

**FORESTHILL  
FIRE PROTECTION DISTRICT**

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**REPORT ON ACCOUNTING CONTROLS  
AND PROCEDURES**

**for the year ended June 30, 2015**

**ROBERT W. JOHNSON**  
**Certified Public Accountant**



Robert W. Johnson  
*an accountancy corporation*

6234 Birdcage Street, Citrus Heights, California 95610 | robertwjohncpagroup@gmail.com | 916.723.2555  
www.bob-johnson-cpa.com

October 21, 2015

To the Board of Directors  
Foresthill Fire Protection District  
Foresthill, California

We have audited the financial statements of Foresthill Fire Protection District as of and for the year ended June 30, 2015. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the State Controller's Minimum Audit Requirements for California Special Districts.

In planning and performing our audit of the financial statements of Foresthill Fire Protection District as of and for the year ended June 30, 2015, in accordance with auditing standards generally accepted in the United States of America, we considered Foresthill Fire Protection District's internal control over financial reporting (internal control) as a basis for designing our auditing procedures but not for the purpose of expressing our opinion on the effectiveness of the District's internal control over financial reporting. Accordingly, we do not express an opinion on the effectiveness of the District's internal control over financial reporting.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent or detect and correct misstatements on a timely basis. A material weakness is a deficiency, or combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis.

Our consideration of internal control over financial reporting was for the limited purpose described in the first paragraph and was not designed to identify all deficiencies in internal control over financial reporting that might be deficiencies, significant deficiencies or material weaknesses. We did not identify any deficiencies in internal control over financial reporting that we consider to be material weaknesses, as defined above. However, we have enclosed other recommendations for your consideration.

This communication is intended solely for the information and use of management and Board of Directors and is not intended to be and should not be used by anyone other than these specified parties.

Sincerely,

*Robert W. Johnson, An Accountancy Corporation*

Robert W. Johnson, An Accountancy Corporation

1. Comparison of Operating Results:

	Statement of Activities		
	June 30, <u>2015</u>	June 30, <u>2014</u>	Favorable (Unfavorable) <u>Variance</u>
Revenues	\$1,365,820	\$1,270,798	\$ 95,022
Expenses	<u>1,354,046</u>	<u>1,397,329</u>	<u>43,283</u>
Net income (loss)	\$ <u>11,774</u>	\$ ( <u>126,531</u> )	\$ <u>138,305</u>
Cash	\$ <u>603,875</u>	\$ <u>745,673</u>	\$ ( <u>141,798</u> )

Observation:

- Revenue increased and expenses decreased in 2015 resulting in an increase of \$138,305 in net income.
- it is suggested the District carefully monitor monthly cash flow in 2016.

2. Prior Year Recommendations:

A. Asset Transfer:

Recommendation:

We recommended that title to the Code 3 SUV donated by another local fire district be properly transferred and insured.

Follow up:

This was done.

B. Timecards:

Recommendation:

We recommended that all employees be required to complete timecards and that such timecards be approved by a supervisor. Such approval involves validating time worked as well as vacation and sick leave hours used.

Follow up:

All employees now complete timecards and the Fire Chief reviews. Timecards are matched to the master schedule by the Office Manager/District Secretary.

C. Reserve Funding Policy:

Recommendation:

We recommended that the District Secretary track reserves (mitigation fees).

Follow up:

District Secretary keeps a spreadsheet of mitigation (development fee) collections. Recently the District set up a separate cash account on its general ledger – same County account. Purpose is to “transfer” cash from unrestricted cash to mitigation fee cash.

**FORESTHILL  
FIRE PROTECTION DISTRICT**

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**FINANCIAL STATEMENTS  
AND INDEPENDENT AUDITOR'S REPORT**

**for the year ended June 30, 2015**

**ROBERT W. JOHNSON**  
**Certified Public Accountant**

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**INDEPENDENT AUDITOR'S REPORT**

To the Board of Directors  
Foresthill Fire Protection District  
Foresthill, California

**Report on the Financial Statements**

We have audited the accompanying financial statements of Foresthill Fire Protection District, as of and for the year ended June 30, 2015, as listed in the table of contents, and the related notes to the financial statements.

**Management's Responsibility for the Financial Statements**

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

**Auditor's Responsibility**

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audits in accordance with auditing standards generally accepted in the United States of America and the State Controller's Minimum Audit Requirements for California Special Districts. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

### **Opinion**

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of Foresthill Fire Protection District as of June 30, 2015, and the results of its operations for the year then ended in conformity with accounting principles generally accepted in the United States of America, as well as the accounting systems prescribed by the State Controller's Office and State Regulations governing Special Districts.

