

*BOROUGH OF ROSELAND*  
*COUNTY OF ESSEX*  
*REPORT OF AUDIT*  
*2018*

*NISIVOCCIA LLP*  
*CERTIFIED PUBLIC ACCOUNTANTS*

BOROUGH OF ROSELAND

COUNTY OF ESSEX

REPORT OF AUDIT

2018

BOROUGH OF ROSELAND  
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BOROUGH OF ROSELAND

PART I

FINANCIAL STATEMENTS AND SUPPLEMENTARY DATA

YEAR ENDED DECEMBER 31, 2018

## Independent Auditors' Report

The Honorable Mayor and Members  
of the Borough Council  
Borough of Roseland  
Roseland, New Jersey

### ***Report on the Financial Statements***

We have audited the financial statements – *regulatory basis* - of the various funds of Borough of Roseland, in Essex County (the “Borough”) as of and for the years ended December 31, 2018 and 2017, and the related notes to the financial statements, as listed in the foregoing table of contents.

### ***Management’s Responsibility for the Financial Statements***

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

### ***Auditors’ Responsibility***

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

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

The Honorable Mayor and Members  
of the Borough Council  
Borough of Roseland  
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We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

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

As described in Note 1, the financial statements are prepared by the Borough on the basis of accounting practices prescribed or permitted by the Division to demonstrate compliance with the Division's regulatory basis of accounting and the budget laws of New Jersey, which is a basis of accounting other than accounting principles generally accepted in the United States of America. The effects on the financial statements of the variances between the regulatory basis of accounting described in Note 1 and accounting principles generally accepted in the United States of America, although not reasonably determinable, are presumed to be material.

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

In our opinion, because of the significance of the matter discussed in the *Basis for the Adverse Opinion on U.S. Generally Accepted Accounting Principles* paragraph, the financial statements referred to above do not present fairly in accordance with accounting principles generally accepted in the United States of America the financial position of each fund and account group of the Borough as of December 31, 2018 and 2017, or the changes in financial position or where applicable, cash flows thereof for the years then ended.

***Opinion on Regulatory Basis of Accounting***

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

***Emphasis of Matter***

As discussed in Note 17 to the financial statements, the Borough implemented Governmental Accounting Standards Board ("GASB") Statement No. 75, *Accounting and Financial Reporting for Postemployment Benefits Other than Pensions*, during the year ended December 31, 2018. Our opinions are not modified with respect to this matter.

***Other Matters***

***Supplementary Information***

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

The Honorable Mayor and Members  
of the Borough Council  
Borough of Roseland  
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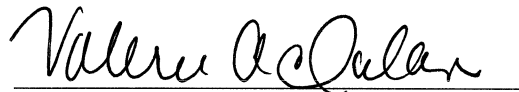
The supplementary data schedules and the schedules of expenditures of federal and state awards are the responsibility of management and were derived from and relate directly to the underlying accounting and other records used to prepare the financial statements. Such information has been subjected to the auditing procedures applied in the audit of the various fund financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the various fund financial statements or to the various fund financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the supplementary data schedules and the schedules of expenditures of federal and state awards are fairly stated, in all material respects, in relation to the financial statements as a whole.

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

In accordance with *Government Auditing Standards*, we have also issued our report dated April 15, 2019 on our consideration of Borough of Roseland's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the Borough's internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering Borough of Roseland's internal control over financial reporting and compliance.

Mount Arlington, New Jersey  
April 15, 2019

NISIVOCIA, LLP

A handwritten signature in black ink, reading "Valerie A. Dolan", written over a horizontal line.

Valerie A. Dolan  
Registered Municipal Accountant No. 548  
Certified Public Accountant



BOROUGH OF ROSELAND  
COUNTY OF ESSEX  
2018  
CURRENT FUND

BOROUGH OF ROSELAND  
CURRENT FUND  
COMPARATIVE BALANCE SHEET - REGULATORY BASIS

		December 31,	
	Ref.	2018	2017
<u>ASSETS</u>			
Regular Fund:			
Cash and Cash Equivalents:			
Treasurer	A-4	\$ 8,014,730.88	\$ 9,389,279.75
Change Fund		200.00	200.00
Due from State of New Jersey:			
Senior Citizens and Veterans Deductions		1,250.00	250.00
		<u>8,016,180.88</u>	<u>9,389,729.75</u>
Receivables and Other Assets With Full Reserves:			
Delinquent Property Taxes Receivable	A-7	308,996.45	254,214.85
Tax Title Liens Receivable	A-8	123,444.98	94,452.84
Revenue Accounts Receivable	A-9	5,128.71	8,541.37
Tax Penalty Receivable		14,660.53	29,025.59
Due from Animal Control Fund	B	2,948.40	1,414.60
Due from Other Trust Funds	B	102.63	10.06
Property Acquired for Taxes at Assessed Value		1,800.00	1,800.00
Total Receivables and Other Assets With Full Reserves		<u>457,081.70</u>	<u>389,459.31</u>
Total Regular Fund		<u>8,473,262.58</u>	<u>9,779,189.06</u>
Federal and State Grant Fund:			
Due from Current Fund	A	103,335.42	112,278.54
Federal and State Grants Receivable	A-10	4,700.00	21,239.00
Total Federal and State Grant Fund		<u>108,035.42</u>	<u>133,517.54</u>
<u>TOTAL ASSETS</u>		<u>\$ 8,581,298.00</u>	<u>\$ 9,912,706.60</u>

BOROUGH OF ROSELAND  
CURRENT FUND  
COMPARATIVE BALANCE SHEET - REGULATORY BASIS  
(Continued)

		December 31,	
	Ref.	2018	2017
<u>LIABILITIES, RESERVES AND FUND BALANCE</u>			
Regular Fund:			
Appropriation Reserves:			
Encumbered	A-3;A-11	\$ 943,707.20	\$ 1,001,253.48
Unencumbered	A-3;A-11	488,937.36	490,409.89
		<u>1,432,644.56</u>	<u>1,491,663.37</u>
Prepaid Taxes		129,992.26	1,875,080.42
Tax Overpayments			377,660.23
Accounts Payable - Vendors		161,737.50	174,246.21
County Taxes Payable		13,562.29	8,678.91
Due to State of New Jersey:			
DCA Training Fees		5,358.00	5,767.00
Marriage License Fees		350.00	325.00
Due to Federal and State Grant Fund	A	103,335.42	112,278.54
Reserve for:			
Tax Appeals		1,566,925.07	1,069,607.67
		<u>3,413,905.10</u>	<u>5,115,307.35</u>
Reserve for Receivables and Other Assets	A	457,081.70	389,459.31
Fund Balance	A-1	<u>4,602,275.78</u>	<u>4,274,422.40</u>
Total Regular Fund		<u>8,473,262.58</u>	<u>9,779,189.06</u>
Federal and State Grant Fund:			
Due to State of New Jersey		40,953.96	40,953.96
Due to Essex County		2,467.42	2,467.42
Appropriated Reserve	A-14	64,614.04	67,068.08
Unappropriated Reserve	A-15		23,028.08
		<u>108,035.42</u>	<u>133,517.54</u>
Total Federal and State Grant Fund		<u>108,035.42</u>	<u>133,517.54</u>
<u>TOTAL LIABILITIES, RESERVES AND FUND BALANCE</u>		<u>\$ 8,581,298.00</u>	<u>\$ 9,912,706.60</u>

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

BOROUGH OF ROSELAND  
CURRENT FUND  
COMPARATIVE STATEMENT OF OPERATIONS  
AND CHANGE IN FUND BALANCE - REGULATORY BASIS

	Year Ended December 31,	
Ref.	2018	2017
<u>Revenue and Other Income Realized</u>		
Fund Balance Utilized	\$ 1,192,000.00	\$ 937,000.00
Miscellaneous Revenue Anticipated	3,278,378.72	3,138,398.19
Receipts from:		
Delinquent Taxes	237,847.50	253,494.47
Current Taxes	37,381,488.71	37,497,290.91
Nonbudget Revenue	100,560.49	259,577.29
Other Credits to Income:		
Unexpended Balance of Appropriation Reserves	736,313.76	939,104.29
Cancellation of Appropriated Grant Reserves	17,676.13	19,183.40
Prior Year Accounts Payable Cancelled	13,270.20	125.00
Interfunds Returned	1,424.66	8,407.06
Total Income	42,958,960.17	43,052,580.61
<u>Expenditures</u>		
Municipal Purposes	14,203,981.21	13,963,144.03
County Taxes	8,597,770.69	9,501,894.19
Local School District Taxes	8,635,805.00	8,388,386.00
Regional School District Taxes	9,618,091.00	9,446,780.00
Municipal Open Space Taxes	334,285.28	338,470.14
Refund of Prior Year Revenue	20.00	443.00
Refund of Condominium Reimbursements	28,187.45	
Prior Year Senior Citizen Deductions Disallowed	1,000.00	824.66
Interfunds Advanced	3,051.03	1,424.66
Cancellation of Grants Receivable	16,915.13	4,417.71
Total Expenditures	41,439,106.79	41,645,784.39
Statutory Excess to Fund Balance	1,519,853.38	1,406,796.22
<u>Fund Balance</u>		
Balance January 1	4,274,422.40	3,804,626.18
	5,794,275.78	5,211,422.40
Decreased by:		
Utilized as Anticipated Revenue	1,192,000.00	937,000.00
Balance December 31	A \$ 4,602,275.78	\$ 4,274,422.40

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

BOROUGH OF ROSELAND  
CURRENT FUND  
STATEMENT OF REVENUE - REGULATORY BASIS  
YEAR ENDED DECEMBER 31, 2018

	Budget	Added by NJSA 40A:4-87	Realized	Excess or Deficit *
Fund Balance Anticipated	\$ 1,192,000.00		\$ 1,192,000.00	
Miscellaneous Revenue:				
Licenses:				
Alcoholic Beverages	3,690.00		5,188.00	\$ 1,498.00
Other	16,025.00		23,076.00	7,051.00
Fees and Permits:				
Other	67,976.00		87,700.94	19,724.94
Fines and Costs:				
Municipal Court	150,000.00		103,285.71	46,714.29 *
Construction Code Official:				
Fees and Permits	167,345.00		269,443.00	102,098.00
Interest on Investments	9,452.00		126,232.50	116,780.50
Interest and Costs on Taxes	49,262.00		81,323.59	32,061.59
Cablevision Franchise Fee	108,000.00		122,878.13	14,878.13
Cell Tower Lease	70,000.00		77,581.67	7,581.67
Lease Agreement	80,000.00		128,007.72	48,007.72
Energy Receipts Tax	837,731.00		837,731.00	
Public and Private Revenues				
Offset with Appropriations:				
Recycling Tonnage Grant	9,479.19		9,479.19	
Municipal Alliance - State Share	4,700.00		4,700.00	
Body Armor Replacement Fund	2,588.97		2,588.97	
Clean Communities Grant	10,959.92	\$ 10,488.47	21,448.39	
Reserve to Pay Debt Service	92,713.91		92,713.91	
Utility Operating Surplus	1,285,000.00		1,285,000.00	
	2,964,922.99	10,488.47	3,278,378.72	302,967.26
Receipts from Delinquent Taxes	218,000.00		237,847.50	19,847.50
Amount to be Raised by Taxes				
for Support of Municipal Budget:				
Local Tax for Municipal Purposes	9,895,971.11		10,272,587.82	376,616.71
Minimum Library Tax	590,559.88		590,559.88	
Total Amount to be Raised by Taxes	10,486,530.99		10,863,147.70	376,616.71
Budget Totals	14,861,453.98	10,488.47	15,571,373.92	\$ 699,431.47
Nonbudget Revenue			100,560.49	
	\$ 14,861,453.98	\$ 10,488.47	\$ 15,671,934.41	

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

Allocation of Current Tax Collections:

Revenue from Collection of Current Taxes		\$ 37,381,488.71
Allocated to:		
Regional School Taxes	\$ 9,618,091.00	
Local School Taxes	8,635,805.00	
County Taxes	8,597,770.69	
Municipal Open Space Tax Levy	<u>334,285.28</u>	
		<u>27,185,951.97</u>
Balance for Support of Municipal Budget		<u>10,195,536.74</u>
 Add: Appropriation "Reserve for Uncollected Taxes"		 <u>667,610.96</u>
Realized for Support of Municipal Budget		<u><u>\$ 10,863,147.70</u></u>

Analysis of Other Licenses:

Municipal Clerk	\$ 5,200.00
Board of Health	<u>17,876.00</u>
	<u><u>\$ 23,076.00</u></u>

Analysis of Fees and Permits:

Municipal Clerk	\$ 5,804.67
Recreation	843.95
Registrar	7,930.00
Zoning	43,807.50
Fire Prevention	572.00
Department of Public Works	605.40
Right of Way Fees	2,200.00
Police Outside Duty - Administrative Fees	<u>25,937.42</u>
	<u><u>\$ 87,700.94</u></u>

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

Analysis of Nonbudget Revenue:

Treasurer:

State Fire Bureau Reimbursements	\$ 16,548.68	
Police	2,283.00	
Collector - Treasurer	26,676.67	
Motor Vehicle Inspection Fines	4,682.00	
Developer's Agreements	16,000.00	
Cancellation of Trust Fund Balances	25,000.00	
Insurance Reimbursements	4,547.50	
Other Miscellaneous	<u>1,874.24</u>	
		\$ 97,612.09

Due from Animal Control Fund:

Statutory Excess in Reserve for Animal Control Expenditures	<u>2,948.40</u>	
		<u>\$ 100,560.49</u>

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

BOROUGH OF ROSELAND  
CURRENT FUND  
STATEMENT OF EXPENDITURES - REGULATORY BASIS  
YEAR ENDED DECEMBER 31, 2018

	Appropriations		Expended		Cancelled
	Budget	Budget After Modification	Paid or Charged	Reserved	
General Government:					
Administrative and Executive:					
Salaries and Wages	\$ 179,410.00	\$ 179,410.00	\$ 175,639.18	\$ 3,770.82	
Other Expenses	41,352.00	41,352.00	37,419.30	3,932.70	
Mayor and Council:					
Salaries and Wages	22,779.00	22,779.00	22,779.00		
Office of Borough Clerk:					
Salaries and Wages	87,239.00	90,040.00	87,776.39	2,263.61	
Other Expenses	37,059.00	27,221.00	23,986.67	3,234.33	
Financial Administration:					
Salaries and Wages	23,090.00	23,090.00	21,974.34	1,115.66	
Fixed Asset Accounting System - Other Expenses	7,328.00	5,328.00	4,538.00	790.00	
Audit Services:					
Other Expenses	30,000.00	30,000.00	26,300.00	3,700.00	
Computer Data Process:					
Other Expenses	60,500.00	58,500.00	49,702.27	8,797.73	
Collection of Taxes:					
Salaries and Wages	45,237.00	46,287.00	45,241.36	1,045.64	
Other Expenses	6,945.00	6,945.00	4,986.19	1,958.81	
Assessment of Taxes:					
Salaries and Wages	34,156.00	34,946.00	34,155.97	790.03	
Other Expenses	43,750.00	28,850.00	22,830.17	6,019.83	
Legal Services and Costs:					
Salaries and Wages	66,109.00	67,635.00	66,108.05	1,526.95	
Other Expenses	297,500.00	300,350.00	283,992.25	16,357.75	



BOROUGH OF ROSELAND  
CURRENT FUND  
STATEMENT OF EXPENDITURES - REGULATORY BASIS  
YEAR ENDED DECEMBER 31, 2018

	Appropriations		Budget After Modification	Expended		Cancelled
	Budget			Paid or Charged	Reserved	
General Government:						
Engineering Services and Costs:						
Other Expenses	\$ 66,960.00	\$	66,960.00	\$ 51,864.25	\$ 15,095.75	
Historic Preservation Commission:						
Other Expenses	1,200.00		1,200.00		1,200.00	
Municipal Land Use Law (N.J.S.A. 40:55D-1):						
Planning Board:						
Salaries and Wages	6,120.00		6,258.00	6,116.22	141.78	
Other Expenses	41,750.00		41,750.00	39,290.11	2,459.89	
Board of Adjustment:						
Salaries and Wages	6,120.00		6,998.00	6,997.71	0.29	
Other Expenses	14,935.00		14,057.00	7,855.86	6,201.14	
Land Use Board:						
Salaries and Wages	45,000.00		45,000.00	37,491.39	7,508.61	
Other Expenses	6,100.00		6,100.00	5,372.00	728.00	
Affordable Housing:						
Other Expenses	20,000.00		20,000.00	15,622.00	4,378.00	
Insurance (P.L. 2003, C.92):						
General Liability	258,115.00		258,115.00	258,115.00		
Worker's Compensation Insurance	276,572.00		276,572.00	276,572.00		
Employee Group Health	1,918,121.00		1,918,121.00	1,893,845.34	24,275.66	
Health Waiver	24,000.00		24,000.00	24,000.00		
Unemployment Compensation Insurance	2,600.00		2,600.00	1,658.54	941.46	
Public Safety:						
Police:						
Salaries and Wages	3,281,272.00		3,282,662.00	3,197,978.35	84,683.65	
Other Expenses	174,893.00		174,893.00	162,273.21	12,619.79	

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

	Appropriations		Expended		Cancelled
	Budget	Budget After Modification	Paid or Charged	Reserved	
Public Safety:					
Police Dispatch/911:					
Other Expenses	\$ 9,411.00	\$ 9,411.00	\$ 5,800.00	\$ 3,611.00	
Emergency Management Services:					
Salaries and Wages	6,445.00	6,612.00	6,458.18	153.82	
Other Expenses	3,150.00	3,150.00	3,083.04	66.96	
Aid to Volunteer Fire Companies	50,000.00	50,000.00	50,000.00		
First Aid Organization - Contribution	50,000.00	50,000.00	50,000.00		
Fire Department:					
Other Expenses	69,650.00	69,650.00	59,100.85	10,549.15	
Fire Prevention:					
Salaries and Wages	23,525.00	23,525.00	22,617.00	908.00	
Other Expenses	4,100.00	4,100.00	2,138.23	1,961.77	
Municipal Court:					
Salaries and Wages	153,156.00	158,221.00	154,348.18	3,872.82	
Other Expenses	11,750.00	11,020.00	8,265.22	2,754.78	
Public Defender:					
Salaries and Wages	4,584.00	4,595.00	4,384.03	210.97	
Other Expenses	500.00	500.00		500.00	
Municipal Prosecutor:					
Salaries and Wages	20,058.00	20,058.00	19,991.97	66.03	
Other Expenses	2,000.00	2,000.00	1,836.00	164.00	

