



Finance Committee

AGENDA

Wednesday, June 19th, 2019 at 9:00 AM

CLSD Headquarters, 38901 Ocean Drive, Gualala, CA

1. Call to Order Paterson
2. Agenda Approval Paterson
3. Minutes Approval: Wed May 15th 2019 meeting Paterson
4. Privilege of the floor Paterson
5. FY20 Preliminary Budget revision Caley
6. FY20 Resolutions: Caley
 - a. Revised: Resolution 259 – Adoption of the Preliminary FY 20 Budget
 - b. Revised: Resolution 261 – Adoption of the FY20 Tax Rates
7. Ambulance revenue – Wittman (YTD) Caley
8. Expenses YTD Caley
9. Cash Flow & Bank Statement review Caley
10. Ambulance dispatch and transport data YTD Caley
11. Other: Caley
 - Charles Schwab Investment Account update Caley
 - Revised Travel Reimbursement Forms Caley
 - Intergovernmental Transfer (IGT) update Caley
 - GEMT – Quality Assurance Fee (GEMT-QAF) update Caley
 - EMS Appreciation for Staff Caley
 - RCMS FC Update Paterson
12. Next FC Meetings – Third Wednesdays of the month, 9 AM, all at the CLSD Bill Platt Training Room
 - July 17, 2019
 - August 21, 2019
 - September 18, 2019
13. Adjournment



Finance Committee

Minutes of Meeting May 15th, 2019 at 9:00 AM – Bill Platt Training Center

1. **Call to Order:** The meeting was called to order at 9:06 AM by Geoffrey Beaty. FC Directors also present: Naomi Schwartz and Annan Paterson joined remotely. Also present: Ex officio District Administrator David Caley, Ops Manager Evan Dilks, and Bookkeeper Clara Frost.
2. **Agenda Approval:** Naomi Schwartz moved to adopt the agenda and seconded by Annan Paterson. David Caley modified by adding 3 points to item 11: Investment policy, a draft of the RCMS urgent care contract and a review of the bank statement. Amended agenda approved. All ayes.
3. **Meeting Minutes Approval:** Director Beaty moved to approve the April 17th FC meeting minutes and was seconded by Annan Paterson. All ayes.
4. **Privilege of the floor:** no comments
5. **FY20 Preliminary Budget:** DA David Caley presented an overview of the budget including columns for 0, 3 and 6% payroll increases. It was decided that the FC will recommend to the BOD a 6% pay increase to bring CLSD's pay rates closer to the industry standard as compared to other rural ambulance providers. Also discussed was the difference in cost putting a measure on the next primary election ballot vs. having a special election at a difference in cost of about \$25,000.
6. **FY20 Resolutions:** Resolution 259 - Adoption of the Preliminary FY 20 Budget, Resolution 260 – Adoption of the FY20 Ambulance Rates, Resolution 261 – Adoption of the FY20 Tax Rates, and Resolution – Adoption of the Prop 4 Appropriations Limit will be presented to the BOD with a recommendation to pass them with minor edits.
7. **Ambulance Revenue – Wittman (YTD):** Our net payment for April FY19 was \$69,947 with year to date revenue of \$506,517.
8. **Expenses YTD:** Expenses continue to be within budget.
9. **Cash Flow:** Cash flow projection as expected. Bank statement was also reviewed and questions were answered to provide clarification.
10. **Ambulance dispatch and transport data YTD:**
Lower than usual volume for **Apr:** 38 transports; 54 billable incidents; 460 cumulative transports; 635 cumulative billable incidents.
11. **Other Issues:**
 - a. Policy Review – Fiscal Management Policy: It was agreed appropriate to change the Treasurer's check signing authority from Director Beaty to newly appointed Treasurer/Director Paterson.
 - b. Intergovernmental Transfer (IGT) update: Expecting payment this month
 - c. GEMT – Quality Assurance Fee (GEMT-QAF) update: We have paid Q2 and Q3 FY18 fees. Unknown when we will receive revenue from this new legislative process.
 - d. RCMS FC Update: Director Paterson is attending RCMS FC meetings. Primary discussions centered around budgeting, productivity, revenue, and staffing.
 - e. Investment Policy drafted and reviewed. No suggested edits. The FC will recommend the BOD approve when it becomes an action item on the BOD agenda.
 - f. UC Contract: a revised draft of the UC contract was presented to expand beyond the initial five year contract and now provides details for the first year of the two-year option.
 - g. Bank Statement Review – Discussed briefly above in item 9.
12. **Next FC Meeting:** Third Wednesdays of the month, 9 AM, all at the CLSD Bill Platt Training Room
 - June 19, 2019
 - July 17, 2019
 - August 21, 2019
13. **Adjournment:** at 11:10 AM. All Ayes.

Minutes Approved:

