

*Report of Audit*

*on the*

*Financial Statements  
and Supplementary Schedules*

*of the*

*Berkeley Heights Free Public  
Library*

*in the*

*Township of Berkeley Heights  
New Jersey*

*for the*

*Year Ended  
December 31, 2021*



BERKELEY HEIGHTS FREE PUBLIC LIBRARY

I N D E X

	<u>PAGE NUMBER</u>
Independent Auditor's Report	1-4
Independent Auditor's 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	5-6
 <u>EXHIBITS</u>	
<u>Current Fund:</u>	
"A" Balance Sheets - Regulatory Basis	7
"A-1" Statements of Operations and Change in Fund Balance - Regulatory Basis for the Years Ended December 31, 2021 and 2020	8
"A-2" Statement of Expenditures	9
 <u>General Fixed Assets Account Group:</u>	
"B" Balance Sheet - Statutory Basis	10
 Notes to Financial Statements - December 31, 2021 and 2020	 11-18
 <u>SCHEDULES</u>	
<u>Current Fund:</u>	
"A-3" Schedule of Due from Township of Berkeley Heights	19
"A-4" Schedule of Cash Receipts and Disbursements	20
"A-5" Schedule of Accounts Payable	21
"A-6" Schedule of Library Restricted Fund Balance	22
"A-7" Schedule of Grants Receivable	23
"A-8" Schedule of State Prepaid Library Aid	24
 Comments and Recommendations	 25





# SUPLEE, CLOONEY & COMPANY

CERTIFIED PUBLIC ACCOUNTANTS

308 East Broad Street, Westfield, New Jersey 07090-2122

Telephone 908-789-9300

Fax 908-789-8535

E-mail [info@senco.com](mailto:info@senco.com)

## **INDEPENDENT AUDITOR'S REPORT**922

Members of the Board of Trustees  
Berkeley Heights Public Library  
Berkeley Heights, New Jersey 07922

### **Report on the Audit of the Financial Statements**

#### ***Adverse and Unmodified Opinions***

We have audited the accompanying balance sheets - regulatory basis of the individual fund and account group of the Berkeley Heights Public Library (the "Library"), as of and for the years ended December 31, 2021 and 2020, the related statements of operations and changes in fund balance - regulatory basis for the years then ended, and the related statement of expenditures - regulatory basis of the various individual fund for the year ended December 31, 2021, and the related notes to the financial statements, which collectively comprise the Library's regulatory financial statements as listed in the table of contents.

#### **Adverse Opinion on U.S. Generally Accepted Accounting Principles**

In our opinion, because of the significance of the matter discussed in the "Matter Giving Rise to Adverse Opinion" paragraph, the financial statements referred to above do not present fairly, in accordance with accounting principles generally accepted in the United States of America, the financial position of the individual fund and account group of the Library as of December 31, 2021 and 2020, or the results of its operations and changes in fund balance for the years then ended or the expenditures for the year ended December 31, 2021.

#### **Unmodified Opinion on Regulatory Basis of Accounting**

In our opinion, the regulatory financial statements referred to above present fairly, in all material respects, the regulatory basis balances sheets of the individual fund and account group as of December 31, 2021 and 2020, the regulatory basis statement of operations and changes in fund balance for the years then ended and the regulatory basis statement of expenditures for the year ended December 31, 2021 in accordance with the basis of financial reporting prescribed by the Division of Local Government Services, Department of Community Affairs, State of New Jersey (the "Division") as described in Note 2.

***Basis for Adverse and Unmodified Opinions***

We conducted our audit in accordance with auditing standards generally accepted in the United States of America, the audit requirements prescribed by the Division, and the standards applicable to financial audits contained in Government Auditing Standards, issued by the Comptroller General of the United States. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of the Library and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our adverse and unmodified audit opinions.

