

COUNTY OF WARREN  
DIVISION OF TEMPORARY ASSISTANCE  
AND SOCIAL SERVICES  
FINANCIAL STATEMENTS  
DECEMBER 31, 2009

COUNTY OF WARREN  
DIVISION OF TEMPORARY ASSISTANCE AND SOCIAL SERVICES  
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YEAR ENDED DECEMBER 31, 2009

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### Independent Auditors' Report

The Honorable Director and Members of  
 the Board of Chosen Freeholders  
 County of Warren  
 Division of Temporary Assistance and Social Services  
 Belvidere, New Jersey

We have audited the accompanying statement of assets, liabilities and fund balances arising from cash transactions of the County of Warren, Division of Temporary Assistance and Social Services (the "Division"), a component unit of the County of Warren, as of December 31, 2009 and 2008 (December 1, 2009 and 2008 for the Assistance Account), and the various related statements of receipts and disbursements for the year ended December 31, 2009 (December 1, 2009 for the Assistance Account), as listed in the foregoing table of contents. These component unit financial statements are the responsibility of the Division's management. Our responsibility is to express opinions on these component unit financial statements based on our audits.

We conducted our audits in accordance with auditing standards generally accepted in the United States of America, and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. We believe that our audits provide a reasonable basis for our opinions.

The policy of the Division is to prepare its component unit financial statements on the basis of cash receipts and disbursements in accordance with accounting principles prescribed by the State of New Jersey, Department of Human Services, Division of Family Development. Consequently, certain revenue and the related assets are recognized when received rather than when earned, and certain expenses are recognized when paid rather than when the obligation is incurred. This is a comprehensive basis of accounting other than accounting principles generally accepted in the United States of America.

In our opinion, because the Division prepares its component unit financial statements on the basis of accounting discussed in the third paragraph, the financial statements referred to in the first paragraph, do not present fairly, in conformity with accounting principles generally accepted in the United States of America, the financial position of the Division as of December 31, 2009 and 2008 (December 1, 2009 and 2008 for the Assistance Account), and the receipts and disbursements of the Division's various accounts for the year ended December 31, 2009 (December 1, 2009 for the Assistance Account).

The Honorable Director and Members of  
the Board of Chosen Freeholders  
County of Warren  
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However, in our opinion, the component unit financial statements referred to above, present fairly, in all material respects, the financial position of the Division at December 31, 2009 (December 1, 2009 for the Assistance Account), and the receipts and disbursements for the year ended December 31, 2009 (December 1, 2009 for the Assistance Account), in conformity with accounting principles prescribed by the State of New Jersey, Department of Human Services, Division of Family Development as described in Note B to the financial statements.

In accordance with *Government Auditing Standards*, we have also issued a report dated July 20, 2010 on our consideration of the Division's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* and should be considered in assessing the results of our audits.

Our audits were conducted for the purpose of forming opinions on the financial statements taken as a whole. The accompanying schedules of expenditures of federal and state awards are presented for purposes of additional analysis and are required by the US Office of Management and Budget Circular A-133, *Audits of States, Local Governments, and Nonprofit Organizations*, and New Jersey's OMB Circular NJOMB 04-04, *Single Audit Policy for Recipients of Federal Grants, State Grants, and State Aid* and are not a required part of the financial statements. This information has been subjected the auditing procedures applied in the audits of the financial statements mentioned above and, in our opinion, is fairly stated in all material respects in relation to the financial statements taken as a whole, on the basis of accounting described in Note B to the financial statements and Note B to the Schedules of Expenditures of Federal and State Awards.

Mount Arlington, New Jersey  
July 20, 2010

  
NISIVOCCIA & COMPANY/LLP

A

COUNTY OF WARREN DIVISION OF TEMPORARY ASSISTANCE AND SOCIAL SERVICES  
COMPARATIVE STATEMENT OF ASSETS, LIABILITIES, AND FUND BALANCES  
ARISING FROM CASH TRANSACTIONS

| <u>ASSETS</u>                            | <u>Ref.</u> | <u>December 31, (Assistance - December 1)</u> |                   |
|--|-------------|---|-------------------|
|  |             | <u>2009</u>                                   | <u>2008</u>       |
| Cash and Cash Equivalents:               |             |   |                   |
| Administration                           | A-1         | \$ 164,911                                    | \$ 139,147        |
| Assistance                               | A-2         | 264,371                                       | 284,629           |
| Clearing                                 | A-3         | 5,328   | 11,990            |
| Child Support                            | A-4         | 45,180  | 38,506            |
| Reach Account                            | A-6         | 17,281  | 17,843            |
|  |             | <u>497,071</u>                                | <u>492,115</u>    |
| Fixed Assets                             |             | <u>100,863</u>                                | <u>100,863</u>    |
| Total Assets                             |             | <u>\$ 597,934</u>                             | <u>\$ 592,978</u> |
| <br><u>LIABILITIES AND FUND BALANCES</u> |             |   |                   |
| Fund Balances:                           |             |   |                   |
| Restricted                               |             | \$ 322,160                                    | \$ 342,968        |
| Unrestricted                             |             | 174,911                                       | 149,147           |
| Investment in Fixed Assets               |             | <u>100,863</u>                                | <u>100,863</u>    |
| Total Liabilities and Fund Balances      |             | <u>\$ 597,934</u>                             | <u>\$ 592,978</u> |

THE ACCOMPANYING NOTES TO FINANCIAL STATEMENTS ARE AN  
INTEGRAL PART OF THIS STATEMENT

COUNTY OF WARREN DIVISION OF TEMPORARY ASSISTANCE AND SOCIAL SERVICES  
STATEMENT OF RECEIPTS AND DISBURSEMENTS - ADMINISTRATION ACCOUNT

|   | <u>Ref.</u>  |                   |
|---|--------------|-------------------|
| Balance December 31, 2008                           | A            | \$ 139,147        |
| Increased by Receipts:                              |              |                   |
| County of Warren:                                   |              |                   |
| Budget Appropriations                               | \$ 4,288,967 |                   |
| Federal and State Programs:                         |              |                   |
| Earned Subsidy Grant                                | 2,719,918    |                   |
| Special Grants                                      | 15,322       |                   |
| Division of Medical Assistance and Health Services: |              |                   |
| Medical Assistance Program                          | 14,354       |                   |
| Medically Needy Program                             | 181,764      |                   |
| Food Stamp Fraud Incentives                         | 1,732        |                   |
| General Assistance Reimbursements:                  |              |                   |
| Home Energy Assistance Administration Funds         | 2,807        |                   |
| Child Support Incentives                            | 194,017      |                   |
| Matchable Refunds                                   | 4,463        |                   |
| Interest:   |              |                   |
| Child Support                                       | 95           |                   |
| Other than Child Support                            | 158          |                   |
| Non Temporary Assistance to Needy Families          |              |                   |
| Application Fees - Child Support and Paternity      |              |                   |
| Program   | 42           |                   |
| Other Miscellaneous Receipts                        | 309          |                   |
|   |              | <u>7,423,948</u>  |
|   |              | 7,563,095         |
| Decreased by Disbursements:                         |              |                   |
| Operating Disbursements:                            |              |                   |
| Salaries and Wages                                  | 2,720,225    |                   |
| Employee Benefit Plans                              | 1,340,154    |                   |
| Travel Expense                                      | 5,716        |                   |
| Office Expense                                      | 39,749       |                   |
| Staff Training and Development                      | 3,952        |                   |
| Purchased Services for Clients                      | 104,778      |                   |
| Miscellaneous Matchable Expenses                    | 6,220        |                   |
| Child Support and Paternity Expense                 | 12,554       |                   |
| Electronic Data Processing Expense                  | 52,480       |                   |
| Miscellaneous Non-Matchable Expense                 | 3,139        |                   |
| Funds Returned to County Treasurer:                 |              |                   |
| 2009 County Appropriations                          | 3,109,217    |                   |
|   |              | <u>7,398,184</u>  |
| Balance December 31, 2009                           | A            | <u>\$ 164,911</u> |

