

**BOARD OF FIRE  
COMMISSIONERS**

**LOWER TOWNSHIP FIRE DISTRICT #3**

**TOWNSHIP OF LOWER, NEW JERSEY**

**AUDIT REPORT**

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

**BOARD OF COMMISSIONERS  
LOWER TOWNSHIP FIRE DISTRICT #3**

**TABLE OF CONTENTS**

	<u>Exhibit</u>	<u>Page #</u>
<b>Independent Auditor's Report</b>		1-2
<b>Required Supplemental Information - Part I</b>		
Management Discussion and Analysis		3-7
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
<b>Notes to Financial Statements</b>		15-20
<b>Required Supplemental Information - Part II</b>		
Statement of Revenue, Expenditures and Changes in Fund Balance Budget to Actual	H	21
<b>Other Supplementary Information</b>		
Independent Auditor's Report - Government Auditing Standards		22-23
Schedule of Financial Statement Findings		24-25

{THIS PAGE IS INTENTIONALLY LEFT BLANK}



# 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 Auditor's Report**

To the Board of Commissioners  
of Lower Township Fire District #3  
Erma, New Jersey 08204

### **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 the Township of Lower Fire District #3, 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 Township of Lower Fire District #3'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 the 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 and the audit requirements prescribed by the Division of Local Government Services, Department of Community Affairs, State of New Jersey. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free 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 of Qualified Opinion**

As described in Note 8 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 \$359,414.61 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 the Township of Lower Fire District #3, State of New Jersey, as of December 31, 2013, and the respective changes in financial position for the year 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 July 30, 2014 on our consideration of the Board of Commissioners of the Township of Lower Fire District #3’s internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is to describe the scope of 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 the Township of Lower Fire District #3’s internal control over financial reporting and compliance.

Very truly yours,

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

*Glen J. Ortman*

**Glen J. Ortman**  
**Certified Public Accountant**  
**Registered Municipal Accountant**  
**No. 427**

July 30, 2014

{THIS PAGE IS INTENTIONALLY LEFT BLANK}

**REQUIRED SUPPLEMENTARY INFORMATION - PART I**

{THIS PAGE IS INTENTIONALLY LEFT BLANK}



## **MANAGEMENT DISCUSSION & ANALYSIS**

The discussion and analysis of the Township of Lower Fire District #3's financial performance provides an overall review of the Fire District's financial activities for the fiscal year ended December 31, 2013. The intent of this discussion and analysis is to look at the Fire District's financial performance as a whole; readers should also review the basic financial statements and notes to enhance their understanding of the Fire District's financial performance.

The Management's Discussion and Analysis (MD&A) is Required Supplementary Information specified in the Governmental Accounting Standards Board's (GASB) Statement No. 34 - Basic Financial Statements and Management's Discussion and Analysis for State and Local Governments issued in June 1999. Certain comparative information between the current year (2013) and the prior year (2012) is required to be presented in the MD&A.

### **Overview:**

The Township of Lower Fire District #3, hereafter referred to as the "Fire District," is a primary governmental entity located in the Township of Lower, State of New Jersey. The Fire District is run by a board of commissioners who are elected into office by the registered voters of District #3 in the Township of Lower.

The Fire District is responsible for establishing a budget and maintaining fiscal control over public funds that are used to provide for the safety and welfare of the residents located within District #3 in the Township of Lower. Under existing statute, the Fire District is exempt from both Federal and State taxes.

The accounts of the Fire District are maintained in accordance with the principles of "fund accounting." The General Fund is used to account for all revenues and expenditures applicable to the general operations of the Fire District. A Capital Fund is also maintained for accounting of expenditures for property, plant and equipment financed by debt authorized.

Funding is acquired through property tax levies. In 2013 the total tax levy was \$712,505.00, which corresponds to a property tax rate of 0.054 per \$100 of assessed valuation.

