

# SEFD Board Packet

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27 March 2020

- Agenda
- Minutes 24 March 2020
- 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

Sonoita-Elgin Fire District  
Governing Board Meeting Agenda

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, Mar 30, 2020. 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 9: am. Local time.

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

DUE TO COVID-19 and only being able to have max of ten participants in a meeting attendance maybe limited. The Board will make all reasonable efforts to accommodate everyone.

AGENDA:

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

**Call to the Public. Limited to 3 minutes**

*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.*

**1)Executive Session.** The Board may vote to go into executive session pursuant to ARS Sec. 38 431.03(A)(3) for discussion or consultation for legal advice with Donna Aversa, attorney for the District, regarding the Fire Chief's employment contract.

Note: Executive Sessions are confidential pursuant to ARS Sec. 38-431.03(C). No action will be taken in Executive Session.

**2)Unfinished Business**

**Fire Chief's Contract.** Review, discussion, and possible action to approve the updated employment contract for the Fire Chief.

**3)Executive Session.** The Board may vote to go into executive session pursuant to ARS Sec. 38-431.03(A)(3) for discussion or consultation for legal advice with Donna Aversa, attorney for the District regarding District policy and a potential personnel matter.

Sonoita-Elgin Fire District  
Governing Board Meeting Agenda

**Note: Executive Sessions are confidential pursuant to ARS Sec. 38-431.03(C). No action will be taken in Executive Session.**

**4) Review and approval of the governing board meeting minutes of Feb 24, 2020.**

**5) 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) Strategic Planning
- I) Palominas
- J) Department of Corrections:

**6) Monthly financial reports and consideration of district financial matters pursuant to A.R.S.§48-807:**

- a) Review and approval of monthly financial reports for Feb 2020 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.

**7) Adjournment:**

*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) Sonoita Post Office – 3166 N. Highway 83, Suite 1, Sonoita, AZ
- B) [WWW.SEFD911.org](http://WWW.SEFD911.org)

Governing board meeting agenda dated and posted: Mar 27, 2020. At 10:00 Local Time

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



## **Call to order**

**Roll Call** – Reba Webber, Sue Archibald, Kurt Bahti, Annette Dorney present; Chris Johnson Absent. Also present was Donna Aversa, attorney.

**Call to the public** – There was no public.

The first item on the agenda is the district's attorney. Webber stated she had looked over the notes of the December Board meeting and what we [the Board] wanted was we wanted to talk to the attorney about the content and construction of the contract to protect both the Board and the Chief. But we were asking about doing it in executive session. Motion by Sue Archibald to move into executive session for legal advice with regards to Item 1. Seconded by Dorney. Motion carried unanimously. Tapes were shut off & the everyone except the Board and Aversa left the meeting room.

## **Back in open session**

**Item One** – Aversa: The Chief's contract, I've given you some legal advice in executive session. Is it your direction for me to follow up and to prepare a revised draft to present to you at your next meeting? I so moved, Archibald. Seconded by Bahti. Motion carried unanimously.

**Item #8** – SEFD was awarded a Ready Set Go Award of Excellence, and I will be in Reno accepting that award, so we will need to move the meeting date to March 30 from March 23. Same Time of 9 a.m. Motion by Archibald, seconded by Dorney, motion carried unanimously.

Donna Aversa left the meeting.

**Approval of the minutes** – Minutes of 27 Jan 2020 Board meeting; motion to approve by Archibald, seconded by Dorney, motion carried. Archibald wanted to make sure the signature stuff was included. It was. Minor correction to minutes where it discusses the PSPRS information – should be "not discussed".

## **Chief's Report:**

- 53 runs for January: finished 2019 at 581 runs. Helicopter runs, 49 for 2019, so far we're at 12.
- Cardiac Monitors – made the last payment.
- Tommie Teel – photo of new jacket from SEFD for her Grant writing
- Ambulance Grant & graphic art description of ambulance that is the subject of a grant
- Grants – one for portable lighting & safety cones. FEMA grant for Ambulance. (above) GOHS Grant for \$42,000 for extrication equipment; grant to 555 Fitness Grant for fitness equipment.
- Award of Excellence – Reno, Nevada. I'll be heading there to accept the award for SEFD. We've been working on Ready Set Go since the early days of the district. This is a great opportunity for our rural district to receive an award.
- We did receive a \$110,000 grant for \$10,000 dollars,
- We are purchasing and installing the new phone system at the station using the funds raised from the sale of 824.
- In the back canopy where 827 is parked, we added some shelving to the back wall to store equipment.
- Installed new spray-bar on 828 so our volunteers don't have to get out of the truck to switch the spray-bar again.

- We're brought in an extractor for PPE cleaning.
- We have some training coming up for wildland firefighting
- We have some mandatory HR training coming up as well.
- Palominas is going well, we're waiting for our new engine to arrive. We need it really bad. We're just band-aiding them now; and we're working on our budget right now.
- There is a big hire in TFD, Golder Ranch and one other fire dept. so we'll probably lose some personnel.
- We do have our tax information – the dual-county one from the PTOC
- Budget Schedule – we'll talk about this a little bit later. Archibald – will we see any increase for the construction to our taxes? Chief – we're talking about this in the administrative offices. It is a concern of ours. Through legislation this year they propose to drop the commercial tax rate. That's another thing we need to look into & be aware of.
- Coming up – we received a letter last week from Copperpoint & they will no longer do fire districts because of the recent legislation regarding cancer insurance. We are covered to October 1. Hopefully we'll have some more information for the March Board meeting. Other agencies are estimating a 270% increase in premiums.