THE ACCOMPANYING NOTES TO FINANCIAL STATEMENTS ARE AN  
INTEGRAL PART OF THIS STATEMENT

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COUNTY OF WARREN DIVISION OF TEMPORARY ASSISTANCE AND SOCIAL SERVICES  
STATEMENT OF RECEIPTS AND DISBURSEMENTS - ASSISTANCE ACCOUNT

|   | <u>Ref.</u> |                   |
|---|-------------|-------------------|
| Balance December 1, 2008                | A           | \$ 284,629        |
| Increased by Receipts:                  |             |                   |
| County Participation:                   |             |                   |
| Assistance for Supplemental Security    |             |                   |
| Income Recipients                       | 172,807     |                   |
| State and Federal Participation:        |             |                   |
| Assistance for Supplemental Security    |             |                   |
| Income Recipients                       | 160,000     |                   |
| Recoveries:                             |             |                   |
| Temporary Assistance to Needy Families: |             |                   |
| County Share                            | 87,796      |                   |
| State and Federal Share                 | 751,091     |                   |
| Child Support Program Disregards        | 56,707      |                   |
| Supplemental Security Income:           |             |                   |
| Public Assistance - County              | 2,451       |                   |
| Public Assistance - State               | 16,158      |                   |
|   |             | <u>1,247,010</u>  |
|   |             | 1,531,639         |
| Decreased by Disbursements:             |             |                   |
| Assistance for Supplemental Security    |             |                   |
| Income Recipients:                      |             |                   |
| County Share                            | 40,553      |                   |
| State and Federal Share                 | 121,658     |                   |
| Temporary Assistance to Needy Families: |             |                   |
| County Share                            | 40,499      |                   |
| State and Federal Share                 | 765,179     |                   |
| Child Support Program Disregards        | 10,326      |                   |
| Refugee Resettlement Program            | 1,308       |                   |
| Returned to State Treasurer             | 243,633     |                   |
| Travel Related Expense Payments         | 44,112      |                   |
|   |             | <u>1,267,268</u>  |
| Balance December 1, 2009                | A           | <u>\$ 264,371</u> |

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COUNTY OF WARREN DIVISION OF TEMPORARY ASSISTANCE AND SOCIAL SERVICES  
STATEMENT OF CASH RECEIPTS AND DISBURSEMENTS - CLEARING ACCOUNT

|   | <u>Ref.</u> |                 |
|---|-------------|-----------------|
| Balance December 31, 2008                         | A           | \$ 11,990       |
| Increased by:                                     |             |                 |
| Refunds of Overpayments                           | \$          | 6,471           |
| Old Age Assistance                                |             | 4,797           |
| Other Collections                                 |             | 1,959           |
| Food Stamp Recoupments                            |             | 5,039           |
| Medical Assistance                                |             | 1,585           |
| Interest  |             | 20              |
|   |             | <u>19,871</u>   |
|   |             | 31,861          |
| Decreased by:                                     |             |                 |
| Reimbursement to State Treasurer:                 |             |                 |
| Food Stamp Recoupments                            |             | 3,598           |
| Medical Assistance                                |             | 2,175           |
| County Share of Medicaid                          |             | 306             |
| Due General Assistance Account                    |             | 1,058           |
| Interest Due Administration Account               |             | 30              |
| Temporary Assistance to Needy Families Recoveries |             | 11,763          |
| Old Age Recoveries                                |             | 7,603           |
|   |             | <u>26,533</u>   |
| Balance December 31, 2009                         | A           | <u>\$ 5,328</u> |

THE ACCOMPANYING NOTES TO FINANCIAL STATEMENTS ARE AN  
INTEGRAL PART OF THIS STATEMENT



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COUNTY OF WARREN DIVISION OF TEMPORARY ASSISTANCE AND SOCIAL SERVICES  
STATEMENT OF RECEIPTS AND DISBURSEMENTS - CHILD SUPPORT

|  | <u>Ref.</u> |                  |
|--|-------------|------------------|
| Balance December 31, 2008                | A           | \$ 38,506        |
| Increased by:                            |             |                  |
| Regular Collections                      | \$ 395,922  |                  |
| Stop Payment Alimony                     | 287         |                  |
| Federal Tax Offset                       | 41,945      |                  |
| New Jersey Tax Offset                    | 6,713       |                  |
| Unemployment Offset                      | 16,242      |                  |
| Blood Tests                              | 1,025       |                  |
| Interest                                 | 94          |                  |
|  |             | <u>462,228</u>   |
|  |             | 500,734          |
| Decreased by:                            |             |                  |
| Refunds to Assistance Account            | 194,017     |                  |
| Incentive Payments                       | 194,017     |                  |
| Child Support Program Disregard Payments | 56,943      |                  |
| Surplus Payments to Clients              | 3,359       |                  |
| Blood Tests                              | 731         |                  |
| Refunds to Probation                     | 6,392       |                  |
| Interest Due Administrative Account      | 95          |                  |
|  |             | <u>455,554</u>   |
| Balance December 31, 2009                | A           | <u>\$ 45,180</u> |

COUNTY OF WARREN DIVISION OF TEMPORARY ASSISTANCE AND SOCIAL SERVICES  
STATEMENT OF RECEIPTS AND DISBURSEMENTS - GENERAL ASSISTANCE ACCOUNT  
FOR THE FISCAL YEAR ENDED DECEMBER 31, 2009

## Increased by:

|  |            |            |
|--|------------|------------|
| State Aid Payments                     | \$ 546,484 |            |
| Supplemental Security Income - Initial |            |            |
| Refund Checks                          | 160,457    |            |
| Refunds - Eligible Assistance          | 3,825      |            |
| Other                                  | 2,524      |            |
|  | <hr/>      |            |
|  |            | \$ 713,290 |
|  |            | <hr/>      |
|  |            | 713,290    |

## Decreased by:

|  |         |            |
|--|---------|------------|
| General Assistance Expenditures        | 590,640 |            |
| Supplemental Security Income - Refunds |         |            |
| to Clients                             | 5,265   |            |
| Excess due State of New Jersey         | 117,385 |            |
|  | <hr/>   |            |
|  |         | \$ 713,290 |
|  |         | <hr/>      |