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

	Appropriations		Expended		Cancelled
	Budget	Budget After Modification	Paid or Charged	Reserved	
Public Works:					
Road Repairs and Maintenance:					
Salaries and Wages	\$ 443,178.00	\$ 418,178.00	\$ 401,674.81	\$ 16,503.19	
Other Expenses	25,280.00	25,280.00	19,120.85	6,159.15	
Shade Tree Commission:					
Salaries and Wages	2,856.00	1,014.00	1,013.34	0.66	
Other Expenses	30,600.00	19,300.00	15,512.97	3,787.03	
Storm Clearance:					
Salaries and Wages	30,000.00	30,000.00	30,000.00		
Other Expenses	22,000.00	22,000.00	22,000.00		
Solid Waste Collection:					
Other Expenses	568,274.00	603,274.00	594,102.33	9,171.67	
Public Building and Grounds:					
Salaries and Wages	369,735.00	369,735.00	330,736.79	38,998.21	
Other Expenses	159,410.00	162,460.00	141,197.42	21,262.58	
Vehicle Maintenance:					
Salaries and Wages	63,170.00	63,170.00	58,701.04	4,468.96	
Other Expenses	63,700.00	63,700.00	57,318.31	6,381.69	
Condominium Service Act:					
Other Expenses	44,000.00	44,000.00		44,000.00	
Health and Welfare:					
Board of Health:					
Other Expenses	3,085.00	3,085.00	464.28	2,620.72	

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

	Appropriations		Expended		Cancelled
	Budget	Budget After Modification	Paid or Charged	Reserved	
Health and Welfare:					
Dog Regulation:					
Other Expenses	\$ 3,000.00	\$ 3,000.00		\$ 3,000.00	
Environmental Commission:					
Other Expenses	1,000.00	1,000.00	\$ 492.56	507.44	
Contributions to Social Services:					
Other Expenses	2,050.00	2,050.00		2,050.00	
Municipal Youth Guidance:					
Other Expenses	1,500.00	1,500.00	364.01	1,135.99	
Recreation and Education:					
Public Recreation Program:					
Salaries and Wages	156,562.00	156,562.00	141,716.32	14,845.68	
Other Expenses	26,950.00	31,462.00	26,900.50	4,561.50	
Camp Wyanokie:					
Other Miscellaneous Expenses	1,903.00	1,903.00	1,903.00		
Other Common Operating Functions:					
Celebration of Public Events					
Other Expenses	1,000.00	1,000.00		1,000.00	
Beautification Committee:					
Other Expenses	8,530.00	8,530.00	5,063.92	3,466.08	
City Notification/Cable TV:					
Other Expenses	24,750.00	24,750.00	21,608.05	3,141.95	
Reserve for Pending Tax Appeals	500,000.00	500,000.00	500,000.00		

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

	Appropriations		Expended			Cancelled
	Budget	Budget After Modification	Paid or Charged	Reserved		
Senior Citizens' Advisory Committee:						
Other Expenses	\$ 1,470.00	\$ 1,470.00	\$ 707.12	\$ 762.88		
Uniform Construction Code:						
Salaries and Wages	30,625.00	30,625.00	26,938.72	3,686.28		
Other Expenses	21,285.00	21,285.00	5,219.32	16,065.68		
Unclassified						
Utilities:						
Electricity	144,000.00	144,000.00	144,000.00			
Street Lighting	160,000.00	160,000.00	160,000.00			
Telephone and Telegraph	65,000.00	74,260.00	74,226.93	33.07		
Heating	73,000.00	73,000.00	73,000.00			
Fuel Oil	1,500.00	1,500.00		1,500.00		
Gasoline	78,000.00	78,000.00	69,742.97	8,257.03		
Deferred Charges and Statutory Expenditures						
Contribution to:						
Public Employees' Retirement System	270,285.55	270,285.55	243,462.55	26,823.00		
Social Security Program (OASI)	168,891.00	168,891.00	165,610.02	3,280.98		
Police and Firemen's Retirement System of NJ	788,396.10	788,396.10	788,396.10			
DCRP	4,000.00	4,000.00	2,895.18	1,104.82		
Total General Appropriations within "CAPS"	11,893,526.65	11,893,526.65	11,404,593.23	488,933.42		
Detail:						
Salaries and Wages	5,100,426.00	5,087,400.00	4,900,838.34	186,561.66		
Other Expenses	6,793,100.65	6,806,126.65	6,503,754.89	302,371.76		

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

	Appropriations		Expended		
	Budget	Budget After Modification	Paid or Charged	Reserved	Cancelled
Appropriations Excluded from "CAPS"					
Roseland Free Public Library	\$ 590,559.88	\$ 590,559.88	\$ 590,559.88		
Shared Service Agreements:					
Public Health Services	79,123.00	79,123.00	79,122.56	\$ 0.44	
Animal Control Services	13,130.00	13,130.00	13,130.00		
Building Inspection Service	127,293.00	127,293.00	127,293.00		
Senior Citizen Transportation	28,483.50	28,483.50	28,480.00	3.50	
Public and Private Programs Offset by Revenues:					
Clean Communities Program (N.J.S.A. 40A:4-87 \$10,488.47)	10,959.92	21,448.39	21,448.39		
Municipal Alliance on Alcoholism and Drug Abuse:					
State Share	4,700.00	4,700.00	4,700.00		
Local Share	1,175.00	1,175.00	1,175.00		
Body Armor Grant	2,588.97	2,588.97	2,588.97		
Recycling Tonnage Grant	9,479.19	9,479.19	9,479.19		
Total Appropriations Excluded from "CAPS"	867,492.46	877,980.93	877,976.99	3.94	
Capital Improvements Excluded from "CAPS"					
Capital Improvement Fund	200,000.00	200,000.00	200,000.00		
Total Capital Improvements Excluded from "CAPS"	200,000.00	200,000.00	200,000.00		

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

	Appropriations		Expended		
	Budget	Budget After Modification	Paid or Charged	Reserved	Cancelled
Municipal Debt Service Excluded from "CAPS"					
Payment of Bond Principal	\$ 555,000.00	\$ 555,000.00	\$ 555,000.00		
Interest on Bonds	121,100.00	121,100.00	121,100.00		
Payment of Note Principal	492,713.91	492,713.91	492,713.00		\$ 0.91
Interest on Notes	64,010.00	64,010.00	63,660.63		349.37
	<u>1,232,823.91</u>	<u>1,232,823.91</u>	<u>1,232,473.63</u>		<u>350.28</u>
Total Municipal Debt Service Excluded from "CAPS"					
	<u>2,300,316.37</u>	<u>2,310,804.84</u>	<u>2,310,450.62</u>	\$ 3.94	<u>350.28</u>
Total General Appropriations Excluded from "CAPS"					
	<u>14,193,843.02</u>	<u>14,204,331.49</u>	<u>13,715,043.85</u>	<u>488,937.36</u>	<u>350.28</u>
Subtotal General Appropriations					
	<u>667,610.96</u>	<u>667,610.96</u>	<u>667,610.96</u>		
Reserve for Uncollected Taxes					
	<u>\$ 14,861,453.98</u>	<u>\$ 14,871,942.45</u>	<u>\$ 14,382,654.81</u>	<u>\$ 488,937.36</u>	<u>\$ 350.28</u>

Ref.

A

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

	<u>Ref.</u>	<u>Analysis of</u>	
		<u>Budget After Modification</u>	<u>Paid or Charged</u>
Adopted Budget		\$ 14,861,453.98	
Added by NJSA 40A:4-87		<u>10,488.47</u>	
Adopted Budget		<u>\$ 14,871,942.45</u>	
Cash Disbursed			\$ 12,031,945.10
Reserve for Uncollected Taxes			667,610.96
Reserve for Encumbrances	A		943,707.20
Due to General Capital Fund - Capital Improvement Fund			200,000.00
Reserve for Pending Tax Appeals			500,000.00
Transfer to Appropriated Grant Reserves:			
Federal and State Grants			38,216.55
Local Matching Funds			<u>1,175.00</u>
			<u>\$ 14,382,654.81</u>

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



BOROUGH OF ROSELAND  
COUNTY OF ESSEX  
2018  
TRUST FUNDS

BOROUGH OF ROSELAND  
TRUST FUNDS  
COMPARATIVE BALANCE SHEET - REGULATORY BASIS

		December 31,	
	<u>Ref.</u>	<u>2018</u>	<u>2017</u>
<u>ASSETS</u>			
Animal Control Fund:			
Cash and Cash Equivalents:			
Treasurer	B-4	\$ 8,754.40	\$ 7,496.20
		<u>8,754.40</u>	<u>7,496.20</u>
Affordable Housing Trust Fund:			
Cash and Cash Equivalents	B-4	254,406.45	242,286.95
		<u>254,406.45</u>	<u>242,286.95</u>
Open Space Trust Fund:			
Cash and Cash Equivalents	B-4	2,565,541.85	2,657,982.84
		<u>2,565,541.85</u>	<u>2,657,982.84</u>
Other Trust Funds:			
Cash and Cash Equivalents	B-4	962,258.59	961,410.12
Due from Essex County:			
Community Development Block Grant			28,500.00
		<u>962,258.59</u>	<u>989,910.12</u>
<u>TOTAL ASSETS</u>		<u>\$ 3,790,961.29</u>	<u>\$ 3,897,676.11</u>
<u>LIABILITIES, RESERVES AND FUND BALANCE</u>			
Animal Control Fund:			
Due to Current Fund	A	\$ 2,948.40	\$ 1,414.60
Reserve for Animal Control Expenditures	B-5	5,806.00	6,081.60
		<u>8,754.40</u>	<u>7,496.20</u>
Affordable Housing Trust Fund:			
Reserve for Affordable Housing Expenditures		254,406.45	242,286.95
		<u>254,406.45</u>	<u>242,286.95</u>
Open Space Trust Fund:			
Reserve for Open Space Expenditures		2,565,541.85	2,657,982.84
		<u>2,565,541.85</u>	<u>2,657,982.84</u>

BOROUGH OF ROSELAND  
TRUST FUNDS  
COMPARATIVE BALANCE SHEET - REGULATORY BASIS

		December 31,	
	<u>Ref.</u>	<u>2018</u>	<u>2017</u>
<u>LIABILITIES, RESERVES AND FUND BALANCE</u>			
Other Trust Funds:			
Due To Current Fund	A	\$ 102.63	\$ 10.06
Reserve for:			
State Unemployment Insurance		24,147.60	24,567.47
Developer's Escrow		183,205.86	174,100.74
Recreation		169,544.07	141,990.84
Community Development Block Grant		293.36	293.36
Police Outside Duty		47,611.23	48,464.76
Tax Sale Premiums		59,100.00	168,600.00
Municipal Youth Council		5,725.52	6,228.92
Celebration of Public Events		18,187.47	18,187.47
Auxiliary Police Trust Fund		3,302.00	6,314.70
Police Donations		9,509.43	7,316.08
Bucco Settlements		30,500.00	30,500.00
Donations to Environmental Commissions		62.41	62.41
Senior Advisor Board		402.75	402.75
Accumulated Absences		365,406.21	227,648.05
Parking Offenses Adjudication Act		4,614.58	4,486.58
Storm Recovery		20,561.97	84,987.20
Lien Redemption		53.94	53.97
Security Deposit		13,333.34	13,333.34
9/11 Scholarship Fund		5,512.56	6,118.08
Council on Affordable Housing		1,081.66	1,243.34
Sidewalk Contribution			25,000.00
		<u>962,258.59</u>	<u>989,910.12</u>
<u>TOTAL LIABILITIES, RESERVES AND FUND BALANCE</u>		<u>\$ 3,790,961.29</u>	<u>\$ 3,897,676.11</u>

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

BOROUGH OF ROSELAND  
COUNTY OF ESSEX  
2018  
GENERAL CAPITAL FUND

BOROUGH OF ROSELAND  
GENERAL CAPITAL FUND  
COMPARATIVE BALANCE SHEET - REGULATORY BASIS

		December 31,	
	Ref.	2018	2017
<u>ASSETS</u>			
Cash and Cash Equivalents	C-2	\$ 2,182,611.41	\$ 2,325,319.77
Due from State of New Jersey:			
Department of Transportation		776,935.90	496,935.90
Deferred Charges to Future Taxation:			
Funded		2,775,000.00	3,330,000.00
Unfunded	C-4	7,226,266.00	8,226,154.76
<u>TOTAL ASSETS</u>		<u>\$ 12,960,813.31</u>	<u>\$ 14,378,410.43</u>
<u>LIABILITIES, RESERVES AND FUND BALANCE</u>			
Serial Bonds	C-8	\$ 2,775,000.00	\$ 3,330,000.00
Bond Anticipation Notes Payable	C-7	6,636,276.00	6,284,489.00
Improvement Authorizations:			
Funded	C-5	566,811.30	823,660.28
Unfunded	C-5	1,725,210.47	2,863,096.79
Capital Improvement Fund	C-6	882,945.19	730,060.19
Reserve For:			
State Grant Receivable		114,250.00	114,250.00
Payment of Debt Service		120,180.09	92,713.91
Regional Contribution Agreements		25,500.00	25,500.00
Fund Balance	C-1	114,640.26	114,640.26
<u>TOTAL LIABILITIES, RESERVES AND FUND BALANCE</u>		<u>\$ 12,960,813.31</u>	<u>\$ 14,378,410.43</u>

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

BOROUGH OF ROSELAND  
GENERAL CAPITAL FUND  
STATEMENT OF FUND BALANCE - REGULATORY BASIS

	<u>Ref</u>	
Balance December 31, 2017	C	\$ 114,640.26
Balance December 31, 2018	C	<u>\$ 114,640.26</u>

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

BOROUGH OF ROSELAND  
COUNTY OF ESSEX  
2018  
WATER/SEWER UTILITY FUND

BOROUGH OF ROSELAND  
WATER/SEWER UTILITY FUND  
COMPARATIVE BALANCE SHEET - REGULATORY BASIS

		December 31,	
	<u>Ref.</u>	<u>2018</u>	<u>2017</u>
<u>ASSETS</u>			
Operating Fund:			
Cash and Cash Equivalents	D-4	\$ 3,311,719.20	\$ 3,510,779.35
Receivable and Inventory Offset with Full Reserve:			
Consumer Accounts Receivable	D-6	138,968.21	556,813.56
Inventory	D-6A	62,883.85	65,732.85
Subtotal Receivable and Inventory Offset with Full Reserve		<u>201,852.06</u>	<u>622,546.41</u>
Total Operating Fund		<u>3,513,571.26</u>	<u>4,133,325.76</u>
Capital Fund:			
Cash and Cash Equivalents	D-4	741,416.98	310,378.43
Fixed Capital	D-7	9,238,409.18	9,238,409.18
Fixed Capital Authorized and Uncompleted	D-8	<u>2,222,400.00</u>	<u>1,169,400.00</u>
Total Capital Fund		<u>12,202,226.16</u>	<u>10,718,187.61</u>
<u>TOTAL ASSETS</u>		<u>\$ 15,715,797.42</u>	<u>\$ 14,851,513.37</u>



BOROUGH OF ROSELAND  
WATER/SEWER UTILITY FUND  
COMPARATIVE BALANCE SHEET - REGULATORY BASIS

		December 31,	
	<u>Ref.</u>	<u>2018</u>	<u>2017</u>
<u>LIABILITIES, RESERVES AND FUND BALANCE</u>			
Operating Fund:			
Appropriation Reserves:			
Unencumbered	D-3;D-9	\$ 974,103.78	\$ 521,843.12
Encumbered	D-3;D-9	613,012.69	1,067,034.08
Total Appropriation Reserves		1,587,116.47	1,588,877.20
Accounts Payable - Vendors		12,300.95	30,668.95
Water/Sewer Rent Prepayments		2,366.77	1,212.75
Water/Sewer Rent Overpayments		54,859.03	130,990.44
Total Liabilities		1,656,643.22	1,751,749.34
Reserve for Receivables and Inventory	D	201,852.06	622,546.41
Fund Balance	D-1	1,655,075.98	1,759,030.01
Total Operating Fund		3,513,571.26	4,133,325.76
Capital Fund:			
Bond Anticipation Notes Payable	D-14	550,000.00	
Improvement Authorizations:			
Funded	D-10	92,243.82	136,336.52
Unfunded	D-10	2,003,681.15	1,025,549.90
Capital Improvement Fund	D-11	23,857.80	23,857.80
Reserve for Amortization	D-13	9,238,409.28	9,238,409.28
Deferred Reserve for Amortization	D-12	196,850.00	143,850.00
Fund Balance	D-1A	97,184.11	150,184.11
Total Capital Fund		12,202,226.16	10,718,187.61
<u>TOTAL LIABILITIES, RESERVES AND FUND BALANCE</u>		<u>\$ 15,715,797.42</u>	<u>\$ 14,851,513.37</u>

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

BOROUGH OF ROSELAND  
WATER/SEWER UTILITY OPERATING FUND  
COMPARATIVE STATEMENT OF OPERATIONS  
AND CHANGE IN FUND BALANCE - REGULATORY BASIS

		Year Ended December 31	
	<u>Ref.</u>	<u>2018</u>	<u>2017</u>
<u>Revenue and Other Income Realized</u>			
Water/Sewer Rents		\$ 2,891,694.08	\$ 3,138,932.11
Miscellaneous Revenue		84,827.08	67,837.41
Other Credits to Income:			
Accounts Payable Cancelled		4,900.00	
Unexpended Balance of Appropriation Reserves		<u>1,181,474.52</u>	<u>805,398.94</u>
Total Income		<u>4,162,895.68</u>	<u>4,012,168.46</u>
<u>Expenditures</u>			
Budget Expenditures:			
Operating		2,948,661.00	3,064,857.00
Statutory Expenditures		20,000.00	35,435.00
Prior Year Overpayments Payable		<u>13,188.71</u>	<u>120,056.69</u>
Total Expenditures		<u>2,981,849.71</u>	<u>3,220,348.69</u>
Excess in Revenue/Statutory Excess to Fund Balance		1,181,045.97	791,819.77
<u>Fund Balance</u>			
Balance January 1	D	<u>1,759,030.01</u>	<u>2,252,210.24</u>
		2,940,075.98	3,044,030.01
Decreased by:			
Utilized as Anticipated Revenue- Current Fund		<u>1,285,000.00</u>	<u>1,285,000.00</u>
Balance December 31	D	<u>\$ 1,655,075.98</u>	<u>\$ 1,759,030.01</u>

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

BOROUGH OF ROSELAND  
WATER/SEWER UTILITY CAPITAL FUND  
STATEMENT OF WATER/SEWER CAPITAL FUND BALANCE - REGULATORY BASIS

	<u>Ref.</u>	
Balance December 31, 2017	D	\$ 150,184.11
Decreased by:		
Appropriated to Finance Improvement Authorizations		<u>53,000.00</u>
Balance December 31, 2018	D	<u><u>\$ 97,184.11</u></u>

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

BOROUGH OF ROSELAND  
WATER/SEWER UTILITY OPERATING FUND  
STATEMENT OF REVENUE - REGULATORY BASIS  
FOR THE YEAR ENDED DECEMBER 31, 2018

	<u>Anticipated</u>	<u>Realized</u>	<u>Excess or Deficit *</u>
Water/Sewer Rents	\$ 3,138,661.00	\$ 2,891,694.08	\$ 246,966.92 *
Miscellaneous	<u>30,000.00</u>	<u>84,827.08</u>	<u>54,827.08</u>
	<u><u>\$ 3,168,661.00</u></u>	<u><u>\$ 2,976,521.16</u></u>	<u><u>\$ 192,139.84 *</u></u>

Analysis of Sewer Rents:

Collections	\$ 2,864,824.60
Prior Year Overpayments Applied	1,212.75
Overpayments Water/Sewer Rents Applied	<u>25,656.73</u>
	<u><u>\$ 2,891,694.08</u></u>

Analysis of Nonbudget Revenue

Treasurer:

Interest on Investments:

Water/Sewer Utility Operating Fund	\$ 39,327.02	
Water/Sewer Utility Capital Fund	<u>5,156.20</u>	
Total Interest on Investments		\$ 44,483.22

Miscellaneous:

Interest & Costs on User Fees & Charges	28,074.72	
Meter Fees	350.00	
Sewer Connection Fees	4,642.14	
Water Construction Fees	1,073.00	
Other Connection Fees	<u>6,204.00</u>	
Total Miscellaneous		<u>40,343.86</u>
		<u><u>\$ 84,827.08</u></u>

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

BOROUGH OF ROSELAND  
WATER/SEWER UTILITY OPERATING FUND  
STATEMENT OF EXPENDITURES - REGULATORY BASIS  
FOR THE YEAR ENDED DECEMBER 31, 2018

	Appropriations		Expended	
	Budget	Budget After Modification	Paid or Charged	Reserved Cancelled
Operating:				
Salaries and Wages	\$ 446,540.00	\$ 446,540.00	\$ 240,534.41	\$ 206,005.59
Other Expenses	1,802,121.00	1,802,121.00	1,168,103.40	434,017.60
Joint Service User Fees	900,000.00	900,000.00	568,468.15	331,531.85
Deferred Charges and Statutory Expenditures:				
Statutory Expenditures:				
Contribution to:				
Social Security System (O.A.S.I.)	19,500.00	19,500.00	17,341.40	2,158.60
Unemployment Compensation Insurance	500.00	500.00	109.86	390.14
	<u>\$ 3,168,661.00</u>	<u>\$ 3,168,661.00</u>	<u>\$ 1,994,557.22</u>	<u>\$ 974,103.78</u>
				<u>\$ 200,000.00</u>

Ref.

