

**CITY OF ENGLEWOOD  
COUNTY OF BERGEN, NEW JERSEY**

**FINANCIAL STATEMENTS AND  
SUPPLEMENTARY SCHEDULES  
DECEMBER 31, 2012**



**CITY OF ENGLEWOOD  
BERGEN COUNTY, NEW JERSEY**

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**CITY OF ENGLEWOOD  
BERGEN COUNTY, NEW JERSEY**

**PART I  
INDEPENDENT AUDITORS' REPORT  
REGULATORY-BASIS FINANCIAL  
STATEMENTS AND FOOTNOTES**



## INDEPENDENT AUDITORS' REPORT

Honorable Mayor and Members  
of the City Council  
City of Englewood  
Bergen County, New Jersey

### Report on the Financial Statements

We have audited the accompanying financial statements-regulatory basis, which comprise the comparative balance sheets – regulatory basis of the various funds and account group of the City of Englewood (“City”), County of Bergen, State of New Jersey, as of December 31, 2012, and the related comparative statements of operations and changes in fund balances – regulatory basis for the years then ended, the related statements of revenue – regulatory basis and statements of expenditures – regulatory basis, and the related notes to the financial statements for the year ended December 31, 2012.

### Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles and practices prescribed by the Division of Local Government Services (“Division”), Department of Community Affairs, State of New Jersey; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

### Auditor's Responsibility

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

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

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

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

As described in Note 2 to the financial statements, the City prepares its financial statements using accounting practices that demonstrate compliance with the regulatory basis of accounting 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.

### **Adverse Opinion on U.S. Generally Accepted Accounting Principles**

In our opinion, because of the effects of the matter 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 City as of December 31, 2012 or the results of its operations and changes in its fund balances for the year then ended.

### **Basis for Qualified Opinion on the General Fixed Assets Account Group**

The City did not maintain adequate documentation to support the amounts reported in the financial statements for fixed assets. As a result, we were unable to satisfy ourselves about the accuracy and completeness of the amounts recorded in the financial statements as fixed assets.

### **Qualified Opinion on Regulatory Basis of Accounting**

In our opinion, except for the matter described in the "Basis for Qualified Opinion on the General Fixed Asset Account Group" paragraph, the financial statements referred to above present fairly, in all material respects the comparative balance sheets – regulatory basis of the various funds of the City as of December 31, 2012, and the results of its operations and changes in its fund balances of such funds – regulatory basis for the year then ended and the revenues – regulatory basis, expenditures – regulatory basis of the various funds for the year ended December 31, 2012 in conformity with accounting principles and practices prescribed by the Division, as described in Note 2 to the financial statements.

### **Other Matter**

The regulatory basis financial statements as of and for the year ended December 31, 2011 were audited by other auditors whose report dated August 30, 2012 expressed an unmodified opinion on those financial statements presented on the regulatory basis of accounting.

### **Report on Supplementary Information**

Our audit was conducted for the purpose of forming an opinion on the financial statements taken as a whole. The supplementary information, as presented and identified in the table of contents, is presented for purposes of additional analysis as required by the Division, and is not a required part of the 2012 regulatory-basis financial statements of the City. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the financial statements. The information has been subjected to the auditing procedures applied in the audit of the regulatory basis financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the regulatory basis financial statements or to the regulatory basis financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the information is fairly stated, in all material respects, in relation to the financial statements taken as a whole.

In addition, the accompanying schedules of expenditures of federal awards and state financial assistance, as required by the U.S. Office of Management and Budget Circular A-133, *Audits of State, Local Governments and Non-Profit Organizations* and by New Jersey OMB Circular 04-04, *Single Audit Policy for Recipients of Federal Grants, State Grants and State Aid* and are presented for purposes of additional analysis and are not a required part of the regulatory-basis financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the financial statements. The information has been subjected to the auditing procedures applied in the audit of the 2012 regulatory-basis financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the regulatory-basis financial statements or to the regulatory-basis financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the information is fairly stated in all material respects in relation to the regulatory-basis financial statements taken as a whole.

#### **Other Reporting Required by *Government Auditing Standards***

In accordance with *Government Auditing Standards*, we have also issued our report dated September 9, 2013 on our consideration of the City's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the City's internal control over financial reporting and compliance.



Scott A. Clelland  
Registered Municipal Accountant  
No. 455



WISS & COMPANY, LLP

Iselin, New Jersey  
September 9, 2013

**FINANCIAL STATEMENTS**

**CITY OF ENGLEWOOD  
BERGEN COUNTY, NEW JERSEY**

**CURRENT FUND  
COMPARATIVE BALANCE SHEETS  
DECEMBER 31, 2012 AND 2011**

<b>ASSETS</b>	<b>REF.</b>	<b>BALANCE DEC. 31, 2012</b>	<b>BALANCE DEC. 31, 2011</b>	<b>LIABILITIES, RESERVES AND FUND BALANCE</b>	<b>REF.</b>	<b>BALANCE DEC. 31, 2012</b>	<b>BALANCE DEC. 31, 2011</b>
<b>Current Fund:</b>				<b>Current Fund:</b>			
Cash and Cash Equivalents - Treasurer	A-4	\$ 10,359,815.84	\$ 10,091,842.10	Appropriation Reserves	A-3, A-18	\$ 1,399,391.94	\$ 1,302,185.62
Cash - Change Funds	A	400.00	200.00	Reserve for Encumbrances	A-19	1,919,793.45	2,421,080.90
		<u>10,360,215.84</u>	<u>10,092,042.10</u>	Due to State of New Jersey Per Chapter 20, P.L. 1976 - Senior Citizen Deductions	A-9	3,160.67	1,330.15
<b>Receivables and Other Assets with Full Reserves:</b>				Tax Overpayments	A-11	4,114.85	75,457.14
Delinquent Property Taxes Receivable	A-10	2,018,636.53	3,082,325.59	Prepaid Taxes	A-12	490,068.38	594,523.39
Tax Title Liens Receivable	A-13	123,257.59	186,147.60	Reserve for :			
Foreclosed Property	A-14	70,979.00	70,979.00	Various Deposits	A-24	17,233.80	27,233.80
Sewer User Charges Receivable	A-20	208,374.78	237,425.68	Tax Appeals	A-25	711,503.68	1,067,717.33
Revenue Accounts Receivable	A-17	37,134.63	42,822.00	County Taxes Payable	A-15	49,215.94	11,249.29
Interfunds Receivable:				Local School Taxes Payable	A-16	140,634.32	
Grant Fund	A-8	112,538.75	502,650.39	Interfunds Payable:			
Animal Control Fund	A-23	38.76	6,258.35	General Capital Fund	A-23	84,963.84	
Other Trust Fund	A-23	1,196,664.90		Other Trust Fund	A-23		<u>1,206.67</u>
		<u>1,196,664.90</u>	<u>640.32</u>				
		<u>3,767,624.94</u>	<u>4,129,248.93</u>	<b>Reserve for Receivables</b>			
<b>Deferred Charges:</b>				Reserve			
Emergency Authorization	A-21		175,000.00	3,767,624.94			
Special Emergency Authorizations	A-22	240,000.00	200,000.00	Fund Balance	A-1	<u>5,780,134.97</u>	<u>4,965,057.81</u>
<b>Total Current Fund</b>		<u>\$ 14,367,840.78</u>	<u>\$ 14,596,291.03</u>	<b>Total Current Fund</b>		<u>\$ 14,367,840.78</u>	<u>\$ 14,596,291.03</u>
<b>State and Federal Grant Fund:</b>				<b>State and Federal Grant Fund:</b>			
Grants Receivable	A-5	\$ 426,968.86	\$ 1,373,371.68	Reserve for State and Federal Grants:			
Interfunds Receivable - General Capital Fund	A-8	399,125.00		Appropriated	A-6	\$ 681,192.76	\$ 723,162.21
		<u>826,093.86</u>	<u>1,373,371.68</u>	Unappropriated	A-7	31,792.28	71,953.40
<b>Total State and Federal Grant Fund</b>		<u>\$ 15,193,934.64</u>	<u>\$ 15,969,662.71</u>	Interfund Payable - Current Fund	A-8	112,538.75	502,650.39
				Reserve for Encumbrances	A-19	570.07	75,605.68
				<b>Total State and Federal Grant Fund</b>			
						<u>\$ 826,093.86</u>	<u>\$ 1,373,371.68</u>
						<u>\$ 15,193,934.64</u>	<u>\$ 15,969,662.71</u>

See independent auditors' report and accompanying notes to the financial statements.

**CITY OF ENGLEWOOD  
BERGEN COUNTY, NEW JERSEY**

Exhibit - A-1  
1 of 2

**CURRENT FUND  
COMPARATIVE STATEMENTS OF OPERATIONS AND  
CHANGES IN FUND BALANCES  
FOR THE YEARS ENDED DECEMBER 31, 2012 AND 2011**

<u>REVENUE AND OTHER INCOME</u>	<u>REF.</u>	<u>YEAR 2012</u>	<u>YEAR 2011</u>
Fund Balance Utilized	A-1 , A-2	\$ 3,300,000.00	\$ 3,100,000.00
Miscellaneous Revenues Anticipated	A-2	7,938,599.95	9,760,972.36
Receipts from Delinquent Taxes	A-2	2,187,851.52	2,297,552.86
Receipts from Current Taxes	A-2	101,812,261.70	103,183,685.95
Non-Budget Revenue	A-2	1,202,326.99	1,158,831.23
Other Credits to Income:			
Unexpended Balances of Appropriation Reserves	A-18	1,086,138.21	1,214,912.73
Statutory Excess - Animal Control Fund			6,258.35
Interfund Loans Returned (Net)	A	<u>509,549.06</u>	<u>77,991.58</u>
 Total Revenues and Other income		<u>\$ 118,036,727.43</u>	<u>\$ 120,800,205.06</u>
 <u>EXPENDITURES</u>			
Budget and Emergency Appropriations:			
Operations	A-3	46,035,840.31	47,401,814.81
Capital Improvements	A-3	150,000.00	
Municipal Debt Service	A-3	3,964,285.74	3,870,277.73
Def. Charges and Statutory Expend.	A-3	6,633,113.00	6,780,253.00
County Taxes	A-15	6,646,507.40	9,909,565.71
County Open Space Taxes	A-15	125,753.50	122,921.69
Added and Omitted County Taxes	A-15	49,215.94	11,249.29
Local School Taxes	A-16	49,096,468.00	48,761,108.00
Prior Year Senior Citizen Deductions Disallowed	A-9	1,223.97	214.81
Interfunds Advances	A	1,309,242.41	509,549.06
Tax Appeals			<u>71,838.77</u>
 Total Expenditures		<u>114,011,650.27</u>	<u>117,438,792.87</u>

**CITY OF ENGLEWOOD  
BERGEN COUNTY, NEW JERSEY**

Exhibit - A-1  
2 of 2

**CURRENT FUND  
COMPARATIVE STATEMENTS OF OPERATIONS AND  
CHANGES IN FUND BALANCES  
FOR THE YEARS ENDED DECEMBER 31, 2012 AND 2011**

	<u>REF.</u>	<u>YEAR 2012</u>	<u>YEAR 2011</u>
Excess in Revenues Over Expenditures		<u>\$ 4,025,077.16</u>	<u>\$ 3,361,412.19</u>
<b>Adjustments to Income before Fund Balance:</b>			
Expenditures Included Above Which are By			
Statute Deferred Charges to Budget of			
Succeeding Year	A-22	90,000.00 90,000.00	175,000.00 175,000.00
		4,115,077.16	3,536,412.19
<b><u>FUND BALANCE</u></b>			
Balance - January 1		<u>4,965,057.81</u>	<u>4,528,645.62</u>
Decreased by:			
Utilization as Anticipated Revenue	A-1 , A-2	3,300,000.00	3,100,000.00
Balance - December 31	A	<u>\$ 5,780,134.97</u>	<u>\$ 4,965,057.81</u>

See independent auditors' report and accompanying notes to the financial statements.

**CITY OF ENGLEWOOD  
BERGEN COUNTY, NEW JERSEY**  
**CURRENT FUND  
STATEMENT OF REVENUES**  
**FOR THE YEAR ENDED DECEMBER 31, 2012**

REF.	ANTICIPATED			EXCESS OR (DEFICIT)
	2012 BUDGET	N.J.S.A. 40A:4-87	REALIZED	
Fund Balance Anticipated	A-1	\$ 3,300,000.00	\$ 3,300,000.00	
Total Fund Anticipated		3,300,000.00	3,300,000.00	
Miscellaneous Revenues:				
Licenses:				
Alcoholic Beverages	A-17	55,000.00	60,755.60	\$ 5,755.60
Other	A-17	180,000.00	217,033.00	37,033.00
Fees and Permits:				
Other	A-17	60,000.00	84,987.46	24,987.46
Fines and Costs:				
Municipal Court	A-17	920,000.00	798,181.07	(121,818.93)
Interest and Costs on Taxes	A-17	460,000.00	469,918.48	9,918.48
Parking Meters	A-17	500,000.00	568,114.36	68,114.36
Interest on Investments and Deposits	A-2	25,000.00	16,812.53	(8,187.47)
Recreation Advisory Committee	A-17	137,500.00	97,778.25	(39,721.75)
Fire Prevention Fees	A-17	138,000.00	117,912.50	(20,087.50)
Kings Garden - PILOT	A-17	106,000.00	126,100.00	20,100.00
Rock Creek - Lafayette House - PILOT	A-17	238,000.00	274,200.00	36,200.00
Towne Center - PILOT	A-17	325,592.00	328,344.00	2,752.00
Exempt Sewer Charges	A-20	245,000.00	355,084.06	110,084.06
Parking Garage Fees	A-17	120,000.00	306,111.55	186,111.55
Municipal Hotel Tax	A-17	150,000.00	188,842.38	38,842.38
School Lease Agreement	A-17	300,000.00		(300,000.00)
Consolidated Municipal Property Tax Relief	A-17	240,153.00	144,919.00	(95,234.00)
Energy Receipts Tax	A-17	2,523,143.00	2,618,377.00	95,234.00
Uniform Construction Code Fees	A-17	645,000.00	795,387.00	150,387.00
Public and Private Revenues Offset with Approp:				
Reach & Teach	A-5	24,000.00	24,000.00	
Hurricane Irene Relief Employment Program	A-5	24,000.00	24,000.00	
Recycling Tonnage Grant	A-5	18,810.49	\$ 45,541.88	64,352.37
Clean Communities	A-5	38,129.65	37,508.31	75,637.96
Green Communities	A-5	3,000.00		3,000.00
Body Armor Replacement Grant	A-5	7,060.98		7,060.98
Drunk Driving Enforcement Fund	A-5	7,614.00		7,614.00
Take Me Fishing	A-5		10,000.00	10,000.00
Other Special Items:				
Capital Surplus	A-2	154,076.40	154,076.40	
Total Miscellaneous Revenues	A-1, A-2	7,645,079.52	93,050.19	7,938,599.95
Receipts from Delinquent Taxes and Liens	A-1	1,800,000.00	2,187,851.52	387,851.52
Subtotal General Revenues		9,445,079.52	93,050.19	10,126,451.47
Amount to be Raised by Taxation for Support of Municipal Budget:				
Local Tax for Municipal Purposes		45,371,743.60	47,410,943.86	2,039,200.26
Minimum Library Tax		1,683,373.00		1,683,373.00
Total Budget Revenues	A-2	47,055,116.60	-	49,094,316.86
Non-Budget Revenues	A-1, A-4			2,039,200.26
GRAND TOTALS		\$ 59,800,196.12	\$ 93,050.19	\$ 63,723,095.32
	REF.	A-3	A-3	A-2

**CITY OF ENGLEWOOD  
BERGEN COUNTY, NEW JERSEY**  
**CURRENT FUND**  
**STATEMENT OF REVENUES**  
**FOR THE YEAR ENDED DECEMBER 31, 2012.**

**ANALYSIS OF REALIZED REVENUES**

**Allocation of Current Tax Collections:**

	<u>REF.</u>	
Collection of Current Year Taxes	A-10	\$ 101,118,613.31
Prepaid Taxes Applied	A-10, A-12	594,523.39
Senior and Veterans Deductions Allowed, net	A-9, A-10	99,125.00
Current Tax Collections	A-1	<u>101,812,261.70</u>

**Allocated to:**

School and County Taxes	A-10, A-15, A-16	<u>55,917,944.84</u>
Balance for Support of Municipal Budget Appropriations		45,894,316.86
Add: Reserve For Uncollected Taxes	A-3	<u>3,200,000.00</u>
Amount for Support of Municipal Budget	A-2	<u>\$ 49,094,316.86</u>

**Analysis of Revenue From Delinquent Taxes and Tax Title Liens**

Collections of Delinquent Taxes Receivable	A-10	\$ 2,096,469.02
Collections of Tax Title Liens Receivable	A-13	91,382.50
	A-1	<u>\$ 2,187,851.52</u>

**Analysis of Miscellaneous Revenue Anticipated**

Revenue Accounts Receivable	A-4, A-17	\$ 7,210,347.26
State and Federal Grants receivable	A-5	215,665.31
Sewer User Charges Receivable	A-20	355,084.06
Due from General Capital	A-23, C-16	157,464.56
Due from Animal Control	A-23, B-9	38.76
	A-2	<u>\$ 7,938,599.95</u>

**Analysis of Interest Earned**

Due from General Capital Fund	A-23, C-16	\$ 3,388.16
Due from Animal Control Fund	A-23, B-9	<u>38.76</u>
		\$ 3,426.92
Cash Receipts	A-17	<u>13,385.61</u>
	A-2	<u>\$ 16,812.53</u>

**Analysis of Non-Budget Revenues**

FEMA Reimbursement - October 2011 Snow Storm	\$ 343,518.77
Refunds	243,684.88
Certificate of Rental Occupancy	61,637.00
Medical Reimbursement Billing	52,380.45
Westmoor Gardens	144,573.05
State - Fire Safety Bureau	59,913.03
Rent	65,741.28
Miscellaneous	<u>230,878.53</u>
	A-2
	<u>\$ 1,202,326.99</u>

CITY OF ENGLEWOOD  
BERGEN COUNTY, NEW JERSEY

CURRENT FUND  
STATEMENT OF EXPENDITURES  
FOR THE YEAR ENDED DECEMBER 31, 2012

	2012 BUDGET	BUDGET AFTER MODIFICATION	EXPENDED			UNEXPENDED BALANCE CANCELLED
			PAID OR CHARGED	ENCUMBERED	RESERVED	
<b>City Council</b>						
Salaries and Wages	\$ 30,000.00	\$ 30,000.00	\$ 29,639.22		\$ 360.78	
Other Expenses	14,400.00	14,400.00	3,802.75		10,597.25	
<b>City Manager</b>						
Salaries and Wages	257,630.00	262,630.00	262,330.16		299.84	
Other Expenses	81,375.00	66,375.00	50,398.65	\$ 631.56	15,344.79	
<b>City Clerk</b>						
Salaries and Wages	124,829.00	125,829.00	123,967.73		1,861.27	
Other Expenses	60,000.00	60,000.00	48,022.26	6,300.51	5,677.23	
<b>Human Resources</b>						
Salaries and Wages	181,899.00	187,899.00	186,581.19		1,317.81	
Other Expenses	15,800.00	15,800.00	10,156.78	1,805.00	3,838.22	
<b>Purchasing</b>						
Other Expenses	4,000.00	4,000.00	(49.59)	2,119.57	1,930.02	
<b>Finance</b>						
Salaries and Wages	286,802.00	286,802.00	281,810.19		4,991.81	
Other Expenses	99,000.00	89,000.00	39,003.37	18,794.73	31,201.90	
<b>Computerized Data Processing Center</b>						
Salaries and Wages	18,340.00	18,340.00	18,340.00			
Other Expenses	58,800.00	58,800.00	21,746.35	20,272.16	16,781.49	
<b>Collection of Taxes</b>						
Salaries and Wages	137,968.00	137,968.00	136,493.61		1,474.39	
Other Expenses	42,050.00	42,050.00	23,243.14	18.99	18,787.87	
<b>Assessment of Taxes</b>						
Salaries and Wages	146,447.00	146,447.00	144,870.48		1,576.52	
Other Expenses	32,200.00	32,200.00	28,862.07	2,424.16	913.77	
<b>Legal Service and Costs</b>						
Salaries and Wages	58,000.00	58,000.00	55,976.44		2,023.56	
Other Expenses	640,000.00	730,000.00	595,606.19	125,091.17	9,302.64	
<b>Engineering Services</b>						
Other Expenses	108,000.00	116,000.00	114,421.65		1,578.35	
<b>Community Development</b>						
Salaries and Wages	230,944.00	220,944.00	216,099.67		4,844.33	
Other Expenses	188,000.00	138,000.00	102,962.16	8,516.51	26,521.33	
<b>Municipal Court</b>						
Salaries and Wages	307,395.00	307,395.00	304,124.99		3,270.01	
Other Expenses	118,900.00	118,900.00	74,830.32	11,751.41	32,318.27	

CITY OF ENGLEWOOD  
BERGEN COUNTY, NEW JERSEY

CURRENT FUND  
STATEMENT OF EXPENDITURES  
FOR THE YEAR ENDED DECEMBER 31, 2012

	2012 BUDGET	BUDGET AFTER MODIFICATION	EXPENDED			UNEXPENDED BALANCE CANCELLED
			PAID OR CHARGED	ENCUMBERED	RESERVED	
Public Defender						
Other Expenses	\$ 12,000.00	\$ 12,000.00	\$ 8,100.00		\$ 3,900.00	
Insurance						
Medical	4,530,784.68	4,442,784.68	3,706,751.37	\$ 698,552.98	37,480.33	
Health Benefit Waiver	58,183.00	58,183.00	33,699.07		24,483.93	
Other Insurance Premium	800,000.00	775,000.00	736,745.52		38,254.48	
Workers Compensation	800,000.00	775,000.00	682,708.41		92,291.59	
Unemployment	50,000.00	50,000.00	50,000.00			
Property Maintenance Abatement Program						
Other Expenses	10,000.00	5,000.00			5,000.00	
Land Use						
Other Expenses	56,350.00	56,350.00	12,680.93	28,692.54	14,976.53	
Planning Board						
Master Plan		90,000.00	88,352.00		1,648.00	
Fire Division						
Salaries and Wages	6,611,501.00	6,581,501.00	6,513,013.21		68,487.79	
Other Expenses	216,850.00	206,850.00	102,474.10	33,934.66	70,441.24	
Fire Prevention						
Salaries and Wages	205,000.00	205,000.00	205,000.00			
Other Expenses	5,000.00	5,000.00	5,000.00			
Police						
Salaries and Wages	11,989,876.00	12,139,876.00	12,059,994.87		79,881.13	
Emergency Management Services						
Salaries and Wages	10,000.00	10,000.00			10,000.00	
Other Expenses	40,000.00	40,000.00	40,000.00			
DPW Administration						
Salaries and Wages	228,065.00	245,065.00	235,433.79		9,631.21	
Other Expenses	40,700.00	40,700.00	30,053.08	5,717.37	4,929.55	
Public Building and Grounds						
Other Expenses	150,000.00	305,000.00	281,741.36	22,951.76	306.88	
Shade Tree						
Salaries and Wages	141,082.00	159,082.00	157,567.02		1,514.98	
Other Expenses	32,000.00	32,000.00	19,491.28		12,508.72	

CITY OF ENGLEWOOD  
BERGEN COUNTY, NEW JERSEY

CURRENT FUND  
STATEMENT OF EXPENDITURES  
FOR THE YEAR ENDED DECEMBER 31, 2012

	2012 BUDGET	BUDGET AFTER MODIFICATION	EXPENDED			UNEXPENDED BALANCE CANCELLED
			PAID OR CHARGED	ENCUMBERED	RESERVED	
Roads						
Salaries and Wages	\$ 1,006,022.00	\$ 1,042,022.00	\$ 1,032,157.32		\$ 9,864.68	
Other Expenses	175,000.00	175,000.00	29,525.81	\$ 35,427.76	110,046.43	
Central Maintenance - Garage						
Salaries and Wages	288,517.00	293,517.00	291,369.94		2,147.06	
Other Expenses	388,000.00	528,000.00	490,088.13	37,493.95	417.92	
Construction and Facilities Maintenance						
Salaries and Wages	245,276.00	267,276.00	267,130.42		145.58	
Other Expenses	80,000.00	90,000.00	72,643.91	16,399.77	956.32	
Sanitation						
Salaries and Wages	1,215,738.00	1,242,738.00	1,236,288.20		6,449.80	
Other Expenses	43,000.00	38,000.00	16,768.07	9,369.64	11,862.29	
Sewer Maintenance						
Salaries and Wages	155,920.00	145,920.00	140,218.62		5,701.38	
Other Expenses	58,500.00	78,500.00	60,482.13	7,544.40	10,473.47	
Park Maintenance						
Salaries and Wages	262,841.00	216,841.00	211,958.07		4,882.93	
Other Expenses	7,000.00	7,000.00	6,290.83		709.17	
Condominium Services Act						
Other Expenses	236,095.00	230,095.00	227,174.81		2,920.19	
Board of Health						
Salaries and Wages	640,514.00	600,514.00	583,162.02		17,351.98	
Other Expenses	75,800.00	75,800.00	55,896.01	15,403.99	4,500.00	
City Physician						
Other Expenses	3,000.00	3,000.00			3,000.00	
Animal Control Regulation						
Other Expenses	42,500.00	44,500.00	43,978.14		521.86	
Contribution to Child Dev. & Teen Program						
Other Expenses	58,413.00	58,413.00	58,413.00			
Relocation Assistance						
Other Expenses	6,000.00	6,000.00			6,000.00	
Recreation Services and Programs						
Salaries and Wages	346,910.00	286,910.00	276,629.47		10,280.53	
Other Expenses	439,256.00	439,256.00	351,007.25	59,370.37	28,878.38	

