

SEFD Board Packet

26 Aug 2019

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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, Aug 26, 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 July22, 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 July 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

5) Study session with Board, Staff: This item (5A, 5B & 5C) will be tabled until the Sept 23rd Board Meeting as two Board members will not be present at the Aug 26 meeting.

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

B) Discussion on Hotline for reporting Ethic's, Compliance, Human Resource, Internal Control, Fraud, Theft, and Anonymous Reporting, review of SEFD HR Polices: C. Johnson

C) Open Board Polices for review to add Chiefs review polices No action can be taken:
K. Bahti

6) 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: Aug 23, 2019. At 10:00 Local Time
By _____ Kathy L. Goodwin, Admin to the SEFD Fire Chief

Minutes to the regular meeting of the Board of Directors of the Sonoita-Elgin Fire District
Monday, 22 July 2019
9 a.m.

(Unfortunately, the recording device did not record – we had a power outage over the weekend and ended up having to reset the recording equipment but apparently, I failed to check the device that controls the recorder.)

Call to Order

Roll Call – all Board members present

Pledge of Allegiance

Approval of minutes of 24 June 2019 and 26 June 2019: motion to approve made by Johnson, seconded by Webber. Motion carried unanimously.

Chief's Report - Chief De Wolf presented information on the following topics: Palominas IGA going well. Jon Buonaccorsi, our former Captain is doing well as their new Ops Chief. We had 47 runs last month, a bit higher than last month with a total of 290 runs to the end of June. Thanks to the arrival of the rains, we've lowered the fire danger a bit. The Fuels Grant – WFHF 17-206 – has closed, we received our final reimbursement. I have been invited to the Recruitment & Retention Certification Course in Fairfax, Virginia from August 1-6. We've posted Volunteer Program (Stipend) flyers around the state, on our website and on Facebook to invite participation in SEFD's stipend program. Besides Jon Buonaccorsi we've recently had four volunteers find employment with other career departments throughout southern Arizona.

Financial Reports – Rutter: MS Rutter presented the Balance Sheet, Profit & Loss Statement and the Cashflow Forecast – all in Preliminary status - to the Board. There were no unusual transactions. The Year-end statements will remain in preliminary status until after completion of the Audit. Motion to accept the financial reports as presented by Johnson, seconded by Dorney, motion carried unanimously.

PSPRS Local Board – Archibald: MS Archibald gave a brief update as to the status of bringing SEFD's Local Board operations under compliance with statute. The Local Board held their first training meeting on July 15.

Resolution 07-22-2019 Sale of District Asset - WHEREAS: the Board of Directors declares the 2004 Chevy 3500 (1GBJK392X4E282729) miles 92,795 (current 824) as surplus, and, **WHEREAS:** the Board of Directors authorizes Chief DeWolf to sell the above declared surplus vehicle at or above low Kelley Blue Book Value, **THEREFORE BE IT RESOLVED:** that the Board of Directors authorizes these sales, designating that the funds received are used to fund an updated phone system. SEFD is asking that Brush 824 be decommissioned and sold. Brush 824 began its career with SEFD as a rescue vehicle. Later it was reconfigured to be a brush truck. There are a few minor electrical issues with the vehicle, the headliner is falling down, and the interior is pretty rough. We'd like to use the funds from the sale to purchase a new phone system for the station. Motion to approve resolution by Johnson, seconded by Webber, motion carried unanimously.

Study Session – at this point the Board moved to study session to discuss two topics: Chief Review Process and Hotline reporting for Ethics, Compliance, Human Resources, Internal Control, Fraud, Theft,

Minutes to the regular meeting of the Board of Directors of the Sonoita-Elgin Fire District
Monday, 22 July 2019
9 a.m.

and Anonymous Reporting. Brenda Tranchina, HR Specialist who works closely with SEFD was in attendance for professional opinion and to discuss industry standards and the revised Chief Review process. Chief Review – outcome – Goals & Objectives for the coming year would be discussed at the regular meeting of the Board on August 2019, Chief's Contract will be opened to discuss shortening the time-frame of the review process and the date of the contract-required preview. The Hotline discussion ended with a request for more information. Discussion was to be continued at a later meeting.

Motion to adjourn: motion to adjourn was made by Johnson, seconded by Dorney, motion carried unanimously.

Minutes approved on 26 August 2019,  Board Clerk.
Susan Archibald.



SONOITA-ELGIN FIRE DISTRICT


“PROUD PAST STRONG FUTURE”



Administrative Review of April 2017 Financial Documents
Sonoita-Elgin Fire District Board of Directors Meeting
3173 Hwy 83, Sonoita, AZ
26 August 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 July 2019.

