

**TOWNSHIP OF DEERFIELD
COUNTY OF CUMBERLAND
LENGTH OF SERVICE AWARDS PROGRAM
FOR THE YEARS ENDED DECEMBER 31, 2012 and 2011**

**TOWNSHIP OF DEERFIELD
LENGTH OF SERVICE AWARDS PROGRAM
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INDEPENDENT ACCOUNTANTS' REVIEW REPORT

Honorable Mayor and
Members of the Township Committee
Township of Deerfield
Rosenhayn, New Jersey 08352

We have reviewed the accompanying statements of net assets available for program benefits for the Township of Deerfield, Length of Service Awards Program, as of December 31, 2012 and 2011, and the related statements of changes in net assets available for program benefits for the years then ended. A review includes primarily applying analytical procedures to management's financial data and making inquiries of the Township's management. 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.

The Township's management 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 and for designing, implementing, and maintaining internal control relevant to the preparation and fair presentation of the financial statements.

Our responsibility is to conduct the review in accordance with Statements on Standards for Accounting and Review Services issued by the American Institute of Certified Public Accountants. Those standards require us to perform procedures to obtain limited assurance that there are no material modifications that should be made to the financial statements. We believe that the results of our procedures provide a reasonable basis for our report.

Based on our review, 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.

Respectfully submitted,


BOWMAN & COMPANY LLP
Certified Public Accountants
& Consultants

Voorhees, New Jersey
April 25, 2013

TOWNSHIP OF DEERFIELD
LENGTH OF SERVICE AWARDS PROGRAM
 Comparative Statements of Net Assets Available for Program Benefits
 As of December 31, 2012 and 2011

	<u>2012</u>	<u>2011</u>
<u>ASSETS</u>		
Investments	\$ 154,217.48	\$ 134,256.59
<u>LIABILITIES AND</u>		
<u>NET ASSETS</u>		
Net Assets Available for Program Benefits	\$ 154,217.48	\$ 134,256.59

See Independent Accountants' Review Report and Accompanying Notes to the Financial Statements.

TOWNSHIP OF DEERFIELD
LENGTH OF SERVICE AWARDS PROGRAM
Notes to Financial Statements
For the Years Ended December 31, 2012 and 2011

Note 1: DESCRIPTION OF THE PLAN

The following description of the Township of Deerfield ("Township") Length of Service Awards Program ("Plan") provides only general information. Participants should refer to the Plan agreement for a more complete description of the Plan's provisions.

General

The Plan, a defined contribution plan, was created by a Township ordinance adopted on August 30, 2000 pursuant to Section 457 (e)(11)(13) of the Internal Service Code of 1986, as amended, except for provisions added by reason of the Length of Service Awards Program as enacted into federal law in 1997. The voters of the Township approved the adoption of the Plan at the general election held on November 7, 2000.

The first year of eligibility for entrance into the Plan was calendar year 2002. The tax deferred income benefits for emergency service volunteers, consisting of the volunteer fire department and the first aid organization, come from contributions made solely by the governing body of the municipality, on behalf of those volunteers who meet the criteria of a plan created by that governing body.

Contributions

If an active member meets the year of active service requirement, a length of service awards program must provide a benefit between the minimum contribution of \$100.00 and a maximum contribution of \$1,150.00 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 of the State of New Jersey will issue the permitted maximum annually.

The Township elected to contribute between \$200 and \$500 for the year ended December 31, 2012, and \$200 and \$500 for the year ended December 31, 2011, per eligible volunteer, into the Plan, depending on how many years the volunteer has served. Participants direct the investment of the contributions into various investment options offered by the Plan. The Plan currently offers fourteen mutual funds and fixed investment options.

Participant Accounts

Each participant's account is credited with the Township's contribution and Plan earnings, and charged with administrative expenses. The benefit to which a participant is entitled is the benefit that can be provided from the participant's vested account. In accordance with the amendments to Section 457 of the Internal Revenue Code, and the State Deferred Revenue Regulations, the Township has placed the amounts deferred, including earnings, in a trust for the exclusive benefit of the plan participants and their beneficiaries.

