

# Sheridan Fire District



2020-2021 OPERATING BUDGET

## Table of Contents

Budget Calendar.....	2
Budget Committee List .....	3
Mission Statement.....	4
Budget Message .....	5
Resources	
Property Tax Worksheet.....	6
Property Tax Worksheet – Local option levy .....	7
Resources	
Line Item Description .....	8
Revenue Chart.....	9
LB-20.....	10
Chart of Accounts.....	11
General Fund	
Expenditures	
Line Item Description .....	12
Resource Chart .....	13
LB-30 .....	14
Personnel Services	
Resource Line Item Description.....	15
LB-31 .....	16
Chart of Accounts .....	17
Materials and Services	
Resource Line Item Description.....	18-19
LB-31 .....	20
Chart of Accounts .....	21-22
Trust & Agency Fund	
Station 9 Spending Authority	
Line Item Description.....	23
LB-10 .....	24
Chart of Accounts.....	25
Reserve Funds	
Equipment Reserve Fund	
LB-11 .....	26
Chart of Accounts.....	27
John Fancher Memorial Fund	
LB-11 .....	28
Chart of Accounts.....	29
Building Maintenance Fund	
LB-11 .....	30
Chart of Accounts.....	31

# Sheridan Fire District

## 2020 - 2021 Budget Calendar

- |  |                                   |
|--|-----------------------------------|
| <b>1. Appoint Budget Officer</b>   | <u>February 13</u>                |
| <b>2. Prepare Proposed Budget</b>  | <u>Feb - April</u>                |
| <b>3. Appoint Budget Committee Members - (If needed)</b>   | <u>March 12</u>                   |
| <b>4. Publish 1<sup>st</sup> Notice of Budget Committee Meeting - (News Register)</b> <ul style="list-style-type: none"><li>• Publish legal notice of budget committee meeting for the purpose of receiving the proposed budget no more than 30 days prior</li><li>• <b>Publish 2<sup>nd</sup> Notice</b> at least 5 days after 1<sup>st</sup> notice and not less than 5 days prior to the budget committee meeting</li></ul> | <u>May 5</u><br><br><u>May 12</u> |
| <b>5. Budget Committee Meeting - (Sheridan Station @ 6:00 PM)</b> <ul style="list-style-type: none"><li>• Budget message and budget document is presented</li><li>• The committee passes a motion recommending the budget and approving an amount or rate of total ad valorem property taxes to be certified</li></ul>   | <u>May 18</u>                     |
| <b>6. 2<sup>nd</sup> Budget Committee Meeting - (Sheridan Station @ 6:00 PM)</b>   | <u>May 27</u>                     |
| <b>7. Publish Notice of Budget Hearing - (5 - 30 days prior in the News Register)</b> <ul style="list-style-type: none"><li>• Publish “Notice of Budget Hearing and Financial Summary”</li></ul>   | <u>June 2</u>                     |
| <b>8. Hold Budget Hearing - (Rickreall Station @ 6:15 PM)</b> <ul style="list-style-type: none"><li>• Board of Directors adopt a resolution making appropriations, categorizing and levying property taxes</li></ul>   | <u>June 11</u>                    |
| <b>9. Submit Tax Certification Documents - (LB-50)</b> <ul style="list-style-type: none"><li>• Two copies to Tax Assessor by July 15</li></ul>   | <u>July 1</u>                     |

**Sheridan Fire District**  
2020-2021

**BOARD MEMBERS**  
(4-Year Term)

**Scot Breeden**

20405 Rosenbalm Rd.  
Sheridan, OR 97378  
Expires July 2023  
503-843-2981

**Dennis Rogers**

24700 SW Rogers Rd.  
Sheridan, OR 97378  
Expires July 2023  
971-241-7138

**Tammy Heidt**

21580 Finn Rd.  
Sheridan, OR 97378  
Expires July 2023  
503-435-7356

**Brice Ingram**

1111 W Main St.  
Sheridan, OR 97378  
Expires July 2021  
503-857-7380

**Carol Harlan**

29555 SW Mill Creek Rd  
Sheridan, OR 97378  
Expires July 2021  
[503-434-0116](tel:503-434-0116)  
[carol@dijifarm.com](mailto:carol@dijifarm.com)

**BUDGET COMMITTEE**  
(3-Year Term)

**Parrish Van Wert**

29555 SW Mill Creek Rd  
Sheridan, OR 97378  
Expires July 2020  
[parrish@cbbmail.com](mailto:parrish@cbbmail.com)

**Tom Prescott**

239 NE Ash St.  
Sheridan, OR 97378  
Expires July 2020  
[tom.prescott1990@gmail.com](mailto:tom.prescott1990@gmail.com)

**Cody Heidt**

666 NW Evans St.  
Sheridan, OR 97378  
Expires July 2020  
[codyheidt93@gmail.com](mailto:codyheidt93@gmail.com)

**Todd Whitlow**

Expires July 2021  
503-931-2079  
[elkgetr1@aol.com](mailto:elkgetr1@aol.com)

**Cary Laughlin**

20005 Rosenbalm  
Rd. Sheridan, OR  
97378 Expires July  
2021

# **MISSION STATEMENT**

The mission of the Sheridan Fire District is to save lives and protect property through prevention, preparedness education and response.



