

**BOROUGH OF BERLIN
COUNTY OF CAMDEN
REPORT OF AUDIT
FOR THE YEAR 2013**



75 YEARS OF SERVICE
1939-2014

BOROUGH OF BERLIN
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BOROUGH OF BERLIN

PART 1

REPORT OF AUDIT OF FINANCIAL STATEMENTS

FOR THE YEAR ENDED DECEMBER 31, 2013

INDEPENDENT AUDITOR'S REPORT

The Honorable Mayor and
Members of the Borough Council
Borough of Berlin
Berlin, New Jersey 08009

Report on the Financial Statements

We have audited the accompanying statements of assets, liabilities, reserves and fund balance - regulatory basis of the various funds of the Borough of Berlin, in the County of Camden, State of New Jersey, as of December 31, 2013 and 2012, and the related statements of operations and changes in fund balance - regulatory basis for the years then ended, and the related statement of revenues - regulatory basis, statement of expenditures - regulatory basis, and statement of general fixed assets group of accounts for the year ended December 31, 2013 and the related notes to the financial statements, which collectively comprise the Borough's basic financial statements as listed in the table of contents.

Management's Responsibility for the Financial Statements

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

Auditor's Responsibility

Our responsibility is to express opinions 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; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and in compliance with 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 from material misstatement.

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

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

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

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

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

Adverse Opinion on U.S. Generally Accepted Accounting Principles

In our opinion, because of the significance of the matter discussed in the "Basis for Adverse Opinion on U.S. Generally Accepted Accounting Principles" paragraph, the financial statements referred to above do not present fairly, in accordance with accounting principles generally accepted in the United States of America, the financial position of the Borough of Berlin, in the County of Camden, State of New Jersey, as of December 31, 2013 and 2012, or the results of its operations and changes in fund balance for the years then ended.

Opinion on Regulatory Basis of Accounting

In our opinion, the financial statements referred to previously present fairly, in all material respects, the assets, liabilities, reserves and fund balance - regulatory basis of the various funds of the Borough of Berlin, in the County of Camden, State of New Jersey, as of December 31, 2013 and 2012, and the results of its operations and changes in fund balance - regulatory basis of such funds for the years then ended, and the revenues - regulatory basis, expenditures - regulatory basis of the various funds, and general fixed assets, for the year ended December 31, 2013 in conformity with accounting principles and practices prescribed by the Division of Local Government Services, Department of Community Affairs, State of New Jersey, as described in Note 1.

Other Information

Our audits were conducted for the purpose of forming opinions on the financial statements that collectively comprise the Borough's basic financial statements. The supplemental financial statements presented for the various funds are presented for purposes of additional analysis as required by the Division of Local Government Services, Department of Community Affairs, State of New Jersey, and are not a required part of the basic financial statements.

The supplementary financial statements presented for the various funds are the responsibility of management and were derived from and relate directly to the underlying accounting and other records used to prepare the financial statements. Such information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the information described in the previous paragraph is fairly stated, in all material respects, in relation to the basic financial statements taken as a whole.

Other Reporting Required by Government Auditing Standards

In accordance with Government Auditing Standards, we have also issued our report dated June 24, 2014 on our consideration of the Borough of Berlin's, in the County of Camden, State of New Jersey, internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with Government Auditing Standards in considering the Borough of Berlin's internal control over financial reporting.

Respectfully submitted,

Bowman & Company LLP

BOWMAN & COMPANY LLP
Certified Public Accountants
& Consultants

Daniel M. DiGangi

Daniel M. DiGangi
Certified Public Accountant
Registered Municipal Accountant

Voorhees, New Jersey
June 24, 2014

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

INDEPENDENT AUDITOR'S REPORT

The Honorable Mayor and
Members of the Borough Council
Borough of Berlin
Berlin, New Jersey 08009

We have audited, in accordance with the auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in Government Auditing Standards issued by the Comptroller General of the United States; and the audit requirements as prescribed by the Division of Local Government Services, Department of Community Affairs, State of New Jersey, the financial statements prepared on a regulatory basis of accounting prescribed by the Division of Local Government Services, Department of Community Affairs, State of New Jersey of the Borough of Berlin, in the County of Camden, State of New Jersey, as of and for the year ended December 31, 2013, and the related notes to the financial statements, which collectively comprise the Borough's basic financial statements, and have issued our report thereon dated June 24, 2014. That report indicated that the Borough of Berlin's financial statements were not prepared in accordance with accounting principles generally accepted in the United States of America, but were prepared on a regulatory basis of accounting prescribed by the Division of Local Government Services, Department of Community Affairs, State of New Jersey.

Internal Control Over Financial Reporting

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

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

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

Compliance and Other Matters

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

Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the Borough's internal control or on compliance. This report is an integral part of an audit performed in accordance with Government Auditing Standards and audit requirements as prescribed by the Division of Local Government Services, Department of Community Affairs, State of New Jersey in considering the Borough's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

Respectfully submitted,

Bowman & Company LLP

BOWMAN & COMPANY LLP
Certified Public Accountants
& Consultants

Daniel M. DiGangi

Daniel M. DiGangi
Certified Public Accountant
Registered Municipal Accountant

Voorhees, New Jersey
June 24, 2014

BOROUGH OF BERLIN

CURRENT FUND

Statements of Assets, Liabilities, Reserves and Fund Balance--Regulatory Basis

As of December 31, 2013 and 2012

<u>ASSETS</u>	<u>Ref.</u>	<u>Dec. 31, 2013</u>	<u>Dec. 31, 2012</u>
Regular Fund:			
Cash	SA-1	\$ 2,987,112.51	\$ 2,616,698.20
Cash--Change Funds	SA-3	<u>600.00</u>	<u>600.00</u>
		<u>2,987,712.51</u>	<u>2,617,298.20</u>
Receivables and Other Assets with Full Reserves:			
Delinquent Property Taxes Receivable	SA-4	275,947.51	440,559.03
Revenue Accounts Receivable	SA-5	27,589.45	31,544.55
Due from Federal and State Grant Fund	A		13,883.19
Due from Trust Other Fund	SB-5	<u>148.76</u>	<u>901.55</u>
		<u>303,685.72</u>	<u>486,888.32</u>
Deferred Charges:			
Special Emergency Authorizations	SA-6	<u>45,000.00</u>	<u>90,000.00</u>
		<u>3,336,398.23</u>	<u>3,194,186.52</u>
Federal and State Grant Fund:			
Cash	SA-1	14,444.87	
Federal and State Grants Receivable	SA-18	<u>60,000.00</u>	<u>277,228.00</u>
		<u>74,444.87</u>	<u>277,228.00</u>
		<u>\$ 3,410,843.10</u>	<u>\$ 3,471,414.52</u>

(Continued)

BOROUGH OF BERLIN

CURRENT FUND

Statements of Assets, Liabilities, Reserves and Fund Balance--Regulatory Basis

As of December 31, 2013 and 2012

	<u>Ref.</u>	<u>Dec. 31, 2013</u>	<u>Dec. 31, 2012</u>
<u>LIABILITIES, RESERVES</u>			
<u>AND FUND BALANCE</u>			
Regular Fund:			
Liabilities:			
Appropriation Reserves	A-3;SA-8	\$ 350,144.73	\$ 244,378.81
Reserve for Encumbrances	A-3;SA-8	41,577.71	83,368.57
Due to State of New Jersey:			
Senior Citizens and Veterans Deductions	SA-7	20,093.48	16,955.87
State Training Fees	SA-9	1,118.00	1,850.00
Prepaid Taxes	SA-11	234,537.56	145,324.57
Reserve for Revision of Tax Map	A-1		15,000.00
Reserve for Revaluation of Real Property	SA-1	26,984.90	29,184.90
Reserve for Sale of Municipal Assets	A	10,300.00	10,300.00
Accounts Payable	A-1		32,142.86
Due County for Added and Omitted Taxes	SA-13	14,697.44	8,912.66
Local District School Taxes Payable	SA-15	475,327.00	400,128.00
Regional High School Taxes Payable	SA-17	35,338.92	181,969.37
Due Library	SA-1		329.00
Due to Water Utility Capital Fund	SA-1	400,000.00	700,000.00
Due to General Capital Fund	SC-9	131,400.00	
Due to Open Space Trust Fund	B	114,364.42	104.15
		<u>1,855,884.16</u>	<u>1,869,948.76</u>
Reserves for Receivables and Other Assets	A	303,685.72	486,888.32
Fund Balance	A-1	<u>1,176,828.35</u>	<u>837,349.44</u>
		<u>3,336,398.23</u>	<u>3,194,186.52</u>
Federal and State Grant Fund:			
Unappropriated Reserves	SA-19	19,697.65	19,532.30
Appropriated Reserves	SA-20	51,692.89	228,655.86
Due Current Fund	A		13,883.19
Reserve for Encumbrances	SA-1;SA-20	3,054.33	15,156.65
		<u>74,444.87</u>	<u>277,228.00</u>
		<u>\$ 3,410,843.10</u>	<u>\$ 3,471,414.52</u>

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

BOROUGH OF BERLIN
CURRENT FUND

Statements of Operations and Changes in Fund Balance--Regulatory Basis
For the Years Ended December 31, 2013 and 2012

	<u>Dec. 31, 2013</u>	<u>Dec. 31, 2012</u>
<u>Revenue and Other Income Realized</u>		
Fund Balance Utilized	\$ 510,000.00	\$ 430,000.00
Miscellaneous Revenues Anticipated	1,686,785.49	1,848,251.10
Receipts from Delinquent Taxes	440,751.99	485,872.85
Receipts from Current Taxes	21,178,976.12	20,861,962.21
Non-Budget Revenue	152,081.67	129,338.89
Other Credits to Income:		
Cancellation of Reserve for Revision of Tax Map	15,000.00	
Unexpended Balance of Appropriation Reserves	232,342.17	238,842.21
Cancellation of Tax Overpayment		817.52
Cancellation of Accounts Payable	32,142.86	
Liquidation of Reserve for:		
Due Trust Other Fund	752.79	30.76
Due Federal & State Grant Fund	13,883.19	13,434.47
	<u>24,262,716.28</u>	<u>24,008,550.01</u>
<u>Expenditures</u>		
Budget Appropriations:		
Within "CAPS":		
Operations -- Salaries and Wages	2,334,603.00	2,320,490.00
Operations -- Other Expenses	2,124,556.00	2,027,351.57
Deferred Charges and Statutory Expenditures	592,101.46	632,127.04
Excluded from "CAPS":		
Operations -- Salaries and Wages	173,189.68	173,144.00
Operations -- Other Expenses	52,788.60	261,527.78
Capital Improvements--Excluded from "CAPS"	50,000.00	40,000.00
Municipal Debt Service--Excluded from "CAPS"	1,032,082.00	1,029,171.48
Deferred Charges--Municipal--Excluded from "CAPS"	45,000.00	48,000.00
Transfer to Local School Districts	44,162.00	44,416.00
Regional High School Tax	3,495,464.00	3,789,247.89
Local District School Tax	7,024,483.00	6,922,113.00
Municipal Open Space Tax	114,260.27	76,542.15
County Taxes	6,314,141.57	6,053,514.38
Due County for Added and Omitted Taxes	14,697.44	8,912.66
Creation of Reserve for:		
Prior Year Property Tax Deductions Disallowed	1,708.35	1,317.02
Cancellation of Grants Receivable		14,764.80
	<u>23,413,237.37</u>	<u>23,442,639.77</u>
Excess in Revenues	849,478.91	565,910.24
Adjustments to Income Before Fund Balance:		
Expenditures included above which are by Statute		
Deferred Charges to Budget of Succeeding Year	-	-
Statutory Excess to Fund Balance	849,478.91	565,910.24
<u>Fund Balance</u>		
Balance Jan. 1	837,349.44	701,439.20
	1,686,828.35	1,267,349.44
Decreased by:		
Utilized as Revenue	510,000.00	430,000.00
Balance Dec. 31	<u>\$ 1,176,828.35</u>	<u>\$ 837,349.44</u>

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

BOROUGH OF BERLIN
CURRENT FUND
Statement of Revenues--Regulatory Basis
For the Year Ended December 31, 2013

	<u>Anticipated</u>		<u>Realized</u>	<u>Excess or (Deficit)</u>
	<u>Budget</u>	<u>Special N.J.S. 40A: 4-87</u>		
Fund Balance Anticipated	\$ 510,000.00	-	\$ 510,000.00	-
Miscellaneous Revenues:				
Licenses:				
Alcoholic Beverages	13,000.00		11,924.00	\$ (1,076.00)
Other	55,000.00		55,997.41	997.41
Fees and Permits	33,000.00		39,036.05	6,036.05
Fines and Costs -- Municipal Court	130,000.00		198,706.76	68,706.76
Interest and Costs on Taxes	85,000.00		123,857.70	38,857.70
Interest on Investments and Deposits	11,000.00		8,449.46	(2,550.54)
Payment in Lieu of Taxes -- Virtua Hospital	40,000.00		40,000.00	
Payment in Lieu of Taxes -- Jet Associates	17,000.00		16,225.98	(774.02)
Cable TV Franchise Fee	90,000.00		102,954.08	12,954.08
Rental of Borough Property:				
U.S. Post Office	6,000.00		12,000.00	6,000.00
Bell Telephone / Verizon Rental	51,000.00		55,670.85	4,670.85
Cable T.C. Co.	20,000.00		23,785.60	3,785.60
Nextel	52,000.00		55,720.70	3,720.70
69 South White Horse Pike	10,000.00		11,071.08	1,071.08
Consolidated Municipal Property Tax Relief Act	32,578.00		32,578.00	
Energy Receipts Taxes	664,119.00		664,118.65	(0.35)
Dedicated Uniform Construction Code Fees Offset				
With Appropriations (N.J.S.40A:4-36 and N.J.A.C.5:23-4.17):				
Uniform Construction Code Fees	75,000.00		81,335.00	6,335.00
Special Items of General Revenue Anticipated with Prior Written Consent of the Director of the Division of Local Government Services:				
State and Federal Revenue Off-Set with Appropriations:				
Recycling Tonnage Grant	10,247.32		10,247.32	
Drunk Driving Enforcement Fund	2,431.36		2,431.36	
Clean Communities Grant		\$ 14,272.66	14,272.66	
Municipal Alliance on Alcoholism and Drug Abuse	9,657.87	72.13	9,730.00	
Safe and Secure Communities Program-P.L. 1993, Chapter 220	60,000.00		60,000.00	
Body Armor Replacement Grant	1,988.62		1,988.62	
Alcohol Education and Rehabilitation Grant		158.32	158.32	
Other Special Items:				
Uniform Fire Safety Act	50,000.00		54,525.89	4,525.89
	<u>1,519,022.17</u>	<u>14,503.11</u>	<u>1,686,785.49</u>	<u>153,260.21</u>
Receipts from Delinquent Taxes	<u>400,000.00</u>	<u>-</u>	<u>440,751.99</u>	<u>40,751.99</u>
Amount to be Raised by Taxes for Support of Municipal Budget:				
Local Tax for Municipal Purposes including Reserve for Uncollected Taxes	<u>4,571,414.01</u>	<u>-</u>	<u>4,749,782.73</u>	<u>178,368.72</u>
Budget Totals	<u>7,000,436.18</u>	<u>14,503.11</u>	<u>7,387,320.21</u>	<u>372,380.92</u>
Non-Budget Revenue	<u>-</u>	<u>-</u>	<u>152,081.67</u>	<u>152,081.67</u>
	<u>\$ 7,000,436.18</u>	<u>\$ 14,503.11</u>	<u>\$ 7,539,401.88</u>	<u>\$ 524,462.59</u>

(Continued)

BOROUGH OF BERLIN
CURRENT FUND
Statement of Revenues--Regulatory Basis
For the Year Ended December 31, 2013

Analysis of Realized Revenue

Allocation of Current Tax Collections:

Revenue from Collections		\$ 21,178,976.12
Allocated to County, School, and Open Space Taxes		16,963,046.28
Amount for Support of Municipal Budget Appropriations		4,215,929.84
Add: Appropriation "Reserve for Uncollected Taxes"		533,852.89
Amount for Support of Municipal Budget Appropriations		\$ 4,749,782.73
Receipts from Delinquent Taxes:		
Receipts -- Delinquent Tax Collections	\$ 438,115.12	
Due from State of New Jersey	250.00	
		\$ 438,365.12
Receipts -- Tax Title Liens Receivable		2,386.87
		\$ 440,751.99
Fees and Permits--Other:		
Clerk		\$ 14,056.53
Searches for Municipal Improvements		15,695.00
Planning		3,400.00
Zoning		3,570.00
Police		2,284.52
Registrar of Vital Statistics		30.00
		\$ 39,036.05

Analysis of Non-Budget Revenues

Miscellaneous Revenue not Anticipated:

Receipts -- Treasurer:		
Senior Citizen and Veteran Administrative Fee	\$ 1,868.33	
Refund of Prior Year Expenditures	589.01	
DMV Inspection Fees	1,635.50	
Camp Fees	19,415.00	
Police Outside Service Administrative Fees	21,006.20	
Copy Fees	304.60	
Sale of Trash Cans	2,210.00	
Rental and Resale Inspection Fees	7,800.00	
Community Center Fees	35,516.50	
Miscellaneous	3,518.69	
Rental of Borough Property -- PNC	9,744.00	
		\$ 103,607.83
Receipts -- Collector:		
Property Maintenance Fees	28,304.69	
Tax Search Fees	490.00	
PILOT Program -- Lonaconing	19,359.15	
Duplicate Tax Bills	320.00	
		48,473.84
		\$ 152,081.67

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

BOROUGH OF BERLIN
CURRENT FUND
 Statement of Expenditures--Regulatory Basis
 For the Year Ended December 31, 2013

	Appropriations		Budget After Modification	Expended		Unexpended Balance Canceled
	Budget			Paid or Charged	Encumbered	
<u>OPERATIONS--WITHIN "CAPS"</u>						
<u>General Government</u>						
Mayor and Council						
Salaries and Wages	\$ 7,500.00	\$	7,500.00	7,387.60	\$	112.40
Other Expenses	6,750.00		6,750.00	6,392.28		357.72
Administrative and Executive						
Salaries and Wages	45,200.00		46,400.00	46,315.97		84.03
Other Expenses	44,900.00		43,700.00	38,457.03		5,242.97
Financial Administration						
Salaries and Wages	46,900.00		46,900.00	46,677.05		222.95
Other Expenses	17,450.00		17,450.00	9,100.90	\$ 59.50	8,289.60
Audit Services						
Other Expenses	24,000.00		24,000.00	23,602.60		397.40
Engineering Services						
Other Expenses	19,000.00		19,000.00	14,209.95	1,959.33	2,830.72
Collection of Taxes						
Salaries and Wages	32,300.00		32,400.00	32,319.99		80.01
Other Expenses	8,750.00		8,650.00	8,067.74	208.00	374.26
Public Employees' Award Program (NJS A 40A:9-8) (NJS A 40A:5-31)						
Other Expenses	1,500.00		1,500.00	110.06		1,389.94
Assessment of Taxes						
Salaries and Wages	10,700.00		10,700.00	10,670.86		29.14
Other Expenses	2,850.00		2,950.00	2,907.24		42.76
Municipal Court						
Salaries and Wages	70,600.00		71,600.00	71,366.52		233.48
Other Expenses	9,200.00		8,200.00	7,136.17	128.00	935.83
Legal Services and Costs						
Other Expenses	130,000.00		129,900.00	59,274.44	3,992.77	66,632.79
Economic Development Committee						
Salaries and Wages	1,320.00		1,320.00	880.00		440.00
Other Expenses	700.00		700.00	325.00		375.00
Municipal Land Use Law (NJS A 40:55D-1):						
Planning Board						
Salaries and Wages	1,320.00		1,320.00	1,100.00		220.00
Other Expenses	11,800.00		11,800.00	10,792.21	916.67	91.12
Zoning Enforcement Officer						
Salaries and Wages	12,600.00		12,600.00	12,564.60		35.40
Other Expenses	150.00		1,250.00	1,188.50		61.50

BOROUGH OF BERLIN
CURRENT FUND
 Statement of Expenditures--Regulatory Basis
 For the Year Ended December 31, 2013

	Appropriations		Paid or Charged	Expended		Unexpended Balance Canceled
	Budget	Budget After Modification		Encumbered	Reserved	
<u>OPERATIONS--WITHIN "CAPS" (CONTD.)</u>						
<u>General Government (Cont'd)</u>						
Insurance						
Health Benefit Waiver	\$ 2,500.00	\$ 2,500.00			\$ 2,500.00	
Workers Compensation	68,000.00	68,000.00	\$ 68,000.00			
Other Insurance	91,900.00	91,900.00	86,245.61		5,654.39	
Unemployment Compensation Insurance	18,000.00	18,000.00	11,005.67		6,994.33	
Group Insurance for Employees	569,000.00	649,000.00	642,909.92		6,090.08	
<u>Public Safety</u>						
Police						
Salaries and Wages	1,461,863.00	1,459,363.00	1,366,712.79		92,650.21	
Other Expenses:						
Leasing of Vehicles	56,060.00	56,060.00	56,059.98		0.02	
Miscellaneous Other Expenses	63,400.00	63,400.00	49,192.69	\$ 8,936.24	5,271.07	
Fire						
Aid to Volunteer Fire Company	28,000.00	28,000.00	28,000.00			
Miscellaneous Other Expenses	65,900.00	65,900.00	46,963.59	10,598.69	8,337.72	
Aid to Volunteer Ambulance/Emergency Squad						
Other Expenses	32,436.00	32,436.00	32,436.00			
Public Defender						
Other Expenses	6,000.00	6,000.00	3,000.00		3,000.00	
Uniform Fire Safety Act (P.L. 1983 CH 383):						
Fire						
Salaries and Wages	50,000.00	56,000.00	54,584.11		1,415.89	
Other Expenses	8,250.00	8,050.00	4,008.33	449.72	3,591.95	
Emergency Management Services						
Salaries and Wages	5,600.00	5,600.00	5,572.92		27.08	
Other Expenses	1,500.00	1,700.00	1,361.26	273.00	65.74	
Municipal Prosecutor						
Other Expenses	12,500.00	12,500.00	11,458.34	1,041.66		
<u>Streets and Roads</u>						
Road Repairs and Maintenance						
Salaries and Wages	102,600.00	110,600.00	108,378.73		2,221.27	
Other Expenses	24,850.00	24,850.00	14,709.71	2,179.45	7,960.84	
Public Buildings and Grounds						
Salaries and Wages	64,100.00	64,100.00	51,835.82		12,264.18	
Other Expenses	73,550.00	73,550.00	53,897.93	460.40	19,191.67	

BOROUGH OF BERLIN
CURRENT FUND
 Statement of Expenditures--Regulatory Basis
 For the Year Ended December 31, 2013

