

SEFD Board Packet

28 Dec 2020

- Agenda
- Certificate of Appreciation for Kurt Bahti
- Minutes –
 - 23 Nov 2020 – not adopted
 - 7 Dec 2020 – Adopted
- Acceptance of FY2020 Audit Report
- Approval of Financial Documents
- Reconciliation & Review sheet
- Balance Sheet
- P & L
- Reconciliation Signature page
- Chase Bank Reconciliation
- National Bank Reconciliation
- Hughes Reconciliation detail
 - Main Share
 - Checking
 - High-yield
 - Premium Yield

Miscellaneous

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

Agenda

PURSUANT TO A.R.S. §38.431.02

Notice is hereby given to the General Public that the Sonoita-Elgin Fire District (SEFD) Board of Directors (SEFD is governed by a five-member Board pursuant to A.R.S. §48-803.B) will hold a meeting on Monday, 28 December 2020. The meeting will be held in the BAY at the Fire House at 3173 N. Highway 83, Sonoita, AZ. The meeting is open to the general public and will begin at 9:00 am. local time.

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

**DUE TO COVID-19
FACE MASKS ARE REQUIRED**

Roll Call

Pledge of Allegiance

Call to the Public

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

Recognition of Service of former Board Member, Kurt Bahti

Approval of Minutes:

23 November 2020

7 December 2020

Report from the Fire Chief regarding the provision of fire and EMS to the SEFD; management and supervision of the SEFD; and any related items concerning community safety.

Monthly financial reports and consideration of district financial matters pursuant to A.R.S. §48-807: Review and approval of monthly financial reports for Feb 2020 to include: reconciled balance sheet accounts; updated cash flow projections; month-end fund statements, and month-end reports of financial institutions in which the SEFD maintains an account

Action Items:

1. **Review, discussion, and possible action: Update of survey.** Dorney
2. **Discussion and possible action on finalizing Chief De Wolf's FY2019-2020 Annual Review.** (previous agenda)
3. **Review, discussion, and possible direction to Acting Chief regarding minutes.** (previous agenda).
4. **Presentation of FY2020 Audit by Walker & Armstrong.**
5. **Acceptance of the FY2020 Audit from Walker & Armstrong.**
6. **Review Payroll Audit of Chief DeWolf by Walker & Armstrong.**
7. **Possible executive session for legal advice: Pursuant to ARS Sec. 38- 431.01(A)(3) the Board may vote to go into executive session for discussion or consultation for legal advice with the attorney for the District regarding the audit of PFD IGA payments and compensation paid to Chief DeWolf.**

Agenda

8. Possible executive session for legal advice: Pursuant to ARS Sec. 38- 431.01(A)(3) the Board may vote to go into executive session for discussion or consultation for legal advice with the attorney for the District regarding the report of investigation of toxic workplace environment.
9. Adjournment

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

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

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

- A) Sonoita Post Office – 3166 N. Highway 83, Suite 1, Sonoita, AZ
- B) WWW.SBF911.org

Governing board meeting agenda dated and posted: 23 December 2020. At 1500 Local Time

By KG Kathy L. Goodwin, Admin.

Certificate of Appreciation

*With Sincere appreciation for your dedication
and your time as a member of the*

*Board of Directors
of the*

Sonoita-Elgin Fire District.

Presented to

Kurt Bahati

on this day,

December 28, 2020.

Rita M. Weber

Ronette St. James

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

Call to Order

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

Pledge of Allegiance

Approval of the Minutes:

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

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

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

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

Call to the Public –

Mike Wright – Mike prayed over the district, then stated the following: It is with heavy heart that I share these things. I believe the board is guilty of the following: misappropriation of district funds, costing taxpayers untold thousands of dollars; conducting business outside open meeting laws, not only violating the law but the trust we have placed in them; treating district personnel with disdain and creating a hostile work environment they claim they are trying to address; they are working on behalf of disgruntled people instead of the fire district. They are choosing to believe people who are proven to lie and distort the truth. I know this because I've been a victim of one of their lies. She comes to you with allegation about a conversation and you take that as truth without talking to me. Dismissing me from the position of Chaplain, preventing me from coming onto the fire station property, all based on a distorted portrayal of truth. You say you're wanting to conduct a investigation about hostile work conditions and your treatment of me brings that in question. The length of the investigation brings that into question too, certainly doesn't take months to prove a hostile working environment. You are willing to spend unknown amounts of money to try to justify what you have already determined what you are going to do. I believe the parties behind these allegations are disgruntled people whose character are not worthy of trust. It pains me to make these allegations against you and those that have caused these problems, but I don't believe you are acting in the best interests of the district. You have proven that you will do with you want with no regard to anything outside of your viewpoint, so I also don't expect to change one thing by these comments other than letting you know how I feel. We the taxpayers of this district will be here to pay the price of your actions just like we have in the past. Thank you.

Frances Garcia – I decline.

