

REPORT OF AUDIT
TOWNSHIP OF HAMPTON
COUNTY OF SUSSEX
DECEMBER 31, 2013

TOWNSHIP OF HAMPTON
YEAR ENDED DECEMBER 31, 2013

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TOWNSHIP OF HAMPTON

PART I

REPORT OF AUDIT ON FINANCIAL STATEMENTS

AND SUPPLEMENTARY DATA

YEAR ENDED DECEMBER 31, 2013

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INDEPENDENT AUDITOR'S REPORT

Honorable Mayor and
Members of the Township Committee
Township of Hampton
Newton, NJ 07860

Report on the Financial Statements

We have audited the accompanying balance sheets - regulatory basis of the various funds and account group of the Township of Hampton in the County of Sussex, as of December 31, 2013 and 2012, the related statement of operations and changes in fund balance - regulatory basis for the years then ended, and the related statement of revenues - regulatory basis and statement of expenditures - regulatory basis of the various funds for the year ended December 31, 2013, and the related notes to the financial statements, which collectively comprise the Township's basic financial statements as listed in the table of contents.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with the basis of accounting prescribed by the Division of Local Government Services, Department of Community Affairs, State of New Jersey. Management is also responsible for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatements, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America, the 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. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement.

An audit 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 entity'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 entity'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.



Honorable Mayor and
Members of the Township Committee
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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 of the financial statements, the financial statements are prepared by the Township of Hampton on the basis of the financial reporting provisions prescribed by the Division of Local Government Services, Department of Community Affairs, State of New Jersey, which is a basis of accounting other than accounting principles generally accepted in the United States of America, to meet the requirements of New Jersey.

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 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 of the Township of Hampton as of December 31, 2013 and 2012, or changes in financial position for the years then ended.

Basis for Qualified Opinion on Regulatory Basis Accounting Principles

We are unable to obtain sufficient evidence to support the cost of fixed assets. As more fully described in Note 1, due to the length of time over which these fixed assets were acquired, it is not practical to determine their actual costs. We are, therefore, unable to express an opinion as to the general fixed assets account group at December 31, 2013 and 2012, stated as \$5,817,993.36 and \$5,818,908.36 respectively.

As described in Note 15 of the financial statements, the Township participates in a Length of Service Award Program (LOSAP) volunteer fire and rescue personnel. The amount reflected in the trust fund statements of \$123,208.06 and \$85,490.93 for 2013 and 2012, respectively, were not audited and, therefore, we express no opinion on the LOSAP program.

Qualified Opinion on Regulatory Basis of Accounting

In our opinion, except for the effects of the matter described in "Basis for Qualified Opinion on Regulatory Basis Accounting Principles", the financial statements referred to above present fairly, in all material respects, the regulatory basis balances sheets as of December 31, 2013 and 2012, the regulatory basis statements of operations for the years then ended and the regulatory basis statements of revenues and expenditures for the year ended December 31, 2013 in accordance with the basis of financial reporting prescribed by the Division of Local Government Services, Department of Community Affairs, State of New Jersey as described in Note 1.

Other Matters

Other Information

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the Township of Hampton's basic financial statements. The supplementary information listed in the table of contents and the letter of comments and recommendations section are presented for purposes of additional analysis and are not a required part of the basic financial statements.

The supplemental information listed in the table of contents are the responsibility of management and were derived from and relates directly to the underlying accounting and other records used to prepare the basic financial statements. Such information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the supplemental information listed in the table of contents are fairly stated, in all material respects, in relation to the basic financial statements as a whole.

The letter of comments and recommendations section has not been subject to the auditing procedures applied in the audit of the basic financial statements, and accordingly, we do not express an opinion or provide any assurance on it.

Other Reporting Required by Government Auditing Standards

In accordance with *Government Auditing Standards*, we have also issued our report dated May 22, 2014 on our consideration of the Township of Hampton's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Township of Hampton's internal control over financial reporting and compliance.



Thomas M. Ferry, C.P.A.
Registered Municipal Accountant
No. 497



FERRAIOLI, WIELKOTZ, CERULLO & CUVA, P.A.
Certified Public Accountants

Newton, New Jersey

May 22, 2014



Township of Hampton, N.J

Comparative Balance Sheet - Regulatory Basis

Current Fund

December 31,

	<u>Ref.</u>	<u>2013</u>	<u>2012</u>
<u>Assets</u>			
Current Fund:			
Cash	A-4	2,763,558.75	2,341,583.45
Change Fund	A-5	200.00	200.00
Due from State of New Jersey:			
Senior Citizen and Veteran Deductions	A-6	39,488.08	34,216.92
		<u>2,803,246.83</u>	<u>2,376,000.37</u>
Receivables and Other Assets with Full Reserves:			
Delinquent Taxes Receivable	A-7	191,874.08	178,872.43
Tax Title Liens Receivable	A-8	32,691.73	43,649.65
Property Acquired for Taxes -			
Assessed Valuation	A-9	558,350.00	515,150.00
		<u>782,915.81</u>	<u>737,672.08</u>
Deferred Charges:			
Special Emergency Authorizations (40A:4-55)	A-12	168,000.00	210,000.00
		<u>3,754,162.64</u>	<u>3,323,672.45</u>
Federal and State Grant Fund:			
Interfund Receivable - Current Fund	A-21	119,835.95	94,244.80
Grants Receivable	A-23	90,000.00	
		<u>209,835.95</u>	<u>94,244.80</u>
		<u>3,963,998.59</u>	<u>3,417,917.25</u>

The accompanying "Notes to Financial Statements" are an integral part of these financial statements.

Township of Hampton, N.J

Comparative Balance Sheet - Regulatory Basis

Current Fund

December 31,

	<u>Ref.</u>	<u>2013</u>	<u>2012</u>
<u>Liabilities, Reserves and Fund Balance</u>			
Current Fund:			
Appropriation Reserves	A-3;A-13	283,408.43	263,798.50
Interfunds Payable			
Federal and State Grant Fund	A-11	119,835.95	94,244.80
General Capital	A-11	727,497.13	632,484.77
Other Trust Fund	A-11	271,938.46	225,374.79
Due to State of New Jersey:			
DCA Training Fees	A-14	792.00	
Marriage Surcharge	A-14	300.00	
Tax Overpayments	A-14	11,705.90	13,905.04
Reserve for:			
Revaluation Services	A-14	35,550.50	210,000.00
Garden State PILOT Trust	A-14		28,491.00
Prepaid Taxes	A-15	197,860.85	111,328.79
Encumbrances Payable	A-16	154,811.34	113,934.67
County Taxes Payable	A-17	14,488.18	2,067.67
		<u>1,818,188.74</u>	<u>1,695,630.03</u>
Reserve for Receivables	Contra	782,915.81	737,672.08
Fund Balance	A-1	<u>1,153,058.09</u>	<u>890,370.34</u>
		<u>3,754,162.64</u>	<u>3,323,672.45</u>
Federal and State Grant Fund:			
Encumbrances Payable	A-22		894.00
Appropriated Reserve for Grants	A-24	190,213.65	77,163.75
Unappropriated Reserve for Grants	A-25	19,622.30	16,187.05
		<u>209,835.95</u>	<u>94,244.80</u>
		<u>3,963,998.59</u>	<u>3,417,917.25</u>

The accompanying "Notes to Financial Statements" are an integral part of these financial statements.

Township of Hampton, N.J

Comparative Statement of Operations and Changes in Fund Balance - Regulatory Basis

Current Fund

December 31,

	<u>Ref.</u>	<u>2013</u>	<u>2012</u>
Revenues and Other Income:			
Fund Balance Utilized	A-2	380,000.00	350,000.00
Miscellaneous Revenue Anticipated	A-2	765,655.01	692,023.02
Receipts from Delinquent Taxes	A-2	180,571.45	179,574.99
Receipts from Current Taxes	A-2	15,206,635.65	15,053,944.95
Non-Budget Revenue	A-2	97,434.16	127,610.25
Other Credits to Income:			
Unexpended Balance of Appropriation Reserves	A-13	103,449.99	138,673.12
Encumbrances Cancelled	A-15	33.70	
Cancellation of Tax Sale Premiums	A-11	15,365.00	
Cancellation of Outside Liens	A-11	7,161.74	
Cancellation of Tax Overpayments	A-14	807.30	
Total Revenues and Other Income		<u>16,757,114.00</u>	<u>16,541,826.33</u>
Expenditures:			
Budget and Emergency Appropriations:			
Operations - Within "CAPS"			
Salaries and Wages	A-3	788,271.00	767,174.00
Other Expenses	A-3	1,742,790.00	1,929,238.00
Deferred Charges and Statutory Expenditures -			
Municipal - Within "CAPS"	A-3	140,502.00	144,767.00
Operations - Excluded From CAPS:			
Other Expenses	A-3	384,782.05	294,945.00
Capital Improvements - Excluded from Caps	A-3	40,000.00	40,000.00
Municipal Debt Service - Excluded from Caps	A-3	25,762.91	25,762.92
Deferred Charges and Statutory Expenditures -			
Municipal - Excluded from Caps	A-3	42,000.00	
County Taxes including Added Taxes	A-17	3,227,333.14	3,218,360.60
Local District School Tax	A-18	4,892,966.00	4,878,752.50
Regional High School Tax	A-19	4,790,708.00	4,737,464.69
Municipal Open Space	A-20	39,311.15	39,164.90
Total Expenditures		<u>16,114,426.25</u>	<u>16,075,629.61</u>
Excess (Deficit) Revenue Over Expenditures		<u>642,687.75</u>	<u>466,196.72</u>
Adjustment to Income Before Fund Balance			
Expenditures Included above Which are by Statute			
Deferred Charges to Budget of Succeeding Year			<u>210,000.00</u>
Statutory Excess to Fund Balance		642,687.75	676,196.72
Fund Balance, January 1,	A-1	<u>890,370.34</u>	<u>564,173.62</u>
		1,533,058.09	1,240,370.34
Decreased by:			
Fund Balance Utilized as Budget Revenue		<u>380,000.00</u>	<u>350,000.00</u>
Fund Balance, December 31,	A	<u>1,153,058.09</u>	<u>890,370.34</u>

The accompanying "Notes to Financial Statements" are an integral part of these financial statements.

Township of Hampton, N.J

Statement of Revenues - Regulatory Basis

Current Fund

Year Ended December 31, 2013

		<u>Anticipated</u>		Excess or
	<u>Ref.</u>	<u>Budget</u>	<u>Realized</u>	<u>(Deficit)</u>
Fund Balance Anticipated	A-1	380,000.00	380,000.00	
Miscellaneous Revenues:				
Licenses:				
Alcoholic Beverages	A-10	2,800.00	2,880.00	80.00
Other	A-10	45,000.00	41,031.55	(3,968.45)
Fines and Costs:				
Municipal Court	A-10	35,000.00	41,194.32	6,194.32
Interest and Costs on Taxes	A-10	35,000.00	34,404.61	(595.39)
Consolidated Municipal Property Tax Relief Aid	A-10	12,011.00	12,011.00	
Energy Receipts Tax	A-10	399,843.00	399,843.18	0.18
Garden State Trust Fund	A-10	28,491.00	28,491.00	
Uniform Construction Code Fees	A-10	80,000.00	94,437.00	14,437.00
Public and Private Revenues:				
Unappropriated - Recycling Tonnage Grant	A-23	5,937.33	5,937.33	
Unappropriated - Clean Communities	A-23	10,249.72	10,249.72	
Hazard Mitigation Grant	A-23	90,000.00	90,000.00	
Other Special Items:				
Uniform Fire Safety Act	A-10	14,000.00	5,175.30	(8,824.70)
Total Miscellaneous Revenues	A-1	758,332.05	765,655.01	7,322.96
Receipts from Delinquent Taxes	A-1;A-2	175,000.00	180,571.45	5,571.45
Subtotal General Revenues		1,313,332.05	1,326,226.46	12,894.41
Amount to be Raised by Taxes for Support of Municipal Budget-Local Tax for Municipal Purp- oses Including Reserve for Uncollected Taxes	A-2	2,410,240.00	2,462,980.36	52,740.36
Budget Totals		3,723,572.05	3,789,206.82	65,634.77
Non-Budget Revenue	A-1;A-2		97,434.16	97,434.16
		3,723,572.05	3,886,640.98	163,068.93

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The accompanying "Notes to Financial Statements" are an integral part of these financial statements.

Township of Hampton, N.J
Statement of Revenues - Regulatory Basis
Current Fund
Year Ended December 31, 2013

<u>Analysis of Realized Revenues</u>	<u>Ref.</u>	
Revenue from Collections	A-1;A-7	15,206,635.65
Allocated to School and County Taxes	A-7	<u>12,950,318.29</u>
Balance for Support of Municipal Budget Appropriations		2,256,317.36
Add : Appropriation - Reserve for Uncollected Taxes	A-3	<u>206,663.00</u>
Amount for Support of Municipal Budget Appropriations	A-2	<u><u>2,462,980.36</u></u>
Receipts from Delinquent Taxes:		
Delinquent Taxes		
Taxes Receivable	A-7	179,249.42
Tax Title Liens Receivable	A-8	1,322.03
	A-2	<u><u>180,571.45</u></u>
<u>Analysis of Non-budget Revenues</u>		
Miscellaneous Revenues Not Anticipated:		
Cable T.V. Franchise Fee		21,416.00
Crandon Lakes Dam		17,175.28
Miscellaneous		4,088.93
FEMA		36,229.82
LOSAP Refund		10,234.37
Interest on Investments and Deposits		6,493.84
Sr. Citizens/Vets Administration Fees		<u>1,575.18</u>
	A-4	97,213.42
Interfund Receivable	A-11	<u>220.74</u>
	A-2	<u><u>97,434.16</u></u>

The accompanying "Notes to Financial Statements" are an integral part of these financial statements.

