

**TOWNSHIP OF WEST CALDWELL  
COUNTY OF ESSEX  
NEW JERSEY**

**REPORT ON  
EXAMINATION OF ACCOUNTS  
FOR THE YEAR 2011**

**SAMUEL KLEIN AND COMPANY  
CERTIFIED PUBLIC ACCOUNTANTS**

TOWNSHIP OF WEST CALDWELL  
COUNTY OF ESSEX, NEW JERSEY

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**PART II**

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**NOTES TO FINANCIAL STATEMENTS**  
**AND**  
**SUPPLEMENTARY DATA**  
**YEAR ENDED DECEMBER 31, 2011**

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## INDEPENDENT AUDITOR'S REPORT

Honorable Mayor and Members  
of the Township Council  
Township of West Caldwell  
West Caldwell, New Jersey 07006

We have audited the accompanying statutory basis financial statements of the various funds of the

### TOWNSHIP OF WEST CALDWELL COUNTY OF ESSEX

as of and for the year ended December 31, 2011, as listed in the foregoing table of contents, and for the year ended December 31, 2010. These statutory basis financial statements are the responsibility of the municipality's management. Our responsibility is to express an opinion on these financial statements based on our audit.

We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and audit requirements as prescribed by the Division of Local Government Services, Department of Community Affairs, State of New Jersey. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement. An audit includes consideration of internal control over financial reporting as a basis for designing audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Municipality's internal control over financial reporting. Accordingly, we express no such opinion. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and the significant estimates made by management, as well as evaluating the overall financial statement presentation. We believe that our audit provides a reasonable basis for our opinions.

These statutory basis financial statements have been prepared in conformity with accounting practices prescribed by the Division of Local Government Services, Department of Community Affairs, State of New Jersey which 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. These practices differ in certain respects, which in some instances may be material, from generally accepted accounting principles applicable to local government units. The more significant of these practices are described in Note 1 to the financial statements.

In our opinion, because of the Township's policy to prepare its financial statements on the basis of accounting discussed in the third paragraph of this report, the financial statements referred to above do not present fairly, in conformity with generally accepted accounting principles, the financial position of the Township of West Caldwell as of December 31, 2011 and 2010 or the results of its operations for the years then ended.

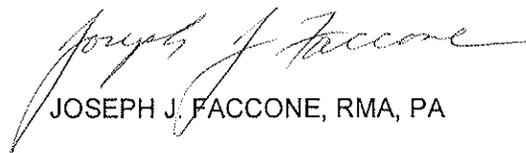
However, in our opinion, the statutory basis financial statements referred to above present fairly, in all material respects, the financial position of the Township of West Caldwell in the County of Essex, as of December 31, 2011 and December 31, 2010, and the results of operations of such funds for the years then ended, in accordance with accounting principles and practices prescribed by the Division of Local Government Services, Department of Community Affairs, State of New Jersey and described in Note 1 to the financial statements.

In accordance with *Government Auditing Standards*, we have also issued a report dated August 31, 2012 on our consideration of the Township of West Caldwell's internal control over financial reporting and our test of its compliance with certain provisions of laws, regulations, contracts, 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 the internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* and should be considered in conjunction with this report in considering the results of our audit.

Our audit was conducted for the purpose of forming an opinion on the statutory basis financial statements of the Township of West Caldwell taken as a whole. The accompanying supplementary schedules presented in the "Supplementary" sections are not required parts of the financial statements and are presented for purposes of additional analysis as required by New Jersey State Division of Local Government Services. Such information has been subjected to the auditing procedures applied in the audit of the statutory basis financial statements and, in our opinion, is fairly presented in all material respects in relation to the statutory basis financial statements taken as a whole.



SAMUEL KLEIN AND COMPANY  
CERTIFIED PUBLIC ACCOUNTANTS



JOSEPH J. FACCONI, RMA, PA

Newark, New Jersey  
August 31, 2012

TOWNSHIP OF WEST CALDWELL  
CURRENT FUND

COMPARATIVE BALANCE SHEETS

A  
Sheet #1

<u>ASSETS AND DEFERRED CHARGES</u>	<u>Ref.</u>	<u>Balance</u> <u>Dec 31, 2011</u>	<u>Balance</u> <u>Dec 31, 2010</u>
<u>Current</u>			
Cash - Checking Account - Treasurer	A-4	\$ 1,283,955.79	\$ 1,265,500.89
Cash - Checking Account - Tax Collector	A-5	2,082,452.94	1,773,914.83
Cash - Certificates of Deposit	A-6	104,228.17	103,574.59
Cash - Cash Management Funds	A-7	137,365.65	137,315.60
Change Funds	A-8	400.00	400.00
		<u>3,608,402.55</u>	<u>3,280,705.91</u>
Due from State of New Jersey per Ch. 129, P.L. 1976	A-9	3,901.55	3,258.74
		<u>3,612,304.10</u>	<u>3,283,964.65</u>
Receivables and Other Assets with Full Reserves:			
Taxes Receivable	A-10	341,495.50	531,027.53
Tax Title Liens Receivable	A-11	93,573.66	61,036.83
Property Acquired for Taxes - Assessed Valuations	A-12	15,000.00	15,000.00
Sewer Rentals Receivable	A-13	21,907.54	17,928.32
Revenue Accounts Receivable	A-14	167,023.23	159,074.34
Other Accounts Receivable	A-15	16,096.43	
Interfunds Receivable	A-16	47,605.73	155,861.06
		<u>702,702.09</u>	<u>939,928.08</u>
Deferred Charges:			
Emergency Authorization	A-18	250,000.00	
Overexpenditures of Appropriation Reserves	A-18		2,412.57
Special Emergency Authorization (N.J.S. 40A:4-53)	A-19	300,000.00	375,000.00
		<u>550,000.00</u>	<u>377,412.57</u>
		<u>4,865,006.19</u>	<u>4,601,305.30</u>
<u>Federal and State Grant Fund</u>			
Cash - Checking Account	A-4	285,804.34	248,248.92
Federal and State Grants Receivable	A-17	31,333.03	6,335.46
		<u>317,137.37</u>	<u>254,584.38</u>
		<u>\$ 5,182,143.56</u>	<u>\$ 4,855,889.68</u>

TOWNSHIP OF WEST CALDWELL  
CURRENT FUND

COMPARATIVE BALANCE SHEETS

A  
Sheet #2

<u>LIABILITIES, RESERVES AND FUND BALANCE</u>	<u>Ref.</u>	<u>Balance</u> <u>Dec. 31, 2011</u>	<u>Balance</u> <u>Dec. 31, 2010</u>
<u>Current</u>			
Appropriation Reserves:			
Encumbered	A-3,20	\$ 311,807.87	\$ 127,470.96
Unencumbered	A-3,20	542,232.36	626,963.63
Reserve for Master Plan	A-21	800.69	800.69
Reserve for Revaluation	A-22	40,685.43	109,786.43
Accounts Payable	A-23	115,898.67	8,856.15
Tax Overpayments	A-24	17,326.41	56,944.21
Sewer Rent Overpayments	A-25	602.30	411.45
Interfunds Payable	A-26	800,967.63	722,524.97
County Taxes Payable	A-27	22,284.95	46,563.12
Special Emergency Note Payable	A-29	300,000.00	375,000.00
Prepaid Taxes	A-30	197,769.39	191,327.47
Prepaid Revenue	A-31	11,832.96	10,365.79
Accumulated Revenue Unappropriated	A-32	96.17	96.17
		<u>2,362,304.83</u>	<u>2,277,111.04</u>
Reserve for Receivables and Other Assets		702,702.09	939,928.08
Fund Balance	A-1	1,799,999.27	1,384,266.18
		<u>4,865,006.19</u>	<u>4,601,305.30</u>
 <u>Federal and State Grant Fund</u>			
Accumulated Revenue Unappropriated	A-32	31,010.75	8,020.74
Federal and State Grant Programs			
Appropriated:			
Encumbered	A-33	2,171.00	3,129.00
Unencumbered	A-33	283,955.62	243,434.64
		<u>317,137.37</u>	<u>254,584.38</u>
		<u>\$ 5,182,143.56</u>	<u>\$ 4,855,889.68</u>

See accompanying notes to financial statements.

TOWNSHIP OF WEST CALDWELL  
CURRENT FUND

COMPARATIVE STATEMENTS OF OPERATIONS AND CHANGES IN FUND BALANCE

A-1

	<u>Ref.</u>	<u>Year 2011</u>	<u>Year 2010</u>
<u>Revenue and Other Income</u>			
Fund Balance Utilized	A-2	\$ 1,397,489.00	\$ 1,417,229.00
Miscellaneous Revenue Anticipated	A-2a	4,470,766.59	5,090,915.63
Receipts from Current Taxes	A-2b	48,582,059.43	47,524,953.20
Receipts from Delinquent Taxes	A-2b	520,446.93	417,283.97
Nonbudget Revenue	A-2d	165,958.17	203,200.67
Other Credits to Income:			
Unexpended Balance of Appropriation			
Reserves	A-20	366,043.76	168,695.12
Tax Overpayments Cancelled	A-24	3,576.04	23.14
		<u>55,506,339.92</u>	<u>54,822,300.73</u>
<u>Expenditures and Other Charges</u>			
Budget Appropriations:			
Operations		14,609,226.78	15,109,106.53
Capital Improvements		48,911.00	10,000.00
Debt Service		917,999.70	940,095.39
Deferred Charges		173,717.99	122,538.27
Statutory Expenditures		<u>1,451,106.00</u>	<u>1,296,225.00</u>
	A-3	17,200,961.47	17,477,965.19
Interfund Charges	A-2c	9,404.67	36,832.19
Prior Year Revenue Refund			2.00
Prior Year Deductions Disallowed			791.66
Reserve for Other Accounts Receivable	A-15	16,096.43	
Prior Year Paid Taxes Cancelled	A-24	33,971.02	94,846.01
Other Accounts Receivable Cancelled			773.81
County Taxes	A-27	10,640,638.22	10,567,348.41
Local School District Taxes	A-28	<u>26,042,046.02</u>	<u>25,661,886.16</u>
		<u>53,943,117.83</u>	<u>53,840,445.43</u>
Excess in Revenue		1,563,222.09	981,855.30
Adjustment to Income before Fund Balance:			
Expenditures Included Above Which Are by Statute			
Deferred Charges to Budget of Succeeding Year		<u>250,000.00</u>	<u>375,000.00</u>
Statutory Excess to Surplus		1,813,222.09	1,356,855.30
<u>Fund Balance</u>			
Balance January 1	A	<u>1,384,266.18</u>	<u>1,444,639.88</u>
		3,197,488.27	2,801,495.18
Decreased by:			
Utilized as Anticipated Revenue	A-2	<u>1,397,489.00</u>	<u>1,417,229.00</u>
Balance December 31	A	<u>\$ 1,799,999.27</u>	<u>\$ 1,384,266.18</u>

See accompanying notes to financial statements.



TOWNSHIP OF WEST CALDWELL  
CURRENT FUND

STATEMENT OF REVENUE (Continued)  
ANALYSIS OF MISCELLANEOUS REVENUE

A-2a

	<u>Ref.</u>	<u>Budget</u>	<u>Realized</u>	<u>Excess or (Deficit)</u>
<u>Miscellaneous Revenue</u>				
Licenses:				
Alcoholic Beverages	A-14	\$ 12,000.00	\$ 12,420.00	\$ 420.00
Fines and Costs:				
Municipal Court	A-14	140,000.00	127,037.04	(12,962.96)
Interest and Costs on Taxes	A-5	75,000.00	117,380.13	42,380.13
Interest on Investments and Deposits	A-2c	5,540.00	5,892.84	352.84
Sewer Rentals	A-13	1,041,000.00	1,070,283.27	29,283.27
Recreation Program Fees	A-14	187,670.00	181,991.00	(5,679.00)
Township of the Borough of Caldwell:				
Share of Recreation Costs	A-14	425,000.00	425,000.00	
Rents on Township Property - Old Borough Hall	A-14	70,000.00	74,714.01	4,714.01
Sale of Leaf Bags	A-14	3,000.00	3,675.05	675.05
Consolidated Municipal Property Tax Relief Act	A-14	79,069.00	79,069.00	
Energy Receipts Tax	A-14	1,231,363.00	1,231,363.00	
Uniform Construction Code Fees	A-14	275,000.00	287,515.00	12,515.00
Special Items:				
Public and Private Revenue Offset with Appropriations:				
Public Health Priority Funding	A-17	2,541.00	2,541.00	
Recycling Tonnage Grant	A-17	28,762.65	28,762.65	
Drunk Driving Enforcement Fund	A-17	70.97	70.97	
Clean Communities Program	A-17	16,685.04	16,685.04	
Handicapped Recreation Opportunities Grant	A-17	20,000.00	20,000.00	
N.J. Department of Human Services:				
Developmental Disabilities Grant	A-17	16,390.00	16,390.00	
Over the Limit Under Arrest	A-17	4,200.00	4,200.00	
Body Armor Grant	A-17	2,629.12	2,629.12	
Local Public Health H1N1 Corrective Action Grant	A-17	10,000.00	10,000.00	
Other Special Items:				
Township of Fairfield - Health Services	A-14	105,439.00	20,286.00	(85,153.00)
Borough of North Caldwell - Health Services		21,947.00		(21,947.00)
Township of the Borough of Caldwell - Police Dispatch	A-14	125,000.00	125,999.92	999.92
Uniform Fire Safety Act	A-14	40,000.00	49,550.43	9,550.43
Franchise Fee from Cablevision Gross Revenue Collection	A-14	100,000.00	147,391.12	47,391.12
Utility Operating Surplus of Prior Year - Water	A-16	200,000.00	200,000.00	
Due from General Trust Fund		81,784.00		(81,784.00)
Due from Water Operating Fund	A-2c	117,660.00	117,660.00	
General Capital Surplus of Prior Year	A-16	92,260.00	92,260.00	
	A-1,2	<u>\$ 4,530,010.78</u>	<u>\$ 4,470,766.59</u>	<u>\$ (59,244.19)</u>

See accompanying notes to financial statements.

TOWNSHIP OF WEST CALDWELL  
CURRENT FUND

STATEMENT OF REVENUE (Continued)  
ANALYSIS OF TAX REVENUE

A-2b

	<u>Ref.</u>		
<u>Allocation of Current Taxes</u>			
Collections of Current Taxes:			
2011 Collections	A-10	\$ 48,276,809.22	
2010 Collections	A-10	191,327.47	
Due from State of New Jersey	A-10	102,814.05	
Tax Overpayments Applied	A-10	11,108.69	
	A-1		\$48,582,059.43
Allocated to:			
County Taxes	A-27	10,640,638.22	
Local School District Taxes	A-28	26,042,046.02	
			36,682,684.24
Balance for Support of Municipal Budget Appropriations			11,899,375.19
Plus: Appropriation for "Reserve for Uncollected Taxes"	A-3		1,317,000.00
Amount for Support of Municipal Budget Appropriations	A-2		\$13,216,375.19
<u>Receipts from Delinquent Taxes</u>			
Collections of Delinquent Taxes:			
2011 Collections:			
Taxes	A-10	\$ 516,626.36	
Due from State of New Jersey	A-10	250.00	
Tax Overpayments Applied	A-10	3,570.57	
	A-1,2		\$ 520,446.93

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See accompanying notes to financial statements.

TOWNSHIP OF WEST CALDWELL  
CURRENT FUND

STATEMENT OF REVENUE (Continued)  
ANALYSIS OF OTHER REVENUE

A-2c

	<u>Ref.</u>		
Interest on Investments and <u>Deposits</u>			
Collections:			
Treasurer	A-4	\$ 472.95	
Accrued Interest:			
Certificates of Deposit	A-6	\$ 653.58	
Cash Management Funds	A-7	50.05	
Interfunds Receivable	A-16	<u>4,716.26</u>	
			<u>5,419.89</u>
	A-2a		<u>\$ 5,892.84</u>
 <u>Analysis of Net Interfund Account</u> <u>Charge to Operations</u>			
Interfunds Originating in 2011	A-16		\$ 308,008.08
Interfunds Settled in 2011	A-16	\$ 416,263.41	
Less: Realized as Revenue:			
Water Operating Fund	A-2a	<u>117,660.00</u>	
			<u>298,603.41</u>
 Net Charge	A-1		<u>\$ 9,404.67</u>

See accompanying notes to financial statements.

TOWNSHIP OF WEST CALDWELL  
CURRENT FUND

STATEMENT OF REVENUE (Continued)  
ANALYSIS OF NONBUDGET REVENUE

A-2d

	<u>Ref.</u>		
<u>Miscellaneous Revenue Not Anticipated</u>			
Federal Emergency Management Agency			
Reimbursement		\$ 82,530.01	
Sale of Township Assets		18,172.76	
Administrative Fee for Employment of Off-Duty			
Police Officers		5,645.50	
Prior Year Appropriation Refunds		3,835.42	
Zoning Permits		2,325.00	
State of New Jersey:			
Administrative Fee for Senior Citizen and			
Veteran Deductions		2,048.42	
Cost of Tax Sale		1,391.27	
Towing Fees		1,000.00	
Refunds		721.80	
Appropriation Refunds		448.00	
Bad Check Fees		360.00	
Curb Cuts		275.00	
Sewer Permits		100.00	
Duplicate Tax Bills		20.00	
Tax Sheets		12.00	
Miscellaneous		<u>1,950.19</u>	
	A-5		\$ 120,835.37
 <u>Other Sources</u>			
Revenue Accounts Receivable	A-14		<u>45,122.80</u>
	A-1,2		<u><u>\$ 165,958.17</u></u>

See accompanying notes to financial statements.

TOWNSHIP OF WEST CALDWELL  
CURRENT FUND

STATEMENT OF EXPENDITURES

A-3  
Sheet #1

Appropriations	Appropriations		Expended		Unexpended Balance Cancelled	
	Budget	Modified Budget	Paid or Charged	Reserved		
				Encumbered		Unencumbered
	\$	\$	\$	\$	\$	
<b>GENERAL GOVERNMENT</b>						
Administrative and Executive:						
Salaries and Wages	101,646.00	102,146.00	102,114.54	31.46		
Other Expenses	78,100.00	82,100.00	81,431.16	536.13	132.71	
Elections/Municipal Clerk:						
Salaries and Wages	78,665.00	79,165.00	79,086.51		78.49	
Other Expenses	14,150.00	15,650.00	15,489.50	115.00	45.50	
Financial Administration:						
Salaries and Wages	73,360.00	111,360.00	111,341.71		18.29	
Other Expenses	105,620.00	102,620.00	76,085.61	10,466.00	16,068.39	
Audit Services	42,830.00	42,830.00			42,830.00	
Assessment of Taxes:						
Salaries and Wages	79,000.00	79,600.00	79,574.68		25.32	
Other Expenses	23,475.00	23,475.00	20,982.05	300.00	2,192.95	
Collection of Taxes:						
Salaries and Wages	105,926.00	100,926.00	96,682.43		4,243.57	
Other Expenses	15,165.00	16,665.00	16,435.63	100.00	129.37	
Mayor and Council:						
Salaries and Wages	34,000.00	31,500.00	31,500.00			
Other Expenses	10,530.00	10,530.00	2,673.24	1,050.00	6,806.76	
Legal Services and Costs:						
Salaries and Wages	5,000.00	5,000.00	3,416.92		1,583.08	
Other Expenses	436,000.00	436,000.00	348,039.95		87,960.05	
Municipal Prosecutor:						
Salaries and Wages	23,205.00	23,205.00	22,631.28		573.72	
Engineering Services and Costs:						
Salaries and Wages	5,600.00	37,600.00	34,738.98		2,861.02	
Other Expenses	8,775.00	8,775.00	270.89		8,504.11	
Public Buildings and Grounds:						
Salaries and Wages	62,000.00	62,000.00	58,544.26		3,455.74	
Other Expenses	53,000.00	54,500.00	51,431.83	2,695.67	372.50	

TOWNSHIP OF WEST CALDWELL  
CURRENT FUND

A-3  
Sheet #2

STATEMENT OF EXPENDITURES

Appropriations	Appropriations		Paid or Charged	Expended		Unexpended Balance Cancelled
	Budget	Modified Budget		Encumbered	Reserved	
	\$	\$	\$	\$	\$	\$
40,890.00	48,390.00	48,305.38	48,305.38	775.00	84.62	
11,610.00	11,610.00	8,005.62	8,005.62		2,829.38	
41,800.00	36,300.00	34,245.53	34,245.53	585.00	2,054.47	
6,600.00	6,600.00	4,436.52	4,436.52		1,578.48	
900.00	900.00	300.00	300.00		600.00	
147,000.00	107,000.00	104,530.64	104,530.64		2,469.36	
15,150.00	15,150.00	5,170.72	5,170.72	2,973.81	7,005.47	
1,700.00	1,700.00	1,682.98	1,682.98		17.02	
232,995.00	135,495.00	132,342.93	132,342.93		3,152.07	
385,090.00	236,690.00	236,688.75	236,688.75		1.25	
1,522,370.00	1,783,570.00	1,744,569.31	1,744,569.31	53.00	38,947.69	
3,762,152.00	3,809,052.00	3,552,749.55	3,552,749.55	19,649.61	236,652.84	
84,900.00	84,900.00	75,421.30	75,421.30	1,340.65	8,138.05	
85,886.00	89,286.00	89,239.02	89,239.02		46.98	
10,050.00	10,050.00	5,559.81	5,559.81	2,377.43	2,112.76	
3,203,919.00	3,258,919.00	3,256,568.86	3,256,568.86		2,350.14	
127,933.00	127,933.00	99,537.06	99,537.06	12,598.97	15,796.97	

APPROPRIATIONS WITHIN "CAPS"

GENERAL GOVERNMENT

Municipal Land Use Law (N.J.S. 40:55D-1):

Planning Board:

Salaries and Wages

Other Expenses

Board of Adjustment:

Salaries and Wages

Other Expenses

Environmental Commission:

Other Expenses

Municipal Court:

Salaries and Wages

Other Expenses

Public Defender:

Salaries and Wages

Insurance:

General Liability - Other

Workers' Compensation

Employee Group Health

PUBLIC SAFETY

Fire:

Other Expenses

Uniform Fire Safety Act (Ch.383, P.L. 1983):

Fire Prevention:

Salaries and Wages

Other Expenses

Police:

Salaries and Wages

Other Expenses

TOWNSHIP OF WEST CALDWELL  
CURRENT FUND

STATEMENT OF EXPENDITURES

A-3  
Sheet #3

Appropriations	Appropriations		Paid or Charged	Expended		Unexpended Balance Cancelled
	Budget	Modified Budget		Encumbered	Reserved	
<b>APPROPRIATIONS WITHIN "CAPS"</b>						
<b>PUBLIC SAFETY</b>						
West Essex First Aid Squad - Contribution (N.J.S.A. 40:5-2)	\$ 8,553.00	\$ 8,553.00	\$ 8,553.00	\$	\$	\$
Emergency Management Services: Salaries and Wages	4,000.00	4,000.00	3,916.67		83.33	
Other Expenses	4,200.00	4,200.00	1,727.37		2,472.63	
	<u>3,529,441.00</u>	<u>3,587,841.00</u>	<u>3,540,523.09</u>	<u>16,317.05</u>	<u>31,000.86</u>	
<b>STREETS AND ROADS</b>						
Road Repairs and Maintenance: Salaries and Wages	210,713.00	257,713.00	257,034.56		678.44	
Other Expenses	82,470.00	333,970.00	64,410.28	232,440.38	37,119.34	
Snow Removal: Other Expenses	75,300.00	85,300.00	56,176.02	2,818.58	26,305.40	
Motor Vehicle Equipment Service and Repairs: Salaries and Wages	130,400.00	132,200.00	132,139.24		60.76	
Other Expenses	46,900.00	46,900.00	29,301.31	10,089.55	7,509.14	
	<u>545,783.00</u>	<u>856,083.00</u>	<u>539,061.41</u>	<u>245,348.51</u>	<u>71,673.08</u>	
<b>SANITATION</b>						
Sewer System: Salaries and Wages	11,650.00	11,650.00	6,918.39		4,731.61	
Other Expenses	19,400.00	21,900.00	11,802.69	497.98	9,599.33	
Garbage Collection and Disposal: Other Expenses	503,000.00	503,000.00	496,800.00		6,200.00	
Recycling: Salaries and Wages	56,000.00	56,000.00	55,740.84		259.16	
Other Expenses	12,770.00	11,270.00	9,466.03	713.09	1,090.88	
	<u>602,820.00</u>	<u>603,820.00</u>	<u>580,727.95</u>	<u>1,211.07</u>	<u>21,880.98</u>	

TOWNSHIP OF WEST CALDWELL  
CURRENT FUND

STATEMENT OF EXPENDITURES

A-3  
Sheet #4

Appropriations	Appropriations		Paid or Charged	Expended		Unexpended Balance Cancelled
	Budget	Modified Budget		Encumbered	Reserved	
<b>APPROPRIATIONS WITHIN "CAPS"</b>						
<b>HEALTH AND WELFARE</b>						
Board of Health:						
Salaries and Wages	\$ 107,250.00	\$ 51,750.00	\$ 50,639.07	\$ 1,110.93	\$	\$
Other Expenses	12,518.00	12,518.00	6,672.42	551.81	5,293.77	
Services of Visiting Nurse - Contract (N.J.S.A. 40:13-1 et seq.)	11,800.00	1,550.00	1,544.00		6.00	
Montclair West Essex Guidance Center	500.00	500.00	500.00			
Essex County Occupational Therapy	1,000.00	1,000.00	1,000.00			
Family Service of West Essex	2,000.00	2,000.00	2,000.00			
The Bridge Inc.	6,000.00	6,000.00	6,000.00			
Administration of Public Assistance:	10,880.00	10,880.00	8,000.00		2,880.00	
Other Expenses	14,000.00	14,000.00	14,000.00			
Animal Control Regulation:	165,948.00	100,198.00	90,355.49	551.81	9,290.70	
Other Expenses						
<b>RECREATION AND EDUCATION</b>						
Parks and Playgrounds:						
Salaries and Wages	753,000.00	704,000.00	687,865.80		16,134.20	
Other Expenses	250,210.00	220,160.00	158,985.51	11,854.21	49,320.28	
Senior Citizens' Transportation:						
Other Expenses	22,090.00	25,590.00	25,552.66		37.34	
Camp Wyanokie:						
Other Expenses	3,621.00	3,621.00	3,621.00			
	1,028,921.00	953,371.00	876,024.97	11,854.21	65,491.82	
<b>UNIFORM CONSTRUCTION CODE - APPROPRIATIONS OFFSET BY DEDICATED REVENUES (N.J.A.C. 5:23-4.17)</b>						
Construction Official:						
Salaries and Wages	167,526.00	117,526.00	109,793.96		7,732.04	
Other Expenses	14,800.00	14,800.00	11,518.83	151.20	3,129.97	
	182,326.00	132,326.00	121,312.79	151.20	10,862.01	

TOWNSHIP OF WEST CALDWELL  
CURRENT FUND

STATEMENT OF EXPENDITURES

A-3  
Sheet #5

Appropriations	Appropriations		Expended		Unexpended Balance Cancelled
	Budget	Modified Budget	Paid or Charged	Encumbered Reserved Unencumbered	
<b>UNCLASSIFIED</b>					
Utilities:					
Gasoline	\$ 100,000.00	\$ 114,000.00	\$ 113,996.60	\$ 3.40	\$
Electricity	112,200.00	121,200.00	120,739.28	460.72	
Telephone and Telegraph	50,500.00	50,500.00	48,690.58	385.54	1,423.88
Natural Gas	34,800.00	33,300.00	29,514.71		3,785.29
Street Lighting	135,000.00	135,000.00	132,967.42		2,032.58
Solid Waste Disposal Costs	500,000.00	502,000.00	500,835.12	1,150.82	14.06
Other:					
Terminal Leave	258,110.00	300,110.00	300,068.21		41.79
	<u>1,190,610.00</u>	<u>1,256,110.00</u>	<u>1,246,811.92</u>	<u>1,536.36</u>	<u>7,761.72</u>
<b>CONTINGENT</b>	4,000.00	4,000.00	4,000.00		
Total Operations	<u>11,012,001.00</u>	<u>11,302,801.00</u>	<u>10,551,567.17</u>	<u>296,619.82</u>	<u>454,614.01</u>
Detail:					
Salaries and Wages	5,788,246.00	5,809,046.00	5,758,320.46		50,725.54
Other Expenses	<u>5,223,755.00</u>	<u>5,493,755.00</u>	<u>4,793,246.71</u>	<u>296,619.82</u>	<u>403,888.47</u>
<b>DEFERRED CHARGES</b>					
Prior Year Bills	98,639.00	98,639.00	96,305.42		2,333.58
Overexpenditure Appropriation Reserves	<u>2,412.57</u>	<u>2,412.57</u>	<u>2,412.57</u>		
	<u>101,051.57</u>	<u>101,051.57</u>	<u>98,717.99</u>		<u>2,333.58</u>
<b>STATUTORY EXPENDITURES</b>					
Contribution to:					
Public Employees' Retirement System	377,326.00	377,326.00	376,130.10		1,195.90
Social Security System (O.A.S.I.)	300,000.00	259,200.00	259,198.09		1.91
Police and Firemen's Retirement System	812,980.00	812,980.00	812,980.00		
Defined Contribution Retirement Program	<u>1,600.00</u>	<u>1,600.00</u>	<u>1,600.00</u>		
	<u>1,491,906.00</u>	<u>1,451,106.00</u>	<u>1,449,908.19</u>		<u>1,197.81</u>

TOWNSHIP OF WEST CALDWELL  
CURRENT FUND

A-3  
Sheet #6

STATEMENT OF EXPENDITURES

Appropriations	Appropriations		Paid or Charged	Expended		Unexpended Balance Cancelled
	Budget	Modified Budget		Encumbered	Reserved	
Total General Appropriations Within "CAPS"	\$ 12,604,958.57	\$ 12,854,958.57	\$ 12,100,193.35	\$ 296,619.82	\$ 455,811.82	\$ 2,333.58
<u>APPROPRIATIONS EXCLUDED FROM "CAPS"</u>						
<u>GENERAL OPERATIONS</u>						
Sewerage Treatment:						
Two Bridges Sewerage Authority - Contract	75,000.00	75,000.00	51,945.75	17,324.25		5,730.00
Township of the Borough of Caldwell - Contract	2,058,000.00	2,058,000.00	1,633,429.40			424,570.00
Borough of Roseland - Contract	18,000.00	18,000.00		15,188.05		2,811.00
Public Assistance - State Aid Agreement (N.J.S.A. 44:8-139)	100.00	100.00	100.00			
Maintenance of Free Public Library (Ch. 82 and Ch. 541, P.L. 1985)	1,073,065.00	1,073,065.00	1,073,065.00			
Length of Service Awards Program (LOSAP) - Fire Department	48,000.00	48,000.00			48,000.00	
Length of Service Awards Program (LOSAP) - First Aid Squad	26,000.00	26,000.00	5,276.31			
Reserve for Prior Year Tax Appeals	87,707.00	87,707.00	87,707.00		20,723.69	
	<u>3,385,872.00</u>	<u>3,385,872.00</u>	<u>2,851,523.46</u>	<u>15,188.05</u>	<u>86,049.49</u>	<u>433,111.00</u>
<u>GENERAL OPERATIONS</u>						
Shared Service Agreements:						
Township of Fairfield - Health Services	105,439.00	105,439.00	105,439.00			
Township of North Caldwell - Health Services	21,947.00	21,947.00	21,947.00			
Borough of Caldwell - Police Dispatch	125,000.00	125,000.00	125,000.00			
	<u>252,386.00</u>	<u>252,386.00</u>	<u>252,386.00</u>			
<u>STATE AND FEDERAL PROGRAMS</u>						
<u>OFFSET BY REVENUES</u>						
Clean Communities Program	16,685.04	16,685.04	16,685.04			
Local Public Health H1N1 Corrective Action Grant	10,000.00	10,000.00	10,000.00			

TOWNSHIP OF WEST CALDWELL  
CURRENT FUND

A-3  
Sheet #7

STATEMENT OF EXPENDITURES

	Appropriations		Paid or Charged	Expended		Unexpended Balance Cancelled
	Budget	Modified Budget		Encumbered	Reserved	
	\$	\$	\$	\$	\$	\$
<u>APPROPRIATIONS EXCLUDED FROM "CAPS"</u>						
STATE AND FEDERAL PROGRAMS						
<u>OFFSET BY REVENUES</u>						
New Jersey Department of Human Services:						
Developmental Disabilities Grant	16,390.00	16,390.00	16,390.00			
Recycling Tonnage Grant	28,762.00	28,762.00	28,762.00			
Body Armor Grant	1,421.00	1,421.00	1,421.00			
Recreational Opportunities with Individuals with Disabilities Grant	20,000.00	20,000.00	20,000.00			
Unappropriated:						
Recycling Tonnage Grant	0.65	0.65	0.65			
Drunk Driving Enforcement Fund	70.97	70.97	70.97			
Body Armor Grant	1,208.12	1,208.12	1,208.12			
Public Health Priority Funding	2,541.00	2,541.00	2,541.00			
Over The Limit Under Arrest	4,200.00	4,200.00	4,200.00			
	<u>101,278.78</u>	<u>101,278.78</u>	<u>101,278.78</u>			
Total Operations	3,739,536.78	3,739,536.78	3,205,188.24	15,188.05	86,049.49	433,111.00
Detail:						
Other Expenses	3,739,536.78	3,739,536.78	3,205,188.24	15,188.05	86,049.49	433,111.00
<u>CAPITAL IMPROVEMENTS</u>						
Capital Improvement Fund	25,257.00	25,257.00	25,257.00			
Replacement of West Essex First Aid Squad						
Rescue Vehicle	10,000.00	10,000.00	9,629.20			370.80
Road Improvement Project - Coolidge/Woodrow	13,654.00	13,654.00	13,653.75			0.25
	<u>48,911.00</u>	<u>48,911.00</u>	<u>48,539.95</u>			<u>371.05</u>
<u>DEBT SERVICE</u>						
Payment of Bond Principal	575,000.00	575,000.00	575,000.00			
Payment of Bond Anticipation Notes and Capital Notes	180,900.00	180,900.00	180,900.00			

TOWNSHIP OF WEST CALDWELL  
CURRENT FUND

STATEMENT OF EXPENDITURES

A-3  
Sheet #8

Appropriations	Appropriations		Paid or Charged	Expended		Unexpended Balance Cancelled
	Budget	Modified Budget		Encumbered	Reserved	
<u>APPROPRIATIONS EXCLUDED FROM "CAPS"</u>						
<u>DEBT SERVICE</u>						
Interest on Bonds	\$ 86,250.00	\$ 86,250.00	\$ 86,250.00	\$	\$	\$ 7,500.50
Interest on Notes	62,948.00	62,948.00	55,447.50			
Green Trust Loan Program:						
Loan Repayment for Principal and Interest	20,410.00	20,410.00	20,402.20			7.80
	<u>925,508.00</u>	<u>925,508.00</u>	<u>917,999.70</u>			<u>7,508.30</u>
<u>DEFERRED CHARGES</u>						
Emergency Authorization						
Special Emergency Authorizations 5 Years	75,000.00	75,000.00	75,000.00			
Total General Appropriations Excluded from "CAPS"	4,788,955.78	4,788,955.78	4,246,727.89	15,188.05	86,420.54	440,619.30
Sub-Total	17,393,914.35	17,643,914.35	16,346,921.24	311,807.87	542,232.36	442,952.88
Reserve for Uncollected Taxes	1,317,000.00	1,317,000.00	1,317,000.00			
Total Appropriations	<u>\$ 18,710,914.35</u>	<u>\$ 18,960,914.35</u>	<u>\$ 17,663,921.24</u>	<u>\$ 311,807.87</u>	<u>\$ 542,232.36</u>	<u>\$ 442,952.88</u>

Reference

Sheet #9

A

A

TOWNSHIP OF WEST CALDWELL  
CURRENT FUND

STATEMENT OF EXPENDITURES

A-3  
Sheet #9

	<u>Ref.</u>	<u>Modified Budget</u>	<u>Paid or Charged</u>
Adopted Budget		\$ 18,664,229.31	\$
Added by N.J.S.A. 40A:4-87		46,685.04	
Emergency Authorization	A-18	250,000.00	
Cash Disbursed:			
Salaries and Wages			5,758,320.46
Other Expenditures			10,406,707.72
	A-4		<u>16,165,028.18</u>
Deferred Charges	A-18		2,412.57
Deferred Charges - Special Emergency	A-19		75,000.00
Accounts Payable	A-23		3,101.71
Interfunds Payable	A-26		100.00
Federal and State Grant Programs	A-33		101,278.78
Reserve for Uncollected Taxes	A-2b		<u>1,317,000.00</u>
	Sheet #8	<u>\$ 18,960,914.35</u>	<u>\$ 17,663,921.24</u>
 <u>Analysis of Charges to Operations</u>			
Paid or Charged	Above		\$ 17,663,921.24
Reserved:			
Encumbered	Sheet #8	\$ 311,807.87	
Unencumbered	Sheet #8	<u>542,232.36</u>	
			<u>854,040.23</u>
			18,517,961.47
Less: Reserve for Uncollected Taxes	Above		<u>1,317,000.00</u>
	A-1		<u>\$ 17,200,961.47</u>

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See accompanying notes to financial statements.

