

BOROUGH OF VICTORY GARDENS

COUNTY OF MORRIS

REPORT OF AUDIT

2012

*NISIVOCCIA LLP
CERTIFIED PUBLIC ACCOUNTANTS*

BOROUGH OF VICTORY GARDENS
COUNTY OF MORRIS
REPORT OF AUDIT
2012

BOROUGH OF VICTORY GARDENS
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BOROUGH OF VICTORY GARDENS

PART I

FINANCIAL STATEMENTS AND SUPPLEMENTARY DATA

YEAR ENDED DECEMBER 31, 2012

Independent Auditors' Report

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

Report on the Financial Statements

We have audited the financial statements – *regulatory basis* - of the various funds of the Borough of Victory Gardens, in the County of Morris (the "Borough") as of and for the years then ended December 31, 2012 and 2011 and the related notes to the financial statements, as listed in the foregoing table of contents.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles prescribed by the Division of Local Government Services, Department of Community Affairs, State of New Jersey which demonstrate compliance with the modified accrual basis, with certain exceptions, and the budget laws of New Jersey, which is a comprehensive basis of accounting other than accounting principles generally accepted in the United States of America as described in Note 1 to the financial statements. 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 misstatement, whether due to fraud or error.

Auditors' Responsibility

Our responsibility is to express opinions 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, 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 from material misstatement.

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

The Honorable Mayor and Members
of the Borough Council
Borough of Victory Gardens
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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 Qualified Opinion

The financial statements - *regulatory basis* - of the various funds of the Borough do not include the general fixed assets account group, which should be included to conform with the Technical Accounting Directives prescribed by the Division. As described in Note 1, the amount that should be recorded in the general fixed assets account group cannot be determined.

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

As described in Note 1, these financial statements have been prepared in conformity with accounting principles prescribed by the Division, which is a basis of accounting other than accounting principles generally accepted in the United States of America, to demonstrate compliance with the modified accrual basis, with certain exceptions, and the budget laws 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 the Adverse Opinion on U.S. Generally Accepted Accounting Principles paragraph, the financial statements referred to in the first paragraph, do not present fairly, in conformity with accounting principles generally accepted in the United States of America, the financial position of the Borough as of December 31, 2012 and 2011, and the results of its operations for the years then ended.

Opinion on Regulatory Basis of Accounting

In our opinion, except for the effects on the December 31, 2012 and 2011 financial statements of the matter described in the *Basis for Qualified Opinion* paragraph, the financial statements – *regulatory basis* - referred to above, present fairly, in all material respects, the financial position of the various funds of the Borough of Victory Gardens at December 31, 2012 and 2011, and the results of operations and changes in fund balance, where applicable, of such funds, thereof for the years then ended, on the basis of the financial reporting provisions prescribed by the Division, as described in Note 1.

Other Matters

Supplementary Information

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the Borough's financial statements. The supplementary data schedules listed in the table of contents are presented for purposes of additional analysis and are not a required part of the basic financial statements. The accompanying schedules of expenditures of federal and state awards are also presented for purposes of additional analysis as required by the U. S. Office of Management and Budget Circular A-133, *Audits of States, Local Governments, and Nonprofit Organizations*; and New Jersey's OMB Circular NJOMB 04-04, *Single Audit Policy for Recipients of Federal Grants, State Grants and State Aid*, are presented for purposes of additional analysis and are not a required part of the basic financial statements.

The Honorable Mayor and Members
of the Borough Council
Borough of Victory Gardens
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The supplementary data schedules and the schedules of expenditures of federal and state awards are the responsibility of management and were derived from and relate directly to the underlying accounting and other records used to prepare the 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 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 supplementary data schedules and the schedules of expenditures of federal and state awards are fairly stated, in all material respects, in relation to the financial statements as a whole.

Other Reporting Required by *Government Auditing Standards*

In accordance with *Government Auditing Standards*, we have also issued our report dated February 15, 2013 on our consideration of the Borough of Victory Gardens'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 Borough of Victory Gardens's internal control over financial reporting and compliance.

Mount Arlington, New Jersey
February 15, 2013

NISIVOCIA LLP



William F. Schroeder
Certified Public Accountant
Registered Municipal Accountant No. 452

BOROUGH OF VICTORY GARDENS
COUNTY OF MORRIS
2012
CURRENT FUND

BOROUGH OF VICTORY GARDENS
CURRENT FUND
COMPARATIVE BALANCE SHEET

	Ref.	December 31,	
		2012	2011
<u>ASSETS</u>			
Cash and Cash Equivalents	A-4	\$ 2,533,004.38	\$ 2,533,428.31
Change Funds		50.00	50.00
Due State of New Jersey:			
Senior Citizens' and Veterans' Deductions			750.00
		<u>2,533,054.38</u>	<u>2,534,228.31</u>
Receivables and Other Assets With Full Reserves:			
Delinquent Property Taxes Receivable	A-7	43,744.02	53,218.45
Revenue Accounts Receivable	A-9	14,963.32	38,796.95
Due Animal Control Fund	B	0.40	6,658.21
Due Payroll Account			4,992.00
		<u>58,707.74</u>	<u>103,665.61</u>
		<u>\$ 2,591,762.12</u>	<u>\$ 2,637,893.92</u>
TOTAL ASSETS			

BOROUGH OF VICTORY GARDENS
CURRENT FUND
COMPARATIVE BALANCE SHEET
(Continued)

<u>LIABILITIES, RESERVES AND FUND BALANCE</u>	<u>Ref.</u>	<u>December 31,</u>	
		<u>2012</u>	<u>2011</u>
Appropriation Reserves:			
Unencumbered	A-3;A-11	\$ 193,518.49	\$ 175,194.08
Accounts Payable			361.06
Due Town of Dover Board of Education:			
Local School District Taxes Payable	A-12	3,375.65	3,375.65
Due State of New Jersey:			
Marriage License Fees		350.00	450.00
Building Surcharge Fees		110.00	34.00
Prepaid Taxes		3,601.79	3,898.69
Tax Overpayments		1,081.69	6,692.35
Reserve for:			
School Taxes Payable		1,321,968.42	1,370,393.42
Landfill Costs		308,533.98	308,533.98
Appropriated Grant Funds:			
Clean Communities Program		5,478.30	11,358.84
New Jersey Transportation Trust Fund Authority Act		3,503.62	8,893.58
		<u>1,841,521.94</u>	<u>1,889,185.65</u>
Reserve for Receivables and Other Assets	A	58,707.74	103,665.61
Fund Balance	A-1	<u>691,532.44</u>	<u>645,042.66</u>
TOTAL LIABILITIES, RESERVES AND FUND BALANCE		<u><u>\$ 2,591,762.12</u></u>	<u><u>\$ 2,637,893.92</u></u>

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

BOROUGH OF VICTORY GARDENS
CURRENT FUND
COMPARATIVE STATEMENT OF OPERATIONS AND CHANGE IN FUND BALANCE

	Ref.	Year Ended December 31,	
		2012	2011
<u>Revenue and Other Income Realized</u>			
Fund Balance Utilized		\$ 370,000.00	\$ 380,000.00
Miscellaneous Revenue Anticipated		310,382.34	387,628.68
Receipts from:			
Delinquent Taxes		53,218.45	31,108.66
Current Taxes		1,582,978.50	1,621,501.34
Nonbudget Revenue		51,406.03	38,930.37
Other Credits to Income:			
Unexpended Balance of Appropriation Reserves		156,381.50	133,523.57
Tax Overpayments Canceled			0.01
Prepaid Local School District Taxes Applied			27,376.78
Prior Year Accounts Payable Canceled		361.06	
Interfunds and Other Receivables Returned		11,649.81	
		2,536,377.69	2,620,069.41
<u>Expenditures</u>			
Budget and Emergency Appropriations:			
Municipal Purposes		1,083,285.00	1,159,053.00
County Taxes		191,372.97	198,559.28
Local School District Taxes		843,836.61	884,370.81
Refund of Prior Year Revenue		1,393.33	1,920.00
Interfunds and Other Receivables Advanced			5,876.66
		2,119,887.91	2,249,779.75

BOROUGH OF VICTORY GARDENS
CURRENT FUND
COMPARATIVE STATEMENT OF OPERATIONS AND CHANGE IN FUND BALANCE

	Ref.	Year Ended December 31,	
		2012	2011
Excess in Revenue/Statutory Excess to Fund Balance		\$ 416,489.78	\$ 370,289.66
<u>Fund Balance</u>			
Balance January 1		645,042.66	654,753.00
		1,061,532.44	1,025,042.66
Decreased by:			
Utilized as Anticipated Revenue		370,000.00	380,000.00
Balance December 31	A	\$ 691,532.44	\$ 645,042.66

