



Finance Committee

AGENDA

Wednesday October 18, 2017 at 2 PM – CLSD Headquarters
38901 Ocean Drive, Gualala, CA

1. Call to Order
2. Agenda Approval
3. Minutes Approval
4. Wittman (YTD) month-end report
5. Expenses YTD
6. Cash Flow
7. Ambulance dispatch and transport data YTD
8. CLSD Reserve Policy development
9. Other Issues:
 - Annual audit – secured new auditor Larry Bain, CPA
 - Urgent Care utilization
 - AT & T Communication Tower Lease – Mendocino County
 - Existing parcel taxes – review
 - Governmental Emergency Medical Transport (GEMT) update
10. Next FC Meetings – Third Wednesdays of the month, 9 AM, all at the CLSD Bill Platt Training Room
 - Nov 20th Monday at 2 PM (delayed to obtain/process financial reports)
 - Dec 20th
 - Jan 17th
11. Adjournment



Finance Committee

Minutes of the Meeting September 18, 2017 – Bill Platt Training Cent

1. **Call to Order:** The meeting was called to order at 2:30 PM by Geoffrey Beaty. Directors present: Naomi Schwartz and Richard Hughes. Also in attendance is Ex officio: District Administrator David Caley, District Operations Manager Evan Dilks, Executive Assistant Robin Bean and Don Kemp, RCMS Treasurer.
2. **Agenda Approval:** Director Schwartz moved to adopt the agenda and seconded by Director Beaty. All ayes.
3. **Minutes Approval:** Director Schwartz moved to approve the Aug 23, 2017 FC meeting minutes and was seconded by Director Beaty. All ayes.
4. **Wittman Aug (YTD) month-end report:**
 - a. Aug gross charges \$292,949.60. Net receipts received for Aug \$53,531.20
 - b. Director Beaty noted that August had the highest billable incidents to-date. With regards to the Medicare Write-downs (which were down) and the Medical Write-downs (which were up) these figures are affected and reflect the month-to-month payer mix and not controllable/predictable.
 - c. CLSD continues to retain ~40K in Medicare/Medical claims for transports to RCMS. The billing process of these claims continues in limbo until RCMS is recognized as a non-hospital CMS provider.
5. **Expenses: YTD reporting** - Expenses continue to be within budget.
6. **Cash Flow**
 - a. **P&L Report: Reviewed and discussed** - cash flow as expected.
 - **180+ Day Aging: Priority Goal** - continue to reduce the 180+ day aging claims. A new list of aging claims will be reviewed by the Finance Sub-Committee at next month's meeting.
7. **Ambulance Run and Transport Data YTD:**
 - a. There were (55) transports in August with a Cumulative Volume of (107). There were 78 billable incidents.
8. **Other Issues:**
 - a. **FY18 Final Budget:** The FC reviewed the FY18 Final Budget in detail. DA Caley just recently learned the FY18 Intergovernmental Transfer (IGT) funding would be significantly reduced (no one knows to what extent) and will be discontinued thereafter. A tiered system of potential reductions to the budget would need to be in place (as a pro-active safety net) to stay, at minimum, a breakeven budget. Such tiered reductions were identified and readied for BOD approval later in the month.
 - b. **Intergovernmental Transfer (IGT) update:** DA Caley discussed with the FC the IGT funding schedule for FY15/16 (to be coded to last year's budget), FY16/17 is in the process of funding in the next few months, and FY17/18 will begin the filing process (final year of funding) in Jan 2018. DA Caley shared the updated news, after FY17/18, the IGT program will be no longer available. It is not known at this time as to what the FY17/18 reimbursement % will be.
 - c. **Resolution 251: Adoption of Final Budget for FY18:** Coast Life Support District Finance

Committee and Staff have reviewed the current financial position for the past year. Resolution 251 was introduced by Director Schwartz, who moved it ready for presentation to the BOD for adoption, and seconded by Director Beaty. All ayes.

