

**TOWNSHIP OF UPPER FIRE DISTRICT #1**  
**REPORT ON AUDIT OF FINANCIAL STATEMENTS**  
**AND SUPPLEMENTAL INFORMATION**  
**YEAR ENDED DECEMBER 31, 2011**

**TOWNSHIP OF UPPER FIRE DISTRICT #1**  
**YEAR ENDED DECEMBER 31, 2011**  
**TABLE OF CONTENTS**

|   | <b><u>Page</u></b> |
|---|--------------------|
| Independent Auditor's Report  | 1 - 2              |
| <b><u>Required Supplementary Information - Part I</u></b>   |                    |
| Management's Discussion and Analysis  | 3 - 8              |
| A-1 Governmental Funds Balance Sheet / Statement of Net Assets  | 9                  |
| A-2 Statement of Governmental Fund Revenues, Expenditures and Changes<br>in Fund Balance / Statement of Activities  | 10                 |
| Notes to Financial Statements   | 11 - 14            |
| <b><u>Required Supplementary Information - Part II</u></b>  |                    |
| B-1 Budgetary Comparison Schedule - General Fund  | 15                 |
| B-2 Budget-to-GAAP Reconciliation   | 16                 |
| <b><u>Other Supplementary Information</u></b>   |                    |
| Report on Compliance and on Internal Control Over Financial Reporting<br>Based on an Audit of Financial Statements Performed in Accordance with<br>Government Auditing Standards. | 17 - 18            |
| Statistical Information   | 19                 |
| Roster of Officials   | 20                 |
| General Information and Recommendations   | 21                 |

1535 HAVEN AVENUE • PO BOX 538  
OCEAN CITY, NJ • 08226-0538  
PHONE 609.399.6333 • FAX 609.399.3710



1409 CANTILLON BLVD. • PO BOX 548  
MAYS LANDING, NJ 08330  
PHONE 609.625.0999 • FAX 609.625.2421

To the Board of Commissioners  
Township of Upper Fire District #1  
Strathmere, New Jersey 08248

### **INDEPENDENT AUDITOR'S REPORT**

We have audited the accompanying financial statements of the governmental activities and the fund financial statements of the Township of Upper Fire District #1, State of New Jersey, as of and for the year ended December 31, 2011, which collectively comprise the Fire District's basic financial statements, as listed in the accompanying table of contents. These basic financial statements are the responsibility of Township of Upper Fire District #1's management. Our responsibility is to express an opinion on these basic financial statements based on our audit.

We conducted our audit in accordance with 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 the audit requirements prescribed by the Division of Local Government Services, Department of Community Affairs, 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 misstatement. 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 opinions.

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of the governmental activities and fund financial statements of the Township of Upper Fire District #1, State of New Jersey, as of December 31, 2011 and the respective changes in financial position for the fiscal year then ended in conformity with accounting principles generally accepted in the United States of America.

In accordance with Government Auditing Standards, we have also issued our report dated July 20, 2012 on our consideration of the Township of Upper Fire District #1's internal control over financial reporting and on 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 internal control over financial reporting and compliance and the results of that testing and not to provide an opinion on internal control over financial reporting or on compliance. This report is an integral part of an audit performed in accordance with Government Auditing Standards and should be considered in assessing the results of our audit.

The management's discussion and analysis on pages 3 through 8 and the budgetary comparison information on page 15 are not a required part of the basic financial statements but are supplementary information required accounting principles generally accepted in the United States of America. We have applied certain limited procedures, which consisted principally of inquiries of management regarding the methods of measurement and the presentation of the required supplementary information. However, we did not audit the information and express no opinion on it.

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the Township of Upper Fire District #1, State of New Jersey's basic financial statements. The introductory section, combining and individual non-major fund financial statements, and statistical tables are presented for purposes of additional analysis and are not a required part of the basic financial statements. The combining and individual non-major fund financial statements have been subjected to the auditing procedures applied in the audit of the basic financial statements and, in our opinion, are fairly stated in all material respects in relation to the basic financial statements taken as a whole. The introductory section and statistical tables have not been subjected to the auditing procedures applied in the audit of the basic financial statements and, accordingly, we express no opinion on them.

*Ford, Scott & Associates, L.L.C.*  
**FORD, SCOTT & ASSOCIATES, L.L.C.**  
**CERTIFIED PUBLIC ACCOUNTANTS**

*Leon P. Costello*

**Leon P. Costello**  
**Certified Public Accountant**  
**Registered Municipal Accountant**  
**No. 393**

**July 20, 2012**

**REQUIRED SUPPLEMENTARY INFORMATION - PART I**

## **MANAGEMENT'S DISCUSSION & ANALYSIS OF THE TOWNSHIP OF UPPER FIRE DISTRICT #1**

The discussion and analysis of Township of Upper Fire District #1's financial performance provides an overall review of the Fire District's financial activities for the fiscal year ended December 31, 2011. The intent of this discussion and analysis is to look at the Fire District's financial performance as a whole; readers should also review the basic financial statements and notes to enhance their understanding of the Fire District's financial performance.

