

TOWNSHIP OF LAFAYETTE

COUNTY OF SUSSEX

REPORT OF AUDIT

2018

NISIVOCCIA LLP
CERTIFIED PUBLIC ACCOUNTANTS

TOWNSHIP OF LAFAYETTE
COUNTY OF SUSSEX
REPORT OF AUDIT
2018

TOWNSHIP OF LAFAYETTE
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TOWNSHIP OF LAFAYETTE

PART I

FINANCIAL STATEMENTS AND SUPPLEMENTARY DATA

YEAR ENDED DECEMBER 31, 2018

Independent Auditors' Report

The Honorable Mayor and Members
of the Township Committee
Township of Lafayette
Lafayette, New Jersey

Report on the Financial Statements

We have audited the financial statements – *regulatory basis* - of the various funds of the Township of Lafayette, in the County of Sussex (the "Township") as of and for the years ended December 31, 2018 and 2017, and the related notes to the financial statements, as listed in the table of contents.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting practices prescribed or permitted by the Division of Local Government Services, Department of Community Affairs, State of New Jersey (the "Division") to demonstrate compliance with the Division's regulatory basis of accounting, and the budget laws of New Jersey; this includes 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.

Auditors' Responsibility

Our responsibility is to express opinions on these financial statements based on our audits. We conducted our audits in accordance with auditing standards generally accepted in the United States of America, audit requirements prescribed by the Division, and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audits 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 Township'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 Township'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, the financial statements are prepared by the Township on the basis of accounting practices prescribed or permitted by the Division to demonstrate compliance with the Division's regulatory basis of accounting and the budget laws of New Jersey, which is a basis of accounting other than accounting principles generally accepted in the United States of America. 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 the 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 each fund and account group of the Township as of December 31, 2018 and 2017, or the changes in financial position where applicable, thereof for the years then ended.

Basis for Qualified Opinion

The Township's general fixed assets account group is stated at historical cost or estimated historical cost in the accompanying financial statements. We were unable to obtain sufficient evidence to support the cost of the fixed assets of the general fixed assets account group. As more fully described in Note 1, due to the length of time over which these fixed assets were acquired, it is not practical to determine their actual costs. Therefore, based upon the underlying accounting records, we have not audited the general fixed assets account group.

Qualified Opinion on Regulatory Basis of Accounting

In our opinion, except for the effects on the December 31, 2018 and 2017 financial statements of the matter described in the *Basis for Qualified Opinion* paragraph, the financial statements referred to above present fairly, in all material respects, the financial position of the various funds of the Township of Lafayette as of December 31, 2018 and 2017, and the results of operations and changes in fund balance, where applicable, of such funds, thereof for the years then ended on the basis of the accounting practices prescribed or permitted by the Division to demonstrate compliance with the Division's regulatory basis of accounting and the budget laws of New Jersey, as described in Note 1.

Other Matters

Supplementary Information

Our audit was conducted for the purpose of forming opinions on the financial statements of the various funds that collectively comprise the Township's financial statements. The supplementary data schedules listed in the table of contents and the schedules of expenditures of federal and state awards, as required by Title 2 U.S. Code of Federal Regulations Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* ("Uniform Guidance") and New Jersey's OMB Circular 15-08, *Single Audit Policy for Recipients of Federal Grants, State Grants and State Aid*, are presented for purposes of additional analysis and are not a required part of the financial statements.

The supplementary data schedules and the schedules of expenditures of federal and state awards 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 various fund financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the various fund financial statements or to the various fund financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the supplementary data schedules and the schedules of expenditures of federal and state awards are fairly stated, in all material respects, in relation to the financial statements as a whole.

Other Reporting Required by *Government Auditing Standards*

In accordance with *Government Auditing Standards*, we have also issued our report dated May 6, 2019 on our consideration of the Township of Lafayette's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the Township's 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 Township of Lafayette's internal control over financial reporting and compliance.

Mount Arlington, New Jersey
May 6, 2019

NISIVOCCIA LLP

Heidi A. Wohlleb
Certified Public Accountant
Registered Municipal Accountant No. 481

TOWNSHIP OF LAFAYETTE
COUNTY OF SUSSEX
2018
CURRENT FUND

TOWNSHIP OF LAFAYETTE
CURRENT FUND
COMPARATIVE BALANCE SHEET - REGULATORY BASIS

		December 31,	
	Ref.	2018	2017
<u>ASSETS</u>			
Regular Fund:			
Cash and Cash Equivalents:			
Treasurer	A-4	\$ 1,273,054.55	\$ 1,883,901.78
Due from State of New Jersey:			
Senior Citizens and Veterans Deductions		8,088.88	8,338.88
		<u>1,281,143.43</u>	<u>1,892,240.66</u>
Receivables and Other Assets With Full Reserves:			
Delinquent Property Taxes Receivable	A-7	138,775.42	167,859.38
Tax Title Liens Receivable	A-8	313,758.74	298,979.17
Prepaid Regional High School Taxes	A-12		9,808.00
Due from:			
Lafayette Township Fire Department			335.36
Federal and State Grant Fund	A	201,842.83	46,551.19
Other Trust Funds	B	616.79	
Total Receivables and Other Assets with Full Reserves		<u>654,993.78</u>	<u>523,533.10</u>
Total Regular Fund		<u>1,936,137.21</u>	<u>2,415,773.76</u>
Federal and State Grant Fund:			
Grants Receivable	A-10	284,368.06	70,193.06
Total Federal and State Grant Fund		<u>284,368.06</u>	<u>70,193.06</u>
TOTAL ASSETS		<u>\$ 2,220,505.27</u>	<u>\$ 2,485,966.82</u>

TOWNSHIP OF LAFAYETTE
CURRENT FUND
COMPARATIVE BALANCE SHEET-REGULATORY BASIS
(Continued)

		December 31,	
	Ref.	2018	2017
<u>LIABILITIES, RESERVES AND FUND BALANCE</u>			
Regular Fund:			
Appropriation Reserves:			
Encumbered	A-3;A-11	\$ 7,946.37	\$ 36,455.57
Unencumbered	A-3;A-11	118,475.37	139,402.50
		<u>126,421.74</u>	<u>175,858.07</u>
Due to State of New Jersey:			
Marriage License Fees		73.00	50.00
Due to:			
Open Space Trust Fund	B	32,915.09	40.02
Other Trust Funds	B		86,165.02
County Added and Omitted Taxes Payable		4,492.04	2,603.99
Tax Overpayments		3,983.62	
Prepaid Taxes		64,634.45	371,046.54
Reserve for:			
Revaluation		2,642.50	2,642.50
Revision of Tax Maps		20,265.62	21,130.62
Pending Tax Appeals		199,984.81	228,800.00
Master Plan Update		12,434.57	12,434.57
		<u>467,847.44</u>	<u>900,771.33</u>
Reserve for Receivables and Other Assets	A	654,993.78	523,533.10
Fund Balance	A-1	<u>813,295.99</u>	<u>991,469.33</u>
Total Regular Fund		<u>1,936,137.21</u>	<u>2,415,773.76</u>
Federal and State Grant Fund:			
Due to Current Fund	A	201,842.83	46,551.19
Encumbrances Payable			1,533.21
Appropriated Reserves	A-14	73,036.27	6,868.93
Unappropriated Reserves	A-15	<u>9,488.96</u>	<u>15,239.73</u>
Total Federal and State Grant Fund		<u>284,368.06</u>	<u>70,193.06</u>
TOTAL LIABILITIES, RESERVES AND FUND BALANCE		<u>\$ 2,220,505.27</u>	<u>\$ 2,485,966.82</u>

THE ACCOMPANYING NOTES TO FINANCIAL STATEMENTS
ARE AN INTEGRAL PART OF THIS STATEMENT

TOWNSHIP OF LAFAYETTE
CURRENT FUND
COMPARATIVE STATEMENT OF OPERATIONS AND CHANGE IN FUND BALANCE-
REGULATORY BASIS

		Year Ended December 31,	
	<u>Ref.</u>	<u>2018</u>	<u>2017</u>
<u>Revenue and Other Income Realized</u>			
Fund Balance Utilized		\$ 725,000.00	\$ 385,000.00
Miscellaneous Revenue Anticipated		1,165,944.29	961,261.61
Receipts from:			
Delinquent Taxes		173,986.80	256,695.90
Current Taxes		8,703,688.70	8,606,658.55
Nonbudget Revenue		68,761.51	73,793.86
Other Credits to Income:			
Unexpended Balance of Appropriation Reserves		90,597.19	90,158.03
Interfunds and Other Items Returned		10,143.36	3.06
		<u>10,938,121.85</u>	<u>10,373,571.01</u>
<u>Expenditures</u>			
Budget and Emergency Appropriations:			
Municipal Purposes		2,289,074.36	1,881,514.76
Municipal Open Space Taxes		32,915.09	32,921.02
County Taxes		1,999,022.31	1,928,580.69
Local School District Taxes		4,172,275.00	4,182,300.00
Regional High School Taxes		1,742,100.00	1,735,848.00
Prepaid Regional High School Taxes			9,808.00
Senior Citizen Deductions Disallowed			141.78
Taxes Pending Appeal			166,996.95
Interfunds Advanced		155,908.43	46,886.55
		<u>10,391,295.19</u>	<u>9,984,997.75</u>
Excess in Revenue		546,826.66	388,573.26
Balance January 1		991,469.33	987,896.07
		1,538,295.99	1,376,469.33
Decreased by:			
Utilized as Anticipated Revenue		725,000.00	385,000.00
Balance December 31	A	\$ 813,295.99	\$ 991,469.33

THE ACCOMPANYING NOTES TO FINANCIAL STATEMENTS
ARE AN INTEGRAL PART OF THIS STATEMENT

TOWNSHIP OF LAFAYETTE
CURRENT FUND
STATEMENT OF REVENUE - REGULATORY BASIS
YEAR ENDED DECEMBER 31, 2018

	<u>Budget</u>	<u>Added by NJSA 40A:4-87</u>	<u>Realized</u>	<u>Excess or Deficit*</u>
Fund Balance Anticipated	<u>\$ 725,000.00</u>		<u>\$ 725,000.00</u>	
Miscellaneous Revenue:				
Licenses:				
Alcoholic Beverages	1,000.00		1,000.00	
Fees and Permits	15,000.00		38,202.75	\$ 23,202.75
Interest and Costs on Taxes	60,000.00		40,137.02	19,862.98
Consolidated Municipal Property Tax Relief Aid	449.00		449.00	
Energy Receipts Tax	183,419.00		183,419.00	
Garden State Preservation Trust	4,576.00		4,576.00	
Shared Service Agreements:				
Financial Administration - Township of Andover	52,073.84		51,057.84	1,016.00
Tax Assessment Administration	20,905.80		20,905.80	
Recycling Tonnage Grant	5,315.50		5,315.50	
Clean Communities Program	9,924.23		9,924.23	
NJ Department of Transportation - 2018				
Municipal Aid Program - Monroe Road	255,000.00		255,000.00	
USDA - Rural Development		\$ 26,175.00	26,175.00	
S.C.M.U.A. Host Community Benefit Fees	235,000.00		529,782.15	294,782.15
	<u>842,663.37</u>	<u>26,175.00</u>	<u>1,165,944.29</u>	<u>297,105.92</u>
Receipts from Delinquent Taxes	<u>160,000.00</u>		<u>173,986.80</u>	<u>13,986.80</u>
Amount to be Raised by Taxes for Support of Municipal Budget:				
Local Tax for Municipal Purposes	<u>910,235.99</u>		<u>1,132,376.30</u>	<u>222,140.31</u>
Budget Totals	<u>2,637,899.36</u>	<u>26,175.00</u>	<u>3,197,307.39</u>	<u>533,233.03</u>
Nonbudget Revenue			<u>68,761.51</u>	<u>68,761.51</u>
	<u>\$ 2,637,899.36</u>	<u>\$ 26,175.00</u>	<u>\$ 3,266,068.90</u>	<u>\$ 601,994.54</u>

TOWNSHIP OF LAFAYETTE
CURRENT FUND
STATEMENT OF REVENUE - REGULATORY BASIS
YEAR ENDED DECEMBER 31, 2018
(Continued)

Allocation of Current Tax Collections:

Revenue from Collection of Current Taxes		\$ 8,703,688.70
Allocated to:		
County, Local School and Regional School Taxes	\$ 7,913,397.31	
Municipal Open Space Taxes	32,915.09	
		<u>7,946,312.40</u>
Balance for Support of Municipal Budget		757,376.30
Add: Appropriation "Reserve for Uncollected Taxes"		<u>375,000.00</u>
Realized for Support of Municipal Budget		<u><u>\$ 1,132,376.30</u></u>

Analysis of Nonbudget Revenue:

Treasurer:

Interest on Investments and Deposits:

Collected/Received by Treasurer	\$ 42,040.53
Due from Other Trust Funds	516.79
	<u>516.79</u>

Total Interest on Investments and Deposits \$ 42,557.32

Fines and Costs - Municipal Court	13,658.78	
Recycling fees - DPW	290.75	
Cable TV Franchise Fees	7,413.00	
Municipal Clerk Licenses and Other Miscellaneous	366.96	
Insurance Reimbursements	1,825.85	
Senior Citizens' and Veterans' Deductions		
Administrative Reimbursement	410.00	
Other Miscellaneous Revenue	360.90	
		<u>24,326.24</u>

