

Monroe Township Board of Fire Commissioners – District #2

2013 Annual Audit



Prepared By:

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**FIRE DISTRICT NO. 2
MONROE TOWNSHIP, NEW JERSEY**

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**FIRE DISTRICT NO. 2
MONROE TOWNSHIP, NEW JERSEY**

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2013 Monroe Twp Bd of Fire Commiss. - Dist #2



Chairman - Maurice Mahler

Vice Chairman - Glenn Borsuk

Treasurer - Martin Berkowitz

Clerk - Jason Martin

Asst Sec/Treas - Edward Mitnowski

Independent Auditor's Report

Board of fire Commissioners
Fire District #2
Township of Monroe
Monroe Twp., NJ 08831

We have audited the accompanying financial statements of the governmental activities, and each major fund of the Monroe Twp Fire District #2, in the county of Middlesex, State of New Jersey, as of and for the year ended December 31, 2013, which collectively comprise the Fire District's basic financial statements as listed in the table of contents. These financial statements are the responsibility of the Township of Monroe Fire District #2's management. Our responsibility is to express opinions on these financial statements based on our audit.

We conducted our audit in accordance with the 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; and in compliance with audit requirements as prescribed by the Bureau of Authority Regulation, Division of Local Government Services, State of New Jersey. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatements. 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 audit provides a reasonable basis for our opinion.

As described in Note 12, the Fire District complies with the prescribed financial reporting model, as required by the provisions of GASB Statement No. 34, Basic Financial Statements - and Management's Discussion and Analysis for the State and Local Governments, as of December 31, 2013.

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, and each major

fund of the township of Monroe Fire District #2, in the county of Middlesex, State of New Jersey as of December 31, 2013, and the respective changes in financial position thereof and for the year ended in conformity with the accounting principles generally accepted in the United States of America.

In accordance with Government Auditing Standards, we have also issued our report dated October 07, 2014 on our consideration of the Township of Monroe Fire District #2's internal control over financial reporting and 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 read in conjunction with this report in considering the results of our audit.

The accompanying management's discussion and analysis and budgetary comparison information as listed in the table of contents are not a required part of the basic financial statements but are supplementary information required by accounting principles generally accepted in the United States of America. We have applied certain limited procedures, which consisted primarily of inquiries of management regarding the methods of measurement and presentation of the required supplementary information. However, we did not audit the information and express no opinion in it.

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the Township of Monroe Fire District #2's basic financial statements. The related major funds supporting statements and schedules listed in the table of contents are also presented for purposes of additional analysis and are not a required part of the basic financial statements. These statements and, in our opinion, are fairly stated in all material respects in relation to the basic financial statements as a whole.

Respectfully Submitted,

Furey and Company, PC

October 07, 2014

**REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING AND ON
COMPLIANCE AND MATTERS BASED ON AN AUDIT OF FINANCIAL
STATEMENTS PERFORMED IN ACCORDANCE WITH GOVERNMENT
AUDITING STANDARDS**

Board of fire Commissioners
Fire District #2
Township of Monroe
Monroe Twp., NJ 08831

We have audited the financial statements of the governmental activities and each major fund of the Township of Monroe Fire District #2, in the County of Middlesex, State of New Jersey, as of and for the year ended December 31, 2013, and have issued our report thereon dated October 07, 2014. We conducted our audit in accordance with auditing standards generally accepted in the United States of America, the standards applicable to the financial audits contained in Government Auditing Standards, issued by the Comptroller General of the United States, and in compliance with audit requirements as prescribed by the Bureau of Authority Regulation, Division of Local Government Services, State of New Jersey.

Internal Control Over Financial Reporting

In planning and performing our audit, we considered Township of Monroe Fire District #2's internal control over financial reporting in order to determine our auditing procedures for the purpose of expressing our opinion on the financial statements and not to provide assurance on the internal control over financial reporting. Our consideration of the internal control over financial reporting would not necessarily disclose all matters in the internal control over financial reporting that might be material weaknesses. A material weakness is a condition in which the design of operation of one or more of the internal control components does not reduce to a relatively low level the risk that misstatements in amounts that would be material in relation to the financial statements being audited may occur and not be detected within a timely period by employees in the normal course of performing their assigned functions. We noted no matters involving the internal control over financial reporting and its operation that we consider to be material weaknesses.

Compliance and Other Matters

As part of obtaining reasonable assurance about whether the Township of Monroe Fire District #2'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 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 that are required to be reported under Government Auditing Standards, and audit requirements as prescribed by the Bureau of Authority Regulation, Division of Local Government Services, State of New Jersey.

This report is intended solely for the information and use of the management of the Fire District and the Bureau of Authority Regulation and is not intended to be and should not be used by anyone other than these specified parties.

Respectfully Submitted,

Furey and Company, PC

October 07, 2014

REQUIRED SUPPLEMENTARY INFORMATION
PART I

**Monroe Township Fire District #2
Management Discussion and Analysis
For the Year Ended December 31, 2013**

As management of the Monroe Twp Fire District #2, we offer readers of the Monroe Twp Fire District #2 financial statements this narrative overview and analysis of the financial activities of the Monroe Twp Fire District #2 for the year ended December 31, 2013. The intent of this discussion and analysis is to look at the Township of Monroe Fire District #2 financial performance as a whole. Readers should also review the information furnished in the notes to the basic financial statements along with the financial statements to enhance their understanding of the Monroe Twp Fire District #2's financial performance.

Financial Highlights:

- The assets of Monroe Twp Fire District #2 exceeded it's liabilities at the close of the most recent year by \$1,926,092.75.
- As of the close of the current year, the Monroe Twp Fire District #2's governmental funds reported combined ending fund balances of \$1,419,128.23. This is comprised of \$226,367.00 of restricted funds that are to be used for future acquisitions of capital assets, \$1,190,338.90 of unrestricted surplus that is to be utilized in future periods when deemed necessary, and \$2,422.33 of Debt Service Fund that is to be used to offset future debt appropriations. The total ending funds balance has increased by \$166,566.60 over last year's balance. This is due primarily to frugal spending and the delayed hiring of a tri-district chief.
- As of the close of the audit period the Monroe Twp Fire District #2 had an outstanding balance on their bond debt in the amount of \$3,770,068.00. See page 46 for more detail.

Overview of Financial Statements

This discussion and analysis is intended to serve as an introduction to the Monroe Twp Fire District #2's basic financial statements. The Monroe Twp Fire District #2's basic financial statements comprise three components: (1) District Wide Financial Statements, (2) Fund Financial Statements, and (3) Notes to the Basic Financial Statements.

District-Wide Financial Statements – The district-wide financial statements are designed to provide readers with a broad overview of the Monroe Twp Fire District #2’s finances, in a manner similar to a private sector business.

The Statement of Net Assets presents information on all of the Monroe Twp Fire District #2’s assets and liabilities, with the difference between the two reported as net assets. Over time, increases or decreases in net assets may serve as a useful indicator of whether the financial position of the Monroe Twp Fire District #2 is improving or deteriorating.

The Statement of Activities presents information showing how the Monroe Twp Fire District #2’s net assets changed during the most recent year. All changes in net assets are reported as soon as the underlying event giving rise to the change occurs, regardless of the timing of related cash flows. Thus, revenues and expenses are reported in this statement for some items that will only result in cash flows in future periods (e.g., encumbered expenditures).

Both of the district-wide financial statements distinguish functions of the Monroe Twp Fire District #2 that are principally supported by taxes and intergovernmental revenues (governmental activities). The activities of the Monroe Twp Fire District #2 include fire fighting and emergency medical services that are provided to the citizens of the Monroe Twp Fire District #2.

Fund Financial Statements – A fund is a group of related accounts that is used to maintain control over resources that have been segregated for specific activities or objectives. The Monroe Twp Fire District #2, like many other state and local governments, uses fund accounting to ensure and demonstrate compliance with finance-related legal requirements. All of the funds of the Monroe Twp Fire District #2 constitute one fund type, governmental funds.

Governmental Funds – All of the Monroe Twp Fire District #2’s activities are reported in governmental funds, which focus on how money flows into and out of those funds and the balances left at year-end available for spending in the future periods. These funds are reported using an accounting method called the modified accrual basis of accounting, which measures cash and all other financial assets that can readily be converted to cash. The governmental fund statements provide a detailed short-term view of the Monroe Twp Fire District #2’s general government operations and the basic services it provides. Government fund information helps you determine whether there are more or fewer financial resources that can be spent in the near future to finance fire-fighting services.

