## NEW HARMONY VALLEY SPECIAL SERVICE DISTRICT Budget Hearing

December 8, 2022

## NEW HARMONY FIRE STATION 1388 South Old Hwy 91

## **Hearing Minutes**

## I. Open Meeting: Roxanne Hansen

a. Meeting called to order by Chairperson Roxanne Hansen at 7:00 pm; December 8, 2022.

#### II. Attendance:

- a. The following Board Members were present: Roxanne Hansen, Chairperson; Scott Pace, Vice Chairperson; Eric Kerns, Member; Mike Ballard, Member.
- b. Board Members Absent: Darren Adair, Treasurer, Clay Huckaby Board Clerk.
- c. Fire Department: Chief Banks, Absent.
- d. Community Members Present: None.

## III. Reading and Approval of November 16, 2022, Meeting Minutes - Cathye Huckaby.

a. Reading of the November 16, 2022, Meeting Minutes by Cathye Huckaby, Office Manager. (See Attached.)

Motion: A motion was made by Eric Kerns that the November 16, 2022, Meeting Minutes be approved as read. The motion was seconded by Scott Pace. Motion carried unanimously by all present.

## IV. Financial Report - Darren Adair.

- a. In the absence of Treasurer Adair, Office Manager Cathye Huckaby presented the following documents for review to the Board: (See Attached)
  - NHVSSD Balance Sheet as of 12-31-22.
  - NHVSSD Budget vs. Actuals: FY 2022-FY 2022: January December 2022
- b. After review and discussion there were no concerns and the Board moved on to the Budget Review Hearing Process.

## V. Proposed Budget Review and Approval for FY 2023- Cathye Huckaby.

- a. The following documents were presented for discussion and review:
  - Budget Line Item and Categories: This document was prepared by Chief Banks and Office Manager Cathye Huckaby to coincide with the State Auditors Budget Proposal Form SD-BUD -1-2022, Under the title category "Expenses." It is an informational document illustrating how monies will be accounted for and allocated throughout the year as part of our accounting process. There were some changes to the category labels and those changes were discussed.
  - Budget I Form SD-BUD -1-2022, NHVSSD 2023 Final.
  - Budget Proposal Form SD-BUD -1-2022, NHVSSD 2023 Budget Proposal after 11-16-2022 Meeting.
  - Email Kip Lewis, CPA Hinton & Burdick12-08-22.

- Darren Last Minute Concerns.
- b. Office Manager advised the Board that just prior to the start of the meeting she confirmed with the Office of State Auditor website that the NHVSSD is "current" in all required reporting noting that this is true for the first time in many years and there should be no delay in receiving 2023 Fiscal Year Funds.
- c. The Board was reminded that Treasurer Adair had sent an email to them a few hours before the start of this meeting noting concerns and suggested changes. Board members had the opportunity to review his email. In review the consensus was that the proposed 2023 Budget document had been thoroughly reviewed at the last meeting; the necessary changes to the document were made and distributed 6 days prior to this night's meeting, the late hour of the current suggested changes was noted and discussed.
- d. The Board was advised that in lieu the email Office Manager Cathye Huckaby and Kip Lewis, CPA; Manager Hinton & Burdick were able to spend a couple hours before this meeting reviewing this proposed Budget and the concerns that were brought forth by Treasurer Adair. Some final changes were made to the Budget Proposal.
- e. The Final Revised NHVSSD Budget FY 2023 was presented to the Board. A side-by-side-comparison was made between the previous Budget Proposal (distributed on 12-2-2022 noting the recommended changes from Novembers 16<sup>th</sup>'s meeting) and the 2023 Final Budget being proposed this evening. Each line item was thoroughly reviewed. During this review process Board Members were directed to review one or more of previously listed documents as deemed necessary for clarification.
- f. After a thorough review and discussion, the Board was pleased with the information presented. Members expressed appreciation for the understanding as to what line items categories will entail.

Motion: A motion was made by Eric Kerns that the Board approve and adopt the NHVSSD FY 2023 Final Budget Proposal, that Office Manager Huckaby is authorized to submit the adopted Budget by uploading the document to the Office of the State Auditor Website. The motion was seconded by Mike Ballard. Motion carried unanimously by all present.

## VI. Meeting Adjourned:

Motion: A motion was made by Scott Pace that the meeting be adjourned. The motion was seconded by Mike Ballard. Motion carried unanimously by all present.

Institution is prohibited from discriminating on the basis of race, color, national origin, age, disability, religion, sex, familial status, sexual orientation, and reprisal.

(Not all prohibited bases apply to all programs.)

To file a complaint of discrimination, write USAD, Assistant Secretary for Civil Rights Office of the Assistant Secretary for Civil Rights 1400 Independence Avenue, S.W., Stop 9410 Washington, DC 20250-9410 Or call tool-free at (866) 632-9992 (English) or (800) 877-8339 (TTD or (866) 377-8642 (English Federal-relay) or (800) 845-6136 (Spanish Federal-relay). USDA is an equal opportunity provider and employer."

Attachments
Agenda 12-8-2022 Budget Hearing
November 16, 2022, Meeting Minutes

NHVSSD Balance Sheet as of 12-31-22.

NHVSSD Budget vs. Actuals: FY 2022-FY 2022: January – December 2022Grant Agreement

Budget I Form SD-BUD -1-2022, NHVSSD 2023 Final

Budget Proposal Form SD-BUD -1-2022, NHVSSD 2023 Budget Proposal after 11-16-2022 Meeting

Email Kip Lewis, CPA Hinton & Burdick12-08-22 @17:13

Darren Last Minute Concerns

## NEW HARMONY VALLEY SPECIAL SERVICE DISTRICT Budget Hearing

December 8, 2022

## NEW HARMONY FIRE STATION 1388 South Old Hwy 91

## Agenda

- I. Open Meeting:
- II. Reading and Approval of November 16, 2022 Meeting Minutes Clay Huckaby.
- III. Financial Report Darren Adair.
  - a. Balance Sheet and Budget vs Actuals.
- IV. Prosed Budget Review and Approval for FY 2023-, Cathye Huckaby.
- V. Meeting Adjourned

Institution is prohibited from discriminating on the basis of race, color, national origin, age, disability, religion, sex, familial status, sexual orientation, and reprisal.

