

Memorandum to: Orcas Fire Board of Commissioners
Date: October 12, 2015
Subject: September 2015 Financial Summary

I am pleased to present to you the financial summary for September 2015. The following table provides an outline of revenue and expenditures for the year-to-date, along with a comparison to last year. Discussion on specific budget lines is detailed further below.

Category	1/1/15 - 9/30/15		1/1/14 - 9/30/14	
	Dollars	% of Budget	Dollars	% of Budget
Revenue	\$ 1,366,852	61.80%	\$ 1,325,214	64.10%
Operating Expenditures	1,510,368	70.80%	1,192,185	70.10%
Capital Expenditures	132,508	73.20%	59,810	23.00%

Revenue:

Year to date revenue totals \$1,366,852 compared to \$1,325,214 in 2014. It continues to track slightly lower than last year, and as mentioned previously, I have concluded that this is likely due to a more precise 2015 revenue budget. Note that 2015 property taxes continue to track slightly higher this year, at a rate of 64.9% compared to 62.8% last year.

Expenditures:

It is hard to believe, but we are now three-quarters of the way through 2015, which brings with it average expenditure tracking of 75%. The District continues to track below this expenditure rate for the fourth month, with operations expenditures currently running at a rate of 70.8%. Indeed, this is great news!

Exceptions to this trend are noted below. Of course, you will recognize many of these accounts from prior reports.

Description	Tracking %age	Reason
<u>Legislative:</u>		
Insurance	119.00%	As outlined in prior reports, there have been several delayed invoices received this year, which has continued to affect the tracking of this account. With an additional station online, total costs have increased. While the 2016 budget will better reflect anticipated tracking, a 2015 adjustment may be necessary if the excess cannot be offset within other existing budget funds. Please note that there was no account utilization for the second month in a row.
State Audit	283.30%	As outlined in prior reports, all invoices have now been received and thus all costs associated with the audit have been paid. As you are aware, the audit that was completed was originally budgeted for 2014. As such, a carryforward may be necessary during 2015 to reflect this.
<u>Administration:</u>		
Supplies	95.10%	This account continues to track over budget but we still do not consider the overage to be significant at this time. The 2016 budget has been adjusted to reflect current tracking.
Equipment	157.90%	As you are aware, capital asset policy adopted at the end of 2014 has caused us to budget for equipment purchases differently than in the past. As part of this transition, the 2016 budget has been adjusted to reflect current tracking.
Professional Svcs	90.10%	The account continues to track over budget for reasons previously discussed. The 2016 budget has been adjusted to reflect current tracking.
<u>Operations:</u>		
Wages	82.20%	Changes to the organizational structure continue to be reflected in higher tracking for this account. This continues to be offset by lower tracking in administration wages.
Benefits	90.00%	Similar to wages, changes to the organizational structure continue to be reflected in higher tracking for this account. Again, this is being offset by lower tracking in administration benefits.
Supplies	83.00%	Tracking on this account continues to be skewed because of a one-time purchase of radio antennas, which has been previously discussed. There was minimal account utilization during the month.
Equipment	165.70%	This relates to the purchase of computers over a two month period early in the year and as more recently discussed, to purchase pagers for the new recruits. There was no account utilization during the month.

Response Reimb	93.10%	Response reimbursements to close out 4th quarter of 2014, along with monthly payments in 2015 have caused tracking to be high - that is to say that we have reimbursed for an entire year of responses. This was a known item going into the year and as such, the account is expected to run overbudget for the year.
<u>Grant:</u>		
Benefits	87.80%	After approval of the 2015 budget, the grant was amended to maintain a common benefit level between all District employees. Because this benefit is fully reimbursable under the grant, the budget variance is not a concern. The 2016 budget has been adjusted to account for this change.
PPE	93.80%	For the seventh month in a row, this account was not utilized. With that said, non-recurring expenditures do not follow a consistent pattern of tracking throughout a year, and in this case, was due to the purchase of PPE for new volunteers. However, because this is also fully reimbursable under the grant, the budget variance is not a concern.
<u>Training:</u>		
Drill Reimb	75.80%	Increased volunteer participation in training drills has caused this account to track higher than budget. The 2016 budget has been adjusted to reflect current tracking.
<u>Facilities:</u>		
Equipment	2217.40%	The account was only marginally utilized during the month. With that said - and as previously noted - in dollar terms, the overage is not material, and relates to the purchase of needed facilities items. The 2016 budget has been adjusted to reflect current tracking (and the adoption of the capital asset policy).
Professional Svcs	150.60%	As previously discussed, this account has been tracking high due to mandatory alarm testing. The 2016 budget has been adjusted to reflect this.
Facility Leases	197.30%	This account is tracking high due to the two-year lease payment made to the Bond Estate.
Misc	220.90%	In dollar terms, the overage is not material, and relates to real estate taxes due on District property. There was no usage of the account for the sixth month in a row. The 2016 budget has been adjusted to reflect this tracking.
<u>Apparatus Maint:</u>		
Wages	83.60%	As previously discussed, extra help wages have been included in this program. This will be monitored for consideration of a potential adjustment.
Supplies	252.70%	As previously discussed, needed apparatus supply items drive account utilization. The 2016 budget has been adjusted to reflect current tracking.

