

# ANNUAL FINANCIAL STATEMENT FOR THE YEAR 2016 (UNAUDITED)

<u>POPULATION LAST CENSUS</u>	5,050
<u>NET VALUATION TAXABLE 2016</u>	\$698,062,246
<u>MUNICODE</u>	1025

**FIVE DOLLAR PER DAY PENALTY IF NOT FILED BY:  
COUNTIES - JANUARY 26, 2017  
MUNICIPALITIES - FEBRUARY 10, 2017**

ANNUAL FINANCIAL STATEMENT REQUIRED TO BE FILED UNDER NEW JERSEY STATUTES ANNOTATED 40A:5-12, AS AMENDED, COMBINED WITH INFORMATION REQUIRED PRIOR TO CERTIFICATION OF BUDGETS BY THE DIRECTOR OF THE DIVISION OF LOCAL GOVERNMENT SERVICES.

                     **Township**                      of                                           **Union**                      County of                                           **Hunterdon**

**SEE BACK COVER FOR INDEX AND INSTRUCTIONS.  
DO NOT USE THESE SPACES**

	Date	Examined By:
1		Preliminary Check
2		Examined

I hereby certify that the debt shown on Sheets 31 to 34, 49 to 51 and 63 to 65 are complete, were computed by me and can be supported upon demand by a register or other detailed analysis.

Signature:                     *Robert W Swisher*                    

Name and Title:                     **Robert W. Swisher R.M.A.**                    

*(This MUST be signed by Chief Financial Officer, Comptroller, Auditor or Registered Municipal Accountant.)*

## REQUIRED CERTIFICATION BY CHIEF FINANCIAL OFFICER:

I hereby certify that I am responsible for filing this verified Annual Financial Statement, which I have not prepared and information required also included herein and that this Statement is an exact copy of the original on file with the clerk of the governing body, that all calculations, extensions and additions are correct, that no transfers have been made to or from emergency appropriations and all statements contained herein proof; I further certify that this statement is correct insofar as I can determine from all the books and records kept and maintained in the Local Unit.

Further, I do hereby certify that I,                     **Grace M. Brennan**                    , am the Chief Financial Officer, License #                     **NO103**                    , of the                     **Township**                     of                     **Union**                     County of                     **Hunterdon**                     and that the statements annexed hereto and made a part hereof are true statements of the financial condition of the Local Unit as at December 31, 2016, completely in compliance with N.J.S. 40A:5-12, as amended. I also give complete assurances as to the veracity of required information included herein, needed prior to certification by the Director of Local Government Services, including the verification of cash balances as of December 31, 2016.

Signature	
Title	<b>CHIEF MUNICIPAL FINANCE OFFICER</b>
Address	<b>140 Perryville Road, Hampton, NJ 08827</b>
Phone #	<b>908-735-9110</b>
Fax #	<b>908-735-0591</b>

IT IS HEREBY INCUMBENT UPON THE CHIEF FINANCIAL OFFICER, WHEN NOT PREPARED BY SAID, AT A MINIMUM MUST REVIEW THE CONTENTS OF THIS ANNUAL FINANCIAL STATEMENT WITH THE PREPARER, SO AS TO BE FAMILIAR WITH THE REPRESENTATIONS AND ASSERTIONS MADE HEREIN.

**THE REQUIRED CERTIFICATION BY AN RMA IS AS FOLLOWS:**

Preparation by Registered Municipal Accountant (Statement of Statutory Auditor Only)

I have prepared the post-closing trial balances, related statements and analysis included in the accompanying Annual Financial Statement from the books of account and records made available to me by the \_\_\_\_\_ TOWNSHIP \_\_\_\_\_ of \_\_\_\_\_ UNION \_\_\_\_\_, as of December 31, 2016 and have applied certain agreed-upon procedures thereon as promulgated by the Division of Local Government Services, solely to assist the Chief Financial Officer in connection with the filing of the Annual Financial Statement for the year then ended as required by N.J.S. 40A:5-12, as amended.

Because the agreed-upon procedures do not constitute an examination of accounts made in accordance with generally accepted auditing standards, I do not express an opinion on any of the post-closing trial balances, related statements and analyses. In connection with the agreed-upon procedures, no matters came to my attention that caused me to believe that the Annual Financial Statement for the year ended 2016 is not in substantial compliance with the requirements of the State of New Jersey, Department of Community Affairs, Division of Local Government Services. Had I performed additional procedures or had I made an examination of the financial statements in accordance with generally accepted auditing standards, other matters might have come to my attention that would have been reported to the governing body and the Division. This Annual Financial Statement relates only to the accounts and items prescribed by the Division and does not extend to the financial statements of the municipality, taken as a whole.

Listing of agreed-upon procedures not performed and/or matters coming to my attention of which the Director should be informed:



\_\_\_\_\_  
(Registered Municipal Accountant)

SUPLEE, CLOONEY & CO.  
\_\_\_\_\_  
(Firm Name)

(Firm Name)

308 EAST BROAD STREET  
\_\_\_\_\_  
(Address)

(Address)

WESTFIELD, N.J. 07090  
\_\_\_\_\_  
(Address)

(Address)

(908) 789 - 9300  
\_\_\_\_\_  
(Phone Number)

(Phone Number)

(908) 789-8535  
\_\_\_\_\_  
(Fax Number)

(Fax Number)

Certified by me:

This 25th day of January, 2017.

**MUNICIPAL BUDGET LOCAL EXAMINATION QUALIFICATION CERTIFICATION  
BY  
CHIEF FINANCIAL OFFICER  
GROUP #1 Ineligible**

*One of the following certifications must be signed by the Chief Financial Officer if your municipality is eligible for local examination*

**CERTIFICATION OF QUALIFYING MUNICIPALITY**

1. The outstanding indebtedness of the previous fiscal year is not in excess of 3.5%;
2. All emergencies approved for the previous fiscal year did not exceed 3% of total appropriations;
3. The tax collection rate exceeded 90% ;
4. Total deferred charges did not equal or exceed 4% of the total tax levy;
5. There were no "procedural deficiencies" noted by the registered municipal accountant on Sheet 1a of the Annual Financial Statement; and
6. There was no operating deficit for the fiscal year.
7. The municipality did not conduct an accelerated tax sale for less than 3 consecutive years.
8. The municipality did not conduct a tax lien sale the previous fiscal year and does not plan to conduct one in the current year.
9. The current year budget does not contain a levy or appropriation "CAP" referendum
10. The Municipality will not apply for Transitional Aid for 2017.

The undersigned certifies th this municipality has complied in full in meeting ALL of the above criteria in determining its qualification for local examination of its Budget in accordance with N.J A.C. 5:30 - 7.5.

Municipality \_\_\_\_\_  
Chief Financial Officer: \_\_\_\_\_  
Signature: \_\_\_\_\_  
Certificate #: \_\_\_\_\_  
Date: \_\_\_\_\_

**CERTIFICATION OF NON - QUALIFYING MUNICIPALITY**

The undersigned certifies that this municipality does not meet item(s) #10 of the criteria above and therefore does not qualify for local examination of its Budget in accordance with N.J.A.C. 5:30-7.5.

Municipality \_\_\_\_\_  
Chief Financial Officer: \_\_\_\_\_  
Signature: \_\_\_\_\_  
Certificate #: \_\_\_\_\_  
Date: \_\_\_\_\_

22-6002353

Fed I.D. #

TOWNSHIP OF UNION

Municipality

HUNTERDON

County

**Report of Federal and State Financial Assistance Expenditures of Awards**

Fiscal Year Ending: December 31, 2016

	(1) Federal programs Expended (administered by the state)	(2) State Programs Expended	(3) Other Federal Programs Expended
TOTAL	\$ <u>18,581.00</u>	\$ <u>20,544.46</u>	\$ _____

Type of audit required by US Uniform Guidance and NJ OMB 15-08:

\_\_\_\_\_ Single Audit

\_\_\_\_\_ Program Specific Audit

X  Financial Statement Audit Performed in Accordance With  
Government Auditing Standards (Yellow Book)

\_\_\_\_\_ None

Note: All local governments, who are recipients of federal and state awards ( financial assistance), must report the total amount of federal and state funds expended during its fiscal year and the type of audit required to comply with US Uniform Guidance and NJ OMB 15-08. The single audit threshold has been increased to \$750,000.00 beginning with Fiscal Year starting 1/1/2015.