Ralph Garcia – I also decline

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Monday, November 23, 2020
0900

Kathe Prentice – Kathe Prentice, I am here for a couple comments. One is, when you are talking with somebody at the fire department or taking testimony regarding what may or may not be happening at the fire department, I encourage you to talk with that individual and ask them about how active they are in the fire department, approximately how many meetings and calls they attend. There are some people who are not around very often and really don't have much of an opinion on what's going on 'cause they are not here that often. There are others that are here weekly and attend all the calls that occur during their shift each week. Someone asked her to speak up as they couldn't hear her. Kathe Prentice – I am here to make a couple comments. When you are interfacing or talking to someone from the fire department to get insight as to what they have been experiencing or observing, I encourage you to ask how active they are within the fire department, how many meetings, how many possible calls they attend monthly just to get an idea of how active they are, we have a broad range of people that work here and that goes from attending a couple calls a year, maybe one call a year to attending numerous calls and meetings. Second point: my family has been here since the early 1900's and I grew up in this community and I wanted to take this opportunity to thank you for letting me serve you and this community. I have been employed, I've been a member of the fire department for 21 years; 4 volunteers, approximately 6 part-time, and 10 career, and had many opportunities to grow with the department. I thank them for that. We have had our challenges in the past, both in becoming transition from volunteer to a district, we've had to go through lawsuits and community upheaval. This upheaval or I should say change is not unusual for us to experience throughout the years. Also, another comment is I've been approached on duty by a non-partisan member and challenged as to my opinions regarding a couple individuals here, I can't go into detail because of an investigation so... but just to let you know that it caught me very off guard and uh I also with a heavy heart am having to try to deal with that. So thank you for listening to me and thank you for the board for doing what you do. I know it is very difficult especially when there is challenges to be judged as to what your job is – I know you don't get paid for it. Johnson – Thank you for your service.

Report from the Fire District – Calls for the month: A shift had 20, B shift had 20 and C shift had 25. There are no events at this time. The CON is running like it is supposed to. Apparatus – we're doing some repairs, oil changes and such, everything is running pretty good. I am going to have the Ops Chief give a report on personnel; we do have one grant, an extrication grant from the Governor's Office of Highway Safety, for \$30,000, we'll be getting things going with that shortly. (Extrication Tools) Marc Meredith, Acting Operations Chief – since our last meeting we've had 4 new volunteers start their orientation process, we've had 2 people who were in the process complete that and are full members of the department. One of the benefits and challenges of being the type of department that we are, is that often times we're the first place where somebody starts their career and they are able to continue that career. Three of our members, we're very happy, yet at the same time sad to see them go, they have been hired by Tucson Fire. They will start their academy in January. It's a really competitive process, so for us to have three selected is a real testament as to who this district is. Parker King, Anika Payton-Rodriguez, and Kerri Stewart. As you know, one of our firefighter positions has been filled for a

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

period of time, we're going to go ahead and hire that position permanently, in January, and I'm very pleased to say we've already received 7 applications for that position. If you know anyone who is interested, please do encourage them to apply. Finally, another grant we just received from the Coyote Crisis Collaborative, a state-recognized resource that is charged with helping departments big and small obtain what they need for both daily and disaster operations. We received an approximately \$5,000 grant from them, and the grant is going to go towards purchasing special equipment from Stryker, that's the same company that makes our gurneys, so when we're dealing with cognitively-impaired patients we now have another resource available to us and to them, so they remain safe during transport, and we remain safe while we're transporting them. We should have that equipment in-house by the end of the year. It is a type of cover which allows somebody who is not able to follow our directions to remain safe during transport without having to use more intrusive restraint. It will be a very nice tool to have in our toolbox that we wouldn't have had without this grant.

Monthly Financial Reports were presented by V. Rutter: **Vicki Rutter:** MS Rutter presented the financial reports to the Board, including the Balance Sheet, Profit & Loss Statement and the Cash Flow Forecast as of October 31, 2020. Archibald, who was on telephone, made some statements but they were not understandable. MS Rutter did advise the Board for the second month in a row that we had a projected deficit. Motion to accept the financials as presented was made by Webber, seconded by Dorney, Motion carried unanimously.

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

Review, discussion and possible action: Check signing/Transfers between accounts: Johnson – Because we had that problem, because we only have one signer on the Board [currently there are two signers on each account – Chief and Clerk] at Palominas, all signatories rest on the Board. That's a model, we have a different model. After discussion, there was a motion to add the Chair become a signer on all the bank accounts. There was also discussion on creating a treasurer position, an item that was not on the agenda. The Chair asked for opinions – Dorney, I am not a fan of this idea. I wouldn't want that responsibility. I think it is a good system the way we have it. I think there needs to be a second person that can sign checks and get statements and things. I suggest that the Chairman be that person. Webber – I'm not really sold on the treasurer; I hadn't thought about that at all. I am in support of what Palominas did – having all the Board members on the account. Archibald – by telephone – do we have a recommendation from the auditors? Webber – The auditors inform me they would like to see all Board members on there [as signers]. Archibald – I think that's a little excessive. I would recommend two Board members and the Chief. Johnson – I'm okay with that; echoed by Dorney and Webber. Motion to add the Chair [Chris Johnson] as a signer [for total of Chair, Clerk, Chief] and require two

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

signatures per check was made by Archibald, seconded by Dorney, motion carried unanimously. Webber - We're going to need the minutes to show that we voted and passed it. I can contact the banks and to see how we can do the paperwork. Archibald – it will take a little bit of time.

