

BOROUGH OF HAMBURG
COUNTY OF SUSSEX
REPORT OF AUDIT
2019

NISIVOCIA
CERTIFIED PUBLIC ACCOUNTANTS

BOROUGH OF HAMBURG

COUNTY OF SUSSEX

REPORT OF AUDIT

2019

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BOROUGH OF HAMBURG

PART I

FINANCIAL STATEMENTS AND

SUPPLEMENTARY DATA

YEAR ENDED DECEMBER 31, 2019

Independent Auditors' Report

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

Report on the Financial Statements

We have audited the financial statements – *regulatory basis* – of the various funds of the Borough of Hamburg, in the County of Sussex (the "Borough") as of and for the years ended December 31, 2019 and 2018, and the related notes to the financial statements, as listed in the foregoing table of contents.

Management's Responsibility for the Financial Statements

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

Auditors' Responsibility

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

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

The Honorable Mayor and Members
of the Borough Council
Borough of Hamburg
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Basis for Adverse Opinion on U.S. Generally Accepted Accounting Principles

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

Adverse Opinion on U.S. Generally Accepted Accounting Principles

In our opinion, because of the significance of the matter discussed in the *Basis for Adverse Opinion on U.S. Generally Accepted Accounting Principles* paragraph, the financial statements referred to above do not present fairly in accordance with accounting principles generally accepted in the United States of America the financial position of each fund and account group of the Borough as of December 31, 2019 and 2018 or the changes in financial position or where applicable, cash flows thereof for the years then ended.

Opinion on Regulatory Basis of Accounting

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of the various funds and account group of the Borough as of as of December 31, 2019 and 2018, and the results of operations and changes in fund balance, where applicable, of such funds, thereof for the years then ended on the basis of accounting practices prescribed or permitted by the Division to demonstrate compliance with the Division's regulatory basis of accounting and the budget laws of New Jersey, as described in Note 1.

Other Matters

Supplementary Information

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

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

The Honorable Mayor and Members
of the Borough Council
Borough of Hamburg
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Other Reporting Required by *Government Auditing Standards*

In accordance with *Government Auditing Standards*, we have also issued our report dated March 25, 2020 on our consideration of the Borough's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the Borough's internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Borough's internal control over financial reporting and compliance.

Mount Arlington, New Jersey
March 25, 2020

NISIVOCCIA

Man C Lee

Man C. Lee
Certified Public Accountant
Registered Municipal Accountant No. 562

BOROUGH OF HAMBURG
COUNTY OF SUSSEX
2019
CURRENT FUND

BOROUGH OF HAMBURG
CURRENT FUND
COMPARATIVE BALANCE SHEET - REGULATORY BASIS

		December 31,	
	<u>Ref.</u>	<u>2019</u>	<u>2018</u>
<u>ASSETS</u>			
Regular Fund:			
Cash and Cash Equivalents:			
Treasurer	A-4	\$ 1,970,117.05	\$ 1,801,629.05
Change Fund		370.00	370.00
Procurement Card		50.00	50.00
		<u>1,970,537.05</u>	<u>1,802,049.05</u>
Due from State of New Jersey:			
Senior Citizen and Veteran Deductions		14,956.91	13,826.09
		<u>1,985,493.96</u>	<u>1,815,875.14</u>
Receivables and Other Assets With Full Reserves:			
Delinquent Property Taxes Receivable	A-6	198,937.52	188,280.94
Tax Title Liens Receivable	A-7	418,098.81	451,130.25
Revenue Accounts Receivable	A-8	2,655.23	2,363.67
Property Acquired for Taxes		100,300.00	
Total Receivables and Other Assets		<u>719,991.56</u>	<u>641,774.86</u>
With Full Reserves		<u>719,991.56</u>	<u>641,774.86</u>
Total Regular Fund		<u>2,705,485.52</u>	<u>2,457,650.00</u>
Federal and State Grant Fund:			
Due From Current Fund	A	53,925.19	43,640.75
Total Federal and State Grant Fund		<u>53,925.19</u>	<u>43,640.75</u>
<u>TOTAL ASSETS</u>		<u>\$ 2,759,410.71</u>	<u>\$ 2,501,290.75</u>

BOROUGH OF HAMBURG
CURRENT FUND
COMPARATIVE BALANCE SHEET - REGULATORY BASIS
(continued)

		December 31,	
	Ref.	2019	2018
<u>LIABILITIES, RESERVES AND FUND BALANCE</u>			
Regular Fund:			
Appropriation Reserves:			
Encumbered	A-3;A-9	\$ 81,575.56	\$ 37,232.88
Unencumbered	A-3;A-9	249,438.34	274,089.86
		<u>331,013.90</u>	<u>311,322.74</u>
Prepaid Taxes		88,082.42	75,371.83
County Taxes Payable		6,703.59	6,806.17
Tax Overpayments		17,257.13	24,488.17
Due to Federal and State Grant Fund	A	53,925.19	43,640.75
Due to State of New Jersey:			
Marriage License Fees		75.00	200.00
Reserve for:			
Celebration of Public Events			5,000.00
Sale of Municipal Assets		2,124.69	2,368.67
EMS Services			40,000.00
Insurance Claims		9,259.50	
Pending Tax Appeals		13,189.80	13,189.80
		<u>521,631.22</u>	<u>522,388.13</u>
Reserve for Receivables and Other Assets	A	719,991.56	641,774.86
Fund Balance	A-1	<u>1,463,862.74</u>	<u>1,293,487.01</u>
Total Regular Fund		<u>2,705,485.52</u>	<u>2,457,650.00</u>
Federal and State Grant Fund:			
Appropriated Reserve for Grants	A-14	44,713.28	37,340.75
Unappropriated Reserve for Grants	A-13	9,211.91	6,300.00
Total Federal and State Grant Fund		<u>53,925.19</u>	<u>43,640.75</u>
		<u>\$ 2,759,410.71</u>	<u>\$ 2,501,290.75</u>

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

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

		Year Ended December 31,	
	<u>Ref.</u>	2019	2018
<u>Revenue and Other Income Realized</u>			
Fund Balance Utilized		\$ 404,200.00	\$ 665,000.00
Miscellaneous Revenue Anticipated		364,851.56	384,514.43
Receipts from:			
Delinquent Taxes		173,232.51	128,382.74
Current Taxes		10,033,943.83	9,737,440.49
Nonbudget Revenue		54,091.89	45,763.79
Other Credits to Income:			
Federal and State Grant Fund:			
Appropriated Reserves Cancelled			1,146.82
Unexpended Balance of Appropriation Reserves		268,972.21	167,157.87
Tax Overpayments Cancelled		582.70	
Reserve for Celebration of Public Events Cancelled		5,815.00	
Reserve for EMS Services Cancelled		40,000.00	
Reserve for Coalition on Affordable Housing Litigation Cancelled			75.48
Total Income		11,345,689.70	11,129,481.62
<u>Expenditures</u>			
Budget and Emergency Appropriations:			
Municipal Purposes		2,902,007.29	3,107,844.22
County Taxes		1,579,943.66	1,561,371.01
Local School District Taxes		4,756,903.00	4,502,719.00
Regional School District Taxes		1,524,852.00	1,556,358.00
Municipal Open Space Tax Levy		7,408.02	7,380.03
Federal and State Grant Fund:			
Grants Receivable Cancelled			1,146.82
Prior Year Senior Citizens' and Veterans' Deductions Disallowed:			
Tax Collector			742.47
Total Expenditures		10,771,113.97	10,737,561.55
Excess in Revenue		574,575.73	391,920.07
<u>Fund Balance</u>			
Balance January 1		1,293,487.01	1,566,566.94
		1,868,062.74	1,958,487.01
Decreased by:			
Utilized as Anticipated Revenue		404,200.00	665,000.00
Balance December 31	A	\$ 1,463,862.74	\$ 1,293,487.01

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

BOROUGH OF HAMBURG
CURRENT FUND
STATEMENT OF REVENUE - REGULATORY BASIS
YEAR ENDED DECEMBER 31, 2019

	Budget	Added by N.J.S.A. 40A:4-87	Realized	Excess or Deficit *
Fund Balance Anticipated	\$ 404,200.00		\$ 404,200.00	
Miscellaneous Revenue:				
Alcoholic Beverage Licenses	1,900.00		1,899.00	\$ 1.00 *
Municipal Court - Fines and Costs	42,500.00		39,338.58	3,161.42 *
Interest and Costs on Taxes	22,000.00		31,670.19	9,670.19
Rental of Cell Tower	35,000.00		36,501.00	1,501.00
Energy Receipts Tax	225,924.00		225,924.00	
Drunk Driving Enforcement Fund Grant	3,500.00		3,500.00	
EMS Freeholder Grant	2,800.00		2,800.00	
Body Armor Grant	1,227.99		1,227.99	
Recycling Tonnage Grant	7,925.09		7,925.09	
Clean Communities Grant		\$ 6,880.23	6,880.23	
Distracted Driving Statewide Crackdown Grant		4,817.48	4,817.48	
Reserve for Sale of Assets	2,368.00		2,368.00	
Total Miscellaneous Revenue	345,145.08	11,697.71	364,851.56	8,008.77
Receipts from Delinquent Taxes	158,000.00		173,232.51	15,232.51
Amount to be Raised by Taxes for Support of Municipal Budget:				
Local Tax for Municipal Purposes	2,382,964.50		2,564,837.15	181,872.65
Budget Totals	3,290,309.58	11,697.71	3,507,121.22	205,113.93
Nonbudget Revenue			54,091.89	54,091.89
	\$ 3,290,309.58	\$ 11,697.71	\$ 3,561,213.11	\$ 259,205.82

BOROUGH OF HAMBURG
CURRENT FUND
STATEMENT OF REVENUE - REGULATORY BASIS
YEAR ENDED DECEMBER 31, 2019
(continued)

Allocation of Current Tax Collections:

Revenue from Collection of Current Taxes		\$ 10,033,943.83
Allocated to School and County Taxes	\$ 7,861,698.66	
Allocated to Municipal Open Space Tax Levy	<u>7,408.02</u>	

7,869,106.68

Balance for Support of Municipal Budget	2,164,837.15
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Add: Appropriation "Reserve for Uncollected Taxes"	<u>400,000.00</u>
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Realized for Support of Municipal Budget	<u><u>\$ 2,564,837.15</u></u>
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Analysis of Nonbudget Revenue:

Treasurer:

Interest on Investments	\$ 25,331.55
Zoning Fees	1,035.00
Clerk Fees	212.49
Administration Fee - Veterans and Senior Citizens Deductions	540.00
Police Fees	2,982.54
Certified Lists	80.00
Cable Television Franchise Fee	11,917.00
Other Miscellaneous	<u>11,993.31</u>

\$ 54,091.89

\$ 54,091.89

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

BOROUGH OF HAMBURG
CURRENT FUND
STATEMENT OF EXPENDITURES - REGULATORY BASIS
YEAR ENDED DECEMBER 31, 2019

	Appropriations		Expended By		Unexpended Balance Cancelled
	Budget	Budget After Modification	Paid or Charged	Reserved	
GENERAL GOVERNMENT:					
Administrative & Executive:					
Salaries & Wages	\$ 36,000.00	\$ 36,000.00	\$ 34,713.36	\$ 1,286.64	
Other Expenses	21,300.00	21,300.00	21,144.13	155.87	
Municipal Clerk:					
Salaries & Wages	64,000.00	64,000.00	64,000.00		
Other Expenses	13,800.00	13,800.00	9,110.36	4,689.64	
Financial Administration:					
Salaries & Wages	44,000.00	44,000.00	44,000.00		
Other Expenses	8,500.00	8,500.00	4,892.34	3,607.66	
Audit Services	26,500.00	26,500.00	26,500.00		
Collection of Taxes:					
Salaries & Wages	34,000.00	34,000.00	34,000.00		
Other Expenses	5,700.00	5,700.00	5,007.32	692.68	
Assessment of Taxes:					
Other Expenses	25,500.00	25,500.00	23,629.85	1,870.15	
Legal Services and Costs:					
Other Expenses	67,500.00	67,500.00	56,567.36	10,932.64	
Municipal Court:					
Prosecutor:					
Salaries & Wages	14,000.00	14,000.00	11,000.00	3,000.00	
Engineering Services and Costs:					
Other Expenses	12,000.00	12,000.00	4,020.40	7,979.60	
Economic Development Agency:					
Other Expenses	1,000.00	1,000.00		1,000.00	

BOROUGH OF HAMBURG
CURRENT FUND
STATEMENT OF EXPENDITURES - REGULATORY BASIS
YEAR ENDED DECEMBER 31, 2019
(Continued)

	Appropriations		Expended By		Unexpended Balance Cancelled
	Budget	Budget After Modification	Paid or Charged	Reserved	
GENERAL GOVERNMENT (Continued):					
Historical Society:					
Other Expenses	\$ 1,500.00	\$ 500.00	\$	500.00	
Historical Preservation:					
Salaries & Wages	2,100.00	2,100.00	\$ 1,639.57	460.43	
Other Expenses	1,000.00	2,000.00	1,850.94	149.06	
LAND USE ADMINISTRATION:					
Municipal Land Use Law (N.J.S.A. 40:55D-1):					
Municipal Land Use Board:					
Salaries & Wages	9,300.00	9,300.00	9,211.28	88.72	
Other Expenses	8,000.00	8,000.00	3,862.05	4,137.95	
Affordable Housing Administration:					
Other Expenses	5,500.00	5,500.00		5,500.00	
PUBLIC SAFETY FUNCTIONS:					
Police:					
Salaries & Wages	906,100.00	874,100.00	851,382.62	22,717.38	
Other Expenses	88,000.00	120,000.00	117,438.98	2,561.02	
Crossing Guard:					
Salaries & Wages	21,000.00	21,000.00	19,358.62	1,641.38	
Other Expenses	2,200.00	2,200.00		2,200.00	
Office of Emergency Management/"911":					
Salaries & Wages	3,500.00	3,500.00	3,221.40	278.60	
Other Expenses	5,000.00	5,000.00	4,906.76	93.24	
Aid to Volunteer Fire Company	25,500.00	25,500.00	24,081.93	1,418.07	
Dispatching Agreement:					
Other Expenses	75,000.00	70,500.00	70,406.39	93.61	

BOROUGH OF HAMBURG
CURRENT FUND
STATEMENT OF EXPENDITURES - REGULATORY BASIS
YEAR ENDED DECEMBER 31, 2019
(Continued)

	Appropriations		Expended By		Unexpended Balance Cancelled
	Budget	Budget After Modification	Paid or Charged	Reserved	
PUBLIC WORKS FUNCTIONS:					
Streets and Roads:					
Road Repairs and Maintenance:					
Salaries & Wages	\$ 104,000.00	\$ 104,000.00	\$ 104,000.00		
Other Expenses	69,900.00	69,900.00	56,374.46	\$ 13,525.54	
Public Buildings and Grounds:					
Other Expenses	47,500.00	47,500.00	46,578.07	921.93	
HEALTH AND WELFARE FUNCTIONS:					
Board of Health:					
Other Expenses	400.00	400.00	55.00	345.00	
Dog Regulation:					
Other Expenses	7,700.00	7,700.00	6,364.05	1,335.95	
Contribution to First Aid Squad	7,000.00	13,000.00	12,392.07	607.93	
PARK AND RECREATION FUNCTIONS:					
Recreation and Education:					
Other Expenses	12,000.00	12,000.00	9,100.33	2,899.67	
Other Expenses - Junior Police	1,800.00	1,800.00	1,800.00		
Other Expenses - Little Center	15,000.00	15,000.00	15,000.00		
Celebration of Public Events:					
Other Expenses	5,000.00	5,000.00	5,000.00		
UTILITIES:					
Utilities	190,000.00	188,500.00	119,150.29	69,349.71	

