

# SEFD Board Packet

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22 Jan 2018

- Agenda
- Minutes (tabled to Feb 2018)
- Notice of Intention to Speak
- Reconciliation & Review sheet
- Balance Sheet
- P & L
- Approval of Financial Documents
- Reconciliation Signature page
- Chase Bank Reconciliation
- National Bank Reconciliation
- Hughes Reconciliation detail
  - Main Share
  - Checking
  - High-yield
  - Premium Yield

## Miscellaneous

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- Pima County Monthly Tax Report
- Santa Cruz County Monthly Tax Report
- Cash Flow Forecast

**Agenda**  
**Board of Directors of the Sonoita-Elgin Fire District**  
**Monday 22 Jan 2018**  
**6 p.m.**

PURSUANT TO A.R.S. §38.431.02

Notice is hereby given to the general public that the Sonoita-Elgin Fire District (SEFD) Board of Directors (*SEFD is governed by a five member Board pursuant to A.R.S. §48-803.B*) will hold a meeting on Monday, January 22, 2018. The meeting will be held at the SEFD fire station, located at 3173 N. Highway 83, Sonoita, AZ. The meeting is open to the general public and will begin at 6: p.m. local time.

- A. Call to Order.
- B. Roll Call of Board Members
- C. Pledge of Allegiance.

Call to the Public.

*A public body may make an open call to the public during a public meeting, subject to reasonable time, place and manner restrictions, to allow individuals to address the public body on any issue within the jurisdiction of the public body. At the conclusion of an open call to the public, individual members of the public body may respond to criticism made by those who have addressed the public body, may ask staff to review a matter or may ask that a matter be put on a future agenda. However, members of the public body shall not discuss or take legal action on matters raised during an open call to the public unless the matters are properly noticed for discussion and legal action.*

Review and approval of the governing board meeting minutes of Dec 18, 2017.

Report from the Fire Chief regarding the provision of fire and EMS to the SEFD; management and supervision of the SEFD; and any related items concerning community safety including but not limited to the following items.

- a) Firefighter Oath of Office
- b) Response and service report.
- c) Status of grants.
- d) Fire code and inspection items.
- e) Current community events.
- f) Rosemont mine.
- g) Apparatus update.
- h) Grants update.

Monthly financial reports and consideration of district financial matters pursuant to A.R.S. §48-807:  
Review and approval of monthly financial reports for Dec 2017 to include: reconciled balance sheet accounts; updated cash flow projections; month-end fund statements, and month-end reports of financial institutions in which the SEFD maintains an account

**Agenda**  
**Board of Directors of the Sonoita-Elgin Fire District**  
**Monday 22 Jan 2018**  
**6 p.m.**

The following agenda items are scheduled for consideration by the SEFD Board of Directors at the board meeting. Discussion and/or action may or may not be taken on any or all items. Agenda items may or may not be considered in the order listed:

- 1) Development of Chiefs goals and objectives mapped to Board evaluation which is due in May. S. Jenkins
- 2) Discussion of individual Board Members goals and objectives in their personal role on the board. S. Jenkins
- 3) LIFEPAK (cardiac) Monitors:
  - a. Current funding level, funding options
  - b. Necessity for acquisition – timeframe
  - c. Application of recent 5K donation to LIFEPAK purchase reserveS.Jenkins
- 4) Schedule for Strategic Planning meetings to be held within the community (suggested discussion points include number of meetings, meeting locations, full board vs partial board participation, small group review of individual talking points of a strategic plan etc.) S.Jenkins
- 5) Discussion on incentive programs for Volunteer and Career personnel: S. Archibald / Chief DeWolf
- 6) Discussion and possible action on Renewal of Palominas/Sonoita-Elgin IGA. S. Archibald

NOTICE: The Sonoita-Elgin Fire District Board of Directors may go into executive session for the purpose of obtaining legal advice from the fire district's attorney(s) on any of the above agenda items pursuant to A.R.S.§38-431.03(A)(3).

Governing board members may attend telephonically.

The undersigned hereby attests that a copy of this meeting agenda was duly posted at the following locations:

- a) SEFD fire station - 3173 N. Highway 83, Sonoita, AZ
- b) Sonoita Post Office – 3166 N. Highway 83, Suite 1, Sonoita, AZ
- c) Santa Cruz County Offices – 3147 N Highway 83, Sonoita,AZ

Governing board meeting agenda dated and posted: Jan 19, 2018. at 17:00 p.m. Local Time

By \_\_\_\_\_ Kathy L. Goodwin, Admin to the SEFD Fire Chief



Minutes to the regular meeting of the Board of Directors  
of the Sonoita-Elgin Fire District  
Monday, 18 December 2017  
6p.m.

Call to Order

Roll Call of Board Members

Pledge of Allegiance.

Oath of Office for Chris Johnson: The Oath of Office was administered by S Archibald

Selection of Board officers (Chairperson and a Board Clerk) : Motion was made by Kurt Bahti to nominate Sue Archibald as Clerk of the Board for 2018, seconded by Suzanne Jenkins, motion carried unanimously. Motion by Reba Webber to nominate Kurt Bahta as Board Chair for 2018, motion carried unanimously.

Review and approval of the governing board meeting minutes of Nov 20, 27, 2017 and November 27: 2017: Motion to approve minutes from Nov. 20, 2017 made by Archibald, seconded by Johnson, motion carried unanimously. Motion by Archibald to accept the minutes to the Nov 27, 2017 minutes, seconded by Johnson, motion carried unanimously.

Report from the Fire Chief – Chief reported on the monthly statistics for SEFD, call load and types of runs, simultaneous calls and events participated in; updated the Board on reimbursements for wildland fires; progress report on Palominas Fire District and the IGA; California fires & information on our crews, and the Community Pot Luck held by Judge Barth for the Corrections Personnel who help in our Community.

Call to the Public. -There were no participants.

Monthly financial reports and consideration of district financial matters: Presented by Rutter; there were no unusual events to report, we're collecting the first half of our taxes – we're right on track. Donations are up considerably. There was brief updates on PSPRS, Fuels Grant, and the new Vehicle to replace 830. Cash Flow Forecast (cash in and cash out on a monthly basis) was presented as well. Motion to accept the financial report by Jenkins, seconded by Archibald, motion carried unanimously.

