

MONROE TOWNSHIP BOARD OF FIRE COMMISSIONERS

DISTRICT #2

SYNOPSIS OF 2015 ANNUAL AUDIT

MONROE TOWNSHIP FIRE DISTRICT #2

GENERAL FUND

COMPARITIVE BALANCE SHEET

AS OF DECEMBER 31, 2015 AND DECEMBER 31, 2014

<u>ASSETS</u>	<u>2015</u>	<u>2014</u>
CASH IN BANK AND ON HAND	\$ 1,728,936.85	\$ 1,640,482.38
OTHER ASSETS	6,419.15	0.00
PROPERTY PLANT & EQUIPMENT	6,599,693.65	6,891,189.83
LESS: ACCUMULATED DEPRECIATION	<u>(2,660,047.03)</u>	<u>(2,745,943.83)</u>
TOTAL ASSETS	<u>\$ 5,675,002.62</u>	<u>\$ 5,785,728.38</u>
 <u>LIABILITIES & FUND BALANCES</u>		
<u>LIABILITIES:</u>		
- BOND PAYABLE	\$ 3,510,068.00	\$ 3,645,068.00
- CONSTRUCTION RETAINER	0.00	63.74
- IMPROVEMENT AUTHORIZATION-SOLAR PANELS	0.00	41,116.42
- IMPROVEMENT AUTHORIZATION-COMMAND VE	0.00	7,004.99
- IMPROVEMENT AUTHORIZATION-UTILITY VEH	6,871.87	19,725.88
- LOSAP DESIGNATION	<u>10,227.86</u>	<u>10,227.86</u>
TOTAL LIABILITES	<u>\$ 3,527,167.73</u>	<u>\$ 3,723,206.89</u>
<u>FUND BALANCE:</u>		
RESERVE FOR:		
APPROPRIATED SURPLUS:		
- YEAR END ENCUMBRANCES	\$ 324,567.81	\$ 80,194.88
- GRANTS	0.00	0.00
UNAPPROPRIATED SURPLUS:		
- INVESTED IN CAPITAL ASSETS NET OF DEPRECIATION AND RELATED DEBT	429,578.69	500,178.00
- UNRESTRICTED SURPLUS	1,224,899.13	1,313,359.28
RESTRICTED SURPLUS:		
- EQUIPMENT & BUILDING ACQUISITION FUND	166,367.00	166,367.00
- DEBT SERVICE FUND	<u>2,422.33</u>	<u>2,422.33</u>
TOTAL FUND BALANCE	<u>\$ 2,147,834.96</u>	<u>\$ 2,062,521.49</u>
TOTAL LIABILITIES & FUND BALANCES	<u>\$ 5,675,002.69</u>	<u>\$ 5,785,728.38</u>

SEE AUDIT REPORT ATTACHED

MTBFC #2 - AUDIT

MONROE TOWNSHIP FIRE DISTRICT #2
GENERAL FUND
ADJUSTED BUDGET VERSUS ACTUAL EXPENSES
AS OF DECEMBER 31, 2015 AND DECEMBER 31, 2014

