

**TOWNSHIP OF EAST GREENWICH
CURRENT FUND
SCHEDULE OF REGIONAL HIGH SCHOOL TAX PAYABLE
YEAR ENDED DECEMBER 31, 2018**

Balance December 31, 2017	\$ 0.78
Increased by:	
Levy - 2018 Calendar Year	<u>8,436,004.00</u>
	8,436,004.78
Decreased by:	
Payments	<u>8,436,003.96</u>
Balance December 31, 2018	<u><u>\$ 0.82</u></u>

**TOWNSHIP OF EAST GREENWICH
CURRENT FUND
SCHEDULE OF COUNTY TAXES PAYABLE
YEAR ENDED DECEMBER 31, 2018**

Balance, December 31, 2017		\$	-
Increased by:			
General County Taxes	\$ 7,547,727.65		
County Library Taxes	553,657.33		
County Open Space Preservation	471,909.46		8,573,294.44
			<hr/>
			8,573,294.44
Decreased by:			
Payments			8,573,294.44
			<hr/>
Balance, December 31, 2018		\$	<hr/> <hr/> -

**TOWNSHIP OF EAST GREENWICH
CURRENT FUND
SCHEDULE OF DUE COUNTY FOR ADDED AND OMITTED TAXES PAYABLE
YEAR ENDED DECEMBER 31, 2018**

Balance, December 31, 2017	\$ 61,043.06
Increased by:	
County Share of 2018 Added and Omitted Taxes	<u>44,206.10</u>
	105,249.16
Decreased by:	
Payments	<u>61,043.06</u>
Balance, December 31, 2018	<u><u>\$ 44,206.10</u></u>

**TOWNSHIP OF EAST GREENWICH
CURRENT FUND
SCHEDULE OF DUE STATE OF NEW JERSEY - DCA FEES
YEAR ENDED DECEMBER 31, 2018**

Balance, December 31, 2017	\$ 8,821.00
Increased by:	
Fees Collected	<u>38,189.85</u>
	47,010.85
Decreased by:	
Payments	<u>38,989.85</u>
Balance, December 31, 2018	<u><u>\$ 8,021.00</u></u>

**TOWNSHIP OF EAST GREENWICH
CURRENT FUND
SCHEDULE OF DUE STATE OF NEW JERSEY - MARRIAGE LICENSES
YEAR ENDED DECEMBER 31, 2018**

Balance, December 31, 2017	\$ 1,550.00
Increased by:	
Fees Collected	<u>925.00</u>
	2,475.00
Decreased by:	
Payments	<u>775.00</u>
Balance, December 31, 2018	<u><u>\$ 1,700.00</u></u>

**TOWNSHIP OF EAST GREENWICH
CURRENT FUND
SCHEDULE OF DUE FROM GLOUCESTER COUNTY - POLL WORKERS
YEAR ENDED DECEMBER 31, 2018**

Balance, December 31, 2017	\$ -
Increased by:	
Cash Disbursements	<u>11,350.00</u>
	11,350.00
Decreased by:	
Cash Receipts	<u>11,350.00</u>
	-
Balance, December 31, 2018	<u><u>\$ -</u></u>

**TOWNSHIP OF EAST GREENWICH
FEDERAL AND STATE GRANT FUND
SCHEDULE OF DUE FROM CURRENT FUND
YEAR ENDED DECEMBER 31, 2018**

Balance, December 31, 2017		\$ 91,553.56
Increased by:		
Adjustment	\$ 127,241.42	
Cash Receipts	279,946.87	407,188.29
		<hr/>
		498,741.85
Decreased by:		
Cash Disbursed by Current Fund		178,153.47
		<hr/>
Balance, December 31, 2018		<u>\$ 320,588.38</u>

**TOWNSHIP OF EAST GREENWICH
FEDERAL AND STATE GRANT FUND
SCHEDULE OF STATE AND FEDERAL GRANTS RECEIVABLE
YEAR ENDED DECEMBER 31, 2018**

	BALANCE DECEMBER 31, 2017	ACCRUED	RECEIVED	TRANSFER FROM UNAPPROPRIATED	BALANCE DECEMBER 31, 2018
State Grant Awards:					
Alcohol Education & Rehabilitation Fund	\$ -	\$ 366.16	\$ 366.16	\$ -	\$ -
Clean Communities Grant	-	21,026.62	21,026.62	-	-
Drive Sober or Get Pulled Over	1,167.50	-	-	-	1,167.50
Drunk Driving Enforcement Grant	3,553.07	-	-	-	3,553.07
JIF Safety Incentive Programs	-	2,925.00	1,262.67	-	1,662.33
JIF Safety Program	-	2,500.00	-	2,500.00	-
JIF Wellness Budget	-	1,000.00	1,000.00	-	-
Municipal Alliance on Alcoholism and Drug Abuse	10,579.70	13,284.00	10,627.00	-	13,236.70
Recycling Tonnage Grant	-	24,299.84	-	24,299.84	-
Safe & Secure Communities	41,685.00	-	24,398.00	-	17,287.00
Sidewalk & Pedestrian Safety Improvements	306.00	-	-	-	306.00
Sustainable Jersey Grant	25,000.00	-	-	-	25,000.00
Swedesboro Avenue Phase II	-	270,000.00	202,500.00	-	67,500.00
Total	\$ 82,291.27	\$ 335,401.62	\$ 261,180.45	\$ 26,799.84	\$ 129,712.60

Original Budget	\$ 30,724.84
Chapter 159	304,676.78
Total	\$ 335,401.62

TOWNSHIP OF EAST GREENWICH
 FEDERAL AND STATE GRANT FUND
 SCHEDULE OF RESERVE FOR FEDERAL AND STATE GRANTS - APPROPRIATED
 YEAR ENDED DECEMBER 31, 2018