Review, discussion and possible direction to Acting Chief regarding minutes – This was a holdover from the summer that had been tabled at prior meetings. After a long round and round discussion that really came down to semantics, there was no direction given to the Acting Chief. Johnson stated we'd postpone this to a future meeting and that what is posted to the website will be labeled as a transcription.

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

Discussion and possible action on status of Chief De Wolf's FY 2019-2020 Annual Review (from previous agenda): Johnson tabled this item.

Review, discussion and possible action to appoint Archibald and Bahti to fill 4-year term of office and consider timeline/process to select successor board members should Bahti and/or Archibald decide not serve the entire term: Johnson – I received an announcement from Kurt Bahti that he is withdrawing from the Board, he is completing his term but does not want to be appointed. Sue, at last I heard is willing to fulfill the term until the investigation is over and we can appoint someone to complete the term. Is that Correct? Archibald – That is correct. Chris, we are also looking at purchasing a home in Cochise County, so if I move to Cochise County I can no longer be on the Board. We do have a process, the same process we used to bring Dorney onto the Board. Admin - There is a formal process to go through for a new board member, there is a 90-day window for the Board to appoint a new board member, if nothing is done that time, the county can appoint a member to our board. Dorney – When we post the availability, is to include a very general guideline of what must be met resident (1 year) and also generally what is expected of a Board member, which I didn't get. Johnson – I believe we have the right to appoint Sue Archibald to extend her term, we know when it's going to end, but I'd rather not have two open vacancies on the Board. It makes it difficult because it makes it a 3-person Board. Archibald – I'm okay with that, I'll just resign. Dorney – I move that Sue Archibald be appointed to another term. Seconded by Webber; motion carried by Webber, Dorney, Johnson; Archibald abstaining from the vote. Sue is appointed to a 4-year term.

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

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

Archibald – did we give the public and update on the investigation? Johnson, no, not yet. I don't have that. Archibald – that needs to be on every agenda.

Possible executive session for legal advice: Motion by Archibald to go into executive session; second by Webber, motion carried unanimously. Adjourned open session at 1051.

Returned from executive session at 1144

Reminder that everything said in executive session is confidential.

Review, discussion and possible action to authorize audit of PFD IGA payments and compensation paid to Chief De Wolf to be performed by the District's auditing firm Walker & Armstrong requested to be presented in conjunction with the District's annual audit. Motion by Webber, second by Dorney, motion carried unanimously. Archibald was no longer in the meeting.

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

Minutes approved on 28 December 2020, _____, Board Clerk.
Reba Webber

NOT ADOPTED

Minutes to the special meeting of the Board of Directors of the Sonoita-Elgin Fire District
Monday, 7 Dec 2020
0930

Call to order

Pledge of Allegiance

Roll Call – Webber, Dorney, Johnson present

Oath of Office - Susan Archibald, having been appointed by the Board of Directors at the November meeting, completed her Oath of Office. Archibald signed the Oath and took her seat on the Board.

Disclosure Statement – Both newly elected Johnson and appointed Archibald completed their disclosure forms.

Acknowledgement of Open Meeting Law – Archibald signed her acknowledgement of having reviewed the AZ Open meeting Law prior to her appointment.

Discussion and possible action on selection of Board Officers –

Webber, I nominate Chris Johnson to be Board Chair; second by Dorney, motion carried unanimously.

Dorney, I nominate Reba Webber as Board Clerk, second by Archibald, motion carried unanimously.

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

Minutes approved on 28 Dec 2020,  _____, Board Clerk.
Reba Webber



Acceptance of Audit Report for FY2019-2020
Sonoita-Elgin Fire District Board of Director's Meeting
28 December 2020
9 a.m.

We the undersigned members present at the meeting of 28 December 2020, hereby acknowledge that we have reviewed and accepted the Audit Report as presented by Jay Parke of Walker & Armstrong of Tucson, Arizona.

Reba Webber, Clerk

Chris Johnson, Chair

Annette Dorney, member-at-large

~~Kurt Bahti, member-at-large~~

Sue Archibald, member-at-large



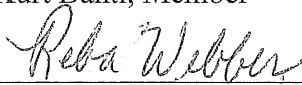
Administrative Review of Sept 2020 Financial Documents
Sonoita-Elgin Fire District Board of Directors Meeting
3173 Hwy 83, Sonoita, AZ
28 Dec 2020
9 a.m.

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


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



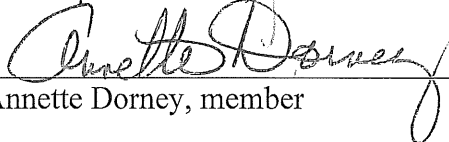
Susan Archibald, member

~~Kurt Bahti, Member~~


Reba Webber, Clerk



Christopher Johnson, Chair



Annette Dorney, member

Sonoita-Elgin FD
Balance Sheet
As of November 30, 2020

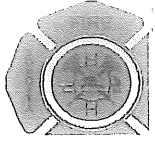
	A	B	C	D	E
1					
2				ASSETS	
3				Bank Accounts	
4				Chase Checking	1,196.97
5				Chase Savings	225,162.35
6				Hughes Checking	126,290.94
7				Hughes High Yield	2,015.64
8				Hughes Main Share	57.69
9				Hughes Premium	126,131.70
10				National Bank Money Market	13,563.80
11				Petty Cash	700.00
12				Subtotal Bank Accounts	<u>495,119.09</u>
13					
14				Accrued Taxes	
15				Pima County Treasurer	13,822.76
16				SCC Treasurer	<u>291,826.50</u>
17				Subtotal Accrued Taxes	<u>305,649.26</u>
18					
19				TOTAL ASSETS	<u>800,768.35</u>
20					
21				EQUITY	
22				Fund Balance - Unrestricted	755,177.36
23				Retained Earnings	377.22
24				Net Income July-November	<u>45,213.77</u>
25				TOTAL EQUITY	<u>800,768.35</u>