CITY OF ENGLEWOOD  
BERGEN COUNTY, NEW JERSEY

CURRENT FUND  
STATEMENT OF EXPENDITURES  
FOR THE YEAR ENDED DECEMBER 31, 2012

	2012 BUDGET	BUDGET AFTER MODIFICATION	EXPENDED			UNEXPENDED BALANCE CANCELLED
			PAID OR CHARGED	ENCUMBERED	RESERVED	
Terminal Leave						
Salaries and Wages	\$ 420,000.00	\$ 190,000.00	\$ 168,386.02		\$ 21,613.98	
Construction Code Official						
Salaries and Wages	688,331.00	696,331.00	694,641.05		1,689.95	
Other Expenses	89,375.00	79,375.00	61,904.58	\$ 6,357.80	11,112.62	
Contingency	6,000.00	6,000.00			6,000.00	
Solid Waste Disposal	1,055,000.00	1,035,000.00	630,112.47	201,341.42	203,546.11	
Leaf Disposal Site	225,000.00	205,000.00	88,625.22		116,374.78	
Utilities						
Street Lighting	825,000.00	825,000.00	678,411.75	143,294.89	3,293.36	
Telephone / Communications	200,000.00	200,000.00	179,552.86	3,510.49	16,936.65	
Water	38,000.00	43,000.00	34,802.16	5,270.41	2,927.43	
Gas and Electric	385,000.00	395,000.00	270,292.46	121,155.52	3,552.02	
Fire Hydrant	378,000.00	378,000.00	326,726.73	32,380.56	18,892.71	
Total Operations Within "CAPS"	<u>39,923,728.68</u>	<u>40,013,728.68</u>	<u>36,778,996.44</u>	<u>1,912,335.71</u>	<u>1,322,396.53</u>	<u>-</u>
DETAIL:						
Salaries and Wages	26,235,847.00	26,104,847.00	25,833,183.70	-	271,663.30	-
Other Expenses	<u>13,687,881.68</u>	<u>13,908,881.68</u>	<u>10,945,812.74</u>	<u>1,912,335.71</u>	<u>1,050,733.23</u>	<u>-</u>

DEFERRED CHARGES AND STATUTORY EXPENDITURES  
MUNICIPAL WITHIN "CAPS"

Deferred Charges					
Anticipated Deficit in the Assessment Trust Fund	630,000.00	630,000.00	630,000.00		
Statutory Expenditures:					
Contribution to:					
Public Employee's Retirement System	909,828.00	909,828.00	909,828.00		
Social Security System (O.A.S.L)	995,000.00	995,000.00	949,508.54		45,491.46
Defined Contribution Retirement Program	15,000.00	15,000.00	4,249.45		10,750.55
C.P.F.P.F.	37,445.00	37,445.00	37,445.00		
Police and Firemen's Retirement System	<u>3,820,840.00</u>	<u>3,820,840.00</u>	<u>3,820,840.00</u>		

CITY OF ENGLEWOOD  
BERGEN COUNTY, NEW JERSEY

CURRENT FUND  
STATEMENT OF EXPENDITURES  
FOR THE YEAR ENDED DECEMBER 31, 2012

				EXPENDED		UNEXPENDED
	2012 BUDGET	BUDGET AFTER MODIFICATION	PAID OR CHARGED	ENCUMBERED	RESERVED	BALANCE CANCELLED
Total Deferred Charges and Statutory Expenditures Municipal Within "CAPS"	\$ 6,408,113.00	\$ 6,408,113.00	\$ 6,351,870.99	-	\$ 56,242.01	-
Total General Appropriations for Municipal Purposes Within "CAPS"	46,331,841.68	46,421,841.68	43,130,867.43	\$ 1,912,335.71	1,378,638.54	-
<b><u>OTHER OPERATIONS EXCLUDED FROM "CAPS"</u></b>						
<b><u>BCUA</u></b>						
Share of Costs (PL 1968c 404) Sewer Charges	2,980,000.00	2,980,000.00	2,978,626.81		1,373.19	
Recycling Tax	45,000.00	45,000.00	20,725.35	4,894.44	19,380.21	
Maintenance of Free Public Library						
Salaries and Wages	1,336,027.00	1,336,027.00	1,336,027.00			
Other Expenses	669,757.00	669,757.00	667,328.50	2,428.50		
Insurance	258,922.32	258,922.32	258,922.32			
Storm Water Regulation						
Salaries and Wages	285,800.00	285,800.00	285,800.00			
Other Expenses	27,000.00	27,000.00	27,000.00			
Reserve for Tax Appeals	200,000.00	200,000.00	200,000.00			
Total Other Operations Excluded from "CAPS"	5,802,506.32	5,802,506.32	5,774,429.98	7,322.94	20,753.40	-

CITY OF ENGLEWOOD  
BERGEN COUNTY, NEW JERSEY

CURRENT FUND  
STATEMENT OF EXPENDITURES  
FOR THE YEAR ENDED DECEMBER 31, 2012

	2012 BUDGET	BUDGET AFTER MODIFICATION	EXPENDED			UNEXPENDED BALANCE CANCELLED
			PAID OR CHARGED	ENCUMBERED	RESERVED	
<b><u>STATE AND FEDERAL PROGRAMS OFFSET BY REVENUES</u></b>						
Reach and Teach						
Other Expenses	\$ 24,000.00	\$ 24,000.00	\$ 24,000.00			
Hurricane Irene Relief Program						
Other Expenses	24,000.00	24,000.00	24,000.00			
Recycling Tonnage Grant						
Other Expenses	18,810.49	64,352.37	64,352.37			
Clean Communities Grant						
Other Expenses	38,129.65	75,637.96	75,637.96			
Green Communities						
Other Expenses	3,000.00	3,000.00	3,000.00			
Body Armor Replacement Grant						
Other Expenses	7,060.98	7,060.98	7,060.98			
Drunk Driving Enforcement Fund						
Other Expenses	7,614.00	7,614.00	7,614.00			
Municipal Alliance - Local Share						
Other Expenses	3,940.00	3,940.00	3,940.00			
Take Me Fishing						
Other Expenses	10,000.00	10,000.00	10,000.00			
Total Public and Private Revenues Offset by Revenues	126,555.12	219,605.31	219,605.31	-	-	-
Total Operations Excluded from "CAPS"	5,929,061.44	6,022,111.63	5,994,035.29	\$ 7,322.94	\$ 20,753.40	-
<b>DETAIL:</b>						
Salaries and Wages	1,621,827.00	1,621,827.00	1,621,827.00	-	-	-
Other Expenses	4,307,234.44	4,400,284.63	4,372,208.29	7,322.94	20,753.40	-
<b><u>CAPITAL IMPROVEMENTS - EXCLUDED FROM "CAPS"</u></b>						
Capital Improvement Fund	150,000.00	150,000.00	150,000.00			
Total Capital Improv. - Excl. from "CAPS"	150,000.00	150,000.00	150,000.00	-	-	-

CITY OF ENGLEWOOD  
BERGEN COUNTY, NEW JERSEY

CURRENT FUND  
STATEMENT OF EXPENDITURES  
FOR THE YEAR ENDED DECEMBER 31, 2012

					EXPENDED		UNEXPENDED
	2012 BUDGET	BUDGET AFTER MODIFICATION	PAID OR CHARGED	ENCUMBERED	RESERVED		BALANCE CANCELLED
<u><b>MUNICIPAL DEBT SERVICE - EXCLUDED FROM "CAPS"</b></u>							
Payment of Bond Principal	\$ 955,000.00	\$ 955,000.00	\$ 955,000.00				
Interest on Bonds	588,907.00	588,907.00	588,906.26				\$ 0.74
Payment of Bond Anticipation Notes and Capital Notes	710,236.00	710,236.00	710,236.00				
Interest on Notes	449,550.00	449,550.00	449,543.48				6.52
Interest on Loans	600.00	600.00	600.00				
BCIA Lease Agreement - Principal	980,015.40	980,015.40	980,015.40				
BCIA Lease Agreement - Interest	279,984.60	279,984.60	279,984.60				
Total Mun. Debt Service - Exl. from "CAPS"	<u>3,964,293.00</u>	<u>3,964,293.00</u>	<u>3,964,285.74</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>7.26</u>
<u><b>DEFERRED CHARGES - MUNICIPAL EXCLUDED FROM "CAPS"</b></u>							
Deferred Charges:							
Emergency Authorizations	175,000.00	175,000.00	175,000.00				
Special Emergency Authorizations	50,000.00	50,000.00	50,000.00				
Total Deferred Charges - Municipal Excluded from "CAPS"	<u>225,000.00</u>	<u>225,000.00</u>	<u>225,000.00</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total General Appropriations for Municipal Purposes Excluded from "CAPS"	<u>10,268,354.44</u>	<u>10,361,404.63</u>	<u>10,333,321.03</u>	<u>\$ 7,322.94</u>	<u>\$ 20,753.40</u>	<u>-</u>	<u>7.26</u>
Subtotal General Appropriations	<u>56,600,196.12</u>	<u>56,783,246.31</u>	<u>53,464,188.46</u>	<u>1,919,658.65</u>	<u>1,399,391.94</u>	<u>-</u>	<u>7.26</u>
Reserve for Uncollected Taxes	<u>3,200,000.00</u>	<u>3,200,000.00</u>	<u>3,200,000.00</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total General Appropriations	<u><b>\$ 59,800,196.12</b></u>	<u><b>\$ 59,983,246.31</b></u>	<u><b>\$ 56,664,188.46</b></u>	<u><b>\$ 1,919,658.65</b></u>	<u><b>\$ 1,399,391.94</b></u>	<u><b>\$ -</b></u>	<u><b>7.26</b></u>

Ref. A-3 A-3 A-3 A-19 A

CITY OF ENGLEWOOD  
BERGEN COUNTY, NEW JERSEY

CURRENT FUND  
STATEMENT OF EXPENDITURES  
FOR THE YEAR ENDED DECEMBER 31, 2012

	<u>2012 BUDGET</u>	<u>BUDGET AFTER MODIFICATION</u>	<u>EXPENDED</u>	<u>UNEXPENDED</u>
			<u>PAID OR CHARGED</u>	<u>BALANCE CANCELLED</u>
			<u>ENCUMBERED</u>	<u>RESERVED</u>
Adopted Budget	A-2	\$ 59,800,196.12		
Special Emergency Authorizations	A-22	90,000.00		
Approp. By N.J.S.A. 40A:4-87	A-2	93,050.19		
	A-3	<u>\$ 59,983,246.31</u>		
Cash Disbursements	A-4		\$ 52,735,171.15	
Interfund Payable - General Capital Fund	A-23		88,352.00	
Reserve for Tax Appeals	A-25		200,000.00	
Emergency Authorizations	A-21		175,000.00	
Special Emergency Authorizations	A-22		50,000.00	
Reserve for Uncollected Taxes	A-2		3,200,000.00	
Reserve for State and Federal Grants Appropriated	A-6		215,665.31	
	A-3	<u>\$ 56,664,188.46</u>		

See independent auditors' report and accompanying notes to the financial statements

**CITY OF ENGLEWOOD  
BERGEN COUNTY, NEW JERSEY**

**TRUST FUNDS  
COMPARATIVE BALANCE SHEETS  
DECEMBER 31, 2012 AND 2011**

<b>ASSETS</b>	<b>REF.</b>	<b>BALANCE DEC. 31, 2012</b>	<b>BALANCE DEC. 31, 2011</b>	<b>LIABILITIES, RESERVES AND FUND BALANCE</b>	<b>REF.</b>	<b>BALANCE DEC. 31, 2012</b>	<b>BALANCE DEC. 31, 2011</b>
Assessment Trust Fund:				Assessment Trust Fund:			
Cash Held With Fiscal Agent	B-4, B-22	\$ 426,946.41		Assessment Serial Bonds Payable	B-6	\$ 7,515,000.00	\$ 8,145,000.00
Assessments Receivable	B-4	8,108,250.00		Accounts Payable	B-7	500,000.00	
Prospective Assessment Funded	B-5		\$ 10,035,000.00	Reserve For Assessments	B-8	520,196.41	1,890,000.00
Total Assessment Trust Fund		\$ 8,535,196.41	\$ 10,035,000.00	Total Assessment Trust Fund		\$ 8,535,196.41	\$ 10,035,000.00
Animal Control Trust Fund:				Animal Control Trust Fund:			
Cash and Cash Equivalents	B-3	\$ 13,538.36	\$ 22,044.95	Reserve for Animal Control Expenditures	B-9	\$ 12,402.00	\$ 15,399.00
Total Animal Control Trust Fund		\$ 13,538.36	\$ 22,044.95	Reserve for Encumbrances	B-9	1,067.00	361.20
Community Development Block Grant Fund:				Due to State Department of Health	B-10	30.60	26.40
Interfund Receivable - General Capital	B-15	\$ 9,886.37		Interfund Payable - Current Fund	B-11	38.76	6,258.35
Grants Receivable	B-13		\$ 183,336.00	Total Animal Control Trust Fund		\$ 13,538.36	\$ 22,044.95
Total Community Development Block Grant Fund		\$ 9,886.37	\$ 183,336.00	Community Development Block Grant Fund:			
Unemployment Compensation Trust Fund:				Reserve for Program Expenditures	B-14		62,806.95
Cash and Cash Equivalents	B-3	\$ 157,777.75	\$ 147,587.36	Reserve for Encumbrances	B-16	\$ 9,886.37	9,886.37
Total Unemployment Compensation Trust Fund		\$ 157,777.75	\$ 147,587.36	Interfund Payable - General Capital Fund	B-15		110,642.68
Other Trust Fund:				Total Community Development Block Grant Fund		\$ 9,886.37	\$ 183,336.00
Cash and Cash Equivalents	B-3	\$ 3,026,309.64	\$ 2,100,298.97	Unemployment Compensation Trust Fund:			
Interfund Receivable - Current Fund	B-20		1,206.67	Due to State of New Jersey	B-12	\$ 11,471.35	
Advanced Payroll	B-3	671,260.16		Reserve for Unemployment Insurance Claims	B-12	146,306.40	\$ 147,587.36
Special Improvement District Taxes and Liens Receivable	B-19	144,052.16	128,921.03	Total Unemployment Compensation Trust Fund:		\$ 157,777.75	\$ 147,587.36
Total Other Trust Fund		\$ 3,841,621.96	\$ 2,230,426.67	Other Trust Fund:			
		\$ 12,558,020.85	\$ 12,618,394.98	Payroll Deductions Payable	B-17	\$ 449,445.53	\$ 431,438.78
				Various Reserves and Deposits	B-21	1,865,073.32	1,668,424.33
				Interfund - Current Fund	B-20	1,196,664.90	
				Reserve for Encumbrances	B-18	186,386.05	1,642.53
				Reserve for SID Taxes and Liens Receivables	B-19	144,052.16	128,921.03
				Total Other Trust Fund		\$ 3,841,621.96	\$ 2,230,426.67
						\$ 12,558,020.85	\$ 12,618,394.98

See independent auditors' report and accompanying notes to the financial statements

CITY OF ENGLEWOOD  
BERGEN COUNTY, NEW JERSEY

ASSESSMENT TRUST FUND  
STATEMENT OF ASSESSMENT REVENUES  
FOR THE YEAR ENDED DECEMBER 31, 2012

<u>Dedicated Revenues From:</u>	2012 Anticipated	2012 Realized
Deficit (General Budget)	\$ 630,000.00	<u>\$ 630,000.00</u>
REF.	B-2	

See independent auditors' report and accompanying notes to the financial statements.

ASSESSMENT TRUST FUND  
STATEMENT OF ASSESSMENT APPROPRIATIONS  
FOR THE YEAR ENDED DECEMBER 31, 2012

<u>Appropriations for Assessment Debt</u>	2012 Anticipated	2012 Realized
Payment of Bond Principal	\$ 630,000.00	<u>\$ 630,000.00</u>
	B-1	B-6

See independent auditors' report and accompanying notes to the financial statements.

**CITY OF ENGLEWOOD  
COUNTY OF BERGEN, NEW JERSEY**

**GENERAL CAPITAL FUND  
COMPARATIVE BALANCE SHEETS  
DECEMBER 31, 2012 AND 2011**

	Ref	December 31,	
		2012	2011
<b>Assets</b>			
Cash and Cash Equivalents	C-2, C-3	\$ 5,448,112.20	\$ 6,575,210.64
Parking Fees Receivable	C-10	741,881.96	751,516.96
Interfund Receivable - Current Fund	C-16	84,963.84	
Interfund Receivable - Community Development	C-16		110,642.68
Guarantee of Debt - Volunteer Ambulance	C-11		30,000.00
Deferred Charges to Future Taxation:			
Funded	C-4	16,612,397.40	18,547,412.80
Unfunded	C-5	41,798,093.79	35,843,784.79
		<u>\$ 64,685,449.19</u>	<u>\$ 61,858,567.87</u>
<b>Liabilities, Reserves and Fund Balance</b>			
General Serial Bonds Payable	C-14	\$ 5,755,000.00	\$ 6,710,000.00
Loan Revenue Bonds Payable - BCIA	C-13	10,857,397.40	11,837,412.80
Bond Anticipation Notes Payable	C-15	34,491,409.00	29,932,945.00
Interfund Payable - Current Fund	C-16		640.32
Interfund Payable - Community Development	C-16	9,886.37	
Interfund Payable - Grant Fund	C-16	399,125.00	
Reserve for Encumbrances	C-12	3,784,103.03	2,116,281.36
Accounts Payable - Due to Englewood Board of Education	C-6	888,857.00	
Improvement Authorizations:			
Funded	C-6	699,202.58	1,907,593.65
Unfunded	C-6	6,129,416.03	7,681,107.00
Capital Improvement Fund	C-8	95,076.47	276,496.47
Reserve for Debt Service	C-7	4,076.40	4,076.40
Reserve for Gurantee of Debt	C-11		30,000.00
Various Reserves	C-9	186,801.27	234,208.83
Reserve for Receivables	C-10	646,904.79	656,539.79
Fund Balance	C-1	<u>738,193.85</u>	<u>471,266.25</u>
		<u>\$ 64,685,449.19</u>	<u>\$ 61,858,567.87</u>

There were Bonds and Notes Authorized but Not Issued at December 31, 2012 and 2011 in the amounts of \$6,659,780.00 and \$5,254,300.00, respectively. See Exhibit C-17.

See independent auditors' report and accompanying notes to the financial statements.

CITY OF ENGLEWOOD  
COUNTY OF BERGEN, NEW JERSEYGENERAL CAPITAL FUND  
STATEMENT OF CHANGES IN FUND BALANCE  
FOR THE YEAR ENDED DECEMBER 31, 2012Ref.

Balance, December 31, 2011	C	\$ 471,266.25
<b>Increased By:</b>		
Premium on Sale of Notes	C-2	\$ 272,178.00
Cancellation of Improvement Authorizations	C-6	<u>148,826.00</u>
		<u>421,004.00</u>
		892,270.25
<b>Decreased By:</b>		
Anticipated as Revenue in Current Fund Budget	C-16	<u>154,076.40</u>
Balance, December 31, 2012	C	<u>\$ 738,193.85</u>

See independent auditors' report and accompanying notes to the financial statements.

CITY OF ENGLEWOOD  
COUNTY OF BERGEN, NEW JERSEY

ENGLEWOOD FREE PUBLIC LIBRARY  
COMPARATIVE BALANCE SHEETS  
DECEMBER 31, 2012 AND 2011

Ref	December 31,	
	2012	2011
<b>Assets</b>		
Cash and Cash Equivalents	D-2	\$ 245,966.80
Petty Cash / Change Funds	D	\$ 300.00
		<u>\$ 246,266.80</u>
<b>Liabilities, Reserves and Fund Balance</b>		
Commitments Payable	D-3	\$ 10,141.75
Reserve for State Aid Expenditures	D-4	\$ 22,818.50
Reserve for Custodian Fund Expenditures	D-5	\$ 56,021.13
Fund Balance	D-1	\$ 167,427.17
		<u>\$ 246,266.80</u>
		<u>\$ 245,087.79</u>

See independent auditors' report and accompanying notes to the financial statements.

**CITY OF ENGLEWOOD**  
**BERGEN COUNTY, NEW JERSEY**

**ENGLEWOOD FREE PUBLIC LIBRARY**  
**COMPARATIVE STATEMENTS OF OPERATIONS AND**  
**CHANGES IN FUND BALANCES**  
**FOR THE YEARS ENDED DECEMBER 31, 2012 AND 2011**

	<u>REF.</u>	<u>YEAR 2012</u>	<u>YEAR 2011</u>
<b><u>REVENUES</u></b>			
2012 Budget Appropriations	A-3	\$ 2,003,355.50	\$ 2,197,895.51
2011 Appropriation Reserves	A-18	<u>1,720.00</u>	<u>2,197,895.51</u>
Library Operations			
Englewood Cliffs Contribution		225,000.00	211,887.00
Friends of the Library		25,000.00	25,000.00
Fines		17,161.00	19,438.69
Videos		7,871.00	8,402.28
Copy Machine		9,816.00	10,515.24
Miscellaneous		16,690.35	17,680.59
Interest		<u>165.00</u>	<u>239.00</u>
	D-2	<u>301,703.35</u>	<u>293,162.80</u>
Total Revenues		<u>2,306,778.85</u>	<u>2,491,058.31</u>
<b><u>EXPENDITURES</u></b>			
Current Fund Budget Appropriations			
Salaries and Wages	A-3	1,336,027.00	1,483,783.63
Other Expenses			
PERS		171,163.00	154,382.00
FICA		81,033.21	112,554.00
Insurance		290,110.58	368,610.80
Books		17,139.08	26,783.32
Heating and Lighting		43,818.34	46,473.92
Office Supplies		3.52	
Miscellaneous		<u>65,780.77</u>	<u>5,307.84</u>
	A-3 , A-18	669,048.50	714,111.88
Library Operations			
Office Supplies		14,307.00	17,440.00
Office Equipment / Service Maintenance		687.00	195.00
Postage		1,669.00	1,730.00
Periodicals		625.00	
Books		67,428.25	19,095.01
Videos, Music and Recorded Books		35,663.00	26,147.00
Fuel		20,649.00	19,777.00
Staff Development		1,286.00	2,348.00
Programs		5,877.00	3,455.00
LVA		1,923.00	1,349.00
Other Contracted Services		77,094.00	47,166.00
Facilities Maintenance		15,590.00	47,913.33
Automation		45,359.00	44,815.50
Other Miscellaneous		<u>11,268.89</u>	<u>10,282.00</u>
	D-2	<u>299,426.14</u>	<u>241,712.84</u>
Total Expenditures		<u>2,304,501.64</u>	<u>2,439,608.35</u>
Excess in Revenues Over Expenditures		2,277.21	51,449.96
Balance - January 1		<u>165,149.96</u>	<u>113,700.00</u>
Balance - December 31	D	<u>\$ 167,427.17</u>	<u>\$ 165,149.96</u>

See independent auditors' report and accompanying notes to the financial statements.

CITY OF ENGLEWOOD  
BERGEN, NEW JERSEYGENERAL FIXED ASSETS ACCOUNT GROUP  
COMPARATIVE BALANCE SHEETS  
DECEMBER 31, 2012 AND 2011

<u>ASSETS</u>	BALANCE DEC. 31, 2012	BALANCE DEC. 31, 2011
Land	\$ 1,184,895.00	\$ 1,184,895.00
Buildings	9,005,807.00	9,005,807.00
Machinery and Equipment	<u>12,564,821.75</u>	<u>12,485,603.40</u>
	<u>\$ 22,755,523.75</u>	<u>\$ 22,676,305.40</u>
<u>RESERVE</u>		
Investment in General Fixed Assets	<u>\$ 22,755,523.75</u>	<u>\$ 22,676,305.40</u>

See independent auditors' report and accompanying notes to the financial statements.

**CITY OF ENGLEWOOD  
BERGEN COUNTY, NEW JERSEY  
NOTES TO THE FINANCIAL STATEMENTS  
YEARS ENDED DECEMBER 31, 2012 AND 2011**

**Note 1: FORM OF GOVERNMENT**

The governing body of the City of Englewood, in the County of Bergen, New Jersey (the "City") consists of the mayor and five council members, each elected for a three year term. Four are elected by the individual wards in which they live and the other is elected by a city-wide vote as an at-large member. The city is divided into four wards which are approximately equal in population. The City Council is the legislative branch of government, whereby, deciding public policy, creating city ordinances and resolutions, passing the city budget, appropriating funds for City services, and hiring the City Manager. The City Manager is the Chief Executive Officer of the City and is responsible for carrying out the policies of the City Council. The responsibilities of the City Manager include being accountable for all employees, proposing the annual budget and coordinating all activities of all departments within the City.

**Note 2: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

**A. Reporting Entity**

The Governmental Accounting Standards Board (GASB) established criteria to be used to determine which component units should be included in the financial statements of the oversight entity. The Division of Local Government Services (the "Division") requires the financial statements of the City of Englewood to be reported separately.

Except as noted below, the financial statements of the City of Englewood include every board, body, officer or commission supported and maintained wholly or in part by funds appropriated by the City of Englewood, as required by N.J.S.A. 40A:5-5. Accordingly, the financial statements of the City of Englewood do not include the operations of the Local School District, inasmuch as their activities are administered by a separate Board.

**B. Description of Funds**

The accounting policies of the City of Englewood conform to the accounting principles applicable to municipalities, which have been prescribed by the Division. 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 financial transactions and accounts of the City are organized on the basis of funds and an account group which is different from the fund structure required by generally accepted accounting principles ("GAAP"). A fund or account group is an accounting entity with a separate set of self-balancing accounts established to record the financial position and results of operations of a specific governmental activity. As required by the Division, the City of Englewood accounts for its financial transactions through the following separate funds and an account group:

Current Fund – records resources and expenditures for governmental operations of a general nature, including Federal and State grant funds, except as otherwise noted.

