



KING COUNTY FIRE PROTECTION DISTRICT NO.16

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KENMORE, WA 98028

BUSINESS: 425-354-1780 FAX: 425-354-1781

2013 Fourth Quarter Financial Activity Report

Fourth Quarter Financial Activity

The documents presented with this report provide detail of the financial activity that occurred in the General Revenue, General Expense and Reserve Fund Accounts during fourth quarter of 2013.

This report also includes a summary of the year to date fund activity as of December 31, 2013. This summary provides a comparison of fund balances as shown by King County and the District's accounting program. A brief description is provided for any differences identified between the County and District accounting.

At the second meeting in April, the Board will receive the 2013 Annual Financial Report as well as a variance report detailing areas of the budget that were exceeded or underutilized.

Revenues

\$3,512,817.44 in revenue was received in the fourth quarter of 2013. Year-to-date receipts were \$7,480,564.30 of which \$6,867,707.04 are 2013 levy and fire benefit charge revenues. As of December 31, 2013, 99.3% of the projected 2013 taxes and fire benefit charge fees have been collected. Other revenues collected are all within expected ranges.

Expenditures

The District expended \$1,723,842.12 during the fourth quarter which represents approximately 23.3% of the annual budget. Year to date expenses were \$7,027,403.67 leaving 5% or \$350,448.33 the 2013 budget remaining. There are no outstanding or expected 13th month expenses that would increase the expenses reported for 2013.

Reserve Fund Activity

Reserve Fund activity for the fourth quarter included a normal level of expenses from the Employee Benefit subaccount for LEOFF 1 medical reimbursements. \$605,000 was transferred to the Capital fund from the Facilities Improvement subaccount. \$79,387.03 of HRA funding was moved from the General Expense Fund to the Employee Benefit subaccount.

Expense Fund Variance Report

Variances between what was planned and actually expensed in 2013 are explained in the attached variance report. Only items that were significantly over or under expensed are included in this report.

**Northshore Fire Department
2013 Fund Activity Summary
YTD December 2013**

Funds	Beginning Cash	Add 2013 Receipts	Less 2013 Disbursements	Transfers (Out)	Transfers In	Ending Cash	Balance Per County	Difference
YTD Fund Activity Summary								
Expense	5,187,540.88	\$ 5,147,226.75	\$ (7,027,403.67)	\$ (342,262.56)	\$ 2,333,337.55	\$ 5,298,438.95	\$ 5,348,613.29	\$ (50,174.34)
Fire Benefit Charge Fund	-	2,333,337.55	-	(2,333,337.55)		\$ -	-	-
Capital Project Fund	1,025,480.54	9,977.02	(1,300,170.02)		607,082.56	\$ 342,370.10	342,370.10	(0.00)
Reserve Fund	7,696,273.61	154,898.97	(305,282.82)	(605,000.00)	340,180.00	\$ 7,281,069.76	7,281,069.76	-
Donation Fund	77,380.99	3,427.52	(1,769.66)			\$ 79,038.85	79,038.85	-
G.O. Bond	\$(17,362,210.78)	1,148,008.70	(671,410.76)			\$ (16,885,612.84)	(16,885,612.84)	-
	\$ (3,375,534.76)	\$ 8,796,876.51	\$ (9,306,036.93)	\$ (3,280,600.11)	\$ 3,280,600.11	\$ (3,884,695.18)	\$ (3,834,520.84)	\$ (50,174.34)

Explanation of differences	County vs Bars Timing Diff	Postings to Different Funds	Immaterial Differences	Total Difference
Expense	\$ (50,174.34)		(0.00)	\$ (50,174.34)
Fire Benefit Charge Fund			-	-
Capital Project Fund			(0.00)	(0.00)
Reserve Fund			-	-
Donation Fund			-	-
G.O. Bond	\$ (50,174.34)	\$ -	(0.00)	\$ (50,174.34)

Non-county Bank Account Balances

Payroll Account Balance (US Bank) 12/31/13	10,000.00
HRA Account (US Bank) 12/31/13	9,651.49
Petty Cash Check Book (Prime Pacific) 12/31/13	5,000.00
Total	<u>24,651.49</u>

