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State of New Jersey

Department of Community Affairs

Annual Debt Statement

1414 **1414 Jefferson Township - County of Morris** Date Prepared: **5-Jan-2015**

Budget Year Ending: **31-Dec-2014** (Month-DD) **2014** (year)

Name: William J. Eagen Title: Chief Financial Officer Address: Township of Jefferson 1033 Weldon Road Lake Hopatcong, NJ 07849	Phone: 973-697-2500 Fax: 973-697-8090 Email: beagen@jeffersontownship.net CFO Cert #: N-0510
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1 **William J. Eagen, being duly sworn, deposes and says: Deponent is the Chief Financial Officer of 1414 Jefferson Township - County of Morris here and in the statement hereinafter mentioned called the local unit. This Annual Debt Statement is a true statement of the debt condition of the local unit as of the date therein stated above and is computed as provided by the Local Bond Law of New Jersey.**

By checking this box, I am swearing that the above statement is true. (The Email function will not work until you acknowledge the above statement as true)

	Gross Debt	Deduction	Net Debt
Total Bonds and Notes for Local School Purposes	\$ 19,215,000.00	\$ 19,215,000.00	\$ -
Total Bonds and Notes for Regional School Purposes	\$ -	\$ -	\$ -
Total Bonds and Notes for the Water Utility	\$ 9,359,812.00	\$ 6,544,173.00	\$ 2,815,639.00
Total Bonds and Notes for the Sewer Utility	\$ 1,799,476.27	\$ 1,799,476.27	\$ -
	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -
Municipal/County General Obligations	\$ 18,708,807.00	\$ 408,917.70	\$ 18,299,889.30
2 Total	\$ 49,083,095.27	\$ 27,967,566.97	\$ 21,115,528.30

3 Equalized valuation basis (the average of the equalized valuations of real estate, including improvements and the assessed valuation of class II railroad property of the local unit for the last 3 preceding years).

<u>Year</u>	
2012	Equalized Valuation Real Property with Improvements plus assessed valuation of Class II RR Property \$ 2,706,933,909.00
2013	Equalized Valuation Real Property with Improvements plus assessed valuation of Class II RR Property \$ 2,605,599,152.00
2014	Equalized Valuation Real Property with Improvements plus assessed valuation of Class II RR Property \$ 2,609,029,725.00

4 Equalized Valuation Basis - Average of (1), (2) and (3)..... \$ 2,640,520,928.67

5 Net Debt expressed as a percentage of such equalized valuation basis is: % 0.800%

BONDS AND NOTES FOR LOCAL SCHOOL PURPOSES

Local School District Type (select one):	Type II	
1 Term Bonds	\$	-
2 Serial Bonds		
(a) Issued	\$	19,215,000.00
(b) Authorized but not issued	\$	-
3 Temporary Notes		
(a) Issued	\$	-
(b) Authorized but not issued	\$	-
4 Total Bonds and Notes		<u>\$ 19,215,000.00</u>

DEDUCTIONS APPLICABLE TO BONDS AND NOTES - FOR SCHOOL PURPOSES

Amounts held or to be held for the sole purpose of paying bonds and notes included above.

5 Sinking funds on hand for bonds shown as Line 1 but not in excess of such bonds.	\$	-
6 Funds on hand in those cases where such funds cannot be diverted to purposes other than the payment of bonds and notes included in Line 4.	\$	-
7 Estimated proceeds of bonds and notes authorized but not issued where such proceeds will be used for the sole purpose of paying bonds and notes included in Line 4.	\$	-
8 % of average of equalized valuations	\$ 2,640,520,928.67	4.00% \$ 105,620,837.15
Use applicable per centum as follows:		
2.50% Kindergarten or Grade 1 through Grade 6		
3.00% Kindergarten or Grade 1 through Grade 8		
3.50% Kindergarten or Grade 1 through Grade 9		
4.00% Kindergarten or Grade 1 through Grade 12		
9 Additional State School Building Aid Bonds (NJSA 18A:58-33.4(d))	\$	-
10 Total Potential Deduction		<u>\$ 105,620,837.15</u>
Total Allowable Deduction		<u><u>\$ 19,215,000.00</u></u>