D

Analysis of Paid or Charged

Cash Disbursed	\$ 1,381,544.53
Encumbrances Payable	613,012.69
	<u>\$ 1,994,557.22</u>

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

BOROUGH OF ROSELAND  
COUNTY OF ESSEX  
2018  
PUBLIC ASSISTANCE FUND

NOT APPLICABLE

BOROUGH OF ROSELAND  
COUNTY OF ESSEX  
2018  
BOND AND INTEREST FUND

NOT APPLICABLE

BOROUGH OF ROSELAND  
COUNTY OF ESSEX  
2018  
GENERAL FIXED ASSETS ACCOUNT GROUP



BOROUGH OF ROSELAND  
GENERAL FIXED ASSETS ACCOUNT GROUP  
COMPARATIVE BALANCE SHEET - REGULATORY BASIS

	December 31,	
	<u>2018</u>	<u>2017</u>
<u>ASSETS</u>		
Land	\$ 17,000.00	\$ 17,000.00
Buildings	7,117,737.20	7,117,737.20
Equipment and Vehicles	<u>5,476,891.06</u>	<u>4,535,902.06</u>
<u>TOTAL ASSETS</u>	<u>\$ 12,611,628.26</u>	<u>\$ 11,670,639.26</u>
 <u>RESERVES</u>		
Reserve for Fixed Assets	<u>\$ 12,611,628.26</u>	<u>\$ 11,670,639.26</u>
<u>TOTAL RESERVES</u>	<u>\$ 12,611,628.26</u>	<u>\$ 11,670,639.26</u>

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

BOROUGH OF ROSELAND  
NOTES TO FINANCIAL STATEMENTS  
YEAR ENDED DECEMBER 31, 2018

Note 1: Summary of Significant Accounting Policies

A. Reporting Entity

Except as noted below, the financial statements of the Borough of Roseland include every board, body, officer or commission supported and maintained wholly or in part by funds appropriated by Borough of Roseland, as required by N.J.S. 40A:5-5. Accordingly, the financial statements of the Borough of Roseland do not include the operations of the Volunteer Fire and First Aid Squads.

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

B. Description of Funds

The accounting policies of the Borough of Roseland conform to the accounting practices applicable to municipalities which have been prescribed or permitted by the Division of Local Government Services, Department of Community Affairs, State of New Jersey (the "Division"). Such practices are designed primarily for determining compliance with legal provisions and budgetary restrictions and as a means of reporting on the stewardship of public officials with respect to public funds. Under this method of accounting, the Borough of Roseland accounts for its financial transactions through the following separate funds:

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

BOROUGH OF ROSELAND  
NOTES TO FINANCIAL STATEMENTS  
YEAR ENDED DECEMBER 31, 2018  
(Continued)

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

B. Description of Funds (Cont'd)

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

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

Water/Sewer Utility and Capital Funds – Account for the operations, resources and expenditures for the payment of and acquisition of capital facilities of the municipally owned Water/Sewer Utility.

General Fixed Assets Account Group (Unaudited) - Estimated values of land, buildings and certain fixed assets of the Borough as discussed in Note 1E - "Basis of Accounting".

C. Basis of Accounting

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

The more significant accounting policies in New Jersey follow.

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

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

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

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

BOROUGH OF ROSELAND  
NOTES TO FINANCIAL STATEMENTS  
YEAR ENDED DECEMBER 31, 2018  
(Continued)

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

C. Basis of Accounting (Cont'd)

Appropriation reserves are available, until lapsed at the close of the succeeding year, to meet specific claims, commitments or contracts incurred during the preceding fiscal year. Lapsed appropriation reserves are recorded as income.

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

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

D. Deferred Charges to Future Taxation

The General Capital Fund balance sheet includes both funded and unfunded deferred charges. Funded deferred charges represent improvement authorizations where permanent financing has been obtained. Unfunded deferred charges represent improvement authorizations where no or temporary financing has been obtained. A municipality can permanently finance unfunded deferred charges through budget appropriation, grant funds, or by issuing bonds, loans or capital lease purchase agreements.

E. Other significant accounting policies include:

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

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

Investments – Investments are stated at cost.

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

Compensated Absences - Expenditures relating to unused vested accumulated vacation and sick pay are not recorded until paid.

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

BOROUGH OF ROSELAND  
NOTES TO FINANCIAL STATEMENTS  
YEAR ENDED DECEMBER 31, 2018  
(Continued)

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

E. Other significant accounting policies include (Cont'd):

Interfunds - Interfund receivables in the Current Fund are recorded with offsetting reserves which are created by charges to operations. Income is recognized in the year the receivables are liquidated. Interfund receivables in the other funds are not offset by reserves.

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

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

General Fixed Assets - In accordance with N.J.A.C. accounting requirements, the Borough has developed a fixed assets accounting and reporting system based on the following:

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

Property and equipment purchased by the Water/Sewer Utility Funds are recorded in the capital account at cost and are not adjusted for disposition and abandonment. The amounts shown do not purport to represent replacement costs or current value. Contributions in aid of construction are not capitalized. The balances in the Reserve for Amortization and Deferred Reserve for Amortization accounts in the Water/Sewer Utility Capital Funds represent charges to operations for the costs of acquisitions of property, equipment and improvements. The Water/Sewer Utility Funds do not record depreciation on fixed assets.

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

BOROUGH OF ROSELAND  
NOTES TO FINANCIAL STATEMENTS  
YEAR ENDED DECEMBER 31, 2018  
(Continued)

Note 2: Long-Term Debt

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

Summary of Municipal Debt

	December 31,		
	2018	2017	2016
<u>Issued</u>			
General:			
Bonds and Notes	\$ 9,411,276.00	\$ 9,614,489.00	\$10,879,989.00
Water/Sewer Utility:			
Bonds and Notes	550,000.00		
Net Issued Debt	9,961,276.00	9,614,489.00	10,879,989.00
<u>Authorized but not Issued:</u>			
General:			
Bonds and Notes	589,990.00	1,941,665.76	3,266,410.30
Water/Sewer Utility:			
Bonds and Notes	1,475,549.90	1,025,549.90	1,025,549.90
	2,065,539.90	2,967,215.66	4,291,960.20
Less: Reserve to Pay Debt Service	120,180.09	92,713.91	- 0 -
Net Bonds and Notes Issued and Authorized but not Issued	<u>\$ 11,906,635.81</u>	<u>\$ 12,488,990.75</u>	<u>\$15,171,949.20</u>

Summary of Statutory Debt Condition - Annual Debt Statement

The summarized statement of debt condition, which follows, is prepared in accordance with the required method of setting up the Annual Debt Statement and indicates a statutory net debt of 0.523%.

	Gross Debt	Deductions	Net Debt
Local School Debt	\$ 5,220,000.00	\$ 5,220,000.00	
Regional School Debt	10,010,000.00	10,010,000.00	
Water/Sewer Utility Debt	2,025,549.90	2,025,549.90	
General Debt	10,001,266.00	120,180.09	\$ 9,881,085.91
	<u>\$ 27,256,815.90</u>	<u>\$ 17,375,729.99</u>	<u>\$ 9,881,085.91</u>

Net Debt: \$9,881,085.91 divided by Average Equalized Valuations of \$1,888,678,757.00 of Real Property = 0.523%.

BOROUGH OF ROSELAND  
NOTES TO FINANCIAL STATEMENTS  
YEAR ENDED DECEMBER 31, 2018  
(Continued)

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

Summary of Statutory Debt Condition - Annual Debt Statement (Cont'd)

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

3-1/2% Average Equalized Valuation of Real Property	\$66,103,756.50
Net Debt	<u>9,881,085.91</u>
Remaining Borrowing Power	<u>\$56,222,670.59</u>

Calculation of "Self-Liquidating Purpose", Water/Sewer Utility Per N.J.S.40A:2-45

Cash Receipts from Fees, Rents or Other Charges for Year	\$ 2,976,521.16
Deductions:	
Operating and Maintenance Cost	<u>2,968,661.00</u>
Excess in Revenue	<u>\$ 7,860.16</u>

Footnote: If there is an "excess in revenue", all such utility debt is deductible. If there is a "deficit", then utility debt is not deductible to the extent of 20 times such deficit amount.

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

Summary of Municipal Debt Issued and Outstanding - Current Year

	Balance 12/31/2017	Additions	Retirements	Balance 12/31/2018
Serial Bonds:				
General Capital Fund	\$ 3,330,000.00		\$ 555,000.00	\$ 2,775,000.00
Bond Anticipation Notes:				
General Capital Fund	6,284,489.00	\$ 6,636,276.00	6,284,489.00	6,636,276.00
Water/Sewer Utility Capital Fund		550,000.00		550,000.00
	<u>\$ 9,614,489.00</u>	<u>\$ 7,186,276.00</u>	<u>\$ 6,839,489.00</u>	<u>\$ 9,961,276.00</u>

Summary of Municipal Debt Issued and Outstanding - Prior Year

	Balance 12/31/2016	Additions	Retirements	Balance 12/31/2017
Serial Bonds:				
General Capital Fund	\$ 3,885,000.00		\$ 555,000.00	\$ 3,330,000.00
Bond Anticipation Notes:				
General Capital Fund	6,994,989.00	\$ 6,284,489.00	6,994,989.00	6,284,489.00
	<u>\$10,879,989.00</u>	<u>\$ 6,284,489.00</u>	<u>\$ 7,549,989.00</u>	<u>\$ 9,614,489.00</u>

BOROUGH OF ROSELAND  
NOTES TO FINANCIAL STATEMENTS  
YEAR ENDED DECEMBER 31, 2018  
(Continued)

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

The Borough's debt issued and outstanding on December 31, 2018 is described as follows:

<u>General Capital Serial Bonds</u>			
Purpose	Final Maturity Date	Interest Rate	Balance Outstanding Dec. 31,
General Improvement	11/15/2023	3.00%	\$ 2,775,000.00

<u>General Capital Bond Anticipation Notes Payable</u>			
Purpose	Final Maturity Date	Interest Rate	Balance Outstanding Dec. 31,
Improvements to Municipal Building	5/6/2019	2.05%	\$ 651,720.00
Various Improvements	5/6/2019	2.05%	454,370.00
Fire Pumper Truck	5/6/2019	2.05%	358,550.00
Narrow Band Communication System	5/6/2019	2.05%	173,066.00
Various Road Improvements	5/6/2019	2.05%	46,750.00
Improvements to Monroe Avenue	5/6/2019	2.05%	30,000.00
Acquisition of Fernwood Property	5/6/2019	2.05%	2,713,500.00
Acquisition of Rail Road Property	5/6/2019	2.05%	414,450.00
Construction of Salt Shed	5/6/2019	2.05%	441,870.00
Replacement of Fire Department Roof	5/6/2019	2.05%	91,000.00
Improvements to White Oak Road	5/6/2019	2.05%	46,000.00
Reconstruction of Roads	5/6/2019	2.05%	122,000.00
Fire Truck and Equipment	5/6/2019	2.05%	525,000.00
Acquisition of Rail Road Property	5/6/2019	2.05%	6,000.00
Acquisition of Equipment	5/6/2019	2.05%	57,000.00
Fire Truck and Equipment	5/6/2019	2.05%	316,000.00
2018 Roadway Improvements	5/6/2019	2.05%	189,000.00
			<u>\$ 6,636,276.00</u>

<u>Water/Sewer Utility Capital Bond Anticipation Notes Payable</u>			
Purpose	Final Maturity Date	Interest Rate	Balance Outstanding Dec. 31,
Various Improvements for the Water Department	5/6/2019	2.05%	\$ 550,000.00
TOTAL DEBT ISSUED AND OUTSTANDING			<u>\$ 9,961,276.00</u>



**BOROUGH OF ROSELAND**  
**NOTES TO FINANCIAL STATEMENTS**  
**YEAR ENDED DECEMBER 31, 2018**  
(Continued)

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

Schedule of Annual Debt Service for Principal and Interest for the Next Five Years and Thereafter

Calendar Year	General Capital Fund		
	Principal	Interest	Total
2019	\$ 555,000.00	\$ 104,450.00	\$ 659,450.00
2020	555,000.00	82,250.00	637,250.00
2021	555,000.00	55,500.00	610,500.00
2022	555,000.00	33,300.00	588,300.00
2023	555,000.00	16,650.00	571,650.00
	<u>\$ 2,775,000.00</u>	<u>\$ 292,150.00</u>	<u>\$ 3,067,150.00</u>

Net Pension Liability

The State of New Jersey Public Employees' Retirement System's (PERS) net pension liability was calculated to be \$5,979,507 at December 31, 2017. The State of New Jersey Police and Firemen's Retirement System's (PFRS) net pension liability was calculated to be \$12,329,647 at December 31, 2017.

Net OPEB Liability

The Borough's Net OPEB liability related to the State Health Benefit Local Government Retired Employees Plan at June 30, 2017 was calculated to be \$14,010,539. Additionally, the State's proportionate share of the net OPEB liability attributable to the Borough at June 30, 2017 was \$7,809,785. See Note 17 for further information on these net OPEB liabilities.

Note 3: Fund Balances Appropriated

Fund balances at December 31, 2018, which have been included in the adopted Current Fund and Water/Sewer Utility Fund budgets for the year ending December 31, 2019, are as follows:

Current Fund	\$ 1,519,000.00
Water/Sewer Utility Operating Fund	785,000.00

Note 4: Pension Plans

Borough employees participate in one of the two contributory, defined benefit public employee retirement systems: the State of New Jersey Public Employee's Retirement System (PERS) or the State of New Jersey Police and Firemen's Retirement System (PFRS); or the Defined Contribution Retirement Program (DCRP), a tax-qualified defined contribution money purchase pension plan under Internal Revenue Code (IRC) 401(a).

A. Public Employees' Retirement System (PERS)

Plan Description

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

BOROUGH OF ROSELAND  
NOTES TO FINANCIAL STATEMENTS  
YEAR ENDED DECEMBER 31, 2018  
(Continued)

Note 4: Pension Plans (Cont'd)

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

Benefits Provided

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

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

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

Contributions

The contribution policy for PERS is set by N.J.S.A. 43:15A and requires contributions by active members and contributing members. The local employers' contribution amounts are based on an actuarially determined rate which includes the normal cost and unfunded accrued liability. Chapter 19, P.L. 2009 provided an option for local employers of PERS to contribute 50% of the normal and accrued liability contribution amounts certified for payments due in State fiscal year 2009. Such employers will be credited with the full payment and any such amounts will not be included in their unfunded liability. The actuaries will determine the unfunded liability of those retirement systems, by employer, for the reduced normal and accrued liability contributions provided under this law. This unfunded liability will be paid by the employer in level annual payments over a period of 15 years beginning with the payments due in the fiscal year ended June 30, 2012 and will be adjusted by the rate of return on the actuarial value of assets. Borough contributions to PERS amounted to \$243,462.55 for 2018.

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

BOROUGH OF ROSELAND  
NOTES TO FINANCIAL STATEMENTS  
YEAR ENDED DECEMBER 31, 2018  
(Continued)

Note 4: Pension Plans (Cont'd)

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

Pension Liabilities and Pension Expense

At December 31, 2017, the Borough's liability was \$5,979,507 for its proportionate share of the net pension liability. The net pension liability was measured as of June 30, 2017, and the total pension liability used to calculate the net pension liability was determined by an actuarial valuation as of July 1, 2016 which was rolled forward to June 30, 2017. The Borough's proportion of the net pension liability was based on a projection of the Borough's long-term share of contributions to the pension plan relative to the projected contributions of all participating members, actuarially determined. At June 30, 2017, the Borough's proportion was 0.0256%, which was a decrease of 0.0001% from its proportion measured as of June 30, 2016. For the year ended December 31, 2018, the Borough recognized actual pension expense in the amount of \$243,462.55. The Borough has rolled forward the net pension liability to December 31, 2017 with no adjustments. The State of New Jersey Public Employees' Retirement System (PERS)' valuation cycle is July 1 instead of December 31. The roll forward methodology puts them a year in arrears in terms of valuation. The Division of Local Government Services, Department of Community Affairs, State of New Jersey is permitting municipalities to include the June 30, 2017 pension information in the Notes to the Financial Statements as the June 30, 2018 pension information has not been released as of the date of this audit.