### **Financial Highlights**

Key financial highlights for 2013 are as follows:

- In total, net position increased \$184,331.99, which represents approximately a 8.5% increase from 2012 as a result of noncurrent liabilities decreasing, as older debt was paid in full and no new debt has been issued.
- General Revenues in the form of property tax assessments accounted for \$712,505.00 or 95% of the total revenues of \$751,517.90.
- Total assets of governmental activities decreased by \$107,710.23 as cash and cash equivalents increased by \$240,300.29 and capital assets decreased \$130,053.02.
- The Fire District had \$567,185.91 in expenses. General revenues (primarily property tax assessments) were in the amount of \$751,517.90.

## MANAGEMENT DISCUSSION & ANALYSIS

### Reporting the Fire 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 Fire District as a Whole

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

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

Table 1 provides a summary of the Fire District's net position for 2013 and 2012.

		<b>Table 1</b>	
		<b>Net Position</b>	
		2013	2012
<b>Assets</b>			
Cash and Cash Equivalents	\$	605,429.36	\$ 583,086.57
Capital Assets		1,980,471.38	2,110,524.40
Total Assets		2,585,900.74	2,693,610.97
<b>Liabilities</b>			
Other Liabilities		229,755.51	521,797.73
Total Liabilities		229,755.51	521,797.73
<b>Net Position</b>			
Invested in Capital Assets		1,794,588.52	1,660,305.84
Restricted for Other Purposes		154,078.00	154,078.00
Unrestricted		407,478.71	357,429.40
Total Net Position	\$	2,356,145.23	\$ 2,171,813.24

## MANAGEMENT DISCUSSION & ANALYSIS

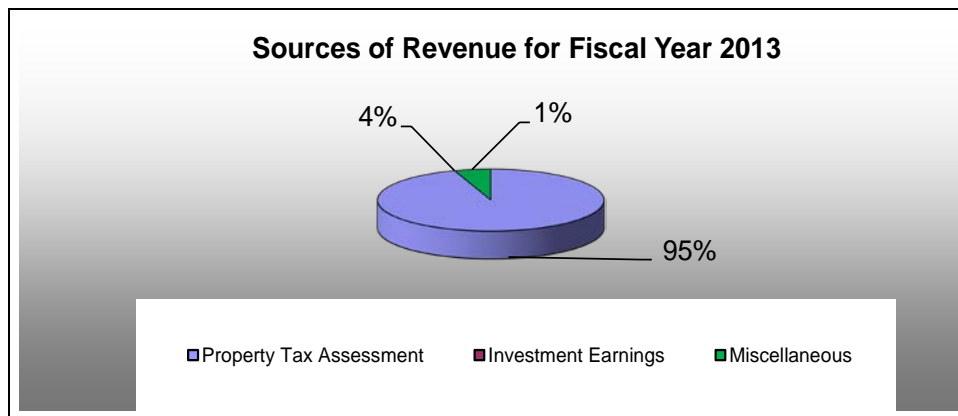
The Fire District's net position was \$2,356,145.23 on December 31, 2013. This was an 8.5% increase from 2012.

Table 2 shows changes in net position for fiscal year 2013 and 2012.

<b>Table 2</b>		<b>2013</b>	<b>2012</b>
<b>Changes in Net Position</b>		<b>2013</b>	<b>2012</b>
<b>Revenues</b>			
General Revenues:			
Property Tax Assessments	\$	712,505.00	\$ 697,464.00
Supplemental Fire Services Aid		1,306.24	1,306.24
Interest on Investments		253.99	293.66
Other		37,452.67	19,536.46
<b>Total Revenues</b>		<b>751,517.90</b>	<b>718,600.36</b>
<b>Program Expenses</b>			
Administration		26,224.36	26,134.60
Cost of Operations		366,446.08	350,334.10
Depreciation		162,473.02	164,647.69
Debt Service		12,042.45	54,644.56
<b>Total Expenses</b>		<b>567,185.91</b>	<b>595,760.95</b>
Less: Excess of Revenue over Expenditures			
Add: Deficiency of Expenditures over Revenues			
<b>Increase (Decrease) in Net Position</b>	<b>\$</b>	<b>184,331.99</b>	<b>\$ 122,839.41</b>

