

**BOROUGH OF WESTWOOD**

**COUNTY OF BERGEN**

**PART I**

**REPORT ON AUDIT OF FINANCIAL STATEMENTS**

**AND SUPPLEMENTARY SCHEDULES**

**YEAR ENDED DECEMBER 31, 2008**

# BOROUGH OF WESTWOOD

## TABLE OF CONTENTS

<u>Exhibits</u>		<u>Page</u>
<b><u>PART I</u></b>		
	Independent Auditors' Report	1-2
A	Comparative Balance Sheets – Statutory Basis - Current Fund	3-4
A-1	Comparative Statements of Operations and Changes in Fund Balance - Statutory Basis - Current Fund	5
A-2	Statement of Revenues – Statutory Basis – Current Fund	6-8
A-3	Statement of Expenditures – Statutory Basis – Current Fund	9-14
B	Comparative Balance Sheets – Statutory Basis -Trust Funds	15-16
B-1	Statement of Fund Balance – Statutory Basis - Assessment Trust Fund	17
B-2	Statement of Revenues – Statutory Basis – Assessment Trust Fund	18
B-3	Statement of Expenditures – Statutory Basis – Assessment Trust Fund	18
C	Comparative Balance Sheets – Statutory Basis - General Capital Fund	19
C-1	Comparative Statements of Fund Balance – Statutory Basis - General Capital Fund	20
D	Comparative Balance Sheets – Statutory Basis - Public Assistance Fund	21
E	Schedule of General Fixed Assets – Statutory Basis	22
	Notes to Financial Statements	23-44
<b><u>Current Fund</u></b>		
A-4	Statement of Cash - Collector-Treasurer	45
A-5	Statement of Petty Cash Funds	46
A-6	Statement of Change Funds	46
A-7	Statement of Due To State of New Jersey Senior Citizens' and Veterans' Deductions	46
A-8	Statement of Taxes Receivable and Analysis of Property Tax Levy	47
A-9	Statement of Tax Title Liens Receivable	48
A-10	Statement of Property Acquired for Taxes (At Assessed Valuation)	48
A-11	Statement of Revenue Accounts Receivable	49
A-12	Statement of Deferred Charges	50
A-13	Statement of 2007 Appropriation Reserves	51-52
A-14	Statement of Due To State of New Jersey – Marriage License Fees	53
A-15	Statement of Due To State of New Jersey – Construction Training Fees	53
A-16	Statement of Encumbrances Payable	54
A-17	Statement of Due from Payroll Account – Other Trust Fund	54
A-18	Statement of Appropriated Grant Reserves	55
A-19	Statement of Prepaid Taxes	56
A-20	Statement of Tax Overpayments	56
A-21	Statement of Regional School District Tax Payable	56
A-22	Statement of County Taxes Payable	57
A-23	Statement of Other Liabilities – LOSAP Contribution	57
A-24	Statement of Due From Westwood Parking Authority	57
A-25	Statement of Grants Receivable	58
A-26	Statement of Unappropriated Reserves for Grants	59
A-27	Statement of Due to State of NJ – Burial Permits	59
A-28	Statement of Reserve for the Sale of Assets	59

# BOROUGH OF WESTWOOD

## TABLE OF CONTENTS (Continued)

<u>Exhibits</u>		<u>Page</u>
	<b><u>Trust Funds</u></b>	
B-4	Statement of Trust Cash	60
B-5	Analysis of Assessment Cash	61
B-6	Statement of Assessments Receivable	62
B-7	Statement of Due To Current Fund - Assessment Trust Fund	63
B-8	Statement of Amount to be Raised for Cancelled Assessments	63
B-9	Statement of Reserve for Assessments and Liens	63
B-10	Statement of Assessment Serial Bonds	64
B-11	Statement of Due from Current Fund – Other Trust Fund	64
B-12	Statement of Reserve for Animal Control Expenditures	64
B-13	Statement of Due To State of New Jersey Dog Regulation Fees	65
B-14	Statement of Due To Current Fund – Animal Control Fund	65
B-15	Statement of Escrow Deposits	65
B-16	Statement of Reserve for Unemployment Compensation Insurance	66
B-17	Statement of Reserve for Sanitary Landfill Closure	66
B-18	Reserve for POAA Court Expenditures	66
B-19	Statement of Miscellaneous Reserves	67
B-20	Statement of Reserve for Payroll and Payroll Deductions Payable	67
B-21	Statement of Due to Westwood Parking Authority	68
	<b><u>General Capital Fund</u></b>	
C-2	Statement of General Capital Cash - Collector-Treasurer	69
C-3	Analysis of General Capital Cash	70
C-4	Statement of Deferred Charges to Future Taxation - Funded	71
C-5	Statement of Deferred Charges to Future Taxation - Unfunded	72
C-6	Statement of Grants Receivable	73
C-7	Statement of Due (From)/To Current Fund	74
C-8	Statement of General Serial Bonds	75
C-9	Statement of Bond Anticipation Notes	76
C-10	Statement of Improvement Authorizations	77
C-11	Statement of Encumbrances Payable	78
C-12	Statement of Accounts Payable – Cost of Issuance	78
C-13	Statement of Capital Improvement Fund	78
C-14	Statement of Prospective Assessments Raised by Taxation	78
C-15	Statement of EDA Loans Payable	79
C-16	Statement of Environmental Infrastructure Loan Receivable	79
C-17	Statement of Reserve for Payment of Bonds	79
C-18	Statement of Reserve for Issuance Costs – 2008 Refunding Bonds	79
C-19	Statement of Bonds and Notes Authorized But Not Issued	80
	<b><u>Public Assistance Fund</u></b>	
D-1	Statement of Public Assistance Cash - Treasurer	81
D-2	Statement of Reserve for Public Assistance Expenditures	81
D-3	Statement of Public Assistance Revenues	82
D-4	Statement of Public Assistance Expenditures	82
D-5	Statement of Due to Current Fund	83

**BOROUGH OF WESTWOOD**

**TABLE OF CONTENTS  
(Continued)**

	<u>Page</u>
 <b><u>Part II</u></b>	
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	84-85
Schedule of Federal Awards	86
Schedule of State Financial Assistance	87-88
Notes to Schedules of Expenditures of Federal Awards and State Financial Assistance	89-90
 <b><u>Part III</u></b>	
Comparative Statement of Operations and Changes in Fund Balance - Current Fund	91
Comparative Schedule of Tax Rate Information	92
Comparison of Tax Levies and Collection	92
Delinquent Taxes and Tax Title Liens	93
Property Acquired by Tax Title Lien Liquidation	93
Officials in Office and Surety Bonds	94
Schedule of Findings of Noncompliance	95
General Comments	96-97
Recommendations	98

# LERCH, VINCI & HIGGINS, LLP

CERTIFIED PUBLIC ACCOUNTANTS  
REGISTERED MUNICIPAL ACCOUNTANTS

17 - 17 ROUTE 208  
FAIR LAWN, NJ 07410  
TELEPHONE (201) 791-7100  
FACSIMILE (201) 791-3035  
WWW.LVHCPA.COM

DIETER P. LERCH, CPA, RMA, PSA  
GARY J. VINCI, CPA, RMA, PSA  
GARY W. HIGGINS, CPA, RMA, PSA  
JEFFREY C. BLISS, CPA, RMA, PSA  
PAUL J. LERCH, CPA, RMA, PSA  
DONNA L. JAPHET, CPA, PSA  
JULIUS B. CONSONI, CPA, PSA

ELIZABETH A. SHICK, CPA, RMA, PSA  
ANDREW PARENTE, CPA, RMA, PSA  
ROBERT W. HAAG, CPA, PSA  
DEBORAH KOZAK, CPA, PSA  
DEBRA GOLLE, CPA  
CINDY JANACEK, CPA, RMA  
RALPH M. PICONE, CPA, RMA, PSA

## INDEPENDENT AUDITORS' REPORT

Honorable Mayor and Members  
of the Borough Council  
Borough of Westwood  
Westwood, New Jersey

We have audited the accompanying balance sheets - statutory basis of the various funds and account group of the Borough of Westwood as of December 31, 2008 and 2007 and the related statements of operations and changes in fund balance - statutory basis for the years then ended and the related statement of revenues - statutory basis and statement of expenditures - statutory basis of the various funds for the year ended December 31, 2008. These financial statements are the responsibility of the Borough of Westwood's management. Our responsibility is to express an opinion on these financial statements based on our audits.

Except as discussed in the following paragraph, we conducted our audits 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 audit requirements 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 Borough of Westwood'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 audits provide a reasonable basis for our opinion.

As described more fully in Note 1, the Borough has prepared these financial statements using accounting practices that demonstrate compliance with the statutory basis of accounting and budget laws prescribed or permitted by the Division of Local Government Services, Department of Community Affairs, State of New Jersey, which practices differ from accounting principles generally accepted in the United States of America. The effect on the financial statements of the variances between these statutory accounting practices and accounting principles generally accepted in the United States of America, although not reasonably determinable, are presumed to be material. In addition, the financial statements of the Length of Service Awards Program (LOSAP) Fund have not been audited, and we were not required by the Division of Local Government Services to audit nor were we engaged to audit the LOSAP Fund financial statements as part of our audit of the Borough's financial statements. The LOSAP Fund financial activities are included in the Borough's Trust Fund, and represent 26 percent and 36 percent of the assets and liabilities, respectively, of the Borough's Trust Funds as of December 31, 2008 and 2007.

## INDEPENDENT AUDITORS' REPORT (Continued)

In our opinion, because of the effects of the Borough preparing its financial statements on the basis of accounting 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 Borough of Westwood as of December 31, 2008 and 2007. Further, the Borough has not presented a management's discussion and analysis that accounting principles generally accepted in the United States of America has determined is necessary to supplement, although not required to be part of, the basic financial statements.

Also, in our opinion, except for the effects of such adjustments, if any, as might have been determined to be necessary had the LOSAP Fund financial statements been audited, the financial statements - statutory basis referred to above present fairly, in all material respects, the financial position - statutory basis of the various funds and account group of the Borough of Westwood as of December 31, 2008 and 2007 and the results of operations and changes in fund balance - statutory basis of such funds for the years then ended and the statement of revenues - statutory basis and the statement of expenditures - statutory basis of the various funds for the year ended December 31, 2008 on the basis of accounting described in Note 1.

In accordance with Government Auditing Standards, we have also issued a report dated June 26, 2009 on our consideration of the Borough of Westwood's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing and not to provide an opinion on 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 considering the results of our audit.

Our audit was conducted for the purpose of forming an opinion on the financial statements of the Borough of Westwood. The supplementary schedules listed in the table of contents are presented for purposes of additional analysis and are not a required part of the financial statements of the Borough of Westwood. Such information has been subjected to the auditing procedures applied in the audit of the financial statements and, in our opinion, except for the effects of such adjustments, if any, as might have been necessary had the LOSAP Fund financial statements been audited, is fairly stated, in all material respects, in relation to the financial statements taken as a whole on the basis of accounting described in Note 1.

  
LERCH, VINCI & HIGGINS, LLP  
Certified Public Accountants  
Registered Municipal Accountants

  
Gary J. Vinci  
Registered Municipal Accountant  
RMA Number CR00411

Fair Lawn, New Jersey  
June 26, 2009

**BOROUGH OF WESTWOOD**  
**COMPARATIVE BALANCE SHEETS - STATUTORY BASIS**  
**CURRENT FUND**  
**AS OF DECEMBER 31, 2008 AND 2007**

ASSETS	<u>Reference</u>	<u>2008</u>	<u>2007</u>
Cash - Collector-Treasurer	A-4	\$ 4,446,362	\$ 4,277,895
Cash - Change Fund	A-6	550	550
Grants Receivable	A-25	<u>34,479</u>	<u>3,415</u>
		<u>4,481,391</u>	<u>4,281,860</u>
Receivables and Other Assets With Full Reserves			
Delinquent Property Taxes Receivable	A-8	1,715,292	494,820
Tax Title Liens Receivable	A-9	30,437	28,664
Property Acquired for Taxes	A-10	3,188,600	3,188,600
Revenue Accounts Receivable	A-11	32,732	32,833
Due from Westwood Parking Authority	A-24	4,411	7,122
Due from Assessment Trust Fund	B-7		15,391
Due from Public Assistance Trust Fund	D-5	326	1,520
Due from General Capital Fund	C-7		288,249
Due from Animal Control Fund	B-14		2,165
Due from Other Trust Fund	A-17,B-11	<u>253,251</u>	<u>-</u>
		<u>5,225,049</u>	<u>4,059,364</u>
Deferred Charges			
Overexpenditure of 2008 Budget	A-3,A-12	426	
Special Emergency Authorizations (40A:4-53)	A-12	<u>34,025</u>	<u>-</u>
		<u>34,451</u>	<u>-</u>
Total Assets		<u>\$ 9,740,891</u>	<u>\$ 8,341,224</u>

**BOROUGH OF WESTWOOD  
COMPARATIVE BALANCE SHEETS - STATUTORY BASIS  
CURRENT FUND  
AS OF DECEMBER 31, 2008 AND 2007  
(Continued)**

LIABILITIES, RESERVES AND FUND BALANCE	<u>Reference</u>	<u>2008</u>	<u>2007</u>
Liabilities			
Appropriation Reserves	A-3,A-13	\$ 819,012	\$ 557,726
Encumbrances Payable	A-16	260,767	402,687
Due to State of NJ - Senior Citizens' and Veterans' Deductions	A-7	22,833	21,972
Due to State of NJ - Marriage Fees	A-14	1,175	575
Due to State of NJ-Construction Fees	A-15	4,134	2,207
Due to State of NJ-Burial Permits	A-27	670	650
Tax Overpayments	A-20	17,485	17,289
Prepaid Taxes	A-19	167,026	184,328
County Taxes Payable	A-22	334,236	19,548
Unappropriated Reserves for Grants	A-26	25,917	14,318
Appropriated Reserves for Grants	A-18	61,008	61,204
Due to Other Trust Fund	B-11		257,799
Due to General Capital Fund	C-7	3,062	
Reserve for the Sale of Assets	A-28	207,840	207,840
Other Liabilities - LOSAP Contribution	A-23	80,000	65,558
		<u>2,005,165</u>	<u>1,813,701</u>
Reserve for Receivables and Other Assets	A	5,225,049	4,059,364
Fund Balance	A-1	<u>2,510,677</u>	<u>2,468,159</u>
 Total Liabilities, Reserves and Fund Balance		 <u>\$ 9,740,891</u>	 <u>\$ 8,341,224</u>

**BOROUGH OF WESTWOOD**  
**COMPARATIVE STATEMENTS OF OPERATIONS AND CHANGES IN FUND BALANCE -**  
**STATUTORY BASIS - CURRENT FUND**  
**FOR THE YEARS ENDED DECEMBER 31, 2008 AND 2007**

	<u>Reference</u>	<u>2008</u>	<u>2007</u>
<b>REVENUE AND OTHER INCOME REALIZED</b>			
Fund Balance Utilized	A-2	\$ 1,234,000	\$ 1,004,000
Miscellaneous Revenue Anticipated	A-2	2,819,985	3,141,933
Receipts from Delinquent Taxes	A-2	392,007	345,505
Receipts from Current Taxes	A-2	34,350,559	32,475,088
Non-Budget Revenues	A-2	81,997	91,748
Other Credits to Income			
Unexpended Balance of Appropriation Reserves	A-13	470,397	710,907
Interfunds and Other Receivables Returned	A	307,325	
Prior Year Receivables-WPA	A-24	7,122	-
		<u>39,663,392</u>	<u>37,769,181</u>
<b>Total Revenues</b>			
<b>EXPENDITURES</b>			
Budget and Emergency Appropriations			
Operations			
Salaries and Wages	A-3	5,647,675	5,529,825
Other Expenses	A-3	6,640,410	6,006,873
Municipal Debt Service	A-3	1,894,765	1,817,906
Deferred Charges and Statutory Expenditures	A-3	238,500	287,000
Capital Improvement Fund	A-3	180,000	300,000
County Taxes	A-22	3,634,747	3,391,190
Due County for Added and Omitted Taxes	A-22	314,688	19,548
Regional School District Tax	A-21	19,584,138	18,888,235
Refunds of Prior Year Revenue	A-1	27,062	20,018
Interfunds and Other Receivables Established	A	253,577	22,332
Prior Year-Senior Citizens and Veterans Deductions	A-7	1,352	3,250
Refund of Tax Overpayments	A-4		7,661
Receivables Originating-WPA	A-1	4,411	3,692
		<u>38,421,325</u>	<u>36,297,530</u>
<b>Total Expenditures</b>			
<b>Excess in Revenue</b>		1,242,067	1,471,651
Adjustments to Income before Fund Balance:			
Expenditures Included Above Which are by			
Statute Deferred Charges to Budget			
of Succeeding Year			
	A-12	34,451	-
<b>Statutory Excess to Fund Balance</b>		1,276,518	1,471,651
<b>Fund Balance, January 1</b>	A	2,468,159	2,000,508
		3,744,677	3,472,159
Decreased by:			
Utilization as Anticipated Revenue	A-1,A-2	1,234,000	1,004,000
<b>Fund Balance, December 31</b>	A	<u>\$ 2,510,677</u>	<u>\$ 2,468,159</u>

The Accompanying Notes are an Integral Part of these Financial Statements

**BOROUGH OF WESTWOOD**  
**STATEMENT OF REVENUES - STATUTORY BASIS**  
**CURRENT FUND**  
**FOR THE YEAR ENDED DECEMBER 31, 2008**

	Reference	Anticipated Budget	Special N.J.S. 40A:4-87	Realized in 2008	Excess or (Deficit)
Surplus Anticipated	A-1	\$ 1,234,000	-	\$ 1,234,000	-
Miscellaneous Revenues					
Licenses					
Alcoholic Beverages	A-11	28,000		27,800	\$ (200)
Other	A-2, A-11	19,000		21,586	2,586
Fees and Permits					
Other	A-2, A-11	132,500		54,126	(78,374)
Fines and Costs - Municipal Court	A-11	180,000		209,384	29,384
Interest and Costs on Taxes	A-11	70,000		130,181	60,181
Interest on Investments and Deposits	A-2	282,000		87,238	(194,762)
Recreation Fees	A-11	107,875		108,902	1,027
Consolidated Municipal Property Tax Relief	A-11	257,570		261,894	4,324
Energy Receipts Tax	A-11	1,007,655		1,007,655	
Supplemental Energy Receipts Tax	A-11	44,035		44,035	
Watershed Monatorium Offset Aid	A-11	705		705	
Uniform Construction Code Fees	A-11	249,000		240,814	(8,186)
Interlocal Agreement - Welfare	A-11	7,000		1,660	(5,340)
Interlocal Agreement - Tax Assessor	A-11	64,000		8,625	(55,375)
Recycling Tonnage Grant	A-25, A-26	8,174	\$ 7,568	15,742	
Drunk Driving Enforcement Fund	A-26	6,144		6,144	
Clean Communities Program	A-25	13,618		13,618	
Alcohol Education and Rehab Fund	A-25	6,693		6,693	
Municipal Alliance on Alcoholism & Drug Abuse	A-25	11,500		11,500	
Police Body Armor	A-25	2,784		2,784	
Municipal Stormwater Grant	A-25	10,207		10,207	
Click it or Ticket	A-25	4,000		4,000	
Highway Safety Grant - CLE	A-25	2,000		2,000	
Over the Limit/ Under Arrest	A-25	5,000		5,000	
SHARE Grant - Police Pistol Range Study	A-25		20,000	20,000	
Office of Smart Growth - Brownsfields	A-25		20,500	20,500	
Uniform Fire Safety Act	A-11	90,000		87,638	(2,362)
Assessment Trust Fund Surplus	B-1	10,000		10,000	
Westwood House - Contribution in Lieu of Taxes	A-11	95,000		113,592	18,592
Westwood Parking Authority	A-11	25,000		45,000	20,000
Cellular One Lease Agreement	A-11	68,000		59,546	(8,454)
Cable Television Franchise Fees	A-11	35,000		45,683	10,683
Reserve for Payment of Bonds	C-17	50,000		50,000	
Recycling Contract	A-11	65,000		85,734	20,734
<b>Total Miscellaneous Revenues</b>	<b>A-1</b>	<b>2,957,460</b>	<b>48,068</b>	<b>2,819,985</b>	<b>(185,543)</b>
Receipts from Delinquent Taxes	A-8	300,000		392,007	92,007
Amount to be Raised by Taxes for Support of Municipal Budget	A-2	10,900,911		11,666,986	766,075
<b>Total General Revenues</b>	<b>A-3</b>	<b>\$ 15,392,371</b>	<b>\$ 48,068</b>	<b>16,112,978</b>	<b>\$ 672,539</b>
Non-Budget Revenue	A-2			81,997	
				<b>\$ 16,194,975</b>	

**BOROUGH OF WESTWOOD**  
**STATEMENT OF REVENUES - STATUTORY BASIS**  
**CURRENT FUND**  
**FOR THE YEAR ENDED DECEMBER 31, 2008**  
(Continued)

	<u>Reference</u>	
<b>ANALYSIS OF REALIZED REVENUES</b>		
Allocation of Current Tax Collections		
Revenues from Collections	A-1,A-8	\$ 34,350,559
Less: Allocation to School and County Taxes	A-21,A-22	<u>23,533,573</u>
Balance for Support of Municipal Budget Appropriation		10,816,986
Add Appropriation - "Reserve for Uncollected Taxes"	A-3	<u>850,000</u>
Amount for Support of Municipal Budget Appropriations	A-2	<u>\$ 11,666,986</u>
Licenses		
Clerk	A-11	\$ 5,181
Health	A-11	<u>16,405</u>
	A-2	<u>\$ 21,586</u>
Fees and Permits		
Other		
Tax Collector	A-11	\$ 860
Police	A-11	4,418
Health	A-11	<u>48,848</u>
	A-2	<u>\$ 54,126</u>
Interest on Investments and Deposits		
Revenue Accounts Receivable	A-11	\$ 58,479
Due from Other Trust Fund	B-11	3,536
Due from Animal Control Fund	B-14	258
Due from General Capital Fund	C-7	24,639
Due from Public Assistance Fund	D-5	<u>326</u>
	A-2	<u>\$ 87,238</u>

The Accompanying Notes are an Integral Part of these Financial Statements

**BOROUGH OF WESTWOOD**  
**STATEMENT OF REVENUES - STATUTORY BASIS**  
**CURRENT FUND**  
**FOR THE YEAR ENDED DECEMBER 31, 2008**  
**(Continued)**

	<u>Reference</u>	
Analysis of Non-Budget Revenue		
Maps and Codes		\$ 685
Bid Specs		315
Printouts - Tax Dept.		599
Duplicate Tax Bills		406
Interest on Assessments		3,871
Return Check Charges		220
Facility Use Deposits		1,900
Property Lists		660
Election Rentals		984
2% Administrative Fee - SC/Vets		2,142
Miscellaneous		17,976
Traffic Light Emerson		276
DMV Inspection Fines		1,650
FEMA - Flood		45,503
Non-Refundable Application Fees		<u>4,810</u>
	A-2	<u>\$ 81,997</u>
Cash Receipts	A-4	\$ 78,126
Due from Assessment Trust Fund	B-7	<u>3,871</u>
	A-2	<u>\$ 81,997</u>

**BOROUGH OF WESTWOOD**  
**STATEMENT OF EXPENDITURES - STATUTORY BASIS**  
**CURRENT FUND**  
**FOR THE YEAR ENDED DECEMBER 31, 2008**

	<u>Appropriated</u>		<u>Expended</u>		<u>Overexpenditure</u>	<u>Cancelled</u>
	<u>2008 Budget</u>	<u>Budget After Modification</u>	<u>Paid or Charged</u>	<u>Reserved</u>		
<b>OPERATIONS WITHIN "CAPS"</b>						
<b>GENERAL GOVERNMENT FUNCTIONS</b>						
General Administration						
Salaries and Wages	\$ 210,000	\$ 215,000	\$ 214,950	\$ 50		
Other Expenses	71,825	75,325	73,038	2,287		
Mayor and Council						
Salaries and Wages	36,900	37,040	37,039	1		
Other Expenses	1,000	1,000	994	6		
Municipal Clerk						
Salaries and Wages	135,000	136,000	134,486	1,514		
Other Expenses	40,250	45,550	44,932	618		
Elections	20,700	10,481	10,481			
Financial Department						
Salaries and Wages	163,600	163,600	163,250	350		
Other Expenses	41,000	36,000	29,100	6,900		
Audit Services	28,000	28,000	28,000			
Revenue Collection						
Salaries and Wages	10,000	10,000	10,000			
Other Expenses	16,250	18,350	18,281	69		
Liquidation of Tax Title Lien	100	100	16	84		
Tax Assessment Administration						
Salaries and Wages	52,300	55,900	55,894	6		
Other Expenses	94,350	60,750	49,386	11,364		
Legal Services and Costs						
Salaries and Wages	47,100	47,100	45,396	1,704		
Other Expenses	122,000	122,000	111,865	10,135		
Engineering						
Other Expenses	31,500	31,500	20,323	11,177		
Codification of Ordinances		34,025	5,805	28,220		
Historical Sites Office						
Other Expenses	7,000	7,000	4,022	2,978		
<b>LAND USE ADMINISTRATION</b>						
Planning Board						
Salaries and Wages	19,000	24,700	23,760	940		
Other Expenses	45,500	56,500	42,472	14,028		
<b>INSURANCE</b>						
General Liability Insurance (BJIF)	212,400	207,400	198,319	9,081		
Workers' Compensation Insurance (BJIF)	203,600	203,600	193,859	9,741		
Employee Group Insurance (BMED)	980,500	970,500	926,067	44,433		
<b>PUBLIC SAFETY FUNCTIONS</b>						
Police Department						
Salaries and Wages	3,095,000	3,095,000	2,980,248	114,752		
Other Expenses	102,500	102,500	83,216	19,284		
Acquisition of Police Vehicles	78,500	63,500	50,164	13,336		
Police Reserves	8,200	8,200	8,085	115		
Police Dispatch/911						
Salaries and Wages	169,000	169,000	163,909	5,091		
Other Expenses	1,000	1,000	390	610		

