

**BOROUGH OF HIGHLANDS  
COUNTY OF MONMOUTH, NEW JERSEY**

**AUDIT REPORT FOR THE YEAR  
ENDED DECEMBER 31, 2017**



**BOROUGH OF HIGHLANDS  
COUNTY OF MONMOUTH, NEW JERSEY**

**TABLE OF CONTENTS**

**FOR THE YEAR ENDED DECEMBER 31, 2017**

	<u>Exhibit</u>	<u>Page</u>
<u>Independent Auditor's Report</u>		1
Independent Auditor's Report on Internal Control Over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Statements Performed in Accordance with Government Auditing Standards		5
<u>Financial Statements</u>		
<u>Current Fund</u>		
Statements of Assets, Liabilities, Reserves and Fund Balance - Regulatory Basis	A	9
Statements of Operations and Changes in Fund Balance - Regulatory Basis	A-1	11
Statement of Revenues - Regulatory Basis	A-2	13
Statement of Expenditures - Regulatory Basis	A-3	15
<u>Trust Fund</u>		
Statements of Assets, Liabilities, Reserves and Fund Balance - Regulatory Basis	B	19
<u>General Capital Fund</u>		
Statements of Assets, Liabilities, Reserves and Fund Balance - Regulatory Basis	C	20
Statement of Operations and Changes in Fund Balance - Regulatory Basis	C-1	21
<u>Water-Sewer Utility Fund</u>		
Statements of Assets, Liabilities, Reserves and Fund Balance - Regulatory Basis	D	22
Statements of Operations and Changes in Fund Balance - Regulatory Basis	D-1	24
Statement of Operations and Changes in Fund Balance - Regulatory Basis	D-2	25
Statement of Revenues - Regulatory Basis	D-3	26
Statement of Expenditures - Regulatory Basis	D-4	27
<u>General Fixed Assets Account Group</u>		
Statements of Assets, Liabilities, Reserves and Fund Balance - Regulatory Basis	E	28
<u>Payroll Fund</u>		
Statements of Assets, Liabilities, Reserves and Fund Balance - Regulatory Basis	F	29
<u>Notes to Financial Statements</u>		33
<u>Supplementary Schedules</u>		
<u>Current Fund</u>		
Schedule of Cash - Collector/Treasurer	A-4	77
Schedule of Change Fund	A-5	78
Schedule of Taxes Receivable and Analysis of Property Tax Levy	A-6	79
Schedule of Due From/(To) State of New Jersey - Senior Citizens' and Veterans' Deductions	A-7	80
Schedule of Tax Title Liens	A-8	81

**BOROUGH OF HIGHLANDS  
COUNTY OF MONMOUTH, NEW JERSEY**

**TABLE OF CONTENTS**

**FOR THE YEAR ENDED DECEMBER 31, 2017**

	<u>Exhibit</u>	<u>Page</u>
<u>Current Fund (continued):</u>		
Schedule of Demolition Lien Receivable	A-9	81
Schedule of Property Acquired for Taxes	A-10	81
Schedule of Revenue Accounts Receivable	A-11	82
Schedule of Deferred Charges - Special Emergency Authorizations	A-12	83
Schedule of 2016 Appropriation Reserves	A-13	84
Schedule of Accounts Payable	A-14	87
Schedule of Prepaid Taxes	A-15	88
Schedule of County Taxes Payable	A-16	89
Schedule of Regional School Taxes Payable/Receivable	A-17	90
Schedule of Local School Taxes Payable	A-18	91
Schedule of Tax Overpayments	A-19	92
Schedule of Due to State of New Jersey -	A-20	93
Schedule of Various Reserves	A-21	94
Schedule of Federal and State Grants Receivable	A-22	95
Schedule of Reserve for State Grants-Appropriated	A-23	96
Schedule of Reserve for State Grants-Unappropriated	A-24	97
<u>Trust Fund</u>		
Schedule of Cash – Treasurer	B-1	101
Schedule of Registration Fees	B-2	102
Schedule of Reserve for Animal Control Expenditures	B-3	103
Schedule of Various Trust Fund Reserves	B-4	104
Schedule of Reserve for Open Space	B-5	105
Schedule of Investments - Length of Service Award Program	B-6	106
Schedule of Reserve for LOSAP - Length of Service Award Program	B-7	107
<u>General Capital Fund</u>		
Schedule of Cash-Treasurer	C-2	111
Schedule of Analysis of General Capital Cash and Investments	C-3	112
Schedule of Deferred Charges to Future Taxation-Funded	C-4	113
Schedule of Deferred Charges To Future Taxation - Unfunded	C-5	114
Schedule of Monmouth County Open Space Grant Receivable	C-6	115
Schedule of FEMA Grants Receivable	C-7	116
Schedule of FEMA Reimbursement	C-8	116
Schedule of NJ DOT Grants Receivable	C-9	117
Schedule of General Serial Bonds	C-10	118
Schedule of Downtown Business Improvement Zone Loan Fund Payable	C-11	119
Schedule of Bond Anticipation Notes Payable	C-12	120
Schedule of Improvement Authorizations	C-13	121
Schedule of Capital Improvement Fund	C-14	122
Schedule of Various Reserves	C-15	123
Schedule of Bonds and Notes Authorized but Not Issued	C-16	124
Schedule of Community Development Block Grant Receivable	C-17	125

**BOROUGH OF HIGHLANDS  
COUNTY OF MONMOUTH, NEW JERSEY**

**TABLE OF CONTENTS**

**FOR THE YEAR ENDED DECEMBER 31, 2017**

	<u>Exhibit</u>	<u>Page</u>
<u>Water-Sewer Utility Fund</u>		
Schedule of Cash-Treasurer	D-5	129
Schedule of Sewer Utility Capital Fund Cash	D-6	130
Schedule of Consumer Accounts Receivable	D-7	131
Schedule of Accounts Payable	D-8	132
Schedule of Fixed Capital	D-9	133
Schedule of Reserve for Debt Service - AHHRSA	D-10	134
Schedule of Appropriation Reserves	D-11	135
Schedule of Sewer Rent Overpayment	D-12	136
Schedule of Accrued Interest on Bonds	D-13	137
Schedule of Serial Bonds	D-14	138
Schedule of NJEIT Loans Payable	D-15	140
Schedule of Lien Receivable	D-16	141
Schedule of Capital Improvement Fund	D-17	142
Schedule of Reserve for Amortization	D-18	142
Schedule of Reserve for Down Payment on Improvements	D-19	142
 <u>General Fixed Assets Account Group</u>		
Schedule of General Fixed Assets	E-1	145
 <u>Payroll Fund</u>		
Schedule of Cash	F-1	149
 <u>Comments and Recommendations</u>		
Schedule of Financial Statement Findings		155
Summary Schedule of Prior Year Audit Findings		156
Officials In Office and Surety Bonds		159
Contracts and Agreements Required to be Advertised by (N.J.S.A. 40A:11-4)		161
Collection of Interest on Delinquent Taxes and Assessments		161
Acknowledgment		162

*This page intentionally left blank*

**BOROUGH OF HIGHLANDS  
COUNTY OF MONMOUTH**

**PART I**

**INDEPENDENT AUDITOR'S REPORTS  
AND FINANCIAL STATEMENTS  
FOR THE YEAR ENDED DECEMBER 31, 2017**

\*\*\*\*\*

*This page intentionally left blank*





HOLMAN | FRENIA  
ALLISON, P.C.

*Certified Public Accountants & Consultants*

680 Hooper Avenue, Bldg B, Toms River, NJ 08753 • Tel: 732.797.1333  
618 Stokes Road, Medford, NJ 08055 • Tel: 609.953.0612  
912 Highway 33, Suite 2, Freehold, NJ 07728 • Tel: 732.409.0800  
194 East Bergen Place, Red Bank, NJ 07701 • Tel: 732.747.0010

[www.hfacpas.com](http://www.hfacpas.com)

## INDEPENDENT AUDITOR'S REPORT

Honorable Mayor and Members  
of the Borough Council  
Borough of Highlands  
County of Monmouth  
Highlands, New Jersey

### Report on the Financial Statements

We have audited the accompanying statements of assets, liabilities, reserves and fund balance - regulatory basis of the various funds and account group of the Borough of Highlands as of December 31, 2017 and 2016, and the related statements of operations and changes in fund balance - regulatory basis for the years then ended, the related statements of revenues - regulatory basis, and statements of expenditures - regulatory basis for the year ended December 31, 2017 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 accounting principles and practices prescribed by 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 and 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 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.

## **Opinions**

### **Basis for Adverse Opinion on Accounting Principles Generally Accepted in the United States of America**

As described in Note 1, the financial statements are prepared by the Borough of Highlands 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 Accounting Principles Generally Accepted in the United States of America**

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, as of December 31, 2017 and 2016, or the results of its operations and changes in fund balance for the years then ended.

### **Unmodified Opinion on Regulatory Basis of Accounting**

In our opinion, the financial statements referred to above present fairly, in all material respects, the assets, liabilities, reserves and fund balance - regulatory basis of the various funds of the Borough, as of December 31, 2017 and 2016, and the results of its operations and changes in fund balance - regulatory basis of such funds for the years then ended, and the statements of revenues - regulatory basis, statements of expenditures - regulatory basis of the various funds, and general fixed assets group of accounts – regulatory basis, for the year ended December 31, 2017 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 Matters**

### **Other Information**

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the Borough’s basic financial statements. The supplemental schedules presented for the various funds and letter of comments and recommendations section 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 supplemental schedules presented for the various funds are the responsibility of management and was derived from and relates 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 financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial

statements or to the 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 is fairly stated in all material respects in relation to the financial statements of each of the respective individual funds and account group 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 28, 2018 on our consideration of the Borough's 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 the internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with Government Auditing Standards in considering the Borough's internal control over financial reporting and compliance.

Respectfully submitted,

**HOLMAN FRENIA ALLISON, P.C.**

Robert W. Allison  
Certified Public Accountant  
Registered Municipal Accountant  
RMA No. 483

Freehold, New Jersey  
June 28, 2018

*This page intentionally left blank*



**INDEPENDENT AUDITOR'S 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**

Honorable Mayor and Members  
of the Borough Council  
Borough of Highlands  
County of Monmouth  
Highlands, New Jersey

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 audit requirements as prescribed by the Division of Local Government Services, Department of Community Affairs, State of New Jersey, the financial statements - regulatory basis of the Borough of Highlands, as of and for the year ended December 31, 2017, 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 28, 2018. Our report indicated that the Borough's financial statements were not prepared in accordance with accounting principles generally accepted in the United States of America but rather prepared in accordance with the 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'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 the Borough'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'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,

**HOLMAN FRENIA ALLISON, P.C.**

Robert W. Allison  
Certified Public Accountant  
Registered Municipal Accountant  
RMA No. 483

Freehold, New Jersey  
June 28, 2018

**BASIC FINANCIAL STATEMENTS**

*This page intentionally left blank*



**BOROUGH OF HIGHLANDS  
COUNTY OF MONMOUTH, NEW JERSEY  
CURRENT FUND  
STATEMENTS OF ASSETS, LIABILITIES, RESERVES AND  
FUND BALANCE - REGULATORY BASIS  
DECEMBER 31, 2017 AND 2016**

	<u>Reference</u>	<u>2017</u>	<u>2016</u>
<u>Assets</u>			
Current Fund:			
Cash	A-4	\$ 6,954,955.36	\$ 5,831,898.25
Change Fund	A-5	445.00	445.00
Due From State of New Jersey - Senior Citizens' and Veterans' Deductions	A-7	-	648.37
Due From State -Non Federal Cost Share CDBG #3	A	17,230.75	256,711.91
		<u>6,972,631.11</u>	<u>6,089,703.53</u>
Receivables and Other Assets			
With Full Reserves:			
Delinquent Property Taxes Receivable	A-6	758,960.00	441,345.49
Tax Title Liens	A-8	74,741.21	54,797.00
Demolition Lien Receivable	A-9	40,786.77	40,786.77
Property Acquired for Taxes	A-10	212,600.00	212,600.00
Revenue Accounts Receivable	A-11	7,934.97	6,251.53
		<u>1,095,022.95</u>	<u>755,780.79</u>
Deferred Charges:			
Community Disaster Loan	A	2,063,102.00	2,063,102.00
Special Emergency Authorization	A-12	20,000.00	223,968.35
		<u>2,083,102.00</u>	<u>2,287,070.35</u>
		<u>10,150,756.06</u>	<u>9,132,554.67</u>
Federal and State Grants:			
Cash	A-4	323,032.41	91,944.83
Grants Receivable	A-22	306,114.75	518,455.06
		<u>629,147.16</u>	<u>610,399.89</u>
Total Assets		<u>\$ 10,779,903.22</u>	<u>\$ 9,742,954.56</u>

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

**BOROUGH OF HIGHLANDS  
COUNTY OF MONMOUTH, NEW JERSEY  
CURRENT FUND  
STATEMENTS OF ASSETS, LIABILITIES, RESERVES AND  
FUND BALANCE - REGULATORY BASIS  
DECEMBER 31, 2017 AND 2016**

	<u>Reference</u>	<u>2017</u>	<u>2016</u>
Liabilities:			
Appropriation Reserves	A-3	\$ 601,440.75	\$ 1,213,105.96
Encumbrances Payable	A-3	432,487.92	355,758.60
Accounts Payable	A-14	254,925.98	117,261.01
Prepaid Taxes	A-15	799,312.54	93,823.06
County Taxes	A-16	30,101.61	-
Regional High School Taxes	A-17	185,699.60	220,464.10
Local School Taxes	A-18	255,353.00	169,324.00
Tax Overpayments	A-19	209,012.71	178,483.84
Due From State of New Jersey - Senior Citizens' and Veterans' Deductions	A-7	351.63	-
Due to State of NJ	A-20	5,148.91	6,829.91
Accrued Interest on Loan	A	122,719.37	94,351.83
Various Reserves	A-21	146,106.53	318,676.95
Community Disaster Loan Payable	A	<u>2,063,102.00</u>	<u>2,063,102.00</u>
		5,105,762.55	4,831,181.26
Reserve for Receivables and Other Assets	A	1,095,022.95	755,780.79
Fund Balance	A-1	<u>3,949,970.56</u>	<u>3,545,592.62</u>
		<u>10,150,756.06</u>	<u>9,132,554.67</u>
Federal and State Grants:			
Encumbrances Payable	A-23	135,376.26	144,582.70
Reserve For Grants:			
Appropriated	A-23	456,598.81	401,464.83
Unappropriated	A-24	37,172.09	63,230.48
Due to State	A	<u>-</u>	<u>1,121.88</u>
Federal and State Grants:		<u>629,147.16</u>	<u>610,399.89</u>
Total Liabilities, Reserves and Fund Balances		<u>\$ 10,779,903.22</u>	<u>\$ 9,742,954.56</u>

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

**BOROUGH OF HIGHLANDS  
COUNTY OF MONMOUTH, NEW JERSEY  
CURRENT FUND  
STATEMENTS OF OPERATIONS AND CHANGES IN FUND BALANCE -  
REGULATORY BASIS  
FOR THE YEAR ENDED DECEMBER 31, 2017 AND 2016**

	<u>2017</u>	<u>2016</u>
Revenue and Other Income Realized:		
Fund Balance Anticipated	\$ 1,200,000.00	\$ 1,500,000.00
Miscellaneous Revenue Anticipated	1,406,145.46	2,345,911.47
Receipt from Delinquent Taxes	433,819.67	551,670.27
Receipt from Current Taxes	16,285,545.94	16,136,808.05
Non-Budget Revenue	92,278.08	197,345.97
Other Credits To Income:		
Unexpended Balance of Appropriation Reserves	888,621.77	743,200.69
Interfunds Returned	-	2,495.78
Grant Appropriated Reserve Canceled	10,181.66	-
Due to State - Canceled	1,121.88	-
Accounts Payable Cancelled	<u>10,252.22</u>	<u>25,097.32</u>
 Total Revenue	 <u>20,327,966.68</u>	 <u>21,502,529.55</u>
 Expenditures:		
Budget Appropriations Within "CAPS":		
Operations:		
Salaries and Wages	3,005,500.00	3,267,000.00
Other Expenses	3,820,200.00	3,783,340.00
Deferred Charges and Statutory Expenditures	566,849.70	572,291.00
Appropriations Excluded From "CAPS":		
Operations:		
Other Expenses	415,071.91	650,098.07
Capital Improvements	600,000.00	481,500.00
Municipal Debt Service	838,933.96	908,749.81
Deferred Charges and Statutory Expenditures	203,968.35	1,010,247.68
County Taxes	1,772,123.06	1,792,099.73
Due County Added Taxes	30,101.61	14,518.23
Regional High School Taxes	3,695,545.50	3,831,432.00
Local District School Tax	3,664,276.00	3,335,949.00
Business Improvement District Tax	70,000.00	60,000.00
Municipal Open Space Tax	29,781.94	29,379.15
Prior Year Senior Citizen & Vet Disallowed	2,500.00	3,000.00

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

**BOROUGH OF HIGHLANDS  
COUNTY OF MONMOUTH, NEW JERSEY  
CURRENT FUND  
STATEMENTS OF OPERATIONS AND CHANGES IN FUND BALANCE -  
REGULATORY BASIS  
FOR THE YEAR ENDED DECEMBER 31, 2017 AND 2016**

	<u>2017</u>	<u>2016</u>
Expenditures (continued):		
Grant Receivable Canceled	6,731.26	-
Accrued Interest	<u>2,005.45</u>	<u>-</u>
Total Expenditures	<u>18,723,588.74</u>	<u>19,739,604.67</u>
Excess/(Deficit) in Revenue	1,604,377.94	1,762,924.88
Fund Balance, January 1	<u>3,545,592.62</u>	<u>3,282,667.74</u>
	5,149,970.56	5,045,592.62
Decreased By:		
Utilized as Anticipated Revenue	<u>1,200,000.00</u>	<u>1,500,000.00</u>
Fund Balance, December 31	<u><u>\$ 3,949,970.56</u></u>	<u><u>\$ 3,545,592.62</u></u>

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

**BOROUGH OF HIGHLANDS  
COUNTY OF MONMOUTH, NEW JERSEY  
CURRENT FUND  
STATEMENT OF REVENUES - REGULATORY BASIS  
FOR THE YEAR ENDED DECEMBER 31, 2017**

	Anticipated <u>Budget</u>	Added by N.J.S.A. <u>40A:4-87</u>	Amount <u>Realized</u>	Excess/ <u>(Deficit)</u>
Surplus Anticipated	\$ 1,200,000.00	\$ -	\$ 1,200,000.00	\$ -
Miscellaneous Revenues:				
Licenses:				
Alcoholic Beverages	15,000.00	-	15,624.60	624.60
Other	18,000.00	-	16,755.00	(1,245.00)
Fees and Permits	75,000.00	-	95,463.24	20,463.24
Fines and Costs - Municipal Court	75,000.00	-	98,588.87	23,588.87
Interest and Costs on Taxes	100,000.00	-	94,090.95	(5,909.05)
Interest on Investments	50,000.00	-	69,897.67	19,897.67
Cable Television Franchise Fee	25,000.00	-	26,953.87	1,953.87
Consolidated Municipal Property Tax				
Relief Aid	8,977.00	-	8,977.00	-
Energy Receipts Tax	345,582.00	-	345,582.00	-
Uniform Construction Code Fees	270,000.00	-	206,453.00	(63,547.00)
Lease of Borough Property	42,000.00	-	92,200.00	50,200.00
Housing Authority - PILOT	25,000.00	-	54,509.00	29,509.00
Police Off-Duty Administrative Fees	10,000.00	-	10,000.00	-
FEMA Proceeds	163,968.35	-	163,968.35	-
Drive Sober Get Pulled Over	1,027.33	-	1,027.33	-
Clean Community	15,132.18	-	15,132.18	-
Municipal Alliance	31,960.00	-	31,960.00	-
Recycling Tonnage Grant	2,291.28	-	2,291.28	-
Drunk Driving	22,024.44	-	22,024.44	-
Zoning Grant	18,453.75	-	18,453.75	-
Highway Safety	1,000.00	-	1,000.00	-
NJDOA - Summer Food Program	-	11,891.43	11,891.43	-
Alcohol Education and Rehabilitation Fund	3,301.50	-	3,301.50	-
Total Miscellaneous Revenues	1,318,717.83	11,891.43	1,406,145.46	75,536.20
Receipts From Delinquent Taxes	450,000.00	-	433,819.67	(16,180.33)
Amount To Be Raised By Taxes For Support of Municipal Budget	7,570,084.34	-	8,162,466.33	592,381.99
Budget Totals	10,538,802.17	11,891.43	11,202,431.46	651,737.86
Non-Budget Revenue	-	-	92,278.08	92,278.08
Total General Revenues	\$ 10,538,802.17	\$ 11,891.43	\$ 11,294,709.54	\$ 744,015.94

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

**BOROUGH OF HIGHLANDS  
COUNTY OF MONMOUTH, NEW JERSEY  
CURRENT FUND  
STATEMENT OF REVENUES - REGULATORY BASIS  
FOR THE YEAR ENDED DECEMBER 31, 2017**

Analysis of Realized Revenue

Allocation of Current Tax Collections:	
Revenue From Collections	\$ 16,285,545.94
Less: Allocated to School and County Taxes	<u>9,223,079.61</u>
Balance for Support of Municipal Budget Appropriations	7,062,466.33
Add: "Appropriation Reserve for Uncollected Taxes"	<u>1,100,000.00</u>
Amount for Support of Municipal Budget Appropriations	<u>\$ 8,162,466.33</u>
Receipts From Delinquent Taxes:	
Delinquent Tax Collections	\$ 433,316.69
Tax Title Lien Collections	<u>502.98</u>
	<u>\$ 433,819.67</u>
Miscellaneous Revenue Not Anticipated:	
Fire Safety	\$ 5,475.28
Year-end Tax Penalty	8,857.29
Agency Reimbursements	7,444.95
Administration Fee - Senior Citizens' and Veterans'	922.00
Copies	612.82
Insurance Proceeds	29,442.00
Inspection Fines	9,937.00
Sale of Assets	23,414.40
Miscellaneous - Other	<u>6,172.34</u>
	<u>\$ 92,278.08</u>

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

**BOROUGH OF HIGHLANDS  
COUNTY OF MONMOUTH, NEW JERSEY  
CURRENT FUND  
STATEMENT OF EXPENDITURES - REGULATORY BASIS  
FOR THE YEAR ENDED DECEMBER 31, 2017**

	Appropriations		Paid or Charged	Expended		Unexpended Balance Cancelled
	Original Budget	Budget After Modifications		Encumbered	Reserved	
OPERATIONS - WITHIN "CAPS"						
GENERAL GOVERNMENT:						
Borough Administrator:						
Salaries and Wages	\$ 115,000.00	\$ 115,000.00	\$ 107,200.00	\$ -	\$ 7,800.00	\$ -
Other Expenses	3,500.00	3,500.00	1,541.92	850.00	1,108.08	-
Central Services:						
Salaries and Wages	34,000.00	34,000.00	30,717.77	-	3,282.23	-
Other Expenses	37,000.00	37,000.00	34,190.00	2,810.00	-	-
Borough Council:						
Other Expenses	50,000.00	50,000.00	13,217.85	12,004.44	24,777.71	-
Borough Clerk:						
Salaries and Wages	80,000.00	80,000.00	66,408.94	-	13,591.06	-
Other Expenses	74,500.00	74,500.00	45,553.25	16,688.85	12,257.90	-
Financial Administration:						
Salaries and Wages	128,000.00	128,000.00	115,194.90	-	12,805.10	-
Other Expenses	17,500.00	17,500.00	15,062.09	99.74	2,338.17	-
Audit Services	33,900.00	33,900.00	2,000.00	31,900.00	-	-
Collection of Taxes:						
Salaries and Wages	75,000.00	75,000.00	75,000.00	-	-	-
Other Expenses	9,000.00	9,000.00	8,561.00	439.00	-	-
Assessment of Taxes:						
Salaries and Wages	28,000.00	28,000.00	27,322.12	-	677.88	-
Other Expenses	27,000.00	27,000.00	11,603.29	989.00	14,407.71	-
Legal Services:						
Other Expenses	230,000.00	230,000.00	148,022.59	20,862.50	61,114.91	-
Grant Writer:						
Other Expenses	42,000.00	42,000.00	12,840.06	5,000.00	24,159.94	-
Engineering Services:						
Other Expenses	210,000.00	210,000.00	164,687.27	22,222.50	23,090.23	-
Code Enforcement:						
Salaries and Wages	75,000.00	75,000.00	75,000.00	-	-	-
Other Expenses	11,000.00	11,000.00	8,592.72	400.00	2,007.28	-
Other Expenses - Substandard Housing	75,000.00	75,000.00	1,220.00	73,500.00	280.00	-
LAND USE ADMINISTRATION						
Salaries and Wages	6,000.00	6,000.00	6,000.00	-	-	-
Other Expenses	25,000.00	30,000.00	15,660.02	1,082.75	13,257.23	-
INSURANCE						
General Liability	150,000.00	150,000.00	149,557.02	-	442.98	-
General Liability - Flood Insurance	20,000.00	20,000.00	7,498.00	4,133.10	8,368.90	-
Workmen's Compensation	200,000.00	200,000.00	194,331.16	-	5,668.84	-
Employee Group Health	1,100,000.00	1,100,000.00	1,085,697.22	-	14,302.78	-
PUBLIC SAFETY						
Fire:						
Other Expenses	67,400.00	67,400.00	56,328.83	9,897.74	1,173.43	-
Police Department:						
Salaries and Wages	1,750,000.00	1,675,000.00	1,573,702.23	2,896.58	98,401.19	-
Other Expenses	126,000.00	201,000.00	100,109.26	77,039.46	23,851.28	-
Dispatch:						
Salaries and Wages	208,000.00	208,000.00	199,169.47	-	8,830.53	-
Other Expenses	1,500.00	1,500.00	955.35	-	544.65	-
Municipal Court:						
Salaries and Wages	15,000.00	15,000.00	13,500.00	-	1,500.00	-
Other Expenses	6,500.00	6,500.00	4,640.00	-	1,860.00	-
First Aid Organization Contribution	29,000.00	29,000.00	18,231.69	10,104.55	663.76	-
Emergency Management Services:						
Salaries and Wages	4,000.00	4,000.00	3,651.12	-	348.88	-
Other Expenses	18,000.00	18,000.00	13,336.41	3,326.91	1,336.68	-