TOWNSHIP OF WEST CALDWELL  
TRUST FUND

COMPARATIVE BALANCE SHEETS

B  
Sheet #1

<u>ASSETS</u>	<u>Ref.</u>	<u>Balance</u> <u>Dec. 31, 2011</u>	<u>Balance</u> <u>Dec. 31, 2010</u>
<u>Assessment Trust Fund</u>			
Cash - Statement Savings Account	B-4,8	\$ 3,245.47	\$ 3,245.47
<u>Animal Control Trust Fund</u>			
Cash - Checking Account	B-2	14,623.40	12,967.93
Interfunds Receivable	B-12	2,793.00	16.20
		<u>17,416.40</u>	<u>12,984.13</u>
<u>General Trust Fund</u>			
Cash - Checking Accounts	B-2	660,764.87	373,508.17
Cash - Statement Savings Accounts	B-4	169,138.80	169,052.86
Cash - Savings Accounts	B-5	5,754.57	5,747.03
Cash - Developer Escrow Account	B-6	214,327.34	190,408.92
		<u>1,049,985.58</u>	<u>738,716.98</u>
Assets in the Hands of Plan Administrator	B-7	3,583.25	1,656.38
Community Development Block Grant Funds Receivable	B-9	123,389.00	178,227.83
Other Accounts Receivable	B-10	4,999.45	5,211.14
Due from Municipal Court	B-11	18.00	14.00
Interfunds Receivable	B-12	29,373.98	20,488.84
		<u>1,211,349.26</u>	<u>944,315.17</u>
		<u>\$ 1,232,011.13</u>	<u>\$ 960,544.77</u>

TOWNSHIP OF WEST CALDWELL  
TRUST FUND

COMPARATIVE BALANCE SHEETS

B  
Sheet #2

<u>LIABILITIES, RESERVES AND FUND BALANCE</u>	<u>Ref.</u>	<u>Balance</u> <u>Dec. 31, 2011</u>	<u>Balance</u> <u>Dec. 31, 2010</u>
<u>Assessment Trust Fund</u>			
Fund Balance	B-1	\$ 3,245.47	\$ 3,245.47
<u>Animal Control Trust Fund</u>			
Due to State of New Jersey	B-16	240.60	21.00
Accounts Payable	B-18	5,759.46	5,469.78
Prepaid Licenses	B-20	2,520.00	
Reserve for Animal Control Trust Fund			
Expenditures	B-21	8,896.34	7,493.35
		<u>17,416.40</u>	<u>12,984.13</u>
<u>General Trust Fund</u>			
Reserve for Employee Health Benefit Fund			
Expenditures	B-13	30,750.19	39,979.02
Special Deposits	B-14	330,696.84	285,436.72
Special Programs	B-15	199,739.64	165,445.73
Due to State of New Jersey	B-16	4,980.00	17,947.00
Premiums on Tax Sale	B-17	274,200.00	63,800.00
Interfunds Payable	B-19	130,523.19	77,890.20
Reserve for:			
Community Development Block Grant			
Expenditures	B-22	126,495.25	180,227.83
State Unemployment Insurance Trust			
Fund Expenditures	B-23	113,964.15	113,588.67
		<u>1,211,349.26</u>	<u>944,315.17</u>
		<u>\$ 1,232,011.13</u>	<u>\$ 960,544.77</u>

See accompanying notes to financial statements.

TOWNSHIP OF WEST CALDWELL  
TRUST FUND

STATEMENT OF FUND BALANCE  
ASSESSMENT TRUST FUND

B-1

	<u>Ref.</u>	
Balance December 31, 2010	B	<u>\$ 3,245.47</u>
Balance December 31, 2011	B	<u><u>\$ 3,245.47</u></u>

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See accompanying notes to financial statements.

TOWNSHIP OF WEST CALDWELL  
GENERAL CAPITAL FUND

COMPARATIVE BALANCE SHEETS

C

<u>ASSETS AND DEFERRED CHARGES</u>	<u>Ref.</u>	<u>Balance</u> <u>Dec. 31, 2011</u>	<u>Balance</u> <u>Dec. 31, 2010</u>
Cash - Checking Account	C-2	\$ 728,522.09	\$ 1,125,799.23
Cash - Investment Account	C-3	570,314.09	569,369.39
Note Receivable	C-4	-----	375,000.00
	C-5	1,298,836.18	2,070,168.62
Grants Receivable	C-6		299,362.20
Other Accounts Receivable	C-7		712.98
Interfunds Receivables	C-8	855,807.75	769,532.61
Deferred Charges to Future Taxation:			
Funded	C-9	1,725,000.00	2,320,100.21
Unfunded	C-10	10,728,032.85	9,337,167.98
		-----	-----
		<u>\$ 14,607,676.78</u>	<u>\$ 14,797,044.60</u>
 <u>LIABILITIES, RESERVES AND FUND BALANCE</u>			
Serial Bonds	C-20	\$ 1,725,000.00	\$ 2,300,000.00
Green Acres Loan Payable	C-19		20,100.21
Bond Anticipation Notes	C-18	9,074,715.50	6,653,700.00
Improvement Authorizations:			
Funded	C-11	86,141.74	629,949.55
Unfunded	C-11	3,443,463.59	4,583,371.39
Capital Improvement Fund	C-12	88,245.78	135,698.78
Interfunds Payable	C-13	35,809.34	31,767.40
Reserves for:			
Purchase of Senior Citizens' Bus	C-14	5,000.00	5,000.00
Preliminary Costs	C-15	7,656.03	7,656.03
Grants Receivable	C-16		299,362.20
Other Contributions	C-17	99,645.98	38,175.18
Fund Balance	C-1	41,998.82	92,263.86
		-----	-----
		<u>\$ 14,607,676.78</u>	<u>\$ 14,797,044.60</u>
 Bonds and Notes Authorized but Not Issued	 C-21	 <u>\$ 1,727,222.82</u>	 <u>\$ 2,922,457.95</u>

See accompanying notes to financial statements.

TOWNSHIP OF WEST CALDWELL  
GENERAL CAPITAL FUND

STATEMENT OF FUND BALANCE

C-1

	<u>Ref.</u>	
Balance December 31, 2010	C	\$ 92,263.86
Increased by:		
Premium on Sale of Notes	C-2	<u>41,994.96</u>
		134,258.82
Decreased by:		
Anticipated in Current Fund Budget	C-13	<u>92,260.00</u>
Balance December 31, 2011	C	<u><u>\$ 41,998.82</u></u>

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See accompanying notes to financial statements.

TOWNSHIP OF WEST CALDWELL  
WATER UTILITY

COMPARATIVE BALANCE SHEETS

D  
Sheet #1

<u>ASSETS</u>	<u>Ref.</u>	<u>Balance</u> <u>Dec. 31, 2011</u>	<u>Balance</u> <u>Dec. 31, 2010</u>
<u>Operating Fund</u>			
Cash - Checking Account	D-6	\$ 660,299.36	\$ 671,492.27
Cash - Savings Account	D-8	21,496.48	21,485.77
Cash - Cash Management Fund	D-9	64,081.44	64,063.02
		<u>745,877.28</u>	<u>757,041.06</u>
Interfunds Receivable	D-12	90,605.12	0.94
		<u>836,482.40</u>	<u>757,042.00</u>
 Receivables and Inventory with Full Reserves:			
Consumer Accounts Receivable	D-13	45,329.56	42,112.26
Revenue Accounts Receivable	D-14	649.99	917.00
Inventory - Materials and Supplies	D-15	93,620.07	89,308.15
		<u>139,599.62</u>	<u>132,337.41</u>
		<u>976,082.02</u>	<u>889,379.41</u>
 <u>Assessment Trust Fund</u>			
Cash - Checking Account	D-6,10	86,152.17	86,109.22
Interfunds Receivable	D-12	83,020.29	41,561.56
Assessments Receivable:			
Unpledged	D-16	41,458.72	82,917.45
		<u>210,631.18</u>	<u>210,588.23</u>
 <u>Capital Fund</u>			
Cash - Checking Account	D-6	183,991.27	230,337.79
Cash - Savings Account	D-8	135,367.92	135,300.24
	D-11	319,359.19	365,638.03
Interfunds Receivable	D-12	35,475.20	5,900.30
Fixed Capital	D-17	4,951,553.09	4,951,553.09
Fixed Capital Authorized and Uncompleted	D-18	3,133,500.00	3,133,500.00
		<u>8,439,887.48</u>	<u>8,456,591.42</u>
		<u>\$ 9,415,969.50</u>	<u>\$ 9,345,970.83</u>

TOWNSHIP OF WEST CALDWELL  
WATER UTILITY

COMPARATIVE BALANCE SHEETS

D  
Sheet #2

<u>LIABILITIES, RESERVES AND FUND BALANCE</u>	<u>Ref.</u>	<u>Balance</u> <u>Dec. 31, 2011</u>	<u>Balance</u> <u>Dec. 31, 2010</u>
<u>Operating Fund</u>			
Appropriation Reserves:			
Encumbered	D-5,19	\$ 7,722.49	\$ 10,127.93
Unencumbered	D-5,19	307,933.19	292,679.50
Accrued Interest on Notes	D-20	5,978.60	2,071.02
Accrued Interest on Bonds	D-21	16,757.81	19,507.81
Water Rent Overpayments	D-22	3,894.01	3,060.61
Interfunds Payable	D-26	105,878.58	166,361.68
		448,164.68	493,808.55
Reserve for Receivables and Inventory		139,599.62	132,337.41
Fund Balance	D-1	388,317.72	263,233.45
		976,082.02	889,379.41
<u>Assessment Trust Fund</u>			
Reserve for Assessments Receivable	D-23	41,458.72	82,917.45
Interfunds Payable	D-26	70,043.89	0.94
Fund Balance	D-2	99,128.57	127,669.84
		210,631.18	210,588.23
<u>Capital Fund</u>			
Serial Bonds	D-30	975,000.00	1,135,000.00
Bond Anticipation Notes	D-29	1,304,250.00	1,325,450.00
Improvement Authorizations:			
Funded	D-24	82,228.55	85,880.29
Unfunded	D-24	473,441.89	515,952.69
Capital Improvement Fund	D-25	74,305.00	49,305.00
Reserves for:			
Amortization	D-27	5,234,553.09	5,074,553.09
Deferred Reserve for Amortization	D-28	269,750.00	248,550.00
Fund Balance	D-3	26,358.95	21,900.35
		8,439,887.48	8,456,591.42
		\$ 9,415,969.50	\$ 9,345,970.83
Bonds and Notes Authorized but Not Issued	D-31	\$ 301,500.00	\$ 301,500.00

See accompanying notes to financial statements.

TOWNSHIP OF WEST CALDWELL  
WATER UTILITY

COMPARATIVE STATEMENTS OF OPERATIONS  
AND CHANGES IN FUND BALANCE

D-1

	<u>Ref.</u>	<u>Year 2011</u>	<u>Year 2010</u>
<u>Revenue and Other Income</u>			
Fund Balance Utilized		\$	\$ 70,000.00
Water Rents	D-4	2,298,028.86	2,351,335.24
Miscellaneous	D-4	112,887.22	98,342.76
Water Assessment Trust Fund Surplus	D-4	70,000.00	
Other Credits to Income:			
Unexpended Balance of Appropriation Reserves	D-19	192,487.69	7,784.62
		<u>2,673,403.77</u>	<u>2,527,462.62</u>
<u>Expenditures</u>			
Budget Appropriations:			
Operations	D-5	1,986,354.00	1,929,790.00
Capital Improvements	D-5	25,000.00	5,000.00
Debt Service	D-5	235,965.50	240,836.06
Statutory Expenditures	D-5	101,000.00	89,450.00
		<u>2,348,319.50</u>	<u>2,265,076.06</u>
Excess in Revenue		325,084.27	262,386.56
<u>Fund Balance</u>			
Balance January 1	D	263,233.45	170,846.89
		<u>588,317.72</u>	<u>433,233.45</u>
Decreased by:			
Utilized as Anticipated Revenue:			
Water Operating Fund Budget			70,000.00
Current Fund Budget	D-26	200,000.00	100,000.00
		<u>200,000.00</u>	<u>170,000.00</u>
Balance December 31	D	<u>\$ 388,317.72</u>	<u>\$ 263,233.45</u>

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See accompanying notes to financial statements.

TOWNSHIP OF WEST CALDWELL  
WATER UTILITY

STATEMENT OF FUND BALANCE  
ASSESSMENT TRUST FUND

D-2

	<u>Ref.</u>	
Balance December 31, 2010	D	\$127,669.84
Increased by:		
Collection of Unpledged Assessments	D-23	<u>41,458.73</u>
		169,128.57
Decreased by:		
Anticipated as Water Operating Fund Revenue	D-26	<u>70,000.00</u>
Balance December 31, 2011	D	<u>\$ 99,128.57</u>

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See accompanying notes to financial statements.

TOWNSHIP OF WEST CALDWELL  
WATER UTILITY

STATEMENT OF FUND BALANCE  
CAPITAL FUND

D-3

	<u>Ref.</u>	
Balance December 31, 2010	D	\$ 21,900.35
Increased by:		
Premium on Sale of Notes	D-6	<u>4,458.60</u>
Balance December 31, 2011	D	<u>\$ 26,358.95</u>

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See accompanying notes to financial statements.

TOWNSHIP OF WEST CALDWELL  
WATER UTILITY

STATEMENT OF REVENUE

D-4

<u>Source</u>	<u>Ref.</u>	<u>2011 Budget</u>	<u>Realized</u>	<u>Excess or (Deficit)</u>
Water Rents	D-1,Below	\$2,198,320.00	\$2,298,028.86	\$ 99,708.86
Miscellaneous	D-1,Below	80,000.00	112,887.22	32,887.22
Special Items:				
Water Assessment Trust Fund Surplus	D-1,12	<u>70,000.00</u>	<u>70,000.00</u>	<u>                    </u>
Total Revenue	D-5	<u><u>\$2,348,320.00</u></u>	<u><u>\$2,480,916.08</u></u>	<u><u>\$132,596.08</u></u>

Analysis of Water Rents Realized

Rents:

Consumer Accounts Receivable	D-13	\$2,294,983.25		
Water Overpayments Applied	D-22	<u>3,045.61</u>		

Above \$2,298,028.86

Analysis of Miscellaneous Revenue  
Realized

Interest on Investments and Deposits:

Water Utility Operating Fund:				
Savings Account	D-8	\$ 10.71		
Cash Management Fund	D-9	18.42		
Interfunds Receivable	D-12	<u>110.63</u>		

\$ 139.76

Interest on Water Assessments	D-7		7,773.51	
Revenue Accounts Receivable	D-14		104,958.95	
Water Overpayments Applied	D-22		<u>15.00</u>	

Above \$ 112,887.22

See accompanying notes to financial statements.

TOWNSHIP OF WEST CALDWELL  
WATER UTILITY

STATEMENT OF EXPENDITURES

D-5  
Sheet #1

				Expended			
<u>Ref.</u>	<u>Budget</u>	<u>Paid or Charged</u>	\$	<u>Encumbered</u>	<u>Reserved</u>	Unexpended Balance	<u>Cancelled</u>
					<u>Unencumbered</u>		
<u>Operating</u>							
Salaries and Wages	\$ 570,704.00	\$ 556,401.39		\$	\$ 14,302.61		
Other Expenses	1,415,650.00	1,122,576.96		7,722.49	285,350.55		
D-1	<u>1,986,354.00</u>	<u>1,678,978.35</u>		<u>7,722.49</u>	<u>299,653.16</u>		
<u>Capital Improvements</u>							
Capital Improvement Fund	25,000.00	25,000.00					
D-1	<u>25,000.00</u>	<u>25,000.00</u>					
<u>Debt Service</u>							
Payment of Bond Principal	160,000.00	160,000.00					
Payment of Bond Anticipation Notes and Capital Notes	21,200.00	21,200.00					
Interest on Bonds	39,813.00	39,812.50					0.50
Interest on Notes	14,953.00	14,953.00					
D-1	<u>235,966.00</u>	<u>235,965.50</u>					<u>0.50</u>
<u>Statutory Expenditures</u>							
Contributions to:							
Public Employees' Retirement System	56,350.00	56,350.00			8,280.03		
Social Security System (OASI)	44,650.00	36,369.97			8,280.03		
D-1	<u>101,000.00</u>	<u>92,719.97</u>					
Reference	<u>\$ 2,348,320.00</u>	<u>\$ 2,032,663.82</u>		<u>\$ 7,722.49</u>	<u>\$ 307,933.19</u>		<u>\$ 0.50</u>
	<u>D-4</u>	<u>Sheet #2</u>		<u>D</u>	<u>D</u>		

TOWNSHIP OF WEST CALDWELL  
WATER UTILITY

STATEMENT OF EXPENDITURES

D-5  
Sheet #2

	<u>Ref.</u>	<u>Paid or</u> <u>Charged</u>
Cash Disbursed	D-6	\$1,977,898.32
Accrued Interest on Notes	D-20	14,953.00
Accrued Interest on Bonds	D-21	<u>39,812.50</u>
	Sheet #1	<u>\$2,032,663.82</u>

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See accompanying notes to financial statements.

TOWNSHIP OF WEST CALDWELL  
SWIMMING POOL UTILITY

COMPARATIVE BALANCE SHEETS

E  
Sheet #1

<u>ASSETS</u>	<u>Ref.</u>	<u>Balance</u> <u>Dec. 31, 2011</u>	<u>Balance</u> <u>Dec. 31, 2010</u>
<u>Operating Fund</u>			
Cash - Checking Accounts	E-5	\$ 129,889.46	\$ 97,772.09
Interfunds Receivable	E-7	<u>27,917.63</u>	<u>28,547.73</u>
		<u>157,807.09</u>	<u>126,319.82</u>
Other Assets Offset with Full Reserves:			
Other Accounts Receivable	E-8	10,375.01	4,875.01
Inventory	E-9	<u>24,175.80</u>	<u>12,020.70</u>
		<u>34,550.81</u>	<u>16,895.71</u>
		 <u>192,357.90</u>	 <u>143,215.53</u>
<u>Capital Fund</u>			
Cash - Checking Account	E-5,6	47,340.05	47,249.74
Fixed Capital	E-10	2,260,450.00	2,260,450.00
Fixed Capital Authorized and Uncompleted	E-11	<u>100,000.00</u>	<u>100,000.00</u>
		<u>2,407,790.05</u>	<u>2,407,699.74</u>
		 <u>\$ 2,600,147.95</u>	 <u>\$ 2,550,915.27</u>

TOWNSHIP OF WEST CALDWELL  
SWIMMING POOL UTILITY

COMPARATIVE BALANCE SHEETS

E  
Sheet #2

<u>LIABILITIES, RESERVES AND FUND BALANCE</u>	<u>Ref.</u>	<u>Balance Dec. 31, 2011</u>	<u>Balance Dec. 31, 2010</u>
<u>Operating Fund</u>			
Appropriation Reserves:			
Encumbered	E-4,12	\$ 1,268.00	\$ 3,317.26
Unencumbered	E-4,12	84,326.00	86,950.46
Accounts Payable	E-13	2,456.49	
Security Deposits	E-14	2,500.00	1,500.00
Accrued Interest on Notes	E-15	230.56	78.13
Accrued Interest on Bonds	E-16	601.56	1,203.13
Interfunds Payable	E-19	820.00	3,588.75
		92,202.61	96,637.73
Reserve for Receivables and Inventory		34,550.81	16,895.71
Fund Balance	E-1	65,604.48	29,682.09
		192,357.90	143,215.53
<u>Capital Fund</u>			
Serial Bonds	E-24	35,000.00	70,000.00
Bond Anticipation Notes	E-23	50,000.00	50,000.00
Improvement Authorizations:			
Funded	E-17	10,209.66	10,209.66
Unfunded	E-17	19,274.59	19,274.59
Capital Improvement Fund	E-18	6,900.00	5,900.00
Interfunds Payable	E-19	6,654.12	7,842.47
Reserve for Preliminary Costs	E-20	3,800.00	3,800.00
Reserve for Amortization	E-21	2,225,450.00	2,190,450.00
Deferred Reserve for Amortization	E-22	50,000.00	50,000.00
Fund Balance	E-2	501.68	223.02
		2,407,790.05	2,407,699.74
		<u>\$ 2,600,147.95</u>	<u>\$ 2,550,915.27</u>

See accompanying notes to financial statements.

TOWNSHIP OF WEST CALDWELL  
SWIMMING POOL UTILITY

COMPARATIVE STATEMENTS OF OPERATIONS  
AND CHANGES IN FUND BALANCE

E-1

	<u>Ref.</u>	<u>Year 2011</u>	<u>Year 2010</u>
<u>Revenue and Other Income</u>			
Fund Balance Utilized	E-3	\$ 26,260.00	\$ 23,000.00
Membership Fees	E-3	486,940.00	497,005.00
Miscellaneous Revenue	E-3	48,338.33	45,286.47
Other Credits to Income:			
Unexpended Balance of Appropriation			
Reserves	E-12	68,351.58	31,486.32
		<u>629,889.91</u>	<u>596,777.79</u>
 <u>Expenditures</u>			
Budget Appropriations:			
Operations	E-4	495,315.00	492,900.00
Capital Improvements	E-4	1,000.00	1,000.00
Debt Service	E-4	37,592.52	38,867.81
Statutory Expenditures	E-4	33,800.00	34,400.00
		<u>567,707.52</u>	<u>567,167.81</u>
 Excess in Revenue		 62,182.39	 29,609.98
 <u>Fund Balance</u>			
Balance January 1	E	29,682.09	23,072.11
		<u>91,864.48</u>	<u>52,682.09</u>
 Decreased by:			
Utilized as Anticipated Revenue	E-3	26,260.00	23,000.00
 Balance December 31	 E	 <u>\$ 65,604.48</u>	 <u>\$ 29,682.09</u>

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See accompanying notes to financial statements.

TOWNSHIP OF WEST CALDWELL  
SWIMMING POOL UTILITY

STATEMENT OF FUND BALANCE  
CAPITAL FUND

E-2

	<u>Ref.</u>	
Balance December 31, 2010	E	\$ 223.02
Increased by:		
Premium on Sale of Notes	E-5	<u>278.66</u>
Balance December 31, 2011	E	<u>\$ 501.68</u>

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See accompanying notes to financial statements.

TOWNSHIP OF WEST CALDWELL  
SWIMMING POOL UTILITY

STATEMENT OF REVENUE

E-3

	<u>Ref.</u>	<u>2011 Budget</u>	<u>Realized</u>	<u>Excess or (Deficit)</u>
<u>Revenue</u>				
Fund Balance Anticipated	E-1	\$ 26,260.00	\$ 26,260.00	\$
Membership Fees	E-1,5	497,450.00	486,940.00	(10,510.00)
Miscellaneous	E-1,Below	<u>44,000.00</u>	<u>48,338.33</u>	<u>4,338.33</u>
	E-4	<u>\$ 567,710.00</u>	<u>\$ 561,538.33</u>	<u>\$ (6,171.67)</u>
 <u>Analysis of Miscellaneous Revenue Realized</u>				
Guest Passes			\$ 33,950.00	
Swimming Team Fees			6,400.00	
Swimming Lessons			2,970.00	
Badge Replacements			360.00	
Miscellaneous			<u>140.00</u>	
	E-5		43,820.00	
 Interest on Investments and Deposits:				
Checking Account	E-5	\$ 428.02		
Interfunds Receivable	E-7	<u>90.31</u>		
			518.33	
Other Accounts Receivable	E-8		<u>4,000.00</u>	
	Above		<u>\$ 48,338.33</u>	

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See accompanying notes to financial statements.

TOWNSHIP OF WEST CALDWELL  
SWIMMING POOL UTILITY

E-4  
Sheet #1

STATEMENT OF EXPENDITURES

	Ref.	Budget	Paid or Charged	Expended		Reserved	Balance Cancelled
				Encumbered	Unencumbered		
<u>Operating</u>							
Salaries and Wages		\$ 271,200.00	\$ 226,607.86	\$	\$ 44,592.14	\$	
Other Expenses	E-1	224,115.00	189,107.76	1,268.00	33,739.24		
		495,315.00	415,715.62	1,268.00	78,331.38		
<u>Capital Improvements</u>							
Capital Improvement Fund	E-1	1,000.00	1,000.00				
<u>Debt Service</u>							
Payment of Bond Principal		35,000.00	35,000.00				1.57
Interest on Bonds		2,025.00	2,023.43				0.91
Interest on Notes	E-1	570.00	569.09				2.48
		37,595.00	37,592.52				
<u>Statutory Expenditures</u>							
Contributions to:							
Public Employees' Retirement System		11,800.00	11,800.00				
Social Security System (FICA)		22,000.00	16,005.38		5,994.62		
	E-1	33,800.00	27,805.38		5,994.62		
		\$ 567,710.00	\$ 482,113.52	\$ 1,268.00	\$ 84,326.00	\$	\$ 2.48
Reference		E-3	Sheet #2	E	E		

TOWNSHIP OF WEST CALDWELL  
SWIMMING POOL UTILITY

STATEMENT OF EXPENDITURES

E-4  
Sheet #2

	<u>Ref.</u>	<u>Paid or Charged</u>
Cash Disbursed	E-5	\$ 479,521.00
Accrued Interest on Notes	E-15	569.09
Accrued Interest on Bonds	E-16	<u>2,023.43</u>
	Sheet #1	<u>\$ 482,113.52</u>

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See accompanying notes to financial statements.

TOWNSHIP OF WEST CALDWELL  
PUBLIC ASSISTANCE TRUST FUND

COMPARATIVE BALANCE SHEETS

E

<u>ASSETS</u>	<u>Ref.</u>	<u>Balance</u> <u>Dec. 31, 2011</u>	<u>Balance</u> <u>Dec. 31, 2010</u>
<u>Trust Fund Account #1</u>			
Cash - Checking Account	F-5	\$ 24,667.16	\$ 23,380.69
Interfunds Receivable	F-8	200.00	100.00
		<u>24,867.16</u>	<u>23,480.69</u>
<u>Trust Fund Account #2</u>			
Cash - Checking Account	F-5	<u>18,954.86</u>	<u>21,621.63</u>
		<u>\$ 43,822.02</u>	<u>\$ 45,102.32</u>
<u>LIABILITIES AND FUND BALANCE</u>			
<u>Trust Fund Account #1</u>			
Reserve for Expenditures	F-1	<u>\$ 24,867.16</u>	<u>\$ 23,480.69</u>
<u>Trust Fund Account #2</u>			
Prepaid Revenue	F-9	11,352.00	11,352.00
Due to State of New Jersey	F-10	7,532.86	10,199.63
Accounts Payable	F-11	70.00	70.00
		<u>18,954.86</u>	<u>21,621.63</u>
		<u>\$ 43,822.02</u>	<u>\$ 45,102.32</u>

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See accompanying notes to financial statements.

TOWNSHIP OF WEST CALDWELL  
PAYROLL FUND

COMPARATIVE BALANCE SHEETS

G

<u>ASSETS</u>	Balance <u>Dec. 31, 2011</u>	Balance <u>Dec. 31, 2010</u>
Cash	\$ 117,944.80	\$ 101,445.60
Due from Plan Administrator	2,305.51	612.45
Due from Current Fund	<u>482.63</u>	<u>482.63</u>
	<u>\$ 120,732.94</u>	<u>\$ 102,540.68</u>
 <u>LIABILITIES AND FUND BALANCE</u>		
Payroll Deductions Payable	\$ 98,148.36	\$ 90,025.22
Due to General Trust Fund	22,297.77	12,412.63
Due to Water Assessment Trust Fund	102.83	102.83
Due to Water Capital Fund	<u>183.98</u>	<u>          </u>
	<u>\$ 120,732.94</u>	<u>\$ 102,540.68</u>

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See accompanying notes to financial statements.

TOWNSHIP OF WEST CALDWELL  
CAPITAL FIXED ASSETS

COMPARATIVE BALANCE SHEETS

H

<u>ASSETS</u>	Balance <u>Dec. 31, 2011</u>	Balance <u>Dec. 31, 2010</u>
Buildings and Improvements	\$ 8,905,964.00 *	\$ 7,695,900.00
Land	24,187,666.00 *	9,940,200.00
Vehicles	2,855,185.00	2,855,185.00
Other Furniture and Equipment	<u>2,249,921.00</u>	<u>2,249,921.00</u>
	<u>\$ 38,198,736.00</u>	<u>\$ 22,741,206.00</u>
 <u>RESERVE</u>		
Investment in Capital Fixed Assets	<u>\$ 38,198,736.00</u>	<u>\$ 22,741,206.00</u>

\* Revaluation

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See accompanying notes to financial statements.

**NOTES TO FINANCIAL STATEMENTS**

## TOWNSHIP OF WEST CALDWELL

### NOTES TO FINANCIAL STATEMENTS YEAR ENDED DECEMBER 31, 2011

#### 1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

##### A. Reporting Entity

The Township of West Caldwell is governed by a Mayor-Council Type Government. The Township Council consists of six members, one of which is appointed Council President on an annual basis. The Mayor is elected in a general election for a term of 4 years. Each Council member is elected in a general election for a term of 3 years. Each Council member carries the power of one legislative vote while the Mayor votes only in the event of a tie.

Governmental Accounting Standards Board (GASB) Statement No. 14 establishes certain standards for defining and reporting on the financial reporting entity. In accordance with these standards, the reporting entity should include the primary government and those component units which are fiscally accountable to the primary government.

The financial statements of the Township of West Caldwell includes every board, body, officer or commission supported and maintained wholly or in part by funds appropriated by the Township, as required by the provisions of N.J.S. 40A:5-5. The financial statements, however, do not include the operations of the Municipal Library, which is a separate entity subject to a separate examination.

##### B. Description of Funds

The Governmental Accounting Standards Board ("GASB") is the recognized standard setting body for establishing governmental accounting and financial reporting principles. However, the accounting policies of the Township conform to the accounting principles applicable to municipalities that have been prescribed by the Division of Local Government Services, Department of Community Affairs, State of New Jersey. These principles are an "Other Comprehensive Basis of Accounting" (OCBOA) which differs from accounting principles generally accepted in the United States of America ("GAAP") for governmental entities. 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 Township accounts for its financial transactions through the following separate funds and an account which differs from GAAP:

Current Fund - Encompasses resources and expenditures for basic governmental operations. Fiscal activity of Federal and State grant programs are reflected in a segregated section of the Current Fund.

Trust Funds - The records of receipts, disbursements and custodianship of monies in accordance with the purpose for which each account was created are maintained in Trust Funds. These include the Assessment Trust Fund, Animal Control Trust Fund and General Trust Fund.

General Capital Fund - The receipts and expenditure records for the acquisition of general infrastructure and other capital facilities, other than those acquired in the Current Fund, are maintained in this Fund, as well as, related long-term debt accounts.

**1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)**

**B. Description of Funds (Continued)**

Utilities Funds - Water and Swimming Pool Utilities are treated as separate entities. Each maintains its own Operating and Capital Funds which reflect revenue, expenditures, stewardship, acquisitions of utility infrastructure and other capital facilities, debt service, long-term debt and other related activity.

Public Assistance Trust Fund - Receipts and disbursements of funds that provide assistance to certain residents of the Township of West Caldwell pursuant to the provisions of Title 44 of the New Jersey statutes are maintained in the Public Assistance Trust Fund.

Free Public Library - Budget Appropriations and State Aid are transferred to the Free Public Library bank account and are expended with the approval of the Library for its purposes. Interest on investments, Library fines and other revenue are retained by the Library and expended therefrom. The Library is the subject of a separate report.

Payroll Fund - Net salaries, certain payroll deductions and social security contributions of municipal and utility operations are deposited into various bank accounts of the Payroll Fund. A Payroll Fund does not exist under GAAP.

Capital Fixed Assets - This account reflects estimated valuations of land, buildings and certain movable fixed assets of the Township as discussed under the caption of "Basis of Accounting".

**C. Basis of Accounting**

The accounting principles and practices prescribed for municipalities by the Division of Local Government Services, Department of Community Affairs, State of New Jersey, differ in certain respects from accounting principles generally accepted in the United States of America. The accounting system is maintained on the modified accrual basis with certain exceptions. Significant accounting policies in New Jersey are summarized as follows:

**Property Taxes and Other Revenue**

Property taxes and other revenue are realized when collected in cash or approved by regulation for accrual from certain sources of the State of New Jersey and the Federal Government. Accruals of taxes and other revenue are otherwise deferred as to realization by the establishment of offsetting reserve accounts. GAAP requires such revenue to be recognized in the accounting period when they become susceptible to accrual, reduced by an allowance for doubtful accounts.

**Grant Revenue**

Federal and State grants, entitlements or shared revenue received for purposes normally financed through the Current Fund are recognized when anticipated in the Township of West Caldwell budget. GAAP requires such revenue to be recognized in the accounting period when they become susceptible to accrual.

**Expenditures**

Expenditures for general and utility operations are generally recorded on the accrual basis. Unexpended appropriation balances, except for amounts which may have been cancelled by the governing body or by statutory regulation, are automatically recorded as liabilities at December 31<sup>st</sup> of each year, under the title of "Appropriation Reserves".

Grant appropriations are charged upon budget adoption to create spending reserves.

## 1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

### C. Basis of Accounting (Continued)

#### Expenditures (Continued)

Budgeted transfers to the Capital Improvement Fund are recorded as expenditures to the extent permitted by law.

Expenditures from Trust and Capital Funds are recorded upon occurrence and charged to accounts statutorily established for specific purposes.

Budget Appropriations for interest on General Capital Long-Term Debt is raised on the cash basis and is not accrued on the records; interest on Utility Debt is raised on the accrual basis and so recorded.

GAAP requires expenditures to be recognized in the accounting period in which the fund liability is incurred, if measurable, except for unmatured interest on general long-term debt, which should be recognized when due.

#### Encumbrances

As of January 1, 1986 all local units were required by Technical Accounting Directive No. 85-1, as promulgated by the Division of Local Government Services, to maintain an encumbrance accounting system. The directive states that contractual orders outstanding at December 31<sup>st</sup> are reported as expenditures through the establishment of an encumbrance payable. Encumbrances do not constitute expenditures under GAAP.

#### Appropriation Reserves

Appropriation reserves are available, until lapsed at the close of the succeeding year, to meet specific claims, commitments or contracts incurred during the preceding year. Lapsed appropriation reserves are recorded as additions to income. Appropriation reserves do not exist under GAAP.

#### Compensated Absences

Expenditures relating to obligations for unused vested accumulated sick, vacation and compensatory pay are not recorded until paid. GAAP requires that the amount that would normally be liquidated with expendable available financial resources be recorded as an expenditure in the operating funds and the remaining obligations be recorded as a long-term obligation.

#### Property Acquired for Taxes

Property Acquired for Taxes (Foreclosed Property) is recorded in the Current Fund at the assessed valuation during the year when such property was acquired by deed or foreclosure and is offset by a corresponding reserve account. GAAP requires such property to be recorded in the capital fixed assets at market value on the date of acquisition.

#### Self-Insurance Contributions

Contributions to self-insurance funds are charged to budget appropriations. GAAP requires that payments be accounted for as an operating transfer and not as an expenditure.

## 1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

### C. Basis of Accounting (Continued)

#### Interfunds Receivable

Interfunds Receivable in the Current Fund are generally recorded with offsetting reserves which are established by charges to operations. Collections are recognized as income in the year that the receivables are realized. Interfunds Receivable of all other funds are recorded as accrued and are not offset with reserve accounts. Interfunds Receivable of one fund are offset with Interfunds Payable of the opposite fund. GAAP does not require the establishment of an offsetting reserve.

#### Inventories of Supplies

Materials and supplies purchased by all funds are recorded as expenditures.