- (1) Report expenditures from federal pass-through programs received directly from state government. Federal pass-through funds can be identified by the Catalog of Federal Domestic Assistance (CFDA) number reported in the State's grant /contract agreements.
- (2) Report expenditures from state programs received directly from state government or indirectly from pass-through entities. **Exclude state aid (i.e., CMPTRA, Energy Receipts tax, etc.) since there are no compliance requirements.**
- (3) Report expenditures from federal programs received directly from the federal government or indirectly from entities other than state government.

\_\_\_\_\_  
Signature of Chief Financial Officer

\_\_\_\_\_  
Date

**IMPORTANT!**

**READ INSTRUCTIONS**

**INSTRUCTION**

The following certification is to be used ONLY in the event there is NO municipally operated utility. If there is a utility operated by the municipality or if a "utility fund" existed on the books of account, do not sign this statement and do not remove any of the UTILITY sheets from the document.

**CERTIFICATION**

I hereby certify that there was no "utility fund" on the books of account and there was no utility owned and operated by the Township of Union, County of Hunterdon during the year 2016 and that sheets 40 to 68 are unnecessary.

I have therefore removed from this statement the sheets pertaining only to utilities

Name: Robert W. Sh

Title: REGISTERED MUNICIPAL ACCOUNTANT

(This must be signed by the Chief Financial Officer, Comptroller, Auditor or Registered Municipal Accountant.)

**NOTE:**

When removing the utility sheets, please be sure to refasten the "index" sheet (the last sheet in the statement) in order to provide a protective cover sheet to the back of the document.

**MUNICIPAL CERTIFICATION OF TAXABLE PROPERTY AS OF OCTOBER 1, 2016**

Certification is hereby made that the Net Valuation Taxable of property liable to taxation for the tax year 2017 and filed with the County Board of Taxation on January 10, 2017 in accordance with the requirements of N.J.S.A. 54:4-35, was in the amount of \$ \_\_\_\_\_

\_\_\_\_\_  
SIGNATURE OF TAX ASSESSOR  
\_\_\_\_\_  
**TOWNSHIP OF UNION**  
\_\_\_\_\_  
MUNICIPALITY  
**HUNTERDON**  
\_\_\_\_\_  
COUNTY











MUNICIPAL PUBLIC DEFENDER  
CERTIFICATION

Public Law 1997, C. 256

Municipal Public Defender Expended Prior Year 2015:..... (1) \$  
x 25%  
(2) \$ 0.00

Municipal Public Defender Trust Cash Balance December 31, 2016:..... (3) \$ 4,017.63

Note: If the money in a dedicated fund established pursuant to this section exceeds by more than 25% the amount which the municipality expended during the prior year providing the service of a municipal public defender, the amount in excess of the amount expended shall be forwarded to the Criminal Disposition and Review Collection Fund administered by the Victims of Crime Compensation Board. (P.O. Box 084, Trenton , N.J. 08625)

Amount in excess of the amount expended: 3 - (1 + 2) =..... \$ 4,017.63

The undersigned certifies that the municipality has complied with the regulations governing *Municipal Public Defender* as required under Public Law 1998, C.256.

Chief Financial Officer: \_\_\_\_\_

Signature: \_\_\_\_\_

Certificate #: \_\_\_\_\_

Date: \_\_\_\_\_

## Schedule of Trust Fund Deposits and Reserves

<u>Purpose</u>	Amount December 31, 2015 per <u>Audit Report</u>	<u>Receipts</u>	<u>Expended</u>	Balance as at December 31, <u>2016</u>
1. PUBLIC DEFENDER DEPOSITS	\$ 3,948.57	\$ 69.06	\$	\$ 4,017.63
2. LAND USE ESCROW DEPOSITS	50,872.20	22,995.21	29,307.09	44,560.32
3. DRIVEWAY TRUST DEPOSITS	30,661.36	1,500.00	887.00	31,274.36
4. ESCROW TRUST DEPOSITS	279,462.04	11,814.25	39,310.83	251,965.46
5. COAH TRUST DEPOSITS	717.74	5,412.65		6,130.39
6. SUI	32,176.25	1,078.78		33,255.03
7. PERFORMANCE BONDS	320,295.09	162.98	6,013.16	314,444.91
8. PAYROLL	140.15	625,422.66	620,904.59	4,658.22
9. OPEN SPACE TRUST DEPOSITS	185,502.66	140,091.57	112,976.41	212,617.82
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43.				
<b>Totals:</b>	\$ 903,776.06	\$ 808,547.16	\$ 809,399.08	\$ 902,924.14

# ANALYSIS OF TRUST ASSESSMENT CASH AND INVESTMENTS PLEDGED TO LIABILITIES AND SURPLUS

NOT APPLICABLE

Title of Liability to which Cash and Investments are Pledged	Audit Balance Dec. 31, 2015	RECEIPTS					Disbursements	Balance Dec. 31, 2016
		Assessments and Liens	Current Budget					
Assessment Serial Bond Issues:	xxxxxxx	xxxxxxx	xxxxxxx	xxxxxxx	xxxxxxx	xxxxxxx	xxxxxxx	xxxxxxx
Assessment Bond Anticipation Note Issues:	xxxxxxx	xxxxxxx	xxxxxxx	xxxxxxx	xxxxxxx	xxxxxxx	xxxxxxx	xxxxxxx
Other Liabilities								
Trust Surplus								
*Less Assets "Unfinanced"	xxxxxxx	xxxxxxx	xxxxxxx	xxxxxxx	xxxxxxx	xxxxxxx	xxxxxxx	xxxxxxx
Totals								

Sheet 7

\*Show as red figure













## LOCAL DISTRICT SCHOOL TAX \*

	Debit	Credit
Balance January 1, 2016	xxxxxxx	xxxxxxx
School Tax Payable # 85001-00	xxxxxxx	\$36,153.09
School Tax Deferred (Not in excess of 50% of Levy - 2015 - 2016) 85002-00	xxxxxxx	4,352,265.00
Levy School Year July 1, 2016 - June 30, 2017	xxxxxxx	
Levy Calendar Year 2016	xxxxxxx	8,516,596.00
Paid	\$8,646,942.01	xxxxxxx
Balance December 31, 2016	xxxxxxx	xxxxxxx
School Tax Payable # (Prepaid) 85003-00	(225.92)	xxxxxxx
School Tax Deferred (Not in excess of 50% of Levy - 2016 - 2017) 85004-00	4,258,298.00	xxxxxxx
* Not including Type I school debt service, emergency authorizations - schools, transfer to Board of Education for use of local schools.	\$12,905,014.09	\$12,905,014.09

# Must include unpaid requisitions.

## MUNICIPAL OPEN SPACE TAX

	Debit	Credit
Balance January 1, 2016 85045-00	xxxxxxx	\$185,502.66
2016 Levy 81105-00	xxxxxxx	140,004.71
Miscellaneous Receipts		
Interest Earned	xxxxxxx	86.86
Expended	\$112,976.41	xxxxxxx
Balance December 31, 2016 85046-00	212,617.82	xxxxxxx
	\$325,594.23	\$325,594.23

## REGIONAL SCHOOL TAX

(Provide a separate statement for each Regional District involved)

NOT APPLICABLE	Debit	Credit
Balance January 1, 2016	XXXXXXXXXX	XXXXXXXXXX
School Tax Payable # 85031-00	XXXXXXXXXX	
School Tax Deferred (Not in excess of 50% of Levy - 2015 - 2016) 85032-00	XXXXXXXXXX	
Levy School Year July 1, 2016 - June 30, 2017	XXXXXXXXXX	
Levy Calendar Year 2016	XXXXXXXXXX	
Paid		XXXXXXXXXX
Balance December 31, 2016	XXXXXXXXXX	XXXXXXXXXX
School Tax Payable # 85033-00		XXXXXXXXXX
School Tax Deferred (Not in excess of 50% of Levy - 2016 - 2017) 85034-00		XXXXXXXXXX
# Must include unpaid requisitions.		

