

**TOWNSHIP OF BERLIN  
COUNTY OF CAMDEN  
REPORT OF AUDIT  
FOR THE YEAR ENDED JUNE 30, 2009**



**TOWNSHIP OF BERLIN**  
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**TOWNSHIP OF BERLIN**  
**PART 1**  
**REPORT OF AUDIT OF FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED JUNE 30, 2009**

## **INDEPENDENT AUDITOR'S REPORT**

The Honorable Mayor and  
Members of the Township Council  
Township of Berlin  
West Berlin, New Jersey 08091

We have audited the accompanying statements of assets, liabilities, reserves and fund balance-- regulatory basis of the various funds of the Township of Berlin, in the County of Camden, State of New Jersey as of June 30, 2009 and 2008, and the related statements of operations and changes in fund balance-- regulatory basis for the fiscal years then ended, and the related statement of revenues-- regulatory basis, statement of expenditures-- regulatory basis, and statement of general fixed assets group of accounts for the fiscal year ended June 30, 2009. These financial statements are the responsibility of the Township's management. Our responsibility is to express an opinion on these financial statements based on our audit.

We conducted our audit in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in Government Auditing Standards, issued by the Comptroller General of the United States; and in compliance with audit requirements as prescribed by the Division of Local Government Services, Department of Community Affairs, State of New Jersey. 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 includes consideration of internal control over financial reporting as a basis for designing audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Township's internal control over financial reporting. Accordingly, we express no such opinion. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. We believe that our audit provides a reasonable basis for our opinion.

As described in Note 1, the financial statements previously referred to have been prepared in conformity with accounting practices prescribed by the Division of Local Government Services, Department of Community Affairs, State of New Jersey, which differ from accounting principles generally accepted in the United States of America. The effects on the financial statements of the variances between these regulatory accounting practices and accounting principles generally accepted in the United States of America, although not reasonably determinable, are presumed to be material.

In our opinion, because of the effects on the financial statements of the requirement that the Township prepare its financial statements in accordance with the accounting practices discussed in the preceding paragraph, the financial statements referred to above do not present fairly, in conformity with accounting principles generally accepted in the United States of America, the financial position of the Township of Berlin, in the County of Camden, State of New Jersey, as of June 30, 2009 and 2008, or the results of its operations and changes in fund balance for the fiscal years then ended.

Furthermore, in our opinion, the financial statements referred to above present fairly, in all material respects, the assets, liabilities, reserves and fund balance-- regulatory basis of the various funds of the Township of Berlin, in the County of Camden, State of New Jersey, as of June 30, 2009 and 2008, and the results of its operations and changes in fund balance-- regulatory basis of such funds for the fiscal years then ended, and the revenues--regulatory basis, expenditures-- regulatory basis of the various funds, and general fixed assets, for the fiscal year ended June 30, 2009 in conformity with accounting principles and practices prescribed by the Division of Local Government Services, Department of Community Affairs, State of New Jersey as described in Note 1.

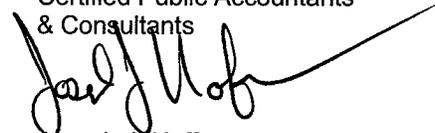
In accordance with Government Auditing Standards, we have also issued our report dated January 8, 2010 on our consideration of the Township of Berlin, in the County of Camden, State of New Jersey's internal control over financial reporting and our tests of its compliance with certain provisions of laws, 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 the internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with Government Auditing Standards and should be read in conjunction with this report in assessing the results of our audit.

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the Township of Berlin's basic financial statements. The supplementary financial statements presented for the various funds are presented for purposes of additional analysis as required by the Division of Local Government Services, Department of Community Affairs, State of New Jersey. Such information has been subjected to the auditing procedures applied in the audit of the financial statements and, in our opinion, is fairly stated, in all material respects, in relation to the financial statements of each of the respective individual funds and account group taken as a whole.

Respectfully submitted,



BOWMAN & COMPANY LLP  
Certified Public Accountants  
& Consultants



Joseph J. Hoffmann  
Certified Public Accountant  
Registered Municipal Accountant

Voorhees, New Jersey  
January 8, 2010

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

The Honorable Mayor and  
Members of the Township Council  
Township of Berlin  
West Berlin, New Jersey 08091

We have audited the financial statements (regulatory basis) of the Township of Berlin, in the County of Camden, State of New Jersey, as of and for the fiscal year ended June 30, 2009, and have issued our report thereon dated January 8, 2010, which indicated that the financial statements were not prepared in accordance with accounting principles generally accepted in the United States of America but were prepared on a regulatory basis of accounting prescribed by the Division of Local Government Services, Department of Community Affairs, State of New Jersey. We conducted our audit in accordance with auditing standards generally accepted in the United States of America, the standards applicable to financial audits contained in Government Auditing Standards, issued by the Comptroller General of the United States, and in compliance with audit requirements as prescribed by the Division of Local Government Services, Department of Community Affairs, State of New Jersey.

**Internal Control Over Financial Reporting**

In planning and performing our audit, we considered the Township of Berlin's internal control over financial reporting as a basis for designing our auditing procedures for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Township's internal control over financial reporting. Accordingly, we do not express an opinion on the effectiveness of the Township's internal control over financial reporting.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the school district's financial statements will not be prevented, or detected and corrected on a timely basis.

Our consideration of internal control over financial reporting was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control over financial reporting that might be deficiencies, significant deficiencies or material weaknesses. We did not identify any deficiencies in internal control over financial reporting that we consider to be material weaknesses, as defined above. However, we identified a deficiency in internal control over financial reporting that we consider to be a significant deficiency, which is described in the accompanying Schedule of Findings and Recommendations as finding number 2009-1. 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.

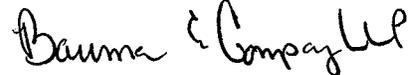
**Compliance and Other Matters**

As part of obtaining reasonable assurance about whether the Township of Berlin's financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit and, accordingly, we do not express such an opinion. The results of our tests disclosed an instance of noncompliance that is required to be reported under Government Auditing Standards and audit requirements as prescribed by the Division of Local Government Services, Department of Community Affairs which is described in the accompanying Schedule of Findings and Recommendations as finding number 2009-1.

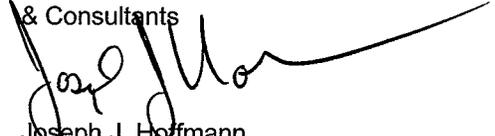
The Township of Berlin's response to the finding identified in our report is described in the accompanying Schedule of Findings and Recommendations. We did not audit the Township of Berlin's response and, accordingly, we express no opinion on it.

This report is intended solely for the information and use of the management of the Township, the Division of Local Government Services and the Department of Community Affairs and is not intended to be and should not be used by anyone other than these specified parties.

Respectfully submitted,



BOWMAN & COMPANY LLP  
Certified Public Accountants  
& Consultants



Joseph J. Hoffmann  
Certified Public Accountant  
Registered Municipal Accountant

Voorhees, New Jersey  
January 8, 2010

**TOWNSHIP OF BERLIN**  
**CURRENT FUND**  
Statement of Assets, Liabilities, Reserves and Fund Balance--Regulatory Basis  
As of June 30, 2009 and 2008

<u>ASSETS</u>	<u>Ref.</u>	<u>2009</u>	<u>2008</u>
Current Fund:			
Cash--Treasurer	SA-1	\$ 1,179,171.15	\$ 1,454,084.48
Cash--Change Funds	SA-3	250.00	250.00
Due from State of New Jersey	SA-4	35,576.43	39,463.25
		<u>1,214,997.58</u>	<u>1,493,797.73</u>
Receivables and Other Assets with Full Reserves:			
Tax Title Liens Receivable	SA-5	1,734.65	49,502.28
Property Acquired for Taxes--Assessed Valuation	SA-6	300,000.00	71,855.00
Delinquent Property Taxes Receivable	SA-7	3,289.64	4,754.73
Revenue Accounts Receivable	SA-8	13,494.76	34,148.31
Maintence Lein Receivable	SA-1	100.00	
Due Insurance Company	SA-1	15,442.63	
Due Bank	SA-1	197.11	499.06
Due from Trust--Animal Control Funds	SB-3	4,300.00	1,800.00
Due from Trust--Other Funds	SB-2	60.32	496.05
Due from General Capital Fund	SC-3	462.12	1,839.85
Due from Sewer Operating Fund	SD-1	300.00	
Due Open Space Trust Fund	SA-1	527.05	252.15
Due from Federal and State Grant Fund	SA-1	40,234.18	252,349.80
		<u>380,142.46</u>	<u>417,497.23</u>
Deferred Charges:			
Emergency Authorizations	A-3	-	30,000.00
		<u>1,595,140.04</u>	<u>1,941,294.96</u>
Federal and State Grant Fund:			
Federal and State Grants Receivable	SA-21	970,503.75	1,036,245.00
		<u>970,503.75</u>	<u>1,036,245.00</u>
		<u>\$ 2,565,643.79</u>	<u>\$ 2,977,539.96</u>

(Continued)

**TOWNSHIP OF BERLIN**  
**CURRENT FUND**  
Statement of Assets, Liabilities, Reserves and Fund Balance--Regulatory Basis  
As of June 30, 2009 and 2008

	<u>Ref.</u>	<u>2009</u>	<u>2008</u>
<u>LIABILITIES, RESERVES</u>			
<u>AND FUND BALANCE</u>			
Current Fund:			
Liabilities:			
Appropriation Reserves	A-3 & SA-10	\$ 211,453.55	\$ 200,732.95
Reserve for Encumbrances	A-3 & SA-10	98,520.22	80,194.36
Reserve for Premiums Received at Tax Sales	SA-9	157,325.00	202,825.00
Prepaid Taxes	SA-11	23,036.44	27,149.89
Reserve for Expense of Participation in Free County Library with State Aid	SA-13	166.21	442.10
State Training Fees Due to State of New Jersey	SA-14	1,648.00	7,665.00
Marriage License Fees Due to State of New Jersey	SA-15	125.00	150.00
Burial Permits Due to State of New Jersey	SA-1	80.00	100.00
Reserve for NPP - Homeowner Share	SA-12	4,731.40	2,300.00
		<u>497,085.82</u>	<u>521,559.30</u>
Reserve for Receivables and Other Assets	A	380,142.46	417,497.23
Fund Balance	A-1	717,911.76	1,002,238.43
		<u>1,595,140.04</u>	<u>1,941,294.96</u>
Federal and State Grant Fund:			
Due to Current Fund	SA-1	40,234.18	252,349.80
Accounts Payable	SA-1 ; SA-23	70,797.50	49,110.95
Reserve for Encumbrances	SA-23	1,189.25	
Reserve for Federal and State Grants--Appropriated	SA-23	858,282.82	734,784.25
		<u>970,503.75</u>	<u>1,036,245.00</u>
		<u>\$ 2,565,643.79</u>	<u>\$ 2,977,539.96</u>

The accompanying Notes to Financial Statements are an integral part of this statement.

**TOWNSHIP OF BERLIN**  
**CURRENT FUND**

Statement of Operations and Changes in Fund Balance--Regulatory Basis  
For the Fiscal Years Ended June 30, 2009 and 2008

	<u>2009</u>	<u>2008</u>
<u>Revenue and Other</u>		
<u>Income Realized</u>		
Fund Balance Utilized	\$ 862,000.00	\$ 650,000.00
Miscellaneous Revenue Anticipated	2,489,205.81	3,222,765.25
Receipts from Current Taxes	16,330,772.80	16,667,463.49
Non-Budget Revenue	55,067.24	153,448.94
Other Credits to Income:		
Unexpended Balance of Appropriation Reserves	218,671.13	160,864.67
Liquidation of Reserves for:		
Miscellaneous Accounts Receivable		23,730.00
Due Bank	301.95	
Due from Trust--Other Funds	435.73	599.02
Due from Trust--Animal Control Fund		6,700.00
Due from General Capital Fund	1,377.73	3,049.87
Due from Federal and State Grant Fund	212,115.62	
	<u>20,169,948.01</u>	<u>20,888,621.24</u>
Total Income		
<u>Expenditures</u>		
Budget and Emergency Appropriations:		
Within "CAPS":		
Operations:		
Salaries and Wages	3,098,200.00	2,988,670.00
Other Expenses	2,294,915.00	2,357,941.00
Deferred Charges and Statutory Expenditures	672,216.66	233,399.71
Excluded from "CAPS":		
Operations:		
Salaries and Wages	67,073.25	53,223.11
Other Expenses	388,455.71	862,641.10
Capital Improvements	50,000.00	30,000.00
Municipal Debt Service	853,817.00	871,767.26
Deferred Charges	30,000.00	50,000.00
County Taxes	3,715,589.84	3,833,898.79
Local District School Taxes	7,819,405.00	7,922,033.00
Fire District Taxes	420,907.50	402,900.00
Due County of Added and Omitted Taxes	25,500.95	182,259.77
Municipal Open Space Taxes	137,576.24	142,677.91
Refund of Prior Year Revenue		265.00

(Continued)

**TOWNSHIP OF BERLIN**  
**CURRENT FUND**  
Statement of Operations and Changes in Fund Balance--Regulatory Basis  
For the Fiscal Years Ended June 30, 2009 and 2008

	<u>2009</u>	<u>2008</u>
<u>Expenditures (Cont'd)</u>		
Creation of Reserves for:		
Due from Trust--Open Space Fund	\$ 274.90	\$ 252.15
Due from Trust--Animal Control Fund	2,500.00	
Due from Sewer Operating Fund	300.00	
Due from Federal and State Grant Fund		252,349.80
Due Bank		499.06
Miscellaneous Accounts Receivable	<u>15,542.63</u>	
Total Expenditures	<u>19,592,274.68</u>	<u>20,184,777.66</u>
Excess in Revenue	577,673.33	703,843.58
Adjustments to Income before Fund Balance:		
Expenditures included above which are by Statute Deferred Charges to Budget of Succeeding Year	<u>-</u>	<u>30,000.00</u>
Statutory Excess to Fund Balance	577,673.33	733,843.58
<u>Fund Balance</u>		
Balance July 1	<u>1,002,238.43</u>	<u>918,394.85</u>
	1,579,911.76	1,652,238.43
Decreased by:		
Utilized as Revenue	<u>862,000.00</u>	<u>650,000.00</u>
Balance June 30	<u>\$ 717,911.76</u>	<u>\$ 1,002,238.43</u>

The accompanying Notes to Financial Statements are an integral part of this statement.

**TOWNSHIP OF BERLIN**  
**CURRENT FUND**  
 Statement of Revenues--Regulatory Basis  
 For the Fiscal Year Ended June 30, 2009

	<u>Budget</u>	<u>Anticipated</u> Special N.J.S. <u>40A:4-87</u>	<u>Realized</u>	<u>Excess or</u> <u>(Deficit)</u>
Fund Balance Anticipated	\$ 862,000.00	-	\$ 862,000.00	-
Miscellaneous Revenue:				
Licenses:				
Alcoholic Beverages	4,266.00		4,266.00	
Other	49,013.00		49,770.00	\$ 757.00
Fees and Permits:				
Other	28,691.00		27,390.00	(1,301.00)
Fines and Costs:				
Municipal Court	220,732.06		268,201.37	47,469.31
Interest and Cost on Taxes	49,034.01		34,583.49	(14,450.52)
Interest on Investments and Deposits	115,897.28		36,243.52	(79,653.76)
Franchise Taxes--Cable TV	22,830.41		48,606.47	25,776.06
Energy Receipts Tax	1,554,121.00		1,554,121.00	
Pinelands Municipal Property Stabilization Aid	320.00		320.00	
Dedicated Uniform Construction Code Fees offset with Appropriations (N.J.S. 40A:4-36 and N.J.A.C.5:23-23-4.17):				
Uniform Construction Code Fees	113,000.00		79,725.00	(33,275.00)
Public and Private Programs Off-Set with Appropriations:				
NJ Transportation Trust Fund Authority Act	170,000.00		170,000.00	
Drunk Driving Enforcement Fund	3,719.52		3,719.52	
Community Development Block Grant	30,257.00		30,257.00	
Clean Communities Program		\$ 10,090.57	10,090.57	
Over the Limit Under Arrest	9,963.16		9,963.16	
Neighborhood Preservation Program	10,000.00		10,000.00	
Body Armor Replacement Grant	1,948.71		1,948.71	
Neighborhood Housing Rehabilitation Grant	150,000.00		150,000.00	
	<u>2,533,793.15</u>	<u>10,090.57</u>	<u>2,489,205.81</u>	<u>(54,677.91)</u>
Amount to be Raised by Taxes for Support of Municipal Budget including Reserve for Uncollected Taxes	<u>4,110,538.67</u>	<u>-</u>	<u>4,273,355.04</u>	<u>162,816.37</u>
Subtotal General Revenues	<u>6,644,331.82</u>	<u>10,090.57</u>	<u>6,762,560.85</u>	<u>108,138.46</u>
Budget Totals	7,506,331.82	10,090.57	7,624,560.85	108,138.46
Non-Budget Revenues	-	-	55,067.24	55,067.24
	<u>\$ 7,506,331.82</u>	<u>\$ 10,090.57</u>	<u>\$ 7,679,628.09</u>	<u>\$ 163,205.70</u>

(Continued)

**TOWNSHIP OF BERLIN**  
**CURRENT FUND**  
Statement of Revenues--Regulatory Basis  
For the Fiscal Year Ended June 30, 2009

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Analysis of Realized Revenues

Allocation of Current Tax Collections:	
Revenue from Collections	\$ 16,330,772.80
Allocated to:	
Local School, Regional School, County, Special District and Municipal Open Space Taxes	<u>12,118,979.53</u>
Balance for Support of Municipal Budget Appropriations	4,211,793.27
Add: Appropriation "Reserve for Uncollected Taxes"	<u>61,561.77</u>
Amount for Support of Municipal Budget Appropriations	<u><u>\$ 4,273,355.04</u></u>
Licenses--Other:	
Clerk:	
Mercantile	\$ 48,440.00
Peddler	175.00
Other	1,080.00
Registrar of Vital Statistics:	
Marriage	<u>75.00</u>
	<u><u>\$ 49,770.00</u></u>
Fees and Permits--Other:	
Clerk:	
Improvement Searches	\$ 40.00
Street Excavation Permits	10,500.00
Animal Control Permits	30.00
Cell Tower Inspection Fees	3,000.00
Registrar of Vital Statistics:	
Burial Permits	210.00
Planning Board:	
Subdivision Fees	450.00
Site Plan Fees	1,950.00
Construction Code Official	
Continued Certificate of Occupancy	3,780.00
Zoning Board:	
Variance Fees	1,900.00
Permits	5,070.00
Tax Search Fees	<u>460.00</u>
	<u><u>\$ 27,390.00</u></u>

(Continued)

**TOWNSHIP OF BERLIN**  
**CURRENT FUND**  
 Statement of Revenues--Regulatory Basis  
 For the Fiscal Year Ended June 30, 2009

Analysis of Non-Budget Revenue

Miscellaneous Revenue not Anticipated:

Revenue Accounts Receivable:

Clerk:

Sale of Maps and Copies \$ 330.00

Police:

Gun Permits/Accident & Discovery Reports/Inmate Phone 65.00

\$ 395.00

Tax Collector:

Receipts from Delinquent Taxes:

Delinquent Tax Collections 4,754.73

Tax Title Lien Collections 1,729.72

6,484.45

Treasurer:

Police Outside Services 6,895.00

Trailer Permits 175.00

Library Book Fees 639.55

Library Book Sales 106.30

NJ DMV Inspection Fines 3,923.79

Duplicate Bills Fees 725.00

Cost of Advertising 6,537.53

Restitution 108.00

Yard Sales 260.00

Sale of Township Property 47.15

Cancellation of Prior Year Outstanding Checks 25.00

Tauton Run Annual Emergency Services Fees 2,000.00

Mayor Marriage Fees 1,750.00

Returned Check Fees 40.00

Towing Applications 400.00

Sign Applications 100.00

Administrative Costs--State of New Jersey 1,676.00

Payments In Lieu of Taxes 16,228.02

Photocopies 6,551.45

48,187.79

\$ 55,067.24

The accompanying Notes to Financial Statements are an integral part of this statement.