An annual inventory of materials and supplies for the Water and Swimming Pool Utilities are required, by regulation, to be prepared by Township personnel for inclusion on the Water and Swimming Pool Utilities Operating Fund balance sheet. Annual changes in valuations, offset with a Reserve Account, are not considered as affecting results of operations. Materials and supplies of other funds are not inventoried nor included on their respective balance sheets.

#### Capital Fixed Assets

General:

In accordance with Technical Accounting Directive No. 85-2, Accounting for Governmental Fixed Assets, as promulgated by the Division of Local Government Services, which differs in certain respects from GAAP, the Township of West Caldwell has developed a fixed asset accounting and reporting system.

GAAP requires that fixed assets be capitalized at historical or estimated historical cost if actual historical cost is not available. Depreciation on utility fixed assets should also be recorded.

Capital fixed assets used in governmental operations (general fixed assets) are accounted for in the Capital Fixed Assets. Public domain ("infrastructure") capital 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.

Acquisitions of land, buildings, machinery, equipment and other capital assets are recorded on a perpetual capital fixed asset record.

Vehicles, furniture, equipment and other items are reflected at replacement values at time of inventory preparation. Additions to the established capital fixed assets are valued at cost.

Depreciation of assets is not recorded as an operating expense of the Township.

Utilities:

Capital acquisitions, including utility infrastructure costs of the Water and Swimming Pool Utilities, are recorded at cost upon purchase or project completion in the Fixed Capital Account of the utilities. The Fixed Capital Accounts are adjusted for dispositions or abandonments. The accounts include movable fixed assets of the Utility but are not specifically identified and are considered as duplicated in the Capital Fixed Assets. The duplication is considered as insignificant on its effect on the financial statements taken as a whole.

**1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)**

**C. Basis of Accounting (Continued)**

**Capital Fixed Assets (Continued)**

Utilities: (Continued)

Utility improvements that may have been constructed by developers are not recorded as additions to Capital Fixed Assets.

Fixed Capital of the Utilities are offset by accumulations in Amortization Reserve Accounts. The accumulations represent costs of fixed assets purchased with budgeted funds or acquired by gift as well as grants, developer contributions or liquidations or related bonded debt and other liabilities incurred upon fixed asset acquisition.

The Fixed Capital Accounts reflected herein are as recorded in the records of the municipality and do not necessarily reflect the true condition of such Fixed Capital. The records consist of a control account only. Detailed records are not maintained.

**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 Township of West Caldwell presents the financial statements listed in the table of contents which are required by the Division of Local Government Services and which differ from the financial statements required by GAAP. In addition, the Division requires the financial statements listed in the table of contents to be referenced to the supplementary schedules. This practice differs from GAAP.

**2. CASH, CASH EQUIVALENTS AND INVESTMENTS**

**A. Cash and Cash Equivalents**

New Jersey statutes permit the deposit of public funds in institutions located in New Jersey, which are insured by the Federal Deposit Insurance Corporation (FDIC) or any other agencies of the United States that insures deposits or the State of New Jersey Cash Management Fund.

The State of New Jersey Cash Management Fund is authorized by statute and regulations of the State Investment Council to invest in fixed income and debt securities which mature or are redeemed within one year. Twenty-five percent of the Fund may be invested in eligible securities which mature within two years provided, however, the average maturity of all investments in the Fund shall not exceed one year. Collateralization of Fund investments is generally not required.

In addition, by regulation of the Division of Local Government Services, municipalities are allowed to deposit funds in the Municipal Bond Insurance Association (MBIA) through their investment management company, the Municipal Investors Service Corporation.

In accordance with the provisions of the Governmental Unit Deposit Protection Act of New Jersey, public depositories are required to maintain collateral for deposits of public funds that exceed insurance limits as follows:

The market value of the collateral must equal five percent of the average daily balance of public funds or

If the public funds deposited exceed 75 percent of the capital funds of the depository, the depository must provide collateral having a market value equal to 100 percent of the amount exceeding 75 percent.

## **2. CASH, CASH EQUIVALENTS AND INVESTMENTS (Continued)**

### **A. Cash and Cash Equivalents (Continued)**

All collateral must be deposited with the Federal Reserve Bank, The Federal Home Loan Bank Board 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.

### **B. Investments**

New Jersey statutes permit the Township to purchase the following types of securities:

- . Bonds or other obligations of the United States of America or obligations guaranteed by the United States of America. This includes instruments such as Treasury bills, notes and bonds.
- . Government money market mutual funds.
- . Any federal agency or instrumentality obligation authorized by Congress that matures within 397 days from the date of purchase, and has a fixed rate of interest not dependent on any index or external factors.
- . Bonds or other obligations of the local unit or school districts of which the local unit is a part.
- . Any other obligations with maturities not exceeding 397 days, as permitted by the Division of Investments.
- . Local government investment pools, such as New Jersey CLASS, and the New Jersey Arbitrage Rebate Management Program.
- . New Jersey State Cash Management Fund.
- . Repurchase agreements of fully collateralized securities, subject to special conditions.

In addition, a variety of state laws permit local governments to invest in a wide range of obligations issued by State governments and its agencies.

As of December 31, 2011, the Township had funds invested and on deposit in checking, savings, certificates of deposit and New Jersey Cash Management Accounts.

The Township's cash and cash equivalents and investments on deposit as of December 31, 2011 was \$7,933,056.82.

These funds constitute "deposits with financial institutions" as defined by GASB Statement No. 40.

## **3. TAXES AND TAX TITLE LIENS RECEIVABLE**

Property assessments are determined on true values and taxes are assessed based upon these values. The residential tax bill includes the levies for the Township, County and School purposes. Certified adopted budgets are submitted to the County Board of Taxation by each taxing district. The tax rate is determined by the board upon the filing of these budgets.

**3. TAXES AND TAX TITLE LIENS RECEIVABLE (Continued)**

The tax bills are mailed by the Tax Collector annually in June and are payable in four quarterly installments due the first of August and November of the current year and a preliminary billing due the first of February and May of the subsequent year. The August and November billings represent the third and fourth quarter installments and is calculated by taking the total year tax levy less the preliminary first and second quarter installments due February and May. The preliminary levy is based on one-half of the current year's total tax.

Tax installments not paid by the above due dates are subject to interest penalties determined by a resolution of the governing body. The rate of interest in accordance with the aforementioned resolution is 8% per annum on the first \$1,500.00 of delinquency and 18% on any delinquency in excess of \$1,500.00. The resolution also sets a grace period of ten days before interest is calculated. In addition, any delinquency in excess of \$10,000.00 at the end of the calendar year is subject to a 6% penalty on the unpaid balance.

Taxes unpaid on the 11<sup>th</sup> day of the eleventh month in the fiscal year when the taxes become in arrears are subject to the tax sale provisions of the New Jersey statutes. The municipality may institute in rem foreclosure proceedings after six months from the date of the sale if the lien has not been redeemed.

The following is a five year comparison of certain statistical information relative to property taxes and property tax collections for the current and previous four years.

**Comparative Schedule of Tax Rates**

	<u>2011</u>	<u>2010</u>	<u>2009</u>	<u>2008</u>	<u>2007</u>
Tax Rate	<u>\$2.190</u>	<u>\$4.205</u>	<u>\$4.027</u>	<u>\$3.802</u>	<u>\$3.63</u>
Apportionment of Tax Rate:					
Municipal	\$0.512	\$1.027	\$1.005	\$0.959	\$0.91
County	0.459	0.890	0.852	0.788	0.76
School	1.166	2.254	2.136	2.023	1.94
County Open Space	0.017	0.034	0.034	0.032	0.02
Library	0.036				

\*Revaluation

**Assessed Valuations**

<u>Year</u>	<u>Amount</u>
2011*	\$ 2,233,497,000.00
2010	1,138,861,600.00
2009	1,139,893,100.00
2008	1,139,197,700.00
2007	1,133,389,100.00

\*Revaluation

**3. TAXES AND TAX TITLE LIENS RECEIVABLE (Continued)**

**Comparison of Tax Levies and Collections**

<u>Year</u>	<u>Tax Levy</u>	<u>Collections</u>	<u>Percentage of Collections</u>
2011	\$ 49,016,018.38	\$ 48,582,059.43	99.11 %
2010	48,101,009.46	47,524,953.20	98.80
2009	46,133,361.78	45,699,018.37	99.05
2008	43,618,847.66	43,309,026.55	99.28
2007	41,503,594.83	41,275,000.76	99.44

**Delinquent Taxes and Tax Liens**

<u>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>
2011	\$93,573.66	\$ 341,495.50	\$ 435,069.16	0.88 %
2010	61,036.83	531,027.53	592,064.36	1.23
2009	17,600.02	433,371.36	450,971.38	0.97
2008	16,665.75	307,294.35	323,960.10	0.74
2007	15,783.68	218,830.03	234,613.71	0.56

**4. PROPERTY ACQUIRED BY TAX TITLE LIEN LIQUIDATION**

The value of property acquired by liquidation of tax title liens, on the basis of the last assessed valuation of such properties in the year of acquisition, was as follows:

<u>Year</u>	<u>Amount</u>
2011	\$15,000.00
2010	15,000.00
2009	15,000.00
2008	15,000.00
2007	15,000.00

**5. WATER CONSUMER ACCOUNTS RECEIVABLE**

The Township of West Caldwell maintains a utility fund for the billing and collection of water rents. The Township is divided into four sections for the purposes of billings which are done on a quarterly basis.

A comparison of Water Utility billings and collections for the past five years are as follows:

<u>Year</u>	<u>Billing</u>	<u>Collection</u>
2011	\$ 2,301,246.16	\$ 2,298,028.86
2010	2,368,763.17	2,351,335.24
2009	1,778,743.24	1,774,010.39
2008	1,894,318.89	1,889,869.18
2007	1,697,855.20	1,693,445.00

Cash collections include realization of prior year uncollected balances.

**6. SEWER RENTALS RECEIVABLE**

Sewer user charges are billed on a quarterly basis and recorded as revenue in the Current Fund.

A comparison of billings and collections for the past five years are as follows:

<u>Year</u>	<u>Billing</u>	<u>Collection</u>
2011	\$ 1,074,262.49	\$ 1,070,283.27
2010	1,068,713.84	1,071,978.29
2009	836,116.94	831,791.72
2008	737,820.68	754,291.61
2007	712,473.21	755,613.33

Cash collections include realization of prior year uncollected balances.

**7. SWIMMING POOL MEMBERSHIP FEES**

The Township of West Caldwell maintains a utility fund for the collection of membership fees. The Township has two swimming pools.

A comparison of swimming pool membership fees for the past three years are as follows:

	2011		2010		2009	
	<u>Number</u>	<u>Amount</u>	<u>Number</u>	<u>Amount</u>	<u>Number</u>	<u>Amount</u>
Resident:						
Family	517	\$ 206,010.00	548	\$ 219,300.00	549	\$ 219,820.00
Couple	68	23,685.00	62	21,460.00	54	18,630.00
Single	78	18,730.00	66	15,910.00	82	19,585.00
Senior Citizens	192	19,500.00	209	21,420.00	178	17,970.00
Other	68	10,090.00	61	9,170.00	56	8,395.00
	<u>923</u>	<u>278,015.00</u>	<u>946</u>	<u>287,260.00</u>	<u>919</u>	<u>284,400.00</u>
Nonresident:						
Family	300	145,980.00	305	149,145.00	329	146,125.00
Couple	56	23,960.00	49	21,095.00	54	21,045.00
Single	49	14,750.00	56	16,990.00	61	16,855.00
Senior Citizens	119	18,275.00	114	17,775.00	100	14,180.00
Other	32	5,960.00	25	4,740.00	44	7,670.00
	<u>556</u>	<u>208,925.00</u>	<u>549</u>	<u>209,745.00</u>	<u>588</u>	<u>205,875.00</u>
	<u>1,479</u>	<u>\$ 486,940.00</u>	<u>1,495</u>	<u>\$ 497,005.00</u>	<u>1,507</u>	<u>\$ 490,275.00</u>

**8. FUND BALANCES APPROPRIATED**

	<u>Year</u>	<u>Balance December 31,</u>	<u>Utilized in Budgets of Succeeding Year</u>
Current Fund:	2011	\$ 1,799,999.27	\$ 1,547,500.00
	2010	1,384,266.18	1,384,266.18
	2009	1,444,639.88	1,417,229.00
	2008	1,956,586.58	1,937,000.00
	2007	2,579,676.23	2,330,000.00
Water Utility Operating Fund:	2011	388,317.72	16,880.50
	2010	263,233.45	
	2009	170,846.89	70,000.00
	2008	297,223.87	97,000.00
	2007	116,486.97	115,000.00
Swimming Pool Utility Operating Fund:	2011	65,604.48	27,895.00
	2010	29,682.09	26,260.00
	2009	23,072.11	23,000.00
	2008	76,055.92	75,000.00
	2007	31,296.07	28,438.74

**9. PENSION PLANS**

**Description of Systems**

Substantially all of the Township's employees participate in one of the following contributory defined benefit public employee retirement systems which have been established by State statute: the Public Employees' Retirement System (PERS) or the Police and Firemen's Retirement System (PFRS). In addition, the Township contributes to the Consolidated Police and Firemen's Pension Fund. These systems are sponsored and administered by the New Jersey Division of Pensions and Benefits. The Public Employees' Retirement System and the Police and Firemen's Retirement System is considered a cost sharing multiple-employer plan.

**Public Employees' Retirement System:**

The Public Employees' Retirement System (PERS) was established in January, 1955 under the provisions of N.J.S.A. 43:15A to provide coverage including post-retirement health care to substantially all full-time employees of the State or any county, municipality, school district or public agency provided the employee is not a member of another State-administered retirement system. Membership is mandatory for such employees and vesting occurs after 8 to 10 years of service and 25 years for health care coverage. Members are eligible for retirement at age 60 with an annual benefit generally determined to be 1/55<sup>th</sup> of the average annual compensation for the highest three fiscal years' compensation for each year of membership during years of creditable service. Pension benefits for members enrolled in the system after May 21, 2010 would be based on 1/60<sup>th</sup> of the average annual compensation for the last five years of service or any five fiscal years of membership that provide the largest benefit to the member or the member's beneficiary. Early retirement is available to those under age 60 with 25 or more years of credited service. Anyone who retires early and is under age 55 receives retirement benefits as calculated in the above-mentioned formula but at a reduced rate (one quarter of one percent for each month the member lacks of attaining age 55).

**9. PENSION PLANS (Continued)**

**Description of Systems (Continued)**

Police and Firemen's Retirement System:

The Police and Firemen's Retirement System (PFRS) was established in July, 1944 under the provisions of N.J.S.A. 43:16A to provide coverage to substantially all full-time county and municipal police or firemen and State firemen appointed after June 30, 1944. Membership is mandatory for such employees. Members may opt for Service Retirement if over age 55 or Special Retirement at any age if they have a minimum of 25 years of service or 20 years of service if enrolled in the PFRS as of January 18, 2000. Retirement benefits vary depending on age and years of service.

Chapter 428, Public Laws of 1999, effective January 18, 2000, allows a member, age 55 and older with 20 or more years of service, to retire with a benefit equaling 50% of final compensation, in lieu of the regular retirement allowance available to the member. Final compensation means the compensation received by the member in the last twelve months of creditable service preceding retirement.

In addition, a member of the system as of the effective date of this law may retire with 20 or more years of service with a retirement allowance of 50% of final compensation, regardless of age, and, if required to retire because of attaining the mandatory retirement age of 65, an additional 3% of final compensation for every additional year of creditable service up to 25 years.

**Contributions Required and Made**

In accordance with the provisions of Chapter 78, P.L. 2011, employee pension contribution rates will be increased for PERS from 5.5% to 6.5% and for PFRS from 8.5% to 10% of their base wages, respectfully. These increases will be effective with the first payroll amount to be paid on or after October 1, 2011.

Employee contributions for PERS employees will be increased from 6.5% to 7.5% to be phased in equally over a 7 year period beginning July 2012. The contribution rate will increase by 0.14% each year with the first payroll of July until the 7.5% contribution rate is reached in July 2018. Employer contributions are actuarially determined on an annual basis by the Division of Pensions. Contributions to the plan for the past three (3) years are as follows:

<u>Year</u>	<u>PERS</u>		<u>PFRS</u>	
	<u>Township</u>	<u>Employees</u>	<u>Township</u>	<u>Employees</u>
2011	\$445,476.00	\$188,819.85	\$812,980.00	\$243,638.00
2010	354,500.00	205,230.51	700,925.00	247,232.36
2009	303,611.00	218,990.60	658,779.00	238,068.42

**10. DEFINED CONTRIBUTION RETIREMENT PROGRAM**

**Description of System**

The Defined Contribution Retirement Program (DCRP) was established on July 1, 2007 for certain public employees under the provisions of Chapter 92, P.L. 2007 and Chapter 103, P.L. 2007. The program provides eligible members, with a minimum base salary of \$1,500.00 or more, with a tax-sheltered, defined contribution retirement benefit, in addition to life insurance and disability coverage. If the eligible elected or appointed official will earn less than \$5,000.00 annually, the official may choose to waive participation in the DCRP for that office or position. This waiver is irrevocable.

As of May 21, 2010, the minimum base salary required for eligibility in the DCRP was increased to \$5,000.00.

The DCRP is jointly administered by the Division of Pensions and Benefits and Prudential Financial.

**10. DEFINED CONTRIBUTION RETIREMENT PROGRAM (Continued)**

**Description of System (Continued)**

This retirement program is a new pension system where the value of the pension is based on the amount of the contribution made by the employee and employer and through investment earnings. It is similar to a Deferred Compensation Program where the employee has a portion of tax deferred salary placed into an account that the employee manages through investment options provided by the employer.

The law requires that three classes of employees enroll in the DCRP detailed as follows:

- All elected officials taking office on or after July 1, 2007, except that a person who is reelected to an elected office held prior to that date without a break in service may remain in the Public Employees' Retirement System (PERS).
- A Governor appointee with the advice and consent of the Legislature or who serves at the pleasure of the Governor only during that Governor's term of office.
- Other employees commencing service after July 1, 2007, pursuant to an appointment by an elected official or elected governing body which include the statutory untenured Chief Administrative Officer such as the Business Administrator, County Administrator or Municipal or County Manager, Department Heads, Legal Counsel, Municipal or County Engineer, Municipal Prosecutor and the Municipal Court Judge.

Notwithstanding the foregoing requirements other employees who hold a professional license or certificate or meet other exceptions are permitted to remain to join or remain in PERS.

**Contributions Required and Made**

Contributions made by employees for DCRP are currently at 5.5% of their base wages. Member contributions are matched by a 3.0% employer contribution. Contributions to the plan for the past three (3) years are as follows:

<u>Year</u>	<u>Township</u>	<u>Employees</u>
2011	\$ 1,748.46	\$ 3,205.42
2010	575.30	1,054.68
2009	150.00	275.00

**11. POST EMPLOYMENT BENEFITS OTHER THAN PENSION**

**Plan Description**

The Township of West Caldwell, by contractual agreement, provides medical benefits to Township employees who retire in accordance with the provisions of the Police and Firemen's Retirement System. The Township also provides medical coverage to surviving spouses of any officer retiring with 25 years or more of service. Such coverage expires when the spouse becomes eligible for Medicare at which time the Township will pay the Part B premium only or if the spouse remarries.

In addition, by resolution of the Township Council the Township provides medical benefits to other retired employees with 25 years of service. The Township will also reimburse the retired employee for Federal Medicare premiums and cover the cost of medical and Medicare premiums for the spouse of the retired employee.

## 11. POST EMPLOYMENT BENEFITS OTHER THAN PENSION (Continued)

### Plan Description (Continued)

The Township will also provide medical coverage and Medicare reimbursements to employees retired from a State or locally administered retirement system with 25 or more years of service credited in such retirement system and a minimum of 10 years of service with the Township of West Caldwell. Spouses of the employees will also be covered, however should the employee predecease their spouse, the spouse will retain the same benefits until they are eligible for Medicare when the Township will only pay Part B premiums and provide no other coverage. Also upon remarrying, the spouse will not be eligible for any medical coverage.

### Actuarial Valuation

An actuarial valuation for the annual payment for currently retired employees and the future costs for these employees has not been prepared.

## 12. MUNICIPAL DEBT

The Local Bond Law governs the issuance of bonds and notes to finance general capital expenditures. All bonds are retired in serial installments within the statutory period of usefulness. Bonds issued by the Township are general obligation bonds, backed by the full faith and credit of the Township pursuant to N.J.S.A. 40A:2-8. Bond anticipation notes, which are issued to temporarily finance capital projects, cannot be renewed past the third anniversary unless an amount equal to at least the first legal requirement is paid prior to each anniversary and must be paid off within ten years and five months or retired by the issuance of bonds.

### Summary of Municipal Debt (Excluding Current and Operating Debt)

	<u>Year 2011</u>	<u>Year 2010</u>	<u>Year 2009</u>
<u>Issued</u>			
General:			
Bonds and Notes	\$ 10,799,715.50	\$ 8,953,700.00	\$ 7,658,100.00
Loans Payable		20,100.21	39,804.36
Water Utility:			
Bonds and Notes	2,279,250.00	2,460,450.00	2,638,000.00
Swimming Pool Utility:			
Bonds and Notes	85,000.00	120,000.00	155,000.00
	<u>13,163,965.50</u>	<u>11,554,250.21</u>	<u>10,490,904.36</u>
 <u>Authorized but Not Issued</u>			
General:			
Bonds and Notes	1,727,222.82	2,922,457.95	1,340,666.25
Water Utility:			
Bonds and Notes	301,500.00	301,500.00	301,500.00
	<u>2,028,722.82</u>	<u>3,223,957.95</u>	<u>1,642,166.25</u>
 Total Debt	 <u>15,192,688.32</u>	 <u>14,778,208.16</u>	 <u>12,133,070.61</u>
 <u>Deductions</u>			
Cash on Hand:			
General	73,905.47	238,989.97	
Grants Receivable		299,362.20	128,811.59
	<u>73,905.47</u>	<u>538,352.17</u>	<u>128,811.59</u>
 Net Bonds and Notes Issued and Authorized but Not Issued	 <u>\$ 15,118,782.85</u>	 <u>\$ 14,239,855.99</u>	 <u>\$ 12,004,259.02</u>

**12. MUNICIPAL DEBT (Continued)**

**Summary of Statutory Debt Condition - Annual Debt Statement**

The summarized statement of debt condition which follows is prepared in accordance with the required method of setting up the Annual Debt Statement and indicates a statutory net debt of 0.516%.

	<u>Gross Debt</u>	<u>Deductions</u>	<u>Net Debt</u>
Local School District	\$ 9,271,780.76	\$ 9,271,780.76	\$
Water Utility	2,580,750.00	2,580,750.00	
Swimming Pool Utility	85,000.00		85,000.00
General	<u>12,526,938.32</u>	<u>73,905.47</u>	<u>12,453,032.85</u>
	<u>\$ 24,464,469.08</u>	<u>\$ 11,926,436.23</u>	<u>\$ 12,538,032.85</u>

Net debt, \$12,538,032.85 divided by Average Equalized Valuation Basis per N.J.S. 40A:2-2 as amended, \$2,429,572,453.67 equals 0.516%.

**Borrowing Power Under N.J.S. 40A:2-6 as Amended**

3 1/2% of Equalized Valuation Basis	\$ 85,035,035.89
Net Debt	<u>12,538,032.85</u>
Remaining Borrowing Power	<u>\$ 72,497,003.04</u>

**School Debt Deductions**

The Local School District Debt is deductible up to the extent of 4.0% of the Average Equalized Assessed Valuations or \$97,182,898.15. \$9,271,780.76 of the total debt of the Caldwell-West Caldwell School District (\$13,475,000.00) is apportioned to the Township of West Caldwell on the basis of Average Equalized Valuations.

**Calculation of "Self-Liquidating Purposes" Water Utility per N.J.S. 40A:2-45**

Surplus and Cash Receipts from Fees, Rents or Other Charges for Year		\$ 2,480,916.08
Deductions:		
Operating and Maintenance Costs	\$ 2,087,354.00	
Debt Service per Water Utility Operating Fund	<u>235,965.50</u>	
		<u>2,323,319.50</u>
Excess in Revenue		<u>\$ 157,596.58</u>

There being an excess in revenue, all Water Utility Debt is deductible for Debt Statement purposes.

**12. MUNICIPAL DEBT (Continued)**

**Calculation of "Self-Liquidating Purposes" Swimming Pool Utility Per N.J.S. 40A:2-45**

Surplus and Cash Receipts from Fees, Rents or Other Charges for Year		\$561,538.33
Deductions:		
Operating and Maintenance Costs	\$ 529,115.00	
Debt Service per Swimming Pool Utility Operating Fund	<u>37,592.52</u>	
		<u>566,707.52</u>
Deficit in Revenue		<u>\$ (5,169.19)</u>
Total Debt Service		<u>\$ 37,592.52</u>
Deficit Smaller of Deficit in Revenue or Total Debt Service		<u>\$ (5,169.19)</u>

There being a deficit in Swimming Pool Utility Revenue, the Utility Debt is not "self-liquidating" for debt statement purposes.

Since there is a deficit, the Swimming Pool Utility Debt is not deductible to the extent of 20 times the deficit amount.

The foregoing debt information is in agreement with the Revised Annual Debt Statement filed by the Chief Financial Officer.

As of December 31, 2011, the Township's long-term debt is as follows:

**General Obligation Bonds**

\$6,330,000.00, 2002 Bonds due in annual installments  
of \$575,000.00 through July, 2014, interest at 3.75% \$ 1,725,000.00

**Water Utility Bonds**

\$2,270,000.00, 2002 Bonds due in annual installments of  
\$160,000.00 to \$170,000.00 through July, 2017, interest  
at 3.75% \$ 975,000.00

**Swimming Pool Utility Bonds**

\$315,000.00, 2002 Bonds due in annual installments of  
\$35,000.00 through July, 2012, interest at 3.75% \$ 35,000.00

**12. MUNICIPAL DEBT (Continued)**

**Special Emergency Note**

Outstanding Special Emergency Note is summarized as follows:

	<u>Interest Rate</u>	<u>Amount</u>
Current Fund	2.00%	<u>\$ 300,000.00</u>

**Bond Anticipation Notes**

Outstanding Bond Anticipation Notes are summarized as follows:

	<u>Interest Rate</u>	<u>Amount</u>
General Capital	1.00%	\$ 6,699,715.50
	2.00%	<u>2,375,000.00</u>
		<u>\$ 9,074,715.50</u>
Water Capital	1.00%	<u>\$ 1,304,250.00</u>
Swimming Pool Capital	1.00%	<u>\$ 50,000.00</u>

Statutory requirements for providing sums equivalent to legally payable installments for the redemption of notes (Budget Appropriations) and permanent funding (Bond Issues) are summarized as follows:

<u>Original Notes Issued</u>	<u>Installments Due</u>	<u>Funding Required as of May 1</u>
2003	2006 - 2013	2014
2004	2007 - 2014	2015
2005	2008 - 2015	2016
2006	2009 - 2016	2017
2007	2010 - 2017	2018
2008	2011 - 2018	2019
2009	2012 - 2019	2020
2010	2013 - 2020	2021
2011	2014 - 2021	2022

12. MUNICIPAL DEBT (Continued)

A schedule of annual debt service for principal and interest for bonded debt is as follows:

Calendar Year	Total	General		Water Utility		Swimming Pool Utility	
		Principal	Interest	Principal	Interest	Principal	Interest
2012	\$ 872,562.50	\$ 575,000.00	\$ 64,687.50	\$ 160,000.00	\$ 36,562.50	\$ 35,000.00	\$ 1,312.50
2013	808,687.50	575,000.00	43,125.00	160,000.00	30,562.50		
2014	781,125.00	575,000.00	21,562.50	160,000.00	24,562.50		
2015	178,562.50			160,000.00	18,562.50		
2016	177,562.50			165,000.00	12,562.50		
2017	176,375.00			170,000.00	6,375.00		
	<u>\$ 2,994,875.00</u>	<u>\$ 1,725,000.00</u>	<u>\$ 129,375.00</u>	<u>\$ 975,000.00</u>	<u>\$ 129,187.50</u>	<u>\$ 35,000.00</u>	<u>\$ 1,312.50</u>

The interest reflected above is on the cash basis for all funds.

**12. MUNICIPAL DEBT (Continued)**

**Bonds and Notes Authorized but Not Issued**

	<u>Balance</u> <u>Dec. 31, 2011</u>	<u>Balance</u> <u>Dec. 31, 2010</u>
General Capital Fund:		
General Improvements	\$ 1,727,222.82	\$2,922,457.95
Water Utility Capital Fund:		
General Improvements	<u>301,500.00</u>	<u>301,500.00</u>
	<u>\$2,028,722.82</u>	<u>\$3,223,957.95</u>

**13. INTERFUND RECEIVABLES AND PAYABLES**

As of December 31, 2011, interfund receivables and payables that resulted from various interfund transactions were as follows:

	<u>Due from</u> <u>Other Funds</u>	<u>Due to</u> <u>Other Funds</u>
Current Fund	\$ 47,605.73	\$ 800,967.63
Animal Control Trust Fund	2,793.00	
General Trust Fund	29,373.98	130,523.19
General Capital Fund	855,807.75	35,809.34
Water Utility Operating Fund	90,605.12	105,878.58
Water Assessment Fund	83,020.29	70,043.89
Water Utility Capital Fund	35,475.20	
Swimming Pool Operating Fund	27,917.63	820.00
Swimming Pool Capital Fund		6,654.12
Public Assistance Trust Fund		
Account #1	200.00	
Payroll Fund	<u>482.63</u>	<u>22,584.58</u>
	<u>\$1,173,281.33</u>	<u>\$ 1,173,281.33</u>

**14. DEFERRED CHARGES TO BE RAISED IN SUCCEEDING YEARS' BUDGETS**

Certain expenditures are required to be deferred to budgets of succeeding years. At December 31, 2011, the following deferred charges are shown on the balance sheet of the Current Fund:

	<u>Balance</u> <u>Dec. 31, 2011</u>	<u>2012 Budget</u> <u>Appropriation</u>
Current Fund:		
Emergency Authorization	\$ 250,000.00	\$ 250,000.00
Special Emergency Authorization	300,000.00	75,000.00

## 15. DEFERRED COMPENSATION PLAN

The Township of West Caldwell offers its employees a Deferred Compensation Plan created in accordance with the provisions of N.J.S. 43:15B-1 et seq., and the Internal Revenue Code, Section 457. The plan, available to all municipal employees, permits them to defer a portion of their salary until future years. The deferred compensation is not available to employees until termination, retirement, death or unforeseeable emergency.

Statutory and regulatory requirements governing the establishment and operation of Deferred Compensation Plans have been codified in the New Jersey Administrative Code under the reference N.J.A.C. 5:37.

The "Small Business Job Protective Act of 1996" revised several provisions of Section 457 of the Internal Revenue Code. A provision of the act required that all existing plans be modified to provide that the funds be held for the exclusive benefit of the participating employees and their beneficiaries.

The Township of West Caldwell authorized such modifications to their plan by resolution of the Township Council adopted September 16, 1997.

The administrator for the Township of West Caldwell Deferred Compensation Plan is the Variable Annuity Life Insurance Company (VALIC).

## 16. RISK MANAGEMENT

The Township of West Caldwell maintains a partial self-insurance program for health benefits which was established by resolution of the Governing Body adopted May 22, 1991.

Health Benefits:

Additional coverage is provided by a "Stop Loss" insurance policy, issued by the United of Omaha Life Insurance Company with coverages detailed as follows:

A. Specific Loss:

The Township will pay the Specific Deductible amount of \$50,000.00 for any one occurrence plus an aggregating Specific Deductible of \$50,000.00. The aggregating Specific Deductible can be met by one employee or by a number of employees exceeding their Specific Deductible amount. Once the aggregating Specific Deductible of \$50,000.00 is met, then all claims in excess of \$50,000.00 are covered.

B. Aggregate Loss:

The maximum annual aggregate reimbursement is \$1,000,000.00.

Processing and payment of claims are administered by the Insurance Design Administrators.

There has been no provision included in the financial statements for claims incurred but not reported as of December 31, 2011.

A summary of activity for this fund is detailed as follows:

Balance December 31, 2010	\$ 39,979.02
Receipts	<u>1,802,129.76</u>
	1,842,108.78
Disbursements	<u>1,811,358.59</u>
Balance December 31, 2011	<u>\$ 30,750.19</u>

## **17. CONTINGENT LIABILITY**

### **A. Compensated Absences**

The Township permits employees to accrue unused vacation and sick pay which, if not taken as time off, will be paid at a later date at an agreed upon rate. Employees will be compensated for up to 20 unused vacation days at full rate. Ordinance #1307 dated July 16, 1996 details the vacation leave policy for Township employees. Any employee, not covered by a collective bargaining agreement, having accumulated unused vacation days in excess of 20 days shall be considered lost unless specifically authorized by resolution of the Mayor and Township Council.

Employees hired prior to May 1, 1998 will be compensated for one-half of accumulated sick leave at separation without limit. Employees hired on or after May 1, 1998 will be compensated for one-third of accumulated sick leave at separation, subject to a maximum payment of \$15,000.00.

The Township estimates that the current cost of such unpaid compensation would be \$1,152,065.56 payable to 62 officials and employees on the basis of 2011 salary rates. This amount was not verified by audit.

Provision for the above is not reflected on the Financial Statements of the Township.

### **B. Tax Appeals**

As of December 2, 2012, there were fifty-six appeals pending before the New Jersey Tax Court with an assessed valuation of \$215,324,100.00. Potential liability was undeterminable.

Judgments favorable to the taxpayers generally extend to two years following the year judged and would also subject the Township to a liability for statutory interest based upon the amount of taxes refunded from the date of payment to the date of refund (R.S. 54:3-27.2).

### **C. Federal and State Awards**

The Township participates in several state grant programs which are governed by various rules and regulations of the grantor agencies; therefore, to the extent that the Township has not complied with the rules and regulations governing the grants, refunds of any money received may be required and the collectibility of any related receivable at December 31, 2011 may be impaired. In the opinion of management, there are no significant contingent liabilities relating to compliance with the rules and regulations governing the respective grants; therefore, no provisions have been recorded in the accompanying statutory basis financial statements for such contingencies.

### **D. Arbitrage Rebate Calculation**

In 1985, under the Tax Reform Act, the Arbitrage Rebate Law went into effect requiring issuers of tax exempt debt obligations to rebate to the Federal Government all of the earnings in excess of the yield on investments of proceeds of such debt issuances (the "Rebate arbitrage"). The Rebate Regulations apply to obligations issued after August 31, 1986. The arbitrage rebate liability must be calculated every installment computation date (last day of the fifth bond year) or earlier if the bonds are retired, defeased or refunded and pay at least 90% of the rebatable arbitrage (plus any earnings thereon) within 60 days after such date.

### **E. Payments in Lieu of Taxes (PILOT)**

Under N.J.S.A. 40A:20-12, each municipality is required to annually remit to the County five percent (5%) of the annual service charge for each long-term PILOT financial agreement entered into by the municipality.

## **17. CONTINGENT LIABILITY (Continued)**

### **F. Litigation**

There is no significant litigation or any contingent liabilities, unasserted claims or assessments or statutory violations which would affect the financial position or results of operations of the Township.

General liability claims pending against the Township are handled by insurance carriers.

## **18. SECONDARY MARKET DISCLOSURE**

Solely for purposes of complying with Rule 1602-12 of the Securities and Exchange Commission, as amended and interpreted from time to time (the "Rule"), and provided that the Bonds are not exempt from the Rule and provided that the Bonds are not exempt from the requirements in accordance with Paragraph (d) of the Rule, for so long as the Bonds remain outstanding (unless the Bonds have been wholly defeased), the municipality shall provide for the benefit of the holders of the Bonds and the beneficial owners thereof various financial documents relating to the financial conditions of the Municipal Securities Rulemaking Board through the Electronic Municipal Access Data Port (the "MSRB").

## **19. SUBSEQUENT EVENTS**

The Township of West Caldwell has evaluated subsequent events that occurred after the balance sheet date but before August 31, 2012. No items were determined to require disclosure.

