

DOWNE TOWNSHIP
FIRE DISTRICT NO. 2
COUNTY OF CUMBERLAND
REPORT OF AUDIT
DECEMBER 31, 2022

DOWNE TOWNSHIP FIRE DISTRICT NO. 2

COUNTY OF CUMBERLAND

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COUNTY OF CUMBERLAND

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DOWNE TOWNSHIP FIRE DISTRICT NO. 2
OFFICIALS IN OFFICE AND SURETY BONDS

The following officials were in office during 2022

<u>NAME</u>	<u>TITLE</u>	<u>AMOUNT OF SURETY BOND</u>
<u>Board of Fire Commissioners</u>		
Mark Upham Jr.	Chairman	
James Jacobson	Vice Chairman	
Mary Upham	Treasurer	
Megan Jacobson	Secretary	
Daniel Jacobson	Commissioner	

FINANCIAL SECTION

NIGHTLINGER, COLAVITA & VOLPA

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Certified Public Accountants

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INDEPENDENT AUDITOR'S REPORT

President and Members of the
Downe Township Fire District No. 2
County of Cumberland
P.O. Box 1
Dividing Creek, New Jersey 08315

Opinions

We have audited the accompanying financial statements of the governmental activities and each major fund of the Downe Township Fire District No. 2, in the County of Cumberland, State of New Jersey, as of and for the year ended December 31, 2022, and the related notes to the financial statements, which collectively comprise the Downe Township Fire District No. 2, in the County of Cumberland, State of New Jersey's basic financial statements as listed in the table of contents.

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 Downe Township Fire District No. 2, in the County of Cumberland, State of New Jersey, as of December 31, 2022, and the respective changes in financial position for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Basis for Opinions

We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of the Downe Township Fire District No. 2, in the County of Cumberland, State of New Jersey, and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

Responsibilities of Management for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America, and for 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.

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the Downe Township Fire District No. 2, in the County of Cumberland, State of New Jersey's ability to continue as a going concern for twelve months beyond the financial statement date, including any currently known information that may raise substantial doubt shortly thereafter.

Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinions. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with generally accepted auditing standards will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

In performing an audit in accordance with generally accepted auditing standards, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit 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 Downe Township Fire District No. 2, in the County of Cumberland, State of New Jersey's internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about the Downe Township Fire District No. 2, in the County of Cumberland, State of New Jersey's ability to continue as a going concern for a reasonable period of time.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control-related matters that we identified during the audit.

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 be presented to supplement the basic financial statements. Such information is the responsibility of management and, 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.

Supplementary Information

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the Downe Township Fire District No. 2, in the County of Cumberland, State of New Jersey's basic financial statements. The individual fund financial statements, schedule of expenditures of federal awards and state financial assistance, and schedule of receipts, disbursements and changes in cash are presented for purposes of additional analysis and are not a required part of the basic financial statements. The information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the individual fund financial statements, schedule of expenditures of federal awards and state financial assistance, and schedule of receipts, disbursements and changes in cash are fairly stated, in all material respects, in relation to the basic financial statements as a whole.

Other Information

Management is responsible for the other information included in the annual report. The other information comprises the introductory and insurance sections of the annual report. Our opinions on the basic financial statements do not cover the other information, and we do not express an opinion or any form of assurance thereon.

In connection with our audit of the basic financial statements, our responsibility is to read the other information and consider whether a material inconsistency exists between the other information and the basic financial statements, or the other information otherwise appears to be materially misstated. If, based on the work performed, we conclude that an uncorrected material misstatement of the other information exists, we are required to describe it in our report.

Other Reporting Required by Government Auditing Standards

In accordance with **Government Auditing Standards**, we have also issued our report dated April 28, 2023, on our consideration of the Downe Township Fire District No. 2's internal control over financial reporting and our tests of its compliance with certain provisions of laws, regulations, contracts and grants 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 effectiveness of the Downe Township Fire District No. 2's internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Governments Auditing Standards* in considering Downe Township Fire District No. 2's internal control over financial reporting and compliance.

Respectfully submitted,

NIGHTLINGER, COLAVITA & VOLPA, P.A.



Raymond Colavita, C.P.A., R.M.A.
April 28, 2023

NIGHTLINGER, COLAVITA & VOLPA

A Professional Association

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

INDEPENDENT AUDITOR'S REPORT

President and Members of the
Downe Township Fire District No. 2
County of Cumberland
P.O. Box 1
Dividing Creek, New Jersey 08315

We have audited the financial statements of the governmental activities and each major fund of the Downe Township Fire District No. 2, in the County of Cumberland, State of New Jersey as of and for the year ended December 31, 2022, and the related notes to the financial statements, which collectively comprise the Downe Township Fire District No 2's basic financial statements and have issued our report thereon dated April 28, 2023. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in **Government Auditing Standards** issued by the Comptroller General of the United States and in compliance with audit requirements as prescribed by the Bureau of Authority Regulation, New Jersey Division of Local Government Services, State of New Jersey.

Internal Control Over Financial Reporting

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

A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance. We considered the findings reported in the Schedule of Findings and Recommendations to be significant, labeled 2022-1, 2, and 3.

Our consideration of internal control over financial reporting was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control over financial reporting that might be deficiencies, significant deficiencies or material weaknesses. Given these limitations, material weaknesses may exist that have not been identified.

Compliance and Other Matters

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

Purpose of this Report

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

Respectfully submitted,

NIGHTLINGER, COLAVITA & VOLPA, P.A.



Raymond Colavita, C.P.A.
Registered Municipal Accountant
April 28, 2023

REQUIRED SUPPLEMENTARY INFORMATION – PART I

DOWNE TOWNSHIP FIRE DISTRICT No. 2
COUNTY OF CUMBERLAND
MANAGEMENT'S DISCUSSION AND ANALYSIS
FOR THE FISCAL YEAR ENDED DECEMBER 31, 2022
UNAUDITED

As management of the Downe Township Fire District No. 2, we offer readers of the Downe Township Fire District No. 2 financial statements this narrative overview and analysis of the financial activities of the Downe Township Fire District No. 2 for the year ended December 31, 2022. The intent of this discussion and analysis is to look at the Fire District's financial performance as a whole. Readers should also review the information furnished in the notes to the basic financial statements and financial statements along with the financial statements to enhance their understanding of the Fire District's financial performance.

Financial Highlights

- The assets of Downe Township Fire District No. 2 exceeded its liabilities at the close of the most recent year by \$160,075 (Net Position).
- As of the close of the current year, the Downe Township Fire District No. 2's governmental funds reported ending fund balances of \$76,649, which represents a decrease of \$8,910 in comparison with the prior year.

Overview of Financial Statements

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

District-wide Financial Statements. The district-wide financial statements are designed to provide readers with a broad overview of the Downe Township Fire District No. 2's finances, in a manner similar to a private sector business.

