TOWNSHIP OF HAZLET

TARA CORCORAN-CLARK
Mayor

MICHAEL C. SACHS
Deputy Mayor

SCOTT AAGRE, AIA
MICHAEL GLACKIN
JAMES "SKIP" MCKAY
Township Committee

DEPARTMENT OF MUNICIPAL CLERK

1766 UNION AVENUE
POST OFFICE BOX 371
HAZLET, NEW JERSEY 07730
TEL: 732-264-1700
FAX: 732-264-1785
http://www.hazlettwp.org

DENNIS PINO
Municipal Administrator

EVELYN A. GRANDI, RMC, CMR
Municipal Clerk/Deputy Registrar

April 1, 2021

David McNally, CPA, VP
Holt, McNally Associates Inc.
618 Stokes Road
Medford, NJ 08055

RE: 2021 Professional Contract

Dear Mr. McNally:

Enclosed please find a fully executed 2021 Professionals Contract for your files.

If you have any questions, you may contact me at 732-217-8686.

Sincerely,

Evelyn A. Grandi

Evelyn A. Grandi
Municipal Clerk

Enclosure

AGREEMENT

THIS AGREEMENT made this 1st day of April, 2021 by and between the Township of Hazlet, a municipal corporation of the State of New Jersey, hereinafter referred to as "Municipality" and David T. McNally, C.P.A., R.M.A., P.S.A., hereinafter referred to as "Auditor";

WITNESSETH:

WHEREAS, by virtue of Resolution #8, passed 1/5/2021, David T. McNally, C.P.A., R.M.A., P.S.A., has been appointed Auditor for the Township of Hazlet; and

WHEREAS, the parties hereto have reviewed existing appropriations for funds and desire by this Agreement to reduce the understanding with reference to the compensation of the Auditor in writing;

NOW THEREFORE, in consideration of the mutual terms, conditions and covenants herein, it is agreed by and between the parties as follows:

1. SCOPE

The Auditor agrees to perform the professional services ordinarily provided by Registered Municipal Accountants of the State of New Jersey, including the audit of the accounts and financial transactions for the 2020 calendar year.

The Auditor will audit the financial statements-regulatory basis of the various funds of the Municipality, including the related notes to the financial statements, which collectively comprise the basic financial statements of the Municipality as of and for the year ended December 31, 2020.

The Auditor also agrees to report on supplementary information other than RSI that accompanies the Municipality's financial statements. The Auditor will subject the following supplementary information to the auditing procedures applied in the audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America, and the Auditor will provide an opinion on it in relation to the financial statements as a whole in a report combined with the auditor's report on the financial statements:

1) Supplemental exhibits

2) Supplemental data

Audit Objectives

The objective of the audit is the expression of opinions as to whether the Municipality's financial statements are fairly presented, in all material respects, in conformity with accounting principles and practices prescribed by the New Jersey Department of Community Affairs, Division of Local Government Services and to report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the financial statements as a whole.

The audit will be conducted in accordance with auditing standards generally accepted in the United States of America; the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and the requirements of the New Jersey Department of Community Affairs, Division of Local Government Services; and will include tests of accounting records, and other procedures considered necessary to enable the Auditor to express such opinions. The Auditor will issue written reports upon completion of the audit. The Auditor's reports will be addressed to the Governing Body of the Municipality. The Auditor cannot provide assurance that unmodified opinions will be expressed. Circumstances may arise in which it is necessary for the Auditor to modify its opinions or add emphasis-of-matter or other-matter paragraphs. If the Auditor's opinions are other than unmodified, the Auditor will discuss the reasons with the Municipality in advance. If, for any reason, the Auditor is unable to complete the audit or are unable to form or have not formed opinions, the Auditor may decline to express opinions or issue reports, or may withdraw from this engagement.

We will also provide a report (that does not include an opinion) on internal control related to the financial statements and compliance with the provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a material effect on the financial statements as required by *Government Auditing Standards*. The report on internal control and on compliance and other matters will include a paragraph that states (1) that the purpose of the report is solely to describe the scope of 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 on compliance, and (2) that the report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. The paragraph will also state that the report is not suitable for any other purpose. If during our audit we become aware that the Municipality is subject to an audit requirement that is not encompassed in the terms of this engagement, we will communicate to management and those charged with governance that an audit in accordance with U.S. generally accepted auditing standards and the standards for financial audits contained in *Government Auditing Standards* may not satisfy the relevant legal, regulatory, or contractual requirements.

Audit Procedures—General

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, the audit will involve judgment about the number of transactions to be examined and the areas to be tested. 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 financial statements. The Auditor will plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the government or to acts by management or employees acting on behalf of the government. Because the determination of abuse is subjective, *Government Auditing Standards* do not expect auditors to provide reasonable assurance of detecting abuse.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because the Auditor will not perform a detailed examination of all transactions, there is a risk that material misstatements or noncompliance may exist and not be detected by us, even though the audit is properly planned and performed in accordance with U.S. generally accepted auditing standards and *Government Auditing Standards*. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial. However, the Auditor will inform the appropriate level of management of any material errors, any fraudulent financial reporting, or misappropriation of assets that come to the Auditor's attention. The Auditor will also inform the appropriate level of management of any violations of laws or governmental regulations that come to the Auditor's attention, unless clearly inconsequential, and of any material abuse that comes to the Auditor's attention. The Auditor's responsibility is limited to the period covered by the audit and does not extend to any later periods for which the Auditor is not engaged as auditors.

The Auditor's procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, and may include tests of the physical existence of inventories, and direct confirmation of receivables and certain other assets and liabilities by correspondence with selected individuals, funding sources, creditors, and financial institutions. The Auditor will request written representations from the Municipality's attorneys as part of the engagement, and the Auditor may bill the Municipality for responding to this inquiry. At the conclusion of the audit, the Auditor will require certain written representations from the Municipality about its responsibilities for the financial statements; compliance with laws, regulations, contracts, and grant agreements; and other responsibilities required by generally accepted auditing standards.

Audit Procedures—Internal Control

The audit will include obtaining an understanding of the government and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. Tests of controls may be performed to test the effectiveness of certain controls that the Auditor considers relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements. The Auditor's tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in the Auditor's report on internal control issued pursuant to *Government Auditing Standards.*

An audit is not designed to provide assurance on internal control or to identify significant deficiencies or material weaknesses. Accordingly, we will express no such opinion. However, during the audit, the Auditor will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards and *Government Auditing Standards*.

Audit Procedures—Compliance

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, the Auditor will perform tests of the Municipality's compliance with provisions of applicable laws, regulations, contracts, agreements, and grants. However, the objective of those procedures will not be to provide an opinion on overall compliance and the Auditor will not express such an opinion in its report on compliance issued pursuant to *Government Auditing Standards*.

Management Responsibilities

Management is responsible for designing, implementing, establishing, and maintaining effective internal controls relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error, including evaluating and monitoring ongoing activities to help ensure that appropriate goals and objectives are met; following laws and regulations; and ensuring that management and financial information is reliable and properly reported. Management is also responsible for implementing systems designed to achieve compliance with applicable laws, regulations, contracts, and grant agreements. Management is also responsible for the selection and application of accounting principles, for the preparation and fair presentation of the financial statements and all accompanying information in conformity with principles and practices prescribed by the New Jersey Department of Community Affairs, Division of Local Government Services; and for compliance with applicable laws and regulations and the provisions of contracts and grant agreements.

Management is also responsible for making all financial records and related information available to the Auditor and for the accuracy and completeness of that information. The Municipality is also responsible for providing the Auditor with (1) access to all information of which it is aware that is relevant to the preparation and fair presentation of the financial statements, (2) additional information that the Auditor may request for the purpose of the audit, and (3) unrestricted access to persons within the government from whom the Auditor determines it necessary to obtain audit evidence.

The Municipality's responsibilities include adjusting the financial statements to correct material misstatements and confirming to the Auditor in the management representation letter that the effects of any uncorrected misstatements aggregated by the Auditor during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements as a whole.

The Municipality is responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing the Auditor about all known or suspected fraud affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. The Municipality's responsibilities include informing the Auditor of its knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, grantors, regulators, or others. In addition, the Municipality is responsible for identifying and ensuring that the government complies with applicable laws, regulations, contracts, agreements, and grants. Management is also responsible for taking timely and appropriate steps to remedy fraud and noncompliance with provisions of laws, regulations, contracts, and grant agreements, or abuse that the Auditor reports.

The Municipality is also responsible for the preparation of the other supplementary information, which the Auditor has been engaged to report on, in conformity with the principles and practices prescribed by the New Jersey Department of Community Affairs, Division of Local Government Services. The Municipality agrees to include the Auditor's report on the supplementary information in any document that contains, and indicates that the Auditor has reported on, the supplementary information. The Municipality also agrees to include the audited financial statements with any presentation of the supplementary information that includes the Auditor's report thereon. The Municipality's responsibilities include acknowledging to the Auditor in the written representation letter that (1) management is responsible for presentation of the supplementary information in accordance with the principles and practices prescribed by the New Jersey Department of Community Affairs, Division of Local Government Services; (2) management believes the supplementary information, including its form and content, is fairly presented in accordance with the principles and practices prescribed by the New Jersey Department of Community Affairs, Division of Local Government Services; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) management has disclosed to the Auditor any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying and providing report copies of previous financial audits, attestation engagements, performance audits, or other studies related to the objectives discussed in the Audit Objectives section of this letter. This responsibility includes relaying to the Auditor corrective actions taken to address significant findings and recommendations resulting from those audits, attestation engagements, performance audits, or studies. The Municipality is also responsible for providing management's views on the Auditor's current findings, conclusions, and recommendations, as well as the Municipality's planned corrective actions, for the report, and for the timing and format for providing that information.

The Municipality agrees to assume all management responsibilities relating to the financial statements and related notes, and any other nonaudit services the Auditor provides. The Municipality will be required to acknowledge in the management representation letter the Auditor's assistance with preparation of the financial statements and related notes and that management has reviewed and approved the financial statements and related notes prior to their issuance and has accepted responsibility for them. Further, management agrees to oversee the nonaudit services by designating an individual, preferably from senior management, with suitable skill, knowledge, or experience; evaluate the adequacy and results of those services; and accept responsibility for them.

Engagement Administration, Fees, and Other

From time to time and depending on the circumstances, the Auditor may use third-party service providers in serving the Municipality's account. The Auditor may share confidential information about the Municipality with these service providers, but remain committed to maintaining the confidentiality and security of the Municipality's information. Accordingly, the Auditor will maintain internal policies, procedures, and safeguards to protect the confidentiality of the Municipality's personal information. In addition, the Auditor will secure confidentiality agreements with all service providers to maintain the confidentiality of the Municipality's information and the Auditor will take reasonable precautions to determine that appropriate procedures are in place to prevent the unauthorized release of the Municipality's confidential information to others. In the event that the Auditor is unable to secure an appropriate confidentiality agreement, the Municipality will be asked to provide its consent prior to the sharing of its confidential information with the third-party service provider. Furthermore, the Auditor will remain responsible for the work provided by any such third-party service providers.

The Auditor understands that the Municipality employees will prepare all cash, accounts receivable, or other confirmations the Auditor requests and will locate any documents selected by the Auditor for testing.

The Auditor will provide copies of its reports to each Councilman/woman, the Clerk, Administrator/Treasurer, Tax Collector and Solicitor. Additional copies will be furnished to meet the requirements of the Division of Local Government Services and the appropriate Federal and State Agencies. However, management is responsible for distribution of the reports and the financial statements. Unless restricted by law or regulation, or containing privileged and confidential information, copies of the Auditor's reports are to be made available for public inspection.

The audit documentation for this engagement is the property of Holt McNally & Associates, Inc. and constitutes confidential information. However, subject to applicable laws and regulations, audit documentation and appropriate individuals will be made available upon request and in a timely manner to the its designee, a federal agency providing direct or indirect funding, or the U.S. Government Accountability Office for purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. The Auditor will notify the Municipality of any such request. If requested, access to such audit documentation will be provided under the supervision of the Auditor's personnel. Furthermore, upon request, the Auditor may provide copies of selected audit documentation to the aforementioned parties. These parties may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies.

The audit documentation for this engagement will be retained for a minimum of five years after the report release date or for any additional period requested by the Municipality. If the Auditor is aware that a federal awarding agency, pass-through entity, or auditee is contesting an audit finding, the Auditor will contact the party(ies) contesting the audit finding for guidance prior to destroying the audit documentation.

2. COMPENSATION

The Auditor's fee for these services will not exceed **$30,000**, plus the costs associated with bank confirmations, if applicable. Should a Single Audit be required, there will be an additional fee for this service based on the Auditor's standard hourly rates. If this occurs, we will communicate with you concerning the scope of the additional services and the estimated fees. We also may issue a separate engagement letter covering the additional services. In the absence of any other written communication from us documenting such additional services, our services will continue to be governed by the terms of this engagement letter. The Auditor's standard hourly rates, which vary according to the degree of responsibility involved and the experience level of the personnel assigned to the Municipality's audit, are as follows:

STAFF	HOURLY RATE
Engagement Partner	$200.00
Quality Review Partner	200.00
Principal	185.00
Manager	160.00
Senior	120.00
Staff	100.00

The invoices for these fees will be rendered each month as work progresses and are payable on presentation. If the Auditor elects to terminate its services for nonpayment, the engagement will be deemed to have been completed upon written notification of termination, even if the Auditor has not completed its report(s). The Municipality will be obligated to compensate the Auditor for all time expended and to reimburse the Auditor for all out-of-pocket costs through the date of termination. The above fee is based on anticipated cooperation from the Municipality's personnel and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, the Auditor will discuss it with the Municipality and arrive at a new fee estimate before the Auditor incurs the additional costs. This would include if the State of New Jersey is delayed in the release of the Accounting and Financial Reporting for Postemployment Benefits other than Pensions causing the statutory deadline to be extended. Should this occur, the Auditor would be required to perform additional procedures, which may result in additional fees.

3. ADDITIONAL AUDITING AND/OR ACCOUNTING SERVICES

It is agreed by and between the parties that this contract does not cover additional auditing and/or accounting services to such events as fraud detection by the Auditor or Municipality, financial records being maintained in unauditable condition and requiring additional work by the Auditor, bond consulting services, or work of any other nature that would not be included in the normal services described in Section 1 of this contract. Prior to undertaking any such additional services on behalf of the Municipality, the Auditor shall obtain a Purchase Order approved by the Municipality authorizing said services and establishing the fee structure upon which said additional services shall be based, at the hourly rates set forth in Section 2 of this contract.

4. INDEPENDENT CONTRACTOR

It is recognized that the Auditor will be performing a variety of services in various capacities pursuant to this contract. It is specifically agreed by and between the parties that all compensation pursuant to this contract is based on the status of the Auditor as an independent contractor and no portion of this sum herein specified shall be payable for services rendered as an employee of the Municipality.

5. AFFIRMATIVE ACTION MANDATORY LANGUAGE

The parties of this contract agree to incorporate into this contract the mandatory Affirmative Action Language of P.L. 1975, c 127, (*N.J.A.C.17:27*) as attached (Exhibit A).

6. DURATION OF CONTRACT

This Contract shall take effect January 1, 2021 and continue through and including December 31, 2021, including specifically the time period during which the 2020 Audit is completed and filed in 2021.

IN WITNESS WHEREOF, the parties hereto have set their hands and seals, the day and year first above written.

ATTEST: **TOWNSHIP OF HAZLET**

Clerk

Mayor

David T. McNally, Auditor

TOWNSHIP OF HAZLET

RIDER TO CONTRACT

1. In the event of any inconsistencies between the terms of this Rider and the Contract, this Rider shall control.

2. Insurance. The contractor shall maintain the following insurance coverage, and provide proof of same to the Township, in a form and with a company satisfactory to the Township:

   a. Worker's Compensation and Employer Liability: Covering all the contractor's employees engaged in the performance of the Contract and in accordance with the requirements of the laws of the State of New Jersey, including a voluntary compensation/all States endorsement.

   b. Commercial General Liability: For bodily injury and property damage, including coverage for: premises/operations; products/completed operations; broad form property damage; and independent consultants. Limit of not less than $1,000,000.00 for both bodily injury and property damage are required. A combined single limit of $1,000,000.00 is acceptable. The consultant shall maintain completed operations insurance for at least two years after final contract payment.

   c. Professional Liability/Errors and Omissions Insurance: Coverage at limits of at least $1,000,000.00 each claim and $2,000,000.00 aggregate.

3. Morals Clause. Any serious act (including noncriminal acts) of misconduct by the contractor, including but not limited to acts of dishonesty, theft, misappropriation of funds or property, moral turpitude, or any other action that, in the sole discretion of the Township, is detrimental or unacceptable, may result in a unilateral termination of the contract by the Township.

Township of Hazlet
Rider to Contract
Page 2

Witness:

Attest:

Evelyn A. Grandi
Municipal Clerk

TOWNSHIP OF HAZLET

Tara Corcoran-Clark
Mayor

EXHIBIT A

MANDATORY EQUAL EMPLOYMENT OPPORTUNITY LANGUAGE

N.J.S.A. 10:5-31 et seq. and N.J.A.C. 17:27

GOODS, PROFESSIONAL SERVICES AND GENERAL SERVICE CONTRACTS

During the performance of this contract, the contractor agrees as follows:

The contractor or subcontractor, where applicable, will not discriminate against any employee or applicant for employment because of age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex. Except with respect to affectional or sexual orientation and gender identity or expression, the contractor will take affirmative action to ensure that such applicants are recruited and employed, and that employees are treated during employment, without regard to their age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex. Such action shall include, but not limited to the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the Public Agency Compliance Officer setting forth provisions of this nondiscrimination clause.

The contractor or subcontractor, where applicable will, in all solicitations or advertisements for employees placed by or on behalf of the contractor, state that all qualified applicants will receive consideration for employment without regard to age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex.

The contractor or subcontractor, where applicable, will send to each labor union or representative or workers with which it has a collective bargaining agreement or other contract or understanding, a notice, to be provided by the agency contracting officer advising the labor union or workers' representative of the contractor's commitments under this act and shall post copies of the notice in conspicuous places available to employees and applicants for employment.

The contractor or subcontractor where applicable, agrees to comply with any regulations promulgated by the Treasurer pursuant to **N.J.S.A. 10:5-31 et seq.** as amended and supplemented from time to time and the Americans with Disabilities Act.