TOWNSHIP OF WEST CALDWELL  
CURRENT FUND

CASH RECEIPTS, DISBURSEMENTS AND RECONCILIATION  
TREASURER

A-4

	<u>Ref.</u>	<u>Current Fund</u>		<u>Federal and State Grant Fund</u>
Balance December 31, 2010	A	\$ 1,265,500.89		\$ 248,248.92
Increased by Receipts:				
Interest on Investments and Deposits	A-2c	\$ 472.95		\$
Tax Collector	A-5	53,405,592.71		68,260.47
Interfunds Receivable	A-16	416,263.41		
Accounts Payable	A-23	103,940.81		
Interfunds Payable	A-26	78,342.66		
Special Emergency Note Payable	A-29	300,000.00		
Accumulated Revenue - Unappropriated	A-32			31,010.75
		54,304,612.54		99,271.22
		55,570,113.43		347,520.14
Decreased by Disbursements:				
Budget Appropriations	A-3	16,165,028.18		
Other Accounts Receivable	A-15	16,096.43		
Interfunds Receivable	A-16	11,031.82		
Appropriation Reserves	A-20	388,390.83		
Reserve for Revaluation	A-22	69,101.00		
Tax Overpayments	A-24	140,198.91		
Sewer Rent Overpayments	A-25	53.22		
County Taxes	A-27	10,664,916.39		
Local School District Tax	A-28	26,042,046.02		
Special Emergency Note Payable	A-29	375,000.00		
Federal and State Grant Programs				
Appropriated	A-33			61,715.80
Contra Item:				
Collector	A-5	414,294.84		
		54,286,157.64		61,715.80
Balance December 31, 2011	A	\$ 1,283,955.79		\$ 285,804.34
<u>Bank Reconciliation December 31, 2011</u>				
Balance per Statements:				
PNC Bank:				
Account #80-4392-5165		\$ 1,414,662.80		\$ 285,804.34
Plus: Due from Bank		3,880.64		
		1,418,543.44		285,804.34
Less: Outstanding Checks		134,587.65		
		\$ 1,283,955.79		\$ 285,804.34

TOWNSHIP OF WEST CALDWELL  
CURRENT FUND

CASH RECEIPTS, DISBURSEMENTS AND RECONCILIATION  
TAX COLLECTOR

A-5

	<u>Ref.</u>	<u>Current Fund</u>	<u>Federal and State Grant Fund</u>
Balance December 31, 2010	A	\$ 1,773,914.83	\$
Increased by Receipts:			
Interest and Costs on Taxes	A-2a	\$ 117,380.13	\$
Miscellaneous Revenue Not Anticipated	A-2d	120,835.37	
Due from State of New Jersey	A-9	102,421.24	
Taxes Receivable	A-10	48,793,435.58	
Sewer Rentals Receivable	A-13	1,069,871.82	
Revenue Accounts Receivable	A-14	2,800,768.58	
Federal and State Grants Receivable	A-17		68,260.47
Tax Overpayments	A-24	84,865.39	
Sewer Rent Overpayments	A-25	655.52	
Prepaid Taxes	A-30	197,769.39	
Prepaid Revenue	A-31	11,832.96	
Contra Items:			
Revenue Refunds	A-4	3,261.80	
Petty Cash Funds	A-4	450.00	
Appropriation Refunds	A-4	410,583.04	
		53,714,130.82	68,260.47
		55,488,045.65	68,260.47
Decreased by:			
Payments to Treasurer	A-4	53,405,592.71	68,260.47
Balance December 31, 2011	A	\$ 2,082,452.94	\$ -
<u>Bank Reconciliation December 31, 2011</u>			
Balance per Statement:			
PNC Bank:			
Account #80-4392-4795		\$ 2,053,242.63	
Plus: Deposit-in-Transit		29,210.31	
		\$ 2,082,452.94	

TOWNSHIP OF WEST CALDWELL  
CURRENT FUND

CERTIFICATES OF DEPOSIT

A-6

	<u>Ref.</u>	
Balance December 31, 2010	A	\$103,574.59
Increased by:		
Accrued Interest	A-2c	<u>653.58</u>
Balance December 31, 2011	A	<u>\$104,228.17</u>

Analysis of Balance

<u>Bank</u>	<u>Account Number</u>	<u>Maturity Date</u>	<u>Interest Rate</u>	<u>Amount</u>
Valley National Bank	7005410050	7-21-12	0.60%	<u>\$104,228.17</u>

TOWNSHIP OF WEST CALDWELL  
CURRENT FUND

CASH MANAGEMENT FUNDS

A-7

	<u>Ref.</u>	<u>Total</u>	<u>N.J. Cash Management Fund</u>	<u>MBIA Class</u>
Balance December 31, 2010	A	\$ 137,315.60	\$ 14,179.90	\$ 123,135.70
Increased by:				
Accrued Interest	A-2c	<u>50.05</u>	<u>15.38</u>	<u>34.67</u>
Balance December 31, 2011	A	<u>\$ 137,365.65</u>	<u>\$ 14,195.28</u>	<u>\$ 123,170.37</u>

Bank Reconciliation December 31, 2011

<u>Analysis of Balance</u>	<u>Account Number</u>		
State of New Jersey Cash Management Fund	117-77224-171	\$ 14,195.28	\$
Municipal Investors Service Corp.	NJ-02-0010-2001	<u>14,195.28</u>	<u>123,170.37</u>
		<u>\$ 14,195.28</u>	<u>\$ 123,170.37</u>

TOWNSHIP OF WEST CALDWELL  
CURRENT FUND

CHANGE FUNDS

A-8

	<u>Ref.</u>	
Balance December 31, 2010	A	<u>\$ 400.00</u>
Balance December 31, 2011	A	<u>\$ 400.00</u>
<u>Analysis of Balance</u>		
Tax Collector		\$ 250.00
Municipal Court		<u>150.00</u>
		<u>\$ 400.00</u>

TOWNSHIP OF WEST CALDWELL  
CURRENT FUND

DUE FROM STATE OF NEW JERSEY  
PER CHAPTER 129, P.L. 1976

A-9

	<u>Ref.</u>		
Balance December 31, 2010	A		\$ 3,258.74
Increased by:			
Deductions per 2011 Tax Duplicate:			
Senior Citizens		\$ 11,250.00	
Veterans		<u>91,250.00</u>	
		102,500.00	
Deductions Allowed by Tax Collector:			
Senior Citizens		\$750.00	
Veterans		<u>125.00</u>	
		875.00	
		<u>103,375.00</u>	
Less: Deductions Disallowed by Tax Collector:			
Senior Citizens		<u>560.95</u>	
		102,814.05	
Plus: Deductions Allowed by Tax Collector 2010:			
Senior Citizens		<u>250.00</u>	
	A-10		<u>103,064.05</u>
			106,322.79
Decreased by:			
Collections	A-5		<u>102,421.24</u>
Balance December 31, 2011	A		<u><u>\$ 3,901.55</u></u>

TOWNSHIP OF WEST CALDWELL  
CURRENT FUND

TAXES RECEIVABLE AND ANALYSIS OF PROPERTY TAX LEVY

A-10

<u>Year</u>	<u>Balance</u> <u>Dec. 31, 2010</u>	<u>2011 Levy</u>	<u>2010</u>	<u>2011</u>	<u>Due from</u> <u>State of</u> <u>New Jersey</u>	<u>Tax</u> <u>Overpayments</u> <u>Applied</u>	<u>Transfers</u> <u>to Tax</u> <u>Title Liens</u>	<u>Cancelled</u>	<u>Balance</u> <u>Dec. 31, 2011</u>
2010	\$ 531,027.53	\$ 49,016,018.38	\$ 191,327.47	\$ 516,626.36	\$ 250.00	\$ 3,570.57	\$ 32,536.83	\$ 0.46	\$ 10,580.14
2011	<u>\$ 531,027.53</u>	<u>\$ 49,016,018.38</u>	<u>\$ 191,327.47</u>	<u>\$ 48,276,809.22</u>	<u>102,814.05</u>	<u>11,108.69</u>	<u>\$ 32,536.83</u>	<u>70,506.76</u>	<u>330,915.36</u>
<u>Reference</u>	<u>A</u>	<u>Below</u>	<u>A-2b.30</u>	<u>A-2b.5</u>	<u>A-2b.9</u>	<u>A-2b.24</u>	<u>A-11</u>	<u>Reserve</u>	<u>A</u>
				<u>\$ 48,793,435.58</u>	<u>\$ 103,064.05</u>	<u>\$ 14,679.26</u>	<u>\$ 32,536.83</u>	<u>\$ 70,507.22</u>	<u>\$ 341,495.50</u>

ANALYSIS OF 2011 PROPERTY TAX LEVY

<u>Tax Yield</u>	<u>Ref.</u>
General Purpose Tax:	
General Purpose Tax	\$ 48,879,580.17
Business Personal Property Tax	<u>34,004.13</u>
Added Taxes	<u>48,913,584.30</u>
	<u>102,434.08</u>
	<u>\$ 49,016,018.38</u>
<u>Tax Levy</u>	<u>Above</u>
County Taxes:	
County Tax (Abstract)	\$ 10,618,353.28
Due County for Added and Omitted Taxes	<u>22,284.94</u>
Local School District Tax (Abstract)	\$ 10,640,638.22
Local Tax for Municipal Purposes (Budget)	26,042,046.02
Plus: Additional Taxes Levied	<u>12,333,334.14</u>
	<u>\$ 49,016,018.38</u>
	<u>Above</u>

TOWNSHIP OF WEST CALDWELL  
CURRENT FUND

TAX TITLE LIENS

A-11

	<u>Ref.</u>	
Balance December 31, 2010	A	\$61,036.83
Increased by:		
Transfers from Taxes Receivable	A-10	<u>32,536.83</u>
Balance December 31, 2011	A	<u>\$93,573.66</u>

PROPERTY ACQUIRED FOR TAXES  
AT ASSESSED VALUATION

A-12

	<u>Ref.</u>	
Balance December 31, 2010	A	<u>\$15,000.00</u>
Balance December 31, 2011	A	<u>\$15,000.00</u>

TOWNSHIP OF WEST CALDWELL  
CURRENT FUND

SEWER RENTALS RECEIVABLE

A-13

	<u>Balance</u> <u>Dec. 31, 2010</u>	<u>2011</u> <u>Billings</u>	<u>Collections</u>	<u>Balance</u> <u>Dec. 31, 2011</u>
Sewer Rents	\$ 17,928.32	\$1,056,423.97	\$1,052,444.75	\$ 21,907.54
Sewer Penalties	<u>                    </u>	<u>17,838.52</u>	<u>17,838.52</u>	<u>                    </u>
	<u>\$ 17,928.32</u>	<u>\$1,074,262.49</u>	<u>\$1,070,283.27</u>	<u>\$ 21,907.54</u>

Reference

A

Reserve

A-2a,Below

A

Ref.

Cash Receipts

A-5

\$1,069,871.82

Sewer Rent Overpayments

Applied

A-25

411.45

Above

\$1,070,283.27

TOWNSHIP OF WEST CALDWELL  
CURRENT FUND

REVENUE ACCOUNTS RECEIVABLE

A-14  
Sheet #1

	Ref.	Balance Dec. 31, 2010	Accrued in 2011	Collected		Balance Dec. 31, 2011
				2010	2011	
<u>Budget Revenue</u>						
Deputy Clerk:						
Alcoholic Beverage License	A-2a	\$ 12,420.00	\$ 12,420.00	\$ 12,420.00	\$	
Sale of Leaf Bags	A-2a	3,675.05	3,675.05	3,675.05		
Collector of Taxes:						
Rental of Township Property	A-2a	2,235.00	74,152.01	5,225.79	69,488.22	1,673.00
Municipal Court:						
Fines and Costs	A-2a	9,448.22	129,746.42		127,037.04	12,157.60
Recreation Program Fees	A-2a		181,991.00		181,991.00	
Township of the Borough of Caldwell - Recreation Costs	A-2a		425,000.00		425,000.00	
Uniform Construction Code Fees	A-2a		287,515.00		287,515.00	
State of New Jersey:						
Consolidated Municipal Property Tax Relief Act	A-2a		79,069.00		79,069.00	
Energy Receipts Tax	A-2a		1,231,363.00		1,231,363.00	
Township of Fairfield - Health Services	A-2a		20,286.00		20,286.00	
Township of the Borough of Caldwell - Police						
Dispatch	A-2a		125,999.92		125,999.92	
Bureau of Fire Safety - Uniform Fire Safety Act	A-2a		49,550.43		49,550.43	
Cablevision Franchise Fees	A-2a	147,391.12	153,192.63		147,391.12	153,192.63
		<u>159,074.34</u>	<u>2,773,960.46</u>	<u>5,225.79</u>	<u>2,760,785.78</u>	<u>167,023.23</u>
<u>Revenue Not Anticipated</u>						
Deputy Clerk:						
Service Station Licenses			130.00		130.00	
Raffle Licenses			130.00		130.00	
Plans and Specifications			975.00		975.00	
Miscellaneous			745.76		745.76	
Recreation Department:						
Rentals of Township-Owned Property			2,100.00		2,100.00	
Registrar of Vital Statistics:						
Marriage Licenses			114.00		114.00	
Other Fees			1,580.00		1,580.00	

TOWNSHIP OF WEST CALDWELL  
CURRENT FUND

A-14  
Sheet #2

REVENUE ACCOUNTS RECEIVABLE

Ref.	Balance Dec. 31, 2010	Accrued in 2011	Collected		Balance Dec. 31, 2011
			2010	2011	
<u>Revenue Not Anticipated</u>					
Board of Health:					
	\$	\$ 1,170.00	\$	\$	\$
Vending Machine License		8,035.00	975.00	195.00	
Restaurant Licenses (Food Licenses)		310.00	3,155.00	4,880.00	
Milk Licenses		500.00	120.00	190.00	
Swim Club License		420.00		500.00	
Property Owner Lists		2,282.60	890.00	420.00	
Miscellaneous Licenses and Fees				1,392.60	
Planning Board:					
Site Plans		7,411.14		7,411.14	
Miscellaneous Fees		4,983.75		4,983.75	
Board of Adjustment:					
Variance Fees		2,060.00		2,060.00	
Site Plans		1,205.00		1,205.00	
Miscellaneous Fees		310.00		310.00	
Police Department:					
Police Reports		4,407.55		4,407.55	
Fingerprints		250.00		250.00	
Other Fees and Permits		223.00		223.00	
Fire Department:					
Smoke Detector Inspections		3,605.00		3,605.00	
Miscellaneous Fees		2,175.00		2,175.00	
		<u>45,122.80</u>	<u>5,140.00</u>	<u>39,982.80</u>	
	\$	\$ 159,074.34	\$ 10,365.79	\$ 2,800,768.58	\$ 167,023.23
Reference	A	Reserve	A-31	A-5	A

TOWNSHIP OF WEST CALDWELL  
CURRENT FUND

OTHER ACCOUNTS RECEIVABLE

A-15

	<u>Ref.</u>	
Increased by:		
Reimbursable Expenditures	A-4	<u>\$16,096.43</u>
Balance December 31, 2011	A	<u>\$16,096.43</u>

TOWNSHIP OF WEST CALDWELL  
CURRENT FUND

A-16

INTERFUNDS RECEIVABLE

	Ref.	Total Current Fund	Current Fund			
			General Trust Fund	General Capital Fund	Water Operating Fund	Swimming Pool Operating Fund
Balance December 31, 2010	A	\$ 155,861.06	\$ 36,431.47	\$	\$ 117,660.84	\$ 1,768.75
Increased by:						
General Capital Fund Balance				92,260.00		
Anticipated as Current Fund	A-2a	92,260.00				
Revenue						
Water Operating Fund Balance						
Anticipated as Current Fund	A-2a	200,000.00			200,000.00	
Revenue	A-2c	4,716.26	142.44	4,573.82		
Interest on Investments and Deposits	A-4	11,031.82	11,031.82			
Advances		308,008.08	11,174.26	96,833.82	200,000.00	
		463,869.14	47,605.73	96,833.82	317,660.84	1,768.75
Decreased by:						
Settlements	A-4	416,263.41		96,833.82	317,660.84	1,768.75
Balance December 31, 2011	A	\$ 47,605.73	\$ 47,605.73	\$ -	\$ -	\$ -

TOWNSHIP OF WEST CALDWELL  
CURRENT FUND

FEDERAL AND STATE GRANTS RECEIVABLE

A-17

<u>Program</u>	<u>Balance</u> <u>Dec. 31, 2010</u>	<u>2011</u> <u>Grants</u>	<u>Collections</u>	<u>Balance</u> <u>Dec. 31, 2011</u>
<u>State Grants</u>				
Clean Communities Program	\$	\$ 16,685.04	\$ 16,685.04	\$
Recycling Tonnage Grant		28,762.65	28,762.65	
Tobacco Age-of-Sale Enforcement:				
2007	1,380.00			1,380.00
2008	480.00			480.00
Handicapped Recreation Opportunities Grant:				
2011		20,000.00		20,000.00
Developmental Disabilities Grant:				
2007	2.99			2.99
2008	0.02			0.02
2009	0.03			0.03
2010	1,366.34		1,354.67	11.67
2011		16,390.00	13,658.35	2,731.65
Statewide Livable Communities Grant:				
ADA Improvements to Civic Center - 2004	0.08			0.08
Body Armor Grant		2,629.12	2,629.12	
Pandemic Flu Planning Grant:				
2007	559.00			559.00
2008	47.00			47.00
2009	2,500.00			2,500.00
Drunk Driving Enforcement Fund		70.97	70.97	
Public Health Priority Funding		2,541.00	2,541.00	
Over the Limit Under Arrest		4,200.00	4,200.00	
Local Public Health H1N1 Corrective Actions		10,000.00	6,379.41	3,620.59
	<u>\$ 6,335.46</u>	<u>\$ 101,278.78</u>	<u>\$ 76,281.21</u>	<u>\$ 31,333.03</u>

Reference

A

A-2a

Below

A

Ref.

Collections

A-5

\$ 68,260.47

Accumulated Revenue - Unappropriated

A-32

8,020.74

Above

\$ 76,281.21

TOWNSHIP OF WEST CALDWELL  
CURRENT FUND

DEFERRED CHARGES

A-18

	<u>Balance</u> <u>Dec. 31, 2010</u>	<u>Increase</u>	<u>Budget</u> <u>Appropriation</u>	<u>Balance</u> <u>Dec. 31, 2011</u>
Emergency Authorization	\$	\$ 250,000.00	\$	\$ 250,000.00
Overexpenditures of Appropriation Reserves	<u>2,412.57</u>	<u>                    </u>	<u>2,412.57</u>	<u>                    </u>
	<u>\$ 2,412.57</u>	<u>\$ 250,000.00</u>	<u>\$ 2,412.57</u>	<u>\$ 250,000.00</u>
<u>Reference</u>	<u>A</u>	<u>A-3</u>	<u>A-3</u>	<u>A</u>

TOWNSHIP OF WEST CALDWELL  
CURRENT FUND

DEFERRED CHARGES  
N.J.S. 40A:4-55 SPECIAL EMERGENCY

A-19

<u>Date Authorized</u>	<u>Purpose</u>	<u>Net Amount Authorized</u>	<u>1/5 of</u>	<u>Net Amount Authorized</u>	<u>Balance Dec. 31, 2010</u>	<u>Budget Appropriation</u>	<u>Balance Dec. 31, 2011</u>
2-16-10	Revaluation Program	<u>\$ 375,000.00</u>		<u>\$ 75,000.00</u>	<u>\$ 375,000.00</u>	<u>\$ 75,000.00</u>	<u>\$ 300,000.00</u>
	<u>Reference</u>				A	A-3	A

TOWNSHIP OF WEST CALDWELL  
CURRENT FUND

A-20  
Sheet #1

APPROPRIATION RESERVES

	Balance Dec. 31, 2010		Balance After Transfers	Paid or Charged	Balance Lapsed
	Encumbered	Unencumbered			
<b>APPROPRIATION</b>					
<b>APPROPRIATIONS WITHIN "CAPS"</b>					
<b>GENERAL GOVERNMENT</b>					
Administrative and Executive:					
Other Expenses	\$ 99.00	\$ 4,135.64	\$ 4,234.64	\$ 4,230.53	\$ 4.11
Elections/Municipal Clerk:					
Other Expenses		290.56	290.56	290.56	
Financial Administration:					
Other Expenses	848.97	3,922.46	4,771.43	4,771.43	
Audit Services		42,830.00	42,830.00	42,830.00	
Collection of Taxes:					
Other Expenses	46.00	100.00	146.00	46.00	100.00
Mayor and Council:					
Other Expenses	90.50	202.19	292.69	282.69	10.00
Legal Services and Costs:					
Salaries and Wages		1,583.08	1,583.08		1,583.08
Other Expenses	49,844.93		112,261.51	53,623.52	58,637.99
Engineering Services and Costs:					
Other Expenses		1,944.62	1,944.62	1,944.62	
Public Buildings and Grounds:					
Other Expenses	3,456.72	2,311.00	5,767.72	5,561.72	206.00
Municipal Land Use Law (N.J.S. 40:55D-1):					
Planning Board:					
Salaries and Wages		4,687.94			
Other Expenses	21.36	1,244.37	1,280.81	1,259.45	21.36
Board of Adjustment:					
Salaries and Wages		12.80			
Other Expenses		1,011.13			
Environmental Commission:					
Other Expenses		453.27			
Municipal Court:					
Salaries and Wages		3,861.08			
Other Expenses	861.01	4,948.44	861.17	722.17	139.00

TOWNSHIP OF WEST CALDWELL  
CURRENT FUND

A-20  
Sheet #2

APPROPRIATION RESERVES

	Balance Dec. 31, 2010	Balance After Transfers	Paid or Charged	Balance Lapsed
	<u>Encumbered</u>	<u>Unencumbered</u>		
	\$	\$	\$	\$
	17.02			
		275.70		
		0.27		
	3,536.75	5,862.75	5,862.75	
	2,546.59	3,216.61	3,216.61	
	750.00	750.00	750.00	
	748.48			
	4,717.02			
	19,566.39	50,307.27	26,434.92	23,872.35
	420.00	537.69	537.69	
	1,908.82			
	1,712.86			
	7,355.37	8,369.00	8,369.00	
	1,013.63			
	4,423.64	3,479.29	3,479.29	
	1,539.63			
	15,788.71	15,970.47	15,970.47	
	1,920.81			
	3,301.33			

APPROPRIATION

APPROPRIATIONS WITHIN "CAPS"

GENERAL GOVERNMENT

Public Defender:

Salaries and Wages

Insurance:

General Liability - Other

Workers' Compensation

Employee Group Health

PUBLIC SAFETY

Fire:

Other Expenses

Uniform Fire Safety Act (Ch.383,

P.L. 1983):

Fire Prevention:

Salaries and Wages

Other Expenses

Police:

Other Expenses

Emergency Management Services:

Salaries and Wages

Other Expenses

STREETS AND ROADS

Road Repairs and Maintenance:

Other Expenses

Snow Removal:

Other Expenses

Motor Vehicle Equipment Service

and Repairs:

Salaries and Wages

Other Expenses

TOWNSHIP OF WEST CALDWELL  
CURRENT FUND

A-20  
Sheet #3

APPROPRIATION RESERVES

	<u>Balance</u> <u>Dec. 31, 2010</u>		<u>Balance</u> <u>After</u> <u>Transfers</u>	<u>Paid or</u> <u>Charged</u>	<u>Balance</u> <u>Lapsed</u>
	<u>Encumbered</u>	<u>Unencumbered</u>			
<u>APPROPRIATION</u>					
<u>APPROPRIATIONS WITHIN "CAPS"</u>					
<u>SANITATION</u>					
Sewer System:					
Salaries and Wages		\$ 1,514.13	\$	\$	
Other Expenses	537.66	7,450.46	2,690.53	2,690.53	
Recycling:					
Salaries and Wages		722.84			
Other Expenses		924.33	255.04	255.04	
<u>HEALTH AND WELFARE</u>					
Board of Health:					
Other Expenses	1,326.50	2,384.75	3,711.25	1,423.72	2,287.53
Services of Visiting Nurse - Contract (N.J.S.A. 40:13-1 et seq.)	2,095.67	1,375.19	3,470.86	3,456.32	14.54
Administration of Public Assistance:					
Other Expenses		2,880.00	2,880.00	2,880.00	
<u>RECREATION AND EDUCATION</u>					
Parks and Playgrounds:					
Salaries and Wages		8,011.78			
Other Expenses	9,859.76	35,090.34	23,464.24	21,176.49	2,287.75
Camp Wyanokie:					
Other Expenses		179.00	179.00		179.00
<u>UNIFORM CONSTRUCTION CODE -</u> <u>APPROPRIATIONS OFFSET BY</u> <u>DEDICATED REVENUES (N.J.A.C.</u> <u>5:23-4.17)</u>					
Construction Official:					
Salaries and Wages		4,480.47	1,085.00	1,085.00	
Other Expenses	762.25	3,684.42	762.25	577.25	185.00

TOWNSHIP OF WEST CALDWELL  
CURRENT FUND

A-20  
Sheet #4

APPROPRIATION RESERVES

<u>APPROPRIATION</u>	<u>Balance</u> <u>Dec. 31, 2010</u>	<u>Balance</u> <u>After</u> <u>Transfers</u>	<u>Paid or</u> <u>Charged</u>	<u>Balance</u> <u>Lapsed</u>
	<u>Encumbered</u>	<u>Unencumbered</u>		
<u>APPROPRIATIONS WITHIN "CAPS"</u>				
<u>UNCLASSIFIED</u>				
Utilities:				
Gasoline	\$	14,870.37	\$	14,870.37
Electricity		8,265.75		8,265.75
Telephone and Telegraph	450.00	7,641.64		4,098.81
Natural Gas		3,918.73		3,918.73
Street Lighting		13,865.41		13,865.41
Solid Waste Disposal Costs		36,775.44		36,775.44
Other:				
Terminal Leave		677.62		
<u>CONTINGENT</u>		3,475.00		3,475.00
<u>STATUTORY EXPENDITURES</u>				
Contribution to:				
Social Security System (O.A.S.I.)		22,173.48		
<u>APPROPRIATIONS EXCLUDED FROM "CAPS"</u>				
<u>GENERAL OPERATIONS</u>				
Sewerage Treatment:				
Two Bridges Sewerage Authority - Contract		27,321.51	15,892.83	11,428.68
Township of the Borough of Caldwell - Contract		213,211.85		213,211.85
Borough of Roseland - Contract		3,644.19		3,644.19
Length of Service Awards Program:				
(LOSAP) - Fire Department		53,000.00	46,834.24	6,165.76
Length of Service Awards Program:				
(LOSAP) - First Aid Squad		26,000.00	26,000.00	
Interlocal Municipal Service Agreements:				
Township of Fairfield - Health Services	1,376.34	33,759.19	2,055.49	33,080.04
Borough of North Caldwell - Health Services	1,406.84	5,818.88	2,085.99	5,139.73

TOWNSHIP OF WEST CALDWELL  
CURRENT FUND

A-20  
Sheet #5

APPROPRIATION RESERVES

	Balance Dec. 31, 2010		Balance After Transfers	Paid or Charged	Balance Lapsed
	Encumbered	Unencumbered			
	\$	\$ 370.80	\$ 370.80	\$	\$ 370.80
	\$ 127,470.96	\$ 626,963.63	\$ 754,434.59	\$ 388,390.83	\$ 366,043.76
	A	A		A-4	A-1

APPROPRIATIONS EXCLUDED FROM "CAPS"

CAPITAL IMPROVEMENTS

Replacement of West Essex First Aid Squad  
Rescue Vehicle

Reference

TOWNSHIP OF WEST CALDWELL  
CURRENT FUND

RESERVE FOR MASTER PLAN

A-21

	<u>Balance</u> <u>Dec. 31, 2010</u>	<u>Balance</u> <u>Dec. 31, 2011</u>
Preparation of Master Plan	<u>\$ 800.69</u>	<u>\$ 800.69</u>
<u>Reference</u>	A	A

RESERVE FOR REVALUATION

A-22

	<u>Ref.</u>	
Balance December 31, 2010	A	\$ 109,786.43
Decreased by:		
Payments	A-4	<u>69,101.00</u>
Balance December 31, 2011	A	<u>\$ 40,685.43</u>

TOWNSHIP OF WEST CALDWELL  
CURRENT FUND

ACCOUNTS PAYABLE

A-23

	<u>Ref.</u>		
Balance December 31, 2010	A		\$ 8,856.15
Increased by:			
Commitments	A-3	\$ 3,101.71	
Collections	A-4	<u>103,940.81</u>	
			<u>107,042.52</u>
Balance December 31, 2011	A		<u>\$115,898.67</u>

BOROUGH OF WEST CALDWELL  
CURRENT FUND

TAX OVERPAYMENTS

A-24

	<u>Ref.</u>		
Balance December 31, 2010	A		\$ 56,944.21
Increased by:			
Prior Year Paid Taxes Cancelled	A-1	\$ 33,971.02	
Collections	A-5	<u>84,865.39</u>	
			<u>118,836.41</u>
			175,780.62
Decreased by:			
Cancellations	A-1	3,576.04	
Refunds	A-4	140,198.91	
Applied to Taxes Receivable	A-10	<u>14,679.26</u>	
			<u>158,454.21</u>
Balance December 31, 2011	A		<u><u>\$ 17,326.41</u></u>

SEWER RENT OVERPAYMENTS

A-25

	<u>Ref.</u>		
Balance December 31, 2010	A		\$ 411.45
Increased by:			
Collections	A-5		<u>655.52</u>
			1,066.97
Decreased by:			
Refund	A-4	\$ 53.22	
Applied to Sewer Rentals Receivable	A-13	<u>411.45</u>	
			<u>464.67</u>
Balance December 31, 2011	A		<u><u>\$ 602.30</u></u>

TOWNSHIP OF WEST CALDWELL  
CURRENT FUND

INTERFUNDS PAYABLE  
CURRENT FUND

A-26

	Ref.	Total Current Fund	Current Fund					
			Animal Control Trust Fund	General Capital Fund	Water Operating Fund	Swimming Pool Operating Fund	Public Assistance Trust Fund Account #1	Payroll Fund
Balance December 31, 2010	A	\$ 722,524.97	\$ 16.20	\$ 721,926.14	\$	\$	\$ 100.00	\$ 482.63
Increased by:								
Budget Appropriation	A-3	100.00					100.00	
Advances	A-4	78,342.66	2,776.80	54,308.38	20,561.23	696.25		
		<u>78,442.66</u>	<u>2,776.80</u>	<u>54,308.38</u>	<u>20,561.23</u>	<u>696.25</u>	<u>100.00</u>	
Balance December 31, 2011	A	<u>\$ 800,967.63</u>	<u>\$ 2,793.00</u>	<u>\$ 776,234.52</u>	<u>\$ 20,561.23</u>	<u>\$ 696.25</u>	<u>\$ 200.00</u>	<u>\$ 482.63</u>

TOWNSHIP OF WEST CALDWELL  
CURRENT FUND

COUNTY TAXES

A-27

	<u>Ref.</u>		
Balance December 31, 2010	A		\$ 46,563.12
Increased by:			
2011 Levy:			
General County		\$10,252,620.61	
Open Space Preservation		<u>365,732.67</u>	
	A-10	10,618,353.28	
2011 Added Assessments		\$ 20,379.40	
2010 Added Assessments		<u>1,905.54</u>	
	A-10	<u>22,284.94</u>	
	A-1,2b		<u>10,640,638.22</u>
			<u>10,687,201.34</u>
Decreased by:			
Payments	A-4		<u>10,664,916.39</u>
Balance December 31, 2011	A		<u>\$ 22,284.95</u>

LOCAL SCHOOL DISTRICT TAX

A-28

	<u>Ref.</u>		
Increased by:			
2011 Calendar Year Levy	A-1,2b,10		\$26,042,046.02
Decreased by:			
Payments	A-4		<u>26,042,046.02</u>
			<u>\$ -</u>

TOWNSHIP OF WEST CALDWELL  
CURRENT FUND

SPECIAL EMERGENCY NOTE PAYABLE

A-29

	<u>Ref.</u>	
Balance December 31, 2010	A	\$ 375,000.00
Increased by:		
Note Issued	A-4	<u>300,000.00</u> 675,000.00
Decreased by:		
Payments	A-4	<u>375,000.00</u>
Balance December 31, 2011	A	<u>\$ 300,000.00</u>

Analysis of Balance

	<u>Maturity</u> <u>Date</u>	<u>Interest</u> <u>Rate</u>	<u>Amount</u>
	4-24-12	2.00%	<u>\$ 300,000.00</u>

TOWNSHIP OF WEST CALDWELL  
CURRENT FUND

PREPAID TAXES

A-30

	<u>Ref.</u>	
Balance December 31, 2010	A	\$ 191,327.47
Increased by:		
Collections	A-5	197,769.39
		<u>389,096.86</u>
Decreased by:		
Applied to 2011 Taxes Receivable	A-10	191,327.47
Balance December 31, 2011	A	<u>\$ 197,769.39</u>

PREPAID REVENUE

A-31

	<u>Ref.</u>	
Balance December 31, 2010	A	\$ 10,365.79
Increased by:		
Collections	A-5	11,832.96
		<u>22,198.75</u>
Decreased by:		
Applied to Revenue	A-14	10,365.79
Balance December 31, 2011	A	<u>\$ 11,832.96</u>

Analysis of Prepaid Revenue

Township Leases:

Comcast Financial	\$ 5,403.96
Bridget Stecher	1,694.00

Health Department:

Vending Machine License	465.00
Restaurant Licenses (Food Licenses)	3,095.00
Milk Licenses	115.00
Beauty Parlor License	675.00
Tanning Facility License	85.00
Health Club License	300.00

\$ 11,832.96

TOWNSHIP OF WEST CALDWELL  
CURRENT FUND

ACCUMULATED REVENUE - UNAPPROPRIATED

A-32

	<u>Balance</u> <u>Dec. 31, 2010</u>	<u>Increase</u> <u>Collections</u>	<u>Decrease</u> <u>Anticipated as</u> <u>Current Fund</u> <u>Revenue</u>	<u>Balance</u> <u>Dec. 31, 2011</u>
<u>Regular</u>				
Proceeds from Sale of Municipal Assets	\$ 96.17	\$	\$	\$ 96.17
<u>Federal and State Grant Fund</u>				
Public Health Priority Funding	2,541.00		2,541.00	
Drunk Driving Enforcement Fund	70.97		70.97	
Recycling Tonnage Grant	0.65	29,886.77	0.65	29,886.77
Body Armor Grant	1,208.12	1,123.98	1,208.12	1,123.98
Over the Limit Under Arrest	4,200.00		4,200.00	
	<u>8,020.74</u>	<u>31,010.75</u>	<u>8,020.74</u>	<u>31,010.75</u>
	<u>\$ 8,116.91</u>	<u>\$ 31,010.75</u>	<u>\$ 8,020.74</u>	<u>\$ 31,106.92</u>
<u>Reference</u>	<u>A</u>	<u>A-4</u>	<u>A-17</u>	<u>A</u>

TOWNSHIP OF WEST CALDWELL  
CURRENT FUND

A-33  
Sheet #1

FEDERAL AND STATE GRANT PROGRAMS APPROPRIATED

	Balance Dec. 31, 2010		Budget Appropriation	Expended	Balance Dec. 31, 2011	
	Encumbered	Unencumbered	Appropriation	Expended	Encumbered	Unencumbered
<u>State Program</u>						
Public Health Priority Funding:						
2006	\$	234.38	\$	\$	\$	234.38
2007		3,358.02				3,358.02
2008		8,204.32				8,204.32
2011			2,541.00			2,541.00
Clean Communities Program:						
2007		5,438.90				5,438.90
2008		2,264.78				2,264.78
2009		5,896.37				5,896.37
2010				139.32		5,978.25
2011		6,117.57	16,685.04	14,158.84		2,526.20
Recycling Tonnage Grant:						
2004		15,523.98				15,523.98
2005		6,816.83				6,816.83
2006		8,084.14				8,084.14
2007		255.56				255.56
2008		1,171.34				1,171.34
2009		869.32				869.32
2010		22,877.10				22,055.10
2011	2,738.00		28,762.65	3,560.00	1,780.00	22,853.42
Drunk Driving Enforcement Fund:						
1999		820.42				820.42
2000		476.46				476.46
2001		1,190.13				1,190.13
2002		1,030.53				1,030.53
2003		1,837.84				1,837.84
2004		1,605.25				1,605.25
2006		1,755.09				1,755.09
2011			70.97	70.97		
Tobacco Age-of-Sale Enforcement Program:						
2007		1,415.00				1,415.00
2008		2,005.72				2,005.72
Special Legislative Grant:						
2000		76,944.92				76,944.92

