

Report of Audit

on the

Financial Statements

of the

Town of Phillipsburg

in the

County of Warren
New Jersey

for the

Year Ended
December 31, 2018

TOWN OF PHILLIPSBURG

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TOWN OF PHILLIPSBURG

PART I

INDEPENDENT AUDITOR'S REPORT ON
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SUPPLEMENTARY SCHEDULES - ALL FUNDS

YEAR ENDED DECEMBER 31, 2018 AND 2017



SUPLEE, CLOONEY & COMPANY

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INDEPENDENT AUDITOR'S REPORT

The Honorable Mayor and Members
of the Town Council
Town of Phillipsburg
County of Warren
Phillipsburg, New Jersey 08865

Report on the Financial Statements

We have audited the accompanying balance sheets - regulatory basis of the various individual funds and account group of the Town of Phillipsburg, as of December 31, 2018 and 2017, the related statement of operations and changes in fund balance - regulatory basis for the years then ended, and the related statement of revenues - regulatory basis and statement of expenditures - regulatory basis of the various individual funds for the year ended December 31, 2018, and the related notes to the financial statements, which collectively comprise the Town's regulatory financial statements as listed in the table of contents.

Management's Responsibility for the Financial Statements

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

Auditor's Responsibility

Our responsibility is to express an opinion on these regulatory financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America, the audit requirements prescribed by the Division of Local Government Services, Department of Community Affairs, State of New Jersey (the "Division"), and the audit requirements of Title 2 U.S. Code of Federal Regulations Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance) and State of New Jersey OMB Circular 15-08 "Single Audit Policy for Recipients of Federal Grants, State Grants and State Aid." and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards and provisions require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement.

SUPLEE, CLOONEY & COMPANY

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

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

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

As described in Note 1 of the regulatory financial statements, the regulatory financial statements are prepared by the Town of Phillipsburg on the basis of the financial reporting provisions prescribed by the Division of Local Government Services, Department of Community Affairs, State of New Jersey, which is a basis of accounting other than accounting principles generally accepted in the United States of America, to meet the requirements of New Jersey.

The effects on the financial statements of the variances between the regulatory basis of accounting described in Note 1 and accounting principles generally accepted in the United States of America, although not reasonably determinable, are presumed to be material.

Adverse Opinion on U.S. Generally Accepted Accounting Principles

In our opinion, because of the significance of the matter discussed in the "Basis for Adverse Opinion on U.S Generally Accepted Accounting Principles" paragraph, the financial statements referred to above do not present fairly, in accordance with accounting principles generally accepted in the United States of America, the financial position of the various individual funds and account group of the Town of Phillipsburg as of December 31, 2018 and 2016, or the results of its operations and changes in fund balance for the years then ended of the revenues or expenditures for the year ended December 31, 2018.

Opinion on Regulatory Basis of Accounting

In our opinion, the regulatory financial statements referred to above present fairly, in all material respects, the regulatory basis balance sheets of the various individual funds and account group as of December 31, 2018 and 2017, the regulatory basis statement of operations and changes in fund balance for the years then ended and the regulatory basis statement of revenues and expenditures and changes in fund balance for the year ended December 31, 2018 in accordance with the basis of financial reporting prescribed by the Division of Local Government Services, Department of Community Affairs, State of New Jersey as described in Note 1.

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Other Matters

Other Information

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the Town of Phillipsburg's regulatory financial statements. The supplementary information and data listed in the table of contents as required by the Division of Local Government Services, Department of Community Affairs, State of New Jersey and schedule of expenditures of federal awards, as required by the Uniform Guidance and the schedule of expenditures of state financial assistance as required by New Jersey OMB 15-08 are presented for purposes of additional analysis and are not a required part of the regulatory financial statements.

The supplemental information and schedules listed above and also listed in the table of contents are the responsibility of management and were derived from and relates directly to the underlying accounting and other records used to prepare the regulatory financial statements. Such information has been subjected to the auditing procedures applied in the audit of the regulatory financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the regulatory financial statements or to the regulatory financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the supplemental information listed and data in the table of contents, schedule of expenditures of federal awards, as required by the Uniform Guidance and the schedule of expenditures of state financial assistance as required by New Jersey OMB 15-08 are fairly stated, in all material respects, in relation to the regulatory financial statements as a whole.

Other Reporting Required by Government Auditing Standards

In accordance with *Government Auditing Standards*, we have also issued our report dated August 20, 2019 on our consideration of the Town of Phillipsburg's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Town of Phillipsburg's internal control over financial reporting and compliance.



CERTIFIED PUBLIC ACCOUNTANTS



REGISTERED MUNICIPAL ACCOUNTANT NO. 439

August 20, 2019

CURRENT FUND

TOWN OF PHILLIPSBURG

CURRENT FUND

BALANCE SHEETS - REGULATORY BASIS

	<u>REF.</u>	<u>BALANCE DECEMBER 31, 2018</u>	<u>BALANCE DECEMBER 31, 2017</u>
<u>ASSETS</u>			
Cash - Treasurer	A-4	\$ 11,507,508.75	\$ 11,987,068.40
Cash - Collector	A-5	191,666.38	344,145.20
Change Fund	A-7	1,869.00	1,619.00
		<u>\$ 11,701,044.13</u>	<u>\$ 12,332,832.60</u>
Receivables and Other Assets with Full Reserves:			
Delinquent Property Taxes Receivable	A-9	\$ 1,069,075.18	\$ 1,083,993.85
Tax Title Liens Receivable	A-10	352,089.65	207,099.10
Property Acquired for Taxes - Assessed Valuation	A-11	1,849,700.00	1,572,600.00
Municipal Charges Receivable	A-12	14,732.50	24,857.50
Municipal Lien Charges Receivable	A-13	20,211.92	40,625.55
Revenue Accounts Receivable	A-16	11,395.33	8,463.09
Interfunds Receivable	A-15	1,296.93	40.53
Due From Claims		729.93	1,050.00
Due From Payroll		11.97	11.97
	A	<u>\$ 3,319,243.41</u>	<u>\$ 2,938,741.59</u>
Deferred Charges			
	A-37	\$ 200,000.00	\$
	A	<u>\$ 15,220,287.54</u>	<u>\$ 15,271,574.19</u>
Grant Fund:			
Due Current Fund	A-32	\$ 549,611.72	\$ 546,214.70
Grants Receivable	A-28	<u>1,295,957.60</u>	<u>1,584,087.69</u>
	A	<u>\$ 1,845,569.32</u>	<u>\$ 2,130,302.39</u>
	A	<u>\$ 17,065,856.86</u>	<u>\$ 17,401,876.58</u>

TOWN OF PHILLIPSBURG

CURRENT FUND

BALANCE SHEETS - REGULATORY BASIS

	<u>REF.</u>	<u>BALANCE</u> <u>DECEMBER</u> <u>31, 2018</u>	<u>BALANCE</u> <u>DECEMBER</u> <u>31, 2017</u>
<u>LIABILITIES, RESERVES AND FUND BALANCE</u>			
Appropriations Reserves	A-3:A-17	\$ 1,145,146.24	\$ 1,191,091.30
Due State of New Jersey - Senior Citizens and Veterans	A-8	45,355.50	44,254.82
Prepaid Taxes	A-21	459,178.07	591,214.09
Accounts Payable	A-14	504,170.64	605,833.51
Tax Overpayments	A-20	1,283.86	495.86
Interfunds Payable	A-15	885,689.76	1,062,745.13
Reserve For:			
Sale of Municipal Assets	A-22	2,196,396.19	2,196,396.19
Construction Code DCA - Due State of New Jersey	A-19	2,670.00	1,784.00
County Taxes Payable	A-23	2,571.88	5,571.26
Regional School Taxes Payable	A-24	2,286,699.46	2,130,838.50
Tax Appeals	A-18	225,402.13	576,216.94
Dog License Fees Due State of NJ	A-25	26.80	20.60
Insurance	A-36		30,475.00
Marriage/Civil Union Licenses - Due State of NJ	A-30	500.00	325.00
Revaluation	A-33	7,112.52	14,424.52
Library Expenditures	A-34	406,912.44	399,161.11
Digital Tax Maps	A-35	13,710.00	
		\$ 8,182,825.49	\$ 8,850,847.83
Reserve for Receivables and Other Assets	A	3,319,243.41	2,938,741.59
Fund Balance	A-1	3,718,218.64	3,481,984.77
	A	\$ 15,220,287.54	\$ 15,271,574.19
Grant Fund:			
Reserve for Grants - Unappropriated	A-27	\$	\$ 19,119.00
Reserve for Grants - Appropriated	A-26	1,446,078.95	2,071,664.54
Accounts Payable	A-31	399,490.37	39,518.85
	A	\$ 1,845,569.32	\$ 2,130,302.39
	A	\$ 17,065,856.86	\$ 17,401,876.58

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

TOWN OF PHILLIPSBURGCURRENT FUNDSTATEMENTS OF OPERATIONS AND
CHANGES IN FUND BALANCE - REGULATORY BASIS

	<u>REF.</u>	<u>YEAR ENDED DECEMBER 31, 2018</u>	<u>YEAR ENDED DECEMBER 31, 2017</u>
<u>REVENUE AND OTHER INCOME REALIZED</u>			
Fund Balance Utilized	A-1:A-2	\$ 1,275,000.00	\$ 1,150,000.00
Miscellaneous Revenue Anticipated	A-2	5,038,212.93	5,923,249.68
Receipts From Delinquent Taxes	A-2	1,013,409.20	1,069,793.98
Receipts From Current Taxes	A-2	26,905,439.83	26,895,335.25
Non-Budget Revenue	A-2	303,253.62	344,994.44
Other Credits to Income:			
Unexpended Balance of Appropriation Reserves	A-17	778,277.56	768,054.27
Accounts Payable Canceled	A-14	135,912.66	7,400.00
Reserves Canceled		32,300.00	339,084.42
Interfunds Returned			617.14
Tax Overpayments Canceled	A-20	7.04	0.05
<u>TOTAL REVENUE AND OTHER INCOME</u>		<u>\$ 35,481,812.84</u>	<u>\$ 36,498,529.23</u>
<u>EXPENDITURES</u>			
Budget Appropriations	A-3	\$ 16,864,281.78	\$ 17,347,661.75
County Taxes	A-23	5,020,402.71	5,286,884.22
Regional School District Taxes	A-24	12,140,485.00	11,828,763.00
Municipal Open Space Taxes	A-29	142,081.70	
Canceled Receivables			208,350.01
Refund of Prior Year Revenue	A-4	2,391.45	57,211.84
Interfunds Advanced		936.33	
<u>TOTAL EXPENDITURES</u>		<u>\$ 34,170,578.97</u>	<u>\$ 34,728,870.82</u>
Excess in Revenue		\$ 1,311,233.87	\$ 1,769,658.41
Adjustments to Income Before Fund Balance; Expenditures Included Above Which are by Statute Deferred Charges to Budget of Succeeding Year		\$ 200,000.00	\$
Excess to Fund Balance		\$ 1,511,233.87	\$ 1,769,658.41
Fund Balance, January 1	A	3,481,984.77	2,862,326.36
		<u>\$ 4,993,218.64</u>	<u>\$ 4,631,984.77</u>
Decreased by:			
Utilization as Anticipated Revenue	A-1:A-2	1,275,000.00	1,150,000.00
Fund Balance, December 31	A	<u>\$ 3,718,218.64</u>	<u>\$ 3,481,984.77</u>

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

TOWN OF PHILLIPSBURG

CURRENT FUND

STATEMENT OF REVENUES - REGULATORY BASIS

YEAR ENDED DECEMBER 31, 2018

REF.	ANTICIPATED		REALIZED	EXCESS OR (DEFICIT)
	ANTICIPATED BUDGET	SPECIAL N.J.S. 40A:4-87		
Fund Balance Anticipated	A-1	\$ 1,275,000.00	\$ 1,275,000.00	
Miscellaneous Revenues:				
Licenses:				
Alcoholic Beverages	A-16	\$ 33,070.00	\$ 32,870.00	\$ (200.00)
Other	A-16	7,822.00	5,711.00	(2,111.00)
Fees and Permits:				
Construction Code Official	A-2	279,494.00	310,332.00	30,838.00
Other	A-2	271,313.00	399,695.39	128,382.39
Municipal Court:				
Fines and Costs	A-16	163,013.00	166,569.10	3,556.10
Interest and Costs on Taxes	A-16	229,568.00	201,659.38	(27,908.62)
Interest on Investments and Deposits	A-16	72,847.00	121,455.80	48,608.80
Consolidated Municipal Property Tax Relief Aid	A-16	354,196.00	354,196.00	
Energy Receipts Tax	A-16	1,651,205.00	1,651,205.00	
Municipal Alliance Program	A-28		12,440.00	12,440.00
NJ Youth Corps	A-28		540,000.00	540,000.00
School Resource Officer - BOE	A-28		150,000.00	150,000.00
COPS Hiring Grant - PSD	A-28	63,114.60		63,114.60
Recycling Tonnage Grant	A-28	19,119.00		19,119.00
Clean Communities Program	A-28		32,152.92	32,152.92
Elizabethtown Gas Road Improvement	A-28		10,125.84	10,125.84
Payment in Lieu of Taxes - Federal Housing Project	A-16	154,392.00	135,346.00	(19,046.00)
Payment in Lieu of Taxes - Sewage Treatment Plant	A-16	83,500.00	83,500.00	
Interlocal Agreement - Alpha - Police Services	A-16	425,000.00	425,000.00	
Interlocal Agreement - Alpha - Municipal Court	A-16	22,500.00	22,500.00	
Municipal Swimming Pool Receipts	A-16	23,567.00	22,077.86	(1,489.14)
Payment in Lieu of Taxes - Phillipmain LLC	A-16	8,020.48	8,186.40	165.92
Cable Franchise Fees	A-16	52,688.00	52,688.00	
Parking Meters - Municipal	A-2	39,769.00	43,268.64	3,499.64
Utility Operating Surplus of Prior Year	A-16	175,000.00	175,000.00	
<u>Total Miscellaneous Revenues</u>	A-1	\$ 4,129,198.08	\$ 744,718.76	\$ 5,038,212.93
Receipts From Delinquent Taxes	A-1	\$ 980,000.00	\$ 1,013,409.20	\$ 33,409.20
Amount to be Raised by Taxes for Support of Municipal Budget:				
Local Tax for Municipal Purposes	A-1:A-2	\$ 10,964,430.14	\$ 11,030,406.52	\$ 65,976.38
<u>BUDGET TOTALS</u>		\$ 17,348,628.22	\$ 744,718.76	\$ 18,357,028.65
Non-Budget Revenues	A-2		303,253.62	303,253.62
		\$ 17,348,628.22	\$ 744,718.76	\$ 18,660,282.27
REF.	A-3		A-3	

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

TOWN OF PHILLIPSBURG

CURRENT FUND

STATEMENT OF REVENUES - REGULATORY BASIS

YEAR ENDED DECEMBER 31, 2017

REF.

ANALYSIS OF REALIZED REVENUE

Allocation of Current Tax Collections:		
Collections	A-9	\$ 27,005,439.83
Less: 2018 Taxes Pending Appeal	A-18	100,000.00
	A-1	<u>\$ 26,905,439.83</u>
Allocated To:		
County Taxes	A-9	5,020,402.71
Regional School District Taxes	A-9	12,140,485.00
Municipal Open Space Taxes	A-9	142,081.70
		<u>\$ 17,302,969.41</u>
Balance for Support of Municipal Budget Appropriations		\$ 9,602,470.42
Add: Appropriation "Reserve for Uncollected Taxes"	A-3	<u>1,427,936.10</u>
Amount for Support of Municipal Budget Appropriations	A-2	<u>\$ 11,030,406.52</u>
Other - Fees and Permits:		
Clerk		\$ 1,375.00
Police		3,317.00
Planning		1,940.00
Registrar		29,430.00
Engineering		15,451.38
Abandoned Property Registration Fees		334,700.01
Connection Fees		7,000.00
Zoning		3,550.00
Fire		1,350.00
Miscellaneous		1,582.00
	A-2:A-16	<u>\$ 399,695.39</u>
Uniform Construction Code Fees	A-16	\$ 312,982.00
Less: Refunds	A-4	<u>2,650.00</u>
	A-2	<u>310,332.00</u>
Parking Meters: Municipal	A-16	\$ 44,778.67
Less: Refunds	A-4	<u>1,510.03</u>
	A-2	<u>43,268.64</u>

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

TOWN OF PHILLIPSBURG

CURRENT FUND

STATEMENT OF REVENUES - REGULATORY BASIS

YEAR ENDED DECEMBER 31, 2018

REF.

ANALYSIS OF NON-BUDGET REVENUE

Miscellaneous Revenue Not Anticipated:			
Tax Collector Miscellaneous		\$	2,316.67
Tax Lien Discharges			9,650.00
Pavillion Rental Fees			1,561.00
FEMA Reimbursements			56,527.06
Public Works Invoices			3,762.50
Gasoline Invoices			2,223.68
Library Fees			6,774.00
Recycling Revenue Fees			512.00
Restitution			485.41
Insurance Reimbursements			15,301.88
Bad Check Fees			360.00
Workers Compensation			40,163.00
Miscellaneous			122,995.28
		\$	<u>262,632.48</u>
Tax Collector	A-4		5,400.48
Municipal Charges Receivable	A-5		35,700.00
Municipal Lien Charges Receivable	A-12		450.00
	A-13		<u>450.00</u>
		\$	304,182.96
Less: Refunds	A-4		<u>929.34</u>
<u>Total Non-Budget Revenue</u>	A-1:A-2	\$	<u><u>303,253.62</u></u>

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

TOWN OF PHILLIPSBURG
CURRENT FUND
STATEMENT OF EXPENDITURES - REGULATORY BASIS
YEAR ENDED DECEMBER 31, 2018

	APPROPRIATIONS		EXPENDED		UNEXPENDED BALANCE CANCELED
	BUDGET	BUDGET AFTER MODIFICATION	PAID OR CHARGED	RESERVED	
GENERAL ADMINISTRATION					
Salaries and Wages	\$ 53,250.00	\$ 53,250.00	\$ 42,987.62	\$ 10,262.38	\$
Other Expenses	120,525.00	110,525.00	70,772.52	39,752.48	
HUMAN RESOURCES					
Other Expenses	22,000.00	22,000.00	13,524.87	8,475.13	
MAYOR AND COUNCIL					
Salaries and Wages	68,250.00	68,250.00	68,248.32	1.68	
Other Expenses	15,000.00	15,000.00	7,259.50	7,740.50	
MUNICIPAL CLERK					
Salaries and Wages	175,650.00	175,650.00	167,932.78	7,717.22	
Other Expenses	56,000.00	66,000.00	54,018.23	11,981.77	
FINANCIAL ADMINISTRATION					
Salaries and Wages	155,750.00	155,750.00	150,918.71	4,831.29	
Other Expenses	32,375.00	32,375.00	30,183.42	2,191.58	
Audit	20,000.00	20,000.00	19,610.00	390.00	
REVENUE ADMINISTRATION					
Salaries and Wages	88,625.00	88,625.00	84,429.59	4,195.41	
Other Expenses	17,100.00	17,100.00	12,018.05	5,081.95	
TAX ASSESSMENT ADMINISTRATION					
Salaries and Wages	148,500.00	148,500.00	145,425.57	3,074.43	
Other Expenses	20,000.00	20,000.00	14,217.57	5,782.43	
Other Expenses - Tax Maps		200,000.00	200,000.00		
LEGAL SERVICES					
Other Expenses	250,000.00	250,000.00	120,654.01	129,345.99	
ENGINEERING SERVICES					
Other Expenses	85,000.00	85,000.00	62,129.00	22,871.00	
LAND USE BOARD					
Other Expenses	3,500.00	3,500.00		3,500.00	
POLICE DEPARTMENT					
Salaries and Wages	3,989,150.00	3,989,150.00	3,774,883.55	214,266.45	
Other Expenses	126,493.00	126,493.00	113,930.73	12,562.27	
EMERGENCY MANAGEMENT					
Salaries and Wages	9,667.00	9,667.00	9,663.85	3.15	
Other Expenses	1,200.00	1,200.00	157.60	1,042.40	
Aid to Volunteer Fire Companies	24,000.00	24,000.00	24,000.00		
Aid to First Aid Organization	5,000.00	5,000.00	5,000.00		
FIRE DEPARTMENT					
Salaries and Wages	13,350.00	13,350.00	13,325.25	24.75	
Other Expenses	74,800.00	74,800.00	64,125.31	10,674.69	
Supplemental Fire Services	7,000.00	7,000.00	7,000.00		
MUNICIPAL PROSECUTOR					
Salaries and Wages	37,650.00	37,650.00	37,635.54	14.46	
PUBLIC SERVICES FUNCTIONS:					
Streets and Road Maintenance					
Salaries and Wages	516,500.00	496,500.00	457,221.23	39,278.77	
Other Expenses	240,000.00	230,000.00	197,397.55	32,602.45	
Other Public Works Functions					
Salaries and Wages	36,000.00	36,000.00	33,617.59	2,382.41	
Other Expenses	12,300.00	12,300.00	11,583.51	716.49	
PEOSHA	8,000.00	8,000.00	6,183.17	1,816.83	
Solid Waste Collection					
Salaries and Wages	561,500.00	561,500.00	533,923.10	27,576.90	
Other Expenses	11,000.00	11,000.00	8,523.77	2,476.23	
Buildings and Grounds					
Salaries and Wages	315,700.00	315,700.00	309,262.68	6,437.32	
Other Expenses	165,000.00	150,000.00	137,068.12	12,931.88	
Vehicle Maintenance					
Salaries and Wages	73,275.00	73,275.00	71,788.47	1,486.53	
Other Expenses	175,000.00	235,000.00	214,994.07	20,005.93	
HEALTH AND HUMAN SERVICES FUNCTIONS					
Animal Control Services					
Salaries and Wages	35,500.00	35,500.00	30,030.49	5,469.51	
Other Expenses	24,000.00	24,000.00	15,544.54	8,455.46	
Contribution to Social Services					
Other Expenses	102,500.00	102,500.00	79,649.83	22,850.17	
PARKS AND RECREATION FUNCTIONS					
Recreation Services and Programs					
Salaries and Wages	82,800.00	82,800.00	43,538.99	39,261.01	
Other Expenses	49,520.00	49,520.00	40,830.66	8,689.34	
Municipal Swimming Pool					
Salaries and Wages	55,000.00	55,000.00	54,794.23	205.77	
Other Expenses	40,000.00	40,000.00	29,855.11	10,144.89	
Celebration of Public Events					
Other Expenses	5,000.00	5,000.00		5,000.00	

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

TOWN OF PHILLIPSBURG
CURRENT FUND
STATEMENT OF EXPENDITURES - REGULATORY BASIS
YEAR ENDED DECEMBER 31, 2018

	APPROPRIATIONS		EXPENDED		UNEXPENDED BALANCE CANCELED
	BUDGET	BUDGET AFTER MODIFICATION	PAID OR CHARGED	RESERVED	
UTILITY EXPENSES AND BULK PURCHASING					
Electricity	\$ 150,000.00	\$ 150,000.00	\$ 132,160.52	\$ 17,839.48	\$
Street Lighting	150,000.00	150,000.00	136,295.82	13,704.18	
Telephone					
Other Expenses	76,000.00	76,000.00	69,720.30	6,279.70	
Water	170,000.00	170,000.00	130,100.56	39,899.44	
Gas (Natural or Propane)	35,000.00	35,000.00	28,572.47	6,427.53	
Gasoline	155,000.00	155,000.00	146,709.91	8,290.09	
LANDFILL/SOLID WASTE DISPOSAL COSTS					
Waste Disposal					
Other Expenses	495,000.00	495,000.00	468,360.70	26,639.30	
MUNICIPAL/COUNTY COURT					
Municipal Court					
Salaries and Wages	263,775.00	263,775.00	242,374.85	21,400.15	
Other Expenses	22,825.00	22,825.00	16,172.08	6,652.92	
Public Defender					
Salaries and Wages	10,400.00	10,400.00	10,359.66	40.34	
INSURANCE					
Liability Insurance	240,500.00	240,500.00	238,647.60	1,852.40	
Workers Compensation Insurance	305,000.00	305,000.00	301,008.32	3,991.68	
Employee Group Insurance	1,281,700.00	1,271,700.00	1,242,251.78	29,448.22	
Health Benefit Wavier	43,000.00	43,000.00		43,000.00	
CODE ENFORCEMENT AND ADMINISTRATION					
Code Enforcement					
Salaries and Wages	418,200.00	418,200.00	410,353.98	7,846.02	
Other Expenses	92,000.00	77,000.00	21,277.17	55,722.83	
TOTAL OPERATIONS WITHIN "CAPS"	\$ 12,036,830.00	\$ 12,226,830.00	\$ 11,184,224.42	\$ 1,042,605.58	\$
TOTAL OPERATIONS INCLUDING CONTINGENT WITHIN "CAPS"	\$ 12,036,830.00	\$ 12,226,830.00	\$ 11,184,224.42	\$ 1,042,605.58	\$
DEFERRED CHARGES AND STATUTORY EXPENDITURES - MUNICIPAL - WITHIN "CAPS"					
DEFERRED CHARGES					
CONTRIBUTION TO					
Public Employees' Retirement System	\$ 414,525.08	\$ 414,525.08	\$ 414,525.08	\$	\$
Social Security System	305,000.00	315,000.00	308,916.61	6,083.39	
Cons. Police and Fire Pension					
Police and Firemen's Retirement System	952,188.84	952,188.84	952,188.84		
DCRP	9,000.00	9,000.00	5,293.44	3,706.56	
Unemployment Compensation Insurance	28,000.00	28,000.00	25,797.59	2,202.41	
TOTAL DEFERRED CHARGES AND STATUTORY EXPENDITURES - MUNICIPAL WITHIN "CAPS"	\$ 1,708,713.92	\$ 1,718,713.92	\$ 1,706,721.56	\$ 11,992.36	\$
TOTAL GENERAL APPROPRIATIONS FOR MUNICIPAL PURPOSES WITHIN "CAPS"	\$ 13,745,543.92	\$ 13,945,543.92	\$ 12,890,945.98	\$ 1,054,597.94	\$
OPERATIONS EXCLUDED FROM "CAPS"					
Maintenance of Free Public Library	\$ 745,000.00	\$ 745,000.00	\$ 664,905.70	\$ 80,094.30	\$
Recycling Tax	26,000.00	26,000.00	15,546.00	10,454.00	
TOTAL OTHER OPERATIONS - EXCLUDED FROM "CAPS"	\$ 771,000.00	\$ 771,000.00	\$ 680,451.70	\$ 90,548.30	\$
INTERLOCAL MUNICIPAL SERVICE AGREEMENTS					
Borough Of Alpha - Police Services	\$ 425,000.00	\$ 425,000.00	\$ 425,000.00	\$	\$
Borough Of Alpha - Municipal Court	22,500.00	22,500.00	22,500.00		
Borough Of Alpha - Municipal Court - Facilities	22,000.00	22,000.00	22,000.00		
TOTAL INTERLOCAL MUNICIPAL SERVICE AGREEMENTS	\$ 469,500.00	\$ 469,500.00	\$ 469,500.00	\$	\$
PUBLIC AND PRIVATE PROGRAMS OFFSET BY REVENUES					
Private Contributions					
2018 Cops Hiring Program (PSD Matching)	\$ 63,114.60	\$ 63,114.60	\$ 63,114.60	\$	\$
Board of Education - School Resource Officer (40A:4-87 +150,000.00)		150,000.00	150,000.00		
Etown Gas - Various Road Improvements (40A:4-87 +10,125.84)		10,125.84	10,125.84		
Federal and State Grants					
Recycling Tonnage Grant	19,119.00	19,119.00	19,119.00		
Clean Communities Program (40A:4-87 +32,152.92)		32,152.92	32,152.92		

