

April 28, 2015

Finance Report to Fire Committee

Documents included:

1. CFD Bank Account Balances – March 31, 2015
2. Update on goals from the Finance Planning Session
3. Consolidated budget for 2014-2015, expenses to March 31, 2015
 - a. Note: This budget doesn't include the 6 months of expenses, 4 for CH and 2 for CF
4. Mr. Bruce reviewed these documents
5. Mr. Bruce reviewed the RFP for the audit, see R-2015-27
6. Mr. Bruce reviewed the relationship with the DOR and OAG
7. Mr. Bruce reviewed the budget process and upcoming finance committee meeting

See general minutes for additional details

Cumberland Fire District
Bank Account Balances - March 31, 2015

General Operating Bank Accounts

<u>Dist.</u>	<u>Bank</u>	<u>Bank Acct. Balances</u> <u>March 31</u>	
NC	Citizens	\$	83,789
NC	Citizens	\$	13,748
NC	Navigant	\$	903,769
		\$	1,001,306
VF	Citizens	\$	236,115
VF	CumbMunCredUnion	\$	36,267
		\$	272,382
CFD	Citizens	\$	362,938
CFD	Citizens PIP	\$	56,579
		\$	419,517
CH	Navigant	\$	61,684
CH	Freedom Savings	\$	80,748
		\$	142,432
Total Amount		\$	1,835,637

Reserved Special Designation Bank Accounts

<u>Designation</u>		<u>Balance</u> <u>at 3/31/15</u>	<u>Bank</u>	
VF	Fire Prevention	\$ 48,697	Citizens	\$ 48,697
CFD	HRA	\$ 2,317	Citizens	
	Fire Prevention	\$ 14,408	Citizens	
	Grants	\$ 4,913	Citizens	
	Plan Review/Bldg Fund	\$ 18,115	Citizens	
	Contingency	\$ 3,463	Citizens	\$ 43,216
CH	Healthcare Retirees	\$ 400,065	Freedom	
	Truck Fund	\$ 171,001	Freedom	
	Health Care	\$ 76,552	Navigant	\$ 647,618
NC	TBD-Mtg w/Treasurer	\$ 13,748	Citizens MM	
	TBD-Mtg w/Treasurer	\$ 18,963	Cumb. MEFCU CD	
	TBD-Mtg w/Treasurer	\$ 35	Cumb. MEFCU Sh.Acct.	
	TBD-Mtg w/Treasurer	\$ 1,000	Navigant	\$ 33,746

Total Amount \$ 773,277

This is a consolidated time line for projects:

March 16, 2015 — Have meeting with Pension Board scheduled
— Reschedule cancelled meeting with DOR

March 20, 2015 — Secure new agreement with Visions (Tax Base software supplier)
— Check on State mailing bills

March 24, 2015 — Present items for section 1, Administrative Employees for approval
(Full Committee) — Present Visions Contract and Tax policies for approval

March 30, 2015 — Committee formed to structure the physical collection of taxes to be formed
— Cash flow projections needed, along with recommendation on TANS
No committee was needed. Physical collections will be handled in house with the potential for 2 part time employees for summer.
Finance Director has determined that TANS will not be needed

April 1, 2015 — Goal date for four data bases being merged

May 26, 2015 — As a result of the items approved on 3/24 and the hiring process, final
(Full Committee) candidates will be presented for approval.
Present banking policies for approval
Present a time line for the Audit bidding process, include DOR approved specs
Approve budget time line as suggested in item nine
— Complete compiling the indus and comm taxpayer list from CFD

May 5, 2015 — Pre-Bid conference for banking RFP

April 30, 2015 — Pension item completed to complete the CBA
— If needed, provide plans for TANS

May 1, 2015 — Target date to complete CBA
— Have final budget completed

May 5, 2015 — Transmit budget to full committee

May 7, 2015 — Second ad in the VB for budget

May 12, 2015 — 1st Budget Hearing

May 12, 2015 — Banking bid results submitted for final approval

May 7, 2015 — Third ad in the VB for budget

May 18, 2015 — 2nd Budget vote and first vote
Vote on the levy

May 20, 2015 — 2ND and final vote on budget. Other resolutions as needed

June 15, 2015 — Have new bank accounts established and ready for the transfer on July 1

