

TOWNSHIP OF LOWER

REPORT OF AUDIT

FOR THE YEAR ENDED

DECEMBER 31, 2011

**TOWNSHIP OF LOWER**  
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**TOWNSHIP OF LOWER**

**PART I**

**REPORT ON EXAMINATION OF FINANCIAL STATEMENTS - REGULATORY BASIS**

**FOR THE YEAR ENDED**

**DECEMBER 31, 2011**

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**INDEPENDENT AUDITOR'S REPORT**

To the Honorable Mayor and  
Members of the Township Council  
Township of Lower  
County of Cape May, New Jersey

We have audited the accompanying balance sheets – regulatory basis of the various funds and account groups of the Township of Lower, State of New Jersey (the "Township"), as of December 31, 2011 and 2010 and the related statements of operations and changes in fund balance – regulatory basis for the years then ended and the related statement of revenues – regulatory basis and statement of expenditures – regulatory basis for the year ended December 31, 2011, as listed in the accompanying table of contents. These financial statements – regulatory basis are the responsibility of the Township's management. 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, and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States and the audit requirements prescribed by the Division of Local Government Services, Department of Community Affairs, State of New Jersey (the "Division"). Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. We believe that our audits provide a reasonable basis for our opinions.

As described in Note 1, the Township, prepares its financial statements on a basis of accounting prescribed by the Division that demonstrates compliance with a modified accrual basis, with certain exceptions, and the budget laws of the State of New Jersey, which is a comprehensive 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 these regulatory accounting practices and accounting principles generally accepted in the United States of America, although not reasonably determinable, are presumed to be material.

In our opinion, because of the Township's policy to prepare its financial statements on the prescribed basis of accounting discussed in the preceding paragraph, the financial statements referred to above do not present fairly, in conformity with accounting principles generally accepted in the United States of America, the financial position of the various funds and account groups of the Township, as of December 31, 2011 and 2010 and the results of operations and changes in fund balance of such funds for the years then ended and the related statement of revenues – regulatory basis and statement of expenditures – regulatory basis for the year ended December 31, 2011.

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of the Township, as of December 31, 2011 and 2010 and the results of operations and changes in fund balances of such funds for the years then ended and the statement of revenues and statement of expenditures of the various funds for the year ended December 31, 2011 on the basis of accounting described in Note 1.

In accordance with *Government Auditing Standards*, we have also issued a report dated June 13, 2012 on our consideration of the Township's internal control over financial reporting and our tests of its compliance with certain provisions of laws, regulations, contracts and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* and should be considered in assessing the results of our audits.

Our audits were conducted for the purpose of forming an opinion on the financial statements taken as a whole. The supplemental schedules as listed in the table of contents are presented for the purpose of additional analysis and are not a required part of the financial statements of the Township. The supplemental schedules have been subjected to the auditing procedures applied to the audit of the financial statements and, in our opinion, are fairly stated, in all material respects, in relation to the financial statements taken as a whole.

*Ford, Scott & Associates, L.L.C.*  
FORD, SCOTT & ASSOCIATES, L.L.C.  
CERTIFIED PUBLIC ACCOUNTANTS

*Leon P. Costello*

Leon P. Costello  
Certified Public Accountant  
Registered Municipal Accountant  
No. 393

June 13, 2012

**EXHIBIT - A  
CURRENT FUND**

**TOWNSHIP OF LOWER**  
**CURRENT FUND**  
**COMPARATIVE BALANCE SHEET - REGULATORY BASIS**

<u>Assets</u>	<u>Ref.</u>	<u>Balance</u> <u>Dec. 31, 2011</u>	<u>Balance</u> <u>Dec. 31, 2010</u>
<b>Regular Fund:</b>			
<b>Cash:</b>			
Treasurer	A-4	\$ 5,286,305.22	\$ 4,995,207.31
Change and Petty Cash Funds		525.00	525.00
		<u>5,286,830.22</u>	<u>4,995,732.31</u>
<b>Other Receivables:</b>			
Due from State - Seniors and Veterans		1,174.66	3,244.53
		<u>1,174.66</u>	<u>3,244.53</u>
<b>Receivables and Other Assets with Full Reserves:</b>			
Delinquent Property Taxes Receivable	A-7	1,094,143.11	1,217,208.82
Tax Title Liens Receivable	A-8	134,332.00	116,276.49
Lower Township MUA Lien	A-8	7,848.36	7,848.36
Property Acquired at Assessed Valuation		1,490,700.00	1,490,700.00
Lot Clearing Assessments		5,236.70	15,315.50
Revenue Accounts Receivable	A-9	6,740.54	4,624.84
		<u>2,739,000.71</u>	<u>2,851,974.01</u>
<b>Deferred Charges:</b>			
Special Emergency		720,000.00	900,000.00
		<u>720,000.00</u>	<u>900,000.00</u>
		<u>8,747,005.59</u>	<u>8,750,950.85</u>
<b>Federal and State Grant Fund:</b>			
Cash	A-4	1,578.62	1,575.73
Grant Receivables	A-11	1,321,738.93	910,074.11
Due from Current Fund		165,684.34	105,455.98
		<u>1,489,001.89</u>	<u>1,017,105.82</u>
		<u>\$ 10,236,007.48</u>	<u>\$ 9,768,056.67</u>

**TOWNSHIP OF LOWER**  
**CURRENT FUND**  
**COMPARATIVE BALANCE SHEET - REGULATORY BASIS**

<u>Liabilities, Reserves and Fund Balance</u>	<u>Ref.</u>	<u>Balance</u> <u>Dec. 31, 2011</u>	<u>Balance</u> <u>Dec. 31, 2010</u>
Regular Fund:			
Liabilities:			
Appropriation Reserves	A-3:A-10	\$ 799,132.70	\$ 822,551.30
Reserve for Encumbrances		195,261.40	253,254.45
Prepaid Taxes		851,026.93	800,694.82
Tax Overpayments		21,214.50	12,825.06
Accounts Payable		104,142.37	55,947.51
Reserve for Tax Map		4,036.50	4,036.50
Due to County Added Taxes		16,477.17	20,243.35
Due to State Permit Surcharge Fees		31,004.00	22,912.60
Due to State - Marriage Licenses		925.00	610.00
Due to Federal and State Grant Fund		165,684.34	105,455.98
Reserve for Accumulated Absence		679,456.60	900,000.00
Reserve for Garden State Preservation		87,437.00	87,437.00
		<u>2,955,798.51</u>	<u>3,085,968.57</u>
Reserve for Receivables and Other Assets		2,739,000.71	2,851,974.01
Fund Balance	A-1	<u>3,052,206.37</u>	<u>2,813,008.27</u>
		<u>8,747,005.59</u>	<u>8,750,950.85</u>
Federal and State Grant Fund:			
Unappropriated Reserves	A-12	62,325.03	67,032.15
Appropriated Reserves	A-13	1,419,869.29	916,350.67
Encumbrances Payable		6,807.57	33,723.00
		<u>1,489,001.89</u>	<u>1,017,105.82</u>
		<u>\$ 10,236,007.48</u>	<u>\$ 9,768,056.67</u>

**TOWNSHIP OF LOWER**  
**CURRENT FUND**  
**COMPARATIVE STATEMENT OF OPERATIONS AND CHANGE IN FUND BALANCE**  
**REGULATORY BASIS**

<u>Revenue and Other Income Realized</u>	<u>Ref.</u>	<u>Year 2011</u>	<u>Year 2010</u>
Fund Balance Utilized	\$	1,890,000.00	\$ 2,160,000.00
Miscellaneous Revenue Anticipated		4,360,808.53	3,842,992.79
Receipts from Delinquent Taxes		1,218,977.94	1,109,943.04
Receipts from Current Taxes		54,386,397.99	54,118,125.83
Non-Budget Revenue		254,490.56	256,564.39
Other Credits to Income:			
Interfunds Returned		-	34,321.09
Unexpended Balance of Appropriation Reserves		659,428.22	420,731.90
Total Income		62,770,103.24	61,942,679.04
 <u>Expenditures</u>			
Budget and Emergency Appropriations:			
Appropriations Within "CAP"			
Operations:			
Salaries and Wages		9,472,205.00	10,190,640.00
Other Expenses		7,078,112.75	7,593,936.50
Deferred Charges & Statutory Expenditures		2,534,628.00	1,913,409.22
Appropriations Excluded from "CAP"			
Operations:			
Salaries and Wages		138,470.32	309,085.09
Other Expenses		1,108,331.23	723,720.80
Capital Improvements		95,000.00	95,000.00
Municipal Debt Service		2,578,978.93	2,542,628.90
Deferred Charges & Statutory Expenditures		180,000.00	20,000.00
Special District Taxes		2,042,642.00	2,008,237.00
County Taxes		9,354,249.88	9,358,571.51
County Added and Omitted Taxes		16,477.17	20,243.35
Local District School Tax		14,515,608.00	14,371,889.00
Regional High School Tax		11,495,057.34	11,645,018.53
Cancellation of Grant Balance		22,500.00	1,141.90
Prior Year Revenue Refunded		-	6,006.16
Cancellation of Senior and Vet Due From State		8,644.52	13,332.82
Total Expenditures		60,640,905.14	60,812,860.78

See Accompanying Notes to Financial Statements – Regulatory Basis

**TOWNSHIP OF LOWER**  
**CURRENT FUND**  
**COMPARATIVE STATEMENT OF OPERATIONS AND CHANGE IN FUND BALANCE**  
**REGULATORY BASIS**

	<u>Ref.</u>	<u>Year 2011</u>	<u>Year 2010</u>
Excess In Revenue		\$ 2,129,198.10	\$ 1,129,818.26
Adjustments to Income before Fund Balance:			
Expenditures Included Above Which are by			
Statute Deferred Charges to Budget of			
Succeeding Year		-	900,000.00
		-	900,000.00
Statutory Excess to Fund Balance		2,129,198.10	2,029,818.26
Fund Balance January 1	A	2,813,008.27	2,943,190.01
		4,942,206.37	4,973,008.27
Decreased by:			
Utilization as Anticipated Revenue		1,890,000.00	2,160,000.00
Fund Balance December 31	A	\$ 3,052,206.37	\$ 2,813,008.27

See Accompanying Notes to Financial Statements – Regulatory Basis

**TOWNSHIP OF LOWER  
CURRENT FUND  
STATEMENT OF REVENUES - REGULATORY BASIS**

	Ref.	Anticipated		Realized	Excess or (Deficit)
		Budget	N.J.S. 40A:4-87		
Fund Balance Anticipated		\$ 1,890,000.00	\$ -	\$ 1,890,000.00	\$ -
Total Surplus Anticipated		1,890,000.00	-	1,890,000.00	-
Miscellaneous Revenues:					
Licenses:					
Alcoholic Beverages		35,000.00		38,200.00	3,200.00
Other		150,000.00		218,611.50	68,611.50
Fees and Permits		75,000.00		81,680.69	6,680.69
Fines and Costs:					
Municipal Court		145,000.00		113,043.62	(31,956.38)
Interest and Costs on Taxes		200,000.00		254,990.56	54,990.56
Interest on Investments and Deposits		25,000.00		11,652.12	(13,347.88)
Recreation Fees		40,000.00		49,891.22	9,891.22
Payments in Lieu of Taxes - Yorkshire Place		19,000.00		47,483.94	28,483.94
Bulk Trash Receipts		20,000.00		86,593.19	66,593.19
Cable Franchise Fees		115,000.00		120,285.89	5,285.89
Payments in Lieu of Taxes - Haven House		25,000.00		25,000.00	-
Consolidated Municipal Property Tax Relief Aid		131,410.00		131,410.00	-
Energy Receipts Tax (P.L. 1997, Ch. 162 & 167)		1,344,381.00		1,344,381.00	-
Garden State Preservation Trust		87,437.00		87,437.00	-
Uniform Construction Code Fees		330,000.00		381,384.82	51,384.82
Boards of Education - Special Police		126,000.00		126,000.00	-
County Interlocal - Garage Services		42,000.00		42,205.00	205.00

See Accompanying Notes to Financial Statements - Regulatory Basis



TOWNSHIP OF LOWER  
CURRENT FUND  
STATEMENT OF REVENUES - REGULATORY BASIS

	Ref.	Anticipated		Realized	Excess or (Deficit)
		Budget	N.J.S. 40A:4-87		
Amount to be Raised by Taxes for Support of Municipal Budget:					
Local Tax for Municipal Purposes		\$ 18,118,526.42	\$	19,031,591.22	\$ 913,064.80
Total Amount to be Raised by Taxes for Support of Municipal Budget		<u>18,118,526.42</u>	<u>-</u>	<u>19,031,591.22</u>	<u>913,064.80</u>
Budget Totals		24,288,283.57	802,591.40	26,501,377.69	1,410,502.72
Non-Budget Revenues		<u>24,288,283.57</u>	<u>802,591.40</u>	<u>26,755,868.25</u>	<u>254,490.56</u>
		\$	\$	\$	\$
					<u>1,694,993.28</u>

Amount to be Raised by Taxes for Support of Municipal Budget:  
Local Tax for Municipal Purposes  
Total Amount to be Raised by Taxes for Support  
of Municipal Budget  
Budget Totals  
Non-Budget Revenues

See Accompanying Notes to Financial Statements – Regulatory Basis

TOWNSHIP OF LOWER  
CURRENT FUND  
STATEMENT OF REVENUES - REGULATORY BASIS

Analysis of Realized RevenuesAllocation of Current Tax Collections:

Revenues from Collections	\$ 54,386,397.99
Add: Prior Year's Reserve for Tax Appeals	-
	<u>54,386,397.99</u>
Allocated to:	
School, County and Other Taxes	<u>37,254,534.44</u>
Balance for Support of Municipal Budget Appropriations	17,131,863.55
Add: Appropriation	
"Reserve for Uncollected Taxes"	<u>1,899,727.67</u>
Amount for Support of Municipal	
Budget Appropriations	<u>\$ 19,031,591.22</u>

Receipts from Delinquent Taxes:

Delinquent Tax Collections	\$ 1,218,336.38
Tax Title Lien Collections	<u>641.56</u>
	<u>\$ 1,218,977.94</u>

Analysis of Non-Budget Revenues:

Miscellaneous Revenue Not Anticipated:	
Assessor	\$ 800.00
Restitution	242.66
DMV Inspections	964.50
Auction Proceeds	43,278.20
Joint Insurance Fund Dividend	61,324.00
Fish and Wildlife	1,157.00
Municipal Land Use Fees	44,930.31
Police Reports	2,624.71
Seniors & Veterans Administrative Fee	9,427.37
Tax Searches	420.00
Vital Statistics	18,909.00
Cape May County Municipal Alliance	1,507.00
Recycling Rebate	52,781.02
FEMA Reimbursements	3,003.65
Dog Damage	4,999.77
Miscellaneous	<u>8,121.37</u>
	<u>\$ 254,490.56</u>

