

COMMERCIAL TOWNSHIP
FIRE DISTRICT NO. 3
COUNTY OF CUMBERLAND
REPORT OF AUDIT
DECEMBER 31, 2013

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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The following officials were in office during 2013:

<u>NAME</u>	<u>TITLE</u>	<u>AMOUNT OF SURETY BOND</u>
<u>Board of Commissioners</u>		
James Crunetti	Chairman	(A)
Larry Coffman	Treasurer	(A)
James D'Ambrosio III	Secretary	(A)
Dick Langlois	Member	(A)
James D'Ambrosio II	Member	(A)

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

NIGHTLINGER, COLAVITA & VOLPA

A Professional Association

Certified Public Accountants

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March 20, 2014

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, 2013, 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 includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. 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, 2013, 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.

New Accounting Standards

As discussed in Note 1 to the financial statements, the Fire District adopted the following new accounting standards issued by the Governmental Accounting Standards Board (GASB): Statement No. 63, Financial Reporting of Deferred Outflows of Resources, Deferred Inflows of Resources, and Net Position and Statement No. 65, Items Previously Reported as Assets and Liabilities. Our opinion is not modified with respect to these matters.

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 32 through 34 and 37 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 as a whole. 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 March 20, 2014 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

NIGHTLINGER, COLAVITA & VOLPA

A Professional Association
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March 20, 2014

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, 2013, which collectively comprise the Commercial Township Fire District No. 3, County of Cumberland, State of New Jersey's basic financial statements and have issued our report thereon dated March 20, 2014. 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.

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 purposes 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 and therefore, there can be no assurance that all deficiencies, significant deficiencies or material weaknesses have been identified. We did not identify any deficiencies in internal control over financial reporting that we consider to be material weaknesses, as defined above. We did not identify any deficiency in internal control over financial reporting, described in the accompanying schedule of findings and recommendation that we consider to be a significant deficiency in internal control over financial reporting.

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 or audit requirements as prescribed by the Bureau of Authority Regulation, New Jersey Division of Local Government Services.

Purpose of this Report

This report is intended for the information of the audit committee, management, federal and state awarding agencies and pass-through entities and the Bureau of Authority Regulation. However, this report is a matter of public record.

Respectfully submitted,

NIGHTLINGER, COLAVITA & VOLPA, P.A.

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

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, 2013
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, 2013. The intent of this discussion and analysis is to look at the Fire District's financial performance as a whole. Readers should also review the 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 liabilities of Commercial Township Fire District No. 3 exceeded its assets at the close of the most recent year by \$41,959, which constitutes Net Position.
- As of the close of the current year, the Fire District's governmental funds reported ending fund balances of \$144,896, an increase of \$7,883 in comparison with the prior year. This increase is attributed to spending less than anticipated in the 2013 budget.

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 fire-fighting/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, Liabilities totaled \$348,146 and Assets totaled \$390,105 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 2013 and 2012.

**Table 1
Net Position**

	<u>2013</u>	<u>2012</u>
Assets		
Cash	\$ 162,850	\$ 41,069
Accounts Receivable		91,295
Prepaid Expenses	5,466	20,955
Capital Assets	<u>221,789</u>	<u>244,297</u>
Total Assets	<u>390,105</u>	<u>397,616</u>
Liabilities		
Accounts Payable	3,412	6,302
Accrued Interest Payable	4,107	6,000
LOSAP	20,008	10,004
Noncurrent Liabilities		
Due Within One Year	65,352	61,433
Due Beyond One Year	<u>255,267</u>	<u>320,619</u>
Total Liabilities	<u>348,146</u>	<u>404,358</u>
Net Position	<u>41,959</u>	<u>(6,742)</u>
Analysis of Net Position		
Invested in Capital Assets, Net of Related Debt	(98,830)	(137,755)
Restricted for:		
Future Capital Outlay	27,500	28,000
Other Puposos	31,800	24,728
Unrestricted	<u>81,489</u>	<u>78,285</u>
Total Net Position	<u>\$ 41,959</u>	<u>\$ (6,742)</u>

Net position of governmental activities increased \$48,701 from the previous year, resulting from decreases in both total assets and liabilities, in the amount of \$7,511 and \$56,212 respectively. The primary reason for the decrease in liabilities is due to a \$61,433 reduction in outstanding debt service, offset by an increase in the reserve for LOSAP of \$10,004.