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

**BOROUGH OF HIGHLANDS  
COUNTY OF MONMOUTH, NEW JERSEY  
CURRENT FUND  
STATEMENT OF EXPENDITURES - REGULATORY BASIS  
FOR THE YEAR ENDED DECEMBER 31, 2017**

	Appropriations		Paid or Charged	Expended		Unexpended Balance Cancelled
	Original Budget	Budget After Modifications		Encumbered	Reserved	
Public Defender:						
Salaries and Wages	3,000.00	3,500.00	3,208.33	-	291.67	-
Fire Hydrant Fees	66,000.00	66,000.00	64,214.88	-	1,785.12	-
Uniform Fire Safety Act:						
Salaries and Wages	28,000.00	35,000.00	30,945.84	-	4,054.16	-
Other Expenses	5,000.00	5,000.00	1,525.78	1,237.97	2,236.25	-
Municipal Prosecutor's Office:						
Salaries and Wages	18,000.00	18,000.00	14,610.75	-	3,389.25	-
<b>PUBLIC WORKS FUNCTIONS</b>						
Road Repair and Maintenance:						
Salaries and Wages	250,000.00	250,000.00	231,301.46	-	18,698.54	-
Other Expenses	58,000.00	58,000.00	48,983.83	9,013.93	2.24	-
Snow Removal:						
Salaries and Wages	20,000.00	20,000.00	9,433.92	-	10,566.08	-
Other Expenses	30,000.00	30,000.00	20,519.74	8,624.75	855.51	-
Mechanical Garage:						
Other Expenses	7,000.00	7,000.00	5,537.76	565.14	897.10	-
Public Buildings:						
Salaries and Wages	20,000.00	22,000.00	20,516.56	-	1,483.44	-
Other Expenses	120,000.00	120,000.00	112,833.42	7,083.25	83.33	-
Shade Tree Commission:						
Other Expenses	900.00	900.00	-	-	900.00	-
Condo Services Act:						
Other Expenses	25,000.00	25,000.00	22,904.23	-	2,095.77	-
<b>HEALTH AND HUMAN SERVICES</b>						
Services of Monmouth County Regional						
Health Commission Contract (RS 40:13):	70,000.00	70,000.00	69,006.00	-	994.00	-
Environmental Commission:						
Other Expenses	500.00	500.00	250.00	-	250.00	-
Dog Control:						
Other Expenses	10,000.00	10,000.00	3,731.00	-	6,269.00	-
Sanitation Control						
Salaries and Wages	4,000.00	4,000.00	4,000.00	-	-	-
Other Expenses	40,000.00	40,000.00	40,000.00	-	-	-
Other Expenses - Contractual Services	230,000.00	230,000.00	212,537.72	-	17,462.28	-
Community-School Substance Safety and Health	3,000.00	3,000.00	3,000.00	-	-	-
NJ Public Employees Occupational Safety and Health						
Other Expenses	4,500.00	4,500.00	-	704.40	3,795.60	-
<b>PARK AND RECREATION FUNCTIONS</b>						
Beachfront Maintenance:						
Other Expenses	5,000.00	5,000.00	4,986.00	-	14.00	-
Parks and Playgrounds:						
Other Expenses	10,800.00	10,800.00	10,524.66	129.79	145.55	-
Celebration of Public Events:						
Other Expenses	2,700.00	2,700.00	1,510.19	-	1,189.81	-
Community Center:						
Salaries and Wages	110,000.00	97,500.00	85,915.04	-	11,584.96	-
Other Expenses	24,000.00	24,000.00	18,182.08	2,467.70	3,350.22	-
Accumulated Sick Leave	50,000.00	500.00	-	-	500.00	-
<b>UNIFORM CONSTRUCTION CODE</b>						
State Uniform Construction Code						
Salaries and Wages	112,000.00	112,000.00	103,246.91	-	8,753.09	-
Other Expenses	9,000.00	9,000.00	8,592.60	348.42	58.98	-
<b>UTILITY EXPENSE AND BULK PURCHASES</b>						
Electricity	55,000.00	58,000.00	57,648.23	351.00	0.77	-
Street Lighting	53,000.00	53,000.00	48,871.85	4,100.00	28.15	-
Telephone	30,000.00	30,000.00	17,295.45	7,500.00	5,204.55	-
Water	15,000.00	15,000.00	9,691.12	5,000.00	308.88	-

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



**BOROUGH OF HIGHLANDS  
COUNTY OF MONMOUTH, NEW JERSEY  
CURRENT FUND  
STATEMENT OF EXPENDITURES - REGULATORY BASIS  
FOR THE YEAR ENDED DECEMBER 31, 2017**

	Appropriations		Paid or Charged	Expended		Unexpended Balance Cancelled
	Original Budget	Budget After Modifications		Encumbered	Reserved	
Natural Gas	16,000.00	16,000.00	8,209.45	7,700.00	90.55	-
Telecommunication Costs	33,000.00	33,000.00	22,945.86	-	10,054.14	-
Gasoline and Diesel Fuel	50,000.00	50,000.00	50,000.00	-	-	-
<b>LANDFILL / SOLID WASTE DISPOSAL COSTS</b>						
Monmouth County Reclamation Center						
Other Expenses	200,000.00	200,000.00	156,790.17	-	43,209.83	-
<b>Total Operations Within "CAPS"</b>	<b>6,870,200.00</b>	<b>6,825,700.00</b>	<b>5,929,774.38</b>	<b>351,073.47</b>	<b>544,852.15</b>	<b>-</b>
Detail:						
Salaries and Wages	3,133,000.00	3,005,500.00	2,796,045.36	2,896.58	206,558.06	-
Other Expenses	3,737,200.00	3,820,200.00	3,133,729.02	348,176.89	338,294.09	-
Deferred Charges and Statutory Expenditures - Municipal - Within "CAPS"						
Statutory Expenditures:						
Contribution To:						
Public Employees' Retirement System	91,266.70	91,266.70	91,266.70	-	-	-
Social Security System (O.A.S.I.)	132,000.00	132,000.00	132,000.00	-	-	-
Defined Contribution Retirement Program	3,000.00	3,000.00	-	-	3,000.00	-
Police and Firemen's Retirement System	340,583.00	340,583.00	340,583.00	-	-	-
<b>Total Deferred Charges and Statutory Expenditures - Municipal - Within "CAPS"</b>	<b>566,849.70</b>	<b>566,849.70</b>	<b>563,849.70</b>	<b>-</b>	<b>3,000.00</b>	<b>-</b>
<b>Total General Appropriations for Municipal Purposes Within "CAPS"</b>	<b>7,437,049.70</b>	<b>7,392,549.70</b>	<b>6,493,624.08</b>	<b>351,073.47</b>	<b>547,852.15</b>	<b>-</b>
<b>OPERATIONS - EXCLUDED FROM "CAPS"</b>						
Length of Service Award Program	65,000.00	65,000.00	-	65,000.00	-	-
911 Telecommunications	14,000.00	14,000.00	14,000.00	-	-	-
Stormwater Management	50,000.00	50,000.00	33,735.38	12,639.85	3,624.77	-
Recycling Tax	1,000.00	1,000.00	114.65	-	885.35	-
<b>Total Other Operations Excluded From "CAPS"</b>	<b>130,000.00</b>	<b>130,000.00</b>	<b>47,850.03</b>	<b>77,639.85</b>	<b>4,510.12</b>	<b>-</b>
<b>INTERLOCAL MUNICIPAL SERVICE AGREEMENTS</b>						
Atlantic Highlands						
Maintenance of Motor Vehicles	75,000.00	75,000.00	39,937.28	3,774.60	31,288.12	-
Municipal Court	80,000.00	80,000.00	77,209.64	-	2,790.36	-
<b>Total Interlocal Municipal Service Agreements</b>	<b>155,000.00</b>	<b>155,000.00</b>	<b>117,146.92</b>	<b>3,774.60</b>	<b>34,078.48</b>	<b>-</b>
<b>PUBLIC AND PRIVATE PROGRAMS OFFSET BY REVENUES</b>						
Drive Sober - Get Pulled Over	1,027.33	1,027.33	1,027.33	-	-	-
Body Armor Grant	3,301.50	3,301.50	3,301.50	-	-	-
Clean Communities	15,132.18	15,132.18	15,132.18	-	-	-
Matching Funds for Grants	15,000.00	15,000.00	-	-	15,000.00	-
Municipal Alliance - County Share	31,960.00	31,960.00	31,960.00	-	-	-
Drunk Driving Enforcement Fund	22,024.44	22,024.44	22,024.44	-	-	-
Recycling Tonnage Grant	2,291.28	2,291.28	2,291.28	-	-	-
Summer Food	-	11,891.43	11,891.43	-	-	-
Zoning Grant	18,453.75	18,453.75	18,453.75	-	-	-
Municipal Alliance - Municipal Share	7,990.00	7,990.00	7,990.00	-	-	-
Highway Safety Grant	1,000.00	1,000.00	1,000.00	-	-	-
<b>Total Public and Private Programs Offset By Revenue</b>	<b>118,180.48</b>	<b>130,071.91</b>	<b>115,071.91</b>	<b>-</b>	<b>15,000.00</b>	<b>-</b>
<b>Total Operations - Excluded From "CAPS"</b>	<b>403,180.48</b>	<b>415,071.91</b>	<b>280,068.86</b>	<b>81,414.45</b>	<b>53,588.60</b>	<b>-</b>

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

**BOROUGH OF HIGHLANDS  
COUNTY OF MONMOUTH, NEW JERSEY  
CURRENT FUND  
STATEMENT OF EXPENDITURES - REGULATORY BASIS  
FOR THE YEAR ENDED DECEMBER 31, 2017**

	Appropriations		Paid or Charged	Expended		Unexpended Balance Cancelled
	Original Budget	Budget After Modifications		Encumbered	Reserved	
Detail:						
Other Expenses	403,180.48	415,071.91	280,068.86	81,414.45	53,588.60	-
Capital Improvements - Excluded From "CAPS"						
Capital Improvement Fund	600,000.00	600,000.00	600,000.00	-	-	-
Total Capital Improvements - Excluded From "CAPS"	600,000.00	600,000.00	600,000.00	-	-	-
Municipal Debt Service - Excluded From "CAPS"						
Payment of Bond Principal	358,000.00	358,000.00	358,000.00	-	-	-
Payment of Bond Anticipation Notes	111,160.00	146,160.00	146,160.00	-	-	-
Interest on Bonds	204,543.00	212,043.00	212,043.00	-	-	-
Interest on Notes	54,100.64	54,100.64	53,950.35	-	-	150.29
Capital Lease Obligations:						
Principal	52,000.00	54,000.00	54,000.00	-	-	-
Interest	14,800.00	14,800.00	14,780.61	-	-	19.39
Total Municipal Debt Service - Excluded From "CAPS"	794,603.64	839,103.64	838,933.96	-	-	169.68
Deferred Charges - Municipal - Excluded From "CAPS"						
Special Emergency Authorizations - 5 Years (N.J.S. 40A:4-54)	203,968.35	203,968.35	203,968.35	-	-	-
Total Deferred Charges - Municipal - Excluded From "CAPS"	203,968.35	203,968.35	203,968.35	-	-	-
Total General Appropriations for Municipal Purposes - Excluded From "CAPS"	2,001,752.47	2,058,143.90	1,922,971.17	81,414.45	53,588.60	169.68
Subtotal General Appropriations	9,438,802.17	9,450,693.60	8,416,595.25	432,487.92	601,440.75	169.68
Reserve for Uncollected Taxes	1,100,000.00	1,100,000.00	1,100,000.00	-	-	-
Total General Appropriations	\$ 10,538,802.17	\$ 10,550,693.60	\$ 9,516,595.25	\$ 432,487.92	\$ 601,440.75	\$ 169.68

Budget as Adopted	\$ 10,538,802.17
Added by N.J.S.A. 40A:4-87	<u>11,891.43</u>
	<u>\$ 10,550,693.60</u>

Analysis of Paid or Charged:	
Reserve For:	
Uncollected Taxes	\$ 1,100,000.00
Federal and State Grants	115,071.91
Deferred Charges	203,968.35
Cash Disbursements	<u>8,097,554.99</u>
	<u>\$ 9,516,595.25</u>

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

**BOROUGH OF HIGHLANDS  
COUNTY OF MONMOUTH, NEW JERSEY  
TRUST FUND  
STATEMENTS OF ASSETS, LIABILITIES, RESERVES AND  
FUND BALANCE - REGULATORY BASIS  
DECEMBER 31, 2017 AND 2016**

	<u>Reference</u>	<u>2017</u>	<u>2016</u>
<u>Assets</u>			
Animal Control Trust Fund:			
Cash	B-1	\$ 6,071.56	\$ 6,272.19
Change Fund		40.00	40.00
		<u>6,111.56</u>	<u>6,312.19</u>
Other Trust Funds:			
Cash - Trust Other	B-1	1,914,865.37	1,691,559.64
Open Space Trust Fund:			
Cash	B-1	59,876.75	191,072.26
Length of Service Award Program Fund ("LOSAP"):			
Investments	B-6	339,709.07	338,434.05
Total Assets		<u>\$2,320,562.75</u>	<u>\$2,227,378.14</u>
<u>Liabilities and Reserves</u>			
Animal Control Fund:			
Due to State	B-2	\$ 100.80	\$ 66.00
Reserve For Animal Control Fund Expenditures	B-3	6,010.76	6,246.19
		<u>6,111.56</u>	<u>6,312.19</u>
Other Trust Funds:			
Reserve For:			
Accounts Payable	B	1,772.19	1,224.34
Reserve For Encumbrances	B-4	27,959.19	54,119.84
Various Reserves	B-4	1,885,133.99	1,636,215.46
		<u>1,914,865.37</u>	<u>1,691,559.64</u>
Open Space Trust Fund:			
Reserve For Encumbrances	B	10,704.73	11,670.70
Reserve For Open Space	B-5	49,172.02	179,401.56
		<u>59,876.75</u>	<u>191,072.26</u>
Length of Service Award Program Fund ("LOSAP"):			
Reserve for Length of Service Award Program	B-7	339,709.07	338,434.05
Total Liabilities and Reserves		<u>\$ 2,320,562.75</u>	<u>\$ 2,227,378.14</u>

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

**BOROUGH OF HIGHLANDS  
COUNTY OF MONMOUTH, NEW JERSEY  
GENERAL CAPITAL FUND  
STATEMENTS OF ASSETS, LIABILITIES, RESERVES AND  
FUND BALANCE - REGULATORY BASIS  
DECEMBER 31, 2017 AND 2016**

<u>Assets</u>	<u>Reference</u>	<u>2017</u>	<u>2016</u>
Cash	C-2	\$ 2,753,922.40	\$ 3,431,029.26
Monmouth County Open Space Grant Receivable	C-6	150,000.00	-
Community Development Block Grant Receivable	C-17	146,286.00	-
FEMA Receivable	C-7	2,854,000.00	2,854,000.00
NJ DOT Receivable	C-9	270,750.00	102,500.00
FEMA Account Receivable - Borough Hall (Ord. 16-7)	C-8	938,018.67	956,561.25
Due from Utility Capital Fund	D	115,000.00	-
Deferred Charges to Future Taxation:			
Funded	C-4	4,240,000.00	4,606,750.00
Unfunded	C-5	8,700,442.49	13,607,485.40
		<hr/>	<hr/>
Total Assets		<u>\$ 20,168,419.56</u>	<u>\$ 25,558,325.91</u>
 <u>Liabilities, Reserves and Fund Balance</u>			
Serial Bonds	C-10	\$ 3,750,000.00	\$ 4,108,000.00
Downtown Business Improvement Zone Loan Payable	C-11	490,000.00	498,750.00
Bond Anticipation Notes	C-12	2,966,756.00	3,603,229.00
Accounts Payable	C	3,597.75	3,597.75
Encumbrances Payable	C-13	938,251.13	1,027,340.71
Improvement Authorizations:			
Funded	C-13	1,954,735.50	1,920,258.99
Unfunded	C-13	6,349,171.39	10,908,791.28
Capital Improvement Fund	C-14	624,669.26	395,383.26
Various Reserves	C-15	88,109.88	61,249.67
Reserve for Receivables	C-7	2,854,000.00	2,854,000.00
Fund Balance	C-1	149,128.65	177,725.25
		<hr/>	<hr/>
Total Liabilities, Reserves and Fund Balance		<u>\$ 20,168,419.56</u>	<u>\$ 25,558,325.91</u>

There were bonds and notes authorized but not issued on December 31, 2017 in the amount of \$5,733,686.49 and on December 31, 2016 in the amount of \$10,004,256.40.

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

**BOROUGH OF HIGHLANDS  
COUNTY OF MONMOUTH, NEW JERSEY  
GENERAL CAPITAL FUND  
STATEMENT OF OPERATIONS AND CHANGES IN FUND BALANCE -  
REGULATORY BASIS  
FOR THE YEAR ENDED DECEMBER 31, 2017**

Balance, December 31, 2016		\$ 177,725.25
Increased By:		
Premium on Sale of Bond Anticipation Notes	20,294.00	
Improvement Authorizations Cancelled	126,109.40	
		146,403.40
		324,128.65
Decreased By:		
Appropriated to Finance Improvement Authorizations		175,000.00
Balance, December 31, 2017		\$ 149,128.65

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

**BOROUGH OF HIGHLANDS  
COUNTY OF MONMOUTH, NEW JERSEY  
WATER-SEWER UTILITY FUND  
STATEMENTS OF ASSETS, LIABILITIES, RESERVES AND  
FUND BALANCE - REGULATORY BASIS  
DECEMBER 31, 2017 AND 2016**

	<u>Reference</u>	<u>2017</u>	<u>2016</u>
<u>Assets</u>			
Operating Fund:			
Cash - Checking	D-5	\$ 1,798,835.80	\$ 731,594.04
Investment in General Capital Fund	D-5	-	898,197.00
Advanced to Trustee	D	158,418.00	158,418.00
Change Fund	D	100.00	100.00
		<u>1,957,353.80</u>	<u>1,788,309.04</u>
Receivables with Full Reserves:			
Water-Sewer Rents Receivable	D-7	292,834.34	264,029.65
Water-Sewer Municipal Liens Receivable	D-16	458.24	418.93
		<u>293,292.58</u>	<u>264,448.58</u>
Deferred Charges:			
Community Disaster Loan		300,000.00	300,000.00
		<u>300,000.00</u>	<u>300,000.00</u>
 Total Operating Fund		 <u>2,550,646.38</u>	 <u>2,352,757.62</u>
Capital Fund:			
Cash - Checking	D-5	131,234.44	131,234.44
Fixed Capital	D-9	7,126,859.48	6,686,859.48
 Total Capital Fund		 <u>7,258,093.92</u>	 <u>6,818,093.92</u>
 Total Assets		 <u>\$ 9,808,740.30</u>	 <u>\$ 9,170,851.54</u>

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

**BOROUGH OF HIGHLANDS  
COUNTY OF MONMOUTH, NEW JERSEY  
WATER-SEWER UTILITY FUND  
STATEMENTS OF ASSETS, LIABILITIES, RESERVES AND  
FUND BALANCE - REGULATORY BASIS  
DECEMBER 31, 2017 AND 2016**

	<u>Reference</u>	<u>2017</u>	<u>2016</u>
<u>Liabilities, Reserves and Fund Balance</u>			
Operating Fund:			
Appropriation Reserves	D-4	\$ 349,906.15	\$ 113,044.50
Encumbrances Payable	D-4	89,406.06	210,530.34
Debt Service - AHHRSA Reserve	D-10	257,839.76	156,000.00
Sewer Rent Overpayments	D-12	19,752.27	23,959.08
Accrued Interest on Bonds	D-13	109,634.70	104,394.83
Accounts Payable	D-8	54,886.90	54,703.70
Community Disaster Loan Payable	D	300,000.00	300,000.00
		<u>1,181,425.84</u>	<u>962,632.45</u>
Reserve for Receivables	D	293,292.58	264,448.58
Fund Balance	D-1	1,075,927.96	1,125,676.59
		<u>1,369,220.54</u>	<u>1,390,125.17</u>
Total Operating Fund		<u>2,550,646.38</u>	<u>2,352,757.62</u>
Capital Fund:			
Serial Bonds	D-14	3,905,400.00	3,642,600.00
Loans Payable	D-15	1,351,284.77	1,428,552.56
Due General Capital Fund	C	115,000.00	-
Capital Improvement Fund	D-17	6,750.00	6,750.00
Deferred Reserve for Amortization			
Reserve for Amortization	D-18	1,870,174.71	1,730,706.92
Reserve for Down Payment on Improvements	D-19	100.00	100.00
Fund Balance	D-2	9,384.44	9,384.44
		<u>7,258,093.92</u>	<u>6,818,093.92</u>
Total Capital Fund		<u>7,258,093.92</u>	<u>6,818,093.92</u>
Total Liabilities, Reserves and Fund Balance		<u>\$ 9,808,740.30</u>	<u>\$ 9,170,851.54</u>

There were bonds and notes authorized but not issued at December 31, 2017 & 2016 of \$0.00.

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

**BOROUGH OF HIGHLANDS  
COUNTY OF MONMOUTH, NEW JERSEY  
WATER-SEWER UTILITY OPERATING FUND  
STATEMENTS OF OPERATIONS AND CHANGES IN OPERATING  
FUND BALANCE - REGULATORY BASIS  
FOR THE YEAR ENDED DECEMBER 31, 2017 AND 2016**

	<u>2017</u>	<u>2016</u>
Revenue and Other Income Realized:		
Surplus Anticipated	\$ 250,000.00	\$ 250,000.00
Sewer Rents	1,659,932.87	1,667,263.92
Miscellaneous Revenue	47,061.45	53,002.05
Miscellaneous Revenue Not Anticipated	5,950.00	-
Other Credits To Income:		
Appropriation Reserves Lapsed	59,195.79	68,441.19
Cancel Accounts Payable	-	4,850.75
	<hr/>	<hr/>
Total Revenue	2,022,140.11	2,043,557.91
	<hr/>	<hr/>
Expenditures:		
Operating:		
Salaries and Wages	95,000.00	93,000.00
Other Expenses	1,269,500.00	1,275,500.00
Debt Service	442,971.70	432,581.11
Deferred Charges and Statutory Expenditures	14,012.50	12,500.00
Cancel Accrued Interest & Various Reserves	404.54	-
	<hr/>	<hr/>
	1,821,888.74	1,813,581.11
	<hr/>	<hr/>
Excess/(Deficit) in Revenue	200,251.37	229,976.80
Fund Balance, January 1	1,125,676.59	1,145,699.79
	<hr/>	<hr/>
	1,325,927.96	1,375,676.59
Decreased By:		
Utilized as Anticipated Revenue	250,000.00	250,000.00
	<hr/>	<hr/>
Fund Balance, December 31	<u>\$ 1,075,927.96</u>	<u>\$ 1,125,676.59</u>

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



**BOROUGH OF HIGHLANDS  
COUNTY OF MONMOUTH, NEW JERSEY  
WATER-SEWER UTILITY CAPITAL FUND  
STATEMENT OF OPERATIONS AND CHANGES IN OPERATING FUND BALANCE -  
REGULATORY BASIS  
FOR THE YEAR ENDED DECEMBER 31, 2017**

Balance, December 31, 2017 and 2016

\$ 9,384.44

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

**BOROUGH OF HIGHLANDS  
COUNTY OF MONMOUTH, NEW JERSEY  
WATER-SEWER UTILITY OPERATING FUND  
STATEMENT OF REVENUES - REGULATORY BASIS  
FOR THE YEAR ENDED DECEMBER 31, 2017**

	<u>Budget</u>	<u>Realized</u>	<u>Excess/ (Deficit)</u>
Fund Balance Anticipated	\$ 250,000.00	\$ 250,000.00	\$ -
Rents - Water-Sewer	1,570,000.00	1,659,932.87	89,932.87
Interest on Delinquent Accounts	30,000.00	38,257.02	8,257.02
Interest on Investments	2,120.62	8,804.43	6,683.81
Miscellaneous	-	5,950.00	5,950.00
	<u>\$ 1,852,120.62</u>	<u>\$ 1,962,944.32</u>	<u>\$ 110,823.70</u>

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

**BOROUGH OF HIGHLANDS  
COUNTY OF MONMOUTH, NEW JERSEY  
WATER-SEWER UTILITY OPERATING FUND  
STATEMENT OF EXPENDITURES - REGULATORY BASIS  
FOR THE YEAR ENDED DECEMBER 31, 2017**

