

SEFD Board Packet

25 Nov 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, Nov 25, 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 Oct 28, 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 Oct 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) Discussion on Legal / HR phone calls / contact: K. Bahti

6) Discussion on Board members attending the AFDA winter conference: Chief DeWolf

7) Study session with Board, Staff:

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

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

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

D) **Discussion and possible approval of Questionnaire:** A. Dorney

8) 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: Nov 22, 2019. At 10:00 Local Time
By _____ Kathy L. Goodwin, Admin to the SEFD Fire Chief

Minutes to the meeting of the Board of Directors of the Sonoita-Elgin Fire District

28 October 2019

9 a.m.

Call to Order

Pledge of Allegiance

Roll Call – Bahti, Dorney, Webber, Johnson present; Archibald not present

Call to the Public – held at end of meeting by Gary Solaris- cans of water donated by Red Cross and Anheuser-Busch – let public know we have these, post in post office; maybe try giving the survey out at Breakfast

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

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

- a. **Run Report** – we responded to 42 runs in September, that brings our total for the first 9 months of the calendar year to 448. We've had 63 simultaneous runs to date.
- b. **Palmonias Fire IGA with SEFD** – going well; the Board is reviewing their policies and HR policies; used their engine to cover SEFD for Career Day Event in Tucson. We had a great turn out and networking opportunity.
- c. **Dispatch**
- d. **Grants** – Radio grant meeting on Nov 8 with Rio Rico and Tubac – Nogales Suburban may have to back out. Checking with FEMA to see if other departments can pick up their share.
- e. **Community events** –Halloween - crew participated. Fire Prevention at Elgin School with helicopter. Weekly “flag up” at Elgin School with crew. Meeting with Elgin Club Board about the use of their AED.
- f. **DOC**
- g. **Strategic Planning**
- h. **Fire codes**

Received a donation of 3 pallets of canned water from Red Cross and Anheuser-Busch. We gave one pallet to Patagonia VFD.

Hiring Process – 5 applicants; 3 good candidates accepted positions. Testing was done by officers from Corona de Tucson and Rincon Fire. We still need to fill the Captain position. We will move forward with this after the holidays.

Selling of “824” – not ready yet. It is currently being buffed and polished and, hopefully, it will be out front with a sign by the end of this week.

Webber brought up the use of Fire District computers and equipment and wanted to verify that it was ONLY for the use of district personnel. Chief stated that the HR policy clearly states that district assets are to be used by district personnel only.

We may send trucks to California. We won't know for sure until the end of this week.

PSPRS Update – Archibald gone; Chief gave update: Meeting held in September. All the current full-time employees are now up-to-date. In January 2020 we will up-date the new employees.

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

Study Session with the Board and Staff

- A. Reformatting the review process 2019-2020 Goals: Board made the decision to engage James Rowan as part of the Grow Your Captain's Program. I would also like to include looking at ongoing methods to contact community/public to get comments on SEFD. He will work with Dorney and EMS Director Sink on the EMS aspect and Bahti and Johnson will work together to cover other areas of interest. The Chief will add the above to his list and resend it out to the Board for review and comment.

- B. HR policy – ongoing discussion. Please send comments to the Chief ASAP so he can compile them for the **Nov 25th** board meeting.

- C. Open Board Policies for review to add Chief's review policies: ongoing discussion of Chief's review procedure.

Note: Board decision to change Dec 23rd meeting to Dec 16th with the understanding that they may have to forgo the financial aspect depending on when bank statements are available.

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

Minutes approved on 25 November 2019, ___ Original was signed by Chair Bahti as Archibald was out of state ___, Clerk of the Board.

Witnessed by Kathy & Goodwin



Administrative Review of August 2019 Financial Documents
Sonoita-Elgin Fire District Board of Directors Meeting
3173 Hwy 83, Sonoita, AZ
25 Nov 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 October 2019.

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

K. Archibald for SA by telephone
Susan Archibald, Clerk

Kurt Bahti
Kurt Bahti, Chair

Reba Webber
Reba Webber, member

Christopher Johnson
Christopher Johnson, member

Annette Dorney
Annette Dorney, member

Sonoita-Elgin FD
Balance Sheet
As of October 31, 2019

		October 31, 2019
ASSETS		
	Chase Checking	1,715.40
	Chase Savings	25,940.09
	Hughes Checking	25,744.96
	Hughes High Yield	2,007.33
	Hughes Main Share	57.60
	Hughes Premium	258,685.35
	National Bank Money Market	55,784.98
	Petty Cash	700.00
	Checking & Saving Subtotal	<u>370,635.71</u>
	Pima County Treasurer	55,086.30
	SCC Treasurer	<u>200,469.81</u>
	Accrued Taxes Subtotal	<u>255,556.11</u>
TOTAL ASSETS		<u>626,191.82</u>
EQUITY		
	Fund Balance - Unrestricted	606,939.69
	Retained Earnings	152,363.21
	Net Loss for July - October	<u>(133,111.08)</u>
TOTAL EQUITY		<u>626,191.82</u>

Sonoita-Elgin FD
Profit & Loss Budget vs. Actual
for the four months ended October 31, 2019