### **Other Matters**

#### *Required Supplementary Information*

The Management's Discussion and Analysis is not a required part of the financial statements but is supplemental information required by the Government Auditing Standards Board. Management has elected to omit the Management's Discussion and Analysis.

#### *Other Information*

Our audit was conducted for the purpose of forming an opinion on the financial statements as a whole. The supplemental information listed in the table of contents is presented for purposes of additional analysis and is not a required part of the financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the financial statements.

The information has been subjected to the auditing procedures applied in the audit of the financial statements and, in our opinion, is fairly stated, in all material respects, in relation to the basic financial statements taken as a whole.

*Robert Johnson, AN Account Corporation*

Citrus Heights, California  
October 21, 2015

FORESTHILL FIRE PROTECTION DISTRICT  
STATEMENT OF NET POSITION AND GOVERNMENTAL FUND BALANCE SHEET  
June 30, 2015

ASSETS	<u>General Fund</u>	<u>Adjustments</u>	<u>Statement of Net Position</u>
Cash and investments (Note 3)	\$ 603,875	\$ -	\$ 603,875
Accounts receivable – ambulance billing	202,430	-	202,430
Accounts receivable – other	10,705	-	10,705
Prepaid expenses	-	-	-
Capital assets (Note 4)	-	2,572,758	2,572,758
Less, accumulated depreciation	<u>-</u>	<u>(1,617,045)</u>	<u>(1,617,045)</u>
Total assets	<u>\$ 817,010</u>	<u>\$ 955,713</u>	<u>\$ 1,772,723</u>
LIABILITIES			
Accounts payable and accrued liabilities	\$ 69,389	\$ -	\$ 69,389
Compensated absences	18,664	-	18,664
Deferred compensation	-	-	-
Deferred revenue	-	-	-
Ralph Hoeper trust	<u>2,820</u>	<u>-</u>	<u>2,820</u>
Total liabilities	<u>90,873</u>	<u>-</u>	<u>90,873</u>
FUND BALANCES/NET POSITION			
Fund balances (Note 6):			
Restricted	31,019	( 31,019)	-
Committed	353,911	( 353,911)	-
Unassigned	<u>341,207</u>	<u>( 341,207)</u>	<u>-</u>
Total fund balances	<u>726,137</u>	<u>( 726,137)</u>	<u>-</u>
Total liabilities and fund balances	<u>\$ 817,010</u>		
Net position (Note 6):			
Net investment in capital assets		955,713	955,713
Restricted		31,019	31,019
Unrestricted		<u>695,118</u>	<u>695,118</u>
Total net position		<u>\$ 1,681,850</u>	<u>\$ 1,681,850</u>

See notes to financial statements

FORESTHILL FIRE PROTECTION DISTRICT  
STATEMENT OF ACTIVITIES AND GOVERNMENTAL FUND REVENUES,  
EXPENDITURES AND CHANGES IN FUND BALANCES  
for the year ended June 30, 2015

	<u>General Fund</u>	<u>Adjustments</u>	<u>Statement of Activities</u>
Program expenditures/expenses:			
Public protection	\$1,205,003	\$ -	\$1,205,003
Support services	25,445	-	25,445
Capital outlay	20,529	( 20,529)	-
Depreciation	<u>-</u>	<u>123,598</u>	<u>123,598</u>
Total program expenditures/expenses	<u>1,250,977</u>	<u>103,069</u>	<u>1,354,046</u>
Program revenues:			
Charge for services			
Fire – rescue income	1,310	-	1,310
Strike team revenue	187,957	-	187,957
Ambulance	368,424	-	368,424
Grants	<u>17,000</u>	<u>-</u>	<u>17,000</u>
	<u>574,691</u>	<u>-</u>	<u>574,691</u>
General revenues:			
Taxes	383,073	-	383,073
Special assessment	334,602	-	334,602
Development fees	60,037	-	60,037
Interest	2,858	-	2,858
Donations	5,100	-	5,100
Other	<u>5,459</u>	<u>-</u>	<u>5,459</u>
Total general revenues	<u>791,129</u>	<u>-</u>	<u>791,129</u>
Excess of revenues (expenditures)/ change in net position	114,843	( 103,069)	11,774
Beginning fund balances/ net position	<u>611,294</u>	<u>1,058,782</u>	<u>1,670,076</u>
Ending fund balances/net position	<u>\$ 726,137</u>	<u>\$ 955,713</u>	<u>\$1,681,850</u>