The Monroe Twp Fire District #2 maintains four individual government funds as of the close of the audit period. Information is presented separately in the Governmental Fund Balance Sheet and in the Governmental Fund Statement of Revenues, Expenditures and Changes in Fund Balances for the General Fund, Special Revenue Fund, Capital Projects

Fund, and the Debt Service Fund.

The relationship (or differences) between government activities (reported in the Statement of Net Assets and the Statement of Activities) and governmental funds is reconciled in the financial statements.

Also, Monroe Twp Fire District #2 adopts an annual budget in accordance with N.J.S.A. 40A:14:78-3. Budgetary comparison schedules have been provided to demonstrate compliance with the budget.

Notes to Financial Statements – The notes provide additional information that is essential to a full understanding of the data provided in the district-wide and fund financial statements. The notes to financial statements are an integral part of the financial statements.

District-wide Financial Analysis

As noted earlier, the net assets may serve over time as a useful indicator of a government's financial position. In the case of the Monroe Twp Fire District #2, assets exceeded liabilities by \$1,926,092.75 as of the close of the audit period. The largest portion of the Monroe Twp Fire District #2's net assets (75% for 2013) is reflected in the net depreciable value of Capital Assets (cost less depreciation). The remaining \$1,569,815.65 is the Cash in Bank and Other Current Assets.

Statement of Net Assets Monroe Twp Fire District #2 Net Assets

December 31, 2013 and December 31, 2012

<u>Description</u>	<u>2013</u>	<u>2012</u>
Current and Other Assets	\$1,569,815.65	\$1,441,919.89
Capital Assets:		
Cost	6,803,517.99	6,752,877.35
Less: Depreciation	(2,526,485.47)	(2,316,188.70)
Total Assets	\$5,846,848.17	\$5,878,608.54
Current Liabilities		
Outstanding	\$ 89,205.66	\$ 126,500.00
Long Term Liabilities		
Outstanding	\$3,831,549.76	\$3,952,926.26
Total Liabilities	\$3,920,755.42	\$4,079,426.26
Net Assets	\$1,926,092.75	\$1,799,182.28

Monroe Twp Fire District #2
Net Assets

December 31, 2013 and December 31, 2012

Analysis of Net Assets

<u>Description</u>	<u>2012</u>	<u>2012</u>
Invested in Capital Assets Net of Related Debt and Depreciation	\$ 506,964.52	\$ 546,620.65
Restricted for Capital Projects	\$ 166,367.00	\$ 226,367.00
Restricted to be used in subsequent years budget	\$ 60,000.00	\$ 0.00
Restricted for Debt Appropriations	\$ 2,422.33	\$ 2,422.33
Unrestricted	\$ 1,090,338.90	\$ 903,772.30
Unrestricted to be used in subsequent years budget	\$ 100,000.00	\$ 120,000.00
Total Net Assets	\$1,926,092.75	\$1,799,182.28

A portion of the increase of governmental activities has to do with the changes surrounding the reporting of capital assets. Beginning in 2004, capital assets are now reported net of accumulated depreciation, based on the depreciation methods prescribed by the IRS for the asset class. Most assets are fully depreciated based on the date they were put into service; the remaining depreciable assets with any depreciable life had a net value of \$506,964.52 for the current period. Assets have to be put into service and ready for use to be considered a component of Total Net Assets. As stated earlier the net value of Invested in Capital Assets is net of depreciation and related debt.

Governmental Activities – The Statement of Activities Shows the cost of the governmental activities program services and the charges for services and grants offsetting those services. Key elements of the increase in governmental activities are as follows:

<u>Expenses</u>	<u>Amount Appropriated</u>	
Operating Expenses:	<u>2012</u>	<u>2012</u>
Administration	\$ 188,811.86	\$ 187,817.24
Cost of Operations and Maintenance	2,600,030.54	2,517,686.50
Operating Appropriations Offset With Revenues	46,800.00	27,000.00
LOSAP Contribution	4,013.00	4,901.00
Municipal Authority Fees	204,276.00	181,579.34
Retirement of Debt Interest	171,662.54	176,550.04
Capital Leases	116,370.00	116,370.00
Capital Appropriations	0.00	30,000.00
Total Program Expenses	\$ 3,331,963.94	\$ 3,241,904.12

Continued:

	<u>2013</u>	<u>2012</u>
Program Revenues		
Charges for Services	\$ 77,147.87	\$ 64,960.02
Operating Grants & Contributions	0.00	0.00
Net Program Expenses	<u>\$ 3,254,816.07</u>	<u>\$ 3,176,944.10</u>
General Revenue		
Property Taxes Levied For General Purposes	\$ 2,931,150.00	\$ 2,897,250.00
Taxes Levied for Debt Service	405,525.00	407,920.00
Unrestricted Investment Earnings	3,417.68	5,564.91
Miscellaneous Revenues	41,633.86	3,944.34
Total General Revenues	<u>\$ 3,381,726.54</u>	<u>\$ 3,314,679.25</u>
Increase (Decrease) in Net Assets	\$ 126,910.47	\$ 137,735.15
Net Assets January 1	<u>\$1,799,182.28</u>	<u>\$1,661,447.13</u>
Net Assets December 31	<u><u>\$1,926,092.75</u></u>	<u><u>\$1,799,182.28</u></u>

Property taxes constituted 98% of revenues for the government activities for the Fire District for the current year.

Cost of Operations and Maintenance comprises 78% of the Fire District expense, while Administration makes up 6% for the current year. The Municipal Authority, which are the fees charged by the MUA for fire hydrant fees and the township communications expense, makes up an additional 6% for the current year.

Financial Analysis of the Government Funds

As stated earlier, the Monroe Twp Fire District #2 uses fund accounting to ensure and demonstrate compliance with finance-related legal requirements.

Governmental Fund – The focus of the Monroe Twp Fire District #2’s governmental funds is to provide information on near-term inflows, outflows, and balances of spend able resources. Such information is useful in assessing the Monroe Twp Fire District #2’s financing requirements. In particular, unreserved fund balances may serve as a useful measure of a governments net resources available for spending at the end of the year and as

a useful measure of permitting a governmental unit to maintain cash flow in anticipation of tax collections.

As of the end of the audit period, the Monroe Twp Fire District #2's governmental funds reported combined fund balances of \$1,419,128.23, an increase of \$166,566.60 in comparison with the prior year.

Of the combined ending fund balances of \$1,419,128.23, unreserved fund balance constituted \$1,190,338.90 and the remaining \$228,789.33 is the balance in the funds earmarked for Equipment and Building Acquisitions and debt reduction.

The General Fund balance of the Monroe Twp Fire District #2 increased by \$166,566.60 during the year, the Capital Projects Fund remained the same, and the Debt Service Fund remained the same - although \$100,000 of the General Fund and \$60,000 of the Capital Projects Fund are being utilized in the 2014 adopted budget.

General Fund Budgetary Highlights

Miscellaneous Revenues - The District had \$41,633.86 of miscellaneous revenues during the current year. These were comprised of \$1,943.74 of prior year expenditures and encumbrances that were voided or cancelled in the current year and \$39,690.12 of solar panel and other rebates as well as insurance claims for damages.

During 2013 the Monroe Twp Fire District #2 budgeted \$3,336,675.00 and received \$3,336,675.00 in property tax revenue; budgeted \$6,000.00 in interest income and received \$3,417.68; budgeted \$50,000.00 in NJ LHU Rebates, Township Supplemental and Local Fire Safety Fees revenue and received \$77,147.87.

The final budgetary basis expenditure appropriations for 2013 were \$3,292,307.81 and the final budgetary basis revenues for 2013 was \$3,458,874.41 which resulted in a 2013 year - end actual surplus of \$166,566.60 even though the un-appropriated budgetary surplus upon the year end was \$286,566.60. This is attributable to the use of \$120,000.00 from the December 31, 2012 spend-able fund balances that were designated in the legally adopted 2013 budget.

Capital Assets and Debt Administration

Capital Assets – The Monroe Twp Fire District #2’s investment in capital assets for its governmental activities as of December 31, 2013 amounts to \$506,964.52 (net of accumulated depreciation and related debt). This investment in capital assets includes depreciable building improvements, vehicles and fire fighting equipment. The Monroe Twp Fire District #2 did not retire any capital assets during 2013. The District has spent \$5,976,610.99 on costs associated with the new firehouse (although the Township of Monroe has contributed \$1,603,753.41 as of the end of the audit period for the inclusion of an EMS center in the firehouse so we can only account for \$ 4,372,857.58). Since in governmental accounting the cost of the asset has been expensed directly in the budget through capital appropriations, we have created an equity account on the balance sheet to offset the net value of the assets.