THE ACCOMPANYING NOTES TO FINANCIAL STATEMENTS ARE AN  
INTEGRAL PART OF THIS STATEMENT

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COUNTY OF WARREN DIVISION OF TEMPORARY ASSISTANCE AND SOCIAL SERVICES  
STATEMENT OF RECEIPTS AND DISBURSEMENTS - REACH ACCOUNT

|                           | <u>Ref.</u> |    |                      |
|---------------------------|-------------|----|----------------------|
| Balance December 31, 2008 | A           | \$ | 17,843               |
| Increased by:             |             |    |                      |
| Assistance Reimbursements |             | \$ | 36,604               |
| Interest                  |             |    | <u>28</u>            |
|                           |             |    | <u>36,632</u>        |
|                           |             |    | <u>54,475</u>        |
| Decreased by:             |             |    |                      |
| Reach Expenses            |             |    | <u>37,194</u>        |
| Balance December 31, 2009 | A           | \$ | <u><u>17,281</u></u> |

THE ACCOMPANYING NOTES TO FINANCIAL STATEMENTS ARE AN  
 INTEGRAL PART OF THIS STATEMENT

COUNTY OF WARREN  
DIVISION OF TEMPORARY ASSISTANCE AND SOCIAL SERVICES  
NOTES TO FINANCIAL STATEMENTS  
YEAR ENDED DECEMBER 31, 2009

Note A: Nature of Operations

The County of Warren Division of Temporary Assistance and Social Services (the "Division") is a division of the County of Warren. The Director is the chief executive officer who carries out the administrative duties and policies of the Division. By law, the Division administers the various Public Welfare and Social Service programs under the supervision of the New Jersey State Division of Family Development, Division of Youth and Family Services, the Division of Medical Assistance and Health Services, and the Division on Aging.

The County of Warren Division of Temporary Assistance and Social Services provides Warren County residents with financial assistance through Temporary Assistance to Needy Families ("TANF"), General Assistance Program, Child Support and Paternity Services, Food Stamps, Medicaid, Medically Needy, employment programs, homeless services and other social service programs.

The Division provides services to recipients of TANF, Medicaid, Supplemental Security Income and to individuals and families who are eligible under federal income guidelines. Adults in need of protection are served without regard to income as an eligibility factor.

Note B: Summary of Significant Accounting Policies

The accounting principles of the County of Warren Division of Temporary Assistance and Social Services conform to the cash basis of accounting which has been prescribed by the Division of Family Development, Department of Human Services, State of New Jersey. The following is a summary of the significant policies:

Reporting Entity

Governmental Accounting Standards Board ("GASB") Codification Section 2100, "Defining The Financial Reporting Entity" establishes standards to determine whether a governmental component unit should be included in the financial reporting entity. The basic criterion for inclusion or exclusion from the financial reporting entity is the exercise of oversight responsibility over agencies, boards and commissions by the primary government. The exercise of oversight responsibility includes financial interdependency, selection of governing authority, designation of management, ability to significantly influence operations, and accountability for fiscal matters. The Division would be considered a component unit of the County of Warren based on the requirements of the GASB. However, as the reporting entity of the County of Warren was established in accordance with New Jersey statutes, the primary government financial statements do not include reporting on component units.

Basis of Accounting - Revenue, including grants, is recorded as received in cash rather than when earned. Expenses are recognized when paid rather than when the obligation is incurred. Unexpended cash balances at December 31, of each year are automatically held for use in subsequent years. Assistance Account transactions, after the first of each month, are reflected in the subsequent month's activity. The Assistance Account report reflects financial activity in each year for the period of December 2 of the prior year through December 1 of the current year.

COUNTY OF WARREN  
DIVISION OF TEMPORARY ASSISTANCE AND SOCIAL SERVICES  
NOTES TO FINANCIAL STATEMENTS  
YEAR ENDED DECEMBER 31, 2009  
 (Continued)

Note B: Summary of Significant Accounting Policies (Cont'd)

Management Estimates – The preparation of financial statements requires management to make estimates and assumptions that affect the reported amounts of revenues and expenses during the reporting period. Actual results could differ from those estimates.

Cash and Cash Equivalents – Amounts include petty cash, change funds, amounts on deposit, and short-term investments with original maturities of three months or less.

Inventory of Supplies - The costs of inventories of supplies are recorded as expenditures at the time individual items are purchased. The costs of inventories are not included on the balance sheet.

Fixed Assets - Equipment purchases are recorded as expenditures at the time of purchase and are not capitalized in the individual accounts.

General Fixed Assets Account Group - General fixed assets are recorded at historical cost or estimated historical cost. Infrastructure assets are not included in general fixed assets, as per state directive. Major renewals and betterments are charged to the asset accounts; maintenance and minor repairs and replacements, which do not improve or extend the lives of the respective assets, are expensed currently. Donated fixed assets are valued at their fair market value on the date donated. The total value recorded for general fixed assets is offset by the "Investment in Fixed Assets". When properties are retired or otherwise disposed of, the asset and the Investment in Fixed Assets are adjusted accordingly. Capital assets are reviewed for impairment.

Contributed Facilities – The Division occupies, without charge, premises located in government-owned buildings. The estimated fair rental value of the premises is not reported as support and expenditures in the period in which the premises were used, since the amount is not readily determinable.

Fund Balances

Unrestricted funds consist of amounts that are available for use in carrying out the administration of the Division of Temporary Assistance and Social Services and are discretionary as to their use. The unrestricted fund balance is made up of the ending balance in the administration account and \$10,000 of the balance of the reach account. The \$10,000 represents the balance of cash advances received by the agency from the State of New Jersey, Division of Family Development, to be utilized in the payment of expenditures. This amount would be payable upon cessation of the Reach program to the State of New Jersey.

Restricted funds result from grantor agencies or donors who place restrictions on the use of the funds which mandate the purpose(s) for which the funds may be utilized.

Note C: Cash and Cash Equivalents

Cash and cash equivalents and investments include petty cash, change funds, amounts in deposits, money market accounts, and short-term investments with original maturities of three months or less.

COUNTY OF WARREN  
DIVISION OF TEMPORARY ASSISTANCE AND SOCIAL SERVICES  
NOTES TO FINANCIAL STATEMENTS  
YEAR ENDED DECEMBER 31, 2009  
(Continued)

Note C: Cash and Cash Equivalents (Cont'd)

Investments are stated at cost, which approximates market. The Office classifies certificates of deposit which have original maturity dates of more than three months but less than twelve months from the date of purchase, as investments.

GASB Statement No. 40 *Governmental Accounting Standards Board Deposit and Investment Risk Disclosures* requires disclosure of the level of custodial risk assumed by the Division in its cash, cash equivalents and investments, if those items are uninsured or unregistered. Custodial risk is the risk that in the event of bank failure, the government's deposits may not be returned.