**TOWNSHIP OF LOWER  
CURRENT FUND  
STATEMENT OF EXPENDITURES - REGULATORY BASIS**

	Appropriations		Budget After Modification	Paid or Charged	Expenditures		(Overexpended) Unexpended Balance Cancelled
	Budget				Encumbered	Reserved	
<b>OPERATIONS WITHIN "CAPS"</b>							
<b>GENERAL GOVERNMENT:</b>							
Office of Township Council							
Salaries and Wages	\$ 63,000.00	\$ 63,000.00	\$ 63,000.00	\$ 62,769.31	\$ 1,042.95	\$ 230.69	\$ 3,722.72
Other Expenses	18,950.00	18,950.00	18,950.00	14,184.33			
Office of Township Clerk							
Salaries and Wages	226,600.00	226,600.00	226,600.00	218,393.49	470.59	8,206.51	1,259.48
Other Expenses	7,900.00	7,900.00	7,900.00	6,169.93			
Elections							
Other Expenses	7,000.00	7,000.00	7,000.00	3,997.77		3,002.23	
Office of Township Solicitor							
Salaries and Wages	20,000.00	20,000.00	20,000.00	19,999.98		0.02	
Other Expenses	110,000.00	120,000.00	120,000.00	97,222.13	2,881.25	19,896.62	
Office of Township Manager							
Salaries and Wages	135,000.00	135,000.00	135,000.00	130,125.21	259.14	4,874.79	353.58
Other Expenses	2,025.00	2,025.00	2,025.00	1,412.28			
Department of Revenue and Finance							
Salaries and Wages	297,300.00	297,300.00	297,300.00	282,645.20	619.00	14,654.80	1,163.34
Other Expenses	14,400.00	18,400.00	18,400.00	16,517.66			
Audit Services							
Other Expenses	32,000.00	32,000.00	32,000.00	32,000.00		-	
Division of Tax Assessment							
Salaries and Wages	132,650.00	133,150.00	133,150.00	128,767.35		4,382.65	1,746.16
Other Expenses	12,200.00	12,200.00	12,200.00	10,453.84			
Division of Tax Collection							
Salaries and Wages	168,200.00	171,200.00	171,200.00	164,767.36		6,432.64	
Other Expenses							
Liquidation of Tax Title Liens	1,000.00	1,000.00	1,000.00	-		1,000.00	
Miscellaneous Other Expenses	8,725.00	8,725.00	8,725.00	5,888.52	1,258.00	1,578.48	
Department of Planning and Development							
Salaries and Wages	175,750.00	177,750.00	177,750.00	171,411.35	1,123.12	6,338.65	862.79
Other Expenses	15,795.00	15,795.00	15,795.00	13,809.09			
Engineering Services and Costs							
Other Expenses	9,000.00	9,000.00	9,000.00	3,895.00	1,305.00	4,000.00	
Department of Parks and Recreation							
Salaries and Wages	286,720.00	271,720.00	271,720.00	259,431.32	5,984.20	12,288.68	2,986.44
Other Expenses	159,205.75	169,205.75	169,205.75	160,235.11			
Department of Public Works							
Salaries and Wages	2,662,750.00	2,710,750.00	2,710,750.00	2,538,211.66		72,538.34	
Other Expenses							
Sanitary Landfill							
Miscellaneous Other Expenses	780,000.00	700,900.00	700,900.00	606,476.14	51,339.34	94,423.86	86,601.80
Public Buildings and Grounds	283,150.00	283,150.00	283,150.00	125,208.86			
Salaries and Wages	63,400.00	64,500.00	64,500.00	61,998.77		2,601.23	
Other Expenses	239,500.00	239,500.00	239,500.00	185,476.17	19,005.33	35,018.50	

See Accompanying Notes to Financial Statements – Regulatory Basis

**TOWNSHIP OF LOWER  
CURRENT FUND  
STATEMENT OF EXPENDITURES - REGULATORY BASIS**

	Appropriations		Expenditures		(Overexpended) Unexpended Balance Cancelled
	Budget	Budget After Modification	Paid or Charged	Encumbered	
<b>PUBLIC SAFETY:</b>					
Department of Public Safety					
Salaries and Wages	\$ 4,044,185.00	\$ 4,090,185.00	\$ 3,984,316.40	\$ -	\$ 105,868.60
Other Expenses	118,545.00	138,545.00	114,472.88	23,606.28	465.84
Uniform Fire Safety Act (PL 1983, Ch. 383)					
Salaries and Wages	152,900.00	152,900.00	152,738.74	161.26	161.26
Other Expenses	126,600.00	126,600.00	114,271.20	5,206.32	7,122.48
Emergency Management Services					
Salaries and Wages	10,150.00	10,150.00	9,740.45	409.55	409.55
Other Expenses	7,500.00	7,500.00	2,544.25	3,835.44	1,120.31
Contribution to First Aid Organizations	105,000.00	105,000.00	105,000.00	-	-
Demolition (Code Enforcement)					
Other Expenses	4,750.00	4,750.00	-	-	4,750.00
Police 911 Dispatchers					
Salaries and Wages	454,400.00	454,400.00	424,271.37	6,393.89	30,128.63
Other Expenses	8,253.00	8,253.00	1,663.84	195.27	195.27
<b>OFFICE OF NON-DEPARTMENTAL BOARDS, AUTHORITIES AND AGENCIES:</b>					
Municipal Land Use Law (NJSA 40:55 D-1):					
Planning Board					
Other Expenses	5,100.00	5,100.00	4,600.00	-	500.00
Zoning Board					
Other Expenses	5,100.00	5,100.00	4,600.00	-	500.00
Animal Regulation					
Salaries and Wages	19,400.00	19,400.00	18,833.50	566.50	566.50
Other Expenses:					
Contractual	85,849.00	85,849.00	85,849.00	-	-
Miscellaneous Other Expenses	16,000.00	16,000.00	13,832.44	228.80	1,938.76
Municipal Court					
Salaries and Wages	209,000.00	209,000.00	203,734.30	554.61	5,265.70
Other Expenses	12,950.00	12,950.00	10,211.86	-	2,183.53
Public Defender					
Salaries and Wages	11,200.00	11,200.00	11,200.00	-	-
<b>INSURANCE:</b>					
General Liability Insurance	308,468.00	308,468.00	291,420.20	7,029.10	10,018.70
Workers Compensation Insurance	700,004.00	700,004.00	700,004.00	-	-
Employee Group Health	2,866,718.00	2,770,718.00	2,768,276.42	2,441.58	-
<b>UNIFORM CONSTRUCTION CODE:</b>					
State Uniform Construction Code					
Construction Official	254,000.00	254,000.00	234,073.15	815.23	19,926.85
Salaries and Wages	10,575.00	10,575.00	3,122.57	-	6,637.20
Other Expenses					

**TOWNSHIP OF LOWER  
CURRENT FUND  
STATEMENT OF EXPENDITURES - REGULATORY BASIS**

	Appropriations		Paid or Charged	Expenditures		(Overexpended) Unexpended Balance Cancelled
	Budget	Budget After Modification		Encumbered	Reserved	
<b>UNCLASSIFIED:</b>						
<b>OTHER COMMON OPERATIONS FUNCTIONS</b>						
Celebration of Public Events or Holidays	\$ 46,000.00	\$ 46,000.00	\$ 39,004.53	\$ 6,925.00	\$ 70.47	\$
<b>UTILITY EXPENSES AND BULK PURCHASES:</b>						
Electricity	205,500.00	195,500.00	160,346.46	13,699.23	21,454.31	
Street Lighting	312,500.00	312,500.00	286,417.49	854.03	25,228.48	
Telephone	82,000.00	72,000.00	64,060.17	2,838.93	5,100.90	
Water	13,900.00	13,900.00	11,017.61		2,882.39	
Natural Gas	45,000.00	45,000.00	35,156.54	4,194.96	5,648.50	
Heating Oil	35,000.00	35,000.00	27,913.01		7,086.99	
Gasoline/Diesel Fuel	421,750.00	426,750.00	387,527.95	31,350.08	7,871.97	
<b>TOTAL OPERATIONS WITHIN "CAPS"</b>	<b>16,610,517.75</b>	<b>16,550,017.75</b>	<b>15,691,488.16</b>	<b>195,261.40</b>	<b>663,268.19</b>	<b>-</b>
Contingent	300.00	300.00	-	-	300.00	
<b>TOTAL OPERATIONS INCLUDING CONTINGENT WITHIN "CAPS"</b>	<b>16,610,817.75</b>	<b>16,550,317.75</b>	<b>15,691,488.16</b>	<b>195,261.40</b>	<b>663,568.19</b>	<b>-</b>
Detail:						
Salaries and Wages	9,386,605.00	9,472,205.00	9,177,328.91	-	294,876.09	
Other Expenses	7,224,212.75	7,078,112.75	6,514,159.25	195,261.40	368,692.10	
<b>REGULATORY EXPENDITURES:</b>						
Contributions to:						
Public Employee's Retirement System	585,186.00	570,186.00	569,874.87		311.13	
Social Security System (O.A.S.I.)	785,000.00	785,000.00	742,785.86		42,214.14	
Police and Firemen's Retirement System	1,025,942.00	1,025,942.00	1,025,937.50		4.50	
Unemployment Compensation Insurance	73,000.00	148,000.00	146,441.19		1,558.81	
DCRP	5,000.00	5,500.00	5,049.58		450.42	
<b>TOTAL DEFERRED CHARGES AND REGULATORY EXPENDITURES WITHIN "CAPS"</b>	<b>2,474,128.00</b>	<b>2,534,628.00</b>	<b>2,490,089.00</b>	<b>-</b>	<b>44,539.00</b>	<b>-</b>
<b>TOTAL GENERAL APPROPRIATIONS FOR MUNICIPAL PURPOSES WITHIN "CAPS"</b>	<b>19,084,945.75</b>	<b>19,084,945.75</b>	<b>18,181,577.16</b>	<b>195,261.40</b>	<b>708,107.19</b>	<b>-</b>
<b>OPERATIONS EXCLUDED FROM "CAPS"</b>						
INSURANCE (N.J.S.A. 40A:4-45.3(00))	159,142.00	159,142.00	68,117.49		91,024.51	
Employee Group Health						
<b>TOTAL OTHER OPERATIONS - EXCLUDED FROM "CAPS"</b>	<b>159,142.00</b>	<b>159,142.00</b>	<b>68,117.49</b>	<b>-</b>	<b>91,024.51</b>	<b>-</b>

**TOWNSHIP OF LOWER  
CURRENT FUND  
STATEMENT OF EXPENDITURES - REGULATORY BASIS**

	Appropriations		Expenditures			(Overexpended) Unexpended Balance Cancelled
	Budget	Budget After Modification	Paid or Charged	Encumbered	Reserved	
<b>INTERLOCAL MUNICIPAL SERVICE AGREEMENTS</b>						
Special Resource Police						
Salaries and Wages						
County Interlocal - Garage Services						
Other Expenses						
\$	126,000.00	126,000.00	126,000.00	\$	\$	
	42,000.00	42,000.00	42,000.00			
<b>TOTAL INTERLOCAL MUNICIPAL SERVICE AGREEMENTS</b>	<b>168,000.00</b>	<b>168,000.00</b>	<b>168,000.00</b>			
<b>PUBLIC AND PRIVATE PROGRAMS OFFSET BY REVENUES</b>						
Drunk Driving Enforcement Fund	12,470.32	12,470.32	12,470.32			
Alcohol Education and Rehabilitation Fund	1,307.10	1,307.10	1,307.10			
Recycling Tonnage Grant	52,954.73	52,954.73	52,954.73			
Cape May County Municipal Alliance Funds						
State Share	33,497.00	33,497.00	33,497.00			
Local Share	8,374.00	8,374.00	8,374.00			
Clean Communities		59,941.40	59,941.40			
Supplemental Fire Services Program						
Fire District Direct Payment	8,165.00	8,165.00	8,164.00		1.00	
JIF Safety		5,050.00	5,050.00			
Division of Highway Safety - Over the Limit - Under Arrest		4,400.00	4,400.00			
Local Government Energy Audits Program		20,000.00	20,000.00			
NJ Emergency Management Grant		5,000.00	5,000.00			
Small Cities		700,000.00	700,000.00			
Click It or Ticket		4,000.00	4,000.00			
COPS in SHOPS	300.00	1,500.00	1,500.00			
Green Communities		3,000.00	3,000.00			
<b>TOTAL PUBLIC AND PRIVATE PROGRAMS OFFSET BY REVENUES</b>	<b>117,068.15</b>	<b>919,659.55</b>	<b>919,658.55</b>		<b>1.00</b>	
<b>TOTAL OPERATIONS EXCLUDED FROM "CAPS"</b>	<b>444,210.15</b>	<b>1,246,801.55</b>	<b>1,155,776.04</b>		<b>91,025.51</b>	
Detail:						
Salaries and Wages	138,470.32	138,470.32	138,470.32			
Other Expenses	305,739.83	1,108,331.23	1,017,305.72		91,025.51	

See Accompanying Notes to Financial Statements - Regulatory Basis

**TOWNSHIP OF LOWER  
CURRENT FUND  
STATEMENT OF EXPENDITURES - REGULATORY BASIS**

	Appropriations		Budget After Modification	Paid or Charged	Expenditures		(Overexpended) Balance Cancelled
	Budget				Encumbered	Reserved	
<b>CAPITAL IMPROVEMENTS</b>							
Capital Improvement Fund	\$ 95,000.00	\$	95,000.00	\$ 95,000.00	\$	\$	
<b>TOTAL CAPITAL IMPROVEMENTS</b>	<b>\$ 95,000.00</b>		<b>95,000.00</b>	<b>95,000.00</b>		<b>\$</b>	
<b>DEBT SERVICE</b>							
Payment of Bond Principal	1,940,000.00		1,940,000.00	1,940,000.00			-
Interest on Bonds	514,615.00		514,615.00	514,612.50			2.50
Interest on Notes	5,000.00		5,000.00	-			5,000.00
<b>GREEN TRUST LOAN PROGRAM:</b>							
Loan Repayment for Principal and Interest	124,785.00		124,785.00	124,366.43			418.57
<b>TOTAL DEBT SERVICE</b>	<b>2,584,400.00</b>		<b>2,584,400.00</b>	<b>2,578,978.93</b>			<b>5,421.07</b>
<b>DEFERRED CHARGES EXCLUDED FROM "CAPS"</b>							
Special Emergency Authorization - 5 Years	180,000.00		180,000.00	180,000.00			-
<b>TOTAL DEFERRED CHARGES EXCLUDED FROM "CAPS"</b>	<b>180,000.00</b>		<b>180,000.00</b>	<b>180,000.00</b>			
<b>TOTAL GENERAL APPROPRIATIONS FOR MUNICIPAL PURPOSES EXCLUDED FROM "CAPS"</b>	<b>3,303,610.15</b>		<b>4,106,201.55</b>	<b>4,009,754.97</b>		<b>91,025.51</b>	<b>5,421.07</b>
<b>SUBTOTAL GENERAL APPROPRIATIONS</b>	<b>22,388,555.90</b>		<b>23,191,147.30</b>	<b>22,191,332.13</b>		<b>799,132.70</b>	<b>5,421.07</b>
Reserve for Uncollected Taxes	1,899,727.67		1,899,727.67	1,899,727.67			
<b>TOTAL GENERAL APPROPRIATIONS</b>	<b>\$ 24,288,283.57</b>		<b>\$ 25,090,874.97</b>	<b>\$ 24,091,059.80</b>		<b>\$ 799,132.70</b>	<b>\$ 5,421.07</b>