- d. **Annual Audit:** DA Caley presented to the FC Committee the replacement Auditor Research findings. A detailed discussion took place on the topics (listed below). A unanimous agreement resulted from this discussion to engage Larry Bain. Director Hughes moved to engage Auditor Bain, and was seconded by Director Beaty. All ayes. Discussion points included:
- Last Year's Auditor Craig Collin's referral: Larry Bain, CPA. 20 years' experience auditing local government entities- with almost 100% Special Districts and small cities.
 - North Sonoma Coast Fire Protection District (they had three auditors respond to their recent RFP to identify an auditor and Larry Bain was one of the three) and South Coast VFD recommendations.
 - DA Caley outlined implications of a delayed audit (delay in Line of Credit extension until audit completed and CLSD must have a finalized audit to complete the State Controller's Office Financial Transaction Report due by Jan 31, 2018).
- e. **Financial Projection:** DA Caley shared with the FC, CLSD's 5-year financial projections (Inflation & the loss of IGT funding factored in). The projections will help to identify future budgetary challenges and discussion with the BOD.
- f. **Urgent Care utilization:** Deferred to future meeting as not all data sought was available in a timely manner.
- g. **Exchange Bank – Line of Credit:** Currently CLSD has a 250K line of credit (based on the outcome of the yearly audit). After discussion, the FC determined we would request a Change in Terms with Exchange Bank to alter the annual renewal date of our LOC (move from Oct 1 to Jan 1).

9. **Next FC Meetings** - Third Wednesdays of the month, 9 AM, all at the CLSD Bill Platt Training Room

Oct 18th at 9 am

Nov 20th at 2:30 pm (third Wed is too early to obtain/process financial reports and the following week is the eve of Thanksgiving)

Dec 20th at 9 am

10. **Adjournment:** Director Schwartz moved for adjournment, Don Kemp, RCMS Treasurer seconded, all ayes. The meeting was adjourned at 4:23 pm.

Approved:

Geoff Beaty, Treasurer

CLSD AMBULANCE REVENUE

	A	B	C	D	E	F	G	H	I	J	K	L	M
	BILLABLE INCIDENTS	CHARGES	MCARE WRITE DOWNS	MCAL WRITE DOWNS	OTHER CONTRACTUAL WRITE DOWNS	NET CHARGES	PAYMENTS	REFUNDS	NET PAYMENTS	BAD DEBT WRITE OFFS	OTHER WRITE OFFS	ADJ	NEW A/R BALANCE
FY 17													
OCTOBER '16	57	196,349	102,512	24,757	(48)	69,129	78,359		78,359				461,675
NOVEMBER '16	59	232,994	90,082	32,507	639	109,765	65,481		65,481				505,960
DECEMBER '16	45	191,565	85,425	35,904	77	70,159	44,377	917	43,459	29,017	3,903		499,740
JANUARY '17	58	295,900	135,365	31,436	10,841	118,259	76,233		76,233				541,766
FEBRUARY '17	49	181,705	66,854	54,733	13,899	46,218	48,693	8,003	40,690				547,294
MARCH '17	56	231,976	130,377	48,901	1,833	50,864	58,970	2,000	56,970	(727)	8,318		533,597
APRIL '17	55	197,865	98,027	52,662	5,417	41,759	51,484		51,484		3,399		520,474
MAY '17	36	142,371	79,567	38,383	1,337	23,085	65,743	230	65,513	32,757		1,076	446,364
JUNE '17	61	256,097	112,884	42,394	5,226	95,593	32,542	220	3,222				509,635

FY18													
JULY '17	60	239,510	135,540	45,593	13,973	44,404	62,114	-	62,114	34,781	1,988	11	455,167
AUGUST '17	78	292,985	132,529	65,944	3,088	91,424	56,944	3,413	53,531	-	-	2,226	495,286
SEPTEMBER '17	43	158,264	61,382	35,655	1,954	59,273	72,870	104	72,767	-	(9)	1,127	482,959