TOWNSHIP OF WEST CALDWELL  
CURRENT FUND

FEDERAL AND STATE GRANT PROGRAMS APPROPRIATED

A-33  
Sheet #2

	Balance		Budget		Balance	
	Dec. 31, 2010		Appropriation		Dec. 31, 2011	
	<u>Encumbered</u>	<u>Unencumbered</u>	<u>Encumbered</u>	<u>Unencumbered</u>	<u>Encumbered</u>	<u>Unencumbered</u>
State Program						
Body Armor Grant:						
2007	\$	1,982.58	\$		\$	1,982.58
2008		2,531.12				2,531.12
2009		2,817.94		2,545.51		272.43
2010		2,628.87		2,025.00		603.87
2011				2,629.12		
Handicapped Recreation Opportunities Grant:						
2008		2,528.48				2,528.48
2009					391.00	
2011		391.00				
Developmental Disabilities Grant:						
2008		6,095.57		9,327.42		10,672.58
2009		10,076.00		20,000.00		6,095.57
2010		10,807.37				10,076.00
2011				16,390.00		10,807.37
Statewide Livable Communities Grant:						
Improvements at Civic Center - 2004		0.08				0.08
Henderson Drive Field Improvements - 2006		2,412.38				2,412.38
Over the Limit Under Arrest				4,200.00		3,904.02
N.J. State Police - SLAHEOP Grant:						
2004		2,405.72				2,405.72
Municipal Storm Water Regulation Program:						
2006		1,207.00				1,207.00
Pandemic Flu Planning Grant:						
2007		455.96				455.96
2008		156.93				156.93
2009		2,500.00				2,500.00
2010 State Health Services Grant - Influenza A - H1N1 Virus:						
2009		18,634.67				18,634.67
Local Public Health H1N1 Corrective Action Grant				10,000.00		3,555.59
		<u>\$ 3,129.00</u>		<u>\$ 101,278.78</u>		<u>\$ 2,171.00</u>
		<u>\$ 243,434.64</u>		<u>\$ 61,715.80</u>		<u>\$ 283,955.62</u>
	A	A	A-3	A-4	A	A

TOWNSHIP OF WEST CALDWELL  
TRUST FUND

CASH RECEIPTS, DISBURSEMENTS AND RECONCILIATIONS  
TREASURER

B-2  
Sheet #1

	<u>Ref.</u>	<u>Animal Control Trust Fund</u>	<u>General Trust Fund</u>
Balance December 31, 2010	B	\$ 12,967.93	\$ 373,508.17
Increased by Receipts:			
Collector	B-3	\$ 32,116.20	\$ 700,223.76
Community Development Block Grant Funds Receivable	B-9		23,890.78
Interfunds Receivable	B-12		1,000.00
Reserve for Employee Health Benefit Fund Expenditures	B-13		1,802,129.76
Interfunds Payable:			
Interest on Deposits	B-19		30.09
Other Revenue	B-19		52,490.55
Reserve for State Unemployment Insurance Trust Fund Expenditures	B-23		62.77
		<u>32,116.20</u>	<u>2,579,827.71</u>
		45,084.13	2,953,335.88
Decreased by Disbursements:			
Other Accounts Receivable	B-10		
Interfunds Receivable	B-12	2,776.80	43,110.83
Reserve for Employee Health Benefit Fund Expenditures	B-13		1,813,285.46
Special Deposits	B-14		30,437.95
Special Programs	B-15		325,585.81
Due to State of New Jersey	B-16	1,358.40	35,294.00
Premiums on Tax Sale	B-17		12,500.00
Accounts Payable	B-18	5,469.78	
Reserve for Animal Control Trust Fund Expenditures	B-21	20,855.75	
Reserve for Community Development Block Grant Expenditures	B-22		22,784.53
Reserve for State Unemployment Insurance Trust Fund Expenditures	B-23		9,572.43
		<u>30,460.73</u>	<u>2,292,571.01</u>
Balance December 31, 2011	B	<u>\$ 14,623.40</u>	<u>\$ 660,764.87</u>

TOWNSHIP OF WEST CALDWELL  
TRUST FUND

CASH RECEIPTS, DISBURSEMENTS AND RECONCILIATIONS  
TREASURER

B-2  
Sheet #2

	<u>Animal Control Trust Fund</u>	<u>General Trust Fund</u>
<u>Bank Reconciliations December 31, 2011</u>		
Balance per Statements:		
PNC Bank,		
West Caldwell, New Jersey:		
Account #80-4392-4971	\$ 14,946.60	\$
Account #80-4392-4939		496,643.75
Account #80-4392-4904		9,767.52
Account #80-4392-4955		125,934.32
Account #80-4392-4963		3,106.25
 Valley National Bank,		
West Caldwell, New Jersey:		
Account #383940692		28,246.94
	<u>14,946.60</u>	<u>663,698.78</u>
 Plus: Due from Bank		
	<u>14,946.60</u>	<u>82.75</u>
		663,781.53
 Less: Outstanding Checks		
	<u>323.20</u>	<u>3,016.66</u>
	<u>\$ 14,623.40</u>	<u>\$ 660,764.87</u>

TOWNSHIP OF WEST CALDWELL  
TRUST FUND

CASH RECEIPTS AND DISBURSEMENTS  
TAX COLLECTOR

B-3

	<u>Ref.</u>	<u>Animal Control Trust Fund</u>	<u>General Trust Fund</u>
Increased by Receipts:			
Other Accounts Receivable	B-10	\$	\$ 43,322.52
Due from Municipal Court	B-11		596.50
Special Deposits	B-14		51,798.52
Special Programs	B-15		359,279.22
Due to State of New Jersey	B-16	1,578.00	22,327.00
Premiums on Tax Sale	B-17		222,900.00
Prepaid Licenses	B-20	2,520.00	
Reserve for Animal Control Trust			
Fund Expenditures	B-21	<u>28,018.20</u>	
		<u>32,116.20</u>	<u>700,223.76</u>
Decreased by Disbursements:			
Turnover to Treasurer	B-2	<u>32,116.20</u>	<u>700,223.76</u>
		<u>\$ -</u>	<u>\$ -</u>

TOWNSHIP OF WEST CALDWELL  
TRUST FUND

STATEMENT SAVINGS ACCOUNTS

B-4

	<u>Ref.</u>	<u>Assessment Trust Fund</u>	<u>General Trust Fund</u>
Balance December 31, 2010	B	\$ 3,245.47	\$ 169,052.86
Increased by:			
Interest Earned:			
Interfunds Payable	B-19	<u>                    </u>	<u>          85.94</u>
Balance December 31, 2011	B	<u>\$ 3,245.47</u>	<u>\$ 169,138.80</u>
 <u>Bank Reconciliation December 31, 2011</u>			
Balance per Statements:			
PNC Bank:			
Account #80-4392-4947		<u>\$ 3,245.47</u>	<u>\$ 169,138.80</u>

TOWNSHIP OF WEST CALDWELL  
TRUST FUND

SAVINGS ACCOUNTS

B-5

	<u>Ref.</u>	<u>General Trust Fund</u>
Balance December 31, 2010	B	\$ 5,747.03
Increased by:		
Interest Earned:		
Interfunds Payable	B-19	<u>7.54</u>
Balance December 31, 2011	B	<u>\$ 5,754.57</u>

Analysis of Balance

Valley National Bank,

West Caldwell, New Jersey:

Account #51632140

\$ 5,754.57

TOWNSHIP OF WEST CALDWELL  
TRUST FUND

DEVELOPER ESCROW ACCOUNT

B-6

	<u>Ref.</u>		<u>General Trust Fund</u>
Balance December 31, 2010	B		\$ 190,408.92
Increased by:			
Special Deposits	B-14	\$47,906.20	
Interest Earned:			
Special Deposits	B-14	87.67	
Interfunds Payable	B-19	<u>18.87</u>	
			<u>48,012.74</u>
			<u>238,421.66</u>
Decreased by:			
Withdrawals:			
Special Deposits	B-14		<u>24,094.32</u>
Balance December 31, 2011	B		<u><u>\$ 214,327.34</u></u>
 <u>Bank Reconciliation December 31, 2011</u>			
Balance per Statement:			
Bank of America,			
West Caldwell, New Jersey:			
Account #0999026143			
			<u><u>\$ 214,327.34</u></u>

TOWNSHIP OF WEST CALDWELL  
TRUST FUND

ASSETS IN THE HANDS OF PLAN ADMINISTRATOR

B-7

	<u>Ref.</u>	
Balance December 31, 2010	B	\$ 1,656.38
Increased by:		
Advances from Township	B-13	<u>1,813,117.06</u>
		1,814,773.44
Decreased by:		
Payment of Claims	B-13	<u>1,811,190.19</u>
Balance December 31, 2011	B	<u><u>\$ 3,583.25</u></u>

TOWNSHIP OF WEST CALDWELL  
TRUST FUND

ANALYSIS OF ASSESSMENT CASH AND INVESTMENTS

B-8

	<u>Balance</u> <u>Dec. 31, 2010</u>	<u>Balance</u> <u>Dec. 31, 2011</u>
<u>General Accounts</u> Fund Balance	<u>\$ 3,245.47</u>	<u>\$ 3,245.47</u>
<u>Reference</u>	<u>B</u>	<u>B</u>

TOWNSHIP OF WEST CALDWELL  
TRUST FUND

B-9

COMMUNITY DEVELOPMENT BLOCK GRANT FUNDS RECEIVABLE

<u>Program Year</u>	<u>Balance Dec. 31, 2010</u>	<u>2011 Grants</u>	<u>Collections</u>	<u>Cancelled</u>	<u>Balance Dec. 31, 2011</u>
2011	\$	\$62,780.00	\$	\$	\$ 62,780.00
2010	73,000.00			73,000.00	
2009	60,609.00				60,609.00
2008	44,618.83		23,890.78	20,728.05	
	<u>\$178,227.83</u>	<u>\$62,780.00</u>	<u>\$23,890.78</u>	<u>\$93,728.05</u>	<u>\$123,389.00</u>
	<u>Reference</u>	<u>B</u>	<u>B-2</u>	<u>B-22</u>	<u>B</u>

TOWNSHIP OF WEST CALDWELL  
TRUST FUND

OTHER ACCOUNTS RECEIVABLE

B-10

	<u>Ref.</u>	
Balance December 31, 2010	B	\$ 5,211.14
Increased by:		
Reimbursable Expenditures	B-2	<u>43,110.83</u>
		48,321.97
Decreased by:		
Collections	B-3	<u>43,322.52</u>
Balance December 31, 2011	B	<u><u>\$ 4,999.45</u></u>

TOWNSHIP OF WEST CALDWELL  
TRUST FUND

DUE FROM MUNICIPAL COURT

B-11

	<u>Ref.</u>		
Balance December 31, 2010	B		\$ 14.00
Increased by:			
Parking Offenses Adjudication Act		\$192.00	
Public Defender Fees		<u>408.50</u>	
	B-15		<u>600.50</u>
			<u>614.50</u>
Decreased by:			
Collections	B-3		<u>596.50</u>
Balance December 31, 2011	B		<u><u>\$ 18.00</u></u>
<u>Analysis of Balance</u>			
Parking Offenses Adjudication Act			<u><u>\$ 18.00</u></u>

TOWNSHIP OF WEST CALDWELL  
TRUST FUND

B-12

INTERFUNDS RECEIVABLE

	Ref.	Animal Control Trust Fund Current Fund	Total General Trust Fund	General Trust Fund			
				General Capital Fund	Swimming Pool Operating Fund	Payroll Fund	
Balance December 31, 2010	B	\$ 16.20	\$ 20,488.84	\$ 6,256.21	\$ 1,820.00	\$ 12,412.63	
Increased by:							
Advances	B-2	2,776.80					
General Trust Fund Revenue			9,885.14			9,885.14	
Deposited to Payroll Fund in Error	B-23	2,793.00	30,373.98	6,256.21	1,820.00	22,297.77	
Decreased by:							
Settlements	B-2		1,000.00		1,000.00		
Balance December 31, 2011	B	\$ 2,793.00	\$ 29,373.98	\$ 6,256.21	\$ 820.00	\$ 22,297.77	

TOWNSHIP OF WEST CALDWELL  
TRUST FUND

RESERVE FOR EMPLOYEE HEALTH BENEFIT FUND EXPENDITURES

B-13

	<u>Ref.</u>	<u>Total</u>	<u>Township</u>	<u>Plan Administrator</u>
Balance December 31, 2010	B	\$ 39,979.02	\$ 38,322.64	\$ 1,656.38
Increased by:				
Budget Appropriations		1,713,000.00	1,713,000.00	
Retirees' Contributions		3,448.93	3,448.93	
Medicare Subsidy		11,077.35	11,077.35	
Payroll Deductions		74,573.39	74,573.39	
Interest on Deposits		30.09	30.09	
	B-2	<u>1,802,129.76</u>	<u>1,802,129.76</u>	
Advances from Township	B-7	<u>1,813,117.06</u>		<u>1,813,117.06</u>
		<u>3,615,246.82</u>	<u>1,802,129.76</u>	<u>1,813,117.06</u>
		<u>3,655,225.84</u>	<u>1,840,452.40</u>	<u>1,814,773.44</u>
Decreased by:				
Advance to Plan Administrator		1,813,117.06	1,813,117.06	
Other Expenses		168.40	168.40	
	B-2	<u>1,813,285.46</u>	<u>1,813,285.46</u>	
Payment of Claims	B-7	<u>1,811,190.19</u>		<u>1,811,190.19</u>
		<u>3,624,475.65</u>	<u>1,813,285.46</u>	<u>1,811,190.19</u>
Balance December 31, 2011	B	<u>\$ 30,750.19</u>	<u>\$ 27,166.94</u>	<u>\$ 3,583.25</u>

TOWNSHIP OF WEST CALDWELL  
TRUST FUND

SPECIAL DEPOSITS

B-14

	<u>Balance</u> <u>Dec. 31, 2010</u>	<u>Increase</u>	<u>Expended</u>	<u>Balance</u> <u>Dec. 31, 2011</u>
General Deposits	\$ 255,614.73	\$ 99,782.35	\$ 54,532.27	\$ 300,864.81
Land Developers' Agreements	<u>29,821.99</u>	<u>10.04</u>	<u>                    </u>	<u>29,832.03</u>
	<u>\$ 285,436.72</u>	<u>\$ 99,792.39</u>	<u>\$ 54,532.27</u>	<u>\$ 330,696.84</u>
<u>Reference</u>	<u>B</u>	<u>Below</u>	<u>Below</u>	<u>B</u>
	<u>Ref.</u>			
Collections:				
Checking Account	B-3	\$ 51,798.52	\$	
Developer Escrow Account	B-6	47,906.20		
Interest on Deposits:				
Developer Escrow Account	B-6	87.67		
Disbursements:				
Checking Account	B-2		30,437.95	
Developer Escrow Account	B-6		<u>24,094.32</u>	
	Above	<u>\$ 99,792.39</u>	<u>\$ 54,532.27</u>	

TOWNSHIP OF WEST CALDWELL  
TRUST FUND

SPECIAL PROGRAMS

B-15

<u>Program</u>	<u>Balance</u> <u>Dec. 31, 2010</u>	<u>Increase</u>	<u>Decrease</u>	<u>Balance</u> <u>Dec. 31, 2011</u>
Handicapped Program (Knights of Columbus)	\$	\$ 249.96	\$	\$ 249.96
Parking Offenses Adjudication Act	1,097.60	192.00		1,289.60
Public Defender Fees	1,125.75	408.50		1,534.25
Contributions for Police Equipment	372.88			372.88
Centennial Fund	5,708.00	15.00		5,723.00
Senior Citizen Prescription Card	60.00		60.00	
Outside Employment of Police	274.00	28,270.82	26,566.34	1,978.48
Recreation Account	78,350.95	100,679.58	65,742.77	113,287.76
Disposal of Forfeited Property - Police	9,234.71	549.38	810.00	8,974.09
Fire Prevention Penalty	16,171.79	675.00	682.75	16,164.04
Fire Penalty - Fire Department	898.75	325.00		1,223.75
Senior Citizen Programs	48,246.73		1,102.57	47,144.16
Community Gardens	1,041.34	850.00	93.67	1,797.67
Redemption of Tax Title Liens	<u>2,863.23</u>	<u>227,664.48</u>	<u>230,527.71</u>	<u>                    </u>
	<u>\$ 165,445.73</u>	<u>\$ 359,879.72</u>	<u>\$ 325,585.81</u>	<u>\$ 199,739.64</u>
<u>Reference</u>	<u>B</u>	<u>Below</u>	<u>B-2</u>	<u>B</u>
	<u>Ref.</u>			
Collections	B-3	\$ 359,279.22		
Due from Municipal Court	B-11	<u>600.50</u>		
	Above	<u>\$ 359,879.72</u>		

TOWNSHIP OF WEST CALDWELL  
TRUST FUND

B-16

DUE TO STATE OF NEW JERSEY

Ref.	Animal Control Trust Fund Registration Fees	Total General Trust Fund	General Trust Fund	
			Construction Training Fees	Marriage License Fees
B	\$ 21.00	\$ 17,947.00	\$ 17,622.00	\$ 325.00
	1,010.00	22,327.00	21,377.00	950.00
	202.00			
	366.00			
B-3	<u>1,578.00</u>	<u>22,327.00</u>	<u>21,377.00</u>	<u>950.00</u>
	1,599.00	40,274.00	38,999.00	1,275.00
B-2	<u>1,358.40</u>	<u>35,294.00</u>	<u>34,269.00</u>	<u>1,025.00</u>
B	\$ 240.60	\$ 4,980.00	\$ 4,730.00	\$ 250.00

Balance December 31, 2010

Increased by:

Collections:

Registration and Other Fees

Pilot Clinic Fees

Animal Population Control

Decreased by:

Payments

Balance December 31, 2011

TOWNSHIP OF WEST CALDWELL  
TRUST FUND

PREMIUMS ON TAX SALE

B-17

	<u>Ref.</u>	
Balance December 31, 2010	B	\$ 63,800.00
Increased by:		
Collections	B-3	222,900.00
		<u>286,700.00</u>
Decreased by:		
Payments	B-2	12,500.00
Balance December 31, 2011	B	<u>\$ 274,200.00</u>

Analysis of Balance

<u>Certificate</u> <u>Number</u>	<u>Date</u>	<u>Purchaser</u>	<u>Amount</u>
08-004	12/03/08	Isaac Moradi	\$ 400.00
10-001	10/14/10	Rothman	8,300.00
10-002	10/14/10	Rothman	10,200.00
10-003	10/14/10	Pro Capital	100.00
10-012	10/14/10	Farly Katz	16,000.00
10-014	10/14/10	Farly Katz	16,500.00
11-001	10/14/11	Isaac Moradi	100.00
11-002	10/14/11	Sass	200.00
11-005	10/14/11	RJ Maron	400.00
11-006	10/14/11	RJ Maron	43,000.00
11-007	10/14/11	Stonefield	72,000.00
11-009	10/14/11	RJ Maron	4,900.00
11-010	10/14/11	RJ Maron	43,100.00
11-011	10/14/11	RJ Maron	22,800.00
11-012	10/14/11	Stonefield	7,100.00
11-013	10/14/11	Sass	28,000.00
11-014	10/14/11	Isaac Moradi	1,100.00
			<u>\$ 274,200.00</u>

TOWNSHIP OF WEST CALDWELL  
TRUST FUND

ACCOUNTS PAYABLE

B-18

	<u>Ref.</u>	<u>Animal Control Trust Fund</u>
Balance December 31, 2010	B	\$ 5,469.78
Increased by:		
Accruals	B-21	<u>5,759.46</u>
		11,229.24
Decreased by:		
Payments	B-2	<u>5,469.78</u>
Balance December 31, 2011	B	<u><u>\$ 5,759.46</u></u>

TOWNSHIP OF WEST CALDWELL  
TRUST FUND

INTERFUNDS PAYABLE

B-19

	<u>Ref.</u>	<u>Total General Trust Fund</u>	<u>General Trust Fund</u>	
			<u>Current Fund</u>	<u>Water Assessment Trust Fund</u>
Balance December 31, 2010	B	<u>\$ 77,890.20</u>	<u>\$ 36,431.47</u>	<u>\$ 41,458.73</u>
Increased by:				
Interest on Deposits:				
Checking Account	B-2	30.09	30.09	
Statement Savings Account	B-4	85.94	85.94	
Savings Account	B-5	7.54	7.54	
Developer Escrow Account	B-6	<u>18.87</u>	<u>18.87</u>	
		142.44	142.44	
Advances	B-2	<u>52,490.55</u>	<u>11,031.82</u>	<u>41,458.73</u>
		<u>52,632.99</u>	<u>11,174.26</u>	<u>41,458.73</u>
Balance December 31, 2011	B	<u><u>\$ 130,523.19</u></u>	<u><u>\$ 47,605.73</u></u>	<u><u>\$ 82,917.46</u></u>

TOWNSHIP OF WEST CALDWELL  
TRUST FUND

PREPAID LICENSES

B-20

Animal  
Control  
Trust Fund

Ref.

Increased by:  
Dog License Fees:  
Collections

B-3

\$2,520.00

Balance December 31, 2011

B

\$2,520.00

TOWNSHIP OF WEST CALDWELL  
TRUST FUND

RESERVE FOR EXPENDITURES  
ANIMAL CONTROL TRUST FUND

B-21

	<u>Ref.</u>		
Balance December 31, 2010	B		\$ 7,493.35
Increased by:			
Dog License Fees (842)		\$12,630.00	
Current Fund Budget Appropriations		14,000.00	
Miscellaneous Revenue:			
Replacement Fees	\$ 2.00		
Late Fees	1,370.00		
Miscellaneous	<u>16.20</u>		
		<u>1,388.20</u>	
	B-3		<u>28,018.20</u>
			<u>35,511.55</u>
Decreased by:			
Expenditures Under R.S. 4:19-15.11:			
Cash Disbursed	B-2	20,855.75	
Accounts Payable	B-18	<u>5,759.46</u>	
			<u>26,615.21</u>
Balance December 31, 2011	B		<u>\$ 8,896.34</u>

Animal Control Trust Fund Collections

	<u>Year</u>	
	2009	\$28,584.00
	2010	<u>29,550.00</u>
Maximum Reserve		<u>\$58,134.00</u>

TOWNSHIP OF WEST CALDWELL  
TRUST FUND

RESERVE FOR COMMUNITY DEVELOPMENT BLOCK GRANT EXPENDITURES

B-22

<u>Program Year</u>	<u>Balance Dec. 31, 2010</u>	<u>2011 Grants</u>	<u>Expended</u>	<u>Cancelled</u>	<u>Balance Dec. 31, 2011</u>
2011	\$	\$ 62,780.00	\$	\$	\$ 62,780.00
2010	73,000.00			73,000.00	
2009	60,609.00				60,609.00
2008	46,618.83		22,784.53	20,728.05	3,106.25
	<u>\$ 180,227.83</u>	<u>\$ 62,780.00</u>	<u>\$ 22,784.53</u>	<u>\$ 93,728.05</u>	<u>\$ 126,495.25</u>
	<u>Reference</u>	<u>B</u>	<u>B-2</u>	<u>B-9</u>	<u>B</u>

TOWNSHIP OF WEST CALDWELL  
TRUST FUND

RESERVE FOR STATE UNEMPLOYMENT  
INSURANCE TRUST FUND EXPENDITURES

B-23

	<u>Ref.</u>		
Balance December 31, 2010	B		\$ 113,588.67
Increased by:			
Interest Earned on Deposits	B-2	\$ 62.77	
Payroll Deductions	B-12	<u>9,885.14</u>	
			<u>9,947.91</u>
			123,536.58
Increased by:			
Payment of Claims	B-2		<u>9,572.43</u>
Balance December 31, 2011	B		<u>\$ 113,964.15</u>

TOWNSHIP OF WEST CALDWELL  
GENERAL CAPITAL FUND

CASH RECEIPTS, DISBURSEMENTS AND RECONCILIATION  
TREASURER

C-2

	<u>Ref.</u>		
Balance December 31, 2010	C		\$ 1,125,799.23
Increased by Receipts:			
Premium on Sale of Notes	C-1	\$ 41,994.96	
Investment Account Withdrawals	C-3	94.89	
Note Receivable	C-4	375,000.00	
Grants Receivable	C-6	262,477.11	
Other Accounts Receivable	C-7	712.98	
Interfunds Receivable	C-8	278.66	
Deferred Charges to Future Taxation - Unfunded	C-10	788.02	
Capital Improvement Fund	C-12	25,257.00	
Interfunds Payable:			
Interest on Deposits	C-13	3,534.23	
Other Revenue	C-13	4,458.60	
Reserve for Other Contributions	C-17	61,470.80	
Bond Anticipation Notes	C-18	<u>2,767,000.00</u>	
			<u>3,543,067.25</u>
			4,668,866.48
Decreased by Disbursements:			
Interfunds Receivable	C-8	86,553.80	
Improvement Authorizations	C-11	3,591,455.61	
Interfunds Payable	C-13	97,250.48	
Bond Anticipation Notes	C-18	<u>165,084.50</u>	
			<u>3,940,344.39</u>
Balance December 31, 2011	C		<u>\$ 728,522.09</u>
<u>Bank Reconciliation December 31, 2011</u>			
Balance per Certification:			
Lakeland Bank,			
West Caldwell, New Jersey:			
Account #619403779			\$ 752,320.60
Account #619403752			<u>301.49</u>
			752,622.09
Less: Outstanding Checks			
			<u>24,100.00</u>
			<u>\$ 728,522.09</u>

TOWNSHIP OF WEST CALDWELL  
GENERAL CAPITAL FUND

CASH - INVESTMENT ACCOUNT

C-3

	<u>Ref.</u>	
Balance December 31, 2010	C	\$ 569,369.39
Increased by:		
Accrued Interest	C -13	<u>1,039.59</u>
		570,408.98
Decreased by:		
Withdrawals	C-2	<u>94.89</u>
Balance December 31, 2011	C	<u><u>\$ 570,314.09</u></u>

Bank Reconciliation December 31, 2011

Balance per Certification:

Lakeland Bank,

West Caldwell, New Jersey:

Account #619403760

\$ 570,314.09

TOWNSHIP OF WEST CALDWELL  
GENERAL CAPITAL FUND

NOTE RECEIVABLE

C-4

	<u>Ref.</u>	
Balance December 31, 2010	C	\$ 375,000.00
Decreased by:		
Collections	C-2	<u>375,000.00</u>
		<u>\$ -</u>

TOWNSHIP OF WEST CALDWELL  
GENERAL CAPITAL FUND

ANALYSIS OF CAPITAL CASH

C-5  
Sheet #1

Ordinance Number	Balance Dec. 31, 2010	Receipts			Disbursements			Transfers		Balance Dec. 31, 2011
		Bond Anticipation Notes	Other	Improvement Authorizations	Other	From	To			
<b>General Accounts</b>										
Fund Balance	\$ 92,263.86	\$ 41,994.96		\$						\$ 41,998.82
Capital Improvement Fund	135,698.78	25,257.00								88,245.78
Other Accounts Receivable	(712.98)	712.98								
Interfund Current Fund	(721,926.14)	4,573.82								
Interfund General Trust Fund	6,256.21									
Interfund Water Operating Fund	(43,765.47)									
Interfund Water Capital Fund	964.93	4,458.60								
Interfund Swimming Pool Operating Fund	24,546.26									
Interfund Swimming Pool Capital Fund	(3,841.00)	278.66								
Reserve for Purchase of Senior Citizens' Bus	5,000.00									
Reserve for Preliminary Costs	7,856.03									
Reserve for Other Contributions	38,175.18	61,470.80								
Bond Anticipation Note Cash:										
Ordinance #1643	236,527.97									
Ordinance #1663	2,462.00									
<b>General Improvements</b>										
Construction of a Gazebo and Other Improvements in Crane Park	542.32									542.32
Improvements to Memorial Park for the Recreation Department Purchase of Vehicles, Equipment and Building Improvements for the Public Works Department at Various Streets (CDBG)	6,418.72			5,281.40						1,137.32
Purchase of Computer and Office Equipment	1,815.23									
Grading, Paving, Drainage, Sanitary Sewer Rehabilitation and Ice Control on Certain Streets	1,091.32			1,091.32						1,815.23
Purchase of Certain Equipment, Vehicle and Building Improvements for the Fire Department	100.65									100.65
Purchase of a Service Vehicle for the Engineering Department	1,232.60									
Streetscape Improvements on Bloomfield Avenue (DOT Grant)	3,306.61									3,306.61
Resurfacing of the Memorial Park Tennis Courts	28,071.09			1,526.25						26,544.84
	3,741.19			3,374.09						367.10

TOWNSHIP OF WEST CALDWELL  
GENERAL CAPITAL FUND

ANALYSIS OF CAPITAL CASH

C-5  
Sheet #2

	Ordinance Number	Balance Dec. 31, 2010	Receipts		Disbursements		Transfers		Balance Dec. 31, 2011
			Bond Anticipation Notes	Other	Improvement Authorizations	Other	From	To	
<u>General Improvements</u>									
Expansion and Renovation of the Public Library and Municipal Building, Phase II	1490	\$ 3,641.68	\$	\$	\$	\$	\$	\$	3,641.68
Improvements to Various Fields for the Recreation Department	1490/1532/	22,225.28			21,746.72				478.56
Grading, Paving, Drainage and Ice Control on Certain Streets and Public Property	1497	1,410.08			285.08				1,125.00
Drainage and Ice Control on Certain Streets and Public Property	1501	31,588.41			9,444.62				22,143.79
Reconstruction of Johnson Avenue	1509	38,956.70			1,000.00				38,956.70
Purchase of Vehicles, Equipment and Improvements to Buildings and Infrastructure for Public Works Department	1511	53,663.38			1,000.00				52,663.38
Purchase of Computer Equipment and Fire Prevention Vehicle to Building Department and Fire Prevention Bureau	1528	60,003.24			11,005.95				48,997.29
Grading, Paving, Drainage and Ice Control on Certain Streets	1531	1,298.89			1,298.89				
Purchase of Computer Equipment and Software for the Finance Department	1537	75,753.47							75,753.47
Reconstruction of Johnson Avenue, Section I (DOT Grant)	1543	9,875.87			9,875.87				
Grading, Paving, Drainage and Ice Control on Certain Streets and Public Property and Replacement of Street Signs	1551	74,775.56							74,775.56
Reconstruction of Johnson Avenue, Section II (DOT Grant)	1557	18,071.57							18,071.57
Computer Upgrades for Municipal Building	1564	12,583.04							12,583.04
Grading, Paving, Drainage and Ice Control on Certain Streets	1578	7,592.72			2,529.00				5,063.72
Design, Expansion and Renovation of the Fire Headquarters Building	1581	64,288.10							64,288.10
Improvements to Gasoline Storage Tanks and for Professional Consultants to Monitor Storage Tanks	1582	208.09							208.09
	1585	208.09							208.09

TOWNSHIP OF WEST CALDWELL  
GENERAL CAPITAL FUND

ANALYSIS OF CAPITAL CASH

C-5  
Sheet #3

Ordinance Number	Balance Dec. 31, 2010	Receipts			Balance Dec. 31, 2011
		Bond Anticipation Notes	Other	Improvement Authorizations	
1594	\$ 568.86	\$	\$	\$	\$ 568.86
1595	1,245.83			1,245.83	1.05
1596	1.05				491.09
1601	829.04			337.95	19,558.20
1602	19,558.20				
1609	110.47			110.47	
1611	65,152.21			5,500.00	59,652.21
1613	44,750.89				44,750.89
1629	16,849.52			16,849.52	
1631	46,453.03			30,360.69	46,453.03
1633/1693	98,002.72			11,665.04	67,642.03
1634	125,720.70				114,055.66
1643	21,544.97				21,544.97
1649	474,457.63			73,033.46	401,424.17
1652	195,386.12			195,386.12	
1653	45,543.25			45,543.25	1,166.89
1657	3,002.74			1,835.86	
1667	49,940.55	2,375,000.00		1,380,357.62	1,044,582.93

General Improvements

Design and Construction of Barrier-Free ADA Compliant Improvements to Civic Center (CDBG)  
Purchase of Office Furniture and Computer Software for the Building Department and Fire Prevention Bureau  
Improvements to Crane Park (Treasury Grant)  
Improvements to Municipal Court and Police Headquarters  
Reconstruction of Farrington Area Streets  
Purchase of Safety and Computer Equipment for the Police Department  
Acquisition of Vehicles, Equipment and Sewer System Improvements for the Public Works Department  
Grading, Paving, Drainage and Ice Control on Certain Streets  
Various Improvements to Buildings and Facilities  
Reconstruction of Farrington Area Streets, Section II (DOT Grant)  
Grading, Paving, Drainage and Ice Control on Certain Streets  
Acquisition of Vehicles and Equipment for Various Departments  
Reconstruction of Daiewood Road, Section I  
Purchase of Equipment, Sewer System Improvements and Various Improvements to Buildings and Facilities  
Purchase of Mini-Pumper Fire Engine and Various Related Equipment  
Purchase and Installation of Computer Equipment and Data Management Software  
Purchase of Safety Equipment for Police and Fire Departments  
Expansion and Renovation of the Fire Headquarters Building

GENERAL CAPITAL FUND

ANALYSIS OF CAPITAL CASH

Ordinance Number	Balance Dec. 31, 2010	Receipts		Disbursements		Transfers		Balance Dec. 31, 2011
		Bond Anticipation Notes	Other	Improvement Authorizations	Other	From	To	
1670/1708	\$ 171,444.76	\$	\$ 111,932.86	\$ 356,080.20	\$	\$	\$ 8,500.00	\$ (64,202.58)
1674	(45,139.25)		1,332.27					(43,806.98)
1676	486,288.31		150,000.00	631,289.05				4,989.26
1677	(55,974.32)			201,513.20				(257,484.52)
1701		392,000.00		152,501.93			20,000.00	259,498.07
1710				53,673.83			12,500.00	(41,173.83)
1711				26,591.48			12,835.00	(13,756.48)
1712				17,451.64			875.00	(16,576.64)
1713				18,240.67			18,000.00	(240.67)
1715				237,897.90				(237,897.90)
	\$ 2,070,168.62	\$ 2,767,000.00	\$ 402,011.95	\$ 3,591,455.61	\$ 348,888.78	\$ 164,970.00	\$ 164,970.00	\$ 1,288,836.18
Reference	C	C-18	Below	C-11	Below	Contra	Contra	C
Fund Balance								
Grants Receivable			\$ 41,994.96					
Other Accounts Receivable			262,477.11					
Interfunds Receivable			712.98					
Deferred Charges to Future			278.66					86,553.60
Taxation Unfunded								
Capital Improvement Fund								
Interfunds Payable								97,250.48
Reserve for Other Contributions								165,084.50
Bond Anticipated Notes								\$ 348,888.78
		Above	\$ 402,011.95					

TOWNSHIP OF WEST CALDWELL  
GENERAL CAPITAL FUND

GRANTS RECEIVABLE

C-6

<u>Ordinance</u> <u>Number</u>	<u>Grant</u> <u>Amount</u>	<u>Balance</u> <u>Dec. 31, 2010</u>	<u>Collections</u>	<u>Cancelled</u>
<u>Federal</u> Passed Through County of Essex: Housing and Community Development Act of 1974: Community Development Block Grants: Improvements to the West Caldwell Public Library Bathrooms	1674      \$ 12,405.00	\$ 544.25	\$ 544.25	\$
<u>State</u> New Jersey Department of Transportation: Reconstruction of Dalewood Road, Section II	1670      301,000.00	148,817.95	111,932.86	36,885.09
<u>Other</u> County of Essex: Essex County Open Space Trust Fund: Improvement to the Kiwanis Oval	1676      375,000.00	150,000.00	150,000.00	\$ 36,885.09
	<u>Reference</u>	<u>C</u>	<u>C-2</u>	<u>C-16</u>

TOWNSHIP OF WEST CALDWELL  
GENERAL CAPITAL FUND

OTHER ACCOUNTS RECEIVABLE

C-7

	<u>Ref.</u>	
Balance December 31, 2010	C	\$ 712.98
Decreased by:		
Collections	C-2	<u>712.98</u>
		<u>\$ -</u>