## 2020-2021 BUDGET MESSAGE

THE 2020-2021 BUDGET CONSISTS OF ONE ACTIVE FUND; WHICH INCLUDES FOUR SPECIAL FUNDS

- General Fund
  - Volunteer Spending Authority
  - Equipment Reserve Fund
  - Fancher Memorial Fund
  - Building Maintenance Fund

### FINANCIAL POLICY FOR 2020-2021;

- As of July 1, 2019, the Board of Directors have established a new direction encompassed within the approved Intergovernmental Agreement (IGA) between Sheridan, SW Polk and West Valley Fire Districts. The IGA incorporates the following services: administrative, operational and financial.
- The budget meets The District's mission, vision and values and the direction of the Board of Directors. Administration is following the Board's direction toward the dissolution and reformation project of the three districts.

### PROPOSED GENERAL FUND CHANGES IN THE 2020-2021 FISCAL YEAR;

- General Fund:
  - The FY 2019-2020 budget reflected a 13% decrease from the previous year. This year reflects a 7% increase over last year. These figures both exclude the contractual services and grant income for comparison purposes.
- Personnel:
  - This budget contains the eight administrative staff, six Sheridan response staff, and four contracted SW Polk personnel.
- Materials & Services reflects a status quo budget.

### APPARATUS, CAPITAL PURCHASES/ PROJECTS IN THE 2020-2021 FISCAL YEAR;

- The Equipment Reserve Fund reflects one engine being purchased at \$380,000.
- The Building Reserve Fund reflects the nearly \$2.1 million seismic grant and \$265,000 for items not covered by the seismic grant at Station 190 and repairs at Station 198 per voter approved levy.

**PROPERTY TAX WORKSHEET**  
**SHERIDAN**

1. Permanent Rate Limit	\$1.1188 / \$1000	
2. Est. Assessed Value		<div>\$499,628,933.02</div>
3. Tax rate (per dollar)	X	<div>0.0011188</div>
4. Amount the Rate would raise		\$558,984.85
5. Estimate Measure 5 loss (compression)	-	\$0.00
6. <i>Tax to be billed</i>	=	<div>\$558,984.85</div>
7. Average Collection Factor	X	<div>0.94</div>
8. <b>Taxes Estimated to be Received</b>	=	<div>\$525,445.76</div>
9. Loss due to discount & uncollectables (line 6 minus line 8)	=	<div>\$33,539.09</div>

**PROPERTY TAX WORKSHEET  
SHERIDAN**

1. Permanent Rate Limit	\$0.3500 / \$1000	
2. Est. Assessed Value		\$499,628,933.02
3. Tax rate (per dollar)	X	<u>0.0003500</u>
4. Amount the Rate would raise		\$174,870.13
5. Estimate Measure 5 loss (compression)	-	\$0.00
		<u><u>                    </u></u>
6. <i>Tax to be billed</i>	=	\$174,870.13
7. Average Collection Factor	X	<u>0.94</u>
		<u>                    </u>
8. <b>Taxes Estimated to be Received</b>	=	<b>\$164,377.92</b>
		<u>                    </u>
9. Loss due to discount & uncollectables (line 6 minus line 8)	=	\$10,492.21



## **General Fund Revenue – LB 20**

**Beginning Balance:** This is an estimate of the money we expect to carry over from the previous fiscal year.

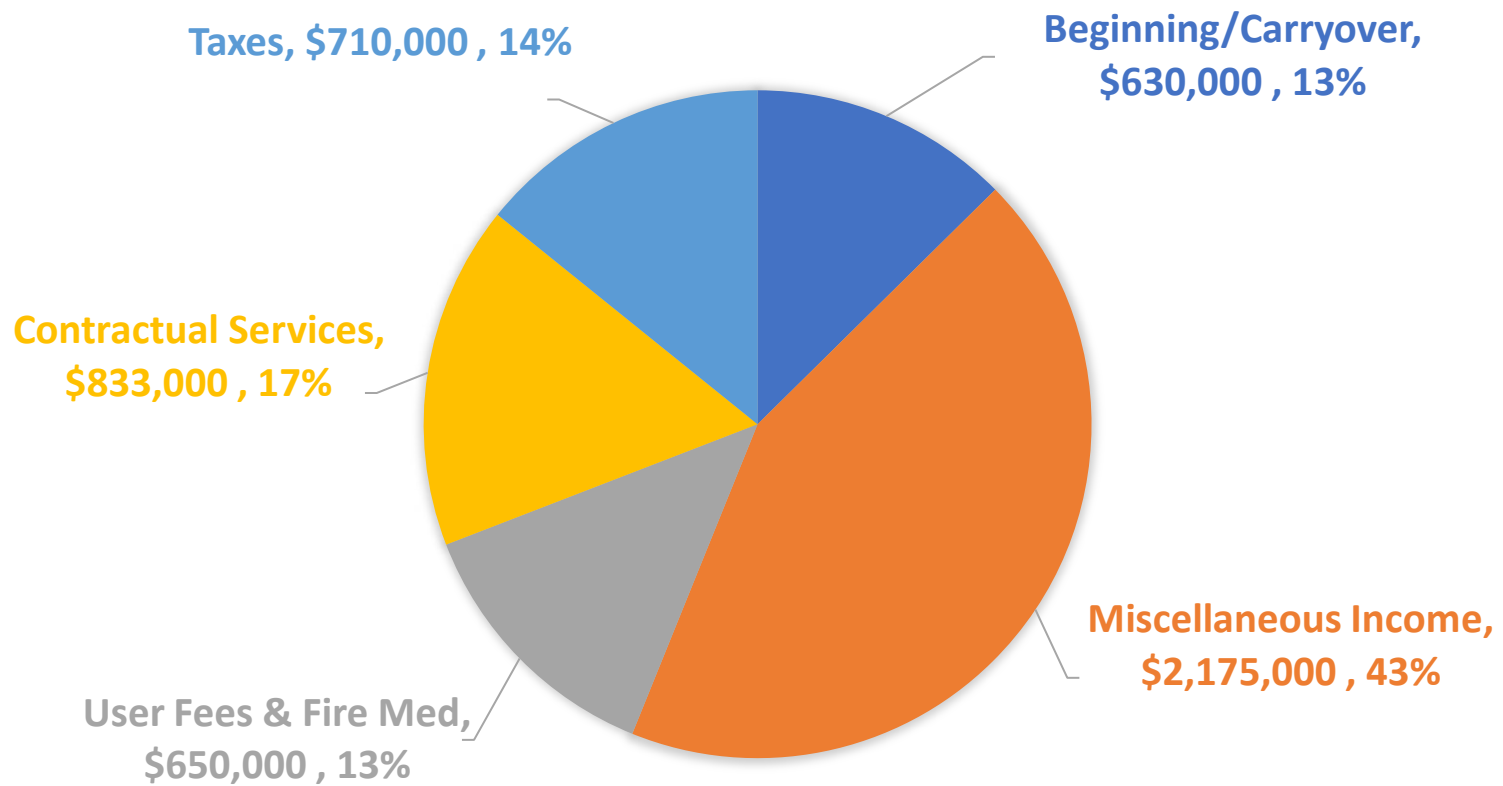
**Misc. Income:** This includes income generated from miscellaneous services such as: grant income, interest income, address markers, conflagrations, Federal Bureau Prisons, donations, payments from items sold, and fees charged for various services and classes provided.

**User Fees & Fire-Med:** This is the money received for ambulance transports, cost recovery billing, ground emergency medical transport (GEMT) and Fire-Med ambulance membership program.

**Contractual Services:** This line item includes revenue income from other agencies that are contracting for services from Sheridan Fire District. Including but not limited to the revenue from other districts to cover costs associated with joint positions.

**Estimated Property Taxes:** This is the tax money we receive from both Polk and Yamhill Counties under our permanent tax rate. These have been calculated per the property tax worksheet included in the budget. This line includes anticipated taxes generated from the voter approved Levy and prior year taxes.

## REVENUE



**RESOURCES**  
**GENERAL FUND**

**SHERIDAN FIRE DISTRICT**

	Historical Data			RESOURCE DESCRIPTION	Budget for Next Year 2020-21		
	Actual		Adopted Budget This Year Year 2019-20		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body
	Second Preceding Year 2017-18	First Preceding Year 2018-19					
1	\$ 609,016	\$ 724,140	\$ 550,000	Beginning/ Carryover balance	\$ 630,000	\$ 628,193	\$ 628,193
2	\$ 89,847	\$ 181,559	\$ 64,000	Miscellaneous Income	\$ 2,175,000	\$ 2,175,000	\$ 2,175,000
3	\$ 642,966	\$ 598,847	\$ 650,000	User Fees & Fire Med	\$ 650,000	\$ 650,000	\$ 650,000
4	\$ -	\$ -	\$ 797,000	Contractual Services	\$ 833,000	\$ 833,000	\$ 833,000
5	\$ 1,341,829	\$ 1,504,546	\$ 2,061,000	Total resources, except taxes to be levied	\$ 4,288,000	\$ 4,286,193	\$ 4,286,193
6			\$ 673,000	Taxes estimated to be received	\$ 710,000	\$ 710,000	\$ 710,000
7	\$ 622,304	\$ 670,440		Taxes collected			
8	\$ 1,964,133	\$ 2,174,986	\$ 2,734,000	TOTAL RESOURCES	\$ 4,998,000	\$ 4,996,193	\$ 4,996,193

## LB-20 Resources General Fund

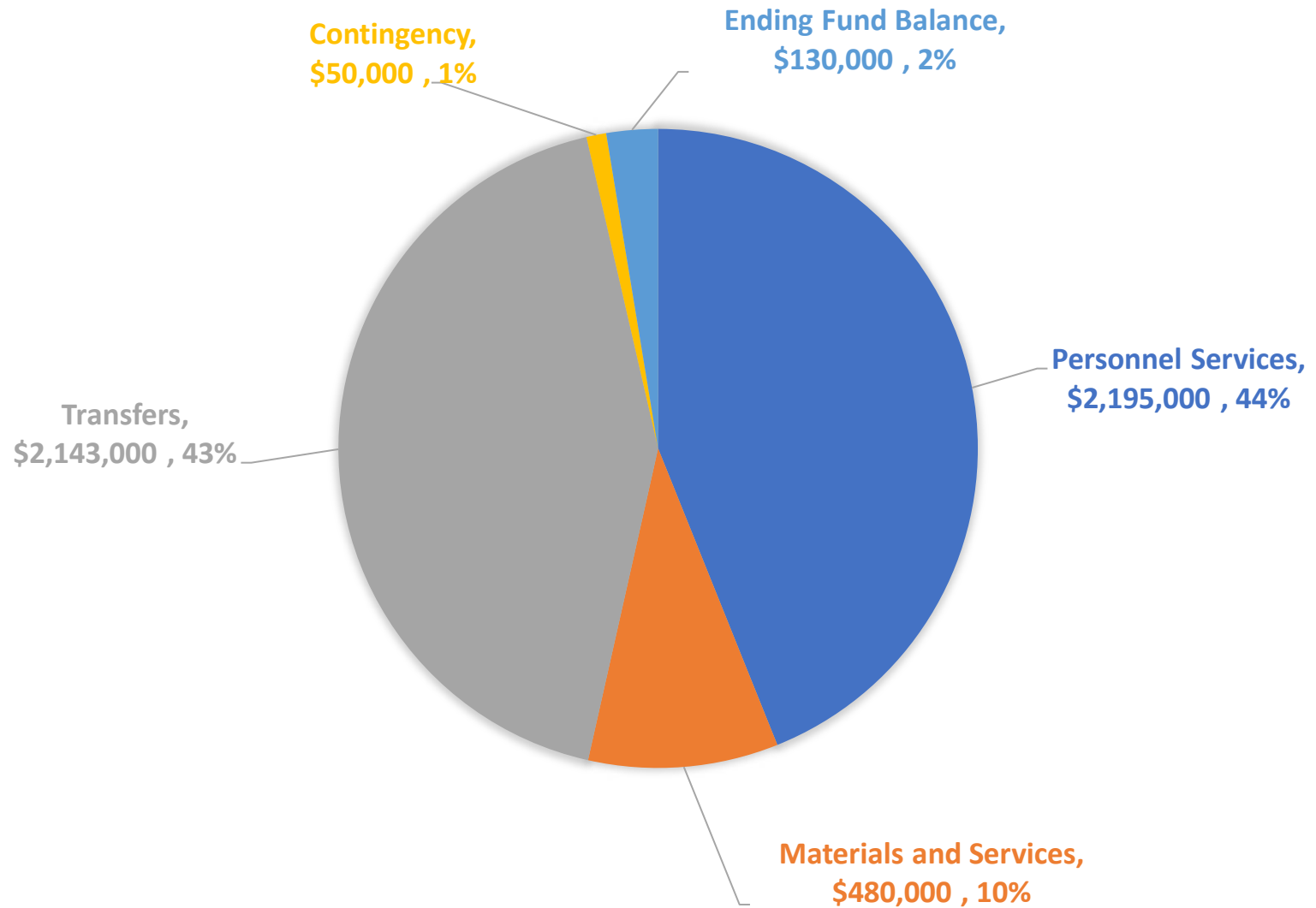
1. Beginning Balance
2. Miscellaneous income
  - 2.1. Tax Interest
  - 2.2. Donations
  - 2.3. Account Interest
  - 2.4. Address Signs
  - 2.5. Grants
  - 2.6. Conflagration
  - 2.7. Surplus Sales
3. User Fees and Fire Med
  - 3.1. Ambulance User Fees
  - 3.2. Cost Recovery
  - 3.3. Fire Med
  - 3.4. Yamhill County
  - 3.5. Polk County
4. Contractual Services
  - 4.1. IGA for Personnel Services
5. Estimated Taxes to be Received
  - 5.1. Yamhill County- Current
  - 5.2. Yamhill County- Prior
  - 5.3. Polk County- Current
  - 5.4. Polk County- Prior
  - 5.5. Prior Year Taxes

## **General Fund Expenditures – LB 30**

**General Fund Requirements Summary:** The LB-30 gives an overview of General Fund expenditures including the sections of Personnel Services, Materials & Services, Capital Outlay, Transfers, Contingency and Unappropriated Ending Fund Balance.

- **Personnel Services:** These are career personnel expenses including wages and fringe benefits. Worker's compensation is based on estimates from our insurance carrier, and our budgeted payroll for this year. The worker's compensation is for both the career and volunteer members.
- **Materials and Services:** These are expenses related to the supplies, equipment, and consumables we use for operations. It also includes services provided by vendors, other organizations or agencies.
- **Capital Outlay:** This is for the purchase of long-term items. There is no capitol purchase included in the General Fund.
- **Transfers to Special Funds:** This moves money into Special Fund accounts.
- **Contingency:** This is a fund that can be utilized for expenses that could not be foreseen at the time the budget was developed.
- **Unappropriated Ending Fund Balance:** This is money set aside for the next year's budget, to fund operations from July 1<sup>st</sup> until we start receiving tax revenue in November.

