

**BOARD OF FIRE  
COMMISSIONERS**

**UPPER TOWNSHIP FIRE DISTRICT #4**

**TOWNSHIP OF UPPER, NEW JERSEY**

**AUDIT REPORT**

**FOR THE YEAR ENDED  
DECEMBER 31, 2013**



**BOARD OF COMMISSIONERS  
UPPER TOWNSHIP FIRE DISTRICT #4**

**TABLE OF CONTENTS**

	<u>Exhibit</u>	<u>Page #</u>
Independent Auditor's Report		1-3
Required Supplementary Information - Part I		
Management Discussion and Analysis		4-7
Statement of Net Position	A	8
Statement of Activities	B	9
Balance Sheet - General Funds	C	10
Reconciliation of the Governmental Fund Balance Sheet	D	11
Statement of Revenue, Expenditures and Changes in Fund Balance	E	12
Reconciliation of the Statement of Revenue, Expenditures, and Changes in Fund Balances	F	13
Statement of Fiduciary Net Assets	G	14
Notes to Financial Statements		15-20
Required Supplementary Information - Part II		
Statement of Revenue, Expenditures and Changes in Fund Balance Budget to Actual - General Fund	H	21
Other Supplementary Information		
Independent Auditor's Report - Government Auditing Standards		22-23
Schedule of Financial Statement Findings		24-25





# FORD - SCOTT

& ASSOCIATES, L.L.C.

CERTIFIED PUBLIC ACCOUNTANTS

1535 HAVEN AVENUE • PO BOX 538 • OCEAN CITY, NJ • 08226-0538  
PHONE 609.399.6333 • FAX 609.399.3710  
www.ford-scott.com

## **Independent Auditor's Report**

The Board of Commissioners  
of Upper Township Fire District #4  
Seaville, New Jersey

### **Report on the Financial Statements**

We have audited the accompanying financial statements of the governmental activities and each major fund of the Board of Commissioners of Upper Township Fire District #4, State of New Jersey, as of and for the year ended December 31, 2013, and the related notes to the financial statements, which collectively comprise the District's basic financial statements as listed in the table of contents.

### ***Management's Responsibility for the Financial Statements***

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

### ***Auditor's Responsibility***

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of

significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

### ***Basis for Qualified Opinion***

As described in Note 6 of the financial statements, the District participates in a Length of Service Award Program (LOSAP) for its volunteer fire and rescue personnel. The amount reflected in the trust fund statements of \$107,684 was not audited and, therefore, we express no opinion on the LOSAP program.

### ***Qualified Opinions***

In our opinion, except for the effects of the matter described in the "Basis for Qualified Opinion" paragraph, 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 Board of Commissioners of Upper Township Fire District #4, State of New Jersey, as of December 31, 2013, and the respective changes in financial position for the year then ended in accordance with accounting principles generally accepted in the United States of America.

### ***Other Matters***

#### ***Required Supplementary Information***

Accounting principles generally accepted in the United States of America require that the *management's discussion and analysis and budgetary comparison information* identified in the table of contents be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

### ***Other Reporting Required by Government Auditing Standards***

In accordance with *Government Auditing Standards*, we have also issued our report dated April 23, 2014 on our consideration of the Board of Commissioners of Upper Township Fire District #4, 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 our testing 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. That report is an

integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Board of Commissioners of Upper Township Fire District #4 internal control over financial reporting and compliance.

Very truly yours,

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

*Leon P. Costello*

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

April 23, 2014

{THIS PAGE IS INTENTIONALLY LEFT BLANK}

**REQUIRED SUPPLEMENTARY INFORMATION - PART I**

{THIS PAGE IS INTENTIONALLY LEFT BLANK}

## **Management Discussion and Analysis**

This section of the Upper Township Fire District #4's (District's) annual financial report presents management's analysis of the District's financial condition and activities for the year. This information should be read in conjunction with the financial statements.

### **Financial Highlights**

The District's net position has decreased as a result of an excess of expenditures over revenues. Throughout 2013, the District continued its commitment to the safety and protection of the residents of the District while attempting to curb expenditures without compromising the safety and welfare of the residents of the District. Overall, management believes the District's financial condition is strong. The following are key financial highlights:

- Total assets at year-end were \$8,805. Net position at year-end was \$8,805.
- At year-end, unreserved, undesignated fund balance for the general fund was \$8,805, or 1.8% of total general fund expenditures.

### **Overview of Annual Financial Report**

Management's Discussion and Analysis (MD&A) serves as an introduction to, and should be read in conjunction with, the basic audited financial statements and supplemental information. The MD&A represents management's examination and analysis of the District's financial condition and performance. Summary financial statement data, key financial and operational information were used for this analysis.

This annual report consists of a series of financial statements. The Statement of Net Position and the Statement of Activities provide information about the activities of the District as a whole and present a longer-term view of the District's finances. Fund financial statements tell how these services were financed in the short term as well as what remains for future spending. The District's operations are conducted solely through a general fund.

