

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

POPULATION LAST CENSUS 7,588  
NET VALUATION TAXABLE 2011 \$776,694,478  
MUNICODE 0405

**FIVE DOLLARS PER DAY PENALTY IF NOT FILED BY:  
COUNTIES - JANUARY 26, 2012  
MUNICIPALITIES - FEBRUARY 10, 2012**

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

Borough of Berlin, County of Camden

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

	Date	Examined By:	
1			Preliminary Check
2			Examined

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

Signature \_\_\_\_\_  
Name Joseph J. Hoffmann  
Title Registered Municipal Accountant  
Email jhoffmann@bowmanllp.com

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

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

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

Further, I do hereby certify that I, Stephen A. Miller, am the Chief Financial Officer, License # N0713, of the Borough of Camden, County of Berlin and that the statements annexed hereto and made a part hereof are true statements of the financial condition of the Local Unit as at December 31, 2011, completely in compliance with N.J.S. 40A:5-12, as amended. I also give complete assurances as to the veracity of required information included herein, needed prior to certification by the Director of Local Government Services, including the verification of cash balances as of December 31, 2011.

Signature \_\_\_\_\_  
Title Chief Financial Officer  
Address 59 South White Horse Pike, Berlin, NJ 08009  
Phone Number 856-767-7777  
Fax Number 856-753-9122  
Email cfo@berlinnj.org

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

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

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

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

Because the agreed-upon procedures do not constitute an examination of accounts made in accordance with generally accepted auditing standards, I do not express an opinion on any of the post-closing trial balances, related statements and analyses. In connection with the agreed-upon procedures, ~~(except for circumstances as set forth below, no matters)~~ or (no matters) ~~{eliminate one}~~ came to my attention that caused me to believe that the Annual Financial Statement for the year ended **December 31, 2011** is not in substantial compliance with the requirements of the State of New Jersey, Department of Community Affairs, Division of Local Government Services. Had I performed additional procedures or had I made an examination of the financial statements in accordance with generally accepted auditing standards, other matters might have come to my attention that would have been reported to the governing body and the Division. This Annual Financial Statement relates only to the accounts and items prescribed by the Division and does not extend to the financial statements of the municipality/county, taken as a whole.

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

None

Certified by me

This 27th day of January, 2012

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Registered Municipal Accountant

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**Bowman & Company LLP**

(Firm Name)

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**601 White Horse Road**

(Address)

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**Voorhees, New Jersey 08043**

(Address)

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**(856) 435-6200**

(Phone Number)

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[jhoffmann@bowmanllp.com](mailto:jhoffmann@bowmanllp.com)

(Email)

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**(856) 435-0440**

(Fax Number)

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

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

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

Signature: \_\_\_\_\_

Certificate #: \_\_\_\_\_

Date: \_\_\_\_\_

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

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

**CERTIFICATION OF QUALIFYING MUNICIPALITY**

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

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

Municipality: Borough of Berlin  
Chief Financial Officer: Stephen A. Miller  
Signature: \_\_\_\_\_  
Certificate #: N0713  
Date: \_\_\_\_\_

**CERTIFICATION OF NON-QUALIFYING MUNICIPALITY**

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

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

21-600085

Fed I.D. #

Borough of Berlin

Municipality

Camden

County

### Report of Federal and State Financial Assistance

#### Expenditures of Awards

Fiscal Year Ending: December 31, 2011

	(1)	(2)	(3)
	Federal Programs Expended (administered by the State)	State Programs Expended	Other Federal Programs Expended
TOTAL \$	\$ _____	\$ <u>179,646.53</u>	\$ <u>257,536.69</u>

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

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

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

(1) Report expenditures from federal pass-through programs received directly from state governments. Federal pass-through funds can be identified by the Catalog of Federal Domestic Assistance (CFDA) number reported in the State's grant/contract agreements.

(2) Report expenditures from state programs received directly from state government or indirectly from pass-through entities. **Exclude state aid (I.e., CMPTRA, Energy Receipts tax, etc.) since there are no compliance requirements.**

(3) Report expenditures from federal programs received directly from the federal government or indirectly from entities other than state governments.

\_\_\_\_\_  
Signature Of Chief Financial Officer

\_\_\_\_\_  
Date

# IMPORTANT!

## READ INSTRUCTIONS

### INSTRUCTION

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

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

### CERTIFICATION

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

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

Signature \_\_\_\_\_

Name \_\_\_\_\_

Title \_\_\_\_\_

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

#### NOTE:

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

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

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

\_\_\_\_\_  
SIGNATURE OF TAX ASSESSOR

Borough of Berlin  
MUNICIPALITY

Camden  
COUNTY

















### Schedule of Trust Fund Reserves

Purpose	Amount Dec. 31, 2010 per Audit Report	Receipts	Disbursements	Balance as at Dec. 31, 2011
1. <u>See Attached Sheet 6c</u>	\$ 1,087,502.77	\$ 4,933,203.35	4,941,156.32	\$ 1,079,549.80
2. _____				-
3. _____				-
4. _____				-
5. _____				-
6. _____				-
7. _____				-
8. _____				-
9. _____				-
10. _____				-
11. _____				-
12. _____				-
13. _____				-
14. _____				-
15. _____				-
16. _____				-
17. _____				-
18. _____				-
19. _____				-
20. _____				-
21. _____				-
22. _____				-
23. _____				-
24. _____				-
25. _____				-
26. _____				-
27. _____				-
28. _____				-
29. _____				-
30. _____				-
Totals:	\$ 1,087,502.77	4,933,203.35	4,941,156.32	\$ 1,079,549.80

**BOROUGH OF BERLIN**  
**TRUST – OTHER FUND**  
Statement of Trust Other Reserves  
For the Year Ended December 31, 2011

Reserve	Increased			Decreased					
	Balance Dec. 31, 2010	Receipts	Reserve for Encumbrances	Accounts Receivable	2011 Entitlement	Disbursements	Due Current Fund	Reserve for Encumbrances	Balance Dec. 31, 2011
Reserve for Recreation Facilities	\$ 79,371.73	\$ 2,000.00					\$ 1,184.00		\$ 81,371.73
Reserve for Student Exchange Program	1,184.00	94.00					2,865.42		498.10
Reserve for Parking Offenses Adjudication Act	404.10						285.00		
Reserve for Ambulance Hall	2,865.42								
Reserve for Election	285.00								
Reserve for Payroll Deductions Payable	28,077.59	1,280,838.54				\$ 1,275,392.72			33,523.41
Reserve for Net Payroll		2,076,707.45				2,076,707.45			
Reserve for Affordable Housing		2,330.01							
Reserve for COAH Fees	586,362.61								588,692.62
Reserve for Developers' Escrow Deposits	5,017.50								5,017.50
Reserve for Tax Title Lien Redemptions	120,011.86	56,322.59	\$ 2,562.50					\$ 4,131.63	104,562.16
Reserve for Premiums Received at Tax Sale		1,250,617.40				70,203.16			
Reserve for Recycling Funds	119,076.00	30,500.00				1,250,617.40			56,600.00
Reserve for Community Development Block Grant	9,467.01	34,833.34	707.00			1,964.02			43,043.33
Reserve for Bid Bonds	17,990.67				\$ 24,000.00	23,032.93			18,957.74
Reserve for Security Deposits	12,120.00					11,650.00			470.00
Reserve for Encumbrances	3,340.00							(4,131.63)	3,340.00
Reserve for Public Defender	3,269.50								4,131.63
Reserve for Performance Bonds	1,894.88	3,010.50							4,905.38
Reserve for Investigation Fund	86,196.52	52,408.20				14,943.00			123,661.72
Reserve for Fire Safety	327.00	1,000.00				1,250.00			77.00
Reserve for Police Donation	5,491.50	700.00							6,191.50
Reserve for Police Outside Services	1,480.00	47,351.00		\$ 8,067.50		55,418.50			1,480.00
Reserve for Special Law Enforcement		756.10				1,000.00			
Reserve for CCMUA	3,269.88	61,666.72				61,666.72			3,025.98
	<u>\$ 1,087,502.77</u>	<u>\$ 4,901,135.85</u>	<u>\$ -</u>	<u>\$ 8,067.50</u>	<u>\$ 24,000.00</u>	<u>\$ 4,936,821.90</u>	<u>\$ 4,334.42</u>	<u>\$ -</u>	<u>\$ 1,079,549.80</u>
Treasurer		\$ 3,620,018.45				\$ 3,593,228.50			
Collector		1,281,117.40				1,343,593.40			
		<u>\$ 4,901,135.85</u>				<u>\$ 4,936,821.90</u>			

# ANALYSIS OF TRUST ASSESSMENT CASH AND INVESTMENTS PLEDGED TO LIABILITIES AND SURPLUS

Title of Liability to which Cash and Investments are Pledged	Audit Balance Dec. 31, 2010	RECEIPTS				Disbursements	Balance Dec. 31, 2011
		Assessments and Liens	Current Budget	XXXXXX	XXXXXX		
Assessment Serial Bond Issues:		XXXXXX	XXXXXX	XXXXXX	XXXXXX	XXXXXX	XXXXXX
							-
							-
							-
							-
							-
							-
Assessment Bond Anticipation Note Issues:	XXXXXX	XXXXXX	XXXXXX	XXXXXX	XXXXXX	XXXXXX	XXXXXX
							-
							-
							-
							-
Other Liabilities							-
Trust Surplus							-
Less Assets "Unfinanced"	XXXXXX	XXXXXX	XXXXXX	XXXXXX	XXXXXX	XXXXXX	XXXXXX
							-
							-
							-
<b>Total</b>	-	-	-	-	-	-	-



# CASH RECONCILIATION DECEMBER 31, 2011

	Cash		Less Checks Outstanding	Cash Book Balance
	*On Hand	On Deposit		
Current	77,806.59	1,573,203.21	95,327.06	1,555,682.74
Trust - Assessment				-
Trust - Animal Control		8,491.64	1,017.00	7,474.64
Trust - Other	55,947.29	1,051,237.28	67,410.44	1,039,774.13
Capital - General		817,753.92	18,720.20	799,033.72
Water - Operating    Utility Operating	75,824.69	750,051.71	89,070.08	736,806.32
Water - Capital    Utility Capital		776,878.26		776,878.26
Sewer    Utility Operating	18,640.39	88,072.81	11,844.14	94,869.06
Sewer    Utility Capital		76,879.45		76,879.45
Public Assistance #1**				-
Public Assistance #2**				-
Garbage District				-
Federal and State Grant Fund				-
Municipal Open Space Trust Fund		141,345.03		141,345.03
Sewer    Assessment Trust				-
Water Assessment Trust				-
				-
				-
				-
				-
				-
				-
				-
				-
				-
				-
<b>Total</b>	<b>228,218.96</b>	<b>5,283,913.31</b>	<b>283,388.92</b>	<b>5,228,743.35</b>

\* - Include Deposits In Transit

\*\* - Be sure to include a Public Assistance reconciliation and trial balance if the municipality maintains such a bank account

**REQUIRED CERTIFICATION**

I hereby certify that all amounts shown in the "Cash on Deposit" column on Sheet 9 and 9(a) have been verified with the applicable bank statements, certificates, agreements or passbooks at December 31, 2011.

I also certify that all amounts, if any, shown for Investments in Savings and Loan Associations on any trial balance have been verified with the applicable passbooks at December 31, 2011.

All "Certificates of Deposit", "Repurchase Agreements" and other investments must be reported as cash and included in this certification.