**Monroe Twp Fire District #2
Capital Assets
December 31, 2013**

Asset	Amount
New Firehouse	\$ 4,372,857.58
Less Related Debt	(3,770,068.00)
Building and Improvements	238,392.11
Vehicles	1,685,811.26
Firefighting Equipment	500,518.91
Office Equipment	5,938.13
Less: Accumulated Depreciation	(2,526,485.47)
Net Invested in Capital Assets	<u><u>\$ 506,964.52</u></u>

Long Term Obligations

For the 2013 year, the Monroe Twp Fire District #2 did not receive any bond revenues, but they had a year end balance due of \$3,770,068. (See page 46)

Economic Factors and Next Years Budget

For the 2013 year the Monroe Twp Fire District #2 was able to sustain its budget through the district tax levy and other sources of revenue. Approximately 98% of total revenues are from the local tax levy, while the remaining 2% is from other sources.

The board of Fire Commissioners adopted the 2014 budget on January 15, 2014 and the voters subsequently approved the budget at the annual fire district election held on February 20, 2014.

Requests for Information

This financial report is designed to provide a general overview of the Monroe Twp Fire District #2's finances for all of those with an interest in the government's finances. Questions concerning any of the information provided in this report or requests for additional financial information should be addressed to The Monroe Twp Board of Fire Commissioners District #2, 391 Spotswood-Englishtown Rd. Monroe Twp NJ 08831

BASIC FINANCIAL STATEMENTS

DISTRICT-WIDE FINANCIAL STATEMENTS

Township of Monroe Fire District #2
Statement of Net Assets
December 31, 2013 and December 31, 2012

<u>Assets</u>	<u>2013</u>	<u>2012</u>
Unrestricted Assets	\$ 1,311,155.52	\$ 1,218,289.16
Restricted Assets	223,697.13	223,630.73
Assets Offset With Debt	3,770,068.00	3,890,068.00
Capital Assets - Net	506,964.52	546,620.65
Other Assets	34,963.00	0.00
	<hr/>	<hr/>
Total Assets	\$ 5,846,848.17	\$ 5,878,608.54
	<hr/> <hr/>	<hr/> <hr/>
Liabilities		
Accounts Payable - Encumbrances	\$ 140,459.56	\$ 179,130.40
Non-Current Liabilities:		
Due Within One Year	125,000.00	120,000.00
Due Beyond One Year	3,655,295.86	3,780,295.86
	<hr/>	<hr/>
Total Liabilities	\$ 3,920,755.42	\$ 4,079,426.26
	<hr/> <hr/>	<hr/> <hr/>
Net Assets	\$ 1,926,092.75	\$ 1,799,182.28
	<hr/> <hr/>	<hr/> <hr/>
Invested in Capital Assets, Net of Related Debt and Depreciation	\$ 506,964.52	\$ 546,620.65
Restricted For:		
Debt Appropriations	2,422.33	2,422.33
Capital Projects	226,367.00	226,367.00
Unrestricted General Fund	1,190,338.90	1,023,772.30
	<hr/>	<hr/>
Total Net Assets	\$ 1,926,092.75	\$ 1,799,182.28
	<hr/> <hr/>	<hr/> <hr/>

The accompanying Notes to Financial Statements are an integral part of this statement.

Township of Monroe Fire District #2
Statement of Activities
December 31, 2013 and December 31, 2012

<u>Expenses</u>	<u>2013</u>	<u>2012</u>
Operating Appropriations:		
Administration	\$ 188,811.86	\$ 187,817.24
Cost of Operations and Maintenance	2,600,030.54	2,517,686.50
Operating Appropriations Offset With Revenues	46,800.00	27,000.00
LOSAP Contribution (P.L. 1997, c. 388)	4,013.00	4,901.00
Municipal Authority Fees	204,276.00	181,579.34
Retirement of Bond Interest	171,662.54	176,550.04
Capital Leases	116,370.00	116,370.00
Capital Appropriations	0.00	30,000.00
Total Expenses	\$ <u>3,331,963.94</u>	\$ <u>3,241,904.12</u>
 <u>Revenues</u>		
Program Revenues:		
Charges for Services	\$ 77,147.87	\$ 64,960.02
Operating Grants and Contributions	0.00	0.00
Net Program Expenses	\$ <u>3,254,816.07</u>	\$ <u>3,176,944.10</u>
 General Revenues:		
Taxes:		
Property Taxes Levied for General Purposes	\$ 2,931,150.00	\$ 2,897,250.00
Property Taxes Levied for Debt Services	405,525.00	407,920.00
Unrestricted Investment Earnings	3,417.68	5,564.91
Restricted Investment Earnings	0.00	0.00
Miscellaneous Revenues	41,633.86	3,944.34
Total General Revenues	\$ <u>3,381,726.54</u>	\$ <u>3,314,679.25</u>
Increase in Net Assets	\$ 126,910.47	\$ 137,735.15
Net Assets January 1	\$ <u>1,799,182.28</u>	\$ <u>1,661,447.13</u>
Net Assets December 31	\$ <u>1,926,092.75</u>	\$ <u>1,799,182.28</u>

The accompanying Notes to Financial Statements are an integral part of this statement.

FUND FINANCIAL STATEMENTS

Township of Monroe Fire District #2
Balance Sheet - Governmental Funds
December 31, 2013

	<u>General Fund</u>	<u>Special Revenue Fund</u>	<u>Capital Projects Fund</u>	<u>Debt Service Fund</u>	<u>Total Governmental Funds</u>
<u>Assets</u>					
Cash and Cash Equivalents	1,306,153.64	0.00	226,276.68	2,422.33	1,534,852.65
Other Assets	34,963.00	0.00	3,770,068.00	0.00	3,805,031.00
Total Assets	<u>1,341,116.64</u>	<u>0.00</u>	<u>3,996,344.68</u>	<u>2,422.33</u>	<u>5,339,883.65</u>
<u>Liabilities and Fund Balances</u>					
<u>Liabilities:</u>					
Accounts Payable-Encumbrances	140,459.56	0.00	0.00	0.00	140,459.56
Other Liabilities	10,227.86	0.00	3,770,068.00	0.00	3,780,295.86
Total Liabilities	<u>150,687.42</u>	<u>0.00</u>	<u>3,770,068.00</u>	<u>0.00</u>	<u>3,920,755.42</u>
<u>Fund Balances:</u>					
<u>Reserved for:</u>					
Future Capital Outlays	0.00	0.00	166,367.00	0.00	166,367.00
Grant Appropriations	0.00	0.00	0.00	0.00	0.00
<u>Unreserved:</u>					
Undesignated	1,090,338.90	0.00	0.00	2,422.33	1,092,761.23
Designated for Subsequent Years Expenditures	100,000.00	0.00	60,000.00	0.00	160,000.00
Total Fund Balances	<u>1,190,338.90</u>	<u>0.00</u>	<u>226,367.00</u>	<u>2,422.33</u>	<u>1,419,128.23</u>
Total Liabilities and Fund Balances	<u>1,341,026.32</u>	<u>0.00</u>	<u>3,996,435.00</u>	<u>2,422.33</u>	<u>5,339,883.65</u>

(Continued)

Township of Monroe Fire District #2
 Balance Sheet - Governmental Funds
 December 31, 2013

Amounts reported for *governmental activities* in the statement of net Assets (A-1) are different because:

- Capital assets used in government activities are not financial resources and therefore Are not reported in the funds. The cost of the assets is \$6,803,517.99 less the accumulated depreciation of \$2,526,485.47 and related debt of \$3,770,068.00.
 - Add Total Government Funds less Total Liabilities from page 20.
 - **Net Assets of Governmental Activities**
- | | | |
|----|-----------------------|--|
| \$ | 506,964.52 | |
| | 1,419,128.23 | |
| | \$1,926,092.75 | |

The accompanying Notes to Financial Statements are an integral part of this statement.
 21

Township of Monroe Fire District #2
Statement of Revenues, Expenditures, and Changes in Fund Balance - Governmental Funds
For the Year Ended December 31, 2013

