

**BOROUGH OF PINE HILL
COUNTY OF CAMDEN
REPORT OF AUDIT
FOR THE YEAR ENDED DECEMBER 31, 2013**



75 YEARS OF SERVICE

1939-2014

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BOROUGH OF PINE HILL
PART 1
REPORT OF AUDIT OF FINANCIAL STATEMENTS
FOR THE YEAR ENDED DECEMBER 31, 2013

INDEPENDENT AUDITOR'S REPORT

The Honorable Mayor and
Members of the Borough Council
Borough of Pine Hill
Pine Hill, New Jersey 08021

Report on the Financial Statements

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

Management's Responsibility for the Financial Statements

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

Auditor's Responsibility

Our responsibility is to express opinions on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in Government Auditing Standards, issued by the Comptroller General of the United States; and in compliance with audit requirements as prescribed by the Division of Local Government Services, Department of Community Affairs, State of New Jersey. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

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

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

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

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

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

Adverse Opinion on U.S. Generally Accepted Accounting Principles

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

Basis for Qualified Opinion on Regulatory Basis of Accounting

The financial statements referred to above do not include the general fixed assets account group, as required by N.J.A.C. 5:30-5.6, because a record of general fixed assets was not maintained by the Borough. The amount that should be recorded in the general fixed assets account group is not known.

Qualified Opinion on Regulatory Basis of Accounting

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

Other Information

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

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

Other Reporting Required by Government Auditing Standards

In accordance with Government Auditing Standards, we have also issued our report dated October 10, 2014 on our consideration of the Borough of Pine Hill's, in the County of Camden, State of New Jersey, internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with Government Auditing Standards in considering the Borough of Pine Hill's internal control over financial reporting.

Respectfully submitted,



BOWMAN & COMPANY LLP
Certified Public Accountants
& Consultants



Michael J. Welding
Certified Public Accountant
Registered Municipal Accountant

Woodbury, New Jersey
October 10, 2014

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

INDEPENDENT AUDITOR'S REPORT

The Honorable Mayor and
Members of the Borough Council
Borough of Pine Hill
Pine Hill, New Jersey 08021

We have audited, in accordance with the auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in Government Auditing Standards issued by the Comptroller General of the United States; and the audit requirements as prescribed by the Division of Local Government Services, Department of Community Affairs, State of New Jersey, the financial statements prepared on a regulatory basis of accounting prescribed by the Division of Local Government Services, Department of Community Affairs, State of New Jersey of the Borough of Pine Hill, in the County of Camden, State of New Jersey, as of and for the year ended December 31, 2013, and the related notes to the financial statements, which collectively comprise the Borough's basic financial statements, and have issued our report thereon dated October 10, 2014. That report indicated that the Borough of Pine Hill's financial statements were not prepared in accordance with accounting principles generally accepted in the United States of America, but were prepared on a regulatory basis of accounting prescribed by the Division of Local Government Services, Department of Community Affairs, State of New Jersey. In our report, our opinion was modified because the financial statements did not include the general fixed assets account group as required by the New Jersey Administrative Code.

Internal Control Over Financial Reporting

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

Our consideration of internal control was for the limited purpose described in the preceding paragraph and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies and therefore, material weaknesses or significant deficiencies may exist that were not identified. However, as described in the accompanying Schedule of Findings and Recommendations, we identified certain deficiencies in internal control that we consider to be material weaknesses and significant deficiencies.

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 Borough's financial statements will not be prevented, or detected and corrected on a timely basis. We consider the following deficiencies described in the accompanying Schedule of Findings and or Recommendations to be material weaknesses 2013-1 and 2013-2.

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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. We consider the following deficiencies described in the accompanying Schedule of Findings and Recommendations to be significant deficiencies 2013-3.

Compliance and Other Matters

As part of obtaining reasonable assurance about whether Borough of Pine Hill'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 instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards* or 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 Findings and Recommendations as items 2013-2, and 2013-4.

The Borough of Pine Hill's Response to Findings

The Borough of Pine Hill's response to the findings identified in our audit is described in the accompanying Schedule of Findings and Recommendations. 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,



BOWMAN & COMPANY LLP
Certified Public Accountants
& Consultants



Michael J. Welding
Certified Public Accountant
Registered Municipal Accountant

Woodbury, New Jersey
October 10, 2014

BOROUGH OF PINE HILL

CURRENT FUND

Statements of Assets, Liabilities, Reserves and Fund Balance -- Regulatory Basis
As of December 31, 2013 and 2012

Assets:	Ref.	2013	2012
Regular Fund:			
Cash:			
Treasurer	SA-1	\$ 1,698,452.69	\$ 938,102.01
Collector	SA-2	137,144.80	638,374.11
Petty Cash Fund	A	300.00	300.00
		<u>1,835,897.49</u>	<u>1,576,776.12</u>
Receivables and Other Assets with Full Reserves:			
Delinquent Property Taxes Receivable	SA-3	639,594.25	635,704.29
Tax Title Liens Receivable	SA-4	481,611.56	415,375.03
Property Acquired for Taxes - Assessed Valuation	SA-5	332,550.00	332,550.00
Revenue Accounts Receivable	SA-7	5,699.67	17,281.64
Due from Animal Control Fund	SB-3	4,743.13	1,912.05
Due from Trust Other Fund	SB-6	10,356.75	8,148.92
Due from General Capital Fund	SC-5	71,180.83	759.01
	A	<u>1,545,736.19</u>	<u>1,411,730.94</u>
Deferred Charges:			
Special Emergency Appropriations			
NJSA 40A:4-55	SA-8	-	59,400.00
Emergency Appropriation	A-3	-	34,811.22
		<u>-</u>	<u>94,211.22</u>
		<u>3,381,633.68</u>	<u>3,082,718.28</u>
Federal and State Grant Fund:			
Grants Receivable	SA-18	6,437.46	-
Due from Current Fund	SA-17	66,926.29	120,409.14
Deferred Charges:			
Overexpenditure of Appropriated Grants	SA-20	4,556.27	-
		<u>77,920.02</u>	<u>120,409.14</u>
		<u>\$ 3,459,553.70</u>	<u>\$ 3,203,127.42</u>

(Continued)

BOROUGH OF PINE HILL
CURRENT FUND

Statements of Assets, Liabilities, Reserves and Fund Balance -- Regulatory Basis
As of December 31, 2013 and 2012

	<u>Ref.</u>	<u>2013</u>	<u>2012</u>
Liabilities, Reserves and Fund Balance:			
Regular Fund:			
Appropriation Reserves	A-3; SA-10	\$ 371,185.69	\$ 373,249.77
Encumbrances Payable	A-3; SA-10	85,672.88	67,161.86
Prepaid Taxes	SA-11	100,133.96	67,859.24
Tax Overpayments	SA-12	-	58,423.12
Due County for Added and Omitted Taxes	SA-14	50,415.77	2,010.78
Due to Federal and State Grant Fund	SA-17	66,926.29	120,409.14
Due State of New Jersey - Marriage License Fees	SA-1	375.00	275.00
Due From State of New Jersey - Seniors and Veterans	SA-6	2,950.69	750.00
Due Pine Hill MUA	A-1	-	142.32
Special Emergency Notes	SA-9	-	59,400.00
Reserve for Sanitary Landfill Closure	A-1	-	18,659.09
Reserve for Revaluation	A-1	-	250.40
		<u>677,660.28</u>	<u>768,590.72</u>
Reserves for Receivables	A	1,545,736.19	1,411,730.94
Fund Balance	A-1	<u>1,158,237.21</u>	<u>902,396.62</u>
		<u>3,381,633.68</u>	<u>3,082,718.28</u>
Federal and State Grant Fund:			
Unappropriated Reserves	SA-19	31,536.55	29,609.77
Appropriated Reserves	SA-20	46,230.97	87,899.40
Encumbrances Payable	SA-20	<u>152.50</u>	<u>2,899.97</u>
		<u>77,920.02</u>	<u>120,409.14</u>
		<u>\$ 3,459,553.70</u>	<u>\$ 3,203,127.42</u>

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

BOROUGH OF PINE HILL
CURRENT FUND

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

	2013	2012
Revenue and Other Income Realized:		
Fund Balance Utilized	\$ 695,000.00	\$ 715,000.00
Miscellaneous Revenues Anticipated	2,449,684.69	2,395,447.64
Receipts from Delinquent Taxes	665,322.05	531,440.27
Receipts from Current Taxes	20,014,431.13	19,471,723.00
Nonbudget Revenues	144,266.83	158,199.16
Other Credits to Income:		
Unexpended Balance of Appropriation Reserves	290,081.28	112,062.69
Interfund Returned	-	40,886.65
Miscellaneous Adjust to Fund Balance	-	6,481.95
Tax Overpayments Canceled	50,665.35	-
Statutory Excess - Animal Control Fund	2,782.10	1,877.39
Reserve for Appropriated Grants Cancelled	66,796.46	-
Reserve for Landfill Cancelled	18,659.09	-
Reserve for Revaluation Cancelled	250.40	-
Due Pine Hill MUA Canceled	142.32	-
	<u>24,398,081.70</u>	<u>23,433,118.75</u>
Expenditures:		
Budget and Emergency Appropriations:		
Appropriations Within "CAPS"		
Operations:		
Salaries and Wages	2,883,207.00	2,825,185.00
Other Expenses	2,832,292.00	2,693,094.00
Deferred Charges and Statutory Expenditures	723,430.00	782,757.22
Appropriations Excluded from "CAPS"		
Operations:		
Salaries and Wages	30,447.27	30,747.98
Other Expenses	77,036.69	115,022.87
Capital Improvements	15,000.00	15,000.00
Municipal Debt Service	721,440.29	650,609.74
Deferred Charges	94,211.22	129,400.00
County Taxes	4,054,071.70	4,018,910.10
Due County for Added and Omitted Taxes	50,415.77	2,010.78
Local District School Tax	11,001,537.44	10,768,139.00
Special District Taxes	880,441.00	860,261.00
Prior Year Senior Citizens Disallowed	8,250.00	7,000.00
Interfund Created	75,460.73	1,912.05
	<u>23,447,241.11</u>	<u>22,900,049.74</u>

(Continued)

BOROUGH OF PINE HILL
CURRENT FUND
 Statements of Operations and Changes in Fund Balance -- Regulatory Basis
 For Year Ended December 31, 2013 and 2012

	<u>2013</u>	<u>2012</u>
Excess in Revenues	\$ 950,840.59	\$ 533,069.01
Adjustments to Income Before Fund Balance - Expenditures Included Above Which Are by Statute Deferred Charges to Budget of Succeeding Year	<u>-</u>	<u>34,811.22</u>
Statutory Excess to Fund Balance	950,840.59	567,880.23
Fund Balance January 1	<u>902,396.62</u>	<u>1,049,516.39</u>
Total	1,853,237.21	1,617,396.62
Decreased by:		
Utilization as Anticipated Revenue	<u>695,000.00</u>	<u>715,000.00</u>
Fund Balance December 31	<u><u>\$ 1,158,237.21</u></u>	<u><u>\$ 902,396.62</u></u>

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

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

	Anticipated Budget	Special N.J.S. 40A:4-87	Realized	Excess or (Deficit)
Fund Balance Anticipated	\$ 695,000.00		\$ 695,000.00	
Miscellaneous Revenues:				
Licenses:				
Other	6,000.00		10,985.00	\$ 4,985.00
Fees and Permits	106,000.00		137,767.00	31,767.00
Fines and Costs:				
Municipal Court	90,000.00		90,090.76	90.76
Interest and Costs on Taxes	85,000.00		139,104.70	54,104.70
Payment in Lieu of Taxes:				
Mansion Apartments	230,000.00		271,121.28	41,121.28
Pine Hill Gardens	320,000.00		370,562.04	50,562.04
Rental Lease Agreement - Pine Hill Golf Club	323,000.00		323,929.64	929.64
Consolidated Municipal Property Tax Relief Aid	96,145.00		96,145.00	
Energy Receipts Tax P.L. 1997, Chapters 162 & 167	788,740.00		788,740.06	0.06
Uniform Construction Code Fees	65,000.00		134,267.00	69,267.00
Interlocal Service Agreements				
Borough of Lindenwold				
Uniform Construction Code Enforcement	27,365.00		27,365.00	
Public and Private Revenues Offset With Appropriations:				
Alcohol Education, Rehabilitation & Enforcement Fund		\$ 1,161.04	1,161.04	
Clean Communities Program		17,507.89	17,507.89	
Click it or Ticket	4,400.00		4,400.00	
Drunk Driving Enforcement Fund	3,082.27		3,082.27	
Municipal Alliance on Alcoholism and Drug Abuse	11,067.00	1,194.00	12,261.00	
Drunk Driver Prevention		8,600.00	8,600.00	
Recycling Tonnage Grant	10,595.01		10,595.01	
Sustainable New Jersey		2,000.00	2,000.00	
	<u>2,166,394.28</u>	<u>30,462.93</u>	<u>2,449,684.69</u>	<u>252,827.48</u>
Receipts from Delinquent Taxes	<u>645,000.00</u>		<u>665,322.05</u>	<u>20,322.05</u>
Subtotal General Revenues	3,506,394.28	30,462.93	3,810,006.74	273,149.53
Amount to be Raised by Taxes for Support of Municipal Budget - Local Tax for Municipal Purposes	<u>4,722,338.08</u>		<u>4,910,043.33</u>	<u>187,705.25</u>
Budget Totals	8,228,732.36	30,462.93	8,720,050.07	460,854.78
Nonbudget Revenues			144,266.83	144,266.83
	<u>\$ 8,228,732.36</u>	<u>\$ 30,462.93</u>	<u>\$ 8,864,316.90</u>	<u>\$ 605,121.61</u>

