

Phone: (609) 633-3879
FAX: (609) 984-7388

E-Mail: Cheryl.Samsel@dca.nj.gov

**Division of Local
Government Services**

Memo

To: James Masker
Phone: (973) 714-5629
FAX: (973) 366-7341
E-Mail: PTHFD1@optonline.net

cc: William Schroeder
Phone: (973) 328-1825
FAX: (973) 328-1825
E-Mail: wschroeder@nisivoccia.com

From: Cheryl Samsel
Date: November 16, 2016

Re: Parsippany-Troy Hills Township FD No.1 2017 Budget

Page F-10 the 2016 cap bank utilized is not necessary and should be removed from the calculation. The Levy maximum is \$507,647

Provide copy of Group Affidavit, Synopsis and Corrective Action Plan for 2015

You may either scan and e-mail or fax the missing/corrected items to the e-mail address/fax number at the upper left corner of this page. If you have any questions, please contact me. Thank you for your prompt attention to these matters.

40A:5A-15
FORM OF RESOLUTION

WHEREAS, N.J.S.A. 40A:5A-15 requires the governing body of every local unit to have made an annual audit of *its* books, accounts and financial transactions, and

WHEREAS, The Annual Report of Audit for the year 20 15 has been filed by a Registered Municipal Accountant with the secretary of the Board as per the requirements of N.J.S. 40A:5A-15, and a copy has been received by each member of the authority, and

WHEREAS, the Local Finance Board of the State of New Jersey is authorized to prescribe reports pertaining to the local fiscal affairs, as per R.S. 52:27BB-34, and

WHEREAS, The Local Finance Board has promulgated a regulation requiring that the governing body of each authority shall by resolution certify to the Local Finance Board of the State of New Jersey that all members of the authority have reviewed, as a minimum, the sections of the annual audit entitled:

General Comments

Recommendations

and

WHEREAS, The members of the authority have personally reviewed as a minimum the Annual Report of Audit, and specifically the sections of the Annual Audit entitled:

General Comments

Recommendations

As evidenced by the group affidavit form of the governing body, and

WHEREAS, Such resolution of certification shall be adopted by the authority no later than forty-five days after the receipt of the annual audit, as per the regulations of the Local Finance Board, and

WHEREAS, All members of the Authority have received and have familiarized themselves with, at least, the minimum requirements of the Local Finance Board of the State of New Jersey, as stated aforesaid and have subscribed to the affidavit, as provided by the Local Finance Board, and

WHEREAS, Failure to comply with the promulgations of the Local Finance Board of the State of New Jersey may subject the members of the local authority to the penalty. provisions of R.S. 52:27BB-52 - to wit:

R.S. 52:27BB-52 - "A local officer or member of a local governing body who, after a date fixed for compliance, fails or refuses to obey an order of the director (Director of Local Government Services), under the provisions of this Article, shall be guilty of a misdemeanor and, upon conviction, may be fined not more than one thousand dollars (\$1,000.00) or imprisoned for not more than one year, or both, in addition shall forfeit his office."

NOW, THEREFORE BE IT RESOLVED, That the Board of the Parsippany Troy Hills Fire District #1 Authority, hereby states that it has complied with the promulgation of the Local Finance Board of the State of New Jersey dated July 30, 1968 and does hereby submit a certified copy of this resolution and the required affidavit to said Board to show evidence of said compliance.

I EEEEY CERTIFY THAT THIS IS TRUE COPY OF THE RESOLUTION PASSED AT THE MEETING HELD On

APRIL 27, 2016


SECRETARY

NO PHOTO COPIES OF SIGNATURES

GROUP AFFIDAVIT FORM

CERTIFICATION OF BOARD MEMBERS

STATE OF NEW JERSEY)
)SS.
COUNTY OF MORRIS)


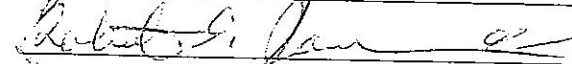



We, members of the Board of PTHFDC#1 Authority, County of Morris of full age, being duly sworn according to law, upon our oath depose and say:

1. We are duly elected (or appointed) member of the Board of PTHFDC#1 Authority. (governing body),

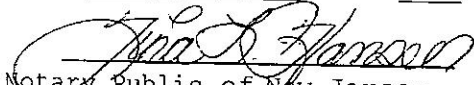
2. In the performance of our duties, and pursuant to the Local Finance Board Regulation, we have familiarized ourselves with the contents of the Annual Audit filed with the Secretary pursuant to N.J.S.A. 40A:5A-15 for the year 2015.

3. We certify that we have personally reviewed and are familiar with, as a Minimum, the sections of the Annual Report of Audit entitled:

GENERAL COMMENTS
RECOMMENDATIONS

	_____ (L.S.)	_____ (L.S.)
	_____ (L.S.)	_____ (L.S.)
	_____ (L.S.)	_____ (L.S.)
	_____ (L.S.)	_____ (L.S.)
	_____ (L.S.)	_____ (L.S.)

Sworn to and subscribed before me this April 28th day of 2016


Notary Public of New Jersey

TINA L. HANSEN
NOTARY PUBLIC
STATE OF NEW JERSEY
MY COMMISSION EXPIRES NOV. 24, 2019


The Secretary of the Board shall set forth the reason for the absence of signature of any members of the governing body.

