

KENSINGTON FIRE PROTECTION DISTRICT

DATE: January 15, 2025 **TO:** Board of Directors

RE: Monthly Financial Reports

SUBMITTED BY: Mary A. Morris-Mayorga, General Manager

Recommended Action

Staff recommends that the Board accepts the monthly financial reports for December 2024.

Background

December's financial reports include the capital project budget versus actual table for the public safety building renovation to centralize all financial information. In December, it was estimated that the amount allowable to be paid for construction would be approximately \$83,000. This was due to a Stop Payment Order by a subcontractor on the project where the District was required to withhold \$651,500 from construction contractor payments. This was near the end of the project where remaining payments due were: \$90,234.36 for a payment application, (\$12,000) credit for utilities used in construction, \$318,282.16 for retention, and \$338,166.53 in resolved change orders. On December 24th, the District received a release of the Stop Payment Order which required expeditious payment to the contractor due to the required timing of retention payment; therefore, the final payment of \$817,463.83 was submitted to the Board and was approved at a special meeting on January 3rd. Public works projects require a withholding for retention of 5% for quality and financial assurance that the project will be completed and mitigate the risk of failure to complete as well.

Stop Payment Order Withholding	\$ 651,500.00
Pay App #21	90,234.37
Utility Credit	\$ (12,000.00)
Retention	\$ 318,282.16
Change Orders	\$ 338,166.53
12/18/2024 Net due (not issued - final full payment approved 1/3/2025)	\$ 83,183.06
12/24/2024 Release of stop payment order	\$ 651,500.00
1/2/2025 Remaining contract billing	\$ 37,330.00
Change order final resolution	\$ 45,450.77
1/3/2025 Final payment	\$ 817,463.83

Items to note during review of the reports are:

Budget for Actuarial valuation, IT services, LAFCO fees, Office Expense, Office Supplies (printing),
Telephone, and Gas/Electric will be updated as part of the mid-year budget review. With the move
back to the public safety building, costs for office and utility expenditures will be known with better
accuracy.

Fiscal Impact

There are a few accounts that will be adjusted as part of the mid-year budget review which occurs each year in February or March, depending upon timing. Each year, the mid-year budget adjustments are reviewed with the Finance Committee and then is presented to the Board of Directors for review and approval. Overall, the District's financial performance is in accordance with budgeted, forecasted results.

Attachments: Monthly Financial Reports – December 2024

Kensington Fire Protection District Cash and Investment Balance Sheet As of December 31, 2024

Current Cash and Investments

Cash Balance		Comments
Petty Cash	-	
KFPD Revolving Acct - Gen Fund	149,616.82	Balance as of 12/31/2024
General Fund	2,843,670.64	Balance as of 12/31/2024
Special Tax Fund	311,838.32	Balance as of 12/31/2024
Capital Fund	(500,503.40)	Balance as of 12/31/2024
Total Cash Balance	2,804,622.38	•
Investments		
LAIF Balance	4,082,297.58	Balance as of 12/31/2024
Total Investments	4,082,297.58	•
Total Current Cash and Investments	6,886,919.96	

Kensington Fire Protection District Balance Sheet Prev Year Comparison As of December 31, 2024

	Dec 31, 24	Dec 31, 23	\$ Change	
ASSETS				
Current Assets				
Checking/Savings				
Petty Cash	0.00	200.00	-200.00	
KFPD Revolving Acct - Gen Fund	149,616.82	223,284.64	-73,667.82	
General Fund	2,843,670.64	5,924,290.97	-3,080,620.33	
Special Tax Fund	311,838.32	113,597.91	198,240.41	
Capital Fund	-500,503.40	755,002.78	-1,255,506.18	
Total Checking/Savings	2,804,622.38	7,016,376.30	-4,211,753.92	
Accounts Receivable				
Accounts Receivable	65,688.73	479,377.17	-413,688.44	
Advance on Taxes	2,474,715.04	2,547,413.97	-72,698.93	
Advance on Supplemental Taxes	191,945.65	86,955.06	104,990.59	
Total Accounts Receivable	2,732,349.42	3,113,746.20	-381,396.78	
Other Current Assets				
Prepaid Exp.	1,684.83	6,110.33	-4,425.50	
Prepaid CERBT - Retiree Trust	508,252.48	508,252.48	0.00	
Investments LAIF Balance	4,082,297.58	2,527,668.26	1,554,629.32	
Total Investments	4,082,297.58	2,527,668.26	1,554,629.32	
Total Other Current Assets	4,592,234.89	3,042,031.07	1,550,203.82	
Total Current Assets	10,129,206.69	13,172,153.57	-3,042,946.88	
Fixed Assets				
Land	5,800.00	5,800.00	0.00	
Equipment	1,818,946.43	1,793,890.43	25,056.00	
Accumulated Depreciation-Equip	-949,628.73	-911,477.25	-38,151.48	
Building and Improvements	2,391,581.26	2,391,581.26	0.00	
Accumulated Depreciation - Bldg	-1,410,173.12	-1,342,172.17	-68,000.95	
Current Capital Outlay	10.075.60	0.00	10,875.60	
PSB Renovation Legal PSB Renovation Soft Costs	10,875.60 1,547,118.54	1,143,362.28	403,756.26	
PSB Renovation Hard Costs	6,223,456.54	4,091,765.36	2,131,691.18	
Temp Facility - Soft Costs	261,739.37	261,739.37	0.00	
Temp Facilities - Hard Costs	608,501.11	600,096.82	8,404.29	
Temp Facilities - Lot Rental	35,261.81	21,776.80	13,485.01	
Temp Facilities - Modular	99,991.51	54,722.88	45,268.63	
Temp Facilities - Admin Sublet	63,402.30	41,455.35	21,946.95	
Temp Facilities - Relocation	53,547.14	40,362.13	13,185.01	