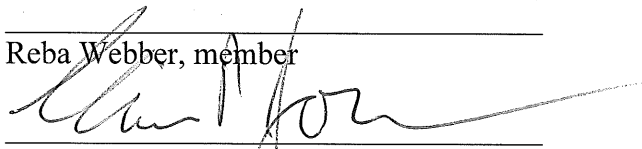
We the undersigned Board members of the Sonoita-Elgin Fire District, hereby acknowledge that we have reviewed and accepted the July 2019 financial reports as presented.



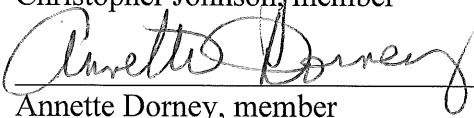
Susan Archibald, Clerk

Kurt Bahti, Chair

Reba Webber, member



Christopher Johnson, member



Annette Dorney, member

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

**Sonoita-Elgin FD
Balance Sheet
As of July 31, 2019**

	A	B	C	D	E
1					July 31, 2019
2	ASSETS				
3				Current Assets	
4				Checking/Savings	
5				Chase Checking	-81.97
6				Chase Savings	444,231.61
7				Hughes Checking	9,845.47
8				Hughes High Yield	2,003.54
9				Hughes Main Share	57.56
10				Hughes Premium	134,240.78
11				National Bank Money Market	67,987.35
12				Petty Cash	<u>700.00</u>
13				Checking/Savings Subtotal	<u>658,984.34</u>
14				Pima County Treasurer	1,517.91
15				SCC Treasurer	8,571.11
16				Accrued Taxes Subtotal	<u>10,089.02</u>
17	TOTAL ASSETS				<u>669,073.36</u>
18					
19	EQUITY				
20				Fund Balance - Unrestricted	695,052.90
21				Board Designated - PPE	64,250.00
22				Net Income	<u>-90,229.54</u>
23	TOTAL EQUITY				<u>669,073.36</u>

Sonoita-Elgin FD
Profit Loss Budget vs. Actual
for the month ended July 31, 2019

	A	B	C	D	E	F	G	H
1								
2				July 2019		Annual Budget		% of Budget
3			Budgeted Income/Expense					Target = 8%
4			Income					
5			Santa Cruz County Taxes	8,554.43		905,170.00		0.95%
6			Pima County Taxes	1,386.38		127,166.00		1.09%
7			FDAT - Santa Cruz	0.00		49,065.00		0.0%
8			FDAT - Pima County	121.82		25,433.00		0.48%
9			Fire Suppression	0.00		35,000.00		0.0%
10			EMS Support	0.00		2,200.00		0.0%
11			Ambulance Revenue	16,248.29		280,000.00		5.8%
12			PPE Purchase	0.00		64,250.00		0.0%
13			Interest Income	760.74		800.00		95.09%
14			Rental Income	0.00		400.00		0.0%
15			Prior Year Carryforward	0.00		34,351.00		0.0%
16			Total Budgeted Income	27,071.66		1,523,835.00		1.78%
17								
18			Expense					
19			Salaries	46,823.35		577,031.00		8.12%
20			Sick Time Pay	602.26		9,400.00		6.41%
21			Vacation/Holiday	1,074.11		45,000.00		2.39%
22			Transport Stipend	6,575.85		78,400.00		8.39%
23			Payroll Taxes	2,357.65		30,000.00		7.86%
24			PSPRS	5,532.74		75,000.00		7.38%
25			ASRS	1,401.85		15,500.00		9.04%
26			Employee Health Insurance	4,815.05		71,400.00		6.74%
27			Physicals & Exams	0.00		8,800.00		0.0%
28			Copper Point - Workman's Comp	0.00		39,373.00		0.0%
29			Clothing Allowance	0.00		8,400.00		0.0%
30			Training	15,612.50		30,589.00		51.04%
31			EMS Consumables	1,647.29		15,000.00		10.98%
32			Maintenance Plans	0.00		4,500.00		0.0%
33			Oral Hydration Fluids	0.00		1,200.00		0.0%
34			Fire Prevention Education	0.00		1,000.00		0.0%
35			Office Expense & Postage	202.25		10,000.00		2.02%
36			Recruitment & Retention	307.20		11,000.00		2.79%
37			Payroll Preparation	135.65		4,500.00		3.01%
38			Ambulance Billing	1,678.36		22,500.00		7.46%
39			Equipment Rental	127.21		1,800.00		7.07%
40			Internet Provider	123.33		2,400.00		5.14%
41			Bank Charges	56.94		800.00		7.12%
42			Background Checks	0.00		1,200.00		0.0%
43			Legal Fees	195.00		7,800.00		2.5%
44			Accounting	0.00		8,500.00		0.0%
45			Bookkeeper	1,250.00		15,000.00		8.33%
46			Telephone	979.43		14,000.00		7.0%
47			Batteries & Repair	0.00		3,000.00		0.0%

