## TOWNSHIP OF HOWELL FIRE DISTRICT NO. 2 – ADELPHIA COUNTY OF MONMOUTH ANNUAL FINANCIAL REPORT YEAR ENDED DECEMBER 31, 2013

ROBERT A. HULSART & COMPANY CERTIFIED PUBLIC ACCOUNTANTS 2807 HURLEY POND ROAD, SUITE 100 WALL, NEW JERSEY 07719

## TOWNSHIP OF HOWELL FIRE DISTRICT NO. 2 – ADELPHIA

## **COUNTY OF MONMOUTH**

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## TOWNSHIP OF HOWELL FIRE DISTRICT NO. 2 – ADELPHIA

## **COUNTY OF MONMOUTH**

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## TOWNSHIP OF HOWELL FIRE DISTRICT NO. 2 – ADELPHIA <u>COUNTY OF MONMOUTH</u>

PART I

ACCOUNTANT'S REPORT OF THE DISTRICT'S FINANCIAL STATEMENTS

NOTES TO FINANCIAL STATEMENTS

YEAR ENDED DECEMBER 31, 2012

## Robert A. Hulsart and Company

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## INDEPENDENT AUDITOR'S REPORT

Board of Fire Commissioners Howell Fire District #2- Adelphia Howell, New Jersey

## **Report on Financial Statements**

We have audited the accompanying financial statements of the Township of Howell Fire District No. 2 (the "District"), in the County of Monmouth, State of New Jersey, as of and for the year ended December 31, 2013, and the related notes to 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 opinions on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the Unites 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 that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

## **Opinions**

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of the District as of December 31, 2013, and the respective changes in financial position and cash flows, for the years then ended in conformity 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, as listed 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 Governmental Auditing 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 inquires, 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 Information

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the District's basic financial statements. The introductory section and supplemental information, listed in the table of contents, are presented for purposes of additional analysis and are not a required part of the financial statements.

The supplemental information, referred to in the preceding paragraph, is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the basic financial statements. Such information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the supplemental information is fairly stated, in all material respects, in relation to the basic financial statements as a whole.

The introductory section listed in the table of contents has not been subjected to the auditing procedures applied in the audit of the basic financial statements and, accordingly, we do not express an opinion or provide any assurance on it.

## Other Reporting Required by Government Auditing Standards

In accordance with *Government Auditing Standards*, we have also issued our report dated March 10, 2014, on our consideration of the District's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, 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 District's internal control over financial reporting and compliance.

Robert A. Hulsart and Company
Independent Auditors

Robert A. Hulsart, Jr. Certified Public Accountant

Wall Township, New Jersey March 10, 2014



## **HOWELL TOWNSHIP FIRE DISTRICT NO. 2**

## MANAGEMENT DISCUSSION AND ANALYSIS

## FOR THE YEAR ENDED DECEMBER 31, 2013

## (UNAUDITED)

As management of the Howell Township Fire District No. 2, we offer readers of the Howell Township Fire District No. 2 financial statements this narrative overview and analysis of the financial activities of the Howell Township Fire District No. 2 for the year ended December 31, 2013. The intent of this discussion and analysis is to look at the Township of Howell Fire District No. 2's financial performance as a whole. Readers should also review the information furnished in the notes to the basic financial statements along with the financial statements to enhance their understanding of the Howell Township Fire District No. 2's financial performance.

## **Financial Highlights**

- The assets of Howell Township Fire District No. 2 exceeded its liabilities at the close of the most recent year by \$5,907,468.00 (net position).
- As of the close of the current year, the Howell Township Fire District No. 2's governmental funds reported combined ending fund balances of \$2,033,119.00, an increase of \$347,933.00 in comparison with the prior year, due to results of normal operations.
- At the end of the current year, unreserved fund balance for the general fund was \$749,919.00.
- The total debt of Howell Township Fire District No. 2 decreased by \$280,000.00 as a result of paydown on the outstanding bonds in 2013.

## **Overview of Financial Statements**

This discussion and analysis is intended to serve as an introduction to the Howell Township Fire District No. 2's basic financial statements. The Howell Township Fire District No. 2's basic financial statements comprise three components: (1) district-wide financial statements, (2) fund financial statements, and (3) notes to the basic financial statements.

<u>District-wide Financial Statements</u> – The district-wide financial statements are designed to provide readers with a broad overview of the Howell Township Fire District No. 2's finances, in a manner similar to a private sector business.

<u>District-wide Financial Statements (Continued)</u> – The Statement of Net Assets presents information on all of the Howell Township Fire District No. 2's assets and liabilities, with the difference between the two reported as net assets. Over time, increases or decreases in net position may serve as a useful indicator of whether the financial position of the Howell Township Fire District No. 2 is improving or deteriorating.

The Statement of Activities presents information showing how the Howell Township Fire District No. 2's net position changed during the most recent year. All changes in net position are reported as soon as the underlying event giving rise to the change occurs, regardless of the timing of related cash flows. Thus, revenues and expenses are reported in this statement for some items that will only result in cash flows in future periods (e.g., earned but unused sick leave).

Both of the district-wide financial statements distinguish functions of the Howell Township Fire District No. 2 that are principally supported by taxes and intergovernmental revenues (governmental activities). The activities of the Howell Township Fire District No. 2 include fire-fighting and emergency medical services that are provided to the citizens of the Howell Township Fire District No. 2.

<u>Fund Financial Statements</u> – A fund is a grouping of related accounts that is used to maintain control over resources that have been segregated for specific activities or objectives. The Howell Township Fire District No. 2, like other state and local governments, uses fund accounting to ensure and demonstrate compliance with finance-related legal requirements. All of the funds of the Howell Township Fire District No. 2 constitute one fund type, governmental funds.

Governmental Funds – All of the Howell Township Fire District No. 2's activities are reported in governmental funds, which focus on how money flows into and out of those funds and the balances left at year-end available for spending in the future periods. These funds are reported using an accounting method called the modified accrual basis 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 Howell Township Fire District No. 2's general government operations and the basic services it provides. Government fund information helps you determine whether there are more or fewer financial resources that can be spent in the near future to finance fire-fighting services.

The Howell Township Fire District No. 2 maintains four individual governmental funds. Information is presented separately in the governmental fund balance sheet and in the governmental fund statement of revenues, expenditures and change in fund balances for the general fund, special revenue fund, capital projects fund and the debt service fund.

The relationship (or difference) between governmental activities (reported in the Statement of Net Position and the Statement of Activities) and governmental funds is reconciled in the financial statements.

