

SEFD Board Packet

25 Jan 2021

- Agenda
- Minutes –
 - 23 Nov 2020
 - 28 Dec 2020
 - 4 Jan 2021
 - 8 Jan 2021
- Approval of Financial Documents
 - Reconciliation & Review sheet
 - Balance Sheet
 - P & L
 - Reconciliation Signature page
 - Chase Bank Reconciliation
 - National Bank Reconciliation
 - Hughes Reconciliation detail
 - Main Share
 - Checking
 - High-yield
 - Premium Yield

Miscellaneous

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

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, 25 January 2020. The meeting will be held in the BAY at the Fire House at 3173 N. Highway 83, Sonoita, AZ. The meeting is open to the general public and will begin at 9:00 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
FACE MASKS ARE REQUIRED

Roll Call

Pledge of Allegiance

Call to the Public

In light of the anticipated meeting length, covid-19 restrictions, and meeting venue, we are canceling the call to public for this meeting. Members of the public are invited to submit written comments for inclusion in the minutes.

Approval of Minutes:

23 November 2020

28 December 2020

4 January 2020

8 January 2020

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.

Monthly financial reports and consideration of district financial matters pursuant to A.R.S. §48-807: Review and approval of monthly financial reports for December 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

Action Items:

1. Review, discussion, and possible action: Update of survey. Dorney
2. Discussion and possible action on replacement of the Fire Chief. Johnson
3. Discussion and possible action on reviewing bank accounts and how many signers/ who the signers should be. Johnson
4. Discussion and possible action regarding selection of a Board member representative for the Local PSPRS Board.
5. Possible executive session for legal advice: Pursuant to ARS Sec. 38- 431.01(A)(3) the Board may vote to go into executive session for discussion or consultation for legal advice with the attorney for the District regarding the audit of PFD IGA payments and compensation paid to Chief DeWolf.

Agenda

6. Discussion and possible action regarding audit of IGA payments paid to Chief De Wolf.
7. Possible executive session for legal advice: Pursuant to ARS Sec. 38- 431.01(A)(3) the Board may vote to go into executive session for discussion or consultation for legal advice with the attorney for the District regarding the report of investigation of toxic workplace environment.
8. Discussion and possible action regarding report of investigation into toxic workplace environment.
9. Adjournment

Governing board members and/or attorney may attend telephonically/digitally.

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).

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 posted: 22 January 2020. At 0900 Local Time

By Kathy L. Goodwin Kathy L. Goodwin, Admin.

**Minutes of the meeting of the Board of Directors of the Sonoita-Elgin Fire District
Monday, November 23, 2020
0900**

Call to Order

Roll Call – Dorney, Webber, Archibald by phone, Johnson. Bahti absent.

Pledge of Allegiance

Approval of the Minutes:

28 Sept 2020 – Motion to approve by Dorney, second by Webber with correction, motion carried unanimously.

9 Sept 2020 – Webber, we referenced the page number of the policy, do we want to put the policy number? No. Motion to approve by Dorney, seconded by Webber, motion carried unanimously. No voice heard for Archibald, so motion of 3 members.

26 Oct 2020 –Dorney motion to approve the summarized minutes issued by Webber, Archibald seconded. Motion carried unanimously.

29 Oct 2020 – Motion to approve by Webber, seconded by Dorney; motion carried unanimously by 3 members (could not hear Archibald).

Call to the Public –

Mike Wright – Mike prayed over the district; expressed disapproval of the Boards actions in approving the time, cost, and type of investigation into the work environment; expressed disapproval of his dismissal from position of Chaplain based on false information.

Frances Garcia – I decline.

Ralph Garcia – I also decline

Kathe Prentice – Expressed concern over who is being interviewed and whether they have knowledge of the Fire District work environment based on the positions and the time they are working in the environment on a daily basis; expressed thanks to community for letting her serve them; expressed thanked the Board for listening to her and for what they are doing. Chair Chris Johnson acknowledged Kathe Prentice as this was her last day as an employee.

Report from the Fire District –

Calls for the month: A shift had 20, B shift had 20 and C shift had 25. There are no events at this time. The **CON** is running like it is supposed to. **Apparatus** – we're doing some repairs, oil changes and such, everything is running pretty good. I am going to have the Ops Chief give a report on personnel; we do have one grant, an extrication grant from the Governor's Office of Highway Safety, for \$30,000, we'll be getting things going with that shortly. (Extrication Tools)

Marc Meredith, Acting Operations Chief – since our last meeting we've had 4 new volunteers start their orientation process, we've had 2 people who were in the process complete that and are full members of the department. One of the benefits and challenges of being the type of department that we are, is that often times we're the first place where somebody starts their career and they are able to continue that career. Three of our members, we're very happy, yet at the same time sad to see them go, they have been hired by Tucson Fire. They will start their academy in January. It's a really competitive process, so for us

Minutes of the meeting of the Board of Directors of the Sonoita-Elgin Fire District
Monday, November 23, 2020
0900

to have three selected is a real testament as to who this district is. Parker King, Anika Payton-Rodriguez, and Kerri Stewart. As you know, one of our firefighter positions has been filled for a period of time, we're going to go ahead and hire that position permanently, in January, and I'm very pleased to say we've already received 7 applications for that position. If you know anyone who is interested, please do encourage them to apply.

Finally, another grant we just received from the Coyote Crisis Collaborative, a state-recognized resource that is charged with helping departments big and small obtain what they need for both daily and disaster operations. We received an approximately \$5,000 grant from them, and the grant is going to go towards purchasing special equipment from Stryker, that's the same company that makes our gurneys, so when we're dealing with cognitively-impaired patients we now have another resource available to us and to them, so they remain safe during transport, and we remain safe while we're transporting them. We should have that equipment in-house by the end of the year. It is a type of cover which allows somebody who is not able to follow our directions to remain safe during transport without having to use more intrusive restraint. It will be a very nice tool to have in our toolbox that we wouldn't have had without this grant.

Monthly Financial Reports were presented by V. Rutter: **Vicki Rutter:** MS Rutter presented the financial reports to the Board, including the Balance Sheet, Profit & Loss Statement and the Cash Flow Forecast as of October 31, 2020. Motion to accept the financials as presented was made by Webber, seconded by Dorney, Motion carried unanimously.

Report by the Board Clerk on the Hughes Federal Credit Union Account – MS Webber advised the Board and community of the process she followed to obtain a pin number for accessing the bank account. During the conversation she advised that the Acting Chief Buonaccorsi and the Auditor felt there should be more signers on the account as there was no contingency plan for events such as the Chief being out of office. There is now a process [for Board members] where transfers can be completed. This item segued into item #3.

