

**WOODBIDGE TOWNSHIP FIRE DISTRICT NO. 11  
ISELIN, NEW JERSEY**

**AUDIT REPORT**

**DECEMBER 31, 2008**

***LERCH, VINCI & HIGGINS, LLP  
CERTIFIED PUBLIC ACCOUNTANTS***

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DECEMBER 31, 2008**

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**WOODBIDGE TOWNSHIP FIRE DISTRICT NO. 11  
ROSTER OF OFFICIALS  
DECEMBER 31, 2008**

**Board of Fire Commissioners**

Thomas J. Karlin, President

Roy Sandklev, Vice President

Ronald Lisoski, Secretary

John E. Trela, Financial Secretary

Steven Freeman, Treasurer

**Other Officials**

Helge Nordtveit, Chief Fire Official - Local Enforcing Agency

Richard M. Braslow, Attorney

# LERCH, VINCI & HIGGINS, LLP

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## INDEPENDENT AUDITORS' REPORT

Board of Fire Commissioners  
Woodbridge Township Fire District No. 11  
P.O. Box 287  
Iselin, New Jersey 08830

We have audited the accompanying financial statements of the governmental activities, each major fund, and the aggregate remaining fund information of the Woodbridge Township Fire District No. 11, (the "District") as of and for the year ended December 31, 2008, which collectively comprise the District's basic financial statements as listed in the table of contents. These financial statements are the responsibility of the District's management. Our responsibility is to express opinions on these financial statements based on our audit.

Except as discussed in the following paragraph, 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 the Government Auditing Standards, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement. An audit includes consideration of internal control over financial reporting as a basis for designing audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Woodbridge Township Fire District No. 11's internal control over financial reporting. Accordingly, we express no such opinion. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements, assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. We believe that our audit provides a reasonable basis for our opinions.

We were not required by the Division of Local Government Services, Department of Community Affairs, State of New Jersey to audit the financial activities of the Length of Service Award Program included in the District's Fiduciary Funds – Deferred Compensation.

In our opinion, the financial statements referred to above present fairly, in all material respects the financial position of the governmental activities of the Woodbridge Township Fire District No. 11, as of December 31, 2008, and the changes in financial position thereof for the year then ended in conformity with accounting principles generally accepted in the United States of America.

In addition, in our opinion, except for the effects of such adjustments, if any, as might have been determined to be necessary had we audited the financial activities of the Length of Service Award Program, the financial statements referred to above present fairly, in all material respects, the respective financial position of each major fund, and the aggregate remaining fund information of the Woodbridge Township Fire District No. 11, as of December 31, 2008, and the respective changes in financial position for the year then ended in conformity with accounting principles generally accepted in the United States of America.

In accordance with Government Auditing Standards, we have also issued our report dated June 2, 2009 on our consideration of the Woodbridge Township Fire District No. 11's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with Government Auditing Standards and should be read in conjunction with this report in considering the results of our audit.

The management's discussion and analysis and budgetary comparison information are not a required part of the basic financial statements but are supplementary information required by accounting principles generally accepted in the United States of America. We have applied certain limited procedures, which consisted principally of inquiries of management regarding the methods of measurement and presentation of the required supplementary information. However, we did not audit the information and express no opinion on it.

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the Woodbridge Township Fire District No. 11's basic financial statements. The accompanying financial schedules are presented for purposes of additional analysis and are not a required part of the basic financial statements. The individual fund financial statements have been subjected to the auditing procedures applied in the audit of the basic financial statements and, in our opinion, except for the effects of such adjustments, if any, as might have been determined to be necessary had we audited the financial activities of the Length of Service Award Program, are fairly stated in all material respects in relation to the basic financial statements taken as a whole.

  
LERCH, VINCI & HIGGINS, LLP  
Certified Public Accountants

Fair Lawn, New Jersey  
June 2, 2009

**REQUIRED SUPPLEMENTARY INFORMATION**

**PART 1**

**WOODBRIIDGE TOWNSHIP FIRE DISTRICT NO. 11  
MANAGEMENT'S DISCUSSION AND ANALYSIS  
FOR THE YEAR ENDED DECEMBER 31, 2008**

The discussion and analysis of Woodbridge Township Fire District No. 11's financial performance provides an overall review of the District's financial activities for the year ended December 31, 2008. 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 an 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 2008 are as follows:

In total, net assets increased \$222,345.20 from 2007.

General revenues accounted for \$1,153,141.74 or 98.98 percent of all revenues. Program specific revenues in the form of charges for services and operating grants and contributions accounted for \$11,899.20 or 1.02 percent of total revenues of \$1,165,040.94.

Total assets of governmental activities increased by \$260,879.97 as cash and cash equivalents increased by \$327,485.97, grants receivable increased by \$5,430.00, and net capital assets decreased by \$72,036.00.

The District had \$942,695.74 in expenses; only \$11,899.20 of these expenses were offset by program specific charges for services, grants or contributions. General revenues (primarily taxes) of \$1,153,141.74 and fund balance were adequate to provide for these programs.

Among governmental funds, the General Fund had \$1,015,040.94 in revenues and \$870,659.74 in expenditures. The General Fund's fund balance increased \$144,381.20 over 2007.

**Using this Report**

This annual report consists of a series of financial statements and notes to those statements. These statements are organized so the reader can understand Woodbridge Township Fire District No. 11 as a financial whole, an entire operating entity. The statements then proceed to provide an increasingly detailed look at specific financial activities.

This annual report consists of three parts—management's discussion and analysis (this section), the basic financial statements, and required supplementary information. The basic financial statements include two kinds of statements that present different views of the District:

**District-Wide Financial Statements (Statement of Net Assets and Statement of Activities)**

These statements provide both short-term and long-term information about the District's overall financial status.

**Fund Financial Statements**

Fund financial statements focus on individual parts of the District, reporting the District's operations in more detail than the district-wide statements.



- The governmental funds statements tell how basic services were financed in the short term as well as what remains for future spending.
- Fiduciary funds statements provide information about the financial relationships in which the District acts solely as a trustee or agent for the benefit of others.

The financial statements also include notes that explain some of the information in the statements and provide more detailed data. The statements are followed by a section of required supplementary information that further explains and supports the financial statements with a comparison of the District’s budget for the year.

**Figure A-1  
Major Features of District-Wide and Fund Financial Statements**

	District-wide Statements	Fund Financial Statements Governmental Funds	Fiduciary Funds
Scope	Entire district (except fiduciary funds)	The activities of the district that are not proprietary or fiduciary	Instances in which the district administers resources on behalf of someone else
Required financial statements	•Statement of net assets •Statement of activities	•Balance sheet •Statement of revenues, expenditures, and changes in fund balances	•Statement of fiduciary net assets •Statement of changes in fiduciary net assets
Accounting basis and measurement focus	Accrual accounting and economic resources focus	Modified accrual accounting and current financial resources focus	Accrual accounting and economic resources focus
Type of assets/liability information	All assets and liabilities, both financial and capital, short-term and long-term	Generally assets expected to be used up and liabilities that come due during the year or soon thereafter, no capital assets or long-term liabilities included	All assets and liabilities, both short-term, and long-term. The District’s funds do not currently contain capital assets, although they can
Type of inflow/outflow information	All revenues and expenses during year, regardless of when cash is received or paid	Revenues for which cash is received during or soon after the end of the year, expenditures when goods or services have been received and the related liability is due and payable	All additions and deductions, during the year, regardless of when cash is received or paid

Figure A-1 summarizes the major features of the District’s financial statements, including the portion of the District’s activities they cover and the types of information they contain. The remainder of this overview section of management’s discussion and analysis highlights the structure and contents of each of the statements.

The Statement of Net Assets and Statement of Activities provide information about the activities of the whole District, presenting both an aggregate view of the District’s finances and a longer-term view of those finances. Fund financial statements provide the next level of detail. For governmental funds, these statements tell how services were financed in the short-term as well as what remains for future spending. In the case of Woodbridge Township Fire District No. 11, the General Fund is by far the most significant fund.

**Reporting the District as a Whole  
Statement of Net Assets and the Statement of Activities**

While this document contains the large number of funds used by the District to provide programs and activities, the view of the District, as a whole looks at all financial transactions and asks the question, “How did we do financially during 2008?” The Statement of Net Assets and the Statement of Activities answer this question. These statements include all assets and liabilities using the accrual basis of accounting similar to the accounting used by most private-sector businesses. This basis of accounting takes into account all of the current year’s revenues and expenses regardless of when cash is received or paid.

These two statements report the District’s net assets and changes in those assets. This change in net assets is important because it tells the reader that, for the District as a whole, the financial position of the District has improved or diminished. The causes of this change may be the result of many factors, some financial and some not. Non-financial factors include the District’s property tax base, current laws in New Jersey restricting revenue growth, facility condition, required programs and other factors.

**Reporting the District's Most Significant Funds  
Fund Financial Statements**

Fund financial reports provide detailed information about the District's funds. The District uses many funds to account for a multitude of financial transaction. The District's governmental funds are the General Fund and Capital Projects Fund.

**Governmental Funds**

The District's activities are reported in governmental funds, which focus on how money flows in and out of those funds and the balances left at year-end available for spending in the future years. These funds are reported using an accounting method called modified accrual accounting, which measures cash and all other financial assets that can readily be converted to cash. The governmental fund statements provide a detailed short-term view of the District's general government operations and the basic services it provides. Governmental fund information helps the reader determine whether there are more or fewer financial resources that can be spent in the near future to finance programs. The relationship (or differences) between governmental activities (reported in the Statement of Net Assets and the Statement of Activities) and governmental funds is reconciled in the financial statements.