Kensington Fire Protection District Balance Sheet Prev Year Comparison

As of December 31, 2024

	Dec 31, 24	Dec 31, 23	\$ Change
Firefighters Qtrs/Equip Public Safety Building PreConst	265,130.54 3,260.00	0.00 0.00	265,130.54 3,260.00
Total Current Capital Outlay	9,172,284.46	6,255,280.99	2,917,003.47
Total Fixed Assets	11,028,810.30	8,192,903.26	2,835,907.04
Other Assets Deferred Outflow of Res OPEB	133,200.00	133,200.00	0.00
Total Other Assets	133,200.00	133,200.00	0.00
TOTAL ASSETS	21,291,216.99	21,498,256.83	-207,039.84
LIABILITIES & EQUITY Liabilities Current Liabilities Accounts Payable Due to Revolving Acct - Gen Fnd Due to Other - Issued by CCC Due To Other Funds Accounts Payable	25,617.55 926,402.42 -297,955.06 697.24	396,078.07 1,534,454.05 0.00 -2.76	-370,460.52 -608,051.63 -297,955.06 700.00
Total Accounts Payable	654,762.15	1,930,529.36	-1,275,767.21
Other Current Liabilities Interest Payable PSB Renovation Loan	0.00 2,247,912.00	29,304.00 2,160,000.00	-29,304.00 87,912.00
Total Other Current Liabilities	2,247,912.00	2,189,304.00	58,608.00
Total Current Liabilities	2,902,674.15	4,119,833.36	-1,217,159.21
Long Term Liabilities El Cerrito Reconcilation Liab.	187,870.08	187,870.08	0.00
Total Long Term Liabilities	187,870.08	187,870.08	0.00
Total Liabilities	3,090,544.23	4,307,703.44	-1,217,159.21
Equity Fund Equity - General Fund Equity - Capital Projects Fund Equity - Special Revenue Fund Equity - Gen Fixed Asset Fund Equity Net Income	3,889,496.00 3,258,969.76 109,075.00 2,222,992.01 5,265,877.37 3,454,262.62	3,889,496.00 3,258,969.76 109,075.00 2,222,992.01 4,372,495.29 3,337,525.33	0.00 0.00 0.00 0.00 893,382.08 116,737.29
Total Equity	18,200,672.76	17,190,553.39	1,010,119.37
TOTAL LIABILITIES & EQUITY	21,291,216.99	21,498,256.83	-207,039.84

