

## **ANNUAL REPORT CERTIFICATION**

Island County Fire Protection District No 5

(Official Name of Government)

1117

MCAG No.

Submitted pursuant to RCW 43.09.230 to the Washington State Auditor's Office

For the Fiscal Year Ended 12/31/2019

### **GOVERNMENT INFORMATION:**

Official Mailing Address 1164 Race Rd  
Coupeville, WA 98239-4013

Official Website Address www.cwfire.org

Official E-mail Address cwfire@cwfire.org

Official Phone Number 360-678-3602

### **AUDIT CONTACT or PREPARER INFORMATION and CERTIFICATION:**

Audit Contact or Preparer Name and Title Owen Thompson Audit Intern

Contact Phone Number \_\_\_\_\_

Contact E-mail Address owen.thompson@sao.wa.gov

I certify 9th day of June, 2020, that annual report information is complete, accurate and in conformity with the Budgeting, Accounting and Reporting Systems Manual, to the best of my knowledge and belief, having reviewed this information and taken all appropriate steps in order to provide such certification. I acknowledge and understand our responsibility for the design and implementation of controls to ensure accurate financial reporting, comply with applicable laws and safeguard public resources, including controls to prevent and detect fraud. Finally, I acknowledge and understand our responsibility for immediately submitting corrected annual report information if any errors or an omission in such information is subsequently identified.

Signatures

## ANNUAL REPORT CERTIFICATION

### Central Whidbey Island Fire & Rescue MCAG No. 1117

Submitted pursuant to RCW 43.09.230 to the Washington State Auditor's Office  
For the Fiscal Year Ended December 31, 2019

#### GOVERNMENT INFORMATION:

Official Mailing Address 1164 Race Rd, Coupeville, WA 98239

Official Website Address [www.cwfire.org](http://www.cwfire.org)

Official E-mail Address [cwfire@cwfire.org](mailto:cwfire@cwfire.org)

Official Phone Number (360) 678-3602

#### PREPARER INFORMATION and CERTIFICATION:

Audit Contact or Preparer Name and Title: Cathy Niiro, Finance Officer

Contact Phone Number (360) 678-3602

Contact E-mail Address [cwfire@cwfire.org](mailto:cwfire@cwfire.org)

It is hereby certified on this 28th day of May, 2020 that the District's annual report information is complete, accurate and in conformity with the Budgeting, Accounting and Reporting Systems Manual, to the best of our knowledge and belief, having reviewed this information and taken all appropriate steps in order to provide such certification.

We acknowledge and understand our responsibility for the design and implementation of controls to ensure accurate financial reporting, comply with applicable laws and safeguard public resources, including controls to prevent and detect fraud. Finally, we acknowledge and understand our responsibility for immediately submitting corrected annual report information if any errors or an omission in such information is subsequently identified.

Reviewer Signature:

  
Ed Hartin, Fire Chief

05/29/2020

**ANNUAL REPORT CERTIFICATION**

**Central Whidbey Island Fire & Rescue  
MCAG No. 1117**

Submitted pursuant to RCW 43.09.230 to the Washington State Auditor's Office  
For the Fiscal Year Ended December 31, 2019

**GOVERNMENT INFORMATION:**

Official Mailing Address 1164 Race Rd, Coupeville, WA 98239

Official Website Address [www.cwfire.org](http://www.cwfire.org)

Official E-mail Address [cwfire@cwfire.org](mailto:cwfire@cwfire.org)

Official Phone Number (360) 678-3602

**PREPARER INFORMATION and CERTIFICATION:**

Audit Contact or Preparer Name and Title: Cathy Niiro, Finance Officer

Contact Phone Number (360) 678-3602

Contact E-mail Address [cwfire@cwfire.org](mailto:cwfire@cwfire.org)

It is hereby certified on this 26th day of May, 2020 that the District's annual report information is complete, accurate and in conformity with the Budgeting, Accounting and Reporting Systems Manual, to the best of our knowledge and belief, having reviewed this information and taken all appropriate steps in order to provide such certification.

We acknowledge and understand our responsibility for the design and implementation of controls to ensure accurate financial reporting, comply with applicable laws and safeguard public resources, including controls to prevent and detect fraud. Finally, we acknowledge and understand our responsibility for immediately submitting corrected annual report information if any errors or an omission in such information is subsequently identified.

Audit Contact or Preparer Signature:

Cathy Niiro  
Cathy Niiro, Finance Officer

Reference	#	Question	Answer	Explanation
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Preparer	86	Local Government Contact Information for Preparer:		
		Name:		
		Telephone number:		
		E-mail address:		

**Island County Fire Protection District No. 5**

Schedule 01

For the year ended December 31, 2019

MCAG	Fund #	Fund Name	BARS Account	BARS Name	Amount
1117	001	General Fund	3088000	Unreserved Cash and Investments - Beginning	\$3,134,289
1117	001	General Fund	3111000	Property Tax	\$2,335,038
1117	001	General Fund	3340490	State Grant from Department of Health	\$1,266
1117	001	General Fund	3370701	Local Grants, Entitlements and Other Payments	\$1,132
1117	001	General Fund	3370702	Local Grants, Entitlements and Other Payments	\$1,500
1117	001	General Fund	3370705	Local Grants, Entitlements and Other Payments	\$470
1117	001	General Fund	3372000	Local Grants, Entitlements and Other Payments	\$2,605
1117	001	General Fund	3374000	Local Grants, Entitlements and Other Payments	\$669
1117	001	General Fund	3422100	Fire Protection and Emergency Medical Services	\$100,748
1117	001	General Fund	3424000	Protective Inspection Services	\$6,416
1117	001	General Fund	3424000	Protective Inspection Services	\$2,086
1117	001	General Fund	3611000	Investment Earnings	\$553
1117	001	General Fund	3611100	Investment Earnings	\$54,540
1117	001	General Fund	3624000	Rents and Leases	\$2,659
1117	001	General Fund	3625000	Rents and Leases	\$13,446
1117	001	General Fund	3671100	Contributions and Donations from Nongovernmental Sources	\$1,716
1117	001	General Fund	3671900	Contributions and Donations from Nongovernmental Sources	\$1,832
1117	001	General Fund	3699100	Miscellaneous Other	\$6,342

MCAG	Fund #	Fund Name	BARS Account	BARS Name	Amount
1117	001	General Fund	5221020	Administration	\$3
1117	001	General Fund	5221020	Administration	\$9
1117	001	General Fund	5221020	Administration	\$16,194
1117	001	General Fund	5221020	Administration	\$19,286
1117	001	General Fund	5221020	Administration	\$15,644
1117	001	General Fund	5221020	Administration	\$6,917
1117	001	General Fund	5221020	Administration	\$5,498
1117	001	General Fund	5221020	Administration	\$9,970
1117	001	General Fund	5221020	Administration	\$1,395
1117	001	General Fund	5221020	Administration	\$892
1117	001	General Fund	5221030	Administration	\$3,951
1117	001	General Fund	5221030	Administration	\$12,762
1117	001	General Fund	5221030	Administration	\$1,309
1117	001	General Fund	5221030	Administration	\$4,696
1117	001	General Fund	5221030	Administration	\$4,997
1117	001	General Fund	5221030	Administration	\$389
1117	001	General Fund	5221040	Administration	\$335
1117	001	General Fund	5221040	Administration	\$4,175
1117	001	General Fund	5221040	Administration	\$2,588
1117	001	General Fund	5221040	Administration	\$935
1117	001	General Fund	5221040	Administration	\$341
1117	001	General Fund	5221040	Administration	\$21,711
1117	001	General Fund	5221040	Administration	\$425
1117	001	General Fund	5221040	Administration	\$3,625
1117	001	General Fund	5221040	Administration	\$570
1117	001	General Fund	5221040	Administration	\$962
1117	001	General Fund	5221040	Administration	\$60
1117	001	General Fund	5221040	Administration	\$8,090
1117	001	General Fund	5221040	Administration	\$3,132
1117	001	General Fund	5221040	Administration	\$6,357
1117	001	General Fund	5221040	Administration	\$2,091
1117	001	General Fund	5221040	Administration	\$40
1117	001	General Fund	5221040	Administration	\$1,164
1117	001	General Fund	5221040	Administration	\$874

MCAG	Fund #	Fund Name	BARS Account	BARS Name	Amount
1117	001	General Fund	5222020	Fire Suppression and Emergency Medical Services	\$16,883
1117	001	General Fund	5222020	Fire Suppression and Emergency Medical Services	\$90
1117	001	General Fund	5222020	Fire Suppression and Emergency Medical Services	\$16,805
1117	001	General Fund	5222020	Fire Suppression and Emergency Medical Services	\$1,270
1117	001	General Fund	5222020	Fire Suppression and Emergency Medical Services	\$3,245
1117	001	General Fund	5222020	Fire Suppression and Emergency Medical Services	\$226
1117	001	General Fund	5222030	Fire Suppression and Emergency Medical Services	\$1,987
1117	001	General Fund	5222030	Fire Suppression and Emergency Medical Services	\$3,475
1117	001	General Fund	5222030	Fire Suppression and Emergency Medical Services	\$82
1117	001	General Fund	5222030	Fire Suppression and Emergency Medical Services	\$13
1117	001	General Fund	5222030	Fire Suppression and Emergency Medical Services	\$6,206
1117	001	General Fund	5222030	Fire Suppression and Emergency Medical Services	\$2,837
1117	001	General Fund	5222030	Fire Suppression and Emergency Medical Services	\$18,644
1117	001	General Fund	5222030	Fire Suppression and Emergency Medical Services	\$6,236
1117	001	General Fund	5222030	Fire Suppression and Emergency Medical Services	\$511