(Not all prohibited bases apply to all programs.)

To file a complaint of discrimination, write USAD, Assistant Secretary for Civil Rights Office of the Assistant Secretary for Civil Rights 1400 Independence Avenue, S.W., Stop 9410 Washington, DC 20250-9410 Or call tool-free at (866) 632-9992 (English) or (800) 877-8339 (TTD or (866) 377-8642 (English Federal-relay) or (800) 845-6136 (Spanish Federal-relay). USDA is an equal opportunity provider and employer."

Attachments
Financial Reports (2)
Grant Agreement
Notice of Loan Authorization
Guide to Completion of Loan Process
Utah Municipal Bond Attorneys

# NEW HARMONY VALLEY SPECIAL SERVICE DISTRICT MEETING – Open Fire Board Meeting / Public Hearing FY 2023 Budget

November 16, 2022

## NEW HARMONY FIRE STATION 1388 South Old Highway 91

## Meeting Minutes

## I. Meeting called to Order.

a. Meeting called to order by Roxanne Hansen, Chairperson at approximately 7:00pm on November 16, 2022

#### II. Attendance.

- a. The following Board Members were present: Roxanne Hansen, Chairperson; Scott Pace, Vice Chair; Darren Adair, Treasurer; Mike Ballard, Member; Eric Kerns, Member; Clay Huckaby, Board Clerk.
- b. Fire Department Officers: Jim Banks Fire Chief, Cathye Huckaby, Office Manager
- c. Community: None present.

## III. Reading and Approval of the October 20th, 2022, Fire Board Meeting Minutes.

a. Reading of the October 20th, 2022, minutes was completed by Clay Huckaby.

**Motion**: A motion was made by Eric Kerns that the October 19, 2022, minutes be accepted as read. The motion was 2<sup>nd</sup> by Scott Pace. Motion carried unanimously.

## IV. Financial Report – Treasurer.

- a. The following financial reports were available for review and discussion. (See Attachments)
  - Budget vs Actuals: FY 2022; January 2022 November 16, 2022.
  - Balance Sheet as of November 16, 2022

**Motion**: A motion was made by Scott Pace that the Financial Report be accepted as reviewed. The motion was 2<sup>nd</sup> by Eric Kems. Motion carried unanimously.

## V. Chairperson Report – Roxanne Hansen.

- a. Chair Hansen noted that Chief Banks and Office Manager Huckaby have advanced the CIB Fire Truck application as far as they could go at their level. Fire Board members will now each take an assignment. The following documents were presented for review and action: (See Attachments)
  - <u>Grant Agreement</u> Chair Hansen will take lead completing and returning this document. To get this accomplished she will be reaching out to Brenda Brown. A follow up report will be presented in December's meeting.
  - <u>Notice of Loan Authorization</u> Document reviewed and discussed as part of the Bond process and procedures.
  - <u>Guide to Completion of the Loan Process</u> Mike Ballard agreed to take the lead in this area to ensure the process is followed accurately and in a timely manner. Chief Banks and Office Manager Huckaby will assist if requested.
  - <u>Utah Municipal Bond Attorney</u> Eric Kern will take lead working with the Bond Attorney.

**Motion**: A motion was made by Eric Kern that NHVSSD contact Richard Chamberlain, Chamberlain Associates and request he represent NHVSSD in the CIB proceedings. The motion was 2<sup>nd</sup> by Scott Pace. Motion carried unanimously.

## VI. Board Clerk Report – Clay Huckaby

a. The new website draft has been emailed to all Board Members and Fire Chief for review and approval.

## VII. Office Manager Report – Cathye Huckaby

a. Chief Banks spends an exurbanite amount of hours donating his time and talents for example: installing and monitoring the communication systems for call-out and dispatch (which now saves NHVSSD about \$5,000 per year in Iron County Dispatch Fees); attending Chiefs meeting/training, monitoring the security cameras, addressing operational needs etc. The question is how much volunteer time is expected and should the Chief be receiving a stipend for his time?

The Board agreed to investigate allocating the Chief a stipend for agreed upon duties outside direct supervision of being a Fire Chief.

b. Should NHVSSD again use Washington County to run 2023 Fire Board Elections?

**Motion:** A motion was made by Darren Adair that NHVSSD once again pay Washington County to run the 2023 Fire Board Elections. The motion was 2<sup>nd</sup> by Scott Pace. The motion carried unanimously.

c. Office Manager Huckaby inquired whether NHVSSD should enter an engagement letter with H&B accounting services thereby setting a set monthly rate or should we continue as we have been which is paying which is the hourly rate. The Board agreed to keep the hourly rate.

## VIII. Chief Report - Chief Banks

- a. Chief Banks requested a closed-door meeting to discuss personal issues. There were no community members present. The request was granted, and the recording was turned off.
- b. Confidential minutes of this closed-door meeting will be provided to Board members

## IX. Open Public Hearing for NHVSSD Fiscal Year 2023 Budget Proposal-Public Hearing Budget Review Meeting Called to Order.

- a. The Budget Hearing for FY 2023 began. The audio recording continued. All participants previously listed in Section II remain present.
- b. Hearing called to order by Chair Hansen.
- c. The purpose of this Hearing is to review the proposed Draft Budget for Fiscal Year 2023.
- d. Chief Banks and Office Manager Huckaby presented the Board with a working draft Budget proposal for FY 2023.
- e. Several modifications/corrections were suggested. The Budget was not accepted. Suggested changes are as follows:
  - Increase Line Item 1.1 Property Tax income to that which was received in FY 2022
  - Show an Expense Line-Item Number for Impact Fee money allocation.
  - Add Line-item 1.8 Grant with anticipated \$10.000.
  - Add Line-item Contribution of other Funds. Note Funds being rolled over from FY 2022.
  - Rework expense line items to reflect actual operations.
- f. The Board agreed to meet on December 8<sup>th</sup>, 2022, for a Final Budget Review Hearing. Kolob Station at 7pm.

