

REPORT OF AUDIT
TOWNSHIP OF FRANKFORD
COUNTY OF SUSSEX
DECEMBER 31, 2019

TOWNSHIP OF FRANKFORD, N.J.
YEAR ENDED DECEMBER 31, 2019
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TOWNSHIP OF FRANKFORD

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PART I

REPORT OF AUDIT ON FINANCIAL STATEMENTS

AND SUPPLEMENTARY DATA

YEAR ENDED DECEMBER 31, 2019



WIELKOTZ & COMPANY LLC

CERTIFIED PUBLIC ACCOUNTANTS

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INDEPENDENT AUDITOR'S REPORT

The Honorable Mayor and
Members of the Township Committee
Township of Frankford
Augusta, New Jersey 07822

Report on the Financial Statements

We have audited the accompanying balance sheets - regulatory basis of the various funds and account group of the Township of Frankford in the County of Sussex, as of December 31, 2019 and 2018, the related statement of operations and changes in fund balance - regulatory basis for the years then ended, and the related statement of revenues - regulatory basis and statement of expenditures - regulatory basis of the various funds for the year ended December 31, 2019, and the related notes to the financial statements, which collectively comprise the Township's basic financial statements as listed in the table of contents.

Management's Responsibility for the Financial Statements

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

Auditor's Responsibility

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



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

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

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

As described in Note 1 of the financial statements, the financial statements are prepared by the Township of Frankford on the basis of the financial reporting provisions prescribed by the Division of Local Government Services, Department of Community Affairs, State of New Jersey, which is a basis of accounting other than accounting principles generally accepted in the United States of America, to meet the requirements of New Jersey.

The effects on the financial statements of the variances between the regulatory basis of accounting described in Note 1 and accounting principles generally accepted in the United States of America, although not reasonably determinable, are presumed to be material.

Adverse Opinion on U.S. Generally Accepted Accounting Principles

In our opinion, because of the significance of the matters discussed in the "Basis for Adverse Opinion on U.S. Generally Accepted Accounting Principles" paragraph, the financial statements referred to above do not present fairly, in accordance with accounting principles generally accepted in the United States of America, the financial position of each fund of the Township of Frankford as of December 31, 2019 and 2018, or changes in financial position for the years then ended.

Basis for Qualified Opinion on Regulatory Basis Accounting Principles

We are unable to obtain sufficient evidence to support the cost of fixed assets. As more fully described in Note 1, due to the length of time over which these fixed assets were acquired, it is not practical to determine their actual costs. We are, therefore, unable to express an opinion as to the general fixed assets account group at December 31, 2019 and 2018, stated as \$7,220,039.00 and \$7,154,533.00 respectively.

Qualified Opinion on Regulatory Basis of Accounting

In our opinion, except for the effects of the matter described in “Basis for Qualified Opinion on Regulatory Basis Accounting Principles” paragraph, the financial statements referred to above present fairly, in all material respects, the regulatory basis balances sheets as of December 31, 2019 and 2018, the regulatory basis statements of operations for the years then ended and the regulatory basis statements of revenues and expenditures for the year ended December 31, 2019 in accordance with the basis of financial reporting prescribed by the Division of Local Government Services, Department of Community Affairs, State of New Jersey as described in Note 1.

Other Matters

Other Information

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

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

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

Other Reporting Required by *Government Auditing Standards*

In accordance with *Government Auditing Standards*, we have also issued our report dated June 29, 2020 on our consideration of the Township of Frankford's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Township of Frankford's internal control over financial reporting and compliance.



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

Wielkotz & Company, LLC
Wielkotz & Company, LLC
Certified Public Accountants

Newton, New Jersey

June 29, 2020

Township of Frankford, N.J.

Comparative Balance Sheet - Regulatory Basis

Current Fund

December 31,

	<u>Ref.</u>	<u>2019</u>	<u>2018</u>
<u>Assets</u>			
Current Fund:			
Cash	A-4	2,407,782.39	2,098,309.07
Change Fund	A-5	275.00	275.00
		<u>2,408,057.39</u>	<u>2,098,584.07</u>
Receivables and Other Assets with Full Reserves:			
Delinquent Taxes Receivable	A-6	119,178.47	155,487.81
Tax Title Liens Receivable	A-7	309,317.93	464,095.24
Property Acquired for Taxes -			
Assessed Valuation	A-8	938,000.00	593,800.00
Revenue Accounts Receivable	A-9	-	1,084.14
Other Accounts Receivable:	A-11	41.14	
Interfund Receivables:			
Animal Control Trust Fund	A-12	-	3,193.02
		<u>1,366,537.54</u>	<u>1,217,660.21</u>
Federal and State Grant Fund:			
Interfund Receivables:			
Current Fund	A-21	68,673.61	61,356.58
		<u>3,843,268.54</u>	<u>3,377,600.86</u>

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

Township of Frankford, N.J.

Comparative Balance Sheet - Regulatory Basis

Current Fund

December 31,

	<u>Ref.</u>	<u>2019</u>	<u>2018</u>
<u>Liabilities, Reserves and Fund Balance</u>			
Current Fund:			
Appropriation Reserves			
Unencumbered	A-3;A-13	314,204.55	217,366.05
Encumbered	A-3;A-13	74,407.10	23,882.11
Due To State of New Jersey:			
Senior Citizen and Veteran Deductions	A-10	43,412.86	43,017.53
Interfunds Payable:			
Federal and State Grant Fund	A-12	68,673.61	61,356.58
Animal Control Trust	A-12	4,048.00	-
Tax Overpayments	A-14	21,438.40	26,560.87
Reserve for:			
Master Plan	A-14	107.30	827.30
Due to State of New Jersey:			
Marriage Surcharge	A-14	50.00	-
Encumbrances Payable - Non-Budget	A-15	2,130.07	2,642.44
Prepaid Taxes	A-16	289,461.05	267,216.48
County Taxes Payable	A-17	22,489.52	12,122.59
		<u>840,422.46</u>	<u>654,991.95</u>
Reserve for Receivables	Contra	1,366,537.54	1,217,660.21
Fund Balance	A-1	<u>1,567,634.93</u>	<u>1,443,592.12</u>
		<u>3,774,594.93</u>	<u>3,316,244.28</u>
Federal and State Grant Fund:			
Encumbrances Payable	A-22	4,081.17	564.95
Appropriated Reserve for Grants	A-24	34,773.72	39,259.27
Unappropriated Reserve for Grants	A-25	29,818.72	21,532.36
		<u>68,673.61</u>	<u>61,356.58</u>
		<u>3,843,268.54</u>	<u>3,377,600.86</u>

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

Township of Frankford, N.J.

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

Current Fund

Year Ended December 31,

	<u>Ref.</u>	<u>2019</u>	<u>2018</u>
Revenues and Other Income:			
Fund Balance Utilized	A-2	690,000.00	691,000.00
Miscellaneous Revenue Anticipated	A-2	744,182.01	767,610.70
Receipts from Delinquent Taxes	A-2	162,278.82	135,534.90
Receipts from Current Taxes	A-2	18,837,136.90	18,521,895.11
Non-Budget Revenue	A-2	374,075.99	496,923.96
Other Credits to Income:			
Cancel Public Assistance Trust Fund	A-4	2,876.20	
Escheated Tax Sale Premium	A-4	1,200.00	
Interfunds Returned	A-12	3,193.02	
Unexpended Balance of Appropriation Reserves	A-13	208,416.37	145,975.24
Prepaid School Taxes		-	18,000.00
Total Revenues and Other Income		<u>21,023,359.31</u>	<u>20,776,939.91</u>
Expenditures:			
Budget and Emergency Appropriations:			
Operations - Within Caps:			
Salaries and Wages	A-3	1,047,570.43	1,034,988.20
Other Expenses	A-3	1,758,429.57	1,607,311.63
Deferred Charges and Statutory Expenditures -			
Municipal - Within Caps	A-3	235,873.54	219,136.79
Operations - Excluded From CAPS:			
Salaries and Wages	A-3	177,000.00	170,000.00
Other Expenses	A-3	67,605.62	71,866.49
Capital Improvements - Excluded from Caps	A-3	515,000.00	280,000.00
Municipal Debt Service - Excluded from Caps	A-3	136,429.32	488,776.17
Deferred Charges and Statutory Expenditures -			
Municipal - Excluded from Caps	A-3	76,500.00	38,250.00
Other Accounts Receivable	A-11	41.14	
Interfund Advanced			3,193.02
Refund of Prior Year Revenue			9,209.20
County Taxes including Added Taxes	A-17	4,760,599.15	4,640,063.84
Local District School Tax	A-18	7,354,740.00	7,197,214.00
Regional High School Tax	A-19	4,005,755.00	4,141,606.00
Open Space Tax	A-20	73,772.73	73,321.26
Total Expenditures		<u>20,209,316.50</u>	<u>19,974,936.60</u>
Excess (Deficit) Revenue Over Expenditures		814,042.81	802,003.31
Fund Balance, January 1,	A-1	<u>1,443,592.12</u>	<u>1,332,588.81</u>
		2,257,634.93	2,134,592.12
Fund Balance Utilized as Budget Revenue		<u>690,000.00</u>	<u>691,000.00</u>
Fund Balance, December 31,	A	<u><u>1,567,634.93</u></u>	<u><u>1,443,592.12</u></u>

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

Statement of Revenues - Regulatory Basis

Current Fund

Year Ended December 31, 2019

	<u>Ref.</u>	<u>Budget</u>	<u>Realized</u>	<u>Excess or (Deficit)</u>
Fund Balance Anticipated	A-1	690,000.00	690,000.00	-
Miscellaneous Revenues:				
Licenses:				
Alcoholic Beverages	A-9	4,900.00	7,013.00	2,113.00
Other	A-9	3,800.00	4,857.50	1,057.50
Fees and Permits	A-9	40,000.00	52,276.00	12,276.00
Fines and Costs:				
Municipal Court	A-9	13,000.00	17,732.47	4,732.47
Interest and Costs on Taxes	A-9	38,000.00	46,732.75	8,732.75
Interest on Investments and Deposits	A-9	5,000.00	6,905.25	1,905.25
Energy Receipts Tax	A-9	455,001.00	455,001.00	-
Watershed Moratorium Offset Aid	A-9	13,066.00	13,066.00	-
Garden State Trust	A-9	10,729.00	10,729.00	-
Uniform Construction Code Fees	A-9	84,000.00	102,555.42	18,555.42
Special Items of General Revenue Anticipated With Prior Written Consent of Director of Local Government Services				
Public and Private Revenues:				
Clean Communities Program - Reserve	A-23	21,532.36	21,532.36	-
Recycling Tonnage Grant- Reserve	A-23	5,781.26	5,781.26	-
Total Miscellaneous Revenues	A-1	694,809.62	744,182.01	49,372.39
Receipts from Delinquent Taxes	A-1;A-2	140,890.00	162,278.82	21,388.82
Subtotal General Revenues		1,525,699.62	1,596,460.83	70,761.21
Amount to be Raised by Taxes for Support of Municipal Budget-Local Tax Including Reserve for Uncollected Taxes	A-2	2,748,002.00	2,871,562.02	123,560.02
Budget Totals		4,273,701.62	4,468,022.85	194,321.23
Non-Budget Revenue	A-1;A-2	-	374,075.99	374,075.99
		4,273,701.62	4,842,098.84	568,397.22
	A-3			

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

Township of Frankford, N.J.

Statement of Revenues - Regulatory Basis

Current Fund

Year Ended December 31, 2019

<u>Analysis of Realized Revenues</u>	<u>Ref.</u>	
Revenue from Collections	A-1;A-6	18,837,136.90
Less: Allocated to School, County, and Open Space Taxes	A-6	<u>16,194,866.88</u>
Balance for Support of Municipal Budget Appropriations		2,642,270.02
Add : Appropriation - Reserve for Uncollected Taxes	A-3	<u>229,292.00</u>
Amount for Support of Municipal Budget Appropriations	A-2	<u><u>2,871,562.02</u></u>
Receipts from Delinquent Taxes:		
Delinquent Taxes		
Taxes Receivable	A-6	157,447.22
Tax Title Lien Receivable	A-7	<u>4,831.60</u>
	A-2	<u><u>162,278.82</u></u>
<u>Analysis of Non-budget Revenues</u>		
	<u>Ref.</u>	
Miscellaneous Revenues Not Anticipated:		
Borough Clerk		2,455.00
Municipal Court Agreements		204,160.85
Cable T.V. Franchise Fee		18,972.00
Payment in Lieu of Taxes		9,386.25
Rents		8,059.60
Proceeds from Auction		15,787.00
Sale of Scrap Metal		1,001.00
Sale of Vacant and Abandoned Properties		39,083.33
Tire Permits		69.00
Senior & Veteran Deduction Admin Fees		1,084.25
Various Refunds and Miscellaneous		<u>58,479.71</u>
	A-4	358,537.99
Sale of Property Acquired for Taxes		
Current Sales	A-8	<u>15,538.00</u>
		<u><u>374,075.99</u></u>
		A-2

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

Township of Frankford, N.J.

Statement of Expenditures - Regulatory Basis

Current Fund

Year Ended December 31, 2019

	<u>General Appropriations</u>	<u>Ref.</u>	<u>Budget</u>	<u>Budget After Modification</u>	<u>Paid or Charged</u>	<u>Reserved</u>	<u>Unexpended Balance Cancelled</u>
Operations - within "CAPS"							
General Government:							
Administrative and Executive							
10 Salaries and Wages			14,500.00	14,500.00	14,000.00	500.00	
Other Expenses			9,000.00	7,450.00	6,586.02	863.98	
Municipal Clerk							
Salaries and Wages			107,000.00	121,000.00	118,735.29	2,264.71	
Other Expenses			11,000.00	12,500.00	12,361.21	138.79	
Codification of Ordinances			4,000.00	4,000.00	-	4,000.00	
Elections			6,000.00	6,000.00	4,429.92	1,570.08	
Financial Administration							
Salaries and Wages			54,500.00	54,500.00	53,784.78	715.22	
Other Expenses			20,500.00	20,500.00	17,127.14	3,372.86	
Audit Services			31,500.00	31,500.00	11,425.00	20,075.00	
Computer Services and Office Equipment			50,000.00	50,000.00	24,592.89	25,407.11	
Assessment of Taxes							
Salaries and Wages			38,500.00	38,500.00	38,176.08	323.92	
Other Expenses			3,500.00	3,800.00	3,752.35	47.65	

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

Township of Frankford, N.J.

Statement of Expenditures - Regulatory Basis

Current Fund

Year Ended December 31, 2019

				Budget After Modification	Paid or Charged	Reserved	Unexpended Balance Cancelled
	<u>General Appropriations</u>	<u>Ref.</u>	<u>Budget</u>				
Collection of Taxes							
Salaries and Wages			63,000.00	64,400.00	64,307.44	92.56	
Other Expenses			3,000.00	3,050.00	3,049.14	0.86	
Legal Services and Costs:							
Other Expenses			60,000.00	60,000.00	53,594.34	6,405.66	
Engineering Services and Costs							
Other Expenses			14,000.00	14,000.00	11,385.61	2,614.39	
Land Use Board							
Salaries and Wages			25,500.00	25,500.00	25,291.74	208.26	
Other Expenses			11,000.00	11,000.00	10,127.62	872.38	
Zoning Board							
Salaries and Wages			47,300.00	47,300.00	42,562.77	4,737.23	
Other Expenses			3,900.00	3,900.00	3,615.87	284.13	
Emergency Management							
Salaries and Wages			5,300.00	5,740.00	5,740.00	-	
Other Expenses			1,600.00	1,160.00	241.22	918.78	
Economic Development							
Other Expenses			300.00	300.00	35.00	265.00	
Animal Control Services							
Other Expenses			17,500.00	17,500.00	6,370.57	11,129.43	
Public Safety:							
Aid to Volunteer Fire Companies			150,000.00	150,000.00	150,000.00	-	

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

Township of Frankford, N.J.

