

SEFD Board Packet

27 November 2017

- Agenda
- Minutes - 23 October 2017
- 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

- Acceptance of 2016-2017 Audit Report
- 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 27, 2017. 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 6: p.m. local time.

AGENDA:

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

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:

- 1) Review and approval of the governing board meeting minutes of Oct 23, 2017.
- 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) Grants update.

Call to the Public.

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.

- 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 October 2017 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

Sonoita-Elgin Fire District
Governing Board Meeting Agenda

- 4) Discussion and action on appointing a new Board member to fill the 3 year term left vacant : S. Archibald
- 5) Discussion and action on accepting the 2016 – 2017 Audit. S. Archibald
- 6) Discussion and acknowledgement of Propose services of Bosse Rollman PC for Sonoita-Elgin Public Safety Personnel Retirement System: Chief DeWolf / S. Archibald

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) SEFD fire station - 3173 N. Highway 83, Sonoita, AZ
- b) Sonoita Post Office – 3166 N. Highway 83, Suite 1, Sonoita, AZ
- c) Santa Cruz County Offices – 3147 N Highway 83, Sonoita, AZ

Governing board meeting agenda dated and posted: Nov 22, 2017. At
17:00 p.m. Local Time

By *Kathy L. Goodwin* 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
23 October 2017
6 pm

Call to Order

Pledge of Allegiance

Roll Call – Bahti, Jenkins, Archibald, Webber

Approval of the minutes of 25 September 2017: motion to approve by Archibald, seconded by Webber. Motion carried.

Report from the Chief: Chief De Wolf presented information regarding our call load for the month and year-to-date, wildland billing update, reported on a \$10,000 donation from a construction company who had been involved in the building of Dollar General.

Call to the Public - none

Audit Report – Jay Parke, Walker & Armstrong – Mr. Parke presented an unqualified opinion for the audit report that he presented to the Board. [Each Board member was presented with a copy of the final report. A copy of the Statement of Cash Receipts, Reimbursements and Disbursements and Changes in Cash and Investment Balance is included in the Oct. 23, 2017 Board Packet that is on the website.] The disclosures also include information on the retirement systems and the excess PSPRS contribution refund. Mr. Parke also stated that the review of internal compliance and segregation of duties disclosed “no findings” that needed to be addressed, this is a real positive for the fire district.

Board member Jenkins made a motion to table the acceptance of the report until the next regular Board meeting so the Board could have time to review the report. Motion was seconded by Webber. Ayes – Bahti, Webber & Jenkins. Nays – Archibald. Motion carried.

[audio from Jenkins’ Mic not understandable]

Monthly Report on Financial Statements presented by V. Rutter: The financials are no longer preliminary because the Audit has been completed. The prior year balance is exactly the same as the Audit Report, we had a few re-class statements on the P & L Report and there were no journal entries for the balance sheet – so what this means is that your monthly financial information is accurate. Ms Rutter brought the board up to date on the current Balance Sheet and Profit & Loss Statement, and the total loan balances. Motion to approve the monthly financial reports as presented by Webber, seconded by Webber; motion carried.

Resignation of Board Chair Kevin Venos: Due to a recent diagnosis of cancer, Kevin Venos sent a Letter of Resignation to the Board this past week. A motion to accept, with regret, Kevin’s letter of resignation was made by Webber, seconded by Jenkins, motion carried. Discussion of proposed processes for filling the position followed. Chief spoke for a few minutes on our current policy and suggested process. Chief proposed sending out a postcard to all postal customers in our area, having interested residents pick up an application packet and submit the application by a specific date. The Board could review the packets, then sit down at a Nov. 27th meeting to discuss the applications. Applicants could speak for a few minutes, like you do when up for election, then the Board would nominate, discuss, then choose a new member. After quite a bit of discussion the Board elected to... *Send a postcard out to the community members, have them pick up applications by Nov. 10th, turn them in by Nov. 16th, collate the applications and give to the Board on Nov. 17th. The board would have a special meeting on Nov. 20th to interview the candidates (no action will be taken) and then the Board would meet for the regular monthly*

meeting on the 27th and make the formal discussion and selection. We would have an information sheet with the application for potential applicants to be aware of what is expected of a board member - Motion by Archibald, seconded by Webber; motion carried.

Discussion on updating the strategic planning: Archibald thought it was time to get down and dirty on how this was done. [Unfortunately most of the conversation was quite convoluted and hard to follow, plus the mics were too far away from Jenkins and Webber to clearly understand their speech.] Can we get the specifics on how we're going to do this [strategic plan] for the December meeting? (Archibald) It would be difficult; we've a lot going on during the holidays including vacations and other projects. (Chief) I'd really like to know how we're going to do this...the plan. (Archibald) So this will be an update of the current Strategic Plan. (Bahti) We'll discuss it as an agenda item. (Archibald)

Discussion of Board Goals and Accomplishments: [Jenkins barely audible, too far away from the Mic] Believe this concerned discussion of Board Goals and Accomplishments as a basis for discussion for the strategic plan.

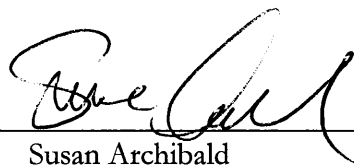
Discussion on Volunteer-Career Incentive Program; Chief plans to present more information to the Board at the January Board meeting.