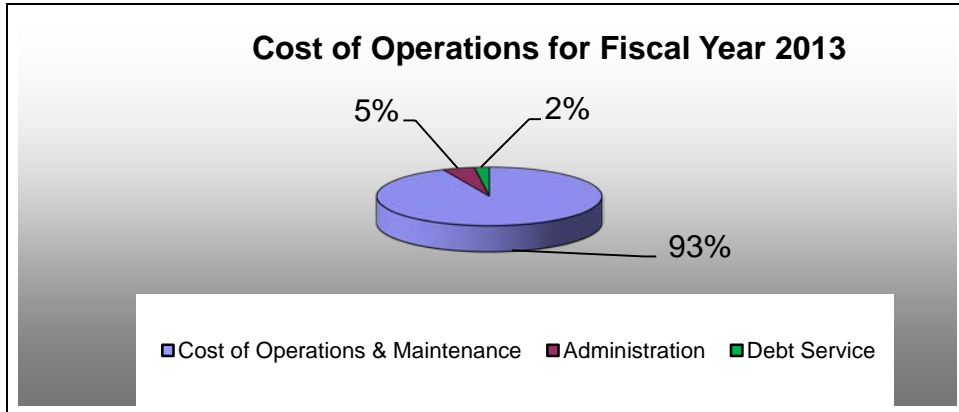
### Governmental Activities

The property tax assessments made up 95% of revenues while investment earnings made up 1.0% of revenues and supplemental fire services revenues and other revenues made up the remaining 4.0% of revenues for fiscal year 2013. The Fire District's total revenues were \$751,517.90 for the year ended December 31, 2013.



**MANAGEMENT DISCUSSION & ANALYSIS**

The total cost of operations was \$567,185.91.



**Business-Type Activities**

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

**The Fire District's Funds**

The governmental fund (general fund presented in the fund-based statements) is accounted for using the modified accrual basis of accounting. Total revenues amounted to \$751,517.90 and expenditures were \$711,074.87.

As demonstrated by the various statements and schedules included in the financial section of this report, the Fire District continues to meet its responsibility for sound financial management. The following schedules present a summary of the revenues of the governmental funds for the fiscal year ended December 31, 2013, and the amount and percentage of total revenues compared to prior year revenues.

Revenue	2013 Amount	Percentage of Total	2012 Amount	Percentage of Total
Property Taxes	\$ 712,505.00	94.81%	\$ 697,464.00	97.06%
Supplemental Fire Services Aid	1,306.24	0.17%	1,306.24	0.18%
Investment Earnings	253.99	0.03%	293.66	0.04%
Miscellaneous	37,452.67	4.98%	19,536.46	2.72%
<b>Total</b>	<b>\$ 751,517.90</b>	<b>100.00%</b>	<b>\$ 718,600.36</b>	<b>100.00%</b>

The following schedule represents a summary of governmental fund expenditures for the fiscal year ended December 31, 2013, and the percentage of total expenditures compared to prior year amounts.

## MANAGEMENT DISCUSSION & ANALYSIS

<u>Expenditures</u>	<u>2013</u> <u>Amount</u>	<u>Percentage of</u> <u>Total</u>	<u>2012</u> <u>Amount</u>	<u>Percentage of</u> <u>Total</u>
Administration	\$ 26,224.36	3.69%	\$ 26,134.60	2.82%
Operation & Maintenance	366,446.08	51.53%	350,334.10	37.84%
Debt Service	285,984.43	40.22%	312,405.06	33.74%
Capital Outlay	32,420.00	4.56%	237,077.26	25.60%
Total	<u>\$ 711,074.87</u>	<u>100.00%</u>	<u>\$ 925,951.02</u>	<u>100.00%</u>

### **General Fund Budgeting Highlights**

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

### **For the Future**

The Township of Lower Fire District #3 is in good financial condition presently.