(THIS MUST BE SIGNED BY THE REGISTERED MUNICIPAL ACCOUNTANT (STATUTORY AUDITOR) OR CHIEF FINANCIAL OFFICER) depending on who prepared this Annual Financial Statement as certified to on Sheet 1 or 1(a).

Signature: \_\_\_\_\_

Title: Registered Municipal Accountant





FEDERAL AND STATE GRANT FUND  
Statement of Federal and State Grants Receivable  
For the Year Ended December 31, 2011

<u>Program</u>	<u>Balance Dec. 31, 2010</u>	<u>Accrued</u>	<u>Received</u>	<u>Balance Dec. 31, 2011</u>
Federal Grants:				
NJ DOT -- Marshall, Bishop and Pine	\$ 52,417.11	-	-	\$ 52,417.11
State Grants:				
Clean Communities Grant		\$ 12,340.02	\$ 12,340.02	
Safe and Secure Communities Program	15,000.00	46,788.00	15,000.00	46,788.00
Body Armor Grant		1,863.32	1,863.32	
Recycling Tonage Grant		8,407.20	8,407.20	
Drunk Driving Enforcement Grant		2,887.20	2,887.20	
Total State Grants	<u>15,000.00</u>	<u>72,285.74</u>	<u>40,497.74</u>	<u>46,788.00</u>
Total	<u>\$ 67,417.11</u>	<u>\$ 72,285.74</u>	<u>\$ 40,497.74</u>	<u>\$ 99,205.11</u>

# SCHEDULE OF APPROPRIATED RESERVES FOR FEDERAL AND STATE GRANTS

Grant	Balance Jan. 1, 2011	Transferred from 2011 Budget Appropriations		Decreased		Balance Dec. 31, 2011
		Budget	Appropriation By 40A-4-87			
See Attached Sheet 11a	56,549.08	161,675.66	32,889.67	181,580.08		69,534.33
						-
						-
						-
						-
						-
						-
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						-
						-
						-
						-
						-
						-
						-
						-
						-
						-
						-
<b>Total</b>	<b>56,549.08</b>	<b>161,675.66</b>	<b>32,889.67</b>	<b>181,580.08</b>	<b>-</b>	<b>69,534.33</b>

**BOROUGH OF BERLIN**  
**FEDERAL AND STATE GRANT FUND**  
Statement of Reserve for Federal and State Grants -- Appropriated  
For the Year Ended December 31, 2011

<u>Program</u>	<u>Balance</u> <u>Dec. 31, 2010</u>	<u>Transferred</u> <u>2011</u> <u>Budget</u> <u>Appropriation</u>	<u>Decreased</u>	<u>Balance</u> <u>Dec. 31, 2011</u>
<b>Federal Grants:</b>				
US Forest Service -- Fire Assistance	\$ 573.20			\$ 573.20
Over the Limit Under Arrest	5,100.00			5,100.00
NJ DOT -- Locust Avenue	1,711.94			1,711.94
Volunteer Firefighter Assistance Grant		\$ 7,336.00	\$ 5,291.25	2,044.75
Municipal Stormwater Regulation	<u>2,132.40</u>			<u>2,132.40</u>
<b>Total Federal Grants</b>	<u>9,517.54</u>	<u>7,336.00</u>	<u>5,291.25</u>	<u>11,562.29</u>
<b>State Grants:</b>				
Alcohol Education and Rehabilitation Grant	1,773.32		1,500.00	273.32
Body Armor Fund	2,170.17	1,919.25	4,062.50	26.92
Drunk Driving Enforcement Grant	17,372.03	6,596.32	14,418.94	9,549.41
Clean Communities Grant	21,511.26	12,340.02	7,031.32	26,819.96
Recycling Tonnage Grant	40.05	16,536.74		16,576.79
Municipal Drug Alliance	2,919.50	7,637.00	6,586.27	3,970.23
Library Teacher Grant	1,000.00		489.80	510.20
Tischler Graphic Novel Grant	172.55			172.55
Safe and Secure Communities		<u>142,200.00</u>	<u>142,200.00</u>	
<b>Total State Grants</b>	<u>46,958.88</u>	<u>187,229.33</u>	<u>176,288.83</u>	<u>57,899.38</u>
<b>Local Grants:</b>				
County Recycling Rebate Grant	<u>72.66</u>			<u>72.66</u>
<b>Grand Total</b>	<u>\$ 56,549.08</u>	<u>\$ 194,565.33</u>	<u>\$ 181,580.08</u>	<u>\$ 69,534.33</u>
<b>Reserve for Encumbrances</b>			<u>\$ 489.80</u>	
<b>Disbursed</b>			<u>181,090.28</u>	
			<u>\$ 181,580.08</u>	



**BOROUGH OF BERLIN**  
**FEDERAL AND STATE GRANT FUND**  
Statement of Reserve for Federal and State Grants -- Unappropriated  
For the Year Ended December 31, 2011

	<u>Balance</u> <u>Dec. 31, 2010</u>	<u>Grants</u> <u>Receivable</u>	<u>Realized as</u> <u>Miscellaneous</u> <u>Revenue</u>	<u>Balance</u> <u>Dec. 31, 2011</u>
<b>Federal Grants:</b>				
Volunteer Firefighter Assistance Grant Over the Limit Under Arrest	\$ 7,336.00		\$ 7,336.00	
<b>Total Federal Grants</b>	<u>7,336.00</u>	<u>-</u>	<u>7,336.00</u>	<u>-</u>
<b>State Grants:</b>				
Safe and Secure Communities Program	\$7,668.00	\$ 46,788.00	54,456.00	
Body Armor Grant	1,919.25	1,863.32	1,919.25	\$ 1,863.32
Clean Communities Program		12,340.02	12,340.02	
Recycling Tonnage Grant	8,129.54	8,407.20	16,536.74	
Municipal Drug Alliance Grant	7,637.00		7,637.00	
Drunk Driving Enforcement Grant	3,709.12	2,887.20	6,596.32	
<b>Total State Grants</b>	<u>29,062.91</u>	<u>72,285.74</u>	<u>99,485.33</u>	<u>1,863.32</u>
<b>Total</b>	<u>\$ 36,398.91</u>	<u>\$ 72,285.74</u>	<u>\$ 106,821.33</u>	<u>\$ 1,863.32</u>

## \*LOCAL DISTRICT SCHOOL TAX

	Debit	Credit
Balance January 1, 2011	XXXXXXXXXX	XXXXXXXXXX
School Tax Payable # 85001-00	XXXXXXXXXX	271,710.00
School Tax Deferred (Not in excess of 50% of Levy - 2010 - 2011) 85002-00	XXXXXXXXXX	3,211,664.00
Levy School Year July 1, 2011 - June 30, 2011	XXXXXXXXXX	6,803,048.00
Levy Calendar Year 2011	XXXXXXXXXX	
Paid	6,760,824.00	XXXXXXXXXX
Balance December 31, 2011	XXXXXXXXXX	XXXXXXXXXX
School Tax Payable # 85003-00	313,934.00	XXXXXXXXXX
School Tax Deferred (Not in excess of 50% of Levy - 2011 - 2012) 85004-00	3,211,664.00	XXXXXXXXXX
* Not including Type 1 school debt service, emergency authorizations-schools, transfer to Board of Education for use of local schools	10,286,422.00	10,286,422.00

# Must include unpaid requisitions

## MUNICIPAL OPEN SPACE TAX

	Debit	Credit
Balance January 1, 2011 85045-00	XXXXXXXXXX	
2011 Levy 85105-00	XXXXXXXXXX	155,789.61
Added and Omitted Levy	XXXXXXXXXX	
Interest Earned	XXXXXXXXXX	
Expenditures	155,789.61	XXXXXXXXXX
Balance December 31, 2011 85046-00	-	XXXXXXXXXX
	155,789.61	155,789.61

# REGIONAL SCHOOL TAX

(Provide a separate statement for each Regional District involved)

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

# REGIONAL HIGH SCHOOL TAX

	Debit	Credit
Balance January 1, 2011	XXXXXXXXXX	XXXXXXXXXX
School Tax Payable # 85041-00	XXXXXXXXXX	1,272.52
School Tax Deferred (Not in excess of 50% of Levy - 2010 - 2011) 85042-00	XXXXXXXXXX	1,720,206.54
Levy School Year July 1, 2011 - June 30, 2011	XXXXXXXXXX	3,504,202.35
Levy Calendar Year 2011	XXXXXXXXXX	
Paid	3,465,990.28	XXXXXXXXXX
Balance December 31, 2011	XXXXXXXXXX	XXXXXXXXXX
School Tax Payable # 85043-00	39,484.59	XXXXXXXXXX
School Tax Deferred (Not in excess of 50% of Levy - 2011 - 2012) 85044-00	1,720,206.54	XXXXXXXXXX
# Must include unpaid requisitions	5,225,681.41	5,225,681.41

## COUNTY TAXES PAYABLE

	Debit	Credit
Balance January 1, 2011	XXXXXXXXXX	XXXXXXXXXX
County Taxes 80003-01	XXXXXXXXXX	
Due County for Added and Omitted Taxes 80003-02	XXXXXXXXXX	66,883.19
2011 Levy	XXXXXXXXXX	XXXXXXXXXX
General County 80003-03	XXXXXXXXXX	5,115,822.00
County Library 80003-04	XXXXXXXXXX	332,262.44
County Health	XXXXXXXXXX	
County Open Space Preservation	XXXXXXXXXX	158,010.17
Due County for Added and Omitted Taxes 80003-05	XXXXXXXXXX	18,317.92
Paid	5,672,977.80	XXXXXXXXXX
Balance December 31, 2011	XXXXXXXXXX	XXXXXXXXXX
County Taxes	-	XXXXXXXXXX
Due County for Added and Omitted Taxes	18,317.92	XXXXXXXXXX
	5,691,295.72	5,691,295.72

## SPECIAL DISTRICT TAXES

	Debit	Credit
Balance January 1, 2011 80003-06	XXXXXXXXXX	
2011 Levy: (List Each Type of District Tax Separately - see Footnote)	XXXXXXXXXX	XXXXXXXXXX
Fire - 81108-00	XXXXXXXXXX	XXXXXXXXXX
Sewer - 81111-00	XXXXXXXXXX	XXXXXXXXXX
Water - 81112-00	XXXXXXXXXX	XXXXXXXXXX
Garbage - 81109-00	XXXXXXXXXX	XXXXXXXXXX
Open Space - 81105-00	XXXXXXXXXX	XXXXXXXXXX
	XXXXXXXXXX	XXXXXXXXXX
	XXXXXXXXXX	XXXXXXXXXX
Total 2011 Levy 80003-07	XXXXXXXXXX	-
Paid 80003-08		XXXXXXXXXX
Balance December 31, 2011 80003-09	-	
	-	-

Footnote: Please state the number of districts in each instance

## STATE LIBRARY AID

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

		Debit	Credit
Balance January 1, 2011	80004-01	XXXXXXXXXX	
State Library Aid Received in 2011	80004-02	XXXXXXXXXX	329.00
Expended	80004-09		XXXXXXXXXX
Balance December 31, 2011	80004-10	329.00	
		329.00	329.00