Discussion & Action of the IGA with Palominas Fire District: The Chief of the Palominas Fire District has resigned his position due to health reasons; Palominas needs some assistance. They don't have the same structure as SEFD; they are looking to SEFD to provide that structure – specifically the service of the Fire Chief. With the IGA, you have the ability to set the conditions of the contract. Ms Aversa, SEFD and Palominas FD attorney, reviewed the contract with the Board, highlighting the various clauses of the contract and clarifying terms & conditions and the time-frame involved (30-day escape clause). The Board conducted a long discussion with the Chief and Ms Aversa, clarifying points as they came up. After much discussion that touched on many things including: escape clauses, Board review at each meeting, agreeing to waive the conflict of interest section, and discussion of management fee. Key to this would be PFD supplying Chief with a Palominas phone, computer access and other pertinent devices needed to manage their district. Chief – In looking out for us (SEFD), I would suggest a management fee of \$1,625 per week plus \$.54 per mile for vehicle, \$45 per hour for any additional SEFD personnel needed. Breakdown would be \$700 per week for Chief De Wolf, \$500 per week for SEFD, \$425 per week for Vehicle Allowance. Bahti – I would make a motion that we enter into this agreement with Palominas, make it a 90 day agreement, with terms that the Chief has requested here and that the board review this at each board meeting while this contract is in effect, with the waiver of Conflict of Interest. Seconded by Archibald. Motion carried unanimously. Archibald – I move that the compensation as described in the agreement be given to Chief De Wolf. Seconded by Webber. Motion carried unanimously.

Chief's Goals & Objectives – the main speaker on this discussion was not audible therefore I won't put any discussion here... no action was taken, no discussion.

Motion to Adjourn: Archibald motion to adjourn, seconded by Webber. Motion carried unanimously.

Minutes approved on 27 November 2017.



Susan Archibald, Clerk.


Susan Archibald



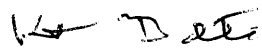
Administrative Review of April 2017 Financial Documents
Sonoita-Elgin Fire District Board of Directors Meeting
3173 Hwy 83, Sonoita, AZ
27 Nov 2017
6 p.m.

Approval of Financial Documents as presented to the Administrator of the Sonoita-Elgin Fire District for the month of October 2017.

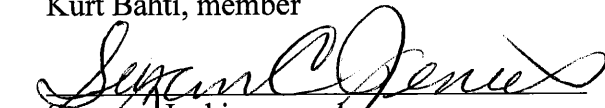
We the undersigned Board members of the Sonoita-Elgin Fire District, hereby acknowledge that we have reviewed and accepted the October 2017 financial reports as presented.



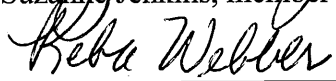
Susan Archibald, Clerk



Kurt Bahti, member



Suzanne Jenkins, member



Reba Webber, member

SEFD
Balance Sheet
As of October 31, 2017

			Oct 31, 17
ASSETS			
Current Assets			
Checking/Savings			
	Chase - Checking		7,418.21
	Chase - Savings		57,559.30
	National Bank Money Market		-696.64
	Hughes Premium Yield		135,166.38
	Hughes High Yield		2,255.93
	1002 - Hughes Checking		14,427.14
	Hughes Main Share		57.33
	SCC Treasurer		233,193.64
	Pima Co. Treasurer		44,136.70
	Petty Cash		700.00
	Total Checking/Savings		494,217.99
	Total Current Assets		494,217.99
TOTAL ASSETS			494,217.99
LIABILITIES & EQUITY			
Equity			
	30000 - Fund Balance - Unrestricted		422,706.69
	Board Designated - PPE		57,250.00
	Restricted - Life Pac Donation		5,000.00
	32000 - PY Balance		-12,178.08
	Net Income		21,439.38
	Total Equity		494,217.99
TOTAL LIABILITIES & EQUITY			494,217.99

SEFD
Profit & Loss Budget Performance
October 2017

				Oct 17	Jul - Oct 17	YTD Budget	% of Budget
Ordinary Income/Expense							
Income							
Taxes							
		Santa Cruz County		233,193.30	242,797.05	841,649.00	28.85%
		Pima County		37,266.96	47,794.85	121,576.00	39.31%
		Total Taxes		270,460.26	290,591.90	963,225.00	30.17%
Special Assessments							
		FDAT - Santa Cruz		0.00	0.00	42,137.00	0.0%
		FDAT - Pima County		6,868.90	8,208.58	24,315.00	33.76%
		Total Special Assessments		6,868.90	8,208.58	66,452.00	12.35%
		Ambulance Revenue		28,727.72	85,853.61	230,000.00	37.33%
		Fire Suppression		0.00	35,000.00	35,000.00	100.0%
		Coverage Events		0.00	367.20	2,200.00	16.69%
		Donation		0.00	3,296.67	5,200.00	63.4%
		Restricted by Donor		10,000.00	21,000.00		
Interest Income							
		Money Market/Savings		183.66	519.71		
		Santa Cruz		0.34	2.44		
		Pima County		0.84	7.51		
		Interest Income - Other		0.00	0.00	800.00	0.0%
		Total Interest Income		184.84	529.66	800.00	66.21%
		Fundraising Events		-103.20	-103.20		
		Rental Income		0.00	120.00	400.00	30.0%
		Prior Year Carryforward		0.00	0.00	32,389.00	0.0%
		Total Income		316,138.52	444,864.42	1,335,666.00	33.31%
Expense							
Payroll Expenses							
5101 - Salaries							
		5114 Infill W-2		0.00	433.44		
		5111 Wildland 1099		0.00	3,430.46		
		5113 - Infill 1099		3,600.00	8,160.00		
		5102 Community Paramedicine		4,444.64	19,617.34		
		5103 - Wildland labor W-2		12,218.03	26,712.11		
		5107 - Event Coverage		160.00	1,120.00	3,500.00	32.0%
		Bookkeeper		1,000.00	4,000.00		
		5109 - Transport Stipend 1099		0.00	0.00	78,400.00	0.0%
		5105 - Vacation/Holiday W-2		5,898.52	14,067.86	50,000.00	28.14%
		5101 - Salaries - Other		46,565.62	218,321.37	550,217.00	39.68%
		Total 5101 - Salaries		73,886.81	295,862.58	682,117.00	43.37%
		Total Payroll Expenses		73,886.81	295,862.58	682,117.00	43.37%
Employee Benefits							
		5126 - 457 Plan		0.00	0.00		
		5121 - Payroll Taxes		2,658.91	8,069.88	22,000.00	36.68%
		5122 - CopperPoint		160.00	9,158.52	37,000.00	24.75%
		5123 - PSPRS		-4,583.56	-16,887.17	75,000.00	-22.52%
		5130 PSPRS2		1,183.05	3,663.15		

