

COMMERCIAL TOWNSHIP
FIRE DISTRICT NO. 3
COUNTY OF CUMBERLAND
REPORT OF AUDIT
DECEMBER 31, 2017

COMMERCIAL TOWNSHIP FIRE DISTRICT NO. 3

COUNTY OF CUMBERLAND

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COMMERCIAL TOWNSHIP FIRE DISTRICT NO. 3

COUNTY OF CUMBERLAND

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COMMERCIAL TOWNSHIP

FIRE DISTRICT NO. 3

ROSTER OF OFFICIALS

The following officials were in office during 2017:

<u>NAME</u>	<u>TITLE</u>	<u>AMOUNT OF SURETY BOND</u>
<u>Board of Commissioners</u>		
James D'Ambrosio Jr.	Chairman	(A)
Larry Coffman Sr.	Treasurer	(A)
James D'Ambrosio III	Secretary	(A)
David Carangi	Commissioner	(A)
William Bitting	Commissioner	(A)

(A) VFIS provides blanket employee dishonesty coverage for limited amount of \$100,000.

FINANCIAL SECTION

NIGHTLINGER, COLAVITA & VOLPA

*A Professional Association
Certified Public Accountants*

991 S. Black Horse Pike
P.O. Box 799
Williamstown, NJ 08094

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INDEPENDENT AUDITOR'S REPORT

President and Members of the
Commercial Township Fire District No. 3
County of Cumberland
Laurel Lake, New Jersey

Report on the Financial Statements

We have audited the accompanying financial statements of the governmental activities and each major fund of the Commercial Township Fire District No. 3, in the County of Cumberland, State of New Jersey, as of and for the year ended December 31, 2017, and the related notes to the financial statements, which collectively comprise the Fire District's basic financial statements as listed in the table of contents.

Management's Responsibility for the Financial Statements

The Fire District's 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 basic 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 in compliance with audit requirements as prescribed by the Bureau of Authority Regulation, Division of Local Government Services, 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 of 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 our audit provides a reasonable basis for our opinions.

Opinions

In our opinion, the basic 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 Commercial Township Fire District No. 3, County of Cumberland, State of New Jersey, as of December 31, 2017, and the respective changes in financial position thereof and for the year 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 accompanying Management Discussion and Analysis on pages 6 through 11 along with budgetary comparison information on pages 34 through 36 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 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 Information

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the Fire District's basic financial statements. The related major fund supporting statements and schedules listed in the table of contents are also presented for purposes of additional analysis and are not a required part of the basic financial statements. These statements and schedules have been subjected to the auditing procedures applied in the audit of the basic financial statements and, in our opinion, are fairly stated in all material respects in relation to the basic financial statements as a whole.

Other Reporting Required by Government Auditing Standards

In accordance with **Government Auditing Standards**, we have also issued our report dated April 20, 2018 on our consideration of the Fire District'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 the internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with **Government Auditing Standards** and should be considered in assessing the results of our audit.

Respectfully submitted,

NIGHTLINGER, COLAVITA & VOLPA, P.A.

Raymond Colavita, C.P.A.
Registered Municipal Accountant
April 20, 2018

NIGHTLINGER, COLAVITA & VOLPA

A Professional Association

Certified Public Accountants

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REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH GOVERNMENT AUDITING STANDARDS

INDEPENDENT AUDITOR'S REPORT

President and Members of the
Commercial Township Fire District No. 3
County of Cumberland
Laurel Lake, New Jersey

We have audited the financial statements of the governmental activities and each major fund of the Commercial Township Fire District No. 3, in the County of Cumberland, State of New Jersey as of and for the year ended December 31, 2017, and the related notes to the financial statements, which collectively comprise the Commercial Township Fire District No 3's basic financial statements and have issued our report thereon dated April 20, 2018. 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 in compliance with audit requirements as prescribed by the Bureau of Authority Regulation, New Jersey Division of Local Government Services, State of New Jersey.

Internal Control Over Financial Reporting

In planning and performing our audit, we considered the Fire District's internal control over financial reporting as a basis for designing our auditing procedures 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 Fire District's internal control over financial reporting. Accordingly, we do not express an opinion on the effectiveness of the Fire District's internal control over financial reporting.

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 misstatement on a timely basis. *A material weakness* is a deficiency, or a combination of deficiencies, in internal control such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented or detected and corrected on a timely basis.

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

Our consideration of internal control 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 deficiencies, significant deficiencies or material weaknesses. Given these limitations, additional material weaknesses may exist that have not been identified.

Compliance and Other Matters

As part of obtaining reasonable assurance about whether the Fire 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 no instances of noncompliance or other matters that are required to be reported under **Government Auditing Standards**.

Purpose of this Report

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

Respectfully submitted,

NIGHTLINGER, COLAVITA & VOLPA, P.A.

Raymond Colavita, C.P.A.
Registered Municipal Accountant
April 20, 2018

REQUIRED SUPPLEMENTARY INFORMATION – PART I

**COMMERCIAL TOWNSHIP FIRE DISTRICT NO. 3
COUNTY OF CUMBERLAND
MANAGEMENT'S DISCUSSION AND ANALYSIS
FOR THE FISCAL YEAR ENDED DECEMBER 31, 2017
UNAUDITED**

As management of the Commercial Township Fire District No. 3, we offer readers of the Fire District's financial statements this narrative overview and analysis of our financial activities for the year ended December 31, 2017. 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 information furnished in the notes to the basic financial statements and other financial statements along with the financial statements to enhance their understanding of the Fire District's financial performance. This presentation is in conformance with GASB 34, which provides more detailed comparisons to prior year financial information.

Financial Highlights

- The assets of Commercial Township Fire District No. 3 exceeded its liabilities at the close of the most recent year by \$191,354, which constitutes Net Position.
- As of the close of the current year, the Fire District's governmental funds reported ending fund balances of \$98,169, a decrease of \$42,575 in comparison with the prior year.

Overview of Financial Statements

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

District-wide Financial Statements. The district-wide financial statements are designed to provide readers with a broad overview of the Fire District's finances, in a manner similar to a private sector business, on a longer-term view. They also reflect what funds remain available for future spending.

The Statement of Net Position presents information on all of the Fire District's assets and liabilities, with the difference between the two reported as Net Position. Over time, increases or decreases in Net Position may serve as a useful indicator of whether the financial position of the Fire District is improving or deteriorating.

The Statement of Activities presents information showing how the Commercial Township Fire District No. 3'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 certain items that will result in cash flows in future periods.

Both of the district-wide financial statements distinguish functions of the Commercial Township Fire District No. 3 that are principally supported by taxes and intergovernmental revenues (governmental activities). The activities of the Fire District include firefighting/suppression services that are provided to the citizens of the Mauricetown area of Commercial Township.

Fund Financial Statements. 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 Fire District, like other state and local governments, uses fund accounting to ensure and demonstrate compliance with finance-related legal requirements. All of the funds of Fire District No. 3 constitute one fund type, which is the governmental fund type.

Governmental Funds. All of the Commercial Township Fire District No. 3'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 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 Fire District's general government operations and the basic services it provides. Government fund information provides insight as to determining a range of financial resources available to finance fire-fighting/suppression services in the near future.

Commercial Township Fire District No. 3 may maintain a maximum of four individual governmental funds. Information is presented separately in the governmental fund balance sheet and in the governmental fund statement of revenues, expenditures and changes in fund balances for the general fund, special revenue fund, capital projects fund, and the debt service fund. At present, it is only necessary to maintain a general fund.