TOWNSHIP OF WEST CALDWELL  
GENERAL CAPITAL FUND

C-8

INTERFUNDS RECEIVABLE

	<u>Ref.</u>	<u>Total</u>	<u>Current Fund</u>	<u>Water Operating Fund</u>	<u>Swimming Pool Capital Fund</u>
Balance December 31, 2010	C	\$ 769,532.61	\$ 721,926.14	\$ 43,765.47	\$ 3,841.00
Increased by:					
Advances	C-2	86,553.80	54,308.38	32,245.42	
		<u>856,086.41</u>	<u>776,234.52</u>	<u>76,010.89</u>	<u>3,841.00</u>
Decreased by:					
Settlements	C-2	278.66			278.66
Balance December 31, 2011	C	<u>\$ 855,807.75</u>	<u>\$ 776,234.52</u>	<u>\$ 76,010.89</u>	<u>\$ 3,562.34</u>

TOWNSHIP OF WEST CALDWELL  
GENERAL CAPITAL FUND

DEFERRED CHARGES TO FUTURE TAXATION - FUNDED

C-9

	<u>Ref.</u>		
Balance December 31, 2010	C		\$ 2,320,100.21
Decreased by:			
Green Acres Loan Payments	C-19	\$ 20,100.21	
Serial Bonds Redeemed	C-20	<u>575,000.00</u>	
			<u>595,100.21</u>
Balance December 31, 2011	C		<u>\$ 1,725,000.00</u>

TOWNSHIP OF WEST CALDWELL  
GENERAL CAPITAL FUND

DEFERRED CHARGES TO FUTURE TAXATION - UNFUNDED

Improvements	Ordinance Number	Balance Dec. 31, 2010	2011 Authorizations	Collections	Bond Anticipation Notes Paid by Budget Appropriations	Balance Dec. 31, 2011	Analysis of Balance		Unexpended Improvement Authorizations
							Bond Anticipation Notes	Expenditures	
<b>General Improvements</b>									
Streetscape Improvements on Bloomfield Avenue	1459/1579	\$ 137,429.84	\$	\$	\$ 1,600.00	\$ 135,829.84	\$ 135,829.84	\$	\$
Resurfacing of the Memorial Park Tennis Courts	1470	51,100.00			2,900.00	48,200.00	48,200.00		
Grading, Paving, Drainage and Ice Control on Certain Streets	1474	56,550.00			3,200.00	53,350.00	53,350.00		
Expansion and Renovation of the Public Library and Municipal Building, Phase II	1480	882,700.00			23,300.00	859,400.00	859,400.00		
Improvements to Various Fields for the Recreation Department	1480/1532	147,000.00			3,500.00	143,500.00	143,500.00		
Resurfacing of Ravine Avenue, Crossbrook Lane and Fairfield Avenue	1481	12,147.18				12,147.18	12,147.18		
Grading, Paving, Drainage and Ice Control on Certain Streets and Public Property	1501	227,300.00			12,700.00	214,600.00	214,600.00		
Reconstruction of Johnson Avenue	1511	75,700.00			4,300.00	71,400.00	71,400.00		
Purchase of Vehicles, Equipment and Improvements to Buildings and Infrastructure to Public Works Department	1528	169,900.00			6,100.00	163,800.00	163,800.00		
Purchase of Computer Equipment and Fire Prevention Vehicles to Building Department and Fire Prevention Bureau	1531	44,000.00			5,600.00	38,400.00	38,400.00		
Grading, Paving, Drainage and Ice Control on Certain Streets	1537	169,100.00			9,400.00	159,700.00	159,700.00		
Purchase of Computer Hardware and Software for the Finance Department	1543	21,950.00			2,800.00	19,150.00	19,150.00		
Reconstruction of Johnson Avenue, Section I	1551	46,268.05				46,268.05	46,268.05		
Grading, Paving, Drainage and Ice Control on Certain Streets and Public Property and Replacement of Street Signs	1557	264,300.00			14,700.00	249,600.00	249,600.00		
Acquisition of Vehicles and Equipment for the Public Works Department	1563	112,500.00			6,300.00	106,200.00	106,200.00		
Reconstruction of Johnson Avenue, Section II	1564	2,271.59				2,271.59	2,271.59		
Computer Upgrades for Municipal Building	1578	21,600.00			2,800.00	18,800.00	18,800.00		
Grading, Paving, Drainage and Ice Control on Certain Streets	1581	202,450.00			11,300.00	191,150.00	191,150.00		
Design, Expansion and Renovation of the Fire Headquarters Building	1582	138,800.00			3,700.00	135,100.00	135,100.00		

TOWNSHIP OF WEST CALDWELL  
GENERAL CAPITAL FUND

DEFERRED CHARGES TO FUTURE TAXATION - UNFUNDED

C-10  
Sheet #2

Ordinance Number	Improvements	Balance Dec. 31, 2010	2011 Authorizations	Collections	Bond Anticipation Notes Paid by Budget Appropriations	Balance Dec. 31, 2011	Bond Anticipation Notes	Analysis of Balance	
								Expenditures	Unexpended Improvement Authorizations
1585	General Improvements	\$ 22,850.00	\$	\$	\$ 900.00	\$ 21,950.00	\$ 21,950.00	\$	\$
1587	Improvements to Gasoline Storage Tanks and for Professional Consultants to Monitor Storage Tanks	54,850.00			6,900.00	47,950.00	47,950.00		
1588	Purchase of Safety and Office Equipment for Police Department Construction and Installation of Traffic Control Signal at Passaic Avenue and Terrace Place	89,750.00			2,400.00	87,350.00	87,350.00		
1595	Purchase of Office Furniture and Computer Software for the Building Department and Fire Prevention Bureau	36,850.00			2,100.00	34,750.00	34,750.00		
1601	Improvements to Municipal Court and Police Headquarters	27,000.00			1,500.00	25,500.00	25,500.00		
1606	Acquisition of Computer Hardware and Software for the Construction Office and the Fire Prevention Bureau	24,250.00			1,400.00	22,850.00	22,850.00		
1609	Purchase of Safety and Computer Equipment for the Police Department	85,500.00			9,500.00	76,000.00	76,000.00		
1610	Acquisition of Computer Hardware and Software for the Finance Department	28,500.00			1,500.00	27,000.00	27,000.00		
1611	Acquisition of Vehicles, Equipment and Sewer System Improvements for the Public Works Department	399,000.00			21,000.00	378,000.00	378,000.00		
1613	Grading, Paving, Drainage and Ice Control on Certain Streets	261,250.00			13,800.00	247,450.00	247,450.00		
1628	Various Improvements to Buildings and Facilities	107,000.00			5,700.00	101,300.00	101,300.00		
1631	Reconstruction of Farrington Area Streets, Section II	31,434.09				31,434.09	31,434.09		
1633	Grading, Paving, Drainage and Ice Control on Certain Streets	360,000.00				360,000.00	360,000.00		
1634	Acquisition of Vehicles and Equipment for Various Departments	532,000.00				532,000.00	532,000.00		
1643	Reconstruction of Dalewood Road, Section I	23,472.03				23,472.03	23,472.03		
1649	Purchase of Equipment, Sewer System Improvements and Various Improvements to Buildings and Facilities	500,000.00				500,000.00	500,000.00		
1652	Purchase of Mini-Pumper Fire Engine and Various Related Equipment	190,000.00				190,000.00	190,000.00		
1653	Purchase and Installation of Computer Equipment and Data Management Software	116,538.00				116,538.00	116,538.00		
1657	Purchase of Safety Equipment for Police and Fire Departments	38,150.00				38,150.00	38,150.00		
1660	Reconstruction of Woodrow Place and Coolidge Avenue	209,000.00				209,000.00	209,000.00		
1667	Expansion and Renovation of the Fire Headquarters Building	2,375,000.00				2,375,000.00	2,375,000.00		
1670	Reconstruction of Various Streets	560,317.95	161,500.00	111,932.86		609,885.09	494,249.25	64,202.69	51,433.26



TOWNSHIP OF WEST CALDWELL  
GENERAL CAPITAL FUND

IMPROVEMENT AUTHORIZATIONS

C-11  
Sheet #1

	Number	Ordinance Date	Amount	Balance Dec. 31, 2010		2011 Authorizations	Balance Dec. 31, 2011	
				Funded	Unfunded		Funded	Unfunded
<b>General Improvements</b>								
Construction of a Gazebo and Other Improvements in Crane Park	1308	7/16/96	\$ 25,450.00	\$ 542.32	\$	\$	\$ 542.32	\$
Improvements to Memorial Park for the Recreation Department	1396	6/15/99	32,000.00	6,418.72			1,137.32	
Purchase of Vehicles, Equipment and Building Improvements for the Public Works Department	1384	4/20/99	148,000.00	1,815.23			1,815.23	
Purchase of Computer and Office Equipment	1440	6/19/01	55,000.00	1,091.32				
Grading, Paving, Drainage, Sanitary Sewer Rehabilitation and Ice Control on Certain Streets	1441	6/19/01	125,000.00	100.65			100.65	
Purchase of Certain Equipment, Vehicle and Building Improvements for the Fire Department	1447	8/21/01	131,000.00	1,232.60			1,232.60	
Purchase of a Service Vehicle for the Engineering Department	1452	10/23/01	17,000.00	3,306.61			3,306.61	
Streetscape Improvements on Bloomfield Avenue (DOT Grant)	1459	12/18/01	280,000.00					
	1579	5/16/06	128,000.00		28,071.09		1,526.25	26,544.84
	1470	6/18/02	140,000.00		3,741.19		3,374.09	367.10
Resurfacing of the Memorial Park Tennis Courts	1480	12/17/02	1,100,000.00		3,641.68		3,641.68	
Expansion and Renovation of the Public Library and Municipal Building, Phase II	1490	4/15/03	150,000.00					
Improvements to Various Fields for Recreation Department	1532	7/20/04	90,000.00					
	1696	12/21/10						
	1709	9/06/11						
	1497	5/20/03	40,000.00	1,410.08			1,125.00	476.56
Improvements to Crane Park for the Recreation Department	1501	8/19/03	300,000.00					
Grading, Paving, Drainage and Ice Control on Certain Streets and Public Property	1509	12/16/03	50,000.00	38,956.70			38,956.70	22,143.79
Drainage and Ice Control on Certain Streets and Public Property	1511	12/16/03	100,000.00					
Reconstruction of Johnson Avenue	1528	5/18/04	210,000.00					
Purchase of Vehicles, Equipment and Improvements to Buildings and Infrastructure for Public Works Department	1531	7/20/04	68,000.00					
Purchase of Computer Equipment and Fire Prevention Vehicle to Building Department and Fire Prevention Bureau	1537	7/20/04	210,000.00					
Grading, Paving, Drainage and Ice Control on Certain Streets	1543	10/19/04	35,000.00					
Purchase of Computer Equipment and Software for the Finance Department	1551	3/15/05	300,000.00	28,507.51			28,507.51	46,268.05
Reconstruction of Johnson Avenue, Section I	1557	9/20/05	310,000.00					
Grading, Paving, Drainage and Ice Control on Certain Streets and Public Library and Replacement of Street Signs	1564	12/20/05	263,000.00					
Reconstruction of Johnson Avenue, Section II							10,311.45	18,071.57
								2,271.59

TOWNSHIP OF WEST CALDWELL  
GENERAL CAPITAL FUND

IMPROVEMENT AUTHORIZATIONS

C-11  
Sheet #2

Number	Ordinance Date	Amount	Balance Dec. 31, 2010		2011 Authorizations	Balance Dec. 31, 2011	
			Funded	Unfunded		Funded	Unfunded
<b>General Improvements</b>							
1578	4/18/06	\$ 29,000.00	\$	2,529.00	\$	2,529.00	\$
1581	6/20/06	225,000.00		7,592.72			7,592.72
1582	7/25/06	150,000.00		64,288.10		64,288.10	208.09
1585	8/22/06	25,000.00		208.09			208.09
1594	11/21/06	85,000.00		568.86			568.86
1595	12/19/06	41,000.00		1,245.83			1.05
1596	12/19/06	85,000.00	1.05				
1601	3/20/07	30,000.00		829.04		337.95	
1602	3/20/07	263,000.00		19,558.20			19,558.20
1609	6/19/07	90,000.00		110.47		110.47	
1611	7/17/07	420,000.00		65,152.21		5,500.00	59,652.21
1613	8/21/07	275,000.00		44,750.89		337.90	44,750.89
1620	12/18/07	14,000.00	337.90				
1629	4/15/08	112,500.00		16,849.52		16,849.52	
1631	4/15/08	260,000.00		46,453.03			46,453.03
1633	9/16/08	378,000.00				30,360.69	67,642.03
1693	10/19/10			98,002.72		11,685.04	114,055.66
1634	9/16/08	558,000.00		125,720.70			21,544.97
1643	3/17/09	273,000.00		21,544.97			
1649	4/21/09	525,000.00		474,457.63		73,033.46	401,424.17
1652	6/16/09	200,000.00	10,000.00	185,366.12		195,366.12	
1653	6/16/09	125,000.00		45,543.25		45,543.25	
1657	7/21/09	40,232.00		3,002.74		1,835.86	1,166.88
1667	2/16/10	2,500,000.00	49,940.55	2,375,000.00		1,380,357.62	1,044,582.93
1670	3/02/10	750,000.00					
1708	8/02/11	170,000.00		237,513.46	170,000.00	356,080.20	51,433.26
1676	5/04/10	1,000,000.00	486,288.31	175,000.00		631,299.05	29,989.26
1677	5/04/10	275,000.00		205,278.68		201,513.20	3,765.48
1701	4/05/11	412,000.00			412,000.00	152,501.93	259,498.07
1710	9/06/11	249,850.00			249,850.00	53,673.83	196,176.17

TOWNSHIP OF WEST CALDWELL  
GENERAL CAPITAL FUND

IMPROVEMENT AUTHORIZATIONS

C-11  
Sheet #3

Ordinance Number	Date	Amount	Balance Dec. 31, 2010		2011 Authorizations	Expended	Balance Dec. 31, 2011	
			Funded	Unfunded			Funded	Unfunded
1711	9/20/11	\$ 256,650.00	\$	\$	\$ 256,650.00	\$ 26,591.49	\$	\$ 230,058.51
1712	9/20/11	17,500.00			17,500.00	17,451.64		48.36
1713	10/04/11	360,000.00			360,000.00	18,240.67		341,759.33
1715	11/22/11	441,740.00			441,740.00	237,897.90		203,842.10
			\$ 629,949.55	\$ 4,583,371.39	\$ 1,907,740.00	\$ 3,591,455.61	\$ 86,141.74	\$ 3,443,463.59
			C	C	Below	C-2	C	C

Reference

Deferred Charges to Future  
Taxation - Unfunded  
Capital Improvement Fund

Ref.

C-10

C-12

Above

TOWNSHIP OF WEST CALDWELL  
GENERAL CAPITAL FUND

CAPITAL IMPROVEMENT FUND

C-12

	<u>Ref.</u>	
Balance December 31, 2010	C	\$ 135,698.78
Increased by:		
Budget Appropriation	C-2	25,257.00
		<u>160,955.78</u>
Decreased by:		
Appropriated to Finance Improvement		
Authorizations:		
Ordinance Number:		
1701		\$ 20,000.00
1708		8,500.00
1710		12,500.00
1711		12,835.00
1712		875.00
1713		<u>18,000.00</u>
	C-11	<u>72,710.00</u>
Balance December 31, 2011	C	<u>\$ 88,245.78</u>

TOWNSHIP OF WEST CALDWELL  
GENERAL CAPITAL FUND

C-13

INTERFUNDS PAYABLE

	<u>Ref.</u>	<u>Total</u>	<u>Current Fund</u>	<u>General Trust Fund</u>	<u>Water Capital Fund</u>	<u>Swimming Pool Operating Fund</u>
Balance December 31, 2010	C	\$ 31,767.40	\$	\$ 6,256.21	\$ 964.93	\$ 24,546.26
Increased by:						
Appropriated in Current Fund Budget:						
Fund Balance	C-1	92,260.00	92,260.00			
Interest Earned on Investments and Deposits:						
Checking Account	C-2	3,534.23	3,534.23			
Investment Account	C-3	1,039.59	1,039.59			
Advances	C-2	4,458.60	4,458.60		4,458.60	
		<u>101,292.42</u>	<u>96,833.82</u>		<u>4,458.60</u>	
		133,059.82	96,833.82	6,256.21	5,423.53	24,546.26
Decreased by:						
Settlements	C-2	<u>97,250.48</u>	<u>96,833.82</u>			<u>416.66</u>
Balance December 31, 2011	C	<u>\$ 35,809.34</u>	<u>\$ -</u>	<u>\$ 6,256.21</u>	<u>\$ 5,423.53</u>	<u>\$ 24,129.60</u>

TOWNSHIP OF WEST CALDWELL  
GENERAL CAPITAL FUND

RESERVE FOR PURCHASE OF SENIOR CITIZENS' BUS

C-14

	<u>Ref.</u>	
Balance December 31, 2010	C	<u>\$ 5,000.00</u>
Balance December 31, 2011	C	<u>\$ 5,000.00</u>

RESERVE FOR PRELIMINARY COSTS

C-15

	<u>Ref.</u>	
Balance December 31, 2010	C	<u>\$ 7,656.03</u>
Balance December 31, 2011	C	<u>\$ 7,656.03</u>

Analysis of Balance

Preparation of a Study and Development of a  
Plan for an Area in Need of Redevelopment:  
Resolution #7958

\$ 7,656.03

TOWNSHIP OF WEST CALDWELL  
GENERAL CAPITAL FUND

RESERVE FOR GRANTS RECEIVABLE

C-16

	<u>Ordinance Number</u>	<u>Balance Dec. 31, 2010</u>	<u>Collections</u>	<u>Cancelled</u>
<u>Federal</u>				
Passed Through County of Essex:				
Housing and Community Development				
Act of 1974:				
Community Development Block				
Grants:				
Improvements to the West				
Caldwell Public Library				
Bathrooms				
	1674	\$ 544.25	\$ 544.25	\$
<u>State</u>				
New Jersey Department of Transportation:				
Reconstruction of Dalewood Road,				
Section II				
	1670	148,817.95	111,932.86	36,885.09
<u>Other</u>				
County of Essex:				
Essex County Open Space Trust Fund:				
Improvement to the Kiwanis Oval				
	1676	<u>150,000.00</u>	<u>150,000.00</u>	<u>                    </u>
		<u>\$ 299,362.20</u>	<u>\$ 262,477.11</u>	<u>\$ 36,885.09</u>
<u>Reference</u>		<u>C</u>	<u>C-10</u>	<u>C-6</u>

Note: Collections of the grants listed above will be applied to the reductions of applicable authorized debt or notes that may have been issued.

TOWNSHIP OF WEST CALDWELL  
GENERAL CAPITAL FUND

RESERVE FOR OTHER CONTRIBUTIONS

C-17

	<u>Ref.</u>	
Balance December 31, 2010	C	\$ 38,175.18
Increased by:		
Collections	C-2	<u>61,470.80</u>
Balance December 31, 2011	C	<u>\$ 99,645.98</u>
 <u>Analysis of Balance</u>		
Contributions for Recreation Equipment		\$ 3,777.40
Sewer Pumping Station Improvements		<u>95,868.58</u>
		<u>\$ 99,645.98</u>

TOWNSHIP OF WEST CALDWELL  
GENERAL CAPITAL FUND

C-18  
Sheet #1

BOND ANTICIPATION NOTES

Ordinance Number	Original Issue	Issue	Maturity	Interest Rate	Balance Dec. 31, 2010	Increase	Decrease	Balance Dec. 31, 2011
					\$	\$	\$	\$
General Improvements								
Resurfacing of Memorial Park Tennis Courts	1470	7-23-03	11-15-10 7-15-11	1.25 % 1.00	51,100.00	48,200.00	51,100.00	48,200.00
Grading, Paving, Drainage and Ice Control on Certain Streets	1474	7-23-03	11-15-10 7-15-11	1.25 1.00	56,550.00	53,350.00	56,550.00	53,350.00
Expansion and Renovation of the Public Library and Municipal Building, Phase II	1480	7-23-03	11-15-10 7-15-11	1.25 1.00	882,700.00	859,400.00	882,700.00	859,400.00
Improvements to Various Fields for the Recreation Department	1490							
	1532	7-23-03	11-15-10 7-15-11	1.25 1.00	61,500.00	58,000.00	61,500.00	58,000.00
		7-15-10	11-15-10 7-15-11	1.25 1.00	85,500.00	85,500.00	85,500.00	85,500.00
Grading, Paving, Drainage and Ice Control on Certain Streets and Public Property	1501	7-22-04	11-15-10 7-15-11	1.25 1.00	227,300.00	214,600.00	227,300.00	214,600.00
Reconstruction of Johnson Avenue	1511	7-22-04	11-15-10 7-15-11	1.25 1.00	75,700.00	71,400.00	75,700.00	71,400.00
Purchase of Vehicles, Equipment and Improvements to Buildings and Infrastructure for Public Works Department	1528	7-22-04	11-15-10 7-15-11	1.25 1.00	169,900.00	163,800.00	169,900.00	163,800.00
Purchase of Computer Equipment and Fire Prevention Vehicle to Building Department and Fire Prevention Bureau	1531	7-21-05	11-15-10 7-15-11	1.25 1.00	44,000.00	38,400.00	44,000.00	38,400.00
Grading, Paving, Drainage and Ice Control on Certain Streets	1537	7-21-05	11-15-10 7-15-11	1.25 1.00	169,100.00	159,700.00	169,100.00	159,700.00
Purchase of Computer Equipment and Software for the Finance Office	1543	7-21-05	11-15-10 7-15-11	1.25 1.00	21,950.00	19,150.00	21,950.00	19,150.00

TOWNSHIP OF WEST CALDWELL  
GENERAL CAPITAL FUND

BOND ANTICIPATION NOTES

C-18  
Sheet #2

Ordinance Number	Original Issue	Issue	Maturity	Interest Rate	Balance Dec. 31, 2010	Increase	Decrease	Balance Dec. 31, 2011
<b>General Improvements</b>								
1459	7-20-06	11-15-10	7-15-11	1.25 %	\$ 118,450.00	\$ 116,850.00	\$ 118,450.00	\$ 116,850.00
1579	7-15-10	7-15-11	7-13-12	1.00	18,979.84	18,979.84	18,979.84	18,979.84
1557	7-20-06	11-15-10	7-13-12	1.00	264,300.00	249,600.00	264,300.00	249,600.00
Grading, Paving, Drainage and Ice Control on Certain Streets and Public Library and Replacement of Street Signs								
1563	7-20-06	11-15-10	7-15-11	1.25	112,500.00	106,200.00	112,500.00	106,200.00
Acquisition of Vehicles and Equipment for the Public Works Department								
1578	7-20-06	11-15-10	7-13-12	1.00	21,600.00	18,800.00	21,600.00	18,800.00
Computer Upgrades for Municipal Building								
1581	7-19-07	11-15-10	7-13-12	1.25	202,450.00	191,150.00	202,450.00	191,150.00
Grading, Paving, Drainage and Ice Control on Certain Streets								
1582	7-19-07	11-15-10	7-13-12	1.00	138,800.00	135,100.00	138,800.00	135,100.00
Design, Expansion and Renovation of Fire Headquarters Building								
1585	7-19-07	11-15-10	7-13-12	1.25	22,850.00	21,950.00	22,850.00	21,950.00
Improvements to Gasoline Storage Tanks								
1587	7-19-07	11-15-10	7-13-12	1.00	54,850.00	47,950.00	54,850.00	47,950.00
Purchase of Safety and Office Equipment for Police Department								
1588	7-19-07	11-15-10	7-13-12	1.25	89,750.00	87,350.00	89,750.00	87,350.00
Construction and Installation of Traffic Control Signal at Passaic Avenue and Terrace Place								
1595	7-19-07	11-15-10	7-13-12	1.00	36,850.00	34,750.00	36,850.00	34,750.00
Purchase of Office Furniture and Computer Software for the Building Department and Fire Prevention Bureau								

TOWNSHIP OF WEST CALDWELL  
GENERAL CAPITAL FUND

BOND ANTICIPATION NOTES

C-18  
Sheet #3

Ordinance Number	Original Issue	Issue	Maturity	Interest Rate	Balance Dec. 31, 2010	Increase	Decrease	Balance Dec. 31, 2011
1601	7-19-07	11-15-10 7-15-11	7-15-11 7-13-12	1.25 % 1.00	\$ 27,000.00	\$ 25,500.00	\$ 27,000.00	\$ 25,500.00
General Improvements								
Improvements to Municipal Court and Police Headquarters								
1606	7-19-07	11-15-10 7-15-11	7-15-11 7-13-12	1.25 1.00	24,250.00	22,850.00	24,250.00	22,850.00
Acquisition of Computer Hardware and Software for the Construction Office and the Fire Prevention Bureau								
1609	7-17-08	11-15-10 7-15-11	7-15-11 7-13-12	1.25 1.00	85,500.00	76,000.00	85,500.00	76,000.00
Purchase of Safety and Computer Equipment for the Police Department								
1610	7-17-08	11-15-10 7-15-11	7-15-11 7-13-12	1.25 1.00	28,500.00	27,000.00	28,500.00	27,000.00
Acquisition of Computer Hardware and Software for the Finance Department								
1611	7-17-08	11-15-10 7-15-11	7-15-11 7-13-12	1.25 1.00	399,000.00	378,000.00	399,000.00	378,000.00
Acquisition of Vehicles, Equipment and Sewer System Improvements for the Public Works Department								
1613	7-17-08	11-15-10 7-15-11	7-15-11 7-13-12	1.25 1.00	261,250.00	247,450.00	261,250.00	247,450.00
Grading, Paving, Drainage and Ice Control on Certain Streets								
1629	7-17-08	11-15-10 7-15-11	7-15-11 7-13-12	1.25 1.00	107,000.00	101,300.00	107,000.00	101,300.00
Various Improvements to Buildings and Facilities								
1649	11-25-09	11-15-10 7-15-11	7-15-11 7-13-12	1.25 1.00	500,000.00	500,000.00	500,000.00	500,000.00
Purchase of Equipment, Sewer System Improvements and Various Improvements to Buildings and Facilities								
1652	11-25-09	11-15-10 7-15-11	7-15-11 7-13-12	1.25 1.00	190,000.00	190,000.00	190,000.00	190,000.00
Purchase of Mini-Pumper Fire Engine and Various Related Equipment								
1660	11-25-09	11-15-10 7-15-11	7-15-11 7-13-12	1.25 1.00	209,000.00	209,000.00	209,000.00	209,000.00
Reconstruction of Woodrow Place and Coolidge Avenue								

TOWNSHIP OF WEST CALDWELL  
GENERAL CAPITAL FUND

BOND ANTICIPATION NOTES

C-18  
Sheet #4

Ordinance Number	Original Issue	Issue	Maturity	Interest Rate	Balance Dec. 31, 2010	Increase	Decrease	Balance Dec. 31, 2011
					\$	\$	\$	\$
				1.25 %	12,147.18	12,147.18	12,147.18	12,147.18
				1.00				
				1.25	46,268.05	46,268.05	46,268.05	46,268.05
				1.00				
				1.25	2,271.59	2,271.59	2,271.59	2,271.59
				1.00				
				1.25	31,434.09	31,434.09	31,434.09	31,434.09
				1.00				
				1.25	360,000.00	360,000.00	360,000.00	360,000.00
				1.00				
				1.25	532,000.00	532,000.00	532,000.00	532,000.00
				1.00				
				1.25	280,000.00	280,000.00	280,000.00	280,000.00
				1.00				
				1.25	119,000.00	119,000.00	119,000.00	119,000.00
				1.00				
				1.25	38,150.00	38,150.00	38,150.00	38,150.00
				1.00				
				1.25	494,249.25	494,249.25	494,249.25	494,249.25
				1.00				

General Improvements  
Resurfacing of Ravine Avenue, Crossbrook Lane and  
Fairfield Avenue

Reconstruction of Johnson Avenue, Section I

Reconstruction of Johnson Avenue, Section II

Reconstruction of Farrington Area Streets, Section II

Grading, Paving, Drainage and Ice Control on Certain Streets

Acquisition of Vehicles and Equipment for Various Departments

Reconstruction of Dalewood Road, Section I

Purchase and Installation of Computer Equipment and Data  
Management Software

Purchase of Safety Equipment for Police and Fire Departments

Reconstruction of Various Streets



TOWNSHIP OF WEST CALDWELL  
GENERAL CAPITAL FUND

GREEN ACRES LOAN PAYABLE

C-19

<u>Purpose</u>	<u>Original Issue</u>		<u>Interest Rate</u>	<u>Balance Dec. 31, 2010</u>	<u>Decrease</u>
	<u>Date</u>	<u>Amount</u>			
Improvements to Richards Park	2-03-94	\$ 300,000.00	2.00%	<u>\$ 20,100.21</u>	<u>\$ 20,100.21</u>
			<u>Reference</u>	<u>C</u>	<u>C-9</u>

TOWNSHIP OF WEST CALDWELL  
GENERAL CAPITAL FUND

C-20

SERIAL BONDS

	<u>Original Issue</u>		<u>Maturities of Bonds</u>		
	<u>Date</u>	<u>Amount</u>	<u>Date</u>	<u>Amount</u>	<u>Interest Rate</u>
General Bonds	7-15-02	\$ 6,330,000.00	7-15-2012/14	\$ 575,000.00	3.75%
			Dec. 31, 2011	\$ 2,300,000.00	
				<u>Redeemed</u>	
				\$ 575,000.00	
				<u>Balance</u>	
				Dec. 31, 2011	
				<u>\$ 1,725,000.00</u>	<u>C</u>
					<u>C-9</u>
					<u>C</u>
					<u>Reference</u>

TOWNSHIP OF WEST CALDWELL  
GENERAL CAPITAL FUND

C-21

BONDS AND NOTES AUTHORIZED BUT NOT ISSUED

<u>Improvements</u>	<u>Ordinance Number</u>	<u>Balance Dec. 31, 2010</u>	<u>2011 Authorizations</u>	<u>Collections</u>	<u>Bond Anticipation Notes Issued</u>	<u>Balance Dec. 31, 2011</u>
<u>General Improvements</u>						
Expansion and Renovation of the Fire Headquarters Building	1667	\$ 2,375,000.00				
Reconstruction of Various Streets	1670 1708	66,068.70	\$ 161,500.00	111,932.86	\$ 2,375,000.00	115,635.84
Improvements to the West Caldwell Public Library Bathrooms	1674	45,139.25		1,332.27		43,806.98
Improvement to the Kiwanis Oval	1676	175,000.00		150,000.00		25,000.00
Acquisition of Vehicles, Equipment and Building Improvements	1677	261,250.00				261,250.00
Reconstruction of Various Streets Purchase of Safety Equipment for Police and Fire Departments	1701		392,000.00		392,000.00	
Technology Upgrades and Improvements	1710		237,350.00			237,350.00
Improvements to the West Caldwell Public Library	1711		243,815.00			243,815.00
Acquisition of Vehicles, Equipment and Building Improvements	1712		16,625.00			16,625.00
Refunding Tax Appeal	1713 1715		342,000.00 441,740.00			342,000.00 441,740.00
		<u>\$ 2,922,457.95</u>	<u>\$ 1,835,030.00</u>	<u>\$ 263,265.13</u>	<u>\$ 2,767,000.00</u>	<u>\$ 1,727,222.82</u>
<u>Reference</u>		<u>C</u>	<u>C-10</u>	<u>C-10</u>	<u>C-18</u>	<u>C</u>

TOWNSHIP OF WEST CALDWELL  
WATER UTILITY

D-6  
Sheet #1

CASH RECEIPTS, DISBURSEMENTS AND RECONCILIATIONS  
TREASURER

Ref.	<u>Operating Fund</u>	<u>Assessment Trust Fund</u>	<u>Capital Fund</u>
Balance December 31, 2010	\$ 671,492.27	\$ 86,109.22	\$ 230,337.79
Increased by Receipts:			
Premium on Sale of Notes			
Collector			\$ 4,458.60
Interfunds Receivable	2,412,519.74	\$ 41,458.73	
Capital Improvement Fund	67.68		
Interfunds Payable	57,177.74	42.95	25,000.00
	2,469,765.16	41,501.68	29,458.60
	3,141,257.43	127,610.90	259,796.39
Decreased by Disbursements:			
Budget Appropriations	1,977,898.32		
Interfunds Receivable	20,561.23		
Appropriation Reserves	110,319.74	41,458.73	29,574.90
Accrued Interest on Notes	11,045.42		
Accrued Interest on Bonds	42,562.50		
Water Rent Overpayments	910.02		
Improvement Authorizations			46,162.54
Interfunds Payable	317,660.84		67.68
	2,480,958.07	41,458.73	75,805.12
Balance December 31, 2011	\$ 660,299.36	\$ 86,152.17	\$ 183,991.27

TOWNSHIP OF WEST CALDWELL  
WATER UTILITY

CASH RECEIPTS, DISBURSEMENTS AND RECONCILIATIONS  
TREASURER

D-6  
Sheet #2

	<u>Operating Fund</u>	<u>Assessment Trust Fund</u>	<u>Capital Fund</u>
<u>Bank Reconciliation December 31, 2011</u>			
Balance per Statements:			
PNC Bank,			
West Caldwell, New Jersey:			
Account #80-4392-4744	\$ 662,734.30	\$	\$
Account #80-4392-4736		86,152.17	
Account #80-4392-4728			183,991.27
	<u>662,734.30</u>	<u>86,152.17</u>	<u>183,991.27</u>
Less: Outstanding Checks	<u>2,434.94</u>		
	<u>\$ 660,299.36</u>	<u>\$ 86,152.17</u>	<u>\$ 183,991.27</u>

TOWNSHIP OF WEST CALDWELL  
WATER UTILITY

CASH RECEIPTS AND DISBURSEMENTS  
WATER COLLECTOR

D-7

	<u>Ref.</u>	<u>Operating Fund</u>	<u>Assessment Trust Fund</u>
Increased by:			
Interest on Water Assessments	D-4	\$ 7,773.51	\$
Consumer Accounts Receivable	D-13	2,294,983.25	
Revenue Accounts Receivable	D-14	104,958.95	
Assessments Receivable	D-16		41,458.73
Water Rent Overpayments	D-22	4,804.03	
		<u>2,412,519.74</u>	<u>41,458.73</u>
Decreased by:			
Turnovers to Treasurer	D-6	<u>2,412,519.74</u>	<u>41,458.73</u>
		<u>\$ -</u>	<u>\$ -</u>

TOWNSHIP OF WEST CALDWELL  
WATER UTILITY

SAVINGS ACCOUNT

D-8

	<u>Ref.</u>	<u>Operating Fund</u>	<u>Capital Fund</u>
Balance December 31, 2010	D	\$21,485.77	\$135,300.24
Increased by:			
Interest Earned	D-4,26	<u>10.71</u>	<u>67.68</u>
Balance December 31, 2011	D	<u>\$21,496.48</u>	<u>\$135,367.92</u>

Bank Reconciliation December 31, 2011

Balance per Statements:

PNC Bank,

West Caldwell, New Jersey:

Account #80-4392-4752

\$21,496.48

\$

Capital One Bank,

West Caldwell, New Jersey:

Account #419400-702-9

135,367.92

\$21,496.48

\$135,367.92

TOWNSHIP OF WEST CALDWELL  
WATER UTILITY

CASH MANAGEMENT FUND

D-9

	<u>Ref.</u>	<u>Operating Fund</u>
Balance December 31, 2010	D	\$ 64,063.02
Increased by:		
Interest Earned	D-4	<u>18.42</u>
Balance December 31, 2011	D	<u>\$ 64,081.44</u>

Analysis of Balance

Municipal Investors Service Corporation,  
Armonk, New York:  
Account #NJ-02-0010-2003

\$ 64,081.44

TOWNSHIP OF WEST CALDWELL  
WATER UTILITY

D-10

ANALYSIS OF WATER UTILITY ASSESSMENT CASH

Other Accounts	Balance Dec. 31, 2010	<u>Receipts</u>		<u>Transfers</u>		Balance Dec. 31, 2011	
		<u>Assessments Receivable</u>	<u>Other</u>	<u>Disbursements</u>	<u>From</u>	<u>To</u>	
Fund Balance	\$ 127,669.84	\$ 41,458.73	\$	\$	\$ 70,000.00	\$	\$ 99,128.57
General Trust Fund Interfund	(41,458.73)		42.95	41,458.73			(82,917.46)
Water Operating Fund Interfund	0.94					70,000.00	70,043.89
Payroll Fund Interfund	(102.83)						(102.83)
	<u>\$ 86,109.22</u>	<u>\$ 41,458.73</u>	<u>\$ 42.95</u>	<u>\$ 41,458.73</u>	<u>\$ 70,000.00</u>	<u>\$ 70,000.00</u>	<u>\$ 86,152.17</u>
<u>Reference</u>	<u>D</u>	<u>D-16</u>	<u>D-26</u>	<u>D-12</u>	<u>Contra</u>	<u>Contra</u>	<u>D</u>

