

Robert A. Hulsart and Company

CERTIFIED PUBLIC ACCOUNTANTS

ARMOUR S. HULSART, C.P.A., R.M.A., P.S.A. (1959-1992)
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October 15, 2014

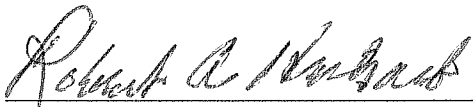
Borough of Farmingdale
11 Asbury Avenue
Farmingdale, NJ 07727

Professional services rendered in connection with the preparation of the 2013 annual statutory audit.

\$14,000.00

CLAIMANT'S CERTIFICATION AND DECLARATION

I do solemnly declare and certify under penalty of law that the statements are correct in all their particulars; that the services have been rendered as stated therein; that no bonus has been given or received by any person or persons within the knowledge of the undersigned in conjunction with the attached claims; that the amounts therein stated are justly due and owing; and that the amounts charged are reasonable and in accordance with the terms of the Professional Services Agreement.



Robert A. Hulsart, CPA, RMA

BOROUGH OF FARMINGDALE

COUNTY OF MONMOUTH

SUMMARY OR SYNOPSIS OF AUDIT REPORT FOR PUBLICATION

Attention is directed to the fact that a summary or synopsis of the audit report, together with recommendations, is the minimum required to be published pursuant to N.J.S. 40A:5-7.

Summary or Synopsis of 2013 Audit Report of the Borough of Farmingdale, County of Monmouth required by N.J.S. 40A:5-7.

COMBINED BALANCE SHEET - REGULATORY BASIS

	<u>December 31</u> <u>Year 2013</u>	<u>December 31</u> <u>Year 2012</u>
<u>Assets</u>		
Cash	\$ 2,242,376.32	\$ 2,155,169.98
Taxes, Liens and Utility Charges Receivable	329,336.14	274,696.69
Accounts Receivable	108,572.36	275,236.76
Fixed Capital Authorized and Uncompleted - Utility	481,260.73	346,260.73
Fixed Capital - Utility	4,404,744.85	4,404,744.85
Prospective Assessments Raised by Utility Revenue	4,648.00	4,648.00
General Fixed Assets	6,631,185.00	2,281,615.00
Deferred Charges to Future Taxation - General Capit	498,775.59	478,135.17
Total Assets	\$ <u>14,700,898.99</u>	\$ <u>10,220,507.18</u>
<u>Liabilities, Reserves and Fund Balance</u>		
Bonds, Loans and Notes Payable	\$ 1,092,205.10	\$ 1,115,084.26
Improvement Authorizations	548,491.10	608,856.73
Other Liabilities and Special Funds	1,576,616.39	1,470,652.07
Amortization of Debt for Fixed Capital Acquired or Authorized	3,469,270.48	3,407,891.32
Investments in General Fixed Assets	6,631,185.00	2,281,615.00
Reserve for Prospective Assessments	4,648.00	4,648.00
Reserve for Certain Assets Receivable	503,413.39	470,788.99
Fund Balance	875,069.53	860,970.81
Total Liabilities, Reserves and Fund Balance	\$ <u>14,700,898.99</u>	\$ <u>10,220,507.18</u>

STATEMENT OF OPERATIONS AND CHANGE IN FUND BALANCE

CURRENT FUND - REGULATORY BASIS

	<u>Year 2013</u>	<u>Year 2012</u>
<u>Revenue and Other Income Realized</u>		
Fund Balance January 1	\$ 487,341.86	\$ 313,715.24
Miscellaneous - From Other Than Local Property		
Tax Levies	390,040.02	501,410.25
Collection of Delinquent Taxes and Tax Title Liens	81,131.44	78,862.87
Collection of Current Tax Levy	2,812,525.55	2,710,892.64
Total Revenue and Fund Balance	<u>3,771,038.87</u>	<u>3,604,881.00</u>
<u>Expenditures</u>		
Budget Expenditures:		
Municipal Purposes	631,413.76	649,087.22
County Taxes	444,156.94	446,511.04
Local District School Taxes	1,575,281.00	1,481,120.00
Regional High School Taxes	599,798.00	540,820.88
Total Expenditures	<u>3,250,649.70</u>	<u>3,117,539.14</u>
Fund Balance December 31	<u>\$ 520,389.17</u>	<u>\$ 487,341.86</u>