## X. Meeting Adjourned at 9:30pm:

**Motion**: A motion was made by Mike Ballard to adjourn the meeting. The motion was 2<sup>nd</sup> by Darren Adair. Motion carried unanimously by all present and the meeting was adjourned.

Institution is prohibited from discriminating on the basis of race, color, national origin, age, disability, religion, sex, familial status, orientation, and reprisal.

(Not all prohibited bases apply to all programs.)

To file a complaint of discrimination, write USAD, Assistant Secretary for Civil Rights Office of the Assistant Secretary for Civil Rights 1400 Independence Avenue, S.W., Stop 9410 Washington, DC 20250-9410 Or call tool-free at (866) 632-9992 (English) or (800) 877-8339 (TTD or (866) 377-8642 (English Federal-relay) or (800) 845-6136 (Spanish Federal-relay). USDA is an equal opportunity provider and employer."

## Attachments:

Agenda Fire Board Meeting 11-16-22
Fire Board Meeting Minutes 10-20-22
Budget vs Actuals FY 2022 January 1 – November 16,2022
Balance Sheet As of November 16,2022
Grant Agreement Notice of Loan Authorization and Conditions
Guide To Competition of Loan Process
Utah Municipal Bond Attorneys

## New Harmony Valley Special Service District

## **Balance Sheet**

## As of December 31, 2022

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
State Bank - Building Fund	575.46
State Bank - Capital Projects	4.48
State Bank - Contingency Fund	24,331.05
State Bank - General Fund	17,996.94
State Bank - Impact Fees	238,744.18
Total Bank Accounts	\$281,652.11
Other Current Assets	
Due from other governments	12,278.43
Total Other Current Assets	\$12,278.43
Total Current Assets	\$293,930.54
Fixed Assets	
General Fixed Assets	0.00
Buildings and Improvements	335,373.53
Emergency Vehicles	439,249.00
Land	8,750.00
Machinery and Epuipment	347,324.17
Total General Fixed Assets	1,130,696.70
Total Fixed Assets	\$1,130,696.70
TOTAL ASSETS	\$1,424,627.24
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
*Accounts Payable	93.11
Total Accounts Payable	\$93.11
Other Current Liabilities	
Accounts Payable	0.00
Accrued Interest Payable	0.00
Total Other Current Liabilities	\$0.00
Total Current Liabilities	\$93.11

			<del></del>	

## **BUDGET LINE ITEMS AND CATEGORIES**

#### ADMINISTRATION/ACCOUTNING

- Hinton & Burdick
- Office Manager
- Chief Banks
- Postage
- Printing

## **CALL-OUT**

• Stipend for responding to a call

#### **CAPITL OUTLAY**

•

## **CONTRACTED / PROFESSIONAL SERVICES**

- Lexipol
- Streamline Web Services
- E Dispatches
- FSO
- Professional Organizations/Dues (NFDA UHA, Fire Chief, UASD)
- Drug Testing
- Background

## **DEBIT SERVICE**

•

## **DEPRECIATION**

•

## **ELECTION COST**

Washington County

## **EMERGENCY MEDICAL RESPONSE**

•

#### INSURANCE

- WCH
- Utah Local Trust

## INTEREST

•

#### **MISCELLANEOUS**

•

## **OPERATIONS/MAINTENEANCE AND REPAIR**

- Vehicle/Equipment Maintenance/Repair
- Fuel

PURCHASE OF FIXED ASSESTS (Land, buildings, machinery, vehicles, leasehold improvements. Any Asset that is expected to be in use for more than one year is considered a fixed asset.)

- Land
- Buildings
- Machinery
- Vehicles
- Leasehold Improvements

•

## STATION SUPPLIES

- Bay Station Supplies
- Truck Supplies
- Office Supplies
- Machinery/Equipment
- Rental Equipment

## **SAFETY EQUIPMENT -**

- Turn-Outs
- SCBAs
- Wildland Equipment
- Wildland Uniforms
- Class A/B Uniforms
- Safety Vests
- Helmets
- Flashlights
- Miscellaneous
- Inspections