Sonoita-Elgin FD
Profit Loss Budget vs. Actual
for the month ended July 31, 2019

	A	B	C	D	E	F	G	H
1								
2				July 2019		Annual Budget		% of Budget
48			Computer & IT Support	0.00		4,000.00		0.0%
49			Dispatch	0.00		11,075.00		0.0%
50			Utilities	1,283.06		17,000.00		7.55%
51			Insurance	163.00		30,000.00		0.54%
52			Fuel	4,947.28		26,000.00		19.03%
53			Building & Grounds & Pests	1,199.66		9,000.00		13.33%
54			Vehicle Maintenance	4,061.99		36,500.00		11.13%
55			Equipment Replacement	0.00		6,000.00		0.0%
56			Station & Fire Supplies	259.16		10,000.00		2.59%
57			Suppression Foam	0.00		3,600.00		0.0%
58			Interest Expense	0.00		500.00		0.0%
59			Computer & Radio	0.00		4,000.00		0.0%
60			Communication to Residents	0.00		500.00		0.0%
61			Financial Stability Reserve	0.00		54,522.00		0.0%
62			Membership Dues & Subscriptions	592.00		4,000.00		14.8%
63			PPE Expense	0.00		64,250.00		0.0%
64			Capital Payments - Apparatus	0.00		80,992.00		0.0%
65			Capital Payment - Ambulance	0.00		23,297.00		0.0%
66			Capital Outlay - PPE	0.00		6,500.00		0.0%
67			SCBA's	0.00		9,000.00		0.0%
68			Unknown Other Equipment	0.00		10,006.00		0.0%
69			Total Budgeted Expense	<u>104,004.17</u>		<u>1,523,835.00</u>		<u>6.83%</u>
70			Net Budgeted Loss	<u>(76,932.51)</u>		<u>0.00</u>		<u>100.0%</u>
71								
72			Unbudgeted Income/Expense					
73			Unbudgeted Expense					
74			Palominas FD-Chief Salary	4,333.34				
75			Safer 2016 Expenses	5,680.00				
76			Fuels Grant Labor	218.24				
77			Cardiac Monitors	3,065.45				
78			Total Other Expense	13,297.03				
79			Total Unbudgeted Expense	<u>(13,297.03)</u>				
80								
81			Overall Net Loss	<u>(90,229.54)</u>		<u>0.00</u>		<u>100.0%</u>



SONOITA-ELGIN FIRE DISTRICT

Proud Past, Strong Future

SONOITA-ELGIN FIRE DISTRICT

RECONCILIATION & REVIEW

July 2019

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

Reconciled by Vicki Butler

Dates of reconciliation August 13, 2019

**Sonoita-Elgin FD
Reconciliation Detail
National Bank Money Market, Period Ending 07/31/2019**

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						63,845.82
Cleared Transactions						
Checks and Payments - 4 items						
Check	07/12/2019			X	-121.53	-121.53
Check	07/19/2019			X	-304.96	-426.49
Check	07/19/2019			X	-12.00	-438.49
Check	07/31/2019			X	-5.00	-443.49
Total Checks and Payments					-443.49	-443.49
Deposits and Credits - 5 items						
Deposit	07/01/2019			X	1,464.98	1,464.98
Deposit	07/09/2019			X	1,377.80	2,842.78
Deposit	07/18/2019			X	1,085.02	3,927.80
Deposit	07/23/2019			X	654.22	4,582.02
Deposit	07/31/2019			X	3.00	4,585.02
Total Deposits and Credits					4,585.02	4,585.02
Total Cleared Transactions					4,141.53	4,141.53
Cleared Balance					4,141.53	67,987.35
Register Balance as of 07/31/2019					4,141.53	67,987.35
New Transactions						
Deposits and Credits - 2 items						
Deposit	08/06/2019				4,881.91	4,881.91
Deposit	08/06/2019				9,004.16	13,886.07
Total Deposits and Credits					13,886.07	13,886.07
Total New Transactions					13,886.07	13,886.07
Ending Balance					18,027.60	81,873.42