## REGIONAL HIGH SCHOOL TAX

	Debit	Credit
Balance January 1, 2016	XXXXXXXXXX	
School Tax Payable # 85041-00	XXXXXXXXXX	\$1,217,307.43
School Tax Deferred (Not in excess of 50% of Levy - 2015 - 2016) 85042-00	XXXXXXXXXX	1,087,841.00
Levy School Year July 1, 2016 - June 30, 2017	XXXXXXXXXX	
Levy Calendar Year 2016	XXXXXXXXXX	4,745,604.00
Paid	\$4,677,950.51	XXXXXXXXXX
Balance December 31, 2016	XXXXXXXXXX	XXXXXXXXXX
School Tax Payable # 85043-00	1,284,960.92	XXXXXXXXXX
School Tax Deferred (Not in excess of 50% of Levy - 2016 - 2017) 85044-00	1,087,841.00	XXXXXXXXXX
# Must include unpaid requisitions.	\$7,050,752.43	\$7,050,752.43

## COUNTY TAXES PAYABLE

	Debit	Credit
Balance January 1, 2016	xxxxxxxxxx	xxxxxxxxxx
County Taxes 80003-01	xxxxxxxxxx	
Due County for Added and Omitted Taxes 80003-02	xxxxxxxxxx	\$11,944.48
2016 Levy:	xxxxxxxxxx	xxxxxxxxxx
General County 80003-03	xxxxxxxxxx	2,506,153.44
County Library 80003-04	xxxxxxxxxx	250,893.54
County Health	xxxxxxxxxx	
County Open Space Preservation	xxxxxxxxxx	244,014.60
Due County for Added and Omitted Taxes 80003-05	xxxxxxxxxx	8,466.80
Paid	\$3,013,006.06	xxxxxxxxxx
Balance December 31, 2016	xxxxxxxxxx	xxxxxxxxxx
County Taxes		xxxxxxxxxx
Due County for Added and Omitted Taxes	8,466.80	xxxxxxxxxx
	<b>\$3,021,472.86</b>	<b>\$3,021,472.86</b>

## SPECIAL DISTRICT TAXES

	Debit	Credit
Balance January 1, 2016 80003-06	xxxxxxxxxx	
2016 Levy: (List Each Type of District Tax Separately - see Footnote)	xxxxxxxxxx	xxxxxxxxxx
Fire - 81108-00	xxxxxxxxxx	xxxxxxxxxx
Sewer - 81111-00	xxxxxxxxxx	xxxxxxxxxx
Water - 81112-00	xxxxxxxxxx	xxxxxxxxxx
Garbage - 81109-00	xxxxxxxxxx	xxxxxxxxxx
Municipal Open Space \$140,004.71	xxxxxxxxxx	xxxxxxxxxx
	xxxxxxxxxx	xxxxxxxxxx
Total 2016 Levy 80003-07	xxxxxxxxxx	\$140,004.71
Paid 80003-08	\$140,004.71	xxxxxxxxxx
Balance December 31, 2016 80003-09		xxxxxxxxxx
	<b>\$140,004.71</b>	<b>\$140,004.71</b>

Footnote: Please state the number of districts in each instance.

# STATE LIBRARY AID

## RESERVE FOR MAINTENANCE OF FREE PUBLIC LIBRARY WITH STATE AID

		Debit	Credit
<b>NOT APPLICABLE</b>			
Balance January 1, 2016	80004-01	xxxxxxxxxx	
State Library Aid Received in 2016	80004-02	xxxxxxxxxx	
Expended	80004-09		xxxxxxxxxx
Balance December 31, 2016	80004-10		

## RESERVE FOR EXPENSE OF PARTICIPATION IN FREE COUNTY LIBRARY WITH STATE AID

		Debit	Credit
<b>NOT APPLICABLE</b>			
Balance January 1, 2016	80004-03	xxxxxxxxxx	
State Library Aid Received in 2016	80004-04	xxxxxxxxxx	
Expended	80004-11		xxxxxxxxxx
Balance December 31, 2016	80004-12		

## RESERVE FOR AID TO LIBRARY OR READING ROOM WITH STATE AID (N.J.S.A. 40:54-35)

		Debit	Credit
<b>NOT APPLICABLE</b>			
Balance January 1, 2016	80004-05	xxxxxxxxxx	
State Library Aid Received in 2016	80004-06	xxxxxxxxxx	
Expended	80004-13		xxxxxxxxxx
Balance December 31, 2016	80004-14		

## RESERVE FOR LIBRARY SERVICES WITH FEDERAL AID

		Debit	Credit
<b>NOT APPLICABLE</b>			
Balance January 1, 2016	80004-07	xxxxxxxxxx	
State Library Aid Received in 2016	80004-08	xxxxxxxxxx	
Expended	80004-15		xxxxxxxxxx
Balance December 31, 2016	80004-16		

## STATEMENT OF GENERAL BUDGET REVENUES 2016

Source	Budget -01	Realized -02	Excess or (Deficit) -03
Surplus Anticipated 80101-	\$486,000.00	\$486,000.00	
Surplus Anticipated with Prior Written Consent of Director of Local Government 80102-			
Miscellaneous Revenue Anticipated			xxxxxxxxxx
Adopted Budget	767,110.63	772,046.88	\$4,936.25
Added by N.J. S. 40A:4-87: (List on 17a)	xxxxxxxxxx	xxxxxxxxxx	xxxxxxxxxx
	18,944.46	18,944.46	
<b>Total Miscellaneous Revenue Anticipated 80103-</b>	<b>786,055.09</b>	<b>790,991.34</b>	<b>4,936.25</b>
Receipts from Delinquent Taxes 80104-	185,000.00	233,931.17	48,931.17
Amount to be Raised by Taxation:	xxxxxxxxxx	xxxxxxxxxx	xxxxxxxxxx
(a) Local Tax for Municipal Purposes 80105-	1,749,722.20	xxxxxxxxxx	xxxxxxxxxx
(b) Addition to Local District School Tax 80106-		xxxxxxxxxx	xxxxxxxxxx
<b>Total Amount to be Raised by Taxation 80107-</b>	<b>1,749,722.20</b>	<b>2,127,411.21</b>	<b>377,689.01</b>
	<b>\$3,206,777.29</b>	<b>\$3,638,333.72</b>	<b>\$431,556.43</b>

## ALLOCATION OF CURRENT TAX COLLECTIONS

		Debit	Credit
Current Taxes Realized in Cash (Total of Item 10 or 14 on Sheet 22) 80108-00		xxxxxxxxxx	\$18,039,144.30
Amount to be Raised by Taxation		xxxxxxxxxx	xxxxxxxxxx
Local District School Tax 80109-00		\$8,516,596.00	xxxxxxxxxx
Regional School Tax 80119-00			xxxxxxxxxx
Regional High School Tax 80110-00		4,745,604.00	xxxxxxxxxx
County Taxes 80111-00		3,001,061.58	xxxxxxxxxx
Due County for Added and Omitted Taxes 80112-00		8,466.80	xxxxxxxxxx
Special District Taxes 80113-00			xxxxxxxxxx
Municipal Open Space Tax 80120-00		140,004.71	
Reserve for Uncollected Taxes 80114-00		xxxxxxxxxx	500,000.00
Deficit in Required Collection of Current Taxes (or) 80115-00		xxxxxxxxxx	
Balance for Support of Municipal Budget (or) 80116-00		2,127,411.21	xxxxxxxxxx
* Excess Non-Budget Revenue (see footnote) 80117-00			xxxxxxxxxx
* Deficit Non-Budget Revenue (see footnote) 80118-00		xxxxxxxxxx	
* These items are applicable only when there is no "Amount to be Raised by Taxation" in the "Budget" column of the statement at the top of this sheet. In such instances, any excess or deficit in the above allocation would apply to "Non-Budget Revenue" only.		<b>\$18,539,144.30</b>	<b>\$18,539,144.30</b>



## STATEMENT OF GENERAL BUDGET APPROPRIATIONS 2016

2016 Budget as Adopted	80012-01	\$3,187,832.83
2016 Budget - Added by N.J.S. 40A:4-87	80012-02	18,944.46
Appropriated for 2016 (Budget Statement Item 9)	80012-03	3,206,777.29
Appropriated for 2016 by Emergency Appropriation (Budget Statement Item 9)	80012-04	
<b>Total General Appropriations (Budget Statement Item 9)</b>	<b>80012-05</b>	<b>3,206,777.29</b>
Add: Overexpenditures (see footnote)	80012-06	
<b>Total Appropriations and Overexpenditures</b>	<b>80012-07</b>	<b>3,206,777.29</b>
Deduct Expenditures:		
Paid or Charged [Budget Statement Item (L)]	80012-08	\$2,465,608.68
Paid or Charged - Reserve for Uncollected Taxes	80012-09	500,000.00
Reserved	80012-10	159,882.39
<b>Total Expenditures</b>	<b>80012-11</b>	<b>3,125,491.07</b>
Unexpended Balances Canceled (see footnote)	80012-12	\$81,286.22

**FOOTNOTES - RE: OVEREXPENDITURES:**

Every appropriation overexpended in the budget document must be marked with an \* and must agree in the aggregate with this item.