In conclusion, the Township of Lower Fire District #3 has committed itself to financial excellence for many years. The Fire District plans to continue its sound fiscal management to meet the challenges of the future.

This financial report is designed to provide our citizens, taxpayers, investors and creditors with a general overview of the Fire District's finances and to show the Fire District's accountability for the money it receives. If you have questions about this report or need additional information, contact the Chairman of the Board of Fire Commissioners, Lower Township Fire District #3, P.O. Box 162, Rio Grande, N.J. 08204.

**TOWNSHIP OF LOWER FIRE DISTRICT #3**  
**STATEMENT OF NET POSITION**  
**DECEMBER 31, 2013**

		<u>Governmental Activities</u>
<b>ASSETS</b>		
Cash and Cash Equivalents	\$	605,429.36
Capital Assets:		
Capital Assets Being Depreciated, Net		1,980,471.38
		<hr/>
Total Assets	\$	<u><u>2,585,900.74</u></u>
 <b>LIABILITIES</b>		
Due to LOSAP trust fund	\$	29,736.00
Accounts Payable		7,952.94
Accrued Interest		6,183.71
Noncurrent Liabilities		
Due Within One Year		33,646.83
Due Beyond One Year		152,236.03
		<hr/>
Total Liabilities	\$	<u><u>229,755.51</u></u>
 <b>NET POSITION</b>		
Invested in Capital Assets	\$	1,794,588.52
Restricted for:		
Other Purposes		154,078.00
Unrestricted		407,478.71
		<hr/>
Total Net Position	\$	<u><u>2,356,145.23</u></u>

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

**TOWNSHIP OF LOWER FIRE DISTRICT #3**  
**STATEMENT OF ACTIVITIES**  
**FOR THE YEAR ENDED DECEMBER 31, 2013**

	<u>Expenses</u>	<u>Program Revenue Fees, Fines &amp; Charges For Services</u>	<u>Net (Expenses)/Revenues and Changes in Net Position</u>
			<u>Governmental Activities</u>
Governmental Activities:			
Fire Protection:			
Administration	\$ 26,224.36	\$	\$ (26,224.36)
Cost of Providing Services	366,446.08	15,600.00	(350,846.08)
Depreciation	162,473.02		(162,473.02)
Interest on Long-Term Debt	12,042.45		(12,042.45)
Total Expenses	<u>567,185.91</u>	<u>15,600.00</u>	<u>(551,585.91)</u>
Total Governmental Activities	<u>567,185.91</u>	<u>15,600.00</u>	<u>(551,585.91)</u>
General Revenues:			
Taxes			712,505.00
Interest			253.99
Other Revenue			23,158.91
Total General Revenues			<u>735,917.90</u>
Change in Net Position			184,331.99
Net Position - Beginning			2,171,813.24
Net Position - Ending			<u>\$ 2,356,145.23</u>

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

**TOWNSHIP OF LOWER FIRE DISTRICT #3**  
**BALANCE SHEET**  
**GOVERNMENTAL FUNDS**  
**DECEMBER 31, 2013**

		<u>General Fund</u>
<b>ASSETS</b>		
Cash and Cash Equivalents	\$	605,429.36
Total Assets	\$	<u>605,429.36</u>
 <b>LIABILITIES AND FUND BALANCES</b>		
Accounts Payable	\$	7,952.94
Due to Other Funds		29,736.00
Total Liabilities		<u>37,688.94</u>
 <b>FUND BALANCE</b>		
Assigned to:		
Designated by the District:		
for Subsequent Year's Expenditures		154,078.00
Unassigned Fund Balance		413,662.42
		<u>567,740.42</u>
Total Liabilities and Fund Balances	\$	<u>605,429.36</u>

