ANNUAL REPORT CERTIFICATION

Thurston County Fire Protection District 13
(Official Name of Government)

2607
MCAG No.

Submitted pursuant to RCW 43.09.230 to the Washington State Auditor's Office

For the Fiscal Year Ended 12/31/2023

GOVERNMENT INFORMATION:

Official Mailing Address 3707 Steamboat Loop NW
Olympia, WA 98502
Official Website Address www.griffinfd.org
Official E-mail Address admin@griffinfd.org
Official Phone Number 360-866-9000

AUDIT CONTACT or PREPARER INFORMATION and CERTIFICATION:

Audit Contact or Preparer Name and Title Corey Rux
Contact Phone Number (360) 866-9000
Contact E-mail Address crux@griffinfd.org

I certify 29th day of May, 2024, that annual report information is complete, accurate and in conformity with the Budgeting, Accounting and Reporting Systems Manual, to the best of my knowledge and belief, having reviewed this information and taken all appropriate steps in order to provide such certification. I acknowledge and understand our responsibility for the design and implementation of controls to ensure accurate financial reporting, comply with applicable laws and safeguard public resources, including controls to prevent and detect fraud. Finally, I acknowledge and understand our responsibility for immediately submitting corrected annual report information if any errors or an omission in such information is subsequently identified.

Signatures

Rosemary Mesa-Walton (admin@griffinfd.org)

Corey Rux (crux@griffinfd.org)

Thurston County Fire Protection District 13

Schedule 01

For the year ended December 31, 2023

MCAG	Fund #	Fund Name	BARS Account	BARS Name	Amount
2607	001	General Fund	3089100	Unassigned Cash and Investments - Beginning	$728,572
2607	001	General Fund	3089100	Unassigned Cash and Investments - Beginning	$484,747
2607	001	General Fund	3089100	Unassigned Cash and Investments - Beginning	$237,336
2607	001	General Fund	3089100	Unassigned Cash and Investments - Beginning	$325
2607	001	General Fund	3111000	Property Tax	$2,220,408
2607	001	General Fund	3340490	State Grant from Department of Health	$554
2607	001	General Fund	3370707	Local Grants, Entitlements, Tribal Government Distributions, and Other Payments	$28,556
2607	001	General Fund	3371000	Local Grants, Entitlements, Tribal Government Distributions, and Other Payments	$489
2607	001	General Fund	3371200	Local Grants, Entitlements, Tribal Government Distributions, and Other Payments	$4,507
2607	001	General Fund	3422100	Fire Protection and Emergency Medical Services	$655
2607	001	General Fund	3422100	Fire Protection and Emergency Medical Services	$134
2607	001	General Fund	3422100	Fire Protection and Emergency Medical Services	$32,009
2607	001	General Fund	3426000	Ambulance Services	$8,859
2607	001	General Fund	3426000	Ambulance Services	$22,957
2607	001	General Fund	3611100	Investment Earnings	($18)
2607	001	General Fund	3611100	Investment Earnings	$10,836
2607	001	General Fund	3611100	Investment Earnings	$9,009
2607	001	General Fund	3611100	Investment Earnings	$4,307

MCAG	Fund #	Fund Name	BARS Account	BARS Name	Amount
2607	001	General Fund	3671100	Contributions and Donations from Nongovernmental Sources	$250
2607	001	General Fund	3699100	Miscellaneous Other Operating	$18,488
2607	301	Capital Projects Fund	3085100	Assigned Cash and Investments - Beginning	$192,689
2607	301	Capital Projects Fund	3611100	Investment Earnings	$3,581
2607	001	General Fund	5221010	Administration	$139,112
2607	001	General Fund	5221010	Administration	$85,550
2607	001	General Fund	5221010	Administration	$15,616
2607	001	General Fund	5221010	Administration	$74,320
2607	001	General Fund	5221010	Administration	$2,382
2607	001	General Fund	5221010	Administration	$1,540
2607	001	General Fund	5221010	Administration	$3,258
2607	001	General Fund	5221010	Administration	$2,770
2607	001	General Fund	5221010	Administration	$3,060
2607	001	General Fund	5221010	Administration	$8,126
2607	001	General Fund	5221040	Administration	$2,091
2607	001	General Fund	5221040	Administration	$12,404
2607	001	General Fund	5221040	Administration	$12,894
2607	001	General Fund	5221040	Administration	$593
2607	001	General Fund	5221040	Administration	$39,430
2607	001	General Fund	5221040	Administration	$7,845
2607	001	General Fund	5221040	Administration	$25
2607	001	General Fund	5221040	Administration	$67
2607	001	General Fund	5221110	Administration	$9,524
2607	001	General Fund	5221120	Administration	$10
2607	001	General Fund	5221120	Administration	$715
2607	001	General Fund	5221140	Administration	$5,746
2607	001	General Fund	5221140	Administration	$6,518
2607	001	General Fund	5222010	Fire Suppression and Emergency Medical Services	$98,338
2607	001	General Fund	5222020	Fire Suppression and Emergency Medical Services	$243,546