**TOWNSHIP OF BERLIN**  
**CURRENT FUND**  
 Statement of Expenditures--Regulatory Basis  
 For the Fiscal Year Ended June 30, 2009

	Appropriations		Paid or <u>Charged</u>	Expended		Unexpended Balance <u>Canceled</u>
	<u>Budget</u>	<u>Budget After Modification</u>		<u>Encumbered</u>	<u>Reserved</u>	
<b>OPERATIONS--WITHIN "CAPS"</b>						
<b><u>General Government</u></b>						
Mayor and Council						
Salaries and Wages	\$ 38,200.00	\$ 38,200.00	\$ 38,145.78	\$ 3,683.00	\$ 54.22	
Other Expenses	25,100.00	27,100.00	20,844.26		2,572.74	
Financial Administration						
Salaries and Wages	102,600.00	104,000.00	103,997.92	1,006.87	2.08	
Other Expenses	12,700.00	12,700.00	7,682.66		4,010.47	
Tax Assessment Administration						
Salaries and Wages	21,300.00	21,300.00	21,223.80	52.55	76.20	
Other Expenses (Emergency \$30,000.00)	14,500.00	14,500.00	13,675.83		771.62	
Revenue Administration						
Salaries and Wages	70,300.00	70,300.00	69,864.08	553.93	435.92	
Other Expenses	13,900.00	13,900.00	10,508.10		2,837.97	
Township Clerk						
Salaries and Wages	101,300.00	101,300.00	95,742.55		5,557.45	
Other Expenses	30,665.00	32,665.00	26,223.42		6,441.58	
Legal Services and Costs						
Other Expenses	15,900.00	25,900.00	17,966.76	1,441.61	6,491.63	
Municipal Prosecutor						
Salaries and Wages	11,900.00	11,900.00	11,876.94		23.06	
Other Expenses	1,000.00	1,000.00			1,000.00	
Engineering Services and Costs						
Other Expenses	24,000.00	34,000.00	27,081.50	5,141.25	1,777.25	
Public Buildings and Grounds						
Salaries and Wages	63,800.00	53,800.00	46,720.06		7,079.94	
Other Expenses	47,500.00	50,500.00	42,746.78	2,098.56	5,654.66	
Audit Services						
Other Expenses	20,000.00	20,000.00	20,000.00			
Municipal Land Use Law (N.J.S.40:55D-1)						
Planning Board						
Other Expenses	9,500.00	10,500.00	5,950.86	2,516.68	2,032.46	

**TOWNSHIP OF BERLIN**  
**CURRENT FUND**  
 Statement of Expenditures--Regulatory Basis  
 For the Fiscal Year Ended June 30, 2009

	Appropriations		Paid or Charged	Expended		Unexpended Balance Canceled
	Budget	Budget After Modification		Encumbered	Reserved	
<b>OPERATIONS--WITHIN "CAPS" (CONT'D)</b>						
<b>General Government (Cont'd)</b>						
Insurance						
Liability Insurance	\$ 100,000.00	\$ 100,100.00	\$ 100,044.26		\$ 55.74	
Workers Compensation Insurance	110,000.00	110,000.00	109,001.93		998.07	
Group Insurance	1,045,000.00	1,015,000.00	1,005,437.98		9,562.02	
Unemployment Compensation Insurance	1,600.00	1,600.00	1,355.59		244.41	
Municipal Court						
Salaries and Wages	100,200.00	100,200.00	99,820.62		379.38	
Other Expenses	37,140.00	37,140.00	33,301.12	\$ 715.40	3,123.48	
Public Defender						
Other Expenses	500.00	500.00			500.00	
<b>Public Safety</b>						
Police						
Salaries and Wages	1,776,800.00	1,771,800.00	1,753,455.51		18,344.49	
Other Expenses	128,500.00	130,100.00	98,501.52	25,479.93	6,118.55	
Office of Emergency Management						
Salaries and Wages	3,000.00	3,000.00	2,943.48		56.52	
Other Expenses	850.00	850.00			850.00	
Ambulance Association						
Other Expenses	25,000.00	22,000.00	21,501.11		498.89	
<b>Streets and Roads</b>						
Road Repairs and Maintenance						
Salaries and Wages	138,500.00	138,500.00	135,412.42		3,087.58	
Other Expenses	10,500.00	22,400.00	16,411.06	1,500.00	4,488.94	
Solid Waste Collection						
Salaries and Wages	303,200.00	303,200.00	296,269.67		6,930.33	
Other Expenses	15,400.00	17,400.00	8,453.58	3,063.35	5,883.07	
Vehicle Maintenance						
Salaries and Wages	100,900.00	100,900.00	98,744.44		2,155.56	
Other Expenses	82,300.00	87,300.00	67,522.65	5,783.74	13,993.61	
Landfill / Solid Waste Disposal Costs	182,400.00	172,400.00	143,661.33	17,626.00	11,112.67	

**TOWNSHIP OF BERLIN**  
**CURRENT FUND**  
 Statement of Expenditures--Regulatory Basis  
 For the Fiscal Year Ended June 30, 2009

	Appropriations		Paid or Charged	Expended		Unexpended Balance Canceled
	Budget	Budget After Modification		Encumbered	Reserved	
<b>OPERATIONS--WITHIN "CAPS" (CONT'D)</b>						
<b>Health and Welfare</b>						
Board of Health						
Salaries and Wages	\$ 8,600.00	\$ 8,600.00	\$ 8,561.80		\$ 38.20	
Other Expenses	500.00	500.00	121.05		378.95	
<b>Recreation and Education</b>						
Recreation Services and Programs						
Other Expenses	10,300.00	10,300.00	6,789.73	\$ 1,616.00	1,894.27	
Maintenance of Parks						
Salaries and Wages	86,600.00	86,600.00	85,094.62		1,505.38	
Other Expenses	13,300.00	18,300.00	12,058.50	977.25	5,264.25	
Expense of Participation in Free County Library						
Salaries and Wages	27,400.00	27,400.00	25,241.25		2,158.75	
Other Expenses	7,000.00	7,000.00	4,648.22	38.31	2,313.47	
Celebration of Public Events, Anniversary or Holiday						
Other Expenses	11,000.00	11,000.00	4,970.48	1,625.00	4,404.52	
Uniform Construction Code -						
Appropriations Offset by Dedicated						
Revenues (N.J.A.C. 5:23-4.17)						
Construction Office						
Salaries and Wages	88,900.00	88,900.00	88,878.96		21.04	
Other Expenses	21,760.00	21,760.00	19,437.73		2,322.27	
Code Enforcement						
Salaries and Wages	34,300.00	34,300.00	34,247.72		52.28	
Other Expenses	1,000.00	1,000.00	598.48		401.52	

**TOWNSHIP OF BERLIN**  
**CURRENT FUND**  
 Statement of Expenditures--Regulatory Basis  
 For the Fiscal Year Ended June 30, 2009

	Appropriations		Paid or		Expended		Unexpended Balance Canceled
	Budget	Budget After Modification	Charged	Encumbered	Reserved		
<b>OPERATIONS--WITHIN "CAPS" (CONT'D)</b>							
<u>Unclassified</u>							
Utilities:							
Telephone	\$ 35,000.00	\$ 31,000.00	\$ 23,935.70		\$ 7,064.30		
Street Lighting	94,000.00	89,000.00	77,005.84		11,994.16		
Electricity and Natural Gas	59,000.00	53,000.00	44,126.28	\$ 100.79	8,772.93		
Water	7,000.00	7,000.00	1,495.70		5,504.30		
Petroleum Products	100,000.00	80,000.00	43,048.86	22,000.00	14,951.14		
Sewerage	5,500.00	5,500.00	4,581.25		918.75		
Accumulated Sickleave Compensation	1,000.00	34,000.00	33,510.40		489.60		
Total Operations--Within "CAPS"	5,398,115.00	5,393,115.00	5,090,442.14	97,020.22	205,652.64		-
Detail:							
Salaries and Wages	3,078,800.00	3,098,200.00	3,049,752.02	-	48,447.98		-
Other Expenses	2,319,315.00	2,294,915.00	2,040,690.12	97,020.22	157,204.66		-
<b>DEFERRED CHARGES AND STATUTORY EXPENDITURES--MUNICIPAL--WITHIN "CAPS"</b>							
Deferred Charges:							
Deficit in Animal Control Reserve	2,535.66	2,535.66	2,535.66				
Statutory Expenditures:							
Contribution to:							
Public Employees' Retirement System	114,545.00	114,545.00	113,847.80		697.20		
Police and Fireman's Retirement System	322,636.00	322,636.00	322,636.00				
Social Security System (O.A.S.I.)	227,500.00	232,500.00	231,061.78		1,438.22		
Total Deferred Charges and Statutory Expenditures--Municipal--Within "CAPS"	667,216.66	672,216.66	670,081.24	-	2,135.42		-
Total General Appropriations for Municipal Purposes--Within "CAPS"	6,065,331.66	6,065,331.66	5,760,523.38	97,020.22	207,788.06		-

(Continued)

**TOWNSHIP OF BERLIN**  
**CURRENT FUND**  
 Statement of Expenditures--Regulatory Basis  
 For the Fiscal Year Ended June 30, 2009

	Appropriations		Paid or Charged	Expended		Unexpended Balance Canceled
	Budget	Budget After Modification		Encumbered	Reserved	
<b><u>OPERATIONS EXCLUDED FROM "CAPS"</u></b>						
Solid Waste Disposal	\$ 8,100.00	\$ 8,100.00	\$ 7,023.57		\$ 1,076.43	
Recycling Tax						
Storm Water Management	43,300.00	43,300.00	42,292.20		1,007.80	
Salary and Wages	18,150.00	18,150.00	15,068.74	\$ 1,500.00	1,581.26	
Other Expenses						
<b><u>Public and Private Programs</u></b>						
<b><u>Off-Set by Revenues</u></b>						
Community Development Block Grant	30,257.00	30,257.00	30,257.00			
Clean Communities Program (40A:4-87 + \$10,090.57)	10,090.57	10,090.57	10,090.57			
Over the Limit Under Arrest	9,963.16	9,963.16	9,963.16			
Neighborhood Housing Rehabilitation Grant	150,000.00	150,000.00	150,000.00			
Neighborhood Preservation Program	10,000.00	10,000.00	10,000.00			
Drunk Driving Enforcement Grant	3,719.52	3,719.52	3,719.52			
Body Armor Replacement Grant	1,948.71	1,948.71	1,948.71			
New Jersey Transportation Trust Fund Authority Act	170,000.00	170,000.00	170,000.00			
Total Operations--Excluded from "CAPS"	445,438.39	455,528.96	450,363.47	1,500.00	3,665.49	-
Detail:						
Salaries and Wages	56,982.68	67,073.25	66,065.45	-	1,007.80	-
Other Expenses	388,455.71	388,455.71	384,298.02	1,500.00	2,657.69	-
<b><u>CAPITAL IMPROVEMENTS--EXCLUDED FROM "CAPS"</u></b>						
Capital Improvement Fund	50,000.00	50,000.00	50,000.00			
Total Capital Improvements--Excluded from "CAPS"	50,000.00	50,000.00	50,000.00	-	-	-

**TOWNSHIP OF BERLIN**  
**CURRENT FUND**  
 Statement of Expenditures--Regulatory Basis  
 For the Fiscal Year Ended June 30, 2009

	Appropriations		Paid or Charged	Expended		Unexpended Balance Canceled
	Budget	Budget After Modification		Encumbered	Reserved	
<b><u>MUNICIPAL DEBT SERVICE-- EXCLUDED FROM "CAPS"</u></b>						
Payment of Bond Principal	\$ 544,000.00	\$ 544,000.00	\$ 543,903.89		\$ 96.11	
Payment of Bond Anticipation Notes and Capital Notes	39,000.00	39,000.00	39,000.00		-	
Interest on Bonds	228,600.00	228,600.00	228,574.44		25.56	
Interest on Notes	42,400.00	42,400.00	42,338.67		61.33	
Total Municipal Debt Service-- Excluded from "CAPS"	854,000.00	854,000.00	853,817.00	-	183.00	
<b><u>DEFERRED CHARGES EXCLUDED FROM "CAPS"</u></b>						
Emergency Authorizations	30,000.00	30,000.00	30,000.00			
Total Deferred Charges-- Excluded from "CAPS"	30,000.00	30,000.00	30,000.00	-	-	
Total General Appropriations for Municipal Purposes--Excluded from "CAPS"	1,379,438.39	1,389,528.96	1,384,180.47	\$ 1,500.00	\$ 3,665.49	183.00
Subtotal General Appropriations Reserve for Uncollected Taxes	7,444,770.05	7,454,860.62	7,144,703.85	98,520.22	211,453.55	183.00
	61,561.77	61,561.77	61,561.77	-	-	-
	\$ 7,506,331.82	\$ 7,516,422.39	\$ 7,206,265.62	\$ 98,520.22	\$ 211,453.55	\$ 183.00

**TOWNSHIP OF BERLIN**  
**CURRENT FUND**  
 Statement of Expenditures--Regulatory Basis  
 For the Fiscal Year Ended June 30, 2009

	Appropriations		Expended		Unexpended
	Budget	Budget After Modification	Paid or Charged	Encumbered	Balance Canceled
Appropriation by 40A:4-87	\$ 10,090.57				
Budget as Adopted	7,506,331.82	7,516,422.39			
Reserve for Uncollected Taxes			\$ 61,561.77		
Reserve for Federal and State Grant Funds--Appropriated			385,978.96		
Deferred Charged Raise in Budget			30,000.00		
Refunds			(124,051.97)		
Disbursed			6,852,776.86		
			\$ 7,206,265.62		

The accompanying Notes to Financial Statements are an integral part of this statement.

**TOWNSHIP OF BERLIN**  
**TRUST FUND**  
Statement of Assets, Liabilities, Reserves and Fund Balance--Regulatory Basis  
as of June 30, 2009 and 2008

<u>ASSETS</u>	<u>Ref.</u>	<u>2009</u>	<u>2008</u>
Animal Control Fund:			
Cash	SB-1	\$ 563.68	\$ 207.47
Deficit in Reserve	SB-4	<u>3,748.92</u>	<u>2,535.66</u>
		<u>4,312.60</u>	<u>2,743.13</u>
Other Funds:			
Cash--Treasurer	SB-1	539,950.26	698,916.40
Due Bank	SB-1	<u>22.50</u>	<u></u>
		<u>539,972.76</u>	<u>698,916.40</u>
Municipal Open Space Fund:			
Cash	SB-1	562.45	80,866.12
Due from General Capital Fund	SC-6	<u>82,640.66</u>	<u>82,580.55</u>
		<u>83,203.11</u>	<u>163,446.67</u>
		<u>\$ 627,488.47</u>	<u>\$ 865,106.20</u>
 <u>LIABILITIES, RESERVES AND FUND BALANCE</u>			
Animal Control Fund:			
Due Current Fund	SB-3	\$ 4,300.00	\$ 1,800.00
Accounts Payable	SB-1	<u></u>	<u>865.73</u>
Due to State Board of Health	SB-5	<u>12.60</u>	<u>77.40</u>
		<u>4,312.60</u>	<u>2,743.13</u>
Other Funds:			
Due Current Fund	SB-2	60.32	496.05
Other Trust Reserves	SB-6	510,381.50	654,197.83
Accounts Payable	SB-1 ; SB-6	9,058.75	23,712.50
Payroll Deductions Payable	SB-8	<u>20,472.19</u>	<u>20,510.02</u>
		<u>539,972.76</u>	<u>698,916.40</u>
Municipal Open Space Fund:			
Due Current Fund	SB-1	527.05	252.15
Reserve for Future Use	SB-7	<u>82,676.06</u>	<u>163,194.52</u>
		<u>83,203.11</u>	<u>163,446.67</u>
		<u>\$ 627,488.47</u>	<u>\$ 865,106.20</u>

The accompanying Notes to Financial Statements are an integral part of this statement.

**TOWNSHIP OF BERLIN**  
 TRUST -- MUNICIPAL OPEN SPACE FUND  
 Statement of Revenues -- Regulatory Basis  
 For the Fiscal Year Ended June 30, 2009

	<u>Anticipated Budget</u>	<u>Realized</u>	<u>Excess or (Deficit)</u>
Reserve Funds	\$ 83,004.00	\$ 83,004.00	
Amount to be Raised by Taxation	136,646.00	137,573.24	\$ 927.24
Miscellaneous		1,258.75	1,258.75
	<u>\$ 219,650.00</u>	<u>\$ 221,835.99</u>	<u>\$ 2,185.99</u>

Analysis of Realized Revenues

Receipts:

Current Year Levy	\$ 137,573.24
Interest on Deposits -- Due General Capital Fund	<u>1,258.75</u>
	<u>\$ 138,831.99</u>

The accompanying Notes to Financial Statements are an integral part of this statement.