Also, Howell Township Fire District No. 2 adopts an annual budget in accordance with N.J.S.A. 40A:14:78-3. Budgetary comparison schedules have been provided to demonstrate compliance with the budget.

Notes to the Financial Statements – The notes provide additional information that is essential to a full understanding of the data provided in the district-wide and fund financial statements. The notes to financial statements are an integral part of the financial statements.

## **District-wide Financial Analysis**

As noted earlier, the net position may serve over time as a useful indicator of a government's financial position. In the case of the Howell Township Fire District No. 2, assets exceeded liabilities by \$5,907,468.00 at the close of the most recent year.

The largest portion of the Howell Township Fire District No. 2's net assets (66 percent) reflects future investment in capital assets (i.e. buildings and equipment). The Howell Township Fire District No. 2 uses these assets to provide fire-fighting services to the citizens of the Howell Township Fire District No. 2: consequently these assets are not available for future spending. Although the Howell Township Fire District No. 2's investment in its capital assets is reported net of related debt, it should be noted that the resources needed to repay this debt must be provided from sources, since the capital assets themselves cannot be used to liquidate these liabilities.

## **Statement of Net Position**

## Howell Township Fire District No. 2

## **Net Position**

## December 31, 2013

Current and Other Assets Capital Assets	\$ 2,150,294.00 4,165,346.00 6,315,640.00
Other Liabilities Total Liabilities	408,172.00 408,172.00
Net Position	\$ 5,907,468.00
Analysis of Net Position	
Invested in Capital Assets Net of Related Debt Unrestricted	\$ 3,874,349.00 2,033,119.00
Total Net Position	\$ 5,907,468.00

The restricted portion of the Howell Township Fire District No. 2's net assets (66 percent) represents resources that are subject to external restrictions on how they may be used.

In total, net position of governmental activities increased by \$419,025.00. For the 2013 year, capital assets are reported net of accumulated depreciation that as of December 31, 2013 was \$4,165,346.00

<u>Governmental Activities</u> – The Statement of Activities shows the cost of the governmental activities program services and the charges for services and grants offsetting those services. Key elements of the decrease in governmental activities are as follows:

Expenses:	
Administration	\$ 56,248.00
Cost of Operations and Maintenance	855,208.00
LOSAP Contribution	62,776.00
Interest on Long-Term Debt	24,797.00
Total Program Expenses	999,029.00
General Revenues:	
Taxes:	
Property Taxes, Levied for General Purposes	1,094,300.00
Taxes Levied for Debt Service	305,700.00
Miscellaneous Income	<u> 18,054.00</u>
Total General Revenues	_1,418,054.00
Increase in Net Position	419,025.00
Net Position, January 1	5,488,443.00
Net Position, December 31	\$ 5,907,468.00

Property taxes constituted 99.0% of revenues for government activities for the Fire District for the year 2013.

Cost of operations and maintenance comprises 86% of fire district expenses, with administration comprising 6% and LOSAP 6%. Interest on long-term debt was 2%.

## Financial Analysis of the Government Funds

As stated earlier, the Howell Township Fire District No. 2 uses fund accounting to ensure and demonstrate compliance with finance-related legal requirements.

Governmental Fund – The focus of the Howell Township Fire District No. 2's governmental funds is to provide information on near-term inflows, outflows, and balances of spendable resources. Such information is useful in assessing the Howell Township Fire District No. 2's financing requirements. In particular, unreserved fund balance may serve as a useful measure of a government's net resources available for spending at the end of the year and as a useful measure of permitting a governmental unit to maintain cash flow in anticipation of tax collections.

As of the end of the current year, the Howell Township Fire District No. 2's governmental funds reported combined ending fund balances of \$2,033,119.00, an increase of \$347,933.00 in comparison with the prior year. The increase is attributable to normal operations and capital appropriations.

<u>Governmental Fund (Continued)</u> – Of the combined ending fund balances of \$2,033,119.00, unreserved fund balances constituted \$749,919.00. Of the unreserved fund balance, \$233,200.00 has been utilized in the 2014 budget for Howell Township Fire District No. 2; and \$1,050,000 is reserved for future capital outlays.

The general fund is the main operating fund of the Howell Township Fire District No. 2. At the end of the current year, undesignated fund balance of the general fund was \$749,919.00, while the total fund balance was \$2,033,119.00.

The fund balance of the Howell Township Fire District No. 2's general fund increased by \$347,933.00 during the current year due to normal operations.

## **General Fund Budgetary Highlights**

During the course of the 2013 year the Howell Township Fire District No. 2 did not modify its general fund budget.

The key items of variance from the original budget are indicated above.

The final budgetary basis revenue estimate was \$1,094,300.00. The original budgetary estimate was the same.

During the year 2013, the Howell Township Fire District No. 2 budgeted \$1,094,300.00 for property taxes (local tax levy).

The final budgetary basis expenditures appropriation estimate was \$1,078,700.00. The original budgetary estimate was \$1,078,700.00.

## Capital Assets and Debt Administration

<u>Capital Assets</u> – The Howell Township Fire District No. 2's investment in capital assets for its governmental activities as of December 31, 2013 amounts to \$4,165,346.00 (net of accumulated depreciation). This investment in capital assets includes land, vehicles, equipment and construction in progress. Howell Township Fire District No. 2 acquired no capital assets during 2013 except for the investment in construction in progress for the fire sub-station.

At the end of 2013 the Howell Township Fire District No. 2 had \$5,893,494.00 invested in vehicles and equipment. The accumulated depreciation on these items was \$2,328,148.00.

## Howell Township Fire District No. 2

## Capital Assets

## (Net of Accumulated Depreciation)

## December 31, 2013

Land	\$ 600,000.00
Building	1,906,666.00
Site Improvements	366,666.00
Vehicles	1,226,229.00
Equipment	65,785.00

\$ 4,165,346.00

Additional information on the Howell Township Fire District No. 2's capital assets can be found in Note 5 in the Notes to Financial Statements.

Initial payment was made on the bonds issued for the fire substation. Additional information on the Howell Township District No. 2's debt service requirements can be found in Note 6 in the Notes to Financial Statements.

## **Economic Factors and Next Years Budget**

For the 2013 year the Howell Township Fire District No. 2 was able to sustain its budget through the district tax levy and other sources of revenue. Approximately 99% of total revenue is from the local tax levy, while the remaining 1% is from other sources.

The Board of Fire Commissioners adopted the 2014 budget December 2, 2013 and the voters subsequently approved the budget at the annual fire district election held on February 15, 2014.

## **Requests for Information**

This financial report is designed to provide a general overview of the Howell Township Fire District No. 2's finances for all of those with an interest in the government's finances. Questions concerning any of the information provided in this report or requests for additional financial information should be addressed to Frank Biddle, III, Administrative Clerk at Howell Township Fire District No. 2, Box 125, Adelphia, New Jersey 07710.