Review, discussion and possible action: Check signing/Transfers between accounts: Johnson – stated we had that problem, because we only have one signer on the Board and the Chief was on administrative leave. Normally we have two signers on each account, the Chief and Clerk. At Palominas, all signatories rest on the Board. That's a model, we have a different model. After discussion, there was a motion to add the Chair on all the bank accounts. Webber stated that she was in support of what Palominas did, having all the Board members on the account. Archibald asked if we have a recommendation from the auditors? Webber stated the auditors would like to see all Board members as signers. Archibald stated she thought that's a little excessive. She would recommend two Board members and the Chief. Johnson agreed echoed by Dorney and Webber. Motion to add Chair Chris Johnson as a signer and require two signatures per check was made by Archibald, seconded by Dorney, motion carried unanimously. Webber noted she would need the minutes to show that we voted and passed it. Webber will contact the banks and to see how we can do the paperwork.

Review, discussion and possible direction to Acting Chief regarding minutes – This was a holdover from the summer that had been tabled at prior meetings. After a lengthy discussion it was decided that transcripts of Board meetings be labeled as "transcripts" and not minutes. Johnson stated we'd postpone any other discussions on format and posting of documents to the website to a future meeting, and that what is posted to the website will be labeled as a

**Minutes of the meeting of the Board of Directors of the Sonoita-Elgin Fire District
Monday, November 23, 2020
0900**

transcription, as long as the District is using the transcription service.

Review, discussion and possible action regarding the Board Survey: Motion to table the survey until we finish the investigation was made by Archibald, second by Webber, motion carried unanimously.

Discussion and possible action on status of Chief De Wolf's FY 2019-2020 Annual Review
Johnson tabled this item.

Review, discussion and possible action to appoint Archibald and Bahti to fill 4-year term of office and consider timeline/process to select successor board members should Bahti and/or Archibald decide not serve the entire term: Johnson stated that Kurt Bahti is withdrawing from the Board, he has completed his term but does not want to be appointed. Archibald confirmed that she is willing to fulfill the term until the investigation is over and we can appoint someone to complete the term. Archibald noted that she maybe moving to Cochise County and will not be able to be on the Board when that happens. She reminded the board that we do have a process for new members. Administrator Goodwin noted that there is a formal process to go through for a new board member, there is a 90-day window for the Board to appoint a new board member, if nothing is done that time, the county can appoint a member to our board. Dorney recommended that when we post the availability include a very general guideline of what must be met as a resident (1 year) and also generally what is expected of a Board member, which she didn't get when she applied. Johnson stated that we have the right to appoint Sue Archibald to extend her term, we don't know when it's going to end, but I'd rather not have two open vacancies on the Board. It makes it difficult because it makes it a 3-person Board. Archibald agreed and I will just resign when that time happens. Motion made by Dorney that Archibald be appointed to another term. Seconded by Webber; motion carried by Webber, Dorney, Johnson; Archibald abstaining from the vote.

Review, discussion and possible action for special organizational meeting in early December: Election of officers and give oath of office to Archibald. Johnson stated he would do his on Dec. 1 on Monday, Dec 7, 2020 at 0900 to Archibald.

SIDE NOTE: Archibald recommended that an update on the investigation be part of every agenda.

Possible executive session for legal advice: Motion by Archibald to go into executive session; second by Webber, motion carried unanimously.

Adjourned open session at 10:51 am.

Returned from executive session at 11:44 am. Archibald was no longer in the meeting.

Johnson reminded everyone that everything said in executive session is confidential.

Minutes of the meeting of the Board of Directors of the Sonoita-Elgin Fire District
Monday, November 23, 2020

0900

Review, discussion and possible action to authorize audit of PFD IGA payments and compensation paid to Chief De Wolf to be performed by the District's auditing firm Walker & Armstrong requested to be presented in conjunction with the District's annual audit.

Motion by Webber to authorize the audit, second by Dorney, motion carried unanimously.

Adjournment – Motion by Webber, second by Dorney, motion carried unanimously.

Minutes approved on 28 December 2020, ^{25 JAN 2021} Reba Webber, Board Clerk.
Reba Webber

Call to Order

Pledge of Allegiance

Roll Call – All board members present (Johnson, Dorney, Webber, Archibald)

Call to the public – *In light of the anticipated meeting length, COVID-19 restrictions, and meeting venue, we are canceling the call to the public for this meeting. Members of the public are invited to submit written comments for inclusion in the minutes.*

Recognition of Service of former Board member Kurt Bahti. An award was available to present to Kurt Bahti, but Kurt was not able to attend today.

Agenda Items – Johnson: We will not be going in order of the agenda; we will not be doing item #8.

Presentation of FY2020 Audit – presented by Jay Parke of Walker & Armstrong. The Audit firm gave an unqualified opinion on the financial statement of SEFD. Parke briefly explained the four reports presented to the Board. Board members signed the Acceptance of the Audit Report document. With regards to pension allocations: I do want to say from a position of liquidity you are doing well very well, and just in general, your debt management is very good.

Presentation of Payroll Audit was immediately following the FY2020 Audit report. Performance of agreed upon procedure report; not expressing an opinion as in FY2020 Audit; findings were presented at the meeting. There were no questions. Mr. Parke wished everyone a Happy New Year.

Approval of the minutes: The discussion was a bit confusing but I believe these were the actions:

23 Nov 2020 – Tabled. Webber was not happy with the minutes as written and wanted to summarize them further. She will review and have ready for next meeting. Archibald made a motion to approve the minutes; there was no second. Minutes were not approved.

7 Dec 2020 – Motion to approve as written was made by Archibald; second by Dorney, motion carried unanimously.

Report from the Fire Chief – we ran 52 calls last month; 12 (A), 18 (B), 21 (C). Zone 1 had 16, zone 2 had 7, zone 3 had 10, zone 4 had 3, and zone 5 had 16. Wildland billing – we have roughly \$32,000 outstanding. Apparatus; we are doing very well; repairs and routine maintenance are complete. See additional document at the end of the minutes for Ops Chief Meredith's personnel update. Because of increased COVID cases across the state, we have closed the bay doors and are restricting access to the station. We hope to resume somewhat normal routine in late January or early February. We are having new volunteers do telephone interviews and complete online classes from home at this time. As soon as we're able we'll

Minutes to the meeting of the Board of Directors of the Sonoita-Elgin Fire District
Monday, December 28, 2020
0900

bring that back in. COVID vaccines – Santa Cruz County has obtained a batch of vaccine and will be rolling out a plan for vaccinations; we have started to get front-line personnel vaccinated.


Financials – Financial Reports were presented to the Board by V. Rutter; reports include the Balance Sheet, Profit & Loss Statement and the Cashflow Forecast. The Board was again cautioned about the forecasted loss (=\$5,615) at the end of the year; no action was taken. Motion to accept the financials as presented was made by Webber, seconded by Archibald; motion carried unanimously.

Review, discussion and possible action: Update of survey - motion to table this was made by Dorney, seconded by Webber; motion carried unanimously.

