



Washington State Auditor's Office

Independence • Respect • Integrity

Financial Statements Audit Report

Kitsap County Fire Protection District No. 18

(Poulsbo Fire Department)

For the period January 1, 2013 through December 31, 2014

Published December 21, 2015

Report No. 1015858





Washington State Auditor's Office

December 21, 2015

Board of Commissioners
Poulsbo Fire Department
Poulsbo, Washington

Report on Financial Statements

Please find attached our report on the Poulsbo Fire Department's financial statements.

We are issuing this report in order to provide information on the District's financial condition.

Sincerely,

TROY KELLEY
STATE AUDITOR
OLYMPIA, WA

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**INDEPENDENT AUDITOR'S REPORT ON INTERNAL CONTROL
OVER FINANCIAL REPORTING AND ON COMPLIANCE AND
OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL
STATEMENTS PERFORMED IN ACCORDANCE WITH
GOVERNMENT AUDITING STANDARDS**

**Poulsbo Fire Department
Kitsap County
January 1, 2013 through December 31, 2014**

Board of Commissioners
Poulsbo Fire Department
Poulsbo, Washington

We have audited, in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, the financial statements of the Poulsbo Fire Department, Kitsap County, Washington, as of and for the years ended December 31, 2014 and 2013, and the related notes to the financial statements, which collectively comprise the District's financial statements, and have issued our report thereon dated December 16, 2015.

We issued an unmodified opinion on the fair presentation of the District's financial statements in accordance with its regulatory basis of accounting. We issued an adverse opinion on the fair presentation with regard to accounting principles generally accepted in the United States of America (GAAP) because the financial statements are prepared by the District using accounting practices prescribed by Washington State statutes and the State Auditor's *Budgeting, Accounting and Reporting System* (BARS) manual described in Note 1, which is a basis of accounting other than GAAP. The effects on the financial statements of the variances between the basis of accounting described in Note 1 and accounting principles generally accepted in the United States of America, although not reasonably determinable, are presumed to be material.

INTERNAL CONTROL OVER FINANCIAL REPORTING

In planning and performing our audits of the financial statements, we considered the District's internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the District's

internal control. Accordingly, we do not express an opinion on the effectiveness of the District's internal control.

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 a combination of deficiencies, in internal control such that there is a reasonable possibility that a material misstatement of the District's financial statements will not be prevented, or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

COMPLIANCE AND OTHER MATTERS

As part of obtaining reasonable assurance about whether the District's financial statements are free from material misstatement, we performed tests of the District's compliance with certain provisions of laws, regulations, contracts and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion.

The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

PURPOSE OF THIS REPORT

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the District's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the District's internal control and compliance. Accordingly, this communication is not suitable for any other

purpose. However, this report is a matter of public record and its distribution is not limited. It also serves to disseminate information to the public as a reporting tool to help citizens assess government operations.

A handwritten signature in black ink that reads "Troy X. Kelley". The signature is written in a cursive, flowing style.

TROY KELLEY
STATE AUDITOR
OLYMPIA, WA

December 16, 2015

INDEPENDENT AUDITOR'S REPORT ON FINANCIAL STATEMENTS

Poulsbo Fire Department Kitsap County January 1, 2013 through December 31, 2014

Board of Commissioners
Poulsbo Fire Department
Poulsbo, Washington

REPORT ON THE FINANCIAL STATEMENTS

We have audited the accompanying financial statements of the Poulsbo Fire Department, Kitsap County, Washington, for the years ended December 31, 2014 and 2013, and the related notes to the financial statements, which collectively comprise the District's financial statements, as listed on page 11.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with the financial reporting provisions of Washington State statutes and the *Budgeting, Accounting and Reporting System* (BARS) manual prescribed by the State Auditor described in Note 1. This includes determining that the basis of accounting is acceptable for the presentation of the financial statements in the circumstances. Management is also responsible for 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 audits. We conducted our audits in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. 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 District'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 District'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 opinions.

Unmodified Opinion on Regulatory Basis of Accounting (BARS Manual)

As described in Note 1, the Poulsbo Fire Department has prepared these financial statements to meet the financial reporting requirements of Washington State statutes using accounting practices prescribed by the State Auditor's *Budgeting, Accounting and Reporting System* (BARS) manual. Those accounting practices differ from accounting principles generally accepted in the United States of America (GAAP). The differences in these accounting practices are also described in Note 1.