FY TO DATE	181	690,759	329,450	147,192	19,015	195,101	191,929	3,517	188,412	34,781	1,979	3,364	
LAST 12 MONTHS	657	2,617,580	1,230,544	508,869	58,235	819,932	713,810	14,888	669,822	95,828	17,599	4,440	

Average FY To Date	91	345,379	164,725	73,596	9,508	97,550	95,964	1,758	94,206	17,391	989	1,682	
Average YTD Last 12 Months	55	218,132	102,545	42,406	4,853	68,328	59,484	1,241	55,819	7,986	1,467	370	

Aging - Total Outstanding Dollars As Of Today

Total Aging Dollars (\$464,858.40)



Payment Average - From First Bill to First Payment By Date Range For All Payors



Coast Life Support District
Profit & Loss Budget vs. Actual
July through September 2017

	Jul - Sep 17	Budget	\$ Over Bud...	% of Budget
Ordinary Revenue/Expense				
Revenue				
4000 - CLSD Special Taxes	396,442.77	396,442.77	0.00	100.0%
4100 - Interest Revenue	0.00	0.00	0.00	0.0%
4200 - Ambulance Revenue	186,240.05	146,874.99	39,365.06	126.8%
4400 - Miscellaneous Revenue	2,253.98	750.00	1,503.98	300.5%
4410 - Intergovernmentl Transport...	0.00	19,999.98	-19,999.98	0.0%
4420 - Ground Emerg Med Transp...	0.00	6,250.02	-6,250.02	0.0%
4430 - Transfer Frm Urgent Car...	32,499.99	32,500.00	-0.01	100.0%
Total Income	617,436.79	602,817.76	14,619.03	102.4%
Expense				
5000 - Wages and Benefits	266,682.63	283,960.98	-17,278.35	93.9%
6000 - Ambulance Operations	41,291.06	40,924.04	367.02	100.9%
6700 - Overhead/Administration	31,406.59	60,814.46	-29,407.87	51.6%
7000 - Urgent Care	194,370.00	194,365.50	4.50	100.0%
8000 - Interest Expense	853.72	1,125.00	-271.28	75.9%
9000 - Other Expenses	0.00			
9500 - Depreciation Expense	24,167.40	23,029.74	1,137.66	104.9%
Total Expense	558,771.40	604,219.72	-45,448.32	92.5%
Net Ordinary Operating Surplus	58,665.39	-1,401.96	60,067.35	
Other Revenue/Expense				
Other Expense				
Net Other Revenue				
Net Revenue	58,665.39	-1,401.96	60,067.35	

- NET BILLING: High Billing in the Month of Aug. *Ref: Wiltman YTD Report (acc 4200 = Column F minus H/K/L) Sept NET PAYMENT high month at -\$73K.
- All revenue is due to CPR program
- Payroll is based on a calander year and budgeted equally month to month. Reducing overall ambulance operation wages 12 days were allocated to FY17 -\$ 20K. This being under Budget is a time issues.
- 6700: Overhead/Administration: This under budget amount of -\$29K is due to budgeting (on a monthly basis) Expenses like election and printing for upcoming elections costs, financial/bookkeeping, audit and legal fee not yet used (but scheduled in near future).
Loan interest - Ambulance

Coast Life Support District
 Profit & Loss Budget vs. Actual
 July through September 2017