BOROUGH OF HAMBURG
CURRENT FUND
STATEMENT OF EXPENDITURES - REGULATORY BASIS
YEAR ENDED DECEMBER 31, 2019
(Continued)

	Appropriations		Expended By		Unexpended Balance Cancelled
	Budget	Budget After Modification	Paid or Charged	Reserved	
Insurance:					
Other Insurance Premiums	\$ 60,000.00	\$ 60,000.00	\$ 47,681.30	\$ 12,318.70	
Workmen's Compensation Insurance	40,000.00	40,000.00	39,531.75	468.25	
Group Insurance for Employees	215,500.00	215,500.00	192,544.87	22,955.13	
Municipal Court:					
Salaries & Wages	72,000.00	72,000.00	70,012.53	1,987.47	
Other Expenses	11,500.00	11,500.00	7,107.01	4,392.99	
Public Defender (P.L. 1997, C.256):					
Other Expenses	7,200.00	7,200.00	3,275.00	3,925.00	
Health and Safety Occupational Act:					
Hepatitis B Vaccine	550.00	550.00		550.00	
Construction Code Official:					
Other Expenses	25,000.00	25,000.00		25,000.00	
Zoning Official:					
Other Expenses	10,800.00	10,800.00	10,800.00		
UNCLASSIFIED:					
Accumulated Leave Compensation	1,000.00	1,000.00	1,000.00		
Total Operations Within "CAPS"	2,431,350.00	2,431,350.00	2,193,712.39	237,637.61	
Detail:					
Salaries & Wages	1,310,000.00	1,278,000.00	1,246,539.38	31,460.62	
Other Expenses	1,121,350.00	1,153,350.00	947,173.01	206,176.99	

BOROUGH OF HAMBURG
CURRENT FUND
STATEMENT OF EXPENDITURES - REGULATORY BASIS
YEAR ENDED DECEMBER 31, 2019
(Continued)

	Appropriations		Expended By		Unexpended Balance Cancelled
	Budget	Budget After Modification	Paid or Charged	Reserved	
Statutory Expenditures:					
Contribution to:					
Public Employees' Retirement System	\$ 43,213.50	\$ 43,213.50	\$ 43,213.50		
Social Security System (O.A.S.I.)	94,000.00	94,000.00	94,000.00		
Police and Firemen's Retirement System	186,243.00	186,243.00	186,243.00		
Unemployment Compensation Insurance	7,000.00	7,000.00	4,865.00	\$ 2,135.00	
Defined Contribution Retirement Program	5,500.00	5,500.00	3,951.80	1,548.20	
Total Deferred Charges and Statutory Expenditures - Municipal Within "CAPS"	335,956.50	335,956.50	332,273.30	3,683.20	
Total General Appropriations for Municipal Purposes Within "CAPS"	2,767,306.50	2,767,306.50	2,525,985.69	241,320.81	
Operations Excluded from "CAPS": State and Federal Programs Offset by Revenues:					
Clean Communities Grant (N.J.S.A. 40A:4-87 + \$6,880.23)		6,880.23	6,880.23		
Distracted Driving Statewide Crackdown Grant (N.J.S.A. 40A:4-87 + \$4,817.48)		4,817.48	4,817.48		
Recycling Tonnage Grant	7,925.09	7,925.09	7,925.09		
Reserve for Body Armor Grant	1,227.99	1,227.99	1,227.99		
Drunk Driving Enforcement Fund Grant	3,500.00	3,500.00	3,500.00		
EMS Freeholder Grant	2,800.00	2,800.00	2,800.00		

BOROUGH OF HAMBURG
CURRENT FUND
STATEMENT OF EXPENDITURES - REGULATORY BASIS
YEAR ENDED DECEMBER 31, 2019
(Continued)

	Appropriations		Expended By		Unexpended
	Budget	Budget After Modification	Paid or Charged	Reserved	Balance Cancelled
Total Operations Excluded from "CAPS"	\$ 15,453.08	\$ 27,150.79	\$ 27,150.79		
Detail:					
Other Expenses	15,453.08	27,150.79	27,150.79		
Capital Improvements - Excluded from "CAPS":					
Municipal Facilities Improvements	15,000.00	15,000.00	10,386.95	\$ 4,613.05	
Equipment Purchases	4,000.00	4,000.00	3,905.30	94.70	
Capital Improvement Fund	28,000.00	28,000.00	28,000.00		
Phone System	22,000.00	22,000.00	18,590.22	3,409.78	
Total Capital Improvements - Excluded from "CAPS"	69,000.00	69,000.00	60,882.47	8,117.53	
Deferred Charges - Municipal - Excluded from "CAPS":					
Deferred Charges to Future Taxation Unfunded:					
Ordinance Dated 12/03/07	38,550.00	38,550.00	38,550.00		
Total Deferred Charges - Municipal - Excluded from "CAPS"	38,550.00	38,550.00	38,550.00		
Total General Appropriations - Excluded from "CAPS"	123,003.08	134,700.79	126,583.26	8,117.53	
Subtotal General Appropriations	2,890,309.58	2,902,007.29	2,652,568.95	249,438.34	
Reserve for Uncollected Taxes	400,000.00	400,000.00	400,000.00		
Total General Appropriations	\$ 3,290,309.58	\$ 3,302,007.29	\$ 3,052,568.95	\$ 249,438.34	\$ -0-

Ref.

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BOROUGH OF HAMBURG
CURRENT FUND
STATEMENT OF EXPENDITURES - REGULATORY BASIS
YEAR ENDED DECEMBER 31, 2019
(Continued)

	<u>Ref.</u>	<u>Analysis of</u>	
		<u>Budget After</u>	<u>Paid or</u>
		<u>Modification</u>	<u>Charged</u>
Adopted Budget		\$ 3,290,309.58	
Added by:			
N.J.S.A. 40A:4-87		<u>11,697.71</u>	
		<u>\$ 3,302,007.29</u>	
Reserve for Uncollected Taxes			\$ 400,000.00
Reserve for Encumbrances	A		81,575.56
Due to Federal and State Grant Fund			27,150.79
Reserve for:			
Celebration of Public Events			815.00
Insurance Claims			32.17
Cash Disbursed			<u>2,655,752.59</u>
			3,165,326.11
Less: Refunds			<u>112,757.16</u>
			<u>\$ 3,052,568.95</u>

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

BOROUGH OF HAMBURG
COUNTY OF SUSSEX
2019
TRUST FUNDS

BOROUGH OF HAMBURG
COMPARATIVE BALANCE SHEET - TRUST FUNDS - REGULATORY BASIS

		December 31,	
	<u>Ref.</u>	<u>2019</u>	<u>2018</u>
<u>ASSETS</u>			
Animal Control Fund:			
Cash and Cash Equivalents	B-1	\$ 587.81	\$ 2,598.97
		<u>587.81</u>	<u>2,598.97</u>
Other Trust Funds:			
Cash and Cash Equivalents	B-1	823,036.43	825,584.62
		<u>823,036.43</u>	<u>825,584.62</u>
<u>TOTAL ASSETS</u>		<u>\$ 823,624.24</u>	<u>\$ 828,183.59</u>
<u>LIABILITIES AND RESERVES</u>			
Animal Control Fund:			
Due to State Department of Health			\$ 2.40
Reserve for Animal Control Expenditures	B-2	\$ 587.81	2,596.57
		<u>587.81</u>	<u>2,598.97</u>
Other Trust Funds:			
Reserve for:			
State Unemployment Insurance		\$ 45,246.54	\$ 42,860.17
Developer's Escrow		283,843.34	275,552.29
Accumulated Absences		23,012.99	21,012.99
Recreation		10,045.84	11,190.68
Open Space Trust		70,640.08	69,166.76
Tax Sale Premium		86,600.00	129,000.00
Public Defender		706.54	576.54
Parking Offenses Adjudication Act		198.52	180.52
Small Cities Block Grant		228,609.21	208,149.21
Junior Police		4,596.74	5,358.83
LEA Fire Safety		40,536.63	40,536.63
Storm Recovery		29,000.00	22,000.00
		<u>823,036.43</u>	<u>825,584.62</u>
<u>TOTAL LIABILITIES AND RESERVES</u>		<u>\$ 823,624.24</u>	<u>\$ 828,183.59</u>

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

BOROUGH OF HAMBURG
COUNTY OF SUSSEX
2019
GENERAL CAPITAL FUND

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

		December 31,	
	<u>Ref.</u>	<u>2019</u>	<u>2018</u>
<u>ASSETS</u>			
Cash and Cash Equivalents	C-2	\$ 353,821.67	\$ 240,467.17
NJ Department of Transportation Grant Receivable		37,750.00	18,000.00
Deferred Charges to Future Taxation:			
Unfunded	C-4	440,000.00	478,550.00
<u>TOTAL ASSETS</u>		<u>\$ 831,571.67</u>	<u>\$ 737,017.17</u>
 <u>LIABILITIES, RESERVES AND FUND BALANCE</u>			
Bond Anticipation Notes Payable	C-7	\$ 440,000.00	
Improvement Authorizations:			
Funded	C-5	201,286.13	\$ 129,750.96
Unfunded	C-5	44,787.02	446,438.51
Capital Improvement Fund	C-6	96,473.77	130,973.77
Fund Balance	C-1	49,024.75	29,853.93
<u>TOTAL LIABILITIES, RESERVES AND FUND BALANCE</u>		<u>\$ 831,571.67</u>	<u>\$ 737,017.17</u>

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

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

	<u>Ref.</u>	
Balance December 31, 2018	C	\$ 29,853.93
Increased by:		
Cancellation of Improvement Authorizations		<u>19,170.82</u>
Balance December 31, 2019	C	<u><u>\$ 49,024.75</u></u>

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

BOROUGH OF HAMBURG
COUNTY OF SUSSEX
2019
WATER/SEWER UTILITY FUND

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

		December 31,	
	<u>Ref.</u>	<u>2019</u>	<u>2018</u>
<u>ASSETS</u>			
Operating Fund:			
Cash and Cash Equivalents	D-4	\$ 2,670,104.82	\$ 2,590,754.01
Receivables with Full Reserves:			
Consumer Accounts Receivable	D-6	294,355.34	298,064.75
Sewer Liens Receivable	D-7	3,609.10	9,943.98
Total Receivables with Full Reserves		<u>297,964.44</u>	<u>308,008.73</u>
Total Operating Fund		<u>2,968,069.26</u>	<u>2,898,762.74</u>
Capital Fund:			
Cash and Cash Equivalents	D-4	809,123.05	866,385.35
NJ Environmental Infrastructure Loan Receivable		135,088.00	85,000.00
Fixed Capital	D-8	10,117,537.59	9,912,854.71
Fixed Capital Authorized and Uncompleted	D-9	<u>1,320,000.00</u>	<u>85,000.00</u>
Total Capital Fund		<u>12,381,748.64</u>	<u>10,949,240.06</u>
<u>TOTAL ASSETS</u>		<u>\$ 15,349,817.90</u>	<u>\$ 13,848,002.80</u>

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

		December 31,	
	Ref.	2019	2018
<u>LIABILITIES, RESERVES AND FUND BALANCE</u>			
Operating Fund:			
Appropriation Reserves:			
Unencumbered	D-3;D-10	\$ 710,104.39	\$ 905,396.26
Encumbered	D-3;D-10	42,830.32	19,765.16
Total Appropriation Reserves		752,934.71	925,161.42
Overpayment of Water/Sewer Rents		2,255.43	2,404.86
Accrued Interest on Loans		6,191.52	6,811.09
Reserve for Water/Sewer Connection Fees		47,758.75	47,758.75
		809,140.41	982,136.12
Reserve for Receivables	D	297,964.44	308,008.73
Fund Balance	D-1	1,860,964.41	1,608,617.89
Total Operating Fund		2,968,069.26	2,898,762.74
Capital Fund:			
NJ Environmental Infrastructure Trust Loan Payable	D-15	313,000.00	343,000.00
NJ Environmental Infrastructure Fund Loan Payable	D-15A	175,687.53	209,551.93
Improvement Authorizations:			
Funded	D-11	227,825.70	85,000.00
Unfunded	D-11	1,000,000.00	
Capital Improvement Fund	D-12	586,878.97	736,878.97
Reserve for Amortization	D-13A	9,628,850.06	9,360,302.78
Deferred Reserve for Amortization	D-13	320,000.00	85,000.00
Reserve for Debt Service		78,227.96	78,227.96
Reserve for Purchase of Equipment		45,000.00	45,000.00
Fund Balance	D-1A	6,278.42	6,278.42
Total Capital Fund		12,381,748.64	10,949,240.06
<u>TOTAL LIABILITIES, RESERVES AND FUND BALANCE</u>		<u>\$ 15,349,817.90</u>	<u>\$ 13,848,002.80</u>

THE ACCOMPANYING NOTES TO FINANCIAL STATEMENTS
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BOROUGH OF HAMBURG
WATER/SEWER UTILITY OPERATING FUND
COMPARATIVE STATEMENT OF OPERATIONS AND CHANGE IN FUND BALANCE - REGULATORY BASIS

		Year Ended December 31,	
	<u>Ref.</u>	<u>2019</u>	<u>2018</u>
<u>Revenue and Other Income Realized</u>			
Fund Balance Utilized		\$ 779,500.00	\$ 870,000.00
Rents		1,549,241.76	1,564,153.59
Miscellaneous Revenue Not Anticipated		76,069.80	67,102.33
Other Credits to Income:			
Unexpended Balance of Appropriation Reserves		<u>905,664.97</u>	<u>880,275.43</u>
Total Income		<u>3,310,476.53</u>	<u>3,381,531.35</u>
<u>Expenditures</u>			
Budget Expenditures:			
Operating		1,840,000.00	1,840,000.00
Capital Improvements		295,000.00	295,000.00
Debt Service		79,630.01	76,038.64
Deferred Charges and Statutory Expenditures		<u>64,000.00</u>	<u>62,500.00</u>
Total Expenditures		<u>2,278,630.01</u>	<u>2,273,538.64</u>
Excess in Revenue		1,031,846.52	1,107,992.71
<u>Fund Balance</u>			
Balance January 1		<u>1,608,617.89</u>	<u>1,370,625.18</u>
		2,640,464.41	2,478,617.89
Decreased by:			
Utilized as Anticipated Revenue		<u>779,500.00</u>	<u>870,000.00</u>
Balance December 31	D	<u>\$ 1,860,964.41</u>	<u>\$ 1,608,617.89</u>

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

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

	<u>Ref.</u>	
Balance December 31, 2018	D	\$ 6,278.42
Balance December 31, 2019	D	<u>\$ 6,278.42</u>

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

BOROUGH OF HAMBURG
WATER/SEWER UTILITY OPERATING FUND
STATEMENT OF REVENUE - REGULATORY BASIS
YEAR ENDED DECEMBER 31, 2019

	<u>Anticipated</u>	<u>Realized</u>	<u>Excess or Deficit *</u>
Fund Balance Anticipated	\$ 779,500.00	\$ 779,500.00	
Water and Sewer Rents	<u>1,500,000.00</u>	<u>1,549,241.76</u>	<u>\$ 49,241.76</u>
Total Anticipated Revenue	2,279,500.00	2,328,741.76	49,241.76
Miscellaneous Revenue Not Anticipated		<u>76,069.80</u>	<u>76,069.80</u>
	<u><u>\$ 2,279,500.00</u></u>	<u><u>\$ 2,404,811.56</u></u>	<u><u>\$ 125,311.56</u></u>

Analysis of Water and Sewer Rents

Water and Sewer Rents	\$ 1,546,836.90
Overpayments of Water and Sewer Applied	<u>2,404.86</u>
	<u><u>\$ 1,549,241.76</u></u>

Analysis of Miscellaneous Revenue Not Anticipated

Connection Fees	\$ 13,844.91
Interest on Rents	3,009.12
Miscellaneous	<u>8,000.94</u>
	24,854.97
Interest on Investments	<u>51,214.83</u>
	<u><u>\$ 76,069.80</u></u>