MCAG	Fund #	Fund Name	BARS Account	BARS Name	Amount
2607	001	General Fund	5222020	Fire Suppression and Emergency Medical Services	$114,738
2607	001	General Fund	5222020	Fire Suppression and Emergency Medical Services	$16,742
2607	001	General Fund	5222020	Fire Suppression and Emergency Medical Services	$46,849
2607	001	General Fund	5222020	Fire Suppression and Emergency Medical Services	$9,445
2607	001	General Fund	5222020	Fire Suppression and Emergency Medical Services	$2,373
2607	001	General Fund	5222020	Fire Suppression and Emergency Medical Services	$13,735
2607	001	General Fund	5222020	Fire Suppression and Emergency Medical Services	$2,070
2607	001	General Fund	5222020	Fire Suppression and Emergency Medical Services	$21,616
2607	001	General Fund	5222020	Fire Suppression and Emergency Medical Services	$15,152
2607	001	General Fund	5222030	Fire Suppression and Emergency Medical Services	$7,886
2607	001	General Fund	5222030	Fire Suppression and Emergency Medical Services	$1,950
2607	001	General Fund	5222030	Fire Suppression and Emergency Medical Services	$4,628
2607	001	General Fund	5222040	Fire Suppression and Emergency Medical Services	$14,031
2607	001	General Fund	5222040	Fire Suppression and Emergency Medical Services	$13,501
2607	001	General Fund	5222040	Fire Suppression and Emergency Medical Services	$5,544

MCAG	Fund #	Fund Name	BARS Account	BARS Name	Amount
2607	001	General Fund	5222040	Fire Suppression and Emergency Medical Services	$118
2607	001	General Fund	5222040	Fire Suppression and Emergency Medical Services	$1,625
2607	001	General Fund	5222110	Fire Suppression and Emergency Medical Services	$72,287
2607	001	General Fund	5222120	Fire Suppression and Emergency Medical Services	$411,285
2607	001	General Fund	5222120	Fire Suppression and Emergency Medical Services	$24,219
2607	001	General Fund	5222120	Fire Suppression and Emergency Medical Services	$145,346
2607	001	General Fund	5222120	Fire Suppression and Emergency Medical Services	$17,641
2607	001	General Fund	5222120	Fire Suppression and Emergency Medical Services	$4,109
2607	001	General Fund	5222120	Fire Suppression and Emergency Medical Services	$7,012
2607	001	General Fund	5223030	Fire Prevention and Investigation	$67
2607	001	General Fund	5223040	Fire Prevention and Investigation	$2,076
2607	001	General Fund	5223040	Fire Prevention and Investigation	$1,000
2607	001	General Fund	5224130	Training Provided to External Parties	$328
2607	001	General Fund	5224530	Training Obtained by Employees	$1,434
2607	001	General Fund	5224540	Training Obtained by Employees	$4,052
2607	001	General Fund	5224540	Training Obtained by Employees	$19,159
2607	001	General Fund	5225030	Facilities	$4,955
2607	001	General Fund	5225030	Facilities	$4,768
2607	001	General Fund	5225040	Facilities	$27,916