	<u>General Fund</u>	<u>Special Revenue Fund</u>	<u>Capital Projects Fund</u>	<u>Debt Service Fund</u>	<u>Total Governmental Funds</u>
<u>Revenues</u>					
Miscellaneous Revenues	45,051.54	0.00	0.00	0.00	45,051.54
Operating Grant Revenues	0.00	0.00	0.00	0.00	0.00
Misc Revenues Offset with Appropriations	77,147.87	0.00	0.00	0.00	77,147.87
Amount to be Raised by Taxation to Support the District Budget	2,928,642.46			408,032.54	3,336,675.00
Non-Budgetary Revenues	0.00	0.00	0.00	0.00	0.00
Total Revenues	<u>3,050,841.87</u>	<u>0.00</u>	<u>0.00</u>	<u>408,032.54</u>	<u>3,458,874.41</u>
<u>Expenditures</u>					
Operating Appropriations:					
Administration	188,811.86	0.00	0.00	0.00	188,811.86
Cost of Operations and Maint.	2,440,374.41	0.00	0.00	0.00	2,440,374.41
Operating Appropriations Offset with Revenues	46,800.00	0.00	0.00	0.00	46,800.00
LOSAP Contribution	4,013.00	0.00	0.00	0.00	4,013.00
Municipal Authority	204,276.00	0.00	0.00	0.00	204,276.00
Capital Appropriations	0.00	0.00	0.00	0.00	0.00
Capital Leases	0.00	0.00	0.00	116,370.00	116,370.00
Debt Service:					
Principal	0.00	0.00	0.00	120,000.00	120,000.00
Interest	0.00	0.00	0.00	171,662.54	171,662.54
Total Expenditures	<u>2,884,275.27</u>	<u>0.00</u>	<u>0.00</u>	<u>408,032.54</u>	<u>3,292,307.81</u>

(Continued)

Township of Monroe Fire District #2
Statement of Revenues, Expenditures, and Changes in Fund Balance - Governmental Funds
For the Year Ended December 31, 2013

	<u>General Fund</u>	<u>Special Revenue Fund</u>	<u>Capital Projects Fund</u>	<u>Debt Service Fund</u>	<u>Total Governmental Funds</u>
<u>(Continued From Page 22)</u>					
Excess (Deficiency) of Revenues over Expenditures	166,566.60	0.00	0.00	0.00	166,566.60
Other Financing Sources (Uses):					
Capital Appropriation Transfer to/from General Fund	0.00	0.00	0.00	0.00	0.00
Total Other Fin. Sources (Uses)	0.00	0.00	0.00	0.00	0.00
Net Change in Fund Balances	166,566.60	0.00	0.00	0.00	166,566.60
Fund Balance December 31, 2012	1,023,772.30	0.00	226,367.00	2,422.33	1,252,561.63
Fund Balance December 31, 2013	1,190,338.90	0.00	226,367.00	2,422.33	1,419,128.23

(Continued)

Township of Monroe Fire District #2
 Reconciliation of the Statement of Revenues, Expenditures, and Changes in
 Fund Balances of Government Funds to the Statements of Activities
 For the Year Ended December 31, 2013

Total Net Changes in Fund Balances- Governmental Funds	\$ 166,566.60
Capital outlays are reported in governmental funds as expenditures. However, in the statement activities, the cost of those assets is allocated over their useful lives as depreciation expense. This is the difference between capital outlays and depreciation in the period.	(159,656.13)
Repayment of long-term debt is an expenditure in the governmental funds, but the repayment reduces long-term liabilities in the statement of net assets and is not reported in the statement of activities. There is no current debt.	<u>120,000.00</u>
Change in Net Assets of Governmental Activities	\$ 126,910.47

The accompanying Notes to Financial Statements are an integral part of this statement.

Township of Monroe Fire District #2
Notes to Financial Statements
For the Year Ended December 31, 2013

Note 1: Summary of Significant Accounting Policies

Description of Reporting Entity - Fire District #2 of the Township of Monroe is a political subdivision of the Township of Monroe, Middlesex County, New Jersey. A board of five commissioners oversees all operations of the Fire District.

Fire District's are governed by N.J.S.A. 40A:14-70 et al. and are organized as a taxing authority charged with the responsibility of providing the resources necessary to provide fire fighting services to the residents within its territorial location. Fire District #2 of the Township of Monroe has one fire company within its jurisdiction, the Appplegarth Fire Company #1.

Component Units - GASB Statement No 14, *The Financial reporting Entity*, provides guidance that all entities associated with a primary government are potential component unites and should be evaluated for inclusion in the financial reporting entity. A primary government is financially accountable not only for the organizations that make up its legal entity, but also for legally separate organizations that meet the criteria established by GASB Statement No 14, as amended by GASB Statement No 39, *Determining Whether Certain Organizations are Component Units*. As of December 31, 2012 it has been determined by the Fire District that no component units exist.

Basis of Presentation - The financial statements of the Monroe Twp Fire District #2 have been prepared in conformity with accounting principals generally accepted in the United States of America (GAAP) as applied to governmental units. The Governmental Accounting Standards Board (GASB) is the accepted standard-setting body for establishing governmental accounting and financial reporting principals. The more significant of the Fire District's accounting policies are described in this note.

The Fire District's basic financial statements consist of district-wide statements, including a Statement of Net Assets and a Statement of Activities, and fund financial statements, which provide more detailed level of financial information.

- **District-Wide Financial Statements** - The Statement of Net Assets and the Statement of Activities display information about the Fire District as a whole. These statements include the financial activities of the government. The Statement of Net Assets presents the financial condition of the governmental activities of the

Note 1: Summary of Significant Accounting Policies

Basis of Presentation (Cont'd)

Fire District at year end. The Statement of Activities presents a comparison between direct expenses and program revenues for each program or function of the Fire District's governmental activities. Direct expenses are those that are specifically associated with a service, program, or department and therefore clearly identifiable to a particular function. The policy of the Fire District is to not allocate indirect expenses to functions in the statement of activities. Program revenues include charges paid by the recipient of the goods or services offered by the program, grants, and contributions that are restricted to meeting the operational or capital requirements of a particular program and interest earned on grants that is required to be used to support a particular program. Revenues, which are not classified as program revenues, are presented as general revenues of the Fire District, with certain limited exceptions. The comparison of direct expenses with program revenues identifies the extent to which each governmental function is self-financing or draws from the general revenues of the Fire District.

- **Fund Financial Statements** – During the year, the Fire District segregates transactions related to certain Fire District functions or activities in separate funds in order to aid financial management and to demonstrate legal compliance. Fund financial statements are designed to present financial information of the Fire District at this more detailed level. The focus of governmental fund financial statements is on major funds. Each major fund is presented in a single column. The Fire District uses funds to maintain its financial records during the year. A fund is defined as a fiscal and accounting entity with a self-balancing set of accounts. For fire districts, only one category of funds exists, that being governmental.

Governmental Funds – Governmental funds are those through which most governmental functions typically are financed. Governmental fund reporting focuses on the sources, uses and balances of current financial resources. Expendable assets are assigned to the various governmental funds according to the purposes for which they may or must be used. Current liabilities are assigned to the fund from which they will be paid. The difference between governmental fund assets and liabilities is reported as fund balance. The following are the Fire District's major governmental funds;

- **General Fund** – The General Fund is the general operating fund of the Fire District and is used to account for the inflows and outflows of its financial

Note 1: Summary of Significant Accounting Policies

Governmental Funds (Cont'd)

resources. The acquisition of certain capital assets, such as fire fighting apparatus and equipment, is accounted for in the General Fund when it is responsible for the financing of such expenditures.

- **Special Revenue Fund** – The Special Revenue Fund is used to account for the proceeds of specific revenue sources, such as state or federal government grants and appropriations, which are legally restricted to expenditures for specified purposes.
- **Capital Projects Fund** – The Capital Projects Fund is used to account for financial resources to be used for the acquisition or construction of major capital facilities such as fire houses and fire fighting apparatus. Generally, the financial resources of the Capital Projects Fund are derived from the issuance of debt or by the reservation of fund balance.
- **Debt Service Fund** – The Debt Service Fund is used to account for the accumulation of resources for, and the payment of, general long-term debt principal, interest, and related costs.