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

TOWN OF PHILLIPSBURG
CURRENT FUND
STATEMENT OF EXPENDITURES - REGULATORY BASIS
YEAR ENDED DECEMBER 31, 2018

	<u>APPROPRIATIONS</u>		<u>EXPENDED</u>		<u>UNEXPENDED BALANCE CANCELED</u>
	<u>BUDGET</u>	<u>BUDGET AFTER MODIFICATION</u>	<u>PAID OR CHARGED</u>	<u>RESERVED</u>	
<u>PUBLIC AND PRIVATE PROGRAMS OFFSET BY REVENUES (CONTINUED)</u>					
Municipal Alliance of Alcoholism and Drug Abuse:					
State (40A:4-87 +12,440.00)	\$	\$ 12,440.00	\$ 12,440.00	\$	
Local	3,750.00	3,750.00	3,750.00		
Department of Human Services					
New Jersey Youth Corps Grant (40A:4-87 +540,000.00)		540,000.00	540,000.00		
2014 Cops Hiring Program (Town Matching)		63,114.60	63,114.60		
	<u>63,114.60</u>	<u>63,114.60</u>	<u>63,114.60</u>		
<u>TOTAL PUBLIC AND PRIVATE PROGRAMS OFFSET BY REVENUES</u>	<u>\$ 149,098.20</u>	<u>\$ 893,816.96</u>	<u>\$ 893,816.96</u>	<u>\$</u>	<u>\$</u>
<u>TOTAL OPERATIONS EXCLUDED FROM "CAPS"</u>	<u>\$ 1,389,598.20</u>	<u>\$ 2,134,316.96</u>	<u>\$ 2,043,768.66</u>	<u>\$ 90,548.30</u>	<u>\$</u>
<u>CAPITAL IMPROVEMENTS - EXCLUDED FROM "CAPS"</u>					
Capital Improvement Fund	\$ 80,000.00	\$ 80,000.00	\$ 80,000.00	\$	\$
<u>TOTAL CAPITAL IMPROVEMENTS - EXCLUDED FROM "CAPS"</u>	<u>\$ 80,000.00</u>	<u>\$ 80,000.00</u>	<u>\$ 80,000.00</u>	<u>\$</u>	<u>\$</u>
<u>MUNICIPAL DEBT SERVICE - EXCLUDED FROM "CAPS"</u>					
Payment of Bond Principal	\$ 500,000.00	\$ 500,000.00	\$ 500,000.00	\$	\$
Interest on Bonds	165,000.00	165,000.00	164,399.26		600.74
Green Trust Loan Program					
Loan Repayments for Principal and Interest	15,550.00	15,550.00	15,545.80		4.20
Capital Lease Obligation	25,000.00	25,000.00	24,475.84		524.16
	<u>705,550.00</u>	<u>705,550.00</u>	<u>704,420.90</u>	<u>\$</u>	<u>\$ 1,129.10</u>
<u>TOTAL MUNICIPAL DEBT SERVICE - EXCLUDED FROM "CAPS"</u>	<u>\$ 705,550.00</u>	<u>\$ 705,550.00</u>	<u>\$ 704,420.90</u>	<u>\$</u>	<u>\$ 1,129.10</u>
<u>TOTAL GENERAL APPROPRIATIONS FOR MUNICIPAL PURPOSES EXCLUDED FROM "CAPS"</u>	<u>\$ 2,175,148.20</u>	<u>\$ 2,919,866.96</u>	<u>\$ 2,828,189.56</u>	<u>\$ 90,548.30</u>	<u>\$ 1,129.10</u>
<u>SUBTOTAL GENERAL APPROPRIATIONS</u>	<u>\$ 15,920,692.12</u>	<u>\$ 16,865,410.88</u>	<u>\$ 15,719,135.54</u>	<u>\$ 1,145,146.24</u>	<u>\$ 1,129.10</u>
<u>RESERVE FOR UNCOLLECTED TAXES</u>	<u>\$ 1,427,936.10</u>	<u>\$ 1,427,936.10</u>	<u>\$ 1,427,936.10</u>	<u>\$</u>	<u>\$</u>
<u>TOTAL GENERAL APPROPRIATIONS</u>	<u>\$ 17,348,628.22</u>	<u>\$ 18,293,346.98</u>	<u>\$ 17,147,071.64</u>	<u>\$ 1,145,146.24</u>	<u>\$ 1,129.10</u>
	<u>REF.</u>	<u>A-2:A-3</u>	<u>A-3</u>	<u>A-1:A-3</u>	<u>A:A-1</u>
Budget	A-3		\$ 17,348,628.22		
Emergency - N.J.S.A. 40A:4-46	A-37		200,000.00		
Appropriation by 40A:4-87	A-2		744,718.76		
	A-3		<u>\$ 18,293,346.98</u>		
Reserve for Accounts Payable	A-14			\$ 276,219.19	
Reserve for Grants Appropriated	A-26			893,816.96	
Reserve for Uncollected Taxes	A-2			1,427,936.10	
Disbursements (Net of Refunds)	A-4			<u>14,549,099.39</u>	
	A-3			<u>\$ 17,147,071.64</u>	

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

TRUST FUND

"B"

TOWN OF PHILLIPSBURG

TRUST FUND

BALANCE SHEETS - REGULATORY BASIS

<u>ASSETS</u>	<u>REF.</u>	<u>BALANCE DECEMBER 31, 2018</u>	<u>BALANCE DECEMBER 31, 2017</u>
Animal Control Fund:			
Cash	B-1	\$ 11,703.75	\$ 8,764.59
		<u>\$ 11,703.75</u>	<u>\$ 8,764.59</u>
Other Funds:			
Cash	B-1	\$ 1,538,662.97	\$ 1,269,384.83
Due Current Fund	B-3	336,078.04	516,530.43
Accounts Receivable - Police Outside Overtime Vendors	B-11	8,607.28	
Accounts Receivable - Revolving Loans	B-4	407,681.33	361,654.87
		<u>\$ 2,291,029.62</u>	<u>\$ 2,147,570.13</u>
		<u>\$ 2,302,733.37</u>	<u>\$ 2,156,334.72</u>
<u>LIABILITIES, RESERVES AND FUND BALANCE</u>			
Animal Control Fund:			
Due Current Fund	B-2	\$ 6.20	\$ 40.53
Reserve For Expenditures	B-9	10,945.30	7,971.81
Reserve For Dog Park	B-10	752.25	752.25
		<u>\$ 11,703.75</u>	<u>\$ 8,764.59</u>
Other Funds:			
Accounts Payable	B-7	\$ 9,856.11	\$ 3,731.78
Reserve for Community Development Revolving Loans	B-5	733,917.32	729,470.20
Reserve for Federal Housing Assistance Program	B-6	173,286.22	136,933.99
Reserve for Various Trust Deposits	B-8	1,231,888.27	1,277,434.16
Reserve for Municipal Open Space Deposits	B-12	142,081.70	
		<u>\$ 2,291,029.62</u>	<u>\$ 2,147,570.13</u>
		<u>\$ 2,302,733.37</u>	<u>\$ 2,156,334.72</u>

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

GENERAL CAPITAL FUND

TOWN OF PHILLIPSBURG

GENERAL CAPITAL FUND

BALANCE SHEETS - REGULATORY BASIS

	<u>REF.</u>	<u>BALANCE DECEMBER 31, 2018</u>	<u>BALANCE DECEMBER 31, 2017</u>
<u>ASSETS</u>			
Cash	C-2:C-3	\$ 1,961,634.40	\$ 2,623,791.01
Deferred Charges to Future Taxation:			
Funded	C-5	5,703,076.47	6,216,400.54
Unfunded	C-6	<u>1,966,125.00</u>	<u>295,930.00</u>
		<u>\$ 9,630,835.87</u>	<u>\$ 9,136,121.55</u>
<u>LIABILITIES, RESERVES AND FUND BALANCE</u>			
Serial Bonds Payable	C-8	\$ 5,602,000.00	\$ 6,102,000.00
Green Acres Loans Payable	C-11	101,076.47	114,400.54
Due Current Fund	C-13	1,290.73	
Capital Improvement Fund	C-7	220,891.84	228,796.84
Improvement Authorizations:			
Funded	C-9	849,469.97	1,408,758.91
Unfunded	C-6:C-9	1,004,182.32	282,729.10
Reserve for:			
Capital Projects	C-4	36,780.16	36,780.16
Contracts Payable	C-12	1,617,579.16	765,090.78
Fund Balance	C-1	<u>197,565.22</u>	<u>197,565.22</u>
		<u>\$ 9,630,835.87</u>	<u>\$ 9,136,121.55</u>

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

TOWN OF PHILLIPSBURG

GENERAL CAPITAL FUND

STATEMENT OF CAPITAL FUND BALANCE - REGULATORY BASIS

	<u>REF.</u>	
Balance, December 31, 2017 and December 31, 2018	C	\$ <u>197,565.22</u>

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

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SEWER UTILITY FUND

TOWN OF PHILLIPSBURG

SEWER UTILITY FUND

BALANCE SHEETS - REGULATORY BASIS

<u>ASSETS</u>	<u>REF.</u>	<u>BALANCE DECEMBER 31, 2018</u>	<u>BALANCE DECEMBER 31, 2017</u>
OPERATING FUND:			
Cash - Treasurer	D-5	\$ 1,948,886.61	\$ 2,713,573.15
Cash - Collector	D-6	7,034.95	22,664.05
Change Fund	D-8	500.00	500.00
Interfund Accounts Receivable	D-9	<u>2,422.48</u>	<u> </u>
		<u>\$ 1,958,844.04</u>	<u>\$ 2,736,737.20</u>
Receivables with Full Reserves:			
Sewer Charges Receivable	D-11	\$ 119,791.41	\$ 131,610.61
Sewer Utility Liens	D-10	<u>10,618.31</u>	<u>4,058.88</u>
	D	<u>\$ 130,409.72</u>	<u>\$ 135,669.49</u>
<u>TOTAL OPERATING FUND</u>	D	<u>\$ 2,089,253.76</u>	<u>\$ 2,872,406.69</u>
CAPITAL FUND - REGULAR:			
Cash	D-5	\$ 3,787,268.43	\$ 3,490,186.34
EIT Loan Receivable - Trust	D-26	117,015.00	117,015.00
EIT Loan Receivable - Fund	D-27	351,039.00	351,039.00
Interfunds Receivable	D-28		150,000.00
Fixed Capital	D-17	28,185,039.88	28,185,039.88
Fixed Capital Authorized and Uncompleted	D-16	<u>18,093,686.31</u>	<u>17,593,686.31</u>
<u>TOTAL CAPITAL FUND</u>	D	<u>\$ 50,534,048.62</u>	<u>\$ 49,886,966.53</u>
	D	<u>\$ 52,623,302.38</u>	<u>\$ 52,759,373.22</u>

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

TOWN OF PHILLIPSBURG

SEWER UTILITY FUND

BALANCE SHEETS - REGULATORY BASIS

	<u>REF.</u>	<u>BALANCE DECEMBER 31, 2018</u>	<u>BALANCE DECEMBER 31, 2017</u>
<u>LIABILITIES, RESERVES AND FUND BALANCE</u>			
OPERATING FUND:			
Liabilities:			
Interfunds Payable	D-9	\$	\$ 150,000.00
Appropriation Reserves	D-4:D-15	323,524.09	287,665.10
Accounts Payable	D-14	23,819.49	387,525.38
Sewer Overpayments	D-12	10,136.55	5,827.21
Accrued Interest on Loans	D-13	46,041.67	49,270.83
		<u>\$ 403,521.80</u>	<u>\$ 880,288.52</u>
Reserve for Receivables	D	130,409.72	135,669.49
Fund Balance	D-1	<u>1,555,322.24</u>	<u>1,856,448.68</u>
		<u>\$ 2,089,253.76</u>	<u>\$ 2,872,406.69</u>
<u>TOTAL OPERATING FUND</u>			
CAPITAL FUND - REGULAR:			
Liabilities:			
EIT Loan Payable - Trust	D-22	\$ 2,865,000.00	\$ 3,020,000.00
EIT Loan Payable - Fund	D-23	5,937,681.82	6,349,873.57
Interfunds Payable	D-28	2,422.48	
Improvement Authorizations:			
Funded	D-21	1,009,033.95	742,292.63
Unfunded	D-21	759,074.00	759,074.00
Contracts Payable	D-20	174,713.69	48,295.40
Capital Improvement Fund	D-24	2,274,180.53	2,724,180.53
Reserve for Sewer Improvements	D-25	236,452.00	34,952.00
Reserve for Amortization	D-19	31,407,004.06	30,839,812.31
Deferred Reserve for Amortization	D-18	5,309,966.31	4,809,966.31
		<u>\$ 49,975,528.84</u>	<u>\$ 49,328,446.75</u>
Fund Balance	D-2	<u>558,519.78</u>	<u>558,519.78</u>
		<u>\$ 50,534,048.62</u>	<u>\$ 49,886,966.53</u>
<u>TOTAL CAPITAL FUND</u>			
	D	<u>\$ 52,623,302.38</u>	<u>\$ 52,759,373.22</u>

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

TOWN OF PHILLIPSBURGSEWER UTILITY FUNDSTATEMENTS OF OPERATIONS AND CHANGES IN FUND BALANCE - REGULATORY BASIS

	<u>REF.</u>	<u>BALANCE</u> <u>DECEMBER</u> <u>31, 2018</u>	<u>BALANCE</u> <u>DECEMBER</u> <u>31, 2017</u>
<u>REVENUE AND OTHER INCOME REALIZED</u>			
Fund Balance	D-1:D-3	\$ 523,873.00	\$ 423,000.00
Sewer Use Charges	D-3	3,670,531.76	3,767,493.71
Miscellaneous Revenue Not Anticipated	D-3	237,176.39	216,357.11
Other Credits to Income:			
Unexpended Balance of Appropriation Reserves	D-15	<u>115,648.49</u>	<u>361,920.50</u>
<u>TOTAL INCOME</u>		<u>\$ 4,547,229.64</u>	<u>\$ 4,768,771.32</u>
<u>EXPENDITURES</u>			
Operating	D-4	\$ 3,483,600.00	\$ 3,203,000.00
Capital Improvements	D-4	50,000.00	150,000.00
Debt Service	D-4	584,883.08	696,557.30
Deferred Charges and Statutory Expenditures	D-4	<u>31,000.00</u>	<u>30,000.00</u>
<u>TOTAL EXPENDITURES</u>		<u>\$ 4,149,483.08</u>	<u>\$ 4,079,557.30</u>
Excess to Revenue		\$ 397,746.56	\$ 689,214.02
Balance, January 1	D	<u>1,856,448.68</u>	<u>1,765,234.66</u>
		<u>\$ 2,254,195.24</u>	<u>\$ 2,454,448.68</u>
Decreased by:			
Utilization by Sewer Operating Budget	D-1	523,873.00	423,000.00
Prior Year Fund Balance Anticipated as Current Fund Revenue	D-5	<u>175,000.00</u>	<u>175,000.00</u>
Fund Balance, December 31	D	<u>\$ 1,555,322.24</u>	<u>\$ 1,856,448.68</u>

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

TOWN OF PHILLIPSBURG
SEWER UTILITY CAPITAL FUND
STATEMENT OF CAPITAL FUND BALANCE-REGULATORY BASIS

	<u>REF.</u>	
Balance, December 31, 2017 and December 31, 2018	D	\$ <u>558,519.78</u>

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

TOWN OF PHILLIPSBURG

SEWER UTILITY FUND

STATEMENT OF REVENUES - REGULATORY BASIS

YEAR ENDED DECEMBER 31, 2018

	<u>REF.</u>	<u>ANTICIPATED</u>	<u>REALIZED</u>	<u>EXCESS OR (DEFICIT)</u>
Fund Balance	D-1	\$ 523,873.00	\$ 523,873.00	\$
Sewer Use Charges	D-3	3,765,727.00	3,670,531.76	(95,195.24)
<u>BUDGET TOTALS</u>		\$ 4,289,600.00	\$ 4,194,404.76	\$ (95,195.24)
Non - Budget Revenue	D-3		237,176.39	237,176.39
		\$ <u>4,289,600.00</u>	\$ <u>4,431,581.15</u>	\$ <u>141,981.15</u>
<u>ANALYSIS OF SEWER USE CHARGES:</u>				
Sewer Charges Receivable	D-6		\$ 1,500,360.82	
Sewer Liens Receivable	D-6		2,388.36	
Sewer Charges - Outlining Districts	D-5		<u>2,167,782.58</u>	
	D-1:D-3		\$ <u>3,670,531.76</u>	
<u>ANALYSIS OF NON-BUDGET REVENUE:</u>				
Interest on Sewer Charges	D-6		\$ 17,128.22	
Miscellaneous - Collector	D-6		200.00	
Interest on Investments and Deposits - Treasurer		\$ 39,552.47		
Septic Billing		178,170.26		
Miscellaneous		<u>2,125.44</u>		
	D-5		<u>219,848.17</u>	
	D-1:D-3		\$ <u>237,176.39</u>	

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

TOWN OF PHILLIPSBURG

SEWER UTILITY FUND

STATEMENT OF EXPENDITURES - REGULATORY BASIS

YEAR ENDED DECEMBER 31, 2018

	APPROPRIATIONS		EXPENDED		
	BUDGET	BUDGET AFTER MODIFICATION	PAID OR CHARGED	RESERVED	CANCELED
OPERATING:					
Salaries and Wages	\$ 330,000.00	\$ 330,000.00	\$ 290,362.46	\$ 39,637.54	\$
Other Expenses	3,153,600.00	3,153,600.00	2,877,120.73	276,479.27	
TOTAL OPERATING	\$ 3,483,600.00	\$ 3,483,600.00	\$ 3,167,483.19	\$ 316,116.81	\$
CAPITAL IMPROVEMENTS:					
Capital Improvement Fund	\$ 50,000.00	\$ 50,000.00	\$ 50,000.00		\$
TOTAL CAPITAL IMPROVEMENTS	\$ 50,000.00	\$ 50,000.00	\$ 50,000.00		\$
DEBT SERVICE:					
NJEITF Principal & Interest	\$ 725,000.00	\$ 725,000.00	\$ 584,883.08		\$ 140,116.92
TOTAL DEBT SERVICE	\$ 725,000.00	\$ 725,000.00	\$ 584,883.08		\$ 140,116.92
STATUTORY EXPENDITURES:					
Statutory Expenditures:					
Social Security	\$ 28,000.00	\$ 28,000.00	\$ 22,395.86	\$ 5,604.14	\$
Unemployment Compensation Insurance	3,000.00	3,000.00	1,196.86	1,803.14	
TOTAL STATUTORY EXPENDITURES	\$ 31,000.00	\$ 31,000.00	\$ 23,592.72	\$ 7,407.28	\$
	\$ 4,289,600.00	\$ 4,289,600.00	\$ 3,825,958.99	\$ 323,524.09	\$ 140,116.92
			D-1	D:D-1	
Disbursements	D-5		\$ 3,688,538.66		
Accrued Interest on Loans	D-13		113,600.84		
Accounts Payable	D-14		23,819.49		
			\$ 3,825,958.99		

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

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GENERAL FIXED ASSETS ACCOUNT GROUP

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TOWN OF PHILLIPSBURG

STATEMENT OF GENERAL FIXED ASSETS

BALANCE SHEETS - REGULATORY BASIS

	BALANCE DECEMBER <u>31, 2018</u>	BALANCE DECEMBER <u>31, 2017</u>
FIXED ASSETS		
Land	\$ 11,307,600.00	\$ 11,117,900.00
Buildings	14,772,100.00	14,684,700.00
Machinery and Equipment	<u>8,534,384.90</u>	<u>7,785,032.01</u>
<u>TOTAL FIXED ASSETS</u>	<u>\$ 34,614,084.90</u>	<u>\$ 33,587,632.01</u>
RESERVE		
Investments in General Fixed Assets (as restated)	<u>\$ 34,614,084.90</u>	<u>\$ 33,587,632.01</u>

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

NOTES TO FINANCIAL STATEMENTS

TOWN OF PHILLIPSBURG

NOTES TO FINANCIAL STATEMENTS
YEAR ENDED DECEMBER 31, 2018 AND 2017

NOTE 1: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

A. Reporting Entity

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

Except as noted below, the financial statements of the Town of Phillipsburg include every board, body, officer or commission supported and maintained wholly or in part by funds appropriated by the Town of Phillipsburg, as required by N.J.S.A. 40A:5-5. Accordingly, the financial statements of the Town of Phillipsburg do not include the operations of the municipal library, first aid organization, volunteer fire companies, or the school district, inasmuch as their activities are administered by separate boards.

B. Description of Funds

The Governmental Accounting Standards Board (GASB) is the accepted standard-setting body for establishing governmental accounting and financial reporting principles. GASB codification establishes the presentation of basic financial statements into three fund types, the governmental, proprietary and fiduciary funds, as well as government-wide financial reporting that must be used by general purpose governmental units when reporting financial position and results of operations in accordance with U.S. Generally Accepted Accounting Principles (GAAP).

The accounting policies of the Town of Phillipsburg conform to the accounting principles applicable to municipalities which have been prescribed by the Division of Local Government Services, Department of Community Affairs, State of New Jersey. Such principles and practices are designed primarily for determining compliance with legal provisions and budgetary restrictions and as a means of reporting on the stewardship of public officials with respect to public funds. Under this method of accounting, the financial transactions and accounts of the Town of Phillipsburg are organized on the basis of funds and an account group which is different from the fund structure required by GAAP. A fund or account group is an accounting entity with a separate set of self-balancing accounts established to record the financial position and results of operation of a specific governmental activity. As required by the Division of Local Government Services, the Town accounts for its financial transactions through the following individual funds and account group:

NOTE 1: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

B. Description of Funds (Continued)

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

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

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

Sewer Operating and Capital Funds - account for the operations and acquisition of capital facilities of the municipally-owned sewer utility

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

C. Basis of Accounting

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

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

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

NOTE 1: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

C. Basis of Accounting (Continued)

Expenditures - are recorded on the "budgetary" basis of accounting. Generally, expenditures are recorded when an amount is encumbered for goods or services through the issuance of a purchase order in conjunction with the Encumbrance Accounting System.

Outstanding encumbrances, at December 31, are reported as a cash liability in the financial statements and constitute part of the Town's statutory Appropriation Reserve balance. Appropriation reserves covering unexpended appropriation balances are automatically created at December 31st of each year and recorded as liabilities except for amounts which may be canceled by the governing body. Appropriation reserves are available, until lapsed at the close of the succeeding year, to meet specific claims, commitments, or contracts incurred during the preceding fiscal year. Lapsed appropriation reserves are recorded as income. Appropriations for principal payments on outstanding general capital and utility bonds and notes are provided on the cash basis; interest on general capital indebtedness is on the cash basis, whereas interest on utility indebtedness is on the accrual basis.

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

Foreclosed Property - is recorded in the current fund at the assessed valuation when such property was acquired and is fully reserved. GAAP requires such property to be recorded in the general fixed assets account group at its market value.

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

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

General Fixed Assets - N.J.A.C. 5:30-5.6, Accounting for Governmental Fixed Assets, which differs in certain respects from generally accepted accounting principles, requires the inclusion of a statement of general fixed assets of the Town as part of its basic financial statements. General fixed assets are defined as nonexpendable personal property having a physical existence, a useful life of more than one year and an acquisition cost of \$5,000.00 or more per unit.

NOTE 1: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

C. Basis of Accounting (Continued)

General Fixed Assets (Continued) - Public domain ("infrastructure") general fixed assets consisting of certain improvements other than buildings, such as roads, bridges, curbs and gutters, streets and sidewalks and drainage systems are not capitalized. No depreciation has been provided on general fixed assets or reported in the financial statements.

The Town has developed a fixed assets accounting and reporting system based on an inspection and valuation prepared by an independent appraisal firm. Fixed assets are valued at historical cost or estimated historical cost if actual historical cost is not available. Land is stated at the assessed value contained in the Town's most recent property revaluation. Buildings are stated at the most recent insurance replacement value. General Fixed Assets that have been acquired and are utilized in a governmental fund operation are accounted for in the General Fixed Assets Account Group rather than in a governmental fund.

Expenditures for construction in progress are recorded in the Capital Funds until such time as the construction is completed and put into operation.

Fixed assets acquired through grants in aid or contributed capital have not been accounted for separately.

Inventories of Supplies - The cost of inventories of supplies for all funds are recorded as expenditures at the time individual items are purchased. The cost of inventories is not included on the various balance sheets. GAAP requires the cost of inventories to be reported as a current asset and equally offset by a fund balance reserve.

