

SEFD Board Packet

28 October 2019

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- Notice of Intention to Speak
- Reconciliation & Review sheet
- Balance Sheet
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- Approval of Financial Documents
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- National Bank Reconciliation
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 - Main Share
 - Checking
 - High-yield
 - Premium Yield

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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, Oct 28,2019. 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:

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) Review and approval of the governing board meeting minutes of Sept 23, 2019.
- 2) 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:

Sonoita-Elgin Fire District
Governing Board Meeting Agenda

3) 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 Sept 2019 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

4) Update from PSPRS Board: S. Archibald

6) Study session with Board, Staff:

A) **Discussion on reformatting the Chief's review process 2019 – 2020 Goals:** R. Weber

B) **Review and Discussion on HR policies:** K. Bahti

C) **Discussion and possible action on board policies and chief's contract:** K. Bahti

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

Governing board meeting agenda dated and posted: Sept 24, 2019. At 10:00 Local Time

By _____ ~~Kathy L. Goodwin~~, Admin to the SEFD Fire Chief

L.SINK .EMS DIRECTOR

Minutes to the meeting of the Board of Directors of the Sonoita-Elgin Fire District
23 September 2019
9 a.m.

Call to Order

Pledge of Allegiance

Roll Call – Bahti, Dorney, Webber, Archibald, Johnson present

Call to the Public – No public comments

Review & approval of the minutes of 26 September 2019- Motion to accept as presented was made by Johnson, seconded by Archibald; motion carried unanimously.

Chief Report – Chief De Wolf gave his monthly status of the fire district:

- a. **Run Report** – we responded to 57 runs in August, that brings our total for the first 8 months of the calendar year to 406. We've had 60 simultaneous runs to date.
- b. **Palmonias Fire IGA with SEFD** – going well; liquidating apparatus \$45,000 so far with more apparatus to go. PSPRS claim closed with no payout.
- c. **Dispatch** – waiting for the City of Nogales to complete a coverage map. If the coverage isn't very good, then we would look at the cost to build up their infrastructure or not using them at all. We are still talking with Nogales Sheriff's office. Chief Horvath is doing a wage analysis to see if this is part of the problem.
- d. **Grants** – \$88,450.00 Radio grant – approved. Fuels Mitigation Gap grant – approved; CWPP grant – approved. The following grants have been denied – Jaws of Life and Turnouts.
- e. **Community events** – Things went well with the Rodeo and Fair. Next upcoming event is Halloween and we will have a crew there participating.
- f. **DOC** - mowing and continues to work on grounds up keep. He also completed the walk through on the southside by the mowed field to assist in flow of foot traffic from parking area to building. The lot has been cleaned up for spare parking and has helped relieve the parking congestion with breakfast, quilts, classes, etc.
- g. **Strategic Planning** – all items in except PPE and washer; getting final quotes for turnouts; new hire Sept 27th with 9 candidates for 2 open positions; apparatus sale of 824 is on track with taking it out of commission.
- h. **Fire codes** – discussion on ways to update/change codes, best way to go about educating the community.

Mr. Barth and the room use – Mr. Barth states that he is not doing any campaign work here. He states what he does use the room for: performs work for Cochise County as a magistrate ie marriages, Federal Background checks and interviews as a private investigator, lesson plans for counter-terrorism class taught at Ft. Huachuca, Dept of Corrections supervisor for crews in the Sonoita area plus holds meetings with DOC officials.

Minutes to the meeting of the Board of Directors of the Sonoita-Elgin Fire District
23 September 2019
9 a.m.

Chief feels there is no conflict with anything going on at the station and SEFD use of the room. If Mr. Barth wants to rent the meeting room like any other community group, he is welcome to make the room rental arrangements.

SEFD Board clarifies that the Board does not support any candidate and no campaigning is being done at the station. The Board will continue to follow the State Law accordingly and feels there is no conflict at this time. In addition, they will keep the current working relationship between SEFD and Mr. Barth

PSPRS Update – There were no updates from the PSPRS Local Board.

Financials – MS Rutter reviewed the Balance Sheet, the Profit & Loss Statement and the Cash Flow Forecast with the Board of Directors. There were no items of concern. Motion to accept the finances as presented was made by Archibald, seconded by Dorney, motion carried unanimously.

Study Session with the Board and Staff


A. Reformatting the review process 2019-2020 Goals: Webber wanted to know if there were any items Chief specially wanted to complete by the end of 2020. On last page was the list. The Board will review what the Chief put together and then bring their own comments/ideas to the **Oct 21st** board meeting.


B. Hotline: After further investigation and discussion with Donna Aversa, Johnson felt that it wasn't appropriate at this time. Webber felt the current HR policies is sufficient for the departmental needs. Rest of the board agreed.

HR policy: go through what the Chief sent them previously and write down ideas for discussion and then it will be compile and taken to Brenda Tranchina for review. The ideas are to be sent to the Chief within the next 2 weeks. Compiling will be done by **Oct 21st** board meeting.

C. Open Board Policies for review to add Chief's review policies: Board voted to open the policies – motioned by Archibald, seconded by Webber. This will enable them to add the Chief's review procedure after 28 days or at the next Board meeting.