MCAG	Fund #	Fund Name	BARS Account	BARS Name	Amount
1117	001	General Fund	5223010	Fire Prevention and Investigation	\$2,055
1117	001	General Fund	5223010	Fire Prevention and Investigation	\$5,220
1117	001	General Fund	5223010	Fire Prevention and Investigation	\$22,358
1117	001	General Fund	5223010	Fire Prevention and Investigation	\$1,703
1117	001	General Fund	5223010	Fire Prevention and Investigation	\$17,877
1117	001	General Fund	5223010	Fire Prevention and Investigation	\$14,890
1117	001	General Fund	5223020	Fire Prevention and Investigation	\$8,321
1117	001	General Fund	5223020	Fire Prevention and Investigation	\$25,237
1117	001	General Fund	5223020	Fire Prevention and Investigation	\$116,582
1117	001	General Fund	5223020	Fire Prevention and Investigation	\$30,151
1117	001	General Fund	5223030	Fire Prevention and Investigation	\$173
1117	001	General Fund	5223030	Fire Prevention and Investigation	\$1,609
1117	001	General Fund	5223030	Fire Prevention and Investigation	\$660
1117	001	General Fund	5223030	Fire Prevention and Investigation	\$2,877
1117	001	General Fund	5223030	Fire Prevention and Investigation	\$385
1117	001	General Fund	5223030	Fire Prevention and Investigation	\$1,603
1117	001	General Fund	5223030	Fire Prevention and Investigation	\$234
1117	001	General Fund	5223030	Fire Prevention and Investigation	\$789
1117	001	General Fund	5223030	Fire Prevention and Investigation	\$2,010
1117	001	General Fund	5223030	Fire Prevention and Investigation	\$65
1117	001	General Fund	5223040	Fire Prevention and Investigation	\$128



MCAG	Fund #	Fund Name	BARS Account	BARS Name	Amount
1117	001	General Fund	5224540	Training Obtained by Employees	\$5,446
1117	001	General Fund	5224540	Training Obtained by Employees	\$5,646
1117	001	General Fund	5224540	Training Obtained by Employees	\$248
1117	001	General Fund	5224540	Training Obtained by Employees	\$8,604
1117	001	General Fund	5224540	Training Obtained by Employees	\$2,320
1117	001	General Fund	5224540	Training Obtained by Employees	\$850
1117	001	General Fund	5224540	Training Obtained by Employees	\$7,327
1117	001	General Fund	5224540	Training Obtained by Employees	\$4,260
1117	001	General Fund	5224540	Training Obtained by Employees	\$2,635
1117	001	General Fund	5224540	Training Obtained by Employees	\$3,697
1117	001	General Fund	5224540	Training Obtained by Employees	\$123
1117	001	General Fund	5225020	Facilities	\$135
1117	001	General Fund	5225030	Facilities	\$1,668
1117	001	General Fund	5225030	Facilities	\$507
1117	001	General Fund	5225030	Facilities	\$60
1117	001	General Fund	5225030	Facilities	\$965
1117	001	General Fund	5225030	Facilities	\$444
1117	001	General Fund	5225030	Facilities	\$3,490
1117	001	General Fund	5225030	Facilities	\$4,156
1117	001	General Fund	5225030	Facilities	\$3,670
1117	001	General Fund	5225030	Facilities	\$977
1117	001	General Fund	5225030	Facilities	\$411
1117	001	General Fund	5225030	Facilities	\$1,740
1117	001	General Fund	5225030	Facilities	\$517
1117	001	General Fund	5225040	Facilities	\$155
1117	001	General Fund	5225040	Facilities	\$124
1117	001	General Fund	5225040	Facilities	\$155
1117	001	General Fund	5225040	Facilities	\$1,199

MCAG	Fund #	Fund Name	BARS Account	BARS Name	Amount
1117	001	General Fund	5226040	Vehicles and Equipment Maintenance	\$33,715
1117	001	General Fund	5088000	Unreserved Cash and Investments - Ending	\$3,295,113
1117	210	2017 Capital Bond Fund	5088000	Unreserved Cash and Investments - Ending	\$7,504,114
1117	211	Bond Redmption Fund	5088000	Unreserved Cash and Investments - Ending	\$2,343
1117	310	General Capital Projects	5088000	Unreserved Cash and Investments - Ending	\$1,822,737
1117	001	General Fund	3952000	Compensation for Loss/Impairment of Capital Assets	\$10,107
1117	211	Bond Redmption Fund	3970000	Transfers-In	\$372,700
1117	310	General Capital Projects	3881000	Prior Period Adjustment (s)	\$6,313
1117	310	General Capital Projects	3970000	Transfers-In	\$205,119
1117	001	General Fund	5850000	Special or Extraordinary Items	\$9,000
1117	001	General Fund	5881000	Prior Period Adjustment (s)	\$6,313
1117	001	General Fund	5899000	Other Custodial Activities	(\$4,569)
1117	001	General Fund	5970000	Transfers-Out	\$205,119
1117	210	2017 Capital Bond Fund	5942260	Capital Expenditures/Expenses - Fire Suppression and EMS Services	\$131,665
1117	210	2017 Capital Bond Fund	5970000	Transfers-Out	\$372,700
1117	211	Bond Redmption Fund	5912270	Debt Repayment - Fire Suppression and EMS Services	\$120,000
1117	211	Bond Redmption Fund	5922280	Interest and Other Debt Service Cost - Fire Suppression and EMS Services	\$252,700
1117	310	General Capital Projects	5942260	Capital Expenditures/Expenses - Fire Suppression and EMS Services	\$26,849
1117	310	General Capital Projects	5942260	Capital Expenditures/Expenses - Fire Suppression and EMS Services	\$3,428

**ISLAND CO FIRE PROTECTION DIST 5**

MCAG #: 1117

**SCHEDULE 01 REVENUES**

Detail of Revenues & Other Sources  
For Year Ending: December 31, 2019

**001 General Fund**

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**BAS EL OB LA**

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369 91 04 00	WGH Utilities (Sta. 51)	6,341.98
369 91 05 00	CPR Course Fees	1,050.00
369 91 08 00	Instructional/Safety Services	100.00
369.00	TOTAL OTHER MISCELLANEOUS REVENUES	7,491.98
360.00	TOTAL	82,237.75
395 20 00 00	Compensation For Loss/Damage	10,107.49
395.00	TOTAL DISPOSITION OF CAPITAL ASSETS	10,107.49
390.00	TOTAL	10,107.49
300.00	TOTAL RESOURCES	5,678,562.57

**ISLAND CO FIRE PROTECTION DIST 5**

MCAG #: 1117

CHEDULE 01 EXPENDITURES

Detail of Expenditures & Other Uses  
For Year Ending: December 31, 2019

001 General Fund

BAS EL

522.10	Administration	
11	Salaries & Wages	302,944.51
12	Salaries & Wages	10,853.30
13	Salaries & Wages	19,840.00
19	Salaries & Wages	22,556.69
20	Personnel Benefits	22,981.58
21	Personnel Benefits	13,398.92
22	Personnel Benefits	2,097.60
23	Personnel Benefits	51,122.89
24	Personnel Benefits	23,779.77
28	Personnel Benefits	891.66
31	Office & Operating Supplies	22,718.35
35	Small Tools And Minor Equipment	5,386.40
40	Other Services And Charges	335.22
41	Professional Services	34,369.92
42	Communications	20,691.55
43	Travel	1,204.20
44	Taxes And Operating Assessments	1,536.78
45	Operating Rentals & Leases	3,018.40
46	Insurance	43,760.00
49	Miscellaneous	18,124.97
522.20	Fire Suppression And Emergency Medical Services	
10	Salaries & Wages	138,070.75
11	Salaries & Wages	4,476.77
13	Salaries & Wages	387.84
14	Salaries & Wages	690.90
18	Salaries & Wages	3,450.00
19	Salaries & Wages	23,325.00
21	Personnel Benefits	13,848.80
22	Personnel Benefits	17,058.84
23	Personnel Benefits	89.98
24	Personnel Benefits	16,805.34
26	Personnel Benefits	4,740.64
31	Office & Operating Supplies	14,600.09
32	Fuel Consumed	18,643.61
35	Small Tools And Minor Equipment	18,469.08
41	Professional Services	12,729.98
42	Communications	54,357.01
48	Repairs & Maintenance	11,415.47
49	Miscellaneous	88.74
522.30	Fire Prevention & Investigation	
10	Salaries & Wages	470,919.16
11	Salaries & Wages	810.99
12	Salaries & Wages	56,339.94
13	Salaries & Wages	2,055.12
15	Salaries & Wages	5,220.16
16	Salaries & Wages	22,358.20
17	Salaries & Wages	1,703.35
18	Salaries & Wages	17,876.74
19	Salaries & Wages	14,889.64
21	Personnel Benefits	8,320.69

# ISLAND CO FIRE PROTECTION DIST 5

MCAG #: 1117

SCHEDULE 01 EXPENDITURES

Detail of Expenditures & Other Uses

For Year Ending: December 31, 2019

001 General Fund

BAS EL

	22	Personnel Benefits	25,237.34
	23	Personnel Benefits	116,581.59
	24	Personnel Benefits	30,151.05
	31	Office & Operating Supplies	10,340.23
	35	Small Tools And Minor Equipment	65.09
	48	Repairs & Maintenance	127.59
	49	Miscellaneous	560.00
522.45		Training Obtained By Employees	
	11	Salaries & Wages	91,638.38
	12	Salaries & Wages	2,566.85
	13	Salaries & Wages	1,817.46
	16	Salaries & Wages	3,563.95
	19	Salaries & Wages	3,468.48
	21	Personnel Benefits	1,401.87
	22	Personnel Benefits	3,844.47
	23	Personnel Benefits	16,743.24
	24	Personnel Benefits	6,132.06
	31	Office & Operating Supplies	2,830.70
	35	Small Tools And Minor Equipment	1,285.70
	43	Travel	12,500.75
	45	Operating Rentals & Leases	8,604.00
	49	Miscellaneous	21,211.41
522.50		Facilities	
	20	Personnel Benefits	135.29
	31	Office & Operating Supplies	3,644.72
	32	Fuel Consumed	11,315.58
	35	Small Tools And Minor Equipment	3,645.06
	40	Other Services And Charges	433.10
	41	Professional Services	4,767.99
	47	Utility Services	22,540.37
	48	Repairs & Maintenance	20,206.57
522.60		Vehicles And Equipment Maintenance	
	11	Salaries & Wages	86,446.25
	13	Salaries & Wages	1,648.23
	19	Salaries & Wages	3,296.46
	21	Personnel Benefits	1,269.15
	22	Personnel Benefits	3,292.37
	23	Personnel Benefits	23,941.68
	24	Personnel Benefits	4,749.16
	31	Office & Operating Supplies	3,418.98
	35	Small Tools And Minor Equipment	3,048.37
	43	Travel	44.80
	48	Repairs & Maintenance	33,715.08
522.00		TOTAL FIRE SUPPRESSION AND EMERGENCY MEDICAL SERVIC	2,167,586.96
520.00			2,167,586.96
585.00			
	00		9,000.36

