



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

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

I have prepared the post-closing trial balance, related statement and analyses included in the accompanying Annual Financial Statement from the books of account and records made available to me by the Township of Mullica as of December 31, 2011 and have applied certain agreed-upon procedures thereon as promulgated by the Division of Local Government Services, solely to assist the Chief Financial Officer in connection with the filing of the Annual Financial Statement for the year then ended as required by N.J.S.40A:5-12, as amended.

Because the agreed-upon procedures do not constitute an examination of accounts made in accordance with generally accepted auditing standards, I do not express an opinion on any of the post-closing trial balances, related statements and analyses. In connection with the agreed-upon procedures, (except for circumstances as set forth below, no matters) or (no matters) [eliminated one] came to my attention that caused me to believe that the Annual Financial Statement for the year ended 2011 is not in substantial compliance with the requirements of the State of New Jersey, Department of Community Affairs, Division of Local Government Services. Had I performed additional procedures or had I made an examination of the financial statements in accordance with generally accepted auditing standards, other matters might have come to my attention that would have been reported to the governing body and the Division. This Annual Financial Statement relates only to the accounts and items prescribed by the Division and does not extend to the financial statements of the municipality/county, taken as a whole.

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

*N/A*

Certified by me

this \_\_\_\_\_ day of \_\_\_\_\_, 2012

Robert Swartz  
 \_\_\_\_\_  
 (Registered Municipal Accountant  
 Swartz & Co., LLC  
 \_\_\_\_\_  
 (Firm Name)  
 PO Box 548  
 \_\_\_\_\_  
 (Address)  
 Mays Landing, NJ 08330  
 \_\_\_\_\_  
 (Address)  
 (609) 625-0999  
 \_\_\_\_\_  
 (Phone Number)  
 (609) 625-2421  
 \_\_\_\_\_  
 (Fax Number)

**UNIFORM CONSTRUCTION CODE CERTIFICATION  
BY CONSTRUCTION CODE OFFICIAL**

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The undersigned *certifies* that the municipality has complied with the regulations governing revenues generated by uniform construction code fees and expenditures for construction code operations for fiscal year 2011 as required under N.J.S.A.C. 5:23-4.17.

Printed name: Patrick W. Newton

Signature: Patrick W. Newton

Certificate # 005303

Date: 1/30/12

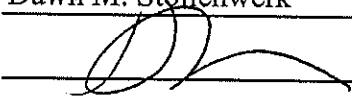
**MUNICIPAL BUDGET LOCAL EXAMINATION QUALIFICATION CERTIFICATION  
BY  
CHIEF FINANCIAL OFFICER**

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

**CERTIFICATION OF QUALIFYING MUNICIPALITY**

1. The outstanding indebtedness of the previous fiscal year **is not in excess of 3.5%**
2. All emergencies approved for the previous fiscal year **did not exceed 3%** of total appropriations;
3. The tax collection rate **exceeded 90%**;
4. Total deferred charges **did not equal or exceed 4%** of the total tax levy;
5. There were **no "procedural deficiencies"** noted by the registered municipal accountant on Sheet 1a of the Annual Financial Statement; and
6. There was **no operating deficit** for the previous fiscal year.
7. The municipality **did not** conduct an accelerated tax sale or tax lien sale the previous fiscal year and/or does not plan to conduct one in the current year.
8. The current year budget does not contain a "CAP" waiver per N.J.S.A.40A:4-45.3ee
9. The municipality has not applied for Extraordinary Aid for 2012

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

Municipality Borough of Folsom  
Chief Financial Officer: Dawn M. Stollenwerk  
Signature:   
Certificate #: N0470  
Date: 2-1-12

**CERTIFICATION OF NON-QUALIFYING MUNICIPALITY**

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

Municipality Borough of Folsom  
Chief Financial Officer: Dawn M. Stollenwerk  
Signature: \_\_\_\_\_  
Certificate #: N0470  
Date: \_\_\_\_\_

21-6007196

Fed I.D. #

Borough of Folsom

Municipality

Atlantic

County

### Report of Federal and State Financial Assistance

### Expenditure of Awards

Fiscal Year Ending December 31, 2011

	(1)	(2)	(3)
	Federal Programs Expended (administered by the state)	State Programs Expended	Other Federal Programs Expended
TOTAL	<u>\$0.00</u>	<u>\$5,676.71</u>	\$ _____

Type of Audit required by OMB A-133 and OMB 98-07:


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

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

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

Note: All local governments, who are recipients of federal and state awards (financial assistance), must report the total amount of federal and state funds expended during its fiscal year and the type of audit required to comply with OMB A-133 (Revised June 24, 1998) and OMB 98-07. Expenditures are defined in Section 205 of OMB A-133

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

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

2-1-12  
\_\_\_\_\_  
Date

**IMPORTANT!**

**READ INSTRUCTIONS**

**INSTRUCTION**

The following certification is to be used ONLY in the event there is NO municipally operated utility.

If there is a utility operated by the municipality or if a "utility fund" existed on the books of account, do not sign this statement and do not remove any of the UTILITY sheets from the document.

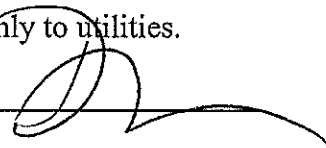
**CERTIFICATION**

I hereby certify that there was no "utility fund" on the books of account and there was no utility owned and operated by the \_\_\_\_\_ Borough of Folsom \_\_\_\_\_, County of \_\_\_\_\_ Atlantic \_\_\_\_\_ during the year 2011 and that sheets 40 to 68 are unnecessary.