EXPENDITURES	2015 ADJUSTED BUDGET	2015 ACTUAL	DIFFERENCE FAVORABLE (UNFAV.)	2014 ACTUAL
<u>ADMINISTRATION:</u>				
ELECTION COSTS	\$ 5,000.00	\$ 4,133.20	\$ 866.80	\$ 5,388.35
INSURANCE COSTS	103,200.00	103,185.00	15.00	96,567.00
LEGAL & ACCOUNTING	59,100.00	47,249.93	11,850.07	48,884.61
OFFICE SUPPLIES	9,950.00	9,869.62	80.38	7,521.44
GENERAL ADMINISTRATION	15,000.00	14,750.00	250.00	14,750.00
CONTINGENCY	0.00	0.00	0.00	0.00
TOTAL ADMINISTRATIVE	\$ 192,250.00	\$ 179,187.75	\$ 13,062.25	\$ 173,111.40
<u>ADMINISTRATIVE SALARIES:</u>				
FIRE COMMISSIONERS	\$ 25,000.00	\$ 25,000.00	\$ 0.00	\$ 24,583.34
RECORDING SECRETARY	7,500.00	7,500.00	0.00	7,250.00
TOTAL ADMIN. SALARIES	\$ 32,500.00	\$ 32,500.00	\$ 0.00	\$ 31,833.34
<u>PAID FIRE DEPARTMENT:</u>				
SALARIES:				
FIREMEN PAY - CAREER	\$ 1,545,700.00	\$ 1,495,602.94	\$ 50,097.06	\$ 1,460,178.53
FIREMEN PAY - SUB & TEMP	17,500.00	7,920.00	9,580.00	7,491.25
SERVICE TECH PAY	33,500.00	33,236.32	263.68	33,236.32
TRI-DISTR CT CHIEF	0.00	0.00	0.00	0.00
EMPLOYEE BENEFITS:				
HEALTH INSURANCE	417,200.00	417,172.00	28.00	394,320.52
PAYROLL TAXES	147,300.00	147,234.86	65.14	133,698.63
PENSION CONTRIBUTIONS	261,000.00	260,843.00	157.00	245,219.00
FIRE SAFETY EXPENSES	25,000.00	20,178.66	4,821.34	27,035.24
TOTAL PAID FIRE DEPT.	\$ 2,447,200.00	\$ 2,382,187.78	\$ 65,012.22	\$ 2,301,179.49
<u>VOLUNTEER FIRE COMPANY:</u>				
VOLUNTEER BENEFIT FUND	\$ 10,000.00	\$ 5,690.26	\$ 4,309.74	\$ 4,495.50
VOLUNTEER INCENTIVE PROGRAM	0.00	12,000.00	5,149.78	7,258.57
BUILDING LEASE	24,000.00	24,000.00	0.00	21,000.00
BUILDING RENOVATIONS	25,000.00	2,685.00	22,315.00	0.00
TOTAL VOLUNTEER FIRE CO.	\$ 71,000.00	\$ 39,225.48	\$ 31,774.52	\$ 32,754.07

SEE AUDIT REPORT ATTACHED

MTBFC #2 - AUDIT

MONROE TOWNSHIP FIRE DISTRICT #2
GENERAL FUND
ADJUSTED BUDGET VERSUS ACTUAL EXPENSES
AS OF DECEMBER 31, 2015 AND DECEMBER 31, 2014

EXPENDITURES	ADJUSTED BUDGET	2015 ACTUAL	DIFFERENCE FAVORABLE (UNFAV.)	2014 ACTUAL
<u>COMBINED DIVISIONS:</u>				
EQUIPMENT & SUPPLIES	\$ 90,000.00	\$ 19,659.66	\$ 70,340.34	\$ 51,828.33
EQUIPMENT OPERATIONS	161,000.00	160,980.36	19.64	155,319.73
COMMUNICATIONS EXPENSE	30,000.00	17,287.08	12,712.92	26,819.71
TRAINING & PHYSICAL EXP	30,000.00	20,855.91	9,144.09	23,764.45
STAND BY SUPPLIES	8,500.00	8,450.93	49.07	9,598.21
PUBLIC RELATIONS	6,000.00	0.00	6,000.00	691.25
TOTAL COMBINED FIRE DIV.	\$ 325,500.00	\$ 227,233.94	\$ 98,266.06	\$ 268,021.68
<u>MUNICIPAL AUTHORITY:</u>				
FIRE HYDRANT FEES	\$ 215,000.00	\$ 208,657.50	\$ 6,342.50	\$ 196,350.00
TOWNSHIP NETWORK COMM.	58,000.00	44,637.60	13,362.40	10,953.00
TOTAL MUNICIPAL AUTHORITY	\$ 273,000.00	\$ 253,295.10	\$ 19,704.90	\$ 207,303.00
<u>DEBT SERVICE OBLIGATIONS:</u>				
RETIREMENT OF DEBTS	\$ 135,000.00	\$ 135,000.00	\$ 0.00	\$ 125,000.00
INTEREST ON DEBTS	161,260.00	161,250.04	9.96	166,562.54
RETIREMENT OF LEASES	93,100.00	93,100.00	0.00	80,250.00
INTEREST ON LEASES	23,290.00	23,270.00	20.00	36,120.00
TOTAL DEBT OBLIGATIONS	\$ 412,650.00	\$ 412,620.04	\$ 29.96	\$ 407,932.54
<u>CAPITAL APPROPRIATIONS</u>				
EQUIPMENT ACQUISITIONS	\$ 400,000.00	\$ 400,000.00	\$ 0.00	\$ 60,000.00
MAJOR EQUIP. RENOVATIONS	0.00	0.00	0.00	0.00
NEW BUILDING & CAP IMPRV	0.00	0.00	0.00	0.00
LEASEHOLD IMPROVEMENTS	0.00	0.00	0.00	0.00
TOTAL CAPITAL APPROPRIATIONS	\$ 400,000.00	\$ 400,000.00	\$ 0.00	\$ 60,000.00