**RE: UNEXPENDED BALANCES CANCELED:**

Are not to be shown as "Paid or Charged" in the budget document. In all instances "Total Appropriations" and "Overexpenditures" must equal the sum of "Total Expenditures" and "Unexpended Balances Canceled".

## SCHEDULE OF EMERGENCY APPROPRIATIONS FOR LOCAL DISTRICT SCHOOL PURPOSES

(EXCEPT FOR TYPE I SCHOOL DEBT SERVICE)

**NOT APPLICABLE**

2016 Authorizations		
N.J.S. 40A:4-46 (After adoption of Budget)		
N.J.S. 40A:4-20 (Prior to adoption of Budget)		
<b>Total Authorizations</b>		
Deduct Expenditures:		
Paid or Charged		
Reserved		
<b>Total Expenditures</b>		

# RESULTS OF 2016 OPERATION

## CURRENT FUND

		Debit	Credit
Excess of Anticipated Revenues:		XXXXXXXXXX	XXXXXXXXXX
Miscellaneous Revenues Anticipated	80013-01	XXXXXXXXXX	\$4,936.25
Delinquent Tax Collections	80013-02	XXXXXXXXXX	48,931.17
		XXXXXXXXXX	
Required Collection of Current Taxes	80013-03	XXXXXXXXXX	377,689.01
Unexpended Balances of 2016 Budget Appropriations	80013-04	XXXXXXXXXX	81,286.22
Miscellaneous Revenue Not Anticipated	81113-	XXXXXXXXXX	57,997.89
Miscellaneous Revenue Not Anticipated: Proceeds of Sale of Foreclosed Property (Sheet 27)	81114-	XXXXXXXXXX	
Payments in Lieu of Taxes on Real Property	81120-	XXXXXXXXXX	
		XXXXXXXXXX	
Unexpended Balances of 2015 Approp. Reserves	80013-05	XXXXXXXXXX	111,306.67
Prior Years Interfunds Returned in 2016	80013-06	XXXXXXXXXX	
Cancellation of Tax Overpayments		XXXXXXXXXX	198.32
		XXXXXXXXXX	
		XXXXXXXXXX	
Deferred School Tax Revenue (See School Taxes, Sheets 13 & 14)		XXXXXXXXXX	XXXXXXXXXX
Balance January 1, 2016	80013-07	\$5,440,106.00	XXXXXXXXXX
Balance December 31, 2016	80013-08	XXXXXXXXXX	5,346,139.00
Deficit in Anticipated Revenues:		XXXXXXXXXX	XXXXXXXXXX
Miscellaneous Revenues Anticipated	80013-09		XXXXXXXXXX
Delinquent Tax Collections	80013-10		XXXXXXXXXX
			XXXXXXXXXX
Required Collection of Current Taxes	80013-11		XXXXXXXXXX
Interfund Advances Originating in 2016	80013-12	7,338.56	XXXXXXXXXX
Refund of Prior Year's Revenue			XXXXXXXXXX
Prepaid Local School Tax		225.92	XXXXXXXXXX
			XXXXXXXXXX
Deficit Balance - To Trial Balance (Sheet 3)	80013-13	XXXXXXXXXX	
Surplus Balance - To Surplus (Sheet 21)	80013-14	580,814.05	XXXXXXXXXX
		<b>\$6,028,484.53</b>	<b>\$6,028,484.53</b>



**SURPLUS - CURRENT FUND  
YEAR 2016**

		Debit	Credit
1. Balance January 1, 2016	80014-01	xxxxxxxxx	\$1,148,558.99
2.		xxxxxxxxx	
3. Excess Resulting from 2016 Operations	80014-02	xxxxxxxxx	580,814.05
4. Amount Appropriated in the 2016 Budget - Cash	80014-03	\$486,000.00	xxxxxxxxx
5. Amount Appropriated in 2016 Budget - with Prior Written Consent of Director of Local Government Services	80014-04		xxxxxxxxx
6.			xxxxxxxxx
7. Balance December 31, 2016	80014-05	1,243,373.04	xxxxxxxxx
		<b>\$1,729,373.04</b>	<b>\$1,729,373.04</b>

**ANALYSIS OF BALANCE DECEMBER 31, 2016  
(FROM CURRENT FUND - TRIAL BALANCE)**

Cash	80014-06	\$3,003,161.42
Investments	80014-07	
Sub-Total		3,003,161.42
Deduct Cash Liabilities Marked with "C" on Trial Balance	80014-08	1,796,456.38
Cash Surplus	80014-09	1,206,705.04
Deficit in Cash Surplus	80014-10	
Other Assets Pledged to Surplus: *		
(1) Due from State of N.J. Senior Citizens and Veterans Deduction	80014-16	
Deferred Charges #	80014-12	36,668.00
Cash Deficit #	80014-13	
Total Other Assets	80014-14	36,668.00
* IN THE CASE OF A "DEFICIT IN CASH SURPLUS", "OTHER ASSETS WOULD ALSO BE PLEDGED TO CASH LIABILITIES.	80014-15	\$1,243,373.04

# MAY NOT BE ANTICIPATED AS NON-CASH SURPLUS IN 2017 BUDGET.  
(1) MAY BE ALLOWED UNDER CERTAIN CONDITIONS.

NOTE: Deferred charges for authorizations under N.J.S. 40A: 4-55 (Tax Map, etc.), N.J.S. 40A:4-55 (Flood Damage, etc.), N.J.S. 40A:4-55.1 (Roads and Bridges, etc.), and N.J.S. 40A:4-55.13 (Public Exigencies, etc.) to the extent of emergency notes issued and outstanding for such purposes, together with such emergency notes, may be omitted from this analysis.

(FOR MUNICIPALITIES ONLY)

CURRENT TAXES - 2016 LEVY

1. Amount of Levy as per Duplicate (Analysis)# or (Abstract of Ratables)	82101-00	\$ 18,156,599.74
	82113-00	\$ _____
2. Amount of Levy Special District Taxes	82102-00	\$ _____
3. Amount Levied for Omitted Taxes under N.J.S.A. 54:4-63.12 et seq.	82103-00	\$ _____
4. Amount Levied for Added Taxes under N.J.S.A. 54:4-63.1 et seq.	82104-00	\$ 51,055.10
5a. Subtotal 2016 Levy		\$ 18,207,654.84
5b. Reductions due to tax appeals**		\$ _____
5c. Total 2016 Levy	82106-00	\$ 18,207,654.84
6. Transferred to Tax Title Liens	82107-00	\$ 20,097.92
7. Transferred to Foreclosed Property	82108-00	\$ _____
8. Remitted, Abated or Canceled	82109-00	\$ 4,192.90
9. Discount Allowed	82110-00	\$ _____
10. Collected in Cash: In 2015	82121-00	\$ 79,713.89
In 2016 *	82122-00	\$ 17,747,521.22
Homestead Benefit Credit	82124-00	\$ 183,159.19
State's Share of 2016 Senior Citizens and Veteran's Deductions Allowed	82123-00	\$ 28,750.00
Total to Line 14	82111-00	\$ 18,039,144.30
11. Total Credits		\$ 18,063,435.12
12. Amount Outstanding December 31, 2016	83120-00	\$ 144,219.72
13. Percentage of Cash Collections to Total 2016 Levy, (Item 10 divided by Item 5) is		99.07%
	82112-00	_____

Note: If municipality conducted Accelerated Tax Sale or Tax Levy Sale check here \_\_\_\_\_ & complete sheet 22a.

14. Calculation of Current Taxes Realized in Cash:

Total of Line 10	\$ 18,039,144.30
Less: Reserve for Tax Appeals Pending State Division of Tax Appeals	\$ _____
To Current Taxes Realized in Cash (Sheet 17)	\$ 18,039,144.30

Note A: In showing the above percentage the following should be noted:

Where Item 5 shows \$1,500,000.00, and Item 10 shows \$1,049,977.50, the percentage represented by the cash collections would be \$1,049,977.50 / \$1,500,000.00, or .699985. Then correct percentage to be shown as Item 13 is 69.99% and not 70.00%, nor 69.999%

# Note: On Item 1 if Duplicate (Analysis) Figure is used, be sure to include Senior Citizens and Veterans Deductions.

\* Include overpayments applied as part of 2016 collections.

