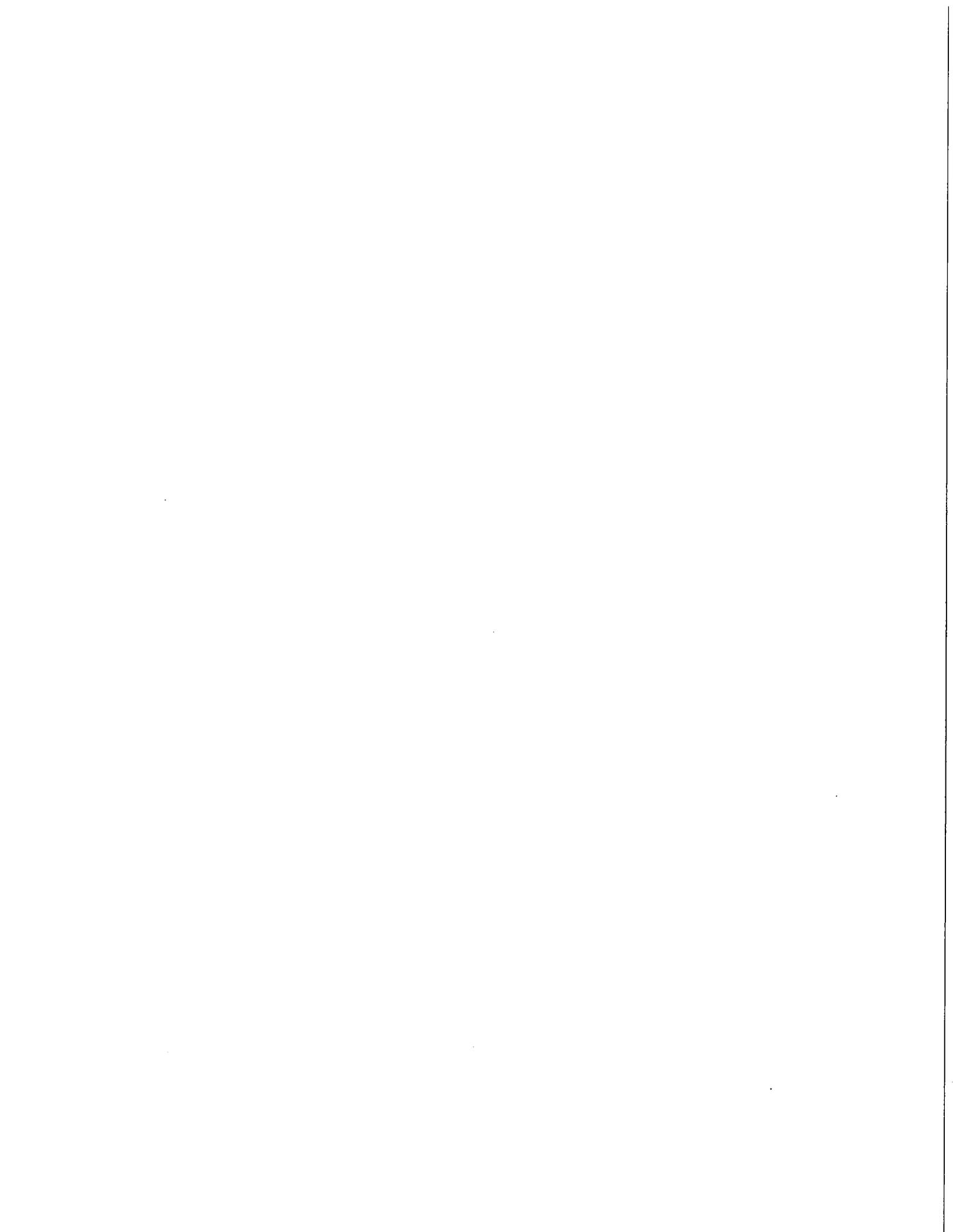
*Borough of Garwood*

*in the*

*County of Union*  
*New Jersey*

*for the*

*Year Ended*  
*December 31, 2009*



BOROUGH OF GARWOOD

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BOROUGH OF GARWOOD

PART I

INDEPENDENT AUDITOR=S REPORT ON  
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AND SUPPLEMENTARY SCHEDULES AND DATA

FINANCIAL STATEMENTS - STATUTORY BASIS - ALL FUNDS

NOTES TO FINANCIAL STATEMENTS - STATUTORY BASIS

SUPPLEMENTARY SCHEDULES - ALL FUNDS

YEAR ENDED DECEMBER 31, 2009 AND 2008



# SUPLEE, CLOONEY & COMPANY

CERTIFIED PUBLIC ACCOUNTANTS

308 East Broad Street, Westfield, New Jersey 07090-2122

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## INDEPENDENT AUDITOR'S REPORT

The Honorable Mayor and Members  
of the Borough Council  
Borough of Garwood  
County of Union  
Garwood, New Jersey 07027

We have audited the accompanying financial statements - statutory basis of the various individual funds and the account group of the Borough of Garwood, County of Union, New Jersey as of and for the years ended December 31, 2009 and 2008 and for the year ended December 31, 2009, as listed as financial statements - statutory basis in the foregoing table of contents. These financial statements - statutory basis are the responsibility of the management of the Borough of Garwood, County of Union. Our responsibility is to express an opinion on these financial statements based on our audits.

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

As described in Note 1, the Borough of Garwood, County of Union, prepares its financial statements on a prescribed basis of accounting prescribed by the Division of Local Government Services, Department of Community Affairs, State of New Jersey, that demonstrates compliance with the modified accrual basis, with certain exceptions, and the budget laws of New Jersey, which is a comprehensive basis of accounting other than U.S. generally accepted accounting principles.

## SUPLEE, CLOONEY & COMPANY

In our opinion, because the Borough of Garwood prepares its financial statements on the basis of accounting discussed in the preceding paragraph, the financial statements referred to above do not present fairly, in conformity with U.S. generally accepted accounting principles, the financial position of the various individual funds and the account group of the Borough of Garwood, County of Union, as of December 31, 2009 and 2008 or the results of its operations and changes in fund balance for the years then ended or the revenues or expenditures for the year then ended.

However, in our opinion, the financial statements - statutory basis present fairly, in all material respects, the financial position - statutory basis of the various individual funds and the account group of the Borough of Garwood, County of Union, as of December 31, 2009 and 2008, and the results of its operations and changes in fund balance - statutory basis for the years then ended and the revenues, expenditures and changes in fund balance - statutory basis for the year ended December 31, 2009, on the basis of accounting described in Note 1.

In accordance with Government Auditing Standards, we have also issued our report dated May 15, 2010 on our consideration of the Borough of Garwood's internal control over financial reporting and our tests of its compliance with certain provisions of laws, regulations, contracts, grants and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the internal control over financial reporting or on its compliance. That report is an integral part of an audit performed in accordance with Government Auditing Standards and should be considered in assessing the results of our audit.

Our audit was made for the purpose of forming an opinion on the financial statements - statutory basis taken as a whole. The information included in the schedules of expenditures of federal awards and state financial assistance and the other supplementary schedules and data listed in the table of contents is presented for purposes of additional analysis as required by the Division of Local Government Services, Department of Community Affairs, State of New Jersey and is not a required part of the financial statements. This information has been subjected to the auditing procedures applied in the audit of the financial statements mentioned above and, in our opinion, is fairly stated in all material respects in relation to the financial statements taken as a whole.

This report is intended for the information of the Borough of Garwood, County of Union, New Jersey, the Division of Local Government Services and federal and state audit agencies and is not intended to be and should not be used by anyone other than these specified parties.

  
CERTIFIED PUBLIC ACCOUNTANTS

  
REGISTERED MUNICIPAL ACCOUNTANT NO. 50

May 15, 2010

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CURRENT FUND

BOROUGH OF GARWOODCURRENT FUNDBALANCE SHEETS - STATUTORY BASIS

	<u>REF.</u>	<u>BALANCE DECEMBER 31, 2009</u>	<u>BALANCE DECEMBER 31, 2008</u>
<u>ASSETS</u>			
Cash	A-4	\$ 2,489,306.63	\$ 2,627,533.85
Cash - Change Fund Collector	A-12	100.00	100.00
Due State of New Jersey - Senior Citizens and Veterans Deductions	A-6	15,190.01	10,419.46
Grants Receivable	A-25	53,548.00	70,754.00
		\$ <u>2,558,144.64</u>	\$ <u>2,708,807.31</u>
Receivables with Full Reserves:			
Delinquent Property Taxes Receivable	A-7	\$ 205,227.82	\$ 159,144.68
Tax Title Liens Receivable	A-8	18,605.72	17,462.80
Property Acquired for Taxes - Assessed Value	A-9	17,974.00	17,974.00
Revenue Accounts Receivable	A-10	7,059.41	8,501.76
Interfunds Receivable	A-14	11,606.50	11,354.87
Prepaid Local School Tax	A-20	23,313.00	23,113.00
	A	\$ <u>283,786.45</u>	\$ <u>237,551.11</u>
Deferred Charges:			
Special Emergency N.J.S.A. 40A:4-53 - Master Plan	A-29	\$ <u>30,000.00</u>	\$ <u>40,000.00</u>
		\$ <u>2,871,931.09</u>	\$ <u>2,986,358.42</u>
 <u>LIABILITIES, RESERVES AND FUND BALANCE</u>			
Liabilities:			
Appropriation Reserves	A-3:A-11	\$ 416,442.32	\$ 473,543.96
Accounts Payable	A-22	89,074.48	99,312.77
Reserve for Grants - Appropriated	A-21	62,133.29	73,112.27
Reserve for Tax Map	A-13	1,928.44	1,928.44
Reserve for Grants - Unappropriated	A-24	8,749.29	6,737.73
Prepaid Taxes	A-17	25,162.28	25,596.37
Tax Overpayments	A-18	7,468.15	3,752.99
Interfunds Payable	A-14	1,192,733.16	1,193,921.59
Reserve for Sale of Municipal Assets	A-16	14,312.70	14,312.70
County Taxes Payable	A-19	12,313.21	29,259.53
Reserve for Library State Aid	A-15	10,860.97	8,793.07
Reserve for Master Plan	A-28	13,875.00	35,950.00
Reserve for Outside Lien Redemption	A-27		20,070.94
Reserve for Fire Official	A-23	1,208.15	9,659.50
Reserve for Insurance Damages	A-26	2,666.36	2,666.36
		\$ <u>1,858,927.80</u>	\$ <u>1,998,618.22</u>
Reserve for Receivables	A	283,786.45	237,551.11
Fund Balance	A-1	<u>729,216.84</u>	<u>750,189.09</u>
		\$ <u>2,871,931.09</u>	\$ <u>2,986,358.42</u>

The accompanying Notes to the Financial Statements are an integral part of this statement.

BOROUGH OF GARWOODCURRENT FUNDSTATEMENTS OF OPERATIONS AND CHANGE  
IN FUND BALANCE - STATUTORY BASIS

	<u>REF.</u>	<u>YEAR ENDED DECEMBER 31, 2009</u>	<u>YEAR ENDED DECEMBER 31, 2008</u>
<u>REVENUE AND OTHER INCOME REALIZED</u>			
Fund Balance Utilized	A-2	\$ 659,426.00	\$ 585,000.00
Miscellaneous Revenue Anticipated	A-2	1,219,738.59	1,382,450.41
Receipts From Delinquent Taxes	A-2	159,144.68	94,371.12
Receipts From Current Taxes	A-2	14,071,153.60	13,568,096.51
Non-Budget Revenue	A-2	68,920.72	86,806.86
Other Credits to Income:			
Unexpended Balance of Appropriation Reserves	A-11	304,663.55	97,533.61
<u>Total Income</u>		\$ <u>16,483,047.14</u>	\$ <u>15,814,258.51</u>
<u>EXPENDITURES</u>			
Budget Appropriations:			
Operations Within "CAPS"	A-3	\$ 4,722,080.00	\$ 4,529,963.00
Deferred Charges and Statutory			
Expenditures-Municipal	A-3	380,198.00	154,668.00
Operations Excluded From "CAPS"	A-3	1,315,887.58	1,539,932.54
Municipal Debt Service	A-3	212,679.25	243,733.27
Capital Improvements	A-3	60,000.00	60,000.00
Deferred Charges	A-3	10,000.00	10,000.00
County Taxes	A-19	2,492,614.14	2,280,482.64
County Share of Added and Omitted Taxes	A-19	12,336.28	29,282.60
Local District School Tax	A-20	6,637,446.50	6,465,869.50
Interfunds Advanced		251.63	474.00
Refund of Prior Year Revenue	A-4	1,100.01	1,973.12
<u>Total Expenditures</u>		\$ <u>15,844,593.39</u>	\$ <u>15,316,378.67</u>
Excess in Revenue		\$ 638,453.75	\$ 497,879.84
Fund Balance, January 1	A	750,189.09	837,309.25
		\$ 1,388,642.84	\$ 1,335,189.09
Decreased by:			
Utilized as Anticipated Revenue	A-1:A-2	659,426.00	585,000.00
Fund Balance, December 31	A	\$ <u>729,216.84</u>	\$ <u>750,189.09</u>

The accompanying Notes to the Financial Statements are an integral part of this statement.

BOROUGH OF GARWOOD

CURRENT FUND

STATEMENT OF REVENUES - STATUTORY BASIS  
FOR THE YEAR ENDED DECEMBER 31, 2009

	REF.	BUDGET	ANTICIPATED SPECIAL N.J.S. 40A:4-87	REALIZED	EXCESS
Fund Balance Appropriated	A-1	\$ 659,426.00		\$ 659,426.00	
Miscellaneous:					
Licenses:					
Alcoholic Beverage	A-10	\$ 12,500.00		\$ 14,385.00	1,885.00
Other	A-2	8,000.00		8,173.50	173.50
Fees and Permits:					
Other	A-2	30,000.00		31,559.30	1,559.30
Fines and Costs-Municipal Court	A-10	110,000.00		98,018.82	(11,981.18)
Interest and Costs on Taxes	A-5:A-10	23,500.00		43,650.03	20,150.03
Cable T.V. Franchise Tax	A-10	46,551.46		46,551.46	
Sewer Flow Charges - Industrial Users	A-10	65,000.00		76,110.35	11,110.35
Uniform Fire Safety Act	A-10	14,034.15		14,058.55	24.40
Consolidated Municipal Property Tax Relief Act	A-10	208,617.00		208,617.00	
Energy Receipts Tax	A-10	407,582.00		407,582.00	
Reimbursement of Costs - Library	A-10	30,000.00		30,000.00	
Recycling Tonnage Grant	A-25	4,407.44		4,407.44	
Clean Communities Program	A-25	5,224.13	1,440.89	6,665.02	
Alcohol Education Rehabilitation Fund	A-25	267.73		267.73	
Body Armor Replacement Fund	A-25	1,562.39		1,562.39	
Municipal Alliance on Alcoholism and Drug Abuse	A-25	14,405.00		14,405.00	
Kids Recreational Trust Fund Program	A-25	103,000.00		103,000.00	
N.J. Tree Foundation Grant	A-25	500.00		500.00	
FEMA Firefighters	A-25	62,225.00		62,225.00	
DOT Safe School Program	A-25	40,000.00		40,000.00	
GDL 2009 Enforcement & Education Campaign	A-25		2,000.00	2,000.00	
You Drink, You Drive, You Lose Statewide Crackdown	A-25		6,000.00	6,000.00	
	A-1	\$ 1,187,376.30	\$ 9,440.89	\$ 1,219,738.59	\$ 22,921.40
Receipts From Delinquent Taxes	A-1:A-7	\$ 90,067.00		\$ 159,144.68	\$ 69,077.68
Property Tax for Support of Municipal Budget					
Appropriations-Local Tax for Municipal Purposes	A-2:A-7	5,076,741.39		5,250,756.68	174,015.29
<u>Budget Totals</u>		\$ 7,013,610.69	\$ 9,440.89	\$ 7,289,065.95	\$ 266,014.37
Non-Budget Revenues	A-1:A-2			68,920.72	68,920.72
		\$ 7,013,610.69	\$ 9,440.89	\$ 7,357,986.67	\$ 334,935.09
	REF.	A-3	A-3		

The accompanying Notes to the Financial Statements are an integral part of this statement.

BOROUGH OF GARWOOD

CURRENT FUND

STATEMENT OF REVENUES - STATUTORY BASIS  
FOR THE YEAR ENDED DECEMBER 31, 2009

	<u>REF.</u>	
Allocation of Current Tax Collections:		
Revenue From Collections	A-1:A-7	\$ 14,071,153.60
Allocated to:		
School and County Taxes		<u>9,142,396.92</u>
Support of Municipal Budget Appropriations		\$ 4,928,756.68
Add: Appropriation Reserve for Uncollected Taxes	A-3	<u>322,000.00</u>
Amount for Support of Municipal Budget Appropriations	A-2	\$ <u>5,250,756.68</u>
Licenses:		
Clerk	A-10	\$ 2,970.00
Board of Health	A-10	5,122.50
Registrar of Vital Statistics	A-10	<u>81.00</u>
	A-2	\$ <u>8,173.50</u>
Fees and Permits Other:		
Police Department	A-10	\$ 1,950.72
Registrar of Vital Statistics	A-10	1,488.00
Clerk	A-10	16,373.58
Fire Department	A-10	<u>11,747.00</u>
	A-2	\$ <u>31,559.30</u>
 <u>ANALYSIS OF NON-BUDGET REVENUE</u>		
Miscellaneous Revenue Not Anticipated:		
Interest on Investments		\$ 37,838.83
Miscellaneous		17,078.91
Senior Citizens & Veterans Administrative Fee		1,071.04
Interest on Assessments		116.78
Police Outside Service Administrative Fees		<u>12,815.16</u>
	A-4:A-2	\$ <u>68,920.72</u>

The accompanying Notes to the Financial Statements are an integral part of this statement.