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

The Statement of Net Position and the Statement of Activities report information about the District as a whole, these statements include all assets and liabilities using the full accrual basis of accounting. All of the current year's revenues and expenses are taken into account when the revenue is earned or the expense is incurred. These two statements report the District's net position and changes in them. One can think of the District's net position, the difference between assets and liabilities, as one way to measure the District's financial health, or financial position. Over time, increases or decreases in the District's net position are one indicator of whether its financial position is improving or deteriorating. The reader will, however, need to consider other non-financial factors, such as changes in the District's tax base, to assess the overall health of the District.

The District's activities are reported as governmental activities. The District is primarily financed through the levying of property taxes.

The District's basic services are reported in governmental funds, which focus on how money flows into and out of those funds and the balances remaining at year-end that are available for spending. The fund is reported using the modified accrual method 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 District's general government operations and the basic services it provides. Governmental fund information helps you determine whether there are more or fewer financial resources that can be spent in the near future to finance the District's programs. We describe the differences between governmental activities and governmental funds in a reconciliation detailed on Exhibit F.

**The District as a Whole**

The District's beginning net position was \$9,022 and the ending net position is \$8,805 representing a decrease of \$217.

The following is a summary of the District's Net Position as of December 31:

	2013	2012
ASSETS		
Cash and cash equivalents	\$ 8,805	9,022
Total Assets	8,805	9,022
LIABILITIES		
None	-	-
Total Liabilities	-	-
NET POSITION		
Unrestricted	8,805	9,022
Total Net Position	\$ 8,805	9,022

The following is the summary of the changes in Net Position for the year ended December 31:

	2013	2012	\$ Change	% Change
<b>General Revenues:</b>				
Tax Levy	\$ 500,632	491,796	8,836	2%
Interest	1,148	1,441	(293)	-20%
<b>Total Revenue</b>	<b>501,780</b>	<b>493,237</b>	<b>8,543</b>	<b>2%</b>
<b>Expenses:</b>				
Fire Protection				
Insurance	37,218	37,893	(675)	-2%
Maintenance of Fire Equipment	51,886	49,405	2,481	5%
Maintenance of Fire House	8,952	11,908	(2,956)	-25%
Utilities	13,334	11,919	1,415	12%
Fire Contract	79,074	77,574	1,500	2%
Fuel & Heater Maintenance	4,504	5,990	(1,486)	-25%
First Responder Program	1,506	3,119	(1,613)	-52%
Health & Wellness	8,995	12,009	(3,014)	-25%
Rental of Fire Equipment	38,185	31,303	6,882	22%
Rental of Fire House	154,574	151,462	3,112	2%
Rental of Personal Protective Equip.	3,500	2,000	1,500	75%
Maintenance of Radio Equipment	6,848	20,405	(13,557)	-66%
Small Equipment Purchases	52,943	38,606	14,337	37%
Computer Expenses	5,124	5,484	(360)	-7%
Hydrant Maintenance	6,802	6,774	28	0%
Length of Service Awards Program	11,000	11,000	-	0%
General and Administrative				
Accounting Fees	6,000	4,321	1,679	39%
Legal Fees	5,557	5,850	(293)	-5%
Elections	5,995	4,774	1,221	26%
<b>Total Expenses</b>	<b>501,997</b>	<b>491,796</b>	<b>10,201</b>	<b>2%</b>
<b>Increase/(Decrease) In Net Position</b>	<b>\$ (217)</b>	<b>1,441</b>	<b>(1,658)</b>	<b>115%</b>

### Governmental Fund Financial Analysis

Governmental funds and Trust Funds represent 100% of the District's funds; the District has no enterprise funds.

At the end of 2013 the District's governmental funds reported a combined fund balance of \$8,805, a decrease of \$217 compared to 2012. The decrease is due to the excess of expenditures over revenues.

### **General Trends and Significant Events**

The District continues to fund the LOSAP program which was approved by voters in 1999. The program has been successful in maintaining and bringing in additional membership to the Volunteers who serve the District.

### **Contacting the District's Management**

This financial report is designed to provide a general overview of the District's finances and to demonstrate the District's accountability. If you have any questions about this report or need additional financial information, contact the Chairman of the Board of Fire Commissioners, Upper Township Fire District #4, 36 State Hwy 50, Seaville, NJ 08230.

