

**TOWNSHIP OF LOWER FIRE DISTRICT #2**  
**REPORT ON AUDIT OF FINANCIAL STATEMENTS**  
**AND SUPPLEMENTAL INFORMATION**  
**YEAR ENDED DECEMBER 31, 2010**

**TOWNSHIP OF LOWER FIRE DISTRICT #2**  
**YEAR ENDED DECEMBER 31, 2010**  
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C E R T I F I E D P U B L I C A C C O U N T A N T S

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To the Board of Commissioners  
Township of Lower Fire District #2  
North Cape May, New Jersey 08204

## **INDEPENDENT AUDITOR'S REPORT**

We have audited the accompanying financial statements of the governmental activities and the fund financial statements of the Township of Lower Fire District #2, State of New Jersey, as of and for the year ended December 31, 2010, which collectively comprise the Fire District's basic financial statements, as listed in the accompanying table of contents. These basic financial statements are the responsibility of Township of Lower Fire District #2's management. Our responsibility is to express an opinion 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, the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States and the audit requirements prescribed by the Division of Local Government Services, Department of Community Affairs, State of New Jersey. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free 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.

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of the governmental activities and fund financial statements of the Township of Lower Fire District #2, State of New Jersey, as of December 31, 2010 and the respective changes in financial position for the fiscal year then ended in conformity with accounting principles generally accepted in the United States of America.

In accordance with Government Auditing Standards, we have also issued our report dated June 30, 2011 on our consideration of the Township of Lower Fire District #2'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 management's discussion and analysis on pages 3 through 9 and the budgetary comparison information on page 19 are not a required part of the basic financial statements but are supplementary information required accounting principles generally accepted in the United States of America. We have applied certain limited procedures, which consisted principally of inquiries of management regarding the methods of measurement and the presentation of the required supplementary information. However, we did not audit the information and express no opinion on it.

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the Township of Lower Fire District #2, State of New Jersey's basic financial statements. The introductory section, combining and individual non-major fund financial statements, and statistical tables are presented for purposes of additional analysis and are not a required part of the basic financial statements. The combining and individual non-major fund financial statements 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 taken as a whole. The introductory section and statistical tables have not been subjected to the auditing procedures applied in the audit of the basic financial statements and, accordingly, we express no opinion on them.

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



**Leon P. Costello**  
**Certified Public Accountant**  
**Registered Municipal Accountant**  
**No. 393**

**June 30, 2011**

**REQUIRED SUPPLEMENTARY INFORMATION - PART I**

## **MANAGEMENT'S DISCUSSION & ANALYSIS OF THE TOWNSHIP OF LOWER FIRE DISTRICT #2**

The discussion and analysis of Township of Lower Fire District #2's financial performance provides an overall review of the Fire District's financial activities for the fiscal year ended December 31, 2010. The intent of this discussion and analysis is to look at the Fire District's financial performance as a whole; readers should also review the basic financial statements and notes to enhance their understanding of the Fire District's financial performance.

The Management's Discussion and Analysis (MD&A) is a new element of Required Supplementary Information specified in the Governmental Accounting Standards Board's (GASB) Statement No. 34 - Basic Financial Statements and Management's Discussion and Analysis for State and Local Governments issued in June 1999. Certain comparative information between the current year (2010) and the prior year (2009) is required to be presented in the MD&A.

### **OVERVIEW:**

The Township of Lower Fire District #2, hereafter referred to as the "Fire District," is a primary governmental entity located in the Township of Lower, State of New Jersey. The Fire District is run by a board of commissioners who are elected into office by the registered voters of District #2 in the Township of Lower.

The Fire District is responsible for establishing a budget and maintaining fiscal control over public funds that are used to provide for the safety and welfare of the residents located within District #2 in the Township of Lower. Under existing statute, the Fire District is exempt from both Federal and State taxes.

The accounts of the Fire District are maintained in accordance with the principles of "fund accounting." One fund, the General Fund is used to account for all revenues and expenditures applicable to the general operations of the Fire District.

Funding is acquired through property tax levies. In 2010 the total tax levy was \$856,600.00, which corresponds to a property tax rate of 0.052 per \$100 of assessed valuation.

### **Financial Highlights**

Key financial highlights for 2010 are as follows:

- In total, net assets increased \$398,769.73, which represents approximately a 16% increase from 2009.
- General Revenues in the form of property tax assessments accounted for \$856,600.00 or 73% of the total revenues of \$1,174,625.95.
- Total assets of governmental activities increased by \$198,326.02 as cash and cash equivalents increased by \$297,130.70. Capital assets decreased \$185,929.76.
- The Fire District had \$789,926.46 in expenses. General revenues (primarily property tax assessments) were in the amount of \$1,174,625.95.

## **Reporting the Fire District as a Whole**

### Statement of Net Assets and the Statement of Activities

While this document contains only one fund used by the Fire District to provide programs and activities, the view of the Fire District as a whole looks at all financial transactions and asks the question, "How did we do financially during 2010?" The Statement of Net Assets and the Statement of Activities answer this question. These statements include all assets and liabilities using the modified accrual basis of accounting similar to the accounting used by most private-sector businesses. This basis of accounting takes into account all of the current year's revenues and expenses regardless of when cash is received or paid.

These two statements report the Fire District's net assets and changes in those assets. This change in net assets is important because it tells the reader that, for the commission as a whole, the financial position of the Fire District have improved or diminished. The causes of this change may be the result of many factors, some financial and some not.

## **Reporting the Fire District's Most Significant Funds**

### Fund Financial Statements

Fund financial reports provide detailed information about the Fire District's funds. The Fire District uses one fund to account for all financial transactions. The Fire District's governmental fund is the General Fund.

