

**MONROE TOWNSHIP BOARD OF FIRE COMMISSIONERS**

**DISTRICT #2**

***SYNOPSIS OF 2018 ANNUAL AUDIT***

*Budgetary Basis*

# MONROE TOWNSHIP FIRE DISTRICT #2

## GENERAL FUND

### COMPARITIVE BALANCE SHEET

AS OF DECEMBER 31, 2018 AND DECEMBER 31, 2017

<u>ASSETS</u>	<u>2018</u>	<u>2017</u>
CASH IN BANK AND ON HAND	\$ 2,103,339.96	\$ 1,854,954.59
OTHER ASSETS	37,478.24	9,505.68
PROPERTY PLANT & EQUIPMENT	6,763,727.93	6,691,398.96
LESS: ACCUMULATED DEPRECIATION	<u>(3,078,589.62)</u>	<u>(2,875,029.90)</u>
<b>TOTAL ASSETS</b>	<b><u>\$ 5,825,956.51</u></b>	<b><u>\$ 5,680,829.33</u></b>
 <b><u>LIABILITIES &amp; FUND BALANCES</u></b>		
<b><u>LIABILITIES:</u></b>		
- BOND PAYABLE	\$ 0.00	\$ 0.00
- REFUNDING BOND PAYABLE	2,875,000.00	3,030,000.00
- DEFERRED BENEFIT FROM REFUNDING BOND	195,000.00	195,000.00
- IMPROVEMENT AUTHORIZATION-UTILITY VEH	6,871.87	6,871.87
- LOSAP DESIGNATION	<u>10,227.86</u>	<u>10,227.86</u>
TOTAL LIABILITES	<u>\$ 3,087,099.73</u>	<u>\$ 3,242,099.73</u>
<b><u>FUND BALANCE:</u></b>		
RESERVE FOR:		
APPROPRIATED SURPLUS:		
- YEAR END ENCUMBRANCES	\$ 106,960.61	\$ 139,369.54
UNAPPROPRIATED SURPLUS:		
- INVESTED IN CAPITAL ASSETS NET OF DEPRECIATION AND RELATED DEBT	615,070.31	591,301.06
- UNRESTRICTED SURPLUS	1,818,036.53	1,509,269.67
RESTRICTED SURPLUS:		
- EQUIPMENT & BUILDING ACQUISITION FUND	196,367.00	196,367.00
- DEBT SERVICE FUND	<u>2,422.33</u>	<u>2,422.33</u>
TOTAL FUND BALANCE	<u>\$ 2,738,856.78</u>	<u>\$ 2,438,729.60</u>
<b>TOTAL LIABILITIES &amp; FUND BALANCES</b>	<b><u>\$ 5,825,956.51</u></b>	<b><u>\$ 5,680,829.33</u></b>

## MONROE TOWNSHIP FIRE DISTRICT #2

### GENERAL FUND

#### STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE AS OF DECEMBER 31, 2018 AND DECEMBER 31, 2017

<u>REVENUES &amp; OTHER FINANCING SOURCES</u>	<u>2018 BUDGET</u>	<u>2018 ACTUAL</u>	<u>DIFFERENCE FAVORABLE (UNFAV.)</u>	<u>2017 ACTUAL</u>
<b><u>REVENUE SOURCES:</u></b>				
SURPLUS	\$ 30,000.00	\$ 30,000.00	\$ 0.00	\$ 0.00
TAX REVENUES	4,307,055.00	4,307,055.00	0.00	4,060,185.00
INTEREST INCOME	120.00	148.17	28.17	112.76
FUNDING-LEA & SUPPLEMENT	40,000.00	48,192.90	8,192.90	45,549.73
LOCAL FIRE SAFETY FEES	70,000.00	100,354.35	30,354.35	80,856.00
MISCELLANEOUS	0.00	234.00	234.00	51,607.71
SOLAR REBATES	5,000.00	5,387.00	387.00	6,140.00
<b>TOTAL REVENUE SOURCES</b>	<b>\$ 4,452,175.00</b>	<b>\$ 4,491,371.42</b>	<b>\$ 39,196.42</b>	<b>\$ 4,244,451.20</b>
<b><u>OTHER SOURCES:</u></b>				
SALE OF EQUIPMENT	\$ 0.00	\$ 0.00	\$ 0.00	\$ 9,000.00
RESERVE FOR:				
- EQUIPMENT & BUILDING ACQUISITION	0.00	0.00	0.00	0.00
- BOND FUND	0.00	0.00	0.00	0.00
- UNEXPENDED BENEFIT FUND	0.00	0.00	0.00	0.00
GRANT REVENUES	0.00	0.00	0.00	0.00
UNEXPENDED ENCUMBRANCES	0.00	0.00	0.00	245.90
<b>TOTAL OTHER SOURCES</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 9,245.90</b>
<b>TOTAL REVENUES AND OTHER FINANCING SOURCES</b>	<b>\$ 4,452,175.00</b>	<b>\$ 4,491,371.42</b>	<b>\$ 39,196.42</b>	<b>\$ 4,253,697.10</b>

