WOODBRIDGE TOWNSHIP FIRE DISTRICT #4

Audit Report

For the Years Ended December 31, 2016 and 2015

BART & BART Certified Public Accountants

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INDEPENDENT AUDITOR'S REPORT

Board of Fire Commissioners Woodbridge Township Fire District #4 Keasbey, NJ 08832

Report on the Financial Statements

We have audited the accompanying basic financial statements of the various funds of the Woodbridge Township Fire District #4 (the District), as of and for the years ended December 31, 2016 and 2015 and the related notes to the basic financial statements, which collectively comprise the District's basic financial statements as listed in the table of contents.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with U.S. generally accepted accounting principles; 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.

Auditors' Responsibility

Our responsibility is to express an opinion on these financial statements based on our audits. We conducted our audits in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditors' judgement, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements 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 entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Opinion

In our opinion, the aforementioned financial statements present fairly, in all material respects, the financial position of the various funds of the Woodbridge Township Fire District #4 at December 31, 2016 and 2015, and the results of operations for the years then ended, on a basis of accounting described in Note #1

104 MAIN STREET WOODBRIDGE, NJ 07095 (732) 634-5680 26 MAIN STREET KEYPORT, NJ 07735 (732) 264-5936

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Board of Fire Commissioners Woodbridge Township Fire District #4

Other Matters

Required Supplementary Information

U.S. generally accepted accounting principles require that the management's discussion and analysis on pages 2 and 3 be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Other Reporting Required by Government Auditing Standards

In accordance with Government Auditing Standards, we have also issued our report dated June 6, 2017 on our consideration of the District's internal control over financial reporting and our tests of its compliance with certain provisions of laws, regulations, contracts and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing and not to provide an opinion on the internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with Government Auditing Standards and should be considered in assessing the results of our audit.

June 6, 2017

Report on Compliance and on Internal Control over Financial Reporting Based on an Audit of Financial Statements Performed in Accordance with Government Auditing Standards

To The Board of Fire Commissioners Woodbridge Township Fire District #4 Keasbey, NJ 08832

We have audited the financial statements of Woodbridge Township Fire District #4, Woodbridge Township, New Jersey, for the year ended December 31, 2016, and have issued our report thereon dated June 6, 2017. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in Government Auditing Standards, issued by the Comptroller General of the United States, and audit requirements as prescribed by the State of New Jersey.

Internal Control Over Financial Reporting

In planning and performing our audit, we considered the Districts internal control over financial reporting as a basis for designing our auditing procedures for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control over financial reporting. Accordingly, we do not express an opinion on the effectiveness of the Districts internal control over financial reporting.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct misstatements on a timely basis. A material weakness is a deficiency, or 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 or corrected on a timely basis.

Our consideration of internal control over financial reporting was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control over financial reporting that might be deficiencies in internal over financial reporting that we consider to be a material weaknesses as defined above. We did not identify any deficiencies in internal control over financial reporting that we consider to be material weaknesses as defined above.

Compliance and Other Matters

As part of obtaining reasonable assurance about whether the District's financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts and grants noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance that are required to be reported under <u>Government Auditing Standards</u>, and audit requirements as prescribed by the Division of Local Government Services, Department of Community Affairs, State of New Jersey.

104 MAIN STREET WOODBRIDGE, NJ 07095 (732) 634-5680 26 MAIN STREET KEYPORT, NJ 07735 (732) 264-5936 Board of Fire Commissioners Woodbridge Township Fire District #4 Keasbey, NJ 08832 Page two

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

Bart & Bart, CPA's

June 6, 2017

WOODBRIDGE TOWNSHIP FIRE DISTRICT NO. 4 MANAGEMENT'S DISCUSSION AND ANALYSIS For the Year Ended December 31, 2016 and 2015

Unaudited

This discussion and analysis of Woodbridge Township Fire District No. 4's financial performance provides an overall review of the District's financial activities for the year ended December 31, 2016. The intent of this discussion and analysis is to look at the district's financial performance as a whole; readers should also review the basic financial statements and notes to enhance their understanding of the District's financial performance.