Tax Collector:

In Lieu of Taxes	1,817.95	
Other Miscellaneous	60.00	
		<u>1,877.95</u>

\$ 68,761.51

TOWNSHIP OF LAFAYETTE
CURRENT FUND
STATEMENT OF EXPENDITURES-REGULATORY BASIS
YEAR ENDED DECEMBER 31, 2018

	<u>Appropriations</u>		<u>Expended By</u>	
	<u>Budget</u>	<u>Budget After Modification</u>	<u>Paid or Charged</u>	<u>Reserved</u>
Operations Within "CAPS":				
GENERAL GOVERNMENT:				
General Administration:				
Salaries and Wages	\$ 180.00	\$ 180.00		\$ 180.00
Other Expenses	2,400.00	5,200.00	\$ 5,133.96	66.04
Mayor and Council:				
Salaries and Wages	13,426.00	13,426.00	13,206.09	219.91
Other Expenses	700.00	1,300.00	1,254.18	45.82
Municipal Clerk:				
Salaries and Wages	43,018.78	43,018.78	43,018.78	
Other Expenses	1,400.00	1,500.00	1,493.04	6.96
Other Expenses - Codification of Ordinances	5,200.00	5,200.00		5,200.00
Elections:				
Salaries and Wages	150.00	150.00		150.00
Other Expenses	2,200.00	2,200.00	1,923.13	276.87
Financial Administration (Treasury):				
Salaries and Wages	31,000.00	31,000.00	30,857.53	142.47
Other Expenses	2,000.00	2,200.00	2,145.11	54.89
Other Expenses - Contractual	8,500.00	8,500.00	8,333.36	166.64
Annual Audit	23,300.00	23,300.00	14,519.00	8,781.00
Computerized Data Processing:				
Other Expenses	12,820.00	12,820.00	7,563.00	5,257.00
Revenue Administration (Tax Collection):				
Salaries and Wages	1,000.00	1,000.00	1,000.00	
Other Expenses	1,900.00	2,250.00	2,245.95	4.05
Other Expenses - Contractual	45,896.00	45,896.00	45,895.13	0.87

TOWNSHIP OF LAFAYETTE
CURRENT FUND
STATEMENT OF EXPENDITURES-REGULATORY BASIS
YEAR ENDED DECEMBER 31, 2018
(Continued)

	<u>Appropriations</u>		<u>Expended By</u>	
	<u>Budget</u>	<u>Budget After Modification</u>	<u>Paid or Charged</u>	<u>Reserved</u>
Operations Within "CAPS" (Continued):				
GENERAL GOVERNMENT (Continued):				
Tax Assessment Administration:				
Salaries and Wages	\$ 16,232.16	\$ 16,232.16	\$ 16,232.16	
Other Expenses	2,400.00	2,400.00	1,343.05	\$ 1,056.95
Salaries and Wages - Assessment Search Officer	1,000.00	1,000.00	1,000.00	
Legal Services & Costs:				
Other Expenses	37,000.00	22,050.00	20,705.00	1,345.00
Engineering Services & Costs:				
Other Expenses	10,000.00	7,095.00	3,742.50	3,352.50
Municipal Economic Development Partnership:				
Other Expenses	2,000.00	2,000.00	1,541.00	459.00
LAND USE ADMINISTRATION:				
Municipal Land Use Law (NJSA 40:55D-1):				
Planning Board:				
Salaries and Wages	31,157.44	31,157.44	31,157.44	
Other Expenses	25,500.00	25,500.00	11,528.31	13,971.69
Zoning Official:				
Salaries and Wages	10,920.00	10,920.00	10,230.00	690.00
Other Expenses	250.00	250.00	13.99	236.01
INSURANCE:				
General Liability	101,000.00	101,000.00	100,965.00	35.00
Employee Group Health	152,000.00	158,800.00	158,782.00	18.00
Unemployment Compensation Insurance (N.J.S.A. 43:21-3 et seq.)	2,700.00	2,800.00	2,779.84	20.16

TOWNSHIP OF LAFAYETTE
CURRENT FUND
STATEMENT OF EXPENDITURES-REGULATORY BASIS
YEAR ENDED DECEMBER 31, 2018
(Continued)

	<u>Appropriations</u>		<u>Expended By</u>	
	<u>Budget</u>	<u>Budget After Modification</u>	<u>Paid or Charged</u>	<u>Reserved</u>
Operations Within "CAPS" (Continued):				
PUBLIC SAFETY:				
Emergency Management Services:				
Salaries and Wages	\$ 50.00	\$ 50.00		\$ 50.00
Other Expenses	50.00	50.00		50.00
Other Expenses - First Responders	10,500.00	10,500.00	\$ 10,500.00	
Aid to Volunteer Fire Company	39,500.00	39,500.00	39,500.00	
PUBLIC WORKS:				
Road Repairs and Maintenance:				
Salaries and Wages	285,000.00	285,000.00	284,138.48	861.52
Other Expenses	69,000.00	69,000.00	56,738.77	12,261.23
Snow Removal:				
Salaries and Wages	38,000.00	38,000.00	25,802.59	12,197.41
Other Expenses	73,000.00	73,000.00	70,672.99	2,327.01
Solid Waste Collection:				
Recycling Coordinator:				
Salaries and Wages	2,928.36	2,928.36	2,928.00	0.36
Other Expenses	250.00	250.00		250.00
Public Buildings & Grounds:				
Other Expenses	11,800.00	13,300.00	12,969.21	330.79
HEALTH AND HUMAN SERVICES:				
Board of Health:				
Salaries and Wages	60.00	60.00		60.00
Other Expenses	3,450.00	3,450.00	18.30	3,431.70
Salaries and Wages - Registrar	1,000.00	1,000.00	1,000.00	

TOWNSHIP OF LAFAYETTE
CURRENT FUND
STATEMENT OF EXPENDITURES-REGULATORY BASIS
YEAR ENDED DECEMBER 31, 2018
(Continued)

	<u>Appropriations</u>		<u>Expended By</u>	
	<u>Budget</u>	<u>Budget After Modification</u>	<u>Paid or Charged</u>	<u>Reserved</u>
Operations Within "CAPS" (Continued):				
HEALTH AND HUMAN SERVICES (Continued):				
Board of Health (Continued):				
Other Expenses - Registrar	\$ 300.00	\$ 800.00	\$ 595.00	\$ 205.00
Other Expenses - Municipal Alliance	1,055.00	1,055.00	1,054.67	0.33
Animal Control:				
Other Expenses	6,500.00	6,505.00	6,503.00	2.00
PARK AND RECREATION:				
Recreation:				
Salaries and Wages	10,000.00	10,900.00	10,842.91	57.09
Other Expenses	24,800.00	24,800.00	20,641.37	4,158.63
Open Space Committee:				
Other Expenses	200.00	200.00		200.00
UNCLASSIFIED:				
Celebration of Public Events:				
Other Expenses	5,200.00	6,100.00	6,047.01	52.99
Electricity	13,000.00	13,000.00	12,709.52	290.48
Street Lighting	3,000.00	3,000.00	2,592.61	407.39
Telephone	10,000.00	11,100.00	10,042.54	1,057.46
Gasoline (Natural or Propane)	6,600.00	6,600.00	6,402.68	197.32
Fuel Oil	22,000.00	24,000.00	23,798.80	201.20
Total Operations Within "CAPS"	1,224,493.74	1,224,493.74	1,144,107.00	80,386.74

TOWNSHIP OF LAFAYETTE
CURRENT FUND
STATEMENT OF EXPENDITURES-REGULATORY BASIS
YEAR ENDED DECEMBER 31, 2018
(Continued)

	<u>Appropriations</u>		<u>Expended By</u>	
	<u>Budget</u>	<u>Budget After Modification</u>	<u>Paid or Charged</u>	<u>Reserved</u>
Operations Within "CAPS" (Continued):				
UNCLASSIFIED: (Continued)				
Detail:				
Salaries and Wages	\$ 485,122.74	\$ 486,022.74	\$ 471,413.98	\$ 14,608.76
Other Expenses	739,371.00	738,471.00	672,693.02	65,777.98
Deferred Charges and Statutory Expenditures - Municipal				
Within "CAPS":				
Statutory Expenditures:				
Contribution to :				
Public Employees' Retirement System	56,589.61	56,589.61	52,386.85	4,202.76
Social Security (O.A.S.I)	37,500.00	37,500.00	35,372.64	2,127.36
Total Deferred Charges and Statutory				
Expenditures - Municipal Within "CAPS"	94,089.61	94,089.61	87,759.49	6,330.12
Total General Appropriations for Municipal				
Purposes Within "CAPS"	1,318,583.35	1,318,583.35	1,231,866.49	86,716.86

TOWNSHIP OF LAFAYETTE
CURRENT FUND
STATEMENT OF EXPENDITURES-REGULATORY BASIS
YEAR ENDED DECEMBER 31, 2018
(Continued)

	Appropriations		Expended By	
	Budget	Budget After Modification	Paid or Charged	Reserved
Operations Excluded from "CAPS":				
Police:				
911 Dispatching - Contractual	\$ 11,696.64	\$ 11,696.64	\$ 11,696.64	
Affordable Housing Administration (N.J.S.A.40A:45.3T):				
Other Expenses	7,000.00	7,000.00		\$ 7,000.00
Shared Services Agreements:				
Joint Municipal Court:				
Other Expenses - Contractual	74,400.00	74,400.00	49,641.49	24,758.51
Financial Administration:				
Andover Township	52,073.84	52,073.84	52,073.84	
Tax Assessment Administration	20,905.80	20,905.80	20,905.80	
Public and Private Programs Offset by Revenue:				
Clean Communities Grant	9,924.23	9,924.23	9,924.23	
Recycling Tonnage Grant	5,315.50	5,315.50	5,315.50	
USDA - Rural Development		26,175.00	26,175.00	
Total Operations Excluded from "CAPS":	181,316.01	207,491.01	175,732.50	31,758.51
Detail:				
Other Expenses	181,316.01	207,491.01	175,732.50	31,758.51

TOWNSHIP OF LAFAYETTE
CURRENT FUND
STATEMENT OF EXPENDITURES-REGULATORY BASIS
YEAR ENDED DECEMBER 31, 2018
(Continued)

	<u>Appropriations</u>		<u>Expended By</u>	
	<u>Budget</u>	<u>Budget After Modification</u>	<u>Paid or Charged</u>	<u>Reserved</u>
Capital Improvements:				
Capital Improvement Fund	\$ 508,000.00	\$ 508,000.00	\$ 508,000.00	
Public and Private Offset by Revenues:				
NJ Department of Transportation:				
Municipal Aid Program - Monroe Road	255,000.00	255,000.00	255,000.00	
Total Capital Improvements	763,000.00	763,000.00	763,000.00	
 Total General Appropriations for Municipal Purposes	2,262,899.36	2,289,074.36	2,170,598.99	\$ 118,475.37
Reserve for Uncollected Taxes	375,000.00	375,000.00	375,000.00	
Total General Appropriations	<u>\$ 2,637,899.36</u>	<u>\$ 2,664,074.36</u>	<u>\$ 2,545,598.99</u>	<u>\$ 118,475.37</u>

Ref.

A

TOWNSHIP OF LAFAYETTE
CURRENT FUND
STATEMENT OF EXPENDITURES-REGULATORY BASIS
YEAR ENDED DECEMBER 31, 2018
(Continued)

	<u>Ref.</u>	<u>Analysis of</u>	
		<u>Budget After Modification</u>	<u>Paid or Charged</u>
Adopted Budget		\$ 2,637,899.36	
Add by:			
N.J.S.A. 40A:4-87		<u>26,175.00</u>	
		<u>\$ 2,664,074.36</u>	
Reserve for Uncollected Taxes			\$ 375,000.00
Reserve for Encumbrances	A		7,946.37
Transfer to Federal and State Grant Fund			296,414.73
Cash Disbursed			<u>1,911,361.00</u>
			<u>2,590,722.10</u>
Less: Appropriation Refunds			<u>45,123.11</u>
			<u>\$ 2,545,598.99</u>

THE ACCOMPANYING NOTES TO FINANCIAL STATEMENTS
ARE AN INTEGRAL PART OF THIS STATEMENT

TOWNSHIP OF LAFAYETTE
COUNTY OF SUSSEX
2018
TRUST FUNDS

TOWNSHIP OF LAFAYETTE
TRUST FUNDS
COMPARATIVE BALANCE SHEET - REGULATORY BASIS

		December 31,	
	<u>Ref.</u>	<u>2018</u>	<u>2017</u>
<u>ASSETS</u>			
Animal Control Fund:			
Cash and Cash Equivalents:			
Treasurer	B-4	\$ 866.56	\$ 125.21
		<u>866.56</u>	<u>125.21</u>
Other Trust Funds:			
Cash and Cash Equivalents	B-4	888,646.32	865,602.41
Due From Current Fund:			
Open Space Trust Fund	A	32,915.09	40.02
Other Trust Funds	A		86,165.02
		<u>921,561.41</u>	<u>951,807.45</u>
TOTAL ASSETS		<u><u>\$ 922,427.97</u></u>	<u><u>\$ 951,932.66</u></u>
<u>LIABILITIES AND RESERVES</u>			
Animal Control Fund:			
Due to State Board of Health		\$ 36.00	\$ 30.00
Reserve for Animal Control Expenditures	B-6	830.56	95.21
		<u>866.56</u>	<u>125.21</u>
Other Trust Funds:			
Due to Current Fund	A	616.79	
Reserve for:			
Escrow and Driveway Bonds		70,919.95	54,978.21
Recreation		12,788.63	12,410.93
Fire Prevention Penalty Fees		6,870.92	9,670.76
Developers Escrow		489,810.64	520,497.28
Affordable Housing		52,307.87	40,158.59
Tax Sale Premiums		19,450.00	19,450.00
Environmental Contingencies		76,192.46	76,173.20
Open Space Trust		179,866.23	205,730.56
Storm Recovery		12,737.92	12,737.92
		<u>921,561.41</u>	<u>951,807.45</u>
TOTAL LIABILITIES AND RESERVES		<u><u>\$ 922,427.97</u></u>	<u><u>\$ 951,932.66</u></u>