## SALARIES AND BENEFITS

•

#### **TRAINING**

- Outside Training Source
- Fire School
- UVFA

## TRAVEL/MEALS/MILEAGE

- Mileage
- Meals
- Hotels
- Miscel Reimbursement

## **UTLITILES**

- Trash
- Gas
- Electric
- Internet
- Pest Control
- Telephone

	m: SD-BUD-1-2012						
Properties   Pro	T			Fiscal Year		2023 Final	
Control Line   Control Line Line   Control Line	Part I General and Enterprise Fund Pro	ect Fund					
Revertues   Prior Year   Current Year   Budget   Prior Year   Current Year   Cu			<b>General Fund</b>			Enterprise Fund	
Pior Year   Current Year   Budget   Pior Year   Current Year   Budget   Pior Year   Current Ye		Actual Ex	chenses		Actual E	xpenses	
Total Property Tax	(a)	Prior Year -2021	Current Year -2022	Budget -2023	Prior Year -2021	Current Year -2022	Budget -2023
Takes Progety Taxe	Revenues						
Teacher   Chiefe	П	111,585	121,400.00	121			
Total Februaries   16,797.00   13,000.00							
Total Expenses	$\top$	16 737 00	13 216 00				
Tracel Response   1,730   16,000 00   1,000 00   1,000 00     Clark Financial Countribution from Funds Saurces:		270	1000				
Training Sources: 0		50,810	57,800				
Transfer Financing Sources: 0 0 13,000 00     Transfer Form Cive Financing Sources: 0 0 13,000 00     Transfer Som Ober Funds   181132   209,416.00   158400   0     Transfer Sources: 0 0 0   0   0     Expenses		1,730	16,000.00				
Transfer from Other Funds   Contribution from Fund Balance   Contribution from Fund Balance   181132   208,416.00   199,400   Contribution from Fund Balance   Contribution Fund Balance   Contribution Fund Balance   Contribution Fund Balance   Contribution Funds   Contribution Funds Balance							
Total Revenues	$\overline{}$	0	0				
Total Revenues   181132   209,416.00   198400   0     Total Revenues   181132   209,416.00   198400   0     Carbon Salaries and Benetis   0   0   0   0   0   0   0   0   0	_			13,000.00			
Expenses         18132         209,416.00         198400         0           Expenses         0         0         0         0           Salaries and Benefits         0         0         0         0           Charter Caparating Expenses         0         0         0         0           Depreciation of Contractions and Park Services         13,000         0         0         0           Contraction of Contractions and Expenses         47         28,455.00         0         0         0           Contraction of Contractions and Expenses         47         28,455.00         1000.00         0         0         0           Call country         0         1,871.00         2,000.00         0         0         0         0         0         0           Call country and ministration Cost         0         1,474.00         1,000.00         0         1,475.00         1,000.00         <	-						
Expenses         Expenses         0	П	181132	209,416.00		0		
Captail Outlets   Captail Ca							
Other Caperating Expenses         0         0.00         0           Other Caperating Expenses         0         0.00         0           Capital Outlay         0         0         0           Capital Outlay         0         0         0           Debt Service         47         0.00         0           Capital Outlay         0         0         0           Debt Service         47         0.00         6,000.00           Administration/Accounting         0         2,932.00         2,000.00           Administration/Accounting         0         1,871.00         2,000.00           Election Cost         Energy Med. Respose         0         1,871.00         2,000.00           Energy Med. Respose         0         1,871.00         2,000.00         1,000.00           Energy Med. Respose         0         1,471.00         2,500.00         0           Purchase of Fixed Assets         0         2,431.00         2,500.00         0           Operations/Maintainence/Repair         0         0         1,4,140         0         1,4,100.00           Purchase of Fixed Assets         0         0         2,631.00         1,4,600.00         0           Purch	1						
Depreciation         0.00         0.00         0           Capital Cultay         0.00         0.00         0           Capital Cultay         13,000         13,000         0           Contracted Service         447         0.00         6,000.00           Contracted Service         447         0.00         6,000.00           Contracted Service         0         29,455.64         37,000.00           Administration/Accounting         0         20,332.00         21,000.00           Election Cost         0         1,871.00         2,000.00           Emergy Med. Respose         0         14,174.00         1,000.00           Purples of Fixed Assets         0         14,174.00         15,000.00           Operations/Maintainence/Repair         0,00         32,451.00         27,000.00           Purples Strip Supplies         0         14,174.00         14,800.00           Very action Supplies         0         0         14,800.00           Valido Supplies         0         0         10,000           Safety Eculpment         31,636         13,000         10,000           Utilities         45,415         8,300.88         0           Other Funds         34,52<	T	0		0			
Capital Outlay         0         0         0           Debt Service         4370         13,000.00         6,000.00           Contracted Service         477         29,455 64         37,000.00           Administration/Accounting         0         1,000.00         2,000.00           Call - Out         0         1,871.00         2,000.00           Election Cost         0         1,4871.00         2,000.00           Energy Med. Respose         0         1,4871.00         2,000.00           Insurance         0         1,4871.00         2,000.00           Purchase of Fixed Assets         0.00         32,431.00         2,500.00           Purchase of Fixed Assets         0.00         32,431.00         2,500.00           Purchase of Fixed Assets         0.00         267.22         1,000           Purchase of Fixed Assets         0.00         267.22         1,000           Station Supplies         0.00         267.22         1,000           Training         0.00         267.22         1,000           Station Supplies         0.00         267.22         1,000           Miscellaneous         45,415         8,300.88         0.00           Utilities         100		0	0.00				
Detail Service			0				
Administration Counting  Call - Out  Call	1		13,000.00	0 000 8			
Call - Out         Call - Out         20,932.00         21,000.00           Election Cost         0         1,871.00         2,000.00           Election Cost         0         1,4174.00         1,000.00           Insurance         0         14,174.00         15,000.00           Purchase of Fixed Assets         0.00         34,61.00         27,500.00           Purchase of Fixed Assets         0.00         9,453.00         14,800.00           Purchase of Fixed Assets         0.00         9,453.00         14,800.00           Purchase of Fixed Assets         0.00         14,800.00         14,800.00           Training         17,100.00         14,800.00         10,000           Training         13,000         12,000         10,000           Utilities         13,000         12,000         12,000           Utilities         13,000         12,000         12,000           Utilities         13,000         12,000         12,000           Utilities         1,000         12,000         12,000           Utilities         1,000         12,000         12,000           Utilities         1,000         12,000         12,000           Utilities         1,000	Т		29 455 64	6			
Election Cost			20,433.04				