UPPER TOWNSHIP FIRE DISTRICT #4  
STATEMENT OF NET POSITION  
DECEMBER 31, 2013

## ASSETS

Cash and cash equivalents	\$ 8,805
Total Assets	<u>8,805</u>

## LIABILITIES

None

Total Liabilities	<u>-</u>
-------------------	----------

## NET POSITION

Invested in capital assets, net of related debt	-
Unrestricted	8,805
Total Net Position	<u>\$ 8,805</u>

The Accompanying Notes to the Financial Statements are an integral part of this Statement

UPPER TOWNSHIP FIRE DISTRICT #4  
STATEMENT OF ACTIVITIES  
FOR THE YEARS ENDED DECEMBER 31, 2013

	Expenses	Program Revenue Fees, Fines & Charges For Services	Net (Expenses)/Revenues and Changes in Net Position Governmental Activities
Governmental			
Fire Protection:			
Insurance	\$ 37,218		
Maintenance of Fire Equipment	51,886		
Maintenance of Fire House	8,952		
Utilities	13,334		
Fire Contract	79,074		
Fuel and Heater Maintenance	4,504		
First Responder Program	1,506		
Rental of Fire Equipment	38,185		
Health and Wellness	8,995		
Rental of Fire House	154,574		
Rental of Personal Protective Equipment	3,500		
Maintenance of Radio Equipment	6,848		
Small Equipment Purchases	52,943		
Computer Expenses	5,124		
Hydrant Maintenance	6,802		
Length of Service Awards Program	11,000		
Total Fire Protection Expenses	484,445		(484,445)
General and Administrative			
Accounting Fees	6,000		
Legal Fees	5,557		
Elections	5,995		
Total General and Administrative	17,552		(17,552)
Total Governmental Activities	501,997	-	(501,997)
General Revenues:			
Taxes			500,632
Interest			1,148
Total General Revenues			501,780
Change in Net Position			(217)
Net Position - Beginning			9,022
Net Position - Ending			\$ 8,805

The Accompanying Notes to the Financial Statements are an integral part of this Statement

UPPER TOWNSHIP FIRE DISTRICT #4  
 BALANCE SHEET  
 GOVERNMENTAL FUNDS  
 DECEMBER 31, 2013

	General Fund
ASSETS	
Cash and cash equivalents	\$ 8,805
Total Assets	<u>8,805</u>
LIABILITIES AND FUND BALANCES	
None	
Total Liabilities	<u>-</u>
FUND BALANCE	
Unassigned	8,805
Total Liabilities and Fund Balances	<u>\$ 8,805</u>

The Accompanying Notes to the Financial Statements are an integral part of this Statement

UPPER TOWNSHIP FIRE DISTRICT #4  
RECONCILIATION OF THE GOVERNMENTAL FUND BALANCE SHEET  
TO THE STATEMENT OF NET POSITION  
DECEMBER 31, 2013

Total fund balances for governmental funds	\$ 8,805
Total net position of governmental actiivites	<u>\$ 8,805</u>

UPPER TOWNSHIP FIRE DISTRICT #4  
 STATEMENT OF REVENUE, EXPENDITURES, AND CHANGES IN FUND BALANCES  
 GOVERNMENTAL FUND  
 FOR THE YEAR ENDED DECEMBER 31, 2013

	<u>General Fund</u>
REVENUES	
Property taxes	\$ 500,632
Interest	1,148
Total Revenues	<u>501,780</u>
EXPENDITURES	
Cost of Operations and Maintenance	484,445
Administration	17,552
Total Expenditures	<u>501,997</u>
Excess of expenditures over revenue	(217)
Fund balance beginning	9,022
Fund balance ending	<u><u>\$ 8,805</u></u>

The Accompanying Notes to the Financial Statements are an integral part of this Statement

UPPER TOWNSHIP FIRE DISTRICT #4  
 RECONCILIATION OF THE STATEMENT OF REVENUE, EXPENDITURES, AND CHANGES IN FUND BALANCES  
 GOVERNMENTAL FUNDS  
 DECEMBER 31, 2013

Net change in fund balance - total governmental funds	\$	(217)
The change in net position for governmental activities in the statement of activities is different because:		
None		<hr style="border: 0.5px solid black;"/>
Change in net position of governmental funds	\$	<u>(217)</u>

UPPER TOWNSHIP FIRE DISTRICT #4  
STATEMENT OF FIDUCIARY NET ASSETS  
FIDUCIARY FUNDS  
DECEMBER 31, 2013  
UNAUDITED

	<u>Expendable Trust Fund</u>
ASSETS:	
Annuity - Contract Value	\$ 107,684
Total assets	<u>107,684</u>
LIABILITIES AND NET ASSETS	
Net Assets	
Held in Trust for LOSAP	107,684
Total Net Assets	<u>107,684</u>
Total liabilities and net assets	<u>\$ 107,684</u>

The Accompanying Notes to the Financial Statements are an integral part of this Statement

{THIS PAGE IS INTENTIONALLY LEFT BLANK}

**Upper Township Fire District #4  
Notes to Financial Statements  
December 31, 2013**

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

The Board of Commissioners of Upper Township Fire District #4 operates with an elected Board of Commissioners. The District performs fire protection services in the Township of Upper, Cape May County, New Jersey.

The financial statements of the Board of Commissioners of Upper Township Fire District #4 (the "District"), have been prepared in conformity with generally accepted accounting principles (GAAP) as applied to governmental units. The Governmental Accounting Standards Board (GASB) is responsible for establishing GAAP for state and local governments through its pronouncements (Statements and Interpretations). The more significant accounting policies established in GAAP and used by the District are discussed below.