(Continued)

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

Analysis of Realized Revenue:

Allocation of Current Tax Collections:

Revenue from Collections	\$ 20,014,431.13
Allocated to:	
School, County, and Special District Taxes	15,986,465.91
Balance for Support of Municipal Budget Revenues	4,027,965.22
Add:	
Appropriation: "Reserve for Uncollected Taxes"	882,078.11
Amount for Support of Municipal Budget Appropriations	\$ 4,910,043.33
<u>Receipts from Delinquent Taxes:</u>	
Delinquent Tax Collections	\$ 599,711.95
Tax Title Lien Collections	65,610.10
	\$ 665,322.05

(Continued)

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

	Appropriations		Expenditures			Unexpended Balance Canceled
	Budget	Budget After Modification	Paid or Charged	Encumbered	Reserved	
OPERATIONS WITHIN "CAPS"						
GENERAL GOVERNMENT:						
General Administration:						
Salaries and Wages	\$ 100,000.00	\$ 98,000.00	\$ 73,891.97		\$ 24,108.03	
Other Expenses	24,445.00	30,145.00	29,870.41	\$ 263.94	10.65	
Mayor and Council:						
Salaries and Wages	24,288.00	24,288.00	24,049.97		238.03	
Other Expenses	4,800.00	5,000.00	4,982.00	18.00		
Municipal Clerk:						
Salaries and Wages	38,512.00	39,012.00	38,512.00		500.00	
Other Expenses	20,550.00	20,050.00	15,121.18	290.55	4,638.27	
Financial Administration:						
Salaries and Wages	129,379.00	129,379.00	123,146.15		6,232.85	
Other Expenses	28,400.00	28,400.00	25,051.00	1,119.76	2,229.24	
Audit Services:						
Other Expenses	45,000.00	45,000.00	45,000.00			
Revenue Administration:						
Salaries and Wages	59,673.00	58,673.00	50,077.07		8,595.93	
Other Expenses	11,700.00	12,700.00	12,061.51	605.51	32.98	
Tax Assessment Administration:						
Other Expenses	27,100.00	27,100.00	21,282.04	642.47	5,175.49	
Legal Services:						
Other Expenses	78,400.00	88,400.00	82,864.87	4,625.00	910.13	
Economic Development						
Other Expenses	10,100.00	10,100.00	23.80		10,076.20	
Engineering Services:						
Other Expenses	8,000.00	13,000.00	11,021.78	869.00	1,109.22	
Planning/Zoning Board:						
Salaries and Wages	11,313.00	11,313.00	10,802.59		510.41	
Other Expenses	2,845.00	2,845.00	2,188.99	540.00	116.01	
Insurance:						
Unemployment Insurance	30,000.00	30,000.00	1,369.86		28,630.14	
Liability Insurance	143,001.00	151,521.00	149,882.17	385.00	1,253.83	
Worker's Compensation Insurance	128,000.00	127,100.00	127,078.82		21.18	
Employee Group Insurance	936,000.00	936,000.00	889,608.19	11,672.61	34,719.20	
Health Benefit Waiver	16,000.00	16,000.00	13,933.97		2,066.03	

(Continued)

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

	Appropriations		Paid or Charged	Expenditures		Unexpended Balance Canceled
	Budget	Budget After Modification		Encumbered	Reserved	
OPERATIONS WITHIN "CAPS" (CONT'D)						
PUBLIC SAFETY FUNCTIONS:						
Police Department:						
Salaries and Wages	\$ 1,991,723.00	\$ 1,981,223.00	\$ 1,911,621.55	\$ 55.98	\$ 69,545.47	
Other Expenses	83,650.00	94,150.00	86,189.55	7,900.62	59.83	
Office of Emergency Management:						
Salaries and Wages	2,842.00	2,842.00	2,492.63		349.37	
Other Expenses	5,500.00	5,500.00	2,931.73	236.25	2,332.02	
Municipal Prosecutor:						
Salaries and Wages	9,666.00	9,666.00	9,666.00			
Municipal Court:						
Salaries and Wages	94,188.00	94,188.00	94,167.00		21.00	
Other Expenses	9,200.00	9,200.00	6,642.98	755.65	1,801.37	
Public Defender:						
Salaries and Wages	6,166.00	6,166.00	6,166.00			
PUBLIC WORKS FUNCTION:						
Street and Roads Maintenance:						
Salaries and Wages	171,539.00	171,539.00	148,668.32		22,870.68	
Other Expenses	28,050.00	28,050.00	24,719.88	3,249.02	81.10	
Solid Waste Collection:						
Other Expenses	358,256.00	358,256.00	357,169.63		1,086.37	
Buildings and Grounds:						
Salaries and Wages	57,364.00	57,364.00	51,560.16		5,803.84	
Other Expenses	35,600.00	35,600.00	25,449.87	1,490.56	8,659.57	
Vehicle Maintenance:						
Other Expenses	68,000.00	68,000.00	51,931.78	15,692.63	375.59	
HEALTH AND HUMAN SERVICES:						
Public Health Services:						
Other Expenses	300.00	300.00	62.50		237.50	
Environmental Health Services:						
Other Expenses	300.00	300.00	300.00			
Animal Control Services:						
Other Expenses	31,320.00	31,320.00	26,832.00	98.00	4,390.00	
PARK AND RECREATION FUNCTIONS:						
Recreation Services and Programs:						
Other Expenses	1,500.00	1,500.00	1,500.00			

(Continued)

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

	Appropriations		Expenditures			Unexpended Balance Canceled
	Budget	Budget After Modification	Paid or Charged	Encumbered	Reserved	
OPERATIONS WITHIN "CAPS" (CONT'D)						
PARK AND RECREATION FUNCTIONS (CONT'D):						
Maintenance of Parks:						
Salaries and Wages	\$ 106,126.00	\$ 106,126.00	\$ 95,250.50		\$ 10,875.50	
Other Expenses	9,850.00	9,850.00	6,650.91	\$ 1,086.14	2,112.95	
Accumulated Leave Compensation						
Other Expenses	23,500.00	22,805.00	22,797.94		7.06	
OTHER COMMON OPERATING FUNCTIONS:						
Celebration of Public Events:						
Other Expenses	23,325.00	23,325.00	15,783.78	2,451.95	5,089.27	
Public Transportation:						
Other Expenses	4,500.00	4,500.00	4,095.00	405.00		
UTILITY EXPENSE AND BULK PURCHASES:						
Street Lighting	110,000.00	110,000.00	109,000.44		999.56	
Electricity	48,000.00	48,500.00	48,484.58		15.42	
Telephone	22,000.00	22,000.00	19,089.10	1,538.38	1,372.52	
Water	7,500.00	7,500.00	4,093.35	610.70	2,795.95	
Natural Gas	20,000.00	20,000.00	13,556.04	2,021.19	4,422.77	
Sewerage Processing and Disposal	2,300.00	2,500.00	2,498.16		1.84	
Gasoline	108,000.00	108,000.00	69,571.42	8,749.14	29,679.44	
LANDFILL/SOLID WASTE DISPOSAL COSTS:						
Other Expenses	300,000.00	273,475.00	202,842.34	17,373.32	53,259.34	
CODE ENFORCEMENT AND ADMINISTRATION:						
Uniform Construction Code Enforcement:						
Salaries and Wages	79,221.00	79,221.00	76,467.89		2,753.11	
Other Expenses	4,150.00	4,150.00	3,700.64	27.89	421.47	
Other Code Enforcement Functions:						
Salaries and Wages	14,207.00	14,207.00	12,912.70		1,294.30	
Other Expenses	150.00	150.00			150.00	
Total Operations Within "CAPS"	5,715,499.00	5,715,499.00	5,266,686.71	84,774.26	364,038.03	-
Detail:						
Salaries and Wages	2,896,207.00	2,883,207.00	2,729,452.50	55.98	153,698.52	-
Other Expenses	2,819,292.00	2,832,292.00	2,537,234.21	84,718.28	210,339.51	-

(Continued)

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

	Appropriations		Paid or Charged	Expenditures		Unexpended Balance Canceled
	Budget	Budget After Modification		Encumbered	Reserved	
DEFERRED CHARGES AND STATUTORY EXPENDITURES - MUNICIPAL WITHIN "CAPS":						
Statutory Expenditures:						
Contribution to:						
Public Employees' Retirement System	\$ 114,748.00	\$ 114,748.00	\$ 114,748.00			
Social Security System (O.A.S.I.)	230,000.00	229,500.00	224,714.93		\$ 4,785.07	
Police and Fireman's Retirement System	379,182.00	379,182.00	379,182.00	-		
TOTAL DEFERRED CHARGES AND STATUTORY EXPENDITURES - MUNICIPAL WITHIN "CAPS"	723,930.00	723,430.00	718,644.93	-	4,785.07	-
TOTAL GENERAL APPROPRIATIONS FOR MUNICIPAL PURPOSES WITHIN "CAPS"	6,439,429.00	6,438,929.00	5,985,331.64	\$ 84,774.26	368,823.10	-
OPERATIONS EXCLUDED FROM "CAPS"						
SFSP Fire District Payment	3,945.00	3,945.00	3,945.00			
Recycling Tax	13,800.00	13,800.00	10,538.79	898.62	2,362.59	
Interlocal Service Agreement - Borough of Lindenwold:						
Uniform Construction Code Enforcement						
Salaries and Wages	27,365.00	27,365.00	27,365.00			
Public and Private Programs Offset by Revenues:						
Alcohol Education, Rehabilitation & Enforcement Fund		1,161.04	1,161.04			
Click it or Ticket	4,400.00	4,400.00	4,400.00			
Clean Communities Program		17,507.89	17,507.89			
Drunk Driver Prevention		8,600.00	8,600.00			
Drunk Driving Enforcement	3,082.27	3,082.27	3,082.27			
Municipal Alliance on Alcoholism and Drug Abuse:						
State Share	11,067.00	12,261.00	12,261.00			
Local Share	2,766.75	2,766.75	2,766.75			
Sustainable Jersey Grant		2,000.00	2,000.00			
Recycling Tonnage Grant	10,595.01	10,595.01	10,595.01			
TOTAL OPERATIONS - EXCLUDED FROM "CAPS"	77,021.03	107,483.96	104,222.75	898.62	2,362.59	-
Detail:						
Salaries and Wages	30,447.27	30,447.27	30,447.27	-	-	-
Other Expenses	46,573.76	77,036.69	73,775.48	898.62	2,362.59	-

(Continued)