The relationship (or differences) between governmental activities (reported in the Statement of Net Position and the Statement of Activities) and governmental funds is reconciled in the financial statements on Exhibit B-3.

Also, Commercial Township Fire District No. 3 adopts an annual budget in accordance with N.J.S.A. 40A:14:78-3. Budgetary comparison schedules have been provided to demonstrate compliance regarding spending within the budget, as well as provide management with a planning tool to achieve the goals of the District.

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

The Net Position reported each year, and amount of change thereon, provide a useful indicator of a government's financial position. In the case of the Commercial Township Fire District No. 3, Assets totaled \$307,799 and Liabilities totaled \$116,445 at the close of the most recent year.

A portion of the Fire District's Net Position reflects its investment in capital assets (i.e., land buildings, equipment) less any related debt used to acquire those assets that is still outstanding. The District uses these assets to provide fire-fighting/suppression services to the citizens of the Commercial Township Fire District No. 3. Consequently these assets are not available for future spending. Although the District'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 operating sources, since the capital assets themselves cannot be used to liquidate those liabilities.

Statement of Net Position

Table 1 provides a comparative summary of the Fire District's Net Position for the years ended in 2017 and 2016.

**Table 1
Net Position**

	<u>2017</u>	<u>2016</u>
Assets		
Cash	\$ 142,489	\$ 171,662
State Aid Receivable		
Capital Assets	<u>165,310</u>	<u>134,292</u>
Total Assets	<u>307,799</u>	<u>305,954</u>
Liabilities		
Accounts Payable	423	5,630
LOSAP	13,600	18,645
Accrued Interest Payable	1,105	1,741
Due Within One Year	30,348	40,775
Noncurrent Liabilities		
Reserve for LOSAP	30,297	6,643
Due Beyond One Year	40,672	71,019
Total Liabilities	<u>116,445</u>	<u>144,453</u>
Net Position	<u>191,354</u>	<u>161,501</u>
Analysis of Net Position		
Invested in Capital Assets, Net of Related Debt	94,290	22,498
Restricted for:		
Future Capital Outlay	50,911	77,911
Other Purposes	179	
Unrestricted	45,974	61,092
Total Net Position	<u>\$ 191,354</u>	<u>\$ 161,501</u>

Net position of governmental activities increased \$29,853 from the previous year, resulting from an increase in total assets and a decrease in total liabilities of \$1,845 and \$28,008 respectively.

Governmental Activities. The Statement of Activities shows the cost of the governmental activities program services and the charges for services and grants offsetting those services. Table 2 shows the changes in Net Position for 2017 and 2016.

Table 2
Statement of Activities

	<u>2017</u>	<u>2016</u>
Expenses:		
Operating Expenses		
Administration	\$ 30,705	\$ 24,385
Cost of Operations and Maintenance	276,133	272,066
LOSAP Contribution	20,000	20,000
Interest on Capital Lease	5,099	8,715
Depreciation Expense	50,286	37,518
Total Program Expenses	<u>382,223</u>	<u>362,684</u>
Taxes:		
Property Taxes, Levied for General Purpose	364,642	322,328
Taxes Levied for Debt Service	46,509	83,821
Other Miscellaneous Income	64	744
Operating Grant Revenue	861	861
Total General Revenues	<u>412,076</u>	<u>407,754</u>
Decrease in Net Position	29,853	45,070
Net Position, January 1	<u>161,501</u>	<u>116,431</u>
Net Position, December 31	<u><u>\$ 191,354</u></u>	<u><u>\$ 161,501</u></u>

Taxes constituted 99% of Fire District revenues for the year 2017.

Administrative expenses were 8% of the Fire District's 2017 expenses, while cost of operations and maintenance comprised 72%. The remaining 20% of the District's total expenses were non-operating costs.

Financial Analysis of the Government Funds

As previously stated, Commercial Township Fire District No. 3 uses fund accounting to ensure and demonstrate compliance with finance-related legal requirements.

Governmental Funds. The focus of the Fire District's governmental funds is to provide information on near-term inflows, outflows and balances of spendable resources. Such information is useful in assessing the Commercial Township Fire District No. 3'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 Commercial Township Fire District No. 3's governmental funds reported combined ending fund balances of \$98,169, representing a \$42,575 decrease from the prior year. This ending fund balance is comprised of \$47,079 in unrestricted funds, of which \$16,287 is assigned to support the 2018 operating budget. The remaining fund balance of \$51,090 is restricted for future capital outlay, of which \$50,000 is assigned to support the 2018 capital budget, along with \$179 for Debt Service. The general fund is the main operating fund utilized and possessing the resources of the Fire District.

Key factors of operations are as follows:

- Expenditures exceeded Revenues by \$42,575 in 2017.
- Revenues increased by \$4,322 from the year before, representing an increase in the Tax Levy of \$5,002 and a \$680 decrease in non-operating revenue.
- Capital appropriations reflected a favorable budgetary variance of \$50,000, which represents a transfer to the Reserve for Future Capital Outlay.
- Operating Expenditures increased over the same time period by \$12,664.

General Fund Budgetary Highlights

The original operating budgetary estimate of \$469,642 and debt service estimate of \$46,509 were the same as the final budget for planned expenditure appropriations. The final budgetary basis expenditure appropriation estimate is equal to the final budgetary basis revenue and the fund balance appropriated, in the amount of \$105,000.

The original budgetary revenue estimate of \$364,642 was the same as the final budget. This amount was made up entirely of property taxes (local tax levy). The District also levied taxes for debt service during 2017, in the amount of \$46,509.

Capital Assets and Debt Administration

Commercial Township Fire District No. 3's net investment in capital assets for its governmental activities as of December 31, 2017 amounts to \$165,310. This investment in capital assets includes land, buildings and improvements, vehicles and firefighting equipment, as shown in Note 7 to the Financial Statements. The total cost of the capital assets was \$1,669,043 and the balance in accumulated depreciation was \$1,503,733.

CAPITAL ASSETS (NET OF ACCUMULATED DEPRECIATION)

	<u>2017</u>	<u>2016</u>
Land, Building & Improvements	\$ 32,645	\$ 34,713
Equipment	75,053	16,976
Vehicles	57,612	82,603
Total Capital Assets	<u>\$ 165,310</u>	<u>\$ 134,292</u>

Long-Term Obligations

The District currently has one capital lease agreement outstanding. As of December 31, 2017, the principal balance remaining on this lease amounted to \$71,020, of which, \$30,348 is due in 2018.

Economic Factors and Subsequent Years Budget

For the 2017 year Commercial Township Fire District No. 3 was able to sustain its budget through the district tax levy and other sources of revenue.

The Board of Fire Commissioners adopted the 2018 budget on January 14, 2018 and the voters subsequently approved the budget at the annual fire district election held on February 17, 2018.

The Fire District's budget is prepared according to New Jersey law, and is based on accounting for certain transactions on a basis of accrual accounting.

Contacting the Fire District's Financial Management

This financial report is designed to provide our patrons, citizens, taxpayers, 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, James D'Ambrosio Jr., Chairman of Commercial Township Fire District No. 3, Commercial Township, NJ at 5436 Battle Lane, Millville, NJ 08332.

