



Pliocene Ridge Community Services District
Policies & Procedures: FINANCES Policy 2010

RESERVE FUNDS

Definitions:

Contingency Fund Commonly referred to as a “Rainy Day Fund” the purpose of this fund is to cover budget short-falls and unexpected expenditures.

Streetlight Fund The purpose of this fund is to keep the Streetlight Revenues & Expenses and the corresponding accumulated net change separate from the Fire/EMS Operations of the District. The funds in this account are intended for streetlight related expenses in Alleghany & Forest City only.

Unallocated Funds Pike & Alleghany Fire Depts These funds are allocated to a specific fire department, but otherwise not tied to any specific purpose.

Vehicle Funds Pike & Alleghany Fire Depts Funds allocated for vehicle purchase and/or repairs and maintenance for each department, unless otherwise noted (a portion of Alleghany’s vehicle fund has been ear-marked specifically for a vehicle purchase at the request of the donor AVFD non-profit corp in the amount of \$8,000).

Building Maintenance Funds Pike & Alleghany Funds allocated for repairs and/or improvements to the firehouses.

Mutual Aid Income The District maintains Agreements with the US Forest Service and California Dept. of Forestry to provide support on Fire Incidents. The money earned from these incidents is listed on the District’s chart of accounts as: Mutual Aid Income. It is allocated to specific funds as explained in the Procedures below.

Emergency Response Income The District adopted Ordinance #1 in February of 2016. This ordinance established billing rates for emergency response services provided to non-resident individuals. The money earned from these incidents is listed on the District’s chart of accounts as: Emergency Response Income. It is allocated to specific funds as explained in the Procedures below.

POLICY

It is the policy of the District to set aside Reserve Funds on a regular basis to ensure financial stability and to facilitate long-term planning. Fund accounts are also used to allocate money for specific purposes, allocate funds based on income source or to ensure that contributions are retained for their original intended use to the full extent possible.

CONTINGENCY FUND: It is the Policy of the district to maintain funds sufficient to cover approximately 6 to 12 months of district operations in the contingency fund. The purpose of the contingency fund is to cover budget shortfalls and unexpected (emergency) expenses. Board action is required for contingency fund transfers.



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PROCEDURES

Contingency Fund Each Fiscal Year, after the books are closed-out, the Treasurer or designee shall examine the previous year's cash-flow results, including a calculation of the general fund balance needed to cover ongoing operating expenses. A recommendation will be made to the board regarding how much money should be moved into or taken out of the contingency fund (if any).

Streetlight Fund As established by district Policy #6000, the district established a zone for the Streetlights in 2006. Income and expenses related to the streetlights are kept in a separate fund to ensure that no firefighting revenue is used to support the streetlights or visa-versa.

The streetlight fund shall also pay its fair share of the County Management fee (the amount that the County charges per State Law for collecting & dispersing the district's tax funds) Based on over ten years of District history the amount charged to the Streetlight fund to cover its share of the County Management fee shall be 9% of the total streetlight revenue for the corresponding year.

Mutual Aid Income Fund Allocation

Revenues generated by Mutual Aid contracts shall be allocated to the station generating the funds and the general fund as follows:

- Payment of employee/volunteer wages as specified in the mutual aid contract including applicable payroll taxes shall be subtracted from the gross receipt to arrive at the net income.
- Net income shall be allocated to the dept that earned the income as follows 20% to the Building Fund; 55% to the Station vehicle fund; 25% to the District general fund.

Emergency Response Income Fund Allocation

Revenues generated by Ordinance #1 (charge is \$750 per call) shall be allocated to the station generating the funds and the general fund as follows

- \$150 to the District general fund. \$600 to an "unallocated fund" for the responding department OR \$300 to each department if both respond (split 50/50).

Funds Master Sheet A master sheet to track the fund changes on an annual basis has been developed by the District Treasurer. It is updated annually as part of the year-end accounting process. A copy of the Master sheet shall be provided each year in conjunction with the draft final budget. The reserve fund account, along with detail for each category shall also be included on the monthly treasurer's reports.

This draft policy is based on long-standing district policies and procedures that, for the most part, were previously incorporated into various other policies. Presented Sept. 17, 2020.