MCAG	Fund #	Fund Name	BARS Account	BARS Name	Amount
2607	001	General Fund	5225040	Facilities	$8,121
2607	001	General Fund	5225040	Facilities	$2,468
2607	001	General Fund	5225040	Facilities	$35,563
2607	001	General Fund	5225040	Facilities	$15,808
2607	001	General Fund	5225040	Facilities	$3,835
2607	001	General Fund	5226030	Vehicles and Equipment Maintenance	$26,374
2607	001	General Fund	5226040	Vehicles and Equipment Maintenance	$6,724
2607	001	General Fund	5226040	Vehicles and Equipment Maintenance	$5,863
2607	001	General Fund	5226040	Vehicles and Equipment Maintenance	$411
2607	001	General Fund	5226040	Vehicles and Equipment Maintenance	$29,532
2607	001	General Fund	5226040	Vehicles and Equipment Maintenance	$35,989
2607	001	General Fund	5226040	Vehicles and Equipment Maintenance	$5,933
2607	001	General Fund	5226040	Vehicles and Equipment Maintenance	$10,905
2607	001	General Fund	5226040	Vehicles and Equipment Maintenance	$5,203
2607	001	General Fund	5226040	Vehicles and Equipment Maintenance	$1,199
2607	001	General Fund	5226040	Vehicles and Equipment Maintenance	$2,123
2607	001	General Fund	5226040	Vehicles and Equipment Maintenance	$167
2607	001	General Fund	5226040	Vehicles and Equipment Maintenance	$6,017
2607	001	General Fund	5226040	Vehicles and Equipment Maintenance	$647
2607	001	General Fund	5227040	Ambulance Services	$2,634
2607	001	General Fund	5089100	Unassigned Cash and Investments - Ending	$765,990
2607	001	General Fund	5089100	Unassigned Cash and Investments - Ending	$493,755
2607	001	General Fund	5089100	Unassigned Cash and Investments - Ending	$241,643
2607	001	General Fund	5089100	Unassigned Cash and Investments - Ending	$22,890

MCAG	Fund #	Fund Name	BARS Account	BARS Name	Amount
2607	001	General Fund	5089100	Unassigned Cash and Investments - Ending	$475
2607	301	Capital Projects Fund	5085100	Assigned Cash and Investments - Ending	$196,270
2607	001	General Fund	3952000	Compensation for Loss/Impairment of Capital Assets (Cash Basis Only)	$432
2607	001	General Fund	5899000	Holding and Clearing Account Transactions	($175)
2607	001	General Fund	5899000	Holding and Clearing Account Transactions	($4,473)
2607	001	General Fund	5942260	Capital Expenditures/Expenses - Fire Suppression and EMS Services	$74,298
2607	001	General Fund	5942260	Capital Expenditures/Expenses - Fire Suppression and EMS Services	$10,620
2607	001	General Fund	5942260	Capital Expenditures/Expenses - Fire Suppression and EMS Services	$5,599
2607	001	General Fund	5942260	Capital Expenditures/Expenses - Fire Suppression and EMS Services	$142,208
2607	001	General Fund	5942270	Capital Expenditures/Expenses - Fire Suppression and EMS Services	$39,936

Thurston County Fire Protection District 13
Fund Resources and Uses Arising from Cash Transactions
For the Year Ended December 31, 2023

		Total for All Funds (Memo Only)	001 General Fund	301 Capital Projects Fund
Beginning Cash and Investments				
308	Beginning Cash and Investments	1,643,669	1,450,980	192,689
388 / 588	Net Adjustments	-	-	-
Revenues				
310	Taxes	2,220,408	2,220,408	-
320	Licenses and Permits	-	-	-
330	Intergovernmental Revenues	34,106	34,106	-
340	Charges for Goods and Services	64,614	64,614	-
350	Fines and Penalties	-	-	-
360	Miscellaneous Revenues	46,453	42,872	3,581
Total Revenues:		2,365,581	2,362,000	3,581
Expenditures				
510	General Government	-	-	-
520	Public Safety	2,020,653	2,020,653	-
530	Utilities	-	-	-
540	Transportation	-	-	-
550	Natural/Economic Environment	-	-	-
560	Social Services	-	-	-
570	Culture and Recreation	-	-	-
Total Expenditures:		2,020,653	2,020,653	-
Excess (Deficiency) Revenues over Expenditures:		344,928	341,347	3,581
Other Increases in Fund Resources				
391-393, 596	Debt Proceeds	-	-	-
397	Transfers-In	-	-	-
385	Special or Extraordinary Items	-	-	-
381, 382, 389, 395, 398	Other Resources	432	432	-
Total Other Increases in Fund Resources:		432	432	-
Other Decreases in Fund Resources				
594-595	Capital Expenditures	272,661	272,661	-
591-593, 599	Debt Service	-	-	-
597	Transfers-Out	-	-	-
585	Special or Extraordinary Items	-	-	-
581, 582, 589	Other Uses	(4,648)	(4,648)	-
Total Other Decreases in Fund Resources:		268,013	268,013	-
Increase (Decrease) in Cash and Investments:		**77,347**	**73,766**	**3,581**
Ending Cash and Investments				
50821	Nonspendable	-	-	-
50831	Restricted	-	-	-
50841	Committed	-	-	-
50851	Assigned	196,270	-	196,270
50891	Unassigned	1,524,753	1,524,753	-
Total Ending Cash and Investments		**1,721,023**	**1,524,753**	**196,270**