SEE AUDIT REPORT ATTACHED

MTBFC #2 - AUDIT

MONROE TOWNSHIP FIRE DISTRICT #2
GENERAL FUND
ADJUSTED BUDGET VERSUS ACTUAL EXPENSES
AS OF DECEMBER 31, 2015 AND DECEMBER 31, 2014

EXPENDITURES & CAPITAL APPROPRIATIONS	ADJUSTED BUDGET	2015 ACTUAL	DIFFERENCE FAVORABLE (UNFAV.)	2014 ACTUAL
SUMMARY				
TOTAL ADMINISTRATIVE	\$ 192,250.00	\$ 179,187.75	\$ 13,062.25	\$ 173,111.40
TOTAL ADMIN. SALARIES	32,500.00	32,500.00	0.00	31,833.34
TOTAL PAID FIRE DEPT.	2,447,200.00	2,382,187.78	65,012.22	2,301,179.49
TOTAL VOLUNTEER FIRE CO.	71,000.00	39,225.48	31,774.52	32,754.07
TOTAL COMBINED FIRE DIV.	325,500.00	227,233.94	98,266.06	268,021.68
TOTAL MUNICIPAL AUTHORITY	273,000.00	253,295.10	19,704.90	207,303.00
TOTAL DEBT OBLIGATIONS	412,650.00	412,620.04	29.96	407,932.54
TOTAL CAPITAL APPROPRIATIONS	<u>400,000.00</u>	<u>400,000.00</u>	<u>0.00</u>	<u>60,000.00</u>
GRAND TOTAL	<u>\$ 4,154,100.00</u>	<u>\$ 3,926,250.09</u>	<u>\$ 227,849.91</u>	<u>\$ 3,482,135.52</u>

VARIANCE	SUMMARY
REVENUES	\$ 83,689.94
ADMINISTRATION	13,062.25
ADMINISTRATIVE SALARIES	0.00
PAID FIRE DEPARTMENT	65,012.22
VOLUNTEER FIRE COMPANY	31,774.52
COMBINED DIVISIONS	98,266.06
MUNICIPAL AUTHORITY	19,704.90
DEBT OBLIGATIONS	29.96
CAPITAL APPROPRIATIONS	<u>0.00</u>
UNAPPROPRIATED SURPLUS (DEFICIT)	\$ 311,539.85
LESS AMOUNT RESERVED:	
FOR BUILDING & EQUIPMENT ACQUISITION FUND	0.00
FOR DEBT SERVICE FUND	<u>0.00</u>
AVAILABLE SURPLUS TO OFFSET FUTURE TAX REVENUES	<u>\$ 311,539.85</u>
SEE AUDIT REPORT ATTACHED	MTBFC #2 - AUDIT

SCHEDULE OF FINDINGS AND RECOMMENDATIONS

Fire District #2
Township of Monroe, New Jersey
Schedule of Findings and Recommendations
For the Year Ended December 31, 2015

Schedule of Financial Statement Findings

This section identifies the reportable conditions, material weaknesses, and instances of non-compliance related to the financial statements that are required to be reported in accordance with Government Auditing Standards and with audit requirements as prescribed by the Bureau of Authority Regulation, Division of Local Government Services, Department of Community Affairs, State of New Jersey.

The books and records of the Monroe Twp Fire District #2 were compliant with all the rules and regulations set forth. All receipts were properly accounted for and all expenditures were diligently appropriated. We have no additional recommendations for the board with regards to the audit period in question.

Fire District #2
Township of Monroe, New Jersey

Summary Schedule of Prior Year Audit Findings and Recommendations as Prepared by
Management

This section identifies the status of prior year findings related to the general-purpose financial statements that are required to be reported in accordance with Government Auditing Standards.

Financial Statement Findings

None.