THE ACCOMPANYING NOTES TO FINANCIAL STATEMENTS
ARE AN INTEGRAL PART OF THIS STATEMENT

TOWNSHIP OF LAFAYETTE
ASSESSMENT TRUST FUND
STATEMENT OF FUND BALANCE-REGULATORY BASIS
YEAR ENDED DECEMBER 31, 2018

NOT APPLICABLE

THE ACCOMPANYING NOTES TO FINANCIAL STATEMENTS
ARE AN INTEGRAL PART OF THIS STATEMENT

TOWNSHIP OF LAFAYETTE
ASSESSMENT TRUST FUND
STATEMENT OF REVENUE-REGULATORY BASIS
YEAR ENDED DECEMBER 31, 2018

NOT APPLICABLE

TOWNSHIP OF LAFAYETTE
ASSESSMENT TRUST FUND
STATEMENT OF EXPENDITURES-REGULATORY BASIS
YEAR ENDED DECEMBER 31, 2018

NOT APPLICABLE

THE ACCOMPANYING NOTES TO FINANCIAL STATEMENTS
ARE AN INTEGRAL PART OF THIS STATEMENT

TOWNSHIP OF LAFAYETTE
COUNTY OF SUSSEX
2018
GENERAL CAPITAL FUND

TOWNSHIP OF LAFAYETTE
GENERAL CAPITAL FUND
COMPARATIVE BALANCE SHEET-REGULATORY BASIS

		December 31,	
	Ref.	2018	2017
<u>ASSETS</u>			
Cash and Cash Equivalents	C-2	\$ 1,283,510.55	\$ 1,293,178.59
TOTAL ASSETS		\$ 1,283,510.55	\$ 1,293,178.59
 <u>LIABILITIES, RESERVES AND FUND BALANCE</u>			
Improvement Authorizations:			
Funded	C-5	\$ 171,103.32	\$ 26,754.36
Capital Improvement Fund	C-6	550,082.88	598,242.88
Reserve for:			
Encumbrances Payable		87,660.00	186,517.00
Purchase of Fire Truck and Fire Equipment		9,347.63	9,347.63
Improvements to Public/Recreational Property		17,406.92	24,406.92
FEMA Funded Purchase of Generators		60,772.10	60,772.10
FEMA Funded Emergency Management Equipment		24,354.50	24,354.50
Fund Balance	C-1	362,783.20	362,783.20
TOTAL LIABILITIES, RESERVES AND FUND BALANCE		\$ 1,283,510.55	\$ 1,293,178.59

THE ACCOMPANYING NOTES TO FINANCIAL STATEMENTS
ARE AN INTEGRAL PART OF THIS STATEMENT

TOWNSHIP OF LAFAYETTE
GENERAL CAPITAL FUND
STATEMENT OF FUND BALANCE-REGULATORY BASIS

	<u>Ref.</u>	
Balance December 31, 2017	C	<u>\$ 362,783.20</u>
Balance December 31, 2018	C	<u><u>\$ 362,783.20</u></u>

THE ACCOMPANYING NOTES TO FINANCIAL STATEMENTS
ARE AN INTEGRAL PART OF THIS STATEMENT

TOWNSHIP OF LAFAYETTE
COUNTY OF SUSSEX
2018
WATER UTILITY FUND

NOT APPLICABLE

TOWNSHIP OF LAFAYETTE

COUNTY OF SUSSEX

2018

SEWER UTILITY FUND

NOT APPLICABLE

TOWNSHIP OF LAFAYETTE
COUNTY OF SUSSEX
2018
PUBLIC ASSISTANCE FUND

NOT APPLICABLE

TOWNSHIP OF LAFAYETTE
COUNTY OF SUSSEX
2018
BOND AND INTEREST FUND

NOT APPLICABLE

TOWNSHIP OF LAFAYETTE
COUNTY OF SUSSEX
2018
GENERAL FIXED ASSETS ACCOUNT GROUP

(UNAUDITED)

TOWNSHIP OF LAFAYETTE
GENERAL FIXED ASSETS ACCOUNT GROUP
COMPARATIVE BALANCE SHEET -REGULATORY BASIS
 (UNAUDITED)

	December 31,	
	2018	2017
<u>ASSETS</u>		
Land	\$ 1,563,577.00	\$ 1,096,077.00
Buildings and Improvements	1,938,437.50	1,938,437.50
Equipment	2,022,812.29	1,834,850.29
TOTAL ASSETS	<u>\$ 5,524,826.79</u>	<u>\$ 4,869,364.79</u>
 <u>RESERVES</u>		
Reserve for Fixed Assets	<u>\$ 5,524,826.79</u>	<u>\$ 4,869,364.79</u>
TOTAL RESERVES	<u>\$ 5,524,826.79</u>	<u>\$ 4,869,364.79</u>

THE ACCOMPANYING NOTES TO FINANCIAL STATEMENTS
 ARE AN INTEGRAL PART OF THIS STATEMENT

TOWNSHIP OF LAFAYETTE
NOTES TO FINANCIAL STATEMENTS
YEAR ENDED DECEMBER 31, 2018

Note 1: Summary of Significant Accounting Policies

A. Reporting Entity

Governmental Accounting Standards Board ("GASB") Codification Section 2100, "Defining the Financial Reporting Entity" establishes standards to determine whether a governmental component unit should be included in the financial reporting entity. Component units are legally separate organizations for which the elected officials of the primary government are financially accountable. In addition, component units can be other organizations for which the nature and significance of their relationship with a primary government are such that exclusion would cause the reporting entity's financial statements to be misleading. The primary government is financially accountable if it appoints a voting majority of the organization's governing body and (1) it is able to impose its will on that organization or (2) there is a potential for the organization to provide specific financial benefits to, or impose specific financial burdens on, the primary government. A legally separate, tax-exempt organization should be reported as a component unit of a reporting entity if all of the following criteria are met: (1) The economic resources received or held by the separate organization are entirely or almost entirely for the direct benefit of the primary government, its component units, or its constituents. (2) The primary government, or its component units, is entitled to, or has the ability to otherwise access, a majority of the economic resources received or held by the separate organization. (3). The economic resources received or held by an individual organization that the specific primary government, or its component units, is entitled to, or has the ability to otherwise access, are significant to that primary government. As the financial reporting entity was established in accordance with New Jersey statutes, the requirements of GASB Codification Section 2100 were not followed and, accordingly, the reporting entity could be different from accounting principles generally accepted in the United States of America.

B. Description of Funds

The accounting policies of the Township of Lafayette conform to the accounting practices applicable to municipalities which have been prescribed or permitted by the Division of Local Government Services, Department of Community Affairs, State of New Jersey (the "Division"). Such practices 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. Under this method of accounting, the Township of Lafayette accounts for its financial transactions through the following separate funds:

Current Fund - Resources and expenditures for governmental operations of a general nature, including federal and state grant funds.

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

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

General Fixed Assets Account Group (Unaudited) – Estimated values of land, buildings and certain fixed assets of the Township as discussed in Note 1E.

TOWNSHIP OF LAFAYETTE
NOTES TO FINANCIAL STATEMENTS
YEAR ENDED DECEMBER 31, 2018
(Continued)

Note 1: Summary of Significant Accounting Policies (Cont'd)

C. Basis of Accounting

Basis of accounting refers to when revenue and expenditures or expenses are recognized in the accounts and reported in the financial statements. Basis of accounting relates to the timing of the measurements made, regardless of the measurement focus applied.

The more significant accounting policies in New Jersey follow.

Revenue is recorded when received in cash except for certain amounts which may be due from the State of New Jersey. Grant revenue is realized in the Current Fund when it is budgeted and in the Capital Funds when improvements are authorized. The amounts recorded as property taxes and consumer accounts receivable have not been included in revenue. Amounts that are due to the municipality, which are susceptible of accrual, are recorded as receivables with offsetting reserves in the Current Fund.

Expenditures are charged to operations based on budgeted amounts. Exceptions to this general rule include:

- 1) Accumulated unpaid vacation, sick pay and other employee amounts are not accrued.
- 2) Prepaid expenses, such as insurance premiums applicable to subsequent periods, are charged to current budget appropriations in total.
- 3) Principal and interest on long-term debt are recognized when due.

Expenditures, if any, in excess of appropriations, appropriation reserves or ordinances become deferred charges which must be raised by future taxes. Outstanding encumbrances at December 31 are reported as a cash liability in the financial statements and constitute part of the statutory appropriation reserve balance. Appropriation reserves covering unexpended appropriation balances are automatically created at December 31 of each year and recorded as liabilities, except for amounts which may be cancelled 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.

Had the Township's financial statements been prepared under accounting principles generally accepted in the United States of America, encumbrances would not be considered as expenditures; appropriation reserves would not be recorded; revenue susceptible to accrual would have been reflected without offsetting reserves; Federal and State grants and assistance would be recognized when earned, not when received; inventories would not be reflected as expenditures at the time of purchase, investments would generally be stated at fair value and the Township's net pension liability and related deferred inflows and outflows, where applicable, would be recorded.

The cash basis of accounting is followed in the Trust Funds.

- D. Deferred Charges to Future Taxation – The Capital Fund balance sheet includes both funded and unfunded deferred charges. Funded means that bonds have been issued and are being paid off on a serial basis. Unfunded means that debt has been authorized but not permanently financed. A municipality can eliminate an unfunded deferred charge by raising it in the budget, by collecting a grant, by selling bonds or by issuing loans or capital lease purchase agreements.

TOWNSHIP OF LAFAYETTE
NOTES TO FINANCIAL STATEMENTS
YEAR ENDED DECEMBER 31, 2018
(Continued)

Note 1: Summary of Significant Accounting Policies (Cont'd)

E. Other significant accounting policies include:

Management Estimates – The preparation of financial statements requires management to make estimates and assumptions that affect the reported amounts of revenues and expenditures/expenses during the reporting period. Actual results could differ from those estimates.

Cash and Cash Equivalents – Amounts include petty cash, change funds, amounts on deposit, and short-term investments with original maturities of three months or less.

Investments – Investments are stated at cost.

Grants Receivable – Grants receivable represent total grant awards less amounts collected to date. Because the amount of grants funds to be collected are dependent on the total costs eligible for reimbursement, the actual amount collected may be less than the total amount awarded.

Allowance for Uncollectible Accounts – No allowance for uncollectible accounts has been recorded as all amounts are considered collectible.

Compensated Absences – Expenditures relating to unused accumulated sick pay are not recorded until paid.

Foreclosed Property - Foreclosed Property is recorded in the Current Fund at the assessed valuation when such property was acquired and is fully reserved.

Interfunds - 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.

Inventories of Supplies - The cost of inventories of supplies for all funds are recorded as expenditures at the time individual items are purchased. The cost of inventories is not included on the various balance sheets.

General Fixed Assets (Unaudited) - In accordance with New Jersey Administrative Code accounting requirements, as promulgated by the Division of Local Government Services, the Township has developed a fixed assets accounting and reporting system based on the following:

General fixed assets are recorded at cost, or estimated historical cost. Infrastructure assets are not included in general fixed assets, as per state directive. Major renewals and betterments are charged to the asset accounts; maintenance and minor repairs and replacements, which do not improve or extend the lives of the respective assets, are expensed currently. Donated fixed assets are valued at their fair market value on the date donated. No depreciation has been provided for on general fixed assets. The total value recorded for general fixed assets is offset by a "Reserve for Fixed Assets." When properties are retired or otherwise disposed of, the asset and the reserve are adjusted accordingly. Assets recorded in the general fixed assets account group may also be recorded in the Current Fund and General Capital Fund. The values recorded in the general fixed assets account group and the current and capital funds may not always agree due to differences in valuation methods, timing of recognition of assets, and the recognition of infrastructures. Fixed assets are reviewed for impairment.

TOWNSHIP OF LAFAYETTE
NOTES TO FINANCIAL STATEMENTS
YEAR ENDED DECEMBER 31, 2018
(Continued)

Note 1: Summary of Significant Accounting Policies (Cont'd)

- F. Budget/Budgetary Control – Annual appropriated budgets are usually prepared in the first quarter for the Current Fund and the Open Space Trust Fund. The budget is submitted to the governing body and the Division of Local Government Services. The budget is prepared using the cash basis of accounting. The legal level of budgetary control is established at the line item accounts within each fund. Line item accounts are defined as the lowest (most specific) level of detail as established pursuant to the flexible chart of accounts referenced in N.J.S.A. 40A. All budget amendments/transfers must be approved by the Township during the year.

