



**FORD-SCOTT**  
& ASSOCIATES, L.L.C.

**BOARD OF FIRE**

**COMMISSIONERS**

**UPPER TOWNSHIP FIRE DISTRICT #4**

**TOWNSHIP OF UPPER, NEW JERSEY**

**AUDIT REPORT**

**FOR THE YEAR ENDED  
DECEMBER 31, 2018**

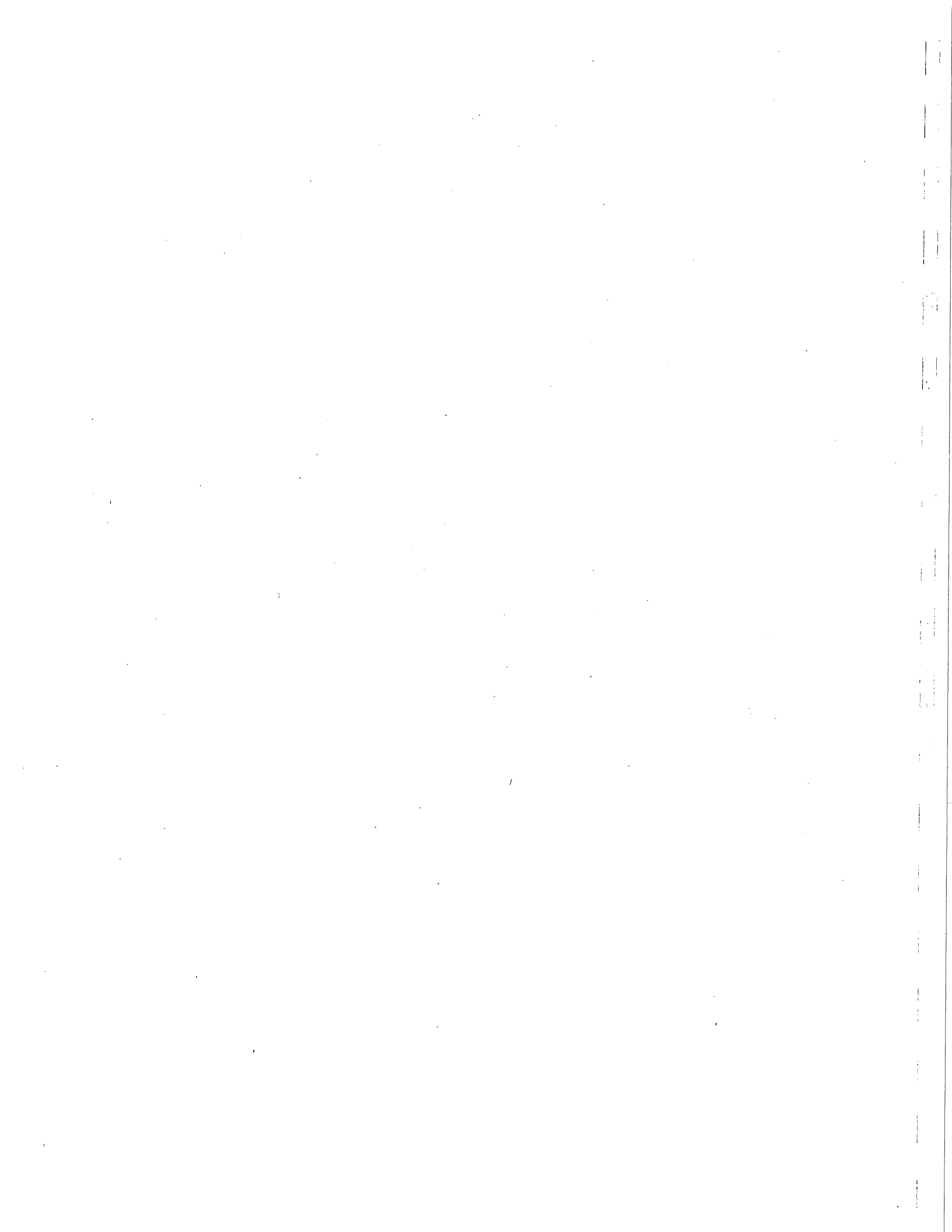


**BOARD OF COMMISSIONERS  
UPPER TOWNSHIP FIRE DISTRICT #4**

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# FORD - SCOTT

& ASSOCIATES, L.L.C.

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## 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, 2018, 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 \$144,884 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, 2018, 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 March 29, 2019 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.

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

*Harvey C. Cocozza, Jr.*

**Harvey C. Cocozza, Jr.  
Certified Public Accountant  
Registered Municipal Accountant  
No. 551**

March 29, 2019



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**REQUIRED SUPPLEMENTARY INFORMATION - PART I**





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## **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 2018, 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 \$7,829. Net position at year-end was \$7,829.
- At year-end, unreserved, undesignated fund balance for the general fund was \$7,829, or 1.4% 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 \$6,960 and the ending net position is \$7,829 representing an increase of \$869.