**A. Reporting Entity**

The District is an instrumentality/subordinate entity of the State of New Jersey, established to function as a taxing entity to provide fire suppression in the Seaville area of Upper Township. The Board consists of five (5) elected officials and is responsible for the fiscal control of the District. A secretary and treasurer are appointed by the Board and are responsible for the administrative control of the District.

The District is not a component unit of any other financial reporting entity nor does the Fire District have any component units to be presented in accordance with Governmental Accounting Standards Board standards.

**B. Basic Financial Statements -Government-Wide Statements**

The District's basic financial statements include both government-wide (reporting the District as a whole) and fund financial statements (reporting the District's major funds). Both the government-wide and fund financial statements categorize primary activities as either governmental or business type. The District has no business type activities. In the government-wide Statement of Net Position, the governmental column (a) is presented on a consolidated basis by column, (b) and is reported on a full accrual, economic resource basis, which recognizes all long-term assets and receivables as well as long-term debt and obligations. The District's net position is reported in three parts—invested in capital assets, net of related debt, restricted and unrestricted net assets.

The government-wide Statement of Activities reports both the gross and net cost of each of the District's functions. The functions are also supported by general government revenues. The Statement of Activities reduces gross expenses (including depreciation) by related program revenues, operating and capital grants. Program revenues must be directly associated with the function. Operating grants include operating-specific and discretionary (either operating or capital) grants. The net costs (by function) are normally covered by general revenue (property taxes, intergovernmental revenues, interest income, etc). The District does not allocate indirect costs.

This government-wide focus is more on the sustainability of the District as an entity and the change in the District's net position resulting from the current year's activities.

**Upper Township Fire District #4  
Notes to Financial Statements  
December 31, 2013**

**C. Basic Financial Statements—Fund Financial Statements**

The financial transactions of the District are reported in individual funds in the fund financial statements. Each fund is accounted for by providing a separate set of self-balancing accounts that comprises its assets, liabilities, reserves, fund equity, revenues and expenditures/expenses. The various funds are reported by generic classification within the financial statements.

The following fund types are used by the District:

**Governmental Funds:**

The focus of the governmental funds' measurement (in the fund statements) is upon determination of financial position and changes in financial position (sources, uses, and balances of financial resources) rather than upon net income. The following is a description of the governmental funds of the District:

- a. General fund is the general operating fund of the District. It is used to account for all financial resources except those required to be accounted for in another fund.

Fiduciary Funds of the District are:

- a. Expendable trust funds are used to account for assets held by the District as a trustee for individuals, other governments or other entities. Expendable trust funds account for assets where both the principal and interest may be spent.

**D. Basis of Accounting**

Basis of accounting refers to the point at which revenues or expenditures/expenses are recognized in the accounts and reported in the financial statements. It relates to the timing of the measurements made regardless of the measurement focus applied.

**1. Accrual:**

The government-wide financial statements are presented on the accrual basis of accounting. Revenues are recognized when earned and expenses are recognized when incurred.

**2. Modified Accrual:**

The governmental funds financial statements are presented on the modified accrual basis of accounting. Under the modified accrual basis of accounting, revenues are recorded when susceptible to accrual; i.e., both measurable and available. "Available" means collectible within the current period or within 60 days after year end. Expenditures are generally recognized under the modified accrual basis of accounting when the related liability is incurred. The exception to this general rule is that principal and interest on general obligation long-term debt, if any, is recognized when due.

**E. Financial Statement Amounts**

**1. Cash and Cash Equivalents:**

The District has defined cash and cash equivalents to include cash on hand, demand deposits, and cash with fiscal agent.

**Upper Township Fire District #4  
Notes to Financial Statements  
December 31, 2013**

**2. Capital Assets:**

Capital assets purchased or acquired are reported at historical cost or estimated historical cost. Contributed assets are reported at fair market value as of the date received. Additions, improvements and other capital outlays that significantly extend the useful life of an asset are capitalized. Other costs incurred for repairs and maintenance are expensed as incurred.

**3. Fund Balances – Governmental Funds:**

In the fund financial statements, governmental funds report the following classifications of fund balance:

- Nonspendable – includes amounts that cannot be spent because they are either not spendable in form or are legally or contractually required to be maintained intact.
- Restricted – includes amounts restricted by external sources (creditors, laws of other governments, ect.) or by constitutional provision or enabling legislation.
- Committed – includes amounts that can only be used for specific purposes. Committed fund balance is reported pursuant to resolutions passed by the Board of Commissioners, the District's highest level of decision making authority. Commitments may be modified or rescinded only through resolutions approved by the Board of Commissioners.
- Assigned – includes amounts that the District intends to use for a specific purpose, but do not meet the definition of restricted or committed fund balance. Under the District's policy, amounts may be assigned by the Board of Commissioners.
- Unassigned – includes amounts that have not been assigned to other funds or restricted, committed or assigned to a specific purpose within the General Fund. The District reports all amounts that meet the unrestricted General Fund Balance Policy described below as unassigned:

When an expenditure is incurred for purposes for which both restricted and unrestricted fund balance is available, the District considers restricted funds to have been spent first. When an expenditure is incurred for which committed, assigned, or unassigned fund balance are available, the District considers amounts to have been spent first out of committed funds, then assigned funds, and finally unassigned funds, as needed.