The Statement of Net Position presents information on all of the Downe Township Fire District No. 2's assets and liabilities, with the difference between the two reported as net position. Over time, increases or decreases in net position may serve as a useful indicator of whether the financial position of the Downe Township Fire District No. 2 is improving or deteriorating.

The Statement of Activities presents information showing how the Downe Township Fire District No. 2's net position changed during the most recent year. All changes in net position are reported as soon as the underlying event giving rise to the change occurs, regardless of the timing of related cash flows.

Thus, revenues and expenses are reported in this statement for certain items that will result in cash flows in future periods.

Both of the district-wide financial statements distinguish functions of the Downe Township Fire District No. 2 that are principally supported by taxes and intergovernmental revenues (governmental activities). The activities of the Downe Township Fire District No. 2 include firefighting/suppression services that are provided to the citizens of the Downe Township Fire District No. 2.

Fund Financial Statements. A fund is a grouping of related accounts that is used to maintain control over resources that have been segregated for specific activities or objectives. The Downe Township Fire District No. 2, like other state and local governments, uses fund accounting to ensure and demonstrate compliance with finance-related legal requirements. All of the funds of the Downe Township Fire District No. 2 constitute one fund type, which is the governmental fund type.

Governmental Funds. All of the Downe Township Fire District No. 2's activities are reported in governmental funds, which focus on how money flows into and out of those funds and the balances left at year-end available for spending in future periods. These funds are reported using an accounting method called the modified accrual basis of accounting, which measures cash and all other financial assets that can readily be converted to cash. The governmental fund statements provide a detailed short-term view of the Downe Township Fire District No. 2's general government operations and the basic services it provides. Government fund information provides insight as to determining a range of financial resources available to finance firefighting/suppression services in the near future.

The Downe Township Fire District No. 2 maintains a maximum of four individual governmental funds. Information is presented separately in the governmental fund balance sheet and in the governmental fund statement of revenues, expenditures and changes in fund balances for the general fund, special revenue fund, capital projects fund, and the debt service fund.

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

Also, Downe Township Fire District No. 2 adopts an annual budget in accordance with N.J.S.A. 40A:14:78-3. Budgetary comparison schedules have been provided to demonstrate compliance regarding spending within the budget, as well as provide management with a planning tool to achieve the goals of the District.

Notes to the Financial Statements. The notes provide additional information that is essential to a full understanding of the data provided in the district-wide and fund financial statements. The notes to financial statements are an integral part of the financial statements.

District-wide Financial Analysis

The Net Position reported each year, and amount of change thereon, provides a useful indicator of a government's financial position. In the case of the Downe Township Fire District No. 2, Assets exceeded Liabilities by \$160,075 at the close of the most recent year.

The Downe Township Fire District No. 2's Net Position is mostly unrestricted (50 percent). The remaining portion was comprised entirely of its investment in capital assets. The Downe Township Fire District No. 2 uses these assets to provide firefighting/suppression services to the citizens of the Downe Township Fire District No. 2: consequently these assets are not available for future spending. Although the Downe Township Fire District No. 2's investment in its capital assets is reported net of related debt, it should be noted that the resources needed to repay this debt must be provided from operating sources, since the capital assets themselves cannot be used to liquidate those liabilities.

Statement of Net Position

Table 1 provides a comparative summary of the Fire District's net position for the years ended in 2022 and 2021.

**Table 1
Net Position**

	<u>2022</u>	<u>2021</u>
Assets		
Cash and Cash Equivalents	\$ 116,550	\$ 123,993
Prepaid Insurance	4,343	
Capital Assets	83,426	83,123
	<u>204,319</u>	<u>207,116</u>
Liabilities		
Accounts Payable	6,169	959
Due LOSAP Trust Fund	2,400	3,000
Unearned Revenue		
Non-Current Liabilities:		
Reserve for LOSAP	35,675	34,475
	<u>44,244</u>	<u>38,434</u>
Net Position	<u>160,075</u>	<u>168,682</u>
Analysis of Net Position		
Invested in Capital Assets, Net of Related Debt	83,426	83,123
Unrestricted	76,649	85,559
	<u>160,075</u>	<u>168,682</u>
Total Net Position	<u>\$ 160,075</u>	<u>\$ 168,682</u>

In total, the Net Position of governmental activities increased by \$8,607.

Total Assets decreased from the prior year by \$2,797 which was comprised of an increase in Capital Assets of \$303 and \$4,343 in Prepaid Insurance, offset by a decrease in Cash and Cash Equivalents of \$7,443. Additionally, total Liabilities increased by \$5,810 when compared with last year, resulting from increases of \$5,210 in Accounts Payable, offset by a decrease of \$600 in the Reserve for LOSAP.

Governmental Activities. The Statement of Activities shows the cost of the governmental activities program services and the charges for services and grants offsetting those services. Table 2 shows the changes in net position for 2022 and 2021.

**Table 2
Statement of Activities**

	2022	2021
Expenses		
Operating Expenses		
Administration	\$ 8,172	\$ 8,037
Cost of Operations and Maintenance	65,143	69,093
Depreciation Expense	25,469	23,753
LOSAP Contribution	3,600	3,600
Total Program Expenses	102,384	104,483
Program Revenues		
Operating Grants & Contributions	301	301
Net Program Expenses	102,083	104,182
Taxes:		
Property Taxes, Levied for General Purpose	92,659	83,883
Unrestricted Investment Earnings	11	22
FEMA Grant		61,429
Miscellaneous Revenues	806	2,073
Total General Revenues	93,476	147,407
Increase(Decrease) in Net Position	(8,607)	43,225
Net Position, January 1	168,682	125,457
Net Position, December 31	\$ 160,075	\$ 168,682

Property taxes constituted 99% of revenues for government activities for the Fire District for the year 2022.

Cost of Operations and maintenance comprises 64% of fire district expenses, with administration comprising 8%, Depreciation of 25% and other expenses comprised 3%.

Financial Analysis of the Government Funds

As previously stated, the Downe Township Fire District No. 2 uses fund accounting to ensure and demonstrate compliance with finance-related legal requirements.

Governmental Fund. The focus of the Downe Township Fire District No. 2's governmental funds is to provide information on near-term inflows, outflows and balances of spendable resources. Such information is useful in assessing the Downe Township Fire District No. 2's financing requirements. In particular, unreserved fund balance may serve as a useful measure of a government's net resources available for spending at the end of the year and as a useful measure of permitting a governmental unit to maintain cash flow in anticipation of tax collections.

As of the end of the current year, the Downe Township Fire District No. 2's governmental funds reported combined ending fund balances of \$76,649, which was \$8,910 less than the prior year. This ending fund balance is comprised of \$65,627 in unassigned funds and \$11,022 in funds designated to support the 2023 budget. The general fund is the main operating fund of the District.

