

SALT SPRING ISLAND FIRE PROTECTION DISTRICT

STAFF REPORT – Request for Board Decision

DATE: January 20, 2020
SUBJECT: Preliminary Income & Expense Report to December 31, 2019
TO: Chair and Board of Trustees
FROM: Laurie Taylor, CAO

PURPOSE

Receive the preliminary Income & Expense report to December 31, 2019.

BACKGROUND

The attached report is the preliminary Income & Expenses report to December 31, 2019 that includes all payroll expenses to the end of the year but does not include any invoices for 2019 that have not yet been received. As well it does not include any entries required by the auditors.

As it stands currently it looks like there is a surplus of approximately \$53,000. That number will change once the audit is complete.

RECOMMENDATION

THAT the preliminary Income & Expense report to December 31, 2019 be received.

Respectfully submitted.

Laurie Taylor
CAO

Attach:

Salt Spring Island Fire Protection District
Income and Expense
 January 1 to December 31, 2019
 Preliminary

	Jan - Dec 19	Annual Budget	Variance
Ordinary Income/Expense			
Income			
Int - General	26,517.51	9,000.00	17,517.51
Miscellaneous Income	18,516.55	0.00	18,516.55
Tax Revenue	3,085,000.00	3,085,000.00	0.00
Total Income	3,130,034.06	3,094,000.00	36,034.06
Gross Profit	3,130,034.06	3,094,000.00	36,034.06
Expense			
Admin Expenses			
Advertising	805.34	1,000.00	(194.66)
Audit & Related Fees	10,000.00	10,000.00	0.00
Bank Charges	868.22	1,000.00	(131.78)
Cash Over/Short	(0.41)	0.00	(0.41)
Communication - Phone	18,730.84	15,000.00	3,730.84
Convention	2,154.94	4,000.00	(1,845.06)
Credit Card Fee	36.96	0.00	36.96
Dues & Subscriptions	4,092.48	2,500.00	1,592.48
Finance Charges	0.00	0.00	0.00
Freight/Postage	4,992.47	5,000.00	(7.53)
Insurance			
Insurance-prop,veh,liability	23,375.73	47,000.00	(23,624.27)
Insurance - Other	18,960.67	0.00	18,960.67
Total Insurance	42,336.40	47,000.00	(4,663.60)
Professional/Tech Support	32,700.00	30,000.00	2,700.00
Licenses, Leases & Rentals	2,979.46	6,000.00	(3,020.54)
Marketing	540.46	1,000.00	(459.54)
Office Supplies & Equipment	13,312.61	14,000.00	(687.39)
Professional Development	2,032.17	5,000.00	(2,967.83)
Telpay Fee	85.60	0.00	85.60
Total Admin Expenses	135,667.54	141,500.00	(5,832.46)
Operating Expenses			
Clothing - Career	2,803.73	5,000.00	(2,196.27)
Clothing - Paid On-call	20,403.01	11,500.00	8,903.01
Clothing - Protective	25,209.81	26,000.00	(790.19)
Computer HW, SW, Supp	7,898.80	2,500.00	5,398.80
Employee/POC Recognition	3,088.87	5,000.00	(1,911.13)
Equipment Purchase & Tools	11,815.05	8,000.00	3,815.05
Equipment R & M	13,604.90	7,000.00	6,604.90
Fire Dept Record System	0.00	3,500.00	(3,500.00)
Fire Fighter EAP	20,821.76	3,000.00	17,821.76
Fire Prev & Public Educat	1,027.87	5,000.00	(3,972.13)
Fire Station R & M	39,754.54	12,000.00	27,754.54
Fire Station Utilities	25,393.17	28,500.00	(3,106.83)
First Responder	10,773.81	10,000.00	773.81

Salt Spring Island Fire Protection District
Income and Expense
January 1 to December 31, 2019
Preliminary