	Jul - Sep 17	Budget	\$ Over Bu...	% of Budget
Ordinary Revenue/Expense				
Revenue				
4000 - CLSD Special Taxes				
4001 - Mendocino County Taxes				
4004 - Mendocino Ambulanc...	119,416.02	119,416.02	0.00	100.0%
4009 - Mendocino Urgent Car...	84,481.77	84,481.77	0.00	100.0%
4010 - Mendocino Special Tax	23,167.98	23,167.98	0.00	100.0%
4001 - Mendocino County Ta...	0.00	0.00	0.00	0.0%
Total 4001 - Mendocino County ...	227,065.77	227,065.77	0.00	100.0%
4002 - Sonoma County Taxes				
4024 - Sonoma Ambulance Tax	93,146.52	93,146.52	0.00	100.0%
4029 - Sonoma Urgent Care T...	76,230.48	76,230.48	0.00	100.0%
Total 4002 - Sonoma County Ta...	169,377.00	169,377.00	0.00	100.0%
Total 4000 - CLSD Special Taxes	396,442.77	396,442.77	0.00	100.0%
4100 - Interest Revenue	0.00	0.00	0.00	0.0%
4200 - Ambulance Revenue	186,240.05	146,874.99	39,365.06	126.8%
4400 - Miscellaneous Revenue	2,253.98	750.00	1,503.98	300.5%
4410 - Intergovernmentl Transport(l...	0.00	19,999.98	-19,999.98	0.0%
4420 - Ground Emerg Med Transp...	0.00	6,250.02	-6,250.02	0.0%
4430 - Transfer Frm Urgent Care r...	32,499.99	32,500.00	-0.01	100.0%
Total Revenue	617,436.79	602,817.76	14,619.03	102.4%
Expense				
5000 - Wages and Benefits				
5200 - Health Insurance	24,253.50	27,000.00	-2,746.50	89.8%
5300 - Payroll Taxes Emplr Costs	6,687.56	8,031.00	-1,343.44	83.3%
5350 - PERS Employer Costs	22,289.89	22,767.27	-477.38	97.9%
5405 - Administration Salaries				
5405.1 - Admin Salaries-Alloc...	-5,681.01	-5,680.98	-0.03	100.0%
5405 - Administration Salarie...	56,792.36	56,833.92	-41.56	99.9%
Total 5405 - Administration Sal...	51,111.35	51,152.94	-41.59	99.9%
5410 - Ambulance Operations ...	146,067.40	153,844.77	-7,777.37	94.9%
5430 - Extra Duty/Stipend Pay/DA	6,375.00	11,266.98	-4,891.98	56.6%
5500 - Work Comp Insurance	9,897.93	9,898.02	-0.09	100.0%
Total 5000 - Wages and Benefits	266,682.63	283,960.98	-17,278.35	93.9%
6000 - Ambulance Operations				
6030 - Med. Director Fee-non A...	9,450.00	9,450.00	0.00	100.0%
6040 - Dispatch Services	7,873.90	7,874.00	-0.10	100.0%
6050 - Misc Reimbursements	0.00			
6100 - Station/Crew Expenses				
5100 - Uniforms & Med Tests	297.81	1,249.98	-952.17	23.8%
6101 - Facility Repair & Main...	5,793.52	2,350.02	3,443.50	246.5%
6102 - Facility Furniture	519.31	0.00	519.31	100.0%
6110 - Supps, Rental, Clean. ...	798.74	3,250.02	-2,451.28	24.6%
6210 - Veh. Repair & Mainten...	5,117.66	4,500.00	617.66	113.7%
6240 - Vehicle Fuel	3,883.27	3,750.00	133.27	103.6%
6320 - Licenses and Permits	129.00			

10:29 AM

10/11/17

Accrual Basis

Coast Life Support District
Profit & Loss Budget vs. Actual
 July through September 2017

