

BFC, Dennis Twp., District #2
Balance Sheet
As of April 5, 2016

Apr 5, 16

ASSETS	
Current Assets	
Checking/Savings	
Cape Bank, Checking	102,640.08
CD Future Capital 2011-2015	56,160.00
Total Checking/Savings	158,800.08
Total Current Assets	158,800.08
Fixed Assets	
Truck - Pumper/Tanker	
Truck - Equipment	28,404.00
Truck - Pumper/Tanker - Other	371,596.00
Total Truck - Pumper/Tanker	400,000.00
Truck 2015	490,125.00
Total Fixed Assets	890,125.00
TOTAL ASSETS	1,048,925.08
LIABILITIES & EQUITY	
Liabilities	
Long Term Liabilities	
Due on 2015 Truck	454,615.44
Total Long Term Liabilities	454,615.44
Total Liabilities	454,615.44
Equity	
Future Capital Outlay	56,160.00
Retained Earnings	532,746.12
Net Income	5,403.52
Total Equity	594,309.64
TOTAL LIABILITIES & EQUITY	1,048,925.08

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Cash Basis

BFC, Dennis Twp., District #2

Profit & Loss

January 1 through April 5, 2016

Jan 1 - Apr 5, 16

Ordinary Income/Expense	
Income	
Funds Raised From Taxation	69,751.25
Interest Income	58.55
Total Income	69,809.80
Expense	
Capital Appropriation	31,752.54
Election	100.00
Equipment	1,969.00
Memberships/Dues	300.00
Office Expense	1,140.81
Professional Services	90.00
Rent	13,733.65
Repairs and Maintenance	10,289.52
Supplies Expense	230.00
Training and Education	845.00
Uniforms	494.80
Utilities	3,460.96
Total Expense	64,406.28
Net Ordinary Income	5,403.52
Net Income	<u>5,403.52</u>

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Cash Basis

BFC, Dennis Twp., District #2
Profit & Loss Budget vs. Actual
 January through December 2016

	Jan - Dec 16	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
Funds Raised From Taxation	69,751.25	279,005.00	-209,253.75	25.0%
Interest Income	58.55	150.00	-91.45	39.0%
Supplemental Funds	0.00	935.00	-935.00	0.0%
Utilization of Funds	0.00	8,014.00	-8,014.00	0.0%
Total Income	69,809.80	288,104.00	-218,294.20	24.2%
Expense				
Capital Appropriation	31,752.54	35,000.00	-3,247.46	90.7%
Election	100.00	100.00	0.00	100.0%
Equipment	1,969.00	45,233.00	-43,264.00	4.4%
Insurance, Administration	0.00	1,200.00	-1,200.00	0.0%
Insurance, Operations	0.00	9,000.00	-9,000.00	0.0%
Interest Expense	0.00	13,448.00	-13,448.00	0.0%
Length of Service Awards	0.00	20,000.00	-20,000.00	0.0%
Memberships/Dues	300.00	300.00	0.00	100.0%
Office Expense	1,140.81	2,300.00	-1,159.19	49.6%
Principal-Bond Payment	0.00	44,812.00	-44,812.00	0.0%
Professional Services	90.00	13,000.00	-12,910.00	0.7%
Rent	13,733.65	40,011.00	-26,277.35	34.3%
Repairs and Maintenance	10,289.52	25,000.00	-14,710.48	41.2%
Supplies Expense	230.00	500.00	-270.00	46.0%
Training and Education	845.00	2,000.00	-1,155.00	42.3%
Travel Expenses	0.00	200.00	-200.00	0.0%
Turn Out Gear	0.00	14,000.00	-14,000.00	0.0%
Uniforms	494.80	2,000.00	-1,505.20	24.7%
Utilities	3,460.96	20,000.00	-16,539.04	17.3%
Total Expense	64,406.28	288,104.00	-223,697.72	22.4%
Net Ordinary Income	5,403.52	0.00	5,403.52	100.0%
Net Income	5,403.52	0.00	5,403.52	100.0%

**MINUTES OF A MEETING OF THE
BOARD OF FIRE COMMISSIONERS,
TOWNSHIP OF DENNIS; DISTRICT #2**

March 1, 2016

A meeting of the Board of Fire Commissioners of the Township of Dennis, District #2, was held on March 1, 2016 at 7:00 p.m. at the Dennisville Volunteer Fire Company in Dennisville, NJ.

