

**ANNUAL FINANCIAL STATEMENT FOR THE YEAR 2011  
(UNAUDITED)**

POPULATION LAST CENSUS: 5,303  
 NET VALUATION TAXABLE 2011: \$ 1,705,185,119  
 MUNICODE 0268  
**FIVE DOLLARS PER DAY PENALTY IF NOT FILED BY:**  
**COUNTIES - JANUARY 26, 2012**  
**MUNICIPALITIES - FEBRUARY 10, 2012**

ANNUAL FINANCIAL STATEMENT REQUIRED TO BE FILED UNDER NEW JERSEY STATUTES ANNOTATED 40A:5-12, AS AMENDED, COMBINED WITH INFORMATION REQUIRED PRIOR TO CERTIFICATION OF BUDGETS BY THE DIRECTOR OF THE DIVISION OF LOCAL GOVERNMENT SERVICES.

Borough of Woodcliff Lake, County of Bergen

**SEE BACK COVER FOR INDEX AND INSTRUCTIONS.  
DO NOT USE THESE SPACES**

	Date	Examined By:	
1			Preliminary Check
2			Examined

I hereby certify that the debt shown on Sheets 31 to 34a, 49 to 51a and 63 to 65a are complete, were computed by me and can be supported upon demand by a register or other detailed analysis.

Signature \_\_\_\_\_

Title: Registered Municipal Accountant

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

**REQUIRED CERTIFICATION BY THE CHIEF FINANCIAL OFFICER:**

I hereby certify that I am responsible for filing this verified Annual Financial Statement, which I have not prepared and information required also included herein and that this Statement is an exact copy of the original on file with the clerk of the governing body, that all calculations, extensions and additions are correct, that no transfers have been made to or from emergency appropriations and all statements contained herein are in proof; I further certify that this statement is correct insofar as I can determine from all the books and records kept and maintained in the Local Unit.

Further, I do hereby certify that I, Harold E. Laufeld III, am the Chief Financial Officer, License #386 of the Borough of Woodcliff Lake, County of Bergen and that the statements annexed hereto and made a part hereof are true statements of the financial condition of the Local Unit as of December 31, 2011, completely in compliance with N.J.S. 40A:5-12, as amended. I also give complete assurances as to the veracity of required information included herein, needed prior to certification by the Director of Local Government Services, including the verification of cash balances as of December 31, 2011.

Signature: Harold E. Laufeld III  
 Title: Chief Financial Officer  
 Address: 188 Pascack Road, Woodcliff Lake  
 Phone Number: (201) 391-4977  
 Fax Number: (201) 391-8830

IT IS HEREBY INCUMBENT UPON THE CHIEF FINANCIAL OFFICER, WHEN NOT PREPARED BY SAID, AT A MINIMUM MUST REVIEW THE CONTENTS OF THIS ANNUAL FINANCIAL STATEMENT WITH THE PREPARER SO AS TO BE FAMILIAR WITH THE REPRESENTATIONS AND ASSERTIONS MADE HEREIN.

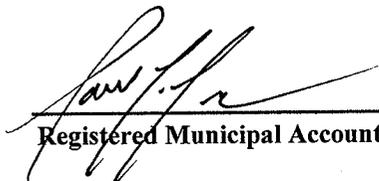
# THE REQUIRED CERTIFICATION BY AN RMA IS AS FOLLOWS:

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

accompanying Annual Financial Statement from the books of account and records made available to me by the Borough of Woodcliff Lake as of December 31, 2011 and have applied certain agreed-upon procedures thereon as promulgated by the Division of Local Government Services, solely to assist the Chief Financial Officer in connection with the filing of the Annual Financial Statement for the year then ended as required by N.J.S. 40A:5-12, as amended.

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

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



Registered Municipal Accountant

Lerch, Vinci, and Higgins, LLP

17-17 Route 208 North

Fair Lawn, New Jersey 07410

Phone (201) 791-7100

Fax (201) 791-3035

Certified by me

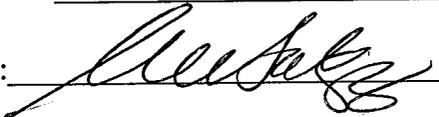
this 9th day of February, 2012

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

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

Printed name: CANIO SALUZZI

Signature: 

Certificate #: 00 5698

Date: 2/13/12

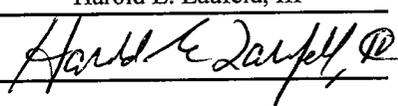
**MUNICIPAL BUDGET LOCAL EXAMINATION QUALIFICATION CERTIFICATION  
BY  
CHIEF FINANCIAL OFFICER**

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

**CERTIFICATION OF QUALIFYING MUNICIPALITY**

1. The outstanding indebtedness of the previous fiscal year is **not in excess of 3.5%**.
2. All emergencies approved for the previous fiscal year **did not exceed 3%** of total appropriations;
3. The tax collection rate **exceeded 90%**;
4. Total deferred charges **did not equal or exceed 4%** of the total tax levy;
5. There were **no "procedural deficiencies"** noted by the registered municipal accountant on Sheet 1a of the Annual Financial Statement; and
6. There was **no operating deficit** for the previous fiscal year.
7. The municipality **did not** conduct an accelerated tax sale for less than 3 consecutive years.
8. The municipality **did not** conduct a tax levy sale the previous fiscal year and does not plan to conduct one in the current year.
9. The current year budget does not contain an appropriation or levy "CAP Waiver".
10. The municipality will not apply for Extraordinary Aid for 2012.

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

Municipality: Borough of Woodcliff Lake  
 Chief Financial Officer: Harold E. Laufeld, III  
 Signature:   
 Certificate #: 386  
 Date: FEB 13, 2012

**CERTIFICATION OF NON-QUALIFYING MUNICIPALITY**

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

Municipality: \_\_\_\_\_  
 Chief Financial Officer: \_\_\_\_\_  
 Signature: \_\_\_\_\_  
 Certificate#: \_\_\_\_\_  
 Date: \_\_\_\_\_

Borough of Woodcliff Lake  
Municipality

Bergen  
County

**Report of Federal and State Financial Assistance**  
**Expenditures of Awards**

Fiscal Year Ending: December 31, 2011

	(1) Federal programs Expended (administered by the state)	(2) State Programs Expended	(3) Other Federal Programs Expended
TOTAL	_____	_____	_____

Type of Audit required by OMB A-133 and OMB 04-04:

- \_\_\_\_\_ Single Audit
- \_\_\_\_\_ Program Specific Audit
- X   Financial Statement Audit Performed in Accordance  
With Government Auditing Standards (Yellow Book)

Note: All local governments, who are recipients of federal and state awards (financial assistance), must report the total amount of federal and state funds expended during its fiscal year and the type of audit required to comply with OMB A-133 (Revised 6/27/03) and OMB 04-04. The single audit threshold has been increased to \$500,000 beginning with Fiscal Year ending after 12/31/03. Expenditures are defined in Section 205 of OMB A-133.