Fixed Capital - Sewer Utility - Accounting for utility fund "fixed capital" remains unchanged under the requirements of N.J.A.C. 5:30-5.6.

Property and equipment purchased by the Sewer Utility Fund are recorded in the capital account at cost and are adjusted for disposition and abandonment. The amounts shown do not purport to represent reproduction costs or current value. The fixed capital reported is as taken from the municipal records and does not necessarily reflect the true condition of such fixed capital. Contributions in aid of construction are not capitalized. The balance in the Reserve for Amortization account in the utility capital fund represent charges to operations for the cost of acquisitions of property, equipment and improvements. The utility does not record depreciation on fixed assets.

NOTE 1: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

C. Basis of Accounting (Continued)

Accounting and Financial Reporting for Pensions - The Governmental Accounting Standards Board (GASB) approved Statement No. 68 Accounting and financial reporting for pensions administered by state and local government employers. This Statement improves accounting and financial reporting by state and local governments for pensions. It also improves information provided by state and local government employers about financial support for pensions that is provided by other entities. This Statement results from a comprehensive review of the effectiveness of existing standards of accounting and financial reporting for pensions with regard to providing decision useful information, supporting assessments of accountability and interperiod equity, and creating additional transparency. This Statement replaces the requirement of Statement No. 27, *Accounting for Pension by State and Local Governmental Employers*, as well as the requirements of Statement No. 50, *Pension Disclosures*, as they relate to pensions that are provided through pension plans administered as trusts or equivalent arrangements that meet certain criteria. The requirements of Statements 27 and 50 remain applicable for pensions that are not covered by the scope of this Statement.

GASB approved Statement 71, Pension Transition for Contributions made Subsequent to the Measurement Date-an amendment to GASB No. 68. The objective of this Statement is to address an issue regarding application of the transition provisions of Statement No. 68, Accounting and Financial Reporting for Pensions. The issue relates to amounts associated with contributions, if any, made by a state or local government employer or non-employer contributing entity to a defined benefit pension plan after the measurement date of the government's beginning net pension liability.

Statement 68 requires a state or local government employer (or non-employer contributing entity in a special funding situation) to recognize a net pension liability measured as of a date (the measurement date) no earlier than the end of its prior fiscal year. If a state or local government employer or non-employer contributing entity makes a contribution to a defined benefit pension plan between the measurement date of the reported net pension liability and the end of the government's reporting period, Statement 68 requires that the government recognize its contribution as a deferred outflow of resources.

In addition, Statement 68 requires recognition of deferred outflows of resources and deferred inflows of resources for changes in the net pension liability of a state or local government employer or nonemployer contributing entity that arise from other types of events.

NOTE 1: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

C. Basis of Accounting (Continued)

Accounting and Financial Reporting for Pensions (Continued) - Under GAAP, municipalities are required to recognize the pension liability in Statements of Revenues, Expenses, Changes in Net Assets (balance sheets) and Notes to the Financial Statements in accordance with GASB 68. The liability required to be displayed by GASB 68 is displayed as a separate line item in the Unrestricted Net Assets area of the balance sheet.

New Jersey's municipalities and counties do not follow GAAP accounting principles and, as such, do not follow GASB requirements with respect to recording the net pension liability as a liability on their balance sheets. However, N.J.A.C.5:30 6.1(c) (2) requires municipalities to disclose GASB 68 information in the Notes to the Financial Statements. The disclosure must meet the requirements of GASB 68.

Accounting and Financial Reporting for Postemployment Benefits Other Than Pensions (OPEB)

The Governmental Accounting Standards Board (GASB) has issued Statement no. 75, "*Accounting and Financial Reporting for Postemployment Benefits Other Than Pensions*". This statement establishes standards for measuring and recognizing liabilities, deferred outflows and inflows of resources, and expenses for postemployment benefits other than pensions. It also requires the State of New Jersey to calculate and allocate to each participating member, for note disclosure purposes only, the OPEB net liability of New Jersey Health Benefits Local Government Retiree Plan (the Plan). The statement does not alter the amount of funds that must be budgeted for OPEB payment under existing state law.

Under GAAP, municipalities are required to recognize the OPEB liability in Statements of Revenues, Expenses, Changes in Net Position (balance sheets) and Notes to the Financial Statements in accordance with GASB 75.

New Jersey's municipalities and counties do not follow GAAP accounting principles and, as such, do not follow GASB requirements with respect to recording the OPEB liability as a liability on their balance sheets. However, N.J.A.C. 5:30 6.1(c) (2) requires municipalities to disclose GASB 75 information in the Notes to the Financial Statements. The disclosure must meet the requirements of GASB 75.

NOTE 1: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

D. Basic Financial Statements

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

NOTE 2: CASH AND CASH EQUIVALENTS

The Town considers petty cash, change funds, cash in banks and certificates of deposit as cash and cash equivalents.

A. Deposits

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

The Town of Phillipsburg had the following cash and cash equivalents at December 31, 2018:

	<u>Change Fund</u>	<u>Cash in Bank</u>	<u>Additions</u>	<u>Deletions</u>	<u>Reconciled Balance</u>
Cuurent Fund	\$1,869.00	\$11,480,275.57	\$240,028.76	\$21,129.20	\$11,699,175.13
Animal Contol Fund		11,703.75			11,703.75
Trust Other Fund		1,543,497.77		4,902.10	1,538,595.67
General Capital Fund		1,961,634.40			1,961,634.40
Sewer Operating Fund		1,675,653.33	280,268.23		1,955,921.56
Sewer Capital Fund		3,787,268.43			3,787,268.43
	<u>\$1,869.00</u>	<u>\$20,460,033.25</u>	<u>\$520,296.99</u>	<u>\$26,031.30</u>	<u>\$20,954,298.94</u>

NOTE 2: CASH AND CASH EQUIVALENTS (CONTINUED)

A. Deposits

Custodial Credit Risk - Deposits - Custodial credit risk is the risk that in the event of a bank failure, the deposits may not be returned. The Town does not have a specific deposit policy for custodial credit risk other than those policies that adhere to the requirements of statute. As of December 31, 2018, based upon the coverage provided by FDIC and NJ GUDPA, no amount of the bank balance was exposed to custodial credit risk. Of the cash on balance in the bank \$250,000 was covered by Federal Depository Insurance and \$20,210,033.25 was covered by NJ GUDPA.

B. Investments

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

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

NOTE 2: CASH AND CASH EQUIVALENTS (CONTINUED)

B. Investments

6. Local government investment pools that are fully invested in U.S. Government securities that meet the definition of eligible security pursuant to 17 C.F.R. § 270a-7 and repurchase agreements that are collateralized by such U.S. Government securities in which direct investment may be made pursuant to paragraphs (1) and (3) of N.J.S.A. 5-15.1. This type of investment is also required to be rated in the highest category by a nationally recognized statistical rating organization.
7. Deposits with the State of New Jersey Cash Management Fund established pursuant to section 1 of P.L. 1977, c.281 (C. 52:18A-90.4); or
8. Agreements for the repurchase of fully collateralized securities if:
 - a. the underlying securities are permitted investments pursuant to paragraphs (1) and (3) of this subsection;
 - b. the custody of collateral is transferred to a third party;
 - c. the maturity of the agreement is not more than 30 days;
 - d. the underlying securities are purchased through a public depository as defined in section 1 of P.L. 1970, c.236 (C. 17:19-41); and
 - e. a master repurchase agreement providing for the custody and security of collateral is executed.

The Town of Phillipsburg's investment activities during the year were in accordance with the above New Jersey Statute.

NOTE 3: LONG-TERM DEBT

The Local Bond Law, Chapter 40A:2, governs the issuance of bonds to finance general municipal capital expenditures. All bonds are retired in annual installments within the statutory period of usefulness. All bonds issued by the Town are general obligation bonds, backed by the full faith and credit of the Town. Bond Anticipation Notes, which are issued to temporarily finance capital projects, shall mature and be paid off within ten years or financed by the issuance of bonds.

NOTE 3: LONG-TERM DEBT (CONTINUED)

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

Equalized Valuation Basis* - December 31, 2018	\$	<u>729,473,323.00</u>
3-1/2 of Equalized Valuation Basis (Municipal)	\$	25,531,566.31
Net Debt		<u>7,669,201.47</u>
Remaining Borrowing Power	\$	<u>17,862,364.84</u>

*Equalized Valuation Basis is the average of the equalized valuation of real estate, including improvements, and the assessed valuation of Class II Rail Road Property of the Town of Phillipsburg for the last three (3) preceding years.

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

<u>Revenue from Fees, Rents, and Other Charges for Year and Fund Balance:</u>		\$ 4,547,229.64
Deductions:		
Operating and Maintenance Cost	\$ 3,514,600.00	
Debt Service	<u>584,883.08</u>	
Total Deductions		<u>4,099,483.08</u>
Excess in Revenue - Self Liquidating		\$ <u>447,746.56</u>

NOTE 3: LONG-TERM DEBT (CONTINUED)

Long-Term Debt Obligations:

General Serial Bonds:

\$6,102,000.00 General Obligation Bonds of 2017 due in annual installments of \$505,000.00 to \$622,000.00 through 2028 at a variable interest rate \$5,602,000.00

Green Acres Loans:

\$250,000.00 Delaware Heights Park Project of 2005 due in semi-annual installment of \$6,898.05 to \$7,695.94 through 2025 at an interest rate of 2.00% \$101,076.47

Sewer Utility Capital:

New Jersey Environmental Infrastructure Loans:

\$1,385,000.00 2010 Trust Loan Agreement of 2010 due in annual installments of \$70,000.00 to \$100,000.00 through 2029 at a variable interest rate. \$935,000.00

\$1,414,220.00 2010 Fund Loan Agreement of 2010 due in semi-annual installments of \$23,969.83 to \$47,939.66 through 2029. 791,004.42

\$1,905,000.00 2014 Trust Loan Agreement of 2014 due in annual installments of \$80,000.00 to \$135,000.00 through 2033 at a variable interest rate. 1,620,000.00

\$5,595,324 2014 Fund Loan Agreement of 2014 due in semi-annual installments of \$99,279.66 to \$198,559.32 through 2033. 4,467,584.76

\$345,000.00 2015 Trust Loan Agreement of 2015 due in annual installments of \$15,000.00 to \$25,000.00 through 2034 at a variable interest rate. 310,000.00

\$1,117,926.00 2015 Fund Loan Agreement of 2015 due in semi-annual installments of \$14,147.76 to \$28,295.52 through 2034. 679,092.64

\$8,802,681.82

NOTE 3: LONG-TERM DEBT (CONTINUED)

Bonds and Notes Authorized But Not Issued:

There is \$1,966,125.00 General Capital and \$759,074.00 Sewer Capital Bonds and Notes Authorized but not Issued at December 31, 2018.

SCHEDULE OF ANNUAL DEBT SERVICE FOR PRINCIPAL AND INTEREST FOR BONDED DEBT ISSUED AND OUTSTANDING AT DECEMBER 31, 2018

<u>YEAR</u>	<u>GENERAL</u>	
	<u>PRINCIPAL</u>	<u>INTEREST</u>
2019	\$505,000.00	\$156,051.26
2020	515,000.00	135,851.26
2021	525,000.00	115,251.26
2022	540,000.00	94,251.26
2023	550,000.00	72,651.26
2024	565,000.00	61,651.26
2025	580,000.00	50,351.26
2026	595,000.00	38,751.26
2027	605,000.00	26,851.26
2028	622,000.00	13,995.00
	<u>\$5,602,000.00</u>	<u>\$765,656.34</u>

SCHEDULE OF GREEN TRUST LOANS ISSUED AND OUTSTANDING AT DECEMBER 31, 2018

Delaware Heights Park Loan:

<u>Year</u>	<u>Principal</u>	<u>Interest</u>	<u>Total</u>
2019	\$13,591.89	\$1,953.90	\$15,545.79
2020	13,865.09	1,680.72	15,545.81
2021	14,143.77	1,402.02	15,545.79
2022	14,428.07	1,117.74	15,545.81
2023	14,718.07	827.73	15,545.80
2024	15,013.90	531.90	15,545.80
2025	15,315.68	230.12	15,545.80
	<u>\$101,076.47</u>	<u>\$7,744.13</u>	<u>\$108,820.60</u>

NOTE 3: LONG-TERM DEBT (CONTINUED)

SCHEDULE OF NEW JERSEY ENVIRONMENTAL INFRASTRUCTURE LOANS ISSUED AND
OUTSTANDING AT DECEMBER 31, 2018

2010A Loan Payment Date	Fund Loan	Trust Loan		Total
	Principal	Principal	Interest	
2/1/19	\$23,969.83		\$18,450.00	\$18,450.00
8/1/19	47,939.66	\$70,000.00	18,450.00	88,450.00
2/1/20	23,969.83		17,050.00	17,050.00
8/1/20	47,939.66	70,000.00	17,050.00	87,050.00
2/1/21	23,969.83		15,300.00	15,300.00
8/1/21	47,939.66	75,000.00	15,300.00	90,300.00
2/1/22	23,969.83		14,175.00	14,175.00
8/1/22	47,939.66	80,000.00	14,175.00	94,175.00
2/1/23	23,969.83		12,575.00	12,575.00
8/1/23	47,939.66	80,000.00	12,575.00	92,575.00
2/1/24	23,969.83		10,975.00	10,975.00
8/1/24	47,939.66	85,000.00	10,975.00	95,975.00
2/1/25	23,969.83		9,275.00	9,275.00
8/1/25	47,939.66	90,000.00	9,275.00	99,275.00
2/1/26	23,969.83		7,475.00	7,475.00
8/1/26	47,939.66	90,000.00	7,475.00	97,475.00
2/1/27	23,969.83		5,900.00	5,900.00
8/1/27	47,939.66	95,000.00	5,900.00	100,900.00
2/1/28	23,969.83		4,000.00	4,000.00
8/1/28	47,939.66	100,000.00	4,000.00	104,000.00
2/1/29	23,969.83		2,000.00	2,000.00
8/1/29	47,939.69	100,000.00	2,000.00	102,000.00
	<u>\$791,004.42</u>	<u>\$935,000.00</u>	<u>\$234,350.00</u>	<u>\$1,169,350.00</u>

NOTE 3: LONG-TERM DEBT (CONTINUED)

SCHEDULE OF NEW JERSEY ENVIRONMENTAL INFRASTRUCTURE LOANS ISSUED AND
OUTSTANDING AT DECEMBER 31, 2018

2014A Loan Payment Date	Fund Loan	Trust Loan		Total
	Principal	Principal	Interest	
2/1/19	\$99,279.66		\$29,950.00	\$29,950.00
8/1/19	198,559.32	\$80,000.00	29,950.00	109,950.00
2/1/20	99,279.66		27,950.00	27,950.00
8/1/20	198,559.32	85,000.00	27,950.00	112,950.00
2/1/21	99,279.66		25,825.00	25,825.00
8/1/21	198,559.32	90,000.00	25,825.00	115,825.00
2/1/22	99,279.66		23,575.00	23,575.00
8/1/22	198,559.32	90,000.00	23,575.00	113,575.00
2/1/23	99,279.66		21,325.00	21,325.00
8/1/23	198,559.32	95,000.00	21,325.00	116,325.00
2/1/24	99,279.66		18,950.00	18,950.00
8/1/24	198,559.32	100,000.00	18,950.00	118,950.00
2/1/25	99,279.66		16,450.00	16,450.00
8/1/25	198,559.32	105,000.00	16,450.00	121,450.00
2/1/26	99,279.66		14,875.00	14,875.00
8/1/26	198,559.32	110,000.00	14,875.00	124,875.00
2/1/27	99,279.66		13,225.00	13,225.00
8/1/27	198,559.32	115,000.00	13,225.00	128,225.00
2/1/28	99,279.66		11,500.00	11,500.00
8/1/28	198,559.32	115,000.00	11,500.00	126,500.00
2/1/29	99,279.66		9,775.00	9,775.00
8/1/29	198,559.32	120,000.00	9,775.00	129,775.00
2/1/30	99,279.66		7,975.00	7,975.00
8/1/30	198,559.32	125,000.00	7,975.00	132,975.00
2/1/31	99,279.66		6,100.00	6,100.00
8/1/31	198,559.32	125,000.00	6,100.00	131,100.00
2/1/32	99,279.66		4,225.00	4,225.00
8/1/32	198,559.32	130,000.00	4,225.00	134,225.00
2/1/33	99,279.66		2,193.75	2,193.75
8/1/33	198,559.38	135,000.00	2,193.75	137,193.75
	<u>\$4,467,584.76</u>	<u>\$1,620,000.00</u>	<u>\$467,787.50</u>	<u>\$2,087,787.50</u>

NOTE 3: LONG-TERM DEBT (CONTINUED)

SCHEDULE OF NEW JERSEY ENVIRONMENTAL INFRASTRUCTURE LOANS ISSUED AND
OUTSTANDING AT DECEMBER 31, 2018

2015A-1 Loan Payment Date	Fund Loan	Trust Loan		Total
	Principal	Principal	Interest	
2/1/19	\$14,147.76		\$6,850.00	\$6,850.00
8/1/19	28,295.52	\$15,000.00	6,850.00	21,850.00
2/1/20	14,147.76		6,475.00	6,475.00
8/1/20	28,295.52	15,000.00	6,475.00	21,475.00
2/1/21	14,147.76		6,100.00	6,100.00
8/1/21	28,295.52	15,000.00	6,100.00	21,100.00
2/1/22	14,147.76		5,725.00	5,725.00
8/1/22	28,295.52	15,000.00	5,725.00	20,725.00
2/1/23	14,147.76		5,350.00	5,350.00
8/1/23	28,295.52	15,000.00	5,350.00	20,350.00
2/1/24	14,147.76		4,975.00	4,975.00
8/1/24	28,295.52	15,000.00	4,975.00	19,975.00
2/1/25	14,147.76		4,600.00	4,600.00
8/1/25	28,295.52	20,000.00	4,600.00	24,600.00
2/1/26	14,147.76		4,100.00	4,100.00
8/1/26	28,295.52	20,000.00	4,100.00	24,100.00
2/1/27	14,147.76		3,600.00	3,600.00
8/1/27	28,295.52	20,000.00	3,600.00	23,600.00
2/1/28	14,147.76		3,200.00	3,200.00
8/1/28	28,295.52	20,000.00	3,200.00	23,200.00
2/1/29	14,147.76		2,800.00	2,800.00
8/1/29	28,295.52	20,000.00	2,800.00	22,800.00
2/1/30	14,147.76		2,400.00	2,400.00
8/1/30	28,295.52	20,000.00	2,400.00	22,400.00
2/1/31	14,147.76		2,000.00	2,000.00
8/1/31	28,295.52	25,000.00	2,000.00	27,000.00
2/1/32	14,147.76		1,500.00	1,500.00
8/1/32	28,295.52	25,000.00	1,500.00	26,500.00
2/1/33	14,147.76		1,000.00	1,000.00
8/1/33	28,295.52	25,000.00	1,000.00	26,000.00
2/1/34	14,147.76		500.00	500.00
8/1/34	28,295.68	25,000.00	500.00	25,500.00
	<u>\$679,092.64</u>	<u>\$310,000.00</u>	<u>\$122,350.00</u>	<u>\$432,350.00</u>

NOTE 4: FUND BALANCES APPROPRIATED

Fund balances at December 31, 2018, which were appropriated and included as anticipated revenue in their own respective funds for the year ending December 31, 2019, as introduced were as follows:

Current Fund	\$1,600,000.00
Sewer Utility Fund	\$568,860.00

NOTE 5: PROPERTY TAXES

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

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

	BALANCE DECEMBER <u>31, 2018</u>	BALANCE DECEMBER <u>31, 2017</u>
Prepaid Taxes	<u>\$459,178.07</u>	<u>\$591,214.09</u>

NOTE 6: COMPENSATED ABSENCES

The Town of Phillipsburg permits employees to accrue a limited amount of unused vacation and sick pay, which may be taken as time off or paid upon retirement or separation at an agreed-upon rate. It is estimated that the current cost of such unpaid compensation would approximate \$1,937,000.00. The Town has established a reserve in the Other Trust Fund in the amount of \$128,837.00. Under accounting principles and practices prescribed by the Division of Local Government Services, Department of Community Affairs, State of New Jersey, the accumulated cost of such unpaid compensation is not required to be reported in the financial statements as presented and any amounts required to be paid are raised in that year's budget and no liability is accrued on December 31, 2018.

NOTE 7: PENSIONS

Substantially all eligible employees participate in the Public Employees' Retirement System (PERS), or the Police, Firemen's Retirement System (PFRS) or the Defined Contribution Retirement System (DCRP), which have been established by state statute and are administered by the New Jersey Division of Pensions and Benefits. The Division issues a publicly available financial report that includes the financial statements and required supplementary information for the Public Employees Retirement System, Police and Fireman's Retirement System and Consolidated Police and Firemen's Pension Fund. These reports may be obtained by writing to the Division of Pensions and Benefits, P.O. Box 295, Trenton, New Jersey, 08625 or are available online at www.nj.gov/treasury/pensions/annrpts.shtml.

Plan Descriptions

Public Employees' Retirement System (PERS) - The Public Employees' Retirement System (PERS) was established as of January 1, 1955, under the provisions of N.J.S.A. 43:15A, to provide retirement, death, disability and medical benefits to certain qualified members. The PERS is a cost-sharing multiple employer plan. Membership is mandatory for substantially, all full-time employees of the State of New Jersey or any county, municipality, school district or public agency, provided the employee is not required to be a member of another state-administered retirement system or other state pension fund or local jurisdiction's pension fund.

Police and Fireman's Retirement System (PFRS) - The Police and Fireman's Retirement System (PFRS) was established as of July 1, 1944, under the provisions of N.J.S.A. 43:16A, to provide retirement, death, and disability benefits to its members. The PFRS is a cost-sharing multiple-employer plan. Membership is mandatory for substantially, all full-time county and municipal police or firemen or officer employees with police powers appointed after June 30, 1944.

Defined Contribution Retirement Program (DCRP) - The Defined Contribution Retirement Program (DCRP) was established July 1, 2007, under the provisions of Chapter 92, P.L. 2007 and Chapter 103, P.L. 2007, and was expanded under the provisions of Chapter 89, P.L. 2009. The DCRP provides eligible employees and their beneficiaries with a tax-sheltered, defined contribution retirement benefit, along with life insurance coverage and disability coverage.

NOTE 7: PENSIONS (CONTINUED)

Vesting and Benefit Provisions

The vesting and benefit provisions for PERS are set by N.J.S.A. 43:15A and 43:36. All benefits vest after ten years of service, except for medical benefits, which vest after 25 years of service. Members may seek early retirement after achieving 25 years of service credit or they may elect deferred retirement after achieving ten years of service credit, in which case, benefits would begin the first day of the month after the member attains normal retirement age.

The vesting and benefit provisions for PFRS are set by N.J.S.A. 43:16A and 43:36. All benefits vest after ten years of service, except for disability benefits, which vest after four years of service. Retirement benefits for age and service are available at age 55. Members may seek special retirement after achieving 25 years of creditable service or they may elect deferred retirement after achieving ten years of service.

Newly elected or appointed officials that have an existing DCRP account, or are a member of another State-administered retirement system are immediately invested in the DCRP. For newly elected or appointed officials that do not qualify for immediate vesting in the DCRP, employee and employer contributions are held during the initial year of membership. Upon commencing the second year of DCRP membership, the member is fully invested. However, if a member is not eligible to continue in the DCRP for a second year of membership, the member may apply for a refund of the employee contributions from the DCRP, while the employer contributions will revert back to the employer. Employees are required to contribute 5.5% of their base salary and employers contribute 3.0%.

Funding Policy

The contribution policy is set by New Jersey State Statutes and contributions are required by active members and contributing employers. Plan members and employer contributions may be amended by State of New Jersey legislation. During 2018, PERS provides for employee contributions of 7.50% of employees' annual compensation. Employers are required to contribute at an actuarially determined rate. The actuarially determined contribution includes funding for cost-of-living adjustments, noncontributory death benefits, and post-retirement medical premiums.

The contribution policy for PFRS is set by N.J.S.A. 43:16A and requires contributions by active members and contributing employers. Plan member and employer contributions may be amended by State of New Jersey legislation. Employers are required to contribute at an actuarially determined rate. The annual employer contribution includes funding for basic retirement allowances, cost-of-living adjustments and noncontributory death benefits. During 2018, members contributed at a uniform rate of 10.00% of base salary.

NOTE 7: PENSIONS (CONTINUED)

Funding Policy (Continued)

Certain portions of the costs are contributed by the employees. The Town's share of PERS and PFRS pension costs, which is based upon the annual billings received from the State, amounted to \$1,366,713.92 for 2018, \$1,317,158.00 for 2017 and \$1,307,778.00 for 2016.

The Town's share for DCRP amounted to \$5,893.44 for 2018, \$8,894.39 for 2017 and \$6,915.00 for 2016.

All contributions were equal to the required contributions for each of the three years, respectively.

Certain Town employees are also covered by Federal Insurance Contribution Act.

Accounting and Financial Reporting for Pensions – GASB #68

The Governmental Accounting Standards Board (GASB) has issued Statement No. 68 "Accounting and Financial Reporting for Public Employees Pensions" which requires the State of New Jersey to calculate and allocate, for note disclosure purposes only, the unfunded net pension liability of Public Employees Retirement System (PERS) and the Police and Firemen's Retirement System (PFRS) of the participating municipality as of December 31, 2018. The statement does not alter the amounts of funds that must be budgeted for pension payments under existing state law.

Under accounting principles and practices prescribed by the Division of Local Government Services, Department of Community Affairs, State of New Jersey, any unfunded net pension liability of the municipality, allocated by the State of New Jersey, is not required to be reported in the financial statements as presented and any pension contributions required to be paid are raised in that year's budget and no liability is accrued at December 31, 2018.

Public Employees Retirement System (PERS)

At June 30, 2018, the State reported a net pension liability of \$8,627,535.00 for the Town of Phillipsburg's proportionate share of the total net pension liability. The total pension liability for the June 30, 2018 measurement date was determined by an actuarial valuation as of July 1, 2017, which was rolled forward to June 30, 2018. The Town's proportion of the net pension liability was based on a projection of the Town's long-term share of contributions to the pension plan relative to the projected contributions of all participating employers, actuarially determined. At June 30, 2018, the Town's proportion was 0.0438179465 percent, which was a decrease of 0.0005492833 percent from its proportion measured as of June 30, 2017.