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

BOROUGH OF VICTORY GARDENS
CURRENT FUND
STATEMENT OF REVENUE
YEAR ENDED DECEMBER 31, 2012

	Budget	Realized	Excess or Deficit *
Fund Balance Anticipated	\$ 370,000.00	\$ 370,000.00	
Miscellaneous Revenue:			
Licenses:			
Alcoholic Beverages	2,000.00	5,000.00	\$ 3,000.00
Fines and Costs:			
Municipal Court	8,000.00	11,274.37	3,274.37
Interest and Costs on Taxes	11,650.00	13,753.89	2,103.89
Interest on Investments and Deposits	7,350.00	6,772.70	577.30 *
Sewer Rents	135,000.00	140,745.58	5,745.58
Consolidated Municipal Property Tax Relief Aid	18,557.00	18,557.00	
Energy Receipts Tax	55,149.00	55,149.00	
Uniform Construction Code Fees	3,500.00	5,205.00	1,705.00
Clean Communities Program	4,000.00	4,000.00	
Uniform Fire Safety Act	900.00	1,499.80	599.80
Reserve for School Taxes	48,425.00	48,425.00	
	294,531.00	310,382.34	15,851.34
Receipts from Delinquent Taxes	50,000.00	53,218.45	3,218.45
Amount to be Raised by Taxes for Support of Municipal Budget:			
Local Tax for Municipal Purposes	592,754.00	771,768.92	179,014.92
Budget Totals	1,307,285.00	1,505,369.71	\$ 198,084.71
Nonbudget Revenue		51,406.03	
	\$ 1,307,285.00	\$ 1,556,775.74	

BOROUGH OF VICTORY GARDENS
CURRENT FUND
STATEMENT OF REVENUE
YEAR ENDED DECEMBER 31, 2012
(Continued)

Allocation of Current Tax Collections:

Revenue from Collection of Current Taxes	\$ 1,582,978.50
Allocated to County and Local School District Taxes	<u>1,035,209.58</u>
Balance for Support of Municipal Budget	547,768.92
 Add: Appropriation "Reserve for Uncollected Taxes"	 <u>224,000.00</u>
Realized for Support of Municipal Budget	<u>\$ 771,768.92</u>

Analysis of Nonbudget Revenue:

Miscellaneous Revenue Not Anticipated:

Treasurer:

Prior Year Revenue Accounts Receivable:

New Jersey Transportation Authority Act Grant		\$ 23,053.62
Prior Year Refunds	\$ 7,081.79	
Cable TV Franchise Fees	12,706.00	
Clerk - Other Fees and Permits	803.83	
Phone Franchise Fees	2,183.53	
Board of Health - Other Licenses and Fees	517.00	
Randolph Sewer Transmission Fees	683.42	
Recycling Fees	1,177.05	
State of New Jersey - Senior Citizens' and Veterans' Deductions Administrative Reimbursement	145.00	
Other Miscellaneous Revenue	<u>2,983.79</u>	

28,281.41

51,335.03

Tax Collector:

Other Miscellaneous Revenue		<u>71.00</u>
		<u>\$ 51,406.03</u>

Analysis of Interest Income:

Collected by Treasurer	\$ 6,754.05
Due from Animal Control Fund	<u>18.65</u>
	<u>\$ 6,772.70</u>

BOROUGH OF VICTORY GARDENS
CURRENT FUND
STATEMENT OF EXPENDITURES
YEAR ENDED DECEMBER 31, 2012

	Appropriations		Expended By	
	Budget	Budget After Modification	Paid or Charged	Reserved
Operations Within "CAPS":				
GENERAL GOVERNMENT:				
Mayor and Council:				
Salaries and Wages	\$ 25,750.00	\$ 25,750.00	\$ 25,531.65	\$ 218.35
Other Expenses	1,500.00	1,500.00	1,165.76	334.24
Municipal Clerk:				
Salaries and Wages	92,700.00	92,700.00	89,386.77	3,313.23
Other Expenses	42,000.00	42,000.00	17,692.46	24,307.54
Financial Administration:				
Salaries and Wages	20,000.00	20,000.00	17,384.92	2,615.08
Other Expenses	1,200.00	1,200.00	284.99	915.01
Annual Audit	29,610.00	29,610.00	29,030.00	580.00
Revenue Administration (Tax Collection):				
Salaries and Wages	6,285.00	6,285.00	6,229.20	55.80
Other Expenses	2,800.00	2,800.00	1,996.09	803.91
Tax Assessment Administration:				
Salaries and Wages	7,250.00	7,250.00	7,151.51	98.49
Other Expenses	1,000.00	1,000.00	886.70	113.30
Legal Services and Costs:				
Other Expenses	80,000.00	80,000.00	36,816.21	43,183.79
Engineering Services and Costs:				
Other Expenses	32,000.00	32,000.00	19,068.00	12,932.00

BOROUGH OF VICTORY GARDENS
CURRENT FUND
STATEMENT OF EXPENDITURES
YEAR ENDED DECEMBER 31, 2012
(Continued)

	Appropriations		Expended By	
	Budget	Budget After Modification	Paid or Charged	Reserved
Operations Within "CAPS" (Continued):				
GENERAL GOVERNMENT:				
Municipal Land Use Law (N.J.S.A.40:55D-1):				
Planning Board:				
Other Expenses	\$ 3,000.00	\$ 3,000.00	\$ 155.90	\$ 2,844.10
Insurance:				
Group Insurance Plan for Employees	82,000.00	82,000.00	81,875.00	125.00
Other Insurance Premiums	45,000.00	45,000.00	38,320.68	6,679.32
PUBLIC SAFETY:				
Emergency Management:				
Other Expenses	500.00	500.00		500.00
Fire:				
Aid to Volunteer Fire Companies	36,000.00	36,000.00	33,000.00	3,000.00
Other Expenses	8,500.00	8,500.00	6,804.35	1,695.65
Other Expenses - Fire Hydrants	4,000.00	4,000.00	3,588.00	412.00
Uniform Fire Safety:				
Other Expenses	1,200.00	1,200.00		1,200.00
PUBLIC WORKS:				
Road Repair and Maintenance:				
Salaries and Wages	92,700.00	92,700.00	84,465.78	8,234.22
Other Expenses	50,000.00	50,000.00	20,598.06	29,401.94
Traffic Lights	1,500.00	1,500.00		1,500.00

BOROUGH OF VICTORY GARDENS
CURRENT FUND
STATEMENT OF EXPENDITURES
YEAR ENDED DECEMBER 31, 2012
(Continued)

	Appropriations		Expended By	
	Budget	Budget After Modification	Paid or Charged	Reserved
Operations Within "CAPS" (Continued):				
PUBLIC WORKS:				
Garbage and Trash Removal	\$ 91,000.00	\$ 91,000.00	\$ 90,348.00	\$ 652.00
Public Buildings and Grounds:				
Other Expenses	17,000.00	17,000.00	7,398.34	9,601.66
HEALTH AND HUMAN SERVICES:				
Board of Health:				
Other Expenses	500.00	500.00	48.26	451.74
Health Services:				
Contractual	31,000.00	31,000.00	30,564.00	436.00
Dog Regulation:				
Other Expenses	7,500.00	7,500.00	4,349.00	3,151.00
PARKS AND RECREATION:				
Recreation and Education:				
Other Expenses	3,000.00	3,000.00	2,500.00	500.00
UTILITY EXPENSES AND BULK PURCHASES:				
Utilities	22,000.00	22,000.00	14,764.66	7,235.34
Street Lighting	10,000.00	10,000.00	5,806.87	4,193.13
Municipal Court:				
Salaries and Wages	16,000.00	16,000.00	15,388.13	611.87
Other Expenses	2,500.00	2,500.00	454.00	2,046.00
Public Defender (P.L. 1997 C.256):				
Other Expenses	2,400.00	2,400.00	1,200.00	1,200.00

BOROUGH OF VICTORY GARDENS
CURRENT FUND
STATEMENT OF EXPENDITURES
YEAR ENDED DECEMBER 31, 2012
(Continued)

	Appropriations		Expended By	
	Budget	Budget After Modification	Paid or Charged	Reserved
Operations Within "CAPS" (Continued):				
UNIFORM CONSTRUCTION CODE:				
Inspection of Buildings:				
Salaries and Wages	\$ 21,690.00	\$ 21,690.00	\$ 21,609.96	\$ 80.04
Other Expenses	1,000.00	1,000.00	225.00	775.00
Total Operations Within "CAPS"	<u>892,085.00</u>	<u>892,085.00</u>	<u>716,088.25</u>	<u>175,996.75</u>
Detail:				
Salaries and Wages	282,375.00	282,375.00	267,147.92	15,227.08
Other Expenses	609,710.00	609,710.00	448,940.33	160,769.67
Deferred Charges and Statutory Expenditures - Municipal Within "CAPS":				
Statutory Expenditures:				
Contributions to:				
Public Employees' Retirement System	21,500.00	21,500.00	21,436.77	63.23
Social Security System (O.A.S.I.)	24,000.00	24,000.00	19,531.66	4,468.34
Unemployment Insurance	3,200.00	3,200.00	1,091.83	2,108.17
Total Deferred Charges and Statutory Expenditures - Municipal Within "CAPS"	<u>48,700.00</u>	<u>48,700.00</u>	<u>42,060.26</u>	<u>6,639.74</u>
Total General Appropriations for Municipal Purposes Within "CAPS"	<u>940,785.00</u>	<u>940,785.00</u>	<u>758,148.51</u>	<u>182,636.49</u>

BOROUGH OF VICTORY GARDENS
CURRENT FUND
STATEMENT OF EXPENDITURES
YEAR ENDED DECEMBER 31, 2012
(Continued)