The Variable Annuity Life Insurance Company (VALIC), ("Plan Administrator"), an approved Length of Service Awards Program provider, is the administrator of the Plan. The Township'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. Since the Township is not considered to be holding the assets, the Length of Service Awards Program is not presented in the Township's financial statements.

Vesting

Benefits, plus actual earnings thereon, are one hundred percent (100%) vested 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 became one hundred percent (100%) vested at the onset of the program. Any member who has successfully completed four (4) years of service as an active member in good standing will be one hundred percent (100%) vested after one (1) additional year of service, and so forth.

Note 1: DESCRIPTION OF THE PLAN (CONT'D)**Forfeited Accounts**

In the event a participant forfeits their non-vested account, the funds are forfeited to the Township. For the years ended December 31, 2012 and 2011, there were no forfeitures.

Payment of Benefits

Upon retirement or disability, participants may select various payout options, which include lump sum, periodic, or annuity payments. In the case of death, with certain exceptions, any amount invested under the participant's account is paid to the beneficiary or the participant's estate.

In the event of an unforeseeable emergency, as outlined in the Plan document, a participant or a beneficiary entitled to vested accumulated deferrals may request the local plan administrator to payout a portion of vested accumulated deferrals.

Note 2: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**Basis of Accounting**

The financial statements of the Plan are prepared on the accrual basis of accounting. 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.

Estimates

The preparation of financial statements in conformity with generally accepted accounting principles requires the Plan Administrator to make estimates and assumptions that affect the reported amounts of assets and liabilities and changes therein, and disclosures. Actual results could differ from those estimates.

Investment Valuation and Income Recognition

Investments are reported at fair value. Fair value is 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 measurement date.

Purchases and sales of securities are recorded on a trade-date basis. Interest income is recorded on the accrual basis. Dividends are recorded on the ex-dividend date. Net appreciation includes the Plan's gains and losses on investments bought and sold as well as held during the year.

Investment contracts held by a defined contribution plan are required to be reported at fair value. The fixed account investment contract is presented at contract value, which approximates fair value. Contract value represents contributions received plus interest earned to date, less applicable charges and amounts withdrawn. The interest rate credited to the account is based on the overall rate of return for the entire portfolio.

Mutual fund investment income consists of dividends earned and realized and unrealized gains and losses attributable to the mutual funds.

Earnings are accrued to individual participants' accounts based upon the investment performance of the specific options selected.

The Financial Accounting Standards Board (FASB) provides a framework for measuring fair values under generally accepted accounting principles. See Note 5 for a discussion of fair value measurements.

Note 2: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONT'D)**Receivables, Payables, and Benefits Paid**

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 Township are recognized when due, since the Township has a legal requirement to make the contribution.

Liabilities for items other than benefits are recognized when incurred. Benefits payable, including accrued benefits and amounts allocated to accounts of vested persons who have elected to withdraw from the Plan, are not recognized until paid. Vested accumulated deferrals shall be paid to the participant in one or more installments as elected by the participant.

Administration Expenses

All expenses of maintaining the Plan are paid by the Township of Deerfield. The Plan did not incur any administrative fees during 2012 and 2011.

Net Assets

The difference between Plan assets and Plan liabilities is reported as net assets available for benefits.

Subsequent Events

Subsequent events have been evaluated through April 25, 2013, which is the date the financial statements were available to be issued. No additional subsequent event disclosures are required.

Note 3: INVESTMENTS

An investment agreement was entered into at the inception of the Plan between the Township and the Plan Administrator, whereby the Plan Administrator would have custody of the securities of the Plan and also advises the Township as to investment alternatives.

The investments consist of a money market fund, mutual funds, and a fixed account investment contract. Each participant may choose his/her allocation from among these investments. The investments are made by the Plan Administrator for benefit of plan participants. The investments are valued at fair value at the end of each year and the increase / decrease is posted to the participant's account.

The fair value of the Plan's investments at December 31, 2012 and 2011 was as follows:

	<u>2012</u>	<u>2011</u>
Money Market	\$ 23,537.23	\$ 18,750.25
Fixed Account Investment Contract	65,319.02	61,259.57
Mutual Funds	<u>65,361.23</u>	<u>54,246.77</u>
	<u>\$ 154,217.48</u>	<u>\$ 134,256.59</u>

Note 3: INVESTMENTS (CONT'D)

The following represents investments at December 31, 2012 and 2011 that represent five (5) percent or more of the Plan's net assets.