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08/13/19

Sonoita-Elgin FD Reconciliation Detail Chase Checking, Period Ending 07/31/2019

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						57,374.00
Cleared Transactions						
Checks and Payments - 27 items						
Check	06/28/2019	1902	National Fire Fighter Wildland	X	-11,493.35	-11,493.35
Check	06/28/2019	1903	The Supply Cache, Inc.	X	-9,580.11	-21,073.46
Check	06/28/2019	1913	EMI Health	X	-7,232.47	-28,305.93
Check	06/28/2019	1901	Curtis	X	-4,523.71	-32,829.64
Check	06/28/2019	1904	Public Safety Personnel Retirement System	X	-4,213.34	-37,042.98
Check	06/28/2019	1898	Simpson Computer Services	X	-4,185.94	-41,228.92
Check	06/28/2019	1899	Purcell Tire Company	X	-2,702.98	-43,931.90
Check	06/28/2019	1922	Vicki J Rutter, CPA	X	-1,250.00	-45,181.90
Check	06/28/2019	1917	Arizona State Retirement System	X	-1,209.08	-46,390.98
Check	06/28/2019	1919	edarley.com	X	-1,015.90	-47,406.88
Check	06/28/2019	1908	Principal Life Insurance Company	X	-699.66	-48,106.54
Check	06/28/2019	1911	Verizon Wireless	X	-569.00	-48,675.54
Check	06/28/2019	1900	49er Communications	X	-521.70	-49,197.24
Check	06/28/2019	1912	Brush Enterprises, Inc.	X	-444.18	-49,641.42
Check	06/28/2019	1905	Sonoita-Elgin Fire District	X	-422.13	-50,063.55
Check	06/28/2019	1910	CenturyLink	X	-341.33	-50,404.88
Check	06/28/2019	1914	Aflac	X	-295.76	-50,700.64
Check	06/28/2019	1897	Quill Corporation	X	-294.96	-50,995.60
Check	06/28/2019	1906	GreatAmerica Financial Services	X	-127.21	-51,122.81
Check	06/28/2019	1921	Verizon Wireless	X	-120.12	-51,242.93
Check	06/28/2019	1915	National Volunteer Fire Council	X	-59.00	-51,301.93
Check	06/28/2019	1909	Valley Imaging Solutions	X	-52.99	-51,354.92
Check	06/28/2019	1907	Tricare for Life	X	-19.47	-51,374.39
Check	07/12/2019		Nationwide	X	-303.38	-51,677.77
Check	07/12/2019		Nationwide	X	-268.23	-51,946.00
Transfer	07/17/2019			X	-16,000.00	-67,946.00
Check	07/31/2019			X	-39.94	-67,985.94
Total Checks and Payments					-67,985.94	-67,985.94
Deposits and Credits - 2 items						
Transfer	07/01/2019			X	8,828.23	8,828.23
Transfer	07/12/2019			X	3,597.82	12,426.05
Total Deposits and Credits					12,426.05	12,426.05
Total Cleared Transactions					-55,559.89	-55,559.89
Cleared Balance					-55,559.89	1,814.11
Uncleared Transactions						
Checks and Payments - 4 items						
Check	06/28/2019	1916	Cochise County Fire Association		-50.00	-50.00
Check	07/31/2019	2367	Vicki J Rutter, CPA		-1,250.00	-1,300.00
Check	07/31/2019		Nationwide		-315.40	-1,615.40
Check	07/31/2019		Nationwide		-280.68	-1,896.08
Total Checks and Payments					-1,896.08	-1,896.08
Total Uncleared Transactions					-1,896.08	-1,896.08
Register Balance as of 07/31/2019					-57,455.97	-81.97
New Transactions						
Checks and Payments - 1 item						
Check	08/01/2019	1923	National Bank of Arizona		-80,973.21	-80,973.21
Total Checks and Payments					-80,973.21	-80,973.21

VK
8-13-19

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08/13/19

Sonoita-Elgin FD
Reconciliation Detail
Chase Checking, Period Ending 07/31/2019

Type	Date	Num	Name	Clr	Amount	Balance
Deposits and Credits - 2 items						
Transfer	08/01/2019				80,000.00	80,000.00
Transfer	08/06/2019				8,571.11	88,571.11
Total Deposits and Credits					88,571.11	88,571.11
Total New Transactions					7,597.90	7,597.90
Ending Balance					-49,858.07	7,515.93

Sonoita-Elgin FD
Reconciliation Detail
Chase Savings, Period Ending 07/31/2019

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						425,842.60
Cleared Transactions						
Deposits and Credits - 3 items						
Transfer	07/17/2019			X	16,000.00	16,000.00
Deposit	07/19/2019			X	2,108.60	18,108.60
Deposit	07/31/2019			X	280.41	18,389.01
Total Deposits and Credits					18,389.01	18,389.01
Total Cleared Transactions					18,389.01	18,389.01
Cleared Balance					18,389.01	444,231.61
Register Balance as of 07/31/2019					18,389.01	444,231.61
New Transactions						
Checks and Payments - 1 item						
Transfer	08/01/2019				-80,000.00	-80,000.00
Total Checks and Payments					-80,000.00	-80,000.00
Total New Transactions					-80,000.00	-80,000.00
Ending Balance					-61,610.99	364,231.61