TOWNSHIP OF WEST CALDWELL  
WATER UTILITY

D-11  
Sheet #1

ANALYSIS OF WATER UTILITY CAPITAL CASH AND INVESTMENTS

	<u>Ordinance Number</u>	<u>Balance Dec. 31, 2010</u>	<u>Receipts Other</u>	<u>Improvement Authorizations</u>	<u>Disbursements Other</u>	<u>Balance Dec. 31, 2011</u>
<u>General Improvements</u>						
Improvements to Water System and Acquisition of Vehicle and Equipment	1414	\$ 763.85	\$	\$ 166.68	\$	\$ 597.17
Water Main Replacement on Orton Road and Westville Avenue and Acquisition and Installation of Water Meter Radio Units	1468	20,246.54		1,887.91		18,358.63
Design and Replacement of a Water Main on Johnson Avenue and Preparation of Water System Reports	1526	3,228.88		1,085.76		2,143.12
Pumping Station Improvements and Acquisition of Hydrants and Water Meter Radio Units	1529	20,498.59		8,472.95		12,025.64
Water Meter Radio Units	1540	17,723.82				17,723.82
Design and Replacement of a Water Main on DeCamp Court and Acquisition of Vehicle	1556	41,117.77				41,117.77
Design and Replacement of Water Mains on Dalewood Road, Piermont Place, Walden Place and Woodrow Place	1612	26,270.13		418.29		25,851.84
Improvements to Water System and Additional Design and Replacement of Water Mains on Dalewood Road, Piermont Place, Walden Place and Woodrow Place	1632	(44,386.50)		22,020.00		(66,406.50)
Improvements to the Township Water System and Design of the Runnymede Road Interconnections	1647	151,263.20		11,777.00		139,486.20
<u>Local Improvements</u>						
Design and Construction of a Twelve Inch Water Main on Kirkpatrick Lane and Passaic Avenue	1348 1393	63,606.70		333.95		63,272.75
<u>Other Accounts</u>						
Fund Balance		21,900.35	4,458.60			26,358.95
Capital Improvement Fund		49,305.00	25,000.00			74,305.00
Current Fund Interfund						
General Capital Fund Interfund		(964.93)			4,458.60	(5,423.53)

TOWNSHIP OF WEST CALDWELL  
WATER UTILITY

D-11  
Sheet #2

ANALYSIS OF WATER UTILITY CAPITAL CASH AND INVESTMENTS

Ordinance Number	Balance Dec. 31, 2010	Receipts		Disbursements		Balance Dec. 31, 2011
		Other	Other	Improvement Authorizations	Other	
Other Accounts						
Water Operating Fund Interfund	\$ (4,935.37)	\$ 67.68		\$ 25,000.00		\$ (29,867.69)
Payroll Fund Interfund	\$ 365,638.03	\$ 29,526.28		183.98		(183.98)
				\$ 46,162.54	\$ 29,642.58	\$ 319,359.19
Reference	D	Below		D-24	Below	D
Fund Balance		\$ 4,458.60		\$	29,574.90	
Interfunds Receivable						
Capital Improvement Fund		25,000.00				
Interfunds Payable		67.68			67.68	
	Above	\$ 29,526.28			\$ 29,642.58	



TOWNSHIP OF WEST CALDWELL  
WATER UTILITY

CONSUMER ACCOUNTS RECEIVABLE

D-13

	<u>Ref.</u>		
Balance December 31, 2010	D		\$ 42,112.26
Increased by:			
Water Rent Billings	Reserve		<u>2,301,246.16</u>
			2,343,358.42
Decreased by:			
Collections	D-4,7	\$ 2,294,983.25	
Water Overpayments Applied	D-22	<u>3,045.61</u>	
			<u>2,298,028.86</u>
Balance December 31, 2011	D		<u>\$ 45,329.56</u>

TOWNSHIP OF WEST CALDWELL  
WATER UTILITY

D-14

REVENUE ACCOUNTS RECEIVABLE

	<u>Balance</u> <u>Dec. 31, 2010</u>	<u>Accrued</u>	<u>Decrease</u>	<u>Overpayments</u> <u>Applied</u>	<u>Balance</u> <u>Dec. 31, 2011</u>
Sprinkler Systems	\$ 730.00	\$ 44,897.78			\$ 503.43
Interest Collected from Delinquent Water Accounts		42,722.18	42,722.18		
On/Off Fees	140.00	440.00	540.44		39.56
Well Charges	12.00	288.00	273.00	15.00	12.00
Hydrant Charges and Test	25.00	8,396.98	8,396.98		25.00
Taps and Connections		455.00	455.00		
New Meters		2,785.00	2,785.00		
Final Bill Fee	10.00	1,060.00	1,000.00		70.00
Flow Test		627.00	627.00		
Miscellaneous		3,035.00	3,035.00		
	<u>\$ 917.00</u>	<u>\$ 104,706.94</u>	<u>\$ 104,958.95</u>	<u>\$ 15.00</u>	<u>\$ 649.99</u>
<u>Reference</u>	<u>D</u>	<u>Reserve</u>	<u>D-4.7</u>	<u>D-22</u>	<u>D</u>

TOWNSHIP OF WEST CALDWELL  
WATER UTILITY

INVENTORY - MATERIALS AND SUPPLIES

D-15

	<u>Ref.</u>	
Balance December 31, 2010	D	\$ 89,308.15
Increased by:		
Adjustments to Actual Inventory	Reserve	<u>4,311.92</u>
Balance December 31, 2011	D	<u>\$ 93,620.07</u>

TOWNSHIP OF WEST CALDWELL  
WATER UTILITY

D-16

ASSESSMENTS RECEIVABLE

<u>Ordinance Number</u>	<u>Improvement Description</u>	<u>Date of Confirmation</u>	<u>Annual Installments</u>	<u>Due Dates</u>	<u>Balance Dec. 31, 2010 Unpledged</u>	<u>Collected</u>	<u>Balance Dec. 31, 2011 Unpledged</u>
1348/1393	Design and Construction of a Twelve Inch Water Main on Kirkpatrick Lane and Passaic Avenue	2-18-03	10	2-18-12	<u>\$ 82,917.45</u>	<u>\$41,458.73</u>	<u>\$ 41,458.72</u>
				<u>Reference</u>	<u>D</u>	<u>D-7</u>	<u>D</u>

TOWNSHIP OF WEST CALDWELL  
WATER UTILITY

FIXED CAPITAL

D-17

	<u>Balance</u> <u>Dec. 31, 2010</u>	<u>Balance</u> <u>Dec. 31, 2011</u>
Water Supply and Distribution System (1981)	\$ 1,815,403.09	\$ 1,815,403.09
Pumping Stations Reconstruction	250,000.00	250,000.00
Master Plan (1987 - 1989)	60,000.00	60,000.00
Distribution System Expansions	42,500.00	42,500.00
Water Mains - Additional	1,547,000.00	1,547,000.00
Water Interconnections	211,750.00	211,750.00
Water Tanks and Towers	130,000.00	130,000.00
Meters and Hydrants	181,900.00	181,900.00
Office and Equipment	18,000.00	18,000.00
Vehicles and Equipment	350,000.00	350,000.00
Remote Water Meter Reading System	<u>345,000.00</u>	<u>345,000.00</u>
	<u>\$ 4,951,553.09</u>	<u>\$ 4,951,553.09</u>
<u>Reference</u>	<u>D</u>	<u>D</u>

TOWNSHIP OF WEST CALDWELL  
WATER UTILITY

FIXED CAPITAL AUTHORIZED AND UNCOMPLETED

D-18

	<u>Ordinance</u>		<u>Balance</u> <u>Dec. 31, 2010</u>	<u>Balance</u> <u>Dec. 31, 2011</u>
	<u>Number</u>	<u>Date</u>		
<u>General Improvements</u>				
Improvements to Water System and Acquisition of Vehicle and Equipment	1414	4-18-00	\$ 220,000.00	\$ 220,000.00
Water Main Replacement on Orton Road and Westville Avenue and Acquisition and Installation of Water Meter Radio Units	1468	4-16-02	650,000.00	650,000.00
Design and Replacement of a Water Main on Johnson Avenue and Preparation of Water System Reports	1526	4-20-04	290,000.00	290,000.00
Pumping Station Improvements and Acquisition of Hydrants and Water Meter Radio Units	1529	5-18-04	170,000.00	170,000.00
Water Meter Radio Units	1540	9-21-04	150,000.00	150,000.00
Design and Replacement of a Water Main on DeCamp Court and Acquisition of Vehicle	1556	9-20-05	125,000.00	125,000.00
Design and Replacement of Water Mains on Dalewood Road, Piermont Place, Walden Place and Woodrow Place	1612	8-21-07	570,000.00	570,000.00
Improvements to Water System and Additional Design and Replacement of Water Mains on Dalewood Road, Piermont Place, Walden Place and Woodrow Place	1632	8-19-08	315,000.00	315,000.00
Improvements to the Township Water System and Design of the Runnymede Interconnections	1647	4-21-09	157,500.00	157,500.00
<u>Local Improvements</u>				
Design and Construction of a Twelve Inch Water Main on Kirkpatrick Lane and Passaic Avenue	1348	9-16-97	446,000.00	
	1393	5-18-99	40,000.00	
			<u>486,000.00</u>	<u>486,000.00</u>
			<u>\$ 3,133,500.00</u>	<u>\$ 3,133,500.00</u>
		<u>Reference</u>	<u>D</u>	<u>D</u>

TOWNSHIP OF WEST CALDWELL  
WATER UTILITY

APPROPRIATION RESERVES

D-19

	<u>Balance</u> <u>Dec. 31, 2010</u>	<u>Balance</u> <u>After</u> <u>Transfers</u>	<u>Expended</u>	<u>Balance</u> <u>Lapsed</u>
	<u>Encumbered</u>	<u>Unencumbered</u>		
<u>Operating</u>				
Salaries and Wages	\$ 10,127.93	\$ 21,929.66	\$ 7,679.66	\$ 7,679.66
Other Expenses	<u>10,127.93</u>	<u>260,916.96</u>	<u>110,319.74</u>	<u>174,975.15</u>
		<u>282,846.62</u>	<u>110,319.74</u>	<u>182,654.81</u>
<u>Statutory Expenditures</u>				
Contribution to:				
Social Security System (FICA)		<u>9,832.88</u>		<u>9,832.88</u>
	<u>\$10,127.93</u>	<u>\$ 292,679.50</u>	<u>\$110,319.74</u>	<u>\$192,487.69</u>

Reference

D

D

D-6

D-1

TOWNSHIP OF WEST CALDWELL  
WATER UTILITY

ACCRUED INTEREST ON NOTES

D-20

	<u>Ref.</u>	
Balance December 31, 2010	D	\$ 2,071.02
Increased by:		
Budget Appropriations	D-5	<u>14,953.00</u>
		17,024.02
Decreased by:		
Payments	D-6	<u>11,045.42</u>
Balance December 31, 2011	D	<u><u>\$ 5,978.60</u></u>

TOWNSHIP OF WEST CALDWELL  
WATER UTILITY

ACCRUED INTEREST ON BONDS

D-21

	<u>Ref.</u>	
Balance December 31, 2010	D	\$ 19,507.81
Increased by:		
Budget Appropriations	D-5	<u>39,812.50</u> 59,320.31
Decreased by:		
Payments	D-6	<u>42,562.50</u>
Balance December 31, 2011	D	<u><u>\$ 16,757.81</u></u>

Analysis of Balance

Bonds Outstanding <u>Dec. 31, 2011</u>	<u>Interest Rate</u>	<u>Accrued</u>		<u>Period</u>	<u>Amount</u>
		<u>From</u>	<u>To</u>		
\$ 975,000.00	3.75%	7-15-11	12-31-11	5.5 Months	<u><u>\$ 16,757.81</u></u>

TOWNSHIP OF WEST CALDWELL  
WATER UTILITY

WATER RENT OVERPAYMENTS

D-22

	<u>Ref.</u>	<u>Total</u>	<u>Rents</u>	<u>Miscellaneous</u>
Balance December 31, 2010	D	\$3,060.61	\$3,045.61	\$ 15.00
Increased by:				
Collections	D-7	<u>4,804.03</u>	<u>4,714.03</u>	<u>90.00</u>
		<u>7,864.64</u>	<u>7,759.64</u>	<u>105.00</u>
Decreased by:				
Applied to Consumer Accounts				
Receivable	D-4,13,14	3,060.61	3,045.61	15.00
Refunds	D-6	<u>910.02</u>	<u>910.02</u>	
		<u>3,970.63</u>	<u>3,955.63</u>	<u>15.00</u>
Balance December 31, 2011	D	<u><u>\$3,894.01</u></u>	<u><u>\$3,804.01</u></u>	<u><u>\$ 90.00</u></u>

TOWNSHIP OF WEST CALDWELL  
WATER UTILITY

RESERVE FOR ASSESSMENTS RECEIVABLE

D-23

<u>Ordinance Number</u>	<u>Improvement Description</u>	<u>Balance Dec. 31, 2010 Unpledged</u>	<u>Collections</u>	<u>Balance Dec. 31, 2011 Unpledged</u>
1348/1393	Design and Construction of a Twelve Inch Water Main in Kirkpatrick Lane and Passaic Avenue	<u>\$ 82,917.45</u>	<u>\$41,458.73</u>	<u>\$ 41,458.72</u>
	<u>Reference</u>	<u>D</u>	<u>D-2</u>	<u>D</u>

TOWNSHIP OF WEST CALDWELL  
WATER UTILITY

D-24

IMPROVEMENT AUTHORIZATIONS

	<u>Number</u>	<u>Ordinance Date</u>	<u>Amount</u>	<u>Balance Dec. 31, 2010</u>		<u>Expended</u>	<u>Balance Dec. 31, 2011</u>	
				<u>Funded</u>	<u>Unfunded</u>		<u>Funded</u>	<u>Unfunded</u>
<u>General Improvements</u>								
Improvements to Water System and Acquisition of Vehicle and Equipment	1414	4-18-00	\$ 220,000.00	\$ 763.85	\$	\$ 166.68	\$ 597.17	\$
Water Main Replacement on Orton Road and Westville Avenue and Acquisition and Installation of Water Meter Radio Units	1488	4-16-02	650,000.00	20,246.54		1,887.91	18,358.63	
Design and Replacement of a Water Main on Johnson Avenue and Preparation of Water System Reports	1526	4-20-04	290,000.00		3,228.88	1,085.76		2,143.12
Pumping Station Improvements and Acquisition of Hydrants and Water Meter Radio Units	1529	5-18-04	170,000.00		20,498.59	8,472.95		12,025.64
Water Meter Radio Units	1540	9-21-04	150,000.00		17,723.82			17,723.82
Design and Replacement of a Water Main on DeCamp Court and Acquisition of Vehicle	1556	9-20-05	125,000.00		41,117.77			41,117.77
Design and Replacement of Water Mains on Dalewood Road, Piermont Place, Walden Place and Woodrow Place	1612	8-21-07	570,000.00		27,770.13	418.29		27,351.84
Improvements to Water System and Additional Design and Replacement of Water Mains on Dalewood Road, Piermont Place, Walden Place and Woodrow Place	1632	8-19-08	315,000.00		255,613.50	22,020.00		233,593.50
Improvements to the Water System and Design of the Runnymede Road Interconnection	1647	4-21-09	157,500.00	1,263.20	150,000.00	11,777.00		139,486.20
<u>Local Improvements</u>								
Design and Construction of a Twelve Inch Water Main in Kirkpatrick Lane and Passaic Avenue	1348 1393	9-16-97 5-18-99	446,000.00 40,000.00	63,606.70		333.95	63,272.75	
			<u>\$ 85,880.29</u>	<u>\$ 515,952.69</u>		<u>\$ 46,162.54</u>	<u>\$ 82,228.55</u>	<u>\$ 473,441.89</u>
		<u>Reference</u>		<u>D</u>	<u>D-6</u>	<u>D</u>	<u>D</u>	<u>D</u>

TOWNSHIP OF WEST CALDWELL  
WATER UTILITY

CAPITAL IMPROVEMENT FUND

D-25

	<u>Ref.</u>	
Balance December 31, 2010	D	\$49,305.00
Increased by:		
Budget Appropriation	D-6	<u>25,000.00</u>
Balance December 31, 2011	D	<u>\$74,305.00</u>

TOWNSHIP OF WEST CALDWELL  
WATER UTILITY

INTERFUNDS PAYABLE

<u>Ref.</u>	<u>Total Water Operating Fund</u>	<u>Current Fund</u>	<u>Water Operating Fund General Capital Fund</u>	<u>Water Capital Fund</u>	<u>Water Assessment Trust Fund Water Operating Fund</u>	<u>Water Capital Fund</u>	<u>Water Operating Fund</u>	<u>Water Capital Fund</u>
Balance December 31, 2010	\$ 166,361.68	\$ 117,660.84	\$ 43,765.47	\$ 4,935.37	\$ 0.94	\$	\$	\$
Increased by:								
Water Operating Fund Balance Anticipated as Current Fund Revenue	200,000.00	200,000.00						
Water Assessment Fund Balance Anticipated as Water Operating Fund Revenue	57,177.74		32,245.42	24,932.32	70,000.00			
Advances								
Interest on Investments and Deposits	257,177.74	200,000.00	32,245.42	24,932.32	42.95	70,042.95	67.68	67.68
	423,539.42	317,660.84	76,010.89	29,867.69	70,043.89		67.68	
Decreased by:								
Settlements	317,660.84	317,660.84						67.68
Balance December 31, 2011	<u>\$105,878.58</u>	<u>\$ -</u>	<u>\$ 76,010.89</u>	<u>\$ 29,867.69</u>	<u>\$ 70,043.89</u>	<u>\$</u>	<u>\$ -</u>	<u>\$ -</u>

TOWNSHIP OF WEST CALDWELL  
WATER UTILITY

RESERVE FOR AMORTIZATION

D-27

	<u>Ref.</u>	
Balance December 31, 2010	D	\$ 5,074,553.09
Increased by:		
Serial Bonds Redeemed	D-30	<u>160,000.00</u>
Balance December 31, 2011	D	<u>\$ 5,234,553.09</u>

TOWNSHIP OF WEST CALDWELL  
WATER UTILITY

DEFERRED RESERVE FOR AMORTIZATION

D-28

	<u>Ordinance</u>	<u>Date</u>	<u>Balance</u>	<u>Bond</u>	<u>Balance</u>
	<u>Number</u>		<u>Dec. 31, 2010</u>	<u>Anticipation</u>	<u>Dec. 31, 2011</u>
				<u>Notes Paid</u>	
				<u>by Budget</u>	
				<u>Appropriation</u>	
<u>General Improvements</u>					
Improvements to Water System and Acquisition of Vehicle and Equipment	1414	4-18-00	\$ 11,000.00	\$	\$ 11,000.00
Water Main Replacement on Orton Road and Westville Avenue and Acquisition and Installation of Water Meter Radio Units	1468	4-16-02	33,000.00		33,000.00
Design and Replacement of a Water Main on Johnson Avenue and Preparation of Water System Reports	1526	4-20-04	31,900.00	3,400.00	35,300.00
Pumping Station Improvements and Acquisition of Hydrants and Water Meter Radio Units	1529	5-18-04	31,500.00	5,000.00	36,500.00
Water Meter Radio Units	1540	9-21-04	26,900.00	4,400.00	31,300.00
Design and Replacement of a Water Main on DeCamp Court and Acquisition of Vehicle	1556	9-20-05	9,250.00	1,500.00	10,750.00
Design and Replacement of Water Mains on Dalewood Road, Piermont Place, Walden Place and Woodrow Place	1612	8-21-07	28,500.00	6,900.00	35,400.00
Improvements to Water System and Additional Design and Replacement of Water Mains on Dalewood Road, Piermont Place, Walden Place and Woodrow Place	1632	8-19-08	15,000.00		15,000.00
Improvements to the Township Water System and Design of the Runnymede Interconnections	1647	4-21-09	7,500.00		7,500.00
<u>Local Improvements</u>					
Design and Construction of a Twelve Inch Water Main on Kirkpatrick Lane and Passaic Avenue	1348	9-16-97			
	1393	5-18-99	54,000.00		54,000.00
			<u>\$ 248,550.00</u>	<u>\$ 21,200.00</u>	<u>\$ 269,750.00</u>
<u>Reference</u>			<u>D</u>	<u>D-29</u>	<u>D</u>

TOWNSHIP OF WEST CALDWELL  
WATER UTILITY

BOND ANTICIPATION NOTES

D-29

<u>Ordinance Number</u>	<u>Improvement Description</u>	<u>Date of Original Issue</u>	<u>Date of Issue</u>	<u>Date of Maturity</u>	<u>Interest Rate</u>	<u>Balance Dec. 31, 2010</u>	<u>Increase</u>	<u>Decrease</u>	<u>Balance Dec. 31, 2011</u>
1526	Design and Replacement of a Water Main on Johnson Avenue and Preparation of Water System Reports	7-22-04	11-15-10 7-14-11	7-15-11 7-13-12	1.25% 1.00%	\$ 258,100.00	\$ 254,700.00	\$ 258,100.00	\$ 254,700.00
1529	Pumping Station Improvements and Acquisition of Hydrants and Water Meter Radio Units	7-22-04	11-15-10 7-14-11	7-15-11 7-13-12	1.25% 1.00%	138,500.00	133,500.00	138,500.00	133,500.00
1540	Water Meter Radio Units	7-21-05	11-15-10 7-14-11	7-15-11 7-13-12	1.25% 1.00%	123,100.00	118,700.00	123,100.00	118,700.00
1556	Design and Replacement of a Water Main on DeCamp Court and Acquisition of Vehicle	7-20-06	11-15-10 7-14-11	7-15-11 7-13-12	1.25% 1.00%	115,750.00	114,250.00	115,750.00	114,250.00
1612	Design and Replacement of Water Mains on Dalewood Road, Piermont Place, Walden Place and Woodrow Place	7-17-08	11-15-10 7-14-11	7-15-11 7-13-12	1.25% 1.00%	540,000.00	533,100.00	540,000.00	533,100.00
1647	Improvements to the Township Water System and Design of the Runnymede Road Interconnections.	11-25-09	11-15-10 7-14-11	7-15-11 7-13-12	1.25% 1.00%	150,000.00	150,000.00	150,000.00	150,000.00
						<u>\$ 1,325,450.00</u>	<u>\$ 1,304,250.00</u>	<u>\$ 1,325,450.00</u>	<u>\$ 1,304,250.00</u>
						D	Below	Below	D
<u>Ref.</u>									
						D-28	\$	21,200.00	\$
						Contra	1,304,250.00	1,304,250.00	1,304,250.00
						Above	\$	1,304,250.00	\$
						<u>\$ 1,304,250.00</u>	<u>\$ 1,325,450.00</u>	<u>\$ 1,325,450.00</u>	<u>\$ 1,304,250.00</u>

TOWNSHIP OF WEST CALDWELL  
WATER UTILITY

D-30

SERIAL BONDS

<u>Purpose</u>	<u>Original Issue</u>	<u>Maturities of Bonds</u>		<u>Interest</u>	<u>Balance</u>	<u>Balance</u>
<u>Date</u>	<u>Amount</u>	<u>Date</u>	<u>Outstanding</u>	<u>Rate</u>	<u>Dec. 31, 2010</u>	<u>Dec. 31, 2011</u>
<u>Date</u>	<u>Amount</u>	<u>Date</u>	<u>Dec. 31, 2011</u>	<u>Rate</u>	<u>Decrease</u>	<u>Balance</u>
General Bonds	7-15-02 \$ 2,270,000.00	7-15-12/15 7-15-16 7-15-17	\$ 160,000.00 165,000.00 170,000.00	3.75%	<u>\$ 1,135,000.00</u>	<u>\$ 975,000.00</u>
				Reference	D	D
					D-27	D

TOWNSHIP OF WEST CALDWELL  
WATER UTILITY

BONDS AND NOTES AUTHORIZED BUT NOT ISSUED

D-31

<u>Improvements</u>	<u>Ordinance Number</u>	<u>Balance Dec. 31, 2010</u>	<u>Balance Dec. 31, 2011</u>
<u>General Improvements</u>			
Design and Replacement of Water Mains on Dalewood Road, Piermont Place, Walden Place and Woodrow Place	1612	\$ 1,500.00	\$ 1,500.00
Improvements to Water System and Additional Design and Replacement of Water Mains on Dalewood Road, Piermont Place, Walden Place and Woodrow Place	1632	<u>300,000.00</u>	<u>300,000.00</u>
		<u>\$ 301,500.00</u>	<u>\$ 301,500.00</u>
	<u>Reference</u>	<u>D</u>	<u>D</u>

TOWNSHIP OF WEST CALDWELL  
SWIMMING POOL UTILITY

CASH RECEIPTS, DISBURSEMENTS AND RECONCILIATIONS  
TREASURER

E-5  
Sheet #1

	<u>Ref.</u>	<u>Operating Fund</u>		<u>Capital Fund</u>
Balance December 31, 2010	E	\$ 97,772.09		\$ 47,249.74
Increased by Receipts:				
Premium on Sale of Notes	E-2	\$		\$ 278.66
Membership Fees	E-3	486,940.00		
Miscellaneous Revenue	E-3	43,820.00		
Interest on Investments and Deposits	E-3	428.02		
Interfunds Receivable	E-7	1,416.66		
Security Deposits	E-14	1,000.00		
Other Accounts Receivable	E-8	4,000.00		
Capital Improvement Fund	E-18			1,000.00
Interfunds Payable	E-19			90.31
Contra Items:				
Change Fund	Contra	200.00		
Revenue Refunds	Contra	700.00		
		538,504.68		
		636,276.77		1,368.97
				48,618.71
Decreased by Disbursements:				
Budget Appropriations	E-4	479,521.00		
Interfunds Receivable	E-7	696.25		
Appropriation Reserves	E-12	19,459.65		
Accrued Interest on Notes	E-15	416.66		
Accrued Interest on Bonds	E-16	2,625.00		
Interfunds Payable	E-19	2,768.75		
Contra Items	Contra	900.00		
		506,387.31		
				1,278.66
Balance December 31, 2011	E	\$ 129,889.46		\$ 47,340.05

TOWNSHIP OF WEST CALDWELL  
SWIMMING POOL UTILITY

CASH RECEIPTS, DISBURSEMENTS AND RECONCILIATIONS  
TREASURER

E-5  
Sheet #2

	<u>Operating Fund</u>	<u>Capital Fund</u>
<u>Bank Reconciliation December 31, 2011</u>		
Balance per Statements:		
Lakeland Bank,		
West Caldwell, New Jersey:		
Account #619403795	\$ 169,998.14	\$
Account #619403809	404.34	
Account #619403787		<u>47,338.96</u>
	<u>170,402.48</u>	<u>47,338.96</u>
Plus: Deposits-in-Transit	950.00	
Due from Bank		1.09
	<u>171,352.48</u>	<u>47,340.05</u>
Less: Outstanding Checks	<u>41,463.02</u>	
	<u>\$ 129,889.46</u>	<u>\$ 47,340.05</u>

TOWNSHIP OF WEST CALDWELL  
SWIMMING POOL UTILITY

E-6  
Sheet #1

ANALYSIS OF CAPITAL CASH

<u>Ordinance Number</u>	<u>Balance Dec. 31, 2010</u>	<u>Receipts Other</u>	<u>Disbursements Other</u>	<u>Transfers From</u>	<u>To</u>	<u>Balance Dec. 31, 2011</u>
<u>Improvement Authorizations</u> Improvements and the Purchase of Certain Equipment for Use at the Westville Avenue and Cedar Street Pools	1525 \$ 0.19	\$	\$	\$	\$	0.19
Improvements and the Purchase of Certain Equipment for Use at the Westville Avenue and Cedar Street Pools	1648 10,209.47					10,209.47
Drainage Improvements at the Westville Avenue and Cedar Street Pools	1650 19,274.59					19,274.59
<u>General Accounts</u> Fund Balance	223.02					501.68
Capital Improvement Fund	5,900.00	1,000.00			278.66	6,900.00
Reserve for Preliminary Costs	3,800.00					3,800.00
Interfund General Capital Fund	3,841.00			278.66		3,562.34
Interfund Swimming Pool Operating Fund	4,001.47	90.31	1,000.00			3,091.78
	<u>\$ 47,249.74</u>	<u>\$ 1,090.31</u>	<u>\$ 1,000.00</u>	<u>\$ 278.66</u>	<u>\$ 278.66</u>	<u>\$ 47,340.05</u>
<u>Reference</u>	E	Sheet #2	E-19	Contra	Contra	E

TOWNSHIP OF WEST CALDWELL  
SWIMMING POOL UTILITY

ANALYSIS OF CAPITAL CASH

E-6  
Sheet #2

	<u>Ref.</u>	<u>Receipts</u> <u>Other</u>
Capital Improvement Fund	E-18	\$ 1,000.00
Interfunds Payable	E-19	<u>90.31</u>
	Sheet #1	<u><u>\$ 1,090.31</u></u>

TOWNSHIP OF WEST CALDWELL  
SWIMMING POOL UTILITY

INTERFUNDS RECEIVABLE

E-7

	<u>Ref.</u>	Total Swimming Pool Operating Fund	<u>Swimming Pool Operating Fund</u>		
			<u>Current Fund</u>	<u>General Capital Fund</u>	<u>Swimming Pool Capital Fund</u>
Balance December 31, 2010	E	<u>\$ 28,547.73</u>	\$	<u>\$ 24,546.26</u>	<u>\$ 4,001.47</u>
Increased by:					
Interest on Investments	E-3	90.31			90.31
Advances	E-5	<u>696.25</u>	<u>696.25</u>		
		<u>786.56</u>	<u>696.25</u>		<u>90.31</u>
		29,334.29	696.25	24,546.26	4,091.78
Decreased by:					
Settlements	E-5	<u>1,416.66</u>		<u>416.66</u>	<u>1,000.00</u>
Balance December 31, 2011	E	<u>\$ 27,917.63</u>	<u>\$ 696.25</u>	<u>\$ 24,129.60</u>	<u>\$ 3,091.78</u>

TOWNSHIP OF WEST CALDWELL  
SWIMMING POOL UTILITY

OTHER ACCOUNTS RECEIVABLE

E-8

	<u>Ref.</u>	
Balance December 31, 2010	E	\$ 4,875.01
Increased by:		
2011 Concession Lease	Reserve	<u>9,500.00</u>
		14,375.01
Decreased by:		
Collections	E-3,5	<u>4,000.00</u>
Balance December 31, 2011	E	<u><u>\$10,375.01</u></u>

TOWNSHIP OF WEST CALDWELL  
SWIMMING POOL UTILITY

INVENTORY - MATERIALS AND SUPPLIES

E-9

	<u>Ref.</u>	
Balance December 31, 2010	E	\$ 12,020.70
Increased by:		
Adjustment to Actual Inventory	Reserve	<u>12,155.10</u>
Balance December 31, 2011	E	<u>\$24,175.80</u>

TOWNSHIP OF WEST CALDWELL  
SWIMMING POOL UTILITY

FIXED CAPITAL

E-10

	<u>Balance</u> <u>Dec. 31, 2010</u>	<u>Balance</u> <u>Dec. 31, 2011</u>
Loan and Property Acquisition	\$ 810,000.00	\$ 810,000.00
Reconstruction - Cedar Street Pool	495,000.00	495,000.00
Reconstruction - Westville Avenue Pool	547,000.00	547,000.00
Filter System Rehabilitation	5,000.00	5,000.00
Pool Equipment	<u>403,450.00</u>	<u>403,450.00</u>
	<u>\$ 2,260,450.00</u>	<u>\$ 2,260,450.00</u>
<u>Reference</u>	<u>E</u>	<u>E</u>

TOWNSHIP OF WEST CALDWELL  
SWIMMING POOL UTILITY

FIXED CAPITAL AUTHORIZED AND UNCOMPLETED

E-11

	<u>Number</u>	<u>Ordinance Date</u>	<u>Amount</u>	<u>Balance Dec. 31, 2010</u>	<u>Balance Dec. 31, 2011</u>
Improvements and the Purchase of Certain Equipment for Use at the Westville Avenue and Cedar Street Pools	1525	4-20-04	\$ 20,000.00	\$ 20,000.00	\$ 20,000.00
Improvements and the Purchase of Certain Equipment for Use at the Westville Avenue and Cedar Street Pools	1648	4-21-09	30,000.00	30,000.00	30,000.00
Drainage Improvements at the Westville Avenue and Cedar Street Pools	1650	5-19-09	50,000.00	<u>50,000.00</u>	<u>50,000.00</u>
				<u>\$ 100,000.00</u>	<u>\$ 100,000.00</u>
		<u>Reference</u>		<u>E</u>	<u>E</u>

TOWNSHIP OF WEST CALDWELL  
SWIMMING POOL UTILITY

APPROPRIATION RESERVES

E-12

	Balance Dec. 31, 2010		<u>Expended</u>	<u>Balance Lapsed</u>
	<u>Encumbered</u>	<u>Unencumbered</u>		
<u>Operating</u>				
Salaries and Wages	\$	\$ 52,154.61	\$	\$ 52,154.61
Other Expenses	3,317.26	28,505.88	21,916.14	9,907.00
	<u>3,317.26</u>	<u>80,660.49</u>	<u>21,916.14</u>	<u>62,061.61</u>
<u>Statutory Expenditures</u>				
Contributions to:				
Social Security System (FICA)		6,289.97		6,289.97
	<u>\$ 3,317.26</u>	<u>\$ 86,950.46</u>	<u>\$ 21,916.14</u>	<u>\$ 68,351.58</u>

Reference

E

E

Below

E-1

Ref.

Cash Disbursed  
Accounts Payable

E-5  
E-13

\$ 19,459.65  
2,456.49

Above

\$ 21,916.14

TOWNSHIP OF WEST CALDWELL  
SWIMMING POOL UTILITY

ACCOUNTS PAYABLE

E-13

	<u>Ref.</u>	
Increased by:		
Commitments:		
Appropriation Reserves	E-12	<u>\$2,456.49</u>
Balance December 31, 2011	E	<u><u>\$2,456.49</u></u>

TOWNSHIP OF WEST CALDWELL  
SWIMMING POOL UTILITY

SECURITY DEPOSITS

E-14

	<u>Ref.</u>	
Balance December 31, 2010	E	\$1,500.00
Increased by:		
Collections	E-5	<u>1,000.00</u>
Balance December 31, 2011	E	<u><u>\$2,500.00</u></u>

TOWNSHIP OF WEST CALDWELL  
SWIMMING POOL UTILITY

ACCRUED INTEREST ON NOTES

E-15

	<u>Ref.</u>	
Balance December 31, 2010	E	\$ 78.13
Increased by:		
Budget Appropriations	E-4	<u>569.09</u> 647.22
Decreased by:		
Payments	E-5	<u>416.66</u>
Balance December 31, 2011	E	<u><u>\$ 230.56</u></u>

Analysis of Balance

Notes Outstanding <u>Dec. 31, 2011</u>	<u>Interest Rate</u>	<u>Accrued</u>		<u>Period</u>	<u>Amount</u>
		<u>From</u>	<u>To</u>		
\$ 50,000.00	1.00%	7-14-11	12-31-11	166 Days	<u><u>\$ 230.56</u></u>

TOWNSHIP OF WEST CALDWELL  
SWIMMING POOL UTILITY

ACCRUED INTEREST ON BONDS

E-16

	<u>Ref.</u>	
Balance December 31, 2010	E	\$ 1,203.13
Increased by:		
Budget Appropriations	E-4	<u>2,023.43</u>
		3,226.56
Decreased by:		
Payments	E-5	<u>2,625.00</u>
Balance December 31, 2011	E	<u>\$ 601.56</u>

Analysis of Balance

Bonds Outstanding <u>Dec. 31, 2011</u>	<u>Interest Rate</u>	<u>Accrued</u>		<u>Period</u>	<u>Amount</u>
		<u>From</u>	<u>To</u>		
\$ 35,000.00	3.75 %	7-15-11	12-31-11	5.5 Months	<u>\$ 601.56</u>

TOWNSHIP OF WEST CALDWELL  
SWIMMING POOL UTILITY

E-17

IMPROVEMENT AUTHORIZATIONS

<u>Number</u>	<u>Ordinance</u> <u>Date</u>	<u>Authorization</u>	<u>Balance</u> <u>Dec. 31, 2010</u>		<u>Balance</u> <u>Dec. 31, 2011</u>	
			<u>Funded</u>	<u>Unfunded</u>	<u>Funded</u>	<u>Unfunded</u>
1525*	4-20-04	\$ 20,000.00	\$ 0.19	\$	\$ 0.19	\$
Improvements and the Purchase of Certain Equipment for Use at the Westville Avenue and Cedar Street Pools						
1648*	4-21-09	30,000.00	10,209.47		10,209.47	
Improvements and the Purchase of Certain Equipment for Use at the Westville Avenue and Cedar Street Pools						
1650	5-19-09	50,000.00		19,274.59		19,274.59
Drainage Improvements at the Westville Avenue and Cedar Street Pools						
			<u>\$10,209.66</u>	<u>\$19,274.59</u>	<u>\$10,209.66</u>	<u>\$19,274.59</u>
		<u>Reference</u>	E	E	E	E

\*Funded in full from the Capital Improvement Fund.