***Matter Giving Rise to Adverse Opinion***

As described in Note 2 of the regulatory financial statements, the regulatory financial statements are prepared by the Library on the basis of the financial reporting provisions prescribed by the Division, which is a basis of accounting other than accounting principles generally accepted in the United States of America, to meet the requirements of New Jersey. The effects on the financial statements of the variances between the regulatory basis of accounting described in Note 2 and accounting principles generally accepted in the United States of America, although not reasonably determinable, are presumed to be material.

***Responsibilities of Management for the Financial Statements***

Management is responsible for the preparation and fair presentation of the regulatory financial statements in accordance with the regulatory basis of accounting prescribed by the Division, and for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of regulatory financial statements that are free from material misstatement, whether due to fraud or error. In preparing the regulatory financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the Library's ability to continue as a going concern for twelve months beyond the financial statement date, including any currently known information that may raise substantial doubt shortly thereafter.

***Auditor's Responsibilities for the Audit of the Financial Statements***

Our objectives are to obtain reasonable assurance about whether the regulatory financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinions. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS, *Government Auditing Standards* and audit requirements prescribed by the Division will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

## SUPLEE, CLOONEY & COMPANY

In performing an audit in accordance with GAAS, *Government Auditing Standards* and audit requirements prescribed by the Division, we:

- exercise professional judgment and maintain professional skepticism throughout the audit.
- identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Library's internal control. Accordingly, no such opinion is expressed.
- evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about the Library's ability to continue as a going concern for a reasonable period of time.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control-related matters that we identified during the audit.

### ***Supplementary Information***

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the Library's regulatory financial statements. The supplementary information, and data listed in the table of contents as required by the Division are presented for purposes of additional analysis and are not a required part of the basic financial statements.

Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the basic financial statements. The information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the supplemental information, and data listed in the table of contents, as required by the Division are fairly stated, in all material respects, in relation to the regulatory financial statements as a whole.

SUPLEE, CLOONEY & COMPANY

**Other Reporting Required by Government Auditing Standards**

In accordance with *Government Auditing Standards*, we have also issued our report dated October 11, 2022 on our consideration of the Library'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 solely 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 effectiveness of the Library's internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering Library's internal control over financial reporting and compliance.

  
\_\_\_\_\_  
CERTIFIED PUBLIC ACCOUNTANTS

  
\_\_\_\_\_  
REGISTERED MUNICIPAL ACCOUNTANT NO. 419

October 11, 2022





# SUPLEE, CLOONEY & COMPANY

CERTIFIED PUBLIC ACCOUNTANTS

308 East Broad Street, Westfield, New Jersey 07090-2122

Telephone 908-789-9300

Fax 908-789-8535

E-mail [info@scnco.com](mailto:info@scnco.com)

**INDEPENDENT AUDITOR'S 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**

Members of the Board of Trustees  
Berkeley Heights Public Library  
Berkeley Heights, New Jersey 07922

We have audited, in accordance with the auditing standards generally accepted in the United States of America, the audit requirements prescribed by the Division of Local Government Services, Department of Community Affairs, State of New Jersey and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the regulatory financial statements of the current fund and account group of the Berkeley Heights Public Library, as of and for the year ended December 31, 2021, and the related notes to the financial statements, which collectively comprise the Library's regulatory financial statements, and have issued our report thereon dated October 11, 2022. Our report disclosed that, as described in Note 1 to the financial statements, the Berkeley Heights Public Library prepares its financial statements on a basis of accounting prescribed by the Division of Local Government Services, Department of Community Affairs, State of New Jersey, that demonstrates compliance with a modified accrual basis and the budget laws of the State of New Jersey, which is a comprehensive basis of accounting other than U.S. generally accepted accounting principles.

***Internal Control Over Financial Reporting***

In planning and performing our audit of the regulatory financial statements, we considered the Library's control over financial reporting (internal control) as a basis for designing audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements but not for the purpose of expressing an opinion on the effectiveness of the Library's internal control. Accordingly, we do not express an opinion on the effectiveness of the Library's internal control.

