

**MONMOUTH COUNTY REGIONAL HEALTH COMMISSION #1
(AN ASSOCIATION)**

**FINANCIAL STATEMENTS AND
SUPPLEMENTARY INFORMATION**

YEARS ENDED DECEMBER 31, 2008 AND 2007

PANIS & ATTNER, P.A.

CERTIFIED PUBLIC ACCOUNTANTS

1900 HIGHWAY 35 - SUITE 301
OAKHURST, NEW JERSEY 07755-2758

THEODORE PANIS, CPA
DAVID C. ATTNER, CPA

TEL (732) 517-0600
FAX (732) 517-0602

Monmouth County Regional Health Commission #1
1540 West Park Avenue
Ocean, New Jersey 07712

We have reviewed the accompanying statements of financial position of the Monmouth County Regional Health Commission #1 (an association) as of December 31, 2008 and 2007, and the related statements of activities and net assets and cash flows for the years then ended, in accordance with Statements on Standards for Accounting and Review Services issued by the American Institute of Certified Public Accountants. All information included in these financial statements is the representation of the management of the Monmouth County Regional Health Commission #1.

A review consists principally of inquiries of Commission personnel and analytical procedures applied to financial data. It is substantially less in scope than an audit in accordance with generally accepted auditing standards, the objective of which is the expression of an opinion regarding the financial statements taken as a whole. Accordingly, we do not express such an opinion.

Based on our review, we are not aware of any material modifications that should be made to the accompanying financial statements in order for them to be in conformity with generally accepted accounting principles.

Our review was made for the purpose of expressing limited assurance that there are no material modifications that should be made to the financial statements in order for them to be in conformity with generally accepted accounting principles. The information included in the accompanying schedules is presented only for supplementary analysis purposes. Such information has been subjected to the inquiry and analytical procedures applied in the review of the basic financial statements, and we are not aware of any material modifications that should be made to it.



Panis & Attner, P.A.

January 18, 2010

Monmouth County Regional Health Commission #1 (An Association)
Statements of Financial Position
December 31, 2008 and 2007

	<u>2008</u>	<u>2007</u>
<u>ASSETS</u>		
Current Assets:		
Cash and cash equivalents	\$ 542,683.49	\$ 559,003.00
Accounts receivable net of reserve for doubtful accounts (2008-\$1,792.94; 2007 - \$4,059.56)	21,763.14	12,972.84
Inventory	1,096.59	2,008.16
Total current assets	<u>565,543.22</u>	<u>573,984.00</u>
Fixed assets:		
Vehicles, equipment and leasehold improvements	445,078.49	440,267.96
Accumulated depreciation	333,447.24	316,765.00
Net fixed assets	<u>111,631.25</u>	<u>123,502.96</u>
Investments:		
U.S. Government securities	-	207,856.41
Total Assets	<u>677,174.47</u>	<u>905,343.37</u>
<u>LIABILITIES AND NET ASSETS</u>		
Current Liabilities:		
Accounts payable	33,034.22	21,406.63
Accrued expenses	33,286.00	32,084.50
Total current liabilities	<u>66,320.22</u>	<u>53,491.13</u>
Long Term Liabilities:		
Deferred lease credits	8,947.34	-
Accrued sick leave	44,536.25	51,601.25
	<u>53,483.59</u>	<u>51,601.25</u>
Total liabilities	<u>119,803.81</u>	<u>105,092.38</u>
Net Assets:		
Unrestricted	546,355.35	739,129.15
Unrestricted - reserved for:		
Capital acquisitions	20,551.56	32,723.09
Homeland security	25,000.00	25,000.00
Insurance	10,000.00	10,000.00
Retirement and sick leave	(44,536.25)	(6,601.25)
Total net assets	<u>557,370.66</u>	<u>800,250.99</u>
Total Liabilities and Net Assets	<u>\$ 677,174.47</u>	<u>\$ 905,343.37</u>

See accompanying notes and accountants' report.