**TOWNSHIP OF BERLIN**  
 TRUST -- MUNICIPAL OPEN SPACE FUND  
 Statement of Expenditures -- Regulatory Basis  
 For the Fiscal Year Ended June 30, 2009

	<u>Appropriations</u>		<u>Paid or Charged</u>	<u>Reserved</u>	<u>Unexpended Balance</u>
	<u>Original Budget</u>	<u>Budget After Modification</u>			<u>Canceled</u>
Operating:					
Salaries and Wages	\$ 44,400.00	\$ 44,400.00	\$ 44,315.20		\$ 84.80
Other Expenses	19,850.00	19,850.00	19,740.11		109.89
Total Operating	<u>64,250.00</u>	<u>64,250.00</u>	<u>64,055.31</u>	-	<u>194.69</u>
Debt Service:					
Payment of Bond Principal	97,400.00	97,400.00	97,346.66		\$ 53.34
Interest on Bonds	58,000.00	58,000.00	57,951.48		48.52
Total Debt Service	<u>155,400.00</u>	<u>155,400.00</u>	<u>155,298.14</u>	-	<u>101.86</u>
Reserve for Future Use	-	-	-	-	-
	<u>\$ 219,650.00</u>	<u>\$ 219,650.00</u>	<u>\$ 219,353.45</u>	-	<u>\$ 296.55</u>
Disbursed			<u>\$ 219,353.45</u>		

The accompanying Notes to Financial Statements are an integral part of this statement.

**TOWNSHIP OF BERLIN**  
**GENERAL CAPITAL FUND**  
Statement of Assets, Liabilities, Reserves and Fund Balance--Regulatory Basis  
As of June 30, 2009 and 2008

<u>ASSETS</u>	<u>Ref.</u>	<u>2009</u>	<u>2008</u>
Cash	SC-1	\$ 2,099,297.75	\$ 1,502,055.30
Deferred Charges to Future Taxation:			
Funded	SC-4	6,484,810.50	7,126,061.05
Unfunded	SC-5	<u>10,355,000.00</u>	<u>2,444,000.00</u>
		<u>\$ 18,939,108.25</u>	<u>\$ 11,072,116.35</u>
<u>LIABILITIES, RESERVES</u>			
<u>AND FUND BALANCE</u>			
General Serial Bonds	SC-11	\$ 6,278,500.00	\$ 6,908,500.00
Bond Anticipation Notes	SC-10	5,405,000.00	1,854,000.00
Green Acres Loan	SC-12	206,310.50	217,561.05
Contracts Payable	SC-9	121,772.52	445,597.58
Improvement Authorizations:			
Funded	SC-8	125,184.87	190,914.18
Unfunded	SC-8	6,419,197.58	1,121,083.14
Capital Improvement Fund	SC-7	50,000.00	
Reserve for Developers Contribution	C	250,000.00	250,000.00
Due to Current Fund	SC-3	462.12	1,839.85
Due to Open Space Trust Fund	SC-6	82,640.66	82,580.55
Fund Balance	C	<u>40.00</u>	<u>40.00</u>
		<u>\$ 18,939,108.25</u>	<u>\$ 11,072,116.35</u>

The accompanying Notes to Financial Statements are an integral part of this statement.

**TOWNSHIP OF BERLIN**  
**SEWER UTILITY FUND**  
Statement of Assets, Liabilities, Reserves and Fund Balance--Regulatory Basis  
As of June 30, 2009 and 2008

<u>ASSETS</u>	<u>Ref.</u>	<u>2009</u>	<u>2008</u>
Operating Fund:			
Cash	SD-1	\$ 199,977.05	\$ 262,589.26
Due from Sewer Utility Capital Fund	SD-9	<u>244,017.73</u>	<u>128,933.99</u>
		443,994.78	391,523.25
Receivables with Full Reserves:			
Consumer Accounts Receivable	SD-4	<u>592.10</u>	<u>559.08</u>
Total Operating Fund		<u>444,586.88</u>	<u>392,082.33</u>
Capital Fund:			
Cash	SD-1, SD-2	244,017.73	128,933.99
Fixed Capital	SD-5	<u>12,491,344.10</u>	<u>12,491,344.10</u>
Total Capital Fund		<u>12,735,361.83</u>	<u>12,620,278.09</u>
		<u>\$ 13,179,948.71</u>	<u>\$ 13,012,360.42</u>

(Continued)

**TOWNSHIP OF BERLIN**  
**SEWER UTILITY FUND**  
Statement of Assets, Liabilities, Reserves and Fund Balance--Regulatory Basis  
As of June 30, 2009 and 2008

	<u>Ref.</u>	<u>2009</u>	<u>2008</u>
<u>LIABILITIES, RESERVES</u>			
<u>AND FUND BALANCE</u>			
Operating Fund:			
Liabilities:			
Appropriation Reserves	D-3, SD-8	\$ 25,881.63	\$ 9,249.54
Reserve for Encumbrances	D-3, SD-8	4,485.04	5,892.45
Prepaid Sewer Rents	SD-6	205,312.04	171,964.67
Accrued Interest on Bonds	SD-7	120,584.84	121,518.19
Due Current Fund	SD-1	300.00	
Due Bank	SD-1	0.02	
		<u>356,563.57</u>	<u>308,624.85</u>
Reserve for Receivables	D	592.10	559.08
Fund Balance	D-1	<u>87,431.21</u>	<u>82,898.40</u>
Total Operating Fund		<u>444,586.88</u>	<u>392,082.33</u>
Capital Fund:			
Sewer Refunding Bonds	SD-11	7,240,500.00	7,540,500.00
Reserve for Amortization	SD-10	5,250,844.10	4,950,844.10
Due to Sewer Utility Operating Fund	SD-9	<u>244,017.73</u>	<u>128,933.99</u>
Total Capital Fund		<u>12,735,361.83</u>	<u>12,620,278.09</u>
		<u>\$ 13,179,948.71</u>	<u>\$ 13,012,360.42</u>

The accompanying Notes to Financial Statements are an integral part of this statement.

**TOWNSHIP OF BERLIN**  
SEWER UTILITY FUND

Statement of Operations and Changes in Operating Fund Balance--Regulatory Basis  
For the Fiscal Years Ended June 30, 2009 and 2008

<u>Revenue and Other</u>		
<u>Income Realized</u>	<u>2009</u>	<u>2008</u>
Fund Balance	\$ 58,584.00	\$ 9,517.28
Rents	992,679.13	984,689.45
Connection Fees	67,223.00	76,266.00
Miscellaneous	66,983.33	19,564.75
Other Credits to Income:		
Unexpended Balances of Appropriation Reserves	7,312.07	12,129.95
	<u>1,192,781.53</u>	<u>1,102,167.43</u>
Total Income		
<u>Expenditures</u>		
Operating	507,050.00	472,860.00
Debt Service	592,214.72	521,302.25
Deferred Charges and Statutory Expenditures	30,400.00	25,180.00
	<u>1,129,664.72</u>	<u>1,019,342.25</u>
Total Expenditures		
Excess in Revenue	63,116.81	82,825.18
<u>Fund Balance</u>		
Balance July 1	<u>82,898.40</u>	<u>9,590.50</u>
	146,015.21	92,415.68
Decreased by:		
Utilized as Revenue:		
Sewer Utility Fund Budget	<u>58,584.00</u>	<u>9,517.28</u>
Balance June 30	<u>\$ 87,431.21</u>	<u>\$ 82,898.40</u>

The accompanying Notes to Financial Statements are an integral part of this statement.

**TOWNSHIP OF BERLIN**  
**SEWER UTILITY OPERATING FUND**  
**Statement of Revenues--Regulatory Basis**  
**For the Fiscal Year Ended June 30, 2009**

	<u>Budget</u>	<u>Realized</u>	<u>Excess or (Deficit)</u>
Fund Balance Appropriated	\$ 58,584.00	\$ 58,584.00	
Rents	984,600.00	992,679.13	\$ 8,079.13
Connection Fees	76,266.00	67,223.00	(9,043.00)
Miscellaneous	19,100.00	66,983.33	47,883.33
	<u>\$ 1,138,550.00</u>	<u>\$ 1,185,469.46</u>	<u>\$ 46,919.46</u>

Analysis of Realized Revenues:

Rents:

Consumer Accounts Receivable:

Sewer Rents:

Collections

\$ 820,714.46

Prepaid Rents Applied

171,964.67

\$ 992,679.13

Miscellaneous:

Treasurer:

Interest Earned on Deposits--Due Sewer Utility Capital Fund

\$ 2,890.50

Other

54,304.22

Collector:

Interest on Delinquent Accounts

9,788.61

\$ 66,983.33

The accompanying Notes to Financial Statements are an integral part of this statement.

**TOWNSHIP OF BERLIN**  
**SEWER UTILITY OPERATING FUND**  
 Statement of Expenditures--Regulatory Basis  
 For the Fiscal Year Ended June 30, 2009

	Appropriations		Paid or Charged	Expended		Unexpended Balance Canceled
	Original Budget	Budget After Modification		Encumbered	Reserved	
Operating:						
Salaries and Wages	\$ 235,900.00	\$ 235,900.00	\$ 227,111.15	\$ 8,788.85		
Other Expenses	271,150.00	271,150.00	250,300.55	16,364.41		
<b>Total Operating</b>	<b>507,050.00</b>	<b>507,050.00</b>	<b>477,411.70</b>	<b>4,485.04</b>	<b>25,153.26</b>	<b>-</b>
Debt Service:						
Payment of Bond Principal	300,000.00	300,000.00	300,000.00			
Interest on Bonds	301,100.00	301,100.00	292,214.72			\$ 8,885.28
<b>Total Debt Service</b>	<b>601,100.00</b>	<b>601,100.00</b>	<b>592,214.72</b>	<b>-</b>	<b>-</b>	<b>8,885.28</b>
Deferred Charges and Statutory Expenditures:						
Statutory Expenditures:						
Contribution to:						
Public Employees Retirement System	12,000.00	12,000.00	12,000.00			
Social Security System (O.A.S.I.)	18,100.00	18,100.00	17,371.63		728.37	
Unemployment Compensation Insurance (N.J.S.A. 43:21-3 et seq.)	300.00	300.00	300.00			
<b>Total Statutory Expenditures</b>	<b>30,400.00</b>	<b>30,400.00</b>	<b>29,671.63</b>	<b>-</b>	<b>728.37</b>	<b>-</b>
<b>Total</b>	<b>\$ 1,138,550.00</b>	<b>\$ 1,138,550.00</b>	<b>\$ 1,099,298.05</b>	<b>\$ 4,485.04</b>	<b>\$ 25,881.63</b>	<b>\$ 8,885.28</b>
Disbursed Refunds			\$ 807,103.33			
Accrued Interest on Bonds			(20.00)			
			292,214.72			
			<b>\$ 1,099,298.05</b>			

The accompanying Notes to Financial Statements are an integral part of this statement.

**TOWNSHIP OF BERLIN**  
**GENERAL FIXED ASSETS ACCOUNTS GROUP**  
**Statement of General Fixed Assets**  
**For the Fiscal Year Ended June 30, 2009**

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	<u>Balance</u> <u>June 30, 2008</u>	<u>Additions</u>	<u>Deletions</u>	<u>Balance</u> <u>June 30, 2009</u>
General Fixed Assets:				
Land and Improvements	\$ 1,514,500.00	\$ 1,212,083.90		\$ 2,726,583.90
Buildings	751,500.00	1,224,981.81		1,976,481.81
Furnishings	64,337.24	1,948.00	\$ 11,931.61	54,353.63
Equipment	1,143,513.83	47,120.38	25,339.19	1,165,295.02
Vehicles	<u>2,085,931.81</u>	<u>29,933.00</u>	<u>19,811.48</u>	<u>2,096,053.33</u>
 Total General Fixed Assets	 <u>\$ 5,559,782.88</u>	 <u>\$ 2,516,067.09</u>	 <u>\$ 57,082.28</u>	 <u>\$ 8,018,767.69</u>
 Total Investments in General Fixed Assets	 <u>\$ 5,559,782.88</u>	 <u>\$ 2,516,067.09</u>	 <u>\$ 57,082.28</u>	 <u>\$ 8,018,767.69</u>

The accompanying Notes to Financial Statements are an integral part of this statement.

**TOWNSHIP OF BERLIN**  
**Notes to Financial Statements**  
**For the Fiscal Year Ended June 30, 2009**

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Note 1: **SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

**Description of Financial Reporting Entity** – Originally a portion of the Township of Waterford, Berlin was created by an act of legislations on April 11, 1910. On April 29, 1927, the Borough of Berlin seceded from the Township. Today, the Township covers an area of 3.27 square miles.

The Township of Berlin is governed by a Township Council which is comprised of a Mayor and four Council Members, all of whom are elected at large. The Mayor's term of office is four years and the terms of the Council Members are three years, staggered, ending December 31.

Except as noted below, the financial statements of the Township of Berlin include every board, body or officer or commission supported and maintained wholly or in part by funds appropriated by the Township as required by N.J.S.A. 40A:5-5.

**Component Units** - The Township of Berlin had no component units as defined by Governmental Accounting Standards Board Statement No. 14.

**Basis of Accounting, Measurement Focus and Basis of Presentation** - The financial statements of the Township of Berlin contain all funds and account groups in accordance with the "Requirements of Audit" as promulgated by the State of New Jersey, Department of Community Affairs, Division of Local Government Services. The principles and practices established by the Requirements of Audit 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. Generally, the financial statements are presented using the flow of current financial resources measurement focus and modified accrual basis of accounting with minor exceptions as mandated by these "Requirements". In addition, the prescribed accounting principles previously referred to differ in certain respects from accounting principles generally accepted in the United States of America applicable to local government units. The more significant differences are explained in this Note.

In accordance with the "Requirements", the Township of Berlin accounts for its financial transactions through the use of separate funds which are described as follows:

**Current Fund** - The Current Fund accounts for resources and expenditures for governmental operations of a general nature, including Federal and State grant funds.

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

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

**Sewer Utility Operating and Capital Funds** - The Sewer Utility Operating and Capital Funds account for the operations and acquisition of capital facilities of the municipally owned Sewer Utility.

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Note 1: **SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONT'D)**

**Budgets and Budgetary Accounting** - The Township of Berlin must adopt an annual budget for its current and sewer utility funds in accordance with N.J.S.A. 40A:4 et seq. N.J.S.A. 40A:4-5 requires the governing body to introduce and approve the annual municipal budget no later than August 10 of each year. At introduction, the governing body shall fix the time and place for a public hearing on the budget and must advertise the time and place at least ten days prior to the hearing in a newspaper published and circulating in the municipality. The public hearing must not be held less than twenty-eight days after the date the budget was introduced. After the hearing has been held, the governing body may, by majority vote, adopt the budget or may amend the budget in accordance with N.J.S.A. 40A:4-9. Amendments to adopted budgets, if any, are detailed in the statements of revenues and expenditures.

An extension of the statutory dates for introduction, approval and adoption of the municipal budget may be granted by the Director of the Division of Local Government Services, with the permission of the Local Finance Board.

Budgets are adopted on the same basis of accounting utilized for the preparation of the Township's financial statements.

**Cash, Cash Equivalents and Investments** - Cash and cash equivalents include petty cash, change funds and cash on deposit with public depositories. All certificates of deposit are recorded as cash regardless of the date of maturity. Investments are stated at cost. Consequently, unrealized gain or loss on investments has not been recorded in accordance with Governmental Accounting Standards Board Statement No. 31.

New Jersey municipal units are required by N.J.S.A. 40A:5-14 to deposit public funds in a bank or trust company having its place of business in the State of New Jersey and organized under the laws of the United States or of the State of New Jersey or in the New Jersey Cash Management Fund. N.J.S.A. 40A:5-15.1 provides a list of investments which may be purchased by New Jersey municipal units. In addition, other State statutes permit investments in obligations issued by local authorities and other state agencies.

Its N.J.S.A. 17:9-41 et seq. establishes the requirements for the security of deposits of governmental units. The statute requires that no governmental unit shall deposit public funds in a public depository unless such funds are secured in accordance with the Governmental Unit Deposit Protection Act ("GUDPA"), a multiple financial institutional collateral pool, which was enacted in 1970 to protect governmental units from a loss of funds on deposit with a failed banking institution in New Jersey. Public depositories include State or federally chartered banks, savings banks or associations located in or having a branch office in the State of New Jersey, the deposits of which are federally insured. All public depositories must pledge collateral, having a market value at least equal to five percent of the average daily balance of collected public funds, to secure the deposits of Governmental Units. If a public depository fails, the collateral it has pledged, plus the collateral of all other public depositories, is available to pay the amount of their deposits to the Governmental Units.

The cash management plan adopted by the Township of Berlin requires it to deposit funds in public depositories protected from loss under the provisions of the Act.

**Interfunds** - Interfund receivables and payables that arise from transactions between funds are recorded by all funds affected by such transactions in the period in which the transaction is executed. 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.

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Note 1: **SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONT'D)**

**Inventories of Supplies** - The costs of inventories of supplies for all funds are recorded as expenditures at the time individual items are purchased. The costs of inventories are not included on the various statements of assets, liabilities, reserves and fund balance.

**General Fixed Assets** - Accounting for Governmental Fixed Assets, as required by N.J.A.C. 5:30-5.6, differs in certain respects from accounting principles generally accepted in the United States of America. In accordance with the regulations, all local units, including municipalities, must maintain a general fixed assets reporting system that establishes and maintains a physical inventory of nonexpendable, tangible property as defined and limited by the U.S. Office of Management and Budget Circular A-87 (Attachment B, Section 19), except that the useful life of such property is at least five years. The Township has adopted a capitalization threshold of \$500. Generally, assets are valued at historical cost; however, assets acquired prior to December 31, 1985 are valued at actual historical cost or estimated historical cost. No depreciation of general fixed assets is recorded. Donated general fixed assets are recorded at their estimated fair market value on the acquisition date. Interest costs relative to the acquisition of general fixed assets are recorded as expenditures when paid. Public domain ("infrastructure") general fixed assets consisting of certain improvements such as roads, bridges, curbs and gutters, streets and sidewalks and drainage systems are not capitalized. Expenditures for construction in progress are recorded in the Capital Funds until such time as the construction is completed and put into operation. The Township is required to maintain a subsidiary ledger detailing fixed assets records to control additions, retirements and transfers of fixed assets. In addition, a Statement of General Fixed Assets, reflecting the activity for the year, must be included in the Township's basic financial statements.

The regulations require that general fixed assets, whether constructed or acquired through purchase, grant or gift be included in the aforementioned inventory. In addition, property management standards must be maintained that includes accurate records indicating asset description, source, ownership, acquisition cost and date, the percentage of Federal participation (if any), and the location, use, and condition of the asset. Periodically, physical inventories must be taken and reconciled with these records. Lastly, all fixed assets must be adequately controlled to safeguard against loss, damage or theft.

**Utility Fixed Assets** - Property and equipment purchased by a utility fund are recorded in the utility capital account at cost and are adjusted for disposition and abandonment. The amounts shown do not represent replacement cost or current value. The Reserve for Amortization and Deferred Reserve for Amortization accounts in the utility capital fund represent charges to operations for the cost of acquisition of property and equipment and improvements and contributed capital.