	Jul - Sep 17	Budget	\$ Over Bu...	% of Budget
6410 - Radios & Comm Equip	0.00	1,000.02	-1,000.02	0.0%
6510 - Medical Supplies & Eq...	7,427.85	6,000.00	1,427.85	123.8%
Total 6100 - Station/Crew Expe...	23,967.16	22,100.04	1,867.12	108.4%
6980 - Misc. Employee Train. Ex...	0.00	1,500.00	-1,500.00	0.0%
Total 6000 - Ambulance Operations	41,291.06	40,924.04	367.02	100.9%
6700 - Overhead/Administration				
6180 - Utilities	3,252.72	3,000.00	252.72	108.4%
6188 - Telephone	2,212.83	1,500.00	712.83	147.5%
6300 - Insurance	-4,282.25	4,250.00	32.25	100.8%
6713 - Ambulance Billing	8,877.97	9,688.23	-810.26	91.6%
6718 - Office Supp/Equip/Softw...				
6718.1 - Office Supplies	722.97	1,249.98	-527.01	57.8%
6718.2 - Computer Equipment	289.90	750.00	-460.10	38.7%
6718.3 - Software	786.03	393.75	392.28	200.1%
6718 - Office Supp/Equip/Sof...	0.00	0.00	0.00	0.0%
Total 6718 - Office Supp/Equip/...	1,800.90	2,393.73	-592.83	75.2%
6720 - Board Expenses	0.00	624.99	-624.99	0.0%
6730 - Consultants				
6734 - IT	1,422.00	1,875.00	-453.00	75.8%
6735 - EMS Survey	487.50	874.98	-387.48	55.7%
6737 - Financial/Bookkeeping	525.00	1,249.98	-724.98	42.0%
6738 - Legal	699.00	2,500.02	-1,801.02	28.0%
6740 - Audit	0.00	2,125.02	-2,125.02	0.0%
6741 - Tax Administration	2,588.91	2,607.48	-18.57	99.3%
Total 6730 - Consultants	5,722.41	11,232.48	-5,510.07	50.9%
6742 - Bank/Merchant Fees	331.61	250.02	81.59	132.6%
6755 - Property Tax Admin	0.00	7,249.98	-7,249.98	0.0%
6760 - Education/Professional ...	0.00	625.02	-625.02	0.0%
6765 - Election Costs/Reserve	0.00	11,749.98	-11,749.98	0.0%
6770 - Dues, Subscrip, Member...	2,237.01	2,500.02	-263.01	89.5%
6788 - Printing & Reproduction	0.00	2,500.02	-2,500.02	0.0%
6795 - Travel/Transportation	533.43	750.00	-216.57	71.1%
6970 - Community Dev/Training	2,155.46	2,499.99	-344.53	86.2%
Total 6700 - Overhead/Administrat...	31,406.59	60,814.46	-29,407.87	51.6%
7000 - Urgent Care				
7011 - Admin Salaries-Alloc to ...	5,681.01	5,680.98	0.03	100.0%
7050 - UC Contract	188,688.99	188,684.52	4.47	100.0%
Total 7000 - Urgent Care	194,370.00	194,365.50	4.50	100.0%
8000 - Interest Expense				
8005 - EMS Interest Expense	0.00	375.00	-375.00	0.0%
8000 - Interest Expense - Other	853.72	750.00	103.72	113.8%
Total 8000 - Interest Expense	853.72	1,125.00	-271.28	75.9%
9000 - Other Expenses	0.00			
9500 - Depreciation Expense	24,167.40	23,029.74	1,137.66	104.9%
Total Expense	558,771.40	604,219.72	-45,448.32	92.5%
Net Ordinary Operating Surplus	58,685.39	-1,401.96	60,067.35	

Coast Life Support District
Profit & Loss Budget vs. Actual
July through September 2017