	BALANCE DECEMBER 31, 2017	TRANSFERRED FROM 2018 BUDGET	ENCUMBRANCES RECLASSIFIED	EXPENDED	ENCUMBRANCES	BALANCE DECEMBER 31, 2018	OVER- EXPENDITURE
Local Grants:							
Safe & Secure Communities - Local Match	\$ 51,530.00	\$ -	\$ -	\$ 41,685.00	\$ -	\$ 9,845.00	-
Municipal Alliance on Alcoholism and Drug Abuse - Local Match	6,519.00	-	-	3,862.00	-	2,657.00	-
FIRE Grant - Local Match	3,962.00	-	-	-	-	3,962.00	-
Donation for Policy Body Cameras	1,500.00	-	-	-	-	1,500.00	-
Total Local Grants	63,511.00	-	-	45,547.00	-	17,964.00	-
State Grants:							
Safe & Secure Communities	32,130.25	-	-	-	-	32,130.25	-
Clean Communities Grant	22,664.16	21,026.62	-	7,984.85	14,699.98	21,005.95	-
Recycling Tonnage Grant	-	24,300.00	1,500.00	20,234.46	3,962.83	1,602.71	-
Drunk Driving Enforcement Fund	2,425.31	-	-	-	-	2,425.31	-
Click It or Ticket	200.00	-	-	200.00	-	-	-
Drive Sober or Get Pulled Over	3,410.00	-	-	2,800.00	-	610.00	-
Distracted Driving Grant	-	-	-	-	-	-	-
Body Armor Fund	912.02	-	-	1,692.84	-	-	780.82
2013 Municipal Alliance on Alcoholism and Drug Abuse	133.12	-	-	-	-	133.12	-
2014 Municipal Alliance on Alcoholism and Drug Abuse	2,141.29	-	-	2,138.00	-	3.29	-
2015 Municipal Alliance on Alcoholism and Drug Abuse	7,527.00	-	-	-	-	7,527.00	-
2017 Municipal Alliance on Alcoholism and Drug Abuse	1,850.98	-	150.00	-	-	2,000.98	-
2018 Municipal Alliance on Alcoholism and Drug Abuse	-	13,284.00	-	4,600.00	2,200.00	6,484.00	-
2010 Alcohol, Education and Rehabilitation	525.09	-	-	-	150.00	375.09	-
2011 Alcohol, Education and Rehabilitation	6,202.19	-	-	-	-	6,202.19	-
2012 Alcohol, Education and Rehabilitation	1,662.48	-	-	-	-	1,662.48	-
2014 Alcohol, Education and Rehabilitation	1,169.34	-	-	-	-	1,169.34	-
2015 Alcohol, Education and Rehabilitation	472.64	-	-	-	-	472.64	-
2016 Alcohol, Education and Rehabilitation	884.00	-	-	-	-	884.00	-
2017 Alcohol, Education and Rehabilitation	450.38	-	-	-	-	450.38	-
2018 Alcohol, Education and Rehabilitation	-	366.16	-	-	-	366.16	-
JIF Safety Program	203.53	2,500.00	-	2,703.00	-	0.53	-
JIF Wellness Budget	-	1,000.00	-	1,000.00	-	-	-
JIF Safety Incentive Program	239.97	2,925.00	-	2,271.32	655.68	237.97	-
Sustainable Jersey Grant	25,000.00	-	-	-	-	25,000.00	-
Swedesboro Avenue Phase II	-	270,000.00	-	-	-	270,000.00	-
Total State Grants	110,203.75	335,401.78	1,650.00	45,624.47	21,668.49	380,743.39	780.82
Federal Grants:							
CDBG - ADA Bleachers Compliance	55.95	-	-	-	-	55.95	-
CDBG - ADA Restroom Compliance	977.33	-	-	-	-	977.33	-
FEMA	86,982.00	-	-	86,982.00	-	-	-
Total Federal Grants	88,015.28	-	-	86,982.00	-	1,033.28	-
Total	\$ 261,730.03	\$ 335,401.78	\$ 1,650.00	\$ 178,153.47	\$ 21,668.49	\$ 399,740.67	\$ 780.82
Realized as Revenue in Budget	\$ -	\$ 335,401.78	-	-	-	-	-
Local Match	-	-	-	-	-	-	-
		<u>\$ 335,401.78</u>					

**TOWNSHIP OF EAST GREENWICH
FEDERAL AND STATE GRANT FUND
SCHEDULE OF RESERVES FOR STATE GRANTS - UNAPPROPRIATED
YEAR ENDED DECEMBER 31, 2018**

GRANT	BALANCE DECEMBER 31, 2017	FEDERAL AND STATE GRANTS RECEIVED	REALIZED AS REVENUE IN 2018	BALANCE DECEMBER 31, 2018
State Grants:				
Recycling Tonnage Grant	\$ 24,299.84	\$ 13,766.42	\$ 24,299.84	\$ 13,766.42
JIF Safety Program	540.00	-	-	540.00
JIF Safety Incentive Program	2,500.00	2,000.00	2,500.00	2,000.00
Distracted Driving	-	2,200.00	-	2,200.00
Click it or Ticket	-	800.00	-	800.00
Federal Grants:				
FEMA	650.00	-	-	650.00
Total Grants	<u>\$ 27,989.84</u>	<u>\$ 18,766.42</u>	<u>\$ 26,799.84</u>	<u>\$ 19,956.42</u>

**TOWNSHIP OF EAST GREENWICH
FEDERAL AND STATE GRANT FUND
SCHEDULE OF RESERVE FOR ENCUMBRANCES
YEAR ENDED DECEMBER 31, 2018**

Balance, December 31, 2017	\$ 1,650.00
Increased by:	
Reserve for Encumbrances - Appropriated	<u>21,668.49</u>
	23,318.49
Decreased by:	
Prior Year Encumbrances Reclassified	<u>1,650.00</u>
Balance, December 31, 2018	<u><u>\$ 21,668.49</u></u>

This page intentionally left blank.

TRUST FUND

This page intentionally left blank.

TOWNSHIP OF EAST GREENWICH
TRUST FUND
SCHEDULE OF CASH
YEAR ENDED DECEMBER 31, 2018

	ANIMAL CONTROL FUND	MUNICIPAL OPEN SPACE TRUST FUND	TRUST - OTHER
Balance, December 31, 2017	\$ 30,089.86	\$ 65,904.68	\$ 1,058,790.06
Increased by Receipts:			
Dog License Fees	\$ 10,197.10	-	-
Due to State Department of Health	1,658.40	-	-
Municipal Open Space Trust Revenue	-	330,900.77	-
Due from Current Fund	-	21,362.83	-
Miscellaneous Trust Reserves	-	-	4,750,743.43
Total Increases	<u>11,855.50</u>	<u>352,263.60</u>	<u>4,750,743.43</u>
Total Increases & Balances	<u>41,945.36</u>	<u>418,168.28</u>	<u>5,809,533.49</u>
Decreased by Disbursements:			
Reserve for Animal Control Fund Expenditures	14,566.20	-	-
Disbursed to State Department of Health	1,658.40	-	-
Due to Current Fund	-	-	11,975.13
Parks Open Space Appropriations	-	316,662.91	-
Parks Open Space Appropriation Reserves	-	21,550.30	-
Reserve for Encumbrances	-	4,686.32	-
Miscellaneous Trust Reserves	-	-	4,797,389.17
Total Disbursements	<u>16,224.60</u>	<u>342,899.53</u>	<u>4,809,364.30</u>
Balance, December 31, 2018	<u>\$ 25,720.76</u>	<u>\$ 75,268.75</u>	<u>\$ 1,000,169.19</u>

**TOWNSHIP OF EAST GREENWICH
ANIMAL CONTROL FUND
SCHEDULE OF RESERVE FOR ANIMAL CONTROL FUND EXPENDITURES
YEAR ENDED DECEMBER 31, 2018**

Balance, December 31, 2017	\$	23,253.50
Increased by:		
2018 Dog License Fees Collected		10,197.10
Subtotal		33,450.60
Decreased by:		
Disbursements		14,566.20
Balance, December 31, 2018	\$	18,884.40