BONDS AND NOTES FOR REGIONAL SCHOOL PURPOSES 1

Regional School District		
1	TERM BONDS	
2	SERIAL BONDS	
	(a) Issued	\$ -
	(b) Authorized but not issued	\$ -
3	TEMPORARY BONDS AND NOTES	
	(a) Issued	\$ -
	(b) Authorized but not issued	\$ -
4	TOTAL OF REGIONAL SCHOOL BONDS AND NOTES	\$ -

NJSA 40A:2-43 reads in part as follows: " Gross debt of a municipality shall also include that amount of the total of all the bonds and notes issued and authorized but not issued by any school district including the area of the municipality, which results from the application to such total of the ratio which the equalized valuation basis of the municipality bears to the sum of the equalized valuation basis of each municipality in any such school district."

COMPUTATION OF REGIONAL AND/OR CONSOLIDATED SCHOOL DISTRICT DEBT

% OF VALUATIONS APPORTIONED TO EACH MUNICIPALITY			APPORTIONMENT OF DEBT - Dec. 31 2013		
Municipality	Average Equalized Valuations	%	Serial Bonds Issued	Temp. Bond-Notes Issued	Authorized But not Issued
	\$ -	0%	\$ -	\$ -	\$ -
	\$ -	0%	\$ -	\$ -	\$ -
	\$ -	0%	\$ -	\$ -	\$ -
	\$ -	0%	\$ -	\$ -	\$ -
	\$ -	0%	\$ -	\$ -	\$ -
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	\$ -	0%	\$ -	\$ -	\$ -
	\$ -	0%	\$ -	\$ -	\$ -
Totals	\$ -	0.00%	\$ -	\$ -	\$ -

BONDS AND NOTES FOR REGIONAL SCHOOL PURPOSES 2

Regional School District		
1	TERM BONDS	-
2	SERIAL BONDS	
	(a) Issued	\$ -
	(b) Authorized but not issued	\$ -
3	TEMPORARY BONDS AND NOTES	
	(a) Issued	\$ -
	(b) Authorized but not issued	\$ -
4	TOTAL OF REGIONAL SCHOOL BONDS AND NOTES	\$ -

NJSA 40A:2-43 reads in part as follows: " Gross debt of a municipality shall also include that amount of the total of all the bonds and notes issued and authorized but not issued by any school district including the area of the municipality, which results from the application to such total of the ratio which the equalized valuation basis of the municipality bears to the sum of the equalized valuation basis of each municipality in any such school district."

COMPUTATION OF REGIONAL AND/OR CONSOLIDATED SCHOOL DISTRICT DEBT

% OF VALUATIONS APPORTIONED TO EACH MUNICIPALITY			APPORTIONMENT OF DEBT - Dec. 31 2013		
Municipality	Average Equalized Valuations	%	Serial Bonds Issued	Temp. Bond-Notes Issued	Authorized But not Issued
	\$ -	0%	\$ -	\$ -	\$ -
	\$ -	0%	\$ -	\$ -	\$ -
	\$ -	0%	\$ -	\$ -	\$ -
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	\$ -	0%	\$ -	\$ -	\$ -
	\$ -	0%	\$ -	\$ -	\$ -
	\$ -	0%	\$ -	\$ -	\$ -
Totals	\$ -	0.00%	\$ -	\$ -	\$ -

