

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 12/31/2021

GOVERNMENT INFORMATION:

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

AUDIT CONTACT or PREPARER INFORMATION and CERTIFICATION:

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

I certify 27th day of May, 2022, 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, 2021

MCAG	Fund #	Fund Name	BARS Account	BARS Name	Amount
2607	001	General Fund	3089100	Unassigned Cash and Investments - Beginning	\$815,609
2607	001	General Fund	3089100	Unassigned Cash and Investments - Beginning	\$542,188
2607	001	General Fund	3089100	Unassigned Cash and Investments - Beginning	\$135,138
2607	001	General Fund	3111000	Property Tax	\$1,236,464
2607	001	General Fund	3319730	Federal Direct Grant from Department of Homeland Security	\$77,132
2607	001	General Fund	3340490	State Grant from Department of Health	\$1,260
2607	001	General Fund	3370707	Local Grants, Entitlements and Other Payments	\$21,548
2607	001	General Fund	3371000	Local Grants, Entitlements and Other Payments	\$419
2607	001	General Fund	3371200	Local Grants, Entitlements and Other Payments	\$2,563
2607	001	General Fund	3422100	Fire Protection and Emergency Medical Services	\$716
2607	001	General Fund	3422100	Fire Protection and Emergency Medical Services	\$661
2607	001	General Fund	3611100	Investment Earnings	(\$54)
2607	001	General Fund	3611100	Investment Earnings	\$4,176
2607	001	General Fund	3611100	Investment Earnings	\$3,203
2607	001	General Fund	3611100	Investment Earnings	\$843
2607	001	General Fund	3671100	Contributions and Donations from Nongovernmental Sources	\$50
2607	001	General Fund	3699100	Miscellaneous Other, Operating	\$5,367
2607	301	Capital Projects Fund	3085100	Assigned Cash and Investments - Beginning	\$189,776
2607	301	Capital Projects Fund	3611100	Investment Earnings	\$1,184

MCAG	Fund #	Fund Name	BARS Account	BARS Name	Amount
2607	001	General Fund	5221010	Administration	\$128,212
2607	001	General Fund	5221010	Administration	\$77,820
2607	001	General Fund	5221010	Administration	\$106,946
2607	001	General Fund	5221010	Administration	\$21,283
2607	001	General Fund	5221010	Administration	\$78,682
2607	001	General Fund	5221010	Administration	\$7,412
2607	001	General Fund	5221010	Administration	\$1,051
2607	001	General Fund	5221010	Administration	\$4,538
2607	001	General Fund	5221010	Administration	\$2,662
2607	001	General Fund	5221010	Administration	\$1,316
2607	001	General Fund	5221010	Administration	\$449
2607	001	General Fund	5221010	Administration	\$3,452
2607	001	General Fund	5221040	Administration	\$3,857
2607	001	General Fund	5221040	Administration	\$17,835
2607	001	General Fund	5221040	Administration	\$10,034
2607	001	General Fund	5221040	Administration	\$433
2607	001	General Fund	5221040	Administration	\$34,470
2607	001	General Fund	5221040	Administration	\$3,741
2607	001	General Fund	5221110	Administration	\$14,742
2607	001	General Fund	5221120	Administration	\$1,116
2607	001	General Fund	5221140	Administration	\$5,471
2607	001	General Fund	5221140	Administration	\$619
2607	001	General Fund	5221140	Administration	\$470
2607	001	General Fund	5222010	Fire Suppression and Emergency Medical Services	\$51,106
2607	001	General Fund	5222020	Fire Suppression and Emergency Medical Services	\$244,851
2607	001	General Fund	5222020	Fire Suppression and Emergency Medical Services	\$106,740
2607	001	General Fund	5222020	Fire Suppression and Emergency Medical Services	\$15,328
2607	001	General Fund	5222020	Fire Suppression and Emergency Medical Services	\$53,197

MCAG	Fund #	Fund Name	BARS Account	BARS Name	Amount
2607	001	General Fund	5222020	Fire Suppression and Emergency Medical Services	\$15,584
2607	001	General Fund	5222020	Fire Suppression and Emergency Medical Services	\$1,051
2607	001	General Fund	5222020	Fire Suppression and Emergency Medical Services	\$12,457
2607	001	General Fund	5222020	Fire Suppression and Emergency Medical Services	\$360
2607	001	General Fund	5222020	Fire Suppression and Emergency Medical Services	\$22,732
2607	001	General Fund	5222020	Fire Suppression and Emergency Medical Services	\$38
2607	001	General Fund	5222030	Fire Suppression and Emergency Medical Services	\$26,156
2607	001	General Fund	5222030	Fire Suppression and Emergency Medical Services	\$1,463
2607	001	General Fund	5222030	Fire Suppression and Emergency Medical Services	\$1,592
2607	001	General Fund	5222030	Fire Suppression and Emergency Medical Services	\$6,029
2607	001	General Fund	5222040	Fire Suppression and Emergency Medical Services	\$3,976
2607	001	General Fund	5222040	Fire Suppression and Emergency Medical Services	\$4,822
2607	001	General Fund	5222040	Fire Suppression and Emergency Medical Services	\$4,884
2607	001	General Fund	5222040	Fire Suppression and Emergency Medical Services	\$1,474
2607	001	General Fund	5222040	Fire Suppression and Emergency Medical Services	\$1,212