\*\* Tax appeals pursuant to RS 54:48-1 et seq approved by resolution governing body prior to introduction of municipal budget.

# ACCELERATED TAX SALE / TAX LEVY SALE - CHAPTER 99

## To Calculate Underlying Tax Collection Rate For 2016

Utilize this sheet only if you conducted an accelerated Tax Sale or Tax Levy Sale pursuant to Chapter 99, P.L. 1997

**NOT APPLICABLE**

### (1) Utilizing Accelerated Tax Sale

Total of Line 10 Collected in Cash (sheet 22)..... \$ \_\_\_\_\_

LESS: Proceeds from Accelerated Tax Sale..... \$ \_\_\_\_\_

**NET Cash Collected**..... \$ \_\_\_\_\_

Line 5c (sheet 22) Total 2016 Tax Levy..... \$ \_\_\_\_\_

Percentage of Collection Excluding Accelerated Tax Sale Proceeds

(Net Cash Collected divided by Item 5c) is..... \_\_\_\_\_

---

**NOT APPLICABLE**

### (2) Utilizing Accelerated Tax Levy Sale

Total of Line 10 Collected in Cash (sheet 22)..... \$ \_\_\_\_\_

LESS: Proceeds from Accelerated Tax Levy Sale..... \_\_\_\_\_

**NET Cash Collected**..... \$ \_\_\_\_\_

Line 5c (sheet 22) Total 2016 Tax Levy..... \$ \_\_\_\_\_

Percentage of Collection Excluding Accelerated Tax Levy Sale Proceeds

(Net Cash Collected divided by Item 5c) is..... \_\_\_\_\_

## SCHEDULE OF DUE FROM/TO STATE OF NEW JERSEY FOR SENIOR CITIZENS AND VETERANS DEDUCTIONS

	Debit	Credit
1. Balance January 1, 2016	XXXXXXXXXX	XXXXXXXXXX
Due From State of New Jersey		XXXXXXXXXX
Due To State of New Jersey	XXXXXXXXXX	
2. Sr. Citizens Deductions Per Tax Billings	\$3,000.00	XXXXXXXXXX
3. Veterans Deductions Per Tax Billings	25,500.00	XXXXXXXXXX
4. Sr. Citizens Deductions Allowed By Tax Collector	750.00	XXXXXXXXXX
5.		
6.		
7. Sr. Citizens Deductions Disallowed By Tax Collector	XXXXXXXXXX	\$500.00
8. Sr. Citizens Deductions Disallowed By Tax Collector 2015 Taxes	XXXXXXXXXX	276.03
9. Received in Cash from State	XXXXXXXXXX	28,473.97
10.		
11.		
12. Balance December 31, 2016	XXXXXXXXXX	XXXXXXXXXX
Due From State of New Jersey	XXXXXXXXXX	
Due To State of New Jersey		XXXXXXXXXX
	<b>\$29,250.00</b>	<b>\$29,250.00</b>

Calculation of Amount to be included on Sheet 22, Item 10-  
2016 Senior Citizens and Veterans Deductions Allowed

Line 2	\$3,000.00
Line 3	25,500.00
Line 4	750.00
Sub-Total	29,250.00
Less: Line 7	500.00
To Item 10, Sheet 22	\$28,750.00

**SCHEDULE OF RESERVE FOR TAX APPEALS PENDING -  
N.J. DIVISION OF TAX APPEALS (N.J.S.A. 54:3-27)**

NOT APPLICABLE		Debit	Credit
Balance January 1, 2016		xxxxxxx	
Taxes Pending Appeals		xxxxxxx	xxxxxxx
Interest Earned on Taxes Pending Appeals		xxxxxxx	xxxxxxx
Contested Amount of 2016 Taxes Collected which are Pending State Appeal (Item 14, Sheet 22)		xxxxxxx	
Interest Earned on Taxes Pending State Appeals		xxxxxxx	
2016 Budget Appropriation			
Cash Paid to Appellants (Including 5% Interest from Date of Payment)			xxxxxxx
Closed to Results of Operations (Portion of Appeal won by Municipality, Including Interest)			xxxxxxx
Balance December 31, 2016			xxxxxxx
Taxes Pending Appeals *		xxxxxxx	xxxxxxx
Interest Earned on Taxes Pending Appeals		xxxxxxx	xxxxxxx

\* Includes State Tax Court and County Board of Taxation Appeals Not Adjusted by December 31, 2016.

\_\_\_\_\_  
Signature of Tax Collector

\_\_\_\_\_  
License #

\_\_\_\_\_  
Date

**COMPUTATION OF APPROPRIATIONS:  
RESERVE FOR UNCOLLECTED TAXES AND  
AMOUNT TO BE RAISED BY TAXATION  
IN 2017 MUNICIPAL BUDGET**

		YEAR 2017	YEAR 2016
1. Total General Appropriations for 2017 Municipal Budget Statement item 8 (L) (Exclusive of Reserve for Uncollected Taxes) 80015-			xxxxxxxxxx
2. Local District School Tax - Actual 80016-			\$8,516,596.00
School Budget Estimate ** 80017-			xxxxxxxxxx
			140,004.71
3. Municipal Open Space Tax - Estimate * 80017-			xxxxxxxxxx
4. Regional School District Tax - Estimate * 80017-			xxxxxxxxxx
5. Regional High School Tax - Actual 80018-			4,745,604.00
School Budget Estimate * 80019-			xxxxxxxxxx
			3,001,061.58
6. County Tax Estimate * 80021-			xxxxxxxxxx
7. Special District/ Open Space Taxes Estimate * 80023-			xxxxxxxxxx
8. Total General Appropriations & Other Taxes 80024-01			
9. Less: Total Anticipated Revenues from 2016 in Municipal Budget (Item 5) 80024-02			
10. Cash Required from 2017 Taxes to Support Local Municipal Budget and Other Taxes 80024-03			
11. Amount of Item 10 Divided by _____ % (820024-04) Equals Amount to be Raised by Taxation (Percentage used must not exceed the applicable percentage shown by Item 13, Sheet 22) 80024-05			
Analysis of Item 11:			
Local District School Tax (Amount Shown on Line 2 Above)			<p>* May not be stated in an amount less than "actual" Tax of 2016.</p> <p>** Must be stated in the amount of the proposed budget submitted by the Local Board of Education to the Commissioner of Education on January 15, 2017 (Chap. 136, P.L. 1978). Consideration must be given to calendar year calculation.</p>
Vocational School Tax (Amount Shown on Line 3 Above)			
Regional School District Tax (Amount Shown on Line 4 Above)			
Regional High School Tax (Amount Shown on Line 5 Above)			
County Tax (Amount Shown on Line 6 Above)			
Special District Tax (Amount Shown on Line 7 Above)			
Tax in Local Municipal Budget			
Total Amount (see Line 11)			
12. Appropriation: Reserve for Uncollected Taxes (Budget Statement, Item 8 (M) (Item 11, Less Item 10) 80024-06			
Computation of "Tax in Local Municipal Budget"			
Item 1 - Total General Appropriations			
Item 12 - Appropriation: Reserve for Uncollected Taxes			
Sub-Total			
Less: Item 9 - Total Anticipated Revenues			
Amount to be Raised by Taxation in Municipal Budget 80024-07			

**Note:**  
The amount of anticipated revenues (Item 9) may never exceed the total of Items 1 and 12.

**ACCELERATED TAX SALE - CHAPTER 99**

**Calculation To Utilize Proceeds In Current Budget As Deduction  
To Reserve For Uncollected Taxes Appropriation**

NOT APPLICABLE

Note: This sheet should be completed only if you are conducting an accelerated tax sale for the first time in the current year.