**Notes to the Financial Statements**

The notes provide additional information that is essential to a full understanding of the data provided in the District-wide and fund financial statements.

**The District as a Whole**

Recall that the Statement of Net Assets provides the perspective of the District as a whole. Net assets may serve over time as a useful indicator of a government's financial position. The District's financial position is the product of several financial transactions including the net results of activities, the acquisition and payment of debt, the acquisition and disposal of capital assets, and the depreciation of capital assets.

**Table A-1  
Summary of Net Assets**

	Governmental Activities		Percentage Change 2007-2008
	2008	2007	
Current and Other Assets	\$ 1,444,749.97	\$ 1,111,834.00	29.95%
Capital Assets	930,992.50	1,003,028.50	(7.19)%
<b>Total Assets</b>	<b>\$ 2,375,742.47</b>	<b>\$ 2,114,862.50</b>	<b>12.34%</b>
Other Liabilities	\$ 123,153.35	\$ 84,618.58	45.54%
<b>Total Liabilities</b>	<b>\$ 123,153.35</b>	<b>\$ 84,618.58</b>	<b>45.54%</b>
<b>Net Assets:</b>			
Invested in capital assets, Net of Related Debt	\$ 930,992.50	\$ 1,003,028.50	(7.19)%
Restricted	685,042.13	535,042.13	28.04%
Unrestricted	636,554.49	492,173.29	29.34%
<b>Total Net Assets</b>	<b>\$ 2,252,589.12</b>	<b>\$ 2,030,243.92</b>	<b>10.96%</b>

**Table A-2  
Changes in Net Assets**

	Governmental Activities		Percentage Change 2007 - 2008
	2008	2007	
<b>REVENUES:</b>			
Program Revenues:			
Charges for Services	\$ 11,899.20	\$ 717.40	1,558.66%
General Revenues:			
Property Taxes	1,116,918.00	1,059,052.00	5.47%
State Formula Aid	5,430.00	5,430.00	-
Other	30,793.74	40,905.66	(24.72)%
<b>Total Revenues</b>	<b>\$ 1,165,040.94</b>	<b>\$ 1,106,105.06</b>	<b>5.33%</b>
<b>EXPENSES:</b>			
Administration	\$ 97,529.70	\$ 95,451.31	2.18%
Cost of Operations and Maintenance	773,076.30	755,056.08	2.39%
Operating Appropriations Offset with Revenues	43,889.86	41,291.28	6.30%
Length of Service Award Program	28,199.88	30,547.31	(7.69)%
<b>Total Expenses</b>	<b>\$ 942,695.74</b>	<b>\$ 922,345.98</b>	<b>2.21%</b>
<b>Change in Net Assets</b>	<b>\$ 222,345.20</b>	<b>\$ 183,759.08</b>	<b>21.00%</b>

**Governmental Activities**

The unique nature of property taxes in New Jersey creates the legal requirements to annually seek voter approval for the District operations. Property taxes made up 95.87% of revenues for governmental activities for Woodbridge Township Fire District No. 11 for 2008. The District's total revenues were \$1,165,040.94 for the year ended December 31, 2008. Charges for services accounted for 1.03% of revenue, state aid accounted for another 0.47% of revenue, other miscellaneous revenue accounted for the remaining 2.63%.

The Statement of Activities shows the cost of program services and the charges for services and grants offsetting those services. Table 3 shows the total cost of services and the net cost of services. The net cost shows the financial burden that was placed on the District's taxpayers by each of these functions.

**Table A-3  
Total Cost and Net Cost of Services**

	Total Cost of Services 2008	Net Cost of Services 2008	Total Cost of Services 2007	Net Cost of Services 2007
Administration	\$ 97,529.70	\$ 97,529.70	\$ 95,451.31	\$ 95,451.31
Cost of Operations and Maintenance	773,076.30	773,076.30	755,056.08	755,056.08
Operating Appropriations Offset with Revenues	43,889.86	31,990.66	41,291.28	40,573.88
Length of Service Award Program	28,199.88	28,199.88	30,547.31	30,547.31
<b>Total Expenses</b>	<b>\$ 942,695.74</b>	<b>\$ 930,796.54</b>	<b>\$ 922,345.98</b>	<b>\$ 921,628.58</b>

Administration includes expenses associated with administrative and financial supervision of the District.

Cost of Operations and Maintenance involve keeping equipment in an effective working condition.

**The District's Funds**

All governmental funds (i.e., general fund and capital projects fund presented in the fund-based statements) are accounted for using the modified accrual basis of accounting. Total revenues amounted to \$1,165,040.94 and expenditures were \$870,659.74. The change in fund balance for the year in the general fund was an increase of \$144,381.20 and an increase of \$150,000.00 in the capital projects fund.

As demonstrated by the various statements and schedules included in the financial section of this report, the District continues to meet its responsibility for sound financial management. The following schedules present a summary of the revenues of the General Fund for the year ended December 31, 2008, and the amount of increases and decreases in relation to prior year revenues.

**Table A-4  
Summary of Revenues-General Fund**

Revenues:	<u>2008</u>	<u>2007</u>	Increase (Decrease) from 2007	Percent of Increase (Decrease)
Local Sources:				
Miscellaneous Revenue	\$ 30,793.74	\$ 40,905.66	\$ (10,111.92)	(24.72)%
Revenues Offset with Appropriations	11,899.20	717.40	11,181.80	1,558.66%
Amount to be Raised by Taxation	966,918.00	909,052.00	57,866.00	6.37%
State Sources	5,430.00	5,430.00	-	-
<b>Total</b>	<b>\$ 1,015,040.94</b>	<b>\$ 956,105.06</b>	<b>\$ 58,935.88</b>	<b>6.17%</b>

The following schedule presents a summary of General Fund expenditures for the year ended December 31, 2008 and the increases and decreases in relation to prior year amounts.

**Table A-5  
Summary of Expenditures-General Fund**

Expenditures:	<u>2008</u>	<u>2007</u>	Increase (Decrease) from 2007	Percent of Increase (Decrease)
Administration	\$ 97,529.70	\$ 95,451.31	\$ 2,078.39	2.18%
Cost of Operations and Maintenance	701,040.30	676,520.08	24,520.22	3.63%
Operating Appropriations Offset Revenues	43,889.86	41,291.28	2,598.58	6.30%
Length of Service Award Program	28,199.88	30,547.31	(2,347.43)	(7.69)%
<b>Total</b>	<b>\$ 870,659.74</b>	<b>\$ 843,809.98</b>	<b>\$ 26,849.76</b>	<b>3.19%</b>

**Capital Assets**

At the end of the year 2008, the District had \$2,030,547.00 invested in buildings and vehicles. Table 6 shows 2008 balances compared to 2007.

**Table A-6**  
**Summary of Capital Assets**  
**(Net of Depreciation)**

	Governmental Activities		Increase (Decrease) from 2007	Percent of Increase (Decrease)
	2008	2007		
Buildings and Building Improvements	\$ 323,937.50	\$ 341,687.50	\$ (17,750.00)	(5.20)%
Vehicles	607,055.00	661,341.00	(54,286.00)	(8.21)%
Total	\$ 930,992.50	\$ 1,003,028.50	\$ (72,036.00)	(7.19)%

**For the Future**

The Woodbridge Township Fire District No. 11 is in good financial condition presently. The District is proud of its community support.

In conclusion, the Woodbridge Township Fire District No. 11 has committed itself to financial excellence for many years. In addition, the District's system for financial planning, budgeting, and internal financial controls are well regarded. The District plans to continue its sound fiscal management to meet the challenge of the future.

**Contacting the District's Financial Management**

This financial report is designed to provide our citizens, taxpayers, investors, and creditors with a general overview of the District's finances and to show the District's accountability for the money it receives. If you have questions about this report or need additional information, contact Steve Freeman, Treasurer, at Woodbridge Township Fire District No. 11, P. O. Box 287, Iselin, NJ 08830.

Concluded

**BASIC FINANCIAL STATEMENTS**

**WOODBIDGE TOWNSHIP FIRE DISTRICT NO. 11**  
**Statement of Net Assets**  
**December 31, 2008**

	<u>Governmental Activities</u>	<u>Total</u>
<b>ASSETS</b>		
Cash and Cash Equivalent	\$ 1,439,319.97	\$ 1,439,319.97
Grant Receivable	5,430.00	5,430.00
Capital Assets, Net	<u>930,992.50</u>	<u>930,992.50</u>
Total Assets	<u>\$ 2,375,742.47</u>	<u>\$ 2,375,742.47</u>
<b>LIABILITIES</b>		
Accounts Payable	<u>\$ 123,153.35</u>	<u>\$ 123,153.35</u>
Total Liabilities	<u>\$ 123,153.35</u>	<u>\$ 123,153.35</u>
<b>NET ASSETS</b>		
Invested in Capital Assets, Net of Related Debt	\$ 930,992.50	\$ 930,992.50
Restricted For: Capital Projects	685,042.13	685,042.13
Unrestricted	<u>636,554.49</u>	<u>636,554.49</u>
Total Net Assets	<u>\$ 2,252,589.12</u>	<u>\$ 2,252,589.12</u>

See accompanying Notes to the Basic Financial Statements.