	Appropriations		Paid or Charged	Expended		Unexpended Balance Canceled
	Budget	Budget After Modification		Encumbered	Reserved	
<u>OPERATIONS--WITHIN "CAPS" (CONTD.)</u>						
<u>Streets and Roads</u>						
Garbage and Trash Collection						
Salaries and Wages	\$ 188,900.00	\$ 188,900.00	\$ 184,081.30		\$ 4,818.70	
Other Expenses	16,400.00	16,400.00	12,710.67		3,689.33	
Vehicle and Equipment Maintenance						
Other Expenses	68,200.00	69,700.00	65,117.36	\$ 1,875.75	2,706.89	
Garage Operations						
Salaries and Wages	129,800.00	94,600.00	60,813.84		33,786.16	
<u>Health and Welfare</u>						
Board of Health						
Salaries and Wages	8,200.00	9,100.00	9,035.20		64.80	
Other Expenses	700.00	700.00	686.00		14.00	
<u>Recreation and Education</u>						
Senior Citizen Coordinator						
Salaries and Wages	1,900.00	1,700.00	1,020.19		679.81	
Other Expenses	7,500.00	10,800.00	10,696.59		103.41	
Animal Control						
Other Expenses	1,000.00	1,000.00			1,000.00	
Parks and Playgrounds						
Salaries and Wages	15,800.00	15,800.00	15,738.88		61.12	
Other Expenses	13,700.00	13,700.00	12,786.20		913.80	
Expense of Participation in Free Public Library						
Salaries and Wages	39,800.00	39,800.00	39,208.76		591.24	
Other Expenses	5,450.00	5,450.00	4,391.20	822.91	235.89	
Celebration of Public Event, Anniversary or Holiday						
Other Expenses	4,500.00	4,700.00	4,654.77		45.23	
<u>Uniform Construction Code -- Appropriations Offset</u>						
<u>by Dedicated Revenues (N.J.A.C. 5:23-4.17)</u>						
Construction Official						
Salaries and Wages	50,000.00	50,500.00	49,953.00		547.00	
Other Expenses	3,945.00	3,945.00	3,269.98		675.02	
Sub-Code Officials:						
Fire						
Salaries and Wages	5,300.00	5,300.00	5,202.00		98.00	

BOROUGH OF BERLIN
CURRENT FUND
 Statement of Expenditures--Regulatory Basis
 For the Year Ended December 31, 2013

	Appropriations		Paid or Charged	Expended		Unexpended Balance Canceled
	Budget	Budget After Modification		Encumbered	Reserved	
<u>OPERATIONS--WITHIN "CAPS"(CONTD)</u>						
<u>Unclassified</u>	\$	\$	\$	\$	\$	
Electricity	47,250.00	37,250.00	34,144.57		3,105.43	
Water Service	8,500.00	8,500.00	5,797.17		2,702.83	
Sewer Service	5,000.00	5,900.00	4,760.42		1,139.58	
Telephone	30,450.00	27,450.00	25,399.84	\$ 1,526.24	523.92	
Gas / Fuel Oil	16,065.00	18,065.00	18,041.52		23.48	
Trash Disposal	237,400.00	208,400.00	203,742.67		4,657.33	
Street Lighting	99,400.00	105,150.00	90,753.43	6,149.38	8,247.19	
Gasoline / Motor Fuel	145,000.00	112,250.00	105,963.26		6,286.74	
	<u>4,461,659.00</u>	<u>4,459,159.00</u>	<u>4,075,148.93</u>	<u>41,577.71</u>	<u>342,432.36</u>	<u>-</u>
Detail:						
Salaries and Wages	2,354,803.00	2,334,603.00	2,181,420.13		153,182.87	
Other Expenses (Including Contingent)	<u>2,106,856.00</u>	<u>2,124,556.00</u>	<u>1,893,728.80</u>	<u>41,577.71</u>	<u>189,249.49</u>	
15						
<u>DEFERRED CHARGES AND STATUTORY EXPENDITURES --MUNICIPAL--WITHIN "CAPS"</u>						
Statutory Expenditures:						
Contribution to:						
Police and Firemen's Retirement System of N.J.	320,680.00	320,680.00	320,680.00			
Public Employees Retirement System	78,921.46	78,921.46	78,921.46			
Defined Contribution Retirement Program	1,000.00	1,000.00	615.59		384.41	
Social Security System (O.A.S.I.)	<u>189,000.00</u>	<u>191,500.00</u>	<u>189,613.11</u>		<u>1,886.89</u>	
Total Deferred Charges and Statutory Expenditures Within--"CAPS"	<u>589,601.46</u>	<u>592,101.46</u>	<u>589,830.16</u>	<u>-</u>	<u>2,271.30</u>	<u>-</u>
Total General Appropriations for Municipal Purposes Within--"CAPS"	<u>5,051,260.46</u>	<u>5,051,260.46</u>	<u>4,664,979.09</u>	<u>41,577.71</u>	<u>344,703.66</u>	<u>-</u>
<u>OPERATIONS--EXCLUDED FROM "CAPS"</u>						
Solid Waste Disposal	10,000.00	10,000.00	10,000.00			
Recycling Tax (P.L. 2007, c. 311)						
Storm Water Management	25,700.00	28,400.00	27,299.55		1,100.45	
Salaries and Wages	9,250.00	6,550.00	2,209.38		4,340.62	
Other Expenses						

BOROUGH OF BERLIN
CURRENT FUND
 Statement of Expenditures--Regulatory Basis
 For the Year Ended December 31, 2013

	Appropriations		Expended		Unexpended Balance Canceled
	Budget	Budget After Modification	Paid or Charged	Encumbered Reserved	
<u>OPERATIONS--EXCLUDED FROM "CAPS" (CONT'D)</u>					
State and Federal Programs Off-set by Revenues:					
Municipal Alliance on Alcoholism and Drug Abuse					
Other Expenses (NJSA 40A:4-87 \$72.13)	\$ 9,657.87	\$ 9,730.00	\$ 9,730.00		
Recycling Tonnage Grant					
Other Expenses	10,247.32	10,247.32	10,247.32		
Clean Communities Grant					
Other Expenses (NJSA 40A:4-87 \$14,272.66)		14,272.66	14,272.66		
Drunk Driving Enforcement Grant					
Other Expenses	2,431.36	2,431.36	2,431.36		
Body Armor Replacement Grant					
Other Expenses	1,988.62	1,988.62	1,988.62		
Alcohol Education and Rehabilitation Grant					
Salaries and Wages (NJSA 40A:4-87 \$158.32)		158.32	158.32		
Safe and Secure Communities Program:					
Salaries and Wages	142,200.00	142,200.00	142,200.00		
Total Operations--Excluded from "CAPS"	211,475.17	225,978.28	220,537.21	\$ 5,441.07	-
Detail:					
Salaries and Wages	170,331.36	173,189.68	172,089.23	1,100.45	
Other Expenses	41,143.81	52,788.60	48,447.98	4,340.62	
<u>CAPITAL IMPROVEMENTS--EXCLUDED FROM "CAPS"</u>					
Capital Improvement Fund	50,000.00	50,000.00	50,000.00	-	-
<u>MUNICIPAL DEBT SERVICE--EXCLUDED FROM "CAPS"</u>					
Payment of Bond Principal	700,000.00	700,000.00	700,000.00		
Payment of Bond Anticipation Notes and Capital Notes	31,700.00	31,700.00			\$ 31,700.00
Interest on Bonds	276,782.60	276,782.60	276,782.60		
Interest on Notes	23,735.00	23,735.00	22,831.34		903.66
Green Trust Loan Program:					
Loan Repayments for Principal and Interest	32,468.06	32,468.06	32,468.06		
Total Municipal Debt Service--Excluded from "CAPS"	1,064,685.66	1,064,685.66	1,032,082.00	-	32,603.66

BOROUGH OF BERLIN
CURRENT FUND
 Statement of Expenditures--Regulatory Basis
 For the Year Ended December 31, 2013

	Appropriations		Expended		Unexpended Balance Canceled
	Budget	Budget After Modification	Paid or Charged	Encumbered Reserved	
<u>DEFERRED CHARGES--MUNICIPAL-- EXCLUDED FROM "CAPS"</u>					
Special Emergency Authorizations--5 Year	\$ 45,000.00	\$ 45,000.00	\$ 45,000.00	-	
<u>TRANSFERRED TO BOARD OF EDUCATION FOR USE OF LOCAL SCHOOLS (NJSA 40:48-17.1 & 17.3)</u>					
Total General Appropriations for Municipal Purposes Excluded from "CAPS"	1,415,322.83	1,429,825.94	1,391,781.21	-	\$ 32,603.66
Subtotal General Appropriations	6,466,583.29	6,481,086.40	6,056,760.30	\$ 41,577.71	32,603.66
Reserve for Uncollected Taxes	533,852.89	533,852.89	533,852.89	-	-
Total	\$ 7,000,436.18	\$ 7,014,939.29	\$ 6,590,613.19	\$ 41,577.71	\$ 32,603.66
Adopted Budget		\$ 7,000,436.18			
Appropriation by NJSA 40A:4-87		14,503.11			
		<u>\$ 7,014,939.29</u>			
Disbursed		\$ 6,028,972.53			
Refunds		(198,240.51)			
Reserve for Uncollected Taxes		533,852.89			
Reserve for Federal and State Grants Appropriated		181,028.28			
Deferred Charges -- Special Emergency Appropriation		45,000.00			
		<u>\$ 6,590,613.19</u>			

BOROUGH OF BERLIN
TRUST FUNDS
 Statements of Assets, Liabilities, Reserves and Fund Balance--Regulatory Basis
 For the Years Ended December 31, 2013 and 2012

<u>ASSETS</u>	<u>Ref.</u>	<u>2013</u>	<u>2012</u>
Animal Control Fund:			
Cash	SB-1	\$ 13,705.66	\$ 12,417.77
Open Space Fund:			
Cash	SB-1	71,027.01	147,720.73
Due from Current Fund	SB-1	114,364.42	104.15
		<u>185,391.43</u>	<u>147,824.88</u>
Other Funds:			
Cash -- Treasurer	SB-1	928,229.57	982,900.37
Cash -- Collector	SB-2	95,000.00	55,300.00
Police Outside Services Receivable	SB-6	19,695.00	
Due from Developers	SB-6	2,964.71	1,705.96
Due from Camden County Community Development	SB-4	20,217.53	36,782.81
		<u>1,066,106.81</u>	<u>1,076,689.14</u>
		<u>\$ 1,265,203.90</u>	<u>\$ 1,236,931.79</u>
<u>LIABILITIES, RESERVES</u> <u>AND FUND BALANCE</u>			
Animal Control Fund:			
Reserve for Encumbrances	SB-1		\$ 424.90
Reserve for Animal Control Fund Expenditures	SB-3	\$ 13,705.66	11,992.87
		<u>13,705.66</u>	<u>12,417.77</u>
Open Space Fund:			
Reserve for Future Use	B-1;B-2	185,391.43	147,824.88
Other Funds:			
Reserve for Recreation Facilities	SB-6	70,304.48	71,371.73
Reserve for Parking Offenses Adjudication Act	SB-6	408.10	268.10
Reserve for Payroll Deductions Payable	SB-6	29,170.62	36,998.89
Reserve for Affordable Housing	SB-6	478,565.58	591,293.20
Reserve for COAH Fees	SB-6	30,745.77	5,017.50
Reserve for Developers' Escrow Deposits	SB-6	154,746.25	113,367.85
Reserve for Premiums Received at Tax Sale	SB-6	95,000.00	55,300.00
Reserve for Recycling Funds	SB-6	55,210.57	57,174.35
Reserve for Community Development Block Grant	SB-6	16,012.02	18,435.86
Reserve for Bid Bonds	SB-6	470.00	470.00
Reserve for Security Deposits	SB-6	3,340.00	3,340.00
Reserve for Encumbrances	SB-6	8,005.55	3,358.66
Reserve for Public Defender	SB-6	7,253.38	3,237.88
Reserve for Performance Bonds	SB-6	93,613.82	93,613.82
Reserve for Investigation Fund	SB-6	317.00	677.00
Reserve for Fire Safety	SB-6	5,916.50	6,216.50
Reserve for Police Donation	SB-6	1,480.00	1,480.00
Reserve for Police Outside Services	SB-6	6,911.49	8,755.00
Reserve for Special Law Enforcement	SB-6	8,486.92	5,411.25
Due Current Fund	SB-5	148.76	901.55
		<u>1,066,106.81</u>	<u>1,076,689.14</u>
		<u>\$ 1,265,203.90</u>	<u>\$ 1,236,931.79</u>

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

BOROUGH OF BERLIN
TRUST -- MUNICIPAL OPEN SPACE FUND
Statement of Revenues--Regulatory Basis
For the Year Ended December 31, 2013

	<u>Anticipated Budget</u>	<u>Realized</u>	<u>Excess (Deficit)</u>
Amount to be Raised by Taxation	\$ 114,000.00	\$ 114,260.27	\$ 260.27
Interest Income	100.00	239.78	139.78
Reserve for Future Use	<u>800.00</u>	<u>800.00</u>	<u> </u>
Budget Totals	114,900.00	115,300.05	400.05
Non-Budget Revenue	<u>-</u>	<u>-</u>	<u>-</u>
	<u>\$ 114,900.00</u>	<u>\$ 115,300.05</u>	<u>\$ 400.05</u>

Analysis of Realized Revenues

Analysis of Current Tax Collections:

Due From Current Fund

Open Space Tax Levy

Added / Omitted Taxes

\$ 114,000.00
260.27

\$ 114,260.27

Analysis of Miscellaneous Revenue:

Receipts:

Interest on Deposits

\$ 239.78

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

BOROUGH OF BERLIN
 TRUST -- MUNICIPAL OPEN SPACE FUND
 Statement of Expenditures--Regulatory Basis
 For the Year Ended December 31, 2013

	Original Budget	Budget After Modification	Paid or Charged	Encumbered	Reserved	Unexpended Balance Canceled
Operating:						
Salaries and Wages	\$ 73,500.00	\$ 73,500.00	\$ 71,135.88			\$ 2,364.12
Other Expenses	<u>41,400.00</u>	<u>41,400.00</u>	<u>5,797.62</u>			<u>35,602.38</u>
Total Open Space Appropriations	<u>\$ 114,900.00</u>	<u>\$ 114,900.00</u>	<u>\$ 76,933.50</u>	<u>-</u>	<u>-</u>	<u>\$ 37,966.50</u>
Disbursed			<u>\$ 76,933.50</u>			

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

BOROUGH OF BERLIN
GENERAL CAPITAL FUND
 Statements of Assets, Liabilities, Reserves and Fund Balance--Regulatory Basis
 For the Years Ended December 31, 2013 and 2012

<u>ASSETS</u>	<u>Ref.</u>	<u>2013</u>	<u>2012</u>
Cash	SC-1	\$ 1,833,380.01	\$ 516,497.41
Due from State of New Jersey	SC-4	224,600.00	166,000.00
Due from Current Fund	SC-9	131,400.00	
Due from Water Utility Capital Fund	SC-1	9,467.15	
Due from Sewer Utility Capital Fund	SC-1	4,894.12	
Deferred Charges to Future Taxation:			
Funded	SC-3	10,277,766.45	7,150,243.74
Unfunded	SC-5	250.00	1,836,750.00
		<u>\$ 12,481,757.73</u>	<u>\$ 9,669,491.15</u>
 <u>LIABILITIES, RESERVES</u>			
<u>AND FUND BALANCE</u>			
General Serial Bonds	SC-10	\$ 9,998,119.00	\$ 6,844,119.00
Bond Anticipation Notes	SC-11		1,836,750.00
Green Acres Loan Payable	SC-12	279,647.45	306,124.74
Improvement Authorizations:			
Funded	SC-7	1,932,648.59	290,157.36
Unfunded	SC-7	250.00	200,115.24
Contracts Payable	SC-8	68,670.01	93,002.93
Reserve For Encumbrances	SC-1;SC-7	125,210.56	4,209.68
Due to Sewer Utility Capital Fund	SC-1		28,500.00
Capital Improvement Fund	SC-6	9,546.00	66,046.00
Fund Balance	C-1	67,666.12	466.20
		<u>\$ 12,481,757.73</u>	<u>\$ 9,669,491.15</u>

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

BOROUGH OF BERLIN
GENERAL CAPITAL FUND
Statement of Fund Balance--Regulatory Basis
For the Year Ended December 31, 2013

Balance Dec. 31, 2012	\$ 466.20
Increased by:	
Receipts -- Bond Premium	<u>67,199.92</u>
Balance Dec. 31, 2013	<u><u>\$ 67,666.12</u></u>

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

BOROUGH OF BERLIN
WATER UTILITY FUND
 Statements of Assets, Liabilities, Reserves and Fund Balance--Regulatory Basis
 For the Years Ended December 31, 2013 and 2012

<u>ASSETS</u>	<u>Ref.</u>	<u>2013</u>	<u>2012</u>
Operating Fund:			
Cash -- Treasurer	SD-1	\$ 1,167,960.36	\$ 521,934.15
Due From Water Utility Capital Fund	SD-1	<u>450,000.00</u>	<u>450,000.00</u>
		<u>1,167,960.36</u>	<u>971,934.15</u>
Receivables with Full Reserves:			
Water Rents Receivable	SD-4	250,800.11	316,767.53
Fire Hydrant and Sprinkler Rents Receivable	SD-5	<u>56,875.93</u>	<u>54,931.41</u>
		<u>307,676.04</u>	<u>371,698.94</u>
Total Operating Fund		<u>1,475,636.40</u>	<u>1,343,633.09</u>
Capital Fund:			
Cash -- Treasurer	SD-1	617,755.47	12,117.63
Due From Current Fund	SD-1	400,000.00	700,000.00
Fixed Capital	SD-9	17,653,817.93	17,653,817.93
Fixed Capital Authorized and Uncompleted	SD-8	<u>2,504,530.00</u>	<u>2,479,530.00</u>
Total Capital Fund		<u>21,176,103.40</u>	<u>20,845,465.56</u>
		<u>\$ 22,651,739.80</u>	<u>\$ 22,189,098.65</u>

(Continued)

BOROUGH OF BERLIN
WATER UTILITY FUND
 Statements of Assets, Liabilities, Reserves and Fund Balance--Regulatory Basis
 As of December 31, 2013 and 2012

<u>LIABILITIES, RESERVES AND FUND BALANCE</u>	<u>Ref.</u>	<u>2013</u>	<u>2012</u>
Operating Fund:			
Liabilities:			
Water Rent Overpayments	SD-6	\$ 6,529.09	\$ 11,284.06
Reserve for Encumbrances	D-3;SD-7	61,760.53	70,210.50
Accounts Payable	SD-7	2,710.79	
Appropriation Reserves	D-3;SD-7	115,533.80	89,259.76
Accrued Interest on Bonds and Notes	SD-10	43,167.14	42,440.14
		<hr/>	<hr/>
Reserve for Receivables	D	229,701.35	213,194.46
Fund Balance	D-1	307,676.04	371,698.94
		<hr/>	<hr/>
Total Operating Fund		1,475,636.40	1,343,633.09
Capital Fund:			
Serial Bonds	SD-14	3,187,881.00	2,514,881.00
New Jersey Environmental Trust Loan	SD-15	2,347,748.19	2,524,530.52
Due to General Capital Fund	SD-11	9,467.15	
Due to Water Utility Operating Fund	SD-1		450,000.00
Improvement Authorizations:			
Funded	SD-11	466,585.07	388,454.90
Unfunded	SD-11	700.00	112,139.28
Capital Improvement Fund	SD-11	1,230.71	2,530.71
Reserve for Payment of Debt	D	432,874.53	432,874.53
Contracts Payable	SD-1	58,051.11	237,031.72
Reserve for Encumbrances	SD-1;SD-11	32,581.28	39,086.49
Reserve for Amortization	SD-12	14,497,869.74	14,021,087.41
Deferred Reserve for Amortization	SD-13	124,149.00	122,849.00
Fund Balance	SD-1	16,965.62	
		<hr/>	<hr/>
Total Capital Fund		21,176,103.40	20,845,465.56
		<hr/>	<hr/>
		\$ 22,651,739.80	\$ 22,189,098.65

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

BOROUGH OF BERLIN
WATER UTILITY OPERATING FUND
 Statements of Operations and Changes in Operating Fund Balance--Regulatory Basis
 For the Years Ended December 31, 2013 and 2012

	<u>2013</u>	<u>2012</u>
<u>Revenue and Other</u>		
<u>Income Realized</u>		
Operating Surplus Anticipated	\$ 122,605.00	\$ 108,100.00
Water Rents	2,426,115.67	2,535,872.41
Fire Hydrant and Sprinkler Service	448,360.46	395,578.98
Miscellaneous	41,607.05	28,026.19
Other Credits to Income:		
Cancellation of Water Rent Overpayments		1,117.21
Unexpended Balance of Appropriation Reserves	87,885.78	91,369.42
	<u>3,126,573.96</u>	<u>3,160,064.21</u>
Total Income		
<u>Expenditures</u>		
Operating	2,102,240.00	2,085,800.00
Debt Service	619,444.64	619,832.24
Deferred Charges and Statutory Expenditures	102,765.00	99,503.13
	<u>2,824,449.64</u>	<u>2,805,135.37</u>
Total Expenditures		
Excess (Deficit) in Revenue	302,124.32	354,928.84
Adjustments to Income Before Fund Balance	-	-
Statutory Excess to Fund Balance	302,124.32	354,928.84
<u>Fund Balance</u>		
Balance Jan. 1	758,739.69	511,910.85
	1,060,864.01	866,839.69
Decreased by:		
Utilized as Revenue in Water Utility Fund	122,605.00	108,100.00
Balance Dec. 31	<u>\$ 938,259.01</u>	<u>\$ 758,739.69</u>

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

BOROUGH OF BERLIN
WATER UTILITY OPERATING FUND
Statement of Revenues--Regulatory Basis
For the Year Ended December 31, 2013

	<u>Budget</u>	<u>Realized</u>	<u>Excess/ (Deficit)</u>
Operating Surplus Anticipated	\$ 122,605.00	\$ 122,605.00	
Water Rents	2,350,000.00	2,426,115.67	\$ 76,115.67
Fire Hydrant and Sprinkler Service	350,000.00	448,360.46	98,360.46
Miscellaneous	<u>20,000.00</u>	<u>41,607.05</u>	<u>21,607.05</u>
	<u>\$ 2,842,605.00</u>	<u>\$ 3,038,688.18</u>	<u>\$ 196,083.18</u>

Analysis of Realized Revenues

Water Rents Receivable:		
Receipts - Collector		\$ 2,417,209.28
Overpayments Applied		<u>8,906.39</u>
		<u>\$ 2,426,115.67</u>
Fire Hydrant and Sprinkler Service:		
Receipts - Collector		<u>\$ 448,360.46</u>
Miscellaneous:		
Receipts:		
Treasurer:		
Interest on Deposits		\$ 1,375.94
Collector:		
Interest on Delinquent Accounts	\$ 22,163.26	
Turn-On Charges	3,072.57	
Radio Read Charges	5,250.00	
Miscellaneous	75.28	
Return Check Fee	120.00	
Connection Fees	<u>9,550.00</u>	
		<u>40,231.11</u>
		<u>\$ 41,607.05</u>