# SUPLEE, CLOONEY & COMPANY

A *deficiency in internal control* 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 and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the Berkeley Heights Public Library's financial statements will not be prevented, or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

## ***Compliance and Other Matters***

As part of obtaining reasonable assurance about whether the Library's financial statements are free from 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 financial statements. 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*.

## ***Purpose of This Report***

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the Berkeley Heights Public Library's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Berkeley Heights Public Library's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

  
\_\_\_\_\_  
CERTIFIED PUBLIC ACCOUNTANTS

  
\_\_\_\_\_  
REGISTERED MUNICIPAL ACCOUNTANT NO. 439

October 11, 2022

BERKELEY HEIGHTS FREE PUBLIC LIBRARY

CURRENT FUND

BALANCE SHEETS - REGULATORY BASIS

	BALANCE DECEMBER <u>31, 2021</u>	BALANCE DECEMBER <u>31, 2020</u>
<u>ASSETS</u>		
Cash	\$ 604,040.37	\$ 587,398.14
Change Fund	100.00	100.00
Due from Township of Berkeley Heights	106,727.59	186,090.73
Grants Receivable	<u>-0-</u>	<u>21,312.56</u>
<u>TOTAL ASSETS</u>	<u>\$ 710,867.96</u>	<u>\$ 794,901.43</u>
<u>LIABILITIES, RESERVES AND FUND BALANCES</u>		
Accounts Payable	\$ 2,795.51	\$ 12,025.90
Prepaid Library State Aid	7,235.00	5,712.00
Reserve for:		
Miscellaneous Reserves	<u>207,946.99</u>	<u>331,505.07</u>
<u>Total Liabilities</u>	<u>217,977.50</u>	<u>349,242.97</u>
Fund Balances	<u>492,890.46</u>	<u>445,658.46</u>
<u>TOTAL LIABILITIES, RESERVES AND FUND BALANCES</u>	<u>\$ 710,867.96</u>	<u>\$ 794,901.43</u>

The Notes to the Financial Statements are an integral part of these statements.

BERKELEY HEIGHTS FREE PUBLIC LIBRARYCURRENT FUND

STATEMENTS OF OPERATIONS AND CHANGE  
IN FUND BALANCE - REGULATORY BASIS  
FOR THE YEARS ENDED DECEMBER 31, 2021 AND 2020

	<u>YEAR 2021</u>	<u>YEAR 2020</u>
<u>Revenue and Other Income</u>		
Municipal Contributions	\$ 1,117,207.92	\$ 1,157,587.86
State Library Aid	5,712.00	
Miscellaneous:		
Fines, Photocopier Fees, Miscellaneous	<u>3,031.02</u>	<u>4,873.94</u>
<u>Total Income</u>	<u>1,125,950.94</u>	<u>1,162,461.80</u>
<u>Expenditures</u>		
Budget Appropriations:		
Salaries and Wages	450,380.33	688,027.07
Other Expenses:		
Administrative	628,338.61	388,524.74
Transfer to Capital		<u>150,000.00</u>
Sub-Total (See Exhibit A-2)	<u>1,078,718.94</u>	<u>1,226,551.81</u>
<u>Total Expenditures</u>	<u>1,078,718.94</u>	<u>1,226,551.81</u>
Excess/(Deficit) in Revenue	47,232.00	(64,090.01)
Fund Balances, January 1,	<u>445,658.46</u>	<u>509,748.47</u>
	492,890.46	445,658.46
Fund Balances, December 31,	<u>\$ 492,890.46</u>	<u>\$ 445,658.46</u>

The Notes to the Financial Statements are an integral part of these statements.