Interest Rate Risk – In accordance with the County of Warren's cash management plan, the Division ensures that any deposit or investment matures within the times period that approximates the prospective need for the funds, deposited or invested, so that there is not a risk to the market value of such deposits or investments.

Credit Risk – The Division limits its investments to those authorized in the County of Warren's cash management plan which are permitted under state statutes as detailed below and on the following page.

Deposits:

New Jersey statutes permit the deposit of public funds in institutions located in New Jersey, which are insured by the Federal Deposit Insurance Corporation (FDIC), or by any other agencies of the United States that insure deposits or the State of New Jersey Cash Management Fund.

New Jersey statutes require public depositories to maintain collateral for deposits of public funds that exceed insurance limits as follows:

The market value of the collateral must equal 5% of the average daily balance of public funds; and

If the public funds deposited exceed 75% of the capital funds of the depository, the depository must provide collateral having a market value at least equal to 100% of the amount exceeding 75%.

All collateral must be deposited with the Federal Reserve Bank, the Federal Home Loan Bank Office or a banking institution that is a member of the Federal Reserve System and has capital funds of not less than \$25,000,000.

Investments

New Jersey statutes permit the Division to purchase the following types of securities:

- (1) Bonds or other obligations of the United States of America or obligations guaranteed by the United States of America;
- (2) Government money market mutual funds;

COUNTY OF WARREN  
DIVISION OF TEMPORARY ASSISTANCE AND SOCIAL SERVICES  
NOTES TO FINANCIAL STATEMENTS  
YEAR ENDED DECEMBER 31, 2009  
 (Continued)

Note C: Cash and Cash Equivalents (Cont'd)

- (3) Any obligation that a federal agency or a federal instrumentality has issued in accordance with an act of Congress, which security has a maturity date not greater than 397 days from the date of purchase, provided that such obligation bears a fixed rate of interest not dependent on any index or other external factor;
- (4) Bonds or other obligations of the local unit or bonds or other obligations of school districts of which the local unit is a part or within which the school district is located;
- (5) Bonds or other obligations, having a maturity date not more than 397 days from the date of purchase, approved by the Division of Investment of the Department of the Treasury for investment by local units;
- (6) Local government investment pools;
- (7) Deposits with the State of New Jersey Cash Management Fund; or
- (8) Agreements for the repurchase of fully collateralized securities if:
  - (a) the underlying securities are permitted investments pursuant to paragraphs (1) and (3) above;
  - (b) the custody of collateral is transferred to a third party;
  - (c) the maturity of the agreement is not more than 30 days;
  - (d) the underlying securities are purchased through a public depository as defined in statute; and
  - (e) a master repurchase agreement providing for the custody and security of collateral is executed.

As of December 1 for the Assistance account and December 31, 2009 for the remainder of the accounts, cash and cash equivalents of the County of Warren Division of Temporary Assistance and Social Services (the "Division") consisted of the following:

| <u>Account</u> | <u>Checking<br/>Accounts</u> | <u>Totals</u>     |
|----------------|------------------------------|-------------------|
| Administration | \$ 164,911                   | \$ 164,911        |
| Assistance     | 264,371                      | 264,371           |
| Clearing       | 5,328                        | 5,328             |
| Child Support  | 45,180                       | 45,180            |
| Reach Account  | 17,281                       | 17,281            |
|                | <u>\$ 497,071</u>            | <u>\$ 497,071</u> |

The carrying amount of the Division's cash at year end was \$497,071 and the bank balance was \$491,482. The Division did not hold any investments at year end.

COUNTY OF WARREN  
DIVISION OF TEMPORARY ASSISTANCE AND SOCIAL SERVICES  
NOTES TO FINANCIAL STATEMENTS  
YEAR ENDED DECEMBER 31, 2009  
 (Continued)

Note D: Pension Plan

Substantially all of the Division's employees participate in a contributory, defined benefit public employee retirement system: the Public Employee's Retirement System (PERS) of New Jersey. This system is sponsored and administered by the State of New Jersey. The PERS is considered a cost-sharing, multiple-employer plan.

Employees who are members of PERS and retire after age 55 are entitled to a retirement benefit based upon a formula which takes  $1/55^{\text{th}}$  of the average annual compensation for the highest three fiscal year's compensation for each year of membership during years of creditable services.

Enrolled PERS members vest after 8 to 10 years of service.

The State of New Jersey, Department of the Treasury, Division of Pensions and Benefits, issues publicly available financial reports that include the financial statements and required supplementary information of the above system. The financial report may be obtained by writing to the State of New Jersey, Department of the Treasury, Division of Pensions and Benefits, PO Box 295, Trenton, New Jersey, 08625-0295.

The contribution policy is set by New Jersey State Statutes and, in most retirement systems, contributions are required by active members and contributing employers. Plan member and employer contributions may be amended by State of New Jersey regulation. Employee contributions are based on a percentage of 5.50% of employees' annual compensation, as defined. Employers are required to contribute at an actuarially determined rate. The actuarially determined employer contribution includes funding for cost-of-living adjustments and noncontributory death benefits, and post-retirement medical premiums.

The State does not provide the annual pension cost (APC) for component units. The County of Warren is recognized as the member of the PERS and thus the APC for the Division is not able to be determined.

Effective July 1, 2003, Chapter 108, P.L. 2003 provides for a reduction or "phase-in" of the required pension contribution to PERS for local employers for State fiscal years 2005-2008. The local employer PERS normal and accrued liability contributions required for State fiscal years 2005-2008 are as follows:

- 20% for payments due in State fiscal year 2005
- Not more than 40% for payments due in State fiscal year 2006
- Not more than 60% for payments due in State fiscal year 2007
- Not more than 80% for payments due in State fiscal year 2008



COUNTY OF WARREN  
DIVISION OF TEMPORARY ASSISTANCE AND SOCIAL SERVICES  
NOTES TO FINANCIAL STATEMENTS  
YEAR ENDED DECEMBER 31, 2009

(Continued)

Note E: Post-Retirement Benefits

In addition to the pension benefits described in Note 5, the County provides other post-retirement benefits to certain County employees are retirement, substantially similar in nature to the health benefits provided to employees presently working.

In 2007 and 2008, the County obtained their post employment health care coverage from Horizon Blue Cross Blue Shield of New Jersey. An actuarial valuation was prepared for these year and the required disclosures were included in the 2007 and 2008 audit reports. In 2009, the County changed health benefit coverage providers to the State Health Benefits Program (SHBP). The SHBP does not provide information on the funding status and funding progress or the Annual OPEB cost or Net OPEB obligation for individual members of the SHBP.

The County contributes to the State Health Benefits Program, a cost-sharing, multiple-employer defined benefit post-employment healthcare plan administered by the State of New Jersey Division of Pensions and Benefits. SHBP was established in 1961 under N.J.S.A 52:14-17.25 et seq. to provide health benefits to State employees, retirees, and their dependents.

The SHBP was extended to employees, retirees, and dependents of participating local public employers in 1964. Local employers must adopt a resolution to participate in SHBP.