Actuarial Assumptions

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

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

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

BOROUGH OF ROSELAND  
NOTES TO FINANCIAL STATEMENTS  
YEAR ENDED DECEMBER 31, 2018  
(Continued)

Note 4: Pension Plans (Cont'd)

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

Actuarial Assumptions (Cont'd)

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

Long Term Expected Rate of Return

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

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

BOROUGH OF ROSELAND  
NOTES TO FINANCIAL STATEMENTS  
YEAR ENDED DECEMBER 31, 2018  
(Continued)

Note 4: Pension Plans (Cont'd)

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

Discount Rate

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

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

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

	December 31, 2017		
	1% Decrease (4.00%)	Current Discount Rate (5.00%)	1% Increase (6.00%)
Borough's proportionate share of the Net Pension Liability	\$ 7,417,985	\$ 5,979,507	\$ 4,781,078
<u>Pension Plan Fiduciary Net Position</u>			

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

B. Police and Firemen's Retirement System (PFRS)

Plan Description

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

BOROUGH OF ROSELAND  
NOTES TO FINANCIAL STATEMENTS  
YEAR ENDED DECEMBER 31, 2018  
(Continued)

Note 4: Pension Plans (Cont'd)

B. Police and Firemen's Retirement System (PFRS) (Cont'd)

Benefits Provided

The vesting and benefit provisions are set by N.J.S.A. 43:16A. The PFRS provides retirement as well as death and disability benefits. All benefits vest after ten years of service, except disability benefits which vest after 4 years of service.

The following represents the membership tiers for PFRS:

<u>Tier</u>	<u>Definition</u>
1	Members who were enrolled prior to May 22, 2010
2	Members who were eligible to enroll on or after May 22, 2010 and prior to June 28, 2011
3	Members who were eligible to enroll on or after June 28, 2011

Service retirement benefits are available at age 55 and are generally determined to be 2% of final compensation for each year of creditable service, as defined, up to 30 years plus 1% for each year of service in excess of 30 years. Members may seek special retirement after achieving 25 years of creditable service, in which benefits would equal 65% (tiers 1 and 2 members) and 60% (tier 3 members) of final compensation plus 1% for each year of creditable service over 25 years but not to exceed 30 years. Members may elect deferred retirement benefits after achieving ten years of service, in which case benefits would begin at age 55 equal to 2% of final compensation for each year of service.

Contributions

The contribution policy for PFRS is set by N.J.S.A. 43:16A and requires contributions by active members and contributing members. The Local employers' contribution amounts are based on an actuarially determined rate which includes the normal cost and unfunded accrued liability. Chapter 19, P.L. 2009 provided an option for local employers of PFRS to contribute 50% of the normal and accrued liability contribution amounts certified for payments due in State fiscal year 2009. Such employers will be credited with the full payment and any such amounts will not be included in their unfunded liability. The actuaries will determine the unfunded liability of those retirement systems, by employer, for the reduced normal and accrued liability contributions provided under this law. This unfunded liability will be paid by the employer in level annual amounts over a period of 15 years beginning with the payments due in the fiscal year ended June 30, 2012 and will be adjusted by the rate of return on the actuarial value of the assets.

Special Funding Situation

Under N.J.S.A. 43:16A-15, local participating employers are responsible for their own contributions based on actuarially determined amounts, except where legislation was passed which legally obligated the State if certain circumstances occurred. The legislation which legally obligates the State is as follows: Chapter 8, P.L. 2000, Chapter 318, P.L. 2001, Chapter 86, P.L. 2001, Chapter 511, P.L. 1991, Chapter 109, P.L. 1979, Chapter 247, P.L. 1993 and Chapter 201, P.L. 2001. The amounts contributed on behalf of the local participating employers under this legislation is considered to be a special funding situation as defined by GASB Statement No. 68

BOROUGH OF ROSELAND  
NOTES TO FINANCIAL STATEMENTS  
YEAR ENDED DECEMBER 31, 2018  
(Continued)

Note 4: Pension Plans (Cont'd)

B. Police and Firemen's Retirement System (PFRS) (Cont'd)

Special Funding Situation (Cont'd)

and the State is treated as a nonemployer contributing entity. Since the local participating employers do not contribute under this legislation directly to the plan (except for employer specified financed amounts), there is no net pension liability or deferred outflows or inflows to report in the financial statements of the local participating employers related to this legislation. However, the notes to the financial statements of the local participating employers must disclose the portion of the nonemployer contributing entities' total proportionate share of the collective net pension liability that is associated with the local participating employer. The June 30, 2017 State special funding situation net pension liability amount is the accumulated difference between the annual actuarially determined State obligation under the special funding situation and the actual State contribution through the valuation date. The State special funding situation pension expense for the fiscal year ended June 30, 2017 is the actuarially determined contribution amount that the State owes for the fiscal year ending June 30, 2017. The pension expense is deemed to be a State administrative expense due to the special funding situation.

Borough contributions to PFRS amounted to \$788,396.10 for the year ended December 31, 2018. During the fiscal year ended June 30, 2017, the State of New Jersey contributed \$69,057 to the PFRS for normal pension benefits on behalf of the Borough, which is less than the contractually required contribution of \$168,930.

The employee contributions for PFRS are 10.00% of employees' annual compensation, as defined.

Pension Liabilities and Pension Expense

At December 31, 2017, the Borough's liability for its proportionate share of the net pension liability was \$12,329,647. The net pension liability was measured as of June 30, 2017, and the total pension liability used to calculate the net pension liability was determined by an actuarial valuation as of July 1, 2016 which was rolled forward to June 30, 2017. The Borough's proportion of the net pension liability was based on a projection of the Borough's long-term share of contributions to the pension plan relative to the projected contributions of all participating members, actuarially determined. At June 30, 2017, the Borough's proportion was 0.079%, which was a decrease of 0.002% from its proportion measured as of June 30, 2016. The Borough has rolled forward the net pension liability to December 31, 2017 with no adjustments. The State of New Jersey Police and Firemen's Retirement System (PFRS)' valuation cycle is July 1 instead of December 31. The roll forward methodology puts them a year in arrears in terms of valuation. The Division of Local Government Services, Department of Community Affairs, State of New Jersey is permitting municipalities to include the June 30, 2017 pension information in the Notes to the Financial Statements as the June 30, 2018 pension information has not been released as of the date of this audit.

BOROUGH OF ROSELAND  
NOTES TO FINANCIAL STATEMENTS  
YEAR ENDED DECEMBER 31, 2018  
(Continued)

Note 4: Pension Plans (Cont'd)

B. Police and Firemen's Retirement System (PFRS) (Cont'd)

Pension Liabilities and Pension Expense (Cont'd)

Additionally, the State's proportionate share of the net pension liability attributable to the Borough is \$1,381,024 as of June 30, 2017. The net pension liability was measured as of June 30, 2017, and the total pension liability used to calculate the net pension liability was determined by an actuarial valuation as of July 1, 2016 which was rolled forward to June 30, 2017. The State's proportionate share of the net pension liability associated with the Borough was based on a projection of the Borough's long-term share of contributions to the pension plan relative to the projected contributions of all participating members, actuarially determined. At June 30, 2016, the State's proportion was 0.079%, which was a decrease of 0.002% from its proportion measured as of June 30, 2016 which is the same proportion as the Borough's. The Borough has rolled forward the net pension liability to December 31, 2017 with no adjustments. The State of New Jersey Police and Firemen's Retirement System (PFRS)' valuation cycle is July 1 instead of December 31. The roll forward methodology puts them a year in arrears in terms of valuation.

Borough's Proportionate Share of the Net Pension Liability	\$ 12,329,647
State's Proportionate Share of the Net Pension Liability Associated with the Borough	<u>1,381,024</u>
Total Net Pension Liability	<u>\$ 13,710,671</u>

For the year ended December 31, 2018, the Borough recognized total pension expense of \$788,396.10.

Actuarial Assumptions

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

Inflation Rate	2.25%
Salary Increases:	
Through 2026	2.10% - 8.98% based on age
Thereafter	3.10% - 9.98% based on age
Investment Rate of Return	7.00%

Pre-retirement mortality rates were based on the RP-2000 Pre-retirement mortality tables projected thirteen years using Projection Scale BB and then projected on a generational basis using the plan actuary's modified 2014 projection scales. Post-retirement mortality rates for male service retirements and beneficiaries are based on the RP-2000 Combined Healthy Mortality Tables projected one year using Projection Scale AA and three years using the plan actuary's modified 2014 projection scales and further projected on a generational basis using the plan actuary's modified 2014 projection scales. Post-retirement mortality rates for female service retirements and beneficiaries were based on the RP-2000 Combined Healthy Mortality Tables projected thirteen years using Projection Scale BB and then three years using the plan actuary's modified 2014 projection scales and further projected on a generational basis using the plan actuary's modified 2014 projection scales. Disability retirement rates were based on the special mortality tables used for the period after disability retirement.



BOROUGH OF ROSELAND  
NOTES TO FINANCIAL STATEMENTS  
YEAR ENDED DECEMBER 31, 2018  
(Continued)

Note 4: Pension Plans (Cont'd)

B. Police and Firemen's Retirement System (PFRS) (Cont'd)

Actuarial Assumptions (Cont'd)

The actuarial assumptions used in the July 1, 2016 valuation were based on the results of an actuarial experience study for the period July 1, 2010 to June 30, 2013.

Long Term Expected Rate of Return

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

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

Discount Rate – PFRS

The discount rate used to measure the total pension liability was 6.14% as of June 30, 2017. This single blended discount rate was based on the long-term expected rate of return on pension plan investments of 7.00% and a municipal bond rate of 3.58% as of June 30, 2017 based on the Bond Buyer Go 20 Bond Municipal Bond Index which includes tax-exempt general obligation municipal

BOROUGH OF ROSELAND  
NOTES TO FINANCIAL STATEMENTS  
YEAR ENDED DECEMBER 31, 2018  
(Continued)

Note 4: Pension Plans (Cont'd)

B. Police and Firemen's Retirement System (PFRS) (Cont'd)

Long Term Expected Rate of Return (Cont'd)

bonds with an average rating of AA/Aa or higher. The projection of cash flows used to determine the discount rate assumed that contributions from plan members will be made at the current member contribution rates and that contributions from employers and the nonemployer contributing entity will be made based on the contribution rate in the most recent fiscal year. The State employer contributed 40% of the actuarially determined contributions and the local employers contributed 100% of their actuarially determined contributions. Based on those assumptions, the plan's fiduciary net position was projected to be available to make projected future benefit payments of current plan members through 2057. Therefore, the long-term expected rate of return on pension plan investments was applied to projected benefit payments through 2057, and the municipal bond rate was applied to projected benefit payments after that date in determining the total pension liability.

Sensitivity of the Total Net Pension Liability (including the State's proportionate share of the net pension liability attributable to the Borough) to Changes in the Discount Rate

The following presents the total net pension liability (including the State's proportionate share of the net pension liability attributable to the Borough) as of December 31, 2017 calculated using the discount rate as disclosed above, as well as what the collective net pension liability would be if it were calculated using a discount rate that is 1-percentage-point lower or 1-percentage-point higher than the current rate:

	December 31, 2017		
	1% Decrease (5.14%)	Current Discount Rate (6.14%)	1% Increase (7.14%)
Borough's proportionate share of the NPL and the State's proportionate share of the Net Pension Liability associated with the Borough <u>Pension Plan Fiduciary Net Position - PFRS</u>	\$ 18,064,939	\$ 13,710,671	\$ 10,133,146

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

C. Defined Contribution Retirement Program (DCRP)

Prudential Financial jointly administers the DCRP investments with the NJ Division of Pensions and Benefits. If an employee is ineligible to enroll in the PERS or PFRS, the employee may be eligible to enroll in the DCRP. DCRP provides eligible members with a tax-sheltered, defined contribution retirement benefit, along with life insurance and disability coverage. Vesting is immediate upon enrollment for members of the DCRP.

BOROUGH OF ROSELAND  
NOTES TO FINANCIAL STATEMENTS  
YEAR ENDED DECEMBER 31, 2018  
(Continued)

Note 4: Pension Plans (Cont'd)

C. Defined Contribution Retirement Program (DCRP) (Cont'd)

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

Employers are required to contribute at an actuarially determined rate. Employee contributions are based on percentages of 5.50% for DCRP of employees' annual compensation, as defined. The DCRP was established July 1, 2007, under the provisions of Chapter 92, P.L. 2007 and Chapter 103, P.L. 2007 and expanded under the provisions of Chapter 89, P.L. 2008. Employee contributions for DCRP are matched by a 3% employer contribution.

For DCRP, the Borough recognized pension expense of \$2,895.18 for the year ended December 31, 2017. Employee contributions to DCRP amounted to \$4,943.89 for the year ended December 31, 2017.

Note 5: Accrued Vacation Benefits

The Borough permits employees to accrue a limited amount (40 hours or 5 days, depending on the respective bargaining contract) of unused vacation pay, which must be taken as time off through June 30 of the following year or it is forfeited.

It is estimated that the current cost of such unpaid compensation would not be material to the financial statements. This amount is not reported either as an expenditure or a liability. It is expected that the cost of such unpaid compensation would be included in the Borough of Roseland's budget operating expenditures in the year in which it is paid. The accrued liability for vacation benefits is partially funded in the Reserve for Accumulated Absences of \$365,406.21 on the Other Trust Funds balance sheet as of December 31, 2018.

Note 6: Selected Tax Information

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

BOROUGH OF ROSELAND  
NOTES TO FINANCIAL STATEMENTS  
YEAR ENDED DECEMBER 31, 2018  
(Continued)

Note 6: Selected Tax Information (Cont'd)

	<u>2018</u>	<u>2017</u>	<u>2016</u>
<u>Tax Rate</u>	<u>\$ 2.254</u>	<u>\$ 2.218</u>	<u>\$ 2.223</u>
<u>Apportionment of Tax Rate</u>			
Municipal	0.647	0.637	0.625
County	0.514	0.561	0.557
Local School	0.517	0.497	0.482
Regional School	0.576	0.558	0.554
<u>Assessed Valuations</u>			
2018	<u>\$ 1,671,426,400</u>		
2017		<u>\$ 1,692,381,300</u>	
2016			<u>\$ 1,700,603,100</u>

Comparison of Tax Levies and Collections Currently

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>Currently</u>	
		<u>Cash Collections</u>	<u>Percentage of Collections</u>
2018	\$ 37,732,192.54	\$ 37,381,488.71	99.07%
2017	38,164,192.28	37,497,290.91	99.24%
2016	37,771,407.64	37,486,479.52	98.88%

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

Note 7: Deferred Charges to be Raised in Succeeding Years

Certain expenditures are required to be deferred to budgets of succeeding years. At December 31, 2018, the Borough had no deferred charges.

Note 8: Cash and Cash Equivalents

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

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

BOROUGH OF ROSELAND  
NOTES TO FINANCIAL STATEMENTS  
YEAR ENDED DECEMBER 31, 2018  
(Continued)

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

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

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

Credit Risk – The Borough limits its investments to those authorized in its cash management plan which are permitted under state statutes as detailed on the following two pages.

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

Deposits

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

Municipalities are also permitted to deposit public funds in the State of New Jersey Cash Management Fund. New Jersey statutes require public depositories to maintain collateral for deposits of public funds that exceed insurance limits as follows:

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

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

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

Investments

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

- (1) Bonds or other obligations of the United States of America or obligations guaranteed by the United States of America;
- (2) Government money market mutual funds;
- (3) Any obligation that a federal agency or a federal instrumentality has issued in accordance with an act of Congress, which security has a maturity date not greater than 397 days from the date of purchase, provided that such obligation bears a fixed rate of interest not dependent on any index or other external factor;

BOROUGH OF ROSELAND  
NOTES TO FINANCIAL STATEMENTS  
YEAR ENDED DECEMBER 31, 2018  
(Continued)

Note 9: Cash and Cash Equivalents (Cont'd)

Investments (Cont'd)

- (4) Bonds or other obligations of the local unit or bonds or other obligations of school districts of which the local unit is a part or within which the school district is located;
- (5) Bonds or other obligations, having a maturity date not more than 397 days from the date of purchase, issued by New Jersey school districts, municipalities, counties, and entities subject to the "Local Authorities Fiscal Control Law" P.L. 1983, c. 313 (C.40A:5A-1 et seq.) Other bonds or obligations having a maturity date not more than 397 days from the date of purchase may be approved by the Division of Local Government Services in the Department of Community Affairs for investment by local units;
- (6) Local government investment pools;
- (7) Deposits with the State of New Jersey Cash Management Fund established pursuant to section 1 of P.L. 1977, c.281 (C.52:18A-90.4); or
- (8) Agreements for the repurchase of fully collateralized securities if:
  - (a) the underlying securities are permitted investments pursuant to paragraphs (1) and (3) ) of this subsection a. or are bonds or other obligations, having a maturity date not more than 397 days from the date of purchase, issued by New Jersey school districts, municipalities, counties and entities subject to the "Local Authorities Fiscal Control Law", P.L. 1983 c.313 (C.40A:5A-1 et seq.);
  - (b) the custody of collateral is transferred to a third party;
  - (c) the maturity of the agreement is not more than 30 days;
  - (d) the underlying securities are purchased through a public depository as defined in section 1 of P.L. 1970, c.236 (C.17:9-41); and
  - (e) a master repurchase agreement providing for the custody and security of collateral is executed.

As of December 31, 2018, cash and cash equivalents of the Borough of Roseland consisted of the following:

<u>Fund</u>	<u>Change Funds</u>	<u>Checking Accounts</u>	<u>NJ Cash Management Fund</u>	<u>Total</u>
Current Fund	\$ 200.00	\$ 7,495,687.64	\$ 519,043.24	\$ 8,014,930.88
Animal Control Trust Fund		8,754.40		8,754.40
Affordable Housing Trust Fund		254,406.45		254,406.45
Open Space Trust Fund		829,428.56	1,736,113.29	2,565,541.85
Other Trust Fund		954,246.03	8,012.56	962,258.59
General Capital Fund		2,182,611.41		2,182,611.41
Water/Sewer Utility Operating Fund		2,714,883.55	596,835.65	3,311,719.20
Water/Sewer Utility Capital Fund		741,416.98		741,416.98
	<u>\$ 200.00</u>	<u>\$ 15,181,435.02</u>	<u>\$ 2,860,004.74</u>	<u>\$ 18,041,639.76</u>

BOROUGH OF ROSELAND  
NOTES TO FINANCIAL STATEMENTS  
YEAR ENDED DECEMBER 31, 2018  
(Continued)

Note 9: Cash and Cash Equivalents (Cont'd)

During the period ended December 31, 2018, the Borough did not hold any investments. The carrying amount of the Borough's cash and cash equivalents at December 31, 2018, was \$18,041,639.76 and the bank balance was \$18,158,626.56. The \$2,860,004.74 invested with the State of New Jersey Cash Management Fund is uninsured and/or unregistered.