SEFD
Profit & Loss Budget Performance
October 2017

		Oct 17	Jul - Oct 17	YTD Budget	% of Budget
	5124 · ASRS	481.68	1,893.11	5,500.00	34.42%
	5126 457 Plan	0.00	0.00		
	5125 · Employee Health Insurance	4,718.81	19,708.94	60,156.00	32.76%
	Clothing Allowance	690.27	1,126.68	8,400.00	13.41%
	5127 · AFLAC	378.70	0.00		
	5131 · AZSick	567.20	1,014.40		
	Physicals/Exams	0.00	103.50	8,800.00	1.18%
	Total Employee Benefits	6,255.06	27,851.01	216,856.00	12.84%
	Training & Prevention				
	Training	-1,640.00	-514.34	20,000.00	-2.57%
	Chief Education	226.81	907.24	3,400.00	26.68%
	EMS Consumables	2,515.92	4,487.93	15,000.00	29.92%
	Maintenance Plans	0.00	4,697.06	4,500.00	104.38%
	Oral Hydration Fluids	0.00	0.00	1,200.00	0.0%
	Fire Prevention Education	167.45	167.45	1,500.00	11.16%
	Total Training & Prevention	1,270.18	9,745.34	45,600.00	21.37%
	Administration				
	Office Expense & Postage	609.95	1,241.51	10,000.00	12.42%
	5115 · Recruitment & Retention	2,927.58	4,489.07	11,000.00	40.81%
	Payroll Preparation	280.48	1,463.88	4,500.00	32.53%
	Aero Med Billing	1,212.32	6,167.19	18,400.00	33.52%
	Equipment Rental	127.21	381.63	1,800.00	21.2%
	Internet Provider	117.83	460.17	2,000.00	23.01%
	Bank Charges	66.26	318.82	800.00	39.85%
	Background checks	0.00	0.00	1,200.00	0.0%
	Total Administration	5,341.63	14,522.27	49,700.00	29.22%
	Professional Services				
	Legal Fees	0.00	294.32	2,500.00	11.77%
	Accounting	1,000.00	8,000.00	8,000.00	100.0%
	Total Professional Services	1,000.00	8,294.32	10,500.00	78.99%
	Utilities & Communications				
	Telephone	825.15	2,901.74	9,000.00	32.24%
	Batteries & Repair	0.00	1,631.29	3,000.00	54.38%
	Computer/IT Support	0.00	0.00	2,000.00	0.0%
	Dispatch Service	0.00	3,551.00	5,500.00	64.56%
	Utilities	1,123.40	4,885.60	17,000.00	28.74%
	Total Utilities & Communications	1,948.55	12,969.63	36,500.00	35.53%
	Computers/Radios	0.00	0.00	15,129.00	0.0%
	Insurance				
	Liability	0.00	7,152.00	30,000.00	23.84%
	Total Insurance	0.00	7,152.00	30,000.00	23.84%
	Repairs & Maintenance				
	Fuel	769.92	7,317.12	23,000.00	31.81%
	Buildings & Grounds & Pests	2,056.55	7,959.34	9,000.00	88.44%
	Vehicle Maintenance	3,494.93	32,190.58	35,851.00	89.79%
	Equipment Replacement	0.00	2,042.75	6,000.00	34.05%
	Station/Fire Supplies	1,303.97	2,789.01	6,000.00	46.48%

SEFD
Profit & Loss Budget Performance
October 2017

	Oct 17	Jul - Oct 17	YTD Budget	% of Budget
Suppression Foam	0.00	2,861.15	2,600.00	110.04%
Total Repairs & Maintenance	7,625.37	55,159.95	82,451.00	66.9%
Interest Expense	0.00	0.00	500.00	0.0%
Communication to Residents	0.00	0.00	500.00	0.0%
Membership Dues & Subscriptions	182.50	1,312.97	4,000.00	32.82%
Financial Stability Reserve	0.00	0.00	54,522.00	0.0%
Capital Outlay				
PPE Restricted	0.00	0.00	3,500.00	0.0%
Total Capital Outlay	0.00	0.00	3,500.00	0.0%
Miscellaneous - allocate	0.00	0.00		
Total Expense	97,510.10	432,870.07	1,231,875.00	35.14%
Net Ordinary Income	218,628.42	11,994.35	103,791.00	
Other Income/Expense				
Other Income				
Fire Suppression Excess	10,909.11	90,942.72		
VFA Grant	0.00	4,955.33		
SAFER 2016	19,360.00	53,092.72		
SEFD-CP Grant	0.00	1,559.94		
Total Other Income	30,269.11	150,550.71		
Other Expense				
Restricted by Donor Expenses	0.00	1,747.98		
Wildland Expenses	1,692.18	1,998.72		
Apparatus Payment (P&I)	0.00	80,973.21	80,974.00	
Ambulance Payment (P&I)	0.00	22,816.29	22,817.00	
5109 - Transport 1099	6,960.00	26,160.00		
Fuels Grant - Labor	2,206.06	7,012.49		
Fuels Grant - Equipment	397.17	397.17		
Total Other Expense	11,255.41	141,105.86	103,791.00	
Net Other Income	19,013.70	9,444.85		
Net Income	237,642.12	21,439.20		100.0%