Township of Hampton, N.J.
Statement of Expenditures - Regulatory Basis

Current Fund

Year Ended December 31, 2013

<u>General Appropriations</u>	<u>Ref.</u>	<u>Budget</u>	<u>Budget After Modification</u>	<u>Paid or Charged</u>	<u>Reserved</u>	<u>Unexpended Balance Cancelled</u>
Operations - within "CAPS"						
Administrative and Executive						
Mayor and Committee						
Salaries and Wages		99,400.00	99,650.00	99,649.96	0.04	
Other Expenses		14,000.00	13,750.00	6,619.04	1,130.96	6,000.00
Municipal Clerk						
Salaries and Wages		79,750.00	79,750.00	79,746.98	3.02	
Other Expenses		36,000.00	36,000.00	24,246.31	1,753.69	10,000.00
Financial Administration						
Salaries and Wages		45,310.00	45,310.00	45,306.96	3.04	
Other Expenses		6,000.00	6,000.00	4,920.70	579.30	500.00
Audit Services		28,000.00	28,000.00	17,745.00	10,255.00	
Computer Services		30,000.00	30,000.00	15,395.51	4,604.49	10,000.00
Assessment of Taxes						
Salaries and Wages		43,415.00	43,415.00	43,410.90	4.10	
Other Expenses		20,000.00	20,000.00	4,506.11	5,493.89	10,000.00
Collection of Taxes						
Salaries and Wages		42,800.00	42,800.00	40,799.98	0.02	2,000.00
Other Expenses		6,000.00	6,000.00	4,880.08	619.92	500.00
Legal Services and Costs						
Other Expenses		45,000.00	61,000.00	20,741.54	40,258.46	
Engineering Services and Costs						
Other Expenses		60,000.00	50,000.00	29,610.51	389.49	20,000.00

Township of Hampton, N.J.
Statement of Expenditures - Regulatory Basis
Current Fund

Year Ended December 31, 2013

<u>General Appropriations</u>	<u>Ref.</u>	<u>Budget</u>	<u>Budget After Modification</u>	<u>Paid or Charged</u>	<u>Reserved</u>	<u>Unexpended Balance Cancelled</u>
Public Buildings and Grounds						
Salaries and Wages		10,000.00				
Other Expenses		40,000.00	40,000.00	28,784.68	5,215.32	6,000.00
Planning Board:						
Salaries and Wages		8,745.00	8,745.00	8,169.98	75.02	500.00
Other Expenses		30,000.00	17,500.00	6,115.90	1,384.10	10,000.00
Zoning Board of Adjustment						
Salaries and Wages		7,150.00	7,150.00	7,074.08	75.92	
Other Expenses		25,000.00	14,000.00	4,622.92	877.08	8,500.00
Public Safety:						
"911" Communications Dispatching		26,500.00	26,500.00	26,499.00	1.00	
Aid To Volunteer Fire Co. in Adjoining Mun. (4)		80,000.00	80,000.00	80,000.00		
Uniform Fire Safety Act (Ch. 383, P.L. 1983)						
Fire Prevention Official						
Salaries and Wages		2,550.00	2,550.00	1,242.50	307.50	1,000.00
Other Expenses		3,200.00	3,200.00	1,780.06	19.94	1,400.00
First Aid Organization Contribution (3)						
Other Expenses		34,500.00	34,500.00	33,000.00		1,500.00
Emergency Management Service:						
Salaries and Wages		6,000.00	6,000.00	5,000.04	0.96	999.00
Other Expenses		4,000.00	4,000.00	2,742.98	57.02	1,200.00
Road Repairs and Maintenance						
Salaries and Wages		445,000.00	385,000.00	339,953.05	45,046.95	
Other Expenses		300,000.00	370,000.00	355,327.34	14,672.66	
Vehicle Maintenance		35,000.00	35,000.00	23,206.58	11,793.42	

The accompanying "Notes to Financial Statements" are an integral part of these financial statements.

Township of Hampton, N.J.
Statement of Expenditures - Regulatory Basis

Current Fund

Year Ended December 31, 2013

	<u>General Appropriations</u>	<u>Ref.</u>	<u>Budget</u>	<u>Budget After Modification</u>	<u>Paid or Charged</u>	<u>Reserved</u>	<u>Unexpended Balance Cancelled</u>
Sanitation:							
Recycling Coordinator:							
Salaries and Wages			5,000.00	5,000.00	4,906.00	94.00	
Garbage and Trash Removal - Contractual							
Other Expenses			580,000.00	580,000.00	381,728.64	271.36	198,000.00
Health and Welfare:							
Board of Health							
Other Expenses			3,000.00	3,000.00	1,643.90	356.10	1,000.00
Animal Regulation							
Salaries and Wages			10,000.00	10,000.00			10,000.00
Other Expenses			8,000.00	8,000.00	1,864.95	135.05	6,000.00
Recreation and Education:							
Board of Recreation Comm. (N.J.S. 40A:12-1):							
Other Expenses			30,000.00	30,000.00	30,000.00		
Utility Expenses:							
Electricity			26,000.00	18,500.00	14,060.68	1,939.32	2,500.00
Telephone			18,000.00	9,500.00	7,438.37	61.63	2,000.00
Propane Gas			32,000.00	19,000.00	12,285.05	6,714.95	
Gasoline			32,000.00	45,000.00	38,998.49	6,001.51	
Aid to Social Services			3,750.00	3,750.00	3,300.00	450.00	
Insurance							
General Liability			73,550.00	81,929.50	81,929.50		
Workers Compensation			40,640.00	40,640.00	40,632.00	8.00	
Employee Group Health			268,000.00	291,500.00	290,780.35	719.65	

Township of Hampton, N.J.
Statement of Expenditures - Regulatory Basis
Current Fund

Year Ended December 31, 2013

<u>General Appropriations</u>	<u>Ref.</u>	<u>Budget</u>	<u>Budget After Modification</u>	<u>Paid or Charged</u>	<u>Reserved</u>	<u>Unexpended Balance Cancelled</u>
Unclassified:						
Accumulated Leave Compensation		20,000.00	20,000.00	20,000.00		
Subcode Officials:						
Construction Officials:						
Salaries and Wages		79,700.00	79,700.00	67,318.18	81.82	12,300.00
Other Expenses		40,000.00	31,620.50	8,724.70	2,895.80	20,000.00
Total Operations within "CAPS"		2,882,960.00	2,872,960.00	2,366,709.50	164,351.50	341,899.00
Detail:						
Salaries and Wages	A-1	884,820.00	815,070.00	742,578.61	45,692.39	26,799.00
Other Expenses (Including Contingent)	A-1	1,998,140.00	2,057,890.00	1,624,130.89	118,659.11	315,100.00
Deferred Charges and Statutory Expenditures - Municipal within "CAPS"						
Statutory Expenditures:						
Contribution to:						
Public Employees' Retirement System		74,902.00	74,902.00	74,902.00		
Social Security System (O.A.S.I.)		72,500.00	72,500.00	64,527.55	472.45	7,500.00
Unemployment Compensation Insurance		2,000.00	2,000.00	510.66	89.34	1,400.00
Total Deferred Charged and Statutory Expenditures - Municipal within "CAPS"	A-1	149,402.00	149,402.00	139,940.21	561.79	8,900.00
Total General Appropriations for Municipal Purposes within "CAPS"		3,032,362.00	3,022,362.00	2,506,649.71	164,913.29	350,799.00
Operations - Excluded from "CAPS"						
Volunteer Length of Service Award Program Plan		73,000.00	73,000.00		73,000.00	
Refund of Tax Appeals		1.00	1.00		1.00	
Total Other Operating Excluded from "CAPS"		73,001.00	73,001.00		73,001.00	

Township of Hampton, N.J.
Statement of Expenditures - Regulatory Basis
Current Fund

Year Ended December 31, 2013

<u>General Appropriations</u>	<u>Ref.</u>	<u>Budget</u>	<u>Budget After Modification</u>	<u>Paid or Charged</u>	<u>Reserved</u>	<u>Unexpended Balance Cancelled</u>
Shared Service Agreements:						
Fire Sub-Code Contractual - Borough of Branchville						
Other Expenses		3,910.00	3,910.00	3,910.00		
Municipal Court						
Other Expenses		135,000.00	135,000.00	89,506.86	45,493.14	
Electrical Sub-Code Inspector - Lafayette Township						
Other Expenses		12,559.00	12,559.00	12,559.00		
Fire Prevention Official - Sandyston Township						
Other Expenses		10,000.00	10,000.00	10,000.00		
Public Safety						
911 Dispatching Services		34,124.00	34,124.00	34,124.00		
Total Shared Service Agreements		<u>195,593.00</u>	<u>195,593.00</u>	<u>150,099.86</u>	<u>45,493.14</u>	
Public and Private Programs Offset by Revenues						2,000.00
Municipal Alliance - Local Share		2,000.00	2,000.00			
Unappropriated for Recycling Tonnage Grant						
Other Expenses		5,937.33	5,937.33	5,937.33		
Unappropriated Clean Communities Grant						
Other Expenses		10,249.72	10,249.72	10,249.72		
Hazard Mitigation Grant						
State Share		22,500.00	22,500.00	22,500.00		
Federal Share		67,500.00	67,500.00	67,500.00		
Local Share			10,000.00	10,000.00		
Municipal Matching Funds for Grant		<u>1.00</u>	<u>1.00</u>		<u>1.00</u>	
Total Public and Private Program Offset By Revenues		<u>108,188.05</u>	<u>118,188.05</u>	<u>116,187.05</u>	<u>1.00</u>	<u>2,000.00</u>
Total Operations - Excluded from "CAPS"		<u>376,782.05</u>	<u>386,782.05</u>	<u>266,286.91</u>	<u>118,495.14</u>	<u>2,000.00</u>

The accompanying "Notes to Financial Statements" are an integral part of these financial statements.

Township of Hampton, N.J.
Statement of Expenditures - Regulatory Basis

Current Fund

Year Ended December 31, 2013

	<u>Ref.</u>	<u>Budget</u>	<u>Budget After Modification</u>	<u>Paid or Charged</u>	<u>Reserved</u>	<u>Unexpended Balance Cancelled</u>
<u>General Appropriations</u>						
Detail:						
Other Expenses	A-1	376,782.05	386,782.05	266,286.91	118,495.14	2,000.00
Capital Improvements:						
Capital Improvement Fund		40,000.00	40,000.00	40,000.00		
Total Capital Improvements Excluded from "CAPS"	A-1	40,000.00	40,000.00	40,000.00		
Municipal Debt Service:						
Improvements to Dam - Principal		21,010.00	21,010.00	21,009.33		0.67
Improvements to Dam - Interest		4,755.00	4,755.00	4,753.58		1.42
Total Municipal Debt Service-Excluded from "CAPS"	A-1	25,765.00	25,765.00	25,762.91		2.09
Deferred Charges:						
Special Emergency Authorizations						
5 Years (N.J.S. 40A:4-55)		42,000.00	42,000.00	42,000.00		
Total Deferred Charges - Municipal - Excluded from "CAPS"	A-1	42,000.00	42,000.00	42,000.00		
Total General Appropriations for Municipal Purposes Excluded from "CAPS"		484,547.05	494,547.05	374,049.82	118,495.14	2,002.09
Subtotal General Appropriations		3,516,909.05	3,516,909.05	2,880,699.53	283,408.43	352,801.09
Reserve for Uncollected Taxes		206,663.00	206,663.00	206,663.00		
Total General Appropriations		3,723,572.05	3,723,572.05	3,087,362.53	283,408.43	352,801.09
			A-2		A	

Township of Hampton, N.J
Statement of Expenditures - Regulatory Basis
Current Fund

Year Ended December 31, 2013

<u>General Appropriations</u>	<u>Ref.</u>	<u>Budget</u>	<u>Budget After Modification</u>	<u>Paid or Charged</u>	<u>Reserved</u>	<u>Unexpended Balance Cancelled</u>
<u>Analysis of Paid or Charged</u>						
Cash Disbursed	A-4			2,447,801.14		
Reserve for Uncollected Taxes	A-2			206,663.00		
Encumbrances Payable	A-16			149,711.34		
Schedule of Interfunds	A-11			135,000.00		
Deferred Charges	A-12			42,000.00		
Due Federal and State Grants	A-24			106,187.05		
				<u>3,087,362.53</u>		

Township of Hampton, N.J.
Comparative Balance Sheet - Regulatory Basis

Trust Funds

December 31,

	<u>Ref.</u>	<u>2013</u>	<u>2012</u>
<u>Assets</u>			
Animal Control Trust Fund:			
Cash	B-1	<u>8,251.19</u>	<u>8,262.50</u>
Other Trust Funds:			
Cash	B-1	1,583,567.57	1,651,210.92
Due From Current	B-5	<u>271,938.46</u>	<u>225,374.79</u>
		<u>1,855,506.03</u>	<u>1,876,585.71</u>
Emergency Services Volunteer Length of Service Award Program (Unaudited)			
Cash	B-1	123,208.06	85,490.93
Contributions Receivable	B-7	<u>33,925.00</u>	<u>38,697.50</u>
		<u>157,133.06</u>	<u>124,188.43</u>
Total Assets		<u>2,020,890.28</u>	<u>2,009,036.64</u>
<u>Liabilities, Reserves & Fund Balance</u>			
Animal Control Trust Fund:			
Reserve for Animal Control	B-2	8,249.99	8,029.10
Due State Department of Health	B-3	1.20	2.40
Prepaid Licenses	B-4		<u>231.00</u>
		<u>8,251.19</u>	<u>8,262.50</u>
Other Trust Fund:			
Various Reserves	B-6	<u>1,855,506.03</u>	<u>1,876,585.71</u>
Emergency Services Volunteer Length of Service Award Program (Unaudited)			
Net Position Available for Benefits	B-8	<u>157,133.06</u>	<u>124,188.43</u>
Total Liabilities, Reserves & Fund Balance		<u>2,020,890.28</u>	<u>2,009,036.64</u>

The accompanying "Notes to Financial Statements" are an integral part of these Financial Statements.

Township of Hampton, N.J.

Comparative Balance Sheet - Regulatory Basis

General Capital Fund

December 31,

	<u>Ref.</u>	<u>2013</u>	<u>2012</u>
<u>Assets</u>			
Cash	C-2;C-3	312,131.66	394,943.61
Interfund - Current Fund	C-4	727,497.13	632,484.77
Deferred Charges to Future Taxation Funded	C-5	<u>221,896.12</u>	<u>242,905.45</u>
		<u>1,261,524.91</u>	<u>1,270,333.83</u>
<u>Liabilities, Reserves and Fund Balance</u>			
D.E.P. Loan Payable	C-6	221,896.12	242,905.45
Improvement Authorizations:			
Funded	C-8	22,996.19	22,996.19
Capital Improvement Fund	C-7	883,845.46	843,845.46
Reserve for:			
Improvements to Municipal Property	C-9	29,528.21	29,528.21
Improvements to Parks	C-9	22,475.00	22,475.00
Improvements to Various Roads	C-9	26,714.39	26,714.39
Recreation Improvements	C-9	45,000.00	30,000.00
Fields	C-9	7,200.41	50,000.00
Fund Balance	C-1	<u>1,869.13</u>	<u>1,869.13</u>
		<u>1,261,524.91</u>	<u>1,270,333.83</u>

Footnote C: There were no Bonds and Notes Authorized But Not Issued as of December 31, 2013.

The accompanying "Notes to Financial Statements" are an integral part of these financial statements.

Township of Hampton, N.J.
Schedule of Fund Balance - Regulatory Basis
General Capital Fund
Year Ended December 31, 2013

	<u>Ref.</u>	
Balance - December 31, 2012	C	<u>1,869.13</u>
Balance - December 31, 2013	C	<u>1,869.13</u>

The accompanying "Notes to Financial Statements" are an integral part of these financial statements.

Township of Hampton, N.J.

Comparative Balance Sheet - Regulatory Basis

Public Assistance Fund

December 31,

	<u>Ref.</u>	<u>2013</u>	<u>2012</u>
<u>Assets</u>			
Cash	D-1	<u>4,175.32</u>	<u>4,173.22</u>
<u>Liabilities</u>			
Reserve for Public Assistance	D-5	<u>4,175.32</u>	<u>4,173.22</u>

The accompanying "Notes to Financial Statements" are an integral part of these Financial Statements.

Township of Hampton, N.J.

Comparative Statement of General Fixed Assets - Regulatory Basis

December 31,

(Unaudited)

	<u>Balance</u> <u>Dec. 31, 2013</u>	<u>Balance</u> <u>Dec. 31, 2012</u>
<u>General Fixed Assets:</u>		
Land / Land Improvements		
Buildings	2,705,400.00	2,705,400.00
Machinery and Equipment	<u>3,112,593.36</u>	<u>3,113,508.36</u>
	<u>5,817,993.36</u>	<u>5,818,908.36</u>
 Investment in Fixed Assets	 <u>5,817,993.36</u>	 <u>5,818,908.36</u>

The accompanying "Notes to Financial Statements" are an integral part of these Financial Statements.