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

Name Dawn M. Stollenwerk

Title Chief Financial Officer



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

**NOTE:**

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

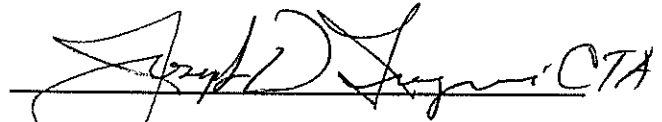
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**MUNICIPAL CERTIFICATION OF TAXABLE PROPERTY AS OF OCTOBER 1, 2011**

Certification is hereby made that the Net Valuation Taxable of property liable to taxation for the tax year 2012 and filed with the County Board of Taxation on January 10, 2012 in accordance

with the requirement of N.J.S.A. 54:4-35, was in the amount of \$. ~~105,536,509~~ 105,879,775

  
SIGNATURE OF TAX ASSESSOR

Borough of Folsom

MUNICIPALITY

Atlantic

COUNTY

NOTE THAT A TRIAL BALANCE IS REQUIRED AND NOT A BALANCE SHEET

**POST CLOSING  
TRIAL BALANCE - CURRENT FUND  
AS AT DECEMBER 31, 2011**

*Cash Liabilities Must Be Subtotalled and Subtotal Must Be Marked With "C" -- Taxes Receivable Must Be Subtotalled*

Title of Account	Debit	Credit
CASH & INVESTEMENTS	664,253.02	
DUE FROM STATE OF NEW JERSEY FOR VETERANS AND SENIOR CITIZENS	1,151.71	
TAXES RECEIVABLE		
PRIOR 6.51		
CURRENT 124,480.70		
SUBTOTAL TAXES RECEIVABLE	124,487.21	
TAX TITLE LIENS	219,363.82	
FORECLOSED PROPERTY	216,977.00	
PROPERTY DEEDED	112,700.00	
REVENUE ACCOUNTS RECEIVABLE	10,708.59	
INTERFUNDS:		
DUE FROM GENERAL CAPITAL	0.00	
DUE FROM DOG LICENSE FUND	0.00	
DUE FROM OTHER TRUST FUND	0.00	
DUE FROM GRANT FUND	43,784.68	
DEFERRED CHARGES:		
EMERGENCY AUTHROZIATION	0.00	
SPECIAL EMERGENCY NJS 40A4-53	0.00	
SPEICAL EMERGENCY NJS 40A4-44	0.00	
OVEREXPENDITURE OF APPROPRIATIONS	0.00	
OVEREXPENDITURE OF APPROPRIATION		
RESERVES	0.00	
DEFERRED SCHOOL TAXES		
LOCALS CHOOOL	871,162.00	
REGIONAL HIGH SCHOOL	0.00	
SUBTOTAL	2,264,588.03	0.00

(Do not crowd - add additional sheets)

NOTE THAT A TRIAL BALANCE IS REQUIRED AND NOT A BALANCE SHEET

**POST CLOSING  
TRIAL BALANCE - CURRENT FUND (CONT'D)**  
AS AT DECEMBER 31, 2011

*Cash Liabilities Must Be Subtotalled and Subtotal Must Be Marked With "C" -- Taxes Receivable Must Be Subtotalled*

Title of Account	Debit	Credit
APPROPRIATION RESERVES		70,735.84
PREPAID TAXES		33,099.94
OVERPAID TAXES		756.70
DUE TO STATE OF NEW JERSEY FOR VETERANS AND SENIOR CITIZENS		0.00
LOCAL SCHOOL TAX PAYABLE		0.00
REGIONAL HIGH SCHOOL TAX PAYABLE		0.00
DUE COUNTY - ADDED AND OMITTED		0.00
INTERFUNDS:		
DUE TO GRANT FUND		0.00
DUE TO GENERAL CAPITAL FUND		0.00
DUE TO TRUST OTHER		0.00
OTHER LIABILITIES:		
SPECIAL EMERGENCY NOTE PAYABLE		0.00
ENCUMBRANCES PAYABLE		31,764.54
RESERVES:		
JIF SAFETY MONEY		1,092.97
RESERVE FOR STATE AID PAYMENTS		0.00
LANDSALE DEPOSITS		0.00
MARRIAGE LICENSE PAYABLE		50.00
TOTAL CASH LIABILITIES		137,499.99 "C"
RESERVE FOR RECEIVABLES		728,021.30
DEFERRED LOCAL SCHOOL TAX PAYABLE		871,162.00
DEFER REGIONAL HIGH SCHOOL TAX PAYABLE		0.00
FUND BALANCE		527,904.74
TOTALS	2,264,588.03	2,264,588.03

(Do not crowd - add additional sheets)







**POST CLOING  
TRIAL BALANCE - TRUST FUNDS  
(Assessment Section Must be Separately Stated)**

AS AT DECEMBER 31, 2011

Title of Account	Debit	Credit
<b>DOG LICENSE TRUST FUND:</b>		
CASH & INVESTMENTS	1,250.80	
DUE FROM CURRENT FUND		
DUE TO STATE OF NJ - FEES		0.00
RESERVE FOR DOG FUND EXPENDITURES		1,250.80
PREPAID DOG LICENSES		
<b>TOTALS</b>	<b>1,250.80</b>	<b>1,250.80</b>
<b>OTHER TRUSTS:</b>		
CASH-TREASURER	120,143.62	
INVESTMENTS - LOSAP	57,532.25	
DUE TO/FROM CURRENT FUND		5,950.45
DUE TO STATE OF NEW JERSEY - DCA FEES		958.55
SMALL CITIES LOANS RECEIVABLE	126,826.00	
RESERVE FOR LOSAP		57,532.25
RESERVE FOR UNEMPLOYMENT TRUST		14,312.90
RESERVE FOR DEVELOPER'S ESCROW		9,906.90
RESERVE FOR TAX TITLE LIEN REDEMPTION		0.00
RESERVE FOR TTL PREMIUMS		2,900.00
RESERVE FOR PAYROLL TAX WITHHOLDING		36.85
RESERVE FOR SMALL CITIES REVOLVING FUND		204,096.97
RESERVE FOR COMMUNITY EVENTS		8,807.00
<b>TOTALS</b>	<b>304,501.87</b>	<b>304,501.87</b>
<b>PAGE TOTALS</b>	<b>305,752.67</b>	<b>305,752.67</b>

(Do not crowd - add additional sheets)

# MUNICIPAL PUBLIC DEFENDER CERTIFICATION

Public Law 1998, C.256

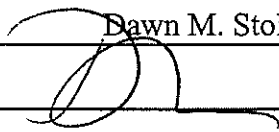
Municipal Public Defender Expended Prior Year 2010:..... \$  
(2) \$  $\frac{\quad}{\quad} \times \quad 25\%$

Municipal Public Defender Trust Cash Balance December 31, 2011..... \$

Note: If the amount of money in a dedicated fund established pursuant to this section exceeds by more than 25% the amount which the municipality expended during the prior year providing the services of a municipal public defender, the amount in excess of the amount expended shall be forwarded to the Criminal Disposition and Review collection Fund administered by the Victims of Crime Compensation Board.