Adopted Budget \$ 24,288,283.57  
 Added Appropriations N.J.S.A. 40A:4-87 \$ 802,591.40  
\$ 25,090,874.97

Cash Disbursements \$ 21,641,825.82  
 Reimbursements (549,952.24)  
 Federal and State Grants 919,668.55  
 Reserve for Uncollected Taxes 1,899,727.67  
 Deferred Charges 180,000.00  
Total \$ 24,091,059.80

**EXHIBIT - B  
TRUST FUND**

**TOWNSHIP OF LOWER**  
**TRUST FUND**  
**COMPARATIVE BALANCE SHEET - REGULATORY BASIS**

<u>Assets</u>	<u>Ref.</u>	<u>Balance</u> <u>Dec. 31, 2011</u>	<u>Balance</u> <u>Dec. 31, 2010</u>
<u>Animal Control Fund</u>			
Cash and Investments	B-1	\$ 9,618.60	\$ 11,013.60
		<u>9,618.60</u>	<u>11,013.60</u>
<u>Other Funds</u>			
Cash and Investments	B-2	1,527,262.57	1,863,246.78
Program Loans Receivable		119,893.75	119,893.75
		<u>1,647,156.32</u>	<u>1,983,140.53</u>
		<u>\$ 1,656,774.92</u>	<u>\$ 1,994,154.13</u>

**TOWNSHIP OF LOWER**  
**TRUST FUND**  
**COMPARATIVE BALANCE SHEET - REGULATORY BASIS**

<u>Liabilities, Reserves and Fund Balance</u>	<u>Ref.</u>	<u>Balance Dec. 31, 2011</u>	<u>Balance Dec. 31, 2010</u>
<u>Animal Control Fund</u>			
Reserve for Animal Control Expenditures	B-4	\$ 9,606.00	\$ 10,989.00
Due to State of New Jersey		8.40	24.60
Prepaid License Fees		4.20	-
		<u>9,618.60</u>	<u>11,013.60</u>
<u>Other Funds</u>			
Deposits for Redemption of Tax Title			
Lien Certificates		387.38	15,815.92
Premiums Received at Tax Sale		141,900.00	61,500.00
Reserve for Program Loans Receivable		119,893.75	119,893.75
Reserve for Unemployment Compensation		64,107.99	33,626.52
Reserve for AFLAC Flex Trust		360.04	600.00
Reserve for Performance and Escrow Deposits		465,008.44	446,504.24
Reserve for Recreation		44,918.04	47,521.61
Reserve for Bail Escrow		725.00	725.00
Reserve for POAA		14.00	6.00
Reserve for Small Cities Revolving Loan		569,110.89	570,032.02
Reserve for Historic Commission		818.22	816.72
Reserve for Police Forfeiture		15,131.50	14,104.98
Reserve for Police Investigative Trust		414.77	414.77
Reserve for Joint Housing		40,198.41	40,101.18
Reserve for Public Defender		1,452.80	4,117.80
Reserve for Escrow Deposits		119,606.52	119,538.36
Reserve for DARE		2,830.84	3,705.60
Reserve for Fire Safety Fees		33,088.13	1,847.13
Reserve for Off Duty Police		9,159.25	17,325.00
Reserve for Accumulated Absences		180.35	481,543.93
Reserve for Tax Maps		4,600.00	3,400.00
Reserve for Donations		13,250.00	-
		<u>1,647,156.32</u>	<u>1,983,140.53</u>
		<u>\$ 1,656,774.92</u>	<u>\$ 1,994,154.13</u>

**EXHIBIT - C**  
**GENERAL CAPITAL FUND**

**TOWNSHIP OF LOWER  
GENERAL CAPITAL FUND  
COMPARATIVE BALANCE SHEET - REGULATORY BASIS**

<u>Assets</u>	<u>Ref.</u>	<u>Balance Dec. 31, 2011</u>	<u>Balance Dec. 31, 2010</u>
Cash and Investments		\$ 1,556,763.21	\$ 1,090,885.11
Deferred Charges to Future Taxation:			
Funded	C-5	14,160,493.86	16,210,695.11
Unfunded	C-6	3,430,000.00	3,030,000.00
		<u>\$ 19,147,257.07</u>	<u>\$ 20,331,580.22</u>
 <u>Liabilities, Reserves and Fund Balance</u>			
Serial Bonds Payable	C-8	\$ 9,800,000.00	\$ 14,480,000.00
Refunding Bonds Payable	C-8A	2,720,000.00	-
Green Trust Loans	C-8B	1,640,493.86	1,730,695.11
Bond Anticipation Notes Payable	C-9	2,125,000.00	-
Improvement Authorizations:			
Funded	C-7	379,714.07	1,296,068.04
Unfunded	C-7	1,431,829.40	1,821,659.26
Encumbrances Payable		812,975.94	803,990.91
Capital Improvement Fund	C-4	100,323.00	45,323.00
Fund Balance	C-1	136,920.80	153,843.90
		<u>\$ 19,147,257.07</u>	<u>\$ 20,331,580.22</u>

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

Balance December 31, 2010	<u>Ref.</u> C		\$	153,843.90
Increased By:				
Premium on Bond Anticipation Notes		\$		<u>9,218.90</u>
				<u>9,218.90</u>
				163,062.80
Decreased By:				
Appropriated to Fund Improvement Authorization				<u>26,142.00</u>
				<u>26,142.00</u>
Balance December 31, 2011	C		\$	<u><u>136,920.80</u></u>

**EXHIBIT - D**  
**GENERAL FIXED ASSETS ACCOUNT GROUP**

**TOWNSHIP OF LOWER**  
**GENERAL FIXED ASSET ACCOUNT GROUP**  
**COMPARATIVE BALANCE SHEET - REGULATORY BASIS**

<u>General Fixed Assets</u>	<u>Ref.</u>	<u>Balance Dec. 31, 2011</u>	<u>Balance Dec. 31, 2010</u>
Land	\$	1,904,500.00	\$ 1,904,500.00
Building		3,025,600.00	3,025,600.00
Machinery and Equipment		12,145,001.59	11,647,606.25
		<u>\$ 17,075,101.59</u>	<u>\$ 16,577,706.25</u>
 <u>Investment in General Fixed Assets</u>			
Investment in General Fixed Assets	\$	17,075,101.59	\$ 16,577,706.25
		<u>\$ 17,075,101.59</u>	<u>\$ 16,577,706.25</u>

See Accompanying Notes to Financial Statements – Regulatory Basis

**TOWNSHIP OF LOWER**  
**NOTES TO FINANCIAL STATEMENTS –**  
**REGULATORY BASIS**  
**YEARS ENDED DECEMBER 31, 2011 AND 2010**

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

**Basis of Accounting**

The financial statements – regulatory basis of the Township of Lower have been prepared in conformity with an "Other Comprehensive Basis of Accounting" (OCBOA), as established by the Division of Local Government Services, Department of Community Affairs, State of New Jersey. This basis of accounting differs from accounting principles generally accepted in the United States of America (GAAP). The more significant of the Township's accounting policies are described below.

**Description of Financial Reporting Entity**

The Township of Lower is a mainland community located in the County of Cape May, State of New Jersey. The population according to the 2010 census is 22,866.

The Township is incorporated and operates under a Mayor and Council form of government. There are four council members (three elected from wards and one at-large) and the mayor, who is elected by the people. In addition, a Township Manager, since 1984, supervises all departments, is responsible for the preparation and administration of the annual budget, and is chief executive officer.

**Component Units**

The financial statements of the component units of the Township of Lower are not presented in accordance with Governmental Accounting Standards Board Statement (GASB) No. 14. If the provisions of GASB 14 had been complied with the other entity's financial statements would have to be, either blended, or discretely presented with the financial statements – regulatory basis of the Township of Lower, the primary government.

**Basis of Presentation, Fund Accounting**

The financial statements – regulatory basis of the Township of Lower contain all funds and account groups in accordance with the "Requirements of Audit", as promulgated by the Division of Local Government Services, Department of Community Affairs, State of New Jersey. Such principles and 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 Lower accounts for its financial transactions through the following separate funds, which differ from the funds required by GAAP.

**Current Fund**

The Current Fund accounts for resources and expenditures for governmental operations of a general nature, including Federal and State Grant Funds.

**Trust Funds**

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

**General Capital Fund**

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

**TOWNSHIP OF LOWER**  
**NOTES TO FINANCIAL STATEMENTS –**  
**REGULATORY BASIS**  
**YEARS ENDED DECEMBER 31, 2011 AND 2010**  
**(CONTINUED)**

**NOTE 1: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)**

**Budgets and Budgetary Accounting**

The Township of Lower must adopt an annual budget in accordance with N.J.S.A. 40A:4 et al. State statutes require the governing body to introduce and approve the annual municipal budget no later than February 10<sup>th</sup> of each year. At introduction, the governing body shall fix the time and place for a public hearing on the budget, and must advertise the time and place at least ten days prior to the hearing in a newspaper published and circulating in the municipality. The public hearing must not be held less than twenty-eight days after the date of introduction. After the hearing has been held, the governing body may, by majority vote, adopt the budget or may amend the budget in accordance with N.J.S.A. 40A:4-9.

An extension of the regulatory due dates for introduction, approval and adoption of the municipal budget may be granted by the Director of the Division of Local Government Services.

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

**Cash and Investments**

New Jersey municipal units are required by N.J.S.A. 40A:5-14 to deposit public funds in a bank approved by the State Department of Banking and Insurance, and organized under laws of the United States or the State of New Jersey or the New Jersey Cash Management Fund. N.J.S.A. 40A:5-15.1 provides a list of securities which may be purchased by New Jersey municipal units.

The cash management plan adopted by the Township of Lower requires it to deposit funds in public depositories protected from loss under the provisions of the Governmental Unit Deposit Protection Act (GUDPA). GUDPA was enacted in 1970 to protect governmental units from a loss of funds on deposit with a failed banking institution in New Jersey.

N.J.S.A. 17:9-42 requires governmental units to deposit public funds only in public depositories located in New Jersey, where the funds are secured in accordance with the Act.

Public funds are defined as the funds of any governmental unit. Public depositories include banks (both state and federal), savings and loan institutions and savings banks, the deposits of which are federally insured. All public depositories pledge collateral, having a market value of five percent of the average daily balance of collected public funds, to secure the deposits of governmental units. If a public depository fails, the collateral it has pledged, plus the collateral of all other public depositories in the collateral pool, is available to pay the full amount of their deposits to the governmental units.

Generally, the Township considers all investments that mature in one year or less, to be cash equivalents.

All certificates of deposit are recorded as cash regardless of date of maturity.

**Interfunds**

Interfund receivables and payables that arise from transactions between funds are recorded by all funds affected by such transactions in the period in which the transaction is executed. Interfund receivables in the Current Fund are recorded with offsetting reserves, which are created by charges to Fund Balance. Income is recognized in the year the receivables are liquidated. Interfund receivables in the other funds are not offset by reserves. GAAP does not require the establishment of an offsetting reserve.

**TOWNSHIP OF LOWER**  
**NOTES TO FINANCIAL STATEMENTS –**  
**REGULATORY BASIS**  
**YEARS ENDED DECEMBER 31, 2011 AND 2010**  
**(CONTINUED)**

**NOTE 1: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)**

**Inventories of Supplies**

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

**General Fixed Assets**

Property and Equipment purchased by the Current and General Capital Funds are recorded as expenditures at the time of purchase and are not capitalized.

Accounting for Governmental Fixed Assets, as promulgated by Technical Accounting Directive No. 2, as issued by the Division of Local Government Services, differs in certain respects from GAAP. The following is a brief description of the provisions of the Directive:

Fixed Assets used in governmental operations ("general fixed assets") are accounted for in the General Fixed Assets Account Group. Public Domain ("Infrastructure") fixed assets consisting of certain improvements other than buildings, such as roads, bridges, curbs and gutters, streets and sidewalks, and drainage systems, are not capitalized.

All fixed assets are valued at historical cost or estimated historical cost if actual historical cost is not available.

No depreciation on general fixed assets is recorded in the financial statements – regulatory basis.

Expenditures for construction in progress are recorded in the Capital Funds until such time as the construction is completed and put into operation.

Fixed assets acquired through grants – in – aid or contributed capital, have not been accounted for separately.

**Foreclosed Property**

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

**Deferred Charges**

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

**TOWNSHIP OF LOWER**  
**NOTES TO FINANCIAL STATEMENTS –**  
**REGULATORY BASIS**  
**YEARS ENDED DECEMBER 31, 2011 AND 2010**  
**(CONTINUED)**

**NOTE 1: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)**

**Appropriation Reserves**

Appropriation Reserves covering unexpended appropriation balances are automatically created at year end and recorded as liabilities, except for amounts which may be canceled by the governing body. Appropriation Reserves are available, until lapsed at the close of the succeeding fiscal year. Lapsed appropriation reserves are recorded as income. Appropriation Reserves are not established under GAAP.

**Liens Sold for Other Governmental Units**

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

**Fund Balance**

Fund Balances included in the Current Fund represent amounts available for anticipation as revenue in future years' budgets, with certain restrictions.

**Revenues**

Revenues are recorded as received in cash, except for certain amounts that are due from other governmental units. Revenue from Federal and State Grants is realized as revenue when anticipated as such in the Township's budget. Other amounts that are due the Township, which are susceptible to accrual, are also recorded as receivables with offsetting reserves, and recorded as revenue when received. GAAP generally requires that grant revenue be recognized when actual expenditures financed by the grant are made.

**Property Tax Revenues**

Property tax revenues are collected in quarterly installments due February 1<sup>st</sup>, May 1<sup>st</sup>, August 1<sup>st</sup>, and November 1<sup>st</sup>. Property taxes unpaid are subject to tax sale in accordance with statutes. The amount of tax levied, includes not only the amount required in support of the Township's annual budget, but also the amounts required in support of the entities that follow. Receivables for property taxes are recorded with offsetting reserves on the balance sheet of the Township's Current Fund; accordingly, such amounts are not recorded as revenue until collected. GAAP requires such revenues to be recognized when they are available and measurable reduced by an allowance for doubtful accounts.

