

**TOWNSHIP OF EAST GREENWICH  
CURRENT FUND  
SCHEDULE OF TAX OVERPAYMENTS  
Year ended December 31, 2013**

Balance, December 31, 2012		\$ 64,233.36
Increased by:		
Overpayments Created		<u>126,931.85</u>
Subtotal		191,165.21
Decreased by:		
Applied to Tax Receivable	\$ 109,363.74	
Cash Disbursements - Overpayments Refunded	<u>38,519.69</u>	<u>147,883.43</u>
Balance, December 31, 2013		<u><u>\$ 43,281.78</u></u>

TOWNSHIP OF EAST GREENWICH  
 CURRENT FUND  
 SCHEDULE OF LOCAL DISTRICT SCHOOL TAX PAYABLE  
 Year ended December 31, 2013

Balance December 31, 2012 (Prepaid)	\$	(0.50)
Increased by:		
Levy - 2013 Calendar Year		11,225,367.00
		11,225,366.50
Decreased by:		
Payments		11,225,366.50
 Balance December 31, 2013 (Prepaid)	 \$	 -

**TOWNSHIP OF EAST GREENWICH  
CURRENT FUND  
SCHEDULE OF REGIONAL HIGH SCHOOL TAX PAYABLE  
Year ended December 31, 2013**

Balance December 31, 2012 (Prepaid)	\$ (0.02)
Increased by:	
Levy - 2013 Calendar Year	<u>7,424,043.00</u>
	7,424,042.98
Decreased by:	
Payments	<u>7,424,042.04</u>
Balance December 31, 2013 (Prepaid)	<u><u>\$ 0.94</u></u>

TOWNSHIP OF EAST GREENWICH  
 CURRENT FUND  
 SCHEDULE OF COUNTY TAXES PAYABLE PAYABLE  
 Year ended December 31, 2013

Balance, December 31, 2012		\$	-
Increased by:			
General County Taxes	\$ 6,135,299.92		
County Library Taxes	471,456.61		
County Open Space Preservation	445,718.90		
			7,052,475.43
Decreased by:			
Payments			7,052,475.43
Balance, December 31, 2013		\$	-

**TOWNSHIP OF EAST GREENWICH  
CURRENT FUND  
SCHEDULE OF DUE COUNTY FOR ADDED AND OMITTED TAXES PAYABLE  
Year ended December 31, 2013**

Balance, December 31, 2012	\$ 72,669.91
Increased by:	
County Share of 2013 Added and Omitted Taxes	<u>66,903.05</u>
	139,572.96
Decreased by:	
Payments	<u>72,669.91</u>
Balance, December 31, 2013	<u><u>\$ 66,903.05</u></u>

**TOWNSHIP OF EAST GREENWICH  
CURRENT FUND  
SCHEDULE OF DUE STATE OF NEW JERSEY - DCA FEES  
Year ended December 31, 2013**

Balance, December 31, 2012	\$ 4,548.00
Increased by:	
Fees Collected	<u>22,084.00</u>
	26,632.00
Decreased by:	
Payments	<u>21,141.00</u>
Balance, December 31, 2013	<u><u>\$ 5,491.00</u></u>

**TOWNSHIP OF EAST GREENWICH  
CURRENT FUND  
SCHEDULE OF DUE STATE OF NEW JERSEY - MARRIAGE LICENSES  
Year ended December 31, 2013**

Balance, December 31, 2012	\$ -
Increased by:	
Fees Collected	<u>1,000.00</u>
	1,000.00
Decreased by:	
Payments	<u>750.00</u>
Balance, December 31, 2013	<u><u>\$ 250.00</u></u>

**TOWNSHIP OF EAST GREENWICH  
CURRENT FUND  
SCHEDULE OF RESERVE FOR SPECIAL EMERGENCY - REVALUATION  
Year ended December 31, 2013**

Balance, December 31, 2012	\$ 32,012.00
Decreased by:	
Anticipated as Revenue in 2013 Current Fund Budget	<u>8,000.00</u>
Balance, December 31, 2013	<u><u>\$ 24,012.00</u></u>

**TOWNSHIP OF EAST GREENWICH  
CURRENT FUND  
SCHEDULE OF DUE FROM GLOUCESTER COUNTY - POLL WORKERS  
Year ended December 31, 2013**

Balance, December 31, 2012	\$ -
Increased by:	
Cash Disbursements	<u>24,769.00</u>
	24,769.00
Decreased by:	
Cash Receipts	<u>21,400.00</u>
	21,400.00
Balance, December 31, 2013	<u><u>\$ 3,369.00</u></u>

TOWNSHIP OF EAST GREENWICH  
 SCHEDULE OF STATE AND FEDERAL GRANTS RECEIVABLE  
 SCHEDULE OF DUE FROM CURRENT FUND  
 Year ended December 31, 2013

Balance, December 31, 2012		\$ 3,388.78
Increased by:		
Local Matching Funds	\$ 44,921.00	
Adjustment	1,794.34	
Cash Receipts - Grants Receivable	90,204.22	136,919.56
		<hr/> 140,308.34
Decreased by:		
Cash Disbursements - Grants Appropriated		<hr/> 121,648.04
Balance, December 31, 2013		<u><u>\$ 18,660.30</u></u>

**TOWNSHIP OF EAST GREENWICH  
FEDERAL AND STATE GRANT FUND  
SCHEDULE OF STATE AND FEDERAL GRANTS RECEIVABLE  
Year ended December 31, 2013**

	BALANCE DECEMBER 31, 2012	ACCRUED	RECEIVED	BALANCE DECEMBER 31, 2013
<b>State Grant Awards:</b>				
Municipal Alliance on Alcoholism and Drug Abuse	\$ 5,875.23	\$ 9,627.00	\$ 9,974.28	\$ 5,527.95
Safe & Secure Communities	24,398.00	41,685.00	41,685.00	24,398.00
Clean Communities Grant	-	19,724.32	19,724.32	-
Body Armor Replacement	-	2,212.48	2,212.48	-
JIF Safety Program	-	2,500.00	2,500.00	-
JIF Safety Incentive Programs	-	2,925.00	2,925.00	-
NJ Recycling Tonnage Grant	-	11,183.14	11,183.14	-
Green Communities Grant	3,000.00	-	-	3,000.00
Sidewalk & Pedestrian Safety Improvements	306.00	-	-	306.00
	-	-	-	-
<b>Total</b>	<b>\$ 33,579.23</b>	<b>\$ 89,856.94</b>	<b>\$ 90,204.22</b>	<b>\$ 33,231.95</b>

Original Budget	\$ 76,461.32
Chapter 159	<u>13,395.62</u>
<b>Total</b>	<b><u>\$ 89,856.94</u></b>

**TOWNSHIP OF EAST GREENWICH  
FEDERAL AND STATE GRANT FUND  
SCHEDULE OF RESERVE FOR FEDERAL AND STATE GRANTS - APPROPRIATED  
Year ended December 31, 2013**