### Governmental Funds

The Fire District's activities are reported in governmental funds, which focus on how money flows into and out of those funds and the balances left at year-end available for spending in the future years. These funds are reported using an accounting method called modified accrual 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. Governmental fund information helps the reader determine whether there are more or fewer financial resources that can be spent in the near future to finance educational programs. The relationship (or differences) between governmental activities (reported in the Statement of Net Assets and the Statement of Activities) and governmental funds is reconciled in the financial statements.

## **Notes to the Financial Statements**

The notes provide additional information that is essential to a full understanding of the data provided in the financial statements. The notes to the financial statements can be found on pages 12 to 18 of this report.

## **The Fire District as a Whole**

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

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

**The Fire District as a Whole - Continued**

Table 1 provides a summary of the Fire District's net assets for 2010 with net asset comparisons to fiscal year 2009.

**Table 1  
Net Assets**

	2010	2009
<b>Assets</b>		
Current and Other Assets	\$ 1,313,618.09	\$ 929,362.31
Capital Assets	2,348,244.75	2,534,174.51
<b>Total Assets</b>	<b>3,661,862.84</b>	<b>3,463,536.82</b>
<b>Liabilities</b>		
Other Liabilities	824,869.95	1,025,313.66
<b>Total Liabilities</b>	<b>824,869.95</b>	<b>1,025,313.66</b>
<b>Net Assets</b>		
Invested in Capital Assets, Net of Debt	1,648,244.75	1,634,174.51
Reserved for Equipment Purchases	9,406.10	9,406.10
Reserved for Construction Project	477,463.77	121,148.88
Unrestricted	701,878.27	673,493.67
<b>Total Net Assets</b>	<b>\$ 2,836,992.89</b>	<b>\$ 2,438,223.16</b>

The Fire District's combined net assets were \$2,836,992.89 on December 31, 2010. This was a 16% increase from 2009.

Table 2 shows changes in net assets for fiscal year 2010 with a comparative analysis of 2009 data.

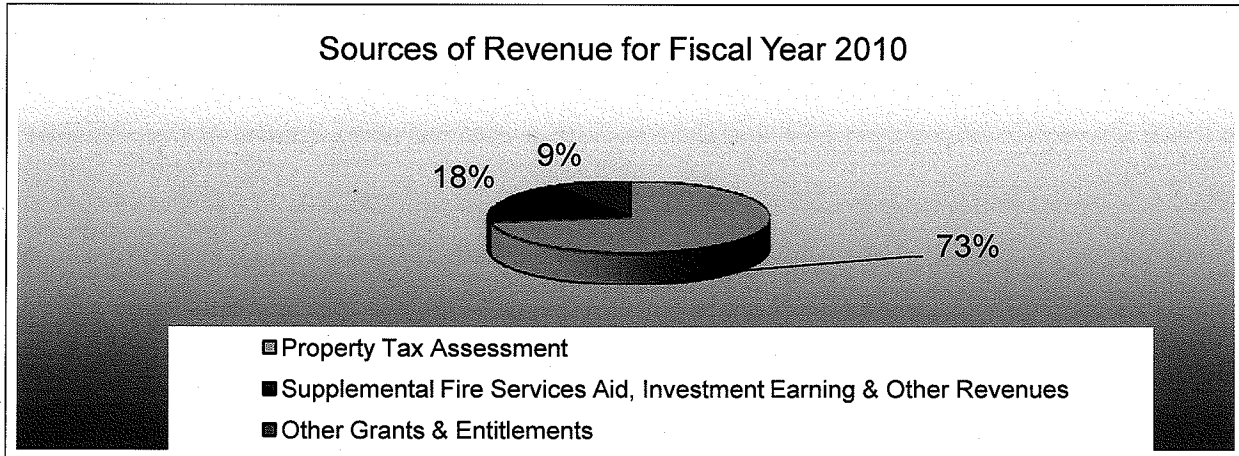
**Table 2  
Changes in Net Assets**

	2010	2009
<b>Revenues</b>		
<b>General Revenues:</b>		
Property Tax Assessments	\$ 856,600.00	\$ 856,600.00
Other Grants & Entitlements	105,409.00	-
Other	212,616.95	7,965.97
<b>Total Revenues</b>	<b>1,174,625.95</b>	<b>864,565.97</b>
<b>Program Expenses</b>		
Administration	39,997.84	46,018.96
Cost of Operations	376,544.17	330,486.32
Other Grants & Entitlements	104,809.45	-
Debt Service	268,575.00	256,875.00
<b>Total Expenses</b>	<b>789,926.46</b>	<b>633,380.28</b>
Less: Excess of Revenue over Expenditures		-
Add: Deficiency of Expenditures over Revenues	14,070.24	41,916.91
<b>Increase (Decrease) in Net Assets</b>	<b>\$ 398,769.73</b>	<b>\$ 273,102.60</b>

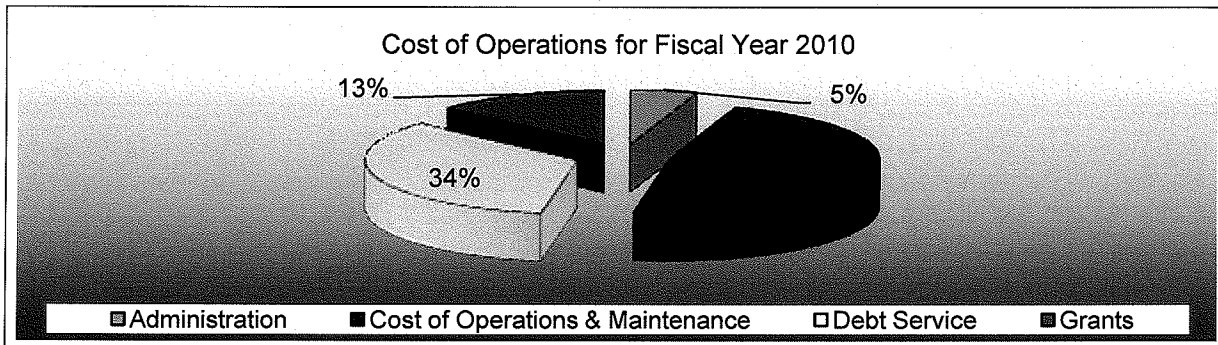


### Governmental Activities

The property tax assessments made up 73% of revenues while grant revenue made up 9% of revenues and investment earnings, supplemental fire services revenues and other revenues made up the remaining 18% of revenues for fiscal year 2010. The Fire District's total revenues were \$1,174,625.95 for the year ended December 31, 2010.