BERKELEY HEIGHTS FREE PUBLIC LIBRARY

CURRENT FUND

STATEMENT OF EXPENDITURES - REGULATORY BASIS  
FOR THE YEAR ENDED DECEMBER 31, 2021

	<u>2021 BUDGET</u>	<u>PAID OR CHARGED</u>	<u>VARIANCE</u>
<u>Operating Budget:</u>			
Expenses Paid by Township of Berkeley Heights			
Salaries and Wages	\$ 525,000.00	\$ 450,380.33	\$ 74,619.67
Social Security and Other Taxes	50,000.00	51,000.00	(1,000.00)
Medical/ Health, Dental, Vision	150,000.00	148,410.00	1,590.00
Public Employees Retirement System-DCRP	50,000.00	48,450.00	1,550.00
Workers Compensation Insurance	5,000.00	2,040.00	2,960.00
Department of Public Works	10,000.00	10,200.00	(200.00)
	<u>790,000.00</u>	<u>710,480.33</u>	<u>79,519.67</u>
Expenses Paid by Library			
Delivery Expense	2,250.00	156.82	2,093.18
Capital Expenditures			
Morris Union Federation Expense	250.00	250.00	
Moving Expense/ Book Storage	980.00	1,160.00	(180.00)
Marketing Expense	10,000.00	199.00	9,801.00
Computer Contract Services	25,000.00	23,087.00	1,913.00
Programs	10,000.00	450.00	9,550.00
Periodicals/ Subscriptions	13,000.00	16,309.51	(3,309.51)
Building Maintenance	750.00	212.89	537.11
Building	750.00	191.00	559.00
Internet Service Provider	7,500.00	5,022.21	2,477.79
Audio-Visual	12,000.00	5,052.65	6,947.35
Books	85,000.00	26,686.27	58,313.73
Downloads	65,000.00	50,976.13	14,023.87
Internet Subscriptions	42,500.00	35,279.24	7,220.76
Contract Services	5,000.00	1,674.00	3,326.00
Computer Maintenance	25,000.00	16,095.90	8,904.10
Computer Supplies	7,500.00	6,680.32	819.68
Electric	25,000.00	8,045.38	16,954.62
Maintenance	24,000.00	7,436.92	16,563.08
Postage, Mailing Service	750.00	442.56	307.44
Heat	25,000.00	4,460.69	20,539.31
Telephone, Telecommunications	10,000.00	9,654.59	345.41
Supplies	12,500.00	4,787.14	7,712.86
Professional Services	19,150.00	12,123.36	7,026.64
Miscellaneous	10,000.00	131,805.03	(121,805.03)
	<u>438,880.00</u>	<u>368,238.61</u>	<u>70,641.39</u>
<u>Total</u>	<u>\$ 1,228,880.00</u>	<u>\$ 1,078,718.94</u>	<u>\$ 150,161.06</u>
Cash Disbursements		\$ 1,075,923.43	
Accounts Payable		<u>2,795.51</u>	
		<u>\$ 1,078,718.94</u>	

The Notes to the Financial Statements are an integral part of these statements.

"B"

BERKELEY HEIGHTS FREE PUBLIC LIBRARY

GENERAL FIXED ASSETS ACCOUNT GROUP

BALANCE SHEET - REGULATORY BASIS

	BALANCE DECEMBER 31, 31, 2021	BALANCE DECEMBER 31, 31, 2020
Fixed Assets	\$ <u>343,786.00</u>	\$ <u>33,001.00</u>
Investments in General Fixed Assets	\$ <u>343,786.00</u>	\$ <u>33,001.00</u>

The Notes to the Financial Statements are an integral part of this statement.

BERKELEY HEIGHTS FREE PUBLIC LIBRARY

NOTES TO FINANCIAL STATEMENTS

DECEMBER 31, 2021 AND 2020

(A) ORGANIZATION

The Berkeley Heights Free Public Library was established as a free public library within the corporate limits of the Township of Berkeley Heights and in accordance with New Jersey Statute 40:54-1. The Library operates for the purpose of supporting literary, educational and community undertakings.

(B) SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

This summary of significant accounting policies of the Berkeley Heights Free Public Library is presented to assist in understanding the Library's financial statements. The financial statements and notes are representations of the Library's management, who is responsible for their integrity and objectivity.

(1) Reporting Entity

The Berkeley Heights Public Library is a component unit of the Township of Berkeley Heights. The Township of Berkeley Heights reports on a Regulatory Basis of Accounting, in accordance with the State of New Jersey Division of Local Government Services, which is another comprehensive basis of accounting. Under this basis the Township does not include its component units in its annual report.