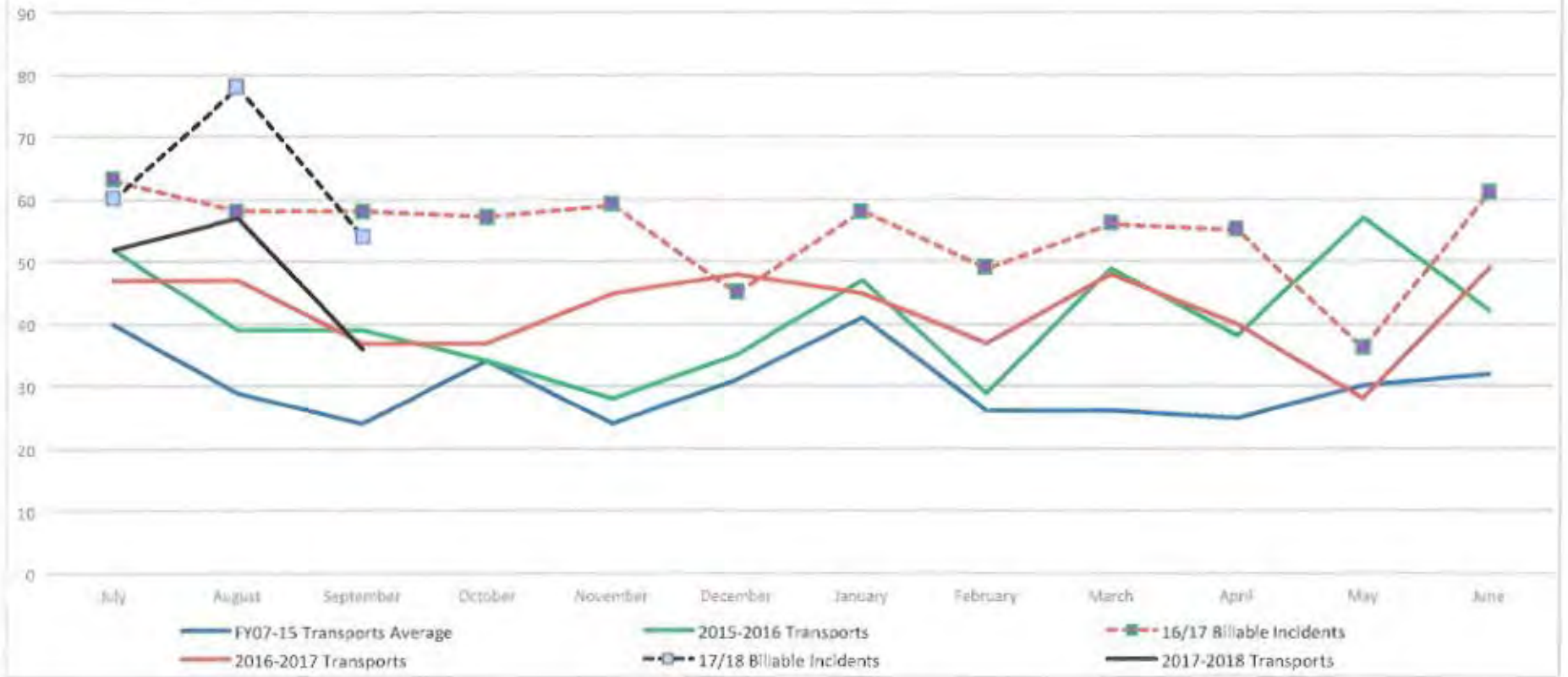
	Jul - Sep 17	Budget	\$ Over Bu...	% of Budget
Other Revenue/Expense				
Other Expense Net				
Other Revenue				
Net Revenue	<u>58,665.39</u>	<u>-1,401.96</u>	<u>60,067.35</u>	<u> </u>

1. NET BILLING: High Billing in the Month of Aug. 'Ref: Wittman YTD Report (acc 4200 = Column F minus H/K/L) Sept NET PAYMENT high month at ~\$73K.
2. All revenue is due to CPR program
3. payroll is based on a calander year and budgeted equally month to month. Reducing overall ambulance operation wages; 12 days were allocated to FY17 ~\$ 20K. This being under Budget is a time issues.
4. Remodel of Training Room
5. Unexpected Ambulance Repairs
6. Medical supply ordering: restocking supplies
7. 3 new call phones for ambulances (not inticaped at time of budgeting)
8. QuickBooks and Dropbox
9. Merchant Fee for accepting Credit Card payments.
10. 6700: Overhead/Administration: This under budget amount of ~\$29K is due to budgeting (on a monthly basis) Expenses like election and printing for upcoming elections costs, financial/bookkeeping, audit and legal fee not yet used (but scheduled in near future).
11. Loan interest - Ambulance

CLSD AMBULANCE RUN DATA (Month/Cumulative)