BONDS AND NOTES FOR UTILITY FUND

IV. Water Utility

1. Term bonds	\$	-
2. Serial bonds		
(a) Issued	\$	8,276,812.00
(b) Authorized but not issue	\$	-
3 Bond Anticipation Notes		
(a) Issued	\$	857,000.00
(b) Authorized but not issued	\$	226,000.00
4 Capital Notes (N.J.S.A. 40A:2-8)		
(a) Issued	\$	-
(b) Authorized but not issued	\$	-
5 Other		
(a) Issued	\$	-
(b) Authorized but not issued	\$	-
6 Total		\$ 9,359,812.00

DEDUCTIONS APPLICABLE TO BONDS AND NOTES FOR SELF-LIQUIDATING PURPOSES

Self-Liquidating Utility Calculation

1. Total Cash Receipts from Fees, Rents or Other Charges for Year		\$ 2,078,097.05
2. Operating and Maintenance Cost	\$	1,383,402.00
3. Debt Service		
(a) Interest	\$	274,004.00
(b) Notes	\$	28,985.00
(c) Serial Bonds	\$	532,488.00
(d) Sinking Fund Requirements	\$	-
4. Debt Service per Current Budget (N.J.S.A. 40A:2-52)		
(a) Interest on Refunding Bonds	\$	-
(b) Refunding Bonds	\$	-
5. Anticipated Deficit in Dedicated Assessment Budget	\$	-
6. Total Debt Service	\$	835,477.00
7. Total Deductions (Line 2 plus Line 6)		\$ 2,218,879.00
8. Excess in Revenues (Line 1 minus Line 7)		\$ -
9. Deficit in Revenues (Line 7 minus Line 1)		\$ 140,781.95
10. Total Debt Service (Line 6)		\$ 835,477.00
11. Deficit (smaller of Line 9 or Line 10)		\$ 140,781.95
If Excess in Revenues (Line 8) all Utility Debt is Deductible		
(a) Gross Water System Debt	\$	9,359,812.00
(b) Less: Deficit (Capitalized at 5%), (Line 9 or line 11)		
\$ 140,781.95 times 20	\$	2,815,639.00
(c) Deduction	\$	6,544,173.00
(d) Plus: Cash held to Pay Bonds and Notes included in 2 (a) above		
(e) Total Deduction (Deficit in revenues)	\$	6,544,173.00
(f) NonDeductible Combined GO Debt		

BONDS AND NOTES FOR UTILITY FUND

IV. Sewer Utility

1. Term bonds	\$	-
2. Serial bonds		
(a) Issued	\$	60,000.00
(b) Authorized but not issue	\$	-
3 Bond Anticipation Notes		
(a) Issued	\$	556,107.00
(b) Authorized but not issued	\$	293,716.00
4 Capital Notes (N.J.S.A. 40A:2-8)		
(a) Issued	\$	-
(b) Authorized but not issued	\$	-
5 Other		
(a) Issued	\$	889,653.27
(b) Authorized but not issued	\$	-
6 Total		\$ 1,799,476.27

DEDUCTIONS APPLICABLE TO BONDS AND NOTES FOR SELF-LIQUIDATING PURPOSES

Self-Liquidating Utility Calculation

1. Total Cash Receipts from Fees, Rents or Other Charges for Year		\$ 955,093.82
2. Operating and Maintenance Cost	\$	813,204.00
3. Debt Service		
(a) Interest	\$	5,451.34
(b) Notes	\$	75,000.00
(c) Serial Bonds	\$	58,414.95
(d) Sinking Fund Requirements	\$	-
4. Debt Service per Current Budget (N.J.S.A. 40A:2-52)		
(a) Interest on Refunding Bonds	\$	-
(b) Refunding Bonds	\$	-
5. Anticipated Deficit in Dedicated Assessment Budget	\$	-
6. Total Debt Service	\$	138,866.29
7. Total Deductions (Line 2 plus Line 6)		\$ 952,070.29
8. Excess in Revenues (Line 1 minus Line 7)		\$ 3,023.53
9. Deficit in Revenues (Line 7 minus Line 1)		\$ -
10. Total Debt Service (Line 6)		\$ 138,866.29
11. Deficit (smaller of Line 9 or Line 10)		\$ -
If Excess in Revenues (Line 8) all Utility Debt is Deductible		
(a) Gross Sewer System Debt	\$	1,799,476.27
(b) Less: Deficit (Capitalized at 5%), (Line 9 or line 11)		
\$ - times 20	\$	-
(c) Deduction	\$	1,799,476.27
(d) Plus: Cash held to Pay Bonds and Notes included in 2 (a) above		
(e) Total Deduction (Deficit in revenues)	\$	1,799,476.27
(f) NonDeductible Combined GO Debt		

