



Central Whidbey Island Fire & Rescue

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Professionalism • Integrity • Compassion • Excellence

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2016 Second Quarter Report & Proposed Budget Adjustments

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Introduction

Central Whidbey Island Fire & Rescue has expended 21% of its Maintenance and Operations (M&O) budget in the first three months of 2016. This is well within our target of 24.99% (on an even prorated basis). However, based on analysis of expenditures and projections, we have identified a number of areas within the M&O and Capital budgets which are recommended for adjustment.

Budget Adjustment Format

District Executive Staff have worked to provide clear, simple explanation for proposed adjustments in the Proposed Budget Change report and have provided expanded justification for major changes (defined as an adjustment of any line that is greater than \$2000).

The *2016 Second Quarter Report and Proposed Budget Adjustment* is comprised of this narrative report and the *2016 Proposed Budget Changes* report (attached).

Budget Adjustment Overview

The *2016 Proposed Budget Changes* report (attached) details proposed adjustments to the General Fund and Capital Projects Fund budgets on a line-by-line basis. This report identifies:

- Original (Adopted) Budget Amount
- Proposed (Adjusted) Budget Amount
- Difference (Increase or Decrease)
- Remarks providing explanation and justification

If a change in a line (increase or decrease) is in excess of \$2,000 additional explanation and justification for this proposed adjustment is provided in this report (by line number).

Proposed budget adjustments presented in this report are divided into three sections.

- Adjustment of lines in the Maintenance and Operations and Capital Budgets related to programs and projects that have a net zero impact on the General Fund
- Proposed appropriation of funds received from insurance settlements.
- Transfer from the Contingency Fund to the General Fund

General Fund Internal Adjustments

This section includes expanded explanation and justification of proposed changes (decrease) greater than \$2000. Explanation and justification of proposed changes of less than or equal to \$2000 are included directly on the *2015 Proposed Budget Changes* report (attached).

General Fund Internal Adjustment

522 20 18 04 VIP Annual Pay

Payment to volunteer members under the Volunteer Incentive Program was less than anticipated. In that this payment is made once annually, it is recommended that this line be decreased by \$2,359 to offset increases in other lines within the Maintenance and Operations Budget.

522 20 19 04 Quarterly Stipend

Payment to volunteer members under for Quarterly Stipends was less than anticipated in the 4th Quarter of 2015. It is anticipated that Quarterly Stipend payments will remain lower for the balance of the year due to a smaller than planned increase in volunteer staffing. As such, it is recommended that this line be decreased by \$4,891 to offset increases in other lines within the Maintenance and Operations Budget.

General Fund Appropriation

Increase in the General Fund to Maintenance & Operations Budget

Compensation for loss or damage was received in the amount of \$10,625.49 related to incidents involving a collision between an overhead door at Station 53 and Engine 53 and a hit and run collision involving an unknown party and Command Vehicle 505.

522 50 48 03 Station 53 Repair & Maintenance

Increase by \$2,944.60 through appropriation of funds received as compensation for loss or damage.

522 60 48 01 Apparatus Repair & Maintenance

Increase by \$7,680.89 through appropriation of funds received as compensation for loss or damage.

Contingency Transfer

522-10-51-01 Administrative Audit

Transfer \$11,700 from the Contingency [Administrative] Fund to this line based on the additional expense of the Five Year Financial and Three Year Accountability Audit completed by the Washington State Auditor's Office.