**WOODBRIE TOWNSHIP FIRE DISTRICT NO. 11**  
**Statement of Activities**  
**For the Year Ended December 31, 2008**

Functions/Programs	Program Revenues			Net (Expenses) Revenue and Changes in Net Assets		
	Expenses	Charges For Services	Operating Grants and Contributions	Capital Grants and Contributions	Governmental Activities	Total
Governmental Activities:						
Administration	\$ 97,529.70	-	-	-	\$ (97,529.70)	\$ (97,529.70)
Cost of Operations and Maintenance	773,076.30	-	-	-	(773,076.30)	(773,076.30)
Operating Appropriations Offset with Revenues	43,889.86	\$ 11,899.20	-	-	(31,990.66)	(31,990.66)
Length of Service Award Program	28,199.88	-	-	-	(28,199.88)	(28,199.88)
Total Governmental Activities	\$ 942,695.74	\$ 11,899.20	\$ -	\$ -	\$ (930,796.54)	\$ (930,796.54)
Total Primary Government	\$ 942,695.74	\$ 11,899.20	\$ -	\$ -	\$ (930,796.54)	\$ (930,796.54)

General Revenues:					
Property Taxes, Levied for General Purposes				\$ 1,116,918.00	\$ 1,116,918.00
State Aid Not Restricted				5,430.00	5,430.00
Miscellaneous				30,793.74	30,793.74
Total General Revenues				\$ 1,153,141.74	\$ 1,153,141.74
Changes in Net Assets				\$ 222,345.20	\$ 222,345.20
Net Assets - Beginning of Year				2,030,243.92	2,030,243.92
Net Assets - End of Year				\$ 2,252,589.12	\$ 2,252,589.12

See accompanying Notes to the Basic Financial Statements.



**WOODBRIIDGE TOWNSHIP FIRE DISTRICT NO. 11**  
**Balance Sheet**  
**Governmental Funds**  
**December 31, 2008**

	<u>General Fund</u>	<u>Capital Projects Fund</u>	<u>Total Governmental Funds</u>
<b>ASSETS</b>			
Assets:			
Cash and Cash Equivalents	\$754,277.84	\$685,042.13	\$ 1,439,319.97
Grant Receivable	5,430.00	-	5,430.00
	<u>                    </u>	<u>                    </u>	<u>                    </u>
<b>TOTAL ASSETS</b>	<u><u>\$759,707.84</u></u>	<u><u>\$685,042.13</u></u>	<u><u>\$ 1,444,749.97</u></u>
<b>LIABILITIES AND FUND BALANCES</b>			
Liabilities:			
Accounts Payable	\$123,153.35	\$ -	\$ 123,153.35
	<u>                    </u>	<u>                    </u>	<u>                    </u>
<b>Total Liabilities</b>	<u><u>\$123,153.35</u></u>	<u><u>\$ -</u></u>	<u><u>\$ 123,153.35</u></u>
Fund Balances:			
Unreserved, Reported In:			
Designated for Subsequent Year's Expenditures	\$220,000.00	-	\$ 220,000.00
General Fund	416,554.49	-	416,554.49
Capital Projects Fund	-	\$685,042.13	685,042.13
	<u>                    </u>	<u>                    </u>	<u>                    </u>
<b>Total Fund Balances</b>	<u><u>\$636,554.49</u></u>	<u><u>\$685,042.13</u></u>	<u><u>\$ 1,321,596.62</u></u>
	<u>                    </u>	<u>                    </u>	<u>                    </u>
<b>TOTAL LIABILITIES AND FUND BALANCES</b>	<u><u>\$759,707.84</u></u>	<u><u>\$685,042.13</u></u>	<u>                    </u>

Amounts reported for Governmental Activities in the Statement of Net Assets (A-1) are different because:

Capital assets used in Governmental Activities are not financial resources and therefore are not reported in the funds. The Cost of the Net Assets is \$2,030,547.00 and the Accumulated Depreciation is \$1,099,554.50.

	<u>930,992.50</u>
Net Assets of Governmental Activities	<u><u>\$ 2,252,589.12</u></u>

See accompanying Notes to the Basic Financial Statements.

**WOODBRIIDGE TOWNSHIP FIRE DISTRICT NO. 11**  
**Statement of Revenues, Expenditures and Changes in Fund Balances**  
**Governmental Funds**  
**For the Year Ended December 31, 2008**

	<u>General Fund</u>	<u>Capital Projects</u>	<u>Total Governmental Funds</u>
REVENUES:			
Miscellaneous Revenues	\$ 30,793.74	-	\$ 30,793.74
Operating Grant Revenue	5,430.00	-	5,430.00
Miscellaneous Revenues Offset With Appropriations	11,899.20	-	11,899.20
Amount to be Raised by Taxation to Support the District Budget	<u>966,918.00</u>	<u>\$150,000.00</u>	<u>1,116,918.00</u>
Total Revenues	<u>\$ 1,015,040.94</u>	<u>\$ 150,000.00</u>	<u>\$ 1,165,040.94</u>
EXPENDITURES:			
Administration	\$ 97,529.70	-	\$ 97,529.70
Cost of Operations and Maintenance	701,040.30	-	701,040.30
Operating Appropriations Offset With Revenues	43,889.86	-	43,889.86
Length of Service Award Program	<u>28,199.88</u>	<u>-</u>	<u>28,199.88</u>
Total Expenditures	<u>\$ 870,659.74</u>	<u>\$ -</u>	<u>\$ 870,659.74</u>
Excess (Deficiency) of Revenues Over (Under) Expenditures	<u>\$ 144,381.20</u>	<u>\$150,000.00</u>	<u>\$ 294,381.20</u>
Net Change in Fund Balances	\$ 144,381.20	\$ 150,000.00	\$ 294,381.20
Fund Balance, Beginning of Year	<u>492,173.29</u>	<u>535,042.13</u>	<u>1,027,215.42</u>
Fund Balance, End of Year	<u>\$ 636,554.49</u>	<u>\$685,042.13</u>	<u>\$ 1,321,596.62</u>

See accompanying Notes to the Basic Financial Statements.

**WOODBIDGE TOWNSHIP FIRE DISTRICT NO. 11**  
**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, 2008**

Total Net Change in Fund Balances - Governmental Funds (From B-2)	\$ 294,381.20
-------------------------------------------------------------------	---------------

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 depreciation exceeded capital outlays in the period.

	Depreciation Expense	<u>\$ (72,036.00)</u>	
			<u>(72,036.00)</u>
Change in Net Assets of Governmental Activities			<u><u>\$ 222,345.20</u></u>

See accompanying Notes to the Basic Financial Statements.

**WOODBIDGE TOWNSHIP FIRE DISTRICT NO. 11**  
**Statement of Fiduciary Net Assets**  
**Fiduciary Funds**  
**December 31, 2008**

	<u>Unemployment Compensation</u>	<u>Deferred Compensation (Unaudited)</u>
<b>ASSETS</b>		
Cash and Cash Equivalents	\$ 11,963.13	-
Cash and Investments with Fiscal Agents	-	\$268,881.84
Accounts Receivable	-	28,799.88
	<u>                    </u>	<u>                    </u>
<b>TOTAL CURRENT ASSETS</b>	<u>\$ 11,963.13</u>	<u>\$297,681.72</u>
 <b>LIABILITIES</b>		
Accounts Payable	<u>\$ -</u>	<u>\$ 600.00</u>
Total Liabilities	<u>\$ -</u>	<u>\$ 600.00</u>
 <b>NET ASSETS</b>		
Held in Trust For:		
Unemployment Claims	\$ 11,963.13	\$ -
Deferred Compensation	-	297,081.72
	<u>                    </u>	<u>                    </u>
<b>TOTAL NET ASSETS</b>	<u><u>\$ 11,963.13</u></u>	<u><u>\$297,081.72</u></u>

See accompanying Notes to the Basic Financial Statements.

**WOODBIDGE TOWNSHIP FIRE DISTRICT NO. 11**  
**Statement of Changes in Fiduciary Net Assets**  
**Fiduciary Funds**  
**For the Year Ended December 31, 2008**

	<u>Unemployment Compensation</u>	<u>Deferred Compensation (Unaudited)</u>
ADDITIONS		
Contributions:		
Employee Contributions	\$ 633.99	-
District Contributions	<u>1,000.00</u>	<u>\$ 28,799.88</u>
Total Contributions	<u>\$ 1,633.99</u>	<u>\$ 28,799.88</u>
Investment Earnings:		
Interest	<u>\$ -</u>	<u>\$ 9,331.15</u>
Net Investment Earnings	<u>\$ -</u>	<u>\$ 9,331.15</u>
Total Additions	<u>\$ 1,633.99</u>	<u>\$ 38,131.03</u>
DEDUCTIONS		
Benefits Paid to Participants or Beneficiaries	-	\$ 50,090.98
Administrative Fee	-	600.00
Quarterly Contribution Reports	\$ 497.18	-
Unemployment Claims	<u>905.52</u>	<u>-</u>
Total Deductions	<u>\$ 1,402.70</u>	<u>\$ 50,690.98</u>
Change in Net Assets	\$ 231.29	\$(12,559.95)
Net Assets - Beginning of Year	<u>11,731.84</u>	<u>309,641.67</u>
Net Assets - End of Year	<u><u>\$ 11,963.13</u></u>	<u><u>\$297,081.72</u></u>

See accompanying Notes to the Basic Financial Statements.