	Appropriations		Expended By	
	Budget	Budget After Modification	Paid or Charged	Reserved
Operations Excluded from "CAPS":				
Rockaway Valley Regional Sewerage Authority:				
Share of Costs	\$ 101,000.00	\$ 101,000.00	\$ 97,318.00	\$ 3,682.00
911 Costs	21,000.00	21,000.00	20,300.00	700.00
State and Federal Programs Offset by Revenue:				
Clean Communities Program Grant	4,000.00	4,000.00	4,000.00	
Total Operations Excluded from "CAPS"	126,000.00	126,000.00	121,618.00	4,382.00
Detail:				
Other Expenses	126,000.00	126,000.00	121,618.00	4,382.00
Capital Improvements - Excluded from "CAPS":				
Capital Improvement Fund	10,000.00	10,000.00	10,000.00	
Drainage Improvements	5,000.00	5,000.00		5,000.00
Playground Reconstruction	1,500.00	1,500.00		1,500.00
Total Capital Improvements - Excluded from "CAPS"	16,500.00	16,500.00	10,000.00	6,500.00

BOROUGH OF VICTORY GARDENS
CURRENT FUND
STATEMENT OF EXPENDITURES
YEAR ENDED DECEMBER 31, 2012
(Continued)

	<u>Appropriations</u>		<u>Expended By</u>	
	<u>Budget</u>	<u>Budget After Modification</u>	<u>Paid or Charged</u>	<u>Reserved</u>
Total General Appropriations Excluded from "CAPS"	\$ 142,500.00	\$ 142,500.00	\$ 131,618.00	\$ 10,882.00
Subtotal General Appropriations	1,083,285.00	1,083,285.00	889,766.51	193,518.49
Reserve for Uncollected Taxes	224,000.00	224,000.00	224,000.00	
Total General Appropriations	<u>\$ 1,307,285.00</u>	<u>\$ 1,307,285.00</u>	<u>\$ 1,113,766.51</u>	<u>\$ 193,518.49</u>

Ref.

A

BOROUGH OF VICTORY GARDENS
CURRENT FUND
STATEMENT OF EXPENDITURES
YEAR ENDED DECEMBER 31, 2012
(Continued)

	Analysis of	
	Budget After Modification	Paid or Charged
Adopted Budget	\$ 1,307,285.00	
Reserve for Uncollected Taxes		\$ 224,000.00
Reserve for Appropriated Grants		4,000.00
Cash Disbursed		891,840.89
		1,119,840.89
Less: Appropriation Refunds		6,074.38
		\$ 1,113,766.51

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

BOROUGH OF VICTORY GARDENS
COUNTY OF MORRIS
2012
TRUST FUNDS

BOROUGH OF VICTORY GARDENS
COMPARATIVE BALANCE SHEET - TRUST FUNDS

	Ref.	December 31,	
		2012	2011
<u>ASSETS</u>			
Animal Control Fund:			
Cash and Cash Equivalents	B-4	\$ 1,150.09	\$ 8,074.61
Due New Jersey State Board of Health			18.00
		<u>1,150.09</u>	<u>8,092.61</u>
Other Trust Funds:			
Cash and Cash Equivalents	B-4	45,825.59	48,334.56
		<u>45,825.59</u>	<u>48,334.56</u>
TOTAL ASSETS		<u>\$ 46,975.68</u>	<u>\$ 56,427.17</u>
<u>LIABILITIES AND RESERVES</u>			
Animal Control Fund:			
Due Current Fund	A	\$ 0.40	\$ 6,658.21
Due New Jersey State Board of Health		12.60	
Reserve for Animal Control Expenditures	B-6	1,137.09	1,434.40
		<u>1,150.09</u>	<u>8,092.61</u>
Other Trust Funds:			
Reserve for:			
Local Enforcement Agency Inspection Fees		20,554.86	19,984.46
Escrow - Engineering Fees		20,310.73	20,492.10
Parking Offense Adjudication Act		165.00	163.00
Public Defender Fees		4,695.00	4,695.00
Tax Sale Premiums		100.00	3,000.00
		<u>45,825.59</u>	<u>48,334.56</u>
TOTAL LIABILITIES AND RESERVES		<u>\$ 46,975.68</u>	<u>\$ 56,427.17</u>

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

BOROUGH OF VICTORY GARDENS
ASSESSMENT TRUST FUND
STATEMENT OF FUND BALANCE
YEAR ENDED DECEMBER 31, 2012

NOT APPLICABLE

ASSESSMENT TRUST FUND
STATEMENT OF REVENUE
YEAR ENDED DECEMBER 31, 2012

NOT APPLICABLE

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

BOROUGH OF VICTORY GARDENS
ASSESSMENT TRUST FUND
STATEMENT OF EXPENDITURES
YEAR ENDED DECEMBER 31, 2012

NOT APPLICABLE

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

BOROUGH OF VICTORY GARDENS
COUNTY OF MORRIS
2012
GENERAL CAPITAL FUND

BOROUGH OF VICTORY GARDENS
GENERAL CAPITAL FUND
COMPARATIVE BALANCE SHEET

	Ref.	December 31,	
		2012	2011
<u>ASSETS</u>			
Cash and Cash Equivalents	C-2	\$ 1,085,146.83	\$ 1,115,463.23
TOTAL ASSETS		<u>\$ 1,085,146.83</u>	<u>\$ 1,115,463.23</u>
 <u>LIABILITIES, RESERVES AND FUND BALANCE</u>			
Improvement Authorizations:			
Funded	C-5	\$ 429,045.87	\$ 419,362.27
Capital Improvement Fund	C-6	409,338.50	449,338.50
Reserve for:			
Fire and Other Miscellaneous Equipment		93,634.34	93,634.34
Drainage Improvements		62,267.60	62,267.60
Garage Roof Improvements		55,417.50	55,417.50
Retaining Wall Improvements		10,500.00	10,500.00
Camera System		8,000.00	8,000.00
Playground Reconstruction		15,083.00	15,083.00
Fund Balance	C-1	<u>1,860.02</u>	<u>1,860.02</u>
TOTAL LIABILITIES, RESERVES AND FUND BALANCE		<u>\$ 1,085,146.83</u>	<u>\$ 1,115,463.23</u>

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

BOROUGH OF VICTORY GARDENS
GENERAL CAPITAL FUND
STATEMENT OF FUND BALANCE

	<u>Ref.</u>	
Balance December 31, 2011	C	\$ 1,860.02
Balance December 31, 2012	C	<u>\$ 1,860.02</u>

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

BOROUGH OF VICTORY GARDENS
COUNTY OF MORRIS
2012
WATER UTILITY FUND

NOT APPLICABLE

BOROUGH OF VICTORY GARDENS
COUNTY OF MORRIS
2012
SEWER UTILITY FUND

NOT APPLICABLE

BOROUGH OF VICTORY GARDENS
COUNTY OF MORRIS
2012
PUBLIC ASSISTANCE FUND

NOT APPLICABLE

BOROUGH OF VICTORY GARDENS
COUNTY OF MORRIS
2012
BOND AND INTEREST FUND

NOT APPLICABLE

BOROUGH OF VICTORY GARDENS
NOTES TO FINANCIAL STATEMENTS
YEAR ENDED DECEMBER 31, 2012

Note 1: Summary of Significant Accounting Policies

A. Reporting Entity

Except as noted below, the financial statements of the Borough of Victory Gardens include every board, body, office or commission supported and maintained wholly or in part by funds appropriated by the Borough of Victory Gardens, as required by N.J.S. 40A:5-5. Accordingly, the financial statements of the Borough of Victory Gardens do not include the operations of the volunteer fire department.

Governmental Accounting Standards Board publication, Codification of Governmental Accounting and Financial Reporting Standards, Section 2100, "Defining the Financial Reporting Entity" establishes standards to determine whether a governmental component unit should be included in the financial reporting entity. The basic criterion for inclusion or exclusion from the financial reporting entity is the exercise of oversight responsibility over agencies, boards and commissions by the primary government. The exercise of oversight responsibility includes financial interdependency, selection of governing authority, designation of management, ability to significantly influence operations, and accountability for fiscal matters. In addition, certain legally separate, tax-exempt entities that meet specific criteria (i.e., benefit of economic resources, access/entitlement to resources, and significance) should be included in the financial reporting entities. As the financial reporting entity was established in accordance with New Jersey statutes, the requirements of Governmental Accounting Standards Board's Codification section 2100 were not followed and, accordingly, the reporting entity could be different from accounting principles generally accepted in the United States of America.

B. Description of Funds

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

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

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

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

BOROUGH OF VICTORY GARDENS
NOTES TO FINANCIAL STATEMENTS
YEAR ENDED DECEMBER 31, 2012
(Continued)

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

C. Basis of Accounting

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

The accounting policies of the Borough of Victory Gardens conform to the accounting principles applicable to municipalities which have been prescribed by the Division, which differ in certain respects from accounting principles generally accepted in the United States of America applicable to local governmental units. The following is a summary of the significant policies:

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

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

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

Expenditures, if any, in excess of appropriations, appropriation reserves or ordinances become deferred charges which must be raised by future taxes. Outstanding encumbrances at December 31 are reported as a cash liability in the financial statements and constitute part of the statutory appropriation reserve balance. Appropriation reserves covering unexpended appropriation balances are automatically created at December 31 of each year and recorded as liabilities, except for amounts which may be cancelled by the governing body. Appropriation reserves are available, until lapsed at the close of the succeeding year, to meet specific claims, commitments or contracts incurred during the preceding fiscal year. Lapsed appropriation reserves are recorded as income.