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

BOROUGH OF BERLIN
WATER UTILITY OPERATING FUND
 Statement of Expenditures--Regulatory Basis
 For the Year Ended December 31, 2013

	Appropriations		Paid or Charged	Expended		Unexpended Balance Cancelled
	Original Budget	Budget After Modification		Encumbered	Reserved	
Operating:						
Salaries and Wages	\$ 476,500.00	\$ 478,500.00	\$ 476,560.63		\$ 1,939.37	
Other Expenses	1,625,740.00	1,623,740.00	1,451,805.12	\$ 61,760.53	110,174.35	
Total Operating	2,102,240.00	2,102,240.00	1,928,365.75	61,760.53	112,113.72	-
Debt Service:						
Payment of Bond Principal	300,000.00	300,000.00	300,000.00			\$ 59.28
Interest on Bonds	97,600.00	100,000.00	99,940.72			10,000.00
Interest on Notes	10,000.00	10,000.00				8,096.08
Principal and Interest on Loans	230,000.00	227,600.00	219,503.92			
Total Debt Service	637,600.00	637,600.00	619,444.64	-	-	18,155.36
Deferred Charges and Statutory Expenditures:						
Statutory Expenditures:						
Contribution to:						
Unemployment Compensation Insurance	6,600.00	5,600.00	2,641.04		2,958.96	
Public Employees Retirement System	60,165.00	60,165.00	60,165.00			
Social Security System (O.A.S.I.)	36,000.00	37,000.00	36,538.88		461.12	
Total Deferred Charges and Statutory Expenditures	102,765.00	102,765.00	99,344.92	-	3,420.08	-
Total	\$ 2,842,605.00	\$ 2,842,605.00	\$ 2,647,155.31	\$ 61,760.53	\$ 115,533.80	\$ 18,155.36
Accrued Interest on Bonds and Notes			\$ 142,662.30			
Refunds			(6,633.51)			
Disbursed			2,511,126.52			
			\$ 2,647,155.31			

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

BOROUGH OF BERLIN
SEWER UTILITY FUND
 Statements of Assets, Liabilities, Reserves and Fund Balance--Regulatory Basis
 For the Years Ended December 31, 2013 and 2012

<u>ASSETS</u>	<u>Ref.</u>	<u>2013</u>	<u>2012</u>
Operating Fund:			
Cash -- Treasurer	SE-1	\$ 59,478.59	\$ 86,342.13
Receivables with Full Reserves:			
Sewer Rents Receivable	SE-4	77,511.62	79,019.31
Total Operating Fund		<u>136,990.21</u>	<u>165,361.44</u>
Capital Fund:			
Cash -- Treasurer	SE-1	533,970.80	50,493.95
Fixed Capital	SE-6	3,650,701.65	3,565,451.65
Fixed Capital Authorized and Uncompleted	SE-7	597,980.00	183,230.00
Due General Capital Fund	SE-1;SE-9		<u>28,500.00</u>
Total Capital Fund		<u>4,782,652.45</u>	<u>3,827,675.60</u>
		<u>\$ 4,919,642.66</u>	<u>\$ 3,993,037.04</u>
 <u>LIABILITIES, RESERVES AND FUND BALANCE</u>			
Operating Fund:			
Liabilities:			
Appropriation Reserves	E-3;SE-5	\$ 7,597.26	\$ 32,966.44
Reserve for Encumbrances	E-3;SE-5	6,688.67	11,724.27
Sewer Rent Overpayments	SE-11	1,013.31	1,235.63
Accrued Interest on Bonds and Notes	SE-8	6,338.80	4,113.52
		<u>21,638.04</u>	<u>50,039.86</u>
Reserve for Receivables	E	77,511.62	79,019.31
Fund Balance	E-1	37,840.55	36,302.27
Total Operating Fund		<u>136,990.21</u>	<u>165,361.44</u>
Capital Fund:			
Serial Bonds	SE-13	899,000.00	461,000.00
Bond Anticipation Notes	SE-14		28,500.00
Improvement Authorizations Funded	SE-9	503,434.96	68,422.00
Improvement Authorizations Unfunded	SE-9	500.00	8,280.07
Due to General Capital Fund	SE-1;SE-9	4,894.12	
Accrued Interest on Bonds and Notes	SE-8		69.93
Reserve for Encumbrances	SE-9	16,649.26	
Capital Improvement Fund	SE-1;SE-9	221.95	2,221.95
Deferred Reserve for Amortization	SE-12	29,738.00	15,930.00
Reserve for Amortization	SE-10	3,319,443.65	3,243,251.65
Fund Balance	SE-1	8,770.51	
Total Capital Fund		<u>4,782,652.45</u>	<u>3,827,675.60</u>
		<u>\$ 4,919,642.66</u>	<u>\$ 3,993,037.04</u>

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

BOROUGH OF BERLIN
SEWER UTILITY FUND

Statements of Operations and Changes in Operating Fund Balance--Regulatory Basis
For the Years Ended December 31, 2013 and 2012

<u>Revenue and Other</u>		
<u>Income Realized</u>	<u>2013</u>	<u>2012</u>
Operating Surplus Anticipated	\$ 36,080.00	\$ 24,374.50
Sewer Rents	649,273.59	644,424.31
Interest on Deposits	368.18	596.12
Miscellaneous	7,860.25	19,933.51
Reserve for Payment of Debt		6,735.50
Other Credits to Income:		
Cancellation of Overpayments	139.95	
Unexpended Balance of Appropriation Reserves	<u>35,100.91</u>	<u>15,484.46</u>
 Total Income	 <u>728,822.88</u>	 <u>711,548.40</u>
 <u>Expenditures</u>		
Operating	531,500.00	539,952.16
Debt Service	85,624.60	85,057.84
Deferred Charges and Statutory Expenditures	51,080.00	49,100.00
Capital Improvements	<u>23,000.00</u>	<u>2,000.00</u>
 Total Expenditures	 <u>691,204.60</u>	 <u>676,110.00</u>
 Excess (Deficit) in Revenue	 37,618.28	 35,438.40
 Adjustments to Income Before Fund Balance	 <u>-</u>	 <u>-</u>
 Statutory Excess to Fund Balance	 37,618.28	 35,438.40
 <u>Fund Balance</u>		
Balance Jan. 1	<u>36,302.27</u>	<u>65,238.37</u>
	73,920.55	100,676.77
Less:		
Utilized as Revenue in Current Fund		40,000.00
Utilized as Revenue in Sewer Operating Budget	<u>36,080.00</u>	<u>24,374.50</u>
 Balance Dec. 31	 <u>\$ 37,840.55</u>	 <u>\$ 36,302.27</u>

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

BOROUGH OF BERLIN
SEWER UTILITY FUND
Statement of Revenues--Regulatory Basis
For the Year Ended December 31, 2013

	Anticipated <u>Budget</u>	<u>Realized</u>	Excess <u>(Deficit)</u>
Operating Surplus Anticipated	\$ 36,080.00	\$ 36,080.00	
Sewer Rents	642,000.00	649,273.59	\$ 7,273.59
Interest on Investments and Deposits	500.00	368.18	(131.82)
Miscellaneous	<u>15,000.00</u>	<u>7,860.25</u>	<u>(7,139.75)</u>
	<u>\$ 693,580.00</u>	<u>\$ 693,582.02</u>	<u>\$ 2.02</u>

Analysis of Realized Revenues

Sewer Rents Receivable:

Receipts - Collector

\$ 648,177.91

Overpayments Applied

1,095.68

\$ 649,273.59

Interest on Investments and Deposits:

Treasurer:

Receipts

\$ 368.18

Miscellaneous:

Collector:

Receipts:

Interest on Delinquent Accounts

\$ 3,677.39

Connection Fees

4,136.52

Miscellaneous

46.34

\$ 7,860.25

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

BOROUGH OF BERLIN
SEWER UTILITY FUND
 Statement of Expenditures--Regulatory Basis
 For the Year Ended December 31, 2013

	Appropriations		Paid or Charged	Expended		Unexpended Balance Cancelled
	Original Budget	Budget After Modification		Encumbrances	Reserved	
Operating:						
Salaries and Wages	\$ 180,800.00	\$ 176,800.00	\$ 172,709.23		\$ 4,090.77	
Other Expenses	350,700.00	354,700.00	347,164.87	\$ 6,688.67	846.46	
Total Operating	531,500.00	531,500.00	519,874.10	6,688.67	4,937.23	-
Debt Service:						
Payment of Bond Principal	65,000.00	65,000.00	65,000.00			
Interest on Bonds	18,000.00	20,400.00	20,339.78			\$ 60.22
Interest on Notes	5,000.00	2,600.00	284.82			2,315.18
Total Debt Service	88,000.00	88,000.00	85,624.60	-	-	2,375.40
Capital Improvements:						
Capital Improvement Fund	23,000.00	23,000.00	23,000.00			-
Deferred Charges and Statutory Expenditures:						
Statutory Expenditures:						
Contribution to:						
Public Employees' Retirement System	34,380.00	34,380.00	34,380.00			
Unemployment Compensation Insurance	2,700.00	2,700.00	955.58		1,744.42	
Social Security System (O.A.S.I.)	14,000.00	14,000.00	13,084.39		915.61	
Total Deferred Charges and Statutory Expenditures	51,080.00	51,080.00	48,419.97	-	2,660.03	-
Total	<u>\$ 693,580.00</u>	<u>\$ 693,580.00</u>	<u>\$ 676,918.67</u>	<u>\$ 6,688.67</u>	<u>\$ 7,597.26</u>	<u>\$ 2,375.40</u>
Accrued Interest on Bonds and Notes Disbursed			\$ 20,624.60			
			<u>656,294.07</u>			
			<u>\$ 676,918.67</u>			

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

BOROUGH OF BERLIN
FIXED ASSET ACCOUNT GROUP
 Statement of General Fixed Asset Account Group
 For the Year Ended December 31, 2013

	Balance Dec. 31, 2012	Additions	Deletions	Balance Dec. 31, 2013
General Fixed Assets:				
Land	\$ 1,553,653.23			\$ 1,553,653.23
Buildings	2,183,889.91			2,183,889.91
Vehicles and Equipment	<u>5,317,832.87</u>	\$ 356,667.58		<u>5,674,500.45</u>
	<u>\$ 9,055,376.01</u>	<u>\$ 356,667.58</u>	-	<u>\$ 9,412,043.59</u>
Investment in General Fixed Assets:				
General Capital Fund	<u>\$ 9,055,376.01</u>	<u>\$ 356,667.58</u>	-	<u>\$ 9,412,043.59</u>

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

BOROUGH OF BERLIN
Notes to Financial Statements
For the Year Ended December 31, 2013

Note 1: **SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

Description of Financial Reporting Entity - The Borough of Berlin was incorporated in January, 1927 and is located in southwest New Jersey approximately twenty miles southeast of the City of Philadelphia. The population according to the 2010 census is 7,588.

The Borough operates under a Mayor-Council form of government. The Mayor is the chief executive officer of the Borough and is elected by the public at the general election for a four-year term. The Council is the Legislative body of the Borough and consists of six members elected by popular vote to three-year terms. Executive and administrative responsibility rests with the Mayor, who is assisted by the Borough Clerk/Administrator.

Component Units - The Borough of Berlin had no component units as defined by Governmental Accounting Standards Board Statement No. 14.

Basis of Accounting, Measurement Focus and Basis of Presentation - The financial statements of the Borough of Berlin contain all funds and account groups in accordance with the "Requirements of Audit" as promulgated by the State of New Jersey, Department of Community Affairs, Division of Local Government Services. The principles and practices established by the Requirements of Audit 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. Generally, the financial statements are presented using the flow of current financial resources measurement focus and modified accrual basis of accounting with minor exceptions as mandated by these "Requirements". In addition, the prescribed accounting principles previously referred to differ in certain respects from accounting principles generally accepted in the United States of America applicable to local government units. The more significant differences are explained in this Note.

In accordance with the "Requirements", the Borough of Berlin accounts for its financial transactions through the use of separate funds which are described as follows:

Current Fund - The Current Fund accounts for resources and expenditures for governmental operations of a general nature, including Federal and State grant funds.

Trust Funds - The various Trust Funds account for receipts, custodianship and disbursement of funds in accordance with the purpose for which each reserve was created.

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

Water Utility Operating and Capital Funds - The Water Utility Operating and Capital Funds account for the operations and acquisition of capital facilities of the municipally owned Water Utility.

Sewer Utility Operating and Capital Funds - The Sewer Utility Operating and Capital Funds account for the operations and acquisition of capital facilities of the municipally owned Sewer Utility.

Note 1: **SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONT'D)**

Budgets and Budgetary Accounting - The Borough of Berlin must adopt an annual budget for its current, water utility, sewer utility and open space funds in accordance with N.J.S.A. 40A:4 et seq. N.J.S.A. 40A:4-5 requires the governing body to introduce and approve the annual municipal budget no later than February 10 of each year. At introduction, the governing body shall fix the time and place for a public hearing on the budget and must advertise the time and place at least ten days prior to the hearing in a newspaper published and circulating in the municipality. The public hearing must not be held less than twenty-eight days after the date the budget was introduced. After the hearing has been held, the governing body may, by majority vote, adopt the budget or may amend the budget in accordance with N.J.S.A. 40A:4-9. Amendments to adopted budgets, if any, are detailed in the statements of revenues and expenditures.

An extension of the statutory dates for introduction, approval and adoption of the municipal budget may be granted by the Director of the Division of Local Government Services, with the permission of the Local Finance Board.

Budgets are adopted on the same basis of accounting utilized for the preparation of the Borough's financial statements.

Cash, Cash Equivalents and Investments - Cash and cash equivalents include petty cash, change funds and cash on deposit with public depositories. All certificates of deposit are recorded as cash regardless of the date of maturity. Investments are stated at cost. Consequently, unrealized gain or loss on investments has not been recorded in accordance with Governmental Accounting Standards Board Statement No. 31.

New Jersey municipal units are required by N.J.S.A. 40A:5-14 to deposit public funds in a bank or trust company having its place of business in the State of New Jersey and organized under the laws of the United States or of the State of New Jersey or in the New Jersey Cash Management Fund. N.J.S.A. 40A:5-15.1 provides a list of investments which may be purchased by New Jersey municipal units. In addition, other State statutes permit investments in obligations issued by local authorities and other state agencies.

N.J.S.A. 17:9-41 et seq. establishes the requirements for the security of deposits of governmental units. The statute requires that no governmental unit shall deposit public funds in a public depository unless such funds are secured in accordance with the Governmental Unit Deposit Protection Act ("GUDPA"), a multiple financial institutional collateral pool, which was enacted in 1970 to protect governmental units from a loss of funds on deposit with a failed banking institution in New Jersey. Public depositories include State or federally chartered banks, savings banks or associations located in or having a branch office in the State of New Jersey, the deposits of which are federally insured. All public depositories must pledge collateral, having a market value at least equal to five percent of the average daily balance of collected public funds, to secure the deposits of Governmental Units. If a public depository fails, the collateral it has pledged, plus the collateral of all other public depositories, is available to pay the amount of their deposits to the Governmental Units.

The cash management plan adopted by the Borough of Berlin requires it to deposit funds in public depositories protected from loss under the provisions of the Act.

Interfunds - Interfund receivables and payables that arise from transactions between funds are recorded by all funds affected by such transactions in the period in which the transaction is executed. Interfund receivables in the Current Fund are recorded with offsetting reserves which are created by charges to operations. Income is recognized in the year the receivables are liquidated. Interfund receivables in the other funds are not offset by reserves.

Note 1: **SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONT'D)**

Inventories of Supplies - The costs of inventories of supplies for all funds are recorded as expenditures at the time individual items are purchased. The costs of inventories are not included on the various statements of assets, liabilities, reserves and fund balance.

General Fixed Assets - Accounting for Governmental Fixed Assets, as required by N.J.A.C. 5:30-5.6, differs in certain respects from accounting principles generally accepted in the United States of America. In accordance with the regulations, all local units, including municipalities, must maintain a general fixed assets reporting system that establishes and maintains a physical inventory of nonexpendable, tangible property as defined and limited by the U.S. Office of Management and Budget Circular A-87 (Attachment B, Section 19), except that the useful life of such property is at least five years. The Borough has adopted a capitalization threshold of \$5,000, the maximum amount allowed by the Circular. Generally, assets are valued at historical cost; however, assets acquired prior to December 31, 1985 are valued at actual historical cost or estimated historical cost. No depreciation of general fixed assets is recorded. Donated general fixed assets are recorded at their estimated fair market value on the acquisition date. Interest costs relative to the acquisition of general fixed assets are recorded as expenditures when paid. Public domain ("infrastructure") general fixed assets consisting of certain improvements such as roads, bridges, curbs and gutters, streets and sidewalks and drainage systems are not capitalized. Expenditures for construction in progress are recorded in the Capital Funds until such time as the construction is completed and put into operation. The Borough is required to maintain a subsidiary ledger detailing fixed assets records to control additions, retirements and transfers of fixed assets. In addition, a Statement of General Fixed Assets, reflecting the activity for the year, must be included in the Borough's basic financial statements.

The regulations require that general fixed assets, whether constructed or acquired through purchase, grant or gift be included in the aforementioned inventory. In addition, property management standards must be maintained that includes accurate records indicating asset description, source, ownership, acquisition cost and date, the percentage of Federal participation (if any), and the location, use, and condition of the asset. Periodically, physical inventories must be taken and reconciled with these records. Lastly, all fixed assets must be adequately controlled to safeguard against loss, damage or theft.

Utility Fixed Assets - Property and equipment purchased by a utility fund are recorded in the utility capital account at cost and are adjusted for disposition and abandonment. The amounts shown do not represent replacement cost or current value. The Reserve for Amortization and Deferred Reserve for Amortization accounts in the utility capital fund represent charges to operations for the cost of acquisition of property and equipment and improvements and contributed capital.

Foreclosed Property - Foreclosed property is recorded in the Current Fund at the assessed valuation when such property was acquired and is fully reserved. Ordinarily it is the intention of the municipality to resell foreclosed property in order to recover all or a portion of the delinquent taxes or assessments and to return the property to a taxpaying basis. For this reason the value of foreclosed property has not been included in the General Fixed Assets Account Group. If such property is converted to a municipal use, it will be recorded in the General Fixed Assets Account Group.

Deferred Charges - The recognition of certain expenditures is deferred to future periods. These expenditures, or deferred charges, are generally overexpenditures of legally adopted budget appropriations or emergency appropriations made in accordance with N.J.S.A. 40A:4-46 et seq. Deferred charges are subsequently raised as items of appropriation in budgets of succeeding years.

Liens Sold for Other Governmental Units - Liens sold on behalf of other governmental units are not recorded on the records of the tax collector until such liens are collected. Upon their collection, such liens are recorded as a liability due to the governmental unit net of the costs of the initial sale. The related costs of sale are recognized as revenue when received.

Note 1: **SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONT'D)**

Fund Balance - Fund Balances included in the current fund and utility operating funds represent amounts available for anticipation as revenue in future years budgets, with certain restrictions.

Revenues - Revenues are recorded when received in cash except for certain amounts which are due from other governmental units. Revenue from Federal and State grants are realized when anticipated as such in the Borough's budget. Receivables for property taxes are recorded with offsetting reserves on the statement of assets, liabilities, reserves and fund balance of the Borough's Current Fund; accordingly, such amounts are not recorded as revenue until collected. Other amounts that are due the Borough which are susceptible to accrual are also recorded as receivables with offsetting reserves and recorded as revenue when received.

Property Tax Revenues - Property tax revenues are collected in quarterly installments due February 1, May 1, August 1, and November 1. The amount of tax levied includes not only the amount required in support of the Borough's annual budget, but also the amounts required in support of the budgets of the County of Camden, Borough of Berlin Local School District and the Eastern Regional High School District. Unpaid property taxes are subject to tax sale in accordance with the statutes.

School Taxes - The municipality is responsible for levying, collecting and remitting school taxes for the Borough of Berlin Local School District and the Eastern Regional High School District. Operations is charged for the full amount required to be raised from taxation to operate the local and regional school districts for the period from July 1 to June 30, increased by the amount deferred at December 31, 2012 and decreased by the amount deferred at December 31, 2013.

County Taxes - The municipality is responsible for levying, collecting and remitting county taxes for the County of Camden. Operations is charged for the amount due the County for the year, based upon the ratables required to be certified to the County Board of Taxation by January 10 of the current year. In addition, operations is charged for the County share of Added and Omitted Taxes certified to the County Board of Taxation by October 10 of the current year and due to be paid to the County by February 15 of the following year.

Reserve for Uncollected Taxes - The inclusion of the "Reserve for Uncollected Taxes" appropriation in the Borough's annual budget protects the Borough from taxes not paid currently. The Reserve, the minimum amount of which is determined on the percentage of collections experienced in the immediate preceding year, with certain exceptions, is required to provide assurance that cash collected in the current year will provide sufficient cash flow to meet expected obligations.

Expenditures - Expenditures are recorded on the "budgetary" basis of accounting. Generally, expenditures are recorded when paid. However, for charges to amounts appropriated for "other expenses", an amount is encumbered through the issuance of a numerically controlled purchase order or when a contract is executed in accordance with N.J.A.C. 5:30-5.2. When encumbered charges are paid, the amount encumbered is simultaneously liquidated in its original amount. Encumbrances are offset by an account entitled reserve for encumbrances. The reserve is classified as a cash liability under New Jersey municipal accounting. At December 31, this reserve represents the portion of appropriation reserves that has been encumbered and is subject to the same statutory provisions as appropriation reserves.

Appropriations for principal payments on outstanding general capital and utility bonds and notes are provided on the cash basis; interest on general capital indebtedness is on the cash basis; whereas interest on utility indebtedness is on the accrual basis.

Note 1: **SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONT'D)**

Appropriation Reserves - Appropriation reserves covering unexpended appropriation balances are automatically created at year-end and recorded as liabilities, except for amounts which may be canceled by the governing body. Appropriation reserves are available, until lapsed at the close of the succeeding year, to meet specific claims, commitments or contracts incurred during the preceding fiscal year. Lapsed appropriation reserves are recorded as income.

Long-Term Debt - Long-Term Debt, relative to the acquisition of capital assets, is recorded as a liability in the General Capital and Utility Capital Funds. Where an improvement is a "local Improvement", i.e. assessable upon completion, long-term debt associated with that portion of the cost of the improvement to be funded by assessments is transferred to the Trust Fund upon the confirmation of the assessments or when the improvement is fully and permanently funded.

Compensated Absences and Postemployment Benefits - Compensated absences for vacation, sick leave and other compensated absences are recorded and provided for in the annual budget in the year in which they are paid, on a pay-as-you-go basis. Likewise, no accrual is made for postemployment benefits, if any, which are also funded on a pay-as-you-go basis.