See notes to financial statements

FORESTHILL FIRE PROTECTION DISTRICT  
STATEMENT OF REVENUES AND EXPENDITURES  
COMPARED TO BUDGET  
for the year ended June 30, 2015

	<u>Budget</u>	<u>Actual</u>	<u>Favorable (Unfavorable) Variance</u>
Revenues:			
General tax revenue	\$ 379,800	\$ 383,073	\$ 3,273
Special assessment	334,700	334,602	( 98)
Ambulance revenue	305,000	368,424	63,424
Strike team pay	100,000	187,957	87,957
Fire – rescue income	-	1,310	1,310
Development fees	-	60,037	60,037
Grants	17,000	17,000	-
Donations	500	5,100	4,600
Other	7,140	5,459	( 1,681)
Interest	<u>2,500</u>	<u>2,858</u>	<u>358</u>
 Total revenues	 <u>1,146,640</u>	 <u>1,365,820</u>	 <u>219,180</u>
Expenditures:			
Salaries and wages	851,680	867,630	( 15,950)
WC	45,000	46,803	( 1,803)
Service and supplies	31,200	35,767	( 4,567)
Insurance	19,800	19,462	338
Fleet maintenance	54,200	40,062	14,138
Building maintenance	6,750	7,069	( 319)
Professional dues	4,200	5,690	( 1,490)
County charges	9,097	9,516	( 419)
SB-2557 costs	7,855	7,855	-
Office supplies	7,750	10,238	( 2,488)
Professional services	56,700	110,828	( 54,128)
Fuel – equipment	30,000	26,103	3,897
Safety clothing	12,000	13,796	( 1,796)
Training	-	1,329	( 1,329)
Travel	-	-	-
Utilities	30,500	27,486	3,014
LAFCO	815	814	1
Debt service – principal	-	-	-
– interest	-	-	-
Grant expenses	-	-	-

See notes to financial statements

FORESTHILL FIRE PROTECTION DISTRICT  
STATEMENT OF REVENUES AND EXPENDITURES, continued  
COMPARED TO BUDGET  
for the year ended June 30, 2015

	<u>Budget</u>	<u>Actual</u>	Favorable (Unfavorable) <u>Variance</u>
Property additions	\$ -	\$ 20,529	\$( 20,529)
Capital improvements	<u>-</u>	<u>-</u>	<u>-</u>
Total expenditures	<u>1,167,547</u>	<u>1,250,977</u>	<u>( 83,430)</u>
Excess of revenues/ (expenditures)	\$( <u>20,907</u> )	\$ <u>114,843</u>	\$ <u>135,750</u>

See notes to financial statements

FORESTHILL FIRE PROTECTION DISTRICT  
NOTES TO FINANCIAL STATEMENTS

1. Organization:

Foresthill Fire Protection District (the "District") exists in order to provide Local Services relating to the Protection of Lives and Property which are critical to the Public Peace, Health and Safety of the Community and Visitors of Foresthill.

The Board of Directors has continuously provided Fire Protection Services, First-Responder Emergency Medical Services, Rescue Services, Hazardous Material Emergency Response Services, and Other Services relating to the Protection of Life and Property to the best of their ability given their budgetary restraints.

Foresthill Fire Protection District is located in Placer County, East of Interstate 80 and includes an unincorporated area that serves as residence for approximately 6,000 persons. The District covers an area of about 81 square miles and is also responsible for 500 square miles covered by our Ambulance contract with Sierra Sacramento Valley EMS. The District consists of scattered semi-urban residential clusters and forested lands. The District is semi-rural, semi-urban with low density development.

The District has an Administrative Office housing the Fire Chief, Deputy Fire Marshal/Operations Battalion Chief, Human Resources/Admin Clerk and Training Room. The fiscal management of the District is run through this location.

The District has Three Fire Stations. Station 88 equipped with one Type I Engine, one Type III Brush Engine and 1 ALS Ambulance. Station 90 equipped with one Type I Engine, one Type III Brush Engine 1 ALS Ambulance and Rescue Unit. Station 89 equipped with one Water Tender. These Stations are manned by a combination of 32 Full Time, Part time and Paid-Per Call employees. The Station 88 and 90 Ambulance and Engines are covered by one Full Time ALS or BLS Captain or Lieutenant and one Part Time ALS or BLS Firefighter 24 hours a day 7 days a week. Station 89 is unmanned.