Measurement Focus

- **District-Wide Financial Statements** – The district -wide financial statements are prepared using the economic resources measurement focus. All assets and liabilities associated with the operation of the fire district are included on the Statement of Net Assets.
- **Fund Financial Statements** – All governmental funds are accounted for using a flow of current financial resources measurement focus. With this measurement focus, only current assets and current liabilities are generally included on the balance sheet. The Statement of Revenues, Expenditures, and Changes in Fund Balances reports on the sources (i.e., revenues and other financing sources) and uses (i.e., expenditures and other financing uses) of current financial resources. This approach differs from the manner in which the governmental activities of the district-wide financial statements are prepared. Governmental fund financial statements therefore include a reconciliation with brief explanations to better identify the relationship between the district-wide statements and the statements for government funds.

Note 1: Summary of Significant Accounting Policies

Basis of Accounting – Basis of accounting determines when transactions are recorded in the financial records and reported on the financial statements. District-wide financial statements are prepared using the accrual basis of accounting. Governmental funds use the modified accrual basis of accounting. Differences in the accrual and modified accrual basis of accounting arise in the recognition of revenue, the recording of deferred revenue, and in the presentation of expenses versus expenditures.

- **Revenues – Exchange and Non-Exchange Transactions** – Revenue resulting from exchange transactions, in which each party gives and receives essentially equal value, is recorded on the accrual basis when the exchange takes place. On a modified accrual basis, revenue is recorded in the year in which the resources are measurable and become available. Available means that the resources will be collected within the current year or are expected to collect soon enough thereafter to be used to pay liabilities of the current year. For the Fire District, available means expected to be received within thirty days of the year-end.

Non-Exchange transactions, in which the Fire District receives value without directly giving equal value in return, include Ad Val Orem (property) taxes, grants, entitlements, and donations. Ad Val Orem (property) Taxes are susceptible to accrual, as under New Jersey State Statute, a municipality is required to remit to its Fire District the entire balance of taxes in the amount voted upon or certified, prior to the end of the fire district year. The Fire District records the entire approved tax levy as revenue (accrued) at the start of the year since the revenue is both measurable and available. The Fire District is entitled to receive monies under the following established payment schedule: on or before April 1, an amount equaling the 4th quarter payment from the previous year; on or before July 1, an amount equaling 25% of the assessed value plus or minus the difference between the 4th quarter of the previous year and 25% of the current year assessment; on or before October 1, an amount equaling 25% of the assessed value; on or before December 31, an amount equaling 25% of the assessed value. Revenue from grants, entitlements, and donations is recognized in the year in which all eligibility requirements have been satisfied. Eligibility requirements include timing requirements, which specify the year when the resources are required to be used or the year when use is first permitted, matching requirements, in which the Fire District must provide local resources to be used for a specified purpose, and expenditure requirements, in which the resources are provided to the Fire District on a reimbursement basis. Under the modified accrual basis, the following revenue sources are considered to be both measurable and available at year-end: grants, fees, rentals.

Note 1: Summary of Significant Accounting Policies

Budgets / Budgetary Control - The Fire District must adopt an annual budget in accordance with N.J.S.A. 40A:14-78.1 et al.

The fire commissioners must introduce and approve the annual budget not later than sixty days prior to the annual election. At introduction, the commissioners shall fix the time and place for a public hearing on the budget and must advertise the time and place at least ten days prior to the hearing in a newspaper having substantial circulation in the Fire District. The public hearing must not be held less than twenty-eight days after the date the budget was introduced. After the hearing has been held, the fire commissioners may, by majority vote, adopt the budget.

Amendments may be made to the Fire District budget in accordance with N.J.S.A. 40A:14-78.3. The budget may not be amended subsequent to its final adoption and approval.

Subsequent to the adoption of the Fire District budget, the amount of money to be raised by taxation in support of the Fire District budget must appear on the ballot for the annual election for approval of the legal voters.

Fire districts have a prescribed budgetary basis to demonstrate legal compliance. However, budgets are adopted on principally the same basis of accounting utilized for the preparation of the Fire District's basic fund financial statements.

Amounts reported under "final budget" on Exhibit C-1 includes modifications, if any, to the adopted budget that were made during the year as approved by the Board of Commissioners.

Exhibit C-3 presents a reconciliation of the general fund revenues and special fund revenues and expenditures from the budgetary basis of accounting as presented in the General Fund Budgetary Comparison Schedule and Special Revenue Fund Budgetary Comparison Schedule to the GAFP basis of accounting as presented in the Statement of Revenues, Expenditures and Changes in Fund Balances - Governmental Funds. Note that the Fire District does report encumbrances outstanding at year end as expenditures in the general fund since the general fund budget follows the modified accrual basis of accounting.

Encumbrances - Under encumbrance accounting purchase orders, contracts and other commitments for the expenditure of resources are recorded to reserve a portion of the applicable appropriation. Open encumbrances in governmental funds other than special

Note 1: Summary of Significant Accounting Policies

Encumbrances (Cont'd)

revenue funds are reported as liabilities and expenditures in the financial statements as well as in the budgetary comparison schedule. Any expenditure shortfalls are added back to the budget as miscellaneous income.

Open encumbrances in the special revenue fund for which the Fire District has received advances are reflected in the balance sheet as deferred revenues at year end.

Cash, Cash Equivalents and Investments - Cash and cash equivalents include petty cash, change funds, cash in banks and all highly liquid investments with a maturity of three months or less at the time of purchase and are stated at cost plus accrued interest. US Treasury and agency obligations and certificates of deposits with maturities of one year or less when purchased are stated at cost. All other investments are stated at fair market value.

New Jersey governments are limited as to the types of investments and types of financial institutions they may invest in. N.J.S.A 18A:20-37 provides a list of permissible investments that may be purchased by NJ governments.

Additionally, the Fire District has adopted a cash management plan which requires it to deposit public funds in public depositories protected from loss under the provisions of the Governmental Unit Deposit Protection Act. The act was enacted in 1970 to protect Governmental units from loss of funds on deposit with a failed banking institution in New Jersey.

N.J.S.A. 17:9-41 et seq. establishes the requirements for the security of deposits of governmental units. The statute requires that no governmental unit shall deposit public funds in a public depository unless such funds are secured in accordance with the act. Public depositories include state or federally chartered banks, savings banks or associations located in the State of NJ or state or federally chartered banks, savings banks or associations located in another state with a branch office in the state of NJ, the deposits of which are federally insured. All public depositories must pledge collateral, having a market value at least equal to five percent of the average daily balance of collected funds, to secure the deposits of Governmental Units. If a public depository fails, the collateral it has pledged, plus the collateral of all other public depositories, is available to pay the full amount of their deposits to the Governmental units.

Note 1: Summary of Significant Accounting Policies

Capital Assets - General capital assets result from the expenditures in the governmental funds. These assets are reported in the governmental activities column of the district-wide Statement of Net Assets but are not reported in the fund financial statements.

All capital assets are capitalized at cost (or estimated historical cost) and updated for additions and retirements during the year. Donated fixed assets are recorded at their fair market value as of the date of contribution. The Fire District maintains a capitalization threshold of approximately \$2,000.00. Improvements are capitalized; the cost of maintenance and repairs that do not add to the value of the asset or materially extend an asset's useful life are not. All reported capital assets except land and construction in progress are depreciated. Improvements are depreciated over the remaining useful lives of the related capital assets.

Depreciation is computed using the straight-line method over the following useful lives:

<u>Description</u>	<u>Estimated Lives</u>
Building and Improvements	15 - 39 Years
Vehicles	5 - 7 Years
Firefighting Equipment	5 - 7 Years

N.J.S.A. 40A:14-84 governs the procedures for the acquisition of property and equipment for Fire Districts, and N.J.S.A. 40A:14-85 to 87 governs procedures for the issuance of any debt related to such purposes. In summary, fire districts may purchase fire fighting apparatus and equipment and land and buildings to house such property in an amount not exceeding 5 mills on the dollar of the last assessed valuation of property within the district upon the approval of the legal voters. Debt may be issued up to \$60,000 or 2% of the assessed valuation of property, whichever is larger.

Deferred Revenue - Deferred revenue arises when assets are recognized before revenue recognition criteria have been satisfied.

Estimates - The preparation of financial statements in conformity with accounting principals generally accepted in the United States of America requires management to make estimates and assumptions that affect the amounts reported in the financial statements and accompanying notes. Actual results may differ from those estimates.

Note 1: Summary of Significant Accounting Policies

Accrued Liabilities and Long Term Obligations - All payables, accrued liabilities, and long-term obligations are reported in the district-wide financial statements. In general, governmental fund payables and accrued liabilities that, once incurred, are paid in a timely manner and in full from current financial resources are reported as obligations of the funds. Bonds are recognized as a liability on the fund financial statements when due.