**BOROUGH OF WESTWOOD**  
**STATEMENT OF EXPENDITURES - STATUTORY BASIS**  
**CURRENT FUND**  
**FOR THE YEAR ENDED DECEMBER 31, 2008**

	<u>Appropriated</u>		<u>Expended</u>		<u>Overexpenditure</u>	<u>Cancelled</u>
	<u>2008 Budget</u>	<u>Budget After Modification</u>	<u>Paid or Charged</u>	<u>Reserved</u>		
<b>OPERATIONS WITHIN "CAPS" (Cont'd)</b>						
<b>PUBLIC SAFETY FUNCTIONS (Cont'd)</b>						
Office of Emergency Management						
Salaries and Wages	\$ 4,000	\$ 4,000	\$ 3,600	\$ 400		
Other Expenses	1,200	1,200	651	549		
Aid to Volunteer Ambulance Co.	22,000	22,000	22,000			
Fire Department						
Other Expenses	59,100	59,100	36,836	22,264		
Clothing Allowance	41,000	41,000	41,000			
Fire Hose and Foam	4,500	4,500	345	4,155		
Fire Hydrant Service	107,500	122,930	112,677	10,253		
Uniform Fire Safety Act						
Fire Official						
Salaries and Wages	62,300	62,300	61,896	404		
Other Expenses	2,950	2,950	1,897	1,053		
Life Hazard Use Fee Payments						
Other Expenses	2,500	2,500	2,490	10		
Prosecutor						
Salaries and Wages	12,000	12,000	11,119	881		
<b>PUBLIC WORKS FUNCTIONS</b>						
Streets and Road Maintenance						
Salaries and Wages	664,000	689,000	688,566	434		
Other Expenses	229,200	200,949	149,180	51,769		
Other Public Works Functions						
Shade Tree - Advisory Committee						
Other Expenses	14,500	14,500	1,003	13,497		
Solid Waste Collection						
Other Expenses	358,100	358,100	346,579	11,521		
Recycling						
Salaries and Wages	20,000	15,703	15,703			
Building and Grounds						
Salaries and Wages	62,000	62,000	60,347	1,653		
Other Expenses	84,400	79,400	72,643	6,757		
Vehicle Maintenance						
Other Expenses	93,000	83,000	55,010	27,990		
<b>HEALTH AND HUMAN SERVICES FUNCTIONS</b>						
Public Health Services						
Salaries and Wages	112,000	113,010	113,002	8		
Other Expenses	107,028	107,028	106,139	889		
Welfare/Administration of Public Assistance						
Salaries and Wages	25,800	22,187	20,801	1,386		
Other Expenses	850	850	25	825		

**BOROUGH OF WESTWOOD**  
**STATEMENT OF EXPENDITURES - STATUTORY BASIS**  
**CURRENT FUND**  
**FOR THE YEAR ENDED DECEMBER 31, 2008**

	<u>Appropriated</u>		<u>Expended</u>		<u>Overexpenditure</u>	<u>Cancelled</u>
	<u>2008 Budget</u>	<u>Budget After Modification</u>	<u>Paid or Charged</u>	<u>Reserved</u>		
<b>OPERATIONS WITHIN "CAPS" (Cont'd)</b>						
<b>PARKS AND RECREATION FUNCTIONS</b>						
Recreation Services and Programs						
Salaries and Wages	\$ 213,935	\$ 213,935	\$ 172,572	\$ 41,363		
Other Expenses	91,005	91,005	73,069	17,936		
<b>OTHER COMMON OPERATING FUNCTIONS</b>						
Celebration of Public Events						
Other Expenses	12,100	12,100	7,370	4,730		
<b>MUNICIPAL COURT</b>						
Salaries and Wages	138,000	138,000	109,411	28,589		
Other Expenses	22,200	22,200	11,317	10,883		
Public Defender						
Salaries and Wages	5,000	5,000	4,959	41		
<b>UNIFORM CONSTRUCTION CODE</b>						
<b>APPROPRIATIONS OFFSET BY DEDICATED</b>						
<b>REVENUES (N.J.A.C. 5:23-4-17)</b>						
<b>CODE ENFORCEMENT AND ADMINISTRATION</b>						
Code Enforcement and Administration						
Building Inspector						
Salaries and Wages	253,500	292,200	292,151	49		
Other Expenses	15,300	15,300	10,487	4,813		
<b>UTILITY EXPENSES AND BULK PURCHASES</b>						
Electricity	140,000	150,000	135,504	14,496		
Street Lighting	135,000	135,000	121,438	13,562		
Telephone	66,000	66,000	59,623	6,377		
Water	15,000	15,000	10,288	4,712		
Natural Gas	55,000	55,000	42,167	12,833		
Sewerage Processing and Disposal	28,000	28,000	20,977	7,023		
Gasoline	145,000	145,000	105,404	39,596		
Repairs to Traffic Lights	10,000	10,000	2,925	7,075		
<b>LANDFILL/SOLID WASTE DISPOSAL COSTS</b>						
Garbage Tipping Fees	376,100	376,100	349,215	26,885	-	-
<b>Total Operations Within "CAPS"</b>	<b>9,855,143</b>	<b>9,886,668</b>	<b>9,180,133</b>	<b>706,535</b>	<b>-</b>	<b>-</b>
Contingent	1,000	1,000	-	1,000	-	-
<b>Total Operations including Contingent - Within "CAPS"</b>	<b>9,856,143</b>	<b>9,887,668</b>	<b>9,180,133</b>	<b>707,535</b>	<b>-</b>	<b>-</b>
<b>Detail:</b>						
Salaries and Wages	5,510,435	5,582,675	5,383,059	199,616	-	-
Other Expenses	4,345,708	4,304,993	3,797,074	507,919	-	-

**BOROUGH OF WESTWOOD  
STATEMENT OF EXPENDITURES - STATUTORY BASIS  
CURRENT FUND  
FOR THE YEAR ENDED DECEMBER 31, 2008**

	<u>Appropriated</u>		<u>Expended</u>		<u>Overexpenditure</u>	<u>Cancelled</u>
	<u>2008 Budget</u>	<u>Budget After Modification</u>	<u>Paid or Charged</u>	<u>Reserved</u>		
<b>DEFERRED CHARGES AND STATUTORY EXPENDITURES-MUNICIPAL-WITHIN "CAPS"</b>						
Statutory Charges						
Social Security System (O.A.S.I.)	\$ 230,000	\$ 232,500	\$ 232,210	\$ 290		
Defined Contribution Plan	1,000	1,000	512	488		
Widow Pension (Per R.S. 43.12-28.1 & 28.2)	5,000	5,000	5,000	-	-	-
<b>Total Deferred Charges and Statutory Expenditures - Within "CAPS"</b>	<u>236,000</u>	<u>238,500</u>	<u>237,722</u>	<u>778</u>	<u>-</u>	<u>-</u>
<b>Total General Appropriations for Municipal Purposes within "CAPS"</b>	<u>10,092,143</u>	<u>10,126,168</u>	<u>9,417,855</u>	<u>708,313</u>	<u>-</u>	<u>-</u>
<b>OPERATIONS - EXCLUDED FROM "CAPS"</b>						
<b>EDUCATION FUNCTIONS</b>						
Maintenance of Free Public Library	691,220	691,220	676,440	14,780		
<b>UTILITY EXPENSES AND BULK PURCHASES</b>						
Sewerage Processing and Disposal						
Other Municipalities-Contractual-Emerson	8,000	8,000		8,000		
Bergen County Utilities Authority	714,917	714,917	714,917			
Recycling Tonnage Tax	13,086	13,086	13,512		\$ 426	
Length of Service Awards Program - LOSAP	80,000	80,000	80,000			
<b>STATUTORY EXPENDITURES</b>						
Police and Fireman's Retirement System of NJ	546,315	546,315	546,312	3		
Contribution to Public Employees Ret. System	153,390	153,390	153,373	17	-	-
<b>Total Operations - Excluded from "CAPS"</b>	<u>2,206,928</u>	<u>2,206,928</u>	<u>2,184,554</u>	<u>22,800</u>	<u>426</u>	<u>-</u>
<b>Interlocal Municipal Service Agreements</b>						
Welfare Agreement- Township of Rivervale	7,000	7,000	5,150	1,850		
Tax Assessors Agreements - Boroughs of New Milford and Woodcliff Lake	65,000	65,000	65,000	-	-	-
<b>Total Interlocal Municipal Service Agreements</b>	<u>72,000</u>	<u>72,000</u>	<u>70,150</u>	<u>1,850</u>	<u>-</u>	<u>-</u>

**BOROUGH OF WESTWOOD**  
**STATEMENT OF EXPENDITURES - STATUTORY BASIS**  
**CURRENT FUND**  
**FOR THE YEAR ENDED DECEMBER 31, 2008**

	<u>Appropriated</u>		<u>Expended</u>		<u>Overexpenditure</u>	<u>Cancelled</u>
	<u>2008 Budget</u>	<u>Budget After Modification</u>	<u>Paid or Charged</u>	<u>Reserved</u>		
<b>OPERATIONS - EXCLUDED FROM "CAPS"</b>						
(Continued)						
<b>PUBLIC AND PRIVATE PROGRAMS</b>						
<b>OFFSET BY REVENUES</b>						
<b>FEDERAL AND STATE GRANTS</b>						
Municipal Alliance Program						
State Share	\$ 11,500	\$ 11,500	\$ 1,620	\$ 9,880		
Local Share	2,875	2,875	2,875			
Alcohol Education Enforcement	6,693	6,693	400	6,293		
Drunk Driving Enforcement Fund	6,144	6,144	6,144			
Police Body Armor	2,784	2,784	2,784			
NJ Clean Communities	13,618	13,618	13,618			
Over the Limit/ Under Arrest	5,000	5,000		5,000		
Recycling Tonnage Grant	8,174	15,742		15,742		
Municipal Stormwater Grant DEP	10,207	10,207	3,546	6,661		
Click it or Ticket	4,000	4,000	4,000			
Highway Safety Grant for GLE	2,000	2,000		2,000		
Police Pistol Range		20,000		20,000		
Police Brownsfield	-	20,500	27	20,473		
Total Public and Private Programs Offset by Revenues	<u>72,995</u>	<u>121,063</u>	<u>35,014</u>	<u>86,049</u>	<u>-</u>	<u>-</u>
Total Operations Excluded from "CAPS"	<u>2,351,923</u>	<u>2,399,991</u>	<u>2,289,718</u>	<u>110,699</u>	<u>\$ 426</u>	<u>-</u>
<b>Detail:</b>						
Salaries and Wages	65,000	65,000	65,000			
Other Expenses	2,286,923	2,334,991	2,224,718	110,699	426	-
<b>CAPITAL IMPROVEMENTS - EXCLUDED FROM "CAPS"</b>						
Capital Improvement Fund	<u>180,000</u>	<u>180,000</u>	<u>180,000</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Capital Improvements - Excluded from "CAPS"	<u>180,000</u>	<u>180,000</u>	<u>180,000</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>MUNICIPAL DEBT SERVICE - EXCLUDED FROM "CAPS"</b>						
Payment of Bond Principal	715,000	745,000	745,000			
Payment of Bond Anticipation Notes and Capital Notes	114,000	114,000	114,000			
Interest on Bonds	469,785	439,785	429,890			9,895
Interest on Notes	138,835	138,835	138,384			451
Economic Development Authority						
Loan Repayments for Principal and Interest	42,485	42,485	42,480			5
Environmental Infrastructure Trust/Fund Loans						
Loan Repayments for Principal and Interest	<u>438,200</u>	<u>438,200</u>	<u>425,011</u>	<u>-</u>	<u>-</u>	<u>13,189</u>
Total Municipal Debt Service - Excluded from "CAPS"	<u>1,918,305</u>	<u>1,918,305</u>	<u>1,894,765</u>	<u>-</u>	<u>-</u>	<u>23,540</u>

**BOROUGH OF WESTWOOD**  
**STATEMENT OF EXPENDITURES - STATUTORY BASIS**  
**CURRENT FUND**  
**FOR THE YEAR ENDED DECEMBER 31, 2008**  
(Continued)

	<u>Appropriated</u>	<u>Expended</u>		<u>Overexpenditure</u>	<u>Cancelled</u>
	<u>2008 Budget</u>	<u>Budget After Modification</u>	<u>Paid or Charged</u>	<u>Reserved</u>	
Total General Appropriations for Municipal Purposes Excluded from "CAPS"	\$ 4,450,228	\$ 4,498,296	\$ 4,364,483	\$ 110,699	\$ 426
Subtotal General Appropriations	14,542,371	14,624,464	13,782,338	819,012	23,540
RESERVE FOR UNCOLLECTED TAXES	<u>850,000</u>	<u>850,000</u>	<u>850,000</u>	-	-
Total General Appropriations	<u>\$ 15,392,371</u>	<u>\$ 15,474,464</u>	<u>\$ 14,632,338</u>	<u>\$ 819,012</u>	<u>\$ 23,540</u>
	<u>Reference</u>	A-2	A-1	A, A-1	A
Adopted Budget	A-2	\$ 15,392,371			
Added by N.J.S 40A:4-87	A-2	48,068			
Special Emergency	A-12	<u>34,025</u>			
		<u>\$ 15,474,464</u>			
Cash Disbursed	A-4		\$ 13,388,509		
Encumbrances Payable	A-16		260,767		
Reserve for Uncollected Taxes	A-2		850,000		
Transfer to Other Liabilities-LOSAP					
Contribution	A-23		80,000		
Due to General Capital Fund	C-7		<u>53,062</u>		
			<u>\$ 14,632,338</u>		

**BOROUGH OF WESTWOOD**  
**COMPARATIVE BALANCE SHEETS - STATUTORY BASIS**  
**TRUST FUNDS**  
**AS OF DECEMBER 31, 2008 AND 2007**

ASSETS	<u>Reference</u>	<u>2008</u>	<u>2007</u>
Assessment Trust Fund			
Cash	B-4, B-5	\$ 76,247	\$ 126,370
Assessments Receivable	B-6	50,450	82,718
Amount to be Raised for Cancelled Assessments	B-8	<u>-</u>	<u>52,126</u>
		<u>126,697</u>	<u>261,214</u>
Animal Control Fund			
Cash	B-4	<u>11,498</u>	<u>9,070</u>
		<u>11,498</u>	<u>9,070</u>
Other Trust Fund			
Cash	B-4	1,060,090	483,923
Due from Current Fund	B-11	<u>-</u>	<u>257,799</u>
		<u>1,060,090</u>	<u>741,722</u>
Unemployment Insurance Trust Fund			
Cash	B-4	<u>21,313</u>	<u>32,742</u>
Length of Service Award Program Fund (Unaudited)			
Investments	B	348,289	525,094
Contribution Receivable	B	<u>80,000</u>	<u>65,558</u>
		<u>428,289</u>	<u>590,652</u>
 Total Assets		 <u>\$ 1,647,887</u>	 <u>\$ 1,635,400</u>

The Accompanying Notes are an Integral Part of these Financial Statements

**BOROUGH OF WESTWOOD**  
**COMPARATIVE BALANCE SHEETS - STATUTORY BASIS**  
**TRUST FUNDS**  
**AS OF DECEMBER 31, 2008 AND 2007**

	<u>Reference</u>	<u>2008</u>	<u>2007</u>
<b>LIABILITIES, RESERVES AND FUND BALANCE</b>			
<b>Assessment Trust Fund</b>			
Assessment Serial Bonds	B-10	\$ 57,000	\$ 57,000
Due to Current Fund	B-7		15,391
Reserve for Assessments and Liens	B-9	\$ 50,450	82,718
Fund Balance	B-1	<u>76,247</u>	<u>106,105</u>
		<u>126,697</u>	<u>261,214</u>
<b>Animal Control Fund</b>			
Due to Current Fund	B-14	-	2,165
Due to State of New Jersey	B-13	-	13
Reserve for Animal Control Expenditures	B-12	<u>11,498</u>	<u>6,892</u>
		<u>11,498</u>	<u>9,070</u>
<b>Other Trust Fund</b>			
Escrow Deposits Payable	B-15	172,864	212,772
Reserve for Sanitary Landfill Closure	B-17	32,290	31,243
Reserve for Payroll and Payroll Deductions Payable	B-20	(62)	2,188
Miscellaneous Reserves	B-19	590,417	475,155
Reserve for POAA Court Expenditures	B-18	11,330	18,962
Due to Current Fund	B-11	253,251	
Due to Westwood Parking Authority	B-21	<u>-</u>	<u>1,402</u>
		<u>1,060,090</u>	<u>741,722</u>
<b>Unemployment Insurance Trust Fund</b>			
Reserve for Unemployment Claims	B-16	<u>21,313</u>	<u>32,742</u>
<b>Length of Service Award Program Fund (Unaudited)</b>			
Reserve for Length of Service Award Program	B	<u>428,289</u>	<u>590,652</u>
<b>Total Liabilities, Reserves and Fund Balance</b>		<u>\$ 1,647,887</u>	<u>\$ 1,635,400</u>

The Accompanying Notes are an Integral Part of these Financial Statements

**BOROUGH OF WESTWOOD**  
**STATEMENT OF FUND BALANCE - STATUTORY BASIS**  
**ASSESSMENT TRUST FUND**  
**FOR THE YEARS ENDED DECEMBER 31, 2008 AND 2007**

	<u>Reference</u>	<u>2008</u>	<u>2007</u>
Balance, January 1	B	\$ 106,105	\$ 87,487
Increased by:			
Collection of Unpledged Assessments	B-5,B-10	<u>32,268</u>	<u>28,618</u>
		138,373	116,105
Decreased by:			
Amount to be Raised for Cancelled Assessments - Cancelled	B-8	52,126	
Realized as Current Fund Revenue	A-2	<u>10,000</u>	<u>10,000</u>
		<u>62,126</u>	<u>10,000</u>
Balance, December 31	B	<u>\$ 76,247</u>	<u>\$ 106,105</u>

**BOROUGH OF WESTWOOD  
STATEMENT OF REVENUES - STATUTORY BASIS  
ASSESSMENT TRUST FUND  
FOR THE YEAR ENDED DECEMBER 31, 2008**

	<u>Reference</u>	<u>Budget Revenues</u>	<u>Realized</u>
Assessment Cash	B-5	\$ <u>57,000</u>	\$ <u>57,000</u>
	B-3	\$ <u>57,000</u>	\$ <u>57,000</u>

**STATEMENT OF EXPENDITURES - STATUTORY BASIS  
ASSESSMENT TRUST FUND  
FOR THE YEAR ENDED DECEMBER 31, 2008**

	<u>Reference</u>	<u>Budget Appropriations</u>	<u>Paid or Charged</u>
Payments of Bond Principal	B-2,B-10	\$ <u>57,000</u>	\$ <u>57,000</u>

**BOROUGH OF WESTWOOD**  
**COMPARATIVE BALANCE SHEETS - STATUTORY BASIS**  
**GENERAL CAPITAL FUND**  
**AS OF DECEMBER 31, 2008 AND 2007**

ASSETS	<u>Reference</u>	<u>2008</u>	<u>2007</u>
Cash	C-2	\$ 573,832	\$ 1,185,073
Deferred Charges to Future Taxation			
Funded	C-4	13,976,117	15,003,831
Unfunded	C-5	5,130,309	4,031,334
Grants Receivable	C-6	369,260	613,296
Due from Current Fund	C-7	3,062	
Environmental Infrastructure Loan Receivable	C-16	764,937	1,095,877
Prospective Assessments Raised by Taxation	C-14	<u>2,950</u>	<u>2,950</u>
 Total Assets		 <u>\$ 20,820,467</u>	 <u>\$ 21,932,361</u>
 <b>LIABILITIES, RESERVES AND FUND BALANCE</b>			
General Serial Bonds	C-8	\$ 11,139,000	\$ 11,772,000
Bond Anticipation Notes	C-9	4,112,735	3,687,485
EDA Loans Payable	C-15	2,837,117	3,231,831
Improvement Authorizations			
Funded	C-10	250,898	460,931
Unfunded	C-10	977,224	971,675
Due to Current Fund	C-7		288,249
Encumbrances Payable	C-11	559,923	566,559
Accounts Payable	C-12	36,626	36,626
Capital Improvement Fund	C-13	310,633	288,658
Reserve for:			
Prospective Assessments Raised by Taxation	C-14	2,950	2,950
Payment of Bonds	C-17	181,299	231,299
Pascack Brook Park Bikeway	C	292,500	292,500
Issuance Costs - 2008 Refunding Bonds	C-18	4,190	
Fund Balance	C-1	<u>115,372</u>	<u>101,598</u>
 Total Liabilities, Reserves and Fund Balance		 <u>\$ 20,820,467</u>	 <u>\$ 21,932,361</u>

There were bonds and notes authorized but not issued of \$1,017,857 and \$344,278 at December 31, 2008 and 2007, respectively (Exhibit C-19).

The Accompanying Notes are an Integral Part of these Financial Statements

**BOROUGH OF WESTWOOD**  
**COMPARATIVE STATEMENTS OF FUND BALANCE - STATUTORY BASIS**  
**GENERAL CAPITAL FUND**  
**FOR THE YEARS ENDED DECEMBER 31, 2008 AND 2007**

	<u>Reference</u>	<u>2008</u>	<u>2007</u>
Balance, January 1	C	\$ 101,598	\$ 17,060
Increased by:			
Premium on Sale of Bonds and Notes	C-2	13,197	4,290
Funded Improvement Authorizations Cancelled	C-10	<u>577</u>	<u>80,248</u>
Balance, December 31	C	<u>\$ 115,372</u>	<u>\$ 101,598</u>

**BOROUGH OF WESTWOOD  
COMPARATIVE BALANCE SHEETS - STATUTORY BASIS  
PUBLIC ASSISTANCE FUND  
AS OF DECEMBER 31, 2008 AND 2007**

	<u>Reference</u>	<u>2008</u>	<u>2007</u>
<b>ASSETS</b>			
Cash	D-1	\$ 48,761	\$ 16,828
Total Assets		<u>\$ 48,761</u>	<u>\$ 16,828</u>
 <b>LIABILITIES AND RESERVES</b>			
Due to Current Fund	D-5	\$ 326	\$ 1,520
Reserve for Public Assistance Expenditures	D-2	<u>48,435</u>	<u>15,308</u>
Total Liabilities and Reserves		<u>\$ 48,761</u>	<u>\$ 16,828</u>

**BOROUGH OF WESTWOOD  
SCHEDULE OF GENERAL FIXED ASSETS  
STATUTORY BASIS  
AS OF DECEMBER 31, 2008 AND 2007**

ASSETS	<u>2008</u>	<u>2007</u>
Land and Improvements	\$ 15,893,400	\$ 15,893,400
Buildings and Building Improvements	8,651,335	8,651,335
Machinery and Equipment	<u>6,095,133</u>	<u>5,778,328</u>
	<u>\$ 30,639,868</u>	<u>\$ 30,323,063</u>
FUND BALANCE		
Investment in General Fixed Assets	<u>\$ 30,639,868</u>	<u>\$ 30,323,063</u>
	<i>67,1576</i>	

**NOTES TO FINANCIAL STATEMENTS**

**BOROUGH OF WESTWOOD  
NOTES TO FINANCIAL STATEMENTS  
YEARS ENDED DECEMBER 31, 2008 AND 2007**

**NOTE 1 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

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

The Governmental Accounting Standards Board (GASB) is the accepted standard-setting body for establishing governmental accounting and financial reporting principles. GASB has adopted accounting statements to be used by governmental units when reporting financial position and results of operations in accordance with accounting principles generally accepted in the United States of America. (GAAP). The municipalities in the State of New Jersey do not prepare financial statements in accordance with GAAP and thus do not comply with all of the GASB pronouncements.

**A. Reporting Entity**

The Borough of Westwood (the "Borough") was incorporated in 1894 and operates under an elected Mayor/Council form of government. The Borough's major operations include public safety, road repair and maintenance, sanitation, fire protection, recreation and parks, health services, and general administrative services.

GASB requires the financial reporting entity to include both the primary government and component units. Component units are legally separate organizations for which the Borough is financially accountable. The Borough is financially accountable for an organization if the Borough appoints a voting majority of the organization's governing board and (1) the Borough is able to significantly influence the programs or services performed or provided by the organization; or (2) the Borough is legally entitled to or can otherwise access the organization's resources; the Borough is legally obligated or has otherwise assumed the responsibility to finance the deficits of, or provide financial support to, the organization; or the Borough is obligated for the debt of the organization. Component units may also include organizations that are fiscally dependent on the Borough in that the Borough approves the budget, the issuance of debt or the levying of taxes. The Borough is not includable in any other reporting entity as a component unit.

The financial statements contained herein include only those boards, bodies, officers or commissions as required by NJS 40A:5-5. Accordingly, the financial statements of the Borough do not include the municipal library, volunteer fire department or volunteer ambulance squad, which are considered component units under GAAP. Complete financial statements of the above component units can be obtained by contacting the Treasurer of the respective entity.

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

BOROUGH OF WESTWOOD  
NOTES TO FINANCIAL STATEMENTS  
YEARS ENDED DECEMBER 31, 2008 AND 2007

NOTE 1 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

**B. Measurement Focus, Basis of Accounting and Basis of Presentation**

The Borough has the following funds and account group:

Current Fund – This fund is used to account for the revenues and expenditures for governmental operations of a general nature and the assets and liabilities related to such activities, including Federal and State grants not accounted for in another fund.

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

Assessment Trust Fund - This fund is used to account for special benefit assessments levied against properties for specific purposes.

