

**BOROUGH OF JAMESBURG FIRE DISTRICT #1**  
**COUNTY OF MIDDLESEX, NEW JERSEY**  
**REPORT OF AUDIT**  
**FOR THE YEAR ENDED DECEMBER 31, 2018**

Prepared by:  
Gerard Stankiewicz, CPA  
Of the Firm of:  
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Certified Public Accountants  
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**BOROUGH OF JAMESBURG FIRE DISTRICT #1**

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**BOROUGH OF JAMESBURG FIRE DISTRICT #1**

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# SAMUEL KLEIN AND COMPANY

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## INDEPENDENT AUDITOR'S REPORT

Board of Fire Commissioners  
Borough of Jamesburg Fire District #1  
County of Middlesex  
State of New Jersey

### Report on the Financial Statements

We have audited the accompanying financial statements of the governmental activities and each major fund of the Borough of Jamesburg Fire District #1 (the "District") as of and for the year ended which collectively comprise the Fire District's basic financial statements as listed in the table of contents December 31, 2018.

### Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements – 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 an opinion on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States and auditing standards prescribed by the Division of Local Government Service, Department of Community Affairs, State of New Jersey. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

## INDEPENDENT AUDITOR'S REPORT (CONTINUED)

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

### Opinions

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities and each major fund of the District as of December 31, 2018, and the respective changes on financial position where applicable, thereof for the year then ended in conformity with accounting principles generally accepted in the United States of America.

### Other Matters

#### *Required Supplementary Information*

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis and budgetary comparison information on pages 6-11 and 12-19 be presented 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 inquires of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquires, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

### Other Information

The supplementary information have not been subjected to the auditing procedures applied in the audit of the basic financial statements and, accordingly, we do not express an opinion or provide any assurance on them.

## INDEPENDENT AUDITOR'S REPORT (CONTINUED)

In accordance with *Government Auditing Standards* we have also issued our report dated April 2, 2018 on our consideration of the District's internal control over financial reporting and our tests of its compliance with certain provisions of laws, regulations, contracts and grants agreement 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.

### Basis for Disclaimer of Opinion on Length of Service Award Program Fund ("LOSAP")

As discussed in Note 1, the financial statements of the Length of Service Award Program Fund ("LOSAP") have not been audited, and we were not required by the Division to audit nor were we engaged to audit the LOSAP financial statements as part of our audit of the District's financial statements. The LOSAP financial activities are included in the District's Trust Fund as of December 31, 2018.

Due to the fact that we were not required by the Division to audit nor were we engaged to audit the LOSAP financial statements as part of our audit of the District's financial statements, we do not express an opinion of the LOSAP financial statements.

Our audit was performed for the purpose of forming an opinion on the financial statements of the District taken as a whole. The information included in the supplementary schedules is presented for purposes of additional analysis and is not a required part of the financial statements, but is presented as additional analytical data as required by the Local Finance Board. Such information has been subjected to the auditing procedures applied in the audit of the financial statements and, in our opinion, is fairly presented in all material respects in relation to the financial statements taken as a whole.



Gerard Stankiewicz  
Certified Public Accountant



SAMUEL KLEIN AND COMPANY

Freehold, New Jersey  
March 28, 2019

# SAMUEL KLEIN AND COMPANY

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**INDEPENDENT AUDITOR'S REPORT ON INTERNAL CONTROL OVER  
FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS  
BASED ON AN AUDIT OF FINANCIAL STATEMENTS – STATUTORY BASIS  
PERFORMED IN ACCORDANCE WITH GOVERNMENT AUDITING STANDARDS**

Board of Fire Commissioners  
Borough of Jamesburg Fire District #1  
County of Middlesex  
State of New Jersey

We have audited the financial statements of the Borough of Jamesburg Fire District #1, County of Middlesex, State of New Jersey (the "District"), as of and for the year ended December 31, 2018, and have issued our report thereon dated March 28, 2019. 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.

### Internal Control Over Financial Reporting

Management of the Fire District is responsible for establishing and maintaining effective 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. 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.

**INDEPENDENT AUDITOR'S REPORT ON INTERNAL CONTROL OVER  
FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS  
BASED ON AN AUDIT OF FINANCIAL STATEMENTS – STATUTORY BASIS  
PERFORMED IN ACCORDANCE WITH GOVERNMENT AUDITING STANDARDS  
(CONTINUED)**

Our consideration of internal control over financial reporting was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control over financial reporting that might be deficiencies, significant deficiencies or material weaknesses. We did not identifying 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 basic 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 basic 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* in the General Comments and Recommendations section of the audit.

This report is intended solely for the information of the District and its management, and other federal and state awarding agencies and is not intended to be and should not be used by anyone other than these specified parties.



Gerard Stankiewicz  
Certified Public Accountant



SAMUEL KLEIN AND COMPANY

Freehold, New Jersey  
March 28, 2019



## **MANAGEMENT'S DISCUSSION AND ANALYSIS**

Within this section of the Borough of Jamesburg Fire District's (District) annual financial report, the management of the District provides narrative discussion and analysis of the financial activities of the District for the audit year ending December 31, 2018.

The District's financial performance is discussed and analyzed within the context of the accompanying financial statements and notes following this section.

### **Discussion of Financial Statements Included in Annual Audit**

The District prepares and presents its financial statements on several different bases, because of accounting requirements and for internal use purposes.

The first set of statements which consist of the Statement of Net Position, the Statement of Activities and Change in Net Position is prepared on an accrual basis and is in accordance with accounting principles generally accepted in the United States of America (GAAP) applicable to enterprise funds of state and local governments. These statements are the official financial statements of the Borough of Jamesburg Fire District #1.

After the first set of statements and the "Notes to the Financial Statements" that follow is the second set of statements. These statements are considered "Supplemental Information".

The District has historically presented its financial statements on a "GAAP Basis", and continues to do so because it relates more fairly to the annual budget for the same period. The annual budget records all encumbrances as charges against the adopted appropriation even if the items or services have not been received.

Contained in the supplemental information are statements that report the Statement of Net Position, Statement of Revenues, Expenditures and Change in Net Position and Statement of Expenditures Compared to Budget. These statements compare the "Budget" revenues and expenses to "Actual" revenues and expenses. They include operating revenues and expenses, nonoperating revenues and nonoperating expenses. Principal and Interest are reported in this statement as Debt Service expense, and depreciation is not reported as an expense. On the "GAAP" based and "Modified GAAP" based, Depreciation Expense is included, and only the Interest Expense component of the Debt Service expense is reported.

The Budget to Actual statement is a very important statement to the District management, because it is how we measure our financial performance, particularly as it compares to the approved and adopted annual budget and how it relates to the operational performance.

Other information or statements incorporated within the annual audit report are the Schedules of Cash and Cash Equivalents – Restricted and Unrestricted and the Schedule of General Obligation Bonds Payable.

For the purpose of the Management Discussion and Analysis, the ensuing discussion will review the official statements of the District, those prepared on an accrual basis and in accordance with accounting principles generally accepted in the United States of America (GAAP) applicable to enterprise funds of state and local governments. This is the first set of statements included in the annual audit report.