The accompanying notes are an integral part of this statement.

Thurston County Fire Protection District 13
Schedule of Liabilities
For the Year Ended December 31, 2023

ID. No.	Description	Due Date	Beginning Balance	Additions	Reductions	Ending Balance
Revenue and Other (non G.O.) Debt/Liabilities						
259.12	Compensated Absences		19,860	18,068	-	37,928
264.30	Pension Liability		14,896	-	4,190	10,706
263.52	Installment Purchase: Stryker Gurneys	6/30/2026	-	139,851	39,936	99,915
	Total Revenue and Other (non G.O.) Debt/Liabilities:		**34,756**	**157,919**	**44,126**	**148,549**
		Total Liabilities:		**157,919**	**44,126**	**148,549**

Thurston County Fire Protection District 13
Schedule of Expenditures of State Financial Assistance
For the Year Ended December 31, 2023

State Agency Name	Program Title	Identification Number	Total
State Grant from Department of Health	2023 EMS Trauma Grant	955818!	554
		Sub-Total:	**554**
		Total State Grants Expended:	**554**

Thurston County Fire Protection District 13

Schedule 21 Questions 1-6 (unaudited)

For Fiscal Year Ended: 2023

Property and Liability Insurance	Health and Welfare Insurance	Unemployment Compensation Obligations	Workers Compensation Obligations	Other Risks or Obligations
Purchase private insurance	All benefits are provided by a health insurance company or HMO	Pay taxes to the Department of Employment Security ("Taxable")	Pay premiums to the Department of Labor and Industries	

Washington PFML Program	Entity	Government Type
Pay premiums to the State’s program for both benefits	Thurston County Fire Protection District 13	Fire Protection District

Thurston County Fire Protection District 13

Schedule 22 - Audit Assessment Questionnaire (unaudited)

For Fiscal Year ended December 31, 2023

Reference	#	Question	Answer	Explanation

INSTRUCTIONS FOR PREPARER!!IMPORTANT!! Click the "SAVE" button at the bottom periodically as you complete the questions below. Be sure to save before refreshing the page.

The Schedule 22 questions can be found below and are categorized based on the type of operation each question is related to. Click the category title to expand or collapse that category of questions.

Import Prior Year Responses: responses to specific questions from the prior year annual report may be imported by clicking the "Import Prior Year Responses" button below. NOTE: this will not import ALL responses from the prior year, it is only allowable for certain questions.

Please review the imported responses to ensure they are still accurate. If needed, you can update the responses that were imported from the prior year.

FINANCIAL MONITORING

Reference	#	Question	Answer	Explanation
	1	Please indicate which of the following best describes the accounting system of the government: A) Rely on the County Treasurer (no other accounting software used) B) Other accounting software (i.e. QuickBooks, BIAS, Vision, Excel, etc.).	(B)	
	2	Does the government use their own bank accounts in lieu of or in addition to the County Treasurer? If yes, please attach bank statements for the fiscal year. *Note: auditors will request all monthly bank statements for the reporting year during the audit. If preferred, you may attach all statements here.*	No	
	3	Please disclose the accounting software the government uses.	Springbrook Software (formerly Bias)	

Reference	#	Question	Answer	Explanation
	4	Please describe the government's reconciliation of their bank accounts (County Treasurer and transmittal) to the accounting records. Include the personnel responsible for performing the reconciliation and the personnel responsible for reviewing the reconciliation. Note: the job position/title is sufficient for the identification purpose.	Reconciliation is done through our Springbrook software at the end of every month. The individual responsible for performing the reconciliation is the Office Manager, and the individual reviewing the reconciliation is the Fire Chief.	
	5	Entries Process - please describe the process to record journal entries into the government's general ledger and, if applicable, the process for reviewing and monitoring the journal entries being posted, both during the year and at year-end. Note: include the job position/title of the person responsible for posting and reviewing the entries.	Our department uses Springbrook software to record all journal entries, and is done by the Office Manager. The Fire Chief reviews all entries at the end of every month after reconciliation.	
	6	Please indicate which of the following best describes the government's own internal accounting system: A) It uses the BARS chart of accounts; B) It uses a chart of accounts that is compatible with BARS; C) It uses a chart of accounts that requires manual adjustments to file the Schedule 01;	(B)	