Note 10: Risk Management

The Borough is exposed to various risks of loss related to torts; theft of, damage to, and destruction of assets; errors and omissions; injuries to employees; and natural disasters. Health benefits are obtained through the State Health Benefits Plan.

Borough of Roseland is a member of the New Jersey Intergovernmental Insurance Fund, (the "Fund"). The Fund provides its members with workers' compensation, employers' liability, liability other than motor vehicles, property damages other than motor vehicles, motor vehicle and environmental insurance coverage.

The Fund is a risk-sharing public entity risk pool that is both an insured and self-administered group of municipalities established for the purpose of providing low-cost insurance coverage for their members in order to keep local property taxes at a minimum.

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

The Fund can declare and distribute dividends to members upon approval of the State of New Jersey Department of Banking and Insurance. These distributions are divided amongst the members in the same ratio as their individual assessment relates to the total assessment of the membership body.

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

	<u>New Jersey Intergovernmental Insurance Fund</u>
Total Assets	<u>\$ 68,689,807</u>
Net Position	<u>\$ 4,677,639</u>
Total Revenue	<u>\$ 20,498,950</u>
Total Expenses	<u>\$ 19,559,358</u>
Change in Net Position	<u>\$ 939,592</u>
Member Dividends	<u>\$ -0-</u>

BOROUGH OF ROSELAND  
NOTES TO FINANCIAL STATEMENTS  
YEAR ENDED DECEMBER 31, 2018  
(Continued)

Note 10: Risk Management (Cont'd)

Financial statements for this fund are available at the Office of the Executive Director:

Polaris Galaxy Insurance, LLC  
777 Terrace Avenue, Suite 309  
Hasbrouck Heights, NJ 07960

New Jersey Unemployment Compensation Insurance

The Borough has elected to fund its New Jersey Unemployment Compensation Insurance under the "Benefit Reimbursement Method". Under this plan, the Borough is required to reimburse the New Jersey Unemployment Trust Fund for benefits paid to its former employees and charged to its account with the State. The Borough is billed quarterly for amounts due to the State.

The following is a summary of the Borough and employees' contributions, interest earned, reimbursements to the State for benefits paid and the ending balance of the Borough's expendable trust fund for the current and previous two years:

<u>Year</u>	<u>Borough Contributions</u>	<u>Interest Earned</u>	<u>Employee Contributions</u>	<u>Amount Reimbursed</u>	<u>Ending Balance</u>
2018	\$ -0-	\$ 215.29	\$ -0-	\$ 635.16	\$ 24,147.60
2017	-0-	198.68	-0-	11,045.55	24,567.47
2016	-0-	105.62	18,234.34	747.60	35,414.34

Note 11: Interfund Receivables and Payables

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

<u>Fund</u>	<u>Interfund Receivables</u>	<u>Interfund Payables</u>
Current Fund	\$ 3,051.03	\$ 103,335.42
Federal and State Grant Fund	103,335.42	
Animal Control Fund		2,948.40
Other Trust Funds		102.63
	<u>\$ 106,386.45</u>	<u>\$ 106,386.45</u>

The interfund receivable in the Other Trust Fund due from the Current Fund represents excess interfund advances during the year. The interfund payable from the Current Fund to the Federal and State Grant Fund represents the balance of grant receipts net of expenditures in the Current Fund which were not transferred by December 31. The interfund receivable in the Current Fund due from the Animal Control Fund represents the statutory excess in the Reserve for Animal Control Fund at December 31.



BOROUGH OF ROSELAND  
NOTES TO FINANCIAL STATEMENTS  
YEAR ENDED DECEMBER 31, 2018  
(Continued)

Note 12: Contingent Liabilities

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

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

Various tax appeals on assessed valuations have been filed against the Borough and are awaiting tax court decisions. The ultimate outcome and effect of such appeals have not been determined; however, the Tax Assessor will aggressively defend the Borough's assessments. The Borough has established a reserve, which it feels is sufficient, for this contingency in the amount of \$1,566,925.07.

Note 13: Economic Dependency

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

Note 14: Deferred Compensation Plans

The Borough offers its employees deferred compensation plan (the "plan") created in accordance with Section 457 of the Internal Revenue Code. The plan, which is administered by Mass Mutual, is available to all Borough employees and permit participants to defer a portion of their salary. The deferred compensation is not available to employees until termination, retirement, unforeseeable emergency or upon death to their beneficiaries.

Note 15: Open Space Trust Fund

On November 2, 1999, the Borough created an Open Space Trust Fund with a tax levy of up to \$.04 per \$100 of assessed valuation. The tax levy for the calendar year 2018 was established at \$.02 per \$100 of assessed valuation. The funds collected are used to acquire and maintain open space property in the Borough. As of December 31, 2018, the balance in the Open Space Trust Fund was \$2,565,541.85.

BOROUGH OF ROSELAND  
NOTES TO FINANCIAL STATEMENTS  
YEAR ENDED DECEMBER 31, 2018  
(Continued)

Note 16: Fixed Assets

The following is a schedule of the Borough of Roseland's fixed assets:

	<u>Balance</u> <u>Dec. 31, 2017</u>	<u>Additions</u>	<u>Balance</u> <u>Dec. 31, 2018</u>
Land and Improvements	\$ 17,000.00		\$ 17,000.00
Buildings	7,117,737.20		7,117,737.20
Machinery and Equipment	4,535,902.06	\$ 940,989.00	5,476,891.06
	<u>\$11,670,639.26</u>	<u>\$ 940,989.00</u>	<u>\$ 12,611,628.26</u>

Note 17: Post-Employment Benefits Other than Pensions (OPEB)

State Health Benefit Local Government Retired Employees Plan

General Information about the OPEN Plan

Plan Description

The State Health Benefit Local Government Retired Employees Plan (the Plan) is a cost sharing multiple employer defined benefit other postemployment benefit (OPEB) plan with a special funding situation. It covers employees of local government employers that have adopted a resolution to participate in the Plan. The plan meets the definition of an equivalent arrangement as defined in paragraph 4 of GASB Statement No. 75, *Accounting and Financial Reporting for the Postemployment Benefits Other Than Pensions*; therefore, assets are accumulated to pay associated benefits. For additional information about the Plan, please refer to the State of New Jersey (the State), Division of Pensions and Benefits' (the Division) Comprehensive Annual Financial Report (CAFR), which can be found at <https://www.state.nj.us/treasury/pensions/financial-reports.shtml>.

Benefits Provided

The Plan provides medical and prescription drug coverage to retirees and their dependents of the employers. Under the provisions of Chapter 88, P.L. 1974 and Chapter 48, P.L. 1999, local government employers electing to provide postretirement medical coverage to their employees must file a resolution with the Division. Under Chapter 88, local employers elect to provide benefit coverage based on the eligibility rules and regulations promulgated by the State Health Benefits Commission. Chapter 48 allows local employers to establish their own age and service eligibility for employer paid health benefits coverage for retired employees. Under Chapter 48, the employer may assume the cost of postretirement medical coverage for employees and their dependents who: 1) retired on a disability pension; or 2) retired with 25 or more years of service credit in a State or locally administered retirement system and a period of service of up to 25 years with the employer at the time of retirement as established by the employer; or 3) retired and reached the age of 65 with 25 or more years of service credit in a State or locally administered retirement system and a period of service of up to 25 years with the employer at the time of retirement as established by the employer; or 4) retired and reached age 62 with at least 15 years of service with the employer. Further, the law provides that the employer paid obligations for retiree coverage may be determined by means of a collective negotiations agreement.

BOROUGH OF ROSELAND  
NOTES TO FINANCIAL STATEMENTS  
YEAR ENDED DECEMBER 31, 2018  
(Continued)

Note 17: Post-Employment Benefits Other than Pensions (OPEB (Cont'd)

State Health Benefit Local Government Retired Employees Plan (Cont'd)

Benefits Provided (Cont'd)

In accordance with Chapter 330, P.L. 1997, which is codified in N.J.S.A. 52:14-17.32i, the State provides medical and prescription coverage to local police officers and firefighters, who retire with 25 years of service or on a disability from an employer who does not provide postretirement medical coverage. Local employers were required to file a resolution with the Division in order for their employees to qualify for State-paid retiree health benefits coverage under Chapter 330. The State also provides funding for retiree health benefits to survivors of local police officers and firefighters who die in the line of duty under Chapter 271, P.L. 1989.

All employees hired prior to January 1, 1993 shall be entitled to the following health benefits upon retirement from the Borough after twenty-five (25) years of continuous service as a public employee:

Hospitalization and major medical as provided by the NJ State Health Benefits Program with the premium cost only for the individual to be borne by the Borough.

All employees hired after January 1, 1993 shall be entitled to the following health benefits upon retirement after twenty-five (25) years of continuous service with the Borough:

Hospitalization and major medical as provided by the NJ State Health Benefits Program with the premium cost only for the individual to be borne by the Borough.

Contributions

Pursuant to Chapter 78, P.L. 2011, future retirees eligible for postretirement medical coverage who have less than 20 years of creditable service on June 28, 2011 will be required to pay a percentage of the cost of their health care coverage in retirement provided they retire with 25 or more years of pension service credit. The percentage of the premium for which the retiree will be responsible will be determined based on the retiree's annual retirement benefit and level of coverage.

Special Funding Situation

Under Chapter 330, P.L. 1997, the State shall pay the premium or periodic charges for the qualified local police and firefighter retirees and dependents equal to 80 percent of the premium or periodic charge for the category of coverage elected by the qualified retiree under the State managed care plan or a health maintenance organization participating in the program providing the lowest premium or periodic charge. The State also provides funding for retiree health benefits to survivors of local police officers and firefighters who die in the line of duty under Chapter 271, P.L. 1989.

BOROUGH OF ROSELAND  
NOTES TO FINANCIAL STATEMENTS  
YEAR ENDED DECEMBER 31, 2018  
(Continued)

Note 17: Post-Employment Benefits Other than Pensions (OPEB (Cont'd)

State Health Benefit Local Government Retired Employees Plan (Cont'd)

Therefore, these employers are considered to be in a special funding situation as defined by GASB Statement No. 75 and the State is treated as a nonemployer contributing entity. For New Jersey local governments who report under the regulatory basis of accounting, the net OPEB liability and related deferred inflows are not recorded in the financial statements and there is only note disclosure of this information. Since the local participating employers do not contribute under this legislation directly to the plan, there is no net OPEB liability, deferred outflows of resources, or deferred inflows of resources to report in the financial statements of the local participating employers related to this legislation. However, the notes to the financial statements of the local participating employers must disclose the portion of the nonemployer contributing entities' total proportionate share of the collective net OPEB liability that is associated with the local participating employer.

Allocation Methodology

GASB Statement No. 75 requires participating employers in the Plan to recognize their proportionate share of the collective net OPEB liability, collective deferred outflows of resources, collective inflows of resources, and collective OPEB expense. The special funding situation's and nonspecial funding situation's net OPEB liability, deferred outflows of resources, deferred inflows of resources, and OPEB expense are based on separately calculated total OPEB liabilities. The nonspecial funding situation's net OPEB liability, deferred outflows of resources, deferred inflows of resources, and OPEB expense are further allocated to employers based on the ratio of the plan members of an individual employer to the total members of the Plan's nonspecial funding situation during the measurement period July 1, 2016 through June 30, 2017. Employer and nonemployer allocation percentages were rounded for presentation purposes.

OPEB Expense

The total OPEB liability as of June 30, 2018 was not available from the State of New Jersey Division of Pensions and Benefits as of the date of this report. The total OPEB liability as of June 30, 2017 was determined by an actuarial valuation as of June 30, 2016, which was rolled forward to June 30, 2017.

At June 30, 2017, the Borough had a liability of \$14,010,539 for its proportionate share of the net OPEB liability. Additionally, the State's proportionate share of the net OPEB liability attributable to the Borough at June 30, 2017 was \$7,809,785. At June 30, 2017, the Borough's proportion was .0068626% which was a decrease of .08265% from its proportion measured as of June 30, 2016. At June 30, 2017, the State's proportion related to the Borough was .089815%. This is the percentage of the total State Share of the net OPEB liability of the Plan.

For the year ended June 30, 2017 the Borough's OPEB expense as determined by the State of New Jersey Division of Pensions and Benefits was \$734,549.

Additionally, during the year ended June 30, 2017 the State of New Jersey's OPEB expense related to the Borough was \$558,916.

The Borough's actual post retirement payments in 2018 for 39 retiree employees were \$882,051.

BOROUGH OF ROSELAND  
NOTES TO FINANCIAL STATEMENTS  
YEAR ENDED DECEMBER 31, 2018  
(Continued)

Note 17: Post-Employment Benefits Other than Pensions (OPEB (Cont'd)

State Health Benefit Local Government Retired Employees Plan (Cont'd)  
Actuarial Assumptions and Other Inputs

The actuarial assumptions vary for each plan member depending on the pension plan the member is enrolled in. This actuarial valuation used the following actuarial assumptions, applied to all periods in the measurement.

Inflation Rate	2.50%
Salary Increases*:	
Through 2026	1.65% - 8.98%
Thereafter	2.65% to 9.98%

\* - Salary increases are based on the defined benefit plan that the member is enrolled in and his or her age.

Preretirement mortality rates were based on the RP-2006 Headcount-Weighted Healthy Employee Male/Female Mortality Table with fully generational mortality improvement projections from the central year using MP-2017 scale. Postretirement mortality rates were based on the RP-2006 Headcount-Weighted Health Annuitant Male/Female mortality table with fully generational improvement projections from the central year using the MP-2017 scale. Disability mortality was based on the RP-2006 Headcount-Weighted Disabled Male/Female mortality table with fully generational improvement projections from the central year using the MP-2017 scale.

Certain actuarial assumptions used in the June 30, 2016 valuation were based on the results of the pension plans' experience studies for which the members are eligible for coverage under this Plan – the Police and Firemen Retirement System (PFRS) and the Public Employees' Retirement System (PERS). The PFRS and PERS experience studies were prepared for the periods July 1, 2010 to June 30, 2013 and July 1, 2011 – June 30, 2014, respectively.

Health Care Trend Assumptions

For pre-Medicare preferred provider organization (PPO) medical benefits, this amount initially is 5.9% and decreases to a 5.0% long term trend rate after nine years. For self-insured post 65 PPO medical benefits and HMO medical benefits, the trend rate is 4.5%. For prescription drug benefits, the initial trend rate is 10.5% decreasing to a 5.0% long term rate after eight years. For the Medicare Part B reimbursement, the trend rate is 5.0%. The Medicare Advantage trend rate is 4.5% and will continue in all future years.

Discount Rate

The discount rate for June 30, 2017 was 3.58%. The discount rate for June 30, 2016 was 2.85%. This represents the municipal bond rate as chosen by the State. The source is the Bond Buyer Go 20-Bond Municipal Bond Index, which includes tax-exempt general obligation municipal bonds with an average rating of AA/Aa or higher. As the long-term rate of return is less than the municipal bond rate, it is not considered in the calculation of the discount rate, rather the discount rate is set at the municipal bond rate.

BOROUGH OF ROSELAND  
 NOTES TO FINANCIAL STATEMENTS  
 YEAR ENDED DECEMBER 31, 2018  
 (Continued)

Note 17: Post-Employment Benefits Other than Pensions (OPEB (Cont'd)

State Health Benefit Local Government Retired Employees Plan (Cont'd)

Sensitivity of the Net OPEB Liability Attributable to the Borough to Changes in the Discount Rate

The following presents the net OPEB Liability of the Borough as of June 30, 2017, calculated using the discount rate as disclosed in this note, as well as what the net OPEB Liability of the Borough would be if it were calculated using a discount rate that is 1-percentage-point lower or 1-percentage-point higher than the current rate:

	June 30, 2017		
	At 1% Decrease (2.58%)	At Discount Rate (3.58%)	At 1% Increase (4.58%)
Net OPEB Liability Attributable to the Borough	\$ 16,525,848	\$ 14,010,539	\$ 12,014,683

Sensitivity of the Net OPEB Liability Attributable to the Borough to Changes in the Healthcare Trend Rate

The following presents the net OPEB Liability of the Borough as of June 30, 2017, calculated using the healthcare trend rate as disclosed in this note, as well as what the net OPEB Liability of the Borough would be if it were calculated using a healthcare trend rate that is 1-percentage-point lower or 1-percentage-point higher than the current rate:

	June 30, 2017		
	1% Decrease	Healthcare Cost Trend Rate	1% Increase
Net OPEB Liability Attributable to the Borough	\$ 11,643,167	\$ 14,010,539	\$ 17,093,132

BOROUGH OF ROSELAND

SUPPLEMENTARY DATA

BOROUGH OF ROSELAND  
OFFICIALS IN OFFICE AND SURETY BONDS  
YEAR ENDED DECEMBER 31, 2018

<u>Name</u>	<u>Title</u>	<u>Amount of Bond</u>	<u>Name of Corporate Surety</u>
John Duthie	Mayor		
Christopher Bardi	Council Member		
David Jacobs	Council Member		
Michele Tolli	Council Member		
Peter Smith	Council Member		
Thomas Tsilionis	Council Member		
Richard Leonard	Council Member		
Maureen Chumacas	Borough Administrator/QPA	**	NJIIF
Maureen Chumacas	Chief Financial Officer/ Treasurer	**	NJIIF
Maureen Chumacas	Tax Collector	**	NJIIF
Jock Watkins	Borough Clerk	**	NJIIF
Melissa Barnes	Planning Board Secretary	**	NJIIF
Lee Ann Leonard	Board of Adjustment Secretary	**	NJIIF
Ethan Sheffet	Borough Attorney	**	NJIIF
William Connell	Municipal Magistrate	**	NJIIF
Alla Nudel	Court Administrator	**	NJIIF
Richard McDonough	Police Chief		

\*\* There is a Public Employee Blanket Bond for \$1,000,000 covering all municipal employees.

All bonds were examined and were properly executed.