	A	B	C	D	E	F	G	H	I	J
1										
2				October 2019		July - Oct 2019		Annual Budget		% of Budget
3			Budgeted Income/Expense							Target ~33%
4			Income							
5			Santa Cruz County Taxes	200,469.15		215,128.08		905,170.00		23.77%
6			Pima County Taxes	45,178.88		61,865.99		127,166.00		48.65%
7			FDAT - Santa Cruz	0.00		0.00		49,065.00		0.0%
8			FDAT - Pima County	9,894.86		12,264.99		25,433.00		48.23%
9			Fire Suppression	7,432.73		8,642.28		35,000.00		24.69%
10			EMS Support	2,815.20		2,815.20		2,200.00		127.96%
11			Ambulance Revenue	28,033.24		81,684.25		280,000.00		29.17%
12			PPE Purchase	0.00		0.00		64,250.00		0.0%
13			Interest Income	549.95		1,658.80		800.00		207.35%
14			Rental Income	40.00		70.00		400.00		17.5%
15			Prior Year Carryforward	0.00		0.00		34,351.00		0.0%
16			Total Budgeted Income	294,414.01		384,129.59		1,523,835.00		25.21%
17										
18			Expense							
19			Salaries	44,943.99		182,158.94		577,031.00		31.57%
20			Sick Time Pay	0.00		970.42		9,400.00		10.32%
21			Vacation/Holiday	4,572.55		10,054.77		45,000.00		22.34%
22			Transport Stipend	7,209.82		26,729.14		78,400.00		34.09%
23			Payroll Taxes	3,186.62		10,743.68		30,000.00		35.81%
24			PSPRS	4,887.44		18,063.86		75,000.00		24.09%
25			ASRS	1,448.07		5,488.14		15,500.00		35.41%
26			Employee Health Insurance	3,840.07		18,511.16		71,400.00		25.93%
27			Physicals & Exams	0.00		0.00		8,800.00		0.0%
28			Coppe Point - Workman's Comp	0.00		9,321.00		39,373.00		23.67%
29			Clothing Allowance	191.40		1,224.93		8,400.00		14.58%
30			Training	161.91		22,197.79		30,589.00		72.57%
31			EMS Consumables	167.43		2,852.96		15,000.00		19.02%
32			Maintenance Plans	0.00		0.00		4,500.00		0.0%
33			Oral Hydration Fluids	0.00		0.00		1,200.00		0.0%
34			Fire Prevention Education	0.00		0.00		1,000.00		0.0%
35			Office Expense & Postage	1,739.49		2,779.05		10,000.00		27.79%
36			Recruitment & Retention	(147.75)		1,642.36		11,000.00		14.93%
37			Payroll Preparation	361.47		721.78		4,500.00		16.04%
38			Ambulance Billing	643.08		6,114.33		22,500.00		27.18%
39			Equipment Rental	37.88		546.72		1,800.00		30.37%
40			Internet Provider	298.99		1,020.30		2,400.00		42.51%
41			Bank Charges	348.07		611.36		800.00		76.42%
42			Background Checks	0.00		80.00		1,200.00		6.67%
43			Legal Fees	(279.25)		5,056.83		7,800.00		64.83%
44			Accounting	0.00		0.00		8,500.00		0.0%
45			Bookkeeper	1,250.00		5,000.00		15,000.00		33.33%
46			Telephone	992.03		3,940.62		14,000.00		28.15%

Sonoita-Elgin FD
Profit & Loss Budget vs. Actual
for the four months ended October 31, 2019

	A	B	C	D	E	F	G	H	I	J
1										
2				October 2019		July - Oct 2019		Annual Budget		% of Budget
47			Batteries & Repair	0.00		455.55		3,000.00		15.19%
48			Computer & IT Support	362.93		450.91		4,000.00		11.27%
49			Dispatch	0.00		3,840.76		11,075.00		34.68%
50			Utilities	1,181.05		5,020.37		17,000.00		29.53%
51			Insurance	0.00		7,210.00		30,000.00		24.03%
52			Fuel	5,095.86		10,252.08		26,000.00		39.43%
53			Building & Grounds & Pests	213.00		3,173.22		9,000.00		35.26%
54			Vehicle Maintenance	13,472.18		21,702.61		36,500.00		59.46%
55			Equipment Replacement	0.00		1,261.30		6,000.00		21.02%
56			Station & Fire Supplies	671.16		2,958.30		10,000.00		29.58%
57			Suppression Foam	0.00		0.00		3,600.00		0.0%
58			Interest Expense	0.00		0.00		500.00		0.0%
59			Computer & Radio	288.70		288.70		4,000.00		7.22%
60			Communication to Residents	0.00		0.00		500.00		0.0%
61			Financial Stability Reserve	0.00		0.00		54,522.00		0.0%
62			Membership Dues & Subscriptions	342.00		5,834.34		4,000.00		145.86%
63			PPE Expense	0.00		0.00		64,250.00		0.0%
64			Capital Payments - Apparatus	0.00		80,973.21		80,992.00		99.98%
65			Capital Payment - Ambulance	22,816.29		22,816.29		23,297.00		97.94%
66			Capital Outlay - PPE	0.00		0.00		6,500.00		0.0%
67			SCBA's	0.00		0.00		9,000.00		0.0%
68			Unknown Other Equipment	0.00		0.00		10,006.00		0.0%
69			Total Budgeted Expense	<u>120,296.48</u>		<u>502,067.78</u>		<u>1,523,835.00</u>		<u>32.95%</u>
70			Net Budgeted Loss	<u>174,117.53</u>		<u>(117,938.19)</u>		<u>0.00</u>		<u>100.0%</u>
71										
72			Unbudgeted Income/Expense							
73			Unbudgeted Income							
74			Palominas Fire District	16,250.00		30,875.00				
75			Safer Grant 2016	0.00		18,720.00				
76			Fuels Grant Revenue	700.00		2,334.16				
77			Donations	<u>780.39</u>		<u>980.39</u>				
78			Total Unbudgeted Income	<u>17,730.39</u>		<u>52,909.55</u>				
79										
80			Unbudgeted Expense							
81			Palominas FD-Chief Salary	4,333.34		17,333.36				
82			Wildland Labor	0.00		190.96				
83			Safer 2016 Expenses	6,320.00		21,120.00				
84			Fuels Grant Labor	9,125.16		16,954.52				
85			Fuels Grant Equipment	221.80		221.80				
86			Cardiac Monitors	3,065.45		12,261.80				
87			Total Unbudgeted Expense	<u>23,065.75</u>		<u>68,082.44</u>				
88			Net Unbudgeted Loss	<u>(5,335.36)</u>		<u>(15,172.89)</u>				
89										
90			Overall Net Income (Loss)	<u>168,782.17</u>		<u>(133,111.08)</u>		<u>0.00</u>		<u>100.0%</u>