Strategic Plan update and outline: S. Archibald requested an update on the process; Chief has been working with various segments of the operational members; He would recommend that we (SEFD) have a number of meetings throughout the community and in individual groups (school, rotary, business organizations). Jenkins would like to have the Board participate in these meetings. Bahti would prefer the whole board to be present at public meetings. Chief – we can post it, we'll just have to stay on topic and state that no decisions will be made at this meeting. The discussion ran on for several minutes, no formal decisions were made. There would be more discussion at the January meeting.

Minutes to the regular meeting of the Board of Directors  
of the Sonoita-Elgin Fire District  
Monday, 18 December 2017  
6p.m.

Thank you gift cards for personnel: S. Archibald asked that this be on the agenda; Archibald would like to give back to the volunteers and staff for this incredible year that we've had, Archibald would like to make it a \$100 gift card. Three members of the audience asked to speak (Dave Bareiss, Marian Stoddard & Dave Hetrick): Dave was not in favor of the gift card; Marian asked about giving a gas stipend instead; Dave was in favor of the gift card. After a considerable amount of somewhat intense discussion, Archibald made a motion was to \$50 per gift card; seconded by Webber. Aye's: Archibald, Webber, Johnson, Bahti. Nay's: Jenkins. Motion carried.

Adjournment: Motion to adjourn by Archibald, seconded by Johnson, motion carried unanimously.

Minutes approved on January 22, 2018 \_\_\_\_\_ Clerk of the Board.  
Sue Archibald


*Approval Voted to Feb. 2018  
Board Meeting*





Administrative Review of April 2017 Financial Documents  
Sonoita-Elgin Fire District Board of Directors Meeting  
3173 Hwy 83, Sonoita, AZ  
22 Jan 2018  
6 p.m.


Approval of Financial Documents as presented to the Administrator of the Sonoita-Elgin Fire District for the month of December 2017.

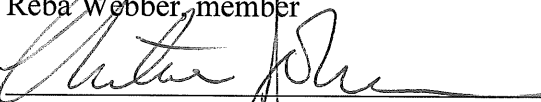
We the undersigned Board members of the Sonoita-Elgin Fire District, hereby acknowledge that we have reviewed and accepted the December 2017 financial reports as presented.

  
Susan Archibald, Clerk

  
Kurt Bahti, Chair

  
Suzanne Jenkins, member

  
Reba Webber, member

  
Christopher Johnson, member

SEFD  
 Balance Sheet  
 As of December 31, 2017

			Dec 31, 17
<b>ASSETS</b>			
<b>Current Assets</b>			
<b>Checking/Savings</b>			
		Chase - Checking	27,599.91
		Chase - Savings	234,416.30
		National Bank Money Market	81,885.20
		Hughes Premium Yield	194,166.38
		Hughes High Yield	2,255.93
		1002 - Hughes Checking	15,764.53
		Hughes Main Share	57.33
		SCC Treasurer	76,770.14
		Pima Co. Treasurer	6,735.15
		Petty Cash	700.00
		<b>Total Checking/Savings</b>	<b>640,350.87</b>
		<b>Total Current Assets</b>	<b>640,350.87</b>
<b>TOTAL ASSETS</b>			<b>640,350.87</b>
<b>LIABILITIES &amp; EQUITY</b>			
<b>Equity</b>			
		30000 - Fund Balance - Unrestricted	410,528.61
		Board Designated - PPE	57,250.00
		Restricted - Life Pac Donation	5,000.00
		Net Income	167,572.26
		<b>Total Equity</b>	<b>640,350.87</b>
<b>TOTAL LIABILITIES &amp; EQUITY</b>			<b>640,350.87</b>



**SEFD**  
**Profit & Loss Budget Performance**  
December 2017

		Dec 17	Jul - Dec 17	YTD Budget	% of Budget
<b>Ordinary Income/Expense</b>					
	<b>Income</b>				
	<b>Taxes</b>				
	Santa Cruz County	76,739.88	507,504.23	841,649.00	60.3%
	Pima County	5,631.89	75,557.12	121,576.00	62.15%
	<b>Total Taxes</b>	<b>82,371.77</b>	<b>583,061.35</b>	<b>963,225.00</b>	<b>60.53%</b>
	<b>Special Assessments</b>				
	FDAT - Santa Cruz	21,068.50	21,068.50	42,137.00	50.0%
	FDAT - Pima County	1,073.04	13,406.16	24,315.00	55.14%
	<b>Total Special Assessments</b>	<b>22,141.54</b>	<b>34,474.66</b>	<b>66,452.00</b>	<b>51.88%</b>
	<b>Ambulance Revenue</b>	<b>24,191.55</b>	<b>138,088.55</b>	<b>230,000.00</b>	<b>60.04%</b>
	<b>Fire Suppression</b>	<b>0.00</b>	<b>35,000.00</b>	<b>35,000.00</b>	<b>100.0%</b>
	<b>Coverage Events</b>	<b>0.00</b>	<b>367.20</b>	<b>2,200.00</b>	<b>16.69%</b>
	<b>Donation</b>	<b>5,000.00</b>	<b>8,796.67</b>	<b>5,200.00</b>	<b>169.17%</b>
	<b>Restricted by Donor</b>	<b>4,000.00</b>	<b>25,000.00</b>		
	<b>Interest Income</b>				
	Money Market/Savings	45.95	592.52		
	Santa Cruz	30.26	43.54		
	Pima County	30.22	53.25		
	Interest Income - Other	0.00	0.00	800.00	0.0%
	<b>Total Interest Income</b>	<b>106.43</b>	<b>689.31</b>	<b>800.00</b>	<b>86.16%</b>
	<b>Fundraising Events</b>	<b>573.00</b>	<b>1,431.00</b>		
	<b>Rental Income</b>	<b>0.00</b>	<b>160.00</b>	<b>400.00</b>	<b>40.0%</b>
	<b>Prior Year Carryforward</b>	<b>0.00</b>	<b>0.00</b>	<b>32,389.00</b>	<b>0.0%</b>
	<b>Total Income</b>	<b>138,384.29</b>	<b>827,068.74</b>	<b>1,335,666.00</b>	<b>61.92%</b>
	<b>Expense</b>				
	<b>Payroll Expenses</b>				
	<b>5101 · Salaries</b>				
	5114 Infill W-2	0.00	433.44		
	5111 Wildland 1099	8,218.10	11,648.56		
	5113 · Infill 1099	1,520.00	10,880.00		
	5102 Community Paramedicine	0.00	21,939.44		
	5105 Vacation/Holiday W-2	3,054.24	14,060.92		
	5103 · Wildland labor W-2	12,240.43	38,952.54		
	5107 · Event Coverage	0.00	1,280.00	3,500.00	36.57%
	Bookkeeper	1,000.00	6,000.00		
	5105 · Vacation/Holiday W-2	0.00	8,169.34	50,000.00	16.34%
	5101 · Salaries - Other	47,949.78	311,072.39	550,217.00	56.54%
	<b>Total 5101 · Salaries</b>	<b>73,982.55</b>	<b>424,436.63</b>	<b>603,717.00</b>	<b>70.3%</b>
	<b>Total Payroll Expenses</b>	<b>73,982.55</b>	<b>424,436.63</b>	<b>603,717.00</b>	<b>70.3%</b>
	<b>Employee Benefits</b>				
	5126 - 457 Plan	0.00	0.00		
	5121 · Payroll Taxes	3,280.88	13,528.23	22,000.00	61.49%
	5122 · CopperPoint	0.00	9,158.52	37,000.00	24.75%
	5123 · PSPRS	-4,138.30	-24,915.43	75,000.00	-33.22%