The total cost of operations was \$789,926.46.



### Business-Type Activities

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

## The Fire District's Funds

The governmental fund (general fund presented in the fund-based statements) is accounted for using the modified accrual basis of accounting. Total revenues amounted to \$1,174,625.95 and expenditures were \$789,926.46.

As demonstrated by the various statements and schedules included in the financial section of this report, the Fire District continues to meet its responsibility for sound financial management. The following schedules present a summary of the revenues of the governmental funds for the fiscal year ended December 31, 2010, and the amount and percentage of total revenues compared to prior year revenues.

Revenue	2010 Amount	Percentage of Total	2009 Amount	Percentage of Total
Property Taxes	\$ 856,600.00	72.93%	\$ 856,600.00	99.08%
Supplemental Fire Services Aid	1,465.08	0.12%	4,256.18	0.49%
Other Grants & Entitlements	105,409.00	8.97%	-	0.00%
Investment Earnings	2,116.89	0.18%	1,050.34	0.12%
Miscellaneous	209,034.98	17.80%	2,659.45	0.31%
<b>Total</b>	<b>\$ 1,174,625.95</b>	<b>100.00%</b>	<b>\$ 864,565.97</b>	<b>100.00%</b>

The following schedule represents a summary of general fund expenditures for the fiscal year ended December 31, 2010, and the percentage of total expenditures compared to prior year amounts.

Expenditures	2010 Amount	Percentage of Total	2009 Amount	Percentage of Total
Current Expense:				
Administration	\$ 39,997.84	5.06%	\$ 46,018.96	7.27%
Operation & Maintenance	376,544.17	47.67%	330,486.32	52.18%
Other Grants & Entitlements	104,809.45	13.27%	-	0.00%
Debt Service	268,575.00	34.00%	256,875.00	40.56%
<b>Total</b>	<b>\$ 789,926.46</b>	<b>100.00%</b>	<b>\$ 633,380.28</b>	<b>100.00%</b>

## General Fund Budgeting Highlights

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

## Capital Assets

At the end of the fiscal year 2010, the Fire District had \$2,348,244.75 invested in building and improvements, land, fireboat, motor vehicles, and equipment. Table 3 shows the fiscal year 2010 balances of the capital assets, net of accumulated depreciation.

**Table 3**  
**Capital Assets (Net of Depreciation) at December 31, 2010**

<u>Governmental Activities</u>	<u>Beginning Balance</u>	<u>Additions</u>	<u>Retirements</u>	<u>Ending Balance</u>
Land	\$ 100,545.37	\$ -	\$ -	\$ 100,545.37
Equipment	1,623,631.14	18,600.00	271,026.03	1,371,205.11
Motor Vehicles	675,110.80	-	-	675,110.80
Fire Boat	105,000.00	-	-	105,000.00
Building & Improvements	2,844,471.97	-	-	2,844,471.97
Totals at Historical Cost	<u>5,348,759.28</u>	<u>18,600.00</u>	<u>271,026.03</u>	<u>5,096,333.25</u>
Less accumulated depreciation for:				
Equipment	(353,765.76)	(23,815.40)	243,034.94	(134,546.22)
Motor Vehicles	(102,901.94)	(6,386.30)	-	(109,288.24)
Fire Boat	(78,458.67)	(4,869.30)	-	(83,327.97)
Building & Improvements	(2,279,458.40)	(141,467.67)	-	(2,420,926.07)
Total Accumulated Depreciation	<u>(2,814,584.77)</u>	<u>(176,538.67)</u>	<u>243,034.94</u>	<u>(2,748,088.50)</u>
Governmental Activities capital assets, net	\$ <u><u>2,534,174.51</u></u>	\$ <u><u>(157,938.67)</u></u>	\$ <u><u>27,991.09</u></u>	\$ <u><u>2,348,244.75</u></u>

Overall capital assets decreased \$185,929.76 from fiscal year 2009 to fiscal year 2010. The decrease in capital assets is mainly due to the excess of depreciation expense over equipment additions.

**For the Future**

The Township of Lower Fire District #2 is in good financial condition presently.

In conclusion, the Township of Lower Fire District #2 has committed itself to financial excellence for many years. The Fire District plans to continue its sound fiscal management to meet the challenges of the future.

**THE ORGANIZATION:**

The Fire District is governed by a five member Board of Commissioners who establishes the policies and plans to meet the current and future needs for the Fire District. The current members of the Fire District Board of Commissioners are set forth below:

<u>Name</u>	<u>Position Held</u>
Raymond S. Brown	President
Edward Garrison	Vice President
Lewis H. Conley, Jr.	Secretary
Charles Prendergast	Treasurer
James Andrews	Asst. Secretary/ Treasurer

This financial report is designed to provide our citizens, taxpayers, investors and creditors with a general overview of the Fire District's finances and to show the Fire District's accountability for the money it receives. If you have questions about this report or need additional information, contact Lewis H. Conley, Jr., Secretary of the Board of Commissioners at Township of Lower Fire District #2, P.O. Box 724, North Cape May, NJ 08204.