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

Minutes approved on October 28, 2019, , Board Clerk.


 Susan Archibald




Administrative Review of August 2019 Financial Documents
Sonoita-Elgin Fire District Board of Directors Meeting
3173 Hwy 83, Sonoita, AZ
28 Oct 2019
9 a.m.

Approval of Financial Documents as presented to the Board of Directors of the Sonoita-Elgin Fire District for the month of September 2019.


We the undersigned Board members of the Sonoita-Elgin Fire District, hereby acknowledge that we have reviewed and accepted the September 2019 financial reports as presented.



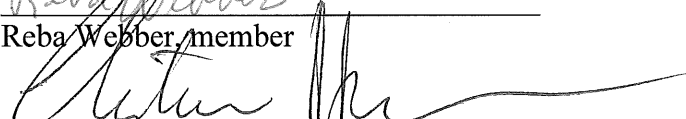
For Susan Archibald, Clerk



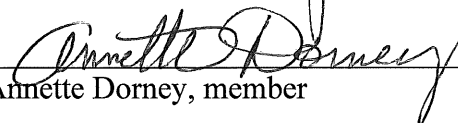
Kurt Bahti, Chair



Reba Webber, member



Christopher Johnson, member



Annette Dorney, member

Sonoita-Elgin FD
Balance Sheet
As of September 30, 2019

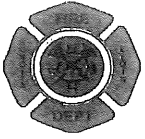
	A	B	C	D	E
1					September 30, 2019
2	ASSETS				
3				Chase Checking	26,013.16
4				Chase Savings	200,856.58
5				Hughes Checking	11,704.58
6				Hughes High Yield	2,003.54
7				Hughes Main Share	57.56
8				Hughes Premium	168,240.78
9				National Bank Money Market	27,972.40
10				Petty Cash	700.00
11				Checking & Saving Subtotal	<u>437,548.60</u>
12				Pima County Treasurer	17,515.32
13				SCC Treasurer	2,345.73
14				Accrued Taxes Subtotal	19,861.05
15	TOTAL ASSETS				<u>457,409.65</u>
16					
17	EQUITY				
18				Fund Balance - Unrestricted	606,939.69
19				Prior Year Net Income	152,363.21
20				Net Loss July - September	<u>(301,893.25)</u>
21	TOTAL EQUITY				<u>457,409.65</u>

Sonoita-Elgin FD
Profit & Loss Budget Performance
September 30, 2019

	A	B	C	D	E	F	G	H	I	J	K
1											
2					September 2019		July - Sept 2019		Annual Budget		% of Budget
3				Budgeted Income/Expense							Target = 25%
4				Income							
5				Santa Cruz County Taxes	2,342.32		14,658.93		905,170.00		1.62%
6				Pima County Taxes	15,300.73		16,687.11		127,166.00		13.12%
7				FDAT - Santa Cruz	0.00		0.00		49,065.00		0.0%
8				FDAT - Pima County	2,213.28		2,370.13		25,433.00		9.32%
9				Fire Suppression	0.00		1,209.55		35,000.00		3.46%
10				EMS Support	0.00		0.00		2,200.00		0.0%
11				Ambulance Revenue	22,564.86		53,651.01		280,000.00		19.16%
12				PPE Purchase	0.00		0.00		64,250.00		0.0%
13				Interest Income	134.91		1,108.85		800.00		138.61%
14				Rental Income	30.00		30.00		400.00		7.5%
15				Prior Year Carryforward	0.00		0.00		34,351.00		0.0%
16				Total Budgeted Income	42,586.10		89,715.58		1,523,835.00		5.89%
17											
18				Expense							
19				Salaries	45,244.32		137,214.95		577,031.00		23.78%
20				Sick Time Pay	368.16		970.42		9,400.00		10.32%
21				Vacation/Holiday	2,258.23		5,482.22		45,000.00		12.18%
22				Transport Stipend	6,661.46		19,519.32		78,400.00		24.9%
23				Payroll Taxes	2,750.35		7,557.06		30,000.00		25.19%
24				PSPRS	2,100.59		13,176.42		75,000.00		17.57%
25				ASRS	1,329.84		4,040.07		15,500.00		26.07%
26				Employee Health Insurance	4,803.41		14,671.09		71,400.00		20.55%
27				Physicals & Exams	0.00		0.00		8,800.00		0.0%
28				Copper Point - Workman's Comp	160.00		9,321.00		39,373.00		23.67%
29				Clothing Allowance	797.60		1,033.53		8,400.00		12.3%
30				Training	4,643.98		22,035.88		30,589.00		72.04%
31				EMS Consumables	697.25		2,685.53		15,000.00		17.9%
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	275.97		1,039.56		10,000.00		10.4%
36				Recruitment & Retention	967.81		1,790.11		11,000.00		16.27%
37				Payroll Preparation	224.66		360.31		4,500.00		8.01%
38				Ambulance Billing	2,186.76		5,471.25		22,500.00		24.32%
39				Equipment Rental	381.63		508.84		1,800.00		28.27%
40				Internet Provider	298.99		721.31		2,400.00		30.06%
41				Bank Charges	122.43		263.29		800.00		32.91%
42				Background Checks	20.00		80.00		1,200.00		6.67%
43				Legal Fees	3,601.08		5,336.08		7,800.00		68.41%
44				Accounting	0.00		0.00		8,500.00		0.0%
45				Bookkeeper	1,250.00		3,750.00		15,000.00		25.0%
46				Telephone	982.60		2,948.59		14,000.00		21.06%
47				Batteries & Repair	455.55		455.55		3,000.00		15.19%