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

Other Trust Fund - This fund is established to account for the assets and resources, which are held by the Borough as a trustee or agent for individuals, private organizations, other governments and/or other funds. These funds include dedicated fees/proceeds collected, developer deposits, payroll related deposits and funds deposited with the Borough as collateral.

Unemployment Insurance Fund - This fund is used to account for employee and employer contributions for the purpose of providing unemployment benefits to eligible employees.

Length of Service Awards Program Fund (LOSAP) – This fund is established to account for the tax-deferred income benefits to active volunteer members of emergency service organizations of the Borough.

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

Public Assistance Fund - This fund is used to account for the receipt and disbursement of funds that provide assistance to certain residents of the Borough pursuant to Title 44 of New Jersey Statutes.

General Fixed Assets Account Group - This account group is used to account for all fixed assets of the Borough. The Borough's infrastructure is not reported in the account group.

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

**BOROUGH OF WESTWOOD  
NOTES TO FINANCIAL STATEMENTS  
YEARS ENDED DECEMBER 31, 2008 AND 2007**

**NOTE 1 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)**

**B. Measurement Focus, Basis of Accounting and Basis of Presentation (Continued)**

**Property Tax Revenues** - Real property taxes are assessed locally, based upon the assessed value of the property. The tax bill includes a levy for Municipal, County, and School purposes. The bills are mailed annually in June for that calendar year's levy. Taxes are payable in four quarterly installments on February 1, May 1, August 1, and November 1. The amounts of the first and second installments are determined as one-quarter of the total tax levied against the property for the preceding year. The installment due the third and fourth quarters is determined by taking the current year levy less the amount previously charged for the first and second installments, with the remainder being divided equally. If unpaid on these dates, the amount due becomes delinquent and subject to interest at 8% per annum, or 18% on any delinquency amount in excess of \$1,500. A penalty of up to 6% of the delinquency may be imposed on a taxpayer with a delinquency in excess of \$10,000 who fails to pay that delinquency prior to the end of the fiscal year in which the charges become delinquent. The school levy is turned over to the Board of Education as expenditures are incurred, and the balance, if any, must be transferred as of June 30, of each fiscal year. County taxes are paid quarterly on February 15, May 15, August 15 and November 15, to the County by the Borough. When unpaid taxes or any municipal lien, or part thereof, on real property, remains in arrears on April first in the year following the calendar year levy when the same became in arrears, the collector in the municipality shall, subject to the provisions of the New Jersey Statutes, enforce the lien by placing the property on a tax sale. The Borough may institute annual in rem tax foreclosure proceedings to enforce the tax collection or acquisition of title to the property. In accordance with the accounting principles prescribed by the State of New Jersey, current and delinquent taxes are realized as revenue when collected. Since delinquent taxes and liens are fully reserved, no provision has been made to estimate that portion of the tax receivable and tax title liens that are uncollectible. GAAP requires property tax revenues to be recognized in the accounting period when they become susceptible to accrual (i.e., when they are both levied and available), reduced by an allowance for doubtful accounts.

**Miscellaneous Revenues** - Miscellaneous revenues are recognized on a cash basis. Receivables for the miscellaneous items that are susceptible to accrual are recorded with offsetting reserves on the balance sheet of the Borough's Current Fund. GAAP requires such revenues to be recognized in the accounting period when they become susceptible to accrual (i.e., when they are both measurable and available).

**Grant and Similar Award Revenues** - Federal and State grants, entitlements or shared revenues received for purposes normally financed through the Current Fund are recognized when anticipated in the Borough's budget. GAAP requires such revenues to be recognized as soon as all eligibility requirements imposed by the grantor or provider have been met.

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

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

- Trust Funds (except for Assessment Trust)
- General Capital Fund
- Public Assistance Fund

**BOROUGH OF WESTWOOD  
 NOTES TO FINANCIAL STATEMENTS  
 YEARS ENDED DECEMBER 31, 2008 AND 2007**

**NOTE 1 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)**

**B. Measurement Focus, Basis of Accounting and Basis of Presentation (Continued)**

The governing body is required to introduce and approve the annual budget no later than February 10, of the fiscal year. The budget is required to be adopted no later than March 20, and prior to adoption must be certified by the Division of Local Government Services, Department of Community Affairs, State of New Jersey. The Director of the Division of Local Government Services, with the approval of the Local Finance Board may extend the introduction and approval and adoption dates of the municipal budget. The budget is prepared by fund, function, activity and line item (salary or other expense) and includes information on the previous year. The legal level of control for appropriations is exercised at the individual line item level for all operating budgets adopted. The governing body of the municipality may authorize emergency appropriations and the inclusion of certain special items of revenue to the budget after its adoption and determination of the tax rate. During the last two months of the fiscal year, the governing body may, by a 2/3 vote, amend the budget through line item transfers. Management has no authority to amend the budget without the approval of the Governing Body. Expenditures may not legally exceed budgeted appropriations at the line item level. During 2008 and 2007 the Borough Council increased the original budget by \$82,093 and \$10,209. The increases were funded by supplemental aid allotted to the Borough and, in addition in 2008, to an emergency resolution for \$34,025. In addition, the governing body approved several budget transfers during 2008 and 2007.

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

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

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

**Excess Expenditures Over Appropriations**

The following is a summary of expenditures in excess of available appropriations. The overexpended appropriations resulted in unfavorable variances.

	<u>Modified Budget</u>	<u>Actual</u>	<u>Unfavorable Variance</u>
<b><u>2008</u></b>			
Current Fund			
Recycling Tonnage Tax	\$ 13,086	\$ 13,512	\$ 426

**BOROUGH OF WESTWOOD  
NOTES TO FINANCIAL STATEMENTS  
YEARS ENDED DECEMBER 31, 2008 AND 2007**

**NOTE 1 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)**

**B. Measurement Focus, Basis of Accounting and Basis of Presentation (Continued)**

**Excess Expenditures Over Appropriations (Continued)**

In accordance with the statutory basis of accounting, the above variances or overexpenditures were recorded as deferred charges on the balance sheet of the respective fund at year end and are required to be funded in the succeeding year's budget.

**Compensated Absences** - Expenditures relating to obligations for unused vested accumulated vacation and sick leave are not recorded until paid; however, municipalities may establish and budget reserve funds subject to NJSA 40A:4-39 for the future payment of compensated absences. GAAP requires that the amount that would normally be liquidated with expendable available financial resources be recorded as an expenditure in the operating funds and the remaining obligations are recorded as a long-term obligation in the government-wide financial statements.

**Property Acquired for Taxes** - Property acquired for taxes is recorded in the Current Fund at the assessed valuation when such property was acquired, and is fully reserved. GAAP requires such property to be recorded as a capital asset in the government-wide financial statements at fair value on the date of acquisition.

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

**Inventories** - The costs of inventories of supplies for all funds are recorded as expenditures at the time individual items are purchased. The costs of inventories are not included on the various balance sheets. GAAP requires inventories to be recorded as assets in proprietary-type funds.

**Cash and Investments** - Cash includes amounts in demand deposits as well as short-term investments with a maturity date within three months of the date acquired by the government. Investments are reported at cost and are limited by N.J.S.A. 40A:5-15.1 et seq. with the exception of LOSAP Trust Fund investments which are reported at fair value and are limited by N.J.A.C. 5:30-14.19. GAAP requires that all investments be reported at fair value.

**Tax Appeals and Other Contingent Losses** - Losses arising from tax appeals and other contingent losses are recognized at the time a decision is rendered by an administrative or judicial body; however, municipalities may establish reserves transferred from tax collections or by budget appropriation for future payments of tax appeal losses. GAAP requires such amounts to be recorded when it is probable that a loss has been incurred and the amount of such loss can be reasonably estimated.

**General Fixed Assets** - In accordance with Technical Accounting Directive No. 85-2, Accounting for Governmental Fixed Assets, the Borough of Westwood has developed a fixed assets accounting and reporting system.

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

**BOROUGH OF WESTWOOD  
NOTES TO FINANCIAL STATEMENTS  
YEARS ENDED DECEMBER 31, 2008 AND 2007**

**NOTE 1 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)**

**B. Measurement Focus, Basis of Accounting and Basis of Presentation (Continued)**

**General Fixed Assets (Continued)**

Fixed Assets purchased after December 31, 1995 are stated as cost. Donated fixed assets are recorded at estimated fair market value at the date of donation.

Fixed Assets purchased prior to December 31, 1995 are stated as follows:

Land and Buildings	Assessed Value
Machinery and Equipment	Replacement Cost

No depreciation has been provided for in the financial statements.

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

GAAP requires that capital assets be recorded in proprietary-type funds as well as the government-wide financial statement at historical or estimated historical cost if actual historical cost is not available. In addition, GAAP requires depreciation on capital assets to be recorded in proprietary-type funds as well as in the government-wide financial statements.

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

**Reclassifications** - Certain reclassifications have been made to the December 31, 2008 balances to conform to the December 31, 2007 presentation.

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

**C. Basic Financial Statements**

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

**BOROUGH OF WESTWOOD  
NOTES TO FINANCIAL STATEMENTS  
YEARS ENDED DECEMBER 31, 2008 AND 2007**

**NOTE 2 DEPOSITS AND INVESTMENTS**

The Borough considers petty cash, change funds, cash in banks, certificates of deposit and deposits with the New Jersey Cash Management Fund as cash and cash equivalents.

**Deposits**

The Borough's deposits are insured through either the Federal Deposit Insurance Corporation (FDIC), Securities Investor Protection Corporation (SIPC) or New Jersey's Governmental Unit Deposit Protection Act (GUDPA). The New Jersey Governmental Unit Deposit Protection Act requires all banks doing business in the State of New Jersey to maintain additional collateral in the amount of 5% of the average public deposits and to deposit these amounts with the Federal Reserve Bank for all deposits not covered by the FDIC.

Bank balances are insured up to \$250,000 and \$100,000 in the aggregate by the FDIC for December 31, 2008 and 2007 respectively. SIPC replaces cash claims up to a maximum of \$100,000 for each failed brokerage firm. At December 31, 2008 and 2007, the book value of the Borough's deposits were \$6,238,653 and \$6,132,451 and bank and brokerage firm balances of the Borough's deposits amounted to \$6,210,028 and \$6,984,804, respectively. The Borough's deposits which are displayed on the various fund balance sheets as "cash" are categorized as:

<u>Depository Account</u>	<u>Bank Balance</u>	
	<u>2008</u>	<u>2007</u>
Insured	\$ 6,091,618	\$ 6,857,489
Uninsured and Uncollateralized	<u>118,410</u>	<u>127,315</u>
	<u>\$ 6,210,028</u>	<u>\$ 6,984,804</u>

Custodial Credit Risk – Deposits – Custodial credit risk is the risk that in the event of a bank failure, the government's deposits may not be returned to it. The Borough does not have a formal policy for custodial credit risk. As of December 31, 2008 and 2007, the Borough's bank balance of \$118,410 and \$127,315 was exposed to custodial credit risk as follows:

	<u>2008</u>	<u>2007</u>
Uninsured and uncollateralized	<u>\$ 118,410</u>	<u>\$ 127,315</u>

**Investments**

The Borough is permitted to invest public funds in accordance with the types of securities authorized by N.J.S.A. 40A:5-15.1. Investments include bonds or other obligations of the United States or obligations guaranteed by the United States of America, Government Money Market Mutual Funds, bonds or other obligations of the Borough or bonds or other obligations of the school districts which are a part of the Borough or school districts located within the Borough, Local Government investment pools, and agreements for the repurchase of fully collateralized securities, if transacted in accordance with NJSA 40A:5-15.1 (8a-8e). In addition, the Borough is permitted to invest LOSAP Funds with the types of eligible investments authorized in NJAC 5:30-14.19. LOSAP investments include interest bearing accounts or securities, in which savings banks of New Jersey are authorized to invest their funds, New Jersey Cash Management Fund, fixed and variable individual or group annuity contracts, mutual fund shares or fixed and variable life insurance contracts.

**BOROUGH OF WESTWOOD  
 NOTES TO FINANCIAL STATEMENTS  
 YEARS ENDED DECEMBER 31, 2008 AND 2007**

**NOTE 2 DEPOSITS AND INVESTMENTS (Continued)**

As of December 31, 2008 and 2007, the Borough had the following investments:

	<u>Fair and Reported Value</u>	
	<u>2008</u>	<u>2007</u>
Investment:		
Investment with Lincoln Financial (LOSAP)	\$ 348,289	\$ 525,094

Interest Rate Risk – The Borough does not have a formal investment policy that limits investment maturities as a means of managing its exposure to fair value losses arising from increasing interest rates.

The fair value of the above-listed investment was based on quoted market prices.

Interest earned in the General Capital Fund, Assessment Trust Fund, Animal Control Fund and certain Other Trust Funds are assigned to the Current Fund in accordance with the statutory basis of accounting.

**NOTE 3 TAXES RECEIVABLE**

Receivables at December 31, 2008 and 2007 consisted of the following:

	<u>2008</u>	<u>2007</u>
<u>Current</u>		
Property Taxes	\$ 1,715,292	\$ 494,820
Tax Title Liens	30,437	28,664
	<u>\$ 1,745,729</u>	<u>\$ 523,484</u>

In 2008 and 2007, the Borough collected \$392,007 and \$345,505 from delinquent taxes, which represented 75% and 89% of the prior year delinquent taxes receivable balance.

**NOTE 4 MUNICIPAL DEBT**

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

**BOROUGH OF WESTWOOD  
NOTES TO FINANCIAL STATEMENTS  
YEARS ENDED DECEMBER 31, 2008 AND 2007**

**NOTE 4 MUNICIPAL DEBT (Continued)**

The Borough's debt is summarized as follows:

	<u>2008</u>	<u>2007</u>
Issued		
General		
Bonds, Notes and Loans	\$ 18,088,852	\$ 18,691,316
Assessment		
Bonds	-	57,000
	<u>18,088,852</u>	<u>18,748,316</u>
Less Funds Temporarily Held to Pay Bonds and Notes	<u>181,299</u>	<u>236,602</u>
Net Debt Issued	<u>17,907,553</u>	<u>18,511,714</u>
Authorized But Not Issued		
General		
Bonds and Notes	1,017,574	344,278
Assessment		
Bonds and Notes	<u>283</u>	<u>283</u>
	<u>1,017,857</u>	<u>344,561</u>
Net Bonds and Notes Issued and Authorized But Not Issued	<u>\$ 18,925,410</u>	<u>\$ 18,856,275</u>

The statement of debt condition that follows is extracted from the Borough's Annual Debt Statement and indicates a statutory net debt of 0.97% and 1.03% at December 31, 2008 and 2007, respectively.

	<u>Gross Debt</u>	<u>Deductions</u>	<u>Net Debt</u>
<u>2008</u>			
General Debt	\$ 19,106,709	\$ 181,299	\$ 18,925,410
School Debt	<u>8,855,169</u>	<u>8,855,169</u>	<u>-</u>
Total	<u>\$ 27,961,878</u>	<u>\$ 9,036,468</u>	<u>\$ 18,925,410</u>
<u>2007</u>			
General Debt	\$ 19,092,877	\$ 236,602	\$ 18,856,275
School Debt	<u>9,135,501</u>	<u>9,135,501</u>	<u>-</u>
Total	<u>\$ 28,228,378</u>	<u>\$ 9,372,103</u>	<u>\$ 18,856,275</u>

**BOROUGH OF WESTWOOD**  
**NOTES TO FINANCIAL STATEMENTS**  
**YEARS ENDED DECEMBER 31, 2008 AND 2007**

**NOTE 4 MUNICIPAL DEBT (Continued)**

The Borough's remaining borrowing power under N.J.S. 40A:2-6, as amended, at December 31, was as follows:

	<u>2008</u>	<u>2007</u>
3-1/2% of Equalized Valuation Basis (Municipal)	\$ 67,475,677	\$ 64,047,119
Net Debt	<u>18,925,410</u>	<u>18,856,275</u>
Remaining Borrowing Power	<u>\$ 48,550,267</u>	<u>\$ 45,190,844</u>

The Borough's long-term debt consisted of the following at December 31:

**General Obligation Bonds**

The Borough levies ad valorem taxes to pay debt service on general obligation bonds. General obligation bonds outstanding at December 31 are as follows:

	<u>2008</u>	<u>2007</u>
\$3,403,000, 1999 Bonds, due in annual installments of \$170,000 to \$238,000 through August 2019, interest at 5.20%		\$ 2,293,000
\$5,674,000, 2003 Bonds, due in annual installments of \$250,000 to \$514,000 through September 2023, interest at 4.00% to 4.125%	\$ 5,274,000	5,524,000
\$4,555,000, 2004 Refunding Bonds, due in annual installments of \$295,000 to \$480,000 through August 2017, interest at 2.00% to 3.60%	3,660,000	3,955,000
\$2,235,000, 2008 Refunding Bonds, due in annual installments of \$30,000 to \$200,000 through August 2016, interest at 3.00% to 5.00%	<u>2,205,000</u>	<u>-</u>
	<u>\$ 11,139,000</u>	<u>\$ 11,772,000</u>

**BOROUGH OF WESTWOOD  
NOTES TO FINANCIAL STATEMENTS  
YEARS ENDED DECEMBER 31, 2008 AND 2007**

**NOTE 4 MUNICIPAL DEBT (Continued)**

**Assessment Bonds**

The Borough pledges revenue from special benefit assessments to pay debt service on assessment bonds issued. The assessment bonds outstanding at December 31 are as follows:

	<u>2008</u>	<u>2007</u>
\$607,000, 1997 Bonds, due in annual installments of \$57,000 to \$60,000 through August 2008, interest at 4.875%	\$ -	\$ 57,000

**General Intergovernmental Loans Payable**

The Borough has entered into a loan agreement with the New Jersey Economic Development Authority for the financing relating to the construction of a new municipal building, new improvements to the Free Public Library and closure of the municipal landfill. The Borough levies ad valorem taxes to pay debt service on general intergovernmental loans issued. General intergovernmental loans outstanding at December 31 are as follows:

	<u>2008</u>	<u>2007</u>
\$500,100, 1994 Loan due in Semi-annual installments of \$25,005 through August 2013, interest at 1.5%	\$ 125,025	\$ 150,030
\$225,000, 1994 Loan due in Semi-annual installments of \$15,000 through August 2008, interest at 1.5%		15,000
\$2,520,000 Trust Loan due in Annual installments of \$175,000 to \$240,000 through August 2015, interest at 5%-5.13%	1,470,000	1,645,000
\$2,445,000 Loan due in Semi-annual installments of \$4,291 to \$171,755 through August 2015, interest free	1,242,092	1,421,801
	<u>\$ 2,837,117</u>	<u>\$ 3,231,831</u>

**BOROUGH OF WESTWOOD  
NOTES TO FINANCIAL STATEMENTS  
YEARS ENDED DECEMBER 31, 2008 AND 2007**

**NOTE 4 MUNICIPAL DEBT (Continued)**

The Borough's principal and interest for long-term debt issued and outstanding as of December 31, 2008 is as follows:

Calendar Year	General		Loans		Total
	Principal	Interest	Principal	Interest	
2009	\$ 800,000	\$ 406,122	\$ 382,098	\$ 75,675	\$ 1,663,895
2010	795,000	379,622	392,795	66,300	1,633,717
2011	800,000	353,272	403,144	56,426	1,612,842
2012	810,000	327,852	413,145	46,050	1,597,047
2013	825,000	301,186	422,795	35,176	1,584,157
2014-2018	4,455,000	1,035,978	823,140	36,101	6,350,219
2019-2023	<u>2,654,000</u>	<u>318,988</u>	<u>-</u>	<u>-</u>	<u>2,972,988</u>
Total	<u>\$ 11,139,000</u>	<u>\$ 3,123,020</u>	<u>\$ 2,837,117</u>	<u>\$ 315,728</u>	<u>\$ 17,414,865</u>

**Changes in Long-Term Municipal Debt**

The Borough's long-term capital debt activity for the years 2008 and 2007 were as follows:

	Balance, December 31, <u>2007</u>	<u>Additions</u>	<u>Reductions</u>	Balance, December 31, <u>2008</u>	Due Within <u>One Year</u>
<b><u>2008</u></b>					
General Capital Fund					
Bonds Payable	\$ 11,772,000	\$ 2,235,000	\$ 2,868,000	\$ 11,139,000	\$ 800,000
Intergovernmental Loans Payable	<u>3,231,831</u>	<u>-</u>	<u>394,714</u>	<u>2,837,117</u>	<u>205,005</u>
General Capital Fund Long-Term Liabilities	<u>\$ 15,003,831</u>	<u>\$ 2,235,000</u>	<u>\$ 3,262,714</u>	<u>\$ 13,976,117</u>	<u>\$ 1,005,005</u>
Trust Assessment Fund Bonds Payable	<u>\$ 57,000</u>	<u>\$ -</u>	<u>\$ 57,000</u>	<u>\$ -</u>	<u>\$ -</u>

**BOROUGH OF WESTWOOD  
NOTES TO FINANCIAL STATEMENTS  
YEARS ENDED DECEMBER 31, 2008 AND 2007**

**NOTE 4 MUNICIPAL DEBT (Continued)**

**Changes in Long-Term Municipal Debt (Continued)**

	Balance, December 31, <u>2006</u>	<u>Additions</u>	<u>Reductions</u>	Balance, December 31, <u>2007</u>	Due Within <u>One Year</u>
<b><u>2007</u></b>					
General Capital Fund					
Bonds Payable	\$ 12,277,000		\$ 505,000	\$ 11,772,000	\$ 715,000
Intergovernmental Loans Payable	<u>3,615,323</u>	<u>-</u>	<u>383,492</u>	<u>3,231,831</u>	<u>394,714</u>
General Capital Fund Long-Term Liabilities	<u>\$ 15,892,323</u>	<u>\$ -</u>	<u>\$ 888,492</u>	<u>\$ 15,003,831</u>	<u>\$ 1,109,714</u>
Trust Assessment Fund					
Bonds Payable	<u>\$ 117,000</u>	<u>\$ -</u>	<u>\$ 60,000</u>	<u>\$ 57,000</u>	<u>\$ 57,000</u>

**Short-Term Debt**

The Borough's short-term capital debt activity for the years 2008 and 2007 was as follows:

	Balance December 31, <u>2007</u>	<u>Additions</u>	<u>Reductions</u>	Balance, December 31, <u>2008</u>
Bond Anticipation Notes				
General Capital Fund	<u>\$ 3,687,485</u>	<u>\$ 4,112,735</u>	<u>\$ 3,687,485</u>	<u>\$ 4,112,735</u>
	Balance December 31, <u>2006</u>	<u>Additions</u>	<u>Reductions</u>	Balance, December 31, <u>2007</u>
Bond Anticipation Notes				
General Capital Fund	<u>\$ 2,497,870</u>	<u>\$ 3,687,485</u>	<u>\$ 2,497,870</u>	<u>\$ 3,687,485</u>

**BOROUGH OF WESTWOOD  
NOTES TO FINANCIAL STATEMENTS  
YEARS ENDED DECEMBER 31, 2008 AND 2007**

**NOTE 5 FIXED ASSETS**

General Fixed Assets

The following is a summary of changes in the general fixed assets account group for the years 2008 and 2007.

	Balance December 31, <u>2007</u>	<u>Additions</u>	<u>Retirements</u>	Balance, December 31, <u>2008</u>
<u>2008</u>				
Land and Improvements	\$ 15,893,400			\$ 15,893,400
Buildings and Building Improvements	8,651,335			8,651,335
Machinery and Equipment	5,778,328	\$ 316,805	\$ -	6,095,133
	<u>\$ 30,323,063</u>	<u>\$ 316,805</u>	<u>\$ -</u>	<u>\$ 30,639,868</u>
	Balance December 31, <u>2006</u>	<u>Additions</u>	<u>Retirements</u>	Balance, December 31, <u>2007</u>
<u>2007</u>				
Land and Improvements	\$ 15,893,400			\$ 15,893,400
Buildings and Building Improvements	8,651,335			8,651,335
Machinery and Equipment	5,347,095	\$ 724,518	\$ 293,285	5,778,328
	<u>\$ 29,891,830</u>	<u>\$ 724,518</u>	<u>\$ 293,285</u>	<u>\$ 30,323,063</u>

**NOTE 6 DUE TO/FROM OTHER FUNDS**

As of December 31, interfund receivables and payables that resulted from various interfund transactions were as follows:

	<u>2008</u>		<u>2007</u>	
	<u>Due from Other Funds</u>	<u>Due to Other Funds</u>	<u>Due from Other Funds</u>	<u>Due to Other Funds</u>
Current Fund	\$ 253,577	\$ 3,062	\$ 307,325	\$ 257,799
Trust Funds				
Assessment Trust Fund				15,391
Animal Control Fund				2,165
Other Trust Fund		253,251	257,799	
General Capital Fund	3,062			288,249
Public Assistance Fund	-	326	-	1,520
	<u>\$ 256,639</u>	<u>\$ 256,639</u>	<u>\$ 565,124</u>	<u>\$ 565,124</u>
Total	<u>\$ 256,639</u>	<u>\$ 256,639</u>	<u>\$ 565,124</u>	<u>\$ 565,124</u>

**BOROUGH OF WESTWOOD  
NOTES TO FINANCIAL STATEMENTS  
YEARS ENDED DECEMBER 31, 2008 AND 2007**

**NOTE 6 DUE TO/FROM OTHER FUNDS (Continued)**

The above balances are the result of expenditures being paid by one fund on behalf of another and/or to cover cash balances which were in an overdraft position.

The Borough expects all interfund balances to be liquidated within one year.