LICENSE FEES COLLECTED

2017	\$	12,000.00
2016		11,687.30
Total	\$	23,687.30

**TOWNSHIP OF EAST GREENWICH
ANIMAL CONTROL FUND
SCHEDULE OF DUE TO/(FROM) STATE DEPARTMENT OF HEALTH
YEAR ENDED DECEMBER 31, 2018**

Balance, December 31, 2017	\$ -
Increased by:	
Fees Collected	<u>1,658.40</u>
Subtotal	1,658.40
Decreased by:	
Disbursements	<u>1,658.40</u>
Balance, December 31, 2018	<u><u>\$ -</u></u>

**TOWNSHIP OF EAST GREENWICH
OPEN SPACE TRUST FUND
SCHEDULE OF RESERVE FOR MUNICIPAL OPEN SPACE EXPENDITURES
FOR THE YEAR ENDED DECEMBER 31, 2018**

Balance December 31, 2017	\$ 21,550.30
Increased by:	
Open Space Receipts Due From Current	
Open Space Receipts	<u>330,900.77</u>
Subtotal	352,451.07
Decreased by:	
Open Space Expenditures	316,662.91
Appropriation Reserves	<u>21,550.30</u>
Balance December 31, 2018	<u><u>\$ 14,237.86</u></u>

EXHIBIT B-7

**TOWNSHIP OF EAST GREENWICH
OPEN SPACE TRUST FUND
SCHEDULE OF MUNICIPAL OPEN SPACE 2017 APPROPRIATION RESERVES
YEAR ENDED DECEMBER 31, 2018**

Balance, December 31, 2017	\$ 21,550.30
Decreased by:	
Cash Disbursements	<u>21,550.30</u>
Balance, December 31, 2018	<u><u>\$ -</u></u>

EXHIBIT B-8

**SCHEDULE OF RESERVE FOR ENCUMBRANCES
YEAR ENDED DECEMBER 31, 2018**

Balance, December 31, 2017	\$ 4,686.32
Decreased by:	
Cash Disbursements	<u>4,686.32</u>
Balance, December 31, 2018	<u><u>\$ -</u></u>

**TOWNSHIP OF EAST GREENWICH
OPEN SPACE TRUST FUND
SCHEDULE OF DUE TO/(FROM) CURRENT FUND
YEAR ENDED DECEMBER 31, 2018**

Balance, December 31, 2017	\$ (24,939.86)
Increased by:	
Cash Receipts	<u>21,362.83</u>
Balance, December 31, 2018	<u><u>\$ (3,577.03)</u></u>

**TOWNSHIP OF EAST GREENWICH
TRUST FUND - OTHER
SCHEDULE OF MISCELLANEOUS TRUST RESERVES
FOR THE YEAR ENDED DECEMBER 31, 2018**

	BALANCE DECEMBER 31, 2017	RECEIPTS	DISBURSEMENTS	BALANCE DECEMBER 31, 2018
TTL Redemption	\$ 611.55	115,081.63	115,081.63	\$ 611.55
Tax Sale Premium	179,929.70	70,900.00	71,900.00	178,929.70
POAA	3,519.98	346.00	-	3,865.98
COAH Fees	665,651.56	104,838.16	44,656.46	725,833.26
Unemployment Claims Payable	13,728.95	5,364.52	455.64	18,637.83
Recreation Fees	4,221.65	11.55	-	4,233.20
Public Defender	19,045.00	6,615.00	-	25,660.00
Federal Equitable Sharing	-	1,412.33	-	1,412.33
Developers Escrow Deposits	6.80	-	-	6.80
Weathervane Entrance	369.83	0.56	315.08	55.31
Weathervane Conrail	541.41	1.83	-	543.24
Cameron Court	1,820.46	6.14	-	1,826.60
Uniform Fire Penalties Rider	333.23	1.12	-	334.35
Payroll Deductions Payable	137,901.61	4,028,714.76	4,144,556.61	22,059.76
Police Outside Detail	17,403.10	417,449.83	420,423.75	14,429.18
	<hr/>			
Total	\$ 1,045,084.83	\$ 4,750,743.43	\$ 4,797,389.17	\$ 998,439.09

This page intentionally left blank.

GENERAL CAPITAL FUND

This page intentionally left blank.

**TOWNSHIP OF EAST GREENWICH
GENERAL CAPITAL FUND
SCHEDULE OF CASH
YEAR ENDED DECEMBER 31, 2018**

Balance December 31, 2018 and 2017

\$ -

**TOWNSHIP OF EAST GREENWICH
GENERAL CAPITAL FUND
SCHEDULE OF ANALYSIS OF GENERAL CAPITAL CASH
YEAR ENDED DECEMBER 31, 2018**

	BALANCE		TRANSFERS		BALANCE
	DECEMBER 31, 2017	FROM	TO	DECEMBER 31, 2018	
Capital Improvement Fund	\$ 56,042.00	\$ 19,000.00	\$ -	\$ 37,042.00	
Contracts Payable	403,926.86	403,926.86	1,690.00	1,690.00	
State Grants Receivable	(357.20)	-	-	(357.20)	
Due from Current Fund	(149,703.41)	18,426.00	513,320.68	345,191.27	
Due from Grant Fund	(8,935.40)	-	-	(8,935.40)	
Due from Open Space Trust Fund	(64,607.92)	-	-	(64,607.92)	
Reserve to Pay Debt	31,944.88	29,299.00	-	2,645.88	
Reserve for Downpayment	-	-	8,426.00	8,426.00	
Reserve for Lighting Improvements	-	-	10,000.00	10,000.00	
ORDINANCE					
NUMBER					
IMPROVEMENT					
AUTHORIZATIONS					
24-09 Various Improvements:					
Purchase of Various Equipment	98.96	98.96	-	-	
8-14 Various Capital Improvements	22,714.96	15,185.84	-	7,529.12	
10-14 Refunding Bond Ordinance	(13,500.00)	-	-	(13,500.00)	
9-15 Various Capital Improvements	(310,545.13)	36,305.26	2,513.09	(344,337.30)	
1-17 Phone System Improvements	81.25	-	-	81.25	
6-17 Various Capital Improvements	32,840.15	434,121.62	401,413.77	132.30	
6-18 Solar Crosswalk Lights	-	-	19,000.00	19,000.00	
Total	\$ 0.00	\$ 956,363.54	\$ 956,363.54	\$ -	

**TOWNSHIP OF EAST GREENWICH
GENERAL CAPITAL FUND
SCHEDULE OF GRANTS RECEIVABLE
YEAR ENDED DECEMBER 31, 2018**

Balance, December 31, 2018 and 2017		<u>\$</u>	<u>357.20</u>
<u>Agency</u>	<u>Ordinance</u>		
	<u>No.</u>		
New Jersey Department of Transportation	7-12	<u>\$</u>	<u>357.20</u>
		<u>\$</u>	<u>357.20</u>

**TOWNSHIP OF EAST GREENWICH
GENERAL CAPITAL FUND
SCHEDULE OF DEFERRED CHARGES TO FUTURE TAXATION - FUNDED
YEAR ENDED DECEMBER 31, 2018**