UR
8-13-19

Sonoita-Elgin FD
Reconciliation Detail
Hughes Main Share, Period Ending 07/31/2019

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						57.52
Cleared Transactions						
Deposits and Credits - 1 item						
Deposit	07/31/2019			X	0.04	0.04
Total Deposits and Credits					0.04	0.04
Total Cleared Transactions					0.04	0.04
Cleared Balance					0.04	57.56
Register Balance as of 07/31/2019					0.04	57.56
Ending Balance					0.04	57.56

UR
8-13-19

Sonoita-Elgin FD Reconciliation Detail

Hughes Checking, Period Ending 07/31/2019

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						50,577.25
Cleared Transactions						
Checks and Payments - 42 items						
Check	06/14/2019	2315	AERO, Med Claims	X	-2,044.78	-2,044.78
Check	06/14/2019	2308	WellAmerica, Inc	X	-559.00	-2,603.78
Check	06/27/2019	2322	Petty Cash	X	-331.89	-2,935.67
Check	06/27/2019	2323	Quill Corporation	X	-108.97	-3,044.64
Check	06/28/2019	2344	Public Safety Personnel Retirement System	X	-5,227.48	-8,272.12
Check	06/28/2019	2343	Public Safety Personnel Retirement System	X	-4,292.56	-12,564.68
General Journal	06/28/2019	1000692	Colvin Slattery	X	-1,120.00	-13,684.68
Check	06/28/2019	2340	W.S. Darley & Co.	X	-1,015.90	-14,700.58
General Journal	06/28/2019	1000686	Erick Ceron	X	-960.00	-15,660.58
General Journal	06/28/2019	1000695	Alexander Burns	X	-903.73	-16,564.31
General Journal	06/28/2019	1000687	Jade Deforest	X	-800.00	-17,364.31
General Journal	06/28/2019	1000690	Ahmed Hourani	X	-720.00	-18,084.31
General Journal	06/28/2019	1000689	John Hisey-Long	X	-560.00	-18,644.31
General Journal	06/28/2019	1000705	Colvin Slattery	X	-472.05	-19,116.36
General Journal	06/28/2019	1000688	Michael Doris	X	-320.00	-19,436.36
Check	06/28/2019	2321	Benjamin Beyerle	X	-99.89	-19,536.25
Check	06/28/2019	2320	John Hisey-Long	X	-96.19	-19,632.44
General Journal	06/28/2019	1000685	Bill Bruyn	X	-80.00	-19,712.44
General Journal	07/15/2019	EFT	Paychex DirDep/RCX	X	-18,629.52	-38,341.96
General Journal	07/15/2019	EFT	Paychex Taxpay	X	-5,690.92	-44,032.88
Check	07/15/2019		U.S. Bank Equipment Finance	X	-3,065.45	-47,098.33
Check	07/15/2019	2337	W.W.Williams Company	X	-2,801.38	-49,899.71
Check	07/15/2019	2328	AERO Med Claims	X	-1,678.36	-51,578.07
General Journal	07/15/2019	1000719	Colvin Slattery	X	-1,441.33	-53,019.40
Check	07/15/2019	2324	Arizona State Retirement System	X	-1,312.34	-54,331.74
Check	07/15/2019	2326	SSVEC	X	-1,237.81	-55,569.55
Check	07/15/2019	2338	Stryker Sales Corp.	X	-1,188.68	-56,758.23
Check	07/15/2019	2333	Arizona Department of Health Services	X	-500.00	-57,258.23
Check	07/15/2019	2330	Bound Tree Medical	X	-458.61	-57,716.84
Check	07/15/2019	2330	Green & Baker, Ltd.	X	-195.00	-57,911.84
Check	07/15/2019	2336	W.W.Williams Company	X	-165.62	-58,077.46
Check	07/15/2019	2342	Jones-Wilson Insurance	X	-163.00	-58,240.46
Check	07/15/2019	2334	Voyager Fleet System	X	-159.47	-58,399.93
Check	07/15/2019	2327	Direct TV	X	-156.98	-58,556.91
General Journal	07/15/2019	EFT	Paychex Invoice	X	-135.65	-58,692.56
Check	07/15/2019	2325	Quill Corporation	X	-103.32	-58,795.88
Check	07/15/2019	2332	Laura Sink	X	-96.74	-58,892.62
Check	07/15/2019	2329	TransWorld Network	X	-80.69	-58,973.31
Check	07/15/2019	2345	Department of the Treasury	X	-31.85	-59,005.16
Check	07/15/2019	2331	Santa Cruz County Landfill	X	-14.66	-59,019.82
General Journal	07/31/2019	EFT	Paychex DirDep/RCX	X	-20,367.18	-79,387.00
General Journal	07/31/2019	EFT	Paychex Taxpay	X	-5,821.75	-85,208.75
Total Checks and Payments					-85,208.75	-85,208.75
Deposits and Credits - 21 items						
Deposit	06/28/2019			X	376.19	376.19
Deposit	06/28/2019			X	3,832.06	4,208.25
Deposit	07/01/2019			X	6.53	4,214.78
Deposit	07/02/2019			X	191.47	4,406.25
Deposit	07/03/2019			X	435.36	4,841.61
Deposit	07/05/2019			X	1,253.93	6,095.54
Deposit	07/10/2019			X	521.23	6,616.77
Transfer	07/10/2019			X	40,000.00	46,616.77
Deposit	07/11/2019			X	88.39	46,705.16
Deposit	07/11/2019			X	280.96	46,986.12
Deposit	07/11/2019			X	464.86	47,450.98
Deposit	07/17/2019			X	659.83	48,110.81
Deposit	07/17/2019			X	2,200.08	50,310.89
Deposit	07/18/2019			X	740.47	51,051.36
Deposit	07/19/2019			X	49.59	51,100.95
Deposit	07/24/2019			X	1,360.59	52,461.54
Deposit	07/25/2019			X	1,059.78	53,521.32
Deposit	07/26/2019			X	1,192.41	54,713.73
Transfer	07/26/2019			X	40,000.00	94,713.73
Deposit	07/29/2019			X	132.20	94,845.93
Deposit	07/30/2019			X	2.29	94,848.22
Total Deposits and Credits					94,848.22	94,848.22
Total Cleared Transactions					9,639.47	9,639.47
Cleared Balance					9,639.47	60,216.72