The contractor or subcontractor agrees to make good faith efforts to employ minority and women workers consistent with the applicable county employment goals established in accordance with **N.J.A.C. 17:27-5.2**, or a binding determination of the applicable county employment goals determined by the Division, pursuant to **N.J.A.C. 17:27-5.2.**

The contractor or subcontractor agrees to inform in writing its appropriate recruitment agencies including, but not limited to, employment agencies, placement bureaus, colleges, universities, labor unions, that it does not discriminate on the basis of age, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex, and that it will discontinue the use of any recruitment agency which engages in direct or indirect discriminatory practices.

The contractor or subcontractor agrees to revise any of its testing procedures, if necessary, to assure that all personal testing conforms with the principles of job-related testing, as established by the statutes and court decisions of the State of New Jersey and as established by applicable Federal law and applicable Federal court decisions.

In conforming with the applicable employment goals, the contractor or subcontractor agrees to review all procedures relating to transfer, upgrading, downgrading and layoff to ensure that all such actions are taken without regard to age, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex, consistent with the statutes and court decisions of the State of New Jersey, and applicable Federal law and applicable Federal court decisions.

The contractor shall submit to the public agency, after notification of award but prior to execution of a goods and services contract, one of the following three documents:

Letter of Federal Affirmative Action Plan Approval
Certificate of Employee Information Report
Employee Information Report Form AA302

The contractor and its subcontractor shall furnish such reports or other documents to the Division of Contract Compliance & EEO as may be requested by the Division from time to time in order to carry out the purposes of these regulations, and public agencies shall furnish such information as may be requested by the Division of Contract Compliance & EEO for conducting a compliance investigation pursuant to **Subchapter 10 of the Administrative Code at N.J.A.C.17:27.**

Holt McNally & Associates, Inc.
Print Name of Company/Firm

David T. McNally
Print Name

David McNally
Signature

1-21-21
Date

CERTIFICATE OF EMPLOYEE INFORMATION REPORT

Certification 62348

CERTIFICATE OF EMPLOYEE INFORMATION REPORT
INITIAL

This is to certify that the contractor listed below has submitted an Employee Information Report pursuant to N.J.A.C. 17:27-1.1 et. seq. and the State Treasurer has approved said report. This approval will remain in effect for the period of 15-JAN-2020 to 15-JAN-2027

HOLT MCNALLY & ASSOCIATES, INC.
618 STOKES ROAD
MEDFORD NJ 08055

ELIZABETH MAHER MUOIO
State Treasurer

NEW JERSEY BUSINESS REGISTRATION CERTIFICATE

STATE OF NEW JERSEY
BUSINESS REGISTRATION CERTIFICATE

Taxpayer Name:	HOLT MCNALLY & ASSOCIATES INC.
Trade Name:	
Address:	116 RAMBLEWOOD RD MOORESTOWN, NJ 08057
Certificate Number:	2405617
Effective Date:	December 09, 2019
Date of Issuance:	December 17, 2019

For Office Use Only:

20191217161954016

STATE OF NEW JERSEY
DEPARTMENT OF THE TREASURY
DIVISION OF REVENUE AND ENTERPRISE SERVICES
CHANGE OF REGISTERED AGENT CERTIFICATE

HOLT MCNALLY & ASSOCIATES INC.
0101054206

The Division of Revenue and Enterprise Services hereby affirms that the following change was submitted on 01/10/2020 for HOLT MCNALLY & ASSOCIATES INC..

Previous Registered Agent and Office

MICHAEL HOLT
116 RAMBLEWOOD ROAD
MOORESTOWN, NJ 08057

New Registered Agent and Office

Michael Holt
618 Stokes Road
Medford, NJ 08055

THE GREAT SEAL OF THE STATE OF NEW JERSEY

IN TESTIMONY WHEREOF, I have hereunto set my hand and affixed my Official Seal, this 10th day of January, 2020

Elizabeth Maher Muoio
State Treasurer

Certificate Number : 2450933838
Verify this certificate online at
https://www1.state.nj.us/TYTR_StandingCert/JSP/Verify_Cert.jsp

Peer Review Statement

Holt McNally & Associates Inc. ("HMA") was formed on January 1, 2020. In accordance with the AICPA's Peer Review Program, our first peer review will not take place until eighteen (18) months after our formation or sometime in the latter half 2021. The partners and principals of HMA have over 125 years of combined experience in public accounting and have passed various peer reviews including passing peer review with their previous firm (Holman Frenia Allison, P.C.) in December of 2019. In order to ensure HMA has designed and maintains a proper system of quality control in accordance with the AICPA, they have adopted their previous firm's quality control policies and procedures. HMA is a member of the AICPA, the AICPA Governmental Quality Center and the NJCPA.

ACORD®

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY): 03/25/2021

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER
Insurance Agency Management
230 High Street
P.O. Box 158
Burlington NJ 08016

CONTACT NAME: Karen Kendra
PHONE (A/C, No, Ext): (609) 387-0606
FAX (A/C, No): (609) 387-5337
E-MAIL ADDRESS:

INSURED
Holt McNally & Associates, PC
618 Stokes Road
Medford NJ 08055

INSURER(S) AFFORDING COVERAGE		NAIC #
INSURER A :	The Travelers Indemnity Company of America	25666
INSURER B :	The Travelers Property Casualty Insurance Company of	25674
INSURER C :	The Charter Oak Fire Ins. Company	25615
INSURER D :	Navigators Insurance Company	
INSURER E :		
INSURER F :		

COVERAGES CERTIFICATE NUMBER: CL20122940990 REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	[X] COMMERCIAL GENERAL LIABILITY; [ ] CLAIMS-MADE [X] OCCUR; GEN'L AGGREGATE LIMIT APPLIES PER: [X] POLICY [ ] PRO-JECT [ ] LOC; OTHER:			6805P175265	01/01/2021	01/01/2022	EACH OCCURRENCE	$ 2,000,000
							DAMAGE TO RENTED PREMISES (Ea occurrence)	$ 300,000
							MED EXP (Any one person)	$ 5,000
							PERSONAL & ADV INJURY	$ 2,000,000
							GENERAL AGGREGATE	$ 4,000,000
							PRODUCTS - COMP/OP AGG	$ 4,000,000
							Nonowned Auto coverage	$ 2,000,000
A	AUTOMOBILE LIABILITY; [ ] ANY AUTO; [ ] OWNED AUTOS ONLY; [ ] SCHEDULED AUTOS; [X] HIRED AUTOS ONLY; [X] NON-OWNED AUTOS ONLY			6805P175265	01/01/2021	01/01/2022	COMBINED SINGLE LIMIT (Ea accident)	$ 2,000,000
							BODILY INJURY (Per person)	$
							BODILY INJURY (Per accident)	$
							PROPERTY DAMAGE (Per accident)	$
								$
B	[X] UMBRELLA LIAB [X] OCCUR; [ ] EXCESS LIAB [ ] CLAIMS-MADE; [ ] DED [X] RETENTION $ 5,000			CUP5P215058	01/01/2021	01/01/2022	EACH OCCURRENCE	$ 4,000,000
							AGGREGATE	$ 4,000,000
								$
C	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY Y/N; ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) N; If yes, describe under DESCRIPTION OF OPERATIONS below	N/A		UB5P214873	01/01/2021	01/01/2022	[X] PER STATUTE [ ] OTH-ER	
							E.L. EACH ACCIDENT	$ 1,000,000
							E.L. DISEASE - EA EMPLOYEE	$ 1,000,000
							E.L. DISEASE - POLICY LIMIT	$ 1,000,000
D	PROFESSIONAL LIABILITY			NY21APLZ042YXIV	01/01/2021	01/01/2022	LIMIT OF LIABILITY	$1,000,000
							AGGREGATE LIMIT	$2,000,000
							DEDUCTIBLE	$5,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER

Township of Hazlet
1766 Union Avenue
Hazlet NJ 07730

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

ADDITIONAL COVERAGES

Ref #	Description	Coverage Code	Form No.	Edition Date
E	Employment Practices Liability #EPL1571352 1/1/2020 - 1/1/2021			

Limit 1	Limit 2	Limit 3	Deductible Amount	Deductible Type	Premium
$1,000,000			$5,000	Per Claim	

Ref #	Description	Coverage Code	Form No.	Edition Date

Limit 1	Limit 2	Limit 3	Deductible Amount	Deductible Type	Premium

Ref #	Description	Coverage Code	Form No.	Edition Date

Limit 1	Limit 2	Limit 3	Deductible Amount	Deductible Type	Premium

Ref #	Description	Coverage Code	Form No.	Edition Date

Limit 1	Limit 2	Limit 3	Deductible Amount	Deductible Type	Premium

Ref #	Description	Coverage Code	Form No.	Edition Date

Limit 1	Limit 2	Limit 3	Deductible Amount	Deductible Type	Premium

Ref #	Description	Coverage Code	Form No.	Edition Date

Limit 1	Limit 2	Limit 3	Deductible Amount	Deductible Type	Premium

Ref #	Description	Coverage Code	Form No.	Edition Date

Limit 1	Limit 2	Limit 3	Deductible Amount	Deductible Type	Premium

Ref #	Description	Coverage Code	Form No.	Edition Date

Limit 1	Limit 2	Limit 3	Deductible Amount	Deductible Type	Premium

Ref #	Description	Coverage Code	Form No.	Edition Date

Limit 1	Limit 2	Limit 3	Deductible Amount	Deductible Type	Premium

Ref #	Description	Coverage Code	Form No.	Edition Date

Limit 1	Limit 2	Limit 3	Deductible Amount	Deductible Type	Premium

Ref #	Description	Coverage Code	Form No.	Edition Date

Limit 1	Limit 2	Limit 3	Deductible Amount	Deductible Type	Premium

Ref #	Description	Coverage Code	Form No.	Edition Date

Limit 1	Limit 2	Limit 3	Deductible Amount	Deductible Type	Premium

HMA
HOLT MCNALLY & ASSOCIATES
Certified Public Accountants & Advisors

January 21, 2021

Evelyn A. Grandi, Municipal Clerk
Township of Hazlet
1766 Union Avenue
P.O. Box 371
Hazlet, NJ 07730

Dear Ms. Grandi, Honorable Mayor and Members of the Township Committee:

I would like to take this opportunity to express my gratitude for the appointment as Auditor for the Township of Hazlet for the year 2021.

We have enclosed two copies of our contract for the audit of the year ending December 31, 2020 for your review and approval. One copy is for your files, and the other copy should be signed and returned to our Medford office.

We have also enclosed the Certificate of Employee Information Report, Business Registration Certificate, PEER Review Statement, Insurance Certificate and W9 Form (Taxpayer Identification Number & Certification) for our firm, which you need for your files.

Should you have any questions, please contact us.

Very truly yours,

HOLT MCNALLY & ASSOCIATES, INC.

David McNally

DAVID T. MCNALLY, CPA, RMA, PSA
Vice President

DTM:jjk
Enclosures

618 Stokes Road, Medford, NJ 08055
P: 609.953.0612 • **F:** 609.257.0008
www.hmacpainc.com

TOWNSHIP OF HAZLET

TARA CORCORAN-CLARK
Mayor

MICHAEL C. SACHS
Deputy Mayor

SCOTT AAGRE, AIA
MICHAEL GLACKIN
JAMES "SKIP" MCKAY
Township Committee

DEPARTMENT OF MUNICIPAL CLERK

1766 UNION AVENUE
POST OFFICE BOX 371
HAZLET, NEW JERSEY 07730
TEL: 732-264-1700
FAX: 732-264-1785
http://www.hazlettwp.org

DENNIS PINO
Municipal Administrator

EVELYN A. GRANDI, RMC, CMR
Municipal Clerk/Deputy Registrar

February 22, 2022

David McNally, CPA, VP
Holt, McNally Associates Inc.
618 Stokes Road
Medford, New Jersey 08055

Re: <u>2022 Annual Contract for Township Auditor</u>

Dear Mr. McNally,

Enclosed please find a fully executed contract for Professional Services as Township Auditor for the year 2022, for your records.

Best Regards,

Annie Eng

Annie Eng
Acting Deputy Municipal Clerk
Township of Hazlet
1766 Union Avenue
Hazlet, New Jersey 07730

AGREEMENT

THIS AGREEMENT made this 14th day of February, 2022 by and between the Township of Hazlet, a municipal corporation of the State of New Jersey, hereinafter referred to as "Municipality" and David T. McNally, CPA, RMA, PSA., hereinafter referred to as "Auditor";

WITNESSETH:

WHEREAS, by virtue of Resolution R-8, passed Jan 4, 2022, David T. McNally, CPA, RMA, PSA., has been appointed Auditor for the Township of Hazlet; and

WHEREAS, the parties hereto have reviewed existing appropriations for funds and desire by this Agreement to reduce the understanding with reference to the compensation of the Auditor in writing;

NOW THEREFORE, in consideration of the mutual terms, conditions and covenants herein, it is agreed by and between the parties as follows:

Audit Scope and Objectives

The Auditor agrees to perform the professional services ordinarily provided by Registered Municipal Accountants of the State of New Jersey, including the audit of the accounts and financial transactions for the 2021 calendar year.

We will audit the financial statements-regulatory basis of the various funds of the Municipality, including the related notes to the financial statements, which collectively comprise the basic financial statements of the Municipality as of and for the year ended December 31, 2021.

We have also been engaged to report on supplementary information other than RSI that accompanies the Municipality's financial statements. We will subject the following supplementary information to the auditing procedures applied in our audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with GAAS, and we will provide an opinion on it in relation to the financial statements as a whole in a report combined with our auditor's report on the financial statements:

1. Supplemental exhibits

2. Supplemental Data

The objectives of our audit are to obtain reasonable assurance as to whether the financial statements as a whole are free from material misstatement, whether due to fraud or error; issue an auditor's report that includes our opinion about whether your financial statements are fairly presented, in all material respects, in conformity with accounting principles and practices prescribed by the New Jersey Department of Community Affairs, Division of Local Government Services and to report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the financial statements as a whole. 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 and *Government Auditing Standards* will always detect a material misstatement when it exists. Misstatements, including omissions, can arise from fraud or error and are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment of a reasonable user made based on the financial statements.

The objectives also include reporting on internal control over financial reporting and compliance with provisions of laws, regulations, contracts, and award agreements, noncompliance with which could have a material effect on the financial statements in accordance with *Government Auditing Standards*.

Auditor's Responsibilities for the Audit of the Financial Statements

We will conduct our audit in accordance with GAAS and the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, as well as, the requirements of the New Jersey Department of Community Affairs, Division of Local Government Services, and will include tests of your accounting records of the Municipality and other procedures we consider necessary to enable us to express such opinions. As part of an audit in accordance with GAAS and *Government Auditing Standards*, we exercise professional judgment and maintain professional skepticism throughout the audit.

We will evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management. We will also evaluate the overall presentation of the financial statements, including the disclosures, and determine whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation. We will plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the government or to acts by management or employees acting on behalf of the government. Because the determination of waste and abuse is subjective, *Government Auditing Standards* do not expect auditors to perform specific procedures to detect waste or abuse in financial audits nor do they expect auditors to provide reasonable assurance of detecting waste or abuse.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is an unavoidable risk that some material misstatements may not be detected by us, even though the audit is properly planned and performed in accordance with GAAS and Government Auditing Standards. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements. However, we will inform the appropriate level of management of any material errors, fraudulent financial reporting, or misappropriation of assets that comes to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential. Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

In connection with this engagement, we may communicate with you or others via email transmission. As emails can be intercepted and read, disclosed, or otherwise used or communicated by an unintended third party, or may not be delivered to each of the parties to whom they are directed and only to such parties, we cannot guarantee or warrant that emails from us will be properly delivered and read only by the addressee. Therefore, we specifically disclaim and waive any liability or responsibility whatsoever for interception or unintentional disclosure of emails transmitted by us in connection with the performance of this engagement. In that regard, you agree that we shall have no liability for any loss or damage to any person or entity resulting from the use of email transmissions, including any consequential, incidental, direct, indirect, or special damages, such as loss of revenues or anticipated profits, or disclosure or communication of confidential or proprietary information.

We will also conclude, based on the audit evidence obtained, whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the government's ability to continue as a going concern for a reasonable period of time.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, may include tests of the physical existence of inventories, and direct confirmation of receivables and certain assets and liabilities by correspondence with selected individuals, funding sources, creditors, and financial institutions. We will also request written representations from your attorneys as part of the engagement.

From time to time and depending on the circumstances, we may use third-party service providers in serving the Municipality's account. We may share confidential information about the Municipality with these service providers, but remain committed to maintaining the confidentiality and security of the Municipality's information. Accordingly, we will maintain internal policies, procedures, and safeguards to protect the confidentiality of the Municipality's personal information. In addition, we will secure confidentiality agreements with all service providers to maintain the confidentiality of the Municipality's information and we will take reasonable precautions to determine that appropriate procedures are in place to prevent the unauthorized release of the Municipality's confidential information to others. In the event that we are unable to secure an appropriate confidentiality agreement, the Municipality will be asked to provide its consent prior to the sharing of its confidential information with the third-party service provider. Furthermore, we will remain responsible for the work provided by any such third-party service providers.

Audit Procedures—Internal Control

We will obtain an understanding of the government and its environment, including internal control relevant to the audit, sufficient to identify and assess the risks of material misstatement of the financial statements, whether due to error or fraud, and to design and perform audit procedures responsive to those risks and obtain evidence that is sufficient and appropriate to provide a basis for our opinions. Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to *Government Auditing Standards*. 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, misrepresentation, or the override of internal control. An audit is not designed to provide assurance on internal control or to identify significant deficiencies or material weaknesses. Accordingly, we will express no such opinion. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards and *Government Auditing Standards*.

Audit Procedures—Compliance

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of the Municipality's compliance with the provisions of applicable laws, regulations, contracts, agreements, and grants. However, the objective of our audit will not be to provide an opinion on overall compliance and we will not express such an opinion in our report on compliance issued pursuant to *Government Auditing Standards.*

Responsibilities of Management for the Financial Statements

Our audit will be conducted on the basis that you acknowledge and understand your responsibility for designing, implementing, establishing, and maintaining effective internal controls relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error, and for evaluating and monitoring ongoing activities to help ensure that appropriate goals and objectives are met; following laws and regulations; and ensuring that management and financial information is reliable and properly reported. Management is also responsible for implementing systems designed to achieve compliance with applicable laws, regulations, contracts, and grant agreements. You are also responsible for the selection and application of accounting principles, for the preparation and fair presentation of the financial statements and all accompanying information in conformity with accounting principles and practices prescribed by the New Jersey Department of Community Affairs, Division of Local Government Services, and for compliance with applicable laws and regulations and the provisions of contracts and grant agreements.