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

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

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

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

### RESERVE FOR LIBRARY SERVICES WITH FEDERAL AID

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

# STATEMENT OF GENERAL BUDGET REVENUES 2011

Source	Budget -01	Realized -02	Excess or Deficit* -03
Surplus Anticipated 80101-	780,000.00	780,000.00	-
Surplus Anticipated with Prior Written Consent of Director of Local Government 80102-			-
Miscellaneous Revenue Anticipated:	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX
Adopted Budget	1,572,172.66	1,611,800.76	39,628.10
Added by N.J.S. 40A:4-87: (List on 17a)	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX
	32,889.67	32,889.67	-
			-
Total Miscellaneous Revenue Anticipated 80103-	1,605,062.33	1,644,690.43	39,628.10
Receipts from Delinquent Taxes 80104-	290,000.00	305,251.49	15,251.49
			-
Amount to be Raised by Taxation:	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX
(a) Local Tax for Municipal Purposes 80105-	4,356,026.90	XXXXXXXXXX	XXXXXXXXXX
(b) Addition to Local District School Tax 80106-		XXXXXXXXXX	XXXXXXXXXX
Total Amount to be Raised by Taxation 80107-	4,356,026.90	4,169,367.47	(186,659.43)
	7,031,089.23	6,899,309.39	(131,779.84)

## ALLOCATION OF CURRENT TAX COLLECTIONS

		Debit	Credit
Current Taxes Realized in Cash (Total of Item 10 or 14 on Sheet 22) 80108-00		XXXXXXXXXX	19,819,459.11
Amount to be Raised by Taxation		XXXXXXXXXX	XXXXXXXXXX
Local District School Tax 80109-00		6,803,048.00	XXXXXXXXXX
Regional School Tax 80119-00		-	XXXXXXXXXX
Regional High School Tax 80110-00		3,504,202.35	XXXXXXXXXX
County Taxes 80111-00		5,606,094.61	XXXXXXXXXX
Due County for Added and Omitted Taxes 80112-00		18,317.92	XXXXXXXXXX
Special District Taxes 80113-00		-	XXXXXXXXXX
Municipal Open Space Tax 80120-00		155,789.61	XXXXXXXXXX
Reserve for Uncollected Taxes 80114-00		XXXXXXXXXX	437,360.85
Deficit in Required Collection of Current Taxes (or) 80115-00		XXXXXXXXXX	
Balance for Support of Municipal Budget (or) 80116-00		4,169,367.47	XXXXXXXXXX
*Excess Non-Budget Revenue (see footnote) 80117-00			XXXXXXXXXX
*Deficit Non-Budget Revenue (see footnote) 80118-00		XXXXXXXXXX	
		20,256,819.96	20,256,819.96

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



# STATEMENT OF GENERAL BUDGET APPROPRIATIONS 2011

2011 Budget as Adopted	80012-01	6,998,199.56
2011 Budget - Added by N.J.S. 40A:4-87	80012-02	32,889.67
Appropriated for 2011 (Budget Statement Item 9)	80012-03	7,031,089.23
Appropriated for 2011 Emergency Appropriation (Budget Statement Item 9)	80012-04	
<b>Total General Appropriations (Budget Statement Item 9)</b>	<b>80012-05</b>	<b>7,031,089.23</b>
Add: Overexpenditures (see footnote)	80012-06	
<b>Total Appropriations and Overexpenditures</b>	<b>80012-07</b>	<b>7,031,089.23</b>
<b>Deduct Expenditures:</b>		
Paid or Charged [Budget Statement Item (L)]	80012-08	6,145,640.90
Paid or Charged - Reserve for Uncollected Taxes	80012-09	437,360.85
Reserved	80012-10	248,044.19
<b>Total Expenditures</b>	<b>80012-11</b>	<b>6,831,045.94</b>
<b>Unexpended Balances Canceled (see footnote)</b>	<b>80012-12</b>	<b>200,043.29</b>

**FOOTNOTES - RE: OVEREXPENDITURES**

Every appropriation overexpended in the budget document must be marked with an \* and must agree in the aggregate with this item.  
**RE: UNEXPENDED BALANCES CANCELED:**  
 Are not to be shown as "Paid or Charged" in the budget document. In all instances "Total Appropriations" and "Overexpenditures" must equal the sum of "Total Expenditures" and "Unexpended Balances Canceled".

## SCHEDULE OF EMERGENCY APPROPRIATIONS FOR LOCAL DISTRICT SCHOOL PURPOSES

(EXCEPT FOR TYPE I SCHOOL DEBT SERVICE)

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

# RESULTS OF 2011 OPERATION

## CURRENT FUND

		Debit	Credit
<b>Excess of Anticipated Revenues:</b>		XXXXXXXXXX	XXXXXXXXXX
Miscellaneous Revenues Anticipated	80013-01	XXXXXXXXXX	39,628.10
Delinquent Tax Collections	80013-02	XXXXXXXXXX	15,251.49
		XXXXXXXXXX	
Required Collection of Current Taxes	80013-03	XXXXXXXXXX	
Unexpended Balances of 2011 Budget Appropriations	80013-04	XXXXXXXXXX	200,043.29
Miscellaneous Revenue Not Anticipated	81113-	XXXXXXXXXX	108,663.98
<b>Miscellaneous Revenue Not Anticipated:</b>			
Proceeds of Sale of Foreclosed Property (Sheet 27)	81114-	XXXXXXXXXX	-
Payments in Lieu of Taxes on Real Property	81120-	XXXXXXXXXX	
<b>Sale of Municipal Assets</b>		XXXXXXXXXX	
Unexpended Balances of 2010 Appropriation Reserves	80013-05	XXXXXXXXXX	74,501.97
Prior Years Interfunds Returned in 2011	80013-06	XXXXXXXXXX	56.26
		XXXXXXXXXX	
		XXXXXXXXXX	
		XXXXXXXXXX	
<b>Deferred School Tax Revenue: (See School Taxes, Sheets 13 &amp; 14)</b>		XXXXXXXXXX	XXXXXXXXXX
Balance January 1, 2011	80013-07	4,931,870.54	XXXXXXXXXX
Balance December 31, 2011	80013-08	XXXXXXXXXX	4,931,870.54
<b>Deficit in Anticipated Revenues:</b>		XXXXXXXXXX	XXXXXXXXXX
Miscellaneous Revenues Anticipated	80013-09		XXXXXXXXXX
Delinquent Tax Collections	80013-10		XXXXXXXXXX
			XXXXXXXXXX
Required Collection of Current Taxes	80013-11	186,659.43	XXXXXXXXXX
Interfund Advances Originating in 2011	80013-12	27,317.66	XXXXXXXXXX
Refund of Prior Year Revenue		6,164.61	XXXXXXXXXX
Cancelation of Prior Year Senior Citizen Deductions		354.19	XXXXXXXXXX
			XXXXXXXXXX
			XXXXXXXXXX
Deficit Balance - To Trial Balance (Sheet 3)	80013-13	XXXXXXXXXX	
Surplus Balance - To Surplus (Sheet 21)	80013-14	217,649.20	XXXXXXXXXX
		5,370,015.63	5,370,015.63



## SURPLUS - CURRENT FUND YEAR 2011

		Debit	Credit
1. Balance January 1, 2011	80014-01	XXXXXXXXXX	1,261,553.00
2.		XXXXXXXXXX	
3. Excess Resulting from 2011 Operations	80014-02	XXXXXXXXXX	217,649.20
4. Amount Appropriated in the 2011 Budget - Cash	80014-03	780,000.00	XXXXXXXXXX
5. Amount Appropriated in the 2011 Budget - with Prior Written Consent of Director of Local Government Services	80014-04	-	XXXXXXXXXX
6.			XXXXXXXXXX
7. Balance December 31, 2011	80014-05	699,202.20	XXXXXXXXXX
		1,479,202.20	1,479,202.20

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

Cash	80014-06		1,555,682.74
Investments	80014-07		-
Sub Total			1,555,682.74
Deduct Cash Liabilities Marked with "C" on Trial Balance	80014-08		994,480.54
Cash Surplus	80014-09		561,202.20
Deficit in Cash Surplus	80014-10		
<b>Other Assets Pledged to Surplus: *</b>			
(1) Due from State of N.J. Senior Citizens and Veterans Deduction	80014-16		
Deferred Charges #	80014-12	138,000.00	
Cash Deficit #	80014-13		
Total Other Assets	80014-14		138,000.00
* IN THE CASE OF A "DEFICIT IN CASH SURPLUS", "OTHER ASSETS WOULD ALSO BE PLEDGED TO CASH LIABILITIES.	80014-15		699,202.20

# MAY NOT BE ANTICIPATED AS NON-CASH SURPLUS IN 2012 BUDGET.

(1) MAY BE ALLOWED UNDER CERTAIN CONDITIONS.

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



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

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

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

**(1) Utilizing Accelerated Tax Sale**

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

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

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

Line 5c (sheet 22) Total 2011 Tax Levy..... \_\_\_\_\_

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

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**(2) Utilizing Tax Levy Sale**

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

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

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

Line 5c (sheet 22) Total 2011 Tax Levy..... \_\_\_\_\_

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

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

	Debit	Credit
1. Balance January 1, 2011	XXXXXXXXXX	XXXXXXXXXX
Due From State of New Jersey		XXXXXXXXXX
Due To State of New Jersey	XXXXXXXXXX	14,635.43
2. Sr. Citizens Deductions Per Tax Billings	30,000.00	XXXXXXXXXX
3. Veterans Deductions Per Tax Billings	69,250.00	XXXXXXXXXX
4. Sr. Citizens Deductions Allowed By Tax Collector	2,750.00	XXXXXXXXXX
5. Veterans Deductions Allowed By Tax Collector		
6. Sr. Citizens Deductions Allowed By Tax Collector 2010 Taxes	500.00	
7. Sr. Citizens Deductions Disallowed By Tax Collector	XXXXXXXXXX	2,150.95
8. Sr. Citizens Deductions Disallowed By Tax Collector 2010 Taxes	XXXXXXXXXX	354.19
9. Received in Cash from State	XXXXXXXXXX	99,054.02
10. Veterans Deductions Disallowed By Tax Collector		
11.		
12. Balance December 31, 2011	XXXXXXXXXX	XXXXXXXXXX
Due From State of New Jersey	XXXXXXXXXX	
Due To State of New Jersey	13,694.59	XXXXXXXXXX
	116,194.59	116,194.59

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

Line 2	30,000.00
Line 3	69,250.00
Line 4	2,750.00
Sub-Total	102,000.00
Less: Line 7	2,150.95
To Item 10, Sheet 22	99,849.05

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

		Debit	Credit
Balance January 1, 2011		XXXXXXXXXX	-
Taxes Pending Appeals		XXXXXXXXXX	XXXXXXXXXX
Interest Earned on Taxes Pending Appeals		XXXXXXXXXX	XXXXXXXXXX
Contested Amount of 2011 Taxes Collected which are Pending State Appeal (Item 14, Sheet 22)		XXXXXXXXXX	
Interest Earned on Taxes Pending State Appeals		XXXXXXXXXX	
Cash Paid to Appellants (Including 5% Interest from Date of Payment)			XXXXXXXXXX
Closed to Results of Operations (Portion of Appeal won by Municipality, including Interest)			XXXXXXXXXX
Balance December 31, 2011		-	XXXXXXXXXX
Taxes Pending Appeals*	-	XXXXXXXXXX	XXXXXXXXXX
Interest Earned on Taxes Pending Appeals	-	XXXXXXXXXX	XXXXXXXXXX
* Includes State Tax Court and County Board of Taxation Appeals Not Adjusted by December 31, 2011		-	-