SONOITA-ELGIN FIRE DISTRICT

Proud Past, Strong Future

SONOITA-ELGIN FIRE DISTRICT

RECONCILIATION & REVIEW

October 2019

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

Reconciled by *Juan Putter*

Dates of reconciliation November 15, 2019

Sonoita-Elgin FD
Reconciliation Detail
 Chase Checking, Period Ending 10/31/2019

Type	Date	Num	Name	Ctr	Amount	Balance
Beginning Balance						39,609.86
Cleared Transactions						
Checks and Payments - 12 items						
Check	09/30/2019	1937	EMI Health	X	-6,679.85	-6,679.85
Check	09/30/2019	1933	Vera Earl Ranch	X	-3,840.76	-10,520.61
Check	09/30/2019	1934	Bill Bruyn	X	-1,840.53	-12,361.14
Check	09/30/2019	1936	Arizona State Retirement System	X	-1,235.56	-13,596.70
Check	10/01/2019	1935	National Bank of Arizona	X	-22,816.29	-36,412.99
Check	10/01/2019	1938	W.W.Williams Company	X	-7,115.77	-43,528.76
Check	10/10/2019	1939	Costco	X	-240.61	-43,769.37
Check	10/15/2019	1941	SENERGY Petroleum LLC	X	-3,783.20	-47,552.57
Check	10/15/2019		Nationwide	X	-312.68	-47,865.25
Check	10/15/2019	1940	SENERGY Petroleum LLC	X	-278.88	-48,144.13
Check	10/15/2019		Nationwide	X	-271.96	-48,416.09
Check	10/31/2019			X	-253.07	-48,669.16
Total Checks and Payments					-48,669.16	-48,669.16
Deposits and Credits - 5 items						
Transfer	10/01/2019			X	2,345.73	2,345.73
Transfer	10/01/2019			X	10,000.00	12,345.73
Transfer	10/16/2019			X	17,515.32	29,861.05
Deposit	10/28/2019			X	197.84	30,058.89
Transfer	10/31/2019			X	165,000.00	195,058.89
Total Deposits and Credits					195,058.89	195,058.89
Total Cleared Transactions					146,389.73	146,389.73
Cleared Balance					146,389.73	185,999.59
Uncleared Transactions						
Checks and Payments - 20 items						
Check	10/31/2019	1962	Sonoita-Elgin Fire District		-170,000.00	-170,000.00
Check	10/31/2019	1943	EMI Health		-5,083.94	-175,083.94
Check	10/31/2019	1959	Quill Corporation		-1,540.18	-176,624.12
Check	10/31/2019	1961	Arizona State Retirement System		-1,415.18	-178,039.30
Check	10/31/2019	1957	L.N. Curtis and Sons		-1,385.61	-179,424.91
Check	10/31/2019	1956	Vicki J Rutter, CPA		-1,250.00	-180,674.91
Check	10/31/2019	1960	Voyager Fleet System		-585.18	-181,260.09
Check	10/31/2019	1954	Verizon Wireless		-571.85	-181,831.94
Check	10/31/2019	1949	Principal Life Insurance Company		-526.33	-182,358.27
Check	10/31/2019	1942	Simpson Computer Services		-362.93	-182,721.20
Check	10/31/2019	1952	CenturyLink		-360.12	-183,081.32
Check	10/31/2019	1947	Aflac		-357.26	-183,438.58
Check	10/31/2019	1958	Leavitt Communications, LLC		-288.70	-183,727.28
Check	10/31/2019	1944	Brush Enterprises, Inc.		-182.19	-183,909.47
Check	10/31/2019	1948	Sonoita Valley Water Co		-89.72	-183,999.19
Check	10/31/2019	1950	Laura Sink		-79.35	-184,078.54
Check	10/31/2019	1946	Colonial Life		-72.44	-184,150.98
Check	10/31/2019	1951	Verizon Wireless		-60.06	-184,211.04
Check	10/31/2019	1945	GreatAmerica Financial Services		-37.88	-184,248.92
Check	10/31/2019	1955	Valley Imaging Solutions		-35.27	-184,284.19
Total Checks and Payments					-184,284.19	-184,284.19
Total Uncleared Transactions					-184,284.19	-184,284.19
Register Balance as of 10/31/2019					-37,894.46	1,715.40
Ending Balance					-37,894.46	1,715.40