BASIC FINANCIAL STATEMENTS

DISTRICT-WIDE FINANCIAL STATEMENTS

COMMERCIAL TOWNSHIP FIRE DISTRICT NO. 3
STATEMENT OF NET POSITION
DECEMBER 31, 2017

	<u>Governmental Activities</u>
ASSETS	
Cash and Cash Equivalents	\$ 142,489
Capital Assets, net (Note 7)	165,310
Total Assets	<u>307,799</u>
LIABILITIES	
Accounts Payable	423
Due to LOSAP Trust Fund	13,600
Accrued Interest Payable	1,105
Lease Debt Due Within One Year (Note 8)	30,348
Noncurrent Liabilities:	
Reserve for LOSAP	30,297
Due Beyond One Year (Note 8)	40,672
Total Liabilities	<u>116,445</u>
NET POSITION	
Invested in Capital Assets, Net of Related Debt Restricted	94,290
Future Capital Outlay	50,911
Other Purposes	179
Unrestricted	45,974
Total Net Position	<u>\$ 191,354</u>

The accompanying Notes to Financial Statements are an integral part of this statement.

COMMERCIAL TOWNSHIP FIRE DISTRICT NO. 3
STATEMENT OF ACTIVITIES
DECEMBER 31, 2017

	<u>Governmental</u> <u>Activities</u>
Expenses:	
Operating Appropriations:	
Administration	\$ 30,705
Cost of Operations and Maintenance	276,133
Length of Service Award Program (LOSAP) - Contribution (P.L. 1997, c. 388)	20,000
Interest on Long Term Debt	5,099
Depreciation	50,286
Total Program Expenses	<u>382,223</u>
Program Revenues:	
Operating Grants and Contributions	861
Net Program Expenses	<u>381,362</u>
General Revenues:	
Taxes:	
Property Taxes, Levied for General Purposes	364,642
Taxes Levied for Debt Service	46,509
Miscellaneous Revenues	64
Total General Revenues	<u>411,215</u>
Increase (Decrease) in Net Position	29,853
Net Position, January 1	<u>161,501</u>
Net Position, December 31	<u>\$ 191,354</u>

The accompanying Notes to Financial Statements are an integral part of this statement.

FUND FINANCIAL STATEMENTS

COMMERCIAL TOWNSHIP FIRE DISTRICT NO. 3
BALANCE SHEET
GOVERNMENTAL FUNDS
DECEMBER 31, 2017

	General Fund	Debt Service Fund	Total Governmental Funds
ASSETS			
Cash and Cash Equivalents	\$ 142,310	\$ 179	\$ 142,489
Total Assets	\$ 142,310	\$ 179	\$ 142,489
LIABILITIES AND FUND BALANCES			
Liabilities:			
Accounts Payable	\$ 423	\$	\$ 423
Due to LOSAP Trust Fund	13,600		13,600
Reserve for LOSAP	30,297		30,297
Total Liabilities	44,320		44,320
Fund Balances:			
Restricted:			
Reserve for Future Capital Outlay	911		911
Assigned:			
Designated for Subsequent Years Expenditures:			
Unrestricted	16,287		16,287
Restricted - Capital Outlay	50,000		50,000
Debt Service Fund		179	179
Unassigned, Reported in:			
General Fund	30,792		30,792
Total Fund Balances	97,990	179	98,169
Total Liabilities and Fund Balances	\$ 142,310	\$ 179	

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 \$1,669,043 and the accumulated depreciation is \$1,503,733. (Note 7)

165,310

Accrued interest payable is not due and payable in the current period and, therefore, is not reported as liabilities in the funds.

(1,105)

Long-term liabilities, including bonds payable, are not due and payable in the current period and therefore are not reported as liabilities in the funds (see Note 8).

(71,020)

Net position of governmental activities

\$ 191,354

The accompanying Notes to Financial Statements are an integral part of this statement.

COMMERCIAL TOWNSHIP FIRE DISTRICT NO. 3
STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES
GOVERNMENTAL FUNDS
FOR THE YEAR ENDED DECEMBER 31, 2017

	<u>General</u> <u>Fund</u>	<u>Debt</u> <u>Service</u> <u>Fund</u>	<u>Total</u> <u>Governmental</u> <u>Funds</u>
REVENUES			
Non Budgetary Revenues	\$ 64	\$	\$ 64
Operating Grant Revenue	861		861
Amount to be Raised by Taxation	364,642	46,509	411,151
Total Revenues	<u>365,567</u>	<u>46,509</u>	<u>412,076</u>
EXPENDITURES			
Operating Appropriations:			
Administration	30,705		30,705
Cost of Operations and Maintenance	280,437		280,437
Capital Lease Principle		40,774	40,774
Capital Lease Interest		5,735	5,735
Length of Service Award Program (LOSAP) - Contribution (P.L. 1997, c. 388)	20,000		20,000
Capital Outlay	77,000		77,000
Total Expenditures	<u>408,142</u>	<u>46,509</u>	<u>454,651</u>
Excess (Deficiency) of Revenues Over Expenditures	(42,575)		(42,575)
OTHER FINANCING SOURCES (USES)			
Net Change in Fund Balances	(42,575)		(42,575)
Fund Balance—Jan 1	140,565	179	140,744
Fund Balance—Dec 31	<u>\$ 97,990</u>	<u>\$ 179</u>	<u>\$ 98,169</u>

The accompanying Notes to Financial Statements are an integral part of this statement.

COMMERCIAL TOWNSHIP FIRE DISTRICT NO. 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, 2017

Total net change in fund balances - governmental funds (from B-2)	\$	(42,575)
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	\$	(50,286)
Capital Outlay		<u>81,304</u>
		31,018
Repayment of capital lease 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.		40,774
In the Statement of Activities, interest on Capital Leases is accrued, regardless of when it is due.		<u>636</u>
Change in net assets of governmental activities (A-2)	\$	<u><u>29,853</u></u>

The accompanying Notes to Financial Statements are an integral part of this statement.

NOTES TO THE FINANCIAL STATEMENTS

NOTES TO FINANCIAL STATEMENTS
YEAR ENDED DECEMBER 31, 2017

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

- a. **Description of Reporting Entity** - Fire District No. 3 of Commercial Township is a political subdivision of the Township of Commercial, Cumberland County, New Jersey. 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 taxpaying authority charged with the responsibility of providing the resources necessary to provide fire-fighting services to the residents within its territorial location known as the Laurel Lake area.

The Fire District is not a component unit of any other financial reporting entity as to Governmental Accounting Standards Board Statement No. 14, as amended by GASB Statements No. 39 and No. 61.

- b. **Basis of Accounting, Measurement Focus and Basis of Preparation**

Basis of Presentation: The financial statements of the Fire District conform to 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.

District-wide Financial Statements – 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.

NOTES TO FINANCIAL STATEMENTS
YEAR ENDED DECEMBER 31, 2017
(CONTINUED)

1. **SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)**

c. **Basis of Accounting, Measurement Focus and Basis of Presentation (Continued)**

Basis of Presentation (Continued)

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, which is 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 the fund from which they will be paid. The difference between governmental fund assets and liabilities is reported as fund balance. The following is the Fire District's major governmental fund:

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

Measurement Focus:

District-wide Financial Statements – 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 Position.

Fund Financial Statements – 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, labeled as Exhibit B-3.

NOTES TO FINANCIAL STATEMENTS
YEAR ENDED DECEMBER 31, 2017
(CONTINUED)

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

c. Basis of Accounting, Measurement Focus and Basis of Presentation (Continued)

Basis of Accounting: Basis of accounting determines when transactions 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, entitlements, 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 the following established payment schedule: on or before April 1, an amount equaling 21.25% of all moneys assessed; on or before July 1, an amount equaling 22.5% of all moneys assessed; on or before October 1, an amount equaling 25% of all moneys assessed; and on or before December 31, an amount equaling the difference between the total of all moneys so assessed and the total amount of moneys previously paid over. 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 specific purpose, and expenditures requirements, in which the resources are provided to the Fire District on a reimbursement basis. Under the modified accrual basis, grants, fees, and rental revenue sources are considered to be both measurable and available at year-end.