**Borough of Jamesburg Fire District #1**

Comparative Statement of Net Position

The Borough of Jamesburg Fire District’s total Assets decreased \$50,126.38 and total liabilities increased \$109,687.69. Assets exceed liabilities by \$735,729.17 compared to 2017 where the assets exceeded liabilities by \$676,167.86.

The Borough of Jamesburg Fire District’s Net Position of \$735,729.17 is comprised of the following:

- 1. Invested in Capital Assets decreased \$62,610.09 and is computed as follows:

	December 31,	
	2018	2017
Capital Assets, Net	\$ 532,928.38	\$ 623,230.48
Less:		
Current Portion	28,758.15	27,692.01
Noncurrent Portion	93,089.73	121,847.88
	\$ 411,080.50	\$ 473,690.59

- 2. Net Position of \$0 is designated for offsetting 2018 budgeted expenses.
- 3. Restricted for future capital outlay is \$58,925.14, none of which has been appropriated.
- 4. Unrestricted net position \$192,885.31 represent the portion available to maintain the District’s continuing obligations to the residents of its municipality area, its creditors, employees and bondholders and is available to be budgeted as reserve in subsequent years.

Comparative Statement of Net Position (Continued)

Net Position increased by \$59,561.31.

	As of December 31,	
	<u>2018</u>	<u>2017</u>
Total Current Assets	\$ 259,810.14	\$ 193,770.48
Total Restricted Assets	171,020.34	196,884.28
Capital Assets, Net	<u>532,928.38</u>	<u>623,230.48</u>
 Total Assets	 <u>\$ 963,758.86</u>	 <u>\$ 1,013,885.24</u>
 Total Current Liabilities Payable from Current Assets	 \$ 106,181.81	 \$ 188,177.49
Noncurrent Liabilities	<u>121,847.88</u>	<u>149,539.89</u>
 Total Liabilities	 <u>\$ 228,029.69</u>	 <u>\$ 337,717.38</u>
 Restricted:		
Invested in Capital Assets	\$ 411,080.50	\$ 473,690.59
For Future Capital Purposes	72,838.22	20,188.22
Unrestricted:		
Reserved	58,925.14	58,925.14
Unreserved	<u>192,885.31</u>	<u>123,363.91</u>
 Net Position	 <u>\$ 735,729.17</u>	 <u>\$ 676,167.86</u>

Total Current Assets for cash and cash equivalents increased because of an increase in Current Liabilities Payable from Current Assets and increases in reserve for future capital use.

Depreciation charged has increased by \$90,302.10.

Total Current Liabilities Payable from Current Assets for accrued expenses have decreased because of lower yearend obligations than in the prior years.

Total Noncurrent Liabilities are down because capital lease obligations and bonded indebtedness have been reduced by paydown.

Comparative Statement of Revenues, Expenses and Change in Net Position

There was no change to Operating Revenues from Taxation of the District. This was due to the voter approved budget in the annual election.

Total Operating Expenses excluding depreciation increased by \$1,313.92 or .04% from the prior year.

Total Operating Revenues less Total Operating Expenses produced a gain of \$55,971.55. This was anticipated by the Commissioners in the annual budget.

Total Net Nonoperating Revenue increased by \$1,349.25.

Net Position as of December 31, 2018 increased \$59,561.31 from \$676,167.86 to \$735,729.17.

	<u>Year Ending December 31,</u>	
	<u>2018</u>	<u>2017</u>
Total Operating Revenues	\$ <u>463,000.00</u>	\$ <u>463,000.00</u>
Operating Expenses	\$ 316,726.35	\$ 315,412.43
Depreciation	<u>90,302.10</u>	<u>90,567.35</u>
Total Expenses	\$ <u>407,028.45</u>	\$ <u>405,979.78</u>
Operating Income	\$ 55,971.55	\$ 57,020.22
Nonoperating Revenues - Net	<u>3,589.76</u>	<u>2,240.51</u>
Change in Net Position	\$ 59,561.31	\$ 59,260.73
Net Position, Beginning	<u>676,167.86</u>	<u>616,907.13</u>
Net Position, Ending	\$ <u><u>735,729.17</u></u>	\$ <u><u>676,167.86</u></u>

## Core Competencies

The District provides fire protection services for the Borough of Jamesburg and is the sole Authority for fire protection in the Borough.

The District's offices are contained within a building owned by the Jamesburg Fire Company, Inc. Public meetings are held in accordance with the open public meetings law and as needed special meetings. The Board consists of five (5) members elected by the voters at the annual Fire District Election held on the third Saturday of February. The terms are three years and are staggered terms (2, 2 and 1).

The District's budget is voted on at the Annual Fire District Election. The budget process begins in October with preparing the details and is finalized and introduced in December. A public hearing is held in January. If the voters defeat the budget, then the Mayor and Council of the Borough have the right to set the budget. The budget is prepared on a calendar year basis.

The District has a contract with the fire company for use of their building and for them to provide fire protection services. The Fire Company has approximately 40 volunteer members. The District also participates on a mutual aid consortium for assistance to and from neighboring municipalities.

The main revenue of the District is property taxes which are subject to the annual fire district election. The other sources of revenue are surplus and miscellaneous revenue which accrues to the fund balance of the District.

The majority of the budget relates to insurance, hydrant rentals and repair and maintenance of fire trucks.

Debt Service is appropriated to repay the debt for the purchase of a fire truck approved by the voters of the District. The District every several years acquires a new fire truck.

The District real estate base for 2018 of \$238,108,688 consists mostly of 1,601 residential units with assessed valuation of \$196,192,100 and 104 commercial units valued at \$30,047,500 and are within close proximity to the NJ Turnpike Exit 8A.

## **Accountability**

The Borough of Jamesburg Fire District's mission statement is:

### **The Mission Statement:**

Our mission for the Borough of Jamesburg Fire District is to provide the ultimate in fire protection services. Always responsive to the residents' needs and the growing community, in compliance with the applicable laws, rules and regulations, the District will continue to set and exceed the standards for the protection of the property, while operating the most efficient system and maintaining a cost effective budget.

As the mission reads, this is who and what the District is accountable to. The District's accountability, first and foremost, is to protect the property. The goal is to provide a cost effective and reliable service, and at the same time to protect the property. This means the District is accountable to the residents, the agencies and people served using the same principals: cost effective, efficient, reliable and protective.

As a district, the District is also guided by or accountable to state government and the applicable rules and regulations that govern the Borough of Jamesburg Fire District. More specifically, the District is accountable to the Department of Community Affairs, Division of Local Government Services.

## **Management of the District**

The Commissioner's manage the daily operations of the District in conjunction with the Chief of Fire. The District employs an accountant to handle the bookkeeping operations.

## **Funding of Infrastructure and Debt Management**

The District is required by statute to present it's capital projects or capital assets acquisition to the voters of the District for approval. Once approved, the District can proceed to put the required financing in place; however, subject to the Local Finance Board's approval.