	Appropriations		Expended			
	Original Budget	Budget After Modifications	Paid or Charged	Encumbrances	Reserved	Cancelled
Operating:						
Sewer:						
Salaries and Wages	\$ 95,000.00	\$ 95,000.00	\$ 89,596.37	\$ -	\$ 5,403.63	\$ -
Other Expenses	1,021,500.00	1,016,500.00	744,531.19	89,406.06	182,562.75	-
Shared Services:						
Sewer Operator	175,000.00	175,000.00	51,809.07	-	123,190.93	-
Group Insurance	28,000.00	28,000.00	27,747.07	-	252.93	-
Workers Compensation Insurance	22,000.00	22,000.00	-	-	22,000.00	-
Other Insurances	28,000.00	28,000.00	12,350.00	-	15,650.00	-
Total Operating	1,369,500.00	1,364,500.00	926,033.70	89,406.06	349,060.24	-
Debt Service:						
Payment of Bond Principal	172,200.00	177,200.00	177,200.00	-	-	-
Interest on Bonds	172,980.00	172,980.00	169,155.47	-	-	3,824.53
NJEIT - Principal	100,612.70	100,612.70	83,316.09	-	-	17,296.61
NJEIT - Interest	22,815.42	22,815.42	13,300.14	-	-	9,515.28
Total Debt Service	468,608.12	473,608.12	442,971.70	-	-	30,636.42
Statutory Expenditures:						
Contributions To:						
Public Employees Retirement System	6,312.50	6,312.50	6,312.50	-	-	-
Social Security System (O.A.S.I.)	7,700.00	7,700.00	6,854.09	-	845.91	-
Total Statutory Expenditures	14,012.50	14,012.50	13,166.59	-	845.91	-
Total Sewer Utility Appropriations	\$ 1,852,120.62	\$ 1,852,120.62	\$ 1,382,171.99	\$ 89,406.06	\$ 349,906.15	\$ 30,636.42
Cash Disbursed			\$ 1,374,593.55			
Accrued Interest on Bonds			7,578.44			
			<u>\$ 1,382,171.99</u>			

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

**BOROUGH OF HIGHLANDS  
COUNTY OF MONMOUTH, NEW JERSEY  
GENERAL FIXED ASSETS ACCOUNT GROUP  
STATEMENTS OF ASSETS, LIABILITIES, RESERVES AND FUND BALANCE -  
REGULATORY BASIS  
DECEMBER 31, 2017 AND 2016**

	<u>Reference</u>	Balance December 31, <u>2017</u>	Balance December 31, <u>2016</u>
Land	E-1	\$ 1,097,800.00	\$ 1,097,800.00
Building	E-1	5,802,197.90	5,772,197.90
Machinery and Equipment	E-1	<u>4,552,934.28</u>	<u>4,310,900.83</u>
Total General Fixed Assets	E-1	<u>\$ 11,452,932.18</u>	<u>\$ 11,180,898.73</u>
Investment in General Fixed Assets		<u>\$ 11,452,932.18</u>	<u>\$ 11,180,898.73</u>

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

**BOROUGH OF HIGHLANDS  
COUNTY OF MONMOUTH, NEW JERSEY  
PAYROLL FUND  
STATEMENTS OF ASSETS, LIABILITIES, RESERVES AND  
FUND BALANCE - REGULATORY BASIS  
DECEMBER 31, 2017 AND 2016**

	<u>Reference</u>	<u>2017</u>	<u>2016</u>
<u>Assets</u>			
Cash	F-1	<u>\$ 35,397.82</u>	<u>\$ 5,874.05</u>
Total Assets		<u><u>\$ 35,397.82</u></u>	<u><u>\$ 5,874.05</u></u>
 <u>Liabilities and Reserves</u>			
Payroll Liabilities	F-1	<u>\$ 35,397.82</u>	<u>\$ 5,874.05</u>
Total Liabilities and Reserves		<u><u>\$ 35,397.82</u></u>	<u><u>\$ 5,874.05</u></u>

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

*This page intentionally left blank*

**BOROUGH OF HIGHLANDS  
COUNTY OF MONMOUTH, NEW JERSEY**

**NOTES TO FINANCIAL STATEMENTS  
FOR THE YEAR ENDED DECEMBER 31, 2017**

*This page intentionally left blank*



**BOROUGH OF HIGHLANDS**  
**NOTES TO FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED DECEMBER 31, 2017**

**Note 1. Summary of Significant Accounting Policies**

**Description of Financial Reporting Entity**

The Borough of Highlands, County of Monmouth, New Jersey (hereafter referred to as the "Borough") is governed by the Borough form of government, with a mayor and a 5-member Borough Council. Administrative responsibilities are assigned to the Borough Manager. Policy is determined by Council and the Manager is responsible for carrying out such policy.

**Component Units** - GASB Statement 14, as amended by GASB Statements 39, 61 and 80, establishes criteria to be used in determining the component units, which should be included in the financial statements of a primary government. The financial statements of the Borough are not presented in accordance with GAAP (as discussed below). Therefore, the Borough had no component units as defined by GASB Statement No. 14, as amended by GASB Statements 39, 61 and 80.

**Basis of Accounting, Measurement Focus and Basis of Presentation** - The financial statements of the Borough 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 State of America applicable to local government units. The more significant differences are explained further in this note.

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

**Current Fund** – This fund accounts for revenues and expenditures for governmental operations of a general nature, including federal and state grant funds.

**Trust Funds** – These funds account for receipts, custodianship and disbursement of funds in accordance with the purpose for which each reserve was created.

**General Capital Fund** – This fund accounts for receipt and disbursement of funds for the acquisition of general capital facilities, other than those acquired in the Current Fund.

**Utility Operating and Capital Funds** – These funds accounts for utility operations that are financed through user fees. The funds are operated on a basis similar to private business enterprises where the intent is that the costs of providing the utility to the general public be financed through user fees. Operations relating to the acquisition of capital facilities for utility purposes are recorded in the Utility Capital Fund.

**General Fixed Asset Account Group** – The Fixed Asset Account Group of accounts is utilized to account for property, land, buildings, and equipment that have been acquired by other funds of the Borough.

**Payroll Fund** – This fund accounts the payroll and payroll tax liabilities of the Borough.

**BOROUGH OF HIGHLANDS**  
**NOTES TO FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED DECEMBER 31, 2017**

**Note 1. Summary of Significant Accounting Policies (continued)**

**Budgets and Budgetary Accounting** - The Borough must adopt an annual budget for its Current and Utility Fund 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<sup>th</sup> of each year. At introduction, the governing body must 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 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. Once a budget is approved it may be amended after November 1, by a resolution adopted by the governing body.

**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. Under GAAP, investments are reported at fair value but under regulatory basis of accounting, investments are stated at cost with the exception of LOSAP investments which are reported at fair value. Therefore unrealized gains or losses on investments have not been recorded.

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 utilities 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, 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 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.

**BOROUGH OF HIGHLANDS**  
**NOTES TO FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED DECEMBER 31, 2017**

**Note 1. Summary of Significant Accounting Policies (continued)**

**Inventories and Supplies** - The cost 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 \$5,000.00, 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. In some instances, assets are valued at the assessed valuation of the property at the time of acquisition, which approximates fair value. No depreciation of general fixed assets is recorded. Donated general fixed assets are recorded at their acquisition value as of the date of the transaction. 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. All fixed assets must be adequately controlled to safeguard against loss, damage, or theft.

**Utility Fixed Assets** – Property and equipment purchases by a utility fund are recorded in the utility capital account at cost and are adjusted for disposition. The amounts shown do not represent replacement cost or current value. The reserve for amortization and deferred reserve for amortization in the utility capital fund represent the cost of the utility fixed assets reduced by the outstanding balances of bonds, loans, notes, or other borrowings that are attributable to the acquisition, construction or improvement of those assets.

**Foreclosed property** – Foreclosed Property or "Property Acquired for Taxes" 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 Borough 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.

**BOROUGH OF HIGHLANDS  
NOTES TO FINANCIAL STATEMENTS  
FOR THE YEAR ENDED DECEMBER 31, 2017**

**Note 1. Summary of Significant Accounting Policies (continued)**

**Fund Balance** – Fund Balance included in the Current and Utility Operating Fund represent the amount available for anticipation as revenue in future year’s budgets, with certain restrictions.

**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 revenues when received.

**Utility Revenues** – Utility charges are levied semi-annually based upon a flat service charge and if applicable, an excess consumption or usage charge. Revenues from these sources are recognized on a cash basis. Receivables that are susceptible to accrual are recorded with offsetting reserves on the balance sheet of the Boroughs utility operating fund.

**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 Highlands, and Highlands Board of Education School District and Henry Hudson Regional School District. Unpaid property taxes are subject to tax sale in accordance with statutes.

**County Taxes** – The municipality is responsible for levying, collecting and remitting County taxes for the County of Monmouth. 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<sup>th</sup> 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<sup>th</sup> of the current year and due to be paid to the County by February 15<sup>th</sup> of the following year.

**School Taxes** – The municipality is responsible for levying, collecting and remitting school taxes for the Highlands Board of Education School District and Henry Hudson Regional School District. Operations are charged for the full amount required to be raised from taxation to operate the local and regional school district July 1 to June 30.

**Deferred School Taxes** – School taxes raised in advance in the Current Fund for a school fiscal year (July I to June 30) which remain unpaid at December 31 of the calendar year levied may be deferred to fund balance to the extent of not more than 50% of the annual levy providing no requisition has been made by the school district for such amount.

**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.

**BOROUGH OF HIGHLANDS**  
**NOTES TO FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED DECEMBER 31, 2017**

**Note 1. Summary of Significant Accounting Policies (continued)**

**Expenditures** – are recorded on the “budgetary” basis of accounting. Generally, expenditures are recorded when an amount is encumbered through the issuance of a numerically controlled purchase order or when a contract is executed as required by Technical Accounting Directive No. 85-1. When an expenditure is 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 interest payments on outstanding general capital bonds and notes are provided on the cash basis. Appropriations for interest payments on outstanding utility capital bonds and notes are provided on the accrual basis.

**Appropriation Reserves** – Appropriation reserves covering unexpended appropriation balances are automatically created at year-end and recorded as liabilities, except for amounts, which may be cancelled by the governing body. Appropriation reserves and reserve for encumbrances at current year end are available until December 31<sup>st</sup> of the succeeding year to meet specific claims, commitments or contracts incurred during the preceding year. Any unspent balances at this time are lapsed appropriation reserves and recorded as income.

**Long-Term Debt** - Long-Term Debt relative to the acquisition of capital assets, is recorded as a liability in the General and Utility Capital Fund. 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** – Expenditures relating to obligations for unused vested accumulated vacation and sick leave are not recorded until paid; however, municipalities may establish and budget reserve funds subject to NJSA 40A:4-39 for the future payment of compensated absences.

**AHHRSA Cash and Investments Held by Trustee** - The AHHRSA cash and investment accounts held by trustee were recorded at the value as of April 1, 2014. The most significant activity in these accounts is the deposit of funds for the payment of debt service by the Boroughs and the payment of the debt service. The Boroughs deposit funds monthly based upon the payments required by the trustee. In accordance with the bond resolutions of the Authority, debt service deposits exceed actual debt service payments. A stipulated amount of cash or investments must be in the trustee accounts to pay future debt service. The Boroughs report under the regulatory basis of accounting in which debt service payments are charged to the budget based upon actual debt service requirements. Deposits in excess of actual debt service requirements are recorded in the Water/Sewer Utility Operating Fund as Advanced to Trustee. The cash and investments held by the trustee are reflected on the Water/Sewer Utility Operating Fund balance sheet of the Borough of Atlantic Highlands and are offset by Bond Covenant Reserves which are allocated between the Boroughs based upon the above percentages. At such time that all debt service is paid related to the debt restricted by the bond covenants or the debt is defeased or called, the Borough of Atlantic Highlands will pay the Borough of Highlands fifty two percent of the cash and investment balance and will retain the remaining balance.



**BOROUGH OF HIGHLANDS  
NOTES TO FINANCIAL STATEMENTS  
FOR THE YEAR ENDED DECEMBER 31, 2017**

**Note 1. Summary of Significant Accounting Policies (continued)**

**Recent Accounting Pronouncements** – The Governmental Accounting Standards Board (GASB) is the accepted standard-setting body for establishing governmental accounting and financial reporting principles. GASB has recently adopted accounting statements to be used by governmental units when reporting financial position and results of operations in accordance with accounting principles generally accepted in the United States of America. (GAAP). The municipalities in the State of New Jersey do not prepare financial statements in accordance with GAAP and thus do not comply with all of the GASB pronouncements; and there have been no GASB pronouncements effective for the current year that have a significant impact of the Borough’s financial statements.

**Note 2. Deposits and Investments**

The Borough is governed by the deposit and investment limitations of New Jersey state law.

**Deposits**

**Custodial Credit Risk Related to Deposits** - Custodial credit risk is the risk that, in the event of a bank failure, the Borough’s deposits may not be returned. Although the Borough does not have a formal policy regarding custodial credit risk, NJSA 17:9-41 et seq. requires that the governmental units shall deposit public funds in public depositories protected from loss under the provisions of the Governmental Unit Deposit Protection Act (GUDPA). GUDPA is a supplemental insurance program set forth by the New Jersey Legislature to protect the deposits of local governmental agencies. The program is administered by the Commissioner of the New Jersey Department of Banking and Insurance. Under the Act, the first \$250,000 of governmental deposits in each insured depository is protected by FDIC. Public funds owned by the Borough 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 Borough relative to the happening of a future condition. Such funds are shown as Uninsured and Uncollateralized in the schedule below.

As of December 31, 2017, the Borough’s bank balance of \$14,118,399.79 was insured or collateralized as follows:

Insured under FDIC and GUDPA	\$ 12,481,761.33
Uninsured and Uncollateralized	<u>1,636,638.46</u>
	<u><u>\$ 14,118,399.79</u></u>

**Investments**

**Fair Value Measurement** – The fair value measurements of investments are required to be reported based on the hierarchy established by generally accepted accounting principles. Under GAAP, investments are required to be categorized based on the fair value of inputs of Levels 1, 2 and 3. Under Level 1 inputs, investments are required to be categorized based on quoted market prices in active markets for identical investments. Level 2 inputs are based primarily on using observable measurement criteria, including quoted market prices of similar investments in active and inactive markets and other observable corroborated factors. Level 3 inputs are assets measured at fair value on a recurring basis using significant unobservable measurement criteria based on the best information available.

**BOROUGH OF HIGHLANDS  
NOTES TO FINANCIAL STATEMENTS  
FOR THE YEAR ENDED DECEMBER 31, 2017**

**Note 2. Deposits and Investments (continued)**

Under regulatory basis of accounting, investments are measured at cost in the Borough's financial statements. However, had the financial statements been prepared in accordance with GAAP, the Borough's fair value, hierarchy level and maturities of its investments at December 31, 2017 would be as followed:

	Carrying Value	Fair Value as of December 31, 2017		Investment Maturities (in Years)
		Level 1	Total	Less Than 1 Year
<u>Investment type</u>				
Money Markets	\$ 24,770.13	\$ 24,770.13	\$ 24,770.13	\$ 24,770.13
Mutual Funds	40,586.06	40,586.06	40,586.06	40,586.06
Fixed Account Investment Contract	274,352.98	274,352.98	274,352.98	274,352.98
	<u>\$ 339,709.17</u>	<u>\$ 339,709.17</u>	<u>\$ 339,709.17</u>	<u>\$ 339,709.17</u>
<u>Fund</u>				
Trust Fund - LOSAP	\$ 339,709.17	\$ 339,709.17	\$ 339,709.17	\$ 339,709.17
	<u>\$ 339,709.17</u>	<u>\$ 339,709.17</u>	<u>\$ 339,709.17</u>	<u>\$ 339,709.17</u>

Custodial credit risk related to Investments - This is the risk that in the event of the failure of the counterparty (e.g., broker-dealer) to a transaction, the Borough will not be able to recover the value of its investment or collateral securities that are in the possession of another party. Other than the rules and regulations promulgated by N.J.S.A. 40A:5-15.1, the Borough has no investment policy to limit exposure to custodial credit risk.

Interest rate risk - This is the risk that changes in interest rates will adversely affect the fair value of an investment. Generally, the longer the maturity of an investment, the greater the sensitivity of its fair value to changes in market interest rates. Other than the rules and regulations promulgated by N.J.S.A. 40A:5-15.1, the Borough does not have a formal investment policy that limits investment maturities as a means of managing its exposure to fair value losses arising from increasing interest rates.

Credit risk - Credit risk is the risk that an issuer to an investment will not fulfill its obligation to the holder of the investment. This is measured by assignment of a rating by a nationally recognized rating organization. U.S. Government securities or obligations explicitly guaranteed by the U.S. government are not considered to have credit risk exposure.

Concentration of Credit Risk – Concentration of credit risk is the risk of loss attributed to the magnitude of a government's investment in a single issuer. Other than the rules and regulations promulgated by N.J.S.A. 40A: 5-15.1, the Borough's investment policies place no limit in the amount the Borough may invest in any one issuer. More than 5% of the Borough's investments are in money markets, mutual funds and fixed account investment contracts. These investments represent 100% of the Borough's total investments.

**BOROUGH OF HIGHLANDS  
NOTES TO FINANCIAL STATEMENTS  
FOR THE YEAR ENDED DECEMBER 31, 2017**

**Note 3. Property Taxes**

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

**Comparison Schedule of Tax Rates**

	<u>2017</u>	<u>2016</u>	<u>2015</u>
Tax Rate	<u>\$ 2.812</u>	<u>\$ 2.767</u>	<u>\$ 2.795</u>
Apportionment of Tax Rate:			
Municipal	1.275	1.268	1.206
Municipal Open Space	0.005	0.005	0.005
County General	0.299	0.303	0.333
Local School	0.617	0.562	0.561
Regional School	0.616	0.629	0.690

**Assessed Valuation**

<u>Year</u>	<u>Amount</u>
2017	\$ 593,782,015.00
2016	593,478,415.00
2015	575,476,442.00

**Comparison of Tax Levies and Collections**

<u>Year</u>	<u>Tax Levy</u>	<u>Cash Collections</u>	<u>Percentage Of Collection</u>
2017	\$ 17,062,790.99	\$ 16,285,545.94	95.44%
2016	16,613,865.82	16,136,808.05	97.12%
2015	16,316,169.66	15,586,577.13	95.52%



**BOROUGH OF HIGHLANDS  
NOTES TO FINANCIAL STATEMENTS  
FOR THE YEAR ENDED DECEMBER 31, 2017**

**Note 3. Property Taxes (continued)**

**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>
2017	\$ 74,741.21	\$ 758,960.00	\$ 833,701.21	4.89%
2016	54,797.00	441,345.49	496,142.49	2.99%
2015	55,693.38	690,261.18	745,954.56	4.57%

**Number of Tax Title Liens**

<u>Year</u>	<u>Number</u>
2017	9
2016	9
2015	8

The last tax sale was held on December 4, 2017.

**Note: 4: Property Acquired By Tax Title Lien Liquidation**

The value of properties acquired by liquidation of tax title liens based on the last assessed valuation of such properties as of December 31, was as follows:

<u>Year</u>	<u>Amount</u>
2017	\$ 212,600.00
2016	212,600.00
2015	212,600.00

**Note: 5: Sewer Utility Service Charges**

The following is a three-year comparison of sewer utility charges (rents) and collections for the current and previous two years.

<u>Year</u>	<u>Beginning Balance</u>	<u>Levy</u>	<u>Total</u>	<u>Cash Collections</u>	<u>Percentage Of Collection</u>
2017	\$ 264,029.65	\$ 1,689,017.56	\$ 1,953,047.21	\$ 1,660,212.87	85.00%
2016	323,083.81	1,608,514.45	1,931,598.26	1,667,568.61	86.33%
2015	295,912.62	1,731,095.07	2,027,007.69	1,703,923.88	84.06%

**BOROUGH OF HIGHLANDS  
NOTES TO FINANCIAL STATEMENTS  
FOR THE YEAR ENDED DECEMBER 31, 2017**

**Note 6. 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 December 31,</u>	<u>Utilized in Budget of Succeeding Year</u>	<u>Percentage of Fund Balance Used</u>
<b>Current Fund:</b>			
2017	\$ 3,949,970.56	\$ 1,250,000.00	31.65%
2016	3,545,592.62	1,200,000.00	33.84%
2015	3,403,369.74	2,000,000.00	58.77%
 <b>Utility Operating Fund:</b>			
2017	\$ 1,075,927.96	\$ 300,000.00	27.88%
2016	1,125,676.59	250,000.00	22.21%
2015	1,145,699.79	250,000.00	21.82%

**Note 7. Disaggregated Receivable and Payable Balances**

There are no significant components of receivable and payable balances reported in the financial statements.

**Note 8. Interfund Receivables, Payables and Transfers**

The following interfund balances were recorded in the various statements of assets liabilities, reserves and fund balances at December 31, 2017:

<b>Fund</b>	<b>Interfund Receivable</b>	<b>Interfund Payable</b>
Capital Fund	\$ 115,000.00	\$ -
Utility Capital Fund	<u>-</u>	<u>115,000.00</u>
	<u>\$ 115,000.00</u>	<u>\$ 115,000.00</u>

The interfund receivables and payables above predominately resulted from payment made by certain funds on behalf of other funds. All interfund balances are expected to be repaid within one year.

**BOROUGH OF HIGHLANDS  
NOTES TO FINANCIAL STATEMENTS  
FOR THE YEAR ENDED DECEMBER 31, 2017**

**Note 8. Interfund Receivables, Payables and Transfers (continued)**

A summary of interfund transfers is as follows:

<b>Fund</b>	<b>Transfers In</b>	<b>Transfers Out</b>
Capital Fund	\$ 115,000.00	\$ -
Utility Capital Fund	-	115,000.00
	<u>\$ 115,000.00</u>	<u>\$ 115,000.00</u>

Transfers are used to (1) move revenues from the fund that statute or budget requires to collect them to the fund that statute or budget requires to expend them (i.e. interest earning), (2) provide cash flow to other funds to temporary finance expenditures that are on a reimbursable basis (i.e. grants), (3) when no bank account exists for a fund, and (4) utilizing surplus or fund balance from one fund as budgeted revenue in another.

**Note 9. Fixed Assets**

The following is a summary of changes in the General Fixed Assets Account Group for the year ended December 31, 2017.

	Balance December 31, <u>2016</u>	<u>Additions</u>	<u>Deletions</u>	Balance December 31, <u>2017</u>
Land	\$ 1,097,800.00	\$ -	\$ -	\$ 1,097,800.00
Buildings and Improvements	5,772,197.90	30,000.00	-	5,802,197.90
Machinery & Equipment	4,310,900.83	242,033.45	-	4,552,934.28
	<u>\$ 11,180,898.73</u>	<u>\$ 272,033.45</u>	<u>\$ -</u>	<u>\$ 11,452,932.18</u>

**Note 10. Pension Obligations**

**A. Public Employees' Retirement System (PERS)**

**Plan Description** - The State of New Jersey, Public Employees' Retirement System (PERS) is a cost-sharing multiple-employer defined benefit pension plan administered by the State of New Jersey, Division of Pensions and Benefits (the Division). For additional information about PERS, please refer to Division's Comprehensive Annual Financial Report (CAFR) which can be found at <http://www.nj.gov/treasury/pensions/financial-reports.shtml>.

The vesting and benefit provisions are set by *N.J.S.A. 43:15A*. PERS provides retirement, death and disability benefits. All benefits vest after ten years of service, except for medical benefits, which vest after 25 years of service or under the disability provisions of PERS.

**BOROUGH OF HIGHLANDS  
NOTES TO FINANCIAL STATEMENTS  
FOR THE YEAR ENDED DECEMBER 31, 2017**

**Note 10. Pension Obligations (continued)**

**A. Public Employees' Retirement System (PERS) (continued)**

The following represents the membership tiers for PERS:

<u>Tier</u>	<u>Definition</u>
1	Members who were enrolled prior to July 1, 2007
2	Members who were eligible to enroll on or after July 1, 2007 and prior to November 2, 2008
3	Members who were eligible to enroll on or after November 2, 2008 and prior to May 22, 2010
4	Members who were eligible to enroll on or after May 22, 2010 and prior to June 28, 2011
5	Members who were eligible to enroll on or after June 28, 2011

Service retirement benefits of 1/55<sup>th</sup> of final average salary for each year of service credit is available to tiers 1 and 2 members upon reaching age 60 and to tier 3 members upon reaching age 62. Service retirement benefits of 1/60<sup>th</sup> of final average salary for each year of service credit is available to tier 4 members upon reaching age 62 and tier 5 members upon reaching age 65. Early retirement benefits are available to tiers 1 and 2 members before reaching age 60, tiers 3 and 4 with 25 or more years of service credit before age 62 and tier 5 with 30 or more years of service credit before age 65. Benefits are reduced by a fraction of a percent for each month that a member retires prior to the age at which a member can receive full early retirement benefits in accordance with their respective tier. Tier 1 members can receive an unreduced benefit from age 55 to age 60 if they have at least 25 years of service. Deferred retirement is available to members who have at least 10 years of service credit and have not reached the service retirement age for the respective tier.

**Basis of Presentation** - The schedules of employer allocations and the schedules of pension amounts by employer (collectively, the Schedules) present amounts that are considered elements of the financial statements of PERS or its participating employers. Accordingly, they do not purport to be a complete presentation of the financial position or changes in financial position of PERS or the participating employers. The accompanying Schedules were prepared in accordance with U.S. generally accepted accounting principles. Such preparation requires management of PERS to make a number of estimates and assumptions relating to the reported amounts. Due to the inherent nature of these estimates, actual results could differ from those estimates.

**Contributions** - The contribution policy for PERS is set by *N.J.S.A. 43:15A* and requires contributions by active members and contributing employers. State legislation has modified the amount that is contributed by the State. The State's pension contribution is based on an actuarially determined amount, which includes the employer portion of the normal cost and an amortization of the unfunded accrued liability. Funding for noncontributory group insurance benefits is based on actual claims paid. For the fiscal year 2017, the State's pension contribution was less than the actuarial determined amount. The local employers' contribution amounts are based on an actuarially determined rate, which includes the normal cost and unfunded accrued liability. Chapter 19, P.L. 2009 provided an option for local employers of PERS to contribute 50% of the normal and accrued liability contribution amounts certified for payments due in State fiscal year 2009. Such employers will be credited with the full payment and any such amounts will not be included in their unfunded liability. The actuaries will determine the unfunded liability of those retirement systems, by employer, for the reduced normal and accrued liability contributions provided under this law. This unfunded liability will be paid by the employer in level annual payments over a period of 15 years beginning with the payments due in the fiscal year ended June 30, 2012 and will be adjusted by the rate of return on the actuarial value of assets. For the year ended December 31, 2017, the Borough's contractually required contribution to PERS plan was \$83,930.00.