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

	Appropriations		Paid or Charged	Expenditures		Unexpended Balance Canceled
	Budget	Budget After Modification		Encumbered	Reserved	
<u>CAPITAL IMPROVEMENTS -EXCLUDED FROM "CAPS"</u>						
Capital Improvement Fund	\$ 15,000.00	\$ 15,000.00	\$ 15,000.00	-		
<u>MUNICIPAL DEBT SERVICE -EXCLUDED FROM "CAPS"</u>						
Payment of Bond Principal	385,000.00	385,000.00	385,000.00			
Payment of Bond Anticipation Notes and Capital Notes	125,000.00	125,000.00	125,000.00			
Interest on Bonds	120,870.00	120,870.00	120,870.00			
Interest on Notes	5,200.00	5,200.00	5,167.67			\$ 32.33
New Jersey Environmental Infrastructure Trust:						
Loan Repayments for Principal and Interest	42,858.00	42,858.00	42,857.82			0.18
Green Trust Loan Program						
Loan Repayments for Principal and Interest	42,065.00	42,565.00	42,544.80			20.20
TOTAL MUNICIPAL DEBT SERVICE - EXCLUDED FROM "CAPS"	720,993.00	721,493.00	721,440.29	-	-	52.71
<u>DEFERRED CHARGES - MUNICIPAL - EXCLUDED FROM "CAPS"</u>						
Emergency Authorizations	34,811.22	34,811.22	34,811.22			
Special Emergency Authorizations - 5 years	59,400.00	59,400.00	59,400.00			
TOTAL DEFERRED CHARGES - MUNICIPAL - EXCLUDED FROM "CAPS"	94,211.22	94,211.22	94,211.22	-	-	-
TOTAL GENERAL APPROPRIATIONS FOR MUNICIPAL PURPOSES EXCLUDED FROM "CAPS"	907,225.25	938,188.18	934,874.26	\$ 898.62	\$ 2,362.59	52.71
SUBTOTAL GENERAL APPROPRIATIONS	7,346,654.25	7,377,117.18	6,920,205.90	85,672.88	371,185.69	52.71
RESERVE FOR UNCOLLECTED TAXES	882,078.11	882,078.11	882,078.11	-	-	-
TOTAL GENERAL APPROPRIATIONS	\$ 8,228,732.36	\$ 8,259,195.29	\$ 7,802,284.01	\$ 85,672.88	\$ 371,185.69	\$ 52.71

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

	<u>Budget After Modification</u>	<u>Paid or Charged</u>
N.J.S.A. 40A: 4-87	\$ 30,462.93	
Budget	<u>8,228,732.36</u>	
	<u>\$ 8,259,195.29</u>	
Due From Trust Other		\$ (6,634.83)
Deferred Charge - Emergency		34,811.22
Deferred Charge - Special Emergency		59,400.00
Federal and State Grants		62,373.96
Reserve for Uncollected Taxes		882,078.11
Disbursed		<u>6,770,255.55</u>
		<u>\$ 7,802,284.01</u>

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

BOROUGH OF PINE HILL
TRUST FUND

Statements of Assets, Liabilities, Reserves and Fund Balance -- Regulatory Basis
As of December 31, 2013 and 2012

	<u>Ref.</u>	<u>2013</u>	<u>2012</u>
Assets:			
Animal Control Fund:			
Cash - Chief Financial Officer	SB-1	\$ 10,277.13	\$ 8,115.75
		<u>10,277.13</u>	<u>8,115.75</u>
Other Funds:			
Cash - Chief Financial Officer	SB-1	209,972.06	210,541.11
Cash - Collector	SB-2	441,394.76	324,111.50
		<u>651,366.82</u>	<u>534,652.61</u>
		<u>\$ 661,643.95</u>	<u>\$ 542,768.36</u>
Liabilities, Reserves, and Fund Balance:			
Animal Control Fund:			
Due to Current Fund	SB-3	\$ 4,743.13	\$ 1,912.05
Reserve for Animal Control Fund	SB-5	5,534.00	6,203.70
		<u>10,277.13</u>	<u>8,115.75</u>
Other Funds:			
Due to Current Fund	SB-6	10,356.75	8,148.92
Reserve for Escrow Deposits	SB-7	18,909.94	19,181.40
Reserve for Unemployment Compensation	SB-7	34,875.37	7,239.37
Reserve for Payroll	SB-7	41,064.41	34,967.52
Reserve for Off-Duty Police Employment	SB-7	6,662.67	19,275.59
Reserve for Tax Sale Premiums	SB-7	318,999.58	246,800.00
Reserve for Redemption of Tax Sale Certificates	SB-7	118,684.41	76,139.44
Reserve for Public Defender Fees	SB-7	7,726.67	4,860.67
Reserve for D.A.R.E.	SB-7	5,438.53	10,548.45
Reserve for Forfeited Funds - State	SB-7	18,936.20	18,948.07
Reserve for Forfeited Funds - Federal	SB-7	12,094.55	8,688.61
Reserve for Police K-9	SB-7	1,881.01	6,828.27
Reserve for Recreation	SB-7	55,360.21	72,650.00
Reserve for COAH	SB-7	376.52	374.66
Reserve for Police Evidence	SB-7	-	1.64
		<u>651,366.82</u>	<u>534,652.61</u>
		<u>\$ 661,643.95</u>	<u>\$ 542,768.36</u>

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

BOROUGH OF PINE HILL
GENERAL CAPITAL FUND

Statements of Assets, Liabilities, Reserves and Fund Balances - Regulatory Basis
As of December 31, 2013 and 2012

	<u>Ref.</u>	<u>2013</u>	<u>2012</u>
Assets:			
Cash - Chief Financial Officer	SC-1	\$ 231,636.87	\$ 252,305.17
Deferred Charges to Future Taxation:			
Funded	SC-3	2,560,923.12	3,021,745.31
Unfunded	SC-4	70,000.00	195,000.00
Due from Community Development Block Grant	SC-6	10,684.35	61,103.32
State Road Aid Allotments Receivable	SC-7	375,667.54	236,562.94
		<u>\$ 3,248,911.88</u>	<u>\$ 3,766,716.74</u>
Liabilities, Reserves and Fund Balance:			
Due to Current Fund	SC-5	\$ 71,180.83	\$ 759.01
Encumbrances Payable	SC-8	6,304.04	33,341.31
Capital Improvement Fund	SC-9	73,515.14	58,515.14
Improvement Authorizations:			
Funded	SC-10	426,993.65	267,603.15
Unfunded	SC-10	3,428.97	5,108.61
General Serial Bonds	SC-11	2,235,000.00	2,620,000.00
Green Trust Loan Payable	SC-12	144,177.90	183,560.45
New Jersey Environmental Infrastructure Loan Payable	SC-13	181,745.22	218,184.86
Bond Anticipation Notes Payable	SC-14	70,000.00	265,000.00
Fund Balance	C-1	36,566.13	114,644.21
		<u>\$ 3,248,911.88</u>	<u>\$ 3,766,716.74</u>

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

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

Balance December 31, 2012	\$ 114,644.21
Increased by:	
Improvements Authorizations Canceled	<u>11,921.92</u>
	126,566.13
Decreased by:	
Appropriated To Finance Improvement Authorizations	<u>90,000.00</u>
Balance December 31, 2013	<u><u>\$ 36,566.13</u></u>

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

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

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

Description of Financial Reporting Entity - The Borough of Pine Hill was incorporated in May, 1929 and is located in southwestern New Jersey approximately twenty miles southeast of the City of Philadelphia. The population according to the 2010 census is 10,233.

The Borough has a Mayor-Council form of government in accordance with N.J.A.C. 40A:60-1. The Mayor is separately elected every four years. Executive and administrative responsibility rests with the Mayor / Borough Administrator, who is assisted by the Borough Clerk. Council members are elected for three year terms.

Component Units - The financial statements of the component units of the Borough of Pine Hill are not presented in accordance with Governmental Accounting Standards Board Statement No. 14, as amended by GASB Statement No. 39. If the provisions of GASBS No. 14, as amended by GASBS No. 39 had been complied with, the financial statements of the following component units would have been either blended or discretely presented with the financial statements of the Borough, the primary government:

Pine Hill Municipal Utilities Authority
 907 Turnerville Road
 Pine Hill, New Jersey 08021

Annual financial reports may be inspected directly at the office of the component unit during regular business hours.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Property Tax Revenues - Property tax revenues are collected in quarterly installments due February 1, May 1, August 1, and November 1. The amount of tax levied includes not only the amount required in support of the Borough's annual budget, but also the amounts required in support of the budgets of the County of Camden, Borough of Pine Hill School District and Borough of Pine Hill Fire District No. 1. Unpaid property taxes are subject to tax sale in accordance with the statutes.

School Taxes - The municipality is responsible for levying, collecting and remitting school taxes for the Borough of Pine Hill School District. Operations is charged for the full amount required to be raised from taxation to operate the local school district for the period from January 1 to December 31.

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

Fire District Taxes - The municipality is responsible for levying, collecting, and remitting Fire District Taxes for Borough of Pine Hill Fire District No. 1. Operations are charged for the full amount required to be raised by taxation to support the districts for the year.

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

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

Appropriations for principal and interest payments on outstanding general capital bonds and notes are provided on the cash 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 canceled by the governing body. Appropriation reserves are available, until lapsed at the close of the succeeding year, to meet specific claims, commitments or contracts incurred during the preceding fiscal year. Lapsed appropriation reserves are recorded as income.

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

Long-Term Debt - Long-Term Debt, relative to the acquisition of capital assets, is recorded as a liability in the General 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 and Postemployment Benefits - Compensated absences for vacation, sick leave and other compensated absences are recorded and provided for in the annual budget in the year in which they are paid, on a pay-as-you-go basis. Likewise, no accrual is made for postemployment benefits, if any, which are also funded on a pay-as-you-go basis.

Note 2: **CASH AND CASH EQUIVALENTS**

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

As of December 31, 2013, the Borough's bank balances of \$2,874,102.33 were exposed to custodial credit risk as follows:

Uninsured and Uncollateralized	<u><u>\$ 376,946.12</u></u>
--------------------------------	-----------------------------

Note 3: **PROPERTY TAXES**

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

<u>Comparative Schedule of Tax Rates</u>	<u>2013</u>	<u>2012</u>	<u>2011</u>	<u>2010 (R)</u>	<u>2009</u>
Tax Rate	<u>\$3.914</u>	<u>\$3.809</u>	<u>\$3.678</u>	<u>\$3.502</u>	<u>\$6.445</u>
Apportionment of Tax Rate:					
Municipal	\$.894	\$.858	\$.823	\$.782	\$1.376
County	.706	.694	.655	.631	1.129
County Library	.045	.045	.043	.043	.082
County Open Space	.019	.020	.020	---	.040
Local School	2.084	2.030	1.992	1.908	3.559
Fire District	.166	.162	.145	.138	.259

(R) – Revaluation effective January 1, 2010

Note 3: **PROPERTY TAXES****Assessed
Valuation**

2013	\$527,757,560.00
2012	530,387,634.00
2011	533,558,765.00
2010	539,489,564.00 (R)
2009	276,665,560.00

(R) – Revaluation effective January 1, 2010

Comparison of Tax Levies and Collections

<u>Year</u>	<u>Tax Levy</u>	<u>Collections</u>	<u>Percentage of Collections</u>
2013	\$20,910,031.32	\$20,014,431.13	95.72%
2012	20,225,128.86	19,471,723.00	96.27%
2011	19,654,695.20	18,993,637.88	96.64%
2010	18,907,142.11	18,126,574.43	95.87%
2009	17,874,026.92	17,247,895.13	96.50%

Delinquent Taxes and Tax Title Liens

<u>Year</u>	<u>Tax Title Liens</u>	<u>Delinquent Taxes</u>	<u>Total Delinquent</u>	<u>Percentage of Tax Levy</u>
2013	\$481,611.56	\$639,594.25	\$1,121,205.81	5.36%
2012	415,375.03	635,704.29	1,051,079.32	5.20%
2011	314,950.11	536,770.36	851,720.47	4.33%
2010	194,347.43	688,847.80	883,195.23	4.67%
2009	86,792.18	575,008.44	661,800.62	3.70%

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

<u>Year</u>	<u>Number</u>
2013	94
2012	68
2011	64
2010	17
2009	8

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

The value of property acquired by liquidation of tax title liens on December 31, on the basis of the last assessed valuation of such properties, for the current and previous four years was as follows:

<u>Year</u>	<u>Amount</u>
2013	\$332,550.00
2012	332,550.00
2011	332,550.00
2010	336,775.00
2009	336,775.00

Note 5: **FUND BALANCES APPROPRIATED**

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

<u>Year</u>	<u>Balance Dec. 31</u>	<u>Utilized In Budget of Succeeding Year</u>	<u>Percentage of Fund Balance Used</u>
2013	\$1,158,237.21	\$725,000.00	62.59%
2012	902,396.62	695,000.00	77.02%
2011	1,049,516.39	715,000.00	68.13%
2010	812,525.11	675,000.00	83.07%
2009	884,375.12	875,000.00	98.94%