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



**TOWNSHIP OF LOWER FIRE DISTRICT #3**  
**RECONCILIATION OF THE GOVERNMENTAL FUND BALANCE SHEET**  
**TO THE STATEMENT OF NET POSITION**  
**DECEMBER 31, 2013**

Total fund balances for governmental funds	\$	567,740.42
<p>Capital assets used in governmental activities are not resources and therefore are not reported in the funds. The cost of the assets is \$4,421,852.87 and the accumulated depreciation is \$2,441,381.49.</p>		
		1,980,471.38
<p>Long-term liabilities are not due and payable in the current period and therefore are not reported as liabilities in the funds.</p>		
		(185,882.86)
<p>Interest on long-term debt in the statement of activities is accrued, regardless of when due.</p>		
		(6,183.71)
Total net position of governmental activities	\$	<u><u>2,356,145.23</u></u>

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

**TOWNSHIP OF LOWER FIRE DISTRICT #3**  
**STATEMENT OF REVENUE, EXPENDITURES, AND CHANGES IN FUND BALANCES**  
**GOVERNMENTAL FUNDS**  
**DECEMBER 31, 2013**

		General Fund
REVENUES		
Property Taxes	\$	712,505.00
Supplemental Fire Services Aid		1,306.24
Interest		253.99
EMS Rent		15,600.00
Miscellaneous		21,852.67
Total Revenues		751,517.90
EXPENDITURES		
Administrative		26,224.36
Fire Protection		311,228.84
Non-Bondable Assets		25,481.24
Length of Service Awards Program		29,736.00
Debt Service:		
Principal		264,335.70
Interest		21,648.73
Capital Outlay		32,420.00
Total Expenditures		711,074.87
Excess/(Deficit) of Revenues over Expenditures		40,443.03
Other Financing Sources/(Uses)		
Capital Leases (non-budgeted)		-
Total Other Financing Sources/(Uses)		-
Net Change in Fund Balance		40,443.03
Fund Balance Beginning		527,297.39
Fund Balance Ending	\$	567,740.42

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

**TOWNSHIP OF LOWER FIRE DISTRICT #3**  
**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	\$	40,443.03
The change in net position for governmental activities in the statement of activities is different because:		
Capital outlays are reported in governmental funds as expenditures. However, on the statement of activities, the cost of those assets is allocated over their estimated useful lives as depreciation expense. This is the amount by which capital outlays exceeded depreciation in the current fiscal year.		
Depreciation expense		(162,473.02)
Capital Outlays		32,420.00
Repayment of bond principal is an expenditure in the governmental funds, but the repayment reduces long-term liabilities in the statement of net position and is not reported in the statement of activities.		
Bonds Payable		160,000.00
Capital Leases Payable		104,335.70
In the statement of activities, interest on long-term debt is accrued, regardless of when due. In the governmental funds, interest is reported when due. The accrued interest is a deduction in the reconciliation.		
		9,606.28
Change in Net Position of Governmental Activities	\$	184,331.99

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

**TOWNSHIP OF LOWER FIRE DISTRICT #3**  
**STATEMENT OF FIDUCIARY NET ASSETS**  
FIDUCIARY FUNDS  
DECEMBER 31, 2013  
 (UNAUDITED)

	Expendable Trust Fund
<b>ASSETS</b>	
Investments	\$ 329,678.61
Due from Other Funds	29,736.00
Total Assets	\$ 359,414.61
<b>NET ASSETS</b>	
Held in Trust for LOSAP	\$ 359,414.61

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

{THIS PAGE IS INTENTIONALLY LEFT BLANK}

## **NOTES TO THE FINANCIAL STATEMENTS**

**Lower Township Fire District #3  
Notes to Financial Statements  
December 31, 2013**

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

The Board of Commissioners of Lower Township Fire District #3 operates with an elected Board of Commissioners. The District performs fire protection services in the Township of Lower, Cape May County, New Jersey.

The financial statements of the Board of Commissioners of Lower Township Fire District #3 (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 Erma area of Lower 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.