**FINANCIAL STATEMENTS**

**TOWNSHIP OF LOWER FIRE DISTRICT #2**  
**STATEMENT OF NET ASSETS**  
**DECEMBER 31, 2010**

	General Fund	Capital Fund	Total	Adjustments (Note 5)	Statement of Net Assets
<b>ASSETS</b>					
Cash and Cash Equivalents	\$ 1,226,493.01	\$	\$ 1,226,493.01	\$	\$ 1,226,493.01
Taxes Receivable	85,660.00		85,660.00		85,660.00
Supplemental Fire Service Receivable	1,465.08		1,465.08		1,465.08
Retirement of Debt - Bonds		700,000.00	700,000.00	(700,000.00)	-
Due from General Fund		477,463.77	477,463.77	(477,463.77)	-
Capital Assets, net of Accumulated Depreciation (Note 3)				2,348,244.75	2,348,244.75
<b>Total Assets</b>	<b>\$ 1,313,618.09</b>	<b>\$ 1,177,463.77</b>	<b>\$ 2,491,081.86</b>	<b>\$ 1,170,780.98</b>	<b>\$ 3,661,862.84</b>
<b>LIABILITIES</b>					
<u>Liabilities:</u>					
Due to Capital Fund	\$ 477,463.77	\$	\$ 477,463.77	\$ (477,463.77)	\$ -
Accounts Payable	124,869.95		124,869.95		124,869.95
Long-term liabilities (Note 4)					
Due within one year		225,000.00	225,000.00		225,000.00
Due after one year		475,000.00	475,000.00		475,000.00
<b>Total Liabilities</b>	<b>602,333.72</b>	<b>700,000.00</b>	<b>1,302,333.72</b>	<b>(477,463.77)</b>	<b>824,869.95</b>
<u>Fund Balances/Net Assets:</u>					
Reserved for Equipment	9,406.10		9,406.10	(9,406.10)	-
Reserved for Construction Project		477,463.77	477,463.77	(477,463.77)	-
Unreserved, reported in:					
General Fund	701,878.27		701,878.27	(701,878.27)	-
Capital Projects Fund		-	-	-	-
<b>Total Fund Balance</b>	<b>711,284.37</b>	<b>477,463.77</b>	<b>1,188,748.14</b>	<b>(1,188,748.14)</b>	<b>-</b>
<b>Total Liabilities and Fund Balance</b>	<b>\$ 1,313,618.09</b>	<b>\$ 1,177,463.77</b>	<b>\$ 2,491,081.86</b>		
<u>Net Assets:</u>					
Invested in capital assets, net of related debt					1,648,244.75
Reserved for Equipment					9,406.10
Reserved for Construction Project					477,463.77
Unrestricted					701,878.27
<b>Total Net Assets</b>					<b>\$ 2,836,992.89</b>

**TOWNSHIP OF LOWER FIRE DISTRICT #2**  
**STATEMENT OF ACTIVITIES**  
**FOR THE YEAR ENDED DECEMBER 31, 2010**

	General Fund	Capital Fund	Total	Adjustments (Note 6 )	Statement of Activities
<b>Revenues:</b>					
Taxes	\$ 856,600.00	\$ -	\$ 856,600.00	\$ -	\$ 856,600.00
Other Grants & Entitlements	105,409.00		105,409.00		105,409.00
Supplemental Fire Services Aid	1,465.08		1,465.08		1,465.08
Interest on Deposits and Investments	2,116.89		2,116.89		2,116.89
Miscellaneous	209,034.98		209,034.98		209,034.98
Total Revenues:	<u>1,174,625.95</u>	<u>-</u>	<u>1,174,625.95</u>	<u>-</u>	<u>1,174,625.95</u>
<b>Expenditures/ Expenses:</b>					
Current:					
Administrative Costs:					
Salaries and Wages	23,611.67		23,611.67		23,611.67
Election	3,107.57		3,107.57		3,107.57
Professional Services - Administration	11,545.25		11,545.25		11,545.25
Office Operations	733.35		733.35		733.35
Contracted Services - Interlocal Agreement	1,000.00		1,000.00		1,000.00
Contingent			0.00		0.00
Cost of Operations and Maintenance					
Advertising	1,095.40		1,095.40		1,095.40
Insurance Premiums	47,021.54		47,021.54		47,021.54
Maintenance and Repairs	56,211.66		56,211.66		56,211.66
Membership/Dues	1,113.75		1,113.75		1,113.75
Length of Service Award Program	55,000.00		55,000.00		55,000.00
Supplies	3,017.88		3,017.88		3,017.88
Training and Education	4,318.00		4,318.00		4,318.00
Travel	94.90		94.90		94.90
Utilities and Related Services	77,429.12		77,429.12		77,429.12
Purchase of Non-Bonded Assets	67,378.23		67,378.23		67,378.23
Joint Purchasing Agreements			0.00		0.00
Volunteer Fire Companies	11,567.80		11,567.80		11,567.80
Building and Equipment Service Agreements	62,678.74		62,678.74		62,678.74
Depreciation				176,538.67	176,538.67
Operating Appropriations Off-Set with Revenues:					
Grants & Entitlements	104,809.45		104,809.45		104,809.45
Debt Service					
Principal	200,000.00		200,000.00	(200,000.00)	0.00
Interest	68,575.00		68,575.00		68,575.00
Total Expenditures/Expenses	<u>800,309.31</u>	<u>-</u>	<u>800,309.31</u>	<u>(23,461.33)</u>	<u>776,847.98</u>
Excess (deficiency) of Revenues over Expenditures	374,316.64	-	374,316.64		397,777.97
Cancellation of Prior Year Payables	10,382.85		10,382.85		10,382.85
Other Financing Uses (Sources)					
Transfers - internal activities	(356,314.89)	356,314.89	-		-
Excess (Deficiency) of Revenues and Transfers in over Expenditures and Transfers out					
Changes in Net Assets				(9,391.09)	(9,391.09)
Fund Balances/Net Assets:					
Beginning of the Year	682,899.77	121,148.88	804,048.65		2,438,223.16
End of the Year	<u>\$ 711,284.37</u>	<u>\$ 477,463.77</u>	<u>\$ 1,188,748.14</u>	<u>\$ (32,852.42)</u>	<u>\$ 2,836,992.89</u>

**NOTES TO THE FINANCIAL STATEMENTS**



**TOWNSHIP OF LOWER FIRE DISTRICT #2**  
**NOTES TO BASIC FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED DECEMBER 31, 2010**

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

The financial statements of the Township of Lower Fire District #2 (the Fire District) have been prepared in conformity with accounting principles generally accepted in the United States of America (GAAP) as applied to governmental units. The Governmental Accounting Standards Board (GASB) is the accepted standard-setting body for establishing governmental accounting and financial reporting principles. The more significant of the Fire District's accounting policies are described below.