**BOROUGH OF HIGHLANDS  
NOTES TO FINANCIAL STATEMENTS  
FOR THE YEAR ENDED DECEMBER 31, 2017**

**Note 10. Pension Obligations (continued)**

**A. Public Employees' Retirement System (PERS) (continued)**

**Components of Net Pension Liability** - At December 31, 2017, the Borough's proportionate share of the PERS net pension liability was \$2,108,992.00. The net pension liability was measured as of June 30, 2017. The total pension liability used to calculate the net pension liability was determined using update procedures to roll forward the total pension liability from an actuarial valuation as of July 1, 2016, which was rolled forward to June 30, 2017. The Borough's proportion of the net pension liability was based on the Borough's actual contributions to the plan relative to the total of all participating employers' contributions for the year ended June 30, 2017. The Borough's proportion measured as of June 30, 2017, was 0.00906% which was a decrease of 0.00117% from its proportion measured as of June 30, 2016.

**Collective Balances at December 31, 2017 and December 31, 2016**

	<u>12/31/2017</u>	<u>12/30/2016</u>
Actuarial valuation date (including roll forward)	June 30, 2017	June 30, 2016
Deferred Outflows of Resources	\$ 491,153	\$ 802,694
Deferred Inflows of Resources	882,931	344,957
Net Pension Liability	2,108,992	3,031,071
 Borough's portion of the Plan's total net pension Liability	 0.00906%	 0.01023%

**Pension Expense and Deferred Outflows/Inflows of Resources** - At December 31, 2017, the Borough's proportionate share of the PERS expense, calculated by the plan as of the June 30, 2017 measurement date is \$152,118.00. This expense is not recognized by the Borough because of the regulatory basis of accounting as described in Note 1, but as previously mentioned the Borough contributed \$83,930.00 to the plan in 2017.

**BOROUGH OF HIGHLANDS  
NOTES TO FINANCIAL STATEMENTS  
FOR THE YEAR ENDED DECEMBER 31, 2017**

**Note 10. Pension Obligations (continued)**

**A. Public Employees' Retirement System (PERS) (continued)**

At December 31, 2017, the Borough reported deferred outflows of resources and deferred inflows of resources related to PERS from the following sources:

	<u>Deferred Outflows of Resources</u>	<u>Deferred Inflows of Resources</u>
Differences between Expected and Actual Experience	\$ 49,659	\$ -
Changes of Assumptions	424,889	423,332
Net Difference between Projected and Actual Earnings on Pension Plan Investments	14,361	-
Changes in Proportion and Differences between Borough Contributions and Proportionate Share of Contributions	<u>2,244</u>	<u>459,599</u>
	<u>\$ 491,153</u>	<u>\$ 882,931</u>

**BOROUGH OF HIGHLANDS  
NOTES TO FINANCIAL STATEMENTS  
FOR THE YEAR ENDED DECEMBER 31, 2017**

**Note 10. Pension Obligations (continued)**

**A. Public Employees' Retirement System (PERS) (continued)**

The Borough will amortize the above sources of deferred outflows and inflows related to PERS over the following number of years:

	<b><u>Deferred Outflow of Resources</u></b>	<b><u>Deferred Inflow of Resources</u></b>
Differences between Expected and Actual Experience		
Year of Pension Plan Deferral:		
June 30, 2014	-	-
June 30, 2015	5.72	-
June 30, 2016	5.57	-
June 30, 2017	5.48	-
Changes of Assumptions		
Year of Pension Plan Deferral:		
June 30, 2014	6.44	-
June 30, 2015	5.72	-
June 30, 2016	5.57	-
June 30, 2017	-	5.48
Net Difference between Projected and Actual Earnings on Pension Plan Investments		
Year of Pension Plan Deferral:		
June 30, 2014	-	5.00
June 30, 2015	-	5.00
June 30, 2016	5.00	-
June 30, 2017	5.00	-
Changes in Proportion and Differences between Contributions and Proportionate Share of Contributions		
Year of Pension Plan Deferral:		
June 30, 2014	6.44	6.44
June 30, 2015	5.72	5.72
June 30, 2016	5.57	5.57
June 30, 2017	5.48	5.48

**BOROUGH OF HIGHLANDS  
NOTES TO FINANCIAL STATEMENTS  
FOR THE YEAR ENDED DECEMBER 31, 2017**

**Note 10. Pension Obligations (continued)**

**A. Public Employees' Retirement System (PERS) (continued)**

The following is a summary of the deferred outflows of resources and deferred inflows of resources related to PERS that will be recognized in future periods:

<b>Year Ending <u>Dec 31,</u></b>	<b><u>Amount</u></b>
2018	\$ (56,799)
2019	(22,579)
2020	(46,328)
2021	(196,522)
2022	<u>(69,550)</u>
	<u>\$ (391,778)</u>

**Actuarial Assumptions** - The total pension asset/(liability) as of the measurement date was determined by using an actuarial valuation as noted in the table below, with update procedures used to roll forward the total pension liability to the measurement date. The actuarial valuations used the following actuarial assumptions:

Inflation	2.25%
Salary Increases:	
Through 2026	1.65% - 4.15% Based on Age
Thereafter	2.65% - 5.15% Based on Age
Investment Rate of Return	7.00%
Mortality Rate Table	RP-2000
Period of Actuarial Experience	
Study upon which Actuarial Assumptions were Based	July 1, 2011 - June 30, 2014

Pre-retirement mortality rates were based on the RP-2000 Employee Preretirement Mortality Table for male and female active participants. For State employees, mortality tables are set back 4 years for males and females. For local employees, mortality tables are set back 2 years for males and 7 years for females. In addition, the tables provide for future improvements in mortality from the base year of 2013 using a generational approach based on the plan actuary's modified MP-2014 projection scale. Post-retirement mortality rate were based on the RP-2000 Combined Healthy Male and Female Mortality Tables (setback 1 year for males and females) for service retirements and beneficiaries of former members and a one-year static projection based on the mortality improvement Scale AA. In addition, the tables for service



**BOROUGH OF HIGHLANDS  
NOTES TO FINANCIAL STATEMENTS  
FOR THE YEAR ENDED DECEMBER 31, 2017**

**Note 10. Pension Obligations (continued)**

**A. Public Employees' Retirement System (PERS) (continued)**

retirements and beneficiaries of former members provide for future improvements in mortality from the base year of 2013 using a generational approach based on the plan actuary's modified MP-2014 projection scales. Disability retirement rates used to value disabled retirees were based on the RP-2000 Disabled Mortality Table (set back 3 years for males and set forward 1 year for females).

The actuarial assumptions used in the July 1, 2016 valuation were based on the results of an actuarial experience study for the period July 1, 2011 to June 30, 2014. It is likely that future experience will not exactly conform to these assumptions. To the extent that actual experience deviates from these assumptions, the emerging liabilities may be higher or lower than anticipated. The more the experience deviates, the larger the impact on future financial statements.

**Long-Term Expected Rate of Return** - In accordance with State statute, the long-term expected rate of return on plan investments (7.00% at June 30, 2017) is determined by the State Treasurer, after consultation with the Directors of the Division of Investments and Division of Pensions and Benefits, the board of trustees and the actuaries. The long-term expected rate of return was determined using a building block method in which best-estimate ranges of expected future real rates of return (expected returns, net of pension plan investment expense and inflation) are developed for each major asset class. These ranges are combined to produce the long-term expected rate of return by weighting the expected future real rates of return by the target asset allocation percentage and by adding expected inflation. Best estimates of arithmetic rates of return for each major asset class included in PERS's target asset allocation as of June 30, 2017 are summarized in the following table:

**BOROUGH OF HIGHLANDS  
NOTES TO FINANCIAL STATEMENTS  
FOR THE YEAR ENDED DECEMBER 31, 2017**

**Note 10. Pension Obligations (continued)**

**A. Public Employees' Retirement System (PERS) (continued)**

<u>Asset Class</u>	<u>Target Allocation</u>	<u>Long-Term Expected Real Rate of Return</u>
Absolute Return/Risk Mitigation	5.00%	5.51%
Cash	5.50%	1.00%
U.S. Treasuries	3.00%	1.87%
Investment grade credit	10.00%	3.78%
Public High Yield	2.50%	6.82%
Global Diversified Credit	5.00%	7.10%
Credit Oriented Hedge Funds	1.00%	6.60%
Debt Related Private Equity	2.00%	10.63%
Debt Related Real Estate	1.00%	6.61%
Private Real Asset	2.50%	11.83%
Equity Related Real Estate	6.25%	9.23%
U.S. Equity	30.00%	8.19%
Non-U.S. Developed Markets Equity	11.50%	9.00%
Emerging Markets Equity	6.50%	11.64%
Buyouts/Venture Capital	8.25%	13.08%
	<u>100.00%</u>	

**Discount Rate** - The discount rate used to measure the total pension liability was 5.00% as of June 30, 2017. The single blended discount rate was based on long-term expected rate of return on pension plan investments of 7.00%, and a municipal bond rate of 3.58% as of June 30, 2017 based on the Bond Buyer Go 20-Bond Municipal Bond Index, which includes tax-exempt general obligation municipals bonds with an average rating of AA/Aa or higher. The projection of cash flows used to determine the discount rate assumed that contributions from plan members will be made at the current member contribution rates and that contributions from employers will be made based on the contribution rate in the most recent fiscal year. The State employer contributed 40% of the actuarially determined contributions and the local employers contributed 100% of their actuarially determined contributions. Based on those assumptions, the plan's fiduciary net position was projected to be available to make projected future benefit payments of current plan members through 2040. Therefore, the long-term expected rate of return on plan investments was applied to projected benefit payments through 2040 and the municipal bond rate was applied to projected benefit payments after that date in determining the total pension liability.

**Sensitivity of the Borough's proportionate share of the Net Pension Liability to Changes in the Discount Rate** - The following presents the Borough's proportionate share of the net pension liability calculated using the discount rate as disclosed above, as well as what the Borough's proportionate share

**BOROUGH OF HIGHLANDS  
NOTES TO FINANCIAL STATEMENTS  
FOR THE YEAR ENDED DECEMBER 31, 2017**

**Note 10. Pension Obligations (continued)**

**A. Public Employees' Retirement System (PERS) (continued)**

of the net pension liability would be if it were calculated using a discount rate that is 1-percentage-point lower (4.00%) or 1-percentage-point higher (6.00%) than the current rate:

	<b>1% Decrease <u>(4.00%)</u></b>	<b>Current Discount Rate <u>(5.00%)</u></b>	<b>1% Increase <u>(6.00%)</u></b>
Borough's Proportionate Share of the Net Pension Liability	\$ 2,616,348	\$ 2,108,992	\$ 1,686,302

**B. Police and Firemen's Retirement System (PFRS)**

**Plan Description** – The State of New Jersey, Police and Firemen's Retirement System (PFRS) is a cost-sharing multiple-employer defined benefit pension plan administered by the State of New Jersey, Division of Pensions and Benefits (the Division). For additional information about PFRS, please refer to the Division's Comprehensive Annual Financial Report (CAFR) which can be found at <http://www.nj.gov/treasury/pensions/financial-reports.shtml>.

The vesting and benefit provisions are set by N.J.S.A. 43:16A. PFRS provides retirement as well as death and disability benefits. All benefits vest after ten years of service, except disability benefits which vest after four years of service.

The following represents the membership tiers for PFRS:

<u>Tier</u>	<u>Definition</u>
1	Members who were enrolled prior to May 22, 2010.
2	Members who were eligible to enroll on or after May 22, 2010 and prior to June 28, 2011
3	Members who were eligible to enroll on or after June 28, 2011

Service retirement benefits are available at age 55 and are generally determined to be 2% of final compensation for each year of creditable service, as defined, up to 30 years plus 1% for each year of service in excess of 30 years. Members may seek special retirement after achieving 25 years of creditable service, in which benefits would equal 65% (tiers 1 and 2 members) and 60% (tier 3 members) of final compensation plus 1 % for each year if creditable service over 25 years but not to exceed 30 years. Members may elect deferred retirement benefits after achieving ten years of service, in which case benefits would begin at age 55 equal to 2% of final compensation for each year of service.

**Basis of Presentation** - The schedules of employer allocations and the schedules of pension amounts by employer (collectively, the Schedules) present amounts that are considered elements of the financial statements of PFRS or its participating employers. Accordingly, they do not purport to be a complete presentation of the financial position or changes in financial position of PFRS or the participating employers. The accompanying Schedules were prepared in accordance with U.S. generally accepted accounting principles. Such preparation requires management of PFRS to make a number of estimates and assumptions relating to the reported amounts. Due to the inherent nature of these estimates, actual results could differ from those estimates.

**BOROUGH OF HIGHLANDS  
NOTES TO FINANCIAL STATEMENTS  
FOR THE YEAR ENDED DECEMBER 31, 2017**

**Note 10. Pension Obligations (continued)**

**B. Police and Firemen's Retirement System (PFRS) (continued)**

**Contributions** - The contribution policy for PFRS is set by *N.J.S.A. 43:16A* and requires contributions by active members and contributing employers. State legislation has modified the amount that is contributed by the State. The State's contribution amount is based on an actuarially determined rate which includes the normal cost and unfunded accrued liability. For fiscal year 2017, the State contributed an amount less than the actuarially determined amount. The Local employers' contribution amounts are based on an actuarially determined rate which includes the normal cost and unfunded accrued liability. Chapter 19, P.L. 2009 provided an option for local employers of PFRS to contribute 50% of the normal and accrued liability contribution amounts certified for payments due in State fiscal year 2009. Such employers will be credited with the full payment and any such amounts will not be included in their unfunded liability. The actuaries will determine the unfunded liability of those retirement systems, by employer, for the reduced normal and accrued liability contributions provided under this law. This unfunded liability will be paid by the employer in level annual payments over a period of 15 years beginning with the payments due in the fiscal year ended June 30, 2012 and will be adjusted by the rate of return on the actuarial value of assets. For the year ended December 31, 2017, the Borough's contractually required contributions to PFRS plan was \$338,981.00.

The employee contributions for PFRS are 10.00% of employees' annual compensation, as defined.

**Net Pension Liability and Pension Expense** - At December 31, 2017 the Borough's proportionate share of the PFRS net pension liability was \$5,913,110.00. The net pension liability was measured as of June 30, 2017. The total pension liability used to calculate the net pension liability was determined using update procedures to roll forward the total pension liability from an actuarial valuation as of July 1, 2016, to the measurement date of June 30, 2017. The Borough's proportion of the net pension liability was based on the Borough's actual contributions to the plan relative to the total of all participating employers' contributions for the year ended June 30, 2017. The Borough's proportion measured as of June 30, 2017, was 0.03830%, which was a decrease of 0.00347% from its proportion measured as of June 30, 2016.

**Collective Balances at December 31, 2017 and December 31, 2016**

	<u>12/31/2017</u>	<u>12/31/2016</u>
	June 30, 2017	June 30, 2016
Actuarial valuation date (including roll forward)		
Deferred Outflows of Resources	\$ 1,016,415	\$ 1,854,181
Deferred Inflows of Resources	1,689,529	394,715
Net Pension Liability	5,913,110	7,979,495
Borough's portion of the Plan's total net pension Liability	0.03830%	0.04177%

**Pension Expense and Deferred Outflows/Inflows of Resources** – At December 31, 2017, the Borough's proportionate share of the PFRS expense, calculated by the plan as of the June 30, 2017 measurement date was \$536,278.00. This expense is not recognized by the Borough because of the regulatory basis of accounting as described in Note 1, but as previously mentioned the Borough contributed \$338,981.00 to the plan in 2017.

**BOROUGH OF HIGHLANDS  
NOTES TO FINANCIAL STATEMENTS  
FOR THE YEAR ENDED DECEMBER 31, 2017**

**Note 10. Pension Obligations (continued)**

**B. Police and Firemen's Retirement System (PFRS) (continued)**

At December 31, 2017, the Borough had deferred outflows of resources and deferred inflows of resources related to PFRS from the following sources:

	<u>Deferred Outflows of Resources</u>	<u>Deferred Inflows of Resources</u>
Differences between Expected and Actual Experience	\$ 38,361	\$ 34,705
Changes of Assumptions	729,152	968,394
Net Difference between Projected and Actual Earnings on Pension Plan Investments	112,836	-
Changes in Proportion and Differences between Borough Contributions and Proportionate Share of Contributions	<u>136,066</u>	<u>686,430</u>
	<u>\$ 1,016,415</u>	<u>\$ 1,689,529</u>

**BOROUGH OF HIGHLANDS  
NOTES TO FINANCIAL STATEMENTS  
FOR THE YEAR ENDED DECEMBER 31, 2017**

**Note 10. Pension Obligations (continued)**

**B. Police and Firemen's Retirement System (PFRS) (continued)**

The Borough will amortize the above sources of deferred outflows and inflows related to PFRS over the following number of years:

	<b><u>Deferred Outflow of Resources</u></b>	<b><u>Deferred Inflow of Resources</u></b>
Differences between Expected and Actual Experience		
Year of Pension Plan Deferral:		
June 30, 2014	-	-
June 30, 2015	-	5.53
June 30, 2016	-	5.58
June 30, 2017	5.59	-
Changes of Assumptions		
Year of Pension Plan Deferral:		
June 30, 2014	6.17	-
June 30, 2015	5.53	-
June 30, 2016	5.58	-
June 30, 2017	-	5.59
Net Difference between Projected and Actual Earnings on Pension Plan Investments		
Year of Pension Plan Deferral:		
June 30, 2014	-	5.00
June 30, 2015	-	5.00
June 30, 2016	5.00	-
June 30, 2017	5.00	-
Changes in Proportion and Differences between Contributions and Proportionate Share of Contributions		
Year of Pension Plan Deferral:		
June 30, 2014	6.17	6.17
June 30, 2015	5.53	5.53
June 30, 2016	5.58	5.58
June 30, 2017	5.59	5.59

**BOROUGH OF HIGHLANDS  
NOTES TO FINANCIAL STATEMENTS  
FOR THE YEAR ENDED DECEMBER 31, 2017**

**Note 10. Pension Obligations (continued)**

**B. Police and Firemen’s Retirement System (PFRS) (continued)**

The following is a summary of the deferred outflows of resources and deferred inflows of resources related to PERS that will be recognized in future periods:

<b>Year Ending</b>		
<b><u>Dec 31,</u></b>	<b><u>Amount</u></b>	
2018	\$	(25,610)
2019		106,412
2020		(95,933)
2021		(482,621)
2022		<u>(175,362)</u>
	<b><u>\$</u></b>	<b><u>(673,114)</u></b>

**Special Funding Situation** – Under N.J.S.A. 43:16A-15, local participating employers are responsible for their own contributions based on actuarially determined amounts, except where legislation was passed which legally obligated the State if certain circumstances occurred. The legislation which legally obligates the state is as follows: Chapter 8, P.L. 2000, Chapter 318, P.L. 2001, Chapter 86, P.L. 2001, Chapter 511, P.L. 1991, Chapter 109, P.L. 1979, Chapter 247, P.L. 1993 and Chapter 201, P.L. 2001. The amounts contributed on behalf of the local participating employers under this legislation is considered to be a special funding situation as defined by GASB Statement No. 68 and the State is treated as a non-employer contributing entity. Since the local participating employers do not contribute under this legislation directly to the plan (except for employer specific financed amounts), there is no net pension liability to report in the financial statements of the local participating employers related to this legislation.

Additionally, the State’s proportionate share of the PFRS net pension liability attributable to the Borough is \$662,318.00 as of December 31, 2017. The net pension liability was measured as of June 30, 2017. The total pension liability used to calculate the net pension liability was determined using update procedures to roll forward the total pension liability from an actuarial valuation as of July 1, 2016, to the measurement date of June 30, 2017. The State’s proportion of the net pension liability associated with the Borough was based on a projection of the Borough’s long-term share of contributions to the pension plan relative to the projected contributions of all participating members, actuarially determined. The State’s proportion measured as of June 30, 2017 was 0.03830%, which was a decrease of .00347% from its proportion measured as of June 30, 2016, which is the same proportion as the Borough’s. At December 31, 2017, the Borough’s and the State of New Jersey’s proportionate share of the PFRS net pension liability were as follows:

**BOROUGH OF HIGHLANDS  
NOTES TO FINANCIAL STATEMENTS  
FOR THE YEAR ENDED DECEMBER 31, 2017**

**Note 10. Pension Obligations (continued)**

**B. Police and Firemen's Retirement System (PFRS) (continued)**

Borough's Proportionate Share of Net Pension Liability	\$ 5,913,110
State of New Jersey's Proportionate Share of Net Pension Liability Associated with the Borough	662,318
	\$ 6,575,428

At December 31, 2017, the State's proportionate share of the PFRS expense, associated with the Borough, calculated by the plan as of the June 30, 2017 measurement date was \$81,016.00.

**Actuarial Assumptions** - The total pension asset/(liability) as of the measurement date was determined by using an actuarial valuation as noted in the table below, with update procedures used to roll forward the total pension liability to the measurement date. The actuarial valuations used the following actuarial assumptions:

Inflation	2.25%
Salary Increases:	
Through 2026	2.10% - 8.98% Based on Age
Thereafter	3.10% - 9.98% Based on Age
Investment Rate of Return	7.00%
Mortality Rate Table	RP-2000
Period of Actuarial Experience	
Study upon which Actuarial Assumptions were Based	July 1, 2010 - June 30, 2013

Pre-retirement mortality rates were based on the RP-2000 Employee Preretirement Mortality Table for male and female active participants. For State employees, mortality tables are set back 4 years for males and females. For local employees, mortality tables are set back 2 years for males and 7 years for females. In addition, the tables provide for future improvements in mortality from the base year of 2013 using a generational approach based on the plan actuary's modified MP-2014 projection scale. Post-retirement mortality rate were based on the RP-2000 Combined Healthy Male and Female Mortality Tables (setback 1 year for males and females) for service retirements and beneficiaries of former members and a one-year static projection based on the mortality improvement Scale AA. In addition, the tables for service retirements and beneficiaries of former members provide for future improvements in mortality from the base year of 2013 using a generational approach based on the plan actuary's modified MP-2014 projection scales. Disability retirement rates used to value disabled retirees were based on the RP-2000 Disabled Mortality Table (set back 3 years for males and set forward 1 year for females).



**BOROUGH OF HIGHLANDS  
NOTES TO FINANCIAL STATEMENTS  
FOR THE YEAR ENDED DECEMBER 31, 2017**

**Note 10. Pension Obligations (continued)**

**B. Police and Firemen's Retirement System (PFRS) (continued)**

The actuarial assumptions used in the July 1, 2016 valuation were based on the results of an actuarial experience study for the period July 1, 2010 to June 30, 2013.

**Long-Term Expected Rate of Return** - In accordance with State statute, the long-term expected rate of return on plan investments (7.00% at June 30, 2017) is determined by the State Treasurer, after consultation with the Directors of the Division of Investments and Division of Pensions and Benefits, the board of trustees and the actuaries. The long-term expected rate of return was determined using a building block method in which best-estimate ranges of expected future real rates of return (expected returns, net of pension plan investment expense and inflation) are developed for each major asset class. These ranges are combined to produce the long-term expected rate of return by weighting the expected future real rates of return by the target asset allocation percentage and by adding expected inflation. Best estimates of arithmetic rates of return for each major asset class included in PFRS's target asset allocation as of June 30, 2017 are summarized in the following table:

<u>Asset Class</u>	<u>Target Allocation</u>	<u>Long-Term Expected Real Rate of Return</u>
Absolute Return/Risk Mitigation	5.00%	5.51%
Cash	5.50%	1.00%
U.S. Treasuries	3.00%	1.87%
Investment grade credit	10.00%	3.78%
Public High Yield	2.50%	6.82%
Global Diversified Credit	5.00%	7.10%
Credit Oriented Hedge Funds	1.00%	6.60%
Debt Related Private Equity	2.00%	10.63%
Debt Related Real Estate	1.00%	6.61%
Private Real Asset	2.50%	11.83%
Equity Related Real Estate	6.25%	9.23%
U.S. Equity	30.00%	8.19%
Non-U.S. Developed Markets Equity	11.50%	9.00%
Emerging Markets Equity	6.50%	11.64%
Buyouts/Venture Capital	8.25%	13.08%
	<u>100.00%</u>	

**Discount Rate** - The discount rate used to measure the total pension liability was 6.14% as of June 30, 2017. The single blended discount rate was based on long-term expected rate of return on pension plan investments of 7.00%, and a municipal bond rate of 3.58% as of June 30, 2017 based on the Bond Buyer Go 20-Bond Municipal Bond Index, which includes tax-exempt general obligation municipals bonds with an average rating of AA/Aa or higher. The projection of cash flows used to determine the discount rate assumed that contributions from plan members will be made at the current member contribution rates and

**BOROUGH OF HIGHLANDS  
NOTES TO FINANCIAL STATEMENTS  
FOR THE YEAR ENDED DECEMBER 31, 2017**

**Note 10. Pension Obligations (continued)**

**B. Police and Firemen's Retirement System (PFRS) (continued)**

that contributions from employers will be made based on the contribution rate in the most recent fiscal year. The State employer contributed 40% of the actuarially determined contributions and the local employers contributed 100% of their actuarially determined contributions. Based on those assumptions, the plan's fiduciary net position was projected to be available to make projected future benefit payments of current plan members through 2057. Therefore, the long-term expected rate of return on plan investments was applied to projected benefit payments through 2057 and the municipal bond rate was applied to projected benefit payments after that date in determining the total pension liability.