Question - HR Policies – Reba – do I need to get with you or Brenda – Chief – this is a terminology issue that we can work with Brenda on after the March 10<sup>th</sup> meeting.

**Financials** were presented by V. Rutter; there were no abnormalities; motion to accept the finance as written was made by Archibald, seconded by Dorney, motion carried unanimously.

**Resolution #2020** – GOHS Grant – Chief: The GOHS requires a board to sign a resolution to acknowledge the district is applying for a grant for extrication equipment. Motion was made by Dorney, seconded Archibald, motion carried unanimously.

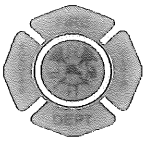
**Quilters** – The Quilters have changed their meeting dates to the first and third Monday of the month. So SEFD Board meetings will remain on the fourth Monday of the month.

**Questionnaire** – Update; Staff, Dorney and Chief worked on this and we'll be ready to go for the April 1 deadline.

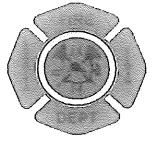
**Meeting dates** – we already changed the meeting date from the 23 to the 30<sup>th</sup>

**Adjournment:** Motion by Archibald, seconded by Dorney. Motion carried unanimously.

Minutes approved on 30 March 2020; Reba Webber, Board Clerk.  
Reba Webber



# SONOITA-ELGIN FIRE DISTRICT

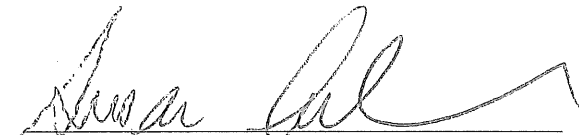


"PROUD PAST STRONG FUTURE"

Administrative Review of April 2017 Financial Documents  
Sonoita-Elgin Fire District Board of Directors Meeting  
3173 Hwy 83, Sonoita, AZ  
30 March 2020  
9 a.m.


Approval of Financial Documents as presented to the Board of Directors of the Sonoita-Elgin Fire District for the month of February 2020.

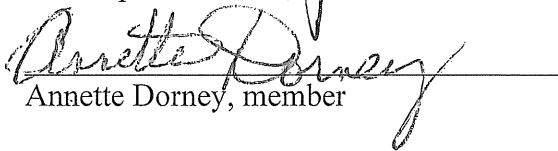
We the undersigned Board members of the Sonoita-Elgin Fire District, hereby acknowledge that we have reviewed and accepted the February 2020 financial reports as presented.

  
Susan Archibald, member

  
Kurt Bahti, member

  
Reba Webber, Board Clerk

  
Christopher Johnson, Chair

  
Annette Dorney, member

**Address:** 3173 Highway 83, P.O. Box 322 Sonoita, AZ 85637  
**Phone:** (520) 455-5854 **Fax:** (520) 455-5361  
**Website:** [www.sefd911.org](http://www.sefd911.org)  
**Fire Chief Joseph M. DeWolf**

Sonoita-Elgin FD  
Balance Sheet  
As of February 29, 2020

	A	B	C	D	E
1					<b>Feb 29, 20</b>
2				<b>ASSETS</b>	
3				<b>Checking/Savings</b>	
4				Chase Checking	1,360.17
5				Chase Savings	327,542.00
6				Hughes Checking	49,266.47
7				Hughes High Yield	2,011.13
8				Hughes Main Share	57.64
9				Hughes Premium	287,303.45
10				National Bank Money Market	18,364.57
11				Petty Cash	700.00
12				Subtotal Checking/Savings	686,605.43
13					
14				<b>Accrued Taxes</b>	
15				Pima County Treasurer	5,886.28
16				SCC Treasurer	28,490.37
17				Subtotal Accrued Taxes	34,376.65
18					
19				<b>TOTAL ASSETS</b>	<b>720,982.08</b>
20					
21				<b>EQUITY</b>	
22				Fund Balance - Unrestricted	759,302.90
23				Net Loss for July - February	-38,320.82
24				<b>TOTAL EQUITY</b>	<b>720,982.08</b>

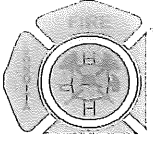


Sonoita-Elgin FD  
Profit Loss Budget vs. Actual  
for the eight months ended February 29, 2020