The Management's Discussion and Analysis (MD&A) is a new element of Required Supplementary Information specified in the Governmental Accounting Standards Board's (GASB) Statement No. 34 - Basic Financial Statements and Management's Discussion and Analysis for State and Local Governments issued in June 1999. Certain comparative information between the current year (2011) and the prior year (2010) is required to be presented in the MD&A.

### **OVERVIEW:**

The Township of Upper Fire District #1, hereafter referred to as the "Fire District," is a primary governmental entity located in the Township of Upper, State of New Jersey. The Fire District is run by a board of commissioners who are elected into office by the registered voters of District #1 in the Township of Upper.

The Fire District is responsible for establishing a budget and maintaining fiscal control over public funds that are used to provide for the safety and welfare of the residents located within District #1 in the Township of Upper. Under existing statute, the Fire District is exempt from both Federal and State taxes.

The accounts of the Fire District are maintained in accordance with the principles of "fund accounting." One fund, the General Fund is used to account for all revenues and expenditures applicable to the general operations of the Fire District.

Funding is acquired through property tax levies. In 2011, the total tax levy was \$73,384.00, which corresponds to a property tax rate of 0.021 per \$100 of assessed valuation.

### **Financial Highlights**

Key financial highlights for 2011 are as follows:

- In total, net assets increased \$115.36, which represents a .38 percent increase from 2010.
- General Revenues in the form of property tax assessments and accounted for \$73,384.00 or 99% of the total revenues of \$73,617.26.
- Total assets of governmental activities increased by \$55.65 as cash and cash equivalents increased by \$41.23.
- The Fire District had \$73,501.90 in expenses. General revenues (primarily property tax assessments) were in the amount of \$73,617.26.

## **Reporting the Fire District as a Whole**

### Statement of Net Assets and the Statement of Activities

While this document contains only one fund used by the Fire District to provide programs and activities, the view of the Fire District as a whole looks at all financial transactions and asks the question, "How did we do financially during 2010?" The Statement of Net Assets and the Statement of Activities answer this question. These statements include all assets and liabilities using the modified accrual basis of accounting similar to the accounting used by most private-sector businesses. This basis of accounting takes into account all of the current year's revenues and expenses regardless of when cash is received or paid.

These two statements report the Fire District's net assets and changes in those assets. This change in net assets is important because it tells the reader that, for the commission as a whole, the financial position of the Fire District have improved or diminished. The causes of this change may be the result of many factors, some financial and some not.

## **Reporting the Fire District's Most Significant Funds**

### Fund Financial Statements

Fund financial reports provide detailed information about the Fire District's funds. The Fire District uses one fund to account for all financial transactions. The Fire District's governmental fund is the General Fund.

### Governmental Funds

The Fire District'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 future years. These funds are reported using an accounting method called modified accrual 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 Fire District's general government operations and the basic services it provides. Governmental fund information helps the reader determine whether there are more or fewer financial resources that can be spent in the near future to finance educational programs. The relationship (or differences) between governmental activities (reported in the Statement of Net Assets and the Statement of Activities) and governmental funds is reconciled in the financial statements.

## **Notes to the Financial Statements**

The notes provide additional information that is essential to a full understanding of the data provided in the financial statements. The notes to the financial statements can be found on pages 11 to 14 of this report.

## **The Fire District as a Whole**

Recall that the Statement of Net Assets provides the perspective of the Fire District as a whole. Net assets may serve over time as a useful indicator of a government's financial position.

The Fire District's financial position is the product of several financial transactions including the net results of activities, the acquisition and disposal of capital assets, and the depreciation of capital assets.

**The Fire District as a Whole - Continued**

Table 1 provides a summary of the Fire District's net assets for 2011 with a comparison to the prior year (2010).