Had the Borough of Victory Gardens' financial statements been prepared under accounting principles generally accepted in the United States of America, encumbrances would not be considered as expenditures; appropriation reserves would not be recorded; revenue susceptible to accrual would have been reflected without offsetting reserves; Federal and State grants and assistance would be recognized when earned, not when awarded; and inventories would not be reflected as expenditures at the time of purchase.

BOROUGH OF VICTORY GARDENS
NOTES TO FINANCIAL STATEMENTS
YEAR ENDED DECEMBER 31, 2012
(Continued)

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

D. Deferred Charges to Future Taxation

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

E. Other significant accounting policies include

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

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

Investments – Investments are stated at cost or amortized cost, which approximates market.

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

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

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

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

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

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

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

BOROUGH OF VICTORY GARDENS
NOTES TO FINANCIAL STATEMENTS
YEAR ENDED DECEMBER 31, 2012
(Continued)

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

F. Budget/Budgetary Control

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

Note 2: Long-Term Debt

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

Summary of Municipal Debt

	December 31,		
	2012	2011	2010
<u>Issued</u>			
General:			
Bonds and Notes	\$ - 0 -	\$ - 0 -	\$ - 0 -
Net Debt Issued	- 0 -	- 0 -	- 0 -
<u>Authorized but not Issued:</u>			
Bonds and Notes	- 0 -	- 0 -	- 0 -
 Net Bonds and Notes Issued and Authorized but not Issued	 \$ - 0 -	 \$ - 0 -	 \$ - 0 -

Summary of Statutory Debt Condition - Annual Debt Statement

The summarized statement of debt condition which follows is prepared in accordance with the required method of setting up the Annual Debt Statement and indicates a statutory net debt of 0.00%.

	<u>Gross Debt</u>	<u>Deduction</u>	<u>Net Debt</u>
Local School District Debt	\$ - 0 -	\$ - 0 -	\$ - 0 -
General Debt	- 0 -	- 0 -	- 0 -
	<u>\$ - 0 -</u>	<u>\$ - 0 -</u>	<u>\$ - 0 -</u>

BOROUGH OF VICTORY GARDENS
NOTES TO FINANCIAL STATEMENTS
YEAR ENDED DECEMBER 31, 2012
(Continued)

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

Net Debt of \$-0- divided by Average Equalized Valuations of \$80,094,745 of real property = 0.00%.

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

3-1/2% Average Equalized Valuation of Real Property	\$	2,803,316
Net Debt		- 0 -
Remaining Borrowing Power	\$	2,803,316

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

At December 31, 2012, the Borough of Victory Gardens has no municipal debt outstanding.

Note 3: Fund Balance Appropriated

As of the date of this report, the budget for 2013 has not been introduced. Thus, the amount of fund balance at December 31, 2012 which will be included in the Current Fund budget for the year ending December 31, 2013, is not known at this date.

Note 4: Deferred Charges to be Raised in Succeeding Budgets

Certain expenditures are required to be deferred to budgets of succeeding years. At December 31, 2012, the Borough did not have any deferred charges.

Note 5: Local School District Taxes

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

The Borough of Victory Gardens has elected not to defer school taxes.

Note 6: Reserve for School Taxes Payable

As of June 30, 2009, the State of New Jersey ordered that the Borough of Victory Gardens Board of Education (the "Board of Education"), a non-operating school district, cease its operations. The State also mandated that any Board of Education residual assets (after the final audit of the Board of Education was completed and any remaining liabilities such as adjustments to the tuition payment to the sending District were liquidated) be turned over to the Borough so as to be used for future tax relief. As of December 31, 2012, \$1,321,968 is available to be used to offset future taxes.

BOROUGH OF VICTORY GARDENS
NOTES TO FINANCIAL STATEMENTS
YEAR ENDED DECEMBER 31, 2012
(Continued)

Note 7: Pension Plans

Borough employees are enrolled in a cost sharing multiple-employer public employee retirement system: the Public Employees' Retirement System (PERS). The State of New Jersey sponsors and administers the plan which covers substantially all Borough employees. As a general rule, all full-time employees are eligible to join the PERS.

Employees who are members of PERS and retire at a specified age according to the relevant tier category for that employee are entitled to a retirement benefit based upon a formula which takes "final average salary" during the years of creditable service. Vesting occurs after 8 to 10 years of service.

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

The contribution policy is set by New Jersey State Statutes 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 employee contribution rate for PERS was 6.5% of base salary from October 1, 2011 through June 30, 2012 and increased to 6.64% effective July 1, 2012. Subsequent increases after October 1, 2011 are being phased in over 7 years effective on each July 1st to bring the total pension contribution rate to 7.5% of base salary as of July 1, 2018. Employers are required to contribute at an actuarially determined rate. The actuarially determined employer contribution includes funding for cost-of-living adjustments and noncontributory death benefits.

Borough contributions to PERS amounted to \$21,437, \$19,243, and \$15,478 for 2012, 2011 and 2010, respectively.

Note 8: Accrued Sick and Vacation Benefits

The Borough does not permit the accrual of unused vacation days, however, the Borough 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 approximate \$19,546. This amount is not reported either as an expenditure or a liability. However, it is expected that the cost of such unpaid compensation would be included in the Borough's budget operating expenditures in the year in which it is used.

BOROUGH OF VICTORY GARDENS
NOTES TO FINANCIAL STATEMENTS
YEAR ENDED DECEMBER 31, 2012
(Continued)

Note 9: Selected Tax Information

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

	<u>2012</u>	<u>2011</u>	<u>2010</u>
<u>Tax Rate</u>	\$ 2.19	\$ 2.26	\$ 2.23
<u>Apportionment of Tax Rate</u>			
Municipal	0.80	0.80	0.77
County	0.26	0.27	0.29
Local School	1.13	1.19	1.17
<u>Assessed Valuations</u>			
2012	\$ 74,370,000		
2011		\$ 74,370,000	
2010			\$ 74,370,000

Comparison of Tax Levies and Collections Currently

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

<u>Year</u>	<u>Tax Levy</u>	<u>Currently</u>	
		<u>Cash Collections</u>	<u>Percentage of Collection</u>
2012	\$ 1,628,703	\$ 1,582,979	97.19%
2011	1,675,556	1,621,502	96.77%
2010	1,656,220	1,625,111	98.12%

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

BOROUGH OF VICTORY GARDENS
NOTES TO FINANCIAL STATEMENTS
YEAR ENDED DECEMBER 31, 2012
(Continued)

Note 10: Cash and Cash Equivalents

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

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

GASB Statement No. 40, *Government Accounting Standards Board Deposit and Investment Risk Disclosures*, requires disclosure of the level of custodial credit risk assumed by the Borough in its cash, cash equivalents and investments, if those items are uninsured or unregistered. Custodial credit risk is the risk that in the event of a bank failure, the government's deposits may not be returned.

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

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

Deposits:

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

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

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

If the public funds deposited exceed 75% of the capital funds of the depository, the depository must provide collateral having a market value equal to 100% of the amount exceeding 75%.

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

BOROUGH OF VICTORY GARDENS
NOTES TO FINANCIAL STATEMENTS
YEAR ENDED DECEMBER 31, 2012
(Continued)

Note 10: Cash and Cash Equivalents (Cont'd)

Investments:

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

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

BOROUGH OF VICTORY GARDENS
NOTES TO FINANCIAL STATEMENTS
YEAR ENDED DECEMBER 31, 2012
(Continued)

Note 10: Cash and Cash Equivalents (Cont'd)

As of December 31, 2012, cash and cash equivalents of the Borough of Victory Gardens consisted of the following:

<u>Fund</u>	<u>Cash on Hand</u>	<u>Checking Accounts</u>	<u>Total</u>
Current	\$ 50	\$ 2,533,004	\$ 2,533,054
Animal Control		1,150	1,150
Other Trust		45,826	45,826
General Capital		1,085,147	1,085,147
	<u>\$ 50</u>	<u>\$ 3,665,127</u>	<u>\$ 3,665,177</u>

During the year ended December 31, 2012, the Borough did not hold any investments. The carrying amount of the Borough's cash and cash equivalents at December 31, 2012, was \$3,665,177 and the bank balance was \$3,668,517.

Note 11: Deferred Compensation Plan

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

Note 12: Risk Management

The Borough is exposed to various risks of loss related to torts; theft of, damage to, and destruction of assets; errors and omissions; injuries to employees; and natural disasters. Health benefits are provided through AmeriHealth and United Health Care Insurance Company.

Property and Liability Insurance - The Borough maintains commercial insurance coverage for property, liability and surety bonds.

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

BOROUGH OF VICTORY GARDENS
NOTES TO FINANCIAL STATEMENTS
YEAR ENDED DECEMBER 31, 2012
(Continued)

Note 13: Interfunds

The following interfund balances remained on the various balance sheets at December 31, 2012:

	Interfund Receivable	Interfund Payable
Current Fund	\$ 0.40	
Animal Control Fund		\$ 0.40
	\$ 0.40	\$ 0.40

The interfund receivable in the Current Fund and the interfund payable in the Animal Control Fund are due to December interest in the Animal Control Fund due to Current Fund.