Note 2: **CASH AND CASH EQUIVALENTS**

Custodial Credit Risk Related to Deposits - Custodial credit risk is the risk that, in the event of a bank failure, the Borough's deposits might not be recovered. Although the Borough does not have a formal policy regarding custodial credit risk, N.J.S.A. 17:9-41 et seq. requires that governmental units shall deposit public funds in public depositories protected from loss under the provisions of the Governmental Unit Deposit Protection Act (GUDPA). Under the Act, the first \$250,000 of governmental deposits in each insured depository is protected by the Federal Deposit Insurance Corporation (FDIC). Public funds owned by the municipality in excess of FDIC insured amounts are protected by GUDPA. However, GUDPA does not protect intermingled trust funds such as salary withholdings, bail funds, or funds that may pass to the municipality relative to the happening of a future condition. Such funds are shown as Uninsured and Uncollateralized in the schedule below.

As of December 31, 2013, the Borough's bank balances of \$8,425,667.43 were exposed to custodial credit risk as follows:

Uninsured and Uncollateralized	\$ 15,495.03
Uninsured but Collateralized with Securities Held by Pledging Bank's Trust Department but not in the Borough's Name	8,024,421.01
Insured and Collateralized with Securities Held by Pledging Financial Institutions	385,751.39
Total	\$ 8,425,667.43

Note 3: **PROPERTY TAXES**

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>2013</u>	<u>2012</u>	<u>2011(A)</u>	<u>2010</u>	<u>2009</u>
Tax Rate	<u>\$2.848</u>	<u>\$2.793</u>	<u>\$2.630</u>	<u>\$4.838</u>	<u>\$4.627</u>
Apportionment of Tax Rate:					
Municipal	\$.619	\$.598	\$.579	\$ 1.059	\$.935
County	.838	.794	.723	1.298	1.279
Regional School	.462	.495	.452	.834	.836
Local School	.929	.906	.876	1.647	1.577

(A) = A revaluation was performed for 2011.

Assessed Valuation

2013	\$755,678,221.00
2012	764,380,455.00
2011	776,694,478.00 (A)
2010	410,830,135.00
2009	411,175,965.00

Comparison of Tax Levies and Collections

<u>Year</u>	<u>Tax Levy</u>	<u>Collections</u>	<u>Percentage of Collections</u>
2013	\$21,571,717.34	\$21,178,976.12	98.18%
2012	21,380,523.71	20,861,962.21	97.57%
2011	20,493,943.88	19,819,459.11	96.71%
2010	20,124,124.17	19,776,445.59	98.27%
2009	19,115,619.46	18,724,367.16	97.95%

Delinquent Taxes and Tax Title Liens

<u>Year</u>	<u>Tax Title Liens</u>	<u>Delinquent Taxes</u>	<u>Total Delinquent</u>	<u>Percentage of Tax Levy</u>
2013	---	\$275,947.51	\$275,947.51	1.28%
2012	---	440,559.03	440,559.03	2.06%
2011	\$3,453.23	486,874.82	490,328.05	2.39%
2010	14,416.31	293,673.95	308,090.26	1.53%
2009	6,183.15	372,354.97	378,538.12	1.98%

Note 3: **PROPERTY TAXES (CONT'D)**

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

<u>Year</u>	<u>Number</u>
2013	---
2012	---
2011	1
2010	6
2009	3

Note 4: **PROPERTY ACQUIRED BY TAX TITLE LIEN LIQUIDATION**

The Borough has no property acquired by liquidation of tax title liens as of December 31, 2013 or the previous four years.

Note 5: **WATER UTILITY SERVICE CHARGES**

The following is a five-year comparison of water utility service charges (rents) for the current and previous four years.

<u>Year</u>	<u>Balance Beginning of Year Receivable</u>	<u>Liens</u>	<u>Levy</u>	<u>Total</u>	<u>Cash Collections</u>
2013	\$371,698.94	---	\$2,816,396.46	\$3,188,095.40	\$2,874,476.13
2012	326,733.44	---	2,976,413.89	3,303,147.33	2,931,451.39
2011	336,725.28	---	2,898,498.25	3,235,223.53	2,908,316.00
2010	267,463.02	---	2,840,295.51	3,107,758.53	2,769,353.86
2009	308,180.13	---	2,567,982.19	2,876,162.32	2,608,550.08

Note 6: **SEWER UTILITY SERVICE CHARGES**

The following is a five-year comparison of sewer utility service charges (rents) for the current and previous four years.

<u>Year</u>	<u>Balance Beginning of Year Receivable</u>	<u>Liens</u>	<u>Levy</u>	<u>Total</u>	<u>Cash Collections</u>
2013	\$79,019.31	---	\$648,091.92	\$727,111.23	\$649,273.59
2012	78,476.96	---	644,966.71	723,443.67	644,424.31
2011	83,639.04	---	641,633.53	725,272.57	645,727.54
2010	66,380.88	---	638,904.88	705,285.76	621,643.29
2009	71,361.58	---	633,385.50	704,747.08	638,366.20

Note 7: **FUND BALANCES APPROPRIATED**

The following schedule details the amount of fund balances available at the end of the current year and four previous years and the amounts utilized in the subsequent year's budgets.

<u>Year</u>	<u>Balance Dec. 31</u>	<u>Utilized In Budget of Succeeding Year</u>	<u>Percentage of Fund Balance Used</u>
<u>Current Fund</u>			
2013	\$1,176,828.35	\$745,000.00	63.31%
2012	837,349.44	510,000.00	60.91%
2011	701,439.20	430,000.00	61.30%
2010	1,261,553.00	780,000.00	61.83%
2009	484,929.47	55,000.00	11.34%
<u>Water Utility Operating Fund</u>			
2013	\$938,259.01	\$112,328.00	11.97%
2012	758,739.69	122,605.00	16.16%
2011	511,910.85	108,100.00	21.12%
2010	404,786.43	363,000.00	89.68%
2009	509,764.86	476,000.00	93.37%
<u>Sewer Utility Operating Fund</u>			
2013	\$37,840.55	\$37,100.00	98.04%
2012	36,302.27	36,080.00	99.39%
2011	65,238.37	64,374.50	98.68%
2010	110,811.82	82,000.00	80.00%
2009	99,422.46	15,000.00	15.09%

Note 8: **INTERFUND RECEIVABLES AND PAYABLES**

The following interfund balances were recorded on the various statements of assets, liabilities, reserves and fund balance as of December 31, 2013:

<u>Fund</u>	<u>Interfunds Receivable</u>	<u>Interfunds Payable</u>
Current Fund	\$148.76	\$645,764.42
Trust – Open Space Fund	114,364.42	
Trust – Other Funds		148.76
General Capital Fund	145,761.27	
Water Utility Capital Fund	400,000.00	9,467.15
Sewer Utility Capital Fund		4,894.12
	<u>\$660,274.45</u>	<u>\$660,274.45</u>

The interfund receivables and payables above predominately resulted from payments made by certain funds on behalf of other funds. During 2014, the Borough expects to liquidate such interfunds, depending upon the availability of cash flow.

Note 9: **PENSION PLANS**

The Borough of Berlin contributes to two cost-sharing multiple-employer defined benefit pension plans, the Public Employees' Retirement System (PERS) and the Police and Firemen's Retirement System (PFRS), which are administered by the New Jersey Division of Pensions and Benefits. In addition, Borough employees participate in the Defined Contribution Retirement Program (DCRP), which is a defined contribution pension plan and is also administered by the New Jersey Division of Pensions and Benefits. Each plan has a Board of Trustees that is primarily responsible for its administration. The Division issues a publicly available financial report that includes financial statements and required supplementary information. That report may be obtained by writing to:

State of New Jersey
Division of Pensions and Benefits
P.O. Box 295
Trenton, New Jersey 08625-0295

Public Employees' Retirement System - The PERS was established in 1955. The PERS provides retirement, death, and disability, and medical benefits to qualified members. Vesting and benefit provisions are established by N.J.S.A. 43:15A and 43:3B.

The contribution requirements of plan members are determined by State statute. In accordance with Chapter 62, P.L. 1994, plan members enrolled in the Public Employees' Retirement System were required to contribute 5% of their annual covered salary. Effective July 1, 2008, however, in accordance with Chapter 92, P.L. 2007 and Chapter 103, P.L. 2007, plan members are required to contribute 5.5% of their annual covered salary. For employees enrolled in the retirement system prior to July 1, 2008, the increase is effective with the payroll period that begins immediately after July 1, 2008. Pursuant to the provisions of Chapter 78, P.L. 2011, the active member contribution rate increased to 6.5% plus an additional 1.0% phased-in over seven years. The phase-in of the additional incremental member contribution amount began July 1, 2012 and increases each subsequent July 1. The State Treasurer has the right under the current law to make temporary reductions in member rates based on the existence of surplus pension assets in the retirement system; however, the statute also requires the return to the normal rate when such surplus pension assets no longer exist.

The Borough is billed annually for its normal contribution plus any accrued liability. These contributions, equal to the required contributions, were as follows:

<u>Year</u>	<u>Normal Contribution</u>	<u>Accrued Liability</u>	<u>Total Liability</u>	<u>Pension Deferral</u>	<u>Paid by Borough</u>
2013	\$56,194.46	\$108,687.00	\$164,881.46	\$8,585.00	\$173,466.46
2012	59,957.00	100,673.00	160,630.00	8,474.00	169,104.00
2011	67,599.00	89,989.00	157,588.00	---	157,588.00

Police and Firemen's Retirement System - The PFRS was established in 1944. The PFRS provides retirement, death, and disability, and medical benefits to qualified members. Vesting and benefit provisions are established by N.J.S.A. 43:16A and 43:3B.

The contribution requirements of plan members are determined by State statute. In accordance with Chapter 204, P.L. 1989, plan members enrolled in the Police and Firemen's Retirement System are required to contribute 8.5% of their annual covered salary. Pursuant to the provisions of Chapter 78, P.L. 2011, the active member contribution rate was increased to 10% in October, 2011. The State Treasurer has the right under the current law to make temporary reductions in member rates based on the existence of surplus pension assets in the retirement system; however, statute also requires the return to the normal rate when such surplus pension assets no longer exist.

Note 9: **PENSION PLANS (CONT'D)**

The Borough is billed annually for its normal contribution plus any accrued liability. These contributions, equal to the required contributions, were as follows:

<u>Year</u>	<u>Normal Contribution</u>	<u>Accrued Liability</u>	<u>Total Liability</u>	<u>Pension Deferral</u>	<u>Paid by Borough</u>
2013	\$135,385.00	\$163,477.00	\$292,862.00	\$21,818.00	\$320,680.00
2012	164,307.00	171,558.00	335,865.00	21,660.00	357,525.00
2011	230,954.00	171,728.00	402,682.00	---	402,682.00

Pension Deferral – Public Law 2009, c.19 (S-21) was enacted on March 17, 2009 and allowed the Division of Pensions and Benefits to provide non-state government pension system employers the option of paying the full amount, or an amount that reflects a 50 percent reduction of the normal and accrued liability component of the PERS and PFRS obligations for payments due in the State fiscal year ending June 30, 2009. The payments were due on April 1, 2009 (with a grace period until April 30).

The amount will be repaid starting in April of 2012 over a 15 year period. The amount will fluctuate based on pension system investment earnings on the deferred amount.

The Borough applied for and received approval from the Local Finance Board to defer a portion of the 2009 liability due for both PERS and PFRS in the amount of \$59,291.00 and \$152,189.50 respectively.

Defined Contribution Retirement Program - The Defined Contribution Retirement Program (DCRP) is a cost-sharing multiple-employer defined contribution pension fund which was established in 2007, under the provisions of Chapter 92, P.L. 2007 and Chapter 103, P.L. 2007 (N.J.S.A. 43:15C-1 et. seq.) and expanded under the provisions of Chapter 89, P.L. 2008 and Chapter 1, P.L. 2010. The DCRP provides eligible members, and their beneficiaries, with a tax-sheltered, defined contribution retirement benefit, along with life insurance and disability coverage. Vesting and benefit provisions are established by N.J.S.A. 43:15C-1 et. seq.

The contribution requirements of plan members are determined by State statute. In accordance with Chapter 92, P.L. 2007 and Chapter 103, P.L. 2007, plan members are required to contribute 5.5% of their annual covered salary. In addition to the employee contributions, the Borough's contribution amounts for each pay period are transmitted to Prudential Financial not later than the fifth business day after the date on which the employee is paid for that pay period.

The Borough's contributions were as follows:

<u>Fiscal Year</u>	<u>Total Liability</u>	<u>Funded by Borough</u>
2013	\$ 615.59	\$ 615.59
2012	---	---
2011	---	---

Related Party Investments - The Division of Pensions and Benefits does not invest in securities issued by the Borough.

Note 10: **OTHER POST EMPLOYMENT BENEFITS**

Plan Description - The Borough contributes to the State Health Benefits Program (SHBP), a cost-sharing, multiple-employer defined benefit post-employment healthcare plan administered by the State of New Jersey Division of Pensions and Benefits. SHBP was established in 1961 under N.J.S.A. 52:14-17.25 et seq., to provide health benefits to State employees, retirees, and their dependents. Rules governing the operation and administration of the program are found in Title 17, Chapter 9 of the New Jersey Administrative Code. SHBP provides medical, prescription drugs, mental health/substance abuse, and Medicare Part B reimbursement to retirees and their covered dependents.

The SHBP was extended to employees, retirees, and dependents of participating local public employers in 1964. Local employers must adopt a resolution to participate in the SHBP. In 1991, the Borough adopted Resolution R-15-1991 which authorized the participation in Chapter 384 of Public Laws 1987 and Chapter 6 of Public Laws 1990. This law requires employers to fund post-retirement medical benefits for those employees who retire after accumulating 25 years of credited service or on a disability retirement from either Public Employees' Retirement System (PERS) or the Police and Firemen's Retirement System (PFRS).

The State Health Benefits Commission is the executive body established by statute to be responsible for the operation of the SHBP. The State of New Jersey Division of Pensions and Benefits issues a publicly available financial report that includes financial statements and required supplementary information for the SHBP. That report may be obtained by writing to: State of New Jersey Division of Pensions and Benefits, P.O. Box 295, Trenton, NJ 08625-0295 or by visiting their website at www.state.nj.us/treasury/pensions/.

Funding Policy - Participating employers are contractually required to contribute based on the amount of premiums attributable to their retirees. Post-retirement medical benefits under the plan have been funded on a pay-as-you-go basis since 1994. Prior to 1994, medical benefits were funded on an actuarial basis.

Contributions to pay for the health premiums of participating retirees in the SHBP are billed to the Borough on a monthly basis.

The Borough contributions to SHBP for the years ended December 31, 2013, 2012, and 2011, were \$379,538.34, \$312,702.10, and \$286,581.23, respectively, which equaled the required contributions for each year. There were approximately 20, 20, and 19 retired participants eligible at December 31, 2013, 2012, and 2011, respectively.

Note 11: **COMPENSATED ABSENCES**

Unused vacation may not be accumulated and carried forward to the subsequent year.

Police officers who are enrolled in the Berlin Police Association are entitled to unlimited sick days, therefore, no accumulation is required and at no time is compensation paid in lieu of sick days.

Public works employees who have been employed for 6 months are entitled to 10 sick days per year. They may accumulate no more than 120 unused days and the Borough compensates employees for unused sick leave upon termination or retirement.

Borough employees who are members of AFSCME and have been employed for a minimum of six months are entitled to 10 sick days per year. Unused sick days can accumulate at a rate not to exceed 5 days per year up to a maximum of 80 days. Employees may sell back up to 5 unused sick days annually, subject to varying conditions. Also, employees may be compensated for unused sick leave upon termination or retirement.

Note 11: **COMPENSATED ABSENCES (CONT'D)**

The Police Chief is entitled to 25 sick days per year. Unused sick days can accumulate at a rate not to exceed 8 days per year up to a maximum of 85 days. The Police Chief may sell back up to 10 unused sick days annually, subject to varying conditions. Also, the Police Chief may be compensated for unused sick leave upon termination or retirement.

The Borough does not record accrued expenses related to compensated absences. However, it is estimated that, at December 31, 2013, accrued benefits for compensated absences are valued at \$141,477.53.

Note 12: **DEFERRED COMPENSATION SALARY ACCOUNT**

The Borough offers its employees a Deferred Compensation Plan in accordance with Internal Revenue Code Section 457 which has been approved by the Director of the Division of Local Government Services. The Plan, available to all full time employees at their option, permits employees to defer a portion of their salary to future years. The deferred compensation is not available to participants until termination, retirement, death or unforeseeable emergency.

Amounts deferred under Section 457 plans must be held in trust for the exclusive benefit of participating employees and not be accessible by the Borough or its creditors. Since the Borough does not have a fiduciary relationship with the Plan, the balances and activities of the Plan are not reported in the Borough's financial statements.

Note 13: **LEASE OBLIGATIONS**

At December 31, 2013, the Borough had lease agreements in effect for the following:

- Capital:
- One (1) 2010 Crown Victoria
- Two (2) 2011 Dodge Chargers
- One (1) 2012 Dodge Charger
- Two (2) 2014 Dodge Chargers

The following is an analysis of capital leases.

Capital Leases - The following capital fixed assets were acquired by capital lease.

	<u>B a l a n c e</u>	
	<u>Dec. 31, 2013</u>	<u>Dec. 31, 2012</u>
Vehicles	\$51,425.70	\$42,065.45

Future minimum lease payments under capital lease agreements are as follows:

<u>Year</u>	<u>Amount</u>
2014	\$33,179.14
2015	21,974.30

Note 14: **CAPITAL DEBT****Summary of Debt**

	<u>Year 2013</u>	<u>Year 2012</u>	<u>Year 2011</u>
<u>Issued</u>			
General:			
Bonds and Notes	\$10,277,766.45	\$8,986,993.74	\$9,109,349.31
Water Utility:			
Bonds and Notes	5,535,629.19	5,039,411.52	5,569,407.55
Sewer Utility:			
Bonds and Notes	899,000.00	489,500.00	526,000.00
Total Issued	16,712,395.64	14,515,905.26	15,204,756.86
<u>Authorized but not Issued</u>			
General:			
Bonds and Notes	250.00	---	---
Water Utility:			
Bonds and Notes	700.00	950,000.00	950,000.00
Sewer Utility:			
Bonds and Notes	500.00	---	---
Total Authorized but Not Issued	1,450.00	950,000.000	950,000.000
Total Issued and Authorized but Not Issued	16,713,845.64	15,465,905.26	16,154,756.86
Deductions:			
Cash Pledged to Debt	---	---	---
Self-liquidating Debt	6,435,829.19	6,478,911.52	7,045,407.55
Total Deductions	6,435,829.19	6,478,911.52	7,045,407.55
Net Debt	<u>\$10,278,016.45</u>	<u>\$8,986,993.74</u>	<u>\$9,109,349.31</u>

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 indicated a statutory net debt of 1.344%.

	<u>Gross Debt</u>	<u>Deductions</u>	<u>Net Debt</u>
Regional School District	\$705,860.48	\$705,860.48	
Local School District	5,405,000.00	5,405,000.00	
Water Utility	5,536,329.19	5,536,329.19	
Sewer Utility	899,500.00	899,500.00	
General	10,278,016.45	---	\$10,278,016.45
	<u>\$22,824,706.12</u>	<u>\$12,546,689.67</u>	<u>\$10,278,016.45</u>

Net Debt \$10,278,016.45 divided by the Equalized Valuation Basis per N.J.S.A.40A:2-2 as amended, \$764,554,151.00 equals 1.344%

Note 14: **CAPITAL DEBT (CONT'D)****Borrowing Power Under N.J.S.A.40A:2-6 As Amended**

3 1/2% of Equalized Valuation Basis (Municipal)		\$26,759,395.29
Net Debt		<u>10,278,016.45</u>
Remaining Borrowing Power		<u>\$16,481,378.84</u>

**Calculation of "Self Liquidating Purpose,"
Water Utility Per N.J.S.A. 40A:2-45**

Cash Receipts from Fees, Rents, Fund Balance Anticipated, Interest and Other Investment Income, and Other Charges for Year		\$3,041,501.38
Deductions:		
Operating and Maintenance Cost	\$2,205,005.00	
Debt Service per Water Fund	<u>619,444.63</u>	
Total Deductions		<u>2,824,449.63</u>
Excess in Revenue		<u>\$217,051.75</u>

**Calculation of "Self Liquidating Purpose,"
Sewer Utility Per N.J.S.A. 40A:2-45**

Cash Receipts from Fees, Rents, Fund Balance Anticipated, Interest and Other Investment Income, and Other Charges for Year		\$689,445.50
Deductions:		
Operating and Maintenance Cost	\$582,580.00	
Debt Service per Sewer Fund	<u>85,694.53</u>	
Total Deductions		<u>668,274.53</u>
Excess in Revenue		<u>\$21,170.97</u>

The foregoing debt information is in agreement with the annual debt statement filed by the chief financial officer.

Note 14: **CAPITAL DEBT (CONT'D)**

<u>Year</u>	<u>General Bonds</u>		<u>Green Acres Loan</u>		<u>Total</u>
	<u>Principal</u>	<u>Interest</u>	<u>Principal</u>	<u>Interest</u>	
2014	\$910,000.00	\$363,857.17	\$27,009.48	\$5,458.57	\$1,306,325.22
2015	941,000.00	326,603.61	27,552.36	4,915.68	1,300,071.65
2016	1,000,000.00	296,855.86	28,106.17	4,361.88	1,329,323.91
2017	1,025,000.00	258,730.86	28,671.10	3,796.94	1,316,198.90
2018	1,075,000.00	219,512.12	29,247.39	3,220.65	1,326,980.16
2019-23	3,443,119.00	531,425.88	139,060.95	7,045.29	4,120,651.12
2024-28	1,604,000.00	151,000.04	---	---	1,755,000.04

<u>Year</u>	<u>Water Bonds</u>		<u>Water Loans</u>		<u>Total</u>
	<u>Principal</u>	<u>Interest</u>	<u>Principal</u>	<u>Interest</u>	
2014	\$350,000.00	\$115,477.86	\$182,435.75	\$39,454.64	\$687,368.25
2015	350,000.00	102,270.90	187,925.80	35,206.86	675,403.56
2016	375,000.00	89,145.90	190,408.19	30,709.07	685,263.16
2017	375,000.00	75,008.40	193,681.70	27,831.41	671,521.51
2018	385,000.00	60,870.90	199,073.91	24,022.99	668,967.80
2019-23	959,881.00	126,865.94	1,040,133.44	57,475.43	2,184,355.81
2024-28	393,000.00	37,862.54	354,089.40	23,901.43	808,853.37

<u>Year</u>	<u>Sewer Bonds</u>		<u>Total</u>
	<u>Principal</u>	<u>Interest</u>	
2014	\$90,000.00	\$32,055.15	\$122,055.15
2015	90,000.00	28,659.50	118,659.50
2016	90,000.00	25,309.50	115,309.50
2017	95,000.00	21,934.50	116,934.50
2018	92,000.00	18,409.50	110,409.50
2019-23	174,000.00	60,024.50	234,024.50
2024-28	145,000.00	38,400.00	183,400.00
2029-32	123,000.00	12,480.00	135,480.00

Note 15: **DEFERRED CHARGES TO BE RAISED IN SUCCEEDING BUDGETS**

Certain expenditures are required to be deferred to budgets of succeeding years. At December 31, 2013, the following deferred charge is shown on the statement of assets, liabilities, reserves and fund balance of the following fund:

	<u>Balance Dec. 31, 2013</u>	<u>2014 Budget Appropriation</u>
Current Fund:		
Special Emergency Authorizations	\$45,000.00	\$45,000.00

The appropriations in the 2014 Budget as adopted are not less than that required by the statutes.