\_\_\_\_\_  
Signature of Tax Collector

\_\_\_\_\_  
License #

\_\_\_\_\_  
Date

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

	YEAR 2012	YEAR 2011
1. Total General Appropriations for 2012 Municipal Budget Statement Item 8 (L) (Exclusive of Reserve for Uncollected Taxes 80015-		XXXXXXXXXX
2. Local District School Tax - Actual 80016-		6,803,048.00
Estimate** 80017-		XXXXXXXXXX
3. Regional School District Tax - Actual 80025-		
Estimate* 80026-		XXXXXXXXXX
4. Regional High School Tax - Actual 80018-		3,504,202.35
School Budget Estimate* 80019-		XXXXXXXXXX
5. County Tax Actual 80020-		5,606,095.00
Estimate* 80021-		XXXXXXXXXX
6. Special District Taxes Actual 80022-		
Estimate* 80023-		XXXXXXXXXX
7. Municipal Open Space Tax Actual 80027-		155,789.61
Estimate* 80028-		XXXXXXXXXX
8. Total General Appropriations & Other Taxes 80024-01	-	
9. Less: Total Anticipated Revenues from 2012 in Municipal Budget (Item 5) 80024-02		
10. Cash Required from 2012 Taxes to Support Local Municipal Budget and Other Taxes 80024-03	-	
11. Amount of item 10 Divided by [ ] [820034-04] Equals Amount to be Raised by Taxation (Percentage used must not exceed the applicable percentage shown by Item 13, Sheet 22) 80024-05	#DIV/0!	
<u>Analysis of Item 11:</u>		
Local District School Tax (Amount Shown on Line 2 Above)	-	<p>* Must not be stated in an amount less than "actual" Tax of year 2011.</p> <p>** May not be stated in an amount less than proposed budget submitted by the Local Board of Education to the Commissioner of Education on January 15, 2012 (Chap. 136, P.L. 1978). Consideration must be given to calendar year calculation.</p>
Regional School District Tax (Amount Shown on Line 3 Above)	-	
Regional High School Tax (Amount Shown on Line 4 Above)	-	
County Tax (Amount Shown on Line 5 Above)	-	
Special District Tax (Amount Shown on Line 6 Above)	-	
Municipal Open Space Tax (Amount Shown on Line 7 Above)	-	
Tax in Local Municipal Budget	#DIV/0!	
Total Amount (see Line 11)	#DIV/0!	
12. Appropriation: Reserve for Uncollected Taxes (Budget Statement, Item 8 (M) (Item 11, Less Item 10) 80024-06	#DIV/0!	<p>Note: The amount of anticipated revenues (Item 9) may never exceed the total of Items 1 and 12.</p>
Computation of "Tax in Local Municipal Budget" Item 1 - Total General Appropriations	-	
Item 12 - Appropriation: Reserve for Uncollected Taxes	#DIV/0!	
Sub-Total	#DIV/0!	
Less: Item 9 - Total Anticipated Revenues	-	
Amount to be Raised by Taxation in Municipal Budget 80024-07	#DIV/0!	

# ACCELERATED TAX SALE - CHAPTER 99

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

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

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

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

C. TIMES: % of increase of Amount to be  
Raised by Taxes over Prior Year \_\_\_\_\_ %  
[(2012 Estimated Total Levy - 2011 Total Levy)/2011 Total Levy]

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

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

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

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

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

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

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

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

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

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

# SCHEDULE OF DELINQUENT TAXES AND TAX TITLE LIENS

	Debit	Credit
1. Balance January 1, 2011	308,090.26	XXXXXXXXXX
A. Taxes <span style="float: right;">83102-00</span>	293,673.95	XXXXXXXXXX
B. Tax Title Liens <span style="float: right;">83103-00</span>	14,416.31	XXXXXXXXXX
2. Canceled:	XXXXXXXXXX	XXXXXXXXXX
A. Taxes <span style="float: right;">83105-00</span>	XXXXXXXXXX	500.00
B. Tax Title Liens <span style="float: right;">83106-00</span>	XXXXXXXXXX	
3. Transferred to Foreclosed Tax Title Liens:	XXXXXXXXXX	XXXXXXXXXX
A. Taxes <span style="float: right;">83108-00</span>	XXXXXXXXXX	
B. Tax Title Liens <span style="float: right;">83109-00</span>	XXXXXXXXXX	
4. Added Taxes <span style="float: right;">83110-00</span>	854.19	XXXXXXXXXX
5. Added Tax Title Liens <span style="float: right;">83111-00</span>		XXXXXXXXXX
6. Adjustment between Taxes (Other than current year) and Tax Title Liens:	XXXXXXXXXX	XXXXXXXXXX
A. Taxes - Transfers to Tax Title Liens <span style="float: right;">83104-00</span>	XXXXXXXXXX	
B. Tax Title Liens - Transfers from Taxes <span style="float: right;">83107-00</span>		XXXXXXXXXX
7. Balance Before Cash Payments	XXXXXXXXXX	308,444.45
8. Totals	308,944.45	308,944.45
9. Balance Brought Down	308,444.45	XXXXXXXXXX
10. Collected:	XXXXXXXXXX	305,251.49
A. Taxes <span style="float: right;">83116-00</span>	294,028.04	XXXXXXXXXX
B. Tax Title Liens <span style="float: right;">83117-00</span>	11,223.45	XXXXXXXXXX
11. Interest and Costs - 2011 Tax Sale <span style="float: right;">83118-00</span>		XXXXXXXXXX
12. 2011 Taxes Transferred to Liens <span style="float: right;">83119-00</span>	260.37	XXXXXXXXXX
13. 2011 Taxes <span style="float: right;">83123-00</span>	471,632.41	XXXXXXXXXX
14. Balance December 31, 2011	XXXXXXXXXX	475,085.74
A. Taxes <span style="float: right;">83121-00</span>	471,632.51	XXXXXXXXXX
B. Tax Title Liens <span style="float: right;">83122-00</span>	3,453.23	XXXXXXXXXX
15. Totals	780,337.23	780,337.23

16. Percentage of Cash Collections to Adjusted Amount Outstanding (Item No. 10 divided by Item No. 9) is 98.96%

17. Item No. 14 multiplied by percentage shown above is 470,167.74 and represents the maximum amount that may be anticipated in 2012. 83125-00

(See Note A on Sheet 22 - Current Taxes)

(1) These amounts will always be the same.

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

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

**CONTRACT SALES**

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

**MORTGAGE SALES**

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

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

Realized in 2011 Budget \_\_\_\_\_

To Results of Operation (Sheet 19) \_\_\_\_\_

# DEFERRED CHARGES

## - MANDATORY CHARGES ONLY -

### CURRENT, TRUST, AND GENERAL CAPITAL FUNDS

(Do not include the emergency authorizations pursuant to N.J.S. 40A:4-55,  
N.J.S. 40A:4-55.1 or N.J.S. 40A:4-55.13 listed on Sheets 29 and 30.)

<u>Caused By</u>	Amount Dec. 31, 2010 per Audit <u>Report</u>	Amount in 2011 <u>Budget</u>	Amount Resulting from 2011	Balance as at <u>Dec. 31, 2011</u>
1. Emergency Authorization - Municipal*	\$ _____	\$ _____	\$ _____	\$ _____ -
2. Emergency Authorizations - Schools	\$ _____	\$ _____	\$ _____	\$ _____ -
3. <u>Deficit from Operations</u>	\$ _____	\$ _____	\$ _____	\$ _____ -
4. _____	\$ _____	\$ _____	\$ _____	\$ _____ -
<b><u>Sub-total Current Fund</u></b>	<b>\$ _____ -</b>	<b>\$ _____ -</b>	<b>\$ _____ -</b>	<b>\$ _____ -</b>
5. <u>Capital -</u>	\$ _____	\$ _____	\$ _____	\$ _____ -
6. <u>Trust Assessment</u>	\$ _____	\$ _____	\$ _____	\$ _____ -
7. <u>Animal Control Fund</u>	\$ _____	\$ _____	\$ _____	\$ _____ -
8. <u>Trust Other</u>	\$ _____	\$ _____	\$ _____	\$ _____ -
9. _____	\$ _____	\$ _____	\$ _____	\$ _____ -

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

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

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

#### JUDGEMENTS ENTERED AGAINST MUNICIPALITY AND NOT SATISFIED

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



N.J.S. 40A:4-55.1, ET SEQ., SPECIAL EMERGENCY - DAMAGE CAUSED TO ROADS OR BRIDGES BY SNOW, ICE, FROST OR FLOOD  
 N.J.S. 40A:4-55.13, ET SEQ., SPECIAL EMERGENCY - PUBLIC EXIGENCIES CAUSED BY CIVIL DISTURBANCES

Date	Purpose	Amount Authorized	Not Less Than 1/3 of Amount Authorized*	Balance Dec. 31, 2010	REDUCED IN 2011		Balance Dec. 31, 2011	
					By 2011 Budget	Canceled by Resolution		
							-	
							-	
							-	
							-	
							-	
							-	
							-	
							-	
							-	
							-	
							-	
							-	
							-	
Totals						80027-00	80028-00	-

It is hereby certified that all outstanding "Special Emergency" appropriations have been adopted by the governing body in full compliance with N.J.S. 40A:4-55.1 et seq. and N.J.S.A. 40A:4-55.13 et seq are recorded on this page

\_\_\_\_\_  
 Chief Financial Officer

\* Not less than one-fifth (1/5) of amount authorized but not more than the amount shown in the column Balance Dec. 31, 2011 must be entered here and then raised in the 2012 budget.

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

		Debit	Credit	2012 Debt Service
Outstanding January 1, 2011	80033-01	XXXXXXXX	8,166,119.00	
Issued	80033-02	XXXXXXXX		
Paid	80033-03	647,000.00	XXXXXXXX	
Outstanding December 31, 2011	80033-04	7,519,119.00	XXXXXXXX	
		8,166,119.00	8,166,119.00	
2012 Bond Maturities - General Capital Bonds			80033-05	\$ 675,000.00
2012 Interest on Bonds *		80033-06	305,613.85	
<b>ASSESSMENT SERIAL BONDS</b>				
Outstanding January 1, 2011	80033-07	XXXXXXXX		
Issued	80033-08	XXXXXXXX		
Paid	80033-09		XXXXXXXX	
Outstanding December 31, 2011	80033-10	-	XXXXXXXX	
		-	-	
2012 Bond Maturities - Assessment Bonds			80033-11	\$
2012 Interest on Bonds		80033-12		
Total "Interest on Bonds - Debt Service" (*Items)			80033-13	\$ 305,613.85

**LIST OF BONDS ISSUED DURING 2011**

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

**SCHEDULE OF LOANS ISSUED AND OUTSTANDING  
AND 2012 DEBT SERVICE FOR LOANS  
MUNICIPAL GREEN ACRES TRUST LOAN**

		Debit	Credit	2012 Debt Service
Outstanding January 1, 2011	80033-01	XXXXXXXX	357,524.46	
Issued	80033-02	XXXXXXXX		
Paid	80033-03	25,444.15	XXXXXXXX	
Outstanding December 31, 2011	80033-04	332,080.31	XXXXXXXX	
		357,524.46	357,524.46	
2012 Loan Maturities			80033-05	\$ 25,955.57
2012 Interest on Loans			80033-06	\$ 6,512.47
Total 2012 Debt Service for	Loan		80033-13	\$ 32,468.04
<b>LOAN</b>				
Outstanding January 1, 2011	80033-07	XXXXXXXX		
Issued	80033-08	XXXXXXXX		
Paid	80033-09		XXXXXXXX	
Outstanding December 31, 2011	80033-10	-	XXXXXXXX	
		-	-	
2012 Loan Maturities			80033-11	\$
2012 Interest on Loans			80033-12	\$
Total 2012 Debt Service for	Loan		80033-13	\$ -