BOROUGH OF GARWOOD

CURRENT FUND

STATEMENT OF EXPENDITURES - STATUTORY BASIS  
FOR THE YEAR ENDED DECEMBER 31, 2009

OPERATIONS WITHIN "CAPS"	APPROPRIATIONS		EXPENDED		UNEXPENDED BALANCE CANCELED
	BUDGET	BUDGET AFTER MODIFICATION	PAID OR CHARGED	RESERVED	
<b>GENERAL GOVERNMENT</b>					
Administrative and Executive:					
Salaries and Wages	\$ 71,705.00	\$ 71,705.00	\$ 65,474.56	\$ 6,230.44	\$
Other Expenses	34,000.00	34,000.00	21,358.35	12,641.65	
Mayor and Council:					
Salaries and Wages	9,300.00	7,800.00	7,800.00		
Other Expenses	500.00	500.00		500.00	
Municipal Clerk:					
Salaries and Wages	83,803.00	83,803.00	82,473.65	1,329.35	
Other Expenses	6,500.00	6,500.00	5,969.73	530.27	
Financial Administration (Treasury):					
Salaries and Wages	69,517.00	69,517.00	67,568.00	1,949.00	
Other Expenses	11,560.00	11,560.00	8,868.33	2,691.67	
Audit Services	43,675.00	43,675.00	43,675.00		
Elections:					
Other Expenses	3,500.00	3,500.00	3,310.10	189.90	
Assessment of Taxes:					
Salaries and Wages	11,696.00	11,696.00	11,695.98	0.02	
Other Expenses	5,100.00	5,617.50	5,285.03	332.47	
Revenue Administration (Tax Collection):					
Salaries and Wages	49,469.00	49,469.00	47,475.47	1,993.53	
Other Expenses	8,765.00	8,765.00	8,389.67	375.33	
Legal Services and Costs:					
Salaries and Wages	14,495.00	14,495.00	14,495.00		
Other Expenses	30,000.00	30,000.00	27,313.87	2,686.13	
Engineering Services and Costs:					
Salaries and Wages	14,495.00	14,495.00	14,495.00		
Other Expenses	7,000.00	7,000.00	6,560.00	440.00	
Municipal Court:					
Salaries and Wages	83,110.00	83,110.00	77,745.03	5,364.97	
Other Expenses	16,000.00	16,000.00	10,300.18	5,699.82	
Public Grounds and Buildings:					
Other Expenses	75,000.00	86,782.28	86,526.67	255.61	
Planning Board:					
Salaries and Wages	31,311.00	31,311.00	31,170.81	140.19	
Other Expenses	7,500.00	7,500.00	5,537.15	1,962.85	
Revision of Master Plan					
Other Expenses-Contractual					
Shade Tree Commission:					
Salaries and Wages	4,500.00	4,500.00	4,500.00		
Other Expenses	14,500.00	14,500.00	13,381.87	1,118.13	
Insurance:					
Group Insurance Plan for Employees	631,130.00	631,130.00	623,401.32	7,728.68	
Workers' Compensation Insurance	95,408.00	95,408.22	95,408.22		
Other Insurance	116,469.00	115,969.00	115,838.36	130.64	
<b>PUBLIC SAFETY</b>					
Fire:					
Salaries and Wages	1,000.00	1,000.00	1,000.00		
Fire Hydrant Service	56,200.00	56,200.00	53,803.75	2,396.25	
Miscellaneous	54,000.00	54,000.00	51,202.67	2,797.33	
Uniform Fire Safety Act (P.L. 1983 Ch.383)-Fire Official:					
Fire Official:					
Salaries and Wages	19,000.00	19,000.00	19,000.00		
Other Expenses	7,000.00	7,000.00	3,474.36	3,525.64	
Police:					
Salaries and Wages	1,750,778.00	1,750,778.00	1,686,649.71	84,128.29	
Other Expenses	100,000.00	100,000.00	72,003.61	27,996.39	
Emergency Management Services:					
Salaries and Wages	300.00	300.00	300.00		
Other Expenses	1,200.00	1,200.00	1,115.65	84.35	
Fire Aid Organization Contribution	9,000.00	9,000.00	9,000.00		
Municipal Prosecutor:					
Salaries and Wages	7,148.00	7,148.00	7,138.00	10.00	
Other Expenses	1,200.00	1,400.00	1,400.00		
<b>STREETS AND ROADS</b>					
Road Repair and Maintenance:					
Salaries and Wages	532,622.00	532,622.00	519,513.50	13,108.50	
Other Expenses	63,000.00	63,000.00	51,262.82	11,737.18	
Snow Removal:					
Other Expenses	2,500.00				
Street Lighting	89,000.00	89,000.00	73,650.88	15,349.12	

The accompanying Notes to the Financial Statements are an Integral part of this statement.

BOROUGH OF GARWOOD

CURRENT FUND

STATEMENT OF EXPENDITURES - STATUTORY BASIS  
FOR THE YEAR ENDED DECEMBER 31, 2009

	APPROPRIATIONS		EXPENDED		UNEXPENDED BALANCE CANCELED
	BUDGET	BUDGET AFTER MODIFICATION	PAID OR CHARGED	RESERVED	
<u>OPERATIONS WITHIN "CAPS" (CONTINUED)</u>					
<u>SANITATION</u>					
Sewer System:					
Other Expenses	\$ 1,500.00	\$ 1,500.00	\$ 1,050.00	\$ 450.00	
Drainage:					
Other Expenses	1,550.00	1,550.00		1,550.00	
Sanitary Landfill Dumping Fees	195,000.00	195,000.00	151,685.49	43,314.51	
<u>HEALTH AND WELFARE</u>					
Board of Health:					
Salaries and Wages	6,300.00	6,300.00	6,300.00		
Other Expenses	45,969.00	45,969.00	44,942.00	1,027.00	
Dog Regulation:					
Other Expenses	100.00	100.00	100.00		
<u>RECREATION AND EDUCATION</u>					
Board of Recreation Commission (40:12-1):					
Salaries and Wages	24,260.00	24,250.00	21,627.37	2,622.63	
Other Expenses	19,000.00	19,000.00	12,125.36	6,874.64	
Senior Citizens Recreation:					
Salaries and Wages	8,500.00	15,072.00	12,446.06	2,625.94	
Other Expenses	8,000.00	8,000.00	6,576.65	1,423.35	
Celebration of Public Events, Anniversary or Holiday:					
Other Expenses	4,000.00	4,000.00	2,153.90	1,846.10	
<u>UNCLASSIFIED</u>					
Salary Adjustment	10,000.00	1,000.00	1,000.00		
Retirement and Accumulated Leave Compensation	15,000.00	15,000.00		15,000.00	
<u>UTILITIES</u>					
Telephone	21,500.00	21,500.00	17,062.93	4,437.07	
Other Utilities	55,000.00	55,000.00	40,322.52	14,677.48	
Gas and Oil	65,000.00	53,883.00	36,532.49	17,350.51	
Contingent	3,000.00	3,000.00	883.17	2,116.83	
<u>TOTAL OPERATIONS (INCLUDING CONTINGENT) WITHIN "CAPS"</u>	<u>\$ 4,727,625.00</u>	<u>\$ 4,722,080.00</u>	<u>\$ 4,391,340.24</u>	<u>\$ 330,739.76</u>	
<u>DEFERRED CHARGES AND STATUTORY EXPENDITURES-MUNICIPAL WITHIN "CAPS"</u>					
Statutory Expenditures:					
Contribution To:					
Social Security System (O.A.S.I.)	\$ 138,882.00	138,882.00	\$ 136,782.06	\$ 2,099.94	
Police and Firemen's Retirement System of New Jersey	161,493.00	161,493.00	161,492.50	0.50	
Public Employees' Retirement System	47,278.00	47,323.00	47,323.00		
State Unemployment Insurance	27,000.00	32,500.00	29,764.45	2,745.55	
<u>TOTAL DEFERRED CHARGES AND STATUTORY EXPENDITURES-MUNICIPAL WITHIN "CAPS"</u>	<u>\$ 374,653.00</u>	<u>\$ 380,198.00</u>	<u>\$ 375,352.01</u>	<u>\$ 4,845.99</u>	
<u>TOTAL GENERAL APPROPRIATIONS FOR MUNICIPAL PURPOSES WITHIN "CAPS"</u>	<u>\$ 5,102,278.00</u>	<u>\$ 5,102,278.00</u>	<u>\$ 4,766,692.25</u>	<u>\$ 335,585.75</u>	
<u>OTHER OPERATIONS-EXCLUDED FROM "CAPS"</u>					
Sanitation:					
Sewerage Authority-Service Charges-Contractual	\$ 785,889.00	\$ 785,889.00	\$ 785,889.00	\$	
Maintenance of Free Public Library	228,090.00	228,090.00	201,233.43	26,856.57	
Length of Service Award Program (LOSAP)	54,000.00	54,000.00		54,000.00	
Recycling Tonnage Grant	4,407.44	4,407.44	4,407.44		
Municipal Alliance Grant:					
County Share	14,405.00	14,405.00	14,405.00		
Local Share	3,601.00	3,601.00	3,601.00		
Body Armor Grant	1,562.39	1,562.39	1,562.39		
UC Kids Recreation Trust Fund Program	103,000.00	103,000.00	103,000.00		
Clean Communities Grant- State Aid (N.J.S.A. 40A: 4-87 +1,440.89)	5,224.13	6,665.02	6,665.02		
You Drink, You Drive, You Lose Statewide Crackdown (N.J.S.A. 40A: 4-87 +6,000.00)		6,000.00	6,000.00		
Fema Firefighters Grant:					
Federal Aid	62,225.00	62,225.00	62,225.00		
Local Match	3,275.00	3,275.00	3,275.00		
NJ Tree Foundation Grant	500.00	500.00	500.00		
GDJ 2009 Enforcement & Education Campaign (N.J.S.A. 40A: 4-87 +2,000.00)		2,000.00	2,000.00		
Alcohol Education & Rehabilitation Fund	267.73	267.73	267.73		
Department of Transportation - Safe School Program	40,000.00	40,000.00	40,000.00		
<u>TOTAL OPERATIONS-EXCLUDED FROM "CAPS"</u>	<u>\$ 1,306,446.69</u>	<u>\$ 1,315,887.58</u>	<u>\$ 1,235,031.01</u>	<u>\$ 80,856.57</u>	

The accompanying Notes to the Financial Statements are an integral part of this statement.

BOROUGH OF GARWOOD

CURRENT FUND

STATEMENT OF EXPENDITURES - STATUTORY BASIS  
FOR THE YEAR ENDED DECEMBER 31, 2009

	APPROPRIATIONS		EXPENDED		UNEXPENDED BALANCE CANCELED
	BUDGET	BUDGET AFTER MODIFICATION	PAID OR CHARGED	RESERVED	
<u>CAPITAL IMPROVEMENT FUND</u>	\$ 60,000.00	\$ 60,000.00	\$ 60,000.00	\$	
<u>MUNICIPAL DEBT SERVICE EXCLUDED FROM "CAPS"</u>					
Payment of Bond Principal	\$ 95,000.00	\$ 95,000.00	\$ 95,000.00	\$	
Payment of Bond Anticipation Notes and Capital Notes	53,886.00	53,886.00	53,886.00		
Interest on Bonds	27,800.00	27,800.00	27,787.50		12.50
Interest on Notes	36,200.00	36,200.00	36,005.75		194.25
<u>TOTAL MUNICIPAL DEBT SERVICE EXCLUDED FROM "CAPS"</u>	\$ 212,886.00	\$ 212,886.00	\$ 212,679.25	\$	206.75
<u>DEFERRED CHARGES MUNICIPAL - EXCLUDED FROM "CAPS"</u>					
Deferred Charges:					
Special Emergency Authorizations 5 Years (N.J.S.A. 40A:4-55.1 \$10,000)	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$	
<u>TOTAL GENERAL APPROPRIATIONS FOR MUNICIPAL PURPOSES EXCLUDED FROM "CAPS"</u>	\$ 1,589,332.69	\$ 1,598,773.58	\$ 1,517,710.26	\$ 80,856.57	\$ 206.75
SUB-TOTAL GENERAL APPROPRIATIONS	\$ 6,691,610.69	\$ 6,701,051.58	\$ 6,284,402.51	\$ 416,442.32	\$ 206.75
RESERVE FOR UNCOLLECTED TAXES	322,000.00	322,000.00	322,000.00		
	\$ 7,013,610.69	\$ 7,023,051.58	\$ 6,606,402.51	\$ 416,442.32	\$ 206.75
Appropriation by 40A:4-87	REF. A-2	\$ 9,440.89	A-1	A:A-1	
Budget	A-3	7,013,610.69			
		\$ 7,023,051.58			
Reserve for Federal and State Programs Appropriated	A-21		\$ 247,908.58		
Reserve for Uncollected Taxes	A-2		322,000.00		
Accounts Payable	A-22		83,399.48		
Deferred Charges	A-29		10,000.00		
Disbursed	A-4		6,104,881.49		
			\$ 6,768,189.55		
Less: Refunds	A-4		161,787.04		
			\$ 6,606,402.51		

The accompanying Notes to the Financial Statements are an integral part of this statement.

TRUST FUND

BOROUGH OF GARWOODTRUST FUNDBALANCE SHEETS - STATUTORY BASIS

	<u>REF.</u>	<u>BALANCE DECEMBER 31, 2009</u>	<u>BALANCE DECEMBER 31, 2008</u>
<u>ASSETS</u>			
Assessment Fund:			
Cash	B-1:B-2	\$ 40,376.12	\$ 38,781.16
Due Other Trust Fund	Contra	40,348.66	40,348.66
Assessment Receivable	B-11	1,020.00	2,400.00
		<u>\$ 81,744.78</u>	<u>\$ 81,529.82</u>
Animal Control Fund:			
Cash	B-1	\$ 6,254.50	\$ 10,079.79
		<u>6,254.50</u>	<u>10,079.79</u>
Other Funds:			
Cash	B-1	\$ 188,591.78	\$ 243,613.73
Community Development Block Grant Receivable	B-5	124,079.84	128,020.00
Due Current Fund	B-3	26,879.60	28,003.62
		<u>\$ 339,551.22</u>	<u>\$ 399,637.35</u>
		<u>\$ 427,550.50</u>	<u>\$ 491,246.96</u>
<u>LIABILITIES, RESERVES AND FUND BALANCE</u>			
Assessment Fund:			
Due General Capital Fund	B-4	\$ 77,106.65	\$ 77,106.65
Due Current Fund	B-3	3,948.13	3,733.17
Reserve for Assessments and Liens	B-12	690.00	690.00
		<u>\$ 81,744.78</u>	<u>\$ 81,529.82</u>
Animal Control Fund:			
Due Current Fund	B-3	\$ 3,650.08	\$ 3,633.59
Due State of New Jersey	B-7	26.60	20.00
Reserve for Expenditures	B-6	2,577.82	6,426.20
		<u>\$ 6,254.50</u>	<u>\$ 10,079.79</u>
Other Funds:			
Due Assessment Trust Fund	Contra	\$ 40,348.66	\$ 40,348.66
Due General Capital Fund	B-4	27,216.41	26,411.80
Reserve For:			
Community Development Block Grant	B-8	84,550.98	90,041.63
State Unemployment Insurance	B-9	14,225.89	14,202.36
Miscellaneous Deposits	B-10	165,214.96	191,872.38
Due State of New Jersey - Registrar Fees	B-13	250.00	225.00
Payroll Deductions Payable	B-14	7,744.32	36,535.52
		<u>\$ 339,551.22</u>	<u>\$ 399,637.35</u>
		<u>\$ 427,550.50</u>	<u>\$ 491,246.96</u>

The accompanying Notes to the Financial Statements are an integral part of this statement.

GENERAL CAPITAL FUND

"C"

BOROUGH OF GARWOOD

GENERAL CAPITAL FUND

BALANCE SHEETS - STATUTORY BASIS

	<u>REF.</u>	<u>BALANCE</u> <u>DECEMBER</u> <u>31, 2009</u>	<u>BALANCE</u> <u>DECEMBER</u> <u>31, 2008</u>
<u>ASSETS</u>			
Cash	C-2:C-3	\$ 450,708.33	\$ 35,260.98
Due Assessment Trust Fund	C-5	77,106.65	77,106.65
Due Trust Other Fund	C-12	27,216.41	26,411.80
Due Current Fund	C-4	1,165,853.56	1,165,917.97
Prospective Assessments Raised by Taxation	Contra	1,600.00	1,600.00
State Aid Receivable	C-13	243,750.00	400,000.00
County Grants Receivable	C-14	172,850.00	169,350.00
Deferred Charges to Future Taxation:			
Funded	C-6	665,000.00	760,000.00
Unfunded	C-7	<u>3,210,374.04</u>	<u>3,124,760.04</u>
		\$ <u>6,014,458.99</u>	\$ <u>5,760,407.44</u>
<u>LIABILITIES, RESERVES AND FUND BALANCE</u>			
General Serial Bonds	C-10	\$ 665,000.00	\$ 760,000.00
Bond Anticipation Notes	C-11	2,005,694.00	1,840,200.00
Reserve for Prospective Assessment	Contra	1,600.00	1,600.00
Improvement Authorizations:			
Funded	C-9	1,140,793.85	1,171,726.65
Unfunded	C-9	1,971,956.25	1,883,509.90
Reserve for County of Union Grants Receivable	C-14	78,500.00	
Capital Improvement Fund	C-8	132,201.98	92,701.98
Fund Balance	C-1	<u>18,712.91</u>	<u>10,668.91</u>
		\$ <u>6,014,458.99</u>	\$ <u>5,760,407.44</u>

The accompanying Notes to the Financial Statements are an integral part of this statement.