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

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

  FEB 13 2012    
Date

# IMPORTANT!

## READ INSTRUCTIONS

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

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

### CERTIFICATION

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

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

Name: \_\_\_\_\_

Title: \_\_\_\_\_

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

#### NOTE:

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

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

Certification is hereby made that the Net Valuation Taxable of property liable to taxation for the tax year 2012 and filed with the County Board of Taxation on January 10, 2012 in accordance with the requirement of N.J.S.A. 54:4-35, was in the amount of \$ \_\_\_\_\_.

\_\_\_\_\_  
SIGNATURE OF TAX ASSESSOR  
BOROUGH OF WOODCLIFF LAKE

\_\_\_\_\_  
MUNICIPALITY

BERGEN

\_\_\_\_\_  
COUNTY



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

**POST CLOSING  
TRIAL BALANCE - CURRENT FUND (CONT'D)**

*Cash Liabilities Must be Subtotalled and Subtotal Must be Marked with "C" -- Taxes Receivable Must be Subtotalled*

Title of Account	Debit	Credit
Balance Carried Forward	\$ 3,642,599	\$ 1,775,419
Appropriated Reserves-		
Sidewalk Improvements		40,313
Drunk Driving Enforcement		6,200
Body Armor Fund		2,892
Senior Citizen		2,048
Individuals Disability Grants		3,561
NJDOT - Overlook Ave		76,818
NJDOT - Highview Ave		46,526
Parks and Recreation		25,000
Unappropriated Reserves-		
Mandatory Development Fees		275,121
Special Emergency Note Payable		153,316
Reserve for Receivables		234,251
Fund Balance		1,001,134
Total	\$ 3,642,599	3,642,599

(Do not crowd - add additional sheets)





**POST CLOSING  
TRIAL BALANCE - TRUST FUNDS**

(Assessment Section Must Be Separately Stated)

AS OF DECEMBER 31, 2011

Title of Account	Debit	Credit
<b>ANIMAL CONTROL FUND</b>		
Cash	\$ 10,112	
Due from State of New Jersey	17	
Due to Current Fund		\$ 2,520
Reserve for Expenditures		7,609
	\$ 10,129	\$ 10,129
<b>OTHER TRUST FUND</b>		
Cash	\$ 406,733	
Escrow Deposit Payable		\$ 251,825
Payroll Deduction Payable		47,853
Miscellaneous Reserves		107,055
	\$ 406,733	\$ 406,733
<b>UNEMPLOYMENT TRUST FUND</b>		
Cash	\$ 5,200	
Reserve for Expenditures		\$ 5,200
	\$ 5,200	\$ 5,200
<b>MUNICIPAL OPEN SPACE TRUST FUND</b>		
Cash	\$ 964,476	
Fund Balance		\$ 964,476
	\$ 964,476	\$ 964,476

(Do not crowd - add additional sheets)

**MUNICIPAL PUBLIC DEFENDER  
CERTIFICATION**

Public Law, 1998, C. 256

Municipal Public Defender Expended Prior Year 2010:..... (1)	\$
	x <u>25%</u>
(2)	\$
Municipal Public Defender Trust Cash Balance December 31, 2011:..... (3)	\$

Note: If the amount of money in a dedicated fund established pursuant to this section exceeds by more than 25% the amount which the municipality expended during the prior year providing the services of a municipal public defender, the amount in excess of the amount expended shall be forwarded to the Criminal Disposition and Review Collection Fund administered by the Victims of Crime Compensation Board. (P.O. Box 084, Trenton, NJ 08625)

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

*NOT APPLICABLE*

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

Chief Financial Officer: HAROLD E LAUFELD, III  
Signature: HAROLD E LAUFELD, III  
Certificate #: N386  
Date: FEB 13, 2012

## Schedule of Trust Fund Reserves

<u>Purpose</u>	Amount Dec. 31, 2010 per Audit Report	<u>Receipts</u>	<u>Disbursements</u>	Balance as at Dec. 31, 2011
1. Escrow Deposits	\$ 588,376	\$ 120,345	\$ 456,896	\$ 251,825
2. Construction Code Fees	5,122			5,122
3. Fire Penalty Fees	19,431	2,238	2,238	19,431
4. Sidewalk	40,110	169		40,279
5. Causeway	1,796			1,796
6. Private Duty	34,763	156,722	161,765	29,720
7. POAA	378	56		434
8. Dare Activities	4,940	3,274	1,562	6,652
9. Tax Sale Premiums				-
10. Renovation to Train Station	100			100
11. Renovation Westervelt Park	450	3,550	479	3,521
12.				
13.				
14.				
15.				
16.				
17.				
18.				
19.				
20.				
21.				
22.				
23.				
24.				
25.				
26.				
27.				
28.				
29.				
30.				
<b>Totals:</b>	\$ 695,466	\$ 286,354	\$ 622,940	\$ 358,880







# CASH RECONCILIATION DECEMBER 31, 2011 (cont'd.)

## LIST BANKS AND AMOUNTS SUPPORTING "CASH ON DEPOSIT"

<b>Current Fund</b>	
Bank of America - Checking # 4000-04486	\$ 590,226
Bank of America - Claims Account #38-1516-4183	62,450
NJ Cash Management - Current # 171-000016330	2,216,448
MBIA - Current # NJ-02-0041-2005	12,913
Bank of America - Affordable Housing # 4000-009321	113,890
MBIA - Affordable Housing # NJ-02-0041-2001	17,265
Bank of America - Mandatory Developer Fees # 9403-914043	92,330
MBIA - Mandatory Developer Fees # NJ-02-0041-2006	56,167
	\$ 3,161,689
<b>Animal Control</b>	
Bank of America - Checking #4000-004958	\$ 10,112
<b>Other Trust Fund</b>	
TD Bank Checking - Escrow #000007200040864	\$ 288,850
Bank of America - Trust Other #4000-008341	12,640
TD Bank Checking - Sidewalk #3451206234	40,600
Bank of America - Police Dept. Private Duty #0038-1513-2623	29,720
Bank of America - Payroll Account # 4000-004567	85,875
	\$ 457,685
<b>General Capital Fund</b>	
NJ Cash Management Fund # 171-000016624	\$ 617,343
Bank of America - Checking # 4000-004966	80,003
	\$ 697,346
<b>Public Assistance Fund</b>	
Bank of America - PATF I #4170-005797	\$ 5,340
Bank of America - PATF II # 4000-008430	1,054
	\$ 6,394
Subtotal	\$ 4,333,226

Note: Sections N.J.S. 40A:4-61, 40A:4-62 and 40A:4-63 of the Local Budget Law require that separate bank accounts be maintained for each allocated fund.













