

**WOODBRIIDGE TOWNSHIP
FIRE DISTRICT NO. 9**

COUNTY OF MIDDLESEX

December 31, 2022



WOODBRIIDGE TOWNSHIP FIRE DISTRICT NO. 9

For the Year Ended December 31, 2022

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Certified Public Accountants, PC
www.bkc-cpa.com

Independent Auditors' Report

Board of Fire Commissioners
of the Woodbridge Township Fire District No. 9
Iselin, New Jersey

Qualified and Unmodified Opinions

We have audited the accompanying financial statements of the governmental activities of Woodbridge Township Fire District No. 9, in the County of Middlesex, 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 Woodbridge Township Fire District No. 9's Basic Financial Statements as listed in the Table of Contents.

Summary of Opinions

<u>Opinion Unit</u>	<u>Type of Opinion</u>
Governmental Activities	Qualified
Aggregate Discretely Presented Component Units	Unmodified
General Fund	Unmodified
Capital Fund	Unmodified

Qualified Opinion on the Governmental Activities

In our opinion, except for the effects of the matter described in the Basis for Qualified and Unmodified Opinions section of our report, the financial statements referred to above present fairly, in all material respects, the financial position of the Governmental Activities of Woodbridge Township Fire District No. 9, as of December 31, 2022, and the changes in financial position thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Unmodified Opinions on Aggregate Discretely Presented Component Units, General Fund, and Capital Fund Information

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the aggregate discretely presented component units, general fund, and the capital fund information of Woodbridge Township Fire District No. 9, as of December 31, 2022, and the respective changes in financial position thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Basis for Qualified and Unmodified Opinions

We conducted our audit in accordance with accounting 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. 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 Woodbridge Township Fire District No. 9 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 qualified and unmodified audit opinion.

Matter Giving Rise to the Qualified Opinion on the Governmental Activities

The District did not recognize the OPEB liability pursuant to GASB Statement No. 75, *Accounting and Financial Reporting for Postemployment Benefits Other than Pensions (OPEB)*, in the accompanying financial statements of the governmental activities and Notes to the Financial Statements.

Additionally, the District could not provide the appropriate supporting documentation to support the compensated absences liability. The effect of these departures on the financial statements were not available upon issuance of this report.

Responsibilities of Management for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

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 Woodbridge Township Fire District No. 9 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.

Auditors' 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 opinion. 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 and *Government 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 that are considered material if there is a substantial likelihood

that, individually or in the aggregate, they would influence the judgement made by a reasonable user based on the financial statements.

In performing an audit in accordance with generally accepted auditing standards and *Government Auditing Standards*, we:

- Exercise professional judgement and maintain professional skepticism throughout the audit.
- Identify and assess 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 Woodbridge Township Fire District No. 9'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 judgement, there are conditions or events, considered in the aggregate, that raise substantial doubt about the Woodbridge Township Fire District No. 9'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 Schedule of Budget vs. Actual Revenues and Expenses - General Fund as identified in the Table of Contents, 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 an essential part of the financial reporting for placing the basic financial statements in an appropriated operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with the auditing standards generally accepted in the United States of America, which consisted of inquires of Management about the methods of preparing the information and comparing the information for consistency with Management's responses to our inquires, the basis financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Other Information

Management is responsible for the other information included in the annual report. The other information comprises the Schedule of Officials and Surety bond. Our opinion 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 the *Government Auditing Standards*, we have also issued our report dated March 25, 2024, on our consideration of the Woodbridge Township Fire District No. 9'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 internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering Woodbridge Township Fire District No. 9's internal controls over financial reporting and compliance.



BKC, CPAs, PC

March 25, 2024
Flemington, New Jersey

WOODBRIIDGE TOWNSHIP FIRE DISTRICT NO. 9
Management's Discussion and Analysis
For the Year Ended December 31, 2022

This section of the Woodbridge Township Fire District No. 9 (the District) annual financial report presents our discussion and analysis of the District's financial performance during the fiscal year ending December 31, 2022. Please read it in conjunction with the District's financial statements, which follow this section.

Financial Highlights

1. The District's total assets decreased 1.15% and total liabilities increased 5.33% over the course of this year's operations.
2. During the year, the District's total revenues increased by 1.10%. This was primarily due to an increase in interest income and prior year refunds.
3. Expenses decreased by 4.72%. The decrease was due to less repairs and maintenance expenses compared to the prior year.
4. Net position increased by 0.88%. The increase is due to an overall decrease in expenses.

Using this Annual Report

This annual report consists of a series of financial statements. The Statement of Net Position and the Statement of Activities and Changes in Net Position (on page 8 and 9) provide information about the activities of the District as a whole. Fund financial statements start on page 10. These statements tell how these services were financed. Fund financial statements also report the District's operations in more detail than the government-wide statements by providing information about the District's most significant funds.

Reporting the District as a Whole

The Statement of Net Position and the Statement of Activities

The financial statements of the District as a whole begin on page 8. One of the most important questions asked about the District's finances is, "Is the District as a whole better off or worse off as a result of the year's activities?" The Statement of Net Position and the Statement of Activities and Changes in Net Position report information about the District as a whole and about its activities in a way that helps answer this question. These statements include all assets and liabilities using the accrual basis of accounting, which is similar to the accounting used by most private-sector companies. All the current year's revenue and expenses are taken into account regardless of when cash is received or paid. These two statements report the District's net position and changes to them.

The District's net position, the difference between assets and liabilities, is one way to measure the District's financial health, or financial position. Over time, increases or decreases in the District's net position are one indicator of whether its financial health is improving or deteriorating.

WOODBRIIDGE TOWNSHIP FIRE DISTRICT NO. 9
Management's Discussion and Analysis
For the Year Ended December 31, 2022

Reporting the District's Most Significant Funds

Fund Financial Statements

The financial statements of the District's major funds begin on page 10. The fund financial statements provide detailed information about the most significant funds, not the District as a whole.

General Fund - Most of the District's basic services are reported in the general fund, which focuses on how money flows in and out of the funds and the balances left at year-end that are available for spending. The general fund statements provide a detailed short-term view of the District's general operations and the basic services it provides. The general fund information helps you determine whether there are more or fewer financial resources that can be spent in the near future to finance the District's programs.

The District as a Whole

The District's total net position increased \$49,152 or 0.88%, from \$5,603,709 to \$5,652,861. Details of the changes are reflected on page 9.

Original versus Final Budget

Pages 31 - 33 reflect the variances between the original and final budgeted amounts.

Final Budget versus Actual Results

As reflected on pages 31 - 33 the District operated within budgetary constraints. Actual revenues exceeded the final budget by \$15,778 and actual expenses were less than the final budget by \$987,758. Revenues were more than budgeted due to an increase in interest from investments. Expenses were less than budgeted primarily due to a decrease in the costs of repairs and maintenance.

Capital Assets

At December 31, 2022, the District had \$7,075,141 in capital assets.

WOODBRIIDGE TOWNSHIP FIRE DISTRICT NO. 9
Management's Discussion and Analysis
For the Year Ended December 31, 2022

Condensed Comparative Information

	2022	2021	Increase (Decrease)
Assets			
Current and other assets	\$ 4,510,351	\$ 4,438,617	\$ 71,734
Capital assets (net)	2,622,228	2,777,255	(155,027)
Total assets	<u>\$ 7,132,579</u>	<u>\$ 7,215,872</u>	<u>\$ (83,293)</u>
Deferred outflows of resources			
Deferred amount on pension activity	\$ 113,373	\$ 110,066	\$ 3,307
Liabilities	<u>1,495,338</u>	<u>1,419,646</u>	<u>75,692</u>
Deferred inflows of resources			
Deferred amount on pension activity	<u>97,753</u>	<u>302,583</u>	<u>(204,830)</u>
Net position			
Net investment in capital assets	2,622,228	2,777,255	(155,027)
Restricted for capital projects fund	1,338,537	1,384,143	(45,606)
Unreserved	<u>1,692,096</u>	<u>1,442,311</u>	<u>249,785</u>
Total net position	<u>\$ 5,652,861</u>	<u>\$ 5,603,709</u>	<u>\$ 49,152</u>
Change in net position			
Revenue	\$ 2,226,168	\$ 2,201,861	\$ 24,307
Expenditures	<u>2,177,016</u>	<u>2,284,887</u>	<u>(107,871)</u>
Change in net position	<u>\$ 49,152</u>	<u>\$ (83,026)</u>	<u>\$ 132,178</u>

Economic Factors and Next Year's Budget and Rates

The District's governing body considers many factors when setting the budget and tax rates including the economy, the rate of inflation and planned future capital projects. The 2023 tax rate will be \$0.392 per \$100 of assessed valuation.

