

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

**AUDIT REPORT FOR THE YEAR
ENDED DECEMBER 31, 2019**

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

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COUNTY OF MONMOUTH, NEW JERSEY**

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**BOROUGH OF HIGHLANDS
COUNTY OF MONMOUTH**

PART I

**INDEPENDENT AUDITOR'S REPORTS
AND FINANCIAL STATEMENTS
FOR THE YEAR ENDED DECEMBER 31, 2019**

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INDEPENDENT AUDITOR'S REPORT

Honorable Mayor and Members
of the Borough Council
Borough of Highlands
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, 2019 and 2018, and the related statements of operations and changes in 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, 2019 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 entity'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 discussed in Note 1 to the financial statements, the Borough prepares its financial statements using accounting practices that demonstrate compliance with regulatory basis of accounting and budget laws 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, 2019 and 2018, 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, 2019 and 2018, and the results of its operations and changes in fund balance - regulatory basis of such funds for the years then ended, and the statement[s] 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, 2019 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 referred to in the first paragraph as a whole. 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 is 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.

The supplementary data and letter of comments and recommendations section has not been subject to the auditing procedures applied in the audit of the financial statements, and accordingly, we do not express an opinion or provide assurance on it.

Other Reporting Required by *Government Auditing Standards*

In accordance with Government Auditing Standards, we have also issued our report dated September 18, 2020 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

Toms River, New Jersey
September 18, 2020

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**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
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, 2019, and the related notes to the financial statements, which collectively comprise the Borough’s basic financial statements, and have issued our report thereon dated September 18, 2020. 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. We did identify certain

deficiencies in internal control, described in the accompanying schedule of financial statement findings that we consider to be significant deficiencies as Finding Nos. 2019-001 and 2019-002.

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 one instance of noncompliance or other matters that is 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 and which are described in the accompanying schedule of financial statement findings as Finding Nos. 2019-001 and 2019-002.

Borough of Highlands' Response to Findings

The Borough of Highlands' response to the findings identified in our audit is described in the accompanying schedule of financial statement findings. The Borough's response was not subjected to the auditing procedures applied in the audit of the financial statements and, accordingly, we express no opinion on it.

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

Toms River, New Jersey
September 18, 2020

BASIC FINANCIAL STATEMENTS

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**BOROUGH OF HIGHLANDS
COUNTY OF MONMOUTH, NEW JERSEY
CURRENT FUND
STATEMENTS OF ASSETS, LIABILITIES, RESERVES AND
FUND BALANCE - REGULATORY BASIS
DECEMBER 31, 2019 AND 2018**

	<u>Reference</u>	<u>2019</u>	<u>2018</u>
<u>Assets</u>			
Current Fund:			
Cash	A-4	\$ 6,966,595.94	\$ 6,729,716.92
Change Fund	A-5	<u>445.00</u>	<u>445.00</u>
		<u>6,967,040.94</u>	<u>6,730,161.92</u>
Receivables and Other Assets			
With Full Reserves:			
Delinquent Property Taxes Receivable	A-6	728,633.40	815,833.49
Tax Title Liens	A-8	73,023.51	81,328.16
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	7,354.03	8,414.72
Due From Escrow Trust	B	7,556.48	-
Due from Animal Control Fund	B	<u>5,580.80</u>	<u>2,225.98</u>
Total Receivables and Other Assets		<u>1,075,534.99</u>	<u>1,161,189.12</u>
Deferred Charges:			
Community Disaster Loan	A	2,063,102.00	2,063,102.00
Over-expenditure	A-3	<u>19,105.55</u>	<u>-</u>
Total Deferred Charges		<u>2,082,207.55</u>	<u>2,063,102.00</u>
		<u>10,124,783.48</u>	<u>9,954,453.04</u>
Federal and State Grants:			
Cash	A-4	479,447.16	353,037.15
Grants Receivable	A-21	<u>346,061.68</u>	<u>77,312.59</u>
		<u>825,508.84</u>	<u>430,349.74</u>
Total Assets		<u>\$ 10,950,292.32</u>	<u>\$ 10,384,802.78</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, 2019 AND 2018**

	<u>Reference</u>	<u>2019</u>	<u>2018</u>
Liabilities:			
Appropriation Reserves	A-3	\$ 1,112,531.64	\$ 730,399.24
Encumbrances Payable	A-3	380,078.76	490,999.36
Accounts Payable	A-14	173,670.81	353,059.80
Prepaid Taxes	A-15	134,246.01	148,030.07
County Taxes	A-16	16,844.27	10,286.56
Regional High School Taxes	A-17	99,300.10	259,887.60
Local School Taxes	A-18	441,463.00	306,996.00
Tax Overpayments	A-19	401,724.32	362,225.95
Due From State of New Jersey - Senior Citizens' and Veterans' Deductions	A-7	351.63	1,101.63
Due to State of NJ	A-20	268.00	6,396.91
Accrued Interest on Loan	A	164,999.07	136,631.07
Various Reserves	A-12	169,277.66	199,955.46
Community Disaster Loan Payable	A	<u>2,063,102.00</u>	<u>2,063,102.00</u>
		5,157,857.27	5,069,071.65
Reserve for Receivables and Other Assets	A	1,075,534.99	1,161,189.12
Fund Balance	A-1	<u>3,891,391.22</u>	<u>3,724,192.27</u>
		<u>10,124,783.48</u>	<u>9,954,453.04</u>
Federal and State Grants:			
Encumbrances Payable	A-22	96,524.67	100,451.97
Reserve For Grants:			
Appropriated	A-22	705,307.16	276,571.05
Unappropriated	A-23	<u>23,677.01</u>	<u>53,326.72</u>
Federal and State Grants:		<u>825,508.84</u>	<u>430,349.74</u>
Total Liabilities, Reserves and Fund Balances		<u>\$ 10,950,292.32</u>	<u>\$ 10,384,802.78</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, 2019 AND 2018**

	<u>2019</u>	<u>2018</u>
Revenue and Other Income Realized:		
Fund Balance Anticipated	\$ 1,300,000.00	\$ 1,250,000.00
Miscellaneous Revenue Anticipated	1,753,814.09	1,357,749.41
Receipt from Delinquent Taxes	824,130.51	737,544.52
Receipt from Current Taxes	16,758,741.78	16,320,159.81
Non-Budget Revenue	113,308.95	84,075.66
Other Credits To Income:		
Unexpended Balance of Appropriation Reserves	585,712.31	449,140.40
Grant Appropriated Reserve Canceled	2,586.32	230,000.00
Prior Year Interfunds Returned	2,225.98	-
Cancelled Reserve for Insurance Claims	27,200.00	-
Cancelled DCA Training Fees	8,881.91	-
Cancelled Reserve for Special Emergency Hurricane Sandy	0.80	-
Cancelled Accrued Interest	-	14,455.84
Adjust Payroll Agency	112,493.38	-
Accounts Payable Cancelled	50,197.68	11,540.45
	<hr/>	<hr/>
Total Revenue	21,539,293.71	20,454,666.09
Expenditures:		
Budget Appropriations Within "CAPS":		
Operations:		
Salaries and Wages	3,225,900.00	3,132,250.00
Other Expenses	4,308,800.55	4,154,090.00
Deferred Charges and Statutory Expenditures	603,301.00	574,398.38
Appropriations Excluded From "CAPS":		
Operations:		
Other Expenses	1,064,191.25	439,979.09
Capital Improvements	470,000.00	670,000.00
Municipal Debt Service	900,402.70	852,777.62
Deferred Charges and Statutory Expenditures	-	20,000.00
County Taxes	1,937,580.32	1,899,712.75
Due County Added Taxes	16,844.27	10,286.56
Regional High School Taxes	3,428,368.50	3,576,487.00
Local District School Tax	4,036,502.00	3,767,561.00
Business Improvement District Tax	54,750.00	70,000.00

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, 2019 AND 2018**

	<u>2019</u>	<u>2018</u>
Municipal Open Space Tax	30,916.92	30,401.98
Prior Year Senior Citizen & Vet Disallowed	3,500.00	2,500.00
Grant Receivable Canceled	2,586.32	230,000.00
Interfund Advances Originating in 2019	<u>7,556.48</u>	<u>-</u>
Total Expenditures	<u>20,091,200.31</u>	<u>19,430,444.38</u>
Excess/(Deficit) in Revenue	1,448,093.40	1,024,221.71
Adjustments To Income Before Fund Balance		
Expenditures Included Above Which Are By		
Statute Deferred Charges To Budget of		
Succeeding Year:		
Deferred Charge: Over-expenditure	<u>19,105.55</u>	<u>-</u>
Statutory Excess To Fund Balance	1,467,198.95	1,024,221.71
Fund Balance, January 1	<u>3,724,192.27</u>	<u>3,949,970.56</u>
	5,191,391.22	4,974,192.27
Decreased By:		
Utilized as Anticipated Revenue	<u>1,300,000.00</u>	<u>1,250,000.00</u>
Fund Balance, December 31	<u><u>\$ 3,891,391.22</u></u>	<u><u>\$ 3,724,192.27</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, 2019**

	Anticipated Budget	Added by N.J.S.A. 40A:4-87	Amount Realized	Excess/ (Deficit)
Surplus Anticipated	\$ 1,300,000.00	\$ -	\$ 1,300,000.00	\$ -
Miscellaneous Revenues:				
Licenses:				
Alcoholic Beverages	20,000.00	-	14,064.60	(5,935.40)
Other	15,000.00	-	24,277.00	9,277.00
Fees and Permits	100,000.00	-	109,077.04	9,077.04
Fines and Costs - Municipal Court	90,000.00	-	121,450.52	31,450.52
Interest and Costs on Taxes	100,000.00	-	132,098.41	32,098.41
Interest on Investments	90,000.00	-	186,051.64	96,051.64
Cable Television Franchise Fee	25,000.00	-	24,087.89	(912.11)
Energy Receipts Tax	354,559.00	-	354,559.00	-
Uniform Construction Code Fees	160,000.00	-	96,167.00	(63,833.00)
Lease of Borough Property	100,000.00	-	109,829.71	9,829.71
Housing Authority - PILOT	32,000.00	-	34,091.00	2,091.00
Police Off-Duty Administrative Fees	10,000.00	-	20,359.03	10,359.03
Drive Sober Get Pulled Over	1,171.72	-	1,171.72	-
Clean Community	-	13,688.71	13,688.71	-
Municipal Alliance	-	31,960.00	31,960.00	-
Safe Routes to School	-	275,000.00	275,000.00	-
CDBG Shore Drive	-	130,936.00	130,936.00	-
Highway Safety	52,155.00	-	52,155.00	-
NJDOA - Summer Food Program	-	22,789.82	22,789.82	-
Total Miscellaneous Revenues	1,149,885.72	474,374.53	1,753,814.09	129,553.84
Receipts From Delinquent Taxes	800,000.00	-	824,130.51	24,130.51
Amount To Be Raised By Taxes For Support of Municipal Budget	7,929,297.88	-	8,421,588.27	492,290.39
Budget Totals	11,179,183.60	474,374.53	12,299,532.87	645,974.74
Non-Budget Revenue	-	-	113,308.95	113,308.95
Total General Revenues	\$ 11,179,183.60	\$ 474,374.53	\$ 12,412,841.82	\$ 759,283.69

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, 2019**

Analysis of Realized Revenue

Allocation of Current Tax Collections:	
Revenue From Collections	\$ 16,758,741.78
Less: Allocated to School and County Taxes	<u>9,437,153.51</u>
Balance for Support of Municipal Budget Appropriations	7,321,588.27
Add: "Appropriation Reserve for Uncollected Taxes"	<u>1,100,000.00</u>
Amount for Support of Municipal Budget Appropriations	<u>\$ 8,421,588.27</u>
Receipts From Delinquent Taxes:	
Delinquent Tax Collections	<u>\$ 811,738.07</u>
	<u>\$ 824,130.51</u>
Miscellaneous Revenue Not Anticipated:	
Fire Safety LEA	\$ 5,668.98
6% Tax Penalties	21,593.05
Senior Citizen/State Administrative Fee	560.00
Miscellaneous	3,634.99
Insurance Proceeds-Non Health	14,206.59
Sale of Assets	1,785.85
Inspection Fines	200.00
Agency Reimbursements	6,312.50
Monmouth County Polling reimbursements	800.00
Meridian Other Refund	1,008.00
Legal Reimbursements	1,421.00
Interlocal Agreements-BOE/Atlantic Highlands	26,833.00
Highway Safety	15,116.00
Qual Lynx Reimbursements	10,057.00
Special Charges	1,251.99
Flood Reimbursement	<u>2,860.00</u>
	<u>\$ 113,308.95</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, 2019**

	Appropriations			Expended			Unexpended Balance Cancelled	Over- Expended
	Original Budget	Budget After Modifications	Paid or Charged	Encumbered	Reserved			
OPERATIONS - WITHIN "CAPS"								
GENERAL GOVERNMENT:								
Borough Administrator:								
Salaries and Wages	\$ 110,000.00	\$ 110,000.00	\$ 86,601.34	\$ -	\$ 23,398.66	\$ -	\$ -	-
Other Expenses	3,800.00	3,800.00	2,098.43	-	1,701.57	-	-	-
Central Services:								
Salaries and Wages	16,000.00	16,000.00	4,230.03	-	11,769.97	-	-	-
Other Expenses	34,000.00	34,000.00	26,704.54	1,062.08	6,233.38	-	-	-
Mayor's Department								
Other Expenses	71,800.00	71,800.00	41,540.19	16,616.97	13,642.84	-	-	-
Borough Clerk:								
Salaries and Wages	72,000.00	72,000.00	68,198.66	-	3,801.34	-	-	-
Other Expenses	44,000.00	44,000.00	24,265.88	1,571.00	18,163.12	-	-	-
Financial Administration:								
Salaries and Wages	145,000.00	145,000.00	145,000.00	-	-	-	-	-
Other Expenses	18,800.00	18,800.00	12,459.08	5,126.85	1,214.07	-	-	-
Audit Services	42,000.00	42,000.00	-	42,000.00	-	-	-	-
Collection of Taxes:								
Salaries and Wages	83,500.00	93,500.00	87,080.24	-	6,419.76	-	-	-
Other Expenses	10,000.00	10,000.00	6,527.56	820.59	2,651.85	-	-	-
Assessment of Taxes:								
Salaries and Wages	33,000.00	33,000.00	33,000.00	-	-	-	-	-
Other Expenses	62,150.00	62,150.00	3,142.22	1,600.00	57,407.78	-	-	-
Legal Services:								
Other Expenses	230,500.00	230,500.00	190,053.17	20,772.62	19,674.21	-	-	-
Grant Writer:								
Other Expenses	25,000.00	25,000.00	1,045.50	6,454.50	17,500.00	-	-	-
Engineering Services:								
Other Expenses	230,000.00	230,000.00	162,655.96	9,696.14	57,647.90	-	-	-
Code Enforcement:								
Salaries and Wages	55,000.00	55,000.00	46,215.75	-	8,784.25	-	-	-
Other Expenses	11,200.00	11,200.00	1,916.01	-	9,283.99	-	-	-
Other Expenses - Substandard Housing	50,000.00	25,000.00	12,600.86	4,875.75	7,523.39	-	-	-

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, 2019**

	Appropriations		Expended			Unexpended Balance Cancelled	Over- Expended
	Original Budget	Budget After Modifications	Paid or Charged	Encumbered	Reserved		
LAND USE ADMINISTRATION							
Planning Board:							
Salaries and Wages	6,000.00	6,000.00	4,093.50	-	1,906.50	-	-
Other Expenses	63,950.00	63,950.00	38,475.79	7,994.84	17,479.37	-	-
Master Plan	5,000.00	5,000.00	1,080.50	1,519.50	2,400.00	-	-
Zoning Board of Adjustments:							
Other Expenses	5,000.00	5,000.00	5,000.00	-	-	-	-
INSURANCE							
General Liability	175,000.00	175,000.00	145,551.32	-	29,448.68	-	-
General Liability - Flood Insurance	35,000.00	35,000.00	22,913.00	10,000.00	2,087.00	-	-
Workmen's Compensation	220,000.00	185,000.00	180,000.00	-	5,000.00	-	-
Employee Group Health	1,290,000.00	1,290,000.00	1,274,000.00	16,000.00	-	-	-
Group Salary Insurance	25,000.00	25,000.00	25,000.00	-	-	-	-
PUBLIC SAFETY							
Fire:							
Other Expenses	95,900.00	95,900.00	71,415.50	24,170.07	314.43	-	-
Police Department:							
Salaries and Wages	1,832,000.00	1,832,000.00	1,708,370.94	-	123,629.06	-	-
Other Expenses	169,385.00	169,385.00	101,728.15	83,762.40	3,000.00	-	19,105.55
School Crossing Guards							
Salaries and Wages	28,000.00	28,000.00	22,543.51	-	5,456.49	-	-
Other Expenses	5,000.00	5,000.00	680.00	1,200.00	3,120.00	-	-
Dispatch:							
Salaries and Wages	246,000.00	221,000.00	164,513.80	-	56,486.20	-	-
Other Expenses	1,500.00	26,500.00	25,700.34	-	799.66	-	-
Municipal Court:							
Salaries and Wages	16,000.00	16,000.00	14,260.13	-	1,739.87	-	-
Other Expenses	6,500.00	6,500.00	4,021.18	135.00	2,343.82	-	-
First Aid Organization Contribution	32,500.00	32,500.00	11,935.67	10,504.70	10,059.63	-	-

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, 2019**

	Appropriations			Expended			Unexpended Balance Cancelled	Over- Expended
	Original Budget	Budget After Modifications	Paid or Charged	Encumbered	Reserved			
Emergency Management Services:								
Salaries and Wages	3,900.00	3,900.00	3,808.26	-	91.74	-	-	-
Other Expenses	23,400.00	23,400.00	11,042.50	11,726.26	631.24	-	-	-
Public Defender:								
Other Expenses	4,000.00	4,000.00	1,834.98	-	2,165.02	-	-	-
Fire Hydrant Fees	68,000.00	68,000.00	68,000.00	-	-	-	-	-
Uniform Fire Safety Act:								
Salaries and Wages	36,000.00	36,000.00	35,219.86	-	780.14	-	-	-
Other Expenses	4,710.00	4,710.00	1,696.03	2,495.00	518.97	-	-	-
Municipal Prosecutor's Office:								
Salaries and Wages	19,000.00	19,000.00	14,605.00	-	4,395.00	-	-	-
PUBLIC WORKS FUNCTIONS								
Road Repair and Maintenance:								
Salaries and Wages	263,000.00	263,000.00	259,616.10	-	3,383.90	-	-	-
Other Expenses	78,450.00	78,450.00	46,196.66	31,901.23	352.11	-	-	-
Snow Removal:								
Salaries and Wages	20,000.00	20,000.00	9,689.90	-	10,310.10	-	-	-
Other Expenses	33,500.00	33,500.00	28,400.00	5,100.00	-	-	-	-
Sanitation:								
Salaries and Wages	3,500.00	3,500.00	3,500.00	-	-	-	-	-
Other Expenses	43,000.00	43,000.00	39,863.72	1,000.00	2,136.28	-	-	-
Other Expenses - Contractual Services	275,000.00	325,000.00	289,492.46	49.50	35,458.04	-	-	-
Mechanical Garage:								
Other Expenses	12,000.00	12,000.00	10,870.49	42.56	1,086.95	-	-	-
Public Buildings:								
Salaries and Wages	57,500.00	57,500.00	57,500.00	-	-	-	-	-
Other Expenses	82,750.00	82,750.00	62,823.50	18,650.99	1,275.51	-	-	-
Shade Tree Commission:								
Other Expenses	1,000.00	1,000.00	-	-	1,000.00	-	-	-
Condo Services Act:								
Other Expenses	26,000.00	26,000.00	10,130.14	-	15,869.86	-	-	-