	A	B	C	D	E	F	G	H	I	J	K
1											
2					February 2020		Jul '19 - Feb 20		Annual Budget		% of Budget
3				Budgeted Income/Expense							~67%
4				Income							
5				Santa Cruz County Taxes	28,462.98		618,744.96		905,170.00		68.36%
6				Pima County Taxes	4,989.65		80,777.74		127,166.00		63.52%
7				FDAT - Santa Cruz	0.00		24,532.50		49,065.00		50.0%
8				FDAT - Pima County	887.65		15,861.76		25,433.00		62.37%
9				Fire Suppression	0.00		8,642.28		35,000.00		24.69%
10				EMS Support	0.00		2,815.20		2,200.00		127.96%
11				Ambulance Revenue	23,346.30		161,253.20		280,000.00		57.59%
12				PPE Purchase	0.00		0.00		64,250.00		0.0%
13				Interest Income	167.66		2,974.01		800.00		371.75%
14				Rental Income	20.00		200.00		400.00		50.0%
15				Prior Year Carryforward	0.00		0.00		34,351.00		0.0%
16				Total Budgeted Income	57,874.24		915,801.65		1,523,835.00		60.1%
17											
18				Budgeted Expenses							
19				Salaries	47,085.11		371,904.99		577,031.00		64.45%
20				Sick Time Pay	1,115.24		2,622.45		9,400.00		27.9%
21				Vacation/Holiday	1,597.35		26,524.47		45,000.00		58.94%
22				Transport Stipend	5,423.60		49,092.24		78,400.00		62.62%
23				Payroll Taxes	2,311.22		23,181.97		30,000.00		77.27%
24				PSPRS	2,178.28		43,610.12		75,000.00		58.15%
25				ASRS	1,217.06		10,662.94		15,500.00		68.79%
26				Employee Health Insurance	7,998.28		41,737.77		71,400.00		58.46%
27				Physicals & Exams	1,144.00		3,015.34		8,800.00		34.27%
28				Copper Point - Workman's Comp	9,262.00		25,026.00		39,373.00		63.56%
29				Clothing Allowance	3,084.99		4,628.88		8,400.00		55.11%
30				Training	1,659.40		34,964.24		30,589.00		114.3%
31				EMS Consumables	1,446.11		8,809.00		15,000.00		58.73%
32				Maintenance Plans	0.00		0.00		4,500.00		0.0%
33				Oral Hydration Fluids	0.00		0.00		1,200.00		0.0%
34				Fire Prevention Education	0.00		0.00		1,000.00		0.0%
35				Office Expense & Postage	1,355.57		5,831.47		10,000.00		58.32%
36				Recruitment & Retention	1,227.36		7,302.74		11,000.00		66.39%
37				Payroll Preparation	280.58		2,431.07		4,500.00		54.02%
38				Ambulance Billing	1,592.53		12,816.63		22,500.00		56.96%
39				Equipment Rental	127.21		1,055.56		1,800.00		58.64%
40				Internet Provider	1,066.51		2,983.78		2,400.00		124.32%
41				Bank Charges	41.35		645.87		800.00		80.73%
42				Background Checks	0.00		220.00		1,200.00		18.33%
43				Legal Fees	420.00		9,835.65		7,800.00		126.1%
44				Accounting	0.00		8,300.00		8,500.00		97.65%
45				Bookkeeper	1,250.00		10,000.00		15,000.00		66.67%
46				Telephone	924.93		7,713.16		14,000.00		55.09%
47				Batteries & Repair	0.00		455.55		3,000.00		15.19%
48				Computer & IT Support	0.00		1,602.72		4,000.00		40.07%
49				Dispatch	0.00		8,270.44		11,075.00		74.68%

Sonoita-Elgin FD  
Profit Loss Budget vs. Actual  
for the eight months ended February 29, 2020

	A	B	C	D	E	F	G	H	I	J	K
1											
2					February 2020		Jul '19 - Feb 20		Annual Budget		% of Budget
50				Utilities	1,124.63		9,360.60		17,000.00		55.06%
51				Insurance	7,042.00		21,299.00		30,000.00		71.0%
52				Fuel	5,713.11		20,279.99		26,000.00		78.0%
53				Building & Grounds & Pests	123.32		5,007.47		9,000.00		55.64%
54				Vehicle Maintenance	(503.67)		37,411.87		36,500.00		102.5%
55				Equipment Replacement	0.00		4,823.04		6,000.00		80.38%
56				Station & Fire Supplies	813.14		7,718.52		10,000.00		77.19%
57				Suppression Foam	0.00		0.00		3,600.00		0.0%
58				Interest Expense	0.00		0.00		500.00		0.0%
59				Computer & Radio	360.79		659.93		4,000.00		16.5%
60				Communication to Residents	0.00		0.00		500.00		0.0%
61				Financial Stability Reserve	37,257.01		37,257.01		54,522.00		68.33%
62				Membership Dues & Subscriptions	765.00		3,272.51		4,000.00		81.81%
63				PPE Expense	0.00		0.00		64,250.00		0.0%
64				Capital Payments - Apparatus	0.00		80,973.21		80,992.00		99.98%
65				Capital Payment - Ambulance	0.00		22,816.29		23,297.00		97.94%
66				Capital Outlay - PPE	0.00		0.00		6,500.00		0.0%
67				SCBA's	0.00		0.00		9,000.00		0.0%
68				Unknown Other Equipment	0.00		10,821.43		10,006.00		108.15%
69				<b>Total Budgeted Expenses</b>	<b>146,504.01</b>		<b>986,945.92</b>		<b>1,523,835.00</b>		<b>64.77%</b>
70				<b>Net Budgeted Loss</b>	<b>(88,629.77)</b>		<b>(71,144.27)</b>		<b>0.00</b>		<b>100.0%</b>
71											
72				<b>Unbudgeted Income/Expense</b>							
73				<b>Unbudgeted Income</b>							
74				Palominas Fire District	6,500.00		60,125.00				
75				Safer Grant 2016	12,240.00		48,960.00				
76				Fuels Grant Revenue	32,872.45		41,334.95				
77				Apparatus Sale	0.00		10,000.00				
78				Donations	712.14		3,511.57				
79				Miscellaneous Income	0.00		336.52				
80				<b>Total Unbudgeted Income</b>	<b>52,324.59</b>		<b>164,268.04</b>				
81											
82				<b>Unbudgeted Expense</b>							
83				Palominas FD-Chief Salary	4,333.34		34,666.72				
84				Wildland Labor	0.00		190.96				
85				Safer 2016 Expenses	3,920.00		37,600.00				
86				Fuels Grant Labor	0.00		40,680.88				
87				Fuels Grant Equipment	167.47		2,329.22				
88				Cardiac Monitors	0.00		15,976.81				
89				<b>Total Unbudgeted Expense</b>	<b>8,420.81</b>		<b>131,444.59</b>				
90											
91				<b>Net Unbudgeted Income</b>	<b>43,903.78</b>		<b>32,823.45</b>				
92											
93				<b>Overall Net Loss</b>	<b>(44,725.99)</b>		<b>(38,320.82)</b>		<b>0.00</b>		<b>100.0%</b>