**LIST OF LOANS ISSUED DURING 2011**

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

80033-14                      80033-15

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

## TYPE I SCHOOL TERM BONDS

		Debit	Credit	2012 Debt Service
Outstanding January 1, 2011	80034-01	XXXXXXXX		
Paid	80034-02		XXXXXXXX	
Outstanding December 31, 2011	80034-03	-	XXXXXXXX	
		-	-	
2012 Bond Maturities - Term Bonds	80034-04	\$		
2012 Interest on Bonds *	80034-05	\$		
<b>TYPE I SCHOOL SERIAL BOND</b>				
Outstanding January 1, 2011	80034-06	XXXXXXXX		
Issued	80034-07	XXXXXXXX		
Paid	80034-08		XXXXXXXX	
Outstanding December 31, 2011	80034-09	-	XXXXXXXX	
		-	-	
2012 Interest on Bonds *	80034-10	\$		
2012 Bond Maturities - Serial Bonds			80034-11	\$
Total "Interest on Bonds - Type I School Debt Service" (*Items)			80034-12	\$ -

## LIST OF BONDS ISSUED DURING 2011

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

### 2012 INTEREST REQUIREMENT - CURRENT FUND DEBT ONLY

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

## DEBT SERVICE FOR NOTES (OTHER THAN ASSESSMENT NOTES)

Title or Purpose of Issue	Original Amount Issued	Original Date of Issue*	Amount of Note Outstanding Dec. 31, 2011	Date of Maturity	Rate of Interest	2012 Budget Requirement		Interest Computed to (Insert Date)
						For Principal	For Interest **	
1. Acquisition of Vehicle	52,250.00	11/23/2010	52,250.00	11/20/2012	1.28%		668.80	11/20/2012
2. Acquisition of Street Signage	28,500.00	11/23/2010	28,500.00	11/20/2012	1.28%		364.80	11/20/2012
3. Acquisition of Vehicle	394,250.00	11/23/2010	394,250.00	11/20/2012	1.28%		5,046.40	11/20/2012
4. Acquisition of Fire Equipment	9,500.00	11/23/2010	9,500.00	11/20/2012	1.28%		121.60	11/20/2012
5. Acquisition of Vehicle	152,000.00	11/23/2010	152,000.00	11/20/2012	1.28%		1,945.60	11/20/2012
6. Acquisition of Fire Equipment	16,150.00	11/23/2010	16,150.00	11/20/2012	1.28%		206.72	11/20/2012
7. Road Reconstruction	425,000.00	11/21/2011	425,000.00	11/20/2012	1.28%		5,440.00	11/20/2012
8. Acquisition of Public Works Equipment	66,500.00	11/21/2011	66,500.00	11/20/2012	1.28%		851.20	11/20/2012
9. Acquisition of Fire Equipment	52,250.00	11/21/2011	52,250.00	11/20/2012	1.28%		668.80	11/20/2012
10. Acquisition of Office Equipment	4,750.00	11/21/2011	4,750.00	11/20/2012	1.28%		60.80	11/20/2012
11. Acquisition of Senior Bud	57,000.00	11/21/2011	57,000.00	11/20/2012	1.28%		729.60	11/20/2012
12.								
13.								
14.								
<b>Total</b>	<b>1,258,150.00</b>		<b>1,258,150.00</b>			80051-01	80051-02	16,104.32

Memo: Designate all "Capital Notes" issued under N.J.S. 40A:2-8(b) with "C". Such notes must be retired at the rate of 20% of the original amount issued annually.

Memo: Type I School Notes should be separately listed and totaled.

Memo: Refunding Bond Anticipation Notes should be separately listed and totaled.

\* "Original Date of Issue" refers to the date when the first money was borrowed for a particular improvement, not the renewal date of subsequent notes which were issued.

All notes with an original date of issue of 2009 or prior require one legally payable installment to be budgeted if it is contemplated that such notes will be renewed in 2012 or written intent of permanent financing submitted with statement.

\*\* If interest on notes is financed by ordinance, designate same, otherwise an amount must be included in this column.

(Do not crowd - add additional sheets)

# DEBT SERVICE SCHEDULE FOR ASSESSMENT NOTES

Title or Purpose of Issue	Original Amount Issued	Original Date of Issue*	Amount of Note Outstanding Dec. 31, 2011	Date of Maturity	Rate of Interest	2012 Budget Requirement		Interest Computed to (Insert Date)
						For Principal	For Interest **	
1.								
2.								
3.								
4.								
5.								
6.								
7.								
8.								
9.								
10.								
11.								
12.								
13.								
14.								
<b>Total</b>	-		-			-	-	-

MEMO: \*See Sheet 33 for clarification of "Original Date of Issue" 80051-01 80051-02

Assessment Notes with an original date of issue of December 31, 2009 or prior must be appropriated in full in the 2012 Dedicated Assessment Budget or written intent of permanent financing submitted with statement.

\*\*Interest on Assessment Notes must be included in the Current Fund Budget appropriation "Interest on Notes".

**(Do not crowd - add additional sheets)**

# SCHEDULE OF CAPITAL LEASE PROGRAM OBLIGATIONS

Purpose	Amount of Obligation Outstanding Dec. 31, 2011	2012 Budget Requirement	
		For Principal	For Interest/Fees
Leases approved by LFB after July 1, 2007			
1.			
2.			
3.			
4.			
5.			
Sub-total			
Leases approved by LFB prior to July 1, 2007			
1.			
2.			
3.			
4.			
5.			
Sub-total			
<b>Total</b>	-	-	-

80051-01                      80051-02

(Do not crowd - add additional sheets)







# GENERAL CAPITAL FUND

## SCHEDULE OF DOWN PAYMENTS ON IMPROVEMENTS

		Debit	Credit
Balance January 1, 2011	80030-01	XXXXXXXXXX	
Received from 2011 Budget Appropriation *	80030-02	XXXXXXXXXX	
Received from 2011 Emergency Appropriation *	80030-03	XXXXXXXXXX	
Appropriated to Finance Improvement Authorizations	80030-04		XXXXXXXXXX
			XXXXXXXXXX
Balance December 31, 2011	80030-05	-	XXXXXXXXXX
		-	-

\*The full amount of the 2011 appropriation should be transferred to this account unless the balance of the appropriation is permitted to lapse.

### CAPITAL IMPROVEMENTS AUTHORIZED IN 2011 AND DOWN PAYMENTS (N.J.S. 40A:2-11)

#### GENERAL CAPITAL FUND ONLY

Purpose	Amount Appropriated	Total Obligations Authorized	Down Payment Provided by Ordinance	Amount of Down Payment in Budget of 2011 or Prior Years
Road Reconstruction (A)	613,400.00	425,000.00	22,400.00	22,400.00
Acquisition of Public Works Equipment	70,000.00	66,500.00	3,500.00	3,500.00
Acquisition of Fire Equipment	55,000.00	52,250.00	2,750.00	2,750.00
Acquisition of Office Equipment	5,000.00	4,750.00	250.00	250.00
Purchase of Senior Bus	60,000.00	57,000.00	3,000.00	3,000.00
(A) NJDOT Grant \$166,000.00				
<b>Total 80032-00</b>	<b>803,400.00</b>	<b>605,500.00</b>	<b>31,900.00</b>	<b>31,900.00</b>

NOTE - Where amount in column "Down Payment Provided by Ordinance" is LESS than 5% of amount in column "Total Obligations Authorized", explanation must be made part of or attached to this sheet.

# GENERAL CAPITAL FUND

## STATEMENT OF CAPITAL SURPLUS YEAR - 2011

		Debit	Credit
Balance January 1, 2011	80029-01	XXXXXXXXXX	317.00
Premium on Sale of Bonds		XXXXXXXXXX	
Funded Improvement Authorizations Canceled		XXXXXXXXXX	
Appropriated to Finance Improvement Authorizations	80029-02		XXXXXXXXXX
Appropriated to 2011 Budget Revenue	80029-03		XXXXXXXXXX
Balance December 31, 2011	80029-04	317.00	XXXXXXXXXX
		317.00	317.00

### BONDS ISSUED WITH A COVENANT OR COVENANTS

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

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

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

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



**SHEETS 40 to 68, INCLUSIVE, PERTAIN TO**

**UTILITIES ONLY**

**Note:**

If no "utility fund" existed on the books of account and if no utility was owned and operated by the municipality during the year 2011, please observe instructions of Sheet 2.



Bonds and Notes Authorized but Not Issued must be disclosed in this Utility Capital Section in the same manner as set forth in General Capital Fund on Sheet 8

# POST CLOSING TRIAL BALANCE - WATER UTILITY FUND

AS AT DECEMBER 31, 2011

## Operating and Capital Sections

(Separately Stated)

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

Title of Account	Debit	Credit
<b>WATER UTILITY CAPITAL FUND</b>		
Cash	776,878.26	
Investments		
Deferred Charges (Sheet 48)	-	
Fixed Capital	17,653,817.93	
Fixed Capital Authorized and Uncomplete	2,479,530.00	
Deferred Reserve for Amortization		122,849.00
Bond Anticipation Notes Payable		-
Loans Payable		-
Loans Payable		2,596,647.29
Serial Bonds Payable		2,809,881.00
Improvement Authorizations:		
Funded		405,954.90
Unfunded		354,844.53
Capital Improvement Fund		2,530.71
Capital Surplus		-
Reserve for Encumbrances		9,329.59
Contracts Payable		521,344.00
Reserve for Payment of Debt		432,874.53
Reserve for Amortization		13,653,970.64
Estimated Proceeds Bonds and Notes	950,000.00	XXXXXXXXXX
Bonds and Notes Authorized and Not Issued	XXXXXXXXXX	950,000.00
<b>Total Water Utility Capital Fund</b>	<b>21,860,226.19</b>	<b>21,860,226.19</b>

(Do not crowd - add additional sheets)





# SCHEDULE OF WATER UTILITY BUDGET - 2011

## BUDGET REVENUES

Source	Budget	Received in Cash	Excess or Deficit*
Operating Surplus Anticipated 91301-	363,000.00	363,000.00	-
Operating Surplus Anticipated with Consent of Director of Local Govt. Services 91302-			-
Rents 91303-	2,200,000.00	2,513,135.05	313,135.05
Fire Hydrant Service 91304-	350,000.00	395,355.04	45,355.04
Miscellaneous 91305-	53,101.14	23,120.16	(29,980.98)
			-
			-
			-
Added by N.J.S. 40A:4-87: (List)	XXXXXX	XXXXXX	XXXXXX
			-
			-
Subtotal	2,966,101.14	3,294,610.25	328,509.11
Deficit (General Budget) ** 91306-			
91307-	2,966,101.14	3,294,610.25	328,509.11

\*\* Amount in "Received in Cash" column for "Deficit (General Budget)" and amount expended for "Surplus (General Budget)" must agree with amounts shown for such items on Sheet 45.

## STATEMENT OF BUDGET APPROPRIATIONS

Appropriations	XXXXXX
Adopted Budget	2,966,101.14
Added by N.J.S. 40A:4-87	
Emergency	
<b>Total Appropriations</b>	<b>2,966,101.14</b>
Add: Overexpenditures (See Footnote)	
<b>Total Appropriations and Overexpenditures</b>	<b>2,966,101.14</b>
Deduct Expenditures:	
Paid or Charged	2,843,213.70
Reserved	94,973.45
Surplus (General Budget) **	
<b>Total Expenditures</b>	<b>2,938,187.15</b>
Unexpended Balance Canceled (See Footnote)	27,913.99

FOOTNOTES: - RE: OVEREXPENDITURES:

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

RE: UNEXPENDED BALANCES CANCELED:

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

# STATEMENT OF 2011 OPERATION

## WATER UTILITY

NOTE: Section 1 of this sheet is required to be filled out ONLY IF the 2011 Water Utility Budget contained either an item of revenue "Deficit (General Budget)" or an item of appropriation "Surplus (General Budget)"  
Section 2 should be filled out in every case.