Summary of Revenue Accounts

General Fund 10-016-0010

Period: 4th Quarter

Account Number	Account Name	Current Quarter	YTD
311-10-01-	Levy Taxes (Property Tax Current)	2,067,358.78	4,534,369.49
311-10-02-	Levy Tax Delinquent (Property Tax Delinquent)	13,541.92	104,300.96
317-20-01-	Leashold Excise Tax	340.45	759.16
317-40-00-	Forest Excise Tax	1.44	7.00
321-30-01-	Fire Protection Services -Plans Review - Kenmore	1,160.00	4,376.00
321-30-02-	Fire Protection Services - Permits-Kenmore	3,246.00	17,900.00
321-30-03-	Fire Protection Services - Annual Permits - Kenmore	2,320.00	11,035.00
321-30-04-	Fire Protection Services - Plans Review - LFP	140.00	624.00
321-30-05-	Fire Protection Services - Permits - LFP	1,290.00	3,910.00
321-30-06-	Fire Protection Services - Annual Permits - LFP	200.00	2,870.00
334-04-09-	Dept of Health EMS Grant		1,208.00
337-00-01	Kenmore Pump House	2,817.70	2,817.70
337-00-02-	Kenmore & Northshore Park - n- Rides In Lieu	3,519.00	11,734.60
337-00-03	Northshore School Distric in Lieu		4,588.59
337-00-04	Shoreline School District in Lieu	948.00	948.00
337-00-05	St. Edwards State Park in Lieu		4,978.01
337-00-06-	King County Housing Authority		6,226.00
337-00-08-	AMR Penalties	5,900.00	25,400.00
337-00-10	Fire Control Services - BLS Contract	356,699.00	356,699.00
337-00-13-	Restitution - Emergency Response Refund	75.00	254.69
341-70-00-	CPR/First Aid Classes	355.00	3,295.00
341-70-01-	Helmet Program	28.00	348.00
341-70-04	Community Outreach - Schools		1,000.00
342-25-00-00	Fire Benefit Charge	1,046,026.41	2,333,337.55
361-11-01-	Investment Interest	6,259.88	28,549.48
369-40-01-	Judgments and Settlements		16,367.17

369-90-01-	Other Misc Revenue		32.55
389-00-00-	Other Nonrevenues	97.65	358.05
389-00-01-	Non revenue refund	135.77	954.96
389-00-03-	Awards Banquet Dinners		292.35
389-00-04-	Fuel Refund	357.44	1,022.99
		Total	
		<u>3,512,817.44</u>	<u>7,480,564.30</u>

Summary of Expense

General Fund 10-016-0010

Period: 4th Quarter

Account Number		Current Quarter	YTD	Budget	Remaining Amount	
522	FIRE CONTROL- ADMINISTRATION	1,661,703.06	6,778,862.75	7,121,988.00	343,125.25	5%
525	EMERGENCY SERVICES (DISASTER)	0.00	0.00	0.00	0.00	
528	COMMUNICATIONS, ALARMS, AND DISPATCH	60,415.35	240,719.24	245,900.00	5,180.76	2%
589	OTHER NONEXPENDITURES	1,723.71	7,857.68	10,000.00	2,142.32	21%
597	Transfers	0.00	36.00	0.00	36.00	
Total		1,723,842.12	7,027,403.67	7,377,888.00	350,448.33	5%

2013 Summary of Reserve Fund Activity

Fourth Quarter Activity Report

Account Number	Account Name	2013 Allocation	2013 Reserve Fund		Current Quarter Activity		YTD Activity	Balance
			Goals		Credit	Debit		
1	Natural Disaster	\$ -	\$ 250,000.00					\$ 250,000.00
2	Insurance Contingency	\$ -	\$ 200,000.00					\$ 200,000.00
3	Unplanned Loss of Revenue	\$ -	1,833,050.00					\$ 1,833,050.00
4	Employee Benefit	\$ 79,435.84	\$ 2,956,290.61	\$ (79,387.03)	\$ 27,967.90	\$ 106,492.69		\$ 2,849,797.92
5	Equipment Replacement	\$ 233,238.66	\$ 1,362,113.00		\$ 5,108.89	\$ 69,587.52		\$ 1,292,525.48
6	Facilities Improvement	\$ 27,505.50	\$ 805,000.00		\$ 614,293.11	\$ 631,068.88		\$ 173,931.12
7	Board Designated Reserves	\$ -	\$ 630,000.00					\$ 630,000.00
	Interest income and fees			\$ (9,789.45)	\$ 821.16	\$ (51,765.24)		\$ 51,765.24
TOTALS		\$ 340,180.00	\$8,036,453.61	(89,176.48)	\$648,191.06	\$755,383.85		\$7,281,069.76

