

BOROUGH OF WESTWOOD
LENGTH OF SERVICE AWARDS PROGRAM TRUST FUND
FINANCIAL STATEMENTS
FOR THE YEAR ENDED DECEMBER 31, 2019

BOROUGH OF WESTWOOD

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INDEPENDENT ACCOUNTANT'S REVIEW REPORT

Honorable Mayor and Members
of the Borough Council
Borough of Westwood
Westwood, New Jersey

We have reviewed the accompanying statements of net position available for benefits for the Borough of Westwood Length of Service Awards Program Trust Fund as of December 31, 2019 and 2018, and the related statements of changes in net position available for benefits for the years then ended and the related notes to the financial statements. A review includes primarily applying analytical procedures to management's financial data and making inquiries of management of the Borough of Westwood. A review is substantially less in scope than an audit, the objective of which is the expression of an opinion regarding the financial statements as a whole. Accordingly, we do not express such an opinion.

Management's Responsibility for the Financial Statements

Management of the Borough of Westwood is responsible for the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of the financial statements that are free from material misstatement whether due to fraud or error.

Accountant's Responsibility

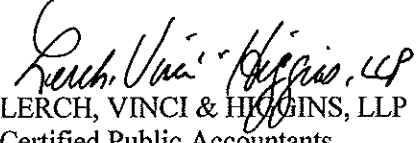
Our responsibility is to conduct the review engagements in accordance with Statements on Standards for Accounting and Review Services promulgated by the Accounting and Review Services Committee of the American Institute of Certified Public Accountants. Those standards require us to perform procedures to obtain limited assurance as a basis for reporting whether we are aware of any material modifications that should be made to the financial statements for them to be in accordance with accounting principles generally accepted in the United States of America. We believe that the results of our procedures provide a reasonable basis for our conclusion.

Accountant's Conclusion

Based on our reviews, we are not aware of any material modifications that should be made to the accompanying financial statements in order for them to be in conformity with accounting principles generally accepted in the United States of America.

Required Supplementary Information

Management has not presented the management discussion and analysis information that accounting principles generally accepted in the United States of America require to be presented to supplement the basic financial statements. Such omitted information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context.


LERCH, VINCI & HIGGINS, LLP
Certified Public Accountants
Registered Municipal Accountants

Fair Lawn, New Jersey
June 12, 2020

**BOROUGH OF WESTWOOD
LENGTH OF SERVICE AWARDS PROGRAM TRUST FUND
COMPARATIVE STATEMENTS OF NET POSITION AVAILABLE FOR BENEFITS
AS OF DECEMBER 31, 2019 AND 2018**

	<u>2019</u>	<u>2018</u>
ASSETS		
Investments	\$ 1,989,699	\$ 1,582,056
Municipal Contribution Receivable	<u>72,527</u>	<u>61,565</u>
Total Assets	<u>2,062,226</u>	<u>1,643,621</u>
LIABILITIES		
	<u>-</u>	<u>-</u>
NET POSITION		
Held in Trust for Benefits	<u>\$ 2,062,226</u>	<u>\$ 1,643,621</u>

**BOROUGH OF WESTWOOD
LENGTH OF SERVICE AWARDS PROGRAM TRUST FUND
COMPARATIVE STATEMENTS OF CHANGES IN NET POSITION
AVAILABLE FOR BENEFITS
FOR THE YEARS ENDED DECEMBER 31, 2019 AND 2018**

	<u>2019</u>	<u>2018</u>
ADDITIONS		
Municipal Contributions	\$ 72,527	\$ 61,565
Additional Prior Year Contributions	-	7,190
Increase/(Decrease) in Investment Value	<u>403,070</u>	<u>(88,757)</u>
 Total Additions	 <u>475,597</u>	 <u>(20,002)</u>
 DEDUCTIONS		
Benefits Paid to Participants	53,442	7,614
Administrative Charges	<u>3,550</u>	<u>3,387</u>
 Total Deductions	 <u>56,992</u>	 <u>11,001</u>
 Change in Net Position	 418,605	 (31,003)
 NET POSITION		
Beginning of Year	<u>1,643,621</u>	<u>1,674,624</u>
 End of Year	 <u><u>\$ 2,062,226</u></u>	 <u><u>\$ 1,643,621</u></u>

**BOROUGH OF WESTWOOD
LENGTH OF SERVICE AWARDS PROGRAM TRUST FUND
NOTES TO FINANCIAL STATEMENTS
YEARS ENDED DECEMBER 31, 2019 AND 2018**

NOTE 1 DESCRIPTION OF THE PROGRAM

The Borough of Westwood Length of Service Awards Program (LOSAP) was created by a Borough Ordinance adopted on July 27, 1999 pursuant to Section 457 (e)(11)(13) of the Internal Revenue Service Code of 1986, as amended, except for provisions added by reason of the Length of Service Award Program as enacted into federal law in 1997. The voters of the Borough of Westwood approved the adoption of the Plan at the general election held on November 2, 1999.