**Table 1  
Net Assets**

|                          | <u>2011</u>         | <u>2010</u>         |
|--------------------------|---------------------|---------------------|
| <b>Assets</b>            |                     |                     |
| Current and Other Assets | \$ 31,829.75        | \$ 31,774.10        |
| Capital Assets           |                     |                     |
| Total Assets             | <u>31,829.75</u>    | <u>31,774.10</u>    |
| <b>Liabilities</b>       |                     |                     |
| Other Liabilities        | <u>1,319.37</u>     | <u>1,379.08</u>     |
| Total Liabilities        | <u>1,319.37</u>     | <u>1,379.08</u>     |
| <b>Net Assets</b>        |                     |                     |
| Unrestricted             | <u>30,510.38</u>    | <u>30,395.02</u>    |
| Total Net Assets         | <u>\$ 30,510.38</u> | <u>\$ 30,395.02</u> |

The Fire District's combined net assets were \$30,510.38 on December 31, 2011. This was a \$115.36 increase from 2010.

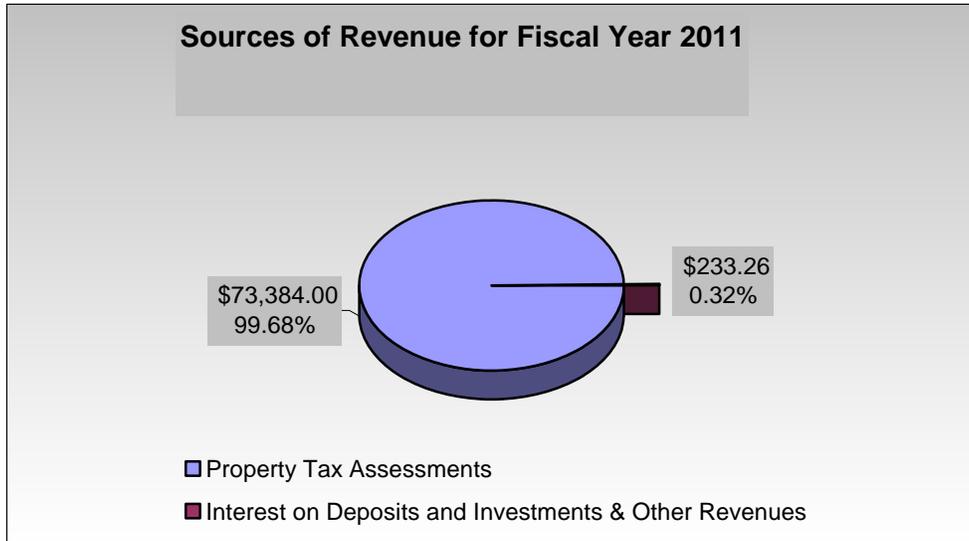
Table 2 shows changes in net assets for fiscal year 2011 with comparative figures for the prior year.

**Table 2  
Changes in Net Assets**

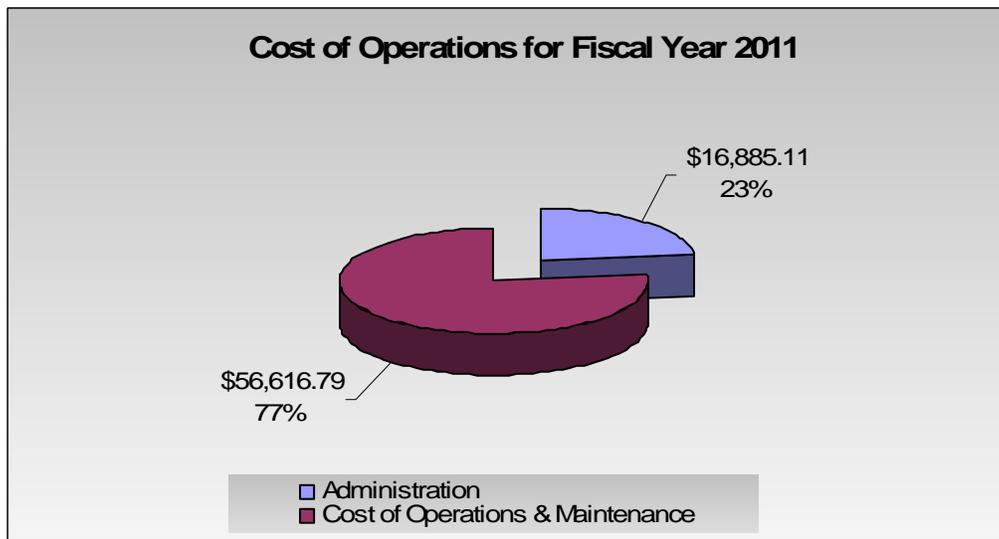
|   | <u>2011</u>      | <u>2010</u>        |
|---|------------------|--------------------|
| <b>Revenues</b>                               |                  |                    |
| General Revenues:                             |                  |                    |
| Property Tax Assessments                      | \$ 73,384.00     | \$ 72,658.00       |
| Other   | <u>233.26</u>    | <u>528.14</u>      |
| Total Revenues                                | <u>73,617.26</u> | <u>73,186.14</u>   |
| <b>Program Expenses</b>                       |                  |                    |
| Current                                       | <u>73,501.90</u> | <u>73,741.42</u>   |
| Total Expenses                                | <u>73,501.90</u> | <u>73,741.42</u>   |
| Excess (Deficit) of Revenue over Expenditures | <u>\$ 115.36</u> | <u>\$ (555.28)</u> |

### Governmental Activities

The property tax assessments made up 99% of revenues while investment earnings and other revenues made up the remaining 1% of revenues for fiscal year 2011. The Fire District's total revenues were \$73,617.26 for the year ended December 31, 2011.