Contacting the District's Financial Management

The financial report is designed to provide our citizens, taxpayers, customers, investors and creditors with a general overview of the District's finances and to show the District's accountability for the money it receives. This discussion and analysis is based upon information that was available as of March 25, 2024.

If you have questions about this report or need additional financial information, contact the District office located at 1222 Green St, Iselin, NJ 08830.

WOODBRIIDGE TOWNSHIP FIRE DISTRICT NO. 9
Statement of Net Position
December 31, 2022

	<u>Governmental Activities</u>	<u>Component Unit</u>
Assets		
Cash and cash equivalents	\$ 2,396,831	\$ 182,492
Receivables, net	4,000	16,700
Prepaid expense	8,608	-
Restricted assets		
Cash and cash equivalents - capital fund	1,338,537	-
Cash and cash equivalents - general fund	270,607	-
Investments		
Length of Service Award Program (LOSAP)	292,576	-
Capital assets, net		
Capital assets	6,869,295	205,846
Less: accumulated depreciation	<u>(4,288,921)</u>	<u>(163,992)</u>
Total assets	<u>6,891,533</u>	<u>241,046</u>
Deferred outflows of resources		
Deferred amount on pension activity	<u>113,373</u>	<u>-</u>
Liabilities		
Accounts payable	196,581	3,847
Other current liabilities	22,372	-
Long-term liabilities		
Net pension liability	615,193	-
Compensated absences	94,162	-
Length of Service Award Program (LOSAP)	<u>563,183</u>	<u>-</u>
Total liabilities	<u>1,491,491</u>	<u>3,847</u>
Deferred inflows of resources		
Deferred amount on pension liability	<u>97,753</u>	<u>-</u>
Net position		
Net investment in capital assets	2,580,374	41,854
Restricted for		
Capital projects fund	1,338,537	-
Unrestricted	<u>1,496,751</u>	<u>195,345</u>
Total net position	<u>\$ 5,415,662</u>	<u>\$ 237,199</u>

See accompanying notes to financial statements.

WOODBRIIDGE TOWNSHIP FIRE DISTRICT NO. 9
Statement of Activities
For the Fiscal Year Ended December 31, 2022

Functions/Programs	Expenses	Program Revenues		Net (Expense) Revenue & Changes in Net Position		
		Charges for Services	Operating Grants & Contribution	Capital Grants & Contribution	Governmental Activities	Component Unit
Primary government						
Governmental activities						
Administration	\$ 524,928	\$ -	\$ -	\$ -	\$ (524,928)	\$ -
Cost of operations and maintenance	1,342,175	-	-	-	(1,342,175)	-
Uniform Fire Safety Act	50,658	40,998	4,404	-	(5,256)	-
Length of Service Award Program (LOSAP) contribution	28,512	-	-	-	(28,512)	-
Depreciation	183,892	-	-	-	(183,892)	-
Total primary government	2,130,165	40,998	4,404	-	(2,084,763)	-
Component unit						
Joint Fire Commissioners	46,851	36,000	-	-	-	(10,851)
Total component unit	46,851	36,000	-	-	-	(10,851)
Total primary government	\$ 2,177,016	\$ 76,998	\$ 4,404	\$ -	(2,084,763)	(10,851)
General revenues, special items & transfers						
					2,095,881	-
					30,548	267
					18,070	-
					2,144,499	267
					59,736	(10,584)
					5,355,926	247,783
					\$ 5,415,662	\$ 237,199

See accompanying notes to financial statements.

WOODBRIIDGE TOWNSHIP FIRE DISTRICT NO. 9
Governmental Funds
Balance Sheet
December 31, 2022

	General Fund	Capital Fund	Total Governmental Funds
Assets			
Cash and cash equivalents	\$ 2,396,831	\$ -	\$ 2,396,831
Accounts receivable	4,000	-	4,000
Prepaid expenses	8,608	-	8,608
Restricted cash and cash equivalents	270,607	1,338,537	1,609,144
Restricted investments	-	-	-
Total assets	\$ 2,680,046	\$ 1,338,537	\$ 4,018,583
Liabilities and fund balances			
Liabilities			
Accounts payable	\$ 196,581	\$ -	\$ 196,581
Payable to LOSAP Plan Sponsor	270,607	-	270,607
Payroll deductions and withholdings payable	22,372	-	22,372
Total liabilities	489,560	-	489,560
Fund balances			
Restricted fund balance			
Capital funds	-	838,537	838,537
Assigned fund balance			
Designated for subsequent year expenditures	950,000	500,000	1,450,000
Unassigned fund balance	1,240,486	-	1,240,486
Total fund balances	2,190,486	1,338,537	3,529,023
Total liabilities and fund balances	\$ 2,680,046	\$ 1,338,537	

Statement of Net Position are different because:

Governmental funds report capital outlays as expenditures, while in the statement of activities, the cost of those assets is allocated over estimated useful lives as depreciation expense. This is the amount by which capital outlays exceeded depreciation. 2,580,374

Deferred outflows and inflows of resources related to pensions are applicable to future periods and, therefore, are not reported in the funds. 15,620

Long-term liabilities, including net pension liability and compensated absences are not due and payable in the current period and therefore are not reported as liabilities in the funds. (709,355)

Total net position of governmental activities **\$ 5,415,662**

See accompanying notes to financial statements.

WOODBRIIDGE TOWNSHIP FIRE DISTRICT NO. 9
Governmental Funds
Statement of Revenues, Expenditures, and Changes in Fund Balances
For the Fiscal Year Ended December 31, 2022

	General Fund	Capital Fund	Total Governmental Funds
Revenues			
Local tax levy	\$ 2,095,881	\$ -	\$ 2,095,881
Interest on investments	30,548	-	30,548
Uniform Fire Safety Act	40,998	-	40,998
Supplemental Fire Services Act	4,404	-	4,404
Miscellaneous income	18,070	-	18,070
Total revenues	<u>2,189,901</u>	<u>-</u>	<u>2,189,901</u>
Expenditures			
Operating appropriations			
Administration	593,678	-	593,678
Cost of operations and maintenance	1,342,175	-	1,342,175
Uniform Fire Safety Act	50,658	-	50,658
LOSAP contribution	28,512	-	28,512
Capital outlay	-	45,606	45,606
Total expenditures	<u>2,015,023</u>	<u>45,606</u>	<u>2,060,629</u>
Excess (deficit) of revenues over (under) expenditures	174,878	(45,606)	129,272
Fund balances, January 1 (as restated)	<u>2,015,608</u>	<u>1,384,143</u>	<u>3,399,751</u>
Fund balances, December 31	<u>\$ 2,190,486</u>	<u>\$ 1,338,537</u>	<u>\$ 3,529,023</u>

See accompanying notes to financial statements.

WOODBRIIDGE TOWNSHIP FIRE DISTRICT NO. 9
Reconciliation of the Statement of Revenues, Expenditures, and
Changes in Fund Balances of Governmental Funds to the Statement of Activities
For the Fiscal Year Ended December 31, 2022

Total net changes in fund balances - governmental fund	\$	129,272
Amounts reported for governmental activities in the Statement of Activities 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 expenses. This is the amount by which depreciation exceeds capital outlays in the period:		
Capital outlays	\$ 45,606	
Depreciation expense	<u>(183,892)</u>	(138,286)
Governmental funds report district pension contributions as expenditures. However, in the Statement of Activities, the cost of pension benefits earned net of employee contributions is reported as pension expense (benefit).		
		<u>68,750</u>
Change in net position of governmental activities	\$	<u><u>59,736</u></u>

See accompanying notes to financial statements.

TOWNSHIP OF WOODBRIDGE FIRE DISTRICT NO. 9
Notes to the Financial Statements

Note 1 - Summary of significant accounting policies

Nature of activities

The Woodbridge Township Fire District No. 9 (the District) is a political subdivision of the Township of Woodbridge, Middlesex County, New Jersey. A five-member Board governs the District. Members are elected annually on a rotating basis to three-year terms. The District provides fire protection, prevention, safety and education services to the Township of Woodbridge.

Discretely presented component unit

The governmental reporting entity consists of the District (Primary Government) and its component unit, the Joint Board of Fire Commissioners (the Joint Board). Component units are legally separate organizations for which the District is financially accountable or other organizations whose nature and significant relationship with the District are such that exclusion would cause the District's financial statements to be misleading. Financial accountability is defined as the appointment of a voting majority of the component unit's board, and (i) either the District's ability to impose its will on the organization or (ii) there is potential for the Organization to provide a financial benefit to or impose a financial burden on the District.

While legally separate from the District, it is reported as part of the reporting entity under the discretely presented method because the Joint Board's annual budget is adopted as part of the District's regulatory budget. Separate financial statements for the Joint Board are not issued.

