

General Instructions to Complete the Annual Financial Statement Workbook Solid Waste Collection Districts (SWCD)

- a) This workbook is composed of several individual worksheets to complete the Annual Financial Statement.
- b) It is designed to automatically calculate linked schedules from each of the data entry points.
- c) The individual spreadsheets containing formulas are locked to protect the formulas.
- d) Fill in only the gray sections of the **worksheet**.
- e) Begin by navigating to the "Key Inputs" tab.
 - Select the municipality (and county) by clicking on the arrow on the right side to choose. This will populate
- f) the name and county and dates throughout the workbook. Then continue to complete each of the fields in order to populate throughout the workbook.
- g) In all applicable signature lines insert appropriate officials email address.
- h) The completed AFS must be submitted to the Division, via the FAST portal **and it must be precisely named as: xxxx_swcd_afs_20xx.xls (provide 4 digits municode and year)**.
- i) Only the Chief Financial Officer has access to the submit for review tab within the FAST portal.
- j) If copying data from a prior workbook, utilize the copy and paste-special values functionality built into Excel to preserve formatting.

SWCD Annual Financial Statement - Key Inputs

SWCD AFS Version 2024.0

Information Required for Annual Financial Statement

Responses and Data

Name and County of Municipality	Cedar Grove Township, Essex County	▼
Full Name of Municipality / County	TOWNSHIP OF CEDAR GROVE	
County of Municipality / County	ESSEX	
Name of Municipality / County	CEDAR GROVE	
Type	TOWNSHIP	
Federal ID #		
Governing Body Type	COUNCIL MEMBERS	

Address	525 Pompton Avenue, Cedar Grove, NJ 07009	
Phone	(973) 239-1410	
Fax	(973) 239-0762	

Certificate #

Chief Financial Officer	Rebecca Roth		N-0757
Registered Municipal Accountant	Andrew Kucinski		
Year Ending		12/31/2024	

DATES	Balance - January 1, 2024		
	Balance - December 31, 2024		
	Outstanding - January 1, 2024		
	Outstanding - December 31, 2024		
Year End	12/31/2024		
Next Year End	12/31/2025		

Budget Year	2025
AFS Year	2024
PY	2023

POPULATION LAST CENSUS	12,980
NET VALUATION TAXABLE 2024	2,261,045,100
Muni Code	0704

ANNUAL FINANCIAL STATEMENT FOR THE YEAR 2024 (UNAUDITED)

POPULATION LAST CENSUS 12,980
 NET VALUATION TAXABLE 2024 2,261,045,100
 MUNICODE 0704

FIVE DOLLARS PER DAY PENALTY IF NOT FILED BY:

MUNICIPALITIES - FEBRUARY 10, 2025

ANNUAL FINANCIAL STATEMENT REQUIRED TO BE FILED UNDER NEW JERSEY STATUTES ANNOTATED 40A:5-12, AS AMENDED, COMBINED WITH INFORMATION REQUIRED PRIOR TO CERTIFICATION OF BUDGETS BY THE DIRECTOR OF THE DIVISION OF LOCAL GOVERNMENT SERVICES.

 TOWNSHIP of **CEDAR GROVE** , County of **ESSEX**

**SEE BACK COVER FOR INDEX AND INSTRUCTIONS.
DO NOT USE THESE SPACES**

	Date	Examined By:	
1			Preliminary Check
2			Examined

(This MUST be signed by Chief Financial Officer, Comptroller, Auditor or Registered Municipal Accountant.)

REQUIRED CERTIFICATION BY THE CHIEF FINANCIAL OFFICER:

I hereby certify that I am responsible for filing this verified Annual Financial Statement, ~~(which I have prepared)~~ or (which I have not prepared) ~~{eliminate one}~~ and information required also included herein and that this Statement is an exact copy of the original on file with the clerk of the governing body, that all calculations, extensions and additions are correct, that no transfers have been made to or from emergency appropriations and all statements contained herein are in proof; I further certify that this statement is correct insofar as I can determine from all the books and records kept and maintained in the Local Unit.

Further, I do hereby certify that I, **Rebecca Roth** ,am the Chief Financial Officer, License # **N-0757** , of the **TOWNSHIP** of **CEDAR GROVE** , County of **ESSEX** and that the statements annexed hereto and made a part hereof are true statements of the financial condition of the Local Unit as at December 31, 2024, completely in compliance with N.J.S.A. 40A:5-12, as amended. I also give complete assurance as to the veracity of required information included herein, needed prior to certification by the Director of Local Government Services, including the verification of cash balances as of December 31, 2024.