**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.

**Lower Township Fire District #3  
Notes to Financial Statements  
December 31, 2013**

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. These are unaudited.

**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.

**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:

- Non-spendable – 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, etc.) or by constitutional provision or enabling legislation.



**Lower Township Fire District #3**  
**Notes to Financial Statements**  
**December 31, 2013**

- 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.

**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.

**Lower Township Fire District #3  
Notes to Financial Statements  
December 31, 2013**

**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.

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 #8, 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 investments are valued at fair 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

**Lower Township Fire District #3**  
**Notes to Financial Statements**  
**December 31, 2013**

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 \$621,941.32 was exposed to custodial credit risk.

**NOTE 4: GENERAL FIXED ASSETS**

A summary of changes in general fixed assets for the year ended December 31, 2013 follows:

Governmental Activities	Beginning Balance	Additions	Retirements	Ending Balance
Furniture and Fixtures	\$ 57,137.00		\$ -	\$ 57,137.00
Equipment	2,007,154.87	\$ 32,420.00	16,059.00	2,023,515.87
Building & Improvements	2,341,200.00		-	2,341,200.00
Totals at Historical Cost	4,405,491.87	32,420.00	16,059.00	4,421,852.87
Less Accumulated Depreciation for:				
Furniture and Fixtures	(57,137.00)		-	(57,137.00)
Equipment	(1,215,033.88)	(102,442.25)	16,059.00	(1,301,417.13)
Building & Improvements	(1,022,796.59)	(60,030.77)	-	(1,082,827.36)
Total Accumulated Depreciation	(2,294,967.47)	(162,473.02)	16,059.00	(2,441,381.49)
Governmental Activities Capital Assets, Net	\$ 2,110,524.40	\$ (130,053.02)	\$ 32,118.00	\$ 1,980,471.38

**NOTE 5: DEBT SERVICE**

The following tabulation presents the principal and interest requirements for the following year of district debt issued and outstanding:

**Capital Leases**

The Fire District entered into an agreement to purchase an E-One HP Pumper Fire Truck in 2012, totaling \$222,728.93. This agreement, in substance, is reported as a capital lease obligation.

The following schedule presents future minimum lease payments as of December 31, 2013:

Year	Principal	Interest	Total
2014	\$ 33,646.83	\$ 9,275.56	\$ 42,922.39
2015	35,325.81	7,596.58	42,922.39
2016	37,088.57	5,833.82	42,922.39
2017	38,939.29	3,983.10	42,922.39
2018	40,882.36	2,040.03	42,922.39
	\$ 185,882.86	\$ 28,729.09	\$ 214,611.95

**Lower Township Fire District #3  
Notes to Financial Statements  
December 31, 2013**

**NOTE 6: RELATED PARTY TRANSACTIONS**

The Fire District has signed an agreement with Erma Volunteer Fire Company. This agreement states that Erma Volunteer Fire Company will provide Lower Township Fire District #3 with necessary fire extinguishment services including manpower for a fee of \$35,000, made in four equal installments during the year.

The District also has an agreement with the Erma Volunteer Fire Company to provide a stipend to the members of the Fire Company in the amount of \$19,000 for the year. This agreement is approved annually.

**NOTE 7: 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 8: LENGTH OF SERVICE AWARDS PROGRAM (UNAUDITED)**

The voters of Lower Township Fire District #3 approved 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 Life Insurance Company and Lincoln Financial Group, its agent. The LOSAP Deferred Compensation Plan has not been audited.

**NOTE 9: NET POSITION**

As of December 31, 2013, net position amounted to \$2,356,145.23.