TOWNSHIP OF HAMPTON, N.J.

NOTES TO FINANCIAL STATEMENTS YEAR ENDED DECEMBER 31, 2013 AND 2012

NOTE 1: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The Governmental Accounting Standards Board (GASB) is the accepted standard-setting body for establishing governmental accounting and financial reporting principles. The GASB Codification establishes seven fund types and two account groups to be used by governmental units when reporting financial position and results of operations in accordance with accounting principles generally accepted in the United States of America (GAAP).

The financial statements of the Township of Hampton have been prepared in conformity with accounting principles and practices prescribed by the Division of Local Government Services, Department of Community Affairs, State of New Jersey (the "Division") which is a comprehensive basis of accounting other than accounting principles generally accepted in the United States of America. Such principles and practices are designed primarily for determining compliance with legal provisions and budgetary restrictions and as a means of reporting on the stewardship of public officials with respect to public funds. Under this method of accounting, the Township accounts for its financial transactions through the following separate funds which differ from the fund structure required by GAAP.

A. Reporting Entity

The Township of Hampton (the "Township") operates under a Township Committee form of government. The Township's major operations include public safety, road repair and maintenance, sanitation, fire protection, recreation and parks, health services, and general administrative services.

GASB has issued Statement No. 14 which requires the financial reporting entity to include both the primary government and those component units for which the primary government is financially accountable. Financial accountability is defined as appointment of a voting majority of the component unit's board, and either a) the ability to impose will by the primary government, or b) the possibility that the component unit will provide a financial benefit to or impose a financial burden on the primary government.

However, the municipalities in the State of New Jersey do not prepare financial statements in accordance with GAAP and thus do not comply with all of the GASB pronouncements. The financial statements contained herein include only those boards, bodies, officers or commissions as required by NJS 40A:5-5. Accordingly, the financial statements of the Township do not include the Volunteer Fire/Rescue Department which is considered a component unit under GAAP. Complete financial statements of the above components can be obtained by contacting the Treasurer of the respective entity.

TOWNSHIP OF HAMPTON

NOTES TO FINANCIAL STATEMENTS YEAR ENDED DECEMBER 31, 2013 AND 2012 (CONTINUED)

NOTE 1: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

B. Measurement Focus, Basis of Accounting and Basis of Presentation

The Township uses funds, as required by the Division, to report on its financial position and the results of its operations. Fund accounting is designed to demonstrate legal compliance and to aid financial administration by segregating transactions related to certain Township functions or activities. An account group, on the other hand, is designed to provide accountability for certain assets and liabilities that are not recorded in those Funds.

The Township has the following funds and account groups:

Current Fund - This fund accounts for resources and expenditures for governmental operations of a general nature, including Federal and State grants.

Trust Funds - Trust Funds are used to account for assets held by the government in a trustee capacity. Funds held by the Township as an agent for individual, private organizations, or other governments are recorded in the Trust Funds.

Other Trust Fund - This fund is established to account for the assets and resources which are also held by the Township as a trustee or agent for individuals, private organizations, other governments and/or other funds.

Animal Control Trust Fund - This fund is used to account for fees collected from dog licenses and expenditures which are regulated by NJS 4:19-15.11.

General Capital Fund - This fund is used to account for the receipt and disbursement of funds used for acquisition or improvement of general capital facilities, other than those acquired in the Current Fund.

Public Assistance Fund - This fund is used to account for the receipt and disbursement of funds that provide assistance to certain residents of the Township pursuant to Title 44 of New Jersey Statutes.

General Fixed Assets Account Group - To account for all fixed assets of the Township. The Township's infrastructure is not reported in the group.

Basis of Accounting - A modified accrual basis of accounting is followed by the Township of Hampton. Under this method of accounting revenues, except State/Federal Aid, are recognized when received and expenditures are recorded when incurred. The accounting principles and practices prescribed for municipalities by the Division differ in certain respects from accounting principles generally accepted in the United States of America (GAAP) applicable to local governmental units. The more significant differences are as follows:

TOWNSHIP OF HAMPTON

NOTES TO FINANCIAL STATEMENTS YEAR ENDED DECEMBER 31, 2013 AND 2012 (CONTINUED)

NOTE 1: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

B. Measurement Focus, Basis of Accounting and Basis of Presentation (continued)

Property Tax Revenues - Real property taxes are assessed locally, based upon the assessed value of the property. The tax bill includes a levy for Municipal, County and School purposes. The bills are mailed annually in June for that calendar year's levy. Taxes are payable in four quarterly installments on February 1, May 1, August 1, and November 1. The amounts of the first and second installments are determined as one quarter of the total tax levied against the property for the preceding year. The installment due the third and fourth quarters is determined by taking the current year levy less the amount previously charged for the first and second installments, with the remainder being divided equally. If unpaid on these dates, the amount due becomes delinquent and subject to interest at 8% per annum, or 18% on any delinquency amount in excess of \$1,500. The school levy is turned over to the Board of Education as expenditures are incurred, and the balance, if any, must be transferred as of June 30, of each fiscal year. County taxes are paid quarterly on February 15, May 15, August 15 and November 15, to the County by the Township. When unpaid taxes or any municipal lien, or part thereof, on real property, remains in arrears on November 11 in the current year, the collector in the municipality shall subject to the provisions of the New Jersey Statutes enforce the lien by placing the property on a tax sale. Annual in rem tax foreclosure proceedings are instituted to enforce the tax collection or acquisition of title to the property by the Township. In accordance with the accounting principles prescribed by the State of New Jersey, current and delinquent taxes are realized as revenue when collected. Since delinquent taxes and liens are fully reserved, no provision has been made to estimate that portion of the taxes receivable and tax title liens that are uncollectible. GAAP requires tax revenues to be recognized in the accounting period when they become susceptible to accrual, reduced by an allowance for doubtful accounts.

Miscellaneous Revenues - Miscellaneous revenues are recognized on a cash basis. Receivables for the miscellaneous items that are susceptible to accrual are recorded with offsetting reserves on the balance sheet of the Township's Current Fund. GAAP requires such revenues to be recognized in the accounting period when they become susceptible to accrual.

Grant Revenues - Federal and State grants, entitlements or shared revenues received for purposes normally financed through the Current Fund are recognized when anticipated in the Township's budget. GAAP requires such revenues to be recognized in the accounting period when they become susceptible to accrual.

Budgets and Budgetary Accounting

An annual budget is required to be adopted and integrated into the accounting system to provide budgetary control over revenues and expenditures. Budget amounts presented in the accompanying financial statements represent amounts adopted by the Township and approved by the State Division of Local Government Services per N.J.S.A. 40-A:4 et seq.

TOWNSHIP OF HAMPTON

NOTES TO FINANCIAL STATEMENTS YEAR ENDED DECEMBER 31, 2013 AND 2012 (CONTINUED)

NOTE 1: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

B. Measurement Focus, Basis of Accounting and Basis of Presentation (continued)

Budgets and Budgetary Accounting (continued)

The Township is not required to adopt budgets for the following funds:

General Capital Fund	Trust Fund
Public Assistance Fund	Animal Control Trust Fund

The governing body shall introduce and approve the annual budget not later than February 10, of the fiscal year. The budget shall be adopted not later than March 20, and prior to adoption must be certified by the Division of Local Government Services, Department of Community Affairs, State of New Jersey. The Director of the Division of Local Government Services, with the approval of the Local Finance Board may extend the introduction and approval and adoption dates of the municipal budget. The budget is prepared by fund, function, activity and line item (salary or other expense) and includes information on the previous year. The legal level of control for appropriations is exercised at the individual line item level for all operating budgets adopted. Emergency appropriations, those made after the adoption of the budget and determination of the tax rate, may be authorized by the governing body of the municipality. During the last two months of the fiscal year, the governing body may, by a 2/3 vote, amend the budget through line item transfers. Management has no authority to amend the budget without the approval of the Governing Body. Expenditures may not legally exceed budgeted appropriations at the line item level. During 2013, there was one Special Item of Revenue inserted into the budget for the Hazardous Mitigation Grant, \$90,000.00. In addition, several budget transfers were approved by the governing body.

Expenditures - Are recorded on the "budgetary" basis of accounting. Generally, expenditures are recorded when an amount is encumbered for goods or services through the issuance of a purchase order in conjunction with an encumbrance accounting system. Outstanding encumbrances at December 31, are reported as a cash liability in the financial statements. Unexpended or uncommitted appropriations, at December 31, are reported as expenditures through the establishment of appropriations reserves unless canceled by the governing body. GAAP requires expenditures to be recognized in the accounting period in which the fund liability is incurred, if measurable, except for unmatured interest on general long-term debt, which should be recognized when due.

Encumbrances - Contractual orders outstanding at December 31, are reported as expenditures through the establishment of an encumbrance payable. Encumbrances do not constitute expenditures under GAAP.

Appropriation Reserves - Are available, until lapsed at the close of the succeeding year, to meet specific claims, commitments or contracts incurred during the preceding year. Lapsed appropriation reserves are recorded as additions to income. Appropriation reserves do not exist under GAAP.

TOWNSHIP OF HAMPTON

NOTES TO FINANCIAL STATEMENTS YEAR ENDED DECEMBER 31, 2013 AND 2012 (CONTINUED)

NOTE 1: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

B. Measurement Focus, Basis of Accounting and Basis of Presentation (continued)

Compensated Absences - Expenditures relating to obligations for unused vested accumulated vacation and sick pay are not recorded until paid. GAAP requires that the amount that would normally be liquidated with expendable available financial resources be recorded as an expenditure in the operating funds and the remaining obligations be recorded as a long-term obligation.

Property Acquired for Taxes - Is recorded in the Current Fund at the assessed valuation when such property was acquired and fully reserved. GAAP requires such property to be recorded in the General Fixed Assets Account Group at market value on the date of acquisition.

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. GAAP does not require the establishment of an offsetting reserve.

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

Cash and Investments - Cash includes amounts in demand deposits as well as short-term investments with a maturity date within one year of the date acquired by the government. Investments are stated at cost and are limited by NJSA 40A:5-15.1(a).

Deferred Charges to Future Taxation Funded and Unfunded - Upon the authorization of capital projects, the Township establishes deferred charges for the costs of the capital projects to be raised by future taxation. Funded deferred charges relate to permanent debt issued, whereas unfunded deferred charges relate to temporary or non-funding of the authorized cost of capital projects. According to N.J.S.A. 40A:2-4, the Township may levy taxes on all taxable property within the local unit to repay the debt. Annually, the Township raises the debt requirements for that particular year in the current budget. As the funds are raised by taxation, the deferred charges are reduced.

Comparative Data - Comparative data for the prior year has been presented in the accompanying balance sheets and statements of operations in order to provide an understanding of changes in the Township's financial position and operations. However, comparative data have not been presented in all statements because their inclusion would make certain statements unduly complex and difficult to understand.

Use of Estimates - The preparation of financial statements requires management of the Township to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the reporting period. Accordingly, actual results could differ from those estimates.

TOWNSHIP OF HAMPTON

NOTES TO FINANCIAL STATEMENTS YEAR ENDED DECEMBER 31, 2013 AND 2012 (CONTINUED)

NOTE 1: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

B. Measurement Focus, Basis of Accounting and Basis of Presentation (continued)

General Fixed Assets - The Township of Hampton has developed a fixed asset accounting and reporting system, as promulgated by the Division of Local Government Services, which differs in certain respects from the generally accepted accounting principles.

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

No depreciation has been provided for in the financial statements.

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

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

GAAP requires that all fixed assets be capitalized at historical cost or estimated historical cost if actual historical cost is not available.

C. Basic Financial Statements

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

TOWNSHIP OF HAMPTON

NOTES TO FINANCIAL STATEMENTS YEAR ENDED DECEMBER 31, 2013 AND 2012 (CONTINUED)

NOTE 2: BUDGETARY INFORMATION

Under New Jersey State Statutes, the annual budget is required to be a balanced cash basis document. To accomplish this, the municipality is required to establish a reserve for uncollected taxes. The 2013 statutory budget included a reserve for uncollected taxes in the amount of \$206,663.00. To balance the budget, the municipality is required to show a budgeted fund balance. The amount of fund balance budgeted to balance the 2013 statutory budget was \$380,000.00.

Inter department budget transfers are not permitted prior to November 1. After November 1, budget transfers can be made in the form of a resolution and approved by the Township Committee.

N.J.S.A. 40A:4-87 permits special items of revenue and appropriations to be inserted into the annual budget when the item has been made available by any public or private funding source and the item was not determined at the time of budget adoption. During 2013, the Hazardous Mitigation Grant was inserted into the budget.

The municipality may make emergency appropriations, after the adoption of the budget, for a purpose which was not foreseen at the time the budget was adopted or for which adequate provision was not made therein. This type of appropriation shall be made to meet a pressing need for public expenditure to protect or promote the public health, safety, morals or welfare or to provide temporary housing or public assistance prior to the next succeeding fiscal year. Emergency appropriations, except those classified as a special emergency, must be raised in the budgets of the succeeding year. Special emergency appropriations are permitted to be raised in the budgets of the succeeding three or five years. During 2013, there were no emergency authorizations.

NOTE 3. CASH, CASH EQUIVALENTS AND INVESTMENTS

Cash

Custodial Credit Risk - Deposits

Custodial credit risk is the risk that in the event of a bank failure, the government's deposits may not be returned to it. The Township's policy is based on New Jersey Statutes requiring cash be deposited only in New Jersey based banking institutions that participate in New Jersey Governmental Depository Protection Act (GUDPA) or in qualified investments established in New Jersey Statutes 40A:5-15.1(a) that are treated as cash equivalents. As of December 31, 2013, \$123,208.06 of the Township's bank balance of \$4,607,295.33 was exposed to custodial credit risk.

TOWNSHIP OF HAMPTON

**NOTES TO FINANCIAL STATEMENTS
YEAR ENDED DECEMBER 31, 2013 AND 2012
(CONTINUED)**

NOTE 3. CASH, CASH EQUIVALENTS AND INVESTMENTS, (continued)

Investments

Investment Rate Risk

The Township does not have a formal investment policy that limits investment maturities as a means of managing its exposure to fair value losses arising from increasing interest rates. However, New Jersey Statutes 40A:5-15.1(a) limits the length of time for most investments to 397 days.

Credit Risk

New Jersey Statutes 40A:5-15.1(a) limits municipal investments to those specified in the Statutes. The type of allowance investments are Bonds of the United States of America, bonds or other obligations of the towns or bonds or other obligations of the local unit or units within which the town is located; obligations of federal agencies not exceeding 397 days; government money market mutual funds; the State of New Jersey Cash Management Plan; local government investment pools; or repurchase of fully collateralized securities.

Concentration of Credit Risk

The Township places no limit on the amount the Township may invest in any one issuer.

Unaudited Investments

As more fully described in NOTE 15, the Township has created a Length of Service Award Program (LOSAP) for emergency service volunteers. The LOSAP investments are similar to those allowed in a deferred compensation program as specified in NJSA 43:15B-1 et seq. except that all investments are retained in the name of the Township. All investments are valued at fair value. In accordance with NJAC 5:30-14.37, the investments are maintained by Lincoln Financial Group, which is an authorized provider approved by the Division of Local Government Services. The balance in the account on December 31, 2013 and 2012, amounted to \$123,208.06 and \$85,490.93, respectively.

