Audit Report

For the Years Ended December 31, 2012 and 2011

BART & BART Certified Public Accountants

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INDEPENDENT AUDITOR'S REPORT

Board of Fire Commissioners Old Bridge Township Fire District #4 Old Bridge, NJ 08857

Report on the Financial Statements

We have audited the accompanying basic financial statements of the various funds of the Old Bridge Township Fire District #4 (the District), as of and for the years ended December 31, 2012, and the related notes to the basic financial statements, which collectively comprise the District's basic financial statements as listed in the table of contents. As described in Note #1, Old Bridge Fire District #4 prepares its financial statements on a modified accrual basis of accounting that demonstrates compliance with accounting principles and practices as described by the Division of Local Government Services Department of Community Affairs, State of New Jersey, which is a comprehensive basis of accounting other than generally accepted accounting principles.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with U.S. generally accepted accounting principles; 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.

Auditors' Responsibility

Our responsibility is to express an opinion on these financial statements based on our audits. We conducted our audits in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditors' judgement, 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 opinion.

Opinion

In our opinion, the aforementioned financial statements present fairly, in all material respects, the financial position of the various funds of the Old Bridge Fire District #4 at December 31, 2012 and 2011, and the results of operations for the years then ended, on a basis of accounting described in Note #1.

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Board of Fire Commissioners Old Bridge Fire District #4

Other Matters

Required Supplementary Information

U.S. generally accepted accounting principles require that the management's discussion and analysis on pages 2 and 3 be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Other Reporting Required by Government Auditing Standards

In accordance with Government Auditing Standards, we have also issued our report dated July 17, 2013, 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 grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing and not to provide an opinion on the internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with Government Auditing Standards and should be considered in assessing the results of our audit.

Bart & Bart CPAs

July 17, 2013

BART & BART CERTIFIED PUBLIC ACCOUNTANTS

Report on Compliance and on Internal Control over Financial Reporting Based

on an Audit of Financial Statements

Performed in Accordance with Government Auditing Standards

Board of Fire Commissioners Township of Old Bridge Fire District No. 4 Parlin, New Jersey 08857

We have audited the financial statements of the governmental activities, each major fund and the aggregate remaining fund information of the Township of Old Bridge Fire District No. 4, in the County of Middlesex, State of New Jersey, as of an for the year ended December 31, 2012, which collectively comprise Township of Old Bridge No. 4's basic financial statements and have issued our report thereon dated July 17, 2013. We did not express an opinion on the Deferred Compensation Trust Fund because the District's plan was subject to a review to meet the requirements for filing with the Division of Local Government Services, Department of Community Affairs, State of New Jersey. Except as discussed in the preceding sentence, 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 audit requirements as prescribed by the Division of Local Government Services, Department of Community Affairs, State of New Jersey.

Internal Control Over Financial Reporting

In planning and performing our audit, we considered the Township of Old Bridge Fire District No. 4's internal control over financial reporting as a basis for designing our auditing procedures for the purpose of expressing our opinions on the financial statements but not for the purpose of expressing an opinion of the effectiveness of the Township of Old Bridge Fire District #4's internal control over financial reporting. Accordingly, we do not express an opinion on the effectiveness of the Township of Old Bridge Fire District No. 4's internal control over financial reporting.

Our consideration of internal control over financial reporting was for the limited purpose described in the preceding paragraph and would not necessarily identify all deficiencies in internal control over financial reporting that might be significant deficiencies in internal control over financial reporting that might be significant deficiencies or material weakness. However, as discussed below, we identified certain deficiencies in internal control over financial reporting that we consider to be control deficiencies.

A control deficiency 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 misstatements on a timely basis. A significant deficiency is a control deficiency, or combination of control deficiencies, that adversely affects the entity's ability to initiate, authorize, record, process or report financial data reliably on accordance with generally accepted accounting principles such that there is more than a remote likelihood that a misstatement of the entity's financial statements that is more than inconsequential will not be prevented or detected by the entity's internal control.

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A material weakness is a significant deficiency or combination of significant deficiencies, that results in more than a remote likelihood that a material misstatement of the financial statements will not be prevented or detected by the entity's internal control.

Our consideration of the internal control over financial reporting was for the limited purpose described in the first paragraph of this section and would not necessarily identify all deficiencies in the internal control that might be significant deficiencies and accordingly would not necessarily disclose all significant deficiencies that are also considered to be material weaknesses. However, we believe the significant deficiency described above to be a material weakness.

Compliance and Other matters

As part of obtaining reasonable assurance about whether the Township of Old Bridge Fire District No. 4'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, Department of Community Affairs, State of New Jersey.