There was no other interfund activity during the year.

Note 14: Contingent Liabilities

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

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

Note 15: Economic Dependency

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

BOROUGH OF VICTORY GARDENS

SUPPLEMENTARY DATA

BOROUGH OF VICTORY GARDENS
OFFICIALS IN OFFICE AND SURETY BONDS
FOR THE YEAR ENDED DECEMBER 31, 2012

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

Name	Title	Amount of Bond	Name of Corporate or Personal Surety
Betty Simmons	Mayor		
Vera Cheatham	Councilwoman		
Ondria Garcia-Montes	Councilwoman		
Sonia Hall	Councilwoman		
Veronica Hedgepath	Councilwoman		
David Holeman, Jr.	Councilman		
Ismael Lorenzo	Councilman		
Charles J. Wood, Jr.	Financial Consultant		
Amy Maronpot	Chief Financial Officer	\$ 80,000	Selective Insurance Co.
Deborah Evans	Borough Administrator; Borough Clerk	(A)	Selective Insurance Co.
Lorenza Bly	Deputy Borough Clerk	(A)	
Lorraine Benderoth	Tax Collector	142,000	Selective Insurance Co.
C. William Bowkley, Jr.	Magistrate (Until July 1, 2012)	10,000	Selective Insurance Co.
Sonia Barria	Court Administrator (Until July 1, 2012)	25,000	Selective Insurance Co.
Philip Feintuch	Borough Attorney		
Mark Burek	Tax Assessor	(A)	
Anderson & Denzler	Engineer		
Philip Tabaygo	Building Inspector	(A)	
Gerald Flatt	Animal Control Officer	(A)	

(A) - In addition to the bonds listed, there was a Public Employees' Faithful Performance Blanket Position Bond with Selective Insurance covering all employees except those separately bonded for \$25,000.

Note: Effective June 28, 2012 the Victory Gardens Municipal Court entered into a shared services agreement for Joint Municipal Court Facilities, Personnel, and Resources with Dover Municipal Court as the lead Agency.

BOROUGH OF VICTORY GARDENS
COUNTY OF MORRIS
2012
CURRENT FUND

BOROUGH OF VICTORY GARDENS
CURRENT FUND
SCHEDULE OF CASH

	<u>Ref.</u>	
Balance December 31, 2011	A	\$ 2,533,428.31
Increased by Receipts:		
Tax Collector	\$ 1,833,931.86	
Revenue Accounts Receivable	123,738.79	
Miscellaneous Revenue Not Anticipated	28,281.41	
Interest on Investments and Deposits	6,754.05	
Due Animal Control Fund:		
Interfund Returned	6,676.46	
Due Payroll Account	4,992.00	
Due State of New Jersey:		
Senior Citizens' and Veterans' Deductions	7,250.00	
Marriage License Fees	350.00	
Building Surcharge Fees	224.00	
Appropriation Refunds	6,074.38	
	2,018,272.95	
		4,551,701.26
Decreased by Disbursements:		
2012 Appropriation Expenditures	891,840.89	
2011 Appropriation Reserve Expenditures	18,812.58	
Local School District Taxes	843,836.61	
County Taxes	191,372.97	
Reserve for Appropriated Grant Funds:		
Clean Communities	9,880.54	
New Jersey Transportation Authority Trust Act	5,389.96	
Refund of:		
Prior Year Revenue	1,393.33	
Tax Overpayments	7,198.23	
Sewer Overpayments	758.31	
Third Party Tax Title Liens	41,515.46	
Due Other Trust Funds:		
Tax Sale Premiums	6,100.00	
Due State of New Jersey:		
Marriage License Fees	450.00	
Building Surcharge Fees	148.00	
	2,018,696.88	
Balance December 31, 2012	A	\$ 2,533,004.38

BOROUGH OF VICTORY GARDENS
CURRENT FUND
SCHEDULE OF CASH - COLLECTOR
YEAR ENDED DECEMBER 31, 2012

Increased by Receipts:

Taxes Receivable	\$ 1,625,511.09	
Interest and Costs on Taxes	13,753.89	
2013 Prepaid Taxes	3,601.79	
Tax Overpayments	1,874.74	
Third Party Tax Title Lien Certificates	41,515.46	
Miscellaneous Revenue Not Anticipated	71.00	
Sewer Maintenance Rents	140,745.58	
Sewer Maintenance Rent Overpayment	758.31	
Due to Other Trust Fund:		
Tax Sale Premiums	6,100.00	
		\$ 1,833,931.86

Decreased by:

Payments to Municipal Treasurer		\$ 1,833,931.86
---------------------------------	--	-----------------

CURRENT FUND
SCHEDULE OF CASH - GRANT FUNDS
YEAR ENDED DECEMBER 31, 2012

NOT APPLICABLE

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

Year	Balance	2012 Levy	Collections		Overpayments Applied	State of NJ Veterans' and Senior Citizens' Deductions	Canceled	Balance
	Dec. 31, 2011		2011	2012				Dec. 31, 2012
2011	\$ 53,218.45			\$ 53,218.45				
2012		\$ 1,628,703.00	\$ 3,898.69	1,572,292.64	\$ 287.17	\$ 6,500.00	\$ 1,980.48	\$ 43,744.02
	<u>\$ 53,218.45</u>	<u>\$ 1,628,703.00</u>	<u>\$ 3,898.69</u>	<u>\$ 1,625,511.09</u>	<u>\$ 287.17</u>	<u>\$ 6,500.00</u>	<u>\$ 1,980.48</u>	<u>\$ 43,744.02</u>
<u>Ref.</u>	A							A

Analysis of 2012 Property Tax Levy

Tax Yield:

General Purpose Tax \$ 1,628,703.00

Tax Levy:

Local School District Taxes \$ 843,836.61
County Taxes 191,372.97
1,035,209.58

Local Tax for Municipal Purposes Levied \$ 592,754.00
Add: Additional Tax Levied 739.42

593,493.42

\$ 1,628,703.00

BOROUGH OF VICTORY GARDENS
CURRENT FUND
SCHEDULE OF TAX TITLE LIENS
YEAR ENDED DECEMBER 31, 2012

NOT APPLICABLE

BOROUGH OF VICTORY GARDENS
CURRENT FUND
SCHEDULE OF REVENUE ACCOUNTS RECEIVABLE

	Balance	Accrued in	Collected by		Canceled	Balance
	Dec. 31, 2011	2012	Collector	Treasurer		Dec. 31, 2012
Licenses:						
Alcoholic Beverages		\$ 5,000.00		\$ 5,000.00		
Fines and Costs:						
Municipal Court	\$ 1,008.88	11,374.96		11,274.37		\$ 1,109.47
Sewer Rents	10,662.83	140,432.98	\$ 140,745.58			10,350.23
Consolidated Municipal Property Tax Relief Aid		18,557.00		18,557.00		
Energy Receipts Tax		55,149.00		55,149.00		
Uniform Construction Code Fees		5,205.00		5,205.00		
Clean Communities Program		4,000.00		4,000.00		
Uniform Fire Safety Act		1,499.80		1,499.80		
New Jersey Transportation Authority Act Grant	27,125.24			23,053.62	\$ 568.00	3,503.62
	<u>\$ 38,796.95</u>	<u>\$ 241,218.74</u>	<u>\$ 140,745.58</u>	<u>\$ 123,738.79</u>	<u>\$ 568.00</u>	<u>\$ 14,963.32</u>
<u>Ref.</u>	A					A

BOROUGH OF VICTORY GARDENS
CURRENT FUND
SCHEDULE OF CONSUMER ACCOUNTS RECEIVABLE
YEAR ENDED DECEMBER 31, 2012

NOT APPLICABLE

BOROUGH OF VICTORY GARDENS
CURRENT FUND
SCHEDULE OF 2011 APPROPRIATION RESERVES
YEAR ENDED DECEMBER 31, 2012

	<u>Balance</u> <u>Dec. 31, 2011</u>	<u>Balance</u> <u>After</u> <u>Transfers</u>	<u>Paid or</u> <u>Charged</u>	<u>Balance</u> <u>Lapsed</u>
Mayor and Council:				
Salaries and Wages	\$ 30.37	\$ 30.37		\$ 30.37
Other Expenses	340.40	340.40		340.40
Municipal Clerk:				
Salaries and Wages	1,291.84	1,291.84		1,291.84
Other Expenses	14,014.98	14,014.98	\$ 2,428.45	11,586.53
Financial Administration:				
Salaries and Wages	4,460.93	4,460.93		4,460.93
Other Expenses	690.01	690.01	40.00	650.01
Revenue Administration (Tax Collection):				
Salaries and Wages	644.30	644.30		644.30
Other Expenses	120.00	120.00	120.00	
Tax Assessment Administration:				
Salaries and Wages	56.79	56.79		56.79
Other Expenses	92.47	92.47	90.00	2.47
Legal Services and Costs:				
Other Expenses	23,169.11	23,169.11	7,653.75	15,515.36
Engineering Services and Costs:				
Other Expenses	12,851.85	12,851.85	2,675.38	10,176.47
Municipal Land Use Law (NJSA 40:55D-1 et seq):				
Planning Board:				
Other Expenses	3,001.13	3,001.13	90.00	2,911.13
Insurance:				
Group Insurance Plan for Employees	14,815.64	14,815.64		14,815.64
Other Insurance Premiums	24,049.14	24,049.14		24,049.14
Emergency Management:				
Other Expenses	450.00	450.00		450.00
Fire:				
Aid to Volunteer Fire Companies	2,000.00	2,000.00		2,000.00
Other Expenses	607.25	907.25	875.11	32.14
Other Expenses - Fire Hydrants	412.00	112.00		112.00