**BOROUGH OF HIGHLANDS
COUNTY OF MONMOUTH, NEW JERSEY
CURRENT FUND
STATEMENT OF EXPENDITURES - REGULATORY BASIS
FOR THE YEAR ENDED DECEMBER 31, 2019**

	Appropriations			Expended			Unexpended Balance Cancelled	Over- Expended
	Original Budget	Budget After Modifications	Paid or Charged	Encumbered	Reserved			
HEALTH AND HUMAN SERVICES								
Services of Monmouth County Regional Health Commission Contract (RS 40:13):	72,000.00	72,000.00	63,049.00	-	8,951.00	-	-	-
Environmental Commission:								
Other Expenses	500.00	500.00	-	-	500.00	-	-	-
Animal Control:								
Other Expenses	21,600.00	21,600.00	15,216.64	3,424.36	2,959.00	-	-	-
Sanitation:								
Community-School Substance Safety and Health NJ Public Employees Occupational Safety and Health	3,000.00	3,000.00	-	-	3,000.00	-	-	-
Other Expenses	4,500.00	4,500.00	-	-	4,500.00	-	-	-
PARK AND RECREATION FUNCTIONS								
Beachfront Maintenance:								
Salaries and Wages	5,000.00	5,000.00	3,464.00	-	1,536.00	-	-	-
Other Expenses	12,600.00	12,600.00	4,845.00	592.00	7,163.00	-	-	-
Parks and Playgrounds:								
Other Expenses	8,000.00	8,000.00	3,231.63	270.00	4,498.37	-	-	-
Celebration of Public Events:								
Other Expenses	10,000.00	10,000.00	1,374.00	1,030.00	7,596.00	-	-	-
Community Center:								
Salaries and Wages	118,000.00	118,000.00	81,238.56	-	36,761.44	-	-	-
Other Expenses	25,700.00	25,700.00	15,200.77	1,949.14	8,550.09	-	-	-
Accumulated Sick Leave	45,000.00	45,000.00	6,964.68	-	38,035.32	-	-	-
UNIFORM CONSTRUCTION CODE								
State Uniform Construction Code								
Salaries and Wages	2,500.00	2,500.00	-	-	2,500.00	-	-	-
Other Expenses	18,500.00	18,500.00	14,840.09	-	3,659.91	-	-	-

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, 2019**

	Appropriations		Paid or Charged	Expended		Unexpended Balance Cancelled	Over-Expended
	Original Budget	Budget After Modifications		Encumbered	Reserved		
UTILITY EXPENSE AND BULK PURCHASES							
Electricity	66,000.00	66,000.00	46,053.52	-	19,946.48	-	-
Street Lighting	57,000.00	57,000.00	44,642.55	-	12,357.45	-	-
Telephone	40,000.00	40,000.00	22,349.55	-	17,650.45	-	-
Water	17,500.00	17,500.00	11,944.93	-	5,555.07	-	-
Natural Gas	18,000.00	18,000.00	9,770.84	-	8,229.16	-	-
Telecommunication Costs	34,000.00	34,000.00	28,810.05	-	5,189.95	-	-
Gasoline and Diesel Fuel	61,000.00	61,000.00	55,532.27	3,793.11	1,674.62	-	-
LANDFILL / SOLID WASTE DISPOSAL COSTS							
Monmouth County Reclamation Center	205,000.00	205,000.00	167,763.26	-	37,236.74	-	-
Other Expenses	10,000.00	10,000.00	289.93	-	9,710.07	-	-
Contingent							
Total Operations Within "CAPS"	7,515,595.00	7,515,595.00	6,327,489.62	347,907.16	859,303.77	-	19,105.55
Detail:							
Salaries and Wages	3,240,900.00	3,225,900.00	2,884,714.26	-	337,894.27	-	-
Other Expenses	4,274,695.00	4,289,695.00	3,442,775.36	347,907.16	521,409.50	-	19,105.55
Deferred Charges and Statutory Expenditures - Municipal - Within "CAPS"							
Statutory Expenditures:							
Contribution To:							
Public Employees' Retirement System	110,799.00	110,799.00	110,799.00	-	-	-	-
Social Security System (O.A.S.I.)	141,000.00	141,000.00	132,268.30	-	8,731.70	-	-
Defined Contribution Retirement Program	3,000.00	3,000.00	3,000.00	-	-	-	-
Police and Firemen's Retirement System	348,502.00	348,502.00	348,502.00	-	-	-	-
Total Deferred Charges and Statutory Expenditures - Municipal - Within "CAPS"	603,301.00	603,301.00	594,569.30	-	8,731.70	-	-
Total General Appropriations for Municipal Purposes Within "CAPS"	8,118,896.00	8,118,896.00	6,922,058.92	347,907.16	868,035.47	-	19,105.55

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, 2019**

	Appropriations		Paid or Charged	Expended		Unexpended Balance Cancelled	Over-Expended
	Original Budget	Budget After Modifications		Encumbered	Reserved		
OPERATIONS - EXCLUDED FROM "CAPS"							
Length of Service Award Program	50,000.00	50,000.00	-	-	50,000.00	-	-
911 Telecommunications	14,000.00	14,000.00	14,000.00	-	-	-	-
Stormwater Management	55,000.00	55,000.00	18,482.46	12,200.00	24,317.54	-	-
Recycling Tax	3,000.00	3,000.00	144.88	-	2,855.12	-	-
Total Other Operations Excluded From "CAPS"	122,000.00	122,000.00	32,627.34	12,200.00	77,172.66	-	-
INTERLOCAL MUNICIPAL SERVICE AGREEMENTS							
Atlantic Highlands							
Maintenance of Motor Vehicles	73,500.00	73,500.00	53,704.89	471.60	19,323.51	-	-
Municipal Court	80,000.00	80,000.00	60,000.00	19,500.00	500.00	-	-
Middletown Construction Office	200,000.00	200,000.00	192,500.00	-	7,500.00	-	-
SeaBright Life Guards	38,000.00	38,000.00	38,000.00	-	-	-	-
Total Interlocal Municipal Service Agreements	391,500.00	391,500.00	344,204.89	19,971.60	27,323.51	-	-
PUBLIC AND PRIVATE PROGRAMS OFFSET BY REVENUES							
Drive Sober - Get Pulled Over	1,171.72	1,171.72	1,171.72	-	-	-	-
Clean Communities	-	13,688.71	13,688.71	-	-	-	-
Matching Funds for Grants	15,000.00	15,000.00	-	-	15,000.00	-	-
Municipal Alliance - County Share	-	31,960.00	31,960.00	-	-	-	-
Safe Routes to School	-	275,000.00	275,000.00	-	-	-	-
CDBG Shore Drive	-	130,936.00	130,936.00	-	-	-	-
Summer Food	-	22,789.82	22,789.82	-	-	-	-
Municipal Alliance - Municipal Share	7,990.00	7,990.00	7,990.00	-	-	-	-
Highway Safety Grant	52,155.00	52,155.00	52,155.00	-	-	-	-
Total Public and Private Programs Offset By Revenue	76,316.72	550,691.25	535,691.25	-	15,000.00	-	-
Total Operations - Excluded From "CAPS"	589,816.72	1,064,191.25	912,523.48	32,171.60	119,496.17	-	-

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, 2019**

	Appropriations			Expended		Unexpended Balance Cancelled	Over- Expended
	Original Budget	Budget After Modifications	Paid or Charged	Encumbered	Reserved		
Detail:							
Other Expenses	589,816.72	1,064,191.25	912,523.48	32,171.60	119,496.17	-	-
Capital Improvements - Excluded From "CAPS"							
Capital Improvement Fund	275,000.00	275,000.00	275,000.00	-	-	-	-
Repair/Replace Fire Truck	70,000.00	70,000.00	70,000.00	-	-	-	-
Park Improvements	125,000.00	125,000.00	-	-	125,000.00	-	-
Total Capital Improvements - Excluded From "CAPS"	470,000.00	470,000.00	345,000.00	-	125,000.00	-	-
Municipal Debt Service - Excluded From "CAPS"							
Payment of Bond Principal	385,000.00	385,000.00	385,000.00	-	-	-	-
Payment of Bond Anticipation Notes	111,160.00	111,160.00	111,160.00	-	-	-	-
Interest on Bonds	180,093.00	180,093.00	180,066.07	-	-	26.93	-
Interest on Notes	121,667.88	121,667.88	121,667.87	-	-	0.01	-
Loan Principal	35,000.00	35,000.00	35,000.00	-	-	-	-
Capital Lease Obligations:							
Principal	58,000.00	58,000.00	58,000.00	-	-	-	-
Interest	9,550.00	9,550.00	9,508.76	-	-	41.24	-
Total Municipal Debt Service - Excluded From "CAPS"	900,470.88	900,470.88	900,402.70	-	-	68.18	-
Total General Appropriations for Municipal Purposes - Excluded From "CAPS"	1,960,287.60	2,434,662.13	2,157,926.18	32,171.60	244,496.17	68.18	-
Subtotal General Appropriations	10,079,183.60	10,553,558.13	9,079,985.10	380,078.76	1,112,531.64	68.18	19,105.55

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, 2019**

	Appropriations		Expended		Unexpended Balance Cancelled	Over- Expended
	Original Budget	Budget After Modifications	Paid or Charged	Encumbered	Reserved	
Reserve for Uncollected Taxes	1,100,000.00	1,100,000.00	1,100,000.00	-	-	-
Total General Appropriations	\$ 11,179,183.60	\$ 11,653,558.13	\$ 10,179,985.10	\$ 380,078.76	\$ 1,112,531.64	\$ 68.18
Budget as Adopted	\$ 11,179,183.60					
Added by N.J.S.A. 40A:4-87	474,374.53					
	\$ 11,653,558.13					
Analysis of Paid or Charged:						
Reserve For:						
Uncollected Taxes			\$ 1,100,000.00			
Federal and State Grants			527,701.25			
Accrued Interest on CDL Loan			28,368.00			
Bond Anticipation Notes			111,160.00			
Cash Disbursements			8,412,755.85			
			\$ 10,179,985.10			

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, 2019 AND 2018**

	<u>Reference</u>	<u>2019</u>	<u>2018</u>
<u>Assets</u>			
Animal Control Trust Fund:			
Cash	B-1	\$ 11,085.37	\$ 9,204.55
Change Fund		40.00	40.00
		<u>11,125.37</u>	<u>9,244.55</u>
Other Trust Funds:			
Cash - Trust Other	B-1	1,618,600.95	1,597,952.46
Open Space Trust Fund:			
Cash	B-1	91,594.97	85,150.61
Length of Service Award Program Fund ("LOSAP"):			
Investments	B-6	385,396.90	400,743.51
Total Assets		<u>\$2,106,718.19</u>	<u>\$2,093,091.13</u>
<u>Liabilities and Reserves</u>			
Animal Control Fund:			
Due to State	B-2	\$ 177.00	\$ 138.00
Reserve For Animal Control Fund Expenditures	B-3	5,367.57	6,880.57
Due Current Fund - Statutory Excess	B-3	5,580.80	2,225.98
		<u>11,125.37</u>	<u>9,244.55</u>
Other Trust Funds:			
Reserve For:			
Due to Current Fund	A	7,556.48	-
Reserve For Encumbrances	B	29,813.81	2,156.35
Various Reserves	B-4	1,581,230.66	1,595,796.11
		<u>1,618,600.95</u>	<u>1,597,952.46</u>
Open Space Trust Fund:			
Reserve For Encumbrances	B	1,227.65	-
Reserve For Open Space	B-5	90,367.32	85,150.61
		<u>91,594.97</u>	<u>85,150.61</u>
Length of Service Award Program Fund ("LOSAP"):			
Reserve for Length of Service Award Program	B-7	385,396.90	400,743.51
Total Liabilities and Reserves		<u>\$ 2,106,718.19</u>	<u>\$ 2,093,091.13</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, 2019 AND 2018**

<u>Assets</u>	<u>Reference</u>	<u>2019</u>	<u>2018</u>
Cash	C-2	\$ 3,007,153.35	\$ 2,835,404.63
Monmouth County Open Space Grant Receivable	C-6	150,000.00	150,000.00
NJ DOT Receivable	C-8	56,250.00	250,000.00
FEMA Account Receivable - Borough Hall (Ord. 16-7)	C-7	938,018.67	938,018.67
Due from Utility Capital Fund	D	75,000.00	175,000.00
Deferred Charges to Future Taxation:			
Funded	C-4	3,410,000.00	3,830,000.00
Unfunded	C-5	8,887,968.49	8,478,429.49
		<hr/>	<hr/>
Total Assets		<u>\$ 16,524,390.51</u>	<u>\$ 16,656,852.79</u>
 <u>Liabilities, Reserves and Fund Balance</u>			
Serial Bonds	C-9	\$ 2,990,000.00	\$ 3,375,000.00
Downtown Business Improvement Zone Loan Payable	C-10	420,000.00	455,000.00
Bond Anticipation Notes	C-11	6,552,232.00	4,055,596.00
Accounts Payable	C-16	3,597.75	3,597.75
Encumbrances Payable	C-12	563,234.65	2,283,186.07
Improvement Authorizations:			
Funded	C-12	711,634.59	1,236,534.72
Unfunded	C-12	4,124,736.89	4,224,359.62
Capital Improvement Fund	C-13	699,669.26	674,669.26
Various Reserves	C-14	88,587.44	88,587.44
Reserve for Receivables	C-8	56,250.00	-
Fund Balance	C-1	314,447.93	260,321.93
		<hr/>	<hr/>
Total Liabilities, Reserves and Fund Balance		<u>\$ 16,524,390.51</u>	<u>\$ 16,656,852.79</u>

There were bonds and notes authorized but not issued on December 31, 2019 in the amount of \$2,335,736.49 and on December 31, 2018 in the amount of \$4,529,486.49.

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, 2019**

Balance, December 31, 2018		\$ 260,321.93
Increased By:		
Premium on Sale of Bond Anticipation Notes	\$14,677.00	
Cancelled Budgeted BAN Paydown	39,449.00	
		54,126.00
Balance, December 31, 2019		\$ 314,447.93

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, 2019 AND 2018**

	<u>Reference</u>	<u>2019</u>	<u>2018</u>
<u>Assets</u>			
Operating Fund:			
Cash - Checking	D-5	\$ 2,167,753.55	\$ 1,934,008.11
Advanced to Trustee	D	158,418.00	158,418.00
Change Fund	D	<u>100.00</u>	<u>100.00</u>
		<u>2,326,271.55</u>	<u>2,092,526.11</u>
Receivables with Full Reserves:			
Water-Sewer Rents Receivable	D-7	273,735.30	226,122.90
Water-Sewer Municipal Liens Receivable	D-16	<u>-</u>	<u>840.61</u>
		<u>273,735.30</u>	<u>226,963.51</u>
Deferred Charges:			
Community Disaster Loan	D	<u>300,000.00</u>	<u>300,000.00</u>
		<u>300,000.00</u>	<u>300,000.00</u>
Total Operating Fund		<u>2,900,006.85</u>	<u>2,619,489.62</u>
Capital Fund:			
Cash - Checking	D-5	24,976.44	5,932.90
Fixed Capital	D-9	7,126,859.48	7,126,859.48
Fixed Capital Authorized and Uncompleted	D-20	<u>5,550,000.00</u>	<u>5,550,000.00</u>
Total Capital Fund		<u>12,701,835.92</u>	<u>12,682,792.38</u>
Total Assets		<u>\$ 15,601,842.77</u>	<u>\$ 15,302,282.00</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, 2019 AND 2018**

	<u>Reference</u>	<u>2019</u>	<u>2018</u>
<u>Liabilities, Reserves and Fund Balance</u>			
Operating Fund:			
Appropriation Reserves	D-4	\$ 249,641.54	\$ 154,023.93
Encumbrances Payable	D-4	97,026.41	197,644.50
Debt Service - AHHRSA Reserve	D-10	257,839.76	257,839.76
Sewer Rent Overpayments	D-12	23,397.55	7,134.33
Accrued Interest on Bonds	D-13	108,372.60	107,856.45
Accounts Payable	D-8	116,593.48	106,636.46
Community Disaster Loan Payable	D	300,000.00	300,000.00
		<u>1,152,871.34</u>	<u>1,131,135.43</u>
Reserve for Receivables	D	273,735.30	226,963.51
Fund Balance	D-1	1,473,400.21	1,261,390.68
		<u>1,747,135.51</u>	<u>1,488,354.19</u>
Total Operating Fund		<u>2,900,006.85</u>	<u>2,619,489.62</u>
Capital Fund:			
Serial Bonds	D-14	3,535,800.00	3,725,000.00
Loans Payable	D-15	1,196,749.19	1,274,016.98
Improvement Authorizations:			
Unfunded	D-21	5,010,884.16	5,118,281.99
Encumbrances Payable	D-21	132.84	146,416.47
Due General Capital Fund	C	75,000.00	175,000.00
Capital Improvement Fund	D-17	231,750.00	106,750.00
Reserve for AHHRSA Settlement Proceeds	D-23	247,725.00	-
Reserve for Amortization	D-18	2,394,310.29	2,127,842.50
Reserve for Down Payment on Improvements	D-19	100.00	100.00
Fund Balance	D-2	9,384.44	9,384.44
		<u>12,701,835.92</u>	<u>12,682,792.38</u>
Total Capital Fund		<u>12,701,835.92</u>	<u>12,682,792.38</u>
Total Liabilities, Reserves and Fund Balance		<u>\$ 15,601,842.77</u>	<u>\$ 15,302,282.00</u>

There were bonds and notes authorized but not issued on December 31, 2019 in the amount of \$5,550,000.00 and on December 31, 2018 in the amount of \$5,550,000.00.