## **STATEMENT OF NET POSITION**

Exhibit A-1

## **DECEMBER 31, 2013**

	Governmental Activities
Assets:	
Cash and Cash Equivalents	\$ 2,150,294
Capital Assets not Depreciated	600,000
Capital Assets, Net (Note 4)	3,565,346
Total Assets	6,315,640
Liabilities:	
Accounts Payable	117,175
Accrued Interest Payable	997
Noncurrent Liabilities (Note 5):	
Due Within One Year	290,000
Total Liabilities	408,172
Net Position:	
Invested in Capital Assets, Net of Related Debt	3,874,349
Unrestricted	2,033,119
Total Net Position	\$ 5,907,468

## **STATEMENT OF ACTIVITIES**

Exhibit A-2

## FOR THE YEAR ENDED DECEMBER 31, 2013

	Governmenta Activities	
Expenses:		
Operating Appropriations:		
Administration	\$	56,248
Cost of Operations and Maintenance		855,208
Length of Service Award Program (LOSAP) - Contribution		
(P.L. 1997, c.388)		62,776
Interest on Long-Term Debt		24,797
Total Program Expenses	***************************************	999,029
General Revenues:		
Taxes:		
Property Taxes, Levied for General Purposes		1,094,300
Taxes Levied for Debt Service		305,700
Miscellaneous Income		18,054
Total General Revenues	***************************************	1,418,054
Increase in Net Position		419,025
Net Position, January 1 (Note 10)	Management of the Contract of	5,488,443
Net Position, December 31	_\$	5,907,468



## **BALANCE SHEET**

Exhibit B-1

## **GOVERNMENTAL FUNDS**

## **DECEMBER 31, 2013**

	General Fund	Total Governmental Funds
Assets:		
Cash and Cash Equivalents	\$ 2,150,294	2,150,294
Total Assets	\$ 2,150,294	2,150,294
Liabilities and Fund Balances:		
Liabilities:		
Accounts Payable	\$ 117,175	117,175
Total Liabilities	117,175	117,175
Fund Balances:		
Reserved for:		
Future Capital Outlays	1,050,000	1,050,000
Unreserved:		
Designated for:		
Subsequent Year's Expenditures	233,200	233,200
Undesignated, Reported in:	<b>#</b> 40.010	740.010
General Fund	749,919	749,919
Total Fund Balances	2,033,119	2,033,119
Total Liabilities and Fund Balances	\$ 2,150,294	
Amounts reported for Governmental Activities in the Statement of		
Net Position (A-1) are different because:		
Capital assets used in governmental activities are not financial resources		
and therefore are not reported in the funds. The cost of the assets is		
\$6,493,494 and the accumulated depreciation is \$2,328,148.		4,165,346
Accrued interest payable is not due and payable in the current period,		
and, therefore, is not reported as liabilities in the funds.		(997)
Long-term liabilities, including capital leases payable, are not due and		
payable in the current period and therefore are not reported as		
liabilities in the funds.		(290,000)
Net position of governmental activities		¢ 5 007 469
rict position of governmental activities		\$ 5,907,468

# STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES

Exhibit B-2 Sheet 1 of 2

## GOVERNMENTAL FUNDS

## FOR THE YEAR ENDED DECEMBER 31, 2013

Debt Total Service Governmental Fund Funds	305,700	56,248 645,397 62,776 25,700 25,700 305,700 1,070,121	- 347,933
General	\$ 1,094,300 18,054 1,112,354	56,248 645,397 62,776	347,933
	Revenues: Amount to be Raised by Taxation to Support the District Budget Non-Budgetary Revenues Total Revenues	Expenditures: Operating Appropriations: Administration Cost of Operations and Maintenance Length of Service Award Program (LOSAP) - Contribution (P.L. 1997, c. 388) Debt Service: Principal Interest Total Expenditures	Excess (Deficiency) of Revenues Over Expenditures

# STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES

Exhibit B-2 Sheet 2 of 2

## GOVERNMENTAL FUNDS

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

Total Governmental Funds 347,933	1,685,186	2,033,119
Debt Service Fund		
General Fund 347,933	1,685,186	\$ 2,033,119
Net Change in Fund Balances	Fund Balance, January 1	Fund Balance, December 31

Exhibit B-3

## RECONCILIATION OF THE STATEMENT OF REVENUES, EXPENDITURES,

## AND CHANGES IN FUND BALANCES OF GOVERNMENTAL FUNDS

## TO THE STATEMENT OF ACTIVITIES

## FOR THE YEAR ENDED DECEMBER 31, 2013

Total Net Change in Fund Balances - Governmental Funds		\$	347,933
Amounts Reported for Governmental Activities in the Statement of			
Activities (A-2) are Different Because:			
Capital Outlays are reported in governmental funds as expenditures.			
However, in 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 period.			
Depreciation Expense	(214,996)		
Capital Outlays	5,185		
			(209,811)
Repayment of bond principal is an expenditure in the governmental funds,			
but the repayment reduces long-term liabilities in the statement of net			
assets and is not reported in the statement of activities.			280,000
In the statement of activities, certain operating expenses, e.g., compensated			
absences (vacations) are measured by the amounts earned during the			
year. In the governmental funds, however, expenditures for these items			
are reported in the amount of financial resources used (paid). When the			
earned amount exceeds the paid amount, the difference is reduction in the			
reconciliation; when the paid amount exceeds the earned amount the			
difference is an addition to the reconciliation.			903
Change in Net Position of Governmental Activities		_\$	419,025

## TOWNSHIP OF HOWELL FIRE DISTRICT NO. 2 NOTES TO FINANCIAL STATEMENTS FOR THE YEAR ENDED DECEMBER 31, 2013

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

<u>Description of Reporting Entity</u> – Fire District No. 2 of the Township of Howell is a political subdivision of the Township of Howell, Monmouth County, New Jersey. It was formed in 1960 through the adoption of a Township ordinance. A board of five commissioners oversees all operations of the Fire District. The length of each commissioner's term is three years with the annual election held the third Saturday of every February.

Fire Districts are governed by N.J.S.A. 40A:14-70 et al. and are organized as a taxing authority charged with the responsibility of providing the resources necessary to provide fire fighting services to the residents within its territorial location. Fire District No. 2 of the Township of Howell has one fire company within its jurisdiction, the Howell Township Fire Company #1.