## **Auditors**

The District Auditor is Gerard Stankiewicz, CPA of Samuel Klein and Company.

Audits can be obtained by contacting the Borough of Jamesburg Fire District.

**FINANCIAL STATEMENTS**

**BOROUGH OF JAMESBURG FIRE DISTRICT #1**  
**COUNTY OF MIDDLESEX**  
**STATEMENT OF NET POSITION**  
**DECEMBER 31, 2018**

	Balance December 31, <u>2018</u>
<b><u>ASSETS</u></b>	
Current Position:	
Cash and Cash Equivalents	\$ <u>259,810.14</u>
Total Current Position	\$ <u>259,810.14</u>
Restricted Assets:	
Cash and Cash Equivalents	\$ <u>171,020.34</u>
Total Restricted Assets	\$ <u>171,020.34</u>
Noncurrent Assets:	
Capital Assets, Net	\$ <u>532,928.38</u>
Total Noncurrent Assets	\$ <u>532,928.38</u>
Total Assets	\$ <u><u>963,758.86</u></u>
<b><u>LIABILITIES</u></b>	
Current Liabilities Payable from Current Assets:	
Accounts Payable	\$ 58,375.31
Accrued Expenses	43,506.29
Accrued Interest on Noncurrent Debt	<u>4,300.21</u>
Total Current Liabilities Payable from Current Assets	\$ <u>106,181.81</u>
Noncurrent Liabilities:	
Due within one year	\$ 28,758.15
Due beyond one year	<u>93,089.73</u>
Total Noncurrent Liabilities	\$ <u>121,847.88</u>
Total Liabilities	\$ <u><u>228,029.69</u></u>

See Accompanying Notes to Financial Statements



**BOROUGH OF JAMESBURG FIRE DISTRICT #1**  
**COUNTY OF MIDDLESEX**  
**STATEMENT OF NET POSITION**  
**DECEMBER 31, 2018**

	Balance December 31, <u>2018</u>
<u>NET POSITION</u>	
Restricted:	
Invested in Capital Assets	\$ 411,080.50
For Future Capital Purposes	72,838.22
Unrestricted:	
Reserved	58,925.14
Unreserved	<u>192,885.31</u>
Net Position	<u>\$ 735,729.17</u>

See Accompanying Notes to Financial Statements

**BOROUGH OF JAMESBURG FIRE DISTRICT #1**  
**COUNTY OF MIDDLESEX**  
**STATEMENT OF ACTIVITIES**  
**FOR THE FISCAL YEAR ENDED DECEMBER 31, 2018**

<u>Functions/Programs</u>	<u>Total</u> <u>Governmental Activities</u> <u>Net Revenue and</u> <u>Change in Net Position</u>
<u>Governmental Activities:</u>	
<u>Operating Appropriations:</u>	
<u>Administration:</u>	
Paid Positions	\$ 13,400.00
Professional Services	25,192.00
Elections	1,258.96
Office Supplies and Postage	4,550.66
<u>Operations and Maintenance:</u>	
Fire Hydrant Rentals	58,170.39
Insurance Premiums	48,333.00
Training and Education	9,141.01
Uniforms and Personal Equipment	14,754.49
Utilities and Related Services	19,637.53
Building Maintenance and Supplies	16,775.38
Contingent	1,000.00
Service Contracts	32,500.00
Truck Repairs	27,342.30
Other Repairs	4,871.39
Equipment Testing	5,668.54
Truck Supplies	10,110.83
LOSAP	19,000.00
Unallocated Depreciation	90,302.10
Interest on Noncurrent Debt	5,019.87
<b>Total Governmental Activities</b>	<b>407,028.45</b>
 <u>General Revenues:</u>	
<u>Taxes:</u>	
General Purposes	\$ 376,900.71
Debt Service	33,449.29
Capital Projects	<u>52,650.00</u>
Investment Earnings	1,753.62
Miscellaneous	<u>1,836.14</u>
	<b>\$ 466,589.76</b>
 Increase in Net Position	 59,561.31
Net Position - Beginning	<u>676,167.86</u>
Net Position - Ending	<u><u>\$ 735,729.17</u></u>

See accompanying Notes to Financial Statements.

**REQUIRED SUPPLEMENTARY INFORMATION – PART I**

**BOROUGH OF JAMESBURG FIRE DISTRICT #1**  
**COUNTY OF MIDDLESEX**  
**STATEMENT OF NET POSITION**  
**GOVERNMENTAL FUNDS**  
**DECEMBER 31, 2018**

	<u>General Fund</u>	<u>Capital Projects Fund</u>	<u>Total Governmental Funds</u>
<b>Assets:</b>			
Cash and Cash Equivalents	\$ 259,810.04	\$ 171,020.34	\$ 430,830.38
<b>Total Assets</b>	<u>\$ 259,810.04</u>	<u>\$ 171,020.34</u>	<u>\$ 430,830.38</u>
<b>Liabilities:</b>			
Accounts Payable	\$ 19,118.33	\$ 39,256.98	\$ 58,375.31
Accrued Expenses	43,506.29		43,506.29
<b>Total Liabilities</b>	<u>\$ 62,624.62</u>	<u>\$ 39,256.98</u>	<u>\$ 101,881.60</u>
<b>Net Position:</b>			
Assigned - Designated for Subsequent Year's Expenditures		\$ 58,925.14	\$ 58,925.14
Unassigned	197,185.52	72,838.22	270,023.74
<b>Total Net Position</b>	<u>\$ 197,185.52</u>	<u>\$ 131,763.36</u>	<u>\$ 328,948.88</u>

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 Net Position is \$2,087,955.19 and the Accumulated Depreciation is \$1,555,026.81. (Note 4)	\$ 532,928.38
Noncurrent liabilities, including bonds payable, are not due and payable in the current period and therefore are not reported as liabilities in the funds.	
Lease Purchase Agreements Payable (Note 5)	(121,847.88)
Certain liabilities are not due and payable in the current period, and therefore, are not reported in funds:	-
Accrued Interest on Noncurrent Debt (Accrued interest is a current liability that will be paid from the debt service fund. Therefore, the liability reduces the restricted for debt service net position balance.)	<u>(4,300.21)</u>
<b>Net Position of Governmental Activities (A-1)</b>	<u>\$ 735,729.17</u>

See accompanying Notes to the Basic Financial Statements.

