

2011 BUDGET



Agate Fire Protection District



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The following pages include the Agate Fire Protection District 2011 budget. The District has specific budgeting strategies to ensure financial responsibility and soundness. Outlined below are the District's budgeting strategies, checks and balances for fiscal responsibility, and some technical aspects of the budget.

Budgeting Strategy

The District's budgeting directly correlates with its short and long term planning. The short term planning needs are identified through the day-to-day management of the organization. The management team meets on a monthly basis to discuss the needs of the District and identify internal and external service issues that need attention. The issues that need financial attention are then marked for review for the next year's budget. If necessary, a plan is put in place to accommodate those needs in the current year by substituting expenses in the current year.

In an effort to ensure the District's long term financial health and to continue to expand the organization, the District has a Reserve Fund. This fund is used to accrue the money necessary to meet the District's current and future strategic funding needs. These needs may include, but are not limited to, enabling the District to finance the replacement of vehicles and firefighting apparatus, the funding of various capital projects that fall outside the scope of the normal operating budget. The projected Reserve Fund balance as of December 31, 2011 is \$9,202.00.

The District is committed to funding this account at appropriate levels prior to establishing the overall operating budget. In the 2011 budget, 15% of the total General Property Tax Levy revenue is allocated to this fund.

Fiscal Responsibility

The District is keenly aware that 90% of the total funding for Fire and Rescue services is derived from property taxes of the landowners within the District. The District has several processes in place to ensure these tax dollars are spent wisely. Following are some examples of checks and balances the District has in place to ensure fiscal responsibility:

Monthly Variance Reports: Each month, the Fire Chief will be asked to review their actual spending vs. their budget for the month and the fiscal year-to-date. The Chief will be required to report to the Board of Directors on any line item that is over budget by more than \$100.00. With this process, the Fire Chief reviews all transactions within their budget to ensure expenses are posted correctly.



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Review of Recurring Costs: Periodically, recurring costs will be re-evaluated to ensure that the District is getting the best possible rate.

Spending Authority: For all expenses over \$1,000.00, formal approval is required by the Board of Directors. This allows the District to have greater control over larger expenditures, and to ensure compliance with the Budget.

Technical Aspects of the Budget

The Agate Fire Protection District uses a combination of governmental fund accounting and business accounting practices to keep the books in line with auditing requirements and allow for financial reporting that is easy to read.

General Fund

For the 2011 budget year the Agate Fire Protection District will have one General Fund. Main operating expenses for the District, including: 911 dispatch costs; fire equipment and personal protective equipment; communication tools; fire equipment maintenance; ambulance maintenance; billing and collections; ambulance supplies; firefighter and EMS training; loan repayments; legal services and other professional fees; membership fees; station maintenance expenses; all tangible items purchased for the operation of the District; other operating expenses required for the operation of the District such as postage, internet fees, telephone and other utilities, insurance, and travel expenses; and any capital expenses that are small enough in cost to be covered by the annual operating budget.

Determining the General Fund Operating Budget

The budgeting process started with projecting revenues. The County provides the District with a final assessment for the following year, but these numbers are not available until mid-December. Since the budgeting process was begun in August, it was necessary to estimate the property tax revenue for 2011.

We anticipated no increase in Property Tax, and we projected a decrease in Property Tax revenue. This established the revenue threshold for the 2011 Budget.

We then determined that 15% of the projected Property Tax Levy to be held as a Reserve Fund. The remaining revenue was deemed to be available for appropriation to the General Fund Operating Budget.

The next step in the process was to request that the Fire Chief to prepare a preliminary budget for review by the Budget Committee. This preliminary budget was totaled and compared to projected revenues. This gave the Budget Committee the required information to allow for adjusting expenditures against the projected revenue. This collaborative effort resulted in finalizing and balancing the overall General Fund budget.



Agate Fire Protection District

2011 Budget Overview - The approved Budget for 2011 is balanced. We anticipate total revenues to be \$68,309.00. The General Fund budgeted expenditures, including the funding of the Reserve, equals \$68,344.00 based on the County's provided Property Tax assessed valuation of \$7,677,966.00 made available to the Board Of Directors on December 6, 2010, thus the final budget presented at the December 9, 2010 Board of Directors meeting reflects the latest projected Property Tax Levy.

Sincerely,

Barry Hollembeak
President
Agate Fire Protection District



AGATE FIRE PROTECTION DISTRICT BUDGET 2011

SUMMARY			
	ACTUAL	BUDGETED	
<i>Total income</i>		68,344.00	
<i>Total expenses</i>		62,719.00	
<i>Income less expenses:</i>		5,625.00	
INCOME DETAILS			
	ACTUAL	BUDGETED	NOTES
<i>General Property Tax Levy</i>		61,344.00	
<i>Limon Lease</i>		2,000.00	
<i>Highway Claims</i>		4,000.00	
<i>Donations</i>		1,000.00	
<i>Total income:</i>		68,344.00	
EXPENSE DETAILS			
	ACTUAL	BUDGETED	NOTES
<i>Building Loan</i>		3,750.00	
<i>Loan</i>		10,000.00	
<i>Insurance</i>		5,200.00	
<i>Pinnacol</i>		1,600.00	
<i>Fuel</i>		4,300.00	
<i>Propane</i>		3,000.00	
<i>Certifications</i>		300.00	
<i>License Plates</i>		25.00	
<i>Electric</i>		1,200.00	
<i>Truck Lease</i>		200.00	
<i>Legal Fees</i>		500.00	
<i>Advertisement Legal Notices</i>		250.00	
<i>Phone/DSL</i>		600.00	
<i>Fire Equipment/PPE</i>		5,000.00	
<i>ECCA</i>		1,132.00	
<i>Fire Prevention Education</i>		200.00	
<i>Training</i>		2,500.00	
<i>Association Fees</i>		300.00	
<i>Subscriptions</i>		100.00	
<i>Technology</i>		1,500.00	
<i>Apparatus Maint/Repair</i>		7,500.00	
<i>Treasure Fees (3%)</i>		1,840.00	
<i>Office Supplies</i>		150.00	
<i>Postage</i>		50.00	
<i>Station Maint/Repair</i>		0.00	
<i>Water</i>		240.00	
<i>Depreciation Building</i>		2,080.00	
<i>Reserve Fund (15%)</i>		9,202.00	
<i>Total expenses:</i>		62,719.00	

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