Reference	#	Question	Answer	Explanation
	7	Does the Governing Body receive and review monthly financial reports? If yes, please describe what is reviewed and how often. Examples include: cancelled checks, financial reports from the county, expenditure listings, bank accounts or petty cash activity.	Yes	Yes, all financial reports, including canceled checks, expenditures, treasurer's reports, petty cash account, and transporting account are reviewed during the monthly Board of Fire Commissioner's meetings.
	8	Preparation of Financial Reports - please describe the process or procedure for the preparation of financial statements (including the Schedule 01). Please identify any significant changes that occurred since the prior year (ex: staff turnover).	No significant changes. All preparation of financial reports are done through our Springbrook software.	
	9	Has the government contracted out for, or recently assumed responsibility for, any major governmental function? If yes, please explain. For example: contracts for accounting services, janitorial/grounds keeping or other maintenance contracts; the government performs fire protection services for another government assumes a new water system from another government or annexations.	No	
CURRENT OPERATIONS				
	10	Please check all boxes that occurred during the fiscal year. If none of these events occurred, please check the box for "none".	Significant events (i.e. new debt, major construction)	

Reference	#	Question	Answer	Explanation
	12	Please explain the significant events that occurred during the year (e.g., new debt, major construction, change in key positions, etc.)	In January 2023, we added two full-time positions and we received a BLS Transporting License, so we now receive funds for that service. Also, two full-time employees were out of long term injury leave, which resulted in an increase in overtime expense, as well as the hire of two temporary firefighters.	
	15	Did the government make any significant updates to key administrative, personnel, or financial policies? If yes, please attach the newest policy.	No	
	16	Did the government enter into, or modify any existing, interlocal agreements? If yes, please attach.	No	
	17	Does the government have a system or process to record information about its capital assets, including buildings, equipment, etc.? If yes, please describe the process for tracking.	Yes	Hard copy files, Emergency Reporting software and Springbrook software.
SIGNIFICANT DISCLOSURES				
	18	Did the government receive any non-SAO audits during the year? If yes, please attach related report. For example: work of internal auditors, state/federal grant review, etc.	No	
	19	Is the government currently involved in any lawsuits? We may be requesting an update on the status of legal matters during the audit.	No	

Reference	#	Question	Answer	Explanation
	20	Are there any licensing, regulatory, contracting, or granting agencies with the ability to impose material penalties that would play a role in the government's ability to continue? If yes, please list the agency that could impose them. Examples include: Department of Health, FEMA, etc.	No	
REVENUES AND EXPENDITURES				
	21	Please describe any new sources of revenues or expenditure streams, or state there were none. Examples include: new activities, special levies, state or federal grants, leases, etc.	Yes, we started receiving funds for BLS transporting services in 2023.	
	22	Were there any rate increases during the fiscal year?	No	
	23	Attach rate and fee schedules in effect during the fiscal year.	Not Applicable	
	24	Does the government accept cash/checks locally (using its own staff, issuing receipts) or use a third-party vendor to bill or receipt payments? Please check all that apply.	Receipts Locally	
	25	Cash/Check Receipting - Please briefly describe the government's process for collection of payments. Please include a list of the locations where cash/checks are accepted/receipted.	We do not accept cash, only checks. When checks are received, we complete a receipt, which is signed by the Office Manager and the Fire Chief. Then it is deposited by the Office Manager into the General Fund. See additional document titled Cash Receipt Procedure 2023.	