SEFD  
Profit & Loss Budget Performance  
December 2017

			Dec 17	Jul - Dec 17	YTD Budget	% of Budget
		5130 PSPRS2	-738.36	5,092.95		
		5124 · ASRS	510.76	2,388.20	5,500.00	43.42%
		5126 457 Plan	0.00	0.00		
		5125 · Employee Health Insurance	3,609.51	27,993.08	60,156.00	46.53%
		Clothing Allowance	468.51	2,934.30	8,400.00	34.93%
		5127 · AFLAC	0.00	0.00		
		5131 · AZSick	396.72	1,411.12		
		Physicals/Exams	55.50	159.00	8,800.00	1.81%
		<b>Total Employee Benefits</b>	<b>3,445.22</b>	<b>37,749.97</b>	<b>216,856.00</b>	<b>17.41%</b>
		<b>Training &amp; Prevention</b>				
		Training	3,090.00	2,688.47	20,000.00	13.44%
		Chief Education	226.81	1,360.86	3,400.00	40.03%
		EMS Consumables	844.05	6,917.51	15,000.00	46.12%
		Maintenance Plans	-547.61	4,149.45	4,500.00	92.21%
		Oral Hydration Fluids	0.00	0.00	1,200.00	0.0%
		Fire Prevention Education	0.00	167.45	1,500.00	11.16%
		<b>Total Training &amp; Prevention</b>	<b>3,613.25</b>	<b>15,283.74</b>	<b>45,600.00</b>	<b>33.52%</b>
		<b>Administration</b>				
		Office Expense & Postage	562.20	2,032.87	10,000.00	20.33%
		5115 · Recruitment & Retention	1,822.16	5,783.35	11,000.00	52.58%
		Payroll Preparation	929.67	2,691.85	4,500.00	59.82%
		Aero Med Billing	2,128.50	10,734.91	18,400.00	58.34%
		Equipment Rental	127.21	685.01	1,800.00	38.06%
		Internet Provider	154.97	732.97	2,000.00	36.65%
		Bank Charges	282.79	709.18	800.00	88.65%
		Background checks	0.00	0.00	1,200.00	0.0%
		<b>Total Administration</b>	<b>6,007.50</b>	<b>23,370.14</b>	<b>49,700.00</b>	<b>47.02%</b>
		<b>Professional Services</b>				
		Legal Fees	48.75	1,192.62	2,500.00	47.71%
		Accounting	0.00	8,000.00	8,000.00	100.0%
		<b>Total Professional Services</b>	<b>48.75</b>	<b>9,192.62</b>	<b>10,500.00</b>	<b>87.55%</b>
		<b>Utilities &amp; Communications</b>				
		Telephone	697.46	4,378.94	9,000.00	48.66%
		Batteries & Repair	154.36	1,785.65	3,000.00	59.52%
		Computer/IT Support	0.00	0.00	2,000.00	0.0%
		Dispatch Service	0.00	3,551.00	5,500.00	64.56%
		Utilities	1,112.81	7,192.33	17,000.00	42.31%
		<b>Total Utilities &amp; Communications</b>	<b>1,964.63</b>	<b>16,907.92</b>	<b>36,500.00</b>	<b>46.32%</b>
		Computers/Radios	0.00	0.00	15,129.00	0.0%
		<b>Insurance</b>				
		Liability	0.00	14,304.00	30,000.00	47.68%
		<b>Total Insurance</b>	<b>0.00</b>	<b>14,304.00</b>	<b>30,000.00</b>	<b>47.68%</b>
		<b>Repairs &amp; Maintenance</b>				
		Fuel	5,896.53	14,665.60	23,000.00	63.76%
		Buildings & Grounds & Pests	247.80	9,030.60	9,000.00	100.34%
		Vehicle Maintenance	10,466.35	50,827.13	35,851.00	141.77%





# SONOITA-ELGIN FIRE DISTRICT

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Proud Past, Strong Future

## SONOITA-ELGIN FIRE DISTRICT

### RECONCILIATION & REVIEW

December 2017

Bank Statements (Hughes Federal Credit Union, Chase Bank, & National Bank)