Statement of Expenditures - Regulatory Basis

Current Fund

Year Ended December 31, 2019

	<u>Ref.</u>	<u>Budget</u>	<u>Budget After Modification</u>	<u>Paid or Charged</u>	<u>Reserved</u>	<u>Unexpended Balance Cancelled</u>
<u>General Appropriations</u>						
Aid to Branchville Fire Department		5,500.00	5,500.00	5,500.00	-	
Aid to Beemerville Fire Department		5,500.00	5,500.00	5,500.00	-	
First Aid Organization - Contribution		60,000.00	60,000.00	60,000.00	-	
First Responders		2,500.00	2,500.00	2,500.00	-	
Municipal Court						
Prosecutor						
Other Expenses		44,000.00	44,000.00	43,600.00	400.00	
Public Buildings and Grounds						
Salaries and Wages		7,400.00	7,400.00	6,677.42	722.58	
Other Expenses		30,000.00	28,500.00	15,040.02	13,459.98	
Streets and Roads:						
Road Repairs and Maintenance						
Salaries and Wages		490,000.00	474,600.00	433,079.95	41,520.05	
Other Expenses		322,000.00	322,000.00	244,967.62	77,032.38	
Snow Removal						
Salaries and Wages		50,000.00	50,000.00	50,000.00	-	
Other Expenses		170,000.00	170,000.00	143,640.89	26,359.11	
Recycling						
Salaries and Wages		7,900.00	7,900.00	7,038.72	861.28	
Sanitation						
Garbage and Trash Removal						
Other Expenses		3,000.00	4,000.00	3,398.20	601.80	

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

Township of Frankford, N.J.

Statement of Expenditures - Regulatory Basis

Current Fund

Year Ended December 31, 2019

			Budget After Modification	Paid or Charged	Reserved	Unexpended Balance Cancelled
	<u>General Appropriations</u>	<u>Ref.</u>	<u>Budget</u>			
Vehicle Expense			50,000.00	31,994.00	18,006.00	
Health and Welfare:						
Board of Health						
Salaries and Wages			5,300.00	4,574.72	725.28	
Other Expenses			1,000.00	409.40	590.60	
SCARC			1,500.00	1,500.00	-	
Senior Organization			2,500.00	2,500.00	-	
Park Buildings and Grounds						
Salaries and Wages			26,000.00	25,930.43	-	
Other Expenses			22,000.00	22,009.68	59.89	
Utility Expense:						
Electricity			14,000.00	12,283.67	1,716.33	
Street Lighting			6,500.00	5,335.51	1,164.49	
Telephone			10,000.00	8,089.26	1,910.74	
Fuel Oil			13,500.00	10,668.14	2,831.86	
Gasoline			34,000.00	25,053.70	8,946.30	
Insurance						
General Liability			116,000.00	115,373.00	627.00	
Workers Compensation			61,000.00	59,480.00	1,520.00	
Employee Group Health			305,000.00	234,595.02	70,404.98	
Health Benefit Waivers			48,000.00	38,721.31	9,278.69	
Insurance Other			2,700.00	2,321.40	378.60	

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

Township of Frankford, N.J.

Statement of Expenditures - Regulatory Basis

Current Fund

Year Ended December 31, 2019

			Budget After Modification	Paid or Charged	Reserved	Unexpended Balance Cancelled
	<u>General Appropriations</u>	<u>Ref.</u>	<u>Budget</u>			
Sub-Code Officials						
Construction Officials						
Salaries and Wages			105,000.00	99,852.38	5,147.62	
Other Expenses			7,000.00	5,217.76	1,782.24	
Accumulated Leave Compensation			25,000.00	25,000.00	-	
Total Operations {Item 8 (A)} Within "CAPS"			2,806,200.00	2,433,144.20	372,855.80	-
Detail:						
Salaries and Wages		A-1	1,047,200.00	989,751.72	57,818.71	-
Other Expenses		A-1	1,759,000.00	1,443,392.48	315,037.09	-
Deferred Charges and Statutory Expenditures-Within "CAPS"						
Municipal Within "CAPS"						
Deferred Charges:						
Deficit in Animal Control Trust Fund			8,157.00	8,156.54	-	0.46
Statutory Expenditures						
Contribution to:						
Public Employees' Retirement System			129,417.00	129,417.00	-	
Social Security System (O.A.S.I.)			95,000.00	92,738.26	2,261.74	
Defined Contribution Retirement Program			100.00	151.29	148.71	
Unemployment Compensation Insurance			3,000.00	3,000.00	-	
Total Deferred Charged and Statutory						
Expenditures - Municipal within "CAPS"		A-1	235,674.00	233,463.09	2,410.45	0.46

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

Township of Frankford, N.J.

Statement of Expenditures - Regulatory Basis

Current Fund

Year Ended December 31, 2019

	<u>Ref.</u>	<u>Budget</u>	<u>Budget After Modification</u>	<u>Paid or Charged</u>	<u>Reserved</u>	<u>Unexpended Balance Cancelled</u>
<u>General Appropriations</u>						
Total General Appropriations for Municipal Purposes within "CAPS"		<u>3,041,874.00</u>	<u>3,041,874.00</u>	<u>2,666,607.29</u>	<u>375,266.25</u>	<u>0.46</u>
Operations - Excluded From "CAPS"						
Interlocal Municipal Service Agreements						
Municipal Court:						
Salaries and Wages		177,000.00	177,000.00	175,337.96	1,662.04	
Other Expenses		24,500.00	24,500.00	12,836.30	11,663.70	
"911" System						
Other Expenses		14,736.00	14,736.00	14,736.00	-	
Township of Branchville - Sewer Agreement						
Other Expenses		<u>30,000.00</u>	<u>30,000.00</u>	<u>-</u>	<u>-</u>	<u>30,000.00</u>
Total Interlocal Municipal Service Agreements		<u>246,236.00</u>	<u>246,236.00</u>	<u>202,910.26</u>	<u>13,325.74</u>	<u>30,000.00</u>
Public and Private Programs Offset By Revenues						
Clean Communities Grant		21,532.36	21,532.36	21,532.36	-	
Recycling Tonnage Grant- Reserve						
Other Expenses		5,781.26	5,781.26	5,781.26	-	
Matching Funds for Grants		1.00	1.00	-	1.00	
Municipal Alliance - Local Share		<u>1,055.00</u>	<u>1,055.00</u>	<u>1,036.34</u>	<u>18.66</u>	
Total Public and Private Programs Offset By Revenues		<u>28,369.62</u>	<u>28,369.62</u>	<u>28,349.96</u>	<u>19.66</u>	<u>-</u>

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

Township of Frankford, N.J.

Statement of Expenditures - Regulatory Basis

Current Fund

Year Ended December 31, 2019

			Budget After Modification	Paid or Charged	Reserved	Unexpended Balance Cancelled
	<u>General Appropriations</u>	<u>Ref.</u>	<u>Budget</u>			
Total Operations - Excluded from "CAPS"			274,605.62	231,260.22	13,345.40	30,000.00
Detail:						
Salaries and Wages		A-1	177,000.00	175,337.96	1,662.04	-
Other Expenses		A-1	97,605.62	55,922.26	11,683.36	30,000.00
Capital Improvements - Excluded From "CAPS"						
Capital Improvement Fund			135,000.00	135,000.00	-	
Improvements to Roads			300,000.00	300,000.00	-	
Purchase of Road Department Equipment			50,000.00	50,000.00	-	
Purchase of Fire Truck			30,000.00	30,000.00	-	
Total Capital Improvements Excluded from "CAPS"		A-1	515,000.00	515,000.00	-	-
Municipal Debt Service -Excluded From "CAPS"						
Payment of Bond Anticipation Notes and Capital Notes			120,000.00	120,000.00	-	-
Interest on Notes			6,480.00	6,480.00	-	-
Green Trust Loan Program:						
Loan Repayments for Principal and Interest			9,950.00	9,949.32	-	0.68
Total Municipal Debt Service-Excluded from "CAPS"		A-1	136,430.00	136,429.32	-	0.68
Deferred Charges - Municipal - Excluded From "CAPS"						
(1) Deferred Charges:						
Unfunded Ordinances:						
05-12 George Hill Road Section II			42,400.00	42,400.00	-	
04-04 Land Purchase			34,100.00	34,100.00	-	

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

Township of Frankford, N.J.

Statement of Expenditures - Regulatory Basis

Current Fund

Year Ended December 31, 2019

	<u>Ref.</u>	<u>Budget</u>	<u>Budget After Modification</u>	<u>Paid or Charged</u>	<u>Reserved</u>	<u>Unexpended Balance Cancelled</u>
<u>General Appropriations</u>						
Total Deferred Charges - Municipal - Excluded From "CAPS"	A-1	76,500.00	76,500.00	76,500.00	-	-
Total General Appropriations for Municipal Purposes Excluded from "CAPS"		1,002,535.62	1,002,535.62	959,189.54	13,345.40	30,000.68
17 Subtotal General Appropriations		4,044,409.62	4,044,409.62	3,625,796.83	388,611.65	30,001.14
Reserve for Uncollected Taxes		229,292.00	229,292.00	229,292.00	-	-
Total General Appropriations		4,273,701.62	4,273,701.62	3,855,088.83	388,611.65	30,001.14
	A-2					
<u>Analysis of Paid or Charged</u>						
Reserve for Uncollected Taxes			A-2	229,292.00		
Cash Disbursements			A-4	3,594,435.21		
Interfund - Animal Control Trust Fund			A-12	4,048.00		
Reserve for Federal & State Grants			A-24	27,313.62		
				3,855,088.83		
<u>Analysis of Appropriation Reserves</u>						
Unencumbered			A		314,204.55	
Encumbered			A		74,407.10	
					388,611.65	

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

Township of Frankford, N.J.

Comparative Balance Sheet - Regulatory Basis

Trust Funds

December 31,

<u>Assets</u>	<u>Ref.</u>	<u>2019</u>	<u>2018</u>
Animal Control Trust Fund:			
Cash- Treasurer	B-1	1,119.54	132.88
Deficit for Animal Control			
Trust Fund Expenditures	B-2		8,156.54
Interfund - Current Fund	B-5	4,048.00	
Due From State Department of Health	B-6	12.00	33.60
		<u>5,179.54</u>	<u>8,323.02</u>
Other Trust Funds:			
Cash	B-1	<u>1,319,799.87</u>	<u>1,256,976.91</u>
		<u>1,324,979.41</u>	<u>1,265,299.93</u>

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

Township of Frankford, N.J.

Comparative Balance Sheet - Regulatory Basis

Trust Funds

December 31,

	<u>Ref.</u>	<u>2019</u>	<u>2018</u>
<u>Liabilities, Reserves & Fund Balance</u>			
Animal Control Trust Fund:			
Trust Fund Expenditures	B-2	9.54	
Prepaid Licenses	B-3	5,170.00	5,130.00
Interfund - Current Fund	B-5		3,193.02
		<u>5,179.54</u>	<u>8,323.02</u>
Other Trust Funds:			
Reserve for Encumbrances	B-4	33,547.52	10,318.49
Other Trust Funds	B-7	1,286,252.35	1,246,658.42
		<u>1,319,799.87</u>	<u>1,256,976.91</u>
		<u>1,324,979.41</u>	<u>1,265,299.93</u>

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

Township of Frankford, N.J.

Comparative Balance Sheet - Regulatory Basis

General Capital Fund

December 31,

	<u>Ref.</u>	<u>2019</u>	<u>2018</u>
<u>Assets</u>			
Cash	C-2;C-3	1,633,315.93	289,982.45
New Jersey Grants Receivable	C-4	45,787.31	87,500.00
FEMA Grants Receivable	C-5	108,000.00	
Deferred Charges to Future Taxation			
Funded	C-6	73,216.32	81,575.71
Unfunded	C-7	1,296,500.00	393,000.00
		<u>3,156,819.56</u>	<u>852,058.16</u>
<u>Liabilities, Reserves and Fund Balance</u>			
Capital Improvement Fund	C-8	5,950.68	5,950.68
Improvement Authorizations:			
Funded	C-9	415,421.80	207,117.33
Unfunded	C-9	145,121.86	1,448.16
Reserve for:			
Purchase of Road Equipment	C-10	33,000.00	70,000.00
Improvements to Municipal Building	C-10	22,245.50	21,800.00
Improvements to Roads	C-10	2,635.15	14,713.19
Improvements to Roads - LUB	C-10	12,104.63	12,104.63
Construction of Firehouse	C-10	11,112.50	11,112.50
Improvements to Parks	C-10	475.78	475.78
Encumbrances	C-10	1,146,905.81	119,606.61
Bond Anticipation Notes	C-11	1,220,000.00	240,000.00
Green Trust Loan Payable	C-12	73,216.32	81,575.71
Fund Balance	C-1	68,629.53	66,153.57
		<u>3,156,819.56</u>	<u>852,058.16</u>

Footnote C: There were Bonds and Notes Authorized But Not Issued in the amount of \$76,500.00 and \$153,000.00 on December 31, 2019 and 2018 per Exhibit C-13.

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

Township of Frankford, N.J.

Comparative Schedule of Fund Balance - Regulatory Basis

General Capital Fund

Years Ended December 31,

	<u>Ref.</u>	<u>2019</u>	<u>2018</u>
Balance - January 1,	C	66,153.57	85,515.42
Increased by:			
Improvement Authorizations Cancelled	C-9	<u>14,475.96</u>	<u>638.15</u>
		80,629.53	86,153.57
Decreased by:			
Appropriated to Finance			
Improvement Authorizations	C-9	<u>12,000.00</u>	<u>20,000.00</u>
Balance - December 31,	C	<u><u>68,629.53</u></u>	<u><u>66,153.57</u></u>

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

Township of Frankford, N.J.

Comparative Balance Sheet - Regulatory Basis

Public Assistance Fund

December 31,

	<u>Ref.</u>	<u>2019</u>	<u>2018</u>
<u>Assets</u>			
Cash	D-1	<u><u> </u></u>	<u><u>2,876.20</u></u>
 <u>Liabilities and Reserves</u>			
Reserve for Public Assistance	D-3	<u><u> </u></u>	<u><u>2,876.20</u></u>

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

Township of Frankford, N.J.

Comparative Statement of General Fixed Assets - Regulatory Basis

December 31,

	Balance <u>Dec. 31, 2019</u>	Balance <u>Dec. 31, 2018</u>
<u>General Fixed Assets:</u>		
Land	3,372,700.00	3,372,700.00
Buildings and Improvements	1,085,100.00	1,085,100.00
Machinery and Equipment	<u>2,762,239.00</u>	<u>2,696,733.00</u>
	<u>7,220,039.00</u>	<u>7,154,533.00</u>
 Investment in Fixed Assets	 <u>7,220,039.00</u>	 <u>7,154,533.00</u>

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

TOWNSHIP OF FRANKFORD, N.J.

**NOTES TO FINANCIAL STATEMENTS
YEAR ENDED DECEMBER 31, 2019 AND 2018**

NOTE 1: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

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

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

A. Reporting Entity

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

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

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

TOWNSHIP OF FRANKFORD, N.J.

**NOTES TO FINANCIAL STATEMENTS
YEARS ENDED DECEMBER 31, 2019 AND 2018
(CONTINUED)**

NOTE 1: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

B. Basis of Accounting

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

The Township has the following funds and account groups:

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

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

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

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

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

Public Assistance Fund - This fund is used to account for the receipt and disbursement of funds that provide assistance to certain residents of the Township pursuant to Title 44 of New Jersey Statutes. The Township transferred administration of the general assistance program to the Sussex County Board of Social Services. The funds remaining in the Public Assistance Fund are used to assist certain residents who do not qualify for the General Assistance Program.

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

TOWNSHIP OF FRANKFORD, N.J.

**NOTES TO FINANCIAL STATEMENTS
YEARS ENDED DECEMBER 31, 2019 AND 2018
(CONTINUED)**

NOTE 1: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

B. Basis of Accounting (continued)

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

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

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

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

TOWNSHIP OF FRANKFORD, N.J.

**NOTES TO FINANCIAL STATEMENTS
YEARS ENDED DECEMBER 31, 2019 AND 2018
(CONTINUED)**

NOTE 1: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

B. Basis of Accounting (continued)

Budgets and Budgetary Accounting

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

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

Animal Control Trust Fund
General Capital Fund

Trust Fund

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

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

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

TOWNSHIP OF FRANKFORD, N.J.

**NOTES TO FINANCIAL STATEMENTS
YEARS ENDED DECEMBER 31, 2019 AND 2018
(CONTINUED)**

NOTE 1: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

B. Basis of Accounting (continued)

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

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

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

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

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

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

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

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

TOWNSHIP OF FRANKFORD, N.J.

**NOTES TO FINANCIAL STATEMENTS
YEARS ENDED DECEMBER 31, 2019 AND 2018
(CONTINUED)**

NOTE 1: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

B. Basis of Accounting (continued)

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

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

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

All fixed assets are valued at historical cost or estimated historical cost if actual historical cost is not available.