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 2013 and 2012.

**Table 2
Statement of Activities**

	2013	2012
Expenses:		
Operating Expenses		
Administration	\$ 24,183	\$ 21,177
Cost of Operations and Maintenance	233,680	231,100
Depreciation Expense	33,189	29,141
Interest on Capital Lease	20,496	25,165
LOSAP Contribution	20,000	10,000
Total Program Expenses	331,548	316,583
Taxes:		
Property Taxes, Levied for General Purpose	294,628	281,356
Taxes Levied for Debt Service	83,822	83,822
Other Miscellaneous Income	1,799	6,172
Total General Revenues	380,249	371,350
Decrease in Net Position	48,701	54,767
Net Position, January 1	(6,742)	(61,509)
Net Position, December 31	\$ 41,959	\$ (6,742)

Property taxes constituted 99% of Fire District revenues for the year 2013.

Administrative expenses were 7% of the Fire District's 2013 expenses, while cost of operations and maintenance comprised 70%. The remaining 23% 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 Fund. 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 \$144,896 which was \$7,883 more than the prior year. This ending fund balance includes \$27,500 in funds assigned to be utilized for capital outlay in 2014 and \$31,800 in funds assigned to support the 2014 operating budget. The general fund is the main operating fund utilized and possessing the resources of the Fire District.

Key factors of operations are as follows:

- Revenues exceeded expenditures by \$7,883 in 2013.
- In total, actual expenditures were less than budget appropriations by \$31,312, which excludes the amount transferred into the Reserve for Future Capital Outlay.
- Revenues increased by \$8,899 from the year before, representing an increase in the Tax Levy of \$13,272 and grant revenue of \$861, offset by a \$5,234 decrease in non-operating revenue.
- Operating expenses decreased by \$11,733 over the same time period with Administrative expenses increasing by \$3,006 and Operations and Maintenance expenditures decreasing by \$14,739.

General Fund Budgetary Highlights

The original operating budgetary estimate of \$347,356 and debt service estimate of \$83,822 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 \$52,728.

The original budgetary revenue estimate of \$294,628 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 2013, in the amount of \$83,822.

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, 2013 amounts to \$221,789. This investment in capital assets includes land, buildings and improvements, vehicles and firefighting equipment, as shown in Note 6 to the Financial Statements.

The balance in Accumulated Depreciation, as of December 31, 2013 was \$1,343,834.

CAPITAL ASSETS (NET OF ACCUMULATED DEPRECIATION)

	<u>2013</u>		<u>2012</u>
Land, Building & Improvements	\$ 40,915	\$	43,393
Firefighting Equipment	180,874		200,904
Total Capital Assets	<u>221,789</u>	\$	<u>244,297</u>

Long-Term Obligations

The District currently has one capital lease agreement outstanding. As of December 31, 2013, the principal balance remaining on this lease amounted to \$320,619, of which, \$65,352 is due in 2014.

Economic Factors and Subsequent Years Budget

For the 2013 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 2014 budget on December 8, 2013 and the voters subsequently approved the budget at the annual fire district election held on February 15, 2014.