SONOITA-ELGIN FIRE DISTRICT

Proud Past, Strong Future

SONOITA-ELGIN FIRE DISTRICT

RECONCILIATION & REVIEW

October 2017

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

Reconciled by *Vicki Rutter*

Date of reconciliation Nov. 13th, 2017

P.O. Box 322 • Sonoita, AZ 85637 • Phone (520) 455-5854 • Fax (520) 455-5361

3173 N. Hwy 83

<http://www.sefd911.org>

1:16 PM

11/13/17

SEFD
Reconciliation Detail
Hughes Main Share, Period Ending 10/31/2017

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						57.31
Cleared Transactions						
Deposits and Credits - 1 item						
Deposit	10/1/2017			X	0.02	0.02
Total Deposits and Credits					0.02	0.02
Total Cleared Transactions					0.02	0.02
Cleared Balance					0.02	57.33
Register Balance as of 10/31/2017					0.02	57.33
Ending Balance					0.02	57.33

10.
11-13-17

Reconciliation Detail

1002 - Hughes Checking, Period Ending 10/31/2017

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						26,698.25
Cleared Transactions						
Checks and Payments - 48 items						
Check	8/31/2017	10796	Madden Jamie	X	-2,088.98	-2,088.98
Check	9/15/2017	1810	AERO Med Claims	X	-1,609.29	-3,698.27
Check	9/15/2017	1812	Sonoita Valley Water Co., Inc.	X	-127.80	-3,826.07
Check	9/15/2017	1819	Advantage Medical & Oxygen Sup.	X	-85.00	-3,911.07
Check	9/29/2017	10813	Joseph W De Wolf	X	-2,471.93	-6,383.00
Check	9/29/2017	10814	LaGosh Nicole	X	-1,600.00	-7,983.00
Check	9/29/2017	10816	Newham Chase	X	-960.00	-8,943.00
Check	9/29/2017	10819	Burns Alexander	X	-944.44	-9,887.44
Check	9/29/2017	10820	Deforest Jade	X	-726.00	-10,613.44
Check	9/29/2017	10815	Madden Jamie	X	-640.00	-11,253.44
Check	9/29/2017	10812	Crain Trevor	X	-637.11	-11,890.55
Check	9/29/2017	10818	Wiersma Eleanor	X	-560.00	-12,450.55
Check	9/29/2017	10808	Sink Laura	X	-252.99	-12,703.54
Check	9/29/2017	10817	Silverwind Kenneth	X	-160.00	-12,863.54
Check	9/29/2017	10810	Contreras Zarate Luis	X	-160.00	-13,023.54
Check	9/29/2017	10811	Courson Anna	X	-160.00	-13,183.54
Check	10/10/2017	1823	The Reinalt-Thomas Corp.	X	-707.86	-13,891.40
Check	10/11/2017	1824	Nationwide Trust Co. FBO NRS	X	-2,070.86	-15,962.26
Check	10/11/2017	1825	Aflac	X	-378.70	-16,340.96
Check	10/12/2017	1826	Costco	X	-331.78	-16,672.74
Check	10/12/2017		AXA	X	-325.00	-16,997.74
General Journal	10/13/2017			X	-17,422.00	-34,419.74
Check	10/13/2017	1843	Boundtree Medical	X	-3,538.14	-37,957.88
Check	10/13/2017	1827	Elgin Energy, LLC	X	-1,756.65	-39,714.53
Check	10/13/2017	1833	AERO Med Claims	X	-1,400.00	-41,114.53
Check	10/13/2017	1834	Sulpher Springs Valley Electric Co-op	X	-1,212.32	-42,326.85
Check	10/13/2017	1832	Voyager Fleet Systems Inc.	X	-1,005.22	-43,332.07
Check	10/13/2017	10823	Deforest Jade	X	-693.75	-44,025.82
Check	10/13/2017	1828	Arizona State Retirement System	X	-662.90	-44,688.72
Check	10/13/2017	1844	GuardianEMS	X	-443.08	-45,131.80
Check	10/13/2017	10821	Sink Laura	X	-371.66	-45,503.46
Check	10/13/2017	1839	U.S. Department of Education	X	-252.98	-45,756.44
Check	10/13/2017	1830	Quill Corporation	X	-226.81	-45,983.25
Check	10/13/2017	1837	CopperPoint	X	-178.27	-46,161.52
Check	10/13/2017	1835	Direct TV	X	-160.00	-46,321.52
Check	10/13/2017	1838	GreatAmerica Financial Svcs.	X	-131.98	-46,453.50
General Journal	10/13/2017			X	-127.21	-46,580.71
Check	10/13/2017	1842	Sonoita Valley Water Co., Inc.	X	-121.72	-46,702.43
Check	10/13/2017	1831	Pima Count Fire Chief's Association	X	-118.18	-46,820.61
Check	10/13/2017	1836	Trans World Network Corp.	X	-100.00	-46,920.61
Check	10/13/2017	1840	Merles Automotive Supply	X	-80.69	-47,001.30
Check	10/13/2017	1841	SCC Board of Supervisors	X	-52.97	-47,054.27
Check	10/23/2017	1846	Petty Cash	X	-40.00	-47,094.27
Check	10/30/2017		AXA	X	-522.04	-47,616.31
General Journal	10/31/2017			X	-325.00	-47,941.31
General Journal	10/31/2017			X	-28,406.17	-76,347.48
General Journal	10/31/2017			X	-11,393.55	-87,741.03
				X	-158.76	-87,899.79
Total Checks and Payments					-87,899.79	-87,899.79
Deposits and Credits - 23 items						
Deposit	10/1/2017			X	4.13	4.13
Deposit	10/1/2017			X	1,536.02	1,540.15
Deposit	10/2/2017			X	2,133.27	3,673.42
Deposit	10/3/2017			X	140.00	3,813.42
Deposit	10/3/2017			X	1,014.46	4,827.88
Deposit	10/6/2017			X	451.72	5,279.60
Deposit	10/10/2017			X	1,042.47	6,322.07
Transfer	10/10/2017			X	1,384.54	7,706.61
Deposit	10/12/2017			X	35,000.00	42,706.61
Deposit	10/13/2017			X	1,371.34	44,077.95
Deposit	10/16/2017			X	863.63	44,941.58
Deposit	10/16/2017			X	720.86	45,662.44
Deposit	10/16/2017			X	1,192.33	46,854.77
Deposit	10/16/2017			X	1,192.33	48,047.10