Monmouth County Regional Health Commission #1 (An Association)
 Statements of Activities and Net Assets
 Years Ended December 31, 2008 and 2007

	<u>2008</u>	<u>2007</u>
Unrestricted Net Assets:		
Unrestricted Revenues:		
Member and customer municipalities	\$ 1,165,618.48	\$ 1,073,615.78
Provision of epidemiologist and other specialized services	92,968.85	167,046.01
Clinics and other programs	62,562.97	65,024.27
State of New Jersey - state health aid	49,558.00	48,478.00
Landfill agreement	24,000.00	25,000.00
Fines and fees	27,078.20	25,227.99
Pandemic influenza grant	20,267.00	21,447.00
Sale of vehicles	5,095.00	-
Investment return	9,715.50	28,670.71
Total unrestricted revenues	<u>1,456,864.00</u>	<u>1,454,509.76</u>
Expenses:		
Salaries	995,345.11	864,528.61
Employee benefits	292,941.89	260,437.32
Lab, medical supplies and flu vaccines	36,546.47	71,667.83
Equipment repairs and maintenance	11,651.56	8,032.11
Nursing contracts	71,369.00	70,564.00
Rent, office cleaning and utilities	69,051.05	56,191.07
Office supplies and expenses	18,300.40	21,014.12
Insurance	26,026.26	24,976.76
Health education	4,951.57	6,331.19
Environmental services	879.51	2,636.51
Insect and rodent control	180.00	220.00
Travel and vehicle expense	19,247.82	16,192.35
Telephone	19,861.17	16,073.88
Professional	78,126.07	70,355.31
Dues, meetings and seminars	6,128.21	8,953.62
Depreciation	49,138.24	56,101.07
Total expenses	<u>1,699,744.33</u>	<u>1,554,275.75</u>
Increase (Decrease) in Unrestricted Net Assets	(242,880.33)	(99,765.99)
Net Assets - January 1	<u>800,250.99</u>	<u>900,016.98</u>
Net Assets - December 31	<u>\$ 557,370.66</u>	<u>\$ 800,250.99</u>

See accompanying notes and accountants' report.

Monmouth County Regional Health Commission #1 (An Association)
Statements of Cash Flows
Years Ended December 31, 200~~8~~ and 200~~7~~

	<u>2008</u>	<u>2007</u>
Cash Flows From Operating Activities:		
Increase (decrease) in net assets	\$ (242,880.33)	\$ (99,765.99)
Adjustments to reconcile change in net assets to net provided by operating activities:		
Depreciation	49,138.24	56,101.07
(Increase) decrease in:		
Accounts receivable	(8,790.30)	106,073.10
Accrued interest receivable	-	239.21
Inventory	911.57	1,097.85
(Decrease) increase in:		
Accounts payable	11,627.59	17,155.83
Deferred lease credits	8,947.34	-
Accrued expenses	(5,863.50)	17,178.00
Net cash provided by operating activities	<u>(186,909.39)</u>	<u>98,079.07</u>
Cash Flows From Investing Activities:		
Cash paid for acquisition of fixed assets	(37,266.53)	(24,646.91)
Maturity of (investment in) U.S. Government securities	<u>207,856.41</u>	<u>101,055.68</u>
Net cash provided (used) by investing activities	<u>170,589.88</u>	<u>76,408.77</u>
Cash Flows From Financing Activities:	<u>-</u>	<u>-</u>
Net increase (decrease) in cash and cash equivalents	(16,319.51)	174,487.84
Cash and Cash Equivalents at Beginning of Year	<u>559,003.00</u>	<u>384,515.16</u>
Cash and Cash Equivalents at End of Year	<u><u>\$ 542,683.49</u></u>	<u><u>\$ 559,003.00</u></u>

See accompanying notes and accountants' report.

MONMOUTH COUNTY REGIONAL HEALTH COMMISSION #1
(AN ASSOCIATION)

NOTES TO FINANCIAL STATEMENTS
DECEMBER 31, 2008 AND 2007

Note 1. General

The Monmouth County Local Health Unit #2 Advisory Board held its organizational meeting on October 9, 1936. The Advisory Board was comprised of delegates from the Boards of Health of each District represented. Districts represented included the Borough of Monmouth Beach, Borough of Oceanport, Township of Ocean, City of Long Branch and the Borough of West Long Branch. The purpose for which the Board was formed was to consider the advisability of policy and activities in each of the districts and the Unit as a whole. Funds, provided by the State, were handled by the Commissioner of Finance of the City of Long Branch. On January 29, 1947, the organization reorganized and changed its name to the Monmouth County Regional Health Commission #1.

The Commission operates as an association of boards of health pursuant to an act of the Legislature of the State of New Jersey, entitled "Health and Vital Statistics", N.J.S.A. 26:3-83 et seq., and any amendments and supplements thereto. A regional health commission arranges annually with each participating board of health the nature and amount of public health services to be furnished and the sum to be paid for such services. It reports annually to each participating board of health and to the State Department of Health.