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, 2019 AND 2018**

	<u>2019</u>	<u>2018</u>
Revenue and Other Income Realized:		
Surplus Anticipated	\$ 200,000.00	\$ 300,000.00
Sewer Rents	1,673,512.28	1,784,258.07
Miscellaneous Revenue	62,699.79	48,035.09
Miscellaneous Revenue Not Anticipated	4,270.00	7,600.00
Other Credits To Income:		
Appropriation Reserves Lapsed	103,759.40	146,979.87
Cancel Accrued Interest	3,608.85	4,541.45
Cancel Accounts Payable	37,972.08	-
	<u>2,085,822.40</u>	<u>2,291,414.48</u>
Total Revenue		
Expenditures:		
Operating:		
Salaries and Wages	103,000.00	98,000.00
Other Expenses	1,062,900.00	1,189,800.00
Debt Service	368,600.37	403,839.26
Capital Improvements	125,000.00	100,000.00
Deferred Charges and Statutory Expenditures	14,312.50	14,312.50
	<u>1,673,812.87</u>	<u>1,805,951.76</u>
Excess/(Deficit) in Revenue	412,009.53	485,462.72
Fund Balance, January 1	<u>1,261,390.68</u>	<u>1,075,927.96</u>
	1,673,400.21	1,561,390.68
Decreased By:		
Utilized as Anticipated Revenue	<u>200,000.00</u>	<u>300,000.00</u>
Fund Balance, December 31	<u><u>\$ 1,473,400.21</u></u>	<u><u>\$ 1,261,390.68</u></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, 2019**

Balance, December 31, 2019 and 2018

\$ 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, 2019**

	<u>Budget</u>	<u>Realized</u>	<u>Excess/ (Deficit)</u>
Fund Balance Anticipated	\$ 200,000.00	\$ 200,000.00	\$ -
Rents - Water-Sewer	1,540,000.00	1,673,512.28	133,512.28
Interest on Delinquent Accounts	25,000.00	37,991.49	12,991.49
Interest on Investments	378.16	24,708.30	24,330.14
Miscellaneous	-	4,270.00	4,270.00
	<u>\$ 1,765,378.16</u>	<u>\$ 1,940,482.07</u>	<u>\$ 175,103.91</u>

Analysis of Miscellaneous Revenue Not Anticipated

Street Opening Permits	<u>\$ 4,270.00</u>
	<u>\$ 4,270.00</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, 2019**

	Appropriations		Expended			
	Original Budget	Budget After Modifications	Paid or Charged	Encumbrances	Reserved	Cancelled
Operating:						
Sewer:						
Salaries and Wages	\$ 103,000.00	\$ 103,000.00	\$ 101,600.58	\$ -	\$ 1,399.42	\$ -
Other Expenses	991,900.00	991,900.00	649,440.17	97,026.41	245,433.42	-
Group Insurance	29,000.00	29,000.00	29,000.00	-	-	-
Workers Compensation Insurance	22,000.00	22,000.00	22,000.00	-	-	-
Other Insurances	20,000.00	20,000.00	17,801.36	-	2,198.64	-
Total Operating	1,165,900.00	1,165,900.00	819,842.11	97,026.41	249,031.48	-
Capital Improvements:						
Capital Improvement Fund	125,000.00	125,000.00	125,000.00	-	-	-
Total Capital Improvements	125,000.00	125,000.00	125,000.00	-	-	-
Debt Service:						
Payment of Bond Principal	189,200.00	189,200.00	126,020.02	-	-	63,179.98
Interest on Bonds	180,204.11	180,204.11	152,216.24	-	-	27,987.87
NJEIT - Principal	77,267.79	77,267.79	77,267.79	-	-	-
NJEIT - Interest	13,493.76	13,493.76	13,096.32	-	-	397.44
Total Debt Service	460,165.66	460,165.66	368,600.37	-	-	91,565.29
Statutory Expenditures:						
Contributions To:						
Public Employees Retirement System	6,312.50	6,312.50	6,312.50	-	-	-
Social Security System (O.A.S.I.)	8,000.00	8,000.00	7,389.94	-	610.06	-
Total Statutory Expenditures	14,312.50	14,312.50	13,702.44	-	610.06	-
Total Sewer Utility Appropriations	\$ 1,765,378.16	\$ 1,765,378.16	\$ 1,327,144.92	\$ 97,026.41	\$ 249,641.54	\$ 91,565.29
Cash Disbursed			\$ 1,323,019.92			
Accrued Interest on Bonds			4,125.00			
			<u>\$ 1,327,144.92</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, 2019 AND 2018**

	<u>Reference</u>	Balance December 31, <u>2019</u>	Balance December 31, <u>2018</u>
Land	E-1	\$ 1,097,800.00	\$ 1,097,800.00
Building	E-1	6,252,197.90	6,252,197.90
Machinery and Equipment	E-1	<u>5,141,878.31</u>	<u>4,882,569.28</u>
Total General Fixed Assets	E-1	<u>\$ 12,491,876.21</u>	<u>\$ 12,232,567.18</u>
Investment in General Fixed Assets		<u>\$ 12,491,876.21</u>	<u>\$ 12,232,567.18</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, 2019 AND 2018**

	<u>Reference</u>	<u>2019</u>	<u>2018</u>
<u>Assets</u>			
Cash	F-1	<u>\$ 237,493.38</u>	<u>\$ 66,637.89</u>
Total Assets		<u><u>\$ 237,493.38</u></u>	<u><u>\$ 66,637.89</u></u>
<u>Liabilities and Reserves</u>			
Payroll Liabilities	F-1	<u>\$ 237,493.38</u>	<u>\$ 66,637.89</u>
Total Liabilities and Reserves		<u><u>\$ 237,493.38</u></u>	<u><u>\$ 66,637.89</u></u>

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

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

**NOTES TO FINANCIAL STATEMENTS
FOR THE YEAR ENDED DECEMBER 31, 2019**

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BOROUGH OF HIGHLANDS
NOTES TO FINANCIAL STATEMENTS
FOR THE YEAR ENDED DECEMBER 31, 2019

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, 80 and 90, 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, 80 and 90.

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 for the payroll and payroll tax liabilities of the Borough.

BOROUGH OF HIGHLANDS
NOTES TO FINANCIAL STATEMENTS
FOR THE YEAR ENDED DECEMBER 31, 2019

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 10th 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, 2019**

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, 2019**

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 Monmouth, Highlands School District and Henry Hudson Regional High 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 10th 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 10th of the current year and due to be paid to the County by February 15th of the following year.

School Taxes – The municipality is responsible for levying, collecting and remitting school taxes for the Highlands School District and Henry Hudson Regional High 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.

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.

BOROUGH OF HIGHLANDS
NOTES TO FINANCIAL STATEMENTS
FOR THE YEAR ENDED DECEMBER 31, 2019

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

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 31st 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.

Recent Accounting Pronouncements – The Governmental Accounting Standards Board (GASB) is the accepted standard-setting body for establishing governmental accounting and financial reporting principles. GASB adopts 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 their financial statements in accordance with GAAP and thus do not comply with all of the GASB pronouncements. The following GASB pronouncement effective for the current year.

Statement No. 91, *Conduit Debt Obligations*, provides a single method of reporting conduit debt obligations by issuers and eliminate diversity in practice associated with (1) commitments extended by issuers, (2) arrangements associated with conduit debt obligations, and (3) related note disclosures. The requirements of this Statement are effective for reporting periods beginning after December 15, 2020. Management does not expect this Statement to have a material impact to the Municipality’s financial statements.

Statement No. 95, *Postponement of the Effective Dates of Certain Authoritative Guidance*, provides temporary relief to governments and other stakeholders in light of the COVID-19 pandemic. That objective is accomplished by postponing the effective dates of certain provisions in Statements and Implementation Guides that first became effective or are scheduled to become effective for periods beginning June 15, 2018, and later.

**BOROUGH OF HIGHLANDS
NOTES TO FINANCIAL STATEMENTS
FOR THE YEAR ENDED DECEMBER 31, 2019**

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, 2019, the Borough's bank balance of \$15,424,922.77 was insured or collateralized as follows:

Insured under FDIC and GUDPA	\$ 13,930,032.08
Uninsured and Uncollateralized	<u>1,494,890.69</u>
	<u><u>\$ 15,424,922.77</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.

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, 2019 would be as followed:

**BOROUGH OF HIGHLANDS
NOTES TO FINANCIAL STATEMENTS
FOR THE YEAR ENDED DECEMBER 31, 2019**

Note 2. Deposits and Investments (continued):

<u>Investment Type</u>	Carrying Value	Fair Value as of December 31, 2019			Investment Maturities (in
		Level 1	Level 3	Total	Less Than 1 Year
Money Markets	\$ 30,899.81	\$ 30,899.81	\$ -	\$ 30,899.81	\$ 30,899.81
Mutual Funds	55,980.06	55,980.06	-	55,980.06	55,980.06
Fixed Account Investment Contract	298,517.03	-	298,517.03	298,517.03	298,517.03
	<u>\$ 385,396.90</u>	<u>\$ 86,879.87</u>	<u>\$ 298,517.03</u>	<u>\$ 385,396.90</u>	<u>\$ 385,396.90</u>
<u>Fund</u>					
Trust Fund - LOSAP	\$ 385,396.90	\$ 86,879.87	\$ 298,517.03	\$ 385,396.90	\$ 385,396.90
	<u>\$ 385,396.90</u>	<u>\$ 86,879.87</u>	<u>\$ 298,517.03</u>	<u>\$ 385,396.90</u>	<u>\$ 385,396.90</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 LOSAP. These investments represent 100% of the Borough’s total investments.

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.

**BOROUGH OF HIGHLANDS
NOTES TO FINANCIAL STATEMENTS
FOR THE YEAR ENDED DECEMBER 31, 2019**

Note 3. Property Taxes (continued):

Comparison Schedule of Tax Rates

	<u>2019</u>	<u>2018</u>	<u>2017</u>
Tax Rate	<u>\$ 2.825</u>	<u>\$ 2.802</u>	<u>\$ 2.812</u>
Apportionment of Tax Rate:			
Municipal	1.295	1.285	1.275
Municipal Open Space	0.005	0.005	0.005
County General	0.317	0.314	0.299
Local School	0.659	0.621	0.617
Regional School	0.549	0.577	0.616

Assessed Valuation

<u>Year</u>	<u>Amount</u>
2019	\$ 612,360,023.00
2018	606,337,559.00
2017	593,782,015.00

Comparison of Tax Levies and Collections

<u>Year</u>	<u>Tax Levy</u>	<u>Cash Collections</u>	<u>Percentage Of Collection</u>
2019	\$ 17,507,428.99	\$ 16,758,741.78	95.72%
2018	17,160,088.85	17,055,204.33	99.38%
2017	16,613,865.82	16,136,808.05	97.12%

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>
2019	73,023.51	728,633.40	801,656.91	4.58%
2018	81,328.16	815,833.49	897,161.65	5.23%
2017	74,741.21	758,960.00	833,701.21	5.02%

Number of Tax Title Liens

<u>Year</u>	<u>Number</u>
2019	9
2018	9
2017	9

The last tax sale was held on December 4, 2019.

**BOROUGH OF HIGHLANDS
NOTES TO FINANCIAL STATEMENTS
FOR THE YEAR ENDED DECEMBER 31, 2019**

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>
2019	\$ 212,600.00
2018	212,600.00
2017	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>
2019	\$ 226,122.90	\$ 1,720,284.07	\$ 1,946,406.97	\$ 1,672,671.67	85.93%
2018	292,834.34	1,717,836.83	2,010,671.17	1,784,548.27	88.75%
2017	264,029.65	1,689,017.56	1,953,047.21	1,660,212.87	85.00%

Note 6. Fund Balances Appropriated

The following schedule details the amount of fund balances available at the end of the current year and two 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>
Current Fund:			
2019	\$ 3,891,391.22	\$ 1,500,000.00	38.55%
2018	3,724,192.27	1,300,000.00	34.91%
2017	3,949,970.56	1,250,000.00	31.65%
Utility Operating Fund:			
2019	\$ 1,473,400.21	\$ 200,000.00	13.57%
2018	1,261,390.68	200,000.00	15.86%
2017	1,075,927.96	300,000.00	27.88%

Note 7. Disaggregated Receivable and Payable Balances

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

**BOROUGH OF HIGHLANDS
NOTES TO FINANCIAL STATEMENTS
FOR THE YEAR ENDED DECEMBER 31, 2019**

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, 2019:

Fund	Interfund Receivable	Interfund Payable
Current Fund	\$ 5,580.80	\$ -
Animal Control Trust	-	5,580.80
Capital Fund	75,000.00	-
Utility Capital Fund	-	75,000.00
	\$ 80,580.80	\$ 80,580.80

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

Note 9. Fixed Assets

The following is a summary of changes in the General Fixed Assets Account Group for the year ended December 31, 2019.

	Balance December 31, <u>2018</u>	<u>Additions</u>	Balance December 31, <u>2019</u>
Land	\$ 1,097,800.00	\$ -	\$ 1,097,800.00
Buildings and Improvements	6,252,197.90	-	6,252,197.90
Machinery & Equipment	4,882,569.28	259,309.03	5,141,878.31
	\$ 12,232,567.18	\$ 259,309.03	\$ 12,491,876.21

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.state.nj.us/treasury/pensions/annual-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.

**BOROUGH OF HIGHLANDS
NOTES TO FINANCIAL STATEMENTS
FOR THE YEAR ENDED DECEMBER 31, 2019**

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 1/55th 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 1/60th 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 and nonemployer allocations and the schedules of pension amounts by employer and nonemployer (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 2019, 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, 2019, the Borough's contractually required contribution to PERS plan was \$100,245.

**BOROUGH OF HIGHLANDS
NOTES TO FINANCIAL STATEMENTS
FOR THE YEAR ENDED DECEMBER 31, 2019**

Note 10. Pension Obligations (continued):

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

Components of Net Pension Liability - At December 31, 2019, the Borough's proportionate share of the PERS net pension liability was \$1,856,947. The net pension liability was measured as of June 30, 2019. 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, 2018, which was rolled forward to June 30, 2019. 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, 2019. The Borough's proportion measured as of June 30, 2019, was 0.0103057921% which was a decrease of 0.0008219379% from its proportion measured as of June 30, 2018.

Balances at December 31, 2019 and December 31, 2018

	<u>12/31/2019</u>	<u>12/30/2018</u>
Actuarial valuation date (including roll forward)	June 30, 2019	June 30, 2018
Deferred Outflows of Resources	\$ 520,455	\$ 787,995
Deferred Inflows of Resources	1,009,340	1,050,631
Net Pension Liability	1,856,947	2,190,995
Borough's portion of the Plan's total Net Pension Liability	0.01031%	0.01113%

Pension Expense and Deferred Outflows/Inflows of Resources - At December 31, 2019, the Borough's proportionate share of the PERS expense, calculated by the plan as of the June 30, 2019 measurement date is \$ (7,554). 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 \$100,245 to the plan in 2019.

At December 31, 2019, 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	\$ 33,330	\$ 8,203
Changes of Assumptions	185,423	644,541
Net Difference between Projected and Actual Earnings on Pension Plan Investments	-	29,313
Changes in Proportion and Differences between Borough Contributions and Proportionate Share of Contributions	<u>301,702</u>	<u>327,283</u>
	<u>\$ 520,455</u>	<u>\$ 1,009,340</u>

**BOROUGH OF HIGHLANDS
NOTES TO FINANCIAL STATEMENTS
FOR THE YEAR ENDED DECEMBER 31, 2019**

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:

	<u>Deferred Outflow of Resources</u>	<u>Deferred Inflow of Resources</u>
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	-
June 30, 2018	5.63	-
June 30, 2019	5.21	-
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
June 30, 2018	-	5.63
June 30, 2019	-	5.21
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	-
June 30, 2018	5.00	-
June 30, 2019	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
June 30, 2018	5.63	5.63
June 30, 2019	5.21	5.21

**BOROUGH OF HIGHLANDS
NOTES TO FINANCIAL STATEMENTS
FOR THE YEAR ENDED DECEMBER 31, 2019**

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:

<u>Year Ending</u> <u>Dec 31,</u>	<u>Amount</u>
2020	\$ (128,090)
2021	(149,595)
2022	(147,075)
2023	(50,263)
2024	(13,862)
	<hr style="width: 100%;"/>
	<u>\$ (488,885)</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	
Price	2.75%
Wage	3.25%
Salary Increases:	
Through 2026	2.00 - 6.00% Based on Years of Service
Thereafter	3.00 - 7.00% Based on Years of Service
Investment Rate of Return	7.00%
Mortality Rate Table	
PERS	Pub-2010 General Classification Headcount weighted mortality with fully generational mortality improvement projections from the central year using Scale MP-2019
PFRS	Pub-2010 Safety Classification Headcount weighted mortality with fully generational mortality improvement projections from the central year using Scale MP-2019
Period of Actuarial Experience	
Study upon which Actuarial Assumptions were Based	July 1, 2014 - June 30, 2018

Pre-retirement mortality rates were based on the Pub-2010 General Below-Median Income Employee Mortality Table with an 82.2% adjustment for males and 101.4% adjustment for females, and with future improvement from the base year of 2010 on a generational basis. Post-retirement mortality rates were based on the Pub-2010 General Below-Median Income Healthy Retiree mortality table with a 91.4% adjustment for males and 99.7% adjustment for females, and with future improvement from the base year of 2010 on a generational basis. Disability retirement rates used to value disabled retirees were based on the Pub-2010 Non-Safety Disabled Retiree mortality table with a 127.7% adjustment for males and 117.2% adjustment for females, and with future improvement from the base year of 2010 on a generational basis. Mortality improvement is based on Scale MP-2019.

**BOROUGH OF HIGHLANDS
NOTES TO FINANCIAL STATEMENTS
FOR THE YEAR ENDED DECEMBER 31, 2019**

Note 10. Pension Obligations (continued):

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

The actuarial assumptions used in the July 1, 2018 valuation were based on the results of an actuarial experience study for the period July 1, 2014 to June 30, 2018. 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, 2019) 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, 2019 are summarized in the following table:

<u>Asset Class</u>	<u>Target Allocation</u>	<u>Long-Term Expected Real Rate of Return</u>
Risk Mitigation Strategies	3.00%	4.67%
Cash Equivalents	5.00%	2.00%
U.S. Treasuries	5.00%	2.68%
Investment Grade Credit	10.00%	4.25%
High Yield	2.00%	5.37%
Private Credit	6.00%	7.92%
Real Assets	2.50%	9.31%
Real Estate	7.50%	8.33%
U.S. Equity	28.00%	8.26%
Non-U.S. Developed Markets Equity	12.50%	9.00%
Emerging Markets Equity	6.50%	11.37%
Private Equity	12.00%	10.85%
	<u>100.00%</u>	

Discount Rate - The discount rate used to measure the total pension liability was 6.28% as of June 30, 2019. 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 3.50% as of June 30, 2019 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 based on 70% of the actuarially determined contributions for the State employer and 100% of actuarially determined contributions for the local employers. Based on those assumptions, the plan's fiduciary net position was projected to be available to make projected future

**BOROUGH OF HIGHLANDS
NOTES TO FINANCIAL STATEMENTS
FOR THE YEAR ENDED DECEMBER 31, 2019**

Note 10. Pension Obligations (continued):

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

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 (5.28%) or 1-percentage-point higher (7.28%) than the current rate:

	1% Decrease <u>(5.28%)</u>	Current Discount Rate <u>(6.28%)</u>	1% Increase <u>(7.28%)</u>
Borough's Proportionate Share of the Net Pension Liability	\$ 2,361,944	\$ 1,856,947	\$ 1,455,220

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.state.nj.us/treasury/pensions/annual-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.