Amount in excess of the amount expended:  $3 - (1 + 2) = \dots\dots\dots$  \$ \_\_\_\_\_

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

Chief Financial Officer: Dawn M. Stollenwerk  
Signature:   
Certificate #: N0470  
Date: 2-1-12

## Schedule of Trust Fund Deposits and Reserves

Purpose	<u>Amount Dec.</u> <u>31, 2010 Per</u> <u>Audit Report</u>	<u>Receipts</u>	<u>Disbursements</u>	<u>Balance as at</u> <u>Dec. 31, 2011</u>
1. _____	\$ _____	\$ _____	\$ _____	\$ _____
2. <u>Construction Official</u>	1,766.29	45,793.00	40,650.29	6,909.00
3. <u>Dog Trust</u>	1,259.40	1,685.76 #	1,694.36	1,250.80
4. <u>Escrow</u>	19,005.20	18,182.80	27,281.10	9,906.90
5. _____				
6. <u>Payroll</u>	-0.17	328,104.68	328,067.66	36.85
7. <u>TTL</u>	9,400.00	50,598.32	57,098.32	2,900.00
8. <u>Unemployment Trust</u>	13,576.69	736.21	0.00	14,312.90
9. <u>Small Cities Trust</u>	203,957.02	140.43	0.48	204,096.97
10. <u>Community Events</u>	11,692.00	20.62	2,905.62	8,807.00
11. <u>LOSAP</u>	54,234.86	3,297.39	0.00	57,532.25
12. _____				
13. _____				
14. _____				
15. _____				
16. _____				
17. _____				
18. _____				
19. _____				
20. _____				
21. _____				
22. _____				
23. _____				
24. _____				
25. _____				
26. _____				
27. _____				
28. _____				
29. _____				
30. _____				
<b>Totals:</b>	\$ 314,891.29	\$ 448,559.21	\$ 457,697.83	\$ 305,752.67















**\*LOCAL DISTRICT SCHOOL TAX**

	Debit	Credit
Balance January 1, 2011	XXXXXXXXXX	XXXXXXXXXX
School Tax Payable # 85001-00	XXXXXXXXXX	354,318.01
School Tax Deferred (Not in excess of 50% of Levy - 2010-2011 85002-00	XXXXXXXXXX	500,000.00
Levy School Year July 1, 2011 - June 30, 2012	XXXXXXXXXX	1,742,324.00
Levy Calendar Year 2011	XXXXXXXXXX	
Paid	1,725,480.01	XXXXXXXXXX
Balance December 31, 2011	XXXXXXXXXX	XXXXXXXXXX
School Tax Payable # 85003-00	0.00	XXXXXXXXXX
School Tax Deferred (Not in excess of 50% of Levy - 2011-2012 85004-00	871,162.00	XXXXXXXXXX
*Not including Type 1 school debt service, emergency authorizations-schools, transfer to Board of Education for use of local schools.	2,596,642.01	2,596,642.01

# Must include unpaid requisitions

**MUNICIPAL OPEN SPACE TAX**

	Debit	Credit
Balance January 1, 2004 85045-00	XXXXXXXXXX	
2004 Levy 81105-00	XXXXXXXXXX	
Interest Earned	XXXXXXXXXX	
Expenditures		XXXXXXXXXX
Balance December 31, 2004 85046-00		XXXXXXXXXX



## COUNTY TAXES PAYABLE

	Debit	Credit
Balance January 1, 2011	XXXXXXXXXX	XXXXXXXXXX
County Taxes	XXXXXXXXXX	0.00
Due County for Added and Omitted Taxes	XXXXXXXXXX	0.00
2011 Levy	XXXXXXXXXX	XXXXXXXXXX
General County	XXXXXXXXXX	579,805.92
County Library	XXXXXXXXXX	57,589.50
County Health	XXXXXXXXXX	35,361.32
County Open Space Preservation	XXXXXXXXXX	9,456.17
Due County for Added and Omitted Taxes	XXXXXXXXXX	212.99
Paid	682,425.90	XXXXXXXXXX
Balance December 31, 2011	XXXXXXXXXX	XXXXXXXXXX
County Taxes	0.00	XXXXXXXXXX
Due County for Added & Omitted Taxes	0.00	XXXXXXXXXX
	682,425.90	682,425.90

## SPECIAL DISTRICT TAXES

	Debit	Credit
Balance January 1, 2011 <span style="float: right;">80003-06</span>	XXXXXXXXXX	
2011 Levy: (List Each Type of District Tax Separately - see Footnote)	XXXXXXXXXX	XXXXXXXXXX
Fire - <span style="float: right;">81108-00</span>	XXXXXXXXXX	XXXXXXXXXX
Sewer - <span style="float: right;">81111-00</span>	XXXXXXXXXX	XXXXXXXXXX
Water - <span style="float: right;">81112-00</span>	XXXXXXXXXX	XXXXXXXXXX
Garbage - <span style="float: right;">81109-00</span>	XXXXXXXXXX	XXXXXXXXXX
	XXXXXXXXXX	XXXXXXXXXX
	XXXXXXXXXX	XXXXXXXXXX
	XXXXXXXXXX	XXXXXXXXXX
Total 2011 Levy <span style="float: right;">80003-07</span>	XXXXXXXXXX	
Paid <span style="float: right;">80003-08</span>		XXXXXXXXXX
Balance December 31, 2011 <span style="float: right;">80003-09</span>		XXXXXXXXXX

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

**STATE LIBRARY AID**

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

		Debit	Credit
Balance January 1, 2011	80004-01	XXXXXXXXXX	
State Aid Library Aid Received in 2011	80004-02	XXXXXXXXXX	
Expended	80004-09		XXXXXXXXXX
Balance December 31, 2011	80004-10		

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

		Debit	Credit
Balance January 1, 2011	80004-03	XXXXXXXXXX	
State Aid Library Aid Received in 2011	80004-04	XXXXXXXXXX	
Expended	80004-11		XXXXXXXXXX
Balance December 31, 2011	80004-12		

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

		Debit	Credit
Balance January 1, 2011	80004-05	XXXXXXXXXX	
State Aid Library Aid Received in 2011	80004-06	XXXXXXXXXX	
Expended	80004-13		XXXXXXXXXX
Balance December 31, 2011	80004-14		

**RESERVE FOR LIBRARY SERVICES WITH FEDERAL AID**

		Debit	Credit
Balance January 1, 2011	80004-07	XXXXXXXXXX	
State Aid Library Aid Received in 2011	80004-08	XXXXXXXXXX	
Expended	80004-15		XXXXXXXXXX
Balance December 31, 2011	80004-16		

