

Tightwad Fire Protection District

Description of ~~Balance Sheet~~ Statement of Fund Balances Accounts

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 Bank Accounts

The District's financial depository bank accounts.

1000 General Fund:

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

1001 Checking

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

1002 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.

1005 Pre-2018 Checking

An aggregation of financial depository bank accounts that was used to establish account balances when setting up QuickBooks. This account should be ignored on reports because the account should always show a zero balance as it is no longer used.

1006 Security Deposits

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

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.

1010 Delinquent Property Taxes:

Unpaid property taxes.

1011 Delinquent Personal Property Taxes

Unpaid individual and business property taxes.

1012 Delinquent Real Estate Property Taxes

Unpaid real estate property taxes.

Tightwad Fire Protection District

Description of Revenue and Expenditure Accounts

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.

4000 Donations Received

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

4001 Cash Donations

Money given without stipulation to the District for charitable purposes.

4002 Grants Received

Money given with stipulations to the District for charitable purposes.

4003 In-Kind Donations

Goods given without stipulation to the District for charitable purposes.

4005 Insurance Proceeds

Monies paid by for insurance claims.

4010 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.

4012 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.

4014 Miscellaneous Revenue

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

4015 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".

4017 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.

4018 Candidate Filing Fees

Revenue from candidates who filed to be elected to the District's Board of Directors.

Tightwad Fire Protection District

Description of Revenue and Expenditure Accounts

4020 Tax Revenue:

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

4022 Financial Institutions Tax

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

4024 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 1st of each year. The Collector collects the property taxes beginning November 1st. Property taxes are past due after December 31st.

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.

4030 Sales Tax

Taxes collected by merchants in the District based on 1% of taxable sales which are to be remitted by the merchants to the Missouri Department of Revenue by the 10th of the month following the sales and then distributed to the District the following month. Sales taxes are net of any 2% timely payment allowance taken by merchants.

Total ORDINARY Revenues ~~(Gross Profit on QuickBooks Reports)~~

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

Cost of Goods Sold

5000 Cost of Goods Sold

The direct cost of producing the merchandise sales, which is calculated by taking the beginning inventory, adding any new inventory purchases, and subtracting the ending inventory.

Total Cost of Goods Sold

The same as 5000 Cost of Goods Sold.

Tightwad Fire Protection District

Description of Revenue and Expenditure Accounts

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.

7000 Sales of Assets

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

TOTAL REVENUES AND COST OF GOODS SOLD (GROSS PROFIT on QuickBooks Reports)

Sum of Total Revenue, Other Revenue, and Total Cost of Goods Sold

Tightwad Fire Protection District

Description of Revenue and Expenditure Accounts

Ordinary Expenditures (Expenses on QuickBooks Reports)

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

6000 Administrative Expenditures:

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

6001 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.

6002 Billing and Collection Services

Money used for billing services for fees.

6003 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.

6004 Elections

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

6005 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"

6006 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"

6007 Lease Expenses

Money paid in excess of the value of asset(s) being used not yet owned by the District.

6008 Memberships

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

Tightwad Fire Protection District

Description of Revenue and Expenditure Accounts

6009 Office Expense

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

6010 Facility Expenditures:

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

6011 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”

6012 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”

6013 Electricity

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

6014 Furniture, Fixtures, and Appliances Supplies

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

6015 Internet

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

6016 Lease of Land

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

6017 Propane Gas

Money used for combustible gas used in heating and cooking.

6018 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”

Tightwad Fire Protection District

Description of Revenue and Expenditure Accounts

6019 Telephone

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

6020 Trash Removal

Money used to pay for removal of rubbish.

6021 Water

Money used for drinking water.

6025 Human Resources:

6026 Benefits

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

6027 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”

6028 Training

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

6029 Workers Compensation Insurance

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

6030 Legal and Professional Services:

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

6031 Accounting

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

6032 Consulting

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

6033 Legal

Money used for legal advice, counsel, and representation.

6034 Medical Direction

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

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Description of Revenue and Expenditure Accounts

6035 Secretarial

Money paid for administrative work.

6038 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.

6040 Operational Expenditures:

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

6041 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”

6042 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.

6043 Emergency Medical Services (EMS)

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

6044 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.

6045 Fuel

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

6046 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.

6050 Reimbursable Expenditures

Tightwad Fire Protection District

Description of Revenue and Expenditure Accounts

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

6053 Tax Collection ~~Costs~~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.

6054 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”

6055 Sales Taxes

A collection fee of one percent of sales taxes deducted and withheld by the Department of Revenue to cover administrative costs of collecting sales taxes from merchants.

6056 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.

8000 Capital Expenditures¹

Monies paid for fixed assets like buildings, vehicles, and apparatus that are not operating expenditures.

8001 Apparatus

Acquisition value of vehicles used for emergency services.

8002 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.

8003 Equipment Purchases¹

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.

8004 Electronic Equipment¹

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

8005 Fixtures¹

Non-firefighting and non-EMS equipment ~~valued at \$500 or more~~, e.g., storage

¹ Usually for \$500 or more per item, per set of items, or per project.

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containers, appliances, furniture, weightlifting equipment in the fire station(s).

8006 Portable Equipment¹

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.

8007 Communication Equipment¹

Communications equipment, e.g., radio repeater; tower; and antenna.

8010 Land and Buildings:

Property costs, including acquisition, improvements, and renovations.

8011 Building Improvements¹

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 Supply¹

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

8025 Work in Progress

Expenditures that will be combined into a capital asset¹.

8050 Loss/Gain on Asset Disposal

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

Other accounts that should never show up on reports with any value other than zero unless there is an explanation:

8001 Ask The Accountant

8035 Disallowed Use of FPD Funds

8040 Late Fees or Finance Charges

8045 Loss or Theft

8055 Reconciliation Discrepancies

8060 Sales and Excise Taxes Paid

8065 Unknown Expenses

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REVISION HISTORY

Revision Date	Author	Revision Details
July 14, 2022	Monte Olsen	Initial version for 2022
<u>November 20, 2025</u>	<u>Monte Olsen</u>	<u>Updated names and descriptions of some account titles added account numbers; removed the Village capital expenditure account; added account numbers 4015, 4030, 6007, 6035, 6055, and 8007</u>

Tightwad Fire Protection District

Description of ~~Balance Sheet~~ Statement of Fund Balances Accounts

Other Current Assets

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

1015 Inventory Asset

Unsold merchandise inventory items.

1099 Prepaid Expenses

Expenses paid in advance for goods or services that will be received in the future.

Fixed Assets

Capital assets used by the District for administration and operations.

1500 Apparatus

Acquisition value of vehicles used for emergency services.

1510 ~~Land and~~ Buildings and Land:

Property costs, including acquisition, improvements, and renovations.

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~~

1515 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.

1520 Electronic Equipment¹

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).

1525 Furniture, Fixtures, and Appliances¹

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

¹ 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.~~

Tightwad Fire Protection District

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1530 Portable Equipment¹

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.

Water Supply¹ (currently not used)

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

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).

Tightwad Fire Protection District

Description of ~~Balance Sheet~~ Statement of Fund Balances Accounts

LIABILITIES AND FUND BALANCE (LIABILITIES AND EQUITY on QuickBooks Reports)

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.

2015 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 ~~Control Account~~²

An aggregation of revolving charge accounts used to electronically pay for purchases that were formerly paid for through debit card or written checks.

P-Card Fire Chief

Any revolving charge account assigned to the Fire Chief.

P-Card PO-Sec-CoR

Any revolving charge account assigned to the Personnel Officer, Secretary, or Custodian of Records.

P-Card Special Master

Any revolving charge account previously assigned to the former Special Master.

P-Card Treasurer

Any revolving charge account assigned to the

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 debts due within one year. ~~Additional monies owed that are typically scheduled~~

² Control account allows payment of all the revolving charge accounts with a single electronic check instead of separate electronic checks for each revolving charge account.

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Description of ~~Balance Sheet~~ Statement of Fund Balances Accounts

~~to be paid before the conclusion of the current Board of Directors, such short term loans.~~

Long-term Liabilities

~~Obligations that are typically due after one year. Money owed such as loans scheduled to be paid over periods beyond longer than the existence of the current Board of Directors.~~

2030 Leases Payable

Obligations to make future payments for the right to use asset(s) not yet owned by the District.

FUND BALANCE (Equity on QuickBooks Reports)

The value of the District's assets after liabilities are deducted~~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~~ if the District was a non-governmental organization; therefore, reports and "equity" accounts listed on reports from QuickBooks may not accurately reflect the correct definitions used in fund accounting, e.g., Opening Balance Equity, Retained Earnings, Retained Earnings Fixed Asset offset, and Net Revenue.

Tightwad Fire Protection District

Description of ~~Balance Sheet~~ Statement of Fund Balances Accounts

REVISION HISTORY

Revision Date	Author	Revision Details
July 14, 2022	Monte Olsen	Initial version for 2022
<u>November 20, 2025</u>	<u>Monte Olsen</u>	<u>Updated title of Statement of Fund Balances Section; updated names and descriptions of some account titles added account numbers; removed the Store Account and accounts for the Village asset and MFA and Wright Express credit card accounts; added account numbers 1005, 1099, and 2030; and subaccounts for purchase cards</u>