**A. Reporting Entity**

The Fire District's basic financial statements include the accounts of all the Fire District's operations. The Fire District, as a special-purpose government, meets the criteria defining a primary government. As set forth in Government Accounting Standards Board (GASB) 14, a primary government is also a special-purpose government that has a separately elected governing body, is legally separate, and is fiscally independent of other state and local governments.

**B. Basis of Presentation, Measurement Focus and Basis of Accounting**

**Basis of Presentation**

The Fire District's basic financial statements consist of a statement of net assets 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 assets and the statement of activities display information about the Fire District as a whole. These statements report financial activities of the overall Fire District. Individual funds are not displayed but the statements distinguish governmental activities, generally supported by District assessments, intergovernmental revenues, and other non-exchange transactions from business-type activities, if any, generally financed in whole or in part with fees charged to external parties.

The statement of net assets presents the financial condition of the Fire District at fiscal year end. The statement of activities presents a comparison between direct expenses and program revenues for the governmental activity of the Fire District.

*Fund Financial Statements:* During the fiscal year, the Fire District segregates transactions related to certain functions or activities in separate funds in order to aid financial management and to demonstrate legal compliance. The fund financial statements provide information about the Fire District's funds.

**Governmental Funds**

The Fire District reports the following governmental funds:

General Fund – The general operating fund of Fire District, accounts for all administrative and operational activities of the Fire District.

Capital Fund – The accounting for expenditures for property, plant and equipment financed by debt authorized of form restricted grants is contained in the Capital Fund, as is the related debt issued and outstanding.

**TOWNSHIP OF LOWER FIRE DISTRICT #2**  
**NOTES TO BASIC FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED DECEMBER 31, 2010**  
**(CONTINUED)**

**NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)**

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

Measurement Focus and Basis of Accounting

Basis of accounting determines when transactions are recorded in the financial records and reported on the financial statements.

The District-wide financial statements are reported using the economic resources measurement focus and the accrual basis of accounting. Revenues are recorded when earned and expenses are recorded when a liability is incurred, regardless of the timing of related cash flows. Property tax assessments are recognized as revenues in the year in which they are levied.

Contributions and grants and similar items are recognized as revenue as soon as all eligibility requirements imposed by the provider have been met. Net assets (total assets less total liabilities) are used as a practical measure of economic resources and the operating statement includes all transactions and events that increased or decreased net assets. Depreciation is charged as expense against current operations and accumulated depreciation is reported on the statement of net assets.

**C. Budget/Budgetary Control**

An annual operating budget is required to be adopted and integrated into the accounting system to provide budgetary control over revenues and expenditures in accordance with NJSA 40A:5A. The operating budget, adopted annually, is in the form prescribed by the Division of Local Government Services, Department of Community Affairs, State of New Jersey.

**D. Assets, Liabilities and Equity**

Cash, Cash Equivalents and Investments

Cash and cash equivalents include various checking and money market accounts, U.S. obligations, and certificates of deposit with maturities of three months or less.

Investments are carried at cost with associated premiums and discounts amortized over the term of the investment. Purchase of investments is limited by N.J.S.A. 40A:5-15.1 to bonds or obligations of or guaranteed by the federal government and to bonds or other obligations of federal or local units. These investments are required to have a maturity date not more than twelve months from the date of purchase.

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

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

**TOWNSHIP OF LOWER FIRE DISTRICT #2**  
**NOTES TO BASIC FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED DECEMBER 31, 2010**  
**(CONTINUED)**

**NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)**

**D. Assets, Liabilities and Equity (Continued)**

Capital Assets

The Fire District has established a formal system of accounting for its capital assets. Purchased or constructed capital assets are reported at cost. Donated assets are recorded as capital assets at their estimated fair market value at the date of donation. The cost of normal maintenance and repairs that do not add to the value of the asset or materially extend assets' lives are not capitalized. The capitalization threshold used by the Fire District is \$1,000.

All reported capital assets except for land and construction in progress are depreciated. Depreciation is computed using the straight-line method over their estimated useful lives. Useful lives vary from 20 to 45 years for land improvements and buildings, and 5 to 20 years for equipment.

The Fire District does not possess any material amounts of infrastructure capital assets, such as sidewalks and parking lots. Such items are considered to be part of the cost of buildings or other improvable property.

Accrued Liabilities and Long-Term Obligations

All payables and accrued liabilities are reported on the District-Wide financial statements. In general, governmental fund payables and accrued liabilities that once, incurred are paid in a timely manner and in full from current financial resources are reported as obligations of the funds. However, contractually required pension contributions and compensated absences that are paid from governmental funds are reported as liabilities on the fund financial statements only to the extent that they are due for payment during the current year.

Net Assets

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

Extraordinary and Special Items

Extraordinary items are transactions or events that are unusual in nature and infrequent in occurrence. Special items are transactions or events that are within control of management and are either unusual in nature or infrequent in occurrence. Neither of these types of transactions occurred during the fiscal year.

**TOWNSHIP OF LOWER FIRE DISTRICT #2**  
**NOTES TO BASIC FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED DECEMBER 31, 2010**  
**(CONTINUED)**

**NOTE 2 - CASH, CASH EQUIVALENTS AND INVESTMENTS (CONTINUED)**

GASB Statement No. 3, amended by GASB Statement No. 40, requires disclosure of the level of custodial credit risk assumed by the Fire District in its cash, cash equivalents and investments.

Custodial Credit Risk

Custodial credit risk is the risk that in the event of a bank failure, the Fire District's deposits may not be returned to it. The District does not have a policy for custodial credit risk; however, the State of New Jersey imposes certain collateral requirements for governmental units. These requirements are disclosed in detail as part of Note 1.

Deposits

All of the deposits of the Fire District are insured through federal depository insurance coverage, while balances in excess of amounts covered by FDIC are covered by the Governmental Unit Deposit Protection Act (hereafter called "GUDPA"). GUDPA is a supplemental insurance program set forth by the New Jersey Legislature to protect the deposits of municipalities and local government agencies. The program is administered by the Commissioner of New Jersey Department of Banking and Insurance. See Note 1.

At December 31, 2010, the Fire District's deposits had a carrying amount of \$1,226,493.01 and a bank balance of \$1,232,840.44.

Investments

The District does not have any investments at December 31, 2010.

Credit Risk

The District does not have an investment policy regarding the management of credit risk.

Interest Rate Risk

The District does not have a policy to limit interest rate risk.

**TOWNSHIP OF LOWER FIRE DISTRICT #2**  
**NOTES TO BASIC FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED DECEMBER 31, 2010**  
**(CONTINUED)**

**NOTE 3 - GENERAL FIXED ASSETS**

A summary of changes in general fixed assets for the year ended December 31, 2010, follows:

<u>Governmental Activities</u>	<u>Beginning Balance</u>	<u>Additions</u>	<u>Retirements</u>	<u>Ending Balance</u>
Land	\$ 100,545.37	\$ -	\$ -	\$ 100,545.37
Equipment	1,623,631.14	18,600.00	271,026.03	1,371,205.11
Motor Vehicles	675,110.80	-	-	675,110.80
Fire Boat	105,000.00	-	-	105,000.00
Building & Improvements	2,844,471.97	-	-	2,844,471.97
Totals at Historical Cost	<u>5,348,759.28</u>	<u>18,600.00</u>	<u>271,026.03</u>	<u>5,096,333.25</u>
Less accumulated depreciation for:				
Equipment	(353,765.76)	(23,815.40)	243,034.94	(134,546.22)
Motor Vehicles	(102,901.94)	(6,386.30)		(109,288.24)
Fire Boat	(78,458.67)	(4,869.30)		(83,327.97)
Building & Improvements	(2,279,458.40)	(141,467.67)	-	(2,420,926.07)
Total Accumulated Depreciation	<u>(2,814,584.77)</u>	<u>(176,538.67)</u>	<u>243,034.94</u>	<u>(2,748,088.50)</u>
Governmental Activities capital assets, net	<u>\$ 2,534,174.51</u>	<u>\$ (157,938.67)</u>	<u>\$ 27,991.09</u>	<u>\$ 2,348,244.75</u>

**NOTE 4 - DEBT SERVICE**

The following tabulation presents the principal and interest requirements for the next three years and thereafter of district debt issued and outstanding.

**1991 Serial Bond Payable**

<u>Year</u>	<u>Principal</u>	<u>Interest</u>	<u>Total</u>
2011	\$ 225,000.00	\$ 53,375.00	\$ 278,375.00
2012	225,000.00	36,219.00	261,219.00
2013	250,000.00	19,063.00	269,063.00
	<u>\$ 700,000.00</u>	<u>\$ 108,657.00</u>	<u>\$ 1,576,881.25</u>

**TOWNSHIP OF LOWER FIRE DISTRICT #2**  
**NOTES TO BASIC FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED DECEMBER 31, 2010**  
**(CONTINUED)**

**NOTE 5 - EXPLANATION OF DIFFERENCES BETWEEN GOVERNMENTAL FUNDS BALANCE SHEET AND THE STATEMENT OF NET ASSETS**

"Total fund balances" of the Fire District's governmental funds \$1,188,748.14 differs from "net assets" of governmental activities \$2,836,992.89. This difference primarily results from the long-term economic focus of the statement of net assets versus the current financial resources focus of the governmental fund balance sheet.

1. When capital assets (land, buildings, equipment) that are to be used in governmental activities are purchased or constructed, the cost of these assets is reported as expenditures in governmental funds. However, the statement of net assets includes those capital assets.

Cost of Capital Assets:	\$	5,096,333.25
Accumulated Depreciation:		(2,748,088.50)
Retirement of Debt:		<u>2,348,244.75</u>
	\$	<u><u>2,348,244.75</u></u>

2. Liabilities applicable to the Fire District's governmental activities are not due and payable in the current period and are not recorded as fund liabilities. All liabilities are reported in the statement of net assets.

Long-term Liabilities:		
Due within one year	\$	225,000.00
Due after one year		<u>475,000.00</u>
Total Long-term Liabilities	\$	<u><u>700,000.00</u></u>

**NOTE 6 - EXPLANATION OF DIFFERENCES BETWEEN GOVERNMENTAL FUND OPERATING STATEMENTS AND THE STATEMENT OF ACTIVITIES**

The "net change in fund balances" for governmental funds \$384,699.49 differs from the "change in net assets" for governmental activities, \$398,769.73. The differences arise primarily from the long-term economic focus of the statement of activities versus the current financial focus of the governmental funds.