Balance, December 31, 2017	\$ 10,895,000.00
Decreased by:	
Paydown of Serial Bonds by Budget Appropriation	<u>715,000.00</u>
Balance, December 31, 2018	<u><u>\$ 10,180,000.00</u></u>

TOWNSHIP OF EAST GREENWICH
 GENERAL CAPITAL FUND
 SCHEDULE OF DEFERRED CHARGES TO FUTURE TAXATION - UNFUNDED
 YEAR ENDED DECEMBER 31, 2018

ORDINANCE NUMBER	DESCRIPTION	BALANCE DECEMBER 31, 2017	NOTE PAYDOWN	BALANCE DECEMBER 31, 2018	BOND ANTICIPATION NOTES	ANALYSIS OF BALANCE	
						EXPENDITURES	UNEXPENDED IMPROVEMENT AUTHORIZATIONS
8-14	Various Capital Improvements	\$ 772.00	\$ -	\$ 772.00	\$ -	\$ 772.00	\$ -
10-14	Refunding Bond Ordinance	282,500.00	65,000.00	217,500.00	60,100.00	13,500.00	143,900.00
9-15	Various Capital Improvements	344,375.00	-	344,375.00	-	344,337.30	37.70
6-17	Various Capital Improvements	831,426.00	-	831,426.00	831,426.00	-	-
Total		\$ 1,459,073.00	\$ 65,000.00	\$ 1,394,073.00	\$ 891,526.00	\$ 358,609.30	\$ 143,937.70
					Improvement Authorizations Unfunded	\$	144,070.00
					Less - Unexpended Proceeds of Bond		
					Anticipation Notes:		
					Ordinance 6-17		132.30
						\$	<u>143,937.70</u>

TOWNSHIP OF EAST GREENWICH
GENERAL CAPITAL FUND
SCHEDULE OF IMPROVEMENT AUTHORIZATIONS
YEAR ENDED DECEMBER 31, 2018

ORDINANCE NUMBER	IMPROVEMENT DESCRIPTION	ORDINANCE DATE	ORDINANCE AMOUNT	BALANCE, DECEMBER 31, 2017		2018 AUTHORIZATIONS	PRIOR YEAR CONTRACTS RECLASSIFIED	EXPENDED	BALANCE, DECEMBER 31, 2018	
				FUNDED	UNFUNDED				FUNDED	UNFUNDED
24-09	Various Capital Improvements Purchase of Various Equipment	9/22/09	\$ 44,000.00	\$ 98.96	\$ -	\$ -	\$ -	\$ 98.96	\$ -	\$ -
8-14	Various Capital Improvements (a) Resurfacing of Various Streets (b) Acquisition of Chipper (d) Acquisition of Trash Carts (e) Acquisition of 4-Wheel Drive Vehicle (h) Acquisition of Computer Equipment & Software for Construction Office	5/27/14	117,000.00 49,000.00 12,000.00 60,000.00 15,000.00	- 1,936.36 635.00 7,786.24 13,050.00	79.36 - - - -	- - - - -	- - - - -	79.36 - - 5,786.15 9,320.33	- 1,936.36 635.00 2,000.09 3,729.67	- - - - -
10-14	Refunding Bond Ordinance	6/24/14	472,500.00	-	143,900.00	-	-	-	-	143,900.00
9-15	Various Capital Improvements (b) Acquisition of Camera System (c) Acquisition of Body & In-Car Cameras (d) Acquisition of Radios (e) Resurfacing of Various Streets	9/8/15	40,000.00 92,500.00 50,000.00 300,000.00	- - - -	31,591.04 - 1,522.45 716.38	- - - -	- 2,513.09 - -	31,591.04 2,513.09 1,522.45 678.68	- - - -	- - - 37.70
1-17	Telephone System Improvements	2/14/17	15,000.00	81.25	-	-	-	-	81.25	-
6-17	Various Capital Improvements	7/11/17	873,000.00	-	32,840.15	-	401,413.77	434,121.62	-	132.30
6-18	Solar Crosswalk Lights	6/12/18	19,000.00	-	-	19,000.00	-	-	19,000.00	-
				\$ 23,587.81	\$ 210,649.38	\$ 19,000.00	\$ 403,926.86	\$ 485,711.68	\$ 27,382.37	\$ 144,070.00

Contracts Payable \$ 1,690.00
Cash Disbursed 484,021.68
\$ 485,711.68

**TOWNSHIP OF EAST GREENWICH
GENERAL CAPITAL FUND
SCHEDULE OF CAPITAL IMPROVEMENT FUND
YEAR ENDED DECEMBER 31, 2018**

Balance, December 31, 2017	\$ 56,042.00
Decreased by:	
Appropriations to Finance Improvement Authorizations	<u>19,000.00</u>
Balance, December 31, 2018	<u><u>\$ 37,042.00</u></u>

**TOWNSHIP OF EAST GREENWICH
GENERAL CAPITAL FUND
SCHEDULE OF CONTRACTS PAYABLE
YEAR ENDED DECEMBER 31, 2018**

Balance, December 31, 2017	\$ 403,926.86
Increased by:	
Transfer from Improvement Authorizations	<u>1,690.00</u>
Subtotal	405,616.86
Decreased by:	
Reclassified to Improvement Authorizations	<u>403,926.86</u>
Balance, December 31, 2018	<u><u>\$ 1,690.00</u></u>

TOWNSHIP OF EAST GREENWICH
 GENERAL CAPITAL FUND
 SCHEDULE OF BOND ANTICIPATION NOTES
 YEAR ENDED DECEMBER 31, 2018

ORDINANCE NUMBER	IMPROVEMENT DESCRIPTION	ORIGINAL DATE OF ISSUE	DATE OF ISSUE	DATE OF MATURITY	INTEREST RATE	BALANCE DECEMBER 31, 2017	ISSUED	DECREASED	BALANCE DECEMBER 31, 2018
10-14	Refunding Bond Ordinance	12/30/2014	12/12/2017 12/12/2018	12/12/2018 12/12/2019	2.00% 2.00%	\$ 125,100.00 -	- 60,100.00	\$ 125,100.00 -	\$ - 60,100.00
6-17	Various Capital Improvements	12/12/2017	12/12/2017 12/12/2018	12/12/2018 12/12/2019	2.00% 2.00%	831,426.00 -	- 831,426.00	831,426.00 -	- 831,426.00
Total						\$ 956,526.00	\$ 891,526.00	\$ 956,526.00	\$ 891,526.00
Renewed in the Current Year						\$ 891,526.00	\$ 891,526.00	\$ 891,526.00	\$ 891,526.00
Paid by Current Fund Budget Appropriation						-	-	65,000.00	-
Total						\$ 891,526.00	\$ 891,526.00	\$ 956,526.00	\$ 891,526.00