2013 Budget Variance Report

General Fund 10-016-0010

<u>Account Name</u>		<u>Actual</u>	<u>Budget</u>	<u>Variance</u>	
522-10 - Fire Control - Admin					
522-10-10-01	SALARIES ADMINISTRATION	351,291.99	3,500,000.00	(1,291.99)	0
522-10-10-01:001	Office Temp	4,291.53	-	(4,291.53)	0
<i>Temporary office support was required to fill in for a long term leave of absence of an Administrative Specialist</i>					
522-10-10-10-05	EMPLOYEE BENEFITS	7,224.00	-	(7,224.00)	0
522-10-10-01:0002	Unemployment	7,224.00	-	(7,224.00)	0
<i>The District self-insures for unemployment compensation, with such low turnover the District does not budget for unemployment benefits. These expenses were incurred in the first quarter; the District has no further obligation for unemployment benefits at this time.</i>					
522-10-41-04	FIRE BENEFIT FEE COLLECTION CHARGE	52,655.12	46,500.00	(6,155.12)	-13
522-10-41-04:0003	Fee Collection Charge	36,030.92	30,000.00	(6,030.92)	-20
<i>Fire benefit charge collection fees are billed by the county twice per year. The county did not bill the second half charge of 2012 until January of 2013, thus we were billed three</i>					
522-10-41-10	LEGAL	45,868.66	95,000.00	49,131.34	52
<i>The need for general legal counsel services were low during 2013, however, significant services were required for the capital project.</i>					
522-10-49-01	HIRING / PROMOTIONAL EXAM EXPENSES	14,789.09	6,700.00	(8,089.09)	-121
<i>There were two hiring processes and one promotional process conducted in 2013. Only one hiring process was planned.</i>					
522-10-51-00	ELECTION COSTS AND FEES	73,839.94	55,000.00	(18,839.94)	-34
<i>The District conducted the benefit charge revalidation election in April. The cost per ballot is dependent on the number of other measures on the ballot. The cost was higher than anticipated due to the absence of other measures on the April ballot.</i>					
522-20 - Suppression					
522-20-10-01	SUPPRESSION SALARIES	3,625,771.69	3,750,000.00	124,228.31	3
<i>Suppression salaries were less than expected due to a vacancy for part of the year and reimbursements received and charged back to this line item.</i>					
522-20-10-02	ACTING PAY	26,477.51	15,000.00	(11,477.51)	-77
<i>Acting pay was higher than expected due to a large number of leave of absences involving officers.</i>					
522-20-11-01	OVERTIME	288,511.47	267,200.00	(21,311.40)	-8
<i>Overtime utilization was higher than anticipated due to the large number of leaves of absence.</i>					
522-20-31-02	PROTECTIVE EQUIPMENT	9,494.56	6,500.00	(2,994.56)	-46
<i>Four new employees were hired and equipped with protective equipment, only two were anticipated when the budget was prepared.</i>					
522-30 - Fire Prevention					
522-30-31-08	NEWSLETTER	7,536.75	15,000.00	7,463.25	50
<i>Two newsletters were planned only one was done.</i>					
522-40 - Training					
522-45-10-02	TRAINING DIRECTOR CONTRACT SERVICES	119,613.63	115,500.00	(4,113.63)	-4
<i>Additional time was required to assist with an additional hiring and promotional process.</i>					
522-45-41-04	RECRUIT CLASS	1,909.56	-	(1,909.56)	-100
<i>Direct costs for recruit academy were not planned. This amount was paid to offset instructor costs provided by Bellevue Fire Department for Academy 13-1.</i>					
522-50 - Facilities					
522-50-48-01	VEHICLE MAINTENANCE	36,937.82	61,500.00	24,562.18	40
522-50-48-01:0001	Preventative Maintenance & Repairs	36,871.93	60,000.00	23,128.07	39
<i>Vehicle maintenance costs were low, likely reflects the age and quality of the fleet and service provided.</i>					
589 - Other Non-expenditures					
589-00-01-00	AD VALOREM TAX REFUNDS	7,857.68	10,000.00	2,142.32	21
<i>Ad Valorem refunds vary from year to year and are very difficult to predict. Last year were overspent this line item by approximately \$3,000.</i>					

NOTE : In addition to the line items listed above, costs for LEOFF II, PERS, L&I, Medicare and medical insurance were originally budgeted in the Fire Control and Administration section of the budget. These items were subsequently spread throughout the various sections of the budget where the expenses are incurred. For example, the suppression section now has LEOFF II, L&I, Medicare and medical costs for the firefighters assigned to suppression. Admin, Training and Prevention all adjusted by staff assigned as well. The costs incurred for all of these items were at or below the original budgeted values.