**TOWNSHIP OF LOWER  
 NOTES TO FINANCIAL STATEMENTS –  
 REGULATORY BASIS  
 YEARS ENDED DECEMBER 31, 2011 AND 2010  
 (CONTINUED)**

**NOTE 1: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)**

**School Taxes**

The Township is responsible for levying, collecting and remitting school taxes for the Township of Lower School District, as well as for the Township's share of the Lower Cape May Regional High School District. Fund Balance is charged for the full amount required to be raised from taxation to operate the school districts from January 1<sup>st</sup> through December 31<sup>st</sup>. Deferred school taxes arise due to the differences in the municipal and school district fiscal year ends. As of December 31, 2011, the following is a breakdown of the school tax payable and year-end tax deferral:

Category	Amount
Regional School Tax Payable	\$ -
Regional School Tax Deferred	5,661,303.57
	\$ 5,661,303.57

**County Taxes**

The Township is responsible for levying, collecting and remitting county taxes for the County of Cape May. Fund Balance is charged for the amount due the County for the year, based upon the ratables required to be certified to the County Board of Taxation by January 10<sup>th</sup> of the current year. In addition, Fund Balance is charged for the County Share of Added and Omitted Taxes, certified to the County Board of Taxation by October 10<sup>th</sup> of the current year, and due to be paid to the County by February 15<sup>th</sup> of the following year.

**Reserve for Uncollected Taxes**

The inclusion of the "Reserve for Uncollected Taxes", appropriation in the Township's annual budget protects the Township from taxes not paid currently. The minimum amount of the reserve, determined by the percentage of collections experienced in the preceding year, is required to provide assurance that cash collected in the current year will provide sufficient cash flow to meet expected obligations. A reserve for uncollected taxes is not established under GAAP.

**Expenditures**

Expenditures are recorded on the "budgetary" basis of accounting. Generally, expenditures are recorded when an amount is encumbered for goods or services through the issuance of a purchase order, in conjunction with the encumbrance system. Outstanding encumbrances at December 31<sup>st</sup> are recorded as a cash liability. Appropriations for principal payments on outstanding General Capital Fund bonds and notes are provided on the cash basis. Interest on General Capital Fund indebtedness is on the cash basis. GAAP requires expenditures to be recognized in the accounting period in which the fund liability is incurred, if measurable, except for unmatured interest on long – term debt, which is recognized when due.

**TOWNSHIP OF LOWER  
NOTES TO FINANCIAL STATEMENTS –  
REGULATORY BASIS  
YEARS ENDED DECEMBER 31, 2011 AND 2010  
(CONTINUED)**

**NOTE 1: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)**

**Compensated Absences and Post – Employment Benefits**

Compensated absences for vacation, sick leave and other compensated absences are recorded and provided for, in the annual budget in the year in which they are paid, on a “pay as you go” basis. Likewise, no accrual is made for post employment benefits, if any, which are also funded on a “pay as you go” basis. The Township has established a reserve to fund some of these costs. GAAP requires that the amount that would normally be liquidated with expendable financial resources, be recorded as an expenditure in the operating funds, and the remaining obligations be recorded as long – term obligations.

**NOTE 2: LONG-TERM DEBT**

**Summary of Municipal Debt**

	Year 2011	Year 2010	Year 2009
Issued:			
General:			
Bonds, Loans and Notes	\$ 16,285,493.86	\$ 16,210,695.11	\$ 18,429,119.03
Total Issued	<u>16,285,493.86</u>	<u>16,210,695.11</u>	<u>18,429,119.03</u>
Less:			
Funds Temporarily Held to Pay			
Bonds and Notes:			
Reserve to Pay BANs	-	-	300,000.00
Net Debt Issued	<u>16,285,493.86</u>	<u>16,210,695.11</u>	<u>18,129,119.03</u>
Authorized But Not Issued:			
General:			
Bonds and Notes	<u>1,305,000.00</u>	<u>3,030,000.00</u>	<u>1,710,000.00</u>
Total Authorized But Not Issued	<u>1,305,000.00</u>	<u>3,030,000.00</u>	<u>1,710,000.00</u>
Net Bonds and Notes Issued and Authorized But Not Issued	<u>\$ 17,590,493.86</u>	<u>\$ 19,240,695.11</u>	<u>\$ 19,839,119.03</u>

**Summary of Statutory Debt Condition – Annual Debt Statement**

The summarized statement of debt condition, which follows is prepared in accordance with the required method of setting up the Annual Debt Statement and indicates a statutory net debt of 0.42%.

	Gross Debt	Deductions	Net Debt
General Debt	\$ 17,590,493.86	\$ -	\$ 17,590,493.86
School Debt	4,616,205.76	4,616,205.76	-
Municipal Utilities Authority	<u>27,135,332.00</u>	<u>27,135,332.00</u>	-
	<u>\$ 49,342,031.62</u>	<u>\$ 31,751,537.76</u>	<u>\$ 17,590,493.86</u>

**TOWNSHIP OF LOWER  
 NOTES TO FINANCIAL STATEMENTS –  
 REGULATORY BASIS  
 YEARS ENDED DECEMBER 31, 2011 AND 2010  
 (CONTINUED)**

**NOTE 2: LONG-TERM DEBT (Continued)**

Net debt \$17,590,493.86 divided by Equalized Valuation Basis per N.J.S.A. 40A:2-2 as amended, \$4,177,568,970.00 = .42%.

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

3-1/2% of Equalized Valuation Basis	\$ 146,214,913.95
Net Debt	<u>17,590,493.86</u>
Remaining Borrowing Power	<u><u>\$ 128,624,420.09</u></u>

The Annual Debt Statement is in agreement with the foregoing net debt information.

**Description of Bonds and Loans Payable**

At December 31, 2011, bonds payable in the General Capital Fund consisted of the following individual issues:

\$4,700,000.00 General Improvement Bonds dated December 1, 2004, due in annual installments beginning December 15, 2007 through December 15, 2016, bearing interest at various rates from 3.375% to 3.750% per annum. The balance remaining as of December 31, 2011, is \$2,500,000.00.

\$8,800,000.00 General Improvement Bonds dated April 1, 2009, due in annual installments beginning April 1, 2010 through April 1, 2018, bearing interest at various rates from 3.000% to 4.000% per annum. The balance remaining as of December 31, 2010, is \$7,300,000.00.

\$2,720,000.00 General Improvement Refunding Bonds dated August 15, 2011, due in annual installments beginning July 15, 2012 through July 15, 2015, bearing interest at various rates from 2.000% to 4.000% per annum. The balance remaining as of December 31, 2011, is \$2,720,000.00.

\$800,000.00 State of New Jersey Green Trust Loans dated 2006, due in semi-annual installments beginning in 2007 through 2026, bearing interest at 2.00% per annum. The balance remaining as of December 31, 2011, is \$623,468.20.

\$900,000.00 State of New Jersey Green Trust Loans dated 2007, due in semi-annual installments beginning in 2007 through 2027, bearing interest at 1.00% per annum. The balance remaining as of December 31, 2011, is \$742,717.76.

\$300,000.00 State of New Jersey Green Trust Loans dated 2010, due in semi-annual installments beginning in 2010 through 2029, bearing interest at 1.00% per annum. The balance remaining as of December 31, 2011, is \$274,307.90.

**TOWNSHIP OF LOWER**  
**NOTES TO FINANCIAL STATEMENTS –**  
**REGULATORY BASIS**  
**YEARS ENDED DECEMBER 31, 2011 AND 2010**  
**(CONTINUED)**

**NOTE 2: LONG-TERM DEBT (Continued)**

**Changes in Long-Term Debt**

The following schedule represents the changes in the Long-Term Debt:

	Outstanding 12/31/10	Issues or Additions	Payments or Expenditures	Outstanding 12/31/11
General Capital Fund:				
Bonds Payable	\$ 14,480,000.00	\$ 2,720,000.00	\$ 4,680,000.00	\$ 12,520,000.00
Green Trust Loans	1,730,695.11		90,201.25	1,640,493.86
	<u>16,210,695.11</u>	<u>2,720,000.00</u>	<u>4,770,201.25</u>	<u>14,160,493.86</u>
Total All Funds	<u>\$ 16,210,695.11</u>	<u>\$ 2,720,000.00</u>	<u>\$ 4,770,201.25</u>	<u>\$ 14,160,493.86</u>

**Schedule of Annual Debt Service for Principal and Interest for Serial Bonds and Green Trust Loans Issued and Outstanding**

Year Ending December 31	General Capital Fund	
	Principal	Interest
2012	\$ 2,177,014.29	\$ 428,833.34
2013	2,268,863.76	377,477.62
2014	2,275,750.42	307,840.96
2015	2,277,675.02	237,391.36
2016	1,599,638.28	156,978.10
2017-2021	2,929,049.68	188,782.22
2022-2026	559,526.78	37,431.85
2027-2029	72,975.63	1,594.18
	<u>\$ 14,160,493.86</u>	<u>\$ 1,736,329.63</u>

**NOTE 3: COMPENSATED ABSENCES**

The Township has permitted employees to accrue unused vacation, personal and sick time, which may be taken as time off or paid at a later date at an agreed upon rate. The monetary value of these earned and unused employee benefits has not been accrued by, either charges to operations, or to budgets of prior years, although in some cases they might be material, since the realization of this liability may be affected by conditions which preclude an employee from receiving full payment of the accrual. At December 31, 2011, the Township estimates this liability to approximate \$2,668,342.89, based on 2011 pay rates and compensated absence balances. The Township has established a reserve in the amount of \$679,636.95 to offset this liability.

**TOWNSHIP OF LOWER  
NOTES TO FINANCIAL STATEMENTS –  
REGULATORY BASIS  
YEARS ENDED DECEMBER 31, 2011 AND 2010  
(CONTINUED)**

**NOTE 4: DEFERRED COMPENSATION ACCOUNT**

The Township offers its employees a deferred compensation plan created in accordance with Internal Revenue Code Section 457. In 1999 the Township of Lower amended the plan by resolution to comply with a private letter ruling of the Internal Revenue Service that requires assets of deferred compensation plans be held in Trust under the beneficial ownership of the Trustee, (Township of Lower) serving as Trustee, for the exclusive benefit of the plan participants and their beneficiaries, and that the assets shall not be diverted to any other purpose. The plan administrator is as follows:

ICMA Retirement Corporation

**NOTE 5: TAXES COLLECTED IN ADVANCE**

Taxes collected in advance include amounts set forth as cash liabilities in the financial statements as follows:

		Balance December 31, 2011		Balance December 31, 2010
Prepaid Taxes - Cash Liability	\$	851,026.93	\$	800,694.82

**NOTE 6: RETIREMENT PLANS**

**Plan Descriptions**

All eligible employees participate in either the Public Employees' Retirement System (PERS) or the Police and Firemen's Retirement System (PFRS) benefit plans. These plans are cost-sharing multiple-employer contributory defined benefit plans that are sponsored and administered by the State of New Jersey Department of Treasury, Division of Pensions and Benefits.

Certain eligible employees participate in the Defined Contribution Retirement Program (DCRP) which is a single-employer defined contribution plan also sponsored by the State of New Jersey but administered for the State by Prudential Financial.

The Division of Pensions and Benefits issues publicly available financial reports that include the financial statements and required supplementary information for plans. Those reports may be obtained by writing to the State of New Jersey, Department of the Treasury, Division of Pensions and Benefits, P.O. Box 295, Trenton, NJ 08625-0295.

The Public Employees' Retirement System was established in January 1955, under the provisions of N.J.S.A. 43:14A, to provide coverage including post-retirement health care to substantially all full-time employees of the State or any County, Municipality, School district or public agency, provided the employee is not a member of another state-administered retirement system.

The Police and Firemen's Retirement System was established in July 1944, under the provisions of N.J.S.A. 43:16A, to provide coverage to substantially all full-time County and Municipal police or firemen and State firemen appointed after June 30, 1944.

**TOWNSHIP OF LOWER  
NOTES TO FINANCIAL STATEMENTS –  
REGULATORY BASIS  
YEARS ENDED DECEMBER 31, 2011 AND 2010  
(CONTINUED)**

**NOTE 6: RETIREMENT PLANS (Continued)**

**Plan Descriptions**

The Defined Contribution Retirement Program (DCRP) was under the provisions of Chapter 92, P.L. 2007 and Chapter 103, P.L. 2007, and expanded under the provisions of Chapter 89, P.L. 2008. The DCRP provides eligible members with a tax-sheltered, defined contribution retirement benefit, along with life insurance coverage and disability coverage.

**Vesting and Benefit Provisions**

The vesting and benefit provisions for PERS are set by N.J.S.A. 43:15A and 43:3B. All benefits vest after eight to ten years of service, except for medical benefits, which vest after 25 years of service. Retirement benefits for age and service are available at age 60 and, under recently enacted legislation are generally determined to be 1/55 of final average salary for each year of service credit. Final average salary equals the average salary for the final three years of service prior to retirement (or highest three years' compensation if other than the final three years). Members may seek early retirement after achieving 25 years service credit, or they may elect deferred retirement after achieving eight to ten years of service credit, in which case benefits would begin the first day of the month after the member attains normal retirement age.

The vesting and benefit provisions for PFRS are set by N.J.S.A. 43:16A and 43:3B. All benefits vest after ten years of service, except for disability benefits, which vest after four years of service. Retirement benefits for age and service are available at age 55, and generally determined to be 2% of final average compensation for each year of creditable service, as defined, up to 30 years plus 1% for each year of service in excess of 30 years. Final average compensation equals the average compensation for the final three years of service prior to retirement (or highest three years' compensation if other than the final three years). Members may seek special retirement after achieving 20 or 25 years of creditable service, or they may elect deferred retirement after achieving ten years of service, in which case benefits would begin at age 55, equal to 2% of final average compensation for each year of service.

Newly elected or appointed officials that have an existing DCRP account, or are a member of another State-administered retirement system are immediately invested in the DCRP. For newly elected or appointed officials that do not qualify for immediate vesting in the DCRP, employee and employer contributions are held during the initial year of membership. Upon commencing the second year of DCRP membership, the member is fully invested. However, if a member is not eligible to continue in the DCRP for a second year of membership, the member may apply for a refund of the employee contributions from the DCRP, while the employer contributions will revert back to the employer.

**TOWNSHIP OF LOWER  
NOTES TO FINANCIAL STATEMENTS –  
REGULATORY BASIS  
YEARS ENDED DECEMBER 31, 2011 AND 2010  
(CONTINUED)**

**NOTE 6: PENSION PLANS (Continued)**

**Funding Policy**

The contribution policy for PERS is set by N.J.S.A. 43:15A, and requires contributions by active members and contributing employers. Plan member and employer contributions may be amended by State of New Jersey legislation. Members contribute at a uniform rate, the member rate was set at 6.5% of base salary. Employers are required to contribute at an actuarially determined rate. The annual employer contribution includes funding for basic retirement allowances, cost-of-living adjustments and noncontributory death benefits.