Kensington Fire Protection District Profit & Loss Prev Year Comparison

July through December 2024

	Jul - Dec 24	Jul - Dec 23	\$ Change	
Ordinary Income/Expense Income				
Property Taxes	5,646,949.41	5,405,490.92	241,458.49	
Special Taxes	200,826.80	200,826.80	0.00	
Other Tax Income Interest Income	112.52	326.99	-214.47	
CERBT Reimbursement	97,169.78 59,443.89	2,873.16 30,735.48	94,296.62 28,708.41	
Total Income	6,004,502.40	5,640,253.35	364,249.05	
Gross Profit	6,004,502.40	5,640,253.35	364,249.05	
Expense				
Interest Expense	14,652.00	0.00	14,652.00	
Debt Service - Principal Staff	54,773.00	0.00	54,773.00	
Staff Wages	67,453.29	92,261.00	-24,807.71	
Medical Insurance Contribution	4,000.00	2,833.33	1,166.67	
Payroll Taxes	5,545.21	5,051.88	493.33	
Workers Compensation/Life Ins	945.61	3,034.73	-2,089.12	
Payroll Processing	1,141.00	1,414.52	-273.52	
Total Staff	79,085.11	104,595.46	-25,510.35	
RETIREE MEDICAL BENEFITS	47.004.00	04.070.00	2 224 27	
PERS Medical	17,394.82 4,121.55	24,079.69 4,945.86	-6,684.87 -824.31	
Delta Dental Vision Care	1,550.88	1,486.26	64.62	
Total RETIREE MEDICAL BENEFITS	23,067.25	30,511.81	-7,444.56	
OUTSIDE PROFESSIONAL SERVICES				
Fiscal Analysis Consultant	14,326.63	0.00	14,326.63	
Operational Consultant	78,689.49	0.00	78,689.49	
Crime Insurance Policy	0.00	153.16	-153.16	
Nixle Fee	3,182.70	3,182.70	0.00	
Long Term Financial Planner	2,000.00	750.00	1,250.00	
Emergency Prep Coordinator Accounting	42,062.56 16,049.64	62,644.33 18,000.00	-20,581.77 -1,950.36	
Actuarial Valuation	6,000.00	0.00	6,000.00	
Bank Fee	25.00	0.00	25.00	
Contra Costa County Expenses	2,228.01	6,918.61	-4,690.60	
El Cerrito Contract Fee	2,160,329.10	2,073,484.02	86,845.08	
El Cerrito Reconciliation(s)	-21,432.91	38,776.98	-60,209.89	
IT Services and Equipment	6,187.25	5,525.00 240.00	662.25 -240.00	
Fire Engineer Plan Review Risk Management Insurance	0.00 10.862.00	0.00	10.862.00	
LAFCO Fees	2,343.55	0.00	2,343.55	
Legal Fees	6,706.80	2,670.84	4,035.96	
Recruitment	175.00	8,706.00	-8,531.00	
Temporary Services	2,548.91	0.00	2,548.91	
Website Development/Maintenance	1,490.00	1,788.00	-298.00	
Total OUTSIDE PROFESSIONAL SERVICES	2,333,773.73	2,222,839.64	110,934.09	
COMMUNITY SERVICE ACTIVITIES Public Education	5.985.98	2,507.33	3,478.65	
CERT Emerg Kits/Sheds/Prepared	0.00	2,507.33 1,637.51	3,476.65 -1,637.51	
Community Shredder	900.00	2,470.50	-1,570.50	
Community Sandbags	1,687.52	2,373.35	-685.83	
Total COMMUNITY SERVICE ACTIVITIES	8,573.50	8,988.69	-415.19	
DISTRICT ACTIVITIES				
Professional Development	775.00	5,734.60	-4,959.60	
Office	1 251 22	2 222 26	071.04	
Internet Office Equipment	1,251.32 60.60	2,222.36 314.29	-971.04 -253.69	
Office Expense	4,691.75	3,380.66	1,311.09	
Office Supplies	2,537.58	599.33	1,938.25	
Telephone	1,635.52	518.72	1,116.80	
Office- Other	72.08	0.00	72.08	
Total Office	10,248.85	7,035.36	3,213.49	
Memberships	4,425.50	4,525.02	-99.52	

Kensington Fire Protection District Profit & Loss Prev Year Comparison

July through December 2024

	Jul - Dec 24	Jul - Dec 23	\$ Change	
Building Maintenance Janitorial Service Miscellaneous Maint.	1,800.00 1,588.00	0.00 1,818.06	1,800.00 -230.06	
Total Building Maintenance	3,388.00	1,818.06	1,569.94	
Building Utilities/Service Refuse Collection Gas and Electric Water/Sewer Building Utilities/Service - Other	1,624.92 14,567.93 805.05 479.94	2,088.20 2,583.90 3,241.61 440.94	-463.28 11,984.03 -2,436.56 39.00	
Total Building Utilities/Service	17,477.84	8,354.65	9,123.19	
Total DISTRICT ACTIVITIES	36,315.19	27,467.69	8,847.50	
Total Expense	2,550,239.78	2,394,403.29	155,836.49	
Net Ordinary Income	3,454,262.62	3,245,850.06	208,412.56	
Other Income/Expense Other Income Unrealized Gain/Loss	0.00	91,675.27	-91,675.27	
Total Other Income	0.00	91,675.27	-91,675.27	
Net Other Income	0.00	91,675.27	-91,675.27	
Net Income	3,454,262.62	3,337,525.33	116,737.29	