Expenses / Expenditures – 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.

NOTES TO FINANCIAL STATEMENTS
YEAR ENDED DECEMBER 31, 2017
(CONTINUED)

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

- d. Budgets and Budgetary Accounting** - 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 hearings 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 financial statements.

Amounts reported under "final budget" in Exhibits C-1 for operations include modifications, if any, to the adopted budget that were made during the year as approved by the Board of Fire Commissioners.

Exhibit C-2 presents a reconciliation of the general fund revenues and special revenue fund revenues and expenditures from the budgetary basis of accounting as presented in the General Fund Budgetary Comparison Schedule and the Special Revenue 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.

- e. Encumbrances** - 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, other than in 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 and services. Due to the small size of the Fire District, the selective encumbrance method is implemented rather than a full encumbrance system.

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

NOTES TO FINANCIAL STATEMENTS
YEAR ENDED DECEMBER 31, 2017
(CONTINUED)

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

- e. **Encumbrances (Continued)** - Encumbered appropriations carry over into the next fiscal year. An entry will be made at the beginning of the next year to increase the appropriation reflected in the adopted budget by the outstanding encumbrance amount as of the current year-end.
- f. **Cash, Cash Equivalents and Investments** - 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. All certificates of deposit are recorded as cash regardless of the date of maturity.

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 follows the guidelines which require 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 deposits with a failed banking institution in New Jersey.

N.J.S.A. 17:9-41 et seq. establishes the requirements for 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 the 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.

- g. **Inventories and Prepaid Expenses** – 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.

Prepaid expenses recorded in the governmental fund types, which benefit future periods, are recorded as expenditures 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, 2017.

- h. **Interfunds** - Interfund receivables and payables, if any, that arise from transactions between funds that are due within one year are recorded by all funds affected by such transactions in the period in which the transaction is executed. These amounts are eliminated in the Statement of Net Position.

NOTES TO FINANCIAL STATEMENTS
YEAR ENDED DECEMBER 31, 2017
(CONTINUED)

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

- i. Capital Assets** – 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 Position 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 \$1,000. The Fire District does not possess any infrastructure. Improvements are capitalized; the cost of normal maintenance and repairs that do not add value to the asset or materially extend an asset's life are not. All reported capital assets, except land and construction in progress, are required to be depreciated. Improvements are to be depreciated over the remaining useful lives of the related capital assets.

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

<u>Description</u>	<u>Estimated Lives</u>
Buildings and Improvements	20 - 50 Years
Vehicles	5-10 Years
Furniture and Firefighting Equipment	5 Years

N.J.S.A. 40A:14-84 governs the procedures for the acquisition of property and equipment for Fire Districts, and N.J.S.A. 40A:14-85 to 87 governs procedures for the issuance of any debt related to such purchases. In summary, Fire Districts may purchase firefighting apparatus and equipment and land and buildings to house such property in an amount not exceeding 5 mills on the dollar of the last assessed valuation or property within the district upon the approval of the legal voters. Debt may be issued up to \$60,000, or 2 percent of the assessed valuation of property, whichever is larger.

- j. Long-Term Obligations** - Long-term debt is recognized as a liability in the Fund Financial Statements of the Fire District when due, or when resources have been accumulated in the Debt Service Fund for payment early in the following year. For other long-term obligations, only that portion expected to be financed from expendable available financial resources is reported as a fund liability of the Fire District. The remaining portion of such obligations is reported in the Statement of Net Position.
- k. Unearned Revenue** - Unearned revenue in the special revenue fund represents cash, which has been received but not yet earned.

NOTES TO FINANCIAL STATEMENTS
YEAR ENDED DECEMBER 31, 2017
(CONTINUED)

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

- l. Fund Equity and Reserves** - Reserves represent those portions of fund equity not available for appropriation for expenditure or legally segregated for a specific future use. These include legally restricted appropriations and future capital outlays, designated for future use of financial resources. Unreserved Fund Balances represent that portion of Fund Balance that is available for appropriation in future periods. Open Encumbrances represent reserve expenditures that are not complete but will be satisfied within the next accounting period.

- m. Use of Estimates** - In order for the preparation of basic financial statements to be in conformity with generally accepted accounting principles, management is required to make estimates and assumptions that affect certain reported amounts and disclosures. Accordingly, actual results could differ from those estimates.

- n. Comparative Data** - Comparative total data for the prior year have been presented in selected sections of the accompanying basic financial statements in order to provide an understanding of the changes in the Fire District's financial position and operations.

- o. Net Position**- Net Position represents the difference between the summation of assets and deferred outflows of resources, and the summation of liabilities and deferred inflows of resources. Net Position is classified into the following three components:

Net Investment in Capital Assets- This components represents capital assets, net of accumulated depreciation, net of outstanding balances of borrowings used for acquisition, construction, or improvement of those assets.

Restricted- Net Position is 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.

Unrestricted- Net Position is reported is reported as unrestricted when it does not meet the criteria of the other two components of Net Position.

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

- p. Fund Balance**- The Fire District reports fund balance in classifications that comprise a hierarchy based primarily on the extent to which the Fire District is bound to honor constraints on the specific purposes for which amounts in those funds can be spent. The Fire District's classifications and polices for determining such classifications are as follows:

Non-Spendable- The non-spendable fund balance classification included amounts that cannot be spent because they are either not in spendable form or are legally or contractually required to be maintained intact. The "not in spendable form" criterion includes items that are not expected to be converted to cash, such as inventories and prepaid amounts.

NOTES TO FINANCIAL STATEMENTS
YEAR ENDED DECEMBER 31, 2017
(CONTINUED)

1. **SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES** (Continued)

p. **Fund Balance** (Continued)

Restricted- The restricted fund balance classification includes amounts that are restricted to specific purposes. Such restrictions or constraints are placed on the use of resources either by being externally imposed by creditors, grantors, contributors, or laws or regulations of other governments or imposed by law through constitutional provisions or enabling legislation.

Committed- The committed fund balance classification includes amounts that can be used for specific purposes pursuant to constraints imposed by formal action of the Fire District's highest level of decision-making authority, which for the Fire District, is the Board of Commissioners. Such formal action consists of an affirmative vote by the Board of Commissioners, memorialized by the adoption of a resolution. Once committed, amounts cannot be used for any other purpose unless the Board of Commissioners removes or changes the specified use by taking the same type of action (resolution) it employed to previously commit those amounts.

Assigned- The assigned fund balance classification includes amounts that are constrained by the Fire District's intent to be used for specific purposes, but are neither restricted nor committed. Intent is expressed by the Board of Commissioners.

Unassigned- The unassigned fund balance classification is the residual classification for the general fund. This classification represents fund balance that has not been assigned to other funds and that has not been restricted, committed, or assigned to specific purposes within the general fund. The general fund is the only fund that reports a positive unassigned fund balance amount. In other governmental funds, if expenditures incurred for specific purposes exceed the amounts restricted, committed, or assigned to those purposes, it may be necessary to report a negative unassigned fund balance.

q. **New Accounting Standards:**

The District has adopted the following GASB statements:

- GASB No. 74 - *Financial Reporting for Postemployment Benefit Plans Other Than Pension Plans:* The objective of this Statement is to improve the usefulness of information about postemployment benefits other than pensions (other postemployment benefits or OPEB) included in the general purpose external financial reports of state and local governmental OPEB plans for making decisions and assessing accountability. This Statement results from a comprehensive review of the effectiveness of existing standards of accounting and financial reporting for all postemployment benefits (pensions and OPEB) with regard to providing decision-useful information, supporting assessments of accountability and interperiod equity, and creating additional transparency. The requirements of this Statement will be effective for reporting periods beginning after June 15, 2017. The adoption of GASB 74 is not expected impact the financial statements of the District.