Our current ISO rating is, residence living in the Foresthill Fire Protection District boundaries, within 5 miles of a fire station and within 1000 feet of a fire hydrant will now have an ISO rating of class 3/3Y, beyond 1000 feet of a hydrant but within 5 miles of a fire station would be a special 8B classification and beyond 5 road miles of a fire station will be rated a class 10. This is on a scale of 1 to 10 where "1" is the best.

The District averages 600-650 calls per year. Seventy-five percent of which are Medical aides.

FORESTHILL FIRE PROTECTION DISTRICT  
NOTES TO FINANCIAL STATEMENTS, continued

2. Summary of Significant Accounting Policies:

The financial statements of the District have been prepared in conformity with accounting principles generally accepted in the United States of America (GAAP). The Governmental Accounting Standards Board (GASB) is the standard-setting body for establishing GAAP for state and local government organizations. The District's significant accounting policies are described below.

Measurement Focus and Basis of Accounting

The District reports a *General Fund* that is used to account for all financial resources except those required or designated by the Board of Directors to be accounted for in another fund.

The government-wide financial statements are reported using the economic resources measurement focus and the accrual basis of accounting. Revenues are recorded when earned and expenses are recorded at the time liabilities are incurred, regardless of when the related cash flow takes place. Non-exchange transactions, in which the District gives or receives value without directly receiving or giving equal value in exchange, include property taxes, grants, entitlements and donations. Revenues from grants, entitlements and donations are recognized in the fiscal year in which all eligibility requirements have been satisfied.

Governmental funds are reported using the current financial resources measurement focus and the modified accrual basis of accounting. Under this method, revenues are recognized when measurable and available. The District considers revenues to be available if they are collectible in the current period or soon enough thereafter to be used to pay liabilities of the current period. Revenues that are accrued include property taxes, interest income, and charges for current services. Revenues that are not accrued include permits and fines, forfeitures, and penalties, if applicable. Expenditures are generally recorded when a liability is incurred, as under accrual accounting. However, debt service expenditures are recorded only when payment is due. General capital assets are reported as expenditures in governmental funds. Proceeds of general long-term and capital assets are reported as other financing sources.

Private-sector standards of accounting and financial reporting issued prior to December 1, 1989, generally are followed in the government-wide financial statements to the extent that those standards do not conflict with or contradict guidance of the Governmental Accounting Standards Board.

FORESTHILL FIRE PROTECTION DISTRICT  
NOTES TO FINANCIAL STATEMENTS, continued

2. Summary of Significant Accounting Policies (continued):

Capital Assets

Capital assets are recorded at historical cost if purchased or constructed. Amortization of assets acquired under capital lease and purchased goodwill is included in depreciation. Structures and equipment and goodwill are depreciated using the straight-line method over their estimated useful lives.

Budgets

In accordance with the provisions of Sections 13901 through 13906 of the California Health & Safety Code and other statutory provisions, commonly known as the Budget Act, the District prepares and legally adopts a final budget for each fiscal year.

Investments

The District maintains cash balances with the Treasurer of Placer County in an interest-bearing pooled investment account.

Use of Estimates

The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenditures during the reporting period. Actual results may differ from those estimates.

FORESTHILL FIRE PROTECTION DISTRICT  
NOTES TO FINANCIAL STATEMENTS, continued

2. Summary of Significant Accounting Policies (continued):

Property Taxes

The District receives property taxes from Placer County. Property taxes receivable are recorded in the fiscal year for which the tax is levied based on the assessed value as of September 1 of the preceding fiscal year. They become a lien on the first day of the year they are levied. Secured property tax is levied on September 1 and due in two installments, on November 1 and March 1. They become delinquent on December 10 and April 10, respectively. Unsecured property taxes are levied on July 1, and become delinquent on August 31. The District elected to receive the property taxes from the County under the Teeter Bill Program. Under this Program, the District receives 100% of the levied property taxes in periodic payments, with the County assuming responsibility for delinquencies.

3. Cash and Investments:

The District maintains certain portions of its funds with Placer County. The County is authorized to deposit cash and invest excess funds by the California Government code Section 53648 et. seq. The funds maintained by the County are secured by federal depository insurance.