**Sensitivity of the Borough's proportionate share of the Net Pension Liability to Changes in the Discount Rate** - The following presents the Borough's proportionate share of the net pension liability calculated using the discount rate as disclosed above, as well as what the Borough's proportionate share of the net pension liability would be if it were calculated using a discount rate that is 1-percentage-point lower (5.14%) or 1-percentage-point higher (7.14%) than the current rate:

	<b>1% Decrease (<u>5.14%</u>)</b>	<b>Current Discount Rate (<u>6.14%</u>)</b>	<b>1% Increase (<u>7.14%</u>)</b>
Borough's Proportionate Share of the Net Pension Liability	\$ 7,791,009	\$ 5,913,110	\$ 4,370,202
State of New Jersey's Proportionate Share of Net Pension Liability associated with the Borough	<u>872,659</u>	<u>662,318</u>	<u>489,499</u>
	<u>\$ 8,663,668</u>	<u>\$ 6,575,428</u>	<u>\$ 4,859,701</u>

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

**BOROUGH OF HIGHLANDS  
NOTES TO FINANCIAL STATEMENTS  
FOR THE YEAR ENDED DECEMBER 31, 2017**

**Note 11. Municipal Debt**

The following schedule represents the Borough's summary of debt, as filed in the Borough's Annual Debt Statement required by the Local Bond Law of New Jersey for the current and two previous years:

	<u>2017</u>	<u>2016</u>	<u>2015</u>
<b>Issued:</b>			
General:			
Bonds, Notes and Loans	\$ 7,206,756.00	\$ 8,209,979.00	\$ 8,843,750.00
Utility:			
Bonds, Notes and Loans	5,256,684.77	5,071,152.56	5,659,849.17
	<hr/>	<hr/>	<hr/>
Total Debt Issued	\$ 12,463,440.77	\$ 13,281,131.56	\$ 14,503,599.17
	<hr/>	<hr/>	<hr/>
<b>Authorized but not issued:</b>			
General:			
Bonds, Notes and Loans	\$ 5,733,686.49	\$ 10,004,256.40	\$ 10,779,256.40
Utility:			
Bonds, Notes and Loans	-	-	58,201.66
	<hr/>	<hr/>	<hr/>
Total Authorized But Not Issued	5,733,686.49	10,004,256.40	10,837,458.06
	<hr/>	<hr/>	<hr/>
<b>Total Gross Debt</b>	<b>\$ 18,197,127.26</b>	<b>\$ 23,285,387.96</b>	<b>\$ 25,341,057.23</b>
	<hr/>	<hr/>	<hr/>
<b>Deductions:</b>			
Utility:			
Self Liquidating Debt	\$ 5,256,684.77	\$ 5,071,152.56	\$ 5,718,050.83
	<hr/>	<hr/>	<hr/>
Total Deductions	5,256,684.77	5,071,152.56	5,718,050.83
	<hr/>	<hr/>	<hr/>
<b>Total Net Debt</b>	<b>\$ 12,940,442.49</b>	<b>\$ 18,214,235.40</b>	<b>\$ 19,623,006.40</b>
	<hr/>	<hr/>	<hr/>

Summary of Statutory Debt Condition - Annual Debt Statement

The following schedule is a summary of the previous schedule and is prepared in accordance with the required method of setting up the Annual Debt Statement:

	<u>Gross Debt</u>	<u>Deductions</u>	<u>Net Debt</u>
Local School Debt	\$ 2,517,993.90	\$ 2,517,993.90	\$ -
Regional School Debt	2,517,993.90	2,517,993.90	-
General Debt	12,940,442.49	-	12,940,442.49
Utility Debt	5,256,684.77	5,256,684.77	-
	<hr/>	<hr/>	<hr/>
	\$ 23,233,115.06	\$ 10,292,672.57	\$ 12,940,442.49
	<hr/>	<hr/>	<hr/>

**BOROUGH OF HIGHLANDS  
NOTES TO FINANCIAL STATEMENTS  
FOR THE YEAR ENDED DECEMBER 31, 2017**

**Note 11. Municipal Debt (continued)**

Net Debt \$12,940,442.49 divided by the average Equalized Valuation Basis per N.J.S.A 40A:2-2 as amended, \$616,334,569.00, equals 2.100%. New Jersey statute 40A:2-6, as amended, limits the debt of a Municipality to 3.5% of the last three preceding year's average equalized valuations of real estate, including improvements and the assessed valuation of Class II Railroad Property. The remaining borrowing power in dollars at December 31, 2017 is calculated as follows:

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

3 1/2% of Equalized Valuation Basis (Municipal)	\$ 21,571,709.92
Net Debt	12,940,442.49
 Remaining Borrowing Power	 \$ 8,631,267.43

Self-Liquidating Utility Calculation per N.J.S.A. 40A:2-46

Cash Receipts From Fees, Rents or Other Charges for the Year	\$ 1,962,944.32
 Deductions:	
Operating and Maintenance Costs	\$ 1,378,512.50
Debt Service	442,971.70
 Total Deductions	 1,821,484.20
 Excess/(Deficit) in Revenue	 \$ 141,460.12

\*If Excess in Revenues all Utility Debt is Deducted

**General Debt**

**A. Serial Bonds Payable**

On December 2008, the Borough issued \$3,178,000.00 of General Obligation Bonds. The General Obligation Bonds were issued at an interest rate of 5.25% and mature on December 2018.

On January 2011, the Borough issued \$760,000.00 of General Obligation Bonds. The General Obligation Bonds were issued at an interest rate of 5.00% and mature on January 2021.

On December 2012, the Borough issued \$645,000.00 of General Obligation Bonds. The General Obligation Bonds were issued at interest rates varying from 2.00% to 4.00% and mature on December 2027.

**BOROUGH OF HIGHLANDS  
NOTES TO FINANCIAL STATEMENTS  
FOR THE YEAR ENDED DECEMBER 31, 2017**

**Note 11. Municipal Debt (continued)**

On December 2013, the Borough issued \$1,350,000.00 of General Obligation Bonds. The General Obligation Bonds were issued at interest rates varying from 2.00% to 4.00% and mature on December 2025.

On March 2016, the Borough issued \$1,955,000.00 of General Obligation Refunding Bonds. The General Obligation Refunding Bonds were issued at interest rates varying from 4.00% to 5.00% and mature on December 2028.

Principal and interest due on the outstanding bonds is as follows:

<u>Year</u>	<u>Principal</u>	<u>Interest</u>	<u>Total</u>
2018	375,000.00	179,473.76	554,473.76
2019	385,000.00	151,725.00	536,725.00
2020	395,000.00	135,750.00	530,750.00
2021	410,000.00	116,400.00	526,400.00
2022	340,000.00	98,600.00	438,600.00
2023-2027	1,640,000.00	239,700.00	1,879,700.00
2028	205,000.00	8,200.00	213,200.00
	<u>\$ 3,750,000.00</u>	<u>\$ 929,848.76</u>	<u>\$ 4,679,848.76</u>

**B. Bond Anticipation Notes Payable – Short Term Debt**

The following is a summary of bond anticipation notes payable accounted for in the General Capital Fund at December 31, 2017:

<u>Description</u>	<u>Date of Issue</u>	<u>Date of Maturity</u>	<u>Rate</u>	<u>Balance December 31, 2017</u>
Design and Permitting for Various Hazard Mitigation Program	10/5/2017	10/5/2018	2.250%	\$ 325,578.00
Reconstruction of North Street Pu	10/5/2017	10/5/2018	2.250%	146,102.00
Improvement to Community Cent	10/5/2017	10/5/2018	2.250%	448,863.00
Acquisition of Ambulances	10/5/2017	10/5/2018	2.250%	352,600.00
Various Improvements	10/5/2017	10/5/2018	2.250%	161,613.00
Borough Hall Construction	10/5/2017	10/5/2018	2.250%	782,000.00
				<u>750,000.00</u>
				<u>\$ 2,966,756.00</u>

The purpose of these short-term borrowings was to provide resources for general capital construction, acquisitions or improvement projects and other purposes permitted by State Local Bond Law NJSA 40A:2 et. seq.

**BOROUGH OF HIGHLANDS  
NOTES TO FINANCIAL STATEMENTS  
FOR THE YEAR ENDED DECEMBER 31, 2017**

**Note 11. Municipal Debt (continued)**

**C. Bonds and Notes Authorized But Not Issued**

As of December 31, 2017, the Borough had \$5,733,686.49 in various General Capital bonds and notes authorized but not issued.

**D. Downtown Business Improvement Zone Loan**

The Borough has been awarded a Downtown Business Improvement Zone Loan in the amount of \$525,000.00 from the New Jersey Department of Community Affairs. As of December 31, 2017, the Borough has received \$490,000.00 of the total loan. This loan is to be used to support the Borough's commitment to the Stormwater Drainage improvements project estimated to cost over \$4,000,000.00. Upon completion of the appropriate reports the Borough will receive the balance of the funds and an amortization schedule. It is anticipated that this will be a fifteen year loan at 0.00% interest. From July 2018 until 2031 the Borough will pay a principal amount of \$35,000.00 due on July 20<sup>th</sup> of each year.

**E. Capital Lease Payable**

In 2013 and 2015, the Borough of closed on capital lease agreements with Monmouth County Improvement Authority for \$378,000.00 and \$128,000.00, respectively, due in annual installments ranging from \$25,000.00 to \$37,000.00 terminating in October 2023 at interest rates varying from 4.00% to 5.00%.

Principal and interest due on the outstanding bonds is as follows:

<u>Year</u>	<u>Principal</u>	<u>Interest</u>	<u>Total</u>
2018	\$ 56,000.00	\$ 12,350.00	\$ 68,350.00
2019	58,000.00	9,550.00	67,550.00
2020	61,000.00	6,960.00	67,960.00
2021	34,000.00	2,420.00	36,420.00
2022	35,000.00	2,880.00	37,880.00
2023	37,000.00	1,480.00	38,480.00
	\$ 281,000.00	\$ 35,640.00	\$ 316,640.00

**Sewer Utility Debt**

**A. Serial Bonds Payable**

On December 2008, the Borough issued \$195,000.00 of Utility Revenue Bonds. The Bonds were issued at an interest rate of 5.25% and mature on December 2018.

On January 2011, the Borough issued \$130,000.00 of Utility Revenue Bonds. The Bonds were issued at an interest rate of 5.00% and mature on January 2018.

On March 2016, the Borough issued \$115,000.00 of Utility Revenue Bonds. The Bonds were issued at interests rates varying from 4.00% to 5.25% and mature on December 2028.

**BOROUGH OF HIGHLANDS  
NOTES TO FINANCIAL STATEMENTS  
FOR THE YEAR ENDED DECEMBER 31, 2017**

**Note 11. Municipal Debt (continued)**

On April 2014, the Borough issued \$3,712,800.00 of Utility Revenue Bonds. The Bonds were issued at an interest rate of 5.00% and mature on January 2032.

On April 2017, the Borough issued \$440,000.00 of Utility Revenue Bonds. The Bonds were issued at interests rates varying from 3.00% to 4.00% and mature on August 2031.

Principal and interest due on the outstanding bonds is as follows:

<u>Year</u>	<u>Principal</u>	<u>Interest</u>	<u>Total</u>
2018	\$ 180,400.00	\$ 191,611.26	\$ 372,011.26
2019	189,200.00	176,575.00	365,775.00
2020	197,000.00	167,080.00	364,080.00
2021	207,400.00	157,030.00	364,430.00
2022	235,800.00	147,180.00	382,980.00
2023-2027	1,350,000.00	548,440.00	1,898,440.00
2028-2032	1,545,600.00	186,880.00	1,732,480.00
	<u>\$ 3,905,400.00</u>	<u>\$ 1,574,796.26</u>	<u>\$ 5,480,196.26</u>

**B. Bond Anticipation Notes Payable – Short Term Debt**

The Borough had no bond anticipation notes outstanding in the Utility Capital Fund at December 31, 2017.

**C. Bonds and Notes Authorized But Not Issued**

The Borough had no bonds and notes authorized but not issued in the Utility Capital Fund at December 31, 2017.

**D. Loans Payable**

New Jersey Environmental Infrastructure Trust

In 2014 the Township finalized one loan agreement with the State of New Jersey Department of Environmental Protection, pursuant to the 2014 New Jersey Environmental Infrastructure Trust Financing Program.

The loan consists of two agreements, a Trust Loan Agreement of \$1,224,600.00 to be repaid over a 19 year period at interest rates ranging from 3.00% to 5.00%, and a no interest Fund Loan Agreement of \$400,000.00 to be repaid over a 19 year period. The proceeds of the loans are to provide for the completion of the sewerage force main replacement.

**BOROUGH OF HIGHLANDS  
NOTES TO FINANCIAL STATEMENTS  
FOR THE YEAR ENDED DECEMBER 31, 2017**

**Note 11. Municipal Debt (continued)**

Principal and interest due on the outstanding bonds is as follows:

<u>Year</u>	<u>Principal</u>	<u>Interest</u>	<u>Total</u>
2018	\$ 77,267.79	\$ 13,356.26	\$ 90,624.05
2019	77,267.79	12,606.26	89,874.05
2020	82,267.79	11,856.26	94,124.05
2021	82,267.79	10,856.26	93,124.05
2022	82,267.79	9,856.26	92,124.05
2023-2027	421,338.95	35,331.30	456,670.25
2028-2032	436,338.95	16,281.30	452,620.25
2033	92,267.92	975.00	93,242.92
	<u>\$ 1,351,284.77</u>	<u>\$ 111,118.90</u>	<u>\$ 1,462,403.67</u>

**Summary of Principal Debt**

A summary of the changes in long-term and short term debt of the Borough is as follows:

	Balance December 31, <u>2016</u>	Accrued/ <u>Increases</u>	Retired/ <u>Decreases</u>	Balance December 31, <u>2017</u>	Balance Due Within <u>One Year</u>
<b>General Capital:</b>					
General Bonds	\$ 4,108,000.00	\$ -	\$ 358,000.00	\$ 3,750,000.00	\$ 375,000.00
Bond Anticipation Notes	3,603,229.00	2,996,756.00	3,603,229.00	2,996,756.00	2,996,756.00
Downtown Business Loan	498,750.00	-	8,750.00	490,000.00	35,000.00
Authorized but not Issued	10,004,256.00	-	4,270,569.91	5,733,686.09	-
	<u>\$ 18,214,235.00</u>	<u>\$ 2,996,756.00</u>	<u>\$ 8,240,548.91</u>	<u>\$ 12,970,442.09</u>	<u>\$ 3,406,756.00</u>
<b>Utility Capital:</b>					
Utility Bonds	\$ 3,642,600.00	\$ 440,000.00	\$ 177,200.00	\$ 3,905,400.00	\$ 180,400.00
NJEIT Loans	1,428,552.56	-	77,267.79	1,351,284.77	77,267.79
	<u>\$ 5,071,152.56</u>	<u>\$ 440,000.00</u>	<u>\$ 254,467.79</u>	<u>\$ 5,256,684.77</u>	<u>\$ 257,667.79</u>



**BOROUGH OF HIGHLANDS  
NOTES TO FINANCIAL STATEMENTS  
FOR THE YEAR ENDED DECEMBER 31, 2017**

**Note 12. Deferred Charges to be Raised in Succeeding Budgets**

Certain expenditures are required to be deferred to budgets of succeeding years. At December 31, 2017 the following deferred charges are shown on the statement of assets, liabilities, reserves and fund balances of the following funds:

<u>Description</u>	Balance December 31, <u>2017</u>	2018 Budget <u>Appropriation</u>	Balance to Succeeding <u>Budgets</u>
<b>Current Fund:</b>			
Preparation of Master Plan (40A:4-55)	\$ 20,000.00	\$ 20,000.00	\$ -
Community Disaster Loan	2,363,102.00	-	2,363,102.00

**Note 13. Deferred School Taxes**

School taxes have been raised and the liability deferred by statutes. The balance of unpaid local and regional school taxes levied, amount deferred and the amount reported as a liability (payable) at December 31, are as follows:

<u>Local Taxes</u>	<u>Balance, December 31,</u>	
	<u>2017</u>	<u>2016</u>
Total Balance of Local Tax	\$ 1,735,121.00	\$ 1,649,092.00
Deferred Taxes	<u>1,479,768.00</u>	<u>1,479,768.00</u>
Local Tax Payable	<u>\$ 255,353.00</u>	<u>\$ 169,324.00</u>
<u>Regional Tax</u>	<u>Balance, December 31,</u>	
	<u>2017</u>	<u>2016</u>
Total Balance of Regional Tax	\$ 2,014,098.10	\$ 2,087,611.10
Deferred Taxes	<u>1,828,398.50</u>	<u>1,867,147.00</u>
Regional Tax Payable	<u>\$ 185,699.60</u>	<u>\$ 220,464.10</u>

**Note 14. 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 benefits 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.

**BOROUGH OF HIGHLANDS  
NOTES TO FINANCIAL STATEMENTS  
FOR THE YEAR ENDED DECEMBER 31, 2017**

**Note 15. Accrued Sick, Vacation and Compensation Time**

As discussed in Note 1 and in accordance with accounting principles prescribed by the State of New Jersey, the cash basis of accounting is followed for recording the Borough's liability related to unused vacation, sick pay and compensation time. The Borough permits certain employees within limits to accumulate unused vacation, sick pay and compensation time, which may be taken as time off or paid at a later date at an agreed upon rate. In accordance with New Jersey accounting principles, this unused accumulated absences amount is not reported as a liability in the accompanying financial statements. It is estimated that accrued benefits for compensated absences are valued at \$376,723.88 at December 31, 2017.

The Borough has established a Trust Fund in accordance with NJSA 40A:4-39 to set aside funds for future payments of compensated absences. As of December 31, 2017, the Borough has reserved in the Other Trust Fund \$175,807.51 to fund compensated absences in accordance with NJSA 40A:4-39.

**Note 16. Risk Management**

The Borough is exposed to various risks of loss related to torts; theft of, damage to and destruction of assets; errors and omissions; injuries to employees; and natural disasters.

**Joint Insurance Pool**

The Borough is a member of the Monmouth County Municipal Joint Insurance Fund. The Fund provides the Borough with the following primary coverage and limits:

Crime	\$50,000
Commercial General Liability	\$300,000
Law Enforcement Professional Liability	\$300,000
Bodily Injury and Property Damage Liability (Auto)	\$300,000
Workers Compensation	\$300,000
Environmental Legal Liability	various

The following "excess" coverage and limits are provided to the Fund's member local units by their membership in the Municipal Excess Liability Joint Insurance Fund (MEL):

Worker's Compensation	\$5,000,000
Commercial General Liability	\$5,000,000
Law Enforcement Professional Liability	\$5,000,000
Employer's Liability	\$5,000,000
Auto Liability	\$5,000,000
Crime	\$1,000,000

Contributions to the Funds are payable in two installments and are based on actuarial assumptions determined by the Funds' actuaries. The Fund publishes its own financial report for the year ended December 31, 2017 which can be obtained on the Fund's website.

**BOROUGH OF HIGHLANDS  
NOTES TO FINANCIAL STATEMENTS  
FOR THE YEAR ENDED DECEMBER 31, 2017**

**Note 16. Risk Management (continued)**

**New Jersey Unemployment Compensation Insurance**

The Borough has elected to fund its New Jersey Unemployment Compensation Insurance under the “Reimbursement Method”. Under this plan, the Borough is required to reimburse the New Jersey Unemployment Trust Fund, dollar-for-dollar, for unemployment benefits paid to its former employees who were laid off or furloughed and charged to its account with the State. The Borough is billed quarterly for amounts due to the State. The following is a summary of Borough contributions, reimbursements to the State for benefits paid and the ending balance of the Borough’s unemployment trust fund for the current and previous two years:

<u>Year</u>	<u>Contributions</u>	<u>Amount Reimbursed</u>	<u>Ending Balance</u>
2017	\$ 1,423.60	\$ 16,902.19	\$ 202,886.55
2016	19,330.01	8,642.12	218,365.14
2015	2,450.37	24,665.11	207,677.25

**Note 17. Contingencies**

**Grantor Agencies**

The Borough receives financial assistance from the State of New Jersey and the U.S. government in the form of grants. Entitlement to the funds is generally conditional upon compliance with terms and conditions of the grant agreements and applicable regulations, including the expenditure of the funds for eligible purposes. Substantially all grants, entitlements and cost reimbursements are subject to financial and compliance audits by grantors. As a result of these audits, costs previously reimbursed could be disallowed and require repayment to the grantor agency. As of December 31, 2017 the Borough estimates that no material liabilities will result from such audits.

**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.

**Tax Appeals**

Losses arising from tax appeals are recognized at the time a decision is rendered by an administrative or judicial body; however, municipalities may establish reserves transferred from tax collections or by budget appropriation for future payments of tax appeal losses. There are no significant pending tax appeals as of December 31, 2017.

**BOROUGH OF HIGHLANDS  
NOTES TO FINANCIAL STATEMENTS  
FOR THE YEAR ENDED DECEMBER 31, 2017**

**Note 18. Tax Abatements**

The Borough is authorized by the New Jersey Housing and Mortgage Financing Act Law of 1983, N.J.S.A. 55:14K-1 et seq. (hereinafter “HMFA Law”), and a Resolution of the Council dated March 13, 2007, to enter into property tax abatement agreements for the purpose of attracting affordable housing.

The exemption of the projects from real property taxation subject to this law shall not extend beyond the date on which the Agency Mortgage is paid in full, which according to the HMFA Law, may not exceed fifty (50) years.

For the year ended December 31, 2017, the Borough abated property taxes totaling \$489,997.00 under this program, including the following tax abatement agreement that exceeded 10 percent of the total, which is the percentage the Borough considers to be material for purposes of individual disclosure:

<u>Recipient</u>	<u>Purpose</u>	<u>Amount Abated</u>	<u>Pilot Billings</u>
Monmouth County Alliance, Inc.	Affordable Housing	\$ 489,997.00	\$ 28,203.00
		\$ 489,997.00	\$ 28,203.00

The purpose of the Tax Credit Assistance Program Loan is to assist in the funding of affordable housing, an affordable housing project. Upon any termination of such tax exemption, whether by affirmative action of the Sponsor, its successors and assigns or by virtue of the provisions the HMFA Law, or any other applicable state law, the Project shall be taxed as an omitted property in accordance with the law.

**Note 19. Length of Service Awards Program**

The Borough’s length of service awards program (“LOSAP”) is reported in the Borough’s trust fund Statement of Assets, Liabilities, Reserves and Fund Balance - Regulatory Basis. The LOSAP provides tax deferred income benefits to active volunteer firefighters and emergency medical personnel.

The tax deferred income benefits for the active volunteer firefighters and emergency medical personnel serving the residents the of the Borough come from contributions made solely by the governing body of the Borough, on behalf of those volunteers who meet the criteria of a plan created by that governing body. Participants should refer to the Plan agreement for a more complete description of the Plan’s provisions.

**Contributions** - If an active member meets the year of active service requirement, a length of service awards program must provide a benefit between the minimum contribution of \$100.00 and a maximum contribution of \$1,150.00 per year. While the maximum amount is established by statute, it is subject to periodic increases that are related to the consumer price index (N.J.S.A. 40A:14-185(f)). The Division of Local Government Services of the State of New Jersey will issue the permitted maximum annually. The Borough elected to contribute \$1,150 for the year ended December 31, 2017 per eligible volunteer, into the Plan, depending on how many years the volunteer has served. During the year ended December 31, 2017, the Borough contributed a total of \$16,100.00 to the plan. Participants direct the investment of the contributions into various investment options offered by the Plan. The Borough has no authorization to direct investment contributions on behalf of eligible volunteers nor has the ability to purchase or sell investment options offered by the Plan. The types of investment options, and the administering of such investments, rests solely with the plan administrator.

**BOROUGH OF HIGHLANDS  
NOTES TO FINANCIAL STATEMENTS  
FOR THE YEAR ENDED DECEMBER 31, 2017**

**Note 19. Length of Service Awards Program (continued)**

**Participant Accounts** - Each participant's account is credited with the Borough's contribution and Plan earnings, and charged with administrative expenses. The benefit to which a participant is entitled is the benefit that can be provided from the participant's vested account. The Borough has placed the amounts deferred, including earnings, in a trust maintained by a third-party administrator for the exclusive benefit of the plan participants and their beneficiaries. Such funds, although subject to the claims of the Borough's creditors until distributed as benefit payments, are not available for funding the operations of the Borough. The funds may also be used to pay the administrative fees charged by the Plan Administrator. Valic ("Plan Administrator"), an approved Length of Service Awards Program provider, is the administrator of the Plan. The Borough's practical involvement in administering the Plan is essentially limited to verifying the eligibility of each participant and remitting the funds to the Plan Administrator.

**Vesting** - Benefits, plus actual earnings thereon, are one hundred percent (100%) vested after five (5) years of service.

**Payment of Benefits** - Upon retirement or disability, participants may select various payout options, which include lump sum, periodic, or annuity payments. In the case of death, with certain exceptions, any amount invested under the participant's account is paid to the beneficiary or the participant's estate. In the event of an unforeseeable emergency, as outlined in the Plan document, a participant or a beneficiary entitled to vested accumulated deferrals may request the local plan administrator to payout a portion of vested accumulated deferrals. During the year ended December 31, 2017 payouts of \$26,898.84 were made to vested participants.

**Forfeited Accounts** - During the year ended December 31, 2017, no accounts were forfeited.

**Plan Information** - Additional information about the Borough's length of service awards program can be obtained by contacting the Plan Administrator.

**Note 20. FEMA Community Disaster Loan**

During the year ended December 31, 2013, The Borough submitted a formal request for a FEMA Community Disaster Loan (CDL) in the amount of \$2,363,102.00 in relation to Super Storm Sandy losses and expenditures. The Borough drew down \$2,363,102.00 of the total amount with an interest rate of 0.625%. The Borough's accrued interest at December 31, 2017 is \$122,719.37.

