

MONROE TOWNSHIP BOARD OF FIRE COMMISSIONERS

DISTRICT #2

SYNOPSIS OF 2012 ANNUAL AUDIT

MONROE TOWNSHIP FIRE DISTRICT #2

GENERAL FUND

ADJUSTED BUDGET VERSUS ACTUAL EXPENSES AS OF DECEMBER 31, 2012 AND DECEMBER 31, 2011

<u>EXPENDITURES</u>	<u>2012 ADJUSTED BUDGET</u>	<u>2012 ACTUAL</u>	<u>DIFFERENCE FAVORABLE (UNFAV.)</u>	<u>2011 ACTUAL</u>
<u>ADMINISTRATION:</u>				
ELECTION COSTS	\$ 3,500.00	\$ 3,412.95	\$ 87.05	\$ 4,764.76
INSURANCE COSTS	115,000.00	78,088.00	36,912.00	86,834.00
LEGAL & ACCOUNTING	75,000.00	53,256.24	21,743.76	53,309.16
OFFICE SUPPLIES	7,000.00	5,810.05	1,189.95	6,281.64
GENERAL ADMINISTRATION	15,000.00	15,000.00	0.00	14,750.00
CONTINGENCY	0.00	0.00	0.00	0.00
TOTAL ADMINISTRATIVE	\$ 215,500.00	\$ 155,567.24	\$ 59,932.76	\$ 165,939.56
<u>ADMINISTRATIVE SALARIES:</u>				
FIRE COMMISSIONERS	\$ 25,000.00	\$ 25,000.00	\$ 0.00	\$ 25,000.00
RECORDING SECRETARY	7,250.00	7,250.00	0.00	6,850.00
TOTAL ADMIN. SALARIES	\$ 32,250.00	\$ 32,250.00	\$ 0.00	\$ 31,850.00
<u>PAID FIRE DEPARTMENT:</u>				
SALARIES:				
FIREMEN PAY - CAREER	\$ 1,485,000.00	\$ 1,378,866.39	\$ 106,133.61	\$ 1,299,832.77
FIREMEN PAY - SUB & TEMP	32,000.00	15,626.00	16,374.00	20,078.50
SERVICE TECH PAY	33,500.00	33,236.32	263.68	33,236.32
EMPLOYEE BENEFITS:				
HEALTH INSURANCE	385,000.00	345,773.54	39,226.46	307,566.51
PAYROLL TAXES	135,000.00	133,249.11	1,750.89	117,967.41
PENSION CONTRIBUTIONS	230,000.00	229,978.00	22.00	256,214.96
FIRE SAFETY EXPENSES	15,000.00	12,421.78	2,578.22	10,889.38
TOTAL PAID FIRE DEPT.	\$ 2,315,500.00	\$ 2,149,151.14	\$ 166,348.86	\$ 2,045,785.85
<u>VOLUNTEER FIRE COMPANY:</u>				
VOLUNTEER BENEFIT FUND	\$ 10,000.00	\$ 4,901.00	\$ 5,099.00	\$ 4,731.00
VOLUNTEER INCENTIVE PROGRAM	0.00	6,078.53	3,921.47	7,361.91
BUILDING LEASE	10,000.00	21,000.00	0.00	21,000.00
BUILDING RENOVATIONS	21,000.00	21,000.00	0.00	21,000.00
BUILDING RENOVAIONS	0.00	0.00	0.00	0.00
TOTAL VOLUNTEER FIRE CO.	\$ 41,000.00	\$ 31,979.53	\$ 9,020.47	\$ 33,092.91

MONROE TOWNSHIP FIRE DISTRICT #2

GENERAL FUND

ADJUSTED BUDGET VERSUS ACTUAL EXPENSES AS OF DECEMBER 31, 2012 AND DECEMBER 31, 2011

<u>EXPENDITURES</u>	<u>ADJUSTED BUDGET</u>	<u>2012 ACTUAL</u>	<u>DIFFERENCE FAVORABLE (UNFAV.)</u>	<u>2011 ACTUAL</u>
<u>COMBINED DIVISIONS:</u>				
EQUIPMENT & SUPPLIES	\$ 76,000.00	\$ 43,533.92	\$ 32,466.08	\$ 94,999.01
EQUIPMENT OPERATIONS	141,000.00	140,339.28	660.72	150,629.59
COMMUNICATIONS EXPENSE	20,000.00	8,117.40	11,882.60	16,265.20
TRAINING & PHYSICAL EXP	35,000.00	19,497.81	15,502.19	26,440.75
STAND BY SUPPLIES	10,000.00	9,429.51	570.49	9,454.66
PUBLIC RELATIONS	17,000.00	4,205.75	12,794.25	3,637.67
TOTAL COMBINED FIRE DIV.	\$ 299,000.00	\$ 225,123.67	\$ 73,876.33	\$ 301,426.88
<u>MUNICIPAL AUTHORITY:</u>				
FIRE HYDRANT FEES	\$ 210,000.00	\$ 169,950.00	\$ 40,050.00	\$ 169,950.00
TOWNSHIP NETWORK COMM.	49,999.00	11,629.34	38,369.66	23,022.84
TOTAL MUNICIPAL AUTHORITY	\$ 259,999.00	\$ 181,579.34	\$ 78,419.66	\$ 192,972.84
<u>DEBT SERVICE OBLIGATIONS:</u>				
RETIREMENT OF DEBTS	\$ 115,000.00	\$ 115,000.00	\$ 0.00	\$ 105,000.00
INTEREST ON DEBTS	176,551.00	176,550.04	0.96	180,881.30
RETIREMENT OF LEASES	83,260.00	83,260.00	0.00	80,250.00
INTEREST ON LEASES	33,110.00	33,110.00	0.00	36,120.00
TOTAL DEBT OBLIGATIONS	\$ 407,921.00	\$ 407,920.04	\$ 0.96	\$ 402,251.30
<u>CAPITAL APPROPRIATIONS</u>				
EQUIPMENT ACQUISITIONS	\$ 30,000.00	\$ 30,000.00	\$ 0.00	\$ 0.00
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	\$ 30,000.00	\$ 30,000.00	\$ 0.00	\$ 0.00