SONOITA-ELGIN FIRE DISTRICT

Proud Past. Strong Future

SONOITA-ELGIN FIRE DISTRICT

RECONCILIATION & REVIEW

February 2020

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

Reconciled by *D. Hunter*

Dates of reconciliation March 12 & 16, 2020

11:49 AM

03/12/20

Sonoita-Elgin FD  
Reconciliation Detail  
Hughes Main Share, Period Ending 02/29/2020

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						57.64
Cleared Balance						57.64
Register Balance as of 02/29/2020						57.64
Ending Balance						57.64

*Handwritten:*  
OK  
3/12/20

Sonoita-Elgin FD  
Reconciliation Detail  
Hughes Checking, Period Ending 02/29/2020

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						31,606.33
Cleared Transactions						
Checks and Payments - 46 items						
Check	01/15/2020	2509	AERO Med Claims	X	-1,714.02	-1,714.02
Check	01/30/2020	2533	EMI Health	X	-7,217.83	-8,931.85
Check	01/30/2020	2527	Verizon Wireless	X	-570.44	-9,502.29
Check	01/30/2020	2524	CenturyLink	X	-354.47	-9,856.76
Check	01/30/2020	2522	Quill Corporation	X	-308.93	-10,165.69
Check	01/30/2020	2528	Aflac	X	-238.82	-10,404.51
Check	01/30/2020	2525	Brush Enterprises, Inc.	X	-183.75	-10,588.26
Check	01/30/2020	2530	NFPA	X	-175.00	-10,763.26
Check	01/30/2020	2531	GreatAmerica Financial Services	X	-127.21	-10,890.47
Check	01/30/2020	2532	Colonial Life	X	-72.44	-10,962.91
Check	01/30/2020	2526	Sonoita Valley Water Co	X	-72.37	-11,035.28
Check	01/30/2020	2523	Valley Imaging Solutions	X	-40.36	-11,075.64
Check	01/30/2020	2529	Ace Hardware	X	-33.56	-11,109.20
Check	01/31/2020		Public Safety Personnel Retirement System	X	-3,893.57	-15,002.77
General Journal	01/31/2020	10009...	Eric Ceron	X	-1,336.82	-16,339.59
General Journal	01/31/2020	10009...	Jeremy Charles-Johnson	X	-1,122.90	-17,462.49
General Journal	01/31/2020	10009...	Jade Deforest	X	-880.00	-18,342.49
General Journal	01/31/2020	10009...	Bill Bruyn	X	-400.00	-18,742.49
General Journal	01/31/2020	10009...	Anika Payton-Rodriguez	X	-160.00	-18,902.49
Check	02/03/2020	2536	Principal Life Insurance Company	X	-887.43	-19,789.92
Check	02/03/2020	2535	Aaron K Sapienza	X	-317.00	-20,106.92
Check	02/06/2020	2537	Costco	X	-348.11	-20,455.03
General Journal	02/14/2020	EFT	Paychex DirDep/RCX	X	-20,268.96	-40,723.99
General Journal	02/14/2020	EFT	Paychex Taxpay	X	-5,690.69	-46,414.68
Check	02/14/2020	2538	Bound Tree Medical	X	-1,338.60	-47,753.28
Check	02/14/2020	2546	Arizona State Retirement System	X	-1,201.64	-48,954.92
Check	02/14/2020	2550	WellAmerica, Inc	X	-1,144.00	-50,098.92
General Journal	02/14/2020	10010...	Jeremy Charles-Johnson	X	-1,070.16	-51,169.08
Check	02/14/2020	2554	SSVEC	X	-1,035.48	-52,204.56
Check	02/14/2020	2553	Quill Corporation	X	-937.80	-53,142.36
Check	02/14/2020	2548	Leavitt Communications, LLC	X	-360.79	-53,503.15
Check	02/14/2020	2540	Santa Cruz County Landfill	X	-198.41	-53,701.56
Check	02/14/2020	2542	Sonoita-Elgin Fire District	X	-169.08	-53,870.64
Check	02/14/2020	2539	Voyager Fleet System	X	-168.50	-54,039.14
Check	02/14/2020	2547	DirecTV	X	-148.99	-54,188.13
General Journal	02/14/2020	EFT	Paychex Invoice	X	-133.34	-54,321.47
Check	02/14/2020	2551	TransWorld Network	X	-80.69	-54,402.16
Check	02/14/2020	2549	MES	X	-73.69	-54,475.85
Check	02/14/2020	2545	United Fire	X	-70.71	-54,546.56
Check	02/14/2020	2541	Airgas USA, LLC	X	-52.77	-54,599.33
Check	02/14/2020	2552	SENERGY Petroleum LLC	X	-36.40	-54,635.73
Check	02/14/2020	2543	Merles Automotive Supply	X	-4.08	-54,639.81
Check	02/19/2020		Public Safety Personnel Retirement System	X	-3,975.56	-58,615.37
General Journal	02/28/2020	EFT	Paychex DirDep/RCX	X	-21,330.22	-79,945.59
General Journal	02/28/2020	EFT	Paychex Taxpay	X	-5,507.61	-85,453.20
General Journal	02/28/2020	EFT	Paychex Invoice	X	-147.24	-85,600.44
Total Checks and Payments					-85,600.44	-85,600.44
Deposits and Credits - 17 items						
Deposit	02/01/2020			X	2.74	2.74
Deposit	02/07/2020			X	1,865.04	1,867.78
Transfer	02/11/2020			X	35,000.00	36,867.78
Deposit	02/13/2020			X	2,079.33	38,947.11
Check	02/14/2020	2544	Ace Hardware	X	0.00	38,947.11
Deposit	02/17/2020			X	1,285.20	40,232.31
Deposit	02/18/2020			X	952.80	41,185.11
Deposit	02/19/2020			X	2,117.27	43,302.38
Deposit	02/21/2020			X	217.60	43,519.98
Deposit	02/21/2020			X	1,022.85	44,542.83
Deposit	02/24/2020			X	26.99	44,569.82
Transfer	02/24/2020			X	40,000.00	84,569.82
Deposit	02/25/2020			X	759.25	85,329.07
Deposit	02/25/2020			X	764.69	86,093.76
Deposit	02/27/2020			X	335.48	86,429.24