BONDS AND NOTES FOR UTILITY FUND

IV.	<u>None</u>	Utility	
1.	Term bonds		\$ -
2.	Serial bonds		
	(a)	Issued	\$ -
	(b)	Authorized but not issue	\$ -
3.	Bond Anticipation Notes		
	(a)	Issued	\$ -
	(b)	Authorized but not issued	\$ -
4.	Capital Notes (N.J.S.A. 40A:2-8)		
	(a)	Issued	\$ -
	(b)	Authorized but not issued	\$ -
5.	Other		
	(a)	Issued	\$ -
	(b)	Authorized but not issued	\$ -
6.	Total		\$ -

DEDUCTIONS APPLICABLE TO BONDS AND NOTES FOR SELF-LIQUIDATING PURPOSES

Self-Liquidating Utility Calculation

1.	Total Cash Receipts from Fees, Rents or Other Charges for Year		\$ -
2.	Operating and Maintenance Cost		\$ -
3.	Debt Service		
	(a)	Interest	\$ -
	(b)	Notes	\$ -
	(c)	Serial Bonds	\$ -
	(d)	Sinking Fund Requirements	\$ -
4.	Debt Service per Current Budget (N.J.S.A. 40A:2-52)		
	(a)	Interest on Refunding Bonds	\$ -
	(b)	Refunding Bonds	\$ -
5.	Anticipated Deficit in Dedicated Assessment Budget		\$ -
6.	Total Debt Service		\$ -
7.	Total Deductions (Line 2 plus Line 6)		\$ -
8.	Excess in Revenues (Line 1 minus Line 7)		\$ -
9.	Deficit in Revenues (Line 7 minus Line 1)		\$ -
10.	Total Debt Service (Line 6)		\$ -
11.	Deficit (smaller of Line 9 or Line 10)		\$ -
	If Excess in Revenues (Line 8) all Utility Debt is Deductible		
(a)	Gross <u>None</u> System Debt		\$ -
(b)	Less: Deficit (Capitalized at 5%), (Line 9 or line 11)		
	\$ - times 20		\$ -
(c)	Deduction		\$ -
(d)	Plus: Cash held to Pay Bonds and Notes included in 2 (a) above		
(e)	Total Deduction (Deficit in revenues)		\$ -
(f)	NonDeductible Combined GO Debt		

BONDS AND NOTES FOR UTILITY FUND

IV.	<u>None</u>	Utility	
1.	Term bonds		\$ -
2.	Serial bonds		
	(a)	Issued	\$ -
	(b)	Authorized but not issue	\$ -
3.	Bond Anticipation Notes		
	(a)	Issued	\$ -
	(b)	Authorized but not issued	\$ -
4.	Capital Notes (N.J.S.A. 40A:2-8)		
	(a)	Issued	\$ -
	(b)	Authorized but not issued	\$ -
5.	Other		
	(a)	Issued	\$ -
	(b)	Authorized but not issued	\$ -
6.	Total		\$ -