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, Jim Crunetti, 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, 2013

	<u>Governmental</u>
	<u>Activities</u>
ASSETS	
Cash and Cash Equivalents	\$ 162,850
Prepaid Expenses	5,466
Capital Assets, net (Note 7)	221,789
	<hr/>
Total Assets	390,105
	<hr/>
LIABILITIES	
Accounts Payable	3,412
Due to LOSAP Trust Fund	14,868
Accrued Interest Payable	4,107
Lease Debt Due Within One Year (Note 8)	65,352
Noncurrent Liabilities:	
Reserve for LOSAP	5,140
Due Beyond One Year (Note 8)	255,267
	<hr/>
Total Liabilities	348,146
	<hr/>
NET POSITION	
Invested in Capital Assets, Net of Related Debt	(98,830)
Restricted	
Future Capital Outlay	27,500
Other Purposes	31,800
Unrestricted	81,489
	<hr/>
Total Net Position	\$ 41,959
	<hr/> <hr/>

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

COMMERCIAL TOWNSHIP FIRE DISTRICT NO. 3
STATEMENT OF ACTIVITIES
DECEMBER 31, 2013

	<u>Governmental</u> <u>Activities</u>
Expenses:	
Operating Appropriations:	
Administration	\$ 24,183
Cost of Operations and Maintenance	233,680
Length of Service Award Program (LOSAP) - Contribution (P.L. 1997, c. 388)	20,000
Interest on Long Term Debt	20,496
Depreciation	33,189
Total Program Expenses	<u>331,548</u>
Program Revenues:	
Operating Grants and Contributions	1,722
Net Program Expenses	<u>329,826</u>
General Revenues:	
Taxes:	
Property Taxes, Levied for General Purposes	294,628
Taxes Levied for Debt Service	83,822
Miscellaneous Revenues	77
Total General Revenues	<u>378,527</u>
Increase (Decrease) in Net Position	48,701
Net Position, January 1	<u>(6,742)</u>
Net Position, December 31	<u>\$ 41,959</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, 2013

	<u>General Fund</u>	<u>Debt Service Fund</u>	<u>Total Governmental Funds</u>
ASSETS			
Cash and Cash Equivalents	\$ 162,671	\$ 179	\$ 162,850
Prepaid Expenses	5,466		5,466
Total Assets	\$ 168,137	\$ 179	\$ 168,316
LIABILITIES AND FUND BALANCES			
Liabilities:			
Accounts Payable	\$ 3,412	\$	\$ 3,412
Due to LOSAP Trust Fund	14,868		14,868
Reserve for LOSAP	5,140		5,140
Total Liabilities	23,420		23,420
Fund Balances:			
Assigned:			
Designated for Subsequent Years Expenditures	31,800		31,800
Designated for Future Capital Outlay	27,500		27,500
Unassigned, Reported in:			
General Fund	85,417		85,417
Debt Service Fund		179	179
Total Fund Balances	144,717	179	144,896
Total Liabilities and Fund Balances	\$ 168,137	\$ 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 \$1,565,623 and the accumulated depreciation is \$1,343,834. (Note 7)

221,789

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

(4,107)

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).

(320,619)

Net position of governmental activities

\$ 41,959

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, 2013

	<u>General Fund</u>	<u>Debt Service Fund</u>	<u>Total Governmental Funds</u>
REVENUES			
Non Budgetary Revenues	\$ 77	\$	\$ 77
Operating Grant Revenue	1,722		1,722
Amount to be Raised by Taxation	294,628	83,822	378,450
Total Revenues	296,427	83,822	380,249
EXPENDITURES			
Operating Appropriations:			
Administration	24,183		24,183
Cost of Operations and Maintenance	216,361		216,361
Capital Lease Principle		61,433	61,433
Capital Lease Interest		22,389	22,389
Length of Service Award Program (LOSAP) - Contribution (P.L. 1997, c. 388)	20,000		20,000
Capital Outlay	28,000		28,000
Total Expenditures	288,544	83,822	372,366
Excess (Deficiency) of Revenues Over Expenditures	7,883		7,883
OTHER FINANCING SOURCES (USES)			
Net Change in Fund Balances	7,883		7,883
Fund Balance—Jan 1	136,834	179	137,013
Fund Balance—Dec 31	\$ 144,717	\$ 179	\$ 144,896

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, 2013

Total net change in fund balances - governmental funds (from B-2)	\$	7,883
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	\$	(33,189)
Capital outlays		<u>10,681</u>
		(22,508)
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.		61,433
In the Statement of Activities, interest on Capital Leases is accrued, regardless of when it is due.		<u>1,893</u>
Change in net assets of governmental activities (A-2)	\$	<u><u>48,701</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, 2013

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.