Note 16: **SCHOOL TAXES**

The Borough of Berlin Local School Tax and Eastern Regional High School Tax have been raised and the liability deferred by statutes, resulting in the school tax payable set forth in the Current Fund liabilities as follows:

Local School District:

	<u>Balance Dec. 31,</u>	
	<u>2013</u>	<u>2012</u>
Balance of Tax	\$3,686,991.00	\$3,611,792.00
Deferred	3,211,664.00	3,211,664.00
Payable	\$475,327.00	\$400,128.00

Regional High School District:

	<u>Balance Dec. 31,</u>	
	<u>2013</u>	<u>2012</u>
Balance of Tax	\$1,755,545.46	\$1,902,175.91
Deferred	1,720,206.54	1,720,206.54
Payable	\$35,338.92	\$181,969.37

Note 17: **JOINT INSURANCE POOL**

The Borough of Berlin is a member of the Camden County Municipal Joint Insurance Fund. The Fund provides its members with the following coverage:

- Workers' Compensation and Employer's Liability
- Liability other than Motor Vehicles
- Property Damage other than Motor Vehicles
- Motor Vehicles

Contributions to the Fund, including a reserve for contingencies, are payable in two installments and are based on actuarial assumptions determined by the Fund's actuary. The Commissioner of Insurance may order additional assessments to supplement the Fund's claim, loss retention or administrative accounts to assure the payment of the Fund's obligations.

The Fund provides the Borough with the following coverage:

- Property - Blanket Building and Grounds
- Boiler and Machinery
- General and Automobile Liability
- Public Official Bonds
- Excess Liability
- Environmental and Employment Practices Liability
- Workers Compensation Liability

Note 17: **JOINT INSURANCE POOL (CONT'D)**

Contributions to the Fund, are payable in an annual premium and is based on actuarial assumptions determined by the Fund's actuary. The Borough's agreement with the pool provides that the pool will be self-sustaining through member premiums and will reinsure through the Municipal Excess Liability Joint Insurance Fund for claims in excess of \$50,000 to \$200,000 based on the line of coverage for each insured event.

The Fund publishes its own financial report for the year ended December 31, 2013, which can be obtained from:

Camden County Municipal Joint Insurance Fund
9 Campus Drive, Suite 16
Parsippany, New Jersey 07054

Note 18: **LITIGATION**

The Borough is a defendant in several legal proceedings that are in various stages of litigation. It is believed that the outcome, or exposure to the Borough, from such litigation is either unknown or potential losses, if any, would not be material to the financial statements.

Note 19: **SUBSEQUENT EVENTS**

Subsequent to December 31, 2013, several appeals are on file against the Borough. These appeals have not yet been resolved but the amount of potential property tax cancellations is estimated to be \$71,200.00.

Subsequent to December 31, the Borough of Berlin authorized additional Bonds and Notes as follows:

	<u>Purpose</u>	<u>Date</u>	<u>Amount</u>
General Capital:			
	Road Reconstruction	March 5, 2014	\$142,500.00
	Acquisition of Equipment	March 5, 2014	354,900.00
	Equipment & Construction of Police Facility	March 5, 2014	517,750.00
Sewer Utility Capital:			
	Sewer Utility Improvements	March 5, 2014	475,000.00
Water Utility Capital:			
	Water Utility Improvements	May 15, 2014	<u>200,000.00</u>
			<u>\$1,690,150.00</u>

SUPPLEMENTAL EXHIBITS

SUPPLEMENTAL EXHIBITS

CURRENT FUND

BOROUGH OF BERLIN
CURRENT FUND
Statement of Current Cash
Per N.J.S.40A:5-5 -- Chief Financial Officer
For the Year Ended December 31, 2013

	<u>Regular</u>	<u>Federal and State Grant Fund</u>
Balance Dec. 31, 2012	\$ 2,616,698.20	
Increased by Receipts:		
From Tax Collector	\$ 21,808,379.42	
Consolidated Municipal Property Tax Relief Act	32,578.00	
Energy Receipts Tax	664,118.65	
Uniform Fire Safety Act Fees	54,525.89	
Miscellaneous Revenue Not Anticipated	103,607.83	
Revenue Accounts Receivable	709,888.62	
Due from State of New Jersey:		
Senior Citizen and Veteran Deductions	93,416.66	
State Training Fees	4,502.00	
Federal and State Grants Receivable		\$ 126,221.63
Federal and State Grants Appropriated		11,595.95
Due General Capital Fund	133,236.24	
Due Trust Other Fund	1,869.67	
Due Current Fund		68,316.81
Due Animal Control Fund	35.23	
Due Library	336.00	
2013 Appropriation Refunds	198,240.51	
Contra	4,219.00	
	23,808,953.72	\$ 206,134.39
	26,425,651.92	206,134.39
Decreased by Disbursements:		
2013 Appropriations	6,028,972.53	
2012 Appropriation Reserves	95,405.21	
Due to State of New Jersey -- State Training Fees	5,234.00	
Due Library	665.00	
Refund of Tax Overpayments	19,094.18	
Due County for Added and Omitted Taxes	8,912.66	
County Taxes Payable	6,314,141.57	
Local District School Taxes Payable	6,949,284.00	
Regional High School Taxes Payable	3,642,094.45	
Due Federal and State Grant Fund	68,316.81	
Reserve for Federal and State Grants--Appropriated		186,736.92
Reserve for Encumbrances		4,952.60
Due Water Utility Capital Fund	300,000.00	
Reserve for Revaluation of Real Property	2,200.00	
Contra	4,219.00	
	23,438,539.41	191,689.52
Balance Dec. 31, 2013	\$ 2,987,112.51	\$ 14,444.87

BOROUGH OF BERLIN
CURRENT FUND
 Statement of Current Cash
 Per N.J.S.40A:5-5 -- Collector
 For the Year Ended December 31, 2013

Increased by Receipts:			
Taxes Receivable	\$	21,379,842.27	
Tax Title Liens Receivable		2,386.87	
Prepaid Taxes		234,537.56	
Interest and Costs on Taxes		123,857.70	
Tax Overpayments		19,281.18	
Miscellaneous Revenue Not Anticipated		48,473.84	
			\$ 21,808,379.42
Decreased by Disbursements:			
Turnover to Treasurer			\$ 21,808,379.42

CURRENT FUND
 Schedule of Change Funds
 For the Year Ended December 31, 2013

<u>Office</u>	<u>Amount</u>
Tax Office	\$ 500.00
Municipal Court	100.00
	\$ 600.00

BOROUGH OF BERLIN
CURRENT FUND
 Statement of Taxes Receivable and Analysis of Property Tax Levy
 For the Year Ended December 31, 2013

Year	Balance Dec. 31, 2012	Levy	Added Taxes	2012 Collections	2013 Collections	Due from State of New Jersey	Transfer To Liens	Canceled	Overpayments Applied	Balance Dec. 31, 2013
2011	\$ 1,850.85		\$ 1,708.35	\$	\$ 1,850.36	\$ 250.00	\$ 2,150.61	\$ 1,514.81	\$	\$ 0.49
2012	438,708.18				436,264.76					236.35
2013	440,559.03	-	1,708.35	-	438,115.12	250.00	2,150.61	1,514.81	-	236.84
	-	\$ 21,571,717.34	4,933.68	\$ 145,324.57	20,941,727.15	91,737.40	-	121,964.23	\$ 187.00	275,710.67
	\$ 440,559.03	\$ 21,571,717.34	\$ 6,642.03	\$ 145,324.57	\$ 21,379,842.27	\$ 91,987.40	\$ 2,150.61	\$ 123,479.04	\$ 187.00	\$ 275,947.51

Analysis of 2013 Property Tax Levy

Tax Yield:	
General Purpose Tax	\$ 21,521,715.88
Added and Omitted Taxes (54:63.1 et seq.)	50,001.46
	<u>\$ 21,571,717.34</u>

Tax Levy

Regional High School Tax	\$ 3,495,464.00
Local District School Tax	7,024,483.00
County Taxes:	
County Taxes	\$ 5,798,968.42
County Library Tax	362,834.83
County Open Space Tax	152,338.32
Due County for Added and Omitted Taxes	14,697.44
Total County Taxes	6,328,839.01
Municipal Open Space Taxes:	
Municipal Open Space Tax	114,000.00
Municipal Added and Omitted Taxes	260.27
Total Municipal Open Space Taxes	114,260.27
Local Tax for Municipal Purposes	4,571,414.01
Add: Additional Tax Levied	37,257.05
Local Tax for Municipal Purposes Levied	4,608,671.06
	<u>\$ 21,571,717.34</u>

BOROUGH OF BERLIN
CURRENT FUND

Statement of Revenue Accounts Receivable
For the Year Ended December 31, 2013

	Balance Dec. 31, 2012	Accrued 2013	Collections	Due From Animal Control Fund	Due From Trust Other Fund	Due From General Capital Fund	Balance Dec. 31, 2013
Licenses:							
Alcoholic Beverages		11,924.00	11,924.00				
Other	\$ 12,382.00	54,495.00	55,997.41				\$ 10,879.59
Fees and Permits - Other:							
Clerk		14,056.53	14,056.53				
Registrar		15,695.00	15,695.00				
Planning		3,400.00	3,400.00				
Zoning		3,570.00	3,570.00				
Police		2,284.52	2,284.52				
Searches for Municipal Improvements		30.00	30.00				
Construction Code:							
Fees and Permits		81,335.00	81,335.00				
Cable TV Franchise Fees		102,954.08	102,954.08				
Municipal Court:							
Fines and Costs	13,341.11	201,758.16	198,706.76				16,392.51
Interest on Investments:							
Current Fund		5,365.66	5,365.66				
Animal Control Fund		35.23		35.23			
Trust Other Fund - Treasurer		685.47			685.47		
Trust Other Fund - Collector		304.20			304.20		
General Capital Fund		1,836.24				1,836.24	
Municipal Court		84.48	84.48				
Clerk		10.97	10.97				
Payment in Lieu of Taxes:							
Virtua Hospital		40,000.00	40,000.00				
Jet Associates		16,225.98	16,225.98				
Rentals of Borough Property:							
U.S. Post Office		12,000.00	12,000.00				
Bell Telephone / Verizon		55,048.10	55,670.85				
69 S. White Horse Pike	622.75	11,071.08	11,071.08				
Cable T.C. Co. (AT&T)		23,785.60	23,785.60				
Nextel	5,198.69	50,839.36	55,720.70				317.35
PNC Bank		9,744.00	9,744.00				
	<u>\$ 31,544.55</u>	<u>\$ 718,538.66</u>	<u>\$ 719,632.62</u>	<u>\$ 35.23</u>	<u>\$ 989.67</u>	<u>\$ 1,836.24</u>	<u>\$ 27,589.45</u>
Chief Financial Officer:							
Miscellaneous Revenue			\$ 709,888.62				
Miscellaneous Revenue Not Anticipated			9,744.00				
			<u>\$ 719,632.62</u>				

BOROUGH OF BERLIN
CURRENT FUND
Statement of Deferred Charges
N.J.S. 40A:4-55 -- Special Emergency Authorizations
For the Year Ended December 31, 2013

<u>Date Authorized</u>	<u>Purpose</u>	<u>Net Amount Authorized</u>	<u>1/5 of Net Amount Authorized</u>	<u>Balance Dec. 31, 2012</u>	<u>Current Year Authorization</u>	<u>Raised in 2013 Budget</u>	<u>Balance Dec. 31, 2013</u>
12/29/09	Revaluation of Real Property	\$ 225,000.00	\$ 45,000.00	<u>\$ 90,000.00</u>	<u>-</u>	<u>\$ 45,000.00</u>	<u>\$ 45,000.00</u>

BOROUGH OF BERLIN

CURRENT FUND

Statement of Due to State of New Jersey--Veterans' and Senior Citizens' Deductions
For the Year Ended December 31, 2013

Balance Dec. 31, 2012		\$ 16,955.87
Increased by:		
Cash Received		<u>93,416.66</u>
		110,372.53
Decreased by:		
Deductions Allowed per Tax Billing	\$ 91,000.00	
Deductions Allowed per Tax Collector -- Current Year	1,500.00	
Deductions Allowed per Tax Collector -- Prior Year	<u>250.00</u>	
		\$ 92,750.00
Less:		
Deductions Disallowed per Tax Collector -- Current Year		762.60
Charge to Operations:		
Deductions Disallowed per Tax Collector -- Prior Year		<u>1,708.35</u>
		<u>90,279.05</u>
Balance Dec. 31, 2013		<u><u>\$ 20,093.48</u></u>

BOROUGH OF BERLIN
CURRENT FUND
 Statement of 2012 Appropriation Reserves
 For the Year Ended December 31, 2013

	Balance Dec. 31, 2012		Balance After Modification	Disbursed	Balance Lapsed
	Encumbered	Reserved			
OPERATIONS--WITHIN "CAPS"					
General Government					
Mayor and Council					
Salaries and Wages		\$ 95.76	\$ 95.76		\$ 95.76
Other Expenses		1,518.97	1,518.97	\$ 480.32	1,038.65
Administrative and Executive					
Salaries and Wages		920.43	920.43		920.43
Other Expenses	\$ 5,197.90	3,822.70	9,020.60	5,151.62	3,868.98
Financial Administration					
Salaries and Wages		1,127.19	1,127.19		1,127.19
Other Expenses	249.91	3,235.94	3,485.85	726.66	2,759.19
Audit Services					
Other Expenses		1,918.44	1,918.44		1,918.44
Engineering Services					
Other Expenses		9,459.64	9,459.64	483.78	8,975.86
Collection of Taxes					
Salaries and Wages		671.83	671.83		671.83
Other Expenses	474.50	853.30	1,327.80	474.50	853.30
Public Employees' Award Program (N.J.S.40A:9-8) (N.J.S.40A:5-31)					
Other Expenses		2.94	2.94		2.94
Assessment of Taxes					
Salaries and Wages		238.64	238.64		238.64
Other Expenses	723.10	36.27	759.37	723.10	36.27
Municipal Court					
Salaries and Wages		503.93	203.93		203.93
Other Expenses	904.13	344.59	1,548.72	1,450.63	98.09
Legal Services and Costs					
Other Expenses	17,373.81	11,016.25	28,390.06	27,768.53	621.53
Economic Development Committee					
Salaries and Wages		440.00	440.00		440.00
Other Expenses		290.00	290.00		290.00
Municipal Land Use Law (N.J.S.40:55D-1):					
Planning Board					
Salaries and Wages		110.00	110.00		110.00
Other Expenses	850.32	573.78	1,424.10	850.32	573.78
Zoning Enforcement Officer					
Salaries and Wages		36.33	36.33		36.33
Other Expenses		172.00	172.00		172.00
Insurance					
Health Benefit Waiver		7,372.26	7,372.26		7,372.26
Workers Compensation		1,240.49	1,240.49		1,240.49
Other Insurance		1,615.00	1,615.00		1,615.00
Unemployment Compensation Insurance		2,442.25	2,442.25		2,442.25
Group Insurance for Employees		23,184.49	23,184.49		23,184.49
Public Safety					
Police					
Salaries and Wages		36,765.05	36,765.05		36,765.05
Other Expenses:					
Leasing of Vehicles		326.93	326.93		326.93
Miscellaneous Other Expenses	10,648.46	6,180.04	16,828.50	10,688.88	6,139.62
Fire					
Fire Hydrant Service					
Miscellaneous Other Expenses	4,506.06	2,261.25	6,767.31	4,821.44	1,945.87
Public Defender					
Other Expenses	491.16	5,900.00	6,391.16	491.16	5,900.00
Uniform Fire Safety Act (P.L. 1983 CH 383):					
Fire					
Salaries and Wages		5,082.80	5,082.80		5,082.80
Other Expenses	404.07	3,710.69	4,114.76	636.66	3,478.10

(Continued)

BOROUGH OF BERLIN
CURRENT FUND
Statement of 2012 Appropriation Reserves
For the Year Ended December 31, 2013

	Balance Dec. 31, 2012		Balance After Modification	Disbursed	Balance Lapsed
	Encumbered	Reserved			
<u>OPERATIONS--WITHIN "CAPS" (CONT'D)</u>					
<u>Public Safety (Cont'd)</u>					
Emergency Management Services					
Salaries and Wages		\$ 127.15	\$ 127.15		\$ 127.15
Other Expenses	\$ 28.17	711.73	739.90	\$ 28.17	711.73
Municipal Prosecutor					
Other Expenses	1,041.66		1,041.66	1,041.66	
<u>Streets and Roads</u>					
Road Repairs and Maintenance					
Salaries and Wages		5,951.79	5,951.79		5,951.79
Other Expenses	4,519.10	1,202.61	5,721.71	3,238.04	2,483.67
Public Buildings and Grounds					
Salaries and Wages		5,921.45	5,621.45		5,621.45
Other Expenses	4,459.55	95.94	4,690.49	2,663.59	2,026.90
Garbage and Trash Collection					
Salaries and Wages		269.68	269.68		269.68
Other Expenses		2,594.71	2,594.71	8.54	2,586.17
Vehicle and Equipment Maintenance					
Other Expenses	12,815.09	203.32	1,018.41		1,018.41
Garage Operations					
Salaries and Wages		5,663.97	5,663.97		5,663.97
Other Expenses			12,000.00	11,114.91	885.09
<u>Health and Welfare</u>					
Board of Health					
Salaries and Wages		336.46	336.46		336.46
Other Expenses	187.50	475.50	663.00	187.50	475.50
Senior Citizen Coordinator					
Salaries and Wages		685.75	685.75		685.75
Other Expenses		1,934.56	1,934.56		1,934.56
Animal Control					
Other Expenses		905.00	905.00		905.00
<u>Recreation and Education</u>					
Parks and Playgrounds					
Salaries and Wages		533.24	533.24		533.24
Other Expenses		1,825.17	1,990.17	8.50	1,981.67
Expense of Participation in Free Public Library					
Salaries and Wages		858.24	858.24		858.24
Other Expenses	420.33	92.00	512.33	397.47	114.86
Celebration of Public Event, Anniversary or Holiday					
Other Expenses		125.00	125.00		125.00
<u>Uniform Construction Code -- Appropriations Offset by Dedicated Revenues (N.J.A.C. 5:23-4.17)</u>					
Construction Official					
Salaries and Wages		2,322.14	2,322.14		2,322.14
Other Expenses	224.16	1,663.02	1,887.18	299.16	1,588.02
Sub-Code Officials:					
Fire					
Salaries and Wages		0.02	0.02		0.02
<u>Unclassified</u>					
Electricity		5,967.99	5,967.99		5,967.99
Water Service		2,480.57	2,480.57		2,480.57
Sewer Service		843.20	843.20		843.20
Telephone		2,582.16	2,582.16	2,264.61	317.55
Gas / Fuel Oil		3,044.74	3,044.74		3,044.74
Trash Disposal	16,325.14	23,185.29	39,510.43	15,818.99	23,691.44
Street Lighting		4,153.08	4,153.08		4,153.08
Gasoline / Motor Fuel		23,471.29	23,471.29	3,153.88	20,317.41

(Continued)

BOROUGH OF BERLIN
CURRENT FUND
 Statement of 2012 Appropriation Reserves
 For the Year Ended December 31, 2013

	<u>Balance Dec. 31, 2012</u>		<u>Balance After Modification</u>	<u>Disbursed</u>	<u>Balance Lapsed</u>
	<u>Encumbered</u>	<u>Reserved</u>			
<u>DEFERRED CHARGES AND STATUTORY</u>					
<u>EXPENDITURES --MUNICIPAL--WITHIN "CAPS"</u>					
Statutory Expenditures:					
Contribution to:					
Social Security System (O.A.S.I.)		\$ 1,381.34	\$ 1,381.34	\$ 432.59	\$ 948.75
<u>OPERATIONS-- EXCLUDED FROM "CAPS"</u>					
Solid Waste Disposal					
Recycling Tax (P.L. 2007, c. 311)	\$ 1,524.45	275.50	1,799.95		1,799.95
Storm Water Management					
Salaries and Wages		270.02	270.02		270.02
Other Expenses		6,255.00	6,255.00		6,255.00
Matching Funds for Grants		2,500.00	2,500.00		2,500.00
	<u>\$ 83,368.57</u>	<u>\$ 244,378.81</u>	<u>\$ 327,747.38</u>	<u>\$ 95,405.21</u>	<u>\$ 232,342.17</u>

BOROUGH OF BERLIN
CURRENT FUND
Statement of Due to State of New Jersey -- State Training Fees
For the Year Ended December 31, 2013

Balance Dec. 31, 2012	\$	1,850.00
Increased by:		
Receipts -- Treasurer		<u>4,502.00</u>
		6,352.00
Decreased by:		
Disbursed -- Treasurer		<u>5,234.00</u>
Balance Dec. 31, 2013	\$	<u><u>1,118.00</u></u>

Exhibit SA-10

CURRENT FUND
Statement of Tax Title Liens Receivable
For the Year Ended December 31, 2013

Increased by:		
Transferred from Taxes Receivable	\$	2,150.61
Interest and Costs from Tax Sale		<u>236.26</u>
		\$ 2,386.87
Decreased by:		
Receipts -- Collector		<u><u>2,386.87</u></u>

BOROUGH OF BERLIN
CURRENT FUND
Statement of Prepaid Taxes
For the Year Ended December 31, 2013

Balance Dec. 31, 2012 (2013 Taxes)		\$ 145,324.57
Increased by:		
Receipts:		
Collector -- 2014 Taxes		234,537.56
		379,862.13
Decreased by:		
Application to 2013 Taxes Receivable		145,324.57
Balance Dec. 31, 2013 (2014 Taxes)		\$ 234,537.56

Exhibit SA-12

CURRENT FUND
Statement of Tax Overpayments
For the Year Ended December 31, 2013

Increased by:		
Collector Receipts:		
Overpayments Created		\$ 19,281.18
Decreased by:		
Treasurer Disbursements	\$ 19,094.18	
Application to Taxes Receivable	187.00	
		\$ 19,281.18

BOROUGH OF BERLIN
CURRENT FUND
Statement of Due County for Added and Omitted Taxes
For the Year Ended December 31, 2013

Balance Dec. 31, 2012	\$	8,912.66
Increased by:		
County Share of Added and Omitted Taxes		14,697.44
		23,610.10
Decreased by:		
Payments -- Treasurer		8,912.66
Balance Dec. 31, 2013	\$	14,697.44

CURRENT FUND
Statement of County Taxes Payable
For the Year Ended December 31, 2013

Increased by:		
2013 Levy:		
General County	\$	5,798,968.42
County Library		362,834.83
County Open Space		152,338.32
	\$	6,314,141.57
Decreased by:		
Payments -- Treasurer		6,314,141.57

BOROUGH OF BERLIN
CURRENT FUND
Statement of Local District School Tax
For the Year Ended December 31, 2013