The following investments represent 5% or more of the total invested with Lincoln Financial Group on December 31, 2013 and 2012:

	<u>2013</u>	<u>2012</u>
Investment Under 5%	\$24,720.97	\$15,135.68
Fixed Account	74,452.01	55,571.54
DWS Equity 500 Index VIP Portfolio		14,783.71
LVIP SSgA S&P 500 Index Fund	<u>24,035.08</u>	<u>-</u>
Total	<u>\$123,208.06</u>	<u>\$85,490.93</u>

TOWNSHIP OF HAMPTON

**NOTES TO FINANCIAL STATEMENTS
YEAR ENDED DECEMBER 31, 2013 AND 2012
(CONTINUED)**

NOTE 4: FIXED ASSETS (UNAUDITED)

The following schedule is a summarization of the changes in general fixed assets for the calendar year ended December 31, 2013.

	Balance as of <u>12-31-12</u>	<u>Additions</u>	<u>Disposals</u>	Balance as of <u>12-31-13</u>
Land/Land Improvements				
Buildings	\$2,705,400.00	\$ -	\$ -	\$2,705,400.00
Machinery and Equipment	<u>3,113,508.36</u>	<u>2,272.00</u>	<u>3,187.00</u>	<u>3,112,593.36</u>
	<u>\$5,818,908.36</u>	<u>\$2,272.00</u>	<u>\$3,187.00</u>	<u>\$5,817,993.36</u>

NOTE 5: MUNICIPAL DEBT

Long-term debt as of December 31, 2013 consisted of the following:

	Balance <u>Dec. 31, 2012</u>	<u>Additions</u>	<u>Reductions</u>	Balance <u>Dec. 31, 2013</u>	Amounts Due Within <u>One Year</u>
Loan Payable - D.E.P.	\$242,905.45	\$ -	\$21,009.33	\$221,896.12	\$21,431.62
Other Liabilities - Compensated Absences Payable	79,382.89	5,096.90	-	84,479.79	-

The Local Bond Law governs the issuance of bonds and notes to finance capital expenditures. General obligation bonds have been issued for the general capital fund. All bonds are retired in serial installments within the statutory period of usefulness. Bonds issued by the Township are general obligation bonds, backed by the full faith and credit of the Township. Bond anticipation notes, which are issued to temporarily finance capital projects, must be paid off within ten years and five months or retired by the issuance of bonds.

The Township's debt is summarized as follows:

<u>Issued</u>	<u>Year 2013</u>	<u>Year 2012</u>	<u>Year 2011</u>
General:			
Bonds and Notes	<u>221,896.12</u>	<u>242,905.45</u>	<u>263,500.82</u>
Total Issued	<u>221,896.12</u>	<u>242,905.45</u>	<u>263,500.82</u>

TOWNSHIP OF HAMPTON

**NOTES TO FINANCIAL STATEMENTS
YEAR ENDED DECEMBER 31, 2013 AND 2012
(CONTINUED)**

NOTE 5: MUNICIPAL DEBT (CONTINUED)

<u>Authorized But Not Issued</u>	<u>Year 2013</u>	<u>Year 2012</u>	<u>Year 2011</u>
General Capital:			
Bonds and Notes	<u>-</u>	<u>-</u>	<u>-</u>
Net Bonds & Notes Issued & Auth. But Not Issued	<u>221,896.12</u>	<u>242,905.45</u>	<u>263,500.82</u>

SUMMARY OF STATUTORY DEBT CONDITION - ANNUAL DEBT STATEMENTS

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 .034%.

	<u>Gross Debt</u>	<u>Deductions</u>	<u>Net Debt</u>
Local School Dist. Debt	\$ -	\$ -	\$ -
Reg. School Dist. Debt	567,957.06	567,957.06	-
General Capital Debt	<u>221,896.12</u>	<u>-</u>	<u>221,896.12</u>
	<u>\$789,853.18</u>	<u>\$567,957.06</u>	<u>\$221,896.12</u>

Net Debt \$221,896.12 divided by equalized valuation basis per N.J.S.A.40A:2-2 as amended, 648,221,169.67 = .034%.

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

3 1/2% of Equalized Valuation Basis	22,687,740.93
Net Debt	<u>221,896.12</u>
Remaining Borrowing Power	<u>22,465,844.81</u>

The forgoing debt information is in agreement with the annual debt statement filed by the Chief Financial Officer.

SUMMARY OF AVERAGE EQUALIZED VALUATION

2013	648,221,169.67	
2012		693,746,274.00
2011		729,203,281.00

TOWNSHIP OF HAMPTON

**NOTES TO FINANCIAL STATEMENTS
YEAR ENDED DECEMBER 31, 2013 AND 2012
(CONTINUED)**

NOTE 5: MUNICIPAL DEBT (CONTINUED)

Long term debt as of December 31, 2013 consisted of the following:

Outstanding bonds whose principle and interest are paid from the Current Fund Budget of the Township:

\$369,732.23 General Improvement Bond, State of New Jersey, Department of Environmental Protection, dated 10/7/2005 payable in annual installments through 1/7/2023. Interest is paid semi-annually at a rate of 2.00% per annum. The balance remaining as of December 31, 2013 was \$221,896.12.

General Capital Serial Bonds are direct obligations of the Township for which its full faith and credit are pledged and are payable from taxes levied on all taxable property located within the Township.

**SCHEDULE OF ANNUAL DEBT SERVICE FOR PRINCIPAL AND INTEREST FOR BONDED
DEBT ISSUED AND OUTSTANDING**

<u>Calendar Year</u>	<u>General Capital Bonds</u>		<u>Total Debt Service</u>
	<u>Interest</u>	<u>Principal</u>	
2014	4,331.30	21,431.62	25,762.92
2015	3,900.53	21,862.39	25,762.92
2016	3,461.09	22,301.83	25,762.92
2017	3,012.82	22,750.10	25,762.92
2018	2,555.54	23,207.38	25,762.92
2019 - 2023	<u>5,590.33</u>	<u>110,342.80</u>	<u>115,933.13</u>
	<u>22,851.61</u>	<u>221,896.12</u>	<u>244,747.73</u>

NOTE 6: LOCAL AND REGIONAL HIGH SCHOOL TAXES

Regulations provide for the deferral of not more than 50% of the annual levy when school taxes are raised for a school year and have not been requisitioned by the School District. The Township of Hampton has not elected to defer school taxes.

TOWNSHIP OF HAMPTON

**NOTES TO FINANCIAL STATEMENTS
YEAR ENDED DECEMBER 31, 2013 AND 2012
(CONTINUED)**

NOTE 7: FUND BALANCES APPROPRIATED

Fund balances at December 31, 2013 and 2012 which were appropriated and included as anticipated revenue in their own respective funds for the years ending December 31, 2014 and 2013 were as follows:

	<u>2013</u>	<u>2012</u>
Current Fund	<u>\$380,000.00</u>	<u>\$380,000.00</u>

NOTE 8: DUE TO/FROM OTHER FUNDS

Balances due to/from other funds at December 31, 2013 consist of the following:

\$727,497.13	Due to General Capital Fund from Current Fund for receipts and disbursements made in Current Fund for General Capital Fund.
119,835.95	Due to Federal and State Grant Fund from Current Fund for receipts and disbursements made from Current Fund for the Federal and State Grant Fund.
<u>271,938.46</u>	Due to Other Trust Fund from Current Fund for Municipal Open Space Levy and various receipts and disbursements.
<u>\$1,119,271.54</u>	

It is anticipated that all interfunds will be liquidated during the calendar year.

NOTE 9: PENSION PLANS

Description of Systems:

Substantially all of the Township's employees participate in one of the following contributory defined benefit public employee retirement systems which have been established by State statute: the Police and Firemen's Retirement System (PFRS) or the Public Employees' Retirement System (PERS). These systems are sponsored and administered by the State of New Jersey. The Public Employees' Retirement System and the Police and Firemen's Retirement System (PFRS) are considered a cost sharing multiple-employer plans. According to the State of New Jersey Administrative Code, all obligations of the systems will be assumed by the State of New Jersey should the systems terminate.

TOWNSHIP OF HAMPTON

NOTES TO FINANCIAL STATEMENTS YEAR ENDED DECEMBER 31, 2013 AND 2012 (CONTINUED)

NOTE 9: PENSION PLANS (CONTINUED)

Public Employees' Retirement System (PERS)

The Public Employees' Retirement System was established in January, 1955 under the provisions of N.J.S.A. 43:15A to provide coverage including post-retirement health care to certain qualified members. Membership is mandatory for substantially all full time employees of the State or any county, municipality, school district or public agency provided the employee is not required to be a member of another State-administered retirement system. Vesting occurs after 8-10 years of service and 25 years for health care coverage. Members are eligible for retirement at age 60 with an annual benefit generally determined to be 1/55th of the average annual compensation for the highest three fiscal years' compensation for each year of membership during years of creditable service. Early retirement is available to those under age 60 with 25 or more years of credited service. Members are always fully vested for their own contributions and, after three years of service credit, become vested for 2% of related interest earned on contributions. In case of death before retirement, members' beneficiaries are entitled to full interest credited to the members' accounts.

Chapter 103, P.L. 2007 amended the early retirement reduction formula for members hired on or after July 1, 2007 and retiring with 25 years of service to be reduced by 1% for every year between age 55 and 60, plus 3% for every year under age 55.

Chapter 89, P.L. 2008 increased the PERS eligibility age for unreduced benefits from age 60 to age 62 for members hired on or after November 1, 2008; increased the minimum annual compensation required for membership eligibility for new members. Also, it amended the early retirement reduction formula for members hired on or after November 1, 2008 and retiring with 25 years of service to be reduced by 1% for every year between age 55 and 62, plus 3% for every year under age 55.

Chapter 1, P.L. 2010, effective May 21, 2010, changed the membership eligibility criteria for new members of PERS from the amount of compensation to the number of hours worked weekly. Also, it returned the benefit multiplier for new members of PERS to 1/60 from 1/55, and it provided that new members of PERS have the retirement allowance calculated using the average annual compensation for the last five years of service instead of the last three years of service. New members of PERS will no longer receive pension service credit from more than one employer. Pension service credit will be earned for the highest paid position only. This law also closed the Prosecutors Part of the PERS to new members and repealed the law for new members that provided a non-forfeitable right to receive a pension based on the laws of the retirement system in place at the time 5 years of pension service credit is attained. The law also requires the State to make its full pension contribution, defined as 1/7th of the required amount, beginning in fiscal year 2012.

TOWNSHIP OF HAMPTON

**NOTES TO FINANCIAL STATEMENTS
YEAR ENDED DECEMBER 31, 2013 AND 2012
(CONTINUED)**

NOTE 9: PENSION PLANS (CONTINUED)

Public Employees' Retirement System (PERS) (continued)

Chapter 3, P.L. 2010, effective May 21, 2010, replaced the accidental and ordinary disability retirement for new members of PERS with disability insurance coverage similar to that provided by the State to individuals enrolled in the State's Defined Contribution Retirement Program.

Chapter 78, P.L. 2011, provides that new members of PERS hired on or after June 28, 2011 (Tier 5 members) will need 30 years of creditable service and age 65 for receipt of the early retirement benefit without a reduction of $\frac{1}{4}$ of 1% for each month that the member is under age 65. Tier 5 members will be eligible for a service retirement benefit at age 65.

Contribution Requirements

The contribution policy is set by laws of the State of New Jersey and, in most retirement systems, contributions are required by active members and contributing employers. Plan member and employer contributions may be amended by State of New Jersey legislation. The pension funds provide for employee contributions based on 5.5% for PERS. This amount will increase to 6.5% plus an additional 1% phased in over 7 years beginning 2012 and 8.5% for PFRS, which increased to 10% in October 2011, of the employee's annual compensation, as defined by law. Employers are required to contribute at an actuarially determined rate in all Funds except the SACT. The actuarially determined employer contribution includes funding for cost-of-living adjustments and noncontributory death benefits in the PERS and PFRS. In the PERS and PFRS, the employer contribution includes funding for post-retirement medical premiums.

The Township's contribution to the public employee's retirement system, equal to the required contributions for each year, were as follows:

<u>Year Ended</u> <u>December 31,</u>	<u>Amount</u>
2013	\$74,902.00
2012	79,721.00
2011	80,330.00

TOWNSHIP OF HAMPTON

**NOTES TO FINANCIAL STATEMENTS
YEAR ENDED DECEMBER 31, 2013 AND 2012
(CONTINUED)**

NOTE 9: PENSION PLANS (CONTINUED)

Defined Contribution Retirement Program

The Defined Contribution Retirement Program (DCRP) was established on July 1, 2007 for certain public employees under the provisions of Chapter 92, P.L. 2007 and Chapter 103, P.L. 2007. The program provides eligible members, with a minimum base salary of \$1,500.00 or more, with a tax-sheltered, defined contribution retirement benefit, in addition to life insurance and disability coverage. The DCRP is jointly administered by the Division of Pensions and Benefits and Prudential Financial.

If the eligible elected or appointed official will earn less than \$5,000.00 annually, the official may choose to waiver participation in the DCRP for that office or position. The waiver is irrevocable.

This retirement program is a new pension system where the value of the pension is based on the amount of the contribution made by the employee, employer and through investment earnings. It is similar to a Deferred Compensation Program where the employee has a portion of tax deferred salary placed into an account that the employee manages through investment option provided by the employer.

The law requires that three classes of employees enroll in the DCRP detailed as follows:

All elected officials taking office on or after July 1, 2007, except that a person who is reelected to an elected office held prior to that date without a break in service may retain in the PERS.

A Governor appointee with advice and consent of the Legislature or who serves at the pleasure of the Governor only during that Governor's term of office.

Other employees commencing service after July 1, 2007, pursuant to an appointment by an elected official or elected governing body which include the statutory untenured Chief Administrative Officer such as the Business Administrator, County Administrator, or Municipal or County Manager, Department Heads, Legal Counsel, Municipal or County Engineer, Municipal Prosecutor and the Municipal Court Judge.

Notwithstanding the foregoing requirements, other employees who hold a professional license or certificate or meet other exceptions are permitted to remain to join or remain in PERS.

Contributions made by employees for DCRP are currently at 5.5% of the base wages. Member contributions are matched by a 3.0% employer contribution.

There were no employees eligible to be enrolled in the DCRP as of December 31, 2013.

TOWNSHIP OF HAMPTON

NOTES TO FINANCIAL STATEMENTS YEAR ENDED DECEMBER 31, 2013 AND 2012 (CONTINUED)

NOTE 10: ACCRUED SICK AND VACATIONS BENEFITS

The Township has permitted employees to accrue unused sick pay, which may be taken as time off or paid at a later date at an agreed upon rate. It is estimated that the current cost of such unpaid compensation would be approximately \$84,479.79. This amount is not reported either as an expenditure or liability. The Township has reserved \$103,413.05 from previous budgets to be used to offset this liability and is reflected on the Trust Fund balance sheet, Exhibit B-6. It is expected that the cost of such unpaid compensation would be included in the Township's budget operating expenditures in the year in which it is used.

The Township does permit employees to accrue vacation time for one year, according to ordinance.