Reconciliation Detail

1002 - Hughes Checking, Period Ending 10/31/2017

Type	Date	Num	Name	Clr	Amount	Balance
Deposit	10/19/2017			X	115.24	48,162.34
Deposit	10/19/2017			X	212.86	48,375.20
Deposit	10/19/2017			X	313.48	48,688.68
Deposit	10/24/2017			X	621.34	49,310.02
Deposit	10/26/2017			X	1,075.65	50,385.67
Transfer	10/27/2017			X	35,000.00	85,385.67
Deposit	10/28/2017			X	1,425.05	86,810.72
Deposit	10/28/2017			X	2,833.91	89,644.63
Deposit	10/28/2017			X	3,682.20	93,326.83
Total Deposits and Credits					93,326.83	93,326.83
Total Cleared Transactions					5,427.04	5,427.04
Cleared Balance					5,427.04	32,125.29
Uncleared Transactions						
Checks and Payments - 26 items						
Check	7/31/2015	10170	Burns Alexander		-126.17	-126.17
Check	1/15/2016	10271	Cleveland Robert		-162.30	-288.47
Check	2/29/2016	10331	Valdez John		-177.58	-466.05
Check	4/13/2016	1501	AZ Center for Fire Service Excellence		-25.00	-491.05
Check	9/30/2016	1550	Cody Ayon		-35.16	-526.21
Check	3/31/2017	10680	Messmer Ethan		-429.97	-956.18
Check	4/14/2017	10699	Burns Alexander		-978.18	-1,934.36
Check	4/14/2017	10696	Murashka Oleg		-137.52	-2,071.88
Check	9/29/2017	10809	Ceron Erik		-320.00	-2,391.88
Check	10/13/2017	10822	Burns Alexander		-944.44	-3,336.32
Check	10/13/2017	1829	Joseph Sparacino		-109.83	-3,446.15
Check	10/16/2017	1845	Sonoita Chuckwagon Grill		-49.00	-3,495.15
Check	10/31/2017	10825	Madden Jamie		-2,534.08	-6,029.23
Check	10/31/2017	10827	Verdugo Jr Ocsar		-2,253.64	-8,282.87
Check	10/31/2017	10833	Joseph W De Wolf		-2,076.26	-10,359.13
Check	10/31/2017	10834	LaGosh Nicole		-1,280.00	-11,639.13
Check	10/31/2017	10835	Burns Alexander		-944.43	-12,583.56
Check	10/31/2017	10832	Crain Trevor		-868.31	-13,451.87
Check	10/31/2017	10836	Sparacino Joseph		-845.76	-14,297.63
Check	10/31/2017	10826	Newman Chase		-842.39	-15,140.02
Check	10/31/2017	10828	Atencio Zane		-785.00	-15,925.02
Check	10/31/2017	10837	Deforest Jade		-662.92	-16,587.94
Check	10/31/2017	10829	Blatt Tyler		-640.00	-17,227.94
Check	10/31/2017	10824	Sink Laura		-310.21	-17,538.15
Check	10/31/2017	10831	Courson Anna		-80.00	-17,618.15
Check	10/31/2017	10830	Contreras Zarate Luis		-80.00	-17,698.15
Total Checks and Payments					-17,698.15	-17,698.15
Total Uncleared Transactions					-17,698.15	-17,698.15
Register Balance as of 10/31/2017					-12,271.11	14,427.14
New Transactions						
Checks and Payments - 1 item						
Check	11/3/2017	1847			-1,000.00	-1,000.00
Total Checks and Payments					-1,000.00	-1,000.00
Deposits and Credits - 5 items						
Deposit	11/1/2017				1,252.46	1,252.46
Deposit	11/3/2017				345.51	1,597.97
Deposit	11/3/2017				596.22	2,194.19
Deposit	11/6/2017				1,132.65	3,326.84
Transfer	11/10/2017				35,000.00	38,326.84
Total Deposits and Credits					38,326.84	38,326.84
Total New Transactions					37,326.84	37,326.84
Ending Balance					25,055.73	51,753.98

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SEFD

Reconciliation Detail

Hughes Premium Yield, Period Ending 10/31/2017

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						160,000.00
Cleared Transactions						
Checks and Payments - 2 items						
Transfer	10/10/2017			X	-35,000.00	-35,000.00
Transfer	10/27/2017			X	-35,000.00	-70,000.00
Total Checks and Payments					-70,000.00	-70,000.00
Deposits and Credits - 1 item						
Deposit	10/1/2017			X	166.38	166.38
Total Deposits and Credits					166.38	166.38
Total Cleared Transactions					-69,833.62	-69,833.62
Cleared Balance						90,166.38
Uncleared Transactions						
Deposits and Credits - 1 item						
Check	10/31/2017		Sonoita-Elgin Fire District		45,000.00	45,000.00
Total Deposits and Credits					45,000.00	45,000.00
Total Uncleared Transactions					45,000.00	45,000.00
Register Balance as of 10/31/2017						135,166.38
New Transactions						
Checks and Payments - 1 item						
Transfer	11/10/2017				-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
Ending Balance						<u>100,166.38</u>