Professional Svcs	99.60%	While the variance tracking is significant, the dollar amount is not. For the seventh month in a row, the account was not utilized.
R & M	115.50%	As previously discussed, carryforward items from 2014, along with significant outside repair activity has occurred this year due to changes in the District's maintenance program.
<u>Emergency Medical:</u>		
Supplies	78.60%	Only nominal account utilization occurred during the month.
R & M	1396.30%	Major maintenance of stretchers occurred earlier in the year, along with the MRx service contract was paid in March (which had previously been expended as a 'capital' item). A change in the 2016 budget will be necessary. This account was not utilized during the month.
<u>Capital:</u>		
Equipment	105.00%	As previously discussed, this is primarily a situation of non-recurring expenditures carried forward from 2014. Expected capital and other significant expenditures were reviewed at the August board meeting and as such, it is known that this account will not track to budget for the rest of this year.

Cash and Reserves:

Overall cash and reserves continue to be down year-over-year. As previously discussed, the primary reason for this is the now monthly response payments being made to volunteers as well as timing related to the expenditure and receipt of grant funds. The District will continue to maintain operations and capital acquisitions as anticipated.

Description	9/30/2015	9/30/2014
Total Cash & Reserves	\$ 886,207	\$ 1,107,418
Add: Accounts Receivable	179	179
Less: Accounts Payable	(26,132)	(43,270)
Available Cash & Reserves	<u>\$ 860,254</u>	<u>\$ 1,064,327</u>

I look forward to presenting this information to you at our meeting on October 15th. If you have any questions, please do not hesitate to contact me.

Orcas Island Fire Department
Budget vs. Actual
 January through September 2015

	Jan - Sep 15	Budget	% of Budget
Ordinary Income/Expense			
Income			
3100000 · Tax Revenue			
3111000 · Property Tax Revenue	1,301,347.98	2,006,315.00	64.9%
3121000 · Timber Harvest Tax	390.42		
3172000 · Leasehold Tax	1,499.71	3,000.00	50.0%
3100000 · Tax Revenue - Other	0.00	0.00	0.0%
Total 3100000 · Tax Revenue	1,303,238.11	2,009,315.00	64.9%
3319708 · Federal SAFER Grant	28,475.00	178,922.00	15.9%
3340000 · State Grant Revenue			
3349000 · Regional EMS Council Fire/Hosp	1,341.00	2,000.00	67.1%
3383000 · Fire Protection DNR	0.00	12,000.00	0.0%
Total 3340000 · State Grant Revenue	1,341.00	14,000.00	9.6%
3400000 · General Government Revenue			
3229022 · Fire Permits	0.00		
3360231 · Federal Pymt in Lieu of Taxes	0.00	3,500.00	0.0%
3382225 · Fire Marshal Reimbursement	9,225.19		
3417000 · Sale of Merchandise	397.00		
3426000 · Ambulance BLS	1,064.00		
3478010 · EMS & First Aid Training	1,470.00	2,000.00	73.5%
Total 3400000 · General Government Revenue	12,156.19	5,500.00	221.0%
34922 · Fire Protection - Interdept	20.00		
3600001 · Other Revenue Sources			
3416900 · Photocopies, Certificate, Fax	6.81		
3611107 · Investment Income	609.84	500.00	122.0%
3621000 · Rental Income	450.00		
3670000 · Donations	4,781.21	4,000.00	119.5%
3691000 · Sale of Surplus & Junk	1,769.39		
3694000 · Judgements & Settlements	241.34		
3696300 · OPALCO Capit'I Credit	795.43		
3699040 · Cleaning Cost for Meeting Room	100.00		
3699300 · Reimbursement	165.47		
3699600 · Small Refund from Vendor	77.96		
3980000 · L&I Insurance Recoveries	12,623.97		
Total 3600001 · Other Revenue Sources	21,621.42	4,500.00	480.5%
Total Income	1,366,851.72	2,212,237.00	61.8%
Expense			
5111000 · Legislative			
5221110 · Commissioner Stipend	3,078.00	6,156.00	50.0%
5221120 · Commissioner Benefits	106.61	471.00	22.6%
5221141 · Professional Services	775.69	4,000.00	19.4%
5221143 · Travel	0.00	250.00	0.0%
5221146 · Insurance	48,780.06	41,000.00	119.0%
5221149 · Miscellaneous	0.00	1,000.00	0.0%
5221151 · Election Services	0.00	2,500.00	0.0%
5221152 · State Audit	14,166.58	5,000.00	283.3%
Total 5111000 · Legislative	66,906.94	60,377.00	110.8%
5221000 · Fire Administration			
5221010 · Wages	182,198.97	295,821.00	61.6%
5221020 · Benefits	47,606.95	108,747.00	43.8%
5221031 · Supplies	9,507.88	10,000.00	95.1%
5221035 · Equipment	3,947.20	2,500.00	157.9%
5221041 · Professional Services	44,581.07	49,500.00	90.1%
5221042 · Communications	14,962.34	21,000.00	71.2%
5221043 · Travel	2,336.74	7,500.00	31.2%
5221044 · Taxes & Assessments	0.00	100.00	0.0%
5221045 · Rentals	0.00	100.00	0.0%
5221048 · Repair & Maintenance	356.68	1,000.00	35.7%
5221049 · Miscellaneous	5,832.56	18,175.00	32.1%
Total 5221000 · Fire Administration	311,330.39	514,443.00	60.5%