NOTES TO FINANCIAL STATEMENTS
YEAR ENDED DECEMBER 31, 2017
(CONTINUED)

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

q. New Accounting Standards (Continued):

- **GASB No. 81 - *Irrevocable Split-Interest Agreements***: The objective of this Statement is to improve accounting and financial reporting for irrevocable split-interest agreements by providing recognition and measurement guidance for situations in which a government is a beneficiary of the agreement. The requirements of this Statement are effective for reporting periods beginning after June 15, 2017. The adoption of GASB 81 is not expected to impact the financial statements of the District.
- **GASB No. 82 - *Pensions - an Amendment of GASB No. 67, No. 68 and No. 73***: The objective of this Statement is to address certain issues that have been raised with respect to Statements No. 67, *Financial Reporting for Pension Plans*, No. 68, *Accounting and Financial Reporting for Pensions*, and No. 73, *Accounting and Financial Reporting for Pensions and Related Assets That Are Not within the Scope of GASB Statement 68, and Amendments to Certain Provisions of GASB Statements 67 and 68*. Specifically, this Statement addresses issues regarding (1) the presentation of payroll-related measures in required supplementary information, (2) the selection of assumptions and the treatment of deviations from the guidance in an Actuarial Standard of Practice for financial reporting purposes, and (3) the classification of payments made by employers to satisfy employee (plan member) contribution requirements. The requirements of this Statement are effective for reporting periods beginning after June 15, 2017. The adoption of GASB 82 did not impact the financial statements of the District.

Other accounting standards that the District is currently reviewing for applicability and potential impact on the financial statements include:

- **GASB No. 75 - *Accounting and Financial Reporting for Postemployment Benefits Other Than Pensions***: The primary objective of this Statement is to improve accounting and financial reporting by state and local governments for postemployment benefits other than pensions. It also improves information provided by state and local governmental employers about financial support for OPEB that is provided by other entities. This Statement results from a comprehensive review of the effectiveness of existing standards of accounting and financial reporting for all postemployment benefits (pensions and OPEB) with regard to providing decision-useful information, supporting assessments of accountability and interperiod equity, and creating additional transparency. The requirements of this Statement will be effective for reporting periods beginning after June 15, 2017. The Board is evaluating the potential impact of the adoption of GASB 75 on the District's financial statements.
- **GASB No. 83 - *Certain Asset Retirement Obligations***: This Statement addresses accounting and financial reporting for certain asset retirement obligations (AROs). An ARO is a legally enforceable liability associated with the retirement of a tangible capital asset. A government that has legal obligations to perform future asset retirement activities related to its tangible capital assets should recognize a liability based on the guidance in this Statement. The requirements of Statement will be effective for reporting periods beginning after June 15, 2018. The Board is evaluating the potential impact of the adoption of GASB 83 on the District's financial statements.

NOTES TO FINANCIAL STATEMENTS
YEAR ENDED DECEMBER 31, 2017
(CONTINUED)

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

q. New Accounting Standards (Continued):

- GASB No. 84 - *Fiduciary Activities*: The objective of this Statement is to improve guidance regarding the identification of fiduciary activities for accounting and financial reporting purposes and how those activities should be reported. This Statement establishes criteria for identifying fiduciary activities of all state and local governments. The focus of the criteria generally is on (1) whether a government is controlling the assets of the fiduciary activity and (2) the beneficiaries with whom a fiduciary relationship exists. Separate criteria are included to identify fiduciary component units and postemployment benefit arrangements that are fiduciary activities. The requirements of Statement will be effective for reporting periods beginning after December 15, 2018. The Board is evaluating the potential impact of the adoption of GASB 84 on the District's financial statements.
- GASB No. 85 - *Omnibus 2017*: The objective of this Statement is to address practice issues that have been identified during implementation and application of certain GASB Statements. This Statement addresses a variety of topics including issues related to blending component units, goodwill, fair value measurement and application, and postemployment benefits (pensions and other postemployment benefits [OPEB]). The requirements of Statement will be effective for reporting periods beginning after June 15, 2017. The Board is evaluating the potential impact of the adoption of GASB 85 on the District's financial statements.
- GASB No. 86 - *Certain Debt Extinguishment Issues*: The primary objective of this Statement is to improve consistency in accounting and financial reporting for in-substance defeasance of debt by providing guidance for transactions in which cash and other monetary assets acquired with only existing resources—resources other than the proceeds of refunding debt—are placed in an irrevocable trust for the sole purpose of extinguishing debt. This Statement also improves accounting and financial reporting for prepaid insurance on debt that is extinguished and notes to financial statements for debt that is defeased in substance. The requirements of Statement will be effective for reporting periods beginning after June 15, 2017. The Board is evaluating the potential impact of the adoption of GASB 86 on the District's financial statements.
- GASB No. 87 - *Leases*: The objective of this Statement is to better meet the information needs of financial statement users by improving accounting and financial reporting for leases by governments. This Statement increases the usefulness of governments' financial statements by requiring recognition of certain lease assets and liabilities for leases that previously were classified as operating leases and recognized as inflows of resources or outflows of resources based on the payment provisions of the contract. It establishes a single model for lease accounting based on the foundational principle that leases are financings of the right to use an underlying asset. Under this Statement, a lessee is required to recognize a lease liability and an intangible right-to-use lease asset, and a lessor is required to recognize a lease receivable and a deferred inflow of resources, thereby enhancing the relevance and consistency of information about governments' leasing activities. The requirements of Statement will be effective for reporting periods beginning after periods beginning after December 15, 2019. The Board is evaluating the potential impact of the adoption of GASB 87 on the District's financial statements.

NOTES TO FINANCIAL STATEMENTS
YEAR ENDED DECEMBER 31, 2017
(CONTINUED)

2. CASH AND CASH EQUIVALENTS

- a. **Custodial Credit Risk** - All bank deposits and investments as of the balance sheet date are entirely insured or collateralized by a pool maintained by public depositories as required by the Governmental Unit Protection Act which are classified as credit risk per N.J.S. 40 A:5-15.1(A).

Custodial Credit Risk is the risk that, in the event of a bank failure, the districts deposits may not be returned to it. Although the district does not have a formal policy regarding custodial credit risk, as described in Note 1, N.J.S.A. 17:9-41 et. Seq. requires that governmental units deposit public funds in public depositories protected from loss under the provisions of the Governmental Unit Protection Act.

The Fire District designates and approves a list of authorized depository institutions based on an evaluation of solicited responses and presentation of GUDPA certifications provided by the financial institutions.

As of December 31, 2017, the District's bank balance of \$149,654 was exposed to custodial credit risk as follows:

Insured	\$ 149,654
Uninsured and collateralized with securities held by pledging financial institutions	<u>\$ 149,654</u>

b. **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 for most investments.

- c. **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, the State of New Jersey Cash Management Plan, local government investment pools, or repurchase of fully collateralized securities.
- d. **Concentration of Credit Risk** - The District places no limit on the amount the District may invest in any one issuer.