<u>Component Units</u> – GASB Statement No. 14, *The Financial Reporting Entity*, provides guidance that all entities associated with a primary government are potential component units and should be evaluated for inclusion in the financial reporting entity. A primary government is financially accountable not only for the organizations that make up its legal entity, but also for legally separate organizations that meet the criteria established by GASB Statement No. 14, as amended by GASB Statement No. 39, *Determining Whether Certain Organizations are Component Units*. As of December 31, 2013, it has been determined by the Fire District that no component units exist.

<u>Basis of Presentation</u> – The financial statements of the Township of Howell Fire District No. 2 have been prepared in conformity with accounting principles generally accepted in the United States of America (GAAP) as applied to governmental units. The Governmental Accounting Standards Board (GASB) is the accepted standard-setting body for establishing governmental accounting and financial reporting principles. The more significant of the Fire District's accounting policies are described in this Note.

The Fire District's basic financial statements consist of district-wide statements, including a Statement of Net Position and a Statement of Activities, and fund financial statements, which provide a more detailed level of financial information.

<u>District-wide Financial Statements</u> – The Statement of Net Position and the Statement of Activities display information about the Fire District as a whole. These statements include the financial activities of the government. The Statement of Net Position presents the financial condition of the governmental activities of the Fire District at year-end. The Statement of Activities presents a comparison between direct expenses and program revenues for each program or function of the Fire District's governmental activities. Direct expenses are those that are specifically associated with a service, program, or department and therefore clearly identifiable to a particular function. The policy of the Fire District is to not allocate indirect expenses to functions in the statement of activities. Program revenues include charges paid by the recipient of the goods or services offered by the program, grants and contributions that are restricted to meeting the operational or capital requirements of a particular program and interest earned on grants that is required to be used to support a particular program. Revenues, which are not classified as program revenues, are presented as general revenues of the Fire District, with certain limited exceptions. The comparison of direct expenses with program revenues identifies the extent to which each governmental function is self-financing or draws from the general revenues of the Fire District.

Fund Financial Statements – During the year, the Fire District segregates transactions related to certain Fire District functions or activities in separate funds in order to aid financial management and to demonstrate legal compliance. Fund financial statements are designed to present financial information of the Fire District at this more detailed level. The focus of governmental fund financial statements is on major funds. Each major fund is presented in a single column. The Fire District uses funds to maintain its financial records during the year. A fund is defined as a fiscal and accounting entity with a self-balancing set of accounts. For fire districts, only one category of funds exists, that being governmental.

Governmental Funds – Governmental funds are those through which most governmental functions typically are financed. Governmental fund reporting focuses on the sources, uses and balances of current financial resources. Expendable assets are assigned to the various governmental funds according to the purposes for which they may or must be used. Current liabilities are assigned to be fund from which they will be paid. The difference between governmental fund assets and liabilities is reported as fund balance. The following are the Fire District's major governmental funds:

General Fund – The General Fund is the general operating fund of the Fire District and is used to account for the inflows and outflows of its financial resources. The acquisition of certain capital assets, such as fire fighting apparatus and equipment, is accounted for in the General Fund when it is responsible for the financing of such expenditures.

<u>Special Revenue Fund</u> – The District accounts for the proceeds of specific revenue sources (other than expendable trust or major capital projects) that are legally restricted to expenditures for specified purposes in the special revenue funds.

<u>Capital Projects Fund</u> – The Capital Projects Fund is used to account for financial resources to be used for the acquisition or construction of major capital facilities such as fire houses and fire fighting apparatus. Generally, the financial resources of the Capital Projects Fund are derived from the issuance of debt or by the reservation of fund balance, which must be authorized by the voters as a separate question on the ballot either during the annual election or at a special election.

<u>Debt Service Fund</u> – The Debt Service Fund is used to account for the accumulation of resources for, and the payment of, general long-term debt principal, interest and related costs.

## **Measurement Focus**

<u>District-wide Financial Statements</u> – The district-wide financial statements are prepared using the economic resources measurement focus. All assets and all liabilities associated with the operation of the Fire District are included on the Statement of Net Assets.

<u>Fund Financial Statements</u> – All governmental funds are accounted for using a flow of current financial resources measurement focus. With this measurement focus, only current assets and current liabilities generally are included on the balance sheet. The Statement of Revenues, Expenditures and Changes in Fund Balances reports on the sources (i.e., revenues and other financing sources) and uses (i.e., expenditures and other financing uses) of current financial resources. This approach differs from the manner in which the governmental activities of the district-wide financial statements are prepared. Governmental fund financial statements therefore include a reconciliation with brief explanations to better identify the relationship between the district-wide statements and the statements for governmental funds.

<u>Basis of Accounting</u> – Basis of accounting determines when transaction are recorded in the financial records and reported on the financial statements. District-wide financial statements are prepared using the accrual basis of accounting. Governmental funds use the modified accrual basis of accounting. Differences in the accrual and the modified accrual basis of accounting arise in the recognition of revenue, the recording of deferred revenue, and in the presentation of expenses versus expenditures.

Revenues – Exchange and Non-Exchange Transactions – Revenue resulting from exchange transactions, in which each party gives and receives essentially equal value, is recorded on the accrual basis when the exchange takes place. On a modified accrual basis, revenue is recorded in the year in which the resources are measurable and become available. Available means that the resources will be collected within the current year or are expected to be collected soon enough thereafter to be used to pay liabilities of the current year. For the Fire District, available means expected to be received within thirty days of year-end.

Non-exchange transactions, in which the Fire District receives value without directly giving equal value in return, include Ad Valorem (property) taxes, grants, elimination's, and donations. Ad Valorem (Property) Taxes are susceptible to accrual, as under New Jersey State Statute, a municipality is required to remit to its Fire District the entire balance of taxes in the amount voted upon or certified, prior to the end of the fire district year. The Fire District records the entire approved tax levy as revenue (accrued) at the start of the year since the revenue is both measurable and available. The Fire District is entitled to receive moneys under an established payment schedule. Revenue from grants, entitlements, and donations is recognized in the year in which all eligibility requirements have been satisfied. Eligibility requirements include timing requirements, which specify the year when the resources are required to be used or the year when use is first permitted, matching requirements, in which the Fire District must provide local resources to be used for a specified purpose, and expenditure requirements, in which the resources are provided to the Fire District on a reimbursement basis.

<u>Expenses/Expenditures</u> – On the accrual basis of accounting, expenses are recognized at the time they are incurred. The measurement focus of governmental fund accounting is on decreases in net financial resources (expenditures) rather than expenses. Expenditures are generally recognized in the accounting period in which the related fund liability is incurred, if measurable. Allocations of cost, such as depreciation and amortization, are not recognized in governmental funds.