**NOTES TO FINANCIAL STATEMENTS**

**WOODBRIIDGE TOWNSHIP FIRE DISTRICT NO. 11**  
**NOTES TO FINANCIAL STATEMENTS**  
**DECEMBER 31, 2008**

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

The financial statements of the Woodbridge Township Fire District No. 11 (District) have been prepared in conformity with generally accepted accounting principles (GAAP) as applied to governmental units. The Governmental Accounting Standards Board (GASB) is the accepted standard-setting body for establishing governmental accounting and financial reporting principles. The more significant of the District's accounting policies are described below.

In June 1999, the Governmental Accounting Standards Board (GASB) unanimously approved Statement No. 34, *Basic Financial Statements – and Management's Discussion and Analysis – for State and Local Governments*. Significant changes in the Statement include the following:

A Management's Discussion and Analysis (MD&A) providing an analysis of the District's overall financial position and results of operations.

Financial statements prepared using full-accrual accounting for all of the District's activities.

**A. Reporting Entity:**

The Woodbridge Township Fire District No. 11 is a political subdivision of the Township of Woodbridge, Middlesex County, New Jersey. The District functions independently through a Board of Fire Commissioners. The board is comprised of five members elected to three-year terms. The annual Fire District election is held the third Saturday of February.

The primary criterion for including activities within the District's reporting entity, as set forth in Section 2100 of the GASB Codification of Governmental Accounting and Financial Reporting Standards, is whether:

- the organization is legally separate (can sue or be sued in their own name)
- the District holds the corporate powers of the organization
- the District appoints a voting majority of the organization's board
- the District is able to impose its will on the organization
- the organization has the potential to impose a financial benefit/burden on the District
- there is a fiscal dependency by the organization on the District

Based on the aforementioned criteria, the District has no component units.

**WOODBIDGE TOWNSHIP FIRE DISTRICT NO. 11**  
**NOTES TO FINANCIAL STATEMENTS**  
**DECEMBER 31, 2008**

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

**B. Government-wide and Fund Financial Statements:**

The government-wide financial statements (i.e., the statement of net assets and the statement of changes in net assets) report information on all of the nonfiduciary activities of the District. For the most part, the effect of interfund activity has been removed from these statements.

The statement of activities demonstrates the degree to which the direct expense of a given function or segment are offset by program revenues. Direct *expenses* are those that are clearly identifiable with a specific function. *Program revenues* include 1) charges to residents or applicants who purchase, use, or directly benefit from goods, services, or privileges provided by a given function and 2) grants and contributions that are restricted to meeting the operational or capital requirements of a particular function.

Taxes and other items not properly included among program revenues are reported instead as *general revenues*.

Separate financial statements are provided for governmental funds and fiduciary funds, even though the latter are excluded from the government-wide financial statements. Major individual governmental funds are reported as separate columns in the fund financial statements.

**GOVERNMENTAL FUNDS**

**General Fund** – The General Fund is the general operating fund of the District. It is used to account for all financial resources except those required to be accounted for in another fund.

**Capital Projects Fund** – The Capital Projects Fund is used to account for all financial resources to be used for the acquisition or construction of major capital facilities. The financial resources are derived from the issuance of debt or by reservation of fund balance that are specifically authorized by the voters as a separate question on the ballot either during the annual election or at a special election.

**FIDUCIARY FUNDS**

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

Continued



**WOODBIDGE TOWNSHIP FIRE DISTRICT NO. 11**  
**NOTES TO FINANCIAL STATEMENTS**  
**DECEMBER 31, 2008**

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

**C. Measurement Focus, Basis of Accounting, and Financial Statement Presentation**

The government-wide financial statements are reported using the *economic resources measurement focus* and the *accrual basis of accounting*, as are the fiduciary fund financial statements. Revenues are recorded when earned and expenses are recorded when a liability is incurred, regardless of the timing of related cash flows. Property taxes are recognized as revenues in the year for which they are levied. Grants and similar items are recognized as revenue as soon as all eligibility requirements imposed by the provider have been met.

Governmental fund financial statements are reported using the *current financial resources measurement focus* and the *modified accrual basis of accounting*. Revenues are recognized as soon as they are both measurable and available. Revenues are considered to be *available* when they are collectible within the current period or soon enough thereafter to pay liabilities of the current period. For this purpose, the District considers revenues to be available if they are collected within 60 days of the end of the current fiscal period. Expenditures generally are recorded when a liability is incurred, as under accrual accounting.

Property taxes and interest associated with the current fiscal period are all considered to be susceptible to accrual and so have been recognized as revenues of the current fiscal period. All other revenue items are considered to be measurable and available only when the District receives cash.

The District reports the following major governmental funds:

- General Fund
- Capital Projects Fund

Additionally, the District reports the following fiduciary fund types:

- Unemployment Compensation Trust Fund
- Deferred Compensation Trust Fund (Unaudited)

Private-sector standards of accounting, and financial reporting issued prior to December 1, 1989, generally are followed in the government-wide financial statements to the extent that those standards do not conflict with or contradict guidance of the Governmental Accounting Standards Board.

Continued

**WOODBRIIDGE TOWNSHIP FIRE DISTRICT NO. 11**  
**NOTES TO FINANCIAL STATEMENTS**  
**DECEMBER 31, 2008**

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

**C. Measurement Focus, Basis of Accounting, and Financial Statement Presentation**  
(Continued)

Amounts reported as *program revenues* include 1) charges to residents for services provided 2) operating grants and contributions, and 3) capital grants and contributions. Internally dedicated resources are reported as general revenues rather than as program revenues. Likewise, general revenues include all property taxes.

When both restricted and unrestricted resources are available for use, it is the District's policy to use restricted resources first, then unrestricted resources as they are needed.

**D. Budgets/Budgetary Control:**

Annual budgets are prepared each year for the operations of the fire district. The budgets are approved by the Division of Local Government Services, Department of Community Affairs, State of New Jersey. The budgets are then voted upon by the public, at the annual fire district election held on the third Saturday in February. Budgetary transfers may be made during the last two months of the year.

Formal budgetary integration into the accounting system is employed as a management control device during the year. For governmental funds there are no substantial differences between the budgetary basis of accounting and generally accepted accounting principles. Encumbrance accounting is also employed as an extension of formal budgetary integration in the governmental fund types. Unencumbered appropriations lapse at fiscal year end.

**E. Encumbrances:**

Under encumbrance accounting, purchase orders, contracts and other commitments for the expenditure of resources are recorded to reserve a portion of the applicable appropriation. Open encumbrances in governmental funds are reported as reservations of fund balances at fiscal year end as they do not constitute expenditures or liabilities but rather commitments related to unperformed contracts for goods and services.

The encumbered appropriation authority carries over into the next fiscal year. An entry will be made at the beginning of the next fiscal year to increase the appropriation reflected in the certified budget by the outstanding encumbrance amount as of the current fiscal year end.

Continued

**WOODBIDGE TOWNSHIP FIRE DISTRICT NO. 11**  
**NOTES TO FINANCIAL STATEMENTS**  
**DECEMBER 31, 2008**

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

**F. Cash, Cash Equivalents and Investments:**

Cash and cash equivalents include petty cash, change funds, cash in banks and all highly liquid investments with a maturity of three months or less at the time of purchase and are stated at cost plus accrued interest. U.S. Treasury and agency obligations and certificates of deposit with maturities of one year or less when purchased are stated at cost. All other investments are stated at fair value.

New Jersey fire districts are limited as to the types of investments and types of financial institutions they may invest in. New Jersey statutes provide a list of permissible investments that may be purchased by New Jersey fire districts.

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

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

**G. Revenues and Expenditures:**

Revenues are recorded when they are determined to be both available and measurable. Generally, fees and other non-tax revenues are recognized when received. Grants from other governments are recognized when qualifying expenditures are incurred. Expenditures are recorded when the related liability is incurred, if measurable, except for unmatured interest on general long-term debt, which is recognized when due.

**H. Inventories and Prepaid Expenses:**

Inventories and prepaid expenses, which benefit future periods are recorded as an expenditure during the year of purchase.

Continued

**WOODBIDGE TOWNSHIP FIRE DISTRICT NO. 11**  
**NOTES TO FINANCIAL STATEMENTS**  
**DECEMBER 31, 2008**

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

**I. Short-term Interfund Receivables/Payables:**

Short-term interfund receivables/payables represents amounts that are owed, other than charges for goods or services rendered to/from a particular fund in the District and that are due within one year.

**J. Capital Assets:**

Capital assets, which include buildings and building improvements, and furniture and equipment, are reported in the government-wide financial statements. The District defines capital assets as assets with an initial, individual cost of more than \$5,000. Such assets are recorded at historical cost or estimated historical cost if purchased or constructed. Donated capital assets are recorded at estimated fair value at the date of donation.