**Foreclosed Property** - Foreclosed property is recorded in the Current Fund at the assessed valuation when such property was acquired and is fully reserved. Ordinarily it is the intention of the municipality to resell foreclosed property in order to recover all or a portion of the delinquent taxes or assessments and to return the property to a taxpaying basis. For this reason the value of foreclosed property has not been included in the General Fixed Assets Account Group. If such property is converted to a municipal use, it will be recorded in the General Fixed Assets Account Group.

**Deferred Charges** - The recognition of certain expenditures is deferred to future periods. These expenditures, or deferred charges, are generally overexpenditures of legally adopted budget appropriations or emergency appropriations made in accordance with N.J.S.A. 40A:4-46 et seq. Deferred charges are subsequently raised as items of appropriation in budgets of succeeding years.

**Liens Sold for Other Governmental Units** - Liens sold on behalf of other governmental units are not recorded on the records of the tax collector until such liens are collected. Upon their collection, such liens are recorded as a liability due to the governmental unit net of the costs of the initial sale. The related costs of sale are recognized as revenue when received.

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Note 1: **SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONT'D)**

**Fund Balance** - Fund Balances included in the current fund and utility operating fund represent amounts available for anticipation as revenue in future years budgets, with certain restrictions.

**Revenues** - Revenues are recorded when received in cash except for certain amounts which are due from other governmental units. Revenue from Federal and State grants are realized when anticipated as such in the Township's budget. Receivables for property taxes are recorded with offsetting reserves on the statement of assets, liabilities, reserves and fund balance of the Township's Current Fund; accordingly, such amounts are not recorded as revenue until collected. Other amounts that are due the Township which are susceptible to accrual are also recorded as receivables with offsetting reserves and recorded as revenue when received.

**Property Tax Revenues** - Property tax revenues are collected in quarterly installments due February 1, May 1, August 1, and November 1. The amount of tax levied includes not only the amount required in support of the Township's annual budget, but also the amounts required in support of the budgets of the County of Camden, Township of Berlin School District and the Township of Berlin Fire District No. 1. Unpaid property taxes are subject to tax sale in accordance with the statutes.

**School Taxes** - The municipality is responsible for levying, collecting and remitting school taxes for the Township of Berlin School District. Operations is charged for the full amount required to be raised from taxation to operate the local school district for the fiscal year July 1, 2008 to June 30, 2009.

**County Taxes** - The municipality is responsible for levying, collecting and remitting county taxes for the County of Camden. Operations is charged for the amount due the County for the year, based upon the ratables required to be certified to the County Board of Taxation by January 10 of the current year. In addition, operations is charged for the County share of Added and Omitted Taxes certified to the County Board of Taxation by October 10 of the current year and due to be paid to the County by February 15 of the following year.

**Fire District Taxes** - The municipality is responsible for levying, collecting, and remitting Fire District Taxes for Township of Berlin Fire District No. 1. Operations are charged for the full amount required to be raised by taxation to support the districts for the fiscal year.

**Reserve for Uncollected Taxes** - The inclusion of the "Reserve for Uncollected Taxes" appropriation in the Township's annual budget protects the Township from taxes not paid currently. The Reserve, the minimum amount of which is determined on the percentage of collections experienced in the immediate preceding year, with certain exceptions, is required to provide assurance that cash collected in the current year will provide sufficient cash flow to meet expected obligations.

**Expenditures** - Expenditures are recorded on the "budgetary" basis of accounting. Generally, expenditures are recorded when paid. However, for charges to amounts appropriated for "other expenses", an amount is encumbered through the issuance of a numerically controlled purchase order or when a contract is executed in accordance with N.J.A.C. 5:30-5.2. When encumbered charges are paid, the amount encumbered is simultaneously liquidated in its original amount. Encumbrances are offset by an account entitled reserve for encumbrances. The reserve is classified as a cash liability under New Jersey municipal accounting. At December 31, this reserve represents the portion of appropriation reserves that has been encumbered and is subject to the same statutory provisions as appropriation reserves.

Appropriations for principal payments on outstanding general capital and utility bonds and notes are provided on the cash basis; interest on general capital indebtedness is on the cash basis; whereas interest on utility indebtedness is on the accrual basis.

Note 1: **SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONT'D)**

**Appropriation Reserves** - Appropriation reserves covering unexpended appropriation balances are automatically created at year-end and recorded as liabilities, except for amounts which may be canceled by the governing body. Appropriation reserves are available, until lapsed at the close of the succeeding year, to meet specific claims, commitments or contracts incurred during the preceding fiscal year. Lapsed appropriation reserves are recorded as income.

**Long-Term Debt** - Long-Term Debt, relative to the acquisition of capital assets, is recorded as a liability in the General Capital and Utility Capital Funds. Where an improvement is a "local Improvement", i.e. assessable upon completion, long-term debt associated with that portion of the cost of the improvement to be funded by assessments is transferred to the Trust Fund upon the confirmation of the assessments or when the improvement is fully and permanently funded.

**Compensated Absences and Postemployment Benefits** - Compensated absences for vacation, sick leave and other compensated absences are recorded and provided for in the annual budget in the year in which they are paid, on a pay-as-you-go basis. Likewise, no accrual is made for postemployment benefits, if any, which are also funded on a pay-as-you-go basis.

Note 2: **CASH AND CASH EQUIVALENTS**

**Custodial Credit Risk Related to Deposits** - Custodial credit risk is the risk that, in the event of a bank failure, the Township's deposits might not be recovered. Although the Township does not have a formal policy regarding custodial credit risk, N.J.S.A. 17:9-41 et seq. requires that governmental units shall deposit public funds in public depositories protected from loss under the provisions of the Governmental Unit Deposit Protection Act. Of the Townships bank balances of \$3,869,498.57 as of June 30, 2009, \$287,642.74 was uninsured and uncollateralized.

**New Jersey Cash Management Fund** - During the year, the Township participated in the New Jersey Cash Management Fund. The Fund is governed by regulations of the State Investment Council, who prescribe standards designed to insure the quality of investments in order to minimize risk to the Funds participants. Deposits with the New Jersey Cash Management Fund are not subject to custodial credit risk as defined above. At June 30, 2009 the Township's deposits with the New Jersey Cash Management Fund are \$472,546.19.

Note 3: **PROPERTY TAXES**

The following is a five-year comparison of certain statistical information relative to property taxes and property tax collections for the current and previous four calendar years.

**Comparative Schedule of Tax Rates**

	<b><u>2009</u></b>	<b><u>2008</u></b>	<b><u>2007</u></b>	<b><u>2006</u></b>	<b><u>2005</u></b>
Tax Rate	<b><u>\$4.790</u></b>	<b><u>\$4.714</u></b>	<b><u>\$4.616</u></b>	<b><u>\$4.486</u></b>	<b><u>\$4.215</u></b>
Apportionment of Tax Rate:					
Municipal	1.293	1.193	1.081	1.029	.954
County	1.089	1.096	1.116	1.107	1.011
Local School	2.282	2.304	2.302	2.245	2.146
Fire District	.126	.121	.117	.105	.104

Note 3: **PROPERTY TAXES (CONT'D)****Assessed Valuation**

2009	\$342,606,699.00
2008	341,616,361.00
2007	339,541,019.00
2006	333,578,716.00
2005	328,956,262.00

**Comparison of Tax Levies and Collections**

<u>Fiscal Year</u>	<u>Tax Levy</u>	<u>Collections</u>	<u>Percentage of Collections</u>	
			<u>True Rate (1)</u>	<u>Underlying Rate (2)</u>
2009	\$16,338,538.72	\$16,330,772.80	99.95%	99.35%
2008	16,816,422.51	16,667,463.49	99.11%	98.53%
2007	15,823,948.23	15,805,063.20	99.88%	99.38%
2006	14,549,933.79	14,529,761.92	99.86%	99.69%
2005	13,641,780.26	13,610,736.25	99.77%	99.44%

(1) True Rate included proceeds from accelerated tax sale.

(2) Underlying Rate is calculated by excluding the proceeds from the accelerated sale.

**Delinquent Taxes and Tax Title Liens**

<u>Fiscal Year</u>	<u>Tax Title Liens</u>	<u>Delinquent Taxes</u>	<u>Total Delinquent</u>	<u>Percentage of Tax Levy</u>
2009	\$1,734.65	\$3,289.64	\$5,024.29	0.03%
2008	49,502.28	4,754.73	54,257.01	0.32%
2007	45,426.02	38,960.56	84,386.58	0.53%
2006	41,718.38	45,797.02	87,515.40	0.60%
2005	40,313.01	58,615.54	98,928.55	0.73%

The following comparison is made of the number of tax title liens receivable on June 30 of the last five fiscal years:

<u>Fiscal Year</u>	<u>Number</u>
2009	6
2008	18
2007	17
2006	17
2005	15

Note 4: **PROPERTY ACQUIRED BY TAX TITLE LIEN LIQUIDATION**

The value of property acquired by liquidation of tax title liens on June 30, on the basis of the last assessed valuation of such properties, for the current and previous four fiscal years was as follows:

<u>Fiscal Year</u>	<u>Amount</u>
2009	\$300,000.00
2008	71,855.00
2007	71,855.00
2006	71,855.00
2005	71,855.00

Note 5: **SEWER UTILITY SERVICE CHARGES**

The following is a five-year comparison of sewer utility service charges (rents) for the current and previous four fiscal years.

<u>Fiscal Year</u>	<u>Balance Beginning of Year Receivable</u>	<u>Liens</u>	<u>Levy</u>	<u>Total</u>	<u>Cash Collections</u>
2009	\$559.08	---	\$992,712.15	\$993,271.23	\$992,679.13
2008	890.27	---	984,358.26	985,248.53	984,689.45
2007	754.38	---	978,039.25	978,975.69	977,903.26
2006	1,685.63	---	976,290.06	977,975.69	977,221.31
2005	1,489.04	---	959,881.17	961,370.21	959,684.58

Note 6: **FUND BALANCES APPROPRIATED**

The following schedule details the amount of fund balances available at the end of the current fiscal year and four previous fiscal years and the amounts utilized in the subsequent fiscal year's budgets.

<u>Fiscal Year</u>	<u>Balance June 30</u>	<u>Utilized In Budget of Succeeding Year</u>	<u>Percentage of Fund Balance Used</u>
<b><u>Current Fund</u></b>			
2009	\$717,911.76	\$682,000.00	95.00%
2008	1,002,238.43	862,000.00	86.01%
2007	918,394.85	650,000.00	70.78%
2006	748,122.03	500,000.00	66.83%
2005	722,797.22	581,000.00	80.38%
<b><u>Sewer Utility Operating Fund</u></b>			
2009	\$87,431.21	\$38,977.00	44.58%
2008	82,898.40	58,584.00	70.67%
2007	9,590.50	9,517.28	99.23%
2006	50,921.92	50,920.00	99.99%
2005	39,021.15	38,322.36	98.21%

Note 7: **INTERFUND RECEIVABLES AND PAYABLES**

The following interfund balances were recorded on the various statements of assets, liabilities, reserves and fund balance as of June 30, 2009:

<u>Fund</u>	<u>Interfunds Receivable</u>	<u>Interfunds Payable</u>
Current Fund	\$45,883.67	
Federal and State Grant Fund		\$40,234.18
Trust-Animal Control Fund		4,300.00
Trust-Other Funds		60.32
Trust-Municipal Open Space Fund	82,640.66	527.05
General Capital Fund		83,102.78
Sewer Utility Operating Fund	244,017.73	300.00
Sewer Utility Capital Fund		244,017.73
	<u>\$372,542.06</u>	<u>\$372,542.06</u>

Note 8: **PENSION PLANS**

The Township of Berlin contributes to two cost-sharing multiple-employer defined benefit pension plans, the Public Employees' Retirement System (PERS) and the Police and Firemen's Retirement System (PFRS), which are administered by the New Jersey Division of Pensions and Benefits. Each plan has a Board of Trustees that is primarily responsible for its administration. The Division issues a publicly available financial report that includes financial statements and required supplementary information. That report may be obtained by writing to:

State of New Jersey  
Division of Pensions and Benefits  
P.O. Box 295  
Trenton, New Jersey 08625-0295

**Public Employees' Retirement System** - The PERS was established in 1955. The PERS provides retirement, death, and disability, and medical benefits to qualified members. Vesting and benefit provisions are established by N.J.S.A. 43:15A and 43:3B.

The contribution requirements of plan members are determined by State statute. In accordance with Chapter 62, P.L. 1994, plan members enrolled in the Public Employees' Retirement System were required to contribute 5% of their annual covered salary. Effective July 1, 2008, however, in accordance with Chapter 92, P.L. 2007 and Chapter 103, P.L. 2007, plan members are required to contribute 5.5% of their annual covered salary. For employees enrolled in the retirement system prior to July 1, 2008, the increase is effective with the payroll period that begins immediately after July 1, 2008. The State Treasurer has the right under the current law to make temporary reductions in member rates based on the existence of surplus pension assets in the retirement system; however, the statute also requires the return to the normal rate when such surplus pension assets no longer exist.

Note 8: **PENSION PLANS (CONT'D)**

**Public Employees' Retirement System (Cont'd)** - The Township is billed annually for its normal contribution plus any accrued liability. These contributions, equal to the required contributions, were as follows:

<u>Year</u>	<u>Normal Contribution</u>	<u>Accrued Liability</u>	<u>Total Liability</u>	<u>Funded by State</u>	<u>Funded by Township</u>
2009	\$ 65,977.00	\$ 60,178.00	\$ 126,155.00	-	\$ 126,155.00
2008	65,975.00	50,843.00	116,818.00	\$ 23,363.60	93,454.40 (1)
2007	56,145.00	29,155.00	85,300.00	34,120.00	51,180.00 (1)

**Police and Firemen's Retirement System** - The PFRS was established in 1944. The PFRS provides retirement, death, and disability, and medical benefits to qualified members. Vesting and benefit provisions are established by N.J.S.A. 43:16A and 43:3B.

The contribution requirements of plan members are determined by State statute. In accordance with Chapter 204, P.L. 1989, plan members enrolled in the Police and Firemen's Retirement System are required to contribute 8.5% of their annual covered salary. The State Treasurer has the right under the current law to make temporary reductions in member rates based on the existence of surplus pension assets in the retirement system; however, statute also requires the return to the normal rate when such surplus pension assets no longer exist.

The Township is billed annually for its normal contribution plus any accrued liability. These contributions, equal to the required contributions, were as follows:

<u>Year</u>	<u>Normal Contribution</u>	<u>Accrued Liability</u>	<u>Total Liability</u>	<u>Funded by State</u>	<u>Funded by Township</u>
2009	\$ 195,904.00	\$ 126,732.00	\$ 322,636.00	-	\$ 322,636.00
2008	186,138.00	109,994.00	296,132.00	-	296,132.00
2007	164,221.00	81,943.00	246,164.00	\$ 49,232.80	196,931.20 (1)

(1) Under the provisions of Chapter 108, P.L. 2003 the Township's share of the total normal contribution and accrued liability will increase approximately 20% per year until the Township is paying 100% of the total normal contribution and accrued liability.

Note 9: **OTHER POST EMPLOYMENT BENEFITS**

In addition to the pension benefits described in Note 8, the Township pays the cost of health insurance and dental insurance for various retired employees of the Township. The Township funds these benefits on a pay-as-you-go basis and therefore does not record accrued expenses related to these benefits. During fiscal year 2009, there were twelve retired employees who received benefit resulting in the payment of \$144,594.57 in related health care premiums.

Note 10: **COMPENSATED ABSENCES**

Township employees are entitled to varying amounts of sick leave depending upon their department. All employees may accumulate unused sick leave with no limit. General personnel may carry unused vacation days forward to a maximum of five days. However, after one year the unused vacation leave will be forfeited. Police personnel have the option of carrying forward their unused vacation or selling days at one hundred percent (100%) of their prevailing salary rate.

Only police personnel may be compensated for accumulated sick leave upon retirement or resignation at one hundred percent (100%) of their prevailing rate for a maximum of six hundred eighty (680) hours. Any police personnel hired after January 1, 1983 must be employed continuously for a period of fifteen years before unused sick leave may be sold back to the Township. The Township does not record accrued expenses related to compensated absences. However, it is estimated that, at June 30, 2009, accrued benefits for compensated absences are valued at \$174,980.86. A reserve in the Trust Fund has been created to fund a portion of these accrued benefits. Additional amounts required will be provided in the year's budget in which any required payments are to be made.

Note 11: **DEFERRED COMPENSATION SALARY ACCOUNT**

The Township offers its employees a Deferred Compensation Plan in accordance with Internal Revenue Code Section 457 which has been approved by the Director of the Division of Local Government Services. The Plan, available to all full time employees at their option, permits employees to defer a portion of their salary to future years. The deferred compensation is not available to participants until termination, retirement, death or unforeseeable emergency.

Amounts deferred under Section 457 plans must be held in trust for the exclusive benefit of participating employees and not be accessible by the Township or its creditors. Since the Township does not have a fiduciary relationship with the Plan, the balances and activities of the Plan are not reported in the Township's financial statements.

Note 12: **LEASE OBLIGATIONS**

At June 30, 2009, the Township had lease agreements in effect for the following:

Operating:  
Seven (7) Copy Machines

The following is an analysis of operating leases.

Operating Leases - Future minimum rental payments under operating lease agreements are as follows:

<b><u>Fiscal</u></b> <b><u>Year</u></b>	<b><u>Amount</u></b>
2010	\$6,870.66
2011	5,263.78
2012	3,796.80
2013	2,926.70

Rental payments under operating leases for fiscal year 2009 were \$6,955.15.