- b. **Component Units** – GASB Statement No. 34, *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. 34, 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.

c. **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.

NOTES TO FINANCIAL STATEMENTS
YEAR ENDED DECEMBER 31, 2013
(CONTINUED)

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

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

Basis of Presentation (Continued)

District-wide Financial Statements – (Continued)

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, 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 fire fighting 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.

NOTES TO FINANCIAL STATEMENTS
YEAR ENDED DECEMBER 31, 2013
(CONTINUED)

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

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

Measurement Focus: (Continued)

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.

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.

NOTES TO FINANCIAL STATEMENTS
YEAR ENDED DECEMBER 31, 2013
(CONTINUED)

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

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

Revenues – Exchange and Non-Exchange Transactions – (Continued)

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.

- 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.

NOTES TO FINANCIAL STATEMENTS
YEAR ENDED DECEMBER 31, 2013
(CONTINUED)

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

d. Budgets and Budgetary Accounting (Continued)

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.

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.

NOTES TO FINANCIAL STATEMENTS
YEAR ENDED DECEMBER 31, 2013
(CONTINUED)

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

f. **Cash, Cash Equivalents and Investments** (Continued)

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, 2013. These are the same prepaid expenses recorded in the governmental fund types as of December 31, 2013.

- 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.
- 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.

NOTES TO FINANCIAL STATEMENTS
YEAR ENDED DECEMBER 31, 2013
(CONTINUED)

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

i. **Capital Assets (Continued)**

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 fire fighting 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.
- 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.

NOTES TO FINANCIAL STATEMENTS
YEAR ENDED DECEMBER 31, 2013
(CONTINUED)

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

- 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.

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.

NOTES TO FINANCIAL STATEMENTS
YEAR ENDED DECEMBER 31, 2013
(CONTINUED)

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

p. Fund Balance (Continued)

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 either the Board of Commissioners or by the business manager, to which the Board of Commissioners or by the business manager, to which the Board of Commissioners has delegated the authority to assign amounts to be used for specific purposes. Such authority of the business manager is established by way of formal job description for the position, approved 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 - During the 2013 year, the district adopted the following GASB statements:

GASB 63, *Financial Reporting of Deferred Outflows of Resources, Deferred Inflows of Resources, and Net Position*. The objective of this Statement is to improve financial reporting by standardizing the presentation of deferred outflows of resources and deferred inflows of resources and their effect in a government's net position. It alleviates uncertainty about reporting those financial statement elements by providing guidance where none previously existed.

GASB 65, *Items Previously reported as Assets and Liabilities*, although not required to be implemented until next year, the District elected to apply the statement to the current year financial statements. This Statement establishes accounting and financial reporting standards that reclassify, as deferred outflows of resources or deferred inflows of resources, certain items were previously reported as assets and liabilities and recognize, as outflows of resources or inflows of resources, certain items that were previously reported as assets and liabilities.

NOTES TO FINANCIAL STATEMENTS
YEAR ENDED DECEMBER 31, 2013
(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 2013, the districts bank balance of \$163,369 was not exposed to custodial credit risk.

- b. **Interest Rate Risk**

The District does not have a forma 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.
- 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.

NOTES TO FINANCIAL STATEMENTS
YEAR ENDED DECEMBER 31, 2013
(CONTINUED)

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 Rates</u>
2013	\$ 138,437,100	\$ 378,450	\$.273
2012	139,435,982	365,178	.262
2011	138,673,430	347,233	.251
2010	137,353,331	320,817	.234
2009 *	136,973,517	308,478	.229

* First year of Revaluation

4. LITIGATION

The District did not consult a Solicitor regarding any litigation, claims, or assessments during 2013.