BOROUGH OF ROSELAND  
COUNTY OF ESSEX  
2018  
CURRENT FUND

BOROUGH OF ROSELAND  
CURRENT FUND  
SCHEDULE OF CASH

	<u>Ref.</u>	
Balance December 31, 2017	A	\$ 9,389,279.75
Increased by Receipts:		
Tax Collector	\$ 35,937,692.71	
Revenue Accounts Receivable	3,065,115.57	
Miscellaneous Revenue Not Anticipated	97,612.09	
Due Federal and State Grant Fund:		
Grants Receivable	14,812.34	
Due Animal Control Trust Fund	1,414.60	
Due Other Trust Funds	916.53	
Due State of New Jersey:		
Marriage License Fees	675.00	
DCA Training Fees	15,505.00	
Veterans and Senior Citizens' Deductions	39,750.00	
		<u>39,173,493.84</u>
		48,562,773.59
Decreased by Disbursements:		
2018 Appropriation Expenditures	12,031,945.10	
2017 Appropriation Reserves	734,612.11	
Accounts Payable	19,976.01	
Local School Taxes	8,635,805.00	
Regional School Taxes	9,618,091.00	
County Taxes	8,592,887.31	
Due to Other Trust Funds:		
Municipal Open Space Tax Levy	334,285.28	
Due Federal and State Grant Fund:		
Appropriated Reserves	24,169.46	
Due General Capital Fund:		
Budget Appropriation	107,286.09	
Due State of New Jersey:		
Marriage License Fees	650.00	
DCA Training Fees	15,914.00	
Reserve for Pending Tax Appeals	2,682.60	
Refund of Prior Year Revenue	20.00	
Prior Year Condominium Reimbursement	28,187.45	
Tax Overpayments Refunded	401,531.30	
		<u>40,548,042.71</u>
Balance December 31, 2018	A	<u>\$ 8,014,730.88</u>

BOROUGH OF ROSELAND  
CURRENT FUND  
SCHEDULE OF CASH - COLLECTOR  
FOR THE YEAR ENDED DECEMBER 31, 2018

Increased by Receipts:		
Taxes Receivable	\$ 35,702,505.79	
2019 Prepaid Taxes	129,992.26	
Tax Overpayments	23,871.07	
Interest and Cost on Taxes	<u>81,323.59</u>	
Total Receipts		<u>\$ 35,937,692.71</u>
Decreased by Disbursements:		
Paid to Municipal Treasurer		<u><u>\$ 35,937,692.71</u></u>

BOROUGH OF ROSELAND  
SCHEDULE OF CASH - GRANT FUNDS  
FOR THE YEAR ENDED DECEMBER 31, 2018

NOT APPLICABLE

BOROUGH OF ROSELAND  
CURRENT FUND  
SCHEDULE OF TAXES RECEIVABLE AND ANALYSIS OF PROPERTY TAX LEVY

Year	Balance Dec. 31, 2017	2018 Levy	Collections		NJ Veterans' & Senior Citizens' Deductions	Cancelled	Transferred to Tax Title Liens	Balance Dec. 31, 2018
			2017	2018				
2017	\$ 254,214.85			\$ 237,847.50	\$ (1,000.00)	\$ 12,132.41	\$ 3,804.94	\$ 1,430.00
2018		\$ 37,732,192.54	\$ 1,875,080.42	35,464,658.29	41,750.00	18,555.26	24,582.12	307,566.45
	\$ 254,214.85	\$ 37,732,192.54	\$ 1,875,080.42	\$ 35,702,505.79	\$ 40,750.00	\$ 30,687.67	\$ 28,387.06	\$ 308,996.45

Ref. A A

Analysis of 2018 Property Tax Levy:

Tax Yield:

General Purpose Tax	\$ 37,673,950.79
Added and Omitted Taxes	58,241.75
	<u>\$ 37,732,192.54</u>

Tax Levy:

Local School District Taxes	\$ 8,635,805.00
Regional School District Taxes	9,618,091.00
County Taxes	\$ 8,323,824.29
County Added and Omitted Taxes	13,562.29
County Open Space Tax Levied	260,384.11
	<u>8,597,770.69</u>
Municipal Open Space Tax Levied	334,285.28
	<u>27,185,951.97</u>
Local Tax for Municipal Purposes Levied	9,895,971.11
Minimum Library Tax	590,559.88
Add: Additional Tax Levied	59,709.58
	<u>10,546,240.57</u>
	<u>\$ 37,732,192.54</u>

BOROUGH OF ROSELAND  
CURRENT FUND  
SCHEDULE OF TAX TITLE LIENS

	<u>Ref.</u>	
Balance December 31, 2017	A	\$ 94,452.84
Increased by:		
Interest and Costs on Tax Sale		\$ 605.08
Transfer from 2017 Taxes Receivable		3,804.94
Transfer from 2018 Taxes Receivable		<u>24,582.12</u>
		<u>28,992.14</u>
Balance December 31, 2018	A	<u><u>\$ 123,444.98</u></u>

BOROUGH OF ROSELAND  
CURRENT FUND  
SCHEDULE OF REVENUE ACCOUNTS RECEIVABLE

	<u>Balance</u> <u>Dec. 31, 2017</u>	<u>Accrued In</u> <u>2018</u>	<u>Collected by</u> <u>Treasurer</u>	<u>Balance</u> <u>Dec. 31, 2018</u>
Municipal Clerk:				
Alcoholic Beverage Licenses		\$ 5,188.00	\$ 5,188.00	
Other Licenses		5,200.00	5,200.00	
Fees and Permits		5,804.67	5,804.67	
Board of Health:				
Other Licenses		17,876.00	17,876.00	
Recreation:				
Fees and Permits		843.95	843.95	
Registrar:				
Fees and Permits		7,930.00	7,930.00	
Construction Code Official:				
Fees and Permits		269,443.00	269,443.00	
Fire Prevention Bureau:				
Fees and Permits		572.00	572.00	
Department of Public Works:				
Fees and Permits		605.40	605.40	
Zoning:				
Fees and Permits		43,807.50	43,807.50	
Right of Way Fees		2,200.00	2,200.00	
Police Outside Duty:				
Administrative Fees		25,937.42	25,937.42	
Municipal Court:				
Fines and Costs	\$ 8,541.37	99,873.05	103,285.71	\$ 5,128.71
Interest on Investments		126,232.50	126,232.50	
Cablevision Franchise Fee		122,878.13	122,878.13	
Cell Tower Rental		77,581.67	77,581.67	
Lease Agreement		128,007.72	128,007.72	
Energy Receipts Taxes		837,731.00	837,731.00	
Reserve to Pay Debt Service		92,713.91	92,713.91	
Water/Sewer Utility				
Operating Surplus		1,285,000.00	1,285,000.00	
	<u>\$ 8,541.37</u>	<u>\$ 3,155,425.92</u>	<u>\$ 3,158,838.58</u>	<u>\$ 5,128.71</u>

Ref.

A

A

## Analysis of Collections:

Cash Collections	\$ 3,065,115.57
Due from General Capital Fund	92,713.91
Due from Other Trust Fund	1,009.10
	<u>\$ 3,158,838.58</u>

BOROUGH OF ROSELAND  
FEDERAL AND STATE GRANT FUND  
SCHEDULE OF GRANTS RECEIVABLE

	Balance Dec. 31, 2017	2018 Budget Revenue Realized	Cash Received	Transfer from Unappropriated Grant Reserves	Cancelled	Balance Dec. 31, 2018
Recycling Tonnage Grant		\$ 9,479.19		\$ 9,479.19		
Municipal Alliance on Alcoholism and Drug Abuse	\$ 6,000.00	4,700.00	\$ 4,323.87		\$ 1,676.13	\$ 4,700.00
Body Armor Replacement Fund		2,588.97		2,588.97	15,239.00	
Assistance to Firefighters Grant	15,239.00					
Clean Communities Grant		21,448.39	10,488.47	10,959.92		
	<u>\$ 21,239.00</u>	<u>\$ 38,216.55</u>	<u>\$ 14,812.34</u>	<u>\$ 23,028.08</u>	<u>\$ 16,915.13</u>	<u>\$ 4,700.00</u>

Ref.

A

A

BOROUGH OF ROSELAND  
CURRENT FUND  
SCHEDULE OF 2017 APPROPRIATION RESERVES  
YEAR ENDED DECEMBER 31, 2018

	Balance Dec. 31, 2017	Balance After Transfer	Paid or Charged	Balance Lapsed
General Government:				
Administrative and Executive:				
Salaries and Wages	\$ 16,987.24	\$ 16,987.24	\$ 5,688.41	\$ 11,298.83
Other Expenses	13,075.77	13,075.77	10,349.76	2,726.01
Office of Borough Clerk:				
Salaries and Wages	414.05	414.05		414.05
Other Expenses	22,740.33	22,740.33	16,248.29	6,492.04
Financial Administration:				
Salaries and Wages	0.30	0.30		0.30
Other Expenses	2,580.25	2,580.25		2,580.25
Audit Services:				
Other Expenses	30,000.00	30,000.00	25,600.00	4,400.00
Computerized Data Service:				
Other Expenses	3,608.64	3,608.64	2,195.73	1,412.91
Collection of Taxes:				
Salaries and Wages	67.50	67.50		67.50
Other Expenses	2,016.90	2,016.90	69.70	1,947.20
Assessment of Taxes:				
Salaries and Wages	0.03	0.03		0.03
Other Expenses	44,978.06	44,978.06	34,575.65	10,402.41
Legal Services and Costs:				
Other Expenses	134,855.21	134,855.21	47,324.95	87,530.26
Engineering Services and Costs:				
Other Expenses	28,281.00	28,281.00	12,673.00	15,608.00
Historic Preservation Commission:				
Other Expenses	1,200.00	1,200.00		1,200.00
Municipal Land Use Law (N.J.S.A. 40:55D-1):				
Planning Board:				
Salaries and Wages	2,009.16	2,009.16		2,009.16
Other Expenses	24,892.70	24,892.70	8,518.61	16,374.09
Board of Adjustment:				
Salaries and Wages	2,478.58	2,478.58	230.77	2,247.81
Other Expenses	12,626.34	12,626.34	5,620.36	7,005.98
Affordable Housing:				
Other Expenses	17,840.95	17,840.95	1,150.83	16,690.12
Insurance - Employee Group	191,685.79	191,685.79	77,705.10	113,980.69
Unemployment Compensation	980.21	980.21	102.70	877.51



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

	Balance Dec. 31, 2017	Balance After Transfer	Paid or Charged	Balance Lapsed
Public Safety:				
Police:				
Salaries and Wages	\$ 1,996.02	\$ 83,922.77	\$ 83,922.50	\$ 0.27
Other Expenses	86,257.30	86,257.30	76,573.39	9,683.91
Police Dispatch/911:				
Other Expenses	4,680.76	4,680.76	682.24	3,998.52
Emergency Management:				
Salaries and Wages	22.66	22.66		22.66
Other Expenses	2,433.43	2,433.43	430.10	2,003.33
Fire Department:				
Other Expenses	46,466.97	46,466.97	41,052.88	5,414.09
Fire Prevention Bureau:				
Salaries and Wages	2.88	887.88	887.04	0.84
Other Expenses	1,843.95	1,843.95	476.83	1,367.12
Prosecutor:				
Salaries and Wages	4.04	4.04		4.04
Other Expenses	926.90	926.90		926.90
Animal Control				
Other Expenses	3,000.00	3,000.00		3,000.00
Municipal Court:				
Salaries and Wages	4,716.97	4,716.97	762.49	3,954.48
Other Expenses	6,521.24	6,521.24	2,682.77	3,838.47
Public Defender:				
Salaries and Wages	654.96	654.96		654.96
Other Expenses	500.00	500.00		500.00
Public Works:				
Road Repairs and Maintenance:				
Salaries and Wages	123,672.02	35,744.82	4,282.33	31,462.49
Other Expenses	9,254.03	9,254.03	1,209.68	8,044.35
Storm Clearance:				
Salaries and Wages	22,315.24	22,315.24	485.18	21,830.06
Other Expenses	4,336.74	4,336.74	2,767.92	1,568.82
Shade Tree Commission:				
Salaries and Wages	219.50	219.50		219.50
Other Expenses	28,023.27	28,023.27	27,984.00	39.27
Solid Waste Collection:				
Other Expenses	117,909.54	117,909.54	92,375.72	25,533.82
Building and Grounds:				
Salaries and Wages	21,594.90	21,594.90	4,839.83	16,755.07
Other Expenses	57,949.66	57,949.66	30,036.41	27,913.25

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

	Balance Dec. 31, 2017	Balance After Transfer	Paid or Charged	Balance Lapsed
Public Works:				
Vehicle Maintenance:				
Salaries and Wages	\$ 1,477.63	\$ 1,477.63		\$ 1,477.63
Other Expenses	34,314.09	34,314.09	\$ 3,815.53	30,498.56
Condominium Service Act:				
Other Expenses	44,000.00	44,000.00	25,551.60	18,448.40
Health and Welfare:				
Board of Health:				
Other Expenses	2,788.60	2,788.60		2,788.60
Environmental Commission:				
Other Expenses	1,000.00	1,000.00	448.97	551.03
Contributions to Social Services:				
Other Expenses	2,050.00	2,050.00		2,050.00
Municipal Youth Guidance:				
Other Expenses	388.98	388.98	193.15	195.83
Recreation and Education:				
Public Recreation Program:				
Salaries and Wages	2,469.78	2,469.78	1,284.12	1,185.66
Other Expenses	6,931.63	6,931.63	4,575.91	2,355.72
Other Common Operating Functions:				
Beautification Committee:				
Other Expenses	2,479.39	2,479.39	877.91	1,601.48
Citizen Notifications:				
Other Expenses	1,996.60	1,996.60		1,996.60
Celebration of Public Events:				
Other Expenses	1,000.00	1,000.00		1,000.00
Senior Citizens' Advisory Committee:				
Other Expenses	1,717.74	1,717.74	608.09	1,109.65
Uniform Construction Code:				
Construction Code Official:				
Salaries and Wages	2,122.39	2,122.39	1,083.44	1,038.95
Other Expenses	16,445.69	16,445.69	1,023.48	15,422.21
Unclassified:				
Utilities:				
Electricity	90,422.18	90,422.18	6,454.38	83,967.80
Street Lighting	71,398.10	71,398.10	48,635.49	22,762.61
Telephone and Telegraph	101.95	4,119.40	4,106.74	12.66

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

	<u>Balance</u> <u>Dec. 31, 2017</u>	<u>Balance</u> <u>After</u> <u>Transfer</u>	<u>Paid or</u> <u>Charged</u>	<u>Balance</u> <u>Lapsed</u>
Unclassified:				
Utilities:				
Heating	\$ 52,359.12	\$ 52,359.12	\$ 30,436.81	\$ 21,922.31
Fuel Oil	1,500.00	1,500.00		1,500.00
Gasoline	35,174.55	35,174.55	3,969.89	31,204.66
Deferred Charges and Statutory Expenditures:				
Contribution to:				
Public Employees Retirement System	17,830.00	17,830.00		17,830.00
Social Security	1,651.50	2,749.50	2,748.87	0.63
DCRP	1,420.20	1,420.20	30.06	1,390.14
Interlocal Agreements:				
Animal Control	0.86	0.86		0.86
Health Services	0.40	0.40		0.40
	<u>\$ 1,491,663.37</u>	<u>\$ 1,491,663.37</u>	<u>\$ 755,349.61</u>	<u>\$ 736,313.76</u>

RefBalance December 31, 2017

Encumbered	A \$ 1,001,253.48
Unencumbered	A <u>490,409.89</u>
	<u>\$ 1,491,663.37</u>

Cash Disbursed	\$ 734,612.11
Accounts Payable	<u>20,737.50</u>
	<u>\$ 755,349.61</u>

BOROUGH OF ROSELAND  
CURRENT FUND  
SCHEDULE OF REGIONAL SCHOOL DISTRICT TAXES PAYABLE  
FOR THE YEAR ENDED DECEMBER 31, 2018

	<u>Ref.</u>
Increased by:	
Levy - Calendar 2018	\$ 9,618,091.00
Decreased by:	
Payments to Regional School District	<u>\$ 9,618,091.00</u>

BOROUGH OF ROSELAND  
CURRENT FUND  
SCHEDULE OF LOCAL SCHOOL TAXES PAYABLE  
FOR THE YEAR ENDED DECEMBER 31, 2018

Increased by:

Levy - Calendar Year 2018	\$ 8,635,805.00
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Decreased by:

Payments to Local School District	<u>\$ 8,635,805.00</u>
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BOROUGH OF ROSELAND  
FEDERAL AND STATE GRANT FUND  
SCHEDULE OF APPROPRIATED RESERVES

	Balance Dec. 31, 2017	Transferred from 2018 Budget Appropriations	Expended	Cancelled	Balance Dec. 31, 2018
Alcohol Education and Rehabilitation Fund	\$ 5.72	\$ 2,588.97	\$ 1,809.30		\$ 5.72
Body Armor Replacement Fund					779.67
Clean Communities Grant:					
2014	12,043.08		3,443.18		8,599.90
2015	8,463.54				8,463.54
2016	12,900.66				12,900.66
2015		10,959.92			10,959.92
2016		10,488.47			10,488.47
Drunk Driving Enforcement Fund	4,265.88		2,986.36		1,279.52
Environmental Sustainable New Jersey	171.26				171.26
2015 Essex County Open Space	1,000.00				1,000.00
Municipal Alliance on Alcoholism and Drug Abuse:					
2017	5,825.00		4,148.87	\$ 1,676.13	
2018		5,875.00	1,073.66		4,801.34
Recycling Tonnage Grant	2,578.90	9,479.19	10,708.09		1,350.00
Williams Transco Pipeline	3,382.34				3,382.34
Livingston Elks Recreation	\$ 431.70				431.70
Assistance to Firefighters Grant	16,000.00			16,000.00	
	\$ 67,068.08	\$ 39,391.55	\$ 24,169.46	\$ 17,676.13	\$ 64,614.04

Ref.