No depreciation has been provided for in the financial statements.

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

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

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

Impact of Recently Issued Accounting Principles

Recently Issued and Adopted Accounting Pronouncements

For the year ended December 31, 2018, the Township adopted Government Accounting Standards Board GASB Statement No. 75, Accounting and Financial Reporting for Post-Employment Benefits Other Than Pensions. This Statement applies to government employers who provided OPEB plans to their employees and basically parallels GASB Statement 68 and replaces GASB Statement 45. The Statement is effective for periods beginning after June 15, 2017. As a result of adopting this Statement, the Township was required to measure and disclose liabilities, deferred outflows of resources, deferred inflows of resources, and expense/expenditures related to their post-employment benefits other than pensions. As a result of the regulatory basis of accounting previously described in note 1, the implementation of this Statement only required financial statement disclosure. There exists no impact on the financial statements of the Township.

TOWNSHIP OF FRANKFORD, N.J.

**NOTES TO FINANCIAL STATEMENTS
YEARS ENDED DECEMBER 31, 2019 AND 2018
(CONTINUED)**

NOTE 1: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

For the year ended December 31, 2019, the Township adopted the following GASB Statement:

GASB Statement No. 88, Certain Disclosures Related to Debt, Including Direct Borrowings and Direct Placement. The objective of this Statement is to improve consistency in the information that is disclosed in notes to government financial statements related to debt, including direct borrowings and direct placements, and to provide financial statement users with additional essential information about debt.

C. Basic Financial Statements

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

NOTE 2: BUDGETARY INFORMATION

Under New Jersey State Statutes, the annual budget is required to be a balanced cash basis document. To accomplish this, the municipality is required to establish a reserve for uncollected taxes. The 2019 statutory budget included a reserve for uncollected taxes in the amount of \$229,292.00. The amount of fund balance budgeted to balance the 2019 statutory budget was \$690,000.00.

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

N.J.S.A. 40A:4-87 permits special items of revenue and appropriations to be inserted into the annual budget when the item has been made available by any public or private funding source and the item was not determined at the time of budget adoption. There were no special items of revenue and appropriation inserted into the annual budget for 2019.

The municipality may make emergency appropriations, after the adoption of the budget, for a purpose which was not foreseen at the time the budget was adopted or for which adequate provision was not made therein. This type of appropriation shall be made to meet a pressing need for public expenditure to protect or promote the public health, safety, morals or welfare or to provide temporary housing or public assistance prior to the next succeeding fiscal year.

Emergency appropriations, except those classified as a special emergency, must be raised in the budgets of the succeeding year. Special emergency appropriations are permitted to be raised in the budgets of the succeeding three or five years. During 2019, there were no emergency appropriations inserted into the annual budget.

TOWNSHIP OF FRANKFORD, N. J.

**NOTES TO FINANCIAL STATEMENTS
DECEMBER 31, 2019 AND 2018
(CONTINUED)**

NOTE 3: DEFERRED CHARGES TO BE RAISED IN SUCCEEDING BUDGETS

Certain expenditures are required to be deferred to budgets of succeeding years. At December 31, 2019, the Township did not have deferred charges to succeeding years budgets.

NOTE 4: GENERAL FIXED ASSETS (UNAUDITED)

The following schedule is a summary of changes in the general fixed assets account group for the year 2019.

	<u>Balance as of Dec. 31, 2018</u>	<u>Additions</u>	<u>Balance as of Dec. 31, 2019</u>
Land		\$3,372,700.00	\$ -
\$3,372,700.00			
Buildings	1,085,100.00	-	1,085,100.00
Equipment (Including Vehicles)	<u>2,696,733.00</u>	<u>65,506.00</u>	<u>2,762,239. 0 0</u>
	<u>\$7,154,533.00</u>	<u>\$65,506.00</u>	<u>\$7,220,039.00</u>

NOTE 5: MUNICIPAL DEBT

Long-term debt as of December 31, 2019 consisted of the following:

	<u>Balance Dec. 31, 2018</u>	<u>Reductions</u>	<u>Balance Dec. 31, 2019</u>	<u>Amounts Due Within One Year</u>
Compensated Absences Payable	\$217,967.06	\$14,455.79(1)	\$203,511.27	\$ -
New Jersey Green Trust Loan Payable	<u>81,575.71</u>	<u>8,359.39</u>	<u>73,216.32</u>	<u>8,527.41</u>
	<u>\$299,542.77</u>	<u>\$22,815.18</u>	<u>\$276,727.59</u>	<u>\$8,527.41</u>

(1) Net of additions and uses of compensated absences.

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

TOWNSHIP OF FRANKFORD, N. J.

**NOTES TO FINANCIAL STATEMENTS
DECEMBER 31, 2019 AND 2018
(CONTINUED)**

NOTE 5: MUNICIPAL DEBT (CONTINUED)

The Township's debt is summarized as follows:

	<u>Year 2019</u>	<u>Year 2018</u>	<u>Year 2017</u>
General:			
Bonds, Notes and Loans	\$1,293,216.32	\$321,575.71	\$719,487.41
Authorized But Not Issued:			
General:			
Bonds and Notes	<u>76,500.00</u>	<u>153,000.00</u>	<u>271,250.00</u>
Net Bonds and Notes Issued and Authorized But not Issued	<u>\$1,369,716.32</u>	<u>\$474,575.71</u>	<u>\$990,737.41</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 indicated a statement net debt of 0.170%.

<u>Debt</u>	<u>Gross Debt</u>	<u>Deductions</u>	<u>Net Debt</u>
Local School District	\$1,256,816.18	\$1,256,816.18	\$ -
Municipal	<u>1,369,716.32</u>	<u>-</u>	<u>1,369,716.32</u>
	<u>\$2,626,532.50</u>	<u>\$1,256,816.18</u>	<u>\$1,369,716.32</u>

Net Debt \$1,369,716.32 divided by Equalized Valuation Basis per N.J.S.A. 40A:2-2 as amended, 804,060,537.67 = 0.170%.

SUMMARY OF AVERAGE EQUALIZED VALUATION

2019	804,060,537.67	
2018		802,848,310.33
2017		804,602,493.00

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

3 ½% of Equalized Valuation Basis (Municipal)	
28,142,118.82	
Net Debt	<u>1,369,716.32</u>
Remaining Borrowing Power	<u>26,772,402.50</u>

TOWNSHIP OF FRANKFORD, N. J.

**NOTES TO FINANCIAL STATEMENTS
DECEMBER 31, 2019 AND 2018
(CONTINUED)**

NOTE 5: MUNICIPAL DEBT (CONTINUED)

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

Analysis of Long-term debt as of December 31, 2019 consisted of the following:

Outstanding bonds or loans whose principal and interest are paid from the Current Fund Budget of the Township:

General Obligation Loan - Park Improvements - 1/8/08, in the amount of \$160,000.00 with the State of New Jersey, Department of Environmental Protection, Green Acres Trust Fund Loan. Interest is paid semi-annually at a rate of 2.00% per annum and is included in the semi-annual installments. This method of calculating interest is not in conformance with New Jersey Statutes. The Township has received approval from the Local Finance Board to use this method of interest calculation for this issue. The remaining balance as of December 31, 2019 was \$73,216.32.

Debt Outstanding

Total General Capital Loan - Listed in above	<u>\$73,216.32</u>
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**SCHEDULE OF ANNUAL DEBT SERVICE FOR PRINCIPAL AND INTEREST FOR LONG
TERM DEBT ISSUED AND OUTSTANDING**

<u>Calendar Year</u>	<u>Interest</u>	<u>Principal</u>	<u>Total Debt Service</u>
2020	1,421.90	8,527.41	9,949.31
2021	1,250.50	8,698.81	9,949.31
2022	1,075.65	8,873.65	9,949.30
2023	847.29	9,052.02	9,949.31
2024	715.34	9,233.96	9,949.30
2025-2027	<u>1,017.44</u>	<u>28,830.47</u>	<u>29,847.91</u>
	<u>6,378.12</u>	<u>73,216.32</u>	<u>79,594.44</u>

TOWNSHIP OF FRANKFORD, N. J.

**NOTES TO FINANCIAL STATEMENTS
DECEMBER 31, 2019 AND 2018
(CONTINUED)**

NOTE 6: BOND ANTICIPATION NOTES

The Township issued bond anticipation notes to temporarily fund various capital projects prior to the issuance of serial bonds. The term of the notes cannot exceed one year but the notes may be renewed from time to time for a period not exceeding one year. Generally, such notes must be paid no later than the first day of the fifth month following the close of the tenth fiscal year following the date of the original notes. The State of New Jersey also prescribes that on or before the third anniversary date of the original note a payment of an amount at least equal to the first legally payable installment of the bonds in anticipation of such notes issued be paid or retired. A second and third legal installment must be paid if the notes are to be renewed beyond the fourth and fifth anniversary date of the original issuance.

The following activity related to Bond Anticipation Notes occurred during the calendar year ended December 31, 2019:

	<u>Balance</u> <u>December 31, 2018</u>	<u>Additions</u>	<u>Reductions</u>	<u>Balance</u> <u>December 31, 2019</u>
General Capital:				
Township of East Brunswick	\$ -	\$370,000.00	\$ -	\$370,000.00
SB One Bank	<u>240,000.00</u>	<u>850,000.00</u>	<u>240,000.00</u>	<u>850,000.00</u>
	<u>\$240,000.00</u>	<u>\$1,220,000.00</u>	<u>\$240,000.00</u>	<u>\$1,220,000.00</u>

The Township has outstanding at December 31, 2019, a bond anticipation note in the amount of \$370,000.00 payable to Township of East Brunswick. This note will mature on August 6, 2020 and it is the intent of the Township Council to renew this note for another one year period. The current interest rate on this note is 1.89790%. Principal and interest on this note is paid from the Current Fund budget of the Township.

The Township has outstanding at December 31, 2019, a bond anticipation note in the amount of \$600,000.00 payable to SB One Bank. This note will mature on August 6, 2020 and it is the intent of the Township Council to renew this note for another one year period. The current interest rate on this note is 2.05%. Principal and interest on this note is paid from the Current Fund budget of the Township.

The Township has outstanding at December 31, 2019, a bond anticipation note in the amount of \$250,000.00 payable to SB One Bank. This note will mature on August 6, 2020 and it is the intent of the Township Council to renew this note for another one year period. The current interest rate on this note is 218%. Principal and interest on this note is paid from the Current Fund budget of the Township.

TOWNSHIP OF FRANKFORD, N. J.

**NOTES TO FINANCIAL STATEMENTS
DECEMBER 31, 2019 AND 2018
(CONTINUED)**

NOTE 7: DUE TO/FROM OTHER FUNDS

Balances due to/from other funds at December 31, 2019 consist of the following:

\$68,673.61	Due to Federal and State Grant from Current Fund for receipts and disbursements made from Current Fund.
<u>4,048.00</u>	Due to Animal Control Trust Fund from Current Fund for deficit in Animal Control operations in 2019 charged to the budget.
<u><u>\$72,721.61</u></u>	

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

NOTE 8: FUND BALANCES APPROPRIATED

Fund balance at December 31, 2019 and 2018 which is appropriated and included as anticipated revenue in the current fund for the year ending December 31, 2020 and 2019, as per the adopted budget was as follows:

	<u>2020</u>	<u>2019</u>
Current Fund	<u><u>\$840,000.00</u></u>	<u><u>\$690,000.00</u></u>

NOTE 9: LOCAL AND REGIONAL DISTRICT SCHOOL TAXES

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

NOTE 10: PENSION PLAN

Description of Plans:

Township employees participate in one of the two contributory, defined benefit public employee retirement systems: the State of New Jersey Public Employees' 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).

TOWNSHIP OF FRANKFORD, N. J.

**NOTES TO FINANCIAL STATEMENTS
DECEMBER 31, 2019 AND 2018
(CONTINUED)**

NOTE 7: DUE TO/FROM OTHER FUNDS

Balances due to/from other funds at December 31, 2019 consist of the following:

\$68,673.61	Due to Federal and State Grant from Current Fund for receipts and disbursements made from Current Fund.
<u>4,048.00</u>	Due to Animal Control Trust Fund from Current Fund for deficit in Animal Control operations in 2019 charged to the budget.
<u>\$72,721.61</u>	

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

NOTE 8: FUND BALANCES APPROPRIATED

Fund balance at December 31, 2019 and 2018 which is appropriated and included as anticipated revenue in the current fund for the year ending December 31, 2020 and 2019, as per the adopted budget was as follows:

	<u>2020</u>	<u>2019</u>
Current Fund	<u>\$840,000.00</u>	<u>\$690,000.00</u>

NOTE 9: LOCAL AND REGIONAL DISTRICT SCHOOL TAXES

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

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TOWNSHIP OF FRANKFORD, N. J.

**NOTES TO FINANCIAL STATEMENTS
DECEMBER 31, 2019 AND 2018
(CONTINUED)**

NOTE 10: PENSION PLAN (CONTINUED)

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/annrpts.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 before age 62 with 25 or more years of service credit 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.

TOWNSHIP OF FRANKFORD, N. J.

**NOTES TO FINANCIAL STATEMENTS
DECEMBER 31, 2019 AND 2018
(CONTINUED)**

NOTE 10: PENSION PLAN (CONTINUED)

Defined Contribution Retirement Program

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.

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 expanded under the provisions of Chapter 89, P.L. 2008. Employee contributions for DCRP are matched by a 3% employer contribution.

Contribution Requirements

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

The Township's contribution to the various plans, equal to the required contributions for each year, were as follows:

<u>Year</u>	<u>PERS</u>	<u>DCRP</u>
2019	\$128,980.00	\$151.29
2018	121,036.79	0.00
2017	117,090.00	0.00

TOWNSHIP OF FRANKFORD, N. J.

**NOTES TO FINANCIAL STATEMENTS
DECEMBER 31, 2019 AND 2018
(CONTINUED)**

NOTE 10: PENSION PLAN (CONTINUED)

Contribution Requirements (continued)

Statement No's 68 and 71 require a state or local government employer to recognize a net pension liability measured as of a date (the measurement date) no earlier than the end of its prior fiscal year. However, since the financial statements are prepared on another comprehensive basis of accounting, the net pension liability of the various pension systems is not recorded in the financial statements and is only required to be disclosed in the notes to the financial statements.

Pension Liabilities, Pension Expense, and Deferred Outflows of Resources and Deferred Inflows of Resources Related to Pensions

Public Employees Retirement System (PERS)

At December 31, 2019, the Township had a liability of \$2,381,346.00 for its proportionate share of the PERS net pension liability. The net pension liability was measured as of June 30, 2019, and the total pension liability used to calculate the net pension liability was determined by an actuarial valuation as of that date. The Township's proportion of the net pension liability was based on a projection of the Township's long-term share of contributions to the pension plan relative to the projected contributions of all participating governmental entities, actuarially determined. At June 30, 2019, the Township's proportion was 0.0132161258 percent, which was an increase/(decrease) of 0.0002491065 percent from its proportion measured as of June 30, 2018.

For the year ended December 31, 2019, the Township recognized pension expense of \$128,980.00. At December 31, 2019, deferred outflows of resources and deferred inflows of resources related to PERS from the following sources:

	<u>Deferred Outflows of Resources</u>	<u>Deferred Inflows of Resources</u>
Difference between expected and actual experience	\$42,742.00	\$10,520.00
Changes of assumptions	237,786.00	826,558.00
Net difference between projected and actual earnings on pension plan investments	0.00	37,590.00
Changes in proportion and differences between the Township's contributions and proportionate share of contributions	<u>55,668.00</u>	<u>16,804.00</u>
Total	<u>\$336,196.00</u>	<u>\$891,472.00</u>

TOWNSHIP OF FRANKFORD, N. J.

**NOTES TO FINANCIAL STATEMENTS
DECEMBER 31, 2019 AND 2018
(CONTINUED)**

NOTE 10: PENSION PLAN (CONTINUED)

Public Employees Retirement System (PERS), (continued)

Amounts reported as deferred outflows of resources related to pensions resulting from contributions subsequent to the measurement date (June 30, 2019) will be recognized as a reduction of the net pension liability in the subsequent year. Other amounts reported as deferred outflows of resources and deferred inflows of resources related to pensions (excluding changes in proportion) will be recognized in pension expense as follows:

Year ended June 30:	
2020	(\$68,762.00)
2021	(223,064.00)
2022	(199,183.00)
2023	(93,527.00)
2024	(9,603.00)

Changes in Proportion

The previous amounts do not include employer specific deferred outflows of resources and deferred inflows of resources related to changes in proportion. These amounts should be recognized (amortized) by each employer over the average of the expected remaining service lives of all plan members, which is 5.21, 5.63, 5.48, 5.57, 5.72 and 6.44 years for 2019, 2018, 2017, 2016, 2015 and 2014 amounts respectively.