Note 13: **CAPITAL DEBT****Summary of Debt**

	<b><u>Fiscal Year 2009</u></b>	<b><u>Fiscal Year 2008</u></b>	<b><u>Fiscal Year 2007</u></b>
<b><u>Issued</u></b>			
General:			
Bonds, Loans and Notes	\$11,889,810.50	\$8,980,061.05	\$8,537,589.92
Sewer Utility:			
Bonds and Notes	7,240,500.00	7,540,500.00	7,702,068.28
Total Issued	19,130,310.50	16,520,561.05	16,239,658.20
<b><u>Authorized but not Issued</u></b>			
General:			
Bonds and Notes	4,950,000.00	590,000.00	1,054,000.00
Sewer Utility:			
Bonds and Notes	---	---	---
Total Authorized but Not Issued	4,950,000.00	590,000.00	1,054,000.00
Total Issued and Authorized but Not Issued	24,080,310.50	17,110,561.05	17,293,658.20
Deductions:			
Open Space Debt	1,438,858.86	1,536,205.52	1,590,989.90
Self-liquidating Debt	7,240,500.00	7,540,500.00	7,702,068.28
Total Deductions	8,679,358.86	9,076,705.52	9,293,058.18
Net Debt	\$15,400,951.64	\$8,033,855.53	\$8,000,600.02

**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 statutory net debt of 2.72%.

	<b><u>Gross Debt</u></b>	<b><u>Deductions</u></b>	<b><u>Net Debt</u></b>
Local School District	\$2,764,000.00	\$2,764,000.00	
Sewer Utility	7,240,000.00	7,240,000.00	
General	16,839,810.50	1,438,858.86	\$15,400,951.64
	\$26,844,310.50	\$11,443,358.86	\$15,400,951.64

Net Debt \$15,400,951.64 divided by the Equalized Valuation Basis per N.J.S.A.40A:2-2 as amended, \$565,862,204.33 equals 2.72%

Note 13: **CAPITAL DEBT (CONT'D)****Borrowing Power Under N.J.S.A.40A:2-6 As Amended**

3 1/2% of Equalized Valuation Basis (Municipal)	\$19,805,177.15
Net Debt	<u>15,400,951.64</u>
Remaining Borrowing Power	<u>\$4,404,225.51</u>

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

Cash Receipts from Fees, Rents, Fund Balance Anticipated, Interest and Other Investment Income, and Other Charges for Year	\$1,185,469.46
Deductions:	
Operating and Maintenance Cost	\$537,450.00
Debt Service per Water and Sewer Fund	<u>592,214.72</u>
Total Deductions	<u>1,129,664.72</u>
Excess in Revenue	<u>\$55,804.74</u>

**Schedule of Annual Debt Service for Principal and Interest for Bonded Debt Issued and Outstanding**

<u>Fiscal Year</u>	<u>General</u>		<u>Sewer Utility</u>		<u>Total</u>
	<u>Principal</u>	<u>Interest</u>	<u>Principal</u>	<u>Interest</u>	
2010	\$675,000.00	\$249,802.25	\$265,000.00	\$312,583.75	\$1,502,386.00
2011	710,000.00	223,839.00	265,000.00	303,701.25	1,502,540.25
2012	740,000.00	196,256.00	290,000.00	294,287.50	1,520,543.50
2013	729,500.00	168,298.00	330,500.00	283,466.88	1,511,764.88
2014	750,000.00	142,201.00	325,000.00	271,483.76	1,488,684.76
2015-19	2,674,000.00	257,848.75	1,795,000.00	1,155,504.39	5,882,353.14
2020-24			2,185,000.00	714,886.25	2,889,886.25
2025-28			1,785,000.00	188,892.50	1,973,892.50

**Schedule of Annual Debt Service for Principal and Interest for the Green Acres Loan**

<u>Fiscal Year</u>	<u>General</u>		<u>Total</u>
	<u>Principal</u>	<u>Interest</u>	
2010	\$11,476.68	\$4,069.11	\$15,545.79
2011	11,707.37	3,838.43	15,545.80
2012	11,942.68	3,603.11	15,545.79
2013	12,182.73	3,363.07	15,545.80
2014	12,427.61	3,118.19	15,545.80
2015-19	65,986.89	11,742.09	77,728.98
2020-24	72,890.57	4,838.42	77,728.99
2025	7,695.97	76.96	7,772.93

Note 14: **DEFERRED CHARGES TO BE RAISED IN SUCCEEDING BUDGETS**

Certain expenditures are required to be deferred to budgets of succeeding years. At June 30, 2009, the following deferred charges are shown on the statement of assets, liabilities, reserves and fund balance of the following fund(s):

	<b><u>Balance June 30, 2009</u></b>	<b><u>2010 Budget Appropriation</u></b>
Animal Control Fund:		
Deficit in Reserve	\$3,748.92	\$3,748.92

The appropriations in the fiscal year 2010 Budget as adopted are not less than that required by the statutes.

Note 15: **JOINT INSURANCE POOL**

The Township of Berlin is a member of the Camden County Municipal Joint Insurance Fund. The Fund provides its members with the following coverage:

Workers' Compensation and Employer's Liability  
Liability other than Motor Vehicles  
Property Damage other than Motor Vehicles  
Motor Vehicles  
Public Employee Dishonesty

Contributions to the Fund, including a reserve for contingencies, are payable in two installments and are based on actuarial assumptions determined by the Fund's actuary. The Commissioner of Insurance may order additional assessments to supplement the Fund's claim, loss retention or administrative accounts to assure the payment of the Fund's obligations.

The Fund provides the Township with the following coverage:

Property - Blanket Building and Grounds  
Boiler and Machinery  
General and Automobile Liability  
Worker's Compensation  
Environmental Legal Liability  
Public Official and Employment Liability  
Public Employee Dishonesty – Crime Policy  
Excess Liability

Contributions to the Fund, are payable in an annual premium and is based on actuarial assumptions determined by the Fund's actuary. The Township's agreement with the pool provides that the pool will be self-sustaining through member premiums and will reinsure through the Municipal Excess Liability Joint Insurance Fund for claims in excess of \$50,000 to \$200,000 based on the line of coverage for each insured event.

Note 15: **JOINT INSURANCE POOL (CONT'D)**

The Fund publishes its own financial report for the year ended June 30, 2009, which can be obtained from:

Camden County Municipal Joint Insurance Fund  
 PERMA, Inc.  
 Park 80 West  
 Plaza One  
 Saddle Brook, New Jersey 07663

Note 16: **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, reimbursements to the State for benefits paid and the ending balance of the Township's trust fund for the current and previous two years:

<b><u>Fiscal Year</u></b>	<b><u>Township Contributions</u></b>	<b><u>Amount Reimbursed</u></b>	<b><u>Ending Balance</u></b>
2009	None	\$1,670.70	\$32,417.09
2008	None	---	28,827.33
2007	None	7,722.00	23,579.17

It is estimated that there are no unreimbursed payments on behalf of the Township at June 30, 2009.

Note 17: **LITIGATION**

The Township is a defendant in several legal proceedings that are in various stages of litigation. It is believed that the outcome, or exposure to the Township, from such litigation is either unknown or potential losses, if any, would not be material to the financial statements.

Note 18: **SUBSEQUENT EVENTS**

At June 30, 2009, several tax appeals are pending with the New Jersey Tax Court. If successful, the amount of reduction to the 2009 and/or 2010 assessed valuation is unknown, however, is not deemed to be material to the financial statements.

**SUPPLEMENTAL EXHIBITS**

**SUPPLEMENTAL EXHIBITS**

**CURRENT FUND**

TOWNSHIP OF BERLIN  
CURRENT FUND

Statement of Current Cash per N.J.S. 40A:5-5--Chief Financial Officer  
For the Fiscal Year Ended June 30, 2009

	<u>Current Fund</u>	<u>Federal and State Grant Fund</u>
Balance June 30, 2008	\$	-
Increased by Receipts:	1,454,084.48	\$
Miscellaneous Revenue Not Anticipated	48,187.79	
Tax Collector	16,286,225.08	
Due from State of New Jersey	87,563.56	
Revenue Accounts Receivable	2,068,515.92	
Reserve for Premiums Received at Tax Sales	135,700.00	
Reserve for Expense of Participation in Free County Library with State Aid	770.00	
Reserve for NPP Homeowners Share	5,481.40	
State Training Fees--Due State of New Jersey	4,912.00	
Marriage License Fees-- Due State of New Jersey	625.00	
Burial Permits--Due State of New Jersey	400.00	
Raffle Fees--Due State of New Jersey	40.00	
Due Bank	499.06	
Due Animal Control Fund	12,000.00	
Due Trust Other Funds	496.05	
Due General Capital Fund	894,242.21	
Due Sewer Utility Operating Fund	363,808.13	
Petty Cash	400.00	
Due from Township of Berlin Fire District No. 1	27,526.80	
Due from Insurance Company	43,100.76	
Contra	6,882.13	
Refunds	134,374.23	
Federal and State Grants Receivable	\$	451,297.81
Due Federal and State Grant Fund	212,115.62	
	<u>20,333,865.74</u>	<u>451,297.81</u>
Carried Forward	21,787,950.22	451,297.81

(Continued)

**TOWNSHIP OF BERLIN**  
**CURRENT FUND**  
 Statement of Current Cash per N.J.S. 40A:5-5--Chief Financial Officer  
 For the Fiscal Year Ended June 30, 2009

	<u>C u r r e n t F u n d</u>	<u>F e d e r a l a n d S t a t e G r a n t F u n d</u>
Brought Forward	\$ 21,787,950.22	\$ 451,297.81
Decreased by Disbursements:		
Fiscal Year 2009 Appropriations	6,852,776.86	
Reserve for Premiums Received at Tax Sales	181,200.00	
Fiscal Year 2008 Appropriation Reserves	72,578.44	
Reserve for Expense of Participation in Free County Library with State Aid	1,045.89	
Reserve for NPP - Homeowner Share	3,050.00	
Maintenance Liens Receivable	100.00	
Tax Overpayments	2,174.53	
State Training Fees--Due State of New Jersey	10,929.00	
Marriage License Fees--Due State of New Jersey	650.00	
Burial Permits--Due State of New Jersey	420.00	
Raffle Fees--Due State of New Jersey	40.00	
Due County for Added and Omitted Taxes	25,500.95	
Fire District Taxes Payable	420,907.50	
County Taxes Payable	3,715,589.84	
Local District School Taxes Payable	7,819,405.00	
Municipal Open Space Taxes Payable	137,576.24	
Accounts Payable		\$ 49,110.95
Due Current Fund		212,115.62
Due Animal Control Fund -- Interfund Loans	14,500.00	
Due Municipal Open Space Trust Fund	274.90	
Due General Capital Fund	892,402.36	
Due Sewer Utility Operating Fund	364,108.13	
Petty Cash	400.00	
Due from Township of Berlin Fire District No. 1	27,526.80	
Due from Insurance Company	58,543.39	
Due Bank	197.11	
Contra	6,882.13	
Reserve for Federal and State Grant Funds--Appropriated		190,071.24
	20,608,779.07	451,297.81
Balance June 30, 2009	\$ 1,179,171.15	-

**TOWNSHIP OF BERLIN**  
**CURRENT FUND**  
 Statement of Current Cash and Reconciliation per N.J.S. 40A:5-5--Collector  
 For the Fiscal Year Ended June 30, 2009

Receipts:

Interest and Cost on Taxes	\$	34,583.49	
Taxes Receivable		16,226,875.43	
Tax Title Liens		1,729.72	
Prepaid Taxes		23,036.44	
			\$ 16,286,225.08

Decreased by:

Turnovers to Treasurer			\$ 16,286,225.08
------------------------	--	--	------------------

**Exhibit SA-3**

**CURRENT FUND**  
 Schedule of Change Funds  
 As of June 30, 2009

<u>Office</u>	<u>Amount</u>
Tax Collector	\$ 50.00
Clerk of Municipal Court	100.00
Township Clerk	50.00
Utility Collector	25.00
Library	25.00
	\$ 250.00

**TOWNSHIP OF BERLIN**  
**CURRENT FUND**  
Statement of Due from State of New Jersey  
Veterans' and Senior Citizens' Deductions  
For the Fiscal Year Ended June 30, 2009

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Balance June 30, 2008		\$ 39,463.25
Increased by:		
Deductions per Tax Billings	\$ 84,125.00	
Deductions Allowed by Tax Collector	<u>3,000.00</u>	
	87,125.00	
Less: Deductions Disallowed by Tax Collector	<u>3,448.26</u>	
		<u>83,676.74</u>
		123,139.99
Decreased by:		
Receipts		<u>87,563.56</u>
Balance June 30, 2009		<u><u>\$ 35,576.43</u></u>

Exhibit SA-5

**CURRENT FUND**  
Statement of Tax Title Liens  
For the Fiscal Year Ended June 30, 2009

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Balance June 30, 2008		\$ 49,502.28
Increased by:		
Transfers from Taxes Receivable	\$ 4,476.28	
2009 Tax Sale - Interest and Costs	<u>345.75</u>	
	4,822.03	
		<u>54,324.31</u>
Decreased by:		
Collections	1,729.72	
Cancellations	345.75	
Transferred to Property Acquired for Taxes	<u>50,514.19</u>	
		<u>52,589.66</u>
Balance June 30, 2009		<u><u>\$ 1,734.65</u></u>

**TOWNSHIP OF BERLIN**  
**CURRENT FUND**  
Statement of Property Acquired for Taxes (At Assessed Valuation)  
For the Fiscal Year Ended June 30, 2009

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Balance June 30, 2008		\$ 71,855.00
Increased by:		
Transferred from Tax title Liens	\$ 50,514.19	
Adjustments to Assessed Value	<u>177,630.81</u>	
		<u>228,145.00</u>
Balance June 30, 2009		<u><u>\$ 300,000.00</u></u>

**TOWNSHIP OF BERLIN**  
**CURRENT FUND**  
 Statement of Taxes Receivable and Analysis of Property Tax Levy  
 For the Fiscal Year Ended June 30, 2009

Year	Balance June 30, 2008	Fiscal Year 2009 Levy	Added Taxes	2008	2009	Due from State of New Jersey	Overpayments	Canceled	Transferred to Tax Title Liens	Balance June 30, 2009
2004	\$ 555.26				\$ 555.26					
2008	4,199.47				4,199.47					
	4,754.73	-	-	-	4,754.73	-	-	-	-	-
2009		\$ 16,338,538.72		\$ 27,149.89	16,222,120.70	\$ 83,676.74	\$ 2,174.53		\$ 4,476.28	\$ 3,289.64
		\$ 16,338,538.72		\$ 27,149.89	\$ 16,226,875.43	\$ 83,676.74	\$ 2,174.53		\$ 4,476.28	\$ 3,289.64

Analysis of Fiscal Year 2009 Property Tax Levy

<b>Tax Yield</b>	
General Purpose Tax	\$ 16,228,968.01
Added and Omitted Taxes	109,570.71
	<u>\$ 16,338,538.72</u>
<b>Tax Levy</b>	
Local District School Tax	\$ 7,819,405.00
County Taxes:	
County Taxes	\$ 3,349,652.25
County Library Tax	243,407.68
County Open Space Tax	122,529.91
Due County for Added and Omitted Taxes	25,500.95
Total County Taxes	3,741,090.79
Fire District Taxes	420,907.50
Local Tax for Municipal Open Space	137,576.24
Local Tax for Municipal Purposes	4,110,538.67
Add: Additional Tax Billed	109,020.52
Local Tax for Municipal Purposes Levied	4,219,559.19
	<u>\$ 16,338,538.72</u>

**TOWNSHIP OF BERLIN**  
**CURRENT FUND**

Statement of Revenue Accounts Receivable  
 For the Fiscal Year Ended June 30, 2009

	Balance June 30, 2008	Accrued in 2008/2009	Collections	Interfunds Receivable	Balance June 30, 2009
Clerk:					
Licenses:					
Alcoholic Beverages		\$ 4,266.00	\$ 4,266.00		
Other:					
Mercantile Licenses		48,440.00	48,440.00		
Peddler Licenses		175.00	175.00		
Other		1,080.00	1,080.00		
Fees and Permits:					
Improvement Searches		40.00	40.00		
Street Excavation Permits		10,500.00	10,500.00		
Animal Control Permits		30.00	30.00		
Miscellaneous:					
Cell Tower Inspection Fees		3,000.00	3,000.00		
Sale of Maps and Copies		330.00	330.00		
Registrar of Vital Statistics:					
Marriage Licenses		75.00	75.00		
Burial Permits		210.00	210.00		
Police:					
Gun Permits/Accident Reports		65.00	65.00		
Construction Code Official:					
Fees and Permits		79,725.00	79,725.00		
Continued Certificate of Occupancy		3,780.00	3,780.00		
Planning Board:					
Subdivision Fees		450.00	450.00		
Site Plan Fees		1,950.00	1,950.00		
Zoning Board:					
Variance Fees		1,900.00	1,900.00		
Tree Ordinance Fees		5,070.00	5,070.00		
Permits					
Municipal Court:					
Fines and Costs	\$ 34,148.31	247,547.82	268,201.37		\$ 13,494.76
Tax Search Fees		460.00	460.00		
Franchise Fee--Cable Television		48,606.47	48,606.47		
Energy Receipts Tax		1,554,121.00	1,554,121.00		
Pinelands Municipal Property Stabilization Aid		320.00	320.00		
Interest on Investments		36,243.52	35,721.08	\$ 522.44	
	<u>\$ 34,148.31</u>	<u>\$ 2,048,384.81</u>	<u>\$ 2,068,515.92</u>	<u>\$ 522.44</u>	<u>\$ 13,494.76</u>
Due Trust Other Funds				\$ 60.32	
Due General Capital Fund				462.12	
				<u>\$ 522.44</u>	

**TOWNSHIP OF BERLIN**  
**CURRENT FUND**  
Statement of Reserve for Premiums Received at Tax Sales  
For the Fiscal Year Ended June 30, 2009

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Balance June 30, 2008	\$ 202,825.00
Increased by:	
Premiums Received at Tax Sale of June 23, 2009	<u>135,700.00</u>
	338,525.00
Decreased by:	
Refunds Upon Redemption	<u>181,200.00</u>
Balance June 30, 2009	<u><u>\$ 157,325.00</u></u>

**TOWNSHIP OF BERLIN**  
**CURRENT FUND**  
Statement of Fiscal Year 2008 Appropriation Reserves  
For the Fiscal Year Ended June 30, 2009

	Balance June 30, 2008		Balance After Transfers	Disbursed	Balance Lapsed
	<u>Encumbered</u>	<u>Reserves</u>			
<b><u>Operations Within CAPs</u></b>					
<b><u>General Government</u></b>					
Mayor and Council					
Salaries and Wages		\$ 18.35	\$ 18.35		\$ 18.35
Other Expenses	\$ 47.81	3,450.45	3,498.26	\$ 47.81	3,450.45
Financial Administration					
Salaries and Wages		563.65	563.65		563.65
Other Expenses		4,453.04	4,453.04		4,453.04
Tax Assessment Administration					
Salaries and Wages		339.08	339.08		339.08
Other Expenses	30,000.00	49.95	30,049.95		30,049.95
Revenue Administration					
Salaries and Wages		2,271.92	2,271.92		2,271.92
Other Expenses		2,551.67	2,551.67	(1,920.09)	4,471.76
Township Clerk					
Salaries and Wages		998.59	998.59		998.59
Other Expenses	1,836.57	278.49	2,115.06	1,931.52	183.54
Legal Services and Costs					
Other Expenses		4,377.76	4,377.76	747.30	3,630.46
Municipal Prosecutor					
Salaries and Wages		80.02	80.02		80.02
Other Expenses		1,500.00	1,500.00		1,500.00
Engineering Services and Costs					
Other Expenses	766.25	4,891.80	5,658.05	2,366.25	3,291.80
Public Buildings and Grounds					
Salaries and Wages		5,890.30	5,890.30		5,890.30
Other Expenses	956.06	4,980.81	5,936.87	(1,248.88)	7,185.75
Municipal Land Use Law (N.J.S.40:55D-1)					
Planning Board					
Other Expenses	1,433.34	1,599.96	3,033.30	1,433.34	1,599.96
Insurance					
Liability Insurance		747.95	747.95		747.95
Workers Compensation Insurance		2,931.43	2,931.43		2,931.43
Group Insurance		27,837.46	27,837.46		27,837.46
Unemployment Compensation Insurance		224.38	224.38		224.38
Municipal Court					
Salaries and Wages		371.08	371.08		371.08
Other Expenses		3,178.52	3,178.52	655.60	2,522.92
Public Defender					
Other Expenses		1,100.00	1,100.00		1,100.00
Police					
Salaries and Wages		4,366.06	4,366.06		4,366.06
Other Expenses	10,948.66	8,342.83	19,291.49	9,572.36	9,719.13
Office of Emergency Management					
Salaries and Wages		69.50	69.50		69.50
Other Expenses		950.00	950.00		950.00
Ambulance Association					
Other Expenses		2,084.99	2,084.99		2,084.99
<b><u>Streets and Roads</u></b>					
Road Repairs and Maintenance					
Salaries and Wages		2,362.14	2,362.14		2,362.14
Other Expenses	2,160.05	2,080.98	4,241.03	3,175.50	1,065.53