## \*LOCAL DISTRICT SCHOOL TAX

	Debit	Credit
Balance January 1, 2011	XXXXXXXXXX	XXXXXXXXXX
School Tax Payable # 85001-00	XXXXXXXXXX	
School Tax Deferred (Not in excess of 50% of Levy - 2010 - 2011) 85002-00	XXXXXXXXXX	
Levy School Year July 1, 2011 - June 30, 2012	XXXXXXXXXX	
Levy Calendar Year 2011	XXXXXXXXXX	\$ 13,573,455
Paid	\$ 13,573,455	XXXXXXXXXX
Balance December 31, 2011	XXXXXXXXXX	XXXXXXXXXX
School Tax Payable # 85003-00		XXXXXXXXXX
School Tax Deferred (Not in excess of 50% of Levy - 2011 - 2012) 85004-00		XXXXXXXXXX
	\$13,573,455	\$13,573,455

\* Not including Type I school debt service, emergency authorizations-  
schools, transfer to Board of Education for use of local schools.

# Must include unpaid requisitions.

## MUNICIPAL OPEN SPACE TAX

	Debit	Credit
Balance January 1, 2011 85045-00	XXXXXXXXXX	
2011 Levy 81105-00	XXXXXXXXXX	\$ 170,518
Added Assessment		194
Interest Earned	XXXXXXXXXX	
Expenditures	\$ 170,712	XXXXXXXXXX
Balance December 31, 2011 85046-00	-	XXXXXXXXXX
	\$ 170,712	\$ 170,712

## REGIONAL SCHOOL TAX

(Provide a separate statement for each Regional District involved)

	Debit	Credit
Balance January 1, 2011	XXXXXXXXXX	XXXXXXXXXX
School Tax Payable # 85031-00	XXXXXXXXXX	
School Tax Deferred (Not in excess of 50% of Levy - 2010 - 2011) 85032-00	XXXXXXXXXX	
Levy School Year July 1, 2011 - June 30, 2012	XXXXXXXXXX	
Levy Calendar Year 2011	XXXXXXXXXX	
Paid		XXXXXXXXXX
Balance December 31, 2011	XXXXXXXXXX	XXXXXXXXXX
School Tax Payable # 85033-00		XXXXXXXXXX
School Tax Deferred (Not in excess of 50% of Levy - 2011 - 2012) 85034-00		XXXXXXXXXX
#Must include unpaid requisitions.	\$0	\$0

# Must include unpaid requisitions.

## REGIONAL HIGH SCHOOL TAX

(Provide a separate statement for each Regional District involved)

	Debit	Credit
Balance January 1, 2011	XXXXXXXXXX	XXXXXXXXXX
School Tax Payable # 85041-00	XXXXXXXXXX	
School Tax Deferred (Not in excess of 50% of Levy - 2010 - 2011) 85042-00	XXXXXXXXXX	
Levy School Year July 1, 2011 - June 30, 2012	XXXXXXXXXX	
Levy Calendar Year 2011	XXXXXXXXXX	\$ 11,586,726
Paid	\$ 11,586,726	XXXXXXXXXX
Balance December 31, 2011	XXXXXXXXXX	XXXXXXXXXX
School Tax Payable # 85043-00		XXXXXXXXXX
School Tax Deferred (Not in excess of 50% of Levy - 2011 - 2012) 85044-00		XXXXXXXXXX
#Must include unpaid requisitions.	\$11,586,726	\$11,586,726

## COUNTY TAXES PAYABLE

	Debit	Credit
Balance January 1, 2011	XXXXXXXXXX	XXXXXXXXXX
County Taxes 80003-01	XXXXXXXXXX	
Due County for Added and Omitted Taxes 80003-02	XXXXXXXXXX	\$ 10,148
2011 Levy:	XXXXXXXXXX	
General County 80003-03	XXXXXXXXXX	4,453,152
County Library 80003-04	XXXXXXXXXX	XXXXXXXXXX
County Health	XXXXXXXXXX	XXXXXXXXXX
County Open Space Preservation	XXXXXXXXXX	54,598
Due County for Added and Omitted Taxes 80003-05	XXXXXXXXXX	5,728
Paid	\$ 4,517,898	XXXXXXXXXX
Balance December 31, 2011	XXXXXXXXXX	XXXXXXXXXX
County Taxes		XXXXXXXXXX
Due County for Added and Omitted Taxes	5,728	XXXXXXXXXX
	\$ 4,523,626	\$ 4,523,626

## SPECIAL DISTRICT TAXES

NOT APPLICABLE	Debit	Credit
Balance January 1, 2011 80003-06	XXXXXXXXXX	XXXXXXXXXX
2011 Levy: (List Each Type of District Tax Separately -see Footnote)	XXXXXXXXXX	
Fire - 81108-00	XXXXXXXXXX	
Sewer - 81111-00	XXXXXXXXXX	
Water - 81112-00	XXXXXXXXXX	
Garbage - 81109-00		XXXXXXXXXX
	XXXXXXXXXX	XXXXXXXXXX
	XXXXXXXXXX	XXXXXXXXXX
	XXXXXXXXXX	XXXXXXXXXX
Total 2011 Levy 80003-07		XXXXXXXXXX
Paid 80003-08		
Balance December 31, 2011 80003-09		XXXXXXXXXX

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

# STATE LIBRARY AID

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

NOT APPLICABLE		Debit	Credit
Balance January 1, 2011	80004-01	XXXXXXXXXX	
State Library Aid Received in 2011	80004-02	XXXXXXXXXX	
			XXXXXXXXXX
Expended	80004-09		
Balance December 31, 2011	80004-10		

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

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

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

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

## RESERVE FOR LIBRARY SERVICES WITH FEDERAL AID

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

# STATEMENT OF GENERAL BUDGET REVENUES 2011

Source	Budget -01	Realized -02	Excess or Deficit* -03
Surplus Anticipated	80101-	\$680,830	\$680,830
Surplus Anticipated with Prior Written Consent of Director of Local Government	80102-	119,170	119,170
Miscellaneous Revenue Anticipated:	xxxxxxxxxxxxxx	xxxxxxxxxxxxxx	xxxxxxxxxxxxxx
Adopted Budget		1,661,674	\$ 91,677
Added by N.J.S.A. 40A:4-87: (List on 17a)		xxxxxxxxxxxxxx	xxxxxxxxxxxxxx
Attached		71,023	71,023
Total Miscellaneous Revenue Anticipated	80103-	1,732,697	1,824,374
Receipts from Delinquent Taxes	80104-	150,000	182,424
Amount to be Raised by Taxation:	xxxxxxxxxxxxxx	xxxxxxxxxxxxxx	xxxxxxxxxxxxxx
(a) Local Tax for Municipal Purposes	80105-	8,291,071	xxxxxxxxxxxxxx
(b) Addition to Local District School Tax	80106-	xxxxxxxxxxxxxx	xxxxxxxxxxxxxx
Total Amount to be Raised by Taxation	80107-	8,291,071	8,669,026
		\$10,973,768	\$11,475,824
			\$502,056