## STATEMENT OF GENERAL BUDGET REVENUES 2011

Source	Budget -01	Realized -02	Excess or Deficit* -03
Surplus Anticipated 80101-	75,000.00	75,000.00	0.00
Surplus Anticipated with Prior Written Consent of Director of Local Government 80102-			0.00
Miscellaneous Revenue Anticipated:	xxxxxxxxxx	xxxxxxxxxx	xxxxxxxxxx
Adopted Budget	405,082.77	452,924.88	47,842.11
Added by N.J.S.40A:4-87: (List on 17a)	xxxxxxxxxx	xxxxxxxxxx	xxxxxxxxxx
	4,948.83	4,948.83	0.00
<b>Total Miscellaneous Revenue Anticipated 80103-</b>	<b>410,031.60</b>	<b>457,873.71</b>	<b>47,842.11</b>
Receipts from Delinquent Taxes 80104-	110,000.00	112,750.88	2,750.88
Amount to be Raised by Taxation:	xxxxxxxxxx	xxxxxxxxxx	xxxxxxxxxx
(a) Local Tax for Municipal Purpopses 80105-	588,016.91	xxxxxxxxxx	xxxxxxxxxx
(b) Addition to Local District School Ta 80106-	0.00	xxxxxxxxxx	xxxxxxxxxx
<b>Total Amount to be Raised by Taxatioi 80107</b>	<b>588,016.91</b>	<b>630,653.78</b>	<b>42,636.87</b>
	<b>1,183,048.51</b>	<b>1,276,278.37</b>	<b>93,229.86</b>

## ALLOCATION OF CURRENT TAX COLLECTIONS

	Debit	Credit
Current Taxes Realized in Cash (Total of Item 10 or 14 on Sheet 22) 80108-00	xxxxxxxxxx	2,867,155.77
Amount to be Raised by Taxation	xxxxxxxxxx	xxxxxxxxxx
Local District School Tax 80109-00	1,742,324.00	xxxxxxxxxx
Regional School Tax 80119-00	0.00	xxxxxxxxxx
Regional High School Tax 80110-00	0.00	xxxxxxxxxx
County Taxes 80111-00	682,212.91	xxxxxxxxxx
Due County for Added and Omitted Taxes 80112-00	212.99	xxxxxxxxxx
Special District Taxes 80113-00	0.00	xxxxxxxxxx
Municipal Open Space Tax 80120-00	0.00	xxxxxxxxxx
Reserve for Uncollected Taxes 80114-00	xxxxxxxxxx	188,247.91
Deficit in Required Collection of Current Taxes (or 80115-00	xxxxxxxxxx	0.00
Balance for Support of Municipal Budget (or) 80116-00	630,653.78	xxxxxxxxxx
*Excess Non-Budget Revenue (see footnote) 80117-00		xxxxxxxxxx
*Deficit Non-Budget Revenue (see footnote) 80118-00	xxxxxxxxxx	
	<b>3,055,403.68</b>	<b>3,055,403.68</b>

\*These items are applicable only when there is no "Amount to be Raised by Taxation" in the "Budget" column of the statement at the top of this sheet. In such instances, any excess or deficit in the above allocation would apply to "Non-Budget Revenue" only.



**STATEMENT OF GENERAL BUDGET APPROPRIATIONS 2011**

2011 Budget as Adopted	80012-01	1,178,099.68
2011 Budget - Added by N.J.S.40A:4-87	80012-02	4,948.83
Appropriated for 2011 Budget Statement Item 9	80012-03	1,183,048.51
Appropriated for 2011 by Emergency Appropriation (Budget Statement Item 9)	80012-04	0.00
<b>Total General Appropriations (Budget Statement Item 9)</b>	<b>80012-05</b>	<b>1,183,048.51</b>
Add: Overexpenditures (see footnote)	80012-06	0.00
<b>Total Appropriations and Overexpenditures</b>	<b>80012-07</b>	<b>1,183,048.51</b>
Deduct Expenditures:		
Paid or Charged [Budget Statement Item (L)]	80012-08	924,064.76
Paid or Charged - Reserve for Uncollected Taxes	80012-09	188,247.91
Reserved	80012-10	70,735.84
<b>Total Expenditures</b>	<b>80012-11</b>	<b>1,183,048.51</b>
Unexpended Balances Canceled (see footnote)	80012-12	0.00

**FOOTNOTES - RE: OVEREXPENDITURES:**

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

**RE: UNEXPENDED BALANCES CANCELED:**

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

**SCHEDULE OF EMERGENCY APPROPRIATIONS FOR LOCAL  
DISTRICT SCHOOL PURPOSES  
(EXCEPT FOR TYPE I SCHOOL DEBT SERVICE)**

2011 Authorizations		
N.J.S. 40A:4-46 (After adoption of Budget)		
N.J.S. 40A:4-20 (Prior to adoption of Budget)		
<b>Total Authorizations:</b>		
Deduct Expenditures:		
Paid or Charged		
Reserved		
<b>Total Expenditures</b>		

# RESULTS OF 2011 OPERATION

## CURRENT FUND

		Debit	Credit
Excess of anticipated Revenues:		xxxxxxxxxx	xxxxxxxxxx
Miscellaneous Revenues Anticipated	80013-01	xxxxxxxxxx	47,842.11
Delinquent Tax Collections	80013-02	xxxxxxxxxx	2,750.88
		xxxxxxxxxx	
Required Collection of Current Taxes	80013-03	xxxxxxxxxx	42,636.87
Unexpended Balances of 2011 Budget Appropriations	80013-04	xxxxxxxxxx	0.00
Miscellaneous Revenue Not Anticipated	81113-	xxxxxxxxxx	23,328.39
Miscellaneous Revenue Not Anticipated: Proceeds of Sale of Foreclosed Property (Sheet 27)	81114-	xxxxxxxxxx	0.00
Payment in Lieu of Taxes on Real Property	81120-	xxxxxxxxxx	7,530.65
Sale of Municipal Assets		xxxxxxxxxx	7,101.66
Unexpended Balances of 2010 Appropriation Reserves	80013-05	xxxxxxxxxx	41,500.74
Prior Year Interfunds Returned in 2011	80013-06	xxxxxxxxxx	25,705.85
		xxxxxxxxxx	
Cancel Grant Local Match		xxxxxxxxxx	181.99
Cancel Reserve for Sale of Assets		xxxxxxxxxx	0.00
Deferred School Tax Revenue: (See School Taxes, Sheets 13 & 14)		xxxxxxxxxx	xxxxxxxxxx
Balance January 1, 2011	80013-07	500,000.00	xxxxxxxxxx
December 31, 2011	80013-08	xxxxxxxxxx	871,162.00
Deficit in Anticipated Revenues:		xxxxxxxxxx	xxxxxxxxxx
Miscellaneous Revenues Anticipated	80013-09	0.00	xxxxxxxxxx
Delinquent Tax Collections	80013-10	0.00	xxxxxxxxxx
			xxxxxxxxxx
Required Collection of Current Taxes	80013-11	0.00	xxxxxxxxxx
Interfund Advances Originating in 2011	80013-12	43,784.68	xxxxxxxxxx
Prior Year Senoir Citizens Deductions		0.00	xxxxxxxxxx
Prior Year Revenues Refunded		0.00	xxxxxxxxxx
			xxxxxxxxxx
			xxxxxxxxxx
Deficit Balance - To Trial Balance (Sheet 3)	80013-13	xxxxxxxxxx	
Surplus Balance - To Surplus (Sheet 21)	80013-14	525,956.46	xxxxxxxxxx
		1,069,741.14	1,069,741.14