Signature	<u>roth@cedargrovenj.org</u>
Title	<u>Chief Financial Officer</u>
Address	<u>525 Pompton Avenue, Cedar Grove, NJ 07009</u>
Phone Number	<u>(973) 239-1410</u>
Fax Number	<u>(973) 239-0762</u>

IT IS HEREBY INCUMBENT UPON THE CHIEF FINANCIAL OFFICER, WHEN NOT PREPARED BY SAID, AT A MINIMUM MUST REVIEW THE CONTENTS OF THIS ANNUAL FINANCIAL STATEMENT WITH THE PREPARER, SO AS TO BE FAMILIAR WITH THE REPRESENTATIONS AND ASSERTIONS MADE HEREIN.

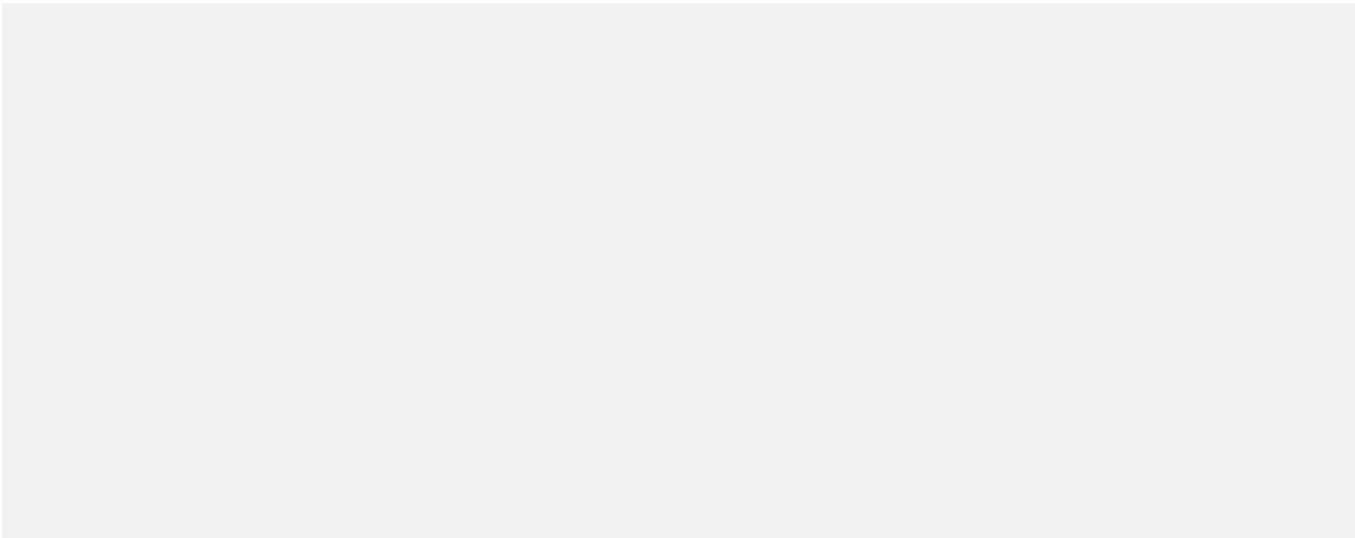
THE REQUIRED CERTIFICATION BY AN RMA IS AS FOLLOWS:

Preparation by Registered Municipal Account (Statement of Statutory Auditor Only)

I have prepared the post-closing trial balances, related statement and analyses included in the accompanying Annual Financial Statement from the books of account and records made available to me by the TOWNSHIP of CEDAR GROVE as of December 31, 2024 and have applied certain agreed-upon procedures thereon as promulgated by the Division of Local Government Services, solely to assist the Chief Financial Officer in connection with the filing of the Annual Financial Statement for the year then ended as required by N.J.S.A. 40A:5-12, as amended.

Because the agreed-upon procedures do not constitute an examination of accounts made in accordance with generally accepted auditing standards, I do not express an opinion on any of the post-closing trial balances, related statements and analyses. In connection with the agreed-upon procedures, ~~(except for circumstances as set forth below, no matters)~~ or (no matters) ~~[eliminate one]~~ came to my attention that caused me to believe that the Annual Financial Statement for the year ended Dec. 31, 2024 is not in substantial compliance with the requirements of the State of New Jersey, Department of Community Affairs, Division of Local Government Services. Had I performed additional procedures or had I made an examination of the financial statements in accordance with generally accepted auditing standards, other matters might have come to my attention that would have been reported to the governing body and Division. This Annual Financial Statement relates only to the accounts and items prescribed by the Division and does not extend to the financial statements of the municipality/county taken as a whole.