Net Assets - Net assets represent the difference between assets and liabilities. Net assets invested in capital assets, net of related debt consists of capital assets, net of accumulated depreciation, reduced by the outstanding balances of any borrowings used for the acquisition, construction or improvement of those assets. Net assets are reported as restricted when there are limitations imposed on their use either through the enabling legislation adopted by the Fire District or through external restrictions imposed by creditors, grantors or laws or regulations of other governments.

The Fire District applies restricted resources when an expense is incurred for purposes for which both restricted and unrestricted assets are available.

Fund Balance Reserves - The Fire District reserves portions of fund balance which are legally segregated for specific future use or which do not represent available expendable resources and, therefore, are not available for appropriation in future periods. Unreserved fund balance indicates that portion of fund balance that is available for appropriations in future periods. Fund balance reserves are established for legally restricted appropriations, excess surplus, and capital reserve account.

Note 2: Cash and Cash Equivalents

All bank deposits as of December 31, 2013 are classified as to credit risk by the following three categories described below:

- **Category 1** - Insured or collateralized securities held by the Fire District or by its agent in the Fire District's name.
- **Category 2** - Collateralized with securities held by the pledging public depository's trust department or agent in the Fire District's name.
- **Category 3** - Uncollateralized, including any deposits that are collateralized with securities held by the pledging public depository, or by its trust department or agent but not in the Fire District's name (GUPDA).

Notes to Financial Statements (Cont'd)

Note 2: Cash and Cash Equivalents (Cont'd)

As of December 31, 2013, the Fire District's deposits are summarized as follows:

<u>Category</u>	<u>Amount</u>
1	\$ 250,170.00
2	22,819.13
3	<u>1,261,863.52</u>
Total	\$ 1,534,852.65

Note 3: Property Tax Levies:

The following is a tabulation of Fire District assessed valuations, tax levies and property tax rates per \$100.00 of assessed valuations for the current and preceding four years (per the submitted DCA budget for that period):

<u>Year</u>	<u>Assessed Valuation</u>	<u>Total Tax Levy</u>	<u>Tax Rate</u>
2013	\$ 1,311,909,734	\$ 3,336,675	\$.25434
2012	\$ 1,289,688,330	\$ 3,305,170	\$.25628
2011	\$ 1,426,628,822	\$ 2,777,350	\$.19468
2010	\$ 1,400,261,891	\$ 2,896,250	\$.20684
2009	\$ 1,352,982,643	\$ 2,746,750	\$.20301

Note 4: Receivables:

None.

Notes to Financial Statements (Cont'd)

Note 5: Capital Assets

Capital asset activity for the year ended December 31, 2013 was as follows:

<u>Asset</u>	<u>Balance 1-1-13</u>	<u>Increases</u>	<u>Decreases</u>	<u>Balance 12-31-13</u>
New Firehouse	4,372,857.58	0.00	0.00	4,372,857.58
Building and Improvements	238,392.11	0.00	0.00	238,392.11
Vehicles	1,662,821.12	22,990.14	0.00	1,685,811.26
Office Equipment	5,938.13	0.00	0.00	5,938.13
Firefighting Equipment	472,868.41	27,650.50	0.00	500,518.91
Total Capital Assets being Depr.	<u>6,752,877.35</u>	<u>50,640.64</u>	<u>0.00</u>	<u>6,803,517.99</u>
Less Accum. Depreciation:				
New Firehouse	(336,373.60)	(112,124.55)	0.00	(448,498.15)
Building and Improvements	(62,773.89)	(5,792.02)	0.00	(68,565.91)
Vehicles	(1,574,456.53)	(37,256.35)	0.00	(1,611,712.88)
Office Equipment	(5,343.90)	(198.07)	0.00	(5,541.97)
Firefighting Equipment	(337,240.78)	(54,925.78)	0.00	(392,166.56)
Total Accumulated Depreciation	<u>(2,316,188.70)</u>	<u>(210,296.77)</u>	<u>0.00</u>	<u>(2,526,485.47)</u>
Less: Related Debt	<u>(3,890,068.00)</u>	<u>120,000.00</u>	<u>0.00</u>	<u>(3,770,068.00)</u>
Total Capital Assets being Depreciated, net of related debt	<u>546,620.65</u>	<u>(39,656.13)</u>	<u>0.00</u>	<u>506,964.52</u>
Capital Assets, Net	<u>546,620.65</u>	<u>(39,656.13)</u>	<u>0.00</u>	<u>506,964.52</u>

* Depreciation increases were expensed to Cost of Operations and Maintenance in the Statement of Activities.

Note 6: Long-Term Obligations

During the year the department entered into a capital lease for a new Pierce Aerial Truck payable over 10 years, the asset will be capitalized when and if upon lease termination the department decides to take title to the apparatus.

Item	Principal 1-1-13	Increases	Decreases	Principal 12-31-13	Due W/In One Year
Capital Lease Payable	818,300.00	0.00	86,420.00	731,880.00	89,700.00
Bonds Payable	3,890,068.00	0.00	120,000.00	3,770,068.00	125,000.00
Total Governmental Activities L/T Liabilities	4,708,368.00	0.00	206,420.00	4,501,948.00	214,700.00

Note 7: Leases

Lease Obligations - As of December 31, 2013 the fire district had the following lease agreements in effect:

- Capital - See note 6
- Operating - Building for housing some fire apparatus. The lease agreement is with the Applegarth Volunteer Fire Company #1. They currently have a monthly building agreement for \$1,750/month. There is not an official lease between the two parties, only an oral agreement.

Note 8: Pension Plans

The fire district contributes to two cost-sharing multiple-employer defined benefit plans, the Public employee's Retirement System and the Police and Fireman's Retirement System, which are administered by the New Jersey Division of Pensions and Benefits. These plans provide retirement, death and disability, and medical benefits to qualified members. Vesting and benefit provisions are established by N.J.S.A. 43:15A and 43:3B for the PERS and N.J.S.A. 43:16A and 43:3B for the PFRS. Each plan has a board of trustees that is primarily responsible for its administration. The Division issues a publicly available financial report that includes financial statements and required supplementary information. That report may be obtained by writing to:

State of New Jersey
 Division of Pensions and Benefits
 PO Box 295
 Trenton, NJ 08625-0295

Notes to Financial Statements (Cont'd)

In accordance with Chapter 415 P.L. 1999 the Public Employees Retirement System member contribution rate was 7.5% of their annual covered salary for calendar year 2013. In accordance with Chapter 204, P.L. 1989 the Police and Fireman's Retirement System member contribution rate was 10% of their covered annual salary for calendar year 2013. Beginning in 2002 the Division of Pensions and Benefits gave employers of member of PERS and PFRS a reduced employer contribution due to system surpluses. This allowance has begun being phased out. For the year 2007 the Public Employees Retirement System had a 60% phase-in, which increased to 80% in 2008. The Police and Fireman's Retirement System had an 80% phase-in in 2007 and went to 100% for 2008.

Note 9: Risk Management

The Fire District 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 and Liability Insurance - The Fire District maintains commercial insurance coverage for property, liability, and surety bonds.

NJ Unemployment Compensation Insurance - The Fire District covers its employees under the NJ Unemployment Trust Fund by the "contribution" method. Under this method, a contribution rate is established annually for the Fire District share of unemployment tax. This rate is based on cost experience for all government employers.

Note 10: Deferred Compensation

The Fire District offers its employees a Deferred Compensation Plan in accordance with the Internal Revenue Code Section 457 which has been approved by the Director of the Division of Local Government Services. The plan, available to all full time employees at their option, permits employees to defer a portion of their salary to future years. The deferred compensation is not available to participants until termination, retirement, death, or unforeseeable emergency. As of December 31, 2012 no employees of the Fire District contribute to this plan.

Note 11: Fund Balances

Reserved:

Reservations of fund balances of governmental funds are established to either (1) satisfy legal covenants that require a portion of the fund balance be segregated or (2) identify the portion of the fund balance that is not appropriable for future expenditures. Specific reservations of the fund balance are summarized below:

Notes to Financial Statements (Cont'd)

- **For Future Capital Outlays** - These funds are restricted for future capital expenditures to be made in future years. When the Fire District desires to utilize these funds in their annual budget, a capital resolution must be passed by the Board of Fire Commissioners prior to any expenditure against the appropriation. As of December 31, 2013 the balance is \$226,367.00.
- **Special Revenue Fund** - These funds are restricted by the awarding agency to appropriate these monies to a specific expenditure. As of December 31, 2013 the balance is \$0.00.
- **Debt Service Fund** - These funds are accumulated through investments earned on debt instruments while in the Districts possession as well as any surpluses that are generated through debt appropriations. As of December 31, 2013 the balance is \$2,422.33.