**Sonoita-Elgin FD
Profit & Loss Budget Performance
September 30, 2019**

	A	B	C	D	E	F	G	H	I	J	K
1											
2					September 2019		July - Sept 2019		Annual Budget		% of Budget
48				Computer & IT Support	87.98		87.98		4,000.00		2.2%
49				Dispatch	3,840.76		3,840.76		11,075.00		34.68%
50				Utilities	1,329.55		3,839.32		17,000.00		22.58%
51				Insurance	0.00		7,210.00		30,000.00		24.03%
52				Fuel	208.94		5,156.22		26,000.00		19.83%
53				Building & Grounds & Pests	1,236.67		2,960.22		9,000.00		32.89%
54				Vehicle Maintenance	3,430.75		8,230.43		36,500.00		22.55%
55				Equipment Replacement	918.29		1,261.30		6,000.00		21.02%
56				Station & Fire Supplies	763.77		2,287.14		10,000.00		22.87%
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	0.00		0.00		4,000.00		0.0%
60				Communication to Residents	0.00		0.00		500.00		0.0%
61				Financial Stability Reserve	0.00		0.00		54,522.00		0.0%
62				Membership Dues & Subscriptions	4,579.68		5,492.34		4,000.00		137.31%
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		0.00		23,297.00		0.0%
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		0.00		10,006.00		0.0%
69				Total Budgeted Expense	<u>98,979.06</u>		<u>381,771.30</u>		<u>1,523,835.00</u>		<u>25.05%</u>
70				Net Budgeted Loss	<u>(56,392.96)</u>		<u>(292,055.72)</u>		<u>0.00</u>		<u>100.0%</u>
71											
72				Unbudgeted Income/Expense							
73				Unbudgeted Income							
74				Palominas Fire District	0.00		14,625.00				
75				Safer Grant 2016	0.00		18,720.00				
76				Fuels Grant Revenue	1,000.00		1,634.16				
77				Donations	0.00		200.00				
78				Total Unbudgeted Income	<u>1,000.00</u>		<u>35,179.16</u>				
79											
80				Unbudgeted Expense							
81				Palominas FD-Chief Salary	4,333.34		13,000.02				
82				Wildland Labor	0.00		190.96				
83				Safer 2016 Expenses	4,480.00		14,800.00				
84				Fuels Grant Labor	5,537.84		7,829.36				
85				Cardiac Monitors	3,065.45		9,196.35				
86				Total Unbudgeted Expense	<u>17,416.63</u>		<u>45,016.69</u>				
87				Net Unbudgeted Loss	<u>-16,416.63</u>		<u>-9,837.53</u>				
88				Overall Net Loss	<u>(72,809.59)</u>		<u>(301,893.25)</u>		<u>0.00</u>		<u>100.0%</u>



SONOITA-ELGIN FIRE DISTRICT

RECONCILIATION & REVIEW

September 2019

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

Reconciled by *Vicki Rutter*

Dates of reconciliation October 11 & 15, 2019

1:44 PM

10/11/19

Sonoita-Elgin FD
Reconciliation Detail
Hughes Main Share, Period Ending 09/30/2019

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						57.56
Cleared Balance						57.56
Register Balance as of 09/30/2019						57.56
Ending Balance						57.56