Note 6: **INTERFUND RECEIVABLES AND PAYABLES**

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

<u>Fund</u>	<u>Interfunds Receivable</u>	<u>Interfunds Payable</u>
Current Fund	\$86,280.71	\$66,926.29
Federal and State Grant Fund	66,926.29	---
Trust—Animal Control	---	4,743.13
Trust-- Other Funds	---	10,356.75
General Capital Fund	---	71,180.83
	<u>\$153,207.00</u>	<u>\$153,207.00</u>

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

Note 7: **PENSION PLANS**

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

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

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

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

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

<u>Year</u>	<u>Normal Contribution</u>	<u>Accrued Liability</u>	<u>Pension Deferral</u>	<u>Non-Contributory Group Life</u>	<u>Total Liability</u>	<u>Funded by Borough</u>
2013	\$ 28,179.00	\$ 76,271.00	\$ 4,611.00	\$ 5,687.00	\$ 114,748.00	\$ 114,748.00
2012	30,118.00	60,236.00	4,552.00	5,757.00	100,663.00	100,663.00
2011	35,521.00	56,601.00		6,997.00	99,119.00	99,119.00

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

Note 7: **PENSION PLANS (CONT'D)**

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

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

<u>Year</u>	<u>Normal Contribution</u>	<u>Accrued Liability</u>	<u>Pension Deferral</u>	<u>Non-Contrib. Group Ins.</u>	<u>Total Liability</u>	<u>Funded by Borough</u>
2013	\$ 151,839.00	\$ 188,194.00	\$ 24,596.00	\$ 14,553.00	\$ 379,182.00	\$ 379,182.00
2012	179,205.00	191,266.00	24,418.00	13,983.00	408,872.00	408,872.00
2011	254,102.00	198,345.00		20,356.00	472,803.00	472,803.00

Pension Deferral – Public Law 2009, c.19 (S-21) was enacted on March 17, 2009 and allowed the Division of Pensions and Benefits to provide non-state government pension system employers the option of paying the full amount, or an amount that reflects a 50 percent reduction of the normal and accrued liability component of the PERS and PFRS obligations for payments due in the State fiscal year ending June 30, 2009. The payments were due on April 1, 2009 (with a grace period until April 30). The amount will be repaid starting in April of 2012 over a 15 year period. The amount will fluctuate based on pension system investment earnings on the deferred amount.

The Borough applied for and received approval from the Local Finance Board to defer a portion of the 2009 liability due for both PERS and PFRS.

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

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

The Borough's contributions were as follows:

<u>Fiscal Year</u>	<u>Total Liability</u>	<u>Funded by Borough</u>
2013	\$2,099.47	\$2,099.47
2012	281.88	281.88
2011	124.35	124.35

Note 7: **PENSION PLANS (CONT'D)**

Early Retirement Incentive Program – Legislation enacted in 1991 and 1993 made early retirement available through Early Retirement Incentive Programs. These programs, which were subject to the approval of the Borough's governing body, were available to employees who met certain minimum requirements. The governing body of the Borough approved the program in 1991 for eligible members of the PERS. One employee applied for early retirement during the 1991 program. Program costs are billed annually by the Division of Pensions. As of December 31, 2013, the accrued liability to the PERS for the 1991 program was \$71,152.00 payable in annual installments of \$8,894.00 to April 1, 2021.

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

Note 8: **POST EMPLOYMENT BENEFITS OTHER THAN PENSION BENEFITS**

The financial statements of the Borough are not prepared in accordance with Governmental Accounting Standards Board Statement No. 45. The following information is provided in accordance with the requirements of the Statement.

Plan Description

The Borough's defined benefit postemployment healthcare plan, the Borough of Pine Hill Postemployment Benefits Plan (the "Borough Plan"), allows for a retiring with twenty-five (25) full-time years of service with the Borough, or twenty-five (25) or more years of service credit in a state or locally administered retirement system, regardless of age, or employees retiring on an accidental disability pension, to receive health care benefits consistent with the benefits offered to active employees covered under the collective bargaining agreement.

The Borough Plan also requires that retirees that become eligible for Medicare benefits utilize the Borough Plan as the secondary insurance coverage. The employees will be required to purchase the Medicare coverage without reimbursement, but the retirees will not be expected to contribute to the secondary Borough coverage. The level of coverage for an employee and their dependents is based upon the applicable employment agreements.

The Borough Plan is a single-employer postemployment healthcare plan administered by the Borough. The benefit provisions of the plans that participate may be established or amended by the Borough Council; for the Borough Plan that authority rests with the Borough Council. The plan does not issue a separate financial report.

Funding Policy

The contribution requirement of the Borough is established by policy of the Borough Council and reflected in the various union contracts. The Council may amend its policy, subject to contract inclusion, as deemed necessary. The required contribution is based on projected pay-as-you-go financing requirements. For the year 2011, the Borough contributed \$265,260.00 for current premiums for retirees. Various factors, as stipulated in employee contracts, dictate whether plan members are required to make contributions to the plan.

Annual OPEB Cost and Net OPEB Obligation

The Borough's annual other postemployment benefit (OPEB) cost (expense) is calculated based on the *annual required contribution of the employer (ARC)*, an amount actuarially determined in accordance with the parameters of GASB Statement 45. The ARC represents a level of funding that, if paid on an ongoing basis, is projected to cover normal cost each year and amortize any unfunded actuarial liabilities (or funding excess) over a period not to exceed thirty years. The following table shows the components of the Borough's annual OPEB cost for the year, the amount actually contributed to the Plan, and changes in the Borough's net OPEB obligation to the Plan:

Note 8: **POST EMPLOYMENT BENEFITS OTHER THAN PENSION BENEFITS (CONT'D)**

Normal Cost	\$ 479,858.00
Unfunded Actuarial Liability	688,303.00
Annual Required Contribution (Expense)	1,168,161.00
Contribution Made	<u>265,260.00</u>
Net OPEB Obligation – 1/1/2011	<u>---</u>
Net OPEB Obligation – 12/31/11	<u><u>\$ 902,901.00</u></u>

Funded Status and Funding Progress

As of December 31, 2011, the most recent actuarial valuation date, the Borough's Plan was 0% funded. The actuarial accrued liability for benefits was \$11.2 million, and the actuarial value of assets was \$0, resulting in an unfunded actuarial accrued liability (UAAL) of \$11.2 million. The covered payroll (annual payroll of active employees covered by the plan) was \$1.7 million, and the ratio of the UAAL to the covered payroll was 655.43%. Actuarial valuations of an ongoing plan involve estimates of the value of reported amounts and assumptions about the probability of occurrence of events far into the future. Examples include assumptions about future employment, mortality, and the healthcare cost trend. Amounts determined regarding the funded status of the plan and the annual required contributions of the employer are subject to continual revision as actual results are compared with past expectations and new estimates are made about the future. The schedule of funding progress, presented below as required supplementary information, compares the assets used for funding purposes to the comparable liabilities to determine how well the Borough Plan is funded. The actuarial liability is compared to the actuarial value of assets to determine the funding ratio. The Actuarial Accrued Liability under GASB is determined assuming that the Borough Plan is ongoing and participants continue to terminate employment, retire, etc., in accordance with the actuarial assumptions.

Actuarial Methods and Assumptions

Projections of benefits for financial reporting purposes are based on the substantive plan (the plan as understood by the employer and plan members) and include the types of benefits provided at the time of each valuation and the historical pattern of sharing of benefit costs between the employer and plan members to that point. The actuarial methods and assumptions used include techniques that are designed to reduce short-term volatility in actuarial accrued liabilities and the actuarial value of assets, consistent with the long-term perspective of the calculations.

In the December 31, 2011 actuarial valuation, the unit credit cost method was used. The actuarial assumptions included a discount rate of 4.5%, an annual healthcare cost trend rate of 9% reducing by 0.5% per annum, leveling at 5% per annum in 2020, and administration expenses of approximately 2% is included in the annual healthcare costs. The Borough Plan's unfunded actuarial accrued liability is being amortized as a level percentage of projected payroll on an open basis. The remaining amortization period at December 31, 2011 was twenty-nine years.

Note 9: **COMPENSATED ABSENCES**

Full-time employees are entitled to eighteen paid sick leave days each year. Employees who are part of the Council Ten Union are entitled to carry forward sick and vacation time. The maximum accrual of sick time is equal to the four hundred five (405) hours in addition to the amount of sick time they had accumulated prior to the consummation of their agreement in 2001. Vacation time accrued and unused in the current prior can be carried for no greater than one (1) year. Employees under the collective bargaining agreement for the Police are entitled to no greater than forty (40) hours of accumulated vacation time accumulation and an unlimited accumulation of sick time. Employees not covered under the above agreements may accumulate up to forty (40) hours of vacation and an unlimited accumulation of sick time.

The Borough of Pine Hill compensates employees for unused sick leave upon termination or retirement. The Borough's liability is limited to the accrual provisions as outlined above.

The Borough does not record accrued expenses related to compensated absences. However, it is estimated that, at December 31, 2013, accrued benefits for compensated absences are valued at \$472,058.25.

Note 10: **DEFERRED COMPENSATION SALARY ACCOUNT**

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

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

Note 11: **LEASE OBLIGATIONS**

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

Operating:
 One (1) Postage Machine
 One (1) Police Vehicle

Operating Leases - Future minimum rental payments under operating lease agreements are as follows:

<u>Year</u>	<u>Amount</u>
2014	\$14,180.03
2015	2,040.00
2016	1,700.00

Rental payments under operating leases for the year 2013 were \$14,179.03.

Note 12: **CAPITAL DEBT**

Summary of Debt

	<u>Year 2013</u>	<u>Year 2012</u>	<u>Year 2011</u>
<u>Issued</u>			
General:			
Bonds and Notes	\$2,630,923.12	\$3,286,745.31	\$3,574,868.88
<u>Authorized but not Issued</u>			
General:			
Bonds and Notes			210,000.00
Total Issued and Authorized but Not Issued	2,630,923.12	3,286,745.31	3,784,868.88
Deductions:			
Refunding Bonds	70,000.00	210,000.00	210,000.00
Net Debt	<u>\$2,560,923.12</u>	<u>\$3,076,745.31</u>	<u>\$3,574,868.88</u>

Summary of Statutory Debt Condition - Annual Debt Statement

The summarized statement of debt condition which follows is prepared in accordance with the required method of setting up the Annual Debt Statement and indicated a statutory net debt of 0.516%.

	<u>Gross Debt</u>	<u>Deductions</u>	<u>Net Debt</u>
Local School District	\$14,645,000.00	\$14,645,000.00	
General	2,560,923.12	70,000.00	\$2,560,923.12
	<u>\$17,275,923.12</u>	<u>\$14,645,000.00</u>	<u>\$2,560,923.12</u>

Net Debt \$2,560,923.12 divided by the Equalized Valuation Basis per N.J.S.A.40A:2-2 as amended, \$496,449,254.33 equals 0.516%.

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

3 1/2% of Equalized Valuation Basis (Municipal)	\$17,375,723.90
Net Debt	<u>2,560,923.12</u>
Remaining Borrowing Power	<u>\$14,814,800.78</u>

Note 12: **CAPITAL DEBT (CONT'D)**

Schedule of Annual Debt Service for Principal and Interest for Bonded Debt Issued and Outstanding

<u>Year</u>	<u>Principal</u>	<u>General Interest</u>	<u>Total</u>
2014	\$476,036.37	\$109,716.19	\$585,752.56
2015	196,266.47	88,726.19	284,992.66
2016	201,512.83	81,602.45	283,115.28
2017	190,346.83	74,237.14	264,583.97
2018	181,760.62	67,050.00	248,810.62
2019-2023	790,000.00	229,950.00	1,019,950.00
2024-2026	525,000.00	49,050.00	574,050.00

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, 2013, the following deferred charges are shown on the statement of assets, liabilities, reserves and fund balance of the following fund(s):

	<u>Balance Dec. 31, 2013</u>	<u>2014 Budget Appropriation</u>
Federal and State Grant Fund:		
Overexpenditure of Appropriated Grant	\$4,556.27	-0-

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

Note 14: **JOINT INSURANCE POOL**

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

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

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

The Fund provides the Borough with the following coverage:

- Fidelity Bonds – Public Employees & Public Officials
- General and Automobile Liability
- Excess Liability
- Workers' Compensation Liability
- Property - Blanket Building and Grounds

Note 14: **JOINT INSURANCE POOL (CONT'D)**

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

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

Camden County Municipal Joint Insurance Fund
P.O. Box 345
Voorhees, New Jersey 08043

Note 15: **NEW JERSEY UNEMPLOYMENT COMPENSATION INSURANCE**

The Borough has elected to fund its New Jersey Unemployment Compensation Insurance under the "Benefit Reimbursement Method". Under this plan, the Borough is required to reimburse the New Jersey Unemployment Trust Fund for benefits paid to its former employees 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 trust fund for the current and previous two years:

<u>Year</u>	<u>Borough Contributions</u>	<u>Amount Reimbursed</u>	<u>Ending Balance</u>
2013	-0-	\$3,353.00	\$27,845.04
2012	\$42,850.20	42,850.20	209.04
2011	29,852.00	30,030.10	197.20

Note 16: **DEBT SERVICE AGREEMENT**

The Borough entered into a debt service agreement with the Pine Hill Municipal Utilities Authority on November 1, 1986. This agreement obligates the Borough to advance payment for any debt service deficiency of the Authority. The Authority is obligated, by the agreement, to repay to the Borough all advances paid on their behalf, upon the financial ability to do so. At December 31, 2013, the Authority had \$2,842,258.59 in outstanding debt covered by this agreement.