Sonoita-Elgin FD
Profit & Loss Budget vs. Actual
for the five months ended November, 30 2020

	A	B	C	D	E	F	G	H	I	J
1										Target~42%
2				Nov 20		July - Nov 20		Annual Budget		% of Budget
3			Budgeted Income/Expense							
4			Budgeted Income							
5			Santa Cruz County Taxes	291,825.28		403,883.60		937,762.00		43.07%
6			Pima County Taxes	11,535.94		70,513.97		124,044.00		56.85%
7			FDAT - Santa Cruz	0.00		0.00		50,856.00		0.0%
8			FDAT - Pima County	2,269.07		13,820.10		24,808.00		55.71%
9			Fire Suppression	0.00		35,000.00		35,000.00		100.0%
10			EMS Support	0.00		1,836.00		2,200.00		83.46%
11			Ambulance Revenue	26,808.33		111,911.10		270,000.00		41.45%
12			PPE Purchase	0.00		0.00		9,254.00		0.0%
13			Interest Income	25.20		467.31		800.00		58.41%
14			Rental Income	0.00		0.00		400.00		0.0%
15			Prior Year Carryforward	0.00		0.00		38,136.00		0.0%
16			Total Budgeted Income	332,463.82		637,432.08		1,493,260.00		42.69%
17										
18			Budgeted Expenses							
19			Salaries	48,704.82		227,548.92		625,787.00		36.36%
20			Sick Time Pay	0.00		632.95		9,400.00		6.73%
21			Vacation/Holiday	7,131.21		29,756.56		45,000.00		66.13%
22			Transport Stipend	4,440.26		26,576.61		78,400.00		33.9%
23			Payroll Taxes	2,314.66		10,610.22		30,000.00		35.37%
24			PSPRS	4,539.10		27,151.48		75,000.00		36.2%
25			ASRS	1,360.03		6,628.00		15,500.00		42.76%
26			Employee Health Insurance	5,006.18		25,046.09		71,400.00		35.08%
27			Physicals & Exams	291.67		291.67		8,800.00		3.31%
28			Workmans Comp Expense	0.00		12,465.00		34,600.00		36.03%
29			Clothing Allowance	60.80		839.77		8,400.00		10.0%
30			Training	-270.00		8,891.12		25,217.00		35.26%
31			EMS Consumables	1,206.67		272.82		15,000.00		1.82%
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		963.97		1,000.00		96.4%
35			Office Expense & Postage	382.83		1,416.81		10,000.00		14.17%
36			Recruitment & Retention	-66.00		5,966.79		11,000.00		54.24%
37			Payroll Preparation	407.67		1,793.00		4,500.00		39.84%
38			Ambulance Billing	1,454.96		10,563.35		21,600.00		48.9%
39			Equipment Rental	152.37		661.21		1,800.00		36.73%
40			Internet Provider	80.69		1,238.04		3,300.00		37.52%
41			Bank Charges	45.86		336.31		800.00		42.04%
42			Background Checks	120.00		200.00		1,200.00		16.67%
43			Legal Fees	4,023.50		13,567.25		7,800.00		173.94%
44			Accounting	0.00		5,000.00		8,500.00		58.82%
45			Bookkeeper	1,250.00		6,250.00		15,000.00		41.67%
46			Telephone	1,000.29		5,347.84		14,000.00		38.2%
47			Batteries & Repair	0.00		0.00		3,000.00		0.0%

Sonoita-Elgin FD
Profit & Loss Budget vs. Actual
for the five months ended November, 30 2020