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SEFD

Reconciliation Detail
Hughes High Yield, Period Ending 10/31/2017

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						2,254.22
Cleared Transactions						
Deposits and Credits - 1 item						
Deposit	10/1/2017			X	1.71	1.71
Total Deposits and Credits					1.71	1.71
Total Cleared Transactions					1.71	1.71
Cleared Balance					1.71	2,255.93
Register Balance as of 10/31/2017					1.71	2,255.93
Ending Balance					1.71	2,255.93

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SEFD
Reconciliation Detail
 National Bank Money Market, Period Ending 10/31/2017

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						15,418.81
Cleared Transactions						
Deposits and Credits - 6 items						
Deposit	10/4/2017			X	1,508.72	1,508.72
Deposit	10/4/2017			X	12,899.96	14,408.68
Deposit	10/10/2017			X	10,000.00	24,408.68
Deposit	10/16/2017			X	438.00	24,846.68
Deposit	10/17/2017			X	4,036.30	28,882.98
Deposit	10/31/2017			X	1.57	28,884.55
Total Deposits and Credits					<u>28,884.55</u>	<u>28,884.55</u>
Total Cleared Transactions					<u>28,884.55</u>	<u>28,884.55</u>
Cleared Balance					28,884.55	44,303.36
Uncleared Transactions						
Checks and Payments - 1 item						
Check	10/31/2017		Sonoita-Elgin Fire District		-45,000.00	-45,000.00
Total Checks and Payments					<u>-45,000.00</u>	<u>-45,000.00</u>
Total Uncleared Transactions					<u>-45,000.00</u>	<u>-45,000.00</u>
Register Balance as of 10/31/2017					-16,115.45	-696.64
New Transactions						
Deposits and Credits - 1 item						
Check	11/3/2017	1847			1,000.00	1,000.00
Total Deposits and Credits					<u>1,000.00</u>	<u>1,000.00</u>
Total New Transactions					<u>1,000.00</u>	<u>1,000.00</u>
Ending Balance					<u><u>-15,115.45</u></u>	<u><u>303.36</u></u>

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SEFD

Reconciliation Detail

Chase - Savings, Period Ending 10/31/2017

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						45,905.13
Cleared Transactions						
Checks and Payments - 1 item						
Check	10/7/2017		Chase Card Services	X	-7,715.68	-7,715.68
Total Checks and Payments					-7,715.68	-7,715.68
Deposits and Credits - 2 items						
Deposit	10/16/2017			X	19,360.00	19,360.00
Deposit	10/31/2017			X	9.85	19,369.85
Total Deposits and Credits					19,369.85	19,369.85
Total Cleared Transactions					11,654.17	11,654.17
Cleared Balance					11,654.17	57,559.30
Register Balance as of 10/31/2017					11,654.17	57,559.30
Ending Balance					11,654.17	57,559.30

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Reconciliation Detail

Chase - Checking, Period Ending 10/31/2017

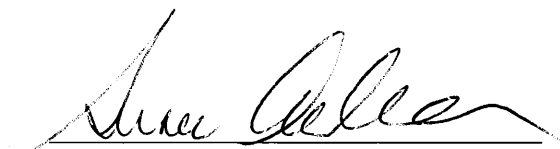
Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						54,778.30
Cleared Transactions						
Checks and Payments - 23 items						
Check	9/27/2017	1529	Health Net of Arizona	X	-6,130.89	-6,130.89
Check	9/29/2017	1546	National Bank of Arizona	X	-22,816.29	-28,947.18
Check	9/29/2017	1547	Senergy Petroleum	X	-5,457.90	-34,405.08
Check	9/29/2017	1535	Brake Max Corporate LLC	X	-3,117.55	-37,522.63
Check	9/29/2017	1537	Elgin Energy, LLC	X	-1,400.00	-38,922.63
Check	9/29/2017	1549	HME, Inc.	X	-1,077.64	-40,000.27
Check	9/29/2017	1533	Vicki J. Rutter, CPA	X	-1,000.00	-41,000.27
Check	9/29/2017	1532	Truly Noien of America, inc.	X	-460.00	-41,460.27
Check	9/29/2017	1530	Arizona State Retirement System	X	-443.08	-41,903.35
Check	9/29/2017	1550	ASA LLC	X	-425.00	-42,328.35
Check	9/29/2017	1541	Verizon Wireless	X	-368.67	-42,697.02
Check	9/29/2017	1531	SecureCare Dental	X	-337.36	-43,034.38
Check	9/29/2017	1540	Matthews Metal Works	X	-325.00	-43,359.38
Check	9/29/2017	1539	CenturyLink	X	-323.70	-43,683.08
Check	9/29/2017	1536	Costco	X	-195.48	-43,878.56
Check	9/29/2017	1542	United Fire	X	-136.00	-44,014.56
Check	9/29/2017	1545	Sonoita-Elgin Chamber of Commerce	X	-75.00	-44,089.56
Check	9/29/2017	1538	Quill Corporation	X	-56.30	-44,145.86
Check	9/29/2017	1534	Ellie Wiersma	X	-53.52	-44,199.38
Check	9/29/2017	1543	Valley Imaging Solutions	X	-46.59	-44,245.97
Check	9/29/2017	1544	JEMS	X	-19.99	-44,265.96
Check	9/29/2017	1548	Sonoita Auto Service Center	X	-8.52	-44,274.48
Check	10/31/2017			X	-66.26	-44,340.74
Total Checks and Payments					-44,340.74	-44,340.74
Deposits and Credits - 2 items						
Transfer	10/13/2017			X	7,587.99	7,587.99
Transfer	10/16/2017			X	4,345.39	11,933.38
Total Deposits and Credits					11,933.38	11,933.38
Total Cleared Transactions					-32,407.36	-32,407.36
Cleared Balance					-32,407.36	22,370.94
Uncleared Transactions						
Checks and Payments - 21 items						
Check	9/30/2016	1247	Matthew Ogle		-42.92	-42.92
Check	10/14/2016	1260	Sonoita Auto Service Center		-28.00	-70.92
Check	12/30/2016	1362	Matthew Ogle		-116.42	-187.34
Check	9/18/2017		Nationwide SecurePay		-647.13	-834.47
Check	9/18/2017		Nationwide SecurePay		-485.34	-1,319.81
Check	10/31/2017	1558	Health Net of Arizona		-5,803.01	-7,122.82
Check	10/31/2017	1566	Brake Max Corporate LLC		-2,644.89	-9,767.71
Check	10/31/2017	1562	Vicki J. Rutter, CPA		-1,000.00	-10,767.71
Check	10/31/2017	1553	Walker & Armstrong LLP		-1,000.00	-11,767.71
Check	10/31/2017	1551	Arizona State Retirement System		-520.28	-12,287.99
Check	10/31/2017	1564	Verizon Wireless		-499.71	-12,787.70
Check	10/31/2017	1555	Aflac		-378.70	-13,166.40
Check	10/31/2017	1552	Desert Legacy		-343.71	-13,510.11
Check	10/31/2017	1561	SecureCare Dental		-337.36	-13,847.47
Check	10/31/2017	1556	Arrow International, Inc		-330.55	-14,178.02
Check	10/31/2017	1557	CenturyLink		-325.44	-14,503.46
Check	10/31/2017	1565	Quill Corporation		-267.13	-14,770.59
Check	10/31/2017	1560	Mountain Empire Rotary		-82.50	-14,853.09
Check	10/31/2017	1563	Advantage Medical & Oxygen Sup.		-40.00	-14,893.09
Check	10/31/2017	1554	Valley imaging Solutions		-34.65	-14,927.74
Check	10/31/2017	1559	Joseph Sparacino		-24.99	-14,952.73
Total Checks and Payments					-14,952.73	-14,952.73
Total Uncleared Transactions					-14,952.73	-14,952.73
Register Balance as of 10/31/2017					-47,360.09	7,418.21
Ending Balance					-47,360.09	7,418.21