NOTE 11: RISK MANAGEMENT

The Township is exposed to various risks of loss related to general liability, automobile coverage, damage and destruction of assets; errors and omissions; injuries to employees; and natural disasters. The Township has obtained insurance coverage to guard against these events which will provide minimum exposure to the Township should they occur. During the 2013 calendar year, the Township did not incur claims in excess of their coverage and the amount of coverage did not significantly decrease.

NOTE 12: TAXES COLLECTED IN ADVANCE

Taxes collected in advance are recorded as cash liabilities in the financial statements. Following is a comparison of the liability for the previous two years:

	Balance <u>Dec 31, 2013</u>	Balance <u>Dec 31, 2012</u>
Prepaid Taxes	<u>\$197,860.85</u>	<u>\$111,328.79</u>
Cash Liability for Taxes Collected in Advance	<u>\$197,860.85</u>	<u>\$111,328.79</u>

NOTE 13: HEALTH INSPECTIONS

The Township of Hampton has elected to have the County of Sussex, Department of Health, do all the health inspections. Therefore, the Township does not have a health inspector.

TOWNSHIP OF HAMPTON

NOTES TO FINANCIAL STATEMENTS YEAR ENDED DECEMBER 31, 2013 AND 2012 (CONTINUED)

NOTE 14: POST-RETIREMENT BENEFITS

Plan Description

The Township of Hampton contributes to the State Health Benefits Program (SHBP), a cost-sharing, multi-employer defined benefit post-employment healthcare plan administered by the State of New Jersey Division of Pensions and Benefits. SHBP was established in 1961 under N.J.S.A. 52:14-17.25 et seq., to provide health benefits to State employees, retirees, and their dependents. Rules governing the operation and administration of the program are found in Title 17, Chapter 9 of the New Jersey Administrative Code. SHBP provides medical, prescription drugs, mental health/substance abuse, and Medicare Part B reimbursement to retirees and their covered dependents.

The SHBP was extended to employees, retirees, and dependents of participating local public employers in 1964. Local employers must adopt a resolution to participate in SHBP. In 1990, Township of Hampton authorized participation in the SHBP's post-retirement benefit program through resolution. Eligible retired employees and their dependents covered under the program, including surviving spouses will receive benefits based on 25 years or more of service credited in such retirement system, excepting the employees who elected deferred retirement but including the employees who retired on disability pensions based on fewer years of service credited, and also to reimburse such retired employees for their premium charges under Part B of the Federal Medicare Program covering the retired employees and their spouse in accordance with the regulations of the SHBP. In 1991, the Township of Hampton adopted chapter 48, which allows employees to retire with all benefits listed above, with the exception that benefits will commence after fifteen (15) years of service with the township, and a minimum age of 62.

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

Funding Policy

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

TOWNSHIP OF HAMPTON

**NOTES TO FINANCIAL STATEMENTS
YEAR ENDED DECEMBER 31, 2013 AND 2012
(CONTINUED)**

NOTE 14: POST-RETIREMENT BENEFITS (CONTINUED)

Plan Description (Continued)

Contributions to pay for the health premiums of participating retirees in the SHBP are billed to the Township of Hampton on a monthly basis. Funds for retiree health premiums are raised each year in the municipality via property taxes. There are no cost sharing policies that the current retirees contribute.

The Township of Hampton contributions for SHBP for the years ended December 31, 2013, 2012 and 2011, were \$92,243.04, \$60,508.58, and \$50,402.64, respectively, which equaled the required contributions for each year. There were approximately 7, 7, and 8 retired participants eligible at December 31, 2013, 2012, and 2011, respectively.

**NOTE 15: EMERGENCY SERVICES VOLUNTEER LENGTH OF SERVICE AWARD PLAN
(LOSAP)**

On July 28, 2009 the Division of Local Government Services approved the Township's LOSAP plan, provided by Lincoln Financial Group. The purpose of this plan is to enhance the Township's ability to retain and recruit volunteer firefighters and volunteer members of emergency service squads.

Lincoln Financial Group will provide for the benefit of participants, a multi-fund variable annuity contract as its funding vehicle. The plans contribution requirements are as follows: the contribution for each participating active volunteer member shall be between the minimum contributions of \$100.00 and the maximum contribution of \$1,150.00 per year. The Township's contribution shall be included in the current year's budget.

All amounts awarded under a length of service award plan shall remain the asset of the sponsoring agency; the obligation of the sponsoring agency to participating volunteers shall be contractual only; and no preferred or special interest in the awards made shall accrue to such participants. Such money shall be subject to the claims of the sponsoring agency's general creditors until distributed to any or all participants.

We have reviewed the plan for the year ended December 31, 2013 in accordance with the American Institute of Certified Public Accountants (AICPA) Statement on Standards for Accounting and Review Services.

TOWNSHIP OF HAMPTON

**NOTES TO FINANCIAL STATEMENTS
YEAR ENDED DECEMBER 31, 2013 AND 2012
(CONTINUED)**

NOTE 16: CONTINGENT LIABILITIES

We are advised by the Township's Counsel, that there is one case pending which is being defended by the liability insurance carrier.

NOTE 17: SUBSEQUENT EVENT

The Township has evaluated subsequent events through May 22, 2014, the date which the financial statements were available to be issued and no other items were noted for disclosure.

SUPPLEMENTARY DATA

TOWNSHIP OF HAMPTON, N.J.

OFFICIALS IN OFFICE AND SURETY BONDS

December 31, 2013

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

<u>Name</u>	<u>Title</u>
Yetter, Philip	Mayor
Coranoto, Daniel	Deputy Mayor
Gourlay, Keith	Committeeman
Dooley, Timothy	Committeeman
Hansen, David	Committeeman
Klose, Eileen	Administrator; Assessment Search Officer; Deputy Registrar
Armstrong, Kathleen	Clerk; Registrar of Vital Statistics
Galizia, Valerie	Sec. Bd. of Health
Caruso, Jessica	Treasurer & Chief Financial Officer
Korver, Leah	Tax Collector
Ferraris, Joseph	Assessor
DeJager, John	Construction and Code Enforcement Officer
Whitesell, Mary	Sec. Planning Board/Zoning Board; Technical Assistant to Construction Code Official
Roseman, Stephen	Attorney
Powers, Wesley	Fire Sub Code Officer (1)
Pellow, Harold E.	Engineer
Dana, Craig	Judge
Hinkes, William	Prosecutor
Ferry, Thomas M., C.P.A., R.M.A.	Auditor

(1) As of July 1, 2004, this Officer is an interlocal agreement with the Borough of Branchville.

There is in effect a Public Employee Blanket Bond in the amount of \$950,000 per person by Public Alliance Insurance Coverage Fund.

All the Bonds were examined and were properly executed.

Township of Hampton

Schedule of Expenditures of Federal Awards

For the Year Ended December 31, 2013

Federal Grantor/Program Title	Federal C.F.D.A. Number	Program or Award Amount	Grant Period From/To	12/31/2012		12/31/2013		MEMO Cumulative Total Expenditures
				(Receivable)	Reserve Balance	(Receivable)	Reserve Balance	
CURRENT FUND								
United States Department of Homeland Security (Passed through NJ Office of Emergency Management Disaster Grants - Public Assistance	97.036	36,229.82	1/1/13-12/31/13			36,229.82		36,229.82
Federal Emergency Management Agency (Passed through NJ Office of Emergency Management) Hazard Mitigation Grant Program	97.039	67,500.00	N/A				67,500.00	
		TOTAL FEDERAL AID				36,229.82	67,500.00	

Township of Hampton
Schedule of Expenditures of State Awards
For the Year Ended December 31, 2013

MEMO	State Grantor/Program Title	Grant or State Project Number	Program or Award Amount	Grant Period From/To	12/31/2012		Receipts	Expended	12/31/2013		MEMO Cumulative Total Expenditures
					(Receivable)	Reserve Balance			(Receivable)	Reserve Balance	
FEDERAL AND STATE GRANT FUND											
	NJ Department of Solid Waste Administration:										
	Recycling Tonnage Grant	4900-752-042-4900-001-V42Y-6020	5,569.60	1/1/97-12/31/97							5,569.60
	Recycling Tonnage Grant	4900-752-042-4900-001-V42Y-6020	791.00	1/1/02-12/31/02							791.00
	Recycling Tonnage Grant	4900-752-042-4900-001-V42Y-6020	1,149.00	1/1/05-12/31/05							1,149.00
	Recycling Tonnage Grant	4900-752-042-4900-001-V42Y-6020	1,188.28	1/1/06-12/31/06							1,188.28
	Recycling Tonnage Grant	4900-752-042-4900-001-V42Y-6020	1,127.73	1/1/07-12/31/07							1,127.73
	Recycling Tonnage Grant	4900-752-042-4900-001-V42Y-6020	1,470.01	1/1/08-12/31/08							1,470.01
	Recycling Tonnage Grant	4900-752-042-4900-001-V42Y-6020	2,301.29	1/1/09-12/31/09				1,924.87			2,301.29
	Recycling Tonnage Grant	4900-752-042-4900-001-V42Y-6020	1,406.92	1/1/10-12/31/10				912.28			912.28
	Recycling Tonnage Grant	4900-752-042-4900-001-V42Y-6020	12,351.93	1/1/11-12/31/11						494.64	
	Recycling Tonnage Grant	4900-752-042-4900-001-V42Y-6020	5,936.40	1/1/12-12/31/12						12,351.93	
	Recycling Tonnage Grant	4900-752-042-4900-001-V42Y-6020	7,589.18	1/1/13-12/31/13						5,936.40	
	Recycling Tonnage Grant	4900-752-042-4900-001-V42Y-6020	7,589.18	1/1/07-12/31/07				300.00		7,589.18	
	Clean Communities	4900-765-042-4900-004-V42Y-6020	7,718.61	1/1/08-12/31/08						211.46	
	Clean Communities	4900-765-042-4900-004-V42Y-6020	9,875.83	1/1/09-12/31/09						7,718.61	
	Clean Communities	4900-765-042-4900-004-V42Y-6020	10,298.72	1/1/10-12/31/10						9,875.83	
	Clean Communities	4900-765-042-4900-004-V42Y-6020	10,190.75	1/1/11-12/31/11						10,298.72	
	Clean Communities	4900-765-042-4900-004-V42Y-6020	10,248.97	1/1/12-12/31/12						10,190.75	
	Clean Communities	4900-765-042-4900-004-V42Y-6020	12,033.12	1/1/13-12/31/13						10,248.97	
	Total NJ Department of Solid Waste Administration:						12,033.12	3,137.15		12,033.12	
							19,622.30			85,949.61	
	NJ Department of Housing and Urban Development:										
	Small Cities	N/A	6,540.00	1/1/98-12/31/98						6,540.00	
	NJ Department of Community Affairs:										
	Emergency Housing Repair	N/A	4,365.00	1/1/01-12/31/01						4,365.00	
	NJ Department of Environmental Control:										
	Stormwater	N/A	5,000.00	1/1/06-12/31/06						5,000.00	
	State of New Jersey Office of Emergency Management										
	Hazard Mitigation Grant	N/A	22,500.00	N/A					22,500.00	22,500.00	
	TOTAL FEDERAL AND STATE GRANT FUND										
							19,622.30	3,137.15		125,354.61	
	GENERAL CAPITAL FUND										
	NJ Department of Transportation:										
	Mary Jones Road Phase V	6320-480-078-6320-AKN-TCAP-6010	150,000.00	1/1/10-12/31/10							150,000.00
	NJ Division of Elections:										
	(Passed through County of Sussex)		6,575.00	1/1/12-12/31/12							6,575.00
	HAVA - Section 261	N/A									
	TOTAL GENERAL CAPITAL FUND										
							19,622.30	3,137.15		125,354.61	
	TOTAL STATE AID										
								</			

COMPARATIVE STATEMENT OF OPERATIONS AND CHANGES IN FUND BALANCE

CURRENT FUND

	<u>Year 2013</u>		<u>Year 2012</u>	
	<u>Amount</u>	<u>%</u>	<u>Amount</u>	<u>%</u>
<u>Revenue and Other Income Realized</u>				
Fund Balance Utilized	380,000.00	2.26%	350,000.00	2.11%
Miscellaneous - From Other Than Local Property Tax Levies	765,655.01	4.57%	692,023.02	4.18%
Collection of Delinquent Taxes and Tax Title Liens	180,571.45	1.08%	179,574.99	1.09%
Collection of Current Tax Levy	15,206,635.65	90.75%	15,053,944.95	91.01%
Other Credits to Income	224,251.89	1.34%	266,283.37	1.61%
<u>Total Revenue and Other Income Realized</u>	<u>16,757,114.00</u>	<u>100.00%</u>	<u>16,541,826.33</u>	<u>100.00%</u>
<u>Expenditures</u>				
Budget Expenditures:				
Municipal Purposes	3,164,107.96	19.64%	3,201,886.92	19.92%
Local and Regional School Taxes	9,683,674.00	60.09%	9,616,217.19	59.82%
County Taxes	3,227,333.14	20.03%	3,218,360.60	20.02%
Municipal Open Space	39,311.15	0.24%	39,164.90	0.24%
<u>Total Expenditures</u>	<u>16,114,426.25</u>	<u>100.00%</u>	<u>16,075,629.61</u>	<u>100.00%</u>
Excess (Deficit) in Revenue	642,687.75		466,196.72	
Adjustments to Income Before Fund Balance:				
Expenditures Included Above Which are by Statute Deferred Charges to Budget of Succeeding Year			210,000.00	
Statutory Excess to Fund Balance	642,687.75		676,196.72	
Fund Balance, January 1,	<u>890,370.34</u>		<u>564,173.62</u>	
	1,533,058.09		1,240,370.34	
Less:				
Utilized as Anticipated Revenue	<u>380,000.00</u>		<u>350,000.00</u>	
Fund Balance, December 31,	<u>1,153,058.09</u>		<u>890,370.34</u>	

COMPARATIVE SCHEDULE OF TAX RATE INFORMATION

	<u>2013</u>	<u>2012</u>	<u>2011</u>
Tax Rate	<u>3.921</u>	<u>3.895</u>	<u>3.902</u>

Apportionment of Tax Rate:

Municipal	.615	.606	.593
Regional High School	1.224	1.210	1.224
County	.822	.824	.833
Local School	1.250	1.246	1.243
Municipal Open Space	.010	.009	.009

Assessed Valuation

2013	391,384,216.00		
2012		391,423,433.00	
2011			390,280,213.00

COMPARISON OF TAX LEVIES AND COLLECTION 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 Collection</u>
2013	15,415,232.75	15,206,635.65	98.64%
2012	15,255,716.62	15,053,944.95	98.67%
2011	15,266,097.09	15,074,445.92	98.74%

DELINQUENT TAXES AND TAX TITLE LIENS

<u>Year</u>	<u>Amount of Tax Title Liens</u>	<u>Amount of Delinquent Taxes</u>	<u>Total Delinquent</u>	<u>Percentage of Tax Levy</u>
2013	32,691.73	191,874.08	224,565.81	1.45%
2012	43,649.65	178,872.43	222,522.08	1.45%
2011	87,690.35	164,553.29	252,243.64	1.65%