11/15/19

Sonoita-Elgin FD
Reconciliation Detail
Chase Savings, Period Ending 10/31/2019

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						200,856.58
Cleared Transactions						
Checks and Payments - 2 items						
Transfer	10/01/2019			X	-10,000.00	-10,000.00
Transfer	10/31/2019			X	-165,000.00	-175,000.00
Total Checks and Payments					-175,000.00	-175,000.00
Deposits and Credits - 1 item						
Deposit	10/31/2019			X	83.51	83.51
Total Deposits and Credits					83.51	83.51
Total Cleared Transactions					-174,916.49	-174,916.49
Cleared Balance					-174,916.49	25,940.09
Register Balance as of 10/31/2019					-174,916.49	25,940.09
New Transactions						
Deposits and Credits - 1 item						
Deposit	11/08/2019				18,000.00	18,000.00
Total Deposits and Credits					18,000.00	18,000.00
Total New Transactions					18,000.00	18,000.00
Ending Balance					-156,916.49	43,940.09

*18
11-15-19*

Sonoita-Elgin FD
Reconciliation Detail
National Bank Money Market, Period Ending 10/31/2019

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						27,972.40
Cleared Transactions						
Checks and Payments - 2 items						
Check	10/15/2019			X	-3,178.95	-3,178.95
Check	10/31/2019			X	-5.00	-3,183.95
Total Checks and Payments					-3,183.95	-3,183.95
Deposits and Credits - 11 items						
Deposit	10/03/2019			X	1,080.08	1,080.08
Deposit	10/07/2019			X	9,975.52	11,055.60
Deposit	10/21/2019			X	3,653.25	14,708.85
Deposit	10/21/2019			X	5,093.36	19,802.21
Deposit	10/24/2019			X	20.00	19,822.21
Deposit	10/24/2019			X	125.00	19,947.21
Deposit	10/25/2019			X	8,125.00	28,072.21
Deposit	10/29/2019			X	2,527.66	30,599.87
Deposit	10/30/2019			X	20.00	30,619.87
Deposit	10/30/2019			X	375.00	30,994.87
Deposit	10/31/2019			X	1.66	30,996.53
Total Deposits and Credits					30,996.53	30,996.53
Total Cleared Transactions					27,812.58	27,812.58
Cleared Balance					27,812.58	55,784.98
Register Balance as of 10/31/2019					27,812.58	55,784.98
New Transactions						
Deposits and Credits - 3 items						
Deposit	11/12/2019				441.22	441.22
Deposit	11/12/2019				1,927.76	2,368.98
Deposit	11/14/2019				1,294.12	3,663.10
Total Deposits and Credits					3,663.10	3,663.10
Total New Transactions					3,663.10	3,663.10
Ending Balance					31,475.68	59,448.08

Handwritten: 11/15/19

2:17 PM

11/15/19

Sonoita-Elgin FD
Reconciliation Detail
Hughes Main Share, Period Ending 10/31/2019

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						57.56
Cleared Transactions						
Deposits and Credits - 1 item						
Deposit	10/31/2019			X	0.04	0.04
Total Deposits and Credits					0.04	0.04
Total Cleared Transactions					0.04	0.04
Cleared Balance					0.04	57.60
Register Balance as of 10/31/2019					0.04	57.60
Ending Balance					0.04	57.60