Trust Funds – records receipts, custodianship and disbursement of funds in accordance with the purpose for which each reserve was created. Pursuant to the provisions of N.J.S.A. 40A:4-39, the financial transactions of the Community Development Block Grant Fund are reported within the Trust Fund. In addition, the financial transactions of the following funds are reported within the Trust Fund:

Assessment Trust Fund  
Animal Control Trust Fund  
Unemployment Compensation Trust Fund  
Other Trust Fund

**CITY OF ENGLEWOOD  
BERGEN COUNTY, NEW JERSEY  
NOTES TO THE FINANCIAL STATEMENTS  
YEARS ENDED DECEMBER 31, 2012 AND 2011**

**Note 2: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)**

General Capital Fund – records resources, including Grants in aid of construction, and expenditures for the acquisition of general capital facilities, other than those acquired through the Current Fund, including the status of bonds, loans and notes authorized for said purposes. General bonds, notes and loans payable are recorded in this fund offset by deferred charges to future taxation.

City Library Fund – records the receipts and disbursements of funds for the operation of the City Library.

General Fixed Assets Account Group - The General Fixed Assets Account Group is used to account for fixed assets used in governmental fund type operations for control purposes. All fixed assets are valued at historical cost or estimated historical cost if actual historical cost is not available or any other reasonable basis, provided such basis is adequately disclosed in the financial statements. Donated fixed assets are valued at their estimated fair value at the date of donation. No depreciation is recorded on general fixed assets.

The Governmental Accounting Standards Board (GASB) is the accepted standards-setting body for establishing governmental accounting and financial reporting principles. GASB's Codification of Governmental Accounting and Financial Reporting Standards recognizes three fund categories as appropriate for the accounting and reporting of the financial position and results of operations in accordance with GAAP to provide detailed information about the governmental unit. This structure of funds differs from the organization of funds prescribed under the regulatory basis of accounting utilized by the City. The resultant presentation of financial position and results of operations in the form of regulatory-basis financial statements is not intended to present the basic financial statements as required by GAAP.

**C. Regulatory-Basis Financial Statements**

The GASB Codification also defines the financial statements of a governmental unit to be presented in the basic financial statements to be in accordance with GAAP. The City presents the financial statements listed in the table of contents which are required by the Division and which differ from the financial statements required by GAAP. In addition, the Division requires the financial statements listed in the table of contents to be referenced to the supplementary schedules. This practice differs from GAAP.

**D. Basis of Accounting**

Basis of Accounting and Measurement Focus - The basis of accounting, as prescribed by the Division for its operating funds is generally a modified cash basis for revenue recognition and a modified accrual basis for expenditures. The operating funds utilize a "current financial resources" measurement focus. The accounting principles and practices prescribed for municipalities by the Division differ in certain respects from GAAP applicable to local government units. The most significant is the reporting of entity-wide financial statements, which are not presented in the accounting principles prescribed by the Division. The other more significant differences are as follows:

**CITY OF ENGLEWOOD  
BERGEN COUNTY, NEW JERSEY  
NOTES TO THE FINANCIAL STATEMENTS  
YEARS ENDED DECEMBER 31, 2012 AND 2011**

**Note 2: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)**

**Revenues** - Revenues are recorded as received in cash except for statutory reimbursements and grant funds, which are due from other governmental units. Receivables for property taxes and sewer user charges are recorded with offsetting reserves within the Current Fund and Special Improvement District Taxes Receivable are recorded with an offsetting reserve within the Other Trust Fund. Other amounts that are due to the City which are susceptible to accrual are recorded as receivables with offsetting reserves. These reserves are liquidated and revenues are recorded as realized upon receipt of cash. GAAP requires the recognition of revenues for general operations in the accounting period in which they become available and measurable.

**Expenditures** - For purposes of financial reporting, expenditures are recorded as "paid or charged" or "appropriation reserves." Paid or charged refers to the City's "budgetary" basis of accounting. Generally, these expenditures are recorded when an amount is encumbered for goods or services through the issuance of a purchase order in conjunction with the encumbrance accounting system. Reserves for unliquidated encumbrances at the close of the year are reported as a cash liability. Encumbrances do not constitute expenditures under GAAP. Appropriation reserves refer to unexpended appropriation balances at the close of the year. Appropriation reserves are automatically created and recorded as a cash liability, except for amounts, which may be cancelled by the governing body. Appropriation reserves are available until lapsed at the close of the succeeding year, to meet specific claims, commitments or contracts incurred and not recorded in the preceding fiscal year. Lapsed appropriation reserves are recorded as income. Generally, unexpended balances of budget appropriations are not recorded as expenditures under GAAP. Expenditures for compensated absences, i.e., accumulations of earned but unused vacations and sick leave, are recorded in the accounting period in which the payments are made. GAAP requires that expenditures be recorded in the governmental (Current) fund in an amount that would normally be liquidated with available financial resources.

For the purposes of calculating the results of Current Fund operations, the regulatory basis of accounting utilized by the City requires that certain expenditures be deferred and raised as items of appropriation in budgets of succeeding years. These deferred charges include the two general categories of overexpenditures and emergency appropriations. Overexpenditures occur when expenditures recorded as "paid or charged" exceed available appropriation balances. Emergency appropriations occur when, subsequent to the adoption of a balanced budget, the governing body authorizes the establishment of additional appropriations based on unforeseen circumstances or for other special purposes as defined by statute. Overexpenditures and emergency appropriations are deducted from total expenditures in the calculation of operating results and are established as assets for Deferred Charges on the various balance sheets. GAAP does not permit the deferral of overexpenditures to succeeding budgets. In addition, GAAP does not recognize expenditures based upon the authorization of an appropriation. Instead, the authorization of special purpose expenditures, such as the preparation of tax maps, master plans or the revaluation of assessable real property, would represent the designation of fund balance.

The Local Budget Law (N.J.S.A. 40A:4-1 et seq.) requires that certain operating transfers between funds, such as transfers from the Current Fund to the Trust Funds or General Capital Fund are required to be included in the City's annual budgets as budget appropriations. Expenditures are recorded upon the adoption of the budget for legally required transfers, and upon the determination of availability of funds for any discretionary transfers. Under GAAP, operating transfers are not recognized as expenditures.

**CITY OF ENGLEWOOD  
BERGEN COUNTY, NEW JERSEY  
NOTES TO THE FINANCIAL STATEMENTS  
YEARS ENDED DECEMBER 31, 2012 AND 2011**

**Note 2: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)**

New Jersey statutes require municipalities to provide annual funding to Free Public Libraries through the Current Fund Budget. Amounts paid on behalf of the Free Public Library or transferred to the custody of the Library's management are recorded as budgetary expenditures of the City. Under GAAP, the Library would be recognized, as a "component unit" of the City, and discrete reporting of the Library's financial position and operating results would be incorporated in the City's financial statements.

**Foreclosed property** – Foreclosed Property is recorded in the Current Fund at the assessed valuation when such property was acquired and is fully reserved. GAAP requires such property to be recorded in the governmental fixed assets at the lower of cost or fair market value.

**Interfunds** - Interfund receivables in the Current Fund are recorded with offsetting reserves, which are created by charges to operations. Income is recognized in the accounting period the receivables are liquidated. GAAP does not require the establishment of an offsetting reserve.

**Compensated Absences** - The City has adopted written policies via employee contracts and municipal ordinances which set forth the terms under which an employee may accumulate earned, but unused, vacation and sick leave, establishes the limits on such accumulations and specifies the conditions under which the right to receive payment for such accumulations vests with the employee. The City records expenditures for payments of earned and unused vacation and sick leave in the accounting period in which the payments are made. GAAP requires that expenditures be recorded in the governmental (Current) fund in an amount that would normally be liquidated with available financial resources.

**Grants Received** - Federal and State Grants, entitlements or shared revenues received for purposes normally financed through the Current Fund are recognized when anticipated in the City's Budget. GAAP requires such revenues to be recognized in the accounting period when they become susceptible to accrual.

**Long-term debt** - The City's long-term debt is stated at face value. The debt is not traded and it is not practicable to determine its fair value without incurring excessive cost. Additional information pertinent to the City's long-term debt is provided in Note 4 to the financial statements.

**Fixed Assets** – N.J.A.C. 5:30-5.6, Accounting for Governmental Fixed Assets, as promulgated by the Division, which differs in certain respects from generally accepted accounting principles, requires the inclusion of a statement of general fixed assets of the City as part of its basic financial statements. General fixed assets are defined as nonexpendable personal property having a physical existence, a useful life of more than one year and an acquisition cost of \$2,000.00 or more per unit.

**Insurance Claims** – Insurance claims incurred are not recorded as a liability but would be recorded as a liability under GAAP (see note 11).

Public domain ("infrastructure") general 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. No depreciation has been provided on general fixed assets or reported in the financial statements and are not required by the Division.

Fixed assets are valued at historical cost or estimated historical cost if actual historical cost is not available. Land is stated at the assessed value contained in the City's most recent property revaluation. Buildings are stated at the most recent insurance replacement value. General Fixed Assets that have been acquired and are utilized in a governmental fund operation are accounted for in the General Fixed Assets Account Group rather than in a governmental fund.

**CITY OF ENGLEWOOD  
BERGEN COUNTY, NEW JERSEY  
NOTES TO THE FINANCIAL STATEMENTS  
YEARS ENDED DECEMBER 31, 2012 AND 2011**

**Note 2: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)**

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.

**E. Comparative Data**

Comparative data for the prior year has been presented in order to provide an understanding of changes in the City's financial position and operations. However, comparative data has not been presented in each of the statements since their inclusion would make the statements unduly complex and difficult to read.

**F. Reclassifications**

Certain 2011 amounts have been reclassified to conform to the 2012 presentation. Such reclassifications in the Current Fund pertain to the Revenue Accounts Receivable and Reserve for Receivable balances, the combining of the Reserve for Codification and Reserve for Reassessment into one account for Various Reserves and the change in presentation of operating expenditures as reported on the Exhibit A-1. Such reclassifications in the Other Trust Fund pertain to the combination of various interfund receivable balances from the Current Fund into one Interfund Receivable and the combination of the Special Improvement District Taxes and Liens Receivable balance into one balance sheet account. Such reclassifications in the General Capital Fund pertain to the Deferred Charges Unfunded and Reserve for Receivable balance sheet accounts as well as a general change in certain balance sheet account descriptions. The reclassifications in the Englewood Free Public Library pertain to the reclassification of balance sheet descriptions from Reserve for Expenditures to Fund Balance.

**G. Subsequent Events**

Management has reviewed and evaluated all events and transactions that occurred from December 31, 2012 through September 9, 2013, that date that the financial statements were issued and the effects of those that provided additional pertinent information about conditions that existed at the balance sheet date, have been recognized in the accompanying financial statements. During 2013, the City approved a resolution to hold an accelerated tax sale in accordance with Chapter 99, P.L. 1997.

**Note 3: DEFERRED COMPENSATION PLAN**

The Englewood City Deferred Compensation Plan was established pursuant to Section 457 of the Internal Revenue Code and P.L. 1977, C. 381; P.L. 1978, C. 39; and P.L. 1980, C. 78 of the Statutes of New Jersey. The Plan is an arrangement whereby a public employer may establish a plan and permit its employees to voluntarily authorize a portion of their current salary to be withheld and invested in one or more of the types of investments permitted under the governing regulations. The program balances are not recorded in the Trust Fund of the City. The deferred compensation plans are administered by the ICMA Retirement Corporation and AXA Equitable. The City does not make any contributions to the plan and the deferred compensation is not available to employees until termination, retirement, death or unforeseeable hardship.

In accordance with the requirements of the Small Business Job Protection Act of 1996 and the funding requirements of the Internal Revenue Code Section 457(g), the City's plan was amended to require that all amounts of compensation deferred under the Plan are held for the exclusive benefits of plan participants and beneficiaries. All assets and income under the plan are held in trust, in annuity contracts or custodial accounts.

**CITY OF ENGLEWOOD  
BERGEN COUNTY, NEW JERSEY  
NOTES TO THE FINANCIAL STATEMENTS  
YEARS ENDED DECEMBER 31, 2012 AND 2011**

**Note 3: DEFERRED COMPENSATION PLAN (continued)**

The plan's assets are not the property of the City and therefore are not presented in the financial statements.

As of December 31, 2012 and 2011, the amounts held in trust amounted to \$3,074,568.52 and \$2,568,774.87, respectively.

**Note 4: DEBT, DEBT SERVICE AND STATUTORY DEBT CONDITION**

The Local Bond Law, N.J.S.A. 40A:2 et seq, governs the issuance of bonds and notes to finance municipal capital expenditures. The City's municipal debt for capital projects is summarized as follows:

**Summary of Municipal Debt for Capital Projects**

	<u>Year 2012</u>	<u>Year 2011</u>
<b>Issued:</b>		
General:		
Bonds	\$ 5,755,000.00	\$ 6,710,000.00
Notes	34,491,409.00	29,932,945.00
Assessment Trust:		
Bonds	<u>7,515,000.00</u>	<u>8,145,000.00</u>
 Total debt issued	 47,761,409.00	 44,787,945.00
 <b>Less:</b>		
Funds temporarily held to pay		
Bonds and notes	4,076.40	4,076.40
 47,757,332.60	 44,783,868.60	
 <b>Authorized but not issued:</b>		
General:		
Bonds and notes	<u>6,659,780.00</u>	<u>5,254,300.00</u>
 Total authorized but not issued	 <u>6,659,780.00</u>	 <u>5,254,300.00</u>
 <b>Net bonds and notes issued and authorized but not issued</b>	 <u>\$ 54,417,112.60</u>	 <u>\$ 50,038,168.60</u>

**CITY OF ENGLEWOOD  
BERGEN COUNTY, NEW JERSEY  
NOTES TO THE FINANCIAL STATEMENTS  
YEARS ENDED DECEMBER 31, 2012 AND 2011**

**Note 4: DEBT, DEBT SERVICE AND STATUTORY DEBT CONDITION (Continued)**

**Summary of Statutory Debt Condition - Annual Debt Statement – 2012**

The summarized statement of debt condition which follows is reported in accordance with the required method for preparation of the Annual Debt Statement and indicates a statutory net debt of:

	Gross Debt	Deductions	Net Debt
Local school district debt	\$ 18,675,000.00	\$ 18,675,000.00	
General debt	<u>54,421,189.00</u>	4,076.40	\$ 54,417,112.60
	<u>\$ 73,096,189.00</u>	<u>\$ 18,679,076.40</u>	<u>\$ 54,417,112.60</u>

Net Debt \$54,417,112.60 Divided by Equalized Valuation Basis per N.J.S.A. 40A:2-2 as amended \$5,095,797,403.33 equals 1.067%.

**EQUALIZED VALUATION BASIS**

2010 Equalized Valuation Basis of Real Property	\$ 5,376,876,267.00
2011 Equalized Valuation Basis of Real Property	5,039,936,412.00
2012 Equalized Valuation Basis of Real Property	<u>4,870,579,531.00</u>
Average Equalized Valuation	<u>\$ 5,095,797,403.33</u>

**BORROWING POWER UNDER N.J.S.A 40A:2-6 AS AMENDED**

3 1/2% of Equalized Valuation Basis Municipal	\$ 178,352,909.12
Net Debt	<u>54,417,112.60</u>
Remaining Borrowing Power	<u>\$ 123,935,796.52</u>

The foregoing debt information is not in agreement with the annual debt statement filed by the chief financial officer, which over-reported the amount of general debt authorized and not issued. A revised annual debt statement should be filed by the chief financial officer.

The City of Englewood Board of Education is a Type II School District. As such, the members of the Board of Education are elected by the citizens of the City and school appropriations are set by the Board of Education. Bonds and notes authorized by voter referendum to finance capital expenditures are general obligations of the Board of Education and, as such, are reported on the balance sheet of the Board of Education.

**CITY OF ENGLEWOOD  
BERGEN COUNTY, NEW JERSEY  
NOTES TO THE FINANCIAL STATEMENTS  
YEARS ENDED DECEMBER 31, 2012 AND 2011**

**Note 4: DEBT, DEBT SERVICE AND STATUTORY DEBT CONDITION (Continued)**

**Schedule of Annual Debt Service for Principal and Interest for the Next Five Years and in Five Year Increments Thereafter for Bonded Debt Issued and Outstanding**

Fiscal Year	General		Assessment Trust			Total
	Principal	Interest	Principal	Interest		
2013	\$ 1,010,000	\$ 218,781	\$ 630,000	\$ 317,475	\$ 2,176,256	
2014	1,015,000	181,581	630,000	296,212	2,122,793	
2015	170,000	142,631	630,000	273,769	1,216,400	
2016	175,000	137,532	630,000	250,538	1,193,070	
2017	185,000	132,063	630,000	226,125	1,173,188	
2018-2022	1,035,000	557,650	3,150,000	695,137	5,437,787	
2023-2027	1,275,000	335,000	1,215,000	59,625	2,884,625	
2028-2030	<u>890,000</u>	<u>72,200</u>	<u>-</u>	<u>-</u>	<u>962,200</u>	
Total	<u>\$ 5,755,000</u>	<u>\$ 1,777,438</u>	<u>\$ 7,515,000</u>	<u>\$ 2,118,881</u>	<u>\$ 17,166,319</u>	

**Notes**

As of December 31, 2012, the City had notes outstanding in the amount of \$ 34,491,409.00. This balance represents \$31,591,409.00 of general obligation bond anticipation notes issued May 4, 2012 that mature on May 3, 2013 with an interest rate of 1.50% and \$2,900,000.00 tax appeal refunding notes issued on December 21, 2012, which mature on December 20, 2013 with an interest rate of 1.25%.

**Note 5: FUND BALANCES APPROPRIATED**

Fund balances at December 31, 2012 and 2011 were appropriated and included as anticipated revenue in the Current fund for the "Fiscal Year" ending December 31, 2012 and 2011 as follows:

	2013	2012
Current fund	\$ 3,079,000	\$ 3,300,000

**Note 6: DEFERRED CHARGES TO BE RAISED IN SUCCEEDING BUDGETS**

As noted in Note 2, certain expenditures are required to be deferred to budgets of succeeding years. At December 31, 2011, the City had \$375,000.00 of deferred charges recorded in the current fund resulting from \$200,000.00 of a special emergency appropriation and \$175,000.00 of emergency appropriations. The Special Emergency appropriations consisted of a \$200,000.00 appropriation to pay the costs associated with the Reassessment of real property. Of this balance, one-fifth of the original deferred charge, or \$50,000.00 was raised in the current fund 2012 budget. The remaining deferred charges for the special emergency in the current fund will be raised in the City's 2013-2015 budgets. The emergency appropriation of \$175,000.00 was appropriated to cover certain costs for damages associated with the 2011 Pre-Halloween Snow Storm, and was raised in full in the City's 2012 budget.

**CITY OF ENGLEWOOD  
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**Note 6: DEFERRED CHARGES TO BE RAISED IN SUCCEEDING BUDGETS (Continued)**

At December 31, 2012, the City has \$240,000.00 of deferred charges recorded in the current fund relating to special emergency appropriations. The Special Emergency appropriations consist of \$150,000.00 of appropriations to pay the costs associated with the reassessment of real property and \$90,000.00 appropriated to cover certain costs for a master plan. Of this balance, \$150,000.00 pertains to funds appropriated in prior years that have not yet been raised in full and \$90,000.00 authorized during 2012. Of these balances, one-fifth of the deferred charges was raised in the City's Current Fund 2013 budget. The remaining deferred charges from special emergencies in the current fund will be raised in the City's 2014-2017 budgets.

During 2012, the City requested and received approval from the State of New Jersey for emergency appropriations to cover the costs associated with the flooding in the City Hall Basement and for costs associated with Hurricane Sandy in the amounts of \$175,000.00 and \$200,000.00, respectively. Subsequent to the receipt of approval from the State of New Jersey, the City determined that they had sufficient funds available in its 2012 budget appropriations to cover the costs of the identified emergencies and elected not to use the approved emergencies to increase 2012 appropriations and therefore did not record these transactions and does not need to raise funds in future years budgets to cover these approved emergency appropriations.

**Note 7: DEPOSITS AND INVESTMENTS**

**Deposits**

New Jersey statutes permit the deposit of public funds in institutions located in New Jersey which are insured by the Federal Deposit Insurance Corporation (FDIC) or by any other agencies of the United States that insures deposits or the State of New Jersey Cash Management Fund. New Jersey statutes require public depositories to maintain collateral for deposit of public funds that exceed insurance limits as follows:

Cash on deposit is partially insured by federal deposit insurance in the amount of \$250,000.00 in each depository. Balances above the federal deposit insurance amount are insured by the Government Unit Deposit Protection Act (GUDPA), N.J.S.A. 17:941, et seq., which insures all New Jersey governmental units' deposits in excess of the federal deposit insurance maximums.

Based on GASB criteria, the City considers cash and cash equivalents to include petty cash, change funds, demand deposits, money market accounts, short-term investments and cash management money market mutual funds such as Pillar Funds, and are either any direct and general obligation of the United States of America and its agencies or certificates of deposit issued by any bank, savings and loan association or national banking association if qualified to serve as a depository for public funds under the provisions of the Government Unit Depository Protection Act. Cash and cash equivalents have original maturities of three months or less from the date of purchase. Investments are stated at cost, which approximates fair value.

At December 31, 2012, the book value of the City's cash and cash equivalents was \$19,252,220.59, which includes \$700.00 of change funds and petty cash. At December 31, 2012, the value of the Township's cash and equivalents held in deposit amounted to \$19,639,042.11. Of the cash and cash equivalents held on deposit, \$1,611,967.24 was covered by federal depository insurance, \$17,691,693.80 was covered under provisions of New Jersey GUDPA and the remaining \$335,381.07 was not collateralized.

**CITY OF ENGLEWOOD  
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Note 7: DEPOSITS AND INVESTMENTS (Continued)

**Custodial Credit Risk - Deposits** - Custodial credit risk is the risk that in the event of a bank failure, the City's deposits may not be returned. The government does not have a specific deposit policy for custodial credit risk other than those policies that adhere to the requirements of statute and to deposit all of its funds in banks covered by FDIC and GUDPA. At least five percent of the City's deposits were fully collateralized by funds held by the financial institution, but not in the name of the City. Due to the nature of GUDPA, further information is not available regarding the full amount that is collateralized.

**Investments**

New Jersey Statutes establish the following as eligible for the investment of City funds:

1. Bonds or other obligations of the United States of America or obligations guaranteed by the United States;
2. Government money market mutual funds;
3. Any obligation that a federal agency or a federal instrumentality has issued in accordance with an act of Congress, which security has a maturity date not greater than 397 days from the date of purchase, provided such obligation bear a fixed rate of interest not dependent on any index or other external factor;
4. Bonds or other obligations of the City or bonds or other obligations of school districts of which the City is a part and within which the school district is located.
5. Bonds or other obligations having a maturity date of not more than 397 days from the date of purchase that are approved by the Division of Investment of the Department of Treasury for investment by local units;
6. Local government investment pools;
7. Deposits with the State of New Jersey Cash Management Fund established pursuant to section I of P.L. 1997, c. 281 (C.52:IXA-90G4);
8. Deposits with the New Jersey Asset and Rebate Management Fund ("NJ ARM"); or
9. Agreements for the repurchase of fully collateralized securities, if:
  - a. the underlying securities are permitted investments pursuant to paragraphs (1) and (3);
  - b. the custody collateralized is transferred to a third party;
  - c. the maturity of the agreement is not more than 30 days; and
  - d. the underlying securities are purchased through a public depository as defined in section 1 of P.L. 1970, c.236 (C.199-41) and for which a master repurchase agreement providing for the custody and security of the collateral is executed.

Governmental Accounting Standards Board Statement No. 40 - Deposit and investment Risk Disclosures requires the City to disclose its deposits and investment policies regarding certain types of investment risks. The City did not hold any investments as of December 31, 2012 and 2011.

**New Jersey Cash Management Fund**

In order to maximize liquidity, the City utilizes the New Jersey Cash Management Fund ("NJCMF") as one of its investments. The NJCMF is administered by the State of New Jersey, Department of the Treasury and issues a separate report that can be obtained directly from the Department of the Treasury. It invests pooled monies from various State and non-State agencies in primarily short-term investments. These investments include: U.S. Treasuries, short-term Commercial Paper, U.S. Agency Bonds, Corporate Bonds, and Certificates of Deposit. Agencies that participate in the NJCMF typically earn returns that mirror short-term investments rates. Monies can be freely added or withdrawn from the NJCMF on a daily basis without penalty. At December 31, 2012, the City's balance in NJCMF was \$335,381.07 and is classified as cash equivalents at December 31, 2012 due to its short-term nature.

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**Note 7: DEPOSITS AND INVESTMENTS (Continued)**

All investments in the Fund are governed by the regulations of the Investment Council, which prescribes specific standards designed to ensure the quality of investments and to minimize the risks related to investments. In all the years of the Division of Investment's existence, the Division has never suffered a default of principal or interest on any short-term security held by it due to the bankruptcy of a securities issuer; nevertheless, the possibility always exists, and for this reason a reserve is being accumulated as additional protection for the "Other-than-State" participants. In addition to the Council regulations, the Division sets further standards for specific investments and monitors the credit of all eligible securities issuers on a regular basis.

**Custodial Credit Risk:** All of the City's investments are uncollateralized. The City does not have a policy for custodial credit risk for its investments.

**Concentration of Credit Risk:** The City places no limit on the amount the City may invest in any one issuer.

**Credit Risk:** The City does not have an investment policy regarding the management of credit risk. GASB 40 requires disclosures be made to the credit rating of all debt security investments except for obligations for the U.S. Government or investments guaranteed by the U.S. government. The NJCMF is not rated by a rating agency.

**Interest Rate Risk:** The City does not have a policy to limit interest rate risk; however, its practice is typically to invest in investments with short maturities.

**Cash Held With Fiscal Agent**

At December 31, 2012, the City has \$426,946.41 of funds held by a fiscal agent which pertains to funds held by the City's attorney in escrow for billed special assessments as more fully described in Note 18.

