

# SEFD Board Packet

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27 April 2020

- Agenda
- Minutes 24 March 2020
- Notice of Intention to Speak
- Reconciliation & Review sheet
- Balance Sheet
- P & L
- Approval of Financial Documents
- Reconciliation Signature page
- Chase Bank Reconciliation
- National Bank Reconciliation
- Hughes Reconciliation detail
  - Main Share
  - Checking
  - High-yield
  - Premium Yield

## Miscellaneous

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

Sonoita-Elgin Fire District  
Governing Board Meeting Agenda

PURSUANT TO A.R.S. §38.431.02

Notice is hereby given to the general public that the Sonoita-Elgin Fire District (SEFD) Board of Directors (SEFD is governed by a five-member Board pursuant to A.R.S. §48-803.B) will hold a meeting on Monday, Apr 27, 2020. The meeting will be held at the SEFD fire station, located at 3173 N. Highway 83, Sonoita, AZ. The meeting is open to the general public and will begin at 9: am. Local time.

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

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

**AGENDA:**

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

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

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

**1) Review and approval of the governing board meeting minutes of Mar 30, 2020.**

**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 Mar, 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.

**4) In the HR policy manual replace all He / She to Member:** R. Webber

**5) Discussion / update on distribution of questionnaire:** A. Dorney/Staff

**6) Draft Budget for Board review Dialogue limited to Chief and Staff:** Chief DeWolf

**7) Adjournment:**

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

Governing board members may attend telephonically.

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

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

Governing board meeting agenda dated and posted: Apr 24, 2020. 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, 30 March 2020  
0900**

**Call to Order**

**Pledge of Allegiance**

**Roll Call** – All Board members present; also present were Chief De Wolf, BC Bennett, EMS Director Sink, and Admin Goodwin. V. Rutter was also present for part of the meeting. No public attended.

(Due to COVID-19, This meeting was held in compliance with Governor Ducey's meeting restrictions. There were no members of the public in attendance; and no members of the public asked to attend.)

There was an immediate motion by Sue Archibald to go into Executive Session for legal advice with Donna Aversa (District's Attorney) was present by phone; seconded by Kurt Bahti; motion carried unanimously.

**Johnson;** 0937 out of Executive Session and back in regular session. We have discussed the contract with the attorney and need to have a motion to approve the contract. MS Aversa admonished the Board to remember that what happens in Executive Session is confidential. Johnson reiterated MS Aversa's statement. Motion to approve the Chief's contract with corrections for grammatical errors was made by Bahti, seconded by Dorney; Aversa asked if Chief had any discussion. Chief asked if the motion was for the Chief to accept it or for the Board to accept it to give to the Chief. After a brief bit of confusion, the Chair asked that the motion be suspended at this time, move on to other board business while the chief reviews the revised contract. Bahti decided to withhold his motion while the chief review's the contract. The phone contact with Aversa was terminated.

**Call to the Public** – there was no public in attendance.

**Minutes** – Bahti made a motion to approve the minutes of 24 Feb 2020 with corrections noted in Call to the Public and deletions of two sentences - *We're not doing that today & Donna Aversa spoke here – was not able to hear*; motion was seconded by Dorney, then followed a bit of discussion, the result was that the corrections were made and a new paper copy was presented for signature. Motion to approve the minutes was adjusted to "as corrected" was made by Bahti, seconded by Dorney was still in force, after discussion and corrections, motion carried unanimously.

**Financials** – The Balance Sheet, Profit & Loss and Cash Flow Forecast were presented to the Board by V. Rutter. There were no unusual transactions for the month of February; motion to accept the finances as presented was made by Webber, seconded by Archibald, motion carried unanimously.

**Chief's Contract** – The Board of Directors presented the contract to the Chief asking if the Chief is accepting the Contract. The Chief did accept the contract. Kurt do you wish to move forward with your *motion to accept the contract*, Kurt – yes, Annette – Yes; motion carried unanimously.

**Executive session item #3** – for legal advice for a personnel matter with our attorney. Motion made by Archibald, seconded by Webber; motion carried unanimously. Executive session included Chief De Wolf; D. Aversa was present by phone. Contact with Aversa was terminated prior to returning to open session.

At 1058 we are back in regular session; quick reminder that the content of executive session is confidential; no action was taken during executive session. Kurt Bahti had to leave the meeting.

Minutes to the regular meeting of the Board of Directors of the Sonoita-Elgin Fire District  
Monday, 30 March 2020  
0900

Report from Fire Chief:

- 51 runs; 28 in-district and 18 out-of-district transports;
- We did not get the grant for safety vests; the other two grants are still pending, most of the federal funds are being pushed to COVID-19
- COVID-19 – there are two confirmed cases on the west side of the county. AS of today, there are 1545 cases in the state, 20 deaths. Affected 52% male, 48% female. The bulk are in Maricopa County. Those numbers are going up because testing has become more aggressive. As far as the department, some of our young folks are a little jittery, they've not lived through something like this. I mentioned the gas shortage and they had no idea what I was talking about. For us it's day to day it's normal business. We are stressing to everybody that there are not enough masks to go around. We are doing a lot of hand-holding. It's pretty stable here. The biggest thing is that everything is changing.
- We are starting to work on our budget. Next month I'll have a budget for the board. We're on track for our budget schedule. So until further notice, this will be our COVID-19 set-up, as things progress maybe we can go back to our normal set-up.
- We are cancelling all of our HR Meetings; we will also be canceling all breakfasts for the remaining part of the year. We'll plan on having something like a burger bash for the community. We do have some events coming up at the fairgrounds, we are in contact with them as things progress (with COVID-19).
- We did a 360 <sup>Evaluation Process</sup> Training with our staff; once Rowan's done; we're going to do the training as a staff (command staff). We're doing the whole department; we're learning a lot. Once Rowan's done, then we'll look at our strengths and weaknesses and how we'll move forward from there. Webber mentioned that she had never heard back from Rowan. Dorney, I've gotten several invitations to go to these meetings. Rowan has us kind of mixed up so we will be sending him a set of emails to make sure Rowan knows Board, Staff, Captains, Career Personnel and Volunteer Personnel. We're going to send Rowan a revised email list, so he can focus his emails to specific individuals. We did a 360 on the whole department, I asked Rowan to go back to 2016 and see where we're at; some we have moved up in, some we've moved down. We have some reasoning now to know where we need to go.

**Adjournment** – Motion to adjourn was made by Archibald, seconded by Dorney, motion carried unanimously.

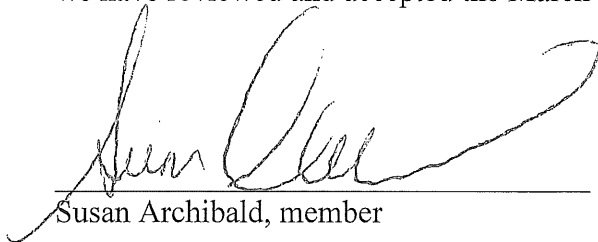
Minutes approved on 27 April 2020, Reba Webber, Board Clerk.  
Reba Webber




Administrative Review of August 2019 Financial Documents  
Sonoita-Elgin Fire District Board of Directors Meeting  
3173 Hwy 83, Sonoita, AZ  
27 April 2020  
9 a.m.

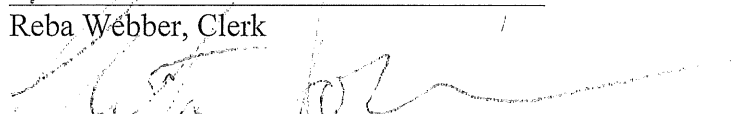
Approval of Financial Documents as presented to the Board of Directors of the Sonoita-Elgin Fire District for the month of March 2020.


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

  
\_\_\_\_\_  
Susan Archibald, member

\_\_\_\_\_  
Kurt Bahti, Member

  
\_\_\_\_\_  
Reba Webber, Clerk

  
\_\_\_\_\_  
Christopher Johnson, Chair

  
\_\_\_\_\_  
Annette Dorney, member

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

	A	B	C	D	E
1					<b>March 31, 2020</b>
2				<b>ASSETS</b>	
3				<b>Checking/Savings</b>	
4				Chase Checking	1,197.56
5				Chase Savings	362,737.74
6				Hughes Checking	33,756.68
7				Hughes High Yield	2,011.13
8				Hughes Main Share	57.64
9				Hughes Premium	212,303.45
10				National Bank Money Market	38,327.04
11				Petty Cash	700.00
12				Subtotal Checking/Savings	<u>651,091.24</u>
13					
14				<b>Accrued Taxes</b>	
15				Pima County Treasurer	7,834.34
16				SCC Treasurer	<u>19,206.30</u>
17				Subtotal Accrued Taxes	<u>27,040.64</u>
18				<b>TOTAL ASSETS</b>	<b><u>678,131.88</u></b>
19					
20				<b>EQUITY</b>	
21				Fund Balance - Unrestricted	759,302.90
22				Net Loss July - March	<u>(81,171.02)</u>
23				<b>TOTAL EQUITY</b>	<b><u>678,131.88</u></b>

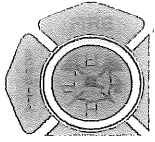


Sonoita-Elgin FD  
Profit Loss Budget vs. Actual  
for the nine months ended March 31, 2020

	A	B	C	D	E	F	G	H	I	J	K
1					March 2020		Jul '19 - Mar 20		Annual Budget		% of Budget
2				Budgeted Income/Expense							~ 75%
3				Budgeted Income							
4				Santa Cruz County Taxes	19,197.63		637,942.59		905,170.00		70.48%
5				Pima County Taxes	6,537.38		87,315.12		127,166.00		68.66%
6				FDAT - Santa Cruz	0.00		24,532.50		49,065.00		50.0%
7				FDAT - Pima County	1,290.66		17,152.42		25,433.00		67.44%
8				Fire Suppression	0.00		8,642.28		35,000.00		24.69%
9				EMS Support	0.00		2,815.20		2,200.00		127.96%
10				Ambulance Revenue	28,782.63		190,035.83		280,000.00		67.87%
11				PPE Purchase	0.00		0.00		64,250.00		0.0%
12				Interest Income	65.33		3,039.34		800.00		379.92%
13				Rental Income	0.00		200.00		400.00		50.0%
14				Prior Year Carryforward	0.00		0.00		34,351.00		0.0%
15				Total Budgeted Income	55,873.63		971,675.28		1,523,835.00		63.77%
16											
17				Budgeted Expense							
18				Salaries	49,108.71		421,013.70		577,031.00		72.96%
19				Sick Time Pay	561.61		3,184.06		9,400.00		33.87%
20				Vacation/Holiday	588.90		27,113.37		45,000.00		60.25%
21				Transport Stipend	6,439.34		55,531.58		78,400.00		70.83%
22				Payroll Taxes	2,278.04		25,460.01		30,000.00		84.87%
23				PSPRS	6,143.64		49,753.76		75,000.00		66.34%
24				ASRS	1,319.62		11,982.56		15,500.00		77.31%
25				Employee Health Insurance	5,145.69		46,883.46		71,400.00		65.66%
26				Physicals & Exams	4,340.38		7,355.72		8,800.00		83.59%
27				Copper Point - Workman's Comp	0.00		25,026.00		39,373.00		63.56%
28				Clothing Allowance	8.15		4,637.03		8,400.00		55.2%
29				Training	1,002.50		35,966.74		30,589.00		117.58%
30				EMS Consumables	601.71		9,410.71		15,000.00		62.74%
31				Maintenance Plans	1,872.45		1,872.45		4,500.00		41.61%
32				Oral Hydration Fluids	0.00		0.00		1,200.00		0.0%
33				Fire Prevention Education	103.21		103.21		1,000.00		10.32%
34				Office Expense & Postage	236.01		6,067.48		10,000.00		60.68%
35				Recruitment & Retention	598.59		7,901.33		11,000.00		71.83%
36				Payroll Preparation	340.58		2,771.65		4,500.00		61.59%
37				Ambulance Billing	2,088.50		14,905.13		22,500.00		66.25%
38				Equipment Rental	127.21		1,182.77		1,800.00		65.71%
39				Internet Provider	218.30		3,202.08		2,400.00		133.42%
40				Bank Charges	44.46		690.33		800.00		86.29%
41				Background Checks	0.00		220.00		1,200.00		18.33%
42				Legal Fees	562.25		10,397.90		7,800.00		133.31%
43				Accounting	0.00		8,300.00		8,500.00		97.65%
44				Bookkeeper	1,250.00		11,250.00		15,000.00		75.0%
45				Telephone	1,179.76		8,892.92		14,000.00		63.52%
46				Batteries & Repair	0.00		455.55		3,000.00		15.19%
47				Computer & IT Support	0.00		1,602.72		4,000.00		40.07%

Sonoita-Elgin FD  
Profit Loss Budget vs. Actual  
for the nine months ended March 31, 2020

	A	B	C	D	E	F	G	H	I	J	K
1					March 2020		Jul '19 - Mar 20		Annual Budget		% of Budget
48				Dispatch	0.00		8,270.44		11,075.00		74.68%
49				Utilities	1,089.58		10,450.18		17,000.00		61.47%
50				Insurance	0.00		21,299.00		30,000.00		71.0%
51				Fuel	97.29		20,377.28		26,000.00		78.37%
52				Building & Grounds & Pests	103.22		5,110.69		9,000.00		56.79%
53				Vehicle Maintenance	2,197.31		40,509.18		36,500.00		110.98%
54				Equipment Replacement	4,056.00		8,879.04		6,000.00		147.98%
55				Station & Fire Supplies	3,987.48		11,706.00		10,000.00		117.06%
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		659.93		4,000.00		16.5%
59				Communication to Residents	0.00		0.00		500.00		0.0%
60				Financial Stability Reserve	0.00		37,257.01		54,522.00		68.33%
61				Membership Dues & Subscriptio	230.00		3,502.51		4,000.00		87.56%
62				PPE Expense	0.00		0.00		64,250.00		0.0%
63				Capital Payments - Apparatus	0.00		80,973.21		80,992.00		99.98%
64				Capital Payment - Ambulance	0.00		22,816.29		23,297.00		97.94%
65				Capital Outlay - PPE	0.00		0.00		6,500.00		0.0%
66				SCBA's	0.00		0.00		9,000.00		0.0%
67				Unknown Other Equipment	0.00		10,821.43		10,006.00		108.15%
68				<b>Total Budgeted Expenses</b>	<b>97,920.49</b>		<b>1,085,766.41</b>		<b>1,523,835.00</b>		<b>71.25%</b>
69				<b>Net Budgeted Loss</b>	<b>(42,046.86)</b>		<b>(114,091.13)</b>		<b>0.00</b>		<b>100.0%</b>
70											
71				Unbudgeted Income/Expense							
72				Unbudgeted Income							
73				Palominas Fire District	8,125.00		68,250.00				
74				Safer Grant 2016	0.00		48,960.00				
75				Fuels Grant Revenue	125.00		41,459.95				
76				Apparatus Sale	0.00		10,900.00				
77				Donations	0.00		3,511.57				
78				Miscellaneous Income	0.00		336.52				
79				<b>Total Unbudgeted Income</b>	<b>8,250.00</b>		<b>173,418.04</b>				
80											
81				Unbudgeted Expenses							
82				Palominas FD-Chief Salary	4,333.34		39,000.06				
83				Wildland Labor	0.00		190.96				
84				Safer 2016 Expenses	4,720.00		42,320.00				
85				Fuels Grant Labor	0.00		40,680.88				
86				Fuels Grant Equipment	0.00		2,329.22				
87				Cardiac Monitors	0.00		15,976.81				
88				<b>Total Unbudgeted Expenses</b>	<b>9,053.34</b>		<b>140,497.93</b>				
89											
90				<b>Net Unbudgeted Income (Loss)</b>	<b>(803.34)</b>		<b>32,920.11</b>				
91											
92				<b>Overall Net Loss</b>	<b>(42,850.20)</b>		<b>(81,171.02)</b>		<b>0.00</b>		<b>100.0%</b>



SONOITA-ELGIN FIRE DISTRICT

Proud Past, Strong Future

SONOITA-ELGIN FIRE DISTRICT

RECONCILIATION & REVIEW

March 2020

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

Reconciled by *Overhutter*.

Dates of reconciliation April 15, 2020

11:12 AM

04/15/20

Sonoita-Elgin FD  
**Reconciliation Detail**  
Hughes High Yield, Period Ending 03/31/2020

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Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						2,011.13
Cleared Balance						2,011.13
Register Balance as of 03/31/2020						2,011.13
Ending Balance						<u>2,011.13</u>

*Handwritten:* 2,011.13

**Sonoita-Elgin FD  
Reconciliation Detail  
Hughes Premium, Period Ending 03/31/2020**

Type	Date	Num	Name	Clr	Amount	Balance
<b>Beginning Balance</b>						162,303.45
<b>Cleared Transactions</b>						
<b>Checks and Payments - 2 items</b>						
Transfer	03/10/2020			X	-35,000.00	-35,000.00
Transfer	03/25/2020			X	-40,000.00	-75,000.00
Total Checks and Payments					-75,000.00	-75,000.00
<b>Deposits and Credits - 1 item</b>						
Check	02/28/2020	574	Sonoita-Elgin Fire District	X	125,000.00	125,000.00
Total Deposits and Credits					125,000.00	125,000.00
Total Cleared Transactions					50,000.00	50,000.00
Cleared Balance					50,000.00	212,303.45
Register Balance as of 03/31/2020					50,000.00	212,303.45
<b>New Transactions</b>						
<b>Checks and Payments - 1 item</b>						
Transfer	04/10/2020				-35,000.00	-35,000.00
Total Checks and Payments					-35,000.00	-35,000.00
Total New Transactions					-35,000.00	-35,000.00
<b>Ending Balance</b>					<b>15,000.00</b>	<b>177,303.45</b>

*Handwritten mark*

11:12 AM

04/15/20

Sonoita-Elgin FD  
Reconciliation Detail  
Hughes Main Share, Period Ending 03/31/2020

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Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						57.64
Cleared Balance						57.64
Register Balance as of 03/31/2020						57.64
Ending Balance						57.64

*Handwritten:*  
11.64  
44.00

Sonoita-Elgin FD  
Reconciliation Detail  
Hughes Checking, Period Ending 03/31/2020

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						65,193.85
Cleared Transactions						
Checks and Payments - 53 items						
General Journal	12/31/2019	10009...	Austin Dail	X	-320.00	-320.00
Check	01/15/2020	2516	Pima Community College	X	-3,158.00	-3,478.00
General Journal	01/31/2020	10009...	Austin Dail	X	-800.00	-4,278.00
Check	02/28/2020	2571	Vicki J Rutter	X	-1,250.00	-5,528.00
Check	02/28/2020	2560	Arizona State Retirement System	X	-1,232.48	-6,760.48
General Journal	02/28/2020	10010...	Jeremy Charles-Johnson	X	-1,070.15	-7,830.63
Check	02/28/2020	2558	Principal Life Insurance Company	X	-823.79	-8,654.42
General Journal	02/28/2020	10010...	Jade Deforest	X	-800.00	-9,454.42
General Journal	02/28/2020	10010...	Bill Bruyn	X	-720.00	-10,174.42
General Journal	02/28/2020	10010...	Austin Dail	X	-640.00	-10,814.42
General Journal	02/28/2020	10010...	Karina Hilliard	X	-640.00	-11,454.42
Check	02/28/2020	2568	Verizon Wireless	X	-570.46	-12,024.88
Check	02/28/2020	2559	Goering, Roberts, et al PC	X	-420.00	-12,444.88
Check	02/28/2020	2564	CenturyLink	X	-354.47	-12,799.35
Check	02/28/2020	2567	Aflac	X	-238.82	-13,038.17
Check	02/28/2020	2565	Sonoita-Elgin Fire District	X	-156.08	-13,194.25
Check	02/28/2020	2569	GreatAmerica Financial Services	X	-127.21	-13,321.46
Check	02/28/2020	2561	Herman Sebert	X	-103.95	-13,425.41
Check	02/28/2020	2557	Sonoita Valley Water Co	X	-89.15	-13,514.56
Check	02/28/2020	2566	Colonial Life	X	-72.44	-13,587.00
Check	02/28/2020	2570	Airgas USA, LLC	X	-54.74	-13,641.74
Check	02/28/2020	2562	Valley Imaging Solutions	X	-48.03	-13,689.77
Check	03/02/2020		Public Safety Personnel Retirement System	X	-3,869.00	-17,558.77
General Journal	03/13/2020	EFT	Paychex DirDep/RCX	X	-22,960.19	-40,518.96
General Journal	03/13/2020	EFT	Paychex Taxpay	X	-6,419.94	-46,938.90
General Journal	03/13/2020	10010...	Jeremy Charles-Johnson	X	-1,070.15	-48,009.05
General Journal	03/13/2020	EFT	Paychex Invoice	X	-191.01	-48,200.06
Check	03/16/2020	2581	L.N. Curtis and Sons	X	-2,099.37	-50,299.43
Check	03/16/2020	2586	Stryker	X	-1,872.45	-52,171.88
Check	03/16/2020	2583	Arizona State Retirement System	X	-1,319.62	-53,491.50
Check	03/16/2020	2579	SSVEC	X	-1,021.95	-54,513.45
Check	03/16/2020	2573	L.N. Curtis and Sons	X	-945.61	-55,459.06
Check	03/16/2020	2588	Professional Management Coaching	X	-900.00	-56,359.06
Check	03/16/2020	2576	Sidney Lex Felker, PC	X	-562.25	-56,921.31
Check	03/16/2020	2592	Bound Tree Medical	X	-545.94	-57,467.25
Check	03/16/2020	2577	Quill Corporation	X	-417.85	-57,885.10
Check	03/16/2020	2593	Merles Automotive Supply	X	-209.14	-58,094.24
Check	03/16/2020	2589	Sonoita-Elgin Fire District	X	-204.88	-58,299.12
Check	03/16/2020	2590	CLIA Laboratory Program	X	-180.00	-58,479.12
Check	03/16/2020	2582	DirecTV	X	-148.99	-58,628.11
Check	03/16/2020	2574	Brush Enterprises, Inc.	X	-104.73	-58,732.84
Check	03/16/2020	2575	Voyager Fleet System	X	-97.29	-58,830.13
Check	03/16/2020	2572	Sonoita Valley Water Co	X	-67.63	-58,897.76
Check	03/16/2020	2584	Airgas USA, LLC	X	-55.77	-58,953.53
Check	03/16/2020	2578	Arizona Department of Health Services	X	-50.00	-59,003.53
Check	03/16/2020	2591	Santa Cruz County Landfill	X	-9.25	-59,012.78
Check	03/17/2020			X	-4,024.14	-63,036.92
General Journal	03/31/2020	EFT	Paychex DirDep/RCX	X	-19,112.83	-82,149.75
General Journal	03/31/2020	EFT	Paychex Taxpay	X	-5,047.78	-87,197.53
General Journal	03/31/2020	EFT	Paychex DirDep/RCX	X	-1,504.88	-88,702.41
General Journal	03/31/2020	0	Brian Jackson	X	-1,401.24	-90,103.65
General Journal	03/31/2020	EFT	Paychex Invoice	X	-149.57	-90,253.22
General Journal	03/31/2020	EFT	Paychex DirDep/RCX	X	-1.78	-90,255.00
Total Checks and Payments					-90,255.00	-90,255.00

12:41 PM

04/15/20

Sonoita-Elgin FD  
Reconciliation Detail  
Hughes Checking, Period Ending 03/31/2020

Type	Date	Num	Name	Clr	Amount	Balance
Check	03/31/2020	2600	Colonial Life		-72.44	-29,588.90
Check	03/31/2020	2599	Valley Imaging Solutions		-41.20	-29,630.10
Total Checks and Payments					-29,630.10	-29,630.10
Total Uncleared Transactions					-29,630.10	-29,630.10
Register Balance as of 03/31/2020					-31,437.17	33,756.68
Ending Balance					-31,437.17	33,756.68



11:28 AM

04/15/20

**Sonoita-Elgin FD**  
**Reconciliation Detail**  
**National Bank Money Market, Period Ending 03/31/2020**

Type	Date	Num	Name	Clr	Amount	Balance
<b>Beginning Balance</b>						143,364.57
<b>Cleared Transactions</b>						
<b>Checks and Payments - 3 items</b>						
Check	02/28/2020	574	Sonoita-Elgin Fire District	X	-125,000.00	-125,000.00
Check	03/11/2020			X	-3,631.01	-128,631.01
Check	03/31/2020			X	-6.00	-128,637.01
<b>Total Checks and Payments</b>					-128,637.01	-128,637.01
<b>Deposits and Credits - 7 items</b>						
Deposit	03/09/2020			X	532.40	532.40
Deposit	03/09/2020			X	5,153.42	5,685.82
Deposit	03/20/2020			X	469.32	6,155.14
Deposit	03/20/2020			X	2,725.46	8,880.60
Deposit	03/30/2020			X	5,044.72	13,925.32
Deposit	03/30/2020			X	9,672.88	23,598.20
Deposit	03/31/2020			X	1.28	23,599.48
<b>Total Deposits and Credits</b>					23,599.48	23,599.48
<b>Total Cleared Transactions</b>					-105,037.53	-105,037.53
<b>Cleared Balance</b>					-105,037.53	38,327.04
<b>Register Balance as of 03/31/2020</b>					-105,037.53	38,327.04
<b>New Transactions</b>						
<b>Deposits and Credits - 2 items</b>						
Deposit	04/10/2020				51.00	51.00
Deposit	04/10/2020				5,235.00	5,286.00
<b>Total Deposits and Credits</b>					5,286.00	5,286.00
<b>Total New Transactions</b>					5,286.00	5,286.00
<b>Ending Balance</b>					-99,751.53	43,613.04

*Handwritten:*  
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 4-15-20

**Sonoita-Elgin FD**  
**Reconciliation Detail**  
**Chase Savings, Period Ending 03/31/2020**

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						327,542.00
Cleared Transactions						
Deposits and Credits - 3 items						
Deposit	03/20/2020			X	2,149.50	2,149.50
Transfer	03/30/2020			X	33,000.00	35,149.50
Deposit	03/31/2020			X	46.24	35,195.74
Total Deposits and Credits					35,195.74	35,195.74
Total Cleared Transactions					35,195.74	35,195.74
Cleared Balance					35,195.74	362,737.74
Register Balance as of 03/31/2020					35,195.74	362,737.74
Ending Balance					35,195.74	362,737.74

*Handwritten:* 362,737.74  
03/31/20

**Sonoita-Elgin FD**  
**Reconciliation Detail**  
**Chase Checking, Period Ending 03/31/2020**

Type	Date	Num	Name	Clr	Amount	Balance
<b>Beginning Balance</b>						61,656.92
<b>Cleared Transactions</b>						
<b>Checks and Payments - 18 items</b>						
Check	01/30/2020	2008	Chris Johnson	X	-453.10	-453.10
Check	02/14/2020	2010	AERO Med Claims	X	-1,592.53	-2,045.63
Check	02/28/2020	2021	W.W.Williams Company	X	-22,111.63	-24,157.26
Check	02/28/2020	2020	W.W.Williams Company	X	-9,315.20	-33,472.46
Check	02/28/2020	2016	EMI Health	X	-8,731.76	-42,204.22
Check	02/28/2020	2019	W.W.Williams Company	X	-5,830.18	-48,034.40
Check	02/28/2020	2014	SENERGY Petroleum LLC	X	-5,423.25	-53,457.65
Check	02/28/2020	2013	Jeri's Uniforms	X	-2,739.24	-56,196.89
Check	02/28/2020	2018	Sonoita-Elgin Fire District	X	-2,147.81	-58,344.70
Check	02/28/2020	2017	Arizona Fire District Association	X	-765.00	-59,109.70
Check	02/28/2020	2012	Quill Corporation	X	-688.77	-59,798.47
Check	02/28/2020	2015	Petty Cash	X	-498.28	-60,296.75
Check	03/16/2020		Nationwide	X	-376.09	-60,672.84
Check	03/16/2020		Nationwide	X	-335.47	-61,008.31
Transfer	03/30/2020			X	-33,000.00	-94,008.31
Check	03/31/2020		Nationwide	X	-414.58	-94,422.89
Check	03/31/2020		Nationwide	X	-374.66	-94,797.55
Check	03/31/2020			X	-38.46	-94,836.01
<b>Total Checks and Payments</b>					<b>-94,836.01</b>	<b>-94,836.01</b>
<b>Deposits and Credits - 2 items</b>						
Transfer	03/06/2020			X	28,490.37	28,490.37
Transfer	03/16/2020			X	5,886.28	34,376.65
<b>Total Deposits and Credits</b>					<b>34,376.65</b>	<b>34,376.65</b>
<b>Total Cleared Transactions</b>					<b>-60,459.36</b>	<b>-60,459.36</b>
<b>Cleared Balance</b>					<b>-60,459.36</b>	<b>1,197.56</b>
<b>Register Balance as of 03/31/2020</b>					<b>-60,459.36</b>	<b>1,197.56</b>
<b>New Transactions</b>						
<b>Checks and Payments - 2 items</b>						
Check	04/15/2020		Nationwide		-407.72	-407.72
Check	04/15/2020		Nationwide		-372.45	-780.17
<b>Total Checks and Payments</b>					<b>-780.17</b>	<b>-780.17</b>
<b>Deposits and Credits - 2 items</b>						
Transfer	04/03/2020				19,206.30	19,206.30
Transfer	04/10/2020				7,834.34	27,040.64
<b>Total Deposits and Credits</b>					<b>27,040.64</b>	<b>27,040.64</b>
<b>Total New Transactions</b>					<b>26,260.47</b>	<b>26,260.47</b>
<b>Ending Balance</b>					<b>-34,198.89</b>	<b>27,458.03</b>

*UL  
4/15/20*

LIZ GUTFAHR  
 Treasurer  
 MARIA ACUÑA  
 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	March-20		\$ 28,490.37
State Pool Investment		8.67	8.67
Levied Revenue Earned			
	101346	1,433.57	19,197.63
	101366	730.43	
	101395	2,233.82	
	101409	1,104.44	
	101429	409.53	
	101455	1,925.80	
	101471	960.90	
	101504	4,250.91	
	101510	808.90	
	101518	620.20	
	101537	(4,088.50)	
	101562	1,400.44	
	101585	979.19	
	101610	696.31	
	101626	765.31	
	101653	2,575.45	
	101662	410.82	
	101667	1,172.08	
	101684	808.03	
Check#	46881	(28,490.37)	(28,490.37)
Journal Entries	TJ-	-	-
Ending Balance	March-20		<u>\$ 19,206.30</u>

Sonoita Fire District T52-2063  
 Sonoita-Elgin Fire District

Please contact Maria Acuna Ext 7972  
 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: MAR-2020  
As of April 15, 2020

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

\$7,834.34

<b>Real Estate Taxes</b>	<b>Amount</b>
Tax Year 2007	-
Tax Year 2019	6,268.85
Tax Year 2018	211.40
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	-

Subtotal Real Estate Taxes 6,480.25

<b>Personal Property Taxes Collected</b>	<b>Amount</b>
Tax Year 2007	-
Tax Year 2019	36.25
Tax Year 2018	-
Tax Year 2017	-
Tax Year 2016	-
Tax Year 2015	-
Tax Year 2014	20.88
Tax Year 2013	-
Tax Year 2012	-
Tax Year 2011	-
Tax Year 2010	-
Tax Year 2009	-
Tax Year 2008	-

Subtotal Personal Property Taxes Collected 57.13

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

Sonoita-Elgin Fire District

ARMS # 507200, TCMS String: 500.50720.10.10000.10000  
 Remittance of Revenue Collected for the Period: MAR-2020  
 As of April 15, 2020

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

\$ 7,834.34

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	-

Subtotal In-Lieu Taxes Collected -

<b>Fire District Assistance</b>	<b>Amount</b>
Tax Year 2007	-
Tax Year 2019	1,172.70
Tax Year 2018	117.39
Tax Year 2017	0.16
Tax Year 2016	0.09
Tax Year 2015	0.10
Tax Year 2014	0.13
Tax Year 2013	0.06
Tax Year 2012	0.01
Tax Year 2011	0.01
Tax Year 2010	0.01
Tax Year 2009	-
Tax Year 2008	-

Subtotal Fire District Assistance 1,290.66

<b>Investment Income</b>	<b>Amount</b>
Interest Allocation	6.30

Subtotal Investment Income 6.30

Grand Total 7,834.34

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
			Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Forecast	Forecast	Forecast	Forecast
			July	August	September	October	November	December	January	February	March	April	May	June	
			2019	2019	2019	2019	2019	2019	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			Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Forecast	Forecast	Forecast	Forecast
5	Budget		July	August	September	October	November	December	January	February	March	April	May	June	
6	2019-2020		2019	2019	2019	2019	2019	2019	2020	2020	2020	2020	2020	2020	Total
7															
8	<u>Budgeted Revenues</u>														
9	Fire District Tax														
10	Santa Cruz County	905,170	8,554	3,762	2,342	200,469	226,575	100,526	48,053	28,463	19,198	174,053	61,903	31,271	905,170
11	Pima County	127,166	1,386	1,478	15,301	45,179	6,249	5,049	2,625	4,990	6,537	29,695	6,862	1,816	127,166
12	Fire District Assistance Tax														
13	Santa Cruz County	49,065						24,533							49,065
14	Pima County	25,433	122	35	2,213	9,895	1,143	1,141	425	888	1,291	7,181	890	210	25,433
15	Fire Suppression Income	35,000		1,210		7,433									35,000
16	EMS Support	2,200				2,815									2,815
17	Ambulance Revenues	280,000	16,248	14,838	22,565	28,033	14,000	23,751	20,198	23,346	28,783	24,798	25,599	29,552	271,712
18	PPE Purchase	64,250												64,250	64,250
19	Interest Income	800	761	208	135	550	146	199	802	168	65				3,034
20	Rental Income	400			30	40		70	40	20		60	80	60	400
21	Prior Year Carryforward	34,351												34,351	34,351
22															
23	Total Budgeted Revenues	1,523,835	27,072	21,531	42,586	294,414	248,113	155,268	72,143	57,874	55,874	235,788	95,334	212,400	1,518,337
24															
25	<u>Budgeted Operating Expenses</u>														
26	Salaries	577,031	46,823	45,147	45,244	44,944	47,782	48,252	46,628	47,085	49,109	49,000	49,000	49,000	568,014
27	Sick Pay	9,400	602		368		444	93		1,115	562		230	5,598	9,012
28	Vacation/Holiday	45,000	1,074	2,150	2,258	4,573	4,267	6,670	3,936	5,927	589	3,750	3,750	5,073	39,686
29	Transport Stipend	78,400	6,576	6,282	6,661	7,210	5,056	5,875	6,009	5,424	6,439	6,533	6,533	8,074	76,672
30	Payroll Taxes	30,000	2,358	2,449	2,750	3,187	3,326	3,287	3,514	2,311	2,278	2,400	2,400	2,400	32,660
31	PSPRS	75,000	5,533	5,543	2,101	4,887	6,057	11,169	6,141	2,178	6,144	6,250	6,250	6,250	68,504
32	ASRS	15,500	1,402	1,308	1,330	1,448	1,287	1,341	1,329	1,217	1,320	1,350	1,350	1,350	16,032
33	Employee Health Insurance	71,400	4,815	5,053	4,803	3,840	4,544	(1,533)	12,217	7,998	5,146	7,500	7,500	7,500	69,383
34	Physicals	8,800						1,871		1,144	4,340			1,444	8,800
35	Workman's Compensation	39,373		9,161	160				6,443	9,262			9,149	5,198	39,373
36	Clothing Allowance	8,400		236	798	191	36	36	247	3,085	8		128	3,635	8,400
37	Training	30,589	15,613	1,779	4,644	162	3,741	3,708	3,658	1,659	1,003				35,967
38	EMS Consumables	15,000	1,647	341	697	167	2,148	1,111	1,161	1,446	602	1,250	1,250	3,179	15,000
39	Maintenance Plans	4,500									1,872			2,628	4,500
40	Oral Hydration Fluids	1,200												1,200	1,200
41	Fire Prevention Education	1,000									103			897	1,000
42	Office Expense & Postage	10,000	202	561	276	1,739	504	487	706	1,356	236	800	800	2,333	10,000
43	Recruitment & Retention	11,000	307	515	968	(148)	918	3,384	132	1,227	599	1,000	877	1,222	11,000
44	Payroll Preparation	4,500	136		225	361	371	308	750	281	341	237	260	1,231	4,500
45	Ambulance Billing	22,500	1,678	1,606	2,187	643	2,217	1,179	1,714	1,593	2,089	2,889	2,081	2,624	22,500
46	Equipment Rental	1,800	123		382	38	127	299	127	127	127	127	127	324	1,761
47	Internet Provider	2,400	127	294	299	299	299	299	299	1,067	218	300	300	300	4,097
48	Bank Charges	800	57	84	122	348	41	37	5	41	44	50	50	50	930