BOROUGH OF GARWOOD  
GENERAL CAPITAL FUND  
STATEMENT OF FUND BALANCE - STATUTORY BASIS

	<u>REF.</u>	
Balance, December 31, 2008	C	\$ 10,668.91
Increased by:		
Premium on Bond Anticipation Notes Issued	C-2	<u>8,044.00</u>
Balance, December 31, 2009	C	<u>\$ 18,712.91</u>

The accompanying Notes to the Financial Statements are an integral part of this statement.

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PUBLIC ASSISTANCE TRUST FUND

BOROUGH OF GARWOOD  
PUBLIC ASSISTANCE TRUST FUND  
BALANCE SHEETS - STATUTORY BASIS

	<u>REF.</u>	BALANCE DECEMBER <u>31, 2009</u>	BALANCE DECEMBER <u>31, 2008</u>
<u>ASSETS</u>			
Cash - Public Assistance Trust Fund I	E-1	\$ <u>1,376.25</u>	\$ <u>1,372.80</u>
<u>LIABILITIES AND RESERVES</u>			
Due Current Fund	E-3	\$ 3.45	\$
Reserve for Public Assistance: Public Assistance Trust Fund I		<u>1,372.80</u>	<u>1,372.80</u>
	E-1	\$ <u>1,376.25</u>	\$ <u>1,372.80</u>

The accompanying Notes to the Financial Statements are an integral part of this statement.

BOND AND INTEREST ACCOUNT

BOROUGH OF GARWOOD  
BOND AND INTEREST ACCOUNT  
BALANCE SHEETS - STATUTORY BASIS

	<u>REF.</u>	BALANCE DECEMBER <u>31, 2009</u>	BALANCE DECEMBER <u>31, 2008</u>
<u>ASSETS</u>			
Cash	F-1	\$ <u>4,891.73</u>	\$ <u>4,875.00</u>
<u>LIABILITIES</u>			
Interest Payable	F-2	\$ 4,875.00	\$ 4,875.00
Due Current Fund	F-3	<u>16.73</u>	<u>          </u>
		\$ <u>4,891.73</u>	\$ <u>4,875.00</u>

The accompanying Notes to the Financial Statements are an integral part of this statement.

GENERAL FIXED ASSETS ACCOUNT GROUP

BOROUGH OF GARWOOD  
GENERAL FIXED ASSETS ACCOUNT GROUP  
BALANCE SHEETS - STATUTORY BASIS

	BALANCE DECEMBER <u>31, 2009</u>	BALANCE DECEMBER <u>31, 2008</u>
General Fixed Assets:		
Land	\$ 1,578,000.00	\$ 1,582,600.00
Buildings	883,000.00	883,000.00
Vehicles	2,235,752.00	2,235,752.00
Machinery and Equipment	<u>1,403,593.38</u>	<u>1,318,799.08</u>
<u>Total General Fixed Assets</u>	<u>\$ 6,100,345.38</u>	<u>\$ 6,020,151.08</u>
Investments in General Fixed Assets	<u>\$ 6,100,345.38</u>	<u>\$ 6,020,151.08</u>

The accompanying Notes to the Financial Statements are an integral part of this statement.

NOTES TO FINANCIAL STATEMENTS

BOROUGH OF GARWOOD

NOTES TO FINANCIAL STATEMENTS  
FISCAL YEAR ENDED DECEMBER 31, 2009 AND 2008

NOTE 1: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

A. Reporting Entity

The Borough of Garwood is an instrumentality of the State of New Jersey, established to function as a municipality. The Borough Council consists of elected officials and is responsible for the fiscal control of the Borough.

Except as noted below, the financial statements of the Borough of Garwood include every board, body, officer or commission supported and maintained wholly or in part by funds appropriated by the Borough of Garwood, as required by N.J.S.A. 40A:5-5. Accordingly, the financial statements of the Borough of Garwood do not include the operations of the local Board of Education, inasmuch as their activities are administered by a separate board.

B. Description of Funds

The Governmental Accounting Standards Board (GASB) is the accepted standard-setting body for establishing governmental accounting and financial reporting principles. GASB codification establishes three fund types and two account groups to be used by general purpose governmental units when reporting financial position and results of operations in accordance with U.S. Generally Accepted Accounting Principles (GAAP).

The accounting policies of the Borough of Garwood conform to the accounting principles applicable to municipalities which have been prescribed by the Division of Local Government Services, Department of Community Affairs, State of New Jersey. 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 financial transactions and accounts of the Borough of Garwood are organized on the basis of funds and an account group which is different from the fund structure required by U.S. GAAP. A fund or account group is an accounting entity with a separate set of self-balancing accounts established to record the financial position and results of operation of a specific government activity. As required by the Division of Local Government Services the Borough accounts for its financial transactions through the following individual funds and account group:

NOTE 1: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

B. Description of Funds (Continued)

Current Fund - resources and expenditures for governmental operations of a general nature, including federal and state grant funds.

Trust Fund - receipts, custodianship and disbursement of funds in accordance with the purpose for which each reserve was created.

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

Public Assistance Fund - receipt and disbursement of funds that provide assistance to certain residents of the Borough pursuant to Title 44 of New Jersey statutes.

Bond and Interest Account - is used to account for the accumulation of resources (mainly provided from current fund budget appropriations) for payment of principal and interest on matured debt.

General Fixed Assets Account Group - utilized to account for property, land, buildings and equipment that has been acquired by other governmental funds.

C. Basis of Accounting

The accounting principles and practices prescribed for municipalities by the State of New Jersey differ in certain respects from generally accepted accounting principles applicable to local government units. The more significant accounting policies and differences in the State of New Jersey are as follows:

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

Revenues - are recorded when received in cash except for certain amounts which are due from other governmental units. Federal and State grants are realized as revenue when anticipated in the Borough's budget. Receivables for property taxes are recorded with offsetting reserves on the balance sheet of the Borough's Current Fund; accordingly, such amounts are not recorded as revenue until collected. Other amounts that are due the Borough, which are susceptible to accrual, are also recorded as receivables with offsetting reserves and recorded as revenue when received. GAAP requires revenues to be recognized in the accounting period when they become susceptible to accrual, reduced by an allowance for doubtful accounts.

NOTE 1: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

C. Basis of Accounting (Continued)

Expenditures - are recorded on the "budgetary" basis of accounting. General expenditures are recorded when an amount is encumbered for goods or services through the issuances of a purchase order in conjunction with the Encumbrance Accounting System. Outstanding encumbrances at December 31 are reported as a cash liability in the financial statements and constitute part of the Borough's statutory Appropriation Reserve balance. Appropriation reserves covering unexpended appropriation balances are automatically created at December 31st of each year and recorded as liabilities, except for amounts which may be canceled by the governing body. Appropriation reserves are available, until lapsed at the close of the succeeding year, to meet specific claims, commitments or contracts incurred during the preceding fiscal year. Lapsed appropriation reserves are recorded as income. Appropriations for principal payments on outstanding general capital bonds and notes are provided on the cash basis; interest on general capital indebtedness is on the cash basis.

Encumbrances - Contractual orders at December 31 are reported as expenditures through the establishment of encumbrances payable. Under GAAP, encumbrances outstanding at year end are reported as reservations of fund balance because they do not constitute expenditures or liabilities.

Foreclosed Property - Foreclosed property is recorded in the Current Fund at the assessed valuation when such property was acquired and is fully reserved. GAAP requires such property to be recorded in the General Fixed Assets Account Group at its market value.

Sale of Municipal Assets - The proceeds from the sale of municipal assets can be held in a reserve until anticipated as a revenue in a future budget. GAAP requires such proceeds to be recorded as a revenue in the year of sale.

Interfunds - Interfund receivables in the Current Fund are recorded with offsetting reserves which are created by charges to operations. Income is recognized in the year the receivables are liquidated. Interfund receivables in the other funds are not offset by reserves. GAAP does not require the establishment of an offsetting reserve.

NOTE 1: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

C. Basis of Accounting (Continued)

General Fixed Assets - Technical Accounting Directive No. 85-2, Accounting for Governmental Fixed Assets, as promulgated by the Division of Local Government Services, which differs in certain respects from generally accepted accounting principles, requires the inclusion of a statement of general fixed assets of the Borough as part of its basic financial statements. General fixed assets are defined as non-expendable personal and real property having a physical existence, a useful life of more than one year and an acquisition cost of \$2,000.00 or more per unit. 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. The Borough has developed a fixed assets accounting and reporting system based on an inspection and appraisal prepared by the Borough.

Fixed assets are valued at historical cost or estimated historical cost if actual historical cost is not available. Estimated historical cost for land acquired before 1986 is the assessed value determined at the last revaluation prior to December 31, 1985.

General fixed assets that have been acquired and are utilized in a governmental fund operation are accounted for in the General Fixed Asset Account Group rather than in a governmental fund. No depreciation has been provided on general fixed assets or reported in the financial statements.

Expenditures for construction in progress are 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.

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 the cost of inventories to be reported as a current asset and equally offset by a fund balance reserve.

D. Basic Financial Statements

The GASB codification also defines the financial statements of a governmental unit to be presented in the general purpose financial statements to be in accordance with GAAP. The Borough presents the financial statements listed in the table of contents of the "Requirements of Audit and Accounting Revision of 1987" as prescribed by the Division of Local Government Services, Department of Community Affairs, State of New Jersey and which differ from financial statements required by GAAP.

NOTE 2: CASH AND CASH EQUIVALENTS

The Borough considers change funds, cash in banks, deposits in the New Jersey Cash Management Fund and Certificates of Deposit as cash and cash equivalents.

A. Deposits

New Jersey statutes permit the deposit of public funds in institutions which are located in New Jersey and which meet the requirements of the Governmental Unit Deposit Protection Act (GUDPA) or the State of New Jersey Cash Management Fund. GUDPA requires a bank that accepts public funds to be a public depository. A public depository is defined as a state bank, a national bank, or a savings bank, which is located in the State of New Jersey, the deposits of which are insured by the Federal Deposit Insurance Corporation. The statutes also require public depositories to maintain collateral for deposits of public funds that exceed certain insurance limits. All collateral must be deposited with the Federal Reserve Bank or a banking institution that is a member of the Federal Reserve System and has capital funds of not less than \$25,000,000.00.

The Borough of Garwood had the following cash and cash equivalents at December 31, 2009:

FUND	CASH IN BANK	CHANGE FUND	STATE OF NEW JERSEY	
			CASH MANAGEMENT FUND	TOTAL
Current Fund	\$1,524,784.18	\$100.00	\$964,522.45	\$2,489,406.63
Assessment Trust Fund	40,376.12			40,376.12
Animal Control Trust Fund	6,254.50			6,254.50
Various Trust Other Fund	188,591.78			188,591.78
General Capital Fund	452,599.68			452,599.68
Public Assistance Trust Fund	1,376.25			1,376.25
Bond and Coupon	<u>5,576.14</u>			<u>5,576.14</u>
<u>Total December 31, 2009</u>	<u>\$2,219,558.65</u>	<u>\$100.00</u>	<u>\$964,522.45</u>	<u>\$3,184,181.10</u>

Custodial Credit Risk – Deposits – Custodial credit risk is the risk that in the event of a bank failure, the deposits may not be returned. The Borough does not have a specific deposit policy for custodial credit risk other than those policies that adhere to the requirements of statute. As of December 31, 2009, based upon the coverage provided by FDIC and NJGUDPA, no amount of the bank balance was exposed to custodial credit risk. Of the cash on balance in the bank of \$3,204,620.97, \$328,648.09 was covered by Federal Depository Insurance, \$1,911,450.43 was covered under the provisions of NJGUDPA and \$964,522.45 was on deposit with the New Jersey Cash Management Fund which is considered an investment pool and is not insured by FDIC or GUDPA.

NOTE 2: CASH AND CASH EQUIVALENTS (CONTINUED)

B. Investments

The purchase of investments by the Borough are strictly limited by the express authority of the New Jersey Local Fiscal Affairs Law, N.J.S.A. 40A:5-15.1. Permitted investments include any of the following type of securities:

1. Bonds or other obligations of the United States of America or obligations guaranteed by the United States of America;
2. Government money market mutual funds which are purchased from an investment company or investment trust which is registered with the Securities and Exchange Commission under the "Investment Company Act of 1940," 15 U.S.C. 80a-1 et seq., and operated in accordance with 17 C.F.R. § 270.2a-7 and which portfolio is limited to U.S. Government securities that meet the definition of an eligible security pursuant to 17 C.F.R. § 270.2a-7 and repurchase agreements that are collateralized by such U.S. Government securities in which direct investment may be made pursuant to paragraphs (1) and (3) of N.J.S.A. 5-15.1. These funds are also required to be rated by a nationally recognized statistical rating organization.
3. Any obligation that a federal agency or a federal instrumentality has issued in accordance with an act of Congress, which security has a maturity date not greater than 397 days from the date of purchase, provided that such obligation bears a fixed rate of interest not dependent on any index or other external factor;
4. Bonds or other obligations of the Local Unit or bonds or other obligations of school districts of which the Local Unit is a part or within which the school district is located.
5. Bonds or other obligations, having a maturity date not more than 397 days from date of purchase, approved by the Division of Investment of the Department of Treasury for investment by Local Units;
6. Local government investment pools that are fully invested in U.S. Government securities that meet the definition of eligible security pursuant to 17 C.F.R. § 270a-7 and repurchase agreements that are collateralized by such U.S. Government securities in which direct investment may be made pursuant to paragraphs (1) and (3) of N.J.S.A. 5-15.1. This type of investment is also required to be rated in the highest category by a nationally recognized statistical rating organization.

NOTE 2: CASH AND CASH EQUIVALENTS (CONTINUED)

B. Investments (Continued)

7. Deposits with the State of New Jersey Cash Management Fund established pursuant to section 1 of P.L. 1977, c.281 c.52:18A-90.4); or
8. Agreements for the repurchase of fully collateralized securities if:
  - a. the underlying securities are permitted investments pursuant to paragraphs (1) and (3) of this subsection;
  - b. the custody of collateral is transferred to a third party;
  - c. the maturity of the agreement is not more than 30 days;
  - d. the underlying securities are purchased through a public depository as defined in section 1 P.L. 1970, c.236 c.17:19-41); and
  - e. a master repurchase agreement providing for the custody and security of collateral is executed.

As of December 31, 2009 the Borough has \$964,522.45 on deposit with the New Jersey Cash Management Fund. Based upon the limitations set forth by New Jersey Statutes 40A:5-15.1 and existing investment practices of the Investment Council of the New Jersey Cash Management Fund, the Borough is generally not exposed to credit risks, custodial credit risks, concentration of credit risks and interest rate risks for its investments nor is it exposed to foreign currency risk for its deposits and investments.

NOTE 3: MUNICIPAL DEBT

The Local Bond Law, Chapter 40A:2, governs the issuance of bonds to finance general municipal capital expenditures. All bonds are retired in annual installments within the statutory period of usefulness. All bonds issued by the Borough are general obligation bonds, backed by the full faith and credit of the Borough. Bond Anticipation Notes, which are issued to temporarily finance capital projects, shall mature and be paid off within ten years or financed by the issuance of bonds. A summary of bond and note transactions for the year ended December 31, 2009 is detailed on Exhibits "C-10", and "C-11".

SUMMARY OF MUNICIPAL DEBT (EXCLUDING CURRENT OPERATING DEBT AND TYPE II SCHOOL DEBT)

	<u>YEAR 2009</u>	<u>YEAR 2008</u>	<u>YEAR 2007</u>
Issued:			
General:			
Bonds and Notes	\$ 2,670,694.00	\$ 1,950,700.00	\$ 2,016,000.00
	<hr/>	<hr/>	<hr/>
<u>Net Debt Issued</u>	\$ 2,670,694.00	\$ 1,950,700.00	\$ 2,016,000.00
Authorized But Not Issued:			
General:			
Bonds and Notes	\$ 1,104,680.04	\$ 1,882,680.04	\$ 648,525.31
Net Bonds and Notes Issued and Authorized But Not Issued	\$ <u>3,775,374.04</u>	\$ <u>3,833,380.04</u>	\$ <u>2,664,525.31</u>

SUMMARY OF STATUTORY DEBT CONDITION (ANNUAL DEBT STATEMENT AS OF DECEMBER 31, 2009)

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 .55%.

	<u>GROSS DEBT</u>	<u>DEDUCTIONS</u>	<u>NET DEBT</u>
Local School District Debt	\$ 7,909,000.00	\$ 7,909,000.00	\$
General Debt	<u>3,775,374.04</u>		<u>3,775,374.04</u>
	\$ <u>11,684,374.04</u>	\$ <u>7,909,000.00</u>	\$ <u>3,775,374.04</u>

NET DEBT \$3,775,374.04 DIVIDED BY EQUALIZED VALUATION BASIS PER N.J.S.A. 40A:2-2, AS AMENDED, \$674,480,087.33 EQUALS .55%.