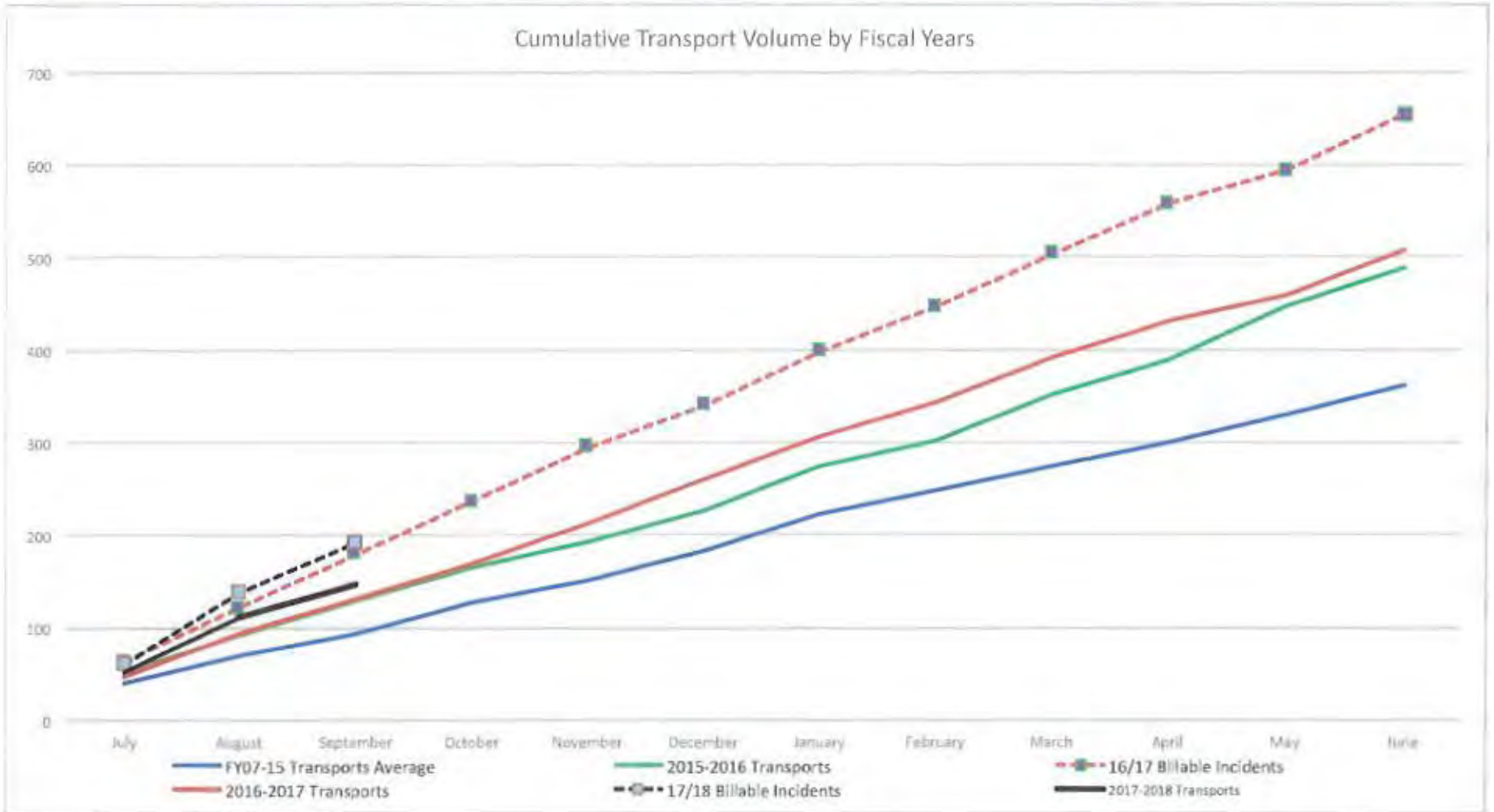
Monthly Transports	July	August	September	October	November	December	January	February	March	April	May	June
FY07-15 Transports Average	40	29	24	34	24	31	41	26	26	25	30	32
2015-2016 Transports	52	39	39	34	28	35	47	29	49	38	57	42
16/17 Billable Incidents	63	58	58	57	59	45	58	49	56	55	36	61
2016-2017 Transports	47	47	37	37	45	48	45	37	48	40	28	49
17/18 Billable Incidents	60	78	54									
2017-2018 Transports	52	57	36									