Listing of agreed-upon procedures not performed and/or matters coming to my attention of which the Director should be informed:



Andrew Kucinski
(Registered Municipal Accountant)

Nisivoccia LLP
(Firm Name)

200 Valley Road, Suite 300
(Address)

Mount Arlington, NJ 07856
(Address)

973-298-8500
(Phone Number)

973-298-8501
(Fax Number)

Certified by me
this 19 day February, 2025

STATEMENT OF SOLID WASTE COLLECTION DISTRICT BUDGET REVENUES 2024

Source	Budget -01	Realized -02	Excess or Deficit* -03
Surplus Anticipated	329,950.04	329,950.04	-
Surplus Anticipated with Prior Written Consent of Director of Local Government Services			-
Miscellaneous Revenue Anticipated:	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX
Adopted Budget			-
Added by N.J.S.A. 40A:4-87		-	-
			-
			-
			-
Total Miscellaneous Revenue Anticipated	-	-	-
Amount to be Raised by Taxation:	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX
(a) Solid Waste Collection District	1,835,048.96	1,835,048.96	-
			-
	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX
Total Amount to be Raised by Taxation	1,835,048.96	1,835,048.96	-
	2,164,999.00	2,164,999.00	-

STATEMENT OF SOLID WASTE COLLECTION DISTRICT BUDGET APPROPRIATIONS 2024

2024 Budget as Adopted		2,164,999.00
2024 Budget - Added by N.J.S.A. 40A:4-87		
Appropriated for 2024 (Budget Statement Item 9)		2,164,999.00
Appropriated for 2024 by Emergency Appropriation (Budget Statement Item 9)		
Total General Appropriations (Budget Statement Item 9)		2,164,999.00
Add: Overexpenditures (see footnote)		
Total Appropriations and Overexpenditures		2,164,999.00
Deduct Expenditures:		
Paid or Charged [Budget Statement Item (L)]	1,992,928.35	
Reserved	172,070.65	
Total Expenditures		2,164,999.00
Unexpended Balances Canceled (see footnote)		-

FOOTNOTES - RE: OVEREXPENDITURES

Every appropriation overexpended in the budget document must be marked with an * and must agree in the aggregate with this item.

RE: UNEXPENDED BALANCES CANCELED

Are not to be shown as "Paid or Charged" in the budget document. In all instances "Total Appropriations" and "Overexpenditures" must equal the sum of "Total Expenditures" and "Unexpended Balances Canceled".

SURPLUS - SOLID WASTE COLLECTION DISTRICT 2024

	Debit	Credit
1. Balance - January 1, 2024	xxxxxxxxxx	330,395.04
2.	xxxxxxxxxx	
3. Excess Resulting from 2024 Operations	xxxxxxxxxx	82,170.89
4. Amount Appropriated in the 2024 Budget - Cash	329,950.04	xxxxxxxxxx
5. Amount Appropriated in 2024 Budget - with Prior Written-Consent of Director of Local Government Services	-	xxxxxxxxxx
6.		xxxxxxxxxx
7. Balance - December 31, 2024	82,615.89	xxxxxxxxxx
	412,565.93	412,565.93

ANALYSIS OF BALANCE DECEMBER 31, 2024 (FROM SOLID WASTE COLLECTION DISTRICT - TRIAL BALANCE)

Cash		959,313.36
Investments		
Sub Total		959,313.36
Deduct Cash Liabilities Marked with "C" on Trial Balance		876,697.47
Cash Surplus		82,615.89
Deficit in Cash Surplus		
Other Assets Pledged to Surplus:*		
Deferred Charges #		
Cash Deficit #		
Total Other Assets		-
		82,615.89

* IN THE CASE OF A "DEFICIT IN CASH SURPLUS", "OTHER ASSETS"

WOULD ALSO BE PLEDGED TO CASH LIABILITIES.

MAY NOT BE ANTICIPATED AS NON-CASH SURPLUS IN 2025 BUDGET.

(1) MAY BE ALLOWED UNDER CERTAIN CONDITIONS.

NOTE: Deferred charges for authorizations under N.J.S.A. 40A:4-55 (Tax Map, etc.), N.J.S.A. 40A:4-55 (Flood Damage, etc.), N.J.S.A. 40A:4-55.1 (Roads and Bridges, etc.) and N.J.S.A. 40A:4-55.13 (Public Exigencies, etc.) to the extent of emergency notes issued and outstanding for such purposes, together with such emergency notes, may be omitted from this analysis.