(2) Description of Funds

The Governmental Accounting Standards Board (GASB) is the accepted standard-setting body for establishing governmental accounting and financial reporting principles. GASB codification establishes three fund types and two account groups to be used by general purpose governmental units when reporting financial position and results of operations in accordance with U.S. Generally Accepted Accounting Principles (GAAP).

The accounting policies of the Berkeley Heights Public Library conform to the accounting principles applicable to municipalities which have been prescribed by the Division of Local Government Services, Department of Community Affairs, State of New Jersey. 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 financial transactions and accounts of the Berkeley Heights Public Library are organized on the basis of funds and an account group which is different from the fund structure required by GAAP.

BERKELEY HEIGHTS FREE PUBLIC LIBRARY

NOTES TO FINANCIAL STATEMENTS

DECEMBER 31, 2021 AND 2020

(B) SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

(2) Description of Funds (Continued)

A fund or account group is an accounting entity with a separate set of self-balancing accounts established to record the financial position and results of operation of a specific government activity. As required by the Division of Local Government Services, the Library accounts for its financial transactions through the following individual funds and account groups:

Current Fund - resources and expenditures for library operations of a general nature, including federal and state grant funds.

General Fixed Assets Account Group - utilized to account for property, land, buildings and equipment that have been acquired by other governmental funds.

Miscellaneous Reserves - are used to report resources from restricted donations and funds designated by the Board of Trustees for a specified purpose. See Exhibit A-6 for details of the reserves.

(3) Basis of Accounting

The accounting principles and practices prescribed for municipalities by the State of New Jersey differ in certain respects from generally accepted accounting principles applicable to local governmental units. The more significant accounting policies and differences in the State of New Jersey are as follows: A modified accrual basis of accounting is followed with minor exceptions.

Revenues - are recorded when received in cash except for certain amounts which are due from other governmental units. Operating grants are realized as revenue when anticipated in the Library's budget. Other amounts that are due the Library, which are susceptible to accrual, are also recorded as receivables with offsetting reserves and recorded as revenue when received. GAAP requires revenues to be recognized in the accounting period when they become susceptible to accrual, reduced by an allowance for doubtful accounts.

Expenditures - are recorded on the "budgetary" basis of accounting. Generally, expenditures are recorded when an amount is encumbered for goods or services through the issuances of a purchase order in conjunction with the Encumbrance Accounting System. Outstanding encumbrances at December 31 are reported as a cash liability in the financial statements.



BERKELEY HEIGHTS FREE PUBLIC LIBRARY

NOTES TO FINANCIAL STATEMENTS

DECEMBER 31, 2021 AND 2020

(B) SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

(3) Basis of Accounting (Continued)

Budgetary Process - Under existing statutes and regulations, the Berkeley Heights Free Public Library is not required to legally adopt an annual operating budget; however, the Board of Trustees approves an annual budget at the beginning of each fiscal year for expenditure control purposes. Unexpended appropriation balances are not reserved or recorded as liabilities at December 31 of each year.

Encumbrances - Contractual orders at December 31 are reported as expenditures through the establishment of encumbrances payable. Under, GAAP, encumbrances outstanding at year end are reported as reservations of fund balance because they do not constitute expenditures or liabilities.

General Fixed Assets - N.J.A.C. 5:30-5-6, Accounting for Governmental Fixed Assets, as promulgated by the Division of Local Government Services, which differs in certain respects from generally accepted accounting principles, requires the inclusion of a statement of general fixed assets of the Library as part of its basic financial statements. General fixed assets are defined as nonexpendable personal property having a physical existence, a useful life of more than one year and an acquisition cost of \$5,000.00 or more per unit.

Property and equipment acquired by the Current Funds are recorded as expenditures at the time of purchase and are not capitalized in their own respective funds.