Monthly Transport Volume by Fiscal Years





CLSD AMBULANCE RUN DATA (Month/Cumulative)

Cumulative Transports	July	August	September	October	November	December	January	February	March	April	May	June
<i>FY07-15 Transports Average</i>	40	69	93	127	151	182	223	249	275	300	330	362
<i>2015-2016 Transports</i>	52	91	130	164	192	227	274	303	352	390	447	489
<i>16/17 Billable Incidents</i>	63	121	179	236	295	340	398	447	503	558	594	655
<i>2016-2017 Transports</i>	47	94	131	168	213	261	306	343	391	431	459	508
<i>17/18 Billable Incidents</i>	60	138	192									
<i>2017-2018 Transports</i>	52	111	147									



CLSD RUN DATA for the PRECEEDING 12 MONTHS

MONTH	A/O		PCR		ALS		ALS>BLS		BLS		BLS>ALS		TOTAL		LANDING		DRY RUN		T&R		TO RCMS				FROM RCMS			
	AUTHORIZED		PATIENT		ADVANCED				BASIC				TRANSPORTS				CANCELLED				ALS		BLS		ALS		BLS	
	ORDER	DISPATCHED	CARE	RECORD	LIFE	SUPPORT			LIFE	SUPPORT					ON	ROUTE												
MOST CURRENT ON TOP	Current	1 Year	Current	1 Year	Current	1 Year	Current	1 Year	Current	1 Year	Current	1 Year	Current	1 Year	Current	1 Year	Current	1 Year	Current	1 Year	Current	1 Year	Current	1 Year	Current	1 Year	Current	1 Year
17-Sep	60	74	48	56	28	25	1	1	6	12	1	0	34	37	5	4	12	15	14	29	2	1	0	0	8	8	4	8
17-Aug	121	90	77	61	42	35	3	3	15	12	2	2	57	47	3	8	38	23	22	10	7	6	2	1	7	6	6	5
17-Jul	98	106	62	71	37	30	4	7	15	17	1	1	52	47	9	9	31	31	15	17	4	5	0	1	8	6	7	6
17-Jun	99	90	61	63	33	26	4	6	16	16	2	2	49	42	7	8	28	18	15	23	2	1	1	0	6	3	10	4
17-May	67	101	42	77	20	32	2	10	5	25	0	0	28	57	7	5	21	24	21	10	0	3	0	0	5	3	1	4
17-Apr	84	91	58	60	27	34	2	4	13	14	1	4	40	48	4	8	23	23	18	12	2	1	0	0	10	6	6	6
17-Mar	91	91	60	70	34	31	4	6	14	18	4	0	48	49	8	5	23	20	12	13	1	2	0	1	6	7	6	7
17-Feb	72	59	53	47	28	18	3	8	9	11	1	0	37	29	3	4	13	12	16	10	4	1	0	0	4	2	3	0
17-Jan	87	83	60	68	34	34	2	4	11	12	1	1	45	46	7	6	25	15	15	16	5	3	0	0	7	4	4	5
16-Dec	95	67	92	57	32	29	6	3	18	6	3	2	48	35	7	5	25	10	10	14	4	2	1	1	3	4	4	0
16-Nov	89	66	58	42	33	19	2	2	12	9	1	0	45	28	5	4	27	24	15	12	5	4	1	2	5	2	6	2
16-Oct	83	72	57	50	24	28	4	2	13	6	1	1	37	34	6	7	22	22	20	16	3	4	0	0	2	5	5	2
	1046	990	728	722	372	341	37	56	147	158	18	13	520	499	71	73	288	237	193	172	39	35	5	6	71	56	62	49
	A/O		PCR		ALS		ALS>BLS		BLS		BLS>ALS		TOTAL		LZ		DRY RUN		T&R		TO RCMS				FROM RCMS			

ALL SHADED COLUMNS ARE PREVIOUS YEAR DATA