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position and results of operations of the Poulsbo Fire Department, for the years ended December 31, 2014 and 2013, on the basis of accounting described in Note 1.

Basis for Adverse Opinion on U.S. GAAP

Auditing standards issued by the American Institute of Certified Public Accountants (AICPA) require auditors to formally acknowledge when governments do not prepare their financial statements, intended for general use, in accordance with GAAP. The effects on the financial statements of the variances between GAAP and the accounting practices the District used, as described in Note 1, although not reasonably determinable, are presumed to be material. As a result, we are required to issue an adverse opinion on whether the financial statements are presented fairly, in all material respects, in accordance with GAAP.

Adverse Opinion on U.S. GAAP

The financial statements referred to above were not intended to, and in our opinion they do not, present fairly, in accordance with accounting principles generally accepted in the United States

of America, the financial position of the Poulsbo Fire Department, as of December 31, 2014 and 2013, or the changes in financial position or cash flows for the years then ended, due to the significance of the matter discussed in the above “Basis for Adverse Opinion on U.S. GAAP” paragraph.

Other Matters

Supplementary and Other Information

Our audits were performed for the purpose of forming an opinion on the financial statements taken as a whole. The accompanying Schedules of Liabilities are presented for purposes of additional analysis, as required by the prescribed BARS manual. These schedules are 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 certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the information is fairly stated, in all material respects, in relation to the financial statements taken as a whole.

OTHER REPORTING REQUIRED BY GOVERNMENT AUDITING STANDARDS

In accordance with *Government Auditing Standards*, we have also issued our report dated December 16, 2015 on our consideration of the District’s internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on internal control over financial reporting or on compliance. That

report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the District's internal control over financial reporting and compliance.

A handwritten signature in cursive script that reads "Troy X. Kelley".

TROY KELLEY
STATE AUDITOR
OLYMPIA, WA

December 16, 2015

FINANCIAL SECTION

**Poulsbo Fire Department
Kitsap County
January 1, 2013 through December 31, 2014**

FINANCIAL STATEMENTS

Fund Resources and Uses Arising from Cash Transactions – 2014
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SUPPLEMENTARY AND OTHER INFORMATION

Schedule of Liabilities – 2014
Schedule of Liabilities – 2013

Kitsap County Fire Protection District No. 18
Fund Resources and Uses Arising from Cash Transactions
For the Year Ended December 31, 2014

		Total for All Funds (Memo Only)	001 General	201 Debt Svc- Limited Bonds	301 Capital Projects
Beginning Cash and Investments					
30810	Reserved	-	-	-	-
30880	Unreserved	5,594,416	5,335,919	1,558	256,939
388 & 588	Prior Period Adjustments, Net	-	-	-	-
Operating Revenues					
310	Taxes	6,118,137	6,118,137	-	-
320	Licenses and Permits	-	-	-	-
330	Intergovernmental Revenues	162,795	52,296	-	110,499
340	Charges for Goods and Services	738,079	738,079	-	-
350	Fines and Penalties	-	-	-	-
360	Miscellaneous Revenues	49,369	40,420	-	8,949
Total Operating Revenues:		7,068,380	6,948,932	-	119,448
Operating Expenditures					
510	General Government	-	-	-	-
520	Public Safety	6,145,274	6,145,274	-	-
Total Operating Expenditures:		6,145,274	6,145,274	-	-
Net Operating Increase (Decrease):		923,106	803,658	-	119,448
Nonoperating Revenues					
370-380, 395 & 398	Other Financing Sources	-	-	-	-
391-393	Debt Proceeds	2,745,000	-	-	2,745,000
397	Transfers-In	461,345	-	191,445	269,900
Total Nonoperating Revenues:		3,206,345	-	191,445	3,014,900
Nonoperating Expenditures					
580, 596 & 599	Other Financing Uses	-	-	-	-
591-593	Debt Service	191,445	-	191,445	-
594-595	Capital Expenditures	278,673	-	-	278,673
597	Transfers-Out	461,345	461,345	-	-
Total Nonoperating Expenditures:		931,463	461,345	191,445	278,673
Net Increase (Decrease) in Cash and Investments:		3,197,988	342,313	-	2,855,675
Ending Cash and Investments					
50810	Reserved	-	-	-	-
50880	Unreserved	8,792,404	5,678,232	1,558	3,112,614

The accompanying notes are an integral part of this statement.