**Note 8: ASSESSMENT AND COLLECTION OF PROPERTY TAXES**

A taxable valuation of real property is prepared by the Tax Assessor as of October 1 in each year and filed with the County Board of Taxation by January 10 of the following year. The County Board of Taxation establishes tax rates to reflect the levy necessary for municipal, local school district, special district and county taxes.

Tax bills are prepared and mailed by the Collector of Taxes of the City annually and set forth the final tax for the tax year. The bill contains a credit for preliminary amounts billed previously with the balance payable in equal installments on August 1st and November 1st of the tax year. In addition, the property owner receives a preliminary bill for the succeeding year based on one half of the previous year's tax. The preliminary payments are due and payable on February 1st and May 1st. NJ Statutes allow a grace period of 10 days for each payment period and the City granted this option to taxpayers. Taxes become delinquent if not paid on the installment dates and become subject to interest penalties of 8% to 18% of the amounts delinquent, and if a delinquency (including interest) is in excess of \$10,000.00 and remains in arrears after December 31, an additional flat penalty of 6% is charged against the delinquency. If taxes are delinquent on or after April 1st of the succeeding year, the delinquent amount is subject to "Tax Sale" which places a tax lien on the property allowing the holder to enforce the tax lien by collection or foreclosure. New Jersey property tax laws establish a tax lien on real estate as of January 1st of the current tax year even though the amount due is not known.

**CITY OF ENGLEWOOD  
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**Note 9: PENSION AND RETIREMENT PLANS**

Substantially, all City employees participate in the Public Employees' Retirement System (PERS), Consolidated Police and Firemen's Pension Fund (CPFPF) and Police and Firemen's Retirement System (PFRS). The Division of Pensions within the Treasury Department of the State of New Jersey is the administrator of the funds and charges municipalities annually for their respective contributions. The plans provide retirement and disability benefits, annual cost of living adjustments and benefits to plan members and beneficiaries. The plans are cost sharing multiple-employer defined benefit plans and as such do not maintain separate records for each municipality in the state and, therefore, the actuarial data for the City is not available. The Division of Pensions issues publicly available financial reports for each of the plans that include financial statements and required supplementary information. The reports may be obtained by writing the State of New Jersey, Division of Pensions.

Covered employees are required by State statute to contribute a certain percentage of their salary to the plan. Each member's percentage is based on age determined at the effective date of enrollment. In addition, the PERS and PFRS bill the City annually at an actuarially determined rate for its required contribution. The current rate is 5.0%-8.5% of annual covered payroll. The contribution requirements of plan members and the City are established and may be amended by the Board of Trustees of respective plans. The City's contributions to the PERS for the years ended December 31, 2012, 2011 and 2010 were \$1,080,991.00, \$877,328.75 and \$822,422.00, respectively. The City's contributions to the PFRS for the years ended December 31, 2012, 2011 and 2010 were \$3,820,840.00, \$4,155,521.00 and \$4,067,770.00, respectively. The City's contribution to the Consolidated Police and Firemen's Pension Fund for the years ended December 31, 2012, 2011 and 2010 were \$37,445.00, \$31,816.65 and \$31,682.00, respectively.

**Note 10: POST RETIREMENT HEALTH BENEFITS**

The City of Englewood provides its retirees with health benefits, which are fully funded by the City. These benefits are negotiated for through each bargaining unit's contract. In order to receive fully paid health benefits, retirees must have been enrolled in the Public Employees Retirement Fund or the Police and Firemen's Retirement Fund for 25 years or more active service in PFRS/PERS and fifteen years or more active service with the City. Retirees receive the same type of health insurance coverage that they were receiving prior to retirement.

**State Health Benefits Program (SHBP)**

**Plan Description:**

The City contributes to the State Health Benefits Program (SHBP) a cost-sharing, multiple-employer defined benefit post-employment healthcare plan administered by the State of New Jersey Division of Pension and Benefits. SHBP was established in 1961 under N.J.S.A. 52:14-17.25 et seq. to provide health benefits to State employees, retirees, and their dependents.

The SHBP was extended to employees, retirees, and dependents of participating local public employers in 1964. Local employers must adopt a resolution to participate in the SHBP. Rules governing the operation and administration of the program are found in Title 17, Chapter 9 of the New Jersey Administrative Code. SHBP provides medical, prescription drugs, mental health/substance abuse, and Medicare Part B reimbursement to retirees and their covered dependents.

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**Note 10: POST RETIREMENT HEALTH BENEFITS (Continued)**

The State Health Benefits Commission is the executive body established by statute to be responsible for the operation of the SHBP. The State of New Jersey Division of Pensions and Benefits issues a publicly available financial report that includes financial statements and required supplementary information for the SHBP. That report may be obtained by writing to: State of New Jersey Division of Pensions and Benefits, P.O. Box 295, Trenton, NJ 08625-0295 or by visiting their website at <http://www.state.nj.us/treasury/pensions/gasb-43-sept2008.pdf>.

**Plan Coverage:**

All Active employees, including their dependents, are eligible to participate in the SHBP, upon completion of a sixty day waiting period. Retirees with twenty five years or more active service in PFRS/PERS and fifteen years or more active service with the City are also eligible to participate in the SHBP.

**Funding Policy:**

Participating employers contractually contribute based on the amount of premiums attributable to their retirees. Post-retirement medical benefits under the plan have been funded on a pay-as-you-go basis since 1994. Prior to 1994, medical benefits were funded on an actuarial basis.

Contributions to pay for the health premiums of participating employees in the SHBP are billed to the City on a monthly basis. Eligible employees and retirees have the option of choosing from four medical benefit plans (NJ Direct15, NJ Direct10, Aetna or CIGNA HealthCare HMO) with monthly rates for single, family, married and spouse, married and partner and family plans ranging from \$709.80 to \$2,476.59 for Family coverage.

The City's contributions to SHBP for post-retirement benefits for the year ended December 31, 2012 were \$1,111,288.29, which equaled the required contributions for each year.

**Note 11: RISK MANAGEMENT**

The City is exposed to various risks of loss related to torts, theft of, damage to and destruction of assets; error or omission, injuries to employees; and natural disasters. The City has established a worker's compensation plan for its employees. In addition, the City has established a plan for property and liability claims against the City. Transactions related to the plan are accounted for in the Current Fund through annual budget appropriations. Workers Compensation claims are paid directly by the plan up to a maximum of \$500,000 for any one accident or occurrence, with any excess benefit being reimbursed through a re-insurance agreement with SUA Insurance Co. Liability claims are paid directly by the plan up to a maximum of \$150,000.00 to \$250,000.00 (varies by type of liability) for any one accident or occurrence, with any excess benefit being reimbursed through a re-insurance agreement with Lloyds of London or Safety National Casualty Corporation (employers liability). The limit of re-insurance varies by type of coverage and ranges from \$2,000,000.00 to \$4,850,000.00 per occurrence. A contingent liability exists with respect to reinsurance, which would become an actual liability in the event the reinsuring company may not be able to meet their obligations to the City under the existing agreements.

**CITY OF ENGLEWOOD  
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**Note 11: RISK MANAGEMENT (Continued)**

Estimates of claims payable were determined based on claim information supplied by the claims administrator. The City has not created a liability for loss reserves of \$1,808,321.00 for claims incurred which were unpaid at December 31, 2012. In addition, the City has not created a liability for any potential unreported losses which have taken place but in which the City has not received notices or report of losses. The effect on the financial statements from these omissions could not be determined, but are deemed material.

The City is a member of the Garden State Municipal Joint Insurance Fund ("GSMJIF"). The GSMJIF is a public entity risk pool currently operating as a common risk management and insurance program for municipalities established for the purpose of insuring against and casualty. While additional assessments on premiums can be levied by the GSMJIF to assure payment of the GSMJIF's obligations, no such additional premiums have been necessary as of December 31, 2012. The GSMJIF is expected to be self-sustaining through member premiums of which the City portion is reported as expenditure in the City's financial statements and liabilities of the JIF are based on the estimated ultimate cost of settling the claims.

The City is not aware of any claims pending that have a demand in excess of coverages provided under the GSMJIF. In addition, there were no significant reductions in insurance coverage from prior year coverage and there were no amounts settled which exceeded insurance coverage for each of the past three years.

**Note 12: ACCRUED SICK AND VACATION BENEFITS**

As discussed in Note 2 and in accordance with accounting principles prescribed by the Division, the cash basis of accounting is followed for recording the City's liability related to unused vacation, sick and personal time. The City of Englewood has established policies, which set forth the terms under which an employee may accumulate and be compensated for these unused benefits. The City estimates current cost of such unpaid compensation would approximate \$6,314,500.00 and \$5,979,000.00 at December 31, 2012 and 2011, respectively. This total is not intended to represent amounts that will ultimately be paid to employees upon termination or retirement, as no adjustment has been made to reflect the limitations on lump sum payments. Expenditures for payment of accrued sick benefits are recorded in the period in which the payments are made. In accordance with New Jersey accounting principles, this amount is not reported as an expenditure or liability in the accompanying financial statements.

**Note 13: TAX APPEALS**

At December 31, 2012, there are several tax appeals pending before the New Jersey Tax Court requesting a reduction of assessed valuation for 2012 and prior years. Any reduction in assessed valuation will result in a refund of prior year's taxes in the year of settlement, which may be funded from the City's tax levy or through the issuance of refunding bonds per N.J.S. 40A:2-51. In accordance with the National Council on Governmental Accounting Statement 4, "Accounting and Financial Reporting Principles for Claims and Judgments and Compensated Absences," the City charges its reserve for tax appeals or refunding tax appeal ordinance for all State Board Judgments rendered during the year and also has the ability to charge current fund operations if needed which will be paid from expendable available financial resources.

The City's share of the County taxes paid on any successful tax appeal would result in appropriate reductions applied against the County tax levy of the following year.

**CITY OF ENGLEWOOD  
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**Note 13: TAX APPEALS (Continued)**

A reserve for tax appeals was established in prior years and as of December 31, 2012, the City has a balance of \$711,503.68 reserved in the current fund. Additionally, during 2012, the City adopted ordinance 2012-23 authorizing \$2,900,000.00 of bonds or notes to fund potential tax appeals and as of December 31, 2012, the City has an improvement authorization balance of \$989,870.38 reserved for future tax appeals in the general capital fund.

**Note 14: GUARANTEE OF DEBT**

On October 24, 2006, the Englewood Volunteer Ambulance Corp. was approved for a low interest loan with the State of New Jersey under the Volunteer Emergency Service Organizations Program in the amount of \$50,000.00 for the purchase of an ambulance. The loan was required to be paid in annual installments over a ten year period. On October 9, 2008, the Englewood Volunteer Ambulance Corp. defaulted on the loan and on June 23, 2009, the City assumed the loan and a significant portion of the emergency medical service responsibility of the Corp. The City of Englewood agreed to make the principal payments on the loan from the loan proceeds which are reserved in the General Capital Fund and to pay the annual interest expenses by an annual budget appropriation in the Current Fund. At December 31, 2012, the loan balance was \$25,000.00.

Principal and interest due on the loan are as follows:

<b>Year</b>	<b>Principal</b>	<b>Interest</b>	<b>Total</b>
2013	\$ 5,000.00	\$ 500.00	\$ 5,500.00
2014	5,000.00	400.00	5,400.00
2015	5,000.00	300.00	5,300.00
2016	5,000.00	200.00	5,200.00
2017	5,000.00	100.00	5,100.00
	<b><u>\$ 25,000.00</u></b>	<b><u>\$ 1,500.00</u></b>	<b><u>\$ 26,500.00</u></b>

**Note 15: CONTINGENT LIABILITIES**

At December 31, 2012, the City had litigation pending. The majority of this litigation involves claims against the City relating to matters that traditionally would be covered through the procurement of workers' compensation and liability insurance policy coverages. As more fully described in Note 11, the City has participated in a joint insurance fund. Management indicates the City is not involved in any pending or threatened litigation nor are there any unasserted claims or assessments requiring disclosure in the financial statements, other than those relating to the special assessment against certain properties and funds due to the Englewood Board of Education, which are described in more detail in Notes 18 and 20, respectively.

The City participates in several federal and state financial assistance grant programs. Entitlement to the funds is generally conditioned upon compliance with terms and conditions of the grant agreements and applicable regulations, including the expenditures of funds for eligible purposes. These programs are also subject to compliance and financial audits by the grantors or their representatives. As of December 31, 2012, the City does not believe that any material liabilities will result from such audits.

**CITY OF ENGLEWOOD  
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**Note 16: INTERFUND RECEIVABLES AND PAYABLES**

The following interfund balances remained on the balance sheets as of December 31, 2012:

Fund	Receivable	Payable
Current Fund	\$ 1,309,242.41	\$ 84,963.84
State and Federal Grant Fund	399,125.00	112,538.75
Animal Control Trust Fund		38.76
Community Development Block Grant Trust Fund	9,886.37	
Other Trust Fund		1,196,664.90
General Capital Fund	<u>84,963.84</u>	<u>409,011.37</u>
 Total	 <u>\$ 1,803,217.62</u>	 <u>\$ 1,803,217.62</u>

**Note 17: UNEMPLOYMENT COMPENSATION INSURANCE**

The City has elected to fund its New Jersey Unemployment Compensation Insurance under the "Benefit Reimbursement Method". Under this plan, the City is required to reimburse the New Jersey Unemployment Trust Fund for benefits paid to its former employees and charged to its account with the State. The City is billed quarterly for amounts due to the State. The City has reserved funds to pay for these costs and as of December 31, 2012 and 2011, the City had funds reserved of \$146,306.40 and \$147,587.36, respectively.

**Note 18: SPECIAL ASSESSMENT**

On March 8, 2008, the City adopted ordinance 2008-07, amending previously adopted ordinances 2003-18 and 2005-18 which were adopted for the purpose of providing for the acquisition of land and the construction of a roadway including access areas off Route 4 Eastbound and a public roadway from Route 4 to Sheffield Avenue in the City of Englewood. Ordinance 2008-07 appropriated additional funds to increase the total allotted costs for the above mentioned project to \$10,035,000.00. This ordinance also gave notice to the owners of all lots and parcels of real estate benefited by the improvements that the City intended to make and to levy special assessments against all such lots and parcels of real estate in the aggregate amount not to exceed the authorized costs of the project of \$10,035,000.00. As also stated in the approved ordinance, if the amount of the special assessment, as finally confirmed, is less than the total \$10,035,000.00, then the City will contribute the difference to the costs of the improvement.

On April 24, 2012, the City adopted resolution #113-04-24-12 confirming the special assessment in the amount of \$8,535,000.00 which was to be billed to and paid by the various property owners in equal installments over ten years. As part of the initial agreement with the various property owners, one property owner agreed to pay up front to the City a sum of \$500,000.00 which was to be returned to the owner upon the City's confirmation of the special assessment and collection of funds. As such, the initial billings sent out by the City were to be returned to the City attorney to ensure that the collection by the City of the first \$500,000.00 were placed in escrow to be held and ultimately released to the property owner. As of December 31, 2012, the City attorney had collected and is holding in trust on-behalf of the City a sum of \$426,946.41, of which \$196.41 relates to interest collected on billings and \$426,750.00 pertains to billed assessments. Since the initial agreement between the City and the various property owners, various portions of the land have changed ownership and the City attorney is currently in negotiations to determine the rightful recipients of the funds being held in escrow and as of September 9, 2013, the City has not yet released any of these identified funds.

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**Note 19: CAPITAL LEASE PROGRAM**

On September 20, 2005, the City entered into an agreement with the Bergen County Improvement Authority (“Authority”), whereby the Authority issued \$15,316,015.70 of County Guaranteed Revenue Bonds (Series 2005B). Simultaneously with the issuance of these bonds, the Authority entered into a Borrow Purchase Agreement with the City, whereby the Authority purchased a Borrowed Bond from the City in the principal amount of the bonds issued. Under the Borrower bond, the City is required to make the loan repayments to the Authority in the amount of principal and interest, if any, on the Bonds. The payments commenced September 1, 2008 and continue through September 1, 2021.

The following represents the annual maturities under this agreement:

Date	Interest Rate	Price	Accretion	Maturity Amount
2013	3.77%	\$ 74,317	\$ 323,605.80	\$ 936,394.20
2014	3.86%	71,029	365,034.60	894,965.40
2015	3.96%	67,701	713,807.90	1,496,192.10
2016	4.08%	64,265	789,743.50	1,420,256.50
2017	4.17%	61,074	860,264.60	1,349,735.40
2018-2021	4.23% - 4.43%	49,720 - 58,160	<u>4,080,146.20</u>	<u>4,759,853.80</u>
			<u><u>\$ 7,132,602.60</u></u>	<u><u>\$ 10,857,397.40</u></u>

**Note 20: DUE TO THE ENGLEWOOD BOARD OF EDUCATION**

In 2003, the City and the Englewood Board of Education (the “Board”) entered into agreement for the sale of the Liberty School and Lincoln School for a combined cost of \$11,500,000.00. Upon the vacancy of the Lincoln school by the Board, the City issued payment to the Board in the amount of \$4,700,000.00. In accordance with the agreement, the Board of Education would continue to occupy the space at the Liberty School, at no cost, after the sale and the City would withhold \$1,000,000.00 from the remaining payment of \$6,800,000.00 until the Board fully vacated the premises. In December 2011, an agreement was made for the leasing of the space at the Liberty School to include a monthly rental fee due by the Board for a term of one year in the amount of \$25,000.00 a month. Additionally, as part of this agreement, the City was required to place the \$1,000,000.00 into an interest bearing escrow account (held by attorney) until the end of the lease agreement. In August 2012, the Board vacated the facility and at that time owed the City eight months’ rent totaling \$200,000.00. The Board and City came to an agreement in terms of payment that the City would reduce the \$200,000.00 owed from the \$1,000,000.00 of the original purchase price withheld and additionally, the City would reimburse the Board for various maintenance costs incurred during the time of rental in the amount of \$88,857.00. As of December 31, 2012, the City has recorded a liability for the net amount of these transactions of \$888,857.00 in the general capital fund.

**CITY OF ENGLEWOOD  
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YEARS ENDED DECEMBER 31, 2012 AND 2011**

**NOTE 21: PALISADES SOUTH PARKING METER RECEIVABLE**

On November 1, 2002, the City of Englewood entered into a developers agreement for the redevelopment and revitalization of the Downtown Business District. The agreement included stipulations for the acquisition of property as well as for the relocation costs associated with the identified properties, for which the City would be responsible for up to \$800,000.00 of relocation costs. Additionally, the agreement included a clause that the developer would build a parking lot on the acquired property for which the City would be entitled to annual revenues from parking meter receipts up to \$80,000.00 per year over a 10 year period to cover the City's portion of the relocation expenses. Upon commencement of the acquisition of properties and the relocation associated with it in 2004, the City recorded a receivable of \$800,000.00 for parking meter receipts in the general capital fund that would be utilized to offset the incurred relocation expenses. As of December 31, 2012, the City had expended \$705,022.83 for relocation related items and has a reserve recorded in the amount remaining of \$94,977.17. Additionally, to date, the City has recorded collections against the receivable in the amount of \$58,118.04 and as of December 31, 2012 has a receivable balance outstanding recorded in the general capital fund of \$741,881.96, of which the \$94,977.17 is pledged against the remaining reserve. The City is in the process of considering future options to determine how to fund the remaining portion of the receivable which to-date has yet to be funded.

**CURRENT AND GRANT FUNDS**

**CITY OF ENGLEWOOD**  
**BERGEN COUNTY, NEW JERSEY**

**CURRENT FUND**  
**SCHEDULE OF CASH AND CASH EQUIVALENTS-TREASURER**  
**FOR THE YEAR ENDED DECEMBER 31, 2012**

	<u>REF.</u>	
Balance, December 31, 2011	A	\$ 10,091,842.10
Increased by Receipts:		
Miscellaneous Revenue Not Anticipated	A-2	\$ 1,202,326.99
Taxes Receivable	A-10	103,215,082.33
Tax Title Liens Receivable	A-13	91,382.50
State of New Jersey (Ch. 20, P.L. 1976)	A-9	99,731.55
Revenue Accounts Receivable	A-2 , A-17	7,210,347.26
Prepaid Taxes	A-12	490,068.38
Sewer User Charges Receivable	A-20	355,084.06
Refund of 2011 Budget Appropriations	A-18	106,602.29
Tax Overpayments	A-11	4,114.85
Cash Receipts from Other Funds	A-23	160,975.07
Cash Received on Behalf of State and Federal Grant Fund	A-8	<u>625,217.01</u>
		<u>113,560,932.29</u>
		123,652,774.39
Decreased by Disbursements:		
2012 Budget Appropriations	A-3	52,735,171.15
2011 Budget Appropriation Reserves	A-18	2,698,327.00
Reserved for Encumbrances	A-19	45,268.80
Cash Disbursed on Behalf of State and Federal Grant Fund	A-8	235,105.37
Cash Disbursed to Other Funds	A-23	1,197,871.57
Reserve for Various Deposits	A-24	10,000.00
Tax Overpayments	A-11	75,457.14
Reserve for Tax Appeals	A-25	556,213.65
Local School Taxes Payable	A-16	48,955,833.68
County Taxes Payable	A-15	6,783,510.19
Change Funds	A	<u>200.00</u>
		<u>113,292,958.55</u>
Balance, December 31, 2012	A	<u>\$ 10,359,815.84</u>

**CITY OF ENGLEWOOD**  
**BERGEN COUNTY, NEW JERSEY**

**GRANT FUND**  
**SCHEDULE OF STATE AND FEDERAL GRANTS RECEIVABLE**  
**FOR THE YEAR ENDED DECEMBER 31, 2012**

Program	Balance Dec 31, 2011	Budget Revenue	Cash Receipts	Transfer From Unappropriated Reserves	Cancelled	Balance Dec 31, 2012
Pandemic Flu Preparedness	\$ 6,742.00					\$ 6,742.00
ANJAC- Smart Growth Grant	8,000.00					8,000.00
State of NJ- DOT Muni. Aid-Knickerbocker Rd.	50,000.00					50,000.00
Reach & Teach	6,000.00	\$ 24,000.00	\$ 18,000.00			12,000.00
Homeland Security-NJ Data Exchange	1,970.68					1,970.68
2010 Sustainable Jersey Grant	5,000.00					5,000.00
State of NJ-DOT Muni. Aid- S. Woodland	200,000.00					200,000.00
US EPA Sanitary Sewer Replacement	485,000.00		485,000.00			
Bergen County Shared Services-Knickerbocker Rd	400,000.00		400,000.00			
Over Limit/Under Arrest Statewide Grant	4,400.00					4,400.00
BC Open Space-Denning Park Soccer Field	94,500.00					94,500.00
Hurricane Irene Relief Employment Program	96,000.00	24,000.00	78,643.82			41,356.18
Municipal Alliance Program	15,759.00		12,694.00		\$ 3,065.00	
Recycling Tonnage Grant		64,352.37	45,541.88	\$ 18,810.49		
Clean Communities		75,637.96	37,508.31	38,129.65		
Green Communities		3,000.00				3,000.00
Body Armor Replacement Grant		7,060.98		7,060.98		
DDEF		7,614.00		7,614.00		
Take Me Fishing		10,000.00	10,000.00			
	<b>\$ 1,373,371.68</b>	<b>\$ 215,665.31</b>	<b>\$ 1,087,388.01</b>	<b>\$ 71,615.12</b>	<b>\$ 3,065.00</b>	<b>\$ 426,968.86</b>

Ref      A      A-2 , A-6      A-8      A-7      A-6      A

**CITY OF ENGLEWOOD**  
**BERGEN COUNTY, NEW JERSEY**

**GRANT FUND**  
**SCHEDULE OF RESERVE FOR STATE AND FEDERAL GRANTS-APPROPRIATED**  
**FOR THE YEAR ENDED DECEMBER 31, 2012**

Program	Balance Dec 31, 2011	Transferred from 2012 Budget	Cancellation of Prior Year Encumbrance	Paid or Charged	Cancelled	Balance Dec 31, 2012
Operations of Trolley Shuttle	\$ 187,316.66			\$ 25,437.95		\$ 161,878.71
Municipal Alliance Program-Prior Years	24,661.02			14,384.00		10,277.02
Municipal Alliance Program-Local Match	3,967.61				\$ 3,065.00	902.61
Bio -Terrorism Sub-Grant	3,200.02					3,200.02
Alcohol Education & Rehabilitation Fund	2,571.88			500.00		2,071.88
Reach & Teach	6,000.00	\$ 24,000.00		18,000.00		12,000.00
Drunk Driving Enforcement Fund	51,417.09	7,614.00		16,317.55		42,713.54
Pandemic Flu Preparedness	9,567.46			284.00		9,283.46
Take Me Fishing Grant	11,788.02	10,000.00		9,270.62		12,517.40
Hepatitis B Grant	2,773.50					2,773.50
BC/US Dept of Justice Grant (JAG)	15,589.01					15,589.01
Public Health Priority Fund	17,912.03			1,391.94		16,520.09
Adolescent Health Grant	131,942.48			2,989.32		128,953.16
Homeland Security - NJ Data Exchange	1,970.68					1,970.68
H1N1 Emergency Preparedness	2,238.05					2,238.05
H1N1 Corrective Action Mini Grant	5,805.47					5,805.47
Louis La Salle Tomorrow Fund	23,203.20					23,203.20
ANJAC- Smart Growth Grant-Local Match	6,653.75					6,653.75
Sustainable Jersey Grant			\$ 9,755.00			9,755.00
FEMA-Firefighters Grant	3.55					3.55
Over Limit/Under Arrest	4,400.00					4,400.00
Open Space-Denning Park	94,500.00			94,500.00		
Hurricane Irene Relief Employment Fund	96,000.00	24,000.00		70,018.82		49,981.18
Clean Communities Program	14,578.93	75,637.96		11,230.56		78,986.33
Community Chest of Englewood	5,101.80					5,101.80
Recycling Tonnage		64,352.37				64,352.37
Body Armor Replacement		7,060.98				7,060.98
Green Communities		3,000.00				3,000.00
	<u>\$ 723,162.21</u>	<u>\$ 215,665.31</u>	<u>\$ 9,755.00</u>	<u>\$ 264,324.76</u>	<u>\$ 3,065.00</u>	<u>\$ 681,192.76</u>