Township of Old Bridge Fire District No. 4's response to the findings identified in our audit are described above. We did not audit the Township of Old Bridge Fire District No. 4's response and accordingly, we express no opinion on it.

This report is intended for the information of the Board of Commissioners and the Division.

OLD BRIDGE FIRE DISTRICT NO. 4

MANAGEMENT'S DISCUSSION AND ANALYSIS

For the Year Ended December 31, 2012

Unaudited

This discussion and analysis of Old Bridge Fire District No. 4's financial performance provides an overall review of the District's financial activities for the year ended December 31, 2012. The intent of this discussion and analysis is to look at the district's financial performance as a whole; readers should also review the basic financial statements and notes to enhance their understanding of the 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.

Financial Highlights

Key financial highlights for 2012 as compared to 2011 are as follows:

Total fund balance increased \$90,190 from 2011. The unreserved fund balance of the District is a useful indicator of the financial health of the District. The following table shows the past 6-year history of the District's unreserved fund balance:

Fiscal Year Ended	End of Fiscal Year	Subsequent Budget
12/31/12	\$ 47,472.00	\$ 10,500.00
12/31/11	7,292.00	••••
12/31/10	15,386.00	_
12/31/09	227,216.00	100,000.00
12/31/08	298,406.00	150,000.00
12/31/07	194,768.00	_

General fund revenues and other financial sources increased \$167,324. Earnings on investments decreased \$155 and miscellaneous income increased \$23,244. District taxes increased \$109,432. The following table shows the history of the past five years property tax levies per \$100 of assessed valuations on property within the District:

Fiscal Year	Assessed Valuations	Total Tax Levy	Property Tax Rates
2013	187,990,025 191,082,746	507,794 507,715	.270
2011 2010	195,427,339 197,942,754	398,283 371,276	.201 .187
2009	190,962,121	421,676	.220

Financial Highlights (Continued)

Total assets of the general fund increased by \$82,741. Total liabilities and reserves decreased by \$7,469.

The District had \$399,715 in expenses, a decrease of \$750. Administration costs increased \$6,131, while costs of operations decreased \$6,881. General revenues and fund balance were adequate to provide for these expenses.

For further information, contact Mr. Joe Peel, Treasurer for the Board of Fire Commissioners, District #4.

General Fund

Comparative Balance Sheet

	Dece	mber 31,
ASSETS	2012	2011
Cash	\$ 100,147	\$ 17,406
Total Assets	\$ 100,147	<u>\$ 17,406</u>
LIABILITIES, RESERVES AND FUND BALANCE		
Liabilities and Reserves: Accounts Payable	\$ 2,664	\$ 10,113
Total Liabilities and Reserves	2,664	10,113
Fund Balance: Designated	\$ 50,011	\$ -
Undesignated	47,472	7,293
Total Fund Balance	97,483	7,293
Total Liabilities, Reserves and Fund Balance	<u>\$ 100,147</u>	<u>\$ 17,406</u>

General Fund

Statement of Revenues, Expenditures and Changes in Fund Balance

For the Year Ended December 31, 2012

With Comparative Actual Amounts for Period Ended December 31, 2011

				2012				2011
		Budget		Actual	Fá	ariance avorable favorable)		Actual
Revenues and Other Financing Sources:							***************************************	
Miscellaneous Revenues: Uniform Fire Safety Act - Fees, Penalties,								
Fines, etc.		46,000		65 , 578		19,578		31,809
Supplemental Fire Services Act Grant Income_		1,724 -		1,323		(401)		2,646 -
Earnings on Investments and Deposits Miscellaneous Income		2,000		64 		(1,936)		243
Total Miscellaneous Revenues	***************************************	49,724		66,965		17,241		43,721
Fund Balance Appropriated		9,712			SECRETARY VIII	(9,712)		
Total Fund Balance & Reserve Appropriated		9,712		and the second s		(9,712)		
District Taxes		507,715		507,715		_		398,283
Total Revenues and Other Financing Sources	\$	567,151	\$	574 <u>,680</u>	<u>\$</u>	7,529	\$	442,004
Expenditures:								
Current Operating Appropriations	\$	386,934	\$	399,715	\$	(12,781)	\$	400,465
Appropriations Offset with Revenue: Uniform Fire Safety Act Capital Appropriations		46,000 134,217	<u></u>	33,464 35,168		12,536 99,049		14,464 35,168
Total Expenditures		567,151		468,347		98,804		450,097
Excess of Revenue over Expenditures Less: Fund Balance Utilized		- (9,712)		106,333		106,333 9,712		(8,093) -
Fund Balance, Beginning of Year		7,293		7,293		-		15,386
Transfer to General Fixed Asset Group				(16, 143)		(16,143)		
Fund Balance, End of Year	\$	(2,419)	\$	97,483	\$	99,902	\$	7,293