In accordance with the County's resolution, County employees are entitled to the following benefits:

The County provides post retirement healthcare benefits to both bargaining and non-bargaining unit employees who meet the following criteria:

Bargaining Unit and Non Bargaining Unit Employees

The Employer shall pay current hospital and major medical premiums under the aforesaid policy for employees and their dependent who retire after January 1, 1975, with:

- 1 Twenty-five (25) years of full-time County service. Or,
- 2 Fifteen (15) years of full-time County service and age 62.
- 3 Or are separated from full-time County service on a disability pension.

Such payment shall continue until the death of an employee or retiree.

Upon the death of an employee or retired employee who is a member of the hospitalization and major medical benefits plan, (whether paid for by the Employer or the employee), the surviving spouse may continue in the plan by paying the monthly premium. If the surviving spouse shall remarry, the coverage shall cease immediately. If the surviving spouse: is or shall thereafter be employed elsewhere and is covered by another medical benefits plan, the County's coverage shall cease immediately. In the event of the death of an active covered employee, the employee's surviving covered dependents shall receive six (6) additional full months of coverage paid for by

COUNTY OF WARREN  
DIVISION OF TEMPORARY ASSISTANCE AND SOCIAL SERVICES  
NOTES TO FINANCIAL STATEMENTS  
YEAR ENDED DECEMBER 31, 2009  
 (Continued)

Note E: Post-Retirement Benefits (Cont'd)

the County, subject to the above stated provisions regarding remarriage and coverage provided by employment elsewhere.

Prescription coverage through SHBP will also be provided at the County's expense for retirees who qualify under the aforementioned for both themselves and eligible dependents.

The County will reimburse an employee who is sixty-five (65) years of age or older for Medicare Part B premiums until the employee retires.

Rules governing the operation and administration of the program are found in Title 17, Chapter 9 of the New Jersey Administrative Code. SHBP provides medical, prescription drugs, mental health/substance abuse, and Medicare Part B reimbursement to retirees and their covered dependents.

The State Health Benefits Commission is the executive body established by statute to be responsible for the operation of the SHBP. The State of New Jersey Division of Pension and Benefits issues a publicly available financial report that includes financial statements and required supplementary information for the SHBP. That report may be obtained by writing to:

State of New Jersey Division of Pensions and Benefits, P.O. Box 295, Trenton, NJ 08625-0295 or by visiting their website at <http://www.state.nj.treasury/pensions/gasb-43-sept2008.pdf>

Participating employers are contractually required to contribute based on the amount of premiums attributable to their retirees. Postretirement medical benefits under the plan have been funded on a pay-as-you-go basis since 1994. Prior to 1994, medical benefits were funded on an actuarial basis.

Contributions to pay for health premiums of participating retirees in the SHBP are billed to the County on a monthly basis. The County's portion of post-retirement benefits is funded on a pay-as-you-go basis from the Current fund operating budget.

The County contributions to SHBP for the year ended December 31, 2009, was approximately \$6,590,409.00, which equaled the required contributions for the year. There were: 256 retired participants eligible at December 31, 2009.

Note F: Contingent Liabilities

Amounts received or receivable from grantors, principally the federal and state governments are subject to regulatory requirements and adjustments by the agencies. Any disallowed claims, including amounts previously recognized by the Division as revenue would constitute a liability of the applicable funds. The amount, if any, or expenditures which may be disallowed by the grantors, cannot be determined at this time, although Division officials expect such amounts, if any, to be immaterial.

COUNTY OF WARREN  
DIVISION OF TEMPORARY ASSISTANCE AND SOCIAL SERVICES  
NOTES TO FINANCIAL STATEMENTS  
YEAR ENDED DECEMBER 31, 2009  
 (Continued)

Note G: Fixed Assets

In 2005, the Division elected to utilize the same threshold as the County of Warren in capitalizing fixed assets. The threshold established by the County of Warren and now utilized by the Division is \$5,000.

|              | Balance<br><u>Dec. 31, 2008</u> | Balance<br><u>Dec. 31, 2009</u> |
|--------------|---------------------------------|---------------------------------|
| Fixed Assets | \$ 100,863                      | \$ 100,863                      |
|              | <u>\$ 100,863</u>               | <u>\$ 100,863</u>               |

Note H: Economic Dependency

The Office receives a substantial amount of its support from federal and state governments. A significant reduction in the level of support, if this were to occur, may have an effect on the Office's programs and activities.

Note I: Deferred Compensation

The County of Warren offers its employees (including the Office's employees) a deferred compensation plan created in accordance with Internal Revenue Code Section 457. The plan, which is administered by Great-West, permits participants to defer a portion of their salary until future years. Amounts deferred under the plan are not available to employees until termination, retirement, death or unforeseeable emergency.

Note J: Risk Management

Warren County is exposed to various risks of loss related to torts; theft of, damage to, and destruction of assets; errors and omissions; injuries to employees; and natural disasters.

Property, Liability and Workers' Compensation

The County is a member of the New Jersey Intergovernmental Insurance Fund (the "Fund"). The Fund provides its members with Workers' Compensation and Employee Liability Insurance. The Fund is a risk-sharing public entity risk pool that is both an insured and self-administered group of governmental entities established for the purpose of providing low-cost insurance coverage for its members in order to keep local property taxes at a minimum. Each member appoints an official to represent their respective entity for the purpose of creating a governing body from which officers for the Fund are elected.

As a member of the Fund, the County could be subject to supplemental assessments in the event of deficiencies. If the assets of the Fund were to be exhausted, members would become responsible for their respective shares of the Fund liabilities.

The Fund can declare and distribute dividends to members upon approval of the State of New Jersey Department of Banking and Insurance. These distributions are divided amongst the

COUNTY OF WARREN  
DIVISION OF TEMPORARY ASSISTANCE AND SOCIAL SERVICES  
NOTES TO FINANCIAL STATEMENTS  
YEAR ENDED DECEMBER 31, 2009

(Continued)

Note J: Risk Management (Cont'd)

members in the same ratio as their individual assessment relates to the total assessment of the membership body. The members may either receive payment or offset their subsequent year assessments with their respective share of the distribution.

Selected financial information for the Fund is as follows:

|   | New Jersey<br>Intergovernmental<br>Insurance Fund<br>Dec. 31, 2008 |
|---|--|
| Total Assets  | \$ 11,388,599  |
| Net Assets  | \$ (4,181,801)   |
| Total Revenue                                       | \$ 6,614,688   |
| Total Expenses                                      | \$ 8,064,069   |
| Change in Net Assets for the Year Ended December 31 | \$ (1,449,381)   |
| Net Assets Distribution to Participating Members    | \$ -0-   |

Financial statements for the Fund are available at the office of the Fund's Executive Director:

Robert W. Mania  
c/o RHM Benefits Inc.  
1001 Route 517, Suite 1  
Hackettstown, NJ 07840  
(908) 852-0222

New Jersey Unemployment Compensation Insurance

The County has elected to fund its New Jersey Unemployment Compensation Insurance under the "Benefit Reimbursement Method". Under this plan, the County is required to reimburse the New Jersey Unemployment Trust Fund for benefits paid to its former employees and charged to its account with the State. The County is billed quarterly for amounts due to the State.