## REQUIREMENTS



REQUIREMENTS SUMMARY

Sheridan Fire District

	Historical Data			GENERAL FUND	Budget For Next Year 2020-21			
	Actual		Adopted Budget  This Year 2019-20		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body	
	Second Preceding Year 2017-18	First Preceding Year 2018-19						
ALLOCATED TO EMERGENCY FIRE SERVICE DEPARTMENT								
				01 - PERSONNEL SERVICES				
1			\$ 1,381,000	Salaries	\$ 1,495,000	\$ 1,495,000	\$ 1,495,000	1
2			\$ 631,500	Fringe Benefits	\$ 655,000	\$ 655,000	\$ 655,000	2
3			\$ 25,000	Workers Compensation	\$ 45,000	\$ 45,000	\$ 45,000	3
4	\$ 568,961	\$ 742,964	\$ 2,037,500	TOTAL PERSONNEL SERVICES	\$ 2,195,000	\$ 2,195,000	\$ 2,195,000	4
				02 - MATERIALS AND SERVICES				
6	\$ 483,533	\$ 431,000	\$ 466,500	TOTAL MATERIALS AND SERVICES	\$ 480,000	\$ 478,193	\$ 478,193	6
				03 - CAPITAL OUTLAY				
7	\$ 58,105	\$ 206,651	\$ -	TOTAL CAPITAL OUTLAY	\$ -	\$ -	\$ -	7
8	\$ 1,110,599	\$ 1,380,615	\$ 2,504,000	TOTAL ALLOCATED	\$ 2,675,000	\$ 2,673,193	\$ 2,673,193	8
				04 - TRANSFERS				
9	\$ -	\$ -	\$ 25,000	Volunteer Spending Authority	\$ 18,000	\$ 18,000	\$ 18,000	9
10	\$ 50,000	\$ 35,000	\$ 25,000	Equipment Reserve	\$ 25,000	\$ 25,000	\$ 25,000	10
11	\$ 50,000	\$ -	\$ -	Building Maintenance	\$ 2,100,000	\$ 2,100,000	\$ 2,100,000	11
12	\$ 100,000	\$ 35,000	\$ 50,000	TOTAL INTERFUND TRANSFERS	\$ 2,143,000	\$ 2,143,000	\$ 2,143,000	12
				05 - CONTINGENCY				
13			\$ 50,000	CONTINGENCY	\$ 50,000	\$ 50,000	\$ 50,000	13
14	\$ 753,534	\$ 759,371		Ending balance (prior years)				14
15			\$ 130,000	06 - UNAPPROPRIATED ENDING FUND BALANCE	\$ 130,000	\$ 130,000	\$ 130,000	15
16			\$ 230,000	TOTAL NOT ALLOCATED	\$ 2,323,000	\$ 2,323,000	\$ 2,323,000	16
17	\$ 1,964,133	\$ 2,174,986	\$ 2,734,000	TOTAL REQUIREMENTS	\$ 4,998,000	\$ 4,996,193	\$ 4,996,193	17

## **Personnel Services – LB 31**

**Administrative Staff:** These positions embody the personnel tasked with the management and leadership of the three organizations through the Board approved intergovernmental agreement including: Fire Chief, Deputy Chief of Operations, Division Chief of Training, three Battalion Chiefs, Finance Officer, and Administrative Assistant.

**FF/Paramedic & FF/EMT:** These positions embody the career response force. Along with the volunteers, this group represents the operational staffing for daily maintenance, facility upkeep and the emergency response personnel.

**Overtime:** Those hours worked by non-exempt personnel in addition to their normally scheduled hours.

**Part-Time:** Used to hire an EMT- Driver or Paramedic on occasion to keep the ambulance staffed. This will also be used to match the SDAO Internship Grant if awarded.

**Workers Compensation:** This is based on estimates from our insurance carrier and our budgeted payroll for this year.

**Health Insurance:** AD&D, Medical, Dental, Vision, Life and prescription insurance. This is based on estimates from our insurance carrier.

**Payroll Taxes:** State and federal payroll taxes including social security, Medicare, unemployment, workers benefit fund, and transit tax.

**PERS:** This is the Oregon Public Employees Retirement System, which we pay into for career employees.



**FORM  
LB-31**

**REQUIREMENTS**  
**General Fund: Personnel Services**

**SHERIDAN FIRE DISTRICT**

	Historical Data			REQUIREMENTS DESCRIPTION	Budget for Next Year 2020-21			
	Actual		Adopted Budget This Year Year 2019-20		Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body	
	Second Preceding Year 2017-18	First Preceding Year 2018-19						
1	\$ 106,617	\$ 220,000	\$ 637,000	Adminstrative Staff	\$ 665,000	\$ 665,000	\$ 665,000	1
2	\$ 206,220	\$ 240,894	\$ 684,000	FF/Paramedic & FF/EMT	\$ 745,000	\$ 745,000	\$ 745,000	2
3	\$ 24,243	\$ 22,291	\$ 50,000	Overtime	\$ 70,000	\$ 70,000	\$ 70,000	3
4	\$ 14,093	\$ 35,044	\$ 10,000	Part time	\$ 15,000	\$ 15,000	\$ 15,000	4
5	\$ 10,323	\$ 3,199	\$ 25,000	Workers' Comp	\$ 45,000	\$ 45,000	\$ 45,000	5
6	\$ 106,562	\$ 109,442	\$ 310,000	Health insurance	\$ 325,000	\$ 325,000	\$ 325,000	6
7	\$ 29,233	\$ 37,396	\$ 111,500	Payroll Taxes	\$ 110,000	\$ 110,000	\$ 110,000	7
8	\$ 69,798	\$ 74,698	\$ 210,000	PERS	\$ 220,000	\$ 220,000	\$ 220,000	8
9	\$ 568,961	\$ 742,964	\$ 2,037,500	PERSONNEL SERVICES TOTAL	\$ 2,195,000	\$ 2,195,000	\$ 2,195,000	9

## LB-31 Detailed Requirements- Personnel Services

1. Administrative Staff
2. FF/Paramedic & FF/EMT
  - 2.1. FF/Paramedic
  - 2.2. FF/EMT
3. Overtime
  - 3.1. Admin
  - 3.2. Other Staff
4. Part-Time
5. Worker's Compensation
6. Health Insurance
7. Payroll Taxes
  - 7.1. State Taxes (Unemployment, Workers' Benefit Fund, Transit Tax)
  - 7.2. Federal Payroll Taxes (Social Security/Medicare)
8. PERS

## **Material and Services – LB 31**

**General Supplies:** Consumable supplies used in fire suppression and rescues. This also provides for supplies for rehab of firefighters and consumable EMS supplies. This includes office supplies and printer/copier requirements, and janitorial supplies. This includes computers and other information technology needs. This is used to purchase awards and incentives for our personnel. Address markers for citizens.

**Utilities:** Water, Sewer, Telephone, Natural gas, Propane, Electricity, Garbage, Internet, TV and Cellphones

**Facility Maintenance:** This covers the maintenance of facilities and all related items including supplies and maintenance contracts for the facilities. Examples, HVAC system, garage door, building improvements, septic, floors, landscaping care, paint, appliances, plumbing and electrical.

**Professional Fees:** This includes auditor's charges, services of an attorney, and costs for conducting elections. Contracts for user fee billing services. Pre-placement physicals, employee medical testing, and vaccinations. Membership health/fitness and employee assistance programs. Advertising and publishing of notices and public education. Fees associated with contracted services like; Active 911, CrewSense, Lexipol, ESO and others. Any other contracts for services.

**Travel & Education:** Travel expenses incurred with meetings, trainings, conferences and seminars. This may include meals, hotels, and transportation. Fire & EMS training expenses, recertification fees, and attendance of conferences and seminars. Fees for contracted training services such as Target Solutions. Consumable and non-consumable supplies and equipment for training.

**Insurance:** This is our general property, liability, bond and crime, flood, vehicle insurance, and workers compensation for volunteer members.

**Miscellaneous:** Memberships in professional organizations and subscriptions to professional publications. Banking fees. Smoke detectors and other fire prevention supplies. Business and community relations projects and expenditures.

**Dispatch Services:** Contracted service from WVCC - 911/dispatch service. This covers expenses related to operating on the county radio system.

**Apparatus & Equipment Maintenance:** Supplies and tools for maintenance of all equipment and servicing by vendor(s). Apparatus maintenance includes fuel, oil, consumables, tools for fleet services. Equipment includes servicing, testing and calibration of medical equipment, communications, hose, ladder, fire pump, SCBAs and others.

**PPE & Uniforms:** Clothing issued to protect our personnel working under emergency conditions in structural/wildland fire and EMS. Uniforms for all personnel.

**Equipment:** Purchase of communications equipment like portable/mobile radios, pagers and MDCs. Fire hose, hand tools, power tools and other fire related equipment. Includes purchases of new or updated EMS equipment. Any other needed equipment purchases.

**Grant:** This includes grant expenditures for grants that we receive annually. Other grant dollars can be added here through supplemental budgets as awarded throughout the budget year.

**Contractual Services:** This item includes the intergovernmental agreement for administrative, operational and financial services. It also includes the funding for career staff hosted by Sheridan Fire District.

**FORM  
LB-31**

**DETAILED REQUIREMENTS**  
General Fund: MATERIALS AND SERVICES

**SHERIDAN FIRE DISTRICT**

	Historical Data			REQUIREMENTS DESCRIPTION	Budget for Next Year 2020-21			
	Actual		Adopted Budget Year 2019-20					
	Second Preceding Year 2017-18	First Preceding Year 2018-19			Proposed by	Approved by	Adopted by	
					Budget Officer	Budget Committee	Governing Body	
1	\$ 16,096	\$ 16,218	\$ 25,000	General Supplies	\$ 20,000	\$ 20,000	\$ 20,000	1
2	\$ 27,165	\$ 27,737	\$ 30,500	Utilities	\$ 35,000	\$ 35,000	\$ 35,000	2
3	\$ 90,587	\$ 72,351	\$ 100,000	Facility Maintenance	\$ 50,000	\$ 50,000	\$ 50,000	3
4	\$ 16,049	\$ 21,019	\$ 35,000	Professional Fees	\$ 54,000	\$ 54,000	\$ 54,000	4
5	\$ 9,657	\$ 14,717	\$ 25,000	Travel & Education	\$ 25,000	\$ 25,000	\$ 25,000	5
6	\$ 32,028	\$ 31,818	\$ 35,000	Insurance	\$ 35,000	\$ 35,000	\$ 35,000	6
7	\$ 9,588	\$ 12,887	\$ 10,500	Miscellaneous	\$ 10,000	\$ 10,000	\$ 10,000	7
8	\$ 28,125	\$ 29,201	\$ 33,000	Dispatch Services	\$ 33,000	\$ 31,193	\$ 31,193	8
9	\$ 33,600	\$ 56,520	\$ 20,000	Appartus & Equipment Maintenance	\$ 60,000	\$ 60,000	\$ 60,000	9
10	\$ 21,895	\$ 19,015	\$ 31,500	PPE & Uniforms	\$ 35,000	\$ 35,000	\$ 35,000	10
11	\$ 10,942	\$ 20,848	\$ 26,000	Equipment	\$ 26,000	\$ 26,000	\$ 26,000	11
12	\$ -	\$ -	\$ 20,000	Grant	\$ 50,000	\$ 50,000	\$ 50,000	12
13	\$ 43,620	\$ 42,999	\$ 50,000	Student Resident Volunteer Program	\$ 20,000	\$ 20,000	\$ 20,000	13
14	\$ 22,989	\$ 25,000	\$ -	LOSAP	\$ -	\$ -	\$ -	14
15	\$ 18,958	\$ 20,304	\$ 25,000	EMS Supplies	\$ 27,000	\$ 27,000	\$ 27,000	15
16	\$ 133,947	\$ 20,366	\$ -	Contractual Services	\$ -	\$ -	\$ -	16
17	\$ 483,533	\$ 431,000	\$ 466,500	MATERIAL & SERVICE TOTAL	\$ 480,000	\$ 478,193	\$ 478,193	17

## LB-31 Detailed Requirements- Materials and Services

1. General Supplies
  - 1.1. Consumable Response Supplies
  - 1.2. Office Supplies
  - 1.3. Janitorial Supplies
  - 1.4. Awards/Incentives
2. Utilities
  - 2.1. Station 190
    - 2.1.1. Water/Sewer
    - 2.1.2. Telephone/Cellphones
    - 2.1.3. Natural Gas/Propane
    - 2.1.4. Electricity
    - 2.1.5. Garbage
    - 2.1.6. Internet/TV
  - 2.2. Station 197
    - 2.2.1. Water/Sewer
    - 2.2.2. Telephone/Cellphones
    - 2.2.3. Natural Gas/Propane
    - 2.2.4. Electricity
    - 2.2.5. Garbage
    - 2.2.6. Internet/TV
  - 2.3. Station 198
    - 2.3.1. Water/Sewer
    - 2.3.2. Telephone/Cellphones
    - 2.3.3. Natural Gas/Propane
    - 2.3.4. Electricity
    - 2.3.5. Garbage
    - 2.3.6. Internet/TV
3. Facility Maintenance
  - 3.1. Station 190
  - 3.2. Station 197
  - 3.3. Station 198
4. Professional Fees
  - 4.1. Auditors
  - 4.2. Attorney
  - 4.3. Elections
  - 4.4. Billing Services
  - 4.5. Member Physicals, Testing and Vaccines
  - 4.6. Contracted Services (ESO, Lexipol, Target Solutions, Active911, Crewsense, etc.)
5. Travel & Education
  - 5.1. Travel Expenses
  - 5.2. Fire & EMS Training
6. Insurance
7. Miscellaneous
  - 7.1. Publication Subscriptions, Advertising and Publishing
  - 7.2. Banking Fees
  - 7.3. Fire Prevention Supplies
  - 7.4. Community Relations (Address markers, smoke detectors, AED program, etc.)
8. Dispatch Services
  - 8.1. WVCC
  - 8.2. Polk County Radio System
9. Apparatus & Equipment Maintenance
  - 9.1. Maintenance Supplies and Tools
  - 9.2. Vendor Services
  - 9.3. Equipment Servicing/Testing/Calibration
10. PPE & Uniforms
  - 10.1. Uniforms
  - 10.2. Structural PPE
  - 10.3. Wildland PPE
11. Equipment
12. Grants
13. Student Resident Volunteer Program
14. EMS Supplies
15. Contractual Services
  - 15.1. Administration
  - 15.2. Firefighters

## **Special Funds – LB 11**

**Volunteer Spending Authority:** This fund carries the dollars allocated to the volunteer association membership of Sheridan and West Valley Fire Districts for LOSAP and other appreciation program expenditures.

**Equipment Reserve Fund:** This fund carries the balance for apparatus replacement. To be used for future replacement of vehicles, major repairs, and associated equipment.

**John Fancher Memorial Fund:** This fund is used to provide a plaque and monetary award to one Fire and one EMS volunteer each year.

**Building Maintenance Fund:** This is used for major repairs and maintenance of the buildings. It is equally important to rebuild this fund for future projects.

**FORM  
LB-10**

**TRUST AND AGENCY FUND**  
Volunteer Spending Authority

**Sheridan Fire District**

	Historical Data			DESCRIPTION RESOURCES AND REQUIREMENTS	Budget for Next Year 2020-21			
	Actual		Adopted Budget Year 2019-20		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body	
	Preceding Year 2017-18	First Preceding Year 2018-19						
				RESOURCES				
1	\$ -	\$ -	\$ -	Cash on Hand	\$ 25,000	\$ 25,000	\$ 25,000	1
2	\$ -	\$ -	\$ 25,000	GF Transfer In- Firefighter Appreciation Program	\$ 18,000	\$ 18,000	\$ 18,000	2
3	\$ -	\$ -	\$ 2,000	Miscellaneous Income	\$ 1,000	\$ 1,000	\$ 1,000	3
4	\$ -	\$ -	\$ 27,000	TOTAL ALLOCATED RESOURCES	\$ 44,000	\$ 44,000	\$ 44,000	4
				REQUIREMENTS				
5	\$ -	\$ -	\$ 27,000	Appreciation Program	\$ 44,000	\$ 44,000	\$ 44,000	5
6			\$ 27,000	TOTAL ALLOCATED	\$ 44,000	\$ 44,000	\$ 44,000	6
7	\$ -	\$ -		Ending Balance				7
8	\$ -	\$ -	\$ 27,000	TOTAL REQUIREMENTS	\$ 44,000	\$ 44,000	\$ 44,000	8