PROPERTY ACQUIRED BY TAX TITLE LIEN LIQUIDATION

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

<u>Year</u>	<u>Amount</u>
2013	558,350.00
2012	515,150.00
2011	313,350.00

COMPARATIVE SCHEDULE OF SURPLUS

<u>Year</u>	<u>Balance Dec. 31,</u>	<u>Utilized In Budget of Succeeding Year</u>
2013	1,153,058.09	380,000.00
2012	890,370.34	380,000.00
2011	564,173.62	350,000.00
2010	646,337.33	354,000.00
2009	666,153.71	448,000.00

Township of Hampton, N.J

Schedule of Cash

Current Fund

Year Ended December 31, 2013

	<u>Ref.</u>		
Balance - December 31, 2012	A		2,341,583.45
Increased by Receipts:			
Miscellaneous Revenue Not Anticipated	A-2	97,213.42	
Due From State - Senior Citizen and Veteran Deductions	A-6	71,258.98	
Taxes Receivable	A-7	15,191,637.47	
Tax Title Liens Receivable	A-8	1,322.03	
Revenue Accounts Receivable	A-10	630,976.96	
Interfunds	A-11	104,315.29	
Various Cash Liabilities and Reserves	A-14	19,064.78	
Prepaid Taxes	A-15	197,860.85	
			<u>16,313,649.78</u>
			<u>18,655,233.23</u>
Decreased by Disbursements:			
Current Year Budget Appropriations	A-3	2,447,801.14	
Interfunds	A-11	88,711.78	
Appropriation Reserves	A-13	160,348.51	
Various Cash Liabilities and Reserves	A-14	182,325.45	
Encumbrances Payable	A-16	113,900.97	
County Taxes Payable	A-17	3,214,912.63	
Local School District Taxes Payable	A-18	4,892,966.00	
Regional High School Taxes Payable	A-19	4,790,708.00	
			<u>15,891,674.48</u>
Balance - December 31, 2013	A		<u><u>2,763,558.75</u></u>

Township of Hampton, N.J
Schedule of Cash - Change Fund
Current Fund
Year Ended December 31, 2013

	<u>Ref.</u>	
Balance - December 31, 2012	A	200.00
		<u>200.00</u>
Balance - December 31, 2013	A	200.00
		<u>200.00</u>
<u>Analysis of Balance:</u>		
Tax Collector		100.00
Clerk		100.00
		<u>200.00</u>
		<u>200.00</u>

Township of Hampton, N.J
Schedule of Amount Due From State of New Jersey
for Senior Citizens' and Veterans' Deductions - CH. 73 P.L. 1976

Current Fund

Year Ended December 31, 2013

	<u>Ref.</u>	
Balance - December 31, 2012	A	34,216.92
Increased by:		
Senior Citizens' Deductions Per Tax Billing	11,000.00	
Veterans' Deductions Per Tax Billing	69,750.00	
Senior Citizens' and Veterans' Deductions		
Allowed by Tax Collector - 2013 Taxes	<u>1,000.00</u>	
		81,750.00
Less:		
Senior Citizens' and Veterans' Deductions		
Disallowed by Tax Collector Prior Years	(3,719.86)	
Disallowed by Tax Collector 2013 Taxes	<u>(1,500.00)</u>	
		<u>(5,219.86)</u>
	A-7	<u>76,530.14</u>
Decreased by:		110,747.06
State Share of Senior Citizens' and Veterans'		
Deductions Received in Cash	A-4	<u>71,258.98</u>
Balance - December 31, 2013	A	<u><u>39,488.08</u></u>

Township of Hampton, N.J.

Schedule of Taxes Receivable and Analysis of Property Tax Levy

Current Fund

Year Ended December 31, 2013

Year	Balance, Dec. 31, 2012	Levy	Added Taxes	2012	Collected	2013	Senior Citizen and Veteran Deductions	Overpayments Applied	Transferred to Tax Title Liens	Canceled	Balance, Dec. 31, 2013
2007	54.75										54.75
2008	74.35										74.35
2010	48.21					500.00	(500.00)				48.21
2011	1,429.24										1,429.24
2012	177,265.88		1,983.54			182,469.28	(3,219.86)				-
	178,872.43	-	1,983.54	-		182,969.28	(3,719.86)	-			1,606.55
2013		15,346,176.12	69,056.63	111,328.79		15,008,668.19	80,250.00	6,388.67	3,164.25	15,165.32	190,267.53
	178,872.43	15,346,176.12	71,040.17	111,328.79		15,191,637.47	76,530.14	6,388.67	3,164.25	15,165.32	191,874.08
A				A-2;A-15		A-2;A-4	A-2;A-6	A-2;A-14	A-8		A

Tax yield:		Ref.
General Purpose Tax		15,346,176.12
Added Tax (R.S. 54:4-63.1 et seq.)		69,056.63
		<u>15,415,232.75</u>

Tax Levy:		
County Tax	A-17	3,212,844.96
Added County Taxes	A-17	<u>14,488.18</u>
Local District School Tax	A-18	3,227,333.14
Regional High School Tax	A-19	4,892,966.00
Municipal Open Space	A-20	4,790,708.00
	A-2	<u>39,311.15</u>
		<u>12,950,318.29</u>

Local Tax for Municipal Purposes	2,410,240.00
Additional Taxes	<u>54,674.46</u>
	<u>2,464,914.46</u>
	<u>15,415,232.75</u>

Township of Hampton, N.J

Schedule of Tax Title Liens Receivable

Current Fund

Year Ended December 31, 2013

	<u>Ref.</u>		
Balance - December 31, 2012	A		43,649.65
Increased by:			
Transferred from 2013 Taxes Receivable	A-7		3,164.25
			<u>46,813.90</u>
Decreased by:			
Collections	A-2;A-4	1,322.03	
Transfer to Foreclosed Property	A-9	<u>12,800.14</u>	
			<u>14,122.17</u>
Balance - December 31, 2013	A		<u><u>32,691.73</u></u>

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Schedule of Property Acquired for
Taxes Assessed Valuation

Current Fund

Year Ended December 31, 2013

	<u>Ref.</u>		
Balance - December 31, 2012	A		515,150.00
Increased by:			
Transferred from Tax Title Liens	A-8	12,800.14	
Adjust to Assessed Value		<u>30,399.86</u>	
			<u>43,200.00</u>
Balance - December 31, 2013	A		<u><u>558,350.00</u></u>

Township of Hampton, N.J

Schedule of Revenue Accounts Receivable

Current Fund

Year Ended December 31, 2013

	<u>Ref.</u>	<u>Accrued</u>	<u>Collected</u>
Clerk:			
Licenses:			
Alcoholic Beverages	A-2	2,880.00	2,880.00
Other Licenses	A-2	41,031.55	41,031.55
Municipal Court :			
Fines and Costs	A-2	41,194.32	41,194.32
Interest and Costs on Taxes	A-2	34,404.61	34,404.61
Uniform Construction Code:			
Fees and Permits - Building	A-2	94,437.00	94,437.00
Energy Receipts Tax	A-2	399,843.18	399,843.18
Garden State Trust Fund	A-2	28,491.00	28,491.00
Consolidated Municipal Property Tax			
Relief Aid	A-2	12,011.00	12,011.00
Uniform Fire Safety	A-2	5,175.30	5,175.30
		<u>659,467.96</u>	<u>659,467.96</u>
Cash Receipts	A-4		630,976.96
Various Reserves	A-14		28,491.00
			<u>659,467.96</u>

Township of Hampton, N.J
Schedule of Interfunds Receivables/(Payables)

Current Fund

Year Ended December 31, 2013

<u>Fund</u>	<u>Ref.</u>	Due From/(To) Balance <u>Dec. 31, 2012</u>	<u>Increased</u>	<u>Decreased</u>	Due From/(To) Balance <u>Dec. 31, 2013</u>
Federal and State Grants	A	(94,244.80)	4,031.15	29,622.30	(119,835.95)
General Capital Fund	A	(632,484.77)		95,012.36	(727,497.13)
Other Trust	A	(225,374.79)	107,428.11	153,991.78	(271,938.46)
		<u>(952,104.36)</u>	<u>111,459.26</u>	<u>278,626.44</u>	<u>(1,119,271.54)</u>
<u>Analysis</u>					
Due To Current Fund		<u>(952,104.36)</u>			<u>(1,119,271.54)</u>

Outside Liens Cancelled	A-1	7,161.74			
Tax Sale Premiums Cancelled	A-1	15,365.00			
Miscellaneous Revenue Not Anticipated	A-2	220.74			
Budget Appropriations	A-3			135,000.00	
Received	A-4			104,315.29	
Disbursed	A-4	88,711.78			
Municipal Open Space Tax	A-20			39,311.15	
			<u>111,459.26</u>	<u>278,626.44</u>	

Township of Hampton, N.J.

Schedule of Deferred Charges

N.J.S.A. 40A:4-55 Special Emergency

Current Fund

Year Ended December 31, 2013

<u>Purpose</u>	<u>Date</u>	<u>Amount</u>	<u>1/5 of Amount</u>	<u>Balance,</u>	<u>Reduced</u>	<u>Balance,</u>
		<u>Authorized</u>	<u>Authorized</u>	<u>Dec. 31, 2012</u>	<u>2013</u>	<u>Dec. 31, 2013</u>
Revaluation Services	6/8/12	210,000.00	42,000.00	210,000.00	42,000.00	168,000.00
				A	A-3	A

Township of Hampton, N.J
Schedule of Appropriation Reserves
Current Fund
Year Ended December 31, 2013

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Page 1 of 2

	Balance, Dec. 31, <u>2012</u>	Balance after <u>Transfers</u>	Paid or <u>Charged</u>	Balance <u>Lapsed</u>
Administrative and Executive				
Mayor and Council				
Salaries and Wages	2.00	2.00		2.00
Other Expenses	298.13	298.13		298.13
Municipal Clerk				
Salaries and Wages	4.24	4.24		4.24
Other Expenses	3,753.24	128.24		128.24
Financial Administration				
Salaries and Wages	0.04	0.04		0.04
Other Expenses	774.82	774.82	553.90	220.92
Audit Services	10,515.00	10,515.00	10,515.00	
Computer Services	1,924.46	1,924.46		1,924.46
Assessment of Taxes				
Salaries and Wages	1.08	1.08		1.08
Other Expenses	1,703.62	1,703.62		1,703.62
Collection of Taxes				
Salaries and Wages	275.86	275.86		275.86
Other Expenses	1,563.06	1,563.06		1,563.06
Legal Services and Costs				
Other Expenses	23,366.49	23,366.49	23,366.49	
Engineering Services and Costs				
Other Expenses	3,963.51	3,963.51	3,670.00	293.51
Public Building and Grounds				
Other Expenses	2,252.57	2,252.57	495.16	1,757.41
Municipal Land Use Law :				
Planning Board				
Salaries and Wages	562.92	562.92		562.92
Other Expenses	939.18	939.18	791.71	147.47
Zoning Board of Adjustment				
Salaries and Wages	31.02	31.02		31.02
Other Expenses	1,927.47	1,927.47	329.71	1,597.76
Insurance:				
General Liability	3.50	3.50		3.50
Group Insurance for Employees	10,154.69	154.69		154.69
Accumulated Sick and Vacation	0.28	0.28		0.28
Fire Official				
Salaries and Wages	197.50	197.50		197.50
Other Expenses	24.55	24.55		24.55
First Aid Organization Contribution(3)				
Other Expenses	1,500.00	1,500.00	770.50	729.50
Emergency Management Services				
Salaries and Wages	1.36	1.36		1.36
Other Expenses	62.41	62.41		62.41

Township of Hampton, N.J
Schedule of Appropriation Reserves
Current Fund
Year Ended December 31, 2013

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Page 2 of 2

	Balance, Dec. 31, <u>2012</u>	Balance after <u>Transfers</u>	<u>Paid or Charged</u>	<u>Balance Lapsed</u>
Streets and Roads:				
Road Repairs and Maintenance				
Salaries and Wages	33,663.49	35,356.32	35,356.32	
Other Expenses	42,559.87	36,867.04	4,007.38	32,859.66
Recycling Coordinator	1.00	1.00		1.00
Garbage and Trash Removal- Contractual				
Other Expenses	221.36	221.36		221.36
Vehicle Maintenance	14,338.12	4,338.12	542.00	3,796.12
Health and Welfare:				
Board of Health				
Other Expenses	418.66	418.66		418.66
Animal Regulation				
Other Expenses	265.26	265.26		265.26
Utilities:				
Electricity	650.85	650.85		650.85
Propane Gas	11,063.37	5,063.37		5,063.37
Telephone	847.09	847.09		847.09
Gasoline	10,895.20	10,895.20	3,795.88	7,099.32
Aid to Social Services	450.00	450.00		450.00
Construction Officials:				
Salaries and Wages	916.94	916.94		916.94
Other Expenses	1,525.91	1,525.91	191.25	1,334.66
Deferred Charges and Statutory Expenditures				
Contribution to:				
Public Employees Retirement System	29.00	29.00		29.00
Social Security System	237.01	237.01		237.01
Unemployment Compensation Insurance	449.46	449.46		449.46
Operations - Excluded from "CAPS"				
Volunteer Length of Service Award				
Program Plan	73,000.00	73,000.00	38,697.50	34,302.50
Interlocal Municipal Service Agreement				
Municipal Court				
Other Expenses	6,461.91	40,086.91	37,265.71	2,821.20
Municipal Matching Funds for Grants	1.00	1.00		1.00
	<u>263,798.50</u>	<u>263,798.50</u>	<u>160,348.51</u>	<u>103,449.99</u>
	A		A-4	A-1

Township of Hampton, N.J.
Schedule of Various Cash Liabilities and Reserves

Current Fund

Year Ended December 31, 2013

	Balance Dec. 31, 2012	Increased	Decreased	Balance Dec. 31, 2013
<u>Liabilities and Reserves</u>				
<u>Liabilities:</u>				
Due State of NJ DCA Training Fees		6,661.00	5,869.00	792.00
Due State of NJ Marriage License Fees		525.00	225.00	300.00
Tax Overpayments	13,905.04	11,878.78	14,077.92	11,705.90
<u>Reserves for:</u>				
Revaluation Program	210,000.00		174,449.50	35,550.50
Garden State PILOT Trust	28,491.00		28,491.00	
	<u>252,396.04</u>	<u>19,064.78</u>	<u>223,112.42</u>	<u>48,348.40</u>
	A			A
			807.30	
			28,491.00	
			6,388.67	
			182,325.45	
		19,064.78	5,100.00	
		<u>19,064.78</u>	<u>223,112.42</u>	
Ref.				
A-1				
A-10				
A-7				
A-4				
A-4				
A-16				
Cancellation of Tax Overpayments				
Anticipated Revenue				
Tax Overpayments Applied				
Disbursed				
Cash Received				
Encumbrances				

Township of Hampton, N.J

Schedule of Prepaid Taxes

Current Fund

Year Ended December 31, 2013

	<u>Ref.</u>	
Balance - December 31, 2012	A	111,328.79
Increased by:		
Receipts - Prepaid 2014 Taxes	A-4	<u>197,860.85</u>
		309,189.64
Decreased by:		
Applied to 2013 Taxes	A-7	<u>111,328.79</u>
Balance - December 31, 2013	A	<u><u>197,860.85</u></u>

Schedule of Encumbrances

Current Fund

Year Ended December 31, 2013

	<u>Ref.</u>		
Balance - December 31, 2012	A		<u><u>113,934.67</u></u>
Increased by:			
Charges to Current Appropriations	A-3	149,711.34	
Various Reserves and Liabilities	A-14	<u>5,100.00</u>	
			<u>268,746.01</u>
Decreased by:			
Cancelled	A-1	33.70	
Disbursements	A-4	<u>113,900.97</u>	
			<u><u>113,934.67</u></u>
Balance - December 31, 2013	A		<u><u>154,811.34</u></u>

Township of Hampton, N.J
Schedule of County Taxes Payable

Current Fund

Year Ended December 31, 2013

Balance - December 31, 2012	<u>Ref.</u> A		2,067.67
Increased by:			
Levy	A-7	3,212,844.96	
Added and Omitted Taxes	A-7	<u>14,488.18</u>	
	A-1		<u>3,227,333.14</u>
			3,229,400.81
Decreased by:			
Payments	A-4		<u>3,214,912.63</u>
Balance - December 31, 2013	A		<u><u>14,488.18</u></u>

Schedule of Local School District Taxes Payable

Current Fund

Year Ended December 31, 2013

	<u>Ref.</u>	
Increased by:		
Levy- 2013	A-1;A-7	<u><u>4,892,966.00</u></u>
Decreased by:		
Payments	A-4	<u><u>4,892,966.00</u></u>

Township of Hampton, N.J
Schedule of Regional High School Taxes Payable

Current Fund

Year Ended December 31, 2013

Ref.