NOTE 7: PENSION PLANS (CONTINUED)

Accounting and Financial Reporting for Pensions - GASB 68 (Continued)

Public Employees Retirement System (PERS) (Continued)

For the year ended June 30, 2018, the State recognized an actuarially determined pension expense of \$392,482.00 for the Town of Phillipsburg's proportionate share of the total pension expense. The pension expense recognized in the Town's financial statement based on the April 1, 2018 billing was \$411,015.00.

At June 30, 2018, the State reported deferred outflows of resources and deferred inflows of resources related to PERS from the following sources:

	<u>Deferred Inflow of Resources</u>	<u>Deferred Outflow of Resources</u>
Differences between expected and actual experience	\$ 44,486.00	\$ 164,528.00
Changes of assumptions	2,758,627.00	1,421,675.00
Net difference between projected and actual earnings on pension plan investments	80,927.00	
Changes in proportion and differences between Borough contributions and proportionate share of contributions	<u>830,066.00</u>	<u>291,007.00</u>
	<u>\$ 3,714,106.00</u>	<u>\$ 1,877,210.00</u>

Other local amounts reported by the State as the Town's proportionate share of deferred outflows of resources and deferred inflows of resources related to pensions will be recognized in the State's actuarially calculated pension expense as follows:

<u>Year Ended June 30,</u>	<u>Amount</u>
2019	(\$47,931.80)
2020	(\$190,715.80)
2021	(\$702,300.80)
2022	(\$623,124.80)
2023	<u>(\$272,822.80)</u>
	<u>(\$1,836,896.00)</u>

NOTE 7: PENSION PLANS (CONTINUED)

Accounting and Financial Reporting for Pensions - GASB 68 (Continued)

Public Employees Retirement System (PERS) (Continued)

Actuarial Assumptions

The total pension liability for the June 30, 2018 measurement date was determined by an actuarial valuation as of July 1, 2017, which rolled forward to June 30, 2018. These actuarial valuations used the following assumptions:

	<u>June 30, 2018</u>	<u>June 30, 2017</u>
Inflation	2.25 Percent	2.25 Percent
Salary Increases (based on age)		
Though 2026	1.65-4.15 Percent	1.65-4.15 Percent
Thereafter	2.65-5.15 Percent	2.65-5.15 Percent
Investment Rate of Return	7.00 Percent	7.00 percent

Preretirement mortality rates were based on the RP-2000 Employee Preretirement Mortality Table for male and female active participants. For State employees, mortality tables are set back 4 years for males and females. For local employees, mortality tables are set back 2 years for males and 7 years for females. In addition, the tables provide for future improvements in mortality from the base year of 2013 using a generational approach based on the Conduent modified 2014 projection scale. Postretirement mortality rates were based on the RP-2000 Combined Healthy Male and Female Mortality Tables (set back 1 year for males and females) for service retirements and beneficiaries of former members. In addition, the tables for service retirements and beneficiaries of former members provide for future improvements in mortality from 2012 to 2013 using Projection Scale AA and using a generational approach based on the Conduent 2014 projection scale thereafter. Disability retirement rates used to value disabled retirees were based on the RP-2000 Disabled Mortality Table (set back 3 years for males and set forward 1 year for females).

NOTE 7: PENSION PLANS (CONTINUED)

Accounting and Financial Reporting for Pensions - GASB 68 (Continued)

Public Employees Retirement System (PERS) (Continued)

Actuarial Assumptions (Continued)

The actuarial assumptions used in the July 1, 2017 valuation were based on the results of an actuarial experience study for the period July 1, 2011 to June 30, 2014. It is likely that future experience will not exactly conform to these assumptions. To the extent that actual experience deviates from these assumptions, the emerging liabilities may be higher or lower than anticipated. The more the experience deviates, the larger the impact on future financial statements.

Long-Term Rate of Return

In accordance with State statute, the long-term expected rate of return on plan investments (7.00% at June 30, 2018 and 7.00 at June 30, 2017) is determined by the State Treasurer, after consultation with the Directors of the Division of Investment and Division of Pensions and Benefits, the board of trustees and the actuaries. The long-term expected rate of return was determined using a building block method in which best-estimate ranges of expected future real rates of return (expected returns, net of pension plan investment expense and inflation) are developed for each major asset class. These ranges are combined to produce the long-term expected rate of return by weighting the expected future real rates of return by the target asset allocation percentage and by adding expected inflation. Best estimates of arithmetic rates of return for each major asset class included in PERS's target asset allocation as of June 30, 2018 are summarized in the following table:

NOTE 7: PENSION PLANS (CONTINUED)

Accounting and Financial Reporting for Pensions - GASB 68 (Continued)

Public Employees Retirement System (PERS) (Continued)

Long-Term Rate of Return (Continued)

<u>Assets Class</u>	<u>Target Allocation</u>	<u>Long-Term Expected Real Rate of Return</u>
Risk Mitigation Strategies	5.00%	5.51%
Cash Equivalents	5.50%	1.00%
U.S. Treasuries	3.00%	1.87%
Investment Grade Credit	10.00%	3.78%
High Yield	2.50%	6.82%
Global Diversified Credit	5.00%	7.10%
Credit Oriented Hedge Fund	1.00%	6.60%
Debt Related Private Equity	2.00%	10.63%
Debt Related Real Estate	1.00%	6.61%
Private Real Asset	2.50%	11.83%
Equity Related Real Estate	6.25%	9.23%
U.S. Equity	30.00%	8.19%
Non-U.S. Developed Market Equity	11.50%	9.00%
Emerging Market Equity	6.50%	11.64%
Buyouts/Venture Capital	8.25%	13.08%

Discount Rate

The discount rate used to measure the total pension liability was 5.66% and 5.00 as of June 30, 2018. This single blended discount rate was based on the long-term expected rate of return on pension plan investments of 7.00% for both June 30 2018 and June 30, 2017 and a municipal bond rate of 3.87% and 3.58% for June 30, 2018 and June 30, 2017 respectively based on the Bond Buyer Go 20-Bond Municipal Bond Index, which includes tax-exempt general obligation municipal bonds with an average rating of AA/Aa or higher. The projection of cash flows used to determine the discount rate assumed that contributions from plan members will be made at the current member contribution rates and that contributions from employers will be made based on the contribution rate in the most recent fiscal year. The State employer contributed 50% of the actuarially determined contributions and the local employers contributed 100% of their actuarially determined contributions. Based on those assumptions, the plan's fiduciary net position was projected to be available to make projected future benefit payments of current plan members through June 30, 2046. Therefore, the long-term expected rate of return on plan investments was applied to projected benefit payments through June 30, 2046 and the municipal bond rate was applied to projected benefit payments after that date in determining the total pension liability.

NOTE 7: PENSION PLANS (CONTINUED)

Accounting and Financial Reporting for Pensions - GASB 68 (Continued)

Public Employees Retirement System (PERS) (Continued)

Sensitivity of the collective net pension liability to changes in the discount rate

The following presents the collective net pension liability of the participating employers as of June 30, 2018 respectively, calculated using the discount rate as disclosed above as well as what the collective net pension liability would be if it was calculated using a discount rate that is 1-percentage point lower or 1-percentage point higher than the current rate:

	June 30, 2018		
	1%	At Current	1%
	Decrease	Discount Rate	Increase
	<u>4.66%</u>	<u>5.66%</u>	<u>6.66%</u>
Borough's proportionate share of the pension liability	\$10,848,132.00	\$8,627,535.00	\$6,764,597.00

Pension plan fiduciary net position

Detailed information about the pension plan's fiduciary net position is available in the separately issued Financial Report for the State of New Jersey Public Employees Retirement System (PERS). The report may be obtained at State of New Jersey Division of Pensions and Benefits P.O. Box 295 Trenton, New Jersey 08625-0295 <http://www.state.nj.us/treasury/pensions>.

Police and Firemen's Retirement System (PFRS)

At June 30, 2018, the State reported a net pension liability of \$14,275,309.00 for the Town of Phillipsburg's proportionate share of the total PFRS net pension liability. The total pension liability for the June 30, 2018 measurement date was determined by an actuarial valuation as of July 1, 2017, which was rolled forward to June 30, 2018. The Town's proportion of the net pension liability was based on a projection of the Town's long-term share of contributions to the pension plan relative to the projected contributions of all participating employers, actuarially determined. At June 30, 2018, the Town's proportion was 0.1054957105 percent, which was a decrease of 0.0004240013 percent from its proportion measured as of June 30, 2017.

For the year ended June 30, 2018, the State recognized an actuarially determined pension expense of \$1,360,094.00. The pension expense recognized in the Town's financial statement based on the April 1, 2018 billing was \$937,409.00.

NOTE 7: PENSION PLANS (CONTINUED)

Accounting and Financial Reporting for Pensions - GASB 68 (Continued)

Police and Firemen's Retirement System (PFRS) (Continued)

At June 30, 2018, the State reported deferred outflows of resources and deferred inflows of resources related to PFRS from the following sources:

	<u>Deferred Inflow of Resources</u>	<u>Deferred Outflow of Resources</u>
Differences between expected and actual experience	\$ 59,075.00	\$ 145,233.00
Changes of assumptions	3,658,515.00	1,225,343.00
Net difference between projected and actual earnings on pension plan investments	78,099.00	
Changes in proportion and differences between the Borough's contributions and proportionate share of contributions	<u>285,697.00</u>	<u>482,748.00</u>
	<u>4,081,386.00</u>	<u>1,853,324.00</u>

Other amounts reported as deferred outflows of resources and deferred inflows of resources related to pensions will be recognized in pension expense as follows:

Year Ended <u>June 30</u>	<u>Amount</u>
2018	\$ 162,179.20
2019	(374,438.80)
2020	(1,118,387.80)
2021	(703,816.80)
2022	<u>(193,597.80)</u>
	<u>\$ (2,228,062.00)</u>

NOTE 7: PENSION PLANS (CONTINUED)

Accounting and Financial Reporting for Pensions - GASB 68 (Continued)

Police and Firemen's Retirement System (PFRS) (Continued)

Actuarial Assumptions

The total pension liability for the June 30, 2018 measurement date was determined by an actuarial valuation as of July 1, 2017, which rolled forward to June 30, 2018. This actuarial valuation used the following assumptions:

	<u>2018</u>	<u>2017</u>
Inflation	2.25 Percent	2.25 Percent
Salary Increases (Based on Age) Through 2026	2.10-8.98 Percent Based on Age	2.10-8.98 Percent Based on Age
Thereafter	3.10-9.98 Percent Based on Age	3.10-9.98 Percent Based on Age
Investment Rate of Return	7.00 Percent	7.00 Percent

Preretirement mortality rates were based on the RP-2000 Combined Healthy Mortality tables projected on a generational basis from the base year of 2000 to 2013 using Projection Scale BB and the Conduent modified 2014 projection scale thereafter. For preretirement accidental mortality, a custom table with representative rates was used and there is no mortality improvement assumed. Post-retirement mortality rates for male service retirements are based the RP-2000 Combined Healthy Mortality Tables projected on a generational basis using Projection Scale AA from the base year of 2012 to 2013 and the Conduent modified 2014 projection scale thereafter. Postretirement mortality rates for female service retirements and beneficiaries were based on the RP-2000 Combined Healthy Mortality Tables projected on a generational basis from the base year of 2000 to 2013 using Projection Scale BB and the Conduent modified 2014 projection scales thereafter. Disability mortality rates were based on a custom table with representative rates and no mortality improvement assumed.

The actuarial assumptions used in the July 1, 2017 valuation were based on the results of an actuarial experience study for the period July 1, 2010 to June 30, 2013.

NOTE 7: PENSION PLANS (CONTINUED)

Accounting and Financial Reporting for Pensions - GASB 68 (Continued)

Police and Firemen's Retirement System (PFRS) (Continued)

Long-Term Rate of Return

In accordance with State statute, the long-term expected rate of return on plan investments (7.00 percent at June 30, 2018 and June 30, 2017) is determined by the State Treasurer, after consultation with the Directors of the Division of Investment and Division of Pensions and Benefits, the board of trustees and the actuaries. The long-term expected rate of return was determined using a building block method in which best-estimate ranges of expected future real rates of return (expected returns, net of pension plan investment expense and inflation) are developed for each major asset class. These ranges are combined to produce the long-term expected rate of return by weighting the expected future real rates of return by the target asset allocation percentage and by adding expected inflation. Best estimates of arithmetic rates of return for each major asset class included in PFRS s target asset allocation as of June 30, 2018 are summarized in the following table:

<u>Assets Class</u>	<u>Target Allocation</u>	<u>Long-Term Expected Real Rate of Return</u>
Risk Mitigation Strategies	5.00%	5.51%
Cash Equivalents	5.50%	1.00%
U.S. Treasuries	3.00%	1.87%
Investment Grade Credit	10.00%	3.78%
High Yield	2.50%	6.82%
Global Diversified Credit	5.00%	7.10%
Credit Oriented Hedge Fund	1.00%	6.60%
Debt Related Private Equity	2.00%	10.63%
Debt Related Real Estate	1.00%	6.61%
Private Real Asset	2.50%	11.83%
Equity Related Real Estate	6.25%	9.23%
U.S. Equity	30.00%	8.19%
Non-U.S. Developed Market Equity	11.50%	9.00%
Emerging Market Equity	6.50%	11.64%
Buyouts/Venture Capital	8.25%	13.08%

Discount Rate

The discount rate used to measure the total pension liability was 6.51% and 6.14% as of June 30, 2018 and June 30, 2017 respectively. This single blended discount rate was based on the long-term expected rate of return on pension plan investments of 7.00% for both June 30, 2018 and June 30, 2017 and a municipal bond rate of 3.87% and 3.58% as of June 30, 2018 and June 30, 2017 respectively based on the Bond Buyer Go 20-Bond Municipal Bond Index, which includes tax-exempt general obligation municipal bonds with an average rating of AA/Aa or higher.

NOTE 7: PENSION PLANS (CONTINUED)

Accounting and Financial Reporting for Pensions - GASB 68 (Continued)

Police and Firemen's Retirement System (PFRS) (Continued)

Discount Rate (Continued)

The projection of cash flows used to determine the discount rate assumed that contributions from plan members will be made at the current member contribution rates and that contributions from employers and the nonemployer contributing entity will be made based on the contribution rate in the most recent fiscal year. The State employer contributed 50% of the actuarially determined contributions and the local employers contributed 100% of their actuarially determined contributions. Based on those assumptions, the plan's fiduciary net position was projected to be available to make projected future benefit payments of current plan members through 2062. Therefore, the long-term expected rate of return on plan investments was applied to projected benefit payments through 2062, and the municipal bond rate was applied to projected benefit payments after that date in determining the total pension liability.

Sensitivity of the collective net pension liability to changes in the discount rate

The following presents the collective net pension liability of the participating employers as of June 30, 2018 respectively, calculated using the discount rate as disclosed above as well as what the collective net pension liability would be if it was calculated using a discount rate that is 1-percentage point lower or 1-percentage point higher than the current rate:

	June 30, 2018		
	1% Decrease <u>5.51%</u>	At Current Discount Rate <u>6.51%</u>	1% Increase <u>7.51%</u>
Borough's proportionate share of the PFRS pension liability	\$19,105,729.00	\$14,275,309.00	\$10,291,092.00

NOTE 7: PENSION PLANS (CONTINUED)

Accounting and Financial Reporting for Pensions - GASB 68 (Continued)

Police and Firemen's Retirement System (PFRS) (Continued)

Special Funding Situation

In accordance with N.J.S.A. 43:16A-15, local participating employers are responsible for their own contributions based on actuarially determined amounts, except where legislation was passed which legally obligated the State if certain circumstances occurred. The legislation which legally obligates the State is as follows: Chapter 8, P.L. 2000, Chapter 318, P.c. 2001, Chapter 86, P.L. 2001, Chapter 511, P.L. 1991, Chapter 109, P.c. 1979, Chapter 247, P.L. 1993 and Chapter 201, P.L. 2001. The amounts contributed by the State on behalf of the Town under this legislation is considered to be a special funding situation as defined by GASB Statement No. 68, and the State is treated as a nonemployer contributing entity. Since the Town does not contribute under this legislation directly to the plan (except for employer specific financed amounts), there is no net pension liability or deferred outflows or inflows to disclose in the notes to the financial statements of the Town related to this legislation.

At June 30, 2018 and 2017, the State's proportionate share of the net pension liability attributable to the Town for the PFRS special funding situation is \$1,939,065.00 and \$1,831,557.00 respectively.

At June 30, 2018, the Town's and State of New Jersey's proportionate share of the PFRS net pension liability were as follows:

Borough's Proportionate Share of Net Pension Liability	\$14,275,309.00
State of New Jersey Proportionate Share of Net Pension Liability Associated with the Borough	<u>1,939,065.00</u>
	<u>\$16,214,374.00</u>

Pension plan fiduciary net position

Detailed information about the pension plan's fiduciary net position is available in the separately issued Financial Report for the State of New Jersey Police and Firemen's Retirement System (PFRS). The report may be obtained at State of New Jersey Division of Pensions and Benefits P.O. Box 295 Trenton, New Jersey 08625-0295 <http://www.state.nj.us/treasury/pensions>.

NOTE 8: COMMUNITY DEVELOPMENT REVOLVING LOAN PROGRAM

In 1982, the Town of Phillipsburg received two Small Cities Community Development Block Grants from the New Jersey Department of Community Affairs. These grant funds were utilized to revitalize the downtown area of Phillipsburg and to create jobs for low-income people in the community. The grant funds were provided to eligible participants through low-interest loans. In 1984, the Town was granted approval from the New Jersey Department of Community Affairs to utilize loan repayments received for the provision of new loans for other projects which would provide for the creation of jobs for low-income people in the community. This program is included in the Other Trust Funds as the Community Development Revolving Loan Program.

NOTE 9: LITIGATION

The Town Attorneys' litigation confirmation letters indicate the Town is a defendant in certain lawsuits against the Town pertaining to sewer rates. Counsel has indicated that as of the date of audit, it cannot be determined whether a loss contingency appears remote or probable, but demands against the Town are significant.

NOTE 10: CONTINGENT LIABILITIES

The Town participates in several federal and state financial assistance grant programs. Entitlement to the funds is generally conditional upon compliance with terms and conditions of the grant agreements and applicable regulations, including the expenditures of funds for eligible purposes. These programs are subject to compliance and financial audits by the grantors or their representatives. As of December 31, 2018, the Town does not believe that any material liabilities will result from such audits.

NOTE 11: TAX APPEALS

There are several tax appeals filed with the State Tax Court of New Jersey requesting a reduction of assessments for the years 2018 and prior. Any reduction in assessed valuation will result in a refund of prior years taxes in the year of settlement, which may be funded from tax revenues through the establishment of a reserve or by the issuance of refunding bonds per N.J.S.A. 40A:2-51. The Town has established a reserve for this purpose in the Current Fund, the balance of which is \$225,402.13 at December 31, 2018.

NOTE 12: RISK MANAGEMENT

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

New Jersey Unemployment Compensation Insurance

The Town has elected to fund its New Jersey Unemployment Compensation Insurance under the "Contributory Method". Under this plan, the Town is required to remit employee withholdings to the State on a quarterly basis. All of the Town's claims are paid by the State.

NOTE 13: INTERFUND RECEIVABLES AND PAYABLES

The following Interfund balances remained on the balance sheet at December 31, 2018:

<u>Fund</u>	<u>Interfund Receivable</u>	<u>Interfund Payable</u>
Current Fund	\$ 1,296.93	\$ 885,689.76
Grant Fund	549,611.72	
Animal Control Fund		6.20
Trust Other Fund	336,078.04	
General Capital Fund		1,290.73
Sewer Utility Operating Fund	2,422.48	
Sewer Utility Capital Fund		2,422.48
	\$ 889,409.17	\$ 889,409.17

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

NOTE 14: DEFERRED COMPENSATION PLAN

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

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

NOTE 14: DEFERRED COMPENSATION PLAN (CONTINUED)

The Plan is administered by Lincoln Financial.

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

NOTE 15: ACCOUNTING AND FINANCIAL REPORTING FOR POSTEMPLOYMENT BENEFITS OTHER THAN PENSIONS – GASB 75

The Governmental Accounting Standards Board (GASB) has issued Statement No. 75, "Accounting and Financial Reporting for Postemployment Benefits Other Than Pensions" which is effective for fiscal years beginning after June 15, 2017. This statement establishes standards for measuring and recognizing liabilities, deferred outflows and inflows of resources, and expenses for postemployment benefits other than pensions. OPEB obligations are non-pension benefits that the municipality has contractually or otherwise agreed to provide employees once they have retired and, in most instances, will be for retirement health, prescription and dental insurance coverage.

Under current New Jersey budget and financial reporting requirements, the municipality is not required to fund any amounts in excess of their current costs on a pay-as-you-go basis or to accrue funds, create a trust or issue debt to finance their other post-employment benefit liability. Additionally, the municipality is not required to recognize any long-term obligations resulting from OPEB on their financial statements.

The State Health Benefit Local Government Retired Employees Plan (the Plan) is a cost-sharing multiple-employer defined benefit other postemployment benefit (OPEB) plan with a special funding situation. It covers employees of local government employers that have adopted a resolution to participate in the Plan. The Plan meets the definition of an equivalent arrangement as defined in paragraph 4 of GASB Statement No. 75, *Accounting and Financial Reporting for the Postemployment Benefits Other Than Pensions*; therefore, assets are accumulated to pay associated benefits.

The Plan provides medical and prescription drug coverage to retirees and their covered dependents of the employers.

In accordance with Chapter 330, P.L. 1997, which is codified in N.J.S.A. 52: 14-17.32i, the State provides medical and prescription coverage to local police officers and firefighters, who retire with 25 years of service or on a disability from an employer who does not provide postretirement medical coverage. Local employers were required to file a resolution with the Division in order for their employees to qualify for State-paid retiree health benefits coverage under Chapter 330.

The State also provides funding for retiree health benefits to survivors of local police officers and firefighters who die in the line of duty under Chapter 271, P.L.1989.

NOTE 15: ACCOUNTING AND FINANCIAL REPORTING FOR POSTEMPLOYMENT BENEFITS OTHER THAN PENSIONS – GASB 75 (CONTINUED)

Special Funding Situation

Under Chapter 330, P.L. 1997, the State shall pay the premium or periodic charges for the qualified local police and firefighter retirees and dependents equal to 80 percent of the premium or periodic charge for the category of coverage elected by the qualified retiree under the State managed care plan or a health maintenance organization participating in the program providing the lowest premium or periodic charge.

The State also provides funding for retiree health benefits to survivors of local police officers and firefighters who die in the line of duty under Chapter 271, P.L.1989.

Therefore, these employers are considered to be in a special funding situation as defined by GASB Statement No 75 and the State is treated as a nonemployer contributing entity. Since the local participating employers do not contribute under this legislation directly to the plan, there is no net OPEB liability, deferred outflows of resources or deferred inflows of resources to report in the financial statements of the local participating employers related to this legislation.

At June 30, 2018 and 2017, the State's proportionate share of the net OPEB liability attributable to the Town for the special funding situation is \$10,496,364.00 and \$14,994,805.00 respectively.

At June 30, 2018, the Town's and State of New Jersey's proportionate share of the OPEB liability were as follows:

Borough's proportionate share of the OPEB Liability	\$-0-
State of New Jersey's proportionate share of OPEB Liability associated with the Borough	<u>10,496,364.00</u>
	<u><u>\$10,496,364.00</u></u>

NOTE 15: ACCOUNTING AND FINANCIAL REPORTING FOR POSTEMPLOYMENT BENEFITS OTHER THAN PENSIONS – GASB 75 (CONTINUED)

Actuarial Assumptions and Other Inputs

The actuarial assumptions vary for each plan member depending on the pension plan the member is enrolled in. This actuarial valuation used the following actuarial assumptions, applied to all periods in the measurement:

	<u>June 30, 2018</u>	<u>June 30, 2017</u>
Inflation rate	2.50%	2.50%
Salary increases*		
Through 2026	1.65% to 8.98%	1.65% to 8.98%
Thereafter	2.65% to 9.98%	2.65% to 9.98%

*Salary increases are based on the defined benefit plan that the member is enrolled in and his or her age.

Preretirement mortality rates were based on the RP-2006 Headcount-Weighted Healthy Employee Male/Female mortality table with fully generational mortality improvement projections from the central year using the MP-2017 scale. Postretirement mortality rates were based on the RP-2006 Headcount-Weighted Healthy Annuitant Male/Female mortality table with fully generational improvement projections from the central year using the MP-2017 scale. Disability mortality was based on the RP-2006 Headcount-Weighted Disabled Male/Female mortality table with fully generational improvement projections from the central year using the MP-2017 scale.

Certain actuarial assumptions used in the July 1, 2016 valuation were based on the results of the pension plans' experience studies for which the members are eligible for coverage under this Plan — the Police and Firemen Retirement System (PFRS) and the Public Employees' Retirement System (PERS). The PFRS and PERS experience studies were prepared for the periods July 1, 2010 to June 30, 2013 and July 1, 2011 to June 30, 2014, respectively.

100% of active members are considered to participate in the Plan upon retirement.

Health Care Trend Assumptions

For pre-Medicare preferred provider organization (PPO) and health maintenance organization (HMO) medical benefits, the trend rate is initially 5.8% and decreases to a 5.0% long-term trend rate after eight years. For self-insured post-65 PPO and HMO medical benefits, the trend rate is 4.5%. For prescription drug benefits, the initial trend rate is 8.0% decreasing to a 5.0% long-term trend rate after seven years. For the Medicare Part B reimbursement, the trend rate is 5.0%. The Medicare Advantage trend rate is 4.5% and will continue in all future years.