TOWNSHIP OF EAST GREENWICH
 GENERAL CAPITAL FUND
 SCHEDULE OF GENERAL SERIAL BONDS
 YEAR ENDED DECEMBER 31, 2018

PURPOSE	DATE OF ISSUE	ORIGINAL ISSUE	MATURITIES OF BONDS OUTSTANDING		INTEREST RATE	BALANCE DECEMBER 31, 2017	BALANCE DECEMBER 31, 2018
			DATE	AMOUNT			
General Bonds of 2008	09/05/08	\$ 11,060,000.00				\$ 520,000.00	\$ 520,000.00
General Bonds of 2014	11/10/2014	4,290,000.00	11/1/2019	190,000.00	2.250%	3,810,000.00	180,000.00
			11/1/2020	300,000.00	2.250%		
			11/1/2021	300,000.00	2.250%		
			11/1/2022	300,000.00	2.250%		
			11/1/2023	300,000.00	2.250%		
			11/1/2024	300,000.00	2.500%		
			11/1/2025	300,000.00	3.000%		
			11/1/2026	300,000.00	3.000%		
			11/1/2027	300,000.00	3.000%		
			11/1/2028	290,000.00	3.000%		
			11/1/2029	250,000.00	3.000%		
Refunding Bonds 2016			11/1/2030	250,000.00	3.000%		
			11/1/2031	250,000.00	3.000%		
			08/01/19	560,000.00	1.500%	6,565,000.00	15,000.00
			08/01/20	575,000.00	1.500%		
			08/01/21	590,000.00	4.000%		
			08/01/22	615,000.00	4.000%		
			08/01/23	645,000.00	4.000%		
			08/01/24	675,000.00	4.000%		
			08/01/25	700,000.00	3.000%		
			08/01/26	730,000.00	3.000%		
			08/01/27	735,000.00	3.250%		
		08/01/28	725,000.00	3.500%			
Total						\$ 10,895,000.00	\$ 10,180,000.00

Paid by Municipal Open Space Trust Budget Appropriation \$ 147,553.00
 Paid by Current Fund Budget Appropriation 567,447.00
\$ 715,000.00

**TOWNSHIP OF EAST GREENWICH
GENERAL CAPITAL FUND
SCHEDULE OF DUE FROM / (TO) CURRENT FUND
YEAR ENDED DECEMBER 31, 2018**

Balance, December 31, 2017		\$ 149,703.41
Increased by:		
Cash Received by Current Fund		<u>18,426.00</u>
Subtotal		168,129.41
Decreased by:		
Current Fund Budget Appropriations:		
Disbursements made by Current Fund	\$ 484,021.68	
Reserve for Debt Anticipated by Current Fund	<u>29,299.00</u>	<u>513,320.68</u>
Balance, December 31, 2018		<u><u>\$ (345,191.27)</u></u>

**TOWNSHIP OF EAST GREENWICH
GENERAL CAPITAL FUND
SCHEDULE OF BONDS AND NOTES AUTHORIZED BUT NOT ISSUED
YEAR ENDED DECEMBER 31, 2018**

ORDINANCE NUMBER	IMPROVEMENT DESCRIPTION	BALANCE DECEMBER 31, 2018 and 2017
8-14	Various Capital Improvements	\$ 772.00
10-14	Refunding Bond Ordinance	157,400.00
9-15	Various Capital Improvements	<u>344,375.00</u>
	Total	<u><u>\$ 502,547.00</u></u>

WATER-SEWER UTILITY FUND

This page intentionally left blank.

**TOWNSHIP OF EAST GREENWICH
WATER-SEWER UTILITY FUND
SCHEDULE OF UTILITY CASH
YEAR ENDED DECEMBER 31, 2018**

	<u>OPERATING FUND</u>	<u>CAPITAL FUND</u>
Balance, December 31, 2017	\$ 950,430.18	\$ 31,623.00
Increased by Receipts:		
Consumer Accounts Receivable	\$ 2,647,451.81	\$ -
Prepaid Rents	8,223.78	-
Water/Sewer Liens	-	-
Rent Overpayments	-	-
Miscellaneous Revenue Anticipated	297,151.94	-
Due to Current Fund	87,990.65	-
Reserve for Unallocated Receipts	19,806.15	-
	<u>3,060,624.33</u>	<u>-</u>
Subtotal	<u>4,011,054.51</u>	<u>31,623.00</u>
Decreased by Disbursements:		
2018 Budget Appropriations	3,039,054.50	-
2017 Appropriation Reserves	148,101.87	-
Interest on Bonds	164,300.00	-
	<u>3,351,456.37</u>	<u>-</u>
Balance, December 31, 2018	<u>\$ 659,598.14</u>	<u>\$ 31,623.00</u>

**TOWNSHIP OF EAST GREENWICH
WATER/SEWER UTILITY OPERATING FUND
SCHEDULE OF CONSUMER ACCOUNTS RECEIVABLE
YEAR ENDED DECEMBER 31, 2018**

Balance, December 31, 2017		\$ 65,296.74
Increased by:		
Rents Levied in 2018		<u>2,646,726.25</u>
Subtotal		2,712,022.99
Decreased by:		
Prepays Applied	\$ 2,351.10	
Overpayments Applied	2,272.28	
Collections	<u>2,647,451.81</u>	<u>2,652,075.19</u>
Balance, December 31, 2018		<u><u>\$ 59,947.80</u></u>

**TOWNSHIP OF EAST GREENWICH
WATER/SEWER UTILITY OPERATING FUND
SCHEDULE OF DEFERRED CHARGES
YEAR ENDED DECEMBER 31, 2018**

	BALANCE DECEMBER 31, 2017	INCREASES	RAISED IN 2018 BUDGET	BALANCE DECEMBER 31, 2018
Operating Deficit	\$ -	\$ 50,548.69	\$ -	\$ 50,548.69
	<u>\$ -</u>	<u>\$ 50,548.69</u>	<u>\$ -</u>	<u>\$ 50,548.69</u>

**TOWNSHIP OF EAST GREENWICH
WATER/SEWER UTILITY CAPITAL FUND
SCHEDULE OF FIXED CAPITAL
YEAR ENDED DECEMBER 31, 2018**

Balance, December 31, 2017	\$ 15,337,250.45
Increased by:	
Capital Outlay Expenditures	<u>279,685.00</u>
Balance, December 31, 2018	<u><u>\$ 15,616,935.45</u></u>

TOWNSHIP OF EAST GREENWICH
 WATER-SEWER UTILITY CAPITAL FUND
 SCHEDULE OF FIXED CAPITAL AUTHORIZED AND UNCOMPLETED
 YEAR ENDED DECEMBER 31, 2018

ORDINANCE NUMBER	IMPROVEMENT DESCRIPTION	DATE	AMOUNT	BALANCE DECEMBER 31, 2017	AUTHORIZED	BALANCE DECEMBER 31, 2018
10-14	Refunding Bond Ordinance	6/24/2014	\$ 77,500.00	\$ 77,500.00	\$ -	\$ 77,500.00
3-18	Various Water System Improvements	2/13/2018	2,280,200.00	-	2,280,200.00	2,280,200.00
Total				\$ 77,500.00	\$ 2,280,200.00	\$ 2,357,700.00