**BOROUGH OF JAMESBURG FIRE DISTRICT #1**  
**COUNTY OF MIDDLESEX**  
**STATEMENT OF REVENUES, EXPENDITURES AND CHANGE IN NET POSITION**  
**GOVERNMENTAL FUNDS**  
**FOR THE YEAR ENDED DECEMBER 31, 2018**

	<u>General Fund</u>	<u>Capital Projects</u>	<u>Debt Service Fund</u>	<u>Total Governmental Funds</u>
Revenue:				
Amount to be Raised by Taxation to Support the District Budget	\$ 376,900.71	\$ 52,650.00	\$ 33,449.29	\$ 463,000.00
Total Revenues	<u>\$ 376,900.71</u>	<u>\$ 52,650.00</u>	<u>\$ 33,449.29</u>	<u>\$ 463,000.00</u>
Expenditures:				
Administration	\$ 44,401.62			\$ 44,401.62
Cost of Operations and Maintenance	248,304.86			248,304.86
Length of Service Award Program	19,000.00			19,000.00
Debt Service:				
Principal			\$ 27,692.01	27,692.01
Interest			5,757.28	5,757.28
Total Expenditures	<u>\$ 311,706.48</u>	<u>\$ -</u>	<u>\$ 33,449.29</u>	<u>\$ 345,155.77</u>
Excess/(Deficiency) of Revenues Over/(Under) Expenditures	<u>\$ 65,194.23</u>	<u>\$ 52,650.00</u>	<u>-</u>	<u>\$ 117,844.23</u>
Other Financing Sources:				
Miscellaneous Revenue	\$ 3,589.76			\$ 3,589.76
Change in Net Position	\$ 68,783.99	\$ 52,650.00	-	\$ 121,433.99
Net Position, January 1	<u>128,401.53</u>	<u>79,113.36</u>		<u>207,514.89</u>
Net Position, December 31	<u>\$ 197,185.52</u>	<u>\$ 131,763.36</u>	<u>-</u>	<u>\$ 328,948.88</u>

See accompanying Notes to the Basic Financial Statements.

**BOROUGH OF JAMESBURG FIRE DISTRICT #1**  
**COUNTY OF MIDDLESEX**  
**RECONCILIATION OF THE STATEMENT OF REVENUES, EXPENDITURES AND**  
**CHANGE IN NET POSITION OF GOVERNMENTAL FUNDS TO THE STATEMENT OF ACTIVITIES**  
**FOR THE YEAR ENDED DECEMBER 31, 2018**

Total Net Change in Net Position - Governmental Funds (From B-2)	\$ 121,433.99
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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	(90,302.10)
----------------------	-------------

Miscellaneous Revenue which for purposes of GAAP are recognized; however not for Governmental Funds.

Repayments of lease principal are expenditures in the governmental funds, but the repayment reduces noncurrent liabilities in the statement of net position and is not reported in the statement of activities.	27,692.01
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In the statement of activities, interest on noncurrent debt is accrued, regardless of when due. In the governmental funds, interest is reported when due.	<u>737.41</u>
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Change in Net Position of Governmental Activities (from A-2)	<u><u>\$ 59,561.31</u></u>
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See accompanying Notes to the Basic Financial Statements.

**BOROUGH OF JAMESBURG FIRE DISTRICT #1**  
**COUNTY OF MIDDLESEX**  
**STATEMENT OF NET POSITION**  
**FIDUCIARY FUNDS**  
**DECEMBER 31, 2018**

	Deferred Compensation LOSAP <u>(Unaudited)</u>
<b><u>ASSETS</u></b>	
Cash and Investments with Fiscal Agents	\$ 367,848.78
Contributions Receivable	<u>37,668.85</u>
Total Current Assets	<u><u>\$ 405,517.63</u></u>
 <b><u>NET POSITION</u></b>	
Held in Trust For:	
Deferred Compensation	<u>\$ 405,517.63</u>
Total Net Position	<u><u>\$ 405,517.63</u></u>

**BOROUGH OF JAMESBURG FIRE DISTRICT #1**  
**COUNTY OF MIDDLESEX**  
**STATEMENT OF CHANGE IN NET POSITION**  
**FIDUCIARY FUNDS**  
**FOR THE YEAR ENDED DECEMBER 31, 2018**

	<u>Deferred Compensation LOSAP (Unaudited)</u>
Additions	
Contributions:	
District Contributions	<u>\$ 17,056.11</u>
Total Contributions	<u>17,056.11</u>
Investment Earnings:	
Net Decrease In Fair Value of Investments	(21,578.78)
Interest	<u>687.08</u>
Net Investment Earnings	<u>(20,891.70)</u>
Total Additions	<u>\$ (3,835.59)</u>
Deductions	
Benefits paid to Participants or Beneficiaries	
Prior Year Contribution Adjustments	<u>                    </u>
Total Deductions	<u>\$ -</u>
Change in Net Position	\$ (3,835.59)
Net Position - January 1	<u>409,353.22</u>
Net Position - December 31	<u><u>\$ 405,517.63</u></u>



**NOTES TO FINANCIAL STATEMENTS**

**BOROUGH OF JAMESBURG FIRE DISTRICT #1**  
**NOTES TO FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED DECEMBER 31, 2018**

Note 1. **REPORTING ENTITY**

This report includes the financial statements of the Borough of Jamesburg Fire District #1 (the "District"), within the County of Middlesex, in the State of New Jersey and reflects the activities for the District that are under the control of the Board of Fire Commissioners.

The District was established in accordance with the provisions of N.J.S.A. 40A:14-70.

The District is not a component unit of any other financial reporting entity nor does the District have any component units to be presented in accordance with Governmental Accounting Standards Board (GASB) Statements No. 14/61.

Note 2. **SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

The financial statements of the 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.

**Basis of Accounting**

The accrual basis of accounting is followed. Revenues are recognized in the accounting period in which they become measurable and available to finance expenditures of the fiscal period. Expenditures are recognized in the period in which the fund liability is incurred, if measurable, except for unmatured interest on general long-term debt, which is recognized when due.

**Fund Accounting**

The District uses funds to maintain its financial records during the fiscal year. A fund is defined as a fiscal and accounting entity with a self-balancing set of accounts.

**Governmental Funds**

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

**BOROUGH OF JAMESBURG FIRE DISTRICT #1**  
**NOTES TO FINANCIAL STATEMENTS (CONTINUED)**  
**FOR THE YEAR ENDED DECEMBER 31, 2018**

Note 2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

Governmental Funds (Continued)

Special Revenue Fund – The Special Revenue Fund is used to account for the proceeds of specific revenue sources, such as state or federal government grants and appropriations that are legally restricted to expenditures for specified purposes.

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

Debt Service Fund – The Debt Service Fund is used to account for resources that will be used to service general noncurrent liabilities recorded in the General Noncurrent Debt Account Group.

Capital Assets – Property, plant and equipment purchased by the general fund and the capital projects fund are recorded as expenditures at the time of purchase. The historical cost, or if such cost is not practically determinable, the estimated historical cost, of such fixed assets is reflected in the Capital Assets account.

Fiduciary Funds

The Trust Funds are used to account for assets held by the District in a trustee capacity or as an agent for individuals, private organizations, other governments and/or other funds.

Volunteer Length of Service Award Plan (“LOSAP”)

The Fire District has established a volunteer Length of Service Award Plan (“LOSAP”)(“Plan”) to ensure retention of the Borough of Jamesburg’s volunteer fire department. The plan shall be construed under the laws of the State of New Jersey and is established with the intent that it meets the requirements of a “Length of service plan under section 457(e)11 of the Internal Revenue Code”. The LOSAP financial statements have not been nor are they required to be audited.