	BALANCE DECEMBER 31, 2012	TRANSFERRED FROM 2013 BUDGET	ENCUMBRANCES RECLASSIFIED	EXPENDED	ENCUMBRANCES 2013	BALANCE DECEMBER 31, 2013
<b>Local Grants:</b>						
Safe & Secure Communities - Local Match	\$ -	\$ 42,515.00	\$ -	\$ 42,515.00	\$ -	\$ -
2013 Municipal Alliance on Alcoholism and Drug Abuse - Local Match	-	2,406.00	-	2,406.00	-	-
<b>Total State Grants</b>	-	44,921.00	-	44,921.00	-	-
<b>State Grants:</b>						
Safe & Secure Communities	-	41,685.00	-	41,685.00	-	-
Clean Communities Grant	-	19,724.32	-	18,103.76	-	1,620.56
Recycling Tonnage Grant	-	11,183.14	441.51	941.47	5,272.71	5,410.47
Drunk Driving Enforcement Fund	612.05	-	36.75	648.80	-	-
Body Armor Fund	2,365.79	2,212.48	1,641.00	1,641.00	-	4,578.27
2011 Municipal Alliance on Alcoholism and Drug Abuse	767.96	-	-	767.96	-	-
2012 Municipal Alliance on Alcoholism and Drug Abuse	19.64	-	5,378.46	5,398.10	-	-
2013 Municipal Alliance on Alcoholism and Drug Abuse	-	9,627.00	-	1,769.48	-	7,857.52
2010 Alcohol, Education and Rehabilitation	1,667.46	-	-	550.00	-	1,117.46
2011 Alcohol, Education and Rehabilitation	6,202.19	-	-	-	-	6,202.19
2012 Alcohol, Education and Rehabilitation	1,662.48	-	-	-	-	1,662.48
JTF Safety Program	-	2,500.00	-	2,296.47	203.53	-
JTF Safety Incentive Program	5.04	2,925.00	-	2,925.00	-	5.04
<b>Total State Grants</b>	13,302.61	89,856.94	7,497.72	76,727.04	5,476.24	28,453.99
<b>Federal Grants:</b>						
CDBG - ADA Bleachers Compliance	55.95	-	-	-	-	55.95
CDBG - ADA Restroom Compliance	977.33	-	-	-	-	977.33
<b>Total Federal Grants</b>	1,033.28	-	-	-	-	1,033.28
<b>Total</b>	\$ 14,335.89	\$ 134,777.94	\$ 7,497.72	\$ 121,648.04	\$ 5,476.24	\$ 29,487.27
Realized as Revenue in Budget	\$ -	\$ 89,856.94	-	-	-	-
Local Match	-	44,921.00	-	-	-	-
	\$ -	\$ 134,777.94	-	-	-	-

**TOWNSHIP OF EAST GREENWICH  
 FEDERAL AND STATE GRANT FUND  
 SCHEDULE OF RESERVES FOR STATE GRANTS - UNAPPROPRIATED  
 Year ended December 31, 2013**

GRANT	BALANCE DECEMBER 31, 2012	FEDERAL AND STATE GRANTS RECEIVED	REALIZED AS REVENUE IN 2013	BALANCE DECEMBER 31, 2013
<b>State Grants:</b>				
Municipal Alliance on Alcoholism and Drug Abuse	\$ -	\$ 9,627.00	\$ 9,627.00	\$ -
Clean Communities Grant	-	19,724.32	19,724.32	-
NJ Recycling Tonnage Grant	-	11,183.14	11,183.14	-
Body Armor Replacement Fund	-	2,212.48	2,212.48	-
Safe & Secure Communities	-	41,685.00	41,685.00	-
Alcohol Education & Rehabilitation	-	1,794.34	-	1,794.34
JIF Safety Program	2,500.00	2,500.00	2,500.00	2,500.00
JIF Safety Incentive Program	-	2,925.00	2,925.00	-
<b>Total Grants</b>	<b>\$ 2,500.00</b>	<b>\$ 91,651.28</b>	<b>\$ 89,856.94</b>	<b>\$ 4,294.34</b>

TOWNSHIP OF EAST GREENWICH  
FEDERAL AND STATE GRANT FUND  
SCHEDULE OF RESERVE FOR ENCUMBRANCES  
Year ended December 31, 2013

Balance, December 31, 2012	\$ 11,196.72
Increased by:	
Reserve for Encumbrances - Appropriated	<u>5,476.24</u>
	16,672.96
Decreased by:	
Prior Year Encumbrances Reclassified	<u>7,497.72</u>
Balance, December 31, 2013	<u><u>\$ 9,175.24</u></u>

**TRUST FUND**

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TOWNSHIP OF EAST GREENWICH  
TRUST FUND  
SCHEDULE OF CASH  
Year ended December 31, 2013

	ANIMAL CONTROL FUND	MUNICIPAL OPEN SPACE TRUST FUND	TRUST - OTHER
Balance, December 31, 2012	\$ 64.74	\$ 114,225.81	\$ 1,151,856.85
Increased by Receipts:			
Dog License Fees	\$ 7,450.03		
Due to State Department of Health	1,606.20		
Municipal Open Space Trust Revenue		\$ 79,686.96	
Miscellaneous Trust Reserves			\$ 3,976,850.50
Total Increases	9,056.23	79,686.96	3,976,850.50
Total Increases & Balances	9,120.97	193,912.77	5,128,707.35
Decreased by Disbursements:			
Reserve for Animal Control Fund Expenditures	6,827.60		
Disbursed to State Department of Health	1,724.40		
2013 Municipal Open Space Appropriations		119,598.59	
Reserve for Encumbrances			
Miscellaneous Trust Reserves			3,922,521.41
Total Disbursements	8,552.00	119,598.59	3,922,521.41
Balance, December 31, 2013	\$ 568.97	\$ 74,314.18	\$ 1,206,185.94

TOWNSHIP OF EAST GREENWICH  
 ANIMAL CONTROL FUND  
 SCHEDULE OF RESERVE FOR ANIMAL CONTROL FUND EXPENDITURES  
 Year ended December 31, 2013

Balance, December 31, 2012	\$	62.34
Increased by:		
2013 Dog License Fees Collected		7,450.03
Subtotal		7,512.37
Decreased by:		
Disbursements		6,827.60
Balance, December 31, 2013	\$	684.77

LICENSE FEES COLLECTED

2011	\$	11,050.80
2012		7,780.80
Total	\$	18,831.60

**TOWNSHIP OF EAST GREENWICH  
ANIMAL CONTROL FUND  
SCHEDULE OF DUE TO STATE DEPARTMENT OF HEALTH  
Year ended December 31, 2013**

Balance, December 31, 2012	\$ 2.40
Increased by:	
Fees Collected	<u>1,606.20</u>
Subtotal	1,608.60
Decreased by:	
Disbursements	<u>1,724.40</u>
Balance, December 31, 2013	<u><u>\$ (115.80)</u></u>

**TOWNSHIP OF EAST GREENWICH  
OPEN SPACE TRUST FUND  
SCHEDULE OF RESERVE FOR PARKS OPEN SPACE EXPENDITURES  
FOR THE YEAR ENDED DECEMBER 31, 2013**