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

BOROUGH OF HAMBURG
WATER/SEWER UTILITY OPERATING FUND
STATEMENT OF EXPENDITURES - REGULATORY BASIS
YEAR ENDED DECEMBER 31, 2019

	Appropriations		Expended		Unexpended Balance Cancelled
	Budget	Budget After Modification	Paid or Charged	Reserved	
Operating:					
Salaries and Wages	\$ 450,000.00	\$ 450,000.00	\$ 296,465.07	\$ 153,534.93	
Other Expenses	1,390,000.00	1,390,000.00	932,197.21	457,802.79	
Capital Improvements:					
Capital Outlay	215,000.00	215,000.00	204,682.88	10,317.12	
Purchase of Equipment	80,000.00	80,000.00		80,000.00	
Debt Service:					
Payment of Loan Principal	64,000.00	64,000.00	63,864.40		\$ 135.60
Interest on Loans	16,500.00	16,500.00	15,765.61		734.39
Statutory Expenditures:					
Contribution to:					
Public Employees' Retirement System	35,500.00	35,500.00	35,356.50	143.50	
Social Security System (O.A.S.I.)	24,000.00	24,000.00	19,640.37	4,359.63	
Unemployment Compensation Insurance	4,500.00	4,500.00	553.58	3,946.42	
	<u>\$ 2,279,500.00</u>	<u>\$ 2,279,500.00</u>	<u>\$ 1,568,525.62</u>	<u>\$ 710,104.39</u>	<u>\$ 869.99</u>
		<u>Ref.</u>		D	
Analysis of Paid or Charged					
Cash Disbursed			\$ 1,509,929.69		
Encumbrances Payable		D	42,830.32		
Accrued Interest on Loans			15,765.61		
			<u>\$ 1,568,525.62</u>		

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

BOROUGH OF HAMBURG
COUNTY OF SUSSEX
2019
PUBLIC ASSISTANCE FUND
(NOT APPLICABLE)

BOROUGH OF HAMBURG
COUNTY OF SUSSEX
2019
GENERAL FIXED ASSETS ACCOUNT GROUP

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

	December 31,	
	2019	(Restated) 2018
<u>ASSETS</u>		
Land	\$ 1,605,600.00	\$ 1,605,600.00
Buildings	1,396,300.00	1,396,300.00
Machinery and Equipment	3,536,196.00	3,002,775.00
TOTAL ASSETS	<u>\$ 6,538,096.00</u>	<u>\$ 6,004,675.00</u>
<u>RESERVES</u>		
Reserve for General Fixed Assets	<u>\$ 6,538,096.00</u>	<u>\$ 6,004,675.00</u>

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

BOROUGH OF HAMBURG
NOTES TO FINANCIAL STATEMENTS
YEAR ENDED DECEMBER 31, 2019

Note 1: Summary of Significant Accounting Policies

A. Reporting Entity

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

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

B. Description of Funds

The accounting policies of the Borough of Hamburg conform to the accounting practices applicable to municipalities which have been prescribed or permitted by the Division of Local Government Services, Department of Community Affairs, State of New Jersey (the "Division"). Such practices are designed primarily for determining compliance with legal provisions and budgetary restrictions and as a means of reporting on the stewardship of public officials with respect to public funds. Under this method of accounting, the Borough of Hamburg 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 HAMBURG
NOTES TO FINANCIAL STATEMENTS
YEAR ENDED DECEMBER 31, 2019
(Continued)

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

B. Description of Funds (Cont'd)

Water/Sewer Utility Operating and Capital Funds - Account for the operations and acquisition of capital facilities of the municipally owned Water/Sewer Utility.

General Fixed Assets Account Group - Estimated value of land, buildings and certain fixed assets of the Borough as discussed in Note 1E.

C. Basis of Accounting

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

The more significant accounting policies in New Jersey follow.

Had the Borough's 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; inventories would not be reflected as expenditures at the time of purchase, fixed assets purchased by the Water/Sewer Utility Capital Fund would be depreciated and investments would generally be stated at fair value and the Borough's net pension liability and related deferred inflows and outflows would be recorded.

Expenditures are charged to operations 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.

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

BOROUGH OF HAMBURG
NOTES TO FINANCIAL STATEMENTS
YEAR ENDED DECEMBER 31, 2019
(Continued)

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

D. Deferred Charges to Future Taxation – The General 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.

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

General Fixed Assets - General fixed assets are recorded at cost except for land, which is recorded at historical cost. Infrastructure assets are not included in general fixed assets, as per state directive. Major renewals and betterments are charged to the asset accounts; maintenance and minor repairs and replacements, which do not improve or extend the lives of the respective assets, are expensed currently. Donated fixed assets are valued at their fair market value on the date donated. No depreciation has been provided on general fixed assets. The total value recorded for general fixed assets is offset by a "Reserve for General Fixed Assets". When properties are retired or otherwise disposed of, the asset and the reserve are adjusted accordingly. Assets recorded in the General Fixed Assets Account Group may also be recorded in the Current Fund, the General Capital Fund and the Water/Sewer Utility Fund. The values recorded in the General Fixed Assets Account Group and the Current, General Capital and Water/Sewer Utility Funds may not always agree due to differences in valuation methods, timing of recognition of assets and the recognition of infrastructures. Fixed assets are reviewed for impairment.

BOROUGH OF HAMBURG
NOTES TO FINANCIAL STATEMENTS
YEAR ENDED DECEMBER 31, 2019
(Continued)

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

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

General Fixed Assets (Cont'd) - Property and equipment purchased by the Water/Sewer Utility Fund are recorded in the Water/Sewer Utility Capital Fund at cost and are not adjusted for dispositions and abandonments. The amounts shown do not purport to represent replacement costs or current value. Contributions in aid of construction are not capitalized. The balance in the Reserve for Amortization account in the Water/Sewer Utility Capital Fund represents charges to operations for the cost of acquisitions of property, equipment and improvements. The Water/Sewer Utility does not record depreciation on fixed assets.

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

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 and taxing power has been pledged to the payment of the general obligation debt principal and interest.

Summary of Municipal Debt

	December 31,		
	2019	2018	2017
<u>Issued</u>			
General:			
Bonds and Notes	\$ 440,000.00		
Water and Sewer Utility:			
Loans and Notes	488,687.53	\$ 552,551.93	\$ 611,416.33
Net Debt Issued	<u>928,687.53</u>	<u>552,551.93</u>	<u>611,416.33</u>
<u>Authorized but not Issued</u>			
General:			
Bonds and Notes		478,550.00	77,100.00
Water and Sewer Utility:			
Bonds and Notes	<u>1,000,000.00</u>		<u>410,821.00</u>
Total Authorized but not Issued	<u>1,000,000.00</u>	<u>478,550.00</u>	<u>487,921.00</u>
Reserve to Pay Debt Service:			
Water and Sewer Utility	<u>78,227.96</u>	<u>78,227.96</u>	
Net Bonds, Notes and Loans Issued and Authorized but not Issued	<u>\$ 2,006,915.49</u>	<u>\$ 1,109,329.89</u>	<u>\$ 1,099,337.33</u>

BOROUGH OF HAMBURG
NOTES TO FINANCIAL STATEMENTS
YEAR ENDED DECEMBER 31, 2019
(Continued)

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

Summary of Municipal Debt Issued and Outstanding – Current and Prior Years

	Balance 12/31/2018	Additions	Retirements	Balance 12/31/2019
Bond Anticipation Notes:				
General Capital Fund		\$ 440,000.00		\$ 440,000.00
Loans:				
Water/Sewer Utility Capital Fund	\$ 552,551.93		\$ 63,864.40	488,687.53
Total	<u>\$ 552,551.93</u>	<u>\$ 440,000.00</u>	<u>\$ 63,864.40</u>	<u>\$ 928,687.53</u>
	Balance 12/31/2017	Additions	Retirements	Balance 12/31/2018
Loans:				
Water/Sewer Utility Capital Fund	\$ 611,416.33		\$ 58,864.40	\$ 552,551.93
Total	<u>\$ 611,416.33</u>	<u>\$ -0-</u>	<u>\$ 58,864.40</u>	<u>\$ 552,551.93</u>

Summary of Statutory Debt Condition – Annual Debt Statement

The summarized statement of debt condition, which follows, is prepared in accordance with the required method of setting up the Annual Debt Statement and indicates a statutory net debt of 0.164%.

	Gross Debt	Deductions	Net Debt
Local School Debt	\$ 430,000.00	\$ 430,000.00	
Regional High School Debt	285,149.87	285,149.87	
Water and Sewer Utility Debt	1,488,687.53	1,488,687.53	
General Debt	<u>440,000.00</u>		\$ 440,000.00
	<u>\$ 2,643,837.40</u>	<u>\$ 2,203,837.40</u>	<u>\$ 440,000.00</u>

Net Debt \$440,000.00 divided by Equalized Valuation Basis per N.J.S. 40A:2-2 as amended, \$268,372,009.67 = 0.164%.

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

3-1/2% Average Equalized Valuation of Real Property	\$ 9,393,020.34
Net Debt	<u>440,000.00</u>
Remaining Borrowing Power	<u>\$ 8,953,020.34</u>

BOROUGH OF HAMBURG
NOTES TO FINANCIAL STATEMENTS
YEAR ENDED DECEMBER 31, 2019
(Continued)

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

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

Cash Receipts from Fees, Rents or Other Charges for Year		\$ 2,404,811.56
Deductions:		
Operating and Maintenance Costs	\$ 1,904,000.00	
Debt Service	<u>79,630.01</u>	
		<u>1,983,630.01</u>
Excess in Revenue		<u><u>\$ 421,181.55</u></u>

Note: If there is a deficit in revenue, then the utility debt is not deductible to the extent of twenty times such deficit amount.

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

Analysis of Debt Issued and Outstanding at December 31, 2019

General Capital Bond Anticipation Notes

Purpose	Maturity Date	Interest Rate	Balance Dec. 31, 2019
Purchase of a New Fire Engine and Various Equipment	9/25/2020	2.05%	<u><u>\$ 440,000.00</u></u>

Water/Sewer Utility Capital NJ Environmental Infrastructure (NJEIT) Loans Payable

Description	Final Maturity	Interest Rate	Balance Dec. 31, 2019
Wastewater Treatment Plant Upgrades:			
Trust Loan	8/1/2030	5.00%	\$ 313,000.00
Fund Loan	2/1/2025	0.00%	<u>175,687.53</u>
			<u><u>\$ 488,687.53</u></u>

New Jersey Environmental Infrastructure Trust Loan

In 2010, the Borough of Hamburg entered into a loan agreement with the New Jersey Department of Environmental Protection in the amount of \$666,000 for the Fund Loan portion and \$620,000 for the Trust Loan portion which represents direct obligations of the Borough. The loan agreements were obtained to finance a pump station at Heritage Lake.

BOROUGH OF HAMBURG
NOTES TO FINANCIAL STATEMENTS
YEAR ENDED DECEMBER 31, 2019
(Continued)

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

New Jersey Environmental Infrastructure Trust Loan (Cont'd)

At December 31, 2019, the Borough had borrowed or "drawn down" \$860,130 for this project, \$72,261.56 of the "Trust" loan had been cancelled and \$112,000.00 of the "Trust" loan and \$196,821.00 of the "Fund" loan had been defeased through refunding. The unexpended proceeds of the "Trust" loan will be retired by New Jersey Infrastructure Trust from funds on hand, and the unexpended proceeds of the "Fund" will be reduced from future debt service payments. Principal payments to the Fund commenced on August 1, 2011, and will continue on a semiannual basis over 15 years at zero interest. Principal payments to the "Trust" commenced on February 1, 2012, and will continue on a semiannual basis over 18 years at 5.00% interest. It is expected that interest will be paid from trust bond proceeds on deposit in the capitalized interest account (as defined in the bond resolution transferred to such capitalized interest account. The Borough will nonetheless be responsible for all such interest payments to the extent such trust bond proceeds and interest earnings are not available from the capitalized interest account.

Also, an annual administrative fee of fifteen one hundredths of one percent (.15%) of the initial principal amount of the loan or such lesser amount, if any, as the Trust may approve from time to time is payable on these loans.

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

<u>Year</u>	<u>Fund</u>	<u>Trust Loan</u>		<u>Total</u>
	<u>Loan Principal</u>	<u>Principal</u>	<u>Interest</u>	
2020	\$ 33,864.40	\$ 22,000.00	\$ 14,990.00	\$ 70,854.40
2021	33,864.40	22,000.00	13,890.00	69,754.40
2022	33,864.40	26,000.00	12,790.00	72,654.40
2023	33,864.40	26,000.00	11,490.00	71,354.40
2024	33,864.40	26,000.00	10,190.00	70,054.40
2025-2029	6,365.53	155,000.00	29,965.00	191,330.53
2030		36,000.00	1,620.00	37,620.00
	<u>\$ 175,687.53</u>	<u>\$ 313,000.00</u>	<u>\$ 94,935.00</u>	<u>\$ 583,622.53</u>

Net Pension Liability

The State of New Jersey Public Employees' Retirement System's (PERS) net pension liability was calculated to be \$1,545,524 at December 31, 2018. The State of New Jersey Police and Firemen's Retirement System's (PFRS) net pension liability was calculated to be \$2,577,795 at December 31, 2018. See Note 4 for further information on the PERS and PFRS.

BOROUGH OF HAMBURG
NOTES TO FINANCIAL STATEMENTS
YEAR ENDED DECEMBER 31, 2019
(Continued)

Note 3: Fund Balances Appropriated

The amount of fund balance at December 31, 2019 which was included in the budgets for the year ending December 31, 2020 is \$445,815 for the Current Fund and \$776,500 for the Water and Sewer Utility Operating Fund.

Note 4: Pension Plans

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

A. Public Employees' Retirement System (PERS)

Plan Description

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

Benefits Provided

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

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

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

BOROUGH OF HAMBURG
NOTES TO FINANCIAL STATEMENTS
YEAR ENDED DECEMBER 31, 2019
(Continued)

Note 4: Pension Plans (Cont'd)

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

Contributions

The contribution policy for PERS is set by N.J.S.A. 43:15A and requires contributions by active members and contributing members. The local employers' contribution amounts are based on an actuarially determined rate which includes the normal cost and unfunded accrued liability. Chapter 19, P.L. 2009 provided an option for local employers of PERS to contribute 50% of the normal and accrued liability contribution amounts certified for payments due in State fiscal year 2009.

Such employers will be credited with the full payment and any such amounts will not be included in their unfunded liability. The actuaries will determine the unfunded liability of those retirement systems, by employer, for the reduced normal and accrued liability contributions provided under this law. This unfunded liability is being paid by the employer in level annual payments over a period of 15 years, which began with the payments due in the fiscal year ended June 30, 2012 and are adjusted by the rate of return on the actuarial value of assets. Borough contributions to PERS amounted to \$78,570 for 2019.

The employee contribution rate was 7.50% effective July 1, 2018.

Pension Liabilities and Pension Expense

At December 31, 2018, the Borough's liability was \$1,545,524 for its proportionate share of the net pension liability. The net pension liability was measured as of June 30, 2018, and the total pension liability used to calculate the net pension liability was determined by an actuarial valuation as of July 1, 2017 which was rolled forward to June 30, 2018. The Borough's proportion of the net pension liability was based on a projection of the Borough's long-term share of contributions to the pension plan relative to the projected contributions of all participating members, actuarially determined. At December 31, 2018, the Borough's proportion was 0.0078%, which was an increase of 0.0008% from its proportion measured as of December 31, 2017. The Borough has rolled forward the net pension liability to December 31, 2018 with no adjustments. The State of New Jersey Public Employee's Retirement System's (PERS) valuation cycle is July 1 instead of December 31. The roll forward methodology puts them a year in arrears in terms of valuation. The Division of Local Government Services, Department of Community Services, State of New Jersey is permitting municipalities to include the June 30, 2018 pension information in the Notes to the Financial Statements as the June 30, 2019 has not been released as of the date of this audit.