<u>Ref.</u>	A	A-3 , A-5	A-19	Below	A-5	A
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Due to Current Fund	A-8	\$ 263,754.69
Reserved for Encumbrances	A-19	570.07

Above	\$ 264,324.76
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**CITY OF ENGLEWOOD  
BERGEN COUNTY, NEW JERSEY**

**GRANT FUND  
SCHEDULE OF RESERVE FOR STATE AND FEDERAL GRANTS-UNAPPROPRIATED  
FOR THE YEAR ENDED DECEMBER 31, 2012**

Program	Balance Dec 31, 2011	Increases	Decreases	Balance Dec 31, 2012
NJ DEP Recycling Tonnage Grant	\$ 18,810.49		\$ 18,810.49	
NJ DCA Adolescent Health Grant	338.28		338.28	
DDEF	7,614.00	\$ 9,299.00	7,614.00	9,299.00
Body Armor Replacement Grant	7,060.98	7,155.00	7,060.98	7,155.00
Clean Communities Grant	38,129.65		38,129.65	
Trolley Contribution	15,000.00		15,000.00	
	<u>\$ 71,953.40</u>	<u>\$ 31,454.00</u>	<u>\$ 71,615.12</u>	<u>\$ 31,792.28</u>

Ref.            A            A-8            A-2 , A-5            A

**GRANT FUND  
SCHEDULE OF INTERFUNDS (PAYABLE) / RECEIVABLE  
FOR THE YEAR ENDED DECEMBER 31, 2012**

Reference	Total	Current Fund	General Capital Fund
Balance, December 31, 2011	A            \$ (502,650.39)	\$ (502,650.39)	\$ -
Increased by:			
Cash Received by Other Funds On-Behalf of the State and Federal Grant Fund:			
Grants Receivable	A-5            1,087,388.01	593,763.01	493,625.00
Unappropriated Grant Reserves	A-7            31,454.00	31,454.00	
	A-4            1,118,842.01	625,217.01	493,625.00
Decreased by:			
Cash Disbursed by Other Funds On-Behalf of the State and Federal Grant Fund:			
Appropriated Grant Reserves	A-6            263,754.69	169,254.69	94,500.00
Reserved For Encumbrances	A-19            65,850.68	65,850.68	
	A-4            329,605.37	235,105.37	94,500.00
Balance, December 31, 2012	A <u>\$ 286,586.25</u>	<u>\$ (112,538.75)</u>	<u>\$ 399,125.00</u>

**CITY OF ENGLEWOOD  
BERGEN COUNTY, NEW JERSEY**

**CURRENT FUND  
SCHEDULE OF DUE TO THE STATE OF NEW JERSEY  
SENIOR CITIZENS AND VETERANS DEDUCTIONS  
PER CHAPTER 20, P.L.1976  
FOR THE YEAR ENDED DECEMBER 31, 2012**

<u>Reference</u>		
Balance - December 31, 2011	A	\$ 1,330.15
 Increased by:		
2012 Deductions Disallowed by Collector	Below	\$ 1,500.00
2011 Deductions Disallowed by Collector	A-1	1,223.97
Cash Receipts	A-4	<u>99,731.55</u>
		<u>102,455.52</u>
		<u>103,785.67</u>
 Decreased by:		
Deductions Allowed Per Tax Billings	Below	96,500.00
2012 Deductions Allowed by Collector	Below	<u>4,125.00</u>
		<u>100,625.00</u>
Balance - December 31, 2012	A	<u>\$ 3,160.67</u>
 Analysis of Senior Citizens, Veterans and Disability Deductions Realized <u>as Revenues in FY 2012</u>		
Deductions Allowed Per Tax Billings	Above	\$ 96,500.00
 Plus:		
2012 Deductions Allowed by Collector	Above	<u>4,125.00</u>
		<u>100,625.00</u>
 Less:		
2012 Deductions Disallowed by Collector	Above	<u>1,500.00</u>
Amount Realized as Revenue - 2012	A-2 , A-10	<u>\$ 99,125.00</u>

**CITY OF ENGLEWOOD  
BERGEN COUNTY, NEW JERSEY**

**CURRENT FUND**  
**SCHEDULE OF TAXES RECEIVABLE AND ANALYSIS OF PROPERTY TAX LEVY**  
**FOR THE YEAR ENDED DECEMBER 31, 2012**

Year	Balance, December 31, 2011	2012 Levy	Collections by Collector		St. Share Sr. Citizen Deductions	Transfer Between Years	Remitted and Cancelled	Transfer to Tax Title Liens	Balance, December 31, 2012
			2011	2012					
Prior to 2010	\$ 917,703.00						\$ 917,703.00		
2010	13,892.63								\$ 24,173.98
2011	2,150,729.96			\$ 2,096,469.02		\$ 10,281.35 (10,281.35)	383.39		\$ 43,596.20
	3,082,325.59		-	-	2,096,469.02	-	-	918,086.39	-
2012			\$ 103,908,491.64	\$ 594,523.39	\$ 101,118,613.31	\$ 99,125.00	\$ 125,454.36	\$ 19,909.23	\$ 1,950,866.35
	\$ 3,082,325.59		\$ 103,908,491.64	\$ 594,523.39	\$ 103,215,082.33	\$ 99,125.00	\$ -	\$ 1,043,540.75	\$ 19,909.23
									\$ 2,018,636.53
	<u>Reference</u>	A	Below	A-2, A-12	A-2, A-4	A-2, A-9	Reserved	A-13	A

**CITY OF ENGLEWOOD  
BERGEN COUNTY, NEW JERSEY**

**CURRENT FUND  
SCHEDULE OF TAX OVERPAYMENTS  
FOR THE YEAR ENDED DECEMBER 31, 2012**

	<u>Ref.</u>	
Balance - December 31, 2011	A	\$ 75,457.14
Increased by:		
Cash Receipts	A-4	<u>4,114.85</u>
		79,571.99
Decreased by:		
Refunds	A-4	<u>75,457.14</u>
Balance - December 31, 2012	A	<u>\$ 4,114.85</u>

**CURRENT FUND  
SCHEDULE OF PREPAID TAXES  
FOR THE YEAR ENDED DECEMBER 31, 2012**

Balance - December 31, 2011	A	\$ 594,523.39
Increased by:		
Collection of 2013 Taxes	A-4	<u>490,068.38</u>
		1,084,591.77
Decreased by:		
Applied to 2012 Taxes	A-2 , A-10	<u>594,523.39</u>
Balance - December 31, 2012	A	<u>\$ 490,068.38</u>

**CITY OF ENGLEWOOD  
BERGEN COUNTY, NEW JERSEY**

**CURRENT FUND  
SCHEDULE OF TAX TITLE LIENS RECEIVABLE  
FOR THE YEAR ENDED DECEMBER 31, 2012**

	<u>Reference</u>	
Balance - December 31, 2011	A	\$ 186,147.60
Increased by:		
Transfers from Taxes Receivable	A-10	\$ 19,909.23
Miscellaneous Adjustments	Reserved	<u>8,583.26</u>
		<u>28,492.49</u>
		214,640.09
Decreased By:		
Cash Receipts	A-2 , A-4	<u>91,382.50</u>
Balance - December 31, 2012	A	<u>\$ 123,257.59</u>

**CURRENT FUND  
SCHEDULE OF FORECLOSED PROPERTY  
FOR THE YEAR ENDED DECEMBER 31, 2012**

	<u>Reference</u>	
Balance - December 31, 2012 and 2011	A	<u>\$ 70,979.00</u>

**CITY OF ENGLEWOOD  
BERGEN COUNTY, NEW JERSEY**

**CURRENT FUND  
SCHEDULE OF COUNTY TAXES PAYABLE  
FOR THE YEAR ENDED DECEMBER 31, 2012**

	Ref.	
Balance - December 31, 2011	A	\$ 11,249.29
Increased by:		
2012 Levy:		
County Taxes	A-1, A-2, A-10	\$ 6,646,507.40
County Open Space Taxes	A-1, A-2, A-10	125,753.50
Added and Omitted Taxes	A-1, A-2, A-10	<u>49,215.94</u>
		<u>6,821,476.84</u>
		6,832,726.13
Decreased by Cash Disbursements	A-4	<u>6,783,510.19</u>
Balance - December 31, 2012	A	<u>\$ 49,215.94</u>

**CURRENT FUND  
SCHEDULE OF LOCAL SCHOOL TAXES PAYABLE  
FOR THE YEAR ENDED DECEMBER 31, 2012**

Balance - December 31, 2011	A	\$ -
Increased by:		
Levy - 2012	A-1, A-2, A-10	<u>49,096,468.00</u>
		49,096,468.00
Decreased by:		
Cash Disbursements	A-4	<u>48,955,833.68</u>
Balance - December 31, 2012	A	<u>\$ 140,634.32</u>

**CITY OF ENGLEWOOD**  
**BERGEN COUNTY, NEW JERSEY**

**CURRENT FUND**  
**SCHEDULE OF REVENUE ACCOUNTS RECEIVABLE**  
**FOR THE YEAR ENDED DECEMBER 31, 2012**

	Ref.	Balance Dec 31, 2011	Accrued 2012	Collected	Balance Dec 31, 2012
<b>Miscellaneous Revenues Anticipated:</b>					
Alcoholic Beverage Licenses	A-2	\$ 60,755.60	\$ 60,755.60		
Licenses - Other	A-2	217,033.00	217,033.00		
Fees & Permits	A-2	84,987.46	84,987.46		
Municipal Court	A-2	\$ 42,822.00	792,493.70	798,181.07	\$ 37,134.63
Interest and Costs on Taxes	A-2	469,918.48	469,918.48		
Parking Meters	A-2	568,114.36	568,114.36		
Interest on Investments and Deposits	A-2	13,435.61	13,385.61		
Recreation Advisory Committee	A-2	97,778.25	97,778.25		
Fire Prevention Fees	A-2	117,912.50	117,912.50		
Kings Garden - PILOT	A-2	126,100.00	126,100.00		
Rock Creek - Lafayette House - PILOT	A-2	274,200.00	274,200.00		
Towne Center - PILOT	A-2	328,344.00	328,344.00		
Parking Garage Fees	A-2	306,111.55	306,111.55		
Municipal Hotel Tax	A-2	188,842.38	188,842.38		
Consolidated Municipal Property Tax Relief	A-2	144,919.00	144,919.00		
Energy Receipts Tax	A-2	2,618,377.00	2,618,377.00		
Uniform Construction Code Fees	A-2	795,387.00	795,387.00		
		<u>\$ 42,822.00</u>	<u>\$ 7,204,709.89</u>	<u>\$ 7,210,347.26</u>	<u>\$ 37,134.63</u>
	Ref.	A		A-2, A-4	A

**CITY OF ENGLEWOOD**  
**BERGEN COUNTY, NEW JERSEY**

**CURRENT FUND**  
**SCHEDULE OF 2011 APPROPRIATION RESERVES**  
**FOR THE YEAR ENDED DECEMBER 31, 2012**

	Balance Dec 31, 2011	Reserved for Encumbrances Dec 31, 2011	Balance After Modification	Paid or Charged	Balance Lapsed
<b>OPERATIONS WITHIN "CAPS"</b>					
City Council					
Other Expenses		\$ 1,044.12	\$ 1,044.12	\$ (3,512.96)	\$ 4,557.08
City Manager					
Salaries and Wages	\$ 3,297.83		3,297.83	1,184.89	2,112.94
Other Expenses	12,481.67	6,008.95	18,490.62	17,853.99	636.63
City Clerk					
Salaries and Wages	4,601.30		4,601.30	650.00	3,951.30
Other Expenses	8,425.82	11,917.42	20,343.24	18,707.79	1,635.45
Mayor					
Other Expenses	4,302.10		4,302.10	4,302.10	
Human Resources					
Salaries and Wages	588.13		588.13	588.00	0.13
Other Expenses	2,310.15	283.98	2,594.13	411.32	2,182.81
Purchasing					
Other Expenses	162.34	1,288.00	1,450.34	(513.14)	1,963.48
Finance					
Salaries and Wages	5,406.31		5,406.31	3,666.03	1,740.28
Other Expenses	11,508.96	25,000.00	36,508.96	32,779.26	3,729.70
Computerized Data Processing Center					
Other Expenses	2,490.52	2,163.62	4,654.14	2,154.80	2,499.34
Collection of Taxes					
Salaries and Wages	2,000.34		2,000.34		2,000.34
Other Expenses	7,465.74	461.35	7,927.09	366.85	7,560.24
Assessment of Taxes					
Salaries and Wages	999.70		999.70		999.70
Other Expenses	1,151.55	190.00	1,341.55	286.56	1,054.99
Legal Service and Costs					
Salaries and Wages	3,655.75		3,655.75		3,655.75
Other Expenses	7,402.01	87,838.78	180,240.79	180,170.43	70.36

**CITY OF ENGLEWOOD  
BERGEN COUNTY, NEW JERSEY**

**CURRENT FUND  
SCHEDULE OF 2011 APPROPRIATION RESERVES  
FOR THE YEAR ENDED DECEMBER 31, 2012**

		Balance Dec 31, 2011	Reserved for Encumbrances Dec 31, 2011	Balance After Modification	Paid or Charged	Balance Lapsed
Engineering Services						
Other Expenses		\$ 2,984.31	\$ 17,500.00	\$ 20,484.31	\$ 17,500.00	\$ 2,984.31
Community Development						
Salaries and Wages		8,171.06	27,151.32	35,322.38	27,151.32	8,171.06
Other Expenses		30,453.11		30,453.11	(15,124.74)	45,577.85
Municipal Court						
Salaries and Wages		4,357.02		4,357.02	2,905.11	1,451.91
Other Expenses		16,661.07	19,971.93	36,633.00	15,815.95	20,817.05
Public Defender						
Other Expenses		3,900.00		3,900.00	2,700.00	1,200.00
Insurance						
Medical and Sugrical		56,298.58	699,743.20	756,041.78	638,928.20	117,113.58
Other Insurance Premium		70,243.04		70,243.04	70,243.04	
Workers Compensation		65,437.18		65,437.18	65,437.18	
Property Maintenance Abatement Program						
Other Expenses		5,000.00		5,000.00		5,000.00
Land Use						
Other Expenses		8,156.32	21,621.88	29,778.20	23,710.38	6,067.82
Fire Division						
Salaries and Wages		91,733.37		91,733.37	91,592.69	140.68
Other Expenses		86,932.70	47,627.88	134,560.58	85,817.25	48,743.33
Emergency Management Services						
Salaries and Wages		2,428.96		2,428.96	2,428.96	
Other Expenses		2,529.37	6,208.42	8,737.79	8,737.79	
Police						
Salaries and Wages		59,248.94	65.00	59,313.94	(77,576.53)	136,890.47
Other Expenses		69,965.46	175,126.05	245,091.51	175,361.90	69,729.61

**CITY OF ENGLEWOOD**  
**BERGEN COUNTY, NEW JERSEY**

**CURRENT FUND**  
**SCHEDULE OF 2011 APPROPRIATION RESERVES**  
**FOR THE YEAR ENDED DECEMBER 31, 2012**

	Balance Dec 31, 2011	Reserved for Encumbrances Dec 31, 2011	Balance After Modification	Paid or Charged	Balance Lapsed
Emergency Management Services					
Salaries and Wages	\$ 900.00	\$ 6,384.74	\$ 7,284.74	\$ (2,428.96)	\$ 2,428.96
Other Expenses				3,736.36	3,548.38
Public Building and Grounds					
Other Expenses	22,744.81	21,419.24	44,164.05	36,149.91	8,014.14
Shade Tree					
Salaries and Wages	1,973.37	1,973.37	(1,501.04)	3,474.41	
Other Expenses	14,423.15	1,285.84	15,708.99	1,285.84	14,423.15
Roads					
Salaries and Wages	15,323.85	5,323.85	(4,460.97)	9,784.82	
Other Expenses	18,787.55	38,307.75	57,095.30	24,290.49	32,804.81
Central Maintenance - Garage					
Salaries and Wages	888.47	888.47	767.60	120.87	
Other Expenses	3,807.21	54,775.88	103,583.09	100,133.53	3,449.56
Construction and Facilities Maintenance					
Salaries and Wages	3,334.28	3,334.28	679.25	2,655.03	
Other Expenses	21,551.74	11,222.95	32,774.69	3,533.25	29,241.44
Public Works Administration					
Salaries and Wages	887.18	887.18	887.00	0.18	
Other Expenses	3,624.89	9,212.55	12,837.44	10,681.07	2,156.37
Sanitation Collection					
Salaries and Wages	13,975.08	13,975.08	(1,272.97)	15,248.05	
Other Expenses	13,868.55	727.50	14,596.05	1,551.69	13,044.36
Sewer Maintenance					
Salaries and Wages	2,433.70	2,433.70	(136.79)	2,570.49	
Other Expenses	29,822.16	10,152.40	33,974.56	10,618.98	23,355.58
Park Maintenance					
Salaries and Wages	4,289.11	4,289.11	(74.19)	4,363.30	
Other Expenses	3,275.02	3,275.02			3,275.02
Condominium Services Act					
Other Expenses	96,347.25		104,347.25	102,726.15	1,621.10

**CITY OF ENGLEWOOD  
BERGEN COUNTY, NEW JERSEY**

**CURRENT FUND  
SCHEDULE OF 2011 APPROPRIATION RESERVES  
FOR THE YEAR ENDED DECEMBER 31, 2012**

	Balance Dec 31, 2011	Reserved for Encumbrances Dec 31, 2011	Balance After Modification	Paid or Charged	Balance Lapsed
Board of Health					
Salaries and Wages	\$ 10,483.76		\$ 10,483.76	\$ 695.02	\$ 9,788.74
Other Expenses	22,994.76	\$ 14,372.31	37,367.07	15,576.90	21,790.17
Animal Control Regulation					
Other Expenses	337.22		337.22		337.22
Relocation Assistance					
Other Expenses	11,906.00		11,906.00		11,906.00
Recreation Services and Programs					
Salaries and Wages	3,343.70		3,343.70	1,062.96	2,280.74
Other Expenses	6,196.04	34,499.70	48,695.74	20,130.34	28,565.40
Terminal Leave					
Salaries and Wages	11,418.79	36,500.00	47,918.79	3,425.19	44,493.60
Construction Code Official					
Salaries and Wages	8,176.12		8,176.12	3,112.89	5,063.23
Other Expenses	20,590.08	15,009.05	35,599.13	27,066.90	8,532.23
Contingency	8,000.00		8,000.00		8,000.00
Landfill Dumping Fees (BCUA)	47,967.31	549,631.61	532,598.92	485,229.41	47,369.51
Leaf Disposal Site	124,385.05	62,018.00	121,403.05	24,093.95	97,309.10
Utilities					
Street Lighting	27,742.99	133,574.45	161,317.44	132,661.69	28,655.75
Telephone / Communications	7,169.97	25,760.89	32,930.86	19,055.62	13,875.24
Electricity	1,802.56		1,802.56	1,802.56	
Water	1,097.52	10,970.74	12,068.26	3,298.76	8,769.50
Gas and Electric		82,985.87	82,985.87	79,606.28	3,379.59
Fire Hydrant		89,000.00	89,000.00	80,447.06	8,552.94

**CITY OF ENGLEWOOD**  
**BERGEN COUNTY, NEW JERSEY**

**CURRENT FUND**  
**SCHEDULE OF 2011 APPROPRIATION RESERVES**  
**FOR THE YEAR ENDED DECEMBER 31, 2012**

	Balance Dec 31, 2011	Reserved for Encumbrances Dec 31, 2011	Balance After Modification	Paid or Charged	Balance Lapsed
<b>Statutory Expenditures:</b>					
Contribution to:					
Public Employee's Retirement System	\$ 0.25		\$ 0.25		\$ 0.25
Social Security System (O.A.S.L.)	38,106.33		38,106.33		38,106.33
Defined Contribution Retirement Program	5,203.40		5,203.40		5,203.40
C.P.F.P.F.	0.35		0.35		0.35
Maintenance of Free Public Library	1,119.49	\$ 1,720.00	2,839.49	\$ 1,720.00	1,119.49
<b>BCUA</b>					
Sewer Charges	0.13		0.13		0.13
Recycling Tax	9,135.72	15,068.73	24,204.45	10,983.36	13,221.09
	<u>\$ 1,302,185.62</u>	<u>\$ 2,375,812.10</u>	<u>\$ 3,677,997.72</u>	<u>\$ 2,591,859.51</u>	<u>\$ 1,086,138.21</u>
Ref.	A	A-19		Below	A-1
			<u>Ref.</u>		
Cash Disbursements			A-4	\$ 2,698,327.00	
Reserved for Encumbrances			A-19	134.80	
Refunds of 2011 Budget Appropriations			A-4	<u>(106,602.29)</u>	
			Above	<u>\$ 2,591,859.51</u>	

**CITY OF ENGLEWOOD  
BERGEN COUNTY, NEW JERSEY**

**CURRENT FUND  
SCHEDULE OF RESERVE FOR ENCUMBRANCES  
FOR THE YEAR ENDED DECEMBER 31, 2012**

	Ref.	Current Fund	Grant Fund
Balance - December 31, 2011	A	\$ 2,421,080.90	\$ 75,605.68
<b>Increased by:</b>			
Charges to:			
2012 Budget Appropriations	A-3	1,919,658.65	
2011 Budget Appropriations	A-18	134.80	
State and Federal Grant Appropriations	A-6		570.07
		<u>4,340,874.35</u>	<u>76,175.75</u>
<b>Decreased by:</b>			
Transferred to 2011 Appropriation Reserves	A-18	2,375,812.10	
Cash Disbursements	A-4	45,268.80	
Cancellations	A-6		9,755.00
Due to Current Fund	A-8		65,850.68
		<u>2,421,080.90</u>	<u>75,605.68</u>
Balance - December 31, 2012	A	<u><u>\$ 1,919,793.45</u></u>	<u><u>\$ 570.07</u></u>

**CURRENT FUND  
SCHEDULE OF SEWER USER CHARGES RECEIVABLE  
FOR THE YEAR ENDED DECEMBER 31, 2012**

	<u>Reference</u>	
Balance - December 31, 2011	A	\$ 237,425.68
<b>Increased By:</b>		
Billings	Reserved	<u>326,246.67</u>
		<u>563,672.35</u>
<b>Decreased By:</b>		
Cash Receipts	A-2 , A-4	\$ 355,084.06
Cancellations	Reserved	<u>213.51</u>
		<u>355,297.57</u>
Balance - December 31, 2012	A	<u><u>\$ 208,374.78</u></u>

**CITY OF ENGLEWOOD**  
**BERGEN COUNTY, NEW JERSEY**

**CURRENT FUND**  
**SCHEDULE OF DEFERRED CHARGES**  
**EMERGENCY AUTHORIZATIONS N.J.S. 40A:4-46**  
**FOR THE YEAR ENDED DECEMBER 31, 2012**

<u>Date Authorized</u>	<u>Purpose</u>		Balance December 31, 2011	Decreased By Raised in 2012 Budget	Balance December 31, 2012
12/14/2011	October Snow Storm		\$175,000.00	\$ 175,000.00	\$ -
		Ref.		A	A-3

**CURRENT FUND**  
**SCHEDULE OF DEFERRED CHARGES**  
**SPECIAL EMERGENCY AUTHORIZATIONS N.J.S. 40A:4-53**  
**FOR THE YEAR ENDED DECEMBER 31, 2012**

<u>Date Authorized</u>	<u>Purpose</u>	Net Amount Authorized	1/5 of Net Amount Authorized	Balance December 31, 2011	Increased	Decreased	Balance December 31, 2012
9/21/2010	Reassessment of Real Property	\$ 250,000.00	\$ 50,000.00	\$200,000.00		\$ 50,000.00	\$150,000.00
3/20/2012	Master Plan	90,000.00	18,000.00		\$ 90,000.00		90,000.00
		<u>\$ 340,000.00</u>	<u>\$ 68,000.00</u>	<u>\$200,000.00</u>	<u>\$ 90,000.00</u>	<u>\$ 50,000.00</u>	<u>\$240,000.00</u>
	Ref.			A	A-1 , A-3	A-3	A

**CITY OF ENGLEWOOD**  
**BERGEN COUNTY, NEW JERSEY**

**CURRENT FUND**  
**SCHEDULE OF INTERFUND RECEIVABLE (PAYABLE)**  
**FOR THE YEAR ENDED DECEMBER 31, 2012**

	<u>Reference</u>	<u>Total</u>	<u>General Capital Fund</u>	<u>Animal Control Fund</u>	<u>Other Trust Fund</u>
Balance, December 31, 2011	A	\$ 5,692.00	\$ 640.32	\$ 6,258.35	\$ (1,206.67)
Increased by:					
Anticipated as Revenue in Current Fund					
Interest Earned	A-2	3,426.92	3,388.16	38.76	
Capital Fund Fund Balance	A-2	154,076.40	154,076.40		
Cash Disbursed to Other Funds	A-4	<u>1,197,871.57</u>	<u>1,355,374.89</u>	<u>157,464.56</u>	<u>38.76</u>
					<u>1,197,871.57</u>
Decreased by:					
Cash Receipts From Other Funds	A-4	160,975.07	154,716.72	6,258.35	
Cash Disbursed by Other Funds on-Behalf of Current Fund	A-3	<u>88,352.00</u>	<u>249,327.07</u>	<u>243,068.72</u>	<u>6,258.35</u>
					<u>-</u>
Balance, December 31, 2012	A	<u><u>\$1,111,739.82</u></u>	<u><u>\$ (84,963.84)</u></u>	<u><u>\$ 38.76</u></u>	<u><u>\$ 1,196,664.90</u></u>