NOTES TO FINANCIAL STATEMENTS
YEAR ENDED DECEMBER 31, 2017
(CONTINUED)

2. CASH AND CASH EQUIVALENTS (Continued)

- e. **Unaudited Investments** - As more fully described in Note #10, 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 N.J.S.A. 43:15B-1 et. seq. except that all investments are retained in the name of the District. All investments are valued at fair market value. In accordance with N.J.A.C. 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. Any information available on the investments is with the Lincoln Financial Group, who is the approved plan agent.

3. PROPERTY TAX LEVIES

Following is a tabulation of Fire District assessed valuations, tax levies and property tax rates per \$100 of assessed valuations for the current and preceding four years:

<u>Fiscal Year</u>	<u>Assessed Valuations</u>	<u>Total Tax Levy</u>	<u>Property Tax Rate</u>
2017	\$ 136,632,100	\$ 411,151	\$ 0.301
2016	136,902,700	406,149	0.297
2015	138,643,650	394,451	0.285
2014	137,991,131	377,850	0.274
2013	138,437,100	378,450	0.273

4. LITIGATION

The District did not consult a Solicitor regarding any litigation, claims, or assessments during 2017.

NOTES TO FINANCIAL STATEMENTS
YEAR ENDED DECEMBER 31, 2017
(CONTINUED)

5. RISK MANAGEMENT

The 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.

Property and Liability Insurance – The District maintains commercial insurance coverage for property, liability and surety bonds.

6. FUND BALANCES APPROPRIATED

The following presents the fund balance as of the end of the last five years and the amount utilized in the subsequent year's budget:

Year	Restricted and Assigned Fund Balance		Unassigned Fund Balance		Utilization in Subsequent Budget	
	Dec. 31	Dec. 31	Dec. 31	Unrestricted	Restricted	
2017	\$ 67,377	\$ 30,792	\$ 16,287	\$ 50,000		
2016	105,911	34,833	28,000	77,000		
2015	70,211	65,078	27,300			
2014	36,911	91,437	29,000			
2013	59,300	85,596	31,800		27,500	

Of the \$98,169 in fund balance, \$179 is restricted for debt service, \$66,287 is assigned to support the 2018 adopted budget, \$911 is restricted for future capital outlay and \$30,792 remains unassigned for general use.

NOTES TO FINANCIAL STATEMENTS
YEAR ENDED DECEMBER 31, 2017
(CONTINUED)

7. CAPITAL ASSETS

Capital Asset activity for the year ended December 31, 2017 was as follows:

	Balance December 31, 2016	Additions	Adjustment	Balance December 31, 2017
Land	\$ 5,000	\$	\$	\$ 5,000
Total Capital Assets not Being Depreciated	5,000			5,000
Buildings and Improvements	117,446			117,446
Furniture & Fixtures	15,893			15,893
Vehicles	729,027			729,027
Equipment	720,373	81,304		801,677
Total Capital Assets Being Depreciated	1,582,739	81,304		1,664,043
Less Accumulated Depreciation:				
Buildings and Improvements	(87,733)	(2,069)		(89,802)
Furniture & Fixtures	(15,893)			(15,893)
Vehicles	(646,424)	(24,992)		(671,416)
Equipment	(703,397)	(23,225)		(726,622)
Total Accumulated Depreciation	(1,453,447)	(50,286)		(1,503,733)
Total Capital Assets Being Depreciated, Net of Accumulated Depreciation	129,292	31,018		160,310
Capital Assets, Net	\$ 134,292	\$ 31,018	\$	\$ 165,310

* Depreciation expense was charged to governmental functions as follows:

Administration	\$
Cost of Operations and Maintenance	50,286
	\$ 50,286

NOTES TO FINANCIAL STATEMENTS
YEAR ENDED DECEMBER 31, 2017
(CONTINUED)

8. LONG-TERM DEBT

During the year ended December 31, 2009, the Fire District refinanced its leasing agreement and included additional lease proceeds to fund the acquisition of a new ambulance, in the amount of \$103,900 and a new brush truck, in the amount of \$146,016. The following changes occurred in long-term obligations:

	<u>Principal Outstanding 1/1/2017</u>	<u>Decreases</u>	<u>Principal Outstanding 12/31/2017</u>	<u>Due Within One Year</u>	<u>Due After One Year</u>
Obligations under Capital Lease	\$ 111,794	\$ 40,774	\$ 71,020	\$ 30,348	\$ 40,672

Capital Leases Payable – The Fire District is leasing a custom pumper fire truck, an ambulance and additional equipment for the trucks under a capital lease. The following is a schedule of the future minimum lease payments under the capital lease, and the present value of the net minimum lease payments at December 31, 2017.

<u>Year Ending December 31,</u>	<u>Principal</u>	<u>Interest</u>	<u>Total</u>
2018	\$ 30,348	\$ 3,725	\$ 34,073
2019	32,283	1,790	34,073
2020	8,389	130	8,519
	<u>\$ 71,020</u>	<u>\$ 5,645</u>	<u>\$ 76,665</u>

9. SUBSEQUENT EVENTS

None

10. LENGTH OF SERVICE AWARDS PROGRAM (LOSAP)

On February 13, 2000, the voters of Commercial Fire District #3 approved the Resolution adopted to establish 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 are defined as firefighting and prevention services, emergency medical services and ambulance services pursuant to Section 457 (e) (11) (13) 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.

NOTES TO FINANCIAL STATEMENTS
YEAR ENDED DECEMBER 31, 2017
(CONTINUED)

10. LENGTH OF SERVICE AWARDS PROGRAM (LOSAP) (Continued)

The first year of eligibility for entrance into the Plan by qualified volunteers was calendar 2000. Amounts deferred under section 457 Plans must be held in trust for the exclusive benefit of participating volunteers and not be accessible by the Fire District or its Creditors.

As required by N.J.A.C 5:30-14.49, the Fire District must have an annual review of its LOSAP performed in accordance with Statement on Standards for Accounting and Review Services issued by the American Institute of Certified Public Accountants.

The following description of the LOSAP of Commercial Fire District #3 provides only general information. Participants should refer to the Program agreement for a more complete description of the Program's provisions. The Fire District is the Program sponsor.

General – The Program is a defined contribution Program covering volunteers in Commercial Fire District No. 3 who have performed sufficient services to earn a number of “points” as defined in a resolution adopted by the Board of Fire Commissioners of Fire District No. 3 on February 13, 2000 and approved by the voters of the District as a public question at the annual fire commissioners' election on February 13, 2000.

Contributions – The Fire Districts contribution, on behalf of a participant that is a qualifying volunteer, is as follows:

2017 - \$1,674

Participant Accounts – Each participant's account reflects the total amount of contributions that are allocated to the account and the earnings thereon, any payments or withdrawals on the participant's behalf from the account and any expenses. Under the enabling legislation, the amount in each participants account is not subject to the general creditors of the District.

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

Participant Loans – Loans are not permitted under the Program.

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

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

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

Withdrawals – The plan provides for hardship withdrawals, of which there were two during 2017.

NOTES TO FINANCIAL STATEMENTS
YEAR ENDED DECEMBER 31, 2017
(CONTINUED)

10. LENGTH OF SERVICE AWARDS PROGRAM (LOSAP) (Continued)

Contribution Receivable – As set forth in the resolution adopted by District, the Plan Sponsor is obligated to make contributions for participants in the plan who meet the service requirements in any qualifying year.

In 2018, the District determined its 2017 LOSAP contribution to be \$13,600. This amount has been accrued and is reflected in the Statement of Net Position.