The tax deferred income benefits for emergency services volunteers, consisting of the Volunteer Fire Department and First Aid Organization, come from contributions made solely by the municipality, on behalf of those volunteers who meet the criteria of a plan created by that Governing Body.

If an active member meets the year of active service requirement, a LOSAP must provide a benefit between the minimum contribution of \$100 and a maximum contribution of \$1,150 per year. While the maximum amount is established by statute, it is subject to periodic increases that are related to the consumer price index (N.J.S.A. 40A:14-185(f)). The Division of Local Government Services will issue the permitted maximum annually.

The Borough of Westwood has contributed between \$625 to \$1,250 for each eligible Volunteer Fire Department member and Volunteer First Aid Organization member.

In accordance with the amendments to Section 457 of the Internal Revenue Service Code and the State Deferred Revenue Regulations, the Borough has placed the amounts deferred, including earnings, in a trust for the exclusive benefit of the plan participants and their beneficiaries.

Lincoln Financial Group is the administrator of the plan. The Borough's practical involvement in administering the plan is essentially limited to verifying the eligibility of each participant and remitting the funds to the plan administrator.

LOSAP is presented in the Borough of Westwood's financial statements as a Trust Fund. In accordance with NJAC 5:30-14.26 all amounts awarded under the plan remain the assets of the Borough. Plan Funds are subject to the claims of the Borough's general creditors until distributed to vested plan participants.

Reporting Requirements

The New Jersey Administrative Code NJAC 5:30-14.49 requires that the Borough perform a separate review report of the Program in accordance with the American Institute of Certified Public Accountants (AICPA) Statement on Standards for Accounting and Auditing Review Services.

NOTE 2 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Measurement Focus, Basis of Accounting and Financial Statement Presentation

The financial statements are reported using the economic resources measurement focus and the accrual basis of accounting, which recognizes increases and decreases in economic resources as soon as the underlying event or transaction occurs.

The accrual basis of accounting is used for measuring financial position and changes in fiduciary net position of pension and other employee benefit trust funds. Under this method, revenues are recorded in the accounting period in which they are earned and deductions are recorded at the time the liabilities are incurred, regardless of the timing of related cash flows.

**BOROUGH OF WESTWOOD
LENGTH OF SERVICE AWARDS PROGRAM TRUST FUND
NOTES TO FINANCIAL STATEMENTS
YEARS ENDED DECEMBER 31, 2019 AND 2018**

NOTE 2 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

Measurement Focus, Basis of Accounting and Financial Statement Presentation (Continued)

Assets, Liabilities and Net Position

1. Investments

Investments are reported at fair value and are limited by NJAC 5:30-14.19.

2. Receivables and Payables

All receivables are reported at their gross value and, where appropriate, are reduced by the estimated portion that is expected to remain uncollectible. Contributions due from the Borough of Westwood are recognized when due, since the Borough has a legal requirement to make the contribution.

Liabilities are recognized when due. A liability for benefits payable is recognized when the employee's rights to receive such benefits have vested and the employee notifies the plan of his or her intent to retire.

3. Net Position

The difference between plan assets and plan liabilities is reported as net position held in trust for benefits.

NOTE 3 INVESTMENTS

The Borough is permitted to invest LOSAP Funds with the types of eligible investments authorized in NJAC 5:30-14.19. LOSAP investments include interest bearing accounts or securities, in which savings banks of New Jersey are authorized to invest their funds, New Jersey Cash Management Fund, fixed and variable individual or group annuity contracts, mutual fund shares or fixed and variable life insurance contracts.

An investment agreement was entered into at the inception of the plan between the Borough and Lincoln National Life Insurance Co., whereby Lincoln National Life Insurance Co., would have custody of the securities of the plan and also advises the Borough as to investment alternatives.

The investments consist of stocks, bonds, money markets, fixed investments and guaranteed accumulation. Each participant may choose his/her allocation from among these investments. The investments are made by the Lincoln National Life Insurance Company for benefit of plan participants. The investments are valued at market value at the end of each year and the increase/decrease is posted to the individual's account.

As of December 31, 2019 and 2018, the value of the plan's investments were \$1,989,699 and \$1,582,056, respectively.