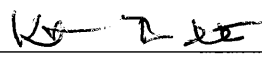
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**Acceptance of Annual Audit Report for FY2016-2017 Audit
Sonoita-Elgin Fire District Board of Director's Meeting
27 November 2017
6 p.m.**

We the undersigned members present at the meeting of 27 November 2017, hereby acknowledge that we have reviewed and accepted the Audit Report as presented by the Walker & Armstrong of Tucson, Arizona.


Susan Archibald, Clerk of the Board


Kurt Bahti, member-at-large


Suzanne Jenkins, member-at-large


Reba Webber, member-at-large

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	October-17		\$ 4,345.39
State Pool Investment		0.34	0.34
Levied Revenue Earned			
	90236	28,322.02	223,193.30
	90595	1,889.63	
	90614	2,226.50	
	90641	1,026.70	
	90659	409.52	
	90678	2,538.16	
	90691	12,920.58	
	90699	4,041.25	
	90725	2,370.82	
	90733	11,834.85	
	90751	10,469.41	
	90766	11,347.82	
	90782	14,599.97	
	90798	18,134.70	
	90821	12,204.50	
	90846	12,146.86	
	90867	10,313.50	
	90886	11,511.00	
	90901	14,990.48	
	90917	8,179.97	
	90929	31,715.06	
Check#	44588	(4,345.39)	(4,345.39)
Journal Entries	TJ-	-	-
Ending Balance	October-17		<u>\$ 223,193.64</u>

Sonoita Fire District T52-2063
Sonoita-Elgin Fire District

Please contact Maria Acuna Ext 7972
if there are any questions or problems



Sonoita-Elgin Fire District

ARMS # 507200, TCMS String: 500.50720.10.10000.10000
 Remittance of Revenue Collected for the Period: OCT-2017
 As of November 14, 2017

RECEIVED of Beth Ford, Pima County Treasurer, check in the amount of \$ 44,136.70

<u>Subtotal In-Lieu Taxes Collected</u>		<u>-</u>
<u>Fire District Assistance</u>	<u>Amount</u>	
Tax Year 2017	6,830.79	
Tax Year 2016	37.26	
Tax Year 2015	0.58	
Tax Year 2014	0.14	
Tax Year 2013	0.07	
Tax Year 2012	0.04	
Tax Year 2011	0.01	
Tax Year 2010	0.01	
Tax Year 2009	-	
<u>Subtotal Fire District Assistance</u>		<u>6,868.90</u>
<u>Investment Income</u>	<u>Amount</u>	
Interest Allocation	0.84	
<u>Subtotal Investment Income</u>		<u>0.84</u>
	<u>Grand Total</u>	<u>44,136.70</u>



Pima County Treasurer

Sonoita-Elgin Fire District

ARMS # 507200, TCMS String: 500.50720.10.10000.10000
Remittance of Revenue Collected for the Period: OCT-2017
As of November 14, 2017

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

\$ 44,136.70

<u>Real Estate Taxes</u>	<u>Amount</u>
Tax Year 2017	37,266.96
Tax Year 2016	-
Tax Year 2015	-
Tax Year 2014	-
Tax Year 2013	-
Tax Year 2012	-
Tax Year 2011	-
Tax Year 2010	-
Tax Year 2009	-
	<hr/>
	Subtotal Real Estate Taxes
	<u>37,266.96</u>

<u>Personal Property Taxes Collected</u>	<u>Amount</u>
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	-
	<hr/>
	Subtotal Personal Property Taxes Collected
	<u>-</u>