**SURPLUS - CURRENT FUND  
YEAR 2011**

		Debit	Credit
1. Balance January 1, 2011	80014-01	xxxxxxxxxxx	76,948.28
2.		xxxxxxxxxxx	
3. Excess Resulting from 2011 Operations	80014-02	xxxxxxxxxxx	525,956.46
4. Amount Appropriated in the 2011 Budget - Cash	80014-03	75,000.00	xxxxxxxxxxx
5. Amount Appropriated in 2001 Budget - with Prior Written Consent of Director of Local Government Services	80014-04	0.00	xxxxxxxxxxx
6.			xxxxxxxxxxx
7.. Balance December 31, 2011	80014-05	527,904.74	xxxxxxxxxxx
		602,904.74	602,904.74

**ANALYSIS OF BALANCE DECEMBER 31, 2011  
(FROM CURRENT FUND - TRIAL BALANCE)**

Cash	80014-06		664,253.02
Investments	80014-07		0.00
Sub-Total			664,253.02
Deduct Cash Liabilities Marked with "C" on Trial Balance	80014-08		137,499.99
Cash Surplus	80014-09		526,753.03
Deficit in Cash Surplus	80014-10		
Other Assets Pledged to Surplus:*			
(1) Due from State of NJ Senior Citizens and Veterans Deduction	80014-16	1,151.71	
Deferred Charges #	80014-12	0.00	
Cash Deficit #	80014-13		
Total Other Assets	80014-14		1,151.71
*IN THE CASE OF A "DEFICIT IN CASH SURPLUS", "OTHER ASSETS	80014-15		527,904.74

WOULD ALSO BE PLEDGED TO CASH LIABILITIES  
# MAY NOT BE ANTICIPATED AS NON-CASH SURPLUS IN 2011 BUDGET  
(1) MAY BE ALLOWED UNDER CERTAIN CONDITIONS

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

**(FOR MUNICIPALITIES ONLY)**  
**CURRENT TAXES - 2011 LEVY**

1. Amount of Levy as per Duplicate (Analysis) #	82101-00	\$	<u>3,013,441.01</u>
or			
(Abstract of Ratables)	82113-00	\$	<u>                    </u>
2. Amount of Levy Special District Taxes	82102-00	\$	<u>                    </u>
3. Amount Levied for Omitted Taxes under N.J.S.A 54:4-63.12 et. Seq.	82103-00	\$	<u>                    0.00</u>
4. Amount Levied for Added Taxes under N.J.S.A 54:4-63.1 et.seq.	82104-00	\$	<u>                    938.46</u>
5a. Subtotal 2011 Levy		\$	<u>          3,014,379.47</u>
5b. Reductions due to tax appeals**		\$	<u>                            </u>
5c. Total 2011 Tax Levy	82106-00		<u>          3,014,379.47</u>
6. Transferred to Tax Title Liens	82107-00	\$	<u>          17,838.73</u>
7. Transferred to Foreclosed Property	82108-00	\$	<u>                    0.00</u>
8. Remitted, Abated or Canceled	82109-00	\$	<u>          4,904.27</u>
9. Discount Allowed	82110-00	\$	<u>                    0.00</u>
10. Collected in Cash: In 2010	82121-00	\$	<u>          24,994.79</u>
In 2011*	82122-00	\$	<u>          2,816,410.98</u>
R.E.A.P Revenue		\$	<u>                    0.00</u>
State's Share of 2011 Senior Citizens and Veterans Deductions Allowed	82123-00	\$	<u>          25,750.00</u>
Total to Line 14	82111-00	\$	<u>          2,867,155.77</u>
11. Total Credits		\$	<u>          2,889,898.77</u>
12. Amount Outstanding December 31, 2011	83120-00	\$	<u>          124,480.70</u>
13. Percentage of Cash Collections to Total 2011 Levy, (Item 10 divided by Item 5c) is			<u>                    95.12%</u>
	82112-00		

*Note: If municipality conducted Accelerated Tax Sale or Tax Levy Sale check here [ ] & complete sheet 22a.*

14. Calculation of Current Taxes Realized in Cash:

Total of Line 10	\$	<u>          2,867,155.77</u>
Less: Reserve for Tax Appeals Pending State Division of Tax Appeals	\$	<u>                    0.00</u>
To Current Taxes Realized in Cash (Sheet 17)	\$	<u>          2,867,155.77</u>

Note A: In showing the above percentage the following should be noted:  
Where Item 5 shows \$1,5000,000.00 and Item 10 shows \$1,049,977.50,  
the percentage represented by the cash collections would be  
\$1,049.977.50 + \$1,5000,000, or .699985. The correct percentage to  
be shown as Item 13 is 69.99% and not 70.00%, nor 69.999%

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

\* Include overpayments applied as part of 2011 collections

\*\* Tax appeals pursuant to R.S. 54:3-21 et seq and/or R.S. 54:48-1 et seq approved by resolution of the governing  
body prior to introduction of municipal budget.