The cost of normal maintenance and repairs that do not add to the value of the asset or materially 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:

<b><u>Assets</u></b>	<b><u>Years</u></b>
Buildings and Building Improvements	40
Fire Trucks	25
Other Vehicles	5

**K. 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.

Continued

**WOODBIDGE TOWNSHIP FIRE DISTRICT NO. 11**  
**NOTES TO FINANCIAL STATEMENTS**  
**DECEMBER 31, 2008**

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

**L. 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.

**M. Comparative Data/Reclassifications:**

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

**NOTE 2. CASH AND INVESTMENTS**

The District's deposits are insured through either the Federal Deposit Insurance Corporation (FDIC) or New Jersey's Governmental Unit Deposit Protection Act (GUDPA). GUDPA requires all banks doing business in the State of New Jersey to maintain additional collateral in the amount of 5% of the average public deposits and to deposit these amounts with the Federal Reserve Bank for all deposits not covered by the FDIC.

Bank balances are insured up to \$250,000.00 in the aggregate by the FDIC for each bank for the temporary period ending December 31, 2009. At December 31, 2008, the book value of the District's deposits was \$1,451,283.10 and the bank balance of the District's deposits was \$1,466,878.41. Of the bank balances \$250,000.00 was covered by FDIC and \$1,216,878.41 was covered by GUDPA. In addition, the District had \$268,881.84 invested in its Deferred Compensation Program (LOSAP) with Lincoln Benefit Life Company, which is not covered by FDIC or GUDPA.

The District is permitted to invest public funds in accordance with the types of securities authorized by N.J.S.A. 40A:5-15.1. Examples of the allowable investments are bonds or other obligations of the United States or obligations guaranteed by the United States of America, Government Money Market Mutual Funds, bonds or other obligations of the local unit or units within which the district is located, Local Government investment pools, and agreements or the repurchase of fully collateralized securities, if transacted in accordance with the above statute.

As of December 31, 2008, the District has implemented the disclosure requirements of Governmental Accounting Standards Board Statement No. 40 "Deposit and Investment Risk Disclosures" ("GASB 40") and accordingly the District has assessed the Custodial Risk, the Concentration of Credit Risk, Credit Risk and Interest Rate Risk of its cash and investments.

Continued

**WOODBIDGE TOWNSHIP FIRE DISTRICT NO. 11**  
**NOTES TO FINANCIAL STATEMENTS**  
**DECEMBER 31, 2008**

**NOTE 2. CASH AND INVESTMENTS** (Continued)

- (a) Custodial Credit Risk – The District’s deposits are exposed to custodial credit risk if they are not covered by depository insurance and the deposits are: uncollateralized, collateralized with securities held by the pledging financial institution, or collateralized with securities held by the pledging financial institution’s trust department or agent but not in the depositor-government’s name. The deposit risk is that, in the event of the failure of a depository financial institution, the District will not be able to recover deposits or will not be able to recover collateral securities that are in possession of an outside party. The District’s investment securities are exposed to custodial credit risk if the securities are uninsured, are not registered in the name of the District and are held by either: the counterparty or the counterparty’s trust department or agent but not in the District’s name. The investment risk is that, in the event of the failure of the counterparty to a transaction, the District will not be able to recover the value of the investment or collateral securities that are in possession of an outside party.

As of December 31, 2008, the District’s bank balance was not exposed to custodial credit risk since the full amount was covered by either FDIC insurance or GUDPA. The District does not have a formal policy for deposit custodial credit risk other than to maintain sufficient funds in the checking account to cover checks that have not cleared the account as of a specific date.

As of December 31, 2008, the District’s balance in its Deferred Compensation Program were not covered by FDIC or GUDPA.

- (b) Concentration of Credit Risk – This is the risk associated with the amount of investments the District has with any one issuer that exceeds 5 percent or more of its total investments. Investments issued or explicitly guaranteed by the U.S. government and investments in mutual funds, external investment pools, and other pooled investments are excluded from this requirement.
- (c) Credit Risk – GASB 40 requires that disclosure be made as to the credit rating of all debt security investments except for obligations of the U.S. government or obligations explicitly guaranteed by the U.S. government. This is the risk that an issuer or other counterparty to an investment will not fulfill its obligations. In general, the District does not have an investment policy regarding Credit Risk except to the extent previously outlined under the District’s investment policy.
- (d) Interest Rate Risk – This is the risk that changes in interest rates will adversely affect the fair value of an investment. The District does not have a formal policy that limits investment maturities as a means of managing its exposure to fair value losses arising from interest rate fluctuations.

Continued

**WOODBIDGE TOWNSHIP FIRE DISTRICT NO. 11**  
**NOTES TO FINANCIAL STATEMENTS**  
**DECEMBER 31, 2008**

**NOTE 3. CAPITAL ASSETS**

Governmental Activities:	<u>Beginning Balance</u>	<u>Increases</u>	<u>Decreases</u>	<u>Ending Balance</u>
Capital Assets, Being Depreciated:				
Buildings and Building Improvements	\$ 710,000.00	\$ -	\$ -	\$ 710,000.00
Vehicles	1,320,547.00	-	-	1,320,547.00
	<hr/>			
Total Capital Assets, Being Depreciated	\$ 2,030,547.00	\$ -	\$ -	\$ 2,030,547.00
	<hr/>			
Accumulated Depreciation For:				
Buildings and Building Improvements	\$ (368,312.50)	\$ (17,750.00)	\$ -	\$ (386,062.50)
Vehicles	(659,206.00)	(54,286.00)	-	(713,492.00)
	<hr/>			
Total Accumulated Depreciation	\$ (1,027,518.50)	\$ (72,036.00)	\$ -	\$ (1,099,554.50)
	<hr/>			
Total Capital Assets, Being Depreciated, Net	\$ 1,003,028.50	\$ (72,036.00)	\$ -	\$ 930,992.50
	<hr/>			
Governmental Activities Capital Assets, Net	\$ 1,003,028.50	\$ (72,036.00)	\$ -	\$ 930,992.50
	<hr/> <hr/>			

Depreciation expense was charged to functions of the District as follows:

Governmental Activities:	
Cost of Operations and Maintenance	<u>\$ 72,036.00</u>

**NOTE 4. EMPLOYEE RETIREMENT SYSTEMS**

The State of New Jersey sponsors and administers the following contributory defined benefit public employee retirement system covering substantially all state and local government employees which includes those District employees who are eligible for pension coverage.

**Public Employees' Retirement System (PERS)** – established in January 1955, under the provisions of N.J.S.A. 43:15A to provide coverage, including post-retirement healthcare for those eligible employees whose local employers elected to do so, to substantially all full-time employees of the State or any county, municipality, school district, or public agency provided the employee is not a member of another State-administered retirement system. Membership is mandatory for such employees and vesting occurs after 8 to 10 years of service for pension benefits and 25 years for post-retirement healthcare coverage.

**WOODBRIAGE TOWNSHIP FIRE DISTRICT NO. 11**  
**NOTES TO FINANCIAL STATEMENTS**  
**DECEMBER 31, 2008**

**NOTE 4. EMPLOYEE RETIREMENT SYSTEMS (Continued)**

The State of New Jersey sponsors and administers the following defined contribution public employee retirement system (retirement system) covering certain state and local government employees which include those District employees who are eligible for pension coverage.

**Other Pension Funds**

The state established and administers a Supplemental Annuity Collective Trust Fund (SACT) which is available to active members of the State-administered retirement systems to purchase annuities to supplement the guaranteed benefits provided by their retirement system. The state or local governmental employers do not appropriate funds to SACT.

The cost of living increase for PERS is funded directly by the system and is considered in the annual actuarial calculation of the required contributions for the system.

According to state law, all obligations of the retirement system will be assumed by the State of New Jersey should any retirement system be terminated.

The State of New Jersey, Department of the Treasury, Division of Pensions and Benefits, issues publicly available financial reports that include the financial statements and required supplementary information of the above system, fund, and trust. The financial reports may be obtained by writing to the State of New Jersey, Department of the Treasury, Division of Pensions and Benefits, P.O. Box 295, Trenton, New Jersey 08625-0295.

**Basis of Accounting**

The financial statements of the pension Fund is prepared on the accrual basis of accounting. Employer contributions are recognized when payable to the Fund. Benefits or refunds are recognized when due and payable in accordance with the terms of the Fund.



**WOODBIDGE TOWNSHIP FIRE DISTRICT NO. 11**  
**NOTES TO FINANCIAL STATEMENTS**  
**DECEMBER 31, 2008**

**NOTE 4. EMPLOYEE RETIREMENT SYSTEMS (Continued)**

**Investment Valuation**

Investments are reported at fair value. Securities traded on a national or international exchange are valued at the last reported sales price at current exchange rates. Mortgages are valued on the basis of future principal and interest payments, and are discounted at prevailing interest rates for similar instruments. The fair value of real estate investments is based on independent appraisals. Investments that do not have an established market are reported at estimated fair values.

The State of New Jersey, Department of the Treasury, Division of Investment, issues publicly available financial reports that include the financial statements of the State of New Jersey Cash Management fund, Common Pension Fund A, Common Pension Fund B, Common Pension Fund D and Common Pension Fund E. The financial reports may be obtained by writing to the State of New Jersey, Department of the Treasury, Division of Investment, P.O. Box 290, Trenton, New Jersey 08625-0290.

**Significant Legislation**

Chapter 108, P.L. 2003, effective July 1, 2003 provided that the State Treasurer shall reduce the normal and accrued liability contributions payable by employers other than the State, excluding the contribution payable from the benefit enhancement fund, to a percentage of the amount certified annually by the retirement system, which for PERS will be as follows: for payments due in the State fiscal year ending June 30, 2005, 20 percent; for payments due in the State fiscal year ending June 30, 2006, not more than 40 percent; for payments due in the State fiscal year ending June 30, 2007, not more than 60 percent; and for payments due in the State fiscal year ending June 30, 2008, not more than 80 percent.