Increased by:		
Levy- 2013	A-1;A-7	<u>4,790,708.00</u>
Decreased by:		
Payments	A-4	<u>4,790,708.00</u>

Schedule of Municipal Open Space

Current Fund

Year Ended December 31, 2013

Ref.

Increased by:		
Levy- 2013		39,138.42
Added and Omitted Taxes		<u>172.73</u>
	A-1;A-7	<u>39,311.15</u>
Decreased by:		
Schedule of Interfunds	A-11	<u>39,311.15</u>

Township of Hampton, N.J

Schedule of Interfunds

Federal and State Grant Fund

Year Ended December 31, 2013

<u>Fund</u>		Due From/(To) Balance Dec. 31, 2012	Increased	Decreased	Due From/(To) Balance Dec. 31, 2013
Current Fund		<u>94,244.80</u>	<u>4,031.15</u>	<u>29,622.30</u>	<u>119,835.95</u>
		A			A
Encumbrances Cancelled	A-22		894.00		
Matching Funds for Grants	A-24			10,000.00	
Appropriated Grants	A-24		3,137.15		
Unappropriated Grants	A-25			19,622.30	
			<u>4,031.15</u>	<u>29,622.30</u>	

Schedule of Encumbrances Payable

Federal and State Grant Fund

Year Ended December 31, 2013

Balance - December 31, 2012	<u>Ref.</u> A	<u>894.00</u>
Decreased by:		
Interfund - Current Fund	A-21	<u>894.00</u>

Township of Hampton, N.J
Schedule of Grants Receivable
Federal and State Grant Fund
Year Ended December 31, 2013

<u>Grant</u>	<u>Budget Revenue</u>	<u>Transfer from Unappropriated Reserves</u>	<u>Balance Dec. 31, 2013</u>
Clean Communities	10,249.72	10,249.72	
Recycling Tonnage	5,937.33	5,937.33	
FEMA Hazard Mitigation Grant			
Federal Share	67,500.00		67,500.00
State Share	22,500.00		22,500.00
	<u>16,187.05</u>	<u>16,187.05</u>	<u>90,000.00</u>
	A-2	A-25	A

Township of Hampton, N.J.
Schedule of Appropriated Reserves for Grants
Federal and State Grant Fund
Year Ended December 31, 2013

<u>Grant</u>	<u>Balance</u> <u>Dec. 31, 2012</u>	<u>Transfer</u> <u>From 2013</u> <u>Budget</u>	<u>Expended</u>	<u>Balance</u> <u>Dec. 31, 2013</u>
Recycling Tonnage	15,682.79	5,937.33	2,837.15	18,782.97
Small Cities	6,540.00			6,540.00
Municipal Alliance Against Drugs				
Local Share	6,981.34			6,981.34
Clean Communities	38,594.62	10,249.72	300.00	48,544.34
FEMA Hazard Mitigation Grant				
Federal Share		67,500.00		67,500.00
State Share		22,500.00		22,500.00
Local Share		10,000.00		10,000.00
Storm Water Grant	5,000.00			5,000.00
Emergency Housing Repair	4,365.00			4,365.00
	<u>77,163.75</u>	<u>116,187.05</u>	<u>3,137.15</u>	<u>190,213.65</u>

A

A

State and Federal Grants	A-3	106,187.05	
Matching Funds for Grants	A-21	10,000.00	
Interfund - Current Fund	A-21		3,137.15
		<u>116,187.05</u>	<u>3,137.15</u>

Schedule of Unappropriated Reserves for Grants
Federal and State Grant Fund
Year Ended December 31, 2013

<u>Grant</u>	<u>Balance</u> <u>Dec. 31, 2012</u>	<u>Transfer to</u> <u>Appropriated</u> <u>Reserves</u>	<u>Cash</u> <u>Receipts</u>	<u>Balance</u> <u>Dec. 31, 2013</u>
Recycling Tonnage	5,937.33	5,937.33	7,589.18	7,589.18
Clean Communities	10,249.72	10,249.72	12,033.12	12,033.12
	<u>16,187.05</u>	<u>16,187.05</u>	<u>19,622.30</u>	<u>19,622.30</u>
	A	A-23	A-21	A

Township of Hampton, N.J.

Schedule of Cash

Trust Funds

Year Ended December 31, 2013

	<u>Ref.</u>	Emergency Services Volunteer Length of Service Award <u>Program</u>	Animal Control Trust <u>Fund</u>	Other Trust <u>Funds</u>
Balance - December 31, 2012	B	<u>85,490.93</u>	<u>8,262.50</u>	<u>1,651,210.92</u>
Increase by Receipts:				
Dog License Fees - Township Share	B-2		8,271.20	
Late Fees	B-2		1,710.00	
Miscellaneous	B-2		33.89	
Dog License Fees - State Share	B-3		1,327.80	
Interfunds	B-5			286.54
Other Trust Funds	B-6			1,362,658.33
Township Contributions	B-7	38,697.50		
LOSAP Net Position	B-8	<u>11,092.16</u>		
		<u>49,789.66</u>	<u>11,342.89</u>	<u>1,362,944.87</u>
		<u>135,280.59</u>	<u>19,605.39</u>	<u>3,014,155.79</u>
Decreased by Disbursements:				
Reserve for Dog Expenditures	B-2		10,000.00	
Due State Board of Health	B-3		1,354.20	
Interfunds	B-5			65.80
Other Trust Funds	B-6			1,430,522.42
LOSAP Net Position	B-8	<u>12,072.53</u>		
		<u>12,072.53</u>	<u>11,354.20</u>	<u>1,430,588.22</u>
Balance - December 31, 2013	B	<u><u>123,208.06</u></u>	<u><u>8,251.19</u></u>	<u><u>1,583,567.57</u></u>

Township of Hampton, N.J.
Reserve / (Deficit) for Animal Control Fund Expenditures

Trust Funds

Year Ended December 31, 2013

	<u>Ref.</u>		
Balance - December 31, 2012	B		8,029.10
Increased by:			
Dog License Fees	B-1	8,271.20	
2013 Prepaid Applied	B-4	205.80	
		<u>8,477.00</u>	
Late Fees	B-1	1,710.00	
Miscellaneous	B-1	33.89	
		<u>10,220.89</u>	
			18,249.99
Decreased by:			
Interfund - Current	B-1		<u>10,000.00</u>
Balance - December 31, 2013	B		<u><u>8,249.99</u></u>

	<u>License Fees Collected</u>
<u>Year</u>	
2012	5,362.00
2011	5,355.00
	<u>10,717.00</u>

Township of Hampton, N.J.
Schedule of Due To State Department of Health
Trust Funds
Year Ended December 31, 2013

	<u>Ref.</u>		
Balance - December 31, 2012	B		2.40
Increased by:			
State Fees Collected	B-1	1,327.80	
2013 Prepaid Applied	B-4	<u>25.20</u>	
			<u>1,353.00</u>
			1,355.40
Decreased by:			
Cash Disbursement	B-1		<u>1,354.20</u>
Balance - December 31, 2013	B		<u><u>1.20</u></u>

Township of Hampton, N.J.
Schedule of Prepaid Licenses
Trust Funds
Year Ended December 31, 2013

	<u>Ref.</u>		
Balance - December 31, 2012	B		<u>231.00</u>
Decreased by:			
Apply to Reserve for:			
Animal Control	B-2	205.80	
Due to State of NJ	B-3	<u>25.20</u>	
			<u>231.00</u>

Township of Hampton, N.J.

Schedule of Other Trust Funds - Interfunds Accounts Receivable / (Payable)

Trust Funds

Year Ended December 31, 2013

	<u>Ref.</u>		<u>Current Fund</u>
Balance - December 31, 2012	B		225,374.79
Increased by:			
Disbursements	B-1	65.80	
Various Reserves	B-6	<u>69,311.15</u>	
			<u>69,376.95</u>
			294,751.74
Decreased by:			
Cash Receipts	B-1	286.54	
Various Reserves	B-6	<u>22,526.74</u>	
			<u>22,813.28</u>
Balance - December 31, 2013	B		<u><u>271,938.46</u></u>
		<u>Analysis</u>	
		Open Space	189,711.44
		Other Trust Funds	<u>82,227.02</u>
			<u><u>271,938.46</u></u>

Township of Hampton, N.J.
Schedule of Other Trust Funds
Trust Funds

Year Ended December 31, 2013

	Balance Dec. 31, 2012	Increased	Decreased	Balance Dec. 31, 2013
Reserve for:				
Open Space	1,106,142.60	40,300.70		1,146,443.30
Escrow Deposits	346,575.33	204,134.63	202,552.32	348,157.64
Tax Sale Premiums	63,665.00	61,700.00	86,765.00	38,600.00
Small Cities Rehabilitation	20,104.56			20,104.56
Unemployment	37,125.45	1,578.84		38,704.29
Payroll	553.01	849,960.16	849,758.45	754.72
Outside Lien Redemptions	54,206.90	216,420.43	270,324.82	302.51
Accumulated Absences	83,413.05	20,000.00		103,413.05
COAH	150,747.40	75.38		150,822.78
POAA	6.00			6.00
Recreation	14,046.41	37,799.34	43,648.57	8,197.18
	<u>1,876,585.71</u>	<u>1,431,969.48</u>	<u>1,453,049.16</u>	<u>1,855,506.03</u>
	B			B
Cash Receipts	B-1	1,362,658.33		
Cash Disbursements	B-1		1,430,522.42	
Interfund - Due Current Fund	B-5	69,311.15	22,526.74	
		<u>1,431,969.48</u>	<u>1,453,049.16</u>	

Township of Hampton, N.J.
Schedule of Contributions Receivable
Emergency Services Volunteer Length of Services Award Program
Year Ended December 31, 2013

	<u>Ref.</u>	
Balance - December 31, 2012	B	38,697.50
Increased by:		
Township Contributions		
For the Year 2013	B-8	33,925.00
		<u>72,622.50</u>
Decreased by:		
Receipts	B-1	<u>38,697.50</u>
Balance - December 31, 2013	B	<u><u>33,925.00</u></u>

B-8

Schedule of Net Position Available for Benefits
Emergency Services Volunteer Length of Services Award Program
Year Ended December 31, 2013

	<u>Ref.</u>		
Balance - December 31, 2012	B		124,188.43
Increased by:			
Township Contributions	B-7	33,925.00	
Increase (Decrease) in Investment Value	B-1	<u>11,092.16</u>	
			<u>45,017.16</u>
			169,205.59
Decreased by:			
Accounting Charge		1,838.16	
Distributions/Withdrawals		<u>10,234.37</u>	
	B-1		<u>12,072.53</u>
Balance - December 31, 2013	B		<u><u>157,133.06</u></u>

Township of Hampton, N.J.
Schedule of Cash
General Capital Fund
Year Ended December 31, 2013

	<u>Ref.</u>		
Balance - December 31, 2012	C		394,943.61
Increased by Receipts:			
Schedule of Interfunds	C-3;C-4		<div style="text-align: right;">699.11</div> <hr/> 395,642.72
Decreased by Disbursements:			
Schedule of Interfunds	C-4	40,711.47	
Improvement Authorizations	C-9	42,799.59	
	C-3		<hr/> 83,511.06
Balance - December 31, 2013	C		<hr/> 312,131.66

Township of Hampton, N.J.

Analysis of Cash

General Capital Fund

Year Ended December 31, 2013

	Balance Dec. 31, 2012	Receipts		Disbursements		Transfers		Balance Dec. 31, 2013
		Miscellaneous	Improvement Authorizations	Improvement Authorizations	Miscellaneous	From	To	
Fund Balance	1,869.13							1,869.13
Capital Improvement Fund	843,845.46							843,845.46
Interfund - Current Fund	(632,484.77)	699.11			40,711.47	55,000.00	40,000.00	(727,497.13)
Various Reserves	158,717.60					42,799.59	15,000.00	130,918.01
Improvement Authorizations								
Ordinance								
03-02 Restoration of Crandon Lake Dam	16,908.61							16,908.61
10-06 Improvements to Mary Jones Road	5,252.58							5,252.58
12-04 Installation of ADA Doors	835.00							835.00
13-03 Recreation Improvements			42,799.59				42,799.59	
	<u>394,943.61</u>	<u>699.11</u>	<u>42,799.59</u>	<u>42,799.59</u>	<u>40,711.47</u>	<u>97,799.59</u>	<u>97,799.59</u>	<u>312,131.66</u>
C	C	C-2	C-2	C-2	C-2			C

Township of Hampton, N.J.