Financial reporting/principles of accounting

The accompanying financial statements of the District have been prepared in conformity with accounting principles generally accepted in the United States of America (GAAP) as applied to Governmental Units. The Government Accounting Standards Board (GASB) is the accepted standard-setting body for establishing governmental accounting and financial reporting principles. The implementation of GASB has created additional statements, schedules, reports and notes disclosures as follows:

- The Basic Financial Statements include discretely presented component units. The discretely presented component unit is reported in a separate column in the government-wide financial statements to emphasize it is legally separate from the government.
- Financial statements are prepared using accrual accounting methods, including recording of depreciation on capital assets and recording those assets net of accumulated depreciation.
- The Basic Financial Statements include District-wide Statements and Fund Financial Statements, as explained in the following note disclosures:

TOWNSHIP OF WOODBRIDGE FIRE DISTRICT NO. 9
Notes to the Financial Statements

Note 1 - Summary of significant accounting policies (continued)

Financial reporting/principles of accounting (continued)

District-wide Statements: The Statement of Net Position and the Statement of Activities display information about the District. The District activities are financed through taxes and funds from adjoining municipalities. The government-wide financial statements are reported using the accrual basis of accounting. Revenue is recorded when earned and expenses recorded at the time liabilities are incurred, regardless of when the cash flows take place.

Fund Financial Statements: The fund financial statements provide information about the District's activities, which are reported in the general fund. Governmental funds are reported using the current financial resources measurement focus and the modified accrual basis of accounting. Under this method, revenue is recognized when measurable and available. Expenditures are recorded when the related fund liabilities are incurred. General capital asset acquisitions are reported as expenditures in governmental funds.

General Fund: This is the District's operating fund. It accounts for all financial resources of the District except those required to be accounted for in other funds.

Capital Projects Fund: This fund accounts for expenditures for acquisitions of capital assets.

Budget and budgetary accounting

Annual budgets are prepared each year for the operations of the District. The budgets are approved by the Division of Local Government Services, Department of Community Affairs, and the State of New Jersey. The budgets are then voted upon by the public. Budget amendments are passed on an as-needed basis, and a balanced budget is required. Appropriations lapse at the end of the year, unless encumbered.

Use of estimates

The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America requires Management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenue and expenses during the reporting period. Actual results could differ from those estimates.

Capital assets

Capital assets are recorded as expenditures at the time of purchase and the related assets are capitalized at cost. It is the District's policy to capitalize assets with costs in excess of \$5,000 and an estimated useful life in excess of one year. Depreciation is recorded using the straight-line method over the estimated useful lives of the assets as follows:

Trucks and vehicles	20 years
Firefighting equipment	5 - 10 years

TOWNSHIP OF WOODBRIDGE FIRE DISTRICT NO. 9
Notes to the Financial Statements

Note 1 - Summary of significant accounting policies (continued)

Income taxes

The District, under existing statute, is not required to file tax returns. Accordingly, no provision for income taxes has been made in the financial statements.

Restricted assets

Certain assets of are classified as restricted assets because their use is restricted for use of capital acquisitions and the Length of Service Award Program.

Deferred outflows/inflows of resources

In addition to assets, the Statements of Net Position will sometimes report a separate section for deferred outflows of resources. This separate financial statement element, deferred outflows of resources, represents a consumption of net position that applies to a future period(s) and so will not be recognized as an outflow of resources (expense/expenditure) until then. The District has one item that qualifies for reporting in this category, deferred amount on pension activity. In addition to liabilities, the Statements of Net Position will sometimes report a separate section for deferred inflows of resources. This separate financial statement element, deferred inflows of resources, represents an acquisition of net position that applies to future periods and so will not be recognized as an inflow of resources (revenue) until that time. The District has one item that qualifies for reporting in this category, deferred amount on pension activity.

Note 2 - Deposits and cash equivalents and investments

Cash and cash equivalents include checking and savings accounts.

New Jersey Governmental Units are required by N.J.S.A. 40A:5-14 to deposit public funds in a bank or trust company having its place of business in the State of New Jersey and organized under the Laws of the United States or of the State of New Jersey or in the New Jersey Cash Management Fund. N.J.S.A. 40A:5-15.1 provides a list of investments which may be purchased by New Jersey Governmental Units. In addition, other state statutes permit investments in obligations issued by local authorities and other state agencies. The State of New Jersey does not place any limit on the amount that the District may invest with any one issuer.

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

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 saving banks the deposits of which are federally insured.

TOWNSHIP OF WOODBRIDGE FIRE DISTRICT NO. 9
Notes to the Financial Statements

Note 2 - Deposits and cash equivalents and investments (continued)

Custodial credit risk is the risk that, in the event of a bank failure, the District's deposits might not be recovered. The District does not have a policy for custodial credit risk. New Jersey statutes require cash be deposited only in New Jersey based banking institutions that participate in the New Jersey Governmental Unit Deposit Protection Act (GUDPA) or in qualified investments established in New Jersey Statutes 40A:5-15.1(a) that are treated as cash equivalents. Under the act, the first \$250,000 of governmental deposits in each insured depository is protected by the Federal Deposit Insurance Corporation (FDIC). Public funds owned by the District in excess of FDIC insured amounts are protected by GUDPA. However, GUDPA does not protect intermingled trust funds, employee salary withholdings, or funds that may pass to the District relative to the happening of a future condition.

Deposits with the New Jersey Cash Management Fund are not subject to custodial credit risk as defined above. The New Jersey Cash Management Fund is governed by regulations of the State Investment Council, who prescribe standards designed to ensure the quality of investments in order to minimize risk to the Fund participants.

As of December 31, 2022, the District's bank balances were exposed to custodial credit risk as follows:

	Governmental Activities	Component Unit
Deposits insured by the FDIC	\$ 250,000	\$ 188,091
Deposits insured by the GUDPA	2,283,874	-
Deposits with New Jersey Cash Management Fund	1,476,233	-
Total bank balances	\$ 4,010,107	\$ 188,091

The District's carrying (Statements of Net Position) amounts were \$4,005,975 for December 31, 2022. The Joint Board's carrying (Statements of Net Position) amounts were \$182,492 for December 31, 2022.

Note 3 - Levied taxes

The total tax levied by the Township of Woodbridge to fund the operations of the District for the years ended December 31, 2022 was \$2,095,881. The tax rate per \$100 of assessed valuation for 2022 was \$0.394, based on the assessed ratable valuation of \$532,452,000.

TOWNSHIP OF WOODBRIDGE FIRE DISTRICT NO. 9
Notes to the Financial Statements

Note 4 - Capital assets

A summary of changes in capital assets and accumulated depreciation at December 31, 2022 is as follows:

<u>Governmental activities</u>	<u>Beginning Balance</u>	<u>Additions</u>	<u>Disposals</u>	<u>Ending Balance</u>
Capital assets, not being depreciated				
Land	\$ 650,000	\$ -	\$ -	\$ 650,000
Total	<u>650,000</u>	<u>-</u>	<u>-</u>	<u>650,000</u>
Capital assets, being depreciated				
Buildings and improvements	1,820,157	-	-	1,820,157
Trucks and vehicles	4,151,860	45,606	-	4,197,466
Equipment	201,672	-	-	201,672
Total	<u>6,173,689</u>	<u>45,606</u>	<u>-</u>	<u>6,219,295</u>
Accumulated depreciation	<u>(4,105,029)</u>	<u>(183,892)</u>	<u>-</u>	<u>(4,288,921)</u>
Net capital assets, net	<u>\$ 2,718,660</u>	<u>\$ (138,286)</u>	<u>\$ -</u>	<u>\$ 2,580,374</u>

<u>Component unit</u>	<u>Beginning Balance</u>	<u>Additions</u>	<u>Disposals</u>	<u>Ending Balance</u>
Capital assets, being depreciated				
Equipment	\$ 122,138	\$ -	\$ -	\$ 122,138
Vehicles	83,708	-	-	83,708
Total	<u>205,846</u>	<u>-</u>	<u>-</u>	<u>205,846</u>
Accumulated depreciation	<u>(147,251)</u>	<u>(16,742)</u>	<u>-</u>	<u>(163,993)</u>
Net capital assets, net	<u>\$ 58,595</u>	<u>\$ (16,742)</u>	<u>\$ -</u>	<u>\$ 41,853</u>

Note 5 - Long-term debt

Long-term liability activity for the year ended December 31, 2022 is as follows:

	<u>Beginning Balance</u>	<u>Additions</u>	<u>Reductions</u>	<u>Ending Balance</u>	<u>Due Within One Year</u>
Governmental activities					
Compensated absences payable	\$ 94,162	\$ -	\$ -	\$ 94,162	\$ -
Length of service awards program	541,490	21,693	-	563,183	-
PERS net pension liability	<u>475,806</u>	<u>139,387</u>	<u>-</u>	<u>615,193</u>	<u>-</u>
Total governmental activities long-term liabilities	<u>\$ 1,111,458</u>	<u>\$ 161,080</u>	<u>\$ -</u>	<u>\$ 1,272,538</u>	<u>\$ -</u>

TOWNSHIP OF WOODBRIDGE FIRE DISTRICT NO. 9
Notes to the Financial Statements

Note 6 - Accrued sick and vacation payable

The District has allowed unused sick and vacation time to be accumulated and may be paid upon disability or retirement or compensating time-off may be taken. If present employees were eligible for this benefit at December 31, 2022, the liability to the District would be approximately \$94,162.