Chapter 42, P.L. 2002 permitted local government units to issue refunding bonds to retire unfunded accrued liability resulting from early retirement benefits under PERS, effective July 12, 2002.

Chapter 92, P.L. 2007 implements certain recommendations contained in the December 1, 2006 report of the Joint Legislative Committee on Public Employee Benefits Reform which establishes a DCRP for elected and certain appointed officials, effective July 1, 2007.

**Employer and Employee Pension Contributions**

The contribution policy is set by laws of the State of New Jersey and, in most retirement systems, contributions are required by active members and contributing employers. Plan member and employer contributions may be amended by State of New Jersey legislation. The pension Fund provides for employee contributions based on 5.5% for PERS, of the employees' annual compensation, as defined. The actuarially determined employer contribution includes funding for cost-of-living adjustments and noncontributory death benefits in the PERS. In the PERS, the employer contribution includes funding for post-retirement medical premiums for participating local governments.

For PERS, which are cost sharing multi-employer defined benefit pension plans, the annual pension cost differs from the annual required contribution due to the enactment of Chapter 114, P.L. 1997.

**WOODBIDGE TOWNSHIP FIRE DISTRICT NO. 11  
NOTES TO FINANCIAL STATEMENTS  
DECEMBER 31, 2008**

**NOTE 4. EMPLOYEE RETIREMENT SYSTEMS (Continued)**

**Employer and Employee Pension Contributions (Continued)**

During the years ended December 31, 2008, 2007 and 2006, the District was required to contribute for normal cost pension contributions the following amounts which equaled the required contributions for each year:

<u>Year Ended December 31</u>	<u>PERS</u>
2008	\$8,957
2007	2,724
2006	1,486

**NOTE 5. RISK MANAGEMENT**

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

**Property and Liability Insurance** – The District maintains commercial insurance coverage for property, liability and surety bonds. Insurance coverage was maintained in amounts consistent with prior years. The District did not have any claims that exceeded coverage.

**New Jersey Unemployment Compensation Insurance** – The District has elected to fund its New Jersey Unemployment Compensation Insurance under the “Benefit Reimbursement Method”. Under this plan, the District is required to reimburse the New Jersey Unemployment Trust Fund for benefits paid to its former employees and charged to its account with the State. The District is billed quarterly for amounts due to the State. The following is a summary of District contributions, employee contributions, reimbursements to the State for benefits paid and the ending balance of the District’s expendable trust fund for the current and prior two years:

<u>Fiscal Year</u>	<u>Interest Earned</u>	<u>District Contributions</u>	<u>Employee Contributions</u>	<u>Amount Reimbursed</u>	<u>Ending Balance</u>
2008	\$ -	\$ 1,000.00	\$ 633.99	\$ 1,402.70	\$11,963.13
2007	\$ -	\$ 1,096.52	\$ 661.63	\$ 661.50	\$11,731.84
2006	\$ -	\$ 741.25	\$ 314.07	\$ 552.90	\$10,635.19

**WOODBIDGE TOWNSHIP FIRE DISTRICT NO. 11**  
**NOTES TO FINANCIAL STATEMENTS**  
**DECEMBER 31, 2008**

**NOTE 6. FUND BALANCE APPROPRIATED**

**General Fund** – Of the \$636,554.49 General Fund fund balance at December 31, 2008; \$220,000.00 has been appropriated and included as anticipated revenue for the year 2009 and \$416,554.49 is unreserved and undesignated.

**Capital Fund** – Of the \$685,042.13 Capital Fund fund balance at December 31, 2008, \$685,042.13 is unreserved and undesignated.

**NOTE 7. LITIGATION**

As of the date of this report there is no litigation pending which, if decided adversely to the District would have a material impact on the District.

**NOTE 8. LENGTH OF SERVICE AWARD PROGRAM (LOSAP) (Unaudited)**

The Fire District offers its employees a Length of Service Award 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.

The District has selected VFIS to administer its LOSAP Program. As of December 31, 2008 the District's LOSAP Program had net assets of \$297,081.72.

**NOTE 9. SUBSEQUENT EVENTS**

At the February 21, 2009 election the voters of the District approved spending up to \$225,000.00 on radio equipment to tie into the Township's new radio system, authorizing up to \$25,000.00 in bonds and notes. In addition, the voters of the District approved the purchase of a pickup truck in the amount of \$60,000.00, authorizing up to \$10,000.00 in bonds and notes.

Concluded

**REQUIRED SUPPLEMENTARY INFORMATION**

**PART II**

**WOODBRIIDGE TOWNSHIP FIRE DISTRICT NO. 11**  
**Budgetary Comparison Schedule**  
**General Fund**  
**For the Year Ended December 31, 2008**

	Original Budget	Budget Transfers	Final Budget	Actual	Variance Final to Actual
<b>REVENUES:</b>					
Miscellaneous Revenues:					
Other Revenue:					
Interest on Investments	\$ 6,300.00	\$ -	\$ 6,300.00	\$ 14,939.25	\$ 8,639.25
Miscellaneous	2,000.00	-	2,000.00	15,854.49	13,854.49
	<u>\$ 8,300.00</u>	<u>\$ -</u>	<u>\$ 8,300.00</u>	<u>\$ 30,793.74</u>	<u>\$ 22,493.74</u>
Operating Grant Revenue:					
Supplemental Fire Services Program	\$ 5,430.00	\$ -	\$ 5,430.00	\$ 5,430.00	\$ -
Miscellaneous Revenues					
Offset With Appropriations:					
Uniform Fire Safety Act	\$ 2,000.00	\$ -	\$ 2,000.00	\$ 11,899.20	\$ 9,899.20
Amount to be Raised by Taxation to Support the District Budget	\$ 966,918.00	\$ -	\$ 966,918.00	\$ 966,918.00	\$ -
<b>Total Revenues</b>	<b>\$ 982,648.00</b>	<b>\$ -</b>	<b>\$ 982,648.00</b>	<b>\$ 1,015,040.94</b>	<b>\$ 32,392.94</b>
<b>EXPENDITURES:</b>					
Operating Appropriations:					
Administration:					
Salaries and Wages:					
Commissioners	\$ 39,650.00	\$ -	\$ 39,650.00	\$ 38,988.97	\$ 661.03
Clerk	2,876.00	-	2,876.00	2,876.04	(0.04)
Bookkeeper	16,914.00	-	16,914.00	16,914.00	-
Attorney	11,000.00	-	11,000.00	2,806.01	8,193.99
<b>Total Salaries and Wages</b>	<b>\$ 70,440.00</b>	<b>\$ -</b>	<b>\$ 70,440.00</b>	<b>\$ 61,585.02</b>	<b>\$ 8,854.98</b>

**WOODBRIIDGE TOWNSHIP FIRE DISTRICT NO. 11**  
**Budgetary Comparison Schedule**  
**General Fund**  
**For the Year Ended December 31, 2008**  
**(Continued from prior page)**

	Original Budget	Budget Transfers	Final Budget	Actual	Variance Final to Actual
<b>EXPENDITURES: (Continued)</b>					
Operating Appropriations: (Continued)					
Fringe Benefits	\$ 10,000.00	-	\$ 10,000.00	\$ 10,000.00	-
Other Expenses:					
Professional Services	\$ 21,000.00	-	\$ 21,000.00	\$ 8,792.00	\$ 12,208.00
Advertising	3,000.00	-	3,000.00	2,930.25	69.75
Elections	3,500.00	-	3,500.00	2,342.80	1,157.20
Travel Expenses	1,000.00	-	1,000.00	-	1,000.00
Memberships, Dues and Subscriptions	1,200.00	-	1,200.00	460.00	740.00
Office Supplies and Postage	15,000.00	-	15,000.00	11,419.63	3,580.37
<b>Total Other Expenses</b>	<b>\$ 44,700.00</b>	<b>-</b>	<b>\$ 44,700.00</b>	<b>\$ 25,944.68</b>	<b>\$ 18,755.32</b>
<b>Total Administration</b>	<b>\$ 125,140.00</b>	<b>-</b>	<b>\$ 125,140.00</b>	<b>\$ 97,529.70</b>	<b>\$ 27,610.30</b>
<b>Cost of Operations and Maintenance:</b>					
Salaries and Wages:					
Engineers	\$ 13,104.00	-	\$ 13,104.00	\$ 13,104.00	-
Maintenance and Repair	2,528.00	-	2,528.00	2,528.04	(0.04)
Housemen	3,168.00	-	3,168.00	3,168.00	-
<b>Total Salaries and Wages</b>	<b>\$ 18,800.00</b>	<b>-</b>	<b>\$ 18,800.00</b>	<b>\$ 18,800.04</b>	<b>\$ (0.04)</b>
<b>Fringe Benefits</b>	<b>\$ 52,604.00</b>	<b>-</b>	<b>\$ 52,604.00</b>	<b>\$ 42,530.76</b>	<b>\$ 10,073.24</b>

Continued

**WOODBIDGE TOWNSHIP FIRE DISTRICT NO. 11**  
**Budgetary Comparison Schedule**  
**General Fund**  
**For the Year Ended December 31, 2008**  
**(Continued from prior page)**