NOTE 15: ACCOUNTING AND FINANCIAL REPORTING FOR POSTEMPLOYMENT BENEFITS OTHER THAN PENSIONS – GASB 75 (CONTINUED)

Actuarial Assumptions and Other Inputs (Continued)

Discount Rate

The discount rate for June 30, 2018 and 2017 was 3.87% and 3.58%, respectively. This represents the municipal bond return rate as chosen by the State. The source is the Bond Buyer Go 20-Bond Municipal Bond Index, which includes tax-exempt general obligation municipal bonds with an average rating of AA/Aa or higher. As the long-term rate of return is less than the municipal bond rate, it is not considered in the calculation of the discount rate, rather the discount rate is set at the municipal bond rate.

OPEB Plan Fiduciary Net Position

Detailed information about the OPEB plan's fiduciary net position is available in the separately issued Financial Report for the State of New Jersey State Health Benefits Local Government Retired Employees Plan. The report may be obtained at State of New Jersey Division of Pensions and Benefits P.O. Box 295 Trenton, New Jersey 08625-0295 <http://www.state.nj.us/treasury/pensions>.

NOTE 16: SUBSEQUENT EVENTS

The Town of Phillipsburg has evaluated subsequent events occurring after the financial statement date through August 20, 2019 which is the date the financial statements were available to be issued. No items were noted for disclosure or adjustment.

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TOWN OF PHILLIPSBURG
SUPPLEMENTARY SCHEDULES – ALL FUNDS
YEAR ENDED DECEMBER 31, 2018

TOWN OF PHILLIPSBURG

CURRENT FUND

SCHEDULE OF CASH -TREASURER

	<u>REF.</u>	<u>CURRENT FUND</u>	<u>GRANT FUND</u>
Balance, December 31, 2017	A	\$ 11,987,068.40	\$
Increased by Receipts:			
Collector	A-5	\$ 27,466,010.18	\$
Taxes Receivable - Homestead Rebates	A-9	289,695.44	
State of New Jersey-Senior Citizens and Veterans Deductions	A-8	115,833.56	
Interfunds	A-15	563,627.70	
Due Current Fund - Grant Fund	A-32		613,079.30
Petty Cash	A-6	250.00	
Revenue Accounts Receivable	A-16	4,013,761.22	
Miscellaneous Revenue Not Anticipated	A-2	262,632.48	
Grants Receivable	A-28		1,095,963.45
Construction Code DCA - Due State of NJ	A-19	10,693.00	
Marriage/Civil Union Licenses Due State of NJ	A-30	2,000.00	
Reserve for Library	A-34	256,908.25	
Reserve for Digital Tax Maps	A-35	200,000.00	
Reserve for Dog License Fees Due State	A-25	1,662.60	
Due From Claims / Payroll		320.07	
		<u>33,183,394.50</u>	<u>1,709,042.75</u>
		\$ 45,170,462.90	\$ 1,709,042.75
Decreased by Disbursements:			
2018 Appropriations	A-3	\$ 14,549,099.39	\$
Appropriation Reserves	A-17	739,807.91	
Accounts Payable	A-14	134,608.68	
Interfunds	A-15	774,312.64	
Petty Cash	A-6	250.00	
Change Fund	A-7	250.00	
Tax Overpayments	A-20	22,589.01	
Regional School District Taxes	A-24	11,984,624.04	
County Taxes	A-23	5,023,402.09	
Municipal Open Space Taxes	A-29	142,081.70	
Refund of:			
Uniform Construction Code Fees	A-2	2,650.00	
Parking Meters - Municipal	A-2	1,510.03	
Miscellaneous Revenue Not Anticipated	A-2	929.34	
Prior Year Revenue	A-1	2,391.45	
Reserve for Tax Appeals	A-18	17,559.00	
Construction Code DCA - Due State of NJ	A-19	9,807.00	
Reserve for Insurance	A-36	30,475.00	
Marriage/Civil Union Licenses Due State of NJ	A-30	1,825.00	
Reserve for Revaluation	A-33	3,350.00	
Reserve for Dog License Fees Due State	A-25	1,656.40	
Reserve for Library	A-34	219,775.47	
Due Current Fund - Grant Fund	A-32		549,611.72
Grants-Appropriated	A-26		1,159,431.03
		<u>33,662,954.15</u>	<u>1,709,042.75</u>
Balance, December 31, 2018	A	\$ <u>11,507,508.75</u>	\$ <u>-0-</u>

TOWN OF PHILLIPSBURGCURRENT FUNDSCHEDULE OF CASH - COLLECTOR

	<u>REF.</u>		
Balance, December 31, 2017	A		\$ 344,145.20
Increased by Receipts:			
Taxes Receivable	A-9	\$ 26,574,356.27	
Interfunds	A-15	529,941.37	
Municipal Charges Receivable	A-12	35,700.00	
Municipal Lien Charges Receivable	A-13	450.00	
Revenue Accounts Receivable	A-16	201,659.38	
Miscellaneous Revenue Not Anticipated	A-2	5,400.48	
Tax Overpayments	A-20	58,499.53	
Prepaid Taxes	A-21	406,323.90	
Tax Title Liens	A-10	<u>33,333.23</u>	
			<u>27,845,664.16</u>
			\$ <u>28,189,809.36</u>
Decreased by Disbursements:			
Payments to Treasurer	A-4	\$ 27,466,010.18	
Interfunds	A-15	<u>532,132.80</u>	
			<u>27,998,142.98</u>
Balance, December 31, 2018	A		\$ <u><u>191,666.38</u></u>

"A-6"

TOWN OF PHILLIPSBURG
CURRENT FUND
SCHEDULE OF PETTY CASH

<u>OFFICE</u>		RECEIVED FROM <u>TREASURER</u>	RETURNED TO <u>TREASURER</u>
Clerks Office		\$ <u>250.00</u>	\$ <u>250.00</u>
	<u>REF.</u>	A-4	A-4

"A-7"

SCHEDULE OF CHANGE FUNDS

Balance, December 31, 2017	A	\$ 1,619.00
Increased by:		
Disbursements	A-4	<u>250.00</u>
Balance, December 31, 2018	A	\$ <u>1,869.00</u>

DETAIL

Tax Collector		\$ 1,299.00
Town Clerk		50.00
Construction Department		50.00
Municipal Pool		250.00
Police Department		50.00
Municipal Court		<u>170.00</u>
		\$ <u>1,869.00</u>

TOWN OF PHILLIPSBURG

CURRENT FUND

SCHEDULE OF DUE STATE OF NEW JERSEY
FOR SENIOR CITIZENS AND VETERANS DEDUCTIONS

	<u>REF.</u>		
Balance, December 31, 2017 (Due To)	A		\$ 44,254.82
Increased by:			
Senior Citizens Deductions Disallowed by Collector	A-8	\$ 2,267.12	
Received From State	A-4	<u>115,833.56</u>	
			\$ <u>118,100.68</u>
Decreased by:			
Senior Citizens Deductions Per Tax Billing	A-8	\$ 31,500.00	
Veterans Deductions Per Tax Billing	A-8	83,250.00	
Senior Citizens and Veterans Deductions Allowed by Tax Collector	A-8	<u>2,250.00</u>	
			<u>117,000.00</u>
Balance, December 31, 2018 (Due To)	A		\$ <u><u>45,355.50</u></u>

ANALYSIS OF STATE SHARE OF 2018 SENIOR
CITIZENS AND VETERANS DEDUCTIONS

Senior Citizens Deductions Per Tax Billing	A-8	\$ 31,500.00	
Veterans Deductions Per Tax Billing	A-8	83,250.00	
Senior Citizens and Veterans Deductions Allowed by Tax Collector-2017 Taxes	A-8	<u>2,250.00</u>	
			\$ 117,000.00
Less:			
Deductions Disallowed by Collector	A-8		<u>2,267.12</u>
	A-9		\$ <u><u>114,732.88</u></u>

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TOWN OF PHILLIPSBURG

CURRENT FUND

SCHEDULE OF TAXES RECEIVABLE AND ANALYSIS OF PROPERTY TAX LEVY

YEAR	BALANCE DECEMBER 31, 2017	2018 LEVY	ADDED TAXES	COLLECTIONS BY CASH 2017	2018	CANCELED	OVERPAYMENTS APPLIED	TRANSFERRED TO TAX TITLE LIENS	BALANCE DECEMBER 31, 2018
2014	\$ 376.33	\$	\$	\$	\$	\$	\$	\$	\$ 376.33
2015	5,349.92								5,349.92
2016	8,324.20								8,324.20
2017	1,069,943.40		1,250.00	591,215.67	980,075.97	56,535.76	415,515.54	79,514.24	11,603.19
2018	1,083,993.85	28,282,373.32	1,250.00	591,215.67	25,998,708.62	56,535.76	415,515.54	176,976.19	25,653.64
	\$ 1,083,993.85	\$ 28,282,373.32	\$ 1,250.00	\$ 591,215.67	\$ 26,978,784.59	\$ 56,535.76	\$ 415,515.54	\$ 256,490.43	\$ 1,069,075.18

REF.

A A-9

A-2-A-21 A-2-A-9

A-10

A

REF.

Collector
Treasurer - Homestead Rebates
Senior Citizens and Veterans Deductions

A-5 \$ 26,574,356.27
A-4 289,695.44
A-8 114,732.88
A-9 \$ 26,978,784.59

ANALYSIS OF 2018 PROPERTY TAX LEVY

TAX YIELD	
General Property Tax	\$ 28,267,966.68
Added Taxes (54:4-63.1 et seq.)	14,406.64
	\$ 28,282,373.32

TAX LEVY

Regional School District Tax (Abstract)	\$ 12,140,485.00
Municipal Open Space Tax (Abstract)	
Municipal Open Space Added and Omitted Tax	142,081.70
County Tax (Abstract)	
County Open Space (Abstract)	
Due County for Added Taxes (54:4-63.1 et seq.)	5,017,830.83
Total County Taxes	2,571.88
Local Tax for Municipal Purposes (Abstract)	
Municipal Library	10,720,397.45
Add: Additional Tax Levied	244,032.69
Local Tax for Municipal Purposes Levied	14,973.77
	10,979,403.91
	\$ 28,282,373.32

A-9

\$ 28,282,373.32

"A-10"

TOWN OF PHILLIPSBURG

CURRENT FUND

SCHEDULE OF TAX TITLE LIENS

	<u>REF.</u>		
Balance, December 31, 2017	A		\$ 207,099.10
Increased by:			
Taxes Accrued	A-9	\$ 256,490.43	
Interest & Costs on Tax Sale		<u>13,024.95</u>	
			<u>269,515.38</u>
			\$ <u>476,614.48</u>
Decreased by:			
Receipts	A-5	\$ 33,333.23	
Foreclosed	A-11	91,161.86	
Canceled		<u>29.74</u>	
			<u>124,524.83</u>
Balance, December 31, 2018	A		\$ <u><u>352,089.65</u></u>

"A-11"

SCHEDULE OF PROPERTY ACQUIRED FOR TAXES
(AT ASSESSED VALUATION)

Balance, December 31, 2017	A		\$ 1,572,600.00
Increased by:			
Foreclosed Properties:			
Transferred from Tax Title Liens	A-10	\$ 91,161.86	
Transferred from Municipal Lien Charges	A-13	31,638.63	
Adjustment to Assessed Valuation		<u>154,299.51</u>	
			<u>277,100.00</u>
Balance, December 31, 2018	A		\$ <u><u>1,849,700.00</u></u>

"A-12"

TOWN OF PHILLIPSBURG

CURRENT FUND

SCHEDULE OF MUNICIPAL CHARGES RECEIVABLE

	<u>REF.</u>		
Balance, December 31, 2017	A		\$ 24,857.50
Increased by:			
Billed			<u>37,250.00</u>
			\$ <u>62,107.50</u>
Decreased by:			
Receipts	A-2:A-5	\$ 35,700.00	
Transferred to Liens	A-13	<u>11,675.00</u>	
			<u>47,375.00</u>
Balance, December 31, 2018	A		\$ <u><u>14,732.50</u></u>

"A-13"

SCHEDULE OF MUNICIPAL LIEN CHARGES RECEIVABLE

Balance, December 31, 2017	A		\$ 40,625.55
Increased by:			
2018 Charges Transferred from Receivables	A-12		<u>11,675.00</u>
			\$ <u>52,300.55</u>
Decreased by:			
Receipts	A-2:A-5	\$ 450.00	
Transferred to Foreclosed Receipts	A-11	<u>31,638.63</u>	
			<u>32,088.63</u>
Balance, December 31, 2018	A		\$ <u><u>20,211.92</u></u>

TOWN OF PHILLIPSBURG

CURRENT FUND

SCHEDULE OF RESERVE FOR ACCOUNTS PAYABLE

	<u>REF.</u>		
Balance, December 31, 2017	A		\$ 605,833.51
Increased by:			
2018 Budget Appropriations	A-3	\$ 276,219.19	
Reserve for Revaluation	A-33	4,562.00	
Reserve for Digital Tax Maps	A-35	186,290.00	
Reserve for Library Expenditures	A-34	29,381.45	
Appropriation Reserves	A-17	1,089.85	
		<u>497,542.49</u>	
			\$ <u>1,103,376.00</u>
Decreased by:			
Disbursements	A-4	\$ 134,608.68	
Transferred to Reserve for Revaluation	A-33	600.00	
Transferred to Appropriation Reserves	A-17	328,084.02	
Canceled	A-1	135,912.66	
		<u>599,205.36</u>	
Balance, December 31, 2018	A		\$ <u><u>504,170.64</u></u>

TOWN OF PHILLIPSBURG

CURRENT FUND

SCHEDULE OF INTERFUNDS

REF.	TOTAL	GRANT FUND	ANIMAL CONTROL TRUST FUND	OTHER TRUST FUND	GENERAL CAPITAL FUND	SEWER UTILITY OPERATING FUND
Balance, December 31, 2017						
Due To	\$ 1,062,745.13	\$ 546,214.70	\$	\$ 516,530.43	\$	\$
Due From	40.53		40.53			
A						
A						
Receipts - Treasurer	\$ 563,627.70	\$ 549,611.72	\$ 11,589.93	\$ 2,426.05	\$	\$ 5,883.21
Receipts - Collector	529,941.37			524,058.16		
A-4						
A-5						
Matching Funds	66,864.60	66,864.60		32,300.00		
Tax Sale Premium Canceled	32,300.00					
A-32						
A-1						
Disbursements - Collector	532,132.80			526,249.59		5,883.21
Disbursements - Treasurer	774,312.64	613,079.30	11,555.60	148,387.01	1,290.73	
A-5						
A-4						
Balance, December 31, 2018						
Due To	\$ 885,689.76	\$ 549,611.72	\$	\$ 336,078.04	\$	\$
Due From	1,296.93		6.20		1,290.73	
A						
A						

TOWN OF PHILLIPSBURG

CURRENT FUND

SCHEDULE OF REVENUE ACCOUNTS RECEIVABLE

ACCOUNTS	REF.	BALANCE DECEMBER 31, 2017	ACCRUED IN 2017	COLLECTED	BALANCE DECEMBER 31, 2018
Licenses:					
Alcoholic Beverages	A-2	\$	\$ 32,870.00	\$ 32,870.00	\$
Other	A-2		5,711.00	5,711.00	
Fees and Permits	A-2		399,695.39	399,695.39	
Municipal Court:					
Fines and Costs	A-2	8,463.09	169,501.34	166,569.10	11,395.33
Interest and Costs on Taxes	A-2		201,659.38	201,659.38	
Interest on Investments and Deposits	A-2		121,455.80	121,455.80	
Consolidated Municipal Property Tax Relief Aid	A-2		354,196.00	354,196.00	
Energy Receipts Tax	A-2		1,651,205.00	1,651,205.00	
Uniform Construction Code Fees	A-2		312,982.00	312,982.00	
Payment in Lieu of Taxes - Federal Housing Project	A-2		135,346.00	135,346.00	
Payment in Lieu of Taxes - Sewage Treatment Plant	A-2		83,500.00	83,500.00	
Borough of Alpha - Police Services	A-2		425,000.00	425,000.00	
Borough of Alpha - Municipal Court	A-2		22,500.00	22,500.00	
Municipal Swimming Pool Receipts	A-2		22,077.86	22,077.86	
Utility Operating Surplus of Prior Year	A-2		175,000.00	175,000.00	
Payment in Lieu of Taxes - Phillipmain LLC	A-2		8,186.40	8,186.40	
Cable Franchise Fees	A-2		52,688.00	52,688.00	
Parking Meters - Municipal	A-2		44,778.67	44,778.67	
		\$ 8,463.09	\$ 4,218,352.84	\$ 4,215,420.60	\$ 11,395.33
	REF.	A			A
Collected by Treasurer	A-4		\$	4,013,761.22	
Collected by Tax Collector	A-5			201,659.38	
			\$	4,215,420.60	

TOWN OF PHILLIPSBURG

CURRENT FUND

SCHEDULE OF 2017 APPROPRIATION RESERVES

	BALANCE DECEMBER 31, 2017	BALANCE AFTER MODIFICATION	PAID OR CHARGED	BALANCE LAPSED
<u>SALARIES AND WAGES</u>				
Business Administrator	\$ 11,372.01	\$ 11,372.01	\$ 812.85	\$ 10,559.16
Mayor & Council	4,262.33	4,262.33	866.35	3,395.98
Municipal Clerk	4,606.41	4,606.41	2,259.42	2,346.99
Financial Administration	12,186.68	12,186.68	2,477.50	9,709.18
Revenue Administration	5,399.15	5,399.15	2,300.20	3,098.95
Tax Assessment	3,000.11	3,000.11		3,000.11
Code Enforcement	25,568.33	25,568.33	2,606.04	22,962.29
Police	246,837.82	246,837.82	176,761.78	70,076.04
Emergency Management	796.57	796.57		796.57
Fire Department	517.12	517.12		517.12
Streets and Roads	32,161.36	32,161.36	7,516.52	24,644.84
Municipal Prosecutor	249.92	249.92		249.92
Public Works Administration	2,812.41	2,812.41	992.99	1,819.42
Solid Waste Collection	53,032.08	53,032.08	3,006.26	50,025.82
Buildings & Grounds	32,878.99	32,878.99	6,158.87	26,720.12
Vehicle Maintenance	3,715.08	3,715.08	986.98	2,728.10
Animal Control Services	261.82	261.82		261.82
Recreation Service & Program	20,589.37	20,589.37	1,546.15	19,043.22
Municipal Pool	2,614.79	2,614.79		2,614.79
Municipal Court	26,281.69	26,281.69	852.25	25,429.44
Public Defender	2,757.13	2,757.13		2,757.13
<u>OTHER EXPENSES</u>				
Business Administrator	28,455.14	38,336.18	14,834.12	23,502.06
Human Resources	10,000.00	10,000.00		10,000.00
Mayor & Council	5,691.60	6,941.41	1,096.81	5,844.60
Municipal Clerk	2,153.75	3,885.78	2,596.86	1,288.92
Financial Administration	3,211.64	4,913.03	3,779.03	1,134.00
Financial Administration - Annual Audit	2,550.50	2,550.50		2,550.50
Revenue Administration	5,206.16	6,073.11	866.95	5,206.16
Tax Assessment	4,585.82	8,234.81	3,648.99	4,585.82
Legal Services	20,636.21	81,636.21	48,771.42	32,864.79
Engineering Service	18,910.00	29,000.00	11,710.00	17,290.00
Land Use Administration	3,174.55	3,174.55		3,174.55
Inspections Department	23,604.48	23,210.87	1,496.39	21,714.48
Liability Insurance	50,032.40	50,743.40	711.00	50,032.40
Workers Compensation	1,675.59	1,675.59		1,675.59
Employee Group Insurance	33,811.20	37,368.50	4,612.59	32,755.91
Health Benefit Waivers	41,600.00	41,600.00	35,408.42	6,191.58
Celebration of Public Events	8,435.00	8,435.00		8,435.00
Unemployment Compensation Insurance	2,975.82	2,975.82	855.26	2,120.56
Police Department	8,098.82	57,808.95	55,865.64	1,943.31
Emergency Management		5,000.00	5,000.00	
Fire Department	8,555.58	45,721.41	45,649.64	71.77
Supplemental Fire Program		7,000.00	7,000.00	
Streets and Roads	104,446.12	78,029.54	29,395.80	48,633.74
Public Works Administration	1,731.71	3,320.70	1,846.99	1,473.71
PEOSHA	4,963.34	6,019.31	1,255.97	4,763.34
Solid Waste Collection	3,327.50	3,327.50		3,327.50
Buildings & Grounds	31,944.45	73,533.19	52,958.94	20,574.25
Vehicle Maintenance	4,409.16	39,113.25	38,136.11	977.14
Animal Control Services	7,941.65	7,941.65		7,941.65
Contribution to Social Services	8,404.00	8,500.00	3,579.00	4,921.00
Recreation Service & Program	6,534.98	19,745.57	15,413.35	4,332.22
Electricity	37,067.63	37,067.63	8,489.04	28,578.59
Street Lighting	18,819.84	18,819.84	11,735.69	7,084.15

TOWN OF PHILLIPSBURG

CURRENT FUND

SCHEDULE OF 2017 APPROPRIATION RESERVES

	<u>BALANCE DECEMBER 31, 2017</u>	<u>BALANCE AFTER MODIFICATION</u>	<u>PAID OR CHARGED</u>	<u>BALANCE LAPSED</u>
<u>OTHER EXPENSES (CONTINUED)</u>				
Water	\$ 41,663.88	\$ 41,663.88	\$ 35,469.63	\$ 6,194.25
Natural Gas	14,471.87	14,471.87	7,981.75	6,490.12
Gasoline	9,616.72	24,616.72	20,840.57	3,776.15
Switchboard Expenses	16,190.69	22,461.13	11,312.78	11,148.35
Landfill/Solid Waste Disposal	51,858.50	93,108.50	30,460.74	62,647.76
Municipal Court	6,705.77	11,708.19	2,705.77	9,002.42
Social Security	8,227.33	8,227.33		8,227.33
Defined Contribution Retirement Plan (DCRP)	1,360.68	1,360.68		1,360.68
Maintenance of Free Public Library	25,397.99	27,210.49	11,981.35	15,229.14
Recycling Tax	10,742.00	10,742.00	4,287.00	6,455.00
<u>INTERLOCAL MUNICIPAL SERVICE AGREEMENTS</u>				
Borough Of Alpha - Police Services	0.04	0.04		0.04
Borough Of Alpha - Municipal Court	0.02	0.02		0.02
	<u>\$ 1,191,091.30</u>	<u>\$ 1,519,175.32</u>	<u>\$ 740,897.76</u>	<u>\$ 778,277.56</u>
	<u>REF.</u>	<u>A</u>		<u>A-1</u>
Balance, December 31, 2017	A-17	\$ 1,191,091.30		
Reserve for Accounts Payable	A-14	<u>328,084.02</u>		
		<u>\$ 1,519,175.32</u>		
Disbursements	A-4		\$ 739,807.91	
Reserve for Accounts Payable	A-14		<u>1,089.85</u>	
			<u>\$ 740,897.76</u>	

"A-18"

TOWN OF PHILLIPSBURG

CURRENT FUND

SCHEDULE OF RESERVE FOR TAX APPEALS

	<u>REF.</u>		
Balance, December 31, 2017	A		\$ 576,216.94
Increased by:			
Taxes Pending Appeal	A-2		<u>100,000.00</u>
			\$ 676,216.94
Decreased by:			
Disbursements	A-4	\$ 17,559.00	
Applied to Overpayments	A-20	<u>433,255.81</u>	
			<u>450,814.81</u>
Balance, December 31, 2018	A		<u>\$ 225,402.13</u>

"A-19"

SCHEDULE OF RESERVE FOR CONSTRUCTION CODE DCA - DUE STATE OF N.J.