**ACCELERATED TAX SALE/TAX LEVY SALE - CHAPTER 99**

**To Calculated Underlying Tax Collection Rate for 2001**

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

**(1) Utilizing Accelerated Tax Sale**

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

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

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

Line 5c (sheet 22) Total 2001 Tax Levy .....\$ \_\_\_\_\_

Percentage of Collection Excluding Accelerated Tax Sale Proceeds  
(Net Cash Collected divided by Item 5c) is ..... \$ \_\_\_\_\_ %

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**(2) Utilizing Tax Levy Sale**

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

LESS: Proceeds from Tax Levy Sale (excluding premium) .....\$ \_\_\_\_\_

**Net Cash Collected** ..... \$ \_\_\_\_\_

Line 5c (sheet 22) Total 2001 Levy .....\$ \_\_\_\_\_

Percentage of Collection Excluding Tax Levy Sale Proceeds  
(Net Cash Collected divided by item 5c) is ..... \$ \_\_\_\_\_ %

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

	Debit	Credit
1. Balance January 1, 2011	XXXXXXXXXX	XXXXXXXXXX
Due From State of New Jersey	901.71	XXXXXXXXXX
Due To State of New Jersey	XXXXXXXXXX	
2. Sr. Citizens Deductions Per Tax Billings	5,500.00	XXXXXXXXXX
3. Veterans Deductions Per Tax Billings	19,750.00	XXXXXXXXXX
4. Sr. Citizens Deductions Allowed By Tax Collector	1,250.00	XXXXXXXXXX
5.		
6.	XXXXXXXXXX	
7. Sr. Citizens Deductions Disallowed by Tax Collector	XXXXXXXXXX	750.00
8. Sr. Citizens Deductions Disallowed by Tax Collector 2010 Taxes	XXXXXXXXXX	0.00
9. Received in Cash from State	XXXXXXXXXX	25,500.00
10.		
11.		
12. Balance December 31, 2011	XXXXXXXXXX	XXXXXXXXXX
Due From State of New Jersey	XXXXXXXXXX	1,151.71
Due To State of New Jersey		XXXXXXXXXX
	27,401.71	27,401.71

Calculation of Amount to be included on Sheet 22, Item 10-  
2011 Senior Citizens and Veterans Deductions Allowed

Line 2	5,500.00	
Line 3	19,750.00	
Line 4	1,250.00	
Sub-Total	26,500.00	
Less: Line 7	750.00	
To Item 10, Sheet 22	25,750.00	

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

		Debit	Credit
Balance January 1, 2011		XXXXXXXXXX	
Taxes Pending Appeals		XXXXXXXXXX	XXXXXXXXXX
Interest Earned on Taxes Pending Appeals			XXXXXXXXXX
Contested Amount of 2011 Taxes Collected which are Pending State Appeal (Item 14, Sheet 22)		XXXXXXXXXX	
Interest Earned on Taxes Pending State Appeals Appeals		XXXXXXXXXX	
Cash Paid to Appelants (Including 5% Interest from Date of Payment) Closed to Results of Operations (Portion of Appeal won by Municipality, including Interest)			XXXXXXXXXX
Balance December 31, 2011			XXXXXXXXXX
Taxes Pending Appeals*		XXXXXXXXXX	XXXXXXXXXX
Interest Earned on Taxes Pending Appeals		XXXXXXXXXX	XXXXXXXXXX

\*Includes State Tax Court and County Board of Taxation  
Appeals Not Adjusted by December 31, 2011

Bert Cappuccino  
Signature of Tax Collector

756  
License #

1/23/12  
Date

**COMPUTATION OF APPROPRIATION:  
RESERVE FOR UNCOLLECTED TAXES AND  
AMOUNT TO BE RAISED BY TAXATION  
IN 2012 MUNICIPAL BUDGET**

	Year 2012	Year 2011
1. Total General Appropriations for 2012 Municipal Budget Statement Item 8 (L) (Exclusive of Reserve for Uncollected Taxes) 80015-	989,851.77	XXXXXXXXXX
Actual 80016-		1,742,324.00
2. Local District School Tax	1,728,638.00	XXXXXXXXXX
Estimate ** 80017-		
Actual 80025-		
3. Regional School District Tax		XXXXXXXXXX
Estimate ** 80026-		
4. Regional High School Tax - School Budget		0.00
Actual 80018-		
Estimate ** 80019-		XXXXXXXXXX
5. County Tax		682,212.91
Actual 80020-		
Estimate ** 80021-	695,311.59	XXXXXXXXXX
6. Special District Taxes		
Actual 80022-		
Estimate ** 80023-		XXXXXXXXXX
Actual 80027-		
7. Municipal Open Space Tax		XXXXXXXXXX
Estimate ** 80028-		
8. Total General Appropriations & other Taxes 80024-01	3,413,801.36	
9. Less: Total Anticipated Revenues for 2012 in Municipal Budget (Item 5) 80024-02	590,082.77	
10. Cash Required from 2012 Taxes to Support Local Municipal Budget and Other Taxes 80024-03	2,823,718.59	
11. Amount of Item 10 Divided by 93.75% Equals Amount to be Raised by Taxation (Percentage used must not exceed the applicable percentage shown by Item 13, Sheet 22) 80024-05	3,011,966.50	
<u>Analysis of Item 11:</u>		<p>* May not be stated in an amount less than 'actual' Tax of year 2011</p> <p>** Must be stated in the amount of the proposed budget submitted by the Local Board of Education to the Commissioner of Education on January 15, 2012 (Chap. 136, P.L. 1978). Consideration must be given to calendar year calculation.</p>
Local District School Tax (Amount Shown on Line 2 Above)	1,728,638.00	
Regional School District Tax (Amount Shown on Line 3 Above)		
Regional High School Tax (Amount Shown on Line 4 Above)	0.00	
County Tax (Amount Shown on Line 5 Above)	695,311.59	
Special District Tax (Amount Shown on Line 6 Above)		
Municipal Open Space Tax (Amount Shown on Line 7 Above)		
Tax in Local Municipal Budget	588,016.91	
Total Amount (see Line 11)	3,011,966.50	
12. Appropriation: Reserve for Uncollected Taxes Budget Statement, Item 8 (M) (Item 11, Less Item 10) 80024-06	188,247.91	
<u>Computation of "Tax in Local Municipal Budget"</u>		<p>Note: The amount of anticipated revenues (Item 9) may never exceed the total of Items 1 and 12</p>
Item 1 - Total General Appropriations	989,851.77	
Item 12 - Appropriations: Reserve for Uncollected Taxes	188,247.91	
Sub-Total	1,178,099.68	
Less: Item 9 - Total Anticipated Revenues	590,082.77	
Amount to be Raised by Taxation in Municipal Budget 80024-07	588,016.91	