CFD CONSOLIDATED BUDGETS
YTD 03-31-2015

CONSOLIDATED CFD BUDGET				CFD, Station 2				CHFD, Station 4				NCFD, Station 5				VFFD, Station 1			
CONSOLIDATED BUDGET YTD 2014-2015	YTD 3/31/2015	VARIANCE	CFD BUDGET 2014-2015	CFD YTD 3/31/2015	CFD VARIANCE	CHFD BUDGET 2014-2015	CHFD YTD 3/31/2015	CHFD VARIANCE	NCFD BUDGET 2014-2015	NCFD YTD 3/31/2015	NCFD VARIANCE	VFFD BUDGET 2014-2015	VFFD YTD 3/31/2015	VFFD VARIANCE					
OFFICE SUPPLIES																			
1 Advertising	2,200.00	2,908.22	(708.22)	500.00	851.68	(351.68)	700.00	600.38	99.62	1,000.00	1,456.16	(456.16)							
2 Office Supplies	13,450.00	7,948.41	5,501.59	2,000.00	1,528.60	471.40	9,450.00	4,901.22	4,548.78	1,000.00	1,326.54	(326.54)	1,000.00	192.05	807.95				
2a Postage	4,100.00	1,563.39	2,536.61	700.00	775.43	(75.43)			0.00	2,400.00	787.96	1,612.04	1,000.00		1,000.00				
2b Bank Fees	1,250.00	1,122.30	127.70	1,250.00	1,122.30	127.70			0.00						0.00				
3 Printing	250.00	313.38	(63.38)	250.00	313.38	(63.38)			0.00						0.00				
4 Tax Expenses	12,500.00	11,556.53	943.47	3,800.00	4,191.98	(391.98)			0.00	4,000.00	2,709.09	1,290.91	4,700.00	4,655.46	44.54				
Computer Development Program	3,310.00	1,006.48	2,303.52				2,310.00	556.48	1,753.52	1,000.00	450.00	550.00	0.00		0.00				
5 Office Equipment	1,000.00	1,342.83	(342.83)	1,000.00	1,342.83	(342.83)			0.00						0.00				
OFFICE SUPPLIES TOTAL	38,060.00	27,761.54	10,298.46	9,500.00	10,126.20	(626.20)	12,460.00	6,058.08	6,401.92	9,400.00	6,729.75	2,670.25	6,700.00	4,847.51	1,852.49				
ADMINISTRATIVE COST																			
6 Accounting	9,850.00	11,593.50	(1,743.50)	6,000.00	8,968.50	(2,968.50)	3,850.00	2,625.00	1,225.00						0.00				
6b Payroll Comp Exp	18,450.00	11,785.72	6,664.28	3,500.00	3,351.19	148.81	2,450.00	1,854.10	595.90	7,500.00	3,799.77	3,700.23	5,000.00	2,780.66	2,219.34				
Tax Collection Fees	0.00	11,575.00							0.00			(11,575.00)			0.00				
Annual Meeting - station 1	718.00	484.60	233.40						0.00				718.00	484.60	233.40				
Collector & Treasurer Expenses ?	3,360.00	4,257.16	(897.16)						0.00				3,360.00	4,257.16	(897.16)				
7 Clerk	5,675.00	3,677.07	1,997.93	1,700.00	1,275.03	424.97			0.00	2,575.00	1,502.04	1,072.96	1,400.00	900.00	500.00				
7a Stenographer	200.00	300.00	(100.00)	200.00	300.00	(100.00)			0.00						0.00				
8 Commissioners	27,500.00	23,387.21	4,112.79	10,500.00	5,750.00	4,750.00	1,000.00	7,837.50	(6,837.50)	8,500.00	5,799.71	2,700.29	7,500.00	4,000.00	3,500.00				
9 Insurance	259,153.00	334,551.01	(75,398.01)	71,000.00	15,208.54	55,791.46	62,733.00	158,373.15	(95,640.15)	52,700.00	88,352.32	(35,652.32)	72,720.00	72,617.00	103.00				