Financial Highlights

Key financial highlights for 2016 as compared to 2015 are as follows:

As of December 31, General Fund Assets Capital Assets - Net Amount to be provided for Debt	2016 \$ 506,857 1,228,931 478,009	2015 \$ 405,998 932,224 566,501
Total Assets	<u>\$ 2,213,797</u>	<u>\$ 1,904,723</u>
Total Current Liabilities	24,630	24,370
Total Liabilities Net Position Restricted:	\$ 24,630	\$ 24,370
Invested in Capital Assets Amount to be provided for Debt	\$ 1,228,931 478,009	\$ 932,224 566,501
Unrestricted	482,227	\$ 381,628
Net Position	\$ 2,189,167	\$ 1,880,353

Comparative Statement of Revenues, Expenses and Change in Net Position
There was an increase in Operating Revenues from taxation. Tax Revenue increased \$74,838 or 12.6% from the prior year due to a increase in the voter approved Tax Levy. In 2016, the District began to enforcement of the Uniform Fire Safety Act, which will add to revenues in

2017.

Operating Expenses decreased \$48,317, or 11%, from the prior year. Depreciation charged has increased by \$24,743. Total Operating Revenues less Total Operating Expenses produced a surplus of \$102,364.

The following table shows the history of the past five years property tax levies per \$100 of assessed valuations on property within the District:

Fiscal Year	Assessed Valuations	Total Tax Levy	Property Tax Rates
2016	\$69,215,800	\$701,314	1.010
2015	69,876,700	664,790	0.832
2014	70,971,100	551,463	0.774
2013	73,794,700	540,055	0.732
2012	74,082,500	510,323	0.582

For further information, contact Ms. Maria Bucsanszky, E.A., Accountant for the Board of Fire Commissioners, District #4, Keasby, NJ 08832.

General Fund

Comparative Statement of Net Position

	December 31,	
ASSETS	2016	2015
Cash Petty Cash Fund Prepaid Expense	\$ 506,845 12 	\$ 405,440 440 118
Total Assets	<u>\$ 506,857</u>	<u>\$ 405,998</u>
LIABILITIES, RESERVES AND FUND BALANCE Liabilities and Reserves: Accounts Payable Deferred Revenue Payroll Liability Total Liabilities and Reserves	\$ 23,448 	\$ 14,500 9,049 821 24,370
Net Position:		
Unrestricted	482,227	381,628
Total Net Position	482,227	381,628
Total Liabilities, Reserves and Net Position	<u>\$ 506,857</u>	<u>\$ 405,998</u>

General Fund

Statement of Activities and Changes in Net Position

For the Year Ended December 31, 2016

With Comparative Actual Amounts for Period Ended December 31, 2015

		2016		2015
Revenues and Other Financing Sources:	Budget	Actual	Variance Favorable (Unfavorable)	Actual
Miscellaneous Revenues: Uniform Fire Safety Act Supplemental Fire Services Act Earnings on Investments and Deposits Miscellaneous Income	34,000 504 2,000 1,000	2,165 669 2,272 1,477	(31,835) 165 272 477	3,129 15,982
Total Miscellaneous Revenues	37,504	6,583	(30,921)	19,131
Fund Balance Appropriated	10,814	10,814		138,511
Total Fund Balance & Reserve Appropriated	10,814	10,814	-	138,511
District Taxes	664,790	664,790		589,952
Total Revenues and Other Financing Sources	\$ 713,108	<u>\$ 682,187</u>	\$ (30,921)	<u>\$ 747,594</u>
Expenditures:				
Current Operating Appropriations Capital Appropriations	\$ 553,500 159,608	\$ 470,215 109,608	\$ 83,285 50,000	\$ 421,898 62,057
Total Expenditures	713,108	579,823	133,285	483,955
Excess of Revenue over Expenditures Less: Fund Balance Utilized Transfer to General Fixed Assets Account Group	(10,814)	102,364 (10,814)	102,364	263,639 (138,511) (100,000)
Net Position, Beginning of Year	381,628	381,628	-	356,500
Deferred Revenue Write-Down	_	9,049	9,049	<u> </u>
Net Position, End of Year	\$ 370,814	<u>\$ 482,227</u>	\$ 102,364	<u>\$ 381,628</u>