Sonoita-Elgin FD Reconciliation Detail Hughes Checking, Period Ending 07/31/2019

Type	Date	Num	Name	Clr	Amount	Balance
Uncleared Transactions						
Checks and Payments - 38 items						
General Journal	04/15/2019	1000581	Michael Doris		-320.00	-320.00
Check	05/15/2019	2278	Marc Meredith		-51.71	-371.71
Check	06/10/2019				-20.00	-391.71
Check	07/15/2019	2339	Pima Community College		-15,612.50	-16,004.21
General Journal	07/15/2019	1000711	Alexander Burns		-991.28	-16,995.49
General Journal	07/15/2019	0	Benjamin Beyerle		-99.89	-17,095.38
General Journal	07/15/2019	2320	John Hisey-Long		-96.19	-17,191.57
Check	07/29/2019	2348	EMI Health		-7,232.47	-24,424.04
Check	07/29/2019	2350	Principal Life Insurance Company		-699.66	-25,123.70
Check	07/29/2019	2347	Aflac		-295.76	-25,419.46
Check	07/29/2019	2346	GreatAmerica Financial Services		-127.21	-25,546.67
Check	07/29/2019	2349	Sonoita Valley Water Co		-45.25	-25,591.92
Check	07/31/2019	2364	SENERGY Petroleum LLC		-4,526.44	-30,118.36
Check	07/31/2019		Public Safety Personnel Retirement System		-3,600.50	-33,718.86
Check	07/31/2019	2356	Public Safety Personnel Retirement System		-3,529.88	-37,248.74
General Journal	07/31/2019	1000739	Carlos Lopez-Rodriguez		-1,535.81	-38,784.55
Check	07/31/2019	2354	Arizona State Retirement System		-1,457.78	-40,242.33
Check	07/31/2019	2355	ASA, LLC		-1,185.00	-41,427.33
General Journal	07/31/2019	1000734	Alexander Burns		-1,172.64	-42,599.97
Check	07/31/2019	2362	Purcell Tire Company		-914.99	-43,514.96
General Journal	07/31/2019	1000726	Jade Deforest		-800.00	-44,314.96
General Journal	07/31/2019	1000727	Michael Doris		-800.00	-45,114.96
General Journal	07/31/2019	1000730	Ahmed Hourani		-640.00	-45,754.96
General Journal	07/31/2019	1000725	Erick Ceron		-640.00	-46,394.96
Check	07/31/2019	2359	Verizon Wireless		-571.83	-46,966.79
Check	07/31/2019	2352	Sonoita-Elgin Fire District		-568.10	-47,534.89
General Journal	07/31/2019	1000729	John Hisey-Long		-560.00	-48,094.89
General Journal	07/31/2019	1000731	Nicole LaGosh		-480.00	-48,574.89
Check	07/31/2019	2358	CenturyLink		-347.54	-48,922.43
General Journal	07/31/2019	1000724	Alec Cameron		-320.00	-49,242.43
Check	07/31/2019	2353	Voyager Fleet System		-261.37	-49,503.80
Check	07/31/2019	2366	Quill Corporation		-245.52	-49,749.32
Check	07/31/2019	2351	Aetna Senior Supplemental Ins.		-202.71	-49,952.03
Check	07/31/2019	2363	Brakemax Auto Glass, Inc.		-180.00	-50,132.03
Check	07/31/2019	2365	Mountain Empire Rotary Club		-92.00	-50,224.03
Check	07/31/2019	2361	Verizon Wireless		-60.06	-50,284.09
Check	07/31/2019	2360	Katie Goodwin		-53.48	-50,337.57
Check	07/31/2019	2357	Valley Imaging Solutions		-33.68	-50,371.25
Total Checks and Payments					-50,371.25	-50,371.25
Total Uncleared Transactions					-50,371.25	-50,371.25
Register Balance as of 07/31/2019					-40,731.78	9,845.47
New Transactions						
Checks and Payments - 5 items						
Check	08/13/2019		U.S. Bank Equipment Finance		-3,065.45	-3,065.45
General Journal	08/15/2019	EFT	Paychex DirDep/RCX		-19,286.73	-22,352.18
General Journal	08/15/2019	EFT	Paychex Taxpay		-5,396.22	-27,748.40
General Journal	08/15/2019	1000749	Alexander Burns		-1,202.75	-28,951.15
General Journal	08/15/2019	1000746	Bill Bruyn		-80.00	-29,031.15
Total Checks and Payments					-29,031.15	-29,031.15
Deposits and Credits - 1 item						
Transfer	08/08/2019				35,000.00	35,000.00
Total Deposits and Credits					35,000.00	35,000.00
Total New Transactions					5,968.85	5,968.85
Ending Balance					-34,762.93	15,814.32