MCAG	Fund #	Fund Name	BARS Account	BARS Name	Amount
2607	001	General Fund	5222040	Fire Suppression and Emergency Medical Services	\$3
2607	001	General Fund	5222040	Fire Suppression and Emergency Medical Services	\$600
2607	001	General Fund	5222110	Fire Suppression and Emergency Medical Services	\$38,670
2607	001	General Fund	5222120	Fire Suppression and Emergency Medical Services	\$140,560
2607	001	General Fund	5222120	Fire Suppression and Emergency Medical Services	\$9,296
2607	001	General Fund	5222120	Fire Suppression and Emergency Medical Services	\$29,027
2607	001	General Fund	5222120	Fire Suppression and Emergency Medical Services	\$12,833
2607	001	General Fund	5222120	Fire Suppression and Emergency Medical Services	\$767
2607	001	General Fund	5222120	Fire Suppression and Emergency Medical Services	\$2,599
2607	001	General Fund	5223030	Fire Prevention and Investigation	\$224
2607	001	General Fund	5223040	Fire Prevention and Investigation	\$3,775
2607	001	General Fund	5224130	Training Provided to External Parties	\$439
2607	001	General Fund	5224530	Training Obtained by Employees	\$10,587
2607	001	General Fund	5224540	Training Obtained by Employees	\$100
2607	001	General Fund	5224540	Training Obtained by Employees	\$589
2607	001	General Fund	5224540	Training Obtained by Employees	\$33,333
2607	001	General Fund	5225030	Facilities	\$3,896
2607	001	General Fund	5225030	Facilities	\$10,060
2607	001	General Fund	5225040	Facilities	\$21,128

MCAG	Fund #	Fund Name	BARS Account	BARS Name	Amount
2607	001	General Fund	5225040	Facilities	\$7,027
2607	001	General Fund	5225040	Facilities	\$1,678
2607	001	General Fund	5225040	Facilities	\$16,054
2607	001	General Fund	5225040	Facilities	\$6,392
2607	001	General Fund	5225040	Facilities	\$3,835
2607	001	General Fund	5226030	Vehicles and Equipment Maintenance	\$20,869
2607	001	General Fund	5226040	Vehicles and Equipment Maintenance	\$4,154
2607	001	General Fund	5226040	Vehicles and Equipment Maintenance	\$1,059
2607	001	General Fund	5226040	Vehicles and Equipment Maintenance	\$14,785
2607	001	General Fund	5226040	Vehicles and Equipment Maintenance	\$5,037
2607	001	General Fund	5226040	Vehicles and Equipment Maintenance	\$4,849
2607	001	General Fund	5226040	Vehicles and Equipment Maintenance	\$756
2607	001	General Fund	5226040	Vehicles and Equipment Maintenance	\$4,196
2607	001	General Fund	5226040	Vehicles and Equipment Maintenance	\$1,421
2607	001	General Fund	5226040	Vehicles and Equipment Maintenance	\$102
2607	001	General Fund	5226040	Vehicles and Equipment Maintenance	\$130
2607	001	General Fund	5089100	Unassigned Cash and Investments - Ending	\$630,513
2607	001	General Fund	5089100	Unassigned Cash and Investments - Ending	\$480,391
2607	001	General Fund	5089100	Unassigned Cash and Investments - Ending	\$135,981
2607	301	Capital Projects Fund	5085100	Assigned Cash and Investments - Ending	\$190,960
2607	001	General Fund	5899000	Holding and Clearing Account Transactions	(\$78)
2607	001	General Fund	5942260	Capital Expenditures/Expenses - Fire Suppression and EMS Services	\$4,777

MCAG	Fund #	Fund Name	BARS Account	BARS Name	Amount
2607	001	General Fund	5942260	Capital Expenditures/Expenses - Fire Suppression and EMS Services	\$12,649
2607	001	General Fund	5942260	Capital Expenditures/Expenses - Fire Suppression and EMS Services	\$70,557

Thurston County Fire Protection District 13
Fund Resources and Uses Arising from Cash Transactions
For the Year Ended December 31, 2021