	A	B	C	D	E	F	G	H	I	J
1										Target~42%
2				Nov 20		July - Nov 20		Annual Budget		% of Budget
48			Computer & IT Support	250.00		5,149.48		4,000.00		128.74%
49			Dispatch	0.00		7,564.98		5,100.00		148.33%
50			Utilities	900.61		4,934.97		17,000.00		29.03%
51			Insurance	6,888.00		13,776.00		30,000.00		45.92%
52			Fuel	198.23		4,571.31		26,000.00		17.58%
53			Building & Grounds & Pests	40.00		2,846.68		9,000.00		31.63%
54			Vehicle Maintenance	1,966.10		16,065.08		36,500.00		44.01%
55			Equipment Replacement	0.00		153.24		10,000.00		1.53%
56			Station & Fire Supplies	0.00		6,177.02		10,000.00		61.77%
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	0.00		313.52		4,000.00		7.84%
60			Communication to Residents	0.00		246.32		500.00		49.26%
61			Financial Stability Reserve	0.00		0.00		52,313.00		0.0%
62			Membership Dues & Subscriptions	250.00		1,730.66		4,000.00		43.27%
63			PPE Expense	0.00		0.00		9,254.00		0.0%
64			Miscellaneous	0.00		720.78				
65			Capital Payments - Apparatus	0.00		80,973.21		80,992.00		99.98%
66			Capital Payment - Ambulance	0.00		22,816.29		23,297.00		97.94%
67			Capital Outlay - PPE	0.00		0.00		6,500.00		0.0%
68			SCBA's	0.00		0.00		9,000.00		0.0%
69			Total Budgeted Expenses	94,130.51		598,055.32		1,493,260.00		40.05%
70										
71			Net Budgeted Income	238,333.31		39,376.76		0.00		100.0%
72										
73			Unbudgeted Income/Expense							
74			Unbudgeted Income							
75			Palominas Fire District	0.00		14,625.00				
76			Fire Suppression Excess	1,626.30		8,586.47				
77			Grant Revenue	4,030.98		4,030.98				
78			Safer Grant 2016	18,400.00		33,520.00				
79			Donations	0.00		1,100.00				
80			Total Unbudgeted Income	24,057.28		61,862.45				
81										
82			Unbudgeted Expenses							
83			Palominas FD-Chief Salary	0.00		17,333.36				
84			Wildland Labor	436.48		8,212.08				
85			Safer 2016 Expenses	4,640.00		30,480.00				
86			Total Unbudgeted Expenses	5,076.48		56,025.44				
87										
88			Net Unbudgeted Income	18,980.80		5,837.01				
89										
90			Net Overall Income	257,314.11		45,213.77		0.00		100.0%



SONOITA-ELGIN FIRE DISTRICT

Proud Past, Strong Future

SONOITA-ELGIN FIRE DISTRICT

RECONCILIATION & REVIEW

November 2020

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

Reconciled by *Uwehuter*

Date of reconciliation December 15th, 2020

1:34 PM
12/15/20

Sonoita-Elgin FD
Reconciliation Detail
Chase Checking, Period Ending 11/30/2020

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						8,664.87
Cleared Transactions						
Checks and Payments - 11 items						
Check	10/30/2020	2081	Helmet Peak Vol. Fire Dept.	X	-5,000.00	-5,000.00
Check	10/30/2020	2082	Rita Ranch Automotive & Tire	X	-1,628.38	-6,628.38
Check	10/30/2020	2080	Vicki J Rutter	X	-1,250.00	-7,878.38
Check	10/30/2020	2083	Rita Ranch Automotive & Tire	X	-704.85	-8,583.23
Check	11/17/2020		Nationwide	X	-358.98	-8,942.21
Check	11/17/2020		Nationwide	X	-357.10	-9,299.31
Check	11/23/2020	2084	Sonoita-Elgin Fire District	X	-120,000.00	-129,299.31
Transfer	11/23/2020			X	-33,000.00	-162,299.31
Check	11/30/2020		Nationwide	X	-372.94	-162,672.25
Check	11/30/2020		Nationwide	X	-371.78	-163,044.03
Check	11/30/2020			X	-39.86	-163,083.89
Total Checks and Payments					<u>-163,083.89</u>	<u>-163,083.89</u>
Deposits and Credits - 2 items						
Transfer	11/04/2020			X	105,823.98	105,823.98
Transfer	11/09/2020			X	49,792.01	155,615.99
Total Deposits and Credits					<u>155,615.99</u>	<u>155,615.99</u>
Total Cleared Transactions					<u>-7,467.90</u>	<u>-7,467.90</u>
Cleared Balance					-7,467.90	1,196.97
Uncleared Transactions						
Deposits and Credits - 1 item						
Transfer	11/30/2020				291,826.50	291,826.50
Total Deposits and Credits					<u>291,826.50</u>	<u>291,826.50</u>
Total Uncleared Transactions					<u>291,826.50</u>	<u>291,826.50</u>
Register Balance as of 11/30/2020					284,358.60	293,023.47
New Transactions						
Checks and Payments - 2 items						
Check	12/15/2020		Nationwide		-349.84	-349.84
Check	12/15/2020		Nationwide		-347.96	-697.80
Total Checks and Payments					<u>-697.80</u>	<u>-697.80</u>
Deposits and Credits - 1 item						
Transfer	12/10/2020				13,822.76	13,822.76
Total Deposits and Credits					<u>13,822.76</u>	<u>13,822.76</u>
Total New Transactions					<u>13,124.96</u>	<u>13,124.96</u>
Ending Balance					<u><u>297,483.56</u></u>	<u><u>306,148.43</u></u>

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Sonoita-Elgin FD
Reconciliation Detail
Chase Savings, Period Ending 11/30/2020

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						173,309.61
Cleared Transactions						
Deposits and Credits - 4 items						
Transfer	11/23/2020			X	33,000.00	33,000.00
Deposit	11/24/2020			X	448.24	33,448.24
Deposit	11/30/2020			X	4.50	33,452.74
Deposit	11/30/2020			X	18,400.00	51,852.74
Total Deposits and Credits					51,852.74	51,852.74
Total Cleared Transactions					51,852.74	51,852.74
Cleared Balance					51,852.74	225,162.35
Register Balance as of 11/30/2020					51,852.74	225,162.35
Ending Balance					51,852.74	225,162.35

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Sonoita-Elgin FD
Reconciliation Detail
 National Bank Money Market, Period Ending 11/30/2020