Management is responsible for making drafts of financial statements, all financial records, and related information available to us and for the accuracy and completeness of that information (including information from outside of the general and subsidiary ledgers). You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, such as records, documentation, identification of all related parties and all related-party relationships and transactions, and other matters; (2) additional information that we may request for the purpose of the audit; and (3) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence. At the conclusion of our audit, we will require certain written representations from you about your responsibilities for the financial statements; compliance with laws, regulations, contracts, and grant agreements; and other responsibilities required by GAAS and *Government Auditing Standards.*

Management's responsibilities include adjusting the financial statements to correct material misstatements and for confirming to us in the written representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements of each opinion unit taken as a whole.

Management is responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the government complies with applicable laws, regulations, contracts, agreements, and grants and for taking timely and appropriate steps to remedy fraud and noncompliance with provisions of laws, regulations, or contracts or grant agreements that we report.

Management is responsible for the preparation of the supplementary information, which we have been engaged to report on, in conformity with accounting principles and practices prescribed by the New Jersey Department of Community Affairs, Division of Local Government Services. You agree to include our report on the supplementary information in any document that contains, and indicates that we have reported on, the supplementary information. You also agree to include the audited financial statements with any presentation of the supplementary information that includes our report thereon. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the supplementary information in accordance with the principles and practices prescribed by the New Jersey Department of Community Affairs, Division of Local Government Services; (2) you believe the supplementary information, including its form and content, is fairly presented in accordance with the principles and practices prescribed by the New Jersey Department of Community Affairs, Division of Local Government Services; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information. With regard to publishing the financial statements on your website, you understand that websites are a means of distributing information and, therefore, we are not required to read the information contained in those sites or to consider the consistency of other information on the website with the original document.

Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying and providing report copies of previous financial audits, attestation engagements, performance audits or other studies related to the objectives discussed in the Audit Scope and Objectives section of this letter. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits, attestation engagements, performance audits, or other studies. You are also responsible for providing management's views on our current findings, conclusions, and recommendations, as well as your planned corrective actions, for the report, and for the timing and format for providing that information.

You agree to assume all management responsibilities relating to the financial statements and related notes. You will be required to acknowledge in the management representation letter our assistance with preparation of the financial statements and related notes and that you have reviewed and approved the financial statements and related notes prior to their issuance and have accepted responsibility for them. Further, you agree to oversee the nonaudit services mentioned above by designating an individual, preferably from senior management, with suitable skill, knowledge, or experience; evaluate the adequacy and results of those services; and accept responsibility for them. Note that these nonaudit services do not constitute an audit conducted under Government Auditing Standards.

Reporting

We will issue a written report upon completion of our audit of the Municipality's financial statements. Our report will be addressed to governing body of the Municipality. Circumstances may arise in which our report may differ from its expected form and content based on the results of our audit. Depending on the nature of these circumstances, it may be necessary for us to modify our opinions, add a separate section, or add an emphasis-of-matter or other-matter paragraph to our auditor's report, or if necessary, withdraw from this engagement. If our opinions are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or issue reports, or we may withdraw from this engagement.

We will also provide a report (that does not include an opinion) on internal control related to the financial statements and compliance with the provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a material effect on the financial statements as required by *Government Auditing Standards*. The report on internal control and on compliance and other matters will state (1) that the purpose of the report is solely to describe the scope of 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 on compliance, and (2) that the report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. The report will also state that the report is not suitable for any other purpose. If during our audit we become aware that the Municipality is subject to an audit requirement that is not encompassed in the terms of this engagement, we will communicate to management and those charged with governance that an audit in accordance with U.S. generally accepted auditing standards and the standards for financial audits contained in *Government Auditing Standards* may not satisfy the relevant legal, regulatory, or contractual requirements.

Engagement Administration, Fees, and Other

We understand that your employees will prepare all cash, accounts receivable, or other confirmations we request and will locate any documents selected by us for testing.

We will provide copies of our reports to each Councilman/woman, the Clerk, administrator/Treasurer, Tax Collector and Solicitor. Additional copies will be furnished to meet the requirements of the Division of Local Government Services and the appropriate Federal and State Agencies. However, management is responsible for distribution of the reports and the financial statements. Unless restricted by law or regulation, or containing privileged and confidential information, copies of the Auditor's reports are to be made available for public inspection.

The audit documentation for this engagement is the property of Holt McNally & Associates, Inc. and constitutes confidential information. However, subject to applicable laws and regulations, audit documentation and appropriate individuals will be made available upon request and in a timely manner to the Division of Local Government Services, a federal agency providing direct or indirect funding, or the U.S. Government Accountability Office for the purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of Holt McNally & Associates, Inc. personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the aforementioned parties. These parties may intend or decide to distribute the copies or information contained therein to others, including other governmental agencies.

The audit documentation for this engagement will be retained for a minimum of five years after the report release date or for any additional period requested by the Division of Local Government Services. If we are aware that a federal awarding agency or auditee is contesting an audit finding, we will contact the party(ies) contesting the audit finding for guidance prior to destroying the audit documentation.

David T. McNally, CPA, RMA is the engagement partner and is responsible for supervising the engagement and signing the reports or authorizing another individual to sign them.

Compensation

Our fee for these services will not exceed **$40,000**, plus the costs associated with bank confirmations, if applicable. Should a Single Audit be required, there will be an additional fee for this service based on our standard hourly rates. If this occurs, we will communicate with you concerning the scope of the additional services and the estimated fees. We also may issue a separate engagement letter covering the additional services. In the absence of any other written communication from us documenting such additional services, our services will continue to be governed by the terms of this engagement letter. Our standard hourly rates, which vary according to the degree of responsibility involved and the experience level of the personnel assigned to the Municipality's audit, are as follows:

STAFF	HOURLY RATE
Engagement Partner	$200.00
Quality Review Partner	200.00
Principal	185.00
Manager	160.00
Senior	120.00
Staff	100.00

The invoices for these fees will be rendered each month as work progresses and are payable on presentation. If we elect to terminate its services for nonpayment, the engagement will be deemed to have been completed upon written notification of termination, even if we have not completed our report(s). The Municipality will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket costs through the date of termination. The above fee is based on anticipated cooperation from the Municipality's personnel and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, we will discuss it with the Municipality and arrive at a new fee estimate before we incur additional costs. This would include if the State of New Jersey is delayed in the release of the Accounting and Financial Reporting for Postemployment Benefits other than Pensions causing the statutory deadline to be extended. Should this occur, we would be required to perform additional procedures, which may result in additional fees.

Additional Auditing and/or Accounting Services

It is agreed by and between the parties that this contract does not cover additional auditing and/or accounting services to such events as fraud detection by the auditor or Municipality, financial records being maintained in unauditable condition and requiring additional work by us, bond consulting services, or work of any other nature that would not be included in the normal services described in Section 1 of this contract. Prior to undertaking any such additional services on behalf of the Municipality, we shall obtain a Purchase Order approved by the Municipality authorizing said services and establishing the fee structure upon which said additional services shall be based, at the hourly rates set forth in the compensation paragraph of this contract.

Independent Contractor

It is recognized that the Auditor will be performing a variety of services in various capacities pursuant to this contract. It is specifically agreed by and between the parties that all compensation pursuant to this contract is based on the status of the Auditor as an independent contractor and no portion of this sum herein specified shall be payable for services rendered as an employee of the Municipality.

Affirmative Action Mandatory Language

The parties of this contract agree to incorporate into this contract the mandatory Affirmative Action Language of P.L. 1975, c 127, (*N.J.A.C.17:27*) as attached (Exhibit A).

Duration of Contract

This Contract shall take effect January 1, 2022 and continue through and including December 31, 2022, including specifically the time period during which the 2021 Audit is completed and filed in 2022.

IN WITNESS WHEREOF, the parties hereto have set their hands and seals, the day and year first above written.

ATTEST: **TOWNSHIP OF HAZLET**

Clerk Mayor

David T. McNally, Auditor

EXHIBIT A

MANDATORY EQUAL EMPLOYMENT OPPORTUNITY LANGUAGE

N.J.S.A. 10:5-31 et seq. and N.J.A.C. 17:27

GOODS, PROFESSIONAL SERVICES AND GENERAL SERVICE CONTRACTS

During the performance of this contract, the contractor agrees as follows:

The contractor or subcontractor, where applicable, will not discriminate against any employee or applicant for employment because of age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex. Except with respect to affectional or sexual orientation and gender identity or expression, the contractor will take affirmative action to ensure that such applicants are recruited and employed, and that employees are treated during employment, without regard to their age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex. Such action shall include, but not limited to the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the Public Agency Compliance Officer setting forth provisions of this nondiscrimination clause.

The contractor or subcontractor, where applicable will, in all solicitations or advertisements for employees placed by or on behalf of the contractor, state that all qualified applicants will receive consideration for employment without regard to age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex.

The contractor or subcontractor, where applicable, will send to each labor union or representative or workers with which it has a collective bargaining agreement or other contract or understanding, a notice, to be provided by the agency contracting officer advising the labor union or workers' representative of the contractor's commitments under this act and shall post copies of the notice in conspicuous places available to employees and applicants for employment.

The contractor or subcontractor where applicable, agrees to comply with any regulations promulgated by the Treasurer pursuant to **N.J.S.A. 10:5-31 et seq.** as amended and supplemented from time to time and the Americans with Disabilities Act.

The contractor or subcontractor agrees to make good faith efforts to employ minority and women workers consistent with the applicable county employment goals established in accordance with **N.J.A.C. 17:27-5.2**, or a binding determination of the applicable county employment goals determined by the Division, pursuant to **N.J.A.C. 17:27-5.2**.

The contractor or subcontractor agrees to inform in writing its appropriate recruitment agencies including, but not limited to, employment agencies, placement bureaus, colleges, universities, labor unions, that it does not discriminate on the basis of age, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex, and that it will discontinue the use of any recruitment agency which engages in direct or indirect discriminatory practices.

The contractor or subcontractor agrees to revise any of its testing procedures, if necessary, to assure that all personal testing conforms with the principles of job-related testing, as established by the statutes and court decisions of the State of New Jersey and as established by applicable Federal law and applicable Federal court decisions.

In conforming with the applicable employment goals, the contractor or subcontractor agrees to review all procedures relating to transfer, upgrading, downgrading and layoff to ensure that all such actions are taken without regard to age, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex, consistent with the statutes and court decisions of the State of New Jersey, and applicable Federal law and applicable Federal court decisions.

The contractor shall submit to the public agency, after notification of award but prior to execution of a goods and services contract, one of the following three documents:

Letter of Federal Affirmative Action Plan Approval
Certificate of Employee Information Report
Employee Information Report Form AA302

The contractor and its subcontractor shall furnish such reports or other documents to the Division of Contract Compliance & EEO as may be requested by the Division from time to time in order to carry out the purposes of these regulations, and public agencies shall furnish such information as may be requested by the Division of Contract Compliance & EEO for conducting a compliance investigation pursuant to **Subchapter 10 of the Administrative Code at N.J.A.C.17:27.**

Holt McNally & Associates, Inc.
Print Name of Company/Firm

David T. McNally
Print Name

2/1/2022
Date

David McNally
Signature

CERTIFICATE OF EMPLOYEE INFORMATION REPORT

Certification 62348

CERTIFICATE OF EMPLOYEE INFORMATION REPORT

INITIAL

This is to certify that the contractor listed below has submitted an Employee Information Report pursuant to N.J.A.C. 17:27-1.1 et. seq. and the State Treasurer has approved said report. This approval will remain in effect for the period of 15-JAN-2020 to 15-JAN-2027

HOLT MCNALLY & ASSOCIATES, INC.
618 STOKES ROAD
MEDFORD NJ 08055

ELIZABETH MAHER MUOIO
State Treasurer

NEW JERSEY BUSINESS REGISTRATION CERTIFICATE

STATE OF NEW JERSEY
BUSINESS REGISTRATION CERTIFICATE

Taxpayer Name:	HOLT MCNALLY & ASSOCIATES INC.
Trade Name:	
Address:	618 STOKES ROAD MEDFORD, NJ 08055
Certificate Number:	2405617
Effective Date:	December 09, 2019
Date of Issuance:	February 12, 2021

For Office Use Only:

20210212122656451

BUCKNO
LISICKY
& COMPANY

BUCKNOLISICKY.COM
A Professional Corporation
Certified Public Accountants | Business Consultants

Report on the Firm's System of Quality Control

September 30, 2021

To the Partners of Holt McNally & Associates, Inc.
and the Peer Review Committee of the New Jersey
Society of Certified Public Accountants

We have reviewed the system of quality control for the accounting and auditing practice of Holt McNally & Associates, Inc. (the firm) in effect for the year ended December 31, 2020. Our peer review was conducted in accordance with the Standards for Performing and Reporting on Peer Reviews established by the Peer Review Board of the American Institute of Certified Public Accountants (Standards).

A summary of the nature, objectives, scope, limitations of, and the procedures performed in a System Review as described in the Standards may be found at www.aicpa.org/prsummary. The summary also includes an explanation of how engagements identified as not performed or reported in conformity with applicable professional standards, if any, are evaluated by a peer reviewer to determine a peer review rating.

Firm's Responsibility

The firm is responsible for designing a system of quality control and complying with it to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. The firm is also responsible for evaluating actions to promptly remediate engagements deemed as not performed or reported in conformity with professional standards, when appropriate, and for remediating weaknesses in its system of quality control, if any.

Peer Reviewer's Responsibility

Our responsibility is to express an opinion on the design of the system of quality control and the firm's compliance therewith based on our review.

Required Selections and Considerations

Engagements selected for review included engagements performed under *Government Auditing Standards*, including compliance audits under the Single Audit Act.

As a part of our peer review, we considered reviews by regulatory entities as communicated by the firm, if applicable, in determining the nature and extent of our procedures.

Two City Center, 645 Hamilton Street, Suite 204, Allentown, PA 18101 ~ 610.821.8580 ~ fax 610.821.9679
444 Main Street, Bethlehem, PA 18018 ~ 610.691.0113 ~ fax 610.691.5273
1167 Interchange Road, Lehighton, PA 18235 ~ 610.377.6960 ~ fax 610.377.6980
2 Ridgedale Avenue, Suite 205, Cedar Knolls, NJ 07927 ~ 973.984.0100 ~ fax 973.984.7467

Opinion

In our opinion, the system of quality control for the accounting and auditing practice of Holt McNally & Associates, Inc. in effect for the year ended December 31, 2020 has been suitably designed and complied with to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Firms can receive a rating of *pass*, *pass with deficiency(ies)* or *fail*. Holt McNally & Associates, Inc. has received a peer review rating of *pass*.

Buckno Lisicky + Company

Buckno Lisicky & Company

ACORD®

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY): 01/04/2022

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER
Insurance Agency Management
230 High Street
P.O. Box 158
Burlington NJ 08016

CONTACT NAME: Karen Kendra
PHONE (A/C, No, Ext): (609) 953-2282 | FAX (A/C, No): (609) 953-7719
E-MAIL ADDRESS: kkendra@tcirons.com

INSURER(S) AFFORDING COVERAGE		NAIC #
INSURER A :	The Travelers Indemnity Company of America	25666
INSURER B :	The Travelers Property Casualty Insurance Company of	25674
INSURER C :	The Charter Oak Fire Ins. Company	25615
INSURER D :	Navigators Insurance Company	42307
INSURER E :	National Casualty Insurance Company	37877
INSURER F :		

INSURED
Holt McNally & Associates, PC
618 Stokes Road
Medford NJ 08055

COVERAGES CERTIFICATE NUMBER: CL221444707 REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	[X] COMMERCIAL GENERAL LIABILITY [ ] CLAIMS-MADE [X] OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: [X] POLICY [ ] PRO-JECT [ ] LOC OTHER:			6805P175265	01/01/2022	01/01/2023	EACH OCCURRENCE DAMAGE TO RENTED PREMISES (Ea occurrence) MED EXP (Any one person) PERSONAL & ADV INJURY GENERAL AGGREGATE PRODUCTS - COMP/OP AGG	$ 2,000,000 $ 300,000 $ 5,000 $ 2,000,000 $ 4,000,000 $ 4,000,000 $
A	AUTOMOBILE LIABILITY [ ] ANY AUTO [ ] OWNED AUTOS ONLY [ ] SCHEDULED AUTOS [X] HIRED AUTOS ONLY [X] NON-OWNED AUTOS ONLY			6805P175265	01/01/2022	01/01/2023	COMBINED SINGLE LIMIT (Ea accident) BODILY INJURY (Per person) BODILY INJURY (Per accident) PROPERTY DAMAGE (Per accident)	$ 2,000,000 $ $ $ $
B	[X] UMBRELLA LIAB [X] OCCUR EXCESS LIAB [ ] CLAIMS-MADE DED [X] RETENTION $ 5,000			CUP5P215058	01/01/2022	01/01/2023	EACH OCCURRENCE AGGREGATE	$ 4,000,000 $ 4,000,000 $
C	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) Y/N: N If yes, describe under DESCRIPTION OF OPERATIONS below	N/A		UB5P214873	01/01/2022	01/01/2023	[X] PER STATUTE [ ] OTH-ER E.L. EACH ACCIDENT E.L. DISEASE - EA EMPLOYEE E.L. DISEASE - POLICY LIMIT	 $ 1,000,000 $ 1,000,000 $ 1,000,000
D	PROFESSIONAL LIABILITY			NY22APLZ042YXIV	01/01/2022	01/01/2023	LIMIT OF LIABILITY AGGREGATE LIMIT DEDUCTIBLE	$1,000,000 $2,000,000 $5,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER
Township of Hazlet
1766 Union Avenue
Hazlet NJ 07730

CANCELLATION
SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

Form **W-9**
(Rev. October 2018)
Department of the Treasury
Internal Revenue Service

Request for Taxpayer Identification Number and Certification

▶ Go to *www.irs.gov/FormW9* for instructions and the latest information.

Give Form to the requester. Do not send to the IRS.

Print or type. See Specific Instructions on page 3.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.
Holt McNally & Associates, Inc.

2 Business name/disregarded entity name, if different from above

3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes.

☐ Individual/sole proprietor or single-member LLC ☐ C Corporation ☑ S Corporation ☐ Partnership ☐ Trust/estate

☐ Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ ________

Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.

☐ Other (see instructions) ▶

4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):

Exempt payee code (if any) 5

Exemption from FATCA reporting code (if any) N/A

(Applies to accounts maintained outside the U.S.)

5 Address (number, street, and apt. or suite no.) See instructions.
618 Stokes Road

Requester's name and address (optional)

6 City, state, and ZIP code
Medford, NJ 08055

7 List account number(s) here (optional)

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN,* later.

