

*Report of Audit*

*on the*

*Financial Statements and  
Supplementary Information*

*of the*

*Township of Cranford  
District Management Corporation*

*for the*

*Year Ended  
December 31, 2017*



TOWNSHIP OF CRANFORD  
DISTRICT MANAGEMENT CORPORATION

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# SUPLEE, CLOONEY & COMPANY

CERTIFIED PUBLIC ACCOUNTANTS

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## **INDEPENDENT AUDITOR'S REPORT**

Honorable Chairman and Members  
of the Township of Cranford  
District Management Corporation  
Township of Cranford  
8 Springfield Avenue  
Cranford, New Jersey 07016

### ***Report on the Financial Statements***

We have audited the accompanying balance sheets - regulatory basis of the Township of Cranford, District Management Corporation (the "DMC"), as of December 31, 2017 and 2016, the related statements of revenues, expenditures and changes in fund balance - regulatory basis for the years then ended, and the statement of cash flows - regulatory basis of the current fund for the year ended December 31, 2017, and the related notes to the financial statements, which collectively comprise the Board's regulatory financial statements as listed in the table of contents.

### ***Management's Responsibility for the Financial Statements***

Management is responsible for the preparation and fair presentation of these financial statements in accordance with the regulatory basis of accounting prescribed by the Division of Local Government Services, Department of Community Affairs, State of New Jersey. Management is also responsible for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatements, whether due to fraud or error.

### ***Auditor's Responsibility***

Our responsibility is to express an opinion on these regulatory financial statements based on our audit. We conducted our audit in accordance with 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 (the "Division"), and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement.

## **SUPLEE, CLOONEY & COMPANY**

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the regulatory financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements 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 entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the regulatory financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

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

As described in Note 2 of the regulatory financial statements, the regulatory financial statements are prepared by the DMC on the basis of the financial reporting provisions prescribed by the Division of Local Government Services, Department of Community Affairs, State of New Jersey, 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.

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

In our opinion, because of the significance of the matter discussed in the "Basis for Adverse Opinion on U.S Generally Accepted Accounting Principles" 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 various individual funds and account group of the DMC as of December 31, 2017 and 2016, or the results of its operations and changes in fund balance for the years then ended of the expenditures for the year ended December 31, 2017.

### ***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 as of December 31, 2017 and 2016, the regulatory basis statement of operations and changes in fund balance for the years then ended and the regulatory basis statement of expenditures and changes in fund balance for the year ended December 31, 2017 in accordance with the basis of financial reporting prescribed by the Division of Local Government Services, Department of Community Affairs, State of New Jersey as described in Note 2.

**Other Matters**

*Other Information*

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the DMC's regulatory financial statements. The supplementary information and data listed in the table of contents as required by the Division of Local Government Services, Department of Community Affairs, State of New Jersey are presented for purposes of additional analysis and are not a required part of the regulatory financial statements.

The supplemental information and schedules listed above and also listed in the table of contents are the responsibility of management and were derived from and relates directly to the underlying accounting and other records used to prepare the regulatory financial statements. Such information has been subjected to the auditing procedures applied in the audit of the regulatory financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the regulatory financial statements or to the regulatory 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 listed and data in the table of contents are fairly stated, in all material respects, in relation to the regulatory financial statements as a whole.

The general comments and recommendations section has not been subject to the auditing procedures applied in the audit of the regulatory financial statements, and accordingly, we do not express an opinion or provide any assurance on it.

**Other Reporting Required by Government Auditing Standards**

In accordance with *Government Auditing Standards*, we have also issued our report dated July 11, 2018 on our consideration of the DMC'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 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 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 the DMC's internal control over financial reporting and compliance.

  
CERTIFIED PUBLIC ACCOUNTANTS

  
REGISTERED MUNICIPAL ACCOUNTANT NO. 419

July 11, 2018



# SUPLEE, CLOONEY & COMPANY

CERTIFIED PUBLIC ACCOUNTANTS

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**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**

Honorable Chairman and Members  
of the Township of Cranford  
District Management Corporation  
Township of Cranford  
8 Springfield Avenue  
Cranford, New Jersey 07016-2199

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 various individual funds and the account group of the Township of Cranford, District Management Corporation (the "DMC"), as of and for the year ended December 31, 2017, and the related notes to the financial statements, which collectively comprise the DMC's regulatory financial statements, and have issued our report thereon dated July 11, 2018. Our report disclosed that, as described in Note 1 to the financial statements, the DMC 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 DMC's control over financial reporting (internal control) to determine the 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 DMC's internal control. Accordingly, we do not express an opinion on the effectiveness of DMC'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 entity'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 DMC'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 determination of financial statement amounts. 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 entity'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 entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