<u>Budgets/Budgetary Control</u> – The Fire District must adopt an annual budget in accordance with N.J.S.A. 40A:14-78.1 et al.

The fire commissioners must introduce and approve the annual budget not later than sixty days prior to the annual election. At introduction, the commissioners shall fix the time and place for a public hearing on the budget and must advertise the time and place at least ten days prior to the hearing in a newspaper having substantial circulation in the Fire District. The public hearing must not be held less than twenty-eight days after the date the budget was introduced. After the hearing has been held, the fire commissioners may, by majority vote, adopt the budget.

Amendments may be made to the Fire District budget in accordance with N.J.S.A. 40A:14-78.3. The budget may not be amended subsequent to its final adoption and approval.

Subsequent to the adoption of the Fire District budget, the amount of money to be raised by taxation in support of the Fire District budget must appear on the ballot for the annual election for approval of the legal voters.

Fire districts have a prescribed budgetary basis to demonstrate legal compliance. However, budgets are adopted on principally the same basis of accounting utilized for the preparation of the Fire District's basic fund financial statements.

Amounts reported under "final budget" on Exhibit C-1 and I-3 includes modification to the adopted budgets that were made during the year as approved by the Board of Commissioners.

Exhibit C-3 presents a reconciliation of the general fund revenues and expenditures from the budgetary basis of accounting as presented in the General Fund Budgetary Comparison Schedule to the GAAP basis of accounting as presented in the Statement of Revenues, Expenditures and Changes in Fund Balances – Governmental Funds. Note that the Fire District does not report encumbrances outstanding at year-end as expenditures in the general fund since the general fund budget follows modified accrual basis of accounting.

<u>Encumbrances</u> – Under encumbrance accounting purchase orders, contracts and other commitments for the expenditure of resources are recorded to reserve a portion of the applicable appropriation. Open encumbrances in governmental funds other than the special revenue fund are reported as reservations of fund balances at year end as they do not constitute expenditures or liabilities but rather commitments related to unperformed contracts for goods or and services.

Open encumbrances in the special revenue fund for which the Fire District has received advances are reflected in the balance sheet as deferred revenues at year-end.

<u>Encumbrances (Continued)</u> – The encumbered appropriation authority carries over into the next year. An entry will be made at the beginning of the next year to increase the appropriation reflected in the certified budget by the outstanding encumbrance amount as of the current year-end.

<u>Cash</u>, <u>Cash</u> <u>Equivalents</u> and <u>Investments</u> – Cash and cash equivalents include petty cash, change funds, cash in banks and all highly liquid investments with a maturity of three months or less at the time of purchase and are stated at cost plus accrued interest. U.S. Treasury and agency obligations and certificates of deposit with maturities of one year or less when purchased are stated at cost. All other investments are stated at fair value.

New Jersey governments are limited as to the types of investments and types of financial institutions they may invest in. N.J.S.A. 18A:20-37 provides a list of permissible investments that may be purchased by New Jersey governments.

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

N.J.S.A. 17:9-41 et seq. Establishes the requirements for the security of deposits of governmental units. The statute requires that no governmental unit shall deposit public funds in a public depository unless such funds are secured in accordance with the Act. Public depositories include State or federally chartered banks, savings banks or associations located in the State of New Jersey or state or federally chartered banks, savings banks or associations located in another state with a branch office in the State of New Jersey, the deposits of which are federally insured. All public depositories must pledge collateral, having a market value at least equal to five percent of the average daily balance of collected public funds, to secure the deposits of Governmental Units. If a public depository fails, the collateral it has pledged, plus the collateral of all other public depositories, is available to pay the full amount of their deposits to the Governmental Units.

<u>Inventories and Prepaid Expenses</u> – Inventories are valued at cost, which approximates market. The costs are determined on a first-in, first-out method.

The cost of inventories in governmental fund types is recorded as expenditures when purchased rather than when consumed.

Inventories recorded on the district-wide financial statements are recorded as expenditures when consumed rather than when purchased. As of December 31, 2013, no inventories exist.

Prepaid expenses recorded in the governmental fund types, which benefit future periods, are recorded as an expenditure during the year of purchase. Prepaid expenses recorded on the district-wide financial statements represent payments made to vendors for services that will benefit periods beyond December 31, 2013. The District had no prepaid expenses as of December 31, 2013.

<u>Short-Term Interfund Receivables/Payables</u> – Short-term interfund receivables/payables represent amounts that are owed, other than charges for goods or services rendered to/from a particular fund in the Fire District and that are due within one year. These amounts are eliminated in the governmental column of the Statement of Net Assets.

<u>Capital Assets</u> – General capital assets result from expenditures in the governmental funds. These assets are reported in the governmental activities column of the district-wide Statement of Net Assets but are not reported in the fund financial statements.

All capital assets are capitalized at cost (or estimated historical cost) and updated for additions and retirements during the year. Donated fixed assets are recorded at their fair market value as of the date received. The Fire District maintains a capitalization threshold of \$3,000.00. The Fire District does not possess an infrastructure. Improvements are capitalized; the cost of normal maintenance and repairs that do not add to the value of the asset or materiality extend an asset's life are not. All reported capital assets except land and construction in progress are depreciated. Improvements are depreciated over the remaining useful lives of the related capital assets.

Depreciation is computed using the straight-line method over the following useful lives:

	Estimated
<u>Description</u>	_Lives
Buildings and Improvements	30 Years
Vehicles	6-25 Years
Firefighting Equipment	10 Years

<u>Deferred Revenue</u> – Deferred revenue arises when assets are recognized before revenue recognition criteria have been satisfied.

Accrued Liabilities and Long-Term Obligations – All payables, accrued liabilities, and long-term obligations are reported in the district-wide financial statements. In general, governmental fund payables and accrued liabilities that, once incurred, are paid in a timely manner and in full from current financial resources, are reported as obligations of the funds. However, claims and judgments, compensated absences, special termination benefits and contractually required pension contributions that will be paid from governmental funds are reported as liability in the fund financial statements only to the extent that they are normally expected to be paid with expendable available financial resources. Bonds are recognized as a liability on the fund financial statements when due.

<u>Net Assets</u> – Net assets represent the difference between assets and liabilities. Net assets invested in capital assets, net of related debt consists of capital assets, net of accumulated depreciation, reduced by the outstanding balances of any borrowings used for the acquisition, construction or improvement of those assets. Net assets are reported as restricted when there are limitations imposed on their use either through the enabling legislation adopted by the Fire District or through external restrictions imposed by creditors, grantors or laws or regulations of other governments.