Commissioners **Michael Gihorski, Cliff Lockwood, Carla Coffey, Kyle Prosser, and Bruce Knoll, Jr.** were present. Also present were **Michael Bohrer, Esq., CPA**, Accountant and Recording Secretary to the Board and **Robert Brewer**, Chief of the Dennisville Volunteer Fire Company.

The meeting was called to order at 7:00 p.m.

The meeting was opened by the Chairman, **Cliff Lockwood**, who read the appropriate notice in accordance with the Open Public Meetings Act of the State of New Jersey.

The Board announced the results of the election held on February 20, 2016 in which **Carla Coffey** and **Kyle Prosser** were re-appointed as commissioners for a 3-year term, and **Bruce Knoll, Jr.** was elected to serve the unexpired term of **Adam Dotts**, this term being due to expire in February, 2017. In addition, the 2016 budget (specifically, the amount to be raised from taxation), passed by a 14 ("yes") to 3 ("no") vote, and the ballot question to purchase a new utility truck at a cost not to exceed \$35,000 passed by a 16 (yes) to 1 (no) margin.

The Board held its reorganization meeting, making and approving the following appointments:

Chairman-	Michael Gihorski
Vice-Chairman-	Cliff Lockwood
Secretary-	Bruce Knoll, Jr.
Treasurer-	Carla Coffey
Commissioner-	Kyle Prosser
Solicitor-	Jon Batastini, Esq.
Auditor-	Kenneth Yeutter, CPA
Newspaper-	Cape May County Herald (primary) The Press (secondary)
Bank-	Cape Savings Bank (primary) 1st Bank of Sea Isle City (secondary)
Meeting Dates-	1 st Tuesday of each month, except June and August when no meeting is held.
Meeting Time-	7:00 p.m.

**MINUTES OF A MEETING OF THE
BOARD OF FIRE COMMISSIONERS,
TOWNSHIP OF DENNIS; DISTRICT #2**

**March 1, 2016
(continued)**

Mr. Bohrer will advise **Mr. Batastini** of these appointments who, thereafter, will prepare the appropriate resolutions and advertising.

As the first order of regular business, the Board approved the minutes of the prior meeting, held February 2, 2016.

Mr. Bohrer distributed a lengthy report, Investigative Report: Emergency Services Volunteer Length of Service Award Program, prepared by the State of New Jersey, Office of the State Comptroller in which internal control weaknesses within the LOSAP program of four (4) volunteer fire companies throughout the state were described as a result of the state's investigation. **Mr. Bohrer** encouraged all commissioners to read this report for the purpose of evaluating this district's system of internal control over its LOSAP program.

Similarly, **Mr. Bohrer** distributed a Guidance on Administration of Length of Service Award Programs (LOSAPs) issued by the State of New Jersey, Local Finance Board and suggested that the Board members also read this for further direction on administering its LOSAP Plan.

Mr. Bohrer distributed two (2) survey requests received from the New Jersey Department of Labor and Workforce Development and United States Department of Commerce. **Mr. Knoll** agreed to complete and submit these.

The Board discussed an annual maintenance proposal for the back-up emergency generator received from Modern Group Power Systems. The proposal was rejected. Instead, the Board accepted a proposal from Reliable Power Plus for the same service at a lower cost.

The Board agreed to continue to hold payment to Fire & Safety Services for various maintenance services performed in December, pending the receipt of an invoice.

Mr. Bohrer reminded the Board that he needed information from Firefighter Frank Smyth to complete the LOSAP submission for 2015.

Mr. Bohrer advised the Board that the 2015 audit is in process.

Mr. Brewer indicated that the new truck should be delivered in late April/early May at which time payment will be required. Insofar as this is a budgeted purchase, adequate funds will be available to make payment.

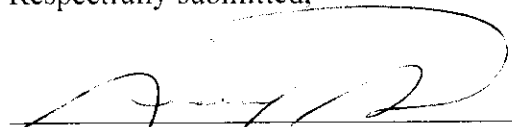
**MINUTES OF A MEETING OF THE
BOARD OF FIRE COMMISSIONERS,
TOWNSHIP OF DENNIS; DISTRICT #2**

March 1, 2016
(continued)

Mr. Bohrer presented a list of checks to be disbursed and a Treasurer's Report. The checks were approved, as presented. **Mr. Bohrer** also reviewed the year-to-date actual income and expenses vs. budget, noting it is too early in the year for any meaningful analysis.


There being no further business for the Board, the regular meeting was adjourned at 7:35 p.m.

Respectfully submitted,



Michael Bohrer, Esq., CPA *Recording Secretary*

Approved and Submitted,



Michael Gihorski, *Chairman*