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						41,143.84
Cleared Transactions						
Checks and Payments - 3 items						
Check	10/28/2020		National Bank of Arizona	X	-6,340.95	-6,340.95
Check	11/23/2020	592	Sonoita-Elgin Fire District	X	-35,000.00	-41,340.95
Check	11/30/2020			X	-6.00	-41,346.95
Total Checks and Payments					-41,346.95	-41,346.95
Deposits and Credits - 7 items						
Deposit	11/04/2020			X	66.00	66.00
Deposit	11/04/2020			X	1,706.82	1,772.82
Deposit	11/09/2020			X	2,133.43	3,906.25
Deposit	11/13/2020			X	2,656.22	6,562.47
Deposit	11/24/2020			X	2,902.03	9,464.50
Deposit	11/24/2020			X	4,300.98	13,765.48
Deposit	11/30/2020			X	1.43	13,766.91
Total Deposits and Credits					13,766.91	13,766.91
Total Cleared Transactions					-27,580.04	-27,580.04
Cleared Balance					-27,580.04	13,563.80
Register Balance as of 11/30/2020					-27,580.04	13,563.80
New Transactions						
Deposits and Credits - 2 items						
Deposit	12/07/2020				75.00	75.00
Deposit	12/07/2020				844.78	919.78
Total Deposits and Credits					919.78	919.78
Total New Transactions					919.78	919.78
Ending Balance					-26,660.26	14,483.58

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Sonofita-Elgin FD
Reconciliation Detail
Hughes Main Share, Period Ending 11/30/2020

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						57.69
Cleared Balance						57.69
Register Balance as of 11/30/2020						57.69
Ending Balance						57.69

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12/15/20

Sonicita-Elgin FD
Reconciliation Detail
Hughes High Yield, Period Ending 11/30/2020

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						2,015.64
Cleared Balance						2,015.64
Register Balance as of 11/30/2020						2,015.64
Ending Balance						2,015.64

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Sencita-Elgin FD
Reconciliation Detail
Hughes Premium, Period Ending 11/30/2020

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						161,131.70
Cleared Transactions						
Checks and Payments - 1 item						
Transfer	11/12/2020			X	-35,000.00	-35,000.00
Total Checks and Payments					-35,000.00	-35,000.00
Total Cleared Transactions					-35,000.00	-35,000.00
Cleared Balance					-35,000.00	126,131.70
Register Balance as of 11/30/2020					-35,000.00	126,131.70
Ending Balance					-35,000.00	126,131.70