The interest rate on the loan is the U.S. Treasury rate for 5-year maturities on the date the Promissory Note is executed. The term is usually 5 years, but may be extended. Interest accrues on the funds as they are disbursed. When applicable, the Assistance Administrator of the Disaster Assistance Directorate may cancel repayment of all or part of the loan if the revenues of the applicant in the three fiscal years following the financial year of the disaster are insufficient to meet the operating budget because of disaster related revenue losses and un-reimbursed disaster related operating expenses.

This amount was recognized as revenue for the year ended December 31, 2013 in the Current Fund and the Water-Sewer Utility Fund.

**BOROUGH OF HIGHLANDS  
NOTES TO FINANCIAL STATEMENTS  
FOR THE YEAR ENDED DECEMBER 31, 2017**

**Note 21. Post-Employment Benefits**

In 2011, the Borough started contributing 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.

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 2011, the Borough authorized participation in the SHBP’s post-retirement benefit program.

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. Effective for January 1, 2011, the Borough authorized participation in the SHBP’s post-employment benefit program through resolution number 10-212. To receive lifetime health benefits paid for by the Borough, an employee must meet the following criteria (unless otherwise expressly provided by Collective Bargaining Agreements, personal service contract, or by law):

The employee has twenty-five (25) years or more of service credit in a state or locally administered retirement system and a period of service of at least twenty-five (25) years with the Borough of Highlands at the time of retirement; or

The employee is sixty-five (65) years or older with twenty-five (25) years or more of service credit in a state or locally administered retirement system and a period of service of at least fifteen (15) years with the Borough at the time of retirement; or

The employee is sixty-five (65) years or older with at least twenty (20) years of service with the Borough; and

The employee was eligible for employee medical coverage during the last five years of their employment with the Borough; and

The employee retires from an employment position with the Borough of Highlands under a Service Retirement as defined by the Public Employee’s Retirement System (“PERS”), the Police and Firemen’s Retirement System (“PFRS”) or under the express terms of any Collective Bargaining Agreement or personal services agreement.

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, PO Box 295, Trenton, New Jersey 08625-0295 or by visiting their website at <http://www.state.nj.us/treasury/pensions/pdf/financial/gasb-43-july2015.pdf>.

**BOROUGH OF HIGHLANDS  
NOTES TO FINANCIAL STATEMENTS  
FOR THE YEAR ENDED DECEMBER 31, 2017**

**Note 21. Post-Employment Benefits (continued)**

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. Plan members or beneficiaries receiving benefits do not make any contributions.

*This page intentionally left blank*



**SUPPLEMENTARY SCHEDULES**

*This page intentionally left blank*

**CURRENT FUND**

*This page intentionally left blank*

**BOROUGH OF HIGHLANDS  
COUNTY OF MONMOUTH, NEW JERSEY  
CURRENT FUND  
SCHEDULE OF CASH - COLLECTOR/TREASURER  
FOR THE YEAR ENDED DECEMBER 31, 2017**

	Current Fund	Grant Fund
Balance, December 31, 2016	\$ 5,831,453.25	\$ 91,944.83
Increased By Receipts:		
Miscellaneous Revenue Not Anticipated	77,851.30	-
Veterans and Senior Citizens	35,750.00	-
Taxes Receivable	16,587,789.57	-
Revenue Accounts Receivable	1,125,095.20	-
Prepaid Taxes	799,312.54	-
Due to State of NJ	10,762.00	-
Tax Title Liens	502.98	-
CDBG Non-Federal Cost Share Grant	239,481.16	-
Interfund - Current Fund	-	3,417.72
Interfund - General Capital	2,263,674.66	-
Interfund - Sewer	825.84	-
Grants Receivable	-	249,460.48
Reserve for Federal and State Grants - Unappropriated	-	37,172.09
	<u>21,141,045.25</u>	<u>290,050.29</u>
	26,972,498.50	381,995.12
Decreased By Disbursements:		
2017 Budget Appropriations	8,097,554.99	-
Appropriation Reserves	506,684.41	-
Accounts Payable	25,641.19	-
County Taxes	1,772,123.06	-
Regional High School Taxes	3,730,310.00	-
Local School Taxes	3,578,247.00	-
Tax Overpayments	18,250.13	-
Business District Taxes	70,000.00	-
Municipal Open Space Taxes	29,781.94	-
Due to State of NJ	12,443.00	-
Various Reserves	8,602.07	-
Disbursement to Trust Fund	162,987.63	-
Interfund - Grant Fund	3,417.72	-
Interfund - General Capital	2,001,500.00	-
Reserve for Federal and State Grants	-	58,962.71
	<u>20,017,543.14</u>	<u>58,962.71</u>
Balance, December 31, 2017	<u>\$ 6,954,955.36</u>	<u>\$ 323,032.41</u>

**BOROUGH OF HIGHLANDS  
COUNTY OF MONMOUTH, NEW JERSEY  
CURRENT FUND  
SCHEDULE OF CHANGE FUND  
FOR THE YEAR ENDED DECEMBER 31, 2017**

Balance, December 31, 2017 and 2016

\$ 445.00

**BOROUGH OF HIGHLANDS  
COUNTY OF MONMOUTH, NEW JERSEY  
CURRENT FUND  
SCHEDULE OF TAXES RECEIVABLE AND ANALYSIS OF PROPERTY TAX LEVY  
FOR THE YEAR ENDED DECEMBER 31, 2017**

Year	Balance	2017	Added	Collections		Senior Citizens' and Veterans' Deductions	Transfer to Liens	Cancelled	Balance
	December 31, 2016			Levy	Taxes				2016
2016	\$ 441,345.49	\$ -	\$ 2,500.00	\$ -	\$ 433,316.69	\$ -	\$ 3,403.66	\$ 7,125.14	\$ -
2017	-	16,763,062.34	299,728.65	93,823.06	16,154,472.88	37,250.00	16,122.33	2,162.72	758,960.00
	<u>\$ 441,345.49</u>	<u>\$ 16,763,062.34</u>	<u>\$ 302,228.65</u>	<u>\$ 93,823.06</u>	<u>\$ 16,587,789.57</u>	<u>\$ 37,250.00</u>	<u>\$ 19,525.99</u>	<u>\$ 9,287.86</u>	<u>\$ 758,960.00</u>

Analysis of Property Tax Levy

Tax Yield:

General Purpose Tax:

General Property Tax \$ 16,763,062.34  
 Added and Omitted Taxes 299,728.65

\$ 17,062,790.99

Tax Levy:

Regional High School Tax \$ 3,656,797.00  
 Local District School Tax 3,664,276.00  
 Business Improvement District Tax 70,000.00  
 Local Municipal Open Space Tax 29,781.94  
 County Tax \$ 1,772,123.06  
 County Added Taxes 30,101.61

1,802,224.67

Local Taxes for Municipal Purposes

Add: Additional Tax Levied 7,570,084.34

269,627.04  
7,839,711.38

\$ 17,062,790.99

**BOROUGH OF HIGHLANDS  
COUNTY OF MONMOUTH, NEW JERSEY  
CURRENT FUND  
SCHEDULE OF DUE FROM/(TO) STATE OF NEW JERSEY -  
SENIOR CITIZENS' AND VETERANS' DEDUCTIONS  
FOR THE YEAR ENDED DECEMBER 31, 2017**

Balance, December 31, 2016		\$ 648.37
Increased By:		
Senior Citizens' Deductions Per Billing	\$ 9,500.00	
Veterans' Deductions Per Tax Billing	<u>27,750.00</u>	
		<u>37,250.00</u>
		37,898.37
Decreased By:		
Cash Receipts	35,750.00	
Prior Year Senior Tax Deductions Disallowed by Tax Collector	<u>2,500.00</u>	
		<u>38,250.00</u>
Balance, December 31, 2017		<u><u>\$ (351.63)</u></u>



**BOROUGH OF HIGHLANDS  
COUNTY OF MONMOUTH, NEW JERSEY  
CURRENT FUND  
SCHEDULE OF TAX TITLE LIENS  
FOR THE YEAR ENDED DECEMBER 31, 2017**

Balance, December 31, 2016		\$ 54,797.00
Increased By:		
Interest from Tax Sale	\$ 921.20	
Transfers From Taxes Receivable	16,122.33	
Tax Sale	3,403.66	
		20,447.19
		75,244.19
Decreased By:		
Collections		502.98
Balance, December 31, 2017		\$ 74,741.21

**SCHEDULE OF DEMOLITION LIEN RECEIVABLE  
FOR THE YEAR ENDED DECEMBER 31, 2017**

Balance, December 31, 2017 and 2016		\$ 40,786.77
-------------------------------------	--	--------------

**SCHEDULE OF PROPERTY ACQUIRED FOR TAXES  
FOR THE YEAR ENDED DECEMBER 31, 2017**

Balance, December 31, 2017 and 2016		\$ 212,600.00
-------------------------------------	--	---------------

**BOROUGH OF HIGHLANDS**  
**COUNTY OF MONMOUTH, NEW JERSEY**  
**CURRENT FUND**  
**SCHEDULE OF REVENUE ACCOUNTS RECEIVABLE**  
**FOR THE YEAR ENDED DECEMBER 31, 2017**

	Balance December 31, <u>2016</u>	Accrued in <u>2017</u>	<u>Collections</u>	Balance December 31, <u>2017</u>
Licenses:				
Alcoholic Beverages	\$ -	\$ 15,624.60	\$ 15,624.60	\$ -
Other	-	16,755.00	16,755.00	-
Fees and Permits	-	95,463.24	95,463.24	-
Fines and Costs - Municipal Court	6,251.53	100,272.31	98,588.87	7,934.97
Interest and Costs on Taxes	-	94,090.95	94,090.95	-
Interest on Investments	-	69,897.67	69,897.67	-
Cable Television Franchise Fee	-	26,953.87	26,953.87	-
Consolidated Municipal Property Tax				
Relief Aid	-	8,977.00	8,977.00	-
Energy Receipts	-	345,582.00	345,582.00	-
Uniform Construction Code Fees	-	206,453.00	206,453.00	-
Lease of Borough Property	-	92,200.00	92,200.00	-
Housing Authority - PILOT	-	54,509.00	54,509.00	-
Police off-duty Administrative Fees	-	10,000.00	10,000.00	-
FEMA Proceeds	-	163,968.35	163,968.35	-
	<u>\$ 6,251.53</u>	<u>\$ 1,300,746.99</u>	<u>\$ 1,299,063.55</u>	<u>\$ 7,934.97</u>

**BOROUGH OF HIGHLANDS  
 COUNTY OF MONMOUTH, NEW JERSEY  
 CURRENT FUND  
 SCHEDULE OF DEFERRED CHARGES  
 SPECIAL EMERGENCY AUTHORIZATIONS  
 FOR THE YEAR ENDED DECEMBER 31, 2017**

<u>Year</u>	<u>Description</u>	<u>Amount</u>	<u>Balance December 31, 2016</u>	<u>Raised in 2017 Budget</u>	<u>Balance December 31, 2017</u>
<u>Special Emergency Authorization:</u>					
<u>N.J.S.A. 40A:4-54:</u>					
2013	Superstorm Sandy	\$ 2,000,000.00	\$ 163,968.35	\$ 163,968.35	\$ -
 <u>N.J.S.A. 40A:4-55:</u>					
2014	Preparation of Master Plan	100,000.00	60,000.00	40,000.00	20,000.00
			<u>\$ 223,968.35</u>	<u>\$ 203,968.35</u>	<u>\$ 20,000.00</u>

**BOROUGH OF HIGHLANDS  
COUNTY OF MONMOUTH, NEW JERSEY  
CURRENT FUND  
SCHEDULE OF 2016 APPROPRIATION RESERVES  
FOR THE YEAR ENDED DECEMBER 31, 2017**

	<u>December 31, 2016</u>		<u>Balance After Modifications</u>	<u>Paid or Charged</u>	<u>Balance Lapsed</u>
	<u>Reserved</u>	<u>Encumbrances</u>			
<b>GENERAL GOVERNMENT</b>					
<b>Borough Administrator:</b>					
Salaries and Wages	\$ 1,700.87	\$ -	\$ 1,700.87	\$ -	\$ 1,700.87
Other Expenses	690.51	122.48	812.99	62.49	750.50
<b>Central Services:</b>					
Salaries and Wages	1,031.78	-	1,031.78	-	1,031.78
Other Expenses	16.23	5,978.76	5,994.99	2,147.56	3,847.43
<b>Borough Council:</b>					
Other Expenses	16,492.49	10,398.26	26,890.75	521.19	26,369.56
<b>Borough Clerk:</b>					
Other Expenses	17,594.42	2,227.25	19,821.67	19,648.10	173.57
<b>Financial Administration:</b>					
Salaries and Wages	4,774.09	-	4,774.09	-	4,774.09
Other Expenses	6,491.80	2,514.18	9,005.98	7,572.48	1,433.50
Audit Services	-	33,900.00	33,900.00	31,996.00	1,904.00
<b>Collection of Taxes:</b>					
Salaries and Wages	973.89	-	973.89	-	973.89
Other Expenses	1,965.54	201.58	2,167.12	210.57	1,956.55
<b>Assessment of Taxes:</b>					
Salaries and Wages	1,232.84	-	1,232.84	-	1,232.84
Other Expenses	11,261.70	4,415.89	15,677.59	2,794.75	12,882.84
<b>Legal Services:</b>					
Other Expenses	9,649.82	45,553.41	55,203.23	33,989.80	21,213.43
<b>Engineering Services:</b>					
Other Expenses	44,149.32	30,000.00	74,149.32	48,543.30	25,606.02
<b>Code Enforcement:</b>					
Salaries and Wages	6,346.59	-	6,346.59	1,588.15	4,758.44
Other Expenses	4,790.83	-	4,790.83	-	4,790.83
Other Expenses - Substandard Housing	23,850.00	-	23,850.00	-	23,850.00
<b>Planning Board:</b>					
Salaries and Wages	500.00	-	500.00	-	500.00
Other Expenses	3,646.75	2,173.75	5,820.50	3,053.55	2,766.95
<b>Zoning Board of Adjustments:</b>					
Salaries and Wages	625.00	-	625.00	-	625.00
Other Expenses	11,027.00	3,000.00	14,027.00	-	14,027.00
<b>Insurance</b>					
General Liability	7,164.32	-	7,164.32	1,603.52	5,560.80
Workmen's Compensation	13,043.79	-	13,043.79	-	13,043.79
Employee Group Health	290,818.88	-	290,818.88	-	290,818.88
<b>Fire:</b>					
Other Expenses	228.79	28,037.86	28,266.65	26,307.15	1,959.50
<b>Police Department:</b>					
Salaries and Wages	234,683.20	-	234,683.20	150,000.00	84,683.20
Other Expenses	13,031.64	23,082.25	36,113.89	23,123.44	12,990.45
<b>Dispatch:</b>					
Salaries and Wages	4,444.21	-	4,444.21	-	4,444.21
Other Expenses	1,500.00	-	1,500.00	-	1,500.00

**BOROUGH OF HIGHLANDS  
COUNTY OF MONMOUTH, NEW JERSEY  
CURRENT FUND  
SCHEDULE OF 2016 APPROPRIATION RESERVES  
FOR THE YEAR ENDED DECEMBER 31, 2017**

	<u>December 31, 2016</u>		<u>Balance After Modifications</u>	<u>Paid or Charged</u>	<u>Balance Lapsed</u>
	<u>Reserved</u>	<u>Encumbrances</u>			
Municipal Court:					
Salaries and Wages	1,500.00	-	1,500.00	-	1,500.00
Other Expenses	1,994.00	-	1,994.00	450.00	1,544.00
First Aid Organization Contribution	20.96	4,399.69	4,420.65	3,770.65	650.00
Emergency Management Services:					
Salaries and Wages	349.24	-	349.24	-	349.24
Other Expenses	1,440.63	8,612.81	10,053.44	8,836.65	1,216.79
Public Defender:					
Salaries and Wages	3,000.00	-	3,000.00	-	3,000.00
Uniform Fire Safety Act:					
Salaries and Wages	1,476.36	-	1,476.36	-	1,476.36
Other Expenses	4,898.00	-	4,898.00	878.85	4,019.15
Municipal Prosecutor's Office:					
Salaries and Wages	2,754.00	-	2,754.00	635.25	2,118.75
Road Repair and Maintenance:					
Salaries and Wages	32,968.03	-	32,968.03	-	32,968.03
Other Expenses	8,973.08	2,445.61	11,418.69	2,360.14	9,058.55
Snow Removal:					
Salaries and Wages	23,077.22	-	23,077.22	23,077.22	-
Other Expenses	26,544.79	-	26,544.79	26,544.79	-
Sanitation Contractual:					
Salaries and Wages	1,000.00	-	1,000.00	-	1,000.00
Other Expenses	8,715.98	-	8,715.98	-	8,715.98
Other Expenses - Contractual Services	307.91	-	307.91	-	307.91
Mechanical Garage:					
Other Expenses	2,001.23	-	2,001.23	-	2,001.23
Public Buildings:					
Salaries and Wages	7,045.14	-	7,045.14	-	7,045.14
Other Expenses	3,259.09	12,705.79	15,964.88	15,627.53	337.35
Shade Tree Commission:					
Other Expenses	825.00	-	825.00	-	825.00
Condo Services Act:					
Other Expenses	19,125.29	-	19,125.29	6,964.65	12,160.64
Services of Monmouth County Regional					
Health Commission Contract (RS 40:13):	880.00	-	880.00	-	880.00
Environmental Commission:					
Other Expenses	1,000.00	-	1,000.00	-	1,000.00
Dog Control:					
Other Expenses	5,486.00	624.00	6,110.00	624.00	5,486.00
Community School Substance Safety and Health	1,331.88	-	1,331.88	920.00	411.88
NJ Public Employees Occupational Safety and Health					
Other Expenses	4,500.00	-	4,500.00	-	4,500.00
Beachfront Maintenance:					
Salaries and Wages	30,000.00	-	30,000.00	-	30,000.00
Other Expenses	2,320.00	276.15	2,596.15	-	2,596.15
Parks and Playgrounds:					
Other Expenses	3,419.22	62,469.79	65,889.01	61,652.99	4,236.02
Celebration of Public Events:					
Other Expenses	1,809.47	-	1,809.47	-	1,809.47
Community Center:					
Salaries and Wages	32,813.19	-	32,813.19	136.41	32,676.78
Other Expenses	3,574.42	3,005.27	6,579.69	2,938.55	3,641.14

**BOROUGH OF HIGHLANDS  
COUNTY OF MONMOUTH, NEW JERSEY  
CURRENT FUND  
SCHEDULE OF 2016 APPROPRIATION RESERVES  
FOR THE YEAR ENDED DECEMBER 31, 2017**

	<u>December 31, 2016</u>		<u>Balance After Modifications</u>	<u>Paid or Charged</u>	<u>Balance Lapsed</u>
	<u>Reserved</u>	<u>Encumbrances</u>			
Accumulated Sick Leave	-	-			
State Uniform Construction Code					
Salaries and Wages	6,010.92	-	6,010.92	-	6,010.92
Other Expenses	4,563.53	1,728.99	6,292.52	119.99	6,172.53
Utility Expense and Bulk Purchases					
Electricity	264.45	72.89	337.34	-	337.34
Street Lighting	818.44	5,238.63	6,057.07	5,619.68	437.39
Telephone	3,963.02	4,452.85	8,415.87	1,351.25	7,064.62
Water	2,994.29	697.46	3,691.75	-	3,691.75
Natural Gas	2,514.31	2,746.30	5,260.61	1,629.41	3,631.20
Telecommunication Costs	-	3,500.00	3,500.00	1,118.46	2,381.54
Gasoline and Diesel Fuel	16,119.77	7,577.93	23,697.70	2,931.39	20,766.31
Monmouth County Reclamation Center					
Other Expenses	17,940.34	33,868.09	51,808.43	34,293.04	17,515.39
Statutory Expenditures:					
Contribution To:					
Defined Contribution Retirement Program	3,802.52	-	3,802.52	-	3,802.52
Length of Service Award Program	41,150.00	-	41,150.00	16,100.00	25,050.00
911 Telecommunications	4,000.00	-	4,000.00	-	4,000.00
Stormwater Management	34,061.84	-	34,061.84	34,000.00	61.84
Recycling Tax	3,333.74	35.64	3,369.38	35.64	3,333.74
Atlantic Highlands					
Maintenance of Motor Vehicles	19,524.43	9,695.04	29,219.47	9,071.20	20,148.27
Municipal Court	2,039.18	-	2,039.18	-	2,039.18
Matching Funds for Grants	7,868.75	-	7,868.75	-	7,868.75
Capital Improvements					
Replace Check Valves	70,000.00	-	70,000.00	65,393.00	4,607.00
<b>Total General Appropriations</b>	<b>\$ 1,213,105.96</b>	<b>\$ 355,758.60</b>	<b>\$ 1,568,864.56</b>	<b>\$ 680,242.79</b>	<b>\$ 888,621.77</b>
Cash Disbursements				\$ 506,684.41	
Accounts Payable				<u>173,558.38</u>	
				<u>\$ 680,242.79</u>	

**BOROUGH OF HIGHLANDS  
COUNTY OF MONMOUTH, NEW JERSEY  
CURRENT FUND  
SCHEDULE OF ACCOUNTS PAYABLE  
FOR THE YEAR ENDED DECEMBER 31, 2017**

Balance, December 31, 2016		\$ 117,261.01
Increased By:		
2016 Appropriation Reserves		<u>173,558.38</u>
		290,819.39
Decreased By:		
Cash Disbursements	\$ 25,641.19	
Cancelled To Operations	<u>10,252.22</u>	
		<u>35,893.41</u>
Balance, December 31, 2017		<u><u>\$ 254,925.98</u></u>

**BOROUGH OF HIGHLANDS  
COUNTY OF MONMOUTH, NEW JERSEY  
CURRENT FUND  
SCHEDULE OF PREPAID TAXES  
FOR THE YEAR ENDED DECEMBER 31, 2017**

Balance, December 31, 2016	\$ 93,823.06
Increased By:	
Cash Receipts:	
Collection of 2018 Taxes	<u>799,312.54</u>
	893,135.60
Decreased By:	
Amount Applied To 2017 Taxes	<u>93,823.06</u>
Balance, December 31, 2017	<u><u>\$ 799,312.54</u></u>



**BOROUGH OF HIGHLANDS  
 COUNTY OF MONMOUTH, NEW JERSEY  
 CURRENT FUND  
 SCHEDULE OF COUNTY TAXES PAYABLE  
 FOR THE YEAR ENDED DECEMBER 31, 2017**

Balance, December 31, 2016		\$	-
Increased By:			
2017 Tax Levy:			
County Tax	\$ 1,569,743.02		
County Library Tax	110,097.43		
County Open Space Fund Tax	92,282.61		
Due County for Added Taxes	<u>30,101.61</u>		
			<u>1,802,224.67</u>
			1,802,224.67
Decreased By:			
Cash Disbursements			<u>1,772,123.06</u>
Balance, December 31, 2017		\$	<u><u>30,101.61</u></u>

**BOROUGH OF HIGHLANDS  
COUNTY OF MONMOUTH, NEW JERSEY  
CURRENT FUND  
SCHEDULE OF REGIONAL SCHOOL TAXES PAYABLE/RECEIVABLE  
FOR THE YEAR ENDED DECEMBER 31, 2017**

Balance, December 31, 2016:			
School Tax Payable		\$ 220,464.10	
School Tax Deferred		1,867,147.00	
		2,087,611.10	\$ 2,087,611.10
Increased By:			
Levy (School Year July 1, 2017 to June 30, 2018)			3,656,797.00
			5,744,408.10
Decreased By:			
Cash Disbursements			3,730,310.00
Balance, December 31, 2017:			
School Tax Payable		185,699.60	
School Tax Deferred		1,828,398.50	
		2,014,098.10	\$ 2,014,098.10
 <u>2017 Liability for Regional District School Tax</u>			
Tax Payable, December 31, 2017			\$ 185,699.60
Tax Paid			3,730,310.00
			3,916,009.60
Less:			
Tax Payable, December 31, 2016			220,464.10
Amount Charged To 2017 Operations			\$ 3,695,545.50

**BOROUGH OF HIGHLANDS  
COUNTY OF MONMOUTH, NEW JERSEY  
CURRENT FUND  
SCHEDULE OF LOCAL SCHOOL TAXES PAYABLE  
FOR THE YEAR ENDED DECEMBER 31, 2017**

Balance, December 31, 2016:		
School Tax Payable	\$ 169,324.00	
School Tax Deferred	<u>1,479,768.00</u>	
		\$ 1,649,092.00
Increased By:		
Levy (School Year July 1, 2017 to June 30, 2018)		<u>3,664,276.00</u>
		5,313,368.00
Decreased By:		
Cash Disbursements		<u>3,578,247.00</u>
Balance, December 31, 2017:		
School Tax Payable	255,353.00	
School Tax Deferred	<u>1,479,768.00</u>	
		<u>\$ 1,735,121.00</u>
 <u>2017 Liability for Local District School Tax</u>		
Tax Payable/(Prepaid), December 31, 2017		\$ 255,353.00
Tax Paid		<u>3,578,247.00</u>
		3,833,600.00
Less:		
Tax Payable/(Prepaid), December 31, 2016		<u>169,324.00</u>
Amount Charged To 2017 Operations		<u>\$ 3,664,276.00</u>

**BOROUGH OF HIGHLANDS  
COUNTY OF MONMOUTH, NEW JERSEY  
CURRENT FUND  
SCHEDULE OF TAX OVERPAYMENTS  
FOR THE YEAR ENDED DECEMBER 31, 2017**

Balance, December 31, 2016	\$ 178,483.84
Increased By:	
Transferred From Taxes	<u>48,779.00</u>
	227,262.84
Decreased By:	
Tax Overpayments Refunded	<u>18,250.13</u>
Balance, December 31, 2017	<u><u>\$ 209,012.71</u></u>