## ACCELERATED TAX SALE - CHAPTER 99

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

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

<b>A. Reserve for Uncollected Taxes (sheet 25, Item 12)</b>		\$ _____
<b>B. Reserve for Uncollected Taxes Exclusion:</b> Outstanding Balance of Delinquent Taxes (sheet 26, Item 14A) x % of collection (Item 16)	\$	_____
<b>C. <i>TIMES</i> : % of increase of Amount to be Raised by Taxes over Prior Year</b> [(2012 Estimated Total Levy - 2011 Total Levy)/2011 Total Levy]	_____	%
<b>D. Reserve for Uncollected Taxes Exclusion Amount</b> [(B x C) + B]	\$	_____
<b>E. Net Reserve for Uncollected Taxes Appropriation in Current Budget</b> (A-D)	\$	_____
<b>2012 Reserve for Uncollected Taxes Appropriation Calculation (Actual)</b>		
<b>1. Subtotal General Appropriations (item 8(L) budget sheet 29)</b>	\$	_____
<b>2. Taxes not Included in the Budget (AFS 25, items 2 thru 7)</b>	\$	_____
<b>Total</b>	\$	_____
<b>3. Less: Anticipated Revenues (item 5, budget sheet 11)</b>	\$	_____
<b>4. Cash Required</b>	\$	_____
<b>5. Total Required at _____% (items 4+6)</b>	\$	_____
<b>6. Reserve for Uncollected Taxes (item E and above)</b>	\$	_____

## SCHEDULE OF DELINQUENT TAXES AND TAX TITLE LIENS

			Debit	Credit
1. Balance January 1, 2011			315,324.40	XXXXXXXXXX
A. Taxes	83102-00	112,309.04	XXXXXXXXXX	XXXXXXXXXX
B. Tax Title Liens	83103-00	203,015.36	XXXXXXXXXX	XXXXXXXXXX
2. Canceled			XXXXXXXXXX	XXXXXXXXXX
A. Taxes	83105-00		XXXXXXXXXX	0.00
B. Tax Title Liens	83106-00		XXXXXXXXXX	0.00
3. Transferred to Foreclosed Tax Title Liens			XXXXXXXXXX	XXXXXXXXXX
A. Taxes	83108-00		XXXXXXXXXX	
B. Tax Title Liens	83109-00		XXXXXXXXXX	1,256.37
4. Added Taxes			0.00	XXXXXXXXXX
5. Added Tax Title Liens			0.00	XXXXXXXXXX
6. Adjustments between Taxes (Other than current year) and Tax Title Liens			XXXXXXXXXX	XXXXXXXXXX
A. Taxes - Transfers to Tax Title Liens	83104-00		XXXXXXXXXX	(1) 906.23
B. Tax Title Liens - Transfers from Taxes	83107-00		(1) 906.23	XXXXXXXXXX
7. Balance Before Cash Payments				314,068.03
8. Totals			316,230.63	316,230.63
9. Balance Brought Down			314,068.03	XXXXXXXXXX
10. Collected:			XXXXXXXXXX	112,750.88
A. Taxes	83116-00	111,396.30	XXXXXXXXXX	XXXXXXXXXX
B. Tax Title Liens	83117-00	1,354.58	XXXXXXXXXX	XXXXXXXXXX
11. Interest and Costs - 2011 Tax Sale			214.45	XXXXXXXXXX
12. 2011 Taxes Transferred to Liens			17,838.73	XXXXXXXXXX
13. 2011 Taxes			124,480.70	XXXXXXXXXX
14. Balance December 31, 2011			XXXXXXXXXX	343,851.03
A. Taxes	83121-00	124,487.21	XXXXXXXXXX	XXXXXXXXXX
B. Tax Title Liens	83122-00	219,363.82	XXXXXXXXXX	XXXXXXXXXX
15. Totals			456,601.91	456,601.91

16. Percentage of Cash Collections to Adjusted Amount Outstanding  
(Item No. 10 divided by Item No. 9 is 35.90%)

17. Item No. 14 multiplied by percentage shown above is \$ 123,443.02 and represents  
the maximum amount that may be anticipated in 2008. 83125-00

(See Note A on Sheet 22 - Current Taxes)

(1) These amount will always be the same

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

		Debit	Credit
1. Balance January 1, 2011	84101-00	213,377.00	XXXXXXXXXX
2. Foreclosed or Deeded in 2011		XXXXXXXXXX	XXXXXXXXXX
3. Tax Title Liens	84103-00	1,256.37	XXXXXXXXXX
4. Taxes Receivable	84104-00	0.00	XXXXXXXXXX
5A.	84102-00		XXXXXXXXXX
5B.	84105-00	XXXXXXXXXX	
6. Adjustment to Assessed Valuation	84106-00	2,343.63	XXXXXXXXXX
7. Adjustment to Assessed Valuation	84107-00	XXXXXXXXXX	
8. Sales		XXXXXXXXXX	XXXXXXXXXX
9. Cash*	84109-00	XXXXXXXXXX	0.00
10. Contract	84110-00	XXXXXXXXXX	0.00
11. Mortgage	84111-00	XXXXXXXXXX	0.00
12. Loss on Sales	84112-00	XXXXXXXXXX	0.00
13. Gain on Sales	84113-00	0.00	XXXXXXXXXX
14. Balance December 31, 2011	84114-00	XXXXXXXXXX	216,977.00
		216,977.00	216,977.00

**CONTRACT SALES**

		Debit	Credit
15. Balance January 1, 2011	84115-00		XXXXXXXXXX
16. 2010 Sales from Foreclosed Property	84116-00		XXXXXXXXXX
17. Collected *	84117-00	XXXXXXXXXX	
18.	84118-00	XXXXXXXXXX	
19. Balance December 31, 2011	84119-00	XXXXXXXXXX	

**MORTGAGE SALES**

		Debit	Credit
20. Balance January 1, 2011	84120-00		XXXXXXXXXX
21. 2011 Sales from Foreclosed Property	84121-00		XXXXXXXXXX
22. Collected*	84122-00	XXXXXXXXXX	
23.	84123-00	XXXXXXXXXX	
24. Balance December 31, 2011	84124-00	XXXXXXXXXX	

Analysis of Sale of Property: \$ 0.00

\*Total Cash Collected in 2011 (84125-00)

Realized in 2011 Budget 0.00

To Results of Operation (Sheet 19) 0.00

**DEFERRED CHARGES**  
**- MANDATORY CHARGES ONLY -**  
**CURRENT, TRUST, AND GENERAL CAPITAL FUNDS**  
 (Do not include the emergency authorizations pursuant to N.J.S. 40A:4-55,  
 N.J.S. 40A:4-55.1 or N.J.S.40A:4-55.13 listed on Sheets 29 and 30.)