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

	2018	2017
<b>ASSETS</b>		
Cash and cash equivalents	\$ 7,829	6,960
	<u>7,829</u>	<u>6,960</u>
<b>Total Assets</b>	<u><u>7,829</u></u>	<u><u>6,960</u></u>
<b>LIABILITIES</b>		
None	-	-
	<u>-</u>	<u>-</u>
<b>Total Liabilities</b>	<u><u>-</u></u>	<u><u>-</u></u>
<b>NET POSITION</b>		
Unrestricted	7,829	6,960
	<u>7,829</u>	<u>6,960</u>
<b>Total Net Position</b>	<u><u>\$ 7,829</u></u>	<u><u>6,960</u></u>



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

	<u>2018</u>	<u>2017</u>	<u>\$ Change</u>	<u>% Change</u>
<b>General Revenues:</b>				
Tax Levy	\$ 553,737	542,895	10,842	2%
Interest	57	44	13	30%
<b>Total Revenue</b>	<u>553,794</u>	<u>542,939</u>	<u>10,855</u>	<u>2%</u>
<b>Expenses:</b>				
Fire Protection				
Insurance	42,950	41,854	1,096	3%
Maintenance of Fire Equipment	61,415	36,485	24,930	68%
Maintenance of Fire House	14,022	13,602	420	3%
Utilities	13,596	10,845	2,751	25%
Fire Contract	81,766	81,766	-	0%
Fuel & Heater Maintenance	4,010	4,389	(379)	-9%
First Responder Program	1,039	-	1,039	#DIV/0!
Health & Wellness	5,275	5,264	11	0%
Rental of Fire Equipment	75,363	94,171	(18,808)	-20%
Rental of Fire House	160,228	154,574	5,654	4%
Rental of Personal Protective Equip.	9,000	9,000	-	0%
Maintenance of Radio Equipment	3,530	4,569	(1,039)	-23%
Small Equipment Purchases	21,362	28,269	(6,907)	-24%
Computer Expenses	7,265	4,877	2,388	49%
Hydrant Maintenance	17,631	12,445	5,186	42%
Length of Service Awards Program	21,000	24,535	(3,535)	-14%
General and Administrative				
Accounting Fees	4,400	4,950	(550)	-11%
Legal Fees	6,402	6,676	(274)	-4%
Commissioners Expense	2,671	4,402	(1,731)	-39%
<b>Total Expenses</b>	<u>552,925</u>	<u>542,673</u>	<u>10,252</u>	<u>2%</u>
<b>Increase/(Decrease) In Net Position</b>	<u>\$ 869</u>	<u>266</u>	<u>603</u>	<u>-227%</u>

### **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 2018 the District's governmental funds reported a combined fund balance of \$7,829, an increase of \$869 compared to 2017. The increase is due to the excess of revenues over expenditures.





### **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, 2018

ASSETS	
Cash and cash equivalents	\$ 7,829
Total Assets	<u>7,829</u>
LIABILITIES	
None	
Total Liabilities	<u>-</u>
NET POSITION	
Invested in capital assets, net of related debt	-
Unrestricted	7,829
Total Net Position	<u>\$ 7,829</u>



UPPER TOWNSHIP FIRE DISTRICT #4  
STATEMENT OF ACTIVITIES  
FOR THE YEARS ENDED DECEMBER 31, 2018

	Expenses	Program Revenue Fees, Fines & Charges For Services	Net (Expenses)/Revenues and Changes in Net Position Governmental Activities
Governmental			
Fire Protection:			
Insurance	\$ 42,950		
Maintenance of Fire Equipment	61,415		
Maintenance of Fire House	14,022		
Utilities	13,596		
Fire Contract	81,766		
Fuel and Heater Maintenance	4,010		
First Responder Program	1,039		
Rental of Fire Equipment	75,363		
Health and Wellness	5,275		
Rental of Fire House	160,228		
Rental of Personal Protective Equipment	9,000		
Maintenance of Radio Equipment	3,530		
Small Equipment Purchases	21,362		
Computer Expenses	7,265		
Hydrant Maintenance	17,631		
Length of Service Awards Program	21,000		
Total Fire Protection Expenses	<u>539,452</u>		<u>(539,452)</u>
General and Administrative			
Accounting Fees	4,400		
Legal Fees	6,402		
Commissioners Expense	2,671		
Total General and Administrative	<u>13,473</u>		<u>(13,473)</u>
Total Governmental Activities	<u>552,925</u>	-	<u>(552,925)</u>
General Revenues:			
Taxes			553,737
Interest			57
Total General Revenues			<u>553,794</u>
Change in Net Position			869
Net Position - Beginning			6,960
Net Position - Ending			<u>\$ 7,829</u>