Note 17: **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 is either unknown or potential losses, if any, would not be material to the financial statements.

REQUIRED SUPPLEMENTARY INFORMATION

BOROUGH OF PINE HILL
 Required Supplementary Information
 Schedule of Funding Progress for the OPEB Plan

Actuarial Valuation Date	Actuarial Value of Assets (a)	Actuarial Accrued Liability - (AAL) (b)	Unfunded AAL (UAAL) (b - a)	Funded Ratio (a / b)	Covered Payroll (c)	UAAL as a Percentage of Covered Payroll ((b - a) / c)
12/31/11	-	\$ 11,211,693	\$ 11,211,693	0%	\$ 1,710,598	655.43%

SCHEDULE RSI-2

Required Supplementary Information
 Schedule of Employer Contributions

<u>Year Ended December 31,</u>	<u>Annual Required Contribution (ARC)</u>	<u>Percentage of ARC Contributed</u>
2013	\$1,168,161.00	24.69%
2012	1,168,161.00	22.65%
2011	1,168,161.00	22.71%

BOROUGH OF PINE HILL
 Note to Required Supplementary Information
 For the Year Ended December 31, 2013

Other Postemployment Benefits

The information presented in the required supplementary schedules was determined as part of the actuarial valuation at the date indicated. Additional information as of the latest actuarial valuation follows:

Valuation Date	December 31, 2011
Actuarial Cost Method	Unit Credit
Amortization Method	Level percent, open
Remaining Amortization Period	27 years
Asset Valuation Method	Market Value
Actuarial Assumptions:	
Investment Rate of Return	4.5%
Rate of Medical Inflation	9% pre-Medicare and 5% post-Medicare
Administration Expenses	2% (included in annual health care costs)

For determining the GASB ARC, the rate of employer contributions to the plan is composed of the Normal Cost plus amortization of the Unfunded Actuarial Liability. The Normal Cost is a portion of the actuarial present value of plan benefits and expenses which is allocated to a valuation year by the actuarial cost method. The Actuarial Liability is that portion of the Present Value of Projected Benefits that will not be paid by Future Employer Normal Costs or active employee contributions. The difference between this liability and the funds accumulated as of the same date is the Unfunded Actuarial Liability.

SUPPLEMENTAL EXHIBITS

SUPPLEMENTAL EXHIBITS

CURRENT FUND

BOROUGH OF PINE HILL
CURRENT FUND
Statement of Current Cash - Chief Financial Officer
For the Year Ended December 31, 2013

		Current Fund
Balance December 31, 2012		\$ 938,102.01
Increased by Receipts:		
Tax Collector	\$ 21,257,037.02	
Due from State - Senior Citizens & Vets	99,250.00	
Federal & State Grants Receivable	55,096.53	
Revenue Accounts Receivable	2,250,972.78	
Miscellaneous Revenue Not Anticipated	134,614.88	
Due Trust Other Fund	9,051.86	
Due General Capital	759.01	
Marriage Licenses	1,325.00	
		23,808,107.08
		24,746,209.09
Decreased by Disbursements:		
2012 Appropriation Reserves	150,330.35	
2013 Appropriations	6,770,255.55	
County Taxes	4,054,071.70	
Due County for Added and Omitted Taxes	2,010.78	
Local District School Tax	11,001,537.44	
Special District Tax	880,441.00	
Refund Tax Overpayments	11,859.91	
Federal and State Grant Expenditures	44,549.67	
Special Emergency Note	59,400.00	
Due Trust Other Fund	2,075.00	
Due General Capital Fund	70,000.00	
Marriage Licenses	1,225.00	
		23,047,756.40
Balance December 31, 2013		\$ <u><u>1,698,452.69</u></u>

BOROUGH OF PINE HILL
CURRENT FUND
Statement of Current Cash - Collector
For the Year Ended December 31, 2013

Balance December 31, 2012		\$	638,374.11
Increased by:			
Taxes Receivable	\$ 20,432,607.37		
Prepaid Taxes	100,133.96		
Tax Overpayments	12,479.30		
Tax Title Liens	65,610.10		
Revenue Accounts Receivable	139,104.70		
Miscellaneous Revenue Not Anticipated	5,872.28		
Due to Tax Title Lien Redemption	5,533.85		
			20,761,341.56
			21,399,715.67
Decreased by:			
Payments to Treasurer	21,257,037.02		
Payment to TTL Account	5,533.85		
			21,262,570.87
Balance December 31, 2013		\$	137,144.80

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

Year	Balance	2013 Levy	Added Taxes	Collections		Over-Payments Applied	Canceled	Transferred To Tax Title Liens	Balance
	Dec. 31, 2012			2012	2013				Dec. 31, 2013
2008	\$ 1,146.99				\$ 836.74				\$ 310.25
2009	4,235.44								4,235.44
2010	10,549.55				562.89				9,986.66
2011	15,382.60								15,382.60
2012	<u>604,389.71</u>		\$ 8,000.03		<u>589,935.16</u>	\$ 8,377.16		\$ 714.98	<u>13,362.44</u>
	635,704.29	-	8,000.03	-	591,334.79	8,377.16	-	714.98	43,277.39
2013		\$ 20,910,031.32		\$ 67,859.24	19,946,571.89		\$ 183,071.69	116,211.64	596,316.86
	<u>\$ 635,704.29</u>	<u>\$ 20,910,031.32</u>	<u>\$ 8,000.03</u>	<u>\$ 67,859.24</u>	<u>\$ 20,537,906.68</u>	<u>\$ 8,377.16</u>	<u>\$ 183,071.69</u>	<u>\$ 116,926.62</u>	<u>\$ 639,594.25</u>

Taxes Receivable \$ 20,432,607.37
 Senior Citizens and Veterans 105,299.31
\$ 20,537,906.68

Analysis of 2013 Property Tax Levy

Tax Yield:

General Property Tax \$ 20,651,829.88
 Added Taxes (54:4-63.1 et. seq.) 258,201.44
\$ 20,910,031.32

Tax Levy:

Local School District Tax (Abstract) \$ 11,001,537.44

County Taxes:

County Tax (Abstract) \$ 4,054,071.70
 Due County for Added Taxes 50,415.77
 4,104,487.47

Special District Taxes:

Fire District No. 1 880,441.00

Local Tax for Municipal Purposes

Add: Additional Tax Levied 4,722,338.08
201,227.33
4,923,565.41

\$ 20,910,031.32

BOROUGH OF PINE HILL
CURRENT FUND
Statement of Tax Title Liens
For the Year Ended December 31, 2013

Balance December 31, 2012		\$ 415,375.03
Increased by:		
Transfers from Taxes Receivable	\$ 116,926.62	
Interest and Costs on Sale	1,536.95	
Prior Period Adjustment	<u>13,383.06</u>	
		<u>131,846.63</u>
		547,221.66
Decreased by:		
Cash Receipts		<u>65,610.10</u>
Balance December 31, 2013		<u><u>\$ 481,611.56</u></u>

BOROUGH OF PINE HILL
CURRENT FUND
Schedule of Property Acquired for Taxes
For the Year Ended December 31, 2013

Balance December 31, 2013

\$ 332,550.00

BOROUGH OF PINE HILL

CURRENT FUND

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

Balance December 31, 2012		\$	750.00
Increased by:			
Deductions per Tax Billing:			
Senior Citizens	\$	36,000.00	
Veterans		69,500.00	
Deductions Allowed by Collector - 2013 Taxes		<u>1,250.00</u>	
			<u>106,750.00</u>
			106,000.00
Decreased by:			
Received from State of New Jersey		99,250.00	
Deductions Disallowed by Collector - 2013 Taxes		1,450.69	
Deductions Disallowed by Collector - 2012 Taxes		<u>8,250.00</u>	
			<u>108,950.69</u>
Balance December 31, 2013		\$	<u><u>2,950.69</u></u>
 <u>Analysis of Amount Realized:</u>			
Senior Citizens' and Veterans' Deductions Per Tax Billings	\$	105,500.00	
Senior Citizens' and Veterans'			
Deductions Allowed by Tax Collector - 2013		<u>1,250.00</u>	
			\$ 106,750.00
Less:			
Senior Citizens' and Veterans'			
Deductions Disallowed by Tax Collector - 2013			<u>1,450.69</u>
			\$ <u><u>105,299.31</u></u>

BOROUGH OF PINE HILL
CURRENT FUND
Statement of Revenue Accounts Receivable
For the Year Ended December 31, 2013

	<u>Balance</u> <u>Dec. 31, 2012</u>	<u>Accrued</u> <u>In 2013</u>	<u>Collected</u>	<u>Balance</u> <u>Dec. 31, 2013</u>
Miscellaneous Revenue Anticipated:				
Licenses:				
Other		\$ 10,985.00	\$ 10,985.00	
Fees and Permits		137,767.00	137,767.00	
Fines and Costs:				
Municipal Court	\$ 7,366.64	88,423.79	90,090.76	\$ 5,699.67
Interest on Taxes		139,104.70	139,104.70	
Payments in Lieu of Taxes:				
Mansion Apartments		271,121.28	271,121.28	
Pine Hill Gardens		370,562.04	370,562.04	
Rental Lease Agreement - Pine Hill Golf Club		323,929.64	323,929.64	
Consolidated Municipal Property Tax Relief Aid		96,145.00	96,145.00	
Energy Receipts Tax		788,740.06	788,740.06	
Uniform Construction Code Fees	9,915.00	124,352.00	134,267.00	
Interlocal Agreements				
Borough of Lindenwold:				
Other Code Enforcement		27,365.00	27,365.00	
	<u>\$ 17,281.64</u>	<u>\$ 2,378,495.51</u>	<u>\$ 2,390,077.48</u>	<u>\$ 5,699.67</u>
Current Fund - Treasurer			\$ 2,250,972.78	
Current Fund - Collector			<u>139,104.70</u>	
			<u>\$ 2,390,077.48</u>	

BOROUGH OF PINE HILL
CURRENT FUND
Statement of Special Emergency Authorizations
For the Year Ended December 31, 2013

Date Authorized	Purpose	Amount Authorized	1/5 of Amount Authorized	Balance Dec. 31, 2012	Raised in 2013 Budget	Balance Dec. 31, 2013
3/17/08	Revision of Tax Maps	\$ 255,000.00	\$ 51,000.00	\$ 51,000.00	\$ 51,000.00	-
12/8/08	Complete Revaluation Program	42,000.00	8,400.00	<u>8,400.00</u>	<u>8,400.00</u>	<u>-</u>
				<u>\$ 59,400.00</u>	<u>\$ 59,400.00</u>	<u>\$ -</u>

BOROUGH OF PINE HILL
CURRENT FUND
Statement of Special Emergency Notes
For the Year Ended December 31, 2013

Ordinance Number	Description	Date of Original Issue	Date of Issue	Maturity Date	Interest Rate	Balance Dec. 31, 2012	Decreased	Balance Dec. 31, 2013
812	Revision of Tax Maps	3/27/09	3/21/12	3/20/13	2.99%	\$ 8,400.00	\$ 8,400.00	-
828	Complete Revaluation Program	3/27/09	3/21/12	3/20/13	2.99%	<u>51,000.00</u>	<u>51,000.00</u>	<u>-</u>
						<u>\$ 59,400.00</u>	<u>\$ 59,400.00</u>	<u>\$ -</u>