Additional Information

Local Group Collective balances at June 30, 2019 and June 30, 2018 are as follows:

	<u>June 30, 2019</u>	<u>June 30, 2018</u>
Collective deferred outflows of resources	\$3,149,522,616	\$4,684,852,302
Collective deferred inflows of resources	7,645,087,574	7,646,736,226
Collective net pension liability	18,018,482,972	19,689,501,539
Township's Proportion	0.0132161285%	0.0129670220%

TOWNSHIP OF FRANKFORD, N. J.

**NOTES TO FINANCIAL STATEMENTS
DECEMBER 31, 2019 AND 2018
(CONTINUED)**

NOTE 10: PENSION PLAN (CONTINUED)

Public Employees Retirement System (PERS), (continued)

Actuarial Assumptions

The collective total pension liability for the June 30, 2019 measurement date was determined by an actuarial valuation as of July 1, 2018, which rolled forward to June 30, 2019. This actuarial valuation used the following assumptions, applied to all periods in the measurement.

Inflation Rate:	
Price	2.75%
Wage	3.25%
Salary Increases:	
Through 2026	2.00-6.00% (based on years of service)
Thereafter	3.00-7.00% (based on years of service)
Investment Rate of Return	7.00%

The actuarial assumptions used in the June 30, 2018 valuation were based on the results of an actuarial experience study for the period July 1, 2014 to June 30, 2018. 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.

Mortality Rates

Pre-retirement mortality rates were based on the Pub-2010 General Below-Median Income Employee mortality table with an 82.2% adjustment for males and 101.4% adjustment for females, and with future improvement from the base year of 2010 on a generational basis. Post-retirement mortality rates were based on the Pub-2010 General Below-Median Income Healthy Retiree mortality with a 91.4% adjustment for males and 99.7% adjustment for females, and with future improvement from the base year of 2010 on a generational basis. Disability retirement rates used to value disabled retirees were based on the Pub-2010 Non-Safety Disabled Retiree mortality table with a 127.7% adjustment for males and a 117.2% adjustment for females, and with future improvement from the base year of 2010 on a generational basis. Mortality improvement is based on Scale MP-2019.

TOWNSHIP OF FRANKFORD, N. J.

**NOTES TO FINANCIAL STATEMENTS
DECEMBER 31, 2019 AND 2018
(CONTINUED)**

NOTE 10: PENSION PLAN (CONTINUED)

Public Employees Retirement System (PERS), (continued)

Long-Term Rate of Return

In accordance with State statute, the long-term expected rate of return on plan investments (7.00% at June 30, 2019) 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's target asset allocation as of June 30, 2019 are summarized in the following table:

<u>Asset Class</u>	<u>Target Allocation</u>	<u>Long-Term Expected Real Rate of Return</u>
Risk mitigation strategies	3.00%	4.67%
Cash equivalents	5.00%	2.00%
U. S. Treasuries	5.00%	2.68%
Investment grade credit	10.00%	4.25%
High yield	2.00%	5.37%
Private Credit	6.00%	7.92%
Real Assets	2.50%	9.31%
Real Estate	7.50%	8.33%
U. S. Equity	28.00%	8.26%
Non-U.S. developed markets equity	12.50%	9.00%
Emerging markets equity	6.50%	11.37%
Private Equity	12.00%	10.85%

TOWNSHIP OF FRANKFORD, N. J.

**NOTES TO FINANCIAL STATEMENTS
DECEMBER 31, 2019 AND 2018
(CONTINUED)**

NOTE 10: PENSION PLAN (CONTINUED)

Public Employees Retirement System (PERS), (continued)

Discount Rate

The discount rate used to measure the total pension liability was 6.28% as of June 30, 2019. 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 3.50% as of June 30, 2019 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 on the contribution rate in the most recent fiscal year. The State employer contributed 70% of the actuarially determined contributions and the local employers contributed 100% of their actuarially determined contributions. Based on those assumptions, the plan's fiduciary net position was projected to be available to make projected future benefit payments of current plan members through 2057. Therefore, the long-term expected rate of return on plan investments was applied to projected benefit payments through 2057 and the municipal bond rate was applied to projected benefit payments after that date in determining the total pension liability.

Sensitivity of the Collective Net Pension Liability to Changes in the Discount Rate

The following presents the collective net pension liability of the participating employers as of June 30, 2019 respectively, calculated using the discount rate as disclosed above as well as what the collective net pension liability would be if it was calculated using a discount rate that is 1 - percentage point lower or 1 percentage-point higher than the current rate:

	<u>June 30, 2019</u>		
	<u>1% Decrease 5.28%</u>	<u>At Current Discount Rate 6.28%</u>	<u>1% Increase 7.28%</u>
Township's proportionate share of the pension liability	\$3,028,953	\$2,381,346	\$1,866,171

Pension Plan Fiduciary Net Position

Detailed information about the pension plan's fiduciary net position is available in the separately issued Financial Report for the State of New Jersey Public Employees Retirement System (PERS). The financial report may be accessed at www.state.nj.us/treasury/pensions.

TOWNSHIP OF FRANKFORD, N. J.

**NOTES TO FINANCIAL STATEMENTS
DECEMBER 31, 2019 AND 2018
(CONTINUED)**

NOTE 11: ACCRUED SICK AND VACATION BENEFITS

The Township has permitted employees to accrue unused sick pay, which may be taken as time off or paid upon retirement or separation at the employee's current rate at such termination. It is expected that the cost of such unpaid compensation would be included in the Township's budget operating expenditures in the year in which it is used. It is estimated that current cost of such unpaid compensation would approximate \$203,511.27.

This amount is not reported either as an expenditure or a liability. The Township has reserved \$80,108.43 from previous budgets to be used to offset this liability and is reflected on the Trust Fund balance sheet. See Exhibit B-7 for an analysis. It is expected that any remaining cost of such unpaid compensation would be included in the Township's budget operating expenditures in the year in which it is used.

NOTE 12: CASH, CASH EQUIVALENTS AND INVESTMENTS

Cash

Custodial Credit Risk - Deposits

Custodial credit risk is the risk that in the event of a bank failure, the government's deposits may not be returned to it. The Township's policy is based on New Jersey Statutes requiring cash be deposited only in New Jersey based banking institutions that participate in New Jersey Governmental Depository Protection Act (GUDPA) or in qualified investments established in New Jersey Statutes 40A:5-15.1(a) that are treated as cash equivalents. As of December 31, 2019, \$-0- of the Township's bank balance of \$5,343,158.14 was exposed to custodial credit risk.

Investments

Investment Rate Risk

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

TOWNSHIP OF FRANKFORD, N. J.

**NOTES TO FINANCIAL STATEMENTS
DECEMBER 31, 2019 AND 2018
(CONTINUED)**

NOTE 12: CASH, CASH EQUIVALENTS AND INVESTMENTS (CONTINUED)

Credit Risk

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

Concentration of Credit Risk

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

NOTE 13: RISK MANAGEMENT

The Township is exposed to various risks of loss related to general liability, automobile coverage, damage and destruction of assets; errors and omissions; injuries to employees; and natural disasters. The Township has obtained insurance coverage to guard against these events which will provide minimum exposure to the Township should they occur. During the 2019 calendar year, the Township did not incur claims in excess of their coverage and the amount of coverage did not significantly decrease.

New Jersey Unemployment Compensation Insurance - The Township has elected to fund its New Jersey Unemployment Compensation Insurance under the "Benefit Reimbursement Method". Under this plan, the Township 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 Township is billed quarterly for amounts due to the State. The following is a summary of Township contributions, employee contributions, reimbursements to the State for benefits paid and the ending balance of the Township's expendable trust fund for the current and previous two years:

<u>Fiscal year</u>	<u>Interest Earnings/ Township Contributions</u>	<u>Employee Contributions</u>	<u>Amount Reimbursed</u>	<u>Ending Balance</u>
2019	\$1,966.09	\$2,409.38	\$7,122.95	\$34,696.07
2018	2,192.77	2,271.36	2,855.41	37,443.55
2017	1,214.24	2,357.65	8,432.37	35,834.83

TOWNSHIP OF FRANKFORD, N. J.

**NOTES TO FINANCIAL STATEMENTS
DECEMBER 31, 2019 AND 2018
(CONTINUED)**

NOTE 14: HEALTH INSPECTIONS

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

NOTE 15: PUBLIC ASSISTANCE

The Township of Frankford has elected to have the County of Sussex process all public assistance granted to the residents. Therefore, the Township of Frankford no longer has a public assistance director.

NOTE 16. TAXES COLLECTED IN ADVANCE

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

	Balance <u>Dec 31, 2019</u>	Balance <u>Dec 31, 2018</u>
Prepaid Taxes	<u>\$289,461.05</u>	<u>\$267,216.48</u>
Cash Liability for Taxes Collected in Advance	<u>\$289,461.05</u>	<u>\$267,216.48</u>

NOTE 17: OTHER POST EMPLOYMENT BENEFITS (OPEB)

In addition to the pension described in Note 10, the Township provides post employment health care benefits as part of the State Health Benefits Local Government Retired Employments Plan.

General Information about the OPEB Plan

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* (GASB Statement No. 75); 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>.

TOWNSHIP OF FRANKFORD, N. J.

**NOTES TO FINANCIAL STATEMENTS
DECEMBER 31, 2019 AND 2018
(CONTINUED)**

NOTE 17: OTHER POST EMPLOYMENT BENEFITS (OPEB) (CONTINUED)

The Plan provides medical and prescription drug 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.

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.

Total OPEB Liability

At December 31, 2019, the Township had a liability of \$2,301,477.00 for its proportionate share of the non-special funding net OPEB liability. The net OPEB liability was measured as of June 30, 2019 and the total OPEB liability used to calculate the net OPEB liability was determined by an actuarial valuation as of that date. The Township's proportion of the net OPEB liability was based on a projection of the Township's long-term share of contributions to the OPEB plan relative to the projected contributions of all participating employers in the plan. At June 30, 2019 the Township's proportion was 0.016990 percent.

TOWNSHIP OF FRANKFORD, N. J.

**NOTES TO FINANCIAL STATEMENTS
DECEMBER 31, 2019 AND 2018
(CONTINUED)**

NOTE 17: OTHER POST EMPLOYMENT BENEFITS (OPEB) (CONTINUED)

For the year ended December 31, 2019, the Township recognized OPEB expense of \$18,955.44. At December 31, 2019, deferred outflows of resources and deferred inflows of resources related to OPEB from the following sources:

	Deferred Outflows of <u>Resources</u>	Deferred Inflows of <u>Resources</u>
Difference between expected and actual experience	\$ -	\$673,042
Changes of assumptions	-	815,592
Net difference between projected and actual earnings on OPEB plan investments	1,896	-
Changes in proportion	<u>221,693</u>	<u>656,720</u>
Total	<u><u>\$223,589</u></u>	<u><u>\$2,145,354</u></u>

Amounts reported as deferred outflows of resources related to OPEB resulting from contributions subsequent to the measurement date will be recognized as a reduction of the OPEB liability in the subsequent year. Other amounts reported as deferred outflows of resources and deferred inflows of resources related to OPEB (excluding changes in proportion) will be recognized in OPEB expense as follows:

Year ended June 30:

2020	(\$242,142)
2021	(242,142)
2022	(242,290)
2023	(242,531)
2024	(242,750)
Thereafter	(384,560)

Changes in Proportion

The previous amounts do not include employer specific deferred outflows of resources and deferred inflows of resources related to changes in proportion. These amounts should be recognized (amortized) by each employer over the average of the expected remaining service lives of all plan members, which is 8.05, 8.14 and 8.04 years for 2019, 2018 and 2017 amounts, respectively.

TOWNSHIP OF FRANKFORD, N. J.

**NOTES TO FINANCIAL STATEMENTS
DECEMBER 31, 2019 AND 2018
(CONTINUED)**

NOTE 17: OTHER POST EMPLOYMENT BENEFITS (OPEB) (CONTINUED)

Actual Assumptions and Other Inputs

The total OPEB liability for the June 30, 2019 measurement date was determined by an actuarial valuation as of July 1, 2018, which rolled forward to June 30, 2019. 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 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*:	
Public Employees' Retirement System (PERS)	
Initial fiscal year applied	
Rate through 2026	2.00% to 6.00%
Rate thereafter	3.00% to 7.00%
Police and Firemen's Retirement System (PFRS)	
Rate for all future years	3.25% to 15.25%
Mortality:	
PERS	Pub-2010 General classification headcount weighted mortality with fully generational mortality improvement projections from the central year using Scale MP-2019
PERS	Pub-2010 Safety classification headcount weighted mortality with fully generational mortality improvement projections from the central year using Scale MP-2019

* Salary increases are based on years of service within the respective plan.

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

For pre-Medicare medical benefits, the trend is initially 5.7% and decreases to a 4.5% long term trend rate after eight years. For post-65 medical benefits, the actual fully insured Medicare Advantage trend rates for fiscal year 2020 are reflected. The assumed post-65 medical trend 4.5% for all future years. For prescription drug benefits, the initial trend rate is 7.5% and decreases to a 4.5% long-term trend rate after eight years.

TOWNSHIP OF FRANKFORD, N. J.

**NOTES TO FINANCIAL STATEMENTS
DECEMBER 31, 2019 AND 2018
(CONTINUED)**

NOTE 17: OTHER POST EMPLOYMENT BENEFITS (OPEB) (CONTINUED)

Discount Rate

The discount rate for June 30, 2019 and 2018 was 3.50% and 3.87, respectively. This represents the municipal bond return rate as chosen by the Division. 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.

Sensitivity of Net OPEB Liability to Changes in the Discount Rate

The following presents the Township's proportionate share of the net OPEB liability as of June 30, 2019 as well as what the Township's proportionate share of the net OPEB 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:

	June 30, 2019		
	1%	At Current	1%
	Decrease	Discount Rate	Increase
	<u>2.50%</u>	<u>3.50%</u>	<u>4.50%</u>
Township's proportionate share of Net OPEB liability	\$2,661,093	\$2,301,477	\$2,009,242

Sensitivity of Net OPEB Liability to Changes in the Healthcare Trend Rates:

The following presents the Township's proportionate share of the net OPEB liability as of June 30, 2019 as well as what the Township's proportionate share of the net OPEB liability would be if it were calculated using a healthcare trend rate that is 1 - percentage point lower or 1 - percentage point higher than the current rate:

	June 30, 2019		
	1%	Healthcare Cost	1%
	Decrease	Trend Rate	Increase
Township's proportionate share of Net OPEB liability	\$1,942,163	\$2,301,477	\$2,759,843

TOWNSHIP OF FRANKFORD, N. J.

**NOTES TO FINANCIAL STATEMENTS
DECEMBER 31, 2019 AND 2018
(CONTINUED)**

NOTE 18: CONTINGENT LIABILITIES

We are advised by the Township's Counsel that there are no pending or threatened litigation, claims and assessments that they believe, at this time, are material.

NOTE 19: SUBSEQUENT EVENT

The Township has evaluated subsequent events through June 29, 2020, the date which the financial statements were available to be issued and no other items were noted for disclosure, with the exception of the following:

On March 9, 2020 Governor Phil Murphy signed Executive Order No. 103 that declared a State of Emergency and Public Health Emergency across all 21 counties in New Jersey in response to address the novel coronavirus (COVID-19) outbreak. At the time of this report, the overall effects of the COVID-19 pandemic are unknown. In efforts to reduce the spread of the virus, many companies and organizations have either reduced staff or closed down, thus creating a potential financial dilemma among many of the taxpayers of the Township of Frankford. The Township has identified several risks as a result of this pandemic, including a possible delay in collection of real estate taxes, water utility rents and cash flow shortages as the result of these delayed collection. The Township will continue to monitor the situation closely.