At year-end the carrying amount of the District's deposits was \$215,892 and the bank balance was \$223,359.

	Balance June 30 <u>2015</u>
Checking (2 accounts)	\$ 215,892
Cash with County - General Fund	356,964
Cash with County - Capital Fund	<u>31,019</u>
	<u>\$ 603,875</u>

FORESTHILL FIRE PROTECTION DISTRICT  
NOTES TO FINANCIAL STATEMENTS, continued

4. Changes in Capital Assets:

	Balance, beginning of year	<u>Additions</u>	<u>Disposals</u>	Balance, end of year
Land	\$ 100,000	\$ -	\$ -	\$ 100,000
Structures and improvements	441,658	-	-	441,658
Fleet – fire	1,140,106	-	-	1,140,106
Equipment - other	387,187	20,529	-	407,716
Fleet – ambulance	424,339	-	-	424,339
Goodwill - ambulance	<u>58,939</u>	<u>-</u>	<u>-</u>	<u>58,939</u>
	<u>\$2,552,229</u>	<u>\$ 20,529</u>	<u>\$ -</u>	<u>\$2,572,758</u>

5. Risk of Loss:

Foresthill Fire Protection District is exposed to various risks of loss related to theft of, damage to, and destruction of assets; and injuries to employees. During the 2015 fiscal year, the District purchased certain commercial insurance coverages to provide for these risks.

FORESTHILL FIRE PROTECTION DISTRICT  
NOTES TO FINANCIAL STATEMENTS, continued

6. Equity:

General fund:

Total fund balances consist of:

Restricted for:

Capital improvement reserve (mitigation fees)	\$ 31,019
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Committed for:

General reserve	\$ 328,911	
Contingency reserve	<u>25,000</u>	
		353,911

Unassigned:

<u>341,207</u>
<u>\$ 726,137</u>

Statement of net position:

Total net position consist of:

Net investment in capital assets	\$ 955,713
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Restricted:

Capital improvement reserve (mitigation fees)	31,019
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Unrestricted:

Board designated:

General reserve	\$ 328,911
Contingency reserve	<u>25,000</u>
	353,911

Undesignated:

<u>341,207</u>
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<u>695,118</u>
<u>\$1,681,850</u>

FORESTHILL FIRE PROTECTION DISTRICT  
NOTES TO FINANCIAL STATEMENTS, continued

7. Subsequent Events:

Management has evaluated subsequent events through October 21, 2015, the date these June 30, 2015 financial statements were available to be issued.

8. Employee Retirement Plan:

In 2013 the District implemented an Internal Revenue Code Section 457(b) deferred compensation retirement for the benefit of its eligible employees. The Plan allows for elective contributions by employees. The maximum amount the District will contribute toward each employee's account per month is \$475.

9. Management Agreement:

In 2014 the District contracted with another fire district for the purchase of Fire Chief and administrative services. The District subsequently renewed this annual agreement through June 30, 2016 at a total sum of \$60,000. In addition there is a provision for reimbursement of direct expenses.

**SUPPLEMENTAL DATA**

FORESTHILL FIRE PROTECTION DISTRICT  
PRINCIPAL OFFICIALS

Board of Directors:

Chris Reams	Chairman
Kevin Greene	Vice Chairman
Walter Reed	
Tyler Harkness	
Richard Arthur	

Operations:

Ian Gow	Fire Chief
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FORESTHILL FIRE PROTECTION DISTRICT  
STATEMENT OF CASH FLOWS  
for the year ending June 30, 2015

Cash flows from operating activities:

Change in net position (net income/loss)		\$ 11,774
Adjustments to reconcile change in net position to net cash provided by operating activities		
Depreciation	\$ 123,598	
(Increase) decrease in:		
Accounts receivable	( 84,651)	
Prepaid expenses	-	
(Decrease) increase in:		
Accounts payable and accrued liabilities	(162,845)	
Compensated absences	9,737	
Deferred compensation	( 20,032)	
Deferred revenue	-	
Ralph Hoeper trust	<u>1,150</u>	
		( <u>133,043</u> )
Net cash provided to operating activities		( 121,269)
Cash flows from investing activities:		
Purchase of equipment	( <u>20,529</u> )	
Net cash used by investing activities		( <u>20,529</u> )
Net increase in cash		( 141,798)
Cash at beginning of year		<u>745,673</u>
Cash at end of year		\$ <u>603,875</u>