**NOTE 7 FUND BALANCES APPROPRIATED**

Under the statutory basis of accounting, fund balances in the Current Fund are comprised of cash surplus (fund balance and non-cash surplus (fund balance)). All or part of cash surplus as of December 31 may be anticipated in the subsequent year's budget. The non-cash surplus portion of fund balance may be utilized in the subsequent year's budget with the prior written consent of the Director of the Division of Local Government Services if certain guidelines are met as to its availability. Fund balances at December 31, which were appropriated and included as anticipated revenue in the current budget for the succeeding year were as follows:

	Fund Balance December 31, <u>2008</u>	Utilized in Subsequent Year's Budget	Fund Balance December 31, <u>2007</u>	Utilized in Subsequent Year's Budget
Current Fund				
Cash Surplus	\$ 2,441,747	\$ 1,223,950	\$ 2,464,744	\$ 1,234,000
Non-Cash Surplus	<u>68,930</u>	<u>-</u>	<u>3,415</u>	<u>-</u>
	<u>\$ 2,510,677</u>	<u>\$ 1,223,950</u>	<u>\$ 2,468,159</u>	<u>\$ 1,234,000</u>

**NOTE 8 DEFERRED CHARGES TO BE RAISED IN SUCCEEDING BUDGETS**

Certain expenditures are required to be deferred to budgets of succeeding years. At December 31, the following deferred charges are reported on the balance sheets of the following funds:

	<u>Balance, December 31,</u>	<u>Subsequent Year Budget Appropriation</u>	<u>Balance to Succeeding Budgets</u>
<u>2008</u>			
Current Fund			
Special Emergency Authorizations (40A:4-55)	\$34,025	\$6,805	\$27,220
Overexpenditure of Appropriations	426	426	

**BOROUGH OF WESTWOOD  
NOTES TO FINANCIAL STATEMENTS  
YEARS ENDED DECEMBER 31, 2008 AND 2007**

**NOTE 9 COMPENSATED ABSENCES**

Under the existing policies and labor agreements of the Borough, employees are allowed to accumulate (with certain restrictions) unused vacation benefits and sick leave over the life of their working careers and to redeem such unused leave time in cash (with certain limitations) upon death, retirement or by extended absence immediately preceding retirement.

It is estimated that the current cost of such unpaid compensation and salary related payments would approximate \$1,076,126 and \$1,004,533 at December 31, 2008 and 2007, respectively. These amounts which is are considered material to the financial statements, are not reported either as an expenditure or liability. As of December 31, 2008 and 2007, the Borough had \$257,798 and \$250,000, respectively, reserved for accumulated leave compensation.

**NOTE 10 EMPLOYEE RETIREMENT SYSTEMS**

The State of New Jersey sponsors and administers the following contributory defined benefit public employee retirement systems (retirement systems) covering substantially all state and local government employees which includes those Borough employees who are eligible for pension coverage.

**Police and Firemen's Retirement System (PFRS)** – established in July 1944, under the provisions of N.J.S.A. 43:16A to provide coverage to substantially all full time county and municipal police or firemen and State firemen appointed after June 30, 1944. Membership is mandatory for such employees with vesting occurring after 10 years of membership.

**Public Employees' Retirement System (PERS)** – established in January 1955, under the provisions of N.J.S.A. 43:15A to provide coverage, including post-retirement healthcare for those eligible employees whose local employers elected to do so, to substantially all full-time employees of the State or any county, municipality, school district, or public agency provided the employee is not a member of another State-administered retirement system. Membership is mandatory for such employees and vesting occurs after 8 to 10 years of service for pension benefits and 25 years for post-retirement healthcare coverage.

The State of New Jersey sponsors and administers the following defined contribution public employee retirement system (retirement system) covering certain state and local government employees which include those Borough employees who are eligible for pension coverage.

**Defined Contribution Retirement Program (DCRP)** – established under the provisions of Chapter 92, P.L. 2007 and Chapter 103, P.L. 2008 to provide coverage to elected and certain appointed officials, effective July 1, 2007. Membership is mandatory for such individuals with vesting occurring after one (1) year of membership.

**Other Pension Funds**

The state established and administers a Supplemental Annuity Collective Trust Fund (SACT) which is available to active members of the State-administered retirement systems to purchase annuities to supplement the guaranteed benefits provided by their retirement system. The state or local governmental employers do not appropriate funds to SACT.

**BOROUGH OF WESTWOOD  
NOTES TO FINANCIAL STATEMENTS  
YEARS ENDED DECEMBER 31, 2008 AND 2007**

**NOTE 10 EMPLOYEE RETIREMENT SYSTEMS (Continued)**

**Other Pension Funds (Continued)**

The cost of living increase for PFRS and PERS are funded directly by each of the respective systems and are considered in the annual actuarial calculation of the required contributions for the system.

According to state law, all obligations of each retirement system will be assumed by the State of New Jersey should any retirement system be terminated.

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

**Basis of Accounting**

The financial statements of the various pension Funds are prepared on the accrual basis of accounting. Employer contributions are recognized when payable to the Funds. Benefits or refunds are recognized when due and payable in accordance with the terms of the funds.

**Investment Valuation**

Investments are reported at fair value. Securities traded on a national or international exchange are valued at the last reported sales price at current exchange rates. Mortgages are valued on the basis of future principal and interest payments, and are discounted at prevailing interest rates for similar instruments. The fair value of real estate investments is based on independent appraisals. Investments that do not have an established market are reported at estimated fair values.

The State of New Jersey, Department of the Treasury, Division of Investment, issues publicly available financial reports that include the financial statements of the State of New Jersey Cash Management fund, Common Pension Fund A, Common Pension Fund B, Common Pension Fund D and Common Pension Fund E. The financial reports may be obtained by writing to the State of New Jersey, Department of the Treasury, Division of Investment, P.O. Box 290, Trenton, New Jersey 08625-0290.

**Significant Legislation**

Chapter 108, P.L. 2003, effective July 1, 2003 provided that the State Treasurer shall reduce the normal and accrued liability contributions payable by employers other than the State, excluding the contribution payable from the benefit enhancement fund, to a percentage of the amount certified annually by the retirement system, which for PERS will be as follows: for payments due in the State fiscal year ending June 30, 2005, 20 percent; for payments due in the State fiscal year ending June 30, 2006, not more than 40 percent; for payments due in the State fiscal year ending June 30, 2007, not more than 60 percent; and for payments due in the State fiscal year ending June 30, 2008, not more than 80 percent. The law provides that local employers' PFRS normal and accrued liability contributions shall be as follows: for payments due in the State fiscal year ending June 30, 2004, 20 percent; for payments due in the State fiscal year ending June 30, 2005, not more than 40 percent; for payments due in the State fiscal year ending June 30, 2006, not more than 60 percent; for payments due in the State fiscal year ending June 30, 2007, not more than 80 percent.

**BOROUGH OF WESTWOOD  
NOTES TO FINANCIAL STATEMENTS  
YEARS ENDED DECEMBER 31, 2008 AND 2007**

**NOTE 10 EMPLOYEE RETIREMENT SYSTEMS (Continued)**

**Significant Legislation (Continued)**

Chapter 42, P.L. 2002 permitted local government units to issue refunding bonds to retire unfunded accrued liability resulting from early retirement benefits under PERS or PFRS, effective July 12, 2002.

Chapter 92, P.L. 2007 implements certain recommendations contained in the December 1, 2006 report of the Joint Legislative Committee on Public Employee Benefits Reform which establishes a DCRP for elected and certain appointed officials, effective July 1, 2007.

**Employer and Employee Pension Contributions**

The contribution policy is set by laws of the State of New Jersey and, in most retirement systems, contributions are required by active members and contributing employers. Plan member and employer contributions may be amended by State of New Jersey legislation. The pension funds provide for employee contributions based on 5.5% for PERS, 8.50% for PFRS and 5.5% for DCRP of the employees' annual compensation, as defined. Employers are required to contribute at an actuarially determined rate in all Funds except the DCRP. The actuarially determined employer contribution includes funding for cost-of-living adjustments and noncontributory death benefits in the PFRS and PERS. In the PERS, the employer contribution includes funding for post-retirement medical premiums for participating local governments. In the DCRP, member contributions are matched by a 3% employer contribution.

For PFRS and PERS, which are cost sharing multi-employer defined benefit pension plans, the annual pension cost differs from the annual required contribution due to the enactment of Chapter 114, P.L. 1997. For the DCRP, which is a defined contribution plan, annual pension cost equals annual required contributions.

During the years ended December 31, 2008, 2007 and 2006, the Borough was required to contribute for normal cost pension contributions the following amounts which equaled the required contributions for each year:

<u>Year Ended</u> <u>December 31</u>	<u>PFRS</u>	<u>PERS</u>	<u>DCRP</u>
2008	\$ 546,312	\$ 153,373	\$ 512
2007	381,998	87,920	
2006	228,730	45,772	

**NOTE 11 POST-RETIREMENT MEDICAL BENEFITS**

The Borough currently does not provide employer paid post-retirement benefits to its active or retired employees.

**BOROUGH OF WESTWOOD  
NOTES TO FINANCIAL STATEMENTS  
YEARS ENDED DECEMBER 31, 2008 AND 2007**

**NOTE 12 RISK MANAGEMENT**

The Borough is exposed to various risks of loss related to general liability, automobile coverage, theft of, damage to and destruction of assets; errors and omissions; injuries to employees; termination of employees and natural disasters. The Borough has obtained commercial insurance coverage to guard against these events to minimize the exposure to the Borough should they occur.

The Borough of Westwood is a member of the Bergen County Municipal Joint Insurance Fund (BJIF) and Municipal Excess Liability Joint Insurance Fund (MEL). The joint insurance funds are both an insured and self-administered group of municipalities established for the purpose of insuring against property damage, general liability, motor vehicles and equipment liability and worker's compensation. The Funds are risk-sharing public entity pools. The BJIF and MEL coverage amounts are on file with the Borough.

The Borough is also a member of the Bergen County Municipal Employees' Benefit Fund (BMED). This fund is a insured and self-administered group established for the sole purpose of providing medical and dental insurance coverage to the employees of member municipalities. The BMED is a risk-sharing public entity pool. The provided coverage amounts are on file with the Borough.

The relationship between the Borough and respective insurance funds is governed by a contract and by-laws that have been adopted by resolution of each unit's governing body. The Borough is contractually obligated to make all annual and supplementary contributions to the insurance funds, to report claims on a timely basis, to cooperate with the management of the funds, its claims administrator and attorneys in claims investigation and settlement, and to follow risk management procedures as outlined by the funds. Members have a contractual obligation to fund any deficit of the funds attributable to a membership year during which the municipality was a member.

The funds provide its members with risk management services, including the defense of and settlement of claims, an established reasonable and necessary loss reduction and prevention procedures to be followed by the members. Complete financial statements of the funds can be obtained by contacting the respective fund's Treasurer.

There has been no significant reduction in insurance coverage from the previous year nor have there been any settlements in excess of insurance coverage in any of the prior three years.

The Borough has elected to fund its New Jersey Unemployment Compensation Insurance under the "Benefit Reimbursement Method". Under this plan the Borough is required to reimburse the New Jersey Unemployment Trust Fund for benefits paid to its former employees and charged to its account with the State. The Borough is billed quarterly for amounts due to the State. The following is a summary of Borough contributions, employee contributions, reimbursements to the State for benefits paid and the ending balance of the Borough's unemployment compensation trust fund for the current and previous two years:

<u>Year Ended December 31</u>	<u>Borough Contributions</u>	<u>Employee Contributions</u>	<u>Amount Reimbursed</u>	<u>Ending Balance</u>
2008	-0-	\$ 20,119	\$ 31,676	\$ 21,313
2007	-0-	8,401	23,816	32,742
2006	-0-	7,126	42,089	47,960

**BOROUGH OF WESTWOOD  
NOTES TO FINANCIAL STATEMENTS  
YEARS ENDED DECEMBER 31, 2008 AND 2007**

**NOTE 13 CONTINGENT LIABILITIES**

The Borough is a party defendant in some lawsuits, none of a kind unusual for a municipality of its size and scope of operation. In the opinion of the Borough's Attorney, the potential claims against the Borough not covered by insurance policies would not materially affect the financial condition of the Borough.

**Pending Tax Appeals** - Various tax appeal cases were pending in the New Jersey Tax Court at December 31, 2008 and 2007. Amounts claimed have not yet been determined. The Borough is vigorously defending its assessments in each case. Under the accounting principles prescribed by the Division of Local Government Services, Department of community Affairs, State of New Jersey, the Borough does not recognize a liability, if any, until these cases have been adjudicated. The Borough expects such amounts, if any, could be material. Funding of any ultimate liability would be provided for in succeeding years' budget or from fund balance.

**Federal and State Awards** - The Borough participates in a number of federal and state programs that are fully or partially funded by grants received from other governmental units. Expenditures financed by grants are subject to audit by the appropriate grantor government. If expenditures are disallowed due to noncompliance with grant program regulations, the Borough may be required to reimburse the grantor government. As of December 31, 2008 and 2007, significant amounts of grant expenditure have not been audited by the various grantor agencies but the Borough believes that disallowed expenditures, if any, based on subsequent audits will not have a material effect on the overall financial position of the Borough.

**NOTE 14 FEDERAL ARBITRAGE REGULATIONS**

The Borough is subject to Section 148 of the Internal Revenue Code as it pertains to the arbitrage rebate on all tax-exempt obligations, both long and short-term debt. Under the 1986 Tax Reform Act, the Internal Revenue Service (IRS) required that all excess earnings from investment proceeds be rebated to the IRS. Arbitrage, for purposes of these regulations, is defined as the difference between the yield on the investment and the yield on the obligations issued. If there are excess earnings, this amount may be required to be rebated to the IRS. At December 31, 2008 and 2007, the Borough had no estimated arbitrage earnings due to the IRS.

**NOTE 15 LENGTH OF SERVICE AWARD PROGRAM (LOSAP)**

The Borough of Westwood Length of Service Award Program (the Plan) was created by a Borough ordinance adopted on July 27, 1999 pursuant to 457 (e)(11)(13) of the Internal Service Code of 1986, as amended, except for provisions added by reason of the Length of Service Award Program as enacted into federal law in 1997. The voters of the Borough of Westwood approved the adoption of the Plan at the general election held on November 2, 1999.

The first year of eligibility for entrance into the Plan was calendar year 2000. The tax deferred income benefits for emergency services volunteers, consisting of the Volunteer Fire Department and the First Aid Organization, come from contributions made solely by the Borough on behalf of those volunteers who meet the criteria of a plan created by the governing body.

**BOROUGH OF WESTWOOD  
 NOTES TO FINANCIAL STATEMENTS  
 YEARS ENDED DECEMBER 31, 2008 AND 2007**

**NOTE 15 LENGTH OF SERVICE AWARD PROGRAM (LOSAP) (Continued)**

If an active member meets the year of active service requirement, a LOSAP must provide a benefit between the minimum contribution of \$100 and a maximum contribution of \$1,150 per year. While the maximum amount is established by statute, it is subject to periodic increases that are related to the consumer price index (N.J.S.A. 40A:14-185(f)). The Division of Local Government Services issues the permitted maximum increase annually.

The Borough of Westwood has contributed \$1,150 and \$1,150 for 2008 and 2007, respectively, for each eligible volunteer fire department member into the Plan. The Borough also contributed \$1,150 and \$1,150 for 2008 and 2007, respectively for each eligible volunteer first aid squad members into the Plan.

In accordance with the amendments to Section 457 of the Internal Revenue Code and the State Deferred Revenue Regulations, the Borough has placed the amounts deferred, including earnings, in a trust for the exclusive benefit of the plan participants and their beneficiaries.

Lincoln Financial is the administrator of the plan. The Borough's practical involvement in administering the plan is essentially limited to verifying the eligibility of each participant and remitting the funds to the plan administrator.

**Vesting and Benefits**

A volunteer is eligible to receive a distribution of funds upon completing 5 (five) cumulative years as an active member of the volunteer organization. Certain restrictions and tax implications may result in the event of a withdrawal of funds from the Plan.

If a volunteer member does not vest and terminates their association with the emergency service organization, the funds are returned to the sponsoring agency's surplus.

**Reporting Requirements**

The New Jersey Administrative Code NJAC 5:30-14.49 requires that the Borough perform a separate review report of the plan in accordance with the American Institute of Certified Public Accountants (AICPA) Statements on Standards for Accounting and Auditing Review Services. Since a review does not constitute an audit, the financial statements pertaining to the Plan are presented as unaudited in this report as part of the Borough's Trust Fund.

**NOTE 16 CONSTRUCTION AND OTHER SIGNIFICANT COMMITMENTS**

As of December 31, the Borough had the following commitments with respect to unfinished capital projects:

<u>Capital Project</u>	<u>Construction Commitment</u>	<u>Estimated Date of Completion</u>
<b>2008</b>		
Emerson Pump Station	\$80,125	2009
Stabilization of Pascack Brook	20,917	2009
Westvale Park Lighting	12,970	2009
Pedestrian Bikeway	102,679	2009
Landfill Closure	96,622	2009

**BOROUGH OF WESTWOOD  
 NOTES TO FINANCIAL STATEMENTS  
 YEARS ENDED DECEMBER 31, 2008 AND 2007**

**NOTE 16 CONSTRUCTION AND OTHER SIGNIFICANT COMMITMENTS (Continued)**

<u>2007</u>	<u>Capital Project</u>	<u>Estimated Construction Commitment</u>	<u>Date of Completion</u>
	Pedestrian Bikeway	\$384,995	2008
	Landfill Closure	190,229	2008
	Fairview Ave, Section 7	109,533	2008

**NOTE 17 DEFEASANCE OF DEBT**

On May 6, 2008, the Borough issued \$2,235,000 in General Obligation Refunding Bonds having an interest rate of 3.0% to 5.0%. These Bonds were issued in order to currently refund certain principal maturities of General Improvement Bonds of the Borough. The total principal currently refunded was \$2,123,000. This current refunding resulted in the issuance of an additional \$112,000 in bonds and resulted in an economic gain (difference between the present value of the old and new debt service payments) of \$114,000.

**NOTE 18 CLOSURE AND POST-CLOSURE CARE COSTS**

In accordance with the requirements of the State of New Jersey, Department of Environmental Protection the Borough is required to develop a Closure and Post-Closure Financial Plan for the Westwood Landfill which has remained dormant for over ten years. In addition, the Borough must perform certain maintenance and monitoring functions at the site for a period of thirty years after closure. The closure was scheduled to be completed by September, 2007 with post closure commencing thereafter. The estimated closure costs and post closure costs are \$3,000,000. Actual costs may be higher due to inflation, changes in technology, or changes in regulations. Available escrow funds, municipal budget appropriations or bonds will fund the closure and post-closure costs.

**NOTE 19 SUBSEQUENT EVENTS**

**Debt Authorized**

On February 17, 2009 the Borough adopted a Bond Ordinance authorizing the issuance of \$237,750 in Bonds or Bond Anticipation Notes to fund certain capital projects. As of the date of this report the Borough has not issued nor awarded the sale of said bonds or notes.

On March 17, 2009 the Borough adopted a Bond Ordinance authorizing the issuance of \$1,350,000 in Bonds or Bond Anticipation Notes to fund certain capital projects. As of the date of this report the Borough has not issued nor awarded the sale of said bonds or notes.

**CURRENT FUND**

**BOROUGH OF WESTWOOD  
STATEMENT OF CASH - COLLECTOR-TREASURER**

Balance, December 31, 2007		\$ 4,277,894
<b>Increased by Receipts:</b>		
Taxes Receivable	\$ 34,450,599	
Tax Overpayments	17,961	
Prepaid Taxes	167,026	
Petty Cash Returned	600	
Unappropriated Reserves for Grants	25,917	
Non-Budget Revenue	78,126	
State of NJ - Senior Citizens' and Veterans' Deductions	107,148	
Revenue Accounts Receivable	2,613,039	
State of NJ - Marriage Fees	11,125	
State of NJ - Construction Training Fees	9,065	
State of NJ-Burial Permits	730	
Grants Receivable	72,806	
Receipts from Animal Control Fund	2,423	
Receipts from Other Trust Fund	3,536	
Receipts from Assessment Trust Fund	29,262	
Receipts from Public Assistance Fund	1,520	
Receipts from General Capital Fund	312,888	
Receipts from Westwood Parking Authority	53,465	
	<u>37,957,236</u>	
		42,235,130
<b>Decreased by Disbursements:</b>		
2008 Budget Appropriations	13,388,509	
2007 Appropriation Reserves	481,762	
State of NJ - Marriage Fees	10,525	
State of NJ - Construction Training Fees	7,138	
State of NJ-Burial Permits	710	
Refund of Tax Overpayments	17,765	
Regional School District Tax Payable	19,584,138	
County Taxes Payable	3,634,747	
Petty Cash Advanced	600	
Due from Westwood Parking Authority	50,754	
Other Liabilities- LOSAP contribution	65,558	
Payments to Other Trust Fund	511,050	
Appropriated Grant Reserves	8,450	
Refund of Prior Year Revenue	27,062	
	<u>37,788,768</u>	
Balance, December 31, 2008		<u>\$ 4,446,362</u>

**BOROUGH OF WESTWOOD  
STATEMENT OF PETTY CASH FUNDS**

<u>Office</u>	Balance, December 31, <u>2007</u>	<u>Advanced</u>	<u>Returned</u>	Balance, December 31, <u>2008</u>
Tax Collector - Treasurer		\$ 300	\$ 300	
Recreation	-	300	300	-
	<u>\$ -</u>	<u>\$ 600</u>	<u>\$ 600</u>	<u>\$ -</u>

**STATEMENT OF CHANGE FUNDS**

<u>Office</u>	Balance, December 31, <u>2007</u>	Balance, December 31, <u>2008</u>
Recreation	\$ 250	\$ 250
Tax Collector - Treasurer	300	300
	<u>\$ 550</u>	<u>\$ 550</u>

**STATEMENT OF DUE TO STATE OF NEW JERSEY  
SENIOR CITIZENS' AND VETERANS' DEDUCTIONS**

Balance, December 31, 2007		\$ 21,972
Increased by:		
Received from State of New Jersey	\$ 107,148	
Deductions Disallowed by Tax Collector - Current Year	611	
Deductions Disallowed by Tax Collector - Prior Year	<u>1,352</u>	
		<u>109,111</u>
		131,083
Decreased by:		
Senior Citizens' Deductions Per Tax Billings	12,250	
Veterans' Deductions Per Tax Billings	95,250	
Deductions Allowed by Tax Collector - Current Year	<u>750</u>	
		<u>108,250</u>
Balance, December 31, 2008		<u>\$ 22,833</u>

**BOROUGH OF WESTWOOD  
STATEMENT OF TAXES RECEIVABLE AND ANALYSIS OF PROPERTY TAX LEVY**

Year	Balance, December 31, 2007	2008 Levy	Added Taxes	Senior Citizens' and Veterans' Deductions Disallowed	Collections 2007	2008	Senior Citizens' and Veterans' Deductions Allowed	Taxes Cancelled Remitted or Abated	Transferred To Tax Title Liens	Balance, December 31, 2008
2007	\$ 494,820		\$ 813	\$ 1,352	\$ 184,328	\$ 392,007	\$ 108,250	\$ 24,960	\$ 1,773	\$ 104,978
2008	-	\$ 34,151,357	1,836,249	611	34,038,592	34,038,592	108,250	24,960	1,773	1,610,314
	<u>\$ 494,820</u>	<u>\$ 34,151,357</u>	<u>\$ 1,837,062</u>	<u>\$ 1,963</u>	<u>\$ 184,328</u>	<u>\$ 34,450,599</u>	<u>\$ 108,250</u>	<u>\$ 24,960</u>	<u>\$ 1,773</u>	<u>\$ 1,715,292</u>

Analysis of 2008 Property Tax Levy

TAX YIELD	
General Property Tax	\$ 34,151,357
Real Property Tax	1,836,249
Added Taxes (54:4-63.1 et seq.)	<u>\$ 35,987,606</u>

TAX LEVY	
Regional School Tax (Abstract)	\$ 19,584,138
County Taxes (Abstract)	3,634,747
Due County for Added Taxes (54:4-63.1)	<u>\$ 23,533,573</u>

Local Tax for Municipal Purposes	10,900,911
Add Additional Tax Levied	<u>1,553,122</u>
	<u>12,454,033</u>
	<u>\$ 35,987,606</u>

**BOROUGH OF WESTWOOD  
STATEMENT OF TAX TITLE LIENS RECEIVABLE**

Balance, December 31, 2007	\$ 28,664
Increased by:	
Transfer from Taxes Receivable	<u>1,773</u>
Balance, December 31, 2008	<u>\$ 30,437</u>

**STATEMENT OF PROPERTY ACQUIRED FOR TAXES (AT ASSESSED VALUATION)**

Balance, December 31, 2007	<u>\$ 3,188,600</u>
Balance, December 31, 2008	<u>\$ 3,188,600</u>

**BOROUGH OF WESTWOOD**  
**STATEMENT OF REVENUE ACCOUNTS RECEIVABLE**

	Balance, December 31, <u>2007</u>	<u>Accrued</u>	<u>Collected</u>	Balance, December 31, <u>2008</u>
Borough Clerk				
Licenses				
Alcoholic Beverage		\$ 27,800	\$ 27,800	
Other		5,181	5,181	
Construction Code Official				
Building Permits and Fees		240,814	240,814	
Police				
Fees and Permits		4,418	4,418	
Municipal Court				
Fines and Costs	\$ 13,906	209,283	209,384	\$ 13,805
Board of Health				
Other Licenses		16,405	16,405	
Fees and Permits		48,848	48,848	
Tax Collector				
Fees and Permits		860	860	
Interest and Cost on Taxes		130,181	130,181	
Interest on Investment and Deposits		58,479	58,479	
Recreation Fees		108,902	108,902	
Watershed Moratorium Offset Aid		705	705	
Consolidated Municipal Property Tax Relief		261,894	261,894	
Energy Receipts Tax		1,007,655	1,007,655	
Supplemental Energy Receipts Tax		44,035	44,035	
Westwood Parking Authority		45,000	45,000	
Interlocal Agreement - Welfare		1,660	1,660	
Interlocal Agreement - Tax Assessor		8,625	8,625	
Uniform Fire Safety Act		87,638	87,638	
Payment in Lieu of Taxes - Westwood House		113,592	113,592	
Cellular One Lease Agreement		59,546	59,546	
Sale of Middle School Property	18,927			18,927
Cable TV Franchise Fees		45,683	45,683	
Recycling Contract	-	85,734	85,734	-
	<u>\$ 32,833</u>	<u>\$ 2,612,938</u>	<u>\$ 2,613,039</u>	<u>\$ 32,732</u>