A. Reserve for Uncollected Taxes (Sheet 25, Item 12) \$ \_\_\_\_\_

B. Reserve for Uncollected Taxes Exclusion:  
Amount Realized in Prior Year for  
Receipts from Delinquent Taxes\*  
(sheet 26, Item 10) \$ \_\_\_\_\_

C. Times: % of increase of Amount to be  
Raised by Taxes over Prior Year \_\_\_\_\_ %  
( (2017 Estimated Total Levy - 2016 Total Levy) / 2016 Total Levy)

D. Reserve for Uncollected Taxes Exclusion Amount  
( (B x C) + B) \$ \_\_\_\_\_

E. Net Reserve for Uncollected Taxes  
Appropriation in Current Budget  
(A - D) \$ \_\_\_\_\_

**2017 Reserve for Uncollected Taxes Appropriation Calculation (Actual)**

1. Subtotal General Appropriations (item 8(l) budget sheet 29) \$ \_\_\_\_\_

2. Taxes not Included in the Budget (AFS 25, items 2 thru 7) \$ \_\_\_\_\_

**Total** \$ \_\_\_\_\_

3. Less: Anticipated Revenues (item 5, budget sheet 11) \$ \_\_\_\_\_

4. Cash Required \$ \_\_\_\_\_

5. Total Required at \_\_\_\_\_ % (items 4+6) \$ \_\_\_\_\_

6. Reserve for Uncollected Taxes (item E above) \$ \_\_\_\_\_

## SCHEDULE OF DELINQUENT TAXES AND TAX TITLE LIENS

			Debit	Credit
1. Balance, January 1, 2016			\$306,858.98	xxxxxxx
A. Taxes	83102-00	\$236,048.13	xxxxxxx	xxxxxxx
B. Tax Title Liens	83103-00	70,810.85	xxxxxxx	xxxxxxx
2. Canceled:			xxxxxxx	xxxxxxxxx
A. Taxes		83105-00	xxxxxxx	
B. Tax Title Liens		83106-00	xxxxxxx	
3. Transferred to Foreclosed Tax Title Liens:			xxxxxxx	xxxxxxx
A. Taxes		83108-00	xxxxxxx	
B. Tax Title Liens		83109-00	xxxxxxx	
4. Added Taxes				xxxxxxx
5. Added Tax Title Liens				xxxxxxx
6. Adjustment between Taxes (Other than current year) and Tax Title Liens:			xxxxxxx	xxxxxxx
A. Taxes-Transfers to Tax Title Liens		83104-00	xxxxxxx	(1) 2,116.96
B. Tax Title Liens-Transfers from Taxes		83107-00	(1) 2,116.96	xxxxxxx
7. Balance Before Cash Payments			xxxxxxx	\$306,858.98
8. Totals			308,975.94	308,975.94
9. Balance Brought Down			306,858.98	xxxxxxx
10. Collected:			xxxxxxx	233,931.17
A. Taxes	83116-00	233,931.17	xxxxxxx	xxxxxxx
B. Tax Title Liens	83117-00		xxxxxxx	xxxxxxx
11. Interest and Costs - 2016 Tax Sale			470.22	xxxxxxx
12. 2016 Taxes Transferred to Liens			20,097.92	xxxxxxx
13. 2016 Taxes			144,219.72	xxxxxxx
14. Balance December 31, 2016			xxxxxxx	237,715.67
A. Taxes	83121-00	144,219.72	xxxxxxx	xxxxxxx
B. Tax Title Liens	83122-00	93,495.95	xxxxxxx	xxxxxxx
15. Totals			\$471,646.84	\$471,646.84

16. Percentage of Cash Collections to Adjusted Amount Outstanding  
(Item No. 10 divided by Item No. 9) is 76.23%

17. Item No. 14 multiplied by percentage shown above is \$181,210.66 and represents the maximum amount that may be anticipated in 2017. 83125-00

(See Note A on Sheet 22 - Current Taxes)

(1) These amounts will always be the same.

**SCHEDULE OF FORECLOSED PROPERTY  
(PROPERTY ACQUIRED BY TAX TITLE LIEN LIQUIDATION)**

NOT APPLICABLE

		Debit	Credit
1. Balance, January 1, 2016	84101-00		xxxxxxx
2. Foreclosed or Deeded in 2016		xxxxxxx	xxxxxxx
3. Tax Title Liens	84103-00		xxxxxxx
4. Taxes Receivable	84104-00		xxxxxxx
5A.	84102-00		xxxxxxx
5B.	84105-00	xxxxxxx	
6. Adjustment to Assessed Valuation	84106-00		xxxxxxx
7. Adjustment to Assessed Valuation	84107-00	xxxxxxx	
8. Sales		xxxxxxx	xxxxxxx
9. Cash *	84109-00	xxxxxxx	
10. Contract	84110-00	xxxxxxx	
11. Mortgage	84111-00	xxxxxxx	
12. Loss on Sales	84112-00	xxxxxxx	
13. Gain on Sales	84113-00		xxxxxxx
14. Balance December 31, 2016	84114-00	xxxxxxx	

**CONTRACT SALES**

NOT APPLICABLE

		Debit	Credit
15. Balance January 1, 2016	84115-00		xxxxxxx
16. 2016 Sales from Foreclosed Property	84116-00		xxxxxxx
17. Collected *	84117-00	xxxxxxx	
18.	84118-00	xxxxxxx	
19. Balance December 31, 2016	84119-00	xxxxxxx	

**MORTGAGE SALES**

NOT APPLICABLE

		Debit	Credit
20. Balance January 1, 2016	84120-00		xxxxxxx
21. 2016 Sales from Foreclosed Property	84121-00		xxxxxxx
22. Collected *	84122-00	xxxxxxx	
23.	84123-00	xxxxxxx	
24. Balance December 31, 2016	84124-00	xxxxxxx	

Analysis of Sale of Property:

\* Total Cash Collected in 2016 84125-00

Realized in 2016 Budget \_\_\_\_\_

To Results of Operations (Sheet 19) \_\_\_\_\_

# DEFERRED CHARGES

## - MANDATORY CHARGES ONLY -

### CURRENT, TRUST, AND GENERAL CAPITAL FUNDS

**(Do not include the emergency authorizations pursuant to N.J.S. 40A:4-55, N.J.S. 40A:4-55.1 or N.J.S. 40A:4-55.13 listed on Sheets 29 and 30.)**

<u>Caused By</u>	<u>Amount Dec. 31, 2015 per Audit Report</u>	<u>Amount in 2016 Budget</u>	<u>Amount Resulting from 2016</u>	<u>Balance as at Dec. 31, 2016</u>
1. Emergency Authorizations - Municipal*	\$ 60,000.00	\$ 60,000.00	\$	\$
2. Emergency Authorizations - Schools	\$	\$	\$	\$
3.	\$	\$	\$	\$
4.	\$	\$	\$	\$
5.	\$	\$	\$	\$
6.	\$	\$	\$	\$
7.	\$	\$	\$	\$
8.	\$	\$	\$	\$
9.	\$	\$	\$	\$
10.	\$	\$	\$	\$

\*Do not include items funded or refunded as listed below.

### EMERGENCY AUTHORIZATIONS UNDER N.J.S. 40A:4-47 WHICH HAVE BEEN FUNDED OR REFUNDED UNDER N.J.S. 40A:2-3 OR N.J.S. 40A:2-51

NOT APPLICABLE	<u>Date</u>	<u>Purpose</u>	<u>Amount</u>
1.	_____	_____	\$ _____
2.	_____	_____	\$ _____
3.	_____	_____	\$ _____
4.	_____	_____	\$ _____
5.	_____	_____	\$ _____

### JUDGMENTS ENTERED AGAINST MUNICIPALITY AND NOT SATISFIED

NOT APPLICABLE	<u>In favor of</u>	<u>On Account of</u>	<u>Date Entered</u>	<u>Amount</u>	<u>Appropriated For In Budget of 2017</u>
1.	_____	_____	_____	\$ _____	\$ _____
2.	_____	_____	_____	\$ _____	\$ _____
3.	_____	_____	_____	\$ _____	\$ _____



N.J.S. 40A:4-55.1, ET SEQ.,  
 N.J.S. 40A:4-55.13, ET SEQ.,

SPECIAL EMERGENCY - DAMAGE CAUSED TO ROADS OR BRIDGES BY SNOW, ICE, FROST OR FLOOD  
 SPECIAL EMERGENCY - PUBLIC EXIGENCIES CAUSED BY CIVIL DISTURBANCES

Date	Purpose	Amount Authorized	Not Less Than 1/3 of Amount Authorized*	Balance Dec. 31, 2015	REDUCED IN 2016		Balance Dec. 31, 2016
					By 2016 Budget	Canceled by Resolution	
2015	Cook's Cross Road	\$110,000.00	\$36,666.67	\$73,334.00	\$36,666.00		\$36,668.00
	Totals	\$110,000.00	\$36,666.67	\$73,334.00	\$36,666.00		\$36,668.00

80027-00                      80028-00

It is hereby certified that all outstanding "Special Emergency" appropriations have been adopted by the governing in full compliance with N.J.S. 40A: 4-55.1 et seq. and N.J.S. 40A:4-55.13 et seq. and are recorded on this page.