**4. Revenues:**

Substantially all governmental fund revenues are accrued. Property taxes are billed and collected within the same period in which the taxes are levied. Subsidies and grants to proprietary funds, which finance either capital or current operations, are reported as non-operating revenue. In applying GASB standards to grant revenues, the provider recognizes liabilities and expenses and the recipient recognizes receivables and revenue when the applicable eligibility requirements, including time requirements, are met. Resources transmitted before the eligibility requirements are met are reported as advances by the provider and deferred revenue by the recipient.

**Upper Township Fire District #4  
Notes to Financial Statements  
December 31, 2013**

**5. Expenditures:**

Expenditures are recognized when the related fund liability is incurred. Inventory costs are reported in the period when inventory items are purchased.

**F. Budgets/Budgetary Control**

Annual appropriated budgets are prepared each year for the general fund. The budgets are submitted to the Bureau of Authority Regulations Division of Local Government Services and are voted upon at the annual District's election. Budgets are prepared using the modified accrual basis of accounting. The legal level of budgetary control is established at line item accounts within each fund. All budget transfers must be approved by resolution of the Fire Commissioners, as well as the State of New Jersey. No material budget transfers were made during the year.

Formal budgetary integration into the accounting system is employed as a management control device during the year which complies with generally accepted accounting principles. Encumbrance accounting is also employed as an extension of formal budgetary integration in the government fund types. Unencumbered appropriations lapse at fiscal year end.

**G. Use of Estimates**

The preparation of financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect certain reported amounts and disclosures. Accordingly, actual results could differ from those estimates.

**H. Recent Accounting Pronouncements Not Yet Effective**

In June 2012, the Governmental Accounting Standards Board (GASB) issued Statement No. 67 "Financial Reporting for Pension Plans – an amendment of GASB Statement No. 25". This statement, which is effective for fiscal periods beginning after June 15, 2013, will not have any effect on the District's financial reporting.

In June 2012, the Governmental Accounting Standards Board (GASB) issued Statement No. 68 "Accounting and Financial Reporting for Pensions – an amendment of GASB Statement No. 27". This statement, which is effective for fiscal periods beginning after June 15, 2014, will not have any effect on the District's financial reporting.

In January 2013, the Governmental Accounting Standards Board (GASB) issued Statement No. 69 "Government Combinations and Disposals of Government Operations". This statement, which is effective for fiscal periods beginning after December 15, 2013, will not have any effect on the District's financial reporting.

In April 2013, the Governmental Accounting Standards Board (GASB) issued Statement No. 70 "Accounting and Financial Reporting for Nonexchange Financial Guarantees." This statement, which is effective for fiscal periods beginning after June 15, 2013, will not have any effect on the District's financial reporting.

**Upper Township Fire District #4  
Notes to Financial Statements  
December 31, 2013**

In November 2013, Governmental Accounting Standards Board (GASB) issued Statement No. 71 "Pension Transition for Contributions Made Subsequent to the Measurement Date-an amendment of GASB Statement No. 68". The provisions of this statement are required to be applied simultaneously with the provisions of Statement 68 which is effective for periods beginning after June 15, 2014. This statement will not have any effect on the District's financial reporting.

**NOTE 2: INVESTMENTS**

**Interest Rate Risk.** The District does not have a formal investment policy that limits investment maturities as a means of managing its exposure to fair value losses arising from increasing interest rates. However, New Jersey Statutes 40A:5-15.1(a) limits the length of time for most investments to 397 days.

**Credit Risk.** New Jersey Statutes 40A:5-15.1(a) limits District investments to those specified in the Statutes. The type of allowable investments are Bonds of the United States of America or of the local unit or school districts of which the local unit is a part of: obligations of federal agencies not exceeding 397 days; government money market mutual funds; the State of New Jersey Cash Management Plan; local government investment pools; or repurchase of fully collateralized securities.

**Concentration of Credit Risk.** The District places no limit on the amount the District may invest in any one issuer.

**Unaudited Investments**

As more fully described in Note #6, the District has created a Length of Service Award Program (LOSAP) for emergency service volunteers. The LOSAP investments are similar to those allowed in a deferred compensation program as specified in NJSA 43:15B-1 et. seq. except that all investments are retained in the name of the District. All investment are valued at contract value. In accordance with NJAC 5:30-14.37 the investments are maintained by Lincoln Financial Advisors, which is an authorized provider approved by the Division of Local Government Services. Information on the investments is not available at this time.