12-15-20

Sonoita-Elgin FD
Reconciliation Detail
Hughes Checking, Period Ending 11/30/2020

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						41,654.74
Cleared Transactions						
Checks and Payments - 44 items						
Check	10/15/2020	2764	Palominas Fire District	X	-378.15	-378.15
Check	10/15/2020	2762	Airgas USA, LLC	X	-55.77	-433.92
Check	10/16/2020	2773	AERO Med Claims	X	-2,112.20	-2,546.12
Check	10/30/2020	2774	EMI Health	X	-7,688.10	-10,234.22
Check	10/30/2020		Public Safety Personnel Retirement System	X	-3,471.33	-13,705.55
Check	10/30/2020	2778	Sidney Lex Felker, PC	X	-2,568.75	-16,274.30
General Journal	10/30/2020	10013...	Karina Hilliard	X	-1,020.00	-17,294.30
General Journal	10/30/2020	10013...	Peter Vasquez	X	-960.00	-18,254.30
Check	10/30/2020	2786	Principal Life Insurance Company	X	-852.96	-19,107.26
General Journal	10/30/2020	10013...	Jade Deforest	X	-640.00	-19,747.26
Check	10/30/2020	2776	Verizon Wireless	X	-561.83	-20,309.09
General Journal	10/30/2020	10013...	Parker King	X	-480.00	-20,789.09
Check	10/30/2020	2781	CenturyLink	X	-438.59	-21,227.68
General Journal	10/30/2020	10013...	Kerri L Stewart	X	-320.00	-21,547.68
Check	10/30/2020	2777	Aflac	X	-238.82	-21,786.50
Check	10/30/2020	2784	GreatAmerica Financial Services	X	-127.21	-21,913.71
Check	10/30/2020	2780	Sonoita Valley Water Co	X	-98.04	-22,011.75
Check	10/30/2020	2783	Mountain Empire Rotary Club	X	-96.00	-22,107.75
General Journal	10/30/2020	10013...	Bill Bruyn	X	-75.02	-22,182.77
Check	10/30/2020	2775	Colonial Life	X	-72.44	-22,255.21
Check	10/30/2020	2782	Verizon Wireless	X	-60.12	-22,315.33
Check	10/30/2020	2785	Lawley Automotive Group	X	-44.50	-22,359.83
Check	10/30/2020	2779	Valley Imaging Solutions	X	-33.90	-22,393.73
General Journal	11/13/2020	EFT	Paychex DirDep/RCX	X	-20,274.00	-42,667.73
General Journal	11/13/2020	EFT	Paychex Taxpay	X	-5,301.79	-47,969.52
General Journal	11/13/2020	10013...	Parker King	X	-1,303.48	-49,273.00
General Journal	11/13/2020	EFT	Paychex Invoice	X	-219.84	-49,492.84
Check	11/16/2020	2792	SSVEC	X	-820.42	-50,313.26
Check	11/16/2020	2803	Bound Tree Medical	X	-403.40	-50,716.66
Check	11/16/2020	2787	Simpson Computer Services	X	-250.00	-50,966.66
Check	11/16/2020	2802	Voyager Fleet System	X	-198.23	-51,164.89
Check	11/16/2020	2796	Rita Ranch Automotive & Tire	X	-121.73	-51,286.62
Check	11/16/2020	2791	TransWorld Network	X	-80.69	-51,367.31
Check	11/16/2020	2797	FX Tactical	X	-60.80	-51,428.11
Check	11/16/2020	2805	Arizona Department of Public Safety	X	-60.00	-51,488.11
Check	11/16/2020	2795	Arizona Department of Public Safety	X	-60.00	-51,548.11
Check	11/16/2020	2794	Airgas USA, LLC	X	-55.77	-51,603.88
Check	11/16/2020	2801	Santa Cruz County Landfill	X	-40.00	-51,643.88
Check	11/16/2020	2800	Merles Automotive Supply	X	-3.20	-51,647.08
Check	11/17/2020		Public Safety Personnel Retirement System	X	-3,233.61	-54,880.69
Check	11/17/2020		Arizona State Retirement System	X	-1,354.76	-56,235.45
General Journal	11/30/2020	EFT	Paychex DirDep/RCX	X	-22,772.96	-79,008.41
General Journal	11/30/2020	EFT	Paychex Taxpay	X	-5,851.75	-84,860.16
General Journal	11/30/2020	EFT	Paychex Invoice	X	-187.83	-85,047.99
Total Checks and Payments					-85,047.99	-85,047.99
Deposits and Credits - 19 items						
Deposit	11/01/2020			X	0.30	0.30
Deposit	11/05/2020			X	653.08	653.38
Deposit	11/06/2020			X	820.60	1,473.98
Deposit	11/09/2020			X	1,280.76	2,754.74
Deposit	11/10/2020			X	721.23	3,475.97
Deposit	11/11/2020			X	340.25	3,816.22
Deposit	11/12/2020			X	1,639.87	5,456.09
Transfer	11/12/2020			X	35,000.00	40,456.09
Deposit	11/13/2020			X	652.67	41,108.76
Deposit	11/13/2020			X	1,334.60	42,443.36
Deposit	11/16/2020			X	356.97	42,800.33
Deposit	11/16/2020			X	3,125.45	45,925.78
Deposit	11/23/2020			X	70.19	45,995.97
Deposit	11/23/2020			X	1,830.84	47,826.81
Check	11/23/2020	592	Sonoita-Elgin Fire District	X	35,000.00	82,826.81
Check	11/23/2020	2084	Sonoita-Elgin Fire District	X	120,000.00	202,826.81
Deposit	11/30/2020			X	832.14	203,658.95