**MONROE TOWNSHIP FIRE DISTRICT #2**  
**GENERAL FUND**  
**ADJUSTED BUDGET VERSUS ACTUAL EXPENSES**  
**AS OF DECEMBER 31, 2018 AND DECEMBER 31, 2017**

<b>EXPENDITURES</b>	<b>2018 ADJUSTED BUDGET</b>	<b>2018 ACTUAL</b>	<b>DIFFERENCE FAVORABLE (UNFAV.)</b>	<b>2017 ACTUAL</b>
<b><u>ADMINISTRATION:</u></b>				
ELECTION COSTS	\$ 3,250.00	\$ 3,206.50	\$ 43.50	\$ 1,797.86
INSURANCE COSTS	115,000.00	111,154.00	3,846.00	104,047.00
LEGAL & ACCOUNTING	63,350.00	43,997.59	19,352.41	81,815.54
OFFICE SUPPLIES	5,900.00	5,894.52	5.48	3,813.43
GENERAL ADMINISTRATION	15,000.00	14,554.00	446.00	15,000.00
CONTINGENCY	0.00	0.00	0.00	0.00
<b>TOTAL ADMINISTRATIVE</b>	<b>\$ 202,500.00</b>	<b>\$ 178,806.61</b>	<b>\$ 23,693.39</b>	<b>\$ 206,473.83</b>
<b><u>ADMINISTRATIVE SALARIES:</u></b>				
FIRE COMMISSIONERS	\$ 25,000.00	\$ 25,000.00	\$ 0.00	\$ 25,000.00
RECORDING SECRETARY	7,500.00	7,500.00	0.00	7,500.00
<b>TOTAL ADMIN. SALARIES</b>	<b>\$ 32,500.00</b>	<b>\$ 32,500.00</b>	<b>\$ 0.00</b>	<b>\$ 32,500.00</b>
<b><u>PAID FIRE DEPARTMENT:</u></b>				
SALARIES:				
FIREMEN PAY - CAREER	\$ 1,835,000.00	\$ 1,804,942.37	\$ 30,057.63	\$ 1,628,949.49
FIREMEN PAY - SUB & TEMP	10,000.00	0.00	10,000.00	14,760.00
SERVICE TECH PAY	33,500.00	33,236.32	263.68	32,861.64
FIRE PREVENTION	58,000.00	58,000.00	0.00	0.00
EMPLOYEE BENEFITS:				
HEALTH INSURANCE	475,000.00	444,964.87	30,035.13	406,801.79
PAYROLL TAXES	172,000.00	159,033.89	12,966.11	143,832.44
PENSION CONTRIBUTIONS	328,065.00	328,065.00	0.00	295,201.00
FIRE SAFETY EXPENSES	25,000.00	20,884.71	4,115.29	20,767.31
<b>TOTAL PAID FIRE DEPT.</b>	<b>\$ 2,936,565.00</b>	<b>\$ 2,849,127.16</b>	<b>\$ 87,437.84</b>	<b>\$ 2,543,173.67</b>
<b><u>VOLUNTEER FIRE COMPANY:</u></b>				
VOLUNTEER BENEFIT FUND	\$ 10,000.00	\$ 6,758.00	\$ 3,242.00	\$ 4,023.25
VOLUNTEER INCENTIVE PROGRAM	0.00	12,000.00	5,758.13	5,395.17
BUILDING LEASE	24,000.00	24,000.00	0.00	24,000.00
BUILDING RENOVATIONS	50,000.00	0.00	50,000.00	0.00
<b>TOTAL VOLUNTEER FIRE CO.</b>	<b>\$ 96,000.00</b>	<b>\$ 36,999.87</b>	<b>\$ 59,000.13</b>	<b>\$ 33,418.42</b>

SEE AUDIT REPORT ATTACHED

MTBFC #2 - AUDIT SYNOPSIS

**MONROE TOWNSHIP FIRE DISTRICT #2**  
**GENERAL FUND**  
**ADJUSTED BUDGET VERSUS ACTUAL EXPENSES**  
**AS OF DECEMBER 31, 2018 AND DECEMBER 31, 2017**