The contribution policy for PFRS is set by N.J.S.A. 43:16A and requires contributions by active members and contributing employers. Plan member and employer contributions may be amended by State of New Jersey legislation. Employers are required to contribute at an actuarially determined rate. The annual employer contribution includes funding for basic retirement allowances, cost-of-living adjustments and noncontributory death benefits. Members contribute at a uniform rate of 10.0% of base salary.

For the DCRP, members contribute at a uniform rate of 5.5% of their base salary. Employers are required to contribute at a set rate of 3.0% of base salary.

For the Public Employees' Retirement System, the Township's contribution was \$585,186.00 for 2011 and \$529,657.00 for 2010.

**Three Year Trend Information for PERS**

<u>Funding Year</u>	<u>Annual Pension Cost (APC)</u>	<u>Percentage of APC Contributed</u>	<u>Net Pension Obligation</u>
12/31/11	\$ 569,874.87	100%	\$ -
12/31/10	529,657.00	100%	-
12/31/09	393,006.40	100%	-

For the Police and Firemens' Retirement System, the Township's contribution was \$1,025,942.00 for 2011 and \$845,716.00 2010 respectively.

**Three Year Trend Information for PFRS**

<u>Funding Year</u>	<u>Annual Pension Cost (APC)</u>	<u>Percentage of APC Contributed</u>	<u>Net Pension Obligation</u>
12/31/11	\$ 1,025,937.50	100%	\$ -
12/31/10	845,716.00	100%	-
12/31/09	682,066.00	100%	-

**TOWNSHIP OF LOWER  
 NOTES TO FINANCIAL STATEMENTS –  
 REGULATORY BASIS  
 YEARS ENDED DECEMBER 31, 2011 AND 2010  
 (CONTINUED)**

**NOTE 6: PENSION PLANS (Continued)**

**Funding Policy (Continued)**

For the DCRP, the Township's contribution was \$5,049.58 for 2011 and \$4,150.03 for 2010.

Three Year Trend Information for DCRP			
Funding Year	Annual Pension Cost (APC)	Percentage of APC Contributed	Net Pension Obligation
12/31/11	\$ 5,049.58	100%	\$ -
12/31/10	4,150.03	100%	-
12/31/09	3,676.58	100%	-

**NOTE 7: DEPOSITS AND INVESTMENTS**

**Deposits**

Operating cash, in the form of checking, savings and money market savings accounts, is held in the Township's name by several commercial banking institutions and financial institutions. At December 31, 2011, the carrying amount of the Township's deposits was \$8,382,053.22 and the bank balance was \$8,468,320.15. Of the bank balance, \$480,850.65 was insured with Federal Deposit Insurance Corporation and \$7,987,470.46 with GUDPA.

Pursuant to GASB Statement No. 40, "Deposit and Investment Risk Disclosures" ("GASB 40"), the Township's bank accounts are profiled in order to determine exposure, if any, to Custodial Credit Risk (risk that in the event of failure of the counterparty the Township would not be able to recover the value of its deposits or investment). Deposits are considered to be exposed to Custodial Credit Risk if they are: uncollateralized (securities not pledged to the depositor), collateralized with securities held by the pledging financial institution, or collateralized with securities held by the financial institution's trust department or agent but not in the government's name. At December 31, 2011, all of the Township's deposits were insured by either FDIC or GUDPA and therefore not exposed to custodial credit risk. The Township does not have a policy for custodial credit risk, other than the regulatory requirements of utilizing only GUDPA institutions.

**Investments**

Pursuant to the Enabling Act, the funds of the Township may be invested in any direct obligations of, or obligations as to which the principal and interest thereof is guaranteed by, the United States of America or other obligations as the Township may approve. It invests pooled monies from various State and non-State agencies in primarily short-term investments.

As of December 31, 2011, the Township did not have any investments.

**TOWNSHIP OF LOWER**  
**NOTES TO FINANCIAL STATEMENTS –**  
**REGULATORY BASIS**  
**YEARS ENDED DECEMBER 31, 2011 AND 2010**  
**(CONTINUED)**

**NOTE 8: PROPERTY TAXES**

Property valuations (assessments) are determined on true values as arrived at by a cost approach, market data approach and capitalization of net income where appropriate. Current assessments are the results of new assessments on a like basis with established comparable properties for newly assessed or purchased properties. This method assures equitable treatment to like property owners, but it often results in a divergence of the assessment ratio to true value.

Upon the filing of certified adopted budgets by the municipality, the local and regional school districts, and the county, the tax rate is struck by the County Board of Taxation based on the certified amounts in each of the taxing districts for collection to fund budgets. The statutory provision for the assessment of property, levying of taxes and the collection thereof is set forth in N.J.S.A. 54:4 et seq. Special taxing districts are permitted in New Jersey for various special services rendered to the properties located within the special districts.

Tax bills are mailed annually in June. The taxes are due August 1 and November 1 respectively, and are adjusted to reflect the current fiscal year's total tax liability. The preliminary taxes, due February 1 and May 1 of the succeeding fiscal year, are based upon one-half of the current year's total tax.

Tax installments not paid on or before the due date, are subject to interest penalties of 8% per annum on the first \$1,500 of the delinquency, and 18% per annum on any amount in excess of \$1,500. Pursuant to P.L. 1991, c. 75, the governing body may also fix a penalty to be charged to a taxpayer with a delinquency in excess of \$10,000 who fails to pay that delinquency prior to the end of the calendar year. The penalty so fixed shall not exceed 6% of the amount of the delinquency. The interest and penalties are the highest permitted under New Jersey Statutes. Delinquent taxes open for one year or more are annually included in the tax sale in accordance with New Jersey statutes.

The New Jersey statutes provide a taxpayer with remedial procedures for appealing an assessment deemed excessive. Prior to February 1 of each year, the municipality must mail to each property owner a notice of the current assessment and taxes on the property. The taxpayer has a right to petition the County Tax Board, on or before April 1, for review. Due to errors or delinquencies in notices sent to property owners, the April 1 deadline to file an appeal petition may be extended. The County Board of Taxation has the authority after a hearing to decrease or reject the appeal petition. These adjustments are usually concluded within the current tax year, and reductions are shown as canceled or remitted taxes for that year. If the taxpayer feels the County Board of Taxation unsatisfactorily reviewed the petition, appeal may be made to the Tax Court of New Jersey for further hearing. Some Tax Court appeals may take several years prior to settlement, and any losses in tax collection from prior years, are charged to a reserve set aside for this purpose or directly charged to Fund Balance.

**TOWNSHIP OF LOWER  
NOTES TO FINANCIAL STATEMENTS –  
REGULATORY BASIS  
YEARS ENDED DECEMBER 31, 2011 AND 2010  
(CONTINUED)**

**NOTE 8: PROPERTY TAXES (Continued)**

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

Comparative Schedule of Tax Rates				
	2011	2010	2009	
Tax Rate	\$ 1.306	\$ 1.299	\$ 1.112	
Apportionment of Tax Rate:				
Municipal	0.443	0.433	0.366	
County	0.231	0.230	0.193	
Local School	0.355	0.351	0.306	
Regional School	0.277	0.285	0.247	

Assessed Valuation			
2011	\$	4,090,589,040	
2010		4,096,120,972	R
2009		4,709,617,022	

R = Reassessment

Comparison of Tax Levies and Collections					
Year		Tax Levy		Collections	Percentage of Collections
2011	\$	55,571,637.19	\$	54,386,397.99	97.87%
2010		55,353,129.76		54,118,125.83	97.77%
2009		54,827,639.46		53,572,096.36	97.71%

Delinquent Taxes and Tax Title Liens						
Year		Tax Title Liens		Delinquent Taxes	Total Delinquent	Percentage of Tax Levy
2011	\$	134,332.00	\$	1,094,143.11	\$ 1,228,475.11	2.21%
2010		116,276.49		1,217,208.82	1,333,485.31	2.43%
2009		101,634.27		1,125,344.60	1,226,978.87	2.37%

**Property Acquired by Tax Title Lien Liquidation**

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

Year		Amount
2011	\$	1,490,700.00
2010		1,490,700.00
2009		1,490,700.00

**TOWNSHIP OF LOWER  
 NOTES TO FINANCIAL STATEMENTS –  
 REGULATORY BASIS  
 YEARS ENDED DECEMBER 31, 2011 AND 2010  
 (CONTINUED)**

**NOTE 9: ECONOMIC DEPENDENCY**

The Township of Lower is not economically dependent on any one funding agency within the Township or the State of New Jersey.

**NOTE 10: FUND BALANCES APPROPRIATED**

The following schedule details the amount of Fund Balances available at the end of each year and the amounts utilized in the subsequent year's budgets:

	<u>Year</u>	<u>Balance December 31st</u>	<u>Utilized in Budget of Succeeding Year</u>	<u>Percent Utilized</u>
Current Fund	2011	\$ 3,052,206.37	\$ 2,118,000.00	69.39%
	2010	2,813,008.27	1,890,000.00	67.19%
	2009	2,943,190.01	2,160,000.00	73.39%
	2008	2,898,799.30	1,949,500.00	67.25%
	2007	3,096,839.58	2,174,000.00	70.20%

**NOTE 11: RECEIVABLES AND PAYABLES WITHIN THE REPORTING ENTITY**

Receivables and payables at December 31, 2010 are as follows:

<u>Amount</u>	<u>Due To</u>	<u>Due From</u>
\$ 165,684.34	Federal and State Grant Fund	Current Fund
<u>\$ 165,684.34</u>		

**TOWNSHIP OF LOWER  
NOTES TO FINANCIAL STATEMENTS –  
REGULATORY BASIS  
YEARS ENDED DECEMBER 31, 2011 AND 2010  
(CONTINUED)**

**NOTE 12: BUDGETARY DATA**

Annually, Township Council adopts the annual appropriation budgets for the Current Fund and the Capital Improvement Plan. Once approved, the Township Council may amend the legally adopted budget when unexpected modifications are required in estimated revenues and appropriations.

Supplemental appropriations per N.J.S.A. 40A:4-46 and 54, Emergencies and Special Emergencies, become charges against the budget of the following year per N.J.S.A. 40A:4-47 except when financing is provided for by bonding ordinances.

Budget transfers between appropriation accounts are prohibited until the last two months of the year. The Township Council approves the transfers by Resolution. Budgetary transfers during the year were not significant.

**NOTE 13: FEDERAL AND STATE GRANTS**

In the normal course of operations, the Township receives grant funds from various Federal and State agencies. The grant programs are subject to audit by agents of the granting authority, the purpose of which is to ensure compliance with conditions precedent to the granting of funds. Any liability for reimbursement, which may arise as a result of these audits, is not believed to be material.

**NOTE 14: GENERAL FIXED ASSETS**

The following schedule is a summarization of the changes in General Fixed Assets for the year ended December 31, 2011:

	Balance as of December 31, 2010	Additions	Disposals	Balance as of December 31, 2011
Land	\$ 1,904,500.00	\$	\$	\$ 1,904,500.00
Building Improvements	3,025,600.00			3,025,600.00
Machinery & Equipment	11,647,606.25	1,057,135.11	559,739.77	12,145,001.59
Total	<u>\$ 16,577,706.25</u>	<u>\$ 1,057,135.11</u>	<u>\$ 559,739.77</u>	<u>\$ 17,075,101.59</u>

**NOTE 15: 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.

**Property and Liability Insurance**

The Township maintains insurance coverage for property, liability and surety bonds.

**TOWNSHIP OF LOWER**  
**NOTES TO FINANCIAL STATEMENTS –**  
**REGULATORY BASIS**  
**YEARS ENDED DECEMBER 31, 2011 AND 2010**  
**(CONTINUED)**

**NOTE 16: LITIGATION**

The Township is a defendant in several legal proceedings that are in various stages of litigation. It is believed that the outcome from such litigation is unknown and potential losses if any would not be material to the financial statements.

**NOTE 17: POST- RETIREMENT BENEFITS**

The Township offers medical, prescription drug, dental and vision coverage to eligible retirees and their dependants.

Effective January 21, 2009, the Township participates New Jersey State Health Benefits Program (“the SHBP”), which qualifies as a cost-sharing, multiple-employer plan in accordance with GASB Statement 45 “Accounting and Financial Reporting by Employers for Post-employment Benefits Other Than Pensions” (“OPEB”). The SHBP is administered by the State of New Jersey, Department of Treasury, Division of Pension and Benefits.

Under the SHBP, retirees may continue the health benefits programs in which they are enrolled at the time of retirement, provided the retiree pays the costs of the benefits (at group rates) for themselves and their eligible dependents.

The State of New Jersey, Department of the Treasury, Division of Pensions and Benefits, issues publicly available financial reports that include the financial statements and required supplementary information of the SHBP. The financial reports may be obtained by writing to the State of New Jersey, Department of the Treasury, Division of Pensions and Benefits, P.O. Box 295, Trenton, New Jersey 08625-0295.

The SHBP is established under the authority of N.J.S.A. 52:14-17.25 et seq. and regulations adopted by the State Health Benefits Commission. The required contribution rate is determined on an annual pay as you go basis. The following were the required contributions:

2011 -	\$2,672,259.12
2010 -	\$2,447,358.17
2009 -	\$1,653,937.06

The Township provides twenty-four retirees with dental costs from Delta Dental. The following is an alternate valuation method, which is used when the number of retirees receiving a benefit is less than 100.

**Annual OPEB Cost and Net OPEB Obligation**

The Township's annual OPEB cost represents the accrued cost for post-employment benefits under GASB 45. The cumulative difference between the annual OPEB cost and the benefits paid during a year will result in a net OPEB obligation. The annual OPEB cost is equal to the annual required contribution (ARC) less adjustment if a net OPEB obligation exists. The ARC is equal to the normal cost and amortization of the Unfunded Actuarial Accrued Liability (UAAL) plus interest.

**Actuarial Methods and Assumptions**

Actuarial valuations of an ongoing plan involve estimates and assumptions about the probability of occurrences of events far into the future, including future employment, mortality and healthcare cost trends. Actuarially determined amounts are subject to continual revision as actual results are compared with past expectations and new estimates are made about the future.