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03/12/20

Sonoita-Elgin FD  
Reconciliation Detail  
Hughes High Yield, Period Ending 02/29/2020

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<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Clr</u>	<u>Amount</u>	<u>Balance</u>
Beginning Balance						2,011.13
Cleared Balance						2,011.13
Register Balance as of 02/29/2020						2,011.13
Ending Balance						2,011.13

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03/12/20

Sonoita-Elgin FD  
**Reconciliation Detail**  
 Hughes Premium, Period Ending 02/29/2020

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						237,303.45
<b>Cleared Transactions</b>						
Checks and Payments - 2 items						
Transfer	02/11/2020			X	-35,000.00	-35,000.00
Transfer	02/24/2020			X	-40,000.00	-75,000.00
Total Checks and Payments					-75,000.00	-75,000.00
Total Cleared Transactions					-75,000.00	-75,000.00
Cleared Balance					-75,000.00	162,303.45
<b>Uncleared Transactions</b>						
Deposits and Credits - 1 item						
Check	02/28/2020	574	Sonoita-Elgin Fire District		125,000.00	125,000.00
Total Deposits and Credits					125,000.00	125,000.00
Total Uncleared Transactions					125,000.00	125,000.00
Register Balance as of 02/29/2020					50,000.00	287,303.45
Ending Balance					50,000.00	287,303.45

2/29/20

Sonoita-Elgin FD  
Reconciliation Detail  
Chase Checking, Period Ending 02/29/2020

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						6,887.32
Cleared Transactions						
Checks and Payments - 12 items						
Check	01/30/2020	2006	Arizona State Retirement System	X	-1,352.98	-1,352.98
Check	01/30/2020	2004	Vicki J Rutter	X	-1,250.00	-2,602.98
Check	01/30/2020	2005	Simpson Computer Services	X	-989.90	-3,592.88
Check	01/30/2020	2003	Sonoita-Elgin Fire District	X	-599.71	-4,192.59
Check	01/30/2020	2007	Rita Ranch Automotive & Tire	X	-483.25	-4,675.84
Check	02/13/2020		Nationwide	X	-368.35	-5,044.19
Check	02/13/2020		Nationwide	X	-333.31	-5,377.50
Check	02/14/2020	2011	CopperPoint Insurance Companies	X	-9,262.00	-14,639.50
Check	02/14/2020	2009	Insone Insurance Services	X	-7,042.00	-21,681.50
Check	02/28/2020		Nationwide	X	-353.40	-22,034.90
Check	02/28/2020		Nationwide	X	-319.06	-22,353.96
Check	02/29/2020			X	-36.35	-22,390.31
Total Checks and Payments					-22,390.31	-22,390.31
Deposits and Credits - 3 items						
Transfer	02/05/2020			X	48,097.58	48,097.58
Transfer	02/14/2020			X	3,062.33	51,159.91
Transfer	02/28/2020			X	26,000.00	77,159.91
Total Deposits and Credits					77,159.91	77,159.91
Total Cleared Transactions					54,769.60	54,769.60
Cleared Balance					54,769.60	61,656.92
Uncleared Transactions						
Checks and Payments - 12 items						
Check	01/30/2020	2008	Chris Johnson		-453.10	-453.10
Check	02/14/2020	2010	AERO Med Claims		-1,592.53	-2,045.63
Check	02/28/2020	2021	W.W.Williams Company		-22,111.63	-24,157.26
Check	02/28/2020	2020	W.W.Williams Company		-9,315.20	-33,472.46
Check	02/28/2020	2016	EMI Health		-8,731.76	-42,204.22
Check	02/28/2020	2019	W.W.Williams Company		-5,830.18	-48,034.40
Check	02/28/2020	2014	SENERGY Petroleum LLC		-5,423.25	-53,457.65
Check	02/28/2020	2013	Jeri's Uniforms		-2,739.24	-56,196.89
Check	02/28/2020	2018	Sonoita-Elgin Fire District		-2,147.81	-58,344.70
Check	02/28/2020	2017	Arizona Fire District Association		-765.00	-59,109.70
Check	02/28/2020	2012	Quill Corporation		-688.77	-59,798.47
Check	02/28/2020	2015	Petty Cash		-498.28	-60,296.75
Total Checks and Payments					-60,296.75	-60,296.75
Total Uncleared Transactions					-60,296.75	-60,296.75
Register Balance as of 02/29/2020					-5,527.15	1,360.17
New Transactions						
Deposits and Credits - 1 item						
Transfer	03/06/2020				28,490.37	28,490.37
Total Deposits and Credits					28,490.37	28,490.37
Total New Transactions					28,490.37	28,490.37
Ending Balance					22,963.22	29,850.54