**NOTE 3: CASH**

**Custodial Credit Risk – Deposits.** Custodial credit risk is the risk that in the event of a bank failure, the government's deposits may not be returned to it. The municipality's policy is based on New Jersey Statutes requiring cash be deposited only in New Jersey based banking institutions that participate in the New Jersey Governmental Depository Protection Act (GUDPA) or in qualified investments established in New Jersey Statutes 40A:5-15.1(a) that are treated as cash equivalents. Under the act, all demand deposits are covered by the Federal Deposit Insurance Corporation (FDIC). Public funds owned by the District in excess of FDIC insured amounts are protected by GUDPA. However, GUDPA does not protect intermingled trust funds or fund that may pass to the District relative to the happening of a future condition. As of December 31, 2013, \$0 of the District's bank balance of \$19,850 was exposed to custodial credit risk.

**Upper Township Fire District #4  
Notes to Financial Statements  
December 31, 2013**

**NOTE 4: RELATED PARTY TRANSACTIONS**

The Fire District has signed an agreement with Seaville Volunteer Fire Company. This agreement states that Seaville Volunteer Fire Company will provide Upper Township Fire District #4 with necessary fire extinguishment services including manpower for a fee of \$79,074. The fee for the 2014 calendar year has been increased to \$80,574.

The District also has an agreement with the Seaville Volunteer Fire Company to rent (1) fire trucks, (2) firehouse/truck bays, and (3) personal protective equipment. Total amounts paid for these rents in 2013 were \$38,185, \$154,574, and \$3,500, respectively. For 2014, the budgeted rental fee for the truck remains at \$38,485, the rental of firehouse remains at \$154,574 and the rental fee for personal protective equipment remains at \$3,500. These rental agreements are approved annually.

**NOTE 5: RISK MANAGEMENT**

The Fire District is exposed to various risks of loss related to torts, theft, casualty, errors and omissions and other losses for which the District carries commercial insurance. Settled claims have not exceeded insurance coverage in any of the past two years and there has been no decrease in coverage.

**NOTE 6: LENGTH OF SERVICE AWARDS PROGRAM (UNAUDITED)**

During the year 1999 the voters of Upper Township Fire District No. 4 approved the establishment of a Length of Service Awards Program (LOSAP) Deferred Compensation Plan. This plan is made available to all bona fide eligible volunteers who are performing qualified services which is defined as firefighting and prevention services, emergency medical services and ambulance services pursuant to Section 457 of the Internal Revenue Code of 1986, as amended, except for provisions added by reason of the LOSAP as enacted into federal law in 1997. The establishment of this LOSAP will also comply with New Jersey Public Law 1997, Chapter 388 and the LOSAP Document. The plan is administered by Lincoln Benefit Life Company and VFIS, Inc. (Volunteer Firemen's Insurance Services, Inc.), its agent. The LOSAP Deferred Compensation Plan has not been audited.

**NOTE 7: NET POSITION**

As of December 31, 2013, unrestricted net position amounted to \$8,805.

**NOTE 8: SUBSEQUENT EVENTS**

The District has evaluated subsequent events through April 23, 2014, the date which the financial statements were available to be issued and no items were noted for disclosure.

**REQUIRED SUPPLEMENTARY INFORMATION - PART II**

{THIS PAGE IS INTENTIONALLY LEFT BLANK}

**UPPER TOWNSHIP FIRE DISTRICT #4  
GENERAL FUND  
STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE  
BUDGET AND ACTUAL  
FOR THE YEAR ENDED DECEMBER 31, 2013**

	GENERAL FUND			Variance Over (Under)
	Original Budget	Final Budget	Actual	
<b>Revenues:</b>				
Interest Earned	\$ 1,000	1,000	1,148	148
District Taxes	500,632	500,632	500,632	-
<b>Total Revenues</b>	<b>501,632</b>	<b>501,632</b>	<b>501,780</b>	<b>148</b>
<b>Expenditures:</b>				
Administration				
Commissioners Expense	6,682	6,682	5,995	687
<b>Total Administration</b>	<b>6,682</b>	<b>6,682</b>	<b>5,995</b>	<b>687</b>
Cost of Operations and Maintenance				
Health and Wellness	10,500	9,000	8,995	5
Insurance	38,068	38,068	37,218	850
Maintenance of Fire Equipment	54,030	51,886	51,886	-
Accounting Fees	4,500	6,000	6,000	-
Legal Fees	6,000	6,000	5,557	443
Maintenance of Fire House	9,500	9,013	8,952	61
Utilities	21,180	13,334	13,334	-
Fire Contract	79,074	79,074	79,074	-
Fuel and Heater Maintenance	4,700	4,593	4,504	89
First Responder Program	1,100	1,506	1,506	-
Rental of Fire Equipment	38,185	38,185	38,185	-
Rental of Fire House	154,574	154,574	154,574	-
Rental of Personal Protective Equipment	3,500	3,500	3,500	-
Maintenance of Radio Equipment	12,700	6,848	6,848	-
Purchase of Small Equipment	36,980	52,943	52,943	-
Contingent Expenses	3,500	3,500	-	3,500
Computer Expenses	5,057	5,124	5,124	-
Hydrant Maintenance	6,802	6,802	6,802	-
Length of Service Award Program	11,000	11,000	11,000	-
<b>Total Operations and Maintenance</b>	<b>500,950</b>	<b>500,950</b>	<b>496,002</b>	<b>4,948</b>
<b>Total Expenditures</b>	<b>507,632</b>	<b>507,632</b>	<b>501,997</b>	<b>5,635</b>
Excess/(Deficit) of Revenue Over Expenditures	(6,000)	(6,000)	(217)	5,783
Fund Balance - Beginning of Year	9,022	9,022	9,022	-
Fund Balance - End of Year	<u>\$ 3,022</u>	<u>3,022</u>	<u>8,805</u>	<u>-</u>