**TOWNSHIP OF LOWER  
 NOTES TO FINANCIAL STATEMENTS –  
 REGULATORY BASIS  
 YEARS ENDED DECEMBER 31, 2011 AND 2010  
 (CONTINUED)**

**NOTE 17: POST- RETIREMENT BENEFITS (Continued)**

**Other Post-Employment Benefit Costs and Obligations**

In the December 31, 2011 actuarial valuation, the Annual Required Contribution (ARC) for the year ending December 31, 2011 was projected as follows:

		<u>12/31/2011</u>
AAL	\$	841,730
Less Assets		-
UAAL		841,730
Divide by PV Factor		19.62
Amortization Payment		42,900
Interest		643
 Total ARC	 \$	 <u><u>43,543</u></u>

**NOTE 18: SUBSEQUENT EVENTS**

Management has reviewed and evaluated all events and transactions that occurred between December 31, 2011 and June 13, 2012, the date the financial statements were issued for possible disclosure and recognition in the financial statement and no items have come to the attention of the City that would require disclosure.

**SUPPLEMENTARY INFORMATION**

TOWNSHIP OF LOWER  
CURRENT FUND  
SCHEDULE OF CASH - TREASURER

Ref.	Current Fund	Federal and State Grant Fund
Balance December 31, 2010	\$ 4,995,207.31	\$ 1,575.73
Increased By Receipts:		
Taxes Receivable	\$ 54,326,096.39	\$
Tax Title Liens	641.56	
Reserve for Garden State Preservation Trust	87,437.00	
Due to State of New Jersey -		
Marriage Licenses	5,134.00	
Permit Surcharge Fees	26,798.00	
Due from State of New Jersey -		
Senior Citizens & Veterans	471,368.51	
Prepaid Taxes	851,026.93	
Tax Overpayments	8,389.44	
Current Year Appropriation Refunds	549,952.24	
Refund of Appropriation Reserves	10,030.00	
Federal and State Grants Received		315,082.18
Unappropriated Reserves		126,666.43
Program Income		2.89
Matching Funds for Grants		8,374.00
Miscellaneous Revenue	3,624,741.54	
Lot Clearing Assessments	15,315.50	
Due to Lower Township MUA	177,870.29	
Due from Grant Fund	37,728.36	
	60,192,529.76	450,125.50
	65,187,737.07	451,701.23

TOWNSHIP OF LOWER  
CURRENT FUND  
SCHEDULE OF CASH - TREASURER

Ref.	Current Fund	Federal and State Grant Fund
Decreased By Disbursements:		
2011 Appropriations	\$ 21,641,625.82	\$
2010 Appropriation Reserves	122,862.82	
Reserve for Encumbrances	253,254.45	33,723.00
Accounts Payable	2,804.38	
Refund of Prior Revenue	8,644.52	
County Taxes	9,354,249.88	
County Added and Omitted Taxes	20,243.35	
Local District School Tax	14,515,608.00	
Regional School District Taxes	11,495,057.34	
Fire District Taxes	2,042,642.00	
Due to Trust Other - Reserve for Accumulated Absences	180,000.00	
Due to State of New Jersey - Marriage Licenses	4,819.00	
Permit Surcharge Fees	18,706.60	
Terminal Leave Disbursements	40,543.40	
Due to Lower Township MUA	177,870.29	
Grant Receivable Cancelled	22,500.00	
Due from Current		37,728.36
Federal and State Grant Expenditures		378,671.25
	<u>59,901,431.85</u>	<u>450,122.61</u>
Balance December 31, 2011	\$ <u>5,286,305.22</u>	\$ <u>1,578.62</u>

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

Year	Balance Dec. 31,		2011 Levy	Added Taxes		Collections		Adjustments	Transferred To Tax Title Liens	Balance Dec. 31, 2011
	2010	2011		2010	2011	2010	2011			
Arrears \$	28,958.86	\$	\$	\$	\$	26,282.95	\$	\$	\$	2,675.91
2010	1,188,249.96					1,192,053.43		8,530.27	787.60	3,939.20
	1,217,208.82					1,218,336.38		8,530.27	787.60	6,615.11
2011			55,474,971.35		96,665.84	800,694.82		(79,971.72)	17,739.48	1,087,528.00
	1,217,208.82	\$	55,474,971.35	\$	96,665.84	800,694.82	\$	(71,441.45)	18,527.08	1,094,143.11
Ref.		A								A

\$ 54,326,096.39 Taxes Receivable  
 \$ 477,943.16 Senior Citizens and Veterans  
\$ 54,804,039.55

Analysis of 2011 Property Tax Levy  
 Tax Yield:  
 General Property Tax  
 Special District Taxes  
 Added Taxes (54:4-63.1 et seq.)

\$ 53,426,494.31  
 2,048,477.04  
96,665.84  
 \$ 55,571,637.19

Tax Levy:  
 Local District School Tax:  
 Levy  
 Regional High School Tax  
 County Taxes  
 County Taxes Added and Omitted  
 Special District Tax  
 Local Tax for Municipal Purposes  
 Add: Additional Tax Levied

\$ 14,515,608.00  
 11,325,557.39  
 9,354,249.88  
 16,477.17  
 2,042,642.00  
 \$ 18,118,526.42  
198,576.33  
 \$ 18,317,102.75  
 \$ 55,571,637.19

TOWNSHIP OF LOWER  
CURRENT FUND  
SCHEDULE OF TAX TITLE LIENS

Balance December 31, 2010	<u>Ref.</u> A		\$ 124,124.85
Increased By:			
Transfers from Taxes Receivable		\$ 18,527.08	
Interest and Costs from Tax Sale		<u>169.99</u>	
			<u>18,697.07</u>
			142,821.92
Decreased By:			
Collections		<u>641.56</u>	
			<u>641.56</u>
Balance December 31, 2011			\$ <u><u>142,180.36</u></u>
Lower Township MUA Charges and Costs	A		\$ 7,848.36
Township Liens	A		<u>134,332.00</u>
			<u><u>\$ 142,180.36</u></u>

**TOWNSHIP OF LOWER  
CURRENT FUND  
SCHEDULE OF REVENUE ACCOUNTS RECEIVABLE**

<u>Miscellaneous Revenue Anticipated:</u>	<u>Ref.</u>	<u>Balance Dec. 31, 2010</u>	<u>Accrued In 2011</u>	<u>Collected</u>	<u>Balance Dec. 31, 2011</u>
Municipal Court		\$ 4,624.84	\$ 115,159.32	\$ 113,043.62	\$ 6,740.54
Licenses:					
Alcoholic Beverage		-	38,200.00	38,200.00	-
Other		-	218,611.50	218,611.50	-
Fees and Permits		-	81,680.69	81,680.69	-
Interest on Taxes		-	254,990.56	254,990.56	-
Interest on Investments		-	11,652.12	11,652.12	-
Recreation Fees		-	49,891.22	49,891.22	-
PILOT - Yorkshire Place		-	47,483.94	47,483.94	-
Bulk Trash Receipts		-	86,593.19	86,593.19	-
Cable TV Franchise Fee		-	120,285.89	120,285.89	-
PILOT - Haven House		-	25,000.00	25,000.00	-
Consolidated Municipal Property Tax Relief Aid		-	131,410.00	131,410.00	-
Energy Receipts Tax		-	1,344,381.00	1,344,381.00	-
Garden State Preservation Trust		-	87,437.00	87,437.00	-
Uniform Construction Code Fees		-	381,384.82	381,384.82	-
Uniform Fire Code		-	252,437.43	252,437.43	-
Boards of Education - Special Police		-	126,000.00	126,000.00	-
County Interlocal - Garage Services		-	42,205.00	42,205.00	-
Aid from Fire Districts #1, 2 and 3		-	45,000.00	45,000.00	-
Miscellaneous Revenue Not Anticipated		-	254,490.56	254,490.56	-
<b>TOTALS</b>	<u>Ref.</u>	<u>\$ 4,624.84</u>	<u>\$ 3,714,294.24</u>	<u>\$ 3,712,178.54</u>	<u>\$ 6,740.54</u>
		A		A-4	A

Treasurer Cash Collected	\$ 3,624,741.54	<u>Ref.</u>
Garden State Preservation Trust	87,437.00	A-4
	<u>\$ 3,712,178.54</u>	

**TOWNSHIP OF LOWER  
CURRENT FUND  
SCHEDULE OF APPROPRIATION RESERVES - PRIOR YEAR**

	Balance Dec. 31, 2010	Balance After Transfers	Paid or Charged	Balance Lapsed	Overexpended
Office of Township Council	\$ 12,718.49	\$ 12,718.49	\$ 7,899.62	\$ 4,818.87	\$
Other Expenses					
Office of Township Clerk	4,114.15	4,114.15	3,223.09	891.06	
Salaries and Wages					
Other Expenses	2,396.51	2,396.51	1,613.02	783.49	
Elections					
Other Expenses	586.23	586.23		586.23	
Office of Township Solicitor	1,500.00	1,500.00		1,500.00	
Salaries and Wages					
Other Expenses	92,747.61	92,747.61	76,029.84	16,717.77	
Office of Township Manager	3,200.12	3,200.12	2,012.58	1,187.54	
Salaries and Wages					
Other Expenses	1,487.54	1,487.54	8.28	1,479.26	
Revenue and Finance	3,588.98	3,588.98	1,217.30	2,371.68	
Salaries and Wages					
Other Expenses	3,883.82	3,883.82	105.08	3,778.74	
Division of Tax Assessment	1,236.18	2,736.18	2,333.88	402.30	
Salaries and Wages					
Other Expenses	6,828.01	5,328.01	13.02	5,314.99	
Division of Tax Collection	1,895.74	1,895.74	1,483.75	411.99	
Salaries and Wages					
Liquidation of Tax Title Liens	1,000.00	1,000.00		1,000.00	
Other Expenses	3,691.30	3,691.30	336.81	3,354.49	

**TOWNSHIP OF LOWER  
CURRENT FUND  
SCHEDULE OF APPROPRIATION RESERVES - PRIOR YEAR**

	Balance Dec. 31, 2010	Balance After Transfers	Paid or Charged	Balance Lapsed	Overexpended
Planning and Development					
Salaries and Wages	\$ 1,686.91	\$ 2,486.91	\$ 2,234.63	\$ 252.28	
Other Expenses	5,489.83	4,689.83	318.31	4,371.52	
Engineering Services and Costs					
Other Expenses	8,149.27	8,149.27		8,149.27	
Parks and Recreation					
Salaries and Wages	9,231.86	9,231.86	2,115.71	7,116.15	
Other Expenses	10,989.12	10,989.12	4,173.14	6,815.98	
Department of Public Works					
Salaries and Wages	40,708.97	40,708.97	17,564.49	23,144.48	
Other Expenses					
Sanitary Landfill	214,205.79	214,205.79	50,770.56	163,435.23	
Miscellaneous	82,828.04	82,828.04	43,629.74	39,198.30	
Public Buildings and Grounds					
Salaries and Wages	281.73	281.73		281.73	
Other Expenses	55,508.04	55,508.04	28,047.08	27,460.96	
Department of Public Safety					
Salaries and Wages	126,199.33	126,199.33	1,564.59	124,634.74	
Other Expenses	25,083.73	25,083.73	22,768.66	2,315.07	
Uniform Fire Safety Act (PL 1983, Ch. 383)					
Salaries and Wages	969.05	969.05		969.05	
Other Expenses	16,820.31	16,820.31	317.47	16,502.84	
Emergency Management Services					
Salaries and Wages	548.58	548.58		548.58	
Other Expenses	4,137.46	4,137.46	6.55	4,130.91	
Demolition					
Other Expenses	1,365.00	1,365.00		1,365.00	

**TOWNSHIP OF LOWER  
CURRENT FUND  
SCHEDULE OF APPROPRIATION RESERVES - PRIOR YEAR**

	Balance Dec. 31, 2010	Balance After Transfers	Paid or Charged	Balance Lapsed	Overexpended
	\$				
Police 911 Dispatchers	4,969.79	4,969.79		4,969.79	\$
Salaries and Wages				369.48	
Other Expenses	6,589.82	6,589.82	6,220.34		
Planning Board					
Other Expenses	370.00	370.00		370.00	
Zoning Board					
Other Expenses	435.00	435.00		435.00	
Municipal Court					
Salaries and Wages	4,460.44	4,460.44	2,169.28	2,291.16	
Other Expenses	2,486.00	2,486.00	871.98	1,614.02	
Animal Regulation					
Salaries and Wages	43.36	43.36		43.36	
Other Expenses:					
Miscellaneous Other Expenses	4,524.76	4,524.76	1,365.14	3,159.62	
Insurance:					
Liability Insurance	4,207.73	4,207.73	2,956.50	1,251.23	
Uniform Construction Code					
Salaries and Wages	3,599.83	4,399.83	3,867.02	532.81	
Other Expenses	6,074.77	5,274.77	1,086.56	4,188.21	
Celebration of Public Events	9,737.11	9,737.11	9,533.67	203.44	
Electric					
Street Lighting	26,588.23	26,588.23	12,147.56	14,440.67	
Telephone	25,446.23	30,346.23	29,985.17	361.06	
Water	18,614.20	13,714.20	2,072.99	11,641.21	
Natural Gas	1,791.02	1,791.02		1,791.02	
Heating Oil	3,596.67	4,396.67	4,157.09	239.58	
Gasoline/Diesel Fuel	6,883.74	6,883.74	6,468.56	415.18	
Contingent	65,312.15	64,512.15	52,611.70	11,900.45	
	300.00	300.00		300.00	

**TOWNSHIP OF LOWER  
CURRENT FUND  
SCHEDULE OF APPROPRIATION RESERVES - PRIOR YEAR**

	Balance Dec. 31, 2010	Balance After Transfers	Paid or Charged	Balance Lapsed	Overexpended
Contributions to:					
Social Security System (O.A.S.I.)	\$ 3,244.88	\$ 3,244.88	\$ 2,942.33	\$ 302.55	
DCRP	370.68	370.68		370.68	
Unemployment Compensation Insurance	1,156.78	1,156.78	38.22	1,118.56	
Public Employees Retirement System	6,729.98	6,729.98		6,729.98	
Supplemental Fire Services Program	5,112.03	5,112.03		5,112.03	
<b>INSURANCE:</b>					
Employee Group Health	118,082.85	118,082.85	8,096.22	109,986.63	
<b>TOTALS</b>	<u>\$ 1,075,805.75</u>	<u>\$ 1,075,805.75</u>	<u>\$ 416,377.53</u>	<u>\$ 659,428.22</u>	<u>\$ -</u>
Ref. A					
Appropriation Reserves	\$ 822,551.30				
Encumbrances Payable	<u>253,254.45</u>				
	<u>\$ 1,075,805.75</u>				
Cash Disbursements		A-4	\$ 376,117.27		
Reimbursements			(10,030.00)		
Accounts Payable		A	<u>50,290.26</u>		
			<u>\$ 416,377.53</u>		