**BOROUGH OF WESTWOOD  
STATEMENT OF DEFERRED CHARGES**

<u>Date</u> <u>Authorized</u>	<u>Purpose</u>	Net Amount <u>Authorized</u>	1/5 of Net Amount <u>Authorized</u>	Increased <u>2008</u>	Authorized <u>2008</u>	Balance, December 31, <u>2008</u>
Special Emergency Authorizations:						
5/20/2008	Codification of Ordinances	\$ 34,025	\$ 6,805		\$ 34,025	\$ 34,025
Overexpenditure of Appropriations				\$ 426	-	426
				<u>\$ 426</u>	<u>\$ 34,025</u>	<u>\$ 34,451</u>

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 Range: First to Last      Codes: First to Last      Departments: First to Last  
 Descriptions: First to Last      Print Note: N  
 Purchase Date: First to Last      Class: First to Last      Rem Date: First to Last  
 Department Id: First to Last      Location Id: First to Last      Skip Removed: N  
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Asset Id	Description	Purchase Account	Purch Date	Purch Amt	Salvage Value	Exp Life
Class	Department	Code	Last Deprec	Deprec Value	Annual Deprec	Market Value
Model	Serial No.		Rem Date	Rem Value	Reason	Insured Value
Manufacturer	Purchase Order Id					
1-01 Equipment	RADIO EQUIPMENT SHIPPED	X-10- -180-101	03/28/01	126,000.00	5.00	0
	01-06610			0.00	0.00	126,000.00
						126,000.00
05-01 Equipment	V-BOX SANDER	5-01- -031-244	02/14/05	16,494.00	0.00	10
		DPW		0.00	1,647.75	16,494.00
						16,494.00
05-02 Equipment	TURNOUT GEAR	X-10- -207-105	02/15/05	8,790.00	0.00	5
		FIRE DPT		0.00	1,758.00	8,790.00
						8,790.00
05-03 Equipment	MESSAGE BD SIGN TRAILER	5-01- -024-200	09/22/05	18,000.00	18,000.00	5
		POLICE		0.00	0.00	18,000.00
						18,000.00
05-04 Equipment	BACKHOE/LOADER W/RIDE CONTROL	X-10- -215-101	09/30/05	62,994.00	0.00	5
		DPW		0.00	12,598.80	62,994.00
						62,994.00
05-05 Equipment	SCOTT GAS DETECTOR	X-10- -207-105	11/09/05	1,795.00	1,795.00	5
		FD		0.00	0.00	1,795.00
						1,795.00
06-01 Equipment	BULLET PROOF VESTS	6-01- -950-212	07/27/06	646.25	0.00	5
		POLICE		0.00	129.25	646.25
						646.25
06-02 Equipment	SHELVING UNITS	X-10- -207-106	07/28/06	8,509.50	0.00	15
		LIBRARY		0.00	566.92	8,509.50
						8,509.50
06-03 Equipment	THERMAL IMAGE CAMERAS	X-10- -220-103	09/20/06	15,000.00	0.00	10
		FIRE DEP		0.00	1,498.50	15,000.00
						15,000.00
06-04 Equipment	PHOTO ID SYSTEM	6-01- -038-2r6				

Asset Id	Description	Purchase Account	Purch Date	Purch Amt	Salvage Value	Exp Life
Class	Department	Code	Last Deprec	Deprec Value	Annual Deprec	Market Value
Model	Location	Rem Date	Rem Value	Reason	Insured Value	
Manufacturer	Serial No.					
	Purchase Order Id					
Equipment		RECREAT	09/08/06	1,045.00 0.00	0.00 104.40	10 1,045.00 1,045.00
06-05 Equipment	FIRE PROOF CABINET	X-10- CLERK	-220-106 09/26/06	ORD. #06-12 CLERK 2,155.23 0.00	0.00 215.31	10 2,155.23 2,155.23
06-06 Equipment	BLEACHERS	X-10- RECREAT	-215-104 10/11/06	ORD. #05-17 PARKS & RECREATION 5,852.00 0.00	0.00 1,170.40	5 5,852.00 5,852.00
06-07 Equipment	FILE CABINET	X-10- CLERK	-220-106 10/09/06	ORD. #06-12 CLERK 1,990.23 0.00	0.00 198.82	10 1,990.23 1,990.23
06-08 Equipment	PAK-ALERT & CARBON CYLINDERS	X-10- FIRE	-220-103 12/06/06	ORD. #06-12 FIRE DEPT. 1,608.00 0.00	0.00 160.64	10 1,608.00 1,608.00
06-09 Equipment	DIGITAL RECORDING SYSTEM	X-10- CLERK	-220-106 12/14/06	ORD. #06-12 CLERK 9,559.00 0.00	0.00 954.95	10 9,559.00 9,559.00
06-10 Equipment	ELECTRIC TRIMO PUMP	X-10- FIRE	-217-101 03/21/06	ORD. #05-35 RESCUE VEHICLE FD 8,580.00 0.00	0.00 858.00	10 0.00 0.00
ESI EQUIPMENT INC.						
06-11 Vehicles PICKUP FORD	2006 FORD PICKUP 98617	X-10- DPW	-220-101 12/01/06	ORD. #06-12 DPW 28,000.00 0.00	0.00 5,600.00	5 28,000.00 28,000.00
06-12 Vehicles PICKUP FORD	2006 FORD PICKUP 40651	X-10- DPW	-220-101 12/01/06	ORD. #06-12 DPW 28,000.00 0.00	0.00 5,600.00	5 28,000.00 28,000.00
07-01 Equipment	USED ROLL-OFF/DUMP TRUCK	X-10- DPW	-223-101 08/16/07	ORD #07-10 DPW EQUIPMENT 46,000.00 0.00	0.00 2,873.20	16 46,000.00 46,000.00
07-02 Equipment	USED GARBAGE TRUCK	X-10- DPW	-223-101 08/16/07	ORD #07-10 DPW EQUIPMENT 76,000.00 0.00	0.00	16

Asset Id	Description	Purchase Account	Purch Amt	Salvage Value	Exp Life
Class	Department	Code	Deprec Value	Annual Deprec	Market Value
Model	Location	Purch Date	Rem Value	Reason	Insured Value
Manufacturer	Serial No.	Last Deprec			
	Purchase Order Id	Rem Date			
			0.00	4,747.03	76,000.00
					76,000.00
07-03	RECORDING SYSTEM INTERROG. RM	X-10- -220-105	ORD. #06-12 POLICE DEPT.		
Equipment		POLICE 01/26/07	2,447.42	0.00	10
			0.00	244.50	2,447.42
					2,447.42
07-04	COMMUNITY BULLETIN BOARD	X-10- -207-102	ORD. #04-12 B&G		
Equipment		BG 02/21/07	5,100.00	0.00	10
			0.00	509.49	5,100.00
					5,100.00
07-05	MINI CHAIN CUTTER KIT	7-01- -033-244	EQUIPMENT & MAINTENANCE		
Equipment		DPW 02/28/07	1,789.00	0.00	10
			0.00	178.72	1,789.00
					1,789.00
07-06	WORKSTATION W/SOFTWARE	7-51- -200-030	CODE COMPLIANCE PENALTY		
Equipment		BLDG DPT 02/11/07	1,616.00	0.00	5
			0.00	323.20	1,616.00
					1,616.00
07-07	WATER HEATER BORO HALL	7-01- -013-243	BUILDING MAINTENANCE		
Equipment		BG 05/04/07	1,658.73	0.00	10
			0.00	165.71	1,658.73
					1,658.73
07-08	MOBILE RADIOS	7-01- -023-244	EQUIPMENT & MAINTENANCE		
Equipment		FIRE DPT 03/23/07	2,888.00	0.00	5
			0.00	577.60	2,888.00
					2,888.00
07-09	PUMP	7-01- -399-201	FLOOD EXPENSES OE DPW		
Equipment		BG 04/17/07	2,442.00	0.00	10
			0.00	243.96	2,442.00
					2,442.00
07-10	SCANNER FOR POLICE CARS	7-01- -052-201	POLICE VEHICLE EXPENSE		
Equipment		DPW 04/18/07	1,014.00	0.00	5
			0.00	202.40	1,014.00
					1,014.00
07-11	A/C COMPRESSOR BOH	7-01- -013-243	BUILDING MAINTENANCE		
Equipment		BG 06/06/07	4,220.00	0.00	5
			0.00	842.32	4,220.00
					4,220.00
07-12	A/C IN BASEMENT	7-01- -013-243	BUILDING MAINTENANCE		
Equipment		BG 06/14/07	2,980.00	0.00	5
			0.00	594.81	2,980.00
					2,980.00

Asset Id	Description	Purchase Account	Purch Amt	Salvage Value	Exp Life
Class	Department	Code	Deprec Value	Annual Deprec	Market Value
Model	Location	Purch Date	Rem Value	Reason	Insured Value
Manufacturer	Serial No.	Last Deprec			
	Purchase Order Id	Rem Date			
					2,980.00
07-13	A/C COMPRESSOR PD Equipment	7-01- -013-243 BG 06/15/07	BUILDING MAINTENANCE 1,005.18 0.00	0.00 200.63	5 1,005.18 1,005.18
07-14	PLAYGROUND EQUIPMENT Equipment	X-10- -215-104 REC 07/02/07	ORD. #05-17 PARKS & RECREATION 17,867.36 0.00	0.00 3,566.34	5 17,867.36 17,867.36
07-15	PLAYGROUND EQUIPMENT/MCKINLEY Equipment	7-01- -038-244 REC 07/09/07	EQUIPMENT & MAINTENANCE 697.60 0.00	0.00 139.24	5 697.60 697.60
07-16	WOOD FIBER SAFETY SURFACE Equipment	X-10- -215-104 REC 07/16/07	ORD. #05-17 PARKS & RECREATION 2,050.00 0.00	0.00 409.18	5 2,050.00 2,050.00
07-17	HIGH BACK MESH CHAIRS Equipment	7-01- -024-244 POLICE 07/10/07	EQUIPMENT & MAINTENANCE 1,178.00 0.00	0.00 235.13	5 1,178.00 1,178.00
07-18	AIR COMPRESSORS EMERSON PUMP Equipment	7-01- -033-244 SEWER 07/27/07	EQUIPMENT & MAINTENANCE 947.20 0.00	0.00 189.06	5 947.20 947.20
07-19	A/C COMPRESSOR SOC SERV. Equipment	7-01- -013-243 BG 08/01/07	BUILDING MAINTENANCE 4,230.00 0.00	0.00 844.31	5 4,230.00 4,230.00
07-20	GARBAGE CONTAINERS W/LIDS Equipment	7-01- -314-244 08/20/07	EQUIPMENT & MAINTENANCE 12,549.60 0.00	0.00 2,504.91	5 12,549.60 12,549.60
07-21	USED ROLL-OFF/DUMP TRUCK Equipment	X-10- -223-101 DPW 08/16/07	ORD #07-10 DPW EQUIPMENT 46,000.00 0.00	0.00 4,595.40	10 46,000.00 46,000.00
07-22	USED GARGAGE TRUCK Equipment	X-10- -223-101 DPW 08/16/07	ORD #07-10 DPW EQUIPMENT 76,000.00 0.00	0.00 7,592.41	10 76,000.00 76,000.00

Asset Id	Description	Purchase Account	Purch Amt	Salvage Value	Exp Life
Class	Department	Code	Deprec Value	Annual Deprec	Market Value
Model	Location	Purch Date	Rem Value	Reason	Insured Value
Manufacturer	Serial No.	Last Deprec			
	Purchase Order Id	Rem Date			
07-23	USED TIRE MACHINE	7-01- -031-244	EQUIPMENT & MAINTENANCE		
Equipment		DPW 08/08/07	1,650.00	0.00	0
			0.00	0.00	1,650.00
					1,650.00
07-24	11' HYDRAULIC MOWER	X-10- -223-101	ORD #07-10 DPW EQUIPMENT		
Equipment		DPW 08/28/07	49,206.00	0.00	5
			0.00	9,821.56	49,206.00
					49,206.00
07-25	WOOD CARPET MEADOWBROOK PARK	X-10- -215-104	ORD. #05-17 PARKS & RECREATION		
Equipment		REC 09/12/07	725.00	0.00	5
			0.00	144.71	725.00
					725.00
07-26	RADAR UNITS	X-10- -224-101	ORD #07-11 POLICE DEPT EQUIP.		
Equipment		POLICE 09/25/07	18,950.00	0.00	5
			0.00	3,782.44	18,950.00
					18,950.00
07-27	LEAF PUSHER	7-01- -313-222	EXPENSES		
Equipment		DPW 09/14/07	4,200.00	0.00	5
			0.00	838.32	4,200.00
					4,200.00
07-28	CAR DIGITAL VIDEO REC SYSTEM	X-10- -224-101	ORD #07-11 POLICE DEPT EQUIP.		
Equipment		POLICE 09/20/07	69,604.00	0.00	5
			0.00	13,893.01	69,604.00
					69,604.00
07-29	RADIO W/PARTS	X-10- -180-101	FIRE DEPT. RADIO EQUIP.		
Equipment		FIRE DPT 07/13/07	7,887.50	0.00	5
			0.00	1,574.35	7,887.50
					7,887.50
07-30	SCOTT PAKS W/PARTS	X-10- -225-101	ORD #07-12 FIRE DEPT EQUIP.		
Equipment		FIRE DPT 10/23/07	15,408.40	0.00	5
			0.00	3,075.53	15,408.40
					15,408.40
07-31	MOBILE RADIO & ANTENNA	X-10- -223-101	ORD #07-10 DPW EQUIPMENT		
Equipment		DPW 11/12/07	1,537.00	0.00	5
			0.00	306.79	1,537.00
					1,537.00
07-32	RADIOS	X-10- -225-101	ORD #07-12 FIRE DEPT EQUIP.		
Equipment		FIRE DPT 09/07/07	13,446.00	0.00	5
			0.00	2,683.83	13,446.00
					13,446.00

Asset Id	Description	Purchase Account						
Class	Department	Location	Code	Purch Date	Purch Amt	Salvage Value	Exp Life	
Model		Serial No.		Last Deprec	Deprec Value	Annual Deprec	Market Value	
Manufacturer		Purchase Order Id		Rem Date	Rem Value	Reason	Insured Value	
07-33	LAWNMOWER/SNOW REMOVAL MACHINE		X-10-	-223-101	ORD #07-10 DPW EQUIPMENT			
Equipment			DPW	12/19/07	32,236.05	0.00	10	
					0.00	3,220.38	32,236.05	32,236.05
07-34	RESCUE TRUCK		X-10-	-217-101	ORD. #05-35 RESCUE VEHICLE FD			
Equipment			FIRE	02/06/07	405,835.00	0.00	20	
					0.00	20,291.75	0.00	0.00
	RESCUE 1							0.00
07-35	2007 EXPEDITION		X-10-	-225-101	ORD #07-12 FIRE DEPT EQUIP.			
Vehicles			FIRE DPT	12/01/07	27,975.00	0.00	5	
		54942			0.00	5,595.00	27,975.00	27,975.00
	FORD							
07-36	2008 FORD ESCAPE CAR #10		8-01-	-025-276	VEHICLE PURCHASE			
Vehicles			POLICE	10/02/07	29,275.51	0.00	5	
		79900			0.00	5,855.10	29,275.51	29,275.51
	ESCAPE							
	FORD							
08-01	FIRE COATS & BUNKER PANTS		X-10-	-225-101	ORD #07-12 FIRE DEPT EQUIP.			
Equipment			FIRE DPT	01/15/08	10,344.40	0.00	5	
				01/15/08	10,334.40	2,064.75	10,334.40	10,334.40
08-05	2008 WHEEL LOADER		X-10-	-233-101	ORD #08-20 DPW EQUIPMENT			
Equipment			DPW	06/30/08	133,700.00	0.00	10	
		N8F204860			0.00	13,370.00	133,700.00	133,700.00
	621 EZBAR ARTICULATED							
	CASE							
08-07	LAPTOPS FOR PATROL CARS		X-10-	-231-101	ORD #08-11 TECHNOLOGY EQUIP.			
Equipment			PD	06/16/08	11,500.00	0.00	4	
					0.00	2,875.00	11,500.00	11,500.00
08-08	FUEL MONITORING SYSTEM		X-10-	-220-101	ORD. #06-12 DPW			
Equipment			DPW	06/09/08	16,359.94	0.00	10	
					0.00	1,634.36	16,359.94	16,359.94
08-10	2009 TOYOTA HIGHLANDER HYBRID		X-10-	-233-101	ORD #08-20 DPW EQUIPMENT			
Vehicles			DPW	12/03/08	33,988.00	0.00	5	
		JTEEW41A492029646			0.00	6,797.60	33,988.00	33,988.00
	HIGHLANDER 4DR HYBRID							
	TOYOTA							
08-11	2008 FORD 350 4WD DIESEL PICKUP		X-10-	-207-101	ORD. #04-12 DPW			
Vehicles			DPW	10/20/08	33,601.84	0.00	5	
		IFTWF31R58EE30399			0.00	6,720.37	33,601.84	33,601.84
	350 PICKUP 2008							
	FORD							
08-12	PLAYGROUND EQUIPMENT @ VOORHIS PARK		X-10-	-236-101	ORD #08-33 VOORHIS PK EQUIP.			

Asset Id	Description	Purchase Account	Purch Amt	Salvage Value	Exp Life
Class	Department	Code	Deprac Value	Annual Deprec	Market Value
Model	Location	Purch Date	Rem Value	Reason	Insured Value
Manufacturer	Serial No.	Last Deprec			
	Purchase Order Id	Rem Date			
Equipment		REC DEPT	45,074.26	0.00	5
			0.00	9,014.85	45,074.26
LITTLE TIKES					45,074.26
08-13	2008 TOYOTA HIGHLANDER CAR #11	8-01- -025-276	VEHICLE PURCHASE		
Vehicles		POLICE	32,236.44	0.00	0
HIGHLANDER			0.00	0.00	32,236.44
TOYOTA					32,236.44
09-01	LEATHER HELMET	9-01- -023-244	EQUIPMENT & MAINTENANCE		
Equipment		FIRE DPT	537.00	0.00	5
N5A LEATHER			0.00	107.40	537.00
CARINS					537.00
09-02	UPGRADE SCBA PAKS	X-10- -235-101	ORD #08-32 FD EQUIPMENT		
Equipment		FIRE DPT	20,550.00	0.00	5
			0.00	4,110.00	20,550.00
SCOTT					20,550.00
09-03	HOSES - 5" & 2"	9-01- -022-222	EXPENSES		
Equipment	FIRE DEPT	FD	3,755.00	0.00	5
KEY-LDH5-500 & DP-20-800PUH-50			0.00	751.00	3,755.00
LEY-LITE					3,755.00
09-04	2001 INTERNATIONAL DUMP TRUCK	X-10- -246-101	ORD #09-22 DPW EQUIPMENT		
Equipment	DPW	DPW	17,500.00	0.00	10
4700	1HTSCABR01H354348		0.00	1,750.00	0.00
INTERNATIONAL					0.00
09-05	2001 INTERNATIONAL DUMP TRUCK	X-10- -246-101	ORD #09-22 DPW EQUIPMENT		
Equipment	DPW	DPW	17,500.00	0.00	10
4700	1HTSCABR81H354310		0.00	1,750.00	0.00
INTERNATIONAL					0.00
09-06	DELL DESKTOP COMPUTER - BD OF HEALTH	9-01- -035-208	OFFICE EQUIP/COMPUTER MAINT		
Equipment	BOROUGH		975.00	0.00	5
OPTIPLEX 760	BOROUGH HALL		0.00	195.00	975.00
DELL	LHQ6GK1/14132590417				975.00
09-07	DIGITAL PORTABLE RADIOS	X-10- -244-101	ORD #09-20 POLICE DEPT EQUIPMENT		
Equipment	POLICE DEPT	PD	600.00	0.00	5
			0.00	120.00	600.00
MOTOROLA					600.00
09-08	PATROL MOUNTAIN BIKES	9-51- -200-020	SAFE SCHOOLS & N.		
Equipment	POLICE DEPT	PD	1,800.00	0.00	0
POLICE SPECIAL			0.00	0.00	1,800.00
FUJI	ICFJ8L04526				1,800.00
09-09	CHAIRS FOR PD DISPATCH AREA	X-10- -244-101	ORD #09-20 POLICE DEPT EQUIPMENT		
Equipment	POLICE DEPT	PD	1,077.00	0.00	5
	BOROUGH HALL				

04/12/10  
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BOROUGH OF WESTWOOD  
Fixed Asset Listing By Asset Id

Asset Id	Description	Purchase Account	Purch Amt	Salvage Value	Exp Life
Class	Department	Code	Purch Date	Annual Deprec	Market Value
Model	Location	Last Deprec	Deprec Value	Reason	Insured Value
Manufacturer	Serial No.	Rem Date	Rem Value		
	Purchase Order Id				
BTC101X0-H2/210243			0.00	215.40	1,077.00 1,077.00
09-10	ADA BLEACHERS	X-10- -220-104	ORD. #06-12 RECREATION		
Equipment	RECREATION	REC	12/18/09	0.00	5
N-0515AH			3,282.00	656.40	3,282.00
BEN SHAFFER & ASSOC.			0.00		3,282.00
97-12	PURCHASE OF BATEMAN PROPERTY	X-10- -149-101	CONTRACTS		
Equipment			06/16/98	0.00	0
			12/31/00	0.00	140,000.00
	A0039280		140,000.00		140,000.00
20004-1	FILE SERVER	X-10- -207-103	ORD. #04-12 CLERK/BOH COMPUTER		
Equipment		04-12	12/05/04	0.00	5
			2,500.00	500.00	2,500.00
			0.00		2,500.00

Code	Total	Purchase Amount	Deprec Value	Market Value	Insured Value
	4	279,524.60	140,000.00	279,524.60	279,524.60
04-12	1	2,500.00	0.00	2,500.00	2,500.00
BG	7	21,635.91	0.00	21,635.91	21,635.91
BLDG DPT	1	1,616.00	0.00	1,616.00	1,616.00
CLERK	3	13,704.46	0.00	13,704.46	13,704.46
DPW	21	723,769.83	0.00	688,769.83	688,769.83
FD	2	5,550.00	0.00	5,550.00	5,550.00
FIRE	3	416,023.00	0.00	1,608.00	1,608.00
FIRE DEP	1	15,000.00	0.00	15,000.00	15,000.00
FIRE DPT	9	107,826.30	10,334.40	107,816.30	107,816.30
LIBRARY	1	8,509.50	0.00	8,509.50	8,509.50
PD	4	14,977.00	0.00	14,977.00	14,977.00
POLICE	8	172,337.62	0.00	172,337.62	172,337.62
REC	5	24,621.96	0.00	24,621.96	24,621.96
REC DEPT	1	45,074.26	0.00	45,074.26	45,074.26
RECREAT	2	6,897.00	0.00	6,897.00	6,897.00
SEWER	1	947.20	0.00	947.20	947.20
<b>Total</b>	<b>74</b>	<b>1,860,514.64</b>	<b>150,334.40</b>	<b>1,411,089.64</b>	<b>1,411,089.64</b>

-----  
 Range: First to Last                      Codes: First to Last                      Departments: First to Last  
 Descriptions: First to Last                      Print Note: N  
 Purchase Date: 01/01/09 to 12/31/09                      Class: First to Last                      Rem Date: First to Last  
 Department Id: First to Last                      Location Id: First to Last                      Skip Removed: N  
 -----

Asset Id	Description	Purchase Account	Purch Amt	Salvage Value	Exp Life
Class	Department	Code	Purch Date	Annual Deprec	Market Value
Model	Location	Serial No.	Last Deprec	Reason	Insured Value
Manufacturer	Purchase Order Id	Rem Date	Deprec Value		
			Rem Value		
09-01	LEATHER HELMET	9-01- -023-244	EQUIPMENT & MAINTENANCE		
Equipment		FIRE DPT	01/30/09	537.00	5
NSA LEATHER				0.00	537.00
CARINS				107.40	537.00
09-02	UPGRADE SCBA PAKS	X-10- -235-101	ORD #08-32 FD EQUIPMENT		
Equipment		FIRE DPT	02/10/09	20,550.00	5
SCOTT				0.00	20,550.00
				4,110.00	20,550.00
09-03	HOSES - 5" & 2"	9-01- -022-222	EXPENSES		
Equipment	FIRE DEPT	FD	09/25/09	3,755.00	5
KEY-LDH5-500 & DP-20-800PUH-50				0.00	3,755.00
KEY-LITE				751.00	3,755.00
09-04	2001 INTERNATIONAL DUMP TRUCK	X-10- -246-101	ORD #09-22 DPW EQUIPMENT		
Equipment	DPW	DPW	10/13/09	17,500.00	10
4700	1HTSCABRO1H354348			0.00	0.00
INTERNATIONAL				1,750.00	0.00
09-05	2001 INTERNATIONAL DUMP TRUCK	X-10- -246-101	ORD #09-22 DPW EQUIPMENT		
Equipment	DPW	DPW	11/02/09	17,500.00	10
4700	1HTSCABR81H354310			0.00	0.00
INTERNATIONAL				1,750.00	0.00
09-06	DELL DESKTOP COMPUTER - BD OF HEALTH	9-01- -035-208	OFFICE EQUIP/COMPUTER MAINT		
Equipment	BOROUGH	BOROUGH HALL	12/08/09	975.00	5
OPTIPLEX 760	LHQ6GK1/14132590417			0.00	975.00
DELL				195.00	975.00
09-07	DIGITAL PORTABLE RADIOS	X-10- -244-101	ORD #09-20 POLICE DEPT EQUIPMENT		
Equipment	POLICE DEPT	PD	11/03/09	600.00	5
MOTOROLA				0.00	600.00
				120.00	600.00
09-08	PATROL MOUNTAIN BIKES	9-51- -200-020	SAFE SCHOOLS & N.		
Equipment	POLICE DEPT	PD	11/25/09	1,800.00	0
POLICE SPECIAL	ICFJ8L04526			0.00	1,800.00
FUJI				0.00	1,800.00
09-09	CHAIRS FOR PD DISPATCH AREA	X-10- -244-101	ORD #09-20 POLICE DEPT EQUIPMENT		
Equipment	POLICE DEPT	PD	12/21/09	1,077.00	5
STC101X0-H2/210243	BOROUGH HALL			0.00	1,077.00
				215.40	1,077.00
09-10	ADA BLEACHERS	X-10- -220-104	ORD. #06-12 RECREATION		