Kensington Fire Protection District Profit & Loss Budget vs. Actual July through December 2024

	Jul - Dec 24	Budget	\$ Over Budget	% of Budget
dinary Income/Expense				
come				
operty Taxes	5,646,949.41	5,712,474.00	-65,524.59	98.85%
pecial Taxes	200,826.80	201,000.00	-173.20	99.91%
ner Tax Income	112.52	25,000.00	-24,887.48	0.45%
erest Income	97,169.78	232,136.00	-134,966.22	41.86%
RBT Reimbursement	59,443.89	61,000.00	-1,556.11	97.45%
cellaneous Income	0.00	2,000.00	-2,000.00	0.0%
I Income	6,004,502.40	6,233,610.00	-229,107.60	96.33%
ss Profit	6,004,502.40	6,233,610.00	-229,107.60	96.33%
ense				
est Expense	14,652.00	86,797.00	-72,145.00	16.88%
Service - Principal	54,773.00	54,773.00	0.00	100.0%
· F				
Wages	67,453.29	176,688.00	-109,234.71	38.18%
/acation Wages	0.00	5,000.00	-5,000.00	0.0%
Medical Insurance Contribution	4,000.00	10,323.00	-6,323.00	38.75%
Payroll Taxes	5,545.21	13,899.00	-8,353.79	39.9%
Workers Compensation/Life Ins	945.61	3,156.00	-2,210.39	29.96%
Payroll Processing	1,141.00	2,803.00	-1,662.00	40.71%
Staff				
REE MEDICAL BENEFITS	79,085.11	211,869.00	-132,783.89	37.33%
	47 204 02	40,000,00	20 005 40	20.040/
PERS Medical	17,394.82	48,000.00	-30,605.18	36.24%
elta Dental	4,121.55	10,000.00	-5,878.45	41.22%
ision Care	1,550.88	3,000.00	-1,449.12	51.7%
ETIREE MEDICAL BENEFITS	23,067.25	61,000.00	-37,932.75	37.82%
DE PROFESSIONAL SERVICES				
iscal Analysis Consultant	14,326.63	19,752.00	-5,425.37	72.53%
perational Consultant	78,689.49	86,130.00	-7,440.51	91.36%
lixle Fee	3,182.70	3,277.00	-94.30	97.12%
Long Term Financial Planner	2,000.00	2,500.00	-500.00	80.0%
Emergency Prep Coordinator	42,062.56	110,935.00	-68,872.44	37.92%
Accounting	16,049.64	50,000.00	-33,950.36	32.1%
Actuarial Valuation	6,000.00	5,600.00	400.00	107.14%
udit	0.00	20,500.00	-20,500.00	0.0%
Bank Fee	25.00	50.00	-25.00	50.0%
Contra Costa County Expenses	2,228.01	41,101.00	-38,872.99	5.42%
El Cerrito Contract Fee	2,160,329.10	4,320,657.00	-2,160,327.90	50.0%
El Cerrito Reconciliation(s)	-21,432.91	-42,866.00	21,433.09	50.0%
IT Services and Equipment	6,187.25	8,000.00	-1,812.75	77.34%
Fire Abatement Contract	0.00	5,513.00	-5,513.00	0.0%
Fire Engineer Plan Review	0.00	3,000.00	-3,000.00	0.0%
Risk Management Insurance	10,862.00	23,866.00	-13,004.00	45.51%
LAFCO Fees	2,343.55	2,100.00	243.55	111.6%
Legal Fees	6,706.80	12,000.00	-5,293.20	55.89%
Recruitment	175.00	,000.00	3,200.20	33.3370
Temporary Services	2,548.91	5,000.00	-2,451.09	50.98%
Website Development/Maintenance	1,490.00	3,600.00	-2,431.09	41.39%
**************************************	1,480.00	3,000.00	-2,110.00	41.3970

Kensington Fire Protection District Profit & Loss Budget vs. Actual July through December 2024