NOTE 3: MUNICIPAL DEBT (CONTINUED)

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

Equalized Valuation Basis* - December 31, 2009	\$ <u>674,480,087.33</u>
3-1/2% of Equalized Valuation Basis	\$ 23,606,803.06
Net Debt	<u>3,875,374.04</u>
Remaining Borrowing Power	\$ <u>19,731,429.02</u>

\*Equalized Valuation Basis is the average of the equalized valuation of real estate, including improvements and the assessed valuation of Class II Railroad Property of the Borough of Garwood for the last three (3) preceding years.

SCHEDULE OF ANNUAL DEBT SERVICE FOR PRINCIPAL AND INTEREST FOR BONDED DEBT ISSUED AND OUTSTANDING AS OF DECEMBER 31, 2009

<u>CALENDAR YEAR</u>	<u>PRINCIPAL</u>	<u>GENERAL INTEREST</u>	<u>TOTAL</u>
2010	\$ 95,000.00	\$ 24,700.00	\$ 119,700.00
2011	95,000.00	21,375.00	116,375.00
2012	95,000.00	18,050.00	113,050.00
2013	95,000.00	14,725.00	109,725.00
2014	95,000.00	11,400.00	106,400.00
2015	95,000.00	7,600.00	102,600.00
2016	<u>95,000.00</u>	<u>3,800.00</u>	<u>98,800.00</u>
	<u>\$ 665,000.00</u>	<u>\$101,650.00</u>	<u>\$766,650.00</u>

NOTE 3: MUNICIPAL DEBT (CONTINUED)

The General Improvement Bonds are comprised of the following issue:

<u>ISSUE</u>	OUTSTANDING BALANCE DECEMBER 31, 2009
\$1,010,000.00 2003 Bonds due in annual installments of \$95,000.00 through 2016 at interest rates from 3.50% to 4.00%	\$ <u>665,000.00</u>

BOND ANTICIPATION NOTE

	<u>Interest Rate</u>	<u>Issue and Maturity Dates</u>	<u>Amount</u>
General Capital	2.75%	4/17/09 to 4/16/10	<u>\$ 2,005,694.00</u>

BONDS AND NOTES AUTHORIZED BUT NOT ISSUED

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

General Capital Fund	<u>\$ 1,204,680.04</u>
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NOTE 4: FUND BALANCES APPROPRIATED

Fund balance at December 31, 2009 which was appropriated and included as anticipated revenue in its own fund for the year ending December 31, 2010 was as follows:

Current Fund	\$659,000.00
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NOTE 5: PROPERTY TAXES

Property Taxes attach as an enforceable lien on property as of January 1. Taxes are levied based on the final adoption of the current year municipal budget, and payable in four installments on February 1, May 1, August 1 and November 1. The Borough bills and collects its own property taxes and also the taxes for the County and the local school district. The collections and remittance of county and school taxes are accounted for in the Current Fund. Borough property tax revenues are recognized when collected in cash and any receivables are recorded with offsetting reserves on the balance sheet of the Borough's Current Fund.

Taxes collected in advance and recorded as cash liabilities in the financial statements are as follows:

	BALANCE DECEMBER <u>31, 2008</u>	BALANCE DECEMBER <u>31, 2009</u>
Prepaid Taxes	<u>\$25,596.37</u>	<u>\$25,162.28</u>

NOTE 6: PENSION PLANS

Borough employees, who are eligible for a pension plan, are enrolled in one of three pension systems administered by the Division of Pensions, Treasury Department of the State of New Jersey. The plans are: the Public Employees' Retirement System, the Police and Firemen's Retirement System, and Consolidated Police and Firemen's Pension Fund of New Jersey. The Division annually charges participating government units for their respective contributions to the plans based upon actuarial methods. Certain portions of the costs are contributed by the employees. The Borough's share of pension, which is based upon the annual billings received from the state, amounted to \$208,815.50 for 2009 and \$433,889.80 for 2008.

Certain Borough employees are also covered by the Federal Insurance Contribution Act.

Information as to the comparison of the actuarially computed value of vested benefit with the system's assets is not available from the State Retirement System and, therefore, is not presented.

**NOTE 7: COMPENSATED ABSENCES**

Under the existing policy of the Borough, employees are allowed to accumulate unused sick pay over the life of their working careers which may be taken as time off or paid at a later date. Upon retirement, Department of Public Works, and Non-Contractual, employees are entitled to receive compensation of the lesser of 50% of unused sick pay or \$18,000.00. Police Department, and Administrative, employees are entitled to receive compensation up to 50% of unused sick pay. Unused sick pay is forfeited if the employee leaves for other than retirement. Vacation days cannot be accumulated. The accumulated cost of such unpaid compensation is not required to be reported in the financial statements as presented and has not been determined, but is probably not material. The Borough annually appropriates the amounts that are required to be paid in that year's budget and no liability is accrued at December 31, 2009.

**NOTE 8: LITIGATION**

The Borough Attorney's letter did not indicate any litigation, claims or contingent liabilities that are either not covered by the Borough's insurance carrier or would have a material financial impact on the Borough.

**NOTE 9: CONTINGENT LIABILITIES**

The Borough participates in several state financial assistance grant programs. Entitlement to the funds is generally conditional upon compliance with terms and conditions of the grant agreements and applicable regulations, including the expenditure of funds for eligible purposes. These programs are subject to compliance and financial audits by the grantors or their representatives. As of December 31, 2009, the Borough does not believe that any material liabilities will result from such audits.

**NOTE 10: RISK MANAGEMENT**

The Borough is exposed to various risks of loss related to torts; theft of, damage to, and destruction of assets; errors and omissions; injuries to employees; and natural disasters. The Borough maintains commercial insurance coverage covering each of those risks of loss. Management believes such coverage is sufficient to preclude any significant uninsured losses to the Borough. Settled claims have not exceeded this commercial coverage in any of the past three fiscal years.

NOTE 10: RISK MANAGEMENT (CONTINUED)

New Jersey Unemployment Compensation Insurance - The Borough has elected to fund its New Jersey Unemployment Compensation Insurance under the "Benefit Reimbursement Method". Under this plan, the Borough is required to reimburse the New Jersey Unemployment Trust Fund for benefits paid to its former employees and charged to its account with the State. The Borough is billed quarterly for amounts due to the State. Below is a summary of Borough contributions, employee contributions, reimbursements to the State for benefits paid, and the ending balance of the Borough's expendable trust fund for the current and previous two years:

<u>Year</u>	<u>Borough Contributions</u>	<u>Employee Contributions</u>	<u>Interest</u>	<u>Amount Reimbursed</u>	<u>Ending Balance</u>
2009 \$	29,754.45 \$		\$ 23.53 \$	29,754.45 \$	14,225.89
2008	21,756.94		27.38	21,756.94	14,202.36
2007	17,176.68		47.59	17,176.68	14,174.98

NOTE 11: DEFERRED COMPENSATION PLAN

The Borough offers its employees a deferred compensation plan created in accordance with Internal Revenue Code Section 457. The Plan, available to all Borough employees, permits them to defer a portion of their salaries until future years. The Borough does not make any contribution to the Plan. The deferred compensation is not available to employees until retirement, death, disability, termination or financial hardships.

In accordance with the requirements of the Small Business Job Protection Act of 1996 and the funding requirements of Internal Revenue Code Section 457(g), the Borough's Plan was amended to require that all amounts of compensation deferred under the Plan are held for the exclusive benefits of plan participants and beneficiaries. All assets and income under the Plan are held in trust, in annuity contracts or custodial accounts.

The Plan is administered by the Lincoln National Life Insurance Company.

The accompanying financial statements do not include the Borough's Deferred Compensation Plan activities. The Borough's Deferred Compensation Plan financial statements are contained in a separate review report.

NOTE 12: INTERFUND RECEIVABLES AND PAYABLES

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

<u>Fund</u>	<u>Interfund Receivable</u>	<u>Interfund Payable</u>
Current Fund	\$ 11,606.50	\$ 1,192,733.16
Animal Control Trust Fund		3,650.08
Assessment Trust Fund	40,348.66	81,054.78
Trust Other Fund	26,879.60	67,565.07
General Capital Fund	1,270,176.62	
Bond and Interest Account		16.73
Public Assistance Trust Fund		3.45
Net Payroll Account		3,988.11
	<u>\$ 1,349,011.38</u>	<u>\$ 1,349,011.38</u>

All balances resulted from the time lag between the dates that short-term loans were disbursed and payments between funds were made.

NOTE 13: LENGTH OF SERVICE AWARDS PROGRAM

During 2000, the Borough of Garwood adopted an ordinance establishing a Length of Service Awards Program for the members of the Garwood Fire Department and the Garwood First Aid Squad pursuant to N.J.S.A. 40A: 14-183 et seq.

Under this program, each volunteer of the Garwood Fire Department that performs the minimum amount of service will have an annual amount of \$1,150.00 deposited into a tax deferred income account that will earn interest for the volunteer. Each volunteer of the Garwood First Aid Squad that performs the minimum amount of service will have an amount of either \$575.00 or \$1,150.00 deposited into a tax deferred income account for the volunteer. The Borough's costs amounted to \$37,450.00 for 2009.

The accompanying financial statements do not include the Borough's Length of Service Awards Program activities. The Borough's Length of Service Awards Program's financial statements are continued in a separate review report, as required by state regulations.

NOTE 14: DEFERRED CHARGES TO BE RAISED IN SUCCEEDING BUDGETS

Certain expenditures are required to be deferred to budgets of succeeding years. At December 31, 2009, the following deferred charges are shown on the balance sheets of the various funds:

	BALANCE DECEMBER 31, 2009	2010 BUDGET APPROPRIATION	BALANCE TO SUCCEEDING BUDGETS
Current Fund:			
Special Emergency (40A:4-53)	<u>\$30,000.00</u>	<u>\$10,000.00</u>	<u>\$20,000.00</u>

NOTE 15: GASB 45: OTHER POST-EMPLOYMENT BENEFITS

The Borough provides Post-Retirement Benefits to certain employees who have retired after twenty-five years of service, in accordance with the terms of their various labor agreements or in accordance with municipal ordinance. These benefits include health insurance, prescription and dental coverage.

The Governmental Accounting Standards Board (GASB) has issued Statement No. 45, "Accounting and Financial Reporting by Employers for Post-Employment Benefits Other Than Pension." This statement requires the municipality to disclose in the notes to the financial statements the present value of the estimated future cost of the other post employment benefits (OPEB). OPEB obligations are non-pension benefits that the municipality has contractually or otherwise agreed to provide employees once they have retired and in most instances, will be for retirement health, prescription and dental insurance coverage.

Under current New Jersey budget and financial reporting requirements, the municipality is not required to fund any amounts in excess of their current costs on a pay-as-you-go basis. Additionally, the municipality is not required to recognize any long-term obligations resulting from OPEB on their balance sheets; however, OPEB obligations are required to be disclosed in the notes, commencing with the 2009 fiscal year.

The Borough is currently in the process of calculating its OPEB obligations and the impact on the financial position or results of operations, if any, cannot be readily determined at this time.

BOROUGH OF GARWOOD

SUPPLEMENTARY SCHEDULES – ALL FUNDS

YEAR ENDED DECEMBER 31, 2009

BOROUGH OF GARWOODCURRENT FUNDSCHEDULE OF CASH-TREASURER

	<u>REF.</u>		
Balance, December 31, 2008	A		\$ 2,627,533.85
Increased by Receipts:			
Collector	A-5	\$ 14,218,405.37	
Senior Citizens and Veterans Deductions - State of New Jersey	A-6	58,617.81	
Miscellaneous Revenue Not Anticipated	A-2	68,920.72	
Revenue Accounts Receivable	A-10	935,055.98	
Library State Aid	A-15	3,849.00	
Reserve for Grants - Unappropriated	A-24	8,749.12	
State Aid Receivable	A-25	93,001.02	
Interfunds	A-14	26,830.01	
Appropriation Refunds	A-3	161,787.04	
Appropriation Reserves Refunds	A-11	2,662.50	
Fire Official	A-23	11,747.00	
			<u>15,589,625.57</u>
			\$ <u>18,217,159.42</u>
Decreased by Disbursements:			
2009 Appropriations	A-3	\$ 6,104,881.49	
2008 Appropriation Reserves	A-11	269,705.68	
Interfunds	A-14	27,282.07	
County Taxes	A-19	2,521,896.74	
Local District School Taxes	A-20	6,637,446.50	
Reserve for Outside Liens	A-27	20,070.94	
Reserve for Tax Overpayments	A-18	4,564.35	
Library State Aid	A-15	1,781.10	
Reserve for Fire Official	A-23	20,198.35	
Refund of Prior Year Revenue	A-1	1,100.01	
Reserve for Grants - Appropriated	A-21	96,850.56	
Reserve for Master Plan	A-28	22,075.00	
			<u>15,727,852.79</u>
Balance, December 31, 2009	A		\$ <u><u>2,489,306.63</u></u>

BOROUGH OF GARWOOD  
CURRENT FUND  
SCHEDULE OF CASH-COLLECTOR

	<u>REF.</u>	
Increased by Receipts:		
Taxes Receivable	A-7	\$ 14,141,313.55
Revenue Accounts Receivable	A-2:A-10	43,650.03
Prepaid 2010 Taxes	A-17	25,162.28
Tax Overpayments	A-18	<u>8,279.51</u>
		\$ 14,218,405.37
Decreased by Disbursements:		
Payment to Treasurer	A-4	\$ <u>14,218,405.37</u>

BOROUGH OF GARWOODCURRENT FUNDSCHEDULE OF DUE STATE OF NEW JERSEY  
FOR SENIOR CITIZENS AND VETERANS DEDUCTIONS

	<u>REF.</u>		
Balance, December 31, 2008 (Due From)	A	\$	10,419.46
Increased by:			
Senior Citizens and Veterans per Tax Duplicate		\$	59,500.00
Senior Citizens Deduction Allowed by Collector			<u>4,500.00</u>
			<u>64,000.00</u>
Decreased by:			74,419.46
Senior Citizens Deductions Disallowed by Collector:			
Current Year		\$	611.64
Received from the State of New Jersey-Treasurer	A-4		<u>58,617.81</u>
			<u>59,229.45</u>
Balance, December 31, 2009 (Due From)	A	\$	<u><u>15,190.01</u></u>

CALCULATION OF STATE'S SHARE OF  
2009 SENIOR CITIZENS AND VETERANS DEDUCTIONS

Senior Citizens and Veterans:			
Per Tax Duplicate		\$	59,500.00
Allowed by Collector			<u>4,500.00</u>
			64,000.00
Less: Senior Citizens Deductions Disallowed by Collector			<u>611.64</u>
	A-7	\$	<u><u>63,388.36</u></u>



"A-8"

BOROUGH OF GARWOOD  
CURRENT FUND  
SCHEDULE OF TAX TITLE LIENS

	<u>REF.</u>	
Balance, December 31, 2008	A	\$ 17,462.80
Increased by:		
Transfer From Taxes Receivable	A-7	<u>1,142.92</u>
Balance, December 31, 2009	A	\$ <u>18,605.72</u>

"A-9"

SCHEDULE OF PROPERTY ACQUIRED FOR TAXES  
(AT ASSESSED VALUATION)

Balance, December 31, 2008 and December 31, 2009	A	\$ <u>17,974.00</u>
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BOROUGH OF GARWOOD

CURRENT FUND

SCHEDULE OF REVENUE ACCOUNTS RECEIVABLE

REF.	BALANCE DECEMBER 31, 2008	ACCRUED IN 2009	COLLECTED BY		BALANCE DECEMBER 31, 2009
			COLLECTOR	TREASURER	
A-2	\$	14,385.00			\$
A-2		2,970.00			14,385.00
A-2		16,373.58			2,970.00
A-2		5,122.50			16,373.58
A-2		1,488.00			5,122.50
A-2		81.00			1,488.00
A-2	8,501.76	96,576.47			81.00
A-2		1,950.72			96,576.47
A-2		11,747.00			1,950.72
A-2		407,582.00			11,747.00
A-2		208,617.00			407,582.00
A-2		14,058.55			208,617.00
A-2		46,551.46			14,058.55
A-2		76,110.35			46,551.46
A-2		43,650.03			76,110.35
A-2		30,000.00			43,650.03
	\$	\$	\$	\$	\$
	8,501.76	977,263.66	43,650.03	935,055.98	7,059.41
REF.	A		A-5	A-4	A

Clerk:

Licenses:

Alcoholic Beverage

Other

Fees and Permits

Board of Health:

Licenses

Registrar of Vital Statistics:

Fees and Permits

Licenses

Municipal Court:

Fines and Costs

Police Department:

Fees and Permits

Fire Department:

Fees and Permits

Energy Receipts Tax

Consolidated Municipal Property Tax Relief Act

Uniform Fire Safety Act

Cable TV Franchise Tax

Sewer Flow Charges - Industrial Users

Interest and Costs on Taxes

Reimbursement of Costs - Library

BOROUGH OF GARWOOD

CURRENT FUND

SCHEDULE OF 2008 APPROPRIATION RESERVES

	BALANCE DECEMBER 31, 2008	ACCOUNTS PAYABLE	BALANCE AFTER TRANSFER	PAID OR CHARGED	BALANCE LAPSED
<b>SALARIES AND WAGES</b>					
Administrative and Executive	\$ 9,810.93	\$	\$ 3,032.50	\$ 2,032.50	\$ 1,000.00
Municipal Clerk	1,650.55		1,650.55	1,465.65	184.90
Financial Administration (Treasury)	232.54				
Municipal Court	4,099.89		4,099.89	140.00	3,959.89
Planning Board	0.18		0.18		0.18
Fire Official	2,622.00		2,622.00		2,622.00
Police	37,142.19		32,722.69		32,722.69
Municipal Prosecutor	9.00		9.00		9.00
Road Repairs and Maintenance	31,675.04		31,675.04	28,674.49	3,000.55
Recreation Commission	3,589.53		3,589.53		3,589.53
Senior Citizen Recreation	377.50		637.26	618.60	18.66
<b>OTHER EXPENSES</b>					
Administrative and Executive	11,405.67	1,336.60	12,742.27	2,432.07	10,310.20
Municipal Clerk	1,142.16		1,142.16	360.54	781.62
Financial Administration	2,793.94	4,940.00	7,733.94	4,935.00	2,798.94
Audit Services		42,550.00	42,550.00	42,550.00	
Assessment of Taxes	152.09	4,345.80	4,497.89	4,273.30	224.59
Collection of Taxes	2,057.41	40.45	1,390.86	158.82	1,232.04
Legal Services and Costs	7,844.12		7,844.12	2,653.55	5,190.57
Engineering Services and Costs	800.00		800.00		800.00
Municipal Court	3,304.29	283.30	3,587.59	635.81	2,951.78
Public Buildings and Grounds	1,122.49	11,206.00	18,584.17	17,821.40	742.77
Planning Board	1,660.82	40.00	1,700.82	190.05	1,510.77
Shade Tree Commission		11,575.00	11,575.00	11,575.00	
Group Insurance Plan for Employees	1,476.43		1,476.43		1,476.43
Other Insurance	91.00		91.00		91.00
Fire Hydrant Services	7,535.25		7,535.25	4,477.96	3,057.29
Miscellaneous - Fire	6,463.90	4,309.09	10,772.99	7,225.18	3,547.81
Fire Official	2,500.97	114.82	2,615.79	2,615.79	
Police	21,855.56	3,069.18	24,724.74	7,051.19	17,673.55
Emergency Management Services	200.00		200.00		200.00
Road Repairs and Maintenance	9,069.30	3,948.69	13,017.99	5,797.26	7,220.73
Snow Removal	2,500.00		2,500.00		2,500.00
Street Lighting	16,591.77		16,591.77	15,530.71	1,061.06
Sanitary Landfill Dumping Fees	29,852.62	6,522.92	36,375.54	16,368.42	20,007.12
Board of Health	558.23		558.23		558.23
Recreation Commission	8,980.65	397.65	9,378.30	2,794.02	6,584.28
Senior Citizen Recreation	1,207.77	40.00	1,247.77	80.25	1,167.52
Celebration of Public Events, Anniversary or Holiday	1,908.47		1,908.47	84.99	1,823.48
Retirement & Accumulated Leave Compensation	17.40		17.40		17.40
Telephone	4,426.56	757.76	5,184.32	1,882.39	3,301.93
Other Utilities	11,968.64	2,490.52	14,459.16	9,294.92	5,164.24
Gas & Oil	4.06		5,648.09	5,646.09	
Contingent	2,553.16	95.00	2,648.16		2,648.16
State Unemployment Insurance	3,243.06		3,243.06	1,991.14	1,251.92
Sewerage Authority-Service Charges-Contractual	126,848.00		126,848.00		126,848.00
Social Security System	258.99		258.99		258.99
Public Employees' Retirement System	90.20		90.20	90.00	0.20
Maintenance of Free Public Library	36,049.63	99.99	36,149.62	28,146.09	8,003.53
Length of Service Award Program	54,000.00		54,000.00	37,450.00	16,550.00
	<u>\$ 473,543.96</u>	<u>\$ 98,162.77</u>	<u>\$ 571,706.73</u>	<u>\$ 267,043.18</u>	<u>\$ 304,663.55</u>

REF.

A

A-22

A-1

Appropriation Reserves  
Transferred from Accounts Payable

A-11  
A-22

\$ 473,543.96  
98,162.77

Disbursements  
Less: Refunds

A-4  
A-4

\$ 571,706.73  
\$ 269,705.68  
2,662.50  
\$ 267,043.18

"A-12"

BOROUGH OF GARWOOD

CURRENT FUND

SCHEDULE OF CHANGE FUNDS

BALANCE  
DECEMBER  
31, 2008 AND  
DECEMBER  
31, 2009

Clerk of Municipal Court  
Collector

\$ 50.00  

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50.00  

---

\$ 100.00

REF.

A

"A-13"

SCHEDULE OF RESERVE FOR TAX MAP

Balance, December 31, 2008 and  
December 31, 2009

A

\$ 1,928.44

BOROUGH OF GARWOOD

CURRENT FUND

SCHEDULE OF INTERFUNDS

REF.	TOTAL	ASSESSMENT TRUST FUND	ANIMAL CONTROL FUND	TRUST OTHER FUND	PAYROLL ACCOUNT	PATF-II	GENERAL CAPITAL FUND	BOND AND INTEREST ACCOUNT
Balance, December 31, 2008								
A	\$ 11,354.87	\$ 3,733.17	\$ 3,633.59	\$ 28,003.62	\$ 3,988.11	\$	\$ 1,165,917.97	
A	<u>1,193,921.59</u>							
Receipts	\$ 26,830.01		\$ 26,830.01					
Disbursements	27,282.07	214.96	16.49	26,966.03		3.45	64.41	16.73
A-22	<u>988.00</u>			<u>988.00</u>				
Balance, December 31, 2009								
A	\$ 11,606.50	\$ 3,948.13	\$ 3,650.08	\$ 26,879.60	\$ 3,988.11	\$ 3.45	\$ 1,165,853.56	\$ 16.73
A	<u>1,192,733.16</u>							

"A-15"

BOROUGH OF GARWOOD

CURRENT FUND

SCHEDULE OF RESERVE FOR LIBRARY -  
STATE AID

	<u>REF.</u>	
Balance, December 31, 2008	A	\$ 8,793.07
Increased by:		
Receipts	A-4	<u>3,849.00</u>
		\$ 12,642.07
Decreased by:		
Disbursements	A-4	<u>1,781.10</u>
Balance, December 31, 2009	A	<u>\$ 10,860.97</u>

"A-16"

SCHEDULE OF RESERVE FOR SALE  
OF MUNICIPAL ASSETS

Balance, December 31, 2008 and Balance, December 31, 2009	A	\$ <u>14,312.70</u>
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"A-17"

BOROUGH OF GARWOOD  
CURRENT FUND  
SCHEDULE OF PREPAID TAXES

	<u>REF.</u>	
Balance, December 31, 2008	A	\$ 25,596.37
Increased by:		
Collection of 2010 Taxes	A-5	25,162.28
		\$ <u>50,758.65</u>
Decreased by:		
Applied to 2009 Taxes	A-7	<u>25,596.37</u>
Balance, December 31, 2009	A	\$ <u><u>25,162.28</u></u>

"A-18"

SCHEDULE OF TAX OVERPAYMENTS

Balance, December 31, 2008	A	\$ 3,752.99
Increased by:		
Overpayments in 2009	A-5	8,279.51
		\$ <u>12,032.50</u>
Decreased by:		
Refunds	A-4	<u>4,564.35</u>
Balance, December 31, 2009	A	\$ <u><u>7,468.15</u></u>

"A-19"

BOROUGH OF GARWOOD

CURRENT FUND

SCHEDULE OF COUNTY TAXES PAYABLE

	<u>REF.</u>		
Balance, December 31, 2008	A		\$ 29,259.53
Increased by:			
2009 Tax Levy	A-1:A-7	\$ 2,492,614.14	
Added Taxes (R.S.54:4-63.l et.seq.)	A-1:A-7	<u>12,336.28</u>	
			\$ 2,504,950.42
Decreased by:			
Payments	A-4		<u>2,521,896.74</u>
Balance, December 31, 2009	A		\$ <u>12,313.21</u>

"A-20"

SCHEDULE OF LOCAL DISTRICT SCHOOL TAX

Balance (Prepaid), December 31, 2008 (Prepaid)	A		\$ (23,113.00)
Increased by:			
Levy-Calendar Year January 1, 2009 - December 31, 2009	A-7		<u>6,637,246.50</u>
			\$ <u>6,614,133.50</u>
Decreased by:			
Payments	A-1:A-4		<u>6,637,446.50</u>
Balance (Prepaid), December 31, 2009 (Prepaid)	A		\$ <u>(23,313.00)</u>

BOROUGH OF GARWOODCURRENT FUNDSCHEDULE OF RESERVE GRANTS-APPROPRIATED

	<u>REF.</u>		
Balance, December 31, 2008	A	\$	73,112.27
Increased by:			
Transferred From 2009 Budget Appropriations	A-3	\$	247,908.58
Transferred From Accounts Payable	A-22		<u>1,150.00</u>
			<u>249,058.58</u>
		\$	<u>322,170.85</u>
Decreased by:			
Disbursements	A-4	\$	96,850.56
To General Capital Fund	A-25		157,000.00
Cancellation of Grants	A-25		1,500.00
Accounts Payable	A-22		<u>4,687.00</u>
			<u>260,037.56</u>
Balance, December 31, 2009	A	\$	<u><u>62,133.29</u></u>

ANALYSIS OF BALANCE AS OF DECEMBER 31, 2009

<u>PROGRAM</u>	<u>AMOUNT</u>
Recycling Tonnage Grant	\$ 1,971.45
Pothole Repair Program	5,530.88
Municipal Alliance Program	2,580.18
Body Armor Replacement Fund	5,343.56
FEMA - Firefighters Grant	3,929.29
DOT Safe School Program	40,000.00
Alcohol Education Rehabilitation Fund	267.73
Clean Communities Program	<u>2,510.20</u>
	<u>\$ 62,133.29</u>

"A-22"

BOROUGH OF GARWOOD

CURRENT FUND

SCHEDULE OF ACCOUNTS PAYABLE

	<u>REF.</u>		
Balance, December 31, 2008	A		\$ 99,312.77
Increased by:			
2009 Appropriations	A-3	\$ 83,399.48	
Due to Trust Other Fund - CDBG Reserves	A-14	988.00	
Reserve Grants - Appropriated	A-21	<u>4,687.00</u>	
			\$ <u>89,074.48</u>
Decreased by:			
Transferred to 2008 Appropriation Reserves	A-11	\$ 98,162.77	
Transferred to Reserve Grants - Appropriated	A-21	<u>1,150.00</u>	
			\$ <u>188,387.25</u>
			<u>99,312.77</u>
Balance, December 31, 2009	A		\$ <u><u>89,074.48</u></u>

"A-23"

SCHEDULE OF RESERVE FOR FIRE OFFICIAL

Balance, December 31, 2008	A		\$ 9,659.50
Increased by:			
Receipts	A-4		<u>11,747.00</u>
			\$ <u>21,406.50</u>
Decreased by:			
Disbursements	A-4		<u>20,198.35</u>
Balance, December 31, 2009	A		\$ <u><u>1,208.15</u></u>

BOROUGH OF GARWOOD

CURRENT FUND

SCHEDULE OF RESERVES FOR GRANTS-UNAPPROPRIATED

	BALANCE DECEMBER 31, 2008	RECEIPTS	ANTICIPATED IN 2009 BUDGET	BALANCE DECEMBER 31, 2009
Recycling Tonnage Grant	\$ 4,407.44	\$ 7,506.57	\$ 4,407.44	7,506.57
Body Armor Replacement Fund	1,562.56		1,562.39	0.17
Alcohol Education Rehabilitation Fund	267.73	742.55	267.73	742.55
NJ Tree Grant	500.00	500.00	500.00	500.00
	<u>\$ 6,737.73</u>	<u>\$ 8,749.12</u>	<u>\$ 6,737.56</u>	<u>\$ 8,749.29</u>

REF.

A

A-4

A-25

A

BOROUGH OF GARWOOD

CURRENT FUND

SCHEDULE OF GRANTS RECEIVABLE

	BALANCE DECEMBER 31, 2008	ACCRUED	DECREASED	BALANCE DECEMBER 31, 2009
Municipal Alliance Program - 2007	\$ 309.00	\$	\$	309.00
Municipal Alliance Program - 2008	8,220.00		8,220.00	
Municipal Alliance Program - 2009		14,405.00	3,601.00	10,804.00
Union County Kids Recreational Trust Fund Program - 2007	2,225.00		2,225.00	
Union County Kids Recreational Trust Fund Program - 2008	60,000.00		60,000.00	
Union County Kids Recreational Trust Fund Program - 2009		103,000.00	101,500.00	1,500.00
NJ Tree Foundation		500.00	500.00	
Body Armor Replacement Fund		1,562.39	1,562.39	
Over the Limit Under Arrest 2009 Mobilization		6,000.00	6,000.00	
Clean Communities Program		6,665.02	6,665.02	
Recycling Tonnage Grant		4,407.44	4,407.44	
Alcohol Education Rehabilitation Fund		267.73	267.73	
FEMA Firefighters Grant		62,225.00	61,290.00	935.00
DOT Safe School Program		40,000.00		40,000.00
GDL 2009 Enforcement & Education Campaign Grant		2,000.00	2,000.00	
	<u>\$ 70,754.00</u>	<u>\$ 241,032.58</u>	<u>\$ 258,238.58</u>	<u>\$ 53,548.00</u>
	REF. A	A-2		A
Receipts				
To General Capital Fund			\$ 93,001.02	
Cancellation of Grants			157,000.00	
Unappropriated Applied			1,500.00	
			<u>6,737.56</u>	
			<u>\$ 258,238.58</u>	

"A-26"

BOROUGH OF GARWOOD

CURRENT FUND

SCHEDULE OF RESERVE FOR INSURANCE DAMAGE

	<u>REF.</u>	
Balance, December 31, 2008 and Balance, December 31, 2009	A	\$ <u>2,666.36</u>

"A-27"

SCHEDULE OF RESERVE FOR OUTSIDE LIEN REDEMPTION

Balance, December 31, 2008	A	\$ 20,070.94
Decreased by: Disbursements	A-4	\$ <u>20,070.94</u>

"A-28"

SCHEDULE OF RESERVE FOR MASTER PLAN

Balance, December 31, 2008	A	\$ 35,950.00
Decreased by: Disbursements	A-4	<u>22,075.00</u>
Balance, December 31, 2009	A	\$ <u>13,875.00</u>

BOROUGH OF GARWOOD

CURRENT FUND

SCHEDULE OF DEFERRED CHARGES

<u>PURPOSE</u>	BALANCE DECEMBER 31, 2008	RAISED IN 2009 BUDGET	BALANCE DECEMBER 31, 2009
Special Emergency Authorization 40A:4-53 - Master Plan	\$ <u>40,000.00</u>	\$ <u>10,000.00</u>	\$ <u>30,000.00</u>
	\$ <u>40,000.00</u>	\$ <u>10,000.00</u>	\$ <u>30,000.00</u>
<u>REF.</u>	A	A-3	A

BOROUGH OF GARWOODTRUST FUNDSCHEDULE OF CASH - TREASURER

	<u>REF.</u>	<u>ASSESSMENT</u>	<u>ANIMAL CONTROL</u>	<u>OTHER TRUST</u>
Balance, December 31, 2008	B	\$ <u>38,781.16</u>	\$ <u>10,079.79</u>	\$ <u>243,613.73</u>
Increased by Receipts:				
State of New Jersey-Registrar Fees	B-13	\$	\$	\$ 675.00
Animal Control Fees	B-6		7,061.00	
Budget Appropriation	B-6		100.00	
Voided Outstanding Check	B-6		225.00	
State of New Jersey-Dog License Fees	B-7		580.20	
State Unemployment Insurance	B-9			23.53
Miscellaneous Deposits	B-10			67,380.08
Due Current Fund	B-3	675.31	130.71	29,654.85
Community Development Block Grant	B-5			31,770.16
Assessments Receivable	B-11	1,380.00		
Due General Capital Fund	B-4			804.61
Payroll Deductions Payable	B-14			3,946,477.67
		\$ <u>2,055.31</u>	\$ <u>8,096.91</u>	\$ <u>4,076,785.90</u>
		\$ <u>40,836.47</u>	\$ <u>18,176.70</u>	\$ <u>4,320,399.63</u>
Decreased by Disbursements:				
State of New Jersey-Registrar Fees	B-13	\$	\$	\$ 650.00
Expenditures Under R.S.4:19-15.11	B-6		11,234.38	
State of New Jersey Animal Control License Fees	B-7		573.60	
Community Development Block Grant	B-8			33,320.65
Due Current Fund	B-3	460.35	114.22	28,530.83
Miscellaneous Deposits	B-10			94,037.50
Payroll Deductions Payable	B-14			3,975,268.87
		\$ <u>460.35</u>	\$ <u>11,922.20</u>	\$ <u>4,131,807.85</u>
Balance, December 31, 2009	B	\$ <u>40,376.12</u>	\$ <u>6,254.50</u>	\$ <u>188,591.78</u>

"B-2"

BOROUGH OF GARWOOD

TRUST FUND

ANALYSIS OF CASH - ASSESSMENT FUND

		BALANCE DECEMBER <u>31, 2009</u>
Due Current Fund	\$	3,948.13
Due General Capital Fund		77,106.65
Cash Deficit		(330.00)
Due Other Trust Fund		<u>(40,348.66)</u>
	\$	<u>40,376.12</u>

REF.