## ALLOCATION OF CURRENT TAX COLLECTIONS

	Debit	Credit
Current Taxes Realized in Cash (Total of Item 10 or 14 on Sheet 22)	80108-00	\$37,908,847
Amount to be Raised by Taxation	xxxxxxxxxxxxxx	xxxxxxxxxxxxxx
Local District School Tax	80109-00	\$13,573,455
Regional School Tax	80119-00	xxxxxxxxxxxxxx
Regional High School Tax	80110-00	11,586,726
County Taxes	80111-00	4,507,750
Due County for Added and Omitted Taxes	80112-00	5,728
Special District Taxes	80113-00	xxxxxxxxxxxxxx
Municipal Open Space Tax	80120-00	170,712
Reserve for Uncollected Taxes	80114-00	604,550
Deficit in Required Collection of Current Taxes (or)	80115-00	xxxxxxxxxxxxxx
Balance for Support of Municipal Budget (or)	80116-00	8,669,026
*Excess Non-Budget Revenue (see footnote)	80117-00	xxxxxxxxxxxxxx
*Deficit Non-Budget Revenue (see footnote)	80118-00	xxxxxxxxxxxxxx
		\$38,513,397
		\$38,513,397

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



# STATEMENT OF GENERAL BUDGET APPROPRIATIONS 2011

2011 Budget as Adopted	80012-01	\$	10,902,745
2011 Budget- Added by N.J.S. 40A:4-87	80012-02		71,023
Appropriated for 2011 (Budget Statement Item 9)	80012-03		10,973,768
Appropriated for 2011 by Emergency Appropriation (Budget Statement Item 9)	80012-04		
Total General Appropriations (Budget Statement Item 9)	80012-05		10,973,768
Add Overexpenditures (see footnote)	80012-06		
Total Appropriations and Overexpenditures	80012-07		10,973,768
<b>Deduct Expenditures:</b>			
Paid or Charged [Budget Statement Item (L)]	80012-08	\$	10,013,535
Paid or Charged - Res. for Uncollected Tax	80012-09		604,550
Reserved	80012-10		355,683
Total Expenditures	80012-11		10,973,768
Unexpended Balances Canceled (see footnote)	80012-12	\$	-

**FOOTNOTES - RE: OVEREXPENDITURES:**

Every appropriation cancelled in the Budget Document must be marked with an \* and must agree in the aggregate with this item.

**RE: UNEXPENDED BALANCES CANCELED:**

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

## SCHEDULE OF EMERGENCY APPROPRIATIONS FOR LOCAL DISTRICT SCHOOL PURPOSES

(EXCEPT FOR TYPE I SCHOOL DEBT SERVICE)

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

# RESULTS OF 2011 OPERATION

## CURRENT FUND

		Debit	Credit
Excess of Anticipated Revenues:		XXXXXXXXXXXX	XXXXXXXXXXXX
Miscellaneous Revenues Anticipated	80013-01	XXXXXXXXXXXX	\$ 91,677
Delinquent Tax Collections	80013-02	XXXXXXXXXXXX	32,424
		XXXXXXXXXXXX	
Required Collection of Current Taxes	80013-03		377,955
Unexpended Balances of 2011 Budget Appropriations	80013-04	XXXXXXXXXXXX	0
Miscellaneous Revenue Not Anticipated	81113-	XXXXXXXXXXXX	90,779
Miscellaneous Revenue Not Anticipated			
Proceeds of Sale of Foreclosed Property (Sheet 27)	81114-	XXXXXXXXXXXX	
Payments in Lieu of Taxes on Real Property	81120-	XXXXXXXXXXXX	
Sale of Municipal Assets		XXXXXXXXXXXX	
Unexpended Balances of 2010 Appropriation Reserves	80013-05	XXXXXXXXXXXX	113,300
Prior Years Interfunds Returned in 2011	80013-06	XXXXXXXXXXXX	
Cancel Accounts Payable		XXXXXXXXXXXX	
Cancel Appropriated Reserves		XXXXXXXXXXXX	10,875
Cancel Tax Overpayments		XXXXXXXXXXXX	
Prior Year Revenue Grants Receivable		XXXXXXXXXXXX	
Deferred School Tax Revenue: (See School Taxes, Sheets 13 & 14)		XXXXXXXXXXXX	XXXXXXXXXXXX
Balance - January 1, 2011	80013-07		XXXXXXXXXXXX
Balance - December 31, 2011	80013-08	XXXXXXXXXXXX	
Deficit in Anticipated Revenues:		XXXXXXXXXXXX	XXXXXXXXXXXX
Miscellaneous Revenues Anticipated	80013-09		XXXXXXXXXXXX
Delinquent Tax Collections	80013-10		XXXXXXXXXXXX
			XXXXXXXXXXXX
Required Collection of Current Taxes	80013-11		XXXXXXXXXXXX
Interfund Advance Originating in 2011	80013-12	\$ 2,538	XXXXXXXXXXXX
Refund Prior Year Revenues		318	XXXXXXXXXXXX
Cancel Grant Receivable		6,080	XXXXXXXXXXXX
			XXXXXXXXXXXX
			XXXXXXXXXXXX
Deficit Balance - To Trial Balance (Sheet 3)	80013-13	XXXXXXXXXXXX	
Surplus Balance - To Surplus (Sheet 21)	80013-14	708,074	XXXXXXXXXXXX
		\$ 717,010	\$ 717,010



# SURPLUS - CURRENT FUND

## YEAR 2011

		Debit	Credit
1. Balance - January 1, 2011	80014-01	XXXXXXXXXXXXXX	\$ 1,093,060
2.		XXXXXXXXXXXXXX	
3. Excess Resulting from 2011 Operations	80014-02	XXXXXXXXXXXXXX	708,074
4. Amount Appropriated in the 2011 Budget-Cash	80014-03	\$ 800,000	XXXXXXXXXXXXXX
5. Amount Appropriated in 2011 Budget with Prior Written Consent of Director of Local Government Services	80014-04		XXXXXXXXXXXXXX XXXXXXXXXXXXXX
6.			XXXXXXXXXXXXXX
7. Balance - December 31, 2011	80014-05	1,001,134	XXXXXXXXXXXXXX
		\$ 1,801,134	\$ 1,801,134

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

Cash	80014-06	\$ 3,101,839
Investments	80014-07	0
Sub-Total		3,101,839
Deduct Cash Liabilities Marked with "C" on Trial Balance	80014-08	2,253,898
Cash Surplus	80014-09	847,941
Deficit in Cash Surplus	80014-10	
Other Assets Pledged to Surplus:*		
(1) Due from State of N.J. Senior Citizens and Veterans Deduction	80014-16	-
Deferred Charges #	80014-12	\$ 4,943
Cash Deficit #	80014-13	
Grants Receivable		148,250
Total Other Assets	80014-14	153,193
* IN THE CASE OF A "DEFICIT IN CASH SURPLUS", OTHER ASSETS WOULD ALSO BE PLEDGED TO CASH LIABILITIES.	80014-15	\$ 1,001,134