## LB-11 Volunteer Spending Authority

1. Cash on hand
2. Transferred in from other funds
3. Miscellaneous Income



FORM  
LB-11

**RESERVE FUND**  
**RESOURCES AND REQUIREMENTS**  
Equipment Reserve

**SHERIDAN FIRE DISTRICT**

	Historical Data			DESCRIPTION  RESOURCES AND REQUIREMENTS	Budget for Next Year 2020-21			
	Actual		Adopted Budget Year 2019-20		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body	
	Preceding Year 2017-18	First Preceding Year 2018-19						
				RESOURCES				
1	\$ 387,525	\$ 392,525	\$ 392,525	Cash on hand * (cash basis), or Working Capital	\$ 405,000	\$ 405,000	\$ 405,000	1
2				Interest				2
3	\$ 50,000	\$ 35,000	\$ 25,000	Transferred IN, from other funds	\$ 25,000	\$ 25,000	\$ 25,000	3
4	\$ 437,525	\$ 427,525	\$ 417,525	Total Resources, except taxes to be levied	\$ 430,000	\$ 430,000	\$ 430,000	4
5				Taxes estimated to be received	\$ -	\$ -	\$ -	5
6				Taxes collected in year levied				6
7	\$ 437,525	\$ 427,525	\$ 417,525	TOTAL RESOURCES	\$ 430,000	\$ 430,000	\$ 430,000	7
				REQUIREMENTS **				
8	\$ 45,000		\$ -	Equipment Purchases	\$ 380,000	\$ 380,000	\$ 380,000	8
			\$ -	TOTAL ALLOCATED	\$ 380,000	\$ 380,000	\$ 380,000	
9	\$ 392,525	\$ 427,525		Ending balance (prior years)				9
##			\$ 417,525	UNAPPROPRIATED ENDING FUND BALANCE	\$ 50,000	\$ 50,000	\$ 50,000	10
##	\$ 437,525	\$ 427,525	\$ 417,525	TOTAL REQUIREMENTS	\$ 430,000	\$ 430,000	\$ 430,000	11

#### LB-11 Equipment Reserve

1. Cash on hand
2. Interest
3. Transferred in from other funds
4. Equipment Purchases

**RESERVE FUND**  
**RESOURCES AND REQUIREMENTS**  
John Fancher Memorial

**SHERIDAN FIRE DISTRICT**

	Historical Data			DESCRIPTION RESOURCES AND REQUIREMENTS	Budget for Next Year 2020-21			
	Actual		Adopted Budget Year 2018-19		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body	
	Second Preceding Year 2016-17	First Preceding Year 2017-18						
				RESOURCES				
1	\$ 5,627	\$ 5,427	\$ 5,427	Cash on hand * (cash basis), or Working Capital	\$ 5,127	\$ 5,127	\$ 5,127	1
2				Interest				2
3				Transferred IN, from other funds				3
4	\$ 5,627	\$ 5,427	\$ 5,427	Total Resources, except taxes to be levied	\$ 5,127	\$ 5,127	\$ 5,127	4
5			\$ -	Taxes estimated to be received	\$ -	\$ -	\$ -	5
6				Taxes collected in year levied				6
7	\$ 5,627	\$ 5,427	\$ 5,427	TOTAL ALLOCATED RESOURCES	\$ 5,127	\$ 5,127	\$ 5,127	7
8	\$ 200	\$ 100	\$ 200	Awards	\$ 200	\$ 200	\$ 200	8
9			\$ 200	TOTAL ALLOCATED	\$ 200	\$ 200	\$ 200	9
10	\$ 5,427	\$ 5,327		Ending balance (prior years)				10
11			\$ 5,227	UNAPPROPRIATED ENDING FUND BALANCE	\$ 4,927	\$ 4,927	\$ 4,927	11
12	\$ 5,627	\$ 5,427	\$ 5,427	TOTAL REQUIREMENTS	\$ 5,127	\$ 5,127	\$ 5,127	12

LB-11 John Fancher Memorial

1. Cash on hand
2. Interest
3. Transferred in from other funds
4. Awards

**RESERVE FUND**  
**RESOURCES AND REQUIREMENTS**  
Building Maintenance

**SHERIDAN FIRE DISTRICT**

	Historical Data			DESCRIPTION  RESOURCES AND REQUIREMENTS	Budget for Next Year 2020/21			
	Actual		Adopted Budget Year 2019/20		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body	
	Second Preceding Year 2017/18	First Preceding Year 2018/19						
				RESOURCES				
1	\$ 254,256	\$ 304,256	\$ 304,256	Beginning/Carryover Balance	\$ 296,000	\$ 296,000	\$ 296,000	1
2				Interest				2
3	\$ 50,000		\$ -	Transfer from General Fund	\$ 2,100,000	\$ 2,100,000	\$ 2,100,000	3
4			\$ 1,310,470	Seismic Grant				4
5	\$ 304,256	\$ 304,256	\$ 1,614,726	TOTAL RESOURCES	\$ 2,396,000	\$ 2,396,000	\$ 2,396,000	5
				REQUIREMENTS				
6			\$ 250,000	Building repair & upkeep	\$ 265,000	\$ 265,000	\$ 265,000	6
7			\$ 1,310,470	Seismic Grant Upgrades	\$ 2,100,000	\$ 2,100,000	\$ 2,100,000	7
8			\$ 1,560,470	TOTAL ALLOCATED	\$ 2,365,000	\$ 2,365,000	\$ 2,365,000	8
9	\$ 304,256	\$ 304,256		Ending balance (prior years)				9
10			\$ 54,256	UNAPPROPRIATED ENDING FUND BALANCE	\$ 31,000	\$ 31,000	\$ 31,000	10
11	\$ 304,256	\$ 304,256	\$ 1,614,726	TOTAL REQUIREMENTS	\$ 2,396,000	\$ 2,396,000	\$ 2,396,000	11

#### LB-11 Building Reserve Fund

1. Cash on hand
2. Interest
3. Transferred in from other funds
4. Requirements