Emerg. Med. Respose         0         0.00         1,000.00           Insurance         1,000.00         1,000.00           Insurance         1,174.00         1,500.00           Purpless of Fixed Assets         0.00         32,431.00         27,500.00           Purpless of Fixed Assets         0.00         32,431.00         500.00         14,800.00           Station Supplies         0.00         9,453.00         11,100.00         17,100.00           Training         31,636         13,000         10,000         10,000           Safety Equipment         31,636         13,000         12,000         10,000           Utilities         45,415         8,300.88         0         0           Miscellaneous         911         271.74         0         0           Interest         34752         31,599.00         35,000.00         0           Contribution to Fund Balance         34752         31,599.00         35,000.00         0           Interest         181132         209,416         198400         0		0	1,871.00				
Insurance   Insu		0	0.00				
Operations/Maintainence/Repair         54,971.00         34,661.00         27,500.00           Purchase of Fixed Assets         0.00         32,431.00         45000           Purchase of Fixed Assets         0.00         14,500.00         14,100.00           Training         0.00         267.22         1000         1,100.00           Travel, Meals, Mileage         0.00         267.22         1000         1,100.00           Safety Equipment         31,636         13,000         12000         12000           Miscellaneous         45,415         8,300.88         0         0           Interest         911         271.74         0         0           Interest         00ther Financing Uses:         34752         31,599.00         35,000.00         0           Contribution to Fund Balance         34752         31,599.00         35,000.00         0         0           Total Expenditures / Expenses         181132         209,416         198400         0         0		0	14,174.00				
Purchase of Fixed Assets         U.00         32,431.00         5000         HA 800.00           Station Supplies         0.00         9,453.00         14,800.00         1           Training         0.00         267.22         1,000         1           Travel, Meals, Mileage         0.00         267.22         1,000         1           Safety Equipment         0.00         267.22         1,000         1           Utilities         Miscellaneous         0         10.000         1           Miscellaneous         45,415         8,300.88         0         0           Interest         911         271.74         0         0           Other Financing Uses:         34752         31,599.00         35,000.00         1           Contribution to Fund Balance         34752         31,599.00         35,000.00         0         1           Total Expenditures / Expenses         181132         209,416         198400         0         0	$\neg$	54,971.00	34,661.00	27,5			
Training Supplies         0.00         9.455.00         17,00.00           Training Safety Equipment         0.00         267.22         10.00           Safety Equipment         0.00         267.22         10.00           Utilities         12,000         12000         12000           Miscellaneous         45,415         8,300.88         0         0           Interest         911         271.74         0         0           Interest         271.74         0         0         0           Other Financing Uses:         34752         31,599.00         35,000.00         0           Contribution to Fund Balance         34752         31,599.00         35,000.00         0           Total Expenditures / Expenses         181132         209,416         198400         0	$\neg$	0.00	0.00	8 1/1			
Transition of Safety Equipment         0.00         267.22         1000           Safety Equipment         0.00         0         12,000         12000           Utilities         45,415         8.300.88         0         12000           Miscellaneous         45,415         8.300.88         0         12000           Interest         911         271.74         0         1           Interest         Cother Funds         34752         31,599.00         35,000.00         1           Contribution to Fund Balance         34752         31,599.00         35,000.00         0           Total Expenditures / Expenses         181132         209,416         198400         0           Net Income / (Loss)         0         0         0		00 0	9 453 00				
Safety Equipment         0         10,000         10,000           Utilities         13,000         12000         12000           Miscellaneous         45,415         8,300.88         0         0           Interest         271.74         0         0         0           Other Financing Uses:         Transfers to Other Funds         34752         31,599.00         35,000.00         0           Contribution to Fund Balance         34752         31,599.00         35,000.00         0         0           Total Expenditures / Expenses         181132         209,416         198400         0         0		0.00	267.22				
Utilities         31,636         13,000         12000           Miscellaneous         45,415         8,300.88         0         0           Interest         911         271.74         0         0           Other Financing Uses:         77.77         0         0           Transfers to Other Funds         34752         31,599.00         35,000.00         0           Contribution to Fund Balance         34752         31,599.00         35,000.00         0           Total Expenditures / Expenses         181132         209,416         198400         0           Net Income / (Loss)         0         0			0				
Miscellaneous         45,415         8,300.88         0           Interest         911         271.74         0           Other Financing Uses:         Transfers to Other Funds         6         6           Transfers to Other Funds         34752         31,599.00         35,000.00           Contribution to Fund Balance         34752         31,599.00         0           Total Expenditures / Expenses         181132         209,416         198400         0           Net Income / (Loss)         0         0		31,636	13,000				
Other Financing Uses:         911         2/1./4         0           Contribution to Fund Balance         34752         31,599.00         35,000.00           Total Expenditures / Expenses         181132         209,416         198400         0           Net Income / (Loss)         0         0         0	$\neg$	45,415	8,300.88				
Other Financing Uses:         Other Financing Uses:           Transfers to Other Funds         34752         31,599.00         35,000.00           Contribution to Fund Balance         181132         209,416         198400         0           Total Expenditures / Expenses         181132         209,416         198400         0	$\overline{}$	911	2/1./4				
Other Financing Uses:         Transfers to Other Funds         34752         31,599.00         35,000.00           Contribution to Fund Balance         34752         31,599.00         35,000.00         6           Total Expenditures / Expenses         181132         209,416         198400         0           Net Income / (Loss)         0         0							
Transfers to Other Funds         34752         31,599.00         35,000.00           Contribution to Fund Balance         34752         31,599.00         35,000.00           Total Expenditures / Expenses         181132         209,416         198400         0           Net Income / (Loss)         0         0	Other Financing Uses:						
Contribution to Fund Balance         34752         31,599.00         35,000.00           Total Expenditures / Expenses         181132         209,416         198400         0           Net Income / (Loss)         0         0         0	T						
Total Expenditures / Expenses         181132         209,416         198400         0           Net Income / (Loss)         0         0         0		34752	599	35			
/ Expenses   181132   209,416   198400   U	$\neg$						
0	Total Expenditures / Expenses	181132	209,416				
	Net Income / (Loss)				0		