DEDUCTIONS APPLICABLE TO BONDS AND NOTES FOR SELF-LIQUIDATING PURPOSES

Self-Liquidating Utility Calculation

1.	Total Cash Receipts from Fees, Rents or Other Charges for Year		\$ -
2.	Operating and Maintenance Cost	\$ -	
3.	Debt Service		
	(a) Interest	\$ -	
	(b) Notes	\$ -	
	(c) Serial Bonds	\$ -	
	(d) Sinking Fund Requirements	\$ -	
4.	Debt Service per Current Budget (N.J.S.A. 40A:2-52)		
	(a) Interest on Refunding Bonds	\$ -	
	(b) Refunding Bonds	\$ -	
5.	Anticipated Deficit in Dedicated Assessment Budget	\$ -	
6.	Total Debt Service	\$ -	
7.	Total Deductions (Line 2 plus Line 6)		\$ -
8.	Excess in Revenues (Line 1 minus Line 7)		\$ -
9.	Deficit in Revenues (Line 7 minus Line 1)		\$ -
10.	Total Debt Service (Line 6)		\$ -
11.	Deficit (smaller of Line 9 or Line 10)		\$ -
	If Excess in Revenues (Line 8) all Utility Debt is Deductible		
(a)	Gross <u>None</u> System Debt	\$ -	
(b)	Less: Deficit (Capitalized at 5%), (Line 9 or line 11)		
	\$ - times 20	\$ -	
(c)	Deduction	\$ -	
(d)	Plus: Cash held to Pay Bonds and Notes included in 2 (a) above		
(e)	Total Deduction (Deficit in revenues)	\$ -	
(f)	NonDeductible Combined GO Debt		

OTHER BONDS, NOTES AND LOANS - Page 1

1 TERM BONDS (state purposes separately)

(1)		\$ -
(2)		\$ -
(3)		\$ -
(4)		\$ -
(5)		\$ -

Total Term Bonds \$ -

2 SERIAL BONDS (state purposes separately)

(a) Issued

(1)	General Bonds -2009	\$ 5,620,000.00
(2)	General Refunding Bonds - 2013	\$ 1,070,000.00
(3)	General Bonds - 2014	\$ 6,995,000.00
(4)		\$ -
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(63)		\$ -
(64)		\$ -

Total Serial Bonds Issued \$ 13,685,000.00

(b) Bonds Authorized but not Issued

(1)		\$ -
(2)		\$ -
(3)		\$ -
(4)		\$ -
(5)		\$ -

Total Serial Bonds Authorized but not Issued \$ -

3 Total Serial Bonds Issued and Authorized but not Issued

\$ 13,685,000.00

OTHER BONDS, NOTES AND LOANS - Page 2

4 BOND ANTICIPATION NOTES (state purposes separately)

(a) Issued

(1)	Various Improvements	\$ 903,807.00
(2)	Improvement of Holland Mountain Road	\$ 171,000.00
(3)	Various Improvements	\$ 2,333,000.00
(4)	Improvements od Athletic Fields	\$ 738,000.00
(5)	Various Improvements	\$ 878,000.00
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Bond Anticipation Notes Issued

\$ 5,023,807.00

OTHER BONDS, NOTES AND LOANS - Page 3a

4 BOND ANTICIPATION NOTES (state purposes separately)

(b) Authorized but not issued

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OTHER BONDS, NOTES AND LOANS - Page 3b

4 BOND ANTICIPATION NOTES (state purposes separately)

(b) Authorized but not issued (Continued)

(46)		
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Bond Anticipation Notes Authorized but not Issued		\$	<u> -</u>
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5 Total Bond Anticipation Notes Issued and Authorized but not Issued		\$	<u> 5,023,807.00</u>
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DEDUCTIONS APPLICABLE TO OTHER BONDS AND NOTES