**CITY OF ENGLEWOOD**  
**BERGEN COUNTY, NEW JERSEY**

**CURRENT FUND**  
**SCHEDULE OF RESERVE FOR VARIOUS DEPOSITS**  
**FOR THE YEAR ENDED DECEMBER 31, 2012**

	<u>Ref.</u>	
Balance - December 31, 2011	A	\$ 27,233.80
Decreased by:		
Cash Disbursements	A-4	<u>10,000.00</u>
Balance - December 31, 2012	A , Below	<u>\$ 17,233.80</u>
<u>Analysis of Balance as of December 31, 2012</u>		
Reassessment	\$	15,000.00
Codification of Ordinances	<u></u>	<u>2,233.80</u>
	Above	<u>\$ 17,233.80</u>

**CURRENT FUND**  
**SCHEDULE OF RESERVE FOR TAX APPEALS**  
**FOR THE YEAR ENDED DECEMBER 31, 2012**

	<u>Ref.</u>	
Balance - December 31, 2011	A	\$ 1,067,717.33
Increased by:		
Transferred from 2012 Budget Appropriations	A-3	<u>200,000.00</u>
		1,267,717.33
Decreased by:		
Cash Disbursements	A-4	<u>556,213.65</u>
Balance - December 31, 2012	A	<u>\$ 711,503.68</u>

**TRUST FUNDS**

**CITY OF ENGLEWOOD  
BERGEN COUNTY, NEW JERSEY**

**TRUST FUNDS  
SCHEDULE OF CASH AND CASH EQUIVALENTS - TREASURER  
FOR THE YEAR ENDED DECEMBER 31, 2012**

		<u>ANIMAL CONTROL FUND</u>	<u>UNEMPLOYMENT COMPENSATION FUND</u>	<u>COMMUNITY DEVELOPMENT BLOCK GRANT FUND</u>	<u>OTHER TRUST FUND</u>
	<u>REF.</u>				
Balance - December 31, 2011	B	\$ 22,044.95	\$ 147,587.36	\$ -	\$ 2,100,298.97
Increased by Receipts:					
Interest	B-11 , B-12	\$ 38.76	\$ 217.19		
Employee Withholdings	B-12		9,465.46		
Budget Contributions	B-12		50,000.00		
Community Development Block Grant Receivable	B-13			\$ 346,038.00	
Animal Control Fees	B-9	12,001.00			
Due to State Department of Health	B-10	1,933.20			
Payroll Deductions Payable	B-17				\$ 33,280,049.04
S.I.D. Taxes and Liens Receivable	B-19				237,040.49
Various Reserves and Deposits	B-21				2,274,121.73
Cash Received from Current Fund	B-20	<u>13,972.96</u>	<u>59,682.65</u>	<u>346,038.00</u>	<u>1,197,871.57</u>
		36,017.91	207,270.01	346,038.00	39,089,381.80
Decreased by Disbursements:					
Reserve for Encumbrances	B , B-18	361.20			1,642.53
Cash Disbursed for Advanced Payroll	B				671,260.16
Animal Control Expenditures	B-9	13,931.00			
Due to State Department of Health	B-10	1,929.00			
Reserve for Unemployment Insurance Claims	B-12		49,492.26		
Reserve for Community Development Program Expenditures	B-14			225,508.95	
Payroll Deductions Payable	B-17				33,262,042.29
Various Reserves and Deposits	B-21				2,128,127.18
Cash Disbursed to General Capital Fund	B-15			120,529.05	
Cash Disbursed to Current Fund	B-11 , B-20	<u>6,258.35</u>	<u>22,479.55</u>	<u>346,038.00</u>	<u>36,063,072.16</u>
Balance - December 31, 2012	B	<u>\$ 13,538.36</u>	<u>\$ 157,777.75</u>	<u>\$ -</u>	<u>\$ 3,026,309.64</u>

**CITY OF ENGLEWOOD**  
**BERGEN COUNTY, NEW JERSEY**

**ASSESSMENT TRUST FUND**  
**SCHEDULE OF ASSESSMENTS RECEIVABLE**  
**FOR THE YEAR ENDED DECEMBER 31, 2012**

Ordinance Number	Improvement Description	Date of Confirmation	Balance	Assessments Confirmed	Cash Collected By Fiscal Agent	Balance	Balance Pledged to		
			Dec. 31, 2011			Dec. 31, 2012	Serial Bonds Payable	Accounts Payable	Reserve for Assessments
08-07 , 03-18 , 05-18	Route 4 Access	4/24/2012	\$ -	\$ 8,535,000.00	\$ 426,750.00	\$ 8,108,250.00	\$ 7,515,000.00	\$ 73,053.59	\$ 520,196.41
		REF.	B	B-5	B , B-22	B	B-6	B-7	B-8

**ASSESSMENT TRUST FUND**  
**SCHEDULE OF PROSPECTIVE ASSESSMENTS FUNDED**  
**FOR THE YEAR ENDED DECEMBER 31, 2012**

Ordinance Number	Improvement Description	Balance	Assessments Confirmed	Cancelled Against Reserve for Assessments	Balance
		Dec. 31, 2011			Dec. 31, 2012
08-07 , 03-18 , 05-18	Route 4 Access	\$ 10,035,000.00	\$ 8,535,000.00	\$ 1,500,000.00	\$ -
	REF.	B	B-4	B-8	B

**CITY OF ENGLEWOOD**  
**BERGEN COUNTY, NEW JERSEY**

**ASSESSMENT TRUST FUND**  
**SCHEDULE OF ASSESSMENT SERIAL BONDS PAYABLE**  
**FOR THE YEAR ENDED DECEMBER 31, 2012**

Purpose	Date of Issue	Original Issue	Maturities of Bonds				Decreased by Appropriation in Trust Assessment Budget	Balance Dec 31, 2012		
			Outstanding - Dec 31, 2012		Interest Rate	Balance Dec 31, 2011				
			Date	Amount						
Assessment Bonds	12/16/08	\$ 8,775,000.00	01/01/13	\$ 630,000.00	3.250%					
			01/01/14	630,000.00	3.500%					
			01/01/15	630,000.00	3.625%					
			01/01/16	630,000.00	3.750%					
			01/01/17	630,000.00	4.000%					
			01/01/18	630,000.00	4.250%					
			01/01/19	630,000.00	5.000%					
			01/01/20	630,000.00	5.000%					
			01/01/21	630,000.00	5.000%					
			01/01/22	630,000.00	5.000%					
			01/01/23	630,000.00	5.000%					
			01/01/24	585,000.00	5.000%	<u>\$ 8,145,000.00</u>	<u>\$ 630,000.00</u>	<u>\$ 7,515,000.00</u>		
						<u>\$ 8,145,000.00</u>	<u>\$ 630,000.00</u>	<u>\$ 7,515,000.00</u>		

REF.

B

B-2 , B-8

B , B-4

## Exhibit B-7

**CITY OF ENGLEWOOD  
BERGEN COUNTY, NEW JERSEY**

**ASSESSMENT TRUST FUND  
SCHEDULE OF ACCOUNTS PAYABLE  
FOR THE YEAR ENDED DECEMBER 31, 2012**

REF.

## Exhibit B-8

**ASSESSMENT TRUST FUND  
SCHEDULE OF RESERVE FOR ASSESSMENTS  
FOR THE YEAR ENDED DECEMBER 31, 2012**

## REF

Balance - December 31, 2011	B	\$ 1,890,000.00
Increased by:		
Serial Bonds Paid by Budget Appropriation	B-6	\$ 630,000.00
Interest Earned on Investments - Held by Fiscal Agent	B-22	<u>196.41</u>
		<u>630,196.41</u>
		2,520,196.41
Decreased by:		
Cancellation of Prospective Assessments Funded	B-5	1,500,000.00
Transfer to Accounts Payable	B-7	<u>500,000.00</u>
		<u>2,000,000.00</u>
Balance - December 31, 2012	B , B-4	\$ 520,196.41

**CITY OF ENGLEWOOD  
BERGEN COUNTY, NEW JERSEY**

**ANIMAL CONTROL TRUST FUND  
SCHEDULE OF RESERVE FOR ANIMAL CONTROL EXPENDITURES  
FOR THE YEAR ENDED DECEMBER 31, 2012**

	REF.	
Balance - December 31, 2011	B	\$ 15,399.00
Increased by:		
Animal Control Fees Collected		
Dog License Fees	\$	9,462.80
Other Fees		<u>2,538.20</u>
	B-3	<u>12,001.00</u>
		27,400.00
Decreased by:		
Cash Disbursements	B-3	13,931.00
Reserve for Encumbrances	B	<u>1,067.00</u>
		<u>14,998.00</u>
Balance - December 31, 2012	B	<u>\$ 12,402.00</u>

License Fees Collected:

<u>Year</u>	<u>Amount</u>
2010	\$ 8,111.00
2011	<u>11,876.00</u>
	<u><u>\$ 19,987.00</u></u>

**CITY OF ENGLEWOOD  
BERGEN COUNTY, NEW JERSEY**

**ANIMAL CONTROL TRUST FUND  
SCHEDULE OF DUE TO STATE DEPARTMENT OF HEALTH  
FOR THE YEAR ENDED DECEMBER 31, 2012**

	<u>REF.</u>	
Balance - December 31, 2011	B	\$ 26.40
Increased by:		
State Dog License Fees Collected	B-3	<u>1,933.20</u>
		1,959.60
Decreased by:		
Payments to State of New Jersey	B-3	<u>1,929.00</u>
Balance - December 31, 2012	B	<u>\$ 30.60</u>

**ANIMAL CONTROL TRUST FUND  
SCHEDULE OF INTERFUND PAYABLE - CURRENT FUND  
FOR THE YEAR ENDED DECEMBER 31, 2012**

	<u>REF.</u>	
Balance - December 31, 2011	B	\$ 6,258.35
Increased by:		
Interest on Investments	B-3	<u>38.76</u>
		6,297.11
Decreased by:		
Cash Disbursements	B-3	<u>6,258.35</u>
Balance - December 31, 2012	B	<u>\$ 38.76</u>

**CITY OF ENGLEWOOD  
BERGEN COUNTY, NEW JERSEY**

**UNEMPLOYMENT COMPENSATION TRUST FUND  
SCHEDULE OF RESERVE FOR UNEMPLOYMENT INSURANCE CLAIMS  
FOR THE YEAR ENDED DECEMBER 31, 2012**

	<u>REF.</u>	
Balance - December 31, 2011	B	\$ 147,587.36
Increased by:		
Employee Withholdings	B-3	\$ 9,465.46
Budget Contributions	B-3	50,000.00
Interest Earnings	B-3	<u>217.19</u>
		<u>59,682.65</u>
		<u>207,270.01</u>
Decreased by:		
Cash Disbursements	B-3	49,492.26
Due to State of New Jersey	B	<u>11,471.35</u>
		<u>60,963.61</u>
Balance - December 31, 2012	B	<u>\$ 146,306.40</u>

**CITY OF ENGLEWOOD  
BERGEN COUNTY, NEW JERSEY**

**COMMUNITY DEVELOPMENT BLOCK GRANT FUND  
SCHEDULE OF GRANTS RECEIVABLE  
FOR THE YEAR ENDED DECEMBER 31, 2012**

	REF.	
Balance - December 31, 2011	B	\$ 183,336.00
Increased by:		
2012 Grant Allotment	B-14	<u>162,702.00</u>
		<u>346,038.00</u>
Decreased by:		
Cash Receipts	B-3	<u>346,038.00</u>
Balance - December 31, 2012	B	<u>\$ -</u>

**COMMUNITY DEVELOPMENT BLOCK GRANT FUND  
SCHEDULE OF RESERVE FOR PROGRAM EXPENDITURES  
FOR THE YEAR ENDED DECEMBER 31, 2012**

	REF.	
Balance - December 31, 2011	B	\$ 62,806.95
Increased by:		
2012 Grant Allotment	B-13	<u>162,702.00</u>
		<u>225,508.95</u>
Decreased by:		
Cash Disbursements	B-3	<u>225,508.95</u>
Balance - December 31, 2012	B	<u>\$ -</u>

**CITY OF ENGLEWOOD  
BERGEN COUNTY, NEW JERSEY**

**COMMUNITY DEVELOPMENT BLOCK GRANT FUND  
SCHEDULE OF INTERFUND (PAYABLE) / RECEIVABLE - GENERAL CAPITAL FUND  
FOR THE YEAR ENDED DECEMBER 31, 2012**

	REF.	
Balance - December 31, 2011	B	\$ (110,642.68)
Decreased by:		
Cash Disbursed to General Capital Fund	B-3	<u>120,529.05</u>
Balance - December 31, 2012	B	<u><u>\$ 9,886.37</u></u>

**COMMUNITY DEVELOPMENT BLOCK GRANT FUND  
SCHEDULE OF RESERVE FOR ENCUMBRANCES  
FOR THE YEAR ENDED DECEMBER 31, 2012**

	REF.	
Balance - December 31, 2012 and 2011	B	<u><u>\$ 9,886.37</u></u>

**CITY OF ENGLEWOOD  
BERGEN COUNTY, NEW JERSEY**

**OTHER TRUST FUND  
SCHEDULE OF PAYROLL DEDUCTIONS PAYABLE  
FOR THE YEAR ENDED DECEMBER 31, 2012**

	<u>REF.</u>	
Balance - December 31, 2011	B	\$ 431,438.78
Increased by:		
Cash Receipts	B-3	<u>33,280,049.04</u>
		33,711,487.82
Decreased by:		
Cash Disbursements	B-3	<u>33,262,042.29</u>
Balance - December 31, 2012	B	<u>\$ 449,445.53</u>

**OTHER TRUST FUND  
SCHEDULE OF RESERVE FOR ENCUMBRANCES  
FOR THE YEAR ENDED DECEMBER 31, 2012**

	<u>REF.</u>	
Balance - December 31, 2011	B	\$ 1,642.53
Increased by:		
Transferred from Other Reserves	B-21	<u>186,386.05</u>
		188,028.58
Decreased by:		
Cash Disbursements	B-3	<u>1,642.53</u>
Balance - December 31, 2012	B	<u>\$ 186,386.05</u>

**CITY OF ENGLEWOOD  
BERGEN COUNTY, NEW JERSEY**

**OTHER TRUST FUND  
SCHEDULE OF SPECIAL IMPROVEMENT DISTRICT TAXES AND LIENS RECEIVABLE  
FOR THE YEAR ENDED DECEMBER 31, 2012**

	REF.	
Balance - December 31, 2011	B	\$ 128,921.03
Increased by:		
Billings	Reserved	<u>252,171.62</u>
		381,092.65
Decreased by:		
Cash Receipts	B-3 , B-21	<u>237,040.49</u>
Balance - December 31, 2012	B , Reserved	<u>\$ 144,052.16</u>

**OTHER TRUST FUND  
SCHEDULE OF INTERFUND RECEIVABLE / (PAYABLE)- CURRENT FUND  
FOR THE YEAR ENDED DECEMBER 31, 2012**

	REF.	
Balance - December 31, 2011	B	\$ 1,206.67
Decreased by:		
Cash Advance Received from Current Fund	B-3	<u>1,197,871.57</u>
Balance - December 31, 2012	B	<u>\$ (1,196,664.90)</u>

**CITY OF ENGLEWOOD**  
**BERGEN COUNTY, NEW JERSEY**

**OTHER TRUST FUND**  
**SCHEDULE OF VARIOUS RESERVES AND DEPOSITS**  
**FOR THE YEAR ENDED DECEMBER 31, 2012**

PURPOSE	BALANCE DEC. 31, 2011	INCREASES	DECREASES	BALANCE DEC. 31, 2012
Demolition (building)		\$ 800.00		\$ 800.00
Police Vests	\$ 30,595.41	2,100.00	\$ 5,032.23	27,663.18
Confiscated Funds (DEA)	235,994.48	116,496.13	352,293.46	197.15
Misc Bank Transactions	576.77	1,716.79		2,293.56
Charitable Causes	969.70	1,000.00		1,969.70
Honor Guard	1,208.28			1,208.28
DARE	600.00			600.00
Police Federal Share Proceeds	1,593.74			1,593.74
Uniform Fire Safety	23,752.60	4,275.00	250.00	27,777.60
Trolley Shuttle Service	16,819.38	2,384.30		19,203.68
COAH	46,358.70	28,993.69	28,942.89	46,409.50
Recreation	6,579.05	500.00		7,079.05
POAA	19,697.43	9,396.00	1,858.00	27,235.43
Police Confiscated Funds	10,664.00			10,664.00
Other	28,921.22	202.56		29,123.78
Tax Sale Redemption	42,295.28	1,149,528.82	1,168,023.64	23,800.46
Environmental Commission	6,196.66	6.19		6,202.85
Tax Sale Premiums	412,466.12	703,600.00	328,900.00	787,166.12
Englewood Economic Development Corp (EEDC) - SID Escrow	132,512.09	237,040.49	276,931.67	92,620.91
Developers Trust	624,473.65	243,500.32	140,266.34	727,707.63
Police Extra Duty	19,668.33	9,621.93	12,015.00	17,275.26
4'th of July Fireworks	6,481.44			6,481.44
	<u>\$ 1,668,424.33</u>	<u>\$ 2,511,162.22</u>	<u>\$ 2,314,513.23</u>	<u>\$ 1,865,073.32</u>

<u>Ref.</u>	B	Below	Below	B
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Cash Receipts	B-3	\$ 2,274,121.73		
Reserve for SID Taxes and Liens Receivable	B-19	237,040.49		
		<u>\$ 2,511,162.22</u>		
		Above		

Cash Disbursed	B-3	\$ 2,128,127.18		
Reserved for Encumbrances	B-18	186,386.05		
		<u>\$ 2,314,513.23</u>		
		Above		

**CITY OF ENGLEWOOD  
BERGEN COUNTY, NEW JERSEY**

**ASSESSMENT TRUST FUND  
SCHEDULE OF CASH HELD WITH FISCAL AGENT  
FOR THE YEAR ENDED DECEMBER 31, 2012**

REF.

Balance - December 31, 2011	B	\$	
Increased by:			
Cash Collected by Fiscal Agent:			
Assessments Receivable	B-4	\$	426,750.00
Interest Earned on Investments	B-8		<u>196.41</u>
			<u>426,946.41</u>
Balance - December 31, 2012	B	\$	<u>426,946.41</u>

**GENERAL CAPITAL FUND**

**CITY OF ENGLEWOOD  
BERGEN COUNTY, NEW JERSEY**

**GENERAL CAPITAL FUND  
SCHEDULE OF GENERAL CAPITAL CASH AND CASH EQUIVALENTS - TREASURER  
FOR THE YEAR ENDED DECEMBER 31, 2012**

	<u>Reference</u>	
Balance, December 31, 2011	C	\$ 6,575,210.64
Increased by Receipts:		
Premium on Sale of Notes	C-1	\$ 272,178.00
Proceeds from Issuance of Bond Anticipation Notes	C-15	34,491,409.00
Parking Fees Receivable	C-10	9,635.00
Budget Appropriation - Capital Improvement Fund	C-8	150,000.00
Cash Received From Other Funds	C-16	120,529.05
Cash Received On-Behalf of Other Funds	C-16	493,625.00
Interest Received	C-16	<u>3,388.16</u>
		<u>35,540,764.21</u>
		42,115,974.85
Decreased by Disbursements:		
Reserved for Encumbrances	C-12	7,102,584.93
Payment of Bond Anticipation Notes	C-15	29,222,709.00
Various Reserves	C-9	5,000.00
Cash Disbursed to Other Funds	C-16	154,716.72
Disbursed On-Behalf of Other Funds	C-16	<u>182,852.00</u>
		<u>36,667,862.65</u>
Balance, December 31, 2012	C	<u>\$ 5,448,112.20</u>

**CITY OF ENGLEWOOD**  
**BERGEN COUNTY, NEW JERSEY**

**GENERAL CAPITAL FUND**  
**ANALYSIS OF GENERAL CAPITAL CASH AND CASH EQUIVALENTS**  
**DECEMBER 31, 2012 and 2011**

	Balance	Balance
	Dec 31, 2012	Dec 31, 2011
Fund Balance	\$ 738,193.85	\$ 471,266.25
Reserve for Various Reserves	186,801.27	234,208.83
Reserve for Debt Service	4,076.40	4,076.40
Capital Improvement Fund	95,076.47	276,496.47
Reserve for Encumbrances	3,784,103.03	2,116,281.36
Accounts Payable - Due to Englewood Board of Education	888,857.00	
Interfund Payable - Community Development	399,125.00	
Interfund Payable - Grant Fund	9,886.37	
Interfund Payable - Current Fund		640.32
Interfund Receivable - Community Development		(110,642.68)
Interfund Receivable - Current Fund	(84,963.84)	
Parking Fees Receivable	(741,881.96)	(751,516.96)

ORD NO.	IMPROVEMENT AUTHORIZATIONS	(35,600.00)	(35,600.00)
85-22	Transfer Station	1,246.78	1,246.78
98-13	Meltzer Brook Construction	79,071.83	103,192.82
01-12	Various Improvements, City Hall, Fire and Parks	79,071.83	101,310.33
02-07	Various Improvements and DPW Equipment	86,385.73	1,202.00
02-22	Various Road Improvements	53,584.63	100,641.73
03-09	Various Capital Improvements	84,780.56	942,441.63
03-11	Acquisition Lincoln / Liberty School	33,227.21	1,003,006.31
03-15	Construction of Parking Garage	61,010.21	33,227.21
04-06	Various Capital Improvements	204,343.22	61,010.21
04-12	Renovations to Lincoln School	20,550.00	148,826.00
04-30	Various Capital Improvements	280,981.21	27,550.00
05-11	Various Capital Improvements	506,502.56	280,981.21
06-08	Various Capital Improvements	306,502.56	712,713.45
07-01	Various Capital Improvements	204,343.22	334,228.24
07-02	Improvement to MacKay Park	20,550.00	20,550.00
08-07	Route 4 Access	53,622.55	53,622.55
08-09	Various Equipment	6,232.95	165,972.00
08-10	Various Equipment	97,540.85	13,550.00
08-16	Various Capital Improvements	550,154.00	571,947.73
09-13	Various Capital Improvements	110,089.25	717,294.99
10-18	Various Capital Improvements	249,958.00	194,577.46
10-28	Acquisition of DPW Equipment	18,876.50	249,958.00
10-31	Dredging of Quarry Pond	692,091.79	19,326.50
11-05	Millers Pond	(2,918,533.60)	(1,509,826.50)
11-10	Various Capital Improvements	(899,148.00)	
12-15	Various Capital Improvements	989,870.38	
12-20		\$ 5,448,112.20	\$ 6,575,210.64
12-23	Tax Appeals		

Reference      C , C-2      C , C-2

( ) Denotes Cash Deficit

**CITY OF ENGLEWOOD  
BERGEN COUNTY, NEW JERSEY**

**GENERAL CAPITAL FUND  
SCHEDULE OF DEFERRED CHARGES TO FUTURE TAXATION-FUNDED  
FOR THE YEAR ENDED DECEMBER 31, 2012**

	<u>Reference</u>	
Balance, December 31, 2011	C	\$ 18,547,412.80
<b>Decreased by:</b>		
Paid by Budget Appropriations:		
General Serial Bonds Payable	C-14	\$ 955,000.00
Loan Revenue Bonds Payable - BCIA	C-13	<u>980,015.40</u>
		<u>1,935,015.40</u>
Balance, December 31, 2012	C	<u>\$ 16,612,397.40</u>

**CITY OF ENGLEWOOD**  
**BERGEN COUNTY, NEW JERSEY**

**GENERAL CAPITAL FUND**  
**SCHEDULE OF DEFERRED CHARGES TO FUTURE TAXATION-UNFUNDED**  
**FOR THE YEAR ENDED DECEMBER 31, 2012**

Ord No.	Improvement Description	Balance Dec 31, 2011	2012 Authorizations	2012 Note Paydowns	Cash Receipts	Cancellations	Balance Reallocation	Balance Dec 31, 2012	Analysis of Balance - December 31, 2012		
									Expenditures	Bonds Anticipation Notes	Unexpended Balance of Improv. Auth.
85-22	Transfer Station	\$ 35,600.00						\$ 35,600.00	\$ 35,600.00		
03-04	Acquisition of Lincoln and Liberty School	3,825,928.00		\$ 106,272.00				3,719,656.00		\$ 3,719,656.00	
03-11	Acquisition of Lincoln and Liberty School	4,260,505.00		78,899.00				4,181,606.00		4,181,606.00	
04-30	Renovations to Lincoln School	2,850,000.00				\$ 2,850,000.00					
05-11	Various Capital Improvements	3,927,797.00		154,346.00				3,773,451.00		3,773,451.00	
06-08	Various Capital Improvements	4,764,941.00		162,723.00				4,602,218.00		4,602,218.00	
07-01 , 10-31	Various Capital Improvements	1,876,223.00		79,976.00				1,796,247.00		1,796,247.00	
07-02	Improvement of Mackay Park	292,609.00		10,838.00				281,771.00		281,771.00	
07-20	Various Equipment to Fire Department	607,268.00		30,132.00				577,136.00		577,136.00	
08-10	Various Capital Improvements	915,310.00		32,690.00			\$ (136,182.00)	746,438.00		746,438.00	
08-16	Various Capital Improvements	988,564.00		41,880.00				946,684.00		946,684.00	
08-25	Renovations to City Hall	361,900.00		12,480.00				349,420.00		349,420.00	
09-13	Various Capital Improvements	3,229,000.00						3,229,000.00		3,229,000.00	
09-22	Fire Truck and Various Equipment	475,000.00						475,000.00		475,000.00	
10-18	Various Capital Improvements	3,637,900.00						3,637,900.00		3,637,900.00	
10-28	Acquisition of DPW Equipment	770,000.00						770,000.00		770,000.00	
11-10	Various Capital Improvements	2,368,700.00						2,368,700.00		2,368,700.00	
12-15	Various Capital Improvements		\$ 3,395,640.00					3,395,640.00	\$ 2,918,533.60		\$ 477,106.40
12-20	Various Capital Improvements		3,228,540.00					3,228,540.00	899,148.00		2,329,392.00
12-21	Improvements to City Park						136,182.00	136,182.00		136,182.00	
12-23	Tax Appeals		2,900,000.00					2,900,000.00		2,900,000.00	
	Reserve for Palisades South Redevelopment		656,539.79					646,904.79		646,904.79	
		<u>\$ 35,843,784.79</u>	<u>\$ 9,524,180.00</u>	<u>\$ 710,236.00</u>	<u>\$ 9,635.00</u>	<u>\$ 2,850,000.00</u>	<u>\$ -</u>	<u>\$ 41,798,093.79</u>	<u>\$ 4,500,186.39</u>	<u>\$ 34,491,409.00</u>	<u>\$ 2,806,498.40</u>
Ref.		C	C-6 , C-17	C-15	C-10	C-6 , C-17	C-6	C	C-3	C-15	C-6

