

**BOROUGH OF UPPER SADDLE RIVER, NJ
SUMMARY OF SYNOPSIS OF 2016 AUDIT REPORT
OF THE BOROUGH OF UPPER SADDLE RIVER, NJ AS REQUIRED BY N.J.S. 40A:5-7**

COMBINED COMPARATIVE BALANCE SHEETS - REGULATORY BASIS

	At December 31,	
ASSETS	2016	2015
Cash and Cash Equivalents	\$ 10,603,473.63	\$ 10,249,826.47
Taxes, Assessments and Liens	431,532.08	442,020.70
Grants Receivable	186,589.26	182,528.31
Revenue and Other Accounts Receivable	59,173.44	64,816.74
Deferred Charges to Future Taxation		
General Capital Fund:	14,014,674.00	13,280,613.00
Current Fund:	349,370.95	
Fixed Assets	20,088,925.00	19,839,022.00
TOTAL ASSETS	\$ 45,733,738.36	\$ 44,058,827.22
LIABILITIES		
Bonds and Notes Payable	\$ 13,399,831.00	\$ 12,608,236.00
Improvement Authorizations	3,187,367.99	1,391,969.30
Other Liabilities and Special Funds	7,351,428.91	8,332,112.92
Reserve for Certain Assets Receivable	450,269.36	472,236.84
Reserve for Fixed Assets	20,088,925.00	19,839,022.00
Fund Balance	1,255,916.10	1,415,250.16
TOTAL LIABILITIES, RESERVES AND FUND BALANCE	\$ 45,733,738.36	\$ 44,058,827.22

**BOROUGH OF UPPER SADDLE RIVER, NJ
CURRENT FUND**

COMPARATIVE STATEMENT OF OPERATIONS AND CHANGE IN FUND BALANCE - REGULATORY BASIS

	At December 31,	
	2016	2015
REVENUE AND OTHER INCOME REALIZED		
Fund Balance Utilized	\$ 1,000,000.00	\$ 1,415,000.00
Miscellaneous Revenue Anticipated	3,000,709.46	2,292,815.34
Receipts from Delinquent Taxes	305,943.65	329,035.58
Receipts from Current Taxes	50,341,661.43	49,314,598.98
Non-Budget Revenues	134,381.58	414,527.61
Other Credits to Income:		
Statutory Excess of Animal License Reserve	5,234.20	3,311.00
Canceled Tax Overpayments		4,715.37
Revenue Accounts Receivable Received	17,056.08	6,803.84
Interfund Returned	2,033.80	
Unexpended Balance of Appropriations	51,695.80	2,718.61
Unexpended Balance of Appropriation Reserves	537,916.19	366,344.84
	55,396,632.19	54,149,871.17
Total Income	55,396,632.19	54,149,871.17
EXPENDITURES		
Budget Appropriations	12,689,630.00	11,878,326.67
County Taxes	6,821,074.46	6,634,903.96
Local District School Tax	22,014,107.00	21,594,223.00
Regional School Tax	13,353,097.00	13,067,393.00
Revenue Accounts Receivable Accrued	7,771.44	17,056.08
Misc. Operation Charges- Judgements	13,318.07	3,519.59
Various Charges	3,968.28	6,588.96
Interfund Advances Originating in Current Year		3,361.68
	54,902,966.25	53,205,372.94
Total Expenditures	54,902,966.25	53,205,372.94
Excess in Revenues Over Expenditures	493,665.94	944,498.23
Expenditures Included Above Which are by Statute		
Deferred Charges to Budget of the Succeeding Year	347,000.00	
Statutory Excess to Surplus	840,665.94	944,498.23
	1,003,021.69	1,473,523.46
Fund Balance January 1	1,003,021.69	1,473,523.46
	1,843,687.63	2,418,021.69
Less: Amount of Fund Balance Utilized as Revenue	1,000,000.00	1,415,000.00
Fund Balance December 31	\$ 843,687.63	\$ 1,003,021.69

**BOROUGH OF UPPER SADDLE RIVER
AUDIT RECOMMENDATIONS
YEAR ENDED DECEMBER 31, 2016**

Audit Recommendations

- *2016-001:** That internal controls be implemented in order to ensure that property tax account balances reflect all refunds and adjustments using the correct software system codes to ensure proper application.

- *2016-002:** That internal controls be implemented and monitored to ensure that all revenues and expenditures are posted to the correct budget, non-budget, trust reserve or capital line-items. Budget and general ledger balances be reviewed for Current, Trust and Capital funds and transfer resolutions be approved when needed to avoid over-expenditures. The bank reconciliations must balance to the totals of the budget account status report and reserve status report monthly to ensure that all items of revenue and expense are posted correctly.

- 2016-003:** That over-expenditures of appropriations be avoided by reviewing budget available appropriation balances and making budget transfers.

- *2016-004:** Prior year inter-fund balances be liquidated prior to the close of the fiscal year.

- *2016-005:** That all General Trust Funds/Reserves be approved by Dedication by Rider through the New Jersey Division of Local Government Services.

- *2016-006:** That internal controls be implemented and maintained in order to properly calculate and record tax appeals.

- *2016-007:** That controls be implemented and monitored to ensure that employees' salaries are in accordance to the approved salary ordinance and employee contracts.

- *2016-008:** That controls be implemented and monitored to ensure that Form PD-5 forms that are not returned be disallowed the senior citizen deduction and that all forms be made available for inspection.

- 2016-009:** That trust reserves and posting for tax title liens and tax title lien premiums be reviewed for accuracy.

- 2016-010:** That unfunded capital ordinances 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.

*** Repeated from prior year's audit**

The above summary or synopsis was prepared from the audit report of the Borough of Upper Saddle River, County of Bergen, for the calendar year 2016. This report of audit, submitted by Garbarini & Co., P.C. Certified Public Accounts, Registered Municipal Accountants is on file at the Office of the Borough Clerk and may be inspected by any interested person. A Corrective Action Plan, addressing the audit findings, prepared by the Borough's CFO will be placed on file at the Office of the Borough Clerk and made available for public inspection.

Borough Clerk