IMPORTANT: This certificate must be sent to the Division of Local Government Services, Department of Community Affairs, Bureau of Authority Regulations, CN 803, Trenton, N.J. 08625-0803.

PARSIPPANY-TROY HILLS FIRE DISTRICT #1
SUMMARY OR SYNOPSIS OF AUDIT REPORT FOR PUBLICATION

It is recommended that:

1. The District maintain an adequate segregation of duties with respect to the functions of handling cash, preparation of cash receipts and cash disbursements books and the general ledger for the various funds and reconciliation of bank accounts.
2. The budget be reviewed and budget adjustments be made so that overexpenditures do not occur.
3. Required signatures on vouchers be obtained for all disbursements before expenditures are released for payment and supporting documentation such as a bill or invoice be maintained for all expenditures.


Clerk

CORRECTIVE ACTION PLAN 2015- 2016

Parsippany Troy Hills Fire District #1

Type of Audit: Annual - As of: December 31, 2015
 Date of Board Meeting: 27-Apr-16
 Contact Person: Treasurer, James Masker
 Telephone Number: 973-714-5629

RECOMMENDATION NUMBER	CORRECTIVE ACTION APPROVED BY THE BOARD	METHOD OF IMPLEMENTATION	PERSON RESPONSIBLE FOR IMPLEMENTATION	COMPLETION DATE OF IMPLEMENTATION
1. The District maintain an adequate segregation of duties with respect to the functions of handling cash, preparation of cash receipts and cash disbursements books and the general ledger for the various funds and reconciliation of bank accounts	The district implemented a checks and balance, alternating monthly a different board member reviews all invoices and compares to Purchase orders and signs each purchase order. Prior to disbursement of expenses.	Manual	Treasurer	3/1/2015 and previous years
2. Bank accts reconciled on a monthly basis	Treasurer to submit reconciled statements monthly	bank statements and reconciliation reports	Treasurer	IMMEDIATELY
3. The budget be reviewed and budget adjustments be made so that over expenditures do not occur	Purchase of Quick Books to monitor and track cash flow	Create chart of accounts and spending patterns and adjust budget at year end for future planning	James Masker Treasurer, Jeff Berry, President	reviewed quarterly
4. All vouchers contain the required signatures and supporting documentation such as a bill or invoice be obtained for all disbursements before being released for payment.	To issue no payment without invoice or proper confirmation	Manual	James Masker Treasurer, Jeff Berry, President	corrective action taken
5. All related supporting documentation for receipts be maintained	Each monthly meeting all receipts are reviewed by 2 separate commissioners on a rotating basis	rotating review	President over sight of treasurers actions	IMMEDIATELY

SUMMARY OR SYNOPSIS OF AUDIT REPORT OF THE PARSIPPANY-TROY HILLS FIRE DISTRICT #1
FOR THE YEAR ENDED DECEMBER 31, 2015 AS
REQUIRED BY N.J.S. 40a:5A-16
BALANCE SHEET - GOVERNMENTAL FUNDS

	Major Fund General Fund	Non-Major Fund Capital Fund	Total Governmental Funds
<u>ASSETS:</u>			
Cash and Cash Equivalents	\$ 244,456	\$ 228,723	\$ 473,179
Investments		123,825	123,825
Interfund Receivable	352,548		352,548
Prepaid Expenses	22,590		22,590
Total Assets	\$ 619,594	\$ 352,548	\$ 972,142
<u>LIABILITIES:</u>			
Accounts Payable - Vendors	\$ 8,568		\$ 8,568
Interfund Payable		\$ 352,548	352,548
Total Liabilities	8,568	352,548	361,116
<u>FUND BALANCES:</u>			
Unrestricted	611,026		611,026
Total Fund Balances	611,026		611,026
Total Liabilities and Fund Balances	\$ 619,594	\$ 352,548	
Capital Assets Used in Governmental Activities are not Financial Resources and therefore are not Reported in the Funds. The Cost of the Assets is \$781,246 and the Accumulated Depreciation is \$303,577.			477,669
Net Assets of Governmental Activities			\$ 1,088,695

PARSIPPANY-TROY HILLS FIRE DISTRICT #1
STATEMENT OF REVENUE, EXPENDITURES AND CHANGES IN FUND BALANCE
GOVERNMENTAL FUNDS
FOR THE FISCAL YEAR ENDED DECEMBER 31, 2015

	Major Fund General Fund	Total Governmental Funds
<u>REVENUE:</u>		
Amount to be Raised by Taxation to Support District Budget	\$ 488,570	\$ 488,570
Insurance Claims	4,001	4,001
Interest Earned on Investment	677	677
Miscellaneous Receipts Not Anticipated	9,459	9,459
Total Revenue	502,707	502,707
<u>EXPENDITURES:</u>		
Operating, Maintenance and Administration	371,711	371,711
Depreciation	242,107	242,107
Total Expenditures	613,818	613,818
Net Change in Fund Balances	(111,111)	(111,111)
Fund Balances, Beginning of Year	722,137	722,137
Fund Balances, End of Year	\$ 611,026	\$ 611,026