10-11-19
AL

10:54 AM

10/15/19

Sonoita-Elgin FD
Reconciliation Detail
Hughes Checking, Period Ending 09/30/2019

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						24,727.46
Cleared Transactions						
Checks and Payments - 49 items						
Check	05/15/2019	2278	Marc Meredith	X	-51.71	-51.71
Check	08/28/2019	2384	EMI Health	X	-6,679.85	-6,731.56
Check	08/28/2019	2385	Principal Life Insurance Company	X	-631.18	-7,362.74
Check	08/28/2019	2386	Aflac	X	-357.26	-7,720.00
Check	08/28/2019	2387	Sonoita Valley Water Co	X	-105.47	-7,825.47
Check	08/29/2019	2396	Human Resource Strategies	X	-1,540.00	-9,365.47
Check	08/29/2019	2404	Arizona State Retirement System	X	-1,308.36	-10,673.83
Check	08/29/2019	2398	Vicki J Rutter, CPA	X	-1,250.00	-11,923.83
Check	08/29/2019	2393	Verizon Wireless	X	-571.66	-12,495.49
Check	08/29/2019	2395	Truly Nolen	X	-501.60	-12,997.09
Check	08/29/2019	2389	B&B Selectcom, Inc.	X	-368.71	-13,365.80
Check	08/29/2019	2401	WPS Tricare for Life	X	-364.46	-13,730.26
Check	08/29/2019	2391	CenturyLink	X	-354.84	-14,085.10
Check	08/29/2019	2402	Quill Corporation	X	-315.31	-14,400.41
Check	08/29/2019	2388	Costco	X	-195.66	-14,596.07
Check	08/29/2019	2400	PRS	X	-191.33	-14,787.40
Check	08/29/2019	2390	Airgas USA, LLC	X	-84.61	-14,872.01
Check	08/29/2019	2397	Verizon Wireless	X	-60.06	-14,932.07
Check	08/29/2019	2392	Valley Imaging Solutions	X	-56.52	-14,988.59
Check	08/29/2019	2394	Chase Card Services	X	-31.23	-15,019.82
Check	08/30/2019		Public Safety Personnel Retirement System	X	-3,640.83	-18,660.65
General Journal	08/30/2019	10007...	Alexander Burns	X	-1,503.98	-20,164.63
General Journal	08/30/2019	10007...	Jade Deforest	X	-1,040.00	-21,204.63
General Journal	08/30/2019	10007...	Guy Rogers	X	-960.00	-22,164.63
General Journal	08/30/2019	10007...	Jacob Rosson	X	-874.41	-23,039.04
General Journal	08/30/2019	10007...	Michael Doris	X	-480.00	-23,519.04
General Journal	08/30/2019	10007...	Bill Bruyn	X	-320.00	-23,839.04
General Journal	09/13/2019	EFT	Paychex DirDep/RCX	X	-21,696.05	-45,535.09
General Journal	09/13/2019	EFT	Paychex Taxpay	X	-6,677.93	-52,213.02
Check	09/13/2019		U.S. Bank Equipment Finance	X	-3,065.45	-55,278.47
Check	09/13/2019	2410	Arizona State Retirement System	X	-1,424.12	-56,702.59
General Journal	09/13/2019	10007...	Alexander Burns	X	-1,172.63	-57,875.22
Check	09/13/2019	2406	AERO Med Claims	X	-1,093.38	-58,968.60
General Journal	09/13/2019	10007...	Jacob Rosson	X	-810.85	-59,779.45
General Journal	09/13/2019	10007...	Michael Doris	X	-659.21	-60,438.66
Check	09/13/2019	2416	Bound Tree Medical	X	-504.32	-60,942.98
Check	09/13/2019	2415	Santa Cruz County Landfill	X	-198.12	-61,141.10
Check	09/13/2019	2408	Direct TV	X	-156.98	-61,298.08
General Journal	09/13/2019	EFT	Paychex Invoice	X	-137.97	-61,436.05
Check	09/13/2019	2405	GreatAmerica Financial Services	X	-127.21	-61,563.26
Check	09/13/2019	2407	Aaron K Sapienza	X	-116.93	-61,680.19
Check	09/13/2019	2414	Socrates, Inc. Escrow Account	X	-116.76	-61,796.95
Check	09/13/2019	2413	TransWorld Network	X	-80.69	-61,877.64
Check	09/13/2019	2417	Colonial Life	X	-72.44	-61,950.08
Check	09/13/2019	2412	Merles Automotive Supply	X	-35.83	-61,985.91
Check	09/24/2019		Public Safety Personnel Retirement System	X	-3,743.07	-65,728.98
General Journal	09/30/2019	EFT	Paychex DirDep/RCX	X	-22,379.95	-88,108.93
General Journal	09/30/2019	EFT	Paychex Taxpay	X	-6,192.46	-94,301.39
General Journal	09/30/2019	EFT	Paychex Invoice	X	-86.69	-94,388.08
Total Checks and Payments					-94,388.08	-94,388.08

1:45 PM

10/11/19

Sonoita-Elgin FD
Reconciliation Detail
Hughes High Yield, Period Ending 09/30/2019

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						2,003.54
Cleared Balance						2,003.54
Register Balance as of 09/30/2019						2,003.54
Ending Balance						2,003.54

10-11-19
WR

1:46 PM

10/11/19

Sonoita-Elgin FD
Reconciliation Detail
Hughes Premium, Period Ending 09/30/2019

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						248,240.78
Cleared Transactions						
Checks and Payments - 2 items						
Transfer	09/11/2019			X	-40,000.00	-40,000.00
Transfer	09/24/2019			X	-40,000.00	-80,000.00
Total Checks and Payments					-80,000.00	-80,000.00
Total Cleared Transactions					-80,000.00	-80,000.00
Cleared Balance					-80,000.00	168,240.78
Register Balance as of 09/30/2019					-80,000.00	168,240.78
New Transactions						
Checks and Payments - 1 item						
Transfer	10/11/2019				-40,000.00	-40,000.00
Total Checks and Payments					-40,000.00	-40,000.00
Total New Transactions					-40,000.00	-40,000.00
Ending Balance					-120,000.00	128,240.78

