

ANNUAL FINANCIAL STATEMENT FOR THE YEAR 2013
(UNAUDITED)

POPULATION LAST CENSUS 1,170
NET VALUATION TAXABLE 2013 \$121,195,605
MUNICIPAL CODE 1703

FIVE DOLLARS PER DAY PENALTY IF NOT FILED BY:
COUNTIES - January 26, 2014
MUNICIPALITIES - February 10, 2014

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

Township _____ of Elsinboro County of Salem

SEE BACK COVER FOR INSTRUCTIONS
DO NOT USE THESE SPACES

	Date	Examined By:
1		Preliminary Check
2		Examined

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

Signature _____

Title Registered Municipal Accountant

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

REQUIRED CERTIFICATION BY THE CHIEF FINANCIAL OFFICER:

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

Further I do hereby certify that I, John F. Willadsen, am the Chief Financial Officer, License # No 409, of the Township of Elsinboro County of Salem and that the statements annexed hereto and made a part hereof are true statements of the financial condition of the Local Unit as at December 31, 2013, completely in compliance with N.J.S. 40A:5-12, as amended. I also give complete assurances as to the veracity of required information included herein, needed prior to certification by the Director of Local Government Services, including the verification of cash balances as of December 31, 2013.

Signature _____
Title Chief Financial Officer
Address Elsinboro Emergency Management Building
619 Salem\ Fort Elfsborg Road, Salem, N.J. 08079
Phone Number (856) 935-2200
Fax Number (856) 935-9011

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

THIS REQUIRED CERTIFICATION BY AN RMA IS AS FOLLOWS:

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

I have prepared the post-closing trial balances, related statements and analyses included in the accompanying Annual Financial Statement from the books of account and records made available to me by the _____ Township _____ of _____ Elsinboro as of December 31, 2013 and have applied certain agreed-upon procedures thereon as promulgated by the Division of Local Government Services, solely to assist the Chief Financial Officer in connection with the filing of the Annual Financial Statement for the year then ended as required by N.J.S. 40A:5-12, as amended.

Because the agreed-upon procedures do not constitute an examination of accounts made in accordance with generally accepted auditing standards, I do not express an opinion on any of the post-closing trial balances, related statements and analyses. In connection with the agreed-upon procedures, no matters came to my attention that caused me to believe that the Annual Financial Statement for the year ended 2013 is not in substantial compliance with the requirements of the State of New Jersey, Department of Community Affairs, Division of Local Government Services. Had I performed additional procedures or had I made an examination of the financial statements in accordance with generally accepted auditing standards, other matters might have come to my attention that would have been reported to the governing body and the Division. This Annual Financial Statement relates only to the accounts and items prescribed by the Division and does not extend to the financial statements of the municipality, taken as a whole.

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

(Registered Municipal Accountant)

Nightlinger, Colavita & Volpa
(Firm Name)

991 S. Black Horse Pike
(Address)

Williamstown, N. J. 08094
(Address)

Certified by me
This 6th day of February, 2014

(856) 629-3111
(Phone Number)

(856) 728-2245
(Phone Number)

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

TOWNSHIP OF ELSINBORO

The undersigned certifies that the municipality has complied with the regulations governing revenues generated by uniform construction code fees and expenditures for construction code operations for fiscal year 2013 as required under N.J.A.C. 5:23-4.17.

Printed name:	<u>Wayne Serfass</u>
Signature:	<u></u>
Certificate #:	<u>001608</u>
Date:	<u>2/6/2014</u>

MUNICIPAL BUDGET LOCAL EXAMINATION QUALIFICATION CERTIFICATION
BY
CHIEF FINANCIAL OFFICER

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

CERTIFICATION OF QUALIFYING MUNICIPALITY

1. The outstanding indebtedness of the previous fiscal year is not in excess of 3.5%;
2. All emergencies approved for the previous fiscal year did not exceed 3% of total appropriations;
3. The tax collection rate exceeded 90%;
4. Total deferred charges did not equal or exceed 4% of the total tax levy;
5. There were no "procedural deficiencies" noted by the registered municipal accountant on Sheet 1a of the Annual Financial Statement; and
6. There was no operating deficit for the previous fiscal year.
7. The municipality did not conduct an accelerated tax sale for less than 3 consecutive years
8. The municipality did not conduct a tax levy sale the previous fiscal year and does not plan to conduct one in the current year.
9. The current year budget does not contain a levy or appropriation "CAP" referendum.
10. The municipality has not applied for Transitional Aid for 2014.