## **Compliance and Other Matters**

As part of obtaining reasonable assurance about whether the District's financial statements are free from 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 no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

## **District's Response to Findings**

The District's response to the findings identified in our audit are described in the accompanying *schedule of findings and responses*. The District's response was not subjected to the auditing procedures applied in the audit of the financial statements and, accordingly, we express no opinion on it.

## **Purpose of this Report**

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

Very truly yours,

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

*Leon P. Costello*

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

April 23, 2014

**THE BOARD OF COMMISSIONERS OF UPPER TOWNSHIP FIRE DISTRICT #4**  
**SCHEDULE OF FINDINGS AND RESPONSES**  
**FOR THE FISCAL YEAR ENDED DECEMBER 31, 2013**  
*Schedule of Financial Statement Findings*

**Finding 13-1**

Criteria:

Entities are required to employ or contract an individual or consultant with sufficient knowledge and experience to accurately prepare a complete set of financial statements, including related disclosures.

Condition:

The District was unable to provide a complete set of financial statements, including related disclosures.

Cause:

The District does not currently employ or contract with an individual or consultant with the knowledge and experience to prepare a complete set of financial statements, including related disclosures.

Effect:

District personnel are unable to provide the governing body with year end financial reports, including related disclosures; that are in compliance with generally accepted accounting principles.

Recommendation:

That District personnel receive additional training in financial statement preparation, including all related disclosures.

Management Response

Management has determined that it is not cost effective to have individuals trained to prepare financial statements and related disclosures.

**THE BOARD OF COMMISSIONERS OF UPPER TOWNSHIP FIRE DISTRICT #4  
SUMMARY SCHEDULE OF PRIOR YEAR AUDIT FINDINGS  
AND RESPONSES AS PREPARED BY MANAGEMENT  
FOR THE FISCAL YEAR ENDED DECEMBER 31, 2013**

STATUS OF PRIOR YEAR FINDINGS

**Finding 12-1**

The district has not employed an individual or consultant with sufficient knowledge and experience to accurately prepare a complete set of financial statements, including related disclosures.

**Current Status**

This finding has been has not been cleared in 2013.

**Management Response**

While the District understands the need to prepare financial statements in accordance with GAAP, it is currently beyond the District's financial resources to employ an individual with such capabilities.

**LENGTH OF SERVICE  
AWARD PROGRAM (LOSAP)  
TOWNSHIP OF UPPER FIRE DISTRICT #4**

**FINANCIAL STATEMENTS**

**FOR THE YEARS ENDED  
DECEMBER 31, 2013 and 2012**



LENGTH OF SERVICE AWARD PROGRAM (LOSAP)  
TOWNSHIP OF UPPER FIRE DISTRICT #4

TABLE OF CONTENTS

	Page
Accountant's Review Report	1
Statement of Net Assets Available for Benefits	2
Statement of Changes in Net Assets Available for Benefits	3
Notes to Financial Statements	4-7





# FORD - SCOTT

& ASSOCIATES, L.L.C.

CERTIFIED PUBLIC ACCOUNTANTS

1535 HAVEN AVENUE • PO BOX 538 • OCEAN CITY, NJ • 08226-0538

PHONE 609.399.6333 • FAX 609.399.3710

[www.ford-scott.com](http://www.ford-scott.com)

## INDEPENDENT ACCOUNTANT'S REVIEW REPORT

To the Program Sponsor of the Township of Upper Fire District #4  
Length of Service Award Program (LOSAP)

We have reviewed the accompanying statements of net assets available for benefits of the Township of Upper Fire District #4 Length of Service Award Program (LOSAP) as of December 31, 2013 and 2012, and the related statement of changes in net assets available for benefits for the years then ended. A review includes primarily applying analytical procedures to management's financial data and making inquiries of the plan administrator. A review is substantially less in scope than an audit, the objective of which is the expression of an opinion regarding the financial statements as a whole. Accordingly, we do not express such an opinion.

The plan administrator is responsible for the preparation and fair presentation of the financial statements in accordance with the accounting principles generally accepted in the United States of America and for designing, implementing, and maintaining internal control relevant to the preparation and fair presentation of the financial statements.