The following is a summary of County and employee contributions, interest earned and reimbursements to the State for benefits paid and the ending balance of the County's trust fund for the current and previous two years:

| <u>Year</u> | <u>County<br/>Contributions</u> | <u>Employee<br/>Contributions</u> | <u>Interest<br/>Earned</u> | <u>Amount<br/>Reimbursed</u> | <u>Ending Balance</u> |
|-------------|---------------------------------|-----------------------------------|----------------------------|------------------------------|-----------------------|
| 2007        | \$ 80,000.00                    | \$ 68,605.85                      | \$ 3,968.53                | \$ 115,323.47                | \$ 93,469.16          |
| 2008        | 197,000.00                      | 70,963.60                         | 3,330.43                   | 106,826.95                   | 257,936.24            |
| 2009        | 250,000.00                      | 69,130.85                         | 1,645.35                   | 272,610.53                   | 306,101.91            |

COUNTY OF WARREN

DIVISION OF TEMPORARY ASSISTANCE AND SOCIAL SERVICES

PART II

YEAR ENDED DECEMBER 31, 2009

WARREN COUNTY DIVISION OF TEMPORARY ASSISTANCE AND SOCIAL SERVICES  
SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS  
FOR THE YEAR ENDED DECEMBER 31, 2009

| Name of Federal<br>Agency or Department/Program Name   | C.F.D.A<br>Account<br>No. | Grant<br>Award<br>Amount | Grant Period |            | Expenditures     | Cumulative<br>Expenditures |
|--|---------------------------|--------------------------|--------------|------------|------------------|----------------------------|
|  |                           |                          | From         | To         |                  |                            |
| <u>U.S. Department of Health and Human Services:</u>   |                           |                          |              |            |                  |                            |
| Pass-through Programs From:  |                           |                          |              |            |                  |                            |
| NJ Department of Human Services, Division of Family Development:                             |                           |                          |              |            |                  |                            |
| Temporary Assistance for Needy Families (TANF)   | 93.558                    | \$ 1,866,250             | 1/1/2009     | 12/31/2009 | \$ 1,866,250     | \$ 1,866,250               |
| Refugee Resettlement Programs  | 93.566                    | 483                      | 1/1/2009     | 12/31/2009 | 483              | 483                        |
| Child Support and Paternity Program  | 93.563                    | 473,065                  | 1/1/2009     | 12/31/2009 | 473,065          | 473,065                    |
| Medical Assistance Program   | 93.778                    | 675,606                  | 1/1/2009     | 12/31/2009 | 675,606          | 675,606                    |
| Social Services Block Grant  | 93.667                    | 152,281                  | 1/1/2009     | 12/31/2009 | 152,281          | 152,281                    |
| Children's Health Insurance Program  | 93.767                    | 145,796                  | 1/1/2009     | 12/31/2009 | 145,796          | 145,796                    |
|  |                           | <u>3,313,481</u>         |              |            | <u>3,313,481</u> | <u>3,313,481</u>           |
| <u>Social Security Administration:</u>   |                           |                          |              |            |                  |                            |
| Passed through Warren County   |                           |                          |              |            |                  |                            |
| Supplemental Security Income   | 96.006                    | 129,871                  | 1/1/2009     | 12/31/2009 | 129,871          | 129,871                    |
| <u>U.S. Department of Agriculture (USDA):</u>  |                           |                          |              |            |                  |                            |
| Passed through from:   |                           |                          |              |            |                  |                            |
| NJ Department of Human Services, Division of Family Development:                             |                           |                          |              |            |                  |                            |
| Administrative Costs Relating to the Supplemental Nutrition Assistance Program               | 10.551                    | 542,920                  | 1/1/2009     | 12/31/2009 | 542,920          | 542,920                    |
| ARRA- State Administrative Matching Grants for the Supplemental Nutrition Assistance Program | 10.561                    | 21,922                   | 2/1/2009     | 12/31/2009 | 21,922           | 21,922                     |
|  |                           | <u>564,842</u>           |              |            | <u>564,842</u>   | <u>564,842</u>             |
| Total Federal Awards   |                           | \$ 4,008,194             |              |            | \$ 4,008,194     | \$ 4,008,194               |

SEE ACCOMPANYING NOTES TO SCHEDULES OF EXPENDITURES OF FEDERAL AND STATE AWARDS

WARREN COUNTY DIVISION OF TEMPORARY ASSISTANCE AND SOCIAL SERVICES  
SCHEDULE OF EXPENDITURES OF STATE AWARDS  
FOR THE YEAR ENDED DECEMBER 31, 2009

| Name of State<br>Agency of Department       | State<br>Account # | Grant<br>Award<br>Amount | Grant Period |            | Expenditures        | Cumulative<br>Expenditures |
|---|--------------------|--------------------------|--------------|------------|---------------------|----------------------------|
|   |                    |                          | From         | To         |                     |                            |
| NJ Department of Human Services:            |                    |                          |              |            |                     |                            |
| Division of Family Development:             |                    |                          |              |            |                     |                            |
| Work First New Jersey - General Assistance: |                    |                          |              |            |                     |                            |
| Client Assistance                           | 100-054-7550-121   | \$ 1,479,504             | 1/1/2009     | 12/31/2009 | \$ 1,479,504        | \$ 1,479,504               |
| Administration Costs                        | 100-054-7550-121   | 616,843                  | 1/1/2009     | 12/31/2009 | 616,843             | 616,843                    |
|   |                    | <u>2,096,347</u>         |              |            | <u>2,096,347</u>    | <u>2,096,347</u>           |
| Supplemental Security Income                | 100-054-7550-125   | 122,333                  | 1/1/2009     | 12/31/2009 | 122,333             | 122,333                    |
| Total State Awards                          |                    | <u>\$ 2,218,680</u>      |              |            | <u>\$ 2,218,680</u> | <u>\$ 2,218,680</u>        |

SEE ACCOMPANYING NOTES TO SCHEDULES OF EXPENDITURES OF FEDERAL AND STATE AWARDS

COUNTY OF WARREN  
DIVISION OF TEMPORARY ASSISTANCE AND SOCIAL SERVICES  
NOTES TO SCHEDULES OF EXPENDITURES OF FEDERAL AND STATE AWARDS  
YEAR ENDED DECEMBER 31, 2009

A. GENERAL

The accompanying Schedules of Expenditures of Federal and State Awards present the activity of all federal and state award programs of the County of Warren Division of Temporary Assistance and Social Services. The County of Warren Division of Temporary Assistance and Social Services is defined in Note 1 to the Division's financial statements. All federal and state awards received directly from federal and state agencies, as well as federal and state awards passed through other government agencies are included on the schedules of expenditures of federal and state awards.

B. BASIS OF ACCOUNTING

The accompanying Schedules of Expenditures of Federal and State Awards are presented using the cash basis of accounting. The information in these schedules is presented in accordance with the requirements of federal OMB Circular A-133, *Audits of States, Local Governments and Nonprofit Organizations*.