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

<u>Purpose</u>	<u>Balance</u> <u>Dec. 31, 2010</u>	<u>Anticipated</u> <u>Revenues</u>	<u>Received</u>	<u>Cancelled</u>	<u>Balance</u> <u>Dec. 31, 2011</u>
State:					
Alliance Funds (Lower Consortium)	\$ 40,440.18	\$ 33,497.00	\$ 40,746.96		\$ 33,190.22
Neighborhood Preservation	116,380.05		61,717.22		54,662.83
Neighborhood Preservation	26,523.00		26,523.00		-
Division of Culture Heritage	2,018.80				2,018.80
NJ Emergency Management Grant	5,000.00	5,000.00	5,000.00		5,000.00
Over the Limit - Under Arrest	200.00	1,200.00	200.00		1,200.00
DCA - Smart Future Planning	45,000.00			45,000.00	-
Body Armor	2,869.25		2,869.25		-
NJ DOT Trust Fund	15,948.84				15,948.84
NJDOT - Reconstruction of Station/Bayshore Rd. to States Ave.	130,000.00		79,278.75		50,721.25
Energy Efficiency and Conservation Block Grant		20,000.00	13,100.00		6,900.00
Click it or Ticket		4,000.00	4,000.00		-
Green Communities		3,000.00			3,000.00
Green Acres Program - Chamberlain Trust	132,875.00				132,875.00
Federal:					
Small Cities Program	389,768.99	700,000.00	78,597.00		1,011,171.99
Other:					
Atlantic County JIF	3,050.00	5,050.00	3,050.00		5,050.00
<b>TOTALS</b>	<b>\$ 910,074.11</b>	<b>\$ 771,747.00</b>	<b>\$ 315,082.18</b>	<b>\$ 45,000.00</b>	<b>\$ 1,321,738.93</b>
Ref.	A				A

**TOWNSHIP OF LOWER  
FEDERAL AND STATE GRANT FUND  
SCHEDULE OF RESERVES FOR FEDERAL AND STATE GRANTS - UNAPPROPRIATED**

<u>Purpose</u>	Balance Dec. 31, 2010	Received	Anticipated Revenues	Balance Dec. 31, 2011
State:				
Alcohol Education and Rehabilitation	\$ 1,307.10	\$ 755.09	\$ 1,307.10	\$ 755.09
Recycling Tonnage Grant	52,954.73	42,834.74	52,954.73	42,834.74
Drunk Driving Enforcement Fund	12,470.32	8,514.15	12,470.32	8,514.15
Clean Communities		59,941.40	59,941.40	-
Cops in Shops	300.00		300.00	-
Over the Limit Under Arrest		9,050.00	4,400.00	4,650.00
Body Armor		5,071.05		5,071.05
Council of the Arts		500.00		500.00
Federal:				
None				-
<b>TOTALS</b>	<b>\$ 67,032.15</b>	<b>\$ 126,666.43</b>	<b>\$ 131,373.55</b>	<b>\$ 62,325.03</b>
Ref.	A			A



TOWNSHIP OF LOWER  
TRUST FUND  
SCHEDULE OF ANIMAL CONTROL CASH - TREASURER

Balance December 31, 2009	<u>Ref.</u> B	\$	11,013.60
Increased By Receipts:			
Dog Licenses Fees		\$	5,088.00
State License Fees			2,887.20
Prepaid License Fees			4.20
Other			<u>902.34</u>
			<u>8,881.74</u>
			19,895.34
Decreased By Disbursements:			
State of New Jersey			2,903.40
Animal Control Expenditures			2,373.57
Due to Current Fund			<u>4,999.77</u>
			<u>10,276.74</u>
Balance December 31, 2010	B	\$	<u><u>9,618.60</u></u>

TOWNSHIP OF LOWER  
TRUST FUND  
SCHEDULE OF OTHER TRUST CASH - TREASURER

	<u>Ref.</u>	<u>Other</u>	
Balance December 31, 2010	B		\$ 1,863,246.78
Increased By Receipts:			
Unemployment	\$	156,904.73	
AFLAC Flex		1,405.00	
DARE Receipts		881.58	
Police Forfeiture		1,028.92	
Redemption of Tax Title Liens		686,536.01	
Premiums Received at Tax Sale		217,100.00	
Historic Commission		1.60	
P.O.A.A.		8.00	
Public Defender		60.00	
Dedicated Recreation Fees		33,083.86	
Fire Safety		31,241.00	
Off Duty Police		211,096.75	
Grant Reserves		97.23	
Small Cities Revolving Loan		22,683.35	
Accumulated Absences		180,000.00	
Performance Deposits		40,439.62	
Developers' Escrow		61,770.78	
Donations		20,750.00	
Tax Maps		1,200.00	
		<u>1,666,288.43</u>	
			<u>3,529,535.21</u>

TOWNSHIP OF LOWER  
TRUST FUND  
SCHEDULE OF OTHER TRUST CASH - TREASURER

	<u>Ref.</u>	<u>Other</u>
Decreased By Disbursements:		
Payment of Unemployment Claims	\$	126,423.26
AFLAC Flex		1,644.96
DARE Expenditures		1,756.34
Police Forfeiture		2.40
Refund of Tax Sale Certificates		701,964.55
Historic Commission		0.10
Refund of Premiums		136,700.00
Public Defender		2,725.00
Dedicated Recreation Fees		35,687.43
Off Duty Police		219,262.50
Accumulated Absences		661,363.58
Performance Deposits		21,935.42
Developer's Escrow		61,702.62
Donations		7,500.00
Small Cities Revolving Loan		<u>23,604.48</u>
		<u>2,002,272.64</u>
Balance December 31, 2011	B	\$ <u><u>1,527,262.57</u></u>

TOWNSHIP OF LOWER  
TRUST FUND  
SCHEDULE OF RESERVE FOR ANIMAL CONTROL EXPENDITURES

Balance December 31, 2010	<u>Ref.</u> B		\$	10,989.00
Increased By:				
Dog Licenses Fees Collected		\$ 5,088.00		
Other Fees Collected		902.34		
				5,990.34
				16,979.34
Decreased By:				
Statutory Excess Due to Current Fund		4,999.77		
Animal Control Expenditures		2,373.57		
				7,373.34
Balance December 31, 2011	B		\$	9,606.00

License Fees Collected		<u>Year</u>	
		2009	\$ 5,148.00
		2010	5,443.00
			\$ 10,591.00

TOWNSHIP OF LOWER  
TRUST FUND  
SCHEDULE OF AMOUNT DUE TO STATE OF NEW JERSEY

Balance December 31, 2010	<u>Ref.</u> B	\$	24.60
Increased By:			
License Fees Collected		\$	2,887.20
			<hr/>
			2,887.20
			<hr/>
			2,911.80
Decreased By:			
Paid to State of New Jersey			2,903.40
			<hr/>
			2,903.40
Balance December 31, 2011	B	\$	<hr/> <hr/> 8.40

TOWNSHIP OF LOWER  
GENERAL CAPITAL FUND  
SCHEDULE OF CASH - TREASURER

Balance December 31, 2010	<u>Ref.</u> C	\$ 1,090,885.11
Increased By Receipts:		
Bond Anticipation Notes Issued	\$ 2,125,000.00	
Premium on Bond Anticipation Notes Issued	9,218.90	
Bonds and Loans Issued	2,720,000.00	
Refunds	5,848.93	
Due from Current Fund		
Capital Improvement Fund	95,000.00	
Due to Current Fund		
		<u>4,955,067.83</u>
		6,045,952.94
Decreased By Disbursements:		
Improvement Authorizations	<u>4,489,189.73</u>	
		4,489,189.73
Balance December 31, 2011	C	<u>\$ 1,556,763.21</u>

**TOWNSHIP OF LOWER  
GENERAL CAPITAL FUND  
ANALYSIS OF CASH**

	Receipts		Disbursements		Transfers		Balance Dec. 31, 2011		
	Balance Dec. 31, 2010	Notes Issued	Bonds and Loans Issued	Misc.	Improvement Authorizations	Misc.		From	To
Fund Balance	\$ 153,843.90	\$ -	\$ -	\$ 9,218.90	\$ -	\$ -	\$ 26,142.00	\$ -	\$ 136,920.80
Capital Improvement Fund	45,323.00			95,000.00			40,000.00		100,323.00
Encumbrances Payable	803,990.91						803,990.91	812,975.94	812,975.94
<u>Improvement Authorizations</u>									
Ord.									
01-08 Installation of Water Lines and Related Improvements					43,377.39		32.68	32.68	-
03-03 Various Capital Improvements	43,013.89				(8,461.10)		3,499.00	12,097.23	67,079.15
04-07 Various Capital Improvements	50,019.82				42,906.12		8,140.81	4,937.60	39,702.48
05-08 Various Capital Improvements	85,811.81				28,622.15				121,552.97
05-09 Recreation Development Project	150,175.12				187,582.68		156,464.14	131,146.88	132,813.67
05-13 Various Road Improvements	345,713.61				29,383.79				
05-19 Various Road Improvements	29,383.79				72.50		5,513.75	5,586.25	5,090.00
05-20 Engineering Services	5,090.00				173,552.04		9,528.00	20,841.02	5,790.33
06-13 Various Capital Improvements	168,029.35				269.99				
07-05 Various Capital Improvements	269.99				243,359.51		299,740.05	156,260.50	254,131.28
07-14 Various Capital Improvements	263,970.34	375,000.00			124,386.23				7,685.47
08-15 ADA Improvements to Township Hall	132,071.70				(15,211.78)		114,843.69	46,326.31	246,851.58
08-20 Various Capital Improvements	(454,842.82)	755,000.00			4,600.00		19,600.00	24,200.00	34,934.98
09-11 Roads/Drainage	(210,065.02)	245,000.00			38,825.00		21,438.00	36,087.00	75,702.04
09-12 Various Capital Improvements	(235,121.96)	335,000.00			426,184.67		150,592.66	25,801.00	(528,457.71)
10-08 Various Capital Improvements	22,518.62	415,000.00			370,057.84		2,746.00	338,310.94	72,196.16
10-09 Roads/Drainage	(308,310.94)		2,720,000.00		2,720,000.00				
11-10 Refunding Bonds					26,142.00			26,142.00	
11-13 Vehicles					47,691.77		20,837.16	40,000.00	(28,528.93)
11-14 Various Capital Improvements									
	<u>\$ 1,090,885.11</u>	<u>\$ 2,125,000.00</u>	<u>\$ 2,720,000.00</u>	<u>\$ 104,218.90</u>	<u>\$ 4,483,340.80</u>	<u>\$ -</u>	<u>\$ 1,683,108.85</u>	<u>\$ 1,683,108.85</u>	<u>\$ 1,556,763.21</u>

Ref.

**TOWNSHIP OF LOWER**  
**GENERAL CAPITAL FUND**  
**SCHEDULE OF CAPITAL IMPROVEMENT FUND**

Balance December 31, 2010	<u>Ref.</u> C	\$ 45,323.00
Increased By:		
Current Fund Budget Appropriation	\$ <u>95,000.00</u>	<u>95,000.00</u>
		140,323.00
Decreased By:		
Appropriated to Finance Improvement Authorizations	<u>40,000.00</u>	<u>40,000.00</u>
Balance December 31, 2011	C	<u>\$ 100,323.00</u>

**SCHEDULE OF DEFERRED CHARGES TO FUTURE TAXATION - FUNDED**

Balance December 31, 2010	<u>Ref.</u> C	\$ 16,210,695.11
Increased By:		
Refunding Bonds Issued	\$ <u>2,720,000.00</u>	<u>2,720,000.00</u>
		18,930,695.11
Decreased By:		
Bonds Refunded	2,740,000.00	
2010 Budget Appropriation to Pay Bonds	<u>2,030,201.25</u>	<u>4,770,201.25</u>
Balance December 31, 2011	C	<u>\$ 14,160,493.86</u>



**TOWNSHIP OF LOWER  
GENERAL CAPITAL FUND  
SCHEDULE OF IMPROVEMENT AUTHORIZATIONS**

Ord. Number	Improvement Description	Ord. Date	Amount	Balance December 31, 2010		2011 Authorizations		Paid or Charged	Balance December 31, 2011	
				Funded	Unfunded	Capital Surplus/ Capital Improvement Fund	Deferred Charges to Future Taxation		Cancelled	Funded
03-03	Various Capital Improvements	4/7/2003	\$ 1,365,000	\$ 43,013.89	\$ -	\$ -	\$ 43,013.89	\$ -	\$ -	\$ -
04-07	Various Capital Improvements	4/19/2004	1,600,000	50,019.82			(17,059.33)	67,079.15		
05-08	Various Capital Improvements	5/2/2005	2,005,000	85,811.81			46,109.33	39,702.48		
05-09	Recreation Development Project	5/2/2005	555,000	150,175.12			28,622.15	121,552.97		
05-13	Various Road Improvements	7/6/2005	2,500,000	345,713.61			212,895.94	132,813.67		
05-19	Various Road Improvements	10/3/2005	72,000	29,383.79			29,383.79	-		
05-20	Engineering Services	10/3/2005	46,250	5,090.00			-	5,090.00		
06-13	Various Capital Improvements	7/5/2006	1,000,000	168,029.35			162,239.02	5,790.33		
07-05	Various Capital Improvements	3/5/2007	660,000	269.99			269.99	-		
07-14	Various Capital Improvements	7/2/2007	2,365,000	263,970.34	375,000.00		384,839.06	254,131.28		
08-15	ADA Improvements to Township Hall	8/18/2008	189,996	132,071.70			124,366.23	7,685.47		
08-20	Various Capital Improvements	10/6/2008	795,000	300,157.18			53,305.60	246,851.58		
09-11	Roads/Drainage	8/17/2009	300,000	34,934.98			-	34,934.98		
09-12	Various Capital Improvements	8/17/2009	436,000	99,878.04			24,176.00	75,702.04		
10-08	Various Capital Improvements	9/8/2010	970,000	22,518.62	905,000.00		550,976.33	376,542.29		
10-09	Roads/Drainage	9/8/2010	445,000	106,689.06			34,492.90	72,196.16		
11-10	Refunding Bonds	5/16/2011	3,000,000			3,000,000.00	2,720,000.00	-		
11-13	Vehicles	8/1/2011	26,142			26,142.00	26,142.00	-		
11-14	Various Capital Improvements	8/1/2011	440,000			40,000.00	68,528.93	371,471.07		
Ref.				\$ 1,296,068.04	\$ 1,821,659.26	\$ 66,142.00	\$ 4,492,325.83	\$ 379,714.07	\$ 1,431,829.40	\$ -

Cash Disbursed  
 Reimbursements  
 Contracts Payable 12/31/11  
 Contracts Payable 12/31/10