10 Legal	25,000.00	23,992.94	1,007.06	7,500.00	18,326.09	(10,826.09)	5,000.00		5,000.00	7,500.00	2,912.50	4,587.50	5,000.00	2,754.35	2,245.65				
11 Moderator	100.00	100.00	0.00	100.00	100.00	0.00			0.00						0.00				
11a Unemployment	0.00	0.00	0.00	0.00	0.00	0.00			0.00						0.00				
Clarke Payment -Station 5	6,000.00	30,000.00	(24,000.00)	0.00	0.00	0.00			0.00	6,000.00	30,000.00	(24,000.00)			0.00				
Administrative Assistant	26,000.00	17,659.69	8,340.31	0.00	0.00	0.00			0.00	13,000.00	9,859.69	3,140.31	13,000.00	7,800.00	5,200.00				
Treasurer	39,060.00	25,558.33	13,501.67	0.00	0.00	0.00	9,410.00	5,428.33	3,981.67	17,000.00	12,750.75	4,249.25	12,650.00	7,379.25	5,270.75				
12 Tax Coll/Assessor/Treasurer	87,044.00	68,277.02	18,766.98	30,500.00	32,763.62	(2,263.62)	26,544.00	15,286.09	11,257.91	15,000.00	11,250.00	3,750.00	15,000.00	8,977.31	6,022.69				
ADMINISTRATIVE COST TOTAL	508,110.00	567,199.25	(59,089.25)	131,000.00	86,042.97	44,957.03	110,987.00	191,404.17	(80,417.17)	129,775.00	177,801.78	(48,026.78)	136,348.00	111,950.33	24,397.67				
PAYROLL																			
13 Blue Cross	786,886.95	544,018.42	242,878.53	142,000.00	127,749.71	14,250.29	240,000.00	117,168.14	122,831.86	237,000.00	158,962.11	78,037.89	167,896.95	140,138.46	27,758.49				
13a Health Reimbursement	15,000.00	9,694.42	5,305.58	15,000.00	9,694.42	5,305.58													
14 Clothing Allowance	49,035.00	50,115.88	(1,080.88)	13,000.00	13,000.00	0.00	9,800.00	10,194.40	(394.40)	11,500.00	11,050.00	450.00	14,735.00	15,871.48	(1,136.48)				
15 Delta Dental	26,200.00	18,039.63	8,160.37	11,500.00	10,255.03	1,244.97	14,700.00	7,784.60	6,915.40										
16 Full Time Salary	2,993,865.44	2,124,595.62	869,270.82	699,000.00	626,491.97	72,508.03	785,542.96	350,544.45	434,998.51	736,000.00	556,484.97	179,515.03	773,323.48	591,094.23	182,229.25				
17 Full Time Pension	514,390.64	442,740.51	71,650.13	152,000.00	135,407.81	16,592.19	50,930.00	86,148.87	(35,218.87)	154,000.00	115,805.36	38,194.64	157,460.64	105,378.47	52,082.17				
18 Longevity Pay	78,258.11	102,324.50	(24,066.39)	31,500.00	31,353.97	146.03			(13,900.75)				46,758.11	57,069.78	(10,311.67)				
19 Payroll Taxes	299,956.23	232,189.97	67,766.26	75,500.00	71,950.72	3,549.28	60,200.00	37,800.34	22,399.66	78,000.00	70,330.96	7,669.04	86,256.23	52,107.95	34,148.28				
20 Other	0.00	0.00	0.00	0.00	0.00	0.00			0.00										
20a Military Leave (OT)									0.00										