	<u>Jan - Dec 19</u>	<u>Annual Budget</u>	<u>Variance</u>
Foam	0.00	3,000.00	(3,000.00)
Hydrant Install/Repair	9,000.00	9,000.00	0.00
Landscaping	7,807.97	7,000.00	807.97
Major Incident	219.31	0.00	219.31
Medical	(159.98)	0.00	(159.98)
Miscellaneous	3,889.36	0.00	3,889.36
POC Recruitment & Retention	0.00	2,000.00	(2,000.00)
Radio Equipt/Repair & Supplies	1,764.13	1,000.00	764.13
SCBA	8,652.57	10,000.00	(1,347.43)
Supplies/Sundries	10,046.80	7,000.00	3,046.80
Training (formerly Education)	73,707.08	60,000.00	13,707.08
Vehicle Operating	61,511.50	90,000.00	(28,488.50)
Operating Expenses - Other	(72.00)	0.00	(72.00)
Total Operating Expenses	358,962.06	316,000.00	42,962.06
Trustee Expenses			
Admin Support	9,910.80	4,000.00	5,910.80
Advertising/Election	4,775.92	6,000.00	(1,224.08)
Annual Dinner	7,562.56	6,000.00	1,562.56
Consultants	11,445.17	6,000.00	5,445.17
Fireworks	2,500.00	2,500.00	0.00
Legal Fees	4,520.75	5,000.00	(479.25)
Labour Relations	15,981.26	55,000.00	(39,018.74)
Communications/Public Engagemnt	0.00	5,000.00	(5,000.00)
New Fire Hall Planning	14,445.91	25,000.00	(10,554.09)
Miscellaneous	473.13	0.00	473.13
Office Equipment & Supplies	43.87	0.00	43.87
Total Trustee Expenses	71,659.37	114,500.00	(42,840.63)
Wage & Related Expenses			
EHT Expense	6,366.52	0.00	6,366.52
Edge Benefits LOI Premium	369.36	0.00	369.36
RRSP Contributions	15,078.49	10,000.00	5,078.49
BC Medical Service Plan	36,436.05	42,750.00	(6,313.95)
CPP	37,392.91	34,000.00	3,392.91
EI	17,436.31	15,250.00	2,186.31
Employee Allowances	1,134.40	1,000.00	134.40
Employee Health Plan & BBD	65,382.65	68,000.00	(2,617.35)
HUB-Health Benefits(Volunteers)	38,001.04	34,000.00	4,001.04
Life Ins. & W.C.B.	55,429.62	48,750.00	6,679.62
Reg. Pension Plan	173,970.17	183,500.00	(9,529.83)
SSIFR Firefighters Assn Stipend	283,653.32	246,700.00	36,953.32
Staffing - Fill in Wages	2,126.27	0.00	2,126.27
Wages	1,482,607.11	1,446,500.00	36,107.11
Wage & Related Expenses - Other	0.00	0.00	0.00
Total Wage & Related Expenses	2,215,384.22	2,130,450.00	84,934.22

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	<u>Jan - Dec 19</u>	<u>Annual Budget</u>	<u>Variance</u>
Xtraordinary Expenses	0.00	100,000.00	(100,000.00)
Total Expense	2,781,673.19	2,802,450.00	(20,776.81)
Net Ordinary Income	348,360.87	291,550.00	56,810.87
Net Income	348,360.87	291,550.00	56,810.87

SUMMARY - GENERAL

	<u>Jan - Dec 19</u>	<u>Annual Budget</u>	<u>Variance</u>
TOTAL INCOME	3,130,034.06	3,094,000.00	36,034.06
Expenses			
Administration Expenses	135,667.54	141,500.00	(5,832.46)
Operating Expenses	358,962.06	316,000.00	42,962.06
Trustee Expenses	71,659.37	114,500.00	(42,840.63)
Wage & Related Expenses	2,215,384.22	2,130,450.00	84,934.22
Extraordinary Expenses	0.00	100,000.00	(100,000.00)
TOTAL EXPENSES	2781673.19	2802450	-20776.81
NET INCOME	348,360.87	291,550.00	56,810.87

Less:

LTD Interest expense	7,496.23
Tst to Appartus Reserve	137,500.00
Tsf to New Fire Hall Reserve	150,000.00
	<u>294,996.23</u>

Surplus \$53,364.64