Reference	#	Question	Answer	Explanation
	26	Does the government deposit funds on a daily basis?	No	We don't receive funds on a daily basis. When funds are received they are then deposited immediately.
	28	Please check all that apply to the government and list the authorized balance for each fund or account in the explanation box:	Petty cash	$500 Petty Cash Checking Account
	29	Please describe the governments process to reconcile its petty cash. Please include frequency of reconciliation. (e.g. monthly, quarterly, yearly)	Petty cash is reconciled every month through our Springbrook software.	
	30	Please attach the year-end reconciliation and petty cash log.	Attached	**Attachments** 2023 Petty Cash Year-end Reconciliation.pdf
	37	What type(s) of electronic payment (EFT/ACH) does the government make? Please list them in the box below. Examples include: payroll, direct deposit, employee reimbursements, wire transfers, AP vendor payments, etc.	Payroll, EFTPS/941, DRS, DSHS, Dept of L&I, Dept of Unemployment (including PFML & Long Term Care), Dept of Revenue, and Legal Shield	
	38	Does the government incur payroll costs?	Yes	
	39	Please describe the governing body's process to review payroll expenses and include how many employees the government has.	The Office Manager prepares payroll in the Springbrook software, and the Fire Chief reviews all of the reports for processing. Our department had 11 full-time employees at the end of 2023.	

Reference	#	Question	Answer	Explanation
	40	Please mark all that apply to the government: ***Note:*** "open store accounts" refers to arrangements where individuals may make purchases on the government's behalf that are subsequently billed (e.g., local hardware store).	Fuel Card(s)	
	40	Please mark all that apply to the government: ***Note:*** "open store accounts" refers to arrangements where individuals may make purchases on the government's behalf that are subsequently billed (e.g., local hardware store).	Credit Card(s)	
	40	Please mark all that apply to the government: ***Note:*** "open store accounts" refers to arrangements where individuals may make purchases on the government's behalf that are subsequently billed (e.g., local hardware store).	Open Store Accounts	
	41	Fuel Cards - use the "ADD ROW" button to add the applicable number of rows for each vendor/institution the government has physical fuel cards with.		
		Vendor/Institution	Comdata Inc.	
		Number of Cards	13	
		Total Credit Limit	9999	
	42	Credit Cards - use the "ADD ROW" button to add the applicable number of rows for each vendor/institution the government has physical credit cards with.		
		Vendor/Institution	US Bank	
		Number of Cards	13	
		Total Credit Limit	37500	
	43	Please attach a list of open accounts the government has.	Attached	**Attachments** 2023 Vendors.pdf

Reference	#	Question	Answer	Explanation
	44	Does the government receive any funds from state or federal grantors? If yes, please attach the grant agreements for the reporting year.	Yes	**Attachments** Grant - Dept of Health 2023.pdf
FIRE/EMS SPECIFIC QUESTIONS				
Informational	45	Indicate services offered by the government (check all that apply):	BLS Transports	
Informational	45	Indicate services offered by the government (check all that apply):	Trainings (CPR/First Aid)	
Informational	45	Indicate services offered by the government (check all that apply):	Facility Rentals	
Informational	46	Does the government prepare or contract for transport billing? If transport service billings are prepared in house, attach a copy of the government's policy. and fee schedule. If transport service billings are contracted out, attach a copy of the contract/agreement.	Contract for billing	**Attachments** Thurston 13 PSA BAA 2022 - signed - System Design.pdf
	47	Has there been any changes to agreements for which the government 1) performs fire protection services/EMS for another local government (e.g. city, fire district), or 2) another local government provides fire protection services/EMS? **Note:** This does not include mutual aid agreements. If there were changes to any agreements, please explain.	No Changes	
	48	Does the government have any volunteers? If yes, please include the number of volunteers and any benefits they may receive.	Yes	We typically have anywhere between 25 and 35 volunteers at any given time, with 35 being the maximum. The department pays for their participation into BVFF annually, covers the tuition cost for fire academy and EMT class, and covers the cost of 2 sets of uniforms and 1 set of bunker gear.