The fund balance of the Downe Township Fire District No. 2's is made up of the general fund. Key factors are as follows:

Revenues increased \$7,498 from the prior year and operating expenditures increased \$16,106 over the same period.

Capital Projects Fund

There were no open capital projects and therefore, the District was not required to maintain a capital projects fund.

General Fund Budgetary Highlights

The Downe Township Fire District No. 2 did not modify its 2022 general fund budget through budget transfers.

The original budgetary revenue estimate of \$93,359 was the same as the final budget. This amount was made up of \$92,659 for property taxes (local tax levy), \$100 for interest income and \$600 for supplemental fire services program.

The original budgetary estimate of \$104,381 was the same as the final budget for planned expenditures appropriation. Operating and Maintenance and Administration expenditures had a combined favorable spending variance of \$1,694 at year end.

Capital Assets and Debt Administration

The Downe Township Fire District No. 2's investment in capital assets for its governmental activities as of December 31, 2022, amounts to \$83,426, which is a net increase of \$303 over the prior year. This investment in capital assets includes building improvements and firefighting equipment.

CAPITAL ASSETS
NET OF ACCUMULATED DEPRECIATION

	<u>2022</u>		<u>2021</u>
Building Improvements	\$ 16,593	\$	19,429
Firefighting Equipment	66,833		63,694
Total Capital Assets	<u>\$ 83,426</u>	<u>\$</u>	<u>83,123</u>

Accumulated Depreciation was \$595,028 as of December 31, 2022.

Additional information on the Downe Township Fire District No. 2's capital assets can be found in Note 3 in the notes to financial statements.

Long-Term Obligations

As of the end of 2022, the Downe Township Fire District No. 2 had no bonded debt and no obligation under capital lease agreements.

Economic Factors and Next Year's Budget

For the 2022 year the Downe Township Fire District No. 2 was able to sustain its budget through the district tax levy and other sources of revenue. Approximately 99% of total revenue is from the local tax levy, while the remaining 1% is from other sources.

The Board of Fire Commissioners adopted the 2023 budget January 24, 2023 and the voters subsequently approved the budget at the annual fire district election held on February 18, 2023.

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

Contacting the Fire District's Financial Management

This financial report is designed to provide our patrons, citizens, taxpayers, and creditors with a general overview of the Fire District's finances and to show the Fire District's accountability for the money it receives. If you have questions about this report or need additional information, contact Mary Upham, Treasurer, Downe Township Fire District No. 2, PO Box 1, Dividing Creek, NJ 08315.

BASIC FINANCIAL STATEMENTS

DISTRICT-WIDE FINANCIAL STATEMENTS

EXHIBIT A-1

DOWNE TOWNSHIP FIRE DISTRICT NO. 2
STATEMENT OF NET POSITION
FOR THE YEAR ENDED DECEMBER 31, 2022

	<u>Governmental Activities</u>
ASSETS	
Cash and Cash Equivalents	\$ 116,550
Prepaid Insurance	4,343
Capital Assets, net (Note 3)	83,426
Total Assets	<u>204,319</u>
LIABILITIES	
Accounts Payable	6,169
Due LOSAP Trust Fund (Note 11)	2,400
Non-current Liabilities:	
Reserve for LOSAP (Note 11)	35,675
Total Liabilities	<u>44,244</u>
NET POSITION	
Invested in Capital Assets, Net of Related Debt	83,426
Unrestricted	76,649
Total Net Position	<u>\$ 160,075</u>

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

EXHIBIT A-2

DOWNE TOWNSHIP FIRE DISTRICT NO. 2
STATEMENT OF ACTIVITIES
FOR THE YEAR ENDED DECEMBER 31, 2022

Governmental
Activities

Expenses:	
Operating Appropriations:	
Administration	\$ 8,172
Cost of Operations and Maintenance	65,143
Depreciation Expense	25,469
Length of Service Award Program (LOSAP) - Contribution (P.L. 1997, c. 388)	3,600
Total Program Expenses	<u>102,384</u>
Program Revenues:	
Operating Grants and Contributions	301
Net Program Expenses	<u>102,083</u>
General Revenues:	
Taxes:	
Property Taxes, Levied for General Purposes	92,659
Unrestricted Investment Earnings	11
Miscellaneous	806
Total General Revenues	<u>93,476</u>
Increase in Net Position	(8,607)
Net Position, January 1	<u>168,682</u>
Net Position, December 31	<u>\$ 160,075</u>

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

FUND FINANCIAL STATEMENTS

DOWNE TOWNSHIP FIRE DISTRICT NO. 2
BALANCE SHEET
GOVERNMENTAL FUNDS
FOR THE YEAR ENDED DECEMBER 31, 2022

	<u>General Fund</u>	<u>Total Governmental Funds</u>
ASSETS		
Cash and Cash Equivalents	\$ 116,550	\$ 116,550
Prepaid Insurance	4,343	4,343
Total Assets	<u>\$ 120,893</u>	<u>\$ 120,893</u>
LIABILITIES AND FUND BALANCES		
Liabilities:		
Accounts Payable	\$ 6,169	\$ 6,169
Due LOSAP Trust Fund (Note 11)	2,400	2,400
Reserve for LOSAP (Note 11)	35,675	35,675
Total Liabilities	<u>44,244</u>	<u>44,244</u>
Fund Balances:		
Assigned Fund Balance:		
Designated for Subsequent Years Expenditures	11,022	11,022
Unassigned, Reported in:		
General Fund	65,627	65,627
Total Fund balances	<u>76,649</u>	<u>76,649</u>
Total Liabilities and Fund Balances	<u>\$ 120,893</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 assets is \$678,454 and the accumulated depreciation is \$595,028. (Note 3)

83,426

Deferred charges for prepaid grants are not reported in investments in capital assets.

Long-term liabilities, including bonds payable, are not due and payable in the current period and therefore are not reported as liabilities in the funds (see Note 5).