The total cost of operations was \$73,741.42.



### Business-Type Activities

The Fire District does not have any business-type activities.

## The Fire District's Funds

The governmental fund (general fund presented in the fund-based statements) is accounted for using the modified accrual basis of accounting. Total revenues amounted to \$73,617.26 and expenditures were \$73,501.90.

As demonstrated by the various statements and schedules included in the financial section of this report, the Fire District continues to meet its responsibility for sound financial management. The following schedules present a summary of the revenues of the governmental funds for the fiscal year ended December 31, 2011, and the amount and percentage of total revenues compared to prior year revenues.

| Revenue                              | 2011<br>Amount      | Percentage of<br>Total | 2010<br>Amount      | Percentage of<br>Total |
|--------------------------------------|---------------------|------------------------|---------------------|------------------------|
| Property Taxes                       | \$ 73,384.00        | 100%                   | \$ 72,658.00        | 98%                    |
| Interest on Deposits and Investments | 233.26              | 0%                     | 528.14              | 0%                     |
| Total                                | <u>\$ 73,617.26</u> | <u>100.00%</u>         | <u>\$ 73,186.14</u> | <u>100.00%</u>         |

The following schedule represents a summary of general fund expenditures for the fiscal year ended December 31, 2011, and the percentage of total expenditures compared to prior year amounts.

| Expenditures             | 2011<br>Amount      | Percentage of<br>Total | 2010<br>Amount      | Percentage of<br>Total |
|--------------------------|---------------------|------------------------|---------------------|------------------------|
| Current Expense:         |                     |                        |                     |                        |
| Administration           | \$ 16,885.11        | 23%                    | \$ 17,118.66        | 23%                    |
| Operations & Maintenance | 56,616.79           | 77%                    | 56,622.76           | 77%                    |
| Total                    | <u>\$ 73,501.90</u> | <u>100%</u>            | <u>\$ 73,741.42</u> | <u>100%</u>            |

## General Fund Budgeting Highlights

The Fire District's budget is prepared according to New Jersey law, and is based on accounting for certain transactions on a basis of cash receipts, disbursements, and encumbrances. The most significant budgeted fund is the General Fund.

## Capital Assets

At the end of the fiscal year 2011, the Fire District does not own any capital assets.

**For the Future**

The Township of Upper Fire District #1 is in good financial condition presently.

In conclusion, the Township of Upper Fire District #1 has committed itself to financial excellence for many years. The Fire District plans to continue its sound fiscal management to meet the challenges of the future.

**THE ORGANIZATION:**

The Fire District is governed by a five member Board of Commissioners who establishes the policies and plans to meet the current and future needs for the Fire District. The current members of the Fire District Board of Commissioners are set forth below:

| <b><u>Name</u></b> | <b><u>Position Held</u></b> |
|--------------------|-----------------------------|
| Edmund A. Bamford  | Chairman                    |
| Theodore Kingston  | Vice Chairman               |
| Gregory Bennett    | Treasurer                   |
| Donna Diefenderfer | Secretary                   |
| Vacancy            | Commissioner                |

This financial report is designed to provide our citizens, taxpayers, investors and creditors with a general overview of the Fire District's finances and to show the Fire District's accountability for the money it receives. If you have questions about this report or need additional information, contact, Edmund A. Bamford, Chairman of the Board of Commissioners at Township of Upper Fire District #1, P.O. Box 71, Strathmere, NJ 08248.