Balance December 31, 2012	\$ -
Increased by:	
Adjustment to Fund Balance	<u>113,232.92</u>
Subtotal	113,232.92
Decreased by:	
Budgeted Revenue - Reserved Funds	<u>61,900.00</u>
Balance December 31, 2013	<u><u>\$ 51,332.92</u></u>

**TOWNSHIP OF EAST GREENWICH  
OPEN SPACE TRUST FUND  
SCHEDULE OF DUE TO CURRENT FUND  
Year ended December 31, 2013**

Balance, December 31, 2012	\$ -
Increased by:	
Debt Service Paid On-Behalf of Current Fund	<u>339,840.40</u>
Subtotal	339,840.40
Decreased by:	
Amount to be Raised by Taxation	<u>316,859.14</u>
Balance, December 31, 2013	<u><u>\$ 22,981.26</u></u>

TOWNSHIP OF EAST GREENWICH  
TRUST OTHER FUNDS  
SCHEDULE OF DUE FROM CURRENT FUND  
Year ended December 31, 2013

Balance, December 31, 2013 & 2012

\$ 17,403.10

**TOWNSHIP OF EAST GREENWICH  
TRUST FUND - OTHER  
SCHEDULE OF MISCELLANEOUS TRUST RESERVES  
FOR THE YEAR ENDED DECEMBER 31, 2013**

	BALANCE DECEMBER 31, 2012	RECEIPTS	DISBURSEMENTS	BALANCE DECEMBER 31, 2013
TTL Redemption	\$ 1.45	\$ -	\$ -	\$ 1.45
Tax Sale Premium	77,100.00	91,400.00	31,100.00	137,400.00
POAA	1,721.00	192.00	-	1,913.00
COAH Fees	797,864.55	54,248.03	89,939.22	762,173.36
Unemployment Claims Payable	17,875.93	30.05	11,106.00	6,799.98
Recreation Fees	0.06	138.03	138.09	-
Public Defender	4,037.50	2,392.00	2,280.00	4,149.50
Due to State - VCCB	7,293.00	-	-	7,293.00
Developers Escrow Deposits	137,684.57	86,569.22	90,687.43	133,566.36
Weathervane Entrance	366.76	0.71	-	367.47
Weathervane Conrail	662.05	1.04	125.00	538.09
Holdings at Featherstone	1.33	-	1.33	-
Cameron Court	1,806.20	3.45	330.00	1,479.65
Dawson Fund	10,328.47	5.67	10,334.14	-
Uniform Fire Penalties Rider	730.39	0.92	400.00	331.31
Payroll Deductions Payable	38,265.24	3,741,869.38	3,686,080.20	94,054.42
Police Outside Detail	17,403.10	-	-	17,403.10
Police Forfeiture Fund	2,956.23	-	-	2,956.23
<b>Total</b>	<b>\$ 1,116,097.83</b>	<b>\$ 3,976,850.50</b>	<b>\$ 3,922,521.41</b>	<b>\$ 1,170,426.92</b>

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**GENERAL CAPITAL FUND**

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**TOWNSHIP OF EAT GREENWICH  
GENERAL CAPITAL FUND  
SCHEDULE OF CASH  
Year ended December 31, 2013**

Balance, December 31, 2012		\$ 513,885.49
Increased by:		
Grants Receivable	\$ 95,341.02	
Premium on Sale of Bond Anticipation Notes	38,832.47	134,173.49
		<hr/>
Subtotal		648,058.98
Decreased by:		
Improvement Authorizations	\$ 4,947.70	
Contracts Payable	570,717.00	
Anticipated as Revenue in the 2013 Current Fund Budget: General Capital Fund Balance	39,559.20	615,223.90
		<hr/>
Balance, December 31, 2013		<u>\$ 32,835.08</u>

TOWNSHIP OF EAST GREENWICH  
 GENERAL CAPITAL FUND  
 SCHEDULE OF ANALYSIS OF GENERAL CAPITAL CASH  
 Year ended December 31, 2013

	BALANCE DECEMBER 31, 2012	RECEIPTS		DISBURSEMENTS		TRANSFERS		BALANCE DECEMBER 31, 2013
		MISCELLANEOUS	IMPROVEMENT	AUTHORIZATIONS	MISCELLANEOUS	FROM	TO	
Fund Balance	\$ 39,559.20	\$ -	\$ -	\$ -	\$ 39,559.20	\$ -	\$ -	\$ -
Capital Improvement Fund	167.00	-	-	-	-	-	-	167.00
Contracts Payable	570,717.00	-	-	-	570,717.00	-	1,817.00	1,817.00
Reserve for BAN's	-	38,832.47	-	-	-	-	-	38,832.47
State Grants Receivable	(95,698.22)	95,341.02	-	-	-	-	-	(357.20)
Due from Grant Fund	(8,935.40)	-	-	-	-	-	-	(8,935.40)
<b>ORDINANCE IMPROVEMENT NUMBER AUTHORIZATIONS</b>								
24-09 Various Improvements: Purchase of Various Equipment	1,093.33	-	-	-	-	-	-	1,093.33
5-12 Various Improvements: Improvements to Hidden Acres Park	1,268.25	-	-	1,232.54	-	-	-	35.71
Purchase of a Fire Truck	182.17	-	-	-	-	-	-	182.17
7-12 County House Road Resurfacing - Phase II	5,532.16	-	-	3,715.16	-	1,817.00	-	-
<b>Total</b>	<b>\$ 513,885.49</b>	<b>\$ 134,173.49</b>	<b>\$ 4,947.70</b>	<b>\$ 610,276.20</b>	<b>\$ 1,817.00</b>	<b>\$ 1,817.00</b>	<b>\$ 32,835.08</b>	

**TOWNSHIP OF EAST GREENWICH  
GENERAL CAPITAL FUND  
SCHEDULE OF GRANTS RECEIVABLE  
Year ended December 31, 2013**

Balance, December 31, 2012	\$	95,698.22
Decreased by:		
Received		95,341.02
Balance, December 31, 2013	\$	357.20

		<u>Agency</u>	<u>Ordinance No.</u>	
New Jersey Department of Transportation			7-12	\$ 357.20
				\$ 357.20

**TOWNSHIP OF EAST GREENWICH**  
**GENERAL CAPITAL FUND**  
**SCHEDULE OF DEFERRED CHARGES TO FUTURE TAXATION - FUNDED**  
**Year ended December 31, 2013**

Balance, December 31, 2012	\$	9,505,000.00
Decreased by:		
2013 Budget Appropriations:		
Serial Bonds		415,000.00
Balance, December 31, 2013	\$	9,090,000.00

**TOWNSHIP OF EAST GREENWICH**  
**GENERAL CAPITAL FUND**  
**SCHEDULE OF DEFERRED CHARGES TO FUTURE TAXATION - UNFUNDED**  
 Year ended December 31, 2013