1. Amounts held or to be held for the sole purpose of paying general bonds and notes included		
(a) Sinking funds on hand for term bonds		
(1)		\$ -
		\$ -
(b) Funds on hand (including proceeds of bonds and notes held to pay other bonds and notes), in those cases where such funds cannot be diverted to purposes other than the payment of bonds and notes		
(1)	Cash On Hand	\$ 408,917.70
(2)		\$ -
(3)		\$ -
		\$ 408,917.70
(c) Estimated proceeds of bonds and notes authorized but not issued where such proceeds will be used for the sole purpose of paying bonds and notes		
(1)		\$ -
(2)		\$ -
(3)		\$ -
		\$ -
(d) Accounts receivable from other public authorities applicable only to the payment of any part of the gross debt not otherwise deductible		
(1)		\$ -
(2)		\$ -
(3)		\$ -
		\$ -
2. Bonds authorized by another Public Body to be guaranteed by the municipality		\$ -
3. Bonds issued and bonds authorized by not issued to meet cash grants-in-aid for housing authority, redevelopment agency or municipality acting as its local public agency [N.J.S.A. 55:14B-4.1(d)]		\$ -
4. Bonds issued and bonds authorized but not issued - Capital projects for County Colleges (N.J.S.A. 18A:64A-22.1 to 18A:64A-22.8)		\$ -
5. Refunding Bonds (N.J.S.A 40A:2-52)		
(1)		\$ -
(2)		\$ -
		\$ -
Total Deductions Applicable to Other Bonds and Notes		\$ 408,917.70

Bonds authorized/issued by another Public Body to be guaranteed by the municipality

(1)		\$	-
(2)		\$	-
(3)		\$	-
(4)		\$	-
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(36)		\$	-
(37)		\$	-
(38)		\$	-
(39)		\$	-
(40)		\$	-
(41)		\$	-
(42)		\$	-
(43)		\$	-
(44)		\$	-
(45)		\$	-
(46)		\$	-
(47)		\$	-
(48)		\$	-
(49)		\$	-
(50)		\$	-

Total Bonds and Notes authorized/issued by another Public Body to be guaranteed by the municipality

\$ -

**SPECIAL DEBT STATEMENT BORROWING POWER
AVAILABLE UNDER NJSA 40A:2-7(f)**

1. Balance of debt incurring capacity December 31, 2012 (NJSA 40:1-16(d))	\$	-
2. Obligations heretofore authorized during 2013 in excess of debt limitation and pursuant to:		
(a) NJSA 40A:2-7, paragraph (d)	\$	-
(b) NJSA 40A:2-7, paragraph (f)	\$	-
(c) NJSA 40A:2-7, paragraph (g)	\$	-
Total		\$ -
3. Less 2012 authorizations repealed during 2013	\$	-
4. Net authorizations during 2013	\$	-
5. Balance of debt incurring capacity December 31, 2013 (NJSA 40:1-16(d))	\$	-

Obligations NOT Included in Gross Debt

1 Capital Leases and Other Comittments

(1)		\$	-
(2)		\$	-
(3)		\$	-
(4)		\$	-
(5)		\$	-
(6)		\$	-
(7)		\$	-
(8)		\$	-
(9)		\$	-
(10)		\$	-
(11)		\$	-
(12)		\$	-
(13)		\$	-
(14)		\$	-
(15)		\$	-
(16)		\$	-
(17)		\$	-
(18)		\$	-
(19)		\$	-
(20)		\$	-
(21)		\$	-
(22)		\$	-
(23)		\$	-
(24)		\$	-
(25)		\$	-
(26)		\$	-
(27)		\$	-
(28)		\$	-
(29)		\$	-
(30)		\$	-
(31)		\$	-
(32)		\$	-
(33)		\$	-
(34)		\$	-
(35)		\$	-
(36)		\$	-
(37)		\$	-
(38)		\$	-
(39)		\$	-
(40)		\$	-
(41)		\$	-
(42)		\$	-
(43)		\$	-
(44)		\$	-
(45)		\$	-
(46)		\$	-
(47)		\$	-
(48)		\$	-
(49)		\$	-
(50)		\$	-
Total Leases and Other Comittments		\$	-