Net position of governmental activities

\$ 160,075

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

DOWNE TOWNSHIP FIRE DISTRICT NO. 2
STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES
GOVERNMENTAL FUNDS
FOR THE YEAR ENDED DECEMBER 31, 2022

	<u>General</u> <u>Fund</u>	<u>Special</u> <u>Revenue</u> <u>Fund</u>	<u>Total</u> <u>Governmental</u> <u>Funds</u>
REVENUES			
Amount to be Raised by Taxation	\$ 92,659	\$	\$ 92,659
Operating Grant Revenue	301		301
Miscellaneous Revenues	817		817
	<hr/>		<hr/>
Total Revenues	93,777		93,777
	<hr/>		<hr/>
EXPENDITURES			
Operating Appropriations:			
Administration	8,172		8,172
Cost of Operations and Maintenance	90,915		90,915
Length of Service Award Program (LOSAP) - Contribution (P.L. 1997, c. 388)	3,600		3,600
	<hr/>		<hr/>
Total Expenditures	102,687		102,687
	<hr/>		<hr/>
Excess (Deficiency) of Revenues Over Expenditures	(8,910)		(8,910)
	<hr/>		<hr/>
OTHER FINANCING SOURCES (USES)			
Total Other Financing Sources and Uses			
	<hr/>		<hr/>
Net Change in Fund Balances	(8,910)		(8,910)
Fund Balance—Jan 1	85,559		85,559
	<hr/>		<hr/>
Fund Balance—Dec 31	\$ 76,649	\$	\$ 76,649
	<hr/> <hr/>		<hr/> <hr/>

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

DOWNE TOWNSHIP FIRE DISTRICT NO. 2
RECONCILIATION OF THE STATEMENT OF REVENUES, EXPENDITURES,
AND CHANGES IN FUND BALANCES OF GOVERNMENTAL FUNDS
TO THE STATEMENT OF ACTIVITIES
FOR THE YEAR ENDED DECEMBER 31, 2022

Total net change in fund balances - governmental funds (from B-2) \$ (8,910)

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	\$ (25,469)	
Capital outlays	25,772	
	25,772	303

Repayment of bond principal is an expenditure in the governmental funds, but the repayment reduces long-term liabilities in the statement of net assets and is not reported in the statement of activities.

Proceeds from debt issues are a financing source in the governmental funds. They are not revenue in the statement of activities; issuing debt increases long-term liabilities in the statement of net assets.

Proceeds of long-term debt
Capital lease proceeds

Change in net assets of governmental activities (A-2) \$ (8,607)

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

NOTES TO THE FINANCIAL STATEMENTS

NOTES TO FINANCIAL STATEMENTS
YEAR ENDED DECEMBER 31, 2022

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

- a. **Description of Reporting Entity** - Fire District No. 2 of Downe Township is a political subdivision of the Township of Downe, Cumberland County, New Jersey. It was formed through the adoption of a Township ordinance. A board of five commissioners oversees all operations of the Fire District. The length of each commissioner's term is three years with the annual election held the third Saturday of every February.

Fire Districts are governed by **N.J.S.A. 40A:14-70** et al. and are organized as a taxpaying authority charged with the responsibility of providing the resources necessary to provide fire-fighting services to the residents within its territorial location. Fire District No. 2 serves the Dividing Creek area of the Township.

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

- b. **Basis of Accounting, Measurement Focus and Basis of Preparation** - The financial statements of the Fire District conform to accounting principles generally accepted in the United States of America (GAAP) as applied to governmental units. The Governmental Accounting Standards Board (GASB) is the accepted standard-setting body for establishing governmental accounting and financial reporting principles. Generally, the financial statements are presented using the flow of current financial resources measurement focus and modified accrual basis of accounting. The more significant of the Fire District's accounting policies are described in this Note.

The Fire District's basic financial statements consist of district-wide statements, including a Statement of Net Position and a Statement of Activities, and fund financial statements, which provide a more detailed level of financial information.

District-wide Financial Statements – The Statement of Net Position and the Statement of Activities display information about the Fire District as a whole. These statements include the financial activities of the government. The Statement of Net Position presents the financial condition of the governmental activities of the Fire District at year-end. The Statement of Activities presents a comparison between direct expenses and program revenues for each program or function of the Fire District's governmental activities. Direct expenses are those that are specifically associated with a service, program, or department and therefore clearly identifiable to a particular function. The policy of the Fire District is to not allocate indirect expenses to functions in the Statement of Activities. Program revenues include charges paid by the recipient of the goods or services offered by the program, grants and contributions that are restricted to meeting the operational or capital requirements of a particular program and interest earned on grants that is required to be used to support a particular program. Revenues, which are not classified as program revenues, are presented as general revenues of the Fire District, with certain limited exceptions. The comparison of direct expenses with program revenues identifies the extent to which each governmental function is self-financing or draws from the general revenues of the Fire District.

NOTES TO FINANCIAL STATEMENTS
YEAR ENDED DECEMBER 31, 2022
(CONTINUED)

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

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

Fund Financial Statements – During the year, the Fire District segregates transactions related to certain Fire District functions or activities in separate funds in order to aid financial management and to demonstrate legal compliance. Fund financial statements are designed to present financial information of the Fire District at this more detailed level. The focus of governmental fund financial statements is on major funds. Each major fund is presented in a single column. The Fire District uses funds to maintain its financial records during the year. A fund is defined as a fiscal and accounting entity with a self-balancing set of accounts. For fire districts, only one category of funds exists, which is governmental.

Governmental Funds:

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

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 Projects 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, which 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 long-term debt liabilities recorded in the Statement of Net Position.

c. **Budgets and Budgetary Accounting** - The Fire District must adopt an annual budget in accordance with **N.J.S.A. 40A:14-78.1** et al. The fire commissioners must introduce and approve the annual budget not later than sixty days prior to the annual election. At introduction, the commissioners shall fix the time and place for a public hearing on the budget and must advertise the time and place at least ten days prior to the hearing in a newspaper having substantial circulation in the Fire District. The public hearings must not be held less than twenty-eight days after the date the budget was introduced. After the hearing has been held, the fire commissioners may, by majority vote, adopt the budget.

Amendments may be made to the Fire District budget in accordance with **N.J.S.A. 40A:14-78.3**. The budget may not be amended subsequent to its final adoption and approval.

NOTES TO FINANCIAL STATEMENTS
YEAR ENDED DECEMBER 31, 2022
(CONTINUED)

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

c. **Budgets and Budgetary Accounting** (Continued)

Subsequent to the adoption of the Fire District budget, the amount of money to be raised by taxation in support of the Fire District budget must appear on the ballot for the annual election for approval of the legal voters.

Fire Districts have a prescribed budgetary basis to demonstrate legal compliance. However, budgets are adopted on principally the same basis of accounting utilized for the preparation of the Fire District's basic financial statements.

Amounts reported under "final budget" in Exhibits C-1 and I-3, and in the detail statements, include modifications to the adopted budget that were made during the year as approved by the Board of Commissioners.

Exhibit C-3 presents a reconciliation of the general fund revenues and special revenue fund revenues and expenditures from the budgetary basis of accounting as presented in the General Fund Budgetary Comparison Schedule and the Special Revenue Fund Budgetary Comparison Schedule to the GAAP basis of accounting as presented in the Statement of Revenues, Expenditures and Changes in Fund Balances – Governmental Funds. Note that the Fire District does not report encumbrances outstanding at year-end as expenditures in the general fund since the general fund budget follows modified accrual basis of accounting.