Note 7 - Pension plans

Public employees' retirement systems (PERS)

Plan description

The State of New Jersey, Public Employees' Retirement System (PERS) is a cost-sharing multiple-employer defined benefit pension plan administered by the State of New Jersey, Division of Pensions and Benefits (the Division). For additional information about PERS, please refer to Division's Annual Comprehensive Financial Report (ACFR) which can be found at www.state.nj.us/treasury/pensions/financial-reports.shtml

The vesting and benefit provisions are set by N.J.S.A. 43:15A. PERS provides retirement, death and disability benefits. All benefits vest after ten years of service, except for medical benefits, which vest after 25 years of service or under the disability provisions of PERS.

The following represents the membership Tiers for PERS:

Tier	Definition
1	Members enrolled prior to July 1, 2007
2	Members eligible to enroll on or after July 1, 2007 and prior to November 2, 2008
3	Members eligible to enroll on or after November 2, 2008 and prior to May 22, 2010
4	Members eligible to enroll on or after May 22, 2010 and prior to June 28, 2011
5	Members eligible to enroll on or after June 28, 2011

Service retirement benefits of 1/55th of final average salary for each year of service credit is available to Tiers 1 and 2 members upon reaching age 60 and to Tier 3 members upon reaching age 62. Service retirement benefits of 1/60th of final average salary for each year of service credit is available to Tier 4 members upon reaching age 62 and Tier 5 members upon reaching age 65. Early retirement benefits are available to Tiers 1 and 2 members before reaching age 60, Tiers 3 and 4 before age 62 with 25 or more years of service credit and Tier 5 with 30 or more years of service credit before age 65. Benefits are reduced by a fraction of a percent for each month that a member retires prior to the age at which a member can receive full early retirement benefits in accordance with their respective Tier. Tier 1 members can receive an unreduced benefit from age 55 to age 60 if they have at least 25 years of service. Deferred retirement is available to members who have at least 10 years of service credit and have not reached the service retirement age for the respective Tier.

TOWNSHIP OF WOODBRIDGE FIRE DISTRICT NO. 9
Notes to the Financial Statements

Note 7 - Pension plans

Public employees' retirement systems (PERS)

Allocation methodology and reconciliation to financial statements

GASB Statement No. 68, *Accounting and Financial Reporting for Pensions*, requires participating employers in PERS to recognize their proportionate share of the collective net pension liability, collective deferred outflows of resources, collective deferred inflows of resources and collective pension expense. The employer allocation percentages presented in the Schedule of Employer Allocations and applied to amounts presented in the Schedule of Pension Amounts by Employer, are based on the ratio of the contributions of an individual employer to the total contributions to PERS during the measurement period July 1, 2021, through June 30, 2022. Employer allocation percentages have been rounded for presentation purposes; therefore, amounts presented in the Schedule of Pension Amounts by Employer may result in immaterial differences. Contributions from employers are recognized when due, based on statutory requirements.

Although the Division administers one cost-sharing, multiple-employer defined benefit pension plan, separate (sub) actuarial valuations are prepared to determine the actuarial determined contribution rate by group. Following this method, the disclosure of the collective net pension liability, deferred outflows of resources, deferred inflows of resources, and pension expense are determined separately for each individual employer of the State and local groups of the Plan.

To facilitate the separate (sub) actuarial valuations, the Division maintains separate accounts to identify additions, deductions, and fiduciary net position applicable to each group. The allocation percentages presented for each group in the Schedule of Employer Allocations are applied to amounts presented in the Schedules of Pension Amounts by Employer. The allocation percentages for each group as of June 30, 2022, are based on the ratio of each employer's contributions to total employer contributions of the group for the State fiscal year ended June 30, 2022.

Contributions

The contribution policy for PERS is set by N.J.S.A. 43:15A and requires contributions by active members and contributing employers. State legislation has modified the amount that is contributed by the State. The State's pension contribution is based on an actuarially determined amount, which includes the employer portion of the normal cost and an amortization of the unfunded accrued liability. Funding for non-contributory group insurance benefits is based on actual claims paid. For State fiscal year 2022, the State's pension contribution was less than the actuarial determined amount.

TOWNSHIP OF WOODBRIDGE FIRE DISTRICT NO. 9
Notes to the Financial Statements

Note 7 - Pension plans (continued)
Public employees' retirement systems (PERS) (continued)
Contributions (continued)

The local employers' contribution amounts are based on an actuarially determined rate, which includes the normal cost and unfunded accrued liability. Chapter 19, PL 2009 provided an option for local employers of PERS to contribute 50% of the normal and accrued liability contribution amounts certified for payments due in State fiscal year 2009. Such employers will be credited with the full payment and any such amounts will not be included in their unfunded liability. The Actuaries will determine the unfunded liability of those retirement systems, by employer, for the reduced normal and accrued liability contributions provided under this law. This unfunded liability will be paid by the employer in level annual payments over a period of 15 years beginning with the payments due in the fiscal year ended June 30, 2012, and will be adjusted by the rate of return on the actuarial value of assets.

The contribution rate was 7.50% of base salary effective July 1, 2018.

Year Funded	Annual Contribution	
	District	Employee
2022	\$ 47,037	\$ 24,007

Collective net pension liability and actuarial information

The components of the District's allocable share of the net pension liability for PERS as of December 31, 2022 is as follows:

	2022
Net pension liability	\$ 615,193
Proportionate share	0.0040764506%
Plan fiduciary net position as a percentage of the total pension liability	62.91%

Actuarial assumptions

The collective total pension liability for the June 30, 2022 measurement date was determined by an actuarial valuation as of July 1, 2021, which was rolled forward to June 30, 2022. This actuarial valuation used the following actuarial assumptions:

Inflation rate	
Price	2.75%
Wage	3.25%
Salary increases (based on years of service)	2.75% - 6.55%
Investment rate of return	7.00%

TOWNSHIP OF WOODBRIDGE FIRE DISTRICT NO. 9
Notes to the Financial Statements

Note 7 - Pension plans (continued)
Public employees' retirement systems (PERS) (continued)
Actuarial assumptions (continued)

Pre-retirement mortality rates were based on the Pub-2010 General Below-Median Income Employee mortality table with an 82.2% adjustment for males and 101.4% adjustment for females, and with future improvement from the base year of 2010 on a generational basis. Post-retirement mortality rates were based on the Pub-2010 General Below-Median Income Healthy Retiree mortality table with a 91.4% adjustment for males and 99.7% adjustment for females, and with future improvement from the base year of 2010 on a generational basis. Disability retirement rates used to value disabled retirees were based on the Pub-2010 Non-Safety Disabled Retiree mortality table with a 127.7% adjustment for males and 117.2% adjustment for females, and with future improvement from the base year of 2010 on a generational basis. Mortality improvement is based on Scale MP-2021.

The actuarial assumptions used in the July 1, 2021 valuation were based on the results of an actuarial experience study for the period July 1, 2014 to June 30, 2018.

Long-term expected rate of return

In accordance with state statute, the long-term expected rate of return on plan investments (7.00% at June 30, 2022) is determined by the State Treasurer, after consultation with the Directors of the Division of Investment and Division of Pensions and Benefits, the Board of Trustees, and the Actuaries. The long-term expected rate of return was determined using a building block method in which best-estimate ranges of expected future real rates of return (expected returns, net of pension plan investment expense and inflation) are developed for each major asset class. These ranges are combined to produce the long-term expected rate of return by weighting the expected future real rates of return by the target asset allocation percentage and by adding expected inflation. Best estimates of arithmetic real rates of return for each major asset class included in PERS's target asset allocation as of June 30, 2022, are summarized in the following table:

<u>Asset Class</u>	<u>Target Allocations</u>	<u>Long-Term Expected Rate of Return</u>
U.S. equity	27.00%	8.12%
Non-U.S. developed markets equity	13.50%	8.38%
Emerging markets equity	5.50%	10.33%
Private equity	13.00%	11.80%
Real estate	8.00%	11.19%
Real assets	3.00%	7.60%
High yield	4.00%	4.95%
Private credit	8.00%	8.10%
Investment grade credit	7.00%	3.38%
Cash equivalents	4.00%	1.75%
U.S. Treasuries	4.00%	1.75%
Risk mitigation strategies	3.00%	4.91%

TOWNSHIP OF WOODBRIDGE FIRE DISTRICT NO. 9
Notes to the Financial Statements

Note 7 - Pension plans (continued)

Public employees' retirement systems (PERS) (continued)

Discount rate

The discount rate used to measure the total pension liability was 7.00% as of June 30, 2022. The projection of cash flows used to determine the discount rate assumed that contributions from plan members will be made at the current member contribution rates and that contributions from employers will be based on 100% of actuarially determined contributions for the local employers. Based on those assumptions, the Plan's fiduciary net position was projected to be available to make all projected future benefit payments of current plan members. Therefore, the long-term expected rate of return on plan investments was applied to all projected benefit payments to determine the total pension liability.