### SECTION 1:

Revenue Realized:	XXXXXX	
Budget Revenue (Not Including "Deficit (General Budget)")	3,294,610.25	
Miscellaneous Revenue Not Anticipated		
2010 Appropriation Reserves Canceled *	112,700.49	
Cancellation of Water Overpayments	1,000.83	
Total Revenue Realized		3,408,311.57
Expenditures:	XXXXXX	
Appropriations (Not Including "Surplus (General Budget)")	XXXXXX	
Paid or Charged	2,843,213.70	
Reserved	94,973.45	
Expended Without Appropriation		
Cash Refund of Prior Year's Revenue		
Overexpenditure of Appropriation Reserves		
Total Expenditures	2,938,187.15	
Less: Deferred Charges Included In Above "Total Expenditures"		
Total Expenditures - As Adjusted		2,938,187.15
Excess		470,124.42
Budget Appropriation - Surplus (General Budget) **	-	
Balance of "Results of 2011 Operation"		
Remainder= ("Excess in Operations" - Sheet 46)	470,124.42	
Deficit		
Anticipated Revenue - Deficit (General Budget) **	-	
Balance of "Results of 2011 Operation"		
Remainder= ("Operating Deficit - to Trial Balance" - Sheet 46)	-	

### SECTION 2:

The following Item of 2010 Appropriation Reserves Canceled in 2011 Is Due to the Current Fund TO THE EXTENT OF the amount Received and Due from the General Budget of 2010 for an Anticipated Deficit in the Water Utility for 2010:

2010 Appropriation Reserves Canceled in 2011	112,700.49	
Less: Anticipated Deficit in 2010 Budget - Amount Received and Due from Current Fund - If none, enter "None"		
*Excess (Revenue Realized)		112,700.49

\*\*Items must be shown in same amounts on Sheet 44.

# RESULTS OF 2011 OPERATIONS - WATER UTILITY

	Debit	Credit
Excess in Anticipated Revenues	XXXXXX	328,509.11
Unexpended Balances of Appropriations	XXXXXX	27,913.99
Miscellaneous Revenue Not Anticipated	XXXXXX	-
Unexpended Balances of 2010 Appropriation Reserves *	XXXXXX	112,700.49
Cancellation of Water Overpayments		1,000.83
Deficit in Anticipated Revenue		XXXXXX
		XXXXXX
Operating Deficit - to Trial Balance	XXXXXX	
Excess in Operations - to Operating Surplus	470,124.42	XXXXXX
	470,124.42	470,124.42

\*See restriction in amount on Sheet 45, SECTION 2

## OPERATING SURPLUS - WATER UTILITY

	Debit	Credit
Balance January 1, 2011	XXXXXX	404,786.43
Excess in Results of 2011 Operations	XXXXXX	470,124.42
Amount Appropriated in 2011 Budget - Cash	363,000.00	XXXXXX
Amount Appropriated in 2011 Budget with Prior Written Consent of Director of Local Government Services		XXXXXX
Balance December 31, 2011	511,910.85	XXXXXX
	874,910.85	874,910.85

## ANALYSIS OF BALANCE December 31, 2011

(FROM WATER UTILITY - TRIAL BALANCE)

Cash		736,806.32
Investments		-
Interfund Accounts Receivable		
Subtotal		736,806.32
Deduct Cash Liabilities Marked with "C" on Trial Balance		224,895.47
Operating Surplus Cash or (Deficit in Operating Surplus Cash)		511,910.85
Other Assets Pledged to Operating Surplus*		
Deferred Charges #	-	
Operating Deficit #		
Total Other Assets		-
		511,910.85

# MAY NOT BE ANTICIPATED AS NON-CASH SURPLUS IN 2012 BUDGET.

\* In the case of a "Deficit in Operating Surplus Cash", "other Assets" would be also pledged to cash liabilities.

**SCHEDULE OF WATER UTILITY ACCOUNTS RECEIVABLE**

Balance December 31, 2010		\$ <u>336,725.28</u>
Increased by:		
Water Rents Levied		\$ <u>2,898,498.25</u>
Decreased by:		
Collections	\$ <u>2,898,798.20</u>	
Overpayments applied	\$ <u>9,517.80</u>	
Transfer to Water Liens	\$ <u>174.09</u>	
Other	\$ _____	
		\$ <u>2,908,490.09</u>
Balance December 31, 2011		\$ <u>326,733.44</u>

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**SCHEDULE OF WATER UTILITY LIENS**

Balance December 31, 2010		\$ _____
Increased by:		
Transfers from Accounts Receivable	<u>174.09</u>	
Penalties and Costs	_____	
Other	_____	
		\$ <u>174.09</u>
Decreased by:		
Collections	<u>174.09</u>	
Other	_____	
		\$ <u>174.09</u>
Balance December 31, 2011		\$ _____

# DEFERRED CHARGES

## - MANDATORY CHARGES ONLY -

# WATER UTILITY FUND

(Do not include the emergency authorizations pursuant to N.J.S. 40A:4-55, listed on Sheet 29)

	<u>Caused by</u>	<u>Amount Dec. 31, 2010 per Audit Report</u>	<u>Amount in 2011 Budget</u>	<u>Amount Resulting from 2011</u>	<u>Balance as at Dec. 31, 2011</u>
1.	Emergency Authorization - *	\$ _____	\$ _____	\$ _____	\$ _____ -
2.	_____	\$ _____	\$ _____	\$ _____	\$ _____ -
3.	_____	\$ _____	\$ _____	\$ _____	\$ _____ -
4.	_____	\$ _____	\$ _____	\$ _____	\$ _____ -
5.	Deficit in Operations	\$ _____	\$ _____	\$ _____ -	\$ _____ -
	<b>Total Operating</b>	\$ _____ -	\$ _____ -	\$ _____ -	\$ _____ -
6.	_____	\$ _____	\$ _____	\$ _____	\$ _____ -
7.	_____	\$ _____	\$ _____	\$ _____	\$ _____ -
8.	_____	\$ _____	\$ _____	\$ _____	\$ _____ -
	<b>Total Capital</b>	\$ _____ -	\$ _____ -	\$ _____ -	\$ _____ -

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

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

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

### JUDGEMENTS ENTERED AGAINST MUNICIPALITY AND NOT SATISFIED

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

**SCHEDULE OF BONDS ISSUED AND OUTSTANDING  
AND 2012 DEBT SERVICE FOR BONDS  
WATER UTILITY ASSESSMENT BONDS**

	Debit	Credit	2012 Debt Service
Outstanding January 1, 2011	XXXXXX		
Issued	XXXXXX		
Paid		XXXXXX	
Outstanding December 31, 2011	-	XXXXXX	
	-	-	
2012 Bond Maturities - Assessment Bonds			\$
2012 Interest on Bonds *			
<b>WATER UTILITY CAPITAL BONDS</b>			
Outstanding January 1, 2011	XXXXXX	3,234,881.00	
Issued	XXXXXX		
Paid	425,000.00	XXXXXX	
Outstanding December 31, 2011	2,809,881.00	XXXXXX	
	3,234,881.00	3,234,881.00	
2012 Bond Maturities - Capital Bonds			\$ 295,000.00
2012 Interest on Bonds *		108,802.14	

**INTEREST ON BONDS - WATER UTILITY BUDGET**

2011 Interest on Bonds (*Items)	108,802.14	
Less: Interest Accrued to 12/31/2011 (Trial Balance)	24,241.02	
Subtotal	84,561.12	
Add: Interest to be Accrued as of 12/31/2012	21,721.02	
Required Appropriation 2012		\$ 106,282.14

**LIST OF BONDS ISSUED DURING 2011**

Purpose	2012 Maturity	Amount Issued	Date of Issue	Interest Rate

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

## WATER UTILITY \_\_\_\_\_ LOAN

	Debit	Credit	2012 Debt Service
Outstanding January 1, 2011	XXXXXX		
Issued	XXXXXX		
Paid		XXXXXX	
Outstanding December 31, 2011	-	XXXXXX	
	-	-	
2012 Loan Maturities			\$
2012 Interest on Loans *		\$	
<b>WATER UTILITY CAPITAL LOAN</b>			
Outstanding January 1, 2011	XXXXXX	3,155,443.50	
Issued	XXXXXX		
Paid	173,579.21	XXXXXX	
Canceled	385,217.00		
Outstanding December 31, 2011	2,596,647.29	XXXXXX	
	3,155,443.50	3,155,443.50	
2012 Loan Maturities			\$ 179,395.97
2012 Interest on Loans *		\$ 72,118.76	

### INTEREST ON LOANS - WATER UTILITY BUDGET

2011 Interest on Loans (*Items)	\$	72,118.76	
Less: Interest Accrued to 12/31/2011 (Trial Balance)	\$	30,650.47	
Subtotal	\$	41,468.29	
Add: Interest to be Accrued as of 12/31/2012	\$	28,950.47	
Required Appropriation 2012			\$ 70,418.76

### LIST OF LOANS ISSUED DURING 2011

Purpose	2012 Maturity	Amount Issued	Date of Issue	Interest Rate

# DEBT SERVICE SCHEDULE FOR UTILITY NOTES (OTHER THAN UTILITY ASSESSMENT NOTES)

Title or Purpose of Issue	Original Amount Issued	Original Date of Issue*	Amount of Note Outstanding Dec. 31, 2011	Date of Maturity	Rate of Interest	2012 Budget Requirement	
						For Principal	For Interest **
1.							
2.							
3.							
4.							
5.							
6.							
7.							
8.							
9.							

INTEREST ON NOTES - WATER UTILITY BUDGET	
2011 Interest on Notes	\$ -
Less: Interest Accrued to 12/31/2011 (Trial Balance)	\$ -
Subtotal	\$ -
Add: Interest to be Accrued as of 12/31/2012	\$ -
Required Appropriation - 2012	\$ -

Important: If there is more than one utility in the municipality, identify each note.

Memo: Designate all "Capital Notes" issued under N.J.S. 40A:2-8(b) with "C". Such notes must be retired at the rate of 20% of the original amount issued annually.

\* See Sheet 33 for clarification of "Original Date of Issue".

All notes with an original date of issue of 2009 or prior require one legal payable installment to be budgeted if it is contemplated that such notes will be renewed in 2012 or written intent of permanent financing submitted.

\*\* If interest on note is financed by ordinance, designate same, otherwise an amount must be included in this column.

**(Do not crowd - add additional sheets)**

# DEBT SERVICE SCHEDULE FOR UTILITY ASSESSMENT NOTES

Title or Purpose of Issue	Original Amount Issued	Original Date of Issue*	Amount of Note Outstanding Dec. 31, 2011	Date of Maturity	Rate of Interest	2012 Budget Requirement		Interest Computed to (Insert Date)
						For Principal	For Interest **	
1.								
2.								
3.								
4.								
5.								
6.								
7.								
8.								
9.								
10.								
11.								
12.								
13.								
14.								
15.	-		-				-	

Important: If there is more than one utility in the municipality, identify each note.

Memo \*See Sheet 33 for clarification of "Original Date of Issue".