10/11/19
UR

10:54 AM

10/15/19

Sonoita-Elgin FD
Reconciliation Detail
Hughes Checking, Period Ending 09/30/2019

Type	Date	Num	Name	Clr	Amount	Balance
Deposits and Credits - 16 items						
Deposit	09/01/2019			X	4.00	4.00
Deposit	09/05/2019			X	91.13	95.13
Deposit	09/05/2019			X	490.18	585.31
Deposit	09/09/2019			X	560.45	1,145.76
Deposit	09/10/2019			X	1,241.26	2,387.02
Deposit	09/11/2019			X	658.94	3,045.96
Deposit	09/11/2019			X	2,547.48	5,593.44
Transfer	09/11/2019			X	40,000.00	45,593.44
Deposit	09/12/2019			X	1,222.67	46,816.11
Deposit	09/12/2019			X	2,263.77	49,079.88
Deposit	09/13/2019			X	520.03	49,599.91
Deposit	09/13/2019			X	1,131.31	50,731.22
Deposit	09/16/2019			X	761.43	51,492.65
Deposit	09/18/2019			X	1,135.05	52,627.70
Transfer	09/24/2019			X	40,000.00	92,627.70
Deposit	09/25/2019			X	2,788.03	95,415.73
Total Deposits and Credits					<u>95,415.73</u>	<u>95,415.73</u>
Total Cleared Transactions					<u>1,027.65</u>	<u>1,027.65</u>
Cleared Balance					1,027.65	25,755.11
Uncleared Transactions						
Checks and Payments - 35 items						
General Journal	04/15/2019	10005...	Michael Doris		-320.00	-320.00
Check	06/10/2019				-20.00	-340.00
General Journal	07/15/2019	0	Benjamin Beyerle		-99.89	-439.89
General Journal	07/15/2019	2320	John Hisey-Long		-96.19	-536.08
Check	08/29/2019	2399	Lincare Holdings, Inc.		-90.00	-626.08
Check	08/29/2019	2403	Colonial Life		-72.44	-698.52
Check	09/13/2019	2411	GrowyourCaptians.com		-900.00	-1,598.52
Check	09/13/2019	2409	CCEMS		-50.00	-1,648.52
Check	09/26/2019	2418	Sonoita Valley Water Co		-131.73	-1,780.25
Check	09/30/2019	2431	Vicki J Rutter, CPA		-1,250.00	-3,030.25
General Journal	09/30/2019	10008...	Alexander Burns		-1,172.64	-4,202.89
Check	09/30/2019	2432	AERO Med Claims		-1,093.38	-5,296.27
Check	09/30/2019	2420	Barnett's Propane, LLC		-1,038.55	-6,334.82
General Journal	09/30/2019	10008...	Ahmed Hourani		-960.00	-7,294.82
General Journal	09/30/2019	10008...	Guy Rogers		-800.00	-8,094.82
General Journal	09/30/2019	10008...	Michael Doris		-734.23	-8,829.05
Check	09/30/2019	2433	Principal Life Insurance Company		-631.18	-9,460.23
General Journal	09/30/2019	10008...	Jacob Rosson		-630.80	-10,091.03
Check	09/30/2019	2429	Verizon Wireless		-571.79	-10,662.82
General Journal	09/30/2019	10008...	Bill Bruyn		-480.00	-11,142.82
General Journal	09/30/2019	10008...	Jade Deforest		-480.00	-11,622.82
Check	09/30/2019	2423	United Fire		-364.69	-11,987.51
Check	09/30/2019	2427	CenturyLink		-350.75	-12,338.26
Check	09/30/2019	2425	Professional Management Coaching		-350.00	-12,688.26
Check	09/30/2019	2419	Quill Corporation		-307.85	-12,996.11
Check	09/30/2019	2437	GreatAmerica Financial Services		-254.42	-13,250.53
Check	09/30/2019	2422	Braun NW, Inc.		-178.99	-13,429.52
Check	09/30/2019	2421	Laura Sink		-168.20	-13,597.72
Check	09/30/2019	2436	CopperPoint Insurance Companies		-160.00	-13,757.72
Check	09/30/2019	2435	Pima County Fire Chief's Association		-100.00	-13,857.72
Check	09/30/2019	2424	Verizon Wireless		-60.06	-13,917.78
Check	09/30/2019	2428	Airgas USA, LLC		-54.74	-13,972.52
Check	09/30/2019	2430	B&B Selectcom, Inc.		-29.74	-14,002.26
Check	09/30/2019	2434	Valley Imaging Solutions		-28.27	-14,030.53
Check	09/30/2019	2426	Arizona Department of Public Safety		-20.00	-14,050.53
Total Checks and Payments					<u>-14,050.53</u>	<u>-14,050.53</u>
Total Uncleared Transactions					<u>-14,050.53</u>	<u>-14,050.53</u>
Register Balance as of 09/30/2019					<u>-13,022.88</u>	<u>11,704.58</u>
Ending Balance					<u>-13,022.88</u>	<u>11,704.58</u>

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Sonoita-Elgin FD
Reconciliation Detail
Chase Checking, Period Ending 09/30/2019