For the year ended December 31, 2019, the Borough recognized actual pension expense in the amount of \$78,570.

Actuarial Assumptions

The total pension liability for the June 30, 2018 measurement date was determined by an actuarial valuation as of July 1, 2017 which was rolled forward to June 30, 2018. This actuarial valuation used the following actuarial assumptions:

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

BOROUGH OF HAMBURG
NOTES TO FINANCIAL STATEMENTS
YEAR ENDED DECEMBER 31, 2019

(Continued)

Note 4: Pension Plans (Cont'd)

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

Actuarial Assumptions (Cont'd)

Pre-retirement mortality rates were based on the RP-2000 Employee Pre-retirement Mortality Table for male and female active participants. For local employees, mortality tables are set back 2 years for males and 7 years for females. In addition, the tables provide for future improvements in mortality from the base year of 2013 using a generational approach based on the Conduent modified 2014 projection scale.

Post-retirement mortality rates were based on the RP-2000 Combined Healthy Male and Female Mortality Tables (set back 1 year for males and females) for service retirements and beneficiaries of former members. In addition, the tables for service retirements and beneficiaries of former members provide for future improvements in mortality from 2012 to 2013 using Projection Scale AA and using a generational approach based on the Conduent 2014 projection scale thereafter. Disability retirement rates used to value disabled retirees were based on the RP-2000 Disabled Mortality Table (set back 3 years for males and set forward one year for females).

The actuarial assumptions used in the July 1, 2017 valuation were based on the results of an actuarial experience study for the period July 1, 2011 to June 30, 2014. It is likely that future experience will not exactly conform to these assumptions. To the extent that actual experience deviates from these assumptions, the emerging liabilities may be higher or lower than anticipated. The more the experience deviates, the larger the impact on future financial statements.

Long Term Expected Rate of Return

In accordance with State statute, the long-term expected rate of return on pension plan investments (7.00% at June 30, 2018) is determined by the State Treasurer, after consultation with the Directors of the Division of Investments and Division of Pensions and Benefits, the Board of Trustees and the actuaries. The long-term expected rate of return was determined using a building block method in which best-estimate ranges of expected future real rates of return (expected returns, net of pension plan investment expense and inflation) are developed for each major asset class. These ranges are combined to produce the long-term expected rate of return by weighting the expected future real rates of return by the target asset allocation percentage and by adding expected inflation. Best estimates of arithmetic real rates of return for each major asset class included in PERS' target asset allocation as of June 30, 2018 are summarized in the following table:

Asset Class	Target Allocation	Long-Term Expected Real Rate of Return
Risk Management Strategies	5.00%	5.51%
Cash Equivalents	5.50%	1.00%
U.S. Treasuries	3.00%	1.87%
Investment Grade Credit	10.00%	3.78%
High Yield	2.50%	6.82%
Global Diversified Credit	5.00%	7.10%
Credit Oriented Hedge Funds	1.00%	6.60%

BOROUGH OF HAMBURG
NOTES TO FINANCIAL STATEMENTS
YEAR ENDED DECEMBER 31, 2019
(Continued)

Note 4: Pension Plans (Cont'd)

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

Long Term Expected Rate of Return (Cont'd)

Asset Class	Target Allocation	Long-Term Expected Real Rate of Return
Debt Related Private Equity	2.00%	10.63%
Debt Related Real Estate	1.00%	6.61%
Private Real Asset	2.50%	11.83%
Equity Related Real Estate	6.25%	9.23%
U.S. Equity	30.00%	8.19%
Non-U.S. Developed Market Equity	11.50%	9.00%
Emerging Markets Equity	6.50%	11.64%
Buyouts/Venture Capital	8.25%	13.08%

Discount Rate

The discount rate used to measure the total pension liability was 5.66% as of June 30, 2018. This single blended discount rate was based on the long-term expected rate of return on pension plan investments of 7.00% and a municipal bond rate of 3.87% as of June 30, 2018 based on the Bond Buyer Go 20 Bond Municipal Bond Index which includes tax-exempt general obligation municipal bonds with an average rating of AA/Aa or higher. The projection of cash flows used to determine the discount rate assumed that contributions from plan members will be made at the current member contribution rates and that contributions from employers will be made based upon the contribution rate in the most recent fiscal year. The local employers contributed 100% of their actuarially determined contributions. Based on those assumptions, the plan's fiduciary net position was projected to be available to make projected future benefit payments of current plan members through June 30, 2046. Therefore, the long-term expected rate of return on plan investments was applied to projected benefit payments through June 30, 2046, and the municipal bond rate was applied to projected benefit payments after that date in determining the total pension liability.

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

The following presents the Borough's proportionate share of the collective net pension liability as of June 30, 2018 calculated using the discount rate as disclosed below, as well as what the Borough's proportionate share of the net pension liability would be if it were calculated using a discount rate that is 1-percentage-point lower or 1-percentage-point higher than the current rate:

	December 31, 2018		
	1% Decrease (4.66%)	Current Discount Rate (5.66%)	1% Increase (6.66%)
Borough's Proportionate Share of the Net Pension Liability	\$ 1,943,318	\$ 1,545,524	\$ 1,211,800

BOROUGH OF HAMBURG
NOTES TO FINANCIAL STATEMENTS
YEAR ENDED DECEMBER 31, 2019
(Continued)

Note 4: Pension Plans (Cont'd)

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

Pension Plan Fiduciary Net Position

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

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

Plan Description

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

Benefits Provided

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

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

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

Contributions

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

BOROUGH OF HAMBURG
NOTES TO FINANCIAL STATEMENTS
YEAR ENDED DECEMBER 31, 2019
(Continued)

Note 4: Pension Plans (Cont'd)

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

Special Funding Situation

Under N.J.S.A. 43:16A-15, local participating employers are responsible for their own contributions based on actuarially determined amounts, except where legislation was passed which legally obligated the State if certain circumstances occurred. The legislation which legally obligates the State is as follows: Chapter 8, P.L. 2000, Chapter 318, P.L. 2001, Chapter 86, P.L. 2001, Chapter 511, P.L. 1991, Chapter 109, P.L. 1979, Chapter 247, P.L. 1993 and Chapter 201, P.L. 2001. The amounts contributed on behalf of the local participating employers under this legislation is considered to be a special funding situation as defined by GASB Statement No. 68 and the State is treated as a nonemployer contributing entity. Since the local participating employers do not contribute under this legislation directly to the plan (except for employer specified financed amounts), there is no net pension liability or deferred outflows or inflows to report in the financial statements of the local participating employers related to this legislation.

However, the notes to the financial statements of the local participating employers must disclose the portion of the nonemployer contributing entities' total proportionate share of the collective net pension liability that is associated with the local participating employer. The June 30, 2018 State special funding situation net pension liability amount is the accumulated difference between the annual actuarially determined State obligation under the special funding situation and the actual State contribution through the valuation date. The State special funding situation pension expense for the fiscal year ended June 30, 2018 is the actuarially determined contribution amount that the State owes for the fiscal year ending June 30, 2018. The pension expense is deemed to be a State administrative expense due to the special funding situation.

Borough contributions to PFRS amounted to \$186,243 for the year ended December 31, 2019. During the fiscal year ended June 30, 2018, the State of New Jersey contributed \$20,737 to the PFRS for normal pension benefits on behalf of the Borough, which is less than the contractually required contribution of \$41,475.

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

Pension Liabilities and Pension Expense

At December 31, 2018, the Borough's liability for its proportionate share of the net pension liability was \$2,577,795. The net pension liability was measured as of June 30, 2018, and the total pension liability used to calculate the net pension liability was determined by an actuarial valuation as of July 1, 2017 which was rolled forward to June 30, 2018. The Borough's proportion of the net pension liability was based on a projection of the Borough's long-term share of contributions to the pension plan relative to the projected contributions of all participating members, actuarially determined. At June 30, 2018, the Borough's proportion was 0.019%, which was an increase of 0.002% from its proportion measured as of June 30, 2017. The Borough has rolled forward the net pension liability to December 31, 2018 with no adjustments. The State of New Jersey Police and Fireman's Retirement System's (PFRS) valuation cycle is July 1 instead of December 31. The roll forward methodology puts them a year in arrears in terms of valuation. The roll forward methodology puts them a year in arrears in terms of valuation. The Division of Local Government Services, Department of Community Services, State of New Jersey is permitting municipalities to include the June 30, 2018 pension information in the Notes to the Financial Statements as the June 30, 2019 has not been released as of the date of this audit.

BOROUGH OF HAMBURG
NOTES TO FINANCIAL STATEMENTS
YEAR ENDED DECEMBER 31, 2019
(Continued)

Note 4: Pension Plans (Cont'd)

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

Pension Liabilities and Pension Expense (Cont'd)

Additionally, the State's proportionate share of the net pension liability attributable to the Borough is \$350,151 as of December 31, 2018. The net pension liability was measured as of June 30, 2018, and the total pension liability used to calculate the net pension liability was determined by an actuarial valuation as of July 1, 2017 which was rolled forward to June 30, 2018. The State's proportionate share of the net pension liability associated with the Borough was based on a projection of the Borough's long-term share of contributions to the pension plan relative to the projected contributions of all participating members, actuarially determined. At June 30, 2018, the State's proportion was 0.019%, which was an increase of 0.002% from its proportion measured as of June 30, 2017 which is the same proportion as the Borough's. The Borough has rolled forward the net pension liability to December 31, 2018 with no adjustments. The State of New Jersey Police and Fireman's Retirement System's (PFRS) valuation cycle is July 1 instead of December 31. The roll forward methodology puts them a year in arrears in terms of valuation. The roll forward methodology puts them a year in arrears in terms of valuation.

Borough's Proportionate Share of the Net Pension Liability	\$ 2,577,795
State's Proportionate Share of the Net Pension Liability Associated with the Borough	<u>350,151</u>
Total Net Pension Liability	<u>\$ 2,927,946</u>

For the year ended December 31, 2019, the Borough recognized total pension expense of \$186,243.

Actuarial Assumptions

The total pension liability for the June 30, 2018 measurement date was determined by an actuarial valuation as of July 1, 2017 which was rolled forward to June 30, 2018. This actuarial valuation used the following actuarial assumptions:

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

Pre-retirement mortality rates were based on the RP-2000 Combined Healthy mortality tables projected on a generational basis from the base year of 2000 to 2013 using Projection Scale BB and the Conduent modified 2014 projection scale thereafter. For pre-retirement accidental mortality, a custom table with representative rates was used and there is no mortality improvement assumed. Post-retirement mortality rates for male service retirements are based on the RP-2000 Combined Healthy Mortality Tables projected on a generational basis using Projection Scale AA from base year of 2012 to 2013 and the Conduent modified 2014 projection scale thereafter. Post-retirement mortality rates for female service retirements and beneficiaries were based on the RP-2000 Combined Healthy Mortality Tables projected on a generational basis from the base year of 2000 to 2013 using Projection Scale BB and the Conduent modified 2014 projection scales thereafter. Disability retirement rates were based on a custom table with representative rates and no mortality improvement assumed.

BOROUGH OF HAMBURG
NOTES TO FINANCIAL STATEMENTS
YEAR ENDED DECEMBER 31, 2019
(Continued)

Note 4: Pension Plans (Cont'd)

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

Actuarial Assumptions (Cont'd)

The actuarial assumptions used in the July 1, 2017 valuation were based on the results of an actuarial experience study for the period July 1, 2010 to June 30, 2013.

Long Term Expected Rate of Return

In accordance with State statute, the long-term expected rate of return on pension plan investments (7.00% at June 30, 2018) is determined by the State Treasurer, after consultation with the Directors of the Division of Investments and Division of Pensions and Benefits, the Board of Trustees and the actuaries. The long-term expected rate of return was determined using a building block method in which best-estimate ranges of expected future real rates of return (expected returns, net of pension plan investment expense and inflation) are developed for each major asset class. These ranges are combined to produce the long-term expected rate of return by weighting the expected future real rates of return by the target asset allocation percentage and by adding expected inflation. Best estimates of arithmetic real rates of return for each major asset class included in PFRS' target asset allocation as of June 30, 2018 are summarized in the following table:

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

Discount Rate

The discount rate used to measure the total pension liability was 6.51% as of June 30, 2018. This single blended discount rate was based on the long-term expected rate of return on pension plan investments of 7.00% and a municipal bond rate of 3.87% as of June 30, 2018 based on the Bond Buyer Go 20 Bond Municipal Bond Index which includes tax-exempt general obligation municipal bonds with an average rating of AA/Aa or higher.

BOROUGH OF HAMBURG
NOTES TO FINANCIAL STATEMENTS
YEAR ENDED DECEMBER 31, 2019
(Continued)

Note 4: Pension Plans (Cont'd)

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

Discount Rate (Cont'd)

The projection of cash flows used to determine the discount rate assumed that contributions from plan members will be made at the current member contribution rates and that contributions from employers and the nonemployer contributing entity will be made based on the contribution rate in the most recent fiscal year. The State employer contributed 50% of the actuarially determined contributions and the local employers contributed 100% of their actuarially determined contributions. Based on those assumptions, the plan's fiduciary net position was projected to be available to make projected future benefit payments of current plan members through June 30, 2062. Therefore, the long-term expected rate of return on pension plan investments was applied to projected benefit payments through June 30, 2062, and the municipal bond rate was applied to projected benefit payments after that date in determining the total pension liability.

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

The following presents the total net pension liability (including the State's proportionate share of the net pension liability attributable to the Borough) as of December 31, 2018 calculated using the discount rate as disclosed above, as well as what the collective net pension liability would be if it were calculated using a discount rate that is 1-percentage-point lower or 1-percentage-point higher than the current rate:

	December 31, 2018		
	1% Decrease (5.51%)	Current Discount Rate (6.51%)	1% Increase (7.51%)
Borough's proportionate share of the NPL and the State's proportionate share of the Net Pension Liability associated with the Borough	\$ 3,918,693	\$ 2,927,946	\$ 2,110,761

Pension Plan Fiduciary Net Position - PFRS

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

C. Defined Contribution Retirement Program (DCRP)

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

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

BOROUGH OF HAMBURG
NOTES TO FINANCIAL STATEMENTS
YEAR ENDED DECEMBER 31, 2019

(Continued)

Note 4: Pension Plans (Cont'd)

C. Defined Contribution Retirement Program (DCRP)

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

For DCRP, the Borough recognized pension expense of \$3,951.80 for the year ended December 31, 2019. Employee contributions to DCRP amounted to \$5,386.36 for the year ended December 31, 2019.

Note 5: Local and Regional School Districts 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 respective school district.

The Borough of Hamburg has elected not to defer school taxes.

Note 6: Accrued Sick and Vacation Benefits

The Borough permits employees to accrue a limited amount of unused vacation and 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 \$8,074.62 at December 31, 2019. This amount is reported as a liability in the Trust Funds. As of December 31, 2019, the Borough has a reserve of \$23,012.99 for future accumulated absences claims.

Note 7: 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 prior year may be placed in lien at a tax sale held after April 1 and through December 31. Unpaid taxes of the current year may be placed in lien at a tax sale held after December 10.