9:57 AM

10/10/15

Accrual Basis

Orcas Island Fire Department Budget vs. Actual January through September 2015

	Jan - Sep 15	Budget	% of Budget
5222000 · Fire & EMS Operations			
5222010 · Wages	389,640.66	474,104.00	82.2%
5222020 · Benefits	127,130.25	141,189.00	90.0%
5222021 · Volunteer Duty Shift	4,370.00	10,300.00	42.4%
5222022 · Volunteer Benefits	41,775.19	135,900.00	30.7%
5222031 · Supplies	25,894.32	31,200.00	83.0%
5222032 · Fuel	14,760.23	21,000.00	70.3%
5222035 · Equipment	19,467.45	11,750.00	165.7%
5222041 · Professional Services	7,808.31	20,000.00	39.0%
5222043 · Travel	2,529.70	4,000.00	63.2%
5222049 · Response Reimbursement	78,175.00	84,000.00	93.1%
Total 5222000 · Fire & EMS Operations	711,551.11	933,443.00	76.2%
5222200 · SAFER Grant			
5222210 · Wages - Volunteer Coord	28,092.33	37,440.00	75.0%
5222220 · Benefits - Volunteer Coord	9,312.00	10,607.00	87.8%
5222221 · Insurance Benefits - Volunteers	0.00	46,145.00	0.0%
5222222 · Air Ambulance - Volunteers	1,340.81	5,530.00	24.2%
5222223 · Screenings - Volunteers	5,279.87	13,200.00	40.0%
5222224 · AFG Duty Shift	16,800.00		
5222231 · Supplies	87.46		
5222241 · Services	0.00	30,000.00	0.0%
5222264 · PPE	33,751.70	36,000.00	93.8%
Total 5222200 · SAFER Grant	94,664.17	178,922.00	52.9%
5222300 · BLM Grant			
5222331 · Supplies	1,705.82		
Total 5222300 · BLM Grant	1,705.82		
5223000 · Prevention & Public Education			
5223031 · Supplies	3,658.23	6,500.00	56.3%
5223035 · Equipment	0.00	100.00	0.0%
5223041 · Professional Services	2,574.57	11,000.00	23.4%
5223043 · Travel	0.00	100.00	0.0%
5223049 · Miscellaneous	0.00	250.00	0.0%
Total 5223000 · Prevention & Public Education	6,232.80	17,950.00	34.7%
5223100 · Fire Marshal			
5223110 · Wages, Fire Marshal	13,557.50	22,000.00	61.6%
5223120 · Personnel Benefits	1,074.18	1,683.00	63.8%
Total 5223100 · Fire Marshal	14,631.68	23,683.00	61.8%
5224500 · Fire & EMS Training			
5224510 · Training Stipend	1,100.00		
5224531 · Supplies	1,507.94	5,400.00	27.9%
5224535 · Equipment	0.00	100.00	0.0%
5224541 · Professional Services	24,715.50	42,000.00	58.8%
5224543 · Travel	10,821.81	16,000.00	67.6%
5224549 · Drill Reimbursements	11,369.52	15,000.00	75.8%
Total 5224500 · Fire & EMS Training	49,514.77	78,500.00	63.1%
5225000 · Fire Control Facilities			
5225031 · Supplies	2,259.22	6,600.00	34.2%
5225035 · Equipment	2,217.38	100.00	2,217.4%
5225041 · Professional Services	1,957.50	1,300.00	150.6%
5225045 · Facility Leases	3,945.08	2,000.00	197.3%
5225047 · Utilities	28,277.08	45,000.00	62.8%
5225048 · Repair & Maintenance	12,023.31	23,100.00	52.0%
5225049 · Miscellaneous	220.94	100.00	220.9%
Total 5225000 · Fire Control Facilities	50,900.51	78,200.00	65.1%