TOWNSHIP OF LOWER  
GENERAL CAPITAL FUND  
SCHEDULE OF GENERAL SERIAL BONDS

Improvement Description	Date of Issue	Amount of Original Issue	Maturities of Bonds Outstanding		Interest Rate	Balance Dec. 31, 2010	Decreased	Balance Dec. 31, 2011
			Date	Amount				
General Improvements	01/10/02	\$ 7,000,000		\$		\$ 3,380,000.00	\$ 3,380,000.00	\$ -
General Improvements	12/15/2004	4,700,000	12/15/2012	500,000	3.375%	3,000,000.00	500,000.00	2,500,000.00
			12/15/2013	500,000	3.500%			
			12/15/2014	500,000	3.500%			
			12/15/2015	500,000	3.500%			
			12/15/2016	500,000	3.625%			
General Improvements	4/1/2009	8,800,000	4/1/2012	900,000	3.000%	8,100,000.00	800,000.00	7,300,000.00
			4/1/2013	1,000,000	3.000%			
			4/1/2014	1,000,000	3.000%			
			4/1/2015	1,000,000	3.000%			
			4/1/2016	1,000,000	3.125%			
			4/1/2017	1,200,000	3.500%			
			4/1/2018	1,200,000	4.000%			
					Ref. \$	\$ 14,480,000.00	\$ 4,680,000.00	\$ 9,800,000.00
						C		C
					Paid by Current Fund Budget \$		1,940,000.00	
					Refunded		2,740,000.00	
							\$ 4,680,000.00	

**TOWNSHIP OF LOWER  
GENERAL CAPITAL FUND  
SCHEDULE OF REFUNDING BONDS - GENERAL**

Improvement Description	Date of Issue	Amount of Original Issue	Maturities of Bonds Outstanding		Interest Rate	Balance Dec. 31, 2010	Increased	Balance Dec. 31, 2011
			Date	Amount				
General Refunding Issue of 2011	08/31/11	\$ 2,720,000	7/15/2012	\$ 685,000	2.000%	-	\$ 2,720,000.00	\$ 2,720,000.00
			7/15/2013	675,000	3.000%			
			7/15/2014	680,000	3.000%			
			7/15/2015	680,000	4.000%			
					Ref.	\$ -	\$ 2,720,000.00	\$ 2,720,000.00
						C		C

TOWNSHIP OF LOWER  
GENERAL CAPITAL FUND  
SCHEDULE OF GREEN TRUST LOANS PAYABLE

Improvement Description	Date of Issue	Amount of Original Issue	Maturities of Loans Outstanding						
			December 31, 2011 Date	Amount	Interest Rate	Balance Dec. 31, 2010	Decreased	Balance Dec. 31, 2011	
Recreation Development Various	2006	\$ 800,000	2012	\$ 37,463.58	2.000%	\$ 660,193.60	\$ 36,725.40	\$ 623,468.20	
			2013	38,216.58					
			2014	38,984.74					
			2015	39,768.34					
			2016	40,567.68					
			2017	41,383.08					
			2018	42,214.90					
			2019	43,063.40					
			2020	43,928.98					
			2021	44,811.96					
			2022	45,712.68					
			2023	46,631.52					
			2024	47,568.78					
			2025	48,524.94					
			2026	24,627.04					
	Recreation Development Various	2007	\$ 900,000	2012	\$ 41,316.07	1.000%	783,219.74	40,501.98	742,717.76
				2013	42,146.52				
			2014	42,993.66					
			2015	43,857.84					
			2016	44,739.38					
			2017	45,638.64					
			2018	46,555.98					
			2019	47,491.76					
			2020	48,446.34					
			2021	49,420.11					
			2022	50,413.45					
		2023	51,426.77						
		2024	52,460.44						
		2025	53,514.90						
		2026	54,590.55						
		2027	27,705.35						

TOWNSHIP OF LOWER  
GENERAL CAPITAL FUND  
SCHEDULE OF GREEN TRUST LOANS PAYABLE

Improvement Description	Date of Issue	Amount of Original Issue	Maturities of Loans Outstanding December 31, 2010	Interest Rate	Balance Dec. 31, 2010	Decreased	Balance Dec. 31, 2011
Bennett's Crossing	2009	\$ 300,000	\$ 13,234.64	1.000%	\$ 287,281.77	\$ 12,973.87	\$ 274,307.90
			\$ 13,500.66				
			13,772.02				
			14,048.84				
			14,331.22				
			14,619.28				
			14,913.13				
			15,212.88				
			15,518.66				
			15,830.58				
			16,148.78				
			16,473.37				
			16,804.48				
			17,142.26				
			17,486.82				
			17,838.30				
			18,196.85				
			9,235.13				

Ref. \$ 1,730,695.11 \$ 90,201.25 \$ 1,640,493.86  
C C C

**TOWNSHIP OF LOWER  
GENERAL CAPITAL FUND  
SCHEDULE OF BOND ANTICIPATION NOTES**

<u>Ord. Number</u>	<u>Improvement Description</u>	<u>Date of Original Issue</u>	<u>Date of Issue</u>	<u>Date of Maturity</u>	<u>Interest Rate</u>	<u>Balance Dec. 31, 2010</u>	<u>Increased</u>	<u>Balance Dec. 31, 2011</u>
07-14	Various Capital Improvements	8/11/2011	8/11/2011	8/10/2012	1.01%	\$	\$ 375,000.00	\$ 375,000.00
08-20	Various Capital Improvements	8/11/2011	8/11/2011	8/10/2012	1.01%		755,000.00	755,000.00
09-11	Stormwater Outfall Extensions	8/11/2011	8/11/2011	8/10/2012	1.01%		245,000.00	245,000.00
09-12	Various Capital Improvements	8/11/2011	8/11/2011	8/10/2012	1.01%		335,000.00	335,000.00
10-09	Road and Drainage Improvements	8/11/2011	8/11/2011	8/10/2012	1.01%		415,000.00	415,000.00
						\$	\$ 2,125,000.00	\$ 2,125,000.00
					Ref.		C	C

TOWNSHIP OF LOWER  
GENERAL CAPITAL FUND  
SCHEDULE OF BONDS AND NOTES AUTHORIZED BUT NOT ISSUED

Ord. Number	Improvement Description	Balance Dec. 31, 2010	2011 Authorizations	Notes Issued	Cancelled	Balance Dec. 31, 2011
07-14	Various Capital Improvements	\$ 375,000.00	\$	375,000.00	\$	-
08-20	Various Capital Improvements	755,000.00		755,000.00		-
09-11	Roads/Drainage	245,000.00		245,000.00		-
09-12	Various Capital Improvements	335,000.00		335,000.00		-
10-08	Various Capital Improvements	905,000.00				905,000.00
10-09	Roads/Drainage	415,000.00		415,000.00		-
11-10	Refunding Bonds		3,000,000.00	2,720,000.00	280,000.00	-
11-14	Various Capital Improvements		400,000.00			400,000.00
	Ref.	\$ 3,030,000.00	\$ 3,400,000.00	\$ 4,845,000.00	\$ 280,000.00	\$ 1,305,000.00
		C	C-6			C

**TOWNSHIP OF LOWER**

**PART II**

**GENERAL COMMENTS AND RECOMMENDATIONS**

**FOR THE YEAR ENDED**

**DECEMBER 31, 2011**

1535 HAVEN AVENUE • PO BOX 538  
OCEAN CITY, NJ • 08226-0538  
PHONE 609.399.6333 • FAX 609.399.3710

  
**FORD-SCOTT**  
& ASSOCIATES, L.L.C.  
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PHONE 609.625.0999 • FAX 609.625.2421

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

To the Honorable Mayor and  
Members of the Township Council  
Township of Lower  
County of Cape May, New Jersey

We have audited the financial statements – regulatory basis of the Township of Lower, State of New Jersey (the "Township"), as of and for the year ended December 31, 2011, and have issued our report thereon dated June 13, 2012. Our report disclosed that, as described in Note 1 to the financial statements, the Township prepares its financial statements on a basis of accounting prescribed by the Division of Local Government Services, Department of Community Affairs, State of New Jersey (the "Division"), that demonstrates compliance with a modified accrual basis of accounting and the budget laws of the State of New Jersey, which is a comprehensive basis of accounting other than accounting principles generally accepted in the United States of America. We conducted our audit in accordance with auditing standards generally accepted in the United States of America, and standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States and audit requirements prescribed by the Division.

**Internal Control Over Financial Reporting**

Management of the Township is responsible for establishing and maintaining effective internal control over financial reporting. In planning and performing our audit, we considered the Township's internal control over financial reporting as a basis for designing our auditing procedures for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Township's internal control over financial reporting. Accordingly, we do not express an opinion on the effectiveness of the Township's internal control over financial reporting.

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 combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis.

Our consideration of the internal control over financial reporting was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control over financial reporting that might be deficiencies, significant deficiencies or material weaknesses. We did not identify any deficiencies in internal control over financial reporting that we consider to be material weaknesses, as defined above.

Compliance and Other Matters

As part of obtaining reasonable assurance about whether the Township of Lower'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* and audit requirements as prescribed by the Division.

We noted certain matters that we reported to management of the Township of Lower in a separate letter dated June 13, 2012.

This report is intended solely for the information and use of management, the Township Council, others within the entity, and the Division as well as other federal and state awarding agencies and pass-through entities and is not intended to be and should not be used by anyone other than these specified parties.

*Ford, Scott & Associates, L.L.C.*  
FORD, SCOTT & ASSOCIATES, L.L.C.  
CERTIFIED PUBLIC ACCOUNTANTS

*Leon P. Costello*

Leon P. Costello  
Certified Public Accountant  
Registered Municipal Accountant  
No. 393

June 13, 2012

**TOWNSHIP OF LOWER**  
**SCHEDULE OF FINDINGS AND RESPONSES**  
**FOR THE YEAR ENDING DECEMBER 31, 2011**

**I. SUMMARY OF AUDITOR'S RESULTS**

**Financial Statements**

Type of auditor's report issued: Unqualified Opinion issued on the Financial Statements – Regulatory Basis, presented in accordance with an "Other Comprehensive Basis of Accounting" dated June 13, 2012.

Internal control over financial reporting:

- |   |               |
|---|---------------|
| 1) Material Weakness identified?        | NO            |
| 2) Significant Deficiencies identified? | NONE REPORTED |

Non-Compliance material to Financial Statements noted? NO

**II. FINDINGS RELATING TO THE FINANCIAL STATEMENTS WHICH ARE REQUIRED TO BE REPORTED IN ACCORDANCE WITH GENERALLY ACCEPTED GOVERNMENT AUDITING STANDARDS**

In accordance with Government Auditing Standards, our audit disclosed no findings relating to the financial statements that are required to be reported.

**MANAGEMENT RESPONSES**

Not Applicable.

**STATUS OF PRIOR YEAR FINDINGS**

There were no prior year findings.

## TOWNSHIP OF LOWER

### GENERAL COMMENTS

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

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 therefor, except as is provided otherwise in this act or specifically by any other law." The Township's bid threshold is \$36,000 with the appointment of a Qualified Purchasing Agent "QPA".

The governing body of the Township of Lower 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 a violation of the statute, the Township Council's opinion should be sought before a commitment is made.

Our examination of expenditures did not reveal any payments in excess of the bid threshold for the provision or performance of any goods or services, other than those where bids had been previously sought by public advertisement, awarded under state or county cooperative purchasing agreements, or awarded in compliance with other provisions of the "Local Public Contracts Law," N.J.S.A. 40A:11.

The minutes indicate that bids were sought by public advertising for the following items:

- Holmes Avenue Outfall Reconstruction
- Landscaping
- Fireworks Display
- Field Maintenance
- Energy Efficiency Installations
- Roof Replacement at Recreation Center
- HVAC Service
- Two (2) Police Vehicles
- Auto Parts
- Supply of Asphalt
- Station Road Improvements
- One (1) SUV
- Modular Tile Sports Floor System
- Supply of Natural Gas
- One (1) Front Four Wheel Loader
- One (1) Four Wheel Drive Backhoe
- One (1) 35 Ton Self Lifting Detachable Lowboy
- Supply of Electricity

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

The statutes provide the method for authorizing interest and the maximum rates to be charged for the nonpayment of taxes or assessments on or before the date when they would become delinquent.

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

**BE IT RESOLVED** by the Township Council of the Township of Lower, in accordance with Chapter 75, New Jersey Laws of 1991, and N.J.S.A. 54:4-67, 54:5-32, 54:5-34 and 54:5-35, which authorizes the Governing Body inter alia to fix the rate of interest to be charged, in the Township of Lower, for the nonpayment of taxes, assessments and municipal charges, said rate of interest shall be and is hereby fixed at 8 per cent per annum on the first \$1,500 of delinquency and 18 per cent per annum on any amount in excess of \$1,500 to be calculated from the date when the taxes, assessments and charges become delinquent.

TOWNSHIP OF LOWER

GENERAL COMMENTS (CONTINUED)

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

**BE IT FURTHER RESOLVED** by the Township Council of the Township of Lower, in accordance with N.J.S.A. 54:4-67, Chapter 75, New Jersey Laws of 1991, and Chapter 32, New Jersey Laws of 1994, which permits a 6 per cent penalty on taxes and municipal charges greater than \$10,000 as of the close of the fiscal year, that said end-of-year penalty shall be fixed for the Year 2011.

This Resolution shall take effect January 1, 2011.

It appears from an examination of the collector's records that interest was charged in accordance with the foregoing resolution.

**Delinquent Taxes and Tax Title Liens**

The tax sale was held and was complete. Inspection of tax sale certificates on file revealed that all tax sale certificates were available for audit.

The following comparison is made of the number of tax title liens receivable on December 31<sup>st</sup> of the last three years:

<u>Year</u>	<u>Number</u>
2011	35
2010	42
2009	29

It is essential to good management that all means provided by the statutes be utilized to liquidate tax title liens, in order to get such properties back on a tax-paying basis.

**Verification of Delinquent Taxes and Other Charges**

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

<u>Type</u>	<u>Number Mailed</u>
Payments of 2011 and 2012 Taxes	25
Delinquent Taxes	25
Total	<u>50</u>

**Deposit of Municipal Funds**

N.J.S.A. 40A:5-15 states:

"All moneys, including moneys collected by taxation, received from any source by or on behalf of any local unit or any board or department thereof shall, within 48 hours after the receipt thereof, either

- a. be paid to the officer charged with the custody of the general funds of the local unit, who shall deposit all such funds within 48 hours after the receipt thereof to the credit of the local unit in its designated legal depository, or
- b. be deposited to the credit of the local unit in its designated legal depository."

Our examination revealed that municipal funds were deposited within the mandated time.

TOWNSHIP OF LOWER

FINDINGS AND RECOMMENDATIONS

NONE

Should any questions arise as to my comments or recommendations, or should you desire assistance in implementing my recommendations, please do not hesitate to contact me.

*Ford, Scott & Associates, L.L.C.*  
FORD, SCOTT & ASSOCIATES, L.L.C.  
CERTIFIED PUBLIC ACCOUNTANTS

*Leon P. Costello*

Leon P. Costello  
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No. 393