20b VAC (OT to cover Vac)	83,500.00	90,270.46	(6,770.46)	83,500.00	90,270.46	(6,770.46)			0.00										
20c Holiday	41,000.00	61,942.57	(20,942.57)	41,000.00	39,530.17	1,469.83			0.00										
20d OT (Overtime)	414,000.00	473,286.94	(59,286.94)	14,000.00	31,920.73	(17,920.73)			(22,412.40)										
20e SICK (OT to cover Sick)	40,000.00	55,204.54	(15,204.54)	40,000.00	55,204.54	(15,204.54)			(83,582.90)	210,000.00	196,131.69	13,868.31	190,000.00	161,651.62	28,348.38				
20f Sick Time Payout	5,000.00	4,712.64	287.36	5,000.00	4,712.64	287.36			0.00										
21 EM/MAINT/EMS/Training									0.00										
22 Life Insurance	4,920.00	4,910.00	10.00				3,220.00		0.00										
23a Call Force	67,592.00	25,936.50	41,655.50	20,000.00	10,000.00	10,000.00			0.00	15,000.00	1,824.50	13,175.50	32,592.00	14,112.00	18,480.00				
23b Call Force -Chief	0.00								0.00										
PAYROLL TOTAL	5,419,515.37	4,239,862.60	1,179,652.77	1,344,700.00	1,259,232.17	85,467.83	1,164,392.96	732,756.85	431,636.11	1,441,500.00	1,110,569.59	330,930.41	1,469,022.41	1,137,423.99	331,598.42				
DUES & CONVENTIONS																			
24 Chief's Convention	1,500.00	855.29	644.71	250.00	0.00	250.00			0.00	1,250.00	855.29	394.71			0.00				
25 Professional Dues	950.00	145.00	805.00	500.00	145.00	355.00			0.00	450.00	0.00	450.00			0.00				
DUES & CONVENTIONS TOTAL	2,450.00	1,000.29	1,449.71	750.00	145.00	605.00	0.00	0.00	0.00	1,700.00	855.29	844.71	0.00	0.00	0.00				
UTILITIES																			
26a Shared Communications	2,000.00	0.00	2,000.00	2,000.00	0.00	2,000.00			0.00						0.00				
26b Shared Fire Box Service Fees	0.00	0.00	0.00	0.00	0.00	0.00			0.00						0.00				
27a Electric	32,450.00	27,084.27	5,365.73	5,750.00	5,711.93	38.07	8,400.00	7,365.06	1,034.94	7,000.00	5,770.23	1,229.77	11,300.00	8,237.05	3,062.95				
27b Heat	21,700.00	20,106.91	1,593.09	3,500.00	3,322.26	177.74	5,000.00	3,777.85	1,222.15	8,000.00	6,043.22	1,956.78	5,200.00	6,963.58	(1,763.58)				
28 Telephone	16,325.00	12,579.87	3,745.13	4,500.00	4,304.34	195.66	3,850.00	2,386.94	1,463.06	5,500.00	3,583.56	1,916.44	2,475.00	2,305.03	169.97				
29 Water	1,000.00	979.23	20.77	1,000.00	979.23	20.77			0.00						0.00				
30 Sewer Assessment / Usage	3,810.00	3,617.77	192.23	1,250.00	1,384.90	(134.90)	500.00	338.86	161.14				2,060.00	1,885.01	174.99				
31 Hydrant Fees	211,213.78	186,091.25	25,122.53	49,500.00	49,500.00	0.00			0.00	85,000.00	84,150.00	850.00	76,713.78	52,441.25	24,272.53				
UTILITIES TOTAL	288,498.78	250,459.30	38,039.48	67,500.00	65,211.66	2,288.34	177,500.00	13,											