(Date) _____

Annan Paterson, Treasurer

COAST LIFE SUPPORT DISTRICT

| Income | 4/8/19 | | | | | | |
|---|---------------------|------------------|------------------|----------------|---------------|------------------|------------------|
| | Actual | Budget | Budget | | | Budget | Budget |
| | FY19 | FY19 | FY20 | FY19 vs | | FY20 | FY20 |
| | Projected | | 6% Inc | FY20 | % | 3% Inc | 0% Inc |
| | exceptions co taxes | | Draft | Changes | Change | Draft | Draft |
| | Actual | Budget | Budget | | | Budget | Budget |
| 4000 CLSD Special Taxes | | | | | | | |
| 4001 Mendocino County Taxes | | | | | | | |
| 4004 Mendocino Ambulance Tax | 477,664 | 477,664 | 477,664 | - | 0.00% | 477,664 | 477,664 |
| 4009 Mendocino Urgent Care Tax | 337,927 | 337,927 | 434,750 | 96,823 | 28.65% | 434,750 | 434,750 |
| 4010 Mendocino Special Tax | 100,433 | 100,433 | 105,750 | 5,317 | 5.29% | 105,750 | 105,750 |
| Total 4001 Mendocino County Taxes | 916,024 | 916,024 | 1,018,164 | 102,140 | 11% | 1,018,164 | 1,018,164 |
| 4002 Sonoma County Taxes | | | | | | | |
| 4024 Sonoma Ambulance Tax | 375,144 | 375,144 | 375,144 | - | 0.00% | 375,144 | 375,144 |
| 4029 Sonoma Urgent Care Tax | 306,015 | 306,015 | 392,052 | 86,037 | 28.12% | 392,052 | 392,052 |
| 4030 Sonoma Special Tax | | | 28,100 | | | 28,100 | 28,100 |
| Total 4002 Sonoma County Taxes | 681,159 | 681,159 | 795,296 | 114,137 | 17% | 795,296 | 795,296 |
| Total 4000 CLSD Special Taxes | 1,597,183 | 1,597,183 | 1,813,460 | 216,277 | 14% | 1,813,460 | 1,813,460 |
| 4100 Interest Income | 20 | - | 11,000 | 11,000 | 0.00% | 11,000 | 11,000 |
| 4200 Ambulance Income | | | | | | | |
| 4201 Ambulance Transport Billings | 2,539,050 | 650,000 | 650,000 | - | 0.00% | 650,000 | 650,000 |
| 4220 Writedowns - Misc | (81,665) | | - | - | | - | - |
| 4225 Writedowns - MediCar/Cal | (1,819,736) | | - | - | | - | - |
| 4228 Writedowns - District Resident Discount | | - | - | - | | - | - |
| Total 4201 Ambulance Transport Billings | 637,649 | 650,000 | 661,000 | 73,500 | 11.31% | 661,000 | 661,000 |
| 4400 Miscellaneous Revenue | 50,493 | 32,550 | 50,000 | 17,450 | 53.61% | 50,000 | 50,000 |
| 4410 Intergovernmental Transport (IGT) | - | 130,000 | 187,500 | 57,500 | 44.23% | 187,500 | 187,500 |
| 4420 Ground Emerg Med Transport | - | 25,000 | 18,000 | (7,000) | -28.00% | 18,000 | 18,000 |
| 4420 GEMT - SB523 (QAF) | - | 28,000 | 29,750 | 1,750 | 6.25% | 29,750 | 29,750 |
| Unapplied Cash Payment Income | | | - | - | | - | - |
| Total Income | 2,285,345 | 2,462,733 | 2,759,710 | 370,477 | 15.04% | 2,759,710 | 2,759,710 |
| Expenses | | | | | | | |
| 5000 Wages and Benefits | | | | | | | |
| 5200 Health Insurance | 109,576 | 108,000 | 132,000 | 24,000 | 22.22% | 132,000 | 132,000 |
| 5300 Payroll Taxes Employer Costs | 33,641 | 36,358 | 39,586 | 3,228 | 8.88% | 38,917 | 38,239 |
| 5350 PERS Employer Costs | 112,198 | 106,858 | 158,240 | 51,382 | 48.08% | 157,771 | 155,579 |
| 5405 Administration Salaries | 246,717 | 232,749 | 257,031 | 24,282 | 10.43% | 237,558 | 232,229 |
| 5405.1 Admin Salaries-Allocate to UC | (23,988) | (23,988) | (25,315) | (1,327) | 5.53% | (24,669) | (24,022) |
| 5410 Ambulance Operations Wages | 655,134 | 717,455 | 801,212 | 83,757 | 11.67% | 780,687 | 760,223 |
| 5430 Extra Duty/Stipend Pay | 40,782 | 56,208 | 44,596 | (11,612) | -20.66% | 44,596 | 44,596 |
| 5460 Other Compensation | - | - | - | - | | - | - |
| 5500 Work Comp Insurance | 35,942 | 55,678 | 54,575 | (1,103) | -1.98% | 54,575 | 54,575 |
| Total 5000 Wages and Benefits | 1,210,002 | 1,289,318 | 1,461,925 | 172,606 | 13.39% | 1,421,435 | 1,393,419 |
| 6000 Ambulance Operations/ 66000 payroll exp | | | | | | | |
| 6030 Medical Director Fee-non AHUC | 37,800 | 37,800 | 37,800 | - | 0.00% | 37,800 | 37,800 |
| 6040 Dispatch Services | 21,545 | 21,545 | 21,871 | 326 | 1.51% | 21,871 | 21,871 |
| 6050 Misc Reimbursements | - | - | - | - | | - | - |
| 6100 Station/Crew Expenses/LIC & PERMITS | 157 | | | | | | |
| 6101 Facility Repair & Maintenance | 2,578 | 9,400 | 7,500 | (1,900) | -20.21% | 7,500 | 7,500 |
| 6102 Facility Furniture | - | - | - | - | | - | - |
| 5100 Uniforms & Med Tests | 2,801 | 5,000 | 3,500 | (1,500) | -30.00% | 3,500 | 3,500 |
| 6110 Supplies, Rental, Cleaning etc | 6,057 | 13,000 | 7,500 | (5,500) | -42.31% | 7,500 | 7,500 |
| 6210 Vehicle Repair & Maintenance | 22,996 | 18,000 | 22,500 | 4,500 | 25.00% | 22,500 | 22,500 |
| 6240 Vehicle Fuel | 22,956 | 15,000 | 25,000 | 10,000 | 66.67% | 25,000 | 25,000 |
| 6410 Radios & Comm Equip | 1,222 | 4,000 | 3,000 | (1,000) | -25.00% | 3,000 | 3,000 |
| 6510 Medical Supplies & Equipment | 34,668 | 24,000 | 30,000 | 6,000 | 25.00% | 30,000 | 30,000 |
| 6980 Misc. Staff Training & Development | 1,280 | 6,000 | 5,000 | (1,000) | -16.67% | 5,000 | 5,000 |
| Total 6000 Ambulance Operations | 154,060 | 153,745 | 163,671 | 9,926 | 6.46% | 163,671 | 163,671 |
| 6700 Overhead/Administration/ 6971 IGT EXP. | | | | | | | |

| | | | | | | | |
|---|------------------|------------------|------------------|----------------|-----------------|------------------|------------------|
| 6180 Utilities | 11,812 | 14,000 | 13,000 | (1,000) | -7.14% | 13,000 | 13,000 |
| 6188 Telephone | 6,073 | 4,475 | 6,500 | 2,025 | 45.25% | 6,500 | 6,500 |
| 6300 Insurance | 24,177 | 17,996 | 17,300 | (696) | -3.87% | 17,300 | 17,300 |
| 6714 4420 GEMT - SBS23 (QA Fee) | - | 7,000 | 13,525 | 6,525 | 93.21% | 13,525 | 13,525 |
| 6713 Ambulance Billing | 35,265 | 39,000 | 39,000 | - | 0.00% | 39,000 | 39,000 |
| 6718 Office Supp/Equip/Software | 36 | - | - | - | - | - | - |
| 6718.1 Office Supplies | 759 | 5,000 | 2,500 | (2,500) | -50.00% | 2,500 | 2,500 |
| 6718.2 Computer Equipment | 834 | 3,000 | 2,000 | (1,000) | -33.33% | 2,000 | 2,000 |
| 6718.3 Software | 3,895 | 3,000 | 3,000 | - | 0.00% | 3,000 | 3,000 |
| 6720 Board Expenses | 674 | 2,500 | 2,500 | - | 0.00% | 2,500 | 2,500 |
| 6730 Consultants | - | - | - | - | - | - | - |
| 6734 IT | 6,138 | 7,000 | 7,000 | - | 0.00% | 7,000 | 7,000 |
| 6735 EMS Survey | 2,942 | 3,500 | 3,000 | (500) | -14.29% | 3,000 | 3,000 |
| 6737 Financial/Bookkeeping | 15,280 | 3,000 | 3,000 | - | 0.00% | 3,000 | 3,000 |
| 6738 Legal | 597 | 5,000 | 5,000 | - | 0.00% | 5,000 | 5,000 |
| 6739 Policy Development | - | - | 4,800 | - | - | 4,800 | 4,800 |
| 6740 Audit | 9,100 | 9,100 | 9,100 | - | 0.00% | 9,100 | 9,100 |
| 6741 Tax Administration - NBS | 10,953 | 10,430 | 11,000 | 570 | 5.47% | 11,000 | 11,000 |
| 6742 Bank/Merchant Fees | 1,272 | 1,200 | 1,200 | - | 0.00% | 1,200 | 1,200 |
| 6755 Property Tax Administration - Counties | 16,948 | 20,000 | 17,500 | (2,500) | -12.50% | 17,500 | 17,500 |
| 6760 Leadership Admin Development | 3,286 | 2,500 | 1,000 | (1,500) | -60.00% | 1,000 | 1,000 |
| 6765 Election Costs/Reserve | - | 5,000 | 25,000 | 20,000 | 400.00% | 25,000 | 25,000 |
| 6770 Dues, Subscriptions, Membership | 14,238 | 10,000 | 12,000 | 2,000 | 20.00% | 12,000 | 12,000 |
| 6788 Printing & Reproduction | 3,852 | 10,000 | 3,000 | (7,000) | -70.00% | 3,000 | 3,000 |
| 6795 Travel/Transportation | 3,038 | 7,500 | 4,000 | (3,500) | -46.67% | 4,000 | 4,000 |
| 6970 Community Dev/Training | 22,710 | 10,000 | 10,000 | - | 0.00% | 10,000 | 10,000 |
| Total 6700 Overhead/Administration | 193,879 | 200,201 | 215,925 | 10,924 | 5.46% | 215,925 | 215,925 |
| 7000 Urgent Care | | | | | | | |
| 7011 Admin Salaries-Alloc to UC | 23,988 | 23,988 | 25,315 | 1,327 | 5.53% | 25,315 | 25,315 |
| 7050 UC Contract | 754,738 | 754,738 | 800,000 | 45,262 | 6.00% | 800,000 | 800,000 |
| Total 7000 Urgent Care | 778,726 | 778,726 | 825,315 | 46,589 | 5.98% | 825,315 | 825,315 |
| 8000 Interest Expense | | | | | | | |
| 8005 EMS Interest Expense | 2,378 | 1,500 | 2,000 | 500 | 33.33% | 2,000 | 2,000 |
| Total 8000 Interest Expense | 2,378 | 1,500 | 2,000 | 500 | 33.33% | 2,000 | 2,000 |
| 9500 Depreciation Expense | 91,202 | 91,202 | 93,664 | 2,462 | 2.70% | 93,664 | 93,664 |
| 999 Prior Period Adjustments | - | - | - | - | - | - | - |
| Total Expenses | 2,430,247 | 2,514,693 | 2,762,500 | 243,008 | 9.66% | 2,722,010 | 2,693,994 |
| Net Operating Income | (144,901) | (51,960) | (2,790) | 127,469 | -245.32% | 37,700 | 65,716 |
| Other Miscellaneous Expense | (1,070) | - | - | - | - | - | - |
| Net Other Income | - | - | - | - | - | - | - |
| Net Income | (145,972) | (51,960) | (2,790) | 127,469 | -245.32% | 37,700 | 65,716 |