BOROUGH OF HAMBURG
NOTES TO FINANCIAL STATEMENTS
YEAR ENDED DECEMBER 31, 2019
(Continued)

Note 7: Selected Tax Information (Cont'd)

Comparative Schedule of Tax Rate Information

	<u>2019</u>	<u>2018</u>	<u>2017</u>
<u>Tax Rate</u>	\$ 4.155	\$ 4.060	\$ 3.977
<u>Apportionment of Tax Rate</u>			
Municipal	.966	.949	.921
Municipal Open Space	.002	.003	.002
County	.639	.636	.637
Local School	1.930	1.837	1.762
Regional High School	.618	.635	.655
<u>Assessed Valuations</u>			
2019	<u>\$ 246,592,187.00</u>		
2018		<u>\$ 244,987,358.00</u>	
2017			<u>\$ 244,458,811.00</u>

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>
2019	\$ 10,289,420.04	\$ 10,033,943.83	97.51%
2018	9,989,749.69	9,737,440.49	97.47%
2017	9,747,158.04	9,531,611.90	97.78%

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

Note 8: Cash and Cash Equivalents

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

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

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

BOROUGH OF HAMBURG
NOTES TO FINANCIAL STATEMENTS
YEAR ENDED DECEMBER 31, 2019
(Continued)

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

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

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

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

Deposits:

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

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

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

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

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

Investments:

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

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

BOROUGH OF HAMBURG
NOTES TO FINANCIAL STATEMENTS
YEAR ENDED DECEMBER 31, 2019
(Continued)

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

Investments: (Cont'd)

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

As of December 31, 2019, cash and cash equivalents of the Borough consisted of the following:

<u>Fund</u>	<u>Cash on Hand</u>	<u>Checking Accounts</u>	<u>Totals</u>
Current	\$ 420.00	\$ 1,970,117.05	\$ 1,970,537.05
Animal Control		587.81	587.81
Other Trust		823,036.43	823,036.43
General Capital		353,821.67	353,821.67
Water/Sewer Utility Operating		2,670,104.82	2,670,104.82
Water/Sewer Utility Capital		809,123.05	809,123.05
	<u>\$ 420.00</u>	<u>\$ 6,626,790.83</u>	<u>\$ 6,627,210.83</u>

During the period ended December 31, 2019, the Borough did not hold any investments. The carrying amount of the Borough of Hamburg's cash and cash equivalents at December 31, 2019, was \$6,627,210.83 and the bank balance was \$6,788,812.36.

BOROUGH OF HAMBURG
NOTES TO FINANCIAL STATEMENTS
YEAR ENDED DECEMBER 31, 2019
(Continued)

Note 9: 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. The Borough maintains commercial insurance coverage for property and liability. Health benefits are provided to employees through the State of New Jersey Health Benefits Plan.

The Borough of Hamburg is a member of the Statewide Insurance Fund, (the "Fund"). The Fund provides its members with workers' compensation insurance and surety bond coverage. The Fund is a risk-sharing public entity risk pool that is both an insured and self-administered group of municipalities established for the purpose of providing low-cost insurance coverage for their members in order to keep local property taxes at a minimum.

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

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

The December 31, 2019 audit report of the Statewide Insurance Fund is not filed as of the date of this audit. Selected financial information for the Fund as of December 31, 2018 is as follows:

Total Assets	\$ 48,828,931
Net Position	\$ 13,407,234
Total Revenue	\$ 25,364,220
Total Expenses	\$ 25,296,289
Change in Net Position	\$ 67,931
Member Dividends	\$ 47,282

Financial statements for the Fund are available at the office of the Fund's Executive Director:

Statewide Insurance Fund
One Sylvan Way
Parsippany, New Jersey 07054

New Jersey Unemployment Compensation Insurance

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

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

BOROUGH OF HAMBURG
NOTES TO FINANCIAL STATEMENTS
YEAR ENDED DECEMBER 31, 2019
(Continued)

Note 9: Risk Management (Cont'd)

New Jersey Unemployment Compensation Insurance (Cont'd)

<u>Year</u>	<u>Employee Contributions</u>	<u>Interest Earned</u>	<u>Amount Reimbursed</u>	<u>Ending Balance</u>
2019	\$ 2,598.32	\$ 52.84	\$ 264.79	\$ 45,246.54
2018	3,335.35	31.30	260.31	42,860.17
2017	5,457.04	8.55	546.00	39,753.83

Note 10: Interfund Receivables and Payables

The following interfund balances remained on the balance sheet at December 31, 2019:

<u>Fund</u>	<u>Interfund Receivable</u>	<u>Interfund Payable</u>
Current Fund		\$ 53,925.19
Federal and State Grant Fund	\$ 53,925.19	
	<u>\$ 53,925.19</u>	<u>\$ 53,925.19</u>

The interfund receivable in the Federal and State Grant Fund reflects the Federal and State Grant Fund receipts collected by the Current Fund.

Note 11: Contingencies

The Borough is periodically involved in various lawsuits arising in the normal course of business, including claims for disputes over contract awards. In the opinion of management, the ultimate outcome of these lawsuits will not have a material adverse effect on the Borough's financial position as of December 31, 2019.

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 12: 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.

Note 13: Open Space Trust Fund

The Borough created an Open Space Trust Fund with a tax levy of \$.002 per \$100 of assessed valuation in 2001. The funds collected are used to acquire and maintain open space property in the Borough. The balances of the Open Space Trust Fund at December 31, 2019 and 2018 were \$70,640.08 and \$69,166.76, respectively.

BOROUGH OF HAMBURG
NOTES TO FINANCIAL STATEMENTS
YEAR ENDED DECEMBER 31, 2019
(Continued)

Note 14: Pending Tax Appeals

The municipality has been advised that certain tax appeals have been filed. The Borough expects to vigorously defend the original assessments. The Borough has also been advised that certain tax appeals have been settled, which resulted in reduction of assessment. The Borough has established a reserve in the amount of \$13,189.80 to provide for this contingency which it believes is sufficient.

Note 15: Fixed Assets

The following is a summarization of general fixed assets for the year ended December 31, 2019:

	(Restated) Balance Dec. 31, 2018	Additions	Deletions	Balance Dec. 31, 2019
Land	\$ 1,605,600.00			\$ 1,605,600.00
Buildings	1,396,300.00			1,396,300.00
Machinery and Equipment	3,002,775.00	\$ 533,421.00		3,536,196.00
	<u>\$ 6,004,675.00</u>	<u>\$ 533,421.00</u>	<u>\$ -0-</u>	<u>\$ 6,538,096.00</u>

Note 16: Postemployment Benefits Other than Pensions (OPEB)

State Health Benefit Local Government Retired Employees Plan

General Information about the OPEB Plan

Plan Description

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

BOROUGH OF HAMBURG
NOTES TO FINANCIAL STATEMENTS
YEAR ENDED DECEMBER 31, 2019
(Continued)

Note 16: Postemployment Benefits Other than Pensions (OPEB) (Cont'd)

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

Benefits Provided

The Plan provides medical and prescription drug coverage to retirees and their covered dependents of the participating employers. Under the provisions of Chapter 88, P.L. 1974 and Chapter 48, P.L. 1999, local government employers electing to provide postretirement medical coverage to their employees must file a resolution with the Division. Under Chapter 88, local employers elect to provide benefit coverage based on the eligibility rules and regulations promulgated by the State Health Benefits Commission. Chapter 48 allows local employers to establish their own age and service eligibility for employer paid health benefits coverage for retired employees.

Under Chapter 48, the employer may assume the cost of postretirement medical coverage for employees and their dependents who: 1) retired on a disability pension; or 2) retired with 25 or more years of service credit in a State or locally administered retirement system and a period of service of up to 25 years with the employer at the time of retirement as established by the employer; or 3) retired and reached the age of 65 with 25 or more years of service credit in a State or locally administered retirement system and a period of service of up to 25 years with the employer at the time of retirement as established by the employer; or 4) retired and reached age 62 with at least 15 years of service with the employer. Further, the law provides that the employer paid obligations for retiree coverage may be determined by means of a collective negotiations agreement.

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

Contributions

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

Special Funding Situation

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

BOROUGH OF HAMBURG
NOTES TO FINANCIAL STATEMENTS
YEAR ENDED DECEMBER 31, 2019
(Continued)

Note 16: Postemployment Benefits Other than Pensions (OPEB) (Cont'd)

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

Special Funding Situation (Cont'd)

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

Allocation Methodology

GASB Statement No. 75 requires participating employers in the Plan to recognize their proportionate share of the collective net OPEB liability, collective deferred outflows of resources, collective inflows of resources, and collective OPEB expense. The special funding situation's and nonspecial funding situation's net OPEB liability, deferred outflows of resources, deferred inflows of resources, and OPEB expense are based on separately calculated total OPEB liabilities. The nonspecial funding situation's net OPEB liability, deferred outflows of resources, deferred inflows of resources, and OPEB expense are further allocated to employers based on the ratio of the plan members of an individual employer to the total members of the Plan's nonspecial funding situation during the measurement period July 1, 2017 through June 30, 2018. Employer and nonemployer allocation percentages were rounded for presentation purposes; therefore, amounts presented in the schedule of OPEB amounts by employer and nonemployer may result in immaterial differences.

OPEB Expense Related to OPEB

The total OPEB liability as of June 30, 2019 was not available from the State of New Jersey Division of Pensions and Benefits as of the date of this report. The total OPEB liability as of June 30, 2018 was determined by an actuarial valuation as of June 30, 2017, which was rolled forward to June 30, 2018.

The State's proportionate share of the net OPEB liability attributable to the Borough at June 30, 2018 was \$2,624,107. At June 30, 2018, the State's proportion related to the Borough was .0044%. This is the percentage of the total State Share of the net OPEB liability of the Plan.

During the year ended June 30, 2018, the State of New Jersey's OPEB expense related to the Borough was \$79,435.

BOROUGH OF HAMBURG
NOTES TO FINANCIAL STATEMENTS
YEAR ENDED DECEMBER 31, 2019
(Continued)

Note 16: Postemployment Benefits Other than Pensions (OPEB) (Cont'd)

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

Actuarial Assumptions and Other Inputs

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

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

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

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

Certain actuarial assumptions used in the June 30, 2017 valuation were based on the results of the pension plans' experience studies for which the members are eligible for coverage under this Plan – the Police and Firemen Retirement System (PFRS) and the Public Employees' Retirement System (PERS). The PFRS and PERS experience studies were prepared for the periods July 1, 2010 to June 30, 2013 and July 1, 2011 – June 30, 2014, respectively.

100% of active members are considered to participate in the Plan upon retirement.

Health Care Trend Assumptions

For pre-Medicare preferred provider organization (PPO) and health maintenance organization (HMO) medical benefits, the trend rate is initially is 5.8% and decreases to a 5.0% long term trend rate after eight years. For self-insured post 65 PPO and HMO medical benefits, the trend rate is 4.5%. For prescription drug benefits, the initial trend rate is 8.0% decreasing to a 5.0% long term rate after seven years. The Medicare Advantage trend rate is 4.5% and will continue in all future years.

Discount Rate

The discount rate for June 30, 2018 was 3.87%. This represents the municipal bond rate as chosen by the State. The source is the Bond Buyer Go 20-Bond Municipal Bond Index, which includes tax-exempt general obligation municipal bonds with an average rating of AA/Aa or higher. As the long-term rate of return is less than the municipal bond rate, it is not considered in the calculation of the discount rate, rather the discount rate is set at the municipal bond rate.

BOROUGH OF HAMBURG
NOTES TO FINANCIAL STATEMENTS
YEAR ENDED DECEMBER 31, 2019
(Continued)

Note 17: Prior Period Adjustment

The prior period balance for the general fixed assets account group was restated due to the Borough having its initial independent appraisal for the valuation of the Borough's land, buildings, equipment, and vehicles. Additionally, the restatement reflects a change in the fixed assets capitalization threshold to \$5,000 for equipment and vehicles.

	Balance 12/31/18 as Previously Reported	Retroactive Adjustments	Balance 12/31/18 as Restated
<u>General Fixed Assets Account Group</u>			
Assets:			
Land	\$ 274,700.00	\$ 1,330,900.00	\$ 1,605,600.00
Buildings	685,007.00	711,293.00	1,396,300.00
Machinery and Equipment	1,350,629.00	1,652,146.00	3,002,775.00
Reserves:			
Reserve for General Fixed Assets	2,310,336.00	3,694,339.00	6,004,675.00

Note 18: Subsequent Events

The COVID-19 outbreak in the United States and specifically in New Jersey has caused disruption of normal financial operations at the municipality with the municipal offices closed to the public and minimal staff working on site. Though the impact on the Borough's operations cannot be reasonably estimated at this date, it is likely that there will be an impact on tax collections, and utility collections, as well as other revenue in the operating funds.

BOROUGH OF HAMBURG

SUPPLEMENTARY DATA

BOROUGH OF HAMBURG
OFFICIALS IN OFFICE AND SURETY BONDS
YEAR ENDED DECEMBER 31, 2019

Name	Title	Amount of Bond	Name of Corporate Surety
Paul Marino	Mayor		
Richard Krasnomowitz	Council President		
Joyce Oehler	Councilwoman		
Mark Sena	Councilman		
Russell Law	Councilman		
John Burd	Councilman		
Christine Licata	Chief Financial Officer/Treasurer		
Regina Flammer	Tax Collector; Tax Search Official; Water/Sewer Collector	\$ 1,000,000.00	Statewide Insurance Fund
Doreen Schott	Borough Clerk; Registrar; Assessment Search Officer	1,000,000.00	Statewide Insurance Fund
Jean Stephens	Administrative Assistant/Accounts Payable Clerk	(a)	
Marguerite Nemeth	Recycling Coordinator	(a)	
Wendy Brick	Secretary - Land Use Board, Historic Preservation	(a)	
Jason Laliker	Tax Assessor - Shared Service Agreement with Lafayette Township	(a)	
JoAnn Coan	Court Administrator; Violations Clerk	(a)	
James P. Sloan	Magistrate	(a)	
Kathleen Garrett	Deputy Clerk; DPW Secretary; Recreation Secretary	(a)	
Keith Sukennikoff	Office of Emergency Management	(a)	
Joseph Drossell	Zoning Officer - Shared Service Agreement with Franklin Borough; Borough of Hamburg Employee as of 5/1/2019	(a)	
John Perry	Water/Sewer Operator	(a)	
Richard J. Clemack	Attorney		
Hatch Mott MacDonald	Engineer		
Michael Postorino	Police Director	(a)	

All bonds were examined and were properly executed

(a) - There is a Public Employees Blanket Bond for \$1,000,000.00 through Statewide Insurance Fund

BOROUGH OF HAMBURG
COUNTY OF SUSSEX
2019
CURRENT FUND

BOROUGH OF HAMBURG
CURRENT FUND
SCHEDULE OF CASH

	<u>Ref.</u>	
Balance December 31, 2018	A	\$ 1,801,629.05
Increased by Receipts:		
Taxes Receivable	\$ 10,091,448.23	
Prepaid Taxes	88,082.42	
Tax Overpayments	13,487.47	
Interest and Costs on Taxes	31,670.19	
Revenue Accounts Receivable	303,662.58	
Due from State of New Jersey:		
Veterans and Senior Citizens' Deductions	27,000.00	
Third Party Liens	135,371.70	
Miscellaneous Revenue Not Anticipated	54,091.89	
Due to Federal and State Grant Fund:		
Federal and State Grants Receivable	20,850.79	
Unappropriated Reserves	9,211.91	
Appropriation Refunds	112,757.16	
Reserve for Insurance Claims	9,227.33	
Sale of Municipal Assets	2,124.02	
Due to State of New Jersey:		
Marriage License Fees	375.00	
	<hr/>	<hr/>
		10,899,360.69
		12,700,989.74
Decreased by Disbursements:		
2019 Appropriation Expenditures	2,655,752.59	
2018 Appropriation Reserves	42,350.53	
Local School Taxes	4,756,903.00	
Regional School Taxes	1,524,852.00	
County Taxes	1,580,046.24	
Tax Overpayments Refunded	7,910.35	
Refund of Third Party Liens	135,371.70	
Due to Other Trust Funds:		
Open Space Tax Levy	7,408.02	
Due from Federal and State Grant Fund:		
Appropriated Reserves	19,778.26	
Due to State of New Jersey:		
Marriage License Fees	500.00	
	<hr/>	<hr/>
		10,730,872.69
Balance December 31, 2019	A	<u><u>\$ 1,970,117.05</u></u>