		Total for All Funds (Memo Only)	001 General Fund	301 Capital Projects Fund
Beginning Cash and Investments				
308	Beginning Cash and Investments	1,682,711	1,492,935	189,776
388 / 588	Net Adjustments	-	-	-
Revenues				
310	Taxes	1,236,464	1,236,464	-
320	Licenses and Permits	-	-	-
330	Intergovernmental Revenues	102,922	102,922	-
340	Charges for Goods and Services	1,377	1,377	-
350	Fines and Penalties	-	-	-
360	Miscellaneous Revenues	14,769	13,585	1,184
Total Revenues:		1,355,532	1,354,348	1,184
Expenditures				
510	General Government	-	-	-
520	Public Safety	1,512,493	1,512,493	-
530	Utilities	-	-	-
540	Transportation	-	-	-
550	Natural/Economic Environment	-	-	-
560	Social Services	-	-	-
570	Culture and Recreation	-	-	-
Total Expenditures:		1,512,493	1,512,493	-
Excess (Deficiency) Revenues over Expenditures:		(156,961)	(158,145)	1,184
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	-	-	-
Total Other Increases in Fund Resources:		-	-	-
Other Decreases in Fund Resources				
594-595	Capital Expenditures	87,983	87,983	-
591-593, 599	Debt Service	-	-	-
597	Transfers-Out	-	-	-
585	Special or Extraordinary Items	-	-	-
581, 582, 589	Other Uses	(78)	(78)	-
Total Other Decreases in Fund Resources:		87,905	87,905	-
Increase (Decrease) in Cash and Investments:		(244,866)	(246,050)	1,184
Ending Cash and Investments				
50821	Nonspendable	-	-	-
50831	Restricted	-	-	-
50841	Committed	-	-	-
50851	Assigned	190,960	-	190,960
50891	Unassigned	1,246,885	1,246,885	-
Total Ending Cash and Investments		1,437,845	1,246,885	190,960

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, 2021

ID. No.	Description	Due Date	Beginning Balance	Additions	Reductions	Ending Balance
Revenue and Other (non G.O.) Debt/Liabilities						
259.12	Compensated Absences		33,901	-	5,210	28,691
264.30	Pension Liability		28,744	-	23,407	5,337
	Total Revenue and Other (non G.O.) Debt/Liabilities:		62,645	-	28,617	34,028
	Total Liabilities:			-	28,617	34,028

**Thurston County Fire Protection District 13
Schedule of Expenditures of State Financial Assistance
For the Year Ended December 31, 2021**

State Agency Name	Program Title	Identification Number	Total
State Grant from Department of Health	2021 Trauma Grant	531883!	1,260
		Sub-Total:	1,260
	Total State Grants Expended:		1,260

Thurston County Fire Protection District 13
Schedule of Expenditures of Federal Awards
For the Year Ended December 31, 2021

Federal Agency (Pass-Through Agency)	Federal Program	ALN Number	Other Award Number	Expenditures			Passed through to Subrecipients	Note
				From Pass- Through Awards	From Direct Awards	Total		
FEDERAL EMERGENCY MANAGEMENT AGENCY, HOMELAND SECURITY, DEPARTMENT OF	Assistance to Firefighters Grant	97.044	EMW-2019-FG- 00607	-	141,452	141,452	-	FY20 19 FEMA AFG - Regio nal SCBA Grant
FEDERAL EMERGENCY MANAGEMENT AGENCY, HOMELAND SECURITY, DEPARTMENT OF	Staffing for Adequate Fire and Emergency Response (SAFER)	97.083	EMW-2017-FH- 00418	-	77,132	77,132	-	
Total Federal Awards Expended:				-	218,584	218,584	-	

The accompanying notes are an integral part of this schedule.

Thurston County Fire Protection District 13
Schedule 21 Questions 1-6 (unaudited)
For Fiscal Year Ended: 2021

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, 2021

Reference	#	Question	Answer	Explanation
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INSTRUCTIONS FOR PREPARER

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.

FINANCIAL ACTIVITY MONITORING AND OVERSIGHT

- | | | |
|---|--|---|
| 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 <u>or in addition</u> to the County Treasurer? If yes, please attach year-end bank statement. | No |
| 3 | Please disclose the accounting software the government use. | Springbrook (formerly BIAS) |
| 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. |

Reference	#	Question	Answer	Explanation
	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 the 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)	
	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 and petty cash 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	

Reference	#	Question	Answer	Explanation
PERMANENT FILES				
	10	Please check all boxes that occurred during the fiscal year:	None	
	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.
MATERIAL COMPLIANCE REQUIREMENT				
	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	
	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 so, 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.	No new sources	