# ISLAND CO FIRE PROTECTION DIST 5

MCAG #: 1117

SCHEDULE 01 EXPENDITURES

Detail of Expenditures & Other Uses

For Year Ending: December 31, 2019

001 General Fund

BAS EL

585.00 TOTAL	9,000.36
588.10	
00	6,313.14
588.00 TOTAL PRIOR PERIOD(S) ADJUSTMENTS	6,313.14
589.90 Other Custodial Activities	
00	-4,569.47
589.00 TOTAL CUSTODIAL ACTIVITIES	-4,569.47
580.00	10,744.03
597.00	
00	205,119.00
597.00 TOTAL TRANSFERS-OUT	205,119.00
590.00	205,119.00
500.00 TOTAL EXPENDITURES AND OTHER FINANCING USES	2,383,449.99
508.80.00 Unreserved	3,295,112.58
508.10.00 Reserved	0.00

# ISLAND CO FIRE PROTECTION DIST 5

MCAG #: 1117

SCHEDULE 01 REVENUES

Detail of Revenues & Other Sources  
For Year Ending: December 31, 2019

210 2017 Capital Bond Fund

BAS EL OB LA

308 80 02 10	Estimated Beginning Balance	7,457,820.44
<b>308.00</b>	<b>TOTAL BEGINNING NET CASH &amp; INVESTMENTS</b>	<b>7,457,820.44</b>
311 10 02 10	Bond Real & Personal Property Tax	408,388.97
311.00	TOTAL GENERAL PROPERTY TAXES	408,388.97
<b>310.00</b>	<b>TOTAL TAXES</b>	<b>408,388.97</b>
361 10 02 10	2017 Capital Bond Project - Invest Interest	142,270.03
361.00	TOTAL INTEREST AND OTHER EARNINGS	142,270.03
<b>360.00</b>	<b>TOTAL</b>	<b>142,270.03</b>
<b>300.00</b>	<b>TOTAL RESOURCES</b>	<b>8,008,479.44</b>

# ISLAND CO FIRE PROTECTION DIST 5

MCAG #: 1117

SCHEDULE 01 EXPENDITURES

Detail of Expenditures & Other Uses

For Year Ending: December 31, 2019

210 2017 Capital Bond Fund

BAS EL

594.22	Fire And Emergency Medical Activities	
61	Land And Land Improvements	131,665.00
594.00	TOTAL CAPITAL EXPENDITURES/EXPENSES	131,665.00
597.00		
02		372,700.00
597.00	TOTAL TRANSFERS-OUT	372,700.00
590.00		504,365.00
500.00	TOTAL EXPENDITURES AND OTHER FINANCING USES	504,365.00
508.80.00	Unreserved	7,504,114.44
508.10.00	Reserved	0.00



# ISLAND CO FIRE PROTECTION DIST 5

MCAG #: 1117

SCHEDULE 01 REVENUES

Detail of Revenues & Other Sources  
For Year Ending: December 31, 2019

## 211 Bond Redmption Fund

### BAS EL OB LA

308 80 00 11	Estimated Beginning Balance	2,343.31
<b>308.00</b>	<b>TOTAL BEGINNING NET CASH &amp; INVESTMENTS</b>	<b>2,343.31</b>
397 00 02 11	Transfer In From Bond Fund	372,700.00
<b>397.00</b>	<b>TOTAL TRANSFERS-IN</b>	<b>372,700.00</b>
<b>390.00</b>	<b>TOTAL</b>	<b>372,700.00</b>
<b>300.00</b>	<b>TOTAL RESOURCES</b>	<b>375,043.31</b>

# ISLAND CO FIRE PROTECTION DIST 5

MCAG #: 1117

CCHEDULE 01 EXPENDITURES

Detail of Expenditures & Other Uses  
For Year Ending: December 31, 2019

## 211 Bond Redmption Fund

### BAS EL

591.22	Fire And Emergency Medical Activities	
71	G.O. Bonds	120,000.00
591.00	TOTAL REDEMPTION OF LONG TERM DEBT	120,000.00
592.22	Fire And Emergency Medical Activities	
83	Interest On Long-Term External Debt	252,700.00
592.00	TOTAL INTEREST AND OTHER DEBT SERVICE COSTS	252,700.00
590.00		372,700.00
500.00	TOTAL EXPENDITURES AND OTHER FINANCING USES	372,700.00
508.80.00	Unreserved	2,343.31
508.10.00	Reserved	0.00

**ISLAND CO FIRE PROTECTION DIST 5**

MCAG #: 1117

**SCHEDULE 01 REVENUES**

Detail of Revenues & Other Sources  
For Year Ending: December 31, 2019

**310 General Capital Projects****BAS EL OB LA**

308 80 03 10	Unreserved Beginning Balance(Capital)	1,773,868.02
<b>308.00</b>	<b>TOTAL BEGINNING NET CASH &amp; INVESTMENTS</b>	<b>1,773,868.02</b>
361 11 03 10	Capital Fund - Invest Interest	33,201.07
361.00	TOTAL INTEREST AND OTHER EARNINGS	33,201.07
<b>360.00</b>	<b>TOTAL</b>	<b>33,201.07</b>
388 10 00 01	Prior Period Adjustment	6,313.14
388.00	TOTAL PRIOR PERIOD(S) ADJUSTMENT(S)	6,313.14
<b>380.00</b>	<b>TOTAL</b>	<b>6,313.14</b>
397 00 00 04	Transfer In From General	205,119.00
397.00	TOTAL TRANSFERS-IN	205,119.00
<b>390.00</b>	<b>TOTAL</b>	<b>205,119.00</b>
<b>300.00</b>	<b>TOTAL RESOURCES</b>	<b>2,018,501.23</b>

## ISLAND CO FIRE PROTECTION DIST 5

MCAG #: 1117

SCHEDULE 01 EXPENDITURES

Detail of Expenditures & Other Uses  
For Year Ending: December 31, 2019

### 310 General Capital Projects

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#### BAS EL

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594.22	Fire And Emergency Medical Activities	
63	Other Improvements	26,848.51
64	Machinery & Equipment	168,915.38
594.00	TOTAL CAPITAL EXPENDITURES/EXPENSES	195,763.89
590.00		195,763.89
500.00	TOTAL EXPENDITURES AND OTHER FINANCING USES	195,763.89
508.80.00	Unreserved	1,822,737.34
508.10.00	Reserved	0.00

# ISLAND CO FIRE PROTECTION DIST 5

MCAG #: 1117

SCHEDULE 01 REVENUES

Detail of Revenues & Other Sources  
For Year Ending: December 31, 2019

## 001 General Fund

### BAS EL OB LA


308 80 00 00	Unreserve Begin Bal. (Cash/Invest)	2,934,595.64
308 80 00 35	DHS CRR Grant (Beg. Balance)	2.08
308 80 01 10	Estimated Beginning Balance (Contingency)	168,796.90
308 80 06 10	Unreserved Beginning Balance (LTS)	30,894.18
<b>308.00</b>	<b>TOTAL BEGINNING NET CASH &amp; INVESTMENTS</b>	<b>3,134,288.80</b>
311 10 00 00	Real & Personal Property Tax	2,335,037.63
<b>311.00</b>	<b>TOTAL GENERAL PROPERTY TAXES</b>	<b>2,335,037.63</b>
<b>310.00</b>	<b>TOTAL TAXES</b>	<b>2,335,037.63</b>
334 04 90 00	WA DOH Grant (State Grant)	1,266.00
<b>334.00</b>	<b>TOTAL STATE GRANTS</b>	<b>1,266.00</b>
337 07 01 00	Coupeville School Fire Protection	1,132.17
337 07 02 00	WA State Parks	1,499.88
337 07 05 00	Island County Fire Chiefs	469.80
337 20 00 00	Leasehold Excise Tax	2,604.66
337 40 00 00	Forest Excise & Compensating Tax	668.89
<b>337.00</b>	<b>TOTAL INTERLOCAL GRANTS, ENTITLEMENTS, IMPACT PAYME</b>	<b>6,375.40</b>
<b>330.00</b>	<b>TOTAL</b>	<b>7,641.40</b>
342 21 02 00	WGH BLS Contract	100,747.50
342 40 00 00	Town Of Coupeville-Inspections	6,416.00
342 40 00 01	County Inspections	2,086.00
<b>342.00</b>	<b>TOTAL PUBLIC SAFETY</b>	<b>109,249.50</b>
<b>340.00</b>	<b>TOTAL</b>	<b>109,249.50</b>
361 10 06 10	Sick Leave Fund - Invest Interest	553.37
361 11 00 00	General Fund - Invest Interest	54,539.95
<b>361.00</b>	<b>TOTAL INTEREST AND OTHER EARNINGS</b>	<b>55,093.32</b>
362 40 00 00	Space& Facilities Rentals (Short Tem)	2,659.28
362 50 00 00	Space & Facilities Rentals (Long-term)	13,445.50
<b>362.00</b>	<b>TOTAL RENTS, LEASES AND CONCESSIONS</b>	<b>16,104.78</b>
367 11 00 00	Donations	1,716.00
367 19 00 00	Other	1,831.67
<b>367.00</b>	<b>TOTAL CONTRIBUTIONS/DONATIONS FROM PRIVATE SOURCES</b>	<b>3,547.67</b>