Balance Dec. 31, 2012		
School Tax Payable	\$ 400,128.00	
School Tax Deferred	<u>3,211,664.00</u>	
		\$ 3,611,792.00
Increased by:		
Levy -- School Year July 1, 2013 to June 30, 2014		<u>7,024,483.00</u>
		10,636,275.00
Decreased by:		
Payments -- Treasurer		6,949,284.00
Balance Dec. 31, 2013		
School Tax Payable	475,327.00	
School Tax Deferred	<u>3,211,664.00</u>	
		<u>\$ 3,686,991.00</u>
2013 Liability for Local District School Tax		
Tax Paid		\$ 6,949,284.00
Tax Payable Dec. 31, 2013		<u>475,327.00</u>
		7,424,611.00
Less: Tax Payable Dec. 31, 2012		<u>400,128.00</u>
Amount Charged to 2013 Operations		<u>\$ 7,024,483.00</u>

CURRENT FUND
Statement of Municipal Open Space Tax
For the Year Ended December 31, 2013

Increased by:		
Levy		\$ 114,260.27
Decreased by:		
Due Open Space Trust Fund		<u>\$ 114,260.27</u>

BOROUGH OF BERLIN
CURRENT FUND
Statement of Regional High School Tax
For the Year Ended December 31, 2013

Balance Dec. 31, 2012		
School Tax Payable	\$ 181,969.37	
School Tax Deferred	<u>1,720,206.54</u>	
		\$ 1,902,175.91
Increased by:		
Levy -- School Year July 1, 2013 to June 30, 2014		<u>3,495,464.00</u>
		5,397,639.91
Decreased by:		
Payments -- Treasurer		3,642,094.45
Balance Dec. 31, 2013		
School Tax Payable	35,338.92	
School Tax Deferred	<u>1,720,206.54</u>	
		<u><u>\$ 1,755,545.46</u></u>
2013 Liability for Regional High School Tax:		
Tax Paid		\$ 3,642,094.45
Tax Payable Dec. 31, 2013		<u>35,338.92</u>
		3,677,433.37
Less: Tax Payable Dec. 31, 2012		<u>181,969.37</u>
Amount Charged to 2013 Operations		<u><u>\$ 3,495,464.00</u></u>

BOROUGH OF BERLIN
FEDERAL AND STATE GRANT FUND
Statement of Federal and State Grants Receivable
For the Year Ended December 31, 2013

<u>Program</u>	<u>Balance Dec. 31, 2012</u>	<u>Accrued</u>	<u>Decreased</u>	<u>Balance Dec. 31, 2013</u>
Federal Grants:				
NJ DOT -- Ellis Avenue Over the Limit Under Arrest	\$ 190,000.00		\$ 190,000.00	
		\$ 1,900.00	1,900.00	
Total Federal Grants	<u>190,000.00</u>	<u>1,900.00</u>	<u>191,900.00</u>	<u>-</u>
State Grants:				
Clean Communities Grant		14,272.66	14,272.66	
Safe and Secure Communities Program	87,228.00	60,000.00	87,228.00	\$ 60,000.00
Body Armor Grant		2,440.81	2,440.81	
Recycling Tonnage Grant		10,873.27	10,873.27	
Municipal Drug Alliance		4,865.00	4,865.00	
Alcohol Education and Rehabilitation Grant		158.32	158.32	
Drunk Driving Enforcement Grant		4,483.57	4,483.57	
Total State Grants	<u>87,228.00</u>	<u>97,093.63</u>	<u>124,321.63</u>	<u>60,000.00</u>
Total	<u>\$ 277,228.00</u>	<u>\$ 98,993.63</u>	<u>\$ 316,221.63</u>	<u>\$ 60,000.00</u>
Received			\$ 126,221.63	
Canceled to Grants Appropriated			<u>190,000.00</u>	
			<u>\$ 316,221.63</u>	

BOROUGH OF BERLIN
FEDERAL AND STATE GRANT FUND
Statement of Reserve for Federal and State Grants -- Unappropriated
For the Year Ended December 31, 2013

	<u>Balance</u> <u>Dec. 31, 2012</u>	<u>Grants</u> <u>Receivable</u>	<u>Realized as</u> <u>Miscellaneous</u> <u>Revenue</u>	<u>Balance</u> <u>Dec. 31, 2013</u>
Federal Grants:				
Over the Limit Under Arrest	-	\$ 1,900.00	-	\$ 1,900.00
State Grants:				
Safe and Secure Communities Program		60,000.00	\$ 60,000.00	
Body Armor Grant	\$ 1,988.62	2,440.81	1,988.62	2,440.81
Clean Communities Program		14,272.66	14,272.66	
Recycling Tonnage Grant	10,247.32	10,873.27	10,247.32	10,873.27
Municipal Drug Alliance Grant	4,865.00	4,865.00	9,730.00	
Alcohol Education and Rehabilitation Grant		158.32	158.32	
Drunk Driving Enforcement Grant	2,431.36	4,483.57	2,431.36	4,483.57
Total State Grants	<u>19,532.30</u>	<u>97,093.63</u>	<u>98,828.28</u>	<u>17,797.65</u>
Total	<u>\$ 19,532.30</u>	<u>\$ 98,993.63</u>	<u>\$ 98,828.28</u>	<u>\$ 19,697.65</u>

BOROUGH OF BERLIN
FEDERAL AND STATE GRANT FUND
Statement of Reserve for Federal and State Grants -- Appropriated
For the Year Ended December 31, 2013

<u>Program</u>	<u>Balance</u> <u>Dec. 31, 2012</u>	<u>Transferred</u> <u>2013</u> <u>Budget</u> <u>Appropriation</u>	<u>Increased</u>	<u>Decreased</u>	<u>Balance</u> <u>Dec. 31, 2013</u>
Federal Grants:					
US Forest Service -- Fire Assistance	\$ 573.20				\$ 573.20
Over the Limit Under Arrest	5,100.00			\$ 1,900.00	3,200.00
NJ DOT -- Locust Avenue	1,711.94				1,711.94
NJ DOT -- Ellis Avenue	168,200.00		\$ 21,800.00	190,000.00	
Volunteer Firefighter Assistance Grant	2,044.75				2,044.75
Municipal Stormwater Regulation	2,132.40				2,132.40
Total Federal Grants	<u>179,762.29</u>	<u>-</u>	<u>21,800.00</u>	<u>191,900.00</u>	<u>9,662.29</u>
State Grants:					
Alcohol Education and Rehabilitation Grant	273.32	\$ 158.32		230.26	201.38
Body Armor Fund		1,988.62		1,988.62	
Drunk Driving Enforcement Grant	6,917.38	2,431.36		6,030.33	3,318.41
Clean Communities Grant	24,429.76	14,272.66		33,977.14	4,725.28
Recycling Tonnage Grant	16,576.79	10,247.32			26,824.11
Municipal Drug Alliance	18.11	9,730.00		3,499.89	6,248.22
Library Teacher Grant	539.07			164.73	374.34
Tischler Graphic Novel Grant	66.48				66.48
Safe and Secure Communities		142,200.00		142,000.28	199.72
Total State Grants	<u>48,820.91</u>	<u>181,028.28</u>	<u>-</u>	<u>187,891.25</u>	<u>41,957.94</u>
Local Grants:					
County Recycling Rebate Grant	72.66				72.66
Grand Total	<u>\$ 228,655.86</u>	<u>\$ 181,028.28</u>	<u>\$ 21,800.00</u>	<u>\$ 379,791.25</u>	<u>\$ 51,692.89</u>
Reimbursed					
Reserve for Encumbrances Canceled			\$ 11,595.95		
			10,204.05		
			<u>\$ 21,800.00</u>		
Reserve for Encumbrances					
Canceled to Grants Receivable				\$ 3,054.33	
Disbursed				190,000.00	
				<u>186,736.92</u>	
				<u>\$ 379,791.25</u>	

SUPPLEMENTAL EXHIBITS

TRUST FUND

BOROUGH OF BERLIN
TRUST FUNDS
Statement of Trust Cash
Per N.J.S.40A:5-5 -- Chief Financial Officer
For the Year Ended December 31, 2013

	<u>Animal Control</u>	<u>Open Space</u>	<u>Other</u>
Balance Dec. 31, 2012	\$ 12,417.77	\$ 147,720.73	\$ 982,900.37
Increased by Receipts:			
Reserve for Animal Control Expenditures	\$ 14,964.40		
Due to State Department of Health	1,317.60		
Due Current Fund	35.23		\$ 812.68
Reserve for Parking Offenses Adjudication Act			140.00
Reserve for Payroll Deductions Payable			1,476,031.88
Reserve for Net Payroll			2,031,558.29
Reserve for Affordable Housing			1,407.61
Reserve for COAH Fees			114,195.17
Reserve for Developers' Escrow Deposits			115,935.00
Reserve for Recycling Funds			15,343.76
Reserve for Public Defender			7,015.50
Reserve for Police Outside Services			113,172.50
Reserve for Special Law Enforcement			3,075.67
Due from Camden County			34,665.28
2013 Budget Revenue		\$ 239.78	
	<u>16,317.23</u>	<u>239.78</u>	<u>3,913,353.34</u>
	28,735.00	147,960.51	4,896,253.71
Decreased by Disbursements:			
Due State Department of Health	1,317.60		
Reserve for Encumbrances	424.90		
Due Current Fund	35.23		1,565.47
Reserve for Payroll Deductions Payable			1,483,860.15
Reserve for Net Payroll			2,031,558.29
Reserve for Affordable Housing			114,135.23
Reserve for COAH Fees			88,466.90
Reserve for Developers' Escrow Deposits			72,865.10
Reserve for Recycling Funds			16,110.90
Reserve for Community Development Block Grant			20,523.84
Reserve for Public Defender			2,500.00
Reserve for Recreation			1,067.25
Reserve for Investigation Fund			360.00
Reserve for Fire Safety			300.00
Reserve for Police Outside Services			134,711.01
Reserve for Animal Control Expenditures	13,251.61		
2013 Budget Appropriations		76,933.50	
	<u>15,029.34</u>	<u>76,933.50</u>	<u>3,968,024.14</u>
Balance Dec. 31, 2013	<u>\$ 13,705.66</u>	<u>\$ 71,027.01</u>	<u>\$ 928,229.57</u>

BOROUGH OF BERLIN
TRUST--OTHER FUND
 Statement of Trust Other Cash
 Per N.J.S.40A:5-5 -- Collector
 For the Year Ended December 31, 2013

		<u>Other</u>
Balance Dec. 31, 2012		\$ 55,300.00
Increased by Receipts:		
Due Current Fund	\$ 304.20	
Due CCMUA	130,354.21	
Reserve for Tax Title Lien Redemptions	271,118.59	
Reserve for Premiums Received at Tax Sale	153,500.00	
Contra	<u>363,499.75</u>	
		<u>918,776.75</u>
		974,076.75
Decreased by Disbursements:		
Due Current Fund	304.20	
Due CCMUA	130,354.21	
Reserve for Tax Title Lien Redemptions	271,118.59	
Reserve for Premiums Received at Tax Sale	113,800.00	
Contra	<u>363,499.75</u>	
		<u>879,076.75</u>
Balance Dec. 31, 2013		<u><u>\$ 95,000.00</u></u>

TRUST--OTHER FUND
 Statement of Reserve For Animal Control Expenditures
 For the Year Ended December 31, 2013

Balance Dec. 31, 2012		\$ 11,992.87
Increased by:		
Receipts:		
Dog License Fees Collected	\$ 12,644.40	
Cat License Fees Collected	<u>2,320.00</u>	
		<u>14,964.40</u>
		26,957.27
Decreased by:		
Disbursements		<u>13,251.61</u>
Balance Dec. 31, 2013		<u><u>\$ 13,705.66</u></u>

License Fees Collected

<u>Year</u>	<u>Amount</u>
2012	\$ 21,322.40
2011	<u>20,355.95</u>
	<u><u>\$ 41,678.35</u></u>

BOROUGH OF BERLIN
TRUST--OTHER FUND
Statement of Due from Camden County--Community Development Block Grant
For the Year Ended December 31, 2013

Balance Dec. 31, 2012	\$ 36,782.81
Increased by:	
Allotments -- Year 35	18,100.00
	54,882.81
Decreased by:	
Receipts	34,665.28
Balance Dec. 31, 2013	\$ 20,217.53
<u>Analysis of Balance</u>	
Entitlement Year 34	\$ 2,117.53
Entitlement Year 35	18,100.00
Balance Dec. 31, 2013	\$ 20,217.53

BOROUGH OF BERLIN
TRUST--OTHER FUND
Statement of Due To Current Fund
For the Year Ended December 31, 2013

Balance Dec. 31, 2012		\$ 901.55
Increased by:		
Receipts:		
Treasurer:		
Interest:		
Payroll	\$ 96.12	
Trust	270.14	
Recreation	148.73	
Escrow	296.00	
Investigation Fund	<u>1.69</u>	
		\$ 812.68
Collector -- Interest		<u>304.20</u>
		<u>1,116.88</u>
		2,018.43
Decreased by:		
Disbursements:		
Treasurer -- Interfund Loans Returned	1,565.47	
Collector -- Interfund Loans Returned	<u>304.20</u>	
		<u>1,869.67</u>
Balance Dec. 31, 2013		<u><u>\$ 148.76</u></u>

BOROUGH OF BERLIN
TRUST -- OTHER FUND
 Statement of Trust Other Reserves
 For the Year Ended December 31, 2013

Reserve	Balance Dec. 31, 2012	Increased			Decreased			Balance Dec. 31, 2013
		Receipts	Reserve for Encumbrances	Accounts Receivable	2013 Entitlement	Disbursements	Reserve for Encumbrances	
Reserve for Recreation Facilities	\$ 71,371.73					\$ 1,067.25		\$ 70,304.48
Reserve for Parking Offenses Adjudication Act	268.10	140.00						408.10
Reserve for Payroll Deductions Payable	36,998.89	1,476,031.88				1,483,860.15		29,170.62
Reserve for Net Payroll		2,031,558.29				2,031,558.29		
Reserve for Affordable Housing	591,293.20	1,407.61				114,135.23		478,565.58
Reserve for COAH Fees	5,017.50	114,195.17				88,466.90		30,745.77
Reserve for Developers' Escrow Deposits	113,367.85	115,935.00	\$ 3,358.66	\$ 1,258.75		72,865.10	\$ 6,308.91	154,746.25
Reserve for Tax Title Lien Redemptions		271,118.59				271,118.59		
Reserve for Premiums Received at Tax Sale	55,300.00	153,500.00				113,800.00		95,000.00
Reserve for Recycling Funds	57,174.35	15,343.76			\$ 18,100.00	16,110.90	1,196.64	55,210.57
Reserve for Community Development Block Grant	18,435.86					20,523.84		16,012.02
Reserve for Bid Bonds	470.00							470.00
Reserve for Security Deposits	3,340.00							3,340.00
Reserve for Encumbrances	3,358.66		(3,358.66)				(8,005.55)	8,005.55
Reserve for Public Defender	3,237.88	7,015.50				2,500.00	500.00	7,253.38
Reserve for Performance Bonds	93,613.82							93,613.82
Reserve for Investigation Fund	677.00							317.00
Reserve for Fire Safety	6,216.50					360.00		5,916.50
Reserve for Police Donation	1,480.00					300.00		1,480.00
Reserve for Police Outside Services	8,755.00	113,172.50		19,695.00		134,711.01		6,911.49
Reserve for Special Law Enforcement	5,411.25	3,075.67						8,486.92
	<u>\$ 1,075,787.59</u>	<u>\$ 4,302,493.97</u>	<u>\$ -</u>	<u>\$ 20,953.75</u>	<u>\$ 18,100.00</u>	<u>\$ 4,351,377.26</u>	<u>\$ -</u>	<u>\$ 1,065,958.05</u>
Treasurer		\$ 3,877,875.38				\$ 3,966,458.67		
Collector		424,618.59				384,918.59		
		<u>\$ 4,302,493.97</u>				<u>\$ 4,351,377.26</u>		

SUPPLEMENTAL EXHIBITS

GENERAL CAPITAL FUND

BOROUGH OF BERLIN
GENERAL CAPITAL FUND
 Statement of General Capital Cash
 Per N.J.S.40A:5-5 -- Chief Financial Officer
 For the Year Ended December 31, 2013

Balance Dec. 31, 2012		\$	516,497.41
Increased by Receipts:			
Due Current Fund	\$	1,836.24	
Capital Improvement Fund		50,000.00	
Fund Balance - Bond Sale Premium		67,199.92	
Refunds of Improvement Authorizations		10,000.00	
Serial Bonds		<u>3,854,000.00</u>	
			<u>3,983,036.16</u>
			4,499,533.57
Decreased by Disbursements:			
Improvement Authorizations		720,660.91	
Reserve for Encumbrances		1,348.07	
Contracts Payable		62,697.07	
Bond Anticipation Notes		1,836,750.00	
Due Current Fund		1,836.24	
Due Sewer Utility Capital Fund		33,394.12	
Due Water Utility Capital Fund		<u>9,467.15</u>	
			<u>2,666,153.56</u>
Balance Dec. 31, 2013			<u><u>\$ 1,833,380.01</u></u>

BOROUGH OF BERLIN
GENERAL CAPITAL FUND
Statement of Deferred Charges to Future Taxation--Funded
For the Year Ended December 31, 2013

Balance Dec. 31, 2012		\$ 7,150,243.74
Increased by:		
Serial Bonds Issued		3,854,000.00
		11,004,243.74
Decreased by:		
2013 Budget Appropriations:		
Serial Bonds	\$ 700,000.00	
Green Acres Loan Payable	26,477.29	
		726,477.29
Balance Dec. 31, 2013		\$ 10,277,766.45

Exhibit SC-4

GENERAL CAPITAL FUND
Statement of Due from State of New Jersey
For the Year Ended December 31, 2013

Balance Dec. 31, 2012		\$ 166,000.00
Increased by:		
Entitlement -- Improvement Authorization 13-3.1		190,000.00
		356,000.00
Decreased by:		
Due From Current Fund		131,400.00
Balance Dec. 31, 2013		\$ 224,600.00

Analysis of Balance

Due from Department of Transportation:		
Ord. No. 11-5.1	\$ 166,000.00	
Ord. No. 13-3.1	58,600.00	
		\$ 224,600.00

BOROUGH OF BERLIN
GENERAL CAPITAL FUND
 Statement of Deferred Charges To Future Taxation--Unfunded
 For the Year Ended December 31, 2013

Ordinance Number	Improvement Description	Analysis of Balance Dec. 31, 2013						
		Balance Dec. 31, 2012	2013 Authorizations	Bonds Issued	Balance Dec. 31, 2013	Expenditures	Bond Anticipation Notes	Unexpended Improvement Authorizations
General								
<u>Improvements:</u>								
08-12.1	Purchase of Technology Equipment	\$ 52,250.00		\$ 52,250.00				
08-12.2	Purchase of Fire Truck Apparatus	28,500.00		28,500.00				
09-15.1	Purchase of Recycling and Trash Truck	394,250.00		394,250.00				
09-15.2	Purchase of Street Signage	9,500.00		9,500.00				
10-8.1	Acquisition of Emergency Vehicle	152,000.00		152,000.00				
10-8.2	Acquisition of Fire Rescue Equipment	16,150.00		16,150.00				
11-5.1	Improvement to Various Roads	425,000.00		425,000.00				
11-5.2	Acquisition of Public Works Equipment	38,000.00		38,000.00				
11-5.3	Acquisition of Public Works Equipment	28,500.00		28,500.00				
11-5.4	Acquisition of Fire Rescue Equipment	52,250.00		52,250.00				
11-5.5	Acquisition of Office Equipment	4,750.00		4,750.00				
11-5.6	Acquisition of Senior Bus	57,000.00		57,000.00				
12-6.1	Improvement to Various Roads	302,600.00		302,600.00				
12-6.2	Acquisition of Public Works Equipment	38,000.00		38,000.00				
12-6.3	Acquisition of Police Equipment	90,000.00		90,000.00				
12-6.4	Acquisition of Fire Rescue Equipment	34,000.00		34,000.00				
12-6.5	Improvement to Municipal Facilities	114,000.00		114,000.00				
13-3.1	Road Reconstruction		\$ 99,700.00					
13-3.2	Acquisition of Public Works Equipment		261,200.00					
13-3.3	Acquisition of Police Equipment		47,400.00					
13-3.4	Acquisition of Fire Rescue Equipment		47,500.00					
13-3.5	Acquisition of Ambulance Squad Equipment		2,800.00					
13-3.6	Construction of Police Facility		1,568,900.00					
		\$ 1,836,750.00	\$ 2,017,500.00	\$ 3,854,000.00	\$ 250.00	\$ -	\$ 250.00	\$ 250.00

BOROUGH OF BERLIN
GENERAL CAPITAL FUND
Statement of Capital Improvement Fund
For the Year Ended December 31, 2013

Balance Dec. 31, 2012	\$ 66,046.00
Increased by:	
Receipt from Current Fund -- Budget Appropriation	<u>50,000.00</u>
	116,046.00
Decreased by:	
Appropriation to Finance Improvement Authorizations	<u>106,500.00</u>
Balance Dec. 31, 2013	<u><u>\$ 9,546.00</u></u>

BOROUGH OF BERLIN
GENERAL CAPITAL FUND
 Statement of Improvement Authorizations
 For the Year Ended December 31, 2013

2013 Authorizations

Ordinance Number	Improvement Description	Date	Ordinance Amount	Balance Dec. 31, 2012		Capital Improvement Fund	Due From NJ Department of Transportation	Deferred Charges To Future Taxation--		Paid or Charged	Balance Dec. 31, 2013	
				Funded	Unfunded			Funded	Unfunded		Funded	Unfunded
04-9-13	General											
04-16; 04-22-3	Reforestation	6-03-04; 10-04-07	\$ 288,800.00	\$ 8,515.00						\$	\$ 8,515.00	
05-18-3; 08-9	Municipal Facilities Lighting and Security	4-18-06	50,400.00	20,146.46							20,146.46	
06-11-3	Recreation of Municipal Facilities	6-20-05; 9-08-08	250,000.00	14,539.65					\$	14,539.65		
07-17-1	Recreation Center Improvements	7-17-06	750,000.00	7,621.70						4,500.00	3,121.70	
08-12-2	Road Reconstruction	9-17-07	328,250.00	134,411.33						32,039.94	102,371.39	
09-15-1	Improvements to Public Buildings	10-06-08	222,200.00	104,923.22						73,657.46	31,265.76	
10-8-1	Purchase of Fire Truck Apparatus	10-05-09	30,000.00		0.28					19,984.00	31,817.91	
10-8-2	Purchase of Recycling and Trash Truck	8-2-10	415,000.00		51,801.91						3,653.18	
11-5-3	Acquisition of Emergency Vehicle	8-2-10	160,000.00		3,653.18						918.16	
11-5-4	Acquisition of Fire Rescue Equipment	5-2-11	17,000.00		918.16						731.00	
11-5-6	Acquisition of Public Works Equipment	5-2-11	30,000.00		731.00						0.38	
12-06-1	Acquisition of Fire Rescue Equipment	5-2-11	55,000.00		0.38						2,120.00	
12-06-2	Acquisition of Senior Bus	3-5-12	60,000.00		2,120.00						21,697.44	
12-06-3	Improvement to Various Roads	3-5-12	319,000.00		22,387.44					690.00		
12-06-5	Acquisition of Public Works Equipment	3-5-12	40,000.00		5,986.64					5,986.64		
13-3-1	Acquisition of Police Equipment	3-5-12	96,000.00		7,384.26					7,384.26		
13-3-2	Improvement to Municipal Facilities	4-1-13	120,000.00		105,131.99							
13-3-3	Road Reconstruction	4-1-13	295,000.00									
13-3-4	Acquisition of Public Works Equipment	4-1-13	275,000.00									
13-3-5	Acquisition of Police Equipment	4-1-13	50,000.00									
13-3-6	Acquisition of Fire Rescue Equipment	4-1-13	50,000.00									
13-3-6	Acquisition of Ambulance Squad Equipment	4-1-13	3,000.00									
13-3-6	Construction of Police Facility	4-1-13	1,641,000.00							32,990.51	1,607,759.49	\$ 250.00
						\$ 290,157.36	\$ 200,115.24	\$ 106,500.00	\$ 190,000.00	\$ 871,374.01	\$ 1,932,648.59	\$ 250.00