TOWNSHIP OF WEST CALDWELL  
SWIMMING POOL UTILITY

CAPITAL IMPROVEMENT FUND

E-18

	<u>Ref.</u>	
Balance December 31, 2010	E	\$5,900.00
Increased by:		
Budget Appropriation	E-5	<u>1,000.00</u>
Balance December 31, 2011	E	<u>\$6,900.00</u>

TOWNSHIP OF WEST CALDWELL  
SWIMMING POOL UTILITY

INTERFUNDS PAYABLE

E-19

	<u>Ref.</u>	<u>Total Swimming Pool Operating Fund</u>	<u>Swimming Pool Operating Fund</u>	<u>Total Swimming Pool Capital Fund</u>	<u>Swimming Pool Capital Fund</u>
			<u>Current Fund</u>	<u>General Trust Fund</u>	<u>General Capital Fund</u>
					<u>Operating Fund</u>
Balance December 31, 2010	E	\$ 3,588.75	\$ 1,768.75	\$ 1,820.00	\$ 3,841.00
Increased by:					
Interest on Investments	E-5	<u>3,588.75</u>	<u>1,768.75</u>	<u>1,820.00</u>	<u>3,841.00</u>
Decreased by:					
Settlements	E-5	<u>2,768.75</u>	<u>1,768.75</u>	<u>1,000.00</u>	<u>278.66</u>
Balance December 31, 2011	E	<u>\$ 820.00</u>	<u>\$ -</u>	<u>\$ 820.00</u>	<u>\$ 3,562.34</u>
					<u>90.31</u>
					<u>4,091.78</u>
					<u>1,000.00</u>
					<u>\$ 3,091.78</u>

TOWNSHIP OF WEST CALDWELL  
SWIMMING POOL UTILITY

RESERVE FOR PRELIMINARY COSTS

E-20

	<u>Ref.</u>	
Balance December 31, 2010	E	<u>\$ 3,800.00</u>
Balance December 31, 2011	E	<u>\$ 3,800.00</u>
 <u>Analysis of Balance</u> Cedar Street Pool Study		 <u>\$ 3,800.00</u>

RESERVE FOR AMORTIZATION

E-21

	<u>Ref.</u>	
Balance December 31, 2010	E	\$2,190,450.00
Increased by: Serial Bonds Redeemed	E-24	<u>35,000.00</u>
Balance December 31, 2011	E	<u>\$2,225,450.00</u>

TOWNSHIP OF WEST CALDWELL  
SWIMMING POOL UTILITY

DEFERRED RESERVE FOR AMORTIZATION

E-22

<u>Improvement</u>	<u>Ordinance</u>		<u>Balance</u>	<u>Balance</u>
	<u>Number</u>	<u>Date</u>	<u>Dec. 31, 2010</u>	<u>Dec. 31, 2011</u>
Improvements and the Purchase of Certain Equipment for Use at the Westville Avenue and Cedar Street Pools	1525	4-20-04	\$ 20,000.00	\$ 20,000.00
Improvements and the Purchase of Certain Equipment for Use at the Westville Avenue and Cedar Street Pools	1648	5-19-09	<u>30,000.00</u>	<u>30,000.00</u>
			<u>\$ 50,000.00</u>	<u>\$ 50,000.00</u>
		<u>Reference</u>	<u>E</u>	<u>E</u>

TOWNSHIP OF WEST CALDWELL  
SWIMMING POOL UTILITY

BOND ANTICIPATION NOTES

E-23

<u>Ordinance Number</u>	<u>Improvement Description</u>	<u>Date of Original Issue</u>	<u>Date of Issue</u>	<u>Date of Maturity</u>	<u>Interest Rate</u>	<u>Balance Dec. 31, 2010</u>	<u>Increase</u>	<u>Decrease</u>	<u>Balance Dec. 31, 2011</u>
1650	Drainage Improvements at the Westville Avenue and Cedar Street Pools	11-25-09	11-15-10 7-14-11	7-15-11 7-13-12	1.25% 1.00%	\$ 50,000.00	\$ 50,000.00	\$ 50,000.00	\$ 50,000.00
						<u>\$ 50,000.00</u>	<u>\$ 50,000.00</u>	<u>\$ 50,000.00</u>	<u>\$ 50,000.00</u>
					<u>Reference</u>	<u>E</u>	<u>Contra</u>	<u>Contra</u>	<u>E</u>

TOWNSHIP OF WEST CALDWELL  
SWIMMING POOL UTILITY

E-24

SERIAL BONDS

<u>Purpose</u>	<u>Original Issue</u> <u>Date</u> <u>Amount</u>	<u>Maturities of Bonds</u> <u>Outstanding</u> <u>Dec. 31, 2011</u> <u>Date</u> <u>Amount</u>	<u>Interest</u> <u>Rate</u>	<u>Balance</u> <u>Dec. 31, 2010</u>	<u>Redeemed</u>	<u>Balance</u> <u>Dec. 31, 2011</u>
Swimming Pool Bonds	7-15-02      \$ 315,000.00	7-15-2012      \$ 35,000.00	3.75%	<u>\$ 70,000.00</u>	<u>\$ 35,000.00</u>	<u>\$ 35,000.00</u>
		<u>Reference</u>		<u>E</u>	<u>E-21</u>	<u>E</u>

TOWNSHIP OF WEST CALDWELL  
PUBLIC ASSISTANCE TRUST FUND

RESERVE FOR EXPENDITURES  
TRUST FUND ACCOUNT #1

F-1

	<u>Ref.</u>		
Balance December 31, 2010	F		\$ 23,480.69
Increased by:			
Budget Appropriation		\$ 100.00	
Donations		2,500.00	
Interest on Deposit:			
Checking Account		<u>11.47</u>	
	F-3		<u>2,611.47</u>
			26,092.16
Decreased by:			
Public Assistance	F-4		<u>1,225.00</u>
Balance December 31, 2011	F		<u><u>\$ 24,867.16</u></u>

TOWNSHIP OF WEST CALDWELL  
PUBLIC ASSISTANCE TRUST FUND

RESERVE FOR EXPENDITURES  
TRUST FUND ACCOUNT #2

F-2

	<u>Ref.</u>	
Increased by:		
Revenues	F-3	\$ 8,287.00
Decreased by:		
Expenditures	F-4	<u>8,287.00</u>
		<u>\$ -</u>

TOWNSHIP OF WEST CALDWELL  
PUBLIC ASSISTANCE TRUST FUND

PUBLIC ASSISTANCE REVENUE

F-3

	<u>Ref.</u>	<u>Trust Fund Account #1</u>	<u>Trust Fund Account #2</u>	<u>Total</u>
Interest on Deposits:				
Checking Account	F-5	\$ 11.47	\$	\$ 11.47
Donations	F-5	2,500.00		2,500.00
State Aid	F-7		8,287.00	8,287.00
Budget Appropriation	F-8	100.00		100.00
		<u>2,611.47</u>	<u>8,287.00</u>	<u>10,898.47</u>
	<u>Reference</u>	<u>F-1</u>	<u>F-2</u>	

TOWNSHIP OF WEST CALDWELL  
PUBLIC ASSISTANCE TRUST FUND

PUBLIC ASSISTANCE EXPENDITURES

F-4

	<u>Ref.</u>	<u>Trust Fund Account #1</u>	<u>Trust Fund Account #2</u>	<u>Total</u>
Current Year Assistance (Reported):				
Maintenance Payments		\$	\$ 6,246.00	\$ 6,246.00
Temporary Rental Assistance			<u>2,041.00</u>	<u>2,041.00</u>
	F-5		<u>8,287.00</u>	<u>8,287.00</u>
Assistance Ineligible for State Aid	F-5	<u>1,225.00</u>	<u>                    </u>	<u>1,225.00</u>
		<u>\$1,225.00</u>	<u>\$ 8,287.00</u>	<u>\$ 9,512.00</u>
	<u>Reference</u>	<u>F-1</u>	<u>F-2</u>	

TOWNSHIP OF WEST CALDWELL  
PUBLIC ASSISTANCE TRUST FUND

CASH RECEIPTS AND DISBURSEMENTS  
DECEMBER 31, 2011

F-5

	<u>Ref.</u>	<u>Trust Fund Account #1</u>		<u>Trust Fund Account #2</u>
Balance December 31, 2010	F	\$ 23,380.69		\$ 21,621.63
Increased by Receipts:				
Interest on Deposits	F-3	\$ 11.47		\$
Donations	F-3	2,500.00		
State Aid	F-7			5,400.00
Due to State of New Jersey	F-10	<u>                    </u>		<u>220.23</u>
		<u>2,511.47</u>		<u>5,620.23</u>
		25,892.16		27,241.86
Decreased by Disbursements:				
Public Assistance	F-4	<u>1,225.00</u>		<u>8,287.00</u>
Balance December 31, 2011	F	<u>\$ 24,667.16</u>		<u>\$ 18,954.86</u>

TOWNSHIP OF WEST CALDWELL  
PUBLIC ASSISTANCE TRUST FUND

BANK RECONCILIATION  
DECEMBER 31, 2011

F-6

	<u>Trust Fund</u> <u>Account #1</u>	<u>Trust Fund</u> <u>Account #2</u>
Balance per Statements:		
PNC Bank,		
West Caldwell, New Jersey:		
Municipal Checking Accounts:		
#80-4392-5018	\$ 4,409.14	\$
#80-4392-4912	20,438.02	
#80-4392-5026		18,950.36
Plus: Due from Bank	<u>24,847.16</u>	<u>4.50</u> 18,954.86
Less: Outstanding Checks	<u>180.00</u>	<u>          </u>
	<u>\$24,667.16</u>	<u>\$18,954.86</u>
<u>Reference</u>	<u>F-5</u>	<u>F-5</u>

TOWNSHIP OF WEST CALDWELL  
PUBLIC ASSISTANCE TRUST FUND

DUE FROM STATE OF NEW JERSEY

F-7

	<u>Ref.</u>		
Increased by:			
State Aid	F-3		\$ 8,287.00
Decreased by:			
Collections:			
State Aid	F-5	\$ 5,400.00	
Transferred from Due to State of New Jersey	F-10	<u>2,887.00</u>	
			<u>8,287.00</u>
			<u>\$ -</u>

TOWNSHIP OF WEST CALDWELL  
PUBLIC ASSISTANCE TRUST FUND

INTERFUNDS RECEIVABLE

F-8

	<u>Ref.</u>	<u>Trust Fund</u> <u>Account #1</u> <u>Current</u> <u>Fund</u>
Balance December 31, 2010	F	\$ 100.00
Increased by: Budget Appropriation	F-3	<u>100.00</u>
Balance December 31, 2011	F	<u>\$ 200.00</u>

TOWNSHIP OF WEST CALDWELL  
PUBLIC ASSISTANCE TRUST FUND

PREPAID REVENUE

F-9

	<u>Ref.</u>	<u>Trust Fund Account #2</u>
Balance December 31, 2010	F	<u>\$11,352.00</u>
Balance December 31, 2011	F	<u><u>\$11,352.00</u></u>

DUE TO STATE OF NEW JERSEY

F-10

	<u>Ref.</u>		<u>Trust Fund Account #2</u>
Balance December 31, 2010	F		\$10,199.63
Increased by:			
Interest on Deposits		\$ 10.23	
Prior Year Outstanding Check Cancelled		<u>210.00</u>	
	F-5		<u>220.23</u>
			10,419.86
Decreased by:			
Transferred to Due from State of New Jersey	F-7		<u>2,887.00</u>
Balance December 31, 2011	F		<u><u>\$ 7,532.86</u></u>

TOWNSHIP OF WEST CALDWELL  
PUBLIC ASSISTANCE TRUST FUND

ACCOUNTS PAYABLE

F-11

	<u>Ref.</u>	<u>Trust Fund</u> <u>Account #2</u>
Balance December 31, 2010	F	<u>\$ 70.00</u>
Balance December 31, 2011	F	<u>\$ 70.00</u>

**PART II**  
**REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING**  
**ROSTER OF OFFICIALS**  
**LETTER OF TRANSMITTAL, COMMENTS AND RECOMMENDATIONS**  
**(MANAGEMENT LETTER)**  
**YEAR ENDED DECEMBER 31, 2011**

# SAMUEL KLEIN AND COMPANY

CERTIFIED PUBLIC ACCOUNTANTS

550 BROAD STREET, 11TH FLOOR  
NEWARK, N.J. 07102-4543  
PHONE (973) 624-6100  
FAX (973) 624-6101

36 WEST MAIN STREET, SUITE 303  
FREEHOLD, N.J. 07728-2291  
PHONE (732) 780-2600  
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## REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF STATUTORY BASIS FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH GOVERNMENT AUDITING STANDARDS

Honorable Mayor and Members  
of the Township Council  
Township of West Caldwell  
West Caldwell, New Jersey 07006

We have audited the statutory basis financial statements of the various funds of the Township of West Caldwell, County of Essex, as of and for the years ended December 31, 2011 and December 31, 2010 and have issued our report thereon dated August 31, 2012, which was qualified as a result of the Municipality's policy to prepare 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 the modified accrual basis, with certain exceptions, and the budget laws of New Jersey, which is a comprehensive basis of accounting other than accounting principles generally accepted in the United States of America. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and audit requirements as prescribed by the Division of Local Government Services, Department of Community Affairs, State of New Jersey.

### Internal Control Over Financial Reporting

Management of the Township of West Caldwell is responsible for establishing and maintaining effective internal control over financial reporting. In planning and performing our audit, we considered the Municipality's internal control over financial reporting as a basis for designing our auditing procedures for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Municipality's internal control over financial reporting. Accordingly, we do not express an opinion on the effectiveness of the Municipality's internal control over financial reporting.

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 entity's financial statements will not be prevented, or detected and corrected on a timely basis.

Our consideration of internal control over financial reporting 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 financial reporting that might be deficiencies, significant deficiencies, or material weaknesses. We did not identify any deficiencies in internal control over financial reporting that we consider to be material weaknesses, as defined above.

### Compliance and Other Matters

As part of obtaining reasonable assurance about whether the Municipality's financial statements are free of 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*. We noted certain matters, however, that we have reported and described in Part II of the accompanying "Report on Examination of Accounts".

This report is intended solely for the information and use of the Municipality's governing body and management, appropriate State and Federal awarding agencies and the Division of Local Government Services, Department of Community Affairs, State of New Jersey and pass-through entities and is not intended to be and should not be used by anyone other than these specified parties. However, this report is a matter of public record and its distribution is not limited.



SAMUEL KLEIN AND COMPANY  
CERTIFIED PUBLIC ACCOUNTANTS

Newark, New Jersey  
August 31, 2012

**ROSTER OF OFFICIALS FOR THE YEAR 2011**

<u><b>Name</b></u>	<u><b>Title</b></u>
<u><b>Township Council</b></u>	
Joseph Tempesta, Jr.	Mayor
Richard C. Otterbein	Council President
Dominick J. Aiello	Councilperson
Joseph P. Cecere	Councilperson
Stanley W. Hladik	Councilperson
Thomas M. O'Hern	Councilperson
Stephen P. Wolsky	Councilperson
<u><b>Other Officials</b></u>	
Jock H. Watkins	Administrator Township Clerk
Helene Turner	Chief Financial Officer from July 19, 2011
Nikole Monroig	Acting Chief Financial Officer from March 15, 2011 to July 19, 2011
Thomas Kane	Chief Financial Officer to March 15, 2011
Judy L. Edwards	Deputy Township Clerk
Bethanne McArdle	Tax Collector
Richard J. Hamilton, Jr.	Tax Assessor
Bridget A. Stecher	Judge
Sylvia Fuentes	Court Administrator from September 6, 2011
Andrea Heyler	Acting Court Administrator from April 19, 2011 to August 19, 2011
Joan Fay	Court Administrator to March 31, 2011
Michael J. Bramhall	Police Chief
James L. Lott, Jr.	Township Attorney
April Judge	Free Public Library Director

All employees were bonded by a Public Employees' Dishonesty Bond issued by Fidelity and Deposit Company of Maryland in the sum of \$1,000,000.00 per loss.

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PHONE (732) 780-2600  
FAX (732) 780-1030

Honorable Mayor and Members  
of the Township Council  
Township of West Caldwell  
West Caldwell, New Jersey 07006

Madame and Gentlemen:

We have audited the financial statements and other data of the

## TOWNSHIP OF WEST CALDWELL COUNTY OF ESSEX

for the years ended December 31, 2011 and December 31, 2010 and have issued our report thereon. As part of our audit, we reviewed and tested the municipality's system of internal accounting control to the extent we considered necessary to evaluate the system as required by auditing standards generally accepted in the United States of America; by the Division of Local Government Services of the Department of Community Affairs, State of New Jersey; by the *Government Auditing Standards* issued by the U.S. General Accounting Office; and by the provisions of the "Single Audit Act of 1984". Compliance requirements were also reviewed in accordance with the requirements of the aforementioned standards and guidelines, or where applicable, the terms and conditions as particular grant agreements and as approved by the Cognizant Audit Agency.

Our comments with respect to the audit, internal control, and any error, omission, irregularity, violation of law, discrepancy or other nonconformity to the law or regulation found during the audit are herewith set forth.

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

N.J.S. 40A:11-4a states "Every contract awarded by the contracting agent for the provision or performance of any goods or services, the cost of which in the aggregate exceeds the bid threshold, shall be awarded only by resolution of the governing body of the contracting unit to the lowest responsible bidder after public advertising for bids and bidding therefore, except as is provided otherwise in this act or specifically by any other law. The governing body of a contracting unit may, by resolution approved by a majority of the governing body, disqualify a bidder who would otherwise be determined to be the lowest responsible bidder, if the governing body finds that it has had prior negative experience with the bidder."

It is pointed out that the Township Council has the responsibility of determining whether the expenditures in any category will exceed the threshold set for the fiscal year and, where question arises as to whether any contract or agreement might result in violation of the statute, the opinion of the Township Attorney should be sought before a commitment is made.

The statutory bidding threshold for the year 2011 was the sum of \$36,000.00 effective July 1, 2010 in accordance with the provisions of N.J.S.A. 40A:11-3a, based on the appointment of a qualified purchasing agent.

P.L. 2005, Chapter 51 and N.J.S.A. 19:44A-20.5, known as the "Pay-to-Play-Law", however, provides that a municipality is prohibited from executing any contract in excess of \$17,500.00, on or after January 1, 2006, to a business entity that made certain reportable conditions to any municipal committee of a political party if a member of that party is in office as a member of the governing body of the municipality when the contract is awarded unless proposals or qualifications are solicited through a fair and open process.

It is further noted that contracts between \$17,500.00 and the municipal bidding threshold, known as "window contracts", can be issued by resolution of the governing body.

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

- Service and Construction Contracts:
  - Reconstruction of Howland Circle
  - Firehouse Addition and Alterations Project
  - Reconstruction of Glenwood Way and Midvale Avenue
  
- Materials and Supplies:
  - Premium Unleaded Gasoline

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

The minutes indicate that resolutions were adopted and advertised authorizing the awarding of contracts or agreements for "Professional Services" per N.J.S. 19:44A-20.5.

During our review, it was noted that two items tested were not in compliance with the bidding requirements under the provisions of the Local Public Contracts Law, detailed as follows:

<u>Vendor</u>	<u>Amount</u>
D and J Maintenance Service	\$49,691.00
Carner Bros.	46,401.00

It is recommended that purchasing procedures be reviewed to ensure compliance with the bidding requirements under the provisions of the Local Public Contracts Law.

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

N.J.S. 53:4-67, as amended, provides the method for authorizing interest and the maximum rate to be charged for the nonpayment of taxes or assessments on or before the date when they would become delinquent.

The Governing Body adopted the following resolution on January 2, 2011, authorizing interest to be charged on delinquent payments:

"RESOLVED on recommendation of the Finance Committee that the rate of interest charged for the nonpayment of taxes on or before the respective dates on which they became delinquent, be and the same is hereby fixed and determined to be eight (8%) percent on amounts up to and including fifteen hundred dollars (\$1,500.00), and eighteen (18%) percent on amounts in excess of fifteen hundred dollars (\$1,500.00); and

BE IT FURTHER RESOLVED that in accordance with Chapter 75, P.L. 1991 the Governing Body may fix a penalty to be charged to a taxpayer with a delinquency in excess of \$10,000.00 who fails to pay that delinquency prior to the end of the calendar year. The penalty so fixed shall not exceed 6% of the amount of the delinquency."

Interest on delinquent taxes was generally collected in accordance with the provisions of the above resolution.

**Interest on Delinquent Water and Sewer Charges**

The Governing Body on December 17, 2002 adopted Ordinance Number 1478 authorizing interest to be charged on delinquent utility bills. The ordinance states the following:

"A penalty of five (5%) percent per month shall be charged when a bill becomes thirty (30) days in arrears. The minimum penalty shall be one (\$1.00) dollar for every thirty (30) days in the arrears."

Our review of the records of the Tax Collector indicated that interest on delinquent water and sewer bills were not collected in accordance with the provisions of the foregoing ordinance.

It is recommended that interest on delinquent water and sewer bills be collected in accordance with the provisions of the ordinance adopted by the Township Council.

**Delinquent Taxes**

Delinquent taxes in the sum of \$10,580.14, exclusive of 2011, are summarized as follows:

<u>Year</u>	<u>Amount</u>
2011	\$ 10,580.14

A tax sale was held on October 28, 2011 and was complete.

**Tax Title Liens**

The following comparison is made of the number of Tax Title Liens Receivable on December 31 of the last three years:

<u>Year</u>	<u>Number</u>
2011	6
2010	6
2009	3

It should be noted that tax title lien original certificates, numbers H-2 and H-3, were not available for audit review. Copies, however, were on hand.

**Verification of Delinquent Taxes and Other Charges**

A test verification of unpaid charges and current payments in accordance with the regulations of the Division of Local Government Services, consisted of notices as follows:

	<u>Number of Notices</u>
Payment of 2011 Taxes and 2012 Taxes	119
Payment of Water Rents	118
Payment of Sewer Rents	16
Delinquent Taxes	7
Unpaid Water Utility Charges	6
Unpaid Sewer Utility Charges	5
Tax Title Liens	<u>2</u>
	<u>273</u>

There were no exceptions developed in connection with our examination.

**Animal Control Trust Fund**

Several dog license reports reflecting license fees and amounts Due to the State of New Jersey were not filed on a timely basis.

It is recommended that dog license reports be filed with the State of New Jersey on a timely basis.

**Dedication by Rider**

Certain accounts included on the balance sheet of the General Trust Fund may be subject to the provisions of Dedication by Rider N.J.S. 40A:4-39. Specifically, these accounts are the Health Benefit Reserves and Community Gardens.

It is recommended that a resolution be adopted by the Township Council requesting approval for insertion of certain accounts in the Municipal Budget under the provisions of N.J.S. 40A:4-39, "Dedication by Rider".

**Revenue Collecting Officials**

Construction Code Official:

Receipting and record maintenance procedures implemented in the Office of the Construction Code Official appear to be in accordance with the provisions of the Uniform Construction Code of New Jersey and the precepts and directives of the New Jersey Division of Housing and Development in the Department of Community Affairs. The system mandates the use of standardized forms prepared and distributed by the State to all Chief Construction Code Officials. Supplies of application forms may also be maintained by private contractors. The forms are not prenumbered and their prescribed use eliminates such time-proven and inherent assurances of accountability, control of inspections and fiscal activity thus afforded. Reliance of the accuracy and integrity of all departmental activity is therefore necessarily placed upon internal numbering systems and recording practices.

Recreation Department:

Fees charged for fun and fitness were not in compliance with fee schedules approved by the Township Council.

Clerk's Office:

The cash receipts book was not available for audit review.

It is recommended:

That all fees charged by the Recreation Department be in compliance with the fee schedule approved by the Township Council.

That the cash receipts book for the Clerk's Office be available for audit review.

**Other Accounts Receivable**

Certain accounts receivable have remained open as of December 31, 2011 on the Swimming Pool Operating Fund balance sheet and are detailed as follows:

<u>Name</u>	<u>Amount</u>
Swimming Pool Operating Fund:	
Concession Fee:	
2010	\$ 4,875.01
2011	5,500.00

It is recommended that certain accounts receivable items in the Swimming Pool Operating Fund be reviewed and a determination made as to proper disposition.

**Federal and State Grant Fund**

During our review it was noted that the following grant funds have not been realized or have not been fully expended:

<u>Program</u>	<u>Year</u>	<u>Grants Receivable</u>	<u>Unexpended Balance</u>
Public Health Priority Funding	2006	\$	\$ 234.38
	2007		3,358.02
	2008		8,204.32
Clean Communities Program	2007		5,438.90
	2008		2,264.78
	2009		5,896.37
	2010		5,978.25
Recycling Tonnage Grant	2004		15,523.98
	2005		6,816.83
	2006		8,084.14
	2007		255.56
	2008		1,171.34
	2009		869.32
	2010		22,055.10
Drunk Driving Enforcement Fund	1999		820.42
	2000		476.46
	2001		1,190.13
	2002		1,030.53
	2003		1,837.84
	2004		1,605.25
Tobacco Age-of-Sale Enforcement Program	2006		1,755.09
	2007	1,380.00	1,415.00
	2008	480.00	2,005.72
	2009		
	2010		
Special Legislative Grant	2000		76,944.92

<u>Program</u>	<u>Year</u>	<u>Grants Receivable</u>	<u>Unexpended Balance</u>
Body Armor Grant	2007	\$	\$ 1,982.58
	2008		2,531.12
	2009		272.43
	2010		603.87
Handicapped Recreation Opportunities Grant	2008		2,528.48
	2009		391.00
Developmental Disabilities Grant	2007	2.99	
	2008	0.05	6,095.57
	2009	0.03	10,076.00
	2010	11.67	10,807.37
Statewide Livable Communities Grant	2004		0.08
	2006		2,412.38
N.J. State Police - SLAHEOP Grant	2004		2,405.72
Municipal Storm Water Regulation Program	2006		1,207.00
Pandemic Flu Planning Grant	2007	559.00	455.96
	2008	47.00	156.93
	2009	2,500.00	2,500.00
2010 State Health Services	2010		18,634.67

It is recommended that certain grants be reviewed and appropriate action taken as to their disposition.

### Payroll Fund

On July 1, 2009, the Township of West Caldwell contracted with Balance Point Payroll to be the third party payroll service provider. Balance Point Payroll has the authority to withdraw funds from the Township account and transfer these funds to their own accounts for purpose of the payment to certain agencies with regard to payroll deductions.

An audit of the service provider's payroll account was not provided to the Township nor did our staff prepare such an audit. We did review certain records provided to the Township. It should be noted however, that we could not verify required payments of Federal and State agencies made by the service provider.

The Local Finance Board has adopted rules and regulations regarding third-party payroll vendors which are summarized in N.J.A.C. 5:30-17 and further provides authority for local governments to hire payroll service vendors to disburse funds to payroll agencies on behalf of the local unit.

A contractual agreement must exist between the municipality and the third party payroll provider detailing certain terms and conditions as required by N.J.A.C. 5:30-17.6. A copy of this agreement with Balance Point Payroll was not available for audit review.

In addition, Local Finance Notice 2009-18 has offered additional safeguards with respect to third-party payroll services.

Cash reconciliations for the period April 2008 to the current date have not been prepared.

A cash receipts and disbursements journal was not maintained.

A list of payroll deductions payable was not available for audit review.

The following recommendations with respect to the Payroll Fund are noted as follows:

That a contractual agreement with Balance Point Payroll for third party payroll services be available for audit review.

That cash reconciliations for the Payroll Fund bank account be prepared and filed on a monthly basis.

That a Payroll Fund cash receipts and disbursements journal be established and maintained.

That a list of payroll deductions payable be available for audit review.

#### **Rental of Township Property**

Several current lease agreements were not available for audit review.

It is recommended that all lease agreements be available for audit review.

It appears that rent due from Marci Wolff Ober for the month of October 2008, in the sum of \$549.00, and two months in 2010, in the sum of \$1,124.00, has not been paid as of the current date.

It also appears that the rent due from Comcast Cable of N.J., Inc. for the year 2009 and 2010 has not been paid as of the current date.

It is recommended that certain rental accounts receivable items be reviewed and a determination made as to proper disposition.

#### **Escrow Deposits**

A detailed list of escrow deposits was not available for audit review.

It is recommended that a detailed list of escrow deposits be available for audit review.

#### **Other Post Employment Benefits**

Local Finance Notice 2007-15 requires local units that provide non-pension benefits to retired employees, such as health insurance coverage, prescription or other benefits, to disclose the annual payment for currently retired employees and future cost for those employees in the Notes to the Financial Statements.

Those municipalities that are not members of the State Health Benefits Plan or other cost sharing plans must obtain an actuarially calculated post employment benefit on a periodic basis for inclusion in the Notes to the Financial Statements.

The Township of West Caldwell maintains private health coverage and provides certain retired employees with post employment benefits which require appropriate disclosure in the Notes to the Financial Statements in accordance with regulations promulgated by the Local Finance Board.

To date the aforementioned post employment costs for the Township of West Caldwell have not been determined, resulting in our inability to include this information in the Notes to the Financial Statements.

It is recommended that an actuarial study be prepared to determine certain post employment benefits in accordance with regulations promulgated by the Local Finance Board.

### Municipal Court

A statutory report on the operations of the Municipal Court has been prepared and copies filed with the New Jersey Administrative Office of the Courts, the Division of Local Government Services, the Municipal Court and the Township Clerk.

Collections of the Court are summarized as follows:

<u>Agency</u>	<u>Balance Dec. 31, 2010</u>	<u>Receipts</u>	<u>Disbursements</u>	<u>Balance Dec. 31, 2011</u>
State of New Jersey	\$ 3,343.78	\$ 57,824.04	\$ 56,881.42	\$ 4,286.40
County	1,969.00	41,230.04	39,460.04	3,739.00
Municipality	9,448.22	129,746.42	127,037.04	12,157.60
Other Agencies and Sources	1,017.00	7,986.50	7,870.50	1,133.00
Cash Bail	<u>280.00</u>	<u>20,962.00</u>	<u>20,242.00</u>	<u>1,000.00</u>
	<u>\$16,058.00</u>	<u>\$257,749.00</u>	<u>\$251,491.00</u>	<u>\$ 22,316.00</u>

Comments with respect to the Municipal Court are as follows:

All tickets that have been assigned must be issued within six months. On December 31, 2011, there were 7 tickets assigned but not issued in excess of six months.

The following recommendation with respect to the Municipal Court is noted as follows:

That tickets assigned but not issued in excess of six months be reviewed for proper disposition.

### Capital Fixed Assets

The Division of Local Government Services in the Department of Community Affairs of the State of New Jersey requires all municipalities in the State to establish and maintain sets of accounts and inventories reflecting costs or other valuations of all capital fixed assets, including land, buildings, improvements, machinery, furniture and equipment. Such accounts, to be included under "Capital Fixed Assets" would insure complete fiscal reliability of records, establish a basis for claims of losses and other insurance purposes, augment protective measures against the misuse or theft of property and furnish data on aging, anticipated life and other information on assets. Failure to maintain capital fixed asset records could jeopardize the Township's eligibility for future Federal and State Grants.

A detailed list of Capital Fixed Assets was prepared in 2010, however, it was not updated and maintained on a current basis.

It is recommended that records for the Capital Fixed Assets be updated and maintained on a current basis.

### Corrective Action Plan

In accordance with regulations promulgated by the Single Audit Act and the Division of Local Government Services, all municipalities are required to prepare and submit to the Division of Local Government Services, a Corrective Action Plan with regard to audit deficiencies. This plan must be approved by formal resolution of the Governing Body and submitted within 60 days from the date the audit is received.

The Corrective Action Plan was prepared by the Chief Financial Officer and filed in accordance with the aforementioned regulations.

**Status of Prior Years' Audit Recommendations**

A review was performed on all prior years' recommendations and corrective action was taken on all with the exception of those recommendations marked with an asterisk.

**Miscellaneous**

Revenue and receipts were established and verified as to source and amount only insofar as the local records permitted.

In verifying expenditures, computations were tested on claims approved and paid. No attempt was made in this connection to establish proof of rendition, character or extent of services, nor quantities, nature, propriety of prices or receipt of materials, these elements being left necessarily to internal review in connection with approval of claims.

Individual payments of the Local School District Tax by the municipality were confirmed as received by the Secretary of the Board of Education for the year 2011.

Change and Petty Cash Funds were verified by physical counts during the course of audit.

All sums of outstanding checks shown in cash reconciliations herein are in agreement with the records of the Treasurer.

An exit conference was held with the Business Administrator and Chief Financial Officer.

A summary or synopsis of this report was prepared for publication and filed with the Township Clerk.

One copy of this report was filed with the New Jersey Division of Local Government Services.

## RECOMMENDATIONS

	<u>Page Number</u>
<u>General</u>	
* That purchasing procedures be reviewed to ensure compliance with the bidding requirements under the provisions of the Local Public Contracts Law.	215
That interest on delinquent water and sewer bills be collected in accordance with the provisions of the ordinance adopted by the Township Council.	216
That dog license reports be filed with the State of New Jersey on a timely basis.	217
* That a resolution be adopted by the Township Council requesting approval for insertion of certain accounts in the Municipal Budget under the provisions of N.J.S. 40A:4-39, "Dedication by Rider".	217
That all fees charged by the Recreation Department be in compliance with the fee schedule approved by the Township Council.	218
* That the cash receipts book for the Clerk's Office be available for audit review.	218
* That certain accounts receivable items in the Swimming Pool Operating Fund be reviewed and a determination made as to proper disposition.	218
* That certain grants be reviewed and appropriate action taken as to their disposition.	219
* That a contractual agreement with Balance Point Payroll for third party payroll services be available for audit review.	220
* That cash reconciliations for the Payroll Fund bank account be prepared and filed on a monthly basis.	220
* That a Payroll Fund cash receipts and disbursements journal be established and maintained.	220
* That a list of payroll deductions payable be available for audit review.	220
* That all lease agreements be available for audit review.	220
* That certain rental accounts receivable items be reviewed and a determination made as to proper disposition.	220
* That a detailed list of escrow deposits be available for audit review.	220
* That an actuarial study be prepared to determine certain post employment benefits in accordance with regulations promulgated by the Local Finance Board.	220

RECOMMENDATIONS  
(Continued)

	<u>Page Number</u>
<u>Municipal Court</u>	
* That tickets assigned but not issued in excess of six months be reviewed for proper disposition.	221
<u>Capital Fixed Assets</u>	
That records for the Capital Fixed Assets be updated and maintained on a current basis.	221

\*Repeated from prior year.

\* \* \*

The foregoing comments and resulting recommendations are not of sufficient materiality whereby they would affect our ability to express an opinion on the financial statements taken as a whole.

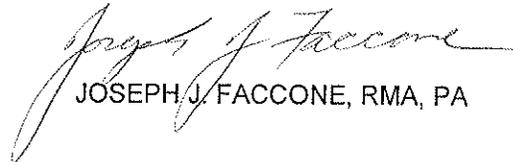
We shall be pleased to confer on any questions that might arise with respect to any matters in this report and to assist in the implementation of recommendations.

We desire to express our appreciation for the assistance and courtesies rendered by the Township officials and employees during the course of the audit.

Respectfully submitted,

A handwritten signature in cursive script that reads "Samuel Klein and Company".

SAMUEL KLEIN AND COMPANY  
CERTIFIED PUBLIC ACCOUNTANTS

A handwritten signature in cursive script that reads "Joseph J. Faccione".

JOSEPH J. FACCONI, RMA, PA

Newark, New Jersey  
August 31, 2012