**BOROUGH OF HIGHLANDS  
COUNTY OF MONMOUTH, NEW JERSEY  
CURRENT FUND  
SCHEDULE OF DUE TO STATE OF NEW JERSEY  
FOR THE YEAR ENDED DECEMBER 31, 2017**

	Balance December 31, <u>2016</u>	<u>Increased</u>	<u>Decreased</u>	Balance December 31, <u>2017</u>
Due to State:				
Marriage License	\$ -	\$ 1,050.00	\$ 875.00	\$ 175.00
DCA Training Fees	6,829.91	9,712.00	11,568.00	4,973.91
	<u>\$ 6,829.91</u>	<u>\$ 10,762.00</u>	<u>\$ 12,443.00</u>	<u>\$ 5,148.91</u>

**BOROUGH OF HIGHLANDS  
 COUNTY OF MONMOUTH, NEW JERSEY  
 CURRENT FUND  
 SCHEDULE OF VARIOUS RESERVES  
 FOR THE YEAR ENDED DECEMBER 31, 2017**

	Balance December 31, <u>2016</u>	<u>Decreased</u>	Balance December 31, <u>2017</u>
Reserve For:			
Insurance Proceeds	\$ 27,200.00	\$ -	\$ 27,200.00
Tax Appeals	48,009.84	-	48,009.84
Master Plan	41,845.88	8,602.07	33,243.81
Hurricane Sandy - FEMA Receipts	42,143.43	7,968.35	34,175.08
Special Emergency Appropriations - Hurricane Sandy	3,477.80	-	3,477.80
Reserve for Debt Service - AHHRSA	156,000.00	156,000.00	-
	<hr/>		
	\$ 318,676.95	\$ 172,570.42	\$ 146,106.53
			<hr/> <hr/>
Cash Disbursements		\$ 8,602.07	
Anticipated Revenue		<u>163,968.35</u>	
		<hr/> <hr/>	
		\$ 172,570.42	
			<hr/> <hr/>

**BOROUGH OF HIGHLANDS  
COUNTY OF MONMOUTH, NEW JERSEY  
GRANT FUND  
SCHEDULE OF FEDERAL AND STATE GRANTS RECEIVABLE  
FOR THE YEAR ENDED DECEMBER 31, 2017**

	Balance December 31, <u>2016</u>	Increased By Revenue Anticipated <u>2017</u>	Transferred From Grants <u>Unappropriated</u>	<u>Canceled</u>	Cash <u>Receipts</u>	Balance December 31, <u>2017</u>
Alcohol Education	\$ 3,359.64	\$ -	\$ -	\$ -	\$ 1,930.20	\$ 1,429.44
American Water Rain Barrel	1,000.00	-	-	-	-	1,000.00
Body Armor	-	3,301.50	3,301.50	-	-	-
Bullet Proof Vest Program	1,738.00	-	-	-	-	1,738.00
Clean Communities	-	15,132.18	15,132.18	-	-	-
Drive Sober Get Pulled Over	-	1,027.33	1,027.33	-	-	-
Drunk Driving Enforcement	-	22,024.44	22,024.44	-	-	-
Highway Safety	-	1,000.00	1,000.00	-	-	-
LED Hazard Grant	230,000.00	-	-	-	-	230,000.00
Municipal Alliance	31,866.31	31,960.00	-	-	38,507.98	25,318.33
NJEDA - Neighborhood Community Revitalization	240,637.58	-	-	-	196,594.92	44,042.66
Recycling Tonnage Grant	-	2,291.28	2,291.28	-	-	-
Summer Food Program	7,267.21	11,891.43	-	6,731.26	12,427.38	-
Urban Area Security Initiative	2,586.32	-	-	-	-	2,586.32
Zoning Grant	-	18,453.75	18,453.75	-	-	-
	<u>\$ 518,455.06</u>	<u>\$ 107,081.91</u>	<u>\$ 63,230.48</u>	<u>\$ 6,731.26</u>	<u>\$ 249,460.48</u>	<u>\$ 306,114.75</u>

**BOROUGH OF HIGHLANDS**  
**COUNTY OF MONMOUTH, NEW JERSEY**  
**GRANT FUND**  
**SCHEDULE OF RESERVE FOR STATE GRANTS - APPROPRIATED**  
**FOR THE YEAR ENDED DECEMBER 31, 2017**

	Balance December 31, 2016	Transfer From Appropriations	Appropriation By 40A:4-87	Transfer From Encumbrances	Borough Match	Expended	Cancelled	Transferred To Encumbrances	Balance December 31, 2017
Alcohol Education Rehabilitation Fund	\$ 7,220.90	\$ -	\$ -	\$ -	-	\$ -	\$ -	\$ -	7,220.90
American Water Rain Barrel	3,466.00	-	-	-	-	-	-	-	3,466.00
Body Armor	995.86	3,301.50	-	-	-	-	-	-	4,297.36
Clean Communities	4,022.07	15,132.18	-	2,416.00	-	4,563.29	-	-	17,006.96
Comcast Cable Technology Grant	20,500.00	-	-	-	-	-	-	-	20,500.00
D.D.E.F.	289.98	22,024.44	-	10,000.00	-	5,329.00	-	-	26,985.42
Highway Safety Grant	6,725.00	1,000.00	-	-	-	-	-	-	7,725.00
Hurricane Sandy National Emergency Grant	28,682.61	-	-	-	-	-	-	-	28,682.61
LED Hazard Grant	190,000.00	-	-	40,000.00	-	-	-	40,000.00	190,000.00
Municipal Alliance	21,333.83	31,960.00	-	648.42	7,990.00	36,184.15	-	3,857.98	21,890.12
Municipal Stormwater	52.76	-	-	-	-	-	-	-	52.76
NIEDA Neighborhood Comm Revitalization	961.50	-	-	91,518.28	-	-	-	91,518.28	961.50
NY/NJ Snowflake Foundation	100,763.00	-	-	-	-	-	-	-	100,763.00
Summer Food	9,625.00	-	11,891.43	-	-	11,334.77	10,181.66	-	-
Sustainable Jersey Small Grants Program	1,000.00	-	-	-	-	-	-	-	1,000.00
Firefighter Grant	1,700.00	-	-	-	-	-	-	-	1,700.00
Urban Area Security Initiative	2,586.32	-	-	-	-	-	-	-	2,586.32
Recycling Tonnage	-	2,291.28	-	-	-	176.50	-	-	2,114.78
Drive Sober or Get Pulled Over	-	1,027.33	-	-	-	-	-	-	1,027.33
Zoning Grant	-	18,453.75	-	-	-	-	-	-	18,453.75
Click it or Ticket	1,540.00	-	-	-	-	1,375.00	-	-	165.00
	\$ 401,464.83	\$ 95,190.48	\$ 11,891.43	\$ 144,582.70	\$ 7,990.00	\$ 58,962.71	\$ 10,181.66	\$ 135,376.26	\$ 456,598.81



**BOROUGH OF HIGHLANDS  
COUNTY OF MONMOUTH, NEW JERSEY  
GRANT FUND  
SCHEDULE OF RESERVE FOR STATE GRANTS - UNAPPROPRIATED  
FOR THE YEAR ENDED DECEMBER 31, 2017**

	Balance December 31, <u>2016</u>	Cash <u>Receipts</u>	Transferred to Grants <u>Receivable</u>	Balance December 31, <u>2017</u>
Body Armor	\$ 3,301.50	\$ 1,624.83	\$ 3,301.50	\$ 1,624.83
Clean Communities	15,132.18	12,855.74	15,132.18	12,855.74
Drive Sober / Get Pulled Over	1,027.33	-	1,027.33	-
Drunk Driving Enforcement Fund	22,024.44	-	22,024.44	-
Highway Safety	1,000.00	15,255.00	1,000.00	15,255.00
Tonnage Grant	2,291.28	5,436.52	2,291.28	5,436.52
Sustainable Jersey Grant	-	2,000.00	-	2,000.00
Zoning Grant	18,453.75	-	18,453.75	-
	<u>\$ 63,230.48</u>	<u>\$ 37,172.09</u>	<u>\$ 63,230.48</u>	<u>\$ 37,172.09</u>

*This page intentionally left blank*

**TRUST FUNDS**

*This page intentionally left blank*

**BOROUGH OF HIGHLANDS  
COUNTY OF MONMOUTH, NEW JERSEY  
TRUST FUND  
SCHEDULE OF CASH - TREASURER  
FOR THE YEAR ENDED DECEMBER 31, 2017**

	Animal Control <u>Fund</u>	Other <u>Trust Funds</u>	Open Space <u>Trust Funds</u>
Balance, December 31, 2016	\$ 6,272.19	\$ 1,691,559.64	\$ 191,072.26
Increased By Receipts:			
State Registration Fees	336.60	-	-
Reserve for Animal Control	2,003.87	-	-
Due from Current Fund	-	162,987.63	-
Various Reserves	-	876,464.87	-
Reserve for Open Space	-	-	30,735.73
	<u>2,340.47</u>	<u>1,039,452.50</u>	<u>30,735.73</u>
	<u>8,612.66</u>	<u>2,731,012.14</u>	<u>221,807.99</u>
Decreased By Disbursements:			
State Registration Fees	301.80	-	-
Expenditures Under R.S. 4:19-15:11	2,239.30	-	-
Statutory Excess Due to Current Fund	-	-	-
Interfund - Due to Trust	-	195,605.00	-
Various Reserves	-	594,381.12	-
Encumbrances Payable	-	26,160.65	-
Reserve for Open Space	-	-	161,931.24
	<u>2,541.10</u>	<u>816,146.77</u>	<u>161,931.24</u>
Balance, December 31, 2017	<u>\$ 6,071.56</u>	<u>\$ 1,914,865.37</u>	<u>\$ 59,876.75</u>

**BOROUGH OF HIGHLANDS  
COUNTY OF MONMOUTH, NEW JERSEY  
ANIMAL CONTROL TRUST FUND  
SCHEDULE OF REGISTRATION FEES  
FOR THE YEAR ENDED DECEMBER 31, 2017**

Balance, December 31, 2016	\$ 66.00
Increased By:	
State Registration Fees	<u>336.60</u>
	402.60
Decreased By:	
Cash Disbursements	<u>301.80</u>
Balance, December 31, 2017	<u><u>\$ 100.80</u></u>

**BOROUGH OF HIGHLANDS  
COUNTY OF MONMOUTH, NEW JERSEY  
ANIMAL CONTROL TRUST FUND  
SCHEDULE OF RESERVE FOR ANIMAL CONTROL EXPENDITURES  
FOR THE YEAR ENDED DECEMBER 31, 2017**

Balance, December 31, 2016		\$ 6,246.19
Increased By:		
Dog License Fees Collected	\$ 1,961.37	
Interest Earned	<u>42.50</u>	
		<u>2,003.87</u>
		8,250.06
Decreased By:		
Expenditures Under R.S. 4:19-15:12		<u>2,239.30</u>
Balance, December 31, 2017		<u><u>\$ 6,010.76</u></u>

License Fees Collected

2015		\$ 3,499.75	
2016		<u>4,919.20</u>	
		<u><u>\$ 8,418.95</u></u>	

**BOROUGH OF HIGHLANDS  
COUNTY OF MONMOUTH, NEW JERSEY  
TRUST FUND  
SCHEDULE OF VARIOUS TRUST FUND RESERVES  
FOR THE YEAR ENDED DECEMBER 31, 2017**

	Balance December 31, <u>2016</u>	Increased by <u>Revenues</u>	Decreased by <u>Expenditures</u>	Balance December 31, <u>2017</u>
Street Opening Permits	\$ 9,500.00	\$ 1,750.00	\$ 2,320.00	\$ 8,930.00
Escrows	82,251.42	61,463.58	36,419.23	107,295.77
Third Party Lien Redemptions	19,342.07	307,500.65	273,529.52	53,313.20
Tax Sale Premiums	585,700.00	390,800.00	196,600.00	779,900.00
Parking Offense Adjudication Act (Per N.J.S.A 40A:4-39)	927.00	92.00	-	1,019.00
Public Defender	5,421.67	1,300.00	1,791.59	4,930.08
Recycling	1,404.34	2,940.47	-	4,344.81
Deposits - Baymens Association	5,000.00	-	-	5,000.00
Pelekanous Engineer Fees	1,817.72	-	1,817.72	-
Legal Escrow	500.00	300.00	500.00	300.00
Police Off Duty	33,259.28	101,140.56	91,448.53	42,951.31
Uniform Fire Penalties	6,101.08	1,092.00	-	7,193.08
Fire Penalties (Fire Department)	688.64	-	688.64	-
Recreation	6,615.71	8,752.63	3,204.89	12,163.45
Library	7,003.32	-	-	7,003.32
Unemployment	218,365.14	1,423.60	16,902.19	202,886.55
Engineering Inspection Fees	65,880.13	187.01	7,321.24	58,745.90
Performance Bonds	300,758.81	938.01	10,317.34	291,379.48
Maintenance Bonds	1,785.20	-	-	1,785.20
Accumulated Leave	73,135.98	150,000.00	47,328.47	175,807.51
Police Explorers	10,447.66	9,501.00	5,144.08	14,804.58
Sale of Property	22,350.00	-	-	22,350.00
Law Enforcement	1,072.29	270.99	-	1,343.28
Police Forfeited Funds	1,888.00	-	-	1,888.00
Storm Recovery Trust	175,000.00	-	123,159.72	51,840.28
	<u>\$ 1,636,215.46</u>	<u>\$ 1,039,452.50</u>	<u>\$ 818,493.16</u>	<u>\$ 1,857,174.80</u>
Cash Disbursements			\$ 789,986.12	
Accounts Payable			547.85	
Reserve for Encumbrances			<u>27,959.19</u>	
			<u>\$ 818,493.16</u>	



**BOROUGH OF HIGHLANDS  
COUNTY OF MONMOUTH, NEW JERSEY  
OPEN SPACE TRUST FUND  
SCHEDULE OF RESERVE FOR OPEN SPACE  
FOR THE YEAR ENDED DECEMBER 31, 2017**

Balance, December 31, 2016		\$ 179,401.56
Increased By:		
Interest on Deposits	953.79	
Interfund - Current	29,781.94	
Transfer from Encumbrances	965.97	
		31,701.70
		211,103.26
Decreased By:		
Cash Disbursements	11,931.24	
Interfund - General Capital	150,000.00	
		161,931.24
Balance, December 31, 2017		\$ 49,172.02

**BOROUGH OF HIGHLANDS  
 COUNTY OF MONMOUTH, NEW JERSEY  
 LENGTH OF SERVICE AWARD PROGRAM FUND ("LOSAP")  
 SCHEDULE OF INVESTMENTS  
 FOR THE YEAR ENDED DECEMBER 31, 2017**

Balance, December 31, 2016		\$ 338,434.05
Increased By:		
Borough Contribution	\$ 16,100.00	
Interest Earned	4,782.29	
Increase in Value of Investments	<u>7,291.67</u>	
		<u>28,173.96</u>
		366,608.01
Decreased By:		
Withdrawals	<u>26,898.94</u>	
		<u>26,898.94</u>
Balance, December 31, 2017		<u><u>\$ 339,709.07</u></u>

**BOROUGH OF HIGHLANDS  
COUNTY OF MONMOUTH, NEW JERSEY  
LENGTH OF SERVICE AWARD PROGRAM FUND ("LOSAP")  
SCHEDULE OF RESERVE FOR LENGTH OF SERVICE AWARD PROGRAM  
FOR THE YEAR ENDED DECEMBER 31, 2017**

Balance, December 31, 2016		\$ 338,434.05
Increased By:		
Borough Contribution	\$ 16,100.00	
Interest Earned	4,782.29	
Increase in Value of Investments	<u>7,291.67</u>	
		<u>28,173.96</u>
		366,608.01
Decreased By:		
Withdrawals	<u>26,898.94</u>	
		<u>26,898.94</u>
Balance, December 31, 2017		<u><u>\$ 339,709.07</u></u>

*This page intentionally left blank*

**GENERAL CAPITAL FUND**

*This page intentionally left blank*

**BOROUGH OF HIGHLANDS  
COUNTY OF MONMOUTH, NEW JERSEY  
GENERAL CAPITAL FUND  
SCHEDULE OF CASH - TREASURER  
FOR THE YEAR ENDED DECEMBER 31, 2017**

Balance, December 31, 2016		\$ 3,431,029.26
Increased By:		
Premium on Bond Anticipation Notes	20,294.00	
Bond Anticipation Notes	2,966,756.00	
Interest	5,031.59	
Interfund - Current	2,001,500.00	
Interfund - Trust	195,605.00	
Various Reserves	610.21	
	5,189,796.80	8,620,826.06
Decreased By:		
Bond Anticipation Notes	2,705,032.00	
Interfund - Current	2,263,674.66	
Interfund - Sewer	898,197.00	
	5,866,903.66	5,866,903.66
Balance, December 31, 2017		\$ 2,753,922.40

**BOROUGH OF HIGHLANDS  
COUNTY OF MONMOUTH, NEW JERSEY  
GENERAL CAPITAL FUND  
SCHEDULE OF ANALYSIS OF GENERAL CAPITAL CASH AND INVESTMENTS  
FOR THE YEAR ENDED DECEMBER 31, 2017**

	Balance December 31, <u>2017</u>
Grants Receivable	\$ (1,505,054.67)
Accounts Payable	3,597.75
Capital Improvement Fund	624,669.26
Encumbrances Payable	938,251.13
Various Reserves	88,109.88
Fund Balance	149,128.65

<u>Ordinance</u>	<u>Improvement Description</u>	
11-22	Acquisition of Computers and Software	19,309.24
12-12	Improvements to Washington Avenue	25,000.00
12-20	Construction of Stormwater Pump Station and Drainage Improvements	(130,868.75)
13-17	Wall Reconstruction	151,663.77
13-19	Hazard Mitigation Program	100,000.00
13-20	Reconstruction of North Street Pump Station	332,516.14
13-23	Removal of Disaster Related Debris & Demolition of Various Structures	(152,482.88)
13-26	Flood Mitigation Project	(260,763.40)
13-29	Improvements to Community Center	4,767.55
14-08	Construction of Stormwater Pump Station and Other Stormwater System & Drainage Improvements	(123,891.20)
15-06	Various General Improvements	96,207.44
15-12	Refunding All or a Portion of the Series 2008 Bonds	-
16-07	Preliminary Construction New Borough Hall	1,911,675.00
16-22	Various General Improvements	2,142.82
17-03	Various Improvements - Open Space	272,744.67
17-04	Various Road/Sewer Improvements	322,200.00
		\$ 2,753,922.40



**BOROUGH OF HIGHLANDS  
COUNTY OF MONMOUTH, NEW JERSEY  
GENERAL CAPITAL FUND  
SCHEDULE OF DEFERRED CHARGES TO FUTURE TAXATION - FUNDED  
FOR THE YEAR ENDED DECEMBER 31, 2017**

Balance, December 31, 2016		\$ 4,606,750.00
Decreased By:		
Serial Bonds Paid	\$ 358,000.00	
Downtown Business Loan Paid	<u>8,750.00</u>	
		<u>366,750.00</u>
Balance, December 31, 2017		<u><u>\$ 4,240,000.00</u></u>

**BOROUGH OF HIGHLANDS  
COUNTY OF MONMOUTH, NEW JERSEY  
GENERAL CAPITAL FUND  
SCHEDULE OF DEFERRED CHARGES TO FUTURE TAXATION - UNFUNDED  
FOR THE YEAR ENDED DECEMBER 31, 2017**

Ordinance No.	Improvement Description	Balance	Cancelations	Budget	Balance	Bond	Analysis of Balance	
		December 31, 2016		Appropriation	December 31, 2017	Anticipation Notes	Expended	Unexpended Improvement Authorizations
09-28	Design and Permitting for Various Projects	\$ 347,649.00	\$ 7,050.24	\$ 15,020.00	\$ 325,578.76	\$ 325,578.00	\$ 0.76	\$ -
12-12	Improvements to Washington Street	480,253.40	480,253.40	-	-	-	-	-
12-20	Construction of Stormwater Pump Station and Drainage Improvements	1,200,000.00	-	-	1,200,000.00	-	130,868.75	1,069,131.25
13-19	Hazard Mitigation Program	1,104,551.00	919,000.00	39,449.00	146,102.00	146,102.00	-	-
13-20	Reconstruction of North Street Pump Station	1,601,404.00	1,131,099.15	20,519.00	449,785.85	448,863.00	922.85	-
13-23	Removal of Disaster Related Debris and Demolition of Various Structures	2,300,000.00	2,143,317.12	-	156,682.88	-	152,482.88	4,200.00
13-26	Flood Mitigation Project	261,250.00	-	-	261,250.00	-	260,763.40	486.60
13-29	Improvements to Community Center	365,660.00	-	13,060.00	352,600.00	352,600.00	-	-
13-33	Acquisition of Ambulances	184,888.00	163.00	23,112.00	161,613.00	161,613.00	-	-
14-08	Construction of Stormwater Pump Station and Other Stormwater System and Drainage Improvements	3,154,000.00	-	-	3,154,000.00	-	123,891.20	3,030,108.80
15-06	Various General Improvements	782,830.00	-	-	782,830.00	782,000.00	-	830.00
15-12	Refunding All or a Portion of the Series 2008 Bonds	115,000.00	115,000.00	-	-	-	-	-
16-07	Preliminary Construction New Borough Hall	1,710,000.00	-	-	1,710,000.00	750,000.00	-	1,710,000.00
		\$ 13,607,485.40	\$ 4,795,882.91	\$ 111,160.00	\$ 8,700,442.49	\$ 2,966,756.00	\$ 668,929.84	\$ 5,814,756.65

Improvement Authorizations Unfunded \$ 6,349,171.39

Less: Unexpended Proceeds of Bond Anticipation Notes:

Ordinance	Amount
13-19	\$ 100,000.00
13-20	333,439.14
13-29	4,767.55
15-06	96,208.05
	<u>534,414.74</u>

\$ 5,814,756.65

**BOROUGH OF HIGHLANDS  
COUNTY OF MONMOUTH, NEW JERSEY  
GENERAL CAPITAL FUND  
SCHEDULE OF MONMOUTH COUNTY OPEN SPACE GRANT RECEIVABLE  
FOR THE YEAR ENDED DECEMBER 31, 2017**

Balance, December 31, 2016	\$ -
Increased By:	
Grant Award	<u>150,000.00</u>
Balance, December 31, 2017	<u><u>\$ 150,000.00</u></u>

**BOROUGH OF HIGHLANDS  
COUNTY OF MONMOUTH, NEW JERSEY  
GENERAL CAPITAL FUND  
SCHEDULE OF FEMA GRANTS RECEIVABLE  
FOR THE YEAR ENDED DECEMBER 31, 2017**

Balance, December 31, 2017 and 2016	<u><u>\$ 2,854,000.00</u></u>
-------------------------------------	-------------------------------

Analysis of Balance - December 31, 2017

13-19 Hazard Mitigation Program	\$ 784,000.00
13-23 Removal of Disaster Related debris and Demolition of Various Structures	<u>2,070,000.00</u>
	<u><u>\$ 2,854,000.00</u></u>

**SCHEDULE OF FEMA REIMBURSEMENT  
FOR THE YEAR ENDED DECEMBER 31, 2017**

Balance, December 31, 2016	\$ 956,561.25
Decreased By:	
Cash Receipts	<u>18,542.58</u>
Balance, December 31, 2017	<u><u>\$ 938,018.67</u></u>

**BOROUGH OF HIGHLANDS  
COUNTY OF MONMOUTH, NEW JERSEY  
GENERAL CAPITAL FUND  
SCHEDULE OF NJ DOT GRANT RECEIVABLE  
FOR THE YEAR ENDED DECEMBER 31, 2017**

Balance, December 31, 2016	\$ 102,500.00
Increased By:	
Grant Award	<u>333,000.00</u>
	435,500.00
Decreased By:	
Cash Receipts	<u>164,750.00</u>
Balance, December 31, 2017	<u><u>\$ 270,750.00</u></u>



**BOROUGH OF HIGHLANDS  
COUNTY OF MONMOUTH, NEW JERSEY  
GENERAL CAPITAL FUND  
SCHEDULE OF DOWNTOWN BUSINESS IMPROVEMENT  
ZONE LOAN FUND PAYABLE  
FOR THE YEAR ENDED DECEMBER 31, 2017**

Balance, December 31, 2016	\$ 498,750.00
Decreased By: Adjustment	<u>8,750.00</u>
Balance, December 31, 2017	<u><u>\$ 490,000.00</u></u>

**BOROUGH OF HIGHLANDS  
COUNTY OF MONMOUTH, NEW JERSEY  
GENERAL CAPITAL FUND  
SCHEDULE OF BOND ANTICIPATION NOTES  
FOR THE YEAR ENDED DECEMBER 31, 2017**

Ordinance Number	Original Issue Date	Improvement Description	Date of Issue	Date of Maturity	Interest Rate	Balance		Decreases	Balance
						December 31, 2016	December 31, 2017		
09-28	01/21/10	Design and Permitting for Various Projects	10/5/17	10/5/18	2.250%	\$ 347,649.00	\$ 325,578.00	\$ 347,649.00	\$ 325,578.00
13-19	12/05/13	Hazard Mitigation Program	10/5/17	10/5/18	2.250%	1,104,551.00	146,102.00	1,104,551.00	146,102.00
13-20	12/05/13	Reconstruction of North Street Pump Station	10/5/17	10/5/18	2.250%	1,600,481.00	448,863.00	1,600,481.00	448,863.00
13-29	01/16/14	Improvement to Community Center	10/5/17	10/5/18	2.250%	365,660.00	352,600.00	365,660.00	352,600.00
13-33	01/16/14	Acquisition of Ambulances	10/5/17	10/5/18	2.250%	184,888.00	161,613.00	184,888.00	161,613.00
15-06	10/10/17	Various Improvements	10/5/17	10/5/18	2.250%	-	782,000.00	-	782,000.00
16-07	10/10/17	Borough Hall Construction	10/5/17	10/5/18	2.250%	-	750,000.00	-	750,000.00
						<u>\$ 3,603,229.00</u>	<u>\$ 2,966,756.00</u>	<u>\$ 3,603,229.00</u>	<u>\$ 2,966,756.00</u>
								Paid By Budget Appropriation	\$146,160.00
								Bond Anticipation Note Rollover	2,558,872.00
								Due Sewer Capital	<u>898,197.00</u>
									<u><u>\$3,603,229.00</u></u>