CFD CONSOLIDATED BUDGETS
YTD 03-31-2015

CONSOLIDATED CFD BUDGET				CFD, Station 2			CHFD, Station 4			NCFD, Station 5			VFFD, Station 1		
	CONSOLIDATED BUDGET 2014-2015	YTD 3/31/2015	VARIANCE	CFD BUDGET 2014-2015	CFD YTD 3/31/2015	CFD VARIANCE	CHFD BUDGET 2014-2015	CHFD YTD 3/31/2015	CHFD VARIANCE	NCFD BUDGET 2014-2015	NCFD YTD 3/31/2015	NCFD VARIANCE	VFFD BUDGET 2014-2015	VFFD YTD 3/31/2015	VFFD VARIANCE
TRAINING															
32 Training	21,500.00	13,089.18	8,410.82	4,000.00	1,885.00	2,115.00	3,500.00	2,689.00	811.00	9,000.00	6,360.40	2,639.60	5,000.00	2,154.78	2,845.22
33 Education	13,500.00	4,544.93	8,955.07	4,000.00	3,615.93	384.07			0.00	4,500.00		4,500.00	5,000.00	939.00	4,061.00
33A Professional Development	500.00	0.00	500.00	500.00	0.00	500.00			0.00				0.00		0.00
TRAINING TOTAL	35,500.00	17,634.11	17,865.89	8,500.00	5,500.93	2,999.07	3,500.00	2,689.00	811.00	13,500.00	6,360.40	7,139.60	10,000.00	3,093.78	6,906.22
BUILDING															
36 Station Improvements	3,000.00	0.00	3,000.00	3,000.00	0.00	3,000.00			0.00						0.00
37 Station Maintenance	35,025.00	51,389.46	(16,364.46)	4,000.00	3,422.98	577.02	12,950.00	8,352.88	4,597.12	7,500.00	5,332.91	2,167.09	10,575.00	34,280.69	(23,705.69)
BUILDING TOTAL	38,025.00	51,389.46	(13,364.46)	7,000.00	3,422.98	3,577.02	12,950.00	8,352.88	4,597.12	7,500.00	5,332.91	2,167.09	10,575.00	34,280.69	(23,705.69)
APPARATUS															
39 Fuel & Oil	61,300.00	36,008.45	25,291.55	10,000.00	8,181.03	1,818.97	13,300.00	5,139.54	8,160.46	23,000.00	14,956.15	8,043.85	15,000.00	7,731.73	7,268.27
40 Repairs & Maintenance	73,200.00	57,506.05	15,693.95	16,000.00	14,691.33	1,308.67	10,600.00	6,281.07	4,318.93	19,800.00	16,092.26	3,707.74	26,800.00	20,461.39	6,338.61
APPARATUS TOTAL	134,500.00	93,514.50	40,985.50	26,000.00	22,872.36	3,127.64	23,900.00	11,400.61	12,479.39	42,800.00	31,048.41	11,751.59	41,800.00	28,193.12	13,606.88
EQUIPMENT															
41 Shared Air Supply / PPE Maint.	1,200.00	664.10	535.90	500.00	0.00	500.00	0.00	289.10	(289.10)	350.00		350.00	350.00	375.00	(25.00)
42 Communication Upgrading	1,000.00	0.00	1,000.00	1,000.00	0.00	1,000.00			0.00			0.00			0.00
43 Equipment Repair	13,555.00	6,278.44	7,276.56	2,000.00	920.52	1,079.48	1,050.00		1,050.00	4,000.00	2,514.78	1,485.22	6,505.00	2,843.14	3,661.86
43a Replacement Items	2,000.00	2,133.72	(133.72)	2,000.00	2,133.72	(133.72)			0.00			0.00			0.00
First Aid Equipment & EMS Supplies	8,700.00	4,777.37	3,922.63			0.00	3,200.00	1,199.82	2,000.18	3,500.00	2,327.90	1,172.10	2,000.00	1,249.65	750.35
44 New Equipment	32,500.00	21,010.27	11,489.73	5,000.00	282.28	4,717.72	8,400.00	7,106.45	1,293.55	11,000.00	13,484.96	(2,484.96)	8,200.00	156.58	8,043.42
45 Radio Maintenance	7,400.00	3,978.35	3,421.65	500.00	0.00	500.00	1,400.00	1,081.83	318.17	2,000.00	2,450.47	(450.47)	3,500.00	446.05	3,053.95