Kitsap County Fire Protection District No. 18
Fund Resources and Uses Arising from Cash Transactions
For the Year Ended December 31, 2013

		Total for All Funds (Memo Only)	001 Current Expense	201 Debt Svc- Limited Bonds
Beginning Cash and Investments				
30810	Reserved	-	-	-
30880	Unreserved	5,474,282	5,129,757	-
388 & 588	Prior Period Adjustments, Net	-	-	-
Operating Revenues				
310	Taxes	6,032,071	6,032,071	-
320	Licenses & Permits	-	-	-
330	Intergovernmental Revenues	45,345	45,345	-
340	Charges for Goods and Services	756,978	756,978	-
350	Fines & Penalties	-	-	-
360	Miscellaneous Revenues	119,784	70,286	-
Total Operating Revenues:		6,954,178	6,904,680	-
Operating Expenditures				
510	General Government	-	-	-
520	Public Safety	6,316,038	6,316,038	-
Total Operating Expenditures:		6,316,038	6,316,038	-
Net Operating Increase (Decrease):		638,140	588,642	-
Nonoperating Revenues				
370-380, 395 & 398	Other Financing Sources	-	-	-
391-393	Debt Proceeds	1,558	-	1,558
397	Transfers-In	382,480	-	125,580
Total Nonoperating Revenues:		384,038	-	127,138
Nonoperating Expenditures				
580, 596 & 599	Other Financing Uses	-	-	-
591-593	Debt Service	125,580	-	125,580
594-595	Capital Expenditures	393,983	-	-
597	Transfers-Out	382,480	382,480	-
Total Nonoperating Expenditures:		902,043	382,480	125,580
Net Increase (Decrease) in Cash and Investments:		120,135	206,162	1,558
Ending Cash and Investments				
50810	Reserved	-	-	-
50880	Unreserved	5,594,416	5,335,919	1,558

The accompanying notes are an integral part of this statement.

**301 Capital
Projects**

-
344,525

-

-

-

-

-

-

49,498

49,498

-

-

-

49,498

-

-

256,900

256,900

-

-

393,983

-

393,983

(87,586)

-

256,939

The accompanying notes are an integral part of this statement.

Kitsap County Fire District #18/Poulsbo Fire Department
Notes to the Financial Statements
For the Year Ending December 31, 2014

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The Kitsap County Fire District #18 was incorporated on February 20, 1961 and operates under the laws of the State of Washington applicable to a County Junior Taxing District. The Kitsap County Fire District is a general purpose local government and provides fire protection services.

The Kitsap County Fire District #18 reports financial activity in accordance with the *Cash Basis Budgeting, Accounting and Reporting System* (BARS) Manual prescribed by the State Auditor's Office under the authority of Washington State law, Chapter 43.09 RCW. This manual prescribes a financial reporting framework that differs from generally accepted accounting principles (GAAP) in the following manner:

- Financial transactions are recognized on a cash basis of accounting as described below.
- Component units are required to be disclosed, but are not included in the financial statements.
- Government-wide statements, as defined in GAAP, are not presented.
- All funds are presented, rather than a focus on major funds.
- The *Schedule of Liabilities* is required to be presented with the financial statements as supplementary information.
- Supplementary information required by GAAP is not presented.
- Ending Balances are not presented using the classifications as defined in GAAP.

A. Fund Accounting

Financial transactions of the government are reported in individual funds. Each fund uses a separate set of self-balancing accounts that comprises its cash and investments, revenues and expenditures. The government's resources are allocated to and accounted for in individual funds depending on their intended purpose. Each fund is reported as a separate column in the financial statements. The following fund types are used:

GOVERNMENTAL FUND TYPES:

General (Current Expense) Fund

This fund is the primary operating fund of the District. It accounts for all financial resources except those required or elected to be accounted for in another fund.