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, 2018

	<u>General Fund</u>
ASSETS	
Cash and cash equivalents	\$ 7,829
Total Assets	<u>7,829</u>
LIABILITIES AND FUND BALANCES	
None	
Total Liabilities	<u>-</u>
FUND BALANCE	
Unassigned	7,829
Total Liabilities and Fund Balances	<u>\$ 7,829</u>





UPPER TOWNSHIP FIRE DISTRICT #4  
RECONCILIATION OF THE GOVERNMENTAL FUND BALANCE SHEET  
TO THE STATEMENT OF NET POSITION  
DECEMBER 31, 2018

Total fund balances for governmental funds	\$ 7,829
Total net position of governmental actiivites	<u>\$ 7,829</u>



UPPER TOWNSHIP FIRE DISTRICT #4  
 STATEMENT OF REVENUE, EXPENDITURES, AND CHANGES IN FUND BALANCES  
 GOVERNMENTAL FUND  
 FOR THE YEAR ENDED DECEMBER 31, 2018

	General Fund
REVENUES	
Property taxes	\$ 553,737
Interest	57
Total Revenues	553,794
EXPENDITURES	
Cost of Operations and Maintenance	539,452
Administration	13,473
Total Expenditures	552,925
Excess of expenditures over revenue	869
Fund balance beginning	6,960
Fund balance ending	\$ 7,829

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, 2018

Net change in fund balance - total governmental funds \$ 869

The change in net position for governmental activities in the statement of activities is different because:

None

Change in net position of governmental funds \$ 869



UPPER TOWNSHIP FIRE DISTRICT #4  
 STATEMENT OF FIDUCIARY NET ASSETS  
 FIDUCIARY FUNDS  
 DECEMBER 31, 2018  
 UNAUDITED

	<u>Expendable Trust Fund</u>
<b>ASSETS:</b>	
Annuity - Contract Value	\$ 144,884
<b>Total assets</b>	<u>144,884</u>
 <b>LIABILITIES AND NET ASSETS</b>	
Net Assets	
Held in Trust for LOSAP	144,884
<b>Total Net Assets</b>	<u>144,884</u>
<b>Total liabilities and net assets</b>	<u>\$ 144,884</u>





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**Upper Township Fire District #4**  
**Notes to Financial Statements**  
**December 31, 2018**

**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, 2018**

**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, 2018**

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, 2018**

**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 November 2016, the Governmental Accounting Standards Board (GASB) issued Statement No. 83, "Certain Asset Retirement Obligations". This statement is effective for fiscal periods beginning after June 15, 2018, will not have any effect on the District's financial reporting.

In January 2017, the Governmental Accounting Standards Board (GASB) issued Statement No. 84, "Fiduciary Activities". This statement is effective for fiscal periods beginning after December 15, 2018, will not have any effect on the District's financial reporting.

In March 2017, the Governmental Accounting Standards Board (GASB) issued Statement No. 85, "Omnibus 2017". This statement is effective for fiscal periods beginning after June 15, 2017, will not have any effect on the District's financial reporting.

In May 2017, the Governmental Accounting Standards Board (GASB) issued Statement No. 86, "Certain Debt Extinguishment Issues". This statement is effective for fiscal periods beginning after June 15, 2017, will not have any effect on the District's financial reporting.

In June 2017, the Governmental Accounting Standards Board (GASB) issued Statement No. 87, "Leases". This statement is effective for fiscal periods beginning after December 15, 2019, will not have any effect on the District's financial reporting.



**Upper Township Fire District #4**  
**Notes to Financial Statements**  
**December 31, 2018**

In April 2018, the Governmental Accounting Standards Board (GASB) issued Statement No. 88 "Certain Disclosures Related to Debt, including Direct Borrowings and Direct Placements". This statement is effective for fiscal periods beginning after June 15, 2018, will not have any effect on the district's financial reporting.

In June 2018, the Governmental Accounting Standards Board (GASB) issued Statement No. 89, "Accounting for Interest Cost Incurred before the End of a Construction Period". This statement is effective for fiscal periods beginning after December 15, 2019, will not have any effect on the District's financial reporting.

In August 2018, the Governmental Accounting Standards Board (GASB) issued Statement No. 90 "Majority Equity Interests – an amendment of GASB Statements No. 14 and No. 61". This statement is effective for fiscal periods beginning after December 15, 2018, 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



**Upper Township Fire District #4**  
**Notes to Financial Statements**  
**December 31, 2018**

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, 2018, \$0 of the District's bank balance of \$63,813 was exposed to custodial credit risk.