C. RELATIONSHIP TO FEDERAL AND STATE FINANCIAL REPORTS

Amounts reported in the accompanying schedules agree with the amounts reported in the related federal and state financial reports.

D. THRESHOLD FOR FEDERAL AND STATE AWARDS

The threshold for distinguishing federal Type A and B programs was \$300,000. The threshold for distinguishing state Type A and B programs was \$300,000. The Division qualified as a "low-risk" auditee under the provisions of section 530 of the Circular.





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Independent Auditors' Report on Internal Control Over  
Financial Reporting and on Compliance and Other Matters Based on an Audit of  
Financial Statements Performed in Accordance with *Government Auditing Standards*

The Honorable Director and Members of  
the Board of Chosen Freeholders  
County of Warren  
Belvidere, New Jersey

We have audited the financial statements of the County of Warren, Division of Temporary Assistance and Social Services (the "Division") as of, and for the years ended, December 31, 2009 and 2008, with the exception of the Assistance Account which is reported as of December 1, 2009 and 2008, and have issued our report thereon dated July 2, 2010, which indicated that the financial statements have been prepared on an other comprehensive basis of accounting. We conducted our audits in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States.

Internal Control Over Financial Reporting

In planning and performing our audit, we considered the Division's internal control over financial reporting as a basis for designing our auditing procedures for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Division's internal control over financial reporting. Accordingly, we do not express an opinion on the effectiveness of the Division's internal control over financial reporting.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent or detect and correct misstatements on a timely basis. A material weakness is a deficiency, or a combination of deficiencies, in internal control such that there is a reasonable possibility that a material misstatement of the Township's financial statements will not be prevented, or detected and corrected on a timely basis.

Our consideration of the internal control over financial reporting was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control over financial reporting that might be deficiencies, significant deficiencies or material weaknesses. We did not identify any deficiencies in internal control over financial reporting that we consider to be material weaknesses, as defined above.

Compliance and Other Matters

As part of obtaining reasonable assurance about whether the Division's financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations,

The Honorable Director and Members of  
the Board of Chosen Freeholders  
County of Warren  
Belvidere, New Jersey  
Page 2

Compliance and Other Matters

As part of obtaining reasonable assurance about whether the Division's financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

This report is intended solely for the information and use of the members of the Board of Chosen Freeholders and management of the Division, and to meet the requirements for filing with the New Jersey Department of Human Services, federal and state awarding agencies and pass-through entities, and is not intended to be, and should not be, used by anyone other than these specified parties.

Mount Arlington, New Jersey  
July 20, 2010

  
NISIVOCCIA & COMPANY LLP



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 Mount Arlington, NJ 07856  
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Independent Auditors' Report on Compliance with Requirements Applicable to Each  
 Major Program and on Internal Control Over Compliance in Accordance with OMB Circular A-133  
 and New Jersey's OMB Circular NJOMB 04-04

The Honorable Director and Members of  
 the Board of Chosen Freeholders  
 County of Warren  
 Belvidere, New Jersey

Compliance

We have audited the compliance of the County of Warren, Division of Temporary Assistance and Social Services (the "Division") with the types of compliance requirements described in the U.S. Office of Management and Budget (the "OMB") *Circular A-133 Compliance Supplement* and the *New Jersey State Aid/Grant Compliance Supplement* that are applicable to each of its major federal and state programs for the year ended December 31, 2009. The Division's major federal and state programs are identified in the summary of auditors' results section of the accompanying schedule of findings and questioned costs. Compliance with the requirements of laws, regulations, contracts, and grants applicable to each of its major federal and state programs is the responsibility of the Division's management. Our responsibility is to express an opinion on the Division's compliance based on our audit.

We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States; OMB Circular A-133, *Audits of States, Local Governments and Nonprofit Organizations*, and New Jersey's OMB Circular NJOMB 04-04, *Single Audit Policy for Recipients of Federal Grants, State Grants, and State Aid*. Those standards, OMB Circular A-133 and New Jersey's OMB Circular NJOMB 04-04 require that we plan and perform the audit to obtain reasonable assurance about whether noncompliance with the types of compliance requirements referred to above that could have a direct and material effect on a major federal or state program occurred. An audit includes examining, on a test basis, evidence about the Division's compliance with those requirements and performing such other procedures as we considered necessary in the circumstances. We believe that our audit provides a reasonable basis for our opinion. Our audit does not provide a legal determination of the Division's compliance with those requirements.

In our opinion, the Division complied, in all material respects, with the requirements referred to above that are applicable to each of its major federal and state programs for the year ended December 31, 2009.

The Honorable Director and Members of  
the Board of Chosen Freeholders  
County of Warren  
Belvidere, New Jersey  
Page 2

### Internal Control Over Compliance

The management of the Division is responsible for establishing and maintaining effective internal control over compliance with the requirements of laws, regulations, contracts and grants applicable to federal and state programs. In planning and performing our audit, we considered the Division's internal control over compliance with requirements that could have a direct and material effect on a major federal or state program in order to determine our auditing procedures for the purpose of expressing our opinion on compliance, but not for the purpose of expressing our opinion on the effectiveness of internal control over compliance. Accordingly, we do not express an opinion on the effectiveness of the Division's internal control over compliance.

A control deficiency in the Division's internal control over compliance exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent or detect noncompliance with a type of compliance requirement of a federal or state program on a timely basis. A significant deficiency is a control deficiency, or combination of control deficiencies, that adversely affects the Division's ability to administer a federal or state program such that there is more than a remote likelihood that noncompliance with a type of compliance requirement of a federal or state program that is more than inconsequential will not be detected by the Division's internal control.

A material weakness is a significant deficiency, or combination of significant deficiencies, that results in more than a remote likelihood that material noncompliance with a type of compliance requirement of a federal or state program will not be prevented or detected by the Division's internal control.

Our consideration of internal control over compliance was for the limited purpose described in the first paragraph of this section and would not necessarily identify all deficiencies in internal control that might be significant deficiencies or material weaknesses. We did not identify any deficiencies in internal control over compliance that we consider to be material weaknesses, as defined above.

This report is intended solely for the information and use of the members of the Board of Chosen Freeholders and management of the Division, and to meet the requirements for filing with the NJ Department of Human Services, federal and state awarding agencies and pass-through entities, and is not intended to be, and should not be, used by anyone other than these specified parties.