ORDINANCE NUMBER	DESCRIPTION	BALANCE DECEMBER 31, 2012	2013 AUTHORIZATIONS	NOTES PAID BY BUDGET APPROPRIATION	TRANSFERS	BALANCE DECEMBER 31, 2013	ANALYSIS OF	
							BALANCE BOND ANTICIPATION NOTES	
25-08	Various Capital Improvements:	\$ 602,483.00	\$ -	\$ 71,761.00	\$ 6,544.00	\$ 524,178.00	\$ 524,178.00	
2-09	Open Space Preservation	445,000.00	-	63,570.00	-	381,430.00	381,430.00	
10-09	Reconstruction of Borelli Blvd. (Phase IV)	90,000.00	-	5,000.00	-	85,000.00	85,000.00	
24-09	Various Capital Improvements:	415,946.00	-	13,296.00	-	402,650.00	402,650.00	
26-09	Paving of Union Road	92,557.00	-	5,143.00	-	87,414.00	87,414.00	
09-10	Reconstruction of Union Road	570,000.00	-	30,000.00	-	540,000.00	540,000.00	
20-10	Various Capital Improvements:	945,000.00	-	49,800.00	-	895,200.00	895,200.00	
27-10	Open Space Preservation	256,000.00	-	28,500.00	-	227,500.00	227,500.00	
5-11	Various Capital Improvements:	153,900.00	-	-	-	153,900.00	153,900.00	
6-11	Road Resurfacing - Phase I Borelli Blvd	21,456.00	-	3,100.00	(6,544.00)	24,900.00	24,900.00	
19-11	Various Capital Improvements:	80,750.00	-	-	-	80,750.00	80,750.00	
5-12	Various Capital Improvements:	603,250.00	-	5,700.00	-	597,550.00	597,550.00	
7-12	County House Road Resurfacing - Phase II	28,500.00	-	-	-	28,500.00	28,500.00	
<b>Total</b>							<b>\$ 4,304,842.00</b>	<b>\$ 4,028,972.00</b>

TOWNSHIP OF EAST GREENWICH  
 GENERAL CAPITAL FUND  
 SCHEDULE OF IMPROVEMENT AUTHORIZATIONS  
 Year ended December 31, 2013

ORDINANCE NUMBER	IMPROVEMENT DESCRIPTION	ORDINANCE DATE	BALANCE, DECEMBER 31, 2012		2013 AUTHORIZATIONS	EXPENDED	BALANCE, DECEMBER 31, 2013	
			AMOUNT	FUNDED			FUNDED	UNFUNDED
24-09	Various Capital Improvements Purchase of Various Equipment	9/22/09	\$ 44,000.00	\$ -	\$ 1,093.33	\$ -	\$ -	\$ 1,093.33
5-12	Various Capital Improvements (a) Improvements to Hidden Acres Park (b) Purchase of a Fire Truck	4/10/12	60,000.00 575,000.00	- -	1,268.25 182.17	- -	1,232.54	35.71 182.17
7-12	County House Road Resturfacing - Phase II	6/12/12	205,000.00	-	5,532.16	-	5,532.16	-
			\$ -	\$ -	\$ 8,075.91	\$ -	\$ 6,764.70	\$ 1,311.21

Contracts Payable \$ 1,817.00  
 Cash Disbursed 4,947.70  
\$ 6,764.70

**TOWNSHIP OF EAST GREENWICH  
GENERAL CAPITAL FUND  
SCHEDULE OF CAPITAL IMPROVEMENT FUND  
Year ended December 31, 2013**

Balance, December 31, 2013 & 2012

\$ 167.00

TOWNSHIP OF EAST GREENWICH  
GENERAL CAPITAL FUND  
SCHEDULE OF CONTRACTS PAYABLE  
Year ended December 31, 2013

Balance, December 31, 2012	\$ 570,717.00
Increased by:	
Charged to Improvement Authorizations	<u>1,817.00</u>
Subtotal	572,534.00
Decreased by:	
Disbursed	<u>570,717.00</u>
Balance, December 31, 2013	<u><u>\$ 1,817.00</u></u>

**TOWNSHIP OF EAST GREENWICH**  
**GENERAL CAPITAL FUND**  
**SCHEDULE OF BOND ANTICIPATION NOTES**  
 Year ended December 31, 2013

ORDINANCE NUMBER	IMPROVEMENT DESCRIPTION	ORIGINAL DATE OF ISSUE	DATE OF ISSUE	DATE OF MATURITY	INTEREST RATE	BALANCE DECEMBER 31, 2012	ISSUED	DECREASED	BALANCE DECEMBER 31, 2013
25-08	Various Capital Improvements	4/21/2009	11/20/2013	11/12/2014	1.00%	\$ 595,939.00	\$ 524,178.00	\$ 595,939.00	\$ 524,178.00
2-09	Open Space Preservation	4/21/2009	11/20/2013	11/12/2014	1.00%	445,000.00	381,430.00	445,000.00	381,430.00
10-09	Reconstruction of Borelli Blvd. (Phase IV)	11/4/2009	11/20/2013	11/12/2014	1.00%	90,000.00	85,000.00	90,000.00	85,000.00
24-09	Various Capital Improvements	11/4/2009	11/20/2013	11/12/2014	1.00%	415,946.00	402,650.00	415,946.00	402,650.00
26-09	Paving of Union Road	11/4/2009	11/20/2013	11/12/2014	1.00%	92,557.00	87,414.00	92,557.00	87,414.00
9-10	Reconstruction of Union Road	4/19/2010	11/20/2013	11/12/2014	1.00%	570,000.00	540,000.00	570,000.00	540,000.00
20-10	Various Capital Improvement	12/2/2010	11/20/2013	11/12/2014	1.00%	945,000.00	895,200.00	945,000.00	895,200.00
27-10	Open Space Preservation	4/15/2011	11/20/2013	11/12/2014	1.00%	256,000.00	227,500.00	256,000.00	227,500.00
5-11	Various Capital Improvements	11/17/2011	11/20/2013	11/12/2014	1.00%	153,900.00	153,900.00	153,900.00	153,900.00
6-11	Recreational Improvements to Thompson Park	11/17/2011	11/20/2013	11/12/2014	1.00%	28,000.00	24,900.00	28,000.00	24,900.00
19-11	Construction of Public Works Garage	11/17/2011	11/20/2013	11/12/2014	1.00%	80,750.00	80,750.00	80,750.00	80,750.00
5-12	Various Capital Improvements	7/26/2012	11/20/2013	11/12/2014	1.00%	603,250.00	597,550.00	603,250.00	597,550.00
7-12	County House Road Resurfacing - Phase II	7/26/2012	11/20/2013	11/12/2014	1.00%	28,500.00	28,500.00	28,500.00	28,500.00
<b>Total</b>						<b>\$ 4,304,842.00</b>	<b>\$ 4,028,972.00</b>	<b>\$ 4,304,842.00</b>	<b>\$ 4,028,972.00</b>

Paid by Municipal Open Space Trust Budget Appropriation	\$ 4,028,972.00
Paid by Current Fund Budget Appropriation	100,870.00
	<u>173,000.00</u>
	<u>\$ 4,028,972.00</u>