B

BOROUGH OF GARWOOD

TRUST FUND

SCHEDULE OF DUE CURRENT FUND

	<u>REF.</u>	<u>ANIMAL CONTROL FUND</u>	<u>ASSESSMENT TRUST FUND</u>	<u>TRUST OTHER FUND</u>
Balance, December 31, 2008:				
Due From	B			\$ 28,003.62
Due To	B	\$ 3,633.59	\$ 3,733.17	
Receipts	B-1	130.71	675.31	29,654.85
Disbursements	B-1	<u>114.22</u>	<u>460.35</u>	<u>28,530.83</u>
Balance, December 31, 2009:				
Due From	B			\$ <u>26,879.60</u>
Due To	B	\$ <u>3,650.08</u>	\$ <u>3,948.13</u>	

"B-4"

BOROUGH OF GARWOOD

TRUST FUND

SCHEDULE OF DUE GENERAL CAPITAL FUND

	<u>REF.</u>	<u>OTHER TRUST FUND</u>	<u>ASSESSMENT TRUST FUND</u>
Balance, December 31, 2008 (Due To)	B	\$ 26,411.80	\$ 77,106.65
Increased By:			
Disbursements	B-1:B-8	<u>804.61</u>	<u>                    </u>
Balance, December 31, 2009 (Due To)	B	\$ <u>27,216.41</u>	\$ <u>77,106.65</u>

"B-5"

SCHEDULE OF COMMUNITY DEVELOPMENT BLOCK GRANTS RECEIVABLE

Balance, December 31, 2008	B	\$ 128,020.00
Increased by;		
County of Union	B-8	<u>27,830.00</u>
		\$ <u>155,850.00</u>
Decreased by:		
Receipts	B-1	<u>31,770.16</u>
Balance, December 31, 2009	B	\$ <u>124,079.84</u>

"B-6"

BOROUGH OF GARWOOD

TRUST FUND

SCHEDULE OF RESERVE FOR ANIMAL CONTROL FUND EXPENDITURES

	<u>REF.</u>		
Balance, December 31, 2008	B	\$	6,426.20
Increased by:			
Dog License Fees Collected		\$	6,971.00
Cat License Fees Collected			90.00
Budget Appropriation			100.00
Voided Outstanding Check			<u>225.00</u>
	B-1		<u>7,386.00</u>
		\$	<u>13,812.20</u>
Decreased by:			
Expenditures Under R.S.4:19-15.11	B-1		<u>11,234.38</u>
Balance, December 31, 2009	B	\$	<u><u>2,577.82</u></u>

<u>LICENSE FEES COLLECTED</u>	
<u>YEAR</u>	<u>AMOUNT</u>
2008	\$ 6,552.00
2007	<u>3,519.00</u>
	<u>\$ 10,071.00</u>

"B-7"

SCHEDULE OF DUE STATE OF NEW JERSEY FOR  
ANIMAL CONTROL FEES

Balance, December 31, 2008	B	\$	20.00
Increased by:			
Receipts	B-1		<u>580.20</u>
		\$	<u>600.20</u>
Decreased by:			
Disbursements	B-1		<u>573.60</u>
Balance, December 31, 2009	B	\$	<u><u>26.60</u></u>

BOROUGH OF GARWOOD

TRUST FUND

SCHEDULE OF RESERVE FOR COMMUNITY DEVELOPMENT BLOCK GRANTS

	<u>REF.</u>		
Balance, December 31, 2008	B	\$	90,041.63
Increased by:			
County of Union	B-5		<u>27,830.00</u>
		\$	117,871.63
Decreased by:			
Disbursed		\$	32,516.04
Due General Capital Fund	B-4		<u>804.61</u>
	B-1		<u>33,320.65</u>
Balance, December 31, 2009	B	\$	<u><u>84,550.98</u></u>

"B-9"

BOROUGH OF GARWOOD

TRUST FUND

SCHEDULE OF RESERVE FOR STATE UNEMPLOYMENT  
INSURANCE (PER N.J.S. 43:21-3 ET.SEQ.)

	<u>REF.</u>		
Balance, December 31, 2008	B	\$	14,202.36
Increased by:			
Cash Receipts	B-1		<u>23.53</u>
Balance, December 31, 2009	B	\$	<u>14,225.89</u>

"B-10"

SCHEDULE OF MISCELLANEOUS DEPOSITS

	<u>BALANCE DECEMBER 31, 2008</u>	<u>RECEIPTS</u>	<u>DISBURSEMENTS</u>	<u>BALANCE DECEMBER 31, 2009</u>
Street Opening Deposits	\$ 11,405.75	\$ 1,711.50	\$ 2,106.00	\$ 11,011.25
Library Fund	48,913.62	1,326.14		50,239.76
Bid and Bond Deposits	3,986.00			3,986.00
Miscellaneous Escrow	14,951.00	1,799.99	320.00	16,430.99
Recreation	2,859.59	5,125.00	4,796.73	3,187.86
Law Enforcement Trust	12,034.01	2,714.94		14,748.95
G. Gurrieri Memorial Fund	779.94			779.94
Tax Sale Premium		11,200.00		11,200.00
Developers Escrow	74,921.92	34,714.01	76,820.04	32,815.89
GAAD Grant	1,856.49			1,856.49
POAA	1,567.26	128.00		1,695.26
Insurance Refund	2,371.54			2,371.54
Public Defender	10,301.53	4,450.50	6,000.00	8,752.03
Crime Stoppers	4,600.00			4,600.00
Fire Inspection Fees	1,323.73	640.00	424.73	1,539.00
Sewer Permit Fees		3,570.00	3,570.00	
	<u>\$ 191,872.38</u>	<u>\$ 67,380.08</u>	<u>\$ 94,037.50</u>	<u>\$ 165,214.96</u>
<u>REF.</u>	B	B-1	B-1	B

BOROUGH OF GARWOOD

TRUST FUND

SCHEDULE OF ASSESSMENTS RECEIVABLE

ORDINANCE NUMBER	IMPROVEMENT DESCRIPTION	DATE OF CONFIRMATION	ANNUAL INSTALLMENTS	BALANCE DECEMBER 31, 2008	COLLECTED	BALANCE DECEMBER 31, 2009	BALANCE PLEDGED TO	
							DUE GENERAL CAPITAL FUND	RESERVE FOR ASSESSMENTS AND LIENS
02-08	Curb Improvements to Second Avenue	3/8/05	10	\$ 2,400.00 \$	1,380.00 \$	1,020.00 \$	330.00 \$	690.00
				\$ 2,400.00 \$	1,380.00 \$	1,020.00 \$	330.00 \$	690.00
				B	B-1	B		B-12
				REF.				

"B-12"

BOROUGH OF GARWOOD

TRUST FUND

SCHEDULE OF RESERVE FOR ASSESSMENTS AND LIENS

<u>ORDINANCE</u> <u>NUMBER</u>	<u>IMPROVEMENT DESCRIPTION</u>		BALANCE DECEMBER 31, 2008, AND DECEMBER 31, 2009
ASSESSMENTS RECEIVABLE			
02-08	Curb Improvements to Second Avenue		\$ <u>690.00</u>
		<u>REF.</u>	B:B-11

"B-13"

SCHEDULE OF DUE STATE OF NEW JERSEY - REGISTRAR FEES

Balance, December 31, 2008	B	\$	225.00
Increased by:			
Cash Receipts	B-1	\$	<u>675.00</u>
			900.00
Decreased by:			
Cash Disbursements	B-1		<u>650.00</u>
Balance, December 31, 2009	B	\$	<u>250.00</u>

"B-14"

SCHEDULE OF DUE PAYROLL DEDUCTIONS PAYABLE

Balance, December 31, 2008	B	\$	36,535.52
Increased by:			
Employee Payroll Deductions	B-1	\$	<u>3,946,477.67</u>
			3,983,013.19
Decreased by:			
Cash Disbursements	B-1		<u>3,975,268.87</u>
Balance, December 31, 2009	B	\$	<u>7,744.32</u>

BOROUGH OF GARWOOD

GENERAL CAPITAL FUND

SCHEDULE OF CAPITAL CASH - TREASURER

	<u>REF.</u>		
Balance, December 31, 2008	C		\$ 35,260.98
Increased by Receipts:			
2009 Budget Appropriation-			
Capital Improvement Fund	C-8	\$ 60,000.00	
County of Union Grants Receivable	C-14	0.00	
State Aid Receivable	C-13	346,250.00	
Bond Anticipation Notes	C-11	2,005,694.00	
Due Current Fund	C-4	7,476.07	
Refunds	C-9	150.00	
Premium on Bond Anticipation Notes Issued	C-1	<u>8,044.00</u>	
			<u>2,427,614.07</u>
			\$ <u>2,462,875.05</u>
Decreased by Disbursements:			
Improvement Authorizations	C-9	\$ 371,136.45	
Bond Anticipation Notes	C-11	1,786,314.00	
Due Current Fund	C-4	7,411.66	
Due Trust Other Fund	C-12	<u>804.61</u>	
			<u>2,165,666.72</u>
Balance, December 31, 2009	C		\$ <u><u>297,208.33</u></u>

"C-3"

BOROUGH OF GARWOOD  
GENERAL CAPITAL FUND  
ANALYSIS OF CAPITAL CASH

BALANCE  
DECEMBER  
31, 2009

IMPROVEMENT DESCRIPTION

Fund Balance	\$	18,712.91
Capital Improvement Fund		132,201.98
Due Current Fund		(1,165,853.56)
Due Trust Other Fund		(27,216.41)
Due Assessment Trust Fund		(77,106.65)
State Aid Receivable		(243,750.00)
County Grant Receivable		(172,850.00)
Improvement Authorizations - Funded as Set Forth on "C-9"		1,140,793.85
Bond Anticipation Notes Issued - Unexpended Proceeds as Set Forth on "C-7"		788,234.29
Union County Grants Awarded - Unexpended Proceeds as Set Forth on "C-7"		78,500.00
Improvement Authorizations - Expended as Set Forth on "C-7"		<u>(99,458.08)</u>
	\$	<u><u>372,208.33</u></u>

REF. C

"C-4"

BOROUGH OF GARWOOD

GENERAL CAPITAL FUND

SCHEDULE OF DUE CURRENT FUND

	<u>REF.</u>	
Balance, December 31, 2008 (Due From)	C	\$ 1,165,917.97
Increased by:		
Cash Disbursed	C-2	\$ <u>7,411.66</u>
		1,173,329.63
Decreased by:		
Cash Received	C-2	<u>7,476.07</u>
Balance, December 31, 2009 (Due From)	C	\$ <u><u>1,165,853.56</u></u>

"C-5"

SCHEDULE OF DUE FROM ASSESSMENT TRUST FUND

Balance, December 31, 2008 and December 31, 2009	C	\$ <u><u>77,106.65</u></u>
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BOROUGH OF GARWOOD

GENERAL CAPITAL FUND

SCHEDULE OF DEFERRED CHARGES  
TO FUTURE TAXATION - FUNDED

	<u>REF.</u>	
Balance, December 31, 2008	C	\$ 760,000.00
Decreased by:		
2009 Budget Appropriations to Pay Bonds	C-10	<u>95,000.00</u>
Balance, December 31, 2009	C	\$ <u>665,000.00</u>



BOROUGH OF GARWOOD

GENERAL CAPITAL FUND

SCHEDULE OF CAPITAL IMPROVEMENT FUND

	<u>REF.</u>	
Balance, December 31, 2008	C	\$ 92,701.98
Increased by:		
2009 Budget Appropriation	C-2	<u>60,000.00</u>
		\$ 152,701.98
Decreased by:		
Appropriation to Finance Improvement Authorizations	C-9	<u>20,500.00</u>
Balance, December 31, 2009	C	\$ <u>132,201.98</u>



BOROUGH OF GARWOOD

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 DECEMBER 31, 2008</u>	<u>BALANCE DECEMBER 31, 2009</u>	<u>DECREASED</u>	<u>BALANCE DECEMBER 31, 2009</u>
General Improvements	7/15/03	\$ 1,010,000.00	7/15/10-13	3.25%	\$ 760,000.00	\$ 95,000.00	\$ 95,000.00	665,000.00
			7/15/14-16	4.00%				
					<u>\$ 760,000.00</u>	<u>\$ 95,000.00</u>	<u>\$ 95,000.00</u>	<u>665,000.00</u>
				<u>REF.</u>	<u>C</u>	<u>C</u>	<u>C-6</u>	<u>C</u>



"C-12"

BOROUGH OF GARWOOD

GENERAL CAPITAL FUND

SCHEDULE OF DUE TRUST OTHER FUND

	<u>REF.</u>	
Balance, December 31, 2008	C	\$ 26,411.80
Increased by:		
Disbursements	C-2	<u>804.61</u>
Balance, December 31, 2009	C	\$ <u><u>27,216.41</u></u>

"C-13"

SCHEDULE OF STATE AID RECEIVABLE

Balance, December 31, 2008	C	\$ 400,000.00
Increased by:		
2009 Grant Award	C-9	<u>190,000.00</u>
		\$ <u>590,000.00</u>
Decreased by:		
Receipts	C-2	<u>346,250.00</u>
Balance, December 31, 2009	C	\$ <u><u>243,750.00</u></u>

"C-14"

BOROUGH OF GARWOOD

GENERAL CAPITAL FUND

SCHEDULE OF COUNTY GRANTS RECEIVABLE

	<u>REF.</u>		
Balance, December 31, 2008	C	\$	169,350.00
Increased by:			
From Current Fund	A-25		<u>157,000.00</u>
		\$	<u>326,350.00</u>
Decreased by:			
Receipts	C-2		<u>153,500.00</u>
Balance, December 31, 2009	C:C-14	\$	<u><u>172,850.00</u></u>
Pledged to:			
Ordinance		\$	94,350.00
Reserve for Receivables	C		<u>78,500.00</u>
	C-14	\$	<u><u>172,850.00</u></u>

BOROUGH OF GARWOOD

GENERAL CAPITAL FUND

SCHEDULE OF BONDS AND NOTES AUTHORIZED  
BUT NOT ISSUED

<u>ORDINANCE NUMBER</u>	<u>IMPROVEMENT DESCRIPTION</u>	<u>BALANCE DECEMBER 31, 2009</u>
94-20	Resurfacing Improvements to Center Street	\$ 47,000.00
94-26	Acquisition of Protective Equipment for Fire Safety	50.00
95-05	Drainage and Resurfacing- Center Street	39,722.05
97-16	Various Capital Improvements and Acquisitions	99,799.36
99-02	Resurfacing of Maple Avenue	32,000.75
01-09	Various Road Improvements	104,000.00
02-08	Road Reconstruction on Oak Street West Street, Cedar Street, Second Avenue and Spruce Street and Curb Improvements on Second Ave	4,253.15
03-05/04-12	Road Improvements of Second Avenue, East Street & Locust Avenue	17,000.00
07-24	Construction of Athletic Field Complex	540,554.73
07-30	Acquisition of Senior Bus	2,300.00
09-11	Various Road and Drainage Improvements	50,000.00
09-16	Acquisition of Garbage Truck	168,000.00
		<u>\$ 1,104,680.04</u>

"E-1"

BOROUGH OF GARWOOD

PUBLIC ASSISTANCE TRUST FUND

SCHEDULE OF PUBLIC ASSISTANCE CASH - TREASURER

	<u>REF.</u>	<u>P.A.T.F.</u> <u>↓</u>	<u>FUND</u> <u>TOTAL</u>
Balance, December 31, 2008	E	\$ 1,372.80	\$ 1,372.80
Increased by:			
Due Current Fund	E-2	27.00	27.00
		\$ 1,399.80	\$ 1,399.80
Decreased by:			
Due Current Fund	E-2	23.55	23.55
Balance, December 31, 2009	E:E-3	\$ 1,376.25	\$ 1,376.25

"E-2"

SCHEDULE OF DUE CURRENT FUND

	<u>REF.</u>	<u>P.A.T.F.</u> <u>↓</u>	<u>FUND</u> <u>TOTAL</u>
Increased by:			
Receipts	E-1	\$ 27.00	\$ 27.00
Decreased by:			
Disbursements	E-1	23.55	23.55
Balance, December 31, 2009 (Due To)	E	\$ 3.45	\$ 3.45

BOROUGH OF GARWOOD

PUBLIC ASSISTANCE TRUST FUND

SCHEDULE OF PUBLIC ASSISTANCE CASH  
AND RECONCILIATION PER N.J.S.A.40A:5-5

	<u>REF.</u>		
Balance, December 31, 2009	E-1	\$	1,376.25
Increased by:			
Receipts			4.41
		\$	<u>1,380.66</u>
Decreased by:			
Disbursements			6.74
Balance, April 30, 2010	E-3	\$	<u><u>1,373.92</u></u>

Reconciliation - April 30, 2010

Balance on Deposit Per Statement of:  
Investors Savings Bank  
Account # 0043-99-0062-7

	<u>P.A.T.F. I ACCOUNT</u>	<u>TOTAL</u>
E-3	\$ <u>1,373.92</u>	\$ <u>1,373.92</u>

"F-1"

BOROUGH OF GARWOOD

BOND AND INTEREST ACCOUNT

SCHEDULE OF CASH RECONCILIATION  
DECEMBER 31, 2009

Balance Per Statement:  
Investors Savings Bank  
Account #43-99-0075-0

\$ 5,576.14

Less:  
Bank Errors (Various Dates)

684.41

\$ 4,891.73

REF. F

"F-2"

ANALYSIS OF INTEREST PAYABLE

Balance, December 31, 2009 - Various Outstanding  
Coupons Per List on File

\$ 4,875.00

REF. F

"F-3"

SCHEDULE OF DUE CURRENT FUND

Increased by:  
Receipts

\$ 16.73

Balance, December 31, 2009

\$ 16.73

REF. F

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BOROUGH OF GARWOOD

PART II

REPORTS 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

SCHEDULES OF EXPENDITURES FEDERAL AWARDS AND  
STATE FINANCIAL ASSISTANCE

NOTES TO THE SCHEDULES OF EXPENDITURES OF FEDERAL AWARDS  
AND STATE FINANCIAL ASSISTANCE



# SUPLEE, CLOONEY & COMPANY

CERTIFIED PUBLIC ACCOUNTANTS

308 East Broad Street, Westfield, New Jersey 07090-2122

Westfield 908-789-9300

Somerville 908-725-6688

Fax 908-789-8535

INDEPENDENT AUDITOR'S REPORT ON INTERNAL CONTROL  
OVER FINANCIAL REPORTING AND ON COMPLIANCE AND  
OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL  
STATEMENTS PERFORMED IN ACCORDANCE WITH  
GOVERNMENT AUDITING STANDARDS

The Honorable Mayor and Members  
of the Borough Council  
Borough of Garwood  
County of Union  
Garwood, New Jersey 07027

We have audited the accompanying financial statements - statutory basis of the Borough of Garwood, County of Union, New Jersey as of and for the year ended December 31, 2009, and have issued our report thereon dated May 15, 2010. Our report disclosed that, as described in Note 1 to the financial statements, the Borough of Garwood prepares its financial statements on a basis of accounting prescribed by the Division of Local Government Services, Department of Community Affairs, State of New Jersey, that demonstrates compliance with a modified accrual basis and the budget laws of the State of New Jersey, which is a comprehensive basis of accounting other than U.S. generally accepted accounting principles. We conducted our audit in accordance with U.S. generally accepted auditing standards, audit requirements as prescribed by the Division of Local Government Services, Department of Community Affairs, State of New Jersey and the standards applicable to financial audits contained in Government Auditing Standards, issued by the Comptroller General of the United States.