Discussion and possible action on finalizing Chief De Wolf's annual audit / Possible executive session for legal advice regarding the audit of PFD IGA payments and compensation paid to Chief De Wolf. / Original motion tabled by Weber, seconded by Dorney; discussion in which Archibald, Dorney and Webber were not interested in tabling. Archibald is pretty frustrated with how long this investigation was taking. She wants it done. This is where the three action items became compiled into one discussion. Dorney – does Donna have the audit information. Chair said yes. She agreed with Sue. At this point, Board Chair read a memorandum from the District's attorney. Memorandum is attached with these minutes. Archibald and Dorney were not happy about not finalizing the investigation today. The Board went into executive session at 1040 a.m. for legal advice with regards to Chief De Wolf and PFD payroll. The Board resumed regular session at 10:50 a.m.

Possible executive session for legal advice regarding the report of investigation of toxic workplace environment. This was not addressed in open session and the Board did not go into executive session for this item.

Adjournment – Motion to adjourn was made by Archibald, seconded by Webber; motion carried unanimously. (10:52)

Minutes approved on 25 January 2021; , Board Clerk.
Reba Webber

**Minutes of the Special Meeting of the Board of Directors of the
Sonoita Elgin Fire District
9:30 AM, 04 January 2021**

Call to Order

Roll Call – Archibald, Dorney, Johnson and Webber present. Also present was the District’s Attorney Donna Aversa (telephonically/electronically), Acting Chief Jon Buonaccorsi and Acting Operations Chief Marc Meredith.

Pledge of Allegiance

Motion made by Archibald to go into Executive Session for legal advice regarding Chief DeWolf’s contract and salary. Note: Pursuant to ARS Sec. 38- 431.01(A)(3) the Board may vote to go into executive session for discussion or consultation for legal advice with the Attorney for the District regarding Chief DeWolf’s contract and salary, including the report from Walker & Armstrong regarding Chief DeWolf’s salary and PSPRS contributions, investigation report regarding Chief DeWolf’s salary, and authorization for Chief DeWolf’s salary change implemented Nov. 2019. Seconded by Dorney. The Board approved the motion unanimously. Recording stopped at 9:34 am.

Back in Regular Session at 10:55 am. Chairman Johnson reminded everyone that Pursuant to ARS Sec. 38-431(C) Executive Sessions are confidential.

Lawyer Aversa reminded all that the Board has received and reviewed a report from the Districts auditors, Walker & Armstrong, regarding compensation paid to Chief DeWolf and the compensation authorized by the Fire Board and the investigation report from the Districts outside investigator, Kate Baker, who was directed by the Board to follow up on the Walker and Armstrong report regarding overpayment related to the Palominas IGA.

Based on the review of the documentation from Walker & Armstrong and Kate Baker, motion made by Webber to terminate Chief DeWolf’s contract for cause and authorize the Chair to issue the notice of termination, substantially the same form as presented, effective January 5, 2021 at 5 pm. Seconded by Archibald. The Board approved the motion unanimously. Chairman Johnson agreed to arrange to meet with Chief De Wolf to ensure that Chief DeWolf has timely notification of the termination. Archibald reminded all the investigation report is the first report we have received regarding financials, and we are still waiting for the larger report regarding on the claims of harassment. However there was enough evidence in this report to terminate for cause.

Motion made by Webber to have the District’s Attorney, Donna Aversa, engage the District’s auditors, Walker & Armstrong, to perform an accounting of the amount of the overpayment to Chief DeWolf effective as of the start of the initial Palominas IGA. Seconded by Archibald. The Board approved the motion unanimously. Attorney Aversa advised that per the motion she would contact Walker & Armstrong to get the engagement letter in place for the Chairman’s signature, and the Chair or Attorney Aversa will let the Board know if there is an estimated timeline for the performance of that work.

Minutes of the Special Meeting of the Board of Directors of the
Sonoita Elgin Fire District
9:30 AM, 04 January 2021

Archibald reminded the Chair that the insurance company will need to be contacted to determine if the investigation by Walker & Armstrong will be covered under our insurance. The Board agreed to have Attorney Aversa work with the Chair to determine the extent of any relative insurance coverage.

Motion to adjourn by Archibald, and seconded by Dorney. Meeting adjourned at 11:03 am.

Minutes written by Reba Webber, Board Clerk.

Governing Board Meeting minutes approved on 25 January 2021.

By Reba Webber Board Clerk, Reba Webber

**Minutes of the Special Meeting of the Board of Directors of the
Sonoita Elgin Fire District
9:30 AM, 08 January 2021**

Call to Order

Roll Call – Archibald (telephonically/electronically), Dorney, Johnson and Webber present. Also present was the District’s Attorney Donna Aversa (telephonically/electronically), and Acting Operations Chief Marc Meredith.

Pledge of Allegiance

Motion made by Dorney to go into Executive Session for discussion or consultation for legal advice with the attorney for the District regarding Chief DeWolf’s termination of employment, including compensation, authorization for Chief DeWolf’s compensation change implemented Nov. 2019, and Chief DeWolf’s response to termination of employment. Seconded by Archibald. The Board approved the motion unanimously. Recording stopped at 9:37 am.

Back in Regular Session at 9:55 am. Chairman Johnson reminded everyone that Pursuant to ARS Sec. 38-431(C) Executive Sessions are confidential. Jonson noted Archibald left meeting at end of Executive Session.

Webber read out loud the document “Status of Notice of Termination issued by the Board on January 4, 2021”, which represents the Boards response to Chief DeWolfs request for reconsideration to the termination notice. That document is attached to these minutes as Exhibit A. After completion of the reading, Dorney made a motion not to approve Chief DeWolf’s request for reconsideration of his termination. Seconded by Webber. The Board approved the motion unanimously. Johnson and Attorney Aversa will notify Chief DeWolf of the Board’s decision.

Dorney made a motion to adjourn, seconded by Webber. The Board approved the motion unanimously. Meeting adjourned at 10:05 am

Governing Board Meeting minutes approved on 25 January 2021.

By Reba Webber Board Clerk, Reba Webber

Minutes written by Reba Webber, Board Clerk.

Minutes of the Special Meeting of the Board of Directors of the
Sonoita Elgin Fire District
9:30 AM, 08 January 2021

EXHIBIT A

1. Status of Notice of Termination issued by the Board on January 4, 2021.

During his interview on Dec. 28, 2020, the Investigator gave Chief DeWolf the opportunity to provide her with any additional information or documentation. As of the date of the Board's action on January 4, 2021, He had not done so. The Board gave Chief DeWolf one last opportunity to provide documentation that the Board approved the increase in compensation that began as of November 1, 2018.

Although he has provided the Board with various SEFD financial statements and a narrative statement, he has not provided documentation that the Board approved his increase in compensation.

Chief DeWolf continues to deny any wrong doing and claims he read his request for an increase in compensation to the Board which then approved it. The facts do not support his position.

In fact, Chief DeWolf points to Board approved SEFD financial reports as the support for the increase in his compensation. However, it was the Board's questioning of the very line item to which he points which was the basis for the investigation.

During the course of the investigation, Chief DeWolf acknowledged that any increase in his compensation would have to be approved by the Board and would have been reflected in the Board's minutes.