**TOWNSHIP OF EAST GREENWICH
WATER-SEWER UTILITY OPERATING FUND
SCHEDULE OF 2017 APPROPRIATION RESERVES
YEAR ENDED DECEMBER 31, 2018**

	BALANCE, DECEMBER 31, 2017	BALANCE AFTER TRANSFER	DISBURSED	BALANCE LAPSED
	RESERVED	ENCUMBERED		
Operations:	\$ 34.06	\$ -	\$ 34.06	\$ 34.06
Salaries & Wages	16,328.80	133,823.56	150,152.36	15,448.21
Other Expenses	13.26	13,340.00	13,340.00	13.26
Gloucester County Utilities Authority	639.00	-	639.00	639.00
Other Insurance	5,665.97	-	5,665.97	5,608.25
New Jersey American Water	9,114.30	-	9,114.30	9,114.30
Group Insurance for Employees			57.72	
Statutory Expenditures:				
Social Security System	3,889.27	-	3,889.27	3,889.27
Unemployment Compensation	5,000.00	-	5,000.00	5,000.00
Total	\$ 40,684.66	\$ 147,163.56	\$ 187,848.22	\$ 39,746.35

**TOWNSHIP OF EAST GREENWICH
WATER/SEWER UTILITY OPERATING FUND
SCHEDULE OF PREPAID RENTS
YEAR ENDED DECEMBER 31, 2018**

Balance, December 31, 2017	\$ 2,351.10
Increased by:	
Collected in 2018	<u>8,223.78</u>
Subtotal	10,574.88
Decreased by:	
Applied to Consumer Accounts Receivable	<u>2,351.10</u>
Balance, December 31, 2018	<u><u>\$ 8,223.78</u></u>

**WATER/SEWER UTILITY OPERATING FUND
SCHEDULE OF WATER/SEWER LIENS
YEAR ENDED DECEMBER 31, 2018**

Balance, December 31, 2018 and 2017	<u><u>\$ -</u></u>
-------------------------------------	--------------------

**TOWNSHIP OF EAST GREENWICH
WATER/SEWER UTILITY OPERATING FUND
SCHEDULE OF ACCRUED INTEREST PAYABLE
YEAR ENDED DECEMBER 31, 2018**

Balance, December 31, 2017	\$	35,821.85
Increased by:		
Budget Appropriations for:		
Interest on Bonds		162,251.11
Subtotal		198,072.96
Decreased by:		
Interest Paid		164,300.00
Balance, December 31, 2018	\$	33,772.96

Analysis of Accrued Interest December 31, 2018

	Principal Outstanding Dec. 31, 2018	Interest Rate	From	To	Period	Amount
Water/Sewer Bonds of 2014	\$ 4,537,000.00	Various	11/01/18	12/31/18	61 Days	\$ 12,612.02
Water/Sewer Refunding Bonds - 2016	935,000.00	Various	08/01/18	12/31/18	153 Days	21,160.94
						\$ 33,772.96

TOWNSHIP OF EAST GREENWICH
 WATER-SEWER UTILITY CAPITAL FUND
 SCHEDULE OF IMPROVEMENT AUTHORIZATIONS
 YEAR ENDED DECEMBER 31, 2018

ORDINANCE NUMBER	IMPROVEMENT DESCRIPTION	ORDINANCE DATE	AMOUNT	BALANCE DECEMBER 31, 2017		AUTHORIZED	EXPENDED	BALANCE DECEMBER 31, 2018	
				FUNDED	UNFUNDED			FUNDED	UNFUNDED
10-14	Refunding Bond Ordinance	6/24/2014	77,500.00	\$ -	\$ 77,500.00	\$ -	\$ -	\$ -	\$ 77,500.00
3-18	Various Water System Improvements	2/13/2018	2,280,200.00	-	-	2,280,200.00	75,739.59	2,204,460.41	-
			\$ -	\$ 77,500.00	\$ 2,280,200.00	\$ 2,280,200.00	\$ 75,739.59	\$ 2,204,460.41	\$ 77,500.00

Cash Disbursements	\$ 69,055.79
Encumbrances Payable	<u>6,683.80</u>
	<u>\$ 75,739.59</u>

**TOWNSHIP OF EAST GREENWICH
WATER/SEWER UTILITY OPERATING FUND
SCHEDULE OF CAPITAL IMPROVEMENT FUND
YEAR ENDED DECEMBER 31, 2018**

Balance, December 31, 2018 and 2017

\$ 32,609.00

**TOWNSHIP OF EAST GREENWICH
WATER/SEWER UTILITY CAPITAL FUND
SCHEDULE OF RESERVE FOR AMORTIZATION
YEAR ENDED DECEMBER 31, 2018**

Balance, December 31, 2017		\$ 9,589,264.45
Increased by:		
Capital Outlay Expenditures	\$ 279,685.00	
Payment of Bonds	<u>275,000.00</u>	<u>554,685.00</u>
Balance, December 31, 2018		<u>\$ 10,143,949.45</u>

**TOWNSHIP OF EAST GREENWICH
WATER-SEWER UTILITY CAPITAL FUND
SCHEDULE OF GENERAL SERIAL BONDS
YEAR ENDED DECEMBER 31, 2018**

PURPOSE	DATE OF ISSUE	ORIGINAL ISSUE	MATURETIES OF BONDS OUTSTANDING DECEMBER 31, 2018	DATE	AMOUNT	INTEREST RATE	BALANCE DECEMBER 31, 2017	BONDS ISSUED	DECREASED	REFUNDED	BALANCE DECEMBER 31, 2018
General Bonds of 2008	9/5/2008	\$ 879,000.00					\$ 40,000.00	-	\$ 40,000.00	\$ -	\$ -
General Bonds 2008	9/5/2008	698,000.00					35,000.00	-	35,000.00	-	-
General Obligation Bonds 2014	11/10/2014	5,292,000.00					4,737,000.00	-	200,000.00	-	4,537,000.00
			11/1/2019	210,000.00	2.250%	0.00					0.00
			11/1/2020	220,000.00	2.250%	0.00					0.00
			11/1/2021	230,000.00	2.250%	0.00					0.00
			11/1/2022	240,000.00	2.250%	0.00					0.00
			11/1/2023	250,000.00	2.250%	0.00					0.00
			11/1/2024	260,000.00	2.500%	0.00					0.00
			11/1/2025	270,000.00	3.000%	0.00					0.00
			11/1/2026	275,000.00	3.000%	0.00					0.00
			11/1/2027	285,000.00	3.000%	0.00					0.00
			11/1/2028	295,000.00	3.000%	0.00					0.00
			11/1/2029	310,000.00	3.000%	0.00					0.00
			11/1/2030	320,000.00	3.000%	0.00					0.00
			11/1/2031	335,000.00	3.000%	0.00					0.00
			11/1/2032	340,000.00	3.000%	0.00					0.00
			11/1/2033	350,000.00	3.000%	0.00					0.00
			11/1/2034	347,000.00	3.125%	0.00					0.00
Refunding Bonds 2016	8/10/2016	935,000.00					935,000.00	-	-	-	935,000.00
			8/1/2019	80,000.00	1.500%	0.00					0.00
			8/1/2020	80,000.00	1.500%	0.00					0.00
			8/1/2021	90,000.00	4.000%	0.00					0.00
			8/1/2022	90,000.00	4.000%	0.00					0.00
			8/1/2023	90,000.00	4.000%	0.00					0.00
			8/1/2024	100,000.00	4.000%	0.00					0.00
			8/1/2025	105,000.00	3.000%	0.00					0.00
			8/1/2026	105,000.00	3.000%	0.00					0.00
			8/1/2027	95,000.00	3.250%	0.00					0.00
			8/1/2028	100,000.00	3.500%	0.00					0.00
Total											\$ 5,747,000.00
Total											\$ 5,747,000.00
Total											\$ 275,000.00
Total											\$ 5,472,000.00