Unreserved:

Of the \$1,190,338.90 unreserved fund balance at December 31, 2013, \$100,000.00 has been designated for the subsequent year's expenditures.

Note 12: Change in Accounting Principle & Restatement of Fund Balance

For the year ended December 31, 2004, the Fire District has implemented GASB Statement No. 33, "Accounting and Financial Reporting for Non-Exchange Transactions", GASB Statement No. 34, "Basic Financial Statements - and Management's Discussion and Analysis - for State and Local Governments", GASB Statement No. 37, "Basic Financial Statements - and Management's Discussion and Analysis - For State and Local Governments: Omnibus", and GASB Statement No. 38, "Certain Financial Statement Note Disclosures". GASB 34 creates new basic financial statements for reporting the Fire District's financial activities. The financial statements now include district-wide financial statements prepared on an accrual basis of accounting and fund financial statements which present information for individual major funds rather than by fund type.

Note 13: Length of Service Award Programs

The Fire Districts Length of Service Awards Program (LOSAP) was created by a Fire District Resolution adopted on November 8, 2000 pursuant to section 457 (e)(11)(13) of the Internal Revenue Service code of 1986, as amended, except for provisions added by reason of the Length of Service Award Program as enacted into federal law in 1997. The voters of the Township of Monroe Fire District #2 approved the adoption of the plan at the annual election held on February 17, 2001. The plan provides tax deferred income benefits to active volunteer firefighters. Amounts deferred under section 457 plans must be held in trust for the exclusive benefit of participating member and not be accessible by the Fire District or its creditors. As required by N.J.A.C.5:30-14.48, the Fire District must

Notes to Financial Statements (Cont'd)

have an annual review of its LOSAP performed in accordance with Statements on Standards for Accounting and Review Services issued by the American Institute of Certified Public Accountants.

REQUIRED SUPPLEMENTARY INFORMATION
PART II

BUDGETARY COMPARISON SCHEDULES

Township of Monroe Fire District #2
Budgetary Comparison Schedule - General Fund
For the Year Ended December 31, 2013

	<u>Original Budget</u>	<u>Budget Modifications / Transfers</u>	<u>Final Budget</u>	<u>Actual</u>	<u>Variance Positive (Neg) Final to Actual</u>
<u>Revenues:</u>					
Anticipated Revenues:					
Prior Year Surplus	120,000.00	0.00	120,000.00	120,000.00	0.00
Restricted Fund Transfers	0.00	0.00	0.00	0.00	0.00
Interest on Investments	6,000.00	(2,600.00)	3,400.00	3,417.68	17.68
Total Anticipated Revenues	<u>126,000.00</u>	<u>(2,600.00)</u>	<u>123,400.00</u>	<u>123,417.68</u>	<u>17.68</u>
Operating Grant Revenue: Supplemental Fire Services Grant	<u>2,500.00</u>	<u>0.00</u>	<u>2,500.00</u>	<u>2,500.00</u>	<u>0.00</u>
Revenues Offset with Appropriations:					
Uniform Fire Safety Act					
Fire Safety Fees	23,000.00	0.00	23,000.00	42,537.00	19,537.00
NJ LHU Rebates	24,500.00	0.00	24,500.00	32,110.87	7,610.87
Total Revenues Offset with Appropriations	<u>47,500.00</u>	<u>0.00</u>	<u>47,500.00</u>	<u>74,647.87</u>	<u>27,147.87</u>
Amount to be Raised By Taxation	3,336,675.00	0.00	3,336,675.00	3,336,675.00	0.00
Total Anticipated Revenues	<u>3,512,675.00</u>	<u>(2,600.00)</u>	<u>3,510,075.00</u>	<u>3,537,240.55</u>	<u>27,165.55</u>
Non-Budgetary Revenues:					
Restricted Grants	0.00	0.00	0.00	0.00	0.00
Miscellaneous Revenues	5,000.00	2,600.00	7,600.00	39,690.12	32,090.12
Unexpended Prior Yr Encumbrances	0.00	0.00	0.00	1,943.74	1,943.74
Total Non-Budgetary Revenues	<u>5,000.00</u>	<u>2,600.00</u>	<u>7,600.00</u>	<u>41,633.86</u>	<u>34,033.86</u>
Total Revenues	<u>3,517,675.00</u>	<u>0.00</u>	<u>3,517,675.00</u>	<u>3,578,874.41</u>	<u>61,199.41</u>

Township of Monroe Fire District #2
Budgetary Comparison Schedule - General Fund
For the Year Ended December 31, 2013

Operating Appropriations:					
Administration:					
Election Cost	3,500.00	0.00	3,500.00	3,251.92	248.08
Insurance-Liability	90,000.00	0.00	90,000.00	87,573.00	2,427.00
Professional	65,000.00	0.00	65,000.00	44,596.88	20,403.12
Office Supplies	7,500.00	0.00	7,500.00	6,140.06	1,359.94
General Administrative	15,000.00	0.00	15,000.00	15,000.00	0.00
Commissioners Salary	25,000.00	0.00	25,000.00	25,000.00	0.00
Recording Secretary	7,250.00	0.00	7,250.00	7,250.00	0.00
Total Administrative	<u>213,250.00</u>	<u>0.00</u>	<u>213,250.00</u>	<u>188,811.86</u>	<u>24,438.14</u>
Cost of Operations & Maintenance:					
Career Firefighters	1,478,200.00	0.00	1,478,200.00	1,377,231.41	100,968.59
Sub and Temporary Firefighters	27,000.00	0.00	27,000.00	8,209.50	18,790.50
Service Technician Pay	33,500.00	0.00	33,500.00	33,236.32	263.68
Health Ins & Payroll Taxes	523,500.00	(7,900.00)	515,600.00	507,817.67	7,782.33
Pension Expense	252,400.00	200.00	252,600.00	252,561.00	39.00
Volunteer Incentive Program	10,000.00	0.00	10,000.00	5,111.83	4,888.17
Building Lease	21,000.00	0.00	21,000.00	21,000.00	0.00
Building Renovations	0.00	0.00	0.00	0.00	0.00
Equipment & Supplies	80,000.00	(26,000.00)	54,000.00	20,240.20	33,759.80
Equipment Operations	125,000.00	33,700.00	158,700.00	158,306.00	394.00
Communications Expense	25,000.00	4,400.00	29,400.00	29,331.26	68.74
Training & Physical Expense	30,000.00	(4,400.00)	25,600.00	19,969.05	5,630.95
	<u>2,605,600.00</u>	<u>0.00</u>	<u>2,605,600.00</u>	<u>2,433,014.24</u>	<u>172,585.76</u>

(Continued) Exhibit C-1

Township of Monroe Fire District #2
Budgetary Comparison Schedule - General Fund
For the Year Ended December 31, 2013

	<u>Original Budget</u>	<u>Budget Modifications /Transfers</u>	<u>Final Budget</u>	<u>Actual</u>	<u>Variance Positive (Neg) Final to Actual</u>
<u>Expenditures:</u>					
Operating Appropriations Cont'd:					
Cost of Operations and Maintenance Cont'd:					
Stand-By Supplies	10,000.00	0.00	10,000.00	7,360.17	2,639.83
Public Relations	10,000.00	0.00	10,000.00	0.00	10,000.00
Total Cost of Operations and Maintenance	<u>2,625,600.00</u>	<u>0.00</u>	<u>2,625,600.00</u>	<u>2,440,374.41</u>	<u>185,225.59</u>
Operating Appropriations Offset with Revenues	<u>46,800.00</u>	<u>0.00</u>	<u>46,800.00</u>	<u>46,800.00</u>	<u>0.00</u>
Municipal Authority:					
Fire Hydrant Fees	200,000.00	0.00	200,000.00	192,225.00	7,775.00
Township Network Commun.	16,500.00	(2,600.00)	13,900.00	12,051.00	1,849.00
Total Municipal Authority	<u>216,500.00</u>	<u>(2,600.00)</u>	<u>213,900.00</u>	<u>204,276.00</u>	<u>9,624.00</u>
LOSAP Contribution	<u>10,000.00</u>	<u>0.00</u>	<u>10,000.00</u>	<u>4,013.00</u>	<u>5,987.00</u>
Debt Service Obligations:					
Retirement of Debt	206,425.00	0.00	206,425.00	206,420.00	5.00
Interest on Debt	199,100.00	2,600.00	201,700.00	201,612.54	87.46
Total Debt Service Obligations	<u>405,525.00</u>	<u>2,600.00</u>	<u>408,125.00</u>	<u>408,032.54</u>	<u>92.46</u>
Capital Appropriations: Equipment Acquisitions	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
Total Expenditures	<u>3,517,675.00</u>	<u>0.00</u>	<u>3,517,675.00</u>	<u>3,292,307.81</u>	<u>225,367.19</u>