The Fire District applies restricted resources when an expense is incurred for purposes for which both restricted and unrestricted net assets are available.

<u>Fund Balance Reserves</u> – The Fire District reserves portions of fund balance which are legally segregated for specific future use or which do not represent available expendable resources and, therefore, are not available for appropriation for expenditures. Unreserved fund balance indicates that portion of fund balance that is available for appropriation in future periods. Fund balance reserves are established for encumbrances, legally restricted appropriations, excess surplus, and capital reserve account.

<u>Estimates</u> – The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect the amounts reported in the financial statements and accompanying notes. Actual results may differ from those estimates.

## NOTE 2: CASH AND CASH EQUIVALENTS

Cash and cash equivalents includes petty cash, change funds, amounts in deposits, and short term investments with original maturities of three months or less.

Investments are stated at cost or amortized cost, which approximates market. The Board classifies certificates of deposit, which have original maturity dates of more than three months but less than twelve months from the date of purchase, as investments.

### **Deposits**

New Jersey statutes require that school districts deposit public funds in public depositories located in New Jersey which are insured by the Federal Deposit Insurance Corporation, the Federal Savings and Loan Insurance Corporation, or by any other agency of the United States that insures deposits made in public depositories. School districts are also permitted to deposit public funds in the State of New Jersey Cash Management Fund.

New Jersey statutes require public depositories to maintain collateral for deposits of public funds that exceed depository insurance limits as follows:

The market value of the collateral must equal at least 5% of the average daily balance of collected public funds on deposit.

In addition to the above collateral requirement, if the public funds deposited exceed 75% of the capital funds of the depository, the depository must provide collateral having a market value at least equal to 100% of the amount exceeding 75%.

All collateral must be deposited with the Federal Reserve Bank of New York, the Federal Reserve Bank of Philadelphia, the Federal Home Loan Bank of New York, or a banking institution that is a member of the Federal Reserve System and has capital funds of not less than \$25,000,000.

## NOTE 2: CASH AND CASH EQUIVALENTS (Continued)

## **Investments**

New Jersey statutes permit the Board to purchase the following types of securities:

- a. Bonds or other obligations of the United States or obligations guaranteed by the United States.
- Bonds of any Federal Intermediate Credit Bank, Federal Home
   Loan Bank, Federal National Mortgage Agency or any United
   States Bank of Cooperatives which have a maturity date not greater
   than twelve months from the date of purchase.
- c. Bonds or other obligations of the school district.

As of December 31, 2013, cash and cash equivalents and investments of the District consisted of the following:

Cash and Cash Equivalents

Checking Account

\$ 2,150,294

During the period ended December 31, 2013, the District did not hold any investments. The carrying amount of the District's cash and cash equivalents at December 31, 2013 was \$2,150,294 and the bank balance was \$2,150,294. Of the bank balance, \$250,000 was covered by federal depository insurance and \$1,900,294 was covered by a collateral pool maintained by the banks as required by New Jersey statutes.

## **Credit Risk Categories**

All bank deposits and investments as of the balance sheet date are classified as to credit risk by the following three categories described below:

FDIC GUDPA \$ 250,000 1,900,294

\$ 2,150,294

## 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 District does not have a formal policy for custodial credit risk.

The District had no uninsured deposits.

## NOTE 3: PROPERTY TAX LEVIES

Following is a tabulation of Fire District assessed valuations, tax levies and property tax rates per \$100.00 of assessed valuations for the current and preceding four years.

<u>Year</u>	Valuations_	<u>Tax Levy</u>	Tax Rates
2013	\$ 1,859,102,893.00	1,400,000.00	0.075
2012	1,835,632,785.00	1,400,000.00	0.076
2011	2,254,028,280.00	1,400,000.00	0.062
2010	2,263,493,128.00	1,400,000.00	0.062
2009	2,263,517,754.00	1,400,000.00	0.062

## NOTE 4: <u>CAPITAL ASSETS</u>

Capital assets activity for the year ended December 31, 2013 was as follows:

	Balance				Balance
	Jan. 1, 2013	<b>Additions</b>	<b>Adjustments</b>	<u>Retirements</u>	Dec. 31, 2013
Non-Depreciable					
Capital Assets:					
Land	\$ 600,000.00			***************************************	600,000.00
Total Non-Depreciable					
Capital Assets	600,000.00				600,000.00
Depreciable Capital					
Assets:					
Building	2,288,000.00				2,288,000.00
Site Improvements	440,000.00				440,000.00
Vehicles	3,058,755.00				3,058,755.00
Machinery & Equip.	101,554.00	5,185.00	)		106,739.00
Total Depreciable					
Capital Assets	5,888,309.00	5,185.00	-		<u>5,893,494.00</u>
Less Accumulated					
Depreciation:					
Building	(305,067.00)	(76,267.00	))		(381,334.00)
Site Improvements	(58,667.00)	(14,667.00			(73,334.00)
Vehicles	(1,716,597.00)	(115,929.00	•		(1,832,526.00)
Machinery & Equip.	(32,821.00)	(8,133.00	,		(40,954.00)
Total Accumulated	/				
Depreciation	(2,113,152.00)	(214,996.00	))		(2,328,148.00)
•	,		-		
Total Capital Assets					
Being Depreciated,			Ng		
Net of Accumulated					
Depreciation	3,775,157.00	(209,811.00	)	-	3,565,346.00
•	<del></del>				
Capital Assets, Net	\$ 4,375,157.00	(209,811.00	))		4,165,346.00

Depreciation expense was charged to the following governmental functions:

Cost of Operations and Maintenance

\$214,996.00

## **NOTE 5: LONG-TERM OBLIGATIONS**

During the year ended December 31, 2013, the following changes occurred in long-term obligations:

	Outstanding <u>Jan. 1, 2013</u>	<u>Increases</u>	<u>Decreases</u>	Principal Outstanding Dec. 31, 2013	Due Within <u>One Year</u>
Long Term Debt:					
Serial Bonds	<u>\$ 570,000.00</u>		280,000.00	290,000.00	<u>290,000.00</u>

On February 21, 2004, a referendum was approved by the voters of Howell Township Fire District #2, Adelphia, to authorize the construction of a fire sub-station, and to issue debt in the form of serial bonds in an amount not to exceed \$2,500,000.00. The bonds were issued on November 15, 2004, with principal due beginning December 1, 2005, through December 1, 2014, with interest payable semi-annually beginning on June 1, 2005.

Bonds are authorized in accordance with State law by the voters of the municipality through referendums. All bonds are retired in serial installments within the statutory period of usefulness. Bonds issued by the District are of general obligation bonds, and the interest rates vary from 2.00% to 5.00%.