**BOROUGH OF HIGHLANDS
NOTES TO FINANCIAL STATEMENTS
FOR THE YEAR ENDED DECEMBER 31, 2019**

Note 10. Pension Obligations (continued):

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

Basis of Presentation - The schedule of employer and nonemployer allocations and the schedule of pension amounts by employer and nonemployer (collectively, the Schedules) present amounts that are considered elements of the financial statements of PFRS, its participating employers or the State as a nonemployer contributing entity. Accordingly, they do not purport to be a complete presentation of the financial position or changes in financial position of PFRS, the participating employers, or the State. 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.

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 2019, 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, 2019, the Borough's contractually required contributions to PFRS plan was \$371,297.

Net Pension Liability and Pension Expense - At December 31, 2019 the Borough's proportionate share of the PFRS net pension liability was \$4,498,384. The net pension liability was measured as of June 30, 2019. 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, 2018, to the measurement date of June 30, 2019. 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, 2019. The Borough's proportion measured as of June 30, 2019, was 0.0367580542%, which was an increase of 0.0011110486% from its proportion measured as of June 30, 2018.

Balances at December 31, 2019 and December 31, 2018

	<u>12/31/2019</u>	<u>12/31/2018</u>
	June 30, 2019	June 30, 2018
Actuarial valuation date (including roll forward)		
Deferred Outflows of Resources	\$ 366,788	\$ 545,403
Deferred Inflows of Resources	2,132,301	2,129,500
Net Pension Liability	4,498,384	4,823,628
Borough's portion of the Plan's total net pension Liability	0.03676%	0.03565%

**BOROUGH OF HIGHLANDS
NOTES TO FINANCIAL STATEMENTS
FOR THE YEAR ENDED DECEMBER 31, 2019**

Note 10. Pension Obligations (continued):

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

Pension Expense and Deferred Outflows/Inflows of Resources – At December 31, 2019, the Borough's proportionate share of the PFRS expense, calculated by the plan as of the June 30, 2019 measurement date was \$227,468. 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 \$371,297 to the plan in 2019.

At December 31, 2019, 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	\$ 37,972	\$ 28,480
Changes of Assumptions	154,139	1,453,837
Net Difference between Projected and Actual Earnings on Pension Plan Investments	-	60,952
Changes in Proportion and Differences between Borough Contributions and Proportionate Share of Contributions	<u>174,677</u>	<u>589,032</u>
	<u>\$ 366,788</u>	<u>\$ 2,132,301</u>

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

**BOROUGH OF HIGHLANDS
NOTES TO FINANCIAL STATEMENTS
FOR THE YEAR ENDED DECEMBER 31, 2019**

Note 10. Pension Obligations (continued):

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

	<u>Deferred Outflow of Resources</u>	<u>Deferred Inflow of Resources</u>
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	-
June 30, 2018	5.73	-
June 30, 2019	-	5.92
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
June 30, 2018	-	5.73
June 30, 2019	-	5.92
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	-
June 30, 2018	5.00	-
June 30, 2019	-	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
June 30, 2018	5.73	5.73
June 30, 2019	5.92	5.92

**BOROUGH OF HIGHLANDS
NOTES TO FINANCIAL STATEMENTS
FOR THE YEAR ENDED DECEMBER 31, 2019**

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 PFRS that will be recognized in future periods:

Year Ending		
<u>Dec 31,</u>	<u>Amount</u>	
2020	\$	(496,326)
2021		(576,276)
2022		(451,212)
2023		(179,874)
2024		<u>(61,825)</u>
	\$	<u>(1,765,513)</u>

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 \$710,303 as of December 31, 2019. The net pension liability was measured as of June 30, 2019. 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, 2018, to the measurement date of June 30, 2019. 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, 2019 was 0.0367580542%, which was an increase of 0.0011110486% from its proportion measured as of June 30, 2018, which is the same proportion as the Borough’s. At December 31, 2019, the Borough’s and the State of New Jersey’s proportionate share of the PFRS net pension liability were as follows:

Borough's Proportionate Share of Net Pension Liability	\$	4,498,384
State of New Jersey's Proportionate Share of Net Pension Liability Associated with the Borough		<u>710,303</u>
	\$	<u>5,208,687</u>

**BOROUGH OF HIGHLANDS
NOTES TO FINANCIAL STATEMENTS
FOR THE YEAR ENDED DECEMBER 31, 2019**

Note 10. Pension Obligations (continued):

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

At December 31, 2019, the State’s proportionate share of the PFRS expense, associated with the Borough, calculated by the plan as of the June 30, 2019 measurement date was \$82,531.

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		
Price		2.75%
Wage		3.25%
Salary Increases:		
Through all future years		3.25 - 15.25%
		Based on Years of Service
Investment Rate of Return		7.00%
Mortality Rate Table		
	PERS	Pub-2010 General Classification Headcount weighted mortality with fully generational mortality improvement projections from the central year using Scale MP-2019
	PFRS	Pub-2010 Safety Classification Headcount weighted mortality with fully generational mortality improvement projections from the central year using Scale MP-2019
Period of Actuarial Experience		
Study upon which Actuarial		
Assumptions were Based		July 1, 2013 - June 30, 2018

Pre-retirement mortality rates were based on the Pub-2010 Safety Employee mortality table with a 105.6% adjustment for males and 102.5% adjustment for females, and with future improvement from the base year of 2010 on a generational basis. Post-retirement mortality rates were based on the Pub-2010 Safety Retiree Below-Median Income Weighted mortality table with a 96.7% adjustment for males and 96.0% adjustment for females, and with future improvement from the base year of 2010 on a generational basis. For beneficiaries (contingent annuitants), the Pub-2010 General Retiree Below-Median Income Weighted mortality table was used, unadjusted, and with future improvement from the base year of 2010 on a generational basis. Disability rates were based on the Pub-2010 Safety Disabled Retiree mortality table with a 152.0% adjustment for males and 109.3% adjustment for females, and with future improvement from the base year of 2010 on a generational basis. Mortality improvement is based on Scale MP-2019.

The actuarial assumptions used in the July 1, 2018 valuation were based on the results of an actuarial experience study for the period July 1, 2013 to June 30, 2018.

**BOROUGH OF HIGHLANDS
NOTES TO FINANCIAL STATEMENTS
FOR THE YEAR ENDED DECEMBER 31, 2019**

Note 10. Pension Obligations (continued):

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

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, 2019) 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, 2019 are summarized in the following table:

<u>Asset Class</u>	<u>Target Allocation</u>	<u>Long-Term Expected Real Rate of Return</u>
Risk Mitigation Strategies	3.00%	4.67%
Cash Equivalents	5.00%	2.00%
U.S. Treasuries	5.00%	2.68%
Investment Grade Credit	10.00%	4.25%
High Yield	2.00%	5.37%
Private Credit	6.00%	7.92%
Real Assets	2.50%	9.31%
Real Estate	7.50%	8.33%
U.S. Equity	28.00%	8.26%
Non-U.S. Developed Markets Equity	12.50%	9.00%
Emerging Markets Equity	6.50%	11.37%
Private Equity	12.00%	10.85%
	<u>100.00%</u>	

Discount Rate - The discount rate used to measure the total pension liability was 6.85% as of June 30, 2019. 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 3.50% as of June 30, 2019 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 and the nonemployer contributing entity will be based on 70% of the actuarially determined contributions for the State employer and 100% of actuarially determined contributions for local employers. 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 2076. Therefore, the long-term expected rate of return on plan investments was applied to projected benefit payments through 2076 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 (5.85%) or 1-percentage-point higher (7.85%) than the current rate:

**BOROUGH OF HIGHLANDS
NOTES TO FINANCIAL STATEMENTS
FOR THE YEAR ENDED DECEMBER 31, 2019**

Note 10. Pension Obligations (continued):

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

	1% Decrease (5.85%)	Current Discount Rate (6.85%)	1% Increase (7.85%)
Borough's Proportionate Share of the Net Pension Liability	\$ 6,080,176	\$ 4,498,384	\$ 3,189,223
State of New Jersey's Proportionate Share of Net Pension Liability associated with the Borough	<u>960,071</u>	<u>710,303</u>	<u>503,584</u>
	<u>\$ 7,040,247</u>	<u>\$ 5,208,687</u>	<u>\$ 3,692,807</u>

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

Note 11. Postemployment Benefits Other Than Pensions

General Information about the OPEB Plan

The State Health Benefit Local Government Retired Employees Plan (the Plan) is a cost-sharing multiple-employer defined benefit other postemployment benefit (OPEB) plan with a special funding situation. It covers employees of local government employers that have adopted a resolution to participate in the Plan. For additional information about the Plan, please refer to the State of New Jersey (the State), Division of Pensions and Benefits' (the Division) Comprehensive Annual Financial Report (CAFR), which can be found at <https://www.state.nj.us/treasury/pensions/financial-reports.shtml>.

The Plan provides medical and prescription drug to retirees and their covered dependents of the participating employers. Under the provisions of Chapter 88, P.L. 1974 and Chapter 48, P.L. 1999, local government employers electing to provide postretirement medical coverage to their employees must file a resolution with the Division. Under Chapter 88, local employers elect to provide benefit coverage based on the eligibility rules and regulations promulgated by the State Health Benefits Commission. Chapter 48 allows local employers to establish their own age and service eligibility for employer paid health benefits coverage for retired employees. Under Chapter 48, the employer may assume the cost of postretirement medical coverage for employees and their dependents who: 1) retired on a disability pension; or 2) retired with 25 or more years of service credit in a State or locally administered retirement system and a period of service of up to 25 years with the employer at the time of retirement as established by the employer; or 3) retired and reached the age of 65 with 25 or more years of service credit in a State or locally administered retirement system and a period of service of up to 25 years with the employer at the time of retirement as established by the employer; or 4) retired and reached age 62 with at least 15 years of service with the employer. Further, the law provides that the employer paid obligations for retiree coverage may be determined by means of a collective negotiations agreement.

BOROUGH OF HIGHLANDS
NOTES TO FINANCIAL STATEMENTS
FOR THE YEAR ENDED DECEMBER 31, 2019

Note 11. Postemployment Benefits Other Than Pensions (continued):

In accordance with Chapter 330, P.L. 1997, which is codified in N.J.S.A 52:14-17.32i, the State provides medical and prescription coverage to local police officers and firefighters, who retire with 25 years of service or on a disability from an employer who does not provide postretirement medical coverage. Local employers were required to file a resolution with the Division in order for their employees to qualify for State-paid retiree health benefits coverage under Chapter 330. The State also provides funding for retiree health benefits to survivors of local police officers and firefighters who die in the line of duty under Chapter 271, P.L.1989.

Pursuant to Chapter 78, P.L. 2011, future retirees eligible for postretirement medical coverage who have less than 20 years of creditable service on June 28, 2011 will be required to pay a percentage of the cost of their health care coverage in retirement provided they retire with 25 or more years of pension service credit. The percentage of the premium for which the retiree will be responsible will be determined based on the retiree's annual retirement benefit and level of coverage.

Basis of Presentation

The schedule of employer and nonemployer allocations and the schedule of OPEB amounts by employer and nonemployer (collectively, the Schedules) present amounts that are considered elements of the financial statements of its participating employers or the State as a nonemployer contributing entity. Accordingly, they do not purport to be a complete presentation of the financial position or changes in financial position of the participating employers or the State. The accompanying Schedules were prepared in accordance with U.S. generally accepted accounting principles. Such preparation requires management of the Plan 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.

Allocation Methodology

GASB Statement No. 75 requires participating employers in the Plan to recognize their proportionate share of the collective net OPEB liability, collective deferred outflows of resources, collective deferred inflows of resources, and collective OPEB (benefit) expense. The special funding situation's and nonspecial funding situation's net OPEB liability, deferred outflows of resources, deferred inflows of resources, and OPEB (benefit) expense are based on separately calculated total OPEB liabilities. For the special funding situation and the nonspecial funding situation, the total OPEB liabilities for the year ended June 30, 2019 were \$5,637,151,775.00 and \$8,182,092,807.00, respectively. The nonspecial funding situation's net OPEB liability, deferred outflows of resources, deferred inflows of resources, and OPEB (benefit) expense are further allocated to employers based on the ratio of the plan members of an individual employer to the total members of the Plan's nonspecial funding situation during the measurement period July 1, 2018 through June 30, 2019. Employer and nonemployer allocation percentages have been rounded for presentation purposes; therefore, amounts presented in the schedule of OPEB amounts by employer and nonemployer may result in immaterial differences.

Special Funding Situation

Under Chapter 330, P.L. 1997, the State shall pay the premium or periodic charges for the qualified local police and firefighter retirees and dependents equal to 80 percent of the premium or periodic charge for the category of coverage elected by the qualified retiree under the State managed care plan or a health maintenance organization participating in the program providing the lowest premium or periodic charge. The State also provides funding for retiree health benefits to survivors of local police officers and firefighters who die in the line of duty under Chapter 271, P.L.1989.

**BOROUGH OF HIGHLANDS
NOTES TO FINANCIAL STATEMENTS
FOR THE YEAR ENDED DECEMBER 31, 2019**

Note 11. Postemployment Benefits Other Than Pensions (continued):

Therefore, these employers are considered to be in a special funding situation as defined by GASB Statement No. 75 and the State is treated as a nonemployer contributing entity. Since the local participating employers do not contribute under this legislation directly to the plan, there is no net OPEB liability, deferred outflows of resources or deferred inflows of resources to report in the financial statements of the local participating employers related to this legislation. However, the notes to the financial statements of the local participating employers must disclose the portion of the nonemployer contributing entities' total proportionate share of the collective net OPEB liability that is associated with the local participating employer.

The participating employer allocations included in the supplemental schedule of employer special funding allocations and the supplemental schedule of special funding amounts by employer for each employer are provided as each employer is required to record in their financial statements, as an expense and corresponding revenue, their proportionate share of the OPEB expense allocated to the State of New Jersey under the special funding situation and include their proportionate share of the collective net OPEB liability in their respective notes to their financial statements. For this purpose, the proportionate share was developed based on eligible plan members subject to the special funding situation. This data takes into account active members from both participating and non-participating employer locations and retired members currently receiving OPEB benefits.

Additionally, the State's proportionate share of the OPEB liability attributable to the Borough is \$2,594,933.00 as of December 31, 2019. The OPEB liability was measured as of June 30, 2019. The total OPEB liability used to calculate the OPEB liability was determined using update procedures to roll forward the total OPEB liability from an actuarial valuation as of July 1, 2018, to the measurement date of June 30, 2019. The State's proportion of the OPEB liability associated with the Borough was based on a projection of the Borough's long-term share of contributions to the OPEB plan relative to the projected contributions of all participating members, actuarially determined. The State's proportion measured as of June 30, 2019 was 0.0469610040%, which was a decrease of 0.0023069975% from its proportion measured as of June 30, 2018, which is the same proportion as the Borough's. At December 31, 2019, the Borough's and the State of New Jersey's proportionate share of the OPEB liability were as follows:

State of New Jersey's	
Proportionate Share of OPEB Liability	
Associated with the Borough	\$ 2,594,933.00

At December 31, 2019, the State's proportionate share of the OPEB expense, associated with the Borough, calculated by the plan as of the June 30, 2019 measurement date was \$34,396.00.

**BOROUGH OF HIGHLANDS
NOTES TO FINANCIAL STATEMENTS
FOR THE YEAR ENDED DECEMBER 31, 2019**

Note 12. 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>2019</u>	<u>2018</u>	<u>2017</u>
Issued:			
General:			
Bonds, Notes and Loans	\$ 9,962,232.00	\$ 7,885,596.00	\$ 8,209,979.00
Utility:			
Bonds, Notes and Loans	4,732,549.19	4,999,016.98	5,071,152.56
	<hr/>	<hr/>	<hr/>
Total Debt Issued	\$ 14,694,781.19	\$ 12,884,612.98	\$ 13,281,131.56
	<hr/>	<hr/>	<hr/>
Authorized but not issued:			
General:			
Bonds, Notes and Loans	\$ 2,335,736.49	\$ 4,529,486.49	\$ 10,004,256.40
Utility:			
Bonds, Notes and Loans	5,550,000.00	5,550,000.00	58,201.66
	<hr/>	<hr/>	<hr/>
Total Authorized But Not Issued	7,885,736.49	10,079,486.49	10,062,458.06
	<hr/>	<hr/>	<hr/>
Total Gross Debt	<u>\$ 22,580,517.68</u>	<u>\$ 22,964,099.47</u>	<u>\$ 23,343,589.62</u>
	<hr/>	<hr/>	<hr/>
Deductions:			
Utility:			
Self Liquidating Debt	\$ 10,282,549.19	\$ 10,549,016.98	\$ 5,129,354.22
	<hr/>	<hr/>	<hr/>
Total Deductions	10,282,549.19	10,549,016.98	5,129,354.22
	<hr/>	<hr/>	<hr/>
Total Net Debt	<u>\$ 12,297,968.49</u>	<u>\$ 12,415,082.49</u>	<u>\$ 18,214,235.40</u>

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>
Regional School Debt	\$ 2,085,265.56	\$ 2,085,265.56	\$ -
General Debt	12,297,968.49	-	12,297,968.49
Utility Debt	10,282,549.19	10,282,549.19	-
	<hr/>	<hr/>	<hr/>
	\$ 24,665,783.24	\$ 12,367,814.75	\$ 12,297,968.49
	<hr/>	<hr/>	<hr/>

**BOROUGH OF HIGHLANDS
NOTES TO FINANCIAL STATEMENTS
FOR THE YEAR ENDED DECEMBER 31, 2019**

Note 12. Municipal Debt (continued):

Net Debt \$12,297,968.49 divided by the average Equalized Valuation Basis per N.J.S.A 40A:2-2 as amended, \$670,091,230.33, equals 1.835%. 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, 2019 is calculated as follows:

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

3 1/2% of Equalized Valuation Basis (Municipal)	\$23,453,193.06
Net Debt	<u>12,297,968.49</u>
 Remaining Borrowing Power	 <u><u>\$ 11,155,224.57</u></u>

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

Cash Receipts From Fees, Rents or Other Charges for the Year	\$ 1,940,482.07
 Deductions:	
Operating and Maintenance Costs	\$1,180,212.50
Debt Service	<u>368,600.37</u>
 Total Deductions	 <u><u>1,548,812.87</u></u>
 Excess/(Deficit) in Revenue	 <u><u>\$ 391,669.20</u></u>

*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, 2019**

Note 12. 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>
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	355,000.00	82,050.00	437,050.00
2024	375,000.00	64,750.00	439,750.00
2025-2028	1,115,000.00	102,200.00	1,217,200.00
	<u>\$ 2,990,000.00</u>	<u>\$ 599,750.00</u>	<u>\$ 3,589,750.00</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, 2019:

<u>Description</u>	<u>Date of Issue</u>	<u>Date of Maturity</u>	<u>Rate</u>	<u>Balance December 31, 2019</u>
Design and Permitting for Various Projects	10/03/19	10/02/20	1.750%	\$ 295,538.00
Reconstruction of North Street Pump Station	10/03/19	10/02/20	1.750%	407,825.00
Improvement to Community Center	10/03/19	10/02/20	1.750%	326,480.00
Acquisition of Ambulances	10/03/19	10/02/20	1.750%	115,389.00
Various Improvements	10/03/19	10/02/20	1.750%	782,000.00
Borough Hall Construction	10/03/19	10/02/20	1.750%	750,000.00
Borough Hall Construction	10/03/19	10/02/20	1.750%	750,000.00
NJEIT Storm Water/Drainage	10/03/19	10/02/20	1.750%	1,500,000.00
Cornwell/John St Improvements	10/03/19	10/02/20	1.750%	425,000.00
Stormwater Drainage	10/03/19	10/02/20	1.750%	<u>1,200,000.00</u>
				<u>\$ 6,552,232.00</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, 2019**

Note 12. Municipal Debt (continued):

C. Bonds and Notes Authorized But Not Issued

As of December 31, 2019, the Borough had \$2,335,736.49 in various General Capital bonds and notes authorized but not issued.