## **FINANCIAL SECTION**

**TOWNSHIP OF UPPER FIRE DISTRICT #1**  
**STATEMENT OF NET ASSETS**  
**DECEMBER 31, 2011**

|  | <u>General<br/>Fund</u> | <u>Total</u>            | <u>Statement of<br/>Net Assets</u> |
|--|-------------------------|-------------------------|------------------------------------|
| <b><u>ASSETS</u></b>                   |                         |                         |                                    |
| Cash and Cash Equivalents              | \$ 30,948.43            | \$ 30,948.43            | \$ 30,948.43                       |
| Prepaid Expenses                       | 881.32                  | 881.32                  | 881.32                             |
| Total Assets                           | <u>\$ 31,829.75</u>     | <u>\$ 31,829.75</u>     | <u>\$ 31,829.75</u>                |
| <br><b><u>LIABILITIES</u></b>          |                         |                         |                                    |
| <u>Liabilities:</u>                    |                         |                         |                                    |
| Accounts Payable                       | \$ 1,319.37             | \$ 1,319.37             | \$ 1,319.37                        |
| Total Liabilities                      | <u>1,319.37</u>         | <u>1,319.37</u>         | <u>1,319.37</u>                    |
| <br><u>Fund Balances/Net Assets:</u>   |                         |                         |                                    |
| Unreserved, reported in:               |                         |                         |                                    |
| General Fund                           | <u>30,510.38</u>        | <u>30,510.38</u>        | <u>30,510.38</u>                   |
| Total Fund Balance                     | <u>30,510.38</u>        | <u>30,510.38</u>        | <u>30,510.38</u>                   |
| <br>Total Liabilities and Fund Balance | <br><u>\$ 31,829.75</u> | <br><u>\$ 31,829.75</u> |                                    |
| <br>Net Assets:                        |                         |                         |                                    |
| Unrestricted                           |                         |                         | <u>30,510.38</u>                   |
| Total Net Assets                       |                         |                         | <u>\$ 30,510.38</u>                |

**TOWNSHIP OF UPPER FIRE DISTRICT #1**  
**STATEMENT OF GOVERNMENTAL FUND REVENUES, EXPENDITURES,**  
**AND CHANGES IN FUND BALANCE/STATEMENT OF ACTIVITIES**  
**FOR THE YEAR ENDED DECEMBER 31, 2011**

|  | <u>General<br/>Fund</u>    | <u>Total</u>               | <u>Statement of<br/>Activities</u> |
|--|----------------------------|----------------------------|------------------------------------|
| <b>Revenues:</b>                               |                            |                            |                                    |
| Property Taxes                                 | \$ 73,384.00               | \$ 73,384.00               | \$ 73,384.00                       |
| Interest on Deposits and Investments           | 233.26                     | 233.26                     | 233.26                             |
| Total Revenues:                                | <u>73,617.26</u>           | <u>73,617.26</u>           | <u>73,617.26</u>                   |
| <b>Expenditures/ Expenses:</b>                 |                            |                            |                                    |
| Current:                                       |                            |                            |                                    |
| Administrative Costs:                          |                            |                            |                                    |
| Election                                       | 100.00                     | 100.00                     | 100.00                             |
| Insurance Premiums                             | 11,216.56                  | 11,216.56                  | 11,216.56                          |
| Professional Services - Administration         | 5,568.55                   | 5,568.55                   | 5,568.55                           |
| Cost of Operations and Maintenance             |                            |                            |                                    |
| Other Rental and Leases                        | 8,806.68                   | 8,806.68                   | 8,806.68                           |
| Repairs & Maintenance                          | 11,776.76                  | 11,776.76                  | 11,776.76                          |
| Utilities & Related Services                   | 8,399.56                   | 8,399.56                   | 8,399.56                           |
| Truck  | 10,000.00                  | 10,000.00                  | 10,000.00                          |
| Contingent Expense                             | 620.00                     | 620.00                     | 620.00                             |
| Non-Bondable Assets - Small Operating          | 17,013.79                  | 17,013.79                  | 17,013.79                          |
| Total Expenditures/Expenses                    | <u>73,501.90</u>           | <u>73,501.90</u>           | <u>73,501.90</u>                   |
| Excess (Deficit) of Revenues over Expenditures | 115.36                     | 115.36                     | 115.36                             |
| <b>Fund Balances/Net Assets:</b>               |                            |                            |                                    |
| Beginning of the Year                          | 30,395.02                  | 30,395.02                  | 30,395.02                          |
| End of the Year                                | \$ <u><u>30,510.38</u></u> | \$ <u><u>30,510.38</u></u> | \$ <u><u>30,510.38</u></u>         |

## **NOTES TO THE FINANCIAL STATEMENTS**

**TOWNSHIP OF UPPER FIRE DISTRICT #1**  
**NOTES TO BASIC FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED DECEMBER 31, 2011**

**NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

The financial statements of the Township of Upper Fire District #1 (the Fire District) have been prepared in conformity with accounting principles 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 principles. The more significant of the Fire District's accounting policies are described below.