**BOROUGH OF HIGHLANDS  
COUNTY OF MONMOUTH, NEW JERSEY  
GENERAL CAPITAL FUND  
SCHEDULE OF CAPITAL IMPROVEMENT FUND  
FOR THE YEAR ENDED DECEMBER 31, 2017**

Balance, December 31, 2016	\$ 395,383.26
Increased By:	
2017 Budget Appropriation	<u>600,000.00</u>
	995,383.26
Decreased By:	
Improvement Authorizations Funded	<u>370,714.00</u>
Balance, December 31, 2017	<u><u>\$ 624,669.26</u></u>

**BOROUGH OF HIGHLANDS  
COUNTY OF MONMOUTH, NEW JERSEY  
GENERAL CAPITAL FUND  
SCHEDULE OF VARIOUS RESERVES  
FOR THE YEAR ENDED DECEMBER 31, 2017**

	Balance December 31, <u>2016</u>	<u>Increase</u>	<u>Decrease</u>	Balance December 31, <u>2017</u>
Reserve for RCA Interest - Middletown	\$ 46,888.67	\$ 610.21	\$ -	\$ 47,498.88
Reserve for Parking Improvements	450.00	-	-	450.00
Reserve for Sidewalk Fund	13,911.00	-	-	13,911.00
Reserve for NJ BIZ Loan	-	26,250.00	-	26,250.00
	<hr/>			
	\$ 61,249.67	\$ 26,860.21	\$ -	\$ 88,109.88
	<hr/> <hr/>			<hr/> <hr/>

**BOROUGH OF HIGHLANDS  
COUNTY OF MONMOUTH, NEW JERSEY  
GENERAL CAPITAL FUND  
SCHEDULE OF BONDS AND NOTES AUTHORIZED BUT NOT ISSUED  
FOR THE YEAR ENDED DECEMBER 31, 2017**

Ordinance Number	<u>Improvement Description</u>	Balance December 31, <u>2016</u>	<u>Cancellation</u>	Bond Anticipation Notes Issued	<u>Adjustment</u>	Balance December 31, <u>2017</u>
12-12	Improvements to Washington Avenue	\$ 480,253.40	\$ 480,253.40	\$ -	\$ -	\$ -
12-20	Construction of Stormwater Pump Station and Drainage Improvements	1,200,000.00	-	-	-	1,200,000.00
13-20	Reconstruction of North Street Pump Station	923.00	-	-	-	923.00
13-23	Removal of Disaster Related Debris and Demolition of Various Structures	2,300,000.00	2,143,317.12	-	-	156,682.88
13-26	Flood Mitigation Project	261,250.00	-	-	-	261,250.00
14-08	Construction of Stormwater Pump Station and Other Stormwater System & Drainage Improvements	3,154,000.00	-	-	-	3,154,000.00
15-06	Various General Improvements	782,830.00	-	782,000.00	(0.61)	830.61
15-12	Refunding All or a Portion of the Series 2008 Bonds	115,000.00	115,000.00	-	-	-
16-07	Preliminary Construction New Borough Hall	1,710,000.00	-	750,000.00	-	960,000.00
		<u>\$ 10,004,256.40</u>	<u>\$ 2,738,570.52</u>	<u>\$ 1,532,000.00</u>	<u>\$ (0.61)</u>	<u>\$ 5,733,686.49</u>

**BOROUGH OF HIGHLANDS  
COUNTY OF MONMOUTH, NEW JERSEY  
GENERAL CAPITAL FUND  
SCHEDULE OF COMMUNITY DEVELOPMENT BLOCK GRANT RECEIVABLE  
FOR THE YEAR ENDED DECEMBER 31, 2017**

Balance, December 31, 2016	\$ -
Increased By:	
Grant Award	<u>146,286.00</u>
Balance, December 31, 2017	<u><u>\$ 146,286.00</u></u>

*This page intentionally left blank*

**WATER-SEWER UTILITY FUND**

*This page intentionally left blank*



**BOROUGH OF HIGHLANDS  
COUNTY OF MONMOUTH, NEW JERSEY  
WATER-SEWER UTILITY FUND  
SCHEDULE OF CASH - TREASURER  
FOR THE YEAR ENDED DECEMBER 31, 2017**

	<u>Operating</u>	<u>Capital</u>
Balance, December 31, 2016	\$ 731,594.04	\$ 131,234.44
Increased By Receipts:		
Certificates of Deposit-Capital Ban	898,197.00	-
AHHRSA Wire Transfer	101,839.76	-
Sewer Consumer Accounts Receivable	1,659,932.87	-
Sewer Lien Receivable	418.93	-
Interest on Delinquent Accounts	38,257.02	-
Interest on Investments	8,804.43	-
Miscellaneous Revenue Not Anticipated	5,950.00	-
	<u>2,713,400.01</u>	<u>-</u>
	3,444,994.05	131,234.44
Decreased By Disbursements:		
Budget Appropriations	1,374,593.55	-
Appropriation Reserves	264,379.05	-
Interfund - Current Fund	825.84	-
Investment in General Capital Fund	-	-
Sewer Rent Overpayments	6,359.81	-
	<u>1,646,158.25</u>	<u>-</u>
Balance, December 31, 2017	<u><u>\$ 1,798,835.80</u></u>	<u><u>\$ 131,234.44</u></u>

**BOROUGH OF HIGHLANDS  
 COUNTY OF MONMOUTH, NEW JERSEY  
 WATER-SEWER UTILITY CAPITAL FUND  
 SCHEDULE OF SEWER UTILITY CAPITAL FUND CASH  
 FOR THE YEAR ENDED DECEMBER 31, 2017**

	Balance December 31, <u>2017</u>
Due General Capital Fund	\$ 115,000.00
Capital Improvement Fund	6,750.00
Fund Balance	9,384.44
Reserve for Down Payments on Capital Improvements	<u>100.00</u>
	 <u><u>\$ 131,234.44</u></u>

**BOROUGH OF HIGHLANDS  
COUNTY OF MONMOUTH, NEW JERSEY  
WATER-SEWER UTILITY OPERATING FUND  
SCHEDULE OF CONSUMER ACCOUNTS RECEIVABLE  
FOR THE YEAR ENDED DECEMBER 31, 2017**

Balance, December 31, 2016		\$ 264,029.65
Increased By:		
Water - Sewer Rents Levied		<u>1,689,017.56</u>
		1,953,047.21
Decreased By:		
Collections	\$ 1,659,932.87	
Tax Title Lien Cost of Sale	<u>280.00</u>	
		<u>1,660,212.87</u>
Balance, December 31, 2017		<u><u>\$ 292,834.34</u></u>

**BOROUGH OF HIGHLANDS  
COUNTY OF MONMOUTH, NEW JERSEY  
WATER-SEWER UTILITY OPERATING FUND  
SCHEDULE OF ACCOUNTS PAYABLE  
FOR THE YEAR ENDED DECEMBER 31, 2017**

Balance, December 31, 2016	\$ 54,703.70
Increased By:	
Current Year Accounts Payable	<u>5,084.37</u>
	59,788.07
Decreased By:	
Cancelled to Fund Balance	<u>4,901.17</u>
Balance, December 31, 2017	<u><u>\$ 54,886.90</u></u>

**BOROUGH OF HIGHLANDS  
COUNTY OF MONMOUTH, NEW JERSEY  
WATER-SEWER UTILITY CAPITAL FUND  
SCHEDULE OF FIXED CAPITAL  
FOR THE YEAR ENDED DECEMBER 31, 2017**

	Balance December 31, <u>2017 &amp; 2016</u>
Sewer System:	
Springs and Wells	\$ 40,716.85
Distribution Mains and Accessories	153,471.61
General Equipment	62,579.40
Sewerage Treatment Plant and Lines	278,088.19
Reconstruction of Sewer Lift Station	75,000.00
Construction of Back Wash	116,666.26
Repair to Pumping Station	15,000.00
Rehabilitation of sanitary Sewer System	607,937.17
AHHRSA Debt - Bonds	4,152,800.00
AHHRSA Debt - Loans	<u>1,624,600.00</u>
	<u><u>\$ 7,126,859.48</u></u>

**BOROUGH OF HIGHLANDS  
COUNTY OF MONMOUTH, NEW JERSEY  
WATER-SEWER UTILITY OPERATING FUND  
SCHEDULE OF RESERVE FOR DEBT SERVICE - AHHRSA  
FOR THE YEAR ENDED DECEMBER 31, 2017**

Balance, December 31, 2016	\$ 156,000.00
Increased By:	
AHHRSA Wire Transfer	<u>101,839.76</u>
Balance, December 31, 2017	<u><u>\$ 257,839.76</u></u>

**BOROUGH OF HIGHLANDS  
COUNTY OF MONMOUTH, NEW JERSEY  
WATER-SEWER UTILITY OPERATING FUND  
SCHEDULE OF APPROPRIATION RESERVES  
FOR THE YEAR ENDED DECEMBER 31, 2017**

	Balance December 31, <u>2016</u>	<u>Encumbrances</u>	Balance After <u>Transfers</u>	Paid or <u>Charged</u>	Balance <u>Lapsed</u>
Operating:					
Salaries and Wages	\$ 8,914.67	\$ -	\$ 8,914.67	\$ -	\$ 8,914.67
Other Expenses	78,123.21	178,059.08	256,182.29	251,900.35	4,281.94
Shared Service - Sewer Operator	99.04	32,471.26	32,570.30	12,478.70	20,091.60
Group Insurance	4,162.18	-	4,162.18	-	4,162.18
Workers Compensation Insurance	21,513.78	-	21,513.78	-	21,513.78
Statutory Expenditures:					
Contribution To Social Security System (O.A.S.I.)	231.62	-	231.62	-	231.62
	<u>\$ 113,044.50</u>	<u>\$ 210,530.34</u>	<u>\$ 323,574.84</u>	<u>\$ 264,379.05</u>	<u>\$ 59,195.79</u>

**BOROUGH OF HIGHLANDS  
COUNTY OF MONMOUTH, NEW JERSEY  
WATER-SEWER UTILITY OPERATING FUND  
SCHEDULE OF SEWER RENT OVERPAYMENTS  
FOR THE YEAR ENDED DECEMBER 31, 2017**

Balance, December 31, 2016	\$ 23,959.08
Increased By:	
Transfer from Consumer Accounts Receivable	<u>2,153.00</u>
Decreased By:	
Cash Disbursements	<u>6,359.81</u>
Balance, December 31, 2017	<u><u>\$ 19,752.27</u></u>



**BOROUGH OF HIGHLANDS  
COUNTY OF MONMOUTH, NEW JERSEY  
WATER-SEWER UTILITY OPERATING FUND  
SCHEDULE OF ACCRUED INTEREST ON BONDS  
FOR THE YEAR ENDED DECEMBER 31, 2017**

Balance, December 31, 2016	\$ 104,394.83
Decreased By:	
Interest Accrued	109,634.70
	214,029.53
Decreased By:	
Interest Paid	104,394.83
Balance, December 31, 2017	\$ 109,634.70

Principal Outstanding December 31, 2017	Interest Rate	From	To	Period	Amount
Serial Bonds:					
124,000.00	Various	12/1/17	12/31/17	30 Days	\$ 445.83
60,000.00	Various	7/16/17	12/31/17	165 Days	1,375.00
435,000.00	Various	7/16/17	12/31/17	165 Days	7,070.00
3,286,400.00	Various	7/16/17	12/31/17	165 Days	75,313.34
Community Disaster Loan:					
300,000.00	1.375%	1/1/17	12/31/17	1198 Days	17,852.09
NJEIT Loans:					
355,000.00	Various	8/1/17	12/31/17	150 Days	7,578.44
					\$ 109,634.70

**BOROUGH OF HIGHLANDS  
COUNTY OF MONMOUTH, NEW JERSEY  
WATER-SEWER UTILITY CAPITAL FUND  
SCHEDULE OF SERIAL BONDS  
FOR THE YEAR ENDED DECEMBER 31, 2017**

Purpose	Date of Issue	Amount of Original Issue	Maturities of Bonds Outstanding December 31, 2017	Interest Rate	Balance December 31, 2016	Issued	Decreased	Balance December 31, 2017
Rehabilitation of Sanitary Sewer System	12/01/08	\$ 195,000.00	12/01/18	5.25%	\$ 18,000.00	-	\$ 9,000.00	\$ 9,000.00
Rehabilitation of Sanitary Sewer System	1/24/11	\$ 130,000.00	01/15/18	5.00%	75,000.00	-	15,000.00	60,000.00
Rehabilitation of Sanitary Sewer System (Refunded)	03/01/16	\$ 115,000.00	12/01/19	4.00%	115,000.00	-	-	115,000.00
			12/01/20	5.00%				
			12/01/21	5.00%				
			12/01/22	5.00%				
			12/01/23	5.00%				
			12/01/24	5.00%				
			12/01/25	5.00%				
			12/01/26	5.00%				
			12/01/27	4.00%				
			12/01/28	4.00%				
2011 MCIA ( AHHRSA)	04/14/14	\$ 3,712,800.00	01/15/18	5.00%	3,434,600.00	-	148,200.00	3,286,400.00
			01/15/19	5.00%				
			01/15/20	5.00%				
			01/15/21	5.00%				
			01/15/22	5.00%				
			01/15/23	5.00%				
			01/15/24	5.00%				
			01/15/25	5.00%				
			01/15/26	5.00%				
			01/15/27	5.00%				
			01/15/28	5.00%				
			01/15/29	5.00%				
			01/15/30	5.00%				
			01/15/31	5.00%				
			01/15/32	5.00%				



**BOROUGH OF HIGHLANDS  
COUNTY OF MONMOUTH, NEW JERSEY  
WATER-SEWER UTILITY CAPITAL FUND  
SCHEDULE OF NEW JERSEY ENVIRONMENTAL INFRASTRUCTURE LOANS PAYABLE  
FOR THE YEAR ENDED DECEMBER 31, 2017**

Purpose	Date of Issue	Amount of Original Issue	Maturities of Bonds Outstanding December 31, 2017		Interest Rate	Balance December 31,		Balance December 31, 2017
			Date	Amount		2016	Decreased	
New Jersey Environmental Infrastructure Trust Series 2014A (AHSA)	05/21/14	\$ 1,224,600.00	02/01/18	20,755.93	0.00%	\$ 1,058,552.56	\$ 62,267.79	\$ 996,284.77
			08/01/18	41,511.86	0.00%			
			02/01/19	20,755.93	0.00%			
			08/01/19	41,511.86	0.00%			
			02/01/20	20,755.93	0.00%			
			08/01/20	41,511.86	0.00%			
			02/01/21	20,755.93	0.00%			
			08/01/21	41,511.86	0.00%			
			02/01/22	20,755.93	0.00%			
			08/01/22	41,511.86	0.00%			
			02/01/23	20,755.93	0.00%			
			08/01/23	41,511.86	0.00%			
			02/01/24	20,755.93	0.00%			
			08/01/24	41,511.86	0.00%			
			02/01/25	20,755.93	0.00%			
			08/01/25	41,511.99	0.00%			
			02/01/26	20,755.93	0.00%			
			08/01/26	41,511.86	0.00%			
			02/01/27	20,755.93	0.00%			
			08/01/27	41,511.86	0.00%			
			02/01/28	20,755.93	0.00%			
			08/01/28	41,511.86	0.00%			
			02/01/29	20,755.93	0.00%			
			08/01/29	41,511.86	0.00%			
			02/01/30	20,755.93	0.00%			
			08/01/30	41,511.86	0.00%			
02/01/31	20,755.93	0.00%						
08/01/31	41,511.86	0.00%						
02/01/32	20,755.93	0.00%						
08/01/32	41,511.86	0.00%						
02/01/33	20,755.93	0.00%						
08/01/33	41,511.99	0.00%						
New Jersey Environmental Infrastructure Trust Series 2014A (AHSA)	05/21/14	\$ 400,000.00	08/01/18 - 08/01/19	15,000.00	5.00%	370,000.00	15,000.00	355,000.00
			08/01/20 - 08/01/24	20,000.00	5.00%			
			08/01/25	20,000.00	3.00%			
			08/01/26 - 08/01/31	25,000.00	3.00%			
			08/01/32	25,000.00	3.125%			
			08/01/33	30,000.00	3.25%			
						<u>\$ 1,428,552.56</u>	<u>\$ 77,267.79</u>	<u>\$ 1,351,284.77</u>

**BOROUGH OF HIGHLANDS  
 COUNTY OF MONMOUTH, NEW JERSEY  
 WATER-SEWER UTILITY OPERATING FUND  
 SCHEDULE OF LIEN RECEIVABLE  
 FOR THE YEAR ENDED DECEMBER 31, 2017**

Balance, December 31, 2016	\$	418.93
Increased By:		
Transfer to Tax Title Lien		458.24
		877.17
Decreased By:		
Collections		418.93
Balance, December 31, 2017	\$	458.24

**BOROUGH OF HIGHLANDS  
 COUNTY OF MONMOUTH, NEW JERSEY  
 WATER-SEWER UTILITY CAPITAL FUND  
 SCHEDULE OF CAPITAL IMPROVEMENT FUND  
 FOR THE YEAR ENDED DECEMBER 31, 2017**

Balance, December 31, 2017 and 2016		\$ <u>6,750.00</u>
-------------------------------------	--	--------------------

**SCHEDULE OF RESERVE FOR AMORTIZATION  
 FOR THE YEAR ENDED DECEMBER 31, 2017**

Balance, December 31, 2016		\$ 1,730,706.92
Increased By:		
Serial Bond Payment	\$ 177,200.00	
Loan Payment	<u>77,267.79</u>	
		<u>254,467.79</u>
Decreased By:		
Adjustment		<u>115,000.00</u>
Balance, December 31, 2017		<u>\$ 1,870,174.71</u>

**SCHEDULE OF RESERVE FOR DOWN PAYMENT ON IMPROVEMENTS  
 FOR THE YEAR ENDED DECEMBER 31, 2017**

Balance, December 31, 2017 and 2016		\$ <u>100.00</u>
-------------------------------------	--	------------------

**GENERAL FIXED ASSETS ACCOUNT GROUP**

*This page intentionally left blank*



**BOROUGH OF HIGHLANDS  
COUNTY OF MONMOUTH, NEW JERSEY  
GENERAL FIXED ASSETS ACCOUNT GROUP  
SCHEDULE OF GENERAL FIXED ASSETS  
FOR THE YEAR ENDED DECEMBER 31, 2017**

	Balance December 31, <u>2016</u>	<u>Additions</u>	<u>Deletions</u>	Balance December 31, <u>2017</u>
Land	\$ 1,097,800.00	\$ -	\$ -	\$ 1,097,800.00
Building	5,772,197.90	30,000.00	-	5,802,197.90
Machinery and Equipment	4,310,900.83	242,033.45	-	4,552,934.28
	<u>\$ 11,180,898.73</u>	<u>\$ 272,033.45</u>	<u>\$ -</u>	<u>\$ 11,452,932.18</u>

*This page intentionally left blank*

**PAYROLL FUND**

*This page intentionally left blank*

**BOROUGH OF HIGHLANDS  
COUNTY OF MONMOUTH, NEW JERSEY  
PAYROLL FUND  
SCHEDULE OF CASH  
FOR THE YEAR ENDED DECEMBER 31, 2017**

		Payroll Fund
Balance, December 31, 2016		\$ 5,874.05
Increased By Receipts:		
Payroll Cash Receipts	\$ 29,736.54	
Transfer to Payroll Agency From Other Funds	1,679,248.74	
		1,708,985.28
Decreased By Disbursements:		
Pension Division PERS Payments	173,245.15	
Pension Division PFRS Payments	485,086.92	
941 EFT Payments		
USA IRS Tax Payments		
NJ State Tax Payments		
Other Disbursements	921,129.44	
Transfer to Other Funds From Payroll Agency	100,000.00	
		1,679,461.51
Balance, December 31, 2017		\$ 35,397.82

*This page intentionally left blank*

**COMMENTS AND RECOMMENDATIONS**

*This page intentionally left blank*



**BOROUGH OF HIGHLANDS**

**PART II**

**SCHEDULE OF FINANCIAL STATEMENT FINDINGS -  
GOVERNMENT AUDITING STANDARDS**

**FOR THE YEAR ENDED DECEMBER 31, 2017**

*This page intentionally left blank*

**BOROUGH OF HIGHLANDS**  
**SCHEDULE OF FINANCIAL STATEMENT FINDINGS**  
**FOR THE YEAR ENDED DECEMBER 31, 2017**

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

None.

**BOROUGH OF HIGHLANDS**  
**SUMMARY SCHEDULE OF PRIOR YEAR AUDIT FINDINGS**  
**AS PREPARED BY MANAGEMENT**  
**FOR THE YEAR ENDED DECEMBER 31, 2017**

This section identifies the status of prior year findings related to the financial statements, federal awards and state financial assistance that are required to be reported in accordance with *Government Auditing Standards*, Title 2 U.S. Code of Federal Regulations (CFR) Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance), and New Jersey OMB's Circular 15-08.

Financial Statement Findings

No Prior Year Findings.

**FEDERAL AWARDS**

N/A – No Federal Single Audit in prior year.

**STATE FINANCIAL ASSISTANCE**

N/A – No State Single Audit in prior year.

**BOROUGH OF HIGHLANDS**

**PART III**

**LETTER OF COMMENTS AND RECOMMENDATIONS – REGULATORY BASIS  
FOR THE YEAR ENDED DECEMBER 31, 2017**

*This page intentionally left blank*

## OFFICIALS IN OFFICE AND SURETY BONDS

The following officials were in office at December 31, 2017:

<u>Name</u>	<u>Title</u>
Richard W. O'Neil	Mayor
Carolyn Broullon	Council President
Doug Card	Councilmember
Claudette D'Arrigo	Councilmember
Rebecca Kane	Councilmember
Bonnie Brookes	Municipal Clerk
Patrick J. DeBlasio	Chief Financial Officer, Tax Collector
Thomas J. Smith	Judge
Sonia Paxton	Court Administrator

*This page intentionally left blank*





Honorable Mayor and Members  
of the Borough Council  
Borough of Highlands  
County of Monmouth  
Highlands, New Jersey

In accordance with requirements prescribed by the Division of Local Government Services, Department of Community Affairs, State of New Jersey, the following are the *General Comments* and *Recommendations* for the year ended December 31, 2017.

**GENERAL COMMENTS:**

**Contracts and Agreements required to be advertised by (N.J.S.A.40A:11-4)**

N.J.S.A.40A:11-4 states every contract or agreement, for the performance of any work or furnishing or hiring of any materials or supplies, the cost or the contract price whereof is to be paid with or out of public funds not included within the terms of Section 3 of this act, shall be made or awarded only by the Governing Body of the contracting unit after public advertising for bids and bidding therefore, except as is provided otherwise in this act or specifically by any other Law. No work, materials or supplies shall be undertaken, acquired or furnished for a sum exceeding in the aggregate the bid threshold, except by contract or agreement.

The bid threshold in accordance with N.J.S.A. 40A:11-4 was \$40,000 for the year ended December 31, 2017.

It is pointed out that the governing body of the municipality has the responsibility of determining whether the expenditures in any category will exceed the statutory minimum within the fiscal year. Where question arises as to whether any contract or agreement might result in violation of the statute, the solicitor's opinion should be sought before a commitment is made.

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

Our examination of expenditures did not reveal any individual payments or contracts in excess of the bid threshold “for the performance of any work, or the furnishing of any materials, supplies or labor” other than those where bids had been previously sought by public advertisement or where a resolution had been previously adopted under the provisions of *N.J.S.A.40A:11-6*.

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

*N.J.S.54:4-67*, provides the method for authorizing interest and the maximum rates to be charged for the nonpayment of taxes or assessments on or before the date when they would become delinquent.

The governing body on January 1, 2017 adopted the following resolution authorizing interest to be charged on delinquent taxes:

*NOW THEREFORE, BE IT RESOLVED, that if said taxes are deemed to be delinquent for non-payment of taxes, the Tax Collector shall charge eight (8%) percent per annum on the first \$1,500.00 of the delinquency, and eighteen (18%) percent per annum on any amount in excess of \$1,500.00; and*

*BE IT FURTHER RESOLVED, by the Borough Council of the Borough of Highlands, that the Tax Collector shall allow that no interest will be charged on payments received and made by the tenth calendar day following the date upon which the same became payable; and*

*BE IT FURTHER RESOLVED, by the Borough Council of the Borough of Highlands, that the Tax Collector shall charge, in addition to the interest for delinquent taxes, as noted above, a penalty of six (6%) percent of the amount of the delinquency in taxes in excess of \$10,000.00 to a taxpayer who fails to pay the delinquency prior to the end of the calendar year.*

It appears from an examination of the Collector's record that interest was collected in accordance with the foregoing resolution.

**OTHER COMMENTS (FINDINGS):**

None.

**RECOMMENDATIONS:**

None.

**Appreciation**

We express our appreciation for the assistance and courtesies extended to the members of the audit team.

Respectfully submitted,

HOLMAN FRENIA ALLISON, P. C.

Robert W. Allison  
Certified Public Accountant  
Registered Municipal Accountant  
RMA No. 483

Freehold, New Jersey  
June 28, 2018