	Jul - Dec 24	Budget	\$ Over Budget	% of Budget	•
Wildland Vegetation Mgmt	0.00	4,120.00	-4,120.00	0.0%	1
Total OUTSIDE PROFESSIONAL SERVICES	2,333,773.73	4,684,835.00	-2,351,061.27	49.82%	•
COMMUNITY SERVICE ACTIVITIES					
Public Education	5,985.98	15,000.00	-9,014.02	39.91%	
CERT Emerg Kits/Sheds/Prepared	0.00	2,474.00	-2,474.00	0.0%	
Open Houses	0.00	2,000.00	-2,000.00	0.0%	
Community Shredder	900.00	5,500.00	-4,600.00	16.36%	
Firesafe Planting Grants	0.00	10,000.00	-10,000.00	0.0%	
Community Sandbags	1,687.52	3,500.00	-1,812.48	48.22%	
Volunteer Appreciation	0.00	500.00	-500.00	0.0%	
Community Center Contribution	0.00	500.00	-500.00	0.0%	_
Total COMMUNITY SERVICE ACTIVITIES	8,573.50	39,474.00	-30,900.50	21.72%	
DISTRICT ACTIVITIES					
Professional Development	775.00	5,000.00	-4,225.00	15.5%	
Office					
Internet	1,251.32	4,500.00	-3,248.68	27.81%	
Office Equipment	60.60	500.00	-439.40	12.12%	
Office Expense	4,691.75	4,000.00	691.75	117.29%	Update during mid-year
Office Supplies	2,537.58	2,000.00	537.58	126.88%	Update during mid-year
Telephone	1,635.52	1,100.00	535.52	148.68%	Update during mid-year
Office- Other	72.08	68.00	4.08	106.0%	
Total Office	10,248.85	12,168.00	-1,919.15	84.23%	
Firefighter's Apparel & PPE	0.00	1,500.00	-1,500.00	0.0%	
Firefighters' Expenses	0.00	5,000.00	-5,000.00	0.0%	
Staff Appreciation	0.00	2,500.00	-2,500.00	0.0%	
Memberships	4,425.50	9,500.00	-5,074.50	46.58%	
Building Maintenance					
Gardening service	0.00	2,400.00	-2,400.00	0.0%	
Building alarm	0.00	1,500.00	-1,500.00	0.0%	
Medical Waste Disposal	0.00	2,200.00	-2,200.00	0.0%	
Janitorial Service	1,800.00	2,400.00	-600.00	75.0%	
Miscellaneous Maint.	1,588.00	5,000.00	-3,412.00	31.76%	•
Total Building Maintenance	3,388.00	13,500.00	-10,112.00	25.1%	
Building Utilities/Service					
Refuse Collection	1,624.92	3,266.00	-1,641.08	49.75%	
Gas and Electric	14,567.93	12,000.00	2,567.93		Update during mid-year
Water/Sewer	805.05	5,000.00	-4,194.95	16.1%	
Building Utilities/Service - Other	479.94	1,000.00	-520.06	47.99%	•
Total Building Utilities/Service	17,477.84	21,266.00	-3,788.16	82.19%	•
Total DISTRICT ACTIVITIES	36,315.19	70,434.00	-34,118.81	51.56%	
Contingency	0.00	20,000.00	-20,000.00	0.0%	•
Total Expense	2,550,239.78	5,229,182.00	-2,678,942.22	48.77%	•
Net Ordinary Income	3,454,262.62	1,004,428.00	2,449,834.62	343.9%	
Net Income	3,454,262.62	1,004,428.00	2,449,834.62	343.9%	=

Kensington Fire Protection District Public Safety Building Renovation Project Budget December 2024

	Project Budget (11/20/2024)	Budget Adjustmen	Project Budget t <i>(11/20/2024)</i>	Expended 12/31/2024	Remaining Budget
Public Safety Building:					
Construction - CWS	\$ 6,727,492	\$ 47,09	8 \$ 6,774,590	\$ 6,774,590	\$ -
Construction - District direct costs	191,828		191,828	185,742	6,086
PSB Renovation Design/Engineering	982,740	10,00	0 992,740	989,234	3,506
Permits/Inspection/Testing	100,000	12,91	7 112,917	112,917	-
Construction/Project Management	458,047	2,56	8 460,615	460,615	-
Furniture, Fixtures, and Equipment	115,000		115,000	94,875	20,125
Legal Counsel	90,000		90,000	75,467	14,533
Temporary Fire Station:					
Construction Cost	604,289		604,289	603,857	432
Design/Engineering/Project Management	100,573		100,573	100,490	83
Relocation	251,566	8,00	0 259,566	255,018	4,547
Sub-Total:	\$ 9,621,535	\$ 80,58	3 \$ 9,702,119	\$ 9,652,805	\$ 49,313
Project Contingency Allowance	110,429	(80,58	3) 29,846	<u> </u>	29,846
Total Project Budget	\$ 9,731,964	\$ -	\$ 9,731,964	\$ 9,652,805	\$ 79,159