The General Fixed Assets that have been acquired and that are utilized in the Current Fund are instead accounted for in the General Fixed Asset Account Group. No depreciation has been provided on general fixed assets or reported in the financial statements.

Fixed assets acquired through grants in aid or contributed capital have not been accounted for separately.

Inventories of Supplies - The cost of inventories of supplies for all funds are recorded as expenditures at the time individual items are purchased. The cost of inventories is not included on the various balance sheets. GAAP requires the cost of inventories to be reported as a current asset and equally offset by a fund balance reserve.

BERKELEY HEIGHTS FREE PUBLIC LIBRARY

NOTES TO FINANCIAL STATEMENTS

DECEMBER 31, 2021 AND 2020

(C) CONTRIBUTED SERVICES AND FACILITIES

The facilities from which the Library operates, land and buildings are recorded in the name of the Township of Berkeley Heights in accordance with N.J.S.A. 40:54-24. The estimated fair rental value for use of these facilities is not reflected in the accompanying financial statements since there is no objective basis available by which to measure the value of such contributed services.

(D) CASH AND CASH EQUIVALENTS

The Library considers change funds, cash in banks, and certificates of deposit as cash and cash equivalents.

(1) Deposits

New Jersey statutes permit the deposit of public funds in institutions which are located in New Jersey and which meet the requirements for the Governmental Unit Deposit Protection Act (GUDPA) or the State of New Jersey Cash Management Fund. GUDPA requires a bank that accepts public funds to be a public depository. A public depository is defined as a state bank, a national bank, or a savings bank, which is located in the State of New Jersey, the deposits of which are insured by the Federal Deposit Insurance Corporation. The statutes also require public depositories to maintain collateral for deposits of public funds that exceed certain insurance limits. All collateral must be deposited with the Federal Reserve Bank or a banking institution that is a member of the Federal Reserve System and has capital funds of not less than \$25,000,000.00.

The Berkeley Heights Free Public Library had the following cash and cash equivalents at December 31, 2021:

	<u>OPERATING FUND</u>
Cash in Bank	\$604,040.37
Petty Cash	<u>100.00</u>
	<u>\$604,140.37</u>

BERKELEY HEIGHTS FREE PUBLIC LIBRARY

NOTES TO FINANCIAL STATEMENTS

DECEMBER 31, 2021 AND 2020

(D) CASH AND CASH EQUIVALENTS (CONTINUED)

(1) Deposits (Continued)

Custodial Credit Risk - Deposits - Custodial credit risk is the risk that in the event of a bank failure, the deposits may not be returned. The Library does not have a specific deposit policy for custodial credit risk other than those policies that adhere to the requirements of statute. As of December 31, 2021, based upon the coverage provided by FDIC and NJGUDPA no amount of the bank balance was exposed to custodial credit risk. Of the cash on balance in the bank in the amount of \$738,073.14, \$250,000.00 was covered by Federal Depository Insurance and \$488,073.14 was covered by NJGUDPA.

(2) Investments

The purchase of investments by the Library is strictly limited by the express authority of the New Jersey Local Fiscal Affairs Law, N.J.S.A. 40A:5-15.1. Permitted investments include any of the following types of securities:

- (a) Bonds or other obligations of the United States of America or obligations guaranteed by the United States of America;
- (b) Government money market mutual funds which are purchased from an investment company or investment trust which is registered with the Securities and Exchange Commission under the "Investment Company Act of 1940," 15 U.S.C. 80a-1 et seq., and operated in accordance with 17 C.F.R. § 270.2a-7 and which portfolio is limited to U.S. Government securities that meet the definition of an eligible security pursuant to 17 C.F.R. § 270.2a-7 and repurchase agreements that are collateralized by such U.S. Government securities in which direct investment may be made pursuant to paragraphs (1) and (3) of N.J.S.A. 5-15.1. These funds are also required to be rated by a nationally recognized statistical rating organization.
- (c) Any obligation that a federal agency or a federal instrumentality has issued in accordance with an act of Congress, which security has a maturity date not greater than 397 days from the date of purchase, provided that such obligation bears a fixed rate of interest not dependent on any index or other external factor;
- (d) Bonds or other obligations of the Local Unit or bonds or other obligations of school districts of which the Local Unit is a part or within which the school district is located.