  
CERTIFIED PUBLIC ACCOUNTANTS

  
REGISTERED MUNICIPAL ACCOUNTANT NO. 419

July 11, 2018

TOWNSHIP OF CRANFORD  
DISTRICT MANAGEMENT CORPORATION  
BALANCE SHEETS - REGULATORY BASIS

	BALANCE DECEMBER <u>31, 2017</u>	BALANCE DECEMBER <u>31, 2016</u>
<u>ASSETS</u>		
Cash	\$ <u>63,315.29</u>	\$ <u>106,896.81</u>
	\$ <u><u>63,315.29</u></u>	\$ <u><u>106,896.81</u></u>
<u>FUND BALANCE</u>		
Fund Balance	\$ <u>63,315.29</u>	\$ <u>106,896.81</u>
	\$ <u><u>63,315.29</u></u>	\$ <u><u>106,896.81</u></u>

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

TOWNSHIP OF CRANFORDDISTRICT MANAGEMENT CORPORATION

STATEMENTS OF REVENUES, EXPENDITURES  
AND CHANGES IN FUND BALANCE - REGULATORY BASIS  
FOR THE YEARS ENDED DECEMBER 31, 2017 AND 2016

	<u>2017</u>	<u>2016</u>
Revenues:		
Special Improvement District Taxes	\$ 177,292.00	\$ 189,828.00
Interest Earned	332.42	311.35
Other	150.00	
	<hr/>	<hr/>
Total Revenues	\$ 177,774.42	\$ 190,139.35
	<hr/>	<hr/>
Budget Expenditures	\$ 177,292.00	\$ 189,828.00
Other Expenditures	44,063.94	27,223.73
	<hr/>	<hr/>
Total Expenses	\$ 221,355.94	\$ 217,051.73
	<hr/>	<hr/>
Excess of Revenues Over Expenses	\$ (43,581.52)	\$ (26,912.38)
	<hr/>	<hr/>
Fund Balance, January 1	106,896.81	133,809.19
	<hr/>	<hr/>
Fund Balance, December 31	\$ 63,315.29	\$ 106,896.81
	<hr/>	<hr/>

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

## TOWNSHIP OF CRANFORD

## DISTRICT MANAGEMENT CORPORATION

STATEMENT OF REVENUES, EXPENDITURES AND  
 CHANGES IN FUND BALANCE - REGULATORY BASIS - UNRESTRICTED - BUDGET AND ACTUAL  
 FOR THE YEAR ENDED DECEMBER 31, 2017

	YEAR ENDED 2017		2016
	<u>BUDGET</u>	<u>ACTUAL</u>	<u>ACTUAL</u>
Revenues:			
Special Improvement District Taxes	\$ 177,292.00	\$ 177,292.00	\$ 189,828.00
Interest Earned		332.42	311.35
Other Income		150.00	311.35
<u>Total Revenues</u>	<u>\$ 177,292.00</u>	<u>\$ 177,774.42</u>	<u>\$ 190,450.70</u>
Expenditures:			
Budget	\$ 177,292.00	\$ 177,292.00	\$ 215,996.73
Other		44,063.94	1,055.00
<u>Total Expenditures</u>	<u>\$ 177,292.00</u>	<u>\$ 221,355.94</u>	<u>\$ 217,051.73</u>
Excess or (Deficit) Revenues Over/(Under) Expenditures	\$	\$ (43,581.52)	\$ (26,601.03)
Fund Balance at January 1	<u>107,208.16</u>	<u>106,896.81</u>	<u>133,809.19</u>
Fund Balance at December 31	<u>\$ 107,208.16</u>	<u>\$ 63,315.29</u>	<u>\$ 107,208.16</u>

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

TOWNSHIP OF CRANFORD

DISTRICT MANAGEMENT CORPORATION

STATEMENT OF CASH FLOWS - REGULATORY BASIS  
FOR THE YEAR ENDED DECEMBER 31, 2017

Cash Flows From Operating Activities:	
Net Increase in Fund Balance	\$ <u>(43,581.52)</u>
Net Cash Provided by Operating Activities	\$ (43,581.52)
Cash at January 1, 2017	<u>106,896.81</u>
Cash at December 31, 2017	\$ <u><u>63,315.29</u></u>