**A. Reporting Entity**

The Fire District's basic financial statements include the accounts of all the Fire District's operations. The Fire District, as a special-purpose government, meets the criteria defining a primary government. As set forth in Government Accounting Standards Board (GASB) 11, a primary government is also a special-purpose government that has a separately elected governing body, is legally separate, and is fiscally independent of other state and local governments.

**B. Basis of Presentation, Measurement Focus and Basis of Accounting**

**Basis of Presentation**

The Fire District's basic financial statements consist of a statement of net assets and a statement of activities and fund financial statements, which provide a 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 report financial activities of the overall Fire District. Individual funds are not displayed but the statements distinguish governmental activities, generally supported by District assessments, intergovernmental revenues, and other non-exchange transactions from business-type activities, if any, generally financed in whole or in part with fees charged to external parties.

The statement of net assets presents the financial condition of the Fire District at fiscal year end. The statement of activities presents a comparison between direct expenses and program revenues for the governmental activity of the Fire District.

*Fund Financial Statements:* During the fiscal year, the Fire District segregates transactions related to certain functions or activities in separate funds in order to aid financial management and to demonstrate legal compliance. The fund financial statements provide information about the Fire District's funds.

**Governmental Funds**

The Fire District reports the following governmental funds:

General Fund – The general operating fund of Fire District, accounts for all administrative and operational activities of the Fire District.

**TOWNSHIP OF UPPER FIRE DISTRICT #1**  
**NOTES TO BASIC FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED DECEMBER 31, 2011**  
**(CONTINUED)**

**NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)**

**B. Basis of Presentation, Measurement Focus and Basis of Accounting - Continued**

Measurement Focus and Basis of Accounting

Basis of accounting determines when transactions are recorded in the financial records and reported on the financial statements.

The district-wide financial statements are reported using the economic resources measurement focus and the accrual basis of accounting. Revenues are recorded when earned and expenses are recorded when a liability is incurred, regardless of the timing of related cash flows. Property tax assessments are recognized as revenues in the year in which they are levied.

Contributions and grants and similar items are recognized as revenue as soon as all eligibility requirements imposed by the provider have been met. Net assets (total assets less total liabilities) are used as a practical measure of economic resources and the operating statement includes all transactions and events that increased or decreased net assets. Depreciation is charged as expense against current operations and accumulated depreciation is reported on the statement of net assets.

**C. Budget/Budgetary Control**

An annual operating budget is required to be adopted and integrated into the accounting system to provide budgetary control over revenues and expenditures in accordance with NJSA 10A:5A. The operating budget, adopted annually, is in the form prescribed by the Division of Local Government Services, Department of Community Affairs, State of New Jersey.

**D. Assets, Liabilities and Equity**

Cash, Cash Equivalents and Investments

Cash and cash equivalents include various checking and money market accounts, U.S. obligations, and certificates of deposit with maturities of three months or less.

Investments are carried at cost with associated premiums and discounts amortized over the term of the investment. Purchase of investments is limited by N.J. S. A. 10A:5-15.1 to bonds or obligations of or guaranteed by the federal government and to bonds or other obligations of federal or local units. These investments are required to have a maturity date not more than twelve months from the date of Purchase.

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

**TOWNSHIP OF UPPER FIRE DISTRICT #1**  
**NOTES TO BASIC FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED DECEMBER 31, 2011**  
**(CONTINUED)**

**NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)**

**D. Assets, Liabilities and Equity - Continued**

Cash, Cash Equivalents and Investments - Continued

N.J.S.A. 17:9-11 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 savings and loan institutions, banks (both state and national banks) and savings banks 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 public 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.

Accrued Liabilities and Long-Term Obligations

All payables and accrued liabilities are reported on 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.

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 balance of any borrowing (if any) 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.

Extraordinary and Special Items

Extraordinary items are transactions or events that are unusual in nature and infrequent in occurrence. Special items are transactions or events that are within control of management and are either unusual in nature or infrequent in occurrence. Neither of these types of transactions occurred during the fiscal year.

**NOTE 2 - CASH AND CASH EQUIVALENTS AND INVESTMENTS**

GASB Statement No. 3, amended by GASB Statement No. 40, requires disclosure of the level of custodial credit risk assumed by the Fire District in its cash, cash equivalents and investments.

Custodial Credit Risk

Custodial credit risk is the risk that in the event of a bank failure, the Fire District's deposits may not be returned to it. The District does not have a policy for custodial credit risk; however, the State of New Jersey imposes certain collateral requirements for governmental units. These requirements are disclosed in detail as part of Note 1.