**NOTE 10: SUBSEQUENT EVENTS**

The District has evaluated subsequent events through July 30, 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}

**TOWNSHIP OF LOWER FIRE DISTRICT #3**  
**GENERAL FUND**  
**STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES -**  
**BUDGET AND ACTUAL**  
**FOR THE YEAR ENDED DECEMBER 31, 2013**

	Budget	Adjusted Final Budget	Actual	Variance - Over (Under)
Revenues:				
District Taxes	\$ 712,505.00	\$ 712,505.00	\$ 712,505.00	\$ -
Fund Balance Appropriated	154,078.00	154,078.00		(154,078.00)
Supplemental Fire Services Aid	1,306.00	1,306.00	1,306.24	0.24
Interest on Deposits and Investments	500.00	500.00	253.99	(246.01)
EMS Rent	14,400.00	14,400.00	15,600.00	1,200.00
Miscellaneous Revenue			21,852.67	21,852.67
<b>Total Revenues</b>	<b>882,789.00</b>	<b>882,789.00</b>	<b>751,517.90</b>	<b>(131,271.10)</b>
Expenditures:				
Operating and Maintenance:				
Administration:				
Salaries and Wages	24,400.00	24,400.00	24,400.00	-
Election	2,200.00	2,200.00	1,824.36	375.64
<b>Total Administration</b>	<b>26,600.00</b>	<b>26,600.00</b>	<b>26,224.36</b>	<b>375.64</b>
Cost of Operations & Maintenance:				
Advertising	1,000.00	1,000.00	285.56	714.44
Insurance Premiums	42,000.00	65,000.00	64,648.09	351.91
Maintenance and Repairs	142,700.00	114,700.00	64,967.04	49,732.96
Professional Fees	19,700.00	20,700.00	19,953.03	746.97
Supplies	2,500.00	3,500.00	3,014.82	485.18
Fire Contract	54,000.00	54,000.00	44,600.00	9,400.00
Training and Education	10,000.00	10,000.00	5,794.00	4,206.00
Office Expense	4,000.00	4,000.00	2,155.12	1,844.88
Utilities and Related Services	72,500.00	72,500.00	56,294.68	16,205.32
Fire Hydrant Rent	12,000.00	15,000.00	14,394.50	605.50
Bureau of Fire Safety	30,000.00	30,000.00	30,000.00	-
Contracted Services	9,000.00	9,000.00	5,122.00	3,878.00
Fire Fighting Equipment	42,000.00	42,000.00	-	42,000.00
Truck	50,000.00	50,000.00	18,114.09	31,885.91
Contingent	45,000.00	45,000.00	39,787.15	5,212.85
<b>Total Cost of Operations and Maintenance</b>	<b>536,400.00</b>	<b>536,400.00</b>	<b>369,130.08</b>	<b>167,269.92</b>
Debt Service:				
General Obligation Bonds - Principal	160,000.00	160,000.00	160,000.00	-
Capital Leases - Principal	98,015.00	98,015.00	104,335.70	(6,320.70)
General Obligation Bonds - Interest	5,520.00	5,520.00	5,520.00	-
Capital Leases - Interest	5,254.00	5,254.00	16,128.73	(10,874.73)
<b>Total Debt Service</b>	<b>268,789.00</b>	<b>268,789.00</b>	<b>285,984.43</b>	<b>(17,195.43)</b>
Capital Outlay - Reserve for Future Capital Outlays		-		-
<b>Total Expenditures</b>	<b>831,789.00</b>	<b>831,789.00</b>	<b>681,338.87</b>	<b>150,450.13</b>
Excess (Deficiency) of Revenues Over Expenditures	51,000.00	51,000.00	70,179.03	19,179.03
Other Financing (Uses):				
Operating Transfers (Out):				
(LOSAP) - Contribution (PL 1997, C 388)	(51,000.00)	(51,000.00)	(29,736.00)	21,264.00
<b>Total Other Financing (Uses)</b>	<b>(51,000.00)</b>	<b>(51,000.00)</b>	<b>(29,736.00)</b>	<b>21,264.00</b>
Excess (Deficiency) of Revenues and Other Financing Sources Over (Under) Expenditures and Other Financing Uses	-	-	40,443.03	40,443.03
Fund Balances - Beginning of Year	527,297.39	527,297.39	527,297.39	-
Fund Balances - End of Year	\$ 527,297.39	\$ 527,297.39	\$ 567,740.42	\$ 40,443.03