Investments – All investment balances at December 31, 2017 are certified by Lincoln Financial Group and are valued at market value as stated by Lincoln Financial Group. As of December 31, 2017, the fair market value of the plan investments was \$69,331, which includes the 2016 District contribution of \$18,645.

Reserve - During 2017, the Reserve for LOSAP activity was as follows:

Reserve for LOSAP as of December 31, 2016	\$	6,643
Increased by:		
Transferred from General Fund	20,000	
Refund	17,254	
		<hr style="width: 100%; border: 0.5px solid black;"/>
		43,897
Decreased by:		
2017 LOSAP Contribution		<hr style="width: 100%; border: 0.5px solid black;"/>
		13,600
Reserve for LOSAP as of December 31, 2017	\$	<hr style="width: 100%; border: 0.5px solid black;"/> <hr style="width: 100%; border: 0.5px solid black;"/>
		30,297

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

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

Under the terms of an IRC Section 457 deferred compensation plan, all deferred compensation and income attributable to the investment of the deferred compensation amounts held by the financial institution, until paid or made available to the employees or beneficiaries, are the property of the Township of Commercial Fire District No. 3 subject only to the claims of the District's general creditors. In addition, the participants in the plan have rights equal to those of the general creditors of the District, and each participant's rights are equal to his or her share of the fair market value of the plan assets.

REQUIRED SUPPLEMENTARY INFORMATION – PART II

BUDGETARY COMPARISON SCHEDULES

COMMERCIAL TOWNSHIP FIRE DISTRICT NO. 3
BUDGETARY COMPARISON SCHEDULE
GENERAL FUND
FOR THE YEAR ENDED DECEMBER 31, 2017
(WITH TOTALS FOR 2016)

	2017			Variance Favorable (Unfavorable)	2016
	Original Budget	Modified Budget	Actual		Actual
Revenues					
Revenues and Other Financing Sources:					
Operating Grant Revenue:					
Supplemental Fire Services Program	\$	\$	\$ 861	\$ 861	\$ 861
Amount to be Raised by Taxation to Support the District Budget	364,642	364,642	364,642		322,328
Total Anticipated Revenue	364,642	364,642	365,503	861	323,189
Non-Budgetary Revenues:					
Interest on Investments and Deposits			64	64	91
Miscellaneous Revenue					653
Total Revenues	\$ 364,642	\$ 364,642	\$ 365,567	\$ 925	\$ 323,933
Expenditures					
Operating Appropriations:					
Administration:					
Stipend Payments to Commissioners	\$ 15,000	\$ 15,000	\$ 15,000	\$	\$ 15,000
Office Expense	2,500	4,047	4,047		1,131
Legal	2,500	3,880	3,880		1,425
Professional Services	6,936	6,959	6,959		6,274
Elections	500	403	403		256
Advertising	600	416	416		299
Total Administration	28,036	30,705	30,705		24,385
Cost of Operations and Maintenance:					
Insurance	72,000	66,402	66,402		65,041
Membership and Dues	500	863	863		300
Building - Maintenance and Repairs	25,500	16,988	16,988		29,506
Equipment - Maintenance and Repairs	35,000	39,938	39,938		28,344
Materials and Supplies	10,000	9,649	9,649		3,130
Fuel	10,000	9,381	8,987	394	7,877
Training and Education	4,000	6,175	6,175		2,800
Utilities	13,200	12,259	8,730	3,529	8,104
Telephone	11,000	15,296	15,296		14,229
Medical	1,500	1,500		1,500	970
Rental and Leases	57,689	57,689	57,689		57,689
Inspections & Certifications	5,000	5,000	2,476	2,524	5,227
Miscellaneous Expenses	1,117	1,782	1,782		
Website Maintenance	2,300	2,300	1,499	801	1,499
Rescue Expenses	15,000	15,915	13,163	2,752	18,577
EMS Contracted Services	14,000	14,000	14,000		14,000
Agreement to Fight Fires	16,800	16,800	16,800		16,800
Total Other Operating and Maintenance	294,606	291,937	280,437	11,500	274,093
Length of Service Awards (LOSAP) Contribution (P.L. 1997, c. 388)	20,000	20,000	20,000		20,000

See Notes to Financial Statements

COMMERCIAL TOWNSHIP FIRE DISTRICT NO. 3
BUDGETARY COMPARISON SCHEDULE
GENERAL FUND
FOR THE YEAR ENDED DECEMBER 31, 2017
(WITH TOTALS FOR 2016)

	2017			Variance Favorable (Unfavorable)	2016
	Original Budget	Modified Budget	Actual		Actual
Capital Appropriations					
Reserve for Future Capital Outlays	\$ 50,000	\$ 50,000	\$	\$ 50,000	\$
Capital Improvements	77,000	77,000	77,000		
Total Capital Appropriations	127,000	127,000	77,000	50,000	
Total Operating and Maintenance Expenditures	469,642	469,642	408,142	61,500	318,478
Excess (Deficit) of Revenue Over Expenditures	(105,000)	(105,000)	(42,575)	62,425	5,455
Fund Balance - Beginning of Year	140,565	140,565	140,565		135,110
Fund Balance - End of Year	\$ 35,565	\$ 35,565	\$ 97,990	\$ 62,425	\$ 140,565

See Notes to Financial Statements

**NOTES TO THE REQUIRED SUPPLEMENTARY
INFORMATION**

COMMERCIAL TOWNSHIP FIRE DISTRICT NO. 3
REQUIRED SUPPLEMENTAL INFORMATION
BUDGETARY COMPARISON SCHEDULE
NOTE TO RSI
FOR THE FISCAL YEAR ENDED DECEMBER 31, 2017

**Note A - Explanation of Differences between Budgetary Inflows and Outflows and
GAAP Revenues and Expenditures**

	<u>General Fund</u>
Sources/inflows of resources	
Actual amounts (budgetary basis) "revenue" from the budgetary comparison schedule	\$ 365,567
Total revenues as reported on the statement of revenues, expenditures and changes in fund balances - governmental funds.	\$ 365,567
Uses/outflows of resources	
Actual amounts (budgetary basis) "total outflows" from the budgetary comparison schedule	\$ 408,142
Total expenditures as reported on the statement of revenues, expenditures, and changes in fund balances - governmental funds	\$ 408,142

OTHER SUPPLEMENTARY INFORMATION

LONG-TERM DEBT

COMMERCIAL TOWNSHIP FIRE DISTRICT NO. 3
SCHEDULE OF CAPITAL LEASE PAYABLE
DECEMBER 31, 2017

<u>Description</u>	<u>Interest Rate</u>	<u>Original Issue Amount</u>	<u>Amount Outstanding December 31, 2016</u>	<u>Retired Current Year</u>	<u>Amount Outstanding December 31, 2017</u>
Equipment Lease Agreement	6.231%	\$ 528,087	\$ 111,794	\$ 40,774	\$ 71,020

BUDGETARY COMPARISON SCHEDULE
DEBT SERVICE FUND
FOR THE YEAR ENDED DECEMBER 31, 2017

	2017				2016
	<u>Original Budget</u>	<u>Modified Budget</u>	<u>Actual</u>	<u>Variance Positive (Negative) Final to Actual</u>	<u>Actual</u>
REVENUES:					
Amount to be Raised by Taxation to Support the District Budget	\$ <u>46,509</u>	\$ <u>46,509</u>	\$ <u>46,509</u>	\$ _____	\$ <u>83,821</u>
EXPENDITURES:					
Principal Payments:					
Capital Lease	40,774	40,774	40,774		73,954
Interest Payments:					
Capital Lease	5,735	5,735	5,735		9,867
Total Expenditures	<u>46,509</u>	<u>46,509</u>	<u>46,509</u>		<u>83,821</u>
Excess (Deficiency) of Revenues Over (Under) Expenditures					
Fund Balance, January 1	<u>179</u>	<u>179</u>	<u>179</u>		<u>179</u>
Fund Balance, December 31	\$ <u><u>179</u></u>	\$ <u><u>179</u></u>	\$ <u><u>179</u></u>	\$ _____	\$ <u><u>179</u></u>