Note 2: Long-Term Debt

The Local Bond Law governs the issuance of bonds to finance general Township capital expenditures. All bonds are retired in serial installments within the statutory period of usefulness. All bonds issued by the Township are general obligation bonds. The Township's full faith and credit taxing power has been pledged to the payment of the general obligation debt principal and interest.

	December 31,		
	2018	2017	2016
<u>Issued</u>			
General:			
Bonds and Notes	\$ -0-	\$ -0-	\$ -0-
Net Debt Issued	-0-	-0-	-0-
<u>Authorized but not Issued:</u>			
Bonds and Notes	-0-	-0-	-0-
Net Bonds and Notes Issued and Authorized but not Issued	\$ -0-	\$ -0-	\$ -0-

Summary of Municipal Debt Issued and Outstanding – Current and Prior Years

There was no debt issued and outstanding at December 31, 2018, 2017 or 2016.

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 indicates a statutory net debt of 0.0%.

	Gross Debt	Deductions	Net Debt
General Debt	\$ -0-		\$ -0-
Local School District Debt	1,030,000.00	\$ 1,030,000.00	
	<u>\$ 1,030,000.00</u>	<u>\$ 1,030,000.00</u>	<u>\$ -0-</u>

Net Debt of \$-0- divided by Equalized Valuation Basis per N.J.S. 40A:2-2, \$337,770,060 = 0.0%.

TOWNSHIP OF LAFAYETTE
NOTES TO FINANCIAL STATEMENTS
YEAR ENDED DECEMBER 31, 2018
(Continued)

Note 2: Long-Term Debt (Cont'd)

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

3-1/2% Average Equalized Valuation of Real Property	\$ 11,821,952.10
Net Debt	<u>- 0 -</u>
Remaining Borrowing Power	<u>\$ 11,821,952.10</u>

The foregoing debt information is in agreement with the Annual Debt Statement filed by the Chief Financial Officer.

Net Pension Liability

The State of New Jersey Public Employees' Retirement System's (PERS) net pension liability was calculated to be \$1,403,449 at December 31, 2017. See Note 4 for further information on the PERS.

Note 3: Fund Balances Appropriated

The amount of fund balance at December 31, 2018, which is included in the introduced Current Fund budget for the year ending December 31, 2019 is \$547,500.

Note 4: Pension Plans

Township employees participate in a defined benefit public employee retirement system: the State of New Jersey Public Employee's Retirement System (PERS).

A. Public Employees' Retirement System (PERS)

Plan Description

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

Benefits Provided

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

TOWNSHIP OF LAFAYETTE
NOTES TO FINANCIAL STATEMENTS
YEAR ENDED DECEMBER 31, 2018
(Continued)

Note 4: Pension Plans (Cont'd)

A. Public Employees' Retirement System (PERS) (Cont'd)

Benefits Provided (Cont'd)

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

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

Contributions

The contribution policy for PERS is set by N.J.S.A. 43:15A and requires contributions by active members and contributing members. The local employers' contribution amounts are based on an actuarially determined rate which includes the normal cost and unfunded accrued liability. Chapter 19, P.L. 2009 provided an option for local employers of PERS to contribute 50% of the normal and accrued liability contribution amounts certified for payments due in State fiscal year 2009. Such employers will be credited with the full payment and any such amounts will not be included in their unfunded liability. The actuaries will determine the unfunded liability of those retirement systems, by employer, for the reduced normal and accrued liability contributions provided under this law. This unfunded liability will be paid by the employer in level annual payments over a period of 15 years beginning with the payments due in the fiscal year ended June 30, 2012 and will be adjusted by the rate of return on the actuarial value of assets. Township contributions to PERS amounted to \$52,386.85 for 2018.

The employee contribution rate was 7.34% effective July 1, 2017 and increased to 7.50% effective July 1, 2018. Subsequent increases after October 1, 2011 were being phased in over 7 years effective on each July 1st to bring the total pension contribution rate to 7.5% of base salary as of July 1, 2018.

TOWNSHIP OF LAFAYETTE
NOTES TO FINANCIAL STATEMENTS
YEAR ENDED DECEMBER 31, 2018
(Continued)

Note 4: Pension Plans (Cont'd)

A. Public Employees' Retirement System (PERS) (Cont'd)

Pension Liabilities and Pension Expense

At December 31, 2017, the Township's liability was \$1,403,449 for its proportionate share of the net pension liability. The net pension liability was measured as of June 30, 2017, and the total pension liability used to calculate the net pension liability was determined by an actuarial valuation as of July 1, 2016 which was rolled forward to June 30, 2017. The Township's proportion of the net pension liability was based on a projection of the Township's long-term share of contributions to the pension plan relative to the projected contributions of all participating members, actuarially determined. At June 30, 2017, the Township's proportion was 0.006%, which was an increase of 0.001% from its proportion measured as of June 30, 2016. The Township has rolled forward the net pension liability to December 31, 2017 with no adjustments. The State of New Jersey Public Employees' Retirement System (PERS)' valuation cycle is July 1 instead of December 31. The roll forward methodology puts them a year in arrears in terms of valuation. The Division of Local Government Services, Department of Community Affairs, State of New Jersey is permitting municipalities to include the June 30, 2017 pension information in the Notes to the Financial Statements as the June 30, 2018 pension information has not been released as of the date of this audit.

For the year ended December 31, 2018, the Township recognized actual pension expense in the amount of \$52,386.85.

Actuarial Assumptions

The total pension liability for the June 30, 2017 measurement date was determined by an actuarial valuation as of July 1, 2016 which was rolled forward to June 30, 2017. This actuarial valuation used the following actuarial assumptions:

Inflation Rate	2.25%
Salary Increases:	
Through 2026	1.65 – 4.15% based on age
Thereafter	2.65 – 5.15% based on age
Investment Rate of Return	7.00%

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

TOWNSHIP OF LAFAYETTE
NOTES TO FINANCIAL STATEMENTS
YEAR ENDED DECEMBER 31, 2018
(Continued)

Note 4: Pension Plans (Cont'd)

A. Public Employees' Retirement System (PERS) (Cont'd)

Actuarial Assumptions (Cont'd)

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

Long Term Expected Rate of Return

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

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

TOWNSHIP OF LAFAYETTE
NOTES TO FINANCIAL STATEMENTS
YEAR ENDED DECEMBER 31, 2018
(Continued)

Note 4: Pension Plans (Cont'd)

A. Public Employees' Retirement System (PERS) (Cont'd)

Discount Rate

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

Sensitivity of the Township's Proportionate Share of the Net Pension Liability to Changes in the Discount Rate

The following presents the Township's proportionate share of the collective net pension liability as of December 31, 2017 calculated using the discount rate as disclosed below, as well as what the Township's proportionate share of the net pension liability would be if it were calculated using a discount rate that is 1-percentage-point lower or 1-percentage-point higher than the current rate:

	December 31, 2017		
	1% Decrease (4.00%)	Current Discount Rate (5.00%)	1% Increase (6.00%)
Township's proportionate share of the Net Pension Liability	\$ 1,741,073	\$ 1,403,449	\$ 1,122,165

Pension Plan Fiduciary Net Position

Detailed information about the pension plan's fiduciary net position is available in the separately issued PERS financial statements.

Note 5: Local and Regional School District Taxes

Regulations provide for the deferral of not more than 50% of the annual levy when school taxes are raised for a school year and have not been requisitioned by the school district.

The Township of Lafayette has elected not to defer school taxes.

TOWNSHIP OF LAFAYETTE
NOTES TO FINANCIAL STATEMENTS
YEAR ENDED DECEMBER 31, 2018
(Continued)

Note 6: Accrued Sick and Vacation Benefits

Vacation time must be used before the end of the year and is not allowed to be accrued.

Employees are allowed to accrue up to 24 days of sick leave; however, they are not paid for any sick time upon leaving the Township. Such compensation paid for sick time used during the year would be included in the Township's budget.

Note 7: Selected Tax Information

Property taxes are levied as of January 1 on property values assessed as of the previous calendar year. The tax levy is divided into two billings. The first billing is an estimate of the current year's levy based on the prior year's taxes. The second billing reflects adjustments to the current year's actual levy. The final tax bill is usually mailed on or before June 14th along with the first half estimated tax bills for the subsequent year. The first half estimated taxes are divided into two due dates, February 1 and May 1. The final tax bills are also divided into two due dates, August 1 and November 1. A ten-day grace period is usually granted before the taxes are considered delinquent and the imposition of interest charges. A penalty may be assessed for any unpaid taxes in excess of \$10,000 at December 31 of the current year. Unpaid taxes of the prior year may be placed in lien at a tax sale held after April 1 and through December 31. Unpaid taxes of the current year may be placed in lien at a tax sale held after December 10.

Comparative Schedule of Tax Rate Information

	2018	2017	2016
<u>Tax Rate</u>	\$ 2.688	\$ 2.667	\$ 2.743
<u>Apportionment of</u>			
<u>Tax Rate</u>			
Municipal *	0.285	0.284	0.284
County	0.608	0.586	0.582
Local School	1.267	1.270	1.275
Regional High School	0.528	0.527	0.602
<u>Assessed Valuations</u>			
2018	\$ 329,378,696.00		
2017		\$ 329,143,015.00	
2016			\$ 326,017,858.00

* - Includes municipal open space taxes.

Comparison of Tax Levies and Collection Currently

A study of the tabulation on the following page could indicate a possible trend in future tax levies. A decrease in the percentage of current collection could be an indication of a probable increase in future tax levies.

TOWNSHIP OF LAFAYETTE
NOTES TO FINANCIAL STATEMENTS
YEAR ENDED DECEMBER 31, 2018
(Continued)

Note 7: Selected Tax Information (Cont'd)

Comparison of Tax Levies and Collection Currently (Cont'd)

<u>Year</u>	<u>Tax Levy</u>	<u>Currently</u>	
		<u>Cash Collections</u>	<u>Percentage of Collection</u>
2018	\$ 8,873,563.09	\$ 8,703,688.70	98.08%
2017	8,797,739.84	8,606,658.55	97.82%
2016	9,074,714.36	8,795,991.16	96.92%

Also, increases in future tax levies can also be warranted if revenue sources outside of those directly generated by the municipality, such as federal or state aid, should decline without corresponding decreases in budgeted expenditures.

Note 8: Cash and Cash Equivalents

Cash and cash equivalents include petty cash, change funds, amounts in deposits, money market accounts, and short-term investments with original maturities of three months or less.

Investments are stated at cost. The Township classifies certificates of deposit which have original maturity dates of more than three months but less than twelve months from the date of purchase, as investments.

GASB requires disclosure of the level of custodial credit risk assumed by the Township in its cash, cash equivalents and investments, if those items are uninsured or unregistered. Custodial credit risk is the risk that in the event of a bank failure, the government's deposits may not be returned.

Interest Rate Risk - In accordance with its cash management plan, the Township ensures that any deposit or investment matures within the time period that approximates the prospective need for the funds, deposited or invested, so that there is not a risk to the market value of such deposits or investments.

Credit Risk - The Township limits its investments to those authorized in its cash management plan which are those permitted under state statute as detailed below and on the following page.

Custodial Credit Risk – The Township's policy with respect to custodial credit risk requires that the Township ensures that Township funds are only deposited in financial institutions in which NJ municipalities are permitted to invest their funds.

Deposits:

New Jersey statutes require that municipalities deposit public funds in public depositories located in New Jersey which are insured by the Federal Deposit Insurance Corporation, or by any other agency of the United States that insures deposits made in public depositories. Municipalities are also permitted to deposit public funds in the State of New Jersey Cash Management Fund.

TOWNSHIP OF LAFAYETTE
NOTES TO FINANCIAL STATEMENTS
YEAR ENDED DECEMBER 31, 2018
(Continued)

Note 8: Cash and Cash Equivalents (Cont'd)

Deposits (Cont'd)

New Jersey statutes require public depositories to maintain collateral for deposits of public funds that exceed insurance limits as follows:

The market value of the collateral must equal 5% of the average daily balance of collected public funds on deposit, and

In addition to the above collateral requirement, if the public funds deposited exceed 75% of the capital funds of the depository, the depository must provide collateral having a market value at least equal to 100% of the amount exceeding 75%.

All collateral must be deposited with the Federal Reserve Bank, the Federal Home Loan Bank Board or a banking institution that is a member of the Federal Reserve System and has capital funds of not less than \$25,000,000.