{THIS PAGE IS INTENTIONALLY LEFT BLANK}



**OTHER SUPPLEMENTARY INFORMATION**

{THIS PAGE IS INTENTIONALLY LEFT BLANK}



# 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 Auditor's Report

To the Board of Commissioners  
Lower Township Fire District #3  
Erma, New Jersey 08204

We have audited, in accordance with auditing standards generally accepted in the United States of America, standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States and audit requirements prescribed by the Division of Local Government Services, Department of Community Affairs, State of New Jersey (the "Division"), the financial statements of the Township of Lower Fire District #3, State of New Jersey (the "District"), as of and for the year ended December 31, 2013, and the related notes to the financial statements, which collectively comprise the Fire District's basic financial statements, and have issued our report thereon dated July 30, 2014, 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 internal 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.

Our consideration of the internal control over financial reporting was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control over financial reporting that might be 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.

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.

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. We identified no deficiencies in internal control that we consider to be significant deficiencies.

## **Compliance and Other Matters**

As part of obtaining reasonable assurance about whether the District's financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards* and audit requirements as prescribed by the Division which are described in the accompanying schedule of findings and responses as Finding 2013-1.

## **District's Responses to Findings**

The District's response to the findings identified in our audit is 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.

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

*Glen J. Ortman*

**Glen J. Ortman**  
**Certified Public Accountant**  
**Registered Municipal Accountant**  
**No. 427**

July 30, 2014

**THE BOARD OF COMMISSIONERS OF LOWER TOWNSHIP FIRE DISTRICT #3**  
**SCHEDULE OF FINDINGS AND RESPONSES**  
**FOR THE FISCAL YEAR ENDED DECEMBER 31, 2013**  
*Schedule of Financial Statement Findings*

**Finding #2013-1:**

The Fire District does not tag fixed assets for proper identification when received.

**Criteria:**

New Jersey Administrative Code (N.J.A.C. 5:30-5.6) requires that a Fixed Asset Accounting ledger be maintained.

**Condition:**

The Fire District does not tag fixed assets for proper identification.

**Cause:**

Personnel are part time and lack the necessary expertise.

**Effect:**

By not tagging the fixed assets, they cannot be properly identified to the fixed asset ledger in some instances.

**Recommendation:**

We recommend that all assets be tagged for proper identification when received and vehicle identification numbers and tag numbers be stated on the fixed asset ledger.

**Management Response:**

Management agrees with this recommendation and has begun the process of correcting this issue.

Should any questions arise as to the comments or contents of this audit, or should you desire other assistance regarding such, please do not hesitate to contact me.

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

*Glen J. Ortman*

**Glen J. Ortman**  
**Certified Public Accountant**  
**Registered Municipal Accountant**  
**No. 427**

July 30, 2014

**THE BOARD OF COMMISSIONERS OF LOWER TOWNSHIP FIRE DISTRICT #3  
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 #2012-1:**

Payment vouchers are not consistently used and approval signatures are not being obtained. In addition, there were numerous instances where the vendor/claimant signature had not been obtained.

**Current Status**

This finding has been cleared in 2013.

**Finding #2012-2:**

The use of a formal bid process was not utilized to replace a condenser unit that was in excess of the bid threshold.

**Current Status**

This finding has been cleared in 2013.

**Finding #2012-3:**

The Fire District does not tag fixed assets for proper identification when received.

**Current Status**

This finding has not been cleared in 2013. Management responded that they have solicited for prices on obtaining tags as well as inquired with the Township of Lower regarding their system of tagging assets.

**Finding #2012-4:**

The Fire District did not get approval from the Local finance Board prior to entering into a capital lease for financing of a fire truck.

**Current Status**

This finding has been cleared in 2013.