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Sonoita-Elgin FD  
Reconciliation Detail  
Chase Savings, Period Ending 02/29/2020

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						335,122.68
Cleared Transactions						
Checks and Payments - 1 item						
Transfer	02/28/2020			X	-26,000.00	-26,000.00
Total Checks and Payments					-26,000.00	-26,000.00
Deposits and Credits - 4 items						
Deposit	02/02/2020			X	12,240.00	12,240.00
Deposit	02/18/2020			X	617.38	12,857.38
Deposit	02/18/2020			X	5,438.48	18,295.86
Deposit	02/29/2020			X	123.46	18,419.32
Total Deposits and Credits					18,419.32	18,419.32
Total Cleared Transactions					-7,580.68	-7,580.68
Cleared Balance					-7,580.68	327,542.00
Register Balance as of 02/29/2020					-7,580.68	327,542.00
Ending Balance					-7,580.68	327,542.00

*Handwritten:*  
327,542.00

**Sonoita-Elgin FD**  
**Reconciliation Detail**  
**National Bank Money Market, Period Ending 02/29/2020**

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						130,662.37
<b>Cleared Transactions</b>						
<b>Checks and Payments - 2 items</b>						
Check	02/12/2020			X	-4,510.48	-4,510.48
Check	02/29/2020			X	-5.00	-4,515.48
Total Checks and Payments					-4,515.48	-4,515.48
<b>Deposits and Credits - 7 items</b>						
Deposit	02/14/2020			X	1,147.75	1,147.75
Deposit	02/14/2020			X	2,636.70	3,784.45
Deposit	02/14/2020			X	8,625.00	12,409.45
Deposit	02/27/2020			X	33.00	12,442.45
Deposit	02/27/2020			X	875.00	13,317.45
Deposit	02/27/2020			X	3,895.14	17,212.59
Deposit	02/29/2020			X	5.09	17,217.68
Total Deposits and Credits					17,217.68	17,217.68
Total Cleared Transactions					12,702.20	12,702.20
Cleared Balance					12,702.20	143,364.57
<b>Uncleared Transactions</b>						
<b>Checks and Payments - 1 item</b>						
Check	02/28/2020	574	Sonoita-Elgin Fire District		-125,000.00	-125,000.00
Total Checks and Payments					-125,000.00	-125,000.00
Total Uncleared Transactions					-125,000.00	-125,000.00
Register Balance as of 02/29/2020					-112,297.80	18,364.57
Ending Balance					-112,297.80	18,364.57

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	February-20		\$ 48,097.58
State Pool Investment		23.65 3.74	27.39
Levied Revenue Earned			
	100960	862.76	28,462.98
	100977	1,853.38	
	101003	614.63	
	101030	2,443.11	
	101042	479.08	
	101062	312.81	
	101086	614.47	
	101132	1,716.03	
	101147	107.58	
	101173	3,737.03	
	101197	399.26	
	101205	7,318.50	
	101226	703.36	
	101241	3,676.67	
	101318	3,624.31	
Check#	46782	(48,097.58)	(48,097.58)
Journal Entries	February-20		-
Ending Balance			<u>\$ 28,490.37</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: FEB-2020  
As of March 16, 2020

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

\$ 5,886.28

<u>Real Estate Taxes</u>	<u>Amount</u>
Tax Year 2007	-
Tax Year 2019	4,648.52
Tax Year 2018	400.39
Tax Year 2017	-
Tax Year 2016	-
Tax Year 2015	-
Tax Year 2014	-
Tax Year 2013	-
Tax Year 2012	-
Tax Year 2011	-
Tax Year 2010	-
Tax Year 2009	-
Tax Year 2008	-
	<hr/>
Subtotal Real Estate Taxes	<u>5,048.91</u>

<u>Personal Property Taxes Collected</u>	<u>Amount</u>
Tax Year 2007	-
Tax Year 2019	74.46
Tax Year 2018	(54.91)
Tax Year 2017	(54.91)
Tax Year 2016	(51.80)
Tax Year 2015	-
Tax Year 2014	(43.51)
Tax Year 2013	-
Tax Year 2012	-
Tax Year 2011	-
Tax Year 2010	33.47
Tax Year 2009	37.94
Tax Year 2008	-
	<hr/>
Subtotal Personal Property Taxes Collected	<u>(59.26)</u>

<u>In-Lieu Taxes Collected</u>	<u>Amount</u>
Tax Year 2007	-

Sonoita-Elgin Fire District

ARMS # 507200, TCMS String: 500.50720.10.10000.10000  
 Remittance of Revenue Collected for the Period: FEB-2020  
 As of March 16, 2020

RECEIVED of Beth Ford, Pima County Treasurer, check in the amount of \$ 5,886.28

Tax Year 2014	-
Tax Year 2013	-
Tax Year 2012	-
Tax Year 2011	-
Tax Year 2010	-
Tax Year 2010	-
Tax Year 2009	-
Tax Year 2009	-
Tax Year 2008	-
<hr/>	
Subtotal In-Lieu Taxes Collected	<u>-</u>

Fire District Assistance	Amount
Tax Year 2007	-
Tax Year 2019	847.61
Tax Year 2018	39.82
Tax Year 2017	0.07
Tax Year 2016	0.06
Tax Year 2015	0.04
Tax Year 2014	0.01
Tax Year 2013	0.03
Tax Year 2012	-
Tax Year 2011	-
Tax Year 2010	-
Tax Year 2009	0.01
Tax Year 2008	-
<hr/>	
Subtotal Fire District Assistance	<u>887.65</u>