Reconciled by *D. Schmitter*

Date of reconciliation Jan. 10<sup>th</sup> & 16<sup>th</sup>, 2018

**SEFD**  
**Reconciliation Detail**  
 National Bank Money Market, Period Ending 12/31/2017

Type	Date	Num	Name	Clr	Amount	Balance
<b>Beginning Balance</b>						23,393.19
<b>Cleared Transactions</b>						
<b>Deposits and Credits - 12 items</b>						
Deposit	12/1/2017			X	2,184.40	2,184.40
Deposit	12/7/2017			X	8.24	2,192.64
Deposit	12/7/2017			X	3,276.15	5,468.79
Deposit	12/7/2017			X	7,475.00	12,943.79
Deposit	12/11/2017			X	503.73	13,447.52
Deposit	12/11/2017			X	26,068.50	39,516.02
Deposit	12/13/2017			X	2,292.34	41,808.36
Deposit	12/19/2017			X	3,500.00	45,308.36
Deposit	12/29/2017			X	800.00	46,108.36
Deposit	12/29/2017			X	1,460.04	47,568.40
Deposit	12/29/2017			X	10,921.54	58,489.94
Deposit	12/31/2017			X	2.07	58,492.01
Total Deposits and Credits					58,492.01	58,492.01
Total Cleared Transactions					58,492.01	58,492.01
Cleared Balance					58,492.01	81,885.20
Register Balance as of 12/31/2017					58,492.01	81,885.20
<b>New Transactions</b>						
<b>Deposits and Credits - 2 items</b>						
Deposit	1/2/2018				26,068.50	26,068.50
Deposit	1/2/2018				39,681.36	65,749.86
Total Deposits and Credits					65,749.86	65,749.86
Total New Transactions					65,749.86	65,749.86
<b>Ending Balance</b>					<b>124,241.87</b>	<b>147,635.06</b>

*OK 1/16/18*

12:54 PM

01/16/18

SEFD  
Reconciliation Detail  
Hughes Main Share, Period Ending 12/31/2017

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						57.33
Cleared Balance						57.33
Register Balance as of 12/31/2017						57.33
Ending Balance						57.33

*OK*  
*1-16-18*

Reconciliation Detail

1002 - Hughes Checking, Period Ending 12/31/2017

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						45,147.52
Cleared Transactions						
Checks and Payments - 52 items						
Check	10/31/2017	10836	Sparacino Joseph	X	-845.76	-845.76
Check	11/15/2017	10843	Burns Alexander	X	-1,221.26	-2,067.02
Check	11/15/2017	10839	Joseph W De Wolf	X	-348.71	-2,415.73
Check	11/28/2017	1850	Health Net of Arizona	X	-5,803.01	-8,218.74
Check	11/28/2017	1851	SecureCare Dental	X	-293.18	-8,511.92
Check	11/28/2017	1849	Sonoita Valley Water Co., Inc.	X	-150.15	-8,662.07
Check	11/30/2017	10857	Burns Alexander	X	-1,267.37	-9,929.44
Check	11/30/2017	10848	Verdugo Jr Ocsar	X	-1,177.44	-11,106.88
Check	11/30/2017	10856	Blatt Tyler	X	-1,063.97	-12,170.85
Check	11/30/2017	10851	LaGosh Nicole	X	-960.00	-13,130.85
Check	11/30/2017	10846	Madden Jamie	X	-857.32	-13,988.17
Check	11/30/2017	10847	Putnam Cody	X	-542.92	-14,531.09
Check	11/30/2017	10854	Saenz Luis	X	-427.00	-14,958.09
Check	11/30/2017	10850	Deforest Jade	X	-289.76	-15,247.85
Check	11/30/2017	10845	Sink Laura	X	-281.59	-15,529.44
Check	11/30/2017	10849	Courson Anna	X	-80.00	-15,609.44
Check	12/5/2017	1852	Petty Cash	X	-650.68	-16,260.12
Check	12/14/2017		AXA	X	-325.00	-16,585.12
General Journal	12/15/2017			X	-23,630.72	-40,215.84
General Journal	12/15/2017			X	-8,424.19	-48,640.03
Check	12/15/2017	1862	Senergy Petroleum	X	-5,357.52	-53,997.55
Check	12/15/2017	10860	Verdugo Jr Ocsar	X	-2,236.66	-56,234.21
Check	12/15/2017	1859	Ace Hardware	X	-2,204.15	-58,438.36
Check	12/15/2017	1865	Freightliner of Arizona	X	-2,023.70	-60,462.06
Check	12/15/2017	1871	Sulpher Springs Valley Electric Co-op	X	-966.05	-61,428.11
Check	12/15/2017	1854	Professional Management Coaching, Inc.	X	-900.00	-62,328.11
Check	12/15/2017	1858	GB Auto Service, Inc.	X	-879.93	-63,208.04
Check	12/15/2017	1867	Arizona Fire District Association	X	-765.00	-63,973.04
Check	12/15/2017	1856	Boundtree Medical	X	-759.05	-64,732.09
Check	12/15/2017	1864	Voyager Fleet Systems Inc.	X	-519.01	-65,251.10
Check	12/15/2017	1853	Arizona State Retirement System	X	-510.76	-65,761.86
Check	12/15/2017	1857	Merles Automotive Supply	X	-468.12	-66,229.98
Check	12/15/2017	1860	Purcell Tire & Service Center	X	-290.24	-66,520.22
Check	12/15/2017	1880	Aaron D Carranza	X	-287.10	-66,807.32
Check	12/15/2017	1879	Jamie Madden	X	-250.89	-67,058.21
Check	12/15/2017	1881	Brian Jackson	X	-249.74	-67,307.95
Check	12/15/2017	1872	U.S. Department of Education	X	-226.81	-67,534.76
Check	12/15/2017	1877	Sonoita Valley Water Co., Inc.	X	-175.43	-67,710.19
Check	12/15/2017	1868	NFPA	X	-175.00	-67,885.19
General Journal	12/15/2017			X	-136.97	-68,022.16
Check	12/15/2017	1869	Direct TV	X	-131.98	-68,154.14
Check	12/15/2017	1874	GreatAmerica Financial Svcs.	X	-127.21	-68,281.35
Check	12/15/2017	1873	Trans World Network Corp.	X	-80.69	-68,362.04
Check	12/15/2017	1876	Concentra	X	-55.50	-68,417.54
Check	12/15/2017	1870	Sidney Lex Felker PC	X	-48.75	-68,466.29
Check	12/15/2017	1863	Nogales International	X	-41.60	-68,507.89
Check	12/21/2017			X	-3,776.50	-72,284.39
Check	12/22/2017	1882	Petty Cash	X	-439.23	-72,723.62
Check	12/28/2017		AXA	X	-325.00	-73,048.62
General Journal	12/29/2017			X	-28,718.89	-101,767.51
General Journal	12/29/2017			X	-8,354.97	-110,122.48
General Journal	12/29/2017			X	-792.70	-110,915.18
Total Checks and Payments					-110,915.18	-110,915.18