Special Revenue Funds

These funds account for specific revenue sources that are restricted or committed to expenditures for specified purposes of the government.

Debt Service Funds

These funds account for the financial resources that are restricted, committed, or assigned to expenditures for principal, interest and related costs on general long-term debt.

Kitsap County Fire District #18/Poulsbo Fire Department
Notes to the Financial Statements
For the Year Ending December 31, 2014

Capital Project Funds

These funds account for financial resources that are restricted, committed, or assigned for the acquisition or construction of capital facilities or other capital assets.

B. Basis of Accounting and Measurement Focus

Financial statements are prepared using the cash basis of accounting and measurement focus. Revenues are recognized when cash is received and expenditures are recognized when paid.

In accordance with state law the Kitsap County Fire District #18 also recognizes expenditures paid during twenty days after the close of the fiscal year for claims incurred during the previous period.

C. Budgets

The Kitsap County Fire District #18 adopts annual appropriated budgets for General fund. This budget is appropriated at the fund level. The budget constitutes the legal authority for expenditures at that level. Annual appropriations for these funds lapse at the fiscal year end.

Annual appropriated budgets are adopted on the same basis of accounting as used for financial reporting.

The appropriated and actual expenditures for the legally adopted budgets were as follows:

Fund	Final Budgeted Amount	Actual Expenditures	Variance
General	\$6,992,902.67	\$6,583,078.25	\$409,824.42

Budget amounts are authorized to be transferred between (departments within any fund/object classes within departments); however, any revisions that alter the total expenditures of a fund, or that affect the number of authorized employee positions, salary ranges, hours, or other conditions of employment must be approved by the Kitsap County Fire District #18 legislative body.

D. Cash and Investments

See Note 4, *Deposits and Investments*

E. Capital Assets

Capital assets are assets with an initial individual cost of more than \$5,000.00 and an estimated useful life in excess of 1 year. The capital assets of the District are recorded as expenditures when purchased.

Kitsap County Fire District #18/Poulsbo Fire Department
Notes to the Financial Statements
For the Year Ending December 31, 2014

F. Compensated Absences

Vacation pay may be accumulated up to two hundred and sixty (260) hours for uniformed and non-uniformed bargaining units, exempt employees may accumulate up to three hundred (300) hours and is payable upon separation or retirement. There is no maximum accrual of sick leave. Unused portions of sick leave up to one thousand two hundred (1,200) hours shall be compensated for at one-half (1/2) of its value at non disciplinary termination or retirement.

Non-Uniformed contract members employed as of July 1, 2010, upon nondisciplinary termination or retirement shall be compensated for one-half (1/2) of accrued sick leave up to a maximum of one thousand two hundred (1,200) hours. For members hired after July 1, 2010, upon non-disciplinary termination or retirement shall be compensated for one-quarter (1/4) of accrued sick leave up to a maximum of one thousand two hundred (1,200) hours.

Payments are recognized as expenditures when paid.

12/31/13 Balance	\$732,804.36
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G. Long-Term Debt

See Note 3, *Debt Service Requirements*

H. Other Financing Sources or Uses

The government's *Other Financing Sources or Uses* consist of Fund Transfers and Unlimited Tax General Obligation Bonds, 2014 \$2,745,000.00.

I. Risk Management

Kitsap County Fire District #18 is a member of the Kitsap Risk Management Group providing the coverage as follows:

Comprehensive General Liability, Auto Liability, Public Officials Errors and Omissions Liability, Terrorism Liability, Cyber Coverage, Employment Practices Liability, Crime Blanket Coverage, Identity Fraud Expense Reimbursement, Property/Mobile Equipment/Boiler and Machinery replacement and Automobile Physical Damage.

This insurance is underwritten by –

Canfield and Associates
451 Diamond Drive
Ephrata, WA 98823

NOTE 2 - PROPERTY TAXES

The county treasurer acts as an agent to collect property taxes levied in the county for all taxing

Kitsap County Fire District #18/Poulsbo Fire Department
Notes to the Financial Statements
For the Year Ending December 31, 2014

authorities. Collections are distributed at the end of each month.

Property tax revenues are recognized when cash is received by Kitsap County Fire District #18. Delinquent taxes are considered fully collectible because a lien affixes to the property after taxes are levied.