Par	Part II Capital Project and Debit Service Fund	Fund					
		Сар	Capital Project Fund Fund	g		Debit Service Fund	
		Actual Expenses	theuses		Actual Expenses	xbenses	
		Prior Year 2021	Current Year 2022	Budget 2023	Prior Year 2021	Current Year 2022	Budget 2023
	Revenues						
1.1	Bond Issues						
1.2	Property Taxes						
1.3	Fee-in-Lieu of Taxes						
1.4	Investment/Interest Income						
	Transfers From:						
1.5							
1.6							
1.7	Other: Donation	1	1				
1.8	Other:						
	Total Revenues	1	1	0	0	0	0
1.9	Beginning Fund Balance	25,658.00	25624				
1.10	Available for Use	25659	25625	0	0	0	0
	Fynonege						
2.1	Debt Service						
2.2	Retirement of Bonds						
2.3	Interest on Bonds						
2.4	Capital Outlay						
	Transfers From:						
2.5							
2.6							
2.7	Other:	35	25,620.00				
2.8	Other:						
	Total Expenses	35	25620	0	0	0	0
	Ending Fund Balance	25624	5	0	0	0	0

Control Expension   Cont		Local and Special Service	ce Districts		Name	New Harmony Valley Special Service District	lley Special Ser	rvice District
Profession of the profession		Adopted Budget			0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	Oleoper Co.	- 5	るよう
	Form: St				Fiscal Year	FIGUSTO	2023	
Priory Vac Line   Priory Vac	Pal		ot Fund					
Revenues   Prior Yast   Carpot   Prior Yast   Pr				General Fund		Ē	terprise Fund	
Protot Veat			nal	kpenses		Actual Expen	ses	
Total Revenues		(a)	Prior Year -2021	Current Year	Budget -2023		Surrent Year -2022	Budget -2023
Transier Procept   Tax   Tax		Revenues						
Total Revenues   16.73.00   13.216.00   13.000.00	1.1	Taxes: Property Tax	111,585	121,400.00	121,400.00			
Control of Langes   Cont	1.2	Other:						
Interest tecone	5 4	Charges for Services	16 737 00	13 216 00	13 000 00			
Transfer Fee	1.5	Interest Income	270	1000				
Contribution from Fund Balance   1730   16,000.00   15,000   15,	9.1	Impact Fee	50,810	57,800				
Total Receives   Control Residues   Control Receiver   Control Recei	7. 7	Uonations Grants	1,730	16,000.00				
Transfer from Other Funds	2	Other Financing Sources:			000,01			
Total Revenues	1.9	Transfers from Other Funds	0	0				
Total Revenues   181132   209.416.00   198400   0   0   0     Salarine Revenues   181132   209.416.00   198400   0   0   0   0     Salarine Revenues   0   0   0   0   0   0   0   0   0	1.10	Contribution from Fund Balance			13,000.00			
Expenses         181132         209416 DO         19840D         0         0           Expenses         Expenses         0         0         0         0         0         0           Other Operating Expenses         37 803         31,599 00         0         0         0         0           Other Operating Expenses         37 803         31,599 00         0	1.12							
Expenses         Contribution to Fund Response         0         0           Salatives and Benefits         0         0         0           Other Objecting Expenses         37,802         31,589.00         0           Other Object Clark         0         13,271.74         0           Object Clark         0         13,271.74         0           Destroctation         0         20,932.00         2,000.00           Administration Accounting         0         29,452.00         2,000.00           Administration Accounting         0         1,4174.00         1,000.00           Administration Accounting         0         1,4174.00         1,000.00           Administration Electron Cost         0         1,4174.00         1,000.00           Invasor         0         1,4174.00         1,000.00           Invasor         0         1,4174.00         1,100.00           Purchase of Non-Triad Assests         0         0         2,431.00           Purchase of Non-Triad Assests         0         0         2,431.00           Advalled Response         0         0         1,100.00           Purchase of Non-Triad Assests         0         0         2,431.00           Intenses <td></td> <td>Total Revenues</td> <td>181132</td> <td>209,416.00</td> <td>198400</td> <td>0</td> <td>0</td> <td>0</td>		Total Revenues	181132	209,416.00	198400	0	0	0
Expenses         Collection         0         0           Other Cheerling Expenses         0         0         0           Other Cheerling Expenses         0         0         0           Capital Outday         0         0         0           Debt Section         447         0         0         0           Debt Section         447         0         0         0         0           Debt Section         447         0         0         0         0         0           Debt Section         0         1,871.00         2,000.00         0 </td <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td>								
Statement   Stat	,	Expenses						
Depreciation   37,803   31,599 00   0   0   0   0   0   0   0   0	2.2	Other Operating Expenses	0 0		0			
Capital Outlay         0         13,271,74         0         0           Debt Service         447         13,271,74         6.000.00         0           Contracted Service         447         0.00         2.000.00         0           Contracted Service         0         2.0832.00         2.000.00         0           Call—Out         0         2.0832.00         2.000.00         0           Call—Out         0         1,871.00         2.000.00         0           Energy Met Respose         0         14,714.00         2.000.00         0           Energy Met Respose         0         14,174.00         15,000.00         0           Insurance         0         14,174.00         27,000.00         0           Insurance         0         14,174.00         15,000.00         0           Purchase of Non-Fixed Assests         0.00         14,800.00         0         14,800.00           Purchase of Non-Fixed Assests         0.00         14,800.00         0         10,000         0           Purchase of Non-Fixed Assests         0.00         14,800.00         0         10,000         0           Interest         0.00         14,800.00         0         10,000 </td <td>2.3</td> <td>Depreciation</td> <td>37,803</td> <td>31,599.00</td> <td></td> <td></td> <td></td> <td></td>	2.3	Depreciation	37,803	31,599.00				
Open Services         447         13,271,74         0.0         0           Open Services         447         13,271,74         0.0         0           Administration/Accounting         0         29,455,64         37,000,00         0           Administration/Accounting         0         29,455,64         37,000,00         0           Administration/Accounting         0         1,370,00         2,000,00         2,000,00           Encilon Cost         0         1,370,00         2,000,00         2,000,00           Insurance Encilons/Maintainence/Repair         53,116,00         34,661,00         27,500,00         27,500,00           Operations/Maintainence/Repair         0,00         34,661,00         27,500,00         27,500,00           Purchase of Fixed Assets         0,00         34,661,00         27,500,00         27,500,00           Purchase of Fixed Assets         0,00         34,500,00         11,100,00         11,100,00           Transitions         Mileage         0,00         267,22         1,000,00         1,000,00           Safety Equipment         31,636         13,000         1,000,00         1,000,00           Interest         1         3,000         0         1,000,00           <	2.4	Capital Outlay	0	0	0			