BOROUGH OF VICTORY GARDENS
CURRENT FUND
SCHEDULE OF 2011 APPROPRIATION RESERVES
YEAR ENDED DECEMBER 31, 2012
(Continued)

	<u>Balance</u> <u>Dec. 31, 2011</u>	<u>Balance</u> <u>After</u> <u>Transfers</u>	<u>Paid or</u> <u>Charged</u>	<u>Balance</u> <u>Lapsed</u>
Uniform Fire Safety:				
Other Expenses	\$ 1,200.00	\$ 1,200.00		\$ 1,200.00
Road Repair and Maintenance:				
Salaries and Wages	3,872.18	3,872.18		3,872.18
Other Expenses	1,939.83	1,939.83	\$ 1,113.48	826.35
Traffic Lights	1,500.00	1,500.00		1,500.00
Garbage and Trash Removal	4,652.00	4,652.00	1,580.74	3,071.26
Public Buildings and Grounds:				
Other Expenses	3,090.16	3,090.16		3,090.16
Board of Health:				
Other Expenses	386.00	386.00		386.00
Health Services:				
Contractual	1,429.00	1,429.00		1,429.00
Dog Regulation:				
Other Expenses	2,119.02	2,119.02		2,119.02
Recreation and Education:				
Other Expenses	1,000.00	1,000.00		1,000.00
Utility Expenses and Bulk Purchases:				
Utilities	11,931.07	11,931.07	1,623.55	10,307.52
Street Lighting	3,094.11	3,094.11	447.12	2,646.99
Municipal Court:				
Salaries and Wages	2,414.16	2,414.16		2,414.16
Other Expenses	663.29	663.29	75.00	588.29
Inspection of Buildings:				
Salaries and Wages	69.32	69.32		69.32
Other Expenses	750.00	750.00		750.00
Contribution to:				
Social Security System (O.A.S.I.)	2,573.73	2,573.73		2,573.73
Rockaway Valley Regional Sewerage Authority:				
Share of Costs	5,825.00	5,825.00		5,825.00

BOROUGH OF VICTORY GARDENS
CURRENT FUND
SCHEDULE OF 2011 APPROPRIATION RESERVES
YEAR ENDED DECEMBER 31, 2012
(Continued)

	<u>Balance</u> <u>Dec. 31, 2011</u>	<u>Balance</u> <u>After</u> <u>Transfers</u>	<u>Paid or</u> <u>Charged</u>	<u>Balance</u> <u>Lapsed</u>
911 Costs	\$ 12,000.00	\$ 12,000.00		\$ 12,000.00
Drainage Improvements	10,000.00	10,000.00		10,000.00
Purchase of Copier	1,587.00	1,587.00		1,587.00
	<u>\$ 175,194.08</u>	<u>\$ 175,194.08</u>	<u>\$ 18,812.58</u>	<u>\$ 156,381.50</u>

Ref. A

BOROUGH OF VICTORY GARDENS
CURRENT FUND
SCHEDULE OF LOCAL SCHOOL DISTRICT TAXES PAYABLE

	<u>Ref.</u>	
Balance December 31, 2011	A	\$ 3,375.65
Increased by:		
Levy - Calendar Year 2012		<u>843,836.61</u>
		847,212.26
Decreased by:		
Payments to Local School District		<u>843,836.61</u>
Balance December 31, 2012	A	<u>\$ 3,375.65</u>

BOROUGH OF VICTORY GARDENS
COUNTY OF MORRIS
2012
TRUST FUNDS

BOROUGH OF VICTORY GARDENS
TRUST FUNDS
SCHEDULE OF CASH - TREASURER

	<u>Ref.</u>	<u>Animal Control Fund</u>	<u>Other Trust Funds</u>
Balance December 31, 2011	B	\$ 8,074.61	\$ 48,334.56
Increased by Receipts:			
State Registration Fees		\$ 301.20	
Animal Control:			
License Fees		963.60	
Late Fees and Miscellaneous		836.59	
Interest		18.65	
Local Enforcement Agency:			
Inspection Fees			\$ 997.59
Engineering Escrow Deposits			2,444.01
Parking Offense Adjudication Act			2.00
Tax Sale Premiums			6,100.00
		<u>2,120.04</u>	<u>9,543.60</u>
		10,194.65	57,878.16
Decreased by Disbursements:			
NJ State Board of Health		288.60	
Reserve for Animal Control Expenditures		2,079.50	
Local Enforcement Agency Expenditures			427.19
Escrow Deposits			2,625.38
Tax Sale Premiums			9,000.00
Due Current Fund:			
Interest		18.25	
Prior Year Interfund		6,658.21	
		<u>9,044.56</u>	<u>12,052.57</u>
Balance December 31, 2012	B	<u>\$ 1,150.09</u>	<u>\$ 45,825.59</u>

BOROUGH OF VICTORY GARDENS
ASSESSMENT TRUST FUND
ANALYSIS OF CASH
YEAR ENDED DECEMBER 31, 2012

NOT APPLICABLE

BOROUGH OF VICTORY GARDENS
ANIMAL CONTROL FUND
SCHEDULE OF RESERVE FOR ANIMAL CONTROL FUND EXPENDITURES

	<u>Ref.</u>		
Balance December 31, 2011	B		\$ 1,434.40
Increased by:			
Animal Control License Fees Collected		\$ 963.60	
Late Fees Collected		836.59	
		1,800.19	3,234.59
Decreased by:			
Expenditures Under R.S. 4:19-15.11		2,079.50	
Due New Jersey State Board of Health - Canceled		18.00	
		2,097.50	
Balance December 31, 2012	B		\$ 1,137.09

License Fees Collected

<u>Year</u>		<u>Amount</u>
2010	\$	778.20
2011		731.20
		1,509.40
Maximum Allowable Reserve	\$	1,509.40

BOROUGH OF VICTORY GARDENS
COUNTY OF MORRIS
2012
GENERAL CAPITAL FUND

BOROUGH OF VICTORY GARDENS
GENERAL CAPITAL FUND
SCHEDULE OF CASH

	<u>Ref.</u>	
Balance December 31, 2011	C	\$ 1,115,463.23
Increased by Receipts:		
2012 Budget Appropriations:		
Capital Improvement Fund		<u>10,000.00</u>
		1,125,463.23
Decreased by:		
Improvement Authorization Expenditures		<u>40,316.40</u>
Balance December 31, 2012	C	<u>\$ 1,085,146.83</u>

BOROUGH OF VICTORY GARDENS
GENERAL CAPITAL FUND
ANALYSIS OF CASH

	Balance	Receipts	Disbursements	Transfers		Balance
	Dec. 31, 2011	Budget Appropriations	Improvement Authorizations	From	To	Dec. 31, 2012
Capital Fund Balance	\$ 1,860.02					\$ 1,860.02
Capital Improvement Fund	449,338.50	\$ 10,000.00		\$ 50,000.00		409,338.50
Reserve for Fire and Other Miscellaneous Equipment	93,634.34					93,634.34
Reserve for Drainage Improvements	62,267.60					62,267.60
Reserve for Garage Roof Improvements	55,417.50					55,417.50
Reserve for Retaining Wall Improvements	10,500.00					10,500.00
Reserve for Camera System	8,000.00					8,000.00
Reserve for Playground Reconstruction	15,083.00					15,083.00
Ordinance						
<u>Date</u>	<u>Improvement Description</u>					
08/13/80	Improvements to Municipal Building	12,250.84				12,250.84
03/22/89	Purchase of Equipment	20,481.13				20,481.13
07/26/89	Rehabilitation of the Sanitary Sewer System and Franklin Road	45,021.98				45,021.98
07/26/89;	Acquisition of an Ambulance and Resurfacing					
10/13/98	Washington Avenue	21,608.42				21,608.42
03/14/90	Purchase of Firefighters' Breathing Apparatus/New Telephone System	640.05				640.05
03/27/91	Purchase Firefighters' Equipment	2,170.24				2,170.24
04/10/91	Paving of Franklin Road	14,986.36				14,986.36
06/14/94	Purchase of a Dump Truck	3,984.72				3,984.72
06/13/95	Improvement of Municipally Owned Buildings	12,568.26	\$ 4,200.00			8,368.26
05/22/01	Reconstruction of Borough Hall	278,586.02	2,680.00			275,906.02
09/23/03	Purchase of Pick-Up Truck	888.00				888.00
05/25/04	Repair Storm Drains Franklin Road and Washington Avenue	2,526.25				2,526.25
07/26/05	Purchase of a Bucket Loader	3,650.00				3,650.00
07/24/12	Replacement of Sidewalks on Washington Ave		33,436.40		\$ 50,000.00	16,563.60
		<u>\$ 1,115,463.23</u>	<u>\$ 10,000.00</u>	<u>\$ 40,316.40</u>	<u>\$ 50,000.00</u>	<u>\$ 1,085,146.83</u>