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

Municipality: _____
Chief Financial Officer: _____
Signature: _____
Certificate #: _____
Date: _____

CERTIFICATION OF NON-QUALIFYING MUNICIPALITY

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

Municipality: Township of Elsinboro
Chief Financial Officer: John F. Willadsen
Signature: _____
Certificate #: NO. 409
Date: 2/6/14

21-0744851

Fed. I.D. #

Township of Elsinboro
Municipality

Salem
County

Report of Federal and State Financial Assistance Expenditures of Awards

Fiscal Year Ending:

December 31, 2013

	(1)	(2)	(3)
	Federal programs Expended (administered by the state)	State Programs Expended	Other Federal Programs Expended
TOTAL	\$ <u>- 0 -</u>	\$ <u>8,732.33</u>	\$ <u>0</u>

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

- Single Audit
- Program Specific Audit
- Financial Statement Audit Performed in Accordance with
Government Auditing Standards (Yellow Book)
- None

Note: All local governments, who are recipients of federal and state awards (financial assistance), must report the total amount of federal and state funds expended during its fiscal year and the type of audit required to comply with OMB A-133 (revised June 27, 2003) and OMB 04-04. The single audit threshold has been increased to \$500,000 beginning with Fiscal Year ending after 12/31/03. Expenditures are defined in Section 205 of OMB A-133.

- (1) Report expenditures from federal pass-through programs received directly from state government. Federal pass-through funds can be identified by the Catalog of Federal Domestic Assistance (CDFA) number reported in the State's grant/contract agreements.
- (2) Report expenditures from state programs received directly from state government or indirectly from pass through entities. Exclude state aid (i.e. CMPTRA, Energy Receipts tax, etc.) since there are no compliance requirements.
- (3) Report expenditures from federal programs received directly from the federal government or indirectly from entities other than state government.

Signature of Chief Financial Officer

2/6/2014

Date

IMPORTANT!
READ INSTRUCTIONS

INSTRUCTION

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

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

CERTIFICATION

I hereby certify that there was no "utility fund" on the books of account and there was no utility owned and operated by the Township of Elsinboro County of Salem during the year 2013 and that sheets 40 or 68 are unnecessary.

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

Name _____

Title R.M.A.

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

NOTE:

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

MUNICIPAL CERTIFICATION OF TAXABLE PROPERTY AS OF OCTOBER 1, 2013

Certification is hereby made that the Net Valuation Taxable of property liable to taxation for the tax year 2014 and filed with the County Board of Taxation on January 10, 2014 in accordance with the requirement of N.J.S.A. 54:4-35, was in the amount of \$ 121,338,252.00

SIGNATURE OF TAX ASSESSOR
Township of Elsinboro

MUNICIPALITY
Salem

COUNTY

NOTE THAT A TRIAL BALANCE IS REQUIRED AND NOT A BALANCE SHEET

**POST CLOSING
TRIAL BALANCE - CURRENT FUND
AS AT DECEMBER 31, 2013**

Cash Liabilities Must be Subtotalled and Subtotal Must be Marked with a "C" - Taxes Receivable Must be Subtotalled

Title of Account	Debit	Credit
Cash - Chief Financial Officer	803,278.29	
Cash - Collector	1,215.17	
Sub-Total Cash	804,493.46	
Delinquent Property Taxes	96,264.52	
Tax Title Liens Receivable	16,867.43	
Sub-Total Taxes Receivable	113,131.95	
Property Acquired for Taxes	131,400.00	
Due From Animal Control Fund	4,006.14	
Due From Payroll Fund	2,904.80	
Revenue Accounts Receivable	538.09	
	251,980.98	
Emergency Authorization		
Special Emergency Authorization (40A: 4-55)		
Encumbrance Payable		\$3,800.05
Appropriation Reserves		46,155.73
Prepaid Taxes		13,885.90
Due to State of N. J. Senior Citizens and Veterans		4,229.33
Local District School Taxes Payable		380,895.68
Due to Trust Other Fund		7,889.71
Due to Grant Fund		8,876.16
Due to General Capital Fund		154,561.39
Tax Overpayments		310.56
Reserve for Garden State Preservation Trust Funds		
Reserve for Sale of Municipal Assets		2,000.00
Miscellaneous Accounts Payable		1,800.00
Due to LAC Township		212.00
		624,616.51 "C"
Reserve for Receivables		251,980.98
Fund Balance		179,876.95
	\$ 1,056,474.44	\$ 1,056,474.44