Mount Arlington, New Jersey  
July 20, 2010

  
NISIVOCIA & COMPANY LLP

COUNTY OF WARREN  
DIVISION OF TEMPORARY ASSISTANCE AND SOCIAL SERVICES  
SCHEDULE OF FINDINGS AND QUESTIONED COSTS  
YEAR ENDED DECEMBER 31, 2009

Summary of Auditors' Results:

- An unqualified report was issued on the County of Warren Division of Temporary Assistance and Social Services (the "Division") financial statements prepared on an other comprehensive basis of accounting.
- The audit did not disclose any noncompliance which is material in relation to the financial statements of the Division.
- The audit did not disclose any material weaknesses or significant deficiencies in the internal controls of the Division.
- The audit did not disclose any material weakness or significant deficiencies in the internal controls of the Division's major federal or state programs.
- An unqualified report was issued on the Division's compliance for major federal and state programs.
- The Division's major federal programs for the year ended December 31, 2009 consisted of the following awards:

|  | <u>CFDA Number</u> | <u>Expenditures</u> |
|--|--------------------|---------------------|
| Temporary Assistance for Needy Families                          | 93.558             | \$ 1,866,250        |
| Title XIX, Medical Assistance Program                            | 93.778             | 675,606             |
| Administrative Costs - Supplemental Nutrition Assistance Program | 10.551             | 564,842             |
| Title IV-D, Child and Paternity Support Program                  | 93.563             | 473,065             |

- The Division's major state program for the year ended December 31, 2009 consisted of the following award:

|  | <u>State Account Number</u> | <u>Expenditures</u> |
|--|-----------------------------|---------------------|
| Work First New Jersey - General Assistance | 100-054-7550-121            | \$2,096,347         |

- The threshold for determining Type A and B programs was \$300,000. A risk-based approach was used to determine major programs.
- The Division qualified as a low-risk auditee under the provisions of Section 530 of the Circular.

Findings Relating to the Financial Statements which are required to be Reported in Accordance with Generally Accepted Government Auditing Standards:

- The audit did not disclose any findings required to be reported under Generally Accepted Government Auditing Standards.

COUNTY OF WARREN  
DIVISION OF TEMPORARY ASSISTANCE AND SOCIAL SERVICES  
SCHEDULE OF FINDINGS AND QUESTIONED COSTS  
YEAR ENDED DECEMBER 31, 2009  
(Continued)

Findings and Questioned Costs for Federal Awards:

- The audit did not disclose any findings or questioned costs for federal awards as defined in Federal OMB Circular A-133.

Findings and Questioned Costs for State Awards:

- The audit did not disclose any findings or questioned costs for state awards as defined in Federal OMB Circular A-133 and New Jersey's OMB Circular NJOMB Circular 04-04.

COUNTY OF WARREN  
DIVISION OF TEMPORARY ASSISTANCE AND SOCIAL SERVICES  
SUMMARY SCHEDULE OF PRIOR AUDIT FINDINGS  
YEAR ENDED DECEMBER 31, 2009

There were no prior year audit findings.

COUNTY OF WARREN

DIVISION OF TEMPORARY ASSISTANCE AND SOCIAL SERVICES

PART III

YEAR ENDED DECEMBER 31, 2009



COUNTY OF WARREN  
DIVISION OF TEMPORARY ASSISTANCE AND SOCIAL SERVICES  
COMMENTS AND RECOMMENDATIONS  
YEAR ENDED DECEMBER 31, 2009

Contracts and Agreements Required to be Advertised for N.J.S. 40A:11-4

N.J.S.A. 40A:11-3 states:

a. " When the cost or price of any contract awarded by the contracting agent in the aggregate does not exceed in a contract year the total sum of \$17,500, the contract may be awarded by a purchasing agent when so authorized by ordinance or resolution, as appropriate to the contracting unit, of the governing body of the contracting unit without public advertising for bids, except that the governing body of any contracting unit may adopt an ordinance or resolution to set a lower threshold for the receipt of public bids or the solicitation of competitive quotations. If the purchasing agent is qualified pursuant to Subsection b. of Section 9 of P.L. 1971, C.198 (N.J.S.A. 40A:11-9), the governing body of the contracting unit may establish that the bid threshold may be up to \$25,000. Such authorization may be granted for each contract or by a general delegation of the power to negotiate and award such contracts pursuant to this section.

b. Any contract made pursuant to this section may be awarded for a period of 24 consecutive months, except that contracts for professional services pursuant to subparagraph (i) of paragraph (a) of subsection (1) of section 5 of P.L. 1971, C.198 (N.J.S.A. 40A:11-5) may be awarded for a period not exceeding 12 consecutive months. The Division of Local Government Services shall adopt and promulgate rules and regulations concerning the methods of accounting for all contracts that do not coincide with the contracting unit's fiscal year.

c. The Governor, in consultation with the Department of the Treasury, shall, no later than March 1 of every fifth year beginning in the fifth year after the year in which P.L. 1999, C.440 takes effect, adjust the threshold amount and the higher threshold amount which the governing body is permitted to establish, as set forth in subsection a. of this section, or the threshold amount resulting from any adjustment under this subsection, in direct proportion to the rise or fall of the index rate as that term is defined in section 2 of P.L. 1971, C.198 (N.J.S.A. 40A:11-2), and shall round the adjustment to the nearest \$1,000. The Governor shall, no later than June 1 of every fifth year, notify each governing body of the adjustment. The adjustment shall become effective on July 1 of the year in which it is made."

N.J.S.A. 40A:11-4 states: "Every contract awarded by the contracting agent for the provision or performance of any goods or services, the cost of which in the aggregate exceeds the bid threshold, shall be awarded only by resolution of the governing body of the contracting unit to the lowest responsible bidder after public advertising for bids and bidding therefore, except as is provided otherwise in this act or specifically by any other law. The governing body of a contracting unit may, by resolution approved by a majority of the governing body and subject to subsections b. and c. of this section, disqualify a bidder who would otherwise be determined to be the lowest responsible bidder, if the governing body finds that it has had prior negative experience with the bidder."

Effective July 1, 2005 the bid threshold in accordance with N.J.S.A. 40A:11-3 and 40A:11-4 (as amended) is \$21,000 and with a qualified purchasing agent the threshold may be up to \$29,000.

The governing body of the County of Warren has the responsibility of determining whether the expenditures in any category will exceed the bid threshold within the fiscal year. Where question arises as to whether any contract or agreement might result in violation of the statute, the County Counsel's opinion should be sought before a commitment is made.

COUNTY OF WARREN  
DIVISION OF TEMPORARY ASSISTANCE AND SOCIAL SERVICES  
COMMENTS AND RECOMMENDATIONS  
YEAR ENDED DECEMBER 31, 2009  
(Continued)

Contracts and Agreements Required to be Advertised for N.J.S. 40A:11-4

The minutes of the County of Warren Board of Chosen Freeholders indicated that bids were requested by public advertising for various applicable goods and services.

The minutes indicated that bids were requested by public advertising per N.J.S.A. 40A:11-4. The minutes also indicated that resolutions were adopted and advertised authorizing the awarding of contracts or agreements for "Professional Services".

Inasmuch as the system of records did not provide for an accumulation of payments for categories for the performance of any work or the furnishing or hiring of any materials or supplies, the results of such an accumulation could not reasonably be ascertained. Disbursements were reviewed, however, to determine whether any clear-cut violations existed. No exceptions were noted.

COUNTY OF WARREN  
DIVISION OF TEMPORARY ASSISTANCE AND SOCIAL SERVICES  
SUMMARY OF RECOMMENDATIONS

NONE