Investment Income	Amount
Interest Allocation	8.98
<hr/>	
Subtotal Investment Income	<u>8.98</u>
Grand Total	<u><u>5,886.28</u></u>

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
			Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Forecast	Forecast	Forecast	Forecast	Forecast
			July	August	September	October	November	December	January	February	March	April	May	June	Total
			2019	2019	2019	2019	2019	2019	2020	2020	2020	2020	2020	2020	2020
1	Sonoita-Elgin Fire District														
2	Cash Flow Forecast														
3	July 1, 2019 through June 30, 2020														
4															
5	Budget														
6	2019-2020														
7															
8	Budgeted Revenues														
9	Fire District Tax														
10	Santa Cruz County	905,170	8,554	3,762	2,342	200,469	226,575	100,526	48,053	28,463	30,473	174,053	50,628	31,271	905,170
11	Pima County	127,166	1,386	1,478	15,301	45,179	6,249	5,049	2,625	4,990	7,486	29,695	5,913	1,816	127,166
12	Fire District Assistance Tax														
13	Santa Cruz County	49,065						24,533						24,532	49,065
14	Pima County	25,433	122	35	2,213	9,895	1,143	1,141	425	888	1,203	7,181	977	210	25,433
15	Fire Suppression Income	35,000		1,210		7,433								26358	35,000
16	EMS Support	2,200				2,815									2,815
17	Ambulance Revenues	280,000	16,248	14,838	22,565	28,033	14,000	23,751	20,198	23,346	28,414	24,798	25,599	29,552	271,343
18	PPE Purchase	64,250												64,250	64,250
19	Interest Income	800	761	208	135	550	146	199	802	168				60	2,969
20	Rental Income	400			30	40		70	40	20		60	80	60	400
21	Prior Year Carryforward	34,351												34,351	34,351
22															
23	Total Budgeted Revenues	1,523,835	27,072	21,531	42,586	294,414	248,113	155,268	72,143	57,874	67,576	235,788	83,196	212,400	1,517,962
24															
25	Budgeted Operating Expenses														
26	Salaries	577,031	46,823	45,147	45,244	44,944	47,782	48,252	46,628	47,085	48,000	48,000	48,000	49,000	564,905
27	Sick Pay	9,400	602		368		444	93		1,115	949		230	5,598	9,400
28	Vacation/Holiday	45,000	1,074	2,150	2,258	4,573	4,267	6,670	3,936	3,936	3,750	3,750	3,750	5,073	42,847
29	Transport/ Stipend	78,400	6,576	6,282	6,661	7,210	5,056	5,875	6,009	5,424	6,533	6,533	6,533	8,074	76,766
30	Payroll Taxes	30,000	2,358	2,449	2,750	3,187	3,326	3,287	3,514	2,311	2,500	2,400	2,400	2,400	32,882
31	PSPRS	75,000	5,533	5,543	2,101	4,887	6,057	11,169	6,141	2,178	10,250	6,250	6,250	6,250	72,610
32	ASRS	15,500	1,402	1,308	1,330	1,448	1,287	1,341	1,329	1,217	1,250	1,250	1,250	1,250	15,662
33	Employee Health Insurance	71,400	4,815	5,053	4,803	3,840	4,544	(1,533)	12,217	7,998	7,500	7,500	7,500	7,500	71,738
34	Physicals	8,800			160			1,871		1,444				5,785	8,800
35	Workman's Compensation	39,373		9,161	798	191	36	36	6,443	9,262			9,149	5,198	39,373
36	Clothing Allowance	8,400		236	798	191	36	36	247	3,085	325		128	3,318	8,400
37	Training	30,589	15,613	1,779	4,644	162	3,741	3,708	3,658	1,659					34,965
38	EMS Consumables	15,000	1,647	341	697	167	2,148	1,111	1,161	1,446	1,250	1,250	1,250	2,531	15,000
39	Maintenance Plans	4,500												4,500	4,500
40	Oral Hydration Fluids	1,200												1,200	1,200
41	Fire Prevention Education	1,000												1,000	1,000
42	Office Expense & Postage	10,000	202	561	276	1,739	504	487	706	1,356	800	800	800	1,769	10,000
43	Recruitment & Retention	11,000	307	515	968	(148)	918	3,384	132	1,227	1,000	1,000	877	1,820	11,000
44	Payroll Preparation	4,500	136	225	225	361	371	308	750	281	216	237	260	1,350	4,494
45	Ambulance Billing	22,500	1,678	1,606	2,187	643	2,217	1,179	1,714	1,593	2,695	2,889	2,081	2,018	22,500
46	Equipment Rental	1,800	127	382	382	38	127	127	127	127	127	127	127	324	1,761
47	Internet Provider	2,400	123	294	299	299	299	299	299	1,067	200	200	200	104	3,683
48	Bank Charges	800	57	84	122	348	41	37	5	41	50	50	50	50	936