(Do not crowd - add additional sheets)

**POST CLOSING
TRIAL BALANCE - TRUST FUNDS
(ASSESSMENT SECTION MUST BE SEPARATELY STATED)**

AS AT DECEMBER 31, 2013

Title of Account	Debit	Credit
<u>Animal Control Fund</u>		
Cash	\$1,583.18	
Due from State - Seized Dog Trust Fund Acct	5,979.29	
Due to the N.J. Department of Health Reserve for Animal Control Fund Expenditures		\$252.00 3,304.33
Due to Current Fund		4,006.14
Total	7,562.47	\$7,562.47
<u>Trust Other</u>		
Cash - Treasurer	\$5,644.70	
Due from Current Fund	7,889.71	
Reserve for:		
Unemployment		3,660.37
Escrow Deposits		7,671.48
Tax Title Lien Redemptions		167.61
Tax Sale Premium		250.00
Donations		1,784.95
Total	\$13,534.41	\$13,534.41
<u>Payroll Fund</u>		
Cash - Treasurer	\$9,680.69	
Due to Current Fund		2,904.80
Reserve for Payroll		6,775.89
Total	\$9,680.69	\$9,680.69

(Do not crowd - add additional sheets)

MUNICIPAL PUBLIC DEFENDER CERTIFICATION

Public Law 1998, C. 256

N/A

Municipal Public Defender Expended Prior Year 2012: (1) 0
(2) x 25%

Municipal Public Defender Trust Cash Balance December 31, 2013:..... (3) 0

Note: If the amount of money in a dedicated fund established pursuant to this section exceeds by more than 25% the amount which the municipality expended during the prior year providing the services of a municipal public defender, the amount in excess of the amount expended shall be forwarded to the Criminal Disposition and Review Collection Fund administered by the Victims of Crime Compensation Board. (P.O. Box 084, Trenton, NJ 08625)

Amount in excess of the amount expended: $3 - (1 + 2) =$ 0

The undersigned certifies that the municipality has complied with the regulations governing Municipal Public Defender as required under Public Law 1998, C. 256.

Chief Financial Officer _____
Signature: _____
Certificate #: _____
Date: _____

Schedule of Trust Fund Deposits and Reserves

	Amount Dec. 31, 2012 per Audit Report	Receipts	Disbursements	Balance as of Dec. 31, 2013
<u>Purpose</u>				
1 <u>Unemployment</u>	\$ 3,658.19	\$ 2.18		\$ 3,660.37
2 <u>Escrow Deposits</u>	7,671.48	500.00	500.00	7,671.48
3 <u>Tax Title Lien Redemptions</u>	216.93	74,366.06	74,415.38	167.61
4 <u>Reserve for Payroll</u>	1,815.26	91,459.92	86,499.29	6,775.89
5 <u>Reserve for Animal Control Fund</u>	3,102.43	601.90	400.00	3,304.33
6 <u>Tax Sale Premiums</u>	16,050.00		15,800.00	250.00
7 <u>Donations</u>	1,453.69	331.26		1,784.95
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30				
Totals:	\$ 33,967.98	\$ 167,261.32	\$ 177,614.67	\$ 23,614.63

Animal Control	\$ 3,304.33
Trust Other	13,534.41
Payroll	<u>6,775.89</u>
	<u>\$ 23,614.63</u>

**ANALYSIS OF TRUST ASSESSMENT CASH AND INVESTMENT PLEDGED TO
LIABILITIES AND SURPLUS**

Title of Liability to which Cash and Investments are Pledged	Audit Balance Dec. 31, 2012	Receipts				Disbursements	Balance Dec. 31, 2013
		Assessments and Liens	Current Budget				
Assessment Serial Bonds Issues:	xxxxx xx	xxxxx xx	xxxxx xx	xxxxx xx	xxxxx xx	xxxxx xx	xxxxx xx
Assessment Bond Anticipation Note Issues	xxxxx xx	xxxxx xx	xxxxx xx	xxxxx xx	xxxxx xx	xxxxx xx	xxxxx xx
Other Liabilities							
Trust Surplus							0.00
*Less Assets "Unfinanced"	xxxxx xx	xxxxx xx	xxxxx xx	xxxxx xx	xxxxx xx	xxxxx xx	xxxxx xx
	\$0.00						

* Show as red figure