The Kitsap County Fire District #18 regular levy for the year 2013 for collection in 2014 was \$1.50 per \$1,000 for Fire on an assessed valuation of \$3,037,316,298 and \$.50000 per \$1,000 on an assessed valuation of \$3,040,320,967 for a total levy of \$6,076,134.

NOTE 3 - DEBT SERVICE REQUIREMENTS

The accompanying Schedule of Liabilities (09) provides more details of the outstanding debt and liabilities of the Kitsap County Fire District #18 and summarizes the District's debt transactions for the year ending December 31, 2013.

The debt service requirements for the general obligation bonds including both principle and interest, as follows:

	Principal	Interest	Total Balance	
2014	560,000	9,499	569,499	
2015	375,000	4,488	379,488	
2016	190,000	1,188	191,188	
2017	-	-	-	-

NOTE 4 – DEPOSITS AND INVESTMENTS

It is the Kitsap County Fire District #18 policy to invest all temporary cash surpluses. The interest on these investments is prorated to the various funds.

All deposits and certificate of deposits are covered by the Federal Deposit Insurance Corporation. All investments are insured, registered a=or held by the Kitsap County Fire District #18 or its agent in the governments name.

Investments are reported at original cost. Investments by type at December 31, 2013 are as follows:

<u>Type of Investment</u>	<u>Total</u>
Kitsap County Investment Pool	\$8,722,973.21

NOTE 5 - PENSION PLANS

Substantially all of the Kitsap County Fire District #18 full-time and qualifying part-time employees participate in the PERS,LEOFF, Deferred Compensation Plans administered by the Washington State Department of Retirement Systems, under cost-sharing multiple-employer public employee defined benefit

Kitsap County Fire District #18/Poulsbo Fire Department
Notes to the Financial Statements
For the Year Ending December 31, 2014

and defined contribution retirement plans. Actuarial information is on a system-wide basis and is not
Considered pertinent to the District's financial statements. Contributions to the systems by both employee and

Historical trend or other information regarding each plan is presented in the Washington State Department
of Retirement Systems annual financial report. A copy of this report may be obtained at:

Department of Retirement Systems
Communications Unit
PO Box 48380
Olympia, WA 98504-8380

Kitsap County Fire District #18/Poulsbo Fire Department
Notes to the Financial Statements
For the Year Ending December 31, 2013

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The Kitsap County Fire District #18 was incorporated on February 20, 1961 and operates under the laws of the State of Washington applicable to a County Junior Taxing District. The Kitsap County Fire District is a general purpose local government and provides fire protection services.

The Kitsap County Fire District #18 reports financial activity in accordance with the *Cash Basis Budgeting, Accounting and Reporting System* (BARS) Manual prescribed by the State Auditor's Office under the authority of Washington State law, Chapter 43.09 RCW. This manual prescribes a financial reporting framework that differs from generally accepted accounting principles (GAAP) in the following manner:

- Financial transactions are recognized on a cash basis of accounting as described below.
- Component units are required to be disclosed, but are not included in the financial statements.
- Government-wide statements, as defined in GAAP, are not presented.
- All funds are presented, rather than a focus on major funds.
- The *Schedule of Liabilities* is required to be presented with the financial statements as supplementary information.
- Supplementary information required by GAAP is not presented.
- Ending Balances are not presented using the classifications as defined in GAAP.

A. Fund Accounting

Financial transactions of the government are reported in individual funds. Each fund uses a separate set of self-balancing accounts that comprises its cash and investments, revenues and expenditures. The government's resources are allocated to and accounted for in individual funds depending on their intended purpose. Each fund is reported as a separate column in the financial statements. The following fund types are used:

GOVERNMENTAL FUND TYPES:

General (Current Expense) Fund

This fund is the primary operating fund of the District. It accounts for all financial resources except those required or elected to be accounted for in another fund.

Special Revenue Funds

These funds account for specific revenue sources that are restricted or committed to expenditures for specified purposes of the government.

Debt Service Funds

These funds account for the financial resources that are restricted, committed, or assigned to expenditures for principal, interest and related costs on general long-term debt.