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Sonoita-Elgin FD
Reconciliation Detail
Hughes High Yield, Period Ending 07/31/2019

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						1,972.09
Cleared Transactions						
Deposits and Credits - 1 item						
Deposit	07/01/2019			X	31.45	31.45
Total Deposits and Credits					31.45	31.45
Total Cleared Transactions					31.45	31.45
Cleared Balance					31.45	2,003.54
Register Balance as of 07/31/2019					31.45	2,003.54
Ending Balance					31.45	2,003.54

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Sonoita-Elgin FD
Reconciliation Detail
Hughes Premium, Period Ending 07/31/2019

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						213,827.86
Cleared Transactions						
Checks and Payments - 2 items						
Transfer	07/10/2019			X	-40,000.00	-40,000.00
Transfer	07/26/2019			X	-40,000.00	-80,000.00
Total Checks and Payments					-80,000.00	-80,000.00
Deposits and Credits - 1 item						
Deposit	07/01/2019			X	412.92	412.92
Total Deposits and Credits					412.92	412.92
Total Cleared Transactions					-79,587.08	-79,587.08
Cleared Balance					-79,587.08	134,240.78
Register Balance as of 07/31/2019					-79,587.08	134,240.78
Ending Balance					-79,587.08	134,240.78

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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	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast
	July	August	September	October	November	December	January	February	March	April	May	June	June	June	Forecast
	2019	2019	2019	2019	2019	2019	2020	2020	2020	2020	2020	2020	2020	2020	Total
1	Sonicita-Elgin Fire District														
2	Cash Flow Forecast														
3	July 1, 2019 through June 30, 2020														
4	Budget														
5	2019-2020														
8	Budgeted Revenues														
9	Fire District Tax														
10	Santa Cruz County	905,170	3,289	1,553	300,294	141,010	70,873	37,421	21,807	30,473	174,053	50,628	65,215	905,170	
11	Pima County	127,166	215	5,477	50,786	15,227	4,436	2,066	2,538	7,486	29,695	5,913	1,940	127,166	
12	Fire District Assistance Tax														
13	Santa Cruz County	49,065					24,533						24,532	49,065	
14	Pima County	25,433	122	1,103	10,130	1,427	1,024	425	845	1,203	7,181	977	948	25,433	
15	Fire Suppression Income	35,000											35,000	35,000	
16	EMS Support	2,200											2,200	2,200	
17	Ambulance Revenues	280,000	16,248	20,190	32,993	25,406	35,933	16,232	32,003	22,498	24,798	25,599	9,873	280,000	
18	PPE Purchase	64,250											64,250	64,250	
19	Interest Income	800	761										39	800	
20	Rental Income	400	20	40	20	10	40				60	100	110	400	
21	Prior Year Carryforward	34,351											34,351	34,351	
22															
23	Total Budgeted Revenues	1,523,835	27,072	28,363	394,223	183,081	112,267	80,716	57,192	61,660	235,788	83,216	238,458	1,523,834	
24															
25	Budgeted Operating Expenses														
26	Salaries	577,031	46,823	48,000	48,000	48,000	48,000	48,000	48,000	48,000	48,000	48,000	48,000	49,031	575,854
27	Sick Pay	9,400	602	1,334	1,334	801	1,482	220	769	949	3,750	230	1,654	9,400	
28	Vacation/Holiday	45,000	1,074	3,750	3,750	3,750	3,750	3,750	3,750	3,750	3,750	3,750	3,750	6,426	45,000
29	Transport Stipend	78,400	6,576	6,533	6,533	6,533	6,533	6,533	6,533	6,533	6,533	6,533	6,533	78,442	
30	Payroll Taxes	30,000	2,358	2,500	2,500	2,500	2,500	2,500	2,500	2,500	2,500	2,500	2,500	29,858	
31	PSPRS	75,000	5,533	6,250	6,250	6,250	6,250	6,250	6,250	6,250	6,250	6,250	6,250	74,283	