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number
___ – __ – ____

or

Employer identification number
84 – 3882656

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here Signature of U.S. person ▶ David McNally Date ▶ 1-24 2022

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to *www.irs.gov/FormW9.*

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)
- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, *later.*

R-8

APPOINTMENT OF DAVID MCNALLY OF HOLT, MCNALLY ASSOCIATES AS TOWNSHIP AUDITOR FOR 2022

BE IT RESOLVED by the Township Committee of Hazlet Township after soliciting proposals pursuant to a fair and open process under N.J.S.A. 44A:20.2 et seq. that DAVID MCNALLY of the firm HOLT, MCNALLY ASSOCIATES, INC. Certified Public Accountants, be and is hereby appointed Township Auditor for a one year term, commencing January 1, 2022 and ending December 31, 2022.

BE IT FURTHER RESOLVED that David McNally's salary for the 2021 audit will be in an amount not to exceed $40,000.00.

Offered MA 2nd JM

Roll Call: Committeeman Aagre Yes Committeeman Glackin Yes
Committeeman McKay Yes Deputy Mayor Sachs Yes
Mayor Clark Yes

CERTIFICATION

I, EVELYN A. GRANDI, Municipal Clerk of Hazlet Township do hereby certify that the foregoing is a true copy of a resolution duly passed and adopted by the Township Committee at its meeting held on the 4th day of January, 2022.

Evelyn A. Grandi
Evelyn A. Grandi
Municipal Clerk

HMA
HOLT MCNALLY & ASSOCIATES
Certified Public Accountants & Advisors

February 1, 2022

Evelyn A. Grandi, Municipal Clerk
Township of Hazlet
1766 Union Avenue
P.O. Box 371
Hazlet, NJ 07730

Dear Ms. Grandi, Honorable Mayor and Members of the Township Committee:

I would like to take this opportunity to express my gratitude for the appointment as Auditor for the Township of Hazlet for the year 2022.

We have enclosed two copies of our contract for the audit of the year ending December 31, 2021 for your review and approval. One copy is for your files, and the other copy should be signed and returned to our Medford office.

We have also enclosed the Certificate of Employee Information Report, Business Registration Certificate, PEER Review Letter, Insurance Certificate and W9 Form (Taxpayer Identification Number & Certification) for our firm, which you need for your files.

Should you have any questions, please contact us.

Very truly yours,

HOLT MCNALLY & ASSOCIATES, INC.

David McNally

DAVID T. MCNALLY, CPA, RMA, PSA
Vice President

DTM:jjk
Enclosures

618 Stokes Road, Medford, NJ 08055
P: 609.953.0612 • **F:** 609.257.0008
www.hmacpainc.com

HAZLET TOWNSHIP
Vendor Inquiry - All Purchase Orders For Vendor: HOLTM005 Holt McNally & Associates Inc.

Range of Dates: 01/01/21 to 02/05/23

P.O. No.	Order Date	Description	P.O. Total	Void Total	Status
21001162	07/26/21	Year end Financial Audit	21,500.00	0.00	CLOSED
21001455	09/08/21	ANNUAL AUDIT	3,000.00	0.00	CLOSED - pd 9/22/21
21001608	10/06/21	Service Agreement	29.00	0.00	CLOSED - pd 10/6/21
21001762	11/04/21	Annual Audit	2,658.00	0.00	CLOSED - pd 11/4/21
22000793	06/20/22	Audit for Year End 2021	7,500.00	0.00	CLOSED
22000882	07/07/22	2021 AUDIT	12,500.00	0.00	CLOSED
22000931	07/18/22	2021 Audit Billing	3,000.00	0.00	CLOSED
22001007	08/04/22	AUDIT BILLING	4,000.00	0.00	CLOSED
22001016	08/05/22	July 2022 Billings	6,000.00	0.00	CLOSED
22001074	08/12/22	2020 Audit	12,900.00	0.00	CLOSED
22001104	08/22/22	AUDIT - 2021	5,000.00	0.00	CLOSED
22001456	10/20/22	PROGRESS BILLING - 2021 AUDIT	4,000.00	0.00	CLOSED - pd 11/2/22
		Grand Total:	82,087.00	0.00	

HAZLET TOWNSHIP
1766 UNION AVENUE
P.O. BOX 371
HAZLET, NJ 07730
Phone: (732)264-1700

Purchase Order

THIS NUMBER MUST APPEAR ON ALL INVOICES PACKING LISTS, CORRESPONDENCE, ETC.

NO. 21001162

SHIP TO

HAZLET TOWNSHIP
FINANCE DEPARTMENT
1766 UNION AVE
HAZLET, NJ 07730

VENDOR Vendor #: HOLTM005

Holt McNally & Associates Inc.
618 Stokes Road
Medford, NJ 08055

ORDER DATE: 07/26/21
DELIVERY DATE:
STATE CONTRACT:
F.O.B. TERMS:
VENDOR ACCT NUM:
VENDOR PHONE #:
VENDOR FAX #:
REQUISITION #:

PAYMENT RECORD

CHECK NO. 49621
DATE PAID 8/4/21

NOTICE: TAX EXEMPT - TAX ID: 21-6001050

TAX EXEMPT UNDER PROVISIONS OF N.J. SALES AND USE TAX ACT (CHAPTER 30, LAW OF 1988)

THIS PURCHASE IS EXEMPT BY STATUE FROM PAYMENT OF ALL FEDERAL, STATE AND MUNICIAPL EXCISE, SALES OR OTHER TAXES

QUANTITY	DESCRIPTION	ACCOUNT NO	UNIT PRICE	TOTAL
1.00	Year end Financial Audit	~~1-01-20-0100-00229~~	1,500.0000	1,500.00
1.00	Year end Financial Audit	~~1-01-20-0100-00229~~	20,000.0000	20,000.00
		0-01-20-0135-00240	TOTAL	21,500.00
		Charged in Edmunds 7/26/21		

CLAIMANT'S CERTIFICATION & DECLARATION

I do solemnly declare and certify under penalties; of the law that the within bill is correct in all its particulars; that the articles have been furnished or services rendered as stated therein; that no bonus has been given or received by any) person or persons within the knowledge of this claimant in connection with the above claim; that the amount therein stated is justly due and owing; and that the amount charged is a reasonable one.

Jessie Kay
VENDOR SIGN HERE

Controller 7/27/21
OFFICIAL POSITION DATE

84-3882656
TAX ID NO. OR SOCIAL SECURITY NO.

NOTICE TO VENDOR

NO CHANGE CAN BE MADE IN ANY PROVISION OF THIS PURCHASE ORDER WITHOUT THE WRITTEN NOTICE TO THAT EFFECT ISSUED BY THE TOWNSHIP, SUBSTITUTIONS MUST NOT BE MADE IF UNABLE TO FILL ORDERS EXACTLY IN ACCORDANCE WITH QUANTITY, DESCRIPTION, AND PRICE NOTIFY THE TOWNSHIP IMMEDIATELY.

CONTRACT ORDERS ARE SUBJECT TO ALL TERMS AND CONDITIONS OF THE ACCEPTED BID AND EXECUTED CONTRACT. INFORMAL AWARDS (OPEN MARKET ORDERS RESULTING FROM ADVERTISED PROPOSALS) ARE SUBJECT TO THE TERMS AND CONDITIONS OF THE ACCEPTED BID. NO ORDER VALID UNLESS SIGNED BELOW.

CERTIFICATION OF FUNDS

I hereby certify the funds are available and encumbered.

FINANCE DEPARTMENT DATE
CFO

RECEIVING CERTIFICATION

I, having knowledge of the facts, certify that the materials and supplies have been received or the services rendered; said certification being based on signed delivery slips or other reasonable procedures.

RECEIVING/DEPT. HEAD SIGNATURE DATE

APPROVAL FOR PAYMENT

Jamie Stern
Qualified Purchasing Agent

HAZLET TOWNSHIP
1766 UNION AVENUE
P.O. BOX 371
HAZLET, NJ 07730
Phone: (732)264-1700

Purchase Order

THIS NUMBER MUST APPEAR ON ALL INVOICES, PACKING LISTS, CORRESPONDENCE, ETC.

NO. 21001162

SHIP TO

HAZLET TOWNSHIP
FINANCE DEPARTMENT
1766 UNION AVE
HAZLET, NJ 07730

ORDER DATE: 07/26/21
DELIVERY DATE:
STATE CONTRACT:
F.O.B. TERMS:
VENDOR ACCT NUM:
VENDOR PHONE #:
VENDOR FAX #:
REQUISITION #:

VENDOR Vendor #: HOLTM005

Holt McNally & Associates Inc.
618 Stokes Road
Medford, NJ 08055

PAYMENT RECORD

CHECK NO.

DATE PAID

NOTICE: TAX EXEMPT - TAX ID: 21-6001050

TAX EXEMPT UNDER PROVISIONS OF N.J. SALES AND USE TAX ACT (CHAPTER 30, LAW OF 1988)

THIS PURCHASE IS EXEMPT BY STATUE FROM PAYMENT OF ALL FEDERAL, STATE AND MUNICIAPL EXCISE, SALES OR OTHER TAXES

QUANTITY	DESCRIPTION	ACCOUNT NO	UNIT PRICE	TOTAL
1.00	Year end Financial Audit	~~1-01-20-0100-00229~~	1,500.0000	1,500.00
1.00	Year end Financial Audit	~~1-01-20-0100-00229~~	20,000.0000	20,000.00
				============
		0-01-20-0135-00240 Changed in Edmunds 7/26/21	TOTAL	21,500.00

CLAIMANT'S CERTIFICATION & DECLARATION

I do solemnly declare and certify under penalties; of the law that the within bill is correct in all its particulars; that the articles have been furnished or services rendered as stated therein; that no bonus has been given or received by any; person or persons within the knowledge of this claimant in connection with the above claim; that the amount therein stated is justly due and owing; and that the amount charged is a reasonable one.

VENDOR SIGN HERE

OFFICIAL POSITION DATE

TAX ID NO. OR SOCIAL SECURITY NO.

NOTICE TO VENDOR

NO CHANGE CAN BE MADE IN ANY PROVISION OF THIS PURCHASE ORDER WITHOUT THE WRITTEN NOTICE TO THAT EFFECT ISSUED BY THE TOWNSHIP, SUBSTIUTIONS MUST NOT BE MADE IF UNABLE TO FILL ORDERS EXACTLY IN ACCORDANCE WITH QUANTITY, DESCRIPTION, AND PRICE NOTIFY THE TOWNSHIP IMMEDIATELY.

CONTRACT ORDERS ARE SUBJECT TO ALL TERMS AND CONDITIONS OF THE ACCEPTED BID AND EXECUTED CONTRACT. INFORMAL AWARDS (OPEN MARKET ORDERS RESULTING FROM ADVERTISED PROPOSALS) ARE SUBJECT TO THE TERMS AND CONDITIONS OF THE ACCEPTED BID. NO ORDER VALID UNLESS SIGNED BELOW.

CERTIFICATION OF FUNDS

I hereby certify the funds are available and encumbered.

FINANCE DEPARTMENT DATE

CFO

RECEIVING CERTIFICATION

I, having knowledge of the facts, certify that the materials and supplies have been received or the services rendered; said certification being based on signed delivery slips or other reasonable procedures.

RECEIVING/DEPT. HEAD SIGNATURE DATE

APPROVAL FOR PAYMENT

Jamie Stan

Qualified Purchasing Agent

HAZLET TOWNSHIP
1766 UNION AVENUE
P.O. BOX 371
HAZLET, NJ 07730
Phone: (732)264-1700

Purchase Order

THIS NUMBER MUST APPEAR ON ALL INVOICES, PACKING LISTS, CORRESPONDENCE, ETC

NO. 21001162

ORDER DATE: 07/26/21
DELIVERY DATE:
STATE CONTRACT:
F.O.B. TERMS:
VENDOR ACCT NUM:
VENDOR PHONE #:
VENDOR FAX #:

SHIP TO

HAZLET TOWNSHIP
FINANCE DEPARTMENT
1766 UNION AVE
HAZLET, NJ 07730

VENDOR Vendor #: HOLTM005

Holt McNally & Associates Inc.
618 Stokes Road
Medford, NJ 08055

PAYMENT RECORD

CHECK NO.

DATE PAID

NOTICE: TAX EXEMPT - TAX ID: 21-6001050

QUANTITY	DESCRIPTION	ACCOUNT NO	UNIT PRICE	TOTAL
1.00	Year end Financial Audit	1-01-20-0100-00229	1,500.0000	1,500.00
1.00	Year end Financial Audit	1-01-20-0100-00229	20,000.0000	20,000.00
				============
			TOTAL	21,500.00

VENDOR

HAZLET TOWNSHIP
1766 UNION AVENUE
P.O. BOX 371
HAZLET, NJ 07730
Phone: (732)264-1700

Purchase Order

THIS NUMBER MUST APPEAR ON ALL INVOICES, PACKING LISTS, CORRESPONDENCE, ETC

NO. 21001162

SHIP TO

HAZLET TOWNSHIP
FINANCE DEPARTMENT
1766 UNION AVE
HAZLET, NJ 07730

VENDOR Vendor #: HOLTM005

Holt McNally & Associates Inc.
618 Stokes Road
Medford, NJ 08055

ORDER DATE: 07/26/21
DELIVERY DATE:
STATE CONTRACT:
F.O.B. TERMS:
VENDOR ACCT NUM:
VENDOR PHONE #:
VENDOR FAX #:

PAYMENT RECORD

CHECK NO.

DATE PAID

NOTICE: TAX EXEMPT - TAX ID: 21-6001050

QUANTITY	DESCRIPTION	ACCOUNT NO.	UNIT PRICE	TOTAL
1.00	Year end Financial Audit	1-01-20-0100-00229	1,500.0000	1,500.00
1.00	Year end Financial Audit	1-01-20-0100-00229	20,000.0000	20,000.00
				============
			TOTAL	21,500.00

DEPARTMENT

Holt McNally & Associates Inc.
618 Stokes Road
Medford, NJ 08055 US
609-953-0612
www.hmacpainc.com

HMA
HOLT MCNALLY & ASSOCIATES

INVOICE

BILL TO
Township of Hazlet
P.O. Box 371
Hazlet, NJ 07730 USA

INVOICE	43597
DATE	06/30/2021
TERMS	Due on receipt
DUE DATE	06/30/2021

DESCRIPTION	AMOUNT
IN ACCORDANCE WITH PROFESSIONAL SERVICES AGREEMENT: PROGRESS BILLING FOR THE AUDIT OF THE FINANCIAL STATEMENTS OF THE TOWNSHIP OF HAZLET FOR THE YEAR ENDED DECEMBER 31, 2020.	1,500.00

BALANCE DUE **$1,500.00**

Vendor's Certification and Declaration
I do solemly declare and certify under the penalties of the law that the within bill is correct in all its particulars; that the articles have been furnished or services rendered as state therein; that no bonus has been given or received by any person or persons within the knowledge of this claimant in connection with the above claim; that the amount therein stated is justly due and owing; and that the amount charged is a reasonable one.

Signature: David McNally

Position: Partner

Holt McNally & Associates Inc.

618 Stokes Road
Medford, NJ 08055 US
609-953-0612
www.hmacpainc.com

HMA
HOLT MCNALLY & ASSOCIATES

INVOICE

BILL TO
Robert Phillips
Township of Hazlet
P.O. Box 371
Hazlet, NJ 07730 USA

INVOICE	43624
DATE	07/20/2021
TERMS	Due on receipt
DUE DATE	07/20/2021

DESCRIPTION	AMOUNT
IN ACCORDANCE WITH PROFESSIONAL SERVICES AGREEMENT: PROGRESS BILLING FOR THE AUDIT OF THE FINANCIAL STATEMENTS OF THE TOWNSHIP OF HAZLET FOR THE YEAR ENDED DECEMBER 31, 2020.	20,000.00

BALANCE DUE **$20,000.00**

Vendor's Certification and Declaration
I do solemnly declare and certify under the penalties of the law that the within bill is correct in all its particulars; that the articles have been furnished or services rendered as state therein; that no bonus has been given or received by any person or persons within the knowledge of this claimant in connection with the above claim; that the amount therein stated is justly due and owing; and that the amount charged is a reasonable one.

Signature: David McNally

Position: Partner

HAZLET TOWNSHIP

NO. 496214

RETAIN FOR YOUR RECORDS

DESCRIPTION	AMOUNT
PO: 21001162 DESC: Year end Financial Audit	21,500.00

VENDOR	CHECK DATE	CHECK AMOUNT
Holt McNally & Associates Inc.	08/04/21	21,500.00

DETACH BEFORE DEPOSITING

THIS DOCUMENT HAS A COLORED BACKGROUND AND FLUORESCENT FIBERS ♦ SEE ADDITIONAL SECURITY FEATURES ON REVERSE SIDE ♦ MISSING A FEATURE INDICATES A COPY

HAZLET TOWNSHIP
CURRENT FUND
1766 UNION AVENUE
P.O. BOX 371
HAZLET, NJ 07730

THE PROVIDENT BANK
830 BERGEN AVENUE
JERSEY CITY, NJ 07308
55-7230/2212

NO. 496214

DATE ISSUED	CHECK NO.	CHECK AMOUNT
08/04/21	496214	$*****21,500.00

Twenty One Thousand Five Hundred AND 00/100 Dollars

TO THE ORDER OF:
Holt McNally & Associates Inc.
618 Stokes Road
Medford, NJ 08055

Evelyn A. Giardi

TOWNSHIP CLERK

ADMINISTRATOR

⑈496214⑈ ⑆221272303⑆ 986303204⑈

HAZLET TOWNSHIP
1766 UNION AVENUE
P.O. BOX 371
HAZLET, NJ 07730
Phone: (732)264-1700

Purchase Order

THIS NUMBER MUST APPEAR ON ALL INVOICES, PACKING LISTS, CORRESPONDENCE, ETC

NO. 21001455

SHIP TO

HAZLET TOWNSHIP
FINANCE DEPARTMENT
1766 UNION AVE
HAZLET, NJ 07730

VENDOR Vendor #: HOLTM005

Holt McNally & Associates Inc.
618 Stokes Road
Medford, NJ 08055

ORDER DATE: 09/08/21
DELIVERY DATE:
STATE CONTRACT:
F.O.B. TERMS:
VENDOR ACCT NUM:
VENDOR PHONE #:
VENDOR FAX #:
REQUISITION #:

PAYMENT RECORD

CHECK NO. 496414
DATE PAID 9/22/21

NOTICE: TAX EXEMPT - TAX ID: 21-6001050

TAX EXEMPT UNDER PROVISIONS OF N.J. SALES AND USE TAX ACT (CHAPTER 30, LAW OF 1988)

THIS PURCHASE IS EXEMPT BY STATUE FROM PAYMENT OF ALL FEDERAL, STATE AND MUNICIAPL EXCISE, SALES OR OTHER TAXES

QUANTITY	DESCRIPTION	ACCOUNT NO	UNIT PRICE	TOTAL
1.00	ANNUAL AUDIT	0-01-20-0135-00240	3,000.0000	3,000.00
			TOTAL	3,000.00

CLAIMANT'S CERTIFICATION & DECLARATION

I do solemnly declare and certify under penalties; of the law that the within bill is correct in all its particulars; that the articles have been furnished or services rendered as stated therein; that no bonus has been given or received by any; person or persons within the knowledge of this claimant in connection with the above claim; that the amount therein stated is justly due and owing; and that the amount charged is a reasonable one.