A

A

Federal and State Grants	\$ 38,216.55
Local Match	1,175.00
	<u>\$ 39,391.55</u>

BOROUGH OF ROSELAND  
FEDERAL AND STATE GRANT FUND  
SCHEDULE OF UNAPPROPRIATED RESERVES

	Balance Dec. 31, 2017	Transferred to 2018 Budget Revenue
Recycling Tonnage Grant	\$ 9,479.19	\$ 9,479.19
Body Armor Replacement Fund	2,588.97	2,588.97
Clean Communities Grant	10,959.92	10,959.92
	<u>\$ 23,028.08</u>	<u>\$ 23,028.08</u>
<u>Ref.</u>	A	

BOROUGH OF ROSELAND  
COUNTY OF ESSEX  
2018  
TRUST FUNDS



BOROUGH OF ROSELAND  
TRUST FUNDS  
SCHEDULE OF CASH - TREASURER

	<u>Ref.</u>	<u>Animal Control Fund</u>	<u>Other Trust Funds</u>	<u>Affordable Housing</u>	<u>Open Space</u>
Balance December 31, 2017	B	\$ 7,496.20	\$ 961,410.12	\$ 242,286.95	\$ 2,657,982.84
Increased by Receipts:					
Due Current Fund:			\$ 1,009.10		
Interest on Investments		\$ 175.91			
Dog License Fees		2,833.60			
Cat License Fees		232.00			
Late Fees		945.00			
State Registration Fees		491.40			
Open Space Trust:					
Interest on Investments					\$ 28,550.38
Tax Levy					334,285.28
Reserve for:					
Council on Affordable Housing			2,000.00	\$ 13,019.50	
State Unemployment Insurance			215.29		
Developer's Escrow			165,583.92		
Recreation Commission			141,051.00		
Community Development Block Grant			28,500.00		
Police Outside Duty			103,800.00		
Municipal Youth Council			655.00		
Auxiliary Police Trust Fund			3,075.00		
Police Donations			5,165.00		
Accumulated Absences			137,758.16		
Parking Offense Adjudication Act			128.00		
Public Defender			200.00		
Storm Recovery			7,904.27		
Lien Redemption			85,753.79		
9/11 Scholarship Fund			144.48		
		<u>4,677.91</u>	<u>682,943.01</u>	<u>13,019.50</u>	<u>362,835.66</u>
		12,174.11	1,644,353.13	255,306.45	3,020,818.50

BOROUGH OF ROSELAND  
TRUST FUNDS  
SCHEDULE OF CASH - TREASURER  
(Continued)

	Ref.	Animal Control Fund	Other Trust Funds	Affordable Housing	Open Space
Decreased by Disbursements:					
Due Current Fund:					
Interest on Investments		\$ 175.91	\$ 916.53		
Prior Year Interfund Returned		1,414.60			
Animal Control Expenditures		1,337.80			
State Registration Fees		491.40			
Open Space Trust					\$ 455,276.65
Reserve for:					
Council on Affordable Housing			2,161.68	\$ 900.00	
State Unemployment Insurance			635.16		
Developer's Escrow			156,478.80		
Recreation Commission			113,497.77		
Police Outside Duty			104,653.53		
Tax Sale Premiums			109,500.00		
Municipal Youth Council			1,158.40		
Auxiliary Police Trust Fund			6,087.70		
Police Donations			2,971.65		
Public Defender			200.00		
Storm Recovery			72,329.50		
Lien Redemption			85,753.82		
9/11 Scholarship Fund			750.00		
Sidewalk Contribution			25,000.00		
		<u>3,419.71</u>	<u>682,094.54</u>	<u>900.00</u>	<u>455,276.65</u>
Balance December 31, 2018	B	<u>\$ 8,754.40</u>	<u>\$ 962,258.59</u>	<u>\$ 254,406.45</u>	<u>\$ 2,565,541.85</u>

BOROUGH OF ROSELAND  
ANIMAL CONTROL TRUST FUND  
SCHEDULE OF CASH - COLLECTOR  
FOR THE YEAR ENDED DECEMBER 31, 2018

NOT APPLICABLE

BOROUGH OF ROSELAND  
ANIMAL CONTROL FUND  
SCHEDULE OF RESERVE FOR ANIMAL CONTROL FUND EXPENDITURES

	<u>Ref.</u>	
Balance December 31, 2017	B	\$ 6,081.60
Increased by:		
Dog Licenses Fees		\$ 2,833.60
Cat Licenses Fees		232.00
Late Fees		945.00
		<u>4,010.60</u>
		10,092.20
Decreased by:		
Expenditures Under R.S. 4:19-15.11		1,337.80
Statutory Excess Due Current Fund		2,948.40
		<u>4,286.20</u>
Balance December 31, 2018	B	<u>\$ 5,806.00</u>

License Fees Collected

<u>Year</u>	<u>Amount</u>
2016	\$ 3,076.80
2017	2,729.20
	<u>\$ 5,806.00</u>
Maximum Allowable Reserve	<u>\$ 5,806.00</u>

BOROUGH OF ROSELAND  
COUNTY OF ESSEX  
2018  
GENERAL CAPITAL FUND

BOROUGH OF ROSELAND  
GENERAL CAPITAL FUND  
SCHEDULE OF CASH

	<u>Ref.</u>	
Balance December 31, 2017	C	\$ 2,325,319.77
Increased by Receipts:		
Bond Anticipation Notes Issued	\$ 6,636,276.00	
Capital Improvement Fund:		
Budget Appropriation	<u>107,286.09</u>	<u>6,743,562.09</u>
		9,068,881.86
Decreased by Disbursements:		
Improvement Authorizations	1,464,994.45	
Bond Anticipation Notes Matured	<u>5,421,276.00</u>	<u>6,886,270.45</u>
		<u>\$ 2,182,611.41</u>
Balance December 31, 2018	C	<u>\$ 2,182,611.41</u>

**BOROUGH OF ROSELAND**  
**GENERAL CAPITAL FUND**  
**ANALYSIS OF CASH**

[illegible]

BOROUGH OF ROSELAND  
GENERAL CAPITAL FUND  
SCHEDULE OF DEFERRED CHARGES TO FUTURE TAXATION - UNFUNDED

Ord. Number	Improvement Description	Balance Dec. 31, 2017	2018 Authorizations	Note Paid by Budget Appropriation	Improvement Authorization Cancelled	Balance Dec. 31, 2018	Analysis of Balance December 31, 2018		
							Bond Anticipation Notes	Unexpended Improvement Authorizations	
12-03/5-04	Improvement Municipal Building	\$ 973,071.00		\$ 61,351.00	\$ 200,000.00	\$ 711,720.00	\$ 651,720.00	\$	60,000.00
10-11/5-12	Various Improvements	559,941.00		105,571.00		454,370.00	454,370.00		
10-12	Fire Pumper Truck	386,190.00		27,640.00		358,550.00	358,550.00		
15-12	Narrow Band Communication System	203,257.00		30,191.00		173,066.00	173,066.00		
9-13	2013 Road Program	197,660.00		132,830.00		64,830.00	46,750.00		18,080.00
6-14/8-15	Improvements to Monroe Avenue	58,000.00				58,000.00	30,000.00		28,000.00
7-14	Acquisition of Fernwood Property	3,084,000.00		370,500.00		2,713,500.00	2,713,500.00		
8-14	Acquisition of Rail Road Property	513,000.00		38,000.00		475,000.00	420,450.00		54,550.00
12-14	Construction of Salt Shed	503,848.33		11,630.00	50,348.33	441,870.00	441,870.00		
13-14	Reconstruction of Borough Hall Due to Fire	94,991.43		85,500.00	9,491.43				
10-15	Roof Replacement Fire Dept	108,500.00			17,500.00	91,000.00	91,000.00		
11-15	Acquisition of Pick Up Truck	1,000.00				1,000.00			1,000.00
10-16	Acquisition of Equipment	57,000.00				57,000.00	57,000.00		
11-16	Improvements to White Oak Road	105,336.00			59,336.00	46,000.00	46,000.00		
12-16	Public Works Vehicles	7,250.00				7,250.00			7,250.00





BOROUGH OF ROSELAND  
GENERAL CAPITAL FUND  
SCHEDULE OF IMPROVEMENT AUTHORIZATIONS

Ord. No.	Improvement Description	Ordinance Date	Ordinance Amount	Balance December 31, 2017		2018 Authorizations		Paid or Charged	Authorizations Cancelled	Balance December 31, 2018	
				Funded	Unfunded	Funded by Various Sources	Deferred Charges to Future Taxation			Funded	Unfunded
15-89	Regional Contribution Agreement - City of Newark	08/22/89	\$ 1,138,500.00	\$ 43,500.00						\$ 43,500.00	
12-03, 5-04	Improvements - Municipal Building	05/21/03	2,500,000.00		\$ 389,747.41			\$ 62,571.69	\$ 200,000.00		\$ 127,175.72
2-11	Improvements to Free Public Library	02/15/11	100,000.00	1,511.00						1,511.00	
10-11/5-12	Various Improvements	09/29/12	2,471,150.00		51,239.42				50,000.00		1,239.42
9-12	Stream Embankment Stability	10/24/12	44,000.00	43,290.34						43,290.34	
11-12	School Path Bridge	10/24/12	36,875.00	33,234.39						33,234.39	
17-12	Refunding Tax Appeal Bond	12/04/12	5,955,000.00	53,846.09					53,846.09		
5-13	Turn Out Gear	07/24/13	95,000.00		15,235.95			2,566.80			12,669.15
9-13	2015 Road Program	09/18/13	366,410.00		78,523.43			1,332.00			77,191.43
6-14/8-15	Improvements to Monroe Avenue	07/22/14	300,000.00	227,862.80				255,923.87			29,938.93
7-14	Acquisition of Fernwood Avenue	07/22/14	3,900,000.00		603,967.99			2,250.00			601,717.99
8-14	Acquisition of Rail Road Property	07/22/14	540,000.00		69,389.14			2,500.00			66,889.14
12-14	Construction of Salt Shed	11/18/14	700,000.00		54,433.16				50,348.33		4,084.83
13-14	Reconstruction of Borough Hall Due to Fire	11/18/14	480,000.00		9,491.43				9,491.43		611.97
10-15	Replacement of Roof Fire Dept.	08/18/15	120,000.00		23,611.97				23,000.00		1,216.24
11-15	Acquisition of Pick Up Truck	10/20/15	40,000.00		1,216.24						67,174.64
10-16	Acquisition of Equipment	09/20/16	100,000.00	28,521.04				18,346.40			112.16
11-16	Improvements to White Oak Road	09/06/16	110,880.00		70,282.16			225.40			7,623.09
12-16	Public Works Vehicles	10/18/16	115,000.00		7,848.49						62,700.00
15-16	Recreational Facility	11/29/16	66,000.00	3,214.32	62,700.00			1,102.25		3,214.32	224,210.00
17-16	Becker Farm Road	11/29/16	676,210.00	71,367.92	224,210.00			140,274.28		70,265.67	
5-17	Improvements to Locust Avenue	07/18/17	173,000.00	161,090.73						20,816.45	
6-17/8-17	2017 Road Projects	07/18/17	240,000.00	3,311.55	203,000.00						194,793.37
8-17	Fire Truck and Related Equipment	08/15/17	935,000.00	51,648.10	883,200.00			888,985.71			45,862.39
9-17	OEM Vehicle	08/15/17	31,500.00	31,424.05				31,424.05			
13-17	Overhead Doors	10/17/17	28,000.00	27,287.95						27,287.95	
16-17	Police Equipment	12/11/17	43,000.00	42,550.00				35,679.82		6,870.18	
07-18	Roosevelt Street	07/24/18	315,000.00			\$ 315,000.00		653.05		314,346.95	
08-18	2018 Road Improvements	07/24/18	212,115.00			12,115.00	\$ 200,000.00	9,640.95		2,474.05	200,000.00
				\$ 823,660.28	\$ 2,863,096.79	\$ 327,115.00	\$ 200,000.00	\$ 1,464,994.45	\$ 456,855.85	\$ 566,811.30	\$ 1,725,210.47
				C		C		C		C	
				Ref.		C		C		C	
				Capital Improvement Fund		Reserve to Pay Debt Service		Deferred Charges to Future		Taxation - Unfunded	
				New Jersey Department of Transportation Grant		Capital Improvement Fund		Reserve to Pay Debt Service		Deferred Charges to Future	
						\$ 47,115.00		\$ 120,180.09		336,675.76	
						280,000.00					
						\$ 327,115.00				\$ 456,855.85	

BOROUGH OF ROSELAND  
GENERAL CAPITAL FUND  
SCHEDULE OF CAPITAL IMPROVEMENT FUND

	<u>Ref.</u>	
Balance December 31, 2017	C	\$ 730,060.19
Increased by:		
Current Fund Budget Appropriation		200,000.00
		<u>930,060.19</u>
Decreased by:		
Appropriated to Finance Improvement Authorizations		47,115.00
		<u>47,115.00</u>
Balance December 31, 2018	C	<u><u>\$ 882,945.19</u></u>

BOROUGH OF ROSELAND  
GENERAL CAPITAL FUND  
SCHEDULE OF BOND ANTICIPATION NOTES PAYABLE

Ord. No.	Improvement Description	Date of			Interest Rate	Balance Dec. 31, 2017	Issued	Matured	Balance Dec. 31, 2018
		Issue of Original Note	Issue	Maturity					
12-03, 5-04	Improvement Municipal Building	07/31/13	05/09/17 05/07/18	05/08/18 05/06/19	2.00% 2.05%	713,071.00	\$ 651,720.00	713,071.00	\$ 651,720.00
10-11, 5-12	Various Improvements	7/31/13	05/09/17 05/07/18	05/08/18 05/06/19	2.00% 2.05%	488,141.00	454,370.00	488,141.00	454,370.00
10-11, 5-12	Various Improvements	12/15/15	05/09/17	05/08/18	2.00%	71,800.00		71,800.00	
10-12	Fire Pumper	07/31/13	05/09/17 05/07/18	05/08/18 05/06/19	2.00% 2.05%	386,190.00	358,550.00	386,190.00	358,550.00
15-12	Narrow Band Communication	7/31/13	05/09/17 05/07/18	05/08/18 05/06/19	2.00% 2.05%	203,257.00	173,066.00	203,257.00	173,066.00
9-13	Various Road Improvements	12/15/15	05/09/17 05/07/18	05/08/18 05/06/19	2.00% 2.05%	179,580.00	46,750.00	179,580.00	46,750.00
6-14, 8-15	Improvements to Monroe Avenue	12/15/16	05/09/17 05/07/18	05/08/18 05/06/19	2.00% 2.05%	30,000.00	30,000.00	30,000.00	30,000.00
8-14	Acquisition of Rail Road Property	12/15/15	05/09/17	05/08/18	2.00%	38,000.00		38,000.00	
8-14	Acquisition Fernwood Property	5/13/15	05/09/17 05/07/18	05/08/18 05/06/19	2.00% 2.05%	3,084,000.00	2,713,500.00	3,084,000.00	2,713,500.00
8-14	Acquisition of Rail Road Property	12/15/16	05/09/17 05/07/18	05/08/18 05/06/19	2.00% 2.05%	414,450.00	414,450.00	414,450.00	414,450.00
12-14	Construction Salt Shed	12/15/15	5/9/17 05/07/18	05/08/18 05/06/19	2.00% 2.05%	453,500.00	441,870.00	453,500.00	441,870.00



BOROUGH OF ROSELAND  
GENERAL CAPITAL FUND  
SCHEDULE OF SERIAL BONDS PAYABLE

Purpose	Date of Issue	Original Issue	Maturities of Bonds		Interest Rate	Balance		Balance Dec. 31, 2018
			Outstanding Date	Amount		Dec. 31, 2017	Matured	
Refunding Tax Appeals	08/15/15	\$ 5,570,000.00	11/15/2019	\$ 555,000.00	3.000%	\$ 3,330,000.00	\$ 555,000.00	\$ 2,775,000.00
			11/15/2020	555,000.00	3.000%			
			11/15/2021	555,000.00	3.000%			
			11/15/2022	555,000.00	3.000%			
			11/15/2023	555,000.00	3.000%			
						<u>\$ 3,330,000.00</u>	<u>\$ 555,000.00</u>	<u>\$ 2,775,000.00</u>
					Ref.	C		C

BOROUGH OF ROSELAND  
GENERAL CAPITAL FUND  
SCHEDULE OF BONDS AND NOTES AUTHORIZED BUT NOT ISSUED

Ord. No.	Purpose	Balance Dec. 31, 2017	2018 Authorizations	Bond Anticipation Notes Issued	Improvement Authorizations Cancelled	Balance Dec. 31, 2018
12-03/5-04	Improvements to Municipal Building	\$ 260,000.00			\$ 200,000.00	\$ 60,000.00
9-13	2015 Road Improvement	18,080.00				18,080.00
6-14	Improvements to Monroe Avenue	28,000.00				28,000.00
8-14	Acquisition of Rail Road Property	60,550.00		\$ 6,000.00		54,550.00
12-14	Construction of Salt Shed	50,348.33			50,348.33	
13-14	Restoration of Borough Hall Due to Fire Damage	9,491.43			9,491.43	
10-15	Replacement of Fire Department Roof	17,500.00			17,500.00	
11-15	Acquisition of Pick Up Truck	1,000.00				1,000.00
10-16	Acquisition of Equipment	57,000.00		57,000.00		
11-16	Improvements to White Oak Road	59,336.00			59,336.00	
12-16	Public Works Vehicles and Related Equipment	7,250.00				7,250.00
15-16	Improvements to Borough Parks and Recreational Facilities	62,700.00				62,700.00
17-16	Becker Farm Road	224,210.00				224,210.00
06-17	Various Road Repairs	203,000.00		122,000.00		81,000.00
08-17	Fire Truck and Related Equipment	883,200.00		841,000.00		42,200.00
08-18	2018 Road Improvements		\$ 200,000.00	189,000.00		11,000.00
		<u>\$ 1,941,665.76</u>	<u>\$ 200,000.00</u>	<u>\$ 1,215,000.00</u>	<u>\$ 336,675.76</u>	<u>\$ 589,990.00</u>

BOROUGH OF ROSELAND  
COUNTY OF ESSEX  
2018  
WATER/SEWER UTILITY FUND



BOROUGH OF ROSELAND  
WATER/SEWER UTILITY FUND  
SCHEDULE OF CASH - TREASURER

	<u>Ref.</u>	<u>Operating</u>	<u>Capital</u>
Balance December 31, 2017	D	\$ 3,510,779.35	\$ 310,378.43
Increased by Receipts:			
Water/Sewer Rents		\$ 2,864,824.60	
Prepaid Water/Sewer Rents		2,366.77	
Due Water/Sewer Utility Operating Fund:			
Interest Earned			\$ 5,156.20
Water/Sewer Overpayments		23,376.63	
Miscellaneous Revenue Anticipated:			
Water/Sewer Utility Capital Interest Earned		5,156.20	
Water/Sewer Utility Operating Interest Earned		39,327.02	
Other Miscellaneous Revenue		40,343.86	
Bond Anticipation Note Proceeds			550,000.00
		<u>2,975,395.08</u>	<u>555,156.20</u>
		6,486,174.43	865,534.63
Decreased by Disbursements:			
2018 Budget Appropriations		1,381,544.53	
2017 Budget Appropriations Reserves		407,402.68	
Water/Sewer Overpayments Refunded		87,040.02	
Accounts Payable		13,468.00	
Due to Current Fund:			
Fund Balance Anticipated as Revenue		1,285,000.00	
Due to Water/Sewer Utility Operating Fund:			
Interest Earned			5,156.20
Improvement Authorizations			118,961.45
		<u>3,174,455.23</u>	<u>124,117.65</u>
Balance December 31, 2018	D	<u>\$ 3,311,719.20</u>	<u>\$ 741,416.98</u>

BOROUGH OF ROSELAND  
WATER/SEWER UTILITY OPERATING FUND  
SCHEDULE OF CASH - COLLECTOR  
FOR THE YEAR ENDED DECEMBER 31, 2018

NOT APPLICABLE



BOROUGH OF ROSELAND  
WATER/SEWER UTILITY OPERATING FUND  
SCHEDULE OF CONSUMER ACCOUNTS RECEIVABLE

	<u>Ref.</u>	
Balance December 31, 2017	D	\$ 556,813.56
Increased by:		
Water/Sewer Rents Levied		2,473,848.73
		<u>3,030,662.29</u>
Decreased by Collections:		
Cash Receipts	\$ 2,864,824.60	
Overpayments Applied	25,656.73	
Prepays Applied	<u>1,212.75</u>	
		<u>2,891,694.08</u>
Balance December 31, 2018	D	<u>\$ 138,968.21</u>