# MAY NOT BE ANTICIPATED AS NON-CASH SURPLUS IN 2012 BUDGET.  
(1) MAY BE ALLOWED UNDER CERTAIN CONDITIONS.

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

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

1.	Amount of Levy as per Duplicate (Analysis) #	82101-00	\$	<u>38,144,992</u>
	(Abstract of Ratables)	82113-00	\$	<u>                    </u>
2.	Amount of Levy - Special District Taxes	82102-00	\$	<u>                    </u>
3.	Amount Levied for Omitted Taxes under N.J.S.A. 54:4-63.12 et seq.	82103-00	\$	<u>                    </u>
4.	Amount Levied for Added Taxes under N.J.S.A. 54:4-63.1 et seq.	82104-00	\$	<u>48,153</u>
5a.	Subtotal 2011 Levy			<u>\$38,193,145</u>
5b.	Reductions due to tax appeals**			<u>                    </u>
5.	Total 2011 Levy	82106-00	\$	<u><u>38,193,145</u></u>
6.	Transferred to Tax Title Liens	82107-00	\$	<u>                    </u>
7.	Transferred to Foreclosed Property	82108-00	\$	<u>                    </u>
8.	Remitted, Abated or Canceled	82109-00	\$	<u>52,585</u>
9.	Discount Allowed	82110-00	\$	<u>                    </u>
10.	Collected in Cash: In 2010	82121-00	\$	<u>236,370</u>
	In 2011 *	82122-00	\$	<u>37,629,977</u>
	State's Share of 2011 Senior Citizens and Veterans Deductions allowed	82123-00	\$	<u>42,500</u>
	R.E.A.P. Revenue	82124-00	\$	<u>                    </u>
	Total To Line 14	82111-00	\$	<u><u>37,908,847</u></u>
11.	Total Credits			<u><u>\$37,961,432</u></u>
12.	Amount Outstanding - December 31, 2011	83120-00	\$	<u>231,713</u>
13.	Percentage of Cash Collections to Total 2011 Levy, (Item 10 divided by Item 5c) is 99.25%			82112-00

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

14. <u>Calculation of Current Taxes Realized in Cash:</u>			
Total of Line 10		\$	<u>37,908,847</u>
Less: Reserve for Tax Appeals Pending in State Division of Tax Appeals			<u>                    </u>
To Current Taxes Realized in Cash (Sheet 17)		\$	<u><u>37,908,847</u></u>

Note A: In showing the above percentage, the following should be noted:  
Where Item 5 shows \$1,500,000.00, and Item 10 shows \$1,049,977.50,  
the percentage represented by the cash collections would be  
\$1,049,977.50 / \$1,500,000, or .699985. The correct percentage to  
be shown as Item 13 is 69.99% and not 70.00%, nor 69.999%

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

\* Include overpayments applied as part of 2011 collections.  
\*\*Tax appeals pursuant to R.S. 54:3-21 et seq and/or R.S. 54:48-1 et seq approved by resolution of the governing body  
prior to introduction of municipal budget.

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

**To Calculate Underlying Tax Collection Rate For 2011**

Chapter 99, P.L. 1997.

**(1) Utilizing Accelerated Tax Sale**

Total of Line 10 Collected in Cash(sheet 22).....	\$ _____
LESS: proceeds from Accelerated Tax Sale.....	_____
<b>NET Cash Collected.....</b>	<b>\$ _____</b>
Line 5c(sheet 22) Total 2011 Tax Levy.....	\$ _____
Percentage of Collection Excluding Accelerated Tax Sale Proceeds (Net Cash Collected divided by Item 5c) is.....	_____ %

---

**(2) Utilizing Tax Levy Sale**

Total of Line 10 Collected in Cash ( Sheet 22).....	\$ _____
LESS: Proceeds from Tax Levy Sale ( excluding premium).....	_____
<b>Net Cash Collected.....</b>	<b>\$ _____</b>
Line 5c (sheet 22) Total 2011 Tax Levy.....	\$ _____
Percentage of Collection Excluding Tax Levy Sale Proceeds (Net Cash Collected divided by Item 5c) is.....	_____ %

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

	Debit	Credit
1. Balance - January 1, 2011	xxxxxxxxxxxxxx	xxxxxxxxxxxxxx
Due From State of New Jersey		xxxxxxxxxxxxxx
Due to State of New Jersey	xxxxxxxxxxxxxx	\$ 9,266
2. Sr. Citizens Deductions Per Tax Billings	\$ 1,500	xxxxxxxxxxxxxx
3. Veterans Deductions Per Tax Billings	41,000	xxxxxxxxxxxxxx
4. Senior Citizens Deductions Allowed By Tax Collector		xxxxxxxxxxxxxx
5. Senior Citizens Deductions Allowed By Tax Collector-2010 Taxes		
6. Vet Deductions Allowed By Tax Collector	250	
7. Sr. Citizens Deductions Disallowed by Tax Collector	xxxxxxxxxxxxxx	250
8. Sr. Citizens Deductions Disallowed by Tax Collector 2010 Taxes	xxxxxxxxxxxxxx	
9. Received in Cash from State	xxxxxxxxxxxxxx	42,623
10.		
11.		
12. Balance - December 31, 2011	xxxxxxxxxxxxxx	xxxxxxxxxxxxxx
Due From State of New Jersey	xxxxxxxxxxxxxx	
Due To State of New Jersey	9,389	xxxxxxxxxxxxxx
	\$ 52,139	\$ 52,139

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

Line 2	\$	1,500
Line 3		41,000
Line 4		250
Sub - Total		42,750
Less: Line 7		250
To Line 10, Sheet 22	\$	42,500

# SCHEDULE OF RESERVE FOR TAX APPEALS PENDING - (NJSA 54:3-27)

	Debit	Credit
Balance January 1, 2011	XXXXXXXXXXXX	\$ 274,336
Taxes Pending Appeals	\$ 274,336	XXXXXXXXXXXX
Interest Earned on Taxes Pending Appeals	0	XXXXXXXXXXXX
Contested Amount of 2011 Taxes Collected which are Pending State Appeal (Item 14, Sheet 22)	XXXXXXXXXXXX	
Interest Earned on Taxes Pending State Appeals	XXXXXXXXXXXX	
Transfer From Appropriation Reserves		
Cash paid to Appellants (Including 5% Interest from Date of Payment)	\$ 25,739	XXXXXXXXXXXX
Closed to Results of Operations (Portion of Appeal won by Municipality, incl. Interest)		XXXXXXXXXXXX
Balance December 31, 2011	248,597	XXXXXXXXXXXX
Taxes Pending Appeals*	248,597	XXXXXXXXXXXX
Interest Earned on Taxes Pending Appeals	0	XXXXXXXXXXXX
	\$ 274,336	\$ 274,336