Pointing to an amount embedded in a line item submitted as part of the SEFD financial records further demonstrates:

- his failure to understand that as SEFD fire chief, he serves in a position of public trust that requires stewardship in the honest and efficient use of public resources;
- his failure to exercise good faith and due diligence; and,
- a neglect or indifference to his responsibilities as the SEFD fire chief.

The Investigator confirmed that SEFD Board minutes do not contain approval for Chief DeWolf's pay increase.

The Investigator determined, among other things, that:

Sonoina Elgin Fire District
9:30 AM, 08 January 2021

- DeWolf admits creating a document dated Dec. 3, 2018 in which he expresses his intent to ask for a raise.
 - He states: *I would like to ask the Board to move my per week pay to \$1,000 allotting SEFD to make \$634.61 per week.*
 - An increase of \$300 per week x 52 weeks = an annual increase of \$15,600 for over two years is in excess of \$31,200.
 - That document is dated Dec. 3, 2018. He began receiving the raise in his paycheck on November 1, 2018.,
 - The document does not reflect Board approval of the increase in pay.
- The \$300 weekly increase to DeWolf is not shown on any Board Agenda or in any of the minutes as having been authorized by the Board.
- Fire Chief Joseph DeWolf failed to obtain permission and/or proper documentation to support the increase in pay he wanted from the PFD IGA.
- Chief DeWolf directed, allowed, and/or accepted the increase without having the request placed on the Board's Agenda and/or without any documented Board vote approving the request.
- Chief DeWolf occupies a position of public trust and must act to maintain the confidence of the public and of the Board.
- He has an obligation to avoid any appearance of impropriety, and should act in a manner that brings credit to SEFD.
- A preponderance of the evidence shows that
 - The Board did not authorize the increase in compensation.
 - DeWolf accepted raise payments before the earliest date that even he claims approval could have occurred.
 - Chief DeWolf was therefore paid a large sum of money over a 2+ year period (over \$30,000) without proper authorization.

Additionally, troublesome, is that had the Board been aware that Chief DeWolf's compensation increased in 2018 by more than \$15,600 per year, it would have been a consideration in the discussion to grant a one-time 'bonus' of \$5,000 approved by the Board in 2019.

Accordingly, because there was no Board action to approve the increase in Chief DeWolf's pay which began on November 1, 2018, and further because any claim by Chief DeWolf that the minutes were somehow incomplete is disingenuous and

DRAFT Minutes of the Special Meeting of the Board of Directors of
the Sonoita Elgin Fire District
9:30 AM, 08 January 2021

particularly troublesome coming a fire chief addressing his own \$15,600 annual increase in compensation,

I move that: the Board does not need to reconsider its termination of Chief DeWolf's contract and the termination stands for the reasons contained in the Notice of Termination issued by the Board on January 4, 2021.

2. Accounting into the overpayment of compensation.

Following the Board meeting on January 4, 2021, as directed by the Board, the Chairman and the attorney contacted SEFD auditors Walker & Armstrong to undertake an accounting to determine the amount by which Chief DeWolf was overpaid, including the employee related expenses associated with the overpayment, which will include a review of various records.

We anticipate that work will begin next week.

As part of the accounting, the auditors will exam the potential discrepancy between

- Chief's DeWolf's contract which provides for his group insurance coverage and SEFD policies which allow SEFD members to elect dependent coverage with the full cost of the dependence coverage to be paid by the member through payroll deductions

and

- The amount of group health insurance paid by SEFD.

As well as the period during which Chief DeWolf was paid for providing service to PFD and for which SEFD refunded PFD because Chief DeWolf did not provide services under the IGA.

The Chairman will have an update at the next SEFD Board meeting.



Administrative Review of Sept 2020 Financial Documents
Sonoita-Elgin Fire District Board of Directors Meeting
3173 Hwy 83, Sonoita, AZ
25 Jan 2021
9 a.m.

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

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

Susan Archibald, member

Reba Webber, Clerk

Christopher Johnson, Chair

Annette Dorney, member

Sonoita-Elgin FD
Balance Sheet
As of December 31, 2020

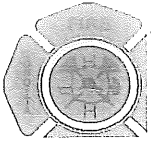
	A	B	C	D	E
1					
2				ASSETS	
3				Bank Accounts	
4				Chase Checking	305,323.86
5				Chase Savings	250,274.28
6				Hughes Checking	37,241.75
7				Hughes High Yield	2,015.64
8				Hughes Main Share	57.69
9				Hughes Premium	126,131.70
10				National Bank Money Market	20,381.87
11				COVID Care	336.00
12				Petty Cash	700.00
13				Subtotal Bank Accounts	<u>742,462.79</u>
14					
15				Accrued Taxes	
16				Pima County Treasurer	6,891.41
17				SCC Treasurer	<u>137,085.94</u>
18				Subtotal Accrued Taxes	<u>143,977.35</u>
19					
20				TOTAL ASSETS	<u>886,440.14</u>
21					
22				EQUITY	
23				Fund Balance - Unrestricted	755,554.58
24				Net Income July - December	<u>130,885.56</u>
25					
26				TOTAL EQUITY	<u>886,440.14</u>
27					

Sonoita-Elgin FD
Profit & Loss Budget vs. Actual
for the six months ended December 31, 2020

	A	B	C	D	E	F	G	H	I	J	K
1					<u>Dec 2020</u>		<u>Jul - Dec 2020</u>		<u>Annual Budget</u>		<u>% of Budget</u>
2				Budgeted Income/Expense							Target = 50%
3				Budgeted Income							
4				Santa Cruz County Taxes	137,079.65		540,963.25		937,762.00		57.69%
5				Pima County Taxes	5,376.42		75,890.39		124,044.00		61.18%
6				FDAT - Santa Cruz	0.00		0.00		50,856.00		0.0%
7				FDAT - Pima County	1,497.49		15,317.59		24,808.00		61.75%
8				Fire Suppression	0.00		35,000.00		35,000.00		100.0%
9				EMS Support	0.00		1,836.00		2,200.00		83.46%
10				Ambulance Revenue	40,631.15		152,542.25		270,000.00		56.5%
11				PPE Purchase	0.00		0.00		9,254.00		0.0%
12				Interest Income	30.89		498.20		800.00		62.28%
13				Rental Income	0.00		0.00		400.00		0.0%
14				Prior Year Carryforward	0.00		0.00		38,136.00		0.0%
15				Total Budgeted Income	184,615.60		822,047.68		1,493,260.00		55.05%
16											
17				Budgeted Expenses							
18				Salaries	53,754.06		281,302.98		625,787.00		44.95%
19				Sick Time Pay	480.00		1,112.95		9,400.00		11.84%
20				Vacation/Holiday	2,955.96		32,712.52		45,000.00		72.69%
21				Transport Stipend	0.00		26,576.61		78,400.00		33.9%
22				Payroll Taxes	2,045.32		12,314.67		30,000.00		41.05%
23				PSPRS	4,664.75		31,816.23		75,000.00		42.42%
24				ASRS	951.62		7,579.62		15,500.00		48.9%
25				Employee Health Insurance	(1,320.15)		23,725.94		71,400.00		33.23%
26				Physicals & Exams	0.00		291.67		8,800.00		3.31%
27				Workmans Comp Expense	0.00		12,465.00		34,600.00		36.03%
28				Clothing Allowance	0.00		839.77		8,400.00		10.0%
29				Training	199.00		9,090.12		25,217.00		36.05%
30				EMS Consumables	598.14		870.96		15,000.00		5.81%
31				Maintenance Plans	0.00		0.00		4,500.00		0.0%
32				Oral Hydration Fluids	0.00		0.00		1,200.00		0.0%
33				Fire Prevention Education	0.00		963.97		1,000.00		96.4%
34				Office Expense & Postage	1,359.09		2,775.90		10,000.00		27.76%
35				Recruitment & Retention	230.02		6,196.81		11,000.00		56.34%
36				Payroll Preparation	339.81		2,132.81		4,500.00		47.4%
37				Ambulance Billing	2,122.46		12,685.81		21,600.00		58.73%
38				Equipment Rental	127.21		788.42		1,800.00		43.8%
39				Internet Provider	311.18		1,549.22		3,300.00		46.95%
40				Bank Charges	40.68		376.99		800.00		47.12%
41				Background Checks	0.00		200.00		1,200.00		16.67%
42				Legal Fees	2,291.25		15,858.50		7,800.00		203.31%
43				Accounting	3,600.00		8,600.00		8,500.00		101.18%
44				Bookkeeper	1,250.00		7,500.00		15,000.00		50.0%
45				Telephone	1,121.59		6,469.43		14,000.00		46.21%
46				Batteries & Repair	0.00		0.00		3,000.00		0.0%