**TOWNSHIP OF EAST GREENWICH
WATER/SEWER UTILITY OPERATING FUND
SCHEDULE OF DUE TO/(FROM) CURRENT FUND
YEAR ENDED DECEMBER 31, 2018**

Balance, December 31, 2017	\$ 38,108.91
Increased by:	
Cash Receipts	<u>87,990.65</u>
Balance, December 31, 2018 and 2017	<u><u>\$ 126,099.56</u></u>

TOWNSHIP OF EAST GREENWICH
 WATER-SEWER UTILITY CAPITAL FUND
 SCHEDULE OF NEW JERSEY INFRASTRUCTURE BANK LOANS PAYABLE
 YEAR ENDED DECEMBER 31, 2018

PURPOSE	DATE OF ISSUE	ORIGINAL ISSUE	INTEREST RATE	BALANCE DECEMBER 31, 2017	LOANS ISSUED	DECREASED	BALANCE DECEMBER 31, 2018
2018 NJIB LOANS	7/25/2018	\$ 2,280,200.00	0.00%	\$ -	\$ 2,280,200.00	\$ -	\$ 2,280,200.00
Total				\$ -	\$ 2,280,200.00	\$ -	\$ 2,280,200.00

TOWNSHIP OF EAST GREENWICH
 UTILITY CAPITAL FUND
 SCHEDULE OF BONDS AND NOTES AUTHORIZED BUT NOT ISSUED
 YEAR ENDED DECEMBER 31, 2018

ORDINANCE NUMBER	IMPROVEMENT DESCRIPTION	BALANCE DECEMBER 31, 2017	2018 AUTHORIZATIONS	LOANS ISSUED	BALANCE DECEMBER 31, 2018 and 2017
7-2014	Utility Truck & Water Meters	\$ 986.00	\$ -	\$ -	\$ 986.00
10-2014	Refunding Bond Ordinance	0			0
		77,500.00	-	-	77,500.00
3-2018	Various Water System Improvements	-	2,280,200.00	2,280,200.00	-
	Total	\$ 78,486.00	\$ 2,280,200.00	\$ 2,280,200.00	\$ 78,486.00

GENERAL FIXED ASSETS

This page intentionally left blank.

**TOWNSHIP OF EAST GREENWICH
SCHEDULE OF GENERAL FIXED ASSETS
DECEMBER 31, 2018 AND 2017**

	BALANCE DECEMBER 31, 2017	ADDITIONS	DELETIONS	BALANCE DECEMBER 31, 2018
Land	\$ 2,657,850.00	\$ -	-	\$ 2,657,850.00
Building	5,772,222.00	-	-	5,772,222.00
Vehicles	3,259,405.00	720,016.00	-	3,979,421.00
Equipment	3,933,230.00	192,815.00	50,596.00	4,075,449.00
	<hr/>			<hr/>
Total	\$ 15,622,707.00	\$ 912,831.00	\$ 50,596.00	\$ 16,484,942.00
	<hr/>			<hr/>
Total Investment in General Fixed Assets	\$ 15,622,707.00	\$ 912,831.00	\$ 50,596.00	\$ 16,484,942.00
	<hr/>			<hr/>

This page intentionally left blank.

TOWNSHIP OF EAST GREENWICH

PART II

**SCHEDULE OF FINANCIAL STATEMENT FINDINGS -
GOVERNMENT AUDITING STANDARDS**

FOR THE YEAR ENDED DECEMBER 31, 2018

This page intentionally left blank.

**TOWNSHIP OF EAST GREENWICH
SCHEDULE OF FINANCIAL STATEMENT FINDINGS
FOR THE YEAR ENDED DECEMBER 31, 2018**

This section identifies the significant deficiencies, material weaknesses and instances of noncompliance related to the basic financial statements that are required to be reported in accordance with *Government Auditing Standards* and with audit requirements prescribed by the Division of Local Government Services, Department of Community Affairs, State of New Jersey.

Finding 2018-001

Criteria of Specific Requirement:

N.J.A.C. 5:30-5.6 requires that municipalities maintain a fixed asset accounting system that shall include assets descriptions, estimated or historical costs and other such information as shall be required by the governing body and updated each year with any additions or deletions. Proper internal control practices also dictate that complete and accurate records should be maintained to ensure adequate control over the preparation of the financial statements including related footnotes.

Condition:

The Township did not maintain a fixed asset accounting system for land and buildings in accordance with N.J.A.C. 5:30:5.6.

Cause:

Internal control policies and procedures are not in place to properly maintain the fixed asset accounting system for land and buildings.

Effect or Potential Effect:

Non-compliance with N.J.A.C. 5:30-5.6.

Recommendation:

That internal control policies and procedures should be developed to properly maintain the general fixed assets accounting system in accordance with N.J.A.C. 5:30-5.6.

Management Response:

The responsible officials agree with the finding and will address the matter as part of their corrective action plan.

Finding 2018-002

Criteria or specific requirement:

N.J.A.C. 5:23-4.17(b) requires that municipalities prepare and submit to the governing body a UCC report detailing the receipts and expenditures of the enforcing agency on or before February 10 of each year.

Condition:

The Township did not submit a UCC report in accordance with N.J.A.C. 5:23-4.17(b)

Cause:

Management oversight.

TOWNSHIP OF EAST GREENWICH
SCHEDULE OF FINANCIAL STATEMENT FINDINGS (continued)
FOR THE YEAR ENDED DECEMBER 31, 2018

Finding 2018-002 (continued):

Effect or potential effect:

Non-compliance with N.J.A.C. 5:23-4.17(b).

Recommendation:

That the Township submits a UCC report in accordance with N.J.A.C. 5:23-4.17(b).

View of responsible official:

The responsible official agrees with this finding and will address the matter as part of their corrective action plan.

Finding 2018-003

Criteria of Specific Requirement:

N.J.S.A. 40A:4-57 states that no officer, board, body or commission shall, during any fiscal year, expend any money, incur any liability, or enter into any contract which by its terms involves the expenditure of money for any purpose for which no appropriation is provided, or in excess of the amount appropriated for such service.