Encumbrances - Under encumbrance accounting, purchase orders, contracts and other commitments for the expenditure of resources are recorded to reserve a portion of the applicable appropriation. Open encumbrances, other than in the special revenue fund, are reported as reservations of fund balances at year-end as they do not constitute expenditures or liabilities but rather commitments related to unperformed contracts for goods and services. Due to the small size of the Fire District, the selective encumbrance method is implemented rather than a full encumbrance system.

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

Encumbered appropriations carry over into the next fiscal year. An entry will be made at the beginning of the next year to increase the appropriation reflected in the adopted budget by the outstanding encumbrance amount as of the current year-end.

- d. **Cash, Cash Equivalents, and Investments** - Cash and cash equivalents include petty cash, change funds, cash in banks and all highly liquid investments with a maturity of three months or less at the time of purchase and are stated at cost plus accrued interest. All certificates of deposit are recorded as cash regardless of the date of maturity.

New Jersey governments are limited as to the types of investments and types of financial institutions they may invest in. **N.J.S.A.** 18A:20-37 provides a list of permissible investments that may be purchased by New Jersey governments.

NOTES TO FINANCIAL STATEMENTS
YEAR ENDED DECEMBER 31, 2022
(CONTINUED)

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

d. Cash, Cash Equivalents, and Investments (Continued) -

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

e. Inventories and Prepaid Expenses - Inventories and prepaid expenses, which benefit future periods, are recorded as an expenditure during the year of purchase. As of December 31, 2022, the district had \$4,343 in prepaid insurance.

f. Interfunds - Interfund receivables and payables that arise from transactions between funds that are due within one year are recorded by all funds affected by such transactions in the period in which the transaction is executed.

g. Capital Assets – General capital assets result from expenditures in the governmental funds. These assets are reported in the governmental activities column of the district-wide Statement of Net Position but are not reported in the fund financial statements.

All capital assets are capitalized at cost (or estimated historical cost) and updated for additions and retirements during the year. Donated fixed assets are recorded at their fair market value as of the date received. The Fire District maintains a capitalization threshold of \$1,000. The Fire District does not possess any infrastructure. Improvements are capitalized; the cost of normal maintenance and repairs that do not add value to the asset or materially extend an asset's life are not. All reported capital assets, except land and construction in progress, are required to be depreciated. Improvements are to be depreciated over the remaining useful lives of the related capital assets.

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

<u>Description</u>	<u>Estimated Lives</u>
Buildings and Improvements	30 Years
Vehicles	5-10 Years
Firefighting Equipment	5 Years

While depreciation has not been computed or reported as reflected in the comments section of the audit, it will be computed and reported as of December 31, 2022.

NOTES TO FINANCIAL STATEMENTS
YEAR ENDED DECEMBER 31, 2022
(CONTINUED)

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

g. **Capital Assets** (Continued)

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

h. **Long-Term Obligations** - Long-term debt is recognized as a liability of the Fire District when due, or when resources have been accumulated in the Debt Service Fund for payment early in the following year. For other long-term obligations, only that portion expected to be financed from expendable available financial resources is reported as a fund liability of the Fire District. The remaining portion of such obligations is reported in the Statement of Net Position.

i. **Unearned Revenue** – Unearned revenue in the special revenue fund represents cash, which has been received but not yet earned.

j. **Fire District Taxes** - Upon the proper certification to the assessor of the municipality in which the Fire District is located, the assessor shall assess the amount of taxes to be raised in support of the Fire District's budget in the same manner as all other municipal taxes. The collector or treasurer of the municipality shall then pay over to the treasurer or custodian of funds of the Fire District the taxes assessed in accordance with the following schedule: on or before April 1, an amount equaling 21.25% of all moneys assessed; on or before July 1, an amount equaling 22.5% of all moneys assessed; on or before October 1, an amount equaling 25% of all moneys assessed; and on or before December 31, an amount equaling the difference between the total of all moneys so assessed and the total amount of moneys previously paid over.

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

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

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

NOTES TO FINANCIAL STATEMENTS
YEAR ENDED DECEMBER 31, 2022
(CONTINUED)

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

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

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

Restricted- Net Position is reported as restricted when there are limitations imposed on their use either through the enabling legislation adopted by the Fire District or through external restrictions imposed by creditors, grantors or laws or regulations of other governments.

Unrestricted- Net Position is reported as unrestricted when it does not meet the criteria of the other two components of Net Position. The Fire District applies restricted resources when an expense is incurred for purposes for which both restricted and unrestricted net assets are available.

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

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

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

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

NOTES TO FINANCIAL STATEMENTS
YEAR ENDED DECEMBER 31, 2022
(CONTINUED)

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

o. Fund Balance- (Continued)

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

Assigned- The assigned fund balance classification includes amounts that are constrained by the Fire District's intent to be used for specific purposes but are neither restricted nor committed. Intent is expressed by either the Board of Commissioners or by the business manager, to which the Board of Commissioners or by the business manager, to which the Board of Commissioners has delegated the authority to assign amounts to be used for specific purposes. Such authority of the business manager is established by way of formal job description for the position, approved by the Board of Commissioners.

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

p. New Accounting Standards:

The District has adopted the following GASB statements:

- GASB Statement No. 87 - *Leases*: The objective of this Statement is to better meet the information needs of financial statement users by improving accounting and financial reporting for leases by governments. The requirements of Statement will be effective for reporting periods beginning after June 15, 2021. The adoption of GASB 87 did not impact the financial statements of the District.
- GASB Statement No. 92 – *Omnibus 2020*: The objectives of this Statement are to enhance comparability in accounting and financial reporting and to improve the consistency of authoritative literature by addressing practice issues that have been identified during implementation and application of certain GASB Statements. The requirements of this Statement are effective for reporting periods beginning after June 15, 2021. The adoption of GASB 92 did not impact the financial statements of the District.

NOTES TO FINANCIAL STATEMENTS
YEAR ENDED DECEMBER 31, 2022
(CONTINUED)

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

p. New Accounting Standards (Cont'd)

- GASB Statement No. 93 – *Replacement of Interbank Offered Rates*: The objective of this Statement is to address those and other accounting and financial reporting implications that result from the replacement of an IBOR. The requirements of this Statement are effective for reporting periods beginning after June 15, 2021. The adoption of GASB 93 did not impact the financial statements of the District.

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

- GASB Statement No. 100 - *Accounting Changes and Error Corrections*—an amendment of GASB Statement No. 62: The primary objective of this Statement is to enhance accounting and financial reporting requirements for accounting changes and error corrections to provide more understandable, reliable, relevant, consistent, and comparable information for making decisions or assessing accountability. The requirements of this Statement are effective for accounting changes and error corrections made in fiscal years beginning after June 15, 2023, and all reporting periods thereafter. Earlier application is encouraged. The District's management is currently evaluating the future financial impact as a result of the issuance of GASB Statement No. 100.
- GASB Statement No. 101 – *Compensated Absences*: The objective of this Statement is to better meet the information needs of financial statement users by updating the recognition and measurement guidance for compensated absences. That objective is achieved by aligning the recognition and measurement guidance under a unified model and by amending certain previously required disclosures. The requirements of this Statement are effective for fiscal years beginning after December 15, 2023, and all reporting periods thereafter. Earlier application is encouraged. The District's management does not anticipate any future financial impact as a result of the issuance of GASB Statement No. 101.