Jessie Kay
VENDOR SIGN HERE

Controller 9/22/2021
OFFICIAL POSITION DATE

84-3882656
TAX ID NO. OR SOCIAL SECURITY NO.

NOTICE TO VENDOR

NO CHANGE CAN BE MADE IN ANY PROVISION OF THIS PURCHASE ORDER WITHOUT THE WRITTEN NOTICE TO THAT EFFECT ISSUED BY THE TOWNSHIP. SUBSTIUTIONS MUST NOT BE MADE IF UNABLE TO FILL ORDERS EXACTLY IN ACCORDANCE WITH QUANTITY, DESCRIPTION, AND PRICE NOTIFY THE TOWNSHIP IMMEDIATELY.

CONTRACT ORDERS ARE SUBJECT TO ALL TERMS AND CONDITIONS OF THE ACCEPTED BID AND EXECUTED CONTRACT. INFORMAL AWARDS (OPEN MARKET ORDERS RESULTING FROM ADVERTISED PROPOSALS) ARE SUBJECT TO THE TERMS AND CONDITIONS OF THE ACCEPTED BID. NO ORDER VALID UNLESS SIGNED BELOW.

CERTIFICATION OF FUNDS

I hereby certify the funds are available and encumbered.

FINANCE DEPARTMENT DATE
CFO

RECEIVING CERTIFICATION

I, having knowledge of the facts, certify that the materials and supplies have been received or the services rendered; said certification being based on signed delivery slips or other reasonable procedures.

RECEIVING/DEPT. HEAD SIGNATURE DATE

APPROVAL FOR PAYMENT

Jamie Stein
Qualified Purchasing Agent

Holt McNally & Associates Inc.

618 Stokes Road
Medford, NJ 08055 US
609-953-0612
www.hmacpainc.com

HMA
HOLT MCNALLY & ASSOCIATES

INVOICE

BILL TO
Robert Phillips
Township of Hazlet
P.O. Box 371
Hazlet, NJ 07730 USA

INVOICE	43673
DATE	08/31/2021
TERMS	Due on receipt
DUE DATE	08/31/2021

DESCRIPTION	AMOUNT
IN ACCORDANCE WITH PROFESSIONAL SERVICES AGREEMENT: PROGRESS BILLING FOR THE AUDIT OF THE FINANCIAL STATEMENTS OF THE TOWNSHIP OF HAZLET FOR THE YEAR ENDED DECEMBER 31, 2020.	3,000.00

BALANCE DUE **$3,000.00**

Vendor's Certification and Declaration
I do solemly declare and certify under the penalties of the law that the within bill is correct in all its particulars; that the articles have been furnished or services rendered as state therein; that no bonus has been given or received by any person or persons within the knowledge of this claimant in connection with the above claim; that the amount therein stated is justly due and owing; and that the amount charged is a reasonable one.

Signature: David McNally

Position: Partner

HoltM005
0-01-20-0135-00240
Annual Audit

Vendor's Certification and Declaration

I do solemly declare and certify under the penalties of the law that the within bill is correct in all its particulars; that the articles have been

furnished or services rendered as state therein; that no bonus has been

given or received by any person or persons within the knowledge of

this claimant in connection with the above claim; that the amount therein stated is justly due and owing; and that the amount charged is a

reasonable one.

Signature: David McNally David McNally

Position: Partner

HAZLET TOWNSHIP

NO. 496414

RETAIN FOR YOUR RECORDS

DESCRIPTION	AMOUNT
PO: 21001455 DESC: ANNUAL AUDIT INV: 43673 AMT: 3,000.00	3,000.00

VENDOR	CHECK DATE	CHECK AMOUNT
Holt McNally & Associates Inc.	09/22/21	3,000.00

DETACH BEFORE DEPOSITING

THIS DOCUMENT HAS A COLORED BACKGROUND AND FLUORESCENT FIBERS ♦ SEE ADDITIONAL SECURITY FEATURES ON REVERSE SIDE ♦ MISSING A FEATURE INDICATES A COPY.

NO. 496414

HAZLET TOWNSHIP
CURRENT FUND
1766 UNION AVENUE
P.O. BOX 371
HAZLET, NJ 07730

THE PROVIDENT BANK
830 BERGEN AVENUE
JERSEY CITY, NJ 07308
55-7230/2212

DATE ISSUED	CHECK NO.	CHECK AMOUNT
09/22/21	496414	$******3,000.00

Three Thousand AND 00/100 Dollars

TO THE ORDER OF:
Holt McNally & Associates Inc.
618 Stokes Road
Medford, NJ 08055

Evelyn A. Hardi

TOWNSHIP CLERK

ADMINISTRATOR

HAZLET TOWNSHIP
1766 UNION AVENUE
P.O. BOX 371
HAZLET, NJ 07730
Phone: (732)264-1700

Purchase Order

THIS NUMBER MUST APPEAR ON ALL INVOICES, PACKING LISTS, CORRESPONDENCE, ETC.

NO. 21001608

ORDER DATE: 10/06/21
DELIVERY DATE:
STATE CONTRACT:
F.O.B. TERMS:
VENDOR ACCT NUM:
VENDOR PHONE #:
VENDOR FAX #:
REQUISITION #:

SHIP TO

HAZLET TOWNSHIP
FINANCE DEPARTMENT
1766 UNION AVE
HAZLET, NJ 07730

VENDOR Vendor #: HOLTM005

Holt McNally & Associates Inc.
618 Stokes Road
Medford, NJ 08055

PAYMENT RECORD

CHECK NO. i196483
DATE PAID 10/6/21

NOTICE: TAX EXEMPT - TAX ID: 21-6001050

TAX EXEMPT UNDER PROVISIONS OF N.J. SALES AND USE TAX ACT (CHAPTER 30, LAW OF 1988)

THIS PURCHASE IS EXEMPT BY STATUE FROM PAYMENT OF ALL FEDERAL, STATE AND MUNICIAPL EXCISE, SALES OR OTHER TAXES

QUANTITY	DESCRIPTION	ACCOUNT NO	UNIT PRICE	TOTAL
1.00	Service Agreement	0-01-20-0135-00240	29.0000	29.00
			TOTAL	29.00

CLAIMANT'S CERTIFICATION & DECLARATION

I do solemnly declare and certify under penalties; of the law that the within bill is correct in all its particulars; that the articles have been furnished or services rendered as stated therein; that no bonus has been given or received by any; person or persons within the knowledge of this claimant in connection with the above claim; that the amount therein stated is justly due and owing; and that the amount charged is a reasonable one.

Jessie Kay
VENDOR SIGN HERE

Controller 10-6-21
OFFICIAL POSITION DATE

84-3882656
TAX ID NO. OR SOCIAL SECURITY NO.

NOTICE TO VENDOR

NO CHANGE CAN BE MADE IN ANY PROVISION OF THIS PURCHASE ORDER WITHOUT THE WRITTEN NOTICE TO THAT EFFECT ISSUED BY THE TOWNSHIP. SUBSTIUTIONS MUST NOT BE MADE IF UNABLE TO FILL ORDERS EXACTLY IN ACCORDANCE WITH QUANTITY, DESCRIPTION, AND PRICE NOTIFY THE TOWNSHIP IMMEDIATELY.

CONTRACT ORDERS ARE SUBJECT TO ALL TERMS AND CONDITIONS OF THE ACCEPTED BID AND EXECUTED CONTRACT. INFORMAL AWARDS (OPEN MARKET ORDERS RESULTING FROM ADVERTISED PROPOSALS) ARE SUBJECT TO THE TERMS AND CONDITIONS OF THE ACCEPTED BID. NO ORDER VALID UNLESS SIGNED BELOW.

CERTIFICATION OF FUNDS

I hereby certify the funds are available and encumbered.

FINANCE DEPARTMENT DATE
CFO

RECEIVING CERTIFICATION

I, having knowledge of the facts, certify that the materials and supplies have been received or the services rendered; said certification being based on signed delivery slips or other reasonable procedures.

RECEIVING/DEPT. HEAD SIGNATURE DATE

APPROVAL FOR PAYMENT

Jamie Stern
Qualified Purchasing Agent

Holt McNally & Associates Inc.
618 Stokes Road
Medford, NJ 08055 US
609-953-0612
www.hmacpainc.com

HMA
HOLT MCNALLY & ASSOCIATES

INVOICE

BILL TO
Robert Phillips
Township of Hazlet
P.O. Box 371
Hazlet, NJ 07730 USA

INVOICE	43739
DATE	09/30/2021
TERMS	Due on receipt
DUE DATE	09/30/2021

DESCRIPTION	AMOUNT
IN ACCORDANCE WITH PROFESSIONAL SERVICES AGREEMENT: COST ASSOCIATED WITH CONFIRMATIONS VIA CONFIRMATION.COM RECEIPT ENCLOSED.	29.00

BALANCE DUE **$29.00**

Vendor's Certification and Declaration
I do solemly declare and certify under the penalties of the law that the within bill is correct in all its particulars: that the articles have been furnished or services rendered as state therein; that no bonus has been given or received by any person or persons within the knowledge of this claimant in connection with the above claim; that the amount therein stated is justly due and owing; and that the amount charged is a reasonable one.

Signature: David McNally

Position: Partner

001-20-0135 00240

Purchase Receipt Number: G52766621147

Client Company Name: HAZLET TOWNWSHIP SEWERAGE AUTHORITY

Balance Request Date: 12/31/2020

Date Initiated: 09/28/2021 09:50 AM

TD Bank N.A. (US)

Request ID	Authorized Signers	Acct Name	Account ID	~~Price~~	Sales Tax/VAT	Received Dt
i1i17xg3a26v9r9r	Robert Phillips	TD Business Convenience Plus	785-5205	$29.00 USD	$1.92 USD	09/30/2021

No. of Confirmations: 1 **Subtotal:** ~~$30.92 USD~~

Total No. of Confirmations: 1

Total Receipt Amount: ~~$30.92 USD~~

Total No. of Confirmations Credited: 0

Total Amount Credited: ($0.00 USD)

Note: *System Dates and text are displayed according to your user profile settings.*

Vendor's Certification and Declaration

I do solemly declare and certify under the penalties of the law that the within bill is correct in all its particulars; that the articles have been

furnished or services rendered as state therein; that no bonus has been

given or received by any person or persons within the knowledge of

this claimant in connection with the above claim; that the amount therein stated is justly due and owing; and that the amount charged is a

reasonable one.

Signature: David McNally David McNally

Position: Partner

HAZLET TOWNSHIP

NO. 496483

RETAIN FOR YOUR RECORDS

DESCRIPTION	AMOUNT
PO: 21001608 DESC: Service Agreement INV: 43739 AMT: 29.00	29.00

VENDOR	CHECK DATE	CHECK AMOUNT
Holt McNally & Associates Inc.	10/06/21	29.00

DETACH BEFORE DEPOSITING

THIS DOCUMENT HAS A COLORED BACKGROUND AND FLUORESCENT FIBERS ♦ SEE ADDITIONAL SECURITY FEATURES ON REVERSE SIDE ♦ MISSING A FEATURE INDICATES A COPY

HAZLET TOWNSHIP
CURRENT FUND
1766 UNION AVENUE
P.O. BOX 371
HAZLET, NJ 07730

THE PROVIDENT BANK
830 BERGEN AVENUE
JERSEY CITY, NJ 07308
55-7230/2212

NO. 496483

DATE ISSUED	CHECK NO.	CHECK AMOUNT
10/06/21	496483	$*********29.00

Twenty Nine AND 00/100 Dollars

TO THE ORDER OF:
Holt McNally & Associates Inc.
618 Stokes Road
Medford, NJ 08055

Evelyn A. Hardi

TOWNSHIP CLERK

ADMINISTRATOR

⑈496483⑈ ⑆221272303⑆ 986303204⑈

HAZLET TOWNSHIP
1766 UNION AVENUE
P.O. BOX 371
HAZLET, NJ 07730
Phone: (732)264-1700

Purchase Order

THIS NUMBER MUST APPEAR ON ALL INVOICES, PACKING LISTS, CORRESPONDENCE, ETC.

NO. 21001762

SHIP TO

HAZLET TOWNSHIP
FINANCE DEPARTMENT
1766 UNION AVE
HAZLET, NJ 07730

ORDER DATE: 11/04/21
DELIVERY DATE:
STATE CONTRACT:
F.O.B. TERMS:
VENDOR ACCT NUM:
VENDOR PHONE #:
VENDOR FAX #:
REQUISITION #:

VENDOR Vendor #: HOLTM005

Holt McNally & Associates Inc.
618 Stokes Road
Medford, NJ 08055

PAYMENT RECORD

CHECK NO. 496598

DATE PAID 11/04/21

NOTICE: TAX EXEMPT - TAX ID: 21-6001050

TAX EXEMPT UNDER PROVISIONS OF N.J. SALES AND USE TAX ACT (CHAPTER 30, LAW OF 1988)

THIS PURCHASE IS EXEMPT BY STATUE FROM PAYMENT OF ALL FEDERAL, STATE AND MUNICIAPL EXCISE, SALES OR OTHER TAXES

QUANTITY	DESCRIPTION	ACCOUNT NO	UNIT PRICE	TOTAL
1.00	Annual Audit- 2020	0-01-20-0135-00240	2,600.0000	2,600.00
1.00	Annual Audit- 2020	0-01-20-0135-00240	58.0000	58.00
				============
			TOTAL	2,658.00

CLAIMANT'S CERTIFICATION & DECLARATION

I do solemnly declare and certify under penalties; of the law that the within bill is correct in all its particulars; that the articles have been furnished or services rendered as stated therein; that no bonus has been given or received by any; person or persons within the knowledge of this claimant in connection with the above claim; that the amount therein stated is justly due and owing; and that the amount charged is a reasonable one.

Jessie Kay
VENDOR SIGN HERE

Controller 11/4/221
OFFICIAL POSITION DATE

84-3882656
TAX ID NO. OR SOCIAL SECURITY NO.

NOTICE TO VENDOR

NO CHANGE CAN BE MADE IN ANY PROVISION OF THIS PURCHASE ORDER WITHOUT THE WRITTEN NOTICE TO THAT EFFECT ISSUED BY THE TOWNSHIP, SUBSTIUTIONS MUST NOT BE MADE IF UNABLE TO FILL ORDERS EXACTLY IN ACCORDANCE WITH QUANTITY, DESCRIPTION, AND PRICE NOTIFY THE TOWNSHIP IMMEDIATELY.

CONTRACT ORDERS ARE SUBJECT TO ALL TERMS AND CONDITIONS OF THE ACCEPTED BID AND EXECUTED CONTRACT. INFORMAL AWARDS (OPEN MARKET ORDERS RESULTING FROM ADVERTISED PROPOSALS) ARE SUBJECT TO THE TERMS AND CONDITIONS OF THE ACCEPTED BID. NO ORDER VALID UNLESS SIGNED BELOW.

CERTIFICATION OF FUNDS

I hereby certify the funds are available and encumbered.

FINANCE DEPARTMENT DATE
CFO

RECEIVING CERTIFICATION

I, having knowledge of the facts, certify that the materials and supplies have been received or the services rendered; said certification being based on signed delivery slips or other reasonable procedures.

RECEIVING/DEPT. HEAD SIGNATURE DATE

APPROVAL FOR PAYMENT

Jamie Stein
Qualified Purchasing Agent

Holt McNally & Associates Inc.
618 Stokes Road
Medford, NJ 08055 US
609-953-0612
www.hmacpainc.com

HOLT MCNALLY & ASSOCIATES

INVOICE

BILL TO
Robert Phillips
Township of Hazlet
P.O. Box 371
Hazlet, NJ 07730 USA

INVOICE	43746
DATE	10/31/2021
TERMS	Due on receipt
DUE DATE	10/31/2021

DESCRIPTION	AMOUNT
IN ACCORDANCE WITH PROFESSIONAL SERVICES AGREEMENT: PROGRESS BILLING FOR THE AUDIT OF THE FINANCIAL STATEMENTS OF THE TOWNSHIP OF HAZLET FOR THE YEAR ENDED DECEMBER 31, 2020.	2,600.00

BALANCE DUE **$2,600.00**

Vendor's Certification and Declaration
I do solemly declare and certify under the penalties of the law that the within bill is correct in all its particulars; that the articles have been furnished or services rendered as state therein; that no bonus has been given or received by any person or persons within the knowledge of this claimant in connection with the above claim; that the amount therein stated is justly due and owing; and that the amount charged is a reasonable one.

Signature: David McNally

Position: Partner

0-01-20-0135-00240

Vendor's Certification and Declaration

I do solemly declare and certify under the penalties of the law that the within bill is correct in all its particulars; that the articles have been

furnished or services rendered as state therein; that no bonus has been

given or received by any person or persons within the knowledge of

this claimant in connection with the above claim; that the amount therein stated is justly due and owing; and that the amount charged is a

reasonable one.

Signature: David McNally

Position: Partner

Holt McNally & Associates Inc.
618 Stokes Road
Medford, NJ 08055 US
609-953-0612
www.hmacpainc.com

HMA
HOLT MCNALLY & ASSOCIATES

INVOICE

BILL TO
Robert Phillips
Township of Hazlet
P.O. Box 371
Hazlet, NJ 07730 USA

INVOICE	43784
DATE	10/31/2021
TERMS	Due on receipt
DUE DATE	10/31/2021

DESCRIPTION	AMOUNT
IN ACCORDANCE WITH PROFESSIONAL SERVICES AGREEMENT:	58.00
COST ASSOCIATED WITH CONFIRMATIONS VIA CONFIRMATION.COM RECEIPT ENCLOSED.	

BALANCE DUE **$58.00**

Vendor's Certification and Declaration
I do solemnly declare and certify under the penalties of the law that the within bill is correct in all its particulars; that the articles have been furnished or services rendered as state therein; that no bonus has been given or received by any person or persons within the knowledge of this claimant in connection with the above claim; that the amount therein stated is justly due and owing; and that the amount charged is a reasonable one.