STATEMENT OF OPERATIONS AND CHANGE IN FUND BALANCE

WATER UTILITY FUND - REGULATORY BASIS

	<u>Year 2013</u>	<u>Year 2012</u>
<u>Revenue and Other Income Realized</u>		
Fund Balance January 1	\$ 270,163.43	\$ 244,376.32
Collection of Water Rents	358,489.77	338,878.90
Miscellaneous - From Other than Water Rents	34,410.94	49,017.34
Total Revenue and Fund Balance	<u>663,064.14</u>	<u>632,272.56</u>
<u>Expenditures</u>		
Budget Expenditures:		
Operating	263,665.00	241,750.00
Capital Improvements	10,000.00	10,000.00
Debt Service	77,050.00	76,859.13
Deferred Charges and Statutory Expenditures	33,500.00	33,500.00
Total Expenditures	<u>384,215.00</u>	<u>362,109.13</u>
Fund Balance December 31	<u>\$ 278,849.14</u>	<u>\$ 270,163.43</u>

STATEMENT OF OPERATIONS AND CHANGE IN FUND BALANCE

SEWER UTILITY FUND - REGULATORY BASIS

	<u>Year 2013</u>	<u>Year 2012</u>
<u>Revenue and Other Income Realized</u>		
Fund Balance January 1	\$ 91,023.35	\$ 150,196.36
Collection of Sewer Rents	324,357.15	332,242.88
Miscellaneous - From Other than Sewer Rents	34,508.55	31,584.11
Total Revenue and Fund Balance	<u>449,889.05</u>	<u>514,023.35</u>
<u>Expenditures</u>		
Budget Expenditures:		
Operating	381,500.00	418,000.00
Deferred Charges and Statutory Expenditures	5,000.00	5,000.00
Total Expenditures	<u>386,500.00</u>	<u>423,000.00</u>
Fund Balance December 31	<u>\$ 63,389.05</u>	<u>\$ 91,023.35</u>

RECOMMENDATIONS

Fixed Assets

That machinery and equipment be valued at historical cost or estimated historical cost.

Interfunds

That an effort be made to liquidate all interfunds prior to December 31.

Escrow Reserve Balances

That internal controls be enhanced to ensure that the Borough's escrow subsidiary account balances are in agreement with the general ledger.

Tax Collector – Delinquent Balances

That the status of the 2001 and prior outstanding tax receivable balance be determined and that appropriate action be taken.

A Corrective Action Plan, which outlines the Borough of Farmingdale, will take to correct the findings listed above, will be prepared in accordance with federal and state requirements. A copy of it will be placed on file and made available for public inspection in the Office of the Municipal Clerk in the Borough of Farmingdale within 45 days of this notice.

The above summary or synopsis was prepared from the report of the Borough of Farmingdale, County of Monmouth for the calendar year 2013. This report of audit, submitted by Robert A. Hulsart and Company, Registered Municipal Accountants, is on file at the Borough Clerk's office and may be inspected by any interested persons.

Clerk

**ANNUAL COURT REPORT
FOR THE YEAR 2013**

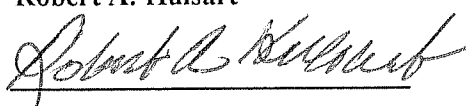
MUNICIPAL COURT OF: Borough of Farmingdale

COUNTY OF: Monmouth

COURT INFORMATION:

ADDRESS:	PHONE:	(732) 938-4077
11 Asbury Avenue	COUNTY:	Monmouth
P.O. Box 58	JUDGE:	James M. Newman, Esq.
Farmingdale, NJ 07727	COURT DIRECTOR:	N/A
	COURT ADMINISTRATOR:	Cathy Gaertner

REPORT COMPLETED BY:

NAME:	Robert A. Hulsart	RMA NUMBER:	158
SIGNED BY:		DATE:	<u>October 22, 2014</u>
ADDRESS:	P.O. Box 1409 Wall, N.J. 07719		

RECEIPTS AND DISBURSEMENTS FOR THE YEAR ENDING DECEMBER 31, 2013

<u>AGENCY</u>		Beginning Balance as of Dec 31, 2012	Receipts	Disbursements	Balance as of Dec. 31, 2013
Municipal	Fines	\$ 1,204.14	18,040.22	18,278.02	966.34
	P.O.A.A		2.00	2.00	-
County	Fines	-	117.00	117.00	-
Public Defender		275.00	68.00	343.00	-
State	Treasurer	1,185.86	24,281.78	24,419.98	1,047.66
	ATS	40.00	1,490.00	1,445.00	85.00
Miscellaneous		75.60	251.09	325.60	1.09
Restitution			1,536.00	1,136.00	400.00
Cash Bail		-	7,971.21	7,971.20	0.01
		<u>\$ 2,780.60</u>	<u>53,757.30</u>	<u>54,037.80</u>	<u>2,500.10</u>

*Was the ending balance disbursed by the 15th of the next month? yes If not explain?