BOROUGH OF VICTORY GARDENS
GENERAL CAPITAL FUND
SCHEDULE OF DEFERRED CHARGES TO FUTURE TAXATION - UNFUNDED
YEAR ENDED DECEMBER 31, 2012

NOT APPLICABLE

BOROUGH OF VICTORY GARDENS
GENERAL CAPITAL FUND
SCHEDULE OF IMPROVEMENT AUTHORIZATIONS

Improvement Description	Ordinance		Balance Dec. 31, 2011 Funded	2012 Authorizations		Balance Dec. 31, 2012 Funded
	Date	Amount		Capital Improvement Fund	Paid or Charged	
Improvements to Municipal Building	08/13/80	\$ 20,000.00	\$ 12,250.84			\$ 12,250.84
Purchase of Equipment	03/22/89	62,235.00	20,481.13			20,481.13
Rehabilitation of the Sanitary Sewer System and Franklin Road	07/26/89	125,000.00	45,021.98			45,021.98
Acquisition of an Ambulance and Resurfacing Washington Avenue	07/26/89; 10/13/98	65,000.00	21,608.42			21,608.42
Purchase of Firefighters' Breathing Apparatus/New Telephone System	03/14/90	10,000.00	640.05			640.05
Purchase Firefighters' Equipment	03/27/91	8,000.00	2,170.24			2,170.24
Paving of Franklin Road	04/10/91	15,000.00	14,986.36			14,986.36
Purchase of a Dump Truck	06/14/94	35,000.00	3,984.72			3,984.72
Improvement of Municipally Owned Buildings	06/13/95	73,000.00	12,568.26		\$ 4,200.00	8,368.26
Reconstruction of Borough Hall	05/22/01	1,000,000.00	278,586.02		2,680.00	275,906.02
Purchase of Pick-Up Truck	09/23/03	40,000.00	888.00			888.00
Repair Storm Drains - Franklin Road and Washington Avenue	05/25/04	15,000.00	2,526.25			2,526.25
Purchase of a Bucket Loader	07/26/05	40,000.00	3,650.00			3,650.00
Replacement of Sidewalks on Washington Ave	07/24/12	50,000.00		\$ 50,000.00	33,436.40	16,563.60
			<u>\$ 419,362.27</u>	<u>\$ 50,000.00</u>	<u>\$ 40,316.40</u>	<u>\$ 429,045.87</u>

Ref.

C

C

BOROUGH OF VICTORY GARDENS
GENERAL CAPITAL FUND
SCHEDULE OF CAPITAL IMPROVEMENT FUND

	<u>Ref.</u>	
Balance December 31, 2011	C	\$ 449,338.50
Increased by:		
2012 Budget Appropriation		<u>10,000.00</u>
		459,338.50
Decreased by:		
Appropriated to Finance Improvement Authorizations		<u>50,000.00</u>
Balance December 31, 2012	C	<u><u>\$ 409,338.50</u></u>

BOROUGH OF VICTORY GARDENS
GENERAL CAPITAL FUND
SCHEDULE OF BOND ANTICIPATION NOTES PAYABLE
YEAR ENDED DECEMBER 31, 2012

NOT APPLICABLE

BOROUGH OF VICTORY GARDENS
GENERAL CAPITAL FUND
SCHEDULE OF SERIAL BONDS PAYABLE
YEAR ENDED DECEMBER 31, 2012

NOT APPLICABLE

BOROUGH OF VICTORY GARDENS
GENERAL CAPITAL FUND
SCHEDULE OF BONDS AND NOTES AUTHORIZED BUT NOT ISSUED
YEAR ENDED DECEMBER 31, 2012

NOT APPLICABLE

BOROUGH OF VICTORY GARDENS

PART II

SINGLE AUDIT

YEAR ENDED DECEMBER 31, 2012

BOROUGH OF VICTORY GARDENS
SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS
FOR THE YEAR ENDED DECEMBER 31, 2012

Federal Funding Department	Program	Project	CFDA Number	State Program Account Number	Grant Award	Grant Receipts	Grant Period		Expenditures	MEMO
							From	To		Cumulative Total Expenditures
Department of Transportation (Passed through New Jersey Department of Transportation)	Municipal Aid Program	State Aid Highway Project - Roosevelt Ave.	20.205	6320-480-078-6320- AK3-TCAP-6010	\$ 80,000.00	\$ 23,053.62	01/01/11	12/31/13	\$ 5,389.96	\$ 76,496.38
Subtotal Department of Transportation						<u>23,053.62</u>			<u>5,389.96</u>	<u>76,496.38</u>
TOTAL FEDERAL AWARDS						<u>\$ 23,053.62</u>			<u>\$ 5,389.96</u>	<u>\$ 76,496.38</u>

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

BOROUGH OF VICTORY GARDENS
SCHEDULE OF EXPENDITURES OF STATE AWARDS
FOR THE YEAR ENDED DECEMBER 31, 2012

State Funding Department	State Program	State Grant Account #	Grant Award	Grant Receipts	Grant Period		Expenditures	MEMO
					From	To		Cumulative Total Expenditures
Department of Environmental Protection	Clean Communities Program	765-042-4900-004-178910	4,000.00		1/1/09	12/31/12	\$ 3,358.84	\$ 4,000.00
			4,000.00		1/1/10	12/31/12	4,000.00	4,000.00
			4,000.00		1/1/11	12/31/13	2,521.70	2,521.70
			4,000.00	\$ 4,000.00	1/1/12	12/31/13		
Subtotal Department of Environmental Protection					4,000.00		9,880.54	10,521.70
TOTAL STATE AWARDS					\$ 4,000.00		\$ 9,880.54	\$ 10,521.70

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

BOROUGH OF VICTORY GARDENS
NOTES TO SCHEDULES OF EXPENDITURES OF FEDERAL AND STATE AWARDS
YEAR ENDED DECEMBER 31, 2012

A. GENERAL

The accompanying Schedules of Expenditures of Federal and State Awards present the activity of all federal and state awards programs of the Borough of Victory Gardens. The Borough of Victory Gardens is defined in Note 1 to the Borough's financial statements. All federal and state financial awards received directly from federal and state agencies, as well as federal and state financial awards passed through other government agencies are included on the schedules of expenditures of federal and state awards.

B. BASIS OF ACCOUNTING

The accompanying Schedules of Expenditures of Federal and State Awards are presented using the cash basis of accounting. The information in these schedules is presented in accordance with the requirements of federal OMB Circular A-133, *Audits of States, Local Governments and Nonprofit Organizations*.

C. RELATIONSHIP TO FEDERAL AND STATE FINANCIAL REPORTS

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



Mount Arlington Corporate Center
200 Valley Road, Suite 300
Mt. Arlington, NJ 07856
973-328-1825 | 973-328-0507 Fax

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

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

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

We have audited, in accordance with auditing standards generally accepted in the United States of America, audit requirements prescribed by the Division of Local Government Services, Department of Community Affairs, State of New Jersey, and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements - *regulatory basis* - of the various funds of the Borough of Victory Gardens, in the County of Morris (the "Borough") as of, and for the years ended, December 31, 2012 and 2011, and the related notes to the financial statements and have issued our report thereon dated February 15, 2013. These financial statements have been prepared in conformity with accounting principles prescribed by the Division, which is a basis of accounting other than accounting principles generally accepted in the United States of America. That report contained a qualified opinion on the financial statements as the amount that should be recorded in the general fixed assets account group could not be determined.

Internal Control Over Financial Reporting

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

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

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

The Honorable Mayor and Members
of the Borough Council
Borough of Victory Gardens
Page 2

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 Findings 2012-01 and 2012-02 that we consider to be significant deficiencies.

Compliance and Other Matters

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

The Borough's Responses to the Findings

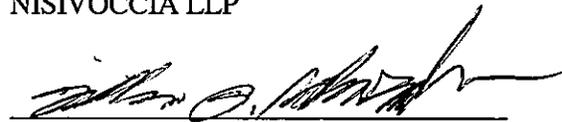
The Borough's responses to the findings identified in our audit are described in the accompanying Schedule of Findings and Responses. The Borough's responses were not subjected to the auditing procedures applied in the audit of the financial statements and, accordingly, we express no opinion on them.

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 Borough's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Borough's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

Mount Arlington, New Jersey
February 15, 2013

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BOROUGH OF VICTORY GARDENS
SCHEDULE OF FINDINGS AND RESPONSES
FOR THE YEAR ENDED DECEMBER 31, 2012

Summary of Auditors' Results:

- A qualified report was issued on the Borough's financial statements, prepared in conformity with accounting principles prescribed by the Division of Local Government Services, Department of Community Affairs, State of New Jersey, as the amount that should be recorded in the general fixed assets account group could not be determined.
- The audit did not disclose any material weaknesses in the internal controls of the Borough.
- The audit did not disclose any noncompliance that is material to the financial statements of the Borough.
- The Borough was not subject to the single audit provisions of Federal OMB Circular A-133 and New Jersey's OMB Circular NJOMB 04-04, *Single Audit Policy for Recipients of Federal Grants, State Grants and State Aid* for 2012 as grant expenditures were less than the single audit thresholds of \$500,000, 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 not disclose any findings required to be reported under Generally Accepted Government Auditing Standards, except as follows:

Finding 2012-1:

Segregation of Duties

The Borough does not maintain an adequate segregation of duties with respect to the recording and treasury functions. Segregation of duties refers to separating those functions that place too much control over a transaction or class of transactions that would enable a person to misappropriate funds and prevent detection within a reasonable period of time. The various departments/offices of the Borough are responsible for the issuance of permits and licenses; collection of taxes, utility charges and permit and license fees; and recording of collections. This is due, in part, to the limited number of personnel of the Borough and the decentralized nature of governmental collection procedures. Accordingly, management should be aware of this situation and include more involvement in the areas of collecting, disbursing and recording to improve internal control.