MONROE TOWNSHIP FIRE DISTRICT #2

GENERAL FUND

ADJUSTED BUDGET VERSUS ACTUAL EXPENSES AS OF DECEMBER 31, 2012 AND DECEMBER 31, 2011

EXPENDITURES & CAPITAL APPROPRIATIONS	ADJUSTED BUDGET	2012 ACTUAL	DIFFERENCE FAVORABLE (UNFAV.)	2011 ACTUAL
SUMMARY				
TOTAL ADMINISTRATIVE	\$ 215,500.00	\$ 155,567.24	\$ 59,932.76	\$ 165,939.56
TOTAL ADMIN. SALARIES	32,250.00	32,250.00	0.00	31,850.00
TOTAL PAID FIRE DEPT.	2,315,500.00	2,149,151.14	166,348.86	2,045,785.85
TOTAL VOLUNTEER FIRE CO.	41,000.00	31,979.53	9,020.47	33,092.91
TOTAL COMBINED FIRE DIV.	299,000.00	225,123.67	73,876.33	301,426.88
TOTAL MUNICIPAL AUTHORITY	259,999.00	181,579.34	78,419.66	192,972.84
TOTAL DEBT OBLIGATIONS	407,921.00	407,920.04	0.96	402,251.30
TOTAL CAPITAL APPROPRIATIONS	<u>30,000.00</u>	<u>30,000.00</u>	<u>0.00</u>	<u>0.00</u>
GRAND TOTAL	<u>\$ 3,601,170.00</u>	<u>\$ 3,213,570.96</u>	<u>\$ 387,599.04</u>	<u>\$ 3,173,319.34</u>

VARIANCE	SUMMARY
REVENUES	\$ 8,469.27
ADMINISTRATION	59,932.76
ADMINISTRATIVE SALARIES	0.00
PAID FIRE DEPARTMENT	166,348.86
VOLUNTEER FIRE COMPANY	9,020.47
COMBINED DIVISIONS	73,876.33
MUNICIPAL AUTHORITY	78,419.66
DEBT OBLIGATIONS	0.96
CAPITAL APPROPRIATIONS	<u>0.00</u>
UNAPPROPRIATED SURPLUS (DEFICIT)	\$ 396,068.31
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>\$ 396,068.31</u>

MONROE TOWNSHIP FIRE DISTRICT #2

GENERAL FUND

COMPARITIVE BALANCE SHEET

AS OF DECEMBER 31, 2012 AND DECEMBER 31, 2011

<u>ASSETS</u>	<u>2012</u>	<u>2011</u>
CASH IN BANK AND ON HAND	\$ 1,441,919.89	\$ 1,304,455.11
OTHER ASSETS	0.00	0.00
PROPERTY PLANT & EQUIPMENT	6,752,877.35	6,690,309.73
LESS: ACCUMULATED DEPRECIATION	<u>(2,316,188.70)</u>	<u>(2,110,287.92)</u>
TOTAL ASSETS	<u>\$ 5,878,608.54</u>	<u>\$ 5,884,476.92</u>
 <u>LIABILITIES & FUND BALANCES</u>		
<u>LIABILITIES:</u>		
- BOND PAYABLE	\$ 3,890,068.00	\$ 4,005,068.00
- MONROE TWP CONSTRUCTION CONTRIBUTION	0.00	0.00
- CONSTRUCTION RETAINER	63.74	21,819.51
- IMPROVEMENT AUTHORIZATION-SOLAR PANELS	42,492.92	42,492.92
- IMPROVEMENT AUTHORIZATION-COMMAND VE	10,073.74	18,421.50
- LOSAP DESIGNATION	<u>10,227.86</u>	<u>10,227.86</u>
TOTAL LIABILITES	<u>\$ 3,952,926.26</u>	<u>\$ 4,098,029.79</u>
<u>FUND BALANCE:</u>		
RESERVE FOR:		
APPROPRIATED SURPLUS:		
- YEAR END ENCUMBRANCES	\$ 126,500.00	\$ 125,000.00
- GRANTS	0.00	0.00
UNAPPROPRIATED SURPLUS:		
- INVESTED IN CAPITAL ASSETS NET OF DEPRECIATION AND RELATED DEBT	546,620.65	574,953.81
- UNRESTRICTED SURPLUS	1,023,772.30	827,703.99
RESTRICTED SURPLUS:		
- EQUIPMENT & BUILDING ACQUISITION FUND	226,367.00	256,367.00
- DEBT SERVICE FUND	<u>2,422.33</u>	<u>2,422.33</u>
TOTAL FUND BALANCE	<u>\$ 1,925,682.28</u>	<u>\$ 1,786,447.13</u>
TOTAL LIABILITIES & FUND BALANCES	<u>\$ 5,878,608.54</u>	<u>\$ 5,884,476.92</u>

SCHEDULE OF FINDINGS AND RECOMMENDATIONS

Fire District #2
Township of Monroe, New Jersey
Schedule of Findings and Recommendations
For the Year Ended December 31, 2012

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.