SUPPLEMENTARY DATA

TOWNSHIP OF FRANKFORD, N.J.
OFFICIALS IN OFFICE AND SURETY BONDS
YEAR ENDED DECEMBER 31, 2019

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

<u>NAME</u>	<u>TITLE</u>
Emery (Sam) Castimore	Mayor
Nicholas Citivan	Deputy Mayor
James Ayers	Committeeperson
Christopher Carney	Committeeperson
Edwin Risdon Jr.	Committeeperson
Patricia Bussow	Municipal Clerk/Administrator; Assessment Search Officer; Registrar to 6/21/19
Sandra Rippey	Acting Municipal Clerk from 6/21/19 to 9/30/19
Lori Nienstedt	Acting Municipal Clerk; Assessment Search Officer; Deputy Registrar from 9/19/19
Diane Brauchle	Deputy Clerk; Registrar; Dog Licensing Official; Board of Health Secretary from 8/1/19
Stephen Lance	Tax Collector; Tax Search Officer
Sharon Yarosz	Chief Financial Officer; Treasurer; Land Use Administrator
Jason Laliker	Assessor
Jeffrey Fette	Construction Official: Building Subcode Official
Ann Bell	Construction Secretary; Board of Health Secretary to 7/31/19; Zoning Officer from 7/31/19
Sharon Tufaro	Zoning Officer; Fire Official to 7/31/19
James Cutler	Plumbing SubCode Official; Fire SubCode Official
Clifford Storms	Electrical Subcode Official
James G. Devine	Judge
Suzanne Oakley	Municipal Court Administrator
Carol Cosh	Deputy Court Administrator
Shari McSweeney	Violations Clerk
Michael Hanifan	Assistant Prosecutor
David Dumbroff	Public Defender
Peter J. Laemers, Esq.	Prosecutor
Mark Yetter	DPW Supervisor
Michael Flood	Animal Control Officer
Michael Dann	Emergency Management Coordinator
Kevin Benbrook	Municipal Attorney
Harold E. Pellow	Municipal Engineer
Thomas M. Ferry, C.P.A., R.M.A.	Municipal Auditor

There is in effect a Public Employee Blanket Bond in the amount of \$1,000,000 per person issued by Municipal Excess Liability Joint Insurance Fund.

Township of Frankford

Schedule of Expenditures of Federal Awards

For the Year Ended December 31, 2019

Federal Grantor/Pass-Through Grantor/ Program Title	Federal C.F.D.A. Number	Program or Award Amount	Grant Period From/To	Receipts	Expended	12/31/2019	MEMO Cumulative Total Expenditures
						(Receivable) Reserve Balance	

Not Applicable

Township of Frankford
Schedule of Expenditures of State Financial Assistance
For the Year Ended December 31, 2019

State Grantor/Program Title	Grant or State Project Number	Program or Award Amount	Grant Period From/To	12/31/2018		Receipts	Expended	Cancelled	12/31/2019		MEMO Cumulative Total Expenditures
				(Receivable)	Reserve Balance				(Receivable)	Reserve Balance	
<u>FEDERAL AND STATE GRANT FUND</u>											
NJ Department of Solid Waste Administration:											
Clean Communities	4900-765-042-4900-004	26,374.77	1/1/16-12/31/16		7,224.42		(7,224.42)				26,374.77
Clean Communities	4900-765-042-4900-004	22,407.02	1/1/17-12/31/17		22,407.02		(12,927.44)			9,479.58	12,927.44
Clean Communities	4900-765-042-4900-004	21,532.36	1/1/18-12/31/18		21,532.36					21,532.36	-
Clean Communities	4900-765-042-4900-004	24,037.46	1/1/19-12/31/19			24,037.46				24,037.46	-
					51,163.80	24,037.46	(20,151.86)			55,049.40	39,302.21
Recycling Tonnage	4910-100-042-4910-224	9,577.37	1/1/16-12/31/16		3,514.77		(3,514.77)				9,577.37
Recycling Tonnage	4910-100-042-4910-224	2,991.47	1/1/17-12/31/17		2,991.47		(2,991.47)				2,991.47
Recycling Tonnage	4910-100-042-4910-224	5,781.26	1/1/18-12/31/18			5,781.26	(2,019.48)			3,761.78	2,019.48
Recycling Tonnage	4910-100-042-4910-224	5,781.26	1/1/19-12/31/19			5,781.26				5,781.26	
					6,506.24	11,562.52	(8,525.72)			9,543.04	14,588.32
Total NJ Department of Solid Waste Administration:					57,670.04	35,599.98	(28,677.58)			64,592.44	53,890.53
NJ Department of Law and Public Safety:											
Domestic Preparedness Equipment	N/A	10,000.00	1/1/03-12/31/03		3,121.59		(3,121.59)				10,000.00
<u>TOTAL FEDERAL AND STATE GRANT FUND</u>					60,791.63	35,599.98	(31,799.17)			64,592.44	63,890.53
<u>GENERAL CAPITAL FUND</u>											
NJ Office of Emergency Management											
Hazard Mitigation Grant Program											
Generator Project	FEMA-DR-4086-NJ-516-F	108,000.00	1/1/19-12/31/19				(14,688.22)		(108,000.00)	93,311.78	14,688.22
NJ Department of Transportation:											
Municipal Aid - George Hill Road		190,000.00	1/1/16-12/31/16	(47,500.00)		45,877.59		1,622.41			190,000.00
Municipal Aid - Price Road		160,000.00	1/1/17-12/31/17	(40,000.00)		40,000.00					160,000.00
Municipal Aid - George Hill Road		159,000.00	1/1/19-12/31/19			113,212.69	(146,775.62)		(45,787.31)	12,224.38	146,775.62
<u>TOTAL GENERAL CAPITAL FUND</u>				(87,500.00)		199,090.28	(161,463.84)	1,622.41	(153,787.31)	105,536.16	511,463.84
<u>TOTAL STATE AID</u>				(87,500.00)	60,791.63	234,690.26	(193,263.01)	1,622.41	(153,787.31)	170,128.60	575,354.37

Note: This schedule was not subject to an audit in accordance with N.J. OMB Circular 15-08.

COMPARATIVE STATEMENT OF OPERATIONS AND CHANGES IN FUND BALANCE

CURRENT FUND

	<u>Year 2019</u>		<u>Year 2018</u>	
	<u>Amount</u>	<u>%</u>	<u>Amount</u>	<u>%</u>
<u>Revenue and Other Income Realized</u>				
Fund Balance Utilized	690,000.00	3.282%	691,000.00	3.326%
Miscellaneous - From Other Than				
Local Property Tax Levies	744,182.01	3.540%	767,610.70	3.695%
Collection of Delinquent Taxes				
and Tax Title Liens	162,278.82	0.772%	135,534.90	0.652%
Collection of Current				
Tax Levy	18,837,136.90	89.601%	18,521,895.11	89.146%
Other Credits to Income	589,761.58	2.805%	660,899.20	3.181%
<u>Total Revenue and Other Income Realized</u>	<u>21,023,359.31</u>	<u>100.000%</u>	<u>20,776,939.91</u>	<u>100.000%</u>
 <u>Expenditures</u>				
Budget Expenditures:				
Municipal Purposes	4,014,408.48	19.864%	3,910,329.28	19.576%
Local and Regional School Taxes	11,360,495.00	56.214%	11,338,820.00	56.765%
County Taxes	4,760,599.15	23.556%	4,640,063.84	23.229%
Open Space Tax	73,772.73	0.365%	73,321.26	0.367%
Other Expenditures	41.14	0.000%	12,402.22	0.062%
<u>Total Expenditures</u>	<u>20,209,316.50</u>	<u>100.000%</u>	<u>19,974,936.60</u>	<u>100.000%</u>
 Statutory Excess to Fund Balance	814,042.81		802,003.31	
 Fund Balance, January 1,	<u>1,443,592.12</u>		<u>1,332,588.81</u>	
	2,257,634.93		2,134,592.12	
 Less:				
Utilized as Anticipated Revenue	<u>690,000.00</u>		<u>691,000.00</u>	
 Fund Balance, December 31,	<u><u>1,567,634.93</u></u>		<u><u>1,443,592.12</u></u>	

COMPARATIVE SCHEDULE OF TAX RATE INFORMATION

	<u>2019</u>	<u>2018</u>	<u>2017</u>
<u>Tax Rate</u>	<u>2.577</u>	<u>2.533</u>	<u>2.544</u>

Apportionment of Tax Rate:

Municipal	.374	.359	.330
County	.647	.634	.632
Regional School Tax	.545	.566	1.572
Regional High School	1.001	.984	-
Municipal Open Space	.010	.010	.010

Assessed Taxable Valuation:

2019	734,250,700		
2018		731,290,300	
2017			730,783,000

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>Cash Collections</u>	<u>Percentage of Collections</u>
2019	19,011,225.13	18,837,136.90	99.08%
2018	18,720,082.29	18,521,895.11	98.94%
2017	18,656,291.39	18,439,203.44	98.83%

DELINQUENT TAXES AND TAX TITLE LIENS

<u>Year</u>	<u>Amount of Tax Title Liens</u>	<u>Amount of Delinquent Taxes</u>	<u>Total Delinquent</u>	<u>Percentage of Tax Levy</u>
2019	309,317.93	119,178.47	428,496.40	2.25%
2018	464,095.24	155,487.81	619,583.05	3.31%
2017	414,220.81	150,496.45	564,717.26	3.02%

PROPERTY ACQUIRED BY TAX TITLE LIEN LIQUIDATION

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

<u>Year</u>	<u>Amount</u>
2019	938,000.00
2018	593,800.00
2017	593,800.00

COMPARATIVE SCHEDULE OF FUND BALANCES

<u>Year</u>	<u>Balance December 31,</u>	<u>Utilized in Budget of Succeeding Year</u>
2019	1,567,634.93	840,000.00
2018	1,443,592.12	690,000.00
2017	1,332,588.81	691,000.00
2016	1,148,767.40	508,000.00
2015	1,227,758.23	557,000.00

Township of Frankford, N.J.

Schedule of Cash - Treasurer

Current Fund

Year Ended December 31, 2019

	<u>Ref.</u>		
Balance - December 31, 2018	A		2,098,309.07
Increased by Receipts:			
Cancel Public Assistance Trust Fund	A-1	2,876.20	
Escheated Tax Sale Premium	A-1	1,200.00	
Miscellaneous Revenue Not Anticipated	A-2	358,537.99	
Taxes Receivable	A-6	18,648,065.67	
Tax Title Liens Receivable	A-7	4,831.60	
Property Acquired for Taxes	A-8	15,538.00	
Revenue Accounts Receivable	A-9	716,868.39	
Due To State - Senior Citizen and Veteran Deductions	A-10	54,212.33	
Interfunds	A-12	38,793.00	
Various Cash Liabilities and Reserves	A-14	29,292.32	
Prepaid Taxes	A-16	289,461.05	
			<u>20,159,676.55</u>
			22,257,985.62
Decreased by Disbursements:			
Current Year Budget Appropriations	A-3	3,594,435.21	
Other Accounts Receivable	A-11	41.14	
Interfunds	A-12	28,282.95	
Appropriation Reserves	A-13	32,831.79	
Various Cash Liabilities and Reserves	A-14	7,469.75	
Encumbrances Payable	A-15	2,642.44	
County Taxes Payable	A-17	4,750,232.22	
District School Taxes Payable	A-18	7,354,740.00	
High School Taxes Payable	A-19	4,005,755.00	
Open Space Tax Payable	A-20	73,772.73	
			<u>19,850,203.23</u>
Balance - December 31, 2019	A		<u><u>2,407,782.39</u></u>

Township of Frankford, N.J.
Schedule of Cash - Change Fund
Current Fund
Year Ended December 31, 2019

	<u>Ref.</u>	
Balance - December 31, 2018	A	<u><u>275.00</u></u>

Balance - December 31, 2019	A	<u><u>275.00</u></u>
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Analysis of Balance:

Collector	150.00
Court Clerk	50.00
Construction Department	<u>75.00</u>
	<u><u>275.00</u></u>

Township of Frankford, N.J.

Schedule of Taxes Receivable and Analysis of Property Tax Levy

Current Fund

Year Ended December 31, 2019

Year	Balance, Dec. 31, 2018	Levy	Added Taxes	Collected		Senior Citizen and Veteran Deductions	Overpayments Applied	Transferred to Tax Title Liens	Canceled	Balance, Dec. 31, 2019
				2018	2019					
2015	15.03								15.03	-
2016	1,838.67				1,838.67					-
2017	3,074.08				3,074.08					-
2018	150,560.03		8,072.80		153,034.47	(500.00)		6,091.96		6.40
	155,487.81	-	8,072.80	-	157,947.22	(500.00)	-	6,091.96	15.03	6.40
2019		18,921,642.76	89,582.37	267,216.48	18,490,118.45	54,317.00	25,484.97	23,334.73	31,581.43	119,172.07
	155,487.81	18,921,642.76	97,655.17	267,216.48	18,648,065.67	53,817.00	25,484.97	29,426.69	31,596.46	119,178.47
	A			A-2;A-16	A-2;A-4	A-2;A-10	A-2;A-14	A-7		A

Analysis of Tax Levy

Tax yield:

General Purpose Tax
 Added Tax (R.S. 54:4-63.1 et seq.)

Ref.

18,921,642.76
 89,582.37
19,011,225.13

Tax Levy:

County Tax
 Added County Taxes

A-17
 A-17

4,738,109.63
22,489.52

4,760,599.15
 7,354,740.00
 4,005,755.00
73,772.73
 16,194,866.88

Local Tax for Municipal Purposes
 Additional Taxes

2,748,002.00
68,356.25

2,816,358.25
19,011,225.13

Township of Frankford, N.J.
Schedule of Tax Title Liens Receivable

Current Fund

Year Ended December 31, 2019

Balance - December 31, 2018	<u>Ref.</u> A		464,095.24
Increased by:			
Transferred from 2019 Taxes Receivable		23,334.73	
Transferred from 2018 Taxes Receivable		<u>6,091.96</u>	
	A-6		29,426.69
Interest and Costs on Tax Sale			416.53
Adjustment to Lien			<u>402.01</u>
			<u>30,245.23</u>
			494,340.47
Decreased by:			
Cash Receipts	A-2;A-4		4,831.60
Transfers to Property Acquired for Taxes	A-8		<u>180,190.94</u>
			<u>185,022.54</u>
Balance - December 31, 2019	A		<u><u>309,317.93</u></u>

Township of Frankford, N.J.
Schedule of Property Acquired for
Taxes Assessed Valuation

Current Fund

Year Ended December 31, 2019

	<u>Ref.</u>		
Balance - December 31, 2018	A		593,800.00
Increased by:			
Transferred from Tax Title Liens Receivable	A-7	180,190.94	
Add: Adjustment to Assessed Valuation		<u>474,209.06</u>	
			<u>654,400.00</u>
			1,248,200.00
Decreased by:			
Sales of Property:			
Cash	A-2;A-4	15,538.00	
Add:			
Loss on Sales		<u>294,662.00</u>	
			<u>310,200.00</u>
Balance - December 31, 2019	A		<u><u>938,000.00</u></u>

Township of Frankford, N.J.

Schedule of Revenue Accounts Receivable

Current Fund

Year Ended December 31, 2019

	<u>Ref.</u>	<u>Balance</u> <u>Dec. 31, 2018</u>	<u>Accrued</u>	<u>Collected</u>
Clerk				
Licenses:				
Alcoholic Beverages	A-2	-	7,013.00	7,013.00
Other Licenses	A-2	-	4,857.50	4,857.50
Fees and Permits	A-2	-	52,276.00	52,276.00
Municipal Court				
Fines and Costs	A-2	1,084.14	16,648.33	17,732.47
Tax Collector				
Interest and Costs on Taxes	A-2	-	46,732.75	46,732.75
Interest on Investments and Deposits	A-2	-	6,905.25	6,905.25
Energy Receipts Tax	A-2	-	455,001.00	455,001.00
Watershed Moratorium Offset Aid	A-2	-	13,066.00	13,066.00
Garden State Trust	A-2	-	10,729.00	10,729.00
Uniform Construction Code				
Fees and Permits - Building	A-2	-	102,555.42	102,555.42
		<u>1,084.14</u>	<u>715,784.25</u>	<u>716,868.39</u>
		A		A-4

Township of Frankford, N.J.