Utility Assessment Notes with an original date of issue of December 31, 2009 or prior must be appropriated in full in the 2012 Dedicated Utility Assessment Budget or written intent of permanent financing submitted.

\*\* Interest on Utility Assessment Notes must be included in the Utility Budget appropriation "Interest on Notes".

# SCHEDULE OF CAPITAL LEASE PROGRAM OBLIGATIONS

Purpose	Amount of Obligation Outstanding Dec. 31, 2011	2012 Budget Requirement	
		For Principal	For Interest/Fees
Leases approved by LFB after July 1, 2007			
1.			
2.			
3.			
4.			
5.			
Sub-total	-	-	-
Leases approved by LFB prior to July 1, 2007			
1.			
2.			
3.			
4.			
5.			
Sub-total	-	-	-
<b>Total</b>	<b>-</b>	<b>-</b>	<b>-</b>

Sheet 51a

(Do not crowd - add additional sheets)



**BOROUGH OF BERLIN**  
**WATER UTILITY CAPITAL FUND**  
Statement of Improvement Authorizations  
For the Year Ended December 31, 2011

Ordinance Number	Improvement Description	Date	Ordinance Amount	2011 Authorizations		Deferred Charges to Future Revenue	Disbursed	Adjustments	Balance Dec. 31, 2011	
				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	
06-12.1	Repainting of Chestnut Ave Water Tank	7-17-06	965,000.00	132,627.02				\$ 132,627.02		
06-12.2	Acquisition and Installation of Water Meters	7-17-06	2,583,600.00	457,950.65				457,950.65		
06-12.3	Purchase of Generator	7-17-06	268,600.00	85,096.95				85,096.95		
06-14.1	Purchase of Computer Software	8-21-06	18,000.00	5790.39					5,790.39	
06-14.2	Equipment and System Improvements	8-21-06	105,000.00	81,725.71			\$ 28,323.36		53,402.35	
07-17.1	Plant Improvements and Controls	9-6-07	63,630.00	58063.49					58,063.49	
07-17.2	Main Improvements	9-6-07	292,900.00	282498.67					282,498.67	
09-08.1	Redrilling of Well #10	7-6-09	900,000.00		\$ 325,669.04					\$ 325,669.04
09-08.2	Repair of Filters in Plant No. 1	7-6-09	100,000.00		29,175.49					29,175.49
				\$ 1,109,952.88	\$ 354,844.53	-	\$ 28,323.36	\$ 675,674.62	\$ 405,954.90	\$ 354,844.53
	Encumbrances Canceled							(20,143.78)		
	Improvement Authorization Canceled							695,818.40		
								\$ 675,674.62		

**WATER UTILITY CAPITAL FUND**  
**SCHEDULE OF CAPITAL IMPROVEMENT FUND**

	Debit	Credit
Balance January 1, 2011	XXXXXX	2,530.71
Received from 2011 Budget Appropriation *	XXXXXX	
	XXXXXX	
Improvement Authorizations Canceled (financed in whole by the Capital Improvement Fund)	XXXXXX	
List by Improvements - Direct Charges Made for Preliminary Costs:	XXXXXX	XXXXXX
		XXXXXX
Appropriated to Finance Improvement Authorizations		XXXXXX
		XXXXXX
Balance December 31, 2011	2,530.71	XXXXXX
	2,530.71	2,530.71

**WATER UTILITY CAPITAL FUND**  
**SCHEDULE OF DOWN PAYMENTS ON IMPROVEMENTS**

	Debit	Credit
Balance January 1, 2011	XXXXXX	
Received from 2011 Budget Appropriation	XXXXXX	
Received from 2011 Emergency Appropriation *	XXXXXX	
Appropriated to Finance Improvement Authorizations		XXXXXX
		XXXXXX
Balance December 31, 2011	-	XXXXXX
	-	-

\*The full amount of the 2011 appropriation should be transferred to this account unless the balance of the appropriation is permitted to lapse.

# UTILITY FUND

## CAPITAL IMPROVEMENTS AUTHORIZED IN 2011 AND DOWN PAYMENTS (N.J.S. 40A:2-11)

### UTILITIES ONLY

Purpose	Amount Appropriated	Total Obligations Authorized	Down Payment Provided by Ordinance	Amount of Down Payment in Budget of 2011 or Prior Years
<b>Total</b>	-	-	-	-

## WATER UTILITY CAPITAL FUND STATEMENT OF CAPITAL SURPLUS

### YEAR 2011

	Debit	Credit
Balance January 1, 2011	XXXXXX	
Premium on Sale of Bonds	XXXXXX	
Funded Improvement Authorizations Canceled	XXXXXX	
Appropriated to Finance Improvement Authorizations		XXXXXX
Appropriated to 2011 Budget Revenue		XXXXXX
Balance December 31, 2011	-	XXXXXX
	-	-



Bonds and Notes Authorized but Not Issued must be disclosed in this Utility Capital Section in the same manner as set forth in General Capital Fund on Sheet 8

## POST CLOSING

### TRIAL BALANCE SEWER UTILITY FUND

AS AT DECEMBER 31, 2011  
OPERATING AND CAPITAL SECTIONS  
(Separately Stated)

Cash Liabilities Must Be Subtotaled and Subtotal Must Be Marked With "C"

Title of Account	Debit	Credit
<b>SEWER UTILITY CAPITAL FUND</b>		
Cash	76,879.45	
Investments		
Deferred Charges (Sheet 62)	-	
Fixed Capital	3,565,451.65	
Fixed Capital Authorized and Uncomplete	153,230.00	
Bond Anticipation Notes Payable		-
Loans Payable		-
Loans Payable		-
Serial Bonds Payable		526,000.00
Improvement Authorizations:		
Funded		68,422.00
Unfunded		-
Capital Improvement Fund		1,721.95
Capital Surplus		-
Deferred Reserve for Amortization		14,430.00
Reserve for Amortization		3,178,251.65
Reserve for Payment of Debt		6,735.50
Estimated Proceeds Bonds and Notes		XXXXXXXXXX
Bonds and Notes Authorized and Not Issued	XXXXXXXXXX	
<b>Total Capital Fund</b>	<b>3,795,561.10</b>	<b>3,795,561.10</b>

(Do not crowd - add additional sheets)



**ANALYSIS OF SEWER UTILITY ASSESSMENT TRUST CASH AND INVESTMENTS  
PLEGGED TO LIABILITIES AND SURPLUS**

Title of Liability to which Cash and Investments are Pledged	Audit Balance Dec. 31, 2010	RECEIPTS				Disbursements	Balance Dec. 31, 2011
		Assessments and Liens	Operating Budget	XXXXXX	XXXXXX		
Assessment Serial Bond Issues:	XXXXXX	XXXXXX	XXXXXX	XXXXXX	XXXXXX	XXXXXX	XXXXXX
							-
							-
							-
							-
							-
Assessment Bond Anticipation Note Issues:	XXXXXX	XXXXXX	XXXXXX	XXXXXX	XXXXXX	XXXXXX	XXXXXX
							-
							-
							-
							-
Other Liabilities							-
Trust Surplus							-
Less Assets "Unfinanced"	XXXXXX	XXXXXX	XXXXXX	XXXXXX	XXXXXX	XXXXXX	XXXXXX
							-
							-
							-
							-
							-
							-

# SCHEDULE OF SEWER UTILITY BUDGET - 2011

## BUDGET REVENUES

Source	Budget	Received in Cash	Excess or Deficit*
Operating Surplus Anticipated 01	7,000.00	7,000.00	-
Operating Surplus Anticipated with Consent of Director of Local Govt. Services 02			-
Sewer Rents	620,000.00	646,048.75	26,048.75
Interest on Investments and Deposits	500.00	708.85	208.85
Miscellaneous	27,998.31	6,034.46	(21,963.85)
			-
			-
Added by N.J.S. 40A:4-87 (List)	XXXXXX	XXXXXX	XXXXXX
			-
			-
			-
Subtotal	655,498.31	659,792.06	4,293.75
Deficit (General Budget) ** 07			
08	655,498.31	659,792.06	4,293.75

\*\*Amount in "Received in Cash" column for "Deficit (General Budget)" and amount expended for "Surplus (General Budget)" must agree with amounts shown for such items on Sheet 59.

## STATEMENT OF BUDGET APPROPRIATIONS

Appropriations:	XXXXXX
Adopted Budget	655,498.31
Added by N.J.S. 40A:4-87	
Emergency	
Total Appropriations	655,498.31
Add: Overexpenditures (See Footnote)	
Total Appropriations and Overexpenditures	655,498.31
Deduct Expenditures:	
Paid or Charged	637,612.50
Reserved	15,885.81
Surplus (General Budget) **	
Total Expenditures	653,498.31
Unexpended Balance Canceled (See Footnote)	2,000.00

**FOOTNOTES - RE: OVEREXPENDITURES:**

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

**RE: UNEXPENDED BALANCE CANCELED:**

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

# STATEMENT OF 2011 OPERATION

## SEWER UTILITY

NOTE: Section 1 of this sheet is required to be filled out ONLY IF the 2011 SEWER Utility Budget contained either an item of revenue "Deficit (General Budget)" or an item of appropriation "Surplus (General Budget)"  
Section 2 should be filled out in every case.

**SECTION 1:**

Revenue Realized:	XXXXXX	
Budget Revenue (Not Including "Deficit (General Budget)")	659,792.06	
Miscellaneous Revenue Not Anticipated		
2010 Appropriation Reserves Canceled * (Excess Revenue Realized)	29,913.63	
Cancellation of Sewer Overpayments	266.75	
<b>Total Revenue Realized</b>		<b>689,972.44</b>
Expenditures:	XXXXXX	
Appropriations (Not Including "Surplus (General Budget)")	XXXXXX	
Paid or Charged	637,612.50	
Reserved	15,885.81	
Expended Without Appropriation		
Cash Refund of Prior Year's Revenue	47.58	
Overexpenditure of Appropriation Reserves		
<b>Total Expenditures</b>	<b>653,545.89</b>	
Less: Deferred Charges Included In Above "Total Expenditures"		
<b>Total Expenditures - As Adjusted</b>		<b>653,545.89</b>
<b>Excess</b>		<b>36,426.55</b>
Budget Appropriation - Surplus (General Budget) **	-	
Remainder = Balance of Results of 2011 Operation ("Excess in Operations" - Sheet 60)	36,426.55	
<b>Deficit</b>		
Anticipated Revenue - Deficit (General Budget) **	-	
Remainder = Balance of Results of 2011 Operation ("Operating Deficit - to Trial Balance" - Sheet 60)	-	

**SECTION 2:**

The following Item of 2010 Appropriation Reserves Canceled in 2011 Is Due to the Current Fund TO THE EXTENT OF the amount Received and Due from the General Budget of 2010 for an Anticipated Deficit in the SEWER Utility for 2010:

2010 Appropriation Reserves Canceled in 2011	29,913.63	
Less: Anticipated Deficit in 2010 Budget - Amount Received and Due from Current Fund - If none, enter "None"		
<b>* Excess (Revenue Realized)</b>		<b>29,913.63</b>

\*\*Items must be shown in same amounts on Sheet 58.