\_\_\_\_\_  
 Chief Financial Officer

\* Not less than one-third (1/3) of amount authorized but not more than the amount shown in the column "Balance Dec. 31, 2016" must be entered here and then raised in the 2017 budget.

**SCHEDULE OF BONDS ISSUED AND OUTSTANDING  
AND 2017 DEBT SERVICE FOR BONDS  
(MUNICIPAL) GENERAL CAPITAL BONDS**

		Debit	Credit	2017 Debt Service
Outstanding January 1, 2016	80033-01	xxxxxxx	\$3,635,000.00	
Issued	80033-02	xxxxxxx	5,042,000.00	
Paid	80033-03	\$360,000.00	xxxxxxx	
Refunded		3,340,000.00		
Outstanding, December 31, 2016	80033-04	4,977,000.00	xxxxxxx	
		\$8,677,000.00	\$8,677,000.00	
2017 Bond Maturities - General Capital Bonds			80033-05	\$ 425,000.00
2017 Interest on Bonds*		80033-06	\$ 103,544.59	

**ASSESSMENT SERIAL BONDS - NOT APPLICABLE**

Outstanding January 1, 2016	80033-07	xxxxxxx		
Issued	80033-08	xxxxxxx		
Paid	80033-09		xxxxxxx	
Outstanding, December 31, 2016	80033-10		xxxxxxx	
2017 Bond Maturities - Assessment Bonds			80033-11	\$
2017 Interest on Bonds*		80033-12	\$	
Total "Interest on Bonds - Debt Service" (*Items)			80033-13	\$ 103,544.59

**LIST OF BONDS ISSUED DURING 2016**

Purpose	2017 Maturity	Amount Issued	Date of Issue	Interest Rate
NOT APPLICABLE				
Total				

80033-14

80033-15

**SCHEDULE OF LOANS ISSUED AND OUTSTANDING  
AND 2017 DEBT SERVICE FOR LOANS  
GREEN ACRES LOANS**

		Debit	Credit	2017 Debt Service
Outstanding January 1, 2016	80033-01	xxxxxxx	\$427,350.20	
Issued	80033-02	xxxxxxx		
Paid	80033-03	\$104,066.55	xxxxxxx	
Outstanding, December 31, 2016	80033-04	323,283.65	xxxxxxx	
		\$427,350.20	\$427,350.20	
2017 Loan Maturities			80033-05	\$ 106,158.30
2017 Interest on Loans			80033-06	\$ 5,937.52
Total 2017 Debt Service for Green Acres Loans			80033-13	\$ 112,095.82

**LOANS**

Outstanding January 1, 2016	80033-07	xxxxxxx		
Issued	80033-08	xxxxxxx		
Paid	80033-09		xxxxxxx	
Outstanding, December 31, 2016	80033-10		xxxxxxx	
2017 Loan Maturities			80033-11	\$
2017 Interest on Loans			80033-12	\$
Total 2017 Debt Service for _____ Loan			80033-13	\$

**LIST OF LOANS ISSUED DURING 2016**

Purpose	2017 Maturity	Amount Issued	Date of Issue	Interest Rate
NOT APPLICABLE				
Total				

80033-14

80033-15

**SCHEDULE OF BONDS ISSUED AND OUTSTANDING  
AND 2017 DEBT SERVICE FOR BONDS**

**TYPE I SCHOOL TERM BONDS**

		Debit	Credit	2017 Debt Service
<b>NOT APPLICABLE</b>				
Outstanding January 1, 2016	80034-01	xxxxxxx		
Paid	80034-03		xxxxxxx	
Outstanding, December 31, 2016	80033-04		xxxxxxx	
2017 Bond Maturities - Term Bonds		80034-04	\$	
2017 Interest on Bonds*		80034-05	\$	

**TYPE I SCHOOL SERIAL BONDS**

Outstanding January 1, 2016	80034-06	xxxxxxx		
Issued	80034-07	xxxxxxx		
Paid	80034-08		xxxxxxx	
Outstanding, December 31, 2016	80034-09		xxxxxxx	
2017 Interest on Bonds*		80034-10	\$	
2017 Bond Maturities - Serial Bonds			80034-11	\$
Total "Interest on Bonds - Type I School Debt Service" (*Items)			80034-12	\$

**LIST OF BONDS ISSUED DURING 2016**

Purpose	2017 Maturity -01	Amount Issued -02	Date of Issue	Interest Rate
<b>NOT APPLICABLE</b>				
Total	80035-			

**2017 INTEREST REQUIREMENT - CURRENT FUND DEBT ONLY**

		Outstanding Dec. 31, 2016	2017 Interest Requirement
<b>NOT APPLICABLE</b>			
1. Emergency Notes	80036-	\$	\$
2. Special Emergency Notes	80037-	\$	\$
3. Tax Anticipation Notes	80038-	\$	\$
4. Interest on Unpaid State and County Taxes	80039-	\$	\$
5.		\$	\$
6.		\$	\$

## DEBT SERVICE FOR NOTES (OTHER THAN ASSESSMENT NOTES)

Title or Purpose of Issue	Original Amount Issued	Original Date of Issue *	Amount of Note Outstanding Dec. 31, 2016	Date of Maturity	Rate of Interest	2017 Budget Requirement		Interest Computed to (Insert Date)
						For Principal	For Interest **	
1. NOT APPLICABLE								
2.								
3.								
4.								
5.								
6.								
7.								
8.								
9.								
10.								
11.								
12.								
13.								
14.								
15.								
16.								
17.								
<b>Total</b>								

Sheet 33

80051-01

80051-02

Memo: Designate all "Capital Notes" Issued under N.J.S. 40A:2-8(b) with "C". Such notes must be retired at the rate of 20% of the original amount issued annually.

Memo: Type I School Notes should be separately listed and totaled.

\*\*"Original Date of Issue" refers to the date when the first money was borrowed for a particular improvement, not the renewal date of subsequent notes which were issued.

All notes with an original date of issue of 2014 or prior require one legally payable installment to be budgeted if it is contemplated that such notes will be renewed in 2017 or written intent of permanent financing submitted with statement.

\*\*If interest on notes is financed by ordinance, designate same, otherwise an amount must be included in this column.

**(Do not crowd - add additional sheets)**

## DEBT SERVICE FOR NOTES (OTHER THAN ASSESSMENT NOTES)

Title or Purpose of Issue	Original Amount Issued	Original Date of Issue *	Amount of Note Outstanding Dec. 31, 2016	Date of Maturity	Rate of Interest	2017 Budget Requirement		Interest Computed to (Insert Date)
						For Principal	For Interest **	
18.								
19.								
20.								
21.								
22.								
23.								
24.								
25.								
26.								
27.								
28.								
29.								
30.								
31.								
32.								
33.								
34.								
<b>Total</b>								

Sheet 33a

80051-01

80051-02

**Memo:** Designate all "Capital Notes" Issued under N.J.S. 40A:2-8(b) with "C". Such notes must be retired at the rate of 20% of the original amount issued annually.

**Memo:** Type I School Notes should be separately listed and totaled.

**\*\*Original Date of Issue** refers to the date when the first money was borrowed for a particular improvement, not the renewal date of subsequent notes which were issued.

All notes with an original date of issue of 2014 or prior require one legally payable installment to be budgeted if it is contemplated that such notes will be renewed in 2017 or written intent of permanent financing submitted with statement.

**\*\*If interest on notes is financed by ordinance, designate same, otherwise an amount must be included in this column.**

**(Do not crowd - add additional sheets)**

## DEBT SERVICE SCHEDULE FOR ASSESSMENT NOTES

Title or Purpose of Issue	Original Amount Issued	Original Date of Issue *	Amount of Note Outstanding Dec. 31, 2016	Date of Maturity	Rate of Interest	2017 Budget Requirement		Interest Computed to (Insert Date)
						For Principal	For Interest **	
1. NOT APPLICABLE								
2.								
3.								
4.								
5.								
6.								
7.								
8.								
9.								
10.								
11.								
12.								
13.								
14.								
15.								
16.								
17.								
<b>Total</b>								

Sheet 34

80051-01

80051-02

**MEMO:** \* See Sheet 33 for clarification of "Original Date of Issue"

Assessment Notes with an original date of issue of December 31, 2014 or prior must be appropriated in full in the 2017 Dedicated Assessment Budget or written intent of permanent financing submitted with statement.

\*\*Interest on Assessment Notes must be included in the Current Fund Budget appropriation "Interest on Notes".