**CITY OF ENGLEWOOD  
BERGEN COUNTY, NEW JERSEY**

**GENERAL CAPITAL FUND  
SCHEDULE OF IMPROVEMENT AUTHORIZATIONS  
FOR THE YEAR ENDED DECEMBER 31, 2012**

Cap No.	Improvement Description	Balance - Dec 31, 2011		2012 Authorized	Cancellation of PY Encumbrances	Paid or Charged	Improvement Authorizations Canceled		Balance - Dec 31, 2012	
		Funded	Unfunded				Funded	Unfunded	Funded	Unfunded
<b>General Improvements:</b>										
98-13	Meltzer Brook Construction	\$ 1,246.78							\$ 1,246.78	
01-12	Various Improvements, City Hall, Fire and Parks	103,192.82				\$ 103,192.82				
02-07	Various Improvements and DPW Equipment	101,310.33				22,238.50			79,071.83	
02-22	Various Road Improvements	1,202.00				1,202.00				
03-09	Various Road Improvements	100,641.73				14,256.00			86,385.73	
03-11	Acquisition Lincoln / Liberty School			\$ 942,441.63		888,857.00				\$ 53,584.63
03-15	Various Capital Improvements	1,003,006.31				918,225.75			84,780.56	
*03-18	Acquisition of Land and Construction of Roadway				\$ 7,500.00	7,500.00				
04-06	Construction of Parking Garage	33,227.21							33,227.21	
04-12	Various Capital Improvements	61,010.21							61,010.21	
04-30	Renovations to Lincoln School	148,826.00	2,850,000.00				\$ 2,998,826.00			
05-11	Various Capital Improvements		42,000.00						42,000.00	
06-08	Various Capital Improvements		712,713.45			406,210.89			306,502.56	
07-01	Various Capital Improvements		334,228.24			129,885.02			204,343.22	
07-02	Improvement to MacKay Park		27,550.00			7,000.00			20,550.00	
*08-07	Route 4 Access	280,981.21							280,981.21	
08-09	Various Equipment	53,622.55							53,622.55	
08-10	Various Equipment		165,972.00	\$ (136,182.00)		29,790.00				
08-16	Various Capital Improvements		13,550.00			7,317.05			6,232.95	
09-13	Various Capital Improvements		571,947.73			474,406.88			97,540.85	
10-18	Various Capital Improvements		717,294.99			167,140.99			550,154.00	
10-28	Acquisition of DPW Equipment		194,577.46			84,488.21			110,089.25	
10-31	Dredging of Quarry Pond		249,958.00						249,958.00	
11-05	Millers Pond	19,326.50				450.00			18,876.50	
11-10	Various Capital Improvements		858,873.50			166,781.71			692,091.79	
12-15	Various Capital Improvements			3,565,600.00		3,088,493.60			477,106.40	
12-20	Various Capital Improvements			3,390,000.00		1,060,608.00			2,329,392.00	
12-21	Improvements to City parks			136,182.00		136,182.00				
12-23	Tax Appeals			2,900,000.00		1,910,129.62			989,870.38	
		<b>\$ 1,907,593.65</b>	<b>\$ 7,681,107.00</b>	<b>\$ 9,855,600.00</b>	<b>\$ 7,500.00</b>	<b>\$ 9,624,356.04</b>	<b>\$ 2,998,826.00</b>	<b>\$ 699,202.58</b>	<b>\$ 6,129,416.03</b>	
	<u>Ref.</u>	C	C	Below	C-12	Below	Below	C	C	

CITY OF ENGLEWOOD  
BERGEN COUNTY, NEW JERSEY

GENERAL CAPITAL FUND  
SCHEDULE OF IMPROVEMENT AUTHORIZATIONS  
FOR THE YEAR ENDED DECEMBER 31, 2012

Cap No.	Improvement Description	Balance - Dec 31, 2011		2012 Authorized	Cancellation of PY Encumbrances	Paid or Charged	Improvement Authorizations Cancelled	Balance - Dec 31, 2012	
		Funded	Unfunded					Funded	Unfunded
	Deferred Charges - Unfunded Capital Improvement Fund	C-5, C-17 C-8	\$ 9,524,180.00 331,420.00 <u>\$ 9,855,600.00</u> Above						
	Transfer to Reserve for Encumbrances Accounts Payable - Due to Englewood Board of Education			C-12 C	\$ 8,735,499.04 888,857.00 <u>\$ 9,624,356.04</u> Above				
	Deferred Charges - Unfunded Fund Balance	C-5 , C-17 C-1	\$ 2,850,000.00 148,826.00 <u>\$ 2,998,826.00</u> Above						
	Less: Unexpended Proceeds of Notes Deferred Charges Unfunded						C-5	\$ 3,322,917.63 <u>\$ 2,806,498.40</u>	

\* Local Ordinance

**CITY OF ENGLEWOOD**  
**BERGEN COUNTY, NEW JERSEY**

**GENERAL CAPITAL FUND**  
**SCHEDULE OF RESERVE FOR DEBT SERVICE**  
**FOR THE YEAR ENDED DECEMBER 31, 2012**

	<u>Reference</u>	
Balance - December 31, 2012 and 2011	C	<u>\$ 4,076.40</u>

**GENERAL CAPITAL FUND**  
**SCHEDULE OF CAPITAL IMPROVEMENT FUND**  
**FOR THE YEAR ENDED DECEMBER 31, 2012**

	<u>Reference</u>	
Balance - December 31, 2011	C	\$ 276,496.47
Increased by:		
Cash Received from 2012 Budget Appropriation	C-2	<u>150,000.00</u>
		426,496.47
Decreased by:		
Appropriated to Finance Improvement		
Authorizations	C-6	<u>331,420.00</u>
Balance - December 31, 2012	C	<u>\$ 95,076.47</u>

**CITY OF ENGLEWOOD  
BERGEN COUNTY, NEW JERSEY**

**GENERAL CAPITAL FUND  
SCHEDULE OF VARIOUS RESERVES  
FOR THE YEAR ENDED DECEMBER 31, 2012**

<u>Reference</u>			
Balance, December 31, 2011	C	\$	234,208.83
Decreased by:			
Cash Disbursements	C-2	\$ 5,000.00	
Transferred to Reserve for Encumbrances	C-12	<u>42,407.56</u>	
			<u>47,407.56</u>
Balance, December 31, 2012	C , Below	\$	<u>186,801.27</u>
<u>Analysis of Balance at December 31, 2012</u>			
Police Pistol Range		\$	12,100.00
Road Repairs			11,049.36
Underground Storage Tanks			2,061.02
Palisades South			94,977.17
Parking Lot			7,453.34
Culvert Repairs			20,729.51
Police Technology Center			8,690.87
Library / Rink			4,740.00
Payment of Loans			<u>25,000.00</u>
	Above	\$	<u>186,801.27</u>

**CITY OF ENGLEWOOD  
BERGEN COUNTY, NEW JERSEY**

**GENERAL CAPITAL FUND  
SCHEDULE OF PARKING FEES RECEIVABLE  
FOR THE YEAR ENDED DECEMBER 31, 2012**

<u>Reference</u>			
Balance - December 31, 2011	C	\$	751,516.96
Decreased By:			
Cash Receipts	C-2 , C-5		<u>9,635.00</u>
Balance - December 31, 2012	C	\$	<u>741,881.96</u>
Reserve for Receivable	C	\$	646,904.79
Various Reserves	C-3 , C-9		<u>94,977.17</u>
		\$	<u>741,881.96</u>

**GENERAL CAPITAL FUND  
SCHEDULE OF GUARANTEE OF DEBT - VOLUNTEER AMBULANCE  
FOR THE YEAR ENDED DECEMBER 31, 2012**

<u>Reference</u>			
Balance - December 31, 2011	C	\$	30,000.00
Decreased By:			
Cancelled Against Reserve	Reserved		<u>30,000.00</u>
Balance - December 31, 2012	C	\$	<u>-</u>

**CITY OF ENGLEWOOD**  
**BERGEN COUNTY, NEW JERSEY**

**GENERAL CAPITAL FUND**  
**SCHEDULE OF RESERVE FOR ENCUMBRANCES**  
**FOR THE YEAR ENDED DECEMBER 31, 2012**

Balance - December 31, 2011	C	\$ 2,116,281.36
<b>Increased by:</b>		
Charges to Improvement Authorizations	C-6	\$ 8,735,499.04
Charges to Various Reserves	C-9	<u>42,407.56</u>
		<u>8,777,906.60</u>
		10,894,187.96
<b>Decreased By:</b>		
Cash Disbursements	C-2	\$ 7,102,584.93
Cancellations	C-6	<u>7,500.00</u>
		<u>7,110,084.93</u>
Balance - December 31, 2012	C	<u><u>\$ 3,784,103.03</u></u>

**CITY OF ENGLEWOOD  
BERGEN COUNTY, NEW JERSEY**

**GENERAL CAPITAL FUND  
SCHEDULE OF LOAN REVENUE BONDS PAYABLE - BCIA  
FOR THE YEAR ENDED DECEMBER 31, 2012**

Purpose	Date of Issue	Original Issue	Maturities of Leases			Balance Dec 31, 2011	Decreased	Balance Dec 31, 2012
			Outstanding - Dec 31, 2012 Date	Amount	Interest Rate			
<b>County Guaranteed Governmental Loan Revenue Bonds</b>								
Series 2005B	9/20/2005	\$ 15,316,015.70	9/1/2013	\$ 936,394.20	3.77%			
			9/1/2014	894,965.40	3.86%			
			9/1/2015	1,496,192.10	3.96%			
			9/1/2016	1,420,256.50	4.08%			
			9/1/2017	1,349,735.40	4.17%			
			9/1/2018	1,285,336.00	4.23%			
			9/1/2019	1,219,257.00	4.31%			
			9/1/2020	1,156,448.80	4.38%			
			9/1/2021	1,098,812.00	4.43%	\$ 11,837,412.80	\$ 980,015.40	\$ 10,857,397.40
						<u>\$ 11,837,412.80</u>	<u>\$ 980,015.40</u>	<u>\$ 10,857,397.40</u>

Ref.

C

C-4

C

**CITY OF ENGLEWOOD  
BERGEN COUNTY, NEW JERSEY**

**GENERAL CAPITAL FUND  
SCHEDULE OF GENERAL SERIAL BONDS PAYABLE  
FOR THE YEAR ENDED DECEMBER 31, 2012**

Purpose	Date of Issue	Original Issue	Maturities of Bonds Outstanding - Dec 31, 2012		Interest Rate	Balance Dec 31, 2011	Decreased	Balance Dec 31, 2012
			Date	Amount				
General Improvement Bonds	06/01/04	\$ 6,700,000.00	07/01/13	\$ 850,000.00	4.000%			
			07/01/14	850,000.00	4.000%	\$ 2,500,000.00	\$ 800,000.00	\$ 1,700,000.00
General Improvement Bonds	05/16/10	4,365,000.00	08/15/13	160,000.00	2.000%			
			08/15/14	165,000.00	3.000%			
			08/15/15	170,000.00	3.000%			
			08/15/16	175,000.00	3.000%			
			08/15/17	185,000.00	3.125%			
			08/15/18	190,000.00	3.250%			
			08/15/19	200,000.00	3.500%			
			08/15/20	205,000.00	4.000%			
			08/15/21	215,000.00	4.000%			
			08/15/22	225,000.00	4.000%			
			08/15/23	235,000.00	4.000%			
			08/15/24	245,000.00	4.000%			
			08/15/25	255,000.00	4.000%			
			08/15/26	265,000.00	4.000%			
			08/15/27	275,000.00	4.000%			
			08/15/28	285,000.00	4.000%			
			08/15/29	295,000.00	4.000%			
			08/15/30	310,000.00	4.000%	\$ 4,210,000.00	\$ 155,000.00	\$ 4,055,000.00
						\$ 6,710,000.00	\$ 955,000.00	\$ 5,755,000.00

Ref.

C

C-4

C

**CITY OF ENGLEWOOD  
BERGEN COUNTY, NEW JERSEY**

**GENERAL CAPITAL FUND**  
**SCHEDULE OF BOND ANTICIPATION NOTES PAYABLE**  
**FOR THE YEAR ENDED DECEMBER 31, 2012**

Cap No.	Improvement Description	Date of Original Issue	Date of Issue	Date of Maturity	Interest Rate	Balance Dec 31, 2011	Increased	Decreased	Balance Dec 31, 2012
03-04	Acquisition of Lincoln / Liberty	10/20/03	05/04/12	05/03/13	1.500%	\$ 3,825,928.00	\$ 3,719,656.00	\$ 3,825,928.00	\$ 3,719,656.00
03-11	Acquisition of Lincoln / Liberty	7/9/2004	05/04/12	05/03/13	1.500%	4,260,505.00	4,181,606.00	4,260,505.00	4,181,606.00
05-11	Various Capital Improvements	7/7/2006	05/04/12	05/03/13	1.500%	3,927,797.00	3,773,451.00	3,927,797.00	3,773,451.00
06-08	Various Capital Improvements	7/6/2007	05/04/12	05/03/13	1.500%	4,764,941.00	4,602,218.00	4,764,941.00	4,602,218.00
07-01, 10-31	Various Capital Improvements	7/6/2007	05/04/12	05/03/13	1.500%	1,876,223.00	1,796,247.00	1,876,223.00	1,796,247.00
07-02	MacKay Park Improvements	7/6/2007	05/04/12	05/03/13	1.500%	292,609.00	281,771.00	292,609.00	281,771.00
07-20	Fire Department Equipment	7/1/2008	05/04/12	05/03/13	1.500%	607,268.00	577,136.00	607,268.00	577,136.00
08-10, 12-21	Various Capital Improvements, Improvements to City Parks	7/1/2008	05/04/12	05/03/13	1.500%	915,310.00	882,620.00	915,310.00	882,620.00
08-16	Various Capital Improvements	6/17/2008	05/04/12	05/03/13	1.500%	988,564.00	946,684.00	988,564.00	946,684.00
08-25	Renovations to City Hall	9/19/2008	05/04/12	05/03/13	1.500%	361,900.00	349,420.00	361,900.00	349,420.00
09-13	Various Capital Improvements	5/7/2010	05/04/12	05/03/13	1.500%	3,229,000.00	3,229,000.00	3,229,000.00	3,229,000.00
09-22	Fire Truck and Various Equipment	5/7/2010	05/04/12	05/03/13	1.500%	475,000.00	475,000.00	475,000.00	475,000.00
10-18	Various Capital Improvements	5/6/2011	05/04/12	05/03/13	1.500%	3,637,900.00	3,637,900.00	3,637,900.00	3,637,900.00
10-28	Acquisition of DPW Equipment	5/6/2011	05/04/12	05/03/13	1.500%	770,000.00	770,000.00	770,000.00	770,000.00
11-10	Various Capital Improvements	05/04/12	05/04/12	05/03/13	1.500%		2,368,700.00		2,368,700.00
12-23	Tax Appeals	12/21/2012	12/21/2012	12/20/2013	1.250%		2,900,000.00		2,900,000.00
						\$ 29,932,945.00	\$ 34,491,409.00	\$ 29,932,945.00	\$ 34,491,409.00
						Ref. C	Below	Below	C , C-5
						Renewals Issued for Cash Paid by Budget Appropriation	C-2 C-2 , C-17 C-5	\$ 29,222,709.00 5,268,700.00	\$ 29,222,709.00
								710,236.00	
									\$ 34,491,409.00 Above
									\$ 29,932,945.00 Above

**CITY OF ENGLEWOOD**  
**BERGEN COUNTY, NEW JERSEY**

**GENERAL CAPITAL FUND**  
**SCHEDULE OF INTERFUND RECEIVABLE (PAYABLE)**  
**FOR THE YEAR ENDED DECEMBER 31, 2012**

	Reference	Total	Current Fund	Grant Fund	Community Development Block Grant Fund
Balance, December 31, 2011	C	\$ 110,642.68	\$ (640.32)	\$ -	\$ 110,642.68
<b>Increased by:</b>					
Cash Disbursed:					
To Other Funds	C-2	154,716.72	154,716.72		
On-Behalf of Other Funds	C-2	<u>182,852.00</u>	<u>88,352.00</u>	<u>94,500.00</u>	<u>-</u>
		<u>337,568.72</u>	<u>243,068.72</u>	<u>94,500.00</u>	<u>-</u>
<b>Decreased by:</b>					
Cash Receipts:					
From Other Funds	C-2	120,529.05			120,529.05
On-Behalf of Other Funds	C-2	<u>493,625.00</u>		<u>493,625.00</u>	
<b>Anticipated As Revenue In Current Fund Budget:</b>					
Fund Balance	C-1	154,076.40	154,076.40		
Interest Earned on Investments	C-2	<u>3,388.16</u>	<u>3,388.16</u>	<u>493,625.00</u>	<u>120,529.05</u>
		<u>771,618.61</u>	<u>157,464.56</u>	<u>493,625.00</u>	<u>120,529.05</u>
Balance, December 31, 2012	C	<u>\$ (323,407.21)</u>	<u>\$ 84,963.84</u>	<u>\$ (399,125.00)</u>	<u>\$ (9,886.37)</u>

**CITY OF ENGLEWOOD**  
**BERGEN COUNTY, NEW JERSEY**

**GENERAL CAPITAL FUND**  
**SCHEDULE OF BONDS AND NOTES AUTHORIZED BUT NOT ISSUED**  
**FOR THE YEAR ENDED DECEMBER 31, 2012**

Cap No.	Improvement Description	Balance Dec 31, 2011	2012 Authorized	Notes Issued	Cancellations	Balance Dec 31, 2012
85-22	Transfer Station	\$ 35,600.00				\$ 35,600.00
04-30	Renovations to Lincoln School	2,850,000.00			\$ 2,850,000.00	
11-10	Various Capital Improvements	2,368,700.00		\$ 2,368,700.00		
12-15	Various Capital Improvements		\$ 3,395,640.00			3,395,640.00
12-20	Various Capital Improvements		3,228,540.00			3,228,540.00
12-23	Refunding Tax Appears		2,900,000.00	2,900,000.00		
<u>Ref.</u>		<u>\$ 5,254,300.00</u>	<u>\$ 9,524,180.00</u>	<u>\$ 5,268,700.00</u>	<u>\$ 2,850,000.00</u>	<u>\$ 6,659,780.00</u>
		C	C-5 , C-6	C-15	C-5 , C-6	C

**ENGLEWOOD FREE PUBLIC LIBRARY**

**CITY OF ENGLEWOOD**  
**BERGEN COUNTY, NEW JERSEY**

**ENGLEWOOD FREE PUBLIC LIBRARY**  
**SCHEDULE OF CASH AND CASH EQUIVALENTS**  
**FOR THE YEAR ENDED DECEMBER 31, 2012**

	<u>Reference</u>	
Balance, December 31, 2011	D	\$ 244,787.79
Increased by Receipts:		
Interest Earned	D-4 , D-5	\$ 73.67
State Aid	D-4	12,014.00
Donations	D-5	10,000.00
Library Operations	D-1	<u>301,703.35</u>
		<u>323,791.02</u>
		568,578.81
Decreased by Disbursements:		
Commitments Payable	D-3	10,141.75
Reserve for State Aid Expenditures	D-4	13,044.12
Library Operations	D-1	<u>299,426.14</u>
		<u>322,612.01</u>
Balance, December 31, 2012	D	<u>\$ 245,966.80</u>

**CITY OF ENGLEWOOD  
BERGEN COUNTY, NEW JERSEY**

**ENGLEWOOD FREE PUBLIC LIBRARY  
SCHEDULE OF COMMITMENTS PAYABLE  
FOR THE YEAR ENDED DECEMBER 31, 2012**

<u>Reference</u>			
Balance, December 31, 2011	D	\$	10,141.75
Decreased by:			
Cash Disbursements	D-2		<u>10,141.75</u>
Balance, December 31, 2012	D	\$	<u>-</u>

**CITY OF ENGLEWOOD  
BERGEN COUNTY, NEW JERSEY**

**ENGLEWOOD FREE PUBLIC LIBRARY  
SCHEDULE OF RESERVE FOR STATE AID EXPENDITURES  
FOR THE YEAR ENDED DECEMBER 31, 2012**

	<u>Reference</u>		
Balance, December 31, 2011	D	\$	23,802.96
Increased By:			
Interest Earned	D-2	\$	45.66
State Aid	D-2	<u>12,014.00</u>	<u>12,059.66</u>
			35,862.62
Decreased by:			
Cash Disbursements	D-2	<u>13,044.12</u>	
Balance, December 31, 2012	D	<u>\$</u>	<u>22,818.50</u>

**ENGLEWOOD FREE PUBLIC LIBRARY  
SCHEDULE OF RESERVE FOR CUSTODIAL FUND  
FOR THE YEAR ENDED DECEMBER 31, 2012**

	<u>Reference</u>		
Balance - December 31, 2011	D	\$	45,993.12
Increased By:			
Interest Earned	D-2	\$	28.01
Donations	D-2	<u>10,000.00</u>	<u>10,028.01</u>
Balance - December 31, 2012	D	<u>\$</u>	<u>56,021.13</u>



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

**INDEPENDENT AUDITORS' REPORT**

Honorable Mayor and Members  
of the City Council  
City of Englewood  
Bergen County, New Jersey

We have audited in accordance with auditing standards generally accepted in the United States of America; the audit requirements as prescribed by the Division of Local Government Services, Department of Community Affairs, State of New Jersey (the "Division") and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, the regulatory-basis financial statements of the City of Englewood (the "City"), County of Bergen, New Jersey as of and for the year ended December 31, 2012, and the related notes to the financial statements, and have issued our report thereon dated September 9, 2013, in which we expressed an adverse opinion on the conformity of the statements with accounting principles generally accepted in the United States of America due to the differences between those principles and the accounting practices prescribed by the Division and a qualified opinion on the General Fixed Asset Account Group due to the lack of information to support the balances and activity of the City's fixed assets.

**Internal Control Over Financial Reporting**

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

Our consideration of internal control was for the limited purpose described in the preceding paragraph and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies and therefore, material weaknesses or significant deficiencies may exist that are not identified. However, as described in the accompanying schedule of findings and questioned costs, we identified a deficiency in internal control that we consider to be a material weakness.

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 City's financial statements will not be prevented, or detected and corrected on a timely basis. We consider the deficiency described in the accompanying schedule of findings and questioned costs as item 2012-01 to be a material weakness. A significant deficiency is a deficiency or combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

## **Compliance and Other Matters**

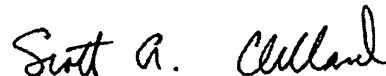
As part of obtaining reasonable assurance about whether the City's financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts and grant agreements, noncompliance with which could have a direct and material effect 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 an instance of noncompliance or other matter that is required to be reported under *Government Auditing Standards* and which is described in the accompanying schedule of findings and questioned costs as item 2012-01.

## **City Response to Finding**

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

## **Purpose of this Report**

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the City's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the City's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.



Scott A. Clelland  
Registered Municipal Accountant  
No. 455

  
WISS & COMPANY, LLP

Iselin, New Jersey  
September 9, 2013



REPORT ON COMPLIANCE FOR EACH MAJOR FEDERAL PROGRAM AND REPORT  
ON INTERNAL CONTROL OVER COMPLIANCE REQUIRED BY  
OMB CIRCULAR A-133

INDEPENDENT AUDITORS' REPORT

Honorable Mayor and Members  
Of the City Council  
City of Englewood  
County of Bergen, New Jersey

**Report on Compliance for Each Major Federal Program**

We have audited the City of Englewood's, County of Bergen, New Jersey ("City") compliance with the types of compliance requirements described in OMB Circular A-133 Compliance Supplement that could have a direct and material effect on its major federal program for the year ended December 31, 2012. The City's major federal program is identified in the summary of auditor's results section of the accompanying schedule of findings and questioned costs.

**Management's Responsibility**

Management is responsible for compliance with the requirements of laws, regulations, contracts and grants applicable to its federal programs.

**Auditor's Responsibility**

Our responsibility is to express an opinion on compliance for the City's major federal program based on our audit of the types of compliance requirements referred to above. We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; the audit requirements as prescribed by the Division of Local Government Services, Department of Community Affairs, State of New Jersey (the "Division"); and OMB Circular A-133 *Audits of States, Local Governments and Non-Profit Organizations*. Those standards and OMB Circular A-133 require that we plan and perform the audit to obtain reasonable assurance about whether noncompliance with the types of compliance requirements referred to above that could have a direct and material effect on a major federal program occurred. An audit includes examining, on a test basis, evidence about the City's compliance with those requirements and performing such other procedures as we considered necessary in the circumstances.

We believe that our audit provides a reasonable basis for our opinion on compliance for the major federal program. However, our audit does not provide a legal determination of the City's compliance.

**Opinion on Each Major Federal Program**

In our opinion, the City complied, in all material respects with the types of compliance requirements referred to above that could have a direct and material effect on its major federal program for the year ended December 31, 2012.