Sonoita-Elgin FD
Profit & Loss Budget vs. Actual
for the six months ended December 31, 2020

	A	B	C	D	E	F	G	H	I	J	K
1					<u>Dec 2020</u>		<u>Jul - Dec 2020</u>		<u>Annual Budget</u>		<u>% of Budget</u>
47				Computer & IT Support	250.00		5,399.48		4,000.00		134.99%
48				Dispatch	313.32		7,878.30		5,100.00		154.48%
49				Utilities	961.77		5,896.74		17,000.00		34.69%
50				Insurance	0.00		13,776.00		30,000.00		45.92%
51				Fuel	3,059.17		7,630.48		26,000.00		29.35%
52				Building & Grounds & Pests	188.41		3,035.09		9,000.00		33.72%
53				Vehicle Maintenance	3,968.46		20,033.54		36,500.00		54.89%
54				Equipment Replacement	2,388.77		2,542.01		10,000.00		25.42%
55				Station & Fire Supplies	2,832.79		9,009.81		10,000.00		90.1%
56				Suppression Foam	0.00		0.00		3,600.00		0.0%
57				Interest Expense	0.00		0.00		500.00		0.0%
58				Computer & Radio	0.00		313.52		4,000.00		7.84%
59				Communication to Residents	0.00		246.32		500.00		49.26%
60				Financial Stability Reserve	0.00		0.00		52,313.00		0.0%
61				Membership Dues & Subscriptions	0.00		1,730.66		4,000.00		43.27%
62				PPE Expense	0.00		0.00		9,254.00		0.0%
63				Miscellaneous	0.00		720.78				
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				Total Budgeted Expenses	91,084.68		688,799.13		1,493,260.00		46.13%
69											
70				Net Budgeted Income	93,530.92		133,248.55		0.00		100.0%
71											
72				Unbudgeted Income/Expense							
73				Unbudgeted Income							
74				Palominas Fire District	(14,625.00)		0.00				
75				Fire Suppression Excess	0.00		8,586.47				
76				Grant Revenue	0.00		4,030.98				
77				Safer Grant 2016	10,880.00		44,400.00				
78				Donations	25.00		1,125.00				
79				Total Unbudgeted Income (Loss)	(3,720.00)		58,142.45				
80											
81				Unbudgeted Expenses							
82				Palominas FD-Chief Salary	0.00		17,333.36				
83				Wildland Labor	0.00		8,212.08				
84				Safer 2016 Expenses	4,480.00		34,960.00				
85				Total Unbudgeted Expenses	4,480.00		60,505.44				
86											
87				Net Unbudgeted (Loss)	(8,200.00)		(2,362.99)				
88											
89				Overall Net Income	85,330.92		130,885.56		0.00		100.0%



SONOITA-ELGIN FIRE DISTRICT

Hughes, Chase, & National Bank

SONOITA-ELGIN FIRE DISTRICT

RECONCILIATION & REVIEW

December 2020

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

Reconciled by *U. Hunter*

Date of reconciliation January 15th & 19th, 2021

Sonoita-Elgin FD
 Reconciliation Detail
 Chase Checking, Period Ending 12/31/2020

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						1,196.97
Cleared Transactions						
Checks and Payments - 5 items						
Check	12/15/2020		Nationwide	X	-349.84	-349.84
Check	12/15/2020		Nationwide	X	-347.96	-697.80
Check	12/31/2020		Nationwide	X	-395.65	-1,093.45
Check	12/31/2020		Nationwide	X	-394.24	-1,487.69
Check	12/31/2020			X	-34.68	-1,522.37
Total Checks and Payments					-1,522.37	-1,522.37
Deposits and Credits - 2 items						
Transfer	12/04/2020			X	291,826.50	291,826.50
Transfer	12/10/2020			X	13,822.76	305,649.26
Total Deposits and Credits					305,649.26	305,649.26
Total Cleared Transactions					304,126.89	304,126.89
Cleared Balance					304,126.89	305,323.86
Register Balance as of 12/31/2020					304,126.89	305,323.86
New Transactions						
Checks and Payments - 2 items						
Transfer	01/04/2021				-154,000.00	-154,000.00
Check	01/04/2021	2085	Sonoita-Elgin Fire District		-150,000.00	-304,000.00
Total Checks and Payments					-304,000.00	-304,000.00
Total New Transactions					-304,000.00	-304,000.00
Ending Balance					126.89	1,323.86

Sonots-Eight FD
 Reconciliation Detail
 Chase Savings, Period Ending 12/31/2020

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						225,162.35
Cleared Transactions						
Deposits and Credits - 9 items						
Deposit	12/16/2020			X	10,880.00	10,880.00
Deposit	12/21/2020			X	1,398.72	12,278.72
Deposit	12/21/2020			X	1,702.69	13,981.41
Deposit	12/21/2020			X	2,006.89	15,988.30
Deposit	12/21/2020			X	2,101.29	18,089.59
Deposit	12/21/2020			X	2,132.56	20,222.15
Deposit	12/21/2020			X	2,411.92	22,634.07
Deposit	12/21/2020			X	2,471.87	25,105.94
Deposit	12/31/2020			X	5.99	25,111.93
Total Deposits and Credits					25,111.93	25,111.93
Total Cleared Transactions					25,111.93	25,111.93
Cleared Balance					25,111.93	250,274.28
Register Balance as of 12/31/2020					25,111.93	250,274.28
New Transactions						
Deposits and Credits - 1 item						
Transfer	01/04/2021				154,000.00	154,000.00
Total Deposits and Credits					154,000.00	154,000.00
Total New Transactions					154,000.00	154,000.00
Ending Balance					179,111.93	404,274.28