1. When capital assets that are to be used in governmental activities are purchased or constructed, the resources expended for those assets are reported as expenditures in governmental funds. However, in the statement of activities, the cost of those assets is allocated over their estimated useful lives and reported as depreciation expense. As a result, fund balance decreases by the amount of financial resources expended, whereas net assets decrease by the amount of depreciation expense charged for the year. Depreciation expense for the year ended December 31, 2010 is \$176,538.67.
2. Repayments of debt principal are reported as expenditures in governmental funds and, thus, have the effect of reducing fund balance because current financial resources have been used. For the Fire District as a whole, however, the principal payments reduce the liabilities in the statement of net assets and do not result in an expense in the statement of activities. The amount of debt principal repayment for 2010 is \$200,000.00.



**REQUIRED SUPPLEMENTARY INFORMATION - PART II**



**TOWNSHIP OF LOWER FIRE DISTRICT #2**  
**COMBINED STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE -**  
**BUDGET AND ACTUAL - GENERAL FUNDS**  
**FOR THE YEAR ENDED DECEMBER 31, 2010**

	Budget	Transfers	Budget	Actual	Variance - Favorable (Unfavorable)
<b>Revenues:</b>					
Taxes	\$ 856,600.00	\$	\$ 856,600.00	\$ 856,600.00	\$ -
Fund Balance Appropriated	172,273.00		172,273.00		(172,273.00)
Other Grants & Entitlements	220,864.00		220,864.00	105,409.00	(115,455.00)
Supplemental Fire Services Aid			-	1,465.08	1,465.08
Interest on Deposits and Investments			-	2,116.89	2,116.89
Miscellaneous			-	209,034.98	209,034.98
Total Revenues	<u>1,249,737.00</u>	<u>-</u>	<u>1,249,737.00</u>	<u>1,174,625.95</u>	<u>(75,111.05)</u>
<b>Expenditures:</b>					
Administration:					
Salaries & Wages	25,175.00		25,175.00	23,611.67	1,563.33
Election	4,000.00		4,000.00	3,107.57	892.43
Professional Services - Administration	35,300.00		35,300.00	11,545.25	23,754.75
Office Operations	1,500.00		1,500.00	733.35	766.65
Contracted Services - Interlocal Agreement	2,000.00		2,000.00	1,000.00	1,000.00
Contingent	7,500.00		7,500.00		7,500.00
Cost of Operations & Maintenance:					
Advertising	1,500.00		1,500.00	1,095.40	404.60
Insurance Premiums	80,000.00		80,000.00	47,021.54	32,978.46
Maintenance and Repairs	93,500.00		93,500.00	56,211.66	37,288.34
Membership/Dues	2,100.00		2,100.00	1,113.75	986.25
Length of Service Award Program	55,000.00		55,000.00	55,000.00	-
Supplies	5,500.00		5,500.00	3,017.88	2,482.12
Training and Education	9,900.00		9,900.00	4,318.00	5,582.00
Travel	1,500.00		1,500.00	94.90	1,405.10
Utilities and Related Services	104,500.00		104,500.00	77,429.12	27,070.88
Purchase of Non-Bonded Assets	74,500.00		74,500.00	67,378.23	7,121.77
Joint Purchasing Agreements	3,700.00		3,700.00		3,700.00
Volunteer Fire Companies	12,500.00		12,500.00	11,567.80	932.20
Building and Equipment Service Agreements	69,000.00		69,000.00	62,678.74	6,321.26
Operating Appropriations Off-Set with Revenues:					
Grants & Entitlements	232,487.00		232,487.00	104,809.45	127,677.55
Debt Service:					
General Obligation Bonds - Principal	200,000.00		200,000.00	200,000.00	-
General Obligation Bonds - Interest	68,575.00		68,575.00	68,575.00	-
Capital Outlay:					
Reserve for Future Capital Outlays	160,000.00		160,000.00	160,000.00	-
	<u>1,249,737.00</u>	<u>-</u>	<u>1,249,737.00</u>	<u>960,309.31</u>	<u>289,427.69</u>
Cancellation of Prior Year Payables				10,382.85	
Excess of Expenditures over Revenues	-	-		214,316.64	214,316.64
Other Financing Sources / (Uses):					
Operating Transfers Out				(196,314.89)	
Fund Balance - January 1	<u>682,899.77</u>		<u>682,899.77</u>	<u>682,899.77</u>	<u>-</u>
Fund Balance - December 31	<u>\$ 682,899.77</u>	<u>\$ -</u>	<u>\$ 682,899.77</u>	<u>\$ 711,284.37</u>	<u>\$ 214,316.64</u>

**TOWNSHIP OF LOWER FIRE DISTRICT #2**  
**REQUIRED SUPPLEMENTARY INFORMATION**  
**BUDGET-TO-GAAP RECONCILIATION**  
**FOR THE YEAR ENDED DECEMBER 31, 2010**

Note A - Explanation of Differences Between Budgetary Inflows and Outflows GAAP Revenue and Expenditures

	General Fund
Actual amounts (budgetary basis) "revenue" from the budgetary comparison schedule	\$ 1,174,625.95
Difference - budget to GAAP: None	
	\$ 1,174,625.95
Uses / outflows of resources Actual amounts (budgetary basis) "total outflows" from the budgetary comparison schedule	\$ 960,309.31
Difference - budget to GAAP: Reserve for Future Capital Outlays	(160,000.00)
Total expenditures as reported on the statement of revenues, expenditures and changes in fund balance - governmental funds.	\$ 800,309.31

**OTHER SUPPLEMENTARY INFORMATION**



# FORD - SCOTT

& ASSOCIATES, L.L.C.

CERTIFIED PUBLIC ACCOUNTANTS

1535 HAVEN AVENUE • PO BOX 538 • OCEAN CITY, NJ • 08226-0538

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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**

To the Board of Commissioners  
Township of Lower Fire District #2  
North Cape May, New Jersey 08204

We have audited the financial statements of the Township of Lower Fire District #2, State of New Jersey (the "District"), as of and for the year ended December 31, 2010, and have issued our report thereon dated June 30, 2011. We conducted our audit in accordance with auditing standards generally accepted in the United States of America, and standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States and audit requirements prescribed by the Division.