TOWNSHIP OF EAST GREENWICH  
 GENERAL CAPITAL FUND  
 SCHEDULE OF GENERAL SERIAL BONDS  
 Year ended December 31, 2013

PURPOSE	DATE OF ISSUE	ORIGINAL ISSUE	MATURITIES OF BONDS OUTSTANDING		INTEREST RATE	BALANCE DECEMBER 31, 2012	BALANCE DECEMBER 31, 2013
			DATE	AMOUNT			
General Bonds of 2008	09/05/08	11,060,000.00	08/01/14	\$ 435,000.00	4.00%	\$ 9,505,000.00	\$ 9,090,000.00
			08/01/15	455,000.00	4.00%		
			08/01/16	475,000.00	4.00%		
			08/01/17	495,000.00	4.00%		
			08/01/18	520,000.00	4.125%		
			08/01/19	545,000.00	4.125%		
			08/01/20	570,000.00	4.125%		
			08/01/21	600,000.00	4.125%		
			08/01/22	630,000.00	4.125%		
			08/01/23	660,000.00	4.125%		
			08/01/24	690,000.00	4.125%		
			08/01/25	720,000.00	4.25%		
			08/01/26	755,000.00	4.25%		
		08/01/27	770,000.00	4.25%			
		08/01/28	770,000.00	4.25%			
Total						\$ 9,505,000.00	\$ 9,090,000.00

Paid by Municipal Open Space Trust Budget Appropriation	\$ 114,400.00
Paid by Current Fund Budget Appropriation	300,600.00
	<u>\$ 415,000.00</u>

**TOWNSHIP OF EAST GREENWICH  
GENERAL CAPITAL FUND  
SCHEDULE OF RESERVE FOR BAN'S  
Year ended December 31, 2013**

Balance, December 31, 2012	\$ -
Increased by:	
Premium Recevied on BAN'S	<u>38,832.47</u>
Balance, December 31, 2013	<u>\$ 38,832.47</u>

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**WATER-SEWER UTILITY FUND**

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**TOWNSHIP OF EAST GREENWICH  
WATER-SEWER UTILITY FUND  
SCHEDULE OF UTILITY CASH  
Year ended December 31, 2013**

	<u>OPERATING FUND</u>	<u>CAPITAL FUND</u>	
Balance, December 31, 2012	\$ 665,023.01	\$	62,564.45
Increased by Receipts:			
Consumer Accounts Receivable	\$ 2,549,846.42		
Miscellaneous	312,374.31		
Reserve for Payment of Note	17,103.52		
Water/Sewer Utility Capital Fund Balance	7,351.93		
Due Current Fund	45,274.90		
BAN Proceeds		\$ 375,000.00	
Premium on BAN's	2,931,951.08	15,659.66	390,659.66
	<u>3,596,974.09</u>		<u>453,224.11</u>
Subtotal			
Decreased by Disbursements:			
2013 Budget Appropriations	2,834,961.84		
2012 Appropriation Reserves	143,765.66		
Interest on Bonds	186,008.02		
Rent Overpayments	-		
Reserve for BAN's	-	17,103.52	
Utility Capital Fund Balance	-	7,351.93	
Improvement Authorizations	3,164,735.52	323,830.70	348,286.15
	<u>3,164,735.52</u>	<u>323,830.70</u>	<u>348,286.15</u>
Balance, December 31, 2013	<u>\$ 432,238.57</u>	\$	<u>104,937.96</u>

TOWNSHIP OF EAST GREENWICH  
 WATER-SEWER UTILITY CAPITAL FUND  
 SCHEDULE OF ANALYSIS OF CASH  
 Year ended December 31, 2013

	BALANCE DECEMBER 31, 2012	RECEIPTS		DISBURSEMENTS		BALANCE DECEMBER 31, 2013
		MISCELLANEOUS	IMPROVEMENT AUTHORIZATIONS	MISCELLANEOUS	MISCELLANEOUS	
Fund Balance	\$ 7,351.93	\$ -	\$ -	\$ 7,351.93	\$ -	\$ -
Capital Improvement Fund	38,109.00	-	-	-	-	38,109.00
Reserve for BAN's	17,103.52	15,659.66	-	17,103.52	-	15,659.66
ORDINANCE NUMBER						
Purpose						
'12-13	-	375,000.00	323,830.70	-	-	51,169.30
W. Cohawkin Road						
Total	\$ 62,564.45	\$ 390,659.66	\$ 323,830.70	\$ 24,455.45	\$ 104,937.96	

**TOWNSHIP OF EAST GREENWICH**  
**WATER/SEWER UTILITY OPERATING FUND**  
**SCHEDULE OF CONSUMER ACCOUNTS RECEIVABLE**  
**Year ended December 31, 2013**

Balance, December 31, 2012		\$ 231,607.46
Increased by:		
Rents Levied in 2013		<u>2,455,315.01</u>
Subtotal		2,686,922.47
Decreased by:		
Collections	\$ 2,549,846.42	
Prepaid Applied	<u>5,393.60</u>	<u>2,555,240.02</u>
Balance, December 31, 2013		<u><u>\$ 131,682.45</u></u>

TOWNSHIP OF EAST GREENWICH  
 WATER/SEWER UTILITY OPERATING FUND  
 SCHEDULE OF DEFERRED CHARGES  
 Year ended December 31, 2013

	BALANCE DECEMBER 31, 2012	INCREASES	RAISED IN 2013 BUDGET	BALANCE DECEMBER 31, 2013
Operating Deficit	\$ -	\$ 7,715.74	\$ -	\$ 7,715.74
Over-expenditure of Appropriation	-	3,191.95	-	3,191.95
	<u>\$ -</u>	<u>\$ 10,907.69</u>	<u>\$ -</u>	<u>\$ 10,907.69</u>

**TOWNSHIP OF EAST GREENWICH  
WATER/SEWER UTILITY OPERATING FUND  
SCHEDULE OF FIXED CAPITAL**

Balance, December 31, 2013 & 2012

\$ 14,453,612.35

TOWNSHIP OF EAST GREENWICH  
 WATER-SEWER UTILITY CAPITAL FUND  
 SCHEDULE OF FIXED CAPITAL AUTHORIZED AND UNCOMPLETED  
 Year ended December 31, 2013

ORDINANCE NUMBER	IMPROVEMENT DESCRIPTION	DATE	AMOUNT	BALANCE DECEMBER 31, 2012	AUTHORIZATIONS	BALANCE DECEMBER 31, 2013
12-13	W. Cohawkin Road	9/24/13	\$ 375,000.00	\$ -	\$ 375,000.00	\$ 375,000.00
			Total	\$ -	\$ 375,000.00	\$ 375,000.00

**TOWNSHIP OF EAST GREENWICH  
 WATER-SEWER UTILITY OPERATING FUND  
 SCHEDULE OF 2012 APPROPRIATION RESERVES**

	<u>BALANCE, DECEMBER 31, 2012</u>		BALANCE		BALANCE
	RESERVED	ENCUMBERED	AFTER	DISBURSED	LAPSED
			TRANSFER		
Operations:					
Salaries & Wages	\$ 2,375.47	\$ -	\$ 2,375.47	\$ 800.00	\$ 1,575.47
Other Expenses	16,895.03	21,632.77	48,527.80	34,155.20	14,372.60
Group Insurance					
New Jersey American Water	688.10	63,552.04	64,240.14	63,552.04	688.10
Gloucester County Utilities Authority	50,611.12	-	40,611.12	38,281.42	2,329.70
Capital Improvements:					
Capital Outlay	97.18	6,977.00	7,074.18	6,977.00	97.18
Statutory Expenditures:					
Social Security System	0.85	-	0.85	-	0.85
<b>Total</b>	<b>\$ 70,667.75</b>	<b>\$ 92,161.81</b>	<b>\$ 162,829.56</b>	<b>\$ 143,765.66</b>	<b>\$ 19,063.90</b>