<u>Caused By</u>	Amount Dec.31, 2010 per Audit <u>Report</u>	Amount in 2011 <u>Budget</u>	Amount Resulting <u>from 2011</u>	Balance as at <u>Dec. 31, 2011</u>
1. Emergency Authorization - Municipal*	\$ _____	\$ _____	\$ _____	\$ _____ 0.00
2. Emergency Authorizations - Schools	\$ _____	\$ _____	\$ _____	\$ _____
3. _____	\$ _____	\$ _____	\$ _____	_____ 0.00
4. _____	\$ _____	\$ _____	\$ _____	_____
5. _____	\$ _____	\$ _____	\$ _____	\$ _____
6. _____	\$ _____	\$ _____	\$ _____	\$ _____
7. _____	\$ _____	\$ _____	\$ _____	\$ _____
8. _____	\$ _____	\$ _____	\$ _____	\$ _____
9. _____	\$ _____	\$ _____	\$ _____	\$ _____
10. _____	\$ _____	\$ _____	\$ _____	\$ _____

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

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

<u>Date</u>	<u>Purpose</u>	<u>Amount</u>
1. _____	_____	\$ _____
2. _____	_____	\$ _____
3. _____	_____	\$ _____
4. _____	_____	\$ _____
5. _____	_____	\$ _____

**JUDGEMENTS ENTERED AGAINST MUNICIPALITY AND NOT SATISFIED**

<u>In favor of</u>	<u>On Account of</u>	<u>Date Entered</u>	<u>Amount</u>	Appropriated for in Budget of <u>Year 2012</u>
1 _____	_____	_____	\$ _____	_____
2 _____	_____	_____	\$ _____	_____
3 _____	_____	_____	\$ _____	_____
4 _____	_____	_____	\$ _____	_____





# INSTRUCTIONS IN PREPARATION OF ANNUAL FINANCIAL STATEMENT OF 2011

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

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

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

## INDEX

- 1, 1a & 1b. Certification and Affidavit
- 1c. Municipal Budget Local Examination Certification
- 1d. Report of Federal and State Financial Assistance Expenditures of Awards
- 2. Instructions and Certification
- 3, 3a & 3b. Trial Balance - Current Fund
- 4. Trial Balance - Public Assistance Fund
- 5. Trial Balance - Federal and State Funds
- 6. & 6b Trial Balance - Trust Funds/Schedule of Trust Fund Deposits & Reserves
- 6a. Municipal Public Defender Certification -- P.L 1997, C.256
- 7. Analysis of Trust Assessment Cash and Investments Pledged to Liabilities and Surplus
- 8. Trial Balance - Capital Fund
- 9 & 9a. Cash Reconciliation
- 10. Federal and State Grants Receivable
- 11 & 11a. Appropriated Reserves for Federal and State Grants
- 12. Unappropriated Reserves for Federal and State Grants
- 13. Local District School Tax - Municipal Open Space Tax
- 14. Regional School Tax - Regional High School Tax
- 15. County Taxes Payable - Special District Taxes
- 16. Reserves for State and Federal Aid for Library Services
- 17 & 17a. General Budget Revenues
- 17. Allocation of Current Tax Collections
- 18. General Budget Appropriations
- 18. Emergency Appropriations for Local District School Purposes
- 19. Results of 2001 Operation - Current Fund
- 20. Schedule of Miscellaneous Revenues Not Anticipated
- 21. Surplus Account and Analysis of Balance
- 22. Current Tax Levy
- 22a. Accelerated Tax Sale/Tax Levy Sale Chapter 99 To Calculated Underlying Tax Collection Rate for 2011
- 23. Due from/to State of New Jersey for Senior Citizens and Veterans Deductions
- 24. Reserve for Tax Appeals Pending - N.J. Division of Tax Appeals (N.J.S.A. 54:3-37)
- 25. Municipal Budget - Computation of "Reserve for Uncollected Taxes" and "Amount to be Raised by Taxation"
- 25a. Accelerated Tax Sale - Chapter 99. Calculation to Utilize Proceeds in Current Budget as Deduction to Reserve for Uncollected Taxes Appropriation
- 26. Delinquent Taxes and Tax Title Liens
- 27. Foreclosed Property; Contact Sales; Mortgage Sales
- 28. Deferred Charges and List of Judgements-Current
- 29. Emergency- Tax Map; Revaluation; Master Plan; Revisions and Codification of Ordinance; Drainage Maps for Flood Control; Preliminary Studies, etc. for Sanitary Sewer Systems, Municipal Consolidation Act; Flood or Hurricane Damage
- 30. Emergency-Damage to Roads and Bridges by Snow, Ice, etc.; Public Exigencies Caused by Civil Disturbances
- 31. & 31a. Summary Statement of Debt Service Requirements-Municipal (or County)
- 32. Summary Statement of Debt Service Requirements-School-Type I and Current
- 33. Debt Service for Notes (Other than Assessment Notes).
- 34. & 34a Debt Service for Assessment Notes /Schedule of Capital Lease Program Obligations
- 35 & 35a. Improvement Authorizations
- 36. Capital Improvement Fund
- 37. Down Payment
- 37. Capital Improvements Authorized in 2011
- 38. General Capital Surplus, Bond Covenants
- 39. Required Information (N.J.S.A. 52:27BB-55 as amended by Chap. 211, P.L 1981)

## UTILITIES ONLY

- 40. Instructions
- 41 & 55. Trial Balance-Utility Fund
- 42 & 45. Trial Balance-Utility Assessment Trust Funds
- 43 & 57. Analysis or Utility Assessment Trust Cash and Investments Pledged to Liabilities and Surplus
- 44 & 58. Utility Revenues and Appropriations
- 45 & 59. 2001 Utility Operations
- 46 & 60. Results of Operation, Operating Surplus and Analysis
- 47 & 61. Utility Accounts Receivable; Utility Liens
- 48 & 62. Deferred Charges and List of Judgements-Utility
- 49 & 63. Summary Statement of Debt Service Requirements
- 49a & 63a. Summary Statement of Loan Requirements
- 50 & 64. Debt Service for Utility Notes (Other than Utility Assessment Notes)
- 51 & 65. Debt Service for Utility Assessment Notes
- 52 & 66. Improvement Authorizations (Utility Capital)
- 53 & 67. Capital Improvement Fund and Down Payments
- 54 & 68. Utility Capital Improvements Authorized in 2011; Utility Capital Surplus