**Schedule of Amount Due To State of New Jersey
for Senior Citizens' and Veterans' Deductions - CH. 73 P.L. 1976**

Current Fund

Year Ended December 31, 2019

	<u>Ref.</u>	
Balance - December 31, 2018	A	43,017.53
Increased by:		
State Share of Senior Citizens and		
Veteran Deductions Received in Cash	A-4	54,212.33
		<u>97,229.86</u>
Decreased by:		
Senior Citizens' Deductions Per Tax Billing		5,250.00
Veterans' Deductions Per Tax Billing		49,067.00
Senior Citizens' and Veterans'		
Deductions Allowed by Collector - Current Year		<u>250.00</u>
		54,567.00
Less:		
Deductions Disallowed - Current Year		250.00
Deductions Disallowed - Prior Year		<u>500.00</u>
	A-6	<u>53,817.00</u>
Balance - December 31, 2019	A	<u><u>43,412.86</u></u>

Township of Frankford, N.J.

Schedule of Other Accounts Receivables/(Payables)

Current Fund

Year Ended December 31, 2019

Ref.

Increased by:

Cash Disbursement

A-1;A-4

41.14

Balance - December 31, 2019

A

41.14

Township of Frankford, N.J.

Schedule of Interfunds Receivables/(Payables)

Current Fund

Year Ended December 31, 2019

<u>Fund</u>	<u>Ref.</u>	Due From/(To) Balance <u>Dec. 31, 2018</u>	<u>Increased</u>	<u>Decreased</u>	Due From/(To) Balance <u>Dec. 31, 2019</u>
Federal and State Grants	A	(61,356.58)	28,282.95	35,599.98	(68,673.61)
Animal Control Trust Fund	A	3,193.02		7,241.02	(4,048.00)
		<u>(58,163.56)</u>	<u>28,282.95</u>	<u>42,841.00</u>	<u>(72,721.61)</u>
<u>Analysis</u>					
Due From Current Fund		(61,356.58)			(68,673.61)
Due To Current Fund		3,193.02			(4,048.00)
		<u>(58,163.56)</u>			<u>(72,721.61)</u>
2019 Budget Appropriations	A-3			4,048.00	
Received	A-4			38,793.00	
Disbursed	A-4		28,282.95		
			<u>28,282.95</u>	<u>42,841.00</u>	

Township of Frankford, N.J.

Schedule of Appropriation Reserves

Current Fund

Year Ended December 31, 2019

	Balance, Dec. 31, <u>2018</u>	Balance after <u>Transfers</u>	Paid or <u>Charged</u>	Balance <u>Lapsed</u>
Salaries and Wages Within "CAPS":				
Administrative and Executive				-
Municipal Clerk	6,146.83	6,146.83	-	6,146.83
Financial Administration	67.38	67.38	-	67.38
Assessment of Taxes	346.08	346.08	-	346.08
Collection of Taxes	135.21	135.21	-	135.21
Municipal Land Use Board	824.96	824.96	-	824.96
Zoning Board	1,151.93	1,151.93	-	1,151.93
Emergency Management Services	29.50	29.50	-	29.50
Public Buildings and Grounds	327.19	327.19	-	327.19
Road Repairs and Maintenance	52,681.51	52,681.51	-	52,681.51
Recycling	1,233.70	1,233.70	-	1,233.70
Board of Health	129.74	129.74	-	129.74
Construction Officials	1,589.88	1,589.88	-	1,589.88
Total Salaries and Wages Within "CAPS"	<u>64,663.91</u>	<u>64,663.91</u>	<u>-</u>	<u>64,663.91</u>
Other Expenses Within "CAPS":				
Administrative and Executive	1,099.58	1,099.58	363.17	736.41
Municipal Clerk	886.95	886.95	66.60	820.35
Codification of Ordinances	4,000.00	4,000.00	3,800.00	200.00
Elections	2,856.16	2,856.16	662.61	2,193.55
Financial Administration	560.50	560.50	-	560.50
Audit Services	3,320.00	3,320.00	-	3,320.00
Computer Services & Office Equipment	9,122.83	9,122.83	3,428.47	5,694.36
Assessment of Taxes	172.12	172.12	-	172.12
Legal Services and Costs	2,266.14	2,733.00	2,723.00	10.00
Engineering Services and Costs	701.76	1,285.36	1,285.36	-
Municipal Land Use Board	2,366.28	2,366.28	-	2,366.28
Zoning Board	581.25	581.25	-	581.25
Emergency Management	67.51	67.51	-	67.51
Prosecutor	0.67	0.67	-	0.67
Public Buildings and Grounds	14,217.71	14,217.71	307.95	13,909.76
Road Repairs and Maintenance	41,739.71	41,739.71	7,029.94	34,709.77

Township of Frankford, N.J.

Schedule of Appropriation Reserves

Current Fund

Year Ended December 31, 2019

	Balance, Dec. 31, <u>2018</u>	Balance after <u>Transfers</u>	Paid or <u>Charged</u>	Balance <u>Lapsed</u>
Snow Removal	1,294.64	1,294.64	1,294.64	-
Garbage and Trash Removal	504.25	504.25	271.40	232.85
Vehicle Expense	19,725.24	19,725.24	1,614.04	18,111.20
Board of Health	633.41	633.41	-	633.41
Park Buildings and Grounds	34.14	34.14	34.14	-
Utilities:				
Electricity	1,645.21	1,645.21	480.80	1,164.41
Street Lighting	619.15	619.15	52.81	566.34
Telephone	279.62	279.62	-	279.62
Fuel Oil	1,042.88	1,042.88	572.53	470.35
Gasoline	2,584.75	2,584.75	1,472.75	1,112.00
Insurance:				
General Liability	7,808.00	7,808.00	-	7,808.00
Workman's Compensation Insurance	783.00	783.00	-	783.00
Employee Group Health	33,827.91	33,827.91	265.00	33,562.91
Insurance Other	86.60	86.60	-	86.60
Construction Officials	3,642.40	2,591.94	270.54	2,321.40
Total Other Expenses Within "CAPS"	<u>158,470.37</u>	<u>158,470.37</u>	<u>25,995.75</u>	<u>132,474.62</u>
 Total Operations Within "CAPS"	 <u>223,134.28</u>	 <u>223,134.28</u>	 <u>25,995.75</u>	 <u>197,138.53</u>
 Deferred Charges and Statutory Expenditures Within "CAPS": Statutory Expenditures: Contribution To:				
Social Security (O.A.S.I.)	3,005.34	3,005.34	-	3,005.34
Defined Contribution Retirement Program	100.00	100.00	-	100.00
Total Deferred Charges and Statutory Expenditures Within "CAPS"	<u>3,105.34</u>	<u>3,105.34</u>	<u>-</u>	<u>3,105.34</u>
 Total General Appropriations within "CAPS"	 <u>226,239.62</u>	 <u>226,239.62</u>	 <u>25,995.75</u>	 <u>200,243.87</u>

Township of Frankford, N.J.

Schedule of Appropriation Reserves

Current Fund

Year Ended December 31, 2019

	Balance, Dec. 31, <u>2018</u>	Balance after <u>Transfers</u>	Paid or <u>Charged</u>	Balance <u>Lapsed</u>
Operations - Excluded from "CAPS"				
Shared Service Agreements:				
Municipal Court				
Salaries and Wages	1,703.52	1,703.52	-	1,703.52
Other Expenses	13,303.69	13,303.69	6,836.04	6,467.65
Total Shared Service Agreements	<u>15,007.21</u>	<u>15,007.21</u>	<u>6,836.04</u>	<u>8,171.17</u>
Public and Private Programs Offset by Revenues:				
Matching Funds for Grants	<u>1.33</u>	<u>1.33</u>	<u>-</u>	<u>1.33</u>
Total Public and Private Programs Offset by Revenues	<u>1.33</u>	<u>1.33</u>	<u>-</u>	<u>1.33</u>
Total Operations Excluded From "CAPS"	<u>15,008.54</u>	<u>15,008.54</u>	<u>6,836.04</u>	<u>8,172.50</u>
Detail:				
Salaries and Wages	<u>1,703.52</u>	<u>1,703.52</u>	<u>-</u>	<u>1,703.52</u>
Other Expenses	<u>13,305.02</u>	<u>13,305.02</u>	<u>6,836.04</u>	<u>6,468.98</u>
Total General Appropriations Excluded from "CAPS"	<u>15,008.54</u>	<u>15,008.54</u>	<u>6,836.04</u>	<u>8,172.50</u>
Total Reserves	<u>241,248.16</u>	<u>241,248.16</u>	<u>32,831.79</u>	<u>208,416.37</u>
	<u>Ref.</u>		A-4	A-1
Analysis of Appropriation Reserves				
Unencumbered	A	217,366.05		
Encumbered	A	<u>23,882.11</u>		
		<u>241,248.16</u>		

Township of Frankford, N.J.

Schedule of Various Cash Liabilities and Reserves

Current Fund

Year Ended December 31, 2019

<u>Liabilities and Reserves</u>	Balance Dec. 31, 2018	<u>Increased</u>	<u>Decreased</u>	Balance Dec. 31, 2019
<u>Liabilities:</u>				
Due State of NJ DCA Training Fees		5,758.58	5,758.58	-
Due State of NJ Marriage License Fees		825.00	775.00	50.00
Tax Overpayments	26,560.87	22,708.74	27,831.21	21,438.40
<u>Reserves for:</u>				
Master Plan	827.30		720.00	107.30
	<u>27,388.17</u>	<u>29,292.32</u>	<u>35,084.79</u>	<u>21,595.70</u>
	A			A
	<u>Ref.</u>			
Cash Receipts	A-4	29,292.32		
Cash Disbursements	A-4		7,469.75	
Overpayments Applied	A-6		25,484.97	
Encumbrances Payable	A-15		2,130.07	
		<u>29,292.32</u>	<u>35,084.79</u>	

Township of Frankford, N.J.

Schedule of Encumbrances Payable - Non-Budget

Current Fund

Year Ended December 31, 2019

	<u>Ref.</u>	
Balance - December 31, 2018	A	2,642.44
Increased by:		
Various Reserves	A-14	<u>2,130.07</u>
		4,772.51
Decreased by:		
Cash Disbursed	A-4	<u>2,642.44</u>
Balance - December 31, 2019	A	<u><u>2,130.07</u></u>

Schedule of Prepaid Taxes

Current Fund

Year Ended December 31, 2019

	<u>Ref.</u>	
Balance - December 31, 2018	A	267,216.48
Increased by:		
Receipts - Prepaid Taxes	A-4	<u>289,461.05</u>
		556,677.53
Decreased by:		
Applied to 2019 Taxes	A-6	<u>267,216.48</u>
Balance - December 31, 2019	A	<u><u>289,461.05</u></u>

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

Current Fund

Year Ended December 31, 2019

	<u>Ref.</u>	
Balance - December 31,	A	12,122.59
Increased by:		
Levy- 2019	A-6	4,738,109.63
Added and Omitted Taxes	A-6	<u>22,489.52</u>
	A-1	<u>4,760,599.15</u>
		4,772,721.74
Decreased by:		
Payments	A-4	<u>4,750,232.22</u>
Balance - December 31, 2019	A	<u><u>22,489.52</u></u>

Schedule of Local School District Taxes Payable/(Prepaid)

Current Fund

Year Ended December 31, 2019

	<u>Ref.</u>	
Increased by:		
Levy - 2019	A-1;A-6	<u><u>7,354,740.00</u></u>
Decreased by:		
Payments	A-4	<u><u>7,354,740.00</u></u>

Township of Frankford, N.J.

Schedule of Regional High School Taxes Payable

Current Fund

Year Ended December 31, 2019

	<u>Ref.</u>	
Increased by:		
Levy- 2019	A-1;A-6	<u>4,005,755.00</u>
Decreased by:		
Payments	A-4	<u>4,005,755.00</u>

Schedule of Open Space Tax

Current Fund

Year Ended December 31, 2019

	<u>Ref.</u>		
Increased by:			
Levy - 2019		73,425.07	
Added & Omitted		<u>347.66</u>	
	A-1;A-6		<u>73,772.73</u>
Decreased by:			
Disbursed	A-4		<u>73,772.73</u>

Township of Frankford, N.J.

Schedule of Interfunds

Federal and State Grant Fund

Year Ended December 31, 2019

<u>Fund</u>	<u>Ref.</u>	Due From/(To) Balance <u>Dec. 31, 2018</u>	<u>Increased</u>	<u>Decreased</u>	Due From/(To) Balance <u>Dec. 31, 2019</u>
Current Fund	A	<u>61,356.58</u>	<u>35,599.98</u>	<u>28,282.95</u>	<u>68,673.61</u>
Encumbrances Payable	A-22			564.95	
Grants Receivable	A-23		5,781.26		
Appropriated Grants	A-24			27,718.00	
Unappropriated Grants	A-25		<u>29,818.72</u>	<u>-</u>	
			<u>35,599.98</u>	<u>28,282.95</u>	

Schedule of Encumbrances Payable

Federal and State Grant Fund

Year Ended December 31, 2019

	<u>Ref.</u>	
Balance - December 31,	A	564.95
Increased by:		
Appropriated Reserves for Grants	A-24	<u>4,081.17</u>
		4,646.12
Decreased by:		
Interfund - Current Fund	A-21	<u>564.95</u>
Balance - December 31, 2019	A	<u>4,081.17</u>

Township of Frankford, N.J.
Schedule of Grants Receivable
Federal and State Grant Fund
Year Ended December 31, 2019

<u>Grant</u>	<u>Budget Revenue</u>	<u>Receipts</u>	<u>Transfer from Unappropriated Reserves</u>
Clean Communities Program	21,532.36		21,532.36
Recycling Tonnage Grant	5,781.26	5,781.26	
	<u>27,313.62</u>	<u>5,781.26</u>	<u>21,532.36</u>
	A-2	A-21	A-25

Township of Frankford, N.J.

Schedule of Appropriated Reserves for Grants

Federal and State Grant Fund

Year Ended December 31, 2019

<u>Grant</u>	Balance <u>Dec. 31, 2018</u>	From 2019 <u>Budget</u>	<u>Disbursed</u>	Balance <u>Dec. 31, 2019</u>
Recycling Tonnage Grant	6,506.24	5,781.26	8,525.72	3,761.78
Clean Communities Program	29,631.44	21,532.36	20,151.86	31,011.94
Statewide Local Domestic Preparedness Equip.	3,121.59		3,121.59	-
	<u>39,259.27</u>	<u>27,313.62</u>	<u>31,799.17</u>	<u>34,773.72</u>
	A			A
State Grant Fund	A-3	27,313.62		
Interfund - Current Fund	A-21	-	27,718.00	
Encumbrances Payable	A-22		4,081.17	
		<u>27,313.62</u>	<u>31,799.17</u>	

Township of Frankford, N.J.

Schedule of Unappropriated Reserves for Grants

Federal and State Grant Fund

Year Ended December 31, 2019

<u>Grant</u>	<u>Balance</u> <u>Dec. 31, 2018</u>	<u>Transfer To</u> <u>Appropriated</u> <u>Reserves</u>	<u>Received</u>	<u>Balance</u> <u>Dec. 31, 2019</u>
Recycling Tonnage Grant			5,781.26	5,781.26
Clean Communities	21,532.36	21,532.36	24,037.46	24,037.46
	<u>21,532.36</u>	<u>21,532.36</u>	<u>29,818.72</u>	<u>29,818.72</u>
	A	A-23	A-21	A

Township of Frankford, N.J.

Schedule of Cash

Trust Funds

Year Ended December 31, 2019

	<u>Ref.</u>	Animal Control Trust <u>Fund</u>	Other Trust <u>Funds</u>
Balance - December 31, 2018	B	<u>132.88</u>	<u>1,256,976.91</u>
Increased by Receipts:			
Dog License Fees - Township	B-2	3,705.00	
Late Fees / Miscellaneous	B-2	775.00	
Prepaid Dog Licenses	B-3	5,190.00	
Interfund - Current Fund	B-5	8,165.44	
Dog License Fees - State Share	B-6	1,231.20	
Other Trust Funds	B-7		1,940,980.48
Total Receipts		<u>19,066.64</u>	<u>1,940,980.48</u>
		<u>19,199.52</u>	<u>3,197,957.39</u>
Decreased by Disbursements:			
Interfund - Other Trust Fund	B-5	7,249.92	
Reserve for Animal Control			
Trust Fund Expenditures	B-2	9,620.46	
Encumbrances	B-4		10,318.49
State Share - Dog Licenses	B-6	1,209.60	
Other Trust Funds	B-7		1,867,839.03
Total Disbursements		<u>18,079.98</u>	<u>1,878,157.52</u>
Balance - December 31, 2019	B	<u><u>1,119.54</u></u>	<u><u>1,319,799.87</u></u>

Township of Frankford, N.J.