Management's Response

Duties of personnel will be reviewed to determine where a more adequate segregation of duties can be provided. As of January 2012, the former Chief Financial Officer was hired as a consultant to review bank reconciliations completed by the current Chief Financial Officer.

Finding 2012-2:

Technical Accounting Directives

The Borough does not maintain accounting and reporting systems for fixed assets and encumbrances. A fixed assets accounting and reporting system would be used to identify assets held by the Borough, their cost, acquisition date, location, and other pertinent information. An encumbrance accounting and reporting system would be useful to identify liabilities of the Borough and prevent possible overexpenditures of appropriations. These records should be maintained to be in compliance with Technical Accounting Directives issued by the Division of Local Government Services.

BOROUGH OF VICTORY GARDENS
SCHEDULE OF FINDINGS AND RESPONSES
FOR THE YEAR ENDED DECEMBER 31, 2012
(Continued)

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

Finding 2012-2:

Management's Response

Every effort will be made to implement an encumbrance accounting system and an accounting and reporting system for fixed assets in the future.

BOROUGH OF VICTORY GARDENS
SUMMARY SCHEDULE OF PRIOR AUDIT FINDINGS
FOR THE YEAR ENDED DECEMBER 31, 2012

The prior year findings regarding segregation of duties and the Technical Accounting Directives have not been fully resolved and are included on the Schedule of Findings and Questioned Costs. As of January 2012, the former Chief Financial Officer was hired as a consultant to review bank reconciliations completed by the current Chief Financial Officer, which partially resolved the segregation of duties recommendation.

BOROUGH OF VICTORY GARDENS

PART III

COMMENTS AND RECOMMENDATIONS

YEAR ENDED DECEMBER 31, 2012

BOROUGH OF VICTORY GARDENS
COMMENTS AND RECOMMENDATIONS

Contracts and Agreements Required Advertisement for Bids.

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

a. " When the cost or price of any contract awarded by the contracting agent in the aggregate does not exceed in a contract year the total sum of \$17,500, the contract may be awarded by a purchasing agent when so authorized by ordinance or resolution, as appropriate to the contracting unit, of the governing body of the contracting unit without public advertising for bids, except that the governing body of any contracting unit may adopt an ordinance or resolution to set a lower threshold for the receipt of public bids or the solicitation of competitive quotations. If the purchasing agent is qualified pursuant to subsection b. of section 9 of P.L. 1071, c.198 (C.40A:11-9), the governing body of the contracting unit may establish that the bid threshold may be up to \$25,000. Such authorization may be granted for each contract or by a general delegation of the power to negotiate and award such contracts pursuant to this section.

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

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

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

Effective January 1, 2011 and thereafter, the bid threshold in accordance with N.J.S. 40A:11-3 and 40A:11-4 (as amended) is \$17,500 and with a qualified purchasing agent the threshold may be up to \$36,000.

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

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

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

BOROUGH OF VICTORY GARDENS
COMMENTS AND RECOMMENDATIONS
(Continued)

Collection of Interest on Delinquent Taxes and Utility Rents

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

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

BE IT RESOLVED by the governing body of the Borough of Victory Gardens that the interest to be charged a delinquent taxpayer for the nonpayment of real property taxes, assessments or utility rents shall be in the sum of 8% per annum on the first \$1,500 of delinquency and 18% per annum on any amount in excess of \$1,500, and 6% on all sums in excess of \$10,000 when said delinquency remains unpaid after December 31 of the current year, and

BE IT FURTHER RESOLVED that the governing body shall provide a grace period of 10 days within which an installment of taxes, assessments or utility rents may be received without additional charges or interest from due date.

A test examination of the Collector's records revealed that interest was consistently collected in accordance with the foregoing resolution.

Delinquent Taxes and Tax Title Liens

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

<u>Year</u>	<u>Number of Liens</u>
2012	0
2011	0
2010	0

Verification of Delinquent Taxes and Other Charges

A tax sale was held in 2012 and included all items which were eligible for sale.

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

<u>Type</u>	<u>Number Mailed</u>
Delinquent Taxes	15

The items that were returned were checked and in agreement with the Borough's records. For items which were not returned, alternate procedures were performed.

BOROUGH OF VICTORY GARDENS
COMMENTS AND RECOMMENDATIONS
(Continued)

Municipal Court

A summary of Municipal Court transactions for the year 2012 are as follows:

RECEIPTS AND DISBURSEMENTS FOR THE YEAR ENDED DECEMBER 31, 2012

	Balance Dec. 31, 2011	Receipts	Disbursements	Balance Dec. 31, 2012
State of New Jersey Municipality:	\$ 919.12	\$ 11,550.29	\$ 12,469.41	
Fines and Fees	1,008.88	6,549.71	7,558.59	
P.O.A.A. - FTA		18.00	18.00	
Interest:				
Regular Account	5.40	2.53	7.93	
Bail Account	0.43	0.30	0.30	\$ 0.43
Weights and Measures		100.00	100.00	
Restitution		200.00	200.00	
Miscellaneous - Other	(5.00)	5.00		
Cash Bail		2,978.30	2,978.30	
Total	\$ 1,928.83	\$ 21,404.13	\$ 23,332.53	\$ 0.43

Municipal Court

Effective June 28, 2012, the Victory Gardens Municipal Court, entered into a shared services agreement with Dover Municipal Court for joint municipal court facilities, personnel, and resources. The participating municipalities which include the Town of Dover, Township of Mine Hill, Borough of Mt. Arlington, Borough of Rockaway, and Borough of Wharton entered into the master agreement on February 1, 2009 pursuant to N.J.S.A. 2B:12-1.

Segregation of Duties

The Borough does not maintain an adequate segregation of duties with respect to the recording and treasury functions.

It is recommended that management include more involvement in the areas of collecting, disbursing and recording to provide for a more adequate segregation of duties.

Management's Response

Duties of personnel will be reviewed to determine where a more adequate segregation of duties can be provided. As of January 2012, the former Chief Financial Officer was hired as a consultant to review bank reconciliations completed by the current Chief Financial Officer.

BOROUGH OF VICTORY GARDENS
COMMENTS AND RECOMMENDATIONS
(Continued)

Technical Accounting Directives

The Borough does not maintain accounting and reporting systems for fixed assets and encumbrances. These records should be maintained to be in compliance with Technical Accounting Directives issued by the Division of Local Government Services.

It is recommended that consideration be given to implementing accounting systems for encumbrances and fixed assets, as prescribed by the draft "Requirements of Audit and Accounting".

Management's Response

Consideration will be given to implementing accounting systems for encumbrances and fixed assets.

Other Trust Funds – Animal Control Fund

Upon review of the Animal Control Fund, it was noted that:

- A. The approved late fee schedule was not being utilized during the 2012 year for all customers. Customers were not consistently being charged fees that agree with the approved fee schedule.

It is recommended that late fees be properly calculated and consistently charged to customers.

- B. Dog license sales exceeded dog licenses purchased for the 2012 year. Prior year tags from 2011 and 2010 were issued to customers in order to meet the demand for licensing.

It is recommended that additional dog tags be purchased to meet licensing needs in future years.

- C. Monthly dog license reports issued to the State did not accurately reflect the amount due to the State.

It is recommended that greater care be taken when completing the monthly dog licensing reports for amounts due to the State.

Management's Response

The Borough will ensure that late fees will be calculated appropriately for each customer by utilizing the approved fee schedule, dog licenses will be purchased to meet licensing needs in future years, and greater care will be taken when completing monthly dog licensing reports for amounts due to the State.

BOROUGH OF VICTORY GARDENS
COMMENTS AND RECOMMENDATIONS
(Continued)

Corrective Action Plan

The Borough has initiated a corrective action plan to resolve comments and recommendations from the 2011 audit report. All prior year recommendations are included in the current year recommendations, excluding the untimely deposits made within the Animal Control and Municipal Court funds, which were resolved in the current year. All other prior recommendations that are included in this year's report are in the process of being implemented where possible.

BOROUGH OF VICTORY GARDENS
SUMMARY OF RECOMMENDATIONS

It is recommended that:

1. Management initiates more involvement in the areas of collecting, disbursing and recording to provide for a more adequate segregation of duties.
2. Treasurer:
 - A. Consideration be given to implementing accounting systems for encumbrances and fixed assets, as prescribed by the draft "Requirements of Audit and Accounting".
3. Animal Control funds:
 - a. It is recommended that late fees be properly calculated and consistently charged to customers.
 - b. It is recommended that an adequate amount of dog tags be purchased to meet licensing needs in future years.
 - c. It is recommended that greater care be taken when completing the monthly dog licensing reports for amounts due to the State.