#### Internal Control Over Financial Reporting

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

## SUPLEE, CLOONEY & COMPANY

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 Borough's financial statements will not be presented, or detected and corrected on a timely basis.

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

### Compliance and Other Matters

As part of obtaining reasonable assurance about whether the Borough of Garwood's financial statements - statutory basis are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts and grants, 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.

This report is intended solely for the information of the Borough of Garwood, County of Union, New Jersey, the Division of Local Government Services and federal and state audit agencies, and is not intended to be and should not be used by anyone other than these specified parties.

  
CERTIFIED PUBLIC ACCOUNTANTS

  
REGISTERED MUNICIPAL ACCOUNTANT NO. 50

May 15, 2010

BOROUGH OF GARWOOD

SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS

YEAR ENDED DECEMBER 31, 2009

FEDERAL GRANTOR/PASS THROUGH GRANTOR/ PROGRAM TITLE	FEDERAL CFDA NUMBER	PASS THROUGH GRANTOR'S NUMBER	GRANT PERIOD FROM TO	GRANT AWARD AMOUNT	2009 FUNDS RECEIVED	2009 EXPENDITURES	CUMULATIVE EXPENDITURES DECEMBER 31, 2009
FEIMA - Firefighters Grant			9/1/09 8/31/10	\$ 62,225.00	\$ 61,290.00	\$ 58,296.20	\$ 58,296.20
<u>PASS THROUGH FROM COUNTY OF UNION</u>							
<u>DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT</u>							
Community Development Block Grant	14.218	020-098	9/1/98 8/31/99	\$ 188,000.00	\$	\$	\$ 188,800.00
Community Development Block Grant	14.218	020-099	9/1/99 2/28/01	193,000.00			179,411.80
Community Development Block Grant	14.218	008-222	9/1/08 8/31/09	3,715.00	3,715.00	222.55	3,715.00
Community Development Block Grant	14.218	008-223	9/1/08 8/31/09	18,115.00	18,115.00	13,006.88	18,115.00
Community Development Block Grant	14.218	008-408	9/1/08 8/31/09	5,000.00	5,000.00	2,024.00	5,000.00
Community Development Block Grant	14.218	008-024	9/1/08 8/31/09	60,000.00	4,940.16	5,744.77	5,744.77
Community Development Block Grant	14.218	009-222	9/1/09 8/31/10	3,715.00		3,715.00	3,715.00
Community Development Block Grant	14.218	009-223	9/1/09 8/31/10	18,115.00		5,300.95	5,300.95
Community Development Block Grant	14.218	009-408	9/1/09 8/31/10	6,000.00		3,306.50	3,306.50
				\$	\$ 31,770.16	\$ 33,320.65	\$ 411,109.02
				\$	\$ 93,060.16	\$ 91,616.85	\$ 469,405.22

BOROUGH OF GARWOOD

SCHEDULE OF EXPENDITURES OF STATE FINANCIAL ASSISTANCE

YEAR ENDED DECEMBER 31, 2009

STATE GRANTOR/PROGRAM TITLE	STATE ACCOUNT NUMBER	GRANT PERIOD		GRANT AWARD AMOUNT	2009 FUNDS RECEIVED	2009 EXPENDITURES	CUMULATIVE EXPENDITURES DECEMBER 31, 2009
		FROM	TO				
<u>DEPARTMENT OF ENVIRONMENTAL PROTECTION</u>							
Tonnage Grant	4900-752-178810-60	1/1/04	12/31/04	\$ 2,120.45	\$	\$	\$ 149.00
Tonnage Grant	4900-752-178810-60	1/1/09	12/31/09	4,407.44		4,407.44	4,407.44
Tonnage Grant	4900-752-178810-60	1/1/10	12/31/10	7,506.57	7,506.57		
NJ Tree Grant		1/1/09	12/31/09	500.00		500.00	500.00
NJ Tree Grant		1/1/10	12/31/10	500.00			
Clean Communities Program	4900-765-178900-60	1/1/07	12/31/07	4,456.59		1,150.00	5,240.35
Clean Communities Program	4900-765-178900-60	1/1/08	12/31/08	5,240.35		4,154.82	4,154.82
Clean Communities Program	4900-765-178900-60	1/1/09	12/31/09	6,665.02		10,212.26	14,451.61
				\$ 14,671.59	\$	\$	\$
<u>DEPARTMENT OF LAW AND PUBLIC SAFETY</u>							
Alcohol Education and Rehabilitation	9735-760-060000-60	1/1/09	12/31/09	\$ 267.73	\$	\$	\$
Drunk Driving Enforcement Fund	1110-101-030000129040	1/1/02	12/31/02	742.55	742.55		
Alcohol Education and Rehabilitation	9735-760-060000-60	1/1/10	12/31/10	6,000.00	6,000.00	6,000.00	6,000.00
Over the Limit and Under Arrest		1/1/09	12/31/09	2,000.00	2,000.00	2,000.00	2,000.00
GDL 2009 Enforcement and Education Campaign Grant		1/1/09	12/31/09	8,742.55	8,742.55	8,000.00	8,000.00
				\$	\$	\$	\$
<u>DEPARTMENT OF TRANSPORTATION</u>							
Pothole Repair Program	6320-480-078-6320-163	Continuous	Continuous	\$ 5,530.88	\$	\$	\$
Road & Drainage Improvements - Willow Ave., East Ave. & West Ave.		Continuous	Continuous	185,000.00	185,000.00	185,000.00	185,000.00
Road Reconstruction - Second Ave., Myrtle Ave., & Willow Ave.		Continuous	Continuous	215,000.00	161,250.00	161,250.00	161,250.00
DOT Safe Schools				40,000.00			
Road & Drainage Improvements - Beech, East, & Pine		Continuous	Continuous	190,000.00		346,250.00	346,250.00
				\$	\$	\$	\$
<u>DEPARTMENT OF LAW AND PUBLIC SAFETY</u>							
Body Armor Replacement Fund	1020-718-066-1020-001-6120	1/1/06	12/31/06	\$ 2,979.25	\$	\$	\$ 2,417.96
Body Armor Replacement Fund	1020-718-066-1020-001-6120	1/1/07	12/31/07	1,523.00			
Body Armor Replacement Fund	1020-718-066-1020-001-6120	1/1/08	12/31/08	1,696.88			
Body Armor Replacement Fund	1020-718-066-1020-001-6120	1/1/09	12/31/09	1,562.39		0.00	2,417.96
				\$	\$	\$	\$

BOROUGH OF GARWOOD

SCHEDULE OF EXPENDITURES OF STATE FINANCIAL ASSISTANCE

YEAR ENDED DECEMBER 31, 2009

STATE GRANTOR/PROGRAM TITLE	STATE ACCOUNT NUMBER	GRANT PERIOD		GRANT AWARD AMOUNT	2009 FUNDS RECEIVED	2009 EXPENDITURES	CUMULATIVE EXPENDITURES DECEMBER 31, 2009
		FROM	TO				
<u>DEPARTMENT OF COMMUNITY AFFAIRS</u>							
<u>PASS THROUGH COUNTY OF UNION</u>							
Municipal Alliance Grant	SC-07-ALL-04	1/1/07	12/31/07	\$ 12,387.00	\$	\$	\$ 12,387.00
Municipal Alliance Grant	SC-08-ALL-04	1/1/08	12/31/08	12,162.00	8,220.00	1,471.08	12,162.00
Municipal Alliance Grant	SC-09-ALL-04	1/1/09	12/31/09	14,405.00	3,601.00	12,748.64	12,748.64
				\$	\$ 11,821.00	\$ 14,219.72	\$ 37,297.64
				\$	\$ 381,485.14	\$ 378,681.98	\$ 408,417.21

BOROUGH OF GARWOOD

NOTES TO THE SCHEDULES OF EXPENDITURES OF FEDERAL AWARDS  
AND STATE FINANCIAL ASSISTANCE

YEAR ENDED DECEMBER 31, 2009

NOTE 1. GENERAL

The accompanying schedules of expenditures of federal awards and state financial assistance present the activity of all federal and state financial awards of the Borough of Garwood, County of Union, New Jersey. All federal and state financial awards received directly from federal or state agencies, as well as federal financial awards passed through other government agencies is included on the Schedules of Expenditures of Federal Awards and State Financial Assistance.

NOTE 2. BASIS OF ACCOUNTING

The accompanying schedules of expenditures of federal awards and state financial assistance are presented on the prescribed basis of accounting, modified accrual basis with certain exceptions, prescribed by the Division of Local Government Services, Department of Community Affairs, State of New Jersey, that demonstrates compliance with the budget laws of New Jersey, which is a comprehensive basis of accounting, other than U.S. generally accepted accounting principles. The basis of accounting, with exception, is described in Note 1 to the Borough's financial statements - statutory basis.

NOTE 3. RELATIONSHIP TO FEDERAL AND STATE FINANCIAL REPORTS

Amounts reported in the accompanying schedules agree with the amounts reported in the related federal and state financial reports.

NOTE 4. RELATIONSHIP TO FINANCIAL STATEMENTS - STATUTORY BASIS

Amounts reported in the accompanying schedules agree with amounts reported in the Borough's statutory basis financial statements. These amounts are reported in either the Current Fund, General Capital Fund or Trust Other Fund. Reconciliations of revenues and expenses are presented on the following page.

NOTE 4. RELATIONSHIP TO FINANCIAL STATEMENTS - STATUTORY BASIS (CONTINUED)

Revenues:

	<u>Federal</u>		<u>State</u>		<u>Other</u>		<u>Total</u>
Current Fund	\$ 61,290.00	\$	35,235.14	\$	5,225.00	\$	101,750.14
General Capital Fund			346,250.00				346,250.00
Trust Other Fund	<u>31,770.16</u>						<u>31,770.16</u>
	<u>\$ 93,060.16</u>	\$	<u>381,485.14</u>	\$	<u></u>	\$	<u>479,770.30</u>

Expenditures:

	<u>Federal</u>		<u>State</u>		<u>Other</u>		<u>Total</u>
Current Fund	\$ 58,296.20	\$	32,431.98	\$	10,809.38	\$	101,537.56
General Capital Fund			346,250.00				346,250.00
Trust Other Fund	<u>33,320.65</u>						<u>33,320.65</u>
	<u>\$ 91,616.85</u>	\$	<u>378,681.98</u>	\$	<u>10,809.38</u>	\$	<u>481,108.21</u>

NOTE 5. OTHER

Matching contributions expended by the Borough in accordance with terms of the various grants are not reported in the accompanying schedule.

PART III

BOROUGH OF GARWOOD

STATISTICAL DATA

LIST OF OFFICIALS

COMMENTS AND RECOMMENDATION

YEAR ENDED DECEMBER 31, 2009

COMPARATIVE STATEMENT OF OPERATIONS AND  
CHANGE IN FUND BALANCE - CURRENT FUND

	<u>YEAR 2009</u>		<u>YEAR 2008</u>	
	<u>AMOUNT</u>	<u>%</u>	<u>AMOUNT</u>	<u>%</u>
<u>REVENUE AND OTHER INCOME REALIZED</u>				
Fund Balance Utilized	\$ 659,426.00	4.00%	\$ 585,000.00	3.70%
Miscellaneous - From Other Than Local				
Property Tax Levies	1,593,322.86	9.67%	1,566,790.88	9.91%
Collection of Delinquent Taxes and Tax				
Title Liens	159,144.68	0.97%	94,371.12	0.60%
Collection of Current Tax Levy	<u>14,071,153.60</u>	<u>85.37%</u>	<u>13,568,096.51</u>	<u>85.80%</u>
<u>Total Income</u>	<u>\$ 16,483,047.14</u>	<u>100.00%</u>	<u>\$ 15,814,258.51</u>	<u>100.00%</u>
<u>EXPENDITURES</u>				
Budget Expenditures:				
Municipal Purposes	\$ 6,700,844.83	42.29%	\$ 6,538,296.81	42.69%
County Taxes	2,504,950.42	15.81%	2,309,765.24	15.08%
Local School Taxes	6,637,446.50	41.89%	6,465,869.50	42.22%
Other Expenditures	<u>1,351.64</u>	<u>0.01%</u>	<u>2,447.12</u>	<u>0.02%</u>
<u>Total Expenditures</u>	<u>\$ 15,844,593.39</u>	<u>100.00%</u>	<u>\$ 15,316,378.67</u>	<u>100.00%</u>
Excess in Revenue	\$ 638,453.75		\$ 497,879.84	
Fund Balance, January 1	<u>750,189.09</u>		<u>837,309.25</u>	
	\$ 1,388,642.84		\$ 1,335,189.09	
Less: Utilization as Anticipated Revenue	<u>659,426.00</u>		<u>585,000.00</u>	
Fund Balance, December 31	<u>\$ 729,216.84</u>		<u>\$ 750,189.09</u>	

COMPARATIVE SCHEDULE OF TAX RATE INFORMATION

	<u>2009</u>	<u>2008</u>	<u>2007</u>
Tax Rate	\$ <u>7.569</u>	\$ <u>7.334</u>	\$ <u>6.907</u>
Apportionment of Tax Rate:			
Municipal	\$ 2.705	\$ 2.602	\$ 2.424
County	1.272	1.180	1.106
County Open Space, Recreation and Historical Preservation	0.056	0.053	0.050
Local School	<u>3.536</u>	<u>3.499</u>	<u>3.327</u>

Assessed Valuations:

2009	\$ <u>187,716,211.00</u>		
2008		\$ <u>184,813,503.00</u>	
2007			\$ <u>181,931,178.00</u>

COMPARISON OF TAX LEVIES AND  
COLLECTION CURRENTLY

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

<u>YEAR</u>	<u>TAX LEVY</u>	<u>CURRENTLY</u>	
		<u>CASH COLLECTIONS</u>	<u>PERCENTAGE OF COLLECTION</u>
2009	\$ 14,279,037.59	\$ 14,071,153.60	98.54%
2008	13,728,488.01	13,568,096.51	98.83%
2007	12,635,806.50	12,526,714.31	99.13%

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>DEC. 31ST. YEAR</u>	<u>AMOUNT OF TAX TITLE LIENS</u>	<u>AMOUNT OF DELINQUENT TAXES</u>	<u>TOTAL DELINQUENT</u>	<u>PERCENTAGE OF TAX LEVY</u>
2009	\$ 18,605.72	\$ 205,227.82	\$ 223,833.54	1.57%
2008	17,462.80	159,144.68	176,607.48	1.29%
2007	16,355.38	94,371.12	110,726.50	0.88%

PROPERTY ACQUIRED BY TAX TITLE LIEN LIQUIDATION

No properties have been acquired in 2009 by foreclosure or deed, as a result of liquidation of tax title liens.

The value of property acquired by liquidation of tax title liens on December 31, on the basis of the last assessed valuation of such properties was as follows:

<u>YEAR</u>	<u>AMOUNT</u>
2009	\$ 17,974.00
2008	17,974.00
2007	17,974.00

COMPARATIVE SCHEDULE OF FUND BALANCES

	<u>YEAR</u>	<u>BALANCE DECEMBER 31</u>	<u>UTILIZED IN BUDGET OF SUCCEEDING YEAR</u>
Current Fund	2009	\$729,216.84	\$659,000.00
	2008	750,189.09	534,000.00
	2007	837,309.25	585,000.00
	2006	737,989.71	525,000.00
	2005	983,142.49	708,000.00

OFFICIALS IN OFFICE AND SURETY BONDS

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

<u>NAME</u>	<u>TITLE</u>	<u>AMOUNT OF BOND</u>	<u>NAME OF CORPORATE OR PERSONAL SURETY</u>
Dennis McCarthy	Mayor	*	
Timothy O. Hak	Councilman	*	
Keith Sluka	Councilman	*	
Jonathan Linken	Councilman	*	
Stephen Napolitano	Councilman	*	
Louis Petruzzelli	Councilman	*	
Anthony Sytko	Councilman	*	
Susan MacMullan	Municipal Court Judge	6,000.00	**
Agnes Kurzweil	Tax Collector/Tax Search Officer	110,000.00	**
Sandra Bruns	Treasurer/Chief Financial Officer	100,000.00	**
Christina Ariemma	Borough Administrator/Clerk	82,000.00	**
Kathleen Wierzbinski	Registrar/Assistant to Clerk	*	
William D. Legg	Chief of Police	*	
Kathleen Pender	Director of Recreation	*	
Martha Marino	Court Administrator	20,000.00	**
Angela Gattozzi	Deputy Court Administrator	7,000.00	**
Steven Merman	Prosecutor	*	
Robert F. Renaud	Attorney	*	
Donald R. Guarriello	Engineer	*	
Wayne Frew	Fire Chief	*	
Christina Ariemma	Licensing Official	*	
Annmarie Switzer	Tax Assessor	*	
Scott Marinelli	Public Defender	*	
Victor Vinegra	Zoning Code Official	*	
Adele Lewis	Planning Board Secretary	*	
Frederick W. Corbitt	Director of Public Works	*	
Paulette Drogan	Senior Citizens Director	*	
Allison Gillespie	Accounts Payable / Payroll Clerk	*	

All bonds were examined and were properly executed.