2. CASH AND CASH EQUIVALENTS

Custodial Credit Risk

All bank deposits and investments as of the balance sheet date are entirely insured or collateralized by a pool maintained by public depositories as required by the Governmental Unit Protection Act which are classified as credit risk. Custodial Credit Risk that, in the event of a bank failure, the districts deposits may not be returned to it. Although the district does not have a formal policy regarding custodial credit risk, as described in Note 1: N.J.S.A. 17:9-41 ET. Seq. requires that governmental units shall deposit public funds in public depositories protected from loss under the provisions of the governmental Unit Protection Act.

NOTES TO FINANCIAL STATEMENTS
YEAR ENDED DECEMBER 31, 2022
(CONTINUED)

2. CASH AND CASH EQUIVALENTS (CONT'D)

Custodial Credit Risk (Continued)

The Fire District designates and approves a list of authorized depository institutions based on an evaluation of solicited responses and presentation of GUDPA certifications provided by the financial institutions. As of December 31, 2022, the District's bank balance of \$118,692 was exposed to custodial credit risk as follows:

Insured	\$	118,692
Uninsured and collateralized with securities held by pledging financial institutions		
	\$	118,692

3. CAPITAL ASSETS

Capital Asset activity for the year ended December 31, 2022 was as follows:

		Balance December 31, 2021	Additions	Deletions	Balance December 31, 2022
Land, Building, & Improve	\$	114,028	\$	\$	\$ 114,028
Vehicles		284,630			284,630
Equipment		254,024	25,772		279,796
Totals at Historical Cost		649,902	25,772		678,454
Less Accum. Depreciation for:					
Land, Build & Improve		(94,599)	(2,836)		(97,435)
Vehicles		(284,630)			(284,630)
Equipment		(190,331)	(22,632)		(212,963)
Total Accum. Depreciation		(545,806)	(25,468)		(595,028)
Capital Assets, Net	\$	104,096	\$ 304	\$	\$ 83,426

NOTES TO FINANCIAL STATEMENTS
YEAR ENDED DECEMBER 31, 2022
(CONTINUED)

4. PROPERTY TAX LEVIES

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

<u>Year</u>	<u>Assessed Valuations</u>	<u>Total Tax Levy</u>	<u>Property Tax Rates</u>
2022	\$ 41,875,700	\$ 92,659	0.222
2021	41,893,000	83,883	0.201
2020	42,401,400	83,731	0.198
2019	42,300,700	83,431	0.198
2018	42,802,900	83,281	0.195

5. BOND ANTICIPATION NOTE PAYABLE

None

6. FUND BALANCES APPROPRIATED

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

<u>Year</u>	<u>End of Year</u>		<u>Designated Subsequent Budget</u>	
	<u>Restricted</u>	<u>Unrestricted</u>	<u>Restricted</u>	<u>Unrestricted</u>
2022	\$	\$ 76,649	\$	\$ 11,022
2021		85,559		11,022
2020		85,861		13,500
2019		92,359		26,000
2018		89,152		10,100

7. DEFERRED CHARGES TO BE RAISED IN SUCCEEDING BUDGET

There were no deferred charges to be raised in 2023.

8. LITIGATION

The District did not consult a Solicitor regarding any litigation, claims, or assessments during 2022.

9. SUBSEQUENT EVENTS

None

NOTES TO FINANCIAL STATEMENTS
YEAR ENDED DECEMBER 31, 2022
(CONTINUED)

10. RISK MANAGEMENT

The District is exposed to various risks of loss related to torts; theft of, damage to, and destruction of assets; errors and omissions; injuries to employees; and natural disasters.

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

11. LENGTH OF SERVICE AWARDS PROGRAM (LOSAP)

In 2001, the voters approved the establishment of a Length of Service Award Program (LOSAP) Deferred Compensation Plan in accordance with P.L. 1997, c. 388, N.J.S.A. 40A:14-183 et seq. This program and community service is rendered by members of volunteer emergency service organizations. The District has approved a specific point system by which the appropriated funds are distributed among the qualifying participating firemen. The District provides funding for this program through the annual adopted budget and plans to remit all contributions to the Lincoln Financial Group, which is a provider appearing on the list approved by the New Jersey Division of Local Government Services. Vesting of LOSAP benefits will be in accordance with the schedule indicated by N.J.A.C. 5:30-14:50.

The first year of eligibility for entrance into the Plan by qualified volunteers was calendar 2001. Amounts deferred under section 457 Plans must be held in trust for the exclusive benefit of participating volunteers and not be accessible by the Fire District or its Creditors.

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

The following description of the LOSAP of Downe Fire District #2 provides only general information. Participants should refer to the Program agreement for a more complete description of the Program's provisions. The Fire District is the Program sponsor.

General – The Program is a defined contribution Program covering volunteers in Downe Fire District No. 2 who have performed sufficient services to earn a number of “points” as defined in a resolution adopted by the Board of Fire Commissioners of Fire District No. 2 on March 27, 2001 and approved by the voters of the District as a public question at the annual fire commissioners’ election.

Contributions – If an active member meets the required years of active service, the LOSAP must provide a benefit between the minimum contribution of \$100 and a maximum contribution of \$1,150 per year. While the maximum amount was established by statute, it is subject to periodic increases related to the consumer price index (N.J.S.A. 40A:14-185) and provided for in a resolution of the Fire District. The Division of Local Government Services issues the permitted maximum annually, which is \$1,936 for 2022.

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

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

NOTES TO FINANCIAL STATEMENTS
YEAR ENDED DECEMBER 31, 2022
(CONTINUED)

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

Participant Loans – Loans are not permitted under the Program.

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

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

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

Withdrawals – The plan provides for hardship withdrawals, of which there were none during 2022.

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

The District determined its 2022 LOSAP contribution to be \$2,400. This amount has been accrued and is reflected in the Statement of Net Position.

Investments – All investment balances at December 31, 2022 are certified by Lincoln Financial Group and are valued at market value as stated by Lincoln Financial Group.