Note 2. Basis of Accounting

The statements and schedules are presented in accordance with generally accepted accounting principals.

Note 3. Cash and Cash Equivalents

Cash and cash equivalents are comprised of interest bearing checking accounts and certificates of deposit with original maturities of three months or less. Certificates of deposit with original maturities of more than three months are classified as investments in accordance with financial accounting standards.

Operating cash, in the form of checking and money market accounts, is held in the Commission's name by commercial banking institutions. At December 31, 2008, the carrying amount of the Commission's deposits was \$542,683.49 and the bank balance was \$562,965.85. Of the bank balance, \$250,000.00 was insured with Federal Deposit Insurance Corporation. Public Funds in excess of \$250,000.00 are protected by the Governmental Unit Deposit Protection ACT (GUDPA).

MONMOUTH COUNTY REGIONAL HEALTH COMMISSION #1
(AN ASSOCIATION)

NOTES TO FINANCIAL STATEMENTS
DECEMBER 31, 2008 AND 2007

Note 3. Cash and Cash Equivalents (Continued)

Pursuant to GASB Statement No. 40, "Deposit and Investment Risk Disclosures" ("GASB 40"), the Commission's accounts are examined in order to determine exposure, if any, to determine exposure, if any, to Custodial Credit Risk (risk that in the event of bank failure, the Commission's deposits or investments may not be returned). Deposits are considered to be exposed to Custodial Credit Risk if they are: uncollateralized (securities not pledged to the depositor), collateralized with securities held by the pledging financial institution, or collateralized with securities held by the financial institution's trust department or agent but not in the Commission's name. At December 31, 2008 \$312,965.85 of the Commission's deposits were unsecured and uncollateralized. The Commission does not have a policy for custodial credit risk.

As of December 31, 2008, the Commission had funds invested and on deposit in an interest bearing checking account. These funds constitute "deposits with financial institutions" as defined by GASB Statement No. 3 and are summarized as follows:

Risk Category	<u>Amount</u>
1	\$ 250,000.00
2	None
3	<u>312,965.85</u>
	<u>\$ 562,965.85</u>

The Commission's operating checking accounts are internally designated for the following purposes:

	<u>2008</u>	<u>2007</u>
Operations	\$ 126,568.23	\$ 252,370.25
Savings	357,767.39	236,185.00
Capital	20,551.56	32,723.09
Home Land Security	25,000.00	25,000.00
Insurance	10,000.00	10,000.00
Lead Activity	<u>2,796.31</u>	<u>2,724.66</u>
	<u>\$ 542,683.49</u>	<u>\$ 559,003.00</u>

MONMOUTH COUNTY REGIONAL HEALTH COMMISSION #1
(AN ASSOCIATION)

NOTES TO FINANCIAL STATEMENTS
DECEMBER 31, 2008 AND 2007

Note 4. Inventory

Inventory consists of vaccines priced at cost.

Note 5. Use of Estimates

The preparation of financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect certain reported amounts and disclosures. Accordingly, actual results could differ from those estimates.

Note 6. Income Tax Status

The Commission is a public body politic of the State of New Jersey, created by virtue of resolutions adopted by the boards of health of the cities and boroughs that comprise its advisory board. As a public body, under existing statute, the Commission is exempt from federal taxes pursuant to Section 115 of the Internal Revenue Code and state taxes under Title 15 of the State of New Jersey.

Note 7. Vehicles, Equipment and Leasehold Improvements

Vehicles, equipment and leasehold improvements are carried at cost. Depreciation and amortization is provided using the straight-line method at rates based on the following estimated useful lives. Expenditures for maintenance and repairs are charged against operations. Renewals and betterments that materially extend the life of the asset are capitalized.