\* Blanket Bond \$250,000.00 Statewide Insurance Fund.

\*\* Selective Insurance Company of America

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GENERAL COMMENTS AND RECOMMENDATIONS

## GENERAL COMMENTS

### CONTRACTS AND AGREEMENTS REQUIRED TO BE ADVERTISED FOR (N.J.S.A. 40A:11-4)

"Every contract or agreement, for the performance of any work or the furnishing or hiring of any materials or supplies, the cost or the contract price whereof is to be paid with or out of public funds not included within the terms of Section 3 of this act, shall be made or awarded only by the governing body of the contracting unit after public advertising for bids and bidding therefore, except as is provided otherwise in this act or specifically by any other law. No work, materials or supplies shall be undertaken, acquired or furnished for a sum exceeding in the aggregate the amount set forth in, or the amount calculated by the Governor pursuant to Section 3 of P.L. 1971, c. 198 (C.40A:11-3), except by contract or agreement."

Effective July 1, 2005, the bid threshold in accordance with N.J.S.A. 40A:11-4 was increased to \$21,000.00.

The governing body of the Municipality has the responsibility of determining whether the expenditures in any category will exceed \$21,000.00 within the fiscal year. Where question arises as to whether any contract or agreement might result in violation of the statute, the Borough Counsel's opinion should be sought before a commitment is made.

The minutes indicated that bids were requested by public advertising for the following items:

- Resurfacing of Various Streets
- Replacement of Concrete Sidewalks
- Accessibility upgrades at the Fire Department and Municipal Buildings

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 or 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.

Our audit of expenditures did not reveal any individual payments, contracts or agreements in excess of \$21,000.00 "for the performance of any work or the furnishing or hiring of any material or supplies," other than those where bids had been previously sought by public advertisement or where resolution had been previously adopted under the provisions of N.J.S.A. 40A:11-6.

The minutes indicate that resolutions authorizing contracts or agreements for "Professional Services" per N.J.S.A. 40A:11-5 were advertised during 2009 for the following professional services:

- Engineering Services
- Borough Auditor
- Legal Services
- Bonding Attorney
- Architectural Service

In addition, purchases utilizing state contracts were made for the following:

- Purchase 12 Scott Air packs for the Fire Department

**COLLECTION OF INTEREST AND PENALTY ON  
DELINQUENT TAXES AND ASSESSMENTS**

The statute provides the method for authorizing interest and the maximum rates to be charged for the nonpayment of taxes or assessments on or before the date when they would become delinquent.

The governing body on January 4, 2009 adopted the following resolution authorizing interest to be charged on delinquent taxes and assessments:

“Be It Resolved, by the Mayor and Council, Borough of Garwood, County of Union, New Jersey, that interest at the rate of eight percent (8%) per annum on the first \$1,500.00 of the delinquency, and eighteen percent (18%) per annum on any amount in excess of the said first \$1,500.00 shall be charged and collected on all delinquent taxes or assessments, and for sewer user charges from and after their due date until paid, and

Be It Further Resolved, that no interest shall be charged if payment of any installment is made within ten (10) days after the date upon which the same shall become payable, and

Be it Further Resolved, that any installment received after the expiration of the ten (10) day grace period shall bear interest from the due date and if the 10<sup>th</sup> day shall follow a Saturday or Sunday the final day of grace period shall be the next business day.”

In addition, on January 4, 2009, the governing body adopted the following resolution fixing a penalty on delinquent taxes and assessments:

“WHEREAS, by L. 1991, C. 75 N.J.S.A. 54:4-67 was amended to permit the governing body of a municipality to fix a penalty to be charged to a taxpayer with a delinquency in excess of \$10,000.00 who fails to pay that delinquency prior to the end of the calendar year, which may not exceed six percent of the amount of the delinquency;

“NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Borough of Garwood, City of Union, State of New Jersey, that a penalty in the sum of six percent of any “delinquency” shall be charged to any taxpayer with a delinquency prior to the end of the calendar year. “Delinquency” shall be defined to mean the sum of all taxes and municipal charges due on a given parcel of property covering any number of quarters or years.”

In appears from an examination of the Collector’s records that interest and penalty were collected in accordance with the foregoing resolutions.

DELINQUENT TAXES AND TAX TITLE LIENS

The last tax sale was held on October 28, 2009 and was complete.

Inspection of tax sale certificates on file revealed that all tax sale 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>
2009	4
2008	4
2007	4

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

VERIFICATION OF DELINQUENT TAXES AND OTHER CHARGES

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

<u>TYPE</u>	
Payment of 2010 Taxes	25
Payment of 2009 Taxes	25
Delinquent Taxes	25

OTHER COMMENTS

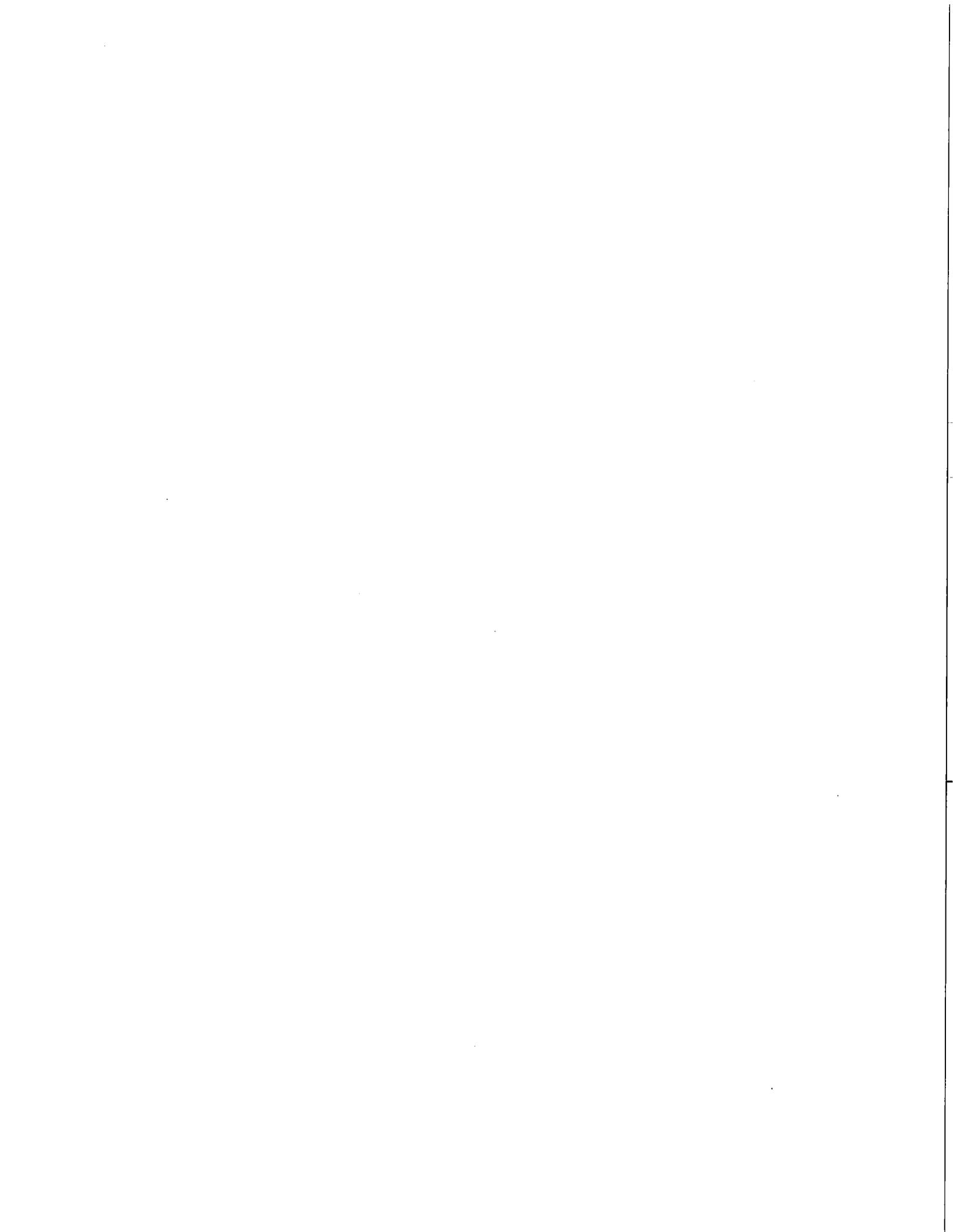
Interfund Balances

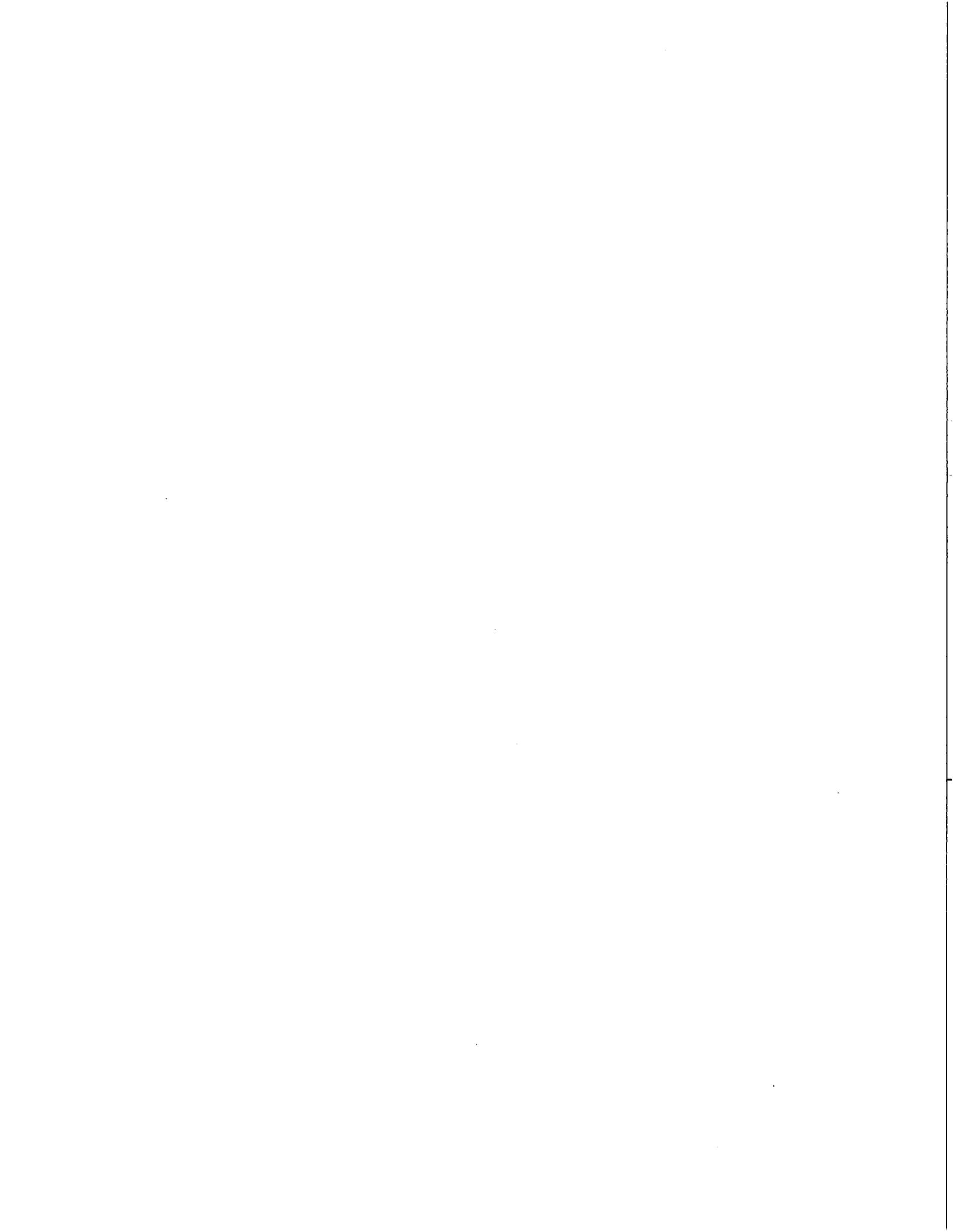
Transactions invariably occur in one fund which results in a corresponding entry to be made in another fund, thus creating interfund balances. Reference to the various balance sheets show the interfund balances remaining at year end. As a general rule all interfund balances should be closed out before the end of the year.

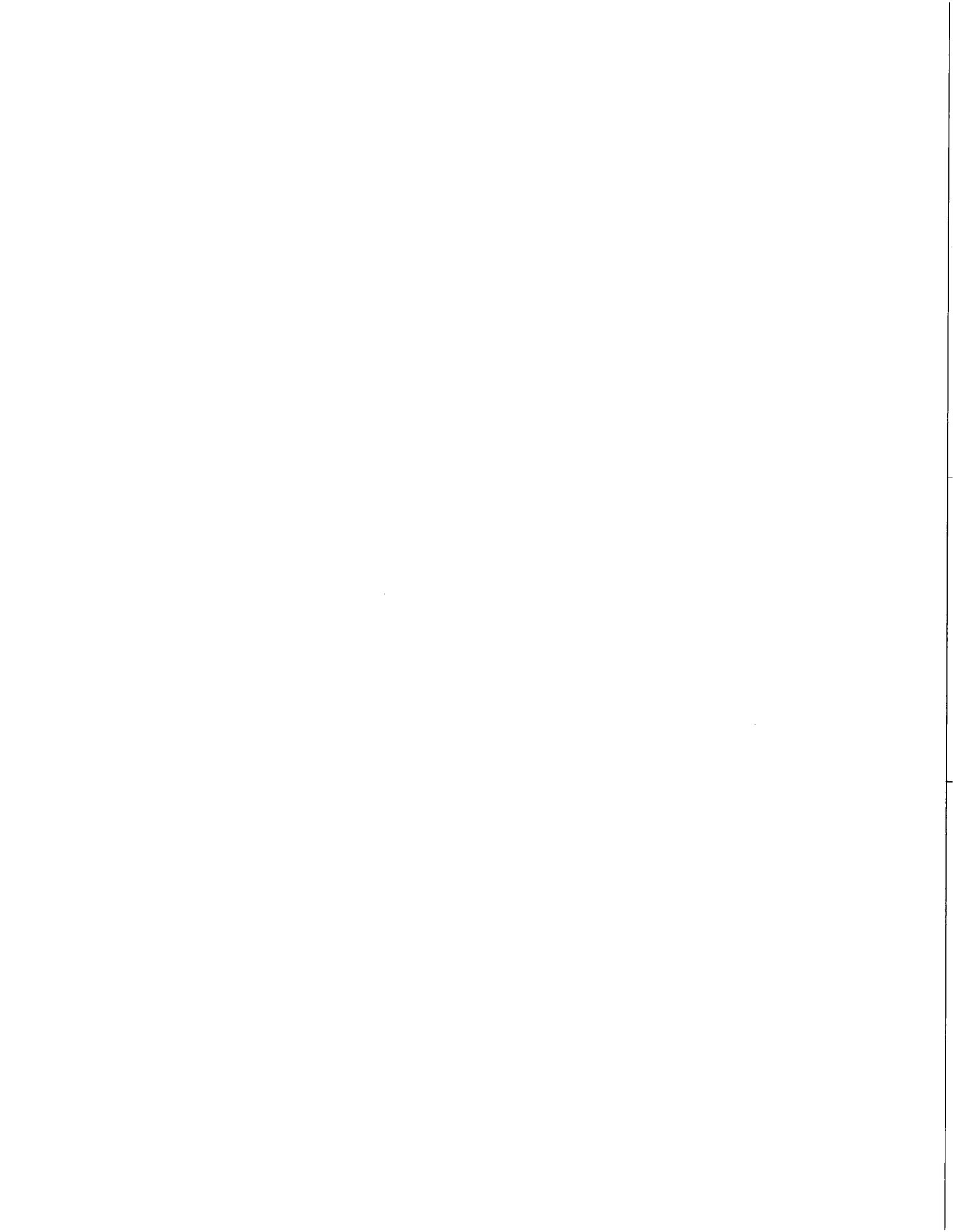
It is the Borough's policy to review and liquidate all interfund balances on a periodic basis.

RECOMMENDATIONS

NONE





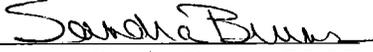


Corrective Action Plan - Year Ending 12/31/09

**BOROUGH OF GARWOOD, COUNTY OF UNION**

There were no findings noted in the 2009 annual audit.

Dated: July 13, 2010

  
Sandra Bruns, C.M.F.O.  
Borough of Garwood