	Original Budget	Budget Transfers	Final Budget	Actual	Variance Final to Actual
<b>EXPENDITURES: (Continued)</b>					
Cost of Operations and Maintenance:					
Other Expenses:					
Fire Hydrants	\$ 209,000.00	-	\$ 209,000.00	\$ 197,164.68	\$ 11,835.32
Insurance	55,225.00	-	55,225.00	28,885.25	26,339.75
Interlocal Services :					
Joint Board	12,000.00	-	12,000.00	10,000.00	2,000.00
Joint Dispatch	67,860.00	-	67,860.00	67,860.00	-
Fire Company	94,000.00	-	94,000.00	67,500.00	26,500.00
Training and Education	20,000.00	-	20,000.00	14,893.45	5,106.55
Other Operating Materials and Supplies	83,033.00	-	83,033.00	64,656.12	18,376.88
Utilities	52,250.00	-	52,250.00	44,334.22	7,915.78
Maintenance and Repair	201,500.00	-	201,500.00	144,415.78	57,084.22
Total Other Expenses	<u>\$ 794,868.00</u>	<u>-</u>	<u>\$ 794,868.00</u>	<u>\$ 639,709.50</u>	<u>\$ 155,158.50</u>
Total Cost of Operations and Maintenance	<u>\$ 866,272.00</u>	<u>-</u>	<u>\$ 866,272.00</u>	<u>\$ 701,040.30</u>	<u>\$ 165,231.70</u>
Operating Appropriations Offset With Revenues:					
Uniform Fire Safety Act:					
Salaries and Wages	\$ 27,236.00	-	\$ 27,236.00	\$ 27,236.04	\$ (0.04)
Fringe Benefits	\$ 3,000.00	-	\$ 3,000.00	\$ 3,000.00	-

Continued

**WOODBIDGE TOWNSHIP FIRE DISTRICT NO. 11**  
**Budgetary Comparison Schedule**  
**General Fund**  
**For the Year Ended December 31, 2008**  
**(Continued from prior page)**

	Original Budget	Budget Transfers	Final Budget	Actual	Variance Final to Actual
<b>EXPENDITURES: (Continued)</b>					
Operating Appropriations Offset With Revenues:					
Uniform Fire Safety Act:					
Other Expenses:					
Office Expenses	\$ 3,000.00	-	\$ 3,000.00	\$ 1,198.12	\$ 1,801.88
Supplies and Material	2,000.00	-	2,000.00	90.00	1,910.00
Training	1,000.00	-	1,000.00	740.00	260.00
Fire Prevention Education	9,000.00	-	9,000.00	8,026.50	973.50
Equipment	6,000.00	-	6,000.00	3,599.20	2,400.80
	<u>\$ 21,000.00</u>	<u>-</u>	<u>\$ 21,000.00</u>	<u>\$ 13,653.82</u>	<u>\$ 7,346.18</u>
Total Uniform Fire Safety Act	<u>\$ 51,236.00</u>	<u>-</u>	<u>\$ 51,236.00</u>	<u>\$ 43,889.86</u>	<u>\$ 7,346.14</u>
Length of Service Award Program	<u>\$ 60,000.00</u>	<u>-</u>	<u>\$ 60,000.00</u>	<u>\$ 28,199.88</u>	<u>\$ 31,800.12</u>
Total Expenditures	<u>\$ 1,102,648.00</u>	<u>-</u>	<u>\$ 1,102,648.00</u>	<u>\$ 870,659.74</u>	<u>\$ 231,988.26</u>
Excess (Deficiency) of Revenues Over (Under) Expenditures	\$ (120,000.00)	-	\$ (120,000.00)	\$ 144,381.20	\$ 264,381.20
Fund Balance, Beginning of Year	<u>492,173.29</u>	<u>-</u>	<u>492,173.29</u>	<u>492,173.29</u>	<u>-</u>
Fund Balance, End of Year	<u>\$ 372,173.29</u>	<u>-</u>	<u>\$ 372,173.29</u>	<u>\$ 636,554.49</u>	<u>\$ 264,381.20</u>



**OTHER SUPPLEMENTARY INFORMATION**

**WOODBRIAGE TOWNSHIP FIRE DISTRICT NO. 11**  
**Comparative Balance Sheet**  
**General Fund**  
**As of December 31, 2008 and 2007**

	<u>2008</u>	<u>2007</u>
<b>ASSETS</b>		
Cash and Cash Equivalents	\$754,277.84	\$576,791.87
Grant Receivable	<u>5,430.00</u>	<u>-</u>
<b>TOTAL ASSETS</b>	<u><u>\$759,707.84</u></u>	<u><u>\$576,791.87</u></u>
 <b>LIABILITIES AND FUND BALANCE</b>		
<b>Liabilities:</b>		
Accounts Payable	<u>\$123,153.35</u>	<u>\$ 84,618.58</u>
<b>Total Liabilities</b>	<u><u>\$123,153.35</u></u>	<u><u>\$ 84,618.58</u></u>
<b>Fund Balance:</b>		
<b>Unreserved:</b>		
Designated for Subsequent Year's Expenditures	\$220,000.00	\$120,000.00
Undesignated	<u>416,554.49</u>	<u>372,173.29</u>
<b>Total Fund Balance</b>	<u><u>\$636,554.49</u></u>	<u><u>\$492,173.29</u></u>
 <b>TOTAL LIABILITIES AND FUND BALANCE</b>	 <u><u>\$759,707.84</u></u>	 <u><u>\$576,791.87</u></u>

**WOODBRIIDGE TOWNSHIP FIRE DISTRICT NO. 11**  
**Comparative Balance Sheet**  
**Capital Projects Fund**  
**As of December 31, 2008 and 2007**

	<u>2008</u>	<u>2007</u>
ASSETS		
Cash and Cash Equivalents	<u>\$685,042.13</u>	<u>\$535,042.13</u>
TOTAL ASSETS	<u><u>\$685,042.13</u></u>	<u><u>\$535,042.13</u></u>
LIABILITIES AND FUND BALANCE		
Fund Balances:		
Undesignated	<u>\$685,042.13</u>	<u>\$535,042.13</u>
Total Fund Balances	<u>\$685,042.13</u>	<u>\$535,042.13</u>
TOTAL LIABILITIES AND FUND BALANCE	<u><u>\$685,042.13</u></u>	<u><u>\$535,042.13</u></u>

**WOODBIDGE TOWNSHIP FIRE DISTRICT NO. 11**  
**Comparative Schedule of Revenues and Expenditures**  
**Capital Projects Fund**  
**For the Years Ended December 31, 2008 and 2007**

	<u>2008</u>	<u>2007</u>
REVENUES		
Amount to be Raised by Taxation	<u>\$ 150,000.00</u>	<u>\$ 150,000.00</u>
Total Revenues	<u>\$ 150,000.00</u>	<u>\$ 150,000.00</u>
Excess (Deficiency) of Revenues Over Expenditures	\$ 150,000.00	\$ 150,000.00
Fund Balance, Beginning of Year	<u>535,042.13</u>	<u>385,042.13</u>
Fund Balance, End of Year	<u><u>\$ 685,042.13</u></u>	<u><u>\$ 535,042.13</u></u>

**WOODBIDGE TOWNSHIP FIRE DISTRICT NO. 11**  
**Statement of Fiduciary Net Assets**  
**Fiduciary Funds**  
**December 31, 2008**

	<u>Unemployment Compensation</u>	<u>Deferred Compensation (Unaudited)</u>
<b>ASSETS</b>		
Cash and Cash Equivalents	\$ 11,963.13	-
Cash and Investments with Fiscal Agents	-	\$ 268,881.84
Accounts Receivable	-	28,799.88
<b>TOTAL CURRENT ASSETS</b>	<u>\$ 11,963.13</u>	<u>\$ 297,681.72</u>
<b>LIABILITIES</b>		
Accounts Payable	<u>\$ -</u>	<u>\$ 600.00</u>
<b>Total Liabilities</b>	<u>\$ -</u>	<u>\$ 600.00</u>
<b>NET ASSETS</b>		
Held in Trust For:		
Unemployment Claims	\$ 11,963.13	\$ -
Deferred Compensation	-	297,081.72
<b>TOTAL NET ASSETS</b>	<u><u>\$ 11,963.13</u></u>	<u><u>\$ 297,081.72</u></u>

**WOODBRIIDGE TOWNSHIP FIRE DISTRICT NO. 11**  
**Statement of Changes in Fiduciary Net Assets**  
**Fiduciary Funds**  
**For the Fiscal Year Ended December 31, 2008**

	<u>Unemployment Compensation</u>	<u>Deferred Compensation (Unaudited)</u>
ADDITIONS		
Contributions:		
Employee Contributions	\$ 633.99	-
District Contributions	<u>1,000.00</u>	<u>\$ 28,799.88</u>
Total Contributions	<u>\$ 1,633.99</u>	<u>\$ 28,799.88</u>
Investment Earnings:		
Interest	<u>\$ -</u>	<u>\$ 9,331.15</u>
Net Investment Earnings	<u>\$ -</u>	<u>\$ 9,331.15</u>
Total Additions	<u>\$ 1,633.99</u>	<u>\$ 38,131.03</u>
DEDUCTIONS		
Benefits Paid to Participants or Beneficiaries	\$ -	\$ 50,090.98
Administrative Fee	-	600.00
Quarterly Contribution Reports	497.18	-
Unemployment Claims	<u>905.52</u>	<u>-</u>
Total Deductions	<u>\$ 1,402.70</u>	<u>\$ 50,690.98</u>
Change in Net Assets	\$ 231.29	\$ (12,559.95)
Net Assets - Beginning of Year	<u>11,731.84</u>	<u>309,641.67</u>
Net Assets - End of Year	<u><u>\$ 11,963.13</u></u>	<u><u>\$297,081.72</u></u>

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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

Board of Fire Commissioners  
Woodbridge Township Fire District No. 11  
P.O. Box 287  
Avenel, New Jersey 08830

We have audited the financial statements of the governmental activities, each major fund, and the aggregate remaining fund information of the Woodbridge Township Fire District No. 11 as of and for the year ended December 31, 2008, which collectively comprise the Woodbridge Township Fire District No. 11's basic financial statements and have issued our report thereon dated June 2, 2009. The financial statements of the Length of Service Award Program (LOSAP) have not been audited, and we were not required by the Division of Local Government Services to audit nor were we engaged to audit the LOSAP financial statements as part of our audit of the District's financial statements. 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.