Investments:

New Jersey statutes permit the Township to purchase the following types of securities:

- (1) Bonds or other obligations of the United States of America or obligations guaranteed by the United States of America;
- (2) Government money market mutual funds;
- (3) Any obligation that a federal agency or a federal instrumentality has issued in accordance with an act of Congress, which security has a maturity date not greater than 397 days from the date of purchase, provided that such obligation bears a fixed rate of interest not dependent on any index or other external factor;
- (4) Bonds or other obligations of the local unit or bonds or other obligations of school districts of which the local unit is a part or within which the school district is located;
- (5) Bonds or other obligations, having a maturity date not more than 397 days from the date of purchase, issued by New Jersey school districts, municipalities, counties, and entities subject to the "Local Authorities Fiscal Control Law" P.L. 1983, c. 313 (C.40A:5A-1 et seq.) Other bonds or obligations having a maturity date not more than 397 days from the date of purchase may be approved by the Division of Local Government Services in the Department of Community Affairs for investment by local units;
- (6) Local government investment pools;
- (7) Deposits with the State of New Jersey Cash Management Fund established pursuant to section 1 of P.L. 1977, c.281 (C.52:18A-90.4); or

TOWNSHIP OF LAFAYETTE
NOTES TO FINANCIAL STATEMENTS
YEAR ENDED DECEMBER 31, 2018
(Continued)

Note 8: Cash and Cash Equivalents (Cont'd)

Investments (Cont'd)

- (8) Agreements for the repurchase of fully collateralized securities if:
- (a) the underlying securities are permitted investments pursuant to paragraphs (1) and (3) of this subsection a. or are bonds or other obligations, having a maturity date not more than 397 days from the date of purchase, issued by New Jersey school districts, municipalities, counties and entities subject to the "Local Authorities Fiscal Control Law", P.L. 1983 c.313 (C.40A:5A-1 et seq.);
 - (b) the custody of collateral is transferred to a third party;
 - (c) the maturity of the agreement is not more than 30 days;
 - (d) the underlying securities are purchased through a public depository as defined in section 1 of P.L. 1970, c.236 (C.17:9-41); and
 - (e) a master repurchase agreement providing for the custody and security of collateral is executed.

As of December 31, 2018, cash and cash equivalents of the Township of Lafayette consisted of the following:

<u>Fund</u>	<u>Checking Accounts</u>	<u>Savings Accounts</u>	<u>NJ Cash Management Fund</u>	<u>Total</u>
Current	\$1,273,050.02		\$ 4.53	\$ 1,273,054.55
Animal Control	866.56			866.56
Other Trust	91,196.29	\$ 797,450.03		888,646.32
General Capital	1,283,508.46		2.09	1,283,510.55
	<u>\$2,648,621.33</u>	<u>\$ 797,450.03</u>	<u>\$ 6.62</u>	<u>\$ 3,446,077.98</u>

During the period ended December 31, 2018, the Township did not hold any investments. The carrying amount of the Township of Lafayette's cash and cash equivalents at December 31, 2018, was \$3,446,077.98 and the bank balance was \$3,428,336.73. The \$6.62 in the NJ Cash Management Fund accounts are uninsured and unregistered.

Note 9: Risk Management

The Township is exposed to various risks of loss related to torts; theft of, damage to, and destruction of assets; errors and omissions; injuries to employees; and natural disasters. Health benefits are provided through the State of New Jersey health benefits plan.

Property, Liability and Workers' Compensation

The Township is currently a member of the Statewide Insurance Fund (the "Fund"). The Fund provides its members with Auto, Liability, Property Insurance, Workers' Compensation and Employee Liability

TOWNSHIP OF LAFAYETTE
NOTES TO FINANCIAL STATEMENTS
YEAR ENDED DECEMBER 31, 2018
(Continued)

Note 9: Risk Management (Cont'd)

Property, Liability and Workers' Compensation (Cont'd)

Insurance. The Fund is a risk-sharing public entity risk pool that is both an insured and self administered group of governmental entities established for the purpose of providing low-cost insurance coverage for its members in order to keep local property taxes at a minimum. Each member appoints an official to represent their respective entity for the purpose of creating a governing body from which officers for the Fund are elected.

As a member of this Fund, the Township could be subject to supplemental assessments in the event of deficiencies. If the assets of the Fund were to be exhausted, members would become responsible for their respective shares of the Fund's liabilities.

The Fund can declare and distribute dividends to members upon approval of the State of New Jersey Department of Banking and Insurance. These distributions are divided amongst the members in the same ratio as their individual assessment relates to the total assessment of the membership body. The members may either receive payment or offset their subsequent year assessments with their respective share of the distribution.

The December 31, 2018 audit report of the Fund is not filed as of the date of this report. Selected, summarized financial information for the Fund as of December 31, 2017 is as follows:

	<u>Statewide</u> <u>Insurance Fund</u>
Total Assets	\$ 48,640,942
Net Position	\$ 13,386,585
Total Revenue	\$ 28,241,347
Total Expenses	\$ 23,341,898
Change in Net Position	\$ 4,899,449
Members Dividends	\$ 560,525

Contact information for Statewide Insurance Fund is as follows:

One Sylvan Way
Parsippany, New Jersey 07054
(862) 260-2050

New Jersey Unemployment Compensation Insurance – The Township has elected to fund its New Jersey Unemployment Compensation Insurance under the "Contributory Method". Under this plan, the Township is required to remit employee withholdings to the State on a quarterly basis. All of the Township's claims are paid by the State.

TOWNSHIP OF LAFAYETTE
NOTES TO FINANCIAL STATEMENTS
YEAR ENDED DECEMBER 31, 2018
(Continued)

Note 10: Interfund Receivables and Payables

The following interfund balances remained on the balance sheet at December 31, 2018:

<u>Fund</u>	<u>Interfund Receivable</u>	<u>Interfund Payable</u>
Current Fund	\$ 202,459.62	\$ 32,915.09
Federal and State Grant Fund		201,842.83
Other Trust Funds		616.79
Open Space Trust Fund	32,915.09	
	<u>\$ 235,374.71</u>	<u>\$ 235,374.71</u>

The interfund receivable in the Current Fund and the interfund payable in the Federal and State Grant Fund are due to the net of grant funds received in the Current Fund and grant fund expenditures paid by the Current Fund on behalf of the Federal and State Grant Fund. The interfund receivable in the Open Space Trust Fund and the interfund payable in the Current Fund represent the amount of 2018 open space taxes collected in the Current Fund not turned over to the Open Space Trust Fund as of December 31, 2018. The interfund receivable in the Current Fund and the interfund payable in the Other Trust Funds represents \$516.79 of interest earned in the Other Trust Funds in 2018 not turned over to the Current Fund as of December 31, 2018 as well as an interfund advanced of \$100.00.

Note 11: Reserve for Environmental Contingencies

The Township set aside part of the annual Host Community Fees received from the Sussex County Municipal Utilities Authority for potential costs associated with environmental issues, including the cost of potential litigation, which may develop with respect to the landfill. As of December 31, 2018, the reserve balance was \$76,192.46.

Note 12: Contingent Liabilities

The Township is periodically involved in various lawsuits arising in the normal course of business, including claims for property damage, personal injury, and various contract disputes. The Township vigorously contests these lawsuits and believes the ultimate resolution would not have a material adverse effect on its financial position.

Amounts received or receivable from grantors, principally the federal and state governments are subject to regulatory requirements and adjustments by the agencies. Any disallowed claims, including amounts previously recognized by the Township as revenue would constitute a liability of the applicable funds. The amount, if any, of expenditures which may be disallowed by the grantors cannot be determined at this time, although Township officials expect such amounts, if any, to be immaterial.

TOWNSHIP OF LAFAYETTE
NOTES TO FINANCIAL STATEMENTS
YEAR ENDED DECEMBER 31, 2018
(Continued)

Note 12: Contingent Liabilities (Cont'd)

Various tax appeals on assessed valuations have been filed against the Township and are awaiting tax court decisions. The ultimate outcome and effect of such appeals have not been determined; however, the Township's Tax Assessor will aggressively defend the Township's assessments. The Township has established a reserve, which it feels is sufficient, for this contingency in the amount of \$199,984.81.

Note 13: Economic Dependency

The Township receives a substantial amount of its support from federal and state governments. A significant reduction in the level of support, if this were to occur, may have an effect on the Township's programs and activities.

Note 14: Open Space Trust Fund

The Township adopted an ordinance in 2006 to establish a "Municipal Open Space, Recreation, and Farmland and Historic Preservation Trust Fund," permitting the Township to collect a tax between one (\$.01) and three (\$.03) cents per \$100.00 assessed valuation for the Open Space Trust Fund. The 2018 Open Space tax levy was one cent (\$.01) or \$32,915.09 including added and omitted taxes. The balance in the Reserve for Open Space at December 31, 2018 was \$179,866.23.

TOWNSHIP OF LAFAYETTE

SUPPLEMENTARY DATA

TOWNSHIP OF LAFAYETTE
OFFICIALS IN OFFICE AND SURETY BONDS
YEAR ENDED DECEMBER 31, 2018

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

<u>Name</u>	<u>Title</u>	<u>Amount of Bond</u>	<u>Name of Corporate or Personal Surety</u>
Richard Hughes	Mayor		
John D'Angeli	Deputy Mayor - through November 2018		
Kevin O'Leary	Committeeman - from November 2018		
Gregory Corcoran	Committeeman		
Richard Bruning	Committeeman		
Alan Henderson	Committeeman		
Gail Magura	Chief Financial Officer/Treasurer - through 08/31/2018	*	*
Toni Grisaffi	Chief Financial Officer/Treasurer - from 09/01/2018	*	*
Daryn Cashin	Tax Collector, Tax Search Officer	*	*
Anna Rose Fedish	Clerk, Assessment Search Official, Registrar and Deputy Collector	*	*
Jason Laliker	Tax Assessor	*	*
Stephanie Pizzulo	Secretary Board of Health, Land Use Board, Construction & Fire Prevention Offices	*	*
John Abate	Animal Control Officer - thru Wantage Township		
Greg Suljic	Zoning and Code Enforcement Officer	*	*
Stephanie Pizzulo	Recycling Coordinator	*	*
Roy E. Kurnos	Attorney		

* There is a Public Employees Blanket Crime Coverage for \$1,000,000 covering all municipal employees, including statutory positions with the Statewide Insurance Fund.

TOWNSHIP OF LAFAYETTE
COUNTY OF SUSSEX
2018
CURRENT FUND

TOWNSHIP OF LAFAYETTE
CURRENT FUND
SCHEDULE OF CASH

	<u>Ref.</u>	
Balance December 31, 2017	A	\$ 1,883,901.78
Increased by Receipts:		
Tax Collector	\$ 8,700,909.44	
Revenue Accounts Receivable	829,392.54	
Miscellaneous Revenue Not Anticipated	24,326.24	
Interest on Investments	42,040.53	
Due from Lafayette Township Fire Department	335.36	
Due from Other Trust Funds:		
Settlement of Prior Year Interfund	8.18	
Due to Federal and State Grant Fund:		
Interfund Advanced - Grant Funds Receivable	67,000.00	
Interfund Advanced - Unappropriated Reserves	9,488.96	
Due to/from State of New Jersey:		
Senior Citizens' and Veterans' Deductions	20,500.00	
Marriage License Fees	448.00	
Appropriation Refunds	45,123.11	
		<u>9,739,572.36</u>
		11,623,474.14
Decreased by Disbursements:		
2018 Appropriation Expenditures	\$ 1,911,361.00	
2017 Appropriation Reserve Expenditures	85,260.88	
Local School District Taxes	4,172,275.00	
Regional High School Taxes Payable	1,732,292.00	
County Taxes	1,997,134.26	
Due to Other Trust Funds:		
Interfund Advanced	100.00	
Settlement of Prior Year Interfund	86,173.20	
Due to Open Space Trust Funds:		
Settlement of Prior Year Interfund	40.02	
Due from Federal and State Grant Fund:		
Interfund Advanced - Appropriated Grant Fund Reserves	230,247.39	
Interfund Advanced -Encumbrances Payable	1,533.21	
Due to State of New Jersey:		
Marriage License Fees	425.00	
Tax Overpayments Refunded	4,617.56	
Third Party Lien Redemption	97,029.88	
Reserve for Revision of Tax Maps	3,115.00	
Reserve for Pending Tax Appeals	28,815.19	
		<u>10,350,419.59</u>
Balance December 31, 2018	A	<u>\$ 1,273,054.55</u>

TOWNSHIP OF LAFAYETTE
CURRENT FUND
SCHEDULE OF CASH - COLLECTOR
YEAR ENDED DECEMBER 31, 2018

Increased by Receipts:

Taxes Receivable	\$ 8,486,378.96	
Interest and Costs on Taxes	40,137.02	
2019 Prepaid Taxes	64,634.45	
Tax Overpayments	8,601.18	
Third Party Tax Title Liens	97,029.88	
Other Miscellenous	60.00	
In Lieu of Taxes	1,817.95	
Reserve for Revision of Tax Maps	2,250.00	
	<hr/>	
		\$ 8,700,909.44

Decreased by:

Payments to Municipal Treasurer	<u><u>\$ 8,700,909.44</u></u>
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TOWNSHIP OF LAFAYETTE
FEDERAL AND STATE GRANT FUND
SCHEDULE OF CASH
YEAR ENDED DECEMBER 31, 2018

NOT APPLICABLE

TOWNSHIP OF LAFAYETTE
CURRENT FUND
SCHEDULE OF TAXES RECEIVABLE AND ANALYSIS OF PROPERTY TAX LEVY

Year	Balance Dec. 31, 2017	2018 Levy	Collections		State of NJ Veterans' and Senior Citizens' Deductions	Canceled	Transferred to Tax Title Liens	Balance Dec. 31, 2018
			2017	2018				
2017	\$ 167,859.38	\$ 6,279.64		\$ 173,986.80			\$ 152.22	
2018		8,873,563.09	\$ 371,046.54	8,312,392.16	\$ 20,250.00	\$ 16,462.80	14,636.17	\$ 138,775.42
	<u>\$ 167,859.38</u>	<u>\$ 8,879,842.73</u>	<u>\$ 371,046.54</u>	<u>\$ 8,486,378.96</u>	<u>\$ 20,250.00</u>	<u>\$ 16,462.80</u>	<u>\$ 14,788.39</u>	<u>\$ 138,775.42</u>
Ref.	A							A