<b>EXPENDITURES</b>	<b>ADJUSTED BUDGET</b>	<b>2018 ACTUAL</b>	<b>DIFFERENCE FAVORABLE (UNFAV.)</b>	<b>2017 ACTUAL</b>
<b><u>COMBINED DIVISIONS:</u></b>				
EQUIPMENT & SUPPLIES	\$ 125,000.00	\$ 99,986.27	\$ 25,013.73	\$ 127,813.59
EQUIPMENT OPERATIONS	190,000.00	187,632.62	2,367.38	158,534.89
COMMUNICATIONS EXPENSE	30,000.00	5,631.34	24,368.66	12,602.97
TRAINING & PHYSICAL EXP	20,200.00	17,023.95	3,176.05	10,830.13
STAND BY SUPPLIES	13,800.00	13,790.48	9.52	11,166.69
PUBLIC RELATIONS	5,000.00	3,666.67	1,333.33	99.00
<b>TOTAL COMBINED FIRE DIV.</b>	<b>\$ 384,000.00</b>	<b>\$ 327,731.33</b>	<b>\$ 56,268.67</b>	<b>\$ 321,047.27</b>
<b><u>MUNICIPAL AUTHORITY:</u></b>				
FIRE HYDRANT FEES	\$ 270,000.00	\$ 236,843.75	\$ 33,156.25	\$ 230,518.75
TOWNSHIP NETWORK COMM.	40,000.00	0.00	40,000.00	0.00
<b>TOTAL MUNICIPAL AUTHORITY</b>	<b>\$ 310,000.00</b>	<b>\$ 236,843.75</b>	<b>\$ 73,156.25</b>	<b>\$ 230,518.75</b>
<b><u>DEBT SERVICE OBLIGATIONS:</u></b>				
RETIREMENT OF DEBTS	\$ 155,000.00	\$ 155,000.00	\$ 0.00	\$ 145,000.00
INTEREST ON DEBTS	107,350.00	107,340.29	9.71	149,387.54
RETIREMENT OF LEASES	207,465.00	207,463.35	1.65	80,250.00
INTEREST ON LEASES	20,795.00	20,792.20	2.80	36,120.00
<b>TOTAL DEBT OBLIGATIONS</b>	<b>\$ 490,610.00</b>	<b>\$ 490,595.84</b>	<b>\$ 14.16</b>	<b>\$ 410,757.54</b>
<b><u>CAPITAL APPROPRIATIONS</u></b>				
EQUIPMENT ACQUISITIONS	\$ 0.00	\$ 0.00	\$ 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
<b>TOTAL CAPITAL APPROPRIATIONS</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>

SEE AUDIT REPORT ATTACHED

MTBFC #2 - AUDIT SYNOPSIS

## MONROE TOWNSHIP FIRE DISTRICT #2

### GENERAL FUND

#### ADJUSTED BUDGET VERSUS ACTUAL EXPENSES AS OF DECEMBER 31, 2018 AND DECEMBER 31, 2017

<b>EXPENDITURES &amp; CAPITAL APPROPRIATIONS</b>	<b>ADJUSTED BUDGET</b>	<b>2018 ACTUAL</b>	<b>DIFFERENCE FAVORABLE (UNFAV.)</b>	<b>2017 ACTUAL</b>
<b>SUMMARY</b>				
TOTAL ADMINISTRATIVE	\$ 202,500.00	\$ 178,806.61	\$ 23,693.39	\$ 206,473.83
TOTAL ADMIN. SALARIES	32,500.00	32,500.00	0.00	32,500.00
TOTAL PAID FIRE DEPT.	2,936,565.00	2,849,127.16	87,437.84	2,543,173.67
TOTAL VOLUNTEER FIRE CO.	96,000.00	36,999.87	59,000.13	33,418.42
TOTAL COMBINED FIRE DIV.	384,000.00	327,731.33	56,268.67	321,047.27
TOTAL MUNICIPAL AUTHORITY	310,000.00	236,843.75	73,156.25	230,518.75
TOTAL DEBT OBLIGATIONS	490,610.00	490,595.84	14.16	410,757.54
TOTAL CAPITAL APPROPRIATIONS	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
<b>GRAND TOTAL</b>	<b><u>\$ 4,452,175.00</u></b>	<b><u>\$ 4,152,604.56</u></b>	<b><u>\$ 299,570.44</u></b>	<b><u>\$ 3,777,889.48</u></b>
<b>VARIANCE SUMMARY</b>				
REVENUES			\$ 39,196.42	
ADMINISTRATION			23,693.39	
ADMINISTRATIVE SALARIES			0.00	
PAID FIRE DEPARTMENT			87,437.84	
VOLUNTEER FIRE COMPANY			59,000.13	
COMBINED DIVISIONS			56,268.67	
MUNICIPAL AUTHORITY			73,156.25	
DEBT OBLIGATIONS			14.16	
CAPITAL APPROPRIATIONS			<u>0.00</u>	
<b>UNAPPROPRIATED SURPLUS (DEFICIT)</b>			<b>\$ 338,766.86</b>	
LESS AMOUNT RESERVED:				
FOR BUILDING & EQUIPMENT ACQUISITION FUND			0.00	
FOR DEBT SERVICE FUND			<u>0.00</u>	
<b>AVAILABLE SURPLUS TO OFFSET FUTURE TAX REVENUES</b>			<b><u>\$ 338,766.86</u></b>	
SEE AUDIT REPORT ATTACHED		MTBFC #2 - AUDIT SYNOPSIS		

## **SCHEDULE OF FINDINGS AND RECOMMENDATIONS**

**Fire District #2**  
**Township of Monroe, New Jersey**  
Schedule of Findings and Recommendations  
For the Year Ended December 31, 2018

**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.