32	ASRS	15,500	1,402	1,290	1,290	1,290	1,290	1,290	1,290	1,290	1,290	1,290	1,198	15,500	
33	Employee Health Insurance	71,400	4,815	5,950	5,950	5,950	5,950	5,950	5,950	5,950	5,950	5,950	5,950	70,265	
34	Physicals	8,800		651	559				4,918	1,806			74	8,800	
35	Workman's Compensation	39,373	7,535	1,923	305	358	440	8,093	10,019				9,149	39,372	
36	Clothing Allowance	8,400	1,618	1,923	105	8,642	920	1,188	172	325			128	8,400	
37	Training	30,589	15,613	1,647	1,250	1,250	1,250	1,250	1,250	1,250	1,250	1,250	3,719	30,588	
38	EMS Consumables	15,000	1,647	1,250	1,250	1,250	1,250	1,250	1,250	1,250	1,250	1,250	853	15,000	
39	Maintenance Plans	4,500												4,500	
40	Oral Hydration Fluids	1,200	53	53	49	38	239				18		507	1,200	
41	Fire Prevention Education	1,000												1,000	
42	Office Expense & Postage	10,000	202	800	800	800	800	800	800	800	800	800	800	10,000	
43	Recruitment & Retention	11,000	307	1,278	153	186	1,256	1,000	555	1,000	1,000	877	3,227	11,074	
44	Payroll Preparation	4,500	136	243	244	245	245	821	224	216	237	260	1,282	4,391	
45	Ambulance Billing	22,500	1,678	1,714	1,302	2,852	1,804	3,037	453	2,695	1,566	2,081	1,703	22,500	
46	Equipment Rental	1,800	127	127	127	166	127	127	127	127	127	127	226	1,664	
47	Internet Provider	2,400	123	200	200	200	200	200	200	200	200	200	200	2,323	

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	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast
	Budget	July	August	September	October	November	December	January	February	March	April	May	June	June	Forecast
	2019-2020	2019	2019	2019	2019	2019	2019	2020	2020	2020	2020	2020	2020	2020	Total
1	Sonoita-Elgin Fire District														
2	Cash Flow Forecast														
3	July 1, 2019 through June 30, 2020														
4															
5															
6															
7															
81															
82	Other Financing Sources														
83	Unbudgeted Revenue														
84	Palominas Fire District														
85	Fire Suppression Excess														0
86	Safer Grant 2016														0
87	Fuels Grant Revenue														0
88	Donations														0
89															0
90	Unbudgeted Expenses														
91	Palominas FD - Chief's Salary	4,333													4,333
92	PFD Other Expenses														0
93	Wildland Labor														0
94	Wildland Expenses														0
95	Safer 2016 Expenses	5,680													5,680
96	Fuels Grant - Labor	218													218
97	Fuels Grant - Equipment														0
98	Cardiac Monitors	3,065													3,065
99															
100															
101	Net Unbudgeted Revenue & Expenses	13,297	0	0	0	0	0	0	0	0	0	0	0	0	13,297
102															
103	Net Overall Income (Loss)	0	(90,230)	(168,755)	(98,008)	294,110	93,790	9,808	(29,929)	(47,153)	(34,939)	144,664	(22,232)	(61,215)	(10,088)
104															
105	Cash on Hand	759,285													749,214
106															
107															
108															
109															
110															
111															
112															
113															

The Cash on Hand at July 31, 2019 was \$669,073. The Net Overall Loss is projected to be \$(10,088) at fiscal year end. Since both balances are not positive so there is potentially an adverse impact on operations or liquidity of the district to report to the county Board of Supervisors.

Cash on Hand at June 30, 2019 is projected to be \$749,214.

The Net Unbudgeted Revenues & Expenses could create Income or Loss at year end depending on what happens during the year.