Reserve/(Deficit) for Animal Control Trust Fund Expenditures

Trust Funds

Year Ended December 31, 2019

	<u>Ref.</u>		
Balance - December 31, 2018	B		(8,156.54)
Increased by:			
Dog License Fees	B-1	3,705.00	
Late Fees / Miscellaneous	B-1	775.00	
Deficit Raised in Current Budget	B-5	8,156.54	
Prepaid Dog Licenses	B-3	<u>5,150.00</u>	
			<u>17,786.54</u>
			9,630.00
Decreased by:			
Cash Expenditures	B-1		<u>9,620.46</u>
Balance - December 31, 2019	B		<u><u>9.54</u></u>
<u>Year</u>			
2017			9,163.05
2018			<u>9,225.00</u>
			<u><u>18,388.05</u></u>

Township of Frankford, N.J.

Schedule of Pre-Paid Dog Licenses

Trust Funds

Year Ended December 31, 2019

	<u>Ref.</u>	
Balance - December 31, 2018	B	5,130.00
Increased by:		
Cash Received in 2019 for 2019		1,730.00
Cash Received in 2019 for 2020		1,730.00
Cash Received in 2019 for 2021		<u>1,730.00</u>
	B-1	<u>5,190.00</u>
		10,320.00
Decreased by:		
Applied to Reserves	B-2	<u>5,150.00</u>
Balance - December 31, 2019	B	<u><u>5,170.00</u></u>

Township of Frankford, N.J.

Schedule of Reserve For Encumbrances

Trust Funds

Year Ended December 31, 2019

	<u>Ref.</u>	
Balance - December 31, 2018		
Other Trust Fund	B	10,318.49
Increased by:		
Various Reserves	B-7	33,547.52
		<u>43,866.01</u>
Decreased by:		
Other Trust Disbursements	B-1	<u>10,318.49</u>
Balance - December 31, 2019	B	<u><u>33,547.52</u></u>
<u>Analysis:</u>		
Other Trust Fund		<u><u>33,547.52</u></u>

Township of Frankford, N.J.

Schedule of Interfund Receivable/(Payable)

Other Trust Fund

Year Ended December 31, 2019

	Due (to)/from Balance <u>Dec. 31, 2018</u>	<u>Increased</u>	<u>Decreased</u>	Due (to)/from Balance <u>Dec. 31, 2019</u>
<u>Animal Control Trust Fund:</u>				
Current Fund	<u>(3,193.02)</u>	<u>15,406.46</u>	<u>8,165.44</u>	<u>4,048.00</u>
	B			B
	<u>Ref.</u>			
Animal Control Cash Receipts	B-1		8,165.44	
Animal Control Cash Disbursements	B-1	7,249.92		
Reserve for Animal Control	B-2	<u>8,156.54</u>		
		<u>15,406.46</u>	<u>8,165.44</u>	

Township of Frankford, N.J.

Schedule of Due To/(From) State Department of Health

Trust Funds

Year Ended December 31, 2019

	<u>Ref.</u>	
Balance - December 31, 2018	B	(33.60)
Increased by:		
State Fees Collected for 2019		696.00
State Fees Collected for 2020		267.60
State Fees Collected for 2021		<u>267.60</u>
	B-1	<u>1,231.20</u>
		1,197.60
Decreased by:		
Paid to State	B-1	<u>1,209.60</u>
Balance - December 31, 2019	B	<u><u>(12.00)</u></u>

Township of Frankford, N.J.

Schedule of Other Trust Funds

Trust Funds

Year Ended December 31, 2019

	<u>Balance</u> <u>Dec. 31, 2018</u>	<u>Increased</u>	<u>Decreased</u>	<u>Balance</u> <u>Dec. 31, 2019</u>
Escrow Deposits	69,041.52	32,523.69	25,573.94	75,991.27
Security Deposits	24,507.78	54,374.05	64,569.53	14,312.30
Unemployment Comp. Insurance	37,443.55	4,375.47	7,122.95	34,696.07
Municipal Alliance Program	11,139.41	17,250.49	18,554.96	9,834.94
Open Space	336,816.07	73,772.73	36,294.09	374,294.71
Tax Sale Premiums	53,200.00	53,900.00	46,000.00	61,100.00
P.O.A.A.	9.00	4.00		13.00
Small Cities	63,817.12			63,817.12
Performance Bonds	33,753.73	2,000.00	5,500.00	30,253.73
Accumulated Sick Leave	79,090.12	25,000.00	23,981.69	80,108.43
Public Defender	15,230.00	1,960.00	-	17,190.00
Housing Trust	363,752.49	17,488.30		381,240.79
Payroll	0.49	1,485,733.81	1,485,733.98	0.32
Fire Safety	51,893.06	37,586.41	53,211.76	36,267.71
Outside Liens	12,068.36	108,929.54	108,929.54	12,068.36
Snow Removal/Storm Recovery	94,895.72	26,081.99	25,914.11	95,063.60
	<u>1,246,658.42</u>	<u>1,940,980.48</u>	<u>1,901,386.55</u>	<u>1,286,252.35</u>
	B			B

	<u>Ref.</u>		
Cash Receipts	B-1	1,940,980.48	-
Cash Disbursements	B-1	-	1,867,839.03
Reserve for Encumbrances	B-4	-	33,547.52
		<u>1,940,980.48</u>	<u>1,901,386.55</u>

Township of Frankford, N.J.

Schedule of Cash

General Capital Fund

Year Ended December 31, 2019

	<u>Ref.</u>		
Balance - December 31, 2018	C		289,982.45
Increased by Receipts:			
State Grants Receivable	C-4	199,090.28	
Deferred Charges to Future Taxation -			
Unfunded	C-7	76,500.00	
Capital Improvement Fund	C-8	135,000.00	
Capital Reserves	C-10	380,000.00	
Bond Anticipation Notes	C-11	<u>1,100,000.00</u>	
			<u>1,890,590.28</u>
			2,180,572.73
Decreased by Disbursements:			
Improvement Authorizations	C-9	427,650.19	
Capital Reserves	C-10	<u>119,606.61</u>	
			<u>547,256.80</u>
Balance - December 31, 2019	C		<u><u>1,633,315.93</u></u>

Township of Frankford, N.J.

Analysis of Cash

General Capital Fund

Year Ended December 31, 2019

	Balance Dec. 31, 2018	Receipts			Disbursements		Transfers		Balance Dec. 31, 2019
		Bond Anticipation Notes	Funded by Budget Approp.	State Grants Received	Improvement Authorizations	Miscellaneous	From	To	
Fund Balance	66,153.57						(12,000.00)	14,475.96	68,629.53
Capital Improvement Fund	5,950.68		135,000.00				(135,000.00)		5,950.68
New Jersey Grants Receivable	(87,500.00)			199,090.28			(159,000.00)	1,622.41	(45,787.31)
FEMA Grants Receivable							(108,000.00)		(108,000.00)
Reserve For:									
Purchase of Road Equipment	70,000.00		50,000.00				(100,100.00)	13,100.00	33,000.00
Improvements to Municipal Building	21,800.00							445.50	22,245.50
Improvements to Roads	14,713.19		300,000.00				(345,000.00)	32,921.96	2,635.15
Improvements to Roads - LUB	12,104.63								12,104.63
Improvement to Parks	475.78								475.78
Purchase of Fire Truck			30,000.00				(30,000.00)		
Construction of Firehouse	11,112.50								11,112.50
Encumbrances	119,606.61					119,606.61		1,146,905.81	1,146,905.81
Improvement Authorizations									
Ordinance									
04-04 Land Purchase	(64,050.00)		34,100.00						(29,950.00)
05-12 George Hill Road Section II	(88,950.00)		42,400.00						(46,550.00)
16-02 Purchase of Three (3) Dump Trucks	1,310.35				1,170.13				140.22
16-05 Improvements to Various Roads	137.81						(137.81)		
18-04 Improvements to George Hill Road	19,689.41				3,728.85		(15,960.56)		
18-05 Improvements to Price Road	37,006.67				4,084.71		(32,921.96)		
18-06 Addition to DPW Garage	148,656.75				1,255.25				147,401.50
18-14 Front Sidewalk - Court	1,764.50				1,319.00		(445.50)		
19-06 Purchase of Detachable Service Body							(13,100.00)	13,100.00	
19-07 Purchase of Reversible Snow Plows					26,276.00			28,000.00	1,724.00
19-08 Purchase of 2019 Ford F-350					53,568.50			59,000.00	5,431.50
19-09 George Hill Rd III & IV					19,731.62		(127,044.00)	204,000.00	57,224.38
19-14 Generator					7,132.35		(7,555.87)	120,000.00	105,311.78
19-16 Municipal Building and DPW Garage		130,000.00			66,229.40		(8,221.36)	135,000.00	190,549.24
19-17 Various Road Improvements		600,000.00			213,154.38		(634,084.58)	300,000.00	52,761.04
19-19 Acquisition of Pumper/Rescue Truck		370,000.00			30,000.00		(370,000.00)	30,000.00	
	<u>289,982.45</u>	<u>1,100,000.00</u>	<u>591,500.00</u>	<u>199,090.28</u>	<u>427,650.19</u>	<u>119,606.61</u>	<u>(2,098,571.64)</u>	<u>2,098,571.64</u>	<u>1,633,315.93</u>
	C								C

Township of Frankford, N.J.
Schedule of New Jersey Grants Receivable
General Capital Fund
Year Ended December 31, 2019

	<u>Ref.</u>		
Balance - December 31, 2018	C		87,500.00
Increased by:			
Improvement Authorizations	C-9		159,000.00
			<u>246,500.00</u>
Decreased by:			
Improvement Authorizations Cancelled	C-9	1,622.41	
Cash Receipts	C-2	<u>199,090.28</u>	
			<u>200,712.69</u>
Balance - December 31, 2019	C		<u><u>45,787.31</u></u>
<u>Analysis of Receivable</u>			
Grant Receivable (Ord. 19-09)			<u><u>45,787.31</u></u>

Township of Frankford, N.J.

Schedule of FEMA Grants Receivable

General Capital Fund

Year Ended December 31, 2019

	<u>Ref.</u>	
Increased by:		
Improvement Authorizations	C-9	<u>108,000.00</u>
Balance - December 31, 2019	C	<u><u>108,000.00</u></u>
<u>Analysis of Receivable</u>		
Grant Receivable (Ord. 19-14)		<u><u>108,000.00</u></u>

Township of Frankford, N.J.

**Schedule of Deferred Charges to Future
Taxation - Funded**

General Capital Fund

Year Ended December 31, 2019

	<u>Ref.</u>	
Balance - December 31, 2018	C	81,575.71
Decreased by:		
Budget Appropriation to Pay		
Green Trust Loan Payable	C-12	<u>8,359.39</u>
Balance - December 31, 2019	C	<u><u>73,216.32</u></u>

Township of Frankford, N.J.

Schedule of Deferred Charges to Future Taxation - Unfunded

General Capital Fund

Year Ended December 31, 2019

							Analysis of Balance December 31, 2019		
							Financed by Bond Anticipation		
<u>Ord. Number</u>	<u>Ord. Date</u>	<u>Improvement Description</u>	<u>Balance Dec. 31, 2018</u>	<u>2019 Authorizations</u>	<u>Notes Paid By Budget Appropriation</u>	<u>Budget Appropriations</u>	<u>Balance Dec. 31, 2019</u>	<u>Notes</u>	<u>Expended</u>
04-04	08/17/04	Land Purchase	68,200.00			34,100.00	34,100.00		34,100.00
05-12	05/17/05	George Hill Road Section II	84,800.00			42,400.00	42,400.00		42,400.00
16-02	04/05/16	Purchase of Three (3) Dump Trucks	240,000.00		120,000.00		120,000.00	120,000.00	
19-16	08/13/19	Municipal Building and DPW Garage		130,000.00			130,000.00	130,000.00	
19-17	08/13/19	Various Roads		600,000.00			600,000.00	600,000.00	
19-19	10/08/19	Acquisition of Pumper/Rescue Truck		370,000.00			370,000.00	370,000.00	
			<u>393,000.00</u>	<u>1,100,000.00</u>	<u>120,000.00</u>	<u>76,500.00</u>	<u>1,296,500.00</u>	<u>1,220,000.00</u>	<u>76,500.00</u>
			C	C-9	C-11	C-2;C-13	C	C-11	

Township of Frankford, N.J.
Schedule of Capital Improvement Fund
General Capital Fund
Year Ended December 31, 2019

	<u>Ref.</u>	
Balance - December 31, 2018	C	5,950.68
Increased by:		
Budget Appropriation	C-2	<div style="display: flex; justify-content: flex-end;"> <div style="text-align: right; margin-right: 10px;">135,000.00</div> <div style="border-top: 1px solid black; width: 100px;"></div> </div>
		140,950.68
Decreased by:		
Appropriated to Finance Improvement Authorizations	C-9	<div style="display: flex; justify-content: flex-end;"> <div style="text-align: right; margin-right: 10px;">135,000.00</div> <div style="border-top: 1px solid black; width: 100px;"></div> </div>
Balance - December 31, 2019	C	<div style="display: flex; justify-content: flex-end;"> <div style="text-align: right; margin-right: 10px;">5,950.68</div> <div style="border-top: 3px double black; width: 100px;"></div> </div>

Township of Frankford, N.J.

Schedule of Improvement Authorizations

General Capital Fund

Year Ended December 31, 2019

Ord. No.	Improvement Description	Ordinance		Balance Dec. 31, 2018		2019 Authorizations	Expended	Cancelled	Balance Dec. 31, 2019	
		Date	Amount	Funded	Unfunded				Funded	Unfunded
General Improvements:										
16-02	Purchase of Three (3) Dump Trucks	04/05/16	600,000.00	-	1,310.35	-	1,170.13	-	-	140.22
16-05	Improvements to Various Roads	06/14/16	900,000.00	-	137.81	-	-	137.81	-	-
18-04	Improvements to George Hill Road	06/12/18	210,000.00	19,689.41	-	-	3,728.85	15,960.56	-	-
18-05	Improvements to Price Road	06/12/18	240,000.00	37,006.67	-	-	4,084.71	32,921.96	-	-
18-06	Addition to DPW Garage	06/12/18	150,000.00	148,656.75	-	-	1,255.25	-	147,401.50	-
18-14	Front Sidewalk - Court	10/09/18	65,000.00	1,764.50	-	-	1,319.00	445.50	-	-
19-06	Purchase of Detachable Service Body	05/14/19	13,100.00	-	-	13,100.00	-	13,100.00	-	-
19-07	Purchase of Reversible Snow Plows	05/14/19	28,000.00	-	-	28,000.00	26,276.00	-	1,724.00	-
19-08	Purchase of 2019 Ford F-350	05/14/19	59,000.00	-	-	59,000.00	53,568.50	-	5,431.50	-
19-09	George Hill Rd III & IV	06/11/19	204,000.00	-	-	204,000.00	146,775.62	-	57,224.38	-
19-14	Standby Generator	08/13/19	120,000.00	-	-	120,000.00	14,688.22	-	105,311.78	-
19-16	Municipal Building and DPW Garage	08/13/19	265,000.00	-	-	265,000.00	74,450.76	-	98,328.64	92,220.60
19-17	Various Road Improvements	08/13/19	900,000.00	-	-	900,000.00	847,238.96	-	-	52,761.04
19-19	Acquisiton of Pumper/Rescue Truck	10/08/19	400,000.00	-	-	400,000.00	400,000.00	-	-	-
				<u>207,117.33</u>	<u>1,448.16</u>	<u>1,989,100.00</u>	<u>1,574,556.00</u>	<u>62,565.83</u>	<u>415,421.80</u>	<u>145,121.86</u>
				C	C				C	C
Ref.										
Fund Balance				C-1		12,000.00		14,475.96		
Cash Disbursed				C-2			427,650.19			
State Grants Receivable				C-4		159,000.00		1,622.41		
FEMA Grant Receivable				C-5		108,000.00				
Deferred Charges to Future Taxation - Unfunded				C-7		1,100,000.00				
Capital Improvement Fund				C-8		135,000.00				
Various Reserves				C-10		475,100.00		46,467.46		
Reserve for Encumbrances				C-10			1,146,905.81			
						<u>1,989,100.00</u>	<u>1,574,556.00</u>	<u>62,565.83</u>		

Township of Frankford, N.J.