No.	Description	Maturity/Payment Due Date	Beginning Balance 01/01/2019	Additions	Reductions	BARS Code for Redemption (Optional)	Ending Balance 12/31/2019
9.12	Compensated Absences		137,930		2,040		139,930
4.30	Pension Liabilities		104,855	8,142			112,997
1.11	UTGO Bond	12/31/2037	6,540,000		120,000		6,420,000

State Agency BARS Account	Program Title	Identification #	Amount
WA DOH Grant	EMS Prehospital Participation Grant		1,266



## Central Whidbey Island Fire & Rescue Standard Operating Guidelines

<b>Title</b> Finance & Accounting	<b>SOG #</b> 1.3.3
<b>Authorization</b> 	<b>Effective Date</b> 1/9/15

### Purpose

This Standard Operating Guideline (SOG) defines and establishes financial and accounting policies and procedures to define internal controls necessary to provide reasonable assurance that the District will meet the following three objectives:

- Operate effectively, efficiently, and safeguard District assets
- Provide reliable information to those who need it
- To comply with legal requirements and constraints

### Scope

This SOG applies to all members with responsibility for finance and accounting or fiscal management of the District.

Related SOGs include 1.3.4 Travel and Training Expense and Reimbursement and 1.2.4 Time and Activity Reporting.

### Policies

Financial and accounting duties and responsibilities shall be separated to the greatest extent possible so that no staff member has sole control over cash receipts, payroll, bank reconciliations, accounts payable, or other accounting functions.

Finance and accounting policies and procedures shall be consistent with the requirements of the Washington State Auditor's Budgeting and Reporting System (BARS) for entities using cash basis accounting and the best practices recommended by the Government Finance Officers Association (GFOA).

Access to computer or on-line systems for accounting, personnel, payroll, and banking is controlled by password access. Permissions within each system are set to allow appropriate level of access depending on role and responsibility.

The District shall maintain a Surety Bond for Commissioners, District Secretary, Fire Chief, Deputy Chief, & Office Manager in an amount equivalent to approximately two months of the District's maintenance and operations expense.



Title	SOG #
Finance & Accounting	1.3.3

Financial and accounting policies are reviewed annually by the Board of Fire Commissioners.

#### **Procedure**

CWIFR uses the following financial and accounting procedures.

#### ***Basis of Accounting***

The Washington State Auditor's office is required by law to prescribe budgeting, accounting, and reporting requirements for local governments. As a Fire Protection District, CWIFR is permitted by the Washington State Auditor to use cash basis accounting as an Other Comprehensive Basis of Accounting (OCBA). With cash basis accounting, the District records revenue when revenue is received, and records expenses when they are paid.

While the District uses Cash Basis Accounting, the District's budget process recognizes property tax revenue and revenue on an accrual basis and estimates revenue from other miscellaneous sources.

#### ***Funds***

A fund is an accounting entity with its own self-balancing set of accounts recording cash and/or other sources of revenues against expenditures for specific activities. Managerial/Internal Funds are used for internal budgeting and are rolled up into the General Fund for purposes of BARS reporting. The District's finances are allocated to the following funds:

- **General Fund:** The principal operating fund, which is supported by taxes, fees, and other revenues that may be used for any lawful purpose. The fund of the District that accounts for all current expenditures (e.g., personal services, materials and services) not specifically accounted for in other funds.

Included within the General Fund, the **Contingency Fund** is a budgetary reserve set aside for emergencies or unforeseen expenditures not otherwise budgeted. CWIFR endeavors to maintain the Contingency Fund at 10% of the Maintenance and Operations Budget. For the purpose of budgetary reporting within the context of BARS, this managerial fund is rolled up into the General Fund.

- **Debt Service Fund:** A fund established to account for the accumulation of resources for, and the payment of, general long-term debt principal and interest. This fund currently has a zero balance as the District has no debt.
- **Grant Management Fund:** A fund established with a contribution of assets from the State or Federal government that are to be used for a specified purpose, activity, or facility. Assets in this fund are maintained in a non-interest bearing account in compliance with federal grant requirements.
- **Compensated Absences Trust Fund:** This fund is used to account for assets held by the District for buyback of a specified percentage of unused sick leave from employees at the time of their separation from the district (e.g., retirement). The District currently maintains a balance in this

Title	SOG #
Finance & Accounting	1.3.3

fund based on the liability for sick leave buyback for management employees (e.g., Fire Chief, Operations and Training Chief, Office Manager).

- **Capital Projects Fund:** A fund established to accumulate assets for future capital purchases and for current capital expenditures. Capital expenditures are for items having a cost greater than \$5000 and a service life of greater than three years (e.g., major equipment, fire apparatus, and fire stations).

#### ***Fund Transfers***

Transfer of assets is recorded as an expense to the fund that is the source of the assets and revenue to the fund that is receiving the assets.

Transfer of assets between funds requires formal approval of the Board of Fire Commissioners. This approval is generally concurrent with adoption of the District's annual budget. Transfer of assets between funds must be within the limits defined in the District's budget. If a transfer exceeds the budgeted amount, a budget adjustment formally approved by the Board of Fire Commissioners is required.

#### ***Finance and Accounting System***

The financial records of the District are maintained in the BIAS electronic financial and accounting system using the cash basis of accounting. Access to BIAS is controlled to maintain the reliability and integrity of financial data. Security levels are set by the District Finance Officer in consultation with the Fire Chief to allow differing levels of access consistent with individual roles and responsibility.

**Data Backup:** The BIAS finance and accounting system resides on the District's server which is backed up locally on an incremental basis at 60 minute intervals and completely backed up daily. The server is backed up off-site (to a computer located at CWIFR Station 51) daily.

**Receipt of Funds:** The majority of the District's revenue is from property taxes paid to the Island County Treasurer's Office. Other revenue includes payments for Interlocal agreements and miscellaneous services which are received by check. Cash receipts policies and procedures ensure that all in-coming funds received directly by the District are properly recorded and safeguarded through separation of duties and proper documentation.

**Disbursement of Funds:** Issuance of checks for accounts payable and payroll is accomplished through a detailed process requiring audit and approval of vouchers requesting issuance of a check by the Island County Treasurer. Duties for preparation and audit of vouchers are separated and vouchers must be approved by the Board of Fire Commissioners. Funds available in the Petty Cash and Advance Travel Accounts are maintained at a defined level on a monthly basis. As with issuance of other checks, this is accomplished through a detailed process requiring audit and approval of vouchers, including review of specific expenditures.

Title	SOG #
Finance & Accounting	1.3.3

### ***General Ledger and Chart of Accounts***

The General ledger is defined as a group of accounts that supports the information shown in the major financial statements. The general ledger is used to accumulate all financial transactions of the District, and is supported by subsidiary ledgers that provide details for certain accounts in the general ledger. The general ledger is the foundation for the accumulation of financial data and reports.

The chart of accounts is the framework for the general ledger system and forms the basis of the District's accounting system. The Washington State Auditor's Budgeting and Reporting System (BARS) Manuals include the prescribed uniform charts of accounts for municipal entities such as a fire protection district (Washington State Auditor, 2015).

The Central Whidbey Island Fire & Rescue chart of accounts is monitored and controlled by the District Finance Officer. Responsibilities include handling of all account maintenance, such as additions and deletions. Any additions or deletions of accounts should be approved by the Finance Officer who ensures that the chart of accounts is consistent with the organizational structure of the District and meets the requirements of the BARS.