Signature: David McNally

Position: Partner

0-01-20-0135-00240

Vendor's Certification and Declaration

I do solemly declare and certify under the penalties of the law that the within bill is correct in all its particulars; that the articles have been

furnished or services rendered as state therein; that no bonus has been

given or received by any person or persons within the knowledge of

this claimant in connection with the above claim; that the amount therein stated is justly due and owing; and that the amount charged is a

reasonable one.

Signature: David McNally David McNally

Position: Partner

Purchase Receipt Number: T5327786P456

Client Company Name: HAZLET TOWNSHIP SEWERAGE AUTHORITY

Balance Request Date: 12/31/2020

Date Initiated: 10/25/2021 11:59 AM

TD Bank N.A. (US)

Request ID	Authorized Signers	Acct Name	Account ID	Price	Sales Tax/VAT	Received Dt
i1l1l1p48ka25s6v	Robert Phillips	TD Business Convenience Plus	7859175205	$29.00 USD	$1.92 USD	10/25/2021
i1l1l1p48ka25sm0	Robert Phillips		40321	$29.00 USD	$1.92 USD	10/26/2021

No. of Confirmations: 2 **Subtotal:** ~~$61.84 USD~~

Qty 2 * 29 = $58.00

Total No. of Confirmations: 2

Total Receipt Amount: ~~$61.84 USD~~

Total No. of Confirmations Credited: 0

Total Amount Credited: ($0.00 USD)

HAZLET TOWNSHIP **NO. 496598**

RETAIN FOR YOUR RECORDS

DESCRIPTION	AMOUNT
PO: 21001762 DESC: Annual Audit	2,658.00
INV: 43746 AMT: 2,600.00	
INV: 43784 AMT: 58.00	

VENDOR	CHECK DATE	CHECK AMOUNT
Holt McNally & Associates Inc.	11/04/21	2,658.00

DETACH BEFORE DEPOSITING

THIS DOCUMENT HAS A COLORED BACKGROUND AND FLUORESCENT FIBERS ♦ SEE ADDITIONAL SECURITY FEATURES ON REVERSE SIDE ♦ MISSING A FEATURE INDICATES A COPY

HAZLET TOWNSHIP
CURRENT FUND
1766 UNION AVENUE
P.O. BOX 371
HAZLET, NJ 07730

THE PROVIDENT BANK
830 BERGEN AVENUE
JERSEY CITY, NJ 07308
55-7230/2212

NO. 496598

DATE ISSUED	CHECK NO.	CHECK AMOUNT
11/04/21	496598	$******2,658.00

Two Thousand Six Hundred Fifty Eight AND 00/100 Dollars

TO THE ORDER OF:
Holt McNally & Associates Inc.
618 Stokes Road
Medford, NJ 08055

Evelyn A. Hardi
TOWNSHIP CLERK

ADMINISTRATOR

⑈496598⑈ ⑆221272303⑆ 9863032064⑈

HAZLET TOWNSHIP
1766 UNION AVENUE
P.O. BOX 371
HAZLET, NJ 07730
Phone: (732)264-1700

Purchase Order

THIS NUMBER MUST APPEAR ON ALL INVOICES, PACKING LISTS, CORRESPONDENCE, ETC.

NO. 22000793

SHIP TO

HAZLET TOWNSHIP ADMINISTRATION
ANNIE ENG
1766 UNION AVENUE P.O. BOX 371
HAZLET, NEW JERSEY 07730-0371

VENDOR Vendor #: HOLTM005

Holt McNally & Associates Inc.
618 Stokes Road
Medford, NJ 08055

ORDER DATE: 06/20/22
DELIVERY DATE:
STATE CONTRACT:
F.O.B. TERMS:
VENDOR ACCT NUM:
VENDOR PHONE #:
VENDOR FAX #:
REQUISITION #:

PAYMENT RECORD

CHECK NO. 497418
DATE PAID 6/23/22

NOTICE: TAX EXEMPT - TAX ID: 21-6001050

TAX EXEMPT UNDER PROVISIONS OF N.J. SALES AND USE TAX ACT (CHAPTER 30, LAW OF 1988)

THIS PURCHASE IS EXEMPT BY STATUE FROM PAYMENT OF ALL FEDERAL, STATE AND MUNICIAPL EXCISE, SALES OR OTHER TAXES

QUANTITY	DESCRIPTION	ACCOUNT NO	UNIT PRICE	TOTAL
1.00	Audit for Year End 2021	1-01-20-0135-00240	7,500.0000	7,500.00
				============
			TOTAL	7,500.00

CLAIMANT'S CERTIFICATION & DECLARATION

I do solemnly declare and certify under penalties; of the law that the within bill is correct in all its particulars; that the articles have been furnished or services rendered as stated therein; that no bonus has been given or received by any; person or persons within the knowledge of this claimant in connection with the above claim; that the amount therein stated is justly due and owing; and that the amount charged is a reasonable one.

see attached

VENDOR SIGN HERE

OFFICIAL POSITION DATE

TAX ID NO. OR SOCIAL SECURITY NO.

NOTICE TO VENDOR

NO CHANGE CAN BE MADE IN ANY PROVISION OF THIS PURCHASE ORDER WITHOUT THE WRITTEN NOTICE TO THAT EFFECT ISSUED BY THE TOWNSHIP, SUBSTIUTIONS MUST NOT BE MADE IF UNABLE TO FILL ORDERS EXACTLY IN ACCORDANCE WITH QUANTITY, DESCRIPTION, AND PRICE NOTIFY THE TOWNSHIP IMMEDIATELY.

CONTRACT ORDERS ARE SUBJECT TO ALL TERMS AND CONDITIONS OF THE ACCEPTED BID AND EXECUTED CONTRACT. INFORMAL AWARDS (OPEN MARKET ORDERS RESULTING FROM ADVERTISED PROPOSALS) ARE SUBJECT TO THE TERMS AND CONDITIONS OF THE ACCEPTED BID. NO ORDER VALID UNLESS SIGNED BELOW.

CERTIFICATION OF FUNDS

I hereby certify the funds are available and encumbered.

FINANCE DEPARTMENT DATE
CFO

RECEIVING CERTIFICATION

I, having knowledge of the facts, certify that the materials and supplies have been received or the services rendered; said certification being based on signed delivery slips or other reasonable procedures.

RECEIVING/DEPT. HEAD SIGNATURE DATE

APPROVAL FOR PAYMENT

Jamie Stan

Qualified Purchasing Agent

Holt McNally & Associates Inc.
618 Stokes Road
Medford, NJ 08055 US
609-953-0612
www.hmacpainc.com

HOLT MCNALLY & ASSOCIATES

INVOICE

BILL TO
Anthony Mannino
Township of Hazlet
P.O. Box 371
Hazlet, NJ 07730 USA

INVOICE	44212
DATE	06/17/2022
TERMS	Due on receipt
DUE DATE	06/17/2022

DESCRIPTION	AMOUNT
IN ACCORDANCE WITH PROFESSIONAL SERVICES AGREEMENT: PROGRESS BILLING FOR THE AUDIT OF THE FINANCIAL STATEMENTS OF THE TOWNSHIP OF HAZLET FOR THE YEAR ENDED DECEMBER 31, 2021.	7,500.00

BALANCE DUE **$7,500.00**

Vendor's Certification and Declaration
I do solemly declare and certify under the penalties of the law that the within bill is correct in all its particulars; that the articles have been furnished or services rendered as state therein; that no bonus has been given or received by any person or persons within the knowledge of this claimant in connection with the above claim; that the amount therein stated is justly due and owing; and that the amount charged is a reasonable one.

Signature: David McNally

Position: Partner

Vendor's Certification and Declaration

I do solemly declare and certify under the penalties of the law that the within bill is correct in all its particulars; that the articles have been

furnished or services rendered as state therein; that no bonus has been

given or received by any person or persons within the knowledge of

this claimant in connection with the above claim; that the amount therein stated is justly due and owing; and that the amount charged is a

reasonable one.

Signature: David McNally

David McNally

Position: Partner

HAZLET TOWNSHIP

NO. 497418

RETAIN FOR YOUR RECORDS

DESCRIPTION	AMOUNT
PO: 22000793 DESC: Audit for Year End 2021 INV: 44212 AMT: 7,500.00	7,500.00

VENDOR	CHECK DATE	CHECK AMOUNT
Holt McNally & Associates Inc.	06/23/22	7,500.00

DETACH BEFORE DEPOSITING

HAZLET TOWNSHIP
CURRENT FUND
1766 UNION AVENUE
P.O. BOX 371
HAZLET, NJ 07730

THE PROVIDENT BANK
830 BERGEN AVENUE
JERSEY CITY, NJ 07308
55-7230/2212

NO. 497418

DATE ISSUED	CHECK NO.	CHECK AMOUNT
06/23/22	497418	$******7,500.00

Seven Thousand Five Hundred AND 00/100 Dollars

TO THE ORDER OF:
Holt McNally & Associates Inc.
618 Stokes Road
Medford, NJ 08055

Mary L. Lynch

TOWNSHIP CLERK

ADMINISTRATOR

⑈497418⑈ ⑆221272303⑆ 986303204⑈

HAZLET TOWNSHIP
1766 UNION AVENUE
P.O. BOX 371
HAZLET, NJ 07730
Phone: (732)264-1700

Purchase Order

THIS NUMBER MUST APPEAR ON ALL INVOICES, PACKING LISTS, CORRESPONDENCE, ETC.

NO. 22000882

SHIP TO

HAZLET TOWNSHIP
FINANCE DEPARTMENT
1766 UNION AVE
HAZLET, NJ 07730

VENDOR Vendor #: HOLTM005

Holt McNally & Associates Inc.
618 Stokes Road
Medford, NJ 08055

ORDER DATE: 07/07/22
DELIVERY DATE:
STATE CONTRACT:
F.O.B. TERMS:
VENDOR ACCT NUM:
VENDOR PHONE #:
VENDOR FAX #:
REQUISITION #: R2200741

PAYMENT RECORD

CHECK NO. 497473
DATE PAID 7/14/22

NOTICE: TAX EXEMPT - TAX ID: 21-6001050

TAX EXEMPT UNDER PROVISIONS OF N.J. SALES AND USE TAX ACT (CHAPTER 30, LAW OF 1988)

THIS PURCHASE IS EXEMPT BY STATUE FROM PAYMENT OF ALL FEDERAL, STATE AND MUNICIAPL EXCISE, SALES OR OTHER TAXES

QUANTITY	DESCRIPTION	ACCOUNT NO	UNIT PRICE	TOTAL
1.00	2021 AUDIT	1-01-20-0135-00240	12,500.0000	12,500.00
			TOTAL	12,500.00

CLAIMANT'S CERTIFICATION & DECLARATION

I do solemnly declare and certify under penalties; of the law that the within bill is correct in all its particulars; that the articles have been furnished or services rendered as stated therein; that no bonus has been given or received by any; person or persons within the knowledge of this claimant in connection with the above claim; that the amount therein stated is justly due and owing; and that the amount charged is a reasonable one.

See attached
VENDOR SIGN HERE

OFFICIAL POSITION DATE

TAX ID NO. OR SOCIAL SECURITY NO.

NOTICE TO VENDOR

NO CHANGE CAN BE MADE IN ANY PROVISION OF THIS PURCHASE ORDER WITHOUT THE WRITTEN NOTICE TO THAT EFFECT ISSUED BY THE TOWNSHIP, SUBSTIUTIONS MUST NOT BE MADE IF UNABLE TO FILL ORDERS EXACTLY IN ACCORDANCE WITH QUANTITY, DESCRIPTION, AND PRICE NOTIFY THE TOWNSHIP IMMEDIATELY.

CONTRACT ORDERS ARE SUBJECT TO ALL TERMS AND CONDITIONS OF THE ACCEPTED BID AND EXECUTED CONTRACT. INFORMAL AWARDS (OPEN MARKET ORDERS RESULTING FROM ADVERTISED PROPOSALS) ARE SUBJECT TO THE TERMS AND CONDITIONS OF THE ACCEPTED BID. NO ORDER VALID UNLESS SIGNED BELOW.

CERTIFICATION OF FUNDS

I hereby certify the funds are available and encumbered.

Anthony Inzamno

FINANCE DEPARTMENT CFO DATE

RECEIVING CERTIFICATION

I, having knowledge of the facts, certify that the materials and supplies have been received or the services rendered; said certification being based on signed delivery slips or other reasonable procedures.

Jamie Stan

RECEIVING/DEPT. HEAD SIGNATURE DATE

APPROVAL FOR PAYMENT

Jamie Stan

Qualified Purchasing Agent

Holt McNally & Associates Inc.
618 Stokes Road
Medford, NJ 08055 US
609-953-0612
www.hmacpainc.com

HOLT MCNALLY & ASSOCIATES

INVOICE

BILL TO
Anthony Mannino
Township of Hazlet
P.O. Box 371
Hazlet, NJ 07730 USA

INVOICE	44244
DATE	06/30/2022
TERMS	Due on receipt
DUE DATE	06/30/2022

DESCRIPTION	AMOUNT
IN ACCORDANCE WITH PROFESSIONAL SERVICES AGREEMENT: PROGRESS BILLING FOR THE AUDIT OF THE FINANCIAL STATEMENTS OF THE TOWNSHIP OF HAZLET FOR THE YEAR ENDED DECEMBER 31, 2021.	12,500.00

BALANCE DUE **$12,500.00**

Vendor's Certification and Declaration
I do solemly declare and certify under the penalties of the law that the within bill is correct in all its particulars; that the articles have been furnished or services rendered as state therein; that no bonus has been given or received by any person or persons within the knowledge of this claimant in connection with the above claim; that the amount therein stated is justly due and owing; and that the amount charged is a reasonable one.

Signature: David McNally

Position: Partner

Vendor's Certification and Declaration

I do solemly declare and certify under the penalties of the law that the within bill is correct in all its particulars; that the articles have been

furnished or services rendered as state therein; that no bonus has been

given or received by any person or persons within the knowledge of

this claimant in connection with the above claim; that the amount therein stated is justly due and owing; and that the amount charged is a

reasonable one.

Signature: David McNally David McNally

Position: Partner

HAZLET TOWNSHIP

NO. 497473

RETAIN FOR YOUR RECORDS

DESCRIPTION	AMOUNT
PO: 22000882 DESC: 2021 AUDIT INV: 44244 AMT: 12,500.00	12,500.00

VENDOR	CHECK DATE	CHECK AMOUNT
Holt McNally & Associates Inc.	07/14/22	12,500.00

DETACH BEFORE DEPOSITING

THIS DOCUMENT HAS A COLORED BACKGROUND AND FLUORESCENT FIBERS ♦ SEE ADDITIONAL SECURITY FEATURES ON REVERSE SIDE ♦ MISSING A FEATURE INDICATES A COPY

HAZLET TOWNSHIP
CURRENT FUND
1766 UNION AVENUE
P.O. BOX 371
HAZLET, NJ 07730

THE PROVIDENT BANK
830 BERGEN AVENUE
JERSEY CITY, NJ 07308
55-7230/2212

NO. 497473

DATE ISSUED	CHECK NO.	CHECK AMOUNT
07/14/22	497473	$*****12,500.00

Twelve Thousand Five Hundred AND 00/100 Dollars

TO THE ORDER OF:
Holt McNally & Associates Inc.
618 Stokes Road
Medford, NJ 08055

ADMINISTRATOR

⑈497473⑈ ⑆221272303⑆ 986303204⑈

HAZLET TOWNSHIP
1766 UNION AVENUE
P.O. BOX 371
HAZLET, NJ 07730
Phone: (732)264-1700

Purchase Order

THIS NUMBER MUST APPEAR ON ALL INVOICES, PACKING LISTS, CORRESPONDENCE, ETC.

NO. 22000931

SHIP TO

HAZLET TOWNSHIP
FINANCE DEPARTMENT
1766 UNION AVE
HAZLET, NJ 07730

ORDER DATE: 07/18/22
DELIVERY DATE:
STATE CONTRACT:
F.O.B. TERMS:
VENDOR ACCT NUM:
VENDOR PHONE #:
VENDOR FAX #:
REQUISITION #:

VENDOR Vendor #: HOLTM005

Holt McNally & Associates Inc.
618 Stokes Road
Medford, NJ 08055

PAYMENT RECORD

CHECK NO. 497550
DATE PAID 8/3/22

NOTICE: TAX EXEMPT - TAX ID: 21-6001050

TAX EXEMPT UNDER PROVISIONS OF N.J. SALES AND USE TAX ACT (CHAPTER 30, LAW OF 1988)

THIS PURCHASE IS EXEMPT BY STATUE FROM PAYMENT OF ALL FEDERAL, STATE AND MUNICIAPL EXCISE, SALES OR OTHER TAXES

QUANTITY	DESCRIPTION	ACCOUNT NO	UNIT PRICE	TOTAL
1.00	2021 Audit Billing	1-01-20-0135-00240	3,000.0000	3,000.00
				============
			TOTAL	3,000.00

CLAIMANT'S CERTIFICATION & DECLARATION

I do solemnly declare and certify under penalties; of the law that the within bill is correct in all its particulars; that the articles have been furnished or services rendered as stated therein; that no bonus has been given or received by any; person or persons within the knowledge of this claimant in connection with the above claim; that the amount therein stated is justly due and owing; and that the amount charged is a reasonable one.

See Attached

VENDOR SIGN HERE

OFFICIAL POSITION DATE

TAX ID NO. OR SOCIAL SECURITY NO.

NOTICE TO VENDOR

NO CHANGE CAN BE MADE IN ANY PROVISION OF THIS PURCHASE ORDER WITHOUT THE WRITTEN NOTICE TO THAT EFFECT ISSUED BY THE TOWNSHIP, SUBSTIUTIONS MUST NOT BE MADE IF UNABLE TO FILL ORDERS EXACTLY IN ACCORDANCE WITH QUANTITY, DESCRIPTION, AND PRICE NOTIFY THE TOWNSHIP IMMEDIATELY.

CONTRACT ORDERS ARE SUBJECT TO ALL TERMS AND CONDITIONS OF THE ACCEPTED BID AND EXECUTED CONTRACT. INFORMAL AWARDS (OPEN MARKET ORDERS RESULTING FROM ADVERTISED PROPOSALS) ARE SUBJECT TO THE TERMS AND CONDITIONS OF THE ACCEPTED BID. NO ORDER VALID UNLESS SIGNED BELOW.