GENERAL MUNICIPAL COURT INFORMATION

1. Does this Municipal Court serve more than one Municipality? No If so please list:

2. Amount paid or charged in 2013 to 2013 appropriations for:
 Salaries of Judge(s): \$ 3,600.00 Other Staff: \$ 18,150.00 Expenses: \$ 2,688.97

3. Is an approved statewide violations bureau schedule of fines prominently posted in the place where fines are to be paid to the violations clerk: Yes

4. Does the court have an approved supplemental Local Violations Bureau Schedule? Yes
 If so, is it prominently posted in the place where the fines are to be paid to the violations clerk? Yes

5. List staff members that are bonded:
 Judge: James M. Newman, Esq. Amount of Bond: *
 Ct. Admin: Cathy Caertner Amount of Bond: *
 Dep. Ct. Admin: Amount of Bond:
 * Employees bonded via the Municipal Joint Insurance Fund - \$1,000,000 for Statutory Position Bond and \$50,000 for Public Employee Bond

6. When does the Judge's term expire? 12/31/2015

7. Are uniform traffic tickets serially numbered, properly controlled and accounted for? N/A **

8. Are tickets eligible for destruction disposed of in a timely and proper manner? N/A **
 ** - State Police patrols the Borough, therefore ticket procedures are not handled by the Borough

FINANCIAL PROCEDURES

Daily Financial Procedures

1. Are separate cash boxes maintained for each employee that receipts money? N/A

2. Who is responsible for completing the Daily Bank Deposit? Court Administrator

3. Who is responsible for transporting the Daily Deposit to the bank? Court Administrator or Borough Clerk

4. What procedures are followed to transport the monies to the bank (I.e., security)? Court Administrator or Borough Clerk

5. Are deposits made within 48 hours of receipt? Yes

6. Do the above cash handling procedures provide for adequate security and separation of responsibilities? Yes
 No, small number of employees and no police presence.

7. Do the deposit slips match the totals provided by the Daily Batch and Criminal Journal? Yes
 If no, please explain.

8. Do the deposit slips match the daily totals displayed on the ATS Daily Batch Report and Criminal Journal? Yes
 Yes If no, please explain.

9. Are the deposit slips attached to the ATS Daily Batch Report and Criminal Journal? Yes

10. As of what date or dates was cash counted, reconciliation made and bank balance confirmed?
12/31/2013 & 9/30/2014

FINANCIAL PROCEDURES (Continued)

Monthly Financial Procedures

11. Are separate general/bail accounts maintained? Yes
12. Is the court utilizing the ATS/ACS monthly cash book? Yes
If no please explain.
13. Who is responsible for the municipal court financial procedures (name and title)? Court Administrator:
14. Do the monthly disbursements checks equal account totals on Part V of the ATS Monthly Cash Book: Yes If no please explain.
15. Are monies turned over to the proper agencies on or before the 15th of each month? Yes
16. Does the general account accrued interest? Yes Bail account? Yes
Is the interest turned over to the municipality on a monthly basis? N/A
17. Are overpayment checks written on a monthly basis? Yes
18. Is the Bank reconciliation page of the Monthly Cash Book Completed and Balance? Yes
If no please explain.
19. Are the Fiscal Records kept in a safe place? Yes

Bail Procedures

20. Is bail collected by the police department properly and promptly turned over to the municipal court?
N/A
21. Are bail refunds done in a timely manner? Yes
Are the refund checks made out to the surety? Yes
22. Are bail forfeitures done in a timely manner? Yes
23. Are cash balances on the Monthly Bail on Account Report equal to the account balance in the Bail Account? Yes

COMMENTS

The New Jersey State Police issued tickets could not be verified for completeness due to their inherent nature. It is assumed that the State Police have the option to verify the disposition of their issued tickets

RECOMMENDATIONS

NONE

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FOR THE YEAR 2013**


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