Contracted Service         447         0.00         6,000 00           Call - Cutt         Call - Cutt         29,455.64         2,000.00           Call - Cutt         0         1,000.00         2,000.00           Call - Cutt         0         1,000.00         2,000.00           Enection Cost         0         1,000.00         2,000.00           Enection Cost         0         1,000.00         2,000.00           Insurance         0         1,4174.00         1,000.00           Insurance         0         0         3,4116.00         2,500.00           Purchase of Inset Assets         0         0         2,6116.00         2,500.00           Purchase of Non-Fixed Assets         0.00         32,4116.00         2,600.00         14,800.00           Purchase of Non-Fixed Assets         0.00         267.22         1,100.00         1,100.00           Safety Edupment         31,636         13,000         10,000         10,000           Miscellancous         45,415         8,300.08         12,00         10,000           Interest         0         0         10,000         0         10,000           Other Financing Uses:         1         35,000.00         0         0<	2.5	Debt Service	0	13,271.74	0			
Call - Imministration control countries         0         22,9459 64 (2000)         37,000 00           Call - Call - Imministration control contr	2.6	Contracted Service	447	0.00	6,000.00			
Contribution to Funds   Contribution   Contributi	7.7 8	Administration/Accounting	0 0	29,455.64				
Emerg. Med Respose         0         0.00         1,000 00           Insurance         0.00         14,174 00         15,000 00           Purchase of Fixed Assets         0.00         32,431.00         25,000 00           Purchase of Fixed Assets         0.00         32,431.00         14,800 00           Purchase of Non-Fixed Assets         0.00         267.22         1,100 00           Travel, Meals, Mileage         0.00         267.22         1,000 0           Safety Equipment         0.00         267.22         1,000 0           Mascellareous         45,415         8,300.88         0           Interest         0.00         12,000         0           Mascellareous         45,415         8,300.88         0           Interest         0.00         0.00         0           Other Financing Uses:         0.00         0           Interest         0.00         0.00           Other Financing Uses:         0.00           Transfers to Other Funds         0.00           Contribution to Fund Balance         169328           Total Expenditures / Expenses         169328           Total Expenditures / Loss         0	2.9	Election Cost	0	1,871.00				
Insurance	2.11	Emerg. Med. Respose	0	00.0				
Operations/Maintainence/Repair         53,16,00         34,661,00         27,500,00         Purchase of No. Agrees           Purchase of No. Advanced Systests         0.00         32,431,00         4,800,00         14,800,00           Purchase of No. Fixed Assests         0.00         9,453,00         11,100,00         14,800,00           Training         0.00         267,22         1000         1,100,00           Safety Equipment         31,636         13,000         12,000         12,000           Utilities         45,415         8,300,88         0         0           Miscellaneous         911         0.00         0         0           Interest         911         0.00         0         0           Other Financing Uses:         169328         209,416         198400         0           Interest         169328         209,416         198400         0         0	2.12	Insurance	0	14,174.00	15			
Training   Training	$\neg$	Operations/Maintainence/Repair	53,116.00	34,661.00	27			
Training         0.00         9.453.00         17.00.00           Travel, Meals, Mileage         0.00         267.22         1.000           Safety Equipment         31,636         13,000         12000           Utilities         45,415         8,300.88         0           Interest         911         0.00         0           Interest         0         0         0           Other Financing Uses:         0         0         0           Transfers to Other Funds         0         35,000.00         0           Contribution to Fund Balance         169328         209,416         198400         0         0           Net Income / (Loss)         0         0         0         0         0         0	T	Purchase of Non-Fixed Assests	00.0	32,431.00	1/			
Travel, Meals, Mileage         0.00         267.22         1000           Safety Equipment         31,636         10,000         10,000           Utilities         13,000         1200         10,000           Miscellaneous         45,415         8,300.88         0           Interest         0         0         0           Other Financing Uses:         1         0.00         0           Transfers to Other Funds         2         0         0           Contribution to Fund Balance         35,000.00         0         0           Total Expenditures / Expenses         169328         209,416         198400         0         0           Net Income / (Loss)         0         0         0         0         0         0		Training	0.00	9,453.00	11,100.00			
Safety Equipment         Safety Equipment         0         10,000         10,000           Utilities         Miscellaneous         45,415         8,300.88         0         1           Interest         0.00         0         0         0           Other Financing Uses:         1         0.00         0         0           Interest         Other Funds         0         0         0           Contribution to Fund Balance         35,000.00         0         0           Total Expenditures / Expenses         169328         209,416         198400         0         0           Net Income / (Loss)         0         0         0         0         0         0		Travel, Meals, Mileage	00.00	267.22	1000			
Wiscellaneous         31,636         13,000         12000           Miscellaneous         45,415         8,300.88         0           Interest         0.00         0         0           Other Financing Uses:         Transfers to Other Funds         0.00         0           Total Expenditures / Expenses         169328         209,416         198400         0         0           Net Income / (Loss)         0         0         0         0         0	_	Safety Equipment		0	10,000			
Interest         Other Financing Uses:         Other Financing Uses:         Other Financing Uses:           Contribution to Fund Balance         35,000.00         0           Total Expenditures / Expenses         169328         209,416         198400         0           Net Income / (Loss)         0         0         0	_	Miscellaneoris	31,636	13,000	12000			
Other Financing Uses:         Other Financing Uses:         Other Financing Uses:         Other Funds	_	Interest	911	00.00	DC			
Other Financing Uses:         Other Financing Uses:         Contribution to Funds         Contribution to Fund Balance         35,000.00         Contribution to Fund Balance           Total Expenditures / Expenses         169328         209,416         198400         0         0           Net Income / (Loss)         0         0         0         0	2.2							
Other Financing Uses:         Other Financing Uses:         Accountibution to Funds         Accountibution to Fund Balance         Accountibution to Fund Balance </td <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td>								
Transfers to Other Funds         Transfers to Other Funds         35,000.00         6           Contribution to Fund Balance         169328         209,416         198400         0         0           Total Expenditures / Expenses         169328         209,416         198400         0         0		Other Financing Uses:						
Contribution to Fund Balance         35,000.00           Total Expenditures / Expenses         169328         209,416         198400         0         0           Net Income / (Loss)         0         0         0         0		Transfers to Other Funds						
Total Expenditures / Expenses         169328         209,416         198400         0         0           Net Income / (Loss)         0         0         0         0		Contribution to Fund Balance			35,000.00			
/ Expenses         169328         209,416         198400         0         0	$\neg$							
0		Total Expenditures / Expenses	169328	209,416	198400	0	0	0
		Net Income / (Loss)				0	0	0