**SEFD**  
**Reconciliation Detail**  
 1002 - Hughes Checking, Period Ending 12/31/2017

Type	Date	Num	Name	Clr	Amount	Balance
<b>Deposits and Credits - 21 items</b>						
Deposit	12/1/2017			X	3.45	3.45
Deposit	12/1/2017			X	343.28	346.73
Deposit	12/5/2017			X	176.09	522.82
Deposit	12/5/2017			X	743.94	1,266.76
Deposit	12/6/2017			X	1,944.24	3,211.00
Deposit	12/7/2017			X	168.97	3,379.97
Deposit	12/12/2017			X	171.53	3,551.50
Deposit	12/12/2017			X	466.83	4,018.33
Transfer	12/12/2017			X	35,000.00	39,018.33
Deposit	12/13/2017			X	340.32	39,358.65
Deposit	12/13/2017			X	1,236.31	40,594.96
Deposit	12/14/2017			X	55.12	40,650.08
Deposit	12/14/2017			X	167.99	40,818.07
Deposit	12/15/2017			X	799.33	41,617.40
Deposit	12/19/2017			X	143.94	41,761.34
Deposit	12/20/2017			X	1,054.70	42,816.04
Deposit	12/21/2017			X	341.19	43,157.23
Deposit	12/27/2017			X	1,257.39	44,414.62
Deposit	12/28/2017			X	722.02	45,136.64
Transfer	12/28/2017			X	55,000.00	100,136.64
Deposit	12/29/2017			X	1,456.07	101,592.71
<b>Total Deposits and Credits</b>					<b>101,592.71</b>	<b>101,592.71</b>
<b>Total Cleared Transactions</b>					<b>-9,322.47</b>	<b>-9,322.47</b>
<b>Cleared Balance</b>					<b>-9,322.47</b>	<b>35,825.05</b>
<b>Uncleared Transactions</b>						
<b>Checks and Payments - 32 items</b>						
Check	7/31/2015	10170	Burns Alexander		-126.17	-126.17
Check	1/15/2016	10271	Cleveland Robert		-162.30	-288.47
Check	2/29/2016	10331	Valdez John		-177.58	-466.05
Check	4/13/2016	1501	AZ Center for Fire Service Excellence		-25.00	-491.05
Check	9/30/2016	1550	Cody Ayon		-35.16	-526.21
Check	3/31/2017	10680	Messmer Ethan		-429.97	-956.18
Check	4/14/2017	10699	Burns Alexander		-978.18	-1,934.36
Check	4/14/2017	10696	Murashka Oleg		-137.52	-2,071.88
Check	10/13/2017	1829	Joseph Sparacino		-109.83	-2,181.71
Check	10/16/2017	1845	Sonoita Chuckwagon Grill		-49.00	-2,230.71
Check	11/30/2017	10852	Newham Chase		-560.00	-2,790.71
Check	11/30/2017	10853	Rosson Jacob		-320.00	-3,110.71
Check	11/30/2017	10855	Silverwind Kenneth		-160.00	-3,270.71
Check	12/15/2017	1878	AERO Med Claims		-2,128.50	-5,399.21
Check	12/15/2017	10859	Madden Jamie		-1,751.09	-7,150.30
Check	12/15/2017	10861	Blatt Tyler		-1,206.00	-8,356.30
Check	12/15/2017	10862	Burns Alexander		-944.44	-9,300.74
Check	12/15/2017	1855	Quill Corporation		-318.41	-9,619.15
Check	12/15/2017	10858	Sink Laura		-252.98	-9,872.13
Check	12/15/2017	1875	Brush Enterprises, Inc.		-178.47	-10,050.60
Check	12/15/2017	1866	Arizona Ambulance Association		-130.00	-10,180.60
Check	12/15/2017	1861	SCC Board of Supervisors		-32.00	-10,212.60
Check	12/22/2017	1883	EMI Health		-6,078.17	-16,290.77
Check	12/29/2017	10865	Verdugo Jr Ocsar		-1,537.33	-17,828.10
Check	12/29/2017	10864	Madden Jamie		-1,361.20	-19,189.30
Check	12/29/2017	10870	Blatt Tyler		-1,206.00	-20,395.30
Check	12/29/2017	10871	Burns Alexander		-830.63	-21,225.93
Check	12/29/2017	10867	Deforest Jade		-429.97	-21,655.90
Check	12/29/2017	10869	Saenz Luis		-400.00	-22,055.90
Check	12/29/2017	10866	Crain Trevor		-397.26	-22,453.16
Check	12/29/2017	10863	Sink Laura		-252.99	-22,706.15
Check	12/29/2017	10868	Levario David		-240.00	-22,946.15
<b>Total Checks and Payments</b>					<b>-22,946.15</b>	<b>-22,946.15</b>