The following list summarizes assets owned by the Commission:

	Estimated Useful Lives	2008	2007
Vehicles	5	\$ 167,204.00	\$ 168,892.00
Computer equipment	5	41,716.89	37,374.24
Office furniture and equipment	5-12	139,421.57	137,265.69
Other equipment	8	54,820.90	54,820.90
Leasehold improvements and amortization	7	<u>41,915.13</u>	<u>41,915.13</u>
		445,078.49	440,267.96
Less accumulated depreciation		<u>333,447.24</u>	<u>316,765.00</u>
Net fixed assets		<u>\$ 111,631.25</u>	<u>\$ 123,502.96</u>

MONMOUTH COUNTY REGIONAL HEALTH COMMISSION #1
(AN ASSOCIATION)

NOTES TO FINANCIAL STATEMENTS
DECEMBER 31, 2008 AND 2007

Note 8. Pensions and Retirement Plans

Substantially all of the Commission's employees participate in the Public Employees' Retirement System (PERS) contributory defined benefit retirement plan which has been established by State statute. This system is sponsored and administered by the New Jersey Division of Pensions and Benefits. The Public Employees Retirement System is considered a cost sharing multiple-employer plan. The Commission's total payroll for the years ended December 31, 2008 and 2007 amounted to \$995,345.11 and \$864,528.61; covered payroll for PERS amounted to \$938,179.00 and \$831,595.00, respectively. Information regarding contributions made by the State of New Jersey on behalf of the Association is not available. Contributions to PERS for the years ended December 31, 2008 and 2007 made by employees and the Commission follows:

	<u>PERS - December 31,</u>	
	<u>2008</u>	<u>2007</u>
Employees	\$51,137.40	\$45,656.86
Commission	\$56,430.50	\$22,381.94

The application by the State of New Jersey, Division of Pensions and Benefits of the Pension Security Act Credit pursuant to the Pension Security Act Legislation Act of 1997 eliminated the required contribution to the Public Employees Retirement System due April 1, 2004. Contributions are being phased in increments of 20% of the actuarially determined rates with a phase – in amount of 80% due in 2008.

Commission's employees have a voluntary tax sheltered Section 403(b) annuity plan available to them.

Note 9. Leasing Arrangement

The Commission moved its offices to a new site subject to a lease that began August 1, 2002, for a term of five years. The lease provides for the right to renew for an additional five-year term at a rate to be agreed to by the parties. Leasehold improvements amounted to \$41,915.13 at December 31, 2008 and 2007. The lease was renewed effective February 1, 2007 for a period of five years.

MONMOUTH COUNTY REGIONAL HEALTH COMMISSION #1
(AN ASSOCIATION)

NOTES TO FINANCIAL STATEMENTS
DECEMBER 31, 2008 AND 2007

Note 9. Leasing Arrangement (Continued)

The following is a schedule by years of future minimum payments required under the lease.

Year Ending December 31:	<u>2008</u>	<u>2007</u>
2007		\$ 46,338.66
2008	\$ 49,403.50	49,403.50
2009	52,403.58	52,403.58
2010	55,575.50	55,575.50
2011	58,948.50	58,948.50
Thereafter	<u>4,935.92</u>	<u>4,935.92</u>
Total minimum lease payments	<u>\$ 221,267.01</u>	<u>\$ 267,605.67</u>

Note 10. Grants

Grants of \$20,267.00 and \$21,447.00 from the State of New Jersey in 2008 and 2007 respectively for Pandemic Influenza Preparedness was utilized for wages, supplies and other related costs.

Monmouth County Regional Health Commission #1 (An Association)
Schedule I

Cash, Cash Equivalents and Investments
Years Ended December 31, 2008 and 2007

	Cash and Cash Equivalents			Investments			
	Total	Bank of America Operating Checking	Bank of America Operating-NPS Checking	Total	U.S. Government Securities Retiree - Sick Pay	Other	
Balance - January 1, 2007	\$ 384,515.16	\$ 301,863.10	\$ 82,652.06	\$ 308,912.09	\$ 45,000.00	\$ 263,912.09	
Receipts	1,624,689.52	1,576,188.76	48,500.76				
Interest Income	19,812.45	18,013.25	1,799.20	9,097.47		9,097.47	
Disbursements- operations	(1,555,520.37)	(1,464,415.70)	(91,104.67)				
Disbursements- capital	(24,646.91)	(24,646.91)					
Transfers in	306,696.42	381,595.52	(74,899.10)	196,543.27		196,543.27	
Transfers out	(196,543.27)	(229,595.02)	33,051.75	(306,696.42)		(306,696.42)	
Balance - December 31, 2007	559,003.00	559,003.00	-	207,856.41	45,000.00	162,856.41	
Receipts	1,553,142.84	1,553,142.84					
Interest Income	2,386.23	2,386.23		1,725.98		1,725.98	
Disbursements- operations	(1,744,164.44)	(1,744,164.44)					
Disbursements- capital	(37,266.53)	(37,266.53)					
Transfers in	308,803.83	308,803.83		99,221.44		99,221.44	
Transfers out	(99,221.44)	(99,221.44)		(308,803.83)	(45,000.00)	(263,803.83)	
Balance - December 31, 2008	\$ 542,683.49	\$ 542,683.49	\$ -	\$ -	\$ -	\$ -	

See accountants' report.