**BOROUGH OF JAMESBURG FIRE DISTRICT #1**  
**NOTES TO FINANCIAL STATEMENTS (CONTINUED)**  
**FOR THE YEAR ENDED DECEMBER 31, 2018**

Note 2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

Fund Equity

Reserves represent those portions of fund equity not available for appropriation for expenditure or legally segregated for a specific future use. Designated or assigned fund balances represent plans for future use of financial resources.

Measurement Focus

Government-Wide Financial Statements

The government-wide financial statements are prepared using the economic resources measurement focus. All assets and liabilities associated with the operation of the District are included on the Statement on Net Position.

Fund Financial Statements

All governmental funds are accounted for using a flow of current financial resources measurement focus. With this measurement focus, only current assets and current liabilities generally are included on the statement of net position. 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 government-wide financial statements are prepared. Governmental fund financial statements therefore include reconciliation with brief explanations to better identify the relationship between the government-wide statements and the statements for governmental funds.

**BOROUGH OF JAMESBURG FIRE DISTRICT #1**  
**NOTES TO FINANCIAL STATEMENTS (CONTINUED)**  
**FOR THE YEAR ENDED DECEMBER 31, 2018**

Note 2. **SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)**

**Budgets/Budgetary Control**

Annual appropriated budgets are prepared in the fall of each preceding year for the general, special revenue, and debt service funds. The budgets are submitted to the State, Department of Community Affairs, Division of Local Government Services, Bureau of Authority Regulation for approval and are voted upon by the registered voters of the Borough at the annual fire district election on the third Saturday in February. Budgets are prepared using the modified accrual basis of accounting. The legal level of budgetary control is established at line item accounts within each fund. Line item accounts are defined as the lowest (most specific) level of detail as established pursuant to the minimum chart of accounts. Transfers of appropriations may be made by District resolution at any time during the last three months of the fiscal year.

Formal budgetary integration into the accounting system is employed as a management control device during the year. Encumbrance accounting is also employed as an extension of formal budgetary integration in the governmental fund types. Unencumbered appropriations lapse at fiscal year end.

The accounting records of the special revenue fund are maintained on the grant accounting budgetary basis. The grant accounting budgetary basis differs from GAAP in that the grant accounting budgetary basis recognizes encumbrances as expenditures and also recognizes the related revenues, whereas the GAAP basis does not. Sufficient supplemental records are maintained to allow for the presentation of GAAP basis financial reports.

**Subsequent Events**

Management has reviewed and evaluated all events and transactions from December 31, 2018 through March 28, 2019, the date that the financial statements are issued for possible disclosure and recognition in the financial statements, and no items have come to the attention of the Authority that would require disclosure.

**BOROUGH OF JAMESBURG FIRE DISTRICT #1**  
**NOTES TO FINANCIAL STATEMENTS (CONTINUED)**  
**FOR THE YEAR ENDED DECEMBER 31, 2018**

Note 3. **CASH AND CASH EQUIVALENTS AND INVESTMENTS**

A. **Cash**

New Jersey statutes permit the deposit of public funds in institutions located in New Jersey, which are insured by the Federal Deposit Insurance Corporation (FDIC) or any other agencies of the United States that insures deposits or the State of New Jersey Cash Management Fund.

The State of New Jersey Cash Management Fund is authorized by statute and regulations of the State Investment Council to invest in fixed income and debt securities that mature or are redeemed within one year. Twenty-five percent of the Fund may be invested in eligible securities that mature within two years provided, however, the arbitrage maturity of all investments in the Fund shall not exceed one year. Collateralization of Fund investments is generally not required.

In addition, by regulation of the Division of Local Government Services, fire districts are allowed to deposit funds in Government Money Market Mutual Funds purchased through state registered brokers/dealers and banks.

In accordance with the provisions of the Governmental Unit Deposit Protection Act of New Jersey, public depositories are required to maintain collateral for deposits of public funds that exceed insurance limits as follows:

The market value of the collateral must equal five percent of the average daily balance of public funds or

If the public funds deposited exceed 75 percent of the capital funds of the depository, the depository must provide collateral having a market value equal to 100 percent of the amount exceeding 75 percent.

All collateral must be deposited with the Federal Reserve Bank, The Federal Home Loan Bank Board or a banking institution that is a member of the Federal Reserve System and has capital funds of not less than \$25,000,000.00.

The amount on deposit of District's cash and cash equivalents at December 31, 2018 was \$466,680.87.

**BOROUGH OF JAMESBURG FIRE DISTRICT #1**  
**NOTES TO FINANCIAL STATEMENTS (CONTINUED)**  
**FOR THE YEAR ENDED DECEMBER 31, 2018**

Note 3. CASH AND CASH EQUIVALENTS AND INVESTMENTS (CONTINUED)

B. Investments

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

- Bonds or other obligations of the United States of America or obligations guaranteed by the United States of America. This includes instruments such as Treasury bills, notes and bonds.
- Government money market mutual funds.
- Any federal agency or instrumentality obligation authorized by Congress that matures within 397 days from the date of purchase, and has a fixed rate of interest not dependent on any index or external factors.
- Bonds or other obligations of the local unit or school districts of which the local unit is a part.
- Any other obligations with maturities not exceeding 397 days, as permitted by the Division of Investments.
- Local government investment pools, such as New Jersey CLASS and the New Jersey Arbitrage Rebate Management Program.
- New Jersey State Cash Management Fund.
- Repurchase agreements of fully collateralized securities, subject to special conditions.

In addition, a variety of State laws permit local governments to invest in a wide range of obligations issued by State governments and its agencies.

C. Risk Analysis

All bank deposits, as of the balance sheet date, are entirely insured or collateralized by a collateral pool maintained by public depositories as required by the Governmental Unit Deposit Protection Act.

As of December 31, 2018, there were no securities categorized as Investments as defined by GASB Statement No. 3 as amended by No. 40.

**BOROUGH OF JAMESBURG FIRE DISTRICT #1**  
**NOTES TO FINANCIAL STATEMENTS (CONTINUED)**  
**FOR THE YEAR ENDED DECEMBER 31, 2018**

Note 4. CAPITAL ASSETS

All reported capital assets except for land are depreciated. At December 31, 2018, capital assets and the useful lives used for determination of annual depreciation were as follows:

	Balance December 31, 2017	<u>Current Year's Activity</u>		Balance December 31, 2018	<u>Useful Life</u>
		<u>Increase</u>	<u>Decrease</u>		
Improvements	\$ 227,546.87			\$ 227,546.87	10-15 Years
Trucks	1,210,470.81			1,210,470.81	10-15 Years
Equipment	577,754.66			577,754.66	10 Years
Vehicles	<u>72,182.85</u>			<u>72,182.85</u>	5 Years
	\$ 2,087,955.19			\$ 2,087,955.19	
Less:					
Accumulated Depreciation	<u>1,464,724.71</u>	\$ <u>90,302.10</u>		<u>1,555,026.81</u>	
	<u>\$ 623,230.48</u>	<u>\$ (90,302.10)</u>		<u>\$ 532,928.38</u>	

Accumulated depreciation at December 31, 2018 was \$1,555,026.81.