Schedule of Various Reserves

General Capital Fund

Year Ended December 31, 2019

<u>Description</u>	<u>Balance Dec. 31, 2018</u>	<u>Increased</u>	<u>Decreased</u>	<u>Balance Dec. 31, 2019</u>
Purchase of Road Equipment	70,000.00	63,100.00	100,100.00	33,000.00
Improvements to Municipal Building	21,800.00	445.50	-	22,245.50
Improvements to Roads	14,713.19	332,921.96	345,000.00	2,635.15
Improvements to Roads - LUB	12,104.63	-	-	12,104.63
Improvements to Parks	475.78	-	-	475.78
Purchase of Fire Truck	-	30,000.00	30,000.00	-
Construction of Firehouse	11,112.50	-	-	11,112.50
Encumbrances	119,606.61	1,146,905.81	119,606.61	1,146,905.81
	<u>249,812.71</u>	<u>1,573,373.27</u>	<u>594,706.61</u>	<u>1,228,479.37</u>
	C			C
	<u>Ref.</u>			
Cash Receipts	C-2	380,000.00		
Cash Disbursed	C-2		119,606.61	
Improvement Authorizations	C-9	1,146,905.81	475,100.00	
Improvement Authorizations Cancelled	C-9	46,467.46		
		<u>1,573,373.27</u>	<u>594,706.61</u>	

Township of Frankford, N.J.

Schedule of Bond Anticipation Notes Payable

General Capital Fund

Year Ended December 31, 2019

Ord. No./Date	Improvement Description	Date of Original Issue	Date of Issue	Date of Maturity	Interest Rate	Balance Dec. 31, 2018	Increased	Decreased	Balance Dec. 31, 2019
96	16-02 Purchase of Three (3) Dump Trucks	8/4/2016	8/9/2018	8/8/2019	2.70%	160,000.00		160,000.00	
			8/7/2019	8/6/2020	2.18%		80,000.00		80,000.00
	16-02 Purchase of Three (3) Dump Trucks	8/9/2018	8/9/2018	8/8/2019	2.70%	80,000.00		80,000.00	
			8/7/2019	8/6/2020	2.18%		40,000.00		40,000.00
	19-16 Municipal Building and DPW Garage	8/7/2019	8/7/2019	8/6/2020	2.18%		130,000.00		130,000.00
	19-17 Various Roads	10/2/2019	10/2/2019	8/6/2020	2.05%		600,000.00		600,000.00
	19-19 Acquisition of Pumper/Rescue Truck	12/4/2019	12/4/2019	8/6/2020	1.8979%		370,000.00		370,000.00
						<u>240,000.00</u>	<u>1,220,000.00</u>	<u>240,000.00</u>	<u>1,220,000.00</u>
						C			C; C-7
					<u>Ref.</u>				
				Renewals			120,000.00	120,000.00	
				Issued for Cash	C-2		1,100,000.00		
				Funded by Budget Appropriation	C-7			120,000.00	
							<u>1,220,000.00</u>	<u>240,000.00</u>	

Township of Frankford, N.J.
Schedule of Green Trust Loan Payable
General Capital Fund
Year Ended December 31, 2019

<u>Purpose</u>	<u>Date of Issue</u>	<u>Original Issue</u>	Maturities of Bonds Outstanding Dec. 31, 2019		<u>Interest Rate</u>	<u>Balance, Dec. 31, 2018</u>	<u>Decreased</u>	<u>Balance, Dec. 31, 2019</u>
			<u>Date</u>	<u>Amount</u>				
Green Acres Loan	01/08/2008	160,000.00	04/11/20 to 04/11/27		2.00%			
			10/11/20 to 10/11/27	See Notes		<u>81,575.71</u>	<u>8,359.39</u>	<u>73,216.32</u>
						<u>C</u>	<u>C-6</u>	<u>C</u>

Township of Frankford, N.J.

Schedule of Bonds and Notes Authorized But Not Issued

General Capital Fund

Year Ended December 31, 2019

Ord. No.	Date	Improvement Description	Balance Dec. 31, 2018	2019 Authorizations	Bond Anticipation Notes Issued	Raised in Budget	Balance Dec. 31, 2019
<u>General Improvements:</u>							
04-04	08/17/04	Land Purchase	68,200.00			34,100.00	34,100.00
05-12	05/17/05	George Hill Road Section II	84,800.00			42,400.00	42,400.00
19-16	08/13/19	Municipal Building and DPW Garage		130,000.00	130,000.00		
19-17	08/13/19	Various Road Improvements		600,000.00	600,000.00		
19-19	10/08/19	Acquisition of Pumper/Rescue Truck		370,000.00	370,000.00		
			<u>153,000.00</u>	<u>1,100,000.00</u>	<u>1,100,000.00</u>	<u>76,500.00</u>	<u>76,500.00</u>
			Footnote C	C-9	C-11	C-7	Footnote C

Township of Frankford, N.J.
Schedule of Cash-Treasurer
Public Assistance Fund
Year Ended December 31, 2019

	<u>Ref.</u>	<u>P.A.T.F.</u> <u>Account #1</u>
Balance - December 31, 2018	D;D-2	<u><u>2,876.20</u></u>
Decreased by Disbursements:		
Close Out Account to Current Fund	D-3	<u><u>2,876.20</u></u>

Township of Frankford, N.J.
Schedule of Cash and Reconciliation
Public Assistance Fund
Year Ended December 31, 2019

	<u>Ref.</u>	
Balance - December 31, 2018	D-1	<u><u>2,876.20</u></u>
Decreased by Disbursements:		
Close Out Account to Current Fund		<u><u>2,876.20</u></u>

Township of Frankford, N.J.

Schedule of Reserve for Public Assistance

Public Assistance Fund

Year Ended December 31, 2019

	<u>Ref.</u>	
Balance - December 31, 2018	D	<u><u>2,876.20</u></u>
Decreased by:		
Close Out Account to Current Fund	D-1	<u><u>2,876.20</u></u>

TOWNSHIP OF FRANKFORD

PART II

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

COMMENTS AND RECOMMENDATIONS

YEAR ENDED DECEMBER 31, 2019



WIELKOTZ & COMPANY LLC

CERTIFIED PUBLIC ACCOUNTANTS

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

Honorable Mayor and
Members of the Township Committee
Township of Frankford
Augusta, New Jersey 07822

We have audited, in accordance with auditing standards generally accepted in the United States of America; audit requirements as prescribed by the Division of Local Government Services, Department of Community Affairs, State of New Jersey; and the standards applicable to financial audits contained in Government Auditing Standards, issued by the Comptroller General of the United States, the financial statements-regulatory basis of the Township of Frankford in the County of Sussex as of and for the year ended December 31, 2019 and the related notes to the financial statements, and have issued our report thereon dated June 29, 2020, which was adverse due to being presented in accordance with New Jersey regulatory basis of accounting. The regulatory basis opinion was qualified for the Fixed Asset account group not being audited.

Internal Control Over Financial Reporting

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



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

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

Compliance and Other Matters

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

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

Township of Frankford's Response to Findings

The Township of Frankford's response to the findings identified in our audit are described in the accompanying Schedule of Findings and Responses. The Township of Frankford'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.

Honorable Mayor and
Members of the Township Committee
Page 3

Purpose of this Report

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



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

Wielkatz & Company, LLC

Wielkatz & Company, LLC
Certified Public Accountants

Newton, New Jersey

June 29, 2020

TOWNSHIP OF FRANKFORD
SUMMARY OF FINDINGS AND RESPONSES
YEAR ENDED DECEMBER 31, 2019

Summary of Auditor's Results:

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

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

The Township was not subject to the single audit provisions of U.S. Uniform Guidance (the "Circular") and State Circular 15-08 OMB for 2019 as grant expenditures were less than the single audit thresholds identified in the U.S. Uniform Guidance and N.J. State Circular.

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

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

Finding 2019-01:

Segregation of Duties

The Township does not maintain an adequate segregation of duties within the Treasury and Tax Collector Departments. Segregation of duties refers to separating those functions that place too much control over a transaction or class of transactions that would enable a person to misappropriate funds and prevent detection within a reasonable period of time. These situations occur because of the limited number of employees qualified to perform other accounting functions. The Township was made aware of this lack on internal control and will consider strengthening Internal Control within reason of the costs and benefits derived.

Management Response:

The Township will consider strengthening internal control within reason of costs, benefits derived and budget constraints.

Findings and Questioned Costs for Federal Awards:

Not applicable

Findings and Questioned Costs for State Awards:

Not applicable

TOWNSHIP OF FRANKFORD
SUMMARY SCHEDULE OF PRIOR AUDIT FINDINGS
FOR THE YEAR ENDED DECEMBER 31, 2018

Finding 2018-01:

Condition:

Segregation of Duties

The Township does not maintain an adequate segregation of duties within the Treasury and Tax Collector Departments. Segregation of duties refers to separating those functions that place too much control over a transaction or class of transactions that would enable a person to misappropriate funds and prevent detection within a reasonable period of time. These situations occur because of the limited number of employees qualified to perform other accounting functions. The Township was made aware of this lack on internal control and will consider strengthening Internal Control within reason of the costs and benefits derived.

Current Status:

Corrective action has not been taken. The Township will consider strengthening internal control within reason of costs, benefits derived and budget constraints.

GENERAL COMMENTS

Cash Balances

Cash balances in all funds were verified, by independent certificates obtained from the depositories, as of December 31, 2019 and June 29, 2020, in connection with the supplemental reconciliations made for all officials. Cash on hand was counted on that date.

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

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

a. "When the cost or price of any contract awarded by the contracting agent in the aggregate does not exceed in a contract year the total sum of \$17,500, or \$21,000 effective July 1, 2005, the contract may be awarded by a purchasing agent when so authorized by ordinance or resolution, as appropriate to the contracting unit, of the governing body of the contracting unit without public advertising for bids, except that the governing body of any contracting unit may adopt an ordinance or resolution to set a lower threshold for the receipt of public bids or the solicitation of competitive quotations. If the purchasing agent is qualified pursuant to subsection b. of section 9 of P.L. 1971, c.198 (C.40A:11-9), the governing body of the contracting unit may establish that the bid threshold may be up to \$25,000, or \$29,000 effective July 1, 2005. Such authorization may be granted for each contract or by a general delegation of the power to negotiate and award such contracts pursuant to this section.

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

c. The Governor, in consultation with the Department of the Treasury, shall, no later than March 1 of every fifth year beginning in the fifth year after the year in which P.L. 1999, c.440 takes effect, adjust the threshold amount and the higher threshold amount which the governing body is permitted to establish, as set forth in subsection a. of this section, or the threshold amount resulting from any adjustment under this subsection, in direct proportion to the rise or fall of the index rate as that term is defined in section 2 of P.L. 1971, c.198 (C.40A:11-2), and shall round the adjustment to the nearest \$1,000. The Governor shall, no later than June 1 of every fifth year, notify each governing body of the adjustment. That adjustment shall become effective on July 1 of the year in which it is made."

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

GENERAL COMMENTS (CONTINUED)

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

Effective July 1, 2015, the bid threshold in accordance with N.J.S.A. 40A:11-3 and 40A:11-4 (as amended) is \$17,500.00 and with a qualified purchasing agent the threshold may be up to \$40,000.00.

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

The minutes indicated the bids were requested by public advertising per N.J.S.A. 40A:11-4. The minutes also indicated that resolutions were adopted authorizing the awarding of contracts or agreements for "Professional Services" per N.J.S.A. 40A:11-5 for Township Appraiser, Engineer, Auditor, Attorney, Municipal Prosecutor, Township Planner, Special Prosecutor, Insurance Agent and Bond Counsel.

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

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

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

Collection of Interest on Delinquent Taxes and Assessments

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

The Governing Body, on January 8, 2019, adopted the following resolution authorizing interest to be charged on delinquent taxes:

WHEREAS, NJSA 54:4-67 has been amended to define a tax delinquency as follows:

"Delinquency means the sum of all taxes and municipal charges due on any given parcel of property covering any number of quarters or years. The governing body may also fix a penalty to be charged to a taxpayer with a delinquency prior to the end of a calendar year. The penalty so fixed shall not exceed six (6%) percent of the amount of the delinquency," and

WHEREAS, NJSA 54:5-61 has been amended relating to the amount to be charged on account of a tax sale certificate as follows:

GENERAL COMMENTS (CONTINUED)

Collection of Interest on Delinquent Taxes and Assessments (continued)

“When the taxes, interest and costs so exceed the sum of \$5,000.00 (five thousand dollars), such additional sum shall be equal to four (4%) percent of such amount paid; and when that sum exceeds the sum of \$10,000.00 (ten thousand dollars), such additional sum shall be equal to six (6%) percent of such amount paid. This section shall also apply to all existing certificates held by municipalities on the effective date of this act,” and

WHEREAS, in order for the aforesaid additional penalty of six (6%) percent of the amount of the delinquency in excess of \$10,000.00 (ten thousand dollars) to become effective, the Township is required to enact this enabling Resolution.

NOW, THEREFORE BE IT RESOLVED by the Township Committee of the Township of Frankford that the intent and purpose of the aforesaid two statutory changes are hereby implemented and effective January 01, 2019 a penalty of six (6%) percent of any tax delinquency incurred prior to the end of the calendar year, and

BE IT FURTHER RESOLVED that the Township of Frankford hereby charges such additional six (%) percent penalty on all existing tax sale certificates held by the Township where said sum exceeds \$10,000.00 (ten thousand dollars), which penalty shall be applied to all certificates presently held by the Township as well as those which may be subsequently acquired by it as a result of future tax sales, and

BE IT FURTHER RESOLVED that the rate of interest to be charged by the Township of Frankford for the non-payment of taxes or assessments on or before the date that the same shall become delinquent, according to NJSA 54:4-67 in such case made and provided, be and is hereby fixed at the rate of eight (8%) percent per annum on the first \$1,500.00 (fifteen hundred dollars) of delinquency and eighteen (18%) percent per annum on any amount in excess, said interest to be charged upon the whole or any portion of any taxes or any payment to installment thereof remaining delinquent, provided that no interest as aforesaid shall be charged if the payment of any installment is made within ten days after the date upon which the same shall have become payable.

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

Delinquent Taxes and Tax Title Liens

The last tax sale was held on January 31, 2019 and was complete except for prior years balances which are properties in bankruptcy.

Inspection of tax sale certificates on file, revealed that all tax sale certificates were available for audit.

GENERAL COMMENTS (CONTINUED)

Delinquent Taxes and Tax Title Liens (continued)

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	11
2018	27
2017	26

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.

The result of the test which was made as of December 31, 2019 is not yet known, but a separate report will be rendered if any irregularities are detected. In addition, analytical review procedures were utilized to ascertain the validity of the receivables.

Municipal Court

The report required by statute covering the accounts of the Municipal Court, has been filed under separate cover with the Judge, Township Clerk and Division of Local Government Services. We noted however, that there are internal control problems that are throughout the State of New Jersey Municipal Court system caused by the implementation of the Automated Traffic System and the Automated Complaint System.

Finance

1. One vendor did not receive a 1099 that should have.

Management Response:

In the future, the Township will ensure that all vendors that require a 1099 will be issued one.

2. Five contracts awarded for professional services were not advertised.

Management Response:

Resolution awarding professional contracts has been added to the pre-formatted annual re-organization meeting agenda so that it is not missed.

GENERAL COMMENTS (CONTINUED)

Finance

3. One change order exceeded the 20% threshold and was not advertised.

Management Response:

All change orders exceeding 20% threshold will be advertised in the future.

Segregation of Duties

The Township does not maintain an adequate segregation of duties within the Treasury and Tax Collector Departments. Segregation of duties refers to separating those functions that place too much control over a transaction or class of transactions that would enable a person to misappropriate funds and prevent detection within a reasonable period of time. These situations occur because of the limited number of employees qualified to perform other accounting functions. The Township was made aware of this lack on internal control and will consider strengthening Internal Control within reason of the costs and benefits derived.

RECOMMENDATIONS

1. That all required vendors be issued 1099s.
2. That contracts for professional services be advertised.
3. That all change orders that exceed the 20% threshold be advertised.
4. That adequate segregation of duties be maintained within the Treasury and Tax Collector Departments.

Status of Prior Year's Audit Findings/Recommendations

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

1. That contracts for professional services be advertised.
2. That adequate segregation of duties be maintained within the Treasury and Tax Collector Departments.

* * * * *

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

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

Very truly yours,



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

Wielkottz & Company, LLC

Wielkottz & Company, LLC
Certified Public Accountants