| | BUDGET FY18 | BUDGET FY19 | BUDGET FY20 |
|-------------|----------------|----------------|----------------|
| EMS Income | 1,641,403 | 1,818,791 | 1,932,908 |
| EMS Expense | 1,651,521 | 1,735,967 | 1,937,185 |
| EMS Net | (10,117) | 82,824 | (4,277) |
| UC Income | 643,942 | 643,942 | 826,802 |
| UC Expense | 778,726 | 778,726 | 825,315 |
| UC Net | (134,784) | (134,784) | 1,487 |

| BUDGET FY20 | BUDGET FY20 |
|----------------|----------------|
| 1,932,908 | 1,932,908 |
| 1,896,695 | 1,868,679 |
| 36,213 | 64,229 |
| 826,802 | 826,802 |
| 825,315 | 825,315 |
| 1,487 | 1,487 |

COAST LIFE SUPPORT DISTRICT

RESOLUTION No: 259

ADOPTION OF PRELIMINARY BUDGET FOR FISCAL YEAR 2020

WHEREAS, Coast Life Support District Board of Directors, Finance Committee and Staff have reviewed the current financial position for the past year, and

WHEREAS, the District has a need to maximize its revenues, including maintaining the benefit assessment special tax rates as approved by the voters for Emergency Medical Services, and

WHEREAS, the District has reviewed the Ambulance billing charges, in order to maximize revenue while maintaining rates consistent with medical cost inflation,

WHEREAS, the District will not require the full assessment as authorized for Urgent Care services in order to fully fund the current program and provide adequate funds for development of the presently envisioned Urgent Care program and any other authorized use, and

WHEREAS, Reserve funding should remain at present levels to support contingencies and capital replacement requirements, and

WHEREAS, Coast Life Support District anticipates Revenues of the following:

| | |
|------------------------|-------------|
| Sonoma County | \$ 795,296 |
| Mendocino County | \$1,018,164 |
| Ambulance Billings | \$ 650,000 |
| Miscellaneous | \$ 296,250 |
| Total Budgeted Revenue | \$2,759,710 |

WHEREAS, the following Expenditures will provide the resources necessary to meet the established objectives for the next Fiscal Year:

| | |
|-----------------------------|-------------|
| Ambulance Operations | \$1,625,596 |
| Administration & Overhead | \$ 215,925 |
| Urgent Care Program | \$ 825,315 |
| Interest & Depreciation | \$ 95,664 |
| Reserve Fund Decrease | \$ (2,790) |
| Total Budgeted Expenditures | \$2,759,710 |

BE IT RESOLVED that the Board of Directors authorize its Officers, Administrator and Staff to make expenditures necessary to operate the Ambulance service and all Authorized programs,

BE IT FURTHER RESOLVED that the Board of Directors authorized the above amounts for the Coast Life Support District's Budget for Fiscal Year 2020.

The above resolution was introduced by Director Schwartz, who moved its adoption, seconded by Director Beaty, and passed and adopted on this 24th day of June 2019 by the following roll call vote:

| | | | | |
|------------|------------|-----|----|---------|
| Directors: | André | Aye | No | Abstain |
| | Beaty | Aye | No | Abstain |
| | Bower | Aye | No | Abstain |
| | Paterson | Aye | No | Abstain |
| | Schwartz | Aye | No | Abstain |
| | Tittle | Aye | No | Abstain |
| | Villagomez | Aye | No | Abstain |

Ayes: Noes: Abstain: Absent:

WHEREUPON, the President declared the foregoing RESOLUTION adopted and SO ORDERED.

Naomi Schwartz, Secretary

**COAST LIFE SUPPORT DISTRICT
RESOLUTION No. 261**

ADOPTION OF TAX RATES FOR FISCAL YEAR 2020

WHEREAS, in March 2012 the voters of the Coast Life Support District authorized the District Board of Directors to levy a Special Tax of up to \$44 per benefit unit to support Emergency Medical Services, and

WHEREAS, in April 2014, the voters of the District approved a Special Tax assessment of up to \$74 for a developable parcel, and \$148 for a developed parcel, to support Urgent Care, and

WHEREAS, the District's budget for Fiscal Year 2020 requires a Special Tax rate of \$44 per unit of benefit for Emergency Medical Services and \$74.00/\$148.00 Special Tax for developable/developed parcels to support Urgent Care,

BE IT RESOLVED, THEREFORE that the Special Tax rate of \$44 per unit of benefit for Emergency Medical Services, plus \$74.00/\$148.00 per developable/developed parcel for Urgent Care, be assessed accordingly to parcels in the District,

BE IT FURTHER RESOLVED that the Coast Life Support District renews its agreements with the appropriate offices of Mendocino and Sonoma Counties for collections of the assessments through the property tax rolls.

The above RESOLUTION was introduced by Director Schwartz, who moved for its adoption, seconded by Director Beaty and passed on this 24th day of June 2019 by the following roll call vote:

| | | | | |
|------------|------------|-----|----|---------|
| Directors: | André | Aye | No | Abstain |
| | Beaty | Aye | No | Abstain |
| | Bower | Aye | No | Abstain |
| | Paterson | Aye | No | Abstain |
| | Schwartz | Aye | No | Abstain |
| | Tittle | Aye | No | Abstain |
| | Villagomez | Aye | No | Abstain |

Ayes: Noes: Abstain: Absent:

WHEREUPON, the President declared the foregoing RESOLUTION adopted and SO ORDERED.