Depreciation expense for the years ended December 31, 2018 and 2017 were \$90,302.10 and \$90,567.35, respectively.



**BOROUGH OF JAMESBURG FIRE DISTRICT #1**  
**NOTES TO FINANCIAL STATEMENTS (CONTINUED)**  
**FOR THE YEAR ENDED DECEMBER 31, 2018**

Note 5. NONCURRENT DEBT

A. Capital Lease Obligations Payable

The District is leasing a truck 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, 2018:

<u>Year Ending December 31,</u>	<u>Truck</u>		<u>Total</u>
	<u>Principal</u>	<u>Interest</u>	
2019	\$ 28,758.15	\$ 4,691.14	\$ 33,449.29
2020	29,865.34	3,583.95	33,449.29
2021	31,015.15	2,434.14	33,449.29
2022	32,209.24	1,240.05	33,449.29
	<u>\$ 121,847.88</u>	<u>\$ 11,949.28</u>	<u>\$ 133,797.16</u>

B. Summary of Debt

During the fiscal year ended December 31, 2018 the following changes occurred in noncurrent liabilities:

	<u>Beginning Balance</u>	<u>Additions</u>	<u>Retirements</u>	<u>Ending Balance</u>	<u>Amounts Due Within One Year</u>	<u>Noncurrent Portion</u>
Capital Leases	\$ <u>149,539.89</u>	<u>          </u>	\$ <u>27,692.01</u>	\$ <u>121,847.88</u>	\$ <u>28,758.15</u>	\$ <u>93,089.73</u>

**BOROUGH OF JAMESBURG FIRE DISTRICT #1**  
**NOTES TO FINANCIAL STATEMENTS (CONTINUED)**  
**FOR THE YEAR ENDED DECEMBER 31, 2018**

Note 6. LENGTH OF SERVICE AWARDS PROGRAM

On February 20, 1999, the voters of the District approved a referendum authorizing the establishment of a Length of Service Awards Program (LOSAP). The LOSAP will provide tax-deferred income benefits to the active volunteer firefighters who are eligible to participate.

The LOSAP funds are administered independently and distinct from the District and are subject to a review in accordance with the American Institute of Certified Public Accountants Standards for Accounting and Review Services. The required annual review report as of December 31, 2018 has been prepared.

All amounts of compensation deferred under the Program and all income attributed to those amounts are the exclusive property of the Fire District, subject to the claims of its general creditors. Participants' rights under the Program are equal to those of a general creditor of the Fire District in an amount equal to the fair market value of the deferred account for each participant. It is unlikely that the Fire District would use Program assets to satisfy claims of the general creditors in the future.

The District has selected Variable Annuity Life Insurance Company (VALIC) to administer its LOSAP Program. As of December 31, 2018, the District's LOSAP Program had cash, cash equivalents and investment of \$367,848.78. The contributions for last three (3) years are as follows:

Year	District Contribution	Contribution per Member
2018	\$ 17,710.80	\$ 737.95
2017	20,612.74	737.95
2016	13,360.14	742.33

Note 7. PENSION PLAN AND OTHER POST-RETIREMENT BENEFITS (OPEB)

The District does not participate in the State of New Jersey Public Employee Retirement System (PERS) and therefore, is not required to provide accounting in accordance with GASB#68 – Accounting for Pension Liabilities. The District does not have employees that receive OPEB and therefore, no accounting in accordance with GASB#75 – Accounting for Post-Retirement Benefits is required.

Note 8. CONTINGENT LIABILITIES

The District's Attorney representation has revealed no material contingent liability for the District.

**BOROUGH OF JAMESBURG FIRE DISTRICT #1**  
**NOTES TO FINANCIAL STATEMENTS (CONTINUED)**  
**FOR THE YEAR ENDED DECEMBER 31, 2018**

Note 9. NET POSITION

Net position represents the difference between assets and liabilities. Net position invested in capital assets, to the extent expended consists of capital assets, net of accumulated depreciation, reduced by the outstanding balances of any borrowings used for the acquisition, construction or improvement of those assets. Net position is reported as restricted when there are limitations imposed on their use either through the enabling legislation adopted by the District or through external restrictions imposed by creditors, grantors or laws or regulations of other governments.

Note 10. NET POSITION – NET INVESTMENT IN CAPITAL ASSETS

Net investment in capital assets, Governmental Activities, consists of capital assets, net of accumulated depreciation, reduced by the outstanding balance of any long-term debt used to build or acquire the capital assets. The net investment in capital assets of \$411,080.50 indicated as part of the Governmental Activities net position is calculated as follows:

	Amount
Capital assets, net of depreciation	\$ 532,928.38
Capital lease (used to build or acquire capital assets)	(121,847.88)
	\$ 411,080.50

Note 11. FUND BALANCE APPROPRIATED

Basic Financial Statements:

Unrestricted:

General Fund – Of the \$197,185.52 General Fund balance at December 31, 2018, all is unassigned.

Restricted:

Capital Projects Fund – Of the \$131,763.36 fund balance at December 31, 2018, \$72,838.22 is unassigned and \$58,925.14 has been designated for subsequent years expenditures for the year ended December 31, 2019.

On November 15, 2018 the District held a special meeting in accordance with NJSA 40A:14-84 at which time approval was given to purchase a “general utility vehicle” not to exceed \$70,000. The 2019 District budget, as adopted and approved, includes an appropriation for the vehicle.

**OTHER INFORMATION**

**BOROUGH OF JAMESBURG FIRE DISTRICT #1**  
**COUNTY OF MIDDLESEX**  
**GOVERNMENTAL FUNDS - GENERAL FUND**  
**SCHEDULE OF REVENUES AND EXPENDITURES COMPARED TO BUDGET**  
**YEAR ENDED DECEMBER 31, 2018**