Balance, December 31, 2017	A		\$ 1,784.00
Increased by:			
Receipts	A-4		<u>10,693.00</u>
			\$ 12,477.00
Decreased by:			
Disbursements	A-4		<u>9,807.00</u>
Balance, December 31, 2018	A		<u>\$ 2,670.00</u>

"A-20"

TOWN OF PHILLIPSBURG

CURRENT FUND

SCHEDULE OF TAX OVERPAYMENTS

	<u>REF.</u>		
Balance, December 31, 2017	A		\$ 495.86
Increased by:			
Overpayments in 2018	A-5	\$ 58,499.53	
Overpayments from Appeals	A-18	<u>433,255.81</u>	
			<u>491,755.34</u>
			\$ <u>492,251.20</u>
Decreased by:			
Refunded	A-4	\$ 22,589.01	
Canceled	A-1	7.04	
Applied to Prepaid Tax	A-21	52,855.75	
Applied to Taxes	A-9	<u>415,515.54</u>	
			<u>490,967.34</u>
Balance, December 31, 2018	A		\$ <u><u>1,283.86</u></u>

"A-21"

SCHEDULE OF PREPAID TAXES

Balance, December 31, 2017	A		\$ 591,214.09
Increased by:			
Collection of 2019 Taxes	A-5	\$ 406,323.90	
Overpayments Applied	A-20	<u>52,855.75</u>	
			<u>459,179.65</u>
			\$ <u>1,050,393.74</u>
Decreased by:			
Applied to 2018 Taxes	A-9		<u>591,215.67</u>
Balance, December 31, 2018	A		\$ <u><u>459,178.07</u></u>

"A-22"

TOWN OF PHILLIPSBURG

CURRENT FUND

SCHEDULE OF RESERVE FOR SALE OF MUNICIPAL ASSETS

	<u>REF.</u>	
Balance, December 31, 2017 and December 31, 2018	A	\$ <u>2,196,396.19</u>

"A-23"

SCHEDULE OF COUNTY TAXES PAYABLE

Balance, December 31, 2017	A	\$ 5,571.26
Increased by:		
2018 Levy		\$ 5,017,830.83
Added Taxes		<u>2,571.88</u>
	A-1:A-9	\$ <u>5,020,402.71</u>
		\$ <u>5,025,973.97</u>
Decreased by:		
Payments	A-4	<u>5,023,402.09</u>
Balance, December 31, 2018	A	\$ <u>2,571.88</u>

"A-24"

TOWN OF PHILLIPSBURG

CURRENT FUND

SCHEDULE OF REGIONAL SCHOOL DISTRICT TAXES PAYABLE

	<u>REF.</u>	
Balance, December 31, 2017	A	\$ 2,130,838.50
Increased by:		
School Levy	A-1:A-9	<u>12,140,485.00</u>
		\$ <u>14,271,323.50</u>
Decreased by:		
Payments	A-4	<u>11,984,624.04</u>
Balance, December 31, 2018	A	\$ <u><u>2,286,699.46</u></u>

"A-25"

SCHEDULE OF RESERVE FOR DOG LICENSE FEES DUE STATE

Balance, December 31, 2017	A	\$ 20.60
Increased by:		
Receipts	A-4	<u>1,662.60</u>
		\$ <u>1,683.20</u>
Decreased by:		
Disbursements	A-4	<u>1,656.40</u>
Balance, December 31, 2018	A	\$ <u><u>26.80</u></u>

TOWN OF PHILLIPSBURG

GRANT FUND

SCHEDULE OF GRANTS APPROPRIATED

	BALANCE DECEMBER 31, 2017	2018 BUDGET APPROPRIATION	ACCOUNTS PAYABLE TRANSFERRED	EXPENDED	ACCOUNTS PAYABLE	BALANCE DECEMBER 31, 2018
Clean Communities Program	\$ 10,514.50	\$ 32,152.92	\$	\$ 18,144.00	\$	\$ 24,523.42
Drunk Driving Enforcement Fund	2,496.76		512.00	887.50		2,121.26
Municipal Alliance Program	12,465.08	12,440.00		11,877.99	3,042.61	9,984.48
Municipal Alliance Program Match	5,065.63	3,750.00		2,016.17	1,644.99	5,154.47
Municipal Alliance Program BOE	3,150.00					3,150.00
Body Armor Replacement Fund	4,494.68		10,480.77	10,480.77		4,494.68
Bulletproof Vest Partnership	345,200.00	540,000.00	6,077.23	6,077.23		364,452.00
NJ Youth Corps	255,200.00	150,000.00	18,789.40	60,248.51	850.92	88,900.57
Shared Service - School Resource Officer	14,500.00			7,286.20	4,289.40	269,700.00
Small Cities CDBG - ADA Improvement	48,236.99	19,119.00		63,544.51	7,213.80	3,811.48
Small Cities CDBG - ADA Improvement Match						
Recycling Tonnage Grant						
NJ Transportation Trust Fund Authority Act:						
2013 Municipal Aid	1,050.00					1,050.00
Municipal Aid - Heckman Street - Phase I	250,000.00			151,201.81	98,798.19	
Urban Aid - Heckman Street - Phase I	24,581.00			2,200.54	22,380.46	
Urban Aid - Heckman Street - Phase II	261,270.00				261,270.00	
Reserve for Domestic Violence Grant	555.16			555.16		
Plan Conformance Grant - Supplemental	83,831.11					83,831.11
Green Acres Delaware Heights	99,440.33					99,440.33
McWane Ductile Project	24,212.43					
Rivers, Trails and Conservation Assistance Program	278.66			27,871.88		278.66
Warren County DARE Officers Association	242.08					242.08
Aqua Road Improvement Donations	323,956.55			47,502.00		276,454.55
COPS Hiring Program:						
Federal	117.02					117.02
BOE	15,676.28	63,114.60		74,190.87		4,600.01
Local Match	15,676.33	63,114.60		74,190.89		4,600.04
FEMA Generators	124,500.00					124,500.00
Community Policing Grant	10,000.00					10,000.00
Rotary Club - Heritage Trail Donation	1,000.00					1,000.00
Elizabethtown Gas Road Improvement	133,953.95	10,125.84		80,407.00		63,672.79
	\$ 2,071,664.54	\$ 893,816.96	\$ 39,518.85	\$ 1,159,431.03	\$ 399,490.37	\$ 1,446,078.95

REF.	A	A-3	A-31	A-4	A
Grants Appropriated	\$ 826,952.36				
Matching Funds for Grants	66,864.60				
	\$ 893,816.96				

TOWN OF PHILLIPSBURG

GRANT FUND

SCHEDULE OF GRANTS UNAPPROPRIATED

	BALANCE DECEMBER 31, 2017	APPLIED TO RECEIVABLE	BALANCE DECEMBER 31, 2018
Recycling Tonnage Grant	\$ <u>19,119.00</u>	<u>19,119.00</u>	\$ <u>-0.00-</u>
	\$ <u><u>19,119.00</u></u>	\$ <u><u>19,119.00</u></u>	\$ <u><u>-0.00-</u></u>
<u>REF.</u>	A	A-28	A

TOWN OF PHILLIPSBURG

GRANT FUND

SCHEDULE OF GRANTS RECEIVABLE

	BALANCE DECEMBER 31, 2017	BUDGET APPROPRIATION	RECEIPTS	UNAPPROPRIATED APPLIED	BALANCE DECEMBER 31, 2018
Municipal Alliance Program	\$ 13,439.10	\$ 12,440.00	\$ 12,258.00	\$	13,621.10
NJ Youth Corps	304,475.00	540,000.00	486,980.00		357,495.00
Municipal Aid:					
Heckman Street - Phase I	250,000.00		181,354.75		68,645.25
Urban Aid - Heckman Street - Phase I	24,581.00		24,581.00		65,317.50
Urban Aid - Heckman Street - Phase II	261,270.00		195,952.50		10,571.91
Bulletproof Vest Partnership Grant	10,571.91				75,000.00
Shared Service - School Resource Officer		150,000.00	75,000.00		15,620.39
Plan Conformance Grant	15,620.39		4,005.00		103,104.50
Plan Conformance Grant - Supplemental	107,109.50				170,416.51
Green Acres Delaware Heights	170,416.51		2,104.28		2,104.28
COPS Hiring Grant - Federal	2,104.28		63,114.60	19,119.00	63,114.60
COPS Hiring Grant - PSD			32,152.92		32,152.92
Recycling Tonnage Grant					
Clean Communities Program					
Small Cities CDBG - ADA Improvement	290,000.00				290,000.00
FEMA Generators	124,500.00		8,334.56		124,500.00
Community Policing Grant	10,000.00		10,125.84		1,665.44
Elizabethtown Gas Road Improvement		10,125.84			
	\$ 1,584,087.69	\$ 826,952.36	\$ 1,095,963.45	\$ 19,119.00	\$ 1,295,957.60
<u>REF.</u>	A	A-2-A-26	A-4	A-27	A

TOWN OF PHILLIPSBURG

CURRENT FUND

SCHEDULE OF MUNICIPAL OPEN SPACE TAXES PAYABLE

	<u>REF.</u>			
Increased by:				
Levy	A-9	\$	142,014.40	
Added Taxes	A-9		<u>67.30</u>	
	A-1			\$ 142,081.70
Decreased by:				
Disbursed	A-4			\$ <u>142,081.70</u>

"A-30"

TOWN OF PHILLIPSBURG

CURRENT FUND

SCHEDULE OF RESERVE FOR MARRIAGE & CIVIL UNION LICENSES - DUE STATE OF NEW JERSEY

	<u>REF.</u>	
Balance, December 31, 2017	A	\$ 325.00
Increased by:		
Receipts	A-4	2,000.00
		<u>\$ 2,325.00</u>
Decreased by:		
Paid to State	A-4	1,825.00
		<u>1,825.00</u>
Balance, December 31, 2018	A	<u><u>\$ 500.00</u></u>

"A-31"

GRANT FUND

SCHEDULE OF RESERVE FOR ACCOUNTS PAYABLE

Balance, December 31, 2017	A	\$ 39,518.85
Increased by:		
Grants Appropriated	A-26	399,490.37
		<u>\$ 439,009.22</u>
Decreased by:		
Transferred to Grants Appropriated	A-26	39,518.85
		<u>39,518.85</u>
Balance, December 31, 2018	A	<u><u>\$ 399,490.37</u></u>

"A-32"

TOWN OF PHILLIPSBURG

GRANT FUND

SCHEDULE OF DUE CURRENT FUND

	<u>REF.</u>		
Balance, December 31, 2017 (Due From)	A		\$ 546,214.70
Increased by:			
Disbursements	A-4	\$ 549,611.72	
Grant Match	A-15:A-26	<u>66,864.60</u>	
			<u>616,476.32</u>
			\$ 1,162,691.02
Decreased by:			
Receipts	A-4		<u>613,079.30</u>
Balance, December 31, 2018 (Due From)	A		<u><u>\$ 549,611.72</u></u>

"A-33"

CURRENT FUND

SCHEDULE OF RESERVE FOR REVALUATION

Balance, December 31, 2017	A		\$ 14,424.52
Increased by:			
Transferred from Accounts Payable	A-14		<u>600.00</u>
			\$ 15,024.52
Decreased by:			
Disbursements	A-4	\$ 3,350.00	
Accounts Payable	A-14	<u>4,562.00</u>	
			<u>7,912.00</u>
Balance, December 31, 2018	A		<u><u>\$ 7,112.52</u></u>

"A-34"

TOWN OF PHILLIPSBURG

CURRENT FUND

SCHEDULE OF RESERVE FOR LIBRARY EXPENDITURES

	<u>REF.</u>		
Balance, December 31, 2017 (Due To)	A		\$ 399,161.11
Increased by:			
Receipts	A-4		256,908.25
			<u>\$ 656,069.36</u>
Decreased by:			
Disbursements	A-4	\$ 219,775.47	
Accounts Payable	A-14	<u>29,381.45</u>	
			<u>249,156.92</u>
Balance, December 31, 2018 (Due To)	A		<u>\$ 406,912.44</u>

"A-35"

SCHEDULE OF RESERVE FOR DIGITAL TAX MAPS

Increased by:			
Receipts	A-4		\$ 200,000.00
Decreased by:			
Accounts Payable	A-14		<u>186,290.00</u>
Balance, December 31, 2018	A		<u>\$ 13,710.00</u>

TOWN OF PHILLIPSBURG

CURRENT FUND

SCHEDULE OF RESERVE FOR INSURANCE

	<u>REF.</u>	
Balance, December 31, 2017	A	\$ <u>30,475.00</u>
Decreased by:		
Disbursed	A-4	\$ <u><u>30,475.00</u></u>

TOWN OF PHILLIPSBURG

CURRENT FUND

SCHEDULE OF DEFERRED CHARGES
N.J.S. 40A:4-53 SPECIAL EMERGENCY

<u>DATE</u> <u>AUTHORIZED</u>	<u>PURPOSE</u>	<u>NET AMOUNT</u> <u>AUTHORIZED</u>	<u>1/5 OF</u> <u>NET AMOUNT</u> <u>AUTHORIZED</u>	<u>AUTHORIZED</u> <u>IN 2018</u>	<u>BALANCE</u> <u>DECEMBER</u> <u>31, 2018</u>
11/7/18	Preparation of Digital Tax Maps	\$ 200,000.00	\$ 40,000.00	\$ 200,000.00	\$ 200,000.00

A-3

A

TOWN OF PHILLIPSBURG

TRUST FUND

SCHEDULE OF CASH - TREASURER

REF.	ANIMAL CONTROL	OTHER
B	\$ 8,764.59	\$ 1,269,384.83
Increased by Receipts:		
B-9	\$ 11,671.64	\$ 7,959,971.96
B-8		21,445.73
B-5		1,933,511.53
B-6		142,081.70
B-12		150,511.14
B-2:B-3	11,555.60	
	<u>23,227.24</u>	<u>10,207,522.06</u>
	\$ 31,991.83	\$ 11,476,906.89
Decreased by Disbursements:		
B-2:B-3	\$ 11,589.93	\$ 2,358.75
B-9	8,698.15	
B-11		8,607.28
B-8		7,967,818.82
B-6		1,896,434.00
B-4		46,026.46
B-5		16,998.61
	<u>20,288.08</u>	<u>9,938,243.92</u>
B	\$ 11,703.75	\$ 1,538,662.97

"B-2"

TOWN OF PHILLIPSBURG

TRUST FUND

SCHEDULE OF DUE CURRENT FUND - ANIMAL CONTROL TRUST FUND

	<u>REF.</u>	
Balance, December 31, 2017 (Due To)	B	\$ 40.53
Increased by:		
Receipts	B-1	11,555.60
		<u>\$ 11,596.13</u>
Decreased by:		
Disbursements	B-1	11,589.93
		<u>\$ 6.20</u>

"B-3"

SCHEDULE OF DUE CURRENT FUND - OTHER TRUST FUND

Balance, December 31, 2017 (Due From)	B	\$ 516,530.43
Increased by:		
Disbursements	B-1	2,358.75
		<u>\$ 518,889.18</u>
Decreased by:		
Receipts	B-1	150,511.14
Canceled Premium	B-8	32,300.00
		<u>182,811.14</u>
Balance, December 31, 2018 (Due From)	B	<u>\$ 336,078.04</u>

"B-4"

TOWN OF PHILLIPSBURG

TRUST FUND

SCHEDULE OF ACCOUNTS RECEIVABLE - REVOLVING LOANS

	<u>REF.</u>	
Balance, December 31, 2017	B	\$ 361,654.87
Increased by:		
Disbursements	B-1	<u>46,026.46</u>
Balance, December 31, 2018	B	<u>\$ 407,681.33</u>

"B-5"

TRUST FUND

SCHEDULE OF RESERVE FOR COMMUNITY DEVELOPMENT REVOLVING LOANS

Balance, December 31, 2017	B	\$ 729,470.20
Increased by:		
Receipts	B-1	<u>21,445.73</u>
		\$ <u>750,915.93</u>
Decreased by:		
Disbursements	B-1	<u>16,998.61</u>
Balance, December 31, 2018	B	<u>\$ 733,917.32</u>

TOWN OF PHILLIPSBURG

TRUST FUND

SCHEDULE OF RESERVE FOR FEDERAL HOUSING ASSISTANCE PROGRAM

	<u>REF.</u>		
Balance, December 31, 2017	B		\$ 136,933.99
Increased by:			
Receipts	B-1	\$ 1,933,511.53	
Transferred Accounts Payable	B-7	<u>3,317.78</u>	
			<u>1,936,829.31</u>
			\$ <u>2,073,763.30</u>
Decreased by:			
Disbursements	B-1	\$ 1,896,434.00	
Accounts Payable	B-7	<u>4,043.08</u>	
			<u>1,900,477.08</u>
Balance, December 31, 2018	B		\$ <u><u>173,286.22</u></u>

TOWN OF PHILLIPSBURG

TRUST FUND

SCHEDULE OF ACCOUNTS PAYABLE

	<u>REF.</u>		
Balance, December 31, 2017	B		\$ 3,731.78
Increased by:			
Accounts Payable - Housing Assistance Program	B-6	\$ 4,043.08	
Accounts Payable - Miscellaneous Trust	B-8	<u>5,813.03</u>	
			<u>9,856.11</u>
			\$ 13,587.89
Decreased by:			
Transferred Accounts Payable - Federal Housing	B-6	3,317.78	
Transferred Accounts Payable - Miscellaneous Trust	B-8	<u>414.00</u>	
			<u>3,731.78</u>
Balance, December 31, 2018	B		\$ <u><u>9,856.11</u></u>

TOWN OF PHILLIPSBURG
TRUST FUND

SCHEDULE OF RESERVE FOR VARIOUS TRUST DEPOSITS

<u>ACCOUNT</u>	<u>BALANCE</u> <u>DECEMBER</u> <u>31, 2017</u>	<u>INCREASED BY</u>	<u>DECREASED BY</u>	<u>BALANCE</u> <u>DECEMBER</u> <u>31, 2018</u>
Planning Board Escrow	\$ 193,658.67	\$ 479,850.80	\$ 319,524.70	\$ 353,984.77
Bernards Township RCA Program	139,438.63	14,122.79		153,561.42
Accumulated Sick and Vacation	195,077.41		66,240.41	128,837.00
Police Outside Overtime	31,072.80	318,490.80	341,072.91	8,490.69
Parking Offense Adjudication Act	1,490.56	402.00	336.75	1,555.81
Small Cities Block Grant	21,093.75			21,093.75
Neighborhood Preservation Grant	11,443.24			11,443.24
Donations for Celebration of Public Events	19,329.02	50.00	2,241.50	17,137.52
Storm Recovery	25,000.00			25,000.00
Dog Park User Fees	1,594.50	180.00		1,774.50
Uniform Fire Safety Act		38,653.00		38,653.00
Public Defender Fees		1,451.00	573.69	877.31
Donations	5,500.00			5,500.00
Open Space Trust Fund	4,771.60	694.49	442.06	5,024.03
Flexible Spending Benefits	3,471.74	19,044.02	19,720.90	2,794.86
Payroll Deductions Payable	109,851.81	6,563,388.90	6,551,322.34	121,918.37
Tax Premiums	510,100.00		176,900.00	333,200.00
Outside Lien Redemptions	4,540.43	524,058.16	527,556.59	1,042.00
	<u>\$ 1,277,434.16</u>	<u>\$ 7,960,385.96</u>	<u>\$ 8,005,931.85</u>	<u>\$ 1,231,888.27</u>
	<u>REF.</u>			<u>B</u>
Receipts		\$ 7,959,971.96		
Prior Year Accounts Payable		<u>414.00</u>		
		<u>\$ 7,960,385.96</u>		
Disbursements			\$ 7,967,818.82	
Accounts Payable			5,813.03	
Canceled Tax Sale Premium			<u>32,300.00</u>	
			<u>\$ 8,005,931.85</u>	

A detailed analysis of the various deposits is on file in the office of the Town Treasurer.

TOWN OF PHILLIPSBURG

TRUST FUND

SCHEDULE OF RESERVE FOR ANIMAL CONTROL TRUST FUND EXPENDITURES

	<u>REF.</u>	
Balance, December 31, 2017	B	\$ 7,971.81
Increased by:		
Dog License Fees Collected	B-1	<u>11,671.64</u>
		\$ <u>19,643.45</u>
Decreased by:		
Expenditures Under R.S.4:19-15.11	B-1	<u>8,698.15</u>
Balance, December 31, 2018	B	\$ <u><u>10,945.30</u></u>

LICENSE FEES COLLECTED

<u>YEAR</u>	<u>AMOUNT</u>
2017	\$ 12,509.20
2016	<u>9,257.70</u>
	\$ <u><u>21,766.90</u></u>

"B-10"

TOWN OF PHILLIPSBURG

TRUST FUND

SCHEDULE OF RESERVE FOR DOG PARK - ANIMAL CONTROL TRUST FUND

	<u>REF.</u>	
Balance, December 31, 2017 and December 31, 2018	B	\$ <u>752.25</u>

"B-11"

SCHEDULE OF ACCOUNTS RECEIVABLE - OTHER TRUST FUND

Increased by:		
Due from Police Outside Overtime Vendors	B-1	\$ <u>8,607.28</u>
Balance, December 31, 2018	B	\$ <u>8,607.28</u>

ANALYSIS OF BALANCE

Due from Police Outside Overtime - Outside Vendors	\$ <u>8,607.28</u>
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TOWN OF PHILLIPSBURG

TRUST FUND

SCHEDULE OF RESERVE FOR MUNICIPAL OPEN SPACE TRUST DEPOSITS

	<u>REF.</u>	
Increased by:		
Receipts	B-1	\$ <u>142,081.70</u>
Balance, December 31, 2018	B	\$ <u><u>142,081.70</u></u>

TOWN OF PHILLIPSBURG

GENERAL CAPITAL FUND

SCHEDULE OF CASH - TREASURER

	<u>REF.</u>		
Balance, December 31, 2017	C		\$ 2,623,791.01
Increased by Receipts:			
Budget Appropriations:			
Capital Improvement Fund	C-7	\$ 80,000.00	
Due Current Fund	C-13	<u>16,776.11</u>	
			<u>96,776.11</u>
			\$ 2,720,567.12
Decreased by Disbursements:			
Contracts Payable	C-12	\$ 743,447.34	
Due Current Fund	C-13	<u>15,485.38</u>	
			<u>758,932.72</u>
Balance, December 31, 2018	C		\$ <u><u>1,961,634.40</u></u>

"C-3"

TOWN OF PHILLIPSBURG

GENERAL CAPITAL FUND

ANALYSIS OF CAPITAL CASH AND INVESTMENTS

	BALANCE DECEMBER <u>31, 2018</u>
Capital Improvement Fund	\$ 220,891.84
Fund Balance	197,565.22
Reserve for Capital Projects	36,780.16
Contracts Payable	1,617,579.16
Due Current Fund	1,290.73
Funded Improvement Authorizations	849,469.97
Unfunded Improvements Expended (Listed on C-6)	<u>(961,942.68)</u>
	<u>\$ 1,961,634.40</u>

REF.

C

"C-4"

TOWN OF PHILLIPSBURG

GENERAL CAPITAL FUND

SCHEDULE OF RESERVE FOR CAPITAL PROJECTS

	<u>REF.</u>	
Balance, December 31, 2017 and December 31, 2018	C	\$ <u>36,780.16</u>

"C-5"

SCHEDULE OF DEFERRED CHARGES
TO FUTURE TAXATION - FUNDED

Balance, December 31, 2017	C	\$ 6,216,400.54
Decreased by:		
Green Acres Loans Paid by Budget	C-11	\$ 13,324.07
Bonds Paid by Budget	C-8	<u>500,000.00</u>
		<u>513,324.07</u>
Balance, December 31, 2018	C	\$ <u>5,703,076.47</u>

TOWN OF PHILLIPSBURG

GENERAL CAPITAL FUND

SCHEDULE OF DEFERRED CHARGES TO FUTURE TAXATION-UNFUNDED

<u>ORDINANCE NUMBER</u>	<u>IMPROVEMENT DESCRIPTION</u>	<u>BALANCE DECEMBER 31, 2017</u>	<u>2018 AUTHORIZATION</u>	<u>BALANCE DECEMBER 31, 2018</u>	<u>ANALYSIS OF BALANCE, DECEMBER 31, 2018</u>	
					<u>EXPENDITURES</u>	<u>UNEXPENDED IMPROVEMENT AUTHORIZATIONS</u>
15-17	Installation of New Town Phone System	\$ 10,100.00	\$	10,100.00	\$ 6,800.00	\$ 3,300.00
17-03	Preliminary Costs for New Municipal Building	285,000.00		285,000.00	64,270.33	220,729.67
17-06	Various Capital Improvements	830.00		830.00		830.00
18-15	Various Capital Improvements		1,670,195.00	1,670,195.00	890,872.35	779,322.65
		<u>\$ 295,930.00</u>	<u>\$ 1,670,195.00</u>	<u>\$ 1,966,125.00</u>	<u>\$ 961,942.68</u>	<u>\$ 1,004,182.32</u>
<u>REF.</u>		C	C-9	C	C-3	C-9

TOWN OF PHILLIPSBURG

GENERAL CAPITAL FUND

SCHEDULE OF CAPITAL IMPROVEMENT FUND

	<u>REF.</u>	
Balance, December 31, 2017	C	\$ 228,796.84
Increased by:		
2018 Budget Appropriation	C-2	<u>80,000.00</u>
		\$ <u>308,796.84</u>
Decreased by:		
Appropriated to Finance Improvements	C-9	<u>87,905.00</u>
Balance, December 31, 2018	C	\$ <u><u>220,891.84</u></u>

TOWN OF PHILLIPSBURG
GENERAL CAPITAL FUND

SCHEDULE OF SERIAL BONDS PAYABLE

PURPOSE	DATE OF ISSUE	AMOUNT OF ORIGINAL ISSUE	OUTSTANDING		INTEREST RATE	BALANCE DECEMBER 31, 2017	BALANCE DECEMBER 31, 2018
			DATE	AMOUNT			
General Improvements	8/15/17	\$ 6,102,000.00	08/15/2019	\$ 505,000.00	4.000%	\$	\$
			08/15/2020	515,000.00	4.000%		
			08/15/2021	525,000.00	4.000%		
			08/15/2022	540,000.00	4.000%		
			08/15/2023	550,000.00	2.000%		
			08/15/2024	565,000.00	2.000%		
			08/15/2025	580,000.00	2.000%		
			08/15/2026	595,000.00	2.000%		
			08/15/2027	605,000.00	2.125%		
			08/15/2028	622,000.00	2.250%		
						500,000.00	5,602,000.00
						<u>6,102,000.00</u>	<u>6,102,000.00</u>
						<u>\$ 6,102,000.00</u>	<u>\$ 5,602,000.00</u>

REF.