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						-134,493.10
Cleared Transactions						
Checks and Payments - 12 items						
Check	09/13/2019	1929	Emergency Reporting	X	-4,429.68	-4,429.68
Check	09/13/2019	1926	Goering, Roberts, et al PC	X	-3,601.08	-8,030.76
Check	09/13/2019	1932	GB Auto Service, Inc.	X	-3,133.13	-11,163.89
Check	09/13/2019	1927	SSVEC	X	-1,197.82	-12,361.71
Check	09/13/2019	1928	Quill Corporation	X	-247.70	-12,609.41
Check	09/13/2019	1930	Voyager Fleet System	X	-208.94	-12,818.35
Check	09/13/2019	1931	Airgas USA, LLC	X	-65.82	-12,884.17
Check	09/18/2019		Nationwide	X	-331.87	-13,216.04
Check	09/18/2019		Nationwide	X	-290.67	-13,506.71
Check	09/28/2019		Nationwide	X	-324.89	-13,831.60
Check	09/28/2019		Nationwide	X	-287.14	-14,118.74
Check	09/30/2019		Nationwide	X	-102.43	-14,221.17
Total Checks and Payments					-14,221.17	-14,221.17
Deposits and Credits - 7 items						
Check	08/16/2019	3		X	1,517.91	1,517.91
Transfer	08/29/2019			X	135,000.00	136,517.91
Transfer	09/04/2019			X	3,766.24	140,284.15
Transfer	09/13/2019			X	10,000.00	150,284.15
Transfer	09/16/2019			X	39.98	150,324.13
Transfer	09/23/2019			X	2,000.00	152,324.13
Transfer	09/30/2019			X	36,000.00	188,324.13
Total Deposits and Credits					188,324.13	188,324.13
Total Cleared Transactions					174,102.96	174,102.96
Cleared Balance					174,102.96	39,609.86
Uncleared Transactions						
Checks and Payments - 4 items						
Check	09/30/2019	1937	EMI Health		-6,679.85	-6,679.85
Check	09/30/2019	1933	Vera Earl Ranch		-3,840.76	-10,520.61
Check	09/30/2019	1934	Bill Bruyn		-1,840.53	-12,361.14
Check	09/30/2019	1936	Arizona State Retirement System		-1,235.56	-13,596.70
Total Checks and Payments					-13,596.70	-13,596.70
Total Uncleared Transactions					-13,596.70	-13,596.70
Register Balance as of 09/30/2019					160,506.26	26,013.16
New Transactions						
Checks and Payments - 4 items						
Check	10/01/2019	1935	National Bank of Arizona		-22,816.29	-22,816.29
Check	10/01/2019	1938	W.W.Williams Company		-7,115.77	-29,932.06
Check	10/15/2019		Nationwide		-312.68	-30,244.74
Check	10/15/2019		Nationwide		-271.96	-30,516.70
Total Checks and Payments					-30,516.70	-30,516.70
Deposits and Credits - 2 items						
Transfer	10/01/2019				2,345.73	2,345.73
Transfer	10/01/2019				10,000.00	12,345.73
Total Deposits and Credits					12,345.73	12,345.73
Total New Transactions					-18,170.97	-18,170.97
Ending Balance					142,335.29	7,842.19

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Sonoita-Elgin FD
Reconciliation Detail
Chase Savings, Period Ending 09/30/2019

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						383,145.60
Cleared Transactions						
Checks and Payments - 4 items						
Transfer	08/29/2019			X	-135,000.00	-135,000.00
Transfer	09/13/2019			X	-10,000.00	-145,000.00
Transfer	09/23/2019			X	-2,000.00	-147,000.00
Transfer	09/30/2019			X	-36,000.00	-183,000.00
Total Checks and Payments					-183,000.00	-183,000.00
Deposits and Credits - 2 items						
Deposit	09/26/2019			X	585.90	585.90
Deposit	09/30/2019			X	125.08	710.98
Total Deposits and Credits					710.98	710.98
Total Cleared Transactions					-182,289.02	-182,289.02
Cleared Balance					-182,289.02	200,856.58
Register Balance as of 09/30/2019					-182,289.02	200,856.58
Ending Balance					-182,289.02	200,856.58

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Sonoita-Elgin FD
Reconciliation Detail
National Bank Money Market, Period Ending 09/30/2019

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						25,050.83
Cleared Transactions						
Checks and Payments - 3 items						
Check	09/11/2019		National Bank of Arizona	X	-4,773.53	-4,773.53
Check	09/18/2019			X	-15.00	-4,788.53
Check	09/30/2019			X	-5.00	-4,793.53
Total Checks and Payments					<u>-4,793.53</u>	<u>-4,793.53</u>
Deposits and Credits - 8 items						
Deposit	09/04/2019			X	1,508.99	1,508.99
Deposit	09/13/2019			X	250.00	1,758.99
Deposit	09/13/2019			X	2,274.02	4,033.01
Deposit	09/16/2019			X	510.00	4,543.01
Deposit	09/16/2019			X	1,688.83	6,231.84
Deposit	09/18/2019			X	1,212.15	7,443.99
Deposit	09/24/2019			X	270.00	7,713.99
Deposit	09/30/2019			X	1.11	7,715.10
Total Deposits and Credits					<u>7,715.10</u>	<u>7,715.10</u>
Total Cleared Transactions					<u>2,921.57</u>	<u>2,921.57</u>
Cleared Balance					<u>2,921.57</u>	<u>27,972.40</u>
Register Balance as of 09/30/2019					2,921.57	27,972.40
New Transactions						
Deposits and Credits - 1 item						
Deposit	10/07/2019				9,975.52	9,975.52
Total Deposits and Credits					<u>9,975.52</u>	<u>9,975.52</u>
Total New Transactions					<u>9,975.52</u>	<u>9,975.52</u>
Ending Balance					<u><u>12,897.09</u></u>	<u><u>37,947.92</u></u>