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:

<u>Year</u>	<u>Fund Balance</u>		<u>Utilization in Subsequent Budget</u>	
	<u>Dec. 31</u>	<u>Unassigned Fund Balance Dec. 31</u>	<u>Unrestricted</u>	<u>Restricted</u>
2013	\$ 144,896	\$ 85,596	\$ 31,800	\$ 27,500
2012	137,013	109,013	24,728	28,000
2011	131,762	81,762	30,000	20,000
2010	84,242	64,242	20,000	
2009	302,885	52,852	20,000	

Of the \$144,896 in fund balance, \$179 represents unassigned debt service, \$27,500 is assigned for capital outlay in 2014, \$31,800 is assigned for operating expenses in 2014 and \$85,417 remains unassigned for general use.

NOTES TO FINANCIAL STATEMENTS
YEAR ENDED DECEMBER 31, 2013
(CONTINUED)

7. CAPITAL ASSETS

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

	Balance December 31, 2012	Additions	Adjustment	Balance December 31, 2013
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	249,916			249,916
Equipment	1,166,687	10,681		1,177,368
Total Capital Assets Being Depreciated	1,549,942	10,681		1,560,623
Less Accumulated Depreciation:				
Buildings and Improvements	(79,053)	(2,478)		(81,531)
Furniture & Fixtures	(15,893)			(15,893)
Vehicles	(67,345)	(24,992)		(92,337)
Equipment	(1,148,354)	(5,719)		(1,154,073)
Total Accumulated Depreciation	(1,310,645)	(33,189)		(1,343,834)
Total Capital Assets Being Depreciated, Net of Accumulated Depreciation	239,297	(22,508)		216,789
Capital Assets, Net	\$ 244,297	\$ (22,508)	\$	\$ 221,789

* Depreciation expense was charged to governmental functions as follows:

Administration	\$
Cost of Operations and Maintenance	33,189
	<u>\$ 33,189</u>

NOTES TO FINANCIAL STATEMENTS
YEAR ENDED DECEMBER 31, 2013
(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 12/31/2012</u>	<u>Increases</u>	<u>Decreases</u>	<u>Principal Outstanding 12/31/2013</u>	<u>Due Within One Year</u>
Obligations under Capital Lease	\$ 382,052	\$	\$ 61,433	\$ 320,619	\$ 65,352

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, 2013.

<u>Year Ending December 31,</u>	<u>Principal</u>	<u>Interest</u>	<u>Total</u>
2014	\$ 65,352	\$ 18,470	\$ 83,822
2015	69,520	14,302	83,822
2016	73,954	9,868	83,822
2017	40,775	5,736	46,511
2018	30,348	3,725	34,073
2019	32,283	1,790	34,073
2020	8,387	131	8,518
	<u>\$ 320,619</u>	<u>\$ 54,022</u>	<u>\$ 374,641</u>

9. SUBSEQUENT EVENTS

None

NOTES TO FINANCIAL STATEMENTS
YEAR ENDED DECEMBER 31, 2013
(CONTINUED)

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 fire fighting 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.

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:

2013 - \$1,150

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.

NOTES TO FINANCIAL STATEMENTS
YEAR ENDED DECEMBER 31, 2013
(CONTINUED)

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

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 2013.

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 2014, the District determined its 2013 LOSAP contribution to be \$14,868. This amount has been accrued and is reflected in the Statement of Net Position.

Investments – All investment balances at December 31, 2013 are certified by Lincoln Financial Group and are valued at market value as stated by Lincoln Financial Group. As of December 31, 2013, the fair market value of the plan investments was \$45,593, which includes the 2012 District contribution of \$9,996.

Reserve - During 2013, the Reserve for LOSAP activity was as follows:

Reserve for LOSAP as of December 31, 2012	\$	4
Increased by:		
Adjustment to 2012 Contribution	\$	4
Transferred from General Fund	20,000	
		<u>20,004</u>
		20,008
Decreased by:		
2013 LOSAP Contribution		<u>14,868</u>
Reserve for LOSAP as of December 31, 2013	\$	<u><u>5,140</u></u>

NOTES TO FINANCIAL STATEMENTS
YEAR ENDED DECEMBER 31, 2013
(CONTINUED)

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

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.