**TOWNSHIP OF EAST GREENWICH  
WATER/SEWER UTILITY OPERATING FUND  
SCHEDULE OF PREPAID RENTS  
Year ended December 31, 2013**

Balance, December 31, 2012	\$ 5,393.60
Decreased by:	
Applied to Consumer Accounts Receivable	<u>5,393.60</u>
Balance, December 31, 2013	<u><u>\$ -</u></u>

**TOWNSHIP OF EAST GREENWICH  
WATER/SEWER UTILITY OPERATING FUND  
SCHEDULE OF ACCRUED INTEREST PAYABLE  
Year ended December 31, 2013**

Balance, December 31, 2012		\$ 100,814.63
Increased by:		
Budget Appropriations for:		
Interest on Bonds	\$ 54,634.78	
Interest on Notes	59,035.06	113,669.84
		214,484.47
Subtotal		
Interest Paid		186,008.02
		28,476.45
Balance, December 31, 2013		\$ 28,476.45

**Analysis of Accrued Interest December 31, 2013**

	Principal Outstanding Dec. 31, 2013	Interest Rate	From	To	Period	Amount
Water Bonds of 2008	\$ 724,000.00	Various	08/01/13	12/31/13	5 Months	\$ 12,565.35
Sewer Bonds of 2008	573,000.00	Various	08/01/13	12/31/13	5 Months	9,940.79
Bond Anticipation Notes	5,188,486.00	1.00%	11/20/13	12/31/12	42 days	5,970.31
						\$ 28,476.45

TOWNSHIP OF EAST GREENWICH  
 WATER-SEWER UTILITY CAPITAL FUND  
 SCHEDULE OF IMPROVEMENT AUTHORIZATIONS  
 Year ended December 31, 2013

ORDINANCE NUMBER	IMPROVEMENT DESCRIPTION	DATE	ORDINANCE AMOUNT	BALANCE DECEMBER 31, 2012		AUTHORIZATIONS	EXPENDED	BALANCE DECEMBER 31, 2013	
				FUNDED	UNFUNDED			FUNDED	UNFUNDED
12-13	W. Cohawkin Road	9/24/13	375,000.00 \$	- \$	- \$	375,000.00 \$	323,830.70 \$	- \$	51,169.30 \$
			\$ -	\$ -	\$ -	375,000.00 \$	323,830.70 \$	- \$	51,169.30 \$

**TOWNSHIP OF EAST GREENWICH  
WATER/SEWER UTILITY OPERATING FUND  
SCHEDULE OF CAPITAL IMPROVEMENT FUND  
Year ended December 31, 2013**

Balance, December 31, 2013 & 2012

\$ 38,109.00

TOWNSHIP OF EAST GREENWICH  
WATER/SEWER UTILITY OPERATING FUND  
SCHEDULE OF RESERVE FOR PAYMENT OF NOTES  
Year ended December 31, 2013

Balance, December 31, 2012	\$ 17,103.52
Increased by:	
Premium Received on BAN'S	<u>15,659.66</u>
Subtotal	32,763.18
Decreased by:	
Utilized as Anticipated Revenue	<u>17,103.52</u>
Balance, December 31, 2013	<u><u>\$ 15,659.66</u></u>

**TOWNSHIP OF EAST GREENWICH  
WATER/SEWER UTILITY CAPITAL FUND  
SCHEDULE OF RESERVE FOR AMORTIZATION  
Year ended December 31, 2013**

Balance, December 31, 2012		\$ 7,672,570.35
Increased by:		
Payment of Bonds	\$ 60,000.00	
Payment of Notes	610,556.00	670,556.00
		<u>670,556.00</u>
Balance, December 31, 2013		<u>\$ 8,343,126.35</u>

TOWNSHIP OF EAST GREENWICH  
 WATER-SEWER UTILITY CAPITAL FUND  
 SCHEDULE OF BOND ANTICIPATION NOTES  
 Year ended December 31, 2013

ORDINANCE NUMBER	IMPROVEMENT DESCRIPTION	DATE OF ISSUE OF ORIGINAL NOTE	DATE OF MATURITY	INTEREST RATE	BALANCE DECEMBER 31, 2012	ISSUED	DECREASED	BALANCE DECEMBER 31, 2013
22-08	Construction of a Replacement Well	4/21/09	11/12/2014	1.00%	\$ 377,658.00	\$ 323,708.00	\$ 377,658.00	\$ 323,708.00
22-09	Construction of Water Tower	11/4/09	11/12/2014	1.00%	2,344,936.00	2,009,936.00	2,344,936.00	2,009,936.00
23-09	Various Capital Improvements	11/4/09	11/12/2014	1.00%	71,448.00	61,242.00	71,448.00	61,242.00
2-10	Construction of Water Mains on Rattling and East Rattling Roads	4/19/10	11/12/2014	1.00%	1,000,000.00	875,000.00	1,000,000.00	875,000.00
21-10	Construction of a Utility Maintenance Garage	12/2/10	11/12/2014	1.00%	380,000.00	332,500.00	380,000.00	332,500.00
9-11	County House Road Water Main Extension and Well #3 Modifications and Construction of Well #4 at East Rattling Run Road & Wolfert Station	7/27/11	11/12/2014	1.00%	1,250,000.00	1,211,100.00	1,250,000.00	1,211,100.00
12-13	W. Cohawkin Road	11/10/2013	11/12/2014	1.00%	-	375,000.00	-	375,000.00
Total					\$ 5,424,042.00	\$ 5,188,486.00	\$ 5,424,042.00	\$ 5,188,486.00

	Cash Receipts	\$ 375,000.00
	Renewals	4,813,486.00
	Paid by Utility Operating Fund Budget Appropriation	610,556.00
		<u>\$ 4,813,486.00</u>
		<u>\$ 5,424,042.00</u>

**TOWNSHIP OF EAST GREENWICH  
WATER-SEWER UTILITY CAPITAL FUND  
SCHEDULE OF GENERAL SERIAL BONDS**  
Year ended December 31, 2013