Analysis of 2018 Property Tax Levy

Tax Yield:

General Purpose Taxes	\$ 8,853,699.30	
Added and Omitted Taxes (54-5-63.1 et. seq.)	<u>19,863.79</u>	
		<u>\$ 8,873,563.09</u>

Tax Levy:

Local School District Taxes		\$ 4,172,275.00
Regional High School Taxes		1,742,100.00
County Taxes:		
General Tax	\$ 1,994,530.27	
County Added and Omitted Taxes	<u>4,492.04</u>	
		<u>1,999,022.31</u>
		7,913,397.31
Local Tax for Municipal Purposes	910,235.99	
Municipal Open Space Tax	32,848.56	
Additional Open Space - Municipal	66.53	
Add: Additional Tax Levied	<u>17,014.70</u>	
		<u>960,165.78</u>
		<u>\$ 8,873,563.09</u>

TOWNSHIP OF LAFAYETTE
CURRENT FUND
SCHEDULE OF TAX TITLE LIENS

	<u>Ref.</u>	
Balance December 31, 2017	A	\$ 298,979.17
Increased by:		
Transfer from Taxes Receivable		\$ 14,788.39
Interest and Costs Accrued at Tax Sale		41.18
		<u>14,829.57</u>
		313,808.74
Decreased by:		
Cancelled		<u>50.00</u>
Balance December 31, 2018	A	<u><u>\$ 313,758.74</u></u>

TOWNSHIP OF LAFAYETTE
CURRENT FUND
SCHEDULE OF REVENUE ACCOUNTS RECEIVABLE
YEAR ENDED DECEMBER 31, 2018

	Accrued In 2018	Collected by Treasurer
Licenses:		
Alcoholic Beverages	\$ 1,000.00	\$ 1,000.00
Fees and Permits	38,202.75	38,202.75
Garden State Preservation Trust	4,576.00	4,576.00
Energy Receipts Tax	183,419.00	183,419.00
Consolidated Municipal Property Tax Relief Aid	449.00	449.00
S.C.M.U.A. Host Community Benefit Fees	529,782.15	529,782.15
Shared Service Agreements:		
Financial Administration	51,057.84	51,057.84
Tax Assessment Administration	20,905.80	20,905.80
	<u>\$ 829,392.54</u>	<u>\$ 829,392.54</u>

TOWNSHIP OF LAFAYETTE
FEDERAL AND STATE GRANT FUND
SCHEDULE OF GRANTS RECEIVABLE

	Balance Dec. 31, 2017	2018 Budget Revenue Realized	Cash Received	Transferred from Unappropriated Reserves	Balance Dec. 31, 2018
Recycling Tonnage Grant - 2018		\$ 5,315.50		\$ 5,315.50	
Clean Communities Grant - 2018		9,924.23		9,924.23	
NJ Department of Transportation - Municipal Aid Program:					
2014 - Statesville Quarry Road	\$ 3,193.06				\$ 3,193.06
2017 - Ice Plant Road	67,000.00		\$ 67,000.00		
2018 - Monroe Road		255,000.00			255,000.00
USDA - Rural Development		26,175.00			26,175.00
	<u>\$ 70,193.06</u>	<u>\$ 296,414.73</u>	<u>\$ 67,000.00</u>	<u>\$ 15,239.73</u>	<u>\$ 284,368.06</u>

Ref. A

A

TOWNSHIP OF LAFAYETTE
CURRENT FUND
SCHEDULE OF 2017 APPROPRIATION RESERVES
YEAR ENDED DECEMBER 31, 2018

	Balance Dec. 31, 2017	Budget After Modification	Paid or Charged	Balance Lapsed
General Administration:				
Salaries and Wages	\$ 180.00	\$ 180.00		\$ 180.00
Other Expenses	44.15	44.15		44.15
Mayor and Council:				
Other Expenses	535.84	535.84	\$ 250.06	285.78
Municipal Clerk:				
Other Expenses	19.09	19.09		19.09
Other Expenses - Codification of Ordinances	5,800.00	5,800.00	4,635.00	1,165.00
Elections:				
Other Expenses	129.62	129.62		129.62
Financial Administration:				
Other Expenses	772.11	772.11	658.39	113.72
Annual Audit Services	8,781.00	8,781.00	8,781.00	
Computerized Data Processing:				
Other Expenses	2,119.44	2,119.44	886.80	1,232.64
Revenue Administration (Tax Collection):				
Other Expenses	204.35	204.35	197.00	7.35
Other Expenses - Contractual	187.76	187.76		187.76
Tax Assessment Administration:				
Other Expenses - Reassessment	47.33	47.33	13.50	33.83
Legal Services & Costs:				
Other Expenses	2,600.68	2,600.68		2,600.68
Engineering Services & Costs:				
Other Expenses	243.17	743.17	630.00	113.17
Municipal Economic Development Partnership:				
Other Expenses	798.72	798.72	13.56	785.16
Municipal Land Use Law (NJSA 40:55D-1):				
Planning Board:				
Other Expenses	20,167.47	20,167.47	92.90	20,074.57
Zoning Official:				
Salaries and Wage	564.25	564.25		564.25
Other Expenses	215.76	215.76		215.76
Insurance:				
General Liability	35.00	35.00		35.00
Employee Group Health	11,264.65	10,304.65		10,304.65
Unemployment Compensation Insurance (N.J.S.A. 43:21-3 et seq.)	0.06	0.06		0.06
Emergency Management Services:				
Salaries and Wages	50.00	50.00		50.00
Other Expenses	50.00	50.00		50.00

TOWNSHIP OF LAFAYETTE
CURRENT FUND
SCHEDULE OF 2017 APPROPRIATION RESERVES
YEAR ENDED DECEMBER 31, 2018
(Continued)

	Balance Dec. 31, 2017	Budget After Modification	Paid or Charged	Balance Lapsed
Road Repairs and Maintenance:				
Salaries and Wages	\$ 1,915.90	\$ 1,915.90		\$ 1,915.90
Other Expenses	17,506.76	17,506.76	\$ 11,136.88	6,369.88
Snow Removal:				
Salaries and Wages	15,898.86	15,898.86	4,822.67	11,076.19
Other Expenses	29,755.38	29,755.38	29,755.38	
Solid Waste Collection:				
Recycling Coordinator:				
Salaries and Wages	1,000.00	1,000.00		1,000.00
Public Buildings & Grounds:				
Other Expenses	310.44	310.44		310.44
Board of Health:				
Salaries and Wages	60.00	60.00		60.00
Other Expenses	41.30	41.30		41.30
Other Expenses - Registrar	20.00	20.00		20.00
Other Expenses - Municipal Alliance	0.33	0.33		0.33
Animal Control:				
Other Expenses	12.23	12.23		12.23
Recreation:				
Salaries and Wages	6,198.25	6,198.25		6,198.25
Other Expenses	4,413.52	4,413.52	3,082.26	1,331.26
Open Space Committee:				
Other Expenses	238.30	238.30		238.30
Celebration of Public Events:				
Other Expenses	83.95	83.95	40.42	43.53
Utility and Bulk Purchases:				
Electricity	1,295.77	1,295.77	1,295.77	
Street Lighting	370.55	370.55	370.55	
Telephone	786.86	846.86	840.17	6.69
Gasoline (Natural or Propane)	1,551.27	1,551.27	231.05	1,320.22
Fuel Oil	1,239.28	1,639.28	1,624.94	14.34

TOWNSHIP OF LAFAYETTE
CURRENT FUND
SCHEDULE OF 2017 APPROPRIATION RESERVES
YEAR ENDED DECEMBER 31, 2018
(Continued)

	<u>Balance</u> <u>Dec. 31, 2017</u>	<u>Budget After</u> <u>Modification</u>	<u>Paid or</u> <u>Charged</u>	<u>Balance</u> <u>Lapsed</u>
Statutory Expenditures:				
Contribution to:				
Public Employees' Retirement System	\$ 8,620.82	\$ 8,620.82		\$ 8,620.82
Social Security System (OASI)	3,296.50	3,296.50		3,296.50
Police:				
911 Dispatching - Contractual	0.72	0.72		0.72
Affordable Housing Administration:				
Other Expenses	6,761.00	6,761.00		6,761.00
Shared Service Agreements:				
Joint Municipal Court:				
Other Expenses - Contractual	16,496.35	16,496.35	\$ 15,902.58	593.77
Financial Administration:				
Salaries and Wages	275.79	275.79		275.79
Tax Assessment Administration:				
Salaries and Wages	2,897.49	2,897.49		2,897.49
	<u>\$ 175,858.07</u>	<u>\$ 175,858.07</u>	<u>\$ 85,260.88</u>	<u>\$ 90,597.19</u>

Ref.

Analysis of Balance December 31, 2017:

Unencumbered	A	\$ 139,402.50
Encumbered	A	<u>36,455.57</u>
		<u>\$ 175,858.07</u>

TOWNSHIP OF LAFAYETTE
CURRENT FUND
SCHEDULE OF LOCAL SCHOOL DISTRICT TAXES PAYABLE
YEAR ENDED DECEMBER 31, 2018

Increased by:

Levy - Calendar Year 2018

\$ 4,172,275.00

Decreased by:

Payments to Local School District

\$ 4,172,275.00

TOWNSHIP OF LAFAYETTE
CURRENT FUND
SCHEDULE OF REGIONAL HIGH SCHOOL TAXES PAYABLE
YEAR ENDED DECEMBER 31, 2018

Balance/(Prepaid) December 31, 2017

A

\$ (9,808.00)

Increased by:

Levy - Calendar Year 2018

1,742,100.00

1,732,292.00

Decreased by:

Payments to Regional High School

\$ 1,732,292.00

TOWNSHIP OF LAFAYETTE
FEDERAL AND STATE GRANT FUND
SCHEDULE OF APPROPRIATED RESERVES

	Balance Dec. 31, 2017	Transferred from 2018 Budget Appropriations	Expended	Balance Dec. 31, 2018
Recycling Tonnage Grant - 2017	\$ 925.37		\$ 925.37	
Recycling Tonnage Grant - 2018		\$ 5,315.50	2,159.46	\$ 3,156.04
Clean Communities Program - 2017		9,924.23	2,775.74	7,148.49
Municipal Stormwater Regulation Program: 2007				
Open Space Grant	475.50			475.50
NJ Department of Transportation: Municipal Aid Program:				
2014 - Statesville Quarry Road	5,468.06			5,468.06
2018 - Monroe Road		255,000.00	223,761.82	31,238.18
USDA - Rural Development - Sidewalks Repair		26,175.00	625.00	25,550.00
	<u>\$ 6,868.93</u>	<u>\$ 296,414.73</u>	<u>\$ 230,247.39</u>	<u>\$ 73,036.27</u>

Ref.

A

A

TOWNSHIP OF LAFAYETTE
FEDERAL AND STATE GRANT FUND
SCHEDULE OF UNAPPROPRIATED RESERVES

	Balance Dec. 31, 2017	Cash Received	Transferred to 2018 Budget Revenue	Balance Dec. 31, 2018
Recycling Tonnage Grant	\$ 5,315.50		\$ 5,315.50	
Clean Communities Grant 2017	9,924.23		9,924.23	
Clean Communities Grant 2018		\$ 9,488.96		\$ 9,488.96
	<u>\$ 15,239.73</u>	<u>\$ 9,488.96</u>	<u>\$ 15,239.73</u>	<u>\$ 9,488.96</u>

Ref.