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

  
 Signature of Tax Collector

T-8105  
 License #

2-13-12  
 Date

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

		YEAR 2012	YEAR 2011
1. Total General Appropriations for 2012 Municipal Budget Statement Item 8(L) (Exclusive of Reserve for Uncollected Taxes)	80015-		XXXXXXXXXX
Actual	80016-		
2. Local District School Tax -	-----		
Estimate **	80017-	0	XXXXXXXXXX
Actual	80025-		
3. Regional School District Tax -	-----		
Estimate *	80026-	0	XXXXXXXXXX
Actual	80018-		
4. Regional High School Tax School Budget	-----		
Estimate *	80019-		XXXXXXXXXX
Actual	80020-		
5. County Tax -	-----		
Estimate *	80021-	0	XXXXXXXXXX
Actual	80022-		
6. Special District Taxes -	-----		
Estimate *	80023-		XXXXXXXXXX
Actual	80027-		
7. Municipal Open Space Tax -	-----		
Estimate *	80028-		XXXXXXXXXX
8. Total General Appropriations & Other Taxes	80024-01	0	
9. Less: Total Anticipated Revenues from 2012 in Municipal Budget (Item 5)	80024-02		
10. Cash Required from 2012 Taxes to Support Local Municipal Budget and Other Taxes	80024-03	0	
11. Amount of Item 10 Divided by Equals Amount to be Raised by Taxation (Percentage used must not exceed the applicable percentage shown by Item 13, Sheet 22)	#DIV/0! [820084-04] 80024-05	0	
<b>Analysis of Item 11:</b>			
Local District School Tax (Amount Shown on Line 2 Above)	0		*May not be stated in an amount less than "actual" Tax of year 2011.  **Must be stated in the amount of the proposed budget submitted by the Local Board of Education to the Commissioner of Education on January 15, 2012 (Chap. 136, P.L. 1978). Consideration must be given to calendar year calculation.
Regional School District Tax (Amount Shown on Line 3 Above)			
Regional High School Tax (Amount Shown on Line 4 Above)	0		
County Tax (Amount Shown on Line 5 Above)	0		
Special District Tax (Amount Shown on Line 6 Above)	0		
Municipal Open Space Tax (Amount Shown on Line 7 Above)	0		
Tax in Local Municipal Budget			
Total Amount (see Line 11)	0		
12. Appropriation: Reserve for Uncollected Taxes (Budget) Statement, Item 8 (M) (Item 11, Less Item 10) Computation of "Tax in Local Municipal Budget"	80024-06	0	Note: The amount of anticipated revenues (Item 9) may never exceed the total of Items 1 and 12
Item 1 - Total General Appropriations			
Item 12 - Appropriation: Reserve for Uncollected Taxes			
Sub-Total		0	
Less: Item 9 - Total Anticipated Revenues			
Amount to be Raised by Taxation in Municipal Budget	80024-07	0	

# ACCELERATED TAX SALE - CHAPTER 99

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

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

A. Reserve for Uncollected Taxes (sheet 25, Item 12) \$ \_\_\_\_\_

B. Reserve for Uncollected Taxes Exclusion:  
 Outstanding Balance of Delinquent Taxes  
 (sheet 26, Item 14A) x% of  
 collection (Item 16) \$ \_\_\_\_\_

C. *TIMES*: % of increase of Amount to be  
 Raised by Taxes over Prior Year %  

$$\frac{[(2012 \text{ Estimated Total Levy} - 2011 \text{ Total Levy})/2011 \text{ Total Levy}]$$

D. Reserve for Uncollected Taxes Exclusion Amount \$ \_\_\_\_\_  
 [(B x C) + B]

E. Net Reserve for Uncollected Taxes  
 Appropriation in Current Budget \$ \_\_\_\_\_  
 (A - D)

**2012 Reserve for Uncollected Taxes Appropriation Calculation (Actual)**

1. Subtotal General Appropriations (item 8(L) budget sheet 29) \$ \_\_\_\_\_

2. Taxes not Included in the Budget (AFS 25, items 2 thru 7) \$ \_\_\_\_\_

Total \$ \_\_\_\_\_

3. Less: Anticipated Revenues (item 5, budget sheet 11) \$ \_\_\_\_\_

4. Cash Required \$ \_\_\_\_\_

5. Total Required at \_\_\_\_\_ % (items 4+6) \$ \_\_\_\_\_

6. Reserve for Uncollected Taxes (item E above) \$ \_\_\_\_\_

## SCHEDULE OF DELINQUENT TAXES AND TAX TITLE LIENS

				Debit	Credit
1.	BALANCE JANUARY 1, 2011			\$ 184,841	XXXXXXXXXXXX
	A. Taxes	83102-00	\$ 181,797	XXXXXXXXXXXX	XXXXXXXXXXXX
	B. Tax Title Liens	83103-00	3,044	XXXXXXXXXXXX	XXXXXXXXXXXX
2.	CANCELLED:			XXXXXXXXXXXX	XXXXXXXXXXXX
	A. Taxes		83105-00	XXXXXXXXXXXX	\$ -
	B. Tax Title Liens		83106-00	XXXXXXXXXXXX	3,044
3.	TRANSFERRED TO FORECLOSED TAX TITLE LIENS:			XXXXXXXXXXXX	XXXXXXXXXXXX
	A. Taxes		83108-00	XXXXXXXXXXXX	
	B. Tax Title Liens		83109-00	XXXXXXXXXXXX	
4.	ADDED TAXES		83110-00	627	XXXXXXXXXXXX
5.	ADDED TAX TITLE LIENS		83111-00		XXXXXXXXXXXX
6.	Adjustment between Taxes (Other than current year) and Tax Title Liens			XXXXXXXXXXXX	XXXXXXXXXXXX
	A. Taxes - Transfers to Tax Title Liens		83104-00	XXXXXXXXXXXX	
	B. Tax Title Liens - Transfers from Taxes		83107-00		XXXXXXXXXXXX
7.	BALANCE BEFORE CASH PAYMENTS			XXXXXXXXXXXX	\$ 182,424
8.	TOTALS			185,468	185,468
9.	BALANCE BROUGHT DOWN			182,424	XXXXXXXXXXXX
10.	COLLECTED:			XXXXXXXXXXXX	182,424
	A. Taxes	83116-00	\$ 182,424	XXXXXXXXXXXX	XXXXXXXXXXXX
	B. Tax Title Liens	83117-00		XXXXXXXXXXXX	XXXXXXXXXXXX
11.	Interest & Costs - 2011 Tax Sale		83118-00		XXXXXXXXXXXX
12.	2011 TAXES TRANSFERRED TO LIENS		83119-00	0	XXXXXXXXXXXX
13.	2011 TAXES		83123-00	231,713	XXXXXXXXXXXX
14.	BALANCE, DECEMBER 31, 2011			XXXXXXXXXXXX	231,713
	A. Taxes	83121-00	231,713	XXXXXXXXXXXX	XXXXXXXXXXXX
	B. Tax Title Liens	83122-00	0	XXXXXXXXXXXX	XXXXXXXXXXXX
15.	TOTALS			\$ 414,137	\$ 414,137

16. Percentage of Cash Collections to Adjusted Amount Outstanding  
(Item No. 10 divided by Item No. 9) is 100.00%

17. Item No. 14 multiplied by percentage shown above is 231,713 and represents  
the maximum amount that can be anticipated in 2012. 83125-00