SUPPLEMENTAL DATA

COMMERCIAL TOWNSHIP FIRE DISTRICT NO. 3
COUNTY OF CUMBERLAND
SCHEDULE OF STATE AND FEDERAL FINANCIAL ASSISTANCE
FOR THE YEAR ENDED DECEMBER 31, 2017

<u>State Funding Department</u>	<u>State Program</u>	<u>GMIS Number</u>	<u>Grant Award Amount</u>	<u>From</u>	<u>To</u>	<u>Balance 1/1/2017</u>	<u>Receipts or Revenue</u>	<u>Expenditures</u>	<u>Balance 12/31/2017</u>
Department of Community Affairs	Supplemental Fire Services Program	8030-150-041650	\$ 861	1/1/2017	12/31/2017	\$	\$ 861	\$ (861)	\$

EXHIBIT J-2

**SCHEDULE OF RECEIPTS, DISBURSEMENTS AND
CHANGES IN CASH AND INVESTMENTS**

Cash - January 1, 2017		\$	171,662
Receipts:			
District Taxes	\$	411,151	
LOSAP Refund		17,254	
Interest and Other		925	
			<u>429,330</u>
			600,992
Disbursements:			
2016 Accounts Payable		5,630	
2016 LOSAP Contribution		18,645	
Debt Service Payments		46,509	
Capital Improvements		77,000	
Budget Appropriations		310,719	
			<u>458,503</u>
Cash - December 31, 2017		\$	<u><u>142,489</u></u>

Analysis of Balance:

Balance per Bank in Checking	\$	149,654
Less Outstanding Checks		(7,165)
	\$	<u><u>142,489</u></u>

GENERAL COMMENTS

We have audited the financial statements of the Commercial Township Fire District No. 3 as of and for the year ended December 31, 2017 and have issued our report thereon dated April 20, 2018. As part of our examination, we made a study and evaluation of the system of internal accounting control of the Commercial Township Fire District No. 3 to the extent deemed necessary to evaluate the system as required by generally accepted auditing standards.

The purpose of our study and evaluation was to determine the nature, timing and extent of performing the auditing procedures necessary for expressing an opinion on the District's financial statements. Our study and evaluation was more limited than would be necessary to express an opinion on the system of internal control taken as a whole.

The Board of Fire Commissioners of the Commercial Township Fire District No. 3 is responsible for establishing and maintaining a system of internal accounting control. In fulfilling this responsibility, estimates and judgments by management are required to assess the expected benefits and related costs of control procedures. The objectives of a system are to provide management with reasonable, but not absolute, assurance that assets are safeguarded against loss from unauthorized use or disposition, and that transactions are executed in accordance with management's authorization and recorded properly to permit the preparation of financial statements.

Because of inherent limitations in any system of internal accounting control, errors or irregularities may nevertheless occur and not be detected. Also, projection of any evaluation of the system to future periods is subject to the risk that procedures may become inadequate because of changes in conditions or that the degree of compliance with the procedures may deteriorate.

Our study and evaluation made for the purpose described in the second paragraph would not necessarily disclose all material weaknesses in the system. Accordingly, we do not express an opinion on the system of accounting control of the Commercial Township Fire District No. 3 taken as a whole.

The size of the staff is not large enough to achieve adequate segregation of duties. This can result in accounting errors or irregularities that may go undetected. Therefore, to increase the likelihood of detecting material errors or irregularities at an early date, management should monitor and review the financial area and analytically review significant fluctuations between actual and budgeted results of operations. All significant fluctuations should be investigated and resolved in a timely manner.

These conditions were considered in determining the nature, timing and extent of audit tests to be applied in our audit of the financial statements dated April 20, 2018.

The report is intended solely for the use of management and the Division of Local Government Services and should not be used for any other purpose.

GENERAL COMMENTS (Continued)

CONTRACTS AND AGREEMENTS REQUIRED TO BE ADVERTISED PER N.J.S.A. 40A:11-4

N.J.S.A. 40A:11-4 requires every appropriate contract or agreement shall be made or awarded only after public advertising for bids, except as provided otherwise by any other law for the sum exceeding the aggregate of \$17,500.

The Board of Fire Commissioners has the responsibility of determining whether the expenditures in any category will exceed the statutory threshold within the fiscal year. Where question arises as to whether any contract or agreement might result in violation of the statute, the Solicitor's opinion should be sought before a commitment is made. Our examination of expenditures revealed no instance of noncompliance with N.J.S.A 40A:11-4.

AWARD OF PURCHASES, CONTRACTS OR AGREEMENTS BY QUOTATIONS

N.J.S.A. 40A:11-6.1

Prior to the award of any purchase, contract or agreement, the District shall (except in the case of the performance of professional services) solicit quotations, whenever practicable, on any purchase, contract or agreement, the estimated cost or price of which is in excess of \$2,625. The award shall be made on the basis of the lowest responsible quotation received, which quotation is most advantageous to the contracting unit, price and other factors considered; provided, however, that if the contracting agent deems it impracticable to solicit competitive quotations in the case of extraordinary, unspecifiable services, or, in the case of such or any other purchase, contract or agreement awarded hereunder, having sought such quotations received, the contracting agent shall file a statement of explanation of the reason or reasons therefore, which shall be placed on file with said purchase, contract or agreement. Our examination of expenditures revealed that solicitation of quotations was made when needed.

Purchase Orders/Vouchers

Our review of the purchasing and disbursements procedure disclosed that purchase orders/vouchers were used and contained appropriate signatures for approval. The selective encumbrance method of expenditures has been implemented, as required by directive of the Director of the Division of Local Government.

Minutes

Minutes of the meetings of the Commissioners were available, signed and appeared to be prepared on a timely basis.

Supplemental Fire Service Program

A 2017 Certification of State Aid for Commercial Township reflects \$1,871 that may be budgeted and distributed/payable to the Fire Districts in the Township. During 2017, a total of \$861 was allocated and received by the District for Supplemental Fire Service Program Aid.

SCHEDULE OF FINDINGS AND
RECOMMENDATIONS

**TOWNSHIP OF COMMERCIAL FIRE DISTRICT NO. 3
SCHEDULE OF FINDINGS AND RECOMMENDATIONS
FOR THE YEAR ENDED DECEMBER 31, 2017**

Schedule of Financial Statement Findings

REPORTABLE CONDITIONS AND OTHER FINDINGS

This section identifies the significant deficiencies, material weaknesses and instances of noncompliance related to the financial statements that are required to be reported in accordance with Government Auditing Standards 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.

STATUS OF PRIOR YEAR AUDIT FINDINGS

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

Finding No. 2016 – 1

Condition

An over-expenditure existed in one budget line: Building Maintenance & Repairs.

Current Status

This issue has been resolved.

APPRECIATION

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

Respectfully submitted,

NIGHTLINGER, COLAVITA & VOLPA, P.A.

Raymond Colavita, C.P.A.
Registered Municipal Accountant