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

TOWNSHIP OF CRANFORD  
DISTRICT MANAGEMENT CORPORATION  
NOTES TO FINANCIAL STATEMENTS  
DECEMBER 31, 2017 AND 2016

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Organization

During 1985, pursuant to N.J.S.A. 40:56-65 *et seq.*, the Township Committee of Cranford established the District Management Corporation (the "DMC") (Ordinance 85-64) to promote economic growth and employment within the Township's business district and the general welfare of the Township. The DMC provides administrative and other services to benefit the businesses, employees, residents and consumers within the Special Improvement District (SID). The DMC is governed by an eleven-member Board of Trustees appointed by the Township Committee. As a component unit of the Township, the DMC is exempt from federal and state income taxes.

Accounting Policies

The accounting policies of the DMC conform to the accounting principles applicable to special districts, 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. The following is a summary of the significant policies:

Basis of Accounting

All governmental funds are accounted for on the modified accrual basis of accounting. Revenues are recognized when they become measurable and available. Expenditures are recognized when the related fund liability is incurred.

Fund Accounting

The accounts of the DMC are organized on the basis of fund accounting. Under this basis, the operations of each fund are accounted for with a separate set of self-balancing accounts that comprise its assets, liabilities, fund equity, revenues and expenditures. The principal purpose of fund accounting is to ensure observance of restrictions placed on the use of resources available to the SID. Individual funds summarized in the accompanying financial statements are classified as follows:

TOWNSHIP OF CRANFORD  
DISTRICT MANAGEMENT CORPORATION  
NOTES TO FINANCIAL STATEMENTS  
DECEMBER 31, 2017 AND 2016

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

Accounting Policies (Continued)

Fund Types

Current Unrestricted - This fund represents resources obtained from municipal appropriations, contributions and gifts that can be used currently for the general operations of the SID.

Current Restricted - This fund represents resources, mainly from grants that can be used currently, but only for the operating purposes specified by the grant agreement.

Budgets and Budgetary Accounting

According to Ordinance 85-64, the DMC is required to submit an annual estimate of the cost of operating and maintaining and annually improving the SID for the next year for the Township Committee's approval.

Fixed Assets

All fixed assets acquired by the DMC become the property of the Township of Cranford and will be recorded within the Township's general fixed asset records.

Inventories of Supplies

Purchases of materials and supplies are recognized and recorded as expenditures when they are acquired, regardless of when used.

Prepaid Expenses

The cost of prepaid insurance and other similar items extending over more than one accounting period is accounted for as expenditures of the period of acquisition and not allocated between or among accounting periods.

TOWNSHIP OF CRANFORD  
DISTRICT MANAGEMENT CORPORATION  
NOTES TO FINANCIAL STATEMENTS  
DECEMBER 31, 2017 AND 2016

2. RELATED PARTY TRANSACTIONS

All costs of development, construction and acquisition relating to providing public improvements for the SID, not borne by federal, state, county or local governments, are financed and assessed to properties specially benefited by such improvements in the SID. The properties specially benefited by the creation of the SID are specifically identified within the Township of Cranford's Ordinance 85-64. A special assessment is imposed and collected by the Township with the regular property tax payment, and all or a portion of such payments are transferred to the DMC in order to fund their estimated costs. The DMC, after receiving approval by the Township committee, approved an operating budget of \$177,292.00 for the year ended December 31, 2017.

3. LITIGATION

The DMC management did not indicate any litigation, claims or contingent liabilities that are either not covered by the DMC's insurance carrier or would not have a material financial impact on the DMC.

4. SUBSEQUENT EVENTS

The DMC has evaluated subsequent events occurring after the financial statement date through July 11, 2018 which is the date the financial statements were available to be issued. Based upon this evaluation, the DMC has determined that there are no subsequent events needed to be disclosed.

TOWNSHIP OF CRANFORD  
DISTRICT MANAGEMENT CORPORATION

ROSTER OF OFFICIALS

2017 OFFICERS

Kathleen Miller Prunty	-	Director
Michelle Stavrou	-	Social Media Coordinator
Ellen O'Donnell	-	Administrative Assistant
Terence Wall	-	Township Administrator

BOARD OF TRUSTEES

Barry O'Donovan	-	Chairman
Anthony Durante	-	Vice Chairman
Patrick Giblin	-	Township Commissioner
Clara Nunziato		
Steve Needle		
Maureen Tinen		
Paul LaCorte		
Joe Colangelo		
Tom Connolly		
Vicki Spurr		
Jean Maisonneuve		

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