Principal and interest due on serial bonds outstanding is as follows:

	<u> Principal</u>	<u>Interest</u>	<u>Total</u>
Year Ending December 31,			
2014	<u>\$ 290,000.00</u>	<u>14,500.00</u>	<u>304,500.00</u>

<u>Bonds Authorized But Not Issued</u> – As of December 31, 2013, the Fire District had no authorized but not issued bonds.

## **NOTE 6: RISK MANAGEMENT**

The Fire District is exposed to various risks of loss related to torts; theft of, damage to, and destruction of assets; errors and omissions; injuries to employees; and natural disasters.

<u>Property and Liability Insurance</u> – The Fire District maintains commercial insurance coverage for property, liability and surety bonds.

## NOTE 7: FUND BALANCES

## Reserved

Reservations of fund balances of governmental funds are established to either (1) satisfy legal covenants that require that a portion of the fund balance be segregated or (2) identify the portion of the fund balance that is not appropriable for future expenditures. Specific reservations of the fund balance are summarized below:

<u>For Future Capital Outlays</u> – These funds are restricted for future capital expenditures to be made in future years. When the Fire District desires to utilize these funds in their annual budget, a capital resolution must be passed by the Board of Fire Commissioners prior to any expenditure against a capital appropriation. As of December 31, 2013, the balance for future capital outlays is \$1,050,000,000.

## Unreserved

Of the \$2,033,119 of fund balance at December 31, 2013, \$233,200 has been designated for subsequent year's expenditures, \$1,050,000 is reserved for future capital outlays; and \$749,919 is unreserved.

## NOTE 8: LENGTH OF SERVICE AWARD PROGRAMS

The Fire District's Length of Service Awards Program ("LOSAP") was created by a Fire District Resolution adopted on November 17, 1998 pursuant to Section 457 (e)(11)(13) of the Internal Service Code of 1986, as amended, except for provisions added by reason of the Length of Service Award Program as enacted into federal law in 1997. The voters of the Township of Howell Fire District No. 2 approved the adoption of the Plan at the annual election held in February, and the first year of eligibility for entrance into the Plan by qualified volunteers was calendar year 1999. The Plan provides tax deferred income benefits to active volunteer firefighters.

Amounts deferred under Section 457 plans must be held in trust for the exclusive benefit of participating employees and not be accessible by the Fire District or its creditors.

As required by N.J.A.C. 5:30-14.48, the Fire District must have an annual review of its LOSAP performed in accordance with Statements on Standards for Accounting and Review Services issued by the American Institute of Certified Public Accountants.

## NOTE 9: SIGNIFICANT ACCOUNTING PRONOUNCEMENTS

In June 2009, the FASB issued FASB ASC 105, Generally Accepted Accounting Principles, which establishes the FASB Accounting Standards Codification as the sole source of authoritative generally accepted accounting principles. Pursuant to the provisions of FASB ASC 105, the District has updated references to GAAP in its financial statements issued for the period ended December 31, 2013. The adoption of FASB ASC 105 did not impact the District's financial position or results of operations.

## NOTE 9: SIGNIFICANT ACCOUNTING PRONOUNCEMENTS (Continued)

In May 2009, the FASB updated ASC 855, Subsequent Events, which is effective for reporting periods ending after June 15, 2009. ASC 855 establishes general standards of accounting for and disclosure of events that occur after the balance sheet date, but before the financial statements are issued, or are available to be issued. The District adopted the amended sections of ASC 855 and it did not have an impact on the District's financial statements. The District evaluated all events or transactions that occurred after December 31, 2013 through March 10, 2014.

## TOWNSHIP OF HOWELL FIRE DISTRICT NO. 2 - ADELPHIA

## **COUNTY OF MONMOUTH**

PART II

**SUPPLEMENTARY INFORMATION** 

YEAR ENDED DECEMBER 31, 2013

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Exhibit C-1 Sheet 1 of 2

## BUDGETARY COMPARISON SCHEDULE

	BUDGETARY CC	BUDGETARY COMPARISON SCHEDULE	OULE		
	GEN	GENERAL FUND			
	DECE	<b>DECEMBER 31, 2013</b>			
	Original Budget	Budget Transfers	Final Budget	Actual	Variance Final to Actual
Revenues: Local Sources: Local Tax Levy	\$ 1,094,300		1,094,300	1,094,300	
Miscellaneous Total Local Sources	1,094,300		1,094,300	18,054	18,054
Total Revenues	1,094,300	•	94,300	1,112,354	18,054
Expenditures:					
Administration: Salaries and Wages	50.200		50,200	49,749	451
Election	3,000		3,000	1,433	1,567
Office Expenses	12,000		12,000	4,507	7,493
Advertising	4,000		4,000	559	3,441
Operating:	000 04 1		140 000	115 072	901.70
insurance Maintenance and Renairs	140,000		140,000	111,665	113.335
Professional Services	40,000		40,000	24,583	15,417
Rental Charges	55,000		55,000	55,000	r
Supply Expense	30,000		30,000	18,998	11,002
Training and Education	40,000		40,000	27,639	12,361
Utilities	80,000		80,000	47,060	32,940
Hydrant Rentals	175,000		175,000	154,514	20,486
Other Outside Services	30,000		30,000	21,569	8,431
Promotion	1,500		1,500	300	1,200
Personal Equipment	85,000		85,000	60,196	24,804
Interlocal Services	8,000		8,000	8,000	ı
LOSAP	100,000		100,000	62,776	37,224
Total Expenditures	1,078,700	*	1,078,700	764,421	314,279

Exhibit C-1 Sheet 2 of 2

## GENERAL FUND

## **DECEMBER 31, 2013**

	Original	Budget	Final		Variance
	Budget	Transfers	Budget	Actual	Final to Actual
Excess (Deficiency) of Revenues Over/Under Expenditures	15,600	1	(984,400)	347,933	332,333
Fund Balance, January 1	1,685,186		1,685,186	1,685,186	
Fund Balance, December 31	\$ 1,700,786		700,786	2,033,119	332,333

## **HOWELL TOWNSHIP FIRE DISTRICT NO. 2 - ADELPHIA**

## REQUIRED SUPPLEMENTARY INFORMATION

## **BUDGETARY COMPARISON SCHEDULE**

## Exhibit C-3

## NOTE TO RSI

## FOR THE YEAR ENDED DECEMBER 31, 2013

	General Fund
Sources/Inflows of Resources:	
Actual amounts (budgetary basis) "revenues" from the budgetary comparison schedules	\$ 1,112,354
Total revenues as reported on the statement of revenues,	
expenditures and changes in fund balances - governmental funds.	\$ 1,112,354
Uses/Outflows of Resources:	
Actual amounts (budgetary basis) "total expenditures" from the	
budgetary comparison schedule	\$ 764,421
Total expenditures as reported on the statement of revenues,	
expenditures, and changes in fund balances - governmental funds.	\$ 764,421
runus.	701912