llc
11/15/19

Sonoita-Elgin FD
Reconciliation Detail
Hughes Checking, Period Ending 10/31/2019

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						25,755.11
Cleared Transactions						
Checks and Payments - 63 items						
Check	09/13/2019	2411	GrowyourCaptians.com	X	-900.00	-900.00
Check	09/26/2019	2418	Sonoita Valley Water Co	X	-131.73	-1,031.73
Check	09/30/2019	2431	Vicki J Rutter, CPA	X	-1,250.00	-2,281.73
General Journal	09/30/2019	1000811	Alexander Burns	X	-1,172.64	-3,454.37
Check	09/30/2019	2432	AERO Med Claims	X	-1,093.38	-4,547.75
Check	09/30/2019	2420	Barnett's Propane, LLC	X	-1,038.55	-5,586.30
General Journal	09/30/2019	1000807	Ahmed Hourani	X	-960.00	-6,546.30
General Journal	09/30/2019	1000808	Guy Rogers	X	-800.00	-7,346.30
General Journal	09/30/2019	1000800	Michael Doris	X	-734.23	-8,080.53
Check	09/30/2019	2433	Principal Life Insurance Company	X	-631.18	-8,711.71
General Journal	09/30/2019	1000802	Jacob Rosson	X	-630.80	-9,342.51
Check	09/30/2019	2429	Verizon Wireless	X	-571.79	-9,914.30
General Journal	09/30/2019	1000805	Jade Deforest	X	-480.00	-10,394.30
General Journal	09/30/2019	1000804	Bill Bruyn	X	-480.00	-10,874.30
Check	09/30/2019	2423	United Fire	X	-364.69	-11,238.99
Check	09/30/2019	2427	CenturyLink	X	-350.75	-11,589.74
Check	09/30/2019	2425	Professional Management Coaching	X	-350.00	-11,939.74
Check	09/30/2019	2419	Quill Corporation	X	-307.85	-12,247.59
Check	09/30/2019	2437	GreatAmerica Financial Services	X	-254.42	-12,502.01
Check	09/30/2019	2422	Braun NW, Inc.	X	-178.99	-12,681.00
Check	09/30/2019	2421	Laura Sink	X	-168.20	-12,849.20
Check	09/30/2019	2436	CopperPoint Insurance Companies	X	-160.00	-13,009.20
Check	09/30/2019	2435	Pima County Fire Chief's Association	X	-100.00	-13,109.20
Check	09/30/2019	2424	Verizon Wireless	X	-60.06	-13,169.26
Check	09/30/2019	2428	Airgas USA, LLC	X	-54.74	-13,224.00
Check	09/30/2019	2430	B&B Selectcom, Inc.	X	-29.74	-13,253.74
Check	09/30/2019	2434	Valley Imaging Solutions	X	-28.27	-13,282.01
Check	09/30/2019	2426	Arizona Department of Public Safety	X	-20.00	-13,302.01
Check	10/02/2019		Public Safety Personnel Retirement S...	X	-3,658.99	-16,961.00
Check	10/07/2019			X	-90.00	-17,051.00
Check	10/10/2019		U.S. Bank Equipment Finance	X	-3,065.45	-20,116.45
Check	10/10/2019	2439	Aflac	X	-307.72	-20,424.17
Check	10/10/2019	2438	Colonial Life	X	-72.44	-20,496.61
General Journal	10/15/2019	EFT	Paychex DirDep/RCX	X	-22,305.96	-42,802.57
General Journal	10/15/2019	EFT	Paychex Taxpay	X	-6,968.37	-49,770.94
Check	10/15/2019	2442	Rita Ranch Automotive & Tire	X	-3,032.06	-52,803.00
Check	10/15/2019	2444	Arizona State Retirement System	X	-1,480.96	-54,283.96
General Journal	10/15/2019	1000831	Alexander Burns	X	-1,247.94	-55,531.90
Check	10/15/2019	2447	SSVEC	X	-1,091.33	-56,623.23
General Journal	10/15/2019	1000823	Michael Doris	X	-991.36	-57,614.59
General Journal	10/15/2019	1000826	Jacob Rosson	X	-853.21	-58,467.80
Check	10/15/2019	2458	AERO Med Claims	X	-634.83	-59,102.63
General Journal	10/15/2019	1000828	Guy Rogers	X	-480.00	-59,582.63
Check	10/15/2019	2441	Voyager Fleet System	X	-386.66	-59,969.29
Check	10/15/2019	2454	Barnett's Towing LLC	X	-350.00	-60,319.29
Check	10/15/2019	2457	Quill Corporation	X	-312.23	-60,631.52
Check	10/15/2019	2451	Arizona Department of Health Services	X	-250.00	-60,881.52
General Journal	10/15/2019	1000827	Anna Courson	X	-240.00	-61,121.52
Check	10/15/2019	2440	Santa Cruz County Landfill	X	-229.80	-61,351.32
Check	10/15/2019	2450	Kaiser Garage Doors	X	-205.00	-61,556.32
General Journal	10/15/2019	EFT	Paychex Invoice	X	-204.94	-61,761.26
Check	10/15/2019	2456	United Fire	X	-148.70	-61,909.96
Check	10/15/2019	2449	Direct TV	X	-130.98	-62,040.94
Check	10/15/2019	2443	GuardianEMS Products	X	-114.66	-62,155.60
Check	10/15/2019	2453	Mountain Empire Rotary Club	X	-92.00	-62,247.60
Check	10/15/2019	2452	TransWorld Network	X	-80.69	-62,328.29
Check	10/15/2019	2455	Merles Automotive Supply	X	-65.66	-62,393.95
Check	10/15/2019	2446	Airgas USA, LLC	X	-52.77	-62,446.72
Check	10/15/2019	2445	Thunderbird Collection Specialists	X	-8.25	-62,454.97
Check	10/25/2019		Public Safety Personnel Retirement S...	X	-3,570.72	-66,025.69
General Journal	10/31/2019	EFT	Paychex DirDep/RCX	X	-25,411.92	-91,437.61
General Journal	10/31/2019	EFT	Paychex Taxpay	X	-7,359.98	-98,797.59
General Journal	10/31/2019	EFT	Paychex Invoice	X	-156.53	-98,954.12
Total Checks and Payments					-98,954.12	-98,954.12

Sonoita-Elgin FD
Reconciliation Detail
Hughes Checking, Period Ending 10/31/2019

Type	Date	Num	Name	Clr	Amount	Balance
Deposits and Credits - 20 items						
Deposit	10/01/2019			X	3.16	3.16
Deposit	10/03/2019			X	1,387.54	1,390.70
Deposit	10/04/2019			X	845.28	2,235.98
Deposit	10/09/2019			X	7,432.73	9,668.71
Deposit	10/10/2019			X	3,216.36	12,885.07
Deposit	10/11/2019			X	775.51	13,660.58
Deposit	10/11/2019			X	850.82	14,511.40
Transfer	10/11/2019			X	40,000.00	54,511.40
Deposit	10/14/2019			X	1,441.65	55,953.05
Deposit	10/16/2019			X	1,179.54	57,132.59
Deposit	10/17/2019			X	99.13	57,231.72
Deposit	10/17/2019			X	874.99	58,106.71
Deposit	10/18/2019			X	688.81	58,795.52
Deposit	10/21/2019			X	1,126.49	59,922.01
Deposit	10/23/2019			X	1,061.28	60,983.29
Deposit	10/23/2019			X	1,662.05	62,645.34
Transfer	10/28/2019			X	40,000.00	102,645.34
Deposit	10/29/2019			X	3,147.88	105,793.22
Deposit	10/31/2019			X	89.07	105,882.29
Deposit	10/31/2019			X	687.90	106,570.19
Total Deposits and Credits					106,570.19	106,570.19
Total Cleared Transactions					7,616.07	7,616.07
Cleared Balance					7,616.07	33,371.18
Uncleared Transactions						
Checks and Payments - 14 items						
General Journal	04/15/2019	1000581	Michael Doris		-320.00	-320.00
Check	06/10/2019				-20.00	-340.00
General Journal	07/15/2019	0	Benjamin Beyerle		-99.89	-439.89
General Journal	07/15/2019	2320	John Hisey-Long		-96.19	-536.08
Check	08/29/2019	2399	Lincare Holdings, Inc.		-90.00	-626.08
Check	08/29/2019	2403	Colonial Life		-72.44	-698.52
Check	09/13/2019	2409	CCEMS		-50.00	-748.52
General Journal	10/31/2019	1000852	Guy Rogers		-1,680.00	-2,428.52
General Journal	10/31/2019	1000855	Alexander Burns		-1,172.64	-3,601.16
General Journal	10/31/2019	1000849	Jade Deforest		-1,120.00	-4,721.16
General Journal	10/31/2019	1000848	Bill Bruyn		-1,040.00	-5,761.16
General Journal	10/31/2019	1000845	Jacob Rosson		-980.31	-6,741.47
General Journal	10/31/2019	1000857	Jeremy Charles-Johnson		-724.75	-7,466.22
General Journal	10/31/2019	1000851	Ahmed Hourani		-160.00	-7,626.22
Total Checks and Payments					-7,626.22	-7,626.22
Total Uncleared Transactions					-7,626.22	-7,626.22
Register Balance as of 10/31/2019					-10.15	25,744.96
Ending Balance					-10.15	25,744.96

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Sonoita-Elgin FD
Reconciliation Detail
Hughes High Yield, Period Ending 10/31/2019

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						2,003.54
Cleared Transactions						
Deposits and Credits - 1 item						
Deposit	10/01/2019			X	3.79	3.79
Total Deposits and Credits					3.79	3.79
Total Cleared Transactions					3.79	3.79
Cleared Balance					3.79	2,007.33
Register Balance as of 10/31/2019					3.79	2,007.33
Ending Balance					3.79	2,007.33

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Sonoita-Elgin FD
Reconciliation Detail
Hughes Premium, Period Ending 10/31/2019

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						168,240.78
Cleared Transactions						
Checks and Payments - 2 items						
Transfer	10/11/2019			X	-40,000.00	-40,000.00
Transfer	10/28/2019			X	-40,000.00	-80,000.00
Total Checks and Payments					-80,000.00	-80,000.00
Deposits and Credits - 1 item						
Deposit	10/01/2019			X	444.57	444.57
Total Deposits and Credits					444.57	444.57
Total Cleared Transactions					-79,555.43	-79,555.43
Cleared Balance					-79,555.43	88,685.35
Uncleared Transactions						
Deposits and Credits - 1 item						
Check	10/31/2019	1962	Sonoita-Elgin Fire District		170,000.00	170,000.00
Total Deposits and Credits					170,000.00	170,000.00
Total Uncleared Transactions					170,000.00	170,000.00
Register Balance as of 10/31/2019					90,444.57	258,685.35
New Transactions						
Checks and Payments - 1 item						
Transfer	11/12/2019				-40,000.00	-40,000.00
Total Checks and Payments					-40,000.00	-40,000.00
Total New Transactions					-40,000.00	-40,000.00
Ending Balance					<u>50,444.57</u>	<u>218,685.35</u>

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	October-19		\$ 2,345.73
State Pool Investment		0.56 0.10	0.66
Levied Revenue Earned			
	99441	3,043.98	200,469.15
	99465	217.73	
	99483	4,816.24	
	99502	8,225.14	
	99522	2,813.75	
	99544	5,342.52	
	99561	4,177.76	
	99587	3,624.42	
	99599	19,150.99	
	99613	8,384.00	
	99624	12,808.44	
	99650	2,037.57	
	99662	10,053.10	
	99677	11,450.35	
	99693	9,723.84	
	99706	10,970.38	
	99715	12,640.92	
	99741	15,348.83	
	99768	9,949.53	
	99779	4,475.15	
	99795	20,762.29	
	99823	20,452.22	
Check#	46483	(2,345.73)	(2,345.73)
Journal Entries	JE-		-
Ending Balance	October-19		<u>\$ 200,469.81</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: OCT-2019
As of November 15, 2019

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

\$ 55,086.30

<u>Real Estate Taxes</u>	<u>Amount</u>
Tax Year 2019	44,475.38
Tax Year 2018	1.99
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	<u>44,477.37</u>

<u>Personal Property Taxes Collected</u>	<u>Amount</u>
Tax Year 2019	701.51
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	-
Subtotal Personal Property Taxes Collected	<u>701.51</u>

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

Sonoita-Elgin Fire District

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

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

\$ 55,086.30

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

Fire District Assistance	Amount	
Tax Year 2019	9,862.12	
Tax Year 2018	31.50	
Tax Year 2017	0.94	
Tax Year 2016	0.07	
Tax Year 2015	0.06	
Tax Year 2014	0.07	
Tax Year 2013	0.04	
Tax Year 2012	0.01	
Tax Year 2011	0.02	
Tax Year 2010	-	
Tax Year 2009	0.02	
Tax Year 2008	0.01	
Subtotal Fire District Assistance		<u>9,894.86</u>

Investment Income	Amount	
Interest Allocation	12.56	
Subtotal Investment Income		<u>12.56</u>
Grand Total		<u><u>55,086.30</u></u>

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
			Actual	Actual	Actual	Actual	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast
			July	August	September	October	November	December	January	February	March	April	May	June	Total
			2019	2019	2019	2019	2019	2019	2020	2020	2020	2020	2020	2020	2020
1	Sonoita-Elgin Fire District														
2	Cash Flow Forecast														
3	July 1, 2019 through June 30, 2020														
4		Budget													
5		2019-2020													
6			8,554	3,762	2,342	200,469	240,835	70,873	37,421	21,807	30,473	174,053	50,628	63,952	905,170
7			1,386	1,478	15,301	45,179	11,010	4,436	2,066	2,538	7,486	29,695	5,913	678	127,166
8	Budgeted Revenues														
9	Fire District Tax														
10	Santa Cruz County	905,170													
11	Pima County	127,166													
12	Fire District Assistance Tax														
13	Santa Cruz County	49,065							24,533					24,532	49,065
14	Pima County	25,433	122	35	2,213	9,895	1,427	1,024	425	845	1,203	7,181	977	85	25,433
15	Fire Suppression Income	35,000		1,210	7,433									26358	35,000
16	EMS Support	2,200			2,815										2,815
17	Ambulance Revenues	280,000	16,248	14,838	22,565	28,033	25,406	35,933	16,232	32,003	22,498	24,798	25,599	15,847	280,000
18	PPE Purchase	64,250												64,250	64,250
19	Interest Income	800	761	208	135	550									1,654
20	Rental Income	400			30	40	10		40			60	100	120	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	278,689	112,267	80,716	57,192	61,660	235,788	83,216	230,173	1,525,303
24															
25	Budgeted Operating Expenses														
26	Salaries	577,031	46,823	45,147	45,244	44,944	48,000	48,000	48,000	48,000	48,000	48,000	48,000	49,031	567,190
27	Sick Pay	9,400	602		368		801	1,482	220	769	949			230	9,400
28	Vacation/Holiday	45,000	1,074	2,150	2,258	4,573	3,750	3,750	3,750	3,750	3,750	3,750	3,750	3,978	45,000
29	Transport Stipend	78,400	6,576	6,282	6,661	7,210	6,533	6,533	6,533	6,533	6,533	6,533	6,533	5,938	78,400
30	Payroll Taxes	30,000	2,358	2,449	2,750	3,187	2,500	2,500	2,500	2,500	2,500	2,500	2,500	2,500	30,744
31	PSPRS	75,000	5,533	5,543	2,101	4,887	6,250	6,250	6,250	6,250	6,250	6,250	6,250	6,250	68,064
32	ASRS	15,500	1,402	1,308	1,330	1,448	1,290	1,290	1,290	1,290	1,290	1,290	1,290	1,198	15,716
33	Employee Health Insurance	71,400	4,815	5,053	4,803	3,840	5,950	5,950	5,950	5,950	5,950	5,950	5,950	5,950	66,111
34	Physicals	8,800							8,093	10,019		1,806	74	1,443	8,241
35	Workman's Compensation	39,373		9,161	160								9,149	2,791	39,373
36	Clothing Allowance	8,400		236	798		358	440	1,188	172	325		128	4,451	8,287
37	Training	30,589	15,613	1,779	4,644	162	920	690	900	900	900			5,882	30,589
38	EMS Consumables	15,000	1,647	341	697	167	1,250	1,250	1,250	1,250	1,250	1,250	1,250	2,314	13,917
39	Maintenance Plans	4,500												4,500	4,500
40	Oral Hydration Fluids	1,200					38	239					18	350	1,151
41	Fire Prevention Education	1,000												1,000	1,000
42	Office Expense & Postage	10,000	202	561	276	1,739	800	800	800	800	800	800	800	1,621	10,000
43	Recruitment & Retention	11,000	307	515	968	(148)	186	1,256	1,000	555	1,000	1,000	877	4,484	11,000
44	Payroll Preparation	4,500	136		225	361	245	245	821	224	216	237	260	1,530	4,500
45	Ambulance Billing	22,500	1,678	1,606	2,187	643	2,852	1,804	3,037	453	2,695	1,566	2,081	1,897	22,500
46	Equipment Rental	1,800	127		382	38	166	127	127	127	127	127	127	324	1,800
47	Internet Provider	2,400	123	294	299	299	200	200	200	200	200	200	200	84	2,499
48	Bank Charges	800	57	84	122	348	70	70	70	70	70	70	70	50	1,151
49	Background Checks	1,200		60	20			100			140			880	1,200
50	Legal Fees	7,800	195	1,540	3,601	(279)								2,743	7,800

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	
																	Actual
1	Sonoita-Elgin Fire District																
2	Cash Flow Forecast																
3	July 1, 2019 through June 30, 2020																
4		Budget															
5		2019-2020															
6			Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual
7			July	August	September	October	November	December	January	February	March	April	May	June	Forecast	Forecast	Forecast
51	Accounting Fees	8,500															8,500
52	Bookkeeper	15,000	1,250	1,250	1,250	1,250	1,250	1,250	1,250	1,250	1,250	1,250	1,250	1,250	1,250	1,250	15,000
53	Telephone	14,000	979	987	983	992	1,165	1,165	1,165	1,165	1,165	1,165	1,165	1,165	1,165	1,165	13,281
54	Batteries & Repair	3,000			456												3,000
55	Computer & IT Support	4,000			88												4,000
56	Streetwise & Vera Earl Tower	11,075			3,841												11,075
57	Utilities	17,000	1,283	1,227	1,330	1,181	1,410	1,410	1,410	1,410	1,410	1,410	1,410	1,410	1,410	1,410	17,000
58	Insurance	30,000	163	7,047													30,000
59	Fuel	26,000	4,947		209	5,096	389	876	3,638	694	5,486	480	4,076	110	110	110	26,000
60	Building Grounds & Pests	9,000	1,200	524	1,237	213	49	504	716	590	289	174	512	2,993	2,993	2,993	9,000
61	Vehicle Maintenance	36,500	4,062	738	3,431	13,472	3,040	3,040	3,040	3,040	3,040	3,040	3,040	3,950	3,950	3,950	46,933
62	Equipment Replacement	6,000		343	918		183					461	454	3,641	3,641	3,641	6,000
63	Station & Fire Supplies	10,000	259	1,264	764	671	458	1,518	329	812	763	355	771	2,036	2,036	2,036	10,000
64	Suppression Foam	3,600										1,520		2,080	2,080	2,080	3,600
65	Interest Expense - LOC	500												500	500	500	500
66	Computer/Radio	4,000				289		600						2,652	459	459	4,000
67	Financial Stability Reserve	54,522													54,522	54,522	54,522
68	Communication to Residents	500															500
69	Dues & Subscriptions	4,000	592	321	4,580	342	110	389									4,000
70	PPE Purchase	64,250															64,250
71																	
72	Capital Reserve Funds																
73	Apparatus P&I	80,992		80,973													80,973
74	Ambulance P&I	23,297			22,816										23,297	23,297	46,113
75	PPE	6,500													6,500	6,500	6,500
76	SCBA's	9,000													9,000	9,000	9,000
77	Other Equipment	10,006													10,006	10,006	10,006
78	Total Budgeted Expenses	1,523,835	104,004	178,783	98,979	120,296	89,291	102,458	109,598	103,480	95,349	91,203	105,356	337,420	337,420	337,420	1,536,218
79																	
80	Net Budgeted Revenues/Expenses		(76,933)	(157,252)	(56,393)	174,118	189,398	9,808	(28,882)	(46,288)	(33,689)	144,585	(22,140)	(107,247)	(107,247)	(107,247)	(10,915)

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
	Sonoita-Elgin Fire District															
1	Cash Flow Forecast															
2	July 1, 2019 through June 30, 2020															
3																
4																
5	Budget															
6	2019-2020															
7																
81																
82																
83	Other Financing Sources															
84	Unbudgeted Revenue															
85	Palominas Fire District				14,625		16,250									30,875
86	Fire Suppression Excess															0
87	Safer Grant 2016				18,720		700									18,720
88	Fuels Grant Revenue				634	1,000	780									2,334
89	Donations				200											980
90	Total Unbudgeted Revenue			0	34,179	1,000	17,730									52,910
91																
92	Unbudgeted Expenses															
93	Palominas FD - Chief's Salary			4,333	4,333	4,333	4,333									17,333
94	PFD Other Expenses															0
95	Wildland Labor				191											191
96	Wildland Expenses															0
97	Safer 2016 Expenses			5,680	4,640	4,480	6,320									21,120
98	Fuels Grant - Labor			218	2,073	5,538	9,125									16,955
99	Fuels Grant - Equipment						222									222
100	Cardiac Monitors			3,065	3,065	3,065	3,065									12,262
101	Total Unbudgeted Expenses			13,297	14,303	17,417	23,066									68,082
102																
103	Net Unbudgeted Revenue & Expenses			(13,297)	19,876	(16,417)	(5,335)	0	0	0	0	0	0	0	0	(15,173)
104																
105	Net Overall Income (Loss)	0		(90,230)	(137,376)	(72,810)	168,782	189,398	9,808	(28,882)	(46,288)	(33,689)	144,585	(22,140)	(107,247)	4,258
106																
107	Cash on Hand	759,285		669,073	531,697	457,410	626,192									731,737
108																
109																
110																
111																
112																
113																
114																
110	The Cash on Hand at October 31, 2019 was \$626,192. The Net Overall Income is projected to be \$4,258															
111	at fiscal year end. Since both balances are positive so there is not potentially an adverse impact															
112	on operations or liquidity of the district to report to the county Board of Supervisors.															
113	Cash on Hand at June 30, 2019 is projected to be \$731,737.															