Handwritten mark

11:09 AM

01/15/21

Sonoma-Elgin FD
Reconciliation Detail
Hughes Main Share, Period Ending 12/31/2020

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						57.69
Cleared Balance						57.69
Register Balance as of 12/31/2020						57.69
Ending Balance						<u>57.69</u>

57.69

11:05 AM

01/15/21

Sonoma-Eigin FD
Reconciliation Detail
Hughes High Yield, Period Ending 12/31/2020

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						2,015.64
Cleared Balance						2,015.64
Register Balance as of 12/31/2020						2,015.64
Ending Balance						2,015.64

WMA

11:06 AM

01/15/21

Sonoita-Elgin FD
Reconciliation Detail
Hughes Premium, Period Ending 12/31/2020

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						126,131.70
Cleared Balance						126,131.70
Register Balance as of 12/31/2020						126,131.70
Ending Balance						126,131.70

Handwritten: 12/31/20

Senoita-Elgin FD
 Reconciliation Detail
 National Bank Money Market, Period Ending 12/31/2020

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						13,563.80
Cleared Transactions						
Checks and Payments - 2 items						
Check	12/11/2020		National Bank of Arizona	X	-2,424.82	-2,424.82
Check	12/31/2020			X	-6.00	-2,430.82
Total Checks and Payments					-2,430.82	-2,430.82
Deposits and Credits - 7 items						
Deposit	12/07/2020			X	75.00	75.00
Deposit	12/07/2020			X	844.78	919.78
Deposit	12/10/2020			X	5,164.18	6,083.96
Deposit	12/18/2020			X	2,649.87	8,733.83
Deposit	12/23/2020			X	215.00	8,948.83
Deposit	12/23/2020			X	299.56	9,248.39
Deposit	12/31/2020			X	0.50	9,248.89
Total Deposits and Credits					9,248.89	9,248.89
Total Cleared Transactions					6,818.07	6,818.07
Cleared Balance					6,818.07	20,381.87
Register Balance as of 12/31/2020					6,818.07	20,381.87
New Transactions						
Deposits and Credits - 1 item						
Deposit	01/04/2021				1,226.29	1,226.29
Total Deposits and Credits					1,226.29	1,226.29
Total New Transactions					1,226.29	1,226.29
Ending Balance					<u>8,044.36</u>	<u>21,608.16</u>

11/15/21
 WFO

Sonoita-Elgin FD
Reconciliation Detail
Hughes Checking, Period Ending 12/31/2020

Type	Date	Num	Name	Ctr	Amount	Balance
Beginning Balance						163,864.55
Cleared Transactions						
Checks and Payments - 55 items						
Check	11/16/2020	2788	Inson Insurance Services	X	-6,888.00	-6,888.00
Check	11/16/2020	2799	Sidney Lex Felker, PC	X	-4,023.50	-10,911.50
Check	11/16/2020	2793	AERO Med Claims	X	-1,854.96	-12,766.46
Check	11/16/2020	2789	Stryker	X	-452.50	-13,218.96
Check	11/16/2020	2798	Evolve Tactical	X	-291.67	-13,510.63
Check	11/16/2020	2790	Arizona Department of Health Services	X	-250.00	-13,760.63
Check	11/30/2020	2809	EMI Health	X	-6,603.28	-20,363.91
Check	11/30/2020		Public Safety Personnel Retirement System	X	-3,320.13	-23,684.04
Check	11/30/2020	2807	Elite Sales and Service LLC	X	-1,841.17	-25,525.21
General Journal	11/30/2020	1001376	Parker King	X	-1,773.60	-27,298.81
Check	11/30/2020		Arizona State Retirement System	X	-1,365.30	-28,664.11
Check	11/30/2020	2816	Vicki J Rutter	X	-1,250.00	-29,914.11
General Journal	11/30/2020	1001369	Peter Vasquez	X	-1,040.00	-30,954.11
General Journal	11/30/2020	1001364	Jade Deforest	X	-960.00	-31,914.11
Check	11/30/2020	2817	Principal Life Insurance Company	X	-766.02	-32,680.13
Check	11/30/2020	2810	Verizon Wireless	X	-561.83	-33,241.96
Check	11/30/2020	2811	CenturyLink	X	-438.46	-33,680.42
Check	11/30/2020	2806	Quill Corporation	X	-342.71	-34,023.13
General Journal	11/30/2020	1001365	Karina Hilliard	X	-320.00	-34,343.13
General Journal	11/30/2020	1001367	Kerri L Stewart	X	-320.00	-34,663.13
Check	11/30/2020	2812	ZOLL Medical Corporation	X	-295.00	-34,958.13
Check	11/30/2020	2815	Aflac	X	-238.82	-35,196.95
General Journal	11/30/2020	1001363	Bill Bruyn	X	-160.00	-35,356.95
Check	11/30/2020	2818	GreatAmerica Financial Services	X	-152.37	-35,509.32
Check	11/30/2020	2813	Sonoita Valley Water Co	X	-80.19	-35,589.51
General Journal	11/30/2020	1001368	Jonathan Turner	X	-80.00	-35,669.51
Check	11/30/2020	2808	Colonial Life	X	-72.44	-35,741.95
Check	11/30/2020	2814	Valley Imaging Solutions	X	-40.12	-35,782.07
Check	12/07/2020	2819	Coin & Professional Equipment Co.	X	-1,313.19	-37,095.26
Check	12/14/2020		Public Safety Personnel Retirement System	X	-3,260.13	-40,355.39
General Journal	12/15/2020	EFT	Paychex DirDep/RCX	X	-19,253.30	-59,608.69
Check	12/15/2020	2826	Palominas Fire District	X	-14,625.00	-74,233.69
General Journal	12/15/2020	EFT	Paychex Taxpay	X	-4,963.18	-79,196.87
Check	12/15/2020	2832	SENERGY Petroleum LLC	X	-2,983.66	-82,180.53
Check	12/15/2020	2833	Sidney Lex Felker, PC	X	-2,291.25	-84,471.78
Check	12/15/2020	2834	AERO Med Claims	X	-2,122.46	-86,594.24
Check	12/15/2020	2830	Elite Sales and Service LLC	X	-2,111.17	-88,705.41
Check	12/15/2020	2836	Quill Corporation	X	-1,574.28	-90,279.69
General Journal	12/15/2020	1001391	Parker King	X	-1,246.93	-91,526.62
Check	12/15/2020	2823	MES	X	-1,075.58	-92,602.20
Check	12/15/2020	2825	SSVEC	X	-882.58	-93,484.78
Check	12/15/2020	2824	MES	X	-661.45	-94,146.23
Check	12/15/2020	2821	Bound Tree Medical	X	-353.34	-94,499.57
Check	12/15/2020	2829	Simpson Computer Services	X	-250.00	-94,749.57
Check	12/15/2020	2822	Airgas USA, LLC	X	-169.87	-94,919.44
General Journal	12/15/2020	EFT	Paychex Invoice	X	-156.98	-95,076.42
Check	12/15/2020	2835	Sonoita-Elgin Fire District	X	-156.67	-95,233.09
Check	12/15/2020	2820	TransWorld Network	X	-80.69	-95,313.78
Check	12/15/2020	2828	Verizon Wireless	X	-60.25	-95,374.03
Check	12/15/2020	2831	Merles Automotive Supply	X	-20.89	-95,394.92
Check	12/21/2020		Arizona State Retirement System	X	-917.94	-96,312.86
General Journal	12/31/2020	EFT	Paychex DirDep/RCX	X	-22,310.68	-118,623.54
General Journal	12/31/2020	EFT	Paychex Taxpay	X	-5,454.13	-124,077.67
Check	12/31/2020		Arizona State Retirement System	X	-985.30	-125,062.97
General Journal	12/31/2020	EFT	Paychex Invoice	X	-182.83	-125,245.80
Total Checks and Payments					-125,245.80	-125,245.80

