

Board of Fire Commissioners  
Fire District # 4  
Seaville Fire and Rescue Company

May 21, 2013

**Called to Order:** 7:32pm

**In Attendance:** Knobb, Mason, Sr., Spiegel, Webb

**Read Minutes from Last Month:** Approved. 1<sup>st</sup> Knobb, 2<sup>nd</sup> Webb

**Treasurer's Report:** Approved. 1<sup>st</sup> Spiegel, 2<sup>nd</sup> Knobb

**Old Business:**

- Heating contract was given back to the Chief. He took care of the contract and the Fire Company entered into the contract.
- Auditor made contact via email, have minor details to adjust. Mr. Webb is handling that.

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**New Business:**

- Call from Joe with the insurance company, meeting with Mr. Webb to go over new policies
- Commissioners need to fill out "Financial Disclosure Statements" via the internet.

**Open to Public:**

- N/A

**Adj:** at 7:41, Approved. 1<sup>st</sup> Spiegel, 2<sup>nd</sup> Knobb

May 21, 2013  
Jun. 17, 2013

Treasure Report  
Board of Fire Commissioners  
Fire District # 4  
Seaville Vol. Fire & Rescue Co., Inc.

Previous Bank Balance:	\$ 304,415.44
Deposit in Account:	\$ 0.00
Bills Paid This Month:	\$ (-17,246.71)
Interest Earned This Month:	\$ 286.57
Bank Charges This Month: Excess Check Charge:	\$ (0.00)
Bal. In Cape Savings Bank:	\$ 287,455.30
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Total Interest Year to Date:	\$ 344.47

In compliance with the requirements of New Jersey Statutes 40A: 12-89, the signatures below, of the three (3) members of the Board of Fire Commissioners of Upper Township Fire District # 4, being a majority of said board, constitute your warrant to disburse the money of said district in payment of the bills listed on Account Quick Report Attached.

Signed by: # 1  \_\_\_\_\_  
# 2  \_\_\_\_\_  
# 3  \_\_\_\_\_

## RESOLUTION

**WHEREAS**, NJSA 40A:5A-15 requires the governing body of each local authority to cause an annual audit of its accounts to be made, and

**WHEREAS**, the annual audit report for the fiscal year ended December 31, 2012 has been completed and filed with the State of New Jersey, Department of Community Affairs, Division of Local Government Services pursuant to NJSA 40A:5A-15, and

**WHEREAS**, NJSA 40A:5A-17, requires the governing body of each authority to, within 45 days of receipt of the annual audit, certify by resolution to the Local Finance Board that each member thereof has personally reviewed the annual audit report, and specifically the sections of the audit report entitled "**General Comments**" and "**Recommendations**", and has evidenced same by group affidavit in the form prescribed by the Local Finance Board, and

**WHEREAS**, the members of the governing body have received the annual audit and have personally reviewed the annual audit, and have specifically reviewed the sections of the annual audit report entitled "**General Comments**" and "**Recommendations**", in accordance with NJSA 40A:5A-17,

**NOW, THEREFORE BE IT RESOLVED**, that the governing body of the Board of Commissioners of Upper Township Fire District #4 hereby certified to the Local Finance Board of the State of New Jersey that each governing body member has personally reviewed the annual audit report for the fiscal year ended December 31, 2012, and specifically has reviewed the sections of the audit report entitled "**General Comments**" and "**Recommendations**", and has evidenced same by group affidavit in the form prescribed by the Local Finance Board.

**BE IT FURTHER RESOLVED** that the secretary of the authority is hereby directed to promptly submit to the Local Finance Board the aforesaid group affidavit, accompanied by a certified true copy of this resolution.

**IT IS HEREBY CERTIFIED THAT THIS IS A TRUE COPY OF THE RESOLUTION PASSED AT THE MEETING HELD ON \_\_\_\_\_.**



\_\_\_\_\_  
Secretary

\_\_\_\_\_  
Date

**UPPER TOWNSHIP FIRE DISTRICT #4  
SYNOPSIS OF AUDIT  
STATEMENT OF NET POSITION  
DECEMBER 31,**

	<u>2012</u>	<u>2011</u>
<b>ASSETS</b>		
Cash and cash equivalents	\$ 9,022	7,581
Total assets	<u>9,022</u>	<u>7,581</u>
<b>LIABILITIES</b>		
None	-	-
Total liabilities	<u>-</u>	<u>-</u>
<b>NET POSITION</b>		
Unrestricted	9,022	7,581
Total net position	<u>\$ 9,022</u>	<u>7,581</u>

UPPER TOWNSHIP FIRE DISTRICT #4  
 SYNOPSIS OF AUDIT  
 STATEMENT OF ACTIVITIES  
 DECEMBER 31,

<u>Functions/Programs</u>	<u>2012</u>	<u>2011</u>
Governmental activities:		
Administration	\$ 14,945	17,471
Cost of Providing Services	476,851	465,685
Total governmental activities	<u>491,796</u>	<u>483,156</u>
Total primary government	<u><u>491,796</u></u>	<u><u>483,156</u></u>
General revenues:		
Taxes:		
Property taxes, levied for general purposes, net	491,796	482,153
Interest	<u>1,441</u>	<u>1,383</u>
Total general revenues	<u>493,237</u>	<u>483,536</u>
Change in Net Position	1,441	380
Net Position—beginning	<u>7,581</u>	<u>7,201</u>
Net Position—ending	<u><u>\$ 9,022</u></u>	<u><u>7,581</u></u>

## RECOMMENDATIONS

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

The above summary or synopsis was prepared from the report of audit of the Board of Commissioners of Fire District #4, Township of Upper, County of Cape May for the calendar year 2012. This report, submitted by Robert E. Swartz, CPA, Registered Municipal Accountant, Ford Scott & Associates, LLC, Certified Public Accountants, PO Box 538, Ocean City, NJ 08226, is on file at the Township Clerk's office and may be inspected by any interested person.

*David Mason*

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Secretary, Board of Commissioners  
of Upper Township Fire District #4