Kitsap County Fire District #18/Poulsbo Fire Department
Notes to the Financial Statements
For the Year Ending December 31, 2013

Capital Project Funds

These funds account for financial resources that are restricted, committed, or assigned for the acquisition or construction of capital facilities or other capital assets.

B. Basis of Accounting and Measurement Focus

Financial statements are prepared using the cash basis of accounting and measurement focus. Revenues are recognized when cash is received and expenditures are recognized when paid.

In accordance with state law the Kitsap County Fire District #18 also recognizes expenditures paid during twenty days after the close of the fiscal year for claims incurred during the previous period.

C. Budgets

The Kitsap County Fire District #18 adopts annual appropriated budgets for General fund. This budget is appropriated at the fund level. The budget constitutes the legal authority for expenditures at that level. Annual appropriations for these funds lapse at the fiscal year end.

Annual appropriated budgets are adopted on the same basis of accounting as used for financial reporting.

The appropriated and actual expenditures for the legally adopted budgets were as follows:

Fund	Final Budgeted Amount	Actual Expenditures	Variance
General	7,034,836.19	6,698,517.83	336,318.36

Budget amounts are authorized to be transferred between (departments within any fund/object classes within departments); however, any revisions that alter the total expenditures of a fund, or that affect the number of authorized employee positions, salary ranges, hours, or other conditions of employment must be approved by the Kitsap County Fire District #18 legislative body.

D. Cash and Investments

See Note 4, *Deposits and Investments*

E. Capital Assets

Capital assets are assets with an initial individual cost of more than \$5,000.00 and an estimated useful life in excess of 1 year. The capital assets of the District are recorded as expenditures when purchased.

Kitsap County Fire District #18/Poulsbo Fire Department
Notes to the Financial Statements
For the Year Ending December 31, 2013

F. Compensated Absences

Vacation pay may be accumulated up to two hundred and sixty (260) hours for uniformed and non-uniformed bargaining units, exempt employees may accumulate up to three hundred (300) hours and is payable upon separation or retirement. There is no maximum accrual of sick leave. Unused portions of sick leave up to one thousand two hundred (1,200) hours shall be compensated for at one-half (1/2) of its value at non disciplinary termination or retirement.

Non-Uniformed contract members employed as of July 1, 2010, upon nondisciplinary termination or retirement shall be compensated for one-half (1/2) of accrued sick leave up to a maximum of one thousand two hundred (1,200) hours. For members hired after July 1, 2010, upon non-disciplinary termination or retirement shall be compensated for one-quarter (1/4) of accrued sick leave up to a maximum of one thousand two hundred (1,200) hours.

Payments are recognized as expenditures when paid.

12/31/13 Balance	\$675,146.70
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G. Long-Term Debt

See Note 3, *Debt Service Requirements*

H. Other Financing Sources or Uses

The government's *Other Financing Sources or Uses* consist of Fund Transfers.

I. Risk Management

Kitsap County Fire District #18 is a member of the Kitsap Risk Management Group providing the coverage as follows:

Comprehensive General Liability, Auto Liability, Public Officials Errors and Omissions Liability, Terrorism Liability, Cyber Coverage, Employment Practices Liability, Crime Blanket Coverage, Identity Fraud Expense Reimbursement, Property/Mobile Equipment/Boiler and Machinery replacement and Automobile Physical Damage.

This insurance is underwritten by –

Canfield and Associates
451 Diamond Drive
Ephrata, WA 98823

NOTE 2 - PROPERTY TAXES

The county treasurer acts as an agent to collect property taxes levied in the county for all taxing authorities. Collections are distributed at the end of each month.

Kitsap County Fire District #18/Poulsbo Fire Department
Notes to the Financial Statements
For the Year Ending December 31, 2013

Property tax revenues are recognized when cash is received by Kitsap County Fire District #18. Delinquent taxes are considered fully collectible because a lien affixes to the property after taxes are levied.

The Kitsap County Fire District #18 regular levy for the year 2012 for collection in 2013 was \$1.50 per \$1,000 for Fire on an assessed valuation of \$3,017,743,006 and \$.50000 per \$1,000 on an assessed valuation of \$3,021,423,495 for a total levy of \$6,037,327.