D. Loans Payable

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, 2019, the Borough has received \$455,000.00 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 2019 until 2031 the Borough will pay a principal amount of \$35,000.00 due on July 20th of each year.

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.

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>
2020	\$ 197,000.00	\$ 167,080.00	\$ 364,080.00
2021	207,400.00	157,030.00	364,430.00
2022	235,800.00	146,805.00	382,605.00
2023	243,600.00	135,180.00	378,780.00
2024	257,000.00	123,100.00	380,100.00
2025-2029	1,472,800.00	411,755.00	1,884,555.00
2030-2032	922,200.00	65,285.00	987,485.00
	<u>\$ 3,535,800.00</u>	<u>\$ 1,206,235.00</u>	<u>\$ 4,742,035.00</u>

**BOROUGH OF HIGHLANDS
NOTES TO FINANCIAL STATEMENTS
FOR THE YEAR ENDED DECEMBER 31, 2019**

Note 12. Municipal Debt (continued):

B. Loans Payable

New Jersey Environmental Infrastructure Trust

In 2014 the Borough 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.

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

<u>Year</u>	<u>Principal</u>	<u>Interest</u>	<u>Total</u>
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	82,267.79	8,856.26	91,124.05
2024	82,267.79	7,856.26	90,124.05
2025-2029	431,338.95	31,231.30	462,570.25
2030-2033	354,071.29	8,493.78	362,565.07
	<u>\$ 1,196,749.19</u>	<u>\$ 89,006.38</u>	<u>\$ 1,285,755.57</u>

Summary of Principal Debt

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

	<u>Balance December 31, 2018</u>	<u>Accrued/ Increases</u>	<u>Retired/ Decreases</u>	<u>Balance December 31, 2019</u>	<u>Balance Due Within One Year</u>
General Capital:					
General Bonds	\$ 3,375,000.00	\$ -	\$ 385,000.00	\$ 2,990,000.00	\$ 395,000.00
Bond Anticipation Notes	4,055,596.00	6,552,232.00	4,055,596.00	6,552,232.00	6,552,232.00
Downtown Business Loan	455,000.00	-	35,000.00	420,000.00	35,000.00
Authorized but not Issued	4,529,486.49	481,250.00	2,675,000.00	2,335,736.49	-
	<u>\$ 12,415,082.49</u>	<u>\$ 7,033,482.00</u>	<u>\$ 7,150,596.00</u>	<u>\$ 12,297,968.49</u>	<u>\$ 6,982,232.00</u>
Utility Capital:					
Utility Bonds	\$ 3,725,000.00	\$ -	\$ 189,200.00	\$ 3,535,800.00	\$ 197,000.00
NJEIT Loans	1,274,016.98	-	77,267.79	1,196,749.19	82,267.79
Authorized But Not Issued	5,550,000.00	-	-	5,550,000.00	-
	<u>\$ 10,549,016.98</u>	<u>\$ -</u>	<u>\$ 266,467.79</u>	<u>\$ 10,282,549.19</u>	<u>\$ 279,267.79</u>

**BOROUGH OF HIGHLANDS
NOTES TO FINANCIAL STATEMENTS
FOR THE YEAR ENDED DECEMBER 31, 2019**

Note 13. Deferred Charges to be Raised in Succeeding Budgets

Certain expenditures are required to be deferred to budgets of succeeding years. At December 31, 2019 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>2019</u>	2020 Budget <u>Appropriation</u>	Balance to Succeeding <u>Budgets</u>
Current Fund:			
Community Disaster Loan	\$ 2,063,102.00	\$ -	\$ 2,063,102.00
Utility Operating Fund:			
Community Disaster Loan	\$ 300,000.00	\$ -	\$ 300,000.00

Note 14. 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>2019</u>	<u>2018</u>
Total Balance of Local Tax	\$ 1,921,231.00	\$ 1,786,764.00
Deferred Taxes	<u>1,479,768.00</u>	<u>1,479,768.00</u>
Local Tax Payable	<u>\$ 441,463.00</u>	<u>\$ 306,996.00</u>
<u>Regional Tax</u>	<u>Balance, December 31,</u>	
	<u>2019</u>	<u>2018</u>
Total Balance of Regional Tax	\$ 1,779,580.10	\$ 2,007,976.10
Deferred Taxes	<u>1,680,280.00</u>	<u>1,748,088.50</u>
Regional Tax Payable	<u>\$ 99,300.10</u>	<u>\$ 259,887.60</u>

BOROUGH OF HIGHLANDS
NOTES TO FINANCIAL STATEMENTS
FOR THE YEAR ENDED DECEMBER 31, 2019

Note 15. 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.

Note 16. 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 \$490,883.76 at December 31, 2019.

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, 2019, the Borough has reserved in the Other Trust Fund \$175,226.27 to fund compensated absences in accordance with NJSA 40A:4-39.

Note 17. 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

**BOROUGH OF HIGHLANDS
NOTES TO FINANCIAL STATEMENTS
FOR THE YEAR ENDED DECEMBER 31, 2019**

Note 17. Risk Management (continued):

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, 2019 which can be obtained on the Fund’s website.

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>
2019	\$ 3,765.24	\$ 4,511.81	\$ 195,124.10
2018	1,262.09	8,277.97	195,870.67
2017	1,423.60	16,902.19	202,886.55

Note 18. 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, 2019 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.

**BOROUGH OF HIGHLANDS
NOTES TO FINANCIAL STATEMENTS
FOR THE YEAR ENDED DECEMBER 31, 2019**

Note 18. Contingencies (continued):

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, 2019.

Note 19. 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, 2019, the Borough abated property taxes totaling \$23,980.78 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	\$ (23,980.78)	\$ 32,234.00
		<u>\$ (23,980.78)</u>	<u>\$ 32,234.00</u>

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 20. 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.

BOROUGH OF HIGHLANDS
NOTES TO FINANCIAL STATEMENTS
FOR THE YEAR ENDED DECEMBER 31, 2019

Note 20. Length of Service Awards Program (continued):

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 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 \$1,150.00 for the year ended December 31, 2019 per eligible volunteer, into the Plan, depending on how many years the volunteer has served. During the year ended December 31, 2019, the Borough contributed a total of \$12,650.00 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.

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, Inc. ("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, 2019 payouts of \$46,804.00 were made to vested participants.

Forfeited Accounts - During the year ended December 31, 2019, 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.

**BOROUGH OF HIGHLANDS
NOTES TO FINANCIAL STATEMENTS
FOR THE YEAR ENDED DECEMBER 31, 2019**

Note 21. 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, 2019 is \$164,999.07.

The interest rate on the loan is the U.S. Treasury rate for 5-year maturities on the date of the Promissory Note is executed. The term is usually 5 year, 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.

Note 22. Subsequent Events

Management has reviewed and evaluated all events and transactions that occurred between December 31, 2019 and September 18, 2020, the date the financial statements were available to be issued.

In December 2019, an outbreak of a new strain of coronavirus, COVID-19, emerged in Wuhan, China. Within weeks, the number of those infected grew significantly, and beyond China's borders. As of the date of this report, the coronavirus is reported to have spread globally and its effects remain unknown. The Borough is unable to predict how changing global economic conditions such as the COVID-19 coronavirus will affect the Borough's operations.

On March 18, 2020 the Borough adopted an ordinance providing for Various Capital Improvements, appropriating \$2,000,000 therefor and authorizing the issuance of \$1,923,809 in bonds and notes to finance a portion of the costs thereof.

On June 3, 2020 the Borough adopted a resolution authorizing and providing for the issuance of \$6,100,003 Bond Anticipation Notes.

SUPPLEMENTARY SCHEDULES

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CURRENT FUND

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**BOROUGH OF HIGHLANDS
COUNTY OF MONMOUTH, NEW JERSEY
CURRENT FUND
SCHEDULE OF CASH - COLLECTOR/TREASURER
FOR THE YEAR ENDED DECEMBER 31, 2019**

	<u>Current Fund</u>	<u>Grant Fund</u>
Balance, December 31, 2018	\$ 6,729,716.92	\$ 353,037.15
Increased By Receipts:		
Miscellaneous Revenue Not Anticipated	113,308.95	-
Veterans and Senior Citizens	28,000.00	-
Taxes Receivable	17,390,199.78	-
Revenue Accounts Receivable	1,226,112.84	-
Prepaid Taxes	134,246.01	-
Tax Overpayments	70,469.80	-
Due to State of NJ	6,968.00	-
Tax Title Liens	12,392.44	-
Interfund - Animal Control	2,225.98	-
Payroll Agency	112,493.38	-
Grants Receivable	-	203,039.12
Reserve for Federal and State Grants - Unappropriated	-	23,677.01
	<u>19,096,417.18</u>	<u>226,716.13</u>
	25,826,134.10	579,753.28
Decreased By Disbursements:		
2019 Budget Appropriations	8,412,755.85	-
Appropriation Reserves	576,648.96	-
Accounts Payable	188,228.64	-
County Taxes	1,947,866.88	-
Regional High School Taxes	3,588,956.00	-
Local School Taxes	3,902,035.00	-
Tax Overpayments	30,971.43	-
Business District Taxes	54,750.00	-
Municipal Open Space Taxes	30,916.92	-
Due to State of NJ	4,215.00	-
Various Reserves	3,477.00	-
Interfund - General Capital	111,160.00	-
Due From Escrow Trust	7,556.48	-
Reserve for Federal and State Grants	-	100,306.12
	<u>18,859,538.16</u>	<u>100,306.12</u>
Balance, December 31, 2019	<u>\$ 6,966,595.94</u>	<u>\$ 479,447.16</u>

**BOROUGH OF HIGHLANDS
COUNTY OF MONMOUTH, NEW JERSEY
CURRENT FUND
SCHEDULE OF CHANGE FUND
FOR THE YEAR ENDED DECEMBER 31, 2019**

Balance, December 31, 2019 and 2018

\$ 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, 2019**

Year	Balance December 31, <u>2018</u>	2019 Levy	Added Taxes	2018 Collections	2019 Collections	Senior Citizens' and Veterans' Deductions	Transfer to Liens	Cancelled	Balance December 31, <u>2019</u>
2018	\$ 815,833.49	-	\$ 3,500.00	-	\$ 811,488.07	\$ 250.00	-	\$ 7,595.42	\$ -
2019	-	17,349,607.12	157,821.87	148,030.07	16,578,711.71	32,000.00	4,087.79	15,966.02	728,633.40
	\$ 815,833.49	\$ 17,349,607.12	\$ 161,321.87	\$ 148,030.07	\$ 17,390,199.78	\$ 32,250.00	\$ 4,087.79	\$ 23,561.44	\$ 728,633.40

Analysis of Property Tax Levy

Tax Yield:

General Purpose Tax:

General Property Tax	\$ 17,349,607.12
Added and Omitted Taxes	<u>157,821.87</u>
	<u>\$ 17,507,428.99</u>

Tax Levy:

Regional High School Tax	\$ 3,360,560.00
Local District School Tax	4,036,502.00
Business Improvement District Tax	54,750.00
Local Municipal Open Space Tax	30,916.92
County Tax	\$ 1,937,580.32
County Added Taxes	<u>16,844.27</u>
	<u>1,954,424.59</u>

Local Taxes for Municipal Purposes

Add: Additional Tax Levied	7,929,297.88
	<u>140,977.60</u>
	<u>8,070,275.48</u>
	<u>\$ 17,507,428.99</u>

**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, 2019**

Balance, December 31, 2018		\$ (1,101.63)
Increased By:		
Senior Citizens' Deductions Per Billing	\$ 7,500.00	
Veterans' Deductions Per Tax Billing	24,000.00	
Deductions Allowed		
By Tax Collector - Current Year	500.00	
By Tax Collector - Prior Year	250.00	
	32,250.00	32,250.00
		31,148.37
Decreased By:		
Cash Receipts	28,000.00	
Prior Year Senior Tax Deductions Disallowed by Tax Collector	3,500.00	
	31,500.00	31,500.00
Balance, December 31, 2019		\$ (351.63)

EXHIBIT A-8

**BOROUGH OF HIGHLANDS
COUNTY OF MONMOUTH, NEW JERSEY
CURRENT FUND
SCHEDULE OF TAX TITLE LIENS
FOR THE YEAR ENDED DECEMBER 31, 2019**

Balance, December 31, 2018	\$ 81,328.16
Increased By:	
Transfers From Taxes Receivable	<u>4,087.79</u>
	85,415.95
Decreased By:	
Collections	<u>12,392.44</u>
Balance, December 31, 2019	<u><u>\$ 73,023.51</u></u>

EXHIBIT A-9

**SCHEDULE OF DEMOLITION LIEN RECEIVABLE
FOR THE YEAR ENDED DECEMBER 31, 2019**

Balance, December 31, 2019 & 2018	<u><u>\$ 40,786.77</u></u>
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EXHIBIT A-10

**SCHEDULE OF PROPERTY ACQUIRED FOR TAXES
FOR THE YEAR ENDED DECEMBER 31, 2019**

Balance, December 31, 2019 & 2018	<u><u>\$ 212,600.00</u></u>
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**BOROUGH OF HIGHLANDS
COUNTY OF MONMOUTH, NEW JERSEY
CURRENT FUND
SCHEDULE OF REVENUE ACCOUNTS RECEIVABLE
FOR THE YEAR ENDED DECEMBER 31, 2019**

	Balance December 31, <u>2018</u>	Accrued in <u>2019</u>	<u>Collections</u>	Balance December 31, <u>2019</u>
Licenses:				
Alcoholic Beverages	\$ -	\$ 14,064.60	\$ 14,064.60	\$ -
Other	-	24,277.00	24,277.00	-
Fees and Permits	-	109,077.04	109,077.04	-
Fines and Costs - Municipal Court	8,414.72	120,389.83	121,450.52	7,354.03
Interest and Costs on Taxes	-	132,098.41	132,098.41	-
Interest on Investments	-	186,051.64	186,051.64	-
Cable Television Franchise Fee	-	24,087.89	24,087.89	-
Energy Receipts	-	354,559.00	354,559.00	-
Uniform Construction Code Fees	-	96,167.00	96,167.00	-
Lease of Borough Property	-	109,829.71	109,829.71	-
Housing Authority - PILOT	-	34,091.00	34,091.00	-
Police off-duty Administrative Fees	-	20,359.03	20,359.03	-
	<u>\$ 8,414.72</u>	<u>\$ 1,225,052.15</u>	<u>\$ 1,226,112.84</u>	<u>\$ 7,354.03</u>

**BOROUGH OF HIGHLANDS
COUNTY OF MONMOUTH, NEW JERSEY
CURRENT FUND
SCHEDULE OF VARIOUS RESERVES
FOR THE YEAR ENDED DECEMBER 31, 2019**

	Balance December 31, <u>2018</u>	<u>Decreased</u>	<u>Cancelled</u>	Balance December 31, <u>2019</u>
Reserve For:				
Insurance Proceeds	\$ 27,200.00	\$ -	\$ 27,200.00	\$ -
Tax Appeals	48,009.84	-	-	48,009.84
Master Plan	33,243.81	-	-	33,243.81
Hurricane Sandy - FEMA Receipts	88,024.01	-	-	88,024.01
Special Emergency Appropriations - Hurricane Sandy	3,477.80	3,477.00	0.80	-
	<u>\$ 199,955.46</u>	<u>\$ 3,477.00</u>	<u>\$ 27,200.80</u>	<u>\$ 169,277.66</u>

**BOROUGH OF HIGHLANDS
COUNTY OF MONMOUTH, NEW JERSEY
CURRENT FUND
SCHEDULE OF 2018 APPROPRIATION RESERVES
FOR THE YEAR ENDED DECEMBER 31, 2019**

	<u>December 31, 2018</u>		<u>Balance After Modifications</u>	<u>Paid or Charged</u>	<u>Balance Lapsed</u>
	<u>Reserved</u>	<u>Encumbrances</u>			
GENERAL GOVERNMENT					
Borough Administrator:					
Salaries and Wages	\$ 5,875.40	\$ -	\$ 5,875.40	\$ -	\$ 5,875.40
Other Expenses	74.77	1,476.00	1,550.77	-	1,550.77
Central Services:					
Other Expenses	3,019.50	8,614.56	11,634.06	7,336.60	4,297.46
Borough Council:					
Other Expenses	10,376.57	24,013.89	34,390.46	23,361.91	11,028.55
Borough Clerk:					
Salaries and Wages	892.42	-	892.42	-	892.42
Other Expenses	18,945.25	2,509.24	21,454.49	14,602.09	6,852.40
Financial Administration:					
Salaries and Wages	32,823.54	-	32,823.54	-	32,823.54
Other Expenses	3.06	80.00	83.06	80.00	3.06
Audit Services	-	33,525.00	33,525.00	33,525.00	-
Collection of Taxes:					
Other Expenses	1,048.97	1,025.00	2,073.97	559.65	1,514.32
Assessment of Taxes:					
Salaries and Wages	1,176.96	-	1,176.96	-	1,176.96
Other Expenses	7,541.28	20,700.00	28,241.28	20,700.00	7,541.28
Legal Services:					
Other Expenses	23,598.61	5,971.19	29,569.80	28,184.45	1,385.35
Grant Writer:					
Other Expenses	6,643.78	8,450.05	15,093.83	8,614.42	6,479.41
Engineering Services:					
Other Expenses	6,411.91	53,155.96	59,567.87	58,416.07	1,151.80
Code Enforcement:					
Salaries and Wages	6,481.88	-	6,481.88	-	6,481.88
Other Expenses	10,814.82	768.09	11,582.91	8,468.09	3,114.82
Other Expenses - Substandard Housing	3,959.50	46,500.00	50,459.50	35,582.74	14,876.76
Land Use Administration:					
Salaries and Wages	894.17	-	894.17	-	894.17
Other Expenses	24,850.57	2,573.94	27,424.51	22,382.97	5,041.54
Master Plan	5,000.00	-	5,000.00	-	5,000.00
Insurance					
General Liability	37.06	2,400.00	2,437.06	2,400.00	37.06
General Liability - Flood Insurance	30,006.00	-	30,006.00	14,000.00	16,006.00
Workmen's Compensation	12,000.00	-	12,000.00	-	12,000.00
Employee Group Health	9,116.13	-	9,116.13	538.96	8,577.17
Group Salary Insurance	5,625.16	-	5,625.16	-	5,625.16
Fire:					
Other Expenses	4,382.96	16,348.69	20,731.65	15,120.84	5,610.81
Police Department:					
Salaries and Wages	74,483.84	-	74,483.84	-	74,483.84
Other Expenses	52,200.86	38,760.58	90,961.44	56,912.76	34,048.68
School Crossing Guards					
Salaries and Wages	3,997.29	-	3,997.29	-	3,997.29
Other Expenses	3,736.65	-	3,736.65	326.65	3,410.00
Dispatch:					
Salaries and Wages	3,830.30	-	3,830.30	-	3,830.30
Other Expenses	477.55	733.50	1,211.05	733.50	477.55