BOROUGH OF HAMBURG
CURRENT FUND
SCHEDULE OF CASH - GRANT FUNDS
YEAR ENDED DECEMBER 31, 2019

NOT APPLICABLE

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

Year	Balance Dec 31, 2018	2019 Levy	2018	Collections 2019	Over- Payments Applied	State of NJ Veterans' and Senior Citizens' Deductions	Cancelled	Transferred to Tax Title Liens	Balance Dec 31, 2019
2016	\$ 4,333.92								\$ 4,333.92
2017	4,466.17								4,466.17
2018	179,480.85			\$ 173,232.51				\$ 1,688.96	4,559.38
	188,280.94			173,232.51				1,688.96	13,359.47
2019		\$ 10,289,420.04	\$ 75,371.83	9,918,215.72	\$ 12,225.46	\$ 28,130.82	\$ 5,321.11	64,577.05	185,578.05
	\$ 188,280.94	\$ 10,289,420.04	\$ 75,371.83	\$ 10,091,448.23	\$ 12,225.46	\$ 28,130.82	\$ 5,321.11	\$ 66,266.01	\$ 198,937.52
<u>Ref.</u>	<u>A</u>								<u>A</u>

Analysis of 2019 Property Tax Levy

Tax Yield:

General Purpose Tax
Added and Omitted Taxes

\$ 10,245,908.66
43,511.38
\$ 10,289,420.04

Tax Levy:

Local School District Taxes
Regional School District Taxes
County Taxes
Due County for Added and Omitted Taxes

4,756,903.00
1,524,852.00

1,579,943.66
7,861,698.66

Municipal Open Space Tax Levy
Municipal Open Space Added and Omitted Tax

7,386.00
22.02

7,408.02

Local Tax for Municipal Purposes Levied
Additional Taxes Levied

2,382,964.50
37,348.86

2,420,313.36
\$ 10,289,420.04

BOROUGH OF HAMBURG
CURRENT FUND
SCHEDULE OF TAX TITLE LIENS

	<u>Ref.</u>		
Balance December 31, 2018	A	\$	451,130.25
Increased by:			
Interest and Costs on Tax Sale		\$	4,799.16
Transfer from 2018 Taxes Receivable			1,688.96
Transfer from 2019 Taxes Receivable			64,577.05
			<u>71,065.17</u>
			522,195.42
Decreased by:			
Cancelled through Foreclosures			<u>104,096.61</u>
Balance December 31, 2019	A	\$	<u><u>418,098.81</u></u>

BOROUGH OF HAMBURG
CURRENT FUND
SCHEDULE OF REVENUE ACCOUNTS RECEIVABLE

	<u>Balance</u> <u>Dec 31, 2018</u>	<u>Accrued In</u> <u>2019</u>	<u>Received In</u> <u>2019</u>	<u>Balance</u> <u>Dec 31, 2019</u>
Clerk:				
Licenses:				
Alcoholic Beverage		\$ 1,899.00	\$ 1,899.00	
Municipal Court:				
Fines and Costs	\$ 2,363.67	39,630.14	39,338.58	\$ 2,655.23
Energy Receipts Taxes		225,924.00	225,924.00	
Rental of Cell Tower		36,501.00	36,501.00	
	<u>\$ 2,363.67</u>	<u>\$ 303,954.14</u>	<u>\$ 303,662.58</u>	<u>\$ 2,655.23</u>
<u>Ref.</u>	A			A

BOROUGH OF HAMBURG
CURRENT FUND
SCHEDULE OF 2018 APPROPRIATION RESERVES
YEAR ENDED DECEMBER 31, 2019

	Balance Dec 31, 2018	Balance After Modification	Paid or Charged	Balance Lapsed
GENERAL GOVERNMENT:				
Administrative & Executive:				
Salaries & Wages	\$ 888.98	\$ 888.98		\$ 888.98
Other Expenses	718.09	718.09	\$ 625.08	93.01
Municipal Clerk:				
Other Expenses	6,651.71	6,651.71	1,164.80	5,486.91
Financial Administration:				
Other Expenses	3,560.88	3,560.88	20.35	3,540.53
Audit Services	105.60	105.60		105.60
Collection of Taxes:				
Other Expenses	1,731.99	1,731.99	26.15	1,705.84
Assessment of Taxes:				
Other Expenses	1,690.27	1,690.27		1,690.27
Legal Services:				
Other Expenses	8,491.30	8,491.30	702.00	7,789.30
Municipal Court:				
Prosecutor:				
Salaries & Wages	3,000.00	3,000.00		3,000.00
Engineering Services & Costs:				
Other Expenses	7,865.50	7,865.50	208.50	7,657.00
Economic Development Agency:				
Other Expenses	1,000.00	1,000.00		1,000.00
Historical Society:				
Other Expenses	1,500.00	1,500.00		1,500.00
Historical Preservation:				
Salaries & Wages	492.58	492.58		492.58
Other Expenses	916.30	916.30	200.00	716.30
Municipal Land Use Law (N.J.S.A. 40:55D-1):				
Municipal Land Use Board:				
Salaries & Wages	69.32	69.32		69.32
Other Expenses	2,461.20	2,461.20	729.00	1,732.20
Affordable Housing Administration:				
Other Expenses	1,072.32	1,072.32		1,072.32
PUBLIC SAFETY FUNCTIONS:				
Police:				
Salaries & Wages	47,320.94	47,320.94	842.15	46,478.79
Other Expenses	5,643.10	5,643.10	3,348.02	2,295.08
Crossing Guards:				
Salaries & Wages	2,288.48	2,288.48		2,288.48
Other Expenses	1,727.06	1,727.06		1,727.06
Office of Emergency Management/"9-1-1":				
Salaries & Wages	41.76	41.76		41.76
Other Expenses	868.52	868.52	868.52	
Aid to Volunteer Fire Companies	14,676.34	14,676.34	14,522.79	153.55
Dispatching Agreement:				
Other Expenses	97.56	97.56		97.56

BOROUGH OF HAMBURG
CURRENT FUND
SCHEDULE OF 2018 APPROPRIATION RESERVES
YEAR ENDED DECEMBER 31, 2019

(Continued)

	Balance Dec 31, 2018	Balance After Modification	Paid or Charged	Balance Lapsed
PUBLIC WORKS FUNCTIONS:				
Road Repairs & Maintenance:				
Other Expenses	\$ 31,419.94	\$ 31,419.94	\$ 7,596.81	\$ 23,823.13
Public Buildings and Grounds:				
Other Expenses	8,846.40	8,846.40	708.22	8,138.18
HEALTH AND WELFARE FUNCTION:				
Board of Health:				
Other Expenses	132.78	132.78		132.78
Dog Regulation:				
Other Expenses	1,507.50	1,507.50	1,434.00	73.50
Contribution to First Aid Squad	2,978.98	2,978.98	852.50	2,126.48
UTILITIES:				
Utilities	77,693.62	77,693.62	6,424.23	71,269.39
Insurance:				
Other Insurance Premiums	8,207.20	8,207.20		8,207.20
Workmen's Compensation Insu`	4,289.75	4,289.75		4,289.75
Group Insurance for Employees	12,386.38	12,386.38		12,386.38
Municipal Court:				
Salaries & Wages	4,202.07	4,202.07		4,202.07
Other Expenses	2,025.98	2,025.98	73.34	1,952.64
Public Defender:				
Other Expenses	4,500.00	4,500.00		4,500.00
Health and Safety Occupational Act:				
Hepatitis B Vaccine	550.00	550.00		550.00
Construction Code Official:				
Other Expenses	21,051.00	21,051.00		21,051.00
Zoning Official:				
Other Expenses	916.43	916.43		916.43
UNCLASSIFIED:				
Accumulated Leave Compensation	1,000.00	1,000.00	1,000.00	
Statutory Expenditures:				
Contributions to:				
Public Employee's Retirement System	4,160.77	4,160.77		4,160.77
Social Security System (O.A.S.I.)	898.80	898.80		898.80
Unemployment Compensation Insurance	82.42	82.42		82.42
Defined Contribution Retirement Program	93.65	93.65		93.65
Capital Improvements - Excluded from "CAPS":				
Police SUV	150.78	150.78		150.78
Equipment Purchases	4,000.00	4,000.00	1,004.07	2,995.93
Municipal Facilities Improvement	5,348.49	5,348.49		5,348.49
	<u>\$ 311,322.74</u>	<u>\$ 311,322.74</u>	<u>\$ 42,350.53</u>	<u>\$ 268,972.21</u>
Balance December 31, 2018	Ref.			
Encumbered	A \$ 37,232.88			
Unencumbered	A 274,089.86			
	<u>\$ 311,322.74</u>			

BOROUGH OF HAMBURG
CURRENT FUND
SCHEDULE OF LOCAL SCHOOL DISTRICT TAXES PAYABLE
YEAR ENDED DECEMBER 31, 2019

Increased by:

Levy - Calendar Year 2019	\$ 4,756,903.00
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Decreased by:

Payments to Local School District	\$ 4,756,903.00
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BOROUGH OF HAMBURG
CURRENT FUND
SCHEDULE OF REGIONAL SCHOOL DISTRICT TAXES PAYABLE
YEAR ENDED DECEMBER 31, 2019

Increased by:

Levy - Calendar Year 2019	\$ 1,524,852.00
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Decreased by:

Payments to Regional School District	\$ 1,524,852.00
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BOROUGH OF HAMBURG
FEDERAL AND STATE GRANT FUND
SCHEDULE OF GRANTS RECEIVABLE
YEAR ENDED DECEMBER 31, 2019

Grant	2019 Realized Revenue	2019 Receipts	Transferred from Unappropriated Reserve
Clean Communities Program	\$ 6,880.23	\$ 6,880.23	
Body Armor Fund	1,227.99	1,227.99	
Recycling Tonnage Grant	7,925.09	7,925.09	
Distracted Driving Statewide Crackdown Grant	4,817.48	4,817.48	
Reserve for Drunk Driving Enforcement Fund	3,500.00		\$ 3,500.00
Reserve for EMS Freeholder Grant	2,800.00		2,800.00
	<u>\$ 27,150.79</u>	<u>\$ 20,850.79</u>	<u>\$ 6,300.00</u>

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

<u>Grant</u>	<u>Balance Dec 31, 2018</u>	<u>Cash Received</u>	<u>Transferred to Grants Receivable</u>	<u>Balance Dec 31, 2019</u>
Recycling Tonnage Grant		\$ 6,411.91		\$ 6,411.91
EMS Freeholder Grant	\$ 2,800.00	2,800.00	\$ 2,800.00	2,800.00
Drunk Driving Enforcement Fund	3,500.00		3,500.00	
	<u>\$ 6,300.00</u>	<u>\$ 9,211.91</u>	<u>\$ 6,300.00</u>	<u>\$ 9,211.91</u>
<u>Ref.</u>	A			A

BOROUGH OF HAMBURG
FEDERAL AND STATE GRANT FUND
SCHEDULE OF APPROPRIATED RESERVES

	Balance Dec 31, 2018	Transferred From 2019 Budget Appropriation	Expended	Balance Dec 31, 2019
Clean Communities Program	\$ 6,384.81	\$ 6,880.23	\$ 6,672.02	\$ 6,593.02
Body Armor Fund		1,227.99	1,227.99	
Recycling Tonnage Grant	2,228.77	7,925.09	4,230.40	5,923.46
Drunk Driving Enforcement Fund	1,118.08	3,500.00	635.39	3,982.69
EMS Freeholder Grant	14,957.70	2,800.00	2,195.00	15,562.70
Distracted Driving Statewide Crackdown Grant		4,817.48	4,817.46	0.02
Municipal Stormwater Regulation Program	9,552.39			9,552.39
Over the Limit Under Arrest	599.00			599.00
Impaired Driving Crackdown Grant	2,500.00			2,500.00
	<u>\$ 37,340.75</u>	<u>\$ 27,150.79</u>	<u>\$ 19,778.26</u>	<u>\$ 44,713.28</u>
<u>Ref.</u>	A			A

Federal Grants	\$ 4,817.46
State Grants	12,765.80
Local Grants	2,195.00
	<u>\$ 19,778.26</u>

BOROUGH OF HAMBURG
COUNTY OF SUSSEX
2019
TRUST FUNDS

BOROUGH OF HAMBURG
TRUST FUNDS
SCHEDULE OF CASH - TREASURER

		<u>Animal Control Fund</u>	<u>Other Trust Funds</u>
	<u>Ref.</u>		
Balance December 31, 2018	B	\$ 2,598.97	\$ 825,584.62
Increased by Receipts:			
Borough Dog License Fees		\$ 3,122.00	
State Dog License Fees		703.20	
Borough Cat License Fees		1,074.20	
Penalties on Dog/Cat License Fees		798.60	
Miscellaneous		0.30	
Unemployment Insurance Deposits			\$ 2,651.16
Developer's Escrow			22,873.39
Accumulated Absences			2,000.00
Recreation Deposits			10,044.93
Open Space Trust:			
Open Space Tax Levy			7,408.02
Interest Earned			79.22
Tax Sale Premium			44,700.00
Public Defender			880.00
Parking Offense Adjudication Act Receipts			18.00
Small Cities Block Grant			20,460.00
Junior Police			1,800.00
Storm Recovery			7,000.00
		<u>5,698.30</u>	<u>119,914.72</u>
		8,297.27	945,499.34
Decreased by Disbursements:			
Due to State of New Jersey Board of Health		705.60	
Administrative Expenses (R.S. 4:19-15.11)		7,003.86	
Unemployment Insurance Expenditures			264.79
Developer's Escrow			14,582.34
Recreation Expenditures			11,189.77
Tax Sale Premiums			87,100.00
Public Defender			750.00
Open Space Trust			6,013.92
Junior Police			2,562.09
		<u>7,709.46</u>	<u>122,462.91</u>
Balance December 31, 2019	B	<u>\$ 587.81</u>	<u>\$ 823,036.43</u>

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

	<u>Ref.</u>		
Balance December 31, 2018	B	\$	2,596.57
Increased by:			
Dog License Fees Collected		\$	3,122.00
Cat License Fees Collected			1,074.20
Penalties			798.60
Miscellaneous			0.30
			<u>4,995.10</u>
			<u>7,591.67</u>
Decreased by:			
Expenditures Under R.S. 4:19-15.11			<u>7,003.86</u>
Balance December 31, 2019	B	<u>\$</u>	<u>587.81</u>

License Fees Collected

<u>Year</u>	<u>Amount</u>
2017	\$ 4,440.60
2018	4,794.80
	<u> </u>
Maximum Allowable Reserve	<u>\$ 9,235.40</u>

BOROUGH OF HAMBURG
COUNTY OF SUSSEX
2019
GENERAL CAPITAL FUND

BOROUGH OF HAMBURG
GENERAL CAPITAL FUND
SCHEDULE OF CASH - TREASURER

	<u>Ref.</u>	
Balance December 31, 2018	C	\$ 240,467.17
Increased by:		
2019 Budget Appropriations:		
Capital Improvement Fund	\$ 28,000.00	
Deferred Charges to Future Taxation Unfunded	38,550.00	
Bond Anticipation Notes Issued	440,000.00	
New Jersey Department of Transportation Grant Receivable	131,250.00	
		<u>637,800.00</u>
		878,267.17
Decreased by:		
Improvement Authorization Expenditures		<u>524,445.50</u>
Balance December 31, 2019	C	<u>\$ 353,821.67</u>