**RESULTS OF 2011 OPERATIONS**

**SEWER**

**UTILITY**

	Debit	Credit
Excess in Anticipated Revenues	XXXXXX	4,293.75
Unexpended Balances of Appropriations	XXXXXX	2,000.00
Miscellaneous Revenue Not Anticipated	XXXXXX	-
Unexpended Balances of 2010 Appropriation Reserves*	XXXXXX	29,913.63
Cancellation of Sewer Overpayments		266.75
Deficit in Anticipated Revenue		XXXXXX
Refund of Prior Year's Revenue	47.58	XXXXXX
Operating Deficit - to Trial Balance	XXXXXX	
Excess in Operations - to Operating Surplus	36,426.55	XXXXXX
* See restriction in amount on Sheet 59, SECTION 2	36,474.13	36,474.13

**OPERATING SURPLUS -**

**SEWER**

**UTILITY**

	Debit	Credit
Balance January 1, 2011	XXXXXX	110,811.82
Excess in Results of 2011 Operations	XXXXXX	36,426.55
Amount Appropriated in 2011 Budget - Cash	7,000.00	XXXXXX
Amount Appropriated in 2011 Budget with Prior Written Consent of Director of Local Government Services		XXXXXX
Anticipated as Revenue in Current Fund Budget	75,000.00	
Balance December 31, 2011	65,238.37	XXXXXX
	147,238.37	147,238.37

**ANALYSIS OF BALANCE DECEMBER 31, 2011  
(FROM SEWER UTILITY - TRIAL BALANCE)**

Cash		94,869.06
Investments		-
Interfund Accounts Receivable		
Subtotal		94,869.06
Deduct Cash Liabilities Marked with "C" on Trial Balance		29,630.69
Operating Surplus Cash or (Deficit in Operating Surplus Cash)		65,238.37
*Other Assets Pledged to Operating Surplus		
Deferred Charges #	-	
Operating Deficit #		
Total Other Assets		-
# MAY NOT BE ANTICIPATED AS NON-CASH SURPLUS IN 2012 BUDGET		65,238.37

\* In the case of a "Deficit in Operating Surplus Cash", "Other Assets" would also be pledged to cash liabilities

**SCHEDULE OF SEWER UTILITY ACCOUNTS RECEIVABLE**

Balance December 31, 2010		\$ <u>83,639.04</u>
Increased by:		
<u>SEWER</u> Rents Levied		\$ <u>641,633.53</u>
Decreased by:		
Collections	\$ <u>644,741.82</u>	
Overpayments applied	\$ <u>985.72</u>	
Transfer to <u>SEWER</u> Liens	\$ <u>321.21</u>	
Canceled	\$ <u>746.86</u>	
		\$ <u>646,795.61</u>
Balance December 31, 2011		\$ <u>78,476.96</u>

**SCHEDULE OF SEWER LIENS**

Balance December 31, 2010		\$ <u>-</u>
Increased by:		
Transfers from Accounts Receivable	\$ <u>321.21</u>	
Penalties and Costs	\$ <u></u>	
Other	\$ <u></u>	
		\$ <u>321.21</u>
Decreased by:		
Collections	\$ <u>321.21</u>	
Other	\$ <u></u>	
		\$ <u>321.21</u>
Balance December 31, 2011		\$ <u>-</u>

# DEFERRED CHARGES

- MANDATORY CHARGES ONLY -

## SEWER                      UTILITY FUND

(Do not include the emergency authorizations pursuant to N.J.S. 40A:4-55, listed on Sheet 29)

<u>Caused by</u>	Amount Dec. 31, 2010 per Audit Report	Amount in 2011 Budget	Amount Resulting from 2011	Balance as at Dec. 31, 2011
1. Emergency Authorization - *	\$ _____	\$ _____	\$ _____	\$ _____ -
2. _____	\$ _____	\$ _____	\$ _____	\$ _____ -
3. _____	\$ _____	\$ _____	\$ _____	\$ _____ -
4. _____	\$ _____	\$ _____	\$ _____	\$ _____ -
5. Deficit in Operations	\$ _____	\$ _____	\$ _____ -	\$ _____ -
<b>Total Operating</b>	\$ _____ -	\$ _____ -	\$ _____ -	\$ _____ -
6. _____	\$ _____	\$ _____	\$ _____	\$ _____ -
7. _____	\$ _____	\$ _____	\$ _____	\$ _____ -
8. _____	\$ _____	\$ _____	\$ _____	\$ _____ -
<b>Total Capital</b>	\$ _____ -	\$ _____ -	\$ _____ -	\$ _____ -

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

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

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

### JUDGEMENTS ENTERED AGAINST MUNICIPALITY AND NOT SATISFIED

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

**SCHEDULE OF BONDS ISSUED AND OUTSTANDING  
AND 2012 DEBT SERVICE FOR BONDS  
SEWER UTILITY ASSESSMENT BONDS**

	Debit	Credit	2012 Debt Service
Outstanding January 1, 2011	XXXXXX		
Issued	XXXXXX		
Paid		XXXXXX	
Outstanding December 31, 2011	-	XXXXXX	
	-	-	
2012 Bond Maturities - Assessment Bonds			\$
2012 Interest on Bonds *			
<b>SEWER</b>	<b>UTILITY CAPITAL BONDS</b>		
Outstanding January 1, 2011	XXXXXX	591,000.00	
Issued	XXXXXX		
Paid	65,000.00	XXXXXX	
Outstanding December 31, 2011	526,000.00	XXXXXX	
	591,000.00	591,000.00	
2012 Bond Maturities - Capital Bonds			\$ 65,000.00
2012 Interest on Bonds *		20,627.00	

**INTEREST ON BONDS - SEWER UTILITY BUDGET**

2011 Interest on Bonds (*Items)	20,627.00	
Less: Interest Accrued to 12/31/2011 (Trial Balance)	4,682.68	
Subtotal	15,944.32	
Add: Interest to be Accrued as of 12/31/2012	4,113.52	
Required Appropriation 2012		\$ 20,057.84

**LIST OF BONDS ISSUED DURING 2011**

Purpose	2012 Maturity	Amount Issued	Date of Issue	Interest Rate

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

## SEWER      UTILITY LOAN

	Debit	Credit	2012 Debt Service
Outstanding January 1, 2011	XXXXXX		
Issued	XXXXXX		
Paid		XXXXXX	
Outstanding December 31, 2011	-	XXXXXX	
	-	-	
2012 Loan Maturities			\$
2012 Interest on Loans *		\$	

	SEWER	UTILITY LOAN	
Outstanding January 1, 2011	XXXXXX		
Issued	XXXXXX		
Paid		XXXXXX	
Outstanding December 31, 2011	-	XXXXXX	
	-	-	
2012 Loan Maturities			\$
2012 Interest on Loans *		\$	

### INTEREST ON LOANS - SEWER UTILITY BUDGET

2011 Interest on Loans (*Items)	\$	-	
Less: Interest Accrued to 12/31/2011 (Trial Balance)	\$		
Subtotal	\$	-	
Add: Interest to be Accrued as of 12/31/2012	\$		
Required Appropriation 2012			\$ -

### LIST OF LOANS ISSUED DURING 2011

Purpose	2012 Maturity	Amount Issued	Date of Issue	Interest Rate
	-	-		

# DEBT SERVICE SCHEDULE FOR UTILITY NOTES (OTHER THAN UTILITY ASSESSMENT NOTES)

Title or Purpose of Issue	Original Amount Issued	Original Date of Issue*	Amount of Note Outstanding Dec. 31, 2011	Date of Maturity	Rate of Interest	2012 Budget Requirement	
						For Principal	For Interest **
1.							
2.							
3.							
4.							
5.							
6.							
7.							
8.							
9.			-			-	

Sheet 64

INTEREST ON NOTES -	UTILITY BUDGET
2011 Interest on Notes	\$ -
Less: Interest Accrued to 12/31/2011 (Trial Balance)	\$ -
Subtotal	\$ -
Add: Interest to be Accrued as of 12/31/2012	\$ -
Required Appropriation - 2012	\$ -

Important: If there is more than one utility in the municipality, identify each note.

Memo: Designate all "Capital Notes" issued under N.J.S. 40A:2-8(b) with "C". Such notes must be retired at the rate of 20% of the original amount issued annually.

\* See Sheet 33 for clarification of "Original Date of Issue".

All notes with an original date of issue of 2009 or prior require one legal payable installment to be budgeted if it is contemplated that such notes will be renewed in 2012 or written intent of permanent financing submitted.

\*\* If interest on note is financed by ordinance, designate same, otherwise an amount must be included in this column.

**(Do not crowd - add additional sheets)**

# DEBT SERVICE SCHEDULE FOR UTILITY ASSESSMENT NOTES

Title or Purpose of Issue	Original Amount Issued	Original Date of Issue*	Amount of Note Outstanding Dec. 31, 2011	Date of Maturity	Rate of Interest	2012 Budget Requirement		Interest Computed to (Insert Date)
						For Principal	For Interest **	
1.								
2.								
3.								
4.								
5.								
6.								
7.								
8.								
9.								
10.								
11.								
12.								
13.								
14.								
15.			-				-	

Important: If there is more than one utility in the municipality, identify each note.

Memo: \*See Sheet 33 for clarification of "Original Date of Issue".

Utility Assessment Notes with an original date of issue of December 31, 2009 or prior must be appropriated in full in the 2012 Dedicated Utility Assessment Budget or written intent of permanent financing submitted.

\*\* Interest on Utility Assessment Notes must be included in the Utility Budget appropriation "Interest on Notes".





**BOROUGH OF BERLIN**  
**SEWER UTILITY CAPITAL FUND**  
Statement of Improvement Authorizations  
For the Year Ended December 31, 2011

Ordinance Improvement Number	Description	Date	Ordinance Amount	2011 Authorizations		Capital Improvement Fund	Deferred Charges to Future Revenue	Balance			
				Funded	Unfunded			Disbursed	Adjustments	Dec. 31, 2011	
										Funded	Unfunded
06-14.1	Purchase of Computer Software	8/21/06	\$ 18,000.00	\$ 5,790.39				\$ 5,790.39			
06-14.2	Facility Improvements	8/21/06	235,000.00	28,917.61		\$ 4,180.00		24,737.61			
07-17	Purchase of Submersible Wells	9/06/07	49,980.00	37,894.00				37,894.00			
				\$ 72,602.00	-	\$ 4,180.00	-	\$ 68,422.00	-		

**SEWER UTILITY CAPITAL FUND**

**SCHEDULE OF CAPITAL IMPROVEMENT FUND**

	Debit	Credit
Balance January 1, 2011	XXXXXX	1,721.95
Received from 2011 Budget Appropriation *	XXXXXX	
	XXXXXX	
Improvement Authorizations Canceled (financed in whole by the Capital Improvement Fund)	XXXXXX	
List by Improvements - Direct Charges Made for Preliminary Costs:	XXXXXX	XXXXXX
		XXXXXX
Appropriated to Finance Improvement Authorizations		XXXXXX
		XXXXXX
Balance December 31, 2011	1,721.95	XXXXXX
	1,721.95	1,721.95

**SEWER UTILITY CAPITAL FUND**

**SCHEDULE OF DOWN PAYMENTS ON IMPROVEMENTS**

	Debit	Credit
Balance January 1, 2011	XXXXXX	
Received from 2011 Budget Appropriation *	XXXXXX	
Received from 2011 Emergency Appropriation *	XXXXXX	
Appropriated to Finance Improvement Authorizations		XXXXXX
		XXXXXX
Balance December 31, 2011	-	XXXXXX
	-	-

\*The full amount of the 2011 appropriation should be transferred to this account unless the balance of the appropriation is permitted to lapse.



**INSTRUCTIONS IN PREPARATION OF  
ANNUAL FINANCIAL STATEMENT FOR THE YEAR 2011**

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

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

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

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