Condition:

The Township's Current Fund and Grant Fund Statements of Expenditures reflect over-expenditures of budget appropriations.

Cause:

Lack of oversight.

Effect or Potential Effect:

Non-compliance with N.J.S.A. 40A:4-57

Recommendation:

That the Township should only expend funds as appropriated (N.J.S.A. 40A:4-57)

Management Response:

The responsible officials agree with the finding and will address the matter as part of their corrective action plan.

TOWNSHIP OF EAST GREENWICH
SCHEDULE OF FINANCIAL STATEMENT FINDINGS (continued)
FOR THE YEAR ENDED DECEMBER 31, 2018

Finding 2018-004

Criteria of Specific Requirement:

In accordance with maintaining an internal control environment that is effective in the prevention and / or identification of potential financial statement misstatement and / or misclassification, the Township should maintain a proper general ledger and subsidiary ledgers for all funds as well as bank reconciliations for all accounts.

Condition:

During our audit we noted that general and subsidiary ledgers and bank reconciliations were not accurately maintained by the Township.

Cause:

Lack of oversight.

Effect or Potential Effect:

Potential financial statement misstatement

Recommendation:

That the Township maintain accurate general and subsidiary ledgers and bank reconciliations.

Management Response:

The responsible officials agree with the finding and will address the matter as part of their corrective action

**TOWNSHIP OF EAST GREENWICH
SUMMARY SCHEDULE OF PRIOR YEAR AUDIT FINDINGS
FOR THE YEAR ENDED DECEMBER 31, 2018**

This section identifies the status of prior year findings related to the financial statements, federal awards and state financial assistance that are required to be reported in accordance with *Government Auditing Standards*, Title 2 U.S. Code of Federal Regulations (CFR) Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance), and New Jersey OMB's Circular 15-08.

Financial Statement Findings

Finding No. 2017-001

Condition:

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

Current Status:

This finding has been corrected.

Finding No. 2017-002

Condition:

During our audit we noted that the Reserve for Outside Police Employment is not being properly maintained within the Trust Fund of the Township.

Current Status:

This finding has been corrected.

Finding No. 2017-003

Condition:

The Township did not maintain a fixed asset accounting system for land and buildings in accordance with N.J.A.C. 5:30:5.6.

Current Status:

This finding has not been corrected. See finding 2018-001

FEDERAL AWARDS

N/A – No Federal Single Audit in prior year.

STATE FINANCIAL ASSISTANCE

N/A – No State Single Audit in prior year.

TOWNSHIP OF EAST GREENWICH

PART III

**LETTER OF COMMENTS AND RECOMMENDATIONS – REGULATORY BASIS
FOR THE YEAR ENDED DECEMBER 31, 2018**

This page intentionally left blank.

OFFICIALS IN OFFICE AND SURETY BONDS

The following officials were in office at December 31, 2018:

<u>Name</u>	<u>Title</u>
Dale L. Archer	Mayor
James R. Philbin, Jr.	Deputy Mayor
Stephen Bottiglieri	Committeeman
Richard Schober	Committeeman
Robert Tice	Committeeman
Susan M. Costill	Township Clerk
Katie Coleman	Chief Financial Officer
Gail S. Capasso	Tax Collector
Denise Athey	Court Administrator
Mark B. Shoemaker	Solicitor

This page intentionally left blank.



HOLMAN | FRENIA
ALLISON, P.C.

Certified Public Accountants & Consultants

680 Hooper Avenue, Bldg B, Toms River, NJ 08753 • Tel: 732.797.1333
618 Stokes Road, Medford, NJ 08055 • Tel: 609.953.0612
912 Highway 33, Suite 2, Freehold, NJ 07728 • Tel: 732.409.0800
194 East Bergen Place, Red Bank, NJ 07701 • Tel: 732.747.0010

www.hfacpas.com

Honorable Mayor and Members
of the Township Committee
Township of East Greenwich
County of Gloucester
Mickleton, New Jersey

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 ended December 31, 2018.

GENERAL COMMENTS:

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

N.J.S.A.40A:11-4 states 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 the bid threshold, except by contract or agreement.

The bid threshold in accordance with N.J.S.A. 40A:11-4 was \$40,000 for the year ended December 31, 2018.

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.

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.

Our examination of expenditures did not reveal any individual payments or contracts in excess of the bid threshold "for the performance of any work, or the furnishing of any materials, supplies or labor" 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*.

Collection of Interest on Delinquent Taxes and Assessments

N.J.S.54:4-67, 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 6, 2018 adopted the following resolution authorizing interest to be charged on delinquent taxes:

NOW THEREFORE, BE IT RESOLVED, that if said taxes are deemed to be delinquent for non-payment of taxes, the Tax Collector shall charge eight (8%) percent per annum on the first \$1,500.00 of the delinquency, and eighteen (18%) percent per annum on any amount in excess of \$1,500.00; and

BE IT FURTHER RESOLVED, by the Township Committee of the Township of East Greenwich, that the Tax Collector shall allow that no interest will be charged on payments received and made by the tenth calendar day following the date upon which the same became payable; and

BE IT FURTHER RESOLVED, by the Township Committee of the Township of East Greenwich, that the Tax Collector shall charge, in addition to the interest for delinquent taxes, as noted above, a penalty of six (6%) percent of the amount of the delinquency in taxes in excess of \$10,000.00 to a taxpayer who fails to pay the delinquency prior to 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.

OTHER COMMENTS (FINDINGS):

Finding 2018-01* (*Finding 2018-001 in the Schedule of Financial Statement Findings section*) - The Township did not maintain a fixed asset accounting system for land and buildings in accordance with N.J.A.C. 5:30:5.6.

Finding 2018-02 (*Finding 2018-002 in the Schedule of Financial Statement Findings section*) – The Township did not submit a UCC Report in accordance with N.J.A.C. 5:23-4.17(b).

Finding 2018-03 (*Finding 2018-003 in the Schedule of Financial Statement Findings section*) – The Township's Current Fund and Grant Fund Statements of Expenditures reflect over-expenditures of budget appropriations.

Finding 2018-04 (*Finding 2018-004 in the Schedule of Financial Statement Findings section*) – The Township's general and subsidiary ledgers and bank reconciliations were not accurately maintained.

*Denotes Prior Year Finding.

RECOMMENDATIONS:

Finding 2018-01

That internal control policies and procedures should be developed to properly maintain the general fixed assets accounting system in accordance with N.J.A.C. 5:30-5.6.

Finding 2018-02

That the Township submits a UCC report in accordance with N.J.A.C. 5:23-4.17(b).

Finding 2018-03

That the Township should only expend funds as appropriated (N.J.S.A. 40A:4-57).

Finding 2018-04

That the Township maintain accurate general and subsidiary ledgers and bank reconciliations.

Appreciation

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
Certified Public Accountant
Registered Municipal Accountant
RMA No. 473

Medford, New Jersey
December 3, 2019