BERKELEY HEIGHTS FREE PUBLIC LIBRARY

NOTES TO FINANCIAL STATEMENTS

DECEMBER 31, 2021 AND 2020

(D) CASH AND CASH EQUIVALENTS (CONTINUED)

(2) Investments (Continued)

- (e) Bonds or other obligations, having a maturity date not more than 397 days from date of purchase, approved by the Division of Investment of the Department of Treasury for investment by Local Units;
- (f) Local government investment pools that are fully invested in U.S. Government securities that meet the definition of eligible security pursuant to 17 C.F.R. § 270a-7 and repurchase agreements that are collateralized by such U.S. Government securities in which direct investment may be made pursuant to paragraphs (1) and (3) of N.J.S.A. 5-15.1. This type of investment is also required to be rated in the highest category by a nationally recognized statistical rating organization.

Deposits with the State of New Jersey Cash Management Fund established pursuant to section 1 of P.L. 1977, c.281 (C. 52:18A-90.4); or

- (g) Agreements for the repurchase of fully collateralized securities if:
  - 1. the underlying securities are permitted investments pursuant to paragraphs (1) and (3) of this subsection;
  - 2. the custody of collateral is transferred to a third party;
    - a. the maturity of the agreement is not more than 30 days;
    - b. the underlying securities are purchased through a public depository as defined in section 1 of P.L. 1970, c.236 (C. 17:19-41); and
    - c. a master repurchase agreement providing for the custody and security of collateral is executed.

Based upon the limitations set forth by New Jersey Statutes 40A:5-15.1 and existing investment practices of the Investment Council of the New Jersey Cash Management Fund, the Library is generally not exposed to credit risks, custodial credit risks, concentration of credit risks and interest rate risks for its investments nor is it exposed to foreign currency risk for its deposits and investments.

BERKELEY HEIGHTS FREE PUBLIC LIBRARY

NOTES TO FINANCIAL STATEMENTS

DECEMBER 31, 2021 AND 2020

(E) CONTINGENCIES

The Library receives a substantial amount of its support from state and local government. A significant reduction in the level of this support, if this would occur, would have an affect on the Library's programs and activities.

State and federal grants require the fulfillment of certain conditions as set forth in the grant agreement or contract. Failure to fulfill the conditions could result in the return of the funds to the grantor; however, the management of the Library deems such a possibility remote.

(F) PENSION PLANS

Library employees, who are eligible for a pension plan, are enrolled in the Public Employees' Retirement System which is administered by the Division of Pensions, Treasury Department of the State of New Jersey. The Division annually charges participating government units for their respective contributions to the plans based upon actuarial methods.

Certain portions of the costs are contributed by the employees. The Library's share of pension costs, which is based upon the annual billings received from the State, is not available.

Certain Library employees are also covered by Federal Insurance Contribution Act.

Information as to the comparison of the actuarially computed value of vested benefits with the system's assets is not available from the State Retirement System and, therefore, is not presented.

BERKELEY HEIGHTS FREE PUBLIC LIBRARY

NOTES TO FINANCIAL STATEMENTS

DECEMBER 31, 2021 AND 2020

(G) SUBSEQUENT EVENTS

The Library has evaluated subsequent events occurring after the financial statement date through October 26, 2022, which is the date the financial statements were available to be issued. Based on this evaluation, the Library has determined there are no subsequent event needed to be disclosed.