**BOROUGH OF HIGHLANDS
COUNTY OF MONMOUTH, NEW JERSEY
CURRENT FUND
SCHEDULE OF 2018 APPROPRIATION RESERVES
FOR THE YEAR ENDED DECEMBER 31, 2019**

	<u>December 31, 2018</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	1,530.00	-	1,530.00	-	1,530.00
Other Expenses	2,850.00	-	2,850.00	-	2,850.00
First Aid Organization Contribution	6,383.06	18,381.56	24,764.62	21,752.24	3,012.38
Emergency Management Services:					
Salaries and Wages	376.88	-	376.88	-	376.88
Other Expenses	1,471.21	9,962.13	11,433.34	11,385.44	47.90
Public Defender:					
Salaries and Wages	3,583.33	-	3,583.33	2,500.00	1,083.33
Fire Hydrant Fees	653.02	5,332.98	5,986.00	4,674.62	1,311.38
Uniform Fire Safety Act:					
Salaries and Wages	1,959.73	-	1,959.73	1,959.73	-
Other Expenses	-	60.00	60.00	60.00	-
Municipal Prosecutor's Office:					
Other Expenses	3,760.00	-	3,760.00	-	3,760.00
Road Repair and Maintenance:					
Salaries and Wages	57,518.81	-	57,518.81	-	57,518.81
Other Expenses	4,511.97	5,956.77	10,468.74	1,503.50	8,965.24
Snow Removal:					
Salaries and Wages	14,031.84	-	14,031.84	-	14,031.84
Other Expenses	562.03	8,554.70	9,116.73	9,104.70	12.03
Mechanical Garage:					
Other Expenses	3,087.63	130.63	3,218.26	3,218.26	-
Public Buildings:					
Salaries and Wages	10,913.31	-	10,913.31	-	10,913.31
Other Expenses	224.09	30,152.97	30,377.06	27,369.23	3,007.83
Shade Tree Commission:					
Other Expenses	15.00	-	15.00	-	15.00
Condo Services Act:					
Other Expenses	6,293.93	-	6,293.93	6,253.93	40.00
Services of Monmouth County Regional Health Commission Contract (RS 40:13):	3,128.00	-	3,128.00	-	3,128.00
Environmental Commission:					
Other Expenses	500.00	-	500.00	-	500.00
Dog Control:					
Other Expenses	7,880.99	-	7,880.99	5,611.00	2,269.99
Sanitation Control					
Salaries and Wages	2,779.93	-	2,779.93	-	2,779.93
Other Expenses	282.16	-	282.16	-	282.16
Other Expenses -Contractual Services	22,729.89	-	22,729.89	21,472.25	1,257.64
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	-	4,500.00
Beachfront Maintenance:					
Salaries and Wages	4,667.17	-	4,667.17	-	4,667.17
Other Expenses	1,028.04	2,000.00	3,028.04	2,323.12	704.92
Parks and Playgrounds:					
Other Expenses	4.35	2,440.20	2,444.55	1,990.20	454.35
Celebration of Public Events:					
Other Expenses	2.87	-	2.87	-	2.87

**BOROUGH OF HIGHLANDS
COUNTY OF MONMOUTH, NEW JERSEY
CURRENT FUND
SCHEDULE OF 2018 APPROPRIATION RESERVES
FOR THE YEAR ENDED DECEMBER 31, 2019**

	<u>December 31, 2018</u>		<u>Balance After Modifications</u>	<u>Paid or Charged</u>	<u>Balance Lapsed</u>
	<u>Reserved</u>	<u>Encumbrances</u>			
Community Center:					
Salaries and Wages	4,664.91	-	4,664.91	-	4,664.91
Other Expenses	2,466.94	5,440.20	7,907.14	7,336.73	570.41
Accumulated Sick Leave	15,071.27	-	15,071.27	-	15,071.27
State Uniform Construction Code					
Salaries and Wages	28,080.65	-	28,080.65	-	28,080.65
Other Expenses	0.52	3,977.00	3,977.52	3,795.97	181.55
Utility Expense and Bulk Purchases					
Electricity	174.66	12,716.47	12,891.13	3,701.01	9,190.12
Street Lighting	398.36	7,199.23	7,597.59	-	7,597.59
Telephone	5,513.81	14,442.00	19,955.81	15,963.88	3,991.93
Water	-	3,065.59	3,065.59	432.43	2,633.16
Natural Gas	327.76	9,402.06	9,729.82	1,798.78	7,931.04
Telecommunication Costs	99.55	62.55	162.10	-	162.10
Gasoline and Diesel Fuel	5,000.38	57.00	5,057.38	5,057.38	-
Monmouth County Reclamation Center					
Other Expenses	34,901.58	-	34,901.58	14,098.21	20,803.37
Contingent	10,000.00	-	10,000.00	-	10,000.00
Statutory Expenditures:					
Contribution To:					
Social Security System (O.A.S.I.)	1,941.11	-	1,941.11	1,349.00	592.11
Defined Contribution Retirement Program	2,947.87	-	2,947.87	-	2,947.87
Length of Service Award Program	28,800.00	5,000.00	33,800.00	17,650.00	16,150.00
Stormwater Management	7,652.54	21,506.75	29,159.29	14,211.90	14,947.39
Recycling Tax	861.43	-	861.43	-	861.43
Atlantic Highlands					
Maintenance of Motor Vehicles	25,363.35	2,641.25	28,004.60	22,549.97	5,454.63
Municipal Court	474.07	-	474.07	-	474.07
Matching Funds for Grants	15,000.00	-	15,000.00	-	15,000.00
Capital Improvements					
Repair/Relace Fire Truck	102.48	54,330.63	54,433.11	54,135.11	298.00
Acquisition of Truck/Equipment	-	581.00	581.00	581.00	-
Total General Appropriations	\$ 730,399.24	\$ 490,999.36	\$ 1,221,398.60	\$ 635,686.29	\$ 585,712.31
Cash Disbursements				\$ 576,648.96	
Accounts Payable				59,037.33	
				<u>\$ 635,686.29</u>	

**BOROUGH OF HIGHLANDS
COUNTY OF MONMOUTH, NEW JERSEY
CURRENT FUND
SCHEDULE OF ACCOUNTS PAYABLE
FOR THE YEAR ENDED DECEMBER 31, 2019**

Balance, December 31, 2018		\$ 353,059.80
Increased By:		
2018 Appropriation Reserves		59,037.33
		412,097.13
Decreased By:		
Cash Disbursements	\$ 188,228.64	
Cancelled To Operations	50,197.68	
		238,426.32
Balance, December 31, 2019		\$ 173,670.81

**BOROUGH OF HIGHLANDS
COUNTY OF MONMOUTH, NEW JERSEY
CURRENT FUND
SCHEDULE OF PREPAID TAXES
FOR THE YEAR ENDED DECEMBER 31, 2019**

Balance, December 31, 2018	\$ 148,030.07
Increased By:	
Cash Receipts:	
Collection of 2020 Taxes	<u>134,246.01</u>
	282,276.08
Decreased By:	
Amount Applied To 2019 Taxes	<u>148,030.07</u>
Balance, December 31, 2019	<u><u>\$ 134,246.01</u></u>

**BOROUGH OF HIGHLANDS
 COUNTY OF MONMOUTH, NEW JERSEY
 CURRENT FUND
 SCHEDULE OF COUNTY TAXES PAYABLE
 FOR THE YEAR ENDED DECEMBER 31, 2019**

Balance, December 31, 2018		\$ 10,286.56
Increased By:		
2019 Tax Levy:		
County Tax	\$ 1,632,415.42	
County Library Tax	116,775.00	
County Open Space Fund Tax	188,389.90	
Due County for Added Taxes	<u>16,844.27</u>	
		<u>1,954,424.59</u>
		1,964,711.15
Decreased By:		
Cash Disbursements		<u>1,947,866.88</u>
Balance, December 31, 2019		<u><u>\$ 16,844.27</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, 2019**

Balance, December 31, 2018:		
School Tax Payable	\$ 259,887.60	
School Tax Deferred	1,748,088.50	
		\$ 2,007,976.10
Increased By:		
Levy (School Year July 1, 2019 to June 30, 2020)		3,360,560.00
		5,368,536.10
Decreased By:		
Cash Disbursements		3,588,956.00
Balance, December 31, 2019:		
School Tax Payable	99,300.10	
School Tax Deferred	1,680,280.00	
		\$ 1,779,580.10
 <u>2019 Liability for Regional District School Tax</u>		
Tax Payable, December 31, 2019		\$ 99,300.10
Tax Paid		3,588,956.00
		3,688,256.10
Less:		
Tax Payable, December 31, 2018		259,887.60
Amount Charged To 2019 Operations		\$ 3,428,368.50

**BOROUGH OF HIGHLANDS
COUNTY OF MONMOUTH, NEW JERSEY
CURRENT FUND
SCHEDULE OF LOCAL SCHOOL TAXES PAYABLE
FOR THE YEAR ENDED DECEMBER 31, 2019**

Balance, December 31, 2018:		
School Tax Payable	\$ 306,996.00	
School Tax Deferred	<u>1,479,768.00</u>	
		\$ 1,786,764.00
Increased By:		
Levy (School Year July 1, 2019 to June 30, 2020)		<u>4,036,502.00</u>
		5,823,266.00
Decreased By:		
Cash Disbursements		<u>3,902,035.00</u>
Balance, December 31, 2019:		
School Tax Payable	441,463.00	
School Tax Deferred	<u>1,479,768.00</u>	
		<u>\$ 1,921,231.00</u>
<u>2019 Liability for Local District School Tax</u>		
Tax Payable/(Prepaid), December 31, 2019		\$ 441,463.00
Tax Paid		<u>3,902,035.00</u>
		4,343,498.00
Less:		
Tax Payable/(Prepaid), December 31, 2018		<u>306,996.00</u>
Amount Charged To 2019 Operations		<u>\$ 4,036,502.00</u>

**BOROUGH OF HIGHLANDS
COUNTY OF MONMOUTH, NEW JERSEY
CURRENT FUND
SCHEDULE OF TAX OVERPAYMENTS
FOR THE YEAR ENDED DECEMBER 31, 2019**

Balance, December 31, 2018	\$ 362,225.95
Increased By:	
Cash Receipts	<u>70,469.80</u>
	432,695.75
Decreased By:	
Tax Overpayments Refunded	<u>30,971.43</u>
Balance, December 31, 2019	<u><u>\$ 401,724.32</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, 2019**

	Balance December 31, <u>2018</u>	<u>Increased</u>	<u>Decreased</u>	<u>Cancelled</u>	Balance December 31, <u>2019</u>
Due to State:					
Marriage License	\$ 93.00	\$ 575.00	\$ 400.00	\$ -	\$ 268.00
DCA Training Fees	6,303.91	6,393.00	3,815.00	8,881.91	-
	<u>\$ 6,396.91</u>	<u>\$ 6,968.00</u>	<u>\$ 4,215.00</u>	<u>\$ 8,881.91</u>	<u>\$ 268.00</u>

**BOROUGH OF HIGHLANDS
COUNTY OF MONMOUTH, NEW JERSEY
GRANT FUND
SCHEDULE OF FEDERAL AND STATE GRANTS RECEIVABLE
FOR THE YEAR ENDED DECEMBER 31, 2019**

	Balance December 31, <u>2018</u>	Increased By Revenue Anticipated <u>2019</u>	Transferred From Grants <u>Unappropriated</u>	<u>Canceled</u>	Cash <u>Receipts</u>	Balance December 31, <u>2019</u>
Alcohol Education	\$ 1,429.44	\$ -	\$ -	\$ -	\$ 1,429.44	\$ -
American Water Rain Barrel	1,000.00	-	-	-	-	1,000.00
Bullet Proof Vest Program	1,738.00	-	-	-	-	1,738.00
CDBG Shore Drive	-	130,936.00	-	-	130,926.00	10.00
Clean Communities	-	13,688.71	-	-	13,688.71	-
Drive Sober Get Pulled Over	-	1,171.72	1,171.72	-	-	-
Highway Safety	-	52,155.00	52,155.00	-	-	-
Municipal Alliance	25,318.33	31,960.00	-	-	31,960.00	25,318.33
NJEDA - Neighborhood Community Revitalization	44,042.66	-	-	-	-	44,042.66
Safe Routes to School	-	275,000.00	-	-	16,500.00	258,500.00
Summer Food Program	1,197.84	22,789.82	-	-	8,534.97	15,452.69
Urban Area Security Initiative	2,586.32	-	-	2,586.32	-	-
	<u>\$ 77,312.59</u>	<u>\$ 527,701.25</u>	<u>\$ 53,326.72</u>	<u>\$ 2,586.32</u>	<u>\$ 203,039.12</u>	<u>\$ 346,061.68</u>

**BOROUGH OF HIGHLANDS
COUNTY OF MONMOUTH, NEW JERSEY
GRANT FUND
SCHEDULE OF RESERVE FOR STATE GRANTS - APPROPRIATED
FOR THE YEAR ENDED DECEMBER 31, 2019**

	Balance December 31, 2018	Transfer From Appropriations	Appropriation By 40A:4-87	Transfer From Encumbrances	Expended	Cancelled	Transferred To Encumbrances	Balance December 31, 2019
Alcohol Education Rehabilitation Fund	\$ 7,220.90	\$ -	\$ -	\$ -	\$ 1,091.33	\$ -	\$ -	\$ 6,129.57
American Water Rain Barrel	3,466.00	-	-	-	-	-	-	3,466.00
Body Armor	2,102.19	-	-	3,820.00	5,922.19	-	-	-
Clean Communities	21,722.52	-	13,688.71	5,113.69	17,478.42	-	-	23,046.50
Comcast Cable Technology Grant	20,500.00	-	-	-	-	-	-	20,500.00
D.D.E.F.	12,718.09	-	-	-	12,600.52	-	-	117.57
Highway Safety Grant	17,095.00	52,155.00	-	-	17,937.70	-	-	51,312.30
Hurricane Sandy National Emergency Grant	28,682.61	-	-	-	-	-	-	28,682.61
Municipal Alliance	26,693.00	-	31,960.00	-	32,056.69	-	4,757.09	21,839.22
Municipal Alliance - Match	-	7,990.00	-	-	7,990.00	-	-	-
Municipal Stormwater	52.76	-	-	-	-	-	-	52.76
NJEDA Neighborhood Comm Revitization	961.50	-	-	91,518.28	-	-	91,518.28	961.50
NY/NJ Snowflake Foundation	98,982.42	-	-	-	-	-	-	98,982.42
Summer Food	2,220.36	-	22,789.82	-	11,299.29	-	249.30	13,461.59
Sustainable Jersey Small Grants Program	3,000.00	-	-	-	-	-	-	3,000.00
Firefighter Grant	1,700.00	-	-	-	-	-	-	1,700.00
Urban Area Security Initiative	2,586.32	-	-	-	-	2,586.32	-	-
Recycling Tonnage	7,551.30	-	-	-	-	-	-	7,551.30
Drive Sober or Get Pulled Over	862.33	1,171.72	-	-	1,919.98	-	-	114.07
Zoning Grant	18,453.75	-	-	-	-	-	-	18,453.75
Safe Routes to School	-	-	275,000.00	-	-	-	-	275,000.00
CDBG Shore Drive	-	-	130,936.00	-	-	-	-	130,936.00
	\$ 276,571.05	\$ 61,316.72	\$ 474,374.53	\$ 100,451.97	\$ 108,296.12	\$ 2,586.32	\$ 96,524.67	\$ 705,307.16

**BOROUGH OF HIGHLANDS
COUNTY OF MONMOUTH, NEW JERSEY
GRANT FUND
SCHEDULE OF RESERVE FOR STATE GRANTS - UNAPPROPRIATED
FOR THE YEAR ENDED DECEMBER 31, 2019**

	Balance December 31, <u>2018</u>	Cash <u>Receipts</u>	Transferred to Grants <u>Receivable</u>	Balance December 31, <u>2019</u>
Alcohol Education and Rehab	\$ -	\$ 821.05	\$ -	\$ 821.05
Body Armor	-	1,773.98	-	1,773.98
Clean Communities	-	4,309.65	-	4,309.65
Drive Sober / Get Pulled Over	1,171.72	-	1,171.72	-
Drunk Driving Enforcement Fund	-	11,682.11	-	11,682.11
Highway Safety	52,155.00	-	52,155.00	-
Tonnage Grant	-	5,090.22	-	5,090.22
	<u>\$ 53,326.72</u>	<u>\$ 23,677.01</u>	<u>\$ 53,326.72</u>	<u>\$ 23,677.01</u>

TRUST FUNDS

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**BOROUGH OF HIGHLANDS
COUNTY OF MONMOUTH, NEW JERSEY
TRUST FUND
SCHEDULE OF CASH - TREASURER
FOR THE YEAR ENDED DECEMBER 31, 2019**

	Animal Control <u>Fund</u>	Other <u>Trust Funds</u>	Open Space <u>Trust Funds</u>
Balance, December 31, 2018	\$ 9,204.55	\$ 1,597,952.46	\$ 85,150.61
Increased By Receipts:			
State Registration Fees	342.60	-	-
Reserve for Animal Control	4,233.40	-	-
Due from Current Fund	-	7,556.48	-
Various Reserves	-	959,189.46	-
Reserve for Open Space	-	-	32,245.75
	<u>4,576.00</u>	<u>966,745.94</u>	<u>32,245.75</u>
	<u>13,780.55</u>	<u>2,564,698.40</u>	<u>117,396.36</u>
Decreased By Disbursements:			
State Registration Fees	303.60	-	-
Expenditures Under R.S. 4:19-15:11	165.60	-	-
Statutory Excess Due to Current Fund	2,225.98	-	-
Various Reserves	-	946,097.45	-
Reserve for Open Space	-	-	25,801.39
	<u>2,695.18</u>	<u>946,097.45</u>	<u>25,801.39</u>
Balance, December 31, 2019	<u>\$ 11,085.37</u>	<u>\$ 1,618,600.95</u>	<u>\$ 91,594.97</u>