Reference	#	Question	Answer	Explanation
	49	Does the government have career firefighters? If yes, please include the number of career firefighters (approximately).	Yes	Yes, we have 9 career firefighters as of January 2023.
	50	Does the government provide other post-employment benefits (OPEB) for current retirees and active employees? **Examples include:** medical, dental, vision, hearing, etc.	No	
	52	Does the government have any closely related associations or foundations? If yes, please list.	Yes	Griffin Firefighters Association
Informational	53	How many stations does the government have?	4	
	54	Was the government involved in any mergers, acquisitions, or transfer of operations? If yes, please attach copies of documentation (i.e. resolutions, etc.) authorizing the mergers, acquisition, or transfer of operations.	No	
	55	Does the government act as the fiscal agent for any other entities? If yes, please list parties served. ***Examples may include:*** holding accounts, receiving/disbursing funds, etc.	No	
REQUIRED ATTACHMENTS				
Informational	56	**Meeting Minutes -** Attach the meeting minutes and resolutions for **all** governing body meetings held during the reporting year.	Attached	**Attachments** BOFC - Minutes 1-13-23.pdf BOFC - Minutes 2-9-23.pdf BOFC - Minutes 4-12-23.pdf BOFC - Minutes 5-11-23.pdf BOFC - Minutes 6-8-23.pdf BOFC - Minutes 8-16-23.pdf BOFC - Minutes 09-14-23.pdf BOFC - Minutes 10-19-23.pdf BOFC - Minutes 10-30-23.pdf BOFC - Minutes 11-15-23.pdf

Reference	#	Question	Answer	Explanation
	57	**Cash Balance Summary -** Attach a copy of the year-end County Treasurer (or other fiscal agent) report(s) inclusive of all year-end cash and investment balances. If the government holds funds outside of the County, please upload the first and last bank statements of the year, inclusive of all cash and investment balances.	Attach	**Attachments** Umpqua Bank - Dec 2023.pdf Columbia Bank - Dec 2022.pdf Keybank Statement - F and L.pdf 2023 Treasurers Report Year-end Balances.pdf
	58	**Detailed Revenue by Source -** Attach a copy of the County Treasurer's Revenue Report that shows total receipts for the reporting year by revenue source. If the County does not provide this report, please upload comparable accounting records to substantiate revenue activity and/or all bank statements for the year that comprise the government's financial statements.	Attach	**Attachments** TC Treasurer Statements - 2023.pdf Keybank Statements - 2023.pdf Col-Ump Bank 2023.pdf
	59	**Detailed Expenditure List -** Attach warrant registers, payroll registers, check registers and/or petty cash log detailing all expenditures made during the year. This includes those expenditures paid by the County on a government's behalf due to Treasurer responsibilities.	Attach	**Attachments** Jan 2023.pdf Jan-Feb 2023.pdf Feb - April 2023.pdf April-May 2023.pdf May - June 2023.pdf June-August 2023.pdf August-September 2023.pdf September-October 2023.pdf Nov 2023.pdf Nov-Dec 2023.pdf

Reference	#	Question	Answer	Explanation
Informational	60	**Cash Receipting Policy -** Attach a detailed description of the government's invoicing, cash and check receiving and deposit process. The description should include name of positions completing tasks in the process and all reconciliations and reviews performed. Include a copy of your written Cash and Check Receipting Policy or procedure if you have one. This request applies to **all governments that invoice for a service** (including third party billing services) **or** receive funds other than at the county treasurer (including charges for services or goods, fees, donations, grants, etc.).	Attached	**Attachments** Cash Receipt Procedure 2023.pdf
Informational	61	**Elected Official List -** Click the "ADD ROW" button to add the applicable number of rows for each governing board member. If the governing board exceeds 5 members, please include the 3-top-ranking Board officers (e.g. chair/president, treasurer, etc.). Note: (*) mailing address is an optional field but should be provided for at least one board member.		
		Governing Board Member Name	Dave Pearsall	
		Board Member Spouse Name	Deanna Pearsall	
		Business Interest(s)	n/a	
		Phone Number	3607018391	
		Email Address	pearsallfamily1@comcast.net	
		Mailing Address*		
		Governing Board Member Name	Meredith Hutchins	
		Board Member Spouse Name	Jim Hutchins	
		Business Interest(s)	South Sound IT	

Reference	#	Question	Answer	Explanation
		Phone Number	3607014852	
		Email Address	bczican@comcast.net	
		Mailing Address*		
		Governing Board Member Name	Art Dalessandro	
		Board Member Spouse Name	Angela Dalessandro	
		Business Interest(s)	n/a	
		Phone Number	2069530545	
		Email Address	art.ncd@gmail.com	
		Mailing Address*		
Preparer	62	Please include the below information in the text box for the local government personnel who completed the annual report. **Full name, role (e.g., Secretary, Board Member, etc.)** **Telephone number** **E-mail address**	Rosemary Mesa-Walton, Office Manager 360.866.9000 rmesa-walton@griffinfd.org	