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

	Balance Dec. 31, 2012		Balance After Modification	Disbursed	Balance Lapsed
	Encumbered	Reserved			
Operations Within "CAP":					
General Administration:					
Salaries and Wages		\$ 330.09	\$ 330.09		\$ 330.09
Other Expenses	\$ 440.05	1,830.04	2,270.09	\$ 406.87	1,863.22
Mayor and Council:					
Salaries and Wages		189.69	189.69		189.69
Other Expenses	123.70	2,068.65	2,192.35	123.70	2,068.65
Municipal Clerk:					
Salaries and Wages		6,599.31	6,599.31		6,599.31
Other Expenses	869.68	3,069.67	3,939.35	969.80	2,969.55
Financial Administration:					
Salaries and Wages		1,879.48	1,879.48		1,879.48
Other Expenses	906.28	604.97	1,511.25	906.28	604.97
Revenue Administration:					
Salaries and Wages		5,623.56	5,623.56		5,623.56
Other Expenses	145.99	1,200.66	1,346.65	200.59	1,146.06
Tax Assessment Administration:					
Other Expenses	1,356.43	4,396.26	5,752.69	1,397.46	4,355.23
Legal Services:					
Other Expenses	459.08	2,130.31	3,789.39	3,787.17	2.22
Economic Development					
Other Expenses		4,067.00	4,067.00		4,067.00
Engineering Services:					
Other Expenses		121.50	221.50	210.00	11.50
Planning/Zoning Board:					
Salaries and Wages		509.84	509.84		509.84
Other Expenses		0.02	0.02		0.02
Insurance:					
Unemployment Insurance		10,875.72	10,875.72		10,875.72
Employee Group Insurance	3,470.57	74,049.33	77,519.90	14,877.17	62,642.73
Liability Insurance		5,039.75	5,039.75		5,039.75
Worker's Compensation Insurance		1.91	1.91		1.91
Health Benefit Waiver		4.70	4.70		4.70
Police:					
Salaries and Wages		14,647.31	12,147.31		12,147.31
Other Expenses	4,458.60	2,508.72	9,467.32	9,467.32	-
Office of Emergency Management:					
Salaries and Wages		400.00	400.00		400.00
Other Expenses		479.35	479.35		479.35
Municipal Prosecutor:					
Salaries and Wages		1,750.77	1,750.77		1,750.77
Municipal Court:					
Salaries and Wages		1,057.18	307.18		307.18
Other Expenses	891.44	5.01	1,646.45	1,644.94	1.51
Street and Roads Maintenance:					
Salaries and Wages		17,972.52	15,472.52		15,472.52
Other Expenses	5,911.54	656.44	9,067.98	8,791.61	276.37
Solid Waste Collection:					
Other Expenses		41,474.63	41,474.63	10,236.00	31,238.63
Buildings and Grounds:					
Salaries and Wages		2,821.54	2,821.54		2,821.54
Other Expenses	199.48	1,691.63	4,391.11	4,013.87	377.24
Vehicle Maintenance:					
Other Expenses	18,340.37	42,557.76	60,898.13	32,390.45	28,507.68

(Continued)

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

	Balance Dec. 31, 2012		Balance After Modification	Disbursed	Balance Lapsed
	Encumbered	Reserved			
Public Health Services:					
Other Expenses	\$ 57.00	\$ 238.00	\$ 295.00	\$ 57.00	\$ 238.00
Environmental Health Services:					
Other Expenses		252.00	252.00		252.00
Animal Control:					
Other Expenses	66.00	4,410.00	4,476.00	66.00	4,410.00
Recreation Services and Programs:					
Other Expenses		1,500.00	1,500.00		1,500.00
Maintenance of Parks:					
Salaries and Wages		13,539.98	8,764.98		8,764.98
Other Expenses	864.00	5,371.69	6,235.69	992.00	5,243.69
Accumulated Leave Compensation		331.55	331.55		331.55
Celebration of Public Events:					
Other Expenses	658.92	5,399.74	6,058.66	658.92	5,399.74
Public Transportation:					
Other Expenses	397.50	493.75	891.25	806.25	85.00
Utilities:					
Street Lighting	145.13	9,437.13	9,582.26	3,713.43	5,868.83
Electricity	3,692.84	452.23	4,145.07	3,692.84	452.23
Telephone	1,784.40	62.30	1,846.70	1,820.80	25.90
Water		31.76	1,006.76	977.75	29.01
Natural Gas		11,131.91	11,131.91		11,131.91
Sewerage Processing and Disposal		42.50	42.50		42.50
Gasoline	21,441.88	12,416.18	33,858.06	31,108.39	2,749.67
Landfill/Solid Waste Disposal Costs:					
Other Expenses		21,087.47	21,087.47	15,692.16	5,395.31
Public Defender:			-		
Salaries and Wages		0.06	0.06		0.06
Uniform Construction Code Enforcement:			-		
Salaries and Wages		7,483.61	7,483.61		7,483.61
Other Expenses	480.98	764.63	1,245.61	480.98	764.63
Other Code Enforcement Functions:					
Salaries and Wages		19,764.24	19,764.24		19,764.24
Other Expenses		150.00	150.00		150.00
Total General Appropriations for Municipal Purposes Within "CAP"	<u>67,161.86</u>	<u>366,976.05</u>	<u>434,137.91</u>	<u>149,489.75</u>	<u>284,648.16</u>
Statutory Expenditures within "CAPS"					
Contribution to:					
Social Security System (O.A.S.I.)		4,438.50	4,438.50		4,438.50
Operations Excluded from "CAP":					
Recycling Tax		1,835.22	1,835.22	840.60	994.62
	<u>\$ 67,161.86</u>	<u>\$ 373,249.77</u>	<u>\$ 440,411.63</u>	<u>\$ 150,330.35</u>	<u>\$ 290,081.28</u>

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

Balance December 31, 2012 (2013 Taxes)		\$ 67,859.24
Increased by:		
Collection (2014 Taxes)		<u>100,133.96</u>
		167,993.20
Decreased by:		
Application to 2013 Taxes		<u>67,859.24</u>
Balance December 31, 2013 (2014 Taxes)		<u><u>\$ 100,133.96</u></u>

Exhibit SA-12

BOROUGH OF PINE HILL
CURRENT FUND
Statement of Tax Overpayments
For the Year Ended December 31, 2013

Balance December 31, 2012		\$ 58,423.12
Increased by:		
Overpayments		<u>12,479.30</u>
		70,902.42
Decreased by:		
Overpayments Applied	\$ 8,377.16	
Canceled	50,665.35	
Refunds Disbursed	<u>11,859.91</u>	
Refunds Disbursed		<u><u>\$ 70,902.42</u></u>

BOROUGH OF PINE HILL
CURRENT FUND
Statement of County Taxes Payable
For the Year Ended December 31, 2013

2013 Levy:			
County General	\$	3,721,827.92	
County Library		233,998.25	
County Open Space Preservation		<u>98,245.53</u>	
			\$ 4,054,071.70
Decreased by:			
Disbursements			<u>\$ 4,054,071.70</u>

Exhibit SA-14

BOROUGH OF PINE HILL
CURRENT FUND
Statement of Amount Due to County for Added Taxes
For the Year Ended December 31, 2013

Balance December 31, 2012	\$	2,010.78
Increased by:		
County Share of 2013 Levy		<u>50,415.77</u>
		52,426.55
Decreased by:		
Disbursements		<u>2,010.78</u>
Balance December 31, 2013	\$	<u><u>50,415.77</u></u>

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

Increased by:		
2013 Levy-Calendar Year	\$	11,001,537.44
Decreased by:		
Disbursements	\$	<u>11,001,537.44</u>

BOROUGH OF PINE HILL
CURRENT FUND
Statement of Special District Taxes Payable -- Fire Districts
For the Year Ended December 31, 2013

2013 Levy	\$	880,441.00
Decreased by:		
Disbursements	\$	<u>880,441.00</u>

BOROUGH OF PINE HILL
FEDERAL AND STATE GRANT FUND
 Statement of Due Current Fund
 For the Year Ended December 31, 2013

<hr/>		
Balance December 31, 2012		\$ 120,409.14
Increased by:		
Grant Revenues Deposited to Current Fund	\$ 55,096.53	
Local Match Due from Current Fund	<u>2,766.75</u>	
		<u>57,863.28</u>
		178,272.42
Decreased by:		
Grant Expenditures Paid by Current Fund	44,549.67	
Cancellation of Grant Reserves	<u>66,796.46</u>	
		<u>111,346.13</u>
Balance December 31, 2013		\$ <u><u>66,926.29</u></u>

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

<u>Program</u>	<u>Balance Dec. 31, 2012</u>	<u>Accrued</u>	<u>Received</u>	<u>Balance Dec. 31, 2013</u>
Federal Grants:				
Click it or Ticket	\$	4,400.00		\$ 4,400.00
Drunk Driver Prevention		4,200.00	\$ 4,200.00	-
Bulletproof Vest Fund		2,166.50	2,166.50	-
Total Federal Grants	-	10,766.50	6,366.50	4,400.00
State Grants:				
Alcohol, Education, Rehabilitation and Enforcement Grant		1,161.04	1,161.04	-
Body Armor Grant		2,783.30	2,783.30	-
Clean Communities Program		17,507.89	17,507.89	-
Municipal Alliance Grant		15,350.26	13,312.80	2,037.46
Sustainable New Jersey		2,000.00	2,000.00	-
Recycling Tonnage Grant		11,965.00	11,965.00	-
Total State Grants	-	50,767.49	48,730.03	2,037.46
	\$ -	\$ 61,533.99	\$ 55,096.53	\$ 6,437.46

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

<u>Program</u>	<u>Balance Dec. 31, 2012</u>	<u>Federal and State Grants Receivable</u>	<u>Realized as Revenue in 2013 Budget</u>	<u>Balance Dec. 31, 2013</u>
Federal Grants				
Click it or Ticket		\$ 4,400.00	\$ 4,400.00	-
Drunk Driver Prevention	\$ 4,400.00	4,200.00	8,600.00	-
Bulletproof Vest Fund		2,166.50	-	\$ 2,166.50
Total Federal Grants	<u>4,400.00</u>	<u>10,766.50</u>	<u>13,000.00</u>	<u>2,166.50</u>
State Grants:				
Alcohol, Education, Rehabilitation and Enforcement Grant		1,161.04	1,161.04	-
Body Armor Grant	2,163.75	2,783.30	-	4,947.05
Clean Communities Program		17,507.89	17,507.89	-
Drunk Driving Enforcement Grant	3,082.27	-	3,082.27	-
Municipal Alliance Grant	9,368.74	15,350.26	12,261.00	12,458.00
Sustainable New Jersey		2,000.00	2,000.00	-
Recycling Tonnage Grant	10,595.01	11,965.00	10,595.01	11,965.00
Total State Grants	<u>25,209.77</u>	<u>50,767.49</u>	<u>46,607.21</u>	<u>29,370.05</u>
	<u>\$ 29,609.77</u>	<u>\$ 61,533.99</u>	<u>\$ 59,607.21</u>	<u>\$ 31,536.55</u>

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

Program	Balance Dec. 31, 2012		Transferred from 2013 Budget Appropriation	Disbursed	Encumbered	Canceled	Balance Dec. 31, 2013	Overexpended
	Appropriated	Encumbered						
Federal Grants:								
Municipal Stormwater Regulation Program	\$ 7,655.00					\$ 7,655.00	-	
Buckle Up South Jersey	2,000.00					2,000.00	-	
Bulletproof Vest Fund				\$ 2,166.50			-	\$ 2,166.50
Click it or Ticket	3,000.00		\$ 4,400.00			3,000.00	\$ 4,400.00	
Drunk Driver Prevention			8,600.00	6,000.00			2,600.00	
Over the Limit, Under Arrest	8,400.00					8,400.00	-	
Total Federal Grants	21,055.00	-	13,000.00	8,166.50	-	21,055.00	7,000.00	2,166.50
State Grants:								
Alcohol, Education, Rehabilitation and Enforcement Grant	590.20		1,161.04			-	1,751.24	
Body Armor Grant	693.51			3,083.28			-	2,389.77
Clean Communities Program	50,167.19		17,507.89	17,896.14		34,124.41	15,654.53	
Drunk Driving Enforcement Fund	3,776.45	\$ 152.25	3,082.27	644.05	\$ 152.50		6,214.42	
Municipal Alliance Grant		2,747.72	15,027.75	14,389.20			3,386.27	
Sustainable New Jersey			2,000.00	370.50			1,629.50	
Recycling Tonnage Grant			10,595.01				10,595.01	
Total State Grants	55,227.35	2,899.97	49,373.96	36,383.17	152.50	34,124.41	39,230.97	2,389.77
Private Grants:								
Economic Development - Private Contributions	8,421.00					8,421.00	-	
Tomlinson House	3,196.05					3,196.05	-	
Total Private Grants	11,617.05	-	-	-	-	11,617.05	-	-
	\$ 87,899.40	\$ 2,899.97	\$ 62,373.96	\$ 44,549.67	\$ 152.50	\$ 66,796.46	\$ 46,230.97	\$ 4,556.27
Realized as Revenue in Budget			\$ 59,607.21					
Local Match - Due from Current Fund			2,766.75					
Cash Disbursements				\$ 44,549.67				
			\$ 62,373.96	\$ 44,549.67				