CERTIFICATION OF FUNDS

I hereby certify the funds are available and encumbered.

FINANCE DEPARTMENT DATE

RECEIVING CERTIFICATION

I, having knowledge of the facts, certify that the materials and supplies have been received or the services rendered; said certification being based on signed delivery slips or other reasonable procedures.

RECEIVING/DEPT. HEAD SIGNATURE DATE

APPROVAL FOR PAYMENT

Qualified Purchasing Agent

Holt McNally & Associates Inc.

618 Stokes Road
Medford, NJ 08055 US
609-953-0612
www.hmacpainc.com

HOLT MCNALLY & ASSOCIATES

INVOICE

HOLTM005

BILL TO
Anthony Mannino
Township of Hazlet
P.O. Box 371
Hazlet, NJ 07730 USA

1-01-20-0135-00240

INVOICE	44264
DATE	07/15/2022
TERMS	Due on receipt
DUE DATE	07/15/2022

DESCRIPTION	AMOUNT
IN ACCORDANCE WITH PROFESSIONAL SERVICES AGREEMENT: PROGRESS BILLING FOR THE AUDIT OF THE FINANCIAL STATEMENTS OF THE TOWNSHIP OF HAZLET FOR THE YEAR ENDED DECEMBER 31, 2021.	3,000.00

BALANCE DUE **$3,000.00**

Vendor's Certification and Declaration
I do solemly declare and certify under the penalties of the law that the within bill is correct in all its particulars; that the articles have been furnished or services rendered as state therein; that no bonus has been given or received by any person or persons within the knowledge of this claimant in connection with the above claim; that the amount therein stated is justly due and owing; and that the amount charged is a reasonable one.

Signature: David McNally

Position: Partner

~~Search Adobe~~
~~For Laura~~
Search 2021
Budget

Vendor's Certification and Declaration

I do solemly declare and certify under the penalties of the law that the within bill is correct in all its particulars; that the articles have been

furnished or services rendered as state therein; that no bonus has been

given or received by any person or persons within the knowledge of

this claimant in connection with the above claim; that the amount therein stated is justly due and owing; and that the amount charged is a

reasonable one.

Signature: David McNally David McNally

Position: Partner

HAZLET TOWNSHIP

NO. 497550

RETAIN FOR YOUR RECORDS

DESCRIPTION	AMOUNT
PO: 22000931 DESC: 2021 Audit Billing INV: 44264 AMT: 3,000.00	3,000.00

VENDOR	CHECK DATE	CHECK AMOUNT
Holt McNally & Associates Inc.	08/03/22	3,000.00

DETACH BEFORE DEPOSITING

THIS DOCUMENT HAS A COLORED BACKGROUND AND FLUORESCENT FIBERS ♦ SEE ADDITIONAL SECURITY FEATURES ON REVERSE SIDE ♦ MISSING A FEATURE INDICATES A COPY

NO. 497550

HAZLET TOWNSHIP
CURRENT FUND
1766 UNION AVENUE
P.O. BOX 371
HAZLET, NJ 07730

THE PROVIDENT BANK
830 BERGEN AVENUE
JERSEY CITY, NJ 07308
55-7230/2212

DATE ISSUED	CHECK NO.	CHECK AMOUNT
08/03/22	497550	$******3,000.00

Three Thousand AND 00/100 Dollars

TO THE ORDER OF:
Holt McNally & Associates Inc.
618 Stokes Road
Medford, NJ 08055

ADMINISTRATOR

⑈497550⑈ ⑆221272303⑆ 986303204⑈

HAZLET TOWNSHIP
1766 UNION AVENUE
P.O. BOX 371
HAZLET, NJ 07730
Phone: (732)264-1700

Purchase Order

THIS NUMBER MUST APPEAR ON ALL INVOICES, PACKING LISTS, CORRESPONDENCE, ETC.

NO. 22001007

SHIP TO

HAZLET TOWNSHIP
FINANCE DEPARTMENT
1766 UNION AVE
HAZLET, NJ 07730

ORDER DATE: 08/04/22
DELIVERY DATE:
STATE CONTRACT:
F.O.B. TERMS:
VENDOR ACCT NUM:
VENDOR PHONE #:
VENDOR FAX #:
REQUISITION #:

VENDOR Vendor #: HOLTM005

Holt McNally & Associates Inc.
618 Stokes Road
Medford, NJ 08055

PAYMENT RECORD

CHECK NO. 497660
DATE PAID 9/7/22

NOTICE: TAX EXEMPT - TAX ID: 21-6001050

TAX EXEMPT UNDER PROVISIONS OF N.J. SALES AND USE TAX ACT (CHAPTER 30, LAW OF 1988)

THIS PURCHASE IS EXEMPT BY STATUE FROM PAYMENT OF ALL FEDERAL, STATE AND MUNICIAPL EXCISE, SALES OR OTHER TAXES

QUANTITY	DESCRIPTION	ACCOUNT NO	UNIT PRICE	TOTAL
1.00	AUDIT BILLING (2021)	2-01-20-0135-00240	4,000.0000	4,000.00
				=============
			TOTAL	4,000.00

CLAIMANT'S CERTIFICATION & DECLARATION

I do solemnly declare and certify under penalties; of the law that the within bill is correct in all its particulars; that the articles have been furnished or services rendered as stated therein; that no bonus has been given or received by any; person or persons within the knowledge of this claimant in connection with the above claim; that the amount therein stated is justly due and owing; and that the amount charged is a reasonable one.

See attached

VENDOR SIGN HERE

OFFICIAL POSITION DATE

TAX ID NO. OR SOCIAL SECURITY NO.

NOTICE TO VENDOR

NO CHANGE CAN BE MADE IN ANY PROVISION OF THIS PURCHASE ORDER WITHOUT THE WRITTEN NOTICE TO THAT EFFECT ISSUED BY THE TOWNSHIP, SUBSTITUTIONS MUST NOT BE MADE IF UNABLE TO FILL ORDERS EXACTLY IN ACCORDANCE WITH QUANTITY, DESCRIPTION, AND PRICE NOTIFY THE TOWNSHIP IMMEDIATELY.

CONTRACT ORDERS ARE SUBJECT TO ALL TERMS AND CONDITIONS OF THE ACCEPTED BID AND EXECUTED CONTRACT. INFORMAL AWARDS (OPEN MARKET ORDERS RESULTING FROM ADVERTISED PROPOSALS) ARE SUBJECT TO THE TERMS AND CONDITIONS OF THE ACCEPTED BID. NO ORDER VALID UNLESS SIGNED BELOW.

CERTIFICATION OF FUNDS

I hereby certify the funds are available and encumbered.

Anthony Wiamm

FINANCE DEPARTMENT CFO DATE

RECEIVING CERTIFICATION

I, having knowledge of the facts, certify that the materials and supplies have been received or the services rendered; said certification being based on signed delivery slips or other reasonable procedures.

RECEIVING/DEPT. HEAD SIGNATURE DATE

APPROVAL FOR PAYMENT

Jamie Stein

Qualified Purchasing Agent

Holt McNally & Associates Inc.
618 Stokes Road
Medford, NJ 08055 US
609-953-0612
www.hmacpainc.com

HMA
HOLT MCNALLY & ASSOCIATES

INVOICE

BILL TO
Anthony Mannino
Township of Hazlet
P.O. Box 371
Hazlet, NJ 07730 USA

HOLTM005
2-01-20-0135-00240

INVOICE	44280
DATE	07/29/2022
TERMS	Due on receipt
DUE DATE	07/29/2022

DESCRIPTION	AMOUNT
IN ACCORDANCE WITH PROFESSIONAL SERVICES AGREEMENT: PROGRESS BILLING FOR THE AUDIT OF THE FINANCIAL STATEMENTS OF THE TOWNSHIP OF HAZLET FOR THE YEAR ENDED DECEMBER 31, 2021.	4,000.00

BALANCE DUE **$4,000.00**

Vendor's Certification and Declaration
I do solemnly declare and certify under the penalties of the law that the within bill is correct in all its particulars; that the articles have been furnished or services rendered as state therein; that no bonus has been given or received by any person or persons within the knowledge of this claimant in connection with the above claim; that the amount therein stated is justly due and owing; and that the amount charged is a reasonable one.

Signature: David McNally

Position: Partner

Vendor's Certification and Declaration

I do solemly declare and certify under the penalties of the law that the within bill is correct in all its particulars; that the articles have been

furnished or services rendered as state therein; that no bonus has been

given or received by any person or persons within the knowledge of

this claimant in connection with the above claim; that the amount therein stated is justly due and owing; and that the amount charged is a

reasonable one.

Signature: David McNally

Position: Partner

HAZLET TOWNSHIP

NO. 497660

RETAIN FOR YOUR RECORDS

DESCRIPTION	AMOUNT
PO: 22001007 DESC: AUDIT BILLING INV: 44280 AMT: 4,000.00	4,000.00
PO: 22001016 DESC: July 2022 Billings INV: 53586 AMT: 6,000.00	6,000.00
PO: 22001074 DESC: 2020 Audit INV: 44146 AMT: 12,900.00	12,900.00
PO: 22001104 DESC: AUDIT - 2021 INV: 44316 AMT: 5,000.00	5,000.00

VENDOR	CHECK DATE	CHECK AMOUNT
Holt McNally & Associates Inc.	09/07/22	27,900.00

DETACH BEFORE DEPOSITING

HAZLET TOWNSHIP
CURRENT FUND
1766 UNION AVENUE
P.O. BOX 371
HAZLET, NJ 07730

THE PROVIDENT BANK
830 BERGEN AVENUE
JERSEY CITY, NJ 07308
55-7230/2212

NO. 497660

DATE ISSUED	CHECK NO.	CHECK AMOUNT
09/07/22	497660	$*****27,900.00

Twenty Seven Thousand Nine Hundred AND 00/100 Dollars

TO THE ORDER OF:
Holt McNally & Associates Inc.
618 Stokes Road
Medford, NJ 08055

ADMINISTRATOR

⑈497660⑈ ⑆221272303⑆ 986303204⑈

HAZLET TOWNSHIP
1766 UNION AVENUE
P.O. BOX 371
HAZLET, NJ 07730
Phone: (732)264-1700

Purchase Order

THIS NUMBER MUST APPEAR ON ALL INVOICES, PACKING LISTS, CORRESPONDENCE, ETC.

NO. 22001016

SHIP TO

HAZLET TOWNSHIP
FINANCE DEPARTMENT
1766 UNION AVE
HAZLET, NJ 07730

ORDER DATE: 08/05/22
DELIVERY DATE:
STATE CONTRACT:
F.O.B. TERMS:
VENDOR ACCT NUM:
VENDOR PHONE #:
VENDOR FAX #:
REQUISITION #:

VENDOR Vendor #: HOLTM005

Holt McNally & Associates Inc.
618 Stokes Road
Medford, NJ 08055

PAYMENT RECORD

CHECK NO. 497660
DATE PAID 9/7/22

NOTICE: TAX EXEMPT - TAX ID: 21-6001050

TAX EXEMPT UNDER PROVISIONS OF N.J. SALES AND USE TAX ACT (CHAPTER 30, LAW OF 1988)

THIS PURCHASE IS EXEMPT BY STATUE FROM PAYMENT OF ALL FEDERAL, STATE AND MUNICIAPL EXCISE, SALES OR OTHER TAXES

QUANTITY	DESCRIPTION	ACCOUNT NO	UNIT PRICE	TOTAL
1.00	July 2022 Billings	2-01-20-0135-00240	6,000.0000	6,000.00
				============
			TOTAL	6,000.00

CLAIMANT'S CERTIFICATION & DECLARATION

I do solemnly declare and certify under penalties; of the law that the within bill is correct in all its particulars; that the articles have been furnished or services rendered as stated therein; that no bonus has been given or received by any; person or persons within the knowledge of this claimant in connection with the above claim; that the amount therein stated is justly due and owing; and that the amount charged is a reasonable one.

See attached

VENDOR SIGN HERE

OFFICIAL POSITION DATE

TAX ID NO. OR SOCIAL SECURITY NO.

NOTICE TO VENDOR

NO CHANGE CAN BE MADE IN ANY PROVISION OF THIS PURCHASE ORDER WITHOUT THE WRITTEN NOTICE TO THAT EFFECT ISSUED BY THE TOWNSHIP, SUBSTIUTIONS MUST NOT BE MADE IF UNABLE TO FILL ORDERS EXACTLY IN ACCORDANCE WITH QUANTITY, DESCRIPTION, AND PRICE NOTIFY THE TOWNSHIP IMMEDIATELY.

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CERTIFICATION OF FUNDS

I hereby certify the funds are available and encumbered.

Anthony Moment

FINANCE DEPARTMENT CFO DATE

RECEIVING CERTIFICATION

I, having knowledge of the facts, certify that the materials and supplies have been received or the services rendered; said certification being based on signed delivery slips or other reasonable procedures.

RECEIVING/DEPT. HEAD SIGNATURE DATE

APPROVAL FOR PAYMENT

Jamie Stern

Qualified Purchasing Agent

HFA

Certified Public Accountants + Advisors

1985 Cedar Bridge Avenue, Suite 3, Lakewood, NJ 08701 • Tel: 732.797.1333
194 East Bergen Place, Red Bank, NJ 07701 • Tel: 732.747.0010
1415 Hooper Avenue, Suite 305, Unit A, Toms River, NJ 08753 • By Appointment Only
www.hfacpas.com

HAZLET, TOWNSHIP OF
1766 UNION AVENUE
HAZLET, NJ 07730

Date:	7/31/2022
Invoice Number:	53586
Client:	60027.

H01TM005 2-01-20-0135-00240

BILLING FOR ACCOUNTS PAYABLE PROCESSING, RECEIPTS, DEPOSIT RECONCILIATIONS AND POSTINGS AND EDMUNDS USE MAINTENANCE.

***** PLEASE SEE ATTACHED FOR DETAILED BREAKDOWN OF HOURS. *****

Please Remit: $6,000.00

VENDOR'S CERTIFICATION AND DECLARATION

I do solemnly declare and certify under the penalties of the law that the within bill is correct in all its particulars; that the articles have been furnished or services rendered as stated therein; that no bonus has been given or received by any person or persons within the knowledge of this claimant in connection with the above claim; that the amount therein stated is justly due and owing; and that the amount charged is a reasonable one.

SIGNATURE: DATE: 7/31/2022

POSITION: PARTNER

For your convenience credit card payments and ACH bank transfers can be made online at

www.hfacpas.com/pay-now

Cash & check payments will still be accepted.
Please remit to HFA, 1985 Cedar Bridge Ave. Ste 3, Lakewood, NJ 08701
Questions? Contact us at 732-797-1333

Hazlet Township - Finance Operations

Description of this Month's Service	JULY 2022 Billings				
	Engagement Team Member	Level	Hours	Rate	Total
Monthly Financial Consulting, Audit Assistance, Budget Preperation, and Related GL & Bank Reconciliations	Matt Holman	Senior Partner	0	$ 200.00	$ -
	John Zim	Director	0	$ 175.00	$ -
	Anthony Mannino	Director	40	$ 175.00	$ 7,000.00
	Christopher Schweitzer	Superisor	0	$ 150.00	$ -
	Total Billing Amount				**$ 7,000.00**
	Monthly Discount to Fixed Fee Contract				**$ (1,000.00)**
	Final Monthly Billing Amount				**$ 6,000.00**

HAZLET TOWNSHIP

NO. 497660

RETAIN FOR YOUR RECORDS

DESCRIPTION	AMOUNT
PO: 22001007 DESC: AUDIT BILLING INV: 44280 AMT: 4,000.00	4,000.00
PO: 22001016 DESC: July 2022 Billings INV: 53586 AMT: 6,000.00	6,000.00
PO: 22001074 DESC: 2020 Audit INV: 44146 AMT: 12,900.00	12,900.00
PO: 22001104 DESC: AUDIT - 2021 INV: 44316 AMT: 5,000.00	5,000.00

VENDOR	CHECK DATE	CHECK AMOUNT
Holt McNally & Associates Inc.	09/07/22	27,900.00

DETACH BEFORE DEPOSITING

HAZLET TOWNSHIP
CURRENT FUND
1766 UNION AVENUE
P.O. BOX 371
HAZLET, NJ 07730

THE PROVIDENT BANK
830 BERGEN AVENUE
JERSEY CITY, NJ 07308
55-7230/2212

NO. 497660

DATE ISSUED	CHECK NO.	CHECK AMOUNT
09/07/22	497660	$*****27,900.00

Twenty Seven Thousand Nine Hundred AND 00/100 Dollars

TO THE ORDER OF:
Holt McNally & Associates Inc.
618 Stokes Road
Medford, NJ 08055

ADMINISTRATOR

⑈497660⑈ ⑆221272303⑆ 986303204⑈

HAZLET TOWNSHIP
1766 UNION AVENUE
P.O. BOX 371
HAZLET, NJ 07730
Phone: (732)264-1700

Purchase Order

THIS NUMBER MUST APPEAR ON ALL INVOICES, PACKING LISTS, CORRESPONDENCE, ETC.

NO. **22001074**

SHIP TO

HAZLET TOWNSHIP
FINANCE DEPARTMENT
1766 UNION AVE
HAZLET, NJ 07730

VENDOR Vendor #: HOLTM005

Holt McNally & Associates Inc.
618 Stokes Road
Medford, NJ 08055

ORDER DATE: 08/12/22
DELIVERY DATE:
STATE CONTRACT:
F.O.B. TERMS:
VENDOR ACCT NUM:
VENDOR PHONE #:
VENDOR FAX #:
REQUISITION #: R2200879

PAYMENT RECORD

CHECK NO. 497660
DATE PAID 9/7/22

NOTICE: TAX EXEMPT - TAX ID: 21-6001050

TAX EXEMPT UNDER PROVISIONS OF N.J. SALES AND USE TAX ACT (CHAPTER 30, LAW OF 1988)

THIS PURCHASE IS EXEMPT BY STATUE FROM PAYMENT OF ALL FEDERAL, STATE AND MUNICIAPL EXCISE, SALES OR OTHER TAXES

QUANTITY	DESCRIPTION	ACCOUNT NO	UNIT PRICE	TOTAL
1.00	2020 Audit	2-01-20-0135-00240	12,900.0000	12,900.00
				=============
			TOTAL	12,900.00

CLAIMANT'S CERTIFICATION & DECLARATION

I do solemnly declare and certify under penalties; of the law that the within bill is correct in all its particulars; that the articles have been furnished or services rendered as stated therein; that no bonus has been given or received by any; person or persons within the knowledge of this claimant in connection with the above claim; that the amount therein stated is justly due and owing; and that the amount charged is a reasonable one.