End of Notes to Financial Statements

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, 2013
(WITH TOTALS FOR 2012)

	2013			Variance Favorable (Unfavorable)	2012
	Original Budget	Modified Budget	Actual		Actual
Revenues					
Revenues and Other Financing Sources:					
Operating Grant Revenue:					
Supplemental Fire Services Program	\$	\$	\$ 1,722	\$ 1,722	\$ 861
Amount to be Raised by Taxation to Support the District Budget	294,628	294,628	294,628		281,356
Total Anticipated Revenue	294,628	294,628	296,350		282,217
Non-Budgetary Revenues:					
Insurance and Other Refunds					5,223
Interest on Investments and Deposits			77	77	88
Total Revenues	\$ 294,628	\$ 294,628	\$ 296,427	\$ 1,799	\$ 288,389
Expenditures					
Operating Appropriations:					
Administration:					
Stipend Payments to Commissioners	\$ 15,000	\$ 15,000	\$ 15,000	\$	\$ 12,500
Office Expense	2,500	1,634	1,634		1,147
Legal	2,500	2,150	975	1,175	1,340
Professional Services	6,500	6,850	5,850	1,000	5,500
Elections	500	500	225	275	225
Advertising	600	600	314	286	465
Other Outside Services	500	500	185	315	
Total Administration	28,100	27,234	24,183	3,051	21,177
Cost of Operations and Maintenance:					
Insurance	71,123	61,123	54,759	6,364	56,873
Membership and Dues	500	500	160	340	300
Building - Maintenance and Repairs	12,000	25,297	24,202	1,095	11,887
Equipment - Maintenance and Repairs	22,000	18,311	14,157	4,154	43,603
Supplies	18,016	17,642	16,445	1,197	14,567
Fuel	10,000	10,000	6,509	3,491	7,814
Training	2,000	2,154	1,717	437	437
Utilities	30,000	30,000	24,593	5,407	20,422
Telephone	17,000	17,000	12,107	4,893	16,310
Medical	1,000	1,220	1,220		405
Rental and Leases	54,000	57,689	57,689		57,689
Inspections & Certifications	5,000	3,000	2,117	883	725
Miscellaneous Expenses	1,117	686	686		68
Total Other Operating and Maintenance	243,756	244,622	216,361	28,261	231,100
Length of Service Awards (LOSAP)					
Contribution (P.L. 1997, c. 388)	20,000	20,000	20,000		10,000

See Notes to Financial Statements

COMMERCIAL TOWNSHIP FIRE DISTRICT NO. 3
BUDGETARY COMPARISON SCHEDULE
GENERAL FUND
FOR THE YEAR ENDED DECEMBER 31, 2013
(WITH TOTALS FOR 2012)

	2013			Variance Favorable (Unfavorable)	2012
	Original Budget	Modified Budget	Actual		Actual
Capital Appropriations					
Reserve for Future Capital Outlays	\$ 27,500	\$ 27,500	\$	\$ 27,500	\$ 20,000
Capital Outlay	28,000	28,000	28,000		
Total Operating and Maintenance Expenditures	347,356	347,356	288,544	58,812	282,277
Excess (Deficit) of Revenue Over Expenditures	(52,728)	(52,728)	7,883	60,611	5,251
Other Financing Sources and Uses					
Excess (Deficiency) of Revenues and Other Financing	(52,728)	(52,728)	7,883	60,611	5,251
Fund Balance - Beginning of Year	136,834	136,834	136,834		131,583
Fund Balance - End of Year	\$ 84,106	\$ 84,106	\$ 144,717	\$ 60,611	\$ 136,834