Woodbridge Township Fire District #4 General Fund

Statement of Expenditures Compared to Budget

For the Year Ended December 31, 2016

With Comparative Actual Amounts for Period Ended December 31, 2015

			2016		2015
				Variance Favorable	
		Budget	Actual	(Unfavorable)	Actual
•	ADMINISTRATION: Salaries and Wages Election Professional Services	\$ 50,800 2,000 32,600	\$ 50,800 1,182 26,650	\$ - 818 5,950	\$ 36,000 1,223 28,550
	Total Administration	<u>\$ 85,400</u>	<u>\$ 65,733</u>	<u>\$ 6,768</u>	<u>\$ 65,733</u>
	COST OF OPERATIONS: Salaries, Wages, Fire Protection Fringe Benefits Insurance Maintenance and Repairs Hydrant Services Training and Education Utilities Fuel Supplemental Fire Services Act Length of Service Awards Program Joint Purchasing Agreement Dispatch Fire Prevention Radio Maintenance	\$ 40,000 14,375 78,000 119,200 52,000 18,289 27,425 7,000 504 22,000 3,500 38,307 	34,044 8,515 71,622 94,893 50,584 15,613 22,214 2,900 - 17,250 3,500 38,305 - 15,000	\$ 5,956 5,860 6,378 24,307 1,416 2,676 5,211 4,100 504 4,750 250 2	37,300 5,327 54,056 106,167 49,013 16,219 21,836 4,052 19,550 3,750 38,305 550
	Total Cost of Operations	435,600	374,440	61,160	367,523
	Total Current Operating Exps.	521,000	453,072	67,928	431,366
P i	CURRENT EXPENSES OFFSET WITH REVENUE Uniform Fire Safety Act (PL 1983,Ch.383): Other Expenses Total Operating Appropriations	32,500 \$ 553,500	17,143 \$ 470,215	15,357 \$ 83,285	 \$
	CAPITAL APPROPRIATIONS:				
D '	Reserve for Future Capital Outlays Debt Service: Lease	50,000 109,608	- 109,608	50,000	- 62,057
	Total Capital Appropriations	159,608	109,608	50,000	62,057
	Total Appropriations	<u>\$ 713,108</u>	\$ 579 , 823	\$ 133,285	\$ 483,955

See accompanying accountant's reports and notes to financial statements.

Woodbridge Township Fire District #4 Capital Fund

Comparative Statement of Net Position

December 31, 2016 and 2015

ASSETS	2016	2015
Amount to be Provided for Retirement of Debt	\$ 478,009	\$ 566,501
Total Assets	<u>\$ 478,009</u>	<u>\$ 566,501</u>
LIABILITIES, RESERVES AND FUND BALANCE		
Capital Lease Payable	478,009	566,501
Total Liabilities, Reserves and Net Position	\$ 478,009	<u>\$ 566,501</u>

Capital Fund

Combining Statement of Amount to be Provided

For Retirement of Debt

Purpose	Balance 12/31/15	Bond Paid By Budget Appropriation	Capital Lease/ Bonds Issued	Balance 12/31/16
Lease/purchase of Tower Ladder Truck Improvements	\$ 171,627	54,882	-	116,745
Lease/Purchase of Pierce Pumper	394,874	33,610	<u>\$ -</u>	361,264
Total	\$ 224,307	\$ 88,492	\$ -	\$ 478,009

Woodbridge Township Fire District #4 General Fixed Assets Account Group Comparative Statement of Net Position December 31, 2016 and 2015

ASSETS	2016	2015
Building:		
Fire House (estimated cost) Land	\$ 672,834 60,000	\$ 672,834 60,000
Equipment: Apparatus Vehicles Equipment Furniture and Fixtures Trunking System Construction in Progress Total Assets	2,620,254 140,890 54,125 39,864 60,612 - 3,648,579	2,125,380 140,890 54,125 39,864 60,612 100,000
Less Accumulated Depreciation: Building Equipment Total Accumulated Depreciation Total Net Assets	661,680 1,757,968 2,419,648 \$1,228,931	661,482 1,659,801 2,321,481 \$ 932,224
NET POSITION		
Investment in General Fixed Assets	\$1,228,931	\$ 932,224

Woodbridge Township Fire District #4 General Fixed Assets Account Group Statement of Activities and Changes in Net Position December 31, 2016 and 2015

	2016	2015
Revenues and Other Financing Sources:		
Purchase of Equipment - Net	\$ 394,874	\$ 111,351
Total Revenues and Other Financing Sources	<u>\$</u> -	<u>\$ - </u>
Expenditures:		
Depreciation	\$ 98,167	\$ 73,424
Total Expenditures	98,167	73,424
Surplus (Deficit) of Revenue Over Expenditures	296,707	37,927
Net Position, Beginning of Year	932,224	894,297
Fund Position, End of Year	<u>\$1,228,931</u>	\$ 932,224

Notes to Financial Statements

For the Years Ended December 31, 2016 and 2015

Note 1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The financial statements of the Woodbridge Township Fire District #4 (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 Governmental Accounting Standards Board (GASB) is the accepted standard-setting body for establishing governmental accounting and financial reporting principles.