3:28 PM

01/19/21

Senoits-Elgin FD
Reconciliation Detail
Hughes Checking, Period Ending 12/31/2020

Type	Date	Num	Name	Clr	Amount	Balance
Check	12/31/2020	2848	Valley Imaging Solutions		-46.28	-21,165.56
Check	12/31/2020	2851	Voyager Fleet System		-41.01	-21,206.57
Total Checks and Payments					-21,206.57	-21,206.57
Total Uncleared Transactions					-21,206.57	-21,206.57
Register Balance as of 12/31/2020					-126,622.80	37,241.75
Ending Balance					-126,622.80	37,241.75

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

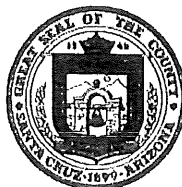
Sonoita Fire District
 P.O Box 322
 Sonoita AZ 85637

Monthly Statement

Opening Balance	December-20		\$ 291,826.50
State Pool Investment		5.50 0.79	6.29
Levied Revenue Earned			
	104688	13,563.40	137,079.65
	104704	15,415.74	
	104733	10,962.83	
	104746	2,673.61	
	104759	2,129.22	
	104786	5,162.94	
	104802	13,061.23	
	104821	9,692.16	
	104830	8077.86	
	104857	5279.84	
	104870	9,323.84	
	104883	4767.95	
	104902	11319.48	
	104933	8906.1	
	104947	1060.75	
	104967	992.22	
	104984	3196.9	
	105008	1,063.01	
	105014	2,554.71	
	105024	4,161.70	
	105043	3,714.16	
Check#	47680	(291,826.50)	(291,826.50)
Journal Entries		-	
Ending Balance	Dec-20		<u>\$ 137,085.94</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-2020
As of Jan 15, 2021

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

\$ 6,891.41

<u>Real Estate Taxes</u>	<u>Amount</u>
Tax Year 2007	-
Tax Year 2020	5,011.19
Tax Year 2019	241.54
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 Real Estate Taxes	<u>5,252.73</u>

<u>Personal Property Taxes Collected</u>	<u>Amount</u>
Tax Year 2007	-
Tax Year 2020	122.53
Tax Year 2019	1.16
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>123.69</u>

Sonoita-Elgin Fire District

ARMS # 507200, TCMS String: 500.50720.10.10000.10000
 Remittance of Revenue Collected for the Period: DEC-2020
 As of Jan 15, 2021

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

\$ 6,891.41

<u>In-Lieu Taxes Collected</u>	<u>Amount</u>	
Tax Year 2007	-	
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	-	
Interest Allocation	-	
	Subtotal In-Lieu Taxes Collected	<u>-</u>
<u>Fire District Assistance</u>	<u>Amount</u>	
Tax Year 2007	-	
Tax Year 2020	1,455.90	
Tax Year 2019	36.94	
Tax Year 2018	0.12	
Tax Year 2017	(0.07)	
Tax Year 2016	0.13	
Tax Year 2015	0.07	
Tax Year 2014	0.04	
Tax Year 2013	0.04	
Tax Year 2012	-	
Tax Year 2011	-	
Tax Year 2010	-	
Tax Year 2009	-	
Tax Year 2008	-	
Interest Allocation	4.32	
	Subtotal Fire District Assistance	<u>1,497.49</u>
<u>Investment Income</u>	<u>Amount</u>	
Interest Allocation	17.50	
	Subtotal Investment Income	<u>17.50</u>
	Grand Total	<u><u>6,891.41</u></u>

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	Actual	Actual	Actual	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast
		July	August	September	October	November	December	January	February	March	April	May	June	June	June
		2020	2020	2020	2020	2020	2020	2021	2021	2021	2021	2021	2021	2021	2021
1	Sonoita-Elgin Fire District														
2	Cash Flow Forecast														
3	July 1, 2020 through June 30, 2021														
4															
5	Budget														
6	2020-2021														Total
7															
8	Budgeted Revenues														
9	Fire District Tax														
10	Santa Cruz County	937,762	2,950	1,717	105,824	291,825	137,080	48,053	28,463	19,198	179,485	91,241	30,359	937,762	
11	Pima County	124,044	1,583	14,800	40,734	11,536	5,376	2,625	4,990	6,537	23,441	8,622	1,939	124,044	
12	Fire District Assistance Tax														
13	Santa Cruz County	50,856						25,428					25,428	50,856	
14	Pima County	24,808	43	2,284	9,053	2,269	1,497	425	888	1,291	5,924	479	484	24,808	
15	Fire Suppression Income	35,000												35,000	
16	EMS Support	2,200		1,836									364	2,200	
17	Ambulance Revenues	270,000	17,747	26,184	23,266	26,808	40,631	20,198	23,346	25,000	25,000	18,000	18,000	282,220	
18	PPE Purchase	9,254												9,254	
19	Interest Income	800	18			25	31	67	67	37	37	54	40	800	
20	Rental Income	400						40	20				340	400	
21	Prior Year Carryforward	38,136												38,136	
22															
23	Total Budgeted Revenues	1,493,260	22,340	46,836	179,006	332,464	184,616	96,836	57,773	52,063	233,887	118,396	124,344	1,505,430	
24															
25	Budgeted Operating Expenses														
26	Salaries	625,787	38,038	46,579	45,835	48,705	53,754	60,000	50,000	50,000	50,000	50,000	50,000	591,303	
27	Sick Pay	9,400	633				480	855	855	855	1,855	1,710	2,000	9,243	
28	Vacation/Holiday	45,000	6,010	5,050	4,281	7,131	2,956	18,000	3,429	1,152	1,152	1,326	1,326	59,098	
29	Transport Stipend	78,400	5,208	5,555	5,377	4,440	4,480	6,000	6,000	6,000	6,000	6,000	6,000	67,057	
30	Payroll Taxes	30,000	1,652	2,087	2,204	2,315	2,045	3,514	2,500	2,500	2,500	2,500	2,500	28,669	
31	PSPRS	75,000	982	6,287	5,741	4,539	4,665	9,000	5,000	5,000	5,000	5,000	5,000	65,816	
32	ASRS	15,500	1,321	1,273	1,310	1,360	952	1,000	1,000	1,000	1,000	1,000	1,000	13,530	
33	Employee Health Insurance	71,400	6,044	1,907	6,250	5,006	(1,320)	12,000	5,960	5,960	5,960	6,914	9,640	70,160	
34	Physicals	8,800				292							8,608	8,800	
35	Workman's Compensation	34,600	9,168	3,297				17,000	9,262			6,430	45,157		
36	Clothing Allowance	8,400	168		96	61		247	3,085	8	75	1,025	3,178	8,400	
37	Training	25,217	2,443		6,250	-270	199	639	1,659	1,003	1,930	5,292	5,462	24,777	
38	EMS Consumables	15,000	56	(1,571)	87	1,207	598	1,161	1,446	602	3,866	2,696	3,765	14,406	
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		383									36	1,000	
42	Office Expense & Postage	10,000	73	241	577	383	1,359	706	1,356	236	134	1,398	3,465	10,000	
43	Recruitment & Retention	11,000	(45)	835	177	(66)	230	132	1,227	599	1,161	410	3,832	11,000	
44	Payroll Preparation	4,500	350	359	342	408	340	750	281	341	278	285	433	4,500	
45	Ambulance Billing	21,600	3,429	1,733	2,112	1,455	2,122	3,000	1,593	1,000	2,112	2,353	1,461	24,204	
46	Equipment Rental	1,800	127	127	127	152	127	127	127	127	127	127	377	1,800	
47	Internet Provider	3,300	81	218	299	81	311	299	299	218	393	300	459	3,300	
48	Bank Charges	800	57	64	98	46	41	5	41	44	59	55	218	800	