**BOROUGH OF HIGHLANDS
COUNTY OF MONMOUTH, NEW JERSEY
ANIMAL CONTROL TRUST FUND
SCHEDULE OF REGISTRATION FEES
FOR THE YEAR ENDED DECEMBER 31, 2019**

Balance, December 31, 2018	\$ 138.00
Increased By:	
State Registration Fees	<u>342.60</u>
	480.60
Decreased By:	
Cash Disbursements	<u>303.60</u>
Balance, December 31, 2019	<u><u>\$ 177.00</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, 2019**

Balance, December 31, 2018		\$ 6,880.57
Increased By:		
Dog License Fees Collected	\$ 3,994.60	
Interest Earned	<u>238.80</u>	
		<u>4,233.40</u>
		11,113.97
Decreased By:		
Statutory Excess Due To Current Fund	5,580.80	
Expenditures Under R.S. 4:19-15:11	<u>165.60</u>	
		<u>5,746.40</u>
Balance, December 31, 2019		<u><u>\$ 5,367.57</u></u>

License Fees Collected

2017		\$ 1,961.37
2018		<u>3,406.20</u>
		<u><u>\$ 5,367.57</u></u>

**BOROUGH OF HIGHLANDS
COUNTY OF MONMOUTH, NEW JERSEY
TRUST FUND
SCHEDULE OF VARIOUS TRUST FUND RESERVES
FOR THE YEAR ENDED DECEMBER 31, 2019**

	Balance December 31, <u>2018</u>	Increased by <u>Revenues</u>	Decreased by <u>Expenditures</u>	Balance December 31, <u>2019</u>
Street Opening Permits	\$ 10,900.00	\$ 10,000.00	\$ 9,500.00	\$ 11,400.00
Escrows	128,817.32	38,399.51	22,318.58	144,898.25
Third Party Lien Redemptions	49,283.41	267,559.66	296,617.17	20,225.90
Tax Sale Premiums	471,600.00	389,500.00	306,300.00	554,800.00
Parking Offense Adjudication Act (Per N.J.S.A 40A:4-39)	1,631.00	239.00	-	1,870.00
Public Defender	546.71	1,100.00	1,249.94	396.77
Recycling	4,344.81	21,641.19	3,508.15	22,477.85
Deposits - Baymens Association	5,000.00	-	-	5,000.00
Legal Escrow	300.00	-	-	300.00
Police Off Duty	71,168.72	192,187.18	199,453.82	63,902.08
Uniform Fire Penalties	2,891.48	516.00	1,385.00	2,022.48
Recreation	22,185.10	21,040.11	15,837.55	27,387.66
Library	7,003.32	-	-	7,003.32
Unemployment	195,870.67	3,765.24	4,511.81	195,124.10
Engineering Inspection Fees	56,158.20	116.24	19,359.46	36,914.98
Performance Bonds	197,378.32	527.91	17,019.40	180,886.83
Maintenance Bonds	1,785.20	-	-	1,785.20
Accumulated Leave	175,226.27	-	-	175,226.27
Police Explorers	18,977.89	8,160.00	9,401.62	17,736.27
Sale of Property	22,350.00	-	-	22,350.00
Law Enforcement	1,622.00	26.12	-	1,648.12
Police Forfeited Funds	1,888.00	-	-	1,888.00
Storm Recovery Trust	148,867.69	4,411.30	67,292.41	85,986.58
	<u>\$ 1,595,796.11</u>	<u>\$ 959,189.46</u>	<u>\$ 973,754.91</u>	<u>\$ 1,581,230.66</u>
Cash Disbursements			\$ 946,097.45	
Reserve for Encumbrances			<u>27,657.46</u>	
			<u>\$ 973,754.91</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, 2019**

Balance, December 31, 2018		\$ 85,150.61
Increased By:		
Interest on Deposits	\$ 1,328.83	
Cash Receipts	<u>30,916.92</u>	
		<u>32,245.75</u>
		117,396.36
Decreased By:		
Cash Disbursements	25,801.39	
Transfer to Encumbrances	<u>1,227.65</u>	
		<u>27,029.04</u>
Balance, December 31, 2019		<u><u>\$ 90,367.32</u></u>

**BOROUGH OF HIGHLANDS
COUNTY OF MONMOUTH, NEW JERSEY
LENGTH OF SERVICE AWARD PROGRAM FUND ("LOSAP")
SCHEDULE OF INVESTMENTS
FOR THE YEAR ENDED DECEMBER 31, 2019**

Balance, December 31, 2018		\$ 400,743.51
Increased By:		
Borough Contribution	\$ 12,650.00	
Interest Earned	6,073.02	
Increase in Value of Investments	<u>12,734.37</u>	
		<u>31,457.39</u>
		432,200.90
Decreased By:		
Withdrawals		<u>46,804.00</u>
Balance, December 31, 2019		<u><u>\$ 385,396.90</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, 2019**

Balance, December 31, 2018		\$ 400,743.51
Increased By:		
Borough Contribution	\$ 12,650.00	
Interest Earned	6,073.02	
Increase in Value of Investments	<u>12,734.37</u>	
		<u>31,457.39</u>
		432,200.90
Decreased By:		
Withdrawals		<u>46,804.00</u>
Balance, December 31, 2019		<u><u>\$ 385,396.90</u></u>

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GENERAL CAPITAL FUND

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**BOROUGH OF HIGHLANDS
COUNTY OF MONMOUTH, NEW JERSEY
GENERAL CAPITAL FUND
SCHEDULE OF CASH - TREASURER
FOR THE YEAR ENDED DECEMBER 31, 2019**

Balance, December 31, 2018		\$ 2,835,404.63
Increased By:		
Premium on Bond Anticipation Notes	\$ 14,677.00	
Bond Anticipation Notes	6,552,232.00	
Interfund - Current	111,160.00	
Due From Sewer Utility Capital	100,000.00	
NJ DOT Grant Receivable	418,750.00	
Capital Improvement Fund	275,000.00	
	7,471,819.00	
		10,307,223.63
Decreased By:		
Improvement Authorizations	3,244,474.28	
Bond Anticipation Notes	4,055,596.00	
	7,300,070.28	
Balance, December 31, 2019		\$ 3,007,153.35

**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, 2019**

	Balance December 31, <u>2019</u>
Grants Receivable	\$ (1,088,018.67)
Due from Sewer Capital Fund	(75,000.00)
Accounts Payable	3,597.75
Grants Receivable	
Capital Improvement Fund	699,669.26
Encumbrances Payable	563,234.65
Various Reserves	88,587.44
Fund Balance	314,447.93

<u>Ordinance</u>	<u>Improvement Description</u>	
11-22	Acquisition of Computers and Software	7,080.61
12-12	Improvements to Washington Avenue	63,924.57
12-20	Construction of Stormwater Pump Station and Drainage Improvements	345,209.96
13-17	Wall Reconstruction	151,663.77
13-20	Reconstruction of North Street Pump Station	331,609.45
13-23	Removal of Disaster Related Debris & Demolition of Various Structures	(152,482.88)
13-26	Flood Mitigation Project	(223,546.70)
13-29	Improvements to Community Center	3,887.56
14-08	Construction of Stormwater Pump Station and Other Stormwater System & Drainage Improvements	(35,888.83)
15-06	Various General Improvements	64,261.84
16-07	Preliminary Construction New Borough Hall	1,642,254.15
17-03	Various Improvements - Open Space	260,299.50
17-04	Various Road/Sewer Improvements	30,314.15
18-15	Various Improvements	37.43
19-12	Cornwell/John St Improvements	(44,050.00)
19-22	Various Capital Improvements	56,060.41
		<u>\$ 3,007,153.35</u>

**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, 2019**

Balance, December 31, 2018		\$ 3,830,000.00
Decreased By:		
Serial Bonds Paid	\$ 385,000.00	
Downtown Business Loan Paid	<u>35,000.00</u>	
		<u>420,000.00</u>
Balance, December 31, 2019		<u><u>\$ 3,410,000.00</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, 2019**

Ordinance No.	Improvement Description	Analysis of Balance				Unexpended Improvement Authorizations
		Balance December 31, 2018	2019 Authorizations	Budget Appropriation	Balance December 31, 2019	
09-28	Design and Permitting for Various Projects	\$ 310,558.76	\$ -	\$ 15,020.00	\$ 295,538.76	\$ 0.76
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	429,266.85	-	20,519.00	408,747.85	922.85
13-23	Removal of Disaster Related Debris and Demolition of Various Structures	152,482.88	-	-	152,482.88	-
13-26	Flood Mitigation Project	261,250.00	-	-	261,250.00	223,546.70
13-29	Improvements to Community Center	339,540.00	-	13,060.00	326,480.00	-
13-33	Acquisition of Ambulances	138,501.00	-	23,112.00	115,389.00	-
14-08	Construction of Stormwater Pump Station and Other Stormwater System and Drainage Improvements	3,154,000.00	-	-	3,154,000.00	35,888.83
15-06	Various General Improvements	782,830.00	-	-	782,830.00	-
16-07	Preliminary Construction New Borough Hall	1,710,000.00	-	-	1,710,000.00	-
19-12	Cornwell/John St. Improvements	-	481,250.00	-	481,250.00	44,050.00
		\$ 8,478,429.49	\$ 481,250.00	\$ 71,711.00	\$ 8,887,968.49	\$ 6,552,232.00
						\$ 456,892.02
						\$ 1,878,844.47

Improvement Authorizations Unfunded \$ 4,124,736.89

Less: Unexpended Proceeds of Bond Anticipation Notes:

Ordinance	Amount
12-20	\$ 345,209.96
13-20	332,532.45
13-29	3,887.56
15-06	64,262.45
16-07	1,500,000.00
	<u>2,245,892.42</u>
	\$ 1,878,844.47

**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, 2019**

Balance, December 31, 2019 & 2018

\$ 150,000.00

**BOROUGH OF HIGHLANDS
COUNTY OF MONMOUTH, NEW JERSEY
GENERAL CAPITAL FUND
SCHEDULE OF FEMA REIMBURSEMENT
FOR THE YEAR ENDED DECEMBER 31, 2019**

Balance, December 31, 2019 & 2018

\$ 938,018.67

**BOROUGH OF HIGHLANDS
COUNTY OF MONMOUTH, NEW JERSEY
GENERAL CAPITAL FUND
SCHEDULE OF NJ DOT GRANT RECEIVABLE
FOR THE YEAR ENDED DECEMBER 31, 2019**

Balance, December 31, 2018	\$ 250,000.00
Increased By:	
Grant Award	<u>225,000.00</u>
	475,000.00
Decreased By:	
Cash Receipts	<u>418,750.00</u>
Balance, December 31, 2019	<u><u>\$ 56,250.00</u></u>

**BOROUGH OF HIGHLANDS
COUNTY OF MONMOUTH, NEW JERSEY
GENERAL CAPITAL FUND
SCHEDULE OF GENERAL SERIAL BONDS
FOR THE YEAR ENDED DECEMBER 31, 2019**

<u>Purpose</u>	<u>Date of Issue</u>	<u>Amount of Original Issue</u>	<u>Maturities of Bonds Outstanding December 31, 2019</u>	<u>Interest Rate</u>	<u>Balance December 31, 2018</u>	<u>Decreased</u>	<u>Balance December 31, 2019</u>
General Improvements	01/24/11	760,000.00	01/15/20 \$ 90,000.00 01/15/21 90,000.00	5.00% 5.00%	\$ 265,000.00	\$ 85,000.00	\$ 180,000.00
General Improvements	12/19/12	645,000.00	12/01/20 40,000.00 12/01/21 45,000.00 12/01/22 45,000.00 12/01/23 45,000.00 12/01/24 50,000.00 12/01/25 50,000.00 12/01/26 50,000.00 12/01/27 55,000.00	4.00% 4.00% 4.00% 4.00% 2.00% 3.00% 2.00% 2.00%	420,000.00	40,000.00	380,000.00
General Improvements	12/24/13	1,350,000.00	12/01/20 110,000.00 12/01/21 115,000.00 12/01/22 125,000.00 12/01/23 130,000.00 12/01/24 135,000.00 12/01/25 145,000.00	5.00% 5.00% 5.00% 5.00% 5.00% 5.00%	870,000.00	110,000.00	760,000.00
General Improvements	3/24/16	1,955,000.00	12/01/20 155,000.00 12/01/21 160,000.00 12/01/22 170,000.00 12/01/23 180,000.00 12/01/24 190,000.00 12/01/25 195,000.00 12/01/26 210,000.00 12/01/27 205,000.00 12/01/28 205,000.00	5.00% 5.00% 5.00% 5.00% 5.00% 5.00% 5.00% 4.00% 4.00%	1,820,000.00	150,000.00	1,670,000.00
					<u>\$ 3,375,000.00</u>	<u>\$ 385,000.00</u>	<u>\$ 2,990,000.00</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, 2019**

Balance, December 31, 2018	\$ 455,000.00
Decreased By:	
Amount Paid	<u>35,000.00</u>
Balance, December 31, 2019	<u><u>\$ 420,000.00</u></u>

**BOROUGH OF HIGHLANDS
COUNTY OF MONMOUTH, NEW JERSEY
GENERAL CAPITAL FUND
SCHEDULE OF IMPROVEMENT AUTHORIZATIONS
FOR THE YEAR ENDED DECEMBER 31, 2019**

Ordinance Number	Improvement Description	Amount	Balance December 31, 2018		Transferred From Encumbrances	Capital Improvement Fund	2019 Authorizations		NJDOT Grant	Expended	Transfer To Encumbrances		Balance December 31, 2019	
			Funded	Unfunded			Deferred Charges Unfunded	Expended			Funded	Unfunded	Funded	Unfunded
11-22	Acquisition of Computers and Software	65,000.00	\$ 7,080.61	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 7,080.61	\$ -	
12-12	Improvements to Washington Avenue	700,000.00	8,733.50	-	55,191.07	-	-	-	-	-	-	63,924.57	-	
12-20	Construction of Stormwater Pump Station & Drainage Improvements	1,200,000.00	-	332,162.15	146,148.13	-	-	-	122,253.86	-	10,846.46	-	345,209.96	
13-17	Wall Reconstruction	500,000.00	151,663.77	-	-	-	-	-	-	-	-	151,663.77	-	
13-20	Reconstruction of North Street Pump Station	1,800,000.00	-	333,439.14	-	-	-	-	-	-	906.69	-	332,532.45	
13-26	Flood Mitigation Project	800,000.00	-	11,507.87	40,874.36	-	-	-	10,450.18	-	4,228.75	-	37,703.30	
13-29	Improvements to Community Center	450,000.00	-	3,887.56	-	-	-	-	-	-	-	-	3,887.56	
14-08	Construction of Stormwater Pump Station and Other Stormwater System & Drainage Improvements	3,154,000.00	-	1,737,274.85	1,313,015.00	-	-	-	1,425,391.25	-	6,787.43	-	1,618,111.17	
15-06	Various General Improvements	1,386,000.00	-	96,088.05	-	-	-	-	30,995.60	-	-	-	65,092.45	
16-07	Preliminary Construction New Borough Hall	3,000,000.00	142,206.74	1,710,000.00	631,349.95	-	-	-	414,268.19	-	217,034.35	142,254.15	1,710,000.00	
17-03	Various Improvements - Open Space	300,000.00	271,994.67	-	-	-	-	-	11,195.17	-	500.00	260,299.50	-	
17-04	Various Road/Sewer Improvements	1,025,000.00	182,778.31	-	89,394.68	-	-	-	192,465.28	-	49,393.56	30,314.15	-	
18-15	Various Improvements	500,000.00	472,077.12	-	7,212.88	-	-	-	463,575.25	-	15,677.32	37.43	-	
19-12	Cornwell/John St Improvements	650,000.00	-	-	-	-	-	425,000.00	225,000.00	-	119,074.52	-	12,200.00	
19-22	Various Capital Improvements	250,000.00	-	-	-	250,000.00	-	-	55,154.02	-	138,788.57	56,060.41	-	
		\$	1,236,534.72	4,224,359.62	2,283,186.07	250,000.00	425,000.00	225,000.00	3,244,474.28	563,234.65	711,634.59	4,124,736.89		

**BOROUGH OF HIGHLANDS
COUNTY OF MONMOUTH, NEW JERSEY
GENERAL CAPITAL FUND
SCHEDULE OF CAPITAL IMPROVEMENT FUND
FOR THE YEAR ENDED DECEMBER 31, 2019**

Balance, December 31, 2018	\$ 674,669.26
Increased By:	
2019 Budget Appropriation	<u>275,000.00</u>
	949,669.26
Decreased By:	
Improvement Authorizations Funded	<u>250,000.00</u>
Balance, December 31, 2019	<u><u>\$ 699,669.26</u></u>

**BOROUGH OF HIGHLANDS
COUNTY OF MONMOUTH, NEW JERSEY
GENERAL CAPITAL FUND
SCHEDULE OF VARIOUS RESERVES
FOR THE YEAR ENDED DECEMBER 31, 2019**

	Balance December 31, <u>2019 & 2018</u>
Reserve for RCA Interest - Middletown	\$ 47,976.44
Reserve for Parking Improvements	450.00
Reserve for Sidewalk Fund	13,911.00
Reserve for NJ BIZ Loan	<u>26,250.00</u>
	<u>\$ 88,587.44</u>

**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, 2019**

<u>Ordinance Number</u>	<u>Improvement Description</u>	<u>Balance December 31, 2018</u>	<u>2019 Authorizations</u>	<u>Bond Anticipation Notes Issued</u>	<u>Balance December 31, 2019</u>
13-20	Reconstruction of North Street Pump Station	\$ 923.00	\$ -	\$ -	\$ 923.00
13-23	Removal of Disaster Related Debris and Demolition of Various Structures	152,482.88	-	-	152,482.88
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	-	1,500,000.00	1,654,000.00
15-06	Various General Improvements	830.61	-	-	830.61
16-07	Preliminary Construction New Borough Hall	960,000.00	-	750,000.00	210,000.00
19-12	Cornwell/John St. Improvements	-	481,250.00	425,000.00	56,250.00
		<u>\$ 4,529,486.49</u>	<u>\$ 481,250.00</u>	<u>\$ 2,675,000.00</u>	<u>\$ 2,335,736.49</u>

**BOROUGH OF HIGHLANDS
COUNTY OF MONMOUTH, NEW JERSEY
GENERAL CAPITAL FUND
SCHEDULE OF ACCOUNTS PAYABLE
FOR THE YEAR ENDED DECEMBER 31, 2019**

Balance, December 31, 2019 & 2018

\$ 3,597.75

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WATER-SEWER UTILITY FUND

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**BOROUGH OF HIGHLANDS
COUNTY OF MONMOUTH, NEW JERSEY
WATER-SEWER UTILITY FUND
SCHEDULE OF CASH - TREASURER
FOR THE YEAR ENDED DECEMBER 31, 2019**

