TOWN OF GUTTENBERG

SUMMARY OF SYNOPSIS OF AUDIT REPORT FOR PUBLICATION

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

Summary of Synopsis of 2018 Audit of the Town of Guttenberg

County of Hudson, as required by N.J.S. 40A : 5 - 7.

ASSETS	December 31 Year 2018	December 31 Year 2017
Cash, Investments and Prepaid Debt Service	12,752,792.00	15,837,649.00
Taxes, Assessments, Liens and Utility Charges Receivable	2,116,601.00	1,794,695.00
Accounts Receivable (and Inventory)	2,228,747.00	3,567,913.00
General Fixed Assets	7,517,636.00	7,281,422.00
Deferred Charges to Future Taxation - General Capital	25,048,694.00	24,430,768.00
Deferred Charges to Revenue of Succeeding Years		
TOTAL ASSETS	49,664,470.00	52,912,447.00

LIABILITIES, RESERVES AND FUND BALANCES		
Bond and Notes Payable	19,236,989.00	21,095,590.00
Improvement Authorizations	4,246,842.00	2,912,318.00
Other Liabilities and Special Funds	8,708,705.00	12,036,134.00
Reserve for Certain Assets Receivable	2,516,034.00	1,960,060.00
Reserve for General Fixed Assets	7,517,636.00	7,281,422.00
Fund Balance	7,438,264.00	7,626,923.00
TOTAL LIABILITIES, RESERVES AND SURPLUS	49,664,470.00	52,912,447.00

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TOWN OF GUTTENBERG , NJ
COMPARATIVE STATEMENT OF OPERATIONS AND CHANGE IN SURPLUS - CURRENT FUND

	2018	2017
Revenue and Other Income Realized		
Fund Balance Utilized	1,700,000.00	1,702,073.00
Miscellaneous - From Other Than Local	3,015,543.00	2,774,698.00
Collection of Delinquent Taxes	1,453,316.00	1,464,107.00
Collection of Current Tax Levy	27,723,637.00	27,616,480.00
Other Credits to Income	841,656.00	1,348,990.00
Total Income	34,734,152.00	34,906,348.00
Expenditures		
Budget Expenditures:		
Municipal Purpose	16,921,821.00	16,497,153.00
County Taxes	4,779,924.00	4,694,134.00
Local and Regional School Taxes	11,099,825.00	11,158,596.00
Other Expenditures	329,556.00	200,298.00
Total Expenditures	33,131,126.00	32,550,181.00
Less: Expenditures to be Raised by Future Taxes		
Total Adjusted Expenditures	33,131,126.00	32,550,181.00
Excess in Revenue	1,603,026.00	2,356,167.00
Fund Balance January 1	7,043,583.00	6,389,489.00
	8,646,609.00	8,745,656.00
Less:		
Utilized as Anticipated Revenue	1,700,000.00	1,702,073.00
Fund Balance December 31	6,946,609.00	7,043,583.00

TOWN OF GUTTENBERG

RECOMMENDATIONS

FINANCE/TAX COLLECTOR

1. A more thorough review of general ledger postings be made to ensure all transactions are recorded and that the cash balances agree to the reconciled bank balances.
2. All unincorporated vendors compensated in excess of $600 receive a Form 1099 as required by IRS Rev. Rul. 2003-66.
3. That unfunded improvement authorizations that are over 5 years old, where projects have been completed, be funded through either budget appropriation or through the issuance of temporary or permanent debt.
4. Finance department personnel review all tax postings to the general ledger on a monthly basis to ensure that revenue recorded is in agreement with that entered through the tax module.
5. Amending resolutions to increase professional service contracts be prepared and approved by the governing body for expenditures that exceed the original “not to exceed” amount.

MUNICIPAL CLERK/ADMINISTRATION

1. A greater effort be made to comply with the State’s “Pay to Play” law when soliciting and awarding professional service contracts.

TAX COLLECTOR

1. Tax balances listed as delinquent should be researched for proper disposition or sold at the next tax sale.

MUNICIPAL COURT

1. *Policies be implemented to address the excessive amount of tickets that need follow up.
2. *Steps be taken to compare and agree the open bail as listed in the ATS/ACS report to that of the reconciled cash balance at 12/31/2018.
3. *Proper steps be taken to ensure that bank reconciliations are in agreement with the ATS/ACS reconciliation on a monthly basis as required.
4. *Deposits in transit that do not clear need to reviewed to determine the appropriate disposition.

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The above summary or synopsis was prepared from the report of audit for the Town of Guttenberg, County of Hudson, for the year ended December 31, 2018. This report of audit, submitted by Steven D. Wielkotz, Registered Municipal Accountant of the firm Ferraioli, Wielkotz, Cerullo & Cuva, P.A., is on file at the Town Clerk's office and may be inspected by any interested person.

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

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Clerk