**SCHEDULE OF BONDS ISSUED AND OUTSTANDING
AND 2025 DEBT SERVICE FOR BONDS
GENERAL CAPITAL BONDS**

	Debit	Credit	2025 Debt Service
Balance - January 1, 2024	XXXXXXXXXX		
Issued	XXXXXXXXXX		
Paid		XXXXXXXXXX	
Balance - December 31, 2024	-	XXXXXXXXXX	
	-	-	
2025 Bond Maturities - General Capital Bonds			\$
2025 Interest on Bonds*		\$	
ASSESSMENT SERIAL BONDS			
Balance - January 1, 2024	XXXXXXXXXX		
Issued	XXXXXXXXXX		
Paid		XXXXXXXXXX	
Balance - December 31, 2024	-	XXXXXXXXXX	
	-	-	
2025 Bond Maturities - Assessment Bonds			\$
2025 Interest on Bonds*		\$	
Total "Interest on Bonds - Debt Service" (*Items)			\$ -

LIST OF BONDS ISSUED DURING 2024

Purpose	2025 Maturity	Amount Issued	Date of Issue	Interest Rate
Total	-	-		

**SCHEDULE OF LOANS ISSUED AND OUTSTANDING
AND 2025 DEBT SERVICE FOR LOANS
LOAN**

	Debit	Credit	2025 Debt Service
Balance - January 1, 2024	XXXXXXXXXX		
Issued	XXXXXXXXXX		
Paid		XXXXXXXXXX	
Refunded			
Balance - December 31, 2024	-	XXXXXXXXXX	
	-	-	
2025 Loan Maturities			\$
2025 Interest on Loans			\$
2025 Debt Service for Loan			\$ -
LOAN			
Balance - January 1, 2024	XXXXXXXXXX		
Issued	XXXXXXXXXX		
Paid		XXXXXXXXXX	
Balance - December 31, 2024	-	XXXXXXXXXX	
	-	-	
2025 Loan Maturities			\$
2025 Interest on Loans			\$
Total 2025 Debt Service for Loan			\$ -

LIST OF LOANS ISSUED DURING 2024

Purpose	2025 Maturity	Amount Issued	Date of Issue	Interest Rate
Total	-	-		

DEBT SERVICE FOR NOTES (OTHER THAN ASSESSMENT NOTES)

Title or Purpose of Issue	Original Amount Issued	Original Date of Issue*	Amount of Note Outstanding 12/31/2024	Date of Maturity	Rate of Interest	2025 Budget Requirements		Interest Computed to (Insert Date)
						For Principal	For Interest**	
Page Totals	-		-			-	-	

Sheet 9

Memo: Designate all "Capital Notes" issued under N.J.S.A. 40A:2-8(b) with "C". Such notes must be retired at the rate of 20% of the original amount issued annually.

Memo: Type 1 School Notes should be separately listed and totaled.

**Original Date of Issue" refers to the date when the first money was borrowed for a particular improvement, not the renewal date of subsequent notes which were issued.

All notes with an original date of issue of 2022 or prior require one legally payable installment to be budgeted if it is contemplated that such notes will be renewed in 2025, or written intent of permanent financing submitted with statement.

(Do not crowd - add additional sheets)

** If interest on notes is financed by ordinance, designate same, otherwise an amount must be included in this column.

GENERAL CAPITAL FUND

SCHEDULE OF DOWN PAYMENTS ON IMPROVEMENTS

	Debit	Credit
Balance - January 1, 2024	XXXXXXXXXX	
Received from 2024 Budget Appropriation*	XXXXXXXXXX	
Received from 2024 Emergency Appropriation*	XXXXXXXXXX	
		XXXXXXXXXX
Appropriated to Finance Improvement Authorizations		XXXXXXXXXX
		XXXXXXXXXX
Balance - December 31, 2024	-	XXXXXXXXXX
	-	-

*The full amount of the 2024 budget appropriation should be transferred to this account unless the balance of the appropriation is to be permitted to lapse.

CAPITAL IMPROVEMENTS AUTHORIZED IN 2024 AND DOWN PAYMENTS (N.J.S.A. 40A:2-11)

Purpose	Amount Appropriated	Total Obligations Authorized	Down Payment Provided by Ordinance	Additional Funding Sources
Total	-	-	-	-

NOTE - Where amount in column "Down Payment Provided by Ordinance" is LESS than 5% of amount in column "Total Obligations Authorized", explanation must be made part of or attached to this sheet.

GENERAL CAPITAL FUND

STATEMENT OF CAPITAL SURPLUS 2024

	Debit	Credit
Balance - January 1, 2024	XXXXXXXXXX	
Premium on Sale of Bonds	XXXXXXXXXX	
Funded Improvement Authorizations Canceled	XXXXXXXXXX	
Appropriated to Finance Improvement Authorizations		XXXXXXXXXX
Appropriated to 2024 Budget Revenue		XXXXXXXXXX
Balance - December 31, 2024	-	XXXXXXXXXX
	-	-