A

A

TOWNSHIP OF LAFAYETTE
COUNTY OF SUSSEX
2018
TRUST FUNDS

TOWNSHIP OF LAFAYETTE
TRUST FUNDS
SCHEDULE OF CASH - TREASURER

	<u>Ref.</u>	<u>Animal Control Fund</u>	<u>Other Trust Funds</u>
Balance December 31, 2017	B	\$ 125.21	\$ 865,602.41
Increased by Receipts:			
2018 Budget Appropriation		\$ 5,700.00	
License Fees Collected		4,517.80	
Late Fees		285.00	
Kennel Licenses		50.00	
Replacement Tag Fees		2.00	
Miscellaneous Fees		26.00	
State Registration Fees		796.20	
Escrow and Driveway Bond Deposits			\$ 30,713.49
Recreation			1,905.00
Fire Prevention Deposits			17,682.52
Developers Escrow Deposits			15,168.29
Affordable Housing Deposits			12,134.24
Open Space			
Other Receipts			6,183.63
State of New Jersey Green Acres Grant			309,046.00
Interfund Advanced - Current Fund			100.00
Interest Due to Current Fund			516.79
Interest Earned on Investments:			
Open Space Trust			87.99
Affordable Housing			15.04
Environmental Contingencies			19.26
Due From Current Fund:			
Prior Year Interfund Returned - Open Space Trust Fund			40.02
Prior Year Interfund Returned			86,165.02
		<u>11,377.00</u>	<u>479,777.29</u>
		11,502.21	1,345,379.70
Decreased by Disbursements:			
State Registration Fees		790.20	
Administrative Expenses		9,845.45	
Escrow and Driveway Bond Deposits			14,771.75
Recreation Expenditures			1,527.30
Open Space:			
Trust Expenditures			65,051.04
State of New Jersey Green Acres Grant			309,046.00
Fire Prevention Expenditures			20,482.36
Developers Escrows Deposits			45,854.93
		<u>10,635.65</u>	<u>456,733.38</u>
Balance December 31, 2018	B	<u>\$ 866.56</u>	<u>\$ 888,646.32</u>

TOWNSHIP OF LAFAYETTE
ASSESSMENT TRUST FUND
ANALYSIS OF CASH
YEAR ENDED DECEMBER 31, 2018

NOT APPLICABLE

TOWNSHIP OF LAFAYETTE
ANIMAL CONTROL FUND
SCHEDULE OF RESERVE FOR ANIMAL CONTROL FUND EXPENDITURES

	<u>Ref.</u>		
Balance December 31, 2017	B	\$	95.21
Increased by:			
Animal Control License Fees Collected		\$	4,517.80
2018 Budget Appropriation			5,700.00
Late Fees			285.00
Kennel Licenses			50.00
Miscellaneous Fees			26.00
Replacement Tag Fees			2.00
			<u>10,580.80</u>
			10,676.01
Decreased by:			
Expenditures Under R.S. 4:19-15.11			<u>9,845.45</u>
Balance December 31, 2018	B	\$	<u><u>830.56</u></u>

License Fees Collected

<u>Year</u>	<u>Amount</u>
2016	\$ 4,638.00
2017	<u>4,410.00</u>
Maximum Allowable Reserve	<u><u>\$ 9,048.00</u></u>

TOWNSHIP OF LAFAYETTE
COUNTY OF SUSSEX
2018
GENERAL CAPITAL FUND

TOWNSHIP OF LAFAYETTE
GENERAL CAPITAL FUND
SCHEDULE OF CASH - TREASURER

	<u>Ref.</u>	
Balance December 31, 2017	C	\$ 1,293,178.59
Increased by:		
Improvement Authorization Refunds	\$ 486.60	
Capital Improvement Fund:		
Budget Appropriation	<u>508,000.00</u>	
		<u>508,486.60</u>
		1,801,665.19
Decreased by:		
Prior Year Encumbrances Liquidated	186,517.00	
Improvement Authorizations	<u>331,637.64</u>	
		<u>518,154.64</u>
Balance December 31, 2018	C	<u><u>\$ 1,283,510.55</u></u>

		Receipts		Disbursements	Transfers		
	Balance Dec. 31, 2017	Budget Appropriation	Miscellaneous	Improvement Authorizations	From	To	Balance Dec. 31, 2018
Capital Fund Balance	\$ 362,783.20						\$ 362,783.20
Capital Improvement Fund	598,242.88	\$ 508,000.00			\$ 556,160.00		550,082.88
Reserve for:							
Purchase of Fire Truck and Fire Equipment	9,347.63						9,347.63
Improvements to Public/Recreational Property	24,406.92				7,000.00		17,406.92
FEMA Funded Purchase of Generators	60,772.10						60,772.10
FEMA Funded Emergency Management Equipment	24,354.50						24,354.50
Encumbrances Payable	186,517.00			\$ 186,517.00		\$ 87,660.00	87,660.00
Ord. Date	Improvement Description						
08/2/16;							
07/05/17	2016-14; 2017-11	Installation of Generators, Materials and Appurtenances	1,656.18				1,656.18
04/04/17	2017-04	Acquisition of Fire Hose	37.05				37.05
04/18/17	2017-05	Garage Improvements	178.04	178.04			
05/02/17	2017-07	Beautification of Silo	183.09				183.09
07/05/17	2017-16	Acquisition of Air Packs, Cylinders and Batteries for Firefighting and Related Appurtenances	21,000.00	20,750.00			250.00
11/08/17	2017-21	Welcome to Lafayette Signs and Appurtenances	3,350.00	3,350.00			
11/08/17	2017-22	Lafayette Park Gazebo Roof Replacement	350.00				350.00
02/06/18	2018-01	Purchase of Christmas Decorations		6,873.00		7,000.00	127.00
05/15/18	2018-07	Various Road Improvements	\$ 486.60	300,486.60		300,000.00	
08/07/18	2018-12	Acquisition of Property				165,000.00	165,000.00
09/04/18	2018-15	Purchase of Cab Chassis			87,660.00	88,660.00	1,000.00
12/04/18	2018-26	Acquisition of Turnout Gear				2,500.00	2,500.00
	\$ 1,293,178.59	\$ 508,000.00	\$ 486.60	\$ 518,154.64	\$ 650,820.00	\$ 650,820.00	\$ 1,283,510.55

TOWNSHIP OF LAFAYETTE
GENERAL CAPITAL FUND
SCHEDULE OF DEFERRED CHARGES TO FUTURE TAXATION - UNFUNDED
YEAR ENDED DECEMBER 31, 2018

NOT APPLICABLE

TOWNSHIP OF LAFAYETTE
GENERAL CAPITAL FUND
SCHEDULE OF IMPROVEMENT AUTHORIZATIONS

Improvement Description			2018 Authorizations				Balance Dec. 31, 2018 Funded
	Ordinance		Balance Dec. 31, 2017 Funded	Capital Improvement Fund	Reserve for Improvements to Public/ Recreational Property	Paid or Charged	
	Date	Amount					
Installation of Generators, Materials and Appurtenances	08/02/16; 07/05/17	\$ 25,000.00	\$ 1,656.18				\$ 1,656.18
Acquisition of Fire Hose	04/04/17	4,000.00	37.05				37.05
Garage Improvements	04/18/17	4,500.00	178.04			\$ 178.04	
Beautification of Silo	05/02/17	13,000.00	183.09				183.09
Acquisition of Air Packs, Cylinders and Batteries for Firefighting and Related Appurtenances	07/05/17	21,000.00	21,000.00			20,750.00	250.00
Welcome to Lafayette Signs and Related Appurtenances	11/08/17	3,350.00	3,350.00			3,350.00	
Lafayette Park Gazebo Roof Replacement	11/08/17	2,500.00	350.00				350.00
Purchase of Christmas Decorations	02/06/18	7,000.00			\$ 7,000.00	6,873.00	127.00
Various Road Improvements	05/15/18	300,000.00		\$ 300,000.00		300,000.00	
Acquisition of Property	08/07/18	165,000.00		165,000.00			165,000.00
Purchase of Cab Chassis	09/04/18	88,660.00		88,660.00		87,660.00	1,000.00
Acquisition of Turnout Gear	12/04/18	2,500.00		2,500.00			2,500.00
			<u>\$ 26,754.36</u>	<u>\$ 556,160.00</u>	<u>\$ 7,000.00</u>	<u>\$ 418,811.04</u>	<u>\$ 171,103.32</u>
	<u>Ref.</u>		C				C
				Cash Disbursed		\$ 331,637.64	
				Encumbrances		87,660.00	
				Less: Refunds		(486.60)	
						<u>\$ 418,811.04</u>	

TOWNSHIP OF LAFAYETTE
GENERAL CAPITAL FUND
SCHEDULE OF CAPITAL IMPROVEMENT FUND

	<u>Ref.</u>	
Balance December 31, 2017	C	\$ 598,242.88
Increased by:		
2018 Budget Appropriation		508,000.00
		<u>1,106,242.88</u>
Decreased by:		
Appropriated to Finance		
Improvement Authorizations		556,160.00
		<u>556,160.00</u>
Balance December 31, 2018	C	<u><u>\$ 550,082.88</u></u>

TOWNSHIP OF LAFAYETTE
GENERAL CAPITAL FUND
SCHEDULE OF BOND ANTICIPATION NOTES PAYABLE
YEAR ENDED DECEMBER 31, 2018

NOT APPLICABLE

TOWNSHIP OF LAFAYETTE
GENERAL CAPITAL FUND
SCHEDULE OF SERIAL BONDS PAYABLE
YEAR ENDED DECEMBER 31, 2018

NOT APPLICABLE

TOWNSHIP OF LAFAYETTE
GENERAL CAPITAL FUND
SCHEDULE OF BONDS AND NOTES AUTHORIZED BUT NOT ISSUED
YEAR ENDED DECEMBER 31, 2018

NOT APPLICABLE

TOWNSHIP OF LAFAYETTE

PART II

SINGLE AUDIT

YEAR ENDED DECEMBER 31, 2018

TOWNSHIP OF LAFAYETTE
SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS
YEAR ENDED DECEMBER 31, 2018

Name of Federal Agency or Department	Name of Program	Pass-Through Entity ID#	C.F.D.A. Number	Grant Award	Amount Received	Grant Period		Amount of Expenditures		Amounts Provided to Subrecipients
						From	To	Year to Date	Cumulative	
U.S Department of Agriculture: Rural Development	Rural Business Development Grant- Sidewalks Repair	N/A	10.351	\$26,175.00		01/01/18	12/31/19	\$ 625.00	\$ 625.00	
Total U.S. Department of Agriculture								625.00	625.00	
Total Federal Awards					\$ -0-			\$ 625.00	\$ 625.00	\$ -0-

N/A - Not Available/Applicable

SEE ACCOMPANYING NOTES TO SCHEDULES OF EXPENDITURES OF FEDERAL AND STATE AWARDS

TOWNSHIP OF LAFAYETTE
SCHEDULE OF EXPENDITURES OF STATE AWARDS
YEAR ENDED DECEMBER 31, 2018

Name of State Agency or Department	State Program	State Account No.	Grant Award	Amount Received	Grant Period		Amount of Expenditures	
					From	To	Year to Date	Cumulative
Department of Environmental Protection	Clean Communities Program	765-042-4900- 004-178910	\$ 9,924.23 9,488.96		01/01/17	12/31/18	\$ 2,775.74	\$ 2,775.74
				\$ 9,488.96	01/01/18	12/31/19		
				9,488.96			2,775.74	2,775.74
	Recycling Tonnage	100-042-4910- 224-234890	3,951.47 5,315.50		01/01/17	12/31/18	925.37	3,951.47
					01/01/17	12/31/19	2,159.46	2,159.46
							3,084.83	6,110.93
Total Department of Environmental Protection	Green Acres Program	577-042-4800- 002V22G-6020	500,000.00	309,046.00	01/01/18	12/31/18	309,046.00	309,046.00
	Radon Test Program	100-042-4820- 047-017200	1,000.00	1,000.00	01/01/18	12/31/18	1,000.00	1,000.00
				318,534.96			315,906.57	318,932.67
	Department of Transportation:	Municipal Aid Program - Ice Plant Road	480-078-6320 AMJ-600087	67,000.00	01/01/17	12/31/18	1,533.21	67,000.00
Total Department of Transportation	Municipal Aid Program - Monroe Road	480-078-6320 AM2-6010	255,000.00		01/01/18	12/31/19	223,761.82	223,761.82
							225,295.03	290,761.82
Total State Awards				\$ 385,534.96			\$ 541,201.60	\$ 609,694.49

SEE ACCOMPANYING NOTES TO SCHEDULES OF EXPENDITURES OF FEDERAL AND STATE AWARDS

TOWNSHIP OF LAFAYETTE
NOTES TO SCHEDULES OF EXPENDITURES OF FEDERAL AND STATE AWARDS
YEAR ENDED DECEMBER 31, 2018

A. Basis of Presentation

The accompanying schedules of expenditures of federal and state awards (the "Schedules") include the federal and state grant activity of the Township of Lafayette under programs of the federal and state governments for the year ended December 31, 2018. The information in these schedules is presented in accordance with the requirements of the Title 2 U.S. Code of Federal Regulations Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* ("Uniform Guidance") and New Jersey's OMB Circular 15-08, *Single Audit Policy for Recipients of Federal Grants, State Grants and State Aid*. Because the schedules present only a selected portion of the operations of the Township, they are not intended to and do not present the financial position, changes in fund balance or cash flows of the Township.

B. Summary of Significant Accounting Policies

Expenditures reported on the accompanying schedules of expenditures of federal and state awards are reported on the cash basis of accounting. Such expenditures are recognized following the cost principles contained in the Uniform Guidance, wherein certain types of expenditures are not allowable or are limited as to reimbursement. Negative amounts, if any, shown on the Schedules represent adjustments or credits made in the normal course of business to amounts reported as expenditures in prior years. Pass-through identifying numbers are presented where available. The Township has elected not to use the 10 percent de minimis indirect cost rate as allowed under the Uniform Guidance.

C. Relationship to Federal and State Financial Reports

Amounts reported in the accompanying schedules agree with the amounts reported in the related federal and state financial reports.



Mount Arlington Corporate Center
200 Valley Road, Suite 300
Mt. Arlington, NJ 07856
973-298-8500 | 973-298-8501 Fax
Lawrence Business Center
11 Lawrence Road
Newton, NJ 07860
973-383-6699 | 973-383-6555 Fax

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 Auditors' Report

The Honorable Mayor and Members
of the Township Committee
Township of Lafayette
Lafayette, New Jersey

We have audited, in accordance with auditing standards generally accepted in the United States of America, audit requirements prescribed by the Division of Local Government Services, Department of Community Affairs, State of New Jersey (the "Division"), and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements - *regulatory basis* - of the various funds of the Township of Lafayette, in the County of Sussex (the "Township") as of and for the years ended December 31, 2018 and 2017, and the related notes to the financial statements and have issued our report thereon dated May 6, 2019. These financial statements have been prepared in accordance with accounting practices prescribed or permitted by the Division to demonstrate compliance with the Division's regulatory basis of accounting, and the budget laws of New Jersey, which is a basis of accounting other than accounting principles generally accepted in the United States of America. That qualified report also indicated that we did not audit the general fixed assets account group.