SUPPLEMENTARY SCHEDULES

BERKELEY HEIGHTS FREE PUBLIC LIBRARY

CURRENT FUND

SCHEDULE OF DUE FROM TOWNSHIP OF BERKELEY HEIGHTS

Balance, December 31, 2020	\$	186,090.73
Increased by:		
Borough Budget Appropriations		<u>1,117,207.92</u>
	\$	<u>1,303,298.65</u>
Decreased by:		
Cash Receipts		<u>1,196,571.06</u>
Balance, December 31, 2021	\$	<u><u>106,727.59</u></u>



BERKELEY HEIGHTS FREE PUBLIC LIBRARY

CURRENT FUND

SCHEDULE OF CASH RECEIPTS AND DISBURSEMENTS  
FOR THE YEAR ENDED DECEMBER 31, 2021

Balance, December 31, 2020			\$	587,398.14
Receipts:				
Township of Berkeley Heights- 2021	\$	486,090.73		
Prepaid State Library Aid		7,235.00		
Grants Receivable				
Grants		21,312.56		
Operating Interest		471.75		
Lost Books and Interest		62.64		
Video Account and Interest		7.82		
Capital Interest		247.66		
Miscellaneous		2,559.27		
	<u>Total Receipts</u>			<u>517,987.43</u>
				<u>1,105,385.57</u>
Disbursements:				
2021 Appropriations	A-2	365,443.10		
Capital		123,864.74		
Miscellaneous Reserves		11.46		
Accounts Payable		12,025.90		
	<u>Total Disbursements</u>			<u>501,345.20</u>
Balance, December 31, 2021			\$	<u>604,040.37</u>
<u>CASH RECONCILIATION - DECEMBER 31, 2021</u>				
Balance Per Statements:				
Investors Savings:			\$	738,073.14
Less: Outstanding Checks				<u>134,032.77</u>
<u>Book Balance, December 31, 2021</u>			\$	<u>604,040.37</u>

BERKELEY HEIGHTS FREE PUBLIC LIBRARY

CURRENT FUND

SCHEDULE OF ACCOUNTS PAYABLE

Balance, December 31, 2020	\$	12,025.90
Increased by:		
Charges		2,795.51
	\$	<u>14,821.41</u>
Decreased by:		
Cash Disbursements		<u>12,025.90</u>
Balance, December 31, 2021	\$	<u><u>2,795.51</u></u>

BERKELEY HEIGHTS FREE PUBLIC LIBRARY

CURRENT FUND

SCHEDULE OF MISCELLANEOUS RESERVES

<u>GRANT NAME</u>	<u>BALANCE DECEMBER 31, 2020</u>	<u>INCREASED BY RECEIPTS</u>	<u>DECREASED BY DISBURSEMENTS</u>	<u>BALANCE DECEMBER 31, 2021</u>
Capital Reserve	\$ 320,367.92	\$ 247.66	\$ 123,864.74	\$ 196,750.84
Video Reserve	7,600.04	7.82	7.82	7,600.04
Lost Book Reserve	3,537.11	62.64	3.64	3,596.11
	<u>\$ 331,505.07</u>	<u>\$ 318.12</u>	<u>\$ 123,876.20</u>	<u>\$ 207,946.99</u>

BERKELEY HEIGHTS FREE PUBLIC LIBRARY

CURRENT FUND

SCHEDULE OF GRANTS RECEIVABLE

<u>RESERVE NAME</u>	BALANCE DECEMBER 31, 2020	2021 RECEIPTS	BALANCE DECEMBER 31, 2021
CARES ACT-Union County Grant	\$ 21,312.56	\$ 21,312.56	\$ -0-
	<u>\$ 21,312.56</u>	<u>\$ 21,312.56</u>	<u>\$ -0-</u>

BERKELEY HEIGHTS FREE PUBLIC LIBRARY

CURRENT FUND

SCHEDULE OF PREPAID STATE LIBRARY AID

<u>GRANT NAME</u>	<u>BALANCE DECEMBER 31, 2020</u>	<u>RECEIVED</u>	<u>REALIZED AS REVENUE</u>	<u>BALANCE DECEMBER 31, 2021</u>
State Library Aid FY2021	\$ 5,712.00	7,235.00	5,712.00	7,235.00
State Library Aid FY2020	\$ 5,712.00	7,235.00	5,712.00	7,235.00

COMMENTS AND RECOMMENDATIONS

NONE