46 Equipment Upgrade	2,000.00	799.04	1,200.96	2,000.00	799.04	1,200.96			0.00			0.00			0.00
EQUIPMENT TOTAL	68,455.00	39,641.29	28,813.71	13,000.00	4,115.56	8,884.44	14,050.00	9,677.20	4,372.80	20,850.00	20,778.11	71.89	20,555.00	5,070.42	15,484.58
MISCELLANEOUS															
48 Physicals	5,500.00	730.50	4,769.50	2,000.00	500.00	1,500.00			0.00	1,500.00	(366.50)	1,866.50	2,000.00	597.00	1,403.00
49 Employee Support	2,250.00	3,447.38	(1,197.38)	1,000.00	1,299.38	(299.38)	700.00	2,148.00	(1,448.00)			0.00	550.00		550.00
Miscellaneous	3,190.00	5,973.58	(2,783.58)			0.00		1,733.33	(1,733.33)	1,750.00	2,563.78	(813.78)	1,440.00	1,676.47	(236.47)
MISCELLANEOUS TOTAL	10,940.00	10,151.46	788.54	3,000.00	1,799.38	1,200.62	700.00	3,881.33	(3,181.33)	3,250.00	2,197.28	1,052.72	3,990.00	2,273.47	1,716.53
BUDGET TOTALS	6,544,154.15	5,298,743.80	1,245,410.35	1,610,950.00	1,458,489.21	152,460.79	1,360,689.96	980,088.83	380,601.13	1,775,775.00	1,461,220.53	314,554.47	1,796,739.19	1,398,965.23	397,773.96
ADDITIONAL EXPENSES:															
IMPROVEMENTS / LONG TERM LIA															
Various station renovations	0.00	0.00	0.00	0.00	0.00	0.00			0.00			0.00			0.00
Grant Expenditures	0.00	0.00	0.00	0.00	0.00	0.00			0.00			0.00			0.00
Emergency Generator w/Transfer Switch	0.00	0.00	0.00	0.00	0.00	0.00			0.00			0.00			0.00
Fire Truck Engine #23	0.00	0.00	0.00	0.00	0.00	0.00			0.00			0.00			0.00
Fire Truck Engine #23	38,098.00	38,099.00	(1.00)	38,098.00	38,099.00	(1.00)			0.00			0.00			0.00
Truck Lease - Station 5	8,368.00	6,585.06	1,782.94			0.00	8,368.00	6,585.06	1,782.94			0.00			0.00
Fire Truck - Station 5	(54,000.00)	0.00	(54,000.00)			0.00	(54,000.00)		0.00			(54,000.00)			0.00
Brush Truck Replacement	0.00	0.00	0.00	0.00	0.00	0.00			0.00			0.00			0.00
Chief's Truck Replacement	0.00	0.00	0.00	0.00	0.00	0.00			0.00			0.00			0.00
Replenish Contingency Fund	0.00	0.00	0.00	0.00	0.00	0.00			0.00			0.00			0.00
IMPROVEMENTS TOTAL	(7,534.00)	44,684.06	(52,218.06)	38,098.00	38,099.00	(1.00)	0.00	0.00	0.00	(45,632.00)	6,585.06	(52,217.06)	0.00	0.00	0.00
NON BUDGET ITEMS															
Fire Prevention	3,000.00	2,010.27	989.73	3,000.00	334.75	2,665.25	0.00	1,560.52	(1,560.52)			0.00		115.00	(115.00)
Handbooks	0.00	0.00	0.00	0.00	0.00	0.00			0.00			0.00			0.00
Refunds & Abatements	0.00	(4,504.67)	4,504.67			0.00		(4,504.67)	4,504.67			0.00			0.00
Redemption Pay Out	0.00	3,506.25	(3,506.25)			0.00			0.00			0.00		3,506.25	(3,506.25)
Consolidation Expenses	0.00	145.35	(145.35)	0.00	145.35	(145.35)			0.00			0.00			0.00
NON BUDGET ITEMS TOTAL	3,000.00	1,157.20	1,842.80	3,000.00	480.10	2,519.90	0.00	(2,944.15)	2,944.15	0.00	0.00	0.00	0.00	3,621.25	(3,621.25)
BUDGET TOTAL	6,539,620.15	5,344,585.06	1,195,035.09	1,652,048.00	1,497,048.31	154,999.69	1,360,689.96	977,144.68	383,545.28	1,730,143.00	1,467,805.59	262,337.41	1,796,739.19	1,402,586.48	394,152.71