Sensitivity of the collective net pension liability to changes in the discount rate

The following presents the District's proportionate share of the collective net pension liability of as of December 31, 2022 calculated using the discount rate as disclosed above, as well as what the collective net pension liability would be if it was calculated using a discount rate that is 1% point lower or 1% point higher than the current rate:

<u>District's proportionate share of the net pension liability</u>	<u>2022</u>
At current discount rate (7.00%)	\$ 615,193
At a 1% lower rate (6.00%)	1,041,335
At a 1% higher rate (8.00%)	803,309

Collective deferred outflows of resources and deferred inflows of resources

At December 31, 2022, the District reported deferred outflows of resources and deferred inflows of resources related to PERS from the following sources:

	Deferred Outflows of Resources	Deferred Inflows of Resources
Differences between expected and actual experience	\$ 4,440	\$ 3,916
Changes of assumptions	1,906	92,119
Net difference between projected and actual earnings on pension plan investments	25,462	-
Changes in proportion and differences between District contributions and proportionate share of contributions	81,565	1,718
Total	\$ 113,373	\$ 97,753

TOWNSHIP OF WOODBRIDGE FIRE DISTRICT NO. 9
Notes to the Financial Statements

Note 7 - Pensions (continued)

Public employee's retirement system (continued)

Collective deferred outflows of resources and deferred inflows of resources (continued)

The following presents a summary of changes in the collective deferred outflows of resources and deferred inflows of resources (excluding employer specific amounts) for the year ended December 31, 2022:

	Beginning Balance	Net Change in Activity	Ending Balance
Deferred outflows of resources			
Differences between expected and actual experience	\$ 7,504	\$ (3,064)	\$ 4,440
Changes of assumptions	2,478	(572)	1,906
Differences between project and actual investment earnings on pension plan investments	-	25,462	25,462
Deferred inflows of resources			
Differences between expected and actual experience	(3,406)	(510)	(3,916)
Changes of assumptions	(169,390)	77,271	(92,119)
Differences between projected and actual investment earnings on pension plan investments	(125,340)	125,340	-
Net changes in deferred outflows (inflows) of resources	\$ (288,154)	\$ 223,927	\$ (64,227)

Deferred outflows of resources and deferred inflows of resources related to pensions (excluding employer specific amounts, deferrals from the Municipality's contributions subsequent to the measurement date, and deferrals from change on proportion) will occur in future periods for the year ending December 31, 2022, is as follows:

2023	\$ (52,772)
2024	(26,885)
2025	(13,111)
2026	28,604
2027	(63)
Total	\$ (64,227)

TOWNSHIP OF WOODBRIDGE FIRE DISTRICT NO. 9
Notes to the Financial Statements

Note 7 - Pensions (continued)
Public employee's retirement system (continued)
Pension expense

The components of allocable pension expense, which exclude pension expense related to specific liabilities of individual employers, for the District for the year ended December 31, 2022 is as follows:

Service cost	\$	29,653
Interest on total pension liability		118,931
Benefit changes		345
Member contributions		(24,729)
Administrative expense		531
Expected investment return net of investment expense		(79,390)
Pension expense related to specific liabilities of individual employers		(426)
Recognition of deferred inflows/outflows of resources		
Amortization of expected versus actual experience		1,408
Amortization of assumption changes or inputs		(88,901)
Amortization of projected versus actual investment earnings on pension plan investments		(1,975)
Pension expense	\$	<u>(44,553)</u>

Note 8 - Postretirement benefits

In addition to the pension and retirement plans described in Note 5, the District provides post-retirement health care benefits, in accordance with State statutes, to employees who retire from the District with at least 25 years of service. Benefits consist of full medical, dental, prescription and optical coverage, and expenditures are recognized as claims are reported.

The District did not recognize the OPEB liability pursuant to GASB Statement No. 75, *Accounting and Financial Reporting for Postemployment Benefits Other Than Pensions*, in the Basic Financial Statements or Notes to Financial Statements. The amount that should have been reported could not reasonably be determined.

Note 9 - Length of Service Award Program

The District has authorized the establishment of a Length of Service Award Program (LOSAP). The LOSAP Plan (the Plan) provides tax deferred income benefits to active volunteer firefighters. The District currently serves as Plan Administrator with amounts held by the District and Guggenheim Life and Annuity Company.

As of December 31, 2022, the District's LOSAP liability is \$563,183. Of these funds, \$270,607 was held by the District.

TOWNSHIP OF WOODBRIDGE FIRE DISTRICT NO. 9
Notes to the Financial Statements

Note 9 - Length of Service Award Program (continued)

The tax deferred income benefits for volunteers come from contributions made solely by the governing body of the District, on behalf of those volunteers who meet the criteria of the Plan created by that governing body. Volunteers are vested after completion of five years. Forfeitures revert to the District.

The contributions from the District to the Plan, and the related earnings, are not irrevocable, and such funds are not legally protected from the creditors of the District. As such, the Trust assets do not meet the criteria in GASB Statement No. 73 paragraph 4. These funds, however, are not available for funding the operations of the District. Participants should refer to the Plan agreement for a more complete description of the Plan's provisions.

For qualified participants, the District contributed \$28,512 for the year ended December 31, 2022.

The District uses a fair value framework established by GAAP. The framework provides a fair value hierarchy that prioritizes the inputs to valuation techniques used to measure fair value. The hierarchy gives highest priority to unadjusted quoted prices in active markets for identical assets or liabilities (Level 1 measurements) and the lowest priority to unobservable inputs (Level 3 measurements).

The three levels of the fair value hierarchy are described below:

Level 1 Inputs to the valuation methodology are unadjusted quoted prices for identical assets or liabilities in active markets that the Plan has the ability to access.

Level 2 Inputs to the valuation methodology include:

- Quoted prices for similar assets or liabilities in active markets.
- Quoted prices for identical or similar assets or liabilities in inactive markets.
- Inputs other than quoted prices that are observable for the asset or liability.
- Inputs that are derived principally from or corroborated by observable market data by correlation or other means.

If the asset or liability has a specified (contractual) term, the Level 2 inputs must be observable for substantially the full term of the asset or liability.

Level 3 Inputs to the valuation methodology are unobservable and significant to the fair value measurement.

The asset's or liability's fair value measurement level within the fair value hierarchy is based on the lowest level of any input that is significant to the fair value measurement. Valuation techniques used need to maximize the use of observable inputs and minimize the use of unobservable inputs.

TOWNSHIP OF WOODBRIDGE FIRE DISTRICT NO. 9
Notes to the Financial Statements

Note 9 - Length of Service Award Program (continued)

The valuation methodologies used for the annuity funds are based on the current market value of the underlying assets of the funds.

The methods described above may produce a fair value calculation that may not be indicative of new realizable value or reflective of future fair values. Furthermore, while the Plan's Administrator and Management believes their valuation methods are appropriate and consistent with other market participants, the use of different methodologies or assumptions to determine the fair value of certain financial instruments could result in a different fair value measurement at the reporting date.

The following table sets forth by level, within fair value hierarchy, the Plan's assets held by Guggenheim Life and Annuity Company at fair value as of December 31, 2022.

	Level 1	Level 2	Level 3
Variable Annuity Funds	\$ -	\$ 292,576	\$ -

Note 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. There have been no significant reductions in coverage from the prior year and settlements have not exceeded coverage for the year ended December 31, 2022.

Note 11 - Economic dependency

The District receives substantial support from adjoining fire districts for fire protection services. A significant reduction in the level of support, if this were to occur, may have an effect of the District's operations.

Note 12 - Recent accounting pronouncements not yet effective

The following is of recent accounting pronouncements which are not yet effective as of the year end date of this report and which are expected to have a material impact on the District's financial reporting.

In June 2022, GASB issued Statement No. 101, *Compensated Absences*. This statement is effective for reporting periods beginning after December 15, 2023. The Authority is evaluating the effect of the pronouncement on financial reporting.

In May 2020, GASB issued Statement No. 96, *Subscription-Based Information Technology Arrangements*. This statement is effective for reporting periods beginning after June 15, 2022. The Authority is evaluating the effect of the pronouncement on financial reporting.