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BOROUGH OF WESTWOOD  
Fixed Asset Listing By Asset Id

Page No: 2

Asset Id	Description	Location	Purchase Account	Purch Date	Purch Amt	Salvage Value	Exp Life
Class	Department	Serial No.	Code	Last Deprec	Deprec Value	Annual Deprec	Market Value
Model		Purchase Order Id		Rem Date	Rem Value	Reason	Insured Value
Manufacturer							
Equipment	RECREATION	RECREATION	REC	12/18/09	3,282.00	0.00	5
N-0515AH					0.00	656.40	3,282.00
BEN SHAFFER & ASSOC.							3,282.00

Code	Total	Purchase Amount	Deprec Value	Market Value	Insured Value
	1	975.00	0.00	975.00	975.00
DPW	2	35,000.00	0.00	0.00	0.00
FD	1	3,755.00	0.00	3,755.00	3,755.00
FIRE DPT	2	21,087.00	0.00	21,087.00	21,087.00
PD	3	3,477.00	0.00	3,477.00	3,477.00
REC	1	3,282.00	0.00	3,282.00	3,282.00
Total	10	67,576.00	0.00	32,576.00	32,576.00

**BOROUGH OF WESTWOOD**  
**STATEMENT OF 2007 APPROPRIATION RESERVES**

	Balance, December 31, <u>2007</u>	<u>Orders Restored</u>	<u>Transfers</u>	Balance After Transfers and Cancelled <u>Orders</u>	<u>Paid or Charged</u>	Balance <u>Lapsed</u>
<b>SALARIES AND WAGES</b>						
General Administration	\$ 533			\$ 533		\$ 533
Mayor and Council	62			62		62
Municipal Clerk	11			11		11
Financial Administration	3,001			3,001		3,001
Tax Assessment Administration	16			16		16
Legal Services	44			44		44
Planning Board	77		\$ 7,200	7,277	\$ 7,238	39
Police Department	34,023			34,023	9,134	24,889
Police Dispatch	86			86		86
Emergency Management	485			485		485
Fire Official	18			18		18
Prosecutor	1,055			1,055		1,055
Streets and Roads	40,019		1,100	41,119	19,438	21,681
Recycling	11,987			11,987	488	11,499
Buildings and Grounds	1,433			1,433		1,433
Vehicle Maintenance	9,007			9,007	406	8,601
Public Health Services	1,563			1,563		1,563
Administration of Public Assistance	1,999			1,999		1,999
Recreation Services and Programs	14,349			14,349		14,349
Building Inspector	19,071			19,071		19,071
Municipal Court	27,816	\$ 83		27,899	83	27,816
Public Defender	32			32		32
<b>OTHER EXPENSES</b>						
General Administration	162	3,139	500	3,801	3,790	11
Municipal Clerk						
Other Expenses	5,723	793		6,516	1,810	4,706
Financial Administration						
Other Expenses	18,445	59		18,504	4,959	13,545
Revenue Collection	22			22		22
Liquidation of Tax Title Lien	100			100		100
Tax Assessment Administration	23,579	2,532	(10,000)	16,111	13,321	2,790
Tax Collection		598		598	598	
Legal Services and Costs	5,850	15,646	10,000	31,496	30,791	705
Engineering	645	11,966	4,000	16,611	16,457	154
Historical Sites Office	1,534	11,466		13,000	12,163	837
Planning Board	15,646	1,706	(10,000)	7,352	5,417	1,935
Insurance						
Group Insurance	39,965	281		40,246	281	39,965
Liability Insurance	26,778	48,101		74,879	49,354	25,525
Workers Compensation	28,731	44,620		73,351	44,620	28,731
Fire Department						
Other Expenses	4,000	5,510		9,510	4,599	4,911
Fire Hydrant	7,175	10,243		17,418	10,243	7,175
Fire Hose/Foam		4,500		4,500	4,500	
Police Department						
Other Expenses	11,677	4,028		15,705	9,238	6,467
Acquisition of Police Vehicles	17,600			17,600		17,600
Police Dispatch 911	1,577			1,577		1,577
Police Reserves	1,684	1,394		3,078	836	2,242

BOROUGH OF WESTWOOD  
STATEMENT OF 2007 APPROPRIATION RESERVES

	Balance, December 31, 2007	Orders Restored	Transfers	Balance After Transfers and Cancelled Orders	Paid or Charged	Balance Lapsed
OTHER EXPENSES (Continued)						
Emergency Management Svcs.	\$ 2,120			\$ 2,120		\$ 2,120
Fire Official	1,579	\$ 280		1,859	\$ 251	1,608
Streets and Roads	17,885	54,170	\$ (5,300)	66,755	46,623	20,132
Finance Dept.		210		210	210	
Shade Tree Advisory Committee	3,922	8,015		11,937	7,527	4,410
Buildings and Grounds	6,152	7,456		13,608	5,097	8,511
Vehicle Maintenance	23,453	12,251		35,704	7,018	28,686
Public Health Services	5,039	320		5,359	300	5,059
Admin. of Public Assistance	686	298		984	298	686
Recreation	3,825	10,425		14,250	9,527	4,723
Celebration of Public Events	1,979			1,979		1,979
Building Inspector	2,396	482		2,878	472	2,406
Electricity	2,202	20,213		22,415	20,213	2,202
Street Lighting		23,960	500	24,460	23,960	500
Gasoline	493	8,633		9,126	8,633	493
Natural Gas	27,494	13,990		41,484	13,990	27,494
Water	9,282	680		9,962	323	9,639
Sewerage Processing and Disp	51	12,722	2,000	14,773	14,521	252
Telephone	2,034	54		2,088	570	1,518
Repairs to Traffic Lights	2			2		2
Garbage /Trash		28,754		28,754	28,754	
Garbage Tipping Fees	16,834	28,754		45,588	28,754	16,834
Social Security System (O.A.S.I.)	6,701			6,701		6,701
Police & Fireman's Retirement Sys	2			2		2
Municipal Court	4,667	165		4,832	255	4,577
Maintenance of Free Public Library	6,071			6,071		6,071
Sewerage Proc. and Disp-Emerson	80			80		80
Bergen County Utilities Authority	44			44		44
Municipal Alliance-State Share	11,500			11,500	11,500	
Municipal Alliance-Local Share	375			375	375	
Alcohol Education and Rehabilitation	247	500		747	747	
Drunk Driving Enforcement Fund	133			133	133	
Police Body Armor	7			7	7	
Recycling Tonnage Grant	3			3	3	
Clean Communities-State Share	728			728	728	
CDC-Dept of Health Grant	823	3,690		4,513	4,513	
Over the Limit/Under Arrest	4,950			4,950	4,950	
Welfare Agreement-River Vale	1,945			1,945		1,945
Length of Service Awards	14,442	-	-	14,442	-	14,442
	<u>\$ 557,726</u>	<u>\$ 402,687</u>	<u>\$ -</u>	<u>\$ 960,413</u>	<u>\$ 490,016</u>	<u>\$ 470,397</u>
Cash Disbursements					\$ 481,762	
Transfer to Appropriated Reserve for Grants					8,254	
					<u>\$ 490,016</u>	

**BOROUGH OF WESTWOOD  
STATEMENT OF DUE TO STATE OF NEW JERSEY -  
MARRIAGE LICENSE FEES**

Balance, December 31, 2007	\$ 575
Increased by:	
Fees Collected	<u>11,125</u>
	11,700
Decreased by:	
Payments to State of New Jersey	<u>10,525</u>
Balance, December 31, 2008	<u>\$ 1,175</u>

**STATEMENT OF DUE TO STATE OF NEW JERSEY -  
CONSTRUCTION TRAINING FEES**

Balance, December 31, 2007	\$ 2,207
Increased by:	
Fees Collected	<u>9,065</u>
	11,272
Decreased by:	
Payments	<u>7,138</u>
Balance, December 31, 2008	<u>\$ 4,134</u>

**BOROUGH OF WESTWOOD  
STATEMENT OF ENCUMBRANCES PAYABLE**

Balance, December 31, 2007	\$ 402,687
Increased by:	
Transfer from 2008 Appropriations	<u>260,767</u>
	663,454
Decreased by:	
Cancelled Payables Restored to Appropriation Reserves	<u>402,687</u>
Balance, December 31, 2008	<u>\$ 260,767</u>

EXHIBIT A-17

**STATEMENT OF DUE FROM PAYROLL ACCOUNT  
OTHER TRUST FUND**

Increased by:	
January 2009 Payroll Advanced	<u>\$ 253,251</u>
Balance, December 31, 2008	<u>\$ 253,251</u>

**BOROUGH OF WESTWOOD  
STATEMENT OF APPROPRIATED GRANT RESERVES**

	Balance, December 31, <u>2007</u>	Transfer From Appropriation <u>Reserves</u>	Cash <u>Disbursements</u>	Balance, December 31, <u>2008</u>
Appropriated				
Alcohol Education and Rehabilitation	\$ 8,452	\$ 247		\$ 8,699
Drunk Driving Enforcement Fund	3,716		\$ 3,172	544
Recycling Tonnage Grant	14,971	3		14,974
Clean Communities Grant	900	728		1,628
Police Body Armor Grant	10,788	7	1,278	9,517
Municipal Alliance Program	105	1,500		1,605
NJ Forestry - Tree Grant	1,338			1,338
Domestic Violence Training	2,477			2,477
New Jersey State Police - SLA HOEP	3,235			3,235
Municipal Stormwater Regulation	3,926			3,926
Green Communities	500			500
Municipal Recycling Assistance	5,483			5,483
Click It or Ticket	5,313		4,000	1,313
Over the Limit/Under Arrest	-	4,950		4,950
CDC-Dept of Health Grant	-	819	-	819
	<u>\$ 61,204</u>	<u>\$ 8,254</u>	<u>\$ 8,450</u>	<u>\$ 61,008</u>

**BOROUGH OF WESTWOOD  
STATEMENT OF PREPAID TAXES**

Balance, December 31, 2007	\$ 184,328
Increased by:	
Collection of 2009 Taxes	<u>167,026</u>
	351,354
Decreased by:	
Application to 2008 Taxes	<u>184,328</u>
Balance, December 31, 2008	<u>\$ 167,026</u>

**STATEMENT OF TAX OVERPAYMENTS**

Balance, December 31, 2007	\$ 17,289
Increased by:	
Overpayments in 2008	<u>17,961</u>
	35,250
Decreased by:	
Refunds	<u>17,765</u>
Balance, December 31, 2008	<u>\$ 17,485</u>

**STATEMENT OF REGIONAL SCHOOL DISTRICT TAX PAYABLE**

Increased by:	
Levy - Calendar Year	<u>\$ 19,584,138</u>
Decreased by:	
Payments	<u>\$ 19,584,138</u>

**BOROUGH OF WESTWOOD  
STATEMENT OF COUNTY TAXES PAYABLE**

Balance, December 31, 2007		\$	19,548
Increased by:			
2008 Levy	\$ 3,438,104		
County Open Space Preservation	<u>196,643</u>		
		\$	<u>3,634,747</u>
Added Taxes (54:4-63.1 et seq.)			<u>314,688</u>
			<u>3,949,435</u>
			3,968,983
Decreased by:			
Payments			<u>3,634,747</u>
Balance, December 31, 2008		\$	<u><u>334,236</u></u>

EXHIBIT A-23

**STATEMENT OF OTHER LIABILITIES - LOSAP CONTRIBUTION**

Balance, December 31, 2007		\$	65,558
Increased by:			
Transfer from 2008 Budget Appropriations			<u>80,000</u>
			145,558
Decreased by:			
Payments			<u>65,558</u>
Balance, December 31, 2008		\$	<u><u>80,000</u></u>

EXHIBIT A-24

**STATEMENT OF DUE FROM WESTWOOD PARKING AUTHORITY**

Balance, December 31, 2007		\$	7,122
Increased by:			
Authority Expenditures Paid by Borough			<u>50,754</u>
			57,876
Decreased by:			
Receipts from Parking Authority			<u>53,465</u>
Balance, December 31, 2008		\$	<u><u>4,411</u></u>

**BOROUGH OF WESTWOOD  
STATEMENT OF GRANTS RECEIVABLE**

	Balance, December 31, <u>2007</u>	2008 Grant <u>Allotments</u>	<u>Receipts</u>	Balance, December 31, <u>2008</u>
Municipal Alliance on Alcoholism and Drugs		\$ 11,500	\$ 11,500	
Highway Safety Grant - GLE		2,000	700	\$ 1,300
Police Body Armor				
Federal Share	\$ 812			812
State Share	2,603	2,784	2,335	3,052
Municipal Stormwater Grant - DEP		10,207	2,552	7,655
Click it or Ticket		4,000	4,000	
Clean Community Program		13,618	13,618	
Over the Limit/Under Arrest		5,000	5,000	
Alcohol Education and Rehabilitation Fund		6,693	6,693	
SHARE - Police Pistol Range Study		20,000		20,000
Recycling Tonnage Grant		7,568	7,568	
DCA - Office of Smart Growth	-	20,500	18,840	1,660
	<u>\$ 3,415</u>	<u>\$ 103,870</u>	<u>\$ 72,806</u>	<u>\$ 34,479</u>

**BOROUGH OF WESTWOOD**  
**STATEMENT OF UNAPPROPRIATED RESERVES FOR GRANTS**

	Balance, December 31, <u>2007</u>	Increased by <u>Receipts</u>	Realized as Revenue in 2008 <u>Budget</u>	Balance, December 31, <u>2008</u>
Drunk Driving Enforcement Fund	\$ 6,144	\$ 10,015	\$ 6,144	\$ 10,015
Recycling Tonnage	8,174	8,175	8,174	8,175
Board of Health - CDC Grant	<u>-</u>	<u>7,727</u>	<u>-</u>	<u>7,727</u>
	<u>\$ 14,318</u>	<u>\$ 25,917</u>	<u>\$ 14,318</u>	<u>\$ 25,917</u>

EXHIBIT A-27

**STATEMENT OF DUE TO STATE OF NJ - BURIAL PERMITS**

Balance, December 31, 2007	\$ 650
Increased by:	
Cash Receipts	<u>730</u>
	1,380
Decreased by:	
Cash Disbursements	<u>710</u>
Balance, December 31, 2008	<u>\$ 670</u>

EXHIBIT A-28

**STATEMENT OF RESERVE FOR THE SALE OF ASSETS**

Balance, December 31, 2007	<u>\$ 207,840</u>
Balance, December 31, 2008	<u>\$ 207,840</u>

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**TRUST FUNDS**

**BOROUGH OF WESTWOOD  
STATEMENT OF TRUST CASH**

	<u>Assessment</u>	<u>Animal Control</u>	<u>Other Trust</u>	<u>State Unemployment</u>
Balance, December 31, 2007	\$ 126,370	\$ 9,070	\$ 483,923	\$ 32,742
Increased by Receipts:				
Assessments Receivable	\$ 32,268			
Interest on Assessments	3,871			
Interest on Investments and Deposits		\$ 258	\$ 4,583	\$ 128
Due to Westwood Parking Authority			7,536	
POAA Receipts			2,521	
Miscellaneous Reserves			551,897	
License Fees Collected		7,787		
Receipts from Current Fund		873	511,050	
Due to State of New Jersey			67,647	
Escrow Deposits			7,449,015	
Payroll and Payroll Deductions	<u>36,139</u>	<u>8,918</u>	<u>8,594,249</u>	<u>20,119</u>
	162,509	17,988	9,078,172	52,989
Decreased by Disbursements:				
Expenditures Under R.S. 4:19-15.11				
Payment to Current Fund	29,262	3,181		
Payment of Bond Principal	57,000	2,423	3,536	
Escrow Deposits			107,555	
Payments to State of NJ		886		31,676
Payments to Westwood Parking Authority			8,938	
Payroll and Payroll Deductions Payable			7,451,265	
Miscellaneous Reserves			436,635	
POAA Disbursements			10,153	
	<u>86,262</u>	<u>6,490</u>	<u>8,018,082</u>	<u>31,676</u>
Balance, December 31, 2008	<u>\$ 76,247</u>	<u>\$ 11,498</u>	<u>\$ 1,060,090</u>	<u>\$ 21,313</u>

**BOROUGH OF WESTWOOD  
ANALYSIS OF ASSESSMENT CASH**

	Balance, December 31, 2007	Cash Receipts	Cash Disbursements	Transfers From	To	Balance, December 31, 2008
Due to/from Current Fund	\$ 15,391	\$ 3,871	\$ 29,262		\$ 10,000	
Improvements to Woodland Ave. (Ord. 86-7)	(2,184)		4,727		6,911	
Acquisition of Property (Ord. 92-4)	13,536	12,671	13,536	\$ 12,671		
Acquisition of Property (Ord. 92-9)	(34,313)	1,500	10,902		43,715	
Improvements to Parking Lot (Ord. 92-12/94-16)	27,835	18,098	27,835	18,098		
Fund Balance	<u>106,104</u>	<u>-</u>	<u>-</u>	<u>29,857</u>	<u>-</u>	<u>\$ 76,247</u>
	<u>\$ 126,369</u>	<u>\$ 36,140</u>	<u>\$ 86,262</u>	<u>\$ 60,626</u>	<u>\$ 60,626</u>	<u>\$ 76,247</u>

**BOROUGH OF WESTWOOD  
STATEMENT OF ASSESSMENTS RECEIVABLE**

Ord. No.	<u>Improvement Description</u>	<u>Date of Confirmation</u>	<u>Due Dates</u>	Balance, December 31, <u>2007</u>	<u>Collected</u>	Balance, December 31, <u>2008</u>	Balance Pledged To <u>Reserve</u>
86-7	Improvements to Woodland Avenue	4/7/1998	6/1	\$ 150		\$ 150	\$ 150
92-4	Acquisition of Property	10/9/01	11/1	32,091	\$ 12,671	19,420	19,420
92-9	Acquisition of Property	1/30/01	3/1	4,127	1,500	2,627	2,627
92-12/ 94-16	Improvements to Parking Lot	1/30/01	3/1	<u>46,350</u>	<u>18,097</u>	<u>28,253</u>	<u>28,253</u>
				<u>\$ 82,718</u>	<u>\$ 32,268</u>	<u>\$ 50,450</u>	<u>\$ 50,450</u>

**BOROUGH OF WESTWOOD  
STATEMENT OF DUE TO CURRENT FUND - ASSESSMENT TRUST FUND**

Balance, December 31, 2007		\$ 15,391
Increased by:		
Fund Balance Realized As Current Fund Revenue	\$ 10,000	
Interest on Assessments	<u>3,871</u>	
		<u>13,871</u>
		29,262
Decreased by:		
Payment to Current Fund		<u>\$ 29,262</u>

EXHIBIT B-8

**STATEMENT OF AMOUNT TO BE RAISED FOR CANCELLED ASSESSMENTS**

Balance, December 31, 2007		\$ 52,126
Decreased by:		
Cancelled		<u>\$ 52,126</u>

EXHIBIT B-9

**STATEMENT OF RESERVE FOR ASSESSMENTS AND LIENS**

Ord. No.	Assessments Receivable:	Balance, December 31, <u>2007</u>	<u>Collections</u>	Balance, December 31, <u>2008</u>
86-7	Improvements to Woodland Ave.	\$ 150		\$ 150
92-4	Acquisition of Property	32,091	\$ 12,671	19,420
92-9	Acquisition of Property	4,127	1,500	2,627
92-12	Various Improvements to Public Parking	<u>46,350</u>	<u>18,097</u>	<u>28,253</u>
		<u>\$ 82,718</u>	<u>\$ 32,268</u>	<u>\$ 50,450</u>

**BOROUGH OF WESTWOOD  
STATEMENT OF ASSESSMENT SERIAL BONDS**

<u>Purpose</u>	<u>Date of Issue</u>	<u>Original Issue</u>	<u>Balance, December 31, 2007</u>	<u>Decreased</u>	<u>Balance, December 31, 2008</u>
Assessm	8/15/1997	\$ 607,000	\$ 57,000	\$ 57,000	\$ -
			<u>\$ 57,000</u>	<u>\$ 57,000</u>	<u>\$ -</u>

## EXHIBIT B-11

**STATEMENT OF DUE FROM CURRENT FUND - OTHER TRUST FUND**

Balance, December 31, 2007 (Due from)	\$ 257,799
Increased by:	
Payments to Current Fund	<u>3,536</u>
	261,335
Decreased by:	
Receipts from Current Fund	\$ 511,050
Interest on Investments and Deposits	<u>3,536</u>
	<u>514,586</u>
Balance, December 31, 2008 (Due to)	<u>\$ 253,251</u>

## EXHIBIT B-12

**STATEMENT OF RESERVE FOR ANIMAL CONTROL EXPENDITURES**

Balance, December 31, 2007	\$ 6,892
Increased by:	
Animal Control Fees	<u>7,787</u>
	14,679
Decreased by:	
Expenditures	<u>3,181</u>
Balance, December 31, 2008	<u>\$ 11,498</u>

**BOROUGH OF WESTWOOD  
STATEMENT OF DUE TO STATE OF NEW JERSEY  
DOG REGULATION FEES**

Balance, December 31, 2007	\$ 13
Increased by:	
Registration Fees - Due State	<u>873</u>
	886
Decreased by:	
Payments	<u>886</u>
Balance, December 31, 2008	<u>\$ -</u>

EXHIBIT B-14

**STATEMENT OF DUE TO CURRENT FUND - ANIMAL CONTROL FUND**

Balance, December 31, 2007	\$ 2,165
Increased by:	
Interest on Investments and Deposits	<u>258</u>
	2,423
Decreased by:	
Payments to Current Fund	<u>2,423</u>
Balance, December 31, 2008	<u>\$ -</u>

EXHIBIT B-15

**STATEMENT OF ESCROW DEPOSITS**

Balance, December 31, 2007	\$ 212,772
Increased by:	
Cash Receipts	<u>67,647</u>
	280,419
Decreased by:	
Cash Disbursements	<u>107,555</u>
Balance, December 31, 2008	<u>\$ 172,864</u>

**BOROUGH OF WESTWOOD**  
**STATEMENT OF RESERVE FOR UNEMPLOYMENT COMPENSATION INSURANCE**

Balance, December 31, 2007		\$ 32,742
Increased by:		
Interest on Deposits	\$ 128	
Payroll Deductions from Employees	<u>20,119</u>	
		<u>20,247</u>
		52,989
Decreased by:		
Unemployment Claims		<u>31,676</u>
Balance, December 31, 2008		<u>\$ 21,313</u>

EXHIBIT B-17

**STATEMENT OF RESERVE FOR SANITARY LANDFILL CLOSURE**

Balance, December 31, 2007		\$ 31,243
Increased by:		
Interest on Deposits		<u>1,047</u>
Balance, December 31, 2008		<u>\$ 32,290</u>

EXHIBIT B-18

**RESERVE FOR POAA COURT EXPENDITURES**

Balance, December 31, 2007		\$ 18,962
Increased by:		
Cash Receipts		<u>2,521</u>
		21,483
Decreased by:		
Cash Disbursements		<u>10,153</u>
Balance, December 31, 2008		<u>\$ 11,330</u>

**BOROUGH OF WESTWOOD  
STATEMENT OF MISCELLANEOUS RESERVES**

	Balance, December 31, <u>2007</u>	<u>Receipts</u>	<u>Disbursements</u>	Balance, December 31, <u>2008</u>
Affordable Housing	\$ 5,518	\$ 22,737	\$ 3,276	\$ 24,979
Redemption of Tax Sale Certificates	15,441	68,988	68,988	15,441
Recycling Program	34,400	17,573	9,377	42,596
Recreation Trips	6,017	12,741	10,486	8,272
Police Overtime Detail	28,513	358,908	257,272	130,149
Beautification	8,700			8,700
Safe Schools	2,732	20,720	8,572	14,880
Code Compliance Penalty	63,374	16,792	25,827	54,339
Hug-A-Tree	1,750	4,000	2,370	3,380
Fire Prevention	5,010	3,231		8,241
Premium on Tax Sale	53,700	15,200	50,300	18,600
Recreation Donation		800	74	726
Teen Center		515	93	422
Tax Maps		100		100
Miscellaneous		1,794		1,794
Accumulated Leave Compensation	<u>250,000</u>	<u>7,798</u>	<u>-</u>	<u>257,798</u>
	<u>\$ 475,155</u>	<u>\$ 551,897</u>	<u>\$ 436,635</u>	<u>\$ 590,417</u>