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12/15/20

Sonoita-Elgin FD
Reconciliation Detail
Hughes Checking, Period Ending 11/30/2020

Type	Date	Num	Name	Clr	Amount	Balance
Deposit	11/30/2020			X	1,626.30	205,285.25
Deposit	11/30/2020			X	1,972.55	207,257.80
Total Deposits and Credits					207,257.80	207,257.80
Total Cleared Transactions					122,209.81	122,209.81
Cleared Balance					122,209.81	163,864.55
Uncleared Transactions						
Checks and Payments - 45 items						
General Journal	04/15/2019	10005...	Michael Doris		-320.00	-320.00
General Journal	07/15/2019	0	Benjamin Beyerle		-99.89	-419.89
General Journal	07/15/2019	2320	John Hisey-Long		-96.19	-516.08
Check	08/29/2019	2399	Lincare Holdings, Inc.		-90.00	-606.08
General Journal	11/29/2019	10008...	Madeleine Pier		-99.90	-705.98
General Journal	12/31/2019	10009...	Jacob Rosson		-414.41	-1,120.39
General Journal	01/31/2020	10009...	Jacob Rosson		-233.11	-1,353.50
General Journal	02/14/2020	0	Aaron K Sapienza		-317.00	-1,670.50
General Journal	07/15/2020	0	Erik Ceron		-379.35	-2,049.85
General Journal	07/15/2020	0	Parker King		-300.08	-2,349.93
General Journal	07/15/2020	0	Jacob Rosson		-143.22	-2,493.15
General Journal	07/15/2020	0	Bill Bruyn		-122.76	-2,615.91
General Journal	08/14/2020	0	Aaron Carranza		-261.11	-2,877.02
General Journal	09/30/2020	0	Chase Newham		-295.61	-3,172.63
General Journal	09/30/2020	10012...	Austin Dail		-160.00	-3,332.63
General Journal	09/30/2020	10012...	Shannon Dooley		-160.00	-3,492.63
Check	10/15/2020	2766	Sigtronics Corporation		-29.30	-3,521.93
Check	11/16/2020	2788	Insone Insurance Services		-6,888.00	-10,409.93
Check	11/16/2020	2799	Sidney Lex Felker, PC		-4,023.50	-14,433.43
Check	11/16/2020	2793	AERO Med Claims		-1,854.96	-16,288.39
Check	11/16/2020	2789	Stryker		-452.50	-16,740.89
Check	11/16/2020	2798	Evolve Tactical		-291.67	-17,032.56
Check	11/16/2020	2790	Arizona Department of Health Services		-250.00	-17,282.56
Check	11/30/2020	2809	EMI Health		-6,603.28	-23,885.84
Check	11/30/2020		Public Safety Personnel Retirement System		-3,320.13	-27,205.97
Check	11/30/2020	2807	Elite Sales and Service LLC		-1,841.17	-29,047.14
General Journal	11/30/2020	10013...	Parker King		-1,773.60	-30,820.74
Check	11/30/2020		Arizona State Retirement System		-1,365.30	-32,186.04
Check	11/30/2020	2816	Vicki J Rutter		-1,250.00	-33,436.04
General Journal	11/30/2020	10013...	Peter Vasquez		-1,040.00	-34,476.04
General Journal	11/30/2020	10013...	Jade Deforest		-960.00	-35,436.04
Check	11/30/2020	2817	Principal Life Insurance Company		-766.02	-36,202.06
Check	11/30/2020	2810	Verizon Wireless		-561.83	-36,763.89
Check	11/30/2020	2811	CenturyLink		-438.46	-37,202.35
Check	11/30/2020	2806	Quill Corporation		-342.71	-37,545.06
General Journal	11/30/2020	10013...	Kerri L Stewart		-320.00	-37,865.06
General Journal	11/30/2020	10013...	Karina Hilliard		-320.00	-38,185.06
Check	11/30/2020	2812	ZOLL Medical Corporation		-295.00	-38,480.06
Check	11/30/2020	2815	Aflac		-238.82	-38,718.88
General Journal	11/30/2020	10013...	Bill Bruyn		-160.00	-38,878.88
Check	11/30/2020	2818	GreatAmerica Financial Services		-152.37	-39,031.25
Check	11/30/2020	2813	Sonoita Valley Water Co		-80.19	-39,111.44
General Journal	11/30/2020	10013...	Jonathan Turner		-80.00	-39,191.44
Check	11/30/2020	2808	Colonial Life		-72.44	-39,263.88
Check	11/30/2020	2814	Valley Imaging Solutions		-40.12	-39,304.00
Total Checks and Payments					-39,304.00	-39,304.00
Deposits and Credits - 1 item						
Deposit	11/30/2020				1,730.39	1,730.39
Total Deposits and Credits					1,730.39	1,730.39
Total Uncleared Transactions					-37,573.61	-37,573.61
Register Balance as of 11/30/2020					84,636.20	126,290.94
Ending Balance					84,636.20	126,290.94

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	November-20		\$ 105,823.98
State Pool Investment		0.15 1.07	1.22
Levied Revenue Earned			
	104346	123,088.83	291,825.28
	104361	6,327.94	
	104380	14,837.07	
	104404	8,044.42	
	104421	6,214.52	
	104440	10,642.98	
	104457	15,779.33	
	104469	15,293.90	
	104492	10844.55	
	104508	9888.24	
	104524	13,761.89	
	104545	9928.63	
	104563	7464.46	
	104586	23666.79	
	104600	3923.81	
	104617	2688.12	
	104657	9429.8	
Check#	47584	(105,823.98)	(105,823.98)
Journal Entries		-	
Ending Balance	Nov-20		<u>\$ 291,826.50</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: NOV-2020
As of DEC 15, 2020

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

\$ 13,822.76

<u>Real Estate Taxes</u>	<u>Amount</u>
Tax Year 2007	-
Tax Year 2020	11,398.27
Tax Year 2019	96.33
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 Real Estate Taxes	<u>11,494.60</u>

<u>Personal Property Taxes Collected</u>	<u>Amount</u>
Tax Year 2007	-
Tax Year 2020	22.44
Tax Year 2019	18.90
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>41.34</u>

Sonoita-Elgin Fire District

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

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

\$ 13,822.76

<u>In-Lieu Taxes Collected</u>	<u>Amount</u>	
Tax Year 2007	-	
Tax Year 2014	-	
Tax Year 2013	-	
Tax Year 2012	-	
Tax Year 2011	-	
Tax Year 2010	-	
Tax Year 2010	-	
Tax Year 2009	-	
Tax Year 2009	-	
Tax Year 2008	-	
Interest Allocation	-	
<u>Subtotal In-Lieu Taxes Collected</u>		<u>-</u>
<u>Fire District Assistance</u>	<u>Amount</u>	
Tax Year 2007	-	
Tax Year 2020	2,280.01	
Tax Year 2019	21.56	
Tax Year 2018	(14.43)	
Tax Year 2017	(9.75)	
Tax Year 2016	(5.89)	
Tax Year 2015	(2.44)	
Tax Year 2014	-	
Tax Year 2013	-	
Tax Year 2012	0.01	
Tax Year 2011	-	
Tax Year 2010	-	
Tax Year 2009	-	
Tax Year 2008	-	
<u>Subtotal Fire District Assistance</u>		<u>2,269.07</u>
<u>Investment Income</u>	<u>Amount</u>	
Interest Allocation	17.75	
<u>Subtotal Investment Income</u>		<u>17.75</u>
Grand Total		<u><u>13,822.76</u></u>