Orcas Island Fire Department
Budget vs. Actual
January through September 2015

	Jan - Sep 15	Budget	% of Budget
5226000 · Apparatus Maintenance			
5226010 · Wages	48,908.09	58,506.00	83.6%
5226020 · Benefits	13,583.14	18,138.00	74.9%
5226031 · Supplies	6,318.05	2,500.00	252.7%
5226035 · Equipment	2,183.76	3,000.00	72.8%
5226041 · Professional Services	249.05	250.00	99.6%
5226043 · Travel	520.00	600.00	86.7%
5226048 · Repair & Maintenance	53,109.69	46,000.00	115.5%
5226049 · Miscellaneous	96.69	1,000.00	9.7%
Total 5226000 · Apparatus Maintenance	124,968.47	129,994.00	96.1%
5227000 · Emergency Medical Aid			
5227031 · Supplies	23,592.91	30,000.00	78.6%
5227035 · Equipment	0.00	2,500.00	0.0%
5227041 · Professional Services	21,713.67	34,000.00	63.9%
5227043 · Travel/Transport	331.08	3,000.00	11.0%
5227048 · Repair & Maintenance	2,792.50	200.00	1,396.3%
5227049 · Volunteer Per Diem BLS Trans	1,100.00	2,200.00	50.0%
Total 5227000 · Emergency Medical Aid	49,530.16	71,900.00	68.9%
5281000 · Communications			
5222131 · Supplies	0.00	500.00	0.0%
5222145 · Rentals	2,345.13	3,200.00	73.3%
5222148 · Repair & Maintenance	0.00	3,000.00	0.0%
5222150 · Sheriffs Contract Dispatch	26,069.36	40,000.00	65.2%
Total 5281000 · Communications	28,414.49	46,700.00	60.8%
5970000 · Fund Transfers Out	17.00		
Total Expense	1,510,368.31	2,134,112.00	70.8%
Net Ordinary Income	-143,516.59	78,125.00	-183.7%
Other Income/Expense			
Other Income			
3610000 · Interest Income			
3611110 · Reserve Fund Invest. Interest	83.90		
Total 3610000 · Interest Income	83.90		
3951000 · Sale of Fixed Assets	1,225.00		
Total Other Income	1,308.90		
Other Expense			
5940000 · Capital Expenditures			
5942262 · Buildings and Structures	5,245.08	59,800.00	8.8%
5942264 · Machinery and Equipment	127,262.46	121,200.00	105.0%
Total 5940000 · Capital Expenditures	132,507.54	181,000.00	73.2%
Total Other Expense	132,507.54	181,000.00	73.2%
Net Other Income	-131,198.64	-181,000.00	72.5%
Net Income	-274,715.23	-102,875.00	267.0%

Orcas Island Fire Department
Balance Sheet
 As of September 30, 2015

	<u>Sep 30, 15</u>
ASSETS	
Current Assets	
Checking/Savings	
General Fund Cash	266,466.49
OIF&R Operating Account	81,057.68
Petty Cash	200.00
Reserve Fund Cash	1,018.28
Revolving Fund	100.00
Total Checking/Savings	<u>348,842.45</u>
Accounts Receivable	
1200 · Accounts Receivable	179.00
Total Accounts Receivable	<u>179.00</u>
Total Current Assets	349,021.45
Other Assets	
General Fund Investments	459,638.38
Reserve Fund Investments	77,726.49
Total Other Assets	<u>537,364.87</u>
TOTAL ASSETS	<u>886,386.32</u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	-636.05
Total Accounts Payable	<u>-636.05</u>
Other Current Liabilities	
IAFF Dues Payable	700.00
LEOFF Retirement Payable	8,093.78
Nationwide Retirement Payable	7,779.08
Trusteed Plans Payable	10,195.34
Total Other Current Liabilities	<u>26,768.20</u>
Total Current Liabilities	<u>26,132.15</u>
Total Liabilities	26,132.15
Equity	
3000 · Opening Bal Equity	184,843.23
3900 · Retained Earnings	950,126.17
Net Income	-274,715.23
Total Equity	<u>860,254.17</u>
TOTAL LIABILITIES & EQUITY	<u>886,386.32</u>