C

C-5

C

C

TOWN OF PHILLIPSBURG
GENERAL CAPITAL FUND

SCHEDULE OF IMPROVEMENT AUTHORIZATIONS

Ordinance	BALANCE - DECEMBER 31, 2017		2018		BALANCE - DECEMBER 31, 2018	
	FUNDED	UNFUNDED	AUTHORIZATIONS	EXPENDED	FUNDED	UNFUNDED
05-18 - Various Capital Improvements	\$ 357.26	\$	\$	\$	\$ 357.26	\$
06-20 - Various Capital Improvements	19,905.48				19,905.48	
07-07 - Various Capital Improvements	9,300.00				9,300.00	
08-12 - Various Capital Improvements	118.81				118.81	
11-09 - Various Capital Improvements	263.76				263.76	
12-07 - Various Capital Improvements	57,707.93			26,103.30	31,604.63	
13-10 - Various Capital Improvements	79,487.80			33,324.00	46,163.80	
14-11 - Various Capital Improvements	131,759.60			1,419.44	130,340.16	
14-23 - Various Roadway Improvements	3,146.60			3,146.60		
15-13 - Various Capital Improvements	78,119.11			1,792.85	76,326.26	
15-17 - Installation of New Town Phone System	208,931.85	3,300.00			77,596.46	3,300.00
16-13 - Various Capital Improvements		278,599.10		131,335.39		220,729.67
17-03 - Preliminary Costs for Municipal Building		830.00		57,869.43		830.00
17-06 - Various Capital Improvements	813,791.56			362,167.36	451,624.20	
17-22 - Purchase of a Multi-Space Parking Kiosk	5,869.15				5,869.15	
18-15 - Various Capital Improvements			1,758,100.00	978,777.35		779,322.65
	<u>\$ 1,408,758.91</u>	<u>\$ 282,729.10</u>	<u>\$ 1,758,100.00</u>	<u>\$ 1,595,935.72</u>	<u>\$ 849,469.97</u>	<u>\$ 1,004,182.32</u>
REF.	C	C		C-12	C	C-C-6
Deferred Charges To Future Taxation - Unfunded			\$ 1,670,195.00			
Capital Improvement Fund			<u>87,905.00</u>			
			<u>\$ 1,758,100.00</u>			

TOWN OF PHILLIPSBURG

GENERAL CAPITAL FUND

SCHEDULE OF BOND ANTICIPATION NOTES

NOT APPLICABLE

"C-11"

TOWN OF PHILLIPSBURG

GENERAL CAPITAL FUND

SCHEDULE OF GREEN ACRES LOAN PAYABLE

	<u>REF.</u>	
Balance, December 31, 2017	C	\$ 114,400.54
Decreased by:		
Payment on Loans	C-5	<u>13,324.07</u>
Balance, December 31, 2018	C	\$ <u><u>101,076.47</u></u>

"C-12"

SCHEDULE OF RESERVE FOR CONTRACTS PAYABLE

Balance, December 31, 2017	C	\$ 765,090.78
Increased by:		
Charges to Improvement Authorizations	C-9	<u>1,595,935.72</u>
		\$ <u>2,361,026.50</u>
Decreased by:		
Disbursements	C-2	<u>743,447.34</u>
Balance, December 31, 2018	C	\$ <u><u>1,617,579.16</u></u>

TOWN OF PHILLIPSBURG
GENERAL CAPITAL FUND
SCHEDULE OF DUE CURRENT FUND

	<u>REF.</u>	
Increased by:		
Receipts	C-2	\$ <u>16,776.11</u>
Decreased by:		
Disbursements	C-2	<u>15,485.38</u>
Balance, December 31, 2018	C	\$ <u><u>1,290.73</u></u>

TOWN OF PHILLIPSBURG

GENERAL CAPITAL FUND

SCHEDULE OF BONDS AND NOTES
AUTHORIZED BUT NOT ISSUED

<u>ORDINANCE</u> <u>NUMBER</u>	<u>IMPROVEMENT DESCRIPTION</u>	<u>BALANCE</u> <u>DECEMBER 31, 2018</u>
15-17	Installation of New Town Phone System	\$ 10,100.00
17-03	Preliminary Costs for New Municipal Building	285,000.00
17-06	Various Capital Improvements	830.00
18-15	Various Capital Improvements	<u>1,670,195.00</u>
		<u>\$ 1,966,125.00</u>

TOWN OF PHILLIPSBURG

SEWER UTILITY FUND

SCHEDULE OF CASH - TREASURER

	<u>REF.</u>	<u>OPERATING</u>	<u>CAPITAL</u>
Balance, December 31, 2017	D	\$ <u>2,713,573.15</u>	\$ <u>3,490,186.34</u>
Increased by Receipts:			
Utility Collector	D-6	\$ 1,540,015.84	\$
Sewer Use Charges - Outlining Districts	D-3	2,167,782.58	
Miscellaneous Revenue Not Anticipated	D-3	219,848.17	
Interfunds	D-9:D-28	2,000.00	176,912.28
Reserve for Sewer Improvements	D-25		201,500.00
Capital Improvement Fund	D-24		50,000.00
		\$ <u>3,929,646.59</u>	\$ <u>428,412.28</u>
		\$ <u>6,643,219.74</u>	\$ <u>3,918,598.62</u>
Decreased by Disbursements:			
2018 Budget Appropriations	D-4	\$ 3,688,538.66	\$
2017 Appropriation Reserves	D-15	559,541.99	
Interfunds	D-9:D-28	154,422.48	24,489.80
Accrued Interest on Loans	D-13	116,830.00	
Contracts Payable	D-20		106,840.39
Anticipated Revenue - Current Fund Budget	D-1	175,000.00	
		\$ <u>4,694,333.13</u>	\$ <u>131,330.19</u>
Balance, December 31, 2018	D:D-7	\$ <u>1,948,886.61</u>	\$ <u>3,787,268.43</u>

TOWN OF PHILLIPSBURG

SEWER UTILITY FUND

SCHEDULE OF CASH - SEWER COLLECTOR

	<u>REF.</u>		
Balance, December 31, 2017	D		\$ 22,664.05
Increased by:			
Consumer Accounts Receivable	D-3:D-11	\$ 1,500,360.82	
Sewer Liens Receivable	D-3:D-10	2,388.36	
Sewer Overpayments	D-12	4,309.34	
Interest on Sewer Rents	D-3	17,128.22	
Miscellaneous	D-3	200.00	
		<u>1,524,386.74</u>	
			\$ <u>1,547,050.79</u>
Decreased by:			
Disbursed to Sewer Treasurer	D-5		<u>1,540,015.84</u>
Balance, December 31, 2018	D		\$ <u><u>7,034.95</u></u>

TOWN OF PHILLIPSBURG

SEWER UTILITY FUND

ANALYSIS OF SEWER UTILITY CAPITAL CASH

	BALANCE DECEMBER <u>31, 2018</u>
SEWER:	
Fund Balance	\$ 558,519.78
Contracts Payable	174,713.69
Interfunds Receivable/Payable	2,422.48
NJ EIT Loan Receivable - Trust	(117,015.00)
NJ EIT Loan Receivable - Fund	(351,039.00)
Improvement Authorizations - Funded:	
Ord. # 09-13 Improvements to Town Sewage Treatment Plant	3,920.00
Ord. # 13-20 Improvements to Sewage Treatment Plant	364,248.70
Ord. # 14-20 Improvements to Town Sewage Treatment Plant	22,538.95
Ord. # 15-21 Improvements to Wastewater Treatment Plant	118,326.30
Ord. # 18-32 Various Improvements and Acquisitions	500,000.00
Authorized but not Issued	(759,074.00)
Capital Improvement Fund	2,274,180.53
Reserve for Sewer Improvements	236,452.00
Unfunded Improvements Expended	<u>759,074.00</u>
	<u>\$ 3,787,268.43</u>

REF.

D:D-5

"D-8"

TOWN OF PHILLIPSBURG
SEWER UTILITY FUND
SCHEDULE OF CHANGE FUND

REF.

Balance, December 31, 2017
and December 31, 2018

D

\$ 500.00

"D-9"

TOWN OF PHILLIPSBURG

SEWER UTILITY FUND

SCHEDULE OF INTERFUNDS

	<u>REF.</u>	<u>TOTAL</u>	<u>SEWER CAPITAL FUND</u>
Balance, December 31, 2017 Due To	D	\$ <u>150,000.00</u>	\$ <u>150,000.00</u>
Receipts	D-5	\$ 2,000.00	\$ 2,000.00
Disbursements	D-5	<u>154,422.48</u>	<u>154,422.48</u>
Balance, December 31, 2018 Due From	D	\$ <u><u>2,422.48</u></u>	\$ <u><u>2,422.48</u></u>

TOWN OF PHILLIPSBURG

SEWER UTILITY FUND

SCHEDULE OF SEWER LIENS RECEIVABLE

	<u>REF.</u>		
Balance, December 31, 2017	D		\$ 4,058.88
Increased by:			
Transfer to Sewer Liens	D-11	\$ 10,615.32	
Interest & Costs on Tax Sale		<u>46.91</u>	
			\$ <u>10,662.23</u>
			\$ <u>14,721.11</u>
Decreased by:			
Receipts	D-6	\$ 2,388.36	
Canceled		<u>1,714.44</u>	
			<u>4,102.80</u>
Balance, December 31, 2018	D		\$ <u><u>10,618.31</u></u>

"D-11"

TOWN OF PHILLIPSBURG

SEWER UTILITY FUND

SCHEDULE OF SEWER USE CHARGES RECEIVABLE

	<u>REF.</u>		
Balance, December 31, 2017	D		\$ 131,610.61
Increased by:			
Sewer Charges Levied (Net)			1,501,913.40
			<u>\$ 1,633,524.01</u>
Decreased By:			
Collections	D-6	\$ 1,500,360.82	
Transfer to Sewer Liens	D-10	10,615.32	
Canceled		<u>2,756.46</u>	
			<u>1,513,732.60</u>
Balance, December 31, 2018	D		<u>\$ 119,791.41</u>

"D-12"

SCHEDULE OF RESERVE FOR SEWER USE CHARGE OVERPAYMENTS

Balance, December 31, 2017	D		\$ 5,827.21
Increased by:			
Overpayments	D-6		<u>4,309.34</u>
Balance, December 31, 2018	D		<u>\$ 10,136.55</u>

TOWN OF PHILLIPSBURG

SEWER UTILITY FUND

SCHEDULE OF ACCRUED INTEREST ON LOANS

	<u>REF.</u>	
Balance, December 31, 2017	D	\$ 49,270.83
Increased by:		
Budget Appropriation Charges	D-4	<u>113,600.84</u>
		\$ <u>162,871.67</u>
Decreased by:		
Interest Paid	D-5	<u>116,830.00</u>
Balance, December 31, 2018	D	\$ <u><u>46,041.67</u></u>

TOWN OF PHILLIPSBURG

SEWER UTILITY FUND

SCHEDULE OF ACCOUNTS PAYABLE

	<u>REF.</u>	
Balance, December 31, 2017	D	\$ 387,525.38
Increased by:		
2018 Appropriations	D-4	<u>23,819.49</u>
		\$ <u>411,344.87</u>
Decreased by:		
2018 Appropriation Reserves	D-15	<u>387,525.38</u>
Balance, December 31, 2018	D	<u><u>\$ 23,819.49</u></u>

TOWN OF PHILLIPSBURG

SEWER UTILITY FUND

SCHEDULE OF 2017 APPROPRIATION RESERVES

	<u>BALANCE DECEMBER 31, 2017</u>	<u>BALANCE AFTER MODIFICATION</u>	<u>PAID OR CHARGED</u>	<u>BALANCE LAPSED</u>
Operating:				
Salaries and Wages	\$ 17,343.15	\$ 17,343.15	\$ 4,566.34	\$ 12,776.81
Other Expenses	267,458.48	654,983.86	554,532.18	100,451.68
Statutory Expenditures:				
Contribution to Social Security System	1,171.19	1,171.19		1,171.19
Unemployment Compensation Insurance	1,692.28	1,692.28	443.47	1,248.81
	<u>\$ 287,665.10</u>	<u>\$ 675,190.48</u>	<u>\$ 559,541.99</u>	<u>\$ 115,648.49</u>
	D		D-5	D-1
Balance, December 31, 2017	\$	287,665.10		
Transfer of Accounts Payable		<u>387,525.38</u>		
	\$	<u>675,190.48</u>		

REF.

D
D-14

"D-16"

TOWN OF PHILLIPSBURG

SEWER UTILITY CAPITAL FUND

SCHEDULE OF FIXED CAPITAL AUTHORIZED AND UNCOMPLETED

<u>ORDINANCE NUMBER</u>	<u>IMPROVEMENT DESCRIPTION</u>	<u>ORDINANCE DATE</u>	<u>BALANCE DECEMBER 31, 2017</u>	<u>INCREASED</u>	<u>BALANCE DECEMBER 31, 2018</u>
07-12	Improvements to Wastewater Treatment Plant	07/17/07	\$ 394,550.00	\$	\$ 394,550.00
09-13	Improvements to Town Sewage Treatment Plant	06/16/09	5,194,636.31		5,194,636.31
12-08	Capital Purchases	04/17/12	1,620,000.00		1,620,000.00
13-20	Improvements to Sewage Treatment Plant	10/15/13	7,907,500.00		7,907,500.00
14-20	Improvements to Town Sewage Treatment Plant	10/07/14	2,077,000.00		2,077,000.00
15-21	Improvements to Wastewater Treatment Plant	12/01/15	400,000.00		400,000.00
18-32	Various Improvements and Acquisitions	12/19/18		500,000.00	500,000.00
			<u>\$ 17,593,686.31</u>	<u>\$ 500,000.00</u>	<u>\$ 18,093,686.31</u>
		<u>REF.</u>	D	D-21	D

"D-17"

SCHEDULE OF FIXED CAPITAL

<u>ACCOUNT</u>	<u>BALANCE DECEMBER 31, 2018</u>	<u>BALANCE DECEMBER 31, 2017</u>
Sewer Treatment Plant	\$ 27,268,429.64	\$ 27,268,429.64
Various Capital Improvements	201,881.57	201,881.57
General Equipment	714,728.67	714,728.67
	<u>\$ 28,185,039.88</u>	<u>\$ 28,185,039.88</u>
	<u>REF.</u>	D

TOWN OF PHILLIPSBURG

SEWER UTILITY CAPITAL FUND

SCHEDULE OF DEFERRED RESERVE FOR AMORTIZATION

<u>ORDINANCE NUMBER</u>	<u>IMPROVEMENT DESCRIPTION</u>	<u>DATE</u>	BALANCE DECEMBER 31, <u>2017</u>	<u>INCREASED</u>	BALANCE DECEMBER 31, <u>2018</u>
07-12	Improvements to Wastewater Treatment Plant	07/17/07	\$ 394,550.00	\$	\$ 394,550.00
09-13	Improvements to Town Sewage Treatment Plant	06/16/09	2,395,416.31		2,395,416.31
12-08	Capital Purchases	04/17/12	1,620,000.00		1,620,000.00
15-21	Improvements to Wastewater Treatment Plant	12/01/15	400,000.00		400,000.00
18-32	Various Improvements and Acquisitions	12/19/18		500,000.00	500,000.00
			<u>\$ 4,809,966.31</u>	<u>\$ 500,000.00</u>	<u>\$ 5,309,966.31</u>

REF.

D

D-24

D

"D-19"

TOWN OF PHILLIPSBURG
SEWER UTILITY CAPITAL FUND
SCHEDULE OF RESERVE FOR AMORTIZATION

	<u>REF.</u>		
Balance, December 31, 2017	D		\$ 30,839,812.31
Increased by:			
Trust EIT Loan Payable Paid by Operating Budget	D-22	\$ 155,000.00	
Fund EIT Loan Payable Paid by Operating Budget	D-23	<u>412,191.75</u>	
			<u>567,191.75</u>
Balance, December 31, 2018	D		<u>\$ 31,407,004.06</u>

"D-20"

SCHEDULE OF CONTRACTS PAYABLE

Balance, December 31, 2017	D		\$ 48,295.40
Increased by:			
Charges to Improvement Authorizations	D-21		<u>233,258.68</u>
			\$ <u>281,554.08</u>
Decreased by:			
Disbursements	D-5		<u>106,840.39</u>
Balance, December 31, 2018	D		<u>\$ 174,713.69</u>

TOWN OF PHILLIPSBURG

SEWER UTILITY CAPITAL FUND

SCHEDULE OF IMPROVEMENT AUTHORIZATIONS

ORDINANCE	IMPROVEMENT DESCRIPTION	BALANCE, DECEMBER 31, 2017		2018 AUTHORIZATIONS		BALANCE, DECEMBER 31, 2018	
		AMOUNT	<u>FUNDED</u>	<u>UNFUNDED</u>	<u>DECREASED</u>	<u>FUNDED</u>	<u>UNFUNDED</u>
01-13	Preparation of Limit Analysis Study, Wastewater Man. Plan, Purchase Sewer Router	\$ 96,000.00	\$ 380.68	\$	\$ 380.68	\$ 0.00	\$ 0.00
03-01	Additional Services for Wastewater Management Plan	15,500.00	0.00			0.00	0.00
07-12	Improvements to Wastewater Treatment Plant	394,550.00	4,883.73		4,883.73	0.00	0.00
09-13	Improvements to Town Sewage Treatment Plant	5,815,250.00	3,920.00			3,920.00	3,920.00
12-08	Capital Purchases	1,800,000.00	147,010.32		147,010.32	0.00	0.00
13-20	Improvements to Sewage Treatment Plant	7,907,500.00	364,784.95	145,000.00	536.25	364,248.70	145,000.00
14-20	Improvements to Town Sewage Treatment Plant	2,077,000.00	22,538.95	614,074.00		22,538.95	614,074.00
15-21	Improvements to Wastewater Treatment Plant	400,000.00	198,774.00		80,447.70	118,326.30	
18-32	Various Improvements and Acquisitions	500,000.00		500,000.00		500,000.00	
		\$ 742,292.63	\$ 759,074.00	\$ 500,000.00	\$ 233,258.68	\$ 1,009,033.95	\$ 759,074.00

REF.

D

D

D-16

D-20

D

D

"D-22"

TOWN OF PHILLIPSBURG

SEWER UTILITY CAPITAL FUND

SCHEDULE OF ENVIRONMENTAL INFRASTRUCTURE LOAN PAYABLE - TRUST

	<u>REF.</u>	
Balance, December 31, 2017	D	\$ 3,020,000.00
Decreased by:		
Loans Paid by Budget	D-19	<u>155,000.00</u>
Balance, December 31, 2018	D	<u>\$ 2,865,000.00</u>

"D-23"

SCHEDULE OF ENVIRONMENTAL INFRASTRUCTURE LOAN PAYABLE - FUND

Balance, December 31, 2017	D	\$ 6,349,873.57
Decreased by:		
Loans Paid by Budget	D-19	<u>412,191.75</u>
Balance, December 31, 2018	D	<u>\$ 5,937,681.82</u>

"D-24"

TOWN OF PHILLIPSBURG

SEWER UTILITY CAPITAL FUND

SCHEDULE OF CAPITAL IMPROVEMENT FUND

	<u>REF.</u>	
Balance, December 31, 2017	D	\$ 2,724,180.53
Increased by:		
2018 Budget Appropriation	D-5	50,000.00
		<u>\$ 2,774,180.53</u>
Decreased by:		
Appropriated to Finance Improvements	D-18	<u>500,000.00</u>
Balance, December 31, 2018	D	<u>\$ 2,274,180.53</u>

TOWN OF PHILLIPSBURG

SEWER UTILITY CAPITAL FUND

SCHEDULE OF RESERVE FOR SEWER IMPROVEMENTS

	<u>REF.</u>	
Balance, December 31, 2017	D	\$ 34,952.00
Increased by:		
Receipts	D-5	<u>201,500.00</u>
Balance, December 31, 2018	D	<u>\$ 236,452.00</u>

"D-26"

TOWN OF PHILLIPSBURG

SEWER UTILITY CAPITAL FUND

SCHEDULE OF NJEIT LOAN RECEIVABLE - TRUST

REF.

Balance, December 31, 2017
and December 31, 2018

D

\$ 117,015.00

"D-27"

SCHEDULE OF NJEIT LOAN RECEIVABLE - FUND

Balance, December 31, 2017
and December 31, 2018

D

\$ 351,039.00

"D-28"

TOWN OF PHILLIPSBURG
SEWER UTILITY CAPITAL FUND
SCHEDULE OF INTERFUNDS

	<u>REF.</u>	<u>SEWER UTILITY FUND</u>
Balance, December 31, 2017		
Due From	D	\$ <u>150,000.00</u>
Increased by:		
Receipts	D-5	<u>176,912.28</u>
		\$ <u>176,912.28</u>
Decreased by:		
Disbursements	D-5	<u>24,489.80</u>
Balance, December 31, 2018		
Due To	D	\$ <u><u>2,422.48</u></u>

"D-29"

TOWN OF PHILLIPSBURG

SEWER UTILITY CAPITAL FUND

SCHEDULE OF BONDS AND NOTES AUTHORIZED BUT NOT ISSUED

<u>ORDINANCE</u>	<u>IMPROVEMENT DESCRIPTION</u>	<u>BALANCE DECEMBER 31, 2018</u>
	Sewer Utility Capital Fund:	
13-20	Improvements to Town Sewage Treatment Plant	\$ 145,000.00
14-20	Improvements to Town Sewage Treatment Plant	<u>614,074.00</u>
		<u>\$ 759,074.00</u>

TOWN OF PHILLIPSBURG

PART II

SINGLE AUDIT SECTION

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

REPORT ON COMPLIANCE WITH REQUIREMENTS APPLICABLE
TO MAJOR FEDERAL AND STATE FINANCIAL ASSISTANCE
PROGRAMS AND INTERNAL CONTROL OVER COMPLIANCE REQUIRED
BY THE UNIFORM GUIDANCE AND NEW JERSEY OMB CIRCULAR 15-08

SCHEDULES OF EXPENDITURES OF FEDERAL AWARDS
AND STATE FINANCIAL ASSISTANCE

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

SCHEDULE OF FINDINGS AND QUESTIONED COSTS



SUPLEE, CLOONEY & COMPANY

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

The Honorable Mayor and Members
of the Town Council
Town of Phillipsburg
County of Warren
Phillipsburg, New Jersey 08865

We have audited, in accordance with the auditing standards generally accepted in the United States of America, the audit requirements prescribed by the Division of Local Government Services, Department of Community Affairs, State of New Jersey and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the regulatory financial statements of the various individual funds and the account group of the Town of Phillipsburg, as of and for the year ended December 31, 2018, and the related notes to the financial statements, which collectively comprise the Town's regulatory financial statements, and have issued our report thereon dated August 20, 2019. Our report disclosed that, as described in Note 1 to the financial statements, the Town of Phillipsburg prepares its financial statements on a basis of accounting prescribed by the Division of Local Government Services, Department of Community Affairs, State of New Jersey, that demonstrates compliance with a modified accrual basis and the budget laws of the State of New Jersey, which is a comprehensive basis of accounting other than U.S. generally accepted accounting principles.

Internal Control Over Financial Reporting

In planning and performing our audit of the regulatory financial statements, we considered the Town's control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements but not for the purpose of expressing an opinion on the effectiveness of the Town's internal control. Accordingly, we do not express an opinion on the effectiveness of Town's internal control.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the Town's financial statements will not be prevented, or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

SUPLEE, CLOONEY & COMPANY

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified. We noted other matters in the internal control which are discussed in Part III, General Comments and Recommendations section of the audit report.

Compliance and Other Matters

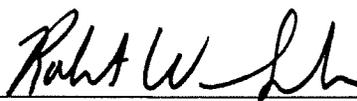
As part of obtaining reasonable assurance about whether the Town's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

Purpose of This Report

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



CERTIFIED PUBLIC ACCOUNTANTS



REGISTERED MUNICIPAL ACCOUNTANT NO. 439

August 20, 2019



SUPLEE, CLOONEY & COMPANY

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**INDEPENDENT AUDITOR'S REPORT ON COMPLIANCE
WITH REQUIREMENTS APPLICABLE TO MAJOR FEDERAL AND
STATE FINANCIAL ASSISTANCE PROGRAMS AND
INTERNAL CONTROL OVER COMPLIANCE REQUIRED BY THE
UNIFORM GUIDANCE AND NEW JERSEY OMB CIRCULAR 15-08**

The Honorable Mayor and Members
of the Town Council
Town of Phillipsburg
County of Warren
Phillipsburg, New Jersey 08865

Report on Compliance for Each Major Federal and State Program

We have audited the Town of Phillipsburg's compliance with the types of compliance requirements described in the *OMB Compliance Supplement* and the *New Jersey OMB State Grant Compliance Supplement* that could have a direct and material effect on each of the Town of Phillipsburg's major federal and state programs for the year ended December 31, 2018. The Town's major federal and state programs are identified in the summary of auditor's results section of the accompanying schedule of findings and questioned costs.

Management's Responsibility

Management is responsible for compliance with the requirements of laws, regulations, contracts, and grants applicable to its federal and state programs.

Auditor's Responsibility

Our responsibility is to express an opinion on compliance for each of the Town of Phillipsburg's major federal and state programs based on our audit of the types of compliance requirements referred to above. We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and the audit requirements of Title 2 U.S. Code of Federal Regulations Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance) and New Jersey OMB Circular 15-08. Those standards, the Uniform Guidance and New Jersey OMB Circular 15-08 require that we plan and perform the audit to obtain reasonable assurance about whether noncompliance with the types of compliance requirements referred to above that could have a direct and material effect on a major federal or state program occurred. An audit includes examining, on a test basis, evidence about the Town of Phillipsburg's compliance with those requirements and performing such other procedures as we considered necessary in the circumstances.

SUPLEE, CLOONEY & COMPANY

We believe that our audit provides a reasonable basis for our opinion on compliance for each major federal and state program. However, our audit does not provide a legal determination of the Town of Phillipsburg's compliance.

Opinion on Each Major Federal and State Program

In our opinion, the Town of Phillipsburg complied, in all material respects, with the types of compliance requirements referred to above that could have a direct and material effect on each of its major federal and state programs for the year ended December 31, 2018.

Report on Internal Control Over Compliance

Management of the Town of Phillipsburg is responsible for establishing and maintaining effective internal control over compliance with the types of compliance requirements referred to above. In planning and performing our audit of compliance, we considered the Town of Phillipsburg's internal control over compliance with the types of requirements that could have a direct and material effect on each major federal or state program to determine the auditing procedures that are appropriate in the circumstances for the purpose of expressing an opinion on compliance for each major federal or state program and to test and report on internal control over compliance in accordance with the Uniform Guidance and New Jersey OMB Circular 05-08, but not for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, we do not express an opinion on the effectiveness of the Town of Phillipsburg's internal control over compliance.

A deficiency in internal control over compliance exists when the design or operation of a control over compliance does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, noncompliance with a type of compliance requirement of a federal or state program on a timely basis. A *material weakness in internal control over compliance* is a deficiency, or combination of deficiencies, in internal control over compliance, such that there is a reasonable possibility that material noncompliance with a type of compliance requirement of a federal or state program will not be prevented, or detected and corrected, on a timely basis. A *significant deficiency in internal control over compliance* is a deficiency, or a combination of deficiencies, in internal control over compliance with a type of compliance requirement of a federal or state program that is less severe than a material weakness in internal control over compliance, yet important enough to merit attention by those charged with governance.

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

The purpose of this report on internal control over compliance is solely to describe the scope of our testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance and State of New Jersey OMB Circular 15-08. Accordingly, this report is not suitable for any other purpose.