(Continued)

**TOWNSHIP OF BERLIN**  
**CURRENT FUND**  
Statement of Fiscal Year 2008 Appropriation Reserves  
For the Fiscal Year Ended June 30, 2009

	Balance June 30, 2008		Balance After Transfers	Disbursed	Balance Lapsed
	<u>Encumbered</u>	<u>Reserves</u>			
<b><u>Streets and Roads (Cont'd)</u></b>					
Solid Waste Collection					
Salaries and Wages		\$ 2,810.77	\$ 2,810.77		\$ 2,810.77
Other Expenses	\$ 1,295.63	8,029.99	9,325.62	\$ 2,295.63	7,029.99
Vehicle Maintenance					
Salaries and Wages		2,155.90	2,155.90		2,155.90
Other Expenses	2,715.70	11,761.21	14,476.91	3,543.23	10,933.68
Landfill/Solid Waste Disposal Costs	16,544.59	10,616.28	27,160.87	16,599.19	10,561.68
<b><u>Health and Welfare</u></b>					
Board of Health					
Salaries and Wages		75.41	75.41		75.41
Other Expenses		82.00	82.00		82.00
<b><u>Recreation and Education</u></b>					
Maintenance of Parks					
Salaries and Wages		962.72	962.72		962.72
Other Expenses	2,366.75	4,739.63	7,106.38	3,366.75	3,739.63
Recreation Service and Programs					
Other Expenses		740.53	740.53	483.20	257.33
Expense of Participation in Free County Library					
Salaries and Wages		1,182.16	1,182.16		1,182.16
Other Expenses		863.11	863.11	148.61	714.50
Celebration of Public Events, Anniversary or Holiday					
Other Expenses		3,153.38	3,153.38		3,153.38
Uniform Construction Code - Appropriation Offset by Dedicated Revenues (N.J.A.C. 5:23-4.17)					
Construction Office					
Salaries and Wages		371.40	371.40		371.40
Other Expenses		965.49	965.49	(40.75)	1,006.24
Code Enforcement					
Salaries and Wages		101.90	101.90		101.90
Other Expenses		200.43	200.43		200.43
<b><u>Unclassified</u></b>					
Utilities:					
Telephone		4,777.82	4,777.82	(827.66)	5,605.48
Street Lighting		12,526.74	12,526.74	6,914.48	5,612.26
Electricity and Natural Gas	122.95	14,015.03	14,137.98	3,831.38	10,306.60
Water		2,383.08	2,383.08	134.33	2,248.75
Petroleum Products	9,000.00	15,894.34	24,894.34	8,315.83	16,578.51
Sewerage		1,727.23	1,727.23	731.25	995.98
<b><u>Deferred Charges and Satutory Expenditures</u></b>					
Statutory Expenditures:					
Contribution to:					
Public Employees' Retirement System		500.00	500.00		500.00
Social Security System (O.A.S.I.)		2,828.60	2,828.60		2,828.60
<b><u>Operations Excluded From CAPs</u></b>					
Public Employees Retirement System		342.60	342.60		342.60
Police and Fireman's Retirement System		868.00	868.00		868.00
Storm Water Management					
Salaries and Wages		1,019.78	1,019.78		1,019.78
Other Expenses		94.26	94.26		94.26
	<u>\$ 80,194.36</u>	<u>\$ 200,732.95</u>	<u>\$ 280,927.31</u>	<u>\$ 62,256.18</u>	<u>\$ 218,671.13</u>
Disbursements				\$ 72,578.44	
Refunds				(10,322.26)	
				<u>\$ 62,256.18</u>	

**TOWNSHIP OF BERLIN**  
**CURRENT FUND**  
 Statement of Prepaid Taxes  
 For the Fiscal Year Ended June 30, 2009

---

Balance June 30, 2008 (Fiscal Year 2009 Taxes)	\$ 27,149.89
Increased by:	
Collections	<u>23,036.44</u>
	50,186.33
Decreased by:	
Application to Fiscal Year 2009 Taxes Receivable	<u>27,149.89</u>
Balance June 30, 2009 (Fiscal Year 2010 Taxes)	<u><u>\$ 23,036.44</u></u>

**CURRENT FUND**  
 Statement of Reserve for NPP - Homeowner Share  
 For the Fiscal Year Ended June 30, 2009

---

Balance June 30, 2008	\$ 2,300.00
Increased by:	
Receipts	<u>5,481.40</u>
	7,781.40
Decreased by:	
Disbursements	<u>3,050.00</u>
Balance June 30, 2009	<u><u>\$ 4,731.40</u></u>

**TOWNSHIP OF BERLIN**  
**CURRENT FUND**  
 Statement of Reserve for Expense of Participation in Free County Library With State Aid  
 For the Fiscal Year Ended June 30, 2009

---

Balance June 30, 2008	\$	442.10
Increased by:		
Receipts		770.00
		1,212.10
Decreased by:		
Payments		1,045.89
Balance June 30, 2009	\$	166.21

**CURRENT FUND**  
 Statement of Due to State of New Jersey--State Training Fees  
 For the Fiscal Year Ended June 30, 2009

---

Balance June 30, 2008	\$	7,665.00
Increased by:		
Collections		4,912.00
		12,577.00
Decreased by:		
Payments		10,929.00
Balance June 30, 2009	\$	1,648.00

**TOWNSHIP OF BERLIN**  
**CURRENT FUND**  
 Statement of Due to State of New Jersey--DYFS Marriage License Fees  
 For the Fiscal Year Ended June 30, 2009

---

Balance June 30, 2008		\$ 150.00
Increased by:		
Collections		625.00
		775.00
Decreased by:		
Payments		650.00
		125.00
Balance June 30, 2009		\$ 125.00

**CURRENT FUND**  
 Statement of Due County for Added and Omitted Taxes  
 For the Fiscal Year Ended June 30, 2009

---

County Share of 2008 Levy		
Added Taxes		\$ 25,340.52
Omitted Taxes		160.43
		\$ 25,500.95
Decreased by:		
Payments		25,500.95
		\$ 25,500.95

**TOWNSHIP OF BERLIN**  
**CURRENT FUND**  
 Statement of Fire District Taxes Payable  
 For the Fiscal Year Ended June 30, 2009

Levy--Fiscal Year 2009		\$ 420,907.50
Decreased by:		
Payments		<u>\$ 420,907.50</u>

**CURRENT FUND**  
 Statement of County Taxes Payable  
 For the Fiscal Year Ended June 30, 2009

Levy--Fiscal Year 2009		
County Tax	\$ 3,349,652.25	
County Library Tax	243,407.68	
County Open Space Tax	<u>122,529.91</u>	
		\$3,715,589.84
Decreased by:		
Payments		<u>\$3,715,589.84</u>

**TOWNSHIP OF BERLIN**  
**CURRENT FUND**  
 Statement of Local District School Taxes  
 For the Fiscal Year Ended June 30, 2009

---

Levy--Fiscal Year 2009	\$7,819,405.00
Decreased by:	
Payments	<u>\$7,819,405.00</u>

**CURRENT FUND**  
 Statement of Municipal Open Space Taxes Payable  
 For the Fiscal Year Ended June 30, 2009

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Levy--Fiscal Year 2009	\$ 137,576.24
Decreased by:	
Payments	<u>\$ 137,576.24</u>

**TOWNSHIP OF BERLIN**  
**FEDERAL AND STATE GRANT FUND**  
**Statement of Federal and State Grants Receivable**  
**For the Fiscal Year Ended June 30, 2009**

<u>Program</u>	<u>Balance June 30, 2008</u>	<u>Accrued</u>	<u>Decreased</u>	<u>Balance June 30, 2009</u>
State:				
Clean Communities Grant		\$ 10,090.57	\$ 10,090.57	
Drunk Driving Enforcement Grant		3,719.52	3,719.52	
Body Armor Replacement Grant		1,948.71	1,948.71	
Neighborhood Preservation Program - Year 6	\$ 9,151.75		4,064.00	\$ 5,087.75
Neighborhood Preservation Program - Year 7		10,000.00	10,000.00	
Neighborhood Housing Rehabilitation Grant	100,000.00	150,000.00	100,972.00	149,028.00
Click It or Ticket Grant	4,000.00		4,000.00	
Total State	<u>113,151.75</u>	<u>175,758.80</u>	<u>134,794.80</u>	<u>154,115.75</u>
County:				
C.C. Recreation Enhancement Grant	25,000.00		25,000.00	
Total County	<u>25,000.00</u>	<u>-</u>	<u>25,000.00</u>	<u>-</u>
Federal:				
Transportation Enhancement Grant TEA-21 Haddon Avenue	400,000.00			400,000.00
NJDOT - Haddon Ave Streetscape Phase 2	67,426.25		64,246.25	3,180.00
NJDOT - Veterans Avenue	38,000.00		38,000.00	
NJDOT - Sidewalks Along Route 73	150,000.00	170,000.00		320,000.00
Smooth Operator Grant	6,000.00		6,000.00	
Over the Limit Under Arrest Grant		9,963.16	9,963.16	
Home Investment Partnership Program	100,000.00		67,306.00	32,694.00
Community Development Block Grant - Year 27	33,000.00		33,000.00	
Community Development Block Grant - Year 28	40,100.00		40,100.00	
Community Development Block Grant - Year 29	33,310.00		33,310.00	
Community Development Block Grant - Year 30	30,257.00			30,257.00
Community Development Block Grant - Year 31		30,257.00		30,257.00
Total Federal	<u>898,093.25</u>	<u>210,220.16</u>	<u>291,925.41</u>	<u>816,388.00</u>
Total Grants	<u>\$ 1,036,245.00</u>	<u>\$ 385,978.96</u>	<u>\$ 451,720.21</u>	<u>\$ 970,503.75</u>
Recap:				
Collected			\$ 451,297.81	
Cancelled			422.40	
			<u>\$ 451,720.21</u>	

**TOWNSHIP OF BERLIN**  
**FEDERAL AND STATE GRANT FUND**  
Statement of Reserve for Federal and State Grants--Unappropriated  
For the Fiscal Year Ended June 30, 2009

<u>Program</u>	<u>Balance June 30, 2008</u>	<u>Grants Receivable</u>	<u>Anticipated as Budgeted Revenue</u>	<u>Balance June 30, 2009</u>
State:				
Clean Communities Grant		\$ 10,090.57	\$ 10,090.57	
Drunk Driving Enforcement Grant		3,719.52	3,719.52	
Body Armor Replacement Grant		1,948.71	1,948.71	
Neighborhood Housing Rehabilitation Grant		150,000.00	150,000.00	
Neighborhood Housing Preservation Program - 7		10,000.00	10,000.00	
Total State	-	175,758.80	175,758.80	-
Federal:				
NJDOT - Sidewalks Along Route 73 North		170,000.00	170,000.00	
Over the Limit Under Arrest		9,963.16	9,963.16	
Community Development Block Grant - Year 31		30,257.00	30,257.00	
Total Federal	-	210,220.16	210,220.16	-
Total Grants	-	\$ 385,978.96	\$ 385,978.96	-

**TOWNSHIP OF BERLIN**  
**FEDERAL AND STATE GRANT FUND**  
Statement of Reserve for Federal and State Grants--Appropriated  
For the Fiscal Year Ended June 30, 2009

<u>Program</u>	<u>Balance June 30, 2008</u>	<u>Transferred from 2009 Budget Appropriations</u>	<u>Decreased</u>	<u>Balance June 30, 2009</u>
State:				
Clean Communities Grant	\$ 8,702.07	\$ 10,090.57	\$ 8,702.07	\$ 10,090.57
Drunk Driving Enforcement Grant	2,949.37	3,719.52	2,566.23	4,102.66
Body Armor Replacement Grant	982.60	1,948.71	1,769.50	1,161.81
Neighborhood Preservation Program		10,000.00	9,585.22	414.78
Neighborhood Housing Rehabilitation Grant - Year 6	29,481.72		29,481.72	
Neighborhood Housing Rehabilitation Grant - Year 7		150,000.00	34,048.00	115,952.00
Click It or Ticket Grant	<u>172.80</u>		<u>172.80</u>	
Total State	<u>42,288.56</u>	<u>175,758.80</u>	<u>86,325.54</u>	<u>131,721.82</u>
Federal:				
Haddon Ave. TEA-21	400,000.00			400,000.00
NJDOT - Sidewalks Along Route 73 North	150,000.00	170,000.00	77,095.00	242,905.00
Home Investment Partnership Program	100,000.00		76,858.00	23,142.00
Smooth Operator Grant	6,000.00		6,000.00	
Over the Limit Under Arrest		9,963.16	9,963.16	
Community Development Block Grant - Year 29	6,238.69		6,238.69	
Community Development Block Grant - Year 30	30,257.00			30,257.00
Community Development Block Grant - Year 31		<u>30,257.00</u>		<u>30,257.00</u>
Total Federal	<u>692,495.69</u>	<u>210,220.16</u>	<u>176,154.85</u>	<u>726,561.00</u>
Total Grants	<u>\$ 734,784.25</u>	<u>\$ 385,978.96</u>	<u>\$ 262,480.39</u>	<u>\$ 858,282.82</u>
Recap:				
Disbursed			\$ 190,071.24	
Encumbered			1,189.25	
Accounts Payable			70,797.50	
Cancelled			<u>422.40</u>	
			<u>\$ 262,480.39</u>	

**SUPPLEMENTAL EXHIBITS**

**TRUST FUND**

TOWNSHIP OF BERLIN  
TRUST FUND

Statement of Trust Cash Per N.J.S.40A:5-5--Chief Financial Officer  
For the Year Ended June 30, 2009

	Animal Control	Other	Municipal Open Space
Balance June 30, 2008			80,866.12
Increased by Receipts:			
Reserve for Dog Fund Expenditures	16,902.46		
Due to State Department of Health	1,021.20		
Due Open Space Capital Fund			1,198.64
Due Current Fund	14,500.00	1,426.57	274.90
Due Bank		0.10	
Reserve for:			
Escrow Deposits			
New Jersey Unemployment Compensation Insurance			
Recycling	105,304.81		
Accumulated Sick Leave	5,260.46		
Redemption of Tax Sale Certificates	20,516.75		
Parking Offenses Adjudication Act	354.90		
Municipal Law Enforcement Grant Program Expenditures	358,470.04		
Township Rehabilitation Loan	64.00		
Municipal Public Defender Fees	2,699.01		
Snow Removal	12.47		
NPP - Bench Program & Old West Berlin Association	7,538.50		
John J. McPeak Library	11,900.00		
Tax Collector Utility	1.69		
Net Payroll	242.07		
Payroll Deductions	50,527.96		
Contra	2,134,694.51		
Municipal Open Space	54.00		137,576.24
	<u>32,477.66</u>	<u>4,783,072.37</u>	<u>139,049.78</u>
Decreased by Disbursements:			
Due State Department of Health	1,086.00		
Expenditures Under R.S. 4:19-15.11	18,115.72		
Accounts Payable	865.73		
Due Current Fund	12,000.00		
Due Bank			
Reserve for:			
Escrow Deposits			
New Jersey Unemployment Compensation Insurance			
Recycling	252,755.18		
Redemption of Tax Sale Certificates	1,670.70		
Township Rehabilitation Loan	20,560.57		
Municipal Public Defender Fees	348,656.51		
Snow Removal	4,563.09		
Tax Collector Utility	6,075.00		
Net Payroll	12,841.23		
Payroll Deductions	50,527.96		
Contra	2,134,694.51		
Budget Appropriations	2,084,096.36		
	<u>32,121.45</u>	<u>4,942,038.51</u>	<u>219,353.45</u>
Balance June 30, 2009	<u>\$ 563.68</u>	<u>\$ 539,950.26</u>	<u>\$ 562.45</u>

**TOWNSHIP OF BERLIN**  
**TRUST--OTHER FUNDS**  
 Statement of Due Current Fund  
 For the Fiscal Year Ended June 30, 2009

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	<u>Total</u>	<u>Recycling Program</u>	<u>Contractors Escrow</u>	<u>Planning Board Escrow</u>
Balance June 30, 2008	\$ 496.05	\$ 74.62	\$ 1.19	\$ 420.24
Increased by:				
Interest Earned on Deposits	1,426.57	379.91	5.70	1,040.96
Interfund Loans	-			
	<u>1,426.57</u>	<u>379.91</u>	<u>5.70</u>	<u>1,040.96</u>
	1,922.62	454.53	6.89	1,461.20
Decreased by:				
Disbursements:				
Interfund Loans Returned	496.05	74.62	1.19	420.24
Revenue Accounts Receivable - Interest	1,366.25	350.60	5.27	1,010.38
	<u>1,862.30</u>	<u>425.22</u>	<u>6.46</u>	<u>1,430.62</u>
Balance June 30, 2009	<u>\$ 60.32</u>	<u>\$ 29.31</u>	<u>\$ 0.43</u>	<u>\$ 30.58</u>

**TRUST--ANIMAL CONTROL FUND**  
 Statement of Due to Current Fund  
 For the Fiscal Year Ended June 30, 2009

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Balance June 30, 2008	\$ 1,800.00
Increased by:	
Receipts	14,500.00
	16,300.00
Decreased by:	
Disbursements	12,000.00
Balance June 30, 2009	<u>\$ 4,300.00</u>

**TOWNSHIP OF BERLIN**  
**TRUST--ANIMAL CONTROL FUND**  
 Statement of Reserve for Animal Control Fund Expenditures  
 For the Fiscal Year Ended June 30, 2009