<u>In-Lieu Taxes Collected</u>	<u>Amount</u>
Tax Year 2014	-
Tax Year 2013	-
Tax Year 2012	-
Tax Year 2011	-
Tax Year 2010	-
Tax Year 2010	-
Tax Year 2009	-
Tax Year 2009	-

SFPD Cash Flow Forecast July 1, 2017 through June 30, 2018

	Budget 2017-2018	Forecast												Forecast Total				
		Actual July 2017	Actual August 2017	Actual September 2017	Actual October 2017	Forecast November 2017	Forecast December 2017	Forecast January 2018	Forecast February 2018	Forecast March 2018	Forecast April 2018	Forecast May 2018	Forecast June 2018					
Revenues																		
Fire District Tax																		
Santa Cruz County	841,649	3,119	2,139	4,345	233,193	178,403	57,693	35,171	19,356	27,741	164,783	115,000	706	841,649				
Pima County	121,576	3,426	679	6,423	37,267	22,311	8,702	4,151	2,928	7,887	24,723	2,000	1,079	121,576				
Fire District Assistance Tax																		
Santa Cruz County	42,137						21,068					1,989	21,069	42,137				
Pima County	24,315	100	76	1,164	6,869	4,168	936	446	734	1,297	5,623	1,989	913	24,315				
Fire Suppression Income	35,000	35,000												35,000				
Coverage Events	2,200			367										1,833	2,200			
Ambulance Revenues	230,000	21,395	18,905	16,826	28,728	22,263	24,869	27,837	18,517	19,814	15,377	6,979	8,548	230,000				
Fundraising Events	0			-103										-103	0			
Donations	5,200	2,450	5,822	6,025	10,000									24,297	5,200			
Interest Income	800	286	31	28	185	67	67	67	67	67	67	67	67	1,066	800			
Rental Income	400	20	20	80										280	400			
Prior Year Carryforward	32,389													32,389				
Total Revenues	1,335,666	65,796	27,672	35,258	316,139	227,212	113,335	67,672	41,602	56,806	210,573	126,035	34,495	1,354,984	1,322,595			
Operating Expenses																		
Salaries	550,217	72,185	47,631	59,934	51,166	45,851	45,851	45,851	45,851	45,851	45,851	45,851	45,851	597,724	559,217			
Vacation/Holiday	50,000	2,863	2,427	3,326	6,465	4,167	4,167	4,167	4,167	4,167	4,167	4,167	4,167	49,750	50,000			
Coverage Events	3,500		80	880	160									2,540	3,500			
Community Paramedicine		4,892	4,787	5,493	4,444	7,760	4,880	7,040	5,840	5,280	5,760	9,760	5,770	71,706				
Wildland Labor	22,000	3,250	7,498	7,176	12,218									30,142				
Payroll Taxes	33,825	1,604	1,529	2,278	2,659	1,833	1,833	1,833	1,833	1,833	1,833	1,833	1,833	33,825	22,000			
Workman's Compensation	75,000	-4,328	-2,294	-3,202	-3,400	6,250	6,250	6,250	6,250	6,250	6,250	6,250	6,250	36,776	75,000			
PSPRS	5,500	458	496	458	482	458	458	458	458	458	458	458	424	5,524	5,500			
ASRS	60,156	4,997	4,997	4,619	5,098	5,013	5,013	5,013	5,013	5,013	5,013	5,013	5,013	59,815	60,156			
Health Insurance	8,800	104												8,696	8,800			
Physicals	8,400		436	690	171									8,400	8,400			
Clothing Allowance	20,000	-280	-920	2,326	-1,640									17,414	20,000			
Training	3,400	227	227	227	227	227	227	227	227	227	227	227	227	3,400	3,400			
Chief Education	15,000	535	1,149	288	2,516	797	798	1,020	1,261	251	2,062	754	3,569	15,000	15,000			
EMS Consumables	4,500	4,697												4,697	4,500			
Maintenance Plans	1,200													913	1,200			
Oral Hydration Fluids	1,500				168									1,332	1,500			
Fire Prevention Education	10,000	352	272	8	610	559	882	790	475	595	625	252	2,242	10,000	10,000			
Office Expense & Postage	11,000	235	634	692	2,928	916	916	916	916	916	916	916	500	11,401	11,000			
Recruitment & Retention	4,500	375	280	528	281	317	947	303	288	301	291	335	529	4,775	4,500			
Payroll Preparation	18,400	1,610	1,736	1,609	1,212	2,354	1,586	2,252	2,191	1,447	487	1,309	200	17,993	18,400			
Ambulance Billing	1,800	127	127	127	127	150	150	150	150	150	150	150	150	1,581	1,800			
Equipment Rental	2,000	81	118	144	118	167	167	167	167	167	167	167	163	1,793	2,000			
Internet Provider	800	66	91	95	66	45	67	44	63	71	66	105	31	810	800			
Bank Charges	1,200													1,100	1,200			
Background Checks	2,500	51	51	244		698								2,322	2,500			
Legal Fees	8,000			7,000	1,000									8,000	8,000			
Accounting Fees																		
Election																		
Telephone	9,000	692	692	692	825	641	929	657	678	651	715	696	1,234	9,102	9,000			
Batteries & Repair	3,000	1,075	228	328					164			389	809	2,993	3,000			
Computer & IT Support	2,000													1,900	2,000			
Dispatch, Vera Earl Tower Rental & ECM2	5,500	3,551												5,201	5,500			
Utilities	17,000	1,430	1,107	1,224	1,124	1,047	1,047	1,490	1,407	1,241	1,279	1,649	2,217	16,536	17,000			
Insurance	30,000	7,152	7,152	6,864	711	6,864	711	6,053	6,053	7,827	1,393	7,827	1,393	30,000	30,000			
Fuel	23,000	191	338	6,018	770	553	536	1,334	131	3,857	2,734	813	936	23,035	23,000			