	Budget as <u>Adopted</u>	Budget as <u>Modified</u>	<u>Actual</u>	Excess (Deficit)
Revenue:				
Amount to be Raised by Taxation	\$ 376,900.00	\$ 376,900.00	\$ 376,900.71	\$ 0.71
 Total Revenue	 <u>\$ 376,900.00</u>	 <u>\$ 376,900.00</u>	 <u>\$ 376,900.71</u>	 <u>\$ 0.71</u>
 Appropriations:				
Operating Appropriations:				
Administration:				
Paid Positions	\$ 14,900.00	\$ 14,900.00	\$ 13,400.00	\$ 1,500.00
Professional Services	33,000.00	33,000.00	25,192.00	7,808.00
Elections	4,000.00	4,000.00	1,258.96	2,741.04
Office Supplies and Postage	<u>5,200.00</u>	<u>5,200.00</u>	<u>4,550.66</u>	<u>649.34</u>
Total Administration	<u>57,100.00</u>	<u>57,100.00</u>	<u>44,401.62</u>	<u>12,698.38</u>
Operations and Maintenance:				
Fire Hydrant Rentals	58,000.00	58,500.00	58,170.39	329.61
Insurance Premiums	50,000.00	49,500.00	48,333.00	1,167.00
Training and Education	12,000.00	9,200.00	9,141.01	58.99
Uniforms and Personal Equipment	15,000.00	15,000.00	14,754.49	245.51
Utilities and Related Services	22,000.00	22,000.00	19,637.53	2,362.47
Radio Service/Repair	5,000.00	2,400.00	2,060.00	340.00
Diesel Gas Fuel	5,000.00	5,000.00	2,331.89	2,668.11
Truck Service/Repair	15,000.00	28,000.00	27,342.30	657.70
Equipment Testing	5,000.00	6,500.00	5,668.54	831.46
Building Maintenance	32,500.00	37,500.00	15,511.46	21,988.54
Building Supplies	2,000.00	2,000.00	1,263.92	736.08
Air Pack & Bottle Repair	6,800.00	2,900.00	2,811.39	88.61
Service Contracts	32,500.00	32,500.00	32,500.00	
Contingent	25,000.00	23,300.00	1,000.00	22,300.00
Miscellaneous Truck Supplies	<u>15,000.00</u>	<u>6,500.00</u>	<u>7,778.94</u>	<u>(1,278.94)</u>
Total Operations and Maintenance	<u>300,800.00</u>	<u>300,800.00</u>	<u>248,304.86</u>	<u>52,495.14</u>
LOSAP	<u>19,000.00</u>	<u>19,000.00</u>	<u>19,000.00</u>	
 Total General Fund Appropriations	 <u>\$ 376,900.00</u>	 <u>\$ 376,900.00</u>	 <u>\$ 311,706.48</u>	 <u>\$ 65,193.52</u>

**BOROUGH OF JAMESBURG FIRE DISTRICT #1**  
**COUNTY OF MIDDLESEX**  
**GOVERNMENTAL FUNDS - GENERAL FUND**  
**SCHEDULE OF REVENUES AND EXPENDITURES COMPARED TO BUDGET**  
**YEAR ENDED DECEMBER 31, 2018**

Reconciliation of Budget:

Budgeted Revenue	\$ 376,900.00
Budgeted Appropriations	<u>376,900.00</u>
Excess: Net Position Provided	<u>\$ None</u>

Analysis of Actual:

Cash Disbursed:	
Operating	\$ 267,838.15
Accounts Payable	19,118.33
Accrued Expenses	<u>24,750.00</u>
	<u>\$ 311,706.48</u>

Analysis of Excess:

Revenue	\$ 0.71
Appropriation	<u>65,193.52</u>
	<u>\$ 65,194.23</u>

**BOROUGH OF JAMESBURG FIRE DISTRICT #1**  
**COUNTY OF MIDDLESEX**  
**CAPITAL PROJECTS FUND**  
**SUMMARY STATEMENT OF PROJECT EXPENDITURES**  
**FOR THE YEAR ENDED DECEMBER 31, 2018**

<u>Issue/Project Title</u>	<u>Original Date</u>	<u>Appropriations</u>	<u>Expenditures to Date Current Year</u>	<u>Balance December 31, 2018</u>
Radio System and Air Filling	09/20/16	\$ 250,000.00	\$ 196,284.86	\$ 53,715.14
Air Filling Station	09/20/16	<u>55,000.00</u>	<u>49,790.00</u>	<u>5,210.00</u>
		<u>\$ 305,000.00</u>	<u>\$ 246,074.86</u>	<u>\$ 58,925.14</u>

**BOROUGH OF JAMESBURG FIRE DISTRICT #1**  
**COUNTY OF MIDDLESEX**  
**GOVERNMENTAL FUNDS - DEBT SERVICE FUND**  
**SCHEDULE OF REVENUES AND EXPENDITURES COMPARED TO BUDGET**  
**YEAR ENDED DECEMBER 31, 2018**

	<u>Budget</u>	<u>Actual</u>	<u>Excess/ (Deficit)</u>
Revenue:			
Amount to be Raised by Taxation	\$ <u>33,450.00</u>	\$ <u>33,449.29</u>	\$ <u>(0.71)</u>
Total Revenue	\$ <u><u>33,450.00</u></u>	\$ <u><u>33,449.29</u></u>	\$ <u><u>(0.71)</u></u>
Appropriation:			
Principal on Capital Leases	\$ 26,666.00	\$ 26,665.39	\$ 0.61
Interest on Capital Leases	<u>6,784.00</u>	<u>6,783.90</u>	<u>0.10</u>
Total Appropriations	\$ <u><u>33,450.00</u></u>	\$ <u><u>33,449.29</u></u>	\$ <u><u>0.71</u></u>
 <u>Reconciliation of Budget:</u>			
Budgeted Revenue	\$ 33,450.00		
Budgeted Appropriations	<u>33,450.00</u>		
Excess: Net Position Utilized	\$ <u><u>None</u></u>		
 <u>Analysis of Actual:</u>			
Cash Disbursed		\$ <u><u>33,449.29</u></u>	



**REQUIRED SUPPLEMENTARY INFORMATION – PART II**

**OTHER SCHEDULES**

**BOROUGH OF JAMESBURG FIRE DISTRICT #1**  
**COUNTY OF MIDDLESEX**  
**GOVERNMENTAL FUNDS**  
**SCHEDULE OF RECEIPTS, DISBURSEMENTS**  
**AND CHANGES IN CASH AND CASH EQUIVALENTS**  
**YEAR ENDED DECEMBER 31, 2018**

	Fund			Total
	General	Debt Service	Capital Projects	
Receipts:				
District Taxes	\$ 492,650.71	\$ 33,449.29	\$ 52,650.00	\$ 578,750.00
Interest on Investments	1,753.62			1,753.62
Miscellaneous	1,836.14			1,836.14
	<u>\$ 496,240.47</u>	<u>\$ 33,449.29</u>	<u>\$ 52,650.00</u>	<u>\$ 582,339.76</u>
Disbursements:				
Accounts Payable	\$ 20,749.92			\$ 20,749.92
Accrued Expenses	25,862.74			25,862.74
Operating Appropriations	267,838.15			267,838.15
Capital Projects			\$ 78,513.94	78,513.94
Principal on Capital Lease		\$ 27,692.01		27,692.01
Interest on Capital Lease		5,757.28		5,757.28
	<u>\$ 314,450.81</u>	<u>\$ 33,449.29</u>	<u>\$ 78,513.94</u>	<u>\$ 426,414.04</u>
Increase/(Decrease) in Cash and Cash Equivalents	\$ 181,789.66		\$ (25,863.94)	\$ 155,925.72
Cash and Cash Equivalents, January 1, 2018	<u>78,020.48</u>		<u>196,884.28</u>	<u>274,904.76</u>
Cash and Cash Equivalents, December 31, 2018	<u>\$ 259,810.14</u>		<u>\$ 171,020.34</u>	<u>\$ 430,830.48</u>
Analysis of Cash and Cash Equivalents:				
Cash - Checking	\$ (8,022.04)			\$ (8,022.04)
Money Market	267,736.59		\$ 171,020.34	438,756.93
Petty Cash	95.59			95.59
	<u>\$ 259,810.14</u>		<u>\$ 171,020.34</u>	<u>\$ 430,830.48</u>