Separate financial statements are provided for the following separate funds:

<u>General Fund</u> - Resources and expenditures for governmental operations of a general nature, including federal and state grant funds, except as otherwise noted.

<u>Capital Fund</u> - Resources and expenditures for the acquisition of general capital facilities, other than those acquired through the general fund, including the status of bonds and notes authorized for said purposes.

General Fixed Assets Account Group - Shows the District's investment in buildings and equipment, net of accumulated depreciation.

The following is a summary of the significant policies:

Basis of Accounting - The modified accrual basis of accounting is followed. Revenues are recognized in the accounting period in which they become measurable and available to finance expenditures of the fiscal period. Expenditures are recognized in the period in which the fund liability is incurred, if measurable, except that unmatured interest and principal on general obligation debt are accounted for as expenditures in the year becoming due and payable.

<u>Inventories of Supplies</u> - Purchases of materials and supplies are recognized and recorded as expenditures when they are acquired, regardless of when used.

Notes to Financial Statements

For the Year Ended December 31, 2016 and 2015

CAPITAL ASSETS

All reported capital assets except for land are depreciated. At December 31, 2015, capital assets and the useful lives used for determination of annual depreciation were as follows:

	Balance December 31, 2015	Current Year's Activity Increase Decrease	Balance December 31, 2016
Depreciable: Land Buildings & Improvs. Machinery & Equip.	\$ 60,000 672,834 2,520,871 3,253,705	\$ - \$ - - 394,874 - 394,874 -	\$ 60,000 672,834 2,915,745 3,648,577
Less: Accumulated Depreciation	2,321,481	98,167 -	2,419,648
	\$ 932,224	\$ 296,707 \$ -	\$ 1,228,929
	Balance December 31, 2014	Current Year's Activity <u>Increase</u> <u>Decrease</u>	Balance December 31, 2015
Depreciable: Land Buildings & Improvs. Machinery & Equip.	\$ 60,000	\$ - \$ -	\$ 60,000
	661,482	11,352 -	672,834
	2,420,871	100,000 -	2,520,871
	3,142,353	111,352 -	3,253,705
Less: Accumulated Depreciation	2,248,056	73,424 -	2,321,481
	\$ 894,297	\$ 37,926 \$ -	\$ 932,224

Depreciation expense for the years ended December 31, 2016 and 2015 were \$98,167\$ and \$73,424, respectively.

Notes to Financial Statements

For the Year Ended December 31, 2016 and 2015

Note 2. CASH AND CASH EQUIVALENTS AND INVESTMENTS

A. Cash

New Jersey statutes permit the deposit of public funds in institutions located in New Jersey, which are insured by the Federal Deposit Insurance Corporation (FDIC) or any other agencies of the United States that insures deposits or the State of New Jersey Cash Management Fund.

The State of New Jersey Cash Management Fund is authorized by statute and regulations of the State Investment Council to invest in fixed income and debt securities that mature or are redeemed within one year. Twenty-five percent of the Fund may be invested in eligible securities that mature within two years provided, however, the arbitrage maturity of all investments in the Fund shall not exceed one year. Collateralization of Fund investments is generally not required.

In addition, by regulation of the Division of Local Government Services, fire districts are allowed to deposit funds in Government Money Market Mutual Funds purchased through state registered brokers/dealers and banks.

In accordance with the provisions of the Governmental Unit Deposit Protection Act of New Jersey, public depositories are required to maintain collateral for deposits of public funds that exceed insurance limits as follows:

The market value of the collateral must equal five percent of the average daily balance of public funds or,

If the public funds deposited exceed 75 percent of the capital funds of the depository, the depository must provide collateral having a market value equal to 100 percent of the amount exceeding 75 percent.

All collateral must be deposited with the Federal Reserve Bank, The Federal Home Loan Bank Board or a banking institution that is a member of the Federal Reserve System and has capital funds of not less than \$25,000,000.00.

The amount on deposit of the District's cash and cash equivalents at December 31, 2016, is as follows:

\$ 506,844 Checking Account Money Market 506,844

Notes to Financial Statements

For the Year Ended December 31, 2016 and 2015

Note 2. CASH AND CASH EQUIVALENTS AND INVESTMENTS (CONTINUED)

B. INVESTMENTS

New Jersey statues permit the District to purchase the following types of securities:

- Bonds or other obligations of the United States of America or obligations guaranteed by the United States of America. This includes instruments such as Treasury bills, notes and bonds.
- Government money market mutual funds.
- Any federal agency or instrumentality obligation authorized by Congress that matures within 397 days from the date of purchase, and has a fixed rate of interest not dependent on any index or external factors.
- Bonds or other obligations of the local unit or school districts of which the local unit is a part.
- Any other obligations with maturities not exceeding 397 days, as permitted by the Division of Investments.
- Local government investment pools, such as New Jersey CLASS and the New Jersey Arbitrage Rebate Management Program.
- New Jersey State Cash Management Fund.
- Repurchase agreements of fully collateralized securities, subject to special conditions.