**BOROUGH OF WESTWOOD
LENGTH OF SERVICE AWARDS PROGRAM TRUST FUND
NOTES TO FINANCIAL STATEMENTS
YEARS ENDED DECEMBER 31, 2019 AND 2018**

NOTE 3 INVESTMENTS (Continued)

Custodial Credit Risk – Investments – Custodial credit risk for investments is the risk that, in the event of a failure of the counterparty to a transaction, the entity will not be able to recover the value of its investment or collateral securities that are in the possession of an outside party. As of December 31, 2019 and 2018, the plan had invested \$1,989,699 and \$1,582,056, respectively, of various securities held by the investment's counterparty, not in the name of the Plan. The investments were uninsured and collateralized.

Interest Rate Risk – The Borough does not have a formal investment policy that limits LOSAP investment maturities as a means of managing its exposure to fair value losses arising from increasing interest rates.

Credit Risk – State law limits investments as noted above (NJAC 5:30-14.19). The Borough does not have an investment policy that would further limit its LOSAP investment choices. As of December 31, 2019 and 2018, Lincoln National Life Insurance Company is rated Baa1, respectively, by Moody's Investors Service.

Concentration of Credit Risk – The Borough places no limit in the amount the Borough may invest in any one issuer. More than five (5) percent of the LOSAP investments are in Lincoln Financial LOSAP Investment Fund. These investments are 100% of the Borough's total LOSAP investments.

The fair value of the above-listed investments were based on quoted market prices provided by Lincoln Financial Group.

NOTE 4 FAIR VALUE MEASUREMENTS

Fair value measurements reflected in the financial statements conceptually represent the price that would be received to sell an asset or paid to transfer a liability in an orderly transaction between market participants at the financial statement date. GAAP provides a hierarchy that prioritizes the inputs to fair value measurements based on the extent to which inputs to valuation techniques are observable in the marketplace. The hierarchy assigns a higher priority to observable inputs that reflect verifiable information obtained from independent sources, and a lower priority to unobservable inputs that reflect the Program's assumptions, based on the best information available, about how market participants would value an asset or liability.

Fair value measurements must maximize the use of observable inputs and minimize the use of unobservable inputs. Assets and liabilities measured and reported at fair value are classified and disclosed within one of the following categories:

Level 1 – Valuations for assets and liabilities traded in active exchange markets as of the reporting date. Valuations are obtained from readily available pricing sources for market transactions involving identical assets or liabilities.

**BOROUGH OF WESTWOOD
LENGTH OF SERVICE AWARDS PROGRAM TRUST FUND
NOTES TO FINANCIAL STATEMENTS
YEARS ENDED DECEMBER 31, 2019 AND 2018**

NOTE 4 FAIR VALUE MEASUREMENTS (Continued)

Level 2 – Valuations are determined through direct or indirect observations other than quoted market prices for identical assets and liabilities.

Level 3 – Valuations for assets and liabilities that are derived from other valuation methodologies including discounted cash flow models and similar techniques, and not based on market exchange, dealer, or broker-traded transactions. Level 3 valuations incorporate the Program's assumptions and projections in determining the fair value assigned to the assets or liabilities.

The fair value of investments determined to be level 2 assets as of December 31, 2019 and 2018 consisted of:

	<u>2019</u>	<u>2018</u>
Variable Annuity – Multi Fund	<u>\$1,989,699</u>	<u>\$1,582,056</u>

NOTE 5 RECEIVABLES

Receivables as of December 31, 2019 and 2018, including the applicable allowance for uncollectible accounts are as follows:

	<u>2019</u>	<u>2018</u>
Municipal Contribution	\$72,527	\$61,565
Less: Allowance for Uncollectibles	<u>-</u>	<u>-</u>
Net Total Receivables	<u>\$72,527</u>	<u>\$61,565</u>

NOTE 6 VESTING AND BENEFIT PROVISIONS

Benefits vest after five (5) years of service. Any volunteer who has already successfully completed five (5) years or more of service as an active member in good standing becomes vested at the on-set of the program. Any member who has successfully completed four (4) years of service as an active member in good standing will vest after one (1) additional year of service, and so forth. New members who join after implementation of the program become vested after the completion of five (5) years of active service.

If a member does not vest and terminates their association with the volunteer fire or first aid organizations, the funds are returned to the Borough.

NOTE 7 EVALUATION OF SUBSEQUENT EVENTS

The Program has evaluated subsequent events through June 12, 2020, the date of which the financial statements were available to be issued.

**BOROUGH OF WESTWOOD
LENGTH OF SERVICE AWARDS PROGRAM TRUST FUND
COMMENTS AND RECOMMENDATIONS**

General Comments

Finding: The Borough's Governing Body did not approve the resolution of the certified list of volunteer members who qualified for credit under the LOSAP program in a timely manner.

Recommendation: It is recommended that a certified list of members who qualify for LOSAP credits be submitted to the Governing Body in a timely manner for their approval.