Monmouth County Regional Health Commission #1 (An Association)
Schedule II
Comparison of Actual Expenditures with Budget
For the Year Ended December 31, 2008

	Original Budget	Expenditures	Excess or (Deficit)
Salaries	\$ 1,034,000.00	\$ 995,345.11	\$ 38,654.89
Social security tax	72,000.00	76,632.97	(4,632.97)
Pension contributions	49,000.00	57,760.76	(8,760.76)
Hospital and dental insurance	185,300.00	148,972.49	36,327.51
Employment and disability contributions	7,000.00	6,640.67	359.33
Other insurance	26,500.00	26,026.26	473.74
Lab and medical expenses	1,000.00		1,000.00
Flu and pneumonia immunizations	38,000.00	32,286.83	5,713.17
Childhood and adult immunization clinics	1,500.00	1,256.74	243.26
Chronic disease	1,000.00	143.90	856.10
Blood chemistry screening	3,000.00	2,859.00	141.00
Health education	10,000.00	4,951.57	5,048.43
Environmental services	4,000.00	879.51	3,120.49
Landfill agreement supplies	1,000.00		1,000.00
Medical monitoring	1,000.00		1,000.00
Insect and rodent control	2,000.00	180.00	1,820.00
Travel/ upkeep cars	19,000.00	19,247.82	(247.82)
Office rent	59,000.00	58,350.84	649.16
Utilities	8,000.00	6,620.21	1,379.79
Telephone services	20,000.00	18,496.32	1,503.68
Computer system maintenance and repairs	11,400.00	10,019.81	1,380.19
Internet services	1,500.00	1,364.85	135.15
Legal, accounting and veterinary services	99,500.00	78,126.07	21,373.93
Payroll service	2,500.00	2,670.51	(170.51)
Advertising	2,000.00	709.64	1,290.36
Dues, meetings and seminars	7,000.00	6,128.21	871.79
Office supplies	14,500.00	14,920.25	(420.25)
Office services	4,200.00	4,080.00	120.00
Equipment repair and maintenance	2,500.00	1,631.75	868.25
Operating budget total	1,687,400.00	1,576,302.09	111,097.91
Capital budget	53,000.00	37,266.53	15,733.47
Nursing services	72,500.00	71,369.00	1,131.00
	<u>\$ 1,812,900.00</u>	<u>\$ 1,684,937.62</u>	<u>\$ 127,962.38</u>

See accountants' report.

Monmouth County Regional Health Commission #1 (An Association)
Schedule III
Accounts Payable
December 31, 2008 and 2007

	<u>2008</u>	<u>2007</u>
APHA	\$ 143.90	
Borough of Tinton Falls	1,952.19	\$ 2,370.82
Ceridian Payroll Services	200.14	265.69
Central Voice	91.20	
City Connections. LLC	416.25	
Elite Answering Service		142.60
EMSL Analytical, Inc.		48.00
General Copiers	157.00	
Hanlon, Boglioli & Hanlon, PC	9,272.17	
Inter-Network L.L.C.	62.40	85.00
Jersey Central Power & Light	360.01	300.98
Jersey Coast Chapter American Red Cross	237.87	138.52
Lube It All	51.90	23.95
MacBeth, Mrs. Lynn		23.00
Master Maintenance	320.00	375.00
New Jersey Natural Gas Co.	236.50	111.27
Nemshick, Gary	69.99	
Nextel Communications	52.33	61.50
Paolantonio's Branch Exxon		833.83
Panis & Attner, P.A.	7,500.00	8,020.00
Pasteur, Sanofi - Monmouth University		71.67
Pasteur, Sanofi - Parker Clinic	82.71	
PERS Pension		387.58
Petty Cash	74.91	147.37
Quickie Print	369.47	
Reserve Account	325.00	
Schwaab, Inc.		33.99
Staples		2.19
Stout & O'Hagan, Esq.	715.16	
William R. Miller III, R.A.	3,536.00	
Verizon	399.12	565.67
VNA-CJ - Public Health Programs	6,408.00	7,398.00
	<u>\$ 33,034.22</u>	<u>\$ 21,406.63</u>

See accountants' report.