### ***Revenue***

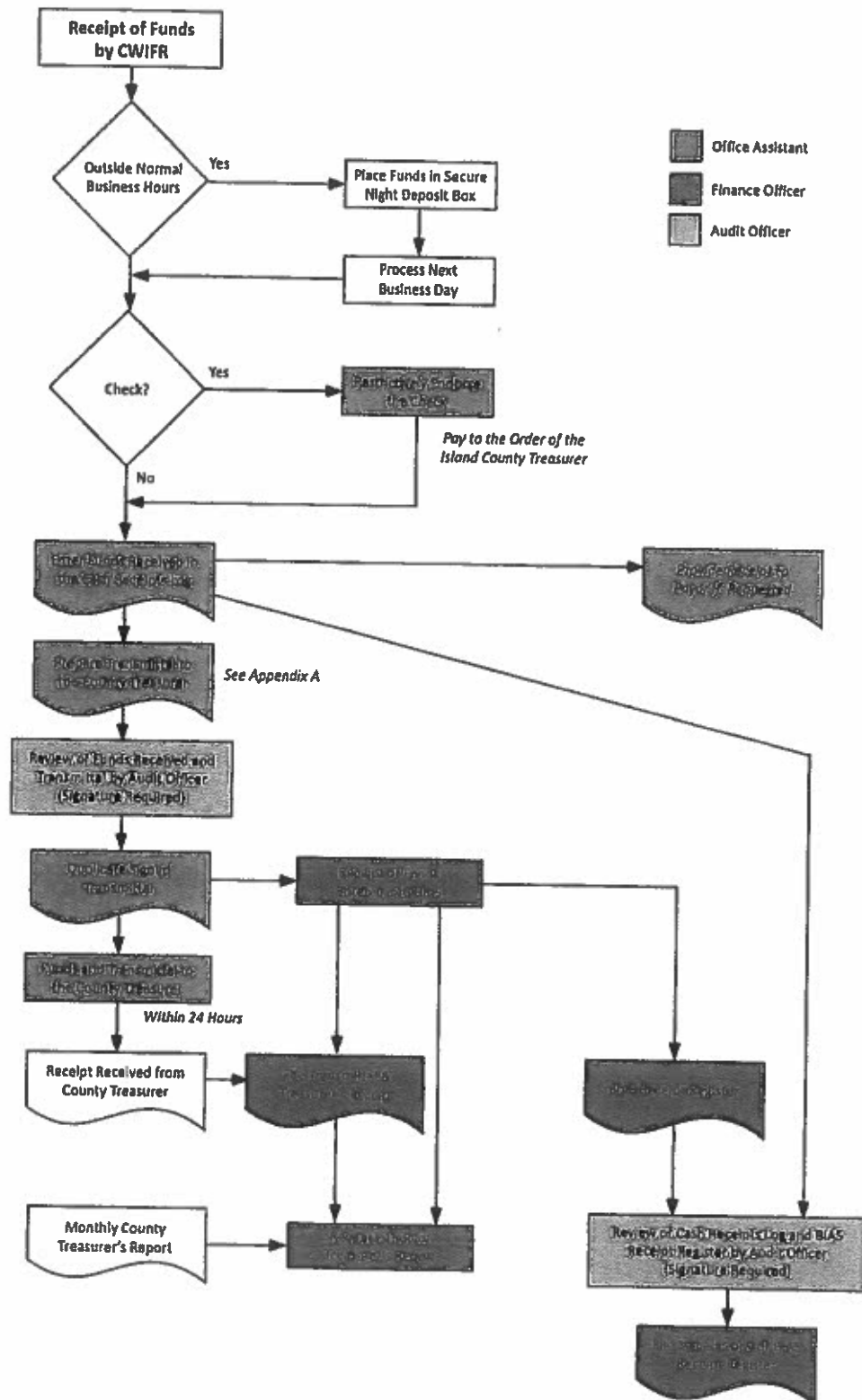
Central Whidbey Island Fire & Rescue receives revenue from several types of transactions. Under the cash basis of accounting, all revenue is recognized at the time that it is received.

### ***Accounts Receivable***

**Tax Revenue:** Island County functions as the District's Treasurer, receiving and processing all tax revenue. Tax revenue received is reported by the Island County Treasurer in the monthly Treasurer's Report (along with any other revenue such as cash receipts transmitted from the District to the Treasurer).

**Cash Receipts:** Cash (including checks payable to Central Whidbey Island Fire & Rescue) is the District's most liquid asset. As such, the District has established and maintains stringent internal controls in this area. For funds that are received directly by the District, cash receipts (cash and checks) are centralized to ensure that cash received is appropriately directed, recorded, and deposited on a timely basis. All cash receipts are transmitted to the Island County Treasurer within 24 hours (preferably the same day if received during normal business hours). Cash receipts received late in the day or during other than normal business hours are secured in a locked night deposit box located in the finance office until the next business day.

Figure 1 illustrates the in-house cash receipts processing procedures used by the District.



Title	SOG #
Finance & Accounting	1.3.3

***Accounts Payable***

Accounts payable are funds owed by the District for goods and services. Funds for accounts payable are most commonly disbursed through the Island County Treasurers Office, which serves as the treasurer for the District. However, on a limited and specific basis, funds for accounts payable may also be disbursed from the Petty Cash or Advance Travel Accounts.

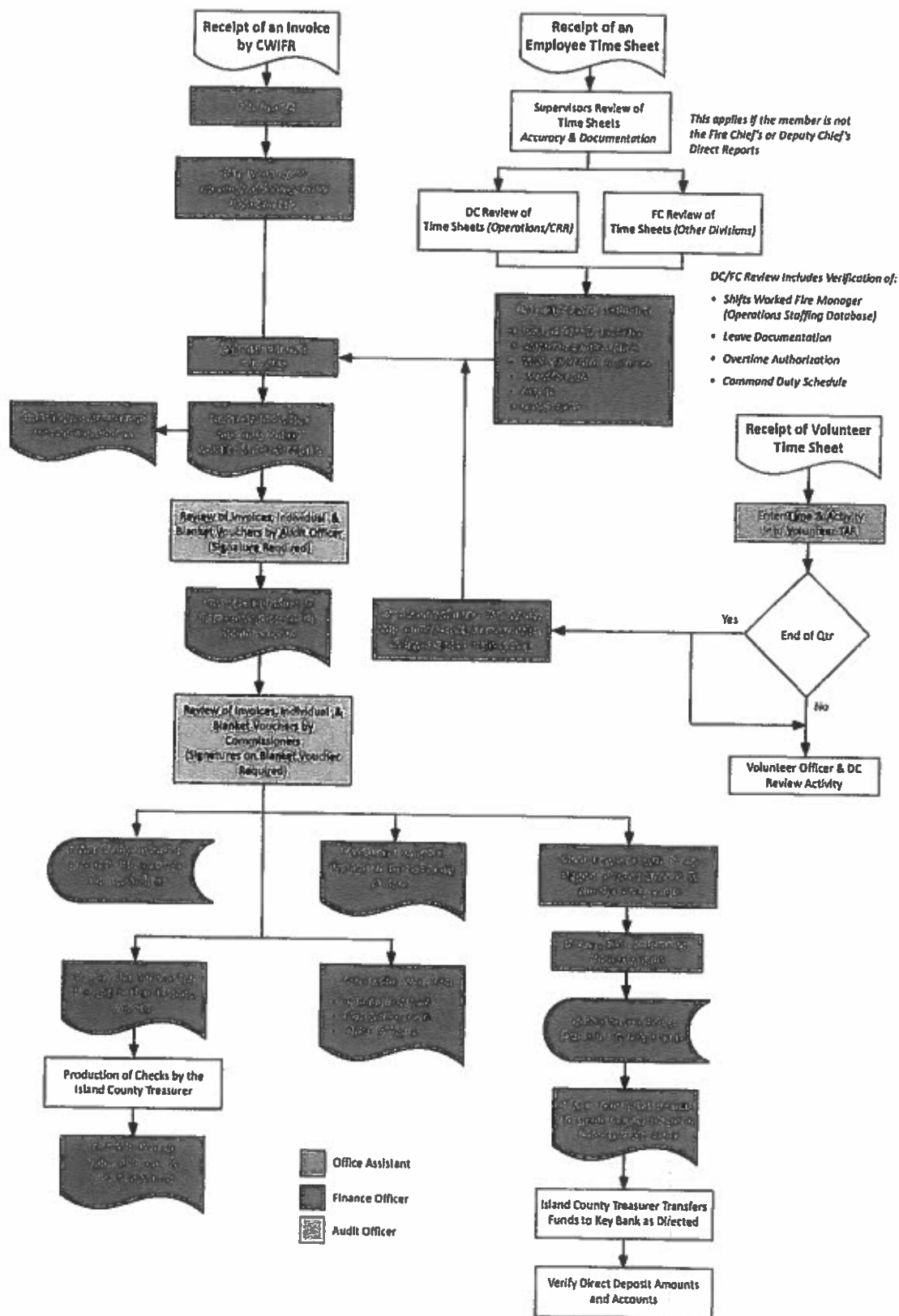
***Voucher Preparation and Approval:*** Generation of a check by the Island County Treasurer requires preparation and approval of a voucher. This process involves separate and distinct duties performed by the Finance Officer and Audit Officer as illustrated in the Accounts Payable (inclusive of Payroll) Flow Chart.

**Title**

**Finance & Accounting**

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Accounts Payable Flow Chart (Inclusive of Payroll)



Title	SOG #
Finance & Accounting	1.3.3

**Payroll Disbursement Procedures:** All employees and volunteers account for their time and activity on a monthly basis as specified in Standard Operating Guideline (SOG) 1.2.4 Time and Activity Reporting. Payroll processing is illustrated in the Accounts Payable Flow Chart.

Under the Fair Labor Standards Act (FLSA), the District is responsible for maintaining a record of hours worked and wages must be paid on the regular pay day for the pay period covered. As such, if an employee fails to submit a time and activity report as specified in SOG 1.2.4, they will be paid for their normal hours of work based on the monthly average for the prior three months. However, employees who fail to submit a time sheet are subject to corrective action as specified in Article 16 of the Collective Bargaining Agreement (CBA) between the District and Local 4299 International Association of Firefighters (if a represented employee) or SOG 1.2.21 Discipline and Discharge (if a non-represented employee) (United States Department of Labor, Wage and Hour Division, n.d.).

**Petty Cash:** The Office Manager (District Finance Officer) is the custodian of the Petty Cash Account established pursuant to RCW 42.26.040 by Resolution 90-01. Petty cash transactions are made using a checking account with a maximum balance of \$500 (Resolution 13-01). Individual petty cash expenditures are limited to less than \$250 and are limited to situations in which other procurement methods (e.g., vendor account, procurement card, or purchase order) are not available as specified in Standard Operating Guideline (SOG) 1.3.2 Procurement.

**Advance Travel:** The Office Manager (District Finance Officer) is the custodian of the Advance Travel Account established pursuant to RCW 42.24.120 through RCW 42.24.160 by CWIFR's Board of Fire Commissioners (Resolution 88-07). This revolving administrative fund will be maintained as a checking account with a balance of \$1,500 (Resolution 13-02) and will be replenished by warrant. The Advance Travel Account is used for travel expenses as specified in Standard Operating Guideline (SOG) 1.3.4 Travel and Training Expense and Reimbursement.

#### **Reconciliation of Accounts**

All District accounts are reconciled on a monthly basis. The Petty Cash & Advance Travel check registers are balanced reconciled with the bank statements for these accounts. The BIAS Treasurers Report and Bank Reconciliation Report is reconciled with the Island County Treasurer's Report of Transactions for each fund (e.g., General Fund, Capital Fund) and reviewed and signed by both the Finance Office and Audit Officer.