**TOWNSHIP OF UPPER FIRE DISTRICT #1**  
**NOTES TO BASIC FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED DECEMBER 31, 2011**  
**(CONTINUED)**

**NOTE 2 - CASH AND CASH EQUIVALENTS AND INVESTMENTS (CONTINUED)**

Deposits

All of the deposits of the Fire District are insured through federal depository insurance coverage, or collateralized with securities held by the pledging financial institution's trust department or agent, but not in the District's name.

At December 31, 2011, the Fire District's deposits had a carrying amount of \$30,948.43 and a bank balance of \$30,948.43. The entire bank balance amounts were insured at December 31, 2011.

Investments

The District has no investments.

Credit Risk

The District does not have an investment policy regarding the management of credit risk.

Interest Rate Risk

The District does not have a policy to limit interest rate risk.

**NOTE 3 - CONTINGENCIES AND LITIGATION**

In the normal course of business, the Fire District may periodically be named as a defendant in litigation. In the opinion of management, supported by legal counsel, the impact of any such matters, if adversely determined, would not have a material adverse effect on the general-purpose financial statements or operations of the Fire District.

**NOTE 4 - SUBSEQUENT EVENTS**

Management has reviewed and evaluated all events and transactions that occurred between December 31, 2011 and July 20, 2012, the date that the financial statements were issued, for possible disclosure and recognition in the financial statements.

**REQUIRED SUPPLEMENTARY INFORMATION - PART II**

**TOWNSHIP OF UPPER FIRE DISTRICT #1**  
**COMBINED STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE -**  
**BUDGET AND ACTUAL - GENERAL FUND**  
**FOR THE YEAR ENDED DECEMBER 31, 2011**

|   | Final<br>Budget | Actual       | Variance -<br>Favorable<br>(Unfavorable) |
|---|-----------------|--------------|--|
| <b>Revenues:</b>                              |                 |              |  |
| Taxes   | \$ 73,384.00    | 73,384.00    | \$ -                                     |
| Interest on Deposits and Investments          | 396.00          | 233.26       | (162.74)                                 |
| Total Revenues                                | 73,780.00       | 73,617.26    | (162.74)                                 |
| <b>Expenditures:</b>                          |                 |              |  |
| Administration:                               |                 |              |  |
| Election                                      | 100.00          | 100.00       | -  |
| Insurance Premiums                            | 12,250.00       | 11,216.56    | 1,033.44                                 |
| Professional Services - Administration        | 5,800.00        | 5,568.55     | 231.45                                   |
| Cost of Operations & Maintenance:             |                 |              |  |
| Other Rental and Leases                       | 8,600.00        | 8,806.68     | (206.68)                                 |
| Repairs & Maintenance                         | 18,000.00       | 11,776.76    | 6,223.24                                 |
| Utilities & Related Services                  | 8,500.00        | 8,399.56     | 100.44                                   |
| Truck   | 10,000.00       | 10,000.00    | -  |
| Contingent Expenses                           | 800.00          | 620.00       | 180.00                                   |
| Non-Bondable Assets - Small Operating         | 9,730.00        | 17,013.79    | (7,283.79)                               |
| Deferred Charges                              |                 |              |  |
|   | 73,780.00       | 73,501.90    | 278.10                                   |
| Excess (Deficit) of Revenue over Expenditures | -               | 115.36       | 115.36                                   |
| Fund Balance - January 1,                     | 30,950.30       | 30,395.02    |  |
| Fund Balance - December 31                    | \$ 30,950.30    | \$ 30,510.38 |  |

**TOWNSHIP OF UPPER FIRE DISTRICT #1**  
**REQUIRED SUPPLEMENTARY INFORMATION**  
**BUDGET-TO-GAAP RECONCILIATION**  
**FOR THE YEAR ENDED DECEMBER 31, 2011**

Note A - Explanation of Differences Between Budgetary Inflows and Outflows GAAP Revenue and Expenditures

|   | General Fund |
|---|--------------|
| Actual amounts (budgetary basis) "revenue" from the budgetary comparison schedule   | \$ 73,617.26 |
| Difference - budget to GAAP:<br>None  |              |
|   | \$ 73,617.26 |
| Uses / outflows of resources<br>Actual amounts (budgetary basis) "total outflows" from the budgetary comparison schedule    | \$ 73,501.90 |
| Difference - budget to GAAP:<br>None  |              |
| Total expenditures as reported on the statement of revenues, expenditures and changes in fund balance - governmental funds. | \$ 73,501.90 |

## **OTHER SUPPLEMENTARY INFORMATION**

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

To the Board of Commissioners  
Township of Upper Fire District #1  
Strathmere, New Jersey 08248

We have audited the financial statements of the Township of Upper Fire District #1, State of New Jersey (the "District"), as of and for the year ended December 31, 2011, and have issued our report thereon dated July 20, 2012. We conducted our audit in accordance with auditing standards generally accepted in the United States of America, and standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States and audit requirements prescribed by the Division of Local Government Services, Department of Community Affairs, State of New Jersey (the "Division").