Reserve - During 2022, the Reserve for LOSAP activity was as follows:

	<u>LOSAP Reserve</u>
Balance as of December 31, 2021	\$ 34,475
Increased by:	
Transfer from 2022 Budget	3,600
	<u>38,075</u>
Decreased by:	
2022 Board Contribution	2,400
Balance as of December 31, 2022	<u>\$ 35,675</u>

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

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

NOTES TO FINANCIAL STATEMENTS
YEAR ENDED DECEMBER 31, 2022
(CONTINUED)

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

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

End of Notes to Financial Statements

REQUIRED SUPPLEMENTARY INFORMATION – PART II

DOWNE TOWNSHIP FIRE DISTRICT NO. 2
GENERAL FUND
BUDGETARY COMPARISON SCHEDULE
FOR THE YEAR ENDED DECEMBER 31, 2022
(WITH TOTALS FOR 2021)

	<u>2022</u>			<u>Variance</u>	<u>2021</u>
	<u>Original</u>	<u>Modified</u>	<u>Actual</u>	<u>Favorable</u>	<u>Actual</u>
	<u>Budget</u>	<u>Budget</u>		<u>(Unfavorable)</u>	
<u>Revenues</u>					
Revenues and Other Financing Sources:					
Miscellaneous Revenues:					
Interest Earned	\$ 100	\$ 100	\$ 11	\$ (89)	\$ 22
Miscellaneous Revenue			806	806	2,073
Total Miscellaneous Revenues	<u>100</u>	<u>100</u>	<u>817</u>	<u>717</u>	<u>2,095</u>
Operating Grant Revenue:					
Supplemental Fire Services Program	600	600	301	(299)	301
Total Operating Grant Revenue	<u>600</u>	<u>600</u>	<u>301</u>	<u>(299)</u>	<u>301</u>
District Taxes to Support the District Budget:					
Operating and Maintenance	92,659	92,659	92,659		83,883
Total Revenues and Other Financing Sources	<u>\$ 93,359</u>	<u>\$ 93,359</u>	<u>\$ 93,777</u>	<u>\$ 418</u>	<u>\$ 86,279</u>
<u>Expenditures</u>					
Operating Appropriations:					
Administration:					
Commissioners	\$ 500	\$ 500	\$	\$ 500	\$
Advertising	500	500		500	158
Election	300	300	294	6	227
Office Expense	781	781	709	72	1,093
Professional Fees	7,500	7,500	7,169	331	6,559
Total Administration	<u>9,581</u>	<u>9,581</u>	<u>8,172</u>	<u>1,409</u>	<u>8,037</u>
Cost of Operations and Maintenance:					
Utilities	7,000	7,000	9,852	(2,852)	7,663
Supplies	1,500	1,500	1,500		295
Agreement to Fight Fires - NJSA 40A:14-70.1	21,000	21,000	21,000		25,000
Contingent Expenses					868
Replacement Equipment	25,000	25,000	26,200	(1,200)	6,629
Outside Services	4,000	4,000	3,832	168	1,839
Insurance	27,000	27,000	24,953	2,047	24,622
Maintenance and Repairs	3,200	3,200	3,049	151	4,357
Training	2,500	2,500	529	1,971	600
Total Other Operating and Maintenance	<u>91,200</u>	<u>91,200</u>	<u>90,915</u>	<u>285</u>	<u>71,873</u>
Deferred Charges					<u>3,071</u>
Length of Service Awards (LOSAP)					
Contribution (P.L. 1997, c. 388)	3,600	3,600	3,600		3,600
Total Operating and Maintenance Expenditures	<u>\$ 104,381</u>	<u>\$ 104,381</u>	<u>\$ 102,687</u>	<u>\$ 1,694</u>	<u>\$ 86,581</u>
Excess (Deficit) of Revenue Over Expenditures	<u>\$ (11,022)</u>	<u>\$ (11,022)</u>	<u>\$ (8,910)</u>	<u>\$ 2,112</u>	<u>\$ (302)</u>
Fund Balance - Beginning of Year	<u>85,559</u>	<u>85,559</u>	<u>85,559</u>		<u>85,861</u>
Fund Balance - End of Year	<u>\$ 74,537</u>	<u>\$ 74,537</u>	<u>\$ 76,649</u>	<u>\$ 2,112</u>	<u>\$ 85,559</u>

NOTES TO THE REQUIRED SUPPLEMENTARY INFORMATION

DOWNE TOWNSHIP FIRE DISTRICT NO. 2
REQUIRED SUPPLEMENTAL INFORMATION
BUDGETARY COMPARISON SCHEDULE
NOTE TO RSI
FOR THE YEAR ENDED DECEMBER 31, 2022

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

	<u>General Fund</u>
Sources/inflows of resources	
Actual amounts (budgetary basis) "revenue" from the budgetary comparison schedule	\$ 93,777
Grant accounting budgetary basis differs from GAAP in that encumbrances are recognized as expenditures, and the related revenue is recognized.	
Total revenues as reported on the statement of revenues, expenditures and changes in fund balances - governmental funds.	<u>\$ 93,777</u>
Uses/outflows of resources	
Actual amounts (budgetary basis) "total outflows" from the budgetary comparison schedule	\$ 102,687
Encumbrances for supplies and equipment ordered but not received are reported in the year the order is placed for <i>budgetary</i> purposes, but in the year the supplies are received for <i>financial reporting</i> purposes.	
Total expenditures as reported on the statement of revenues, expenditures, and changes in fund balances - governmental funds	<u>\$ 102,687</u>

OTHER SUPPLEMENTARY INFORMATION

DOWNE TOWNSHIP FIRE DISTRICT NO. 2
SCHEDULE OF STATE AND FEDERAL FINANCIAL ASSISTANCE
FOR THE YEAR ENDED DECEMBER 31, 2022

State Funding Department	State Program	GMIS Number	Grant Award Amount	From	To	Balance 1/1/2022	Receipts or Revenue Realized	Expenditures	Balance 12/31/2022
Department of Community Affairs	Supplemental Fire Services Program	8030-150-041650	\$ 301	1/1/2022	12/31/2022	\$	\$ 301	(301)	\$

DOWNE TOWNSHIP FIRE DISTRICT NO. 2
SCHEDULE OF RECEIPTS, DISBURSEMENTS AND
CHANGES IN CASH AND INVESTMENTS

Cash - January 1, 2022		\$	123,993
Receipts:			
District Taxes	\$	92,659	
SFSP		301	
Interest		11	
Miscellaneous		806	
		<hr/>	93,777
			<hr/>
			217,770
Disbursements:			
Budget Appropriations		93,518	
Prepaid Insurance		4,343	
Prior Year Accounts Payable		959	
LOSAP		2,400	
		<hr/>	101,220
			<hr/>
Cash - December 31, 2022		\$	<u><u>116,550</u></u>

Analysis of Balance:

Balance Per Bank:			
Checking	\$	118,692	
Total Balance Per Bank		<hr/>	\$ 118,692
Outstanding Checks			(2,142)
			<hr/>
		\$	<u><u>116,550</u></u>

GENERAL COMMENTS

GENERAL COMMENTS

We have audited the financial statements of the Downe Township Fire District No. 2 as of and for the year ended December 31, 2022 and have issued our report thereon dated April 28, 2023. As part of our examination, we made a study and evaluation of the system of internal accounting control of the Downe Township Fire District No. 2 to the extent deemed necessary to evaluate the system as required by generally accepted auditing standards.