	<u>2012</u>	<u>2011</u>
Money Market	\$ 23,537.23	\$ 18,750.25
Fixed Account Investment Contract	64,210.69	60,172.97
Mutual Funds:		
Stock Index Fund	14,412.74	12,093.05
Capital Appreciation Fund	11,885.34	9,919.51
Mid Cap Value Fund	11,259.04	9,315.56

During 2012 and 2011, the Plan's investments (including gains and losses on investments bought and sold, as well as held during the year) appreciated in value by \$10,960.89 and depreciated in value by \$1,736.38 respectively, as follows:

	<u>2012</u>	<u>2011</u>
Money Market	\$ (213.02)	\$ (175.88)
Fixed Account Investment Contract	1,809.45	1,919.59
Mutual Funds	<u>9,364.46</u>	<u>(3,480.09)</u>
	<u>\$ 10,960.89</u>	<u>\$ (1,736.38)</u>

Note 4: INVESTMENT CONTRACT

The Plan has a guaranteed interest account contract with Lincoln National Life Insurance Company. The funds are maintained by the insurance company in a general account. The account is credited with earnings on the underlying investments and charged for participant withdrawals and administrative expenses. The contract is included in the financial statements at fair value reported by the insurance company which approximates contract value. Since contract value approximates fair value, there is no adjustment from contract value to fair value.

Note 5: FAIR VALUE MEASUREMENTS

Financial Accounting Standards Board (FASB) *Accounting Standards Codification (ASC) 820, Fair Value Measurements and Disclosures*, provides the framework for measuring fair value. That framework provides a fair value hierarchy that prioritizes the inputs to valuation techniques used to measure fair value. The hierarchy gives the highest priority to unadjusted quoted prices in active markets for identical assets or liabilities (level 1 measurements) and the lowest priority to unobservable inputs (level 3 measurements). The three levels of the fair value hierarchy under FASB ASC 820 are described as follows:

- Level 1 Inputs to the valuation methodology are unadjusted quoted prices for identical assets or liabilities in active markets that the Plan has the ability to access.
- Level 2 Inputs to the valuation methodology include:
- Quoted prices for similar assets or liabilities in active markets;
 - Quoted prices for identical or similar assets or liabilities in inactive markets;
 - Inputs other than quoted prices that are observable for the asset or liability;
 - Inputs that are derived principally from or corroborated by observable market data by correlation or other means.
- If the asset or liability has a specified (contractual) term, the level 2 input must be observable for substantially the full term of the asset or liability.
- Level 3 Inputs to the valuation methodology are unobservable and significant to the fair value measurement.

The asset's or liability's fair value measurement level within the fair value hierarchy is based on the lowest level of any input that is significant to the fair value measurement. Valuation techniques used need to maximize the use of observable inputs and minimize the use of unobservable inputs.

Following is a description of the valuation methodologies used for assets measured at fair value. There have been no changes in the methodologies used at December 31, 2012 and 2011.

Money Market Fund and Mutual Funds: Valued at the net asset value (NAV) of shares held by the plan at year end.

Fixed Account Investment Contract: Valued at the contract's market value as reported by the insurance company.

The preceding methods described above may produce a fair value calculation that may not be indicative of net realizable value or reflective of future fair values. Furthermore, while the Plan believes its valuation methods are appropriate and consistent with other market participants, the use of different methodologies or assumptions to determine the fair value of certain financial instruments could result in a different fair value measurement at the reporting date.