Schedule of Interfunds

General Capital Fund

Year Ended December 31, 2013

<u>Fund</u>	Due From/(To) Balance <u>Dec. 31, 2012</u>	<u>Increased</u>	<u>Decreased</u>	Due From/(To) Balance <u>Dec. 31, 2013</u>
Current Fund	632,484.77	95,711.47	699.11	727,497.13
	<u>C</u>			<u>C</u>
	<u>Ref.</u>			
Cash Receipts	C-2		699.11	
Cash Disbursements	C-2	40,711.47		
Capital Improvement Fund	C-7	40,000.00		
Various Reserves	C-9	15,000.00		
		<u>95,711.47</u>	<u>699.11</u>	

Township of Hampton, N.J.
Schedule of Deferred Charges to Future Taxation Funded
General Capital Fund
Year Ended December 31, 2013

	<u>Ref.</u>	
Balance - December 31, 2012	C	242,905.45
Decreased by:		
DEP Loan Payable	C-6	<u>21,009.33</u>
Balance - December 31, 2013	C	<u><u>221,896.12</u></u>

Township of Hampton, N.J.
Schedule of DEP Loan Payable
General Capital Fund
Year Ended December 31, 2013

<u>Purpose</u>	<u>Date of Issue</u>	<u>Original Issue</u>	<u>Date</u>	<u>Maturities</u> <u>Amount</u>	<u>Interest Rate</u>	<u>Balance Dec. 31, 2012</u>	<u>Decreased</u>	<u>Balance Dec. 31, 2013</u>
Crandon Lake Dam	10/07/05	369,732.23	2014	21,431.62	2.00%			
			2015	21,862.39	2.00%			
			2016	22,301.83	2.00%			
			2017	22,750.10	2.00%			
			2018	23,207.38	2.00%			
			2019	23,673.84	2.00%			
			2020	24,149.69	2.00%			
			2021	24,635.10	2.00%			
			2022	25,130.26	2.00%			
			2023	12,753.91	2.00%			
						242,905.45	21,009.33	221,896.12
						C	C-5	C

Township of Hampton, N.J.
Schedule of Capital Improvement Fund
General Capital Fund
Year Ended December 31, 2013

	<u>Ref.</u>	
Balance - December 31, 2012	C	843,845.46
Increased by:		
Budget Appropriation	C-4	<u>40,000.00</u>
Balance - December 31, 2013	C	<u><u>883,845.46</u></u>

Township of Hampton, N.J.
Schedule of Improvement Authorizations
General Capital Fund

Year Ended December 31, 2013

Ord. No.	Improvement Description	Ordinance		Balance Dec. 31, 2012		2013 Authorizations	Paid or Charged	Balance Dec. 31, 2013
		Date	Amount	Funded	Funded			
02-03	General Improvements:							
10-06	Restoration of Crandon Lakes Dam	03/25/03	235,000.00	16,908.61	16,908.61			
12-04	Improvements to Mary Jones Road	10/26/10	170,000.00	5,252.58	5,252.58			
13-03	Installation of ADA Doors	06/26/12	8,000.00	835.00	835.00			
	Recreation Improvements	06/25/13	42,799.59			42,799.59	42,799.59	
				<u>22,996.19</u>	<u>22,996.19</u>	<u>42,799.59</u>	<u>42,799.59</u>	<u>22,996.19</u>
				C	C-9	C-2	C	

Township of Hampton, N.J.

Schedule of Various Reserves

General Capital Fund

Year Ended December 31, 2013

<u>Description</u>	<u>Balance Dec. 31, 2012</u>	<u>Increased</u>	<u>Decreased</u>	<u>Balance Dec. 31, 2013</u>
Improvements to Municipal Property	29,528.21			29,528.21
Improvements to Various Roads	26,714.39			26,714.39
Improvements to Parks	22,475.00			22,475.00
Recreation Improvements	30,000.00	15,000.00		45,000.00
Fields	50,000.00		42,799.59	7,200.41
	<u>158,717.60</u>	<u>15,000.00</u>	<u>42,799.59</u>	<u>130,918.01</u>
	C	C-4	C-8	C

Township of Hampton, N.J.
Schedule of Cash-Treasurer
Public Assistance Fund
Year Ended December 31, 2013

	<u>Ref.</u>	<u>P.A.T.F.</u> <u>Account #1</u>
Balance - December 31, 2012	D	4,173.22
Increased by Receipts:		
Interest	D-4	<u>2.10</u>
Balance - December 31, 2013	D	<u><u>4,175.32</u></u>

Township of Hampton, N.J.

Schedule of Cash and Reconciliation

Per N.J.S. 40A:5-5

Public Assistance Fund

Year Ended December 31, 2013

	<u>Ref.</u>	
Balance - December 31, 2013	D-1	4,175.32
Increased by:		
Interest		<u>0.52</u>
Balance - March 31, 2014		<u><u>4,175.84</u></u>

<u>Reconciliation - March 31, 2014</u>	<u>P.A.T.F.</u> <u>Account #1</u>
Balance on Deposit per Statement of:	
Lakeland Bank	
Checking	<u>4,175.84</u>
Balance - March 31, 2014	<u><u>4,175.84</u></u>

Township of Hampton, N.J.
Schedule of Cash and Reconciliation
Public Assistance Fund
Year Ended December 31, 2013

	<u>Ref.</u>	
Balance - December 31, 2012		4,173.22
Increased by Receipts:		
Cash Receipts Record	D-4	<u>2.10</u>
Balance - December 31, 2013		<u><u>4,175.32</u></u>
<u>Reconciliation - December 31, 2013</u>		P.A.T.F. <u>Account #1</u>
Balance on Deposit per Statement of:		
Lakeland Bank		
Checking		<u>4,175.32</u>
Balance - December 31, 2013		<u><u>4,175.32</u></u>

D-4

Township of Hampton, N.J.
Schedule of Revenues
Public Assistance Fund
Year Ended December 31, 2013

	<u>Ref.</u>	<u>P.A.T.F. Account #1</u>
Interest Earned	D-5	<u>2.10</u>
Total Revenues (P.A.T.F.)		<u>2.10</u>
Total Receipts		<u><u>2.10</u></u>
		D-1

D-5

Schedule of Reserve for Public Assistance
Public Assistance Fund
Year Ended December 31, 2013

	<u>Ref.</u>	
Balance - December 31, 2012	D	4,173.22
Increased by:		
Receipts	D-4	<u>2.10</u>
Balance - December 31, 2013	D	<u><u>4,175.32</u></u>

TOWNSHIP OF HAMPTON

*** * * * ***

PART II

**REPORT ON INTERNAL CONTROL AND ON COMPLIANCE
AND OTHER MATTERS**

COMMENTS AND RECOMMENDATIONS

YEAR ENDED DECEMBER 31, 2013

Ferraioli, Wielkott, Cerullo & Cuva, P.A.

Charles J. Ferraioli, Jr., MBA, CPA, RMA
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INDEPENDENT AUDITOR'S 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

Honorable Mayor and
Members of the Township Committee
Township of Hampton
Newton, NJ 07860

We have audited, in accordance with auditing standards generally accepted in the United States of America; audit requirements as prescribed by the Division of Local Government Services, Department of Community Affairs, State of New Jersey; 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 Township of Hampton in the County of Sussex as of and for the year ended December 31, 2013 and the related notes to the financial statements, and have issued our report thereon dated May 22, 2014, which was adverse due to being presented in accordance with New Jersey regulatory basis of accounting. The regulatory basis opinion was qualified for the Fixed Asset account group not being audited.

Internal Control Over Financial Reporting

In planning and performing our audit of the financial statements-regulatory basis, we considered the Township of Hampton's internal control over financial reporting to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements-regulatory basis, but not for the purpose of expressing an opinion on the effectiveness of the Township of Hampton's internal control. Accordingly, we do not express an opinion on the effectiveness of the Township of Hampton'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 combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis. 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 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. Given these limitations, during our audit we did not identify any deficiencies



in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified. We did identify certain deficiencies in internal control, described in the accompanying Schedule of Findings and Responses as 2013-01, that we consider to be a significant deficiency.

We did identify certain immaterial deficiencies in internal control that we have reported to management of the Township of Hampton in the accompany comments and recommendations section of this report.

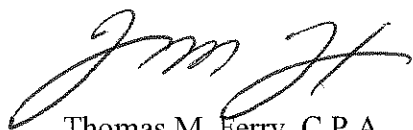
Compliance and Other Matters

As part of obtaining reasonable assurance about whether the Township of Hampton's financial statements-regulatory basis 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*.

However, we noted certain immaterial instances of noncompliance that we have reported to the management of the Township of Hampton in the accompanying comments and recommendations section of this report.

Purpose of this Report

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



Thomas M. Ferry, C.P.A.
Registered Municipal Accountant
No. 497



FERRAIOLI, WIELKOTZ, CERULLO & CUVA, P.A.
Certified Public Accountants

Newton, New Jersey

May 22, 2014



TOWNSHIP OF HAMPTON

SUMMARY OF FINDINGS AND RESPONSES YEAR ENDED DECEMBER 31, 2013

Summary of Auditor's Results:

A qualified opinion was issued on the Township's financial statements prepared on an other comprehensive basis of accounting.

The audit did disclose a significant deficiency in the internal controls of the Township.

The Township was not subject to the single audit provisions of Federal OMB Circular A-133 (the "Circular") and State Circular 04-04 OMB for 2013 as grant expenditures were less than the single audit thresholds identified in the Circulars.

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

The audit did disclose findings required to be reported under Generally Accepted Government Auditing Standards, as follows:

Finding 2013-01:

Segregation of Duties

The Township does not maintain an adequate segregation of duties within the Treasury and Tax Collector Departments. 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 misappropriate funds and prevent detection within a reasonable period of time. These situations occur because of the limited number of employees qualified to perform other accounting functions. The Township was made aware of this lack on internal control and will consider strengthening Internal Control within reason of the costs and benefits derived.

Findings and Questioned Costs for Federal Awards:

Not applicable

Findings and Questioned Costs for State Awards:

Not applicable

TOWNSHIP OF HAMPTON

SUMMARY SCHEDULE OF PRIOR AUDIT FINDINGS FOR THE YEAR ENDED DECEMBER 31, 2013

Finding 2012-01:

Condition:

The Township does not maintain an adequate segregation of duties within the Treasury Department. 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 misappropriate funds and prevent detection within a reasonable period of time. The Chief Financial Officer controls disbursements of funds, has control of checks, and reconciles bank statements. These situations occur because of the limited number of employees qualified to perform other accounting functions.

Current Status:

Corrective action has not been taken. The Township was made aware of this lack on internal control and will consider strengthening Internal Control within reason of the costs, benefits derived and budget constraints.

GENERAL COMMENTS

Cash Balances

Cash balances in all funds were verified by independent certificates obtained from the depositories as of December 31, 2013, and at May 22, 2014, in connection with the supplemental reconciliations made for all officials. Cash on hand was counted on that date.

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

N.J.S.A. 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 contracts 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.40A:11-2), and shall round the adjustment to the nearest \$1,000. The Governor shall, no later than June 1 of every fifth year, notify each governing body of the adjustment. That adjustment shall become effective on July 1 of the year in which it is made."

N.J.S.A. 40A:11-4 states: "Every contract awarded by the contracting agent for the provision or performance of any goods or services, the cost of which in the aggregate exceeds the bid threshold, shall be awarded only by resolution of the governing body of the contracting unit to the lowest responsible bidder after public advertising for bids and bidding therefore, except as is provided otherwise in this act or specifically by any other law. The governing body of a contracting unit may, by resolution approved by a majority of the governing body and subject to subsection 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 January 1, 2011, the bid threshold in accordance with N.J.S. 40A:11-3 and 40A:11-4 (as amended) is \$17,500.00 and with a qualified purchasing agent the threshold may be up to \$36,000.00.

GENERAL COMMENTS (CONTINUED)

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

The Governing Body of the Township of Hampton have 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 Township Attorney's opinion should be sought before a commitment is made.

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

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

Our review of the Township's minutes indicated that resolutions were adopted authorizing the awarding of contracts or agreements for "Professional Services" per N.J.S.A. 40A:11-5.

Our examination of expenditures did not reveal any individual payments, contracts or agreements in excess of the statutory threshold "for the performance of any work or the furnishing or hiring of any materials or supplies," other than those where bids had been previously sought by public advertisement or where a resolution had been previously adopted under the provisions of N.J.S.A. 40A:11-6.

The Township is a member of the Sussex and Hampton Co-op Pricing Council.

Collection of Interest on Delinquent Taxes and Assessments

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

The governing body on January 3, 2013 adopted the following resolutions authorizing interest to be charged on delinquent taxes:

RESOLUTION TO APPLY 6% PENALTY ON ANY AMOUNT DELINQUENT IN EXCESS OF \$10,000.00 PRIOR TO END OF THE CALENDAR YEAR.

WHEREAS, N.J.S.A. 54:4-67 permits the governing body of each municipality to fix the rate of interest to be charged for nonpayment of taxes or assessments subject to any abatement or discount for the late payment of taxes as provided by law, and

WHEREAS, N.J.S.A. 54:4-67 has been amended to permit the fixing of said rate of 8% per annum on the first \$1,500 of the delinquency and 18% per annum on any amount in excess of \$1,500 and allows an additional penalty of 6% be collected against a delinquency in excess of \$10,000 on properties that fail to pay the delinquency prior to the end of the calendar year;

GENERAL COMMENTS (CONTINUED)

Collection of Interest on Delinquent Taxes and Assessments (continued)

NOW, THEREFORE BE IT RESOLVED BY the Township Committee of the Township of Hampton this 3rd day of January, 2013 as follows:

1. The Tax Collector is hereby authorized and directed to charge 8% per annum on the first \$1,500 of taxes becoming delinquent after due date and 18% per annum on any amount of taxes in excess of \$1,500 becoming delinquent after the due date and, if a delinquency is in excess of \$10,000 and remains in arrears beyond December 31st of each year an additional penalty of 6% shall be charged against the delinquency.
2. The ten (10) day grace period of quarterly tax payments will remain in effect for 2013.
3. Any payments not made in accordance with paragraph two (2) of this resolution shall be charged interest from the due date as set forth in paragraph one (1) of this resolution.
4. This resolution shall be published in its entirety once in the official newspaper of the Township of Hampton.

It appears from an examination of the Collector's record that interest was collected in accordance with the forgoing resolutions.

Delinquent Taxes and Tax Title Liens

The last tax sale was held on July 3, 2013 and was complete except for properties under bankruptcy orders.

Inspection of tax sale certificates on file revealed that all tax sale certificates were on hand or had been turned over to the Township of Hampton Attorney to start action for foreclosure.

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

<u>Year</u>	<u>Number of Liens</u>
2013	23
2012	26
2011	48

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

GENERAL COMMENTS (CONTINUED)

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.

The result of the test, which was made as of December 31, 2013 is not yet known, but a separate report will be rendered if any irregularities are developed.

In addition, analytical revenue procedures were utilized to ascertain the validity of the receivables.

Segregation of Duties

The Township does not maintain an adequate segregation of duties within the Treasury and Tax Collector Departments. 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 misappropriate funds and prevent detection within a reasonable period of time. These situations occur because of the limited number of employees qualified to perform other accounting functions. The Township was made aware of this lack on internal control and will consider strengthening Internal Control within reason of the costs and benefits derived.

Finance

1. Reference to various balance sheets show interfund balances remaining at year end. Transactions invariably occur in one fund which require a corresponding entry to be made in another fund, thus creating interfund balances. As a general rule, all interfund balances should be closed out as of the end of the year.

Management Response:

It is the Township's policy to review and liquidate all Interfund balances on a periodic basis.

2. There is no formal purchasing and procurement policy.

Management Response:

The Township will approve a formal purchasing and procurement policy.

3. There was no cash management plan approved.

Management Response:

A cash management plan will be approved in the future each year at the reorganization meeting.

RECOMMENDATIONS

It is recommended:

1. That adequate segregation of duties be maintained within the Treasury and Tax Collector departments.
2. That a formal purchasing and procurement policy be approved.
3. That all interfunds be liquidated by the Chief Finance Officer by the end of the year.
4. That a cash management plan be approved.

* * * * *

Status of Prior Year's Audit Findings/Recommendations

A review was performed on all prior year's recommendations and corrective action was taken on all with the exception of the following which is included in this year's recommendations:

1. That all interfunds be liquidated by the Chief Finance Officer by the end of the year.

The problems and weaknesses noted in our review were not of such magnitude that they would affect our ability to express an opinion on the financial statements taken as a whole.

Should any questions arise as to our comments or recommendations, or should you desire assistance in implementing our recommendations, please do not hesitate to call us.



Thomas M. Ferry, C.P.A.
Registered Municipal Accountant
No. 497

Ferraioli, Wielkotz, Cerullo, & Cuva, P.A.

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