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

The Board of Fire Commissioners of the Downe Township Fire District No. 2 is responsible for establishing and maintaining a system of internal accounting control. In fulfilling this responsibility, estimates and judgments by management are required to assess the expected benefits and related costs of control procedures. The objectives of a system are to provide management with reasonable, but not absolute, assurance that assets are safeguarded against loss from unauthorized use or disposition, and that transactions are executed in accordance with management's authorization and recorded properly to permit the preparation of financial statements.

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

Our study and evaluation made for the purpose described in the second paragraph would not necessarily disclose all material weaknesses in the system. Accordingly, we do not express an opinion on the system of accounting control of the Downe Township Fire District No. 2 taken as a whole. However, our study and evaluation disclosed no condition that we believe to be a material weakness.

The size of the staff is not large enough to achieve adequate segregation of duties. This can result in accounting errors or irregularities that may go undetected.

Therefore, to increase the likelihood of detecting material errors or irregularities at an early date, management should monitor and review the financial area and analytically review significant fluctuations between actual and budgeted results of operations. All significant fluctuations should be investigated and resolved in a timely manner.

These conditions were considered in determining the nature, timing and extent of audit tests to be applied in our audit of the financial statements dated April 28, 2023.

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

GENERAL COMMENTS (Continued)

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

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

The Board of Fire Commissioners has the responsibility of determining whether the expenditures in any category will exceed the statutory threshold within the fiscal year. Where question arises as to whether any contract or agreement might result in violation of the statute, the Solicitor's opinion should be sought before a commitment is made. There was one violation of **N.J.S. 40A:11-4** identified in 2022.

AWARD OF PURCHASES, CONTRACTS OR AGREEMENTS BY QUOTATIONS

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

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

OTHER GENERAL COMMENTS

Purchase Orders/Vouchers

The selective encumbrance method of expenditures was implemented as required by directive of the Director of the Division of Local Government Services.

While a functioning receipts ledger was maintained during the year, there were several instances where a description of the revenue source was not reflected, thus requiring additional audit procedures.

Minutes

Signed minutes of the meetings of the Commissioners were available, provided various sufficient detail and were signed and prepared on a timely basis.

**DOWNE TOWNSHIP FIRE DISTRICT NO. 2
SCHEDULE OF FINDINGS AND RECOMMENDATIONS
FOR THE YEAR ENDED DECEMBER 31, 2022**

Schedule of Financial Statement Findings

REPORTABLE CONDITIONS AND OTHER FINDINGS

This section identifies the significant deficiencies, material weaknesses and instances of noncompliance related to the financial statements that are required to be reported in accordance with Government Auditing Standards and with audit requirements as prescribed by the Bureau of Authority Regulation, Division of Local Government Services, Department of Community Affairs, State of New Jersey.

Finding No. 2022 - 1

Criteria

According to N.J.S.A 40A:14-78.9, whenever it shall become necessary during the last two months of the year to expend amounts in excess of those appropriations specified in the various line items of the annual budget and there exists excess appropriations in other line items, the board may pass a resolution to transfer the amount of excess to the appropriations deemed insufficient.

Condition

A formal budget transfer resolution was not approved by the Board during the months of November or December of 2022.

Context

The Board minutes did not indicate the approval of a budget transfer resolution in the months of November and December 2022.

Effect

Two budget line items were over-expended as of December 31, 2022.

Cause

This was an inadvertent oversight.

Recommendation

Procedures to monitor budget expenditure line items should be reviewed and strengthened, in order to avoid over-expenditures, in accordance with N.J.S.A 40A:14-78.9.

Views of responsible officials and planned corrective actions:

The District agrees with the recommendation.

**DOWNE TOWNSHIP FIRE DISTRICT NO. 2
SCHEDULE OF FINDINGS AND RECOMMENDATIONS
FOR THE YEAR ENDED DECEMBER 31, 2022**

Schedule of Financial Statement Findings (Continued)

REPORTABLE CONDITIONS AND OTHER FINDINGS (Continued)

Finding No. 2022 - 2

Criteria

According to N.J.S.A. 40-A-14-85, purchases may be made for goods and services generally rendered throughout a fire district. This requires the inclusion of proper supporting documentation for all purchases.

Condition

While conducting a test of expenditures, it was noted that several payment vouchers did not have supporting invoices available for audit.

Context

The results of our expenditure testing disclosed three invoices that were not available for audit.

Effect

Noncompliance with State requirements, requiring additional examination.

Cause

District management was unable to locate the missing invoices.

Recommendation

Procedures covering expenditure of District funds should be reviewed and revised, in order to provide sound internal controls over purchasing, in compliance with N.J.S.A. 40-A-14.

Views of responsible officials and planned corrective actions:

The District agrees with the recommendation.

**DOWNE TOWNSHIP FIRE DISTRICT NO. 2
SCHEDULE OF FINDINGS AND RECOMMENDATIONS
FOR THE YEAR ENDED DECEMBER 31, 2022**

Schedule of Financial Statement Findings (Continued)

REPORTABLE CONDITIONS AND OTHER FINDINGS (Continued)

Finding No. 2022 - 3

Criteria

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

Condition

One purchase was made in excess of the bid threshold of \$17,500 without public advertising for bids.

Context

While multiple quotes were solicited by the District for the purchase of a new generator in excess of \$17,500, it did not publicly advertise for bids, as required by N.J.S. 40A:11-4. In addition, the purchase did not qualify for statutory exemption from bidding procedures under N.J.S. 40A:11-4.

Effect

Noncompliance with N.J.S. 40A:11-4.

Cause

District management inadvertently failed to comply with N.J.S. 40A:11-4 bid procedures.

Recommendation

Internal controls over purchases exceeding the bid threshold of \$17,500 should be reviewed and revised, in order to ensure compliance with N.J.S.A. 40A: 11-4.

Views of responsible officials and planned corrective actions:

The District agrees with the recommendation.

SUMMARY OF AUDITOR'S RESULTS

Financial Statements

Type of auditor's report issued:

Unmodified

Internal control over financial reporting:

1) Material weakness (es) identified? _____ yes X no

2) Significant deficiencies identified? X yes _____ no

Noncompliance material to basic
financial statements noted?

_____ yes X no

STATUS OF PRIOR YEAR AUDIT FINDINGS

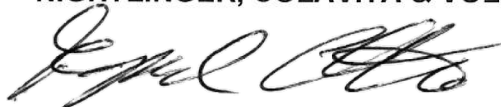
None

APPRECIATION

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

Respectfully submitted,

NIGHTLINGER, COLAVITA & VOLPA, P.A.



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