EXHIBIT B-20

**STATEMENT OF RESERVE FOR PAYROLL AND PAYROLL DEDUCTIONS PAYABLE**

Balance, December 31, 2007	\$ 2,188
Increased by:	
Cash Receipts	<u>7,449,015</u>
	7,451,203
Decreased by:	
Cash Disbursements	<u>7,451,265</u>
Balance, December 31, 2008	<u>\$ (62)</u>

**BOROUGH OF WESTWOOD  
STATEMENT OF DUE TO WESTWOOD PARKING AUTHORITY**

Balance, December 31, 2007	\$ 1,402
Increased by:	
Cash Receipts	<u>7,536</u>
	8,938
Decreased by:	
Payments to Westwood Parking Authority	<u>8,938</u>
Balance, December 31, 2008	<u>\$ -</u>

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**GENERAL CAPITAL FUND**

**BOROUGH OF WESTWOOD**  
**STATEMENT OF GENERAL CAPITAL CASH - COLLECTOR-TREASURER**

Balance, December 31, 2007		\$ 1,185,073
Increased by Receipts:		
Loan Proceeds	\$ 330,940	
Bond Anticipation Notes	4,112,735	
Premium on Sale of Bonds and Notes	13,197	
Interest on Investments	24,639	
Receipts from Current Fund - Capital Improvement Fund	180,000	
Refunding Bonds - Costs of Issuance	46,926	
Grant Proceeds	<u>204,262</u>	
		<u>4,912,699</u>
		6,097,772
Decreased by:		
Improvement Authorizations	1,541,769	
Current Fund Expenditures Paid by General Capital Fund	53,062	
Payments to Current Fund	312,888	
Refunding Bonds - Costs of Issuance	42,736	
Bond Anticipation Notes	<u>3,573,485</u>	
		<u>5,523,940</u>
Balance, December 31, 2008		<u>\$ 573,832</u>

**BOROUGH OF WESTWOOD  
ANALYSIS OF GENERAL CAPITAL CASH  
AS OF DECEMBER 31, 2008**

Fund Balance	\$ 115,372
Capital Improvement Fund	310,633
Encumbrances Payable	559,923
Accounts Payable	36,626
Reserve for Pascack Brook Park Bikeway	292,500
Grants Receivable	(369,260)
Environmental Infrastructure Loan Receivable	(764,937)
Due from Current Fund	(3,062)
Reserve for Payment of Bonds	181,299
Reserve for Issuance Costs - 2008 Refunding Bonds	4,190

## Improvement Authorizations:

<u>Ord. No.</u>	<u>Improvement Description</u>	
97-1	Impvt. of Railroad Station	(23,916)
97-7	Impvt. of Drainage Ditch	(14,250)
98-12	Resurfacing of Various Streets	(902)
00-12	Various Road Repairs	6,759
01-11	Resurfacing of Various Roads	17,010
02-14	Various Capital Improvements	26,111
02-21	Construction of Firehouse	(821)
04-12	Various Capital Improvements	36,206
04-13	Improvements to Musquapsink Brook	7,712
04-19	Construction of Walkway and Pedestrian Bridge	1,849
04-23	Improvements to Fairview Avenue	288
05-16/05-37	Feasibility Study-Five Corners	9
05-17	Various Capital Improvements	9,342
06-04	Reconstruction of Fairview Avenue	209,083
06-05	Repaving & Resurfacing of Various Roads	13,647
06-12	Various Capital Improvements	127,699
07-04	2007 Roadway Improvement Program	(421)
07-09	Installation of Additional Lighting at Westvale Park	98,253
07-10	Acquisition of Various Equipment-Public Works	26,513
07-11	Acquisition of Various Equipment-Police Department	1
07-12	Acquisition of Various Equipment-Fire Department	10,979
07-13	Acquisition & Installation of Irrigation System	141,896
08-01	Road Improvements	30,903
08-02	Pascack Brook Sewer Pipe Replacement and Repair	(154,102)
08-11	Acquisition of Technology Equipment	(28,404)
08-20	Acquisition of Equipment	(156,750)
08-22	Suppl. - Emerson Pump Station	(120,000)
08-32	Acquisition of Fire Department Equipment	(50,647)
08-33	Acquisition of Playground Equipment	(28,499)
08-35	Various Improvements at the Borough Library	25,000
		<u>\$ 573,832</u>

**BOROUGH OF WESTWOOD**  
**STATEMENT OF DEFERRED CHARGES TO FUTURE TAXATION - FUNDED**

Balance, December 31, 2007		\$15,003,831
Increased by:		
2008 Refunding Bond Issue		<u>2,235,000</u>
		17,238,831
Decreased by:		
2008 Budget Appropriation to Pay Bonds	\$ 745,000	
2008 Budget Appropriation to Pay Loans	394,714	
Serial Bonds Refunded	<u>2,123,000</u>	
		<u>3,262,714</u>
Balance, December 31, 2008		<u>\$13,976,117</u>

BOROUGH OF WESTWOOD  
STATEMENT OF DEFERRED CHARGES TO FUTURE TAXATION - UNFUNDED

Ord. No.	Improvement Description	Balance, December 31, 2007	2008 Authorizations	Funded by Budget Appropriation	Balance, December 31, 2008	Bond Anticipation Notes	Analysis of Balance	
							Expenditures	Unexpended Improvement Authorizations
97-1	Impvt. of Railroad Station	\$ 23,916			\$ 23,916			
97-7	Impvt. of Drainage Ditch	14,250			14,250			
98-12	Resurfacing of Various Streets	902			902			
99-7	Parking Lot at Municipal Building	7,555		\$ 400	7,355			
00-15	Various Improvements	1,268		255	1,013			
00-17	Griffin Pond	69,411		3,035	66,376			
02-01	Various Road Improvements	248,135		14,315	233,820			
02-21	Construction of Firehouse	821			821			
04-01	Various Communication Equipment - Fire	35,185		2,815	32,370			
04-12	Various Capital Improvements	376,320		22,942	353,378			
04-13	Improvements to Musquapsink Brook	29,060		1,040	28,020			
04-14	Improvements to Bogert Pond	38,715		1,385	37,330			
04-19	Const. of Walkway and Pedestrian Bridge	121,315		6,185	115,130			
04-22,05-01,04-12	Construction of Firehouse	313,800		2,230	310,770			
05-15	Feasibility Study - Forest and Fourth Ave	15,172		3,052	12,120			
05-16	Feasibility Study - Five Corners	10,874		2,203	8,671			
05-17	Various Capital Improvements	393,870		17,475	376,395			
05-35	Acquisition of Rescue Vehicle	330,000		293,332	293,332			
06-04	Fairview Ave	133,000		36,668	133,000			
06-12	Various Capital Improvements	877,515			875,726			\$ 1,789
07-04	2007 Roadway Improvement Program	327,750			327,750			
07-09/08-25	Installation of Additional Lighting at Westvale Park	114,000	\$ 114,000		228,000		421	114,000
07-10	Acquisition of Various Equipment- Public Works	247,000			247,000			
07-11	Acquisition of Various Equipment-Police Department	95,000			95,000			
07-12	Acquisition of Various Equipment-Fire Department	64,600			64,600			
07-13	Acquisition & Installation of Irrigation System	142,500			142,500			
08-01	Road Improvements		237,500		237,500			
08-02	Pasack Brook Sewer Pipe Replacement and Repair		475,000		475,000			320,898
08-11	Acquisition of Technology Equipment		28,500		28,500			96
08-20	Acquisition of Equipment		156,750		156,750			
08-22	Suppl. - Emerson Pump Station		120,000		120,000			
08-32	Acquisition of Fire Department Equipment		52,725		52,725			2,078
08-33	Acquisition of Playground Equipment		28,500		28,500			1
		\$ 4,031,334	\$ 1,212,975	\$ 114,000	\$ 5,130,309	\$ 4,112,735	\$ 578,712	\$ 438,862
							\$	\$ 977,224
				Ord. No. 04-13			\$	7,712
				Ord. No. 04-19				1,849
				Ord. No. 04-22, 05-01, 04-12				36,266
				Ord. No. 05-16/05-37				9
				Ord. No. 05-17				9,342
				Ord. No. 06-04				133,000
				Ord. No. 06-12				127,699
				Ord. No. 07-09				12,253
				Ord. No. 07-10				26,513
				Ord. No. 07-11				1
				Ord. No. 07-12				10,979
				Ord. No. 07-13				141,896
				Ord. No. 08-01				30,903
								538,362
								\$ 438,862

**BOROUGH OF WESTWOOD  
STATEMENT OF GRANTS RECEIVABLE**

	Balance, December 31, <u>2007</u>	Grant <u>Awards</u>	<u>Cancelled</u>	Cash <u>Received</u>	Balance, December 31, <u>2008</u>
County of Bergen - Ord. 01-01 Reconstruction of Bridges and Culverts	\$ 363,515		\$ 299,774		\$ 63,741
County of Bergen - Ord. 03-13	40,000				40,000
County of Bergen - Ord. 08-25		\$ 80,000		\$ 78,450	1,550
Comm. Develop. Open Space - Ord. 08-33		30,000			30,000
Department of Transit- Fairview Avenue- Ordinance Fairview Avenue- Ordinance 06-04	169,305				169,305
Fairview Avenue-Ordinance 07-13	40,476			40,476	
Irvington Street-Ordinance 08-01	-	150,000	-	85,336	64,664
	<u>\$ 613,296</u>	<u>\$ 260,000</u>	<u>\$ 299,774</u>	<u>\$ 204,262</u>	<u>\$ 369,260</u>

**BOROUGH OF WESTWOOD  
STATEMENT OF DUE (FROM)/TO CURRENT FUND**

Balance, December 31, 2007 (Due To)		\$ 288,249
Increased by:		
Current Fund Anticipated Revenue-Reserve for Payment of Bonds	\$ 50,000	
Interest on Investments and Deposits	<u>24,639</u>	
		<u>74,639</u>
		362,888
Decreased by:		
Current Fund Expenditures paid by General Capital Fund	53,062	
Payments to Current Fund	<u>312,888</u>	
		<u>365,950</u>
Balance, December 31, 2008 (Due From)		<u>\$ 3,062</u>

BOROUGH OF WESTWOOD  
STATEMENT OF GENERAL SERIAL BONDS

Purpose	Date of Issue	Original Issue	Maturities of Bonds Outstanding December 31, 2008	Interest Rate	Balance, December 31, 2007	Increased	Decreased	Balance, December 31, 2008
General Improvement Bonds of 2000	8/1/1999	\$ 3,403,000			\$ 2,293,000		\$ 2,293,000	
General Improvement Bonds of 2003	9/15/2003	5,674,000	9/15/2009-15	4.00-4.125%				
			9/15/2016-17					
			9/15/2018-19					
			9/15/2020-21					
			9/15/2022					
Refunding Bonds of 2004	4/1/2004	4,555,000	8/15/2009	2.00-3.60%	5,524,000		250,000	5,274,000
			8/15/2010					
			8/15/2011					
			8/15/2012					
			8/15/2013					
			8/15/2014					
			8/15/2015					
Refunding Bonds of 2008	5/6/2008	2,235,000	8/15/2016		3,955,000		295,000	3,660,000
			8/15/2017					
			8/1/2009-10	3.00-5.00%				
			8/1/2011-12					
		195,000						
		185,000						
		195,000						
		200,000						
						\$ 2,235,000	30,000	2,205,000
					\$ 11,772,000	\$ 2,235,000	\$ 2,868,000	\$ 11,139,000
Refunded								
Paid by Budget Appropriation								
							\$ 2,123,000	
							745,000	
							\$ 2,868,000	

BOROUGH OF WESTWOOD  
STATEMENT OF BOND ANTICIPATION NOTES

Ord. No.	Improvement Description	Date of Issue of Original Note	Date of Issue	Date of Maturity	Interest Rate	Balance, December 31, 2007	Increased	Decreased	Balance, December 31, 2008
99-07	Parking Lot at Municipal Building	10/25/2007	10/25/2007	10/31/2008	3.43%	\$ 7,755		\$ 7,755	
		10/25/2007	10/31/2008	10/30/2009	3.45%		\$ 7,355		\$ 7,355
02-01	Various Road Improvements	10/25/2007	10/25/2007	10/31/2008	3.43%	248,135		248,135	
		10/25/2007	10/31/2008	10/30/2009	3.45%		233,820		233,820
04-01	Various Communication Equipment - Fire	10/25/2007	10/25/2007	10/31/2008	3.43%	35,185		35,185	
		10/25/2007	10/31/2008	10/30/2009	3.45%		32,370		32,370
04-12, 05-01	Various Capital Improvements	10/25/2007	10/25/2007	10/31/2008	3.43%	376,320		376,320	
		10/25/2007	10/31/2008	10/30/2009	3.45%		353,378		353,378
04-13	Improvements to Musquapsink Brook	10/25/2007	10/25/2007	10/31/2008	3.43%	29,060		29,060	
		10/25/2007	10/31/2008	10/30/2009	3.45%		28,020		28,020
04-14	Improvements to Bogert Pond	10/25/2007	10/25/2007	10/31/2008	3.43%	38,715		38,715	
		10/25/2007	10/31/2008	10/30/2009	3.45%		37,330		37,330
04-19	Const. of Walkway and Pedestrian Bridge	10/25/2007	10/25/2007	10/31/2008	3.43%	121,315		121,315	
		10/25/2007	10/31/2008	10/30/2009	3.45%		115,130		115,130
00-15, 04-19, 05-16, 05-17	Various Improvements	7/17/2007	7/17/2007	7/25/2008	4.00%	27,314		27,314	
		7/17/2007	7/25/2008	7/24/2009	2.00%		1,013		1,013
00-17	Gritman Pond	7/17/2007	7/17/2007	7/25/2008	4.00%	69,840		69,840	
		7/17/2007	7/25/2008	7/24/2009	2.00%		66,376		66,376
04-22	Construction of Firehouse	7/17/2007	7/17/2007	7/25/2008	4.00%	313,000		313,000	
		7/17/2007	7/25/2008	7/24/2009	2.00%		310,770		310,770
05-17	Various Capital Improvements	7/17/2007	7/17/2007	7/25/2008	4.00%	393,870		393,870	
		7/17/2007	7/25/2008	7/24/2009	2.00%		376,395		376,395
05-35	Acquisition of Rescue Vehicle	10/25/2007	10/25/2007	10/31/2008	3.43%	330,000		330,000	
		10/25/2007	10/31/2008	10/30/2009	3.45%		293,332		293,332
06-04	Fairview Avenue	7/17/2007	7/17/2007	7/25/2008	4.00%	133,000		133,000	
		7/17/2007	7/25/2008	7/24/2009	2.00%		133,000		133,000
06-12	Various Capital Improvements	7/17/2007	7/17/2007	7/25/2008	4.00%	875,726		875,726	
		7/17/2007	7/25/2008	7/24/2009	2.00%		875,726		875,726
07-04	2007 Roadway Improvement Program	7/17/2007	7/17/2007	7/25/2008	4.00%	327,250		327,250	
		7/17/2007	7/25/2008	7/24/2009	2.00%		327,329		327,329
07-09	Installation of Additional Lighting-Westvale Park	10/25/2007	10/25/2007	10/31/2008	3.43%	114,000		114,000	
		10/25/2007	10/31/2008	10/30/2009	3.45%		114,000		114,000
07-10	Acquisition of Various Equipment-Public Works	10/25/2007	10/25/2007	10/31/2008	3.43%	247,000		247,000	
		10/25/2007	10/31/2008	10/30/2009	3.45%		247,000		247,000
05-15	Feasibility Study-Forest & Fourt Avenue	7/24/2008	7/24/2008	7/24/2009	2.00%		12,120		12,120
05-16	Feasibility Study-Five Corners	7/24/2008	7/24/2008	7/24/2009	2.00%		8,671		8,671
07-11	Acquisition of Various Equipment-Police Department	7/24/2008	7/24/2008	7/24/2009	2.00%		95,000		95,000
07-12	Acquisition of Various Equipment-Fire Department	7/24/2008	7/24/2008	7/24/2009	2.00%		64,600		64,600
07-13	Acquisition & Installation of Irrigation System	7/24/2008	7/24/2008	7/24/2009	2.00%		142,500		142,500
08-01	Road Improvements	7/24/2008	7/24/2008	7/24/2009	2.00%	-	237,500	-	237,500
						<u>\$ 3,687,485</u>	<u>\$ 4,112,735</u>	<u>\$ 3,687,485</u>	<u>\$ 4,112,735</u>
							Renewals Issued for Cash	\$ 3,573,056	\$ 3,573,056
							Paid by Capital Cash	539,679	
							Paid by Budget Appropriation	429	
								114,000	
								<u>\$ 4,112,735</u>	<u>\$ 3,687,485</u>

BOROUGH OF WESTWOOD  
STATEMENT OF IMPROVEMENT AUTHORIZATIONS

Ord. No.	Improvement Description	Ordinance Amount	Balance, December 31, 2007		Deferred Charges Unfunded	Funded State Grants	Down-Payment or Capital Impvt. Fund	Encumbrances Restored	Authorizations Cancelled	Expended	Balance, December 31, 2008	
			Funded	Unfunded							Funded	Unfunded
00-12	Repairs to Various Roads	\$ 85,000	\$ 11,038							\$ 4,279	\$ 6,759	
00-13	Landfill Closure	4,965,000	299,774							299,184		
01-01	Reconstruction of Bridges and Culverts	1,994,049	171									
01-02	Fire Department Radio Equipment		17,010								17,010	
01-11	Resurficing of Various Roads	125,000	29,574								26,111	
02-14/03-13	Various Capital Improvements	91,000		2,639						45,811		
04-01	Various Communication Equipment - Fire	40,000		76,964						4,000		
04-12	Various Capital Improvements	564,400		7,712						41,278	\$ 36,206	
04-13	Improvements to Musquapiuk Brook	31,700		4,379						4,379	7,712	
04-14	Improvements to Bogert Pond	42,300		9,661						7,832		
04-19	Const. of Walkway and Pedestrian Bridges	297,400								369	1,849	
04-22	Construction of Firehouse	185,000	288									
04-23	Improvements to Fairview Avenue	40,000	406								288	
05-06	Purchase of Sander	17,900										
05-16/05-37	Feasibility Stud-Five Corners			9								
05-17	Various Capital Improvements	414,600		52,391						60,549		
05-35	Acq. Of Rescue Vehicle	350,000	76,163								76,083	
06-04	Reconstruction of Fairview Avenue		25,670								13,647	
06-05	Repairing & Resurficing of Various Roads			133,000								
06-12	Various Capital Improvements			432,398								
07-04	2007 Roadway Improvement Program	345,000		25,780								
07-09/08-25	Installation of Additional Lighting at Westvale Park	320,000		24,832	\$ 114,000	\$ 80,000	\$ 6,000					
07-10	Acquisition of Various Equipment-Public Works	260,000		36,876								
07-11	Acquisition of Various Equipment-Police Department	100,000		7,291								
07-12	Acquisition of Various Equipment-Fire Department	68,000		15,223								
07-13	Acquisition & Installation of Irrigation System	150,000	226	142,500								
07-21	Reconstruction of Fairview Avenue-Section 7	131,000	611									
08-01	Road Improvements	400,000			237,500	150,000	12,500					
08-02	Piscack Brook Sewer Pipe Replacement and Repair	500,000			475,000	25,000	25,000					
08-11	Acquisition of Technology Equipment	30,000			28,500	1,500	1,500					
08-20	Acquisition of Equipment	165,000			156,750	8,250	8,250					
08-22	Suppl. - Emerson Pump Station	126,000			120,000	6,000	6,000					
08-32	Acquisition of Fire Department Equipment	55,500			52,725	2,775	2,775					
08-33	Acquisition of Playground Equipment	60,000			28,500	30,000	1,500					
08-34	Design, Study and Prep. Of Bid Spec. - Westvale Park	69,500					69,500					
08-35	Various Improvements at the Borough Library	25,000					25,000				25,000	
			\$ 460,931	\$ 971,675	\$ 1,212,975	\$ 260,000	\$ 158,025	\$ 566,559	\$ 300,351	\$ 2,101,692	\$ 250,898	\$ 977,224

Fund Balance  
Grants Receivable

Cash Disbursed  
Encumbrances Payable

**BOROUGH OF WESTWOOD  
STATEMENT OF ENCUMBRANCES PAYABLE**

Balance, December 31, 2007	\$ 566,559
Increased by:	
Charges to Improvement Authorizations	<u>559,923</u>
	1,126,482
Decreased by:	
Encumbrances Restored to Improvement Authorizations	<u>566,559</u>
Balance, December 31, 2008	<u>\$ 559,923</u>

## EXHIBIT C-12

**STATEMENT OF ACCOUNTS PAYABLE - COST OF ISSUANCE**

Balance, December 31, 2007	<u>\$ 36,626</u>
Balance, December 31, 2008	<u>\$ 36,626</u>

## EXHIBIT C-13

**STATEMENT OF CAPITAL IMPROVEMENT FUND**

Balance, December 31, 2007	\$ 288,658
Increased by:	
2008 Current Fund Budget Appropriations	<u>180,000</u>
	468,658
Decreased by:	
Appropriation to Finance Impvt. Authorizations	<u>158,025</u>
Balance, December 31, 2008	<u>\$ 310,633</u>

## EXHIBIT C-14

**STATEMENT OF PROSPECTIVE ASSESSMENTS RAISED BY TAXATION**

Ord. No.	<u>Improvement Description</u>	<u>Ordinance Total Appropriated</u>	<u>Down- Payment</u>	<u>Balance, December 31, 2007</u>	<u>Balance, December 31, 2008</u>
97-7	Impvts. of Drainage Ditch	\$ 15,000	\$ 750	\$ 750	\$ 750
04-14	Improvements to Bogert Pond	42,300	2,200	<u>2,200</u>	<u>2,200</u>
				<u>\$ 2,950</u>	<u>\$ 2,950</u>

**BOROUGH OF WESTWOOD  
STATEMENT OF EDA LOANS PAYABLE**

Balance, December 31, 2007	\$ 3,231,831
Decreased by:	
2008 Budget Appropriation	<u>394,714</u>
Balance, December 31, 2008	<u>\$ 2,837,117</u>

EXHIBIT C-16

**STATEMENT OF ENVIRONMENTAL INFRASTRUCTURE LOAN RECEIVABLE**

Balance, December 31, 2007	\$ 1,095,877
Decreased by:	
Loan Proceeds Received	<u>330,940</u>
Balance, December 31, 2008	<u>\$ 764,937</u>

EXHIBIT C-17

**STATEMENT OF RESERVE FOR PAYMENT OF BONDS**

Balance, December 31, 2007	\$ 231,299
Decreased by:	
Anticipated As Current Fund Revenue	<u>50,000</u>
Balance, December 31, 2008	<u>\$ 181,299</u>

EXHIBIT C-18

**STATEMENT OF RESERVE FOR ISSUANCE COSTS - 2008 REFUNDING BONDS**

Increased by:	
2008 Cost of Issuance	\$ 46,926
Decreased by:	
Disbursements	<u>42,736</u>
Balance, December 31, 2008	<u>\$ 4,190</u>



**PUBLIC ASSISTANCE FUND**

**BOROUGH OF WESTWOOD  
STATEMENT OF PUBLIC ASSISTANCE CASH - TREASURER**

	PATF Account #1 (75)%	PATF Account #2 (100)%	<u>Total</u>
Balance, December 31, 2007	\$ 4,964	\$ 11,864	\$ 16,828
Increased by:			
Donations/State Aid	7,195	104,789	111,984
Petty Cash Returned	-	100	100
Interest on Deposits	37	289	326
	<u>7,232</u>	<u>105,178</u>	<u>112,410</u>
	<u>12,196</u>	<u>117,042</u>	<u>129,238</u>
Decreased by:			
Petty Cash Advanced		100	100
Public Assistance Expenditures	8,198	70,659	78,857
Payments to Current Fund	-	1,520	1,520
	<u>8,198</u>	<u>72,279</u>	<u>80,477</u>
Balance, December 31, 2008	<u>\$ 3,998</u>	<u>\$ 44,763</u>	<u>\$ 48,761</u>

EXHIBIT D-2

**STATEMENT OF RESERVE FOR PUBLIC ASSISTANCE EXPENDITURES**

	PATF <u>Account #1</u>	PATF <u>Account #2</u>	<u>Total</u>
Balance, December 31, 2007	\$ 4,791	\$ 10,517	\$ 15,308
Increased by:			
Revenues	<u>7,195</u>	<u>104,789</u>	<u>111,984</u>
	11,986	115,306	127,292
Decreased by:			
Expenditures	<u>8,198</u>	<u>70,659</u>	<u>78,857</u>
Balance, December 31, 2008	<u>\$ 3,788</u>	<u>\$ 44,647</u>	<u>\$ 48,435</u>

**BOROUGH OF WESTWOOD  
STATEMENT OF PUBLIC ASSISTANCE REVENUES**

	PATF Account #1 (75)%	PATF Account #2 (100)%	Total
Donations	\$ 7,195		\$ 7,195
State Aid	<u>-</u>	<u>\$ 104,789</u>	<u>104,789</u>
 Total Revenues	 7,195	 104,789	 111,984
Petty Cash Returned		100	100
Interest on Deposits	<u>37</u>	<u>289</u>	<u>326</u>
 Total Receipts	 <u>\$ 7,232</u>	 <u>\$ 105,178</u>	 <u>\$ 112,410</u>

EXHIBIT D-4

**STATEMENT OF PUBLIC ASSISTANCE EXPENDITURES**

	PATF Account #1 (75)%	PATF Account #2 (100)%	Total
Current Year Assistance - Reported			
Maintenance Payments		\$ 21,590	\$ 21,590
Temporary Rental Assistance		42,434	42,434
Emergency Assistance		3,169	3,169
Shelter/Motel/Housing	<u>-</u>	<u>4,548</u>	<u>4,548</u>
 Total Reported	 <u>-</u>	 <u>71,741</u>	 <u>71,741</u>
Overreported Assistance		(1,082)	(1,082)
Unreported Assistance	<u>\$ 8,198</u>	<u>-</u>	<u>8,198</u>
 Total Expenditures	 8,198	 70,659	 78,857
Petty Cash Advanced	<u>-</u>	<u>100</u>	<u>100</u>
 Total	 <u>\$ 8,198</u>	 <u>\$ 70,759</u>	 <u>\$ 78,957</u>

**BOROUGH OF WESTWOOD  
STATEMENT OF DUE TO CURRENT FUND**

	PATF Account #1 <u>(75)%</u>	PATF Account #2 <u>(100)%</u>	<u>Total</u>
Balance, December 31, 2007	\$ 173	\$ 1,347	\$ 1,520
Increased by:			
Interest on Investments and Deposits	<u>37</u>	<u>289</u>	<u>326</u>
	210	1,636	1,846
Decreased by:			
Payments to Current Fund	<u>173</u>	<u>1,347</u>	<u>1,520</u>
Balance, December 31, 2008	<u>\$ 37</u>	<u>\$ 289</u>	<u>\$ 326</u>

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**BOROUGH OF WESTWOOD**



**PART II**

**GOVERNMENT AUDITING STANDARDS**

# LERCH, VINCI & HIGGINS, LLP

CERTIFIED PUBLIC ACCOUNTANTS  
REGISTERED MUNICIPAL ACCOUNTANTS

17 - 17 ROUTE 208

FAIR LAWN, NJ 07410

TELEPHONE (201) 791-7100

FACSIMILE (201) 791-3035

WWW.LVHCPA.COM

DIETER P. LERCH, CPA, RMA, PSA  
GARY J. VINCI, CPA, RMA, PSA  
GARY W. HIGGINS, CPA, RMA, PSA  
JEFFREY C. BLISS, CPA, RMA, PSA  
PAUL J. LERCH, CPA, RMA, PSA  
DONNA L. JAPHET, CPA, PSA  
JULIUS B. CONSONI, CPA, PSA

ELIZABETH A. SHICK, CPA, RMA, PSA  
ANDREW PARENTE, CPA, RMA, PSA  
ROBERT W. HAAG, CPA, PSA  
DEBORAH KOZAK, CPA, PSA  
DEBRA GOLLE, CPA  
CINDY JANACEK, CPA, RMA  
RALPH M. PICONE, CPA, RMA, PSA

## 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

Honorable Mayor and Members  
of the Borough Council  
Borough of Westwood  
Westwood, New Jersey

We have audited the financial statements – statutory basis of the Borough of Westwood as of and for the year ended December 31, 2008, and have issued our report thereon dated June 26, 2009 which indicated that the financial statements were not prepared in accordance with accounting principles generally accepted in the United States of America but rather prepared using the statutory basis of accounting prescribed or permitted by the Division of Local Government Services, Department of Community Affairs, State of New Jersey as described in Note 1. In addition, our report on the financial statements – statutory basis was qualified because of the presentation of the unaudited LOSAP Fund or unaudited General Fixed Assets Account Group financial statements. Except as discussed in the preceding sentence, 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 audit requirements 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 Borough of Westwood'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 Borough's internal control over financial reporting. Accordingly, we do not express an opinion on the effectiveness of the Borough's internal control over financial reporting.