**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 \$81,766. The fee for the 2019 calendar year will be \$81,766.

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 2018 were \$75,363, \$160,228, and \$9,000, respectively. For 2019, the budgeted rental fee for the remains at \$68,278, the rental of firehouse remains at \$160,288 and the rental fee for personal protective equipment remains at \$9,000. 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, 2018, unrestricted net position amounted to \$7,829.

**NOTE 8: SUBSEQUENT EVENTS**

The District has evaluated subsequent events through March 29, 2019, the date which the financial statements were available to be issued and no items were noted for disclosure.



**REQUIRED SUPPLEMENTARY INFORMATION - PART II**





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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, 2018

	GENERAL FUND			Variance Over (Under)
	Original Budget	Final Budget	Actual	
<b>Revenues:</b>				
Fund Balance	\$ 6,000	6,000	-	(6,000)
Interest Earned	40	40	57	17
Other Revenues	3,250	3,250	-	(3,250)
District Taxes	553,737	553,737	553,737	-
<b>Total Revenues</b>	<b>563,027</b>	<b>563,027</b>	<b>553,794</b>	<b>(9,233)</b>
<b>Expenditures:</b>				
<b>Administration</b>				
Commissioners Expense	5,942	5,942	2,671	3,271
<b>Total Administration</b>	<b>5,942</b>	<b>5,942</b>	<b>2,671</b>	<b>3,271</b>
<b>Cost of Operations and Maintenance</b>				
Health and Wellness	8,000	8,000	5,275	2,725
Insurance	41,970	41,970	42,950	(980)
Maintenance of Fire Equipment	43,400	43,400	61,415	(18,015)
Accounting Fees	5,000	5,000	4,400	600
Legal Fees	6,633	6,633	6,402	231
Maintenance of Fire House	13,415	13,415	14,022	(607)
Utilities	21,180	21,180	13,596	7,584
Fire Contract	81,776	81,776	81,766	10
Fuel and Heater Maintenance	7,000	7,000	4,010	2,990
First Responder Program	1,300	1,300	1,039	261
Rental of Fire Equipment	68,278	68,278	75,363	(7,085)
Rental of Fire House	160,288	160,288	160,228	60
Rental of Personal Protective Equipment	9,000	9,000	9,000	-
Maintenance of Radio Equipment	14,425	14,425	3,530	10,895
Purchase of Small Equipment	26,100	26,100	21,362	4,738
Contingent Expenses	3,500	3,500	-	3,500
Computer Expenses	5,095	5,095	7,265	(2,170)
Hydrant Maintenance	15,725	15,725	17,631	(1,906)
Length of Service Award Program	25,000	25,000	21,000	4,000
<b>Total Operations and Maintenance</b>	<b>557,085</b>	<b>557,085</b>	<b>550,254</b>	<b>6,831</b>
<b>Total Expenditures</b>	<b>563,027</b>	<b>563,027</b>	<b>552,925</b>	<b>10,102</b>
Excess/(Deficit) of Revenue Over Expenditures	-	-	869	869
Fund Balance - Beginning of Year	6,960	6,960	6,960	
Fund Balance - End of Year	<u>\$ 6,960</u>	<u>6,960</u>	<u>7,829</u>	



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**SUPPLEMENTARY INFORMATION**





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# FORD - SCOTT

& ASSOCIATES, L.L.C.

CERTIFIED PUBLIC ACCOUNTANTS

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## Independent Auditor's Report

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

We have audited, in accordance with the 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, the financial statements of the governmental activities and each major fund, as of and for the year ended December 31, 2018, and the related notes to the financial statements, which collectively comprise the District's basic financial statements, and have issued our report thereon dated March 29, 2019, which was qualified for the inclusion of unaudited LOSAP information.

### **Internal Control over Financial Reporting**

In planning and performing our audit of the financial statements, we considered the District's control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements but not for the purpose of expressing an opinion on the effectiveness of the District's internal control. Accordingly, we do not express an opinion on the effectiveness of the District's internal control.

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 a 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. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.



## **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*.

## **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.

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

*Harvey C. Cocozza, Jr.*  
**Harvey C. Cocozza, Jr.  
Certified Public Accountant  
Registered Municipal Accountant  
No. 551**

March 29, 2019



**THE BOARD OF COMMISSIONERS OF UPPER TOWNSHIP FIRE DISTRICT #4**  
**SCHEDULE OF FINDINGS AND RESPONSES**  
**FOR THE FISCAL YEAR ENDED DECEMBER 31, 2018**  
*Schedule of Financial Statement Findings*

None





**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, 2018**

*STATUS OF PRIOR YEAR FINDINGS*

None



## RECOMMENDATIONS

None

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 2018. This report, submitted by Harvey C. Cocozza, Jr., CPA, Registered Municipal Accountant, Ford Scott & Associates, LLC, Certified Public Accountants, 1535 Haven Avenue, Ocean City, NJ 08226, is on file at the Township Clerk's office and may be inspected by any interested person.

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