A		B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
Sonto-Elgin Fire District																
Cash Flow Forecast																
July 1, 2019 through June 30, 2020																
1	Budget	2019-2020	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Forecast	Forecast	Forecast	Forecast	Forecast
2			July 2019	August 2019	September 2019	October 2019	November 2019	December 2019	January 2020	February 2020	March 2020	April 2020	May 2020	June 2020	Total	
3																
4																
5																
6																
7																
49	Background Checks	1,200		60	20		80	60			140				840	1,200
50	Legal Fees	7,800	195	1,540	3,601	(279)		4,164	195	420						9,836
51	Accounting Fees	8,500						6,000	2,300							8,300
52	Bookkeeper	15,000	1,250	1,250	1,250	1,250	1,250	1,250	1,250	1,250	1,250	1,250	1,250	1,250	1,250	15,000
53	Telephone	14,000	979	987	983	992	991	931	925	925	1,165	1,165	1,165	1,185	12,393	
54	Batteries & Repair	3,000			456									2,544	3,000	
55	Computer & IT Support	4,000			88	363	97	7	1,048					2,397	4,000	
56	Streetwise & Vera Earl Tower	11,075			3,841									7,234	11,075	
57	Utilities	17,000	1,283	1,227	1,330	1,181	1,095	971	1,149	1,125	1,410	1,410	1,410	2,110	15,701	
58	Insurance	30,000	163	7,047			7,047			7,042				8,701	30,000	
59	Fuel	26,000	4,947		209	5,096	3,827		488	5,713	1,000	1,000	1,000	2,720	26,000	
60	Building Grounds & Pests	9,000	1,200	524	1,237	213	349	230	1,032	123	289	174	512	3,118	9,000	
61	Vehicle Maintenance	36,500	4,062	738	3,431	13,472	14,320	2,664	983	(504)	1,000	1,000	1,000	1,000	43,166	
62	Equipment Replacement	6,000		343	918		741	741	326			461	454	2,016	6,000	
63	Station & Fire Supplies	10,000	259	1,264	764	671	1,514	2,265	468	813	763	355	771	93	10,000	
64	Suppression Foam	3,600										1,520		2,080	3,600	
65	Interest Expense - LOC	500												500	500	
66	Computer/Radio	4,000				289	10			361			2,652	688	4,000	
67	Financial Stability Reserve	54,522								37,257				17,265	54,522	
68	Communication to Residents	500												500	500	
69	Dues & Subscriptions	4,000	592	321	4,580	342	730	214	159	765					7,702	
70	PPE Purchase	64,250												64,250	64,250	
71	Miscellaneous														0	
72	Capital Reserve Funds															
73	Apparatus P&I	80,992			80,973										80,973	
74	Ambulance P&I	23,297				22,816									22,816	
75	PPE	6,500												6,500	6,500	
76	SCBA's	9,000												9,000	9,000	
77	Other Equipment	10,006													10,821	
78	Total Budgeted Expenses	1,523,835	104,004	178,783	98,979	120,296	115,216	118,018	105,339	146,504	93,413	90,572	101,049	252,103	1,524,277	
79																
80	Net Budgeted Revenues/Expenses		(76,933)	(157,252)	(56,393)	174,118	132,897	37,250	(33,195)	(88,630)	(25,837)	145,216	(17,853)	(39,703)	(6,315)	
81																
82																

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
1	Sonoita-Elgin Fire District															
2	Cash Flow Forecast															
3	July 1, 2019 through June 30, 2020															
4																
5		Budget	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Forecast	Forecast	Forecast	Forecast	Forecast
6		2019-2020	July 2019	August 2019	September 2019	October 2019	November 2019	December 2019	January 2020	February 2020	March 2020	April 2020	May 2020	June 2020	2020	Total
7																
83	Other Financing Sources															
84	Unbudgeted Revenue															
85	Palominas Fire District			14,625		16,250	18,000	14,625	8,125	6,500						60,125
86	Fire Suppression Excess										12,240					48,960
87	Safer Grant 2016			18,720							32,872					41,844
88	Fuels Grant Revenue			634	1,000	700	1,063	2,250	3,325	10,000						10,000
89	Apparatus Sales															
90	Miscellaneous Income															
91	Donations			200		780	792	293	337							337
92	Total Unbudgeted Revenue		0	34,179	1,000	17,730	19,855	17,168	21,887	52,325						164,143
93																
94	Unbudgeted Expenses															
95	Palominas FD - Chief's Salary		4,333	4,333	4,333	4,333	4,333	4,333	4,333	4,333	4,333					34,667
96	PFD Other Expenses															0
97	Wildland Labor			191												191
98	Wildland Expenses															0
99	Safer 2016 Expenses		5,680	4,640	4,480	6,320	2,880	4,800	4,880	3,920						37,600
100	Fuels Grant - Labor		218	2,073	5,538	9,125	10,618	8,634	4,474							40,681
101	Fuels Grant - Equipment					222	16	734	991	167						2,130
102	Cardiac Monitors		3,065	3,065	3,065	3,065	3,065	650								15,977
103	Total Unbudgeted Expenses		13,297	14,303	17,417	23,066	20,913	19,151	14,679	8,421						131,246
104																
105	Net Unbudgeted Revenue & Expenses		(13,297)	19,876	(16,417)	(5,335)	(1,058)	(1,983)	7,208	43,904	0	0	0	0	0	32,897
106																
107	Net Overall Income (Loss)	0	(90,230)	(137,376)	(72,810)	168,782	131,839	35,267	(25,987)	(44,726)	(25,837)	145,216	(17,853)	(39,703)		26,583
108																
109	Cash on Hand	759,285	669,073	531,697	457,410	626,192	757,914	793,181	765,708	720,982						782,805
110																
111																
112																
113																
114																
115																

The Cash on Hand at February 29, 2020 was \$720,982. The Net Overall Income is projected to be \$26,583 at fiscal year end. Since both balances are positive so there is not potentially an adverse impact on operations or liquidity of the district to report to the county Board of Supervisors.

Cash on Hand at June 30, 2020 is projected to be \$720,805