**Internal Control Over Financial Reporting**

In planning and performing our audit, we considered the District's internal control over financial reporting as a basis for designing our auditing procedures for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the District's internal control over financial reporting. Accordingly, we do not express an opinion on the effectiveness of the District's internal control 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 misstatements on a timely basis. A material weakness is a deficiency, or combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis.

Our consideration of the internal control over financial reporting was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control over financial reporting that might be deficiencies, significant deficiencies or material weaknesses. We did not identify any deficiencies in internal control over financial reporting that we consider to be material weaknesses, as defined above.

Compliance and Other Matters

As part of obtaining reasonable assurance about whether the District's financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards* and audit requirements as prescribed by the Division of Local Government Services.

We noted certain matters that we reported to the Township of Lower Fire District #2, State of New Jersey's management in a separate letter dated June 30, 2011.

This report is intended solely for the information and use of the Township of Lower Fire District #2, State of New Jersey's governing body and management, and the Division of Local Government Services, Department of Community Affairs, State of New Jersey as well as other federal and state awarding agencies and pass-through entities and is not intended to be and should not be used by anyone other than these specified parties.

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



**Leon P. Costello**  
**Certified Public Accountant**  
**Registered Municipal Accountant**  
**No. 427**

**June 30, 2011**

**TOWNSHIP OF LOWER FIRE DISTRICT #2**  
**GENERAL CAPITAL FUND**  
**STATEMENT OF AMOUNT TO BE PROVIDED**  
**FOR RETIREMENT OF DEBT**  
**DECEMBER 31, 2010**

Purpose	Balance Dec. 31, 2009	Debt Issued	Debt Paid by Budget Appropriation	Balance Dec. 31, 2010
<b>Bonds:</b>				
Construction of Fire House, Purchase Equipment and Furnishings	\$ 900,000.00	\$	\$ 200,000.00	\$ 700,000.00
	<u>\$ 900,000.00</u>	<u>\$</u>	<u>\$ 200,000.00</u>	<u>\$ 700,000.00</u>

**TOWNSHIP OF LOWER FIRE DISTRICT #2**  
**GENERAL CAPITAL FUND**  
**STATEMENT OF SERIAL BONDS PAYABLE**  
**DECEMBER 31, 2010**

Purpose	Date of Issue	Original Issue	Maturities of Bonds Outstanding December 31, 2010	Interest Rate	Balance Dec. 31, 2009	Paid	Balance Dec. 31, 2010
Construction of Fire House, Purchase Equipment and Furnishings	11/15/90	\$ 2,500,000.00	11/15/11	7.625%	\$ 900,000.00	\$ 200,000.00	\$ 700,000.00
			11/15/12	7.625%			
			11/15/13	7.625%			

**TOWNSHIP OF LOWER FIRE DISTRICT #2**  
**STATISTICAL INFORMATION**  
**DECEMBER 31, 2010**

Property Tax Levies:

Following is a tabulation of district assessed valuations, tax levies and property tax rates per \$100 of assessed valuation for the current and preceding five years:

<u>Year</u>	<u>Assessed Valuations</u>	<u>Total Tax Levy</u>	<u>Property Tax Rates</u>
2010	\$ 1,660,454,129	\$ 856,600.00	0.052
2009	1,940,034,422	856,600.00	0.044
2008	1,933,163,548	845,150.00	0.044
2007	1,949,906,759	795,744.00	0.041
2006	631,006,780	699,620.00	0.111
2005	612,522,756	685,370.00	0.110

Debt Service:

The following tabulation presents the principal and interest requirements for the next three years and there after on the debt issued and outstanding:

<u>Year</u>	<u>Principal</u>	<u>Interest</u>	<u>Total</u>
2011	\$ 225,000.00	\$ 53,375.00	\$ 278,375.00
2012	225,000.00	36,219.00	261,219.00
2013	250,000.00	19,063.00	269,063.00



**TOWNSHIP OF LOWER FIRE DISTRICT #2**

**ROSTER OF OFFICIALS**

**DECEMBER 31, 2010**

**Board of Commissioners**

<u>Name</u>	<u>Title</u>
Raymond S. Brown	President
Edward Garrison	Vice President
Lewis H. Conley, Jr.	Secretary
Charles Prendergast	Treasurer
James Andrews	Asst. Secretary/Treasurer

**Surety Company**

Glatfelter Insurance Group  
Commercial Blanket Coverage in the amount of \$1,000,000

TOWNSHIP OF LOWER FIRE DISTRICT #2

GENERAL COMMENTS:

Contracts and Agreements Required to be Advertised for N.J.S. 40A:11-4

**N.J.S. 40A:11-4** states, "Every contract or agreement for the performance of any work or the furnishing or hiring of any materials or supplies, the cost or the contract price whereof is to be paid with or out of public funds not included within the terms of Section 3 of this act, shall be made or awarded only after public advertising for bids and bidding therefore, except as is provided otherwise in this act or specifically by any other law. No work, materials or supplies shall be undertaken, acquired or furnished for a sum exceeding in the aggregate \$21,000 (\$26,000 effective July 1, 2010) except by contract or agreement."

Our examination of expenditures did not reveal payments in excess of \$21,000 (\$26,000 effective July 1, 2010) "for the performance of any work or the furnishing or hiring of any materials or supplies" other than those where bids had been previously sought by public advertisement, awarded under state or county cooperative purchasing agreements, or where a resolution had been previously adopted under the provisions of **N.J.S. 40A:11-6**.

The minutes indicate that bids were requested by public advertising for the following:

There were no bids requested in 2010.

OTHER COMMENTS:


None

RECOMMENDATIONS:

None

Very truly yours,

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

  
**Leon P. Costello**  
**Certified Public Accountant**  
**Registered Municipal Accountant**  
**No. 393**

June 30, 2011