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
Sonoita-Elgin Fire District	Budget	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast
Cash Flow Forecast	2020-2021	July 2020	August 2020	September 2020	October 2020	November 2020	December 2020	January 2021	February 2021	March 2021	April 2021	May 2021	June 2021	Total	
1															
2															
3	July 1, 2020 through June 30, 2021														
4															
5	Budget														
6	2020-2021														
7															
49	Background Checks	1,200	80				120					180	100	720	1,200
50	Legal Fees	7,800		6,975	2,569	4,024	2,291	13,000	5,000						33,859
51	Accounting Fees	8,500			5,000		3,600								8,600
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	15,000
53	Telephone	14,000	1,069	1,164	1,054	1,061	1,122	1,000	1,200	1,180	1,035	1,058	1,138	1,138	13,050
54	Batteries & Repair	3,000													3,000
55	Computer & IT Support	4,000	862	3,538	250	250	250	250	250	250	250	250	250	250	6,899
56	Streetwise & Vera Earl Tower	5,100					313								7,878
57	Utilities	17,000	1,155	1,055	1,054	771	901	1,440	1,440	1,440	1,440	2,649	2,216	2,216	16,522
58	Insurance	30,000					6,888		7,042			9,182			30,000
59	Fuel	26,000		4,075	173	84	198	3,059	488	5,713	667	5,197	3,536	2,810	26,000
60	Building Grounds & Pests	9,000	534	38	247	1,989	40	188	1,032	123	454	552	899	2,905	9,000
61	Vehicle Maintenance	36,500	3,041	3,673	2,242	3,268	1,966	3,968	3,042	3,042	3,042	3,042	3,042	3,131	36,500
62	Equipment Replacement	10,000				153	2,389	326		1,844	110	741		4,437	10,000
63	Station & Fire Supplies	10,000	3,056	742	784	762	2,833	631	631	631	631	500	500	500	11,700
64	Suppression Foam	3,600												3,600	3,600
65	Interest Expense - LOC	500												500	500
66	Computer/Radio	4,000		162		63								3,775	4,000
67	Financial Stability Reserve	52,313												52,313	52,313
68	Communication to Residents	500	235		12									254	500
69	Dues & Subscriptions	4,000	746	196	125	114	250	159	765	230	480	321	615	4,000	4,000
70	PPE Purchase	9,254												9,254	9,254
71	Miscellaneous			(241)											721
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														0
78	Total Budgeted Expenses	1,493,260	170,939	101,108	127,067	98,469	94,130	95,565	157,052	121,577	87,632	97,768	118,349	222,528	1,492,134
79															
80	Net Budgeted Revenues/Expenses		(114,020)	(78,767)	(80,231)	80,537	238,334	89,051	(60,216)	(63,803)	(35,569)	136,119	47	(98,184)	13,296
81															

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
	Sonoita-Elgin Fire District															
	Cash Flow Forecast															
	July 1, 2020 through June 30, 2021															
		Budget	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast
		2020-2021	July 2020	August 2020	September 2020	October 2020	November 2020	December 2020	January 2021	February 2021	March 2021	April 2021	May 2021	June 2021	Total	
1																
2																
3																
4																
5																
6																
7																
82	Other Financing Sources															
83	Unbudgeted Revenue															
84	Palominas Fire District		2,915		14,625	4,045	1,626	(14,625)								0
85	Fire Suppression Excess						4,031									3,536
86	Grant Revenue						18,400	10,880								4,031
87	Safer Grant 2016															44,400
88	Apparatus Sales															0
89	Miscellaneous Income															0
90	Donations		100		1,000			25								1,125
91	Total Unbudgeted Revenue		18,135	0	15,625	4,045	24,057	(3,720)	0	0	0	0	0	0	0	58,142
92																
93	Unbudgeted Expenses															
94	Palominas FD - Chief's Salary		4,333	4,333	4,333	4,333										17,333
95	Wildland Labor		1,819		1,139	4,818	436									8,212
96	Wildland Expenses															0
97	Safer 2016 Expenses		7,520	7,040	6,080	5,200	4,640									30,480
98	Total Unbudgeted Expenses		13,672	11,373	11,552	14,351	5,076	0	0							56,025
99																
100	Net Unbudgeted Income (Loss)		4,462	(11,373)	4,073	(10,306)	18,981	(3,720)	0	0	0	0	0	0	0	2,117
101																
102	Net Overall Income (Loss)	0	(109,557)	(90,141)	(76,158)	70,231	257,314	85,331	(60,216)	(63,803)	(35,569)	136,119	47	(98,184)	15,413	
103																
104	Cash on Hand	761,763	645,997	555,857	479,698	549,795	800,768	886,440								~\$765,000
105																
106																
107																
108																
109																
110																

The Cash on Hand at December 31, 2020 was \$886,440. The Net Overall Income is projected to be \$15,413 at fiscal year end. Since both balances are positive so there is not potentially an adverse impact on operations or liquidity of the district that should be reported to the county Board of Supervisors. Cash on Hand at June 30, 2021 is projected to be approximately \$765,000.