*Handwritten:* 101,592.71  
 101,592.71



## Reconciliation Detail

1002 - Hughes Checking, Period Ending 12/31/2017

Type	Date	Num	Name	Clr	Amount	Balance
<b>Deposits and Credits - 1 item</b>						
Deposit	12/29/2017				2,885.63	2,885.63
Total Deposits and Credits					2,885.63	2,885.63
Total Uncleared Transactions					-20,060.52	-20,060.52
Register Balance as of 12/31/2017					-29,382.99	15,764.53
<b>New Transactions</b>						
<b>Checks and Payments - 27 items</b>						
General Journal	1/12/2018				-19,637.57	-19,637.57
General Journal	1/12/2018				-6,642.22	-26,279.79
Check	1/12/2018	10874	Verdugo Jr Ocsar		-1,876.33	-28,156.12
Check	1/12/2018	10876	Blatt Tyler		-1,170.49	-29,326.61
Check	1/12/2018	10877	Burns Alexander		-1,142.26	-30,468.87
Check	1/12/2018	10873	Madden Jamie		-857.33	-31,326.20
Check	1/12/2018	10872	Sink Laura		-252.98	-31,579.18
General Journal	1/12/2018				-142.10	-31,721.28
Check	1/12/2018	10875	Courson Anna		-80.00	-31,801.28
Check	1/16/2018	1895	AERO Med Claims		-1,762.37	-33,563.65
Check	1/16/2018	1885	Voyager Fleet Systems Inc.		-1,206.23	-34,769.88
Check	1/16/2018	1898	Sulpher Springs Valley Electric Co-op		-1,098.92	-35,868.80
Check	1/16/2018	1887	Merles Automotive Supply		-990.25	-36,859.05
Check	1/16/2018	1890	Thunderbird Collections Specialists INC		-580.14	-37,439.19
Check	1/16/2018	1884	Arizona State Retirement System		-443.08	-37,882.27
Check	1/16/2018	1892	GuardianEMS		-441.91	-38,324.18
Check	1/16/2018	1901	Aflac		-378.70	-38,702.88
Check	1/16/2018	1888	U.S. Department of Education		-226.81	-38,929.69
Check	1/16/2018	1894	Barnett's Towing LLC		-142.50	-39,072.19
Check	1/16/2018	1896	Direct TV		-131.98	-39,204.17
Check	1/16/2018	1899	Trans World Network Corp.		-80.69	-39,284.86
Check	1/16/2018	1889	Kathy L Goodwin		-71.88	-39,356.74
Check	1/16/2018	1893	Boundtree Medical		-64.46	-39,421.20
Check	1/16/2018	1897	Sonoita Valley Water Co., Inc.		-56.17	-39,477.37
Check	1/16/2018	1900	Fire Engineering		-39.00	-39,516.37
Check	1/16/2018	1886	SCC Board of Supervisors		-36.72	-39,553.09
Check	1/16/2018	1891	Valley Imaging Solutions		-26.00	-39,579.09
Total Checks and Payments					-39,579.09	-39,579.09
<b>Deposits and Credits - 4 items</b>						
Deposit	1/2/2018				338.58	338.58
Deposit	1/3/2018				87.03	425.61
Deposit	1/4/2018				1,472.06	1,897.67
Transfer	1/9/2018				35,000.00	36,897.67
Total Deposits and Credits					36,897.67	36,897.67
Total New Transactions					-2,681.42	-2,681.42
<b>Ending Balance</b>					<b>-32,064.41</b>	<b>13,083.11</b>

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SEFD  
Reconciliation Detail  
Hughes High Yield, Period Ending 12/31/2017

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						2,255.93
Cleared Balance						2,255.93
Register Balance as of 12/31/2017						2,255.93
Ending Balance						2,255.93

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SEFD  
**Reconciliation Detail**  
 Hughes Premium Yield, Period Ending 12/31/2017

Type	Date	Num	Name	Clr	Amount	Balance
<b>Beginning Balance</b>						189,166.38
<b>Cleared Transactions</b>						
<b>Checks and Payments - 2 items</b>						
Transfer	12/12/2017			X	-35,000.00	-35,000.00
Transfer	12/28/2017			X	-55,000.00	-90,000.00
Total Checks and Payments					-90,000.00	-90,000.00
<b>Deposits and Credits - 1 item</b>						
Check	12/13/2017	1605	Sonoita-Elgin Fire District	X	95,000.00	95,000.00
Total Deposits and Credits					95,000.00	95,000.00
Total Cleared Transactions					5,000.00	5,000.00
Cleared Balance					5,000.00	194,166.38
Register Balance as of 12/31/2017					5,000.00	194,166.38
<b>New Transactions</b>						
<b>Checks and Payments - 1 item</b>						
Transfer	1/9/2018				-35,000.00	-35,000.00
Total Checks and Payments					-35,000.00	-35,000.00
Total New Transactions					-35,000.00	-35,000.00
<b>Ending Balance</b>					<b>-30,000.00</b>	<b>159,166.38</b>

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SEFD  
**Reconciliation Detail**  
 Chase - Checking, Period Ending 12/31/2017