NOTE 3 - DEBT SERVICE REQUIREMENTS

The accompanying Schedule of Liabilities (09) provides more details of the outstanding debt and liabilities of the Kitsap County Fire District #18 and summarizes the District's debt transactions for the year ending December 31, 2013.

The debt service requirements for the general obligation bonds including both principle and interest, as follows:

	Principal	Interest	Total <u>Balance</u>	
2013	745,000	15,944	729,056	
2014	560,000	9,499	569,499	
2015	375,000	4,488	379,488	
2016	190,000	1,188	191,188	
2017	-	-	-	-

NOTE 4 – DEPOSITS AND INVESTMENTS

It is the Kitsap County Fire District #18 policy to invest all temporary cash surpluses. The interest on these investments is prorated to the various funds.

All deposits and certificate of deposits are covered by the Federal Deposit Insurance Corporation. All investments are insured, registered a=or held by the Kitsap County Fire District #18 or its agent in the governments name.

Investments are reported at original cost. Investments by type at December 31, 2013 are as follows:

<u>Type of Investment</u>	<u>Total</u>
Kitsap County Investment Pool	\$5,636,953.80

NOTE 5 - PENSION PLANS

Substantially all of the Kitsap County Fire District #18 full-time and qualifying part-time employees participate in the PERS,LEOFF, Deferred Compensation Plans administered by the Washington State Department of Retirement Systems, under cost-sharing multiple-employer public employee defined benefit

Kitsap County Fire District #18/Poulsbo Fire Department
Notes to the Financial Statements
For the Year Ending December 31, 2013

and defined contribution retirement plans. Actuarial information is on a system-wide basis and is not
Considered pertinent to the District's financial statements. Contributions to the systems by both employee and

Historical trend or other information regarding each plan is presented in the Washington State Department
of Retirement Systems annual financial report. A copy of this report may be obtained at:

Department of Retirement Systems
Communications Unit
PO Box 48380
Olympia, WA 98504-8380

Kitsap County Fire Protection District No. 18
Schedule of Liabilities
For the Year Ended December 31, 2014

ID. No.	Description	Due Date	Beginning Balance	Additions	Reductions	Ending Balance
General Obligations						
251.12	General Obligation Bonds	6/1/2017	745,000	-	185,000	560,000
259.11	Compensated Absences		675,147	57,657	-	732,804
251.12	General Obligation Bonds	12/1/2019	-	2,745,000	-	2,745,000
Total General Obligations:			1,420,147	2,802,657	185,000	4,037,804
Total Liabilities:			1,420,147	2,802,657	185,000	4,037,804

Kitsap County Fire Protection District No. 18
Schedule of Liabilities
For the Year Ended December 31, 2013

ID. No.	Description	Due Date	Beginning Balance	Additions	Reductions	Ending Balance
General Obligations						
251.12	Long Term Government Obligations	6/1/2017	865,000	-	120,000	745,000
259.11	Compensated Absences		686,464	-	11,317	675,147
	Total General Obligations:		1,551,464	-	131,317	1,420,147
	Total Liabilities:		1,551,464	-	131,317	1,420,147

ABOUT THE STATE AUDITOR'S OFFICE

The State Auditor's Office is established in the state's Constitution and is part of the executive branch of state government. The State Auditor is elected by the citizens of Washington and serves four-year terms.

We work with our audit clients and citizens to achieve our vision of government that works for citizens, by helping governments work better, cost less, deliver higher value, and earn greater public trust.

In fulfilling our mission to hold state and local governments accountable for the use of public resources, we also hold ourselves accountable by continually improving our audit quality and operational efficiency and developing highly engaged and committed employees.

As an elected agency, the State Auditor's Office has the independence necessary to objectively perform audits and investigations. Our audits are designed to comply with professional standards as well as to satisfy the requirements of federal, state, and local laws.

Our audits look at financial information and compliance with state, federal and local laws on the part of all local governments, including schools, and all state agencies, including institutions of higher education. In addition, we conduct performance audits of state agencies and local governments as well as [fraud](#), state [whistleblower](#) and [citizen hotline](#) investigations.

The results of our work are widely distributed through a variety of reports, which are available on our [website](#) and through our free, electronic [subscription](#) service.

We take our role as partners in accountability seriously, and provide training and technical assistance to governments, and have an extensive quality assurance program.

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