**(Do not crowd - add additional sheets)**

## SCHEDULE OF CAPITAL LEASE PROGRAM OBLIGATIONS

Purpose	Amount of Lease Obligation Outstanding Dec. 31, 2016	2017 Budget Requirement	
		For Principal	For Interest
1. NOT APPLICABLE			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			
13.			
14.			
15.			
16.			
17.			
<b>Total</b>		80051-01	80051-02

Sheet 34a

(Do not crowd - add additional sheets)









**GENERAL CAPITAL FUND**

**STATEMENT OF CAPITAL SURPLUS**

**YEAR - 2016**

		Debit	Credit
Balance January 1, 2016	80029-01	xxxxxxx	\$3,493.43
Premium on Sale of Bonds		xxxxxxx	2,893.12
Funded Improvement Authorizations Canceled		xxxxxxx	
Premium on Sale of Notes			
Appropriated to Finance Improvement Authorizations	80029-02		xxxxxxx
Appropriated to 2016 Budget Revenue	80029-03		xxxxxxx
Balance December 31, 2016	80029-04	\$6,386.55	xxxxxxx
		\$6,386.55	\$6,386.55

NOT APPLICABLE

**BONDS ISSUED WITH A COVENANT OR COVENANTS**

- 1. Amount of Serial Bonds Issued Under Provisions of Chapter 233, P.L. 1944, chapter 268, P.L. 1944, Chapter 428, P.L. 1943 or Chapter 77, Article VI-A, P.L. 1945, with Covenant or Covenants; Outstanding December 31, 2016 \$ \_\_\_\_\_
  
- 2. Amount of Cash in Special Trust Fund as of December 31, 2016 (Note A) \$ \_\_\_\_\_
  
- 3. Amount of Bonds Issued Under Item 1 Maturing in 2016 \$ \_\_\_\_\_
  
- 4. Amount of Interest on Bonds with a Covenant - 2017 Requirement \$ \_\_\_\_\_
  
- 5. Total of 3 and 4 - Gross Appropriation \$ \_\_\_\_\_
  
- 6. Less Amount of Special Trust Fund to be Used \$ \_\_\_\_\_
  
- 7. Net Appropriation Required \$ \_\_\_\_\_

NOTE A - This amount to be supported by confirmation from bank or banks

Footnote: Any formula other than the one shown above and required to be used by covenant or covenants is to be attached hereto.

Item 5 must be shown as an item of appropriation, short extended, with Item 6 shown directly following as a deduction and with the amount of Item 7 extended into the 2017 appropriation column.

# MUNICIPALITIES ONLY

## IMPORTANT!!

*This Sheet Must Be Completely Filled in or the Statement Will Be Considered Incomplete*

(N.J.S.A. 52:27BB-55 as Amended by Chap. 211, P.L. 1981)

- A.
- |   |    |               |
|---|----|---------------|
| 1. Total Tax Levy for the Year 2016 was   | \$ | 18,207,654.84 |
| 2. Amount of Item 1 Collected in 2016 (*) | \$ | 18,039,144.30 |
| 3. Seventy (70) percent of Item 1         | \$ | 12,745,358.39 |

(\*) Including prepayments and overpayments applied.

- B.
1. Did any maturities of bonded obligations or notes fall due during the year 2016?
- Answer YES or NO       YES
2. Have payments been made for all bonded obligations or notes due on or before December 31, 2016?
- Answer YES or NO       YES       If answer is "NO" give details

**NOTE: If answer to Item B1 is YES, then Item B2 must be answered**

- C. Does the appropriation required to be included in the 2017 budget for the liquidation of all bonded obligations or notes exceed 25% of the total of appropriations for operating purposes in the budget for the years just ended? Answer YES or NO:       NO

- D.
- |  |  |          |
|--|--|----------|
| 1. Cash Deficit 2015   |  | <b>N</b> |
| 2. 4% of 2015 Tax Levy for all purposes:<br>Levy -- \$ _____ |  | <b>O</b> |
| 3. Cash Deficit 2016   |  | <b>N</b> |
| 4. 4% of 2016 Tax Levy for all purposes:<br>Levy -- \$ _____ |  | <b>E</b> |

E.	Unpaid	<u>2015</u>	<u>2016</u>	<u>Total</u>
1. State Taxes		\$ _____	\$ _____	\$ _____
2. County Taxes		\$ _____	\$ 8,466.80	\$ 8,466.80
3. Amounts due Special Districts		\$ _____	\$ _____	\$ _____
4. Amounts due School Districts for Regional School Tax		\$ _____	\$ 1,284,960.92	\$ 1,284,960.92

# INSTRUCTIONS IN PREPARATION OF ANNUAL FINANCIAL STATEMENT OF 2016

The arrangement of the schedules is shown by the index appearing at the bottom hereof. The statement is prepared on a full cash basis. Any variations from a full cash basis must be taken up with the Division in advance of the preparation of the statement and the budget.

Summary statements only of debt service are required. The use of summarized forms is permitted to conserve time. Responsibility for the supporting detail is placed on the chief financial officer who must be in a position to support the summarized figures.

No sheets should be eliminated, except utility fund sheets under the conditions stipulated on Sheet 2. Those sheets not filled in should be marked "Not Applicable".

## INDEX

1,1a., & 1b.	Certification and Affidavit
1c.	Municipal Budget Local Examination Certification
1d.	Report of Federal and State Financial Assistance Expenditures of Awards
2.	Instructions and Certification
3.,3a. & 3b.	Trial Balance - Current Fund
4.	Trial Balance - Public Assistance Fund
5.	Trial Balance - Federal and State Funds
6, 6a & 6c.	Trial Balance - Trust Funds / Schedule of Trust Fund Deposits & Reserves
6b.	Municipal Public Defender Certification
7.	Analysis of Trust Assessment Cash and Investments Pledged to Liabilities and Surplus
8. & 8a.	Trial Balance - Capital Fund
9. - 9c.	Cash Reconciliation
10. - 10c.	Federal and State Grants Receivable
11. - 11.c	Appropriated Reserves for Federal and State Grants
12. & 12a.	Unappropriated Reserves for Federal and State Grants
13.	Local District School Tax - County Vocational School Tax
14.	Regional School Tax - Regional High School Tax
15.	County Taxes Payable - Special District Taxes
16.	Reserves for State and Federal Aid for Library Services
17. & 17a.	General Budget Revenues
17.	Allocation of Current Tax Collections
18.	General Budget Appropriations
18.	Emergency Appropriations for Local District School Purposes
19.	Results of 2016 Operation - Current Fund
20.	Schedule of Miscellaneous Revenues Not Anticipated
21.	Surplus Account and Analysis of Balance
22.	Current Tax Levy
22a.	Accelerated Tax Sale/Tax Levy Sale Chapter 99 to Calculate Underlying Tax collection Rate for 2016
23.	Due from/to State of New Jersey for Senior Citizens and Veterans Deductions
24.	Reserve for Tax Appeals Pending - N.J. Division of Tax Appeals (N.J.S.A. 54:3-37)
25.	Municipal Budget - Computation of "Reserve for Uncollected Taxes" and "Amount to be Raised by Taxation"
25a.	Accelerated Tax Sale - Chapter 99. Calculation to Utilize Proceeds in Current Budget as Deduction to Reserve for Uncollected Taxes Appropriation
26.	Delinquent Taxes and Tax Title Liens
27.	Foreclosed Property; Contract Sales; Mortgage Sales
28.	Deferred Charges and List of Judgments - Current
29.	Emergency - Tax Map; Revaluation; Master Plan; Revisions and Codification of Ordinance; Drainage Maps for Flood Control; Preliminary Studies, etc. for Sanitary Sewer System, Municipal Consolidation Act; Flood or Hurricane Damage
30.	Emergency - Damage to Roads and Bridges by Snow, Ice, etc.; Public Exigencies Caused by Civil Disturbances
31. & 31a.	Summary Statement of Debt Service Requirements - Municipal (or County)
32.	Summary Statement of Debt Service Requirements - School Type I and Current
33.	Debt Service for Notes (Other than Assessment Notes)
34.	Debt Service for Assessment Notes
34a.	Schedule of Capital Lease Program Obligations
35. - 35c.	Improvement Authorizations
36.	Capital Improvement Fund
37.	Down Payment
37.	Capital Improvements Authorized in 2016
38.	General Capital Surplus, Bond Covenants
39.	Required Information (N.J.S.A. 52:27BB-55 as amended by Chap. 211, P.L. 1981)