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, 2013

**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	\$ 296,427
Total revenues as reported on the statement of revenues, expenditures and changes in fund balances - governmental funds.	<u>\$ 296,427</u>
Uses/outflows of resources	
Actual amounts (budgetary basis) "total outflows" from the budgetary comparison schedule	\$ 288,544
Total expenditures as reported on the statement of revenues, expenditures, and changes in fund balances - governmental funds	<u>\$ 288,544</u>

OTHER SUPPLEMENTARY INFORMATION

COMMERCIAL TOWNSHIP FIRE DISTRICT NO. 3
SCHEDULE OF CAPITAL LEASE PAYABLE
DECEMBER 31, 2013

<u>Description</u>	<u>Interest Rate</u>	<u>Original Issue Amount</u>	<u>Amount Outstanding December 31, 2012</u>	<u>Retired Current Year</u>	<u>Amount Outstanding December 31, 2013</u>
Equipment Lease Agreement	6.231%	\$ 528,087	\$ 382,052	\$ 61,433	\$ 320,619

BUDGETARY COMPARISON SCHEDULE
DEBT SERVICE FUND
FOR THE YEAR ENDED DECEMBER 31, 2013

	<u>2013</u>			Variance Positive (Negative) Final to Actual	<u>2012</u>
	<u>Original Budget</u>	<u>Modified Budget</u>	<u>Actual</u>		<u>Actual</u>
REVENUES:					
Amount to be Raised by Taxation to Support the District Budget	\$ 83,822	\$ 83,822	\$ 83,822	\$	\$ 83,822
EXPENDITURES:					
Principal Payments:					
Capital Lease	61,433	61,433	61,433		57,750
Interest Payments:					
Capital Lease	22,389	22,389	22,389		26,072
Total Expenditures	<u>83,822</u>	<u>83,822</u>	<u>83,822</u>		<u>83,822</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>\$ 179</u>	<u>\$ 179</u>	<u>\$ 179</u>	\$	<u>\$ 179</u>

COMMERCIAL TOWNSHIP FIRE DISTRICT NO. 3
COUNTY OF CUMBERLAND
SCHEDULE OF STATE AND FEDERAL FINANCIAL ASSISTANCE
FOR THE YEAR ENDED DECEMBER 31, 2013

<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>Amount of Expenditures</u>
Department of Community Affairs	Supplemental Fire Services Program	8030-150-041650	\$ 1,722	1/1/2013	12/31/2013	\$ <u><u>1,722</u></u>

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

Cash - December 31, 2012 \$ 41,069

Receipts:

District Taxes	\$ 378,450	
Interest and Other	77	
Operating Grant Revenue	1,722	
	<hr/>	380,249
		<hr/>
		421,318

Disbursements:

2012 Accounts Payable		6,302
2012 LOSAP Contribution		9,996
Budget Appropriations		242,170
		<hr/>

Cash - December 31, 2013 \$ 179,148

Analysis of Balance:

Cash in Checking	\$ 163,369
Less Outstanding Checks	(519)
	<hr/>
	\$ <u><u>162,850</u></u>

SCHEDULE OF FINDINGS AND
RECOMMENDATIONS

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, 2013 and have issued our report thereon dated March 20, 2014. 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 March 20, 2014.

Considerable improvement was noted in the handling of the various records during the year.

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. The minutes indicate that no bids were requested by public advertisement in 2013 and our examination did not reveal any items required to be advertised for bid.

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.

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 2013 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 2013, a total of \$1,722 was received by the District for Supplemental Fire Service Program Aid.

**TOWNSHIP OF COMMERCIAL FIRE DISTRICT NO. 3
SCHEDULE OF FINDINGS AND RECOMMENDATIONS
FOR THE YEAR ENDED DECEMBER 31, 2013**

Schedule of Financial Statement Findings Continued:

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.

REPORTABLE CONDITIONS AND OTHER FINDINGS

None

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.

STATUS OF PRIOR YEAR AUDIT FINDINGS

Finding No. 2012-1 Budget Overexpenditures

Condition

One budget line item exceeded the amount approved in the 2012 Adopted Budget.

Current Status

This 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