General Fund

Statement of Expenditures Compared to Budget

For the Year Ended December 31, 2012

With Comparative Actual Amounts for Period Ended December 31, 2011

			2012				2011
	****	Budget	 Actual	F	ariance avorable favorable)		Actual
ADMINISTRATION: Salaries and Wages Fringe Benefits Office Administration Professional Services Commissioners	\$	97,576 80,058 3,000 15,000 17,000	\$ 117,731 69,265 6,935 20,962 21,000	\$	(20,155) 10,793 (3,935) (5,962) (4,000)	\$	111,813 59,323 17,403 19,723 21,500
Total Administration	\$	212,634	\$ 235,893	\$	(23, 259)	\$	229,762
COST OF OPERATIONS: Insurance Maintenance and Repairs Fire Protection Services Training and Education Supplies Utilities Equipment Length of Service Awards Program Rent		50,000 20,000 10,000 8,000 3,800 15,000 4,500 20,000 43,000	 43,204 15,936 13,410 5,965 1,587 16,939 13,400 9,000 44,381		6,796 4,064 (3,410) 2,035 2,213 (1,939) (8,900) 11,000 (1,381)		28,170 9,014 29,617 2,003 4,631 24,730 35,403 9,000 28,135
Total Cost of Operations		174,300	 163,822		10,478		170,703
Total Current Operating Exps.		386,934	 399,715		(12,781)	***************************************	400,465
CAPITAL APPROPRIATIONS: Capital Lease Truck Reserve	\$	34,217 100,000	\$ 35,168	\$	(951) 100,000	\$ ——	35,168
Total Capital Appropriations		134,217	 35,168		99,049		35,168
Total Appropriations	\$	521,151	\$ 434,883	\$	86,268	\$	435,633

OLD BRIDGE TOWNSHIP FIRE DISTRICT #4 Statement of Grants Received and Expended Supplemental Fire Services Program For the Year Ended December 31, 2012

Appropriations:

2012 Supplemental Fire Services Program \$ 1,323

Total Program Funds Appropriated \$ 1,323

Expenditures:
2012 Supplemental Fire Services Act \$ -

Capital Fund

Comparative Balance Sheet

December 31, 2012 and 2011

ASSETS	2012	2011
Amount to be Provided for Retirement of Debt	\$ -	\$ 29,258
Total Assets	<u>\$</u> -	<u>\$ 29,258</u>
LIABILITIES, RESERVES AND FUND BALANCE		
Capital Lease Payable		29,258
Total Liabilities, Reserves and Fund Balance	\$ -	\$ 29,258

Capital Fund

Combining Statement of Amount to be Provided

For Retirement of Debt

Purpose	Balance 12/31/11	Bond Paid By Budget Appropriation	Capital Lease/ Bonds Issued	Balance 12/31/12
Lease/purchase of Ferrara Stat Truck	29,258	29,258		
	<u>\$ 29,258</u>	<u>\$ 29,258</u>	\$ -	<u>\$</u> –

General Fixed Assets Account Group

Comparative Balance Sheet

December 31, 2012 and 2011

ASSETS	2012	2011
Building:		
Leasehold Improvements	\$ 95,510	\$ 95,510
Equipment: 1990 Dodge Truck 2000 Ford Brush Truck 2000 Seagrave Pumper 2003 Rescue Truck 2004 Ford Expedition 2006 Dodge Durango 2007 Ferrera Stat Truck 2013 Chevrolet Suburban	20,000 75,000 276,048 96,762 58,719 29,056 475,000 16,143	20,000 75,000 276,048 96,762 58,719 29,056 475,000
Total Assets	1,142,238	1,126,095
Less Accumulated Depreciation: Building Equipment	59,035 494,963	54,260 445,594
Total Accumulated Depreciation	<u>553,998</u>	499,854
Total Net Assets	<u>\$ 588,240</u>	\$ 626,241
FUND BALANCE		
Investment in General Fixed Assets	\$ 588,240	\$ 626,241

OLD BRIDGE TOWNSHIP FIRE DISTRICT #4 General Fixed Assets Account Group

Statement of Revenues, Expenditures and Changes in Fund Balance December 31, 2012 and 2011

	2012	2011
Revenues and Other Financing Sources:		
Purchase of Equipment	\$ 16,143	\$ -
Total Revenues and Other Financing Sources	<u>\$</u> –	\$ -
Expenditures:		
Depreciation	\$ 54,144	\$ 50,916
Total Expenditures	54,144	50,916
Excess of Revenue Over Expenditures	(38,001)	(50,916)
Fund Balance, Beginning of Year	626,241	677,157
Fund Balance, End of Year	<u>\$ 588,240</u>	\$ 626,241

Notes to Financial Statements

For the Years Ended December 31, 2012 and 2011

Note 1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The accounting policies of the Old Bridge Township Fire District #4 (the "District") conform to the accounting principles applicable to special districts which have been prescribed by the Division of Local Government Services, Department of Community Affairs, State of New Jersey. Such principles and practices are designed primarily for determining compliance with legal provisions and budgetary restrictions and as a means of reporting on the stewardship of public officials with respect public funds.