Balance June 30, 2008 (Deficit)		\$ (2,535.66)
Increased by:		
Collections:		
Dog License Fees	\$ 11,404.80	
Cat License Fees	2,912.00	
Kennel Fees	50.00	
Deferred Charged Raised in the Current Fund	<u>2,535.66</u>	
		<u>16,902.46</u>
		14,366.80
Decreased by:		
Expenditures Under R.S.4:19-15.11--Cash	18,115.72	
Accounts Payable	<u>-</u>	
		<u>18,115.72</u>
Balance June 30, 2009 (Deficit)		<u><u>\$ (3,748.92)</u></u>

Dog License Fees Collected

<u>Year</u>	<u>Amount</u>
FY2008	\$ 7,649.20
FY2007	<u>13,007.60</u>
	<u><u>\$ 20,656.80</u></u>

**TRUST--ANIMAL CONTROL FUND**  
 Statement of Due to State Department of Health  
 For the Fiscal Year Ended June 30, 2009

Balance June 30, 2008		\$ 77.40
Increased by:		
Dog Registration Fees Collected		<u>1,021.20</u>
		1,098.60
Decreased by:		
Payments		<u>1,086.00</u>
Balance June 30, 2009		<u><u>\$ 12.60</u></u>

**TOWNSHIP OF BERLIN**  
**TRUST--OTHER FUNDS**  
 Statement of Trust Other Reserves  
 For the Year Ended June 30, 2009

Reserve	Balance June 30, 2008	Increased by Receipts				Decreased		Balance June 30, 2009
		Reserves	Interest	Employee Withholdings	Due From Developers	Disbursements	Accounts Payable	
Reserve for Escrow Deposits	\$ 410,617.11		\$ 890.07		\$ 104,414.74	\$ 252,755.18	\$ 8,683.75	\$ 254,482.99
Reserve for New Jersey Unemployment Compensation Insurance	28,827.33		193.01			1,670.70		32,417.09
Reserve for Recycling Program	49,493.61	\$ 20,516.75		5,067.45		20,560.57		49,449.79
Reserve for Accumulated Sick Leave	80,565.88		354.90					80,920.78
Reserve for Redemption of Tax Sale Certificates	1,064.10	368,470.04				348,656.51		10,877.63
Reserve for Parking Offenses Adjudication Act	862.00	64.00						926.00
Reserve for Municipal Law Enforcement Grant Program Expenditures	35,228.53	2,535.00	164.01					37,927.54
Reserve for Township Rehabilitation	4,552.36		12.47					1.74
Reserve for Municipal Public Defender Fees	1,708.18	7,538.50				4,563.09	375.00	2,796.68
Reserve for Municipal Alcohol and Drug Alliance Program	0.37					6,075.00		0.37
Reserve for Snow Removal	32,609.65	11,900.00				12,841.23		31,668.42
Reserve for NPP - Bench Program & Old West Berlin Association	655.59		1.69					657.28
Reserve for John J. McPeak Library	3,368.87	227.00	15.07					3,610.94
Reserve for Berlin Township Police Department	4,644.25							4,644.25
Reserve for Tax Collector Utility	-	50,527.96				50,527.96		-
	\$ 654,197.83	\$ 451,779.25	\$ 1,631.22	\$ 5,067.45	\$ 104,414.74	\$ 697,650.24	\$ 9,058.75	\$ 510,381.50

**TOWNSHIP OF BERLIN**  
**TRUST--MUNICIPAL OPEN SPACE FUND**  
 Statement of Reserve for Future Use  
 For the Fiscal Year Ended June 30, 2009

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Balance June 30, 2008		\$ 163,194.52
Increase by:		
Receipts:		
Current Year Tax Levy	\$ 137,576.24	
Interest Earned on Deposits--Due from General Capital	<u>1,258.75</u>	
		<u>138,834.99</u>
		302,029.51
Decreased by:		
Disbursed		
Operations	64,055.31	
Payments on Bonds	97,346.66	
Interest on Bonds	<u>57,951.48</u>	
		<u>219,353.45</u>
Balance June 30, 2009		<u><u>\$ 82,676.06</u></u>

Exhibit SB-8

**TRUST--OTHER FUND**  
 Statement of Payroll Deductions Payable  
 For the Fiscal Year Ended June 30, 2009

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Balance June 30, 2008		\$ 20,510.02
Increased by:		
Payroll Deductions		<u>2,084,058.53</u>
		2,104,568.55
Decreased by:		
Payments		<u>2,084,096.36</u>
Balance June 30, 2009		<u><u>\$ 20,472.19</u></u>

Analysis of Balance June 30, 2009

Public Employees' Retirement System		\$ 7,404.43
Police and Firemen's Retirement System		11,275.55
Public Employees' Retirement System--Contributory Insurance		564.36
AFLAC		427.85
Other		<u>800.00</u>
		<u><u>\$ 20,472.19</u></u>

**SUPPLEMENTAL EXHIBITS**  
**GENERAL CAPITAL FUND**

**TOWNSHIP OF BERLIN**  
**GENERAL CAPITAL FUND**  
Statement of General Capital Cash per N.J.S. 40A:5-5--Chief Financial Officer  
For the Fiscal Year Ended June 30, 2009

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Balance June 30, 2008		\$ 1,502,055.30
Increased by Receipts:		
Due Current Fund	\$ 905,550.32	
Due Open Space Trust Fund	1,258.75	
Improvement Authorization Refunds	1,634.29	
Budget Appropriation:		
Capital Improvement Fund	50,000.00	
Payment of Bond Anticipation Notes	39,000.00	
Bond Anticipation Notes Renewal	<u>5,405,000.00</u>	
		<u>6,402,443.36</u>
		7,904,498.66
Decreased by Disbursements:		
Due Current Fund	906,928.05	
Due Open Space Trust Fund	1,198.64	
Improvement Authorizations	2,719,004.25	
Bond Anticipation Notes Renewal	1,854,000.00	
Contracts Payable	<u>324,069.97</u>	
		<u>5,805,200.91</u>
Balance June 30, 2009		<u>\$ 2,099,297.75</u>



**TOWNSHIP OF BERLIN**  
**GENERAL CAPITAL FUND**  
Statement of Due to Current Fund  
For the Fiscal Year Ended June 30, 2009

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Balance June 30, 2008		\$ 1,839.85
Increased by:		
Receipts:		
Interest Earned on Deposits	\$ 13,147.96	
Interfund Loans	<u>892,402.36</u>	
		<u>905,550.32</u>
		907,390.17
Decreased by:		
Disbursements:		
Revenue Accounts Receivable -- Interest	12,685.84	
Interfund Loans Returned	<u>894,242.21</u>	
		<u>906,928.05</u>
Balance June 30, 2009		<u><u>\$ 462.12</u></u>

## Exhibit SC-4

**GENERAL CAPITAL FUND**  
Statement of Deferred Charges to Future Taxation--Funded  
For the Fiscal Year Ended June 30, 2009

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Balance June 30, 2008		\$ 7,126,061.05
Decreased by:		
Budget Appropriation:		
Payment of Bond Principal	\$ 630,000.00	
Payment of Loan Principal	<u>11,250.55</u>	
		<u>641,250.55</u>
Balance June 30, 2009		<u><u>\$ 6,484,810.50</u></u>

**TOWNSHIP OF BERLIN**  
**GENERAL CAPITAL FUND**

Statement of Deferred Charges to Future Taxation—Unfunded  
 For the Fiscal Year Ended June 30, 2009

Improvement Description	Ordinance Number	Balance June 30, 2008	2008/2009 Authorizations	Reallocation	Raised in General Fund Budget	Balance June 30, 2009	Bond Anticipation Notes	Analysis of Balance June 30, 2009	
								Expenditures	Unexpended Improvement Authorizations
General Improvements: Acquisition, Construction and Renovation of an Addition to the Township Municipal Building including Acquisition of Real Property and Site Improvements and Related Work	05-01	\$ 235,000.00			\$ 39,000.00	\$ 196,000.00	\$ 196,000.00		
Various Capital Improvements and the Acquisition of Various Pieces of Capital Equipment	06-01	565,000.00				565,000.00	565,000.00		
Various Road and Streetscape Improvements	06-09	264,000.00				264,000.00	264,000.00		
Various Capital Improvements and the Acquisition of Various Pieces of Equipment	07-08	590,000.00				590,000.00	590,000.00		
Demolition of the Existing Township Municipal Building	07-10					-			
Acquisition of Real Property and a Building to be used as a Municipal Building	08-04	200,000.00				200,000.00	200,000.00		
Refunding Bond Ordinance	08-06					-			
Completion of Various Capital Improvements and the Acquisition of Various Pieces of Equipment	08-07	590,000.00				590,000.00	590,000.00		
New Municipal Building	09-02		\$ 7,950,000.00			7,950,000.00	3,000,000.00		\$ 4,950,000.00
		<u>\$ 2,444,000.00</u>	<u>\$ 7,950,000.00</u>	<u>-</u>	<u>\$ 39,000.00</u>	<u>\$ 10,355,000.00</u>	<u>\$ 5,405,000.00</u>	<u>-</u>	<u>\$ 4,950,000.00</u>
Unexpended Proceeds of Bond Anticipation Notes: Ordinance Number:									
	05-01							\$ 6,400.42	
	06-01							72,794.33	
	06-09							257,744.77	
	07-08							306,901.89	
	08-07							276,116.91	
	09-02							550,239.26	
								<u>1,469,197.58</u>	
									<u>\$ 4,950,000.00</u>

**TOWNSHIP OF BERLIN**  
**GENERAL CAPITAL FUND**  
 Statement of Due to Open Space Trust Fund  
 For the Fiscal Year Ended June 30, 2009

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Balance June 30, 2008	\$ 82,580.55
Increased by:	
Interest Earned on Deposits	<u>1,258.75</u>
	83,839.30
Decreased by:	
Interfund Loans Returned	<u>1,198.64</u>
Balance June 30, 2009	<u>\$ 82,640.66</u>

**GENERAL CAPITAL FUND**  
 Statement of Capital Improvement Fund  
 For the Fiscal Year Ended June 30, 2009

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Receipts:	
Budget Appropriation	<u>\$ 50,000.00</u>

**TOWNSHIP OF BERLIN**  
**GENERAL CAPITAL FUND**  
**Statement of Improvement Authorizations**  
**For the Fiscal Year Ended June 30, 2009**

Improvement Description	Ordinance Number	Date	Amount	Balance June 30, 2008		Down Payment	Deferred Charges to Future Taxation-- Unfunded	Paid or Charged	Balance June 30, 2009	
				Funded	Unfunded				Funded	Unfunded
General Improvements:										
Acquisition, Construction, Repair and Installation of Various Capital Improvements	01-11) 02-4) 03-1)	7-23-01) 4-22-02) 2-24-03)	\$ 485,000.00	\$ 50.86				\$ 50.86		
Acquisition, Construction, Repair and Installation of Various Capital Improvements	03-22)	12-22-03)	525,000.00	34,365.65				22,882.87	\$ 11,482.78	
Acquisition, Construction, Repair and Installation of Various Capital Improvements	04-10)	11-22-04)	610,000.00	112,226.56				10,140.13	102,086.43	
Addition to the Township Municipal Building including Acquisition of Real Property and Site Improvements and Related Work	05-01)	2-28-05)	250,000.00		7,915.42			1,515.00	\$ 6,400.42	
Various Capital Improvements and the Acquisition of Various Pieces of Capital Equipment	06-01)	2-13-06)	595,000.00		87,763.86			14,969.53		72,794.33
Various Road and Streetscape Improvements	06-09)	5-22-06)	278,000.00		257,744.77					257,744.77
Various Capital Improvements and the Acquisition of Various Pieces of Equipment	07-08)	4-23-07)	704,000.00		250,092.05			(65,809.84)		305,901.89
Acquisition and Installation of Various Pieces of Movie Equipment in the Township Park	07-09c)	4-23-07)	72,510.88	44,271.11				32,655.45	11,615.66	
Acquisition of Real Property and a Building to be used as a Municipal Building	08-04)	2-25-08)	205,644.72		189,716.57			189,716.57		276,116.91
Completion of Various Capital Improvements and the Acquisition of Various Pieces of Equipment	08-07)	4-28-08)	620,000.00		327,850.47			51,733.56		
Acquisition of Certain Real Property and Existing Facilities Together with the Completion of Various Renovations and Improvements	09-02)	3-23-09)	7,950,000.00				\$ 7,950,000.00	2,449,760.74		5,500,239.26
				\$ 190,914.18	\$ 1,121,083.14	-	\$ 7,950,000.00	\$ 2,717,614.87	\$ 125,184.87	\$ 6,419,197.58
Disbursed Refunds								\$ 2,719,004.25		
Contracts Payable Canceled								(1,634.29)		
Contract Payable Change Orders								(63,833.13)		
								\$4,078.04		
								\$ 2,717,614.87		

**TOWNSHIP OF BERLIN**  
**GENERAL CAPITAL FUND**  
**Statement of Contracts Payable**  
**For the Fiscal Year Ended June 30, 2009**

Balance June 30, 2008		\$ 445,597.58
Increased by:		
Charges to Improvement Authorizations:		
2008/2009 Contracts and Change Orders		54,078.04
		499,675.62
Decreased by:		
Disbursed	\$ 324,069.97	
Canceled	53,833.13	
		377,903.10
Balance June 30, 2009		\$ 121,772.52

Analysis of Balance June 30, 2009

<u>Name</u>	<u>Date</u>	<u>Ordinance Number</u>	<u>Amount</u>
Kei Associates	11/08/04	2004-10	\$ 37,889.75
DiMiglio	06/23/08	2008-07	10,693.29
Garrison	06/17/09	2009-02	33,305.00
Kei Associates	06/12/09	2009-02	39,884.48
			\$ 121,772.52

**TOWNSHIP OF BERLIN**  
**GENERAL CAPITAL FUND**  
 Statement of Bond Anticipation Notes  
 For the Fiscal Year Ended June 30, 2009

Ordinance Number	Improvement Description	Original Date	Date of Issue	Due Date	Interest Rate	Balance June 30, 2008	Increased	Decreased	Balance June 30, 2009
	General Improvements:								
05-01)	Acquisition, Construction and Renovation of an addition to the Township Municipal Building including Acquisition of Real Property and Site Improvements and Related Work	03/27/06	03/18/09	03/17/10	2.65%	\$ 235,000.00	\$ 196,000.00	\$	\$ 196,000.00
05-01)	Acquisition, Construction and Renovation of an addition to the Township Municipal Building including Acquisition of Real Property and Site Improvements and Related Work	03/27/06	03/20/08	03/19/09	2.29%	\$ 235,000.00	\$	\$ 235,000.00	\$
06-01)	Various Capital Improvements and the Acquisition of Various Pieces of Capital Equipment	03/27/06	03/18/09	03/17/10	2.65%		565,000.00		565,000.00
06-01)	Various Capital Improvements and the Acquisition of Various Pieces of Capital Equipment	03/27/06	03/20/08	03/19/09	2.29%	565,000.00		565,000.00	
06-09)	Completion of Various Road and Streetscape Improvements	03/20/08	03/18/09	03/17/10	2.65%		264,000.00		264,000.00
06-09)	Completion of Various Road and Streetscape Improvements	03/20/08	03/20/08	03/19/09	2.29%	264,000.00		264,000.00	
07-08)	Completion of Various Capital Improvements and the Acquisition of Various Pieces of Equipment	03/20/08	03/18/09	03/17/10	2.65%		590,000.00		590,000.00
07-08)	Completion of Various Capital Improvements and the Acquisition of Various Pieces of Equipment	03/20/08	03/20/08	03/19/09	2.29%	590,000.00		590,000.00	
07-10)	Demolition of the Existing Township Municipal Building	03/20/08	03/18/09	03/17/10	2.65%		200,000.00		200,000.00
07-10)	Demolition of the Existing Township Municipal Building	03/20/08	03/20/08	03/19/09	2.29%	200,000.00		200,000.00	
08-07)	Completion of Various Capital Improvements and the Acquisition of Various Pieces of Equipment	03/20/08	03/18/09	03/17/10	2.65%		590,000.00		590,000.00
08-07)	Completion of Various Capital Improvements and the Acquisition of Various Pieces of Equipment	03/20/08	03/20/08	03/19/09	2.65%	590,000.00		590,000.00	
09-02)	Acquisition of Certain Real Property and Existing Facilities Together with the Completion of Various Renovations and Improvements	05/19/09	05/19/09	03/17/10	1.60%		3,000,000.00		3,000,000.00
						\$ 1,854,000.00	\$ 5,405,000.00	\$ 1,854,000.00	\$ 5,405,000.00
	Renewals					\$	1,815,000.00	\$ 1,815,000.00	
	Raised in the Current Fund Budget						39,000.00		39,000.00
	Issued for Cash					\$	5,405,000.00	\$ 1,854,000.00	\$ 5,405,000.00

**TOWNSHIP OF BERLIN**  
**GENERAL CAPITAL FUND**  
 Statement of General Serial Bonds  
 For the Fiscal Year Ended June 30, 2009

<u>Purpose</u>	<u>Original Issue</u>	<u>Date</u>	<u>Maturities of Bonds Outstanding June 30, 2009</u>	<u>Interest Rate</u>	<u>Balance June 30, 2008</u>	<u>Issued for Cash</u>	<u>Paid by Budget Appropriation</u>	<u>Balance June 30, 2009</u>
General Bonds--Series 2001	\$ 3,354,000.00	3-1-01	\$ 232,389.00	4.375%				
		3-1-11/12	253,515.00	4.375%				
		3-1-13	253,515.00	4.500%				
		3-1-14	270,416.00	4.500%				
		3-1-15	274,641.00	4.625%				
		3-1-16	294,923.00	4.625%	\$ 2,065,303.00		\$ 232,389.00	\$ 1,832,914.00
General Bonds--Series 2001 (Open Space)	615,000.00	3-1-01	42,611.00	4.375%				
		3-1-11/12	46,485.00	4.375%				
		3-1-13	46,485.00	4.500%				
		3-1-14	49,584.00	4.500%				
		3-1-15	50,359.00	4.625%				
		3-1-16	54,077.00	4.625%	378,697.00		42,611.00	336,086.00
Restructured Bonds--Series 2003	765,000.00	1-1-03	80,000.00	3.400%				
		1-1-11	80,000.00	3.650%				
		1-1-12	80,000.00	3.700%				
		1-1-13	80,000.00	4.000%				
		1-1-14	80,000.00	3.900%				
		1-1-15	85,000.00	4.050%				
		1-1-16	85,000.00	4.150%				
		1-1-17	85,000.00	4.250%	720,000.00		65,000.00	655,000.00
General Bonds--Series 2005	1,900,000.00	3-1-05	86,514.89	3.750%				
		3-1-12	99,824.87	3.750%				
		3-1-13	116,462.35	3.750%				
		3-1-14	232,924.69	3.750%				
		3-1-15/16	232,924.69	4.000%				
		3-1-17	332,749.56	4.000%				
		3-1-18	362,697.02	4.000%	1,870,052.53		86,514.89	1,783,537.64
General Bonds--Series 2005 (Open Space)	955,000.00	3-1-05	43,485.11	3.750%				
		3-1-12	50,175.13	3.750%				
		3-1-13	58,537.65	3.750%				
		3-1-14	117,075.31	3.750%				
		3-1-15/16	117,075.31	4.000%				
		3-1-17	167,250.44	4.000%				
		3-1-18	182,302.98	4.000%	939,947.47		43,485.11	896,462.36