## TOWNSHIP OF HOWELL FIRE DISTRICT NO. 2 - ADELPHIA

Exhibit H-1

## **COUNTY OF MONMOUTH**

## **LENGTH OF SERVICE AWARD PROGRAM**

## STATEMENT OF NET POSITION AVAILABLE

## **FOR PROGRAM BENEFITS**

	 2013
Assets Investments Held by Trustee	 875,142
<u>Liabilities</u> Net Position Available for Program Benefits	\$ 875,142

## TOWNSHIP OF HOWELL FIRE DISTRICT NO. 2 - ADELPHIA

## **COUNTY OF MONMOUTH**

Exhibit H-2

## **LENGTH OF SERVICE AWARD PROGRAM**

## STATEMENT OF CHANGES IN NET POSITION AVAILABLE

## **FOR PROGRAM BENEFITS**

	2013
Increases in Program Assets	
Principal Contributions	\$ 68,166
Adjustments	12,511
Program Earnings - Net	 139,386
Total Increase in Net Position	220,063
Decreases in Program Assets	
Distributions/Refunds/Adjustments	70,726
·	149,337
Net Position Available for Program Benefits	
Beginning of Year	725,805
beginning of Teat	 120,000
End of Year	\$ 875,142

## HOWELL TOWNSHIP FIRE DISTRICT NO. 2 -ADELPHIA

## COUNTY OF MONMOUTH

## LENGTH OF SERVICE AWARD PROGRAM

Exhibit H-3

## SCHEDULE OF INVESTMENT PROGRAM ACTIVITY

	Company
	Variable Annuity Life Insurance Company
	y Life
	Annuit
nvestments	Variable
Invesi	Valic

Decreased by Distributions/	Refunds/		(70,726)
		Earnings	139,386
	Increased by	Adjustments	12,511
		Contributions	68,166
	Balance	Dec. 31, 2012	\$ 725,805
			ıpany

Balance Dec. 31, 2013 875,142

# HOWELL TOWNSHIP FIRE DISTRICT NO. 2 - ADELPHIA

## BUDGETARY COMPARISON SCHEDULE

Exhibit I-2

## DEBT SERVICE FUND

## **DECEMBER 31, 2013**

Variance Final to Actual		1		
Actual	305,700	305,700	280,000	305,700
Final Budget	305,700	305,700	280,000	305,700
Budget Transfers		1		ı
Original Budget	\$ 305,700	\$ 305,700	\$ 280,000 25,700	\$ 305,700
	Revenues: Local Sources: Local Tax Levy	Total Revenues	Expenditures: Payment of Bond Principal Payment of Interest on Bonds	Total Expenditures

# HOWELL TOWNSHIP FIRE DISTRICT NO. 2 - ADELPHIA

## SCHEDULE OF SERIAL BONDS

Exhibit I-3

## DEBT SERVICE FUND

## **DECEMBER 31, 2013**

Balance at	Dec. 31, 2013			290,000
e e	raid			280,000
Balance at	Dec. 31, 2012			5.00% \$ 570,000
Interest	Nate			5.00%
	Amount			\$ 290,000
Maturities of Bonds	Outstanding			12/1/2014
Amount of Original	Issue			\$2,500,000.00
Date of	Issue			11/15/2004
ş	Furpose	Acquisition of Land and	Construction of Fire	Sub-Station

## Robert A. Hulsart and Company

ARMOUR S. HULSART, C.P.A., R.M.A., P.S.A. (1959-1992) ROBERT A. HULSART, C.P.A., R.M.A., P.S.A. ROBERT A. HULSART, JR., C.P.A., P.S.A.

RICHARD J. HELLENBRECHT, JR., C.P.A., P.S.A.

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## AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH GOVERNMENT AUDITING STANDARDS INDEPENDENT AUDITOR'S REPORT

Board of Fire Commissioners Howell Fire District #2 - Adelphia Howell, 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 statements contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the Township of Howell Fire District No. 2 (the "District"), as of and for the year ended December 31, 2013, as listed in the table of contents, 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 10, 2014.

## **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 circumstance for the purpose of expressing our opinion on the effectiveness of the District's internal control over financial reporting. Accordingly, we do not express an opinion on the effectiveness of the District's internal control.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A material weakness is a deficiency, or combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis. A significant deficiency is a deficiency, or a combination of deficiencies, in internal control that is less severe then 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 identity all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify at 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 material misstatement, we performed tests of its compliance with certain provisions of laws, regulation 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 the provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The result of our tests disclosed no instances of noncompliance or other matters that are required to be reported und Government Auditing Standards.

## **Purpose of this Report**

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

Robert A. Hulsart and Company
Independent Auditors

Wall Township, New Jersey March 10, 2014

## TOWNSHIP OF HOWELL FIRE DISTRICT NO. 2 – ADELPHIA COUNTY OF MONMOUTH PART III COMMENTS AND RECOMMENDATIONS

YEAR ENDED DECEMBER 31, 2013



## FIRE DISTRICT NO. 2

## **TOWNSHIP OF HOWELL, NEW JERSEY**

## SCHEDULE OF FINDINGS AND RECOMMENDATIONS

## FOR THE YEAR ENDED DECEMBER 31, 2013

## Schedule of Financial Statement Findings

This section identifies the reportable conditions, material weaknesses, and instances of noncompliance related to the financial statements that are required to be reported in accordance with <u>Government Auditing Standards</u> and with audit requirements as prescribed by the Bureau of Authority Regulation, Division of Local Government Services, Department of Community Affairs, State of New Jersey.

None.

## FIRE DISTRICT NO. 2

## TOWNSHIP OF HOWELL, NEW JERSEY

## SUMMARY SCHEDULE OF PRIOR YEAR AUDIT FINDINGS

## AND RECOMMENDATIONS AS PREPARED BY MANAGEMENT

## FOR THE YEAR ENDED DECEMBER 31, 2013

This section identifies the status of prior year findings related to the general-purpose financial statements that are required to be reported in accordance with Government Auditing Standards.

## FINANCIAL STATEMENT FINDINGS

## Recommendations:

None.

## **APPRECIATION**

We express our appreciation for the assistance and courtesies rendered by the Fire District officials during the course of the audit.

Respectfully submitted,

ROBERT A. HULSART & COMPANY Certified Public Accountants