Township of Monroe Fire District #2
Budgetary Comparison Schedule - General Fund
For the Year Ended December 31, 2013

	<u>Original Budget</u>	<u>Budget Modifications / Transfers</u>	<u>Final Budget</u>	<u>Actual</u>	<u>Variance Positive (Neg) Final to Actual</u>
Excess (Deficiency) of Revenues Over (Under) Expenditures	0.00	0.00	0.00	286,566.60	286,566.60
Less Fund Transfers During the Current Period				(120,000.00)	
Less Amount Designated for Restricted Funds				<u>0.00</u>	
Fund Balance January 1, 2013				<u>1,023,772.30</u>	
Fund Balance December 31, 2013				<u>1,190,338.90</u>	

(Continued) Exhibit C-1

Township of Monroe Fire District #2
Required Supplementary Information
Budgetary Comparison Schedule
For the Year Ended December 31, 2013

Note A – Explanation of Differences between Budgetary Inflows and Outflows and GAAP Revenues and Expenditures.

Sources / Inflows of Resources:	General Fund	Capital Fund	Debt Fund
Actual Amounts (budgetary basis) “revenue” from the budgetary comparison schedule	\$ 3,170,841.87	\$ 0.00	\$ 408,032.54
The utilization of the prior year surplus that is added to the revenues in the budget is recognized under the budgetary basis but not GAAP.	(120,000.00)	0.00	0.00
Total revenues as reported on the Statement of Revenues, Expenditures, and Changes in Fund Balance - Governmental Funds. (B-2)	\$ 3,050,841.87	\$ 0.00	\$ 408,032.54
Uses / Outflows of Resources:	General Fund	Capital Fund	Debt Fund
Actual amounts (budgetary basis) “total expenditures” from the budgetary comparison schedule.	\$ 2,884,275.27	\$ 0.00	\$ 408,032.54
Total Expenditures as reported on the Statement of Revenues, Expenditures, and Changes in Fund Balances - Governmental Funds (B-2)	\$ 2,884,275.27	\$ 0.00	\$ 408,032.54

OTHER SUPPLEMENTARY INFORMATION

LONG TERM DEBT

Township of Monroe Fire District #2
Schedule of Long Term Debts
For the Year Ended December 31, 2013

Bond Payable:

The district received bond revenues in the amount of \$4,345,068.00 during 2007. The \$4,345,000 Fire District Bonds, Series 2007 (the "Bonds") of the Board of Commissioners of the Monroe Township Fire District No. 2, in the County of Middlesex, New Jersey were issued in the form of one certificate for the aggregate principal amount of the Bonds maturing each year and when issued will be registered in the name of Cede & Co., as nominee of The Depository Trust Company, New York, New York, (DTC) which will act as Securities Depository.

Interest on the Bonds will be payable semiannually on January 1 and July 1 in each year until maturity, commencing on July 1, 2008. Principal of and interest on the Bonds will be paid to DTC by the Fire District. Interest on the Bonds will be credited to the participants of DTC as listed on the records of DTC as of each next preceding December 15 and June 15 (the "Record Dates" for the payment of interest on the Bonds). The Bonds are subject to redemption prior to their stated maturities.

The Bonds have been designated as "Qualified Tax-Exempt Obligations" for purposes of Section 265(b)(3) of the Code.

The Bonds are being issued pursuant to (i) Title 40A, Chapter 14, Section 86, of the New Jersey Statutes, as amended and supplemented (the "Fire District Law"); (ii) a proposal adopted by the Fire District on July 11, 2007 and approved by a majority of the legal voters present and voting at an election held on September 24, 2007; and (iii) a resolution duly adopted by the Fire district on November 14, 2007. The Bonds are being issued for the purpose of providing funds which will be used to finance the construction of a new one-story fire house in the Township.

The Bonds are valid and legally binding obligations of the Fire District, and, unless paid from other sources, are payable from ad valorem taxes levied upon all the tax able real property within the Fire District for the payment of the Bonds and the interest thereon without limitation as to rate or amount.

Payment of the principal of and interest on the Bonds when due will be insured by a financial guaranty insurance policy to be issued by Ambac Assurance Corporation simultaneously with the delivery of the Bonds.

Township of Monroe Fire District #2
Schedule of Long Term Debts
For the Year Ended December 31, 2013

Bond Payable Continued:

The following is an illustration of the Bond repayment schedule:

<u>Due Date</u>	<u>Principal</u>	<u>Coupon</u>	<u>Interest</u>
07/01/08	\$ 55,000.00	4.125%	\$ 105,345.63
01/01/09		4.125%	94,153.13
07/01/09	80,000.00	4.125%	94,153.13
01/01/10		4.125%	92,503.13
07/01/10	100,000.00	4.125%	92,503.13
01/01/11		4.125%	90,440.63
07/01/11	105,000.00	4.125%	90,440.63
01/01/12		4.250%	88,275.00
07/01/12	115,000.00	4.250%	88,275.00
01/01/13		4.250%	85,831.25
07/01/13	120,000.00	4.250%	85,831.25
01/01/14		4.250%	83,281.25
07/01/14	125,000.00	4.250%	83,281.25
01/01/15		4.250%	80,625.00
07/01/15	135,000.00	4.250%	80,625.00
01/01/16		4.375%	77,756.25
07/01/16	140,000.00	4.375%	77,756.25
01/01/17		4.375%	74,693.75
07/01/17	145,000.00	4.375%	74,693.75
01/01/18		4.375%	71,521.88
07/01/18	150,000.00	4.375%	71,521.88
01/01/19		4.375%	68,240.63
07/01/19	160,000.00	4.375%	68,240.63
01/01/20		4.375%	64,740.63
07/01/20	170,000.00	4.375%	64,740.63
01/01/21		4.375%	61,021.88
07/01/21	175,000.00	4.375%	61,021.88
01/01/22		4.375%	57,193.75
07/01/22	185,000.00	4.375%	57,193.75
01/01/23		4.375%	53,146.88
07/01/23	190,000.00	4.375%	53,146.88

Township of Monroe Fire District #2
Schedule of Long Term Debts
For the Year Ended December 31, 2013

Bond Payable Continued:

The following is an illustration of the Bond repayment schedule:

<u>Date</u>	<u>Principal</u>	<u>Coupon</u>	<u>Interest</u>
01/01/24		4.375%	48,990.63
07/01/24	200,000.00	4.375%	48,990.63
01/01/25		4.375%	44,615.63
07/01/25	215,000.00	4.375%	44,615.63
01/01/26		4.375%	39,912.50
07/01/26	220,000.00	4.375%	39,912.50
01/01/27		4.500%	35,100.00
07/01/27	230,000.00	4.500%	35,100.00
01/01/28		4.500%	29,925.00
07/01/28	240,000.00	4.500%	29,925.00
01/01/29		4.500%	24,525.00
07/01/29	255,000.00	4.500%	24,525.00
01/01/30		4.500%	18,787.50
07/01/30	265,000.00	4.500%	18,787.50
01/01/31		4.500%	12,825.00
07/01/31	280,000.00	4.500%	12,825.00
01/01/32		4.500%	6,525.00
07/01/32	290,000.00	4.500%	6,525.00
Totals	\$ 4,345,000.00		\$ 2,914,608.23

SCHEDULE OF FINDINGS AND RECOMMENDATIONS

Fire District #2
Township of Monroe, New Jersey
Schedule of Findings and Recommendations
For the Year Ended December 31, 2013

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.

Appreciation

We express our appreciation for the assistance and courtesies rendered by the Fire District officials and employees during the course of the audit.

Respectfully Submitted,

Furey and Company, PC