CERTIFIED PUBLIC ACCOUNTANTS


REGISTERED MUNICIPAL ACCOUNTANT NO. 439

August 20, 2019

TOWN OF PHILLIPSBURG
 SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS
 FOR THE YEAR ENDED DECEMBER 31, 2018

FEDERAL C.F.D.A. NUMBER	FEDERAL GRANTOR/PASS THROUGH GRANTOR/PROGRAM TITLE	GRANTOR'S NUMBER	GRANT AMOUNT	GRANT PERIOD FROM TO	2018 RECEIPTS	2018 EXPENDITURES	CUMULATIVE EXPENDITURES DECEMBER 31, 2018
14.871	U. S. Department of Housing and Urban Development Lower Income Housing Assistance Program - Section 8 Moderate Rehabilitation - 2018	NJ-088-AF	\$ 1,687,568.00	1/1/2018	\$ 1,687,568.00	\$ 1,687,568.00	\$ 1,687,568.00
14.871	Section 8 Moderate Rehabilitation	NJ-088-AF	199,761.00	1/1/2018	199,761.00	199,761.00	199,761.00
14.228	(Pass Through County of Warren) Small Cities CDBG 2017	2017-02292-0247-00	290,000.00	1/1/2017	\$ 1,887,329.00	\$ 1,887,329.00	\$ 34,800.00 1,922,129.00
93.558	U. S. Department of Health and Human Services (Pass Through State of New Jersey) Youth Corps - TANF	1801NJTANF	54,500.00	7/1/2017	\$ 42,449.00	\$ 42,449.00	\$ 44,000.00
93.558	Youth Corps - TANF	1901NJTANF	54,500.00	7/1/2018	\$ 42,449.00	\$ 42,449.00	\$ 44,000.00
15.921	U. S. Department of the Interior Rivers, Trails and Conservation Assistance Program	N/A	3,912.70	1/1/2014	\$	\$	\$ 3,634.04 3,634.04
16.607	U.S. Department of Justice (Pass Through State of New Jersey) Bulletproof Vest Partnership Program	N/A	3,960.00	1/1/2016	\$	\$	\$ 3,960.00
16.607	Bulletproof Vest Partnership Program	N/A	6,611.91	1/1/2017	\$	\$	2,117.23
16.710	COPS Hiring Program	N/A	104,167.00	9/1/2014	2,104.28		104,167.00
16.710	COPS Hiring Program	N/A	20,833.00	7/1/2016	2,104.28		20,715.98 130,960.21
17.258	U.S. Department of Labor (Pass Through State of New Jersey) Workforce Investment Act:	AA-30952-17-55-A-34	241,000.00	7/1/2017	\$ 219,512.00	\$ 223,016.00	\$ 230,807.00
17.258	Job Training Partnership Act	AA-30952-18-55-A-34	237,612.00	7/1/2018	1,402.00	1,238.00	1,238.00
17.259	Youth Requirement		3,388.00	7/1/2018	3,388.00	3,388.00	3,388.00
					\$ 224,302.00	\$ 227,642.00	\$ 235,433.00
66.458	Environmental Protection Agency (Pass Through From State of New Jersey) ARRA Clean Water State Revolving Fund: NJEIT Fund Loan	N/A	283,208.00	1/1/2015	\$	\$	\$ 260,697.00 260,697.00
97.036	U.S. Department of Homeland Security Disaster Grants - Public Assistance - FEMA:	066-1200-100-B80-068460	20,897.10	1/1/2018	\$ 20,897.10	\$ 20,897.10	\$ 20,897.10
97.036	Severe Winter Storm Hurricane Sandy	066-1200-100-A92-068280	35,629.96	1/1/2018	35,629.96	35,629.96	35,629.96
					\$ 56,527.06	\$ 56,527.06	\$ 56,527.06
					\$ 2,212,711.34	\$ 2,213,947.06	\$ 2,653,380.31

TOWN OF PHILLIPSBURG
 SCHEDULE OF EXPENDITURES OF STATE FINANCIAL ASSISTANCE
 YEAR ENDED DECEMBER 31, 2018

STATE GRANTOR/PROGRAM TITLE	STATE ACCOUNT NUMBER	GRANT PERIOD FROM TO	GRANT AWARD AMOUNT	2018 RECEIPTS	2018 EXPENDITURES	CUMULATIVE EXPENDITURES DECEMBER 31, 2018
<u>Department of Environmental Protection</u>						
Clean Communities Program	765-042-4900-004-VCMC-6020	01/01/17 12/31/17	33,594.59	\$	10,514.50	\$ 33,594.59
2017	765-042-4900-004-VCMC-6020	01/01/18 12/31/18	32,152.92	32,152.92	7,629.50	7,629.50
2018						
Recycling Tonnage Program	752-042-4900-001-V42Y-6020	Continuous	21,252.00		38.00	21,252.00
2014	752-042-4900-001-V42Y-6020	Continuous	21,700.53		5,654.38	21,700.53
2015	752-042-4900-001-V42Y-6020	Continuous	29,120.61		22,420.61	29,120.61
2016	752-042-4900-001-V42Y-6020	Continuous	20,124.00		20,124.00	20,124.00
2017	752-042-4900-001-V42Y-6020	Continuous	19,119.00	19,119.00	15,307.52	15,307.52
2018	752-042-4900-001-V42Y-6020	Continuous	73,500.00		24,212.43	73,500.00
Supplemental Environmental Project - McWane Ductile		12/01/16 01/01/18		51,271.92	105,900.94	8,794,045.75
			\$	\$	\$	\$
<u>Department of Law and Public Safety</u>						
Drunk Driving Enforcement Fund	6400-100-078-6400-YYYY	Continuous	11,217.08	\$		11,127.09
2014	6400-100-078-6400-YYYY	Continuous	2,918.77		375.50	887.50
2015						
Community Policing Grant			10,000.00	8,334.56	375.50	12,014.59
			\$	8,334.56	375.50	12,014.59
<u>State of NJ Highlands Council</u>						
2009 Plan Conformance Grant	082-2078-100-033-290220	Continuous	138,230.00	4,005.00		54,398.89
			\$	\$		\$
<u>Pass Through from County of Warren</u>						
Municipal Alliance on Alcoholism and Drug Abuse	SC-ALL-10-03	07/01/16 06/30/17	12,440.00	\$		12,414.92
2016	SC-ALL-10-03	07/01/17 06/30/18	12,440.00	12,258.00	12,440.00	12,440.00
2017	SC-ALL-10-03	07/01/18 06/30/19	12,440.00		2,480.60	2,480.60
2018					14,920.60	27,335.52
			\$	12,258.00	14,920.60	27,335.52
<u>Department of Labor and Workforce Development</u>						
N.J. Youth Corps - 2017	100-4545-314	07/01/17 06/30/18	244,500.00	21,562.00	58,783.00	244,241.00
2017	100-4545-314	07/01/18 06/30/19	244,500.00	198,667.00	191,874.00	191,874.00
2018				220,229.00	250,657.00	436,115.00
			\$	\$	\$	\$
<u>Department of Transportation</u>						
Municipal Aid - 2016 - Heckman Street Phase I	078-6320-480-AMF-609166	Continuous	250,000.00	181,354.75	250,000.00	250,000.00
2016	078-6320-480-AMC-600856	Continuous	24,581.00	24,581.00	24,581.00	24,581.00
2017	078-6320-480-AMQ-605177	Continuous	240,000.00	174,682.50	240,000.00	240,000.00
2018	078-6320-480-AMS-605197	Continuous	21,270.00	21,270.00	21,270.00	21,270.00
			\$	401,888.25	535,851.00	535,851.00
TOTAL STATE AID AND STATE GRANT FINANCIAL ASSISTANCE			\$	697,986.73	907,705.04	9,859,760.75

TOWN OF PHILLIPSBURG

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

YEAR ENDED DECEMBER 31, 2018

NOTE 1. GENERAL

The accompanying schedules of expenditures of financial assistance present the activity of all federal and state financial assistance programs of the Town of Phillipsburg, County of Warren, New Jersey. All federal awards and state financial awards received directly from federal or state agencies, as well as federal financial assistance passed through other governmental agencies is included on the Schedule of Expenditures of Federal Awards and State Financial Assistance.

NOTE 2. BASIS OF ACCOUNTING

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

NOTE 3. RELATIONSHIP TO FEDERAL AND STATE FINANCIAL REPORTS

Amounts reported in the accompanying schedule of expenditures agree with the amounts reported in the related federal and state financial reports.

TOWN OF PHILLIPSBURG
WARREN COUNTY, NEW JERSEY

SCHEDULE OF FINDINGS AND QUESTIONED COSTS
FOR THE YEAR ENDED DECEMBER 31, 2018

Section I - Summary of Auditor's Results

Financial Statements

- | | |
|--|------------|
| (1) Type of Auditor Report Issued: | Unmodified |
| (2) Internal Control over Financial Reporting: | |
| (a) Material weaknesses identified? | No |
| (b) Significant deficiencies that are not considered to be material weaknesses? | No |
| (3) Noncompliance material to the financial statements to be noted during the audit? | No |

Federal Programs(s)

- | | |
|---|------------|
| (1) Internal Control Over Major Federal Programs: | |
| (a) Material weaknesses identified? | No |
| (b) Significant deficiencies that are not considered to be material weaknesses? | No |
| (2) Type of Auditor's Report issued on compliance for major federal program(s)? | Unmodified |
| (3) Any audit findings disclosed that are required to be reported in accordance with the Uniform Guidance and listed in Section III of this schedule? | No |
| (4) Identification of Major Federal Program(s): | |

<u>Program</u>	<u>C.F.D.A. #</u>
U.S. Department of Housing and Urban Development: Section 8 Housing Assistance Program	14.871

TOWN OF PHILLIPSBURG
WARREN COUNTY, NEW JERSEY

SCHEDULE OF FINDINGS AND QUESTIONED COSTS
FOR THE YEAR ENDED DECEMBER 31, 2018

Section I - Summary of Auditor's Results (Continued)

Federal Program(s) (Continued)

(5) Program Threshold Determination:
 Type A Federal Program Threshold > \$750,000.00
 Type B Federal Program Threshold <= \$750,000.00

(6) Auditee qualified as a low-risk auditee under the Uniform Guidance? Yes

State Program(s) – Not Applicable

(1) Internal Control Over Major State Programs:

 (a) Material weaknesses identified? No

 (b) Significant deficiencies identified that are not considered
 to be material weaknesses? No

(2) Type of Auditor's Report issued on compliance for Major
 State Program(s)? Unmodified

(3) Any audit findings disclosed that are required to be reported
 in accordance with N.J. OMB Circular 15-08 and listed in
 Section III of this schedule? No

(4) Identification of Major State Program(s):

<u>Program</u>	<u>Grant Number</u>
Municipal Aid- Heckman St. Phase I	078-6320-480-AMF-609166
Municipal Aid- Heckman St. Phase II	078-6320-480-AMQ-605177

(5) Program Threshold Determination:
 Type A State Program Threshold > \$750,000.00
 Type B State Program Threshold <= \$750,000.00

(6) Auditee qualified as a low-risk auditee under Uniform Guidance? Yes

TOWN OF PHILLIPSBURG
WARREN COUNTY, NEW JERSEY

SCHEDULE OF FINDINGS AND QUESTIONED COSTS
FOR THE YEAR ENDED DECEMBER 31, 2018

Section II - Financial Statement Audit - Reported Findings Under Government Auditing Standards

Internal Control Findings

None Reported.

Compliance Findings

None Reported

Section III - Findings and Questioned Costs Relative to Major Federal Programs

Federal Programs

None

State Programs

None

Status of Prior Year Audit Findings

State Programs - Not Applicable

Federal Programs - Not Applicable

TOWN OF PHILLIPSBURG
SUPPLEMENTARY INFORMATION

FINANCIAL DATA SCHEDULE - SECTION 8 HOUSING CHOICE VOUCHER PROGRAM
FOR THE YEAR ENDED DECEMBER 31, 2018

Line Item No.	Description	Total Programs	Housing Choice Vouchers
	Balance Sheet		14,871
111	Cash-Unrestricted	\$ 177,329	\$ 177,329
113	Cash-Other Restricted	\$ -	\$ -
100	Total Cash	\$ 177,329	\$ 177,329
128	Fraud Recovery	\$ -	
128.1	Allowance for Doubtful Accounts - Other	\$ -	
120	Total receivables, Net of Allowance for Doubtful Accounts	\$ -	\$ -
150	Total Current Assets	\$ 177,329	\$ 177,329
190	Total Assets	\$ 177,329	\$ 177,329
312	Accounts Payable <= 90 days	\$0	
313	Accounts Payable>= 90 days	\$0	
332	Accounts Payable-PHA Programs	\$0	
342	Unearned Revenue	\$0	
310	Total Current Liabilities	\$0	\$0
300	Total Liabilities	\$0	\$0
511.4	Restricted Net Position	\$ 177,329	\$ 177,329
512.4	Unrestricted Net Position	\$ -	
513	Total Equity-Net Assets/Position	\$ 177,329	\$ 177,329
600	Total Liabilities, Deferred Inflows of Resources and Equity- Net Assets/Position	\$ 177,329	\$ 177,329

Income Statement			
70600	HUD PHA Operating Grants	\$ 1,887,329	\$ 1,887,329
		\$ -	
71100	Investment Income-Unrestricted	\$ 1,269	\$ 1,269
71400	Fraud Recovery	\$ 6,571	\$ 6,571
71500	Other Revenue	\$ 37,452	\$ 37,452
70000	Total Revenue	\$ 1,932,621	\$ 1,932,621
91100	Administrative Salaries	\$ 118,010	\$ 118,010
91200	Auditing Fees	\$ -	
91300	Management Fee	\$ -	
91500	Employee Benefit Contributions - Administrative	\$ 37,536	\$ 37,536
91900	Other	\$ -	
91000	Total Operating-Administrative	\$ 155,546	\$ 155,546
96200	Other General Expenses	\$ -	
96000	Total Other General Expenses	\$ -	\$ -
96900	Total Operating Expenses	\$ 155,546	\$ 155,546
97000	Excess of Operating Revenue Over Operating Expenses	\$ 1,777,075	\$ 1,777,075

TOWN OF PHILLIPSBURG
 SUPPLEMENTARY INFORMATION
 FINANCIAL DATA SCHEDULE - SECTION 8 HOUSING CHOICE VOUCHER PROGRAM
 FOR THE YEAR ENDED DECEMBER 31, 2018

Line Item No.	Description	Total Programs	14.871 Housing Choice Vouchers
97300	Housing Assistance Payments	\$ 1,704,357	\$ 1,704,357
97350	HAP Portability-In	\$ 35,641	\$ 35,641
90000	Total Expenses	\$ 1,895,544	\$ 1,895,544
10000	Excess (Deficiency) of Revenue Over (Under) Expenses	\$ 37,077	\$ 37,077
11030	Beginning Equity	\$ 140,252	\$ 140,252
11040	Prior period adjustments, equity transfers, and correction of errors	\$ -	
11170	Administrative Fee Equity	\$ 177,329	\$ 177,329
11180	Housing Assistance Payments Equity	\$ -	
11190	Unit Months Available	2520	2520
11210	Unit Months Leased	2363	2363

PART III

TOWN OF PHILLIPSBURG

STATISTICAL DATA

LIST OF OFFICIALS

COMMENTS AND RECOMMENDATIONS

YEAR ENDED DECEMBER 31, 2018

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

	YEAR 2018		YEAR 2017	
	AMOUNT	%	AMOUNT	%
<u>REVENUE AND OTHER INCOME REALIZED</u>				
Fund Balance Utilized	\$ 1,275,000.00	3.59%	\$ 1,150,000.00	3.15%
Miscellaneous - From Other Than				
Local Property Tax Levies	6,287,963.81	17.72%	7,383,400.00	20.23%
Collection of Delinquent Taxes				
and Tax Title Liens	1,013,409.20	2.86%	1,069,793.98	2.93%
Collections of Current Tax Levy	26,905,439.83	75.83%	26,895,335.25	73.69%
<u>Total Revenue</u>	<u>\$ 35,481,812.84</u>	<u>100.00%</u>	<u>\$ 36,498,529.23</u>	<u>100.00%</u>
<u>EXPENDITURES</u>				
Budget Expenditures:				
Municipal Purposes	\$ 16,864,281.78	49.35%	\$ 17,347,661.75	49.95%
County Taxes	5,020,402.71	14.69%	5,286,884.22	15.22%
Regional School Taxes	12,140,485.00	35.53%	11,828,763.00	34.06%
Municipal Open Space Taxes	142,081.70	0.42%	0.00	0.00%
Other Expenditures	3,327.78	0.01%	265,561.85	0.77%
<u>Total Expenditures</u>	<u>\$ 34,170,578.97</u>	<u>100.00%</u>	<u>\$ 34,728,870.82</u>	<u>100.00%</u>
Excess in Revenue	\$ 1,311,233.87		\$ 1,769,658.41	
Adjustments to Income Before Fund Balance;				
Expenditures Included Above Which are by Statute				
Deferred Charges to Budget of Succeeding Year	\$ 200,000.00		0.00	
Statutory Excess to Fund Balance	\$ 1,511,233.87		\$ 1,769,658.41	
Fund Balance - January 1	3,481,984.77		2,862,326.36	
	\$ 4,993,218.64		\$ 4,631,984.77	
Less: Utilization as Anticipated Revenue	1,275,000.00		1,150,000.00	
Fund Balance, December 31	\$ 3,718,218.64		\$ 3,481,984.77	

COMPARATIVE STATEMENT OF OPERATIONS AND
CHANGE IN FUND BALANCE - SEWER UTILITY OPERATING FUND

	<u>YEAR 2018</u>		<u>YEAR 2017</u>	
	<u>AMOUNT</u>	<u>%</u>	<u>AMOUNT</u>	<u>%</u>
<u>REVENUE AND OTHER INCOME REALIZED</u>				
Fund Balance Utilized	\$ 523,873.00	11.52%	\$ 423,000.00	8.87%
Collection of Sewer Use Charges	3,670,531.76	80.72%	3,767,493.71	79.00%
Miscellaneous	<u>352,824.88</u>	<u>7.76%</u>	<u>578,277.61</u>	<u>12.13%</u>
<u>Total Revenue</u>	<u>\$ 4,547,229.64</u>	<u>100.00%</u>	<u>\$ 4,768,771.32</u>	<u>100.00%</u>
 <u>EXPENDITURES</u>				
Budget Expenditures:				
Operating	\$ 3,483,600.00	83.95%	\$ 3,203,000.00	78.51%
Capital Improvements	50,000.00	1.20%	150,000.00	3.68%
Deferred Charges and Statutory Expenditures	31,000.00	0.75%	30,000.00	0.74%
Debt Service	<u>584,883.08</u>	<u>14.10%</u>	<u>696,557.30</u>	<u>17.07%</u>
<u>Total Expenditures</u>	<u>\$ 4,149,483.08</u>	<u>100.00%</u>	<u>\$ 4,079,557.30</u>	<u>100.00%</u>
Excess in Revenue	\$ 397,746.56		\$ 689,214.02	
Fund Balance, January 1	<u>1,856,448.68</u>		<u>1,765,234.66</u>	
	\$ 2,254,195.24		\$ 2,454,448.68	
Decreased by:				
Utilization as Anticipated Revenue	523,873.00		423,000.00	
Prior Year Fund Balance Anticipated as Current Fund Revenue	<u>175,000.00</u>		<u>175,000.00</u>	
Fund Balance, December 31	<u>\$ 1,555,322.24</u>		<u>\$ 1,856,448.68</u>	

COMPARATIVE SCHEDULE OF TAX RATE INFORMATION

	<u>2018</u>	<u>2017</u>	<u>2016</u>
Tax Rate	<u>\$3.981</u>	<u>\$3.963</u>	<u>\$3.902</u>
Appointment of Tax Rate:			
Municipal	\$1.543	\$1.557	\$1.551
Municipal Open Space	0.020		
County	0.708	0.743	0.747
Local School	<u>1.710</u>	<u>1.663</u>	<u>1.604</u>

Assessed Valuation:

Year 2018	\$ <u>710,072,009.00</u>		
Year 2017		\$ <u>711,670,868.00</u>	
Year 2016			\$ <u>710,810,350.00</u>

COMPARISON OF TAX LEVIES AND COLLECTION CURRENTLY

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

<u>YEAR</u>	<u>TAX LEVY</u>	<u>CASH COLLECTIONS</u>	<u>CURRENTLY</u> <u>PERCENTAGE OF COLLECTION</u>
2018	\$28,282,373.32	\$27,005,439.83	95.49%
2017	28,233,124.21	27,045,335.25	95.79%
2016	27,916,861.86	26,894,514.04	96.34%

DELINQUENT TAXES AND TAX TITLE LIENS

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

<u>DECEMBER 31, YEAR</u>	<u>AMOUNT OF TAX TITLE LIENS</u>	<u>AMOUNT OF DELINQUENT TAXES</u>	<u>TOTAL DELINQUENT</u>	<u>PERCENTAGE OF TAX LEVY</u>
2018	\$352,089.65	\$1,069,075.18	\$1,421,164.83	5.02%
2017	207,099.10	1,083,993.85	1,291,092.95	4.57%
2016	261,932.22	971,147.26	1,233,079.48	4.42%

PROPERTY ACQUIRED BY TAX TITLE LIEN LIQUIDATION

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

<u>YEAR</u>	<u>AMOUNT</u>
2018	\$1,849,700.00
2017	1,572,600.00
2016	1,572,600.00

COMPARATIVE SCHEDULE OF FUND BALANCES

	<u>YEAR</u>	<u>BALANCE</u> <u>DECEMBER 31</u>	<u>UTILIZED IN BUDGET</u> <u>OF SUCCEEDING</u> <u>YEAR</u>
Current Fund	2018	\$ 3,718,218.64	\$ 1,600,000.00 *
	2017	3,481,984.77	1,275,000.00
	2016	2,862,326.36	1,150,000.00
	2015	1,896,969.51	900,000.00
	2014	2,467,710.88	1,000,000.00
Sewer Utility Operating Fund	2018	\$ 1,555,322.24	\$ 568,860.00 *
	2017	1,856,448.68	523,873.00
	2016	1,765,234.66	423,000.00
	2015	1,762,040.11	397,500.00
	2014	1,570,778.82	200,000.00

* Per Introduced Budget

EQUALIZED VALUATIONS – REAL PROPERTY

<u>Year</u>	
2018	\$729,094,214.00
2017	729,568,956.00
2016	729,756,799.00

OFFICIALS IN OFFICE AND SURETY BONDS

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

<u>NAME</u>	<u>TITLE</u>	<u>AMOUNT OF BOND</u>	<u>NAME OF SURETY</u>
Stephen R. Ellis	Mayor		
Robert Fulper	Council Member - President		
Joshua Davis	Council Member		
Danielle DeGerolamo	Council Member		
Mark Lutz	Council Member		
Frank McVey	Council Member		
Victoria Kleiner	Municipal Clerk		
Robert Merlo	Chief Financial Officer	*	
Sandra Callery	Tax Collector	\$365,000.00	Selective Insurance Company
Craig Brotons	Tax Assessor	*	
Richard Wenner	Town Attorney		
Stanley J. Schrek	Engineer		
James Swick	Municipal Court Judge		
Lauri Kaulius	Court Administrator	*	
Robert Steffner	Police Chief	*	
Kevin Duddy	Construction Code Official	*	

*All officials and employees (except as noted) handling and collecting Town funds are covered by a blanket position bond for faithful performance for \$1,000,000.00. The blanket position bond is written by the Selective Insurance Company of America.

All of the bonds were examined and were properly executed.

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COMMENTS AND RECOMMENDATIONS

GENERAL COMMENTS

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

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

Effective July 1, 2015, the bid threshold in accordance with N.J.S.A. 40A:11-3 are \$17,500.00 for a contracting unit without a qualified purchasing agent and \$40,000.00 for a contracting unit with a qualified purchasing agent.

The governing body of the Municipality has the responsibility of determining whether the expenditures in any category will exceed \$17,500.00 within the fiscal year. Where question arises as to whether any contract or agreement might result in violation of the statute, the Town Counsel's opinion should be sought before a commitment is made.

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

- Fire Hose
- Pemfab Truck
- Dry Cleaning
- Heckman Street Phase I and II
- Sewer Pumps
- ADA Ramps – Fox and South Main

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

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

Our examination of expenditures did not reveal any individual payments, contracts or agreements in excess of \$17,500.00 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 provisions of N.J.S.A. 40A:11-6.

During our audit the following instances were noted where purchases were not in compliance with Local Public Contracts Law:

- Professional service contracts awarded without not to exceed amounts.

- Funds are not always being encumbered prior to receiving goods and services.

COLLECTION OF INTEREST ON DELINQUENT TAXES AND ASSESSMENTS

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

The Governing Body on January 25, 1994 adopted the following ordinance pursuant to the provisions of R.S. 54:4-67 fixing the rate of delinquent taxes and assessments at 8% per annum on the first \$1,500.00 and a rate of 18% per annum on any amount in excess of \$1,500.00 becoming delinquent after the due date and if the delinquency is in excess of \$10,000.00 and remains in arrears beyond December 31st, an additional penalty of 6% shall be charged if payment of any installment is made within ten days after the date upon which the same becomes payable. Sanitary Sewer Charges are fixed at a delinquent rate of 18% per annum on all delinquent charges after the due date.

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

DELINQUENT TAXES AND TAX TITLE LIENS

The last tax sale was held on September 5, 2018 and was complete.

Inspection of Tax Sale Certificates on file revealed that all Tax Sale Certificates were available for audit.

The following is a comparison of the number of tax title liens receivable on December 31st of the last five years:

<u>YEAR</u>	<u>NUMBER OF LIENS</u>
2018	50
2017	26
2016	22
2015	19
2014	24

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

VERIFICATION OF DELINQUENT TAXES AND OTHER CHARGES

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

<u>TYPE</u>	
Payments of 2019 Taxes	50
Payments of 2018 Taxes	50
Delinquent Taxes	25
Payment of Sewer Utility Charges	50
Delinquent Sewer Utility Charges	25

OTHER COMMENTS

Interfunds

Transactions invariably occur in one fund which requires a corresponding entry to be made in another fund, thus creating interfund balances. References to the various balance sheets show the interfund balances remaining at year end. As a general rule all interfund balances should be closed out as of the end of the year. It is the Town's policy to review and liquidate all interfund balances on a periodic basis.

Minute Abstracts

Our audit discovered minute abstracts not being prepared in a timely fashion. Minutes should be prepared, printed and bound routinely.

RECOMMENDATIONS

*That all purchases be made in compliance with the Local Public Contracts Laws.

That all funds be encumbered prior to purchases being made.

That minute abstracts be prepared and bound in a timely manner.

* Prior year audit recommendations