(See Note a on Sheet 22 - Current taxes)

(1) These amounts will always be the same

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

NOT APPLICABLE		Debit	Credit
1. BALANCE JANUARY 1, 2011	84101-00		XXXXXXXXXXXXXX
2. FORECLOSED OR DEEDED IN 2011		XXXXXXXXXXXXXX	XXXXXXXXXXXXXX
3. TAX TITLE LIENS	84103-00		XXXXXXXXXXXXXX
4. TAXES RECEIVABLE	84104-00		
5A.	84102-00		
5B.	84105-00		
6. ADJUSTMENT TO ASSESSED VALUATION	84106-00		
7. ADJUSTMENT TO ASSESSED VALUATION	84107-00		
8. SALES			
9. CASH *	84109-00		
10. CONTRACT	84110-00		
11. MORTGAGE	84111-00		
12. LOSS ON SALES	84112-00		
13. GAIN ON SALES	84113-00		
14. BALANCE, DECEMBER 31, 2011	84114-00	XXXXXXXXXXXXXX	

**CONTRACT SALES**

NOT APPLICABLE		Debit	Credit
15. BALANCE, JANUARY 1, 2011	84115-00		XXXXXXXXXXXXXX
16. 2011 SALES FROM FORECLOSED PROPERTY	84116-00		XXXXXXXXXXXXXX
17. COLLECTED *	84117-00	XXXXXXXXXXXXXX	
18.	84118-00	XXXXXXXXXXXXXX	
19. BALANCE DECEMBER 31, 2011	84119-00	XXXXXXXXXXXXXX	

**MORTGAGE SALES**

NOT APPLICABLE		Debit	Credit
20. BALANCE JANUARY 1, 2011	84120-00		XXXXXXXXXXXXXX
21. 2011 SALES FROM FORECLOSED PROPERTY	84121-00		XXXXXXXXXXXXXX
22. COLLECTED *	84122-00	XXXXXXXXXXXXXX	
23.	84123-00	XXXXXXXXXXXXXX	
24. BALANCE, DECEMBER 31, 2011	84124-00	XXXXXXXXXXXXXX	

Analysis of Sale of Property: \$	-
* Total Cash Collected in 2011	<u>(84125-00)</u>
Realized in 2011 Budget	<u>-</u>
To Results of Operation (Sheet 19)	<u>-</u>

**DEFERRED CHARGES**  
**- MANDATORY CHARGES ONLY -**

**CURRENT, TRUST AND GENERAL CAPITAL FUNDS**

(Do not include the emergency authorizations pursuant to N.J.S. 40A:4-55,

<u>Caused By</u>	<u>Amount Dec. 31, 2010 per Audit Report</u>	<u>Amount in 2011 Budget</u>	<u>Amount Resulting from 2011</u>	<u>Balance as of Dec. 31, 2011</u>
1. Overexpenditure of an Appropriation Reserve		\$ -	\$ 4,943	\$ 4,943
2. _____	\$ _____	\$ _____	\$ _____	\$ _____
3. _____	\$ _____	\$ _____	\$ _____	\$ _____
4. _____	\$ _____	\$ _____	\$ _____	\$ _____
5. _____	\$ _____	\$ _____	\$ _____	\$ _____
6. _____	\$ _____	\$ _____	\$ _____	\$ _____
7. _____	\$ _____	\$ _____	\$ _____	\$ _____
8. _____	\$ _____	\$ _____	\$ _____	\$ _____
9. _____	\$ _____	\$ _____	\$ _____	\$ _____
10. _____	\$ _____	\$ _____	\$ _____	\$ _____

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

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

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

**JUDGEMENTS ENTERED AGAINST MUNICIPALITY AND NOT SATISFIED**

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





**SCHEDULE OF BONDS ISSUED AND OUTSTANDING  
AND 2012 DEBT SERVICE FOR BONDS  
(COUNTY) (MUNICIPAL) GENERAL CAPITAL BONDS**

		Debit	Credit	2012 Debt Service
OUTSTANDING JANUARY 1, 2011	80033-01	xxxxxxxxxxxx	\$ 6,415,000	
ISSUED	80033-02	xxxxxxxxxxxx		
PAID	80033-03	\$ 880,000	xxxxxxxxxxxx	
CANCELLED AT ISSUANCE				
OUTSTANDING DECEMBER 31, 2011	80033-04	5,535,000	xxxxxxxxxxxx	
		\$ 6,415,000	\$ 6,415,000	
2012 BOND MATURITIES - GENERAL CAPITAL BONDS			80033-05	\$ 905,000
2012 INTEREST ON BONDS*		80033-06	169,524	
<b>ASSESSMENT SERIAL BONDS</b>				
OUTSTANDING JANUARY 1, 2011	80033-07	xxxxxxxxxxxx		
ISSUED	80033-08	xxxxxxxxxxxx		
PAID	80033-09		xxxxxxxxxxxx	
<b>NOT APPLICABLE</b>				
OUTSTANDING DECEMBER 31, 2011	80033-10		xxxxxxxxxxxx	
2012 BOND MATURITIES - ASSESSMENT BONDS			80033-11	
2012 INTEREST ON BONDS*		80033-12		
TOTAL "INTEREST ON BONDS - DEBT SERVICE" (*ITEMS)			80033-13	\$ 169,524

**LIST OF BONDS ISSUED DURING 2011**

Purpose	2012 Maturity	Amount Issued	Date of Issue	Interest Rate
<b>NOT APPLICABLE</b>				
Total	\$ -	\$ -		
	80033-14	80033-15		

# SCHEDULE OF LOANS ISSUED AND OUTSTANDING AND 2012 DEBT SERVICE FOR LOANS

(COUNTY) (MUNICIPAL) \_\_\_\_\_ LOAN

NOT APPLICABLE		Debit	Credit	2012 Debt Service
OUTSTANDING JANUARY 1, 2011	80033-01	XXXXXXXXXXXX		
ISSUED	80033-02	XXXXXXXXXXXX		
PAID	80033-03		XXXXXXXXXXXX	
OUTSTANDING DECEMBER 31, 2011	80033-04	0	XXXXXXXXXXXX	
		\$0	\$0	
2012 LOAN MATURITIES			80033-05	\$
2012 INTEREST ON LOANS			80033-06	\$
TOTAL 2012 DEBT SERVICE FOR _____ LOAN			80033-13	\$
<b>LOAN</b>				
OUTSTANDING JANUARY 1, 2011	80033-07	XXXXXXXXXXXX	0	
ISSUED	80033-08	XXXXXXXXXXXX		
PAID	80033-09	0	XXXXXXXXXXXX	
OUTSTANDING DECEMBER 31, 2011	80033-10	\$0	XXXXXXXXXXXX	
		\$0	\$0	
2012 LOAN MATURITIES			80033-11	\$
2012 INTEREST ON LOANS			80033-12	\$
TOTAL 2012 DEBT SERVICE FOR _____ LOAN			80033-13	\$