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Pima County Treasurer

Sonoita-Elgin Fire District

ARMS # 507200, TCMS String: 500.50720.10.10000.10000
Remittance of Revenue Collected for the Period: SEP-2019
As of October 15, 2019

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

\$ 17,515.32

<u>Real Estate Taxes</u>	<u>Amount</u>
Tax Year 2019	14,248.02
Tax Year 2018	1,008.11
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>15,256.13</u>

<u>Personal Property Taxes Collected</u>	<u>Amount</u>
Tax Year 2019	44.60
Tax Year 2018	-
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 Personal Property Taxes Collected	<u>44.60</u>

<u>In-Lieu Taxes Collected</u>	<u>Amount</u>
Tax Year 2014	-
Tax Year 2013	-
Tax Year 2012	-

Sonoita-Elgin Fire District

ARMS # 507200, TCMS String: 500.50720.10.10000.10000
 Remittance of Revenue Collected for the Period: SEP-2019
 As of October 15, 2019

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

\$ 17,515.32

Tax Year 2011	-
Tax Year 2010	-
Tax Year 2010	-
Tax Year 2009	-
Tax Year 2009	-
Tax Year 2008	-

Subtotal In-Lieu Taxes Collected -

Fire District Assistance	Amount
Tax Year 2019	2,159.78
Tax Year 2018	29.07
Tax Year 2017	7.74
Tax Year 2016	8.04
Tax Year 2015	8.53
Tax Year 2014	0.02
Tax Year 2013	0.07
Tax Year 2012	-
Tax Year 2011	-
Tax Year 2010	-
Tax Year 2009	0.01
Tax Year 2008	0.02

Subtotal Fire District Assistance 2,213.28

Investment Income	Amount
Interest Allocation	1.31

Subtotal Investment Income 1.31

Grand Total 17,515.32

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	September-19		\$ 3,766.24
State Pool Investment		2.90	3.41
		0.51	
Levied Revenue Earned			
	99124	172.34	2,342.32
	99143	39.13	
	99177	166.01	
	99201	26.64	
	99233	82.24	
	99320	84.48	
	99343	15.65	
	99357	33.35	
	99377	262.03	
	99427	1,460.45	
Check#	46430	(3,766.24)	(3,766.24)
Journal Entries	JE-		
Ending Balance	September-19		<u>\$ 2,345.73</u>