### **Internal Control Over Financial Reporting**

In planning and performing our audit, we considered the Woodbridge Township Fire District No. 11's internal control over financial reporting as a basis for designing our auditing procedures for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Woodbridge Township Fire District No. 11's internal control over financial reporting. Accordingly, we do not express an opinion on the effectiveness of the Woodbridge Township Fire District No. 11's internal control over financial reporting.

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 Woodbridge Township Fire District No. 11's ability to initiate, authorize, record, process, or report financial data reliably in accordance with accounting principles generally accepted in the United States of America such that there is more than a remote likelihood that a misstatement of the Woodbridge Township Fire District No. 11's financial statements that is more than inconsequential will not be prevented or detected by the Woodbridge Township Fire District No. 11's internal control.

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 Woodbridge Township Fire District No. 11's internal control.

Our consideration of 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 internal control that might be significant deficiencies or material weaknesses. We did not identify any deficiencies in internal control over financial reporting that we consider to be material weaknesses, as defined above.

### **Compliance and Other Matters**

As part of obtaining reasonable assurance about whether the Woodbridge Township Fire District No. 11'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.

We also noted certain matters that we reported to management of the District in the section of the report entitled "General Comments and Recommendations".

This report is intended solely for the information and use of the Board of Fire Commissioners, management and the Division of Local Government Services, Department of Community Affairs, State of New Jersey and is not intended to be and should not be used by anyone other than these specified parties.



LERCH, VINCI & HIGGINS, LLP  
Certified Public Accountants

Fair Lawn, New Jersey  
June 2, 2009



STATISTICAL INFORMATION

Property Tax Levies:

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

<u>Fiscal Year</u>	<u>Assessed Valuations</u>	<u>Total Tax Levy</u>	<u>Property Tax Rates</u>
2008	\$ 303,299,500	\$ 1,116,918	0.366
2007	301,551,900	1,059,052	0.349
2006	299,547,100	988,378	0.328
2005	297,823,400	940,222	0.314
2004	294,614,300	793,848	0.267

Unreserved Fund Balance:

<u>Fiscal Year Ended</u>	<u>End of Fiscal Year</u>	<u>Utilization in Subsequent Budget</u>
December 31, 2008	\$ 636,554	\$ 220,000
December 31, 2007	492,173	120,000
December 31, 2006	379,878	120,000
December 31, 2005	269,683	100,000
December 31, 2004	199,761	80,000

**GENERAL COMMENTS AND RECOMMENDATIONS**

## GENERAL COMMENTS

### Contracts and Agreements Required to be Advertised For N.J.S. 40A:11-3

#### Bid Threshold; Period of Contracts

- a. When the cost or price of any contract awarded by the contracting agent in the aggregate does not exceed in a contract year the total sum of \$21,000, the contract may be awarded by a purchasing agent when so authorized by ordinance or resolution, as appropriate to the contracting unit, of the governing body of the contracting unit without public advertising for bids, except that the governing body of any contracting unit may adopt an ordinance or resolution to set a lower threshold for the receipt of public bids or the solicitation of competitive quotations. If the purchasing agent is qualified pursuant to subsection b. (pending before the Legislature as section 15 of this bill) of section 9 of P.L.1971, c. 198 (C.40A:11-9), the governing body of the contracting unit may establish that the bid threshold may be up to \$29,000. Such authorization may be granted for each contract or by a general delegation of the power to negotiate and award such contracts pursuant to this section.
- b. Any contract made pursuant to this section may be awarded for a period of 24 consecutive months, except that contracts for professional services pursuant to subparagraph (i) of paragraph (a) of subsection (1) of section 5 of P.L. 1971, c. 198 (C.40A:11-5) may be awarded for a period not exceeding 12 consecutive months. The Division of Local Government Services shall adopt and promulgate rules and regulations concerning the methods of accounting for all contracts that do not coincide with the contracting unit's fiscal year.
- c. The Governor, in consultation with the Department of the Treasury, shall, no later than March 1 of every fifth year beginning in the fifth year after the year in which P.L. 1999, c. 440 takes effect, adjust the threshold amount and the higher threshold amount which the governing body is permitted to establish, as set forth in subsection a. of this section, or the threshold amount resulting from any adjustment under this subsection in direct proportion to the rise or fall of the index rate as that term is defined in section 2 of P.L. 1971, c. 198 (C.40A:11-2) (pending before the Legislature as section 6 of this bill), and shall round the adjustment to the nearest \$1,000. The Governor shall, no later than June 1 of every fifth year, notify each governing body of the adjustment. The adjustment shall become effective on July 1 of the year in which it is made.

The minutes indicate that resolutions were adopted authorizing the awarding of contracts or agreements for "Professional Services" per N.J.S. 40A:11-5.

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

Our examination of expenditures did not reveal any individual payments, contracts or agreements in excess of the statutory threshold "for the performance of any work or the furnishing or hiring of any materials or supplies", other than those where bids had been previously sought by public advertisement or where a resolution had been previously adopted under the provisions of N.J.S. 40A:11-6.

**GENERAL COMMENTS (Continued)**

Purchases, Contracts or Agreements Not Required to be Advertised by N.J.S. 40A:11-6.1

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

"Award of purchases, contracts, or agreements.

- a. For all contracts that in the aggregate are less than the bid threshold but 15 percent or more of that amount, and for those contracts that are for subject matter enumerated in subsection (1) of section 5 of P.L. 1971, c. 198 (C.40A:11-5), except for paragraph (a) of that subsection concerning professional services and paragraph (b) of that subsection concerning work by employees of the contracting unit, the contracting agent shall award the contract after soliciting at least two competitive quotations, if practicable. The award shall be made to a vendor whose response is most advantageous, price and other factors considered. The contracting agent shall retain the record of the quotation solicitation and shall include a copy of the record with the voucher used to pay the vendor.
- b. When in excess of the bid threshold, and after documented effort by the contracting agent to secure competitive quotations, a contract for extraordinary unspecifiable services may be awarded upon a determination in writing by the contracting agent that the solicitation of competitive quotations is impracticable. Any such contract shall be awarded by resolution of the governing body.
- c. If authorized by the governing body by resolution or ordinance, all contracts that are in the aggregate less than 15 percent of the bid threshold may be awarded by the contracting agent without soliciting competitive quotations.
- d. Whenever two or more responses to a request of a contracting agent offer equal prices and are the lowest responsible bids or proposals, the contracting unit may award the contract to the vendor whose response, in the discretion of the contracting unit, is the most advantageous, price and other factors considered. In such a case, the award resolution or purchase order documentation shall explain why the vendor selected is the most advantageous.

A test of expenditures indicated compliance with the aforementioned statute.

## **OTHER COMMENTS AND RECOMMENDATIONS**

### Length of Service Award Program (LOSAP)

*Finding:*

The District's LOSAP Administrator did not provide a full accounting of all plan transactions occurring in the year 2008.

*Recommendation:*

\*That the District's LOSAP Administrator provide a full accounting of all plan transactions as of the end of the District's fiscal year as required by the New Jersey Administrative Code.

### Payment of Claims

N.J.S.A. 40A:5-16 requires that all vouchers paid contain a certification of the claimant that the voucher is correct.

*Finding:*

Several vouchers tested did not contain claimant's certification.

*Recommendation:*

\*That all vouchers paid contain claimant certifications.

### Payroll

*Finding:*

The District did not properly update the prior year resolution approving salaries for 2008. The supporting documentation for the 2008 budget was in agreement with payroll records.

*Recommendation:*

That the resolution approving salaries be updated to properly reflect salaries budgeted and agreed on.

\*Repeated.

**Status of Prior Year Recommendations**

The prior year recommendations have been repeated.

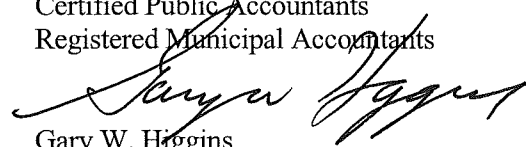
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The problems and weaknesses noted in our review were not of such magnitude that they would affect our ability to express an opinion on the financial statements taken as a whole.

Should any questions arise as to our comments and recommendations, or should you desire assistance in implementing our recommendations, please do not hesitate to call us.



LERCH, VINCI & HIGGINS, LLP  
Certified Public Accountants  
Registered Municipal Accountants



Gary W. Higgins  
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RMA Number CR00405