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
			Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Forecast	Forecast	Forecast	Forecast
			July	August	September	October	November	December	January	February	March	April	May	June	Total
			2019	2019	2019	2019	2019	2019	2020	2020	2020	2020	2020	2020	2020
1	Sonoita-Eigin Fire District														
2	Cash Flow Forecast														
3	July 1, 2019 through June 30, 2020														
4			Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Forecast	Forecast	Forecast	Forecast
5	Budget		July	August	September	October	November	December	January	February	March	April	May	June	Total
6	2019-2020		2019	2019	2019	2019	2019	2019	2020	2020	2020	2020	2020	2020	Total
7															
49	Background Checks	1,200		60			80	60						980	1,200
50	Legal Fees	7,800	195	1,540	3,601	(279)		4,164	195	420	562				10,398
51	Accounting Fees	8,500						6,000	2,300						8,300
52	Bookkeeper	15,000	1,250	1,250	1,250	1,250	1,250	1,250	1,250	1,250	1,250	1,250	1,250	1,250	15,000
53	Telephone	14,000	979	987	983	992	991	931	925	925	1,180	1,165	1,165	1,185	12,408
54	Batteries & Repair	3,000			456									2,544	3,000
55	Computer & IT Support	4,000			88	363	97	7	1,048					2,397	4,000
56	Streetwise & Vera Earl Tower	11,075			8,271									2,804	11,075
57	Utilities	17,000	1,283	1,227	1,330	1,181	1,095	971	1,149	1,125	1,090	1,410	1,410	1,500	14,770
58	Insurance	30,000	163	7,047			7,047			7,042				8,701	30,000
59	Fuel	26,000	4,947		209	5,096	3,827		488	5,713	97	1,000	1,000	3,623	26,000
60	Building Grounds & Pests	9,000	1,200	524	1,237	213	349	230	1,032	123	103	174	512	3,304	9,000
61	Vehicle Maintenance	36,500	4,062	738	3,431	13,472	14,320	2,664	983	396	2,197	1,000	1,000	1,000	45,263
62	Equipment Replacement	6,000		343	918		741	741	326		4,056	461	454		8,040
63	Station & Fire Supplies	10,000	259	1,264	764	671	1,514	2,265	468	813	3,987	355	771	93	13,224
64	Suppression Foam	3,600										1,520		2,080	3,600
65	Interest Expense - LOC	500												500	500
66	Computer/Radio	4,000				289	10		361				2,652	688	4,000
67	Financial Stability Reserve	54,522							37,257					17,265	54,522
68	Communication to Residents	500												500	500
69	Dues & Subscriptions	4,000	592	321	150	342	730	214	159	765	230			497	4,000
70	PPE Purchase	64,250												64,250	64,250
71	Miscellaneous														0
72	Capital Reserve Funds														
73	Apparatus P&I	80,992		80,973											80,973
74	Ambulance P&I	23,297				22,816									22,816
75	PPE	6,500												6,500	6,500
76	SCBA's	9,000												9,000	9,000
77	Other Equipment	10,006						10,821							10,821
78	Total Budgeted Expenses	1,523,835	104,004	178,783	98,980	120,296	115,216	118,018	105,339	147,404	97,920	91,772	102,249	242,171	1,522,152
79															
80	Net Budgeted Revenues/Expenses		(76,933)	(157,252)	(56,394)	174,118	132,897	37,250	(33,195)	(89,529)	(42,047)	144,016	(6,916)	(29,771)	(3,755)
81															
82															



	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
1	Sonoita-Elgin Fire District															
2	Cash Flow Forecast															
3	July 1, 2019 through June 30, 2020															
4																
5		Budget														
6		2019-2020														
7																
83	Other Financing Sources															
84	Unbudgeted Revenue															
85	Palominas Fire District			14,625			16,250		14,625	8,125	6,500	8,125				68,250
86	Fire Suppression Excess			18,720				18,000			12,240					0
87	Safer Grant 2016			634	1,000		700	1,063	2,250	3,325	32,872	125				48,960
88	Fuels Grant Revenue									10,000	900					41,969
89	Apparatus Sales															10,900
90	Miscellaneous Income									337						337
91	Donations			200			780	792	293	100	742					2,877
92	Total Unbudgeted Revenue		0	34,179	1,000	1,000	17,730	19,855	17,168	21,887	53,225	8,250				173,293
93																
94	Unbudgeted Expenses															
95	Palominas FD - Chief's Salary		4,333	4,333	4,333	4,333	4,333	4,333	4,333	4,333	4,333	4,333				39,000
96	PFD Other Expenses			191												0
97	Wildland Labor															191
98	Wildland Expenses															0
99	Safer 2016 Expenses		5,680	4,640	4,480	6,320	2,880	4,800	4,800	4,880	3,920	4,720				42,320
100	Fuels Grant - Labor		218	2,073	5,538	9,125	10,618	8,634	4,474	4,474						40,681
101	Fuels Grant - Equipment						222	16	734	991	167					2,130
102	Cardiac Monitors		3,065	3,065	3,065	3,065	3,065	3,065	650							15,977
103	Total Unbudgeted Expenses		13,297	14,303	17,417	23,066	20,913	19,151	14,679	8,421	9,063					140,299
104																
105	Net Unbudgeted Revenue & Expenses		(13,297)	19,876	(16,417)	(5,335)	(1,058)	(1,983)	(1,983)	7,208	44,804	(803)	0	0	0	32,994
106																
107	Net Overall Income (Loss)		(90,230)	(137,376)	(72,810)	168,782	131,839	35,267	(25,987)	(44,726)	(42,850)	144,016	(6,916)	(29,771)		29,239
108																
109	Cash on Hand		759,285	531,697	457,410	626,192	757,914	793,181	765,708	720,982	678,132					785,461
110																
111																
112																
113																
114																
115																
116																

The Cash on Hand at March 31, 2020 was \$678,132. The Net Overall Income is projected to be \$29,239 at fiscal year end. Since both balances are positive so there is not potentially an adverse impact on operations or liquidity of the district to report to the county Board of Supervisors.

Cash on Hand at June 30, 2020 is projected to be \$785,461