Internal Control Over Financial Reporting

In planning and performing our audit of the financial statements, we considered the Township'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 Township's internal control. Accordingly, we do not express an opinion on the effectiveness of the Township's internal control.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. *A material weakness* is a deficiency, or a combination of deficiencies, in internal control such that there is a reasonable possibility that a material misstatement of the Township's financial statements will not be prevented, or detected and corrected on a timely basis. *A significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of the internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies and therefore, material weaknesses or significant deficiencies may exist that have not been identified. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. We did identify a certain deficiency in internal control, described in the accompanying Schedule of Findings and Responses as Finding 2018-001 that we consider to be a significant deficiency.

The Honorable Mayor and Members
of the Township Committee
Township of Lafayette
Page 2

Compliance and Other Matters

As part of obtaining reasonable assurance about whether the Township's financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and, accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

The Township's Response to the Finding

The Township's response to the finding identified in our audit is described in the accompanying Schedule of Findings and Responses. The Township'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 result of that testing, and not to provide an opinion on the effectiveness of the Township's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Township's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

Mount Arlington, New Jersey
May 6, 2019

NISIVOCCIA LLP

Heidi A. Wohlleb
Certified Public Accountant
Registered Municipal Accountant No. 481

TOWNSHIP OF LAFAYETTE
SCHEDULE OF FINDINGS AND RESPONSES
YEAR ENDED DECEMBER 31, 2018

Summary of Auditors' Results:

- The Independent Auditors' Report expresses a qualified opinion on the Township's financial statements, prepared in accordance with accounting practices prescribed or permitted by the Division of Local Government Services, Department of Community Affairs, State of New Jersey to demonstrate compliance with the Division's regulatory basis of accounting and the budget laws of New Jersey, as the general fixed assets account group was not audited.
- A significant deficiency disclosed during the audit of the financial statements is reported in the *Independent Auditors' 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*. No material weaknesses are reported.
- No instances of noncompliance material to the financial statements of the Township which would be required to be reported in accordance with *Government Auditing Standards*, were disclosed during the audit.
- The Township was not subject to the single audit provisions of the Uniform Guidance and New Jersey's OMB Circular 15-08 for the year ended December 31, 2018 as both state and federal grant expenditures were less than the single audit thresholds of \$750,000 identified in the Uniform Guidance and NJOMB 15-08.

Findings Relating to the Financial Statements which are required to be Reported in Accordance with Generally Accepted Government Auditing Standards:

- The audit disclosed the following significant deficiency required to be reported under Generally Accepted Government Auditing Standards:

Finding 2018-001

Segregation of Duties

Criteria

Concentration of duties and responsibilities in a limited number of individuals is not desirable from a control point of view.

Condition

The Township does not maintain an adequate segregation of duties with respect to the recording and treasury functions. The various departments/offices of the Township are responsible for the issuance of permits and licenses; collections of taxes and permit and license fees; and recording of collections. Also, the reconciliation of bank accounts, the preparation of the general ledger for the various funds as well as the preparation of payroll are performed by one person, the Chief Financial Officer.

Cause

This is due, in part, to the limited number of personnel of the Township and the decentralized nature of governmental collection procedures. Accordingly, management and the Township Committee should be aware of this situation and realize that the concentration of duties and responsibilities in a limited number of individuals is not desirable from a control point of view.

TOWNSHIP OF LAFAYETTE
SCHEDULE OF FINDINGS AND RESPONSES
YEAR ENDED DECEMBER 31, 2018

Findings Relating to the Financial Statements which are required to be Reported in Accordance with Generally Accepted Government Auditing Standards (Cont'd)

Finding 2018-001 (Cont'd)

Effect or Potential Effect

Segregation of duties refers to separating those functions that place too much control over a transaction or class of transactions that would enable a person to perpetuate errors and prevent detection within a reasonable period of time.

Recommendation

It is recommended that an adequate segregation of duties be maintained with respect to the recording and treasury functions.

Management's Response

The finding was evaluated, however, due to budgetary constraints, no resolution can be made at this time.

TOWNSHIP OF LAFAYETTE
SCHEDULE OF FINDINGS AND RESPONSES
YEAR ENDED DECEMBER 31, 2018
(Continued)

Findings and Questioned Costs for Federal Awards:

- Not applicable since federal expenditures were below the Single Audit threshold.

Findings and Questioned Costs for State Awards:

- Not applicable since state expenditures were below the Single Audit threshold.

TOWNSHIP OF LAFAYETTE
SUMMARY SCHEDULE OF PRIOR AUDIT FINDINGS
FOR THE YEAR ENDED DECEMBER 31, 2018

The Township's prior year finding 2017-001 regarding segregation of duties was not resolved in 2018 due to budgetary constraints and is included as current year finding 2018-001 in the audit for the year ended December 31, 2018.

TOWNSHIP OF LAFAYETTE

PART III

COMMENTS AND RECOMMENDATIONS

YEAR ENDED DECEMBER 31, 2018

TOWNSHIP OF LAFAYETTE
COMMENTS AND RECOMMENDATIONS

Contracts and Agreements Required to be Advertised for N.J.S.A. 40A:11-4

a. " When the cost or price of any contract awarded by the contracting agent in the aggregate does not exceed in a contract year the total sum of \$17,500, the contract may be awarded by a purchasing agent when so authorized by ordinance or resolution, as appropriate to the contracting unit, of the governing body of the contracting unit without public advertising for bids, except that the governing body of any contracting unit may adopt an ordinance or resolution to set a lower threshold for the receipt of public bids or the solicitation of competitive quotations. If the purchasing agent is qualified pursuant to Subsection b. of Section 9 of P.L. 1971, C.198 (N.J.S.A. 40A:11-9), the governing body of the contracting unit may establish that the bid threshold may be up to \$25,000. Such authorization may be granted for each contract or by a general delegation of the power to negotiate and award such contracts pursuant to this section.

b. Any contract made pursuant to this section may be awarded for a period of 24 consecutive months, except that contracts for professional services pursuant to subparagraph (i) of paragraph (a) of subsection (1) of section 5 of P.L. 1971, C.198 (N.J.S.A. 40A:11-5) may be awarded for a period not exceeding 12 consecutive months. The Division of Local Government Services shall adopt and promulgate rules and regulations concerning the methods of accounting for all contracts that do not coincide with the contracting unit's fiscal year.

c. The Governor, in consultation with the Department of the Treasury, shall, no later than March 1 of every fifth year beginning in the fifth year after the year in which P.L. 1999, C.440 takes effect, adjust the threshold amount and the higher threshold amount which the governing body is permitted to establish, as set forth in subsection a. of this section, or the threshold amount resulting from any adjustment under this subsection, in direct proportion to the rise or fall of the index rate as that term is defined in section 2 of P.L. 1971, C.198 (N.J.S.A. 40A:11-2), and shall round the adjustment to the nearest \$1,000. The Governor shall, no later than June 1 of every fifth year, notify each governing body of the adjustment. The adjustment shall become effective on July 1 of the year in which it is made."

N.J.S.A. 40A: 11-4 states: "Every contract awarded by the contracting agent for the provision or performance of any goods or services, the cost of which in the aggregate exceeds the bid threshold, shall be awarded only by resolution of the governing body of the contracting unit to the lowest responsible bidder after public advertising for bids and bidding therefore, except as is provided otherwise in this act or specifically by any other law. The governing body of a contracting unit may, by resolution approved by a majority of the governing body and subject to subsections b. and c. of this section, disqualify a bidder who would otherwise be determined to be the lowest responsible bidder, if the governing body finds that it has had prior negative experience with the bidder."

Effective July 1, 2015 and thereafter, the bid thresholds in accordance with N.J.S.A. 40A:11-3 and 40A:11-4 (as amended) are \$17,500 for a contracting unit without a qualified purchasing agent and \$40,000 for a contracting unit with a qualified purchasing agent.

The governing body of the Township of Lafayette has the responsibility of determining whether the expenditures in any category will exceed the bid threshold within the fiscal year. Where question arises as to whether any contract or agreement might result in violation of the statute, the Township Counsel's opinion should be sought before a commitment is made.

The minutes indicated that bids were requested by public advertising per N.J.S.A. 40A:11-4. The minutes also indicated that resolutions were adopted and advertised authorizing the awarding of contracts or agreements for "Professional Services" and "Extraordinary Unspecifiable Services" per N.J.S.A. 40A:11-5.

TOWNSHIP OF LAFAYETTE
COMMENTS AND RECOMMENDATIONS
(Continued)

Contracts and Agreements Required to be Advertised for N.J.S.A. 40A:11-4 (Cont'd)

Inasmuch as the system of records did not provide for an accumulation of payments for categories for the performance of any work or the furnishing or hiring of any materials or supplies, the results of such an accumulation could not reasonably be ascertained. Disbursements were reviewed, however, to determine whether any clear-cut violations existed. None were noted.

Collection of Interest on Delinquent Taxes and Utility Charges

On January 2, 2018, the governing body adopted the following resolutions authorizing interest to be charged on delinquent taxes:

BE IT RESOLVED by the Township Committee of the Township of Lafayette, Sussex County, New Jersey, that, in accordance with R.S. 54:4-67 as amended, the rate of interest to be charged for the nonpayment of taxes or assessments on or before the date when they would become delinquent be and the same is hereby fixed as follows:

1. No interest shall be charged if payment of tax or assessment installment, as the case may be, is made within ten (10) days after the date upon which the same became payable.
2. The rate of interest to be charged for the nonpayment of taxes or assessment installments on or before the date when they become delinquent shall be eight percent (8%) per annum on the first \$1,500 of the delinquency and eighteen percent (18%) on any delinquency over \$1,500, to be calculated from the date the tax was payable until the date of actual payment. The interest to be charged a delinquent taxpayer for nonpayment of real property taxes shall be an additional penalty of 6% if the amount of delinquency is in excess of \$10,000 at the end of the calendar year.

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

Delinquent Taxes and Tax Title Liens

The last tax sale was held on October 15, 2018, and was complete with respect to all items eligible for sale.

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

<u>Year</u>	<u>Number of Liens</u>
2018	20
2017	19
2016	19

It is essential to good management that all means provided by statute be utilized to liquidate tax title liens in order to get such properties back on a taxpaying basis.

TOWNSHIP OF LAFAYETTE
COMMENTS AND RECOMMENDATIONS
(Continued)

Verification of Delinquent Taxes and Other Charges

A test of verification of delinquent charges and current payments was made in accordance with the regulations of the Division of Local Government Services, consisting of verification notices as follows:

<u>Type</u>	<u>Number Mailed</u>
Payments of 2019 Taxes	20
Payments of 2018 Taxes	20
Delinquent Taxes Receivable	20
Tax Title Liens Receivable	4

Verification notices were mailed to confirm balances receivable as of December 31, 2018. The items that were returned were compared to, and are in agreement with, the Township's records. For receivable items not returned, alternative procedures were performed.

New Jersey Administrative Code Accounting Requirements

The Division of Local Government Services has established three (3) accounting requirements which are prescribed in the New Jersey Administrative Code. They are as follows:

1. Maintenance of an encumbrance accounting system.
2. Fixed assets accounting and reporting system.
3. General ledger accounting and record system.

The Township currently complies with these accounting requirements.

Segregation of Duties

The Township does not maintain an adequate segregation of duties with respect to the recording and treasury functions. Segregation of duties refers to separating those functions that place too much control over a transaction or class of transactions that would enable a person to perpetuate errors and prevent detection within a reasonable period of time. The various departments/offices of the Township are responsible for the issuance of permits and licenses; collections of taxes and permit and license fees; and recording of collections. Also, the reconciliation of bank accounts and the preparation of the general ledger for the various funds are performed by one person, the Chief Financial Officer. This is due, in part, to the limited number of personnel of the Township and the decentralized nature of governmental collection procedures. Accordingly, management and the Township Committee should be aware of this situation and realize that the concentration of duties and responsibilities in a limited number of individuals is not desirable from a control point of view. It is recommended that consideration be given to providing for a more adequate segregation of duties with respect to the recording and treasury functions.

Management's Response

The finding was evaluated, however, due to budgetary constraints; no resolution can be made at this time.

TOWNSHIP OF LAFAYETTE
COMMENTS AND RECOMMENDATIONS
(Continued)

Management Suggestion:

Purchase Order Process

During the review of the purchase orders processed during the year we noted that since most of the finance duties are being performed by the Chief Financial Officer, it is not always possible for purchase orders to be physically encumbered in the accounting software prior to orders being placed for certain goods and services. We confirmed that verbal approval is given by the Chief Financial Officer for these orders. However, consideration should be given to maintaining an approval log for these purchases or other similar documentation.

Corrective Action Plan

The Township has initiated a corrective action plan to resolve the comments and recommendations from the 2017 Audit Report. The prior year recommendation regarding segregation of duties was not resolved and is included in the current year comments and recommendations.

TOWNSHIP OF LAFAYETTE
SUMMARY OF RECOMMENDATIONS

It is recommended that:

1. Consideration is given to providing for a more adequate segregation of duties with respect to the recording and treasury functions.

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