Disbursements \$ 720,660.91
 Reserve for Encumbrances 122,348.95
 Contracts Payable 38,364.15
 Improvement Authorization Refunds (10,000.00)
\$ 871,374.01

BOROUGH OF BERLIN
GENERAL CAPITAL FUND
Statement of Contracts Payable
For the Year Ended December 31, 2013

Balance Dec. 31, 2012	\$	93,002.93
Increased by:		
Charges to Improvement Authorizations		38,364.15
		131,367.08
Decreased by:		
Disbursed		62,697.07
Balance Dec. 31, 2013	\$	68,670.01

Schedule of Contracts Payable Dec. 31, 2013

<u>Vendor</u>	<u>Ordinance #</u>		<u>Amount</u>
Arawak Paving Co., Inc.	11-5.1	\$	30,305.86
A.E. Stone, Inc.	13-3.1		38,364.15
		\$	68,670.01

GENERAL CAPITAL FUND
Statement of Due From Current Fund
For the Year Ended December 31, 2013

Increased by:		
Received in Current Fund - Due from NJ DOT	\$	131,400.00
Disbursed:		
Interest Earned on Deposits		1,836.24
		\$ 133,236.24
Decreased by:		
Receipts		
Interest Earned on Deposits		1,836.24
Balance Dec. 31, 2013	\$	131,400.00

BOROUGH OF BERLIN
GENERAL CAPITAL FUND
 Statement of Bond Anticipation Notes
 For the Year Ended December 31, 2013

<u>Ordinance Number</u>	<u>Improvement Description</u>	<u>Date of Issue of Original Note</u>	<u>Date of Issue</u>	<u>Date of Maturity</u>	<u>Interest Rate</u>	<u>Balance Dec. 31, 2012</u>	<u>Increased</u>	<u>Paid with Bond Proceeds</u>	<u>Balance Dec. 31, 2013</u>
08-12.1	Purchase of Recycling and Trash Truck	11/23/2010	11/8/2012	11/6/2013	1.25%	\$ 52,250.00		\$ 52,250.00	
08-12.2	Purchase of Street Signage	11/23/2010	11/8/2012	11/6/2013	1.25%	28,500.00		28,500.00	
09-15.1	Acquisition of Emergency Vehicle	11/23/2010	11/8/2012	11/6/2013	1.25%	394,250.00		394,250.00	
09-15.2	Acquisition of Fire Rescue Equipment	11/23/2010	11/8/2012	11/6/2013	1.25%	9,500.00		9,500.00	
10-8.1	Acquisition of Emergency Vehicle	11/23/2010	11/8/2012	11/6/2013	1.25%	152,000.00		152,000.00	
10-8.2	Acquisition of Fire Rescue Equipment	11/23/2010	11/8/2012	11/6/2013	1.25%	16,150.00		16,150.00	
11-5.1	Improvement to Various Roads	11/21/2011	11/8/2012	11/6/2013	1.25%	425,000.00		425,000.00	
11-5.2	Acquisition of Public Works Equipment	11/21/2011	11/8/2012	11/6/2013	1.25%	38,000.00		38,000.00	
11-5.3	Acquisition of Public Works Equipment	11/21/2011	11/8/2012	11/6/2013	1.25%	28,500.00		28,500.00	
11-5.4	Acquisition of Fire Rescue Equipment	11/21/2011	11/8/2012	11/6/2013	1.25%	52,250.00		52,250.00	
11-5.5	Acquisition of Office Equipment	11/21/2011	11/8/2012	11/6/2013	1.25%	4,750.00		4,750.00	
11-5.6	Acquisition of Senior Bus	11/21/2011	11/8/2012	11/6/2013	1.25%	57,000.00		57,000.00	
12-6.1	Improvement to Various Roads	11/8/2012	11/8/2012	11/6/2013	1.25%	302,600.00		302,600.00	
12-6.2	Acquisition of Public Works Equipment	11/8/2012	11/8/2012	11/6/2013	1.25%	38,000.00		38,000.00	
12-6.3	Acquisition of Police Equipment	11/8/2012	11/8/2012	11/6/2013	1.25%	90,000.00		90,000.00	
12-6.4	Acquisition of Fire Rescue Equipment	11/8/2012	11/8/2012	11/6/2013	1.25%	34,000.00		34,000.00	
12-6.5	Improvement to Municipal Facilities	11/8/2012	11/8/2012	11/6/2013	1.25%	114,000.00		114,000.00	
						<u>\$ 1,836,750.00</u>	<u>-</u>	<u>\$ 1,836,750.00</u>	<u>-</u>

BOROUGH OF BERLIN
GENERAL CAPITAL FUND
 Statement of Green Acres Loan
 For the Year Ended December 31, 2013

Purpose	Loan Amount	Payment Schedule		Interest Rate	Balance Dec. 31, 2012	Paid By Budget Appropriation	Balance Dec. 31, 2013
		Date	Amount				
Franklin Avenue Recreation Fields	\$ 500,000.00	6/13/2014	\$ 13,437.55	2.00%	\$ 306,124.74	\$ 26,477.29	\$ 279,647.45
		12/13/2014	13,571.93				
		6/13/2015	13,707.64				
		12/13/2015	13,844.72				
		6/13/2016	13,983.17				
		12/13/2016	14,123.00				
		6/13/2017	14,264.23				
		12/13/2017	14,406.87				
		6/13/2018	14,550.94				
		12/13/2018	14,696.45				
		6/13/2019	14,843.42				
		12/13/2019	14,991.85				
		6/13/2020	15,141.77				
	12/13/2020	15,293.19					
	6/13/2021	15,446.12					
	12/13/2021	15,600.58					
	6/13/2022	15,756.58					
	12/13/2022	15,914.15					
	6/13/2023	16,073.29					

BOROUGH OF BERLIN
GENERAL CAPITAL FUND
 Statement of Bonds and Notes Authorized But Not Issued
 For the Year Ended December 31, 2013

Ordinance Number	Improvement Description	Balance Dec. 31, 2012	2013 Authorizations	Notes Paid With Bond Funds	Bonds Issued	Balance Dec. 31, 2013
General						
<u>Improvements:</u>						
08-12.1	Purchase of Recycling and Trash Truck			\$ 52,250.00	\$ 52,250.00	
08-12.2	Purchase of Street Signage			28,500.00	28,500.00	
09-15.1	Acquisition of Emergency Vehicle			394,250.00	394,250.00	
09-15.2	Acquisition of Fire Rescue Equipment			9,500.00	9,500.00	
10-8.1	Acquisition of Emergency Vehicle			152,000.00	152,000.00	
10-8.2	Acquisition of Fire Rescue Equipment			16,150.00	16,150.00	
11-5.1	Improvement to Various Roads			425,000.00	425,000.00	
11-5.2	Acquisition of Public Works Equipment			38,000.00	38,000.00	
11-5.3	Acquisition of Public Works Equipment			28,500.00	28,500.00	
11-5.4	Acquisition of Fire Rescue Equipment			52,250.00	52,250.00	
11-5.5	Acquisition of Office Equipment			4,750.00	4,750.00	
11-5.6	Acquisition of Senior Bus			57,000.00	57,000.00	
12-6.1	Improvement to Various Roads			302,600.00	302,600.00	
12-6.2	Acquisition of Public Works Equipment			38,000.00	38,000.00	
12-6.3	Acquisition of Police Equipment			90,000.00	90,000.00	
12-6.4	Acquisition of Fire Rescue Equipment			34,000.00	34,000.00	
12-6.5	Improvement to Municipal Facilities			114,000.00	114,000.00	
13-3.1	Road Reconstruction		\$ 99,700.00	114,000.00	99,700.00	
13-3.2	Acquisition of Public Works Equipment		261,200.00	261,200.00	261,200.00	
13-3.3	Acquisition of Police Equipment		47,400.00	47,400.00	47,400.00	
13-3.4	Acquisition of Fire Rescue Equipment		47,500.00	47,500.00	47,500.00	
13-3.5	Acquisition of Ambulance Squad Equipment		2,800.00	2,800.00	2,800.00	
13-3.6	Construction of Police Facility		1,558,900.00	1,558,900.00	1,558,650.00	\$ 250.00
		-	\$ 2,017,500.00	\$ 1,836,750.00	\$ 3,854,000.00	\$ 250.00

SUPPLEMENTAL EXHIBITS

WATER UTILITY FUND

BOROUGH OF BERLIN
WATER UTILITY FUND
 Statement of Water Utility Cash
 Per N.J.S.40A:5-5 -- Chief Financial Officer
 For the Year Ended December 31, 2013

	<u>Operating</u>	<u>Capital</u>
Balance Dec. 31, 2012	\$ 521,934.15	\$ 12,117.63
Increased by Receipts:		
Turnover from Collector	\$ 2,912,765.47	
Due Current Fund		\$ 300,000.00
Due Water Capital Fund	450,000.00	
Miscellaneous Revenue	1,375.94	
2013 Appropriation Refunds	6,633.51	
Serial Bonds		973,000.00
Fund Balance - Bond Sale Premium		16,965.62
	<u>3,370,774.92</u>	<u>1,289,965.62</u>
	3,892,709.07	1,302,083.25
Decreased by Disbursements:		
2013 Budget Appropriations	2,511,126.52	
2012 Appropriation Reserves	68,873.69	
Water Rent Overpayments	2,813.20	
Improvement Authorizations		24,310.96
Due Water Utility Operating Fund		450,000.00
Accrued Interest on Bonds and Notes	141,935.30	
Contracts Payable		178,980.61
Reserve for Encumbrances		31,036.21
	<u>2,724,748.71</u>	<u>684,327.78</u>
Balance Dec. 31, 2013	<u>\$ 1,167,960.36</u>	<u>\$ 617,755.47</u>

Exhibit SD-2

WATER UTILITY OPERATING FUND
 Statement of Water Utility Operating Cash
 Per N.J.S.40A:5-5 -- Collector
 For the Year Ended December 31, 2013

Increased by Receipts:	
Water Rents Receivable	\$ 2,417,209.28
Water Rent Overpayments	6,964.62
Fire Hydrant and Sprinkler Rents Receivable	448,360.46
Miscellaneous Revenue	40,231.11
	<u>2,912,765.47</u>
Decreased by Disbursements:	
Payments to Treasurer	<u>\$ 2,912,765.47</u>

BOROUGH OF BERLIN
WATER UTILITY CAPITAL FUND
 Analysis of Water Capital Cash and Investments
 For the Year Ended December 31, 2013

	Balance (Deficit)		Receipts			Disbursements			Transfers		Balance (Deficit)
	Dec. 31, 2012	Dec. 31, 2013	Serial Bonds	Miscellaneous	Improvement Authorizations	Miscellaneous	From	To	Dec. 31, 2013		
Capital Improvement Fund	\$ 2,530.71	\$		\$ 16,965.62			\$ 1,300.00			\$ 1,230.71	
Fund Balance	432,874.53									16,965.62	
Reserve for Payment of Debt										432,874.53	
Improvement Authorizations:											
04-09.1 Route 73 Water Main Extension	6,200.00				\$ 1,359.96					6,200.00	
06-14.1 Purchase of Computer Software	5,790.39				2,440.00		634.00			4,430.43	
06-14.2 Equipment and System Improvements	35,902.35									32,828.35	
07-17.1 Plant Improvements and Controls	58,063.49									58,063.49	
07-17.2 Main Improvements	282,498.67						9,467.15			282,498.67	
09-08.1 Redrilling of Well #10	(772,036.21)		\$ 855,000.00		20,511.00					52,985.64	
09-08.2 Repair of Filters in Plant No. 1	(65,824.51)		95,000.00							29,175.49	
13-03.7 Acquisition of Equipment			23,000.00				23,897.00	\$ 1,300.00		403.00	
Due Current Fund	(700,000.00)			300,000.00						(400,000.00)	
Due General Capital Fund									9,467.15	9,467.15	
Due Water Utility Operating Fund	450,000.00					\$ 450,000.00				450,000.00	
Contracts Payable	237,031.72					178,980.61				58,051.11	
Reserve for Encumbrances	39,086.49					31,036.21			24,531.00	32,581.28	
	\$ 12,117.63	\$	\$ 973,000.00	\$ 3,169,965.62	\$ 24,310.96	\$ 660,016.82	\$ 35,298.15	\$	\$ 35,298.15	\$ 617,755.47	

BOROUGH OF BERLIN
 WATER UTILITY OPERATING FUND
 Statement of Water Rents Receivable
 For the Year Ended December 31, 2013

Balance Dec. 31, 2012		\$ 316,767.53
Increased by:		
Water Rents Levied		2,366,091.48
		2,682,859.01
Decreased by:		
Overpayments Applied	\$ 8,906.39	
Cancelled	5,943.23	
Collections -- Collector	2,417,209.28	
		2,432,058.90
Balance Dec. 31, 2013		\$ 250,800.11

Exhibit SD-5

WATER UTILITY OPERATING FUND
 Statement of Fire Hydrants and Sprinkler Rents Receivable
 For the Year Ended December 31, 2013

Balance Dec. 31, 2012		\$ 54,931.41
Increased by:		
Fire Hydrant and Sprinkler Rents Levied		450,304.98
		505,236.39
Decreased by:		
Collections -- Collector		448,360.46
Balance Dec. 31, 2013		\$ 56,875.93

BOROUGH OF BERLIN
WATER UTILITY OPERATING FUND
Statement of Water Rent Overpayments
For the Year Ended December 31, 2013

Balance Dec. 31, 2012		\$ 11,284.06
Increased by:		
Receipts -- Collector		6,964.62
		18,248.68
Decreased by:		
Applied to Water Rents Receivable	\$ 8,906.39	
Refunds -- Treasurer	2,813.20	
		11,719.59
Balance Dec. 31, 2013		\$ 6,529.09

Exhibit SD-7

WATER UTILITY OPERATING FUND
Statement of Appropriation Reserves
For the Year Ended December 31, 2013

	<u>Balance Dec. 31, 2012</u>		<u>Balance After</u>	<u>Decreased</u>	<u>Lapsed to</u>
	<u>Encumbered</u>	<u>Reserved</u>	<u>Transfers</u>		<u>Fund Balance</u>
Operations:					
Salaries and Wages		\$ 68.08	\$ 68.08		\$ 68.08
Other Expenses	\$ 70,210.50	87,547.85	157,758.35	\$ 71,584.48	86,173.87
Statutory Expenditures:					
Contribution to:					
Unemployment Compensation Insurance		1,550.09	1,550.09		1,550.09
Social Security System (O.A.S.I.)		93.74	93.74		93.74
	\$ 70,210.50	\$ 89,259.76	\$ 159,470.26	\$ 71,584.48	\$ 87,885.78
Disbursed				\$ 68,873.69	
Transferred to Accounts Payable				2,710.79	
				\$ 71,584.48	

BOROUGH OF BERLIN
WATER UTILITY CAPITAL FUND
 Statement of Fixed Capital Authorized and Uncompleted
 For the Year Ended December 31, 2013

Ordinance Number	Improvement Description	Date	Ordinance Amount	Balance		Transferred To Fixed Capital	Balance Dec. 31, 2013
				Dec. 31, 2012	Authorized Fixed Capital		
04-09.1	Route 73 Water Main Extension	6-3-04	\$ 1,000,000.00	\$ 1,000,000.00	\$ 1,000,000.00		\$ 1,000,000.00
06-14.1	Purchase of Computer Software	8-21-06	18,000.00	18,000.00	18,000.00		18,000.00
06-14.2	Equipment and System Improvements	8-21-06	105,000.00	105,000.00	105,000.00		105,000.00
07-17.1	Plant Improvements and Controls	9-6-07	63,630.00	63,630.00	63,630.00		63,630.00
07-17.2	Main Improvements	9-6-07	292,900.00	292,900.00	292,900.00		292,900.00
09-08.1	Redrilling of Well #10	7-6-09	900,000.00	900,000.00	900,000.00		900,000.00
09-08.2	Repair of Filters in Plant No. 1	7-6-09	100,000.00	100,000.00	100,000.00		100,000.00
13-03.7	Acquisition of Equipment	4-1-13	25,000.00	25,000.00	25,000.00		25,000.00
				<u>\$ 2,479,530.00</u>	<u>\$ 2,479,530.00</u>	<u>-</u>	<u>\$ 2,504,530.00</u>

BOROUGH OF BERLIN
WATER UTILITY CAPITAL FUND
Statement of Fixed Capital
For the Year Ended December 31, 2013

<u>Account</u>	<u>Balance</u> <u>Dec. 31, 2012</u>	<u>Additions</u> <u>By Ordinance</u>	<u>Balance</u> <u>Dec. 31, 2013</u>
Balance Prior to Jan. 1, 1931 (No Detail Available)	\$ 247,217.88		\$ 247,217.88
Springs, Wells and Filtration System	4,009,892.01		4,009,892.01
Electric Power Pumping Equipment	114,117.12		114,117.12
Transmission Mains	1,286,511.71		1,286,511.71
Tanks and Standpipes	3,744,884.62		3,744,884.62
Distribution Mains	357,663.81		357,663.81
Service Pipe and Stops	8,229.29		8,229.29
Meters, Meter Boxes and Vaults	2,996,648.34		2,996,648.34
Fire Hydrants	124,827.07		124,827.07
General Equipment	317,540.48		317,540.48
Office Equipment	17,371.13		17,371.13
Garage	26,088.81		26,088.81
Motorized Equipment	14,425.41		14,425.41
Engineering Fees	265,894.56		265,894.56
Site	1,160.00		1,160.00
Legal and Accounting	137,577.82		137,577.82
Fence and Shrubbery	5,554.00		5,554.00
Other Costs	24,958.30		24,958.30
Interest on Notes	6,537.33		6,537.33
Base Station Equipment	628.50		628.50
Spreader	790.00		790.00
Alarm System	2,343.50		2,343.50
Chlorinator	7,155.00		7,155.00
Modulating Flow Valve	2,811.95		2,811.95
Backhoe	11,231.62		11,231.62
Tank	68,000.00		68,000.00
Trailer	8,030.00		8,030.00
Water Testing Equipment	338.02		338.02
Radio Telemetry Equipment	29,525.00		29,525.00
Safety Equipment	425.00		425.00
Meter Testing Equipment	601.79		601.79
Vehicles	82,748.77		82,748.77
Improvements to Plant, Wells and Mains	2,967,601.09		2,967,601.09
Purchase of Computer Equipment	59,500.00		59,500.00
Construction of Test Wells	228,788.00		228,788.00
Mechanics Garage	200,000.00		200,000.00
Generator	261,200.00		261,200.00
Removal of Contaminated Soil and Installation of Above Ground Tank	15,000.00		15,000.00
	<u>\$ 17,653,817.93</u>	<u>-</u>	<u>\$ 17,653,817.93</u>

BOROUGH OF BERLIN
WATER UTILITY OPERATING FUND
Statement of Accrued Interest on Bonds, Loans and Notes and Analysis of Balance
For the Year Ended December 31, 2013

Balance Dec. 31, 2012	\$	42,440.14
Increased by:		
Charged to Operating Fund Budget		142,662.30
		185,102.44
Decreased by:		
Disbursements		141,935.30
Balance Dec. 31, 2013	\$	43,167.14

Analysis of Accrued Interest Dec. 31, 2013

Principal Outstanding Dec. 31, 2013	Interest Rate	From	To	Period	Amount
Serial Bonds:					
\$ 1,915,000.00	Various	10/15/13	12/31/13	78 Days	\$ 15,766.83
299,881.00	Various	10/1/13	12/31/13	92 Days	3,352.80
973,000.00	Various	11/1/13	12/31/13	61 Days	5,027.45
N.J. Environmental Infrastructure Trust Loan:					
2,347,748.19	Various	8/1/13	12/31/13	153 Days	19,020.06
					\$ 43,167.14

BOROUGH OF BERLIN
WATER UTILITY CAPITAL FUND
 Statement of Improvement Authorizations
 For the Year Ended December 31, 2013

Ordinance Number	Improvement Description	Date	Ordinance Amount	Balance Dec. 31, 2012		2013 Authorizations Capital Improvement Fund	Deferred Charges to Future Revenue	Decreased	Balance Dec. 31, 2013	
				Funded	Unfunded				Funded	Unfunded
04-09.1	Route 73 Water Main Extension	6-3-04	\$ 1,000,000.00	\$ 6,200.00					\$ 6,200.00	
06-14.1	Purchase of Computer Software	8-21-06	18,000.00	5790.39			\$ 1,359.96		4,430.43	
06-14.2	Equipment and System Improvements	8-21-06	105,000.00	35,902.35			3,074.00		32,828.35	
07-17.1	Plant Improvements and Controls	9-6-07	63,630.00	58,063.49					58,063.49	
07-17.2	Main Improvements	9-6-07	292,900.00	282,498.67					282,498.67	
09-08.1	Redrilling of Well #10	7-6-09	900,000.00	\$ 82,963.79				29,978.15	52,985.64	
09-08.2	Repair of Filters in Plant No. 1	7-6-09	100,000.00	29,175.49					29,175.49	
13-03.7	Acquisition of Equipment	4-1-13	25,000.00			\$ 1,300.00	\$ 23,700.00	23,897.00	403.00	\$ 700.00
				\$ 388,454.90	\$ 112,139.28	\$ 1,300.00	\$ 23,700.00	\$ 58,309.11	\$ 466,585.07	\$ 700.00
Disbursed										
Reserve for Encumbrances										\$ 24,310.96
Due General Capital Fund										24,531.00
										9,467.15
										\$ 58,309.11

BOROUGH OF BERLIN
WATER UTILITY CAPITAL FUND
 Statement of Reserve for Amortization
 For the Year Ended December 31, 2013