Jessie Kay
VENDOR SIGN HERE

Controller 8/12/22
OFFICIAL POSITION DATE

84-3882656
TAX ID NO. OR SOCIAL SECURITY NO.

NOTICE TO VENDOR

NO CHANGE CAN BE MADE IN ANY PROVISION OF THIS PURCHASE ORDER WITHOUT THE WRITTEN NOTICE TO THAT EFFECT ISSUED BY THE TOWNSHIP, SUBSTIUTIONS MUST NOT BE MADE IF UNABLE TO FILL ORDERS EXACTLY IN ACCORDANCE WITH QUANTITY, DESCRIPTION, AND PRICE NOTIFY THE TOWNSHIP IMMEDIATELY.

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CERTIFICATION OF FUNDS

I hereby certify the funds are available and encumbered.

FINANCE DEPARTMENT CFO DATE

RECEIVING CERTIFICATION

I, having knowledge of the facts, certify that the materials and supplies have been received or the services rendered; said certification being based on signed delivery slips or other reasonable procedures.

RECEIVING/DEPT. HEAD SIGNATURE DATE

APPROVAL FOR PAYMENT

Qualified Purchasing Agent

Holt McNally & Associates Inc.
618 Stokes Road
Medford, NJ 08055 US
609-953-0612
www.hmacpainc.com

HMA
HOLT MCNALLY & ASSOCIATES

INVOICE

BILL TO
Robert Phillips
Township of Hazlet
P.O. Box 371
Hazlet, NJ 07730 USA

INVOICE	44146
DATE	05/31/2022
TERMS	Due on receipt
DUE DATE	05/31/2022

DESCRIPTION	AMOUNT
IN ACCORDANCE WITH PROFESSIONAL SERVICES AGREEMENT: FINAL BILLING FOR THE AUDIT OF THE FINANCIAL STATEMENTS OF THE TOWNSHIP OF HAZLET FOR THE YEAR ENDED DECEMBER 31, 2020.	2,900.00
ADDITIONAL BILLING FOR SIGNIFICANT COST OVERRUN FOR 2020 AUDIT RELATED TO MULTIPLE FINANCIAL STATEMENT UPDATES FOR THE TOWNSHIP OF HAZLET.	10,000.00

BALANCE DUE **$12,900.00**

Vendor's Certification and Declaration
I do solemly declare and certify under the penalties of the law that the within bill is correct in all its particulars; that the articles have been furnished or services rendered as state therein; that no bonus has been given or received by any person or persons within the knowledge of this claimant in connection with the above claim; that the amount therein stated is justly due and owing; and that the amount charged is a reasonable one.

Signature: David McNally

Position: Partner

HAZLET TOWNSHIP

NO. 497660

RETAIN FOR YOUR RECORDS

DESCRIPTION	AMOUNT
PO: 22001007 DESC: AUDIT BILLING INV: 44280 AMT: 4,000.00	4,000.00
PO: 22001016 DESC: July 2022 Billings INV: 53586 AMT: 6,000.00	6,000.00
PO: 22001074 DESC: 2020 Audit INV: 44146 AMT: 12,900.00	12,900.00
PO: 22001104 DESC: AUDIT - 2021 INV: 44316 AMT: 5,000.00	5,000.00

VENDOR	CHECK DATE	CHECK AMOUNT
Holt McNally & Associates Inc.	09/07/22	27,900.00

DETACH BEFORE DEPOSITING

THIS DOCUMENT HAS A COLORED BACKGROUND AND FLUORESCENT FIBERS ♦ SEE ADDITIONAL SECURITY FEATURES ON REVERSE SIDE ♦ MISSING A FEATURE INDICATES A COPY

NO. 497660

HAZLET TOWNSHIP
CURRENT FUND
1766 UNION AVENUE
P.O. BOX 371
HAZLET, NJ 07730

THE PROVIDENT BANK
830 BERGEN AVENUE
JERSEY CITY, NJ 07308
55-7230/2212

DATE ISSUED	CHECK NO.	CHECK AMOUNT
09/07/22	497660	$*****27,900.00

Twenty Seven Thousand Nine Hundred AND 00/100 Dollars

TO THE ORDER OF:
Holt McNally & Associates Inc.
618 Stokes Road
Medford, NJ 08055

ADMINISTRATOR

⑈497660⑈ ⑆221272303⑆ 986303204⑈

HAZLET TOWNSHIP
1766 UNION AVENUE
P.O. BOX 371
HAZLET, NJ 07730
Phone: (732)264-1700

Purchase Order

THIS NUMBER MUST APPEAR ON ALL INVOICES, PACKING LISTS, CORRESPONDENCE, ETC.

NO. 22001104

SHIP TO

HAZLET TOWNSHIP
FINANCE DEPARTMENT
1766 UNION AVE
HAZLET, NJ 07730

VENDOR Vendor #: HOLTM005

Holt McNally & Associates Inc.
618 Stokes Road
Medford, NJ 08055

ORDER DATE: 08/22/22
DELIVERY DATE:
STATE CONTRACT:
F.O.B. TERMS:
VENDOR ACCT NUM:
VENDOR PHONE #:
VENDOR FAX #:
REQUISITION #: R2200904

PAYMENT RECORD

CHECK NO. 497660
DATE PAID 9/7/22

NOTICE: TAX EXEMPT - TAX ID: 21-6001050

TAX EXEMPT UNDER PROVISIONS OF N.J. SALES AND USE TAX ACT (CHAPTER 30, LAW OF 1988)

THIS PURCHASE IS EXEMPT BY STATUE FROM PAYMENT OF ALL FEDERAL, STATE AND MUNICIAPL EXCISE, SALES OR OTHER TAXES

QUANTITY	DESCRIPTION	ACCOUNT NO	UNIT PRICE	TOTAL
1.00	AUDIT 2021 PROGRESS BILLING	2-01-20-0135-00240	5,000.0000	5,000.00
			TOTAL	5,000.00

CLAIMANT'S CERTIFICATION & DECLARATION

I do solemnly declare and certify under penalties; of the law that the within bill is correct in all its particulars; that the articles have been furnished or services rendered as stated therein; that no bonus has been given or received by any; person or persons within the knowledge of this claimant in connection with the above claim; that the amount therein stated is justly due and owing; and that the amount charged is a reasonable one.

See attached

VENDOR SIGN HERE

OFFICIAL POSITION DATE

TAX ID NO. OR SOCIAL SECURITY NO.

NOTICE TO VENDOR

NO CHANGE CAN BE MADE IN ANY PROVISION OF THIS PURCHASE ORDER WITHOUT THE WRITTEN NOTICE TO THAT EFFECT ISSUED BY THE TOWNSHIP, SUBSTIUTIONS MUST NOT BE MADE IF UNABLE TO FILL ORDERS EXACTLY IN ACCORDANCE WITH QUANTITY, DESCRIPTION, AND PRICE NOTIFY THE TOWNSHIP IMMEDIATELY.

CONTRACT ORDERS ARE SUBJECT TO ALL TERMS AND CONDITIONS OF THE ACCEPTED BID AND EXECUTED CONTRACT. INFORMAL AWARDS (OPEN MARKET ORDERS RESULTING FROM ADVERTISED PROPOSALS) ARE SUBJECT TO THE TERMS AND CONDITIONS OF THE ACCEPTED BID. NO ORDER VALID UNLESS SIGNED BELOW.

CERTIFICATION OF FUNDS

I hereby certify the funds are available and encumbered.

Anthony Iovanna

FINANCE DEPARTMENT CFO DATE

RECEIVING CERTIFICATION

I, having knowledge of the facts, certify that the materials and supplies have been received or the services rendered; said certification being based on signed delivery slips or other reasonable procedures.

Jamie Sternberg

RECEIVING/DEPT. HEAD SIGNATURE DATE

APPROVAL FOR PAYMENT

Jamie Sternberg

Qualified Purchasing Agent

Holt McNally & Associates Inc.

618 Stokes Road
Medford, NJ 08055 US
609-953-0612
www.hmacpainc.com

HOLT MCNALLY & ASSOCIATES

INVOICE

BILL TO
Jamie Stein
Township of Hazlet
P.O. Box 371
Hazlet, NJ 07730 USA

INVOICE	44316
DATE	08/16/2022
TERMS	Due on receipt
DUE DATE	08/16/2022

DESCRIPTION	AMOUNT
IN ACCORDANCE WITH PROFESSIONAL SERVICES AGREEMENT: PROGRESS BILLING FOR THE AUDIT OF THE FINANCIAL STATEMENTS OF THE TOWNSHIP OF HAZLET FOR THE YEAR ENDED DECEMBER 31, 2021.	5,000.00

BALANCE DUE **$5,000.00**

Vendor's Certification and Declaration
I do solemly declare and certify under the penalties of the law that the within bill is correct in all its particulars; that the articles have been furnished or services rendered as state therein; that no bonus has been given or received by any person or persons within the knowledge of this claimant in connection with the above claim; that the amount therein stated is justly due and owing; and that the amount charged is a reasonable one.

Signature: David McNally

Position: Partner

Vendor's Certification and Declaration

I do solemly declare and certify under the penalties of the law that the within bill is correct in all its particulars; that the articles have been

furnished or services rendered as state therein; that no bonus has been

given or received by any person or persons within the knowledge of

this claimant in connection with the above claim; that the amount therein stated is justly due and owing; and that the amount charged is a

reasonable one.

Signature: David McNally

David McNally

Position: Partner

HAZLET TOWNSHIP

NO. 497660

RETAIN FOR YOUR RECORDS

DESCRIPTION	AMOUNT
PO: 22001007 DESC: AUDIT BILLING INV: 44280 AMT: 4,000.00	4,000.00
PO: 22001016 DESC: July 2022 Billings INV: 53586 AMT: 6,000.00	6,000.00
PO: 22001074 DESC: 2020 Audit INV: 44146 AMT: 12,900.00	12,900.00
PO: 22001104 DESC: AUDIT - 2021 INV: 44316 AMT: 5,000.00	5,000.00

VENDOR	CHECK DATE	CHECK AMOUNT
Holt McNally & Associates Inc.	09/07/22	27,900.00

DETACH BEFORE DEPOSITING

THIS DOCUMENT HAS A COLORED BACKGROUND AND FLUORESCENT FIBERS • SEE ADDITIONAL SECURITY FEATURES ON REVERSE SIDE • MISSING A FEATURE INDICATES A COPY

HAZLET TOWNSHIP
CURRENT FUND
1766 UNION AVENUE
P.O. BOX 371
HAZLET, NJ 07730

THE PROVIDENT BANK
830 BERGEN AVENUE
JERSEY CITY, NJ 07308
55-7230/2212

NO. 497660

DATE ISSUED	CHECK NO.	CHECK AMOUNT
09/07/22	497660	$*****27,900.00

Twenty Seven Thousand Nine Hundred AND 00/100 Dollars

TO THE ORDER OF:
Holt McNally & Associates Inc.
618 Stokes Road
Medford, NJ 08055

ADMINISTRATOR

⑈497660⑈ ⑆221272303⑆ 986303204⑈

HAZLET TOWNSHIP
1766 UNION AVENUE
P.O. BOX 371
HAZLET, NJ 07730
Phone: (732)264-1700

Purchase Order

THIS NUMBER MUST APPEAR ON ALL INVOICES, PACKING LISTS, CORRESPONDENCE, ETC.

NO. 22001456

SHIP TO

HAZLET TOWNSHIP
FINANCE DEPARTMENT
1766 UNION AVE
HAZLET, NJ 07730

VENDOR Vendor #: HOLTM005

Holt McNally & Associates Inc.
618 Stokes Road
Medford, NJ 08055

ORDER DATE: 10/20/22
DELIVERY DATE:
STATE CONTRACT:
F.O.B. TERMS:
VENDOR ACCT NUM:
VENDOR PHONE #:
VENDOR FAX #:
REQUISITION #: R2201255

PAYMENT RECORD

CHECK NO. 497898
DATE PAID NOV 0 2 2022

NOTICE: TAX EXEMPT - TAX ID: 21-6001050

TAX EXEMPT UNDER PROVISIONS OF N.J. SALES AND USE TAX ACT (CHAPTER 30, LAW OF 1988)

THIS PURCHASE IS EXEMPT BY STATUE FROM PAYMENT OF ALL FEDERAL, STATE AND MUNICIAPL EXCISE, SALES OR OTHER TAXES

QUANTITY	DESCRIPTION	ACCOUNT NO	UNIT PRICE	TOTAL
1.00	PROGRESS BILLING- 2021 AUDIT	2-01-20-0135-00240	4,000.0000	4,000.00
			TOTAL	4,000.00

CLAIMANT'S CERTIFICATION & DECLARATION

I do solemnly declare and certify under penalties; of the law that the within bill is correct in all its particulars; that the articles have been furnished or services rendered as stated therein; that no bonus has been given or received by any; person or persons within the knowledge of this claimant in connection with the above claim; that the amount therein stated is justly due and owing; and that the amount charged is a reasonable one.

See attached

VENDOR SIGN HERE

OFFICIAL POSITION DATE

TAX ID NO. OR SOCIAL SECURITY NO.

NOTICE TO VENDOR

NO CHANGE CAN BE MADE IN ANY PROVISION OF THIS PURCHASE ORDER WITHOUT THE WRITTEN NOTICE TO THAT EFFECT ISSUED BY THE TOWNSHIP, SUBSTIUTIONS MUST NOT BE MADE IF UNABLE TO FILL ORDERS EXACTLY IN ACCORDANCE WITH QUANTITY, DESCRIPTION, AND PRICE NOTIFY THE TOWNSHIP IMMEDIATELY.

CONTRACT ORDERS ARE SUBJECT TO ALL TERMS AND CONDITIONS OF THE ACCEPTED BID AND EXECUTED CONTRACT. INFORMAL AWARDS (OPEN MARKET ORDERS RESULTING FROM ADVERTISED PROPOSALS) ARE SUBJECT TO THE TERMS AND CONDITIONS OF THE ACCEPTED BID. NO ORDER VALID UNLESS SIGNED BELOW.

CERTIFICATION OF FUNDS

I hereby certify the funds are available and encumbered.

Anthony Iovanni

FINANCE DEPARTMENT DATE

RECEIVING CERTIFICATION

I, having knowledge of the facts, certify that the materials and supplies have been received or the services rendered; said certification being based on signed delivery slips or other reasonable procedures.

RECEIVING/DEPT. HEAD SIGNATURE DATE

APPROVAL FOR PAYMENT

Jamie Steen

Qualified Purchasing Agent

HAZLET TOWNSHIP
1766 UNION AVENUE
P.O. BOX 371
HAZLET, NJ 07730
Phone: (732)264-1700

Purchase Order

THIS NUMBER MUST APPEAR ON ALL INVOICES, PACKING LISTS, CORRESPONDENCE, ETC.

NO. 22001456

SHIP TO

HAZLET TOWNSHIP
FINANCE DEPARTMENT
1766 UNION AVE
HAZLET, NJ 07730

ORDER DATE: 10/20/22
DELIVERY DATE:
STATE CONTRACT:
F.O.B. TERMS:
VENDOR ACCT NUM:
VENDOR PHONE #:
VENDOR FAX #:

VENDOR Vendor #: HOLTM005

Holt McNally & Associates Inc.
618 Stokes Road
Medford, NJ 08055

PAYMENT RECORD

CHECK NO.

DATE PAID

NOTICE: TAX EXEMPT - TAX ID: 21-6001050

QUANTITY	DESCRIPTION	ACCOUNT NO	UNIT PRICE	TOTAL
1.00	PROGRESS BILLING- 2021 AUDIT	2-01-20-0135-00240	4,000.0000	4,000.00
			TOTAL	4,000.00

DEPARTMENT

Holt McNally & Associates Inc.

618 Stokes Road
Medford, NJ 08055 US
609-953-0612
www.hmacpainc.com

HMA
HOLT MCNALLY & ASSOCIATES

INVOICE

BILL TO
Jamie Stein
Township of Hazlet
P.O. Box 371
Hazlet, NJ 07730 USA

INVOICE	44417
DATE	10/17/2022
TERMS	Due on receipt
DUE DATE	10/17/2022

holtm005
2-01-20-0135-00240

DESCRIPTION	AMOUNT
IN ACCORDANCE WITH PROFESSIONAL SERVICES AGREEMENT: PROGRESS BILLING FOR THE AUDIT OF THE FINANCIAL STATEMENTS OF THE TOWNSHIP OF HAZLET FOR THE YEAR ENDED DECEMBER 31, 2021.	4,000.00

BALANCE DUE **$4,000.00**

Vendor's Certification and Declaration
I do solemly declare and certify under the penalties of the law that the within bill is correct in all its particulars; that the articles have been furnished or services rendered as state therein; that no bonus has been given or received by any person or persons within the knowledge of this claimant in connection with the above claim; that the amount therein stated is justly due and owing; and that the amount charged is a reasonable one.

Signature: David McNally

Position: Partner

Vendor's Certification and Declaration

I do solemly declare and certify under the penalties of the law that the within bill is correct in all its particulars; that the articles have been

furnished or services rendered as state therein; that no bonus has been

given or received by any person or persons within the knowledge of

this claimant in connection with the above claim; that the amount therein stated is justly due and owing; and that the amount charged is a

reasonable one.

Signature: David McNally David McNally

Position: Partner

NO. 497898

HAZLET TOWNSHIP

RETAIN FOR YOUR RECORDS

DESCRIPTION	AMOUNT
PO: 22001456 DESC: PROGRESS BILLING - 2021 AUDIT INV: 44417 AMT: 4,000.00	4,000.00

VENDOR	CHECK DATE	CHECK AMOUNT
Holt McNally & Associates Inc.	11/02/22	4,000.00

DETACH BEFORE DEPOSITING

THIS DOCUMENT HAS A COLORED BACKGROUND AND FLUORESCENT FIBERS ♦ SEE ADDITIONAL SECURITY FEATURES ON REVERSE SIDE ♦ MISSING A FEATURE INDICATES A COPY

NO. 497898

HAZLET TOWNSHIP
CURRENT FUND
1766 UNION AVENUE
P.O. BOX 371
HAZLET, NJ 07730

THE PROVIDENT BANK
830 BERGEN AVENUE
JERSEY CITY, NJ 07308
55-7230/2212

DATE ISSUED	CHECK NO.	CHECK AMOUNT
11/02/22	497898	$******4,000.00

Four Thousand AND 00/100 Dollars

TO THE ORDER OF:
Holt McNally & Associates Inc.
618 Stokes Road
Medford, NJ 08055

ADMINISTRATOR

⑈497898⑈ ⑆221272303⑆ 986303204⑈