

**Tightwad Fire Protection District**  
Description of Revenue and Expenditure Accounts  
2018-2021

**ORDINARY REVENUES** ([Ordinary Income on QuickBooks Reports](#))

A collection of accounts that track the usual source of money the District receives.

**REVENUES** ([Income on QuickBooks Reports](#))

A collection of accounts that track the usual sources of money the District receives.

**Donations Received**

Small amounts of money or goods given to the District for charitable purposes.

**Cash Donations**

Money given without stipulation to the District for charitable purposes.

**Grants Received**

Money given with stipulations to the District for charitable purposes.

**In-Kind Donations**

Goods given without stipulation to the District for charitable purposes.

**Merchandise Sales**

Monies received in exchange for sale of merchandise such as tee shirts, patches, ball caps, as well as packaged food and drinks at special events.

**Tax Revenue:**

Taxes collected under authority of the Revised Statutes of Missouri (RSMo).

**Financial Institutions Tax**

Tax levied on banks and trust companies, credit institutions, savings and loan associations, and credit unions.

**Property Taxes**

Taxes collected on real estate, personal property (both individual and business), and utility infrastructure located within the boundaries of the District. Generally, the County Assessor determines the fair market value of the property and then determines the assessed value based on a statutory percentage of the fair market value. The State Tax Commission deals with assessed values and property for property owned by railroads and utilities.

The District's Board of Directors sets the ad valorem property tax rate per hundred dollars of assessed valuation by September 1<sup>st</sup> of each year. The Collector collects the property taxes beginning November 1<sup>st</sup>. Property taxes are past due after December 31<sup>st</sup>.

Property tax revenue is recorded when received by the District and credited to a sub-account representing category of property (commercial real estate, residential real estate, personal property, and utility infrastructure) and the year the tax was due.

Interest Earned

Money earned by the District for others having use of District funds. Constitutionally the District is prevented from loaning out District funds; however, incidental interest is briefly earned for example on taxes collected but not yet remitted by the Collector or Department of Revenue.

Miscellaneous Revenue

Revenue from incidental sources, e.g., polling place rent, and prior period income or income adjustments. See “Sales of Assets”

Service Fees

Revenue from individuals who reside outside of the District, who receive emergency services or revenue received for non-emergency activities such as standbys.

**TOTAL ORDINARY REVENUES** ([Gross Profit on QuickBooks Reports](#))

The sum for all accounts that track the source of money the District receives.

**OTHER REVENUES** ([Other Income on QuickBooks Reports](#))

A collection of accounts that track the unusual source of money the District receives.

Financing Proceeds

Monies borrowed short-term, e.g., proceeds from a short-term notes payable.

Reimbursed Expenditures

Reimbursement of District expenditures, e.g., electricity used by tenants; dispatching application; electric cooperative general patronage retirement; goodwill such as a customer service credit; etc. See “Reimbursable Expenditures”.

Sales of Assets

Monies from the disposal of assets. Asset disposal costs are recorded as contra-revenue.

## **ORDINARY EXPENDITURES** ([Expenses on QuickBooks Reports](#))

A collection of accounts that track what the District has usually spent.

### Administrative Expenditures:

Money used for the support, management, and oversight of the District.

#### Advertising and Publicity

Money used to advance the District and educate the public on topics such as fire prevention, including voter records, postage, printing, lettering on apparatus, business cards, the District's social media presence, including its website, etc.

#### Billing and Collection Services

Money used for billing services for fees.

#### Computers

Money used for automated administration of the District, e.g., computer hardware (computers, printers, cables, locks, cameras), software (local or online, e.g., e-mail, e-calendar, payroll subscription); copier/printer maintenance/repair, including extended warranties; etc.

#### Elections

Money used to pay for ballot and Director elections, including election notices.

#### Insurance

Money used to minimize the loss or damage of District assets from accidents, hazards, nature, and acts of omission or commission. This includes insurance policies for errors and omissions; general liability; vehicle liability; building; building contents; and inland marine items. This does not include the insurance policies for accidents and sickness, accidental death and dismemberment, or workers compensation. See "Workers Compensation Insurance"

#### Interest Paid (General Fund)

Money paid for borrowing money over a short period of time. Constitutionally the District is not allowed to borrow money for a long period of time—not longer than the existence of the current Board of Directors, unless approved by the voters in the form of a bond election. Does not include interest for leases, purchase card, and fleet fueling late fees and finance charges. See any "Lease: Interest"

#### Memberships

Money used for membership to an organization that enhances District abilities or allows an advantage for purchasing services or supplies from that organization.

#### Office Expense

Money used for the bureaucratic administration of the District, e.g., subscriptions; bank charges; consumable supplies; ink, toner, printing; postage; sales tax reports; office/filing cabinet keys; vehicle title registration; batteries; insurance and fuel card pouches; payroll services; voided checks, etc.

Tax Collection Fees:

Monies withheld by the County or Department of Revenue to cover in part their collection costs and public notices for property tax rate hearing.

Property Tax Collection/Assessment Fund

Generally one and six-tenths percent (1.6%) of property taxes are deducted and withheld by the County to cover collection and assessment of the property and replacement taxes. See “Property Taxes” and “Replacement Taxes”

Facility Expenditures:

Money used for housing District operations, including the site and maintenance thereof.

Building and Grounds

Money used to maintain the facility, offices, and land around the facility, e.g., mowing; mower repairs; security cameras; light bulbs; ice melt; mouse traps; small tools; jacks; garden hose; cordless phone batteries; flags; replacement gravel; keys; power strips; remote controls; cleaning supplies; etc.; this does NOT include maintenance and repairs for apparatus and operational equipment, office/computer equipment, or household appliances, fixtures, furniture, etc. See “Building Improvements Supplies” and “Furniture, Fixtures, and Appliances Supplies”

Building Improvement Supplies

Money used to improve facilities, offices, and land, e.g., first time setting of electrical meter or first time gravel of a parking area. See “Building and Grounds”

Electricity

Money used for electrical current and outside lighting provided by the electric utility.

Furniture, Fixtures, and Appliances Supplies

Household appliances, fixtures, furniture, picture frames, knick-knacks, trashcans, napkin holders, fans...

Internet

Money used for access at the fire station(s) to the worldwide internet web, including routers and installation.

Lease of Land

Money used to rent land on which the Tightwad fire station is located.

Propane Gas

Money used for combustible gas used in heating and cooking.

Security

Money used security systems and for monitoring unauthorized access to unoccupied District facilities; this does NOT include purchase, repair, or upgrade of monitoring equipment. See “Building and Grounds”

Telephone

Money used to pay for non-emergency telecommunication services. See “Operations: Dispatching: Emergency Telephone”

Trash Removal

Money used to pay for removal of rubbish.

Water

Money used for drinking water.

Human Resources:

Benefits

District determined non-salary compensation given to employees, e.g., employee accident and sickness insurance.

Employee Relations

Money used for recruiting new employees and to pay for items that promote good will among paid and unpaid employees, e.g., meals during training/operations; drug screening/tests; vaccines; salary surveys; non-firefighter clothing/badges such as Polo shirts, etc. See “Operational Expenditures: Training”, “Operational Expenditures: Clothing and PPE”, and “Insurance”

Training

Money used to enhance or strengthen personnel capabilities, including conferences, training supplies and the cost of testing for and issuing of professional licenses.

Workers Compensation Insurance

Money owed for statutorily insuring employees are compensated for on-the-job injuries, death, or lost wages due to injuries.

Legal and Professional Services:

A collection of accounts used to track services provided to the District by outside professionals.

Accounting

Money used advanced bookkeeping, compilations, audits, and financial reporting.

Consulting

Money used for other, non-legal or non-accounting, advice and services, including public notices to acquire consulting.

Legal

Money used for legal advice, counsel, and representation.

Medical Direction

Money used for statutorily required medical direction of emergency medical services.

### Loss/Gain on Asset Disposal

Differences between asset disposal proceeds and the net carrying amount of the fixed assets being disposed.

### Miscellaneous Expenditures

Money used for unique, one-time General Fund expenditures or items not applicable to any other account, including prior period expenditures or expenditure adjustments.

### Operational Expenditures:

A collection of accounts used to track what is spent to operate the District

#### Clothing and PPE

Money used for outfitting firefighter/EMS personnel with appropriate clothing, badges, and personal protective equipment (PPE) for station duty and responding to alarms. See “Employee Benefits”

#### Communications

Money used for maps and receiving alarms from 9-1-1 Primary or Secondary Service Answering Points (PSAPs or SSAPs) and notifying personnel of those alarms.

#### Paging

Money used to pay for paging services, including pager repair and pager replacement.

#### Radios

Money used to pay for purchasing, installing, maintaining, and repairing radio equipment, including batteries, towers, and antennas.

#### Emergency Medical Services (EMS)

Money used for equipment and supplies used to relieve pain and suffering of the ill or injured.

#### Fire

Money used for equipment and supplies used to prevent or suppress fire or other hazards to life and property, e.g., oil dry, pump tests, hose, drinking water and electrolyte water for rehabilitation, sirens, light bars, sand bags, etc.

#### Fuel

Money used to pay for supplemental oil and gasoline or diesel fuel used by apparatus.

#### Maintenance and Repairs

Money used to maintain and replace apparatus and operational equipment, including testing of pumps, SCBA bottles, or oxygen bottles; chargers; fire extinguishers; flashlight batteries; license plates; tube sand; facemask cleaner; and fire hoses. This does NOT include tools, maintenance and repairs for building, office, or administrative purposes.

### Reimbursable Expenditures

Expenditures made that will be reimbursed. See “Reimbursed Expenditures”

### Travel

Money used to reimburse mileage, parking, tolls, and other travel expenditures of officials, employees (paid and unpaid), and volunteers.

### **OTHER EXPENDITURES** ([Other Expenses on QuickBooks Reports](#))

A collection of accounts that track what the District has unusually spent.

### Capital Expenditures

Monies, usually for \$500 or more per unit, paid for fixed assets like buildings, vehicles, and apparatus that are not operating expenditures.

#### Apparatus

Acquisition value of vehicles used for emergency services.

#### Durable Goods

Items for which a set number are always maintained, e.g., 15 sets of turnout gear, 10 sets of boots; 20 helmets; etc.

#### Equipment Purchases

Assets acquired, usually for \$500 or more per unit, that are unlikely to be used up within a year, such as apparatus, firefighting or EMS equipment, electronic equipment, office furniture, computer software or training material. Note: This is a heading account—nothing should be charged to this account.

#### Electronic Equipment

Non-firefighting and non-EMS electronic equipment valued at \$500 or more, e.g., radio repeater; tower; antenna; computers, printers in the fire station(s).

#### Fixtures

Non-firefighting and non-EMS equipment valued at \$500 or more, e.g., storage containers, appliances, furniture, weightlifting equipment in the fire station(s).

#### Portable Equipment

Firefighting and EMS equipment, valued at \$500 or more, in the fire station(s) or on a vehicle, including trailers, light bar, siren, and spare parts such as engines, tires, transmissions, etc.

### Land and Buildings:

Property costs, including acquisition, improvements, and renovations.

#### Building Improvements

The cost of substantial improvement projects valued at \$500 or more to existing buildings, e.g., building out interior of a fire station, HVAC upgrades, etc.



Coal Station

777 SE 250 Rd, Tightwad, MO 64735

Tightwad Station

11585 E Hwy 7, Tightwad, MO 64735

Village Hall

11561 E Hwy 7, Tightwad, MO 64735

Water Supply

Infrastructure installed, e.g., fire hydrants, water lines, storage tanks, etc., valued at \$500 or more.

Work in Progress

Expenditures that will be combined into a capital asset.

## **Tightwad Fire Protection District**

### Description of Balance Sheet Accounts

2018-2021

#### **ASSETS**

Tangible or intangible property owned by the District, regarded as having value and available to meet debts, commitments, and expenditures of the District.

##### Current Assets

Cash and other assets that the District expects to be converted to cash within the year.

##### Checking/Savings

The District's financial depository bank accounts.

##### General Fund:

The District's financial depository bank accounts that are used for non-capital projects and non-debt service.

##### Checking

Financial depository bank account(s) that is used for the District's General Fund.

##### Security Deposits

Refundable monies that serve as collateral for secured credit cards or return of rented, leased, or loaned equipment.

##### Petty Cash

A small amount of District cash kept on hand to pay for minor or incidental expenditures. The petty cash fund is replenished by reimbursement of receipts.

##### Store Account

This account is used for miscellaneous zero balance entries that are better suited for cash-like entries instead of a general ledger entry, e.g., donations. No actual account exists at any financial institution and the balance is always zero ([which means the account does not show up on most QuickBooks reports](#)).

##### Accounts Receivable

Money owed to the District.

##### Delinquent Property Taxes:

Unpaid property taxes.

##### Delinquent Personal Property Taxes

Unpaid individual and business property taxes.

##### Delinquent Real Estate Property Taxes

Unpaid real estate property taxes.

### Other Current Assets

Assets that the District could convert to cash within the year, e.g., investments.

### Inventory Asset

Unsold inventory items.

### Fixed Assets

Capital assets used by the District for administration and operations.

### Apparatus

Acquisition value of vehicles used for emergency services.

### Durable Goods

Items for which a set number are always maintained, e.g., 15 sets of turnout gear, 10 sets of boots; 20 helmets; etc.

### Equipment:

Assets acquired, usually for \$500 or more per unit, that are unlikely to be used up within a year, such as apparatus, firefighting or EMS equipment, electronic equipment, office furniture, computer software or training material. Note: This is a heading account—nothing should be charged to this account.

### Electronic Equipment

Non-firefighting and non-EMS electronic equipment valued at \$500 or more, e.g., radio repeater; tower; antenna; computers, printers in the fire station(s).

### Furniture, Fixtures, and Appliances

Non-firefighting and non-EMS equipment valued at \$500 or more, e.g., storage containers, appliances, furniture, weightlifting equipment in the fire station(s).

### Portable Equipment

Firefighting and EMS equipment, valued at \$500 or more, in the fire station(s) or on a vehicle, including light bar, siren, trailers, and spare parts such as engines, tires, transmissions, etc.

### Land and Buildings:

Property costs, including acquisition, improvements, and renovations.

### Building Improvements

The cost of substantial improvement projects valued at \$500 or more to existing buildings, e.g., building out interior of a fire station, HVAC upgrades, etc.

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Water Supply

Infrastructure installed, e.g., fire hydrants, water lines, storage tanks, etc., valued at \$500 or more.

Work in Progress

Expenditures that will be combined into a capital asset.

Un-deposited Funds

An account systematically used by the QuickBooks software to post interim sales receipt activity. No actual account exists at any financial institution and the balance is always zero (which means the account does not show up on most QuickBooks reports).

## **LIABILITIES & FUND BALANCE** ([Liabilities & Equity on QuickBooks Report](#))

### Liabilities

Monies, debts, or financial obligations owed by the District.

#### Current Liabilities

Monies owed that are scheduled to be paid before the conclusion of the current Board of Directors, such as accounts payable and credit cards.

##### Accounts Payable (A/P)

Money owed for expenditures incurred but paid for later, including bills, bill payments, and any credit with vendors.

##### Credit Cards:

Balance of revolving charge accounts.

##### Purchase Card

A revolving charge account used to electronically pay for purchases that were formerly paid for through debit card or written checks.

##### MFA

A revolving charge account primarily used to purchase propane and fuel.

##### Wright Express

A revolving charge account primarily used to purchase fuel.

#### Other Current Liabilities

Additional monies owed that are typically scheduled to be paid before the conclusion of the current Board of Directors, such short-term loans.

#### Long-term Liabilities

Money owed such as loans scheduled to be paid over periods beyond longer than the existence of the current Board of Directors.

## **FUND BALANCE**

The District's collective equity, including accumulated revenues greater than expenditures (simply put, what is theoretically left over if everything was sold and all the debt as paid). [The QuickBooks software calculates the Fund Balance as equity from a non-governmental organization; therefore, reports from QuickBooks may not accurately reflect the correct definitions used in fund accounting.](#)