In addition, a variety of State laws permit local governments to invest in a wide range of obligations issued by State governments and its agencies.

C. RISK ANALYSIS

All bank deposits, as of the net position date, are entirely insured or collateralized by a collateral pool maintained by public depositories as required by the Governmental Unit Deposit Protection Act.

Notes to Financial Statements

For the Year Ended December 31, 2015 and 2014

Note 2. CAPITAL LEASES

In November of 2011, the District entered into a Lease with Option to Purchase Agreement (Agreement) for the \$370,000 estimated cost of the refurbishment of equipment at a Annual Rate of 4.18%. This Agreement was assigned by the Lessor in December 2011.

Following is the District's debt service obligations under this agreement.

Due Date	Payment	Principal	Interest	Outstanding Service
Beginning Balance November, 2012 November, 2013 November, 2014 November, 2015 November, 2016 November, 2017 November, 2018	\$ - 62,056 62,056 62,056 62,056 62,056 62,056 62,056	\$ - 46,590 48,538 50,567 52,680 54,882 57,176 59,567	\$ - 15,466 13,518 11,489 9,376 7,174 4,880 2,489	\$370,000 323,410 274,872 224,305 171,625 116,743 59,567

In May of 2015, the District entered into a Lease with Option to Purchase Agreement (Agreement) for the \$494,845 cost of a Pierce Pumper at an Annual Rate of 3.53%.

Following is the District's debt service obligations under this agreement.

Due Date	Payment	Principal	Interest	Outstanding Service
Loan 5/14/15 May 14, 2015 May 14, 2016 May 14, 2017 May 14, 2018 May 14, 2019 May 14, 2020 May 14, 2021 May 14, 2022 May 14, 2022 May 14, 2023	\$ - 100,000.00 47,548.59 47,548.59 47,548.59 47,548.59 47,548.59 47,548.59 47,548.59	\$ - \$ 100,000.00 33,610.54 34,796.99 36,025.33 37,297.02 38,613.61 39,976.67 41,387.84 42,848.83	13,938.05 12,751.60 11,523.26 10,251.57 8,934.98 7,571.92 6,160.75 4,699.76	\$ - 406,690.96 372,072.10 336,231.20 299,125.11 260,709.18 220,937.16 179,761.19 137,131.72 92,997.42
May 14, 2024 May 14, 2025	47,548.59 47,548.59	44,361.40 45,927.36	3,187.19 1,621.23	47,305.18

The District had no other debt or debt service obligations as of December 31, 2016.

Notes to Financial Statements

For the Year Ended December 31, 2016 and 2015

Note 3. LENGTH OF SERVICE AWARDS PROGRAM (LOSAP)

The Fire District offers its employees a Length of Service Awards Program in accordance with Internal Revenue Code Section 457 which has been approved by the Director of the Division of Local Government Services. The deferred compensation is not available to participants until termination, retirement, death or unforeseeable emergency.

All amounts of compensation deferred under the Program and all income attributed to those amounts are the exclusive property of the Fire District, subject to the claims of its general creditors. Participants' rights under the Program are equal to those of a general creditor of the Fire District in an amount equal to the fair market value of the deferred account for each participant. It is unlikely that the Fire District would use Program assets to satisfy claims of the general creditors in the future.

Note 4. SUBSEQUENT EVENTS

In Management's opinion, there are no material events subsequent to December 31, 2016, which would require recognition in the financial statements.

ROSTER OF OFFICIALS

Board of Commissioners

Dwayne Jensen President

Michael Hughes Commissioner

Martin Klose Commissioner

Stephen Roman Treasurer

Robert Pawol Secretary

Other Officials

Maria Bucsanszky Accountant

Richard A. Fazzari Attorney

Surety Company

Employee Dishonesty coverage for \$500,000 on each employee and \$25,000 on the Treasurer.

WOODBRIDGE TOWNSHIP FIRE DISTRICT #4

Comments and Recommendations

For the Year Ended December 31, 2016 and 2015

None