Naomi Schwartz, Secretary

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 |
| FY18 | | | | | | | | | | | | | |
| JUNE '18 | 54 | \$ 192,499 | \$ 103,831 | \$ 61,697 | \$ 3,130 | \$ 23,859 | \$ 52,759 | \$ 9,307 | \$ 43,452 | \$ - | \$ - | \$ 23 | \$ 428,768 |
| FY19 | | | | | | | | | | | | | |
| JULY '18 | 70 | \$ 281,184 | \$ 174,532 | \$ 49,415 | \$ 5,255 | \$ 51,982 | \$ 37,431 | \$ - | \$ 37,431 | \$ 31,334 | \$ 3,317 | \$ - | \$ 408,669 |
| AUG '18 | 80 | \$ 314,797 | \$ 126,949 | \$ 92,536 | \$ 3,430 | \$ 91,883 | \$ 51,142 | \$ - | \$ 51,142 | \$ - | \$ - | \$ - | \$ 449,415 |
| SEPT'18 | 52 | \$ 194,431 | \$ 86,754 | \$ 53,314 | \$ 9,730 | \$ 44,632 | \$ 52,021 | \$ - | \$ 52,021 | \$ - | \$ - | \$ - | \$ 442,027 |
| OCT '18 | 67 | \$ 248,217 | \$ 116,334 | \$ 55,281 | \$ 11,288 | \$ 65,314 | \$ 70,941 | \$ - | \$ 70,941 | \$ - | \$ - | \$ - | \$ 436,400 |
| NOV '18 | 58 | \$ 208,046 | \$ 95,675 | \$ 68,631 | \$ 6,318 | \$ 37,423 | \$ 48,605 | \$ - | \$ 48,605 | \$ - | \$ 3 | \$ 0 | \$ 425,215 |
| DEC '18 | 68 | \$ 223,719 | \$ 67,435 | \$ 61,071 | \$ - | \$ 95,212 | \$ 48,587 | \$ - | \$ 48,587 | \$ - | \$ - | \$ 2,638 | \$ 474,478 |
| JAN '19 | 50 | \$ 199,104 | \$ 110,645 | \$ 48,835 | \$ 2,685 | \$ 36,940 | \$ 48,119 | \$ 7,077 | \$ 41,042 | \$ - | \$ - | \$ 7 | \$ 470,383 |
| FEB'19 | 61 | \$ 233,790 | \$ 94,248 | \$ 63,149 | \$ 9,264 | \$ 67,129 | \$ 47,592 | | \$ 47,592 | \$ 34,163 | \$ 233 | \$ - | \$ 455,524 |
| MARCH '19 | 75 | \$ 297,252 | \$ 172,524 | \$ 32,088 | \$ 964 | \$ 91,676 | \$ 39,210 | | \$ 39,210 | \$ 38,101 | \$ 5,024 | \$ - | \$ 464,867 |
| APRIL '19 | 54 | \$ 196,917 | \$ 143,715 | \$ 18,395 | \$ 3,144 | \$ 31,662 | \$ 71,037 | \$ 1,091 | \$ 69,947 | \$ - | \$ 250 | \$ 65 | \$ 426,397 |
| MAY '19 | 56 | \$ 215,716 | \$ 74,460 | \$ 50,320 | \$ 967 | \$ 89,969 | \$ 67,379 | \$ - | \$ 67,379 | \$ 26,680 | \$ 1,948 | \$ 500 | \$ 420,858 |

| | | | | | | | | | | | | | |
|---------------|----|------------|-----------|-----------|------------|-----------|-----------|------|-----------|-----------|----------|------|------------|
| MAY'18 | 58 | \$ 204,220 | \$ 80,596 | \$ 51,439 | \$ (1,495) | \$ 73,681 | \$ 55,203 | \$ - | \$ 55,203 | \$ 56,045 | \$ 1,250 | \$ - | \$ 448,338 |
|---------------|----|------------|-----------|-----------|------------|-----------|-----------|------|-----------|-----------|----------|------|------------|

| | | | | | | | | | | | | |
|-----------------------|-----|--------------|--------------|------------|-----------|------------|------------|-----------|------------|------------|-----------|----------|
| FY To Date | 691 | \$ 2,613,173 | \$ 1,263,271 | \$ 593,034 | \$ 53,045 | \$ 703,822 | \$ 582,063 | \$ 8,167 | \$ 573,896 | \$ 130,277 | \$ 10,774 | \$ 3,210 |
| Last 12 Months | 745 | \$ 2,805,672 | \$ 1,367,102 | \$ 654,732 | \$ 56,175 | \$ 727,681 | \$ 634,822 | \$ 17,474 | \$ 617,348 | \$ 130,277 | \$ 10,774 | \$ 3,233 |

| | | | | | | | | | | | | |
|---------------------------------------|----|---------------|---------------|--------------|-------------|--------------|--------------|-----------|--------------|--------------|-----------|-----------|
| Monthly Average FY To Date | 63 | \$ 237,561.16 | \$ 114,842.80 | \$ 53,912.22 | \$ 4,822.30 | \$ 63,983.85 | \$ 52,914.85 | \$ 742.48 | \$ 52,172.37 | \$ 11,843.39 | \$ 979.48 | \$ 291.80 |
| Monthly Average Last 12 Months | 62 | \$ 233,806.02 | \$ 113,925 | \$ 54,561 | \$ 4,681 | \$ 60,640 | \$ 52,902 | \$ 1,456 | \$ 51,446 | \$ 10,856 | \$ 898 | \$ 269 |

| AGING | | | | | | | |
|-------|--------------|--------------|--------------|--------------|--------------|---------------|---------------|
| Month | Current | 31-60 | 61-90 | 91-120 | 121-180 | 180+ | Balance |
| MAY | \$ 98,822.46 | \$ 45,117.51 | \$ 43,304.47 | \$ 34,310.28 | \$ 59,784.42 | \$ 139,518.52 | \$ 420,857.66 |

| | |
|----------------------------|------------------|
| CMS TRANSPORTS ON - | |
| TOTAL | \$ 26,516 |

as of MAY' 19

Coast Life Support District

Profit & Loss Budget Overview FY19

July 2018 through May 2019

| | Jul '18 - May 19 | Budget | \$ Over Budget | % of Budget |
|---|---------------------|--------------------------------|-------------------|---------------------|
| Ordinary Revenue/Expense | | | | |
| Revenue | | | | |
| 4000 · CLSD Special Taxes | 1,640,487.18 | 1,464,084.42 | 176,402.76 | 112.0% |
| 4100 · Interest Revenue | 126.01 | 0.00 | 126.01 | 100.0% |
| 4200 · Ambulance Revenue | 682,665.90 | 595,833.33 | 86,832.57 | 114.6% ¹ |
| 4400 · Miscellaneous Revenue | 43,245.90 | 29,837.50 | 13,408.40 | 144.9% ² |
| 4410 · Intergovernmental Transport(IGT) | 0.00 | 119,166.67 | -119,166.67 | 0.0% |
| 4420 · Ground Emerg Med Transport | 18,143.34 | 22,916.67 | -4,773.33 | 79.2% |
| 4421 · GEMT QAF Income | 0.00 | 25,666.67 | -25,666.67 | 0.0% |
| Total Revenue | 2,384,668.33 | 2,257,505.26 | 127,163.07 | 105.6% |
| Expense | | | | |
| 5000 · Wages and Benefits | 1,141,563.16 | 1,191,256.93 | -49,693.77 | 95.8% ³ |
| 6000 · Ambulance Operations | 145,359.11 | 141,771.34 | 3,587.77 | 102.5% |
| 66000 · Payroll Expenses | 0.00 | | | |
| 6700 · Overhead/Administration | 187,536.18 | 183,517.58 | 4,018.60 | 102.2% |
| 6971 · IGT | 0.00 | 0.00 | 0.00 | 0.0% |
| 7000 · Urgent Care | 713,848.87 | 713,832.17 | 16.70 | 100.0% |
| 8000 · Interest Expense | 1,901.02 | 4,125.00 | -2,223.98 | 46.1% |
| 9000 · Other Expenses | 0.00 | | | |
| 9500 · Depreciation Expense | 83,601.84 | 83,601.84 | 0.00 | 100.0% |
| 9999 · Prior Period Adjustment | 0.00 | 0.00 | 0.00 | 0.0% |
| Total Expense | 2,273,810.18 | 2,318,104.86 | -44,294.68 | 98.1% |
| Net Ordinary Operating Surplus | 110,858.15 | -60,599.60 | 171,457.75 | -182.9% |
| Net Revenue | 110,858.15 | -60,599.60 ⁴ | 171,457.75 | -182.9% |

1. NET BILLING: *Ref Wittman YTD Report (acc 4220 + Column F minus H/K/L)

2. FY19 Tourist Mitigation Funds.

3. Ambulance Op Wages show an decrease at this time due to when payperiods hit the P&L. Budgeted number split evenly over 12 months.

4. \$10,833 x 11 months = \$119,163 for Urgent Care increase and covered by UC reserves.