Par	Part II Capital Project and Debit Service Fund	Fund					
			Capital Project Fund Fund	рı		Debit Service Fund	
		Actual Expenses	chenses		Actual E	Actual Expenses	
		Prior Year 2021	Current Year 2022	Budget 2023	Prior Year 2021	Current Year 2022	Budget 2023
	Revenues						
1.1	Bond Issues						
1.2	Property Taxes						
1.3	Fee-in-Lieu of Taxes						
1.4	Investment/Interest Income						
	Transfers From:						
1.5							
1.6							
1.7	Other: Donation	1	1				
1.8	Other:						
	Total Revenues	Į.	1	0	0	0	0
1.9	Beginning Fund Balance	25,658.00	25624				
1.10	Available for Use	25659	25625	0	0	0	0
	Expenses						
2.1	Debt Service						
2.2	Retirement of Bonds						
2.3	Interest on Bonds						
2.4	Capital Outlay						
	Transfers From:						
2.5							
5.6							
2.7	Other:	35	25,620.00				
2.8	Other:						
	Total Expenses	35	25620	0	0	0	0
	Ending Fund Balance	25624	5	0	0	0	0

## Answers to your budget questions



Kipp Lewis < JLewis@hintonburdick.com> From

To cathye.huckaby@newharmonyfire.org <cathye.huckaby@newharmonyfire.org>

Cc roxyclair9@gmail.com <roxyclair9@gmail.com>

Date 2022-12-08 17:13

[2] 2021 OFS.pdf(~93 KB)

Hi Cathye,

In response to the questions you provided earlier today, please see my answers and understanding below:

1) Question: The Administrative/Accounting budget line item went up by 25% over prior year. Please explain why and provided a break down of the current year expenditures expected for each of the detailed line items under the budget line heading for the current year and the proposed budget.

Answer: It is my understanding that the board wanted to give the Fire Chief a monthly stipend of approximately \$1,000 per month. I believe the budgeted increase in administrative expenditure for 2023 accommodates this stipend.

2) Question: Debt service did not include an estimate. There is also no estimate for interest expense.

Answer: In 2022 the Fire District paid off their last known long-term debt. Therefore, with no additional debt anticipated for 2023 there is no budgeted amount for debt service or the related interest expense.

3) Question: On line 1.10 there is a proposed \$13,000 transfer in from fund balance. On line 2.21 there is a proposed transfer out to fund balance of 35,000. These two should be netted together and the total reflected in the latter line item.

**Answer:** This is correct but incomplete due to the specific circumstances.

The proposed \$13,000 contribution from Fund Balance on line 1.10 are monies coming from nonrestricted sources. This means they can be spent on anything the board deems appropriate. The proposed \$35,000 contribution to Fund Balance on line 2.21 is a reflection of impact fees that will not be spent in the current year. Impact fees are restricted funds (can only be spent on specific items/ expenditures) and when they go unspent they increase the restricted Fund Balance. You'll notice the budgeted impact fee revenues on line 1.6 of \$35,000 corresponds with the associated contribution to Fund Balance on line 2.21.

It is my understanding that the district does not intend to spend any of the \$35,000 in impact fees which it anticipates receiving in 2023. With that understanding, I have suggested keeping the contributions to and contributions from Fund Balance separate on your annual budget because it will help with transparency and also help with state reporting when the annual state required Online

Financial Survey (OFS) is filed. I've attached the most recently completed OFS to this email. You'll note on page 1, lines 15 and 17 show restricted and unrestricted Fund Balance.

4) Question: Depreciation was included in prior year and not this year. Please explain why or why not.

Answer: Without delving too deep into Governmental accounting rules and practices, I'll try to keep this brief. Governmental accounting does not recognize depreciation expense in Governmental Funds (such as the General Fund). Depreciation expense is recognized in Enterprise/ Proprietary Funds. The fire district has only two funds, the General Fund and the Capital Projects Fund. Both of these are designated as "Governmental Funds" and therefore do not recognize depreciation expense. Again referencing the OFS (attached) you'll notice on page 2 how you have information reported for the General Fund and the Capital Projects Fund and that both are under the umbrella of "Governmental Funds" at the top.

So while we (HintonBurdick) help in tracking your capital assets and we calculate annual depreciation and accumulated depreciation, there is no depreciation expense required for budget purposes because there isn't depreciation expense in Governmental Fund accounting. (At this point I could go into a deeper explanation that there is a conversion from Fund financial statements to Government-wide financial statements that was enacted by GASB 34 where you would report depreciation expense, but I don't think that discussion is needed in this conversation. Suffice it to say, your entity does not need depreciation expense until you require or request a full audit of your financial statements).

5) Question: You had asked about loan and grant revenues and if/when they need to be recognized.

**Answer:** For governmental accounting, you recognize loans as revenues and grants as revenues in the year in which you receive them. So even though you're planning on receiving the CIB loan, you don't need to recognize it on the books until you actually receive the money.

Please let me know if there is anything else I can do to help. Feel free to call me if needed.

Thank you,

## J. Kipp Lewis, CPA

P: 435.865.7666 Ext.107
E: klewis@hintonburdick.com

www.HintonBurdick.com



- 1. The budget line items and categories" is helpful as it includes what detail is expected to be included in each budget line item, but I did not see any dollar amounts for review. Provided for Information Only. See the Budget Proposal for dollar amounts
- 2. The "Call Out" budget line item should not include travel for the chief or anyone else. It is for response call outs only. Removed
- 3. The Administrative/Accounting budget line item went up by 25% over prior year. As per last month's meeting the Chair requested, we allocate a stipend for Chief Banks. The Board will determine how this will look.
- 4. Under the budget line description of "Streamline Web Services." As discussed at the last several meetings, The ADA approved webpage.
- 5. Debt service did not include an estimate. Kip Lewis will address.
- 6. Truck payments and debt service for vehicles and equipment cannot be funded by impact fees. This is not the case refer to October 2022 Fire Board Meeting minutes.
- 7. The intertest expense budget line item could/should include the related interest associated with truck payments if material. Corrected
- 8. There is no such budget line item called "purchase of non-fixed assets". It is a matter of semantics, the "purchase of non-fixed assets" certainly could be used, however, the category now read as "Station Supplies."
- 9. On line 1.10 there is a proposed \$13,000 transfer in from fund balance. On line 2.21 there is a proposed transfer out to fund balance of 35,000. These two should be netted together and the total reflected in the latter line item. Kip Lewis will discuss review.
- 10. Depreciation was included in prior year and not this year. Please explain why or why not. Kip Lewis discuss and review.
- 11. Debt service line item has no entry. See comment above about the use of this line if we intend to accept the grant/financing. Kip Lewis will discuss and review.
- 12. Why did operations and maintenance go down so much? Did this get broken out into additional categories with amounts (ie contracted services and/or safety equipment). If so please share how much was in each category in the prior year's actual so that a comparison for reasonableness can be made. Yes, line items were moved. Information available on-line Quick Books.