BOROUGH OF ROSELAND  
WATER/SEWER UTILITY OPERATING FUND  
SCHEDULE OF INVENTORY

	<u>Ref.</u>	
Balance December 31, 2017	D	\$ 65,732.85
Decreased by:		
Adjustment to Listing Submitted		
by Water/Sewer Superintendent		<u>2,849.00</u>
Balance December 31, 2018	D	<u><u>\$ 62,883.85</u></u>

BOROUGH OF ROSELAND  
WATER/SEWER UTILITY CAPITAL FUND  
SCHEDULE OF FIXED CAPITAL

	<u>Ref.</u>		
Balance December 31, 2017	D	\$	9,238,409.18
Balance December 31, 2018	D	\$	<u>9,238,409.18</u>

BOROUGH OF ROSELAND  
WATER/SEWER UTILITY CAPITAL FUND  
SCHEDULE OF FIXED CAPITAL AUTHORIZED AND UNCOMPLETED

Improvement Description	Ordinance		Balance Dec. 31, 2017	2018 Authorizations	Balance Dec. 31, 2018
	Number	Date			
Gas Alarm Detector Pump Stations	1-11	2/15/2011	\$ 40,000.00		\$ 40,000.00
Various Improvements	11-11	9/20/2011	1,129,400.00		1,129,400.00
Utility Truck	09-18	7/10/2018	53,000.00	\$ 53,000.00	53,000.00
Various Improvements	15-18	11/13/2018	1,000,000.00	1,000,000.00	1,000,000.00
			<u>\$ 1,169,400.00</u>	<u>\$ 1,053,000.00</u>	<u>\$ 2,222,400.00</u>
	<u>Ref.</u>		D		D

BOROUGH OF ROSELAND  
WATER/SEWER UTILITY OPERATING FUND  
SCHEDULE OF 2017 APPROPRIATION RESERVES  
FOR THE YEAR ENDED DECEMBER 31, 2018

	<u>Balance</u> <u>Dec. 31, 2017</u>	<u>Balance After</u> <u>Transfers</u>	<u>Paid or</u> <u>Charged</u>	<u>Balance</u> <u>Lapsed</u>
Operating:				
Salaries and Wages	\$ 132,680.27	\$ 132,680.27	\$ 7,657.66	\$ 125,022.61
Other Expenses	1,157,092.85	1,157,092.85	399,185.74	757,907.11
Share of Joint User Fees	286,165.95	286,165.95		286,165.95
Statutory Expenditures:				
Contribution to:				
Social Security System (O.A.S.I.)	12,582.31	12,582.31	552.28	12,030.03
Unemployment Compensation Insurance	355.82	355.82	7.00	348.82
	<u>\$ 1,588,877.20</u>	<u>\$ 1,588,877.20</u>	<u>\$ 407,402.68</u>	<u>\$ 1,181,474.52</u>

Ref.

Analysis of Balance at December 31, 2017:

Unencumbered	D \$ 521,843.12
Encumbered	D <u>1,067,034.08</u>
	<u>\$ 1,588,877.20</u>





BOROUGH OF ROSELAND  
WATER/SEWER UTILITY CAPITAL FUND  
SCHEDULE OF CAPITAL IMPROVEMENT FUND

	<u>Ref.</u>	
Balance December 31, 2017	D	\$ 23,857.80
Balance December 31, 2018	D	<u>\$ 23,857.80</u>

BOROUGH OF ROSELAND  
WATER/SEWER UTILITY CAPITAL FUND  
SCHEDULE OF DEFERRED RESERVE FOR AMORTIZATION

Improvement Description	Ordinance		Balance Dec. 31, 2017	Funded by Capital Fund Balance	Balance Dec. 31, 2018
	Number	Date			
Gas Alarm System	01-11	2/15/2011	\$ 40,000.00		\$ 40,000.00
Various Improvements	11-11	9/20/2011	103,850.00		103,850.00
Utility Truck	09-18	7/10/2018		\$ 53,000.00	53,000.00
			<u>\$ 143,850.00</u>	<u>\$ 53,000.00</u>	<u>\$ 196,850.00</u>
		<u>Ref.</u>	D		D

BOROUGH OF ROSELAND  
WATER/SEWER UTILITY CAPITAL FUND  
SCHEDULE OF RESERVE FOR AMORTIZATION

	<u>Ref.</u>	
Balance December 31, 2017	D	\$ 9,238,409.28
Balance December 31, 2018	D	<u>\$ 9,238,409.28</u>

BOROUGH OF ROSELAND  
WATER/SEWER UTILITY CAPITAL FUND  
SCHEDULE OF BOND ANTICIPATION NOTES PAYABLE  
FOR THE YEAR ENDED DECEMBER 31, 2018

Ord. No.	Improvement Description	Date of			Interest Rate	Issued	Balance Dec. 31, 2018
		Original Issue	Issue	Maturity			
11-11	Various Improvements	05/07/18	05/07/18	05/06/19	2.05%	\$ 550,000.00	\$ 550,000.00
						\$ 550,000.00	\$ 550,000.00
					<u>Ref.</u>		D
				New Issuance		\$ 550,000.00	

BOROUGH OF ROSELAND  
WATER/SEWER UTILITY CAPITAL FUND  
SCHEDULE OF SERIAL BONDS PAYABLE  
FOR THE YEAR ENDED DECEMBER 31, 2018

NOT APPLICABLE

BOROUGH OF ROSELAND  
WATER/SEWER UTILITY CAPITAL FUND  
SCHEDULE OF BONDS AND NOTES AUTHORIZED BUT NOT ISSUED

Improvement Description	Ordinance		Balance Dec. 31, 2017	2018 Authorizations	Bond	
	Number	Date			Anticipation Notes Issued	Balance Dec. 31, 2018
Various Improvements	11-11	9/20/2011	\$ 1,025,549.90		\$ 550,000.00	\$ 475,549.90
Various Improvements	15-18	11/13/2018		\$ 1,000,000.00		1,000,000.00
			<u>\$ 1,025,549.90</u>	<u>\$ 1,000,000.00</u>	<u>\$ 550,000.00</u>	<u>\$ 1,475,549.90</u>

BOROUGH OF ROSELAND

PART II

SINGLE AUDIT

YEAR ENDED DECEMBER 31, 2018



BOROUGH OF ROSELAND  
SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS  
YEAR ENDED DECEMBER 31, 2018

Name of Federal Agency or Department/ Cluster Title	Name of Program	C.F.D.A	State	Grant Period		Grant Award	Amount Received	Amount of Expenditures	Cumulative Expenditures	Amount Paid to Subrecipients
		Account Number	Account Number	From	To					
U.S. Department of Housing and Urban Development:										
(Passed through New Jersey Department of Community Affairs)	Community Development Block Grant	N/A	N/A	01/01/15	12/31/17	\$ 28,500.00	\$ 28,500.00			
Total Department of Housing and Urban Development										
U.S. Department of Transportation:										
(Passed through New Jersey	State Aid Highways Project: Improvements to Locust Avenue	20.205	078-6320-480- AMF-609166	07/18/17	12/31/19	165,000.00		\$140,274.28	\$152,183.55	
Total U.S. Department of Transportation										
Total Federal Awards										
							\$ 28,500.00	\$140,274.28	\$152,183.55	\$ -0-

BOROUGH OF ROSELAND  
SCHEDULE OF EXPENDITURES OF STATE AWARDS  
YEAR ENDED DECEMBER 31, 2018

Name of State Agency or Department	Name of Program	State Grant Award Number	Grant Period		Grant Award	Amount Received	Amount of Expenditures	Cumulative Expenditures
			From	To				
	Clean Communities	765-042-4900- 001-6020	01/01/14 01/01/18	12/31/19 12/31/19	\$12,043.08 10,488.47	\$ 10,488.47	\$ 3,443.18	\$ 3,443.18
	Total Clean Communities Grant					10,488.47	3,443.18	3,443.18
	Recycling Tonnage Grant	765-042-4900- 001-6020	01/01/17 01/01/18	12/31/19 12/31/19	15,895.67 9,479.19		10,708.09	14,545.67
	Total Recycling Tonnage Grant							
Total Department of Environmental Protection							10,708.09	14,545.67
Department of Law and Public Safety	Body Armor Grant	718-066-1020 001-YCJS-6120	01/01/18	12/31/19	2,588.97		1,809.30	1,809.30
	Drunk Driving Enforcement Fund	100-157-1160- 066-6010	01/01/17	12/31/19	4,265.88		2,986.36	2,986.36
Total Department of Law and Public Safety							4,795.66	2,986.36
Department of Treasury:	Governor's Council on Alcoholism/Drug Abuse:							
Passed through the County of Essex	Municipal Alliance to Prevent Alcoholism/Drug Abuse	100-082-2000- 044-6010	01/01/17 01/01/18	12/31/18 12/31/18	6,000.00 5,875.00	4,323.87	4,148.87 1,073.66	4,323.87 1,073.66
Total Department of Treasury	Total Governor's Council on Alcoholism/Drug Abuse					4,323.87	5,222.53	5,397.53
Department of Environmental Protection	State Forestry Grant	100-042-4870- 001-6010	01/01/15	12/31/17	\$ 20,000.00			20,000.00
Total Department of Environmental Protection								20,000.00
Total State Awards						\$ 14,812.34	\$ 24,169.46	\$ 26,372.74

BOROUGH OF ROSELAND  
NOTES TO SCHEDULES OF EXPENDITURES OF FEDERAL AND STATE AWARDS  
YEAR ENDED DECEMBER 31, 2018

Note 1. BASIS OF PRESENTATION

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

Note 2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

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

Note 3. RELATIONSHIP TO FEDERAL AND STATE FINANCIAL REPORTS

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



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200 Valley Road, Suite 300  
Mt. Arlington, NJ 07856  
973-298-8500 | 973-298-8501 Fax

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11 Lawrence Road  
Newton, NJ 07860  
973-383-6699 | 973-383-6555

Report on Internal Control Over Financial Reporting  
and on Compliance and Other Matters Based on an Audit of Financial Statements  
Performed in Accordance with *Government Auditing Standards*

Independent Auditors' Report

The Honorable Mayor and Members  
of the Borough Council  
Borough of Roseland  
Roseland, New Jersey

We have audited, in accordance with auditing standards generally accepted in the United States of America, audit requirements prescribed by the Division of Local Government Services, Department of Community Affairs, State of New Jersey ("the Division"), and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements - *regulatory basis* - of the various funds of the Borough of Roseland, in the Essex County (the "Borough") as of and for the years ended December 31, 2018 and 2017, and the related notes to the financial statements and have issued our report thereon dated April 15, 2019. These financial statements have been prepared in accordance with accounting practices prescribed or permitted by the Division to demonstrate compliance with the Division's regulatory basis of accounting, and the budget laws of New Jersey, which is a basis of accounting other than accounting principles generally accepted in the United States of America.

**Internal Control Over Financial Reporting**

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

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

Our consideration of the internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies and therefore, material weaknesses or significant deficiencies may exist that have not been identified. Given these limitations, during our audit we did not identify any deficiencies in internal

The Honorable Mayor and Members  
of the Borough Council  
Borough of Roseland  
Page 2

control that we consider to be material weaknesses. We did identify a certain deficiency in internal control, described in the accompanying Schedule of Findings and Responses as Finding 2018-001, that we consider to be a significant deficiency.

### **Compliance and Other Matters**

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

### **The Borough's Response to the Finding**


The Borough's response to the finding identified in our audit is described in the accompanying Schedule of Findings and Responses. The Borough's response was not subjected to the auditing procedures applied in the audit of the financial statements and, accordingly, we express no opinion on it.

### **Purpose of this Report**

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

Mount Arlington, New Jersey  
April 15, 2019

NISIVOCCIA, LLP



Valerie A. Dolan

Certified Public Accountant

Registered Municipal Accountant No. 548

BOROUGH OF ROSELAND  
SCHEDULE OF FINDINGS AND RESPONSES  
YEAR ENDED DECEMBER 31, 2018

Summary of Auditors' Results:

- The Independent Auditors' Report expresses an unmodified opinion on the Borough's financial statements, prepared in accordance with accounting practices prescribed or permitted by the Division of Local Government Services, Department of Community Affairs, State of New Jersey to demonstrate compliance with the Division's regulatory basis of accounting and the budget laws of New Jersey.
- A significant deficiency disclosed during the audit of the financial statements are reported in the *Independent Auditors' Report on Internal Control Over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance with Government Auditing Standards*. No material weaknesses are reported.
- No instances of noncompliance material to the financial statements of the Borough which would be required to be reported in accordance with *Government Auditing Standards*, were disclosed during the audit.
- The Borough was not subject to the single audit provisions of the Uniform Guidance and New Jersey's OMB Circular 15-08 for the year ended December 31, 2018 as both state and federal grant expenditures were less than the single audit thresholds of \$750,000 identified in the Uniform Guidance and New Jersey's OMB Circular 15-08.

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

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

Finding 2018-01

Segregation of Duties

Criteria

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

Condition

The Borough does not maintain an adequate segregation of duties with respect to the recording and treasury functions. Segregation of duties refers to separating those functions that place too much control over a transaction or class of transactions that would enable a person to perpetuate errors and prevent their detection within a reasonable period of time. The various departments and offices of the Borough are responsible for the issuance of permits and licenses; collection of taxes, and permit and license fees; and recording of these collections. Also, the reconciliation of the bank accounts, and the preparation of the general ledger are all performed by the Chief Financial Officer.

BOROUGH OF ROSELAND  
SCHEDULE OF FINDINGS AND RESPONSES  
YEAR ENDED DECEMBER 31, 2018

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

Finding 2018-01 (Cont'd)

Segregation of Duties (Cont'd)

Cause

This is due, in part, to the limited number of personnel of the Borough and the decentralized nature of governmental collection procedures.

Effect or Potential Effect

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

Recommendation

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

Management's Response

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

Findings and Questioned Costs for Federal Awards:

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

Findings and Questioned Costs for State Awards:

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

BOROUGH OF ROSELAND  
SUMMARY SCHEDULE OF PRIOR AUDIT FINDINGS  
FOR THE YEAR ENDED DECEMBER 31, 2018

The prior year audit finding regarding segregation of duties has not been resolved and is included in the current year as Finding 2018-01 due to budgetary constraints.



BOROUGH OF ROSELAND

PART III

COMMENTS AND RECOMMENDATIONS

YEAR ENDED DECEMBER 31, 2018

BOROUGH OF ROSELAND  
COMMENTS AND RECOMMENDATIONS

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

N.J.S. 40A:11-3 states:

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

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

c. The Governor, in consultation with the Department of the Treasury, shall, no later than March 1 of every fifth year beginning in the fifth year after the year in which P.L.1999 c.440 takes effect, adjust the threshold amount and the higher threshold amount which the governing body is permitted to establish, as set forth in subsection a. of this section, or the threshold amount resulting from any adjustment under this subsection, in direct proportion to the rise or fall of the index rate as that term is defined in section 2 of P.L.1971, c.198 (C.40A11-2), and shall round the adjustment to the nearest \$1,000. The Governor shall, no later than June 1 of every fifth year, notify each governing body of the adjustment. The adjustment shall become effective on July 1 of the year in which it is made."

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

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

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

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

BOROUGH OF ROSELAND  
COMMENTS AND RECOMMENDATIONS  
 (Continued)

Collection of Interest on Delinquent Taxes, Water/Sewer Rents and Assessments

The statute provides the method for authorizing interest and the maximum rate to be charged for the nonpayment of taxes, water/sewer rents or assessments on or before the date when they would become delinquent.

On January 3, 2018, the governing body adopted the following resolution authorizing interest to be charged on delinquent taxes and water/sewer charges:

BE IT RESOLVED by the Mayor and Council of Borough of Roseland, Essex County, New Jersey, that the rate of interest charges on delinquent taxes and water/sewer charges in this Borough shall be as follows:

On all delinquents to and including December 31, 2018, at the rate or rates heretofore governing, and on all delinquents on and after January 1, 2018 at the rate of 8% per annum for and upon the first \$1,500 of the delinquency, the rate of 18% per annum for and upon any amount of the delinquency in excess of \$1,500, and the rate of 6% per annum for and upon any amount in excess of \$10,000 at year end; and that a grace period of 10 days will be allowed on taxes and water/sewer charges due February 1, May 1, August 1, and November 1. If taxes are not paid by the 10th, interest shall be charged from the due date.

BE IT RESOLVED, that the collector of the Borough be and hereby directed to collect interest on all taxes and water/sewer rents accordingly.

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

Delinquent Taxes and Tax Title Liens

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

<u>Year</u>	<u>Tax Title Liens</u>
2018	7
2017	5
2016	5

Verification of Delinquent Taxes and Other Charges

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

<u>Type</u>	<u>Number Mailed</u>
Payment of 2018 and 2019 Taxes	20
Delinquent Taxes	10
Payment of 2018 Water/Sewer Rents	10
Delinquent Sewer Rents	10

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

BOROUGH OF ROSELAND  
COMMENTS AND RECOMMENDATIONS  
(Continued)

New Jersey Administrative Code Accounting Requirements

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

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

The Borough currently complies with these accounting requirements.

Municipal Court

The report of the Municipal Court has been forwarded to the Division of Local Government Services and the Borough's Magistrate under separate cover. Reflected below is a summary of receipts and disbursements for the year ended December 31, 2018.

<u>AGENCY</u>	<u>BALANCE 12/31/2017</u>	<u>CASH RECEIVED</u>	<u>CASH DISBURSED</u>	<u>BALANCE 12/31/2018</u>
State of New Jersey	\$ 12,979.63	\$ 105,958.95	\$ 113,086.79	\$ 5,851.79
County of Essex	3,503.00	48,121.00	49,039.50	2,584.50
Municipality	8,541.37	99,873.05	103,285.71	5,128.71
Public Defender		200.00	200.00	
Parking Offense				
Adjudication Act	28.00		28.00	
Conditional Discharge		281.00	281.00	
<b>TOTAL</b>	<b>\$ 25,052.00</b>	<b>\$ 254,434.00</b>	<b>\$ 265,921.00</b>	<b>\$ 13,565.00</b>

Status of Prior Year Recommendations

The recommendation from the 2017 audit concerning segregation of duties has not been cleared and is included in the current year's report. The recommendation from the 2017 audit concerning the creation of a listing of foreclosed properties has been cleared and is not included in the current year's report.

BOROUGH OF ROSELAND  
SUMMARY OF RECOMMENDATIONS

It is recommended that:

1. Adequate segregation of duties is maintained with respect to the recording and treasury functions.