Obligations NOT Included in Gross Debt

2 Guarantees NOT included in Gross Debt - Public and Private

(1)		\$ -
(2)		\$ -
(3)		\$ -
(4)		\$ -
(5)		\$ -
(6)		\$ -
(7)		\$ -
(8)		\$ -
(9)		\$ -
(10)		\$ -
(11)		\$ -
(12)		\$ -
(13)		\$ -
(14)		\$ -
(15)		\$ -
(16)		\$ -
(17)		\$ -
(18)		\$ -
(19)		\$ -
(20)		\$ -
(21)		\$ -
(22)		\$ -
(23)		\$ -
(24)		\$ -
(25)		\$ -
(26)		\$ -
(27)		\$ -
(28)		\$ -
(29)		\$ -
(30)		\$ -
(31)		\$ -
(32)		\$ -
(33)		\$ -
(34)		\$ -
(35)		\$ -
(36)		\$ -
(37)		\$ -
(38)		\$ -
(39)		\$ -
(40)		\$ -
(41)		\$ -
(42)		\$ -
(43)		\$ -
(44)		\$ -
(45)		\$ -
(46)		\$ -
(47)		\$ -
(48)		\$ -
(49)		\$ -
(50)		\$ -
Total Guarantees NOT included in Gross Debt - Public and Private		\$ -

1. The first part of the document discusses the importance of maintaining accurate records of all transactions and activities. It emphasizes that this is crucial for ensuring transparency and accountability in the organization's operations. The text highlights that proper record-keeping allows for better decision-making and helps in identifying areas for improvement.

2. The second part of the document focuses on the role of leadership in setting a positive example for the organization. It states that leaders should be visible, approachable, and fair in their interactions with employees. This helps in building trust and a strong organizational culture. The text also mentions that leaders should communicate clearly and frequently to keep everyone informed and motivated.

3. The third part of the document addresses the need for continuous learning and development. It suggests that organizations should invest in training and development programs for their employees. This not only helps in improving the skills and knowledge of the workforce but also shows that the organization values its employees and is committed to their growth.

4. The fourth part of the document discusses the importance of effective communication. It notes that clear and consistent communication is essential for the success of any organization. Leaders should ensure that they are listening to their employees and providing them with the necessary support and resources. The text also emphasizes the need for open and honest communication between all levels of the organization.

5. The fifth part of the document talks about the importance of recognizing and rewarding employees. It states that this is a key factor in motivating employees and encouraging them to perform at their best. Organizations should have a system in place to recognize and reward employees for their contributions and achievements. This helps in creating a positive work environment and a sense of pride among the employees.

6. The sixth part of the document discusses the importance of maintaining a healthy work-life balance. It suggests that organizations should encourage their employees to take breaks and avoid overworking. This helps in preventing burnout and maintaining the overall well-being of the workforce. The text also mentions that organizations should provide flexible work arrangements where possible to accommodate the needs of their employees.

7. The seventh part of the document talks about the importance of staying up-to-date with industry trends and changes. It suggests that organizations should invest in research and development to stay ahead of the competition. This helps in identifying new opportunities and challenges in the market. The text also emphasizes the need for organizations to be agile and adaptable to change.

8. The eighth part of the document discusses the importance of maintaining a strong financial position. It states that organizations should have a clear financial strategy and budget in place. This helps in managing resources effectively and ensuring the long-term sustainability of the organization. The text also mentions the need for organizations to regularly review their financial performance and make adjustments as needed.

9. The ninth part of the document talks about the importance of maintaining a strong reputation. It suggests that organizations should be transparent and honest in their dealings with customers, suppliers, and the public. This helps in building trust and a positive reputation for the organization. The text also emphasizes the need for organizations to be socially responsible and to contribute to the community.

10. The tenth part of the document discusses the importance of maintaining a strong team spirit. It states that organizations should encourage collaboration and teamwork among their employees. This helps in achieving common goals and improving the overall performance of the organization. The text also mentions the need for organizations to provide a supportive and inclusive work environment for all employees.