TOWNSHIP OF WOODBRIDGE FIRE DISTRICT NO. 9
Notes to the Financial Statements

Note 13 - Restatement of prior year fund balance

During the fiscal year ended December 31, 2022, the District has determined a restatement of the prior year net position is necessary. The following is a summary of the District's restatement of net position as of December 31, 2022:

	General Fund
Fund balance, December 31, 2021	\$ 2,557,098
Change in LOSAP liability	(541,490)
Fund balance, December 31, 2021, as restated	\$ 2,015,608

Note 14 - Subsequent events

The District's Management has determined that no material events or transactions occurred subsequent to December 31, 2022 and through March 25, 2024, the date of the District's financial statement issuance, which require additional disclosure in the District's financial statements.

WOODBIDGE TOWNSHIP FIRE DISTRICT NO. 9
Schedule of the District's Proportionate Share of the Net Pension Liability
Public Employees Retirement System
Last Eight Years
Unaudited

	Year Ending December 31,							
	2022	2021	2020	2019	2018	2017	2016	2015
District's proportion of the net pension liability	0.0040764506%	0.0040164246%	0.0036104041%	0.0034581898%	0.0033815000%	0.0034500000%	0.0034270000%	0.0033980000%
District's proportion of the net pension liability	\$ 615,193	\$ 475,806	\$ 588,762	\$ 623,113	\$ 665,800	\$ 803,015	\$ 1,014,946	\$ 762,377
District's covered employee payroll	300,082	300,428	294,340	261,268	245,748	236,722	238,988	229,448
District's proportionate share of the net pension liability as a percentage of its covered employee payroll	205.01%	158.38%	200.03%	238.50%	270.93%	339.22%	424.68%	332.27%
Plan fiduciary net position as a percentage of the total pension liability	62.91%	70.33%	58.32%	56.27%	53.60%	48.10%	40.14%	47.93%

This schedule is presented to illustrate the requirement to show information for 10 years; however, until a full 10-year trend is compiled, this presentation will only include information for those years for which information is available.

See independent auditors' report.

WOODBIDGE TOWNSHIP FIRE DISTRICT NO. 9
Schedule of the District's Contributions to the
Public Employees Retirement System
Last Eight Years
Unaudited

	Year Ending December 31,							
	2022	2021	2020	2019	2018	2017	2016	2015
Contractually required contributions	\$ 51,406	\$ 47,037	\$ 39,496	\$ 33,638	\$ 31,957	\$ 30,444	\$ 29,217	\$ 27,658
Contributions in relation to the contractually required contribution	<u>51,406</u>	<u>47,037</u>	<u>39,496</u>	<u>33,638</u>	<u>31,957</u>	<u>30,444</u>	<u>29,217</u>	<u>27,658</u>
Contribution deficiency (excess)	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
District's covered employee payroll	\$ 300,082	\$ 300,428	\$ 294,340	\$ 261,268	\$ 245,748	\$ 236,722	\$ 238,988	\$ 229,448
Contributions as a percentage of covered employee payroll	17.13%	15.66%	13.42%	12.87%	13.00%	12.86%	12.23%	12.05%

This schedule is presented to illustrate the requirement to show information for 10 years; however, until a full 10-year trend is compiled, this presentation will only include information for those years for which information is available.

See independent auditors' report.

WOODBRIIDGE TOWNSHIP FIRE DISTRICT NO. 9
Notes to the Required Supplementary Information
(Unaudited)
December 31, 2022

Note 1 - Changes in benefit term assumptions - pension

There were no changes in benefit terms.

Note 2 - Changes in assumptions - pension

The discount rate used to measure the total pension liability was 7.00% as of the June 30, 2022 Plan measurement date. The single blended discount rate was based on the long-term expected rate of return on pension plan investments of 7.00% and municipal bond rates of 3.50% for the Plan measurement dates of June 30, 2022.

WOODBRIIDGE TOWNSHIP FIRE DISTRICT NO. 9
Schedule of Budget vs. Actual Revenues and Expenses - Governmental Activities
For the Year Ended December 31, 2022

	Unaudited		Actual	Variance Final Budget
	Original Budget	Final Budget		
Revenues				
Fund balance utilized				
Unrestricted fund balance utilized	\$ 775,000	\$ 775,000	\$ 775,000	\$ -
Total fund balance utilized	<u>775,000</u>	<u>775,000</u>	<u>775,000</u>	<u>-</u>
Operating revenues				
Local tax levy	2,095,881	2,095,881	2,095,881	-
Interest on investments	14,000	14,000	30,548	16,548
Uniform Fire Safety Act	47,200	47,200	40,998	(6,202)
Supplemental Fire Service Act	3,409	3,409	4,404	995
Miscellaneous income	-	-	18,070	18,070
Total operating revenues	<u>2,160,490</u>	<u>2,160,490</u>	<u>2,189,901</u>	<u>29,411</u>
Total revenues	<u>\$ 2,935,490</u>	<u>\$ 2,935,490</u>	<u>\$ 2,964,901</u>	<u>\$ 29,411</u>
Expenditures				
Administration				
Commissioners	\$ 51,000	\$ 51,000	\$ 46,750	\$ 4,250
Salaries and wages	178,058	178,058	175,117	2,941
Employee benefits	258,452	258,452	257,647	805
Other expenses				
Elections	10,000	10,000	4,349	5,651
Insurance	56,000	56,000	55,932	68
Membership	800	800	500	300
Office expense	14,500	14,500	4,465	10,035
Professional services	27,000	27,000	27,500	(500)
Payroll and accounting	10,000	10,000	6,980	3,020
Travel expenses	1,000	1,000	-	1,000
Computer expenses	13,000	13,000	48	12,952
Medical examinations	14,000	14,000	3,390	10,610
Workers compensation insurance	11,000	11,000	11,000	-
Total administration	<u>644,810</u>	<u>644,810</u>	<u>593,678</u>	<u>51,132</u>

See independent auditors' report.

WOODBRIIDGE TOWNSHIP FIRE DISTRICT NO. 9
Schedule of Budget vs. Actual Revenues and Expenses - Governmental Activities
For the Year Ended December 31, 2022

	Unaudited		Actual	Variance Final Budget
	Original Budget	Final Budget		
Expenditures (continued)				
Operations and maintenance				
Contingent expenses	\$ 5,000	\$ 5,000	\$ -	\$ 5,000
Computer equipment	25,000	25,000	19,744	5,256
Salaries and wages	163,786	163,786	144,491	19,295
Fringe benefits	92,985	92,985	64,005	28,980
Uniform Fire Safety Act expenses				
Salaries and wages	41,600	41,600	41,600	-
Employee benefits	5,600	5,600	3,925	1,675
Materials and supplies	-	-	5,133	(5,133)
Other expenses				
Advertising	1,000	1,000	229	771
Maintenance and repair	870,000	870,000	209,612	660,388
Copier expenses	1,500	1,500	-	1,500
Materials and supplies	77,000	77,000	16,515	60,485
Training and education	29,000	29,000	39,530	(10,530)
Uniform and personal equipment	57,000	57,000	44,696	12,304
Utilities	149,000	149,000	176,112	(27,112)
Fire hydrant service	290,000	290,000	290,975	(975)
Joint purchasing agreements	107,800	107,800	85,671	22,129
Other outside services	270,000	270,000	211,575	58,425
Reimbursement expense	1,000	1,000	16	984
Supplemental fire services program	3,409	3,409	-	3,409
Landscaping and snow removal	18,000	18,000	15,210	2,790
Workers compensation insurance	22,000	22,000	20,341	1,659
Life insurance	30,000	30,000	3,453	26,547
Total operations and maintenance	<u>2,260,680</u>	<u>2,260,680</u>	<u>1,392,833</u>	<u>867,847</u>
Reserve and capital outlay				
Length of Service Award Program (LOSAP)	30,000	30,000	28,512	1,488
Total reserves and capital outlay	<u>30,000</u>	<u>30,000</u>	<u>28,512</u>	<u>1,488</u>
Total expenditures	<u>\$ 2,935,490</u>	<u>\$ 2,935,490</u>	<u>\$ 2,015,023</u>	<u>\$ 920,467</u>

See independent auditors' report.

WOODBIDGE TOWNSHIP FIRE DISTRICT NO. 9
Schedule of Budget vs. Actual Revenues and Expenses - Component Unit
For the Year Ended December 31, 2022

	Unaudited		Actual	Variance Final Budget
	Original Budget	Final Budget		
Revenues				
Fund balance utilized				
Unrestricted fund balance utilized	\$ 47,500	\$ 47,500	\$ 47,500	\$ -
Total fund balance utilized	<u>47,500</u>	<u>47,500</u>	<u>47,500</u>	<u>-</u>
Operating revenues				
Interest on investments	100	100	267	167
Joint purchasing agreements	49,800	49,800	36,000	(13,800)
Total operating revenues	<u>49,900</u>	<u>49,900</u>	<u>36,267</u>	<u>(13,633)</u>
Miscellaneous income	<u>\$ 97,400</u>	<u>\$ 97,400</u>	<u>\$ 83,767</u>	<u>\$ (13,633)</u>
Expenditures				
Administration				
Insurance	\$ 11,500	\$ 11,500	\$ 10,064	\$ 1,436
Election	3,500	3,500	-	3,500
Accounting services	8,000	8,000	4,245	3,755
Auditing services	1,500	1,500	1,500	-
Legal services	5,000	5,000	-	5,000
Office supplies and postage	2,300	2,300	1,152	1,148
Total administration	<u>31,800</u>	<u>31,800</u>	<u>16,961</u>	<u>14,839</u>
Operations and maintenance				
Advertisements	1,500	1,500	-	1,500
Workers compensation insurance	1,000	1,000	-	1,000
Contingency	2,600	2,600	-	2,600
Training and education	10,500	10,500	1,606	8,894
Mutual services agreement	5,000	5,000	5,000	-
Materials and supplies	14,500	14,500	5,667	8,833
Repairs and maintenance	16,000	16,000	-	16,000
Telephone expense	1,000	1,000	-	1,000
Recruitment and retention	12,500	12,500	-	12,500
Reimbursement expenses	1,000	1,000	875	125
Total operations and maintenance	<u>65,600</u>	<u>65,600</u>	<u>13,148</u>	<u>52,452</u>
Total expenditures	<u>\$ 97,400</u>	<u>\$ 97,400</u>	<u>\$ 30,109</u>	<u>\$ 67,291</u>

See independent auditors' report.

WOODBRIAGE TOWNSHIP FIRE DISTRICT NO. 9
Schedule of Officials and Surety Bond
(Unaudited)
December 31, 2022

Board of Fire Commissioners

<u>Members</u>	<u>Title</u>	<u>Term Ends</u>	<u>Amount of Surety Bond</u>
Michael Rudy	Chairperson	2025	} \$200,000 each - Employee dishonesty
Edward A. Mullen	Vice-chairperson	2023	
Kevin Williams	Treasurer	2023	
Stephen Burrows	Financial Secretary	2025	
Dipak Thaker	Secretary	2024	

See independent auditors' report.



Certified Public Accountants, PC

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**Independent Auditors' 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. 9
Iselin, New Jersey

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to the financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the governmental activities of the Woodbridge Township Fire District No. 9, as of and for the year ended December 31, 2022, and the related Notes to the Financial Statements, which collectively comprise Woodbridge Township Fire District No. 9's Basic Financial Statements, and have issued our report thereon dated March 25, 2024.

Report on Internal Control Over Financial Reporting

In planning and performing our audit of the financial statements, we considered the Woodbridge Township Fire District No. 9's internal control over financial reporting (internal control) as a basis for designing audit procedures that are appropriate in the circumstances 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 Woodbridge Township Fire District No. 9's internal control. Accordingly, we do not express an opinion on the effectiveness of the Woodbridge Township Fire District No. 9's internal control.

Our consideration of internal control was for the limited purpose described in the preceding paragraph and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies and therefore, material weaknesses or significant deficiencies may exist that were not identified. However, as described in the accompanying Schedule of Findings and Responses, we identified certain deficiencies in internal control that we consider to be material weaknesses and significant deficiencies.

A *deficiency in internal control* exists when the design or operation of a control does not allow Management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or 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. We consider the deficiencies described in the accompanying Schedule of Findings and

Responses as items 2022-002, 2022-003, 2022-004, 2022-009, 2022-010, and 2022-011 to be material weaknesses.

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 consider the deficiencies described in the accompanying Schedule of Findings and Responses as item 2022-006 to be significant deficiencies.

Report on Compliance and Other Matters

As part of obtaining reasonable assurance about whether the Woodbridge Township Fire District No. 9's financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, and contracts, 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 instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards* and which are described in the accompanying Schedule of Findings and Responses as items 2022-001, 2022-005, 2022-007, 2022-008, and 2022-012.

Woodbridge Township Fire District No. 9's Response to Findings

Government Auditing Standards requires the auditor to perform limited procedures on the Woodbridge Township Fire District No. 9's response to the findings identified in our audit and described in the accompanying schedule of findings and questioned costs. Woodbridge Township Fire District No. 9's response was not subjected to the other auditing procedures applied in the audit of the financial statements and, accordingly, we express no opinion on the response.

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 compliance. The report is an integral part of any audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.



BKC, CPAs, PC

March 25, 2024
Flemington, New Jersey

WOODBRIAGE TOWNSHIP FIRE DISTRICT NO. 9
Schedule of Findings and Responses

General Comments and Recommendations

Finding 2022-001

Criteria

N.J.S.A. 40A:5-16 requires vendor certification signatures, approval signatures, and receiving signatures certifying goods or services were received are to be evident prior to payment. Additionally, N.J.S.A. 40A:11-1 eq seq. requires the District to obtain bids or solicit competitive quotations in excess of the bid and quote thresholds. N.J.S.A. 19:44A-20.26 requires a political disclosure form to be completed by vendors for contracts exceeding \$17,500 awarded pursuant to a non-fair and open process. N.J.S.A. 52:32-44 also requires a business registration certificate to be provided by vendors when doing business with public agencies.

Condition

Purchasing approval signatures, vendor certification signatures, and receiving signatures were not obtained for all applicable payments. Bids or quotes were not evident for all applicable payments exceeding the bid and quote thresholds. Political disclosure forms and business registration certificates were not obtained for all applicable vendors.

Cause

Proper payment procedures were not followed and supporting documentation was not evident.

Effect

Compliance with state regulations was not met.

Recommendation

The District should ensure proper payment procedures are followed including obtaining required signatures, quotes, bids, political disclosure forms, and business registration forms for all applicable payments and vendors.

Views of Responsible Officials and Planned Corrective Action (unaudited)

The responsible officials agree with the finding and will address the matter as part of their corrective action plan.

WOODBRIIDGE TOWNSHIP FIRE DISTRICT NO. 9
Schedule of Findings and Responses

Finding 2022-002

Criteria

Under the provisions of Chapter 78, P.L. 2011, the State of New Jersey requires contributions from employees or retirees toward premiums for health benefits.

Condition

As part of our audit procedures, we determined that the health benefits withholdings calculation is unknown. The District has been using the same amount of withholding determined in a prior year.

Cause

The District does not have a formal policy or employment agreements in place for health benefits withholdings.

Effect

The District is not in compliance with the rules and regulations set forth by Chapter 78, P.L. 2011 of the State of New Jersey.

Recommendation

It is recommended that the District implement and formally approve a health benefits withholdings policy. Additionally, it is recommended internal control procedures are implemented to monitor the withholdings to ensure the appropriate amount is withheld in accordance with Chapter 78.

Views of Responsible Officials and Planned Corrective Action (unaudited)

The responsible officials agree with the finding and will address the matter as part of their corrective action plan.

WOODBRIAGE TOWNSHIP FIRE DISTRICT NO. 9
Schedule of Findings and Responses

Finding 2022-003

Criteria

Eligible employees are required to participate in the Public Employees' Retirement System (PERS). Contributions withheld for PERS are to be paid to the State of New Jersey Division of Pensions.

Condition

Individuals had withholdings for PERS. However, they did not appear to be reported on the Internet-Based Report of Contributions (IROC) for PERS. Additionally, not all withholdings appeared to be accurate.

Cause

Unknown.

Effect

Eligible employees do not appear to be receiving pension benefits although withholdings have been made.

Recommendation

The District should enroll eligible employees in to PERS and submit withholdings accordingly.

Views of responsible officials and planned corrective action (unaudited)

The responsible officials agree with the finding and will address the matter as part of their corrective action plan.

WOODBRIIDGE TOWNSHIP FIRE DISTRICT NO. 9
Schedule of Findings and Responses

Finding 2022-004

Criteria

Individual employment agreements and salaries should be approved and recorded in the minutes in accordance with N.J.S.A. 40A:5-49 when a salary is established, or employee compensation is modified.

Condition

The District did not appropriately record in the minutes a resolution for the approval of all employee salaries. Salaries were approved during the budget process. However, not all salaries agreed to the approved budget or could not be clearly identified to ensure accuracy.

Cause

Salaries or employment agreements were not approved through a formal process in addition to the budget.

Effect

Employee compensation did not have appropriate internal controls to prevent or detect over and underpayments.

Recommendation

The District should ensure new employees, employee promotions, and rates of pay are approved in the minutes and consider individual or collective compensation agreements.

Views of Responsible Officials and Planned Corrective Action (unaudited)

The responsible officials agree with the finding and will address the matter as part of their corrective action plan.