Type	Date	Num	Name	Clr	Amount	Balance
<b>Beginning Balance</b>						12,542.54
<b>Cleared Transactions</b>						
<b>Checks and Payments - 20 items</b>						
Check	11/30/2017	1595	Sonoita-Elgin Fire District	X	-1,192.33	-1,192.33
Check	11/30/2017	1599	Vicki J. Rutter, CPA	X	-1,000.00	-2,192.33
Check	11/30/2017	1590	Nationwide Trust Co. FBO NRS	X	-872.03	-3,064.36
Check	11/30/2017	1589	Arizona State Retirement System	X	-479.42	-3,543.78
Check	11/30/2017	1600	Diversified Inspections	X	-474.00	-4,017.78
Check	11/30/2017	1597	Verizon Wireless	X	-454.30	-4,472.08
Check	11/30/2017	1596	Aflac	X	-378.70	-4,850.78
Check	11/30/2017	1591	CenturyLink	X	-325.44	-5,176.22
Check	11/30/2017	1604	IAFC Membership	X	-304.00	-5,480.22
Check	11/30/2017	1592	Arizona Dept. of Health Services	X	-250.00	-5,730.22
Check	11/30/2017	1593		X	-205.55	-5,935.77
Check	11/30/2017	1603	Arizona Ambulance Association	X	-180.00	-6,115.77
Check	11/30/2017	1602	Quill Corporation	X	-142.48	-6,258.25
Check	11/30/2017	1601	The Big Tow	X	-75.00	-6,333.25
Check	11/30/2017	1598	Valley Imaging Solutions	X	-25.92	-6,359.17
Check	11/30/2017	1594	United Healthcare Insurance Company	X	-19.47	-6,378.64
Check	12/13/2017	1605	Sonoita-Elgin Fire District	X	-95,000.00	-101,378.64
Transfer	12/13/2017			X	-90,000.00	-191,378.64
Check	12/15/2017	1606	Plas-Mac, Inc.	X	-6,903.57	-198,282.21
Check	12/31/2017			X	-291.03	-198,573.24
<b>Total Checks and Payments</b>					-198,573.24	-198,573.24
<b>Deposits and Credits - 2 items</b>						
Transfer	12/6/2017			X	197,978.14	197,978.14
Transfer	12/13/2017			X	26,270.44	224,248.58
<b>Total Deposits and Credits</b>					224,248.58	224,248.58
<b>Total Cleared Transactions</b>					25,675.34	25,675.34
<b>Cleared Balance</b>					25,675.34	38,217.88
<b>Uncleared Transactions</b>						
<b>Checks and Payments - 18 items</b>						
Check	9/30/2016	1247	Matthew Ogle		-42.92	-42.92
Check	10/14/2016	1260	Sonoita Auto Service Center		-28.00	-70.92
Check	12/30/2016	1362	Matthew Ogle		-116.42	-187.34
Check	9/18/2017		Nationwide SecurePay		-647.13	-834.47
Check	9/18/2017		Nationwide SecurePay		-485.34	-1,319.81
Check	12/15/2017				-291.03	-1,610.84
Check	12/29/2017	1617	Brake Max Corporate LLC		-5,896.65	-7,507.49
Check	12/29/2017	1612	Vicki J. Rutter, CPA		-1,000.00	-8,507.49
Check	12/29/2017	1608	Arizona State Retirement System		-472.14	-8,979.63
Check	12/29/2017	1613	Aflac		-378.70	-9,358.33
Check	12/29/2017	1611	Verizon Wireless		-372.02	-9,730.35
Check	12/29/2017	1614	CenturyLink		-325.44	-10,055.79
Check	12/29/2017	1607	Purcell Tire & Service Center		-290.24	-10,346.03
Check	12/29/2017	1616	Quill Corporation		-185.98	-10,532.01
Check	12/29/2017	1610	The Big Tow		-185.00	-10,717.01
Check	12/29/2017	1615	Advantage Medical & Oxygen Sup.		-85.00	-10,802.01
Check	12/29/2017	1609	Valley Imaging Solutions		-55.36	-10,857.37
Check	12/29/2017	1618	Priscilla Perez		-51.63	-10,909.00
<b>Total Checks and Payments</b>					-10,909.00	-10,909.00
<b>Total Uncleared Transactions</b>					-10,909.00	-10,909.00
<b>Register Balance as of 12/31/2017</b>					14,766.34	27,308.88
<b>Ending Balance</b>					<b>14,766.34</b>	<b>27,308.88</b>

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SEFD  
**Reconciliation Detail**  
Chase - Savings, Period Ending 12/31/2017

Type	Date	Num	Name	Clr	Amount	Balance
<b>Beginning Balance</b>						165,554.19
<b>Cleared Transactions</b>						
<b>Checks and Payments - 2 items</b>						
Check	12/1/2017		Chase Card Services	X	-7,574.03	-7,574.03
Check	12/18/2017		Chase Card Services	X	-13,604.29	-21,178.32
Total Checks and Payments					-21,178.32	-21,178.32
<b>Deposits and Credits - 2 items</b>						
Transfer	12/13/2017			X	90,000.00	90,000.00
Deposit	12/31/2017			X	40.43	90,040.43
Total Deposits and Credits					90,040.43	90,040.43
Total Cleared Transactions					68,862.11	68,862.11
Cleared Balance					68,862.11	234,416.30
Register Balance as of 12/31/2017					68,862.11	234,416.30
<b>Ending Balance</b>					<b>68,862.11</b>	<b>234,416.30</b>