**BOROUGH OF JAMESBURG FIRE DISTRICT #1**  
**COUNTY OF MIDDLESEX**  
**SCHEDULE OF OBLIGATIONS UNDER CAPITAL LEASE**  
**YEAR ENDED DECEMBER 31, 2018**

<u>Series</u>	<u>Interest Rate Payable</u>	<u>Maturity</u>	<u>Amount of Original Issue</u>	<u>Balance January 1, 2018</u>	<u>Paid</u>	<u>Balance December 31, 2018</u>	
Fire Apparatus	3.146%	2/10/19	\$ 28,758.15	\$ 273,341.00	\$ 149,539.89	\$ 27,692.01	\$ 121,847.88
		2/10/20	29,865.34				
		2/10/21	31,015.15				
		2/10/22	32,209.24				
				<u>\$ 149,539.89</u>	<u>\$ 27,692.01</u>	<u>\$ 121,847.88</u>	

**SUPPLEMENTARY INFORMATION**

**BOARD OF FIRE COMMISSIONERS**  
**BOROUGH OF JAMESBURG FIRE DISTRICT #1**  
**STATISTICAL INFORMATION**  
**DECEMBER 31, 2018**

Property Tax Levies

Following is a tabulation of the district's assessed valuations, tax levies and property tax rates per \$100 of assessed valuations for the current and preceding five (5) years:

<u>Fiscal Year</u>	<u>Assessed Valuation</u>	<u>Total Tax Levy</u>	<u>Property Tax Rate</u>
2018	\$ 238,108,688	\$ 463,000.00	0.195
2017	234,388,900	463,000.00	0.197
2016	235,590,020	463,000.00	0.197
2015	235,158,644	463,000.00	0.197
2014	236,203,523	439,944.00	0.187

Unreserved Net Position

<u>Fiscal Year Ended</u>	<u>End of Fiscal Year</u>	<u>Utilization in Subsequent Year Budget</u>
December 31, 2018	\$ 197,185.52	None
December 31, 2017	128,401.53	None
December 31, 2016	205,687.13	\$ 154,350.00
December 31, 2015	185,580.42	23,821.00
December 31, 2014	210,465.78	81,916.00

Reserved Net Position

<u>Fiscal Year Ended</u>	<u>End of Fiscal Year</u>	<u>Utilization in Subsequent Year Budget</u>
December 31, 2018	\$ 72,838.22	\$ 70,000.00
December 31, 2017	20,188.22	None
December 31, 2016	110,188.22	110,000.00
December 31, 2015	None	None
December 31, 2014	109,900.20	109,900.20

**BOARD OF FIRE COMMISSIONERS**  
**BOROUGH OF JAMESBURG FIRE DISTRICT #1**  
**ROSTER OF OFFICIALS**  
**DECEMBER 31, 2018**

<u>Board of Commissioners</u>	<u>Position</u>	<u>Amount of Surety Bond</u>
Brian Wright	Chairman	
William Stonaker	Vice Chairman	
Dina Walker	Treasurer	\$ 50,000.00 *
Stephanie Rampacek	Assistant Treasurer/Clerk	
Lynette Emens	Secretary/Assistant Clerk	

Other Officials

Joseph D. Youssouf, Esq.	Board Attorney
PNC Bank	Official Depository

\* Surety Company

First Responder Insurance Fund  
Bond #FIR110104-97

**GENERAL COMMENTS AND RECOMMENDATIONS**



**GENERAL COMMENTS**  
**DECEMBER 31, 2018**

Scope of Examination and Conditions of Records

Our examination covered the funds of the Board of Fire Commissioners, Fire District #1, Borough of Jamesburg handled by the Treasurer.

The financial records were maintained in good condition.

Minutes of Board meetings were properly maintained by the Recording Secretary.

Cash and Cash Equivalents

The balances in banks at December 31, 2018 were verified with the bank and reconciliations and/or statements issued by the depositories.

Our examination revealed that the Fire District maintains funds in a money market fund.

Examination of Claims

In verifying expenditures, computations were tested on claims approved and paid. No attempt was made in this connection to establish proof of rendition, character or extent of services, nor quantities, nature, propriety of prices or receipt of materials, these elements being left necessarily to internal review in connection with approval of claims.

Claims paid during the period under audit were examined on a test basis to determine that they are submitted on Board vouchers, audit, itemized, signed by the officials as to approval for payment, allocation to the proper accounts and charged to the proper fiscal period, and in agreement with bill lists set forth in the approved minutes of the Board.

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

N.J.S. 40A:11-4 (as amended) 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 act or specifically by any other law. No work, materials or supplies shall be undertaken, acquired or furnished for a sum exceeding the aggregate \$17,500.00 in the absence of a Qualified Purchasing Agent ("QPA"), except by contract or agreement."

The members of the Borough of Jamesburg Fire District #1 have the responsibility of determining whether any contract or agreement might result in violation of the statute and, when necessary, the Board Attorney's opinion should be sought before a commitment is made.

**GENERAL COMMENTS (CONTINUED)**  
**DECEMBER 31, 2018**

Contracts and Agreements Required to be Advertised for N.J.S. 40A:11-4 (as amended)  
(Continued)

Inasmuch as the system of records did not provide for any accumulation of payments for categories for the performance of any work or the furnishing or hiring of any materials or supplies, the results of such an accumulation could not reasonably be ascertained. Disbursements were reviewed, however, to determine whether any clear-cut violations existed.

The results of our examination indicated that no individual payments, contracts or agreements were made "for the performance of any work or the furnishing or hiring of any materials or supplies", in excess of the statutory thresholds where there had been no advertising for bids in accordance with provisions of N.J.S.A. 40A:11-21.

The District has purchased firefighting equipment utilizing the state contract method during the year in accordance with the Local Public Contracts bidding threshold.

SFSP Funds

The Borough of Jamesburg as of December 31, 2018 owes the District the State Funded Program fees for 2017 and 2018 which have not been accrued as of December 31, 2018.

LOSAP

The Length of Service Awards Program as Accountants Review Report for December 31, 2018 has been prepared.

Miscellaneous

An exit conference was held in accordance with Auditing Standards Generally Accepted in the United States of America for governmental entities.

Acknowledgment

During the course of the audit, we received the cooperation of the officials of the Fire District and we appreciate the courtesies extended to us.

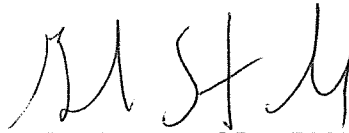
**RECOMMENDATIONS**  
**DECEMBER 31, 2018**

None.

The problems and weaknesses noted in our audit were not of such magnitude that they would affect our ability to express an opinion on the financial statements taken as a whole.

Should any questions arise as to my comments or recommendations, or should you desire assistance in implementing my recommendations, please do not hesitate to contact me.

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'G Stankiewicz', written in a cursive style.

Gerard Stankiewicz, CPA, RMA  
For The Firm  
SAMUEL KLEIN AND COMPANY