Our responsibility is to conduct the review in accordance with Statements on Standards for Accounting and Review services issued by the American Institute of Certified Public Accountants. Those standards require us to perform procedures to obtain limited assurance that there are no material modifications that should be made to the financial statements. We believe that the results of our procedures provide a reasonable basis for our report.

Based on our review, we are not aware of any material modifications that should be made to the accompanying financial statements in order for them to be in conformity with accounting principles generally accepted in the United States of America.

*Ford, Scott & Associates, L.L.C*

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

**May 19, 2014**



Length of Service Award Program (LOSAP)  
 Township of Upper Fire District #4  
 Statement of Net Assets Available for Benefits  
 December 31,

	2013	2012
ASSETS		
Investments		
Annuity	\$ 97,284	88,529
TOTAL ASSETS	97,284	88,529
NET ASSETS AVAILABLE FOR BENEFITS	\$ 97,284	88,529

See accompanying notes and accountant's report



#### **NOTE A—DESCRIPTION OF PROGRAM**

The following description of the Length of Service Award Program (LOSAP) of Township of Upper Fire District #4 provides only general information. Participants should refer to the Program agreement for a more complete description of the Program's provisions. The Township of Upper Fire District #4 is the Program sponsor.

**General** - The Program is a defined contribution Program covering volunteers in the Township of Upper Fire District #4 who have performed sufficient services as defined by the LOSAP plan document. The LOSAP plan was approved by the voters of the Upper Township Fire District #4 in March of 2002.

**Contributions** - The Fire District's contribution on behalf of a participant for the current year is \$458. The contribution is for each volunteer who meets the service requirement in each calendar year.

**Participant Accounts** - Each participant's account reflects the total amount of contributions that are allocated to the account and the earnings thereon, any payments or withdrawals on the participant's behalf from the account and any expenses. Under the enabling legislation, the amount in each participants account is subject to the general creditors of the Fire District.

**Vesting** - Participants are 100% vested after 5 years of service. If a participant deceases prior to 5 years of service, the full amount of the volunteer's account will be considered vested and will be paid to the estate of the participant.

**Participant Loans** - Loans are not permitted under the Program.

**Payment of Benefits** – A fully taxable distribution may be made at any time for the full amount of the participant's vested interest in his or her account.

#### **NOTE B—SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

##### **Estimates**

The preparation of financial statements in conformity with generally accepted accounting principles requires the Program administrator to make estimates and assumptions that affect certain reported amounts and disclosures. Accordingly, actual results may differ from those estimates.

##### **Fees and Costs**

The Program participants pay all fees and costs related to administration of the Program.

##### **Employer Contributions**

All employer contributions are paid to Lincoln Financial Group within a reasonable time in the year subsequent to the year in which the required points have been earned and certified by the chief of the fire company as applicable.



the lowest priority. Length of Service Award Program (LOSAP) of Township of Upper Fire District #4 uses appropriate valuation techniques based on the available inputs to measure the fair value of its investments. When available, Length of Service Award Program (LOSAP) of Township of Upper Fire District #4 measures fair value using Level 2 inputs. No Level 1 or 3 inputs were available to Length of Service Award Program (LOSAP) of Township of Upper Fire District #4 in years ended December 31, 2013 and 2012.

*Level 2 Fair Value Measurements*

The fair value of the equity securities is based on quoted prices of similar assets in a non-active market held by Length of Service Award Program (LOSAP) of Township of Upper Fire District #4 at year-end.

**NOTE E—PARTICIPANT-DIRECTED INVESTMENTS**

Information about the net assets and the significant components of the changes in net assets relating to the participant-directed investments is as follows:

	December 31, 2013	December 31, 2012
Change in Net Assets:		
Contributions	\$ 11,000	11,000
Administration Expenses	(600)	(500)
Benefits Paid to Participants	(4,500)	(11,395)
Investment Earnings	2,855	2,728
	<u>\$ 8,755</u>	<u>1,833</u>

**NOTE F—PROGRAM TERMINATION**

The Fire District Resolution and the enabling legislation do not have any provisions for program termination.

**NOTE G—TAX STATUS**

The LOSAP was established as a Deferred Compensation Plan pursuant to Section 457 of the Internal Revenue Code (IRC) of 1986, as amended, except for specific provisions added by reason of the LOSAP as enacted into federal law in 1997. The establishment of this LOSAP also complies with New Jersey Public Law 1997, Chapter 388 and the LOSAP Document.

Under the terms of an IRC Section 457 deferred compensation plan, all deferred compensation and income attributable to the investment of the deferred compensation amounts held by the financial institution, until paid or made available to the employees or beneficiaries, are the property of the Township of Upper Fire District #4 subject only to the claims of the District's general creditors. In addition, the participants in the plan have rights equal to those of the general creditors of the District, and each participant's rights are equal to his or her share of the fair market value of the plan assets.