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

Ord. No.	Improvement Description	Balance Dec. 31, 2018	Funded by Budget Appropriation	Balance Dec. 31, 2019	Analysis of Balance Dec. 31, 2019	
					Bond Anticipation Notes	Unexpended Improvement Authorizations
12-2007	Improvements to Recreation Fields and the Purchase of Related Equipment	\$ 38,550.00	\$ 38,550.00			
06-2018	Purchase of a New Fire Engine and Various Equipment	440,000.00		\$ 440,000.00	\$ 440,000.00	
		<u>\$ 478,550.00</u>	<u>\$ 38,550.00</u>	<u>\$ 440,000.00</u>	<u>\$ 440,000.00</u>	<u>\$ -0-</u>
	<u>Ref.</u>	C		C		

Improvement Authorizations - Unfunded

\$ 44,787.02

Less: Unexpended Proceeds of Bond Anticipation Notes Issued:
Ordinance #06-2018 (Purchase of a New Fire Engine and
Various Equipment)

44,787.02

\$ -0-

BOROUGH OF HAMBURG
GENERAL CAPITAL FUND
SCHEDULE OF IMPROVEMENT AUTHORIZATIONS

Ordinance Number	Improvement Description	Ordinance Date	Amount	2019 Authorizations				Improvement Authorizations Cancelled	Balance December 31, 2019	
				Capital Improvement Fund	Department of Transportation Grant	Paid or Charged			Funded	Unfunded
12-07	Improvements to Recreation Fields and the Purchase of Related Equipment	12/03/07	\$ 750,000.00						\$ 6,438.51	
02-16	Security System and Various Buildings/Grounds and Road Improvements	06/06/16	115,000.00						10,980.14	
03-17	Pavings and Improvements to Oak Street, Mulberry Street and Various Other Roads	09/06/17	127,000.00					\$ 19,170.82		
06-18	Purchase of New Fire Engine and Various Equipment	08/06/18	540,000.00			\$ 494,812.98				\$ 44,787.02
08-18	Purchase and Installation of a Generator for the Court House	09/05/18	7,500.00	\$ 7,500.00		6,840.00			660.00	
05-19	Paving and Improvements to Various Roads	07/01/19	206,000.00						183,207.48	
				55,000.00	\$ 151,000.00	22,792.52			\$ 201,286.13	\$ 44,787.02
				\$ 62,500.00	\$ 151,000.00	\$ 524,445.50		\$ 19,170.82		
									C	C
			Ref.							
				C	C					

BOROUGH OF HAMBURG
GENERAL CAPITAL FUND
SCHEDULE OF CAPITAL IMPROVEMENT FUND

	<u>Ref.</u>	
Balance December 31, 2018	C	\$ 130,973.77
Increased by:		
Current Fund Budget Appropriation		28,000.00
		<u>158,973.77</u>
Decreased by:		
Appropriated to Finance Improvement Authorizations		62,500.00
		<u>62,500.00</u>
Balance December 31, 2019	C	<u><u>\$ 96,473.77</u></u>

BOROUGH OF HAMBURG
GENERAL CAPITAL FUND
SCHEDULE OF BONDS ANTICIPATION NOTES PAYABLE
YEAR ENDED DECEMBER 31, 2019

Ord. Date	Improvement Authorization	Original Note		Interest Rate	Issued	Balance Dec 31, 2019
		Date of Issue	Amount			
08/06/18	Purchase of a New Fire Engine and Various Equipment	9/26/19	\$ 440,000.00	2.05%	\$ 440,000.00	\$ 440,000.00
					\$ 440,000.00	\$ 440,000.00
				<u>Ref.</u>		C
					\$ 440,000.00	
					\$ 440,000.00	

BOROUGH OF HAMBURG
GENERAL CAPITAL
SCHEDULE OF SERIAL BONDS PAYABLE
YEAR ENDED DECEMBER 31, 2019

NOT APPLICABLE

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

<u>Ord. Date</u>	<u>Improvement Description</u>	<u>Balance Dec 31, 2018</u>	<u>Funded by Budget Appropriation</u>	<u>Bond Anticipation Notes Issued</u>
12/03/07	Improvements to Recreation Fields and the Purchase of Related Equipment	\$ 38,550.00	\$ 38,550.00	
08/06/18	Purchase of a New Fire Engine and Various Equipment	440,000.00		\$ 440,000.00
		<u>\$ 478,550.00</u>	<u>\$ 38,550.00</u>	<u>\$ 440,000.00</u>

BOROUGH OF HAMBURG
COUNTY OF SUSSEX
2019
WATER/SEWER UTILITY FUND

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

	<u>Ref.</u>	<u>Operating</u>	<u>Capital</u>
Balance December 31, 2018	D	\$ 2,590,754.01	\$ 866,385.35
Increased by Receipts:			
Consumer Accounts Receivable	\$	1,546,836.90	
Overpaid Water/Sewer Rents		3,014.06	
Miscellaneous Revenue Not Anticipated		24,854.97	
NJ Environmental Infrastructure Loan Receivable			\$ 34,912.00
Interest on Investments		51,214.83	
		<u>1,625,920.76</u>	<u>34,912.00</u>
		4,216,674.77	901,297.35
Decreased by Disbursements:			
2019 Budget Appropriations		1,509,929.69	
2018 Appropriation Reserves		19,496.45	
Improvement Authorizations			92,174.30
Interest on Loans		16,385.18	
Refund of Overpayment		758.63	
		<u>1,546,569.95</u>	<u>92,174.30</u>
Balance December 31, 2019	D	<u>\$ 2,670,104.82</u>	<u>\$ 809,123.05</u>

BOROUGH OF HAMBURG
WATER/SEWER UTILITY OPERATING FUND
SCHEDULE OF CASH - COLLECTOR
YEAR ENDED DECEMBER 31, 2019

NOT APPLICABLE

BOROUGH OF HAMBURG
WATER/SEWER UTILITY CAPITAL FUND
ANALYSIS OF CAPITAL CASH

	Balance/ (Deficit) Dec 31, 2018	Receipts		Disbursements Improvement Authorizations	Transfers		Balance/ (Deficit) Dec 31, 2019
		NJ Environmental Infrastructure Loan Receivable			From	To	
Fund Balance	\$ 6,278.42						\$ 6,278.42
Capital Improvement Fund	736,878.97				\$ 150,000.00		586,878.97
NJ Environmental Infrastructure Loan Receivable	(85,000.00)	\$ 34,912.00			85,000.00		(135,088.00)
Reserve to Pay Debt Service	78,227.96						78,227.96
Reserve for Purchase of Equipment	45,000.00						45,000.00
Ord Number	Improvement Description						
18-07	Water System Asset Management		\$ 34,485.80				50,514.20
19-04	Sanitary Sewer System Asset Management		426.00			\$ 85,000.00	84,574.00
19-06	Water Storage Tank Rehabilitation		57,262.50			150,000.00	92,737.50
		\$ 866,385.35	\$ 34,912.00	\$ 92,174.30	\$ 235,000.00	\$ 235,000.00	\$ 809,123.05

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

	<u>Ref.</u>	
Balance December 31, 2018	D	\$ 298,064.75
Increased by:		
Water/Sewer Rents Levied		1,545,532.35
		<u>1,843,597.10</u>
Decreased by:		
Collections:		
Overpayments Applied	\$ 2,404.86	
Water/Sewer Collector - Cash Received	<u>1,546,836.90</u>	
		<u>1,549,241.76</u>
Balance December 31, 2019	D	<u><u>\$ 294,355.34</u></u>

WATER/SEWER UTILITY OPERATING FUND
SCHEDULE OF LIENS RECEIVABLE
YEAR ENDED DECEMBER 31, 2019

	<u>Ref.</u>	
Balance December 31, 2018	D	\$ 9,943.98
Decreased by:		
Cancelled - Foreclosed Property		<u>6,334.88</u>
Balance December 31, 2019	D	<u><u>\$ 3,609.10</u></u>

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

	Balance Dec 31, 2018	Additions By Budget Capital Outlay	Balance Dec 31, 2019
Wells	\$ 313,831.00		\$ 313,831.00
Engineering	2,700.00		2,700.00
Legal	1,018.00		1,018.00
Pump House and Pumps	1,151,793.04		1,151,793.04
Sewer System and Extensions	4,504,491.00		4,504,491.00
Water Tank and Foundation	34,373.00		34,373.00
Purification	402.00		402.00
Tank Renovation	54,276.00		54,276.00
Land	20,000.00		20,000.00
Construction of First Aid Squad Building	150,000.00		150,000.00
Hydrants and Extensions	2,658.00		2,658.00
Distribution Mains and Accessories	500,191.53		500,191.53
General Equipment and Other Costs	1,859,198.12	\$ 204,682.88	2,063,881.00
Meters	23,327.00		23,327.00
Purchase of Truck	44,800.00		44,800.00
Water System Improvements	1,249,796.02		1,249,796.02
	<u>\$ 9,912,854.71</u>	<u>\$ 204,682.88</u>	<u>\$ 10,117,537.59</u>
<u>Ref.</u>	D		D

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

Improvement Description	Ordinance		Balance Dec 31, 2018	2019 Authorizations	Balance Dec 31, 2019
	Date	Amount			
Water System Asset Management	9/5/2018	\$ 85,000.00	\$ 85,000.00		\$ 85,000.00
Sanitary Sewer System Asset Management	6/3/2019	85,000.00		\$ 85,000.00	85,000.00
Water Storage Tank Rehabilitation	9/4/2019	1,000,000.00		1,000,000.00	1,000,000.00
Water Meter Replacement Project	10/7/2019	150,000.00		150,000.00	150,000.00
			<u>\$ 85,000.00</u>	<u>\$ 1,235,000.00</u>	<u>\$ 1,320,000.00</u>
	<u>Ref.</u>		D		D

BOROUGH OF HAMBURG
WATER/SEWER UTILITY OPERATING FUND
SCHEDULE OF 2018 APPROPRIATION RESERVES
YEAR ENDED DECEMBER 31, 2019

	<u>Balance</u> <u>Dec 31, 2018</u>	<u>Balance After</u> <u>Modification</u>	<u>Paid or</u> <u>Charged</u>	<u>Balance</u> <u>Lapsed</u>
Operating:				
Salaries and Wages	\$ 132,963.06	\$ 132,963.06	\$ 647.07	\$ 132,315.99
Other Expenses	506,070.28	506,070.28	18,849.38	487,220.90
Capital Improvements:				
Capital Outlay	213,140.00	213,140.00		213,140.00
Purchase of Equipment	64,150.00	64,150.00		64,150.00
Statutory Expenditures:				
Contribution to:				
Social Security System (O.A.S.I.)	5,239.34	5,239.34		5,239.34
Unemployment Insurance	3,598.74	3,598.74		3,598.74
	<u>\$ 925,161.42</u>	<u>\$ 925,161.42</u>	<u>\$ 19,496.45</u>	<u>\$ 905,664.97</u>

Ref.

Balance December 31, 2018

Unencumbered	D	\$ 905,396.26
Encumbered	D	<u>19,765.16</u>
		<u>\$ 925,161.42</u>

BOROUGH OF HAMBURG
WATER/SEWER UTILITY CAPITAL FUND
SCHEDULE OF IMPROVEMENT AUTHORIZATIONS

Ordinance Number	Improvement Description	Ordinance Date	Amount	2019 Improvement Authorizations				
				Balance Dec. 31, 2018 Funded	Deferred Charges to Future Revenue	Capital Improvement Fund	Paid or Charged	Balance Dec. 31, 2019 Funded Unfunded
18-07	Water System Asset Management	9/5/2018	\$ 85,000.00	\$ 85,000.00			\$ 34,485.80	\$ 50,514.20
19-04	Sanitary Sewer System Asset Management	6/3/2019	85,000.00		\$ 85,000.00		426.00	84,574.00
19-06	Water Storage Tank Rehabilitation	9/4/2019	1,000,000.00		1,000,000.00			\$ 1,000,000.00
19-08	Water Meter Replacement Project	10/7/2019	150,000.00			\$ 150,000.00	57,262.50	92,737.50
				\$ 85,000.00	\$ 1,085,000.00	\$ 150,000.00	\$ 92,174.30	\$ 227,825.70 \$ 1,000,000.00
		<u>Ref.</u>		D			D	D

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

	<u>Ref.</u>	
Balance December 31, 2018	D	\$ 736,878.97
Decreased by:		
Appropriated to Finance Improvement Authorizations		<u>150,000.00</u>
Balance December 31, 2019	D	<u><u>\$ 586,878.97</u></u>

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

Improvement Description	Ordinance Number	Balance Dec 31, 2018	2019 Improvement Authorization	NJEIT Loan Forgiveness	Balance Dec 31, 2019
Water System Asset Management	18-07	\$ 85,000.00			\$ 85,000.00
Sanitary Sewer System Asset Management	19-04			\$ 85,000.00	85,000.00
Water Meter Replacement Project	19-08		\$ 150,000.00		150,000.00
		\$ 85,000.00	\$ 150,000.00	\$ 85,000.00	\$ 320,000.00
	<u>Ref.</u>	D			D

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

	<u>Ref.</u>	
Balance December 31, 2018	D	\$ 9,360,302.78
Increased by:		
Paid by Water Utility Operating Budget		
NJEIT Loans Paid by Operating Budget		\$ 63,864.40
Additions by Budget - Capital Outlay		<u>204,682.88</u>
		<u>268,547.28</u>
Balance December 31, 2019	D	<u><u>\$ 9,628,850.06</u></u>

BOROUGH OF HAMBURG
WATER/SEWER UTILITY CAPITAL FUND
SCHEDULE OF BOND ANTICIPATION NOTES PAYABLE
YEAR ENDED DECEMBER 31, 2019

NOT APPLICABLE

BOROUGH OF HAMBURG
WATER/SEWER UTILITY CAPITAL FUND
SCHEDULE OF NEW JERSEY ENVIRONMENTAL INFRASTRUCTURE TRUST
LOANS PAYABLE

	<u>Ref.</u>	
Balance December 31, 2018	D	\$ 343,000.00
Decreased by:		
Principal Matured		<u>30,000.00</u>
Balance December 31, 2019	D	<u><u>\$ 313,000.00</u></u>

Schedule of Principal and Interest Payments Outstanding December 31, 2019

<u>Payment Date</u>	<u>Other Fees</u>	<u>Interest</u>	<u>Principal</u>	<u>Balance of Loan</u>
				\$ 313,000.00
2/1/2020	\$ 930.00	\$ 7,495.00		313,000.00
8/1/2020	930.00	7,495.00	\$ 22,000.00	291,000.00
2/1/2021	930.00	6,945.00		291,000.00
8/1/2021	930.00	6,945.00	22,000.00	269,000.00
2/1/2022	930.00	6,395.00		269,000.00
8/1/2022	930.00	6,395.00	26,000.00	243,000.00
2/1/2023	930.00	5,745.00		243,000.00
8/1/2023	930.00	5,745.00	26,000.00	217,000.00
2/1/2024	930.00	5,095.00		217,000.00
8/1/2024	930.00	5,095.00	26,000.00	191,000.00
2/1/2025	930.00	4,445.00		191,000.00
8/1/2025	930.00	4,445.00	29,000.00	162,000.00
2/1/2026	930.00	3,720.00		162,000.00
8/1/2026	930.00	3,720.00	30,000.00	132,000.00

BOROUGH OF HAMBURG
WATER/SEWER UTILITY CAPITAL FUND
SCHEDULE OF NEW JERSEY ENVIRONMENTAL INFRASTRUCTURE TRUST
LOANS PAYABLE
(Continued)

Schedule of Principal and Interest Payments Outstanding December 31, 2019 (Cont'd)

<u>Payment Date</u>	<u>Other Fees</u>	<u>Interest</u>	<u>Principal</u>	<u>Balance of Loan</u>
2/1/2027	\$ 930.00	\$ 2,970.00		\$ 132,000.00
8/1/2027	930.00	2,970.00	\$ 30,000.00	102,000.00
2/1/2028	930.00	2,295.00		102,000.00
8/1/2028	930.00	2,295.00	33,000.00	69,000.00
2/1/2029	930.00	1,552.50		69,000.00
8/1/2029	930.00	1,552.50	33,000.00	36,000.00
2/1/2030	930.00	810.00		36,000.00
8/1/2030	930.00	810.00	36,000.00	-0-
		<u>\$ 94,935.00</u>	<u>\$ 313,000.00</u>	