	<u>Operating</u>	<u>Capital</u>
Balance, December 31, 2018	\$ 1,934,008.11	\$ 5,932.90
Increased By Receipts:		
Sewer Consumer Accounts Receivable	\$ 1,672,671.67	\$ -
Sewer Lien Receivable	840.61	-
Sewer Rent Overpayments	18,680.98	-
Interest on Delinquent Accounts	37,991.49	-
Interest on Investments	24,708.30	-
Capital Improvement Fund	-	125,000.00
Reserve for AHHRSA Settlement Proceeds	-	247,725.00
Miscellaneous Revenue Not Anticipated	4,270.00	-
	<u>1,759,163.05</u>	<u>372,725.00</u>
	3,693,171.16	378,657.90
Decreased By Disbursements:		
Budget Appropriations	1,323,019.92	-
Appropriation Reserves	184,300.63	-
Due to General Capital	-	100,000.00
Accounts Payable	15,679.30	-
Sewer Rent Overpayments	2,417.76	-
Improvement Authorizations	-	253,681.46
	<u>1,525,417.61</u>	<u>353,681.46</u>
Balance, December 31, 2019	<u><u>\$ 2,167,753.55</u></u>	<u><u>\$ 24,976.44</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, 2019**

		Balance December 31, <u>2019</u>
Due General Capital Fund		\$ 75,000.00
Capital Improvement Fund		231,750.00
Encumbrances Payable		132.84
Fund Balance		9,384.44
Reserve for AHHRSA Settlement Proceeds		247,725.00
Reserve for Down Payments on Capital Improvements		100.00
<u>Ordinance</u>	<u>Improvement Description</u>	
18-14	Various Sewer Utility Improvements	<u>(500,000.00)</u>
		<u><u>\$ 24,976.44</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, 2019**

Balance, December 31, 2018	\$ 226,122.90
Increased By:	
Water - Sewer Rents Levied	<u>1,720,284.07</u>
	1,946,406.97
Decreased By:	
Collections	<u>1,672,671.67</u>
Balance, December 31, 2019	<u><u>\$ 273,735.30</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, 2019**

Balance, December 31, 2018		\$ 106,636.46
Increased By:		
Current Year Accounts Payable		<u>63,608.40</u>
		170,244.86
Decreased By:		
Cash Disbursements	\$ 15,679.30	
Cancelled to Fund Balance	<u>37,972.08</u>	
		<u>53,651.38</u>
Balance, December 31, 2019		<u><u>\$ 116,593.48</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, 2019**

	Balance December 31, <u>2019 & 2018</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, 2019**

Balance, December 31, 2019 & 2018

\$ 257,839.76

**BOROUGH OF HIGHLANDS
COUNTY OF MONMOUTH, NEW JERSEY
WATER-SEWER UTILITY OPERATING FUND
SCHEDULE OF APPROPRIATION RESERVES
FOR THE YEAR ENDED DECEMBER 31, 2019**

	Balance December 31, <u>2018</u>	<u>Encumbrances</u>	Balance After <u>Transfers</u>	Paid or <u>Charged</u>	Balance <u>Lapsed</u>
Operating:					
Sewer					
Other Expenses	\$ 63,857.81	\$ 197,644.50	\$ 261,502.31	\$ 192,909.03	\$ 68,593.28
Shared Service - Sewer Operator	75,000.00	-	75,000.00	55,000.00	20,000.00
Group Insurance	428.74	-	428.74	-	428.74
Other Insurances	14,357.30	-	14,357.30	-	14,357.30
Statutory Expenditures:					
Contribution To Social Security System (O.A.S.I.)	380.08	-	380.08	-	380.08
	<u>\$ 154,023.93</u>	<u>\$ 197,644.50</u>	<u>\$ 351,668.43</u>	<u>\$ 247,909.03</u>	<u>\$ 103,759.40</u>
Appropriation Reserves			\$ 154,023.93		
Encumbrances Payable			<u>197,644.50</u>		
			<u>\$ 351,668.43</u>		
Accounts Payable				\$ 63,608.40	
Cash Disbursements				<u>184,300.63</u>	
				<u>\$ 247,909.03</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, 2019**

Balance, December 31, 2018	\$ 7,134.33
Increased By:	
Cash Receipts	<u>18,680.98</u>
Decreased By:	
Cash Disbursements	<u>2,417.76</u>
Balance, December 31, 2019	<u><u>\$ 23,397.55</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, 2019**

Balance, December 31, 2018		\$ 107,856.45
Decreased By:		
Interest Accrued		<u>108,372.60</u>
		216,229.05
Decreased By:		
Interest Paid	\$104,247.60	
Cancelled to Operations	<u>3,608.85</u>	
		<u>107,856.45</u>
Balance, December 31, 2019		<u><u>\$ 108,372.60</u></u>

Principal Outstanding December 31, 2019	Interest Rate	From	To	Period	Amount
Serial Bonds:					
105,000.00	Various	12/1/19	12/31/19	30 Days	\$ 412.50
30,000.00	Various	7/16/19	12/31/19	165 Days	687.50
429,000.00	Various	7/16/19	12/31/19	165 Days	7,626.66
2,971,800.00	Various	7/16/19	12/31/19	165 Days	68,103.75
Community Disaster Loan:					
300,000.00	1.375%	1/1/18	12/31/19	1198 Days	26,102.09
NJEIT Loans:					
325,000.00	Various	8/1/19	12/31/19	150 Days	<u>5,440.10</u>
					<u><u>\$ 108,372.60</u></u>

**BOROUGH OF HIGHLANDS
COUNTY OF MONMOUTH, NEW JERSEY
WATER-SEWER UTILITY CAPITAL FUND
SCHEDULE OF SERIAL BONDS
FOR THE YEAR ENDED DECEMBER 31, 2019**

Purpose	Date of Issue	Amount of Original Issue	Maturities of Bonds Outstanding December 31, 2019		Interest Rate	Balance December 31, 2018		Decreased	Balance December 31, 2019							
			Date	Amount												
Rehabilitation of Sanitary Sewer System	1/24/11	\$ 130,000.00	01/15/20	15,000.00	5.00%	\$ 45,000.00	\$ 15,000.00	\$	30,000.00							
			01/15/21	15,000.00	5.00%											
Rehabilitation of Sanitary Sewer System (Refunded)	03/01/16	\$ 115,000.00	12/01/20	10,000.00	5.00%	115,000.00	10,000.00	\$	105,000.00							
			12/01/21	10,000.00	5.00%											
			12/01/22	10,000.00	5.00%											
			12/01/23	10,000.00	5.00%											
			12/01/24	10,000.00	5.00%											
			12/01/25	15,000.00	5.00%											
			12/01/26	10,000.00	5.00%											
			12/01/27	15,000.00	4.00%											
			12/01/28	15,000.00	4.00%											
			2011 MCIA (AHHRSA)	04/14/14	\$ 3,712,800.00					01/15/20	169,000.00	5.00%	3,133,000.00	161,200.00	\$	2,971,800.00
01/15/21	179,400.00	5.00%														
01/15/22	189,800.00	5.00%														
01/15/23	197,600.00	5.00%														
01/15/24	208,000.00	5.00%														
01/15/25	218,400.00	5.00%														
01/15/26	228,800.00	5.00%														
01/15/27	239,200.00	5.00%														
01/15/28	252,200.00	5.00%														
01/15/29	265,200.00	5.00%														
01/15/30	280,800.00	5.00%														
01/15/31	291,200.00	5.00%														
01/15/32	252,200.00	5.00%														
2018 MCIA	04/14/17	\$ 440,000.00				08/01/20	3,000.00	3.00%	432,000.00	3,000.00	\$	429,000.00				
			08/01/21	3,000.00	4.00%											
			08/01/22	36,000.00	4.00%											
			08/01/23	36,000.00	4.00%											
			08/01/24	39,000.00	4.00%											
			08/01/25	42,000.00	4.00%											
			08/01/26	39,000.00	4.00%											
			08/01/27	42,000.00	4.00%											
			08/01/28	44,000.00	4.00%											
			08/01/29	47,000.00	4.00%											
			08/01/30	49,000.00	4.00%											
			08/01/31	49,000.00	3.00%											
													<u>\$ 3,725,000.00</u>	<u>\$ 189,200.00</u>	<u>\$</u>	<u>3,535,800.00</u>

**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, 2019**

Purpose	Date of Issue	Amount of Original Issue	Maturities of Bonds Outstanding December 31, 2019		Interest Rate	Balance December 31,		Balance December 31,
			Date	Amount		2018	Decreased	
New Jersey Environmental Infrastructure Trust Series 2014A (AHSA)	05/21/14	\$ 1,224,600.00	02/01/20	\$ 20,755.93	0.00%	\$ 934,016.98	\$ 62,267.79	\$ 871,749.19
			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	41,511.86	0.00%						
New Jersey Environmental Infrastructure Trust Series 2014A (AHSA)	05/21/14	\$ 400,000.00	08/01/20 - 08/01/24	20,000.00	5.00%	340,000.00	15,000.00	325,000.00
			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>\$ 1,274,016.98</u>	<u>\$ 77,267.79</u>	<u>\$ 1,196,749.19</u>

**BOROUGH OF HIGHLANDS
 COUNTY OF MONMOUTH, NEW JERSEY
 WATER-SEWER UTILITY OPERATING FUND
 SCHEDULE OF LIEN RECEIVABLE
 FOR THE YEAR ENDED DECEMBER 31, 2019**

Balance, December 31, 2018	\$	840.61
Decreased By:		
Collections		840.61
		840.61
Balance, December 31, 2019	\$	-

**BOROUGH OF HIGHLANDS
 COUNTY OF MONMOUTH, NEW JERSEY
 WATER-SEWER UTILITY CAPITAL FUND
 SCHEDULE OF CAPITAL IMPROVEMENT FUND
 FOR THE YEAR ENDED DECEMBER 31, 2019**

Balance, December 31, 2018	\$ 106,750.00
Increased By:	
2019 Budget Appropriation	<u>125,000.00</u>
Balance, December 31, 2019	<u><u>\$ 231,750.00</u></u>

**SCHEDULE OF RESERVE FOR AMORTIZATION
 FOR THE YEAR ENDED DECEMBER 31, 2019**

Balance, December 31, 2018	\$ 2,127,842.50
Increased By:	
Serial Bond Payment	\$ 189,200.00
Loan Payment	<u>77,267.79</u>
	<u>266,467.79</u>
Balance, December 31, 2019	<u><u>\$ 2,394,310.29</u></u>

**SCHEDULE OF RESERVE FOR DOWN PAYMENT ON IMPROVEMENTS
 FOR THE YEAR ENDED DECEMBER 31, 2019**

Balance, December 31, 2019 & 2018	<u><u>\$ 100.00</u></u>
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**BOROUGH OF HIGHLANDS
COUNTY OF MONMOUTH, NEW JERSEY
WATER-SEWER UTILITY CAPITAL FUND
SCHEDULE OF FIXED CAPITAL AUTHORIZED AND UNCOMPLETED
FOR THE YEAR ENDED DECEMBER 31, 2019**

<u>Ordinance Number</u>	<u>Improvement Description</u>	<u>Amount</u>	Balance December 31, <u>2019 & 2018</u>
18-14	Various Sewer Utility Improvements	\$ 500,000.00	\$ 500,000.00
18-23	Various Sewer Utility Improvements	5,050,000.00	<u>5,050,000.00</u>
			<u><u>\$ 5,550,000.00</u></u>

**BOROUGH OF HIGHLANDS
COUNTY OF MONMOUTH, NEW JERSEY
WATER-SEWER UTILITY CAPITAL FUND
SCHEDULE OF IMPROVEMENT AUTHORIZATIONS
FOR THE YEAR ENDED DECEMBER 31, 2019**

Ordinance Number	Description	Amount	Balance December 31, 2018		Transferred From Encumbrances	Paid or Charged	Transferred To Encumbrances	Balance December 31, 2019	
			Funded	Unfunded				Funded	Unfunded
18-14	Various Sewer Utility Improvements	\$ 500,000.00	\$ -	\$ 68,281.99	\$ 146,416.47	\$ 214,565.62	\$ 132.84	\$ -	\$ -
18-23	Various Sewer Utility Improvements	5,050,000.00	-	5,050,000.00	-	39,115.84	-	-	5,010,884.16
			\$ -	\$ 5,118,281.99	\$ 146,416.47	\$ 253,681.46	\$ 132.84	\$ -	\$ 5,010,884.16

**BOROUGH OF HIGHLANDS
COUNTY OF MONMOUTH, NEW JERSEY
WATER-SEWER UTILITY CAPITAL FUND
SCHEDULE OF BONDS AND NOTES AUTHORIZED BUT NOT ISSUED
FOR THE YEAR ENDED DECEMBER 31, 2019**

<u>Ordinance Number</u>	<u>Improvement Description</u>	<u>Balance December 31, 2019 & 2018</u>
18-14	Various Sewer Utility Improvements	\$ 500,000.00
18-23	Various Sewer Utility Improvements	<u>5,050,000.00</u>
		<u><u>\$5,550,000.00</u></u>

**BOROUGH OF HIGHLANDS
COUNTY OF MONMOUTH, NEW JERSEY
WATER-SEWER UTILITY CAPITAL FUND
SCHEDULE OF RESERVE FOR AHHRSA SETTLEMENT PROCEEDS
FOR THE YEAR ENDED DECEMBER 31, 2019**

Balance, December 31, 2018	\$ -
Increased By:	
Cash Receipts	<u>247,725.00</u>
Balance, December 31, 2019	<u><u>\$ 247,725.00</u></u>

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GENERAL FIXED ASSETS ACCOUNT GROUP

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**BOROUGH OF HIGHLANDS
COUNTY OF MONMOUTH, NEW JERSEY
GENERAL FIXED ASSETS ACCOUNT GROUP
SCHEDULE OF GENERAL FIXED ASSETS
FOR THE YEAR ENDED DECEMBER 31, 2019**

	Balance December 31, <u>2018</u>	<u>Additions</u>	Balance December 31, <u>2019</u>
Land	\$ 1,097,800.00	\$ -	\$ 1,097,800.00
Building	6,252,197.90	-	6,252,197.90
Machinery and Equipment	4,882,569.28	259,309.03	5,141,878.31
	<u>\$ 12,232,567.18</u>	<u>\$ 259,309.03</u>	<u>\$ 12,491,876.21</u>

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PAYROLL FUND

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**BOROUGH OF HIGHLANDS
COUNTY OF MONMOUTH, NEW JERSEY
PAYROLL FUND
SCHEDULE OF CASH
FOR THE YEAR ENDED DECEMBER 31, 2019**

Balance, December 31, 2018	\$ 66,637.89
Increased By Receipts:	
Payroll Cash Receipts	<u>4,886,654.65</u>
	4,953,292.54
Decreased By Disbursements:	
Payroll Cash Disbursements	<u>4,715,799.16</u>
Balance, December 31, 2019	<u><u>\$ 237,493.38</u></u>

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COMMENTS AND RECOMMENDATIONS

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BOROUGH OF HIGHLANDS

PART II

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

FOR THE YEAR ENDED DECEMBER 31, 2019

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**BOROUGH OF HIGHLANDS
SCHEDULE OF FINANCIAL STATEMENT FINDINGS
FOR THE YEAR ENDED DECEMBER 31, 2019**

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.

Finding No. 2019-001:

Criteria of Specific Requirement:

N.J.S.A. 40A:11-4 states “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.”

Condition:

Payments in the aggregate to one vendor exceeded the bid threshold during the year ended December 31, 2019.

Cause:

The Borough did not properly monitor payments made to one vendor during the year.

Effect or Potential Effect:

Non-compliance with N.J.S.A. 40A:11-4

Recommendation:

That the Borough should implement controls to ensure payments to vendors are monitored for compliance with N.J.S.A. 40A:11-4.

View of Responsible Officials and Corrective Action Plan:

The responsible officials agree with this finding and will address the matter as part of their corrective action plan.

Finding No. 2019-002:

Criteria of Specific Requirement:

N.J.S.A 40A:4-57 states that no officer, board, body or commission shall, during any fiscal year, expend any money, incur any liability, or enter into any contract which by its terms involves the expenditure of money for any purpose for which no appropriation is provided, or in excess of the amount appropriated for such service.

Condition:

The Borough’s Current Fund Statement of Expenditures reflects an over-expenditure of \$16,105.55.

Cause:

Management Oversight

Effect or Potential Effect:

Non-compliance with N.J.S.A. 40A:4-57

**BOROUGH OF HIGHLANDS
SCHEDULE OF FINANCIAL STATEMENT FINDINGS
FOR THE YEAR ENDED DECEMBER 31, 2019**

Finding No. 2019-002 (Continued):

Recommendation:

That the Borough, prior to the encumbering of purchase orders, verify that sufficient funds are available in the applicable budget appropriation line item in order to prevent the over-expenditure of funds.

View of Responsible Officials and Corrective Action Plan:

The responsible officials agree with this finding and will address the matter as part of their corrective action plan.

BOROUGH OF HIGHLANDS
SUMMARY SCHEDULE OF PRIOR YEAR AUDIT FINDINGS
FOR THE YEAR ENDED DECEMBER 31, 2019

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.

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BOROUGH OF HIGHLANDS

PART III

**LETTER OF COMMENTS AND RECOMMENDATIONS – REGULATORY BASIS
FOR THE YEAR ENDED DECEMBER 31, 2019**

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OFFICIALS IN OFFICE AND SURETY BONDS

The following officials were in office at December 31, 2019:

<u>Name</u>	<u>Title</u>
Richard W. O'Neil	Mayor
Rosemary Ryan	Council President
Kenneth R. Braswell	Councilmember
Carolyn Broullon	Councilmember
Linda Mazzola	Councilmember
Matthew Conlon	Municipal Clerk
Patrick J. DeBlasio	Chief Financial Officer, Tax Collector
Thomas J. Smith	Judge
Martha Diaz-Verson	Court Administrator

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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, 2019.

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, 2019.

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 revealed 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* for one vendor during the year ended December 31, 2019.

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, 2019 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):

Finding 2019-001 (*Finding 2019-001 in the Schedule of Findings and Recommendations section*)

Payments in the aggregate to one vendor exceeded the bid threshold during the year ended December 31, 2019.

Finding 2019-002 (*Finding 2019-002 in the Schedule of Findings and Recommendations section*)

The Borough's Current Fund Statement of Expenditures reflects an over-expenditure of \$16,105.55.

RECOMMENDATIONS:

Finding 2019-001

That the Borough should implement controls to ensure payments to vendors are monitored for compliance with N.J.S.A. 40A:11-4.

Finding 2019-002

That the Borough, prior to the encumbering of purchase orders, verify that sufficient funds are available in the applicable budget appropriation line item in order to prevent the over-expenditure of funds.

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

Toms River, New Jersey
September 18, 2020