SUPPLEMENTAL EXHIBITS

TRUST FUND

BOROUGH OF PINE HILL
TRUST FUND
Statement of Trust Cash - Chief Financial Officer
For the Year Ended December 31, 2013

	<u>Animal Control</u>	<u>Other Trust</u>
Balance December 31, 2012	\$ 8,115.75	\$ 210,541.11
Increased by Receipts:		
License Fees	\$ 2,487.40	
State Dog License Fees	380.60	
Due Current Fund	48.98	\$ 969.62
Miscellaneous Reserves		<u>4,068,875.27</u>
	<u>2,916.98</u>	<u>4,069,844.89</u>
	11,032.73	4,280,386.00
Decreased by Disbursements		
Dog License Expenses	375.00	
Due to State of New Jersey	380.60	
Due Current Fund		6,976.86
Miscellaneous Reserves		<u>4,063,437.08</u>
	<u>755.60</u>	<u>4,070,413.94</u>
Balance December 31, 2013	<u>\$ 10,277.13</u>	<u>\$ 209,972.06</u>

BOROUGH OF PINE HILL
TRUST FUND
Statement of Trust Cash - Tax Collector
For the Year Ended December 31, 2013

Balance December 31, 2012		\$ 324,111.50
Increased by Receipts:		
Miscellaneous Reserves	\$ 1,436,874.43	
Interest Earned - Due Current Fund	2,538.71	
		1,439,413.14
		1,763,524.64
Decreased by Disbursements:		
Miscellaneous Reserves		1,322,129.88
Balance December 31, 2013		\$ 441,394.76

BOROUGH OF PINE HILL
TRUST FUND
Statement of Amount Due Current Fund - Animal Control Fund
For the Year Ended December 31, 2013

Balance December 31, 2012		\$	1,912.05
Increased by:			
Statutory Excess		\$	2,782.10
Interest Earned			48.98
			2,831.08
Balance December 31, 2013		\$	4,743.13

Exhibit SB-4

BOROUGH OF PINE HILL
TRUST FUND
Statement of Amount Due State of New Jersey - Department of Health
For the Year Ended December 31, 2013

Increased by:			
2013 State License Fees		\$	380.60
Decreased by:			
Disbursements to the State		\$	380.60
			380.60

BOROUGH OF PINE HILL
TRUST FUND
 Statement of Reserve for Animal Control Fund
 For the Year Ended December 31, 2013

Balance December 31, 2012		\$ 6,203.70
Increased by:		
Dog License Fees Collected	\$ 2,376.40	
Cat License Fees Collected	111.00	
		2,487.40
		8,691.10
Decreased by:		
Animal Control Expenses	375.00	
Statutory Excess Due to Current Fund	2,782.10	
		3,157.10
Balance December 31, 2013		\$ 5,534.00

Dog License Fees Collected

Year	Amount
2011	\$ 2,944.40
2012	2,589.60
	\$ 5,534.00

BOROUGH OF PINE HILL
TRUST FUND
Statement of Due Current Fund - Trust Other Fund
For the Year Ended December 31, 2013

Balance December 31, 2012		\$	8,148.92
Increased by:			
Interest Earned - Treasurer	\$	969.62	
Due Current Fund		6,634.83	
Interest Earned - Collector		2,538.71	
		<u> </u>	<u>10,143.16</u>
			18,292.08
Decreased by:			
Disbursements - Treasurer		6,976.86	
Due Current Fund		958.47	
		<u> </u>	<u>7,935.33</u>
Balance December 31, 2013		\$	<u><u>10,356.75</u></u>

BOROUGH OF PINE HILL
TRUST - OTHER FUND
Statement of Miscellaneous Trust Reserves
For the Year Ended December 31, 2013

	Balance Dec. 31, 2012	Receipts	Disbursements	Balance Dec. 31, 2013
Escrow Deposits	\$ 19,181.40	\$ 43,343.21	\$ 43,614.67	\$ 18,909.94
Unemployment Compensation	7,239.37	30,989.00	3,353.00	34,875.37
Payroll	34,967.52	3,729,562.38	3,723,465.49	41,064.41
Off-Duty Police Employment	19,275.59	183,124.04	195,736.96	6,662.67
Tax Sale Premiums	246,800.00	396,799.58	324,600.00	318,999.58
Redemption of Tax Sale Certificates	76,139.44	1,040,074.85	997,529.88	118,684.41
Public Defender Fees	4,860.67	2,866.00	-	7,726.67
D.A.R.E.	10,548.45	5,000.00	10,109.92	5,438.53
Forfeited Funds - State	18,948.07	23,692.28	23,704.15	18,936.20
Forfeited Funds - Federal	8,688.61	49,011.24	45,605.30	12,094.55
Police K-9	6,828.27	2,243.73	7,190.99	1,881.01
Recreation	72,650.00	-	17,289.79	55,360.21
COAH	374.66	1.86	-	376.52
FSA - Cafeteria Plan	1.64	-	1.64	-
	<u>\$ 526,503.69</u>	<u>\$ 5,506,708.17</u>	<u>\$ 5,392,201.79</u>	<u>\$ 641,010.07</u>
Treasurer		\$ 4,068,875.27	\$ 4,063,437.08	
Tax Collector		1,436,874.43	1,322,129.88	
Due Current		<u>958.47</u>	<u>6,634.83</u>	
		<u>\$ 5,506,708.17</u>	<u>\$ 5,392,201.79</u>	

SUPPLEMENTAL EXHIBITS
GENERAL CAPITAL FUND

BOROUGH OF PINE HILL
GENERAL CAPITAL FUND
Statement of General Capital Cash - Chief Financial Officer
For the Year Ended December 31, 2013

Balance December 31, 2012		\$	252,305.17
Increased by Receipts:			
Capital Improvement Fund	\$	15,000.00	
State Aid Receivable		29,139.32	
Community Development Block Grant Receivable		50,418.97	
Due Current Fund		<u>71,180.83</u>	
			<u>165,739.12</u>
			418,044.29
Decreased by Disbursements:			
Bond Anticipation Notes		70,000.00	
Improvement Authorizations		103,210.69	
Encumbrances Payable		12,437.72	
Due Current Fund		<u>759.01</u>	
			<u>186,407.42</u>
Balance December 31, 2013		\$	<u><u>231,636.87</u></u>

BOROUGH OF PINE HILL
GENERAL CAPITAL FUND
 Analysis of General Capital Cash
 For the Year Ended December 31, 2013

	Receipts		Disbursements				Balance Dec. 31, 2013	
	Balance Dec. 31, 2012	Miscellaneous	Bond Anticipation Notes	Improvement Authorizations	Miscellaneous	Transfers		
						From		To
Fund Balance	\$ 114,644.21					\$ 90,000.00	\$ 11,921.92	\$ 36,566.13
Capital Improvement Fund	58,515.14	\$ 15,000.00						73,515.14
Encumbrances Payable	33,341.31				\$ 12,437.72	15,459.23	859.68	6,304.04
Due Current Fund	759.01	71,180.83			759.01			71,180.83
Improvement Authorizations:								
<u>Ordinance</u>								
<u>Number</u>								
806(c)	Purchase of Office Equipment	1,943.34		\$ 2,055.84			376.20	263.70
852	Reconstruction of Greenwood Ave	3,005.59				3,005.59		-
862	Reconstruction of Forrester Ave	8,916.33				9,292.53	376.20	-
870	Reconstruction of Madison Avenue	708.97					-	708.97
879	Refunding Bond Ordinance	73,165.27	\$ 70,000.00					3,165.27
888	Resurfacing of Franklin Avenue	(42,694.00)	29,139.32				15,083.03	1,528.35
896	West Third Ave Roadway Improvements		50,418.97		51,292.32			(873.35)
906a	Acquisition of All Wheel Drive Police Vehicle				40,028.64	93.75	45,000.00	4,877.61
906b	Maguire Park Improvements				3,979.49	765.93	5,000.00	254.58
906c	Acquisition of Office Equipment				5,854.40		10,000.00	4,145.60
910	Resurfacing Estates Avenue						30,000.00	30,000.00
		\$ 252,305.17	\$ 165,739.12	\$ 70,000.00	\$ 103,210.69	\$ 13,196.73	\$ 118,617.03	\$ 118,617.03
								\$ 231,636.87

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

Balance December 31, 2012		\$ 3,021,745.31
Decreased by:		
2013 Budget Appropriation to Pay:		
General Serial Bonds	\$ 385,000.00	
Green Trust Loan	39,382.55	
NJ Environmental Infrastructure Trust Loan	<u>36,439.64</u>	
		<u>460,822.19</u>
Balance December 31, 2013		<u>\$ 2,560,923.12</u>

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

Ordinance Number	Improvement Description	Balance Dec. 31, 2012	Notes Paid by Budget Appropriation	Analysis of Balance December 31, 2013	
				Balance Dec. 31, 2013	Financed by Notes
806(a)	Resurface Parking Lot	\$ 2,300.00	\$ 2,300.00	-	-
806(b)	Acquisition of Public Works Equipment	7,625.00	7,625.00	-	-
806(c)	Purchase of Office Equipment	21,325.00	21,325.00	-	-
806(d)	Acquisition of Various Equipment	23,750.00	23,750.00	-	-
879	Refunding Bond Ordinance	140,000.00	70,000.00	\$ 70,000.00	\$ 70,000.00
		<u>\$ 195,000.00</u>	<u>\$ 125,000.00</u>	<u>\$ 70,000.00</u>	<u>\$ 70,000.00</u>

BOROUGH OF PINE HILL
GENERAL CAPITAL FUND
Statement Due to Current Fund
For the Year Ended December 31, 2013

Balance December 31, 2012		\$	759.01
Increased by:			
Interest Earned	\$	1,180.83	
Receipts Due Current Fund		70,000.00	
			71,180.83
			71,939.84
Decreased by:			
Interest Paid to Current			759.01
Balance December 31, 2013		\$	71,180.83

Exhibit SC-6

BOROUGH OF PINE HILL
GENERAL CAPITAL FUND
Statement Community Development Block Grant Receivable
For the Year Ended December 31, 2013

Balance December 31, 2012		\$	61,103.32
Decreased by:			
Receipts			50,418.97
Balance December 31, 2013		\$	10,684.35

BOROUGH OF PINE HILL
GENERAL CAPITAL FUND
Statement of State Aid Receivable
For the Year Ended December 31, 2013

<hr/>		
Balance December 31, 2012	\$	236,562.94
Increased by:		
Department of Transportation Grant - Estates Avenue		200,000.00
		436,562.94
Decreased by:		
Receipts	\$ 29,139.32	
Cancelled	31,756.08	
		60,895.40
Balance December 31, 2013	\$	375,667.54
<u>Analysis of Balance</u>		
Department of Transportation Grant - Madison Avenue	\$	117,856.86
Department of Transportation Grant - Franklin Avenue		57,810.68
Department of Transportation Grant - Estates Avenue		200,000.00
	\$	375,667.54

BOROUGH OF PINE HILL
GENERAL CAPITAL FUND
Statement of Encumbrances Payable
For the Year Ended December 31, 2013

Balance December 31, 2012		\$	33,341.31
Increased by:			
Improvement Authorizations			859.68
			34,200.99
Decreased by:			
Disbursements	\$	12,437.72	
Encumbrances Payable Canceled		15,459.23	
			27,896.95
Balance December 31, 2013		\$	6,304.04

Exhibit SC-9

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

Balance December 31, 2012		\$	58,515.14
Increased by:			
Budget Appropriation			15,000.00
Balance December 31, 2013		\$	73,515.14