BOROUGH OF HAMBURG
WATER/SEWER UTILITY CAPITAL FUND
SCHEDULE OF NEW JERSEY ENVIRONMENTAL INFRASTRUCTURE FUND
LOANS PAYABLE

	<u>Ref.</u>	
Balance December 31, 2018	D	\$ 209,551.93
Increased by:		
Loan Issued		85,000.00
		<u>294,551.93</u>
Decreased by:		
Principal Matured		\$ 33,864.40
Loan Forgiveness		85,000.00
		<u>118,864.40</u>
Balance December 31, 2019	D	<u>\$ 175,687.53</u>

Schedule of Principal Payments Outstanding December 31, 2019

<u>Payment Date</u>	<u>Principal</u>	<u>Balance of Loan</u>
		\$ 175,687.53
2/1/2020	\$ 11,288.13	164,399.40
8/1/2020	22,576.27	141,823.13
2/1/2021	11,288.13	130,535.00
8/1/2021	22,576.27	107,958.73
2/1/2022	11,288.13	96,670.60
8/1/2022	22,576.27	74,094.33
2/1/2023	11,288.13	62,806.20
8/1/2023	22,576.27	40,229.93
2/1/2024	11,288.13	28,941.80
8/1/2024	22,576.27	6,365.53
2/1/2025	6,365.53	-0-
	<u>\$ 175,687.53</u>	

BOROUGH OF HAMBURG
WATER /SEWER UTILITY CAPITAL FUND
SCHEDULE OF BONDS AND NOTES AUTHORIZED BUT NOT ISSUED
YEAR ENDED DECEMBER 31, 2019

<u>Improvement Description</u>	<u>Ordinance Number</u>	<u>2019 Improvement Authorizations</u>	<u>Funded by NJ Environmental Infrastructure Loans</u>	<u>Balance Dec 31, 2019</u>
Sanitary Sewer System Asset Management	19-04	\$ 85,000.00	\$ 85,000.00	
Water Storage Tank Rehabilitation	19-06	<u>1,000,000.00</u>	<u></u>	<u>\$ 1,000,000.00</u>
		<u>\$ 1,085,000.00</u>	<u>\$ 85,000.00</u>	<u>\$ 1,000,000.00</u>

BOROUGH OF HAMBURG

PART II

SINGLE AUDIT

YEAR ENDED DECEMBER 31, 2019

BOROUGH OF HAMBURG
SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS
YEAR ENDED DECEMBER 31, 2019

Name of Federal Agency or Department	Name of Program	Pass Through Entity ID	C.F.D.A Account Number	Grant Period		Grant Award	Amount Received	Amount of Expenditures	Total Cumulative Expenditures	Amounts Provided to Subrecipients
				From	To					
U.S. Department of Transportation (Passed through New Jersey Department of Law and Public Safety)	Distracted Driving Grant	066-1160-100- 158-031030	20.616	01/01/19	12/31/19	\$ 4,817.48	\$ 4,817.48	\$ 4,817.46	\$ 4,817.46	
							4,817.48	4,817.46	4,817.46	
(Passed through New Jersey Department of Transportation)	Municipal Aid Program - 2017 Road Resurfacing Project 2019 Road Resurfacing Project	N/A N/A	20.205 20.205	01/01/17 01/01/19	12/31/19 12/31/20	72,000.00 151,000.00	18,000.00	22,792.52	72,000.00	
							113,250.00	22,792.52	22,792.52	
							131,250.00	22,792.52	94,792.52	
Total U.S. Department of Transportation							136,067.48	27,609.98	99,609.98	
Total Federal Awards							\$ 136,067.48	\$ 27,609.98	\$ 99,609.98	\$ -0-

BOROUGH OF HAMBURG
SCHEDULE OF EXPENDITURES OF STATE AWARDS
YEAR ENDED DECEMBER 31, 2019

Name of State Agency or Department	Name of Program	State Grant Account Number	Grant Period		Grant Award	Amount Received	Amount of Expenditures	Cumulative Expenditures
			From	To				
Department of Environmental Protection	Clean Communities	765-042-4900- 004-VCMC	01/01/17	12/31/19	\$ 6,441.97		\$ 219.64	\$ 6,441.97
			01/01/18	12/31/19	6,165.17		6,165.17	6,165.17
			01/01/19	12/31/20	6,880.23	\$ 6,880.23	287.21	287.21
						6,880.23	6,672.02	12,894.35
	Water Bank Contruction Financing Program: Asset Management Planning Loan Program: 2018 (Water System Asset Management) 2019 (Sanitary Sewer System Asset Management)	N/A	01/01/18	12/31/20	85,000.00	34,912.00	34,485.80	34,485.80
		N/A	01/01/19	12/31/20	85,000.00		426.00	426.00
						34,912.00	34,911.80	34,911.80
	Recycling Tonnage Grant	752-042-4900- 001-V42Y	01/01/18	12/31/19	8,174.29		2,228.77	8,174.29
			01/01/19	12/31/20	7,925.09	7,925.09	2,001.63	2,001.63
			01/01/20	12/31/20	6,411.91	6,411.91		
						14,337.00	4,230.40	10,175.92
Total Department of Environmental Protection						56,129.23	45,814.22	57,982.07
Department of Law and Public Safety	Body Armor Grant	718-066-1020- 001-6120	01/01/19	12/31/19	1,227.99	1,227.99	1,227.99	1,227.99
						1,227.99	1,227.99	1,227.99
	Drunk Driving Enforcement Fund	100-078-6400- 260-YYYY	01/01/16	12/31/20	2,000.00		635.39	1,517.31
							635.39	1,517.31
Total Department of Law and Public Safety						1,227.99	1,863.38	2,745.30
Total State Awards						\$ 57,357.22	\$ 47,677.60	\$ 60,727.37

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

BOROUGH OF HAMBURG
NOTES TO SCHEDULES OF EXPENDITURES OF FEDERAL AND STATE AWARDS
YEAR ENDED DECEMBER 31, 2019

Note 1. Basis of Presentation

The accompanying schedules of expenditures of federal and state awards (the "Schedules") includes the federal and state grant activity of the Borough of Hamburg under programs of the federal and state governments for the year ended December 31, 2019. The information in these schedules is presented in accordance with the requirements of the Title 2 U.S. Code of Federal Regulations Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* ("Uniform Guidance") and New Jersey's OMB Circular 15-08, *Single Audit Policy for Recipients of Federal Grants, State Grants and State Aid*. Because the schedules present only a selected portion of the operations of the Borough, they are not intended to and do not present the financial position, changes in fund balance or cash flows of the Borough.

Note 2. Summary of Significant Accounting Policies

Expenditures reported on the accompanying schedules of expenditures of federal and state awards are reported on the modified accrual basis of accounting. Such expenditures are recognized following the cost principles contained in the Uniform Guidance, wherein certain types of expenditures are not allowable or are limited as to reimbursement. Pass-through identifying numbers are presented where available. The Borough has not elected to use the 10 percent de minimis indirect cost rate as allowed under the Uniform Guidance.

Note 3: Relationship to Federal and State Financial Reports

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

Note 4: Loans Payable

The Borough of Hamburg has the following loans outstanding as of December 31, 2019:

Water/Sewer Utility Capital Fund:

New Jersey Environmental Infrastructure Trust Loans	\$ 488,687.53
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Currently, the Borough is in the process of repaying the New Jersey Environmental Infrastructure loan balances.

The Borough also has the following forgiveness loan receivables as of December 31, 2019 from the New Jersey Environmental Infrastructure Trust, Water Bank Construction Financing Program:

Water/Sewer Utility Capital Fund:

Asset Management Planning Loan Program:

2018 (Water System Asset Management)	\$ 50,088.00
2019 (Sanitary Sewer System Asset Management)	85,000.00
	\$ 135,088.00

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

Independent Auditors' Report

The Honorable Mayor and Members
of the Borough Committee
Borough of Hamburg
Hamburg, New Jersey

We have audited, in accordance with auditing standards generally accepted in the United States of America, audit requirements prescribed by the Division of Local Government Services, Department of Community Affairs, State of New Jersey ("the Division"), and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements - *regulatory basis* - of the various funds of the Borough of Hamburg, in the County of Sussex (the "Borough") as of and for the years ended December 31, 2019 and 2018, and the related notes to the financial statements and have issued our report thereon dated March 25, 2020. These financial statements have been prepared in accordance with accounting practices prescribed or permitted by the Division to demonstrate compliance with the Division's regulatory basis of accounting, and the budget laws of New Jersey, which is a basis of accounting other than accounting principles generally accepted in the United States of America.

Internal Control Over Financial Reporting

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

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

Our consideration of the internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. We did identify a certain deficiency in internal controls, described in the accompanying Schedule of Findings and Questioned Costs as Finding 2019-01, that we consider to be a significant deficiency.

The Honorable Mayor and Members
of the Borough Committee
Borough of Hamburg
Page 2

Compliance and Other Matters

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

The Borough's Response to the Finding

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

Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the 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
March 25, 2020

NISIVOCCIA



Man C. Lee
Certified Public Accountant
Registered Municipal Accountant No. 562

BOROUGH OF HAMBURG
SCHEDULE OF FINDINGS AND RESPONSES
YEAR ENDED DECEMBER 31, 2019

Summary of Auditors' Results:

- The Independent Auditors' Report expresses an unmodified opinion on the Borough's financial statements, prepared in accordance with accounting practices prescribed or permitted by the Division of Local Government Services, Department of Community Affairs, State of New Jersey.
- A significant deficiency disclosed during the audit of the financial statements is reported in the *Independent Auditors' Report on Internal Control Over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance with Government Auditing Standards*. No material weaknesses are reported.
- No instances of noncompliance material to the financial statements of the Borough which would be required to be reported in accordance with *Government Auditing Standards* were disclosed during the audit.
- The Borough was not subject to the single audit provisions of Uniform Guidance and New Jersey's OMB Circular 15-08 for the year ended December 31, 2019 as both federal and state grant expenditures were less than the single audit thresholds of \$750,000 identified in the Uniform Guidance and NJOMB 15-08.

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

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

Finding 2019-01: Segregation of Duties

Criteria:

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

Condition:

The Borough does not maintain an adequate segregation of duties with respect to the outside departments. The various departments of the Borough are responsible for the issuance and collection of permits, licenses and court fines and costs; and recording of collections. Also, the Tax/Utilities Collector is responsible for cash collections and the posting process.

Cause:

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

Effect or Potential Effect:

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

BOROUGH OF HAMBURG
SCHEDULE OF FINDINGS AND RESPONSES
YEAR ENDED DECEMBER 31, 2019
(Continued)

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

Finding 2019-01: Segregation of Duties (Cont'd)

Management's Response:

Because the Municipal Court is governed by the Administrative Office of the Courts ("AOC"), the Borough has little control over its control policies and procedures. The finding was evaluated, and the Borough is currently investigating the cost/benefit relationship of various alternatives to resolve this finding.

Findings and Questioned Costs for Federal Awards:

- Not applicable since federal expenditures were below the single audit threshold.

Findings and Questioned Costs for State Awards:

- Not applicable since state expenditures were below the single audit threshold.

BOROUGH OF HAMBURG
SUMMARY SCHEDULE OF PRIOR AUDIT FINDINGS
FOR THE YEAR ENDED DECEMBER 31, 2019

The prior year finding pertaining to 2018-01 has been resolved for the year ended December 31, 2019.

BOROUGH OF HAMBURG

PART III

COMMENTS AND RECOMMENDATIONS

YEAR ENDED DECEMBER 31, 2019

BOROUGH OF HAMBURG
COMMENTS AND RECOMMENDATIONS

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

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 (N.J.S.A. 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 (N.J.S.A. 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 (N.J.S.A. 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. The 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 subsections b. and c. of this section, disqualify a bidder who would otherwise be determined to be the lowest responsible bidder, if the governing body finds that it has had prior negative experience with the bidder."

Effective July 1, 2015 the bid threshold in accordance with N.J.S.A. 40A:11-3 and 40A:11-4 (as amended) is \$17,500 and with a qualified purchasing agent the threshold may be up to \$40,000.

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

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

Inasmuch as the system of records did not provide for an accumulation of payments for categories for the performance of any work or the furnishing or hiring 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 HAMBURG
COMMENTS AND RECOMMENDATIONS
(Continued)

Collection of Interest on Delinquent Taxes and Utility Charges

On January 1, 2019, the governing body adopted the following resolution authorizing interest to be charged on delinquent taxes and utility charges:

BE IT RESOLVED by the Borough Council of the Borough of Hamburg, Sussex County, New Jersey, that, in accordance with R.S. 54:4-67 as amended, the rate of interest to be charged for the nonpayment of taxes, utilities or assessments on or before the date when they would become delinquent be and the same is hereby fixed as follows:

1. No interest shall be charged if payment of tax, utilities or assessment installment, as the case may be, is made within ten (10) days after the date upon which the same became payable.
2. The rate of interest to be charged for the nonpayment of taxes, utilities or assessment installments on or before the date when they become delinquent shall be eight percent (8%) per annum on the first \$1,500 of the delinquency and eighteen percent (18%) on any delinquency over \$1,500, to be calculated from the date the tax was payable until the date of actual payment. The interest to be charged a delinquent taxpayer for nonpayment of real property taxes shall be an additional penalty of 6% if the amount of delinquency is in excess of \$10,000 at the end of the calendar year.

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

Delinquent Taxes and Tax Title Liens

The last tax sale was held on July 24, 2019 and was complete.

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>
2019	20
2018	19
2017	16

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 taxpaying basis.

Verification of Delinquent Taxes and Other Charges

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

<u>Type</u>	<u>Number Mailed</u>
Payments of 2019 and 2020 Taxes	20
Payments of Water/Sewer Utility Charges	20
Delinquent Taxes	15
Delinquent Water/Sewer Utility Charges	15
Water/Sewer and Tax Title Liens	3

BOROUGH OF HAMBURG
COMMENTS AND RECOMMENDATIONS
(Continued)

Verification of Delinquent Taxes and Other Charges (Cont'd)

Verification notices were mailed to confirm balances and payments as of December 31, 2019. The items that were returned were checked and in agreement with the Borough's records. For receivable items not returned, alternative procedures were performed.

New Jersey Administrative Code Accounting Requirements

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

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

The Borough is currently in compliance with the above accounting requirements.

Municipal Court

The transactions for the year 2019 were as follows:

RECEIPTS AND DISBURSEMENTS FOR THE YEAR ENDED DECEMBER 31, 2019

	Balance Dec 31, 2018	Receipts	Disbursements	Balance Dec 31, 2019
Municipal Treasurer:				
Fines and Fees	\$ 2,363.67	\$ 39,630.14	\$ 39,338.58	\$ 2,655.23
Miscellaneous	18.03	155.53	173.56	
Restitution	100.00	619.46	719.46	
Public Defender	200.00	1,000.00	880.00	320.00
POAA FTA		20.00	18.00	2.00
Weights & Measures		450.00	450.00	
County Treasurer	1,037.50	20,604.72	20,435.72	1,206.50
State of New Jersey	2,349.80	26,553.69	26,622.05	2,281.44
Cash Bail		5,009.20	4,679.20	330.00
	<u>\$ 6,069.00</u>	<u>\$ 94,042.74</u>	<u>\$ 93,316.57</u>	<u>\$ 6,795.17</u>

Status of Prior Year Recommendations

The prior year recommendation pertaining to fixed asset reporting has been resolved.

BOROUGH OF HAMBURG
SUMMARY OF RECOMMENDATIONS

It is recommended that:

1. Adequate segregation of duties is maintained with respect to the outside departments.

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