**Internal Control Over Financial Reporting**

Management of the Township of Upper Fire District #1 is responsible for establishing and maintaining effective internal controls over financial reporting. In planning and performing our audit, we considered the District's internal control over financial reporting as a basis for designing our auditing procedures for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the District's internal control over financial reporting. Accordingly, we do not express an opinion on the effectiveness of the District's internal control over financial reporting.

Our consideration of the internal control over financial reporting was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control over financial reporting that might be significant deficiencies or material weaknesses and therefore, there can be no assurance that all deficiencies, significant deficiencies or material weaknesses have been identified. However, as described in the accompanying Schedule of Findings and Responses, we identified a deficiency in internal control over financial reporting that we consider to be a material weakness.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent or detect and correct misstatements on a timely basis. A material weakness is a deficiency, or combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis. We consider the deficiency described in the accompanying Schedule of Findings and Responses, as Finding #2011-1, to be a material weakness.

## Compliance and Other Matters

As part of obtaining reasonable assurance about whether the District'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 a 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 instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards* and audit requirements as prescribed by the Division which are described in the accompanying schedule of findings and recommendations as Findings 2011-1

We noted certain matters that we reported to the Township of Upper Fire District #1, State of New Jersey's management in a separate letter dated July 20, 2012.

This report is intended solely for the information and use of the Township of Upper Fire District #1, State of New Jersey's governing body and management, and the Division of Local Government Services, Department of Community Affairs, State of New Jersey as well as other federal and state awarding agencies and pass-through entities and is not intended to be and should not be used by anyone other than these specified parties.

*Ford, Scott & Associates, L.L.C.*  
**FORD, SCOTT & ASSOCIATES, L.L.C.**  
**CERTIFIED PUBLIC ACCOUNTANTS**

*Leon P. Costello*

**Leon P. Costello**  
**Certified Public Accountant**  
**Registered Municipal Accountant**  
**No. 393**

**July 20, 2012**

**TOWNSHIP OF UPPER FIRE DISTRICT #1**  
**STATISTICAL INFORMATION**  
**DECEMBER 31, 2011**

Property Tax Levies:

Following is a tabulation of district assessed valuations, tax levies and property tax rates per \$100 of assessed valuation for the current and preceding eight years:

| <u>Year</u> | <u>Assessed<br/>Valuations</u> | <u>Total<br/>Tax Levy</u> | <u>Property<br/>Tax Rates</u> |
|-------------|--------------------------------|---------------------------|-------------------------------|
| 2011        | \$ 353,365,043                 | \$ 73,384                 | 0.021                         |
| 2010        | 361,567,493                    | 72,658                    | 0.020                         |
| 2009        | 382,208,912                    | 71,585                    | 0.019                         |
| 2008        | 394,197,303                    | 69,500                    | 0.018                         |
| 2007        | 394,680,518                    | 69,500                    | 0.017                         |
| 2006        | 417,726,670                    | 64,500                    | 0.015                         |

**TOWNSHIP OF UPPER FIRE DISTRICT #1**  
**ROSTER OF OFFICIALS**  
**DECEMBER 31, 2011**

Board of Commissioners

| <u>Name</u>           | <u>Title</u> |
|-----------------------|--------------|
| Edmund A. Bamford Jr. | Chairman     |
| Theodore Kingston     | Commissioner |
| Gregory Bennett       | Treasurer    |
| Donna Diefenderfer    | Secretary    |
| Bruce Riordan         | Commissioner |

Surety Company

Selective Insurance Company of America  
All Commissioners in the amount of \$100,000

**TOWNSHIP OF UPPER FIRE DISTRICT #1**  
**GENERAL INFORMATION AND RECOMMENDATIONS**  
**DECEMBER 31, 2011**

**CONDITION OF RECORDS**

The financial records, books of account and minutes maintained by the Treasurer were available and complete.

**FINDING # 2011-1 \*\***

Our testing revealed that the district does not use purchase orders. This creates an internal control weakness due to not having proper approval by the Board of Commissioners as well as not obtaining a vendor certification. There were also payments made for credit card purchases which did not have support from the original vendor to verify that payments were accurate.

**RECOMMENDATION**

We recommend that the district creates a purchase order which allows all Commissioners's to give approval for the disbursements which have proper and adequate support attached. This would also allow the vendor to certify that the payment being made is correct.

\*\* Denotes prior year finding