A control deficiency 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 misstatements on a timely basis. A significant deficiency is a control deficiency, or combination of control deficiencies, that adversely affects the Borough's ability to initiate, authorize, record, process, or report financial data reliably in accordance with the statutory basis of accounting such that there is more than a remote likelihood that a misstatement of the Borough's financial statements that is more than inconsequential will not be prevented or detected by the Borough's internal control.

A material weakness is a significant deficiency, or combination of significant deficiencies, that results in more than a remote likelihood that a material misstatement of the financial statements will not be prevented or detected by the Borough's internal control.

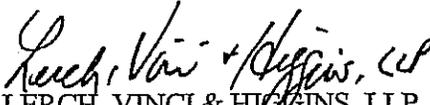
Our consideration of internal control over financial reporting was for the limited purpose described in the first paragraph of this section and would not necessarily identify all deficiencies in internal control that might be significant deficiencies or material weaknesses. We did not identify any deficiencies in internal control over financial reporting that we consider to be material weaknesses, as defined above.

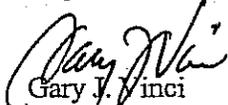
### Compliance and Other Matters

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

We noted certain matters that we reported to management of the Borough of Westwood in Part III of this report of audit entitled "Letter of Comments and Recommendations".

This report is intended solely for the information and use of the governing body, management, New Jersey Department of Community Affairs and is not intended to be and should not be used by anyone other than these specified parties.

  
LERCH, VINCI & HIGGINS, LLP  
Certified Public Accountants  
Registered Municipal Accountants

  
Gary J. Vinci  
Registered Municipal Accountant  
RMA Number CR00411

Fair Lawn, New Jersey  
June 26, 2009

**NOTES TO THE SCHEDULES OF EXPENDITURES OF FEDERAL AWARDS  
AND STATE FINANCIAL ASSISTANCE**

**BOROUGH OF WESTWOOD  
SCHEDULE OF FEDERAL AWARDS  
FOR YEAR ENDED DECEMBER 31, 2008**

<u>Federal Funding Department</u>	<u>CFDA Number</u>	<u>Grant Receipts</u>	<u>Balance, January 1, 2008</u>	<u>2008 Grant Award</u>	<u>Expended</u>	<u>Cancellation</u>	<u>Balance, December 31, 2008</u>
U.S. Department of Health and Human Services: Centers for Disease Control and Prevention and Technical Assistance Centers for Disease Control and Prevention and Technical Assistance	93.283 93.283	\$ 7,727	\$ 823	\$ 20,500	\$ 4		\$ 819
U.S. Department of Environmental Protection: Superfund State Site - Specific Co-Op Agreements	66.802	18,840		\$ 20,500	27-		20,473
U.S. Department of Transportation: Over the Limit/Under Arrest	20.601	5,000	4,950	5,000			5,000 4,950
Click It or Ticket Program	20.602 20.602 20.602 20.602	4,000	464 1,249 3,600	4,000	4,000- 400 3,600		464 849
State and Community Highway Safety	20.600	700		2,000			2,000
Highway Planning and Construction NJ Dept. of Transportation - Irvington Street NJ Dept. of Transportation	20.205 20.205	85,336 79,524		150,000	85,336 40,476		64,664
			<u>\$ 51,562</u>	<u>\$ 181,500</u>	<u>\$ 133,843</u>	<u>\$ -</u>	<u>\$ 99,219</u>

BOROUGH OF WESTWOOD  
SCHEDULE OF STATE FINANCIAL ASSISTANCE  
FOR THE YEAR ENDED DECEMBER 31, 2008

State Grant Program	Account Number	Grant Year	Grant Receipts	Balance, January 1, 2008	Revenue/Receipts	Expended	Adjustments	Balance, December 31, 2008	Memo Cumulative Total Expenditures	
Clean Communities Grant	4900-765-1789000	2008	\$ 13,618	\$ 728	\$ 13,618	\$ 13,618		\$ 728	\$ 13,618	
		2007							13,136	
		2003			312				312	9,528
		2002			588				588	9,252
Drunk Driving Enforcement Fund	1110-448-031020-22	2008			6,144	6,144			6,144	
		2007			133	133			7,504	
		2002			2,842	2,298		544	6,861	
		2000			874	874			7,405	
Municipal Recycling Program (Passed through County of Bergen)	4910-759-690-50	2004		5,483			5,483	-		
Recycling Tonnage Grant	**	2008	7,568		15,742			15,742	-	
		2007		3			3		6,148	
		2005		4,670			4,670		229	
		2004		3,074			3,074		3,077	
		2002		7,227			7,227		-	
Municipal Alliance on Alcoholism and Drug Abuse (Passed through County of Bergen)	**	2008	11,500		11,500	1,620		9,880	1,620	
		2007				10,000		1,500	10,000	
		2006						105	11,395	
		2003			2,477			2,477	4,998	
Domestic Violence Training Program	**	2008	6,693		6,693	400		6,293	400	
		2007						247	5,050	
		2004			2,818			2,818		
		2003			1,044			1,044		2,565
		2002			2,680			2,680		1,382
Alcohol Education and Rehabilitation	**	1998		1,910				1,910	2,152	
		2008			2,784	2,784			2,784	
		2007		2,335				7	5,106	
		2006			2,446			2,446	-	
Police Body Armor Fund	**	2004						2,603	-	
		2003			2,647			2,647	-	
		2002			303			303	2,344	
		Prior			2,789		1,278	1,511	1,278	

BOROUGH OF WESTWOOD  
SCHEDULE OF STATE FINANCIAL ASSISTANCE  
FOR THE YEAR ENDED DECEMBER 31, 2008

State Grant Program	Account Number	Grant Year	Grant Receipts	Balance, January 1, 2008	Revenue/Receipts	Expended	Adjustments	Balance, December 31, 2008	Memo Cumulative Total Expenditures
Municipal Stormwater Regulation	**	2006	\$ 2,552	\$ 2,271	\$ 10,207	\$ 3,546		\$ 6,661	\$ 3,546
		2006		2,271				2,271	7,936
		2004		1,655				1,655	8,552
New Jersey State Police SLA HEOP Grant	**	2004		3,235				3,235	-
DEP Green Communities Challenge	**	2004		500				500	1,500
Community Forestry Management Plan Grant	**	2004	1,800	1,338				1,338	4,662
SHARE - Police Pistol Range	**	2008			20,000			20,000	-
Reconstruction of Fairview Ave.		2006	2,977	169,305				169,305	110,695
General Welfare Assistance	7500-150-158010-60	2008		10,517	104,789	70,659	-	44,647	70,659
** Not Available				\$ 248,331	\$ 191,477	\$ 113,354	\$ -	\$ 326,454	\$ 341,526

This schedule is not subject to audit in accordance with OMB 04-04.

**BOROUGH OF WESTWOOD  
NOTES TO THE SCHEDULES OF EXPENDITURES OF FEDERAL AWARDS  
AND STATE FINANCIAL ASSISTANCE  
YEAR ENDED DECEMBER 31, 2008**

**NOTE 1 GENERAL**

The accompanying schedules present the activity of all federal awards and state financial assistance programs of the Borough of Westwood. The Borough is defined in Note 1(A) to the Borough's financial statements. All federal financial assistance received directly from federal agencies, as well as federal financial assistance passed through other government agencies is included on the schedule of expenditures of awards.

**NOTE 2 BASIS OF ACCOUNTING**

The accompanying schedules are presented using the statutory basis of accounting as prescribed or permitted for municipalities by the Division of Local Government Services, Department of Community Affairs, State of New Jersey which differ in certain respects from accounting principles generally accepted in the United States of America (GAAP) applicable to local government units. This basis of accounting is described in Note 1(B) to the Borough's financial statements.

**NOTE 3 RELATIONSHIP TO FINANCIAL STATEMENTS**

Amounts reported in the accompanying schedules agree with amounts reported in the Borough's financial statements. Financial assistance revenues are reported in the Borough's financial statements on a basis of accounting described above as follows:

	<u>Federal</u>	<u>State</u>	<u>Total</u>
Current Fund	\$ 31,500	\$ 86,688	\$ 118,188
General Capital Fund	150,000		150,000
Public Assistance Fund	<u>-</u>	<u>104,789</u>	<u>104,789</u>
Total Financial Awards	<u>\$ 181,500</u>	<u>\$ 191,477</u>	<u>\$ 372,977</u>

**NOTE 4 RELATIONSHIP TO FEDERAL AND STATE FINANCIAL REPORTS**

Amounts reported in the accompanying schedules may not necessarily agree with the amounts reported in the related federal and state financial reports due to timing differences between the Borough's fiscal year and grant program year.

**BOROUGH OF WESTWOOD  
NOTES TO THE SCHEDULES OF EXPENDITURES OF FEDERAL AWARDS  
AND STATE FINANCIAL ASSISTANCE  
YEAR ENDED DECEMBER 31, 2008**

**NOTE 5 FEDERAL AND STATE LOANS OUTSTANDING**

The Borough's federal and state loans outstanding at December 31, 2008, which are not required to be reported on the schedules of expenditures of federal awards and state financial assistance, are as follows:

<u>Loan Program</u>	<u>State</u>
New Jersey Economic Development Authority Loans	
Construction of New Municipal Building	\$ 125,025
Environmental Infrastructure Trust Landfill Closure	<u>2,712,092</u>
	<u>\$ 2,837,117</u>

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**BOROUGH OF WESTWOOD**

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**PART III**

**SUPPLEMENTARY DATA**

**LETTER OF COMMENTS AND RECOMMENDATIONS**

**YEAR ENDED DECEMBER 31, 2008**

**BOROUGH OF WESTWOOD  
SUPPLEMENTARY DATA**

**COMPARATIVE STATEMENT OF OPERATIONS AND CHANGES IN FUND BALANCE -  
CURRENT FUND - STATUTORY BASIS**

	<u>Year 2008</u>		<u>Year 2007</u>	
	<u>Amount</u>	<u>Percent</u>	<u>Amount</u>	<u>Percent</u>
<b>REVENUE AND OTHER INCOME REALIZED</b>				
Fund Balance Utilized	\$ 1,234,000	3.11%	\$ 1,004,000	2.66
Miscellaneous - From Other Than Local				
Property Tax Levies	2,901,982	7.32%	3,233,681	8.56
Collection of Delinquent Taxes and Tax Title Liens	392,007	0.99%	345,505	0.91
Collection of Current Tax Levy	34,350,559	86.61%	32,475,088	85.98
Other Credits	<u>784,844</u>	<u>1.98%</u>	<u>710,907</u>	<u>1.88</u>
 Total Income	 <u>39,663,392</u>	 <u>100.00%</u>	 <u>37,769,181</u>	 <u>100.00</u>
<b>EXPENDITURES</b>				
Budget Expenditures				
Municipal Purposes	14,601,350	38.00%	13,941,604	38.41
County Taxes	3,949,435	10.28%	3,410,738	9.40
Regional School Taxes	19,584,138	50.97%	18,888,235	52.04
Other Expenditures	<u>286,402</u>	<u>0.75%</u>	<u>56,953</u>	<u>0.16</u>
 Total Expenditures	 <u>38,421,325</u>	 <u>100.00%</u>	 <u>36,297,530</u>	 <u>100.00</u>
 Excess in Revenue	 1,242,067		 1,471,651	
Adjustments to Income before Fund Balance:				
Expenditures Included Above Which are by				
Statute Deferred Charges to Budget				
of Succeeding Year				
	<u>34,451</u>		<u>-</u>	
 Statutory Excess to Fund Balance	 1,276,518		 1,471,651	
 Fund Balance, January 1	 <u>2,468,159</u>		 <u>2,000,508</u>	
	3,744,677		3,472,159	
 Less Utilization as Anticipated Revenue	 <u>1,234,000</u>		 <u>1,004,000</u>	
 Fund Balance, December 31	 <u>\$ 2,510,677</u>		 <u>\$ 2,468,159</u>	

**BOROUGH OF WESTWOOD  
SUPPLEMENTARY DATA**

**Comparative Schedule of Tax Rate Information**

	<u>2008</u>	<u>2007</u>	<u>2006</u>
<u>Tax Rate</u>	<u>\$2.09</u>	<u>\$2.03</u>	<u>\$1.97</u>

Apportionment of Tax Rate

Municipal	0.669	.654	.636
County	0.211	.198	.191
County Open Space	0.013	.010	.010
Regional School	1.200	1.168	1.133

Assessed Valuation

2008	<u>\$1,631,694,098</u>	
2007		<u>\$1,616,567,615</u>
2006		<u>\$1,739,638,647</u>

**Comparison of Tax Levies and Collection**

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

<u>Year</u>	<u>Tax Levy</u>	<u>Cash Collections</u>	<u>Percentage of Collection</u>
2008	\$ 35,987,606	\$ 34,350,559	95.45%
2007	33,007,022	32,475,088	98.38%
2006	31,849,114	31,464,850	98.79%

**BOROUGH OF WESTWOOD  
SUPPLEMENTARY DATA**

**Delinquent Taxes and Tax Title Liens**

This tabulation includes a comparison, expressed in percentage, of the total of delinquent taxes and tax title liens, in relation to the tax levies of the last three years.

December 31 <u>Year</u>	Amount of Delinquent <u>Taxes</u>	Amount of Tax Title <u>Liens</u>	<u>Total</u>	Percentage of <u>Tax Levy</u>
2008	\$1,715,292	\$30,437	\$1,745,729	4.85%
2007	494,820	28,664	523,484	1.59
2006	362,495	27,085	389,580	1.22

**Property Acquired by Tax Title Lien Liquidation**

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

<u>Year</u>	<u>Amount</u>
2008	\$3,188,600
2007	3,188,600
2006	3,366,700

**BOROUGH OF WESTWOOD  
SUPPLEMENTARY DATA**

**OFFICIALS IN OFFICE AND SURETY BONDS**

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

<u>Name</u>	<u>Title</u>	<u>Amount of Bond</u>	<u>Corporate Surety</u>
John Birkner, Jr.	Mayor		
William Phayre	Council President		
Peter Grefrath	Councilmember		
John J. Sciara	Councilmember		
Cynthia Waneck	Councilmember		
Ingrid Quinn	Councilmember		
Robert Miller	Councilmember		
Robert Hoffman	Borough Administrator		
Karen Hughes	Borough Clerk, Assessment Search Officer		
Denise Holmes	Deputy Borough Clerk		
Stephanie Stokes	Collector, Tax Search Officer		
Raymond Herr	Treasurer, Chief Financial Officer	\$1,000,000	(2)
Barbara Potash	Tax Assessor	1,000,000	(1)
Russell R. Huntington	Borough Attorney		
Stephen Boswell	Borough Engineer		
Alan Karch	Magistrate	1,000,000	(2)
Letitia Candeloro	Court Administrator and Violations Clerk	1,000,000	(1)
Elizabeth Kraus	Deputy Court Administrator and Violations Clerk	1,000,000	(1)
Frank Regino	Chief of Police	1,000,000	(1)
Kathy Elgert	Welfare Director	1,000,000	(1)

- (1) Selective Insurance Company. Employees are covered by Blanket Public Employees Faithful Performance Bond with the Municipal Joint Insurance Fund in the amount of \$1,000,000 each.
- (2) Statutory Position Bond coverage under Municipal Excess Liability Joint Insurance Fund (Excess Crime Policy – Public Employee Bond)

**BOROUGH OF WESTWOOD  
SUPPLEMENTARY DATA**

**SCHEDULE OF FINDINGS OF NONCOMPLIANCE**

**Prior Year Findings Unresolved**

Our audit revealed unexpended grant reserve balances, as well as uncollected grant and accounts receivable balances exist at December 31 in the Current Fund. It is recommended that the outstanding grant reserves be reviewed and cleared of record. Additionally, all grant and accounts receivable balances be reviewed and appropriate action taken to collect and/or cancel such items as deemed appropriate.

Our audit revealed that Project (Escrow) Status Report balances do not agree to the audit reserve balances. It is recommended that Project (Escrow) Report be reviewed and adjustments made to ensure that report balances agree to the audit reserve balances.

**Current Year Findings**

Our audit revealed an immaterial overexpenditure of a 2008 budget line item. It is recommended that procedures be implemented to ensure that sufficient appropriations exist prior to the encumbrance of a purchase order.

Our audit revealed that GA-6 reports filed by the Public Assistance Director were not in agreement with cash disbursement records. Reports filed with the State are not adjusted for checks issued which were subsequently voided. It is recommended that GA-6 reports filed with the State by the Public Assistance Director be amended when disbursement records are subsequently adjusted for voided checks.

Our audit revealed that the Accumulated Absence Trust and POAA Trust did not have approved dedication by rider resolutions on file. Dedication by rider resolutions have subsequently been approved by the Governing Body and have been forwarded to the Division of Local Government Services for approval, as required by N.J.S. 40A:4-39, thus an audit recommendation is not warranted.

Our audit revealed that a separate cash receipts ledger was not properly maintained by the Recreation Department. It is recommended that all cash receipts collected by the Recreation Department be recorded in the Department's cash receipts ledger.

Our audit revealed two instances where quotations were solicited for purchases, when aggregated for the calendar year, exceeded the public bid threshold. In each instance the amount for the original contract was under the bidding threshold. It is recommended that the Borough properly advertise for bids for all purchases that may exceed the bidding threshold.

Our audit noted that the Borough's improvement authorization was not in agreement with audited balances. It is recommended that the Borough's improvement authorization ledger be reconciled and be in agreement with the audited balances.

The audit of the Municipal Court indicated that the Tickets Issued Not Assigned Report includes certain tickets not assigned to an officer. It is recommended that reports issued by the Municipal Court from the Automated Traffic System be in compliance with the Administrative Office of the Courts Financial Procedures Manual.

**BOROUGH OF WESTWOOD  
SUPPLEMENTARY DATA**

**GENERAL COMMENTS**

**Contracts and Agreements Required to be Advertised for NJS 40A:11-4**

NJS 40A:11-4 states "Every contract or agreement, for the performance of any work or the furnishing or hiring of any materials or supplies, the cost or the contract price whereof is to be paid with or out of public funds not included within the terms of Section 3 of this act, shall be made or awarded only after public advertising for bids and bidding therefore, except as is provided otherwise in this act or specifically by any other law. No work, materials or supplies shall be undertaken, acquired or furnished for a sum exceeding in the aggregate \$21,000, except by contract or agreement."

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

The minutes indicate that bids were requested by public advertising for the following:

Temporary Stabilization of the Pascack Brook Sanitary Sewer Pipe	Fencing at Westvale Hegeman Park Hybrid Police Vehicle
2008 Road Resurfacing of Various Streets	Wheel Loader
Emerson Pump Station Project	Hybrid Vehicle for Department of Public Works
Leaf Transport and Disposal Contract	

The minutes indicate that resolutions were adopted and advertised, authorizing the awarding of contracts or agreements for "Professional Services" per N.J.S. 40A:11-5. Inasmuch as the system of records did not provide for an accumulation of payments for categories for the performance of any work or the furnishing or hiring of any materials or supplies, the results of such an accumulation could not reasonably be ascertained. Disbursements were reviewed, however, to determine whether any clear-cut violations existed.

**Collection of Taxes on Delinquent Taxes and Assessments**

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

The Governing Body on January 2, 2008 adopted the following resolution authorizing interest to be charged on delinquent taxes and assessments:

BE IT RESOLVED, by the Mayor and Council that the rate of interest on delinquent taxes for the year 2008 be fixed at the rate of 8% per annum on delinquent amounts up to \$1,500, and at 18% per annum on delinquent amounts on \$1,500 or more; and

BE IT FURTHER RESOLVED, that the rate of interest on delinquent assessments for the year 2008 be fixed at the rate of 8% per annum on delinquent assessments up to \$1,500 and at the rate of 18% per annum on delinquent assessments of \$1,500 or more, and

BE IT FURTHER RESOLVED, that the interest charge on unpaid balances of assessment installments paid prior to delinquency is at the rate of 6% and 6.25% per annum, as stated at time of confirmation.

**BOROUGH OF WESTWOOD  
SUPPLEMENTARY DATA**

**GENERAL COMMENTS (Continued)**

**Collection of Taxes on Delinquent Taxes and Assessments (Continued)**

BE IT FURTHER RESOLVED, that a 10 day grace period will be allowed on the payment of taxes for each quarter from the first day of that month that taxes are due.

BE IT FURTHER RESOLVED that an additional penalty be charged for delinquency in the excess of \$10,000 that is not paid prior to the end of the year, the additional penalty so fixed shall not exceed 6% of the amount of delinquency.

BE IT FURTHER RESOLVED, that, in accordance with Chapter 99, the Tax Collector is hereby permitted to conduct the yearly tax sale.

**Delinquent Taxes and Tax Title Liens**

The last tax sale was held on November 5, 2008.

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

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

<u>Year</u>	<u>Number of Liens</u>
2008	10
2007	10
2006	10

**Suggestions to Management**

Consideration be given to reviewing all prior year outstanding checks and reconciling items in the Current Fund and Municipal Court accounts and clearing items of record.

**BOROUGH OF WESTWOOD  
SUPPLEMENTARY DATA**

**RECOMMENDATIONS**

It is recommended that:

- \* 1. The outstanding grant reserves be reviewed and cleared of record. Additionally, all grant and accounts receivable balances be reviewed and appropriate action taken to collect and/or cancel such items as deemed appropriate. ✓
- \* 2. Project (Escrow) Report be reviewed and adjustments made to ensure that report balances agree to the audit reserve balances. ✓
- 3. GA-6 reports filed with the State by the Public Assistance Director be amended when disbursement records are subsequently adjusted for voided checks. X
- 4. Cash receipts collected by the Recreation Department be recorded in the Department's cash receipts ledger. X
- 5. The Borough properly advertise for bids for all purchases that may exceed the bidding threshold. X
- 6. Procedures be implemented to ensure that sufficient appropriations exist prior to the encumbrance of a purchase order. X
- 7. The Borough's improvement authorization ledger be reconciled and be in agreement with the audited balances. ✓
- 8. Reports issued by the Municipal Court from the Automated Traffic System be in compliance with the Administrative Office of the Courts Financial Procedures Manual. ✓

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A review was performed on all prior year recommendations and corrective action was taken on all recommendations except the item denoted with an asterisk (\*).

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

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

*Lerch, Vinci & Higgins, LLP*  
LERCH, VINCI & HIGGINS, LLP  
Certified Public Accountants  
Registered Municipal Accountants

*Gary J. Vinci*  
Gary J. Vinci  
Registered Municipal Accountant  
RMA Number CR00411