#### **Financial Reporting (Monthly, Quarterly, Annual)**

Financial reporting is comprised of regular monthly, quarterly, and annual reports along with special reports as requested by staff or the Board of Fire Commissioners. Regularly schedule financial reporting includes:

**Monthly Budget Position Report:** The District Finance Officer (Office Manager) presents a monthly Budget Position Report to the Board of Fire Commissioners in advance of their regularly scheduled



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Title  
Finance & Accounting

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meeting. This report revenues and expenditures to the line item level of detail broken out by Fund and Division.

**Quarterly Budget Report:** At the end of the 1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup> Quarters (April, July, October) the Monthly Budget Position Report is accompanied by a narrative report providing an analysis of the current budget position and explaining any significant deviations from anticipated expenditure levels along with recommended corrective action.

**Annual Report:** Within 150 days of the close of the calendar year, the District submits an annual report electronically to the Washington State Auditor in accordance with RCW 43.09.230. This report includes the following standard statements and schedules (or as specified in the current BARS manual):

- Fund Resources and Uses Arising from Cash Transactions
- Fiduciary Fund Resources and Uses Arising from Cash Transactions
- Revenues
- Expenditures/Expenses
- Liabilities
- Expenditures of Federal Awards and State Financial Assistance
- Labor Relations Consultant(s)
- Risk Management
- Annual Questionnaire for Accountability Audit

***Records Retention***

District financial and accounting records are retained in accordance with the provisions of Section 3 (Financial Management) of the Local Government Common Records Retention Schedule (CORE) (Washington Office of the Secretary of State, 2014). As these requirements are complex, it is essential to reference the CORE as related to specific types of records.

***Risk Management-Bonding and Insurance***

Minimizing the Central Whidbey Island Fire & Rescue's exposure to loss as the result of illegal or inappropriate action by one or more of its members is an essential element of the District's risk management strategy.

The District's internal financial controls provide a means for loss prevention and control. Maintaining appropriate types and amounts of insurance provide for transfer of risk to the insurer. Bonding of key employees and elected officials does not fully transfer risk, but provides a guarantee that the District's public officials (elected or appointed) faithfully perform the duties of their respective offices. There are significant differences between insurance and public official surety bonds as illustrated in the following table:

Title  
Finance & Accounting

Insurance	Public Official Surety Bond
Two Party Agreement: The Insurance company agrees to pay the District directly for losses incurred.	Three Party Agreement: The surety guarantees the faithful performance of the public official to another party (e.g., a member of the public)
Losses are Expected: Insurance rates are based on expected losses and are adjusted based on loss experience.	Losses are not Expected: Bonds are underwritten based on the low probability of a loss and premiums do not contain large provisions for loss payment.
Losses are Usually Not Recoverable: Losses are not generally recovered from the insured.	Losses are Recoverable: A public official bond is lending of credit to the District. After a claim is paid, the surety expects to recoup its losses.
Premiums Cover Expenses and Losses: Insurance premiums cover not only expenses, but also expected losses.	Premiums Cover Expenses: The premium for bonding a public official covers the service charge for determining that the official is qualified for issuance of a bond.
Insurers Write a Wide Range of Risks: While accepting a broad range of risks, premiums vary depending on the degree of perceived risk.	Sureties are Selective: Bonds are not granted to unqualified individuals.

**Public Official Bonds:** Revised Code of Washington (RCW) 48.02 defines the scope and requirements related to official bonds of public officers of municipal corporations within the State of Washington. The Revised Code of Washington (RCW) 42.26.070 requires that the custodian of the petty cash account shall be covered by a surety bond in the full amount of the account at all times and all advances to it, conditioned upon the proper accounting for and legal expenditure of all such funds, in addition to other conditions required by law. However, RCW 52 Fire Protection Districts does not mandate bonding of Fire Commissioners or any other officer or official of a fire protection District.

The Central Whidbey Island Fire & Rescue (CWIFR) maintains a \$300,000 Bond for Commissioners, District Secretary, Fire Chief, Deputy Chief, & Office Manager. This bond is in an amount equivalent to approximately two months of the District's maintenance and operations expense.

**Insurance Against Theft:** The District maintains Insurance, known as Employee Dishonesty Coverage, to insure itself against and recoup financial losses it suffers as a result of employee theft. This insurance covers against theft by as specified in the following Theft Position Schedule:

Insurance	Public Official Surety Bond
Fire Chief	\$50,000
Office Manager	\$50,000
Credit Card Forgery	\$10,000 (with \$250 Deductible)

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**Title****Finance & Accounting**

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***Internal Audit***

Internal auditing is an independent, objective activity providing a systematic, disciplined approach to evaluate and improve the effectiveness of risk management, control, and accountability. CWIFR's Board of Fire Commissioners is responsible for the internal audit function.

Annually, in April the Board of Fire Commissioners reviews the District's Financial Standard Operating Guidelines to ensure that these guidelines provide effective risk management, control, and accountability (CWIFR District Board, 2015)

Annually, the Board of Fire Commissioners selects one Commissioner to serve as internal auditor with responsibility to conduct a quarterly audit of the District's financial procedures, processes, and records in accordance with the Internal Audit Checklist (Appendix B).

**Cash Receipts Records:** Review of cash receipts and deposits and verification against the Island County Treasures report of deposits.

**Account Reconciliation:** Reconciliation of the accounts related to each of the District's funds by examination of the District's check register and comparison against the Island County Treasurer's Payable Transactions by Fund report. In addition, the internal auditor will specifically examine reconciliation of the Petty Cash and Advance Travel accounts and Payroll processes.

**Petty Cash:** Review of Petty Cash expenditures and account reconciliation.

**Advance Travel:** Review of Advance Travel expenditures and account reconciliation.

**Payroll:** Examination of employee Time and Activity Reports (TAR), leave documentation, and payroll disbursements.

**Investments:** Review of investment request transmittals to the Island County Treasurer and the report of the Island County Treasurer's Investments report. This review would be completed for investments in all funds, including: General Fund, Capital Fund, and Compensated Absences Fund.

**Inventory Control:** Review of the District's inventory control system and annual physical inventory of capital and small and attractive assets as specified in Standard Operating Guideline (SOG) 1.3.5 Asset Management.

***External Audit***

An independent financial and performance audit of the District is conducted on an annual basis by the Washington State Auditor's Office (SAO). The SAO's financial audits are performed in accordance with Government Auditing Standards (GAS), published by the United States Government Accountability Office (GAO). These standards fully incorporate Generally Accepted Auditing Standards (GAAS) published by the American Institute of Certified Public Accountants (AICPA). Performance audits conducted by the SAO provide the District with independent evaluations of the effectiveness, economy

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**Title****Finance & Accounting**

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and efficiency of its services,. Performance audits answer important questions by gathering data and evidence about the District's program and evaluating that information against objective criteria.

**References**

CWIFR District Board (2015) *Board of Fire Commissioners Policy Manual*. Coupeville, WA: Author.

Revised Code of Washington (RCW) 43.09.230 *Local government accounting — Annual reports — Comparative statistics*. Retrieved July 1, 2013 from <http://apps.leg.wa.gov/rcw/default.aspx?cite=43.09.230>.

United States Department of Labor, Wage and Hour Division (n.d.) Handy reference guide to the fair labor standards act. Retrieved June 10, 2015 from <http://www.dol.gov/whd/regs/compliance/wh1282.pdf>

Washington Office of the Secretary of State. (2014). Local government common records retention schedule (CORE). Retrieved June 10, 2015 from <http://www.sos.wa.gov/assets/archives/RecordsManagement/CORE%203.1.pdf>

Washington State Auditor. (2015). Budgeting, accounting and reporting system (BARS) cities, counties and special purpose districts (cash basis). Retrieved May 1, 2015 from [http://www.sao.wa.gov/local/BarsManual/Pages/BarsManual\\_Cash.aspx#.VUO1KflVhBc](http://www.sao.wa.gov/local/BarsManual/Pages/BarsManual_Cash.aspx#.VUO1KflVhBc)

Revised Code of Washington (RCW) 42.26.070 Custodian of petty cash account — Bond. Retrieved June 23, 2015 from <http://apps.leg.wa.gov/rcw/default.aspx?cite=42.26.070>

Revised Code of Washington (RCW 52) Fire Protection Districts. Retrieved June 23, 2015 from <http://apps.leg.wa.gov/rcw/default.aspx?Cite=52>

Revised Code of Washington (RCW) 42.08 Official Bonds. Retrieved June 23, 2015 from <http://apps.leg.wa.gov/rcw/default.aspx?cite=42.08>

CWIFR District Board. (2015). *Board minutes* July 9, 2015. Coupeville, WA: Author. [Adoption of Purpose, Policy, and Scope of SOG 1.3.3 *Finance & Accounting*]

Title

Finance & Accounting

Appendix A-Cash Receipts Transmittal



**Central Whidbey Island Fire & Rescue**

1164 Race Road  
Coupeville, WA 98239

Professionalism • Integrity • Compassion • Excellence  
(360) 678-3602

[www.cwfire.org](http://www.cwfire.org)

month dd, yyyy

Island County Treasurer  
PO Box 699  
Coupeville, WA 98239

Regarding: Expense Fund 6400095000

Please deposit the following check(s) into Central Whidbey Island Fire & Rescue's General Expense Fund:

Receipt #	Received From	Reason	Amount
			\$ .
			\$ .
			\$ .
			\$ .
			\$ .
			\$ .
			\$ .
Subtotal Cash			.
			\$ .
			\$ .
			\$ .
			\$ .
			\$ .
			\$ .
			\$ .
Subtotal Checks			
Total Deposit			\$ .