Coast Life Support District

Profit & Loss Budget Overview FY19

July 2018 through May 2019

| | Jul '18 - May 19 | Budget | \$ Over Budget | % of Budget |
|---|---------------------|---------------------|-------------------|---------------|
| Ordinary Revenue/Expense | | | | |
| Revenue | | | | |
| 4000 · CLSD Special Taxes | | | | |
| 4001 · Mendocino County Taxes | | | | |
| 4004 · Mendocino Ambulance Tax | 482,501.53 | 437,858.67 | 44,642.86 | 110.2% |
| 4009 · Mendocino Urgent Care Tax | 332,740.27 | 309,766.42 | 22,973.85 | 107.4% |
| 4010 · Mendocino Ad Valorem Tax | 106,728.94 | 92,063.58 | 14,665.36 | 115.9% |
| Total 4001 · Mendocino County Taxes | 921,970.74 | 839,688.67 | 82,282.07 | 109.8% |
| 4002 · Sonoma County Taxes | | | | |
| 4024 · Sonoma Ambulance Tax | 395,585.01 | 343,882.00 | 51,703.01 | 115.0% |
| 4029 · Sonoma Urgent Care Tax | 322,931.43 | 280,513.75 | 42,417.68 | 115.1% |
| Total 4002 · Sonoma County Taxes | 718,516.44 | 624,395.75 | 94,120.69 | 115.1% |
| Total 4000 · CLSD Special Taxes | 1,640,487.18 | 1,464,084.42 | 176,402.76 | 112.0% |
| 4100 · Interest Revenue | 126.01 | 0.00 | 126.01 | 100.0% |
| 4200 · Ambulance Revenue | | | | |
| 4201 · Amb Transport Billings | 682,665.90 | 595,833.33 | 86,832.57 | 114.6% |
| 4228 · Writedowns-District Res. Disc. | 0.00 | 0.00 | 0.00 | 0.0% |
| Total 4200 · Ambulance Revenue | 682,665.90 | 595,833.33 | 86,832.57 | 114.6% |
| 4400 · Miscellaneous Revenue | 43,245.90 | 29,837.50 | 13,408.40 | 144.9% |
| 4410 · Intergovernmentl Transport(IGT) | 0.00 | 119,166.67 | -119,166.67 | 0.0% |
| 4420 · Ground Emerg Med Transport | 18,143.34 | 22,916.67 | -4,773.33 | 79.2% |
| 4421 · GEMT QAF Income | 0.00 | 25,666.67 | -25,666.67 | 0.0% |
| Total Revenue | 2,384,668.33 | 2,257,505.26 | 127,163.07 | 105.6% |
| 5000 · Wages and Benefits | | | | |
| 5200 · Health Insurance | 103,811.57 | 110,000.00 | -6,188.43 | 94.4% |
| 5300 · Payroll Taxes Emplr Costs | 32,119.07 | 33,328.17 | -1,209.10 | 96.4% |
| 5350 · PERS Employer Costs | 101,881.94 | 97,953.17 | 3,928.77 | 104.0% |
| 5405 · Administration Salaries | | | | |
| 5405.1 · Admin Salaries-Alloc/UC | -21,989.00 | -21,989.00 | 0.00 | 100.0% |
| 5405 · Administration Salaries - Other | 227,070.29 | 213,353.25 | 13,717.04 | 106.4% |
| Total 5405 · Administration Salaries | 205,081.29 | 191,364.25 | 13,717.04 | 107.2% |
| 5410 · Ambulance Operations Wages | 611,184.87 | 657,666.17 | -46,481.30 | 92.9% |
| 5430 · Extra Duty/Stipend Pay/DA | 38,063.62 | 51,524.00 | -13,460.38 | 73.9% |
| 5500 · Work Comp Insurance | 49,420.80 | 49,421.17 | -0.37 | 100.0% |
| Total 5000 · Wages and Benefits | 1,141,563.16 | 1,191,256.93 | -49,693.77 | 95.8% |
| 6000 · Ambulance Operations | | | | |
| 6030 · Med. Director Fee-non AHUC | 34,650.00 | 34,650.00 | 0.00 | 100.0% |
| 6040 · Dispatch Services | 20,157.72 | 20,588.00 | -430.28 | 97.9% |
| 6050 · Misc Reimbursements | 520.00 | 0.00 | 520.00 | 100.0% |
| 6100 · Station/Crew Expenses | | | | |
| 5100 · Uniforms & Med Tests | 2,766.66 | 4,583.33 | -1,816.67 | 60.4% |
| 6101 · Facility Repair & Maintenance | 2,251.29 | 8,616.67 | -6,365.38 | 26.1% |
| 6102 · Facility Furniture | 592.95 | 0.00 | 592.95 | 100.0% |
| 6110 · Supps, Rental, Clean. etc | 5,037.06 | 11,916.67 | -6,879.61 | 42.3% |
| 6210 · Veh. Repair & Maintenance | 20,909.25 | 16,500.00 | 4,409.25 | 126.7% |
| 6240 · Vehicle Fuel | 21,331.52 | 13,750.00 | 7,581.52 | 155.1% |
| 6410 · Radios & Comm Equip | | | | |
| 6410.1 · ATT Tower Lease | 687.50 | | | |
| 6410 · Radios & Comm Equip - Other | 291.56 | 3,666.67 | -3,375.11 | 8.0% |
| Total 6410 · Radios & Comm Equip | 979.06 | 3,666.67 | -2,687.61 | 26.7% |
| 6510 · Medical Supplies & Equip | 33,915.45 | 22,000.00 | 11,915.45 | 154.2% |
| Total 6100 · Station/Crew Expenses | 87,783.24 | 81,033.34 | 6,749.90 | 108.3% |

Coast Life Support District

Profit & Loss Budget Overview FY19

July 2018 through May 2019

| | Jul '18 - May 19 | Budget | \$ Over Budget | % of Budget |
|--|---------------------|-------------------------------|-------------------|---------------------|
| 6980 · Misc. Employee Train. Exps | 2,248.15 | 5,500.00 | -3,251.85 | 40.9% |
| Total 6000 · Ambulance Operations | 145,359.11 | 141,771.34 | 3,587.77 | 102.5% |
| 66000 · Payroll Expenses | 0.00 | | | |
| 6700 · Overhead/Administration | | | | |
| 6180 · Utilities | 11,756.97 | 12,833.33 | -1,076.36 | 91.6% |
| 6188 · Telephone | 5,763.53 | 4,102.08 | 1,661.45 | 140.5% |
| 6300 · Insurance | 16,821.31 | 16,496.33 | 324.98 | 102.0% |
| 6713 · Ambulance Billing | 32,998.15 | 35,750.00 | -2,751.85 | 92.3% |
| 6714 · GEMT QAF Expense | 6,711.18 | 6,416.67 | 294.51 | 104.6% |
| 6718 · Office Supp/Equip/Software | | | | |
| 6718.1 · Office Supplies | 1,939.07 | 4,583.33 | -2,644.26 | 42.3% |
| 6718.2 · Computer Equipment | 626.41 | 2,750.00 | -2,123.59 | 22.8% |
| 6718.3 · Software | 2,522.99 | 2,750.00 | -227.01 | 91.7% |
| 6718 · Office Supp/Equip/Software - Other | 0.00 | 0.00 | 0.00 | 0.0% |
| Total 6718 · Office Supp/Equip/Software | 5,088.47 | 10,083.33 | -4,994.86 | 50.5% |
| 6720 · Board Expenses | 559.51 | 2,291.67 | -1,732.16 | 24.4% |
| 6730 · Consultants | | | | |
| 6734 · IT | 5,631.42 | 6,416.67 | -785.25 | 87.8% |
| 6735 · EMS Survey | 5,082.05 | 3,208.33 | 1,873.72 | 158.4% |
| 6737 · Financial/Bookkeeping | 11,460.26 | 2,750.00 | 8,710.26 | 416.7% ⁵ |
| 6738 · Legal | 832.00 | 4,583.33 | -3,751.33 | 18.2% |
| 6740 · Audit | 9,100.00 | 8,341.67 | 758.33 | 109.1% |
| 6741 · Tax Administration - NBS | 10,058.81 | 9,560.83 | 497.98 | 105.2% |
| Total 6730 · Consultants | 42,164.54 | 34,860.83 | 7,303.71 | 121.0% |
| 6742 · Bank/Merchant Fees | 1,187.79 | 1,100.00 | 87.79 | 108.0% |
| 6755 · Property Tax Admin | 18,881.92 | 18,333.33 | 548.59 | 103.0% |
| 6760 · Education/Professional Dev | 1,390.50 | 2,291.67 | -901.17 | 60.7% |
| 6765 · Election Costs/Reserve | 5,086.25 | 4,583.33 | 502.92 | 111.0% |
| 6770 · Dues, Subscrip, Membership | 10,253.76 | 9,166.67 | 1,087.09 | 111.9% |
| 6788 · Printing & Reproduction | 3,415.03 | 9,166.67 | -5,751.64 | 37.3% |
| 6795 · Travel/Transportation | 3,072.49 | 6,875.00 | -3,802.51 | 44.7% |
| 6970 · Community Dev/Training | 22,384.78 | 9,166.67 | 13,218.11 | 244.2% ⁶ |
| Total 6700 · Overhead/Administration | 187,536.18 | 183,517.58 | 4,018.60 | 102.2% |
| 6971 · IGT | 0.00 | 0.00 | 0.00 | 0.0% |
| 7000 · Urgent Care | | | | |
| 7011 · Admin Salaries-Alloc to UC | 21,989.00 | 21,989.00 | 0.00 | 100.0% |
| 7050 · UC Contract | 691,859.87 | 691,843.17 | 16.70 | 100.0% |
| Total 7000 · Urgent Care | 713,848.87 | 713,832.17 | 16.70 | 100.0% |
| 8000 · Interest Expense | | | | |
| 8005 · EMS Interest Expense | 0.00 | 1,375.00 | -1,375.00 | 0.0% |
| 8000 · Interest Expense - Other | 1,901.02 | 2,750.00 | -848.98 | 69.1% |
| Total 8000 · Interest Expense | 1,901.02 | 4,125.00 | -2,223.98 | 46.1% |
| 9000 · Other Expenses | 0.00 | | | |
| 9500 · Depreciation Expense | 83,601.84 | 83,601.84 | 0.00 | 100.0% |
| 9999 · Prior Period Adjustment | 0.00 | 0.00 | 0.00 | 0.0% |
| Total Expense | 2,273,810.18 | 2,318,104.86 | -44,294.68 | 98.1% |
| Net Ordinary Operating Surplus | 110,858.15 | -60,599.60 | 171,457.75 | -182.9% |
| Net Revenue | 110,858.15 | -60,599.60⁷ | 171,457.75 | -182.9% |

11:48 AM

06/13/19

Accrual Basis

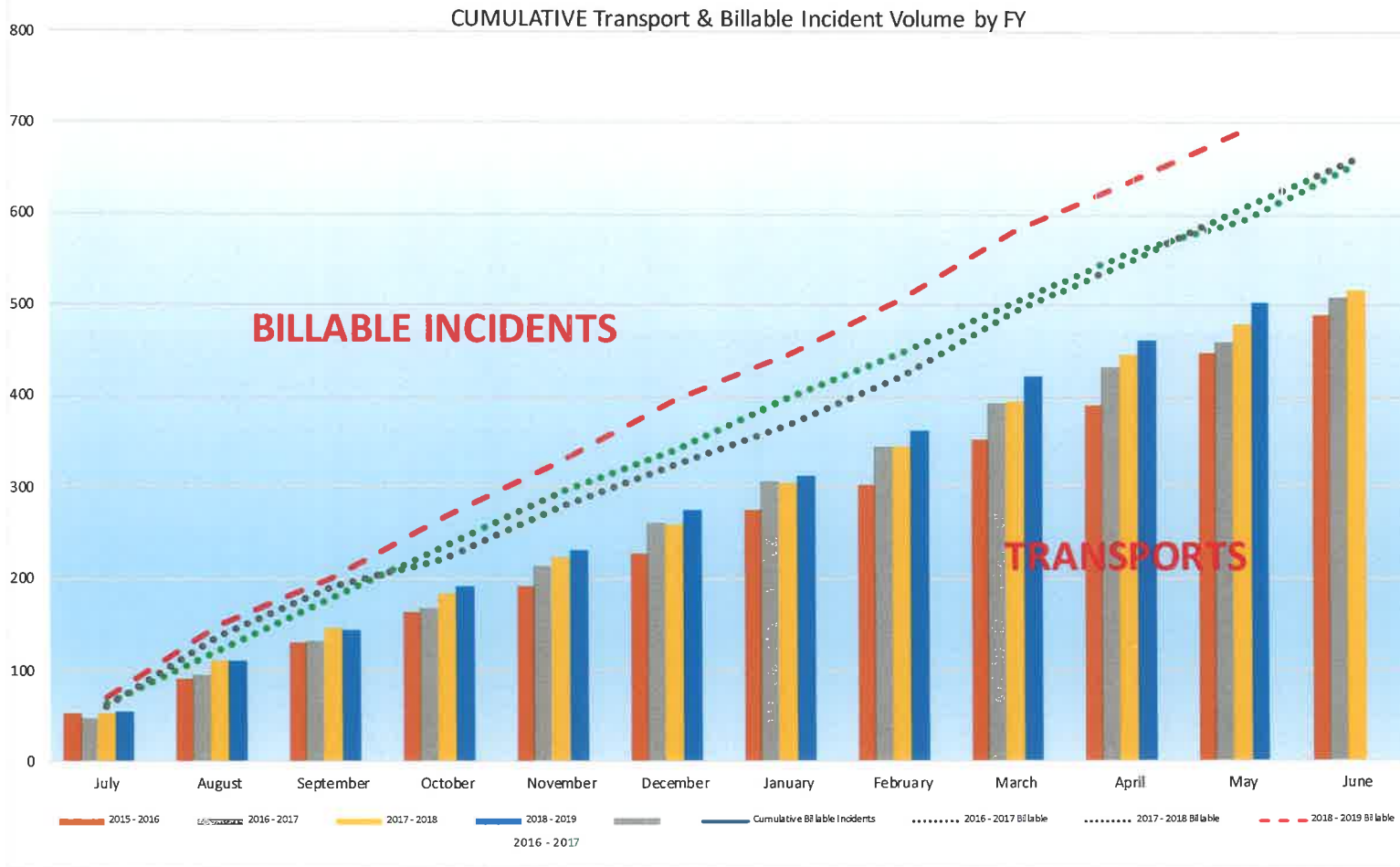
Coast Life Support District
Profit & Loss Budget Overview FY19
July 2018 through May 2019

1. NET BILLING: *Ref Wittman YTD Report (acc 4220 + Column F minus H/K/L)
2. FY19 Tourist Mitigation Funds.
3. Ambulance Op Wages show an decrease at this time due to when payperiods hit the P&L. Budgeted number split evenly over 12 months.
4. Higher volume of medical supplies needed than budgeted.
5. Transition training to new financial/bookkeeper
6. Draw down funds from Tourist Mitigation funds for CPR training
7. \$10,833 x 11 months = \$119,163 for Urgent Care increase and covered by UC reserves.

CUMULATIVE AMBULANCE DATA

| Cumulative Transports | July | August | September | October | November | December | January | February | March | April | May | June |
|-----------------------|------|--------|-----------|---------|----------|----------|---------|----------|-------|-------|-----|------|
| 2015 - 2016 | 52 | 91 | 130 | 164 | 192 | 227 | 274 | 303 | 352 | 390 | 447 | 489 |
| 2016 - 2017 | 47 | 94 | 131 | 168 | 213 | 261 | 306 | 343 | 391 | 431 | 459 | 508 |
| 2017 - 2018 | 52 | 109 | 145 | 184 | 223 | 259 | 304 | 343 | 393 | 444 | 479 | 516 |
| 2018 - 2019 | 55 | 110 | 143 | 192 | 231 | 275 | 313 | 362 | 422 | 460 | 502 | |

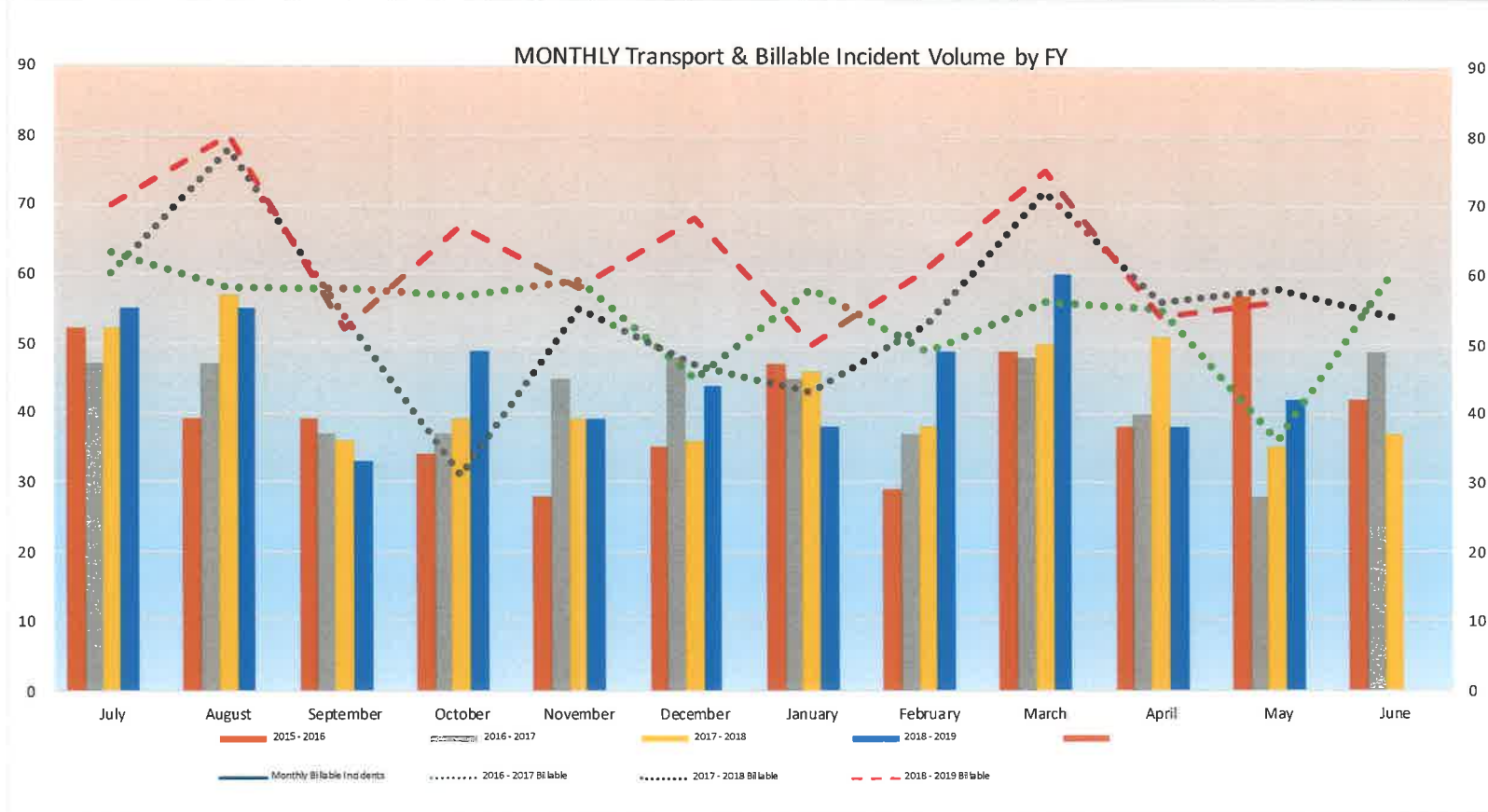
| Cumulative Billable Incidents | July | August | September | October | November | December | January | February | March | April | May | June |
|-------------------------------|------|--------|-----------|---------|----------|----------|---------|----------|-------|-------|-----|------|
| 2016 - 2017 Billable | 63 | 121 | 179 | 236 | 295 | 340 | 398 | 447 | 503 | 558 | 594 | 655 |
| 2017 - 2018 Billable | 60 | 138 | 192 | 223 | 278 | 325 | 368 | 421 | 493 | 549 | 607 | 661 |
| 2018 - 2019 Billable | 70 | 150 | 202 | 269 | 327 | 395 | 445 | 506 | 581 | 635 | 691 | |



MONTHLY AMBULANCE DATA

| Monthly Transports | July | August | September | October | November | December | January | February | March | April | May | June |
|--------------------|------|--------|-----------|---------|----------|----------|---------|----------|-------|-------|-----|------|
| 2015 - 2016 | 52 | 39 | 39 | 34 | 28 | 35 | 47 | 29 | 49 | 38 | 57 | 42 |
| 2016 - 2017 | 47 | 47 | 37 | 37 | 45 | 48 | 45 | 37 | 48 | 40 | 28 | 49 |
| 2017 - 2018 | 52 | 57 | 36 | 39 | 39 | 36 | 46 | 38 | 50 | 51 | 35 | 37 |
| 2018 - 2019 | 55 | 55 | 33 | 49 | 39 | 44 | 38 | 49 | 60 | 38 | 42 | |

| Monthly Billable Incidents | | | | | | | | | | | | |
|----------------------------|----|----|----|----|----|----|----|----|----|----|----|----|
| 2016 - 2017 Billable | 63 | 58 | 58 | 57 | 59 | 45 | 58 | 49 | 56 | 55 | 36 | 61 |
| 2017 - 2018 Billable | 60 | 78 | 54 | 31 | 55 | 47 | 43 | 53 | 72 | 56 | 58 | 54 |
| 2018 - 2019 Billable | 70 | 80 | 52 | 67 | 58 | 68 | 50 | 61 | 75 | 54 | 56 | |





M-120: 1st Out - PM + EMT = ALS
M-122: 2nd Out - PM + EMT = ALS
B-121: Back up - EMT + EMT = BLS

2nd-Out Paramedic Tracking

| 2019 | # of Shifts M-122 Staffed | Shift | Total M122 Incidents | Dispatched | Cancelled | AMA / RAS | Transports | Billed as ALS | Billed as BLS | Total billable | Notes |
|------|------------------------------|-------------|-------------------------|------------|-----------|-----------|------------|------------------|------------------|-------------------|---|
| MAY | 29 | 0900 - 2100 | 15 | 13 | 6 | 3 | 4 | 4 | 2 | 7 | (2) shifts no M-122 but B-121 not dispatched |
| | 19 | 2100 - 0900 | | 2 | 1 | 0 | 1 | 1 | 0 | | |
| JUN | | 0900 - 2100 | | | | | | | | | |
| | | 2100 - 0900 | | | | | | | | | |
| JUL | | 0900 - 2100 | | | | | | | | | |
| | | 2100 - 0900 | | | | | | | | | |
| AUG | | 0900 - 2100 | | | | | | | | | |
| | | 2100 - 0900 | | | | | | | | | |
| SEP | | 0900 - 2100 | | | | | | | | | |
| | | 2100 - 0900 | | | | | | | | | |
| OCT | | 0900 - 2100 | | | | | | | | | |
| | | 2100 - 0900 | | | | | | | | | |
| NOV | | 0900 - 2100 | | | | | | | | | |
| | | 2100 - 0900 | | | | | | | | | |
| DEC | | 0900 - 2100 | | | | | | | | | |
| | | 2100 - 0900 | | | | | | | | | |
| 2020 | | | | | | | | | | | |
| JAN | | 0900 - 2100 | | | | | | | | | |
| | | 2100 - 0900 | | | | | | | | | |
| FEB | | 0900 - 2100 | | | | | | | | | |
| | | 2100 - 0900 | | | | | | | | | |
| MAR | | 0900 - 2100 | | | | | | | | | |
| | | 2100 - 0900 | | | | | | | | | |
| APR | | 0900 - 2100 | | | | | | | | | |
| | | 2100 - 0900 | | | | | | | | | |

CLSD RUN DATA for the PRECEEDING 12 MONTHS

ALL SHADED COLUMNS ARE PREVIOUS YEAR DATA

| MONTH MOST CURRENT ON TOP | 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 | | CARE | | LIFE | | | | LIFE | | | | | | | | ON | | | | | | | | ALS | | BLS | | ALS | | BLS | |
| | Current | Year Prior | Current | Year Prior | Current | Year Prior | Current | Year Prior | Current | Year Prior | Current | Year Prior | Current | Year Prior | Current | Year Prior | Current | Year Prior | Current | Year Prior | Current | Year Prior | Current | Year Prior | Current | Year Prior | Current | Year Prior | Current | Year Prior | | |
| 19-May | 87 | 76 | 58 | 54 | 41 | 32 | 1 | 1 | 1 | 3 | 0 | 0 | 42 | 35 | 5 | 5 | 19 | 20 | 14 | 19 | 4 | 3 | 0 | 0 | 10 | 8 | 0 | 1 | | | | |
| 19-Apr | 78 | 108 | 53 | 79 | 31 | 49 | 1 | 1 | 7 | 13 | 1 | 3 | 38 | 62 | 5 | 8 | 20 | 27 | 15 | 17 | 1 | 7 | 2 | 0 | 8 | 10 | 3 | 8 | | | | |
| 19-Mar | 108 | 97 | 79 | 70 | 49 | 37 | 1 | 1 | 13 | 13 | 3 | 1 | 62 | 50 | 8 | 10 | 27 | 25 | 17 | 20 | 7 | 0 | 0 | 2 | 10 | 10 | 8 | 3 | | | | |
| 19-Feb | 82 | 63 | 63 | 53 | 35 | 31 | 0 | 2 | 14 | 7 | 2 | 2 | 49 | 38 | 6 | 6 | 20 | 7 | 13 | 14 | 4 | 2 | 1 | 1 | 10 | 4 | 6 | 4 | | | | |
| 19-Jan | 71 | 80 | 47 | 59 | 27 | 36 | 4 | 2 | 11 | 10 | 0 | 2 | 38 | 46 | 4 | 2 | 17 | 16 | 9 | 13 | 2 | 7 | 1 | 0 | 5 | 8 | 7 | 7 | | | | |
| 18-Dec | 100 | 67 | 62 | 53 | 29 | 28 | 2 | 1 | 15 | 8 | 2 | 0 | 44 | 36 | 4 | 5 | 29 | 17 | 18 | 11 | 2 | 5 | 1 | 2 | 10 | 5 | 6 | 3 | | | | |
| 18-Nov | 89 | 90 | 54 | 61 | 31 | 31 | 3 | 0 | 7 | 18 | 1 | 1 | 38 | 49 | 4 | 5 | 20 | 29 | 16 | 12 | 1 | 3 | 1 | 1 | 5 | 9 | 1 | 12 | | | | |
| 18-Oct | 99 | 81 | 64 | 54 | 38 | 23 | 4 | 2 | 11 | 16 | 2 | 0 | 49 | 39 | 10 | 4 | 19 | 21 | 15 | 15 | 1 | 2 | 1 | 1 | 15 | 2 | 6 | 9 | | | | |
| 18-Sep | 74 | 60 | 54 | 48 | 30 | 28 | 2 | 1 | 3 | 6 | 1 | 1 | 33 | 34 | 6 | 5 | 18 | 12 | 17 | 14 | 1 | 2 | 0 | 0 | 8 | 8 | 1 | 4 | | | | |
| 18-Aug | 110 | 121 | 73 | 77 | 46 | 42 | 1 | 3 | 9 | 15 | 1 | 2 | 55 | 57 | 6 | 3 | 26 | 38 | 18 | 22 | 3 | 7 | 0 | 2 | 14 | 7 | 4 | 6 | | | | |
| 18-Jul | 105 | 98 | 70 | 62 | 47 | 37 | 3 | 4 | 8 | 15 | 1 | 1 | 55 | 52 | 5 | 9 | 26 | 31 | 15 | 15 | 4 | 4 | 0 | 0 | 7 | 8 | 5 | 7 | | | | |
| 18-Jun | 78 | 99 | 52 | 61 | 33 | 33 | 1 | 4 | 4 | 16 | 2 | 2 | 37 | 49 | 8 | 7 | 26 | 28 | 15 | 15 | 4 | 2 | 0 | 1 | 3 | 6 | 1 | 10 | | | | |
| | 1081 | 1040 | 729 | 731 | 437 | 407 | 23 | 22 | 103 | 140 | 16 | 15 | 540 | 547 | 71 | 69 | 267 | 271 | 182 | 187 | 34 | 44 | 7 | 10 | 105 | 85 | 48 | 74 | | | | |
| | A/O | | PCR | | ALS | | ALS>BLS | | BLS | | BLS>ALS | | TOTAL | | LZ | | DRY RUN | | T&R | | TO RCMS | | | | FROM RCMS | | | | | | | |



TRAVEL REIMBURSEMENT FORM

Use this travel reimbursement form related to Training and Development for Staff, Supervisor, Manager, or Administrator that requires any combination of travel expenses such as: airfare, car rental, taxi, Uber/Lyft, lodging, per diem, conference costs, etc. (Note: for numerous local mileage claims, use the CLSD Monthly mileage Expense Report).

Please complete the information below, attach to the lime green CLSD Reimbursement Form and submit to the Operations Manager with copies of receipts attached.

| <u>Expense Type</u> | <u>Actual Cost</u> |
|--|--------------------|
| Personal Vehicle Mileage _____ miles at \$0.58/mile = (Federal rate 2019) | _____ |
| Rental Vehicle* | _____ |
| Commercial Transportation* | _____ |
| Lodging* [actual expenses] | _____ |
| Conference/Training Expense | _____ |
| Meals and Incidental Expenses [maximum \$75.00/day] (No alcohol may be purchased with CLSD funds) | _____ |
| Total Claimed | _____ |

**Receipts required*

"I certify that the expenses claimed above are accurate and honestly reflect my personal costs expended in conducting District Business"

Applicant signature and date: _____
Signature date

Print name

Reviewed and validated by Operations Manager [Initials/Date] _____

Approved for payment: _____

Forward to Bookkeeping for processing



Reimbursement Request

Note: Reimbursements Request may take a minimum of two weeks to process.

| | | | | |
|--------------|-------|---|--------------------------|--------------------------|
| Date | _____ | Amount of reimbursement | \$ | |
| | | | Mail Check | Hold for Pick-up |
| Requested by | _____ | Please attach all receipts, invoice's, etc. | <input type="checkbox"/> | <input type="checkbox"/> |

Payee: _____

Mailing Address: _____

| Description of expense | Amount |
|------------------------|-----------|
| | \$ |
| | \$ |
| | \$ |
| | \$ |
| | \$ |
| | Total: \$ |

OFFICE USE ONLY:

| Account number: | Amount: |
|-----------------|---------|
| | \$ |
| | \$ |
| | \$ |
| | \$ |
| | \$ |

Total
Amount
approved: \$

Signature: _____

Date: _____

Rev. 6/2016



COAST LIFE SUPPORT DISTRICT
Monthly Mileage Expense Report

Name: _____

Date: _____

| Date | EVENT TRAVEL FROM – TO | Number of miles | Mileage Rate effective 1/1/16 = .58 cents per mile (Federal rate 2019) | Charges for parking, food, lodging, tolls, etc. (No alcohol expense allowed) | Type of Expense (lodging, food, parking, tolls, etc.) |
|------|---------------------------|--------------------|---|---|--|
| | | | | | |
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| | | | |
|--|----|----|---------------------------------|
| | \$ | \$ | TOTAL EXPENSE DUE: \$ |
|--|----|----|---------------------------------|

All requests for reimbursement must have receipts attached before payment can be made.

Signature: _____

Approval: _____

Revised May 2019