Reference	#	Question	Answer	Explanation
	22	Were there any rate increases during the audit period?	Not Applicable	
	23	Attach rate and fee schedules in effect during the fiscal year.	Not Applicable	
	24	Does the government receipt cash locally (using its own staff to collect cash and/or checks, issuing receipts) or use a third party vendor to bill or receipt payments? Please check all that apply.	Receipts Locally	
	25	Cash Receipting - Please list the locations where revenues are receipted.	Front office (Headquarter Station)	
	26	Does the government deposit funds on a daily basis?	No	We don't receive fund 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:	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 2021 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 and DSHS	
	38	Does the government incur payroll costs?	Yes	

Reference	#	Question	Answer	Explanation
	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 9 full-time employees in 2021.	
	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	Please attach a list of physical fuel cards the government has.	Attached	Attachments Fuel Cards 2021.pdf
	42	Please attach a list of physical credit cards including issuing institution, credit card limit, distribution/cardholder, etc. Note: DO NOT include credit card number.	Attached	Attachments Credit Cards 2021.pdf
	43	Please attach a list of open accounts the government has.	Attached	Attachments 2021 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 FEMA Safer Grant Award Package.pdf EMW-2019-FG-00607 - Amendment - 1 (1).pdf EMW-2019-FG-00607 Grant distribution.pdf

FIRE/EMS SPECIFIC QUESTIONS

<i>Informational</i>	45	Indicate services offered by the government:	Trainings (CPR/First Aid)	
<i>Informational</i>	46	Does the government prepare or contract for transport billing? If transport services are billed, attach a copy of the written transport billing policy and transport fee schedule on the last step of the Schedule 22 (Attachments Section).	Not Applicable	
	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	35 volunteers (max). The department pays for their participation into BVFF annually.
	49	Does the government have career firefighters? If yes, please include the number of career firefighters (approximately).	Yes	We had 5 for the majority of the year, and hired our 6th full-time career firefighter in October 2021.
	50	Does the government provide other post-employment benefits (OPEB) for current retirees and active employees? Examples include: medical, dental, vision, hearing, etc.	No	

Reference	#	Question	Answer	Explanation
<i>Informational</i>	52	Does the government have any closely related associations or foundations? If so, please list.	Yes	Griffin Firefighters Association
	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 provide a brief explanation.	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 (see instructions for required details)

Reference	#	Question	Answer	Explanation
<i>Informational</i>	56	Meeting Minutes - Attach the meeting minutes and resolutions for all governing body meetings held during the last year.	Attached	Attachments January 14, 2021 Regular Meeting Minutes.pdf February 11, 2021 Regular Meeting Minutes.pdf March 1, 2021 Special Meeting Minutes.pdf March 11, 2021 Regular Meeting Minutes.pdf April 5, 2021 Special Meeting Minutes.pdf April 6, 2021 Special Meeting Minutes.pdf April 8, 2021 Regular Meeting Minutes.pdf April 19, 2021 Special Meeting Minutes.pdf May 6, 2021 Special Meeting Minutes.pdf May 13, 2021 Regular Meeting Minutes.pdf June 10, 2021 Regular Meeting Minutes.pdf August 12, 2021 Regular Meeting Minutes.pdf September 22, 2021 Regular Meeting Minutes.pdf October 14, 2021 Regular Meeting Minutes.pdf October 18, 2021 Special Meeting Minutes.pdf November 15, 2021 Regular Meeting Minutes.pdf December 9, 2021 Regular Meeting Minutes.pdf 2021 Resolutions.pdf

Reference	#	Question	Answer	Explanation
	57	Detailed Revenue by Source - Attach a copy of the County Treasurer's Revenue Report that shows total receipts for the 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 FD13 2021-01 Stmt.pdf FD13 2021-02 Stmt.pdf FD13 2021-03 Stmt.pdf FD13 2021-04 Stmt.pdf FD13 2021-05 Stmt.pdf FD13 2021-06 Stmt.pdf FD13 2021-07 Stmt.pdf FD13 2021-08 Stmt.pdf FD13 2021-09 Stmt.pdf FD13 2021-10 Stmt.pdf FD13 2021-11 Stmt.pdf FD13 2021-12 Stmt.pdf
	58	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 Year end Treasurer's Report 2021.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 2021 Voucher Approval Transmittals.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 2021.pdf
Informational	61	Elected Official List - Attach or list the names of ALL governing body members present during the year. Include any business interest a governing body member or his/her household members hold. <i>Please avoid sending Board-member/employees/volunteers SSI numbers or other personal information such as addresses, date of birth, etc.</i> Example: John Doe, Commissioner 1 Jane Doe, Spouse (555) 555-5555 johndoe@gmail.com Owner of John Doe's Garden Supplies and Jane Doe's Café.	Attached	Attachments Elected Official List 2021.pdf
Preparer	62	Please include the below information in the text box (on the right) 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	