Note 5: FAIR VALUE MEASUREMENTS (CONT'D)

The following table sets forth by level, within the fair value hierarchy, the Plan's assets at fair value as of December 31, 2012 and 2011:

Assets at Fair Value as of December 31, 2012				
	<u>Level 1</u>	<u>Level 2</u>	<u>Level 3</u>	<u>Total</u>
Money Market	\$ 23,537.23			\$ 23,537.23
Fixed Account Investment Contract			\$ 65,319.02	65,319.02
Mutual Funds:				
Large-Cap Value	241.20			241.20
Large-Cap Blend	17,649.41			17,649.41
Large-Cap Growth	17,641.07			17,641.07
Mid-Cap Value	11,259.04			11,259.04
Mid-Cap Blend	5,582.84			5,582.84
Mid-Cap Growth	6,207.04			6,207.04
Small-Cap Blend	6,780.63			6,780.63
	<u>65,361.23</u>	<u>-</u>	<u>-</u>	<u>65,361.23</u>
	<u>\$ 88,898.46</u>	<u>-</u>	<u>\$ 65,319.02</u>	<u>\$ 154,217.48</u>

Assets at Fair Value as of December 31, 2011				
	<u>Level 1</u>	<u>Level 2</u>	<u>Level 3</u>	<u>Total</u>
Money Market	\$ 18,750.25			\$ 18,750.25
Fixed Account Investment Contract			\$ 61,259.57	61,259.57
Mutual Funds:				
Large-Cap Value	205.12			205.12
Large-Cap Blend	14,923.65			14,923.65
Large-Cap Growth	14,568.39			14,568.39
Mid-Cap Value	9,315.56			9,315.56
Mid-Cap Blend	4,653.08			4,653.08
Mid-Cap Growth	4,877.12			4,877.12
Small-Cap Blend	5,703.85			5,703.85
	<u>54,246.77</u>	<u>-</u>	<u>-</u>	<u>54,246.77</u>
	<u>\$ 72,997.02</u>	<u>-</u>	<u>\$ 61,259.57</u>	<u>\$ 134,256.59</u>

Note 5: FAIR VALUE MEASUREMENTS (CONT'D)**Level 3 Gains and Losses**

The following table sets forth a summary of changes in the fair value of the Plan's level 3 assets for the year ended December 31, 2012.

	Level 3 Assets	
	Year Ended	
	<u>December 31, 2012</u>	
	<u>Fixed Account</u>	
	<u>Investment Contract</u>	
Balance, beginning of year	\$	61,259.57
Realized gains / (losses)		1,809.45
Purchases, sales, issuances, and settlements (net)		<u>2,250.00</u>
Balance, end of year	\$	<u><u>65,319.02</u></u>

Note 6: PLAN TERMINATION

Although the Township has not expressed any intent to do so, a length of service awards program, pursuant to N.J.S.A. 40A:14-187 and N.J.A.C. 5:30-11.08, may be abolished or amended in the same way by which it was created, except in the case of minor amendments. Upon such termination, vested accumulated deferrals will be paid.

Note 7: TAX STATUS

In accordance with the amendments to Section 457 of the Internal Revenue Code and the State Deferred Revenue Regulations, the Township has placed the amounts deferred, including earnings, in a trust for the exclusive benefit of the plan participants and their beneficiaries. The Plan administrator and the management of the Township believe that the Plan is designed, and is currently being operated, in compliance with the applicable requirements of the Internal Revenue Code.

The Plan is generally subject to routine audits by the Internal Revenue Service, for three years. There are currently no audits in progress.

Note 8: RISKS AND UNCERTAINTIES

The Plan invests in various investment securities. Investment securities are exposed to various risks such as interest rate, market, and credit risks due to the level of risk associated with certain investment securities, it is at least reasonably possible that changes in the values of investment securities will occur in the near term and that such changes could materially affect participant's account balances and the amounts reported in the statement of net assets available for benefits.

TOWNSHIP OF DEERFIELD
LENGTH OF SERVICE AWARDS PROGRAM
SCHEDULE OF FINDINGS AND RECOMMENDATIONS
FOR THE YEAR ENDED DECEMBER 31, 2012

11500

**TOWNSHIP OF DEERFIELD
LENGTH OF SERVICE AWARDS PROGRAM
Schedule of Findings and Recommendations
For the Year Ended December 31, 2012**

This section identifies any instances of noncompliance with applicable statutes and regulations governing Length of Service Awards Programs disclosed during our review.

None

APPRECIATION

We express our appreciation for the assistance and courtesies rendered by the Township officials and the plan administrator during the course of this review engagement.

Respectfully submitted,

Bowman & Company LLP

BOWMAN & COMPANY LLP
Certified Public Accountants
& Consultants