Separate financial statements are provided for the following separate funds:

<u>General Fund</u> - Resources and expenditures for governmental operations of a general nature, including federal and state grant funds, except as otherwise noted.

 $\underline{\text{Capital}}$ Fund - Resources and expenditures for the acquisition of general capital facilities, other than those acquired through the general fund, including the status of bonds and notes authorized for said purposes.

General Fixed Assets Account Group - Shows the District's investment in buildings and equipment, net of accumulated depreciation.

The following is a summary of the significant policies:

Basis of Accounting - The modified 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 that unmatured interest and principal on general obligation debt are accounted for as expenditures in the year becoming due and payable.

<u>Inventories of Supplies</u> - Purchases of materials and supplies are recognized and recorded as expenditures when they are acquired, regardless of when used.

Notes to Financial Statements

For the Year Ended December 31, 2012 and 2011

Note 1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

<u>Fixed Assets</u> - Property, plant and equipment purchased by the current fund and the general capital 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 General Fixed Assets group of accounts.

The District adopted Governmental Accounting Standards Board Statement No. 34. This standard recommends, among other things, the District to recognize depreciation on all assets contained in the general fund asset account group. The historical cost of the fund assets are shown net of all accumulated depreciation as investments in general fixed assets.

The cost of normal maintenance and repairs that do not add to the value of the asset or materially extended assets lives are not capitalized.

Major outlays for capital assets and improvements are capitalized as projects are constructed. Interest incurred during construction is not capitalized.

Buildings and improvements and furniture and equipment of the District are depreciated using the straight-line method over the following estimated lives:

Assets	<u>Years</u>
Lease Improvements	20
Fire Trucks	25
Other Vehicles	5
Equipment	10

Depreciation expense for the years ending December 31, 2012 and 2011 was \$54,144 and \$50,916 respectively.

<u>Capital Fund</u> - The accounting for expenditures for property, plant and equipment financed by debt authorized or from restricted grant funds is contained in the general capital fund, as is the related debt issued and outstanding. The acquisition and construction cost of such assets, when completed, is reflected in the General Fixed Assets group of accounts.

Notes to Financial Statements

For the Year Ended December 31, 2012 and 2011

Note 2. CAPITAL LEASE PAYABLE

On June 20, 2007, the District, in order to acquire a new Ferrara Stat truck, entered into a lease agreement with Sovereign Bank as Lessor pursuant to a competitive bid awarded on May 9, 2007 at an interest rate of 4.540%. The minimum annual payments called for under the lease are as follows:

Year	Interest_	Principal	Total Annual Payments
2009 2010 2011 2012	5,567 5,200 2,907 1,486	28,640 30,000 31,300 32,721	34,207 35,200 34,207 34,217
	<u>\$ 15,160</u>	<u>\$ 122,661</u>	<u>\$ 137,831</u>

Notes to Financial Statements

For the Year Ended December 31, 2012 and 2011

Note 3. PENSION

Employees participate in both the Public Employees' Retirement System of New Jersey (PERS), as well as the Police and Firemen's Pension System; (PFRS) both are contributory defined benefit public employee retirement systems that were established by State statute. The System is sponsored and administered by the Division of Pensions and Benefits. The System is considered a cost-sharing, multiple-employer plan. Covered employees are required by statute to contribute a certain percentage of their salary to the Plan. The Division of Pensions bills the District annually for its required contribution.

Note 4. LENGTH OF SERVICE AWARDS PROGRAM (LOSAP)

The Fire District offers its employees a Length of Service Awards Program in accordance with Internal Revenue Code Section 457, which has been approved by the Director of the Division of Local Government Services. The deferred compensation is not available to participants until termination, retirement, death or unforeseeable emergency.

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.

ROSTER OF OFFICIALS

Board of Commissioners

Drew Vagts

President

John Watkins, Sr.

Vice President

Joseph Peel

Treasurer

Michael Donahue

Commissioner

Ann Peel

Secretary

Other Officials

Richard Braslow

Attorney

Comments and Recommendations

For the Year Ended December 31, 2012 and 2011

OTHER COMMENTS AND RECOMMENDATIONS

None.