## LIST OF LOANS ISSUED DURING 2011

Purpose	2012 Maturity	Amount Issued	Date of Issue	Interest Rate
Total	\$0	\$0		
	80033-14	80033-15		

# SCHEDULE OF BONDS ISSUED AND OUTSTANDING AND 2012 DEBT SERVICE FOR BOND

## TYPE I SCHOOL TERM BONDS

NOT APPLICABLE		Debit	Credit	2012 Debt Service
OUTSTANDING JANUARY 1, 2011	80034-01	xxxxxxxxxxxxx		
PAID	80034-02		xxxxxxxxxxxxx	
OUTSTANDING DECEMBER 31, 2011	80034-03		xxxxxxxxxxxxx	
2012 BOND MATURITIES - TERM BONDS		80034-04		
2012 INTEREST ON BONDS*		80034-05		

## TYPE I SCHOOL SERIAL BOND

OUTSTANDING JANUARY 1, 2011	80034-06	xxxxxxxxxxxxx		
ISSUED	80034-07	xxxxxxxxxxxxx		
PAID	80034-08		xxxxxxxxxxxxx	
OUTSTANDING DECEMBER 31, 2011	80034-09		xxxxxxxxxxxxx	
2012 INTEREST ON BONDS*		80034-10		
2012 BOND MATURITIES - SERIAL BONDS			80034-11	
TOTAL "INTEREST ON BONDS - TYPE I SCHOOL DEBT SERVICE" (*ITEMS)			80034-12	

## LIST OF BONDS ISSUED DURING 2011

Purpose	2012 Maturity -01	Amount Issued -02	Date of Issue	Interest Rate
Total	80035-			

## 2012 INTEREST REQUIREMENT - CURRENT FUND DEBT ONLY

		Outstanding December 31, 2011	2012 Interest Requirement
1. Emergency Notes	80036-	\$	\$
2. Special Emergency Notes	80037-	\$ 153,316	\$ 1,380
3. Tax Anticipation Notes	80038-	\$	\$
4. Interest on Unpaid State and County Taxes	80039-	\$	\$
5.		\$	\$
6.		\$	\$





# SCHEDULE OF CAPITAL LEASE PROGRAM OBLIGATIONS

Not Applicable  Purpose	Amount of Lease Obligation Outstanding Dec. 31, 2011	2012 Budget Requirement	
		For Principal	For Interest/Fees
<b>Leases approved by LFB prior to July 1, 2007</b>			
1.			
2.			
3.			
4.			
5.			
6.			
<b>Leases approved by LFB after July 1, 2007</b>			
1.			
2.			
3.			
4.			
5.			
6.			
<b>Total</b>		80051-01	80051-02

(Do not crowd - add additional sheets)









# GENERAL CAPITAL FUND

## STATEMENT OF CAPITAL SURPLUS

YEAR - 2011

		Debit	Credit
Balance January 1, 2011	80029-01	xxxxxxxxxxx	\$ 29,978
Premium on Sale of Bonds/Bond Anticipation Notes		xxxxxxxxxxx	239
Funded Improvement Authorizations Cancelled		xxxxxxxxxxx	
Cancellation of Due to Grantor - NJDOT			
Appropriated to Finance Improvement Authorizations	80029-02	\$ 25,000	xxxxxxxxxxx
Appropriated to 2011 Budget Revenue	80029-03		xxxxxxxxxxx
Balance December 31, 2011	80029-04	5,217	xxxxxxxxxxx
		\$ 30,217	\$ 30,217

### BONDS ISSUED WITH A COVENANT OR COVENANTS

1. Amount of Serial Bonds Issued Under Provisions of Chapter 233, P.L. 1944, Chapter 268, P.L. 1944, Chapter 428, P.L. 1943 or Chapter 77, Article VI-A, P.L. 1945, with Covenant or Covenants; Outstanding December 31, 2011			\$ _____
2. Amount of Cash in Special Trust Fund as of December 31, 2011 (Note A)			\$ _____
3. Amount of Bonds Issued Under Item 1 Maturing in 2012		\$ _____	
4. Amount of Interest on Bonds with a Covenant - 2012 Requirement		\$ _____	
5. Total of 3 and 4 - Gross Appropriation		\$ _____	
6. Less Amount of Special Trust Fund to be Used		\$ _____	
7. Net Appropriation Required			\$ _____

NOTE A - This amount to be supported by confirmation from bank or banks.

Footnote: Any formula other than the one shown above and required to be used by covenant or covenants is to be attached hereto.

Item 5 must be shown as an item of appropriation, short extended, with Item 6 shown directly following as a deduction and with the amount of Item 7 extended into the 2011 appropriation column.

**MUNICIPALITIES ONLY**

**IMPORTANT!**

(N.J.S.A.52:27BB-55 AS AMENDED BY CHAP. 211, P.L. 1981)

A.

1. Total Tax Levy for the Year 2011 was		\$ 38,193,145
2. Amount of Item 1 Collected in 2011 (*)	\$ 37,908,847	
3. Seventy (70) percent of Item 1		\$26,735,202

(\*) Including prepayments and overpayments applied

B.

1. Did any maturities of bonded obligations or notes fall due during the year 2011 ?  
 Answer YES or NO                                Yes
2. Have payments been made for all bonded obligations or notes due on or before  
 December 31, 2011?  
 Answer YES or NO                                Yes                If Answer is "NO" give details

**NOTE: If answer to Item B1 is YES, then Item B2 must be answered**

C. Does the appropriation required to be included in the 2012 budget for the liquidation of all bonded obligations or notes exceed 25% of the total of appropriations for operating purposes in the budget for the year just ended?      Answer YES or NO:                                NO          

D.

1. Cash Deficit - 2010			
2. 4% of 2010 Tax Levy for all purposes:			
Levy -- \$	<u>37,091,469</u>	\$	<u>1,483,659</u>
3. Cash Deficit - Year 2011		\$	
4. 4% of 2011 Tax Levy for all purposes:			
Levy -- \$	<u>38,193,145</u>	\$	<u>1,527,726</u>

E. <u>Unpaid</u>	<u>2010</u>	<u>2011</u>	<u>Total</u>
1. State Taxes	\$ <u>                    </u>	\$ <u>                    </u>	\$ <u>                    </u>
2. County Taxes	\$ <u>                    </u>	\$ <u>          5,728          </u>	\$ <u>          5,728          </u>
3. Amounts due Special Districts	\$ <u>                    </u>	\$ <u>                    </u>	\$ <u>                    </u>
4. Amounts due School Districts for Local School Tax	\$ <u>                    </u>	\$ <u>                    -</u>	\$ <u>                    -</u>

# INSTRUCTIONS IN PREPARATION OF ANNUAL FINANCIAL STATEMENT OF 2011

The arrangement of the schedules is shown by the index appearing at the bottom hereof. The statement is prepared of the statement and the budget.

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

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

## INDEX

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

## UTILITIES ONLY

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