## **Report on Internal Control Over Compliance**

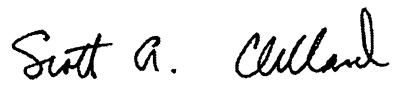
Management of the City is responsible for establishing and maintaining effective internal control over compliance with the types of compliance requirements referred to above. In planning and performing our audit of compliance, we considered the City's internal control over compliance with the types of requirements that could have a direct and material effect on its major federal program to determine the auditing procedures that are appropriate in the circumstances for the purpose of expressing an opinion on compliance for its major federal program and to test and report on internal control over compliance in accordance with OMB Circular A-133, but not for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, we do not express an opinion on the effectiveness of the City's internal control over compliance.

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

Our consideration of internal control over compliance 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 compliance that might be material weaknesses or significant deficiencies. We did not identify any deficiencies in internal control over compliance that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

### **Purpose of this Report**

The purpose of this report on internal control over compliance is solely to describe the scope of our testing of internal control over compliance and the results of that testing based on the requirements of OMB Circular A-133. Accordingly, this report is not suitable for any other purposes.



Scott A. Clelland  
Registered Municipal Accountant  
No. 455



WISS & COMPANY  
WISS & COMPANY, LLP

**SUPPLEMENTARY INFORMATION RELATING TO SCHEDULES OF EXPENDITURES  
OF FEDERAL AWARDS AND STATE FINANCIAL ASSISTANCE**  
**SUPPLEMENTARY INFORMATION**

**CITY OF ENGLEWOOD  
COUNTY OF BERGEN**

**SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS**

**YEAR ENDED DECEMBER 31, 2012**

Federal Funding Department	Township Fund Reference	CFDA Number	Total Award (Request)	Grant Year	2012	
					Cash Receipts	Expenditures
<b>Direct Awards:</b>						
Department of Homeland Security						
Disaster Grants - Public Assistance (Hurricane Irene)	A	97.036	\$ 120,000.00	2011	\$ 78,643.82	\$ 70,018.82
Disaster Grants - Public Assistance (October 2011 Storm)	A	97.036	343,518.77	2011	343,518.77	
Disaster Grants - Public Assistance (Super Storm Sandy)	A	97.036	650,453.98	2012		650,453.98
Department of Environmental Protection Agency						
Sanitary Sewer Grant	A	66.202	485,000.00	2011	485,000.00	
<b>Pass-Through Awards:</b>						
Pass-Through County of Bergen, NJ:						
Department of Housing and Urban Development						
Community Development Block Grants	B	14.218	346,038.00	2011-2012	346,038.00	225,508.95
<b>Total Expenditures</b>					<b>\$ 1,253,200.59</b>	<b>\$ 945,981.75</b>

See accompanying notes to the schedules of expenditures of federal awards and state financial assistance.

CITY OF ENGLEWOOD  
COUNTY OF BERGEN

## SCHEDULE OF STATE FINANCIAL ASSISTANCE

YEAR ENDED DECEMBER 31, 2012

State Funding Department or Division	Program	Fund Reference	Total Award	State Account No.	Grant Year	2012	
						Cash Receipts	Grant Expenditures
<b>Environmental Protection</b>							
	Recycling Tonage Grant	A	\$ 64,352.37	4900-752-042-4900	2011-2012	\$ 45,541.88	
	Clean Community Grant	A	113,403.74	4900-765-042-4900	2011-2012	37,508.31	\$ 11,230.56
	Take Me Fishing Grant	A	20,000.00	Not Available	2011-2012	10,000.00	\$ 9,270.62
<b>Health and Human Services</b>							
	Public Health Priority Funding	A	17,912.03	4220-100-046-4535-109-J002-6020	2011		1,391.94
	Pandemic Flu Preparedness	A	9,567.46	Not Available	2010		284.00
	Reach and Teach Grant	A	264,000.00	Not Available	2011-2012	18,000.00	\$ 18,000.00
<b>Community Affairs</b>							
	Municipal Alliance Program	A	15,759.00	Not Available	2011	12,694.00	\$ 14,384.00
	Adolescent Health Grant	A	131,942.48	4220-100-046-4535-129-J002-6140	2010		\$ 2,989.32
<b>Law and Public Safety</b>							
	Drunk Driving Enforcement Fund	A	9,299.00	6400-1000-078-640-YYYY	2012	9,299.00	
	Drunk Driving Enforcement Fund	A	59,031.09	6400-1000-078-640-YYYY	2010-2012		\$ 16,317.55
	Body Armor Replacement	A	7,155.00	Not Available	2012	7,155.00	
	Alcohol Education and Rehabilitation Program	A	2,571.88	9735-760-098-6020	2010		\$ 500.00
<b>Total Expenditures</b>						<b>\$ 140,198.19</b>	<b>\$ 74,367.99</b>

See accompanying notes to the schedules of expenditures of federal awards and state financial assistance.

**CITY OF ENGLEWOOD  
BERGEN COUNTY, NEW JERSEY**

**NOTES TO SCHEDULES OF EXPENDITURES OF  
FEDERAL AWARDS AND STATE FINANCIAL ASSISTANCE  
DECEMBER 31, 2012**

**Note 1 - General:**

The accompanying schedules of expenditures of federal awards and state financial assistance present the activity of all federal and state financial assistance programs of the City of Englewood. The City is defined in Note 1 to the financial statements. To the extent identified, the federal and state financial assistance that passed through other governmental agencies is included on the schedules of expenditures of federal awards and state financial assistance.

**Note 2 - Basis of Accounting:**

The accompanying schedules of expenditures of federal awards and state financial assistance are presented using the basis of accounting as described in Note 2 to the City's financial statements.

**Note 3 - Relationship to Financial Statements:**

Amounts reported in the accompanying schedules agree with amounts reported in the City's financial statements.

**Note 4 - Relationship to Federal and State Financial Reports:**

Amounts reported in the accompanying schedules of expenditures of federal awards and state financial assistance agree with the amounts reported in the related federal and state financial reports, where required. Expenditures incurred for Disaster Grants for Public Assistance are based upon project worksheets submitted to the Federal Emergency Management Agency.

**CITY OF ENGLEWOOD  
BERGEN COUNTY, NEW JERSEY**

**SCHEDULE OF FINDINGS AND QUESTIONED COSTS  
FOR THE YEAR ENDED DECEMBER 31, 2012**

***Section I - Summary of Auditor's Results***

**Financial Statement Section**

Type of auditor's report issued: Qualified – OCBOA due to lack of Fixed Assets records;  
Adverse – U.S. GAAP

Internal Control over financial reporting:

Material weakness(es) identified? X Yes \_\_\_\_\_ No \_\_\_\_\_

Significant deficiency(ies) identified? \_\_\_\_\_ Yes X \_\_\_\_\_ None Reported

Noncompliance material to the financial  
statements noted?

X Yes \_\_\_\_\_ No \_\_\_\_\_

**Federal Awards**

Dollar threshold used to distinguish between type A and B programs: \$300,000.00

Auditee qualified as low-risk auditee? \_\_\_\_\_ Yes X \_\_\_\_\_ No \_\_\_\_\_

Internal Control over major programs:

Material weakness(es) identified? \_\_\_\_\_ Yes X \_\_\_\_\_ No \_\_\_\_\_

Significant deficiency(ies) identified? \_\_\_\_\_ Yes X \_\_\_\_\_ None Reported

Type of auditor's report issued on compliance for major  
programs:

Unqualified

Any audit findings disclosed that are required to be reported  
in accordance with Section 510(a) of OMB Circular A-133? \_\_\_\_\_ Yes X \_\_\_\_\_ No \_\_\_\_\_

Identification of major program:

CFDA Number(s) Name of Federal Program or Cluster

97.036 Disaster Grants – Public Assistance

**CITY OF ENGLEWOOD  
BERGEN COUNTY, NEW JERSEY**

**SCHEDULE OF FINDINGS AND QUESTIONED COSTS  
FOR THE YEAR ENDED DECEMBER 31, 2012**

**Section II –Schedule of Financial Statement Findings**

**Finding 2012-01 – Material Weakness – Fixed Assets**

*Criteria:*

To ensure effective internal control over the maintenance of fixed asset records and to comply with State guidelines, the City is required to maintain detailed records, including descriptions and values, for all City owned land, buildings and machinery and equipment.

*Condition:*

The City is not properly tracking fixed assets and related values and does have supporting documentation to reconcile with prior year audited fixed asset values.

*Context:*

The City's records do not contain a detailed listing for the prior year land, building or equipment values owned by the City that agree with prior year audited figures. Additionally, the City is only tracking additions of equipment related assets, however during our testing of these additions, it was identified that certain additions being recorded are below the capitalization threshold.

*Cause and Effect:*

The City has not updated its fixed asset records in several years resulting in incomplete records of City owned land, buildings and machinery and equipment as well a qualified opinion to the regulatory-basis financial statements.

*Recommendation:*

We suggest the City either internally perform or contract with an outside appraisal company to perform a City wide appraisal of all City owned fixed assets.

*Views of Responsible Officials and Planned Corrective Action:*

City management concurs with the finding and has developed and approved a corrective action plan in response to the recommendation above. As part of the corrective action plan, the City intends to contract with an outside company to perform a detailed appraisal of all City fixed assets.

**CITY OF ENGLEWOOD  
BERGEN COUNTY, NEW JERSEY**

**SCHEDULE OF FINDINGS AND QUESTIONED COSTS  
FOR THE YEAR ENDED DECEMBER 31, 2012**

**Section III - Federal Awards Findings and Questioned Costs**

This section identifies the significant deficiencies, material weaknesses, and instances of noncompliance, including questioned costs, related to the audit of major federal programs, as required by U.S. OMB Circular A-133.

**Federal Award Programs:**

None noted.

**CITY OF ENGLEWOOD  
BERGEN COUNTY, NEW JERSEY**

**SUMMARY SCHEDULE OF PRIOR YEAR AUDIT FINDINGS  
FOR THE YEAR ENDED DECEMBER 31, 2012**

**Summary of Prior Year Findings**

**Finding 2011-01**

The fixed assets report does not contain an inventory listing for land and building/building improvements. In addition, the audit revealed unrecorded equipment additions.

**Current Status**

See Finding 2012-01.

**COMMENTS SECTION**

**CITY OF ENGLEWOOD  
COUNTY OF BERGEN, NEW JERSEY  
YEAR ENDED DECEMBER 31, 2012**

**GENERAL COMMENTS**

An audit of the financial accounts and transactions of the City of Englewood, County of Bergen, New Jersey, for the year ended December 31, 2012, has been completed. The General Comments are herewith set forth:

**Scope of Audit**

The audit covered the financial transactions of the Finance Department and the other various offices and departments collecting fees within the City of Englewood, County of Bergen, New Jersey.

The audit did not and could not determine the character of services rendered for which payment had been made or for which reserves had been set up, nor could it determine the character, proper price or quantity of materials supplied for which claims had been passed.

Cash on hand was counted and cash and investment balances were reconciled with independent certifications obtained directly from the depositories.

Revenues and receipts were established and verified as to source and amount insofar as the records permitted.

Our audit was made in accordance with auditing standards generally accepted in the United States and in compliance with the audit requirements prescribed by the Division of Local Government Services, Department of Community Affairs, State of New Jersey. Therefore, our audit included the procedures noted above as well as tests of the accounting records and such other auditing procedures as we considered necessary in the circumstances.

**OTHER MATTERS**

**Contracts and Agreements Required  
to be advertised Per N.J.S.A. 40A:4: 11-4**

N.J.S.A. 40A: 11-4 states "Every contract or agreement, for the performance of any work or the furnishing or hiring of any materials or supplies, the cost or the contract price whereof is to be paid with or out of public funds not included within the terms of Section 3: of this act, shall be made or awarded only after public advertising for bids and bidding therefore, except as is provided otherwise in this act or specifically by any other law. No work, materials or supplies shall be undertaken, acquired or furnished for a sum exceeding in the aggregate \$36,000.00 except by contract or agreement."

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

The minutes indicate that resolutions were adopted and advertised authorizing the awarding of contracts and agreements for "Professional Services" per N.J.S.A. 40A:11-5. Inasmuch as the system of records did not provide for an accumulation of payments for categories for the performance of any work or the furnishing or hiring or any materials or supplies, the results of such an accumulation could not reasonably be ascertained. Disbursements were reviewed, however, to determine whether any clear cut violations existed. See comments and recommendations section of this report for exceptions identified.

### Collection of Interest on Delinquent Taxes and Assessments

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

The governing body, on January 3, 2012, adopted a resolution authorizing interest to be charged on delinquent taxes and assessments, as follows:

8% Interest on Amounts up to \$1,500.00 on Delinquent Tax and Assessment Accounts:

18% Interest on Amounts from \$1,500.00 and above on Delinquent Tax and Assessment Accounts:

Ten (10) Day Grace Period

This resolution was subsequently amended pursuant to revisions to N.J.S.A. 54:4-67 to include a penalty of 6% to be charged to delinquencies in excess of \$10,000 at the end of the calendar year.

An examination of the collector's records, on a test basis, indicated that interest on delinquencies was calculated in accordance with the foregoing resolution, for items tested.

### Delinquent Taxes and Tax Title Liens

A tax sale was held on October 19, 2012, and was complete. Properties that were in bankruptcy proceedings were excluded from the sale. The status of these properties should be monitored to assure that the City protects its right to collect delinquent taxes and that these properties are exposed to tax sale proceedings at the earliest legal date.

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

Years	Tax Title Liens
2012	13
2011	13
2010	17

The City maintains a foreclosure program for tax title liens that become subject to In Rem Foreclosure.

### Investment of Funds

The Chief Financial Officer had most of the idle funds of the City invested in the interest-bearing investments or accounts from January 1, 2012 to December 31, 2012. Earnings from the investments are shown as revenue in the various accounts of the City as of December 31, 2012. The investment program instituted by the finance officer was complete with minimal balances remaining in demand accounts. This policy complied with N.J.S.A. 40:4-5-14 in all respects.

All cash and cash equivalents held by the City were directly confirmed as of December 31, 2012.

#### Purchase Order System and Encumbrance System

The City's budgetary operation is on a full encumbrance system with the exception of payrolls and other direct costs. All purchases are made directly by the purchasing department or subsequently confirmed on an emergency basis. Blanket orders and other outstanding encumbrances were reviewed at the close of the year, and adjustments and cancellations were made where appropriate to reflect actual commitments outstanding for budgetary control.

#### Condition of Records - Tax Collector Office

The records maintained by the Tax Collector were audited. Computerized cash receipt records were agreed to daily controls and in total monthly with no exceptions noted for items tested. No exceptions were noted in the testing of computerized real estate tax billings and billing adjustments for real estate taxes.

#### Condition of Records - Finance Department

The Finance Department utilized a computerized general ledger accounting system during 2012. General ledgers were maintained for all funds. The City is currently in compliance with New Jersey Administrative Code 5:30-5.7, establishment and maintenance of a general ledger.

#### Payment of Claims

The examination did not and could not determine the character of services rendered for which payment had been made or for which reserves had been set up, nor could it determine the character, proper price or quantity of materials supplied for which claims had been passed. Authorization for payment of claims is delegated to the Chief Financial Officer and bill lists are submitted to the City Council for approval and recorded as a supplement to the official minutes.

Claims were examined on a test basis for the year under audit and no exceptions were noted.

#### Budgetary Records

The City maintains a detailed, computerized subsidiary ledger for each of its budgets. The software package does not permit the entry of non-cash charges and adjustments. These adjusting entries are made in the general journal and are recorded in the general ledger control account.

#### Administration and Accounting for Federal and State Grant Programs

During 2012, the City operated programs, which were funded in whole or in part by state or federal grant awards. As part of the acceptance of these funds, the City is required to make assurances to the grantor agency that it will comply, in its general operations as well as in the operation of grant funded programs, with various laws and regulations. In addition, the individual grant contracts impose specific compliance requirements for the operations of each program. The examination of these grant programs indicated that the City has expended grant funds during 2012 for the purposes authorized.

**CITY OF ENGLEWOOD  
BERGEN COUNTY, NEW JERSEY**

**COMPARATIVE SCHEDULE OF TAX RATE INFORMATION  
FOR THE YEARS ENDED DECEMBER 31, 2012, 2011 AND 2010**

	<u>2012</u>	<u>2011</u>	<u>2010</u>
<b>Tax Rate:</b>	\$ 2.365	\$ 2.401	\$ 2.023

**Apportionment of Tax Rate:**

Municipal	\$ 1.043	\$ 1.026	\$ 0.897
Municipal Library	0.038	0.041	
County	0.153	0.225	0.203
County Open Space	0.003	0.003	0.003
Local School	1.128	1.106	0.920

**Assessed Valuation (Taxable):**

2012	<u>\$ 4,353,763,781.00</u>
2011	<u>\$ 4,409,042,400.00</u>
2010	<u>\$ 5,263,529,221.00</u>

**COMPARATIVE SCHEDULE OF TAX LEVIES AND COLLECTIONS  
FOR THE YEARS ENDED DECEMBER 31, 2012, 2011 AND 2010**

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

<u>Year</u>	<u>Tax Levy</u>	<u>Cash Collections</u>	<u>Percentage of Collection</u>
2012	\$ 103,908,491.64	\$ 101,812,261.70	97.98%
2011	105,979,566.42	103,683,685.95	97.83%
2010	106,632,346.00	103,626,361.00	97.18%

**CITY OF ENGLEWOOD  
BERGEN COUNTY, NEW JERSEY**

**DELINQUENT TAXES AND TAX TITLE LIENS  
FOR THE YEARS ENDED DECEMBER 31, 2012, 2011, and 2010**

This tabulation includes a comparison, expressed in percentage, of the total of delinquent taxes and tax title liens, in relation to the tax levies of the last three years.

Year	Amount of Tax Title Liens	Amount of Delinquent Taxes	Total Delinquent	Percentage of Tax Levy
2012	\$ 123,257.59	\$ 2,018,636.53	\$ 2,141,894.12	2.06%
2011	186,147.60	3,082,325.59	3,268,473.19	3.08%
2010	176,100.00	3,195,508.00	3,371,608.00	3.16%

**PROPERTY ACQUIRED FOR TAX TITLE LIEN LIQUIDATION  
FOR THE YEARS ENDED DECEMBER 31, 2012, 2011, and 2010**

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
2012	\$ 70,979.00
2011	70,979.00
2010	70,979.00

**COMPARATIVE SCHEDULE OF SEWER UTILITY LEVIES AND COLLECTIONS  
FOR THE YEARS ENDED DECEMBER 31, 2012, 2011, and 2010**

Year	Levies	Collections*
2012	\$ 326,246.67	\$ 355,084.06
2011	303,841.47	323,957.95
2010	297,135.00	239,054.00

\*Includes collections against prior year balances.

**COMPARATIVE SCHEDULE OF FUND BALANCES  
FOR THE YEARS ENDED DECEMBER 31, 2012, 2011, and 2010**

	Year Ended	Balance	Utilized in Budget of Succeeding Year
Current Fund	2012	\$ 5,780,134.97	\$ 3,079,000.00
	2011	4,965,057.81	3,300,000.00
	2010	4,528,646.00	3,100,000.00

**CITY OF ENGLEWOOD  
BERGEN COUNTY, NEW JERSEY**

**SCHEDULE OF OFFICIALS IN OFFICE AND SURETY BONDS  
FOR THE YEAR ENDED DECEMBER 31, 2012**

The following officials were in office on December 31, 2012:

<u>NAME</u>	<u>TITLE</u>	<u>AMOUNT OF BOND</u>
Frank Huttle	- Mayor	
Lynne Algrant	- Council member (At Large Member)	
March Forman	- Council member (Ward 1)	
Michael Cohen	- Council member (Ward 2)	
Eugene Skurnick	- Council member (Ward 3)	
Wayne Hamer	- Council member (Ward 4)	
Timothy Dacey	- City Manager	
Lauren Vande Vaarst	- City Clerk	
Howard Feinstein	- Chief Financial Officer (January 1, 2012 - February 28, 2012)	\$1,000,000.00
Ronald Amorino	- Chief Financial Officer (March 1, 2012 - December 31, 2012)	\$1,000,000.00
Tamara Beemer	- Tax Collector	\$1,000,000.00
Diana Patino	- Treasurer	\$1,000,000.00
James Dow	- Judge	\$1,000,000.00
Debbian Barr	- Court Administrator	\$1,000,000.00

All of the above bonds were examined and found to be properly executed

## **Comments and Recommendations**

City of Englewood

Comments and Recommendations

Year ended December 31, 2012

**Prior Year Findings**

Corrective actions have been taken on all of the prior year's findings and recommendations with the exception of the following findings and recommendations marked with an asterisk (\*).

**Cash Management**

*Timeliness of Deposits\**

During our internal control testing over various cash receipts processes of the City, we identified certain instances in which monies collected by the various City Departments were not deposited into an official depository within 48 hours of collection, as required by N.J.S.A. 40A:5-15.

We suggest that the City strengthen internal procedures relating to the depositing of funds to ensure that all cash receipts are deposited within 48 hours of collection.

*Outstanding Checks and Reconciling Items*

During our testing of outstanding checks, we noted that the net payroll account bank reconciliation includes several outstanding checks and reconciling items that were issued and have been outstanding for more than a period of twelve months.

We suggest that the City review and investigate the outstanding reconciling items on the net payroll account bank reconciliation in order to determine if these checks are still valid and whether or not the City needs to issue replacement checks or cancel the outstanding items. If the checks are outstanding, the City should follow up with the applicable employee and if they cannot be located, the funds should be sent to the State of New Jersey as escheat funds.

*Deposits in Transit*

During our testing of amounts reported as deposits in transit on the City's December 31, 2012 bank reconciliations, we noted that the City posted two January 2013 cash receipts as deposits in transit as of December 31, 2012. These items should have been recorded in the 2013 fiscal year when the funds were received.

We suggest that the City strengthen internal procedures relating to the recording of cash receipts to ensure that all cash receipts are properly recorded in the City's financial records in the proper year.

## **Purchasing / Accounts Payable**

### **Local Public Contracts law – Quotations**

Pursuant to the State of New Jersey's Local Public Contracts Law (N.J.S.A. 40A:11), the City is required to obtain competitive quotations for any goods or services, not specifically exempted under Local Public Contracts Law, in which expenditures in any year exceed \$5,400. Our testing identified instances in which the City purchased goods and or services from vendors, for which evidence of adherence to the Local Public Contracts Law could not be provided related to the obtaining of quotations.

We suggest that the City implement procedures to ensure quotations are received for all required categories of goods or services that exceed \$5,400 except for those that are specifically exempted under the Local Public Contracts law and those quotes should be maintained in a written format.

### **State Contracting**

During our testing of vendors awarded contracts under a New Jersey State Contract, we noted that the City contracted with a vendor for sweeping and mixed debris services under a valid New Jersey State Contract; however, the City could not provide evidence that this contract was awarded via resolution of the City Council.

We suggest that the City ensure all state contracts awarded to vendors be officially approved by resolution of the City Council.

### **Technical Accounting Directive No. 1\***

During our testing of the City's detailed open purchase order report, we noted that the majority of the City's contracts are encumbered prior to the procurement of goods or services. However, our tests of internal controls revealed a number of instances in which the City did not properly encumber funds prior to placing an order with a vendor for the procurement of goods or services. Additionally, this resulted in certain year end adjusting entries to record outstanding liabilities for funds not properly accrued for prior to close out of the 2012 year.

We suggest that the City properly encumber funds prior to procuring goods and/or services and outstanding liabilities are properly accrued for at year end.

## **Personnel**

### **Personnel Files**

During our review of employee personnel files, we noted a few instances where certain required documentation, including Employment Eligibility Verification Forms (Form I-9), Pension Enrollment application forms, and Employee W-4 forms could not be located.

We suggest that the City implement procedures to ensure that all required employment documentation is appropriately maintained.

## **Budget**

### **Dedication by Rider**

During our review of the City's Trust Fund reserves, we noted that the City did not obtain approval from the Division of Local Government Services to maintain some of its reserves as spending reserves. It should be noted that the majority of the City's dedicated trust reserves are approved by the Division of Local Government Services.

We suggest that the City continue to review its trust funds to ensure all activities are covered under the current list of dedications by rider approved by the Division of Local Government Services and obtain Division approvals for all those that are not included on the State approved list.

### **Payroll and Agency Reserves**

During our review of the December 31, 2012 analysis of payroll deductions, we noted that there are several account balances with funds reported as available that the City could not substantiate the purpose of the available funds. Additionally, there are several deduction balances reported with negative account balances.

We suggest the City investigate all account balances to determine the appropriate amounts required to cover future payroll deduction obligations are on hand and all remaining, unsubstantiated account balances be cancelled and transferred to the Current Fund. We also suggest that the City investigate the negative account balances and fund accordingly if appropriate.

## **Other**

### **General Ledger**

The City maintains a computerized general ledger which is used to account for the various transactions of the City's funds. During our audit, we noted several transactions which were not recorded properly within the general ledger. Additionally, certain subsidiary ledgers were not properly reconciled to the general ledger.

We suggest that all general ledger balances be reconciled to supporting documentation on a monthly basis. This will facilitate the financial close process and enhance the level of control over the City's financial activity and accuracy of account balances.

### **Parking Meter Fees**

During our testing of the City's accounts receivable balance in the general capital fund relating to parking meters, we noted that there has not been a significant amount of receipts recorded against this receivable since 2004 and there is the possibility that parking meter collections could have been misapplied between current fund revenues and receivable recorded in the general capital fund. The parking meter receivable was recorded several years ago with the expectation that the City would receive \$80,000 a year for ten years which would reduce the receivable over the ten year period. Based on our audit, we noted that the annual collections have been far less than the expected \$80,000 and the balance will not be fully collected over the ten year period.

We suggest the City strengthen internal procedures relating to the recording of parking meter receipts to ensure that all parking meter receipts pledged to ordinances in the general capital fund are separately tracked and recorded in the correct fund. Additionally, we suggest the City reconcile the general capital fund pledged parking meter receipts from inception to date to determine the true value of receipts misapplied to the current fund. We also suggest that the City monitor this parking lot to ensure the meters are being utilized properly and are being checked for violations to ensure maximum collections related to the metered parking. In addition, the City should assess the collectability of the receivable balance as the collections have been substantially less than expected and the City should consider funding this receivable through future budgets.