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

Ordinance Number	Improvement Description	Ordinance		Balance December 31, 2012		2013 Authorizations	Authorizations Canceled	Encumbrances Payable Canceled	Paid or Charged	Balance December 31, 2013	
		Date	Amount	Funded	Unfunded					Funded	Unfunded
806(a) 806/852(c)	Purchase of Office Equipment	10/22/07	\$ 70,000.61		\$ 1,943.34	\$ 376.20			\$ 2,055.84	-	\$ 263.70
852	Reconstruction of Greenwood Ave	02/22/10	200,000.00	\$ 34,761.67			\$ 34,761.67				
862	Reconstruction of Forrester Ave	09/13/10	120,000.00	8,916.33		(376.20)	8,916.33	\$ 376.20			
870	Reconstruction of Madison Avenue	05/16/11	265,000.00	118,565.83						\$ 118,565.83	
875	Reconstruction of Bramau Avenue	09/19/11	115,449.82	9,811.00							9,811.00
879	Refunding Bond Ordinance	12/12/11	210,000.00		3,165.27						- 3,165.27
888	Resurfacing of Franklin Avenue	11/19/12	215,000.00	44,256.00				15,083.03	-		59,339.03
896	West Third Ave Roadway Improvements	12/17/12	51,292.32	51,292.32					51,292.32		-
906a	Acquisition of All Wheel Drive Police Vehicle	04/15/13	45,000.00			45,000.00			40,122.39		4,877.61
906b	Maguire Park Improvements	04/15/13	5,000.00			5,000.00			4,745.42		254.58
906c	Acquisition of Office Equipment	04/15/13	10,000.00			10,000.00			5,854.40		4,145.60
910	Resurfacing Estates Avenue	11/18/13	230,000.00			230,000.00					230,000.00
				<u>\$ 267,603.15</u>	<u>\$ 5,108.61</u>	<u>\$ 290,000.00</u>	<u>\$ 43,678.00</u>	<u>\$ 15,459.23</u>	<u>\$ 104,070.37</u>	<u>\$ 426,993.65</u>	<u>\$ 3,428.97</u>
						Capital Fund Balance	\$ 90,000.00	\$ 11,921.92			
						State Aid Receivable	200,000.00	31,756.08			
						Cash Disbursements			\$ 103,210.69		
						Encumbrances Payable			859.68		
							<u>\$ 290,000.00</u>	<u>43,678.00</u>	<u>\$ 104,070.37</u>		

BOROUGH OF PINE HILL
GENERAL CAPITAL FUND
Statement of General Serial Bonds
For the Year Ended December 31, 2013

Purpose	Date of Issue	Amount of Original Issue	Maturities of Bonds Outstanding December 31, 2013		Interest Rate	Balance		Balance Dec. 31, 2013
			Date	Amount		Dec. 31, 2012	Decreased	
General Improvement Bonds	8/1/99	\$ 3,130,000.00	8/1/14	\$ 285,000	4.95%	\$ 560,000.00	\$ 275,000.00	\$ 285,000.00
General Improvement Bonds	8/1/06	2,630,000.00	8/1/14	115,000	4.50%			
			8/1/15	120,000	4.50%			
			8/1/16	125,000	4.50%			
			8/1/17	135,000	4.50%			
			8/1/18	140,000	4.50%			
			8/1/19	145,000	4.50%			
			8/1/20	150,000	4.50%			
			8/1/21	160,000	4.50%			
			8/1/22	165,000	4.50%			
			8/1/23	170,000	4.50%			
			8/1/24	170,000	4.50%			
			8/1/25	175,000	4.50%			
			8/1/26	180,000	4.75%			
						<u>2,060,000.00</u>	<u>110,000.00</u>	<u>1,950,000.00</u>
						<u>\$ 2,620,000.00</u>	<u>\$ 385,000.00</u>	<u>\$ 2,235,000.00</u>

BOROUGH OF PINE HILL
GENERAL CAPITAL FUND
Statement of Green Trust Loan Payable
For the Year Ended December 31, 2013

Purpose	Date of Issue	Amount of Original Issue	Maturities of Loans Outstanding December 31, 2013		Interest Rate	Balance Dec. 31, 2012	Decreased	Balance Dec. 31, 2013
			Date	Amount				
Charles Bowen Recreational Complex	1/22/1998	\$ 660,000.00	2014	\$ 40,174.13				
			2015	40,981.63				
			2016	41,805.37				
			2017	21,216.77	2.00%	\$ 183,560.45	\$ 39,382.55	\$ 144,177.90

BOROUGH OF PINE HILL
GENERAL CAPITAL FUND
Statement of New Jersey Environmental Infrastructure Loan Payable
For the Year Ended December 31, 2013

Purpose	Date of Issue	Amount of Original Issue	Maturities of Bonds Outstanding December 31, 2013		Interest Rate	Balance		Decreased	Balance Dec. 31, 2013
			Date	Amount		Dec. 31, 2012			
Storm Sewer System Improvements	11/5/98	\$ 305,000.00	8/1/14-17 8/1/18	\$ 20,000.00 25,000.00	4.40%	\$ 125,000.00	\$ 20,000.00	\$ 105,000.00	
Storm Sewer System Improvements	11/5/98	301,289.00	2014 2015 2016 2017 2018	15,862.24 15,284.84 14,707.46 14,130.06 16,760.62	NIL	<u>93,184.86</u>	<u>16,439.64</u>	<u>76,745.22</u>	
						<u>\$ 218,184.86</u>	<u>\$ 36,439.64</u>	<u>\$ 181,745.22</u>	

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

Ordinance Number	Improvement Description	Date of Original Issue	Date of Issue	Maturity Date	Interest Rate	Balance Dec. 31, 2012	Increased	Decreased	Balance Dec. 31, 2013
806(a)	Resurface Parking Lot	12/21/07	12/10/12	12/9/13	1.00%	\$ 2,300.00		\$ 2,300.00	-
806(b)	Acquisition of Public Works Equipment	12/21/07	12/10/12	12/9/13	1.00%	7,625.00		7,625.00	-
806(c)	Purchase of Office Equipment	12/21/07	12/10/12	12/9/13	1.00%	21,325.00		21,325.00	-
806(d)	Acquisition of Various Equipment	12/21/07	12/10/12	12/9/13	1.00%	23,750.00		23,750.00	-
879	Settlement of Litigation	12/12/11	1/11/12 1/9/13	1/10/13 1/8/14	1.36% 0.85%	210,000.00		210,000.00	-
						<u>265,000.00</u>	<u>\$ 70,000.00</u>	<u>\$ 265,000.00</u>	<u>\$ 70,000.00</u>
								\$ 70,000.00	
							\$ 70,000.00	70,000.00	
								125,000.00	
							<u>\$ 70,000.00</u>	<u>\$ 265,000.00</u>	

BOROUGH OF PINE HILL
PART 2
SCHEDULE OF FINDINGS AND RECOMMENDATIONS
FOR THE YEAR ENDED DECEMBER 31, 2013

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

Schedule of Financial Statement Findings

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

Finding No. 2013-1

Criteria or Specific Requirement

Pursuant to N.J.A.C. 5:30-5.7, the general ledger, together with the books of original entry and supporting subsidiary ledgers shall constitute a complete accounting system which all local units shall have and maintain. Good internal control practices dictate that a complete and accurate general ledger should be maintained for each fund to ensure adequate control over the preparation of financial statements including the related footnotes.

Condition

The computerized general ledger was not properly maintained for all required funds. The Tax Collector accounts were not properly reconciled at year-end and reconciled to the general ledger. Also, a general ledger accounting system is not maintained for the Trust Other Funds.

Context

The general ledger required adjustment to properly reflect the financial activity of the Borough with the Tax office transactions.

Effect

Without a properly maintained general ledger system, the immediate and current identification of assets, liabilities, revenues, expenditures and fund balance cannot be achieved.

Cause

Proper internal control policies and procedures over financial transactions are not in place to properly maintain the general ledger and corresponding subsidiary ledgers.

Recommendation

That the general ledger for each fund be accurately and completely maintained to ensure adequate control over the preparation of financial statements including the related footnotes.

View of Responsible Officials and Planned Corrective Action

The responsible officials agree with the finding. Improvements have been made in upgrading and maintaining the general ledger accounting systems.

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

Schedule of Financial Statement Findings (Cont'd)

Finding No. 2013-2

Criteria or Specific Requirement

N.J.A.C. 5:30-5.6 requires that municipalities maintain a fixed asset accounting system that shall include asset descriptions, estimated or historical costs and other such information as shall be required by the governing body and updated annually with additions and deletions.

Condition

The fixed asset ledger has not been properly updated as of December 31, 2013.

Context

The Borough has not updated the official fixed asset record for 2013 additions and disposals.

Effect

The Borough's official fixed asset record does not provide an accurate accounting of the Borough's fixed asset inventory as of December 31, 2013.

Cause

Asset additions and disposals are not properly reflected in the records maintained by the Borough.

Recommendation

That a general fixed asset accounting system be properly maintained in accordance with N.J.A.C. 5:30-5.6.

View of Responsible Officials and Planned Corrective Action

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

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

Schedule of Financial Statement Findings (Cont'd)

Finding No. 2013-3

Criteria or Specific Requirement

The Division of Local Government Service has promulgated regulations for managing and accounting for Outside Employment of Police Officers as detailed in Local Finance Notice 2000-14 which requires that the contractors submit payment, based on estimates of the work to be done, in advance of the services rendered, and that the municipality "escrow" the monies in a dedicated fund to ensure timely payment to the police officers.

Condition

The Borough's escrow accounting of the outside employment of police officers was not properly maintained.

Context

The Borough's analysis for the police assistance account does not accurately reflect the financial transactions of the account, including beginning balances, receipts, charges and ending balances.

Effect

Without a properly maintained analysis for the police assistance account, the immediate and current identification of individual contractor balances cannot be achieved.

Cause

Proper internal control policies and procedures over financial transactions are not in place to properly maintain the analysis of balance for the police assistance account.

Recommendation

That policies and procedures be developed to ensure proper escrow accounting of the police assistance account.

View of Responsible Officials and Planned Corrective Action

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

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

Schedule of Financial Statement Findings (Cont'd)

Finding No. 2013-4

Criteria or 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 Statement of Reserve for Federal and State Grants – Appropriated reflects over expenditure in the Bulletproof Vest Fund and Body Armor grants in the amount of \$4,556.27.

Context

Resolutions amending the budget and appropriating the above grants were not completed during the year.

Effect

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

Cause

Effective internal control policies and procedures over budgeting, encumbrance accounting, and cash disbursements have not been established to ensure that there are sufficient appropriations for expenditures charged.

Recommendation

That the Borough develops effective internal controls over budgeting and encumbrance accounting to ensure that there are sufficient appropriations for expenditures charged prior to the commitment and disbursement of funds.

View of Responsible Officials and Planned Corrective Action

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

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

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

FINANCIAL STATEMENT FINDINGS

Finding No. 2012-1

Condition

The computerized general ledger was not properly maintained for all required funds.

Current Status

This condition remains unresolved.

Planned Corrective Action

See planned corrective action under Finding No. 2013-1.

BOROUGH OF PINE HILL
Officials in Office and Surety Bonds

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

<u>Name</u>	<u>Title</u>	<u>Amount of Surety Bond</u>
Christopher J. Green	Mayor	
Ruth McCullen	Council President	
Charles Jaxel	Councilman	
Stephen Shultz	Councilman	
Thomas Knott	Councilman	
Charles Warrington, Jr.	Councilman	
John Robb	Councilman	
Jennica N. Bileci	Business Administrator/ Municipal Clerk (resigned January 11, 2013)	
James Mallon	Business Administrator (effective April 22,2013)	
Thomas Cardis	Municipal Clerk	
Thomas Cardis	Chief Financial Officer	\$1,000,000.00
Deidre Besnick	Deputy Treasurer	
Kijona Thompson	Acting Tax Collector	1,000,000.00
Michael Raio	Tax Assessor	
Charles Shimberg, Esq.	Municipal Court Judge	1,000,000.00
Barbara A. Heriegel	Municipal Court Administrator	1,000,000.00
Margaret Worthman	Deputy Municipal Court Administrator	1,000,000.00
Raymond Hallworth	Construction Code Official	
Neil Clark	Zoning Officer	
David Patterson, Esq.	Solicitor	
Remington & Vernick	Engineers	

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APPRECIATION

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

Respectfully submitted,

BOWMAN & COMPANY LLP
Certified Public Accountants
& Consultants



Michael J. Welding
Certified Public Accountant
Registered Municipal Accountant