(Continued)

**TOWNSHIP OF BERLIN**  
**GENERAL CAPITAL FUND**  
 Statement of General Serial Bonds  
 For the Fiscal Year Ended June 30, 2009

<u>Purpose</u>	<u>Original Issue</u>	<u>5-23-08</u>	<u>Original Issue</u>	<u>Interest Rate</u>	<u>Balance June 30, 2008</u>	<u>Issued for Cash</u>	<u>Paid by Budget Appropriation</u>	<u>Balance June 30, 2009</u>
			<u>Maturities of Bonds Outstanding June 30, 2009</u>					
			<u>Date</u>		<u>Amount</u>			
Refunding Bonds--Series 2008	\$ 934,500.00		9-15-09	3.250%	\$ 190,000.00		\$ 160,000.00	\$ 774,500.00
			9-15-10		200,000.00			
			9-15-11		210,000.00			
			9-15-12		174,500.00			
						-		
						<u>\$ 6,908,500.00</u>	<u>\$ 630,000.00</u>	<u>\$ 6,278,500.00</u>
Current Fund Budget							\$ 543,903.89	
Open Space Budget							<u>86,096.11</u>	
							<u>\$ 630,000.00</u>	

**TOWNSHIP OF BERLIN**  
**GENERAL CAPITAL FUND**  
 Statement of Green Acres Loan  
 For the Fiscal Year Ended June 30, 2009

<u>Purpose</u>	<u>Date</u>	<u>Original Issue</u>	<u>Maturities of Bonds</u>		<u>Interest Rate</u>	<u>Balance June 30, 2008</u>	<u>Issued for Cash</u>	<u>Paid by Open Space Budget Appropriation</u>	<u>Balance June 30, 2009</u>
			<u>Outstanding June 30, 2009</u>	<u>Amount</u>					
Green Acres Loan	12-10-04	\$ 250,000.00	9-10-09	\$ 5,709.79					
			3-10-10	5,766.89					
			9-10-10	5,824.56					
			3-10-11	5,882.81					
			9-10-11	5,941.63					
			3-10-12	6,001.05					
			9-10-12	6,061.06					
			3-10-13	6,121.67					
			9-10-13	6,182.89					
			3-10-14	6,244.72					
			9-10-14	6,307.16					
			3-10-15	6,370.24					
			9-10-15	6,433.94					
			3-10-16	6,498.28					
			9-10-16	6,563.26					
			3-10-17	6,628.89					
			9-10-17	6,695.18					
			3-10-18	6,762.13					
			9-10-18	6,829.76					
			3-10-19	6,898.05					
			9-10-19	6,967.03					
			3-10-20	7,036.70					
			9-10-20	7,107.07					
			3-10-21	7,178.14					
			9-10-21	7,249.92					
			3-10-22	7,322.42					
			9-10-22	7,395.65					
			3-10-23	7,469.60					
			9-10-23	7,544.30					
			3-10-24	7,619.74					
			9-10-24	7,695.94	2.00%	\$ 217,561.05		\$ 11,250.55	\$ 206,310.50
						\$ 217,561.05	-	\$ 11,250.55	\$ 206,310.50

**TOWNSHIP OF BERLIN**  
**GENERAL CAPITAL FUND**  
 Statement of Bonds and Notes Authorized But Not Issued  
 For the Fiscal Year Ended June 30, 2009

<u>Improvement Description</u>	<u>Ordinance Number</u>	<u>Date</u>	<u>Balance June 30, 2008</u>	<u>2008/2009 Authorizations</u>	<u>Bond Anticipation Notes Issued</u>	<u>Balance June 30, 2009</u>
General Improvements: Completion of Various Capital Improvements and the Acquisition of Various Pieces of Equipment	08-07	04/28/08	\$ 590,000.00		\$ 590,000.00	
Acquisition of Certain Real Property and Existing Facilities Together with the Completion of Various Renovations and Improvements	09-02	03/23/09		\$ 7,950,000.00	3,000,000.00	\$ 4,950,000.00
			<u>\$ 590,000.00</u>	<u>\$ 7,950,000.00</u>	<u>\$ 3,590,000.00</u>	<u>\$ 4,950,000.00</u>

**SUPPLEMENTAL EXHIBITS**

**SEWER UTILITY FUND**

**TOWNSHIP OF BERLIN**  
**SEWER UTILITY FUND**  
 Statement of Sewer Utility Cash per N.J.S.40A:5-5--Chief Financial Officer  
 For the Fiscal Year Ended June 30, 2009

	<u>Operating</u>	<u>Capital</u>
Balance June 30, 2008	\$ 262,589.26	\$ 128,933.99
Increased by Receipts:		
Utility Collector	\$ 1,104,038.11	
Budget Refunds	20.00	
Due Sewer Utility Operating Fund		\$ 532,890.50
Due Sewer Utility Capital Fund	417,806.76	
Due Current Fund	364,108.13	
Due Bank	0.02	
Contra	6,112.68	
Miscellaneous	<u>54,304.22</u>	
	<u>1,946,389.92</u>	<u>532,890.50</u>
	2,208,979.18	661,824.49
Decreased by Disbursements:		
2009 Fiscal Year Appropriations	807,103.33	
Due to Borough of Berlin--		
Water Reconnection Fees	1,000.00	
Accrued Interest on Bonds and Notes	293,148.07	
Appropriation Reserves	7,829.92	
Due Sewer Utility Operating Fund		417,806.76
Due Sewer Utility Capital Fund	530,000.00	
Due Current Fund	363,808.13	
Contra	<u>6,112.68</u>	
	<u>2,009,002.13</u>	<u>417,806.76</u>
Balance June 30, 2009	<u><u>\$ 199,977.05</u></u>	<u><u>\$ 244,017.73</u></u>

**TOWNSHIP OF BERLIN**  
 SEWER UTILITY CAPITAL FUND  
 Analysis of Sewer Utility Capital Cash  
 For the Fiscal Year Ended June 30, 2009

	Receipts		Disbursement		Transfers		Balance June 30, 2009
	Balance June 30, 2008	Miscellaneous	Improvement Authorizations	Miscellaneous	From	To	
Due Sewer Utility Operating Fund	\$ 128,933.99	\$ 532,890.50		\$ 417,806.76			\$ 244,017.73
	\$ 128,933.99	\$ 532,890.50	-	\$ 417,806.76	-	-	\$ 244,017.73

**TOWNSHIP OF BERLIN**  
**SEWER UTILITY OPERATING FUND**  
 Statement of Sewer Cash and Reconciliation per N.J.S.40A:5-5--Collector  
 For the Fiscal Year Ended June 30, 2009

Receipts:

Consumer Accounts Receivable	\$ 820,714.46
Prepaid Sewer Rents	205,312.04
Water Connection Fees--Due to Borough of Berlin	1,000.00
Connection Fees	67,223.00
Interest on Delinquent Rents	9,788.61
	1,104,038.11

Decreased by:

Turnovers to Treasurer	\$ 1,104,038.11
	1,104,038.11

**SEWER UTILITY OPERATING FUND**  
 Statement of Consumer Accounts Receivable  
 For the Fiscal Year Ended June 30, 2009

Balance June 30, 2008	\$ 559.08
Increased by:	
Fiscal Year 2009 Net Billings	992,712.15
	993,271.23
Decreased by:	
Collections	\$ 820,714.46
Prepays Applied	171,964.67
	992,679.13
Balance June 30, 2009	\$ 592.10

**TOWNSHIP OF BERLIN**  
**SEWER UTILITY CAPITAL FUND**  
 Statement of Fixed Capital  
 For the Fiscal Year Ended June 30, 2009

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<u>Description</u>	<u>Balance</u> <u>June 30, 2008</u>	<u>Additions</u> <u>By</u> <u>Ordinance</u>	<u>Balance</u> <u>June 30, 2009</u>
Sewerage Collection System	\$ 12,491,344.10		\$ 12,491,344.10
	\$ 12,491,344.10	-	\$ 12,491,344.10

**Exhibit SD-6**

**SEWER UTILITY OPERATING FUND**  
 Statement of Prepaid Sewer Rents  
 For the Fiscal Year Ended June 30, 2009

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Balance June 30, 2008 (Fiscal Year 2009 Rents)	\$ 171,964.67
Increased by:	
Collections	205,312.04
	377,276.71
Decreased by:	
Application to Sewer Consumer Accounts Receivable	171,964.67
Balance June 30, 2009 (Fiscal Year 2010 Rents)	\$ 205,312.04

**TOWNSHIP OF BERLIN**  
**SEWER UTILITY OPERATING FUND**  
**Statement of Accrued Interest on Bonds**  
**For the Fiscal Year Ended June 30, 2009**

Balance June 30, 2008	\$ 121,518.19
Increased by:	
Charged to Utility Operating Budget	292,214.72
	413,732.91
Decreased by:	
Interest Paid	293,148.07
Balance June 30, 2009	\$ 120,584.84

Analysis of Balance June 30, 2009

<u>Principal Outstanding June 30, 2009</u>	<u>Interest Rate</u>	<u>From</u>	<u>To</u>	<u>Period</u>	<u>Amount</u>
Long Term Bonds:					
\$ 5,170,000.00	Variable	1-01-09	6-30-09	180 Days	\$ 111,602.47
2,070,500.00	Variable	3-15-09	6-30-09	107 Days	8,982.37
					\$120,584.84

**TOWNSHIP OF BERLIN**  
**SEWER UTILITY OPERATING FUND**  
 Statement of Fiscal Year 2008 Appropriation Reserves  
 For the Fiscal Year Ended June 30, 2009

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	Balance June 30, 2008		<u>Disbursed</u>	Balance <u>Lapsed</u>
	<u>Encumbered</u>	<u>Reserves</u>		
Operating:				
Salaries and Wages		\$ 5,596.02		\$ 5,596.02
Other Expenses	\$ 5,892.45	3,197.44	\$ 7,829.92	1,259.97
	<u>5,892.45</u>	<u>8,793.46</u>	<u>7,829.92</u>	<u>6,855.99</u>
Deferred Charges and Statutory Expenditures				
Statutory Expenditures:				
Contribution to:				
Social Security System		456.08		456.08
	-	456.08	-	456.08
	<u>\$ 5,892.45</u>	<u>\$ 9,249.54</u>	<u>\$ 7,829.92</u>	<u>\$ 7,312.07</u>

**SEWER UTILITY CAPITAL FUND**  
 Statement of Due to Sewer Utility Operating Fund  
 For the Fiscal Year Ended June 30, 2009

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Balance June 30, 2008	\$ 128,933.99
Increased by:	
Receipts:	
Interest Earned on Deposits	\$ 2,890.50
Interfund Loans Received	<u>530,000.00</u>
	<u>532,890.50</u>
	661,824.49
Decreased by:	
Interfund Loans Returned	<u>417,806.76</u>
Balance June 30, 2009	<u>\$ 244,017.73</u>

SEWER UTILITY CAPITAL FUND  
Statement of Reserve for Amortization  
For the Fiscal Year Ended June 30, 2009

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Balance June 30, 2008	\$ 4,950,844.10
Increased by:	
Long Term Bonded Debt Paid by Operating Budget	<u>300,000.00</u>
Balance June 30, 2009	<u><u>\$ 5,250,844.10</u></u>

**TOWNSHIP OF BERLIN**  
**SEWER UTILITY CAPITAL FUND**  
 Statement of Long Term Bonded Debt  
 For the Fiscal Year Ended June 30, 2009

Purpose	Date of Issue	Original Issue	Maturities of Bonds Outstanding June 30, 2008		Interest Rate	Balance June 30, 2008	Funds Received by Trustee	Paid by Budget Appropriation	Balance June 30, 2009
			Date	Amount					
Refunding Bonds	1-01-03	6,210,000.00	(A)	(A)	2.00 - 4.65%	\$ 5,360,000.00	\$	190,000.00	\$ 5,170,000.00
Refunding Bonds	5-23-08	2,180,500.00	(B)	(B)	3.25 - 5.00%	2,180,500.00		110,000.00	2,070,500.00
						\$ 7,540,500.00	-	\$ 300,000.00	\$ 7,240,500.00
(A)	Payment Date	Amount	Payment Date	Amount	Payment Date	Amount	Amount	Amount	Amount
	1-01-2010	\$ 180,000.00	1-01-2016	\$ 245,000.00	1-01-2022	\$ 295,000.00	\$ 390,000.00		
	1-01-2011	180,000.00	1-01-2017	255,000.00	1-01-2023	310,000.00			
	1-01-2012	200,000.00	1-01-2018	245,000.00	1-01-2024	325,000.00	\$ 5,170,000.00		
	1-01-2013	210,000.00	1-01-2019	260,000.00	1-01-2025	340,000.00			
	1-01-2014	225,000.00	1-01-2020	270,000.00	1-01-2026	355,000.00			
	1-01-2015	235,000.00	1-01-2021	280,000.00	1-01-2027	370,000.00			
(B)	Payment Date	Amount	Payment Date	Amount	Payment Date	Amount	Amount	Amount	Amount
	9-15-2009	\$ 85,000.00	9-15-2014	\$ 105,000.00	9-15-2019	130,000.00	\$ 160,000.00		
	9-15-2010	85,000.00	9-15-2015	105,000.00	9-15-2020	135,000.00	170,000.00		
	9-15-2011	90,000.00	9-15-2016	110,000.00	9-15-2021	140,000.00			
	9-15-2012	120,500.00	9-15-2017	115,000.00	9-15-2022	145,000.00	\$ 2,070,500.00		
	9-15-2013	100,000.00	9-15-2018	120,000.00	9-15-2023	155,000.00			

**TOWNSHIP OF BERLIN**  
**PART 2**  
**SCHEDULE OF FINDINGS AND RECOMMENDATIONS**  
**FOR THE FISCAL YEAR ENDED JUNE 30, 2009**

**TOWNSHIP OF BERLIN**  
**Schedule of Findings and Recommendations**  
**For the Fiscal Year Ended June 30, 2009**

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***Schedule of Financial Statement Findings***

This section identifies the significant deficiencies, material weaknesses, and instances of noncompliance related to the financial statements that are required to be reported in accordance with Government Auditing Standards and with audit requirements as prescribed by the Division of Local Government Services, Department of Community Affairs, State of New Jersey.

**Finding No. 2009-1**

**Condition**

Our audit of the construction code office revealed that several fees were calculated using an out-dated fee schedule and of the ten permits tested, three were not calculated correctly.

**Criteria**

The fees charged for construction permits are required to be in accordance with the Township's ordinance.

**Effect**

Incorrect amounts are being collected and they are not in compliance with the adopted ordinance.

**Cause**

There is a lack of control over the verification of the calculated fee. Additionally, the Township's fee ordinance indicates that the state fee schedule is to be followed and the new state schedule which changed in March 2009 however, the construction office did not change the basis for their calculations until October 2009.

**Recommendation**

That the fees charged for construction permits be in accordance with the Township's adopted ordinance and that controls be implemented such that the calculated fee is verified by a second individual.

**View of Responsible Officials and Planned Corrective Action**

The responsible officials agree with the finding and will address the matter as part of their corrective action plan.

**TOWNSHIP OF BERLIN**  
**Summary Schedule of Prior Year Audit Findings**  
**And Questioned Costs as Prepared by Management**

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This section identifies the status of prior year findings related to the financial statements that are required to be reported in accordance with Government Auditing Standards.

**FINANCIAL STATEMENT FINDINGS**

None.

**FEDERAL AWARDS**

Not Applicable.

**STATE FINANCIAL ASSISTANCE PROGRAMS**

Not Applicable.

**TOWNSHIP OF BERLIN**  
**Officials in Office and Surety Bonds**

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

<u>Name</u>	<u>Title</u>	<u>Amount of Surety Bond</u>	
Phyllis A. Magazzu	Mayor		
Thomas J. DiGangi	Council President		
Christopher T. Morris	Councilman		
Joseph L. Batten	Councilman		
Jerome McIntosh	Councilman		
Lori A. Campisano	Chief Financial Officer/Treasurer	\$1,000,000.00	(A)
Jamey Eggers	Township Clerk, Improvement Search Clerk	1,000,000.00	(A)
Cathy Underwood	Registrar of Vital Statistics, Deputy Clerk	1,000,000.00	(A)
Donna DeCinque	Deputy Registrar of Vital Statistics	1,000,000.00	(A)
Emma Walsh	Finance Clerk	1,000,000.00	(A)
Donafaye Wilson Zoll, Esq.	Solicitor		
Nicholas F. Trabosh, Esq.	Judge of the Municipal Court	1,000,000.00	(A)
Maria Reed	Court Administrator and Violations Clerk	1,000,000.00	(A)
Vicki Taylor	Deputy Court Administrator and Violations Clerk	1,000,000.00	(A)
Kelly McCauley	Secretary to the Building Inspector, Planning Board and Zoning Board	1,000,000.00	(A)
Charles J. Riebel, Jr.	Engineer		
Michael Laginestra	Secretary to Board of Health, Zoning Officer and Property Maintenance Inspector	1,000,000.00	(A)
Diane Zoppel	Tax and Sewer Utility Collector Tax Search Clerk	1,000,000.00	(A)
Dana O'Hara	Tax and Sewer Clerk	1,000,000.00	(A)
Michael DePalma	Building Subcode Official/Inspector and Construction code Officer	1,000,000.00	(A)
Joseph Jackson	Fire Subcode Official/Inspector	1,000,000.00	(A)
Ken Snuffin	Plumbing Inspector	1,000,000.00	(A)
Sal Satania	Electrical Inspector	1,000,000.00	(A)
Anthony Colavecchio	Tax Assessor		
Michael Hayden	Police Chief	1,000,000.00	(A)

(A) Employees not individually bonded are covered through the Camden County Joint Insurance Fund for \$1,000,000.00 per each loss.

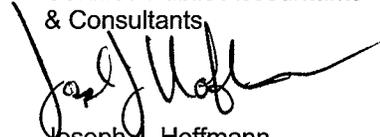
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**APPRECIATION**

I express my appreciation for the assistance and courtesies rendered by the Township officials during the course of the audit.

Respectfully submitted,

BOWMAN & COMPANY LLP  
Certified Public Accountants  
& Consultants

A handwritten signature in black ink, appearing to read "Joseph J. Hoffmann", written over the printed name.

Joseph J. Hoffmann  
Certified Public Accountant  
Registered Municipal Accountant