Balance Dec. 31, 2012		\$ 14,021,087.41
Increased by:		
Paid by Operating Budget:		
Serial Bonds	\$ 300,000.00	
New Jersey Environmental Infrastructure Loan	<u>176,782.33</u>	
		<u>476,782.33</u>
Balance Dec. 31, 2013		<u>\$ 14,497,869.74</u>

WATER UTILITY CAPITAL FUND
 Schedule of Deferred Reserve for Amortization
 For the Year Ended December 31, 2013

<u>Ordinance Number</u>	<u>Improvement Description</u>	<u>Date of Ordinance</u>	<u>Balance Dec. 31, 2012</u>	<u>Fixed Capital Authorized</u>	<u>Transferred To Reserve For Amortization</u>	<u>Balance Dec. 31, 2013</u>
04-09.1	Route 73 Water Main Extension	6-3-04	\$ 50,000.00			\$ 50,000.00
06-14.1	Purchase of Computer Software	8-21-06	858.00			858.00
06-14.2	Equipment and System Improvements	8-21-06	5,001.00			5,001.00
07-17.1	Plant Improvements and Controls	9-6-07	3,040.00			3,040.00
07-17.2	Main Improvements	9-6-07	13,950.00			13,950.00
09-08.1	Redrilling of Well #10	7-6-09	45,000.00			45,000.00
09-08.2	Repair of Filters in Plant No. 1	7-6-09	5,000.00			5,000.00
13-03.7	Acquisition of Equipment	4-1-13		\$ 1,300.00		1,300.00
			<u>\$ 122,849.00</u>	<u>\$ 1,300.00</u>	<u>-</u>	<u>\$ 124,149.00</u>

BOROUGH OF BERLIN
WATER UTILITY CAPITAL FUND
 Statement of Water Serial Bonds
 For the Year Ended December 31, 2013

Purpose	Date of Issue	Original Issue	Outstanding Date	Maturity of Bonds Outstanding Dec. 31, 2013 Date	Interest Rate	Balance Dec. 31, 2012	Issued for Cash	Paid by Budget Appropriation	Balance Dec. 31, 2013
2005 General Water Bonds	10-15-05	\$ 3,040,000.00	10/15/14-15	\$ 250,000.00	3.800%	\$ 2,165,000.00		\$ 250,000.00	\$ 1,915,000.00
			10/15/16-19	275,000.00	3.800%				
			10/15/20	315,000.00	3.800%				
2008 General Water Bonds	10-1-08	469,881.00	10/1/14-15	50,000.00	4.250%	349,881.00		50,000.00	299,881.00
			10/1/16-17	50,000.00	4.375%				
			10/1/18	50,000.00	4.500%				
			10/1/19	49,881.00	4.500%				
2013 General Water Bonds	10-15-13	973,000.00	11/1/14-17	50,000.00	3.000%				973,000.00
			11/1/18-21	60,000.00	3.000%				
			11/1/22-25	70,000.00	3.000%				
			11/1/26-27	85,000.00	3.125%				
			11/1/28	83,000.00	3.125%				
						\$ 2,514,881.00	\$ 973,000.00	\$ 300,000.00	\$ 3,187,881.00

BOROUGH OF BERLIN
WATER UTILITY CAPITAL FUND
Statement of Water Bonds and Notes Authorized but not Issued
For the Year Ended December 31, 2013

<u>Ordinance Number</u>	<u>Improvement Description</u>	<u>Balance Dec. 31, 2012</u>	<u>2013 Authorizations</u>	<u>Bonds Issued</u>	<u>Balance Dec. 31, 2013</u>
09-08.1	Redrilling of Well #10	\$ 855,000.00		\$ 855,000.00	
09-08.2	Repair of Filters in Plant No. 1	95,000.00		95,000.00	
13-03.7	Acquisition of Equipment		\$ 23,700.00	23,000.00	\$ 700.00
		<u>\$ 950,000.00</u>	<u>\$ 23,700.00</u>	<u>\$ 973,000.00</u>	<u>\$ 700.00</u>

SUPPLEMENTAL EXHIBITS

SEWER UTILITY FUND

BOROUGH OF BERLIN
SEWER UTILITY FUND
Statement of Sewer Utility Cash
Per N.J.S.40A:5-5 -- Chief Financial Officer
For the Year Ended December 31, 2013

	<u>Operating</u>	<u>Capital</u>
Balance Dec. 31, 2012	\$ 86,342.13	\$ 50,493.95
Increased by Receipts:		
Turnover from Collector	\$ 657,051.47	
Interest on Deposits	368.18	
Capital Improvement Fund		\$ 23,000.00
Serial Bonds		503,000.00
Fund Balance		8,770.51
Due General Capital Fund		<u>28,500.00</u>
	<u>657,419.65</u>	<u>563,270.51</u>
	743,761.78	613,764.46
Decreased by Disbursements:		
2013 Budget Appropriations	656,294.07	
2012 Appropriation Reserves	9,589.80	
Accrued Interest on Bonds and Notes	18,399.32	69.93
Improvement Authorizations		51,223.73
Bond Anticipation Note		<u>28,500.00</u>
	<u>684,283.19</u>	<u>79,793.66</u>
Balance Dec. 31, 2013	<u><u>\$ 59,478.59</u></u>	<u><u>\$ 533,970.80</u></u>

Exhibit SE-2

SEWER UTILITY OPERATING FUND
Statement of Sewer Utility Operating Cash
Per N.J.S.40A:5-5 -- Collector
For the Year Ended December 31, 2013

Increased by Receipts:	
Sewer Rents Receivable	\$ 648,177.91
Sewer Overpayments	1,013.31
Miscellaneous Revenue	<u>7,860.25</u>
	657,051.47
Decreased by Disbursements:	
Payments to Treasurer	<u><u>\$ 657,051.47</u></u>

BOROUGH OF BERLIN
SEWER UTILITY CAPITAL FUND
 Analysis of Sewer Utility Capital Cash and Investments
 For the Year Ended December 31, 2013

	Receipts		Disbursements				Transfers		Balance Dec. 31, 2013	
	Balance Dec. 31, 2012	Serial Bonds	Budget Appropriation	Miscellaneous	Improvement Authorizations	Bond Anticipation Notes	Miscellaneous	From		To
Capital Improvement Fund	\$ 2,221.95		\$ 23,000.00	\$ 8,770.51				\$ 25,000.00		\$ 221.95
Fund Balance										8,770.51
Improvement Authorizations:										
06-14.1 Purchase of Computer Software	5,790.39				\$ 1,359.95					4,430.44
06-14.2 Facility Improvements	24,737.61				24,737.61					
07-17 Purchase of Submersible Wells	37,894.00				22,018.13			2,934.26		12,941.61
12-6.6 Acquisition of Capital Equipment	8,280.07	\$ 28,000.00				\$ 28,500.00				7,780.07
13-3.8 Line Repair and Acquisition of Equipment		475,000.00			3,108.04			18,609.12	\$ 25,000.00	478,282.84
Reserve for Encumbrances									16,649.26	16,649.26
Accrued Interest on Bonds and Notes	69.93						\$ 69.93			
Due General Capital Fund	(28,500.00)			28,500.00					4,894.12	4,894.12
	\$ 50,493.95	\$ 503,000.00	\$ 23,000.00	\$ 37,270.51	\$ 51,223.73	\$ 28,500.00	\$ 69.93	\$ 46,543.38	\$ 46,543.38	\$ 533,970.80

BOROUGH OF BERLIN
SEWER UTILITY OPERATING FUND
Statement of Sewer Rents Receivable
For the Year Ended December 31, 2013

Balance Dec. 31, 2012		\$ 79,019.31
Increased by:		
Sewer Rents Levied		<u>648,091.92</u>
		727,111.23
Decreased by:		
Collections -- Collector	\$ 648,177.91	
Overpayments Applied	1,095.68	
Cancelled	<u>326.02</u>	
		<u>649,599.61</u>
Balance Dec. 31, 2013		<u><u>\$ 77,511.62</u></u>

Exhibit SE-5

SEWER UTILITY OPERATING FUND
Statement of Appropriation Reserves
For the Year Ended December 31, 2013

	Balance Dec. 31, 2012		Balance After Transfers	Disbursed	Balance Lapsed
	Encumbered	Reserved			
Operating:					
Salaries		\$ 75.89	\$ 75.89		\$ 75.89
Other Expenses	\$ 11,724.27	31,936.48	43,460.75	\$ 9,366.07	34,094.68
Statutory Expenditures:					
Contribution to					
Public Employees' Retirement System		917.68	917.68		917.68
Unemployment Compensation Insurance					
Social Security System (O.A.S.I.)		<u>36.39</u>	<u>236.39</u>	<u>223.73</u>	<u>12.66</u>
Total	<u><u>\$ 11,724.27</u></u>	<u><u>\$ 32,966.44</u></u>	<u><u>\$ 44,690.71</u></u>	<u><u>\$ 9,589.80</u></u>	<u><u>\$ 35,100.91</u></u>

BOROUGH OF BERLIN
SEWER UTILITY CAPITAL FUND
Statement of Fixed Capital
For the Year Ended December 31, 2013

<u>Account</u>	<u>Balance</u> <u>Dec. 31, 2012</u>	<u>Additions</u> <u>By Ordinance</u>	<u>Balance</u> <u>Dec. 31, 2013</u>
Facility Improvements	\$ 287,110.77	\$ 85,250.00	\$ 372,360.77
Oxygen Analyzer	1,177.36		1,177.36
Chevrolet Truck	1,952.00		1,952.00
Installation of Laterals	2,390.00		2,390.00
Chlorinator	1,787.00		1,787.00
Mobile Unit for Truck	551.92		551.92
Refrigerator	169.00		169.00
Dump Truck	57,660.50		57,660.50
Tank Truck	2,450.00		2,450.00
Construction of Utility Room	1,065.00		1,065.00
Air Compressor	163.16		163.16
Mobile Pump	1,092.00		1,092.00
Welding Unit	917.70		917.70
Sewer Cleaner	12,000.00		12,000.00
Digester Lid	7,895.00		7,895.00
Construction of Sanitary Sewer System:			
Construction Contracts	707,310.21		707,310.21
Collection System	1,028,362.05		1,028,362.05
Street Paving	164,047.75		164,047.75
Sidewalk Construction	29,944.31		29,944.31
Engineering	121,048.87		121,048.87
Other Costs	93,618.80		93,618.80
Addition to Sewer Plant:			
Construction Contracts	34,389.45		34,389.45
Engineering	3,216.46		3,216.46
Other Costs	4,151.07		4,151.07
Alterations to Wet Well	970.00		970.00
Fencing	9,679.39		9,679.39
Base Station Equipment	1,363.70		1,363.70
Pipe and Drain Cleaner	1,199.00		1,199.00
Pipe Saddles	50.94		50.94
Curb Boxes	263.87		263.87
Office Equipment	7,553.00		7,553.00
Spreader	790.00		790.00
Street Sweeper	65,002.50		65,002.50
Stake Body Truck	57,861.00		57,861.00
Pick-up Truck	23,667.00		23,667.00
Falk Reducer	5,918.00		5,918.00
Equipment Repairs	8,868.46		8,868.46
Freight Charges	39.18		39.18
Electrical Gear Motor	1,147.90		1,147.90
Tractor and Backhoe	19,500.00		19,500.00
Pumping Stations	374,185.93		374,185.93
Garage	70,000.00		70,000.00
Computer Equipment	33,136.50		33,136.50
Air Ventilator	2,500.00		2,500.00
Gas Detector	1,500.00		1,500.00
Above Ground Tank	15,000.00		15,000.00
Mechanics Garage	200,000.00		200,000.00
Pick-up Truck	15,639.13		15,639.13
Dump Truck with Plow	13,145.77		13,145.77
Sewer Jetter	72,000.00		72,000.00
	<u>\$ 3,565,451.65</u>	<u>\$ 85,250.00</u>	<u>\$ 3,650,701.65</u>

BOROUGH OF BERLIN
SEWER UTILITY CAPITAL FUND
 Statement of Fixed Capital Authorized and Uncompleted
 For the Year Ended December 31, 2013

Ordinance Number	Improvement Description	Date	Ordinance Amount	Balance Dec. 31, 2012	2013 Authorizations			Balance Dec. 31, 2013
					Deferred Reserve For Amortization	Deferred Charges to Future Revenue	To Fixed Capital	
General Improvements:								
06-14.1	Purchase of Computer Software	8/21/06	\$ 18,000.00	\$ 18,000.00			\$ 18,000.00	
06-14.2	Facility Improvements	8/21/06	235,000.00	85,250.00		\$ 85,250.00	49,980.00	
07-17	Purchase of Submersible Wells	9/06/07	49,980.00	49,980.00			30,000.00	
12-6.6	Acquisition of Capital Equipment	3/05/12	30,000.00	30,000.00			500,000.00	
13-3.8	Line Repair and Acquisition of Equipment	4/01/13	500,000.00		\$ 25,000.00	\$ 475,000.00		
				<u>\$ 183,230.00</u>	<u>\$ 25,000.00</u>	<u>\$ 475,000.00</u>	<u>\$ 597,980.00</u>	

BOROUGH OF BERLIN
SEWER UTILITY FUND
Statement of Accrued Interest on Bonds
For the Year Ended December 31, 2013

Balance Dec. 31, 2012		\$ 4,183.45
Increased by:		
Charges to Operating Budget		20,624.60
		24,808.05
Decreased by:		
Paid by Sewer Utility Operating Fund	\$ 18,399.32	
Paid by Sewer Utility Capital Fund	69.93	
		18,469.25
 Balance Dec. 31, 2013		 \$ 6,338.80

Analysis of Accrued Interest Dec. 31, 2013

Principal Outstanding Dec. 31, 2013	Interest Rate	From	To	Period	Amount
Serial Bonds:					
\$ 299,000.00	Various	10/15/2013	12/31/2013	78 Days	\$ 2,461.77
97,000.00	Various	10/1/2013	12/31/2013	92 Days	1,077.17
503,000.00	Various	11/1/2013	12/31/2013	61 Days	2,799.86
					\$ 6,338.80

BOROUGH OF BERLIN
SEWER UTILITY CAPITAL FUND
 Statement of Improvement Authorizations
 For the Year Ended December 31, 2013

Ordinance Number	Improvement Description	Date	Ordinance Amount	Balance Dec. 31, 2012		2013 Authorizations		Balance Dec. 31, 2013		
				Funded	Unfunded	Capital Improvement Fund	Deferred Charges to Future Revenue	Funded	Unfunded	
06-14.1	Purchase of Computer Software	8/21/06	\$ 18,000.00		\$ 5,790.39			\$ 4,430.44		
06-14.2	Facility Improvements	8/21/06	235,000.00		24,737.61			24,737.61		
07-17	Purchase of Submersible Wells	9/6/07	49,980.00		37,894.00			24,952.39		
12-6.6	Acquisition of Capital Equipment	3/5/12	30,000.00					12,941.61	500.00	
13-3.8	Line Repair and Acquisition of Equipment	4/1/13	500,000.00					7,780.07		
					<u>\$ 68,422.00</u>	<u>\$ 8,280.07</u>	<u>\$ 25,000.00</u>	<u>\$ 475,000.00</u>	<u>\$ 503,434.96</u>	<u>\$ 500.00</u>
Disbursements										
Due General Capital Fund										
Reserve for Encumbrances										
									\$ 51,223.73	
									4,894.12	
									16,649.26	
									<u>\$ 72,767.11</u>	

BOROUGH OF BERLIN
SEWER UTILITY CAPITAL FUND
Statement of Reserve for Amortization
For the Year Ended December 31, 2013

Balance Dec. 31, 2012		\$ 3,243,251.65
Increased by:		
Serial Bonds Paid by Operating Budget	\$ 65,000.00	
Transferred from Deferred Reserve for Amortization	11,192.00	
		76,192.00
Balance Dec. 31, 2013		\$ 3,319,443.65

Exhibit SE-11

SEWER UTILITY OPERATING FUND
Statement of Sewer Overpayments
For the Year Ended December 31, 2013

Balance Dec. 31, 2012		\$ 1,235.63
Increased by:		
Collections		1,013.31
		2,248.94
Decreased by:		
Cancellations	\$ 139.95	
Applied to Sewer Rents Receivable	1,095.68	
		1,235.63
Balance Dec. 31, 2013		\$ 1,013.31

Exhibit SE-12

SEWER UTILITY CAPITAL FUND
Statement of Deferred Reserve for Amortization
For the Year Ended December 31, 2013

Ordinance Number	Improvement Description	Date of Ordinance	Balance Dec. 31, 2012	Fixed Capital Authorized	Transferred to Reserve for Amortization	Balance Dec. 31, 2013
06-14.1	Purchase of Computer Software	08/21/06	\$ 858.00			\$ 858.00
06-14.2	Facility Improvements	08/21/06	11,192.00		\$ 11,192.00	
07-17	Purchase of Submersible Wells	09/6/07	2,380.00			2,380.00
12-6.6	Acquisition of Capital Equipment	03/5/12	1,500.00			1,500.00
13-3.8	Line Repair and Acquisition of Equipment	04/01/13		\$ 25,000.00		25,000.00
			\$ 15,930.00	\$ 25,000.00	\$ 11,192.00	\$ 29,738.00

BOROUGH OF BERLIN
SEWER UTILITY CAPITAL FUND
 Statement of Sewer Serial Bonds
 For the Year Ended December 31, 2013

Purpose	Date of Issue	Original Issue	Maturity of Bonds Outstanding Dec. 31, 2013		Interest Rate	Balance Dec. 31, 2012	Increased	Paid by Budget Appropriation	Balance Dec. 31, 2013
			Date	Amount					
2005 General Sewer Bonds	10-15-05	\$ 614,000.00	10/15/14-18 10/15/19	\$ 50,000.00 49,000.00	3.80% 3.80%	\$ 349,000.00	\$ 50,000.00	\$ 299,000.00	
2008 General Sewer Bonds	10-01-08	162,000.00	10/1/14-15 10/1/16-17 10/1/18	20,000.00 20,000.00 17,000.00	4.25% 4.375% 4.50%	112,000.00	15,000.00	97,000.00	
2013 General Sewer Bonds	10-15-13	503,000.00	11/1/14-16 11/1/17-24 11/1/25 11/1/26-28 11/1/29-31 11/1/32	20,000.00 25,000.00 30,000.00 30,000.00 30,000.00 33,000.00	3.00% 3.00% 3.00% 3.125% 4.00% 4.00%			503,000.00	
						<u>\$ 461,000.00</u>	<u>\$ 503,000.00</u>	<u>\$ 65,000.00</u>	<u>\$ 899,000.00</u>

Issued for Cash
 Issued to Pay Notes

SEWER UTILITY CAPITAL FUND
Statement of Bond Anticipation Notes
 For the Year Ended December 31, 2013

Ordinance Number	Improvement Description	Date of Issue	Date of Original Note	Date of Maturity	Interest Rate	Balance Dec. 31, 2012	Increased	Decreased	Balance Dec. 31, 2013
Disbursements:									
	Notes Paid with Capital Cash							\$ 500.00	
	Notes Paid with Bond Proceeds							28,000.00	
								<u>\$ 28,500.00</u>	<u>\$ 28,500.00</u>

BOROUGH OF BERLIN
SEWER UTILITY CAPITAL FUND
Statement of Sewer Bonds and Notes Authorized But Not Issued
For the Year Ended December 31, 2013

Ordinance Number	Improvement Description	Balance Dec. 31, 2012	2013 Authorizations	Increased	Bonds Issued	Balance Dec. 31, 2013
2012-6.6	Acquisition of Capital Equipment			\$ 28,500.00	\$ 28,000.00	\$ 500.00
13-3.8	Line Repair and Acquisition of Equipment		\$ 475,000.00		475,000.00	
		-	\$ 475,000.00	\$ 28,500.00	\$ 503,000.00	\$ 500.00
Notes Paid from Bond Funds				\$ 28,000.00		
Notes Paid with Capital Cash				500.00		
				\$ 28,500.00		

BOROUGH OF BERLIN

PART 2

SCHEDULE OF FINDINGS AND RECOMMENDATIONS

FOR THE YEAR ENDED DECEMBER 31, 2013

BOROUGH OF BERLIN
Schedule of Findings and Recommendations
For the Year Ended December 31, 2013

Schedule of Financial Statement Findings

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

NONE.

BOROUGH OF BERLIN
Summary Schedule of Prior Year Audit Findings
And Recommendations as Prepared by Management

This section identifies the status of prior year findings related to the financial statements that are required to be reported in accordance with Government Auditing Standards.

NONE.

BOROUGH OF BERLIN
Officials in Office and Surety Bonds

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

<u>Name</u>	<u>Title</u>	<u>Amount of Surety Bond</u>
John J. Armano	Mayor	\$1,000,000.00(A)
Scott Scelso	President of Council	1,000,000.00(A)
James Bilella	Councilman	1,000,000.00(A)
Gary Knight	Councilman	1,000,000.00(A)
Lynn Kupchik	Councilman	1,000,000.00(A)
Nicholas Maccaroni	Councilman	1,000,000.00(A)
James Pearce	Councilman	1,000,000.00(A)
Stephen Miller	Chief Financial Officer	1,000,000.00(A)
Lisa Eggert	Tax Collector , Water Clerk, Sewer Clerk, and Tax Search Officer	1,000,000.00(A)
Stacey DiVello	Treasurer	1,000,000.00(A)
Charleen Santora	Administrator, Borough Clerk, Municipal Improvement Search Officer, Dog License Official, and Registrar	1,000,000.00(A)
Sharon Van Dyke	Tax Clerk	1,000,000.00(A)
Dawn Lattanzi	Payroll Clerk	1,000,000.00(A)
Kelly Foster	Court Administrator	1,000,000.00(A)
Heather Iannarella	Deputy Court Administrator	1,000,000.00(A)
Craig S. Larsen, Esq.	Judge of the Municipal Court	1,000,000.00(A)
Theresa Stagliano	Assessor	1,000,000.00(A)
Michael DePalma	Construction Code Official, Building Inspector, Fire Sub-Code Inspector, Consultant of Licenses and Inspections, Zoning Official, Zoning Enforcement Officer, and Plumbing Inspector	1,000,000.00(A)
Stephen Buchhofer	Electrical Inspector	1,000,000.00(A)
Richard Nadier	Fire Sub-Code Official	1,000,000.00(A)
George Singley	Prosecutor	1,000,000.00(A)
Mark Rinaldi	Public Defender	1,000,000.00(A)
Michael DeLorenzo	Chief of Police	1,000,000.00(A)
George Botcheos	Solicitor	
Pennoni Associates	Borough Engineer	

(A) Public Employees' Dishonesty Blanket Position Bond, Aggregate Coverage, with a \$1,000.00 per loss deductible through the Camden County Municipal Joint Insurance Fund and the Municipal Excess Liability Joint Insurance Fund.

All of the bonds were examined and were properly executed.

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APPRECIATION

I express my appreciation for the assistance and courtesies rendered by the Borough officials during the course of the audit.

Respectfully submitted,

BOWMAN & COMPANY LLP
Certified Public Accountants
& Consultants

Daniel M DiGangi

Daniel M. DiGangi
Certified Public Accountant
Registered Municipal Accountant