Sonoita Fire District T52-2063
 Sonoita-Elgin Fire District

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



A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
PURPOSE OF THE CASH FLOW FORECAST IS TO SHOW ALL CASH IN AND CASH OUT ON A MONTHLY BASIS.															
THE CUMULATIVE CASH BALANCE MUST NOT GO BELOW ZERO.															
	Actual	Actual	Actual	Actual	Actual	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast
	July	August	September	October	November	December	January	February	March	April	May	June	June	June	Total
	2019	2019	2019	2019	2019	2019	2020	2020	2020	2020	2020	2020	2020	2020	2020
1	Sonicita-Elgin Fire District														
2	Cash Flow Forecast														
3	July 1, 2019 through June 30, 2020														
4															
5	Budget														
6	2019-2020														
7															
8	<u>Budgeted Revenues</u>														
9	Fire District Tax														
10	Santa Cruz County	905,170	3,762	2,342	300,294	141,010	70,873	37,421	21,807	30,473	174,053	50,628	63,952	905,170	
11	Pima County	127,166	1,478	15,301	40,962	15,227	4,436	2,066	2,538	7,486	29,695	5,913	678	127,166	
12	Fire District Assistance Tax														
13	Santa Cruz County	49,065						24,533					24,532	49,065	
14	Pima County	25,433	35	2,213	9,032	1,427	1,024	425	845	1,203	7,181	977	948	25,433	
15	Fire Suppression Income	35,000	1,210											33,790	35,000
16	EMS Support	2,200												2,200	2,200
17	Ambulance Revenues	280,000	14,838	22,565	30,618	25,406	35,933	16,232	32,003	22,498	24,798	25,599	13,262	280,000	
18	PPE Purchase	64,250												64,250	
19	Interest Income	800	208	135										1,104	
20	Rental Income	400		30	30	10		40		60				400	
21	Prior Year Carryforward	34,351												34,351	
22															
23	Total Budgeted Revenues	1,523,835	21,531	42,586	380,936	183,081	112,267	80,716	57,192	61,660	235,788	83,216	238,093	1,524,138	
24															
25	<u>Budgeted Operating Expenses</u>														
26	Salaries	577,031	45,147	45,244	48,000	48,000	48,000	48,000	48,000	48,000	48,000	48,000	48,000	49,031	570,246
27	Sick Pay	9,400	602	368	1,334	801	1,482	220	769	949			230	2,644	9,400
28	Vacation/Holiday	45,000	1,074	2,258	3,750	3,750	3,750	3,750	3,750	3,750	3,750	3,750	3,750	9,518	45,000
29	Transport Stipend	78,400	6,576	6,282	6,661	6,533	6,533	6,533	6,533	6,533	6,533	6,533	6,533	6,533	78,319
30	Payroll Taxes	30,000	2,358	2,449	2,750	2,500	2,500	2,500	2,500	2,500	2,500	2,500	2,500	2,500	30,057
31	PSPRS	75,000	5,533	5,543	11,824	6,250	6,250	6,250	6,250	6,250	6,250	6,250	6,250	6,250	75,000
32	ASRS	15,500	1,402	1,308	1,330	1,290	1,290	1,290	1,290	1,290	1,290	1,290	1,290	1,198	15,558
33	Employee Health Insurance	71,400	4,815	4,803	5,950	5,950	5,950	5,950	5,950	5,950	5,950	5,950	5,950	5,950	68,221
34	Physicals	8,800			559				4,918				74	1,443	8,800
35	Workman's Compensation	39,373	9,161	160	305	358	440	1,188	172	325			128	2,791	39,373
36	Clothing Allowance	8,400	236	798	305	358	920	690	900				6,043	8,400	
37	Training	30,589	15,613	1,779	4,644	1,250	1,250	1,250	1,250	1,250	1,250	1,250	1,250	2,314	30,589
38	EMS Consumables	15,000	1,647	697	1,250	1,250	1,250	1,250	1,250	1,250	1,250	1,250	1,250	4,500	15,000
39	Maintenance Plans	4,500												4,500	
40	Oral Hydration Fluids	1,200			49	38	239					18	507	1,200	
41	Fire Prevention Education	1,000												1,000	
42	Office Expense & Postage	10,000	202	561	276	800	800	800	800	800	800	800	800	2,560	10,000
43	Recruitment & Retention	11,000	307	515	968	186	1,256	1,000	555	1,000	1,000	877	3,101	11,000	
44	Payroll Preparation	4,500	136	225	238	245	245	821	224	216	237	260	1,653	4,500	
45	Ambulance Billing	22,500	1,678	1,606	2,187	2,852	1,804	3,037	453	2,695	1,566	2,081	926	22,500	
46	Equipment Rental	1,800	127	382	127	166	127	127	127	127	127	127	127	235	1,800
47	Internet Provider	2,400	123	294	200	200	200	200	200	200	200	200	200	84	2,400
48	Bank Charges	800	57	84	122	70	70	70	70	70	70	70	70	50	873

	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		Budget	Actual	Actual	Actual	Actual	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast
5		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	Forecast	
6			2019	2019	2019	2019	2019	2019	2020	2020	2020	2020	2020	2020	Total	
7																
49	Background Checks	1,200		60	20				100		140				880	1,200
50	Legal Fees	7,800	195	1,540	3,601										2,464	7,800
51	Accounting Fees	8,500						8,500								8,500
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	1,165	1,165	1,165	1,165	1,165	1,165	1,165	1,165	1,165	1,185	13,454
54	Batteries & Repair	3,000			456										2,544	3,000
55	Computer & IT Support	4,000			88										3,912	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	1,410	1,410	1,410	1,410	1,410	1,410	1,410	1,410	1,410	1,881	17,000
58	Insurance	30,000	163	7,047		7,137				6,970					8,683	30,000
59	Fuel	26,000	4,947		209	464	389	876	876	8,270	5,486	480	4,076	110	110	26,000
60	Building Grounds & Pests	9,000	1,200	524	1,237	317	49	504	504	716	289	70	512	2,993	9,000	
61	Vehicle Maintenance	36,500	4,062	738	3,431	3,040	3,040	3,040	3,040	3,040	3,040	3,040	3,040	3,040	3,950	36,500
62	Equipment Replacement	6,000		343	918	1,390	183					461	454		2,251	6,000
63	Station & Fire Supplies	10,000	259	1,264	764	908	458	1,518	329	329	763	355	771	1,799	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						600					2,652	748	4,000	
67	Financial Stability Reserve	54,522												54,522	54,522	
68	Communication to Residents	500													500	
69	Dues & Subscriptions	4,000	592	321	4,580	976	110	389	92	92	865	25	92	168	8,209	
70	PPE Purchase	64,250													64,250	64,250
71																
72	Capital Reserve Funds															
73	Apparatus P&I	80,992														80,973
74	Ambulance P&I	23,297													23,297	23,297
75	PPE	6,500													6,500	6,500
76	SCBA's	9,000													9,000	9,000
77	Other Equipment	10,006													10,006	10,006
78	Total Budgeted Expenses	1,523,835	104,004	178,783	98,979	105,687	89,291	102,458	114,322	104,345	95,349	91,124	105,448	327,832	1,517,623	
79																
80	Net Budgeted Revenues/Expenses		(76,933)	(157,252)	(56,393)	275,249	93,790	9,808	(33,606)	(47,153)	(33,689)	144,664	(22,232)	(89,739)	6,515	