PURPOSE	DATE OF ISSUE	ORIGINAL ISSUE	MATURITIES OF BONDS OUTSTANDING		INTEREST RATE	BALANCE DECEMBER 31, 2012	DECREASED	BALANCE DECEMBER 31, 2013		
			DATE	AMOUNT						
General Bonds of 2008	9-5-08	\$ 879,000.00	8-1-14	\$ 35,000.00	4.000%	\$ 759,000.00	\$ 35,000.00	\$ 724,000.00		
			8-1-15	35,000.00	4.000%					
			8-1-16	40,000.00	4.000%					
			8-1-17	40,000.00	4.000%					
			8-1-18	40,000.00	4.125%					
			8-1-19	45,000.00	4.125%					
			8-1-20	45,000.00	4.125%					
			8-1-21	50,000.00	4.125%					
			8-1-22	50,000.00	4.125%					
			8-1-23	50,000.00	4.125%					
			8-1-24	55,000.00	4.125%					
			8-1-25	60,000.00	4.250%					
			8-1-26	60,000.00	4.250%					
			8-1-27	60,000.00	4.250%					
			8-1-28	59,000.00	4.250%					
	General Bonds 2008	9-5-08	698,000.00	8-1-14	30,000.00	4.000%	598,000.00	25,000.00	573,000.00	
				8-1-15	30,000.00	4.000%				
			8-1-16	30,000.00	4.000%					
			8-1-17	30,000.00	4.000%					
			8-1-18	35,000.00	4.125%					
			8-1-19	35,000.00	4.125%					
			8-1-20	35,000.00	4.125%					
			8-1-21	40,000.00	4.125%					
			8-1-22	40,000.00	4.125%					
			8-1-23	40,000.00	4.125%					
			8-1-24	45,000.00	4.125%					
		8-1-25	45,000.00	4.250%						
		8-1-26	45,000.00	4.250%						
		8-1-27	45,000.00	4.250%						
		8-1-28	48,000.00	4.250%						
Total								\$ 1,357,000.00	\$ 60,000.00	\$ 1,297,000.00

**TOWNSHIP OF EAST GREENWICH  
WATER/SEWER UTILITY OPERATING FUND  
SCHEDULE OF DUE TO CURRENT FUND  
Year ended December 31, 2013**

Balance, December 31, 2012		\$	-
Increased by:			
Current Fund - Anticipated Revenue	\$	46,000.00	
Cash Receipts		45,274.90	91,274.90
		<hr/>	
Balance, December 31, 2013		\$	<u>91,274.90</u>

**GENERAL FIXED ASSETS**

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**TOWNSHIP OF EAST GREENWICH**  
**SCHEDULE OF GENERAL FIXED ASSETS**  
**December 31, 2013 and 2012**

	BALANCE DECEMBER 31, 2012	ADDITIONS	DELETIONS	BALANCE DECEMBER 31, 2013
Land	\$ 2,657,850.00	-	-	\$ 2,657,850.00
Building	5,772,222.00	-	-	5,772,222.00
Vehicles	3,676,002.00	-	-	3,676,002.00
Equipment	2,744,927.00	-	-	2,744,927.00
<b>Total</b>	<b>\$ 14,851,001.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 14,851,001.00</b>
 Total Investment in General Fixed Assets	 <b>\$ 14,851,001.00</b>	 <b>\$ -</b>	 <b>\$ -</b>	 <b>\$ 14,851,001.00</b>

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**TOWNSHIP OF EAST GREENWICH  
COUNTY OF GLOCESTER**

**PART II**

**COMMENTS AND RECOMMENDATIONS  
FOR THE YEAR ENDED DECEMBER 31, 2013**

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The Honorable Mayor and Members  
of the Township Committee  
Township of East Greenwich  
Mickleton, New Jersey 08056

We have audited the financial statements – statutory basis of the Township of East Greenwich in the County of Gloucester for the year ended December 31, 2013.

### Scope of Audit

The audit covered the financial transactions of the Treasurer, Tax Collector, and Water-Sewer Utility Collector, the activities of the Mayor and Council and the records of the various outside departments.

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

The accrued and realized revenues for the various Township Departments as shown on the Statements of Revenue and Revenue Accounts Receivable are presented as recorded in the Township records.

In accordance with requirements prescribed by the Division of Local Government Services, Department of Community Affairs, State of New Jersey, the following are the *General Comments* and *Recommendations* for the year then ended.

## GENERAL COMMENTS

### Contracts and Agreements Required to be advertised by (N.J.S.A.40A:11-4)

*N.J.S.A.40A:11-4* - Every contract or agreement, for the performance of any work or 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 \$17,500 except by contract or agreement.

It is pointed out that the governing body of the municipality has the responsibility of determining whether the expenditures in any category will exceed the statutory minimum within the fiscal year.

Where question arises as to whether any contract or agreement might result in violation of the statute, the solicitor's opinion should be sought before a commitment is made. The minutes indicate that bids were requested by public advertising for the following items:

**Contracts and Agreements Required to be advertised by (N.J.S.A.40A:11-4) (continued):**

*Water Meters, Registers and Parts*

A test was conducted to determine that expenditures greater than \$2,625 obtained solicitation of quotes. No exceptions were noted.

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

Purchases were made through the State Division of Purchases and Property and were approved by resolution of the Township Committee.

Inasmuch as the system of records did not provide for an accumulation of payments for categories for the performance of any work or the furnishing or hiring of any materials or supplies, the results of such an accumulation could not reasonably be ascertained. Disbursements were reviewed, however, to determine whether any clear-cut violations existed.

The compliance review of expenditures did not reveal any individual payments or contracts in excess of the statutory limit "for the performance of any work, or the furnishing of any materials, supplies or labor, or the hiring of teams or vehicles," other than those where bids had been previously sought by public advertisement or where a resolution had been previously adopted under the provisions of *N.J.S.A.40A:11-6*.

**Contracts and Agreements Requiring Solicitation of Quotations**

The examination of expenditures did not reveal any individual payments, contracts or agreements in excess of \$2,625 thereafter "for the performance of any work or the furnishing or hiring of any materials or supplies", other than those where bids had been previously sought by public advertisement or where a resolution had been previously adopted under the provision of (*N.J.S.A.40A:11-6.1*).

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

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

The governing body on January 5, 2013 adopted the following resolution authorizing interest to be charged on delinquent taxes:

**"BE IT RESOLVED** that the rate of interest to be charged for the nonpayment of taxes and water/sewer rents on the date when they become delinquent is hereby fixed as eight (8%) percent per annum of the first One Thousand Five Hundred Dollars (\$1,500.00) of the delinquency, and eighteen (18%) percent per annum on any amount in excess of One

**Collection of Interest on Delinquent Taxes and Assessments (continued):**

Thousand Five Hundred Dollars (\$1,500.00). The same to be calculated from the date of actual payment; provided, however, that no interest be charged if payment is made with ten (10) days after the date upon which same became payable.”

The Township also charges an additional 6% penalty on delinquencies in excess of \$10,000 at the end of the calendar year.

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

**Tax Collector’s Annual Report**

*N.J.S.54:4-91* requires that on or before May 1<sup>st</sup> of each year, the Tax Collector shall file with the Treasurer and the governing body a statement of receipts during the preceding year as well as added assessments, taxes canceled and taxes unpaid as of December 31, all for the preceding tax year. This report was filed in 2013 with the governing body.

**Delinquent Taxes and Tax Title Liens**

The delinquent taxes at December 31, 2013 included real estate taxes for 2013, 2012, 2011 and 2010.

The last tax sale was held on October 23, 2013 and was complete.

Inspection of 2013 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:

<b>YEAR</b>	<b>NUMBER OF LIENS</b>
2013	7
2012	7
2011	9

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

**Deductions From Taxes**

The audit of senior citizen and veteran deductions on a test basis revealed that deductions appear reasonable.