\_\_\_\_\_  
Ed Hartin, Fire Chief  
Audit Officer

Title

Finance & Accounting

**Appendix B-Internal Audit Checklist**

INSERT CHECKLIST

**Island County Fire Protection District No. 5**  
**Notes to the Financial Statements**  
**For the year ended December 31, 2019**

**Note 1 - Summary of Significant Accounting Policies**

The Central Whidbey Island Fire & Rescue was incorporated in 1952 and operates under the laws of the state of Washington applicable to a fire district. This is a special purpose local government and provides fire protection, public education, fire suppression, emergency medical services, hazardous materials response, and technical rescue service within the District's boundaries.

The district reports financial activity in accordance with the *Cash Basis Budgeting, Accounting and Reporting System (BARS) Manual* prescribed by the State Auditor's Office under the authority of Washington State law, Chapter 43.09 RCW. This manual prescribes a financial reporting framework that

- Financial transactions are recognized on a cash basis of accounting as described below.
- Component units are required to be disclosed, but are not included in the financial statements. (see note to the financial statements)
- Government-wide statements, as defined in GAAP, are not presented.
- All funds are presented, rather than a focus on major funds.
- The Schedule of Liabilities is required to be presented with the financial statements as supplementary information.
- Supplementary information required by GAAP is not presented.
- Ending balances are not presented using the classifications defined in GAAP.

**A. Fund Accounting**

Financial transactions of the government are reported in individual funds. Each fund uses a separate set of self-balancing accounts that comprises its cash and investments, revenues and expenditures. The government's resources are allocated to and accounted for in individual funds depending on their intended purpose. Each fund is reported as a separate column in the financial statements, except for fiduciary funds, which are presented by fund types. The total column is presented as "memo only" because any interfund activities are not eliminated. The following fund types are used:

**GOVERNMENTAL FUND TYPES:**

**General Fund**

This fund is the primary operating fund of the government. It accounts for all financial resources except those required or elected to be accounted for in another fund.

**Island County Fire Protection District No. 5**  
**Notes to the Financial Statements**  
**For the year ended December 31, 2019**

Length of Service	Monthly Accrual (Hours)	Annual Accrual (Hours)	Maximum Carryover (Hours)
< 5 Years	25.33	304	280
5-10 Years	28.66	344	280
>10 Years	32.00	384	280

Up to 280 hours of accrued PTO can be carried over from one year to the next. Hours in excess of the Maximum Carryover on December 31 will be transferred to Long Term Sick Leave. In addition, Executive may elect to transfer accrued hours from PTO to Long Term Sick Leave between November 30<sup>th</sup> and December 31<sup>st</sup>.

Upon separation or retirement from the District, Executive Staff will be paid for all unused PTO. Payments are recognized as expenditures when paid.

**Long Term Sick Leave:** Long Term Sick Leave was established to provide paid time off benefits for Executive Staff in the event of a long-term illness or off-the-job injury.

If an Executive Staff member is sick, they will use PTO until such time as they have expended 140 hours of PTO (single illness or injury) or their PTO balance reaches 40 hours (whichever comes first). When this threshold is reached, paid leave for this illness or injury will be charged against the members Long Term Sick Leave Accrual.

Executive Staff member may donate unlimited accrued sick leave to any other Executive Staff member that meets the following criteria:

- No demonstrated sick leave abuse during the previous twelve (12) months.
- Member suffering from a serious illness, injury, or medical condition certified by the employee's treating physician that prevents regular assigned duties.
- The employee's condition has exhausted his or her PTO and Long-Term Sick Leave.

Upon separation or retirement from the District, Executive Staff will be paid for up to 240 hours of accrued Long-Term Sick Leave. Payments are recognized as expenditures when paid.

**Union Employees:** Vacation monthly and maximum accrual in hours is based on employee's normal work schedule as follows:

Work Schedule	<1 Year	2 Years	3 Years	4 Years	>5 Years	Maximum Accrual
24-Hour	10.00	14.00	20.00	24.00	25.92	720
12-Hour Shift	7.92	11.08	15.83	19.90	21.03	597
10.5 Hour Shift	7.92	11.08	15.83	19.90	21.03	597
8.4 Hour Shift	7.92	11.08	15.83	19.90	21.03	597



**Island County Fire Protection District No. 5**  
**Notes to the Financial Statements**  
**For the year ended December 31, 2019**

The appropriated and actual expenditures for the legally adopted budgets were as follows:

Fund/Department	Final Appropriated Amounts	Actual Expenses	Variance
001 - General Fund	\$2,665,378.00	\$2,383,449.99	\$281,928.01
210 - 2017 Capital Bond Fund	\$5,222,078.00	\$504,365.00	\$4,717,713.00
211 - Bond Redemption Fund	\$372,700.00	\$372,700.00	\$0.00
310 - General Capital Projects	\$463,036.00	\$195,763.89	\$267,272.11

Budgeted amounts are authorized to be transferred between divisions within any fund/object classes; however, any revisions that alter the total expenditures of a fund, or that affect the number of authorized employee positions, salary ranges, hours, or other conditions of employment must be approved by the district legislative body.

**Note 3 – Deposits and Investments**

Investments are reported at original cost. Investments by type at December 31, 2019 are as follows:

Type of Deposit or Investment	District Deposits & Investments	Deposits & Investments Held by the County as an Agent for the District	Total
General Fund		\$1,141,057.98	\$1,141,058.00
General Fund Investments		\$2,125,000.00	\$2,125,000.00
Long Term Sick Invest		\$35,360.00	\$35,360.00
Long Term Sick		\$8,421.57	\$8,422.00
Capital		\$281,804.46	\$281,804.00
Capital Investment		\$1,528,119.00	\$1,528,119.00
2017 Capital Bond Fund		466,199.27	466,199.00
2017 Capital Bond Invest		\$7,034,000.00	\$7,034,000.00
Bond Redemption Fund		\$2,343.31	\$2,343.00
DHS Grant		\$2.08	\$2.00
Advance Travel	\$1,500.00		\$1,500.00
Petty Cash	\$500.00		\$500.00
Totals	\$2,000.00	\$12,622,307.67	\$12,624,308

**Island County Fire Protection District No. 5**  
**Notes to the Financial Statements**  
**For the year ended December 31, 2019**

**Note 5 – Pension Plans**

**State Sponsored Pension Plans**

Substantially all district full-time and qualifying part-time employees participate in the following statewide retirement systems administered by the Washington State Department of Retirement Systems (DRS), under cost-sharing, multiple-employer public employee defined benefit and defined contribution retirement plans Public Employees' Retirement System (PERS) and Law Officers and Firefighters Retirement System (LEOFF).

The State Legislature establishes, and amends, laws pertaining to the creation and administration of all public retirement systems.

The Department of Retirement Systems, a department within the primary government of the State of Washington, issues a publicly available comprehensive annual financial report (CAFR) that includes financial statements and required supplementary information for each plan. The DRS CAFR may be obtained by writing to:

Department of Retirement Systems  
Communications Unit  
P.O. Box 48380  
Olympia, WA 98540-8380

Also, the DRS CAFR may be downloaded from the DRS website at [www.drs.wa.gov](http://www.drs.wa.gov).

The district also participates in the Volunteer Fire Fighters' and Reserve Officers' Relief and Pension Fund (VFFRPF) administered by the State Board for Volunteer Fire Fighters and Reserve Officers. Detailed information about the plan is included in the State of Washington CAFR available from the Office of Financial Management website at [www.ofm.wa.gov](http://www.ofm.wa.gov).

The district also participates in the Volunteer Fire Fighters' and Reserve Officers Relief and Pension Fund (VFFRPF) administered by the State Board of Volunteer Fire Fighters and Reserve Officers. Detailed information about the plan is included in the State of Washington CAFR available from the Office of Financial management website at [www.ofm.wa.gov](http://www.ofm.wa.gov)

**Island County Fire Protection District No. 5**  
**Notes to the Financial Statements**  
**For the year ended December 31, 2019**

**Note 7 – Risk Management**

The district self-insurers for unemployment compensation. We received one claim in 2019 for at total paid by Labor & Industries of \$29,316.04.

**Note 8 – Other Disclosures**

**A. Inter-Local Agreements**

- Island County Public Hospital District (dba WhidbeyHealth) to provide BLS transports
- Island County Public Hospital District (dba WhidbeyHealth) to split utility costs for a shared building
- ICOM for cell tower land use
- Island County for fire inspections
- Town of Coupeville for fire inspections

**B. CWIFR Mutual Aid Agreements**

- East Fire & Rescue to increase the effectiveness and efficiency of emergency response by CWIFR and East Jefferson Fire Rescue
- Commander Navy Region Northwest Fire & Emergency to augment fire protection, technical rescue, and basic and advanced medical and life support services
- Department of Natural Resources to provide mutual assistance in the control and suppression of forestland fires
- The City of Oak Harbor, City of Coupeville, City of Langley, Island County, Island County Sheriff, Fire Districts Camano Island Fire & Rescue, North Whidbey Fire & Rescue, South Whidbey Fire/EMS and WhidbeyHealth Hospital to increase the effectiveness and efficiency of emergency responses.

**C. Automatic Aid Agreements**

- Camano Island Fire & Rescue - to increase the effectiveness and efficiency of emergency response by CWIFR and Camano Island Fire & Rescue within their respective districts.
- North Whidbey Fire & Rescue - to increase the effectiveness and efficiency of emergency response by CWIFR and North Whidbey Fire & Rescue within their respective districts.

**D. Miscellaneous Contracts**

- Day Road Water Association
- Carletti Architects for the renovation and expansion of Station 53
- NEXTEL for cell tower land use

## Schedule 22 - Audit Assessment Questionnaire

Entity Name: **Central Whidbey Island Fire & Rescue**

MCAG:

**1117**

Entity's Year End: **December 31, 2019**

Reference Question

Answer

### **INSTRUCTIONS FOR PREPARER**

The term "entity" as used in this Schedule 22 refers to the local government completing this Schedule 22. The term "governing body" is used in this Schedule 22 to describe the elected or appointed governing board of your entity. If the government preparing this questionnaire did not have any revenue activity during the year, please click the "Help" button to request more information about completing this Schedule 22.