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1/10/18*

SEFD		Cash Flow Forecast																	
July 1, 2017 through June 30, 2018		Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast
Budget		July 2017	August 2017	September 2017	October 2017	November 2017	December 2017	January 2018	February 2018	March 2018	April 2018	May 2018	June 2018	Total 2018	Total 2018	Total 2018	Total 2018	Total 2018	Total 2018
Revenues																			
Fire District Tax																			
Santa Cruz County	841,649	3,119	2,139	4,345	233,193	197,967	76,740	35,171	19,356	27,741	164,783	76,389	706	841,649					
Pima County	121,576	3,426	679	6,423	37,267	22,130	5,632	4,151	2,928	7,887	24,723	5,251	1,079	121,576					
Fire District Assistance Tax																			
Santa Cruz County	42,137						21,069							42,137					
Pima County	24,315	100	76	1,164	6,869	4,125	1,073	446	734	1,297	5,623	1,989	913	24,409					
Fire Suppression Income	35,000	35,000												35,000					
Coverage Events	2,200			367										2,200					
Ambulance Revenues	230,000	21,395	18,905	16,826	28,728	28,043	24,191	27,837	18,517	19,814	15,377	6,979	8,548	235,160					
Fundraising Events	0				-103	420	-78							0					
Donations	5,200	2,450	5,822	10,000	650	9,000								5,200					
Interest Income	800	286	31	28	185	53	106	67	67	67	67	67	67	800					
Rental Income	400	20	20	80		40								400					
Prior Year Carryforward	32,389													32,389					
Total Revenues	1,335,666	65,796	27,672	35,258	316,139	253,428	137,733	67,672	41,602	56,806	210,573	90,675	34,455	1,370,198	1,337,809	1,335,666			
Operating Expenses																			
Salaries	550,217	72,185	47,631	59,934	51,166	47,002	50,473	45,851	45,851	45,851	45,851	45,851	45,851	603,497					
Vacation/Holiday/Sick	50,000	2,863	2,427	3,326	6,465	5,108	3,453	4,167	4,167	4,167	4,167	4,167	4,167	50,000					
Coverage Events	3,500		80	880		160								3,500					
Community Paramedicine		4,892	4,787	5,493	4,444	2,322													
Wildland Labor		3,250	7,498	7,176	12,218		20,458												
Transport 1099	78,400	6,480	7,040	5,680	6,960	6,800	5,920	6,500	6,500	6,500	6,500	6,500	6,500	77,880					
Payroll Taxes	22,000	1,604	1,529	2,278	2,659	2,177	3,281	1,833	1,833	1,833	1,833	1,833	1,833	24,530					
Workman's Compensation	33,825		8,998		160		8,423	9,148						33,825					
PSPRS	75,000	-4,328	-2,294	-3,202	-3,400	-1,722	-4,877	6,250	6,250	6,250	6,250	6,250	6,250	75,000					
ASRS	5,500	458	496	458	482	-16	511	458	458	458	458	458	458	5,500					
Health Insurance	60,156	4,997	4,997	4,619	5,098	4,675	3,610	5,013	5,013	5,013	5,013	5,013	5,013	58,074					
Physicals	8,800		104				55							8,800					
Clothing Allowance	8,400			436	690	1,339	469	438	314	509	456	499	3,300	8,400					
Training	20,000	-280	-920	2,326	-1,640	113	3,090	1,233	3,023	923	1,000	1,500	9,634	20,000					
Chief Education	3,400	227	227	227	227	227	227	227	227	227	227	227	227	3,400					
EMS Consumables	15,000	535	1,149	288	2,516	1,585	844	1,020	1,261	251	2,062	754	2,781	15,000					
Maintenance Plans	4,500	4,697					-548							4,500					
Oral Hydration Fluids	1,200				168									1,200					
Fire Prevention Education	1,500													1,500					
Office Expense & Postage	10,000	352	272	8	610	229	562	790	475	595	625	252	5,200	10,000					
Recruitment & Retention	11,000	235	634	692	2,928	-528	1,822	916	916	916	916	916	700	11,063					
Payroll Preparation	4,500	375	280	528	281	298	930	303	288	291	291	335	329	4,539					
Ambulance Billing	18,400	1,610	1,736	1,609	1,212	2,439	2,128	2,252	2,191	1,447	487	1,309	500	18,920					
Equipment Rental	1,800	127	127	127	127	176	127	150	150	150	150	150	150	1,800					
Internet Provider	2,000	81	118	144	118	118	155	167	167	167	167	167	163	2,000					
Bank Charges	800	66	91	95	66	108	283	44	63	71	66	105	31	800					
Background Checks	1,200							100						1,200					
Legal Fees	2,500		51	244		850	48			752	541			2,500					
Accounting Fees	8,000			7,000	1,000									8,000					
Electron																			
Telephone	9,000	692	692	692	825	780	697	657	678	651	715	696	1,000	9,000					
Batteries & Repair	3,000	1,075	228	328			154		164			389	700	3,038					
Computer & IT Support	2,000													2,000					



LIZ GUTFAHR  
 Treasurer  
 MARIA ACUNA  
 Chief Deputy

# County Treasurer Santa Cruz County

P.O. Box 1150  
 Nogales, Arizona 85628  
 Tel. (520) 375-7980  
 Extension 7967  
 TDD (520) 761-7816

Sonoita Fire District  
 P.O Box 322  
 Sonoita AZ 85637

### Monthly Statement

Opening Balance	December-17		\$ 197,978.14
State Pool Investment		19.93 10.33	30.26
Levied Revenue Earned			
	91304	5,554.52	76,739.88
	91317	372.68	
	91341	6,231.56	
	91358	1,483.00	
	91380	1,944.74	
	91404	4,244.22	
	91419	847.96	
	91446	7,652.69	
	91467	1,367.86	
	91487	824.60	
	91513	2,333.43	
	91523	9,191.83	
	91545	1,662.27	
	91555	5,786.30	
	91579	2,894.93	
	91600	8,056.83	
	91619	2,739.71	
	91632	9,995.34	
	91638	3,555.41	
Check#	44742	(197,978.14)	(197,978.14)
Journal Entries	JE-		-
Ending Balance	December-17		<u>\$ 76,770.14</u>

Sonoita Fire District T52-2063  
 Sonoita-Elgin Fire District

Please contact Patty Ibarra Ext 7966  
 if there are any questions or problems







## Pima County Treasurer

Sonoita-Elgin Fire District

ARMS # 507200, TCMS String: 500.50720.10.10000.10000  
Remittance of Revenue Collected for the Period: DEC-2017  
As of January 16, 2018

RECEIVED of Beth Ford, Pima County Treasurer, check in the amount of

\$ 6,735.15

<b>Real Estate Taxes</b>	<b>Amount</b>
Tax Year 2017	5,534.56
Tax Year 2016	-
Tax Year 2015	-
Tax Year 2014	-
Tax Year 2013	-
Tax Year 2012	-
Tax Year 2011	-
Tax Year 2010	-
Tax Year 2009	-
<b>Subtotal Real Estate Taxes</b>	<b>5,534.56</b>

<b>Personal Property Taxes Collected</b>	<b>Amount</b>
Tax Year 2017	97.33
Tax Year 2016	-
Tax Year 2015	-
Tax Year 2014	-
Tax Year 2013	-
Tax Year 2012	-
Tax Year 2011	-
Tax Year 2010	-
Tax Year 2009	-
<b>Subtotal Personal Property Taxes Collected</b>	<b>97.33</b>

<b>In-Lieu Taxes Collected</b>	<b>Amount</b>
Tax Year 2014	-
Tax Year 2013	-
Tax Year 2012	-
Tax Year 2011	-
Tax Year 2010	-
Tax Year 2010	-
Tax Year 2009	-
Tax Year 2009	-

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Subtotal In-Lieu Taxes Collected	<u>-</u>
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<b>Fire District Assistance</b>	<b>Amount</b>
Tax Year 2017	1,050.88
Tax Year 2016	21.97
Tax Year 2015	0.08
Tax Year 2014	0.03
Tax Year 2013	0.05
Tax Year 2012	0.01
Tax Year 2011	0.01
Tax Year 2010	0.01
Tax Year 2009	-
Subtotal Fire District Assistance	<u>1,073.04</u>
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<b>Investment Income</b>	<b>Amount</b>
Interest Allocation	30.22
Subtotal Investment Income	<u>30.22</u>
Grand Total	<u><u>6,735.15</u></u>