**Examination of Bills**

A test check of paid bills was made and each bill, upon proper approval, was considered as a separate and individual contract unless the records disclosed it to be a part payment or estimate.

**Deposit of Funds Paid to Local Unit**

*N.J.S.40A:5-15* States:

“All moneys, including moneys collected by taxation, received from any source by or on behalf of any local unit or any board or department thereof shall within 48 hours after the receipt thereof, either;

- a. be paid to the officer charged with the custody of the general funds of the local unit, who shall deposit all such funds within 48 hours after the receipt thereof to the credit of the local unit in its designated legal depository, or;
- b. be deposited to the credit of the local unit in its designated legal depository.”

**Payroll Fund**

The examination of the payroll fund included testing the detail computation of various deductions or other credits from the payroll of Township employees, also, the examination ascertained that the accumulated withholdings were distributed to the proper agencies. The following exceptions were noted:

**Finding 2013-01:**

It was noted during our audit that the monthly cash maintained in the payroll agency account is not properly reconciled to payroll taxes payable.

**Recommendation:**

That the Township reconcile the payroll agency account to payroll taxes payable on a monthly basis.

**Management Response:**

The Township of East Greenwich agrees with this finding, and will correct it accordingly.

**Finding 2013-02:**

It was noted during our audit that the accumulated absence's liability is not properly calculated at year end in accordance with N.J.S.A. 5:30-15.3.

**Recommendation:**

That the Township calculate the accumulated absence liability properly in accordance with N.J.S.A. 5:30-15.3.

**Management Response:**

The Township of East Greenwich agrees with this finding, and will correct it accordingly.

**Municipal Court**

A separate report for the Municipal Court transactions was filed in accordance with the requirements of the Local Finance Board.

As part of the test of the municipal court records, no attempt was made to differentiate between fines due the Township, County, or State, or to pass upon the authenticity of the preparation and procedures for complaints issued.

A test sample was selected of thirteen (13) traffic and criminal cases processed through the system. The purpose of the test was to determine that traffic fines were levied in accordance with State Statutes, that payments were deposited intact and on a timely basis, that dispositions were entered in traffic and criminal dockets, closure procedures for delinquent traffic tickets were enforced and that proper procedures were in effect for defendants paying on a the partial payment system. This test disclosed no discrepancies regarding fines being properly levied, entering of dispositions and closure procedures.

The computer software does not allow for a posting distribution in the cash receipts journal when a transaction involves both a check and cash payment being made by the defendant. The computer system requires this particular type of transaction be posted as either entirely cash or check. As a result of this limitation no test can be conducted to determine if the receipt detail batch totals from the journal agree with the detail of cash and checks deposited for that particular day.

A review of the partial payment system indicated that collection procedures are being enforced to collect delinquent balances.

**Chief Financial Officer**

The following exceptions were found in the records maintained by the Chief Financial Officer/Treasurer:

**Finding 2013-03:**

It was noted during our audit that general and subsidiary ledgers are not being properly maintained on a timely basis for any fund of the Township in accordance with *N.J.A.C.5:30-5.7* and financial reports were not submitted to the governing body on a monthly basis.

**Recommendation:**

That the Chief Financial Officer maintain a timely and complete general ledger and supporting subsidiary ledgers of all financial transactions for all funds of the Township that is to be the official permanent financial record of the Municipality in accordance with the Administrative Code and all financial reports be submitted to the governing body on a monthly basis.

**Management Response:**

The Township of East Greenwich agrees with this finding, and will correct it accordingly.

**Finding 2013-04:**

It was noted during our audit that various bank reconciliations were not completed on a timely basis.

**Recommendation:**

That the Chief Financial Officer maintain timely and accurate bank reconciliations for all accounts maintained by the Township.

**Management Response:**

The Township of East Greenwich agrees with this finding, and will correct it accordingly.

**Finding 2013-05:**

It was noted during our audit that current fund and utility operating fund appropriations were over-expended.

**Recommendation:**

That the budget be properly monitored and necessary transfers be made to avoid any over-expenditures of appropriations.

**Management Response:**

The Township of East Greenwich agrees with this finding, and will correct it accordingly.

**Finding 2013-06:**

It was noted during our audit that the Township's fixed assets were not properly maintained and updated during 2013.

**Recommendation:**

That the Township maintain and update their fixed assets ledger on a timely basis.

**Management Response:**

The Township of East Greenwich agrees with this finding, and will correct it accordingly.

**Finding 2013-07:**

The Chief Financial Officer did not file the 2013 Annual Financial Statement by the February 10th due date pursuant to *N.J.S.A. 40A:5-12*.

**Recommendation:**

That the Chief Financial Officer file the Township's Annual Financial Statement by the due date per New Jersey statute.

**Management Response:**

The Township of East Greenwich agrees with this finding, and will correct it accordingly.

**Finding 2013-08:**

During our review of audit we noted the Capital Budget for 2013 was not completed in accordance with N.J.S.A. 40A:4-43.

**Recommendation:**

That the Capital Budget be completed annually and amended as needed in accordance with N.J.S.A. 40A:4-43.

**Management Response:**

The Township of East Greenwich agrees with this finding, and will correct it accordingly.

**Finding 2013-09:**

During our audit we noted that the funds collected and deposited in the Construction bank account were not remitted timely to the current fund in accordance with N.J.S.A.

**Recommendation:**

That the Township close the Construction bank account and all fees be collected and deposited into the Current account directly.

**Management Response:**

The Township of East Greenwich agrees with this finding, and will correct it accordingly.

**Prior Year Findings**

In accordance with Government Auditing Standards, our procedures included a review of all prior year findings. There were no prior year findings.

**OFFICIALS IN OFFICE AND SURETY BONDS**

The following officials were in office at December 31, 2013:

<b>NAME</b>	<b>POSITION</b>	<b>AMOUNT OF SURETY BOND</b>
Frederick J. Grant	Mayor	
Jeffrey S. Craig	Deputy Mayor	
Dale L. Archer	Committeeman	
Thomas Decker III	Committeeman	
Samuel Giordano, Jr.	Committeeman	
Susan M. Costill	Township Clerk, Municipal Improvement Search Officer, Treasurer, Payroll Clerk	(A)
Robert S. Law	Chief Financial Officer	(A)
Gail S. Capasso	Tax Collector	(A)
Raymond Zane	Solicitor	

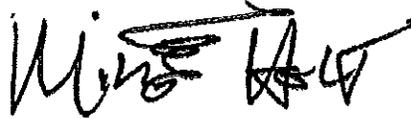
(A) \$1,000,000 per loss is covered by the Gloucester Salem Cumberland Counties Joint Insurance Fund Crime Policy and Excess Crime Policy Public Employee Bond Declarations.

**Acknowledgment**

We express our appreciation for the assistance and courtesies extended to the members of the audit team.

Respectfully submitted,

HOLMAN FRENIA ALLISON, P. C.

A handwritten signature in black ink, appearing to read "Michael Holt". The signature is stylized with a large, sweeping initial "M" and a distinct "H".

Michael Holt  
Registered Municipal Accountant  
No. CR473

November 11, 2014  
Medford, New Jersey