WOODBRIAGE TOWNSHIP FIRE DISTRICT NO. 9
Schedule of Findings and Responses

Finding 2022-005

Criteria

N.J.S.A. 40A:14-78.9a requires budget transfers to be approved in the minutes during the last two months of the fiscal year.

Condition

As part of our audit procedures, we noted that budget transfers were made without minute approval.

Cause

Unknown

Effect

Budget transfers made without board approval or transfers are not made when necessary.

Recommendation

The District should ensure all budget transfers are approved in the minutes.

Views of Responsible Officials and Planned Corrective Action (unaudited)

The responsible officials agree with the finding and will address the matter as part of their corrective action plan.

WOODBRIIDGE TOWNSHIP FIRE DISTRICT NO. 9
Schedule of Findings and Responses

Finding 2022-006

Criteria

Policies and procedures are not designed or implemented.

Condition

Our audit procedures involved obtaining and evaluating various policies and procedures. During our audit, it became apparent that the District lacked formal policies and guidelines in certain areas, including health benefit withholding calculations, compensated absences for sick, vacation, and personal time accruals, employee contracts or agreements.

Cause

Policies were not created or cannot be located, and informal policies are used.

Effect

Although the District may have informal policies in these areas, we believe the District would benefit from formal and comprehensive policies and procedures, approved by the District, which would provide detailed guidance to employees and the commissioners. This will help to ensure consistency in these areas, even if there is turnover in staff or commissioners.

Recommendation

The District should develop formal policies and procedures.

Views of Responsible Officials and Planned Corrective Action (unaudited)

The responsible officials agree with the finding and will address the matter as part of their corrective action plan.

WOODBRIAGE TOWNSHIP FIRE DISTRICT NO. 9
Schedule of Findings and Responses

Finding 2022-007

Criteria

All required employment forms should be on file for each active employee.

Condition

Employment forms were not found for all active employees. Forms I-9, W-4 and direct deposit forms were not found for employees.

Cause

Required employment forms were not completed and retained in the employee files.

Effect

The District is not in compliance with state and federal requirements for maintaining employee forms.

Recommendation

The District should ensure that all employment forms are completed and on file for all employees.

Views of Responsible Officials and Planned Corrective Action (unaudited)

The responsible officials agree with the finding and will address the matter as part of their corrective action plan.

WOODBRIIDGE TOWNSHIP FIRE DISTRICT NO. 9
Schedule of Findings and Responses

Finding 2022-008

Criteria

N.J.A.C 5:31-7.6 and N.J.S.A. 40A:5A-15 requires an annual audit to be completed and filed with the District within four months after the close of the fiscal year of the District. Additionally, N.J.S.A. 40A:5A-17 requires members of the governing body to certify by resolution the receipt and review of the annual audit.

Condition

The audit was not completed and filed within the required timeframe. Additionally, the audit for the year ending December 31, 2018, had not been accepted and a corrective action plan had not been developed during the required timeframe.

Cause

The audit was not completed and filed within the required timeframe. A corrective action plan was not developed.

Effect

Budgets may not be approved by the State of New Jersey which could delay receipt of necessary resources to carry out the mission of the District.

Recommendation

The District should complete the annual audit and corrective action plan within the timeframe required.

Views of Responsible Officials and Planned Corrective Action (unaudited)

The responsible officials agree with the finding and will address the matter as part of their corrective action plan.

WOODBRIAGE TOWNSHIP FIRE DISTRICT NO. 9
Schedule of Findings and Responses

Finding 2022-009

Criteria

Adequate segregation of duties should be maintained, or compensating controls should be in place to mitigate risks of fraud and errors.

Condition

Limited number of personnel are responsible for and performing substantially all of the bookkeeping and accounting duties.

Cause

Limited staffing.

Effect

Lack of segregation of duties increases the risk that errors or defalcations, if any were to occur, would not be detected and corrected by employees in the normal course of performing their routine job functions.

Recommendation

Procedures should be implemented by the District to reduce the risk of errors in connection with a lack of segregation of duties.

Views of responsible officials and planned corrective action (unaudited)

The responsible officials agree with the finding and will address the matter as part of their corrective action plan.

WOODBRIIDGE TOWNSHIP FIRE DISTRICT NO. 9
Schedule of Findings and Responses

Finding 2022-010

Criteria

N.J.A.C. 5:30-15 requires accounting for accumulated absences including the gross number of days accumulated for sick, vacation, and personal days.

Condition

The District does not have a formal policy in place over the accrual of sick, vacation and personal time. Additionally, the District does not have an internal control system implemented or underlying records to monitor the accrual of sick, vacation, and personal time.

Cause

Underlying records have not been maintained to support the liability for compensated absences reported within the District's budget and general ledger system.

Effect

In absence of sufficient documentation, payment for compensated absences is subject to additional actions. Additionally, the liability is determined to be an estimate only.

Recommendation

It is recommended that the District implement and formally approve a sick, vacation and personal time policy. Additionally, underlying documentation should be retained to support the liability reported for compensated absences.

Views of responsible officials and planned corrective action (unaudited)

The responsible officials agree with the finding and will address the matter as part of their corrective action plan.

WOODBRIIDGE TOWNSHIP FIRE DISTRICT NO. 9
Schedule of Findings and Responses

Finding 2022-011

Criteria

GASB Statement No. 75, *Accounting for Financial Reporting for Postemployment Benefits Other Than Pensions (OPEB)*, requires the OPEB liability to be recognized in the financial statements.

Condition

The District provides medical and dental benefits for qualified employees and commissioners after retirement.

Cause

The District has not recognized the OPEB liability.

Effect

The liability associated with OPEB could not be reasonably determined.

Recommendation

It is recommended that the District pursue an actuarial valuation of the OPEB liability and recognize the OPEB liability in the accounting records.

Views of responsible officials and planned corrective action (unaudited)

The responsible officials agree with the finding and will address the matter as part of their corrective action plan.

WOODBRIIDGE TOWNSHIP FIRE DISTRICT NO. 9
Schedule of Findings and Responses

Finding 2022-012

Criteria

N.J.A.C. 5:30-14.12 requires payment to be made by the sponsoring agency to the approved contractor for deposit into the Length of Service Award Program (LOSAP) deferred income program.

Condition

The District provides a Length of Service Award Program (LOSAP) for volunteer members. The District does not have a currently state approved LOSAP plan provider to administer its LOSAP program. The District currently serves as Plan Administrator with amounts held by the District and Guggenheim Life and Annuity Company.

Cause

The District has not deposited the funds within a currently state approved LOSAP plan provider.

Effect

The District is not in compliance with state regulations.

Recommendation

The District should select a LOSAP plan provider from the State approved listing to be in compliance with rules and regulations to maintain all funds associated with the LOSAP.

Views of responsible officials and planned corrective action (unaudited)

The responsible officials agree with the finding and will address the matter as part of their corrective action plan.

WOODBRIIDGE TOWNSHIP FIRE DISTRICT NO. 9
Schedule of Findings and Responses

Status of Prior Year's Audit Findings/Recommendations

In accordance with government auditing standards, our procedures included a review of all prior year recommendations including findings. The following findings remain unresolved:

2021-001 The District should ensure proper payment procedures are followed including obtaining required signatures, quotes, bids, political disclosure forms, and business registration forms for all applicable payments and vendors.

2021-002 It is recommended that the District implement and formally approve a health benefits withholdings policy. Additionally, it is recommended internal control procedures are implemented to monitor the withholdings to ensure the appropriate amount is withheld in accordance with Chapter 78.

2021-003 The District should enroll eligible employees in to PERS and submit withholdings accordingly.

2021-004 The District should ensure new employees, employee promotions, and rates of pay are approved in the minutes and consider individual or collective compensation agreements.

2021-005 The District should ensure all budget transfers are approved in the minutes.

2021-006 The District should develop formal policies and procedures.

2021-007 The District should ensure that all employment forms are completed and on file for all employees.

2021-008 The District should complete the annual audit and corrective action plan within the timeframe required.

2021-009 Procedures should be implemented by the District to reduce the risk of errors in connection with a lack of segregation of duties.

2021-010 It is recommended that the District implement and formally approve a sick, vacation and personal time policy. Additionally, underlying documentation should be retained to support the liability reported for compensated absences.

2021-011 It is recommended that the District pursue an actuarial valuation of the OPEB liability and recognize the OPEB liability in the accounting records.

2021-012 The District should select a LOSAP plan provider from the State approved listing to be in compliance with rules and regulations to maintain all funds associated with the LOSAP.

WOODBIDGE TOWNSHIP FIRE DISTRICT NO. 9
Schedule of Findings and Responses

We would be pleased to confer on questions that might arise with respect to any matters in this report.

We wish to express our appreciation for the assistance and courtesies rendered by the District officials and employees during the course of the examination.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "BKC, CPAs, PC". The signature is written in a cursive, slightly slanted style.

BKC, CPAs, PC