For guidance to these questions, please refer to the document at, <http://www.sao.wa.gov>.

Please click, " Next ," to begin the Schedule 22. You may use the numbers above circled in blue to quickly navigate to a specific section of the Schedule 22. As with the rest of the Annual Report submission, It does not need to be completed all at once; you may leave and return to the Schedule 22 as needed.

### **FINANCIAL ACTIVITY MONITORING AND OVERSIGHT**

1. Bank Reconciliation - Identify the personnel in charge of the following: 1) performing the reconciliation between bank accounts/county treasurer to the general ledger or books, 2) person in charge of reviewing the reconciliation. **Note:** The job position/title will be sufficient for the identification purpose.

Finance Officer, Fire Chief and a Board Member

2. Entries Process - Identify the personnel in charge of posting journal entries into the entity's general ledger and, if applicable, the personnel in charge of reviewing and monitoring the journal entries being posted, both during the year and at year-end. **Note:** The job position/title will be sufficient for the identification purpose. If the entity does not use accounting software, please indicate **NA**

Finance Officer, Fire Chief and a Board Member

3. Is a reconciliation of the entity's bank accounts (County Treasurer, transmittal, and imprest accounts) to the accounting records performed? This would include a

☒ Yes

☐ No

Reconciliation is done with BIAS Accounting Software

reconciliation of both ending cash and investment balances as well as total activity in the bank accounts to the accounting records (for total revenues and expenditures). If yes, please provide an explanation of the process.

4. Does the entity deposit funds on a daily basis? ☐ Yes ☒ No
5. Does the entity reconcile its petty cash and change funds on a monthly basis? If yes, please attach the year end reconciliation. ☒ Yes ☐ No
6. Does the entity use their own bank accounts in lieu of the County Treasurer? ☐ Yes ☒ No
7. Does the Board receive and review monthly financial reports? Such as, cancelled checks, financial reports from the county, expenditure listings, bank accounts or petty cash activity. If yes, please describe what is reviewed and how often. ☒ Yes ☐ No
8. Preparation of Financial Reports - Has there been any change in the process or procedure for the preparation of financial statements (including the Schedule 01), including posting year-end journal entries? If yes, please identify the significant changes that occurred (for example, turnover). ☐ Yes ☒ No

Financial Reports, expenditure listings are reviewed by Fire Chief and Fire Commissioners on a monthly basis. Bank accounts are reviewed by Fire Chief on a monthly basis. An audit is done by a Fire Commissioners of the petty cash and advance travel every six months.

#### PERMANENT FILES

10. Please indicate which of the following best describes the entity's own internal accounting system:
  - ☒ (A) It uses the BARS chart of accounts;
  - ☐ (B) It uses a chart of accounts that is compatible with BARS;
  - ☐ (C) It uses a chart of accounts that requires manual adjustments to file the Schedule 01;
  - ☐ (D) Not Applicable; the Entity does not use its own accounting software or system and uses the County Treasurer only.
11. Please check all boxes that occurred during the fiscal year:
  - ☐ Additions/changes to software applications
  - ☐ Significant events (i.e. new debt, major construction)
  - ☐ Utilized a purchasing cooperative or state contract
  - ☐ Contracted functions of the government
12. Please provide an explanation of additions or changes in software applications since the previous year. For example, changes in providers, new software for a specific activity or function, etc.
13.

Please explain the significant events that occurred during the year (i.e. new debt, major construction, change in key positions, etc.)

14. Please provide an explanation of the purchasing cooperative or state contract used during the fiscal year to procure goods and services.

15. Please provide an explanation of what function of the entity the entity used a service organization to perform. Note: Service organizations are separate entities or organizations that provide services to the government that include performance of a key process (for example, payroll, billing, or receipting or use of the County Treasurer to process transactions).

16. Did the entity make any significant updates to administrative, personnel, or financial policies? If yes, please attach the newest policy.
- ☐ Yes  
☒ No
17. Did the entity enter into, or modify any existing, interlocal agreements? If yes, please attach.
- ☒ Yes  
☐ No

#### MATERIAL COMPLIANCE REQUIREMENT

18. Did the Entity receive any non-SAO audits during the year (including the work of internal auditors)?
- ☐ Yes  
☒ No
19. Is the entity currently involved in any lawsuits? We may be requesting an update on the status of legal matters during the audit.
- ☐ Yes  
☒ No
20. Are there any licensing, regulatory, contracting, or granting agencies with the ability to impose material penalties that would play a role in the entity's ability to continue? Examples may include Department of Health; FEMA. If so, please list the agency that could impose them.
- ☐ Yes  
☒ No

#### REVENUES AND EXPENDITURES

21. Please describe any new sources of revenues or expenditure streams (new activities, special levies, state or federal grants, leases, etc.), or state that there were none.

22. Does the entity receipt cash locally (using its own staff, issuing receipts) or use a third party vendor to bill or receipt payments?
- ☒ Receipts Locally  
☐ Uses Third Party to Bill/Collect  
☐ NA - No Receipting

23. Please list the locations where revenues are receipted.

1164 Race Rd., Coupeville, WA 98239

24. Does the entity have any petty cash, change funds,
- ☒ Yes  
☐ No

revolving accounts, travel or imprest accounts?

25. Please list the authorized balances for each fund or account.

\$500 for Petty Cash and \$1,500 for Advanced Travel

26. Please attach bank statements for the year for any petty cash, imprest, revolving accounts, or travel accounts held at a bank, or mark 'NA' if the entity only utilizes cash or change funds.

- ☐ Attach Bank Statements  
☒ Attach petty cash log  
☐ NA - No Bank Accounts

#### SAFEGUARDING OF ASSETS

27. Please mark all that apply to the entity: Fuel Card; Credit Card; Open Accounts with Businesses.

- ☒ Fuel Card(s)  
☒ Credit Card(s)  
☐ Open Store Accounts  
☐ None

28. How many physical credit cards does the entity have?

13

29. How many physical fuel cards does the entity have?

20

31. How many open accounts does the entity have?

32. Does the entity have a system or process to record information about its capital assets, including buildings, equipment, etc.?

☒ Yes

2

☐ No

#### FIRE/EMS SPECIFIC QUESTIONS

- Informational* 38. Indicate services offered by the district (or department).

- ☐ ALS Transports  
☒ BLS Transports  
Burn Permits  
☐ Repairs for Other Dept's  
☒ Trainings (CPR/First Aid)  
☐ Facility Rentals  
☐ None  
☐ Other

- Informational* 39. Does the district (or department) prepare or contract for transport billing? If transport services are billed, attach a copy of the written transport billing policy and transport fee schedule on the last step of the Schedule 22 (Attachments Section).

- ☐ Prepare billings in house  
☐ Contract for billing  
☒ Not Applicable

40. Has there been any changes to agreements for which the district (or department) 1) performs fire protection services/EMS for another local government (city, fire district), or 2) another local

- ☐ Yes  
☒ No Changes  
☐ Not Applicable

government provides fire protection services/EMS for the district? This does not include mutual aid agreements. If there were changes to any agreements, please explain.

41. How many volunteers does the district (or department) have, approximately?

20

42. How many career firefighters does the district (or department) have, approximately?

10

43. Does the district (or department) have any closely related associations or foundations? If so, please list.

☒ No  
☐ Yes

4

- Informational* 44. How many stations does the district (or department) have?

**REQUIRED ATTACHMENTS** (see Instructions for required details)

- Informational* 79. Meeting Minutes - Attach the meeting minutes and resolutions for all governing body meetings held during the last year.

☐ Attached  
☒ See Web Page  
☐ No Meeting/Minutes  
☐ Other

- Informational* 80. Revenue Summary - Attach a copy of the year-end County Treasurer's report that show the total receipts for the year by revenue source. If the County does not act as your Treasurer, please upload bank statements for the year that comprise the entity's financial statements.

☒ Attached  
☐ Other

- Informational* 81. Cash Balances Summary - Attach a copy of the year-end County Treasurer's report that show the year end cash balances. If the County does not act as your Treasurer, please upload bank statements for the beginning and end of year to show the entity's cash balances.

☒ Attached  
☐ Other

- Informational* 82. Detailed Expenditure List - Attach warrant registers, payroll registers, check registers and/or petty cash log detailing all expenditures made during the year. This includes those expenditures paid by the County on a government's behalf due to Treasurer responsibilities.

☒ Attached  
☐ No disbursements

- Informational* 83. Cash Receipting Policy - Attach a detailed description of the entity's invoicing, cash and check receiving and deposit process. The description should include name of positions completing tasks in the process and all reconciliations and

☒ Attached  
☐ Other



reviews performed. Include a copy of your written Cash and Check Receipting Policy or procedure if you have one. This request applies to **all districts that invoice for a service** (including third party billing services) or receive funds other than at the county treasurer (including charges for services or goods, fees, donations, grants, etc.).

- Informational* 84. Elected Official List - Attach a listing of the names of **all** governing body members present during the year, and include any business interest a governing body member or his/her household members hold. **Please avoid sending Board-member/employees/volunteers SSI numbers or other personal information such as addresses, date of birth, etc.**
- ☒ Attached

- Informational* 85. Rates and Fees - Attach rate and fee schedule in effect during the fiscal year and any related billing or fee policy.
- ☐ Attached  
☒ Other CPR & 1<sup>st</sup> Aid Classes held the 4<sup>th</sup> Saturday of the month. Cost is \$50.00

- Preparer* 86. **Local Government Contact Information for Preparer:**  
Name:

Cathy Nitro, Finance Officer (360) 678-3602 [cwnfire@cwfire.org](mailto:cwnfire@cwfire.org)

Telephone number:

E-mail address: