

**JACKSON COUNTY FIRE DISTRICT NO. 4**

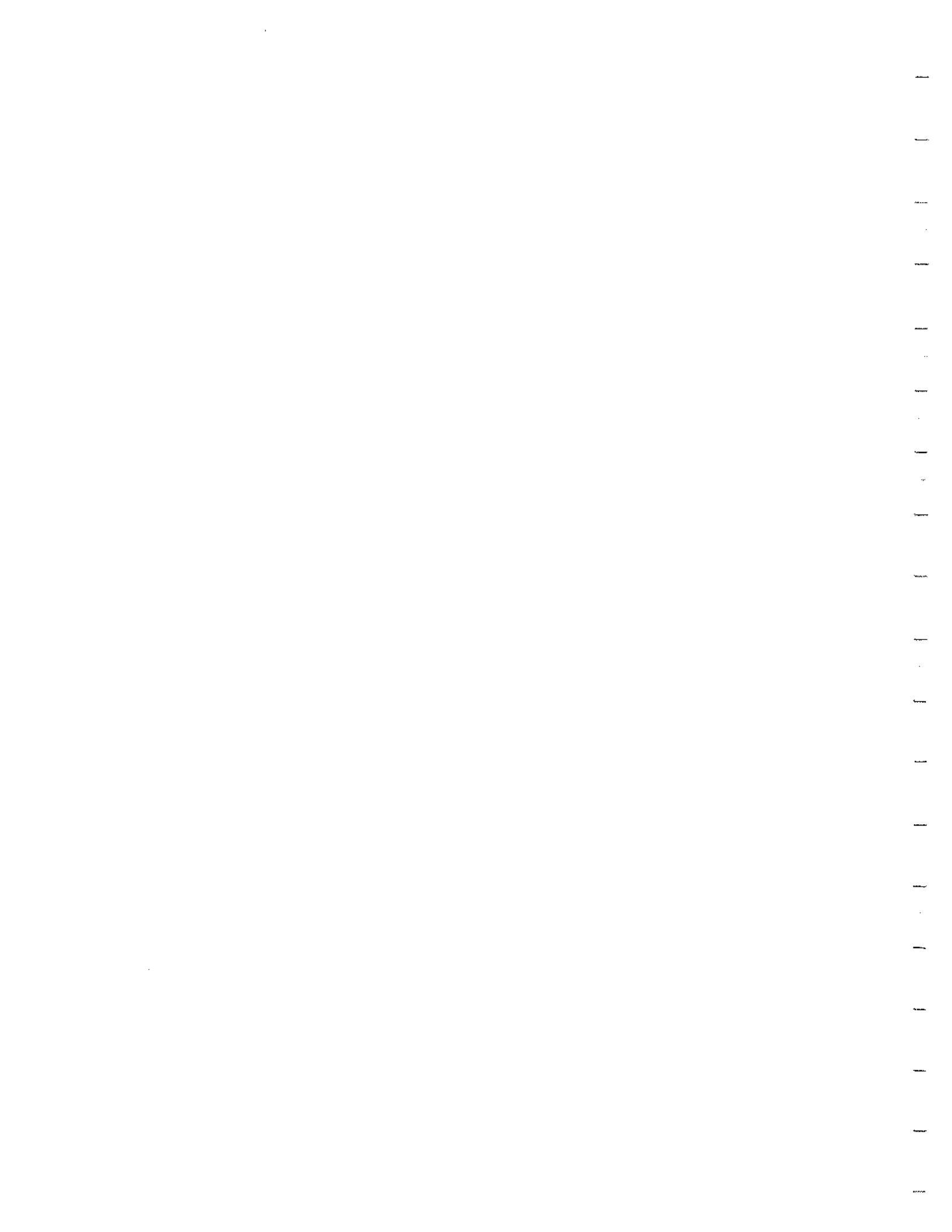
**AUDIT REPORT**

**For the Year Ended**

**June 30, 2023**

**RICHARD W. BREWSTER, CPA, PC**

CERTIFIED PUBLIC ACCOUNTANT  
MEDFORD



**JACKSON COUNTY FIRE DISTRICT NO. 4**

*June 30, 2023*

**ELECTED BOARD OF DIRECTORS**

| <u>Name</u>                                              | <u>Position<br/>Number</u> | <u>Term Expires</u> | <u>Address</u>                             |
|----------------------------------------------------------|----------------------------|---------------------|--------------------------------------------|
| Linda Hughes<br>President                                | 3                          | 06/30/25            | PO Box 192<br>Shady Cove, OR 97539         |
| Mike Krutsch<br>Vice-President                           | 5                          | 06/30/23            | PO Box 54<br>Trail, OR 97541               |
| Richard Higgs<br>Secretary/Treasurer                     | 1                          | 06/30/23            | 215 Madrone Lane<br>Shady Cove, OR 97539   |
| Ed Mayer<br>Director                                     | 2                          | 06/30/25            | 1100 Anglers Place<br>Shady Cove, OR 97539 |
| William D. Littlefield<br>Director - resigned 10/12/2022 | 4                          | 06/30/23            | PO Box 1125<br>Shady Cove, OR 97539        |
| Erika Schumacher<br>Director - appointed 10/12/2022      | 4                          | 06/30/23            | PO Box 1430<br>Shady Cove, OR 97539        |

**LEGAL COUNSEL**

Special Districts Association of Oregon  
Legal Counsel

PO Box 12613  
Salem, OR 97309

**REGISTERED AGENT AND FIRE CHIEF**

Greg Winfrey  
Fire Chief - Retired June 2023

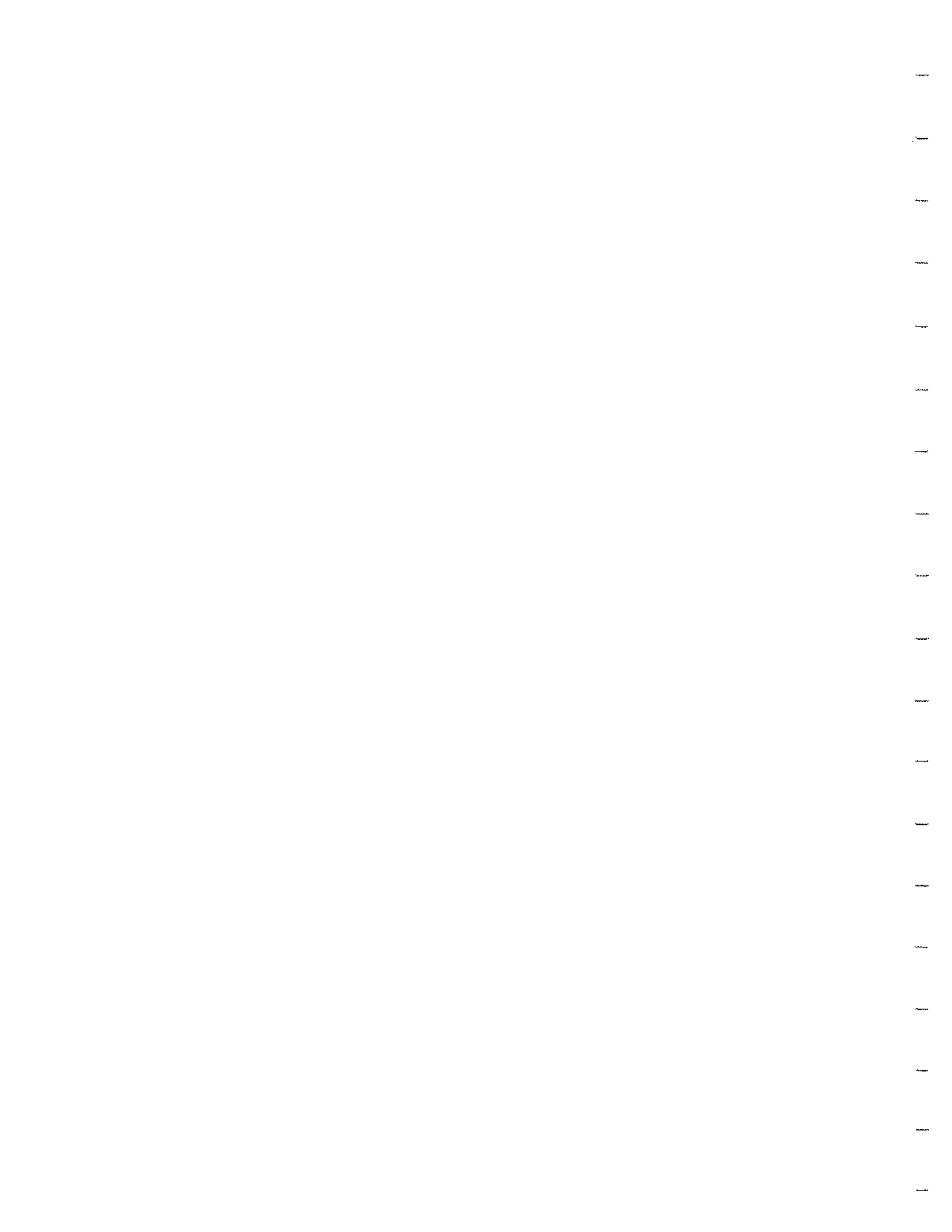
PO Box 1400  
Shady Cove, OR 97539

Travis Crume  
Fire Chief - June 2023

PO Box 1400  
Shady Cove, OR 97539

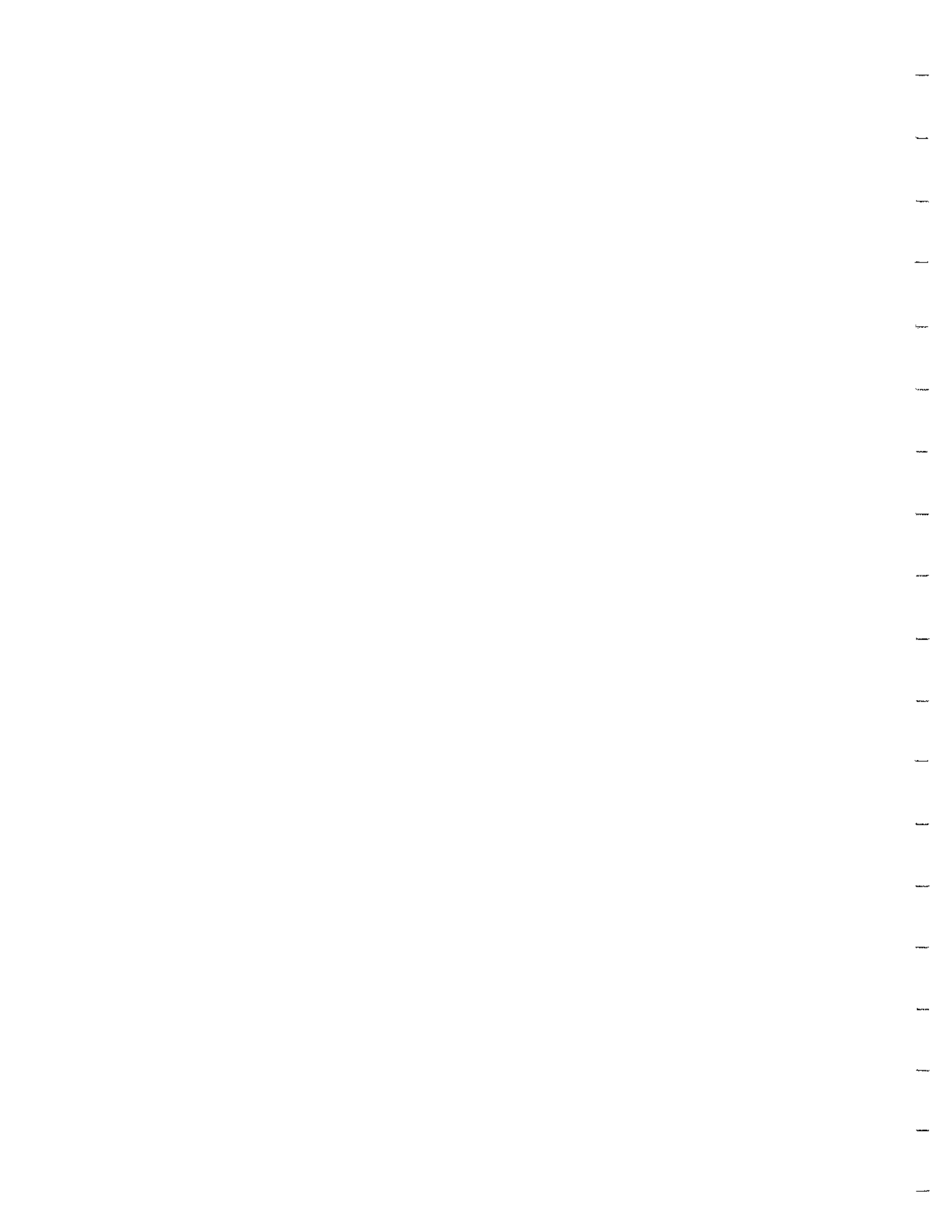
**REGISTERED OFFICE**

21200 Highway 62  
Shady Cove, OR 97539

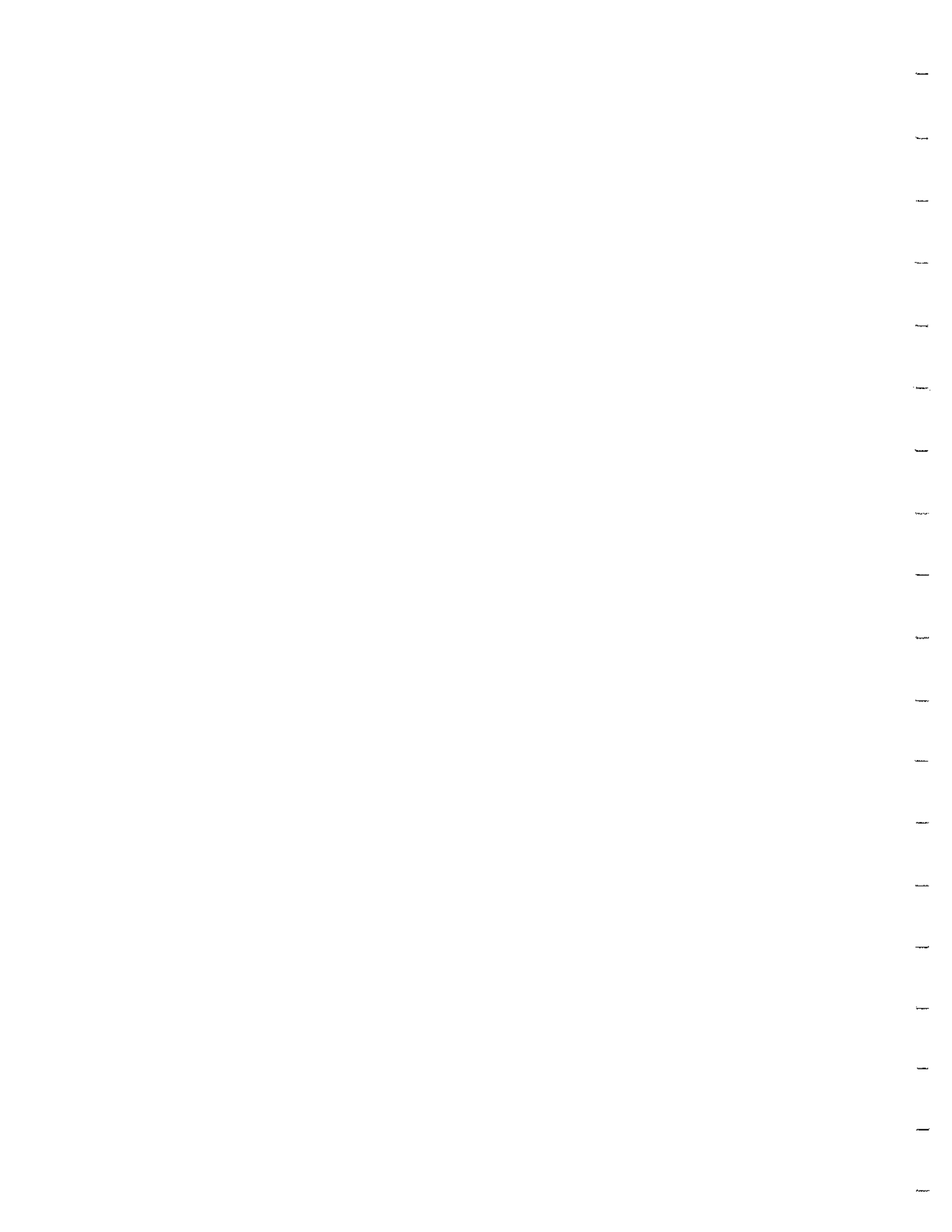


**JACKSON COUNTY FIRE DISTRICT NO. 4**  
*For the Year Ended June 30, 2023*  
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**FINANCIAL SECTION**



**JACKSON COUNTY FIRE DISTRICT NO. 4**  
**Management's Discussion and Analysis**  
*For the Year Ended June 30, 2023*  
Unaudited

This discussion and analysis of Jackson County Fire District No. 4's financial performance provides an overview of the District's financial activities for the fiscal year ended June 30, 2023, within the limitations of the District's cash basis of accounting. Please read it in conjunction with the District's financial statements.

**1. REPORT LAYOUT**

The District's annual financial report consists of several sections. Taken together they provide a comprehensive financial look at the District. The components of the report include the following:

**Management's Discussion and Analysis.** This section of the report provides financial highlights, overview and economic factors affecting the District. The Management's Discussion and Analysis provides users of this report with additional data that supplements the government-wide financial statements, fund financial statements, and notes to financial statements.

**Basic Financial Statements.** Includes government-wide financial statements, fund financial statements and the notes to the financial statements. Government-wide financial statements focus on an entity-wide presentation using the cash basis of accounting. They are designed to be more corporate-like in that all activities are consolidated into a total for the District.

**Government-wide financial statements** provide information about the activities of the District government-wide (or "as a whole"). These two statements are the Statement of Net Position – Cash Basis and the Statement of Activities – Cash Basis.

**Fund financial statements** focus on the individual parts of the District government. Governmental fund statements follow the more traditional presentation of financial statements and tell how services were financed in the short term as well as what remains for future spending. The two statements are the Balance Sheet – Cash Basis and the Statement of Receipts, Disbursements, and Changes in Fund Balances – Cash Basis.

**The notes to the financial statements** are an integral part of the government-wide and fund financial statements and provide expanded explanation and detail regarding the information reported in the statements.

**Supplementary information.** This part of the annual report includes optional financial information such as budgetary comparison schedules, details to budgetary comparison schedules, and property tax transactions schedule. This supplemental financial information is provided to address certain specific needs of various users of the District's annual report.

**JACKSON COUNTY FIRE DISTRICT NO. 4**  
**Management's Discussion and Analysis**  
*For the Year Ended June 30, 2023*

**2. DISTRICT AS A WHOLE**

**Government-Wide Financial Statements**

A condensed version of the Statement of Net Assets at June 30, 2023 and 2022 follows:

**Table 1**  
**Net Position—Cash Basis**

|                                  | <b>Governmental Activities</b> |                            | <b>Total</b>                               |
|----------------------------------|--------------------------------|----------------------------|--------------------------------------------|
|                                  | <b>6/30/2023</b>               | <b>6/30/2022</b>           | <b>Percentage<br/>Change<br/>2022-2023</b> |
| <b>ASSETS</b>                    |                                |                            |                                            |
| Cash and cash equivalents        | <u>\$ 2,307,950</u>            | <u>\$ 1,478,702</u>        | 56.08 %                                    |
| <b>Total assets</b>              | <u><b>\$ 2,307,950</b></u>     | <u><b>\$ 1,478,702</b></u> | 56.08                                      |
| <b>NET POSITION - CASH BASIS</b> |                                |                            |                                            |
| Unrestricted                     | <u>\$ 2,307,950</u>            | <u>\$ 1,478,702</u>        | 56.08                                      |
| <b>Total net position</b>        | <u><b>\$ 2,307,950</b></u>     | <u><b>\$ 1,478,702</b></u> | 56.08                                      |

Net assets increased during the 2022-23 fiscal year by \$829,248. \$500,000 of this increase was the result of a fuel reduction grant received in May 2023. This grant will be spent over the next two fiscal years. In addition, the District had an increase in overall property tax receipts combined with a reduction in capital outlay.

**JACKSON COUNTY FIRE DISTRICT NO. 4**  
**Management's Discussion and Analysis**  
*For the Year Ended June 30, 2023*  
 Unaudited

**2. DISTRICT AS A WHOLE (Continued)**

A condensed version of the Statement of Activities for the years ended June 30, 2023 and 2022 follows:

**Table 2**  
**Change in Net Position—Cash Basis**

|                                | <b>Governmental Activities</b> |                     | <b>Total</b>                               |
|--------------------------------|--------------------------------|---------------------|--------------------------------------------|
|                                | <b>6/30/2023</b>               | <b>6/30/2022</b>    | <b>Percentage<br/>Change<br/>2022-2023</b> |
| <b>Receipts</b>                |                                |                     |                                            |
| Property taxes                 | \$ 1,686,092                   | \$ 1,633,461        | 3.22 %                                     |
| Earnings on investments        | 56,544                         | 8,395               | 573.54                                     |
| Donations                      | 695                            | 22,175              | (96.87)                                    |
| Grant                          | 586,800                        | -                   |                                            |
| Miscellaneous                  | 4,214                          | 3,560               | 18.37                                      |
| <b>Total receipts</b>          | <u>2,334,345</u>               | <u>1,667,591</u>    | 39.98                                      |
| <b>Disbursements</b>           |                                |                     |                                            |
| Fire suppression               |                                |                     |                                            |
| Current                        |                                |                     |                                            |
| Personnel services             | 1,207,330                      | 1,124,936           | 7.32                                       |
| Materials and services         | 294,858                        | 290,150             | 1.62                                       |
| Capital Outlay                 | 2,909                          | 67,824              | 100.00                                     |
| <b>Total disbursements</b>     | <u>1,505,097</u>               | <u>1,482,910</u>    | 1.50                                       |
| <b>Changes in net position</b> | 829,248                        | 184,681             | 349.02                                     |
| <b>Beginning net position</b>  | <u>1,478,702</u>               | <u>1,294,021</u>    | 14.27                                      |
| <b>Ending net position</b>     | <u>\$ 2,307,950</u>            | <u>\$ 1,478,702</u> | 56.08                                      |

Property tax receipts increased by approximately \$52,000, in part, due to increased market values and property tax assessments. Overall, the revenue received was just slightly over the budgeted amount.

Personnel services increased as expected due to increases in wages, health insurance, and PERS.

Materials and services were kept below the expected budgeted expenditures.

Capital Outlay decreased as expected. The District finished building improvements and focused on replacing some smaller equipment.

**JACKSON COUNTY FIRE DISTRICT NO. 4**  
**Management's Discussion and Analysis**  
*For the Year Ended June 30, 2023*  
 Unaudited

**3. FINANCIAL ANALYSIS OF THE DISTRICT'S FUNDS**

The total changes in fund balances for the years ended June 30, 2023 and 2022 follows:

**Table 3**  
**Changes in Fund Balances - Cash Basis**

|                                   | <u>Governmental Activities</u> |                     | <u>Total</u>                                           |
|-----------------------------------|--------------------------------|---------------------|--------------------------------------------------------|
|                                   | <u>6/30/2023</u>               | <u>6/30/2022</u>    | <u>Percentage</u><br><u>Change</u><br><u>2022-2023</u> |
| <b>Fund Balances - cash basis</b> |                                |                     |                                                        |
| General Fund                      | \$ 1,710,491                   | \$ 1,053,334        | 62.39 %                                                |
| Capital Projects Fund             | 597,459                        | 425,368             | 40.46                                                  |
| <b>Total Fund Balances</b>        | <u>\$ 2,307,950</u>            | <u>\$ 1,478,702</u> | 56.08                                                  |

The General Fund balance increased during the 2022-23 fiscal year mainly due to receipt of the \$500,000 fuel reduction grant.

The Capital Projects Fund balance increased as a result of the budgeted and actual transfer of funds from the General fund during the year. The amount of \$175,000 transferred exceeded the actual amount spent on capital outlay for the fiscal year.

**JACKSON COUNTY FIRE DISTRICT NO. 4**  
**Management's Discussion and Analysis**  
*For the Year Ended June 30, 2023*  
 Unaudited

**4. BUDGETARY HIGHLIGHTS**

The District made the following changes to the General Fund budget during the fiscal year ended June 30, 2023.

**Table 4**  
**Budgetary Changes**

|                                | <u>Original<br/>Budget</u> | <u>Final<br/>Budget</u> | <u>Change</u>    |
|--------------------------------|----------------------------|-------------------------|------------------|
| <b>General Fund</b>            |                            |                         |                  |
| Receipts                       | \$ 1,655,100               | \$ 2,190,100            | \$ 535,000       |
| Disbursements                  |                            |                         |                  |
| Personnel services             | 1,461,500                  | 1,496,500               | 35,000           |
| Material and services          | 417,200                    | 917,200                 | (500,000)        |
| Total disbursements            | <u>1,878,700</u>           | <u>2,413,700</u>        | <u>(465,000)</u> |
| Other financing sources (uses) | <u>(273,400)</u>           | <u>(273,400)</u>        | -                |
| <b>Change in Fund Balances</b> | <u>\$ (497,000)</u>        | <u>\$ (497,000)</u>     | <u>\$ 70,000</u> |

The District approved one budget resolution upon acceptance of a fuel reduction grant. This grant was not expected when the original budget was approved by the Board.

**JACKSON COUNTY FIRE DISTRICT NO. 4**  
**Management's Discussion and Analysis**  
*For the Year Ended June 30, 2023*  
 Unaudited

**4. BUDGETARY HIGHLIGHTS (Continued)**

A condensed version of the General Fund Budgetary Schedule for the year ended June 30, 2023, follows:

**Table 5**  
**Budget Versus Actual Differences - Cash Basis**

|                                | <u>Final<br/>Budget</u> | <u>Actual</u>     | <u>Variance With<br/>Final Budget<br/>Favorable<br/>(Unfavorable)</u> |
|--------------------------------|-------------------------|-------------------|-----------------------------------------------------------------------|
| <b>General Fund</b>            |                         |                   |                                                                       |
| Receipts                       | \$ 2,190,100            | \$ 2,334,345      | \$ 144,245                                                            |
| Disbursements:                 |                         |                   |                                                                       |
| Personnel services             | 1,496,500               | 1,207,330         | 289,170                                                               |
| Material and services          | 917,200                 | 294,858           | 622,342                                                               |
| Total disbursements            | <u>2,413,700</u>        | <u>1,502,188</u>  | <u>911,512</u>                                                        |
| Other financing sources (uses) | <u>(273,400)</u>        | <u>(175,000)</u>  | <u>98,400</u>                                                         |
| <b>Change in Fund Balances</b> | <u>\$ (497,000)</u>     | <u>\$ 657,157</u> | <u>\$ 1,154,157</u>                                                   |

The favorable variance in the final budget compared with the actual came from an increase in total receipts and the monitoring of expenditures throughout the year.

**5. ECONOMIC FACTORS**

The District will continue to project modest assessed valuation increases and subsequent property tax revenue. The economy within the District's jurisdictional boundaries has been growing on average around four percent per year. The service area lends more residential properties and minimal commercial business. As the District develops future budgets, it will strive to ensure spending is in line with projected revenues.

Salary and benefit costs continue to be monitored for sustainability. The District ratified a labor agreement with the Rogue Valley Professional Firefighters effective July 1, 2023, through June 30, 2026.

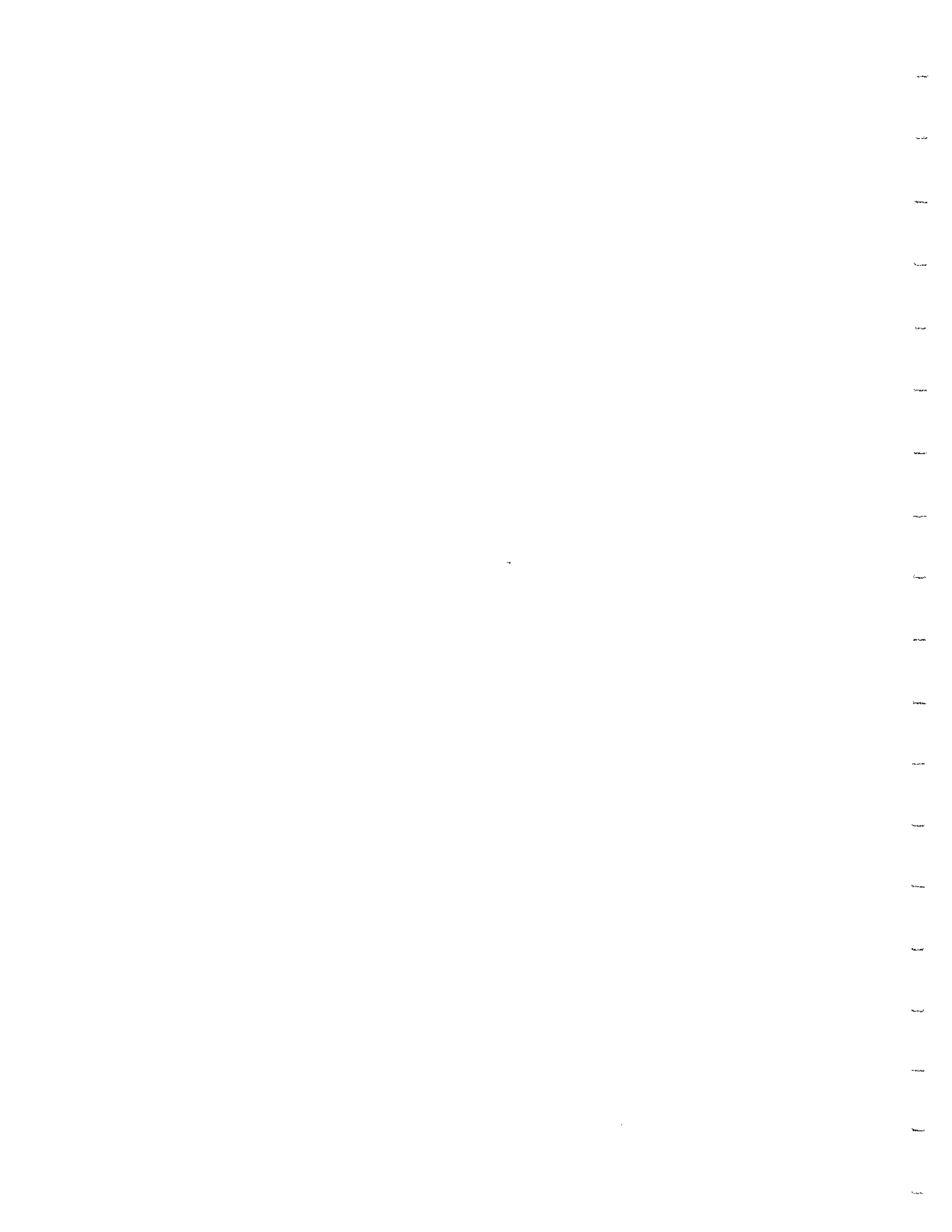
**JACKSON COUNTY FIRE DISTRICT NO. 4**  
**Management's Discussion and Analysis**  
*For the Year Ended June 30, 2023*  
Unaudited

**5. ECONOMIC FACTORS (Continued)**

The District's employer contribution into the Public Employees Retirement System (PERS) increased on July 1, 2023, from 27.30% to 28.25% for Tier 1/Tier 2 employees, to 22.23% to 23.54% for General Service, and from 26.59% to 28.33% for OPSRP Fire. This is a result of the pension system's unfunded liability and less than projected stock market returns. This change has a budgetary impact on the District, coupled with increases in health care costs. The District will need to develop future budgets to accommodate for continued rate increases, as the PERS system continues to experience volatility in funding status and rate sustainably.

**6. FINANCIAL CONTACT**

The District's financial statements are designed to present users (citizens, taxpayers, customers, investors, and creditors) with a general overview of the District's finances and to demonstrate the District's accountability. If you have questions about the report or need additional information, please contact the District at P.O. Box 1400, Shady Cove, OR, 97539.



# **RICHARD W. BREWSTER, CPA, PC**

CERTIFIED PUBLIC ACCOUNTANT

670 SUPERIOR COURT, # 106  
MEDFORD, OREGON 97504  
(541) 773-1885 • FAX (541) 770-1430  
www.rwbrewstercpa.com

## **INDEPENDENT AUDITOR'S REPORT**

Board of Directors  
Jackson County Fire District No. 4  
P.O. Box 1400  
Shady Cove, OR 97539

### ***Opinion***

I have audited the accompanying financial statements of the governmental activities and the major funds of Jackson County Fire District No. 4 (the District), as of and for the year ended June 30, 2023, and the related notes to the financial statements which collectively comprise the District's basic financial statements as listed in the table of contents.

In my opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities and the major funds of Jackson County Fire District No. 4, as of June 30, 2023, and the respective changes in financial position for the year then ended in accordance with accounting principles generally accepted in the United States of America.

### ***Basis for Opinion***

I conducted my audit in accordance with auditing standards generally accepted in the United States of America. My responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of my report. I am required to be independent of Jackson County Fire District No. 4 and to meet my other ethical responsibilities in accordance with the relevant ethical requirements relating to my audit. I believe that the audit evidence I have obtained is sufficient and appropriate to provide a basis for my audit opinion.

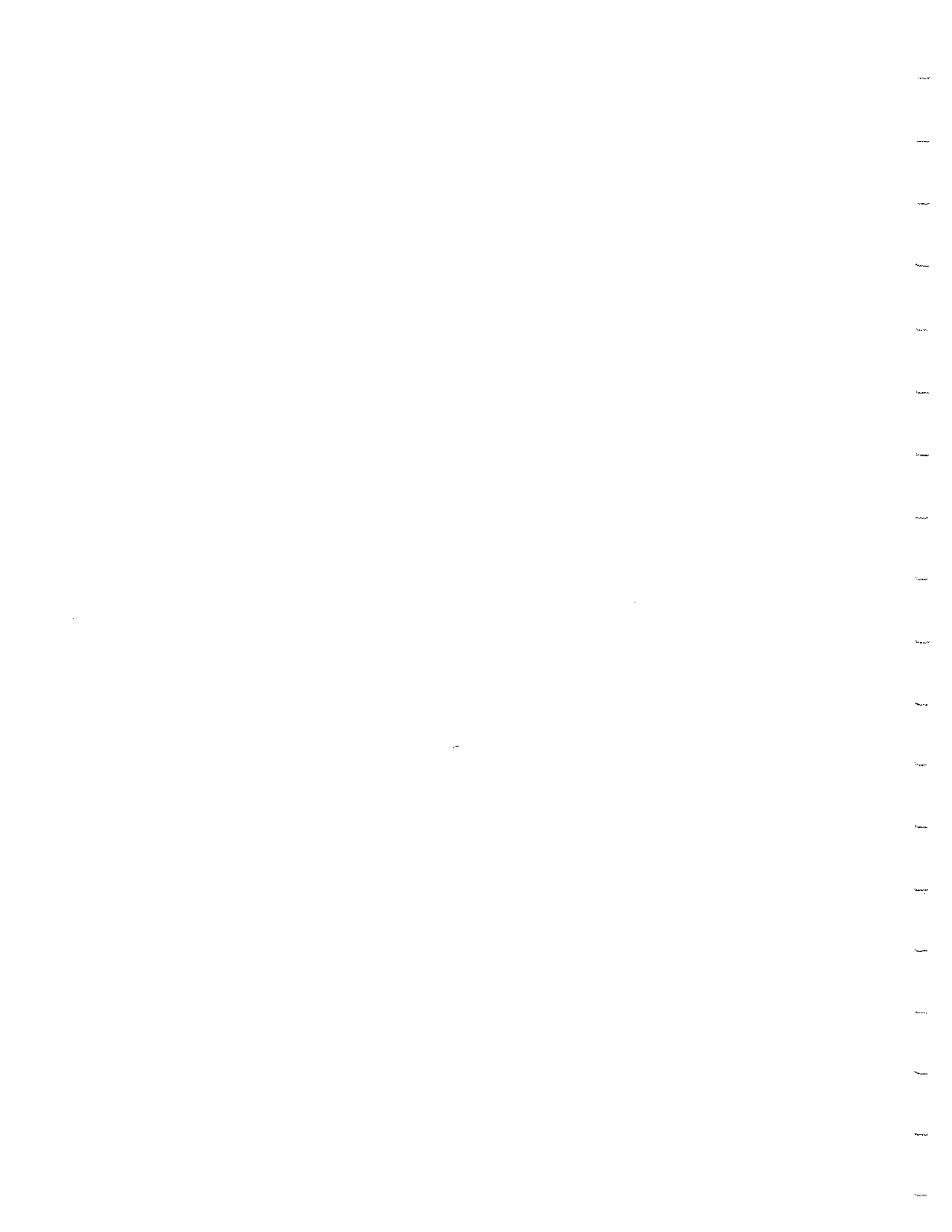
### ***Responsibilities of Management for the Financial Statements***

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; and for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about Jackson County Fire District No. 4's ability to continue as a going concern within one year after the date that the financial statements are available to be issued.

### ***Auditor's Responsibilities for the Audit of the Financial Statements***

My objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes my opinion. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with generally accepted auditing standards will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.



In performing an audit in accordance with generally accepted auditing standards, I:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of Jackson County Fire District No. 4's internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- Conclude whether, in my judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about Jackson County Fire District No. 4's ability to continue as a going concern for a reasonable period of time.

I am required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control related matters that I identified during the audit.

**Other Matters**

*Other Information*


My audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise Jackson County Fire District No. 4's basic financial statements. The supplementary information, as listed in the table of contents, is presented for purposes of additional analysis and is not a required part of the basic financial statements.

The supplementary information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the basic financial statements. Such information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In my opinion, the supplementary information is fairly stated, in all material respects, in relation to the basic financial statements as a whole.

**Reports on Other Legal and Regulatory Requirements**

*Other Reporting Required by Oregon Minimum Standards*

In accordance with Minimum Standards for Audits of Oregon Municipal Corporations, I have also issued my report dated August 30, 2023, on my consideration of Jackson County Fire District No. 4's internal control over financial reporting and on my tests of its compliance with the provisions of Oregon Revised Statutes as specified in Oregon Administrative Rules OAR 162-10-240 to 162-10-320. The purpose of that report is to describe my evaluation of internal control over financial reporting and the scope of my testing of compliance and the results of that testing and not to provide an opinion on the internal control over financial reporting or on compliance.

  
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Richard W. Brewster  
Certified Public Accountant

August 30, 2023

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**BASIC FINANCIAL STATEMENTS**

**JACKSON COUNTY FIRE DISTRICT NO. 4**  
**Statement of Net Position – Cash Basis and**  
**Governmental Funds Balance Sheet – Cash Basis**  
*June 30, 2023*

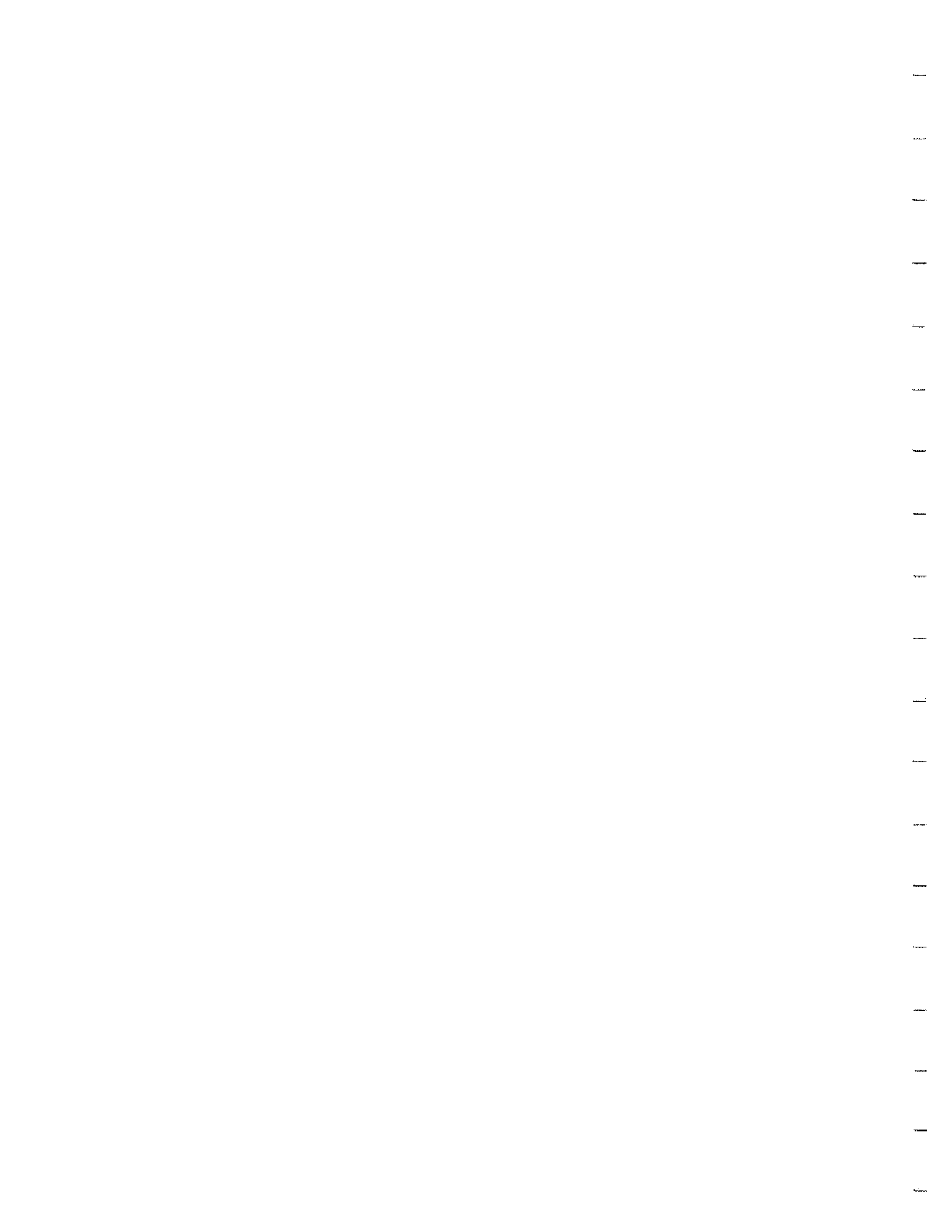
|                                   | <u>General<br/>Fund</u> | <u>Capital<br/>Project<br/>Fund</u> | <u>Total</u>        | <u>Adjustments</u>  | <u>Statement of<br/>Net Position</u> |
|-----------------------------------|-------------------------|-------------------------------------|---------------------|---------------------|--------------------------------------|
| <b>ASSETS</b>                     |                         |                                     |                     |                     |                                      |
| Cash and cash equivalents         | \$ 1,710,491            | \$ 597,459                          | \$ 2,307,950        | \$ -                | \$ 2,307,950                         |
| <b>Total assets</b>               | <u>\$ 1,710,491</u>     | <u>\$ 597,459</u>                   | <u>\$ 2,307,950</u> | <u>-</u>            | <u>2,307,950</u>                     |
| <b>FUND BALANCES/NET POSITION</b> |                         |                                     |                     |                     |                                      |
| <b>Fund Balances:</b>             |                         |                                     |                     |                     |                                      |
| Committed for capital purchases   | \$ -                    | \$ 597,459                          | \$ 597,459          | (597,459)           | -                                    |
| Unassigned                        | 1,710,491               | -                                   | 1,710,491           | (1,710,491)         | -                                    |
| <b>Total fund balance</b>         | <u>\$ 1,710,491</u>     | <u>\$ 597,459</u>                   | <u>\$ 2,307,950</u> | <u>(2,307,950)</u>  | <u>-</u>                             |
| <b>Net Position</b>               |                         |                                     |                     |                     |                                      |
| Unrestricted                      |                         |                                     |                     | <u>2,307,950</u>    | <u>2,307,950</u>                     |
| <b>Total net position</b>         |                         |                                     |                     | <u>\$ 2,307,950</u> | <u>\$ 2,307,950</u>                  |

See notes to financial statements.

**JACKSON COUNTY FIRE DISTRICT NO. 4**  
**Statement of Activities – Cash Basis and**  
**Governmental Fund Receipts, Disbursements, and**  
**Changes in Fund Balances – Cash Basis**  
*For the Year Ended June 30, 2023*

|                                                                  | General<br>Fund     | Capital<br>Project<br>Fund | Total               | Adjustments | Statement<br>of<br>Activities |
|------------------------------------------------------------------|---------------------|----------------------------|---------------------|-------------|-------------------------------|
| <b>RECEIPTS</b>                                                  |                     |                            |                     |             |                               |
| Property taxes                                                   | \$ 1,686,092        | \$ -                       | \$ 1,686,092        | \$ -        | \$ 1,686,092                  |
| Earnings on investments                                          | 56,544              | -                          | 56,544              | -           | 56,544                        |
| Donations                                                        | 695                 | -                          | 695                 | -           | 695                           |
| Miscellaneous                                                    | 4,214               | -                          | 4,214               | -           | 4,214                         |
| <b>Total receipts</b>                                            | <b>2,334,345</b>    | <b>-</b>                   | <b>2,334,345</b>    | <b>-</b>    | <b>2,334,345</b>              |
| <b>DISBURSEMENTS</b>                                             |                     |                            |                     |             |                               |
| Fire suppression                                                 |                     |                            |                     |             |                               |
| Current                                                          |                     |                            |                     |             |                               |
| Personnel services                                               | 1,207,330           | -                          | 1,207,330           | -           | 1,207,330                     |
| Materials and services                                           | 294,858             | -                          | 294,858             | -           | 294,858                       |
| Capital Outlay                                                   | -                   | 2,909                      | 2,909               | -           | 2,909                         |
| <b>Total disbursements</b>                                       | <b>1,502,188</b>    | <b>2,909</b>               | <b>1,505,097</b>    | <b>-</b>    | <b>1,505,097</b>              |
| Excess (deficiency) of receipts<br>over disbursements            | 832,157             | (2,909)                    | 829,248             | -           | 829,248                       |
| <b>OTHER FINANCING SOURCES (USES)</b>                            |                     |                            |                     |             |                               |
| Transfer to Capital Projects Fund                                | (175,000)           | -                          | (175,000)           | 175,000     |                               |
| Transfer from General Fund                                       | -                   | 175,000                    | 175,000             | (175,000)   |                               |
| <b>Total other financing sources<br/>(uses)</b>                  | <b>(175,000)</b>    | <b>175,000</b>             | <b>-</b>            | <b>-</b>    |                               |
| Net change in fund balances -<br>cash basis                      | 657,157             | 172,091                    | 829,248             | (829,248)   |                               |
| Change in net position - cash basis                              |                     |                            |                     | 829,248     | 829,248                       |
| <b>FUND BALANCES - CASH BASIS/<br/>NET POSITION - CASH BASIS</b> |                     |                            |                     |             |                               |
| Beginning of the year                                            | 1,053,334           | 425,368                    | 1,478,702           | -           | 1,478,702                     |
| End of the year                                                  | <u>\$ 1,710,491</u> | <u>\$ 597,459</u>          | <u>\$ 2,307,950</u> | <u>\$ -</u> | <u>\$ 2,307,950</u>           |

See notes to financial statements.



**NOTES TO BASIC FINANCIAL STATEMENTS**

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**JACKSON COUNTY FIRE DISTRICT NO. 4**  
**Notes to Financial Statements**  
*June 30, 2023*

**1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

**REPORTING ENTITY**

The District was formed as a result of a general election held on November 13, 1956. The District purchased the assets and assumed the liabilities of the Shady Cove-Trail Fire Department, Inc., a non-profit corporation which dissolved July 8, 1957. The District is bounded, in general, by state highway 234, west to Dodge Bridge, up the Rogue River to Elk Creek; northeast on state highway 62 through the District of Shady Cove, on to the Fish Hatchery and 2-1/2 miles up Crowfoot Road and northward on state highway 227 from state highway 62 approximately 6 miles, including the unincorporated area of Trail.

The main fire station is located in Shady Cove, Oregon. A substation, at Lost Creek Dam, is maintained jointly with the Oregon State Board of Forestry. Under the terms of the agreement with the Board of Forestry, the District provides structural fire protection for all U.S. Army Corps of Engineers buildings at the Lost Creek project.

As discussed further in Measurement Focus and Basis of Accounting, these financial statements are presented on a cash basis of accounting, which is a basis of accounting other than accounting principles generally accepted in the United States of America (GAAP) established by the Governmental Accounting Standards Board (GASB). These cash basis financial statements generally meet the presentation and disclosure requirements applicable to GAAP, in substance, but are limited to the elements presented in the financial statements and the constraints of the measurement and recognition criteria of the cash basis of accounting.

**BASIS OF PRESENTATION – GOVERNMENT-WIDE FINANCIAL STATEMENTS**

The Statement of Net Position – Cash Basis and Statement of Activities – Cash Basis display information about the reporting government as a whole. They include all funds of the reporting entity. The governmental activities are generally financed through property tax revenues.

Fund financial statements of the District are organized into funds, each of which is considered to be a separate accounting entity. Each fund is accounted for by providing a separate set of self-balancing accounts that constitutes its assets, deferred outflows, liabilities, deferred inflows, fund balance, revenues, and expenditures or expenses. An emphasis is placed on major funds within the governmental categories. A fund is considered major if it is the primary operating fund of the District, or total assets, liabilities, revenues, or expenditures/expenses of that individual governmental fund are at least 10 percent of the corresponding total for all funds of that category or type. Both of the District's funds are considered major funds.

The District has two governmental funds on a budgetary basis, the General Fund and the Capital Projects Fund. The Capital Projects Fund has transfers from the General Fund as its revenue resource. For the Government-wide Financial Statement presentation, under GASB 54, the Capital Projects Fund is collapsed and reported as part of the General Fund.

**JACKSON COUNTY FIRE DISTRICT NO. 4**  
**Notes to Financial Statements**  
*June 30, 2023*

**1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)**

**BASIS OF PRESENTATION - FUND FINANCIAL STATEMENTS**

The following fund types are used by the District:

**Governmental funds:**

The focus of the government funds' measurement (in the fund statements) is upon determination of financial position and changes in financial position (sources, uses, and balances of financial resources) rather than upon net income. The following is a description of the governmental funds of the District:

**General Fund** is the general operating fund of the District. It is used to account for and report all financial resources not accounted for and reported in another fund. Principal sources of receipts are property taxes, charges for services, and earnings on investments. Primary disbursements are for personnel services, materials and services, capital outlay, and debt service.

**Capital Projects Fund** accounts for the receipts and disbursements related to the purchase of buildings, land, and equipment. Primary receipts are provided by budgeted transfers from the General Fund.

**MEASUREMENT FOCUS AND BASIS OF ACCOUNTING**

Measurement focus is a term used to describe what transactions or events are recorded within the various financial statements. Basis of accounting refers to when and how transactions or events are recorded, regardless of the measurement focus applied.

**Measurement Focus**

In the government-wide Statement of Net Position and Statement of Activities, governmental activities are presented using the economic resources measurement focus, within the limitations of the cash basis of accounting. The accounting objectives of this measurement focus are the determination of operating income, changes in net position (or cost recovery), net financial position, and cash flows. All assets, deferred outflows, liabilities, and deferred inflows (whether current or noncurrent or financial or nonfinancial) associated with their activities are generally reported with the limitations of the cash basis of accounting.

In the fund financial statements, the current financial resources measurement focus is applied to the cash basis of accounting. All governmental funds utilize a current financial resources measurement focus within the limitations of the cash basis of accounting. Only current financial assets and liabilities are generally included on the balance sheets. Their operating statements present sources and uses of available spendable financial resources during a given period. These funds use fund balance as their measure of available spendable financial resources at the end of the period.

**JACKSON COUNTY FIRE DISTRICT NO. 4**  
**Notes to Financial Statements**  
*June 30, 2023*

**1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)**

**Basis of Accounting**

The financial statements are presented on a cash basis of accounting, which is a basis of accounting other than accounting principles generally accepted in the United States of America (GAAP) as established by the Governmental Accounting Standards Board. This basis of accounting involves the reporting of only cash and cash equivalents and the changes therein resulting from cash inflows (cash receipts) and cash outflows (cash disbursements) reported in the period in which they occurred.

This cash basis of accounting differs from GAAP primarily because revenues (cash receipts) are recognized when received in cash rather than when earned and susceptible to accrual, and expenditures or expenses (cash disbursements) are recognized when paid rather than when incurred or subject to accrual.

If the District utilized the basis of accounting recognized as generally accepted in the United States, the fund financial statements for governmental funds would use the modified accrual basis of accounting. All government-wide financial statements would be presented on the accrual basis of accounting.

**ASSETS, LIABILITIES, AND NET POSITION/FUND BALANCE**

**Cash and Cash Equivalents**

Cash and cash equivalents include cash on hand, demand deposits, and short-term highly liquid investments with a maturity of three months or less when purchased. Investments maintained in the Oregon Local Government Investment Pool are carried at cost, which approximates fair value, and are classified as a cash equivalent.

**Investments**

The District invests in the Oregon Local Government Investment Pool and considers this investment as a cash equivalent. See the cash equivalents note above.

**Net Position Flow Assumption**

Assets whose use is restricted for construction, debt service or by other agreement are segregated on the Government-wide Statement of Net Position. It is the District's policy to first use restricted net resources prior to use of unrestricted net resources when an expense is incurred for purposes for which both restricted and unrestricted net resources are available. Currently, the District's assets are all unrestricted.

**JACKSON COUNTY FIRE DISTRICT NO. 4**  
**Notes to Financial Statements**  
*June 30, 2023*

**1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)**

**Fund Balance Flow Assumption**

Sometimes the District will fund outlays for a particular purpose from both restricted and unrestricted resources (the total of committed, assigned, and unassigned fund balance). In order to calculate the amounts to report as restricted, committed, assigned, and unassigned fund balance in the governmental fund financial statements, a flow assumption must be made about the order in which the resources are considered to be applied. It is the District's policy to consider restricted fund balance to have been depleted before using any of the components of unrestricted fund balance. Further, when the components of unrestricted fund balance can be used for the same purpose, committed fund balance is depleted first, followed by assigned fund balance. Unassigned fund balance is applied last.

**Fund Balance Policies**

The Governmental Accounting Standards Board (GASB) issued Statement No. 54 "Fund Balance Reporting and Governmental Fund Type Definitions," which became effective for the District beginning with the fiscal year ending June 30, 2011. The statement established five classifications for fund equity; nonspendable, restricted, committed, assigned, and unassigned. The District uses the following fund balance classifications:

**Committed** fund balance includes amounts that can be used only for the specific purposes determined by a formal action of the District's highest level of decision-making authority. Commitments may be changed or lifted only by the District taking the same formal action that imposed the constraint originally. Fund balances are committed by the Board of Directors via a resolution.

**Unassigned** fund balance is the residual classification for the General Fund and includes all amounts not contained in the other classifications. Unassigned amounts can be spent as directed by the budget as adopted by the Board of Directors.

**Interfund Transactions**

Interfund activity is reported as transfers. Transfers between governmental funds are netted as part of the reconciliation to the government-wide financial statements.

**Property taxes**

Ad valorem property taxes are levied on all taxable property as of July 1. Property taxes become a lien on July 1 for personal and real property. Collection dates are November 15, February 15, and May 15. Discounts are allowed if the amount is received by November 15. Taxes unpaid and outstanding on May 16 are considered delinquent. Uncollected property taxes are not recorded on the Statement of Net Position under the cash-basis of accounting.

**JACKSON COUNTY FIRE DISTRICT NO. 4**  
**Notes to Financial Statements**  
*June 30, 2023*

**2. STEWARDSHIP, COMPLIANCE, AND ACCOUNTABILITY**

**BUDGETS**

See Notes to Budgetary Comparison Schedules in Supplementary Information.

**EXCESS OF EXPENDITURES OVER APPROPRIATIONS**

The District did not exceed appropriations during the year ended June 30, 2023.

**3. DETAILED NOTES ON ALL ACTIVITIES AND FUNDS**

**DEPOSITS AND INVESTMENTS**

Cash, cash equivalents and investments are comprised of the following at June 30, 2023:

|                                    | <b>General<br/>Fund</b> | <b>Capital<br/>Projects<br/>Fund</b> | <b>Total</b> |
|------------------------------------|-------------------------|--------------------------------------|--------------|
| Cash in bank                       | \$ 65,290               | \$ -                                 | \$ 65,290    |
| Cash in state pool                 | 1,645,201               | 597,459                              | 2,242,660    |
| Total cash and<br>cash equivalents | \$ 1,710,491            | \$ 597,459                           | \$ 2,307,950 |

**Deposits.** Deposits with financial institutions are comprised of bank demand deposits. Beginning July 1, 2021, the District's deposits at approved banks are covered by collateral held in a multiple financial institution collateral pool administered by the Oregon State Treasurer. On June 30, 2023, the District's deposits had a bank balance of \$76,717. All these deposits were covered by FDIC insurance.

**Custodial Credit Risk.** Custodial credit risk for deposits is the risk that, in the event of a bank failure, a government's deposits may not be returned. The District does not have a formal deposit policy for custodial credit risk. The District's investments in the Oregon Local Government Investment Pool are not evidenced by securities that exist in physical or book entry form, and thus, are not subject to custodial credit risk disclosures.

**Investments.** State Statutes authorize the District to invest primarily in general obligations of the U.S. Government and its agencies, certain bonded obligations of Oregon municipalities, bank repurchase agreements, bankers' acceptances, certain commercial paper and the Oregon Local Government Investment Pool, among others.

**Interest Rate Risk.** The District does not have a formal investment policy regarding interest rate risk.

**JACKSON COUNTY FIRE DISTRICT NO. 4**  
**Notes to Financial Statements**  
*June 30, 2023*

**3. DETAILED NOTES ON ALL ACTIVITIES AND FUNDS (Continued)**

**Investments**

**Credit Risk.** Other than following the State Statute authorization, the District has no formal policy that further restricts its investment choices.

The State of Oregon Local Government Investment Pool (LGIP or Pool) is not registered with the U.S. Securities and Exchange Commission as an investment company and is unrated. The Pool investments are not categorized into credit risk since they are not evidenced by specific securities. The Oregon Revised Statutes and the Oregon Investment Council govern the Pool's investment policies. The State Treasurer is the investment officer for the Pool and is responsible for all funds in the Pool. These funds must be invested, and the investments managed, as a prudent investor would, exercising reasonable care, skill and caution. Investment in the fund is further governed by portfolio guidelines issued by the Oregon Short-Term Funds Board, which establish diversification percentages and specify the types and maturities of investments. The Oregon Audits Division of the Secretary of State's Office audits the Pool annually. The Division's report on the Pool as of and for the year ended June 30, 2022, was unqualified.

**Custodial Credit Risk.** The District's investments in the Oregon Local Government Investment Pool are not evidenced by securities that exist in physical or book entry form, and thus, are not subject to custodial credit risk disclosures.

**Concentration of Credit Risk.** The District is required to provide information about the concentration of credit risk associated with its investments in one issuer that represents 5 percent or more of the total investments, excluding investments in external investment pools or those issued and explicitly guaranteed by the U.S. Government. The District has no such investments.

**JACKSON COUNTY FIRE DISTRICT NO. 4**  
**Notes to Financial Statements**  
*June 30, 2023*

**4. OTHER INFORMATION**

**CAPITAL ASSETS**

As a result of the use of the cash basis of accounting, the tracking of fixed assets is not a required part of the financial statements, and therefore, no schedule is provided in these financial statements. During the fiscal year ending June 30, 2023, the District purchased \$2,910 worth of capital assets.

**TRANSFERS**

The District transferred \$175,000 to the Capital Projects Fund from the General Fund, which was budgeted during the 2022-23 fiscal year.

**RISK MANAGEMENT**

The District is exposed to various risks of loss related to torts, theft or damage to and destruction of assets, errors and omissions, injuries to employees and natural disasters for which the District carries commercial insurance.

During the current year, there were no significant reductions in insurance coverage from the prior year in any major category of coverage. In addition, insurance settlements have not exceeded insurance coverage during any of the past three fiscal years.

**PROPERTY TAX LIMITATION**

The State of Oregon has a constitutional limit on property taxes for governmental operations. Under the limitation, tax revenue is separated into those for public schools and those for local governments other than public schools. The limitation specifies a maximum rate for all local government operations of \$10.00 per \$1,000 of real market value, while schools are similarly limited to a \$5.00 maximum rate. Local government taxes in the District currently do not exceed the \$10.00 rate limit; however, this limitation may affect the availability of future tax revenues for the District.

In May 1997, voters approved Measure 50 which rolled back assessed values to 90% of 1995-96, and limits future increases of taxable assessed values to 3% per year, except for major improvements. Tax rates are now fixed and not subject to change. Voters may approve local initiatives above the fixed rate.

**LONG -TERM DEBT**

There was no long-term debt at any time during the fiscal year.

**JACKSON COUNTY FIRE DISTRICT NO. 4**  
**Notes to Financial Statements**  
*June 30, 2023*

**4. OTHER INFORMATION (Continued)**

**DEFINED BENEFIT PENSION PLAN**

**General Information about the Pension Plan**

**Plan description**

Employees of the District are provided with pensions through the Oregon Public Employees Retirement System (OPERS) a cost-sharing multiple-employer defined benefit pension plan, the Oregon Legislature has delegated authority to the Public Employees Retirement Board to administer and manage the system. All benefits of the System are established by the legislature pursuant to ORS Chapters 238 and 238A. Tier One/Tier Two Retirement Benefit plan, established by ORS Chapter 238, is closed to new members hired on or after August 29, 2003.

The Pension Program, established by ORS Chapter 238A, provides benefits to members hired on or after August 29, 2003. OPERS issues a publicly available Comprehensive Annual Financial Report and Actuarial Valuation that can be obtained at

<https://www.oregon.gov/pers/Documents/Financials/cafr/2022-acfr.pdf>

**Benefits provided**

**1. Tier One/Tier Two Retirement Benefit ORS Chapter 238**

**Pension Benefits**

The PERS retirement allowance is payable monthly for life. It may be selected from 13 retirement benefit options. These options include survivorship benefits and lump-sum refunds. The basic benefit is based on years of service and final average salary. A percentage (2.0 percent for police and fire employees, 1.67 percent for general service employees) is multiplied by the number of years of service and the final average salary. Benefits may also be calculated under either a formula plus annuity (for members who were contributing before August 21, 1981) or a money match computation if a greater benefit results.

A member is considered vested and will be eligible at minimum retirement age for a service retirement allowance if he or she has had a contribution in each of five calendar years or has reached at least 50 years of age before ceasing employment with a participating employer (age 45 for police and fire members). General service employees may retire after reaching age 55. Police and fire members are eligible after reaching age 50. Tier One general service employee benefits are reduced if retirement occurs prior to age 58 with fewer than 30 years of service. Police and fire member benefits are reduced if retirement occurs prior to age 55 with fewer than 25 years of service. Tier Two members are eligible for full benefits at age 60. The ORS Chapter 238 Defined Benefit Pension Plan is closed to new members hired on or after August 29, 2003.

**JACKSON COUNTY FIRE DISTRICT NO. 4**  
**Notes to Financial Statements**  
*June 30, 2023*

**4. OTHER INFORMATION (Continued)**

**Death Benefits**

Upon the death of a non-retired member, the beneficiary receives a lump-sum refund of the member's account balance (accumulated contributions and interest). In addition, the beneficiary will receive a lump-sum payment from employer funds equal to the account balance, provided one or more of the following conditions are met:

- the member was employed by a PERS employer at the time of death,
- the member died within 120 days after termination of PERS-covered employment,
- the member died as a result of injury sustained while employed in a PERS covered job, or
- the member was on an official leave of absence from a PERS-covered job at the time of death.

**Disability Benefits**

A member with 10 or more years of creditable service who becomes disabled from other than duty-connected causes may receive a non-duty disability benefit. A disability resulting from a job-incurred injury or illness qualifies a member (including PERS judge members) for disability benefits regardless of the length of PERS-covered service. Upon qualifying for either a non-duty or duty disability, service time is computed to age 58 (55 for police and fire members) when determining the monthly benefit.

**Benefit Changes**

After retirement, members may choose to continue participation in a variable equities investment account and may experience annual benefit fluctuations due to changes in the market value of equity investments. Under ORS 238.360 monthly benefits are adjusted annually through cost-of-living changes. Under current law, the cap on the COLA is 2.0 percent.

**2. OPSRP Pension Program (OPSRP DB)**

**Pension Benefits**

The Pension Program (ORS Chapter 238A) provides benefits to members hired on or after August 29, 2003. This portion of OPSRP provides a life pension funded by employer contributions. Benefits are calculated with the following formula for members who attain normal retirement age:

Police and fire: 1.8 percent is multiplied by the number of years of service and the final average salary. Normal retirement age for police and fire members is age 60 or age 53 with 25 years of retirement credit. To be classified as a police and fire member, the individual must have been employed continuously as a police and fire member for at least five years immediately preceding retirement.

General service: 1.5 percent is multiplied by the number of years of service and the final average salary. Normal retirement age for general service members is age 65, or age 58 with 30 years of retirement credit.

A member of the OPSRP Pension Program becomes vested on the earliest of the following dates: the date the member completes 600 hours of service in each of five calendar years, the date the member reaches normal retirement age, and, if the pension program is terminated, the date on which termination becomes effective.

**JACKSON COUNTY FIRE DISTRICT NO. 4**  
**Notes to Financial Statements**  
*June 30, 2023*

**4. OTHER INFORMATION (Continued)**

**Death Benefits**

Upon the death of a non-retired member, the spouse or other person who is constitutionally required to be treated in the same manner as the spouse, receives for life 50 percent of the pension that would otherwise have been paid to the deceased member.

**Disability Benefits**

A member who has accrued 10 or more years of retirement credits before the member becomes disabled or a member who becomes disabled due to job-related injury shall receive a disability benefit of 45 percent of the member's salary determined as of the last full month of employment before the disability occurred.

**Benefit Changes After Retirement**

Under ORS 238A.210 monthly benefits are adjusted annually through cost-of-living changes. Under current law, the cap on the COLA increase for fiscal year 2018 and beyond was set at 2.0%.

**3. OPSRP Individual Account Program (OPSRP IAP)**

In the 2003 legislative session, the Oregon Legislative Assembly created a new successor plan for PERS. The Oregon Public Service Retirement Plan (OPSRP) is effective for all new employees hired on or after August 29, 2003, and applies to any inactive PERS members who return to employment following a six month or greater break in service. The new plan consists of the defined benefit pension plan and a defined contribution pension plan (the Individual Account Program or IAP). Beginning January 1, 2004, all PERS member contributions go into the IAP portion of OPSRP. PERS members retain their existing PERS accounts, but any future member contributions are deposited into the members IAP, not the member's PERS account. Those employees who had established a PERS membership prior to creation of OPSRP will be members of both PRS and OPSRP systems as long as they remain in covered employment.

**Pension Benefits**

An IAP member becomes vested on the date the employee account is established or on the date the rollover account was established. If the employer makes optional employer contributions for a member, the member becomes vested on the earliest of the following dates: the date the member completes 600 hours of service in each of five calendar years, the date the member reaches normal retirement age, the date the IAP is terminated, the date the active member becomes disabled, or the date the active member dies.

Upon retirement, a member of the OPSRP Individual Account Program (IAP) may receive the amounts in his or her employee account, rollover account, and vested employer account as a lump-sum payment or in equal installments over a 5-, 10-, 15-, 20-year period or an anticipated life span option. Each distribution option has a \$200 minimum distribution limit.

**Death Benefits**

Upon the death of a non-retired member, the beneficiary receives in a lump sum the member's account balance, rollover account balance, and vested employer optional contribution account balance. If a retired member dies before the installment payments are completed, the beneficiary may receive the remaining installment payments or choose a lump-sum payment.

**Recordkeeping**

OPERS contracts with VOYA Financial to maintain IAP participant records.

**JACKSON COUNTY FIRE DISTRICT NO. 4**  
**Notes to Financial Statements**  
*June 30, 2023*

**4. OTHER INFORMATION (Continued)**

**Contributions**

PERS funding policy provides for monthly employer contributions at actuarially determined rates. These contributions, expressed as a percentage of covered payroll, are intended to accumulate sufficient assets to pay benefits when due. This funding policy applies to the PERS Defined Benefit Plan and the Other Postemployment Benefit Plans. Employer contribution rates during the period were based on the December 31, 2021, actuarial. The rates, based on a percentage of payroll, first became effective July 1, 2022. Employer contributions for the year ended June 30, 2023, were \$171,887, excluding amounts to fund employer specific liabilities. The rates in effect for the fiscal year ended June 30, 2023, were 27.30 percent for Tier One/Tier Two General Service Member 26.59 percent for Police and Fire, 22.23 percent for OPSRP Pension Program General Service Members, and 6 percent for OPSRP Individual Account Program. These rates were increased on July 1, 2023, to 28.25 percent for Tier One/Tier Two General Service Member 23.54 percent for Police and Fire, 28.33 percent for OPSRP Pension Program General Service Members, and 6 percent for OPSRP Individual Account Program

**OTHER POSTEMPLOYMENT BENEFITS**

**Retirement Health Insurance Account (RHIA)**

**Plan Description**

As a member of Oregon Public Employees Retirement System (OPERS) the District contributes to the Retirement Health Insurance Account (RHIA) for each of its eligible employees. RHIA is a cost-sharing multiple-employer defined benefit other postemployment benefit plan administered by OPERS. RHIA pays a monthly contribution toward the cost of Medicare companion health insurance premiums of eligible retirees. Oregon Revised Statute (ORS) 238.420 established this trust fund. The RHIA plan currently serves 906 participating employers and is closed to new entrants after August 29, 2003. OPERS issues a publicly available financial report that includes financial statements and required supplementary information. That report may be obtained by writing to Oregon Public Employees Retirement System, P.O. Box 23700, Tigard, OR 97281-3700.

**Benefits Provided**

Because RHIA was created by enabling legislation (ORS 238.420), contribution requirements of the plan members and the participating employers were established and may be amended only by the Oregon Legislature. ORS require that an amount equal to \$60 or the total monthly cost of Medicare companion health insurance premiums coverage, whichever is less, shall be paid from the Retirement Health Insurance Account established by the employer, and any monthly cost in excess of \$60 shall be paid by the eligible retired member in the manner provided in ORS 238.410. To be eligible to receive this monthly payment toward the premium cost the member must: (1) have eight years or more of qualifying service in PERS at the time of retirement or receive a disability allowance as if the member had eight years or more of creditable service in PERS, (2) receive both Medicare Parts A and B coverage, and (3) enroll in a PERS-sponsored health plan

**JACKSON COUNTY FIRE DISTRICT NO. 4**  
**Notes to Financial Statements**  
*June 30, 2023*

**4. OTHER INFORMATION (Continued)**

**Death Benefits**

A surviving spouse or dependent of a deceased PERS retiree who was eligible to receive the subsidy is eligible to receive the subsidy if he or she (1) is receiving a retirement benefit or allowance from PERS or (2) was insured at the time the member died and the member retired before May 1, 1991.

**Contributions**

For the year ended June 30, 2022, PERS employers contributed .06 percent of PERS-covered salaries for Tier One and Tier Two members to fund the normal cost portion of RHIA benefits. PERS employers contributed .43 percent of all PERS-covered salaries to amortize the unfunded actual accrued liabilities being amortized over 20 years. These rates were based on the December 31, 2019, actuarial valuation. The District's contributions to RHIA for the measurement period was zero which equaled the required contribution.

Employer contributions are advance funded on an actuarially determined basis. There is no inflation assumption for RHIA postemployment benefits because the payment amount is set by statute and is not adjusted for increases in healthcare costs. The number of inactive plan RHIA participants receiving benefits was 42,857 for the fiscal year ended June 30, 2022, and there were 43,108 active and 12,734 inactive members who meet the requirements to receive RHIA benefits when they retire.

**Plan Audited Financial Report**

RHIA is administered by the Oregon Public Employees Retirement Board (OPERB). The comprehensive annual financial report of the funds administered by the OPERB may be obtained by writing Oregon Public Employees Retirement System, PO Box 23700, Tigard, Oregon 97281-3700, or by the web address of:

<https://www.oregon.gov/pers/Pages/Financials/Actuarial-Financial-Information.aspx>

Due to using the cash basis of accounting, the District does not report net OPEB liability/asset on its financial statements.

**HEALTH BENEFIT RETIREE PROGRAM – SINGLE EMPLOYER PLAN**

**Plan Description**

The District maintains a single-employer retiree benefit healthcare plan that provides post-employment health benefits (medical, dental, and vision coverage) to eligible retirees and their spouses/dependents. The level of benefits provided by the plan is the same as those afforded to active employees. In order for the retiree to be eligible to receive benefits they must retire and receive a pension from Oregon Public Employees Retirement System (PERS). Eligibility requirements for retirement under Oregon PERS are as follows: General Service Tier One or Tier Two employees – age 60 or any age with 30 years; Police and Fire Tier One or Tier Two employees – age 50 with 25 years or age 55; OPSRP General Service employees – age 65 or 58 with 30 years of service, and OPSRP Police and Fire – age 53 with 25 years of service or age 60.

The District's post-retirement healthcare plan is established in accordance with Oregon Revised Statutes (ORS) 243.303, which requires that retirees be allowed to continue their health care coverage at their own expense.

**JACKSON COUNTY FIRE DISTRICT NO. 4**  
**Notes to Financial Statements**  
*June 30, 2023*

**4. OTHER INFORMATION (Continued)**

ORS stipulates that for the purpose of establishing health care premiums, the rate must be based on all plan members, including both active and retirees. Due to the effect of age, retiree claims costs are generally higher than claims cost for all members as a whole. The difference between retiree claims cost and the amount of retiree health care premiums represents the District's implicit employer contribution. The benefit duration covers all retirees and eligible dependents until Medicare eligibility, typically age 65.

The District did not establish an irrevocable trust (or equivalent arrangement) to account for the plan. The amortization period for this plan is closed. The plan is accounted for on a flow of economic resources measurement focus and uses the accrual basis of accounting. Benefits are recognized when incurred.

**Funding Policy**

The benefits from this program are paid by the retired employees on a self-pay basis and required contribution is based on projected pay-as-you-go financial requirements. There is no obligation on the part of the District to fund these benefits in advance, therefore no funds within the General Fund have been used to liquidate other postemployment benefit obligations.

**COMPENSATED ABSENCES**

The District's personnel policy provides full-time District employees with vacation and sick leave in varying amounts. Vacation pay may accrue up to the maximum amounts allowed by the District's personnel policy and is available after the employee has achieved regular full-time employment. Sick leave benefits provide for ordinary sick pay. Employees are eligible to receive retirement credit through PERS for accumulated unused sick leave pursuant to ORS 237.153. Vacation and sick leave disbursements are charged to personnel services when taken by the employee. Because the District uses the cash basis of accounting, no liability is recorded for accrued vacations, sick leave, and comp time. However, at June 30, 2023, the District's potential liability for each was as follows:

|           | <b>6/30/2023</b> |
|-----------|------------------|
| Vacations | \$ 53,071        |
| Sick time | 54,579           |
| Total     | \$ 107,650       |

**JACKSON COUNTY FIRE DISTRICT NO. 4**  
**Notes to Financial Statements**  
*June 30, 2023*

**4. OTHER INFORMATION (Continued)**

**COMMITMENTS**

The District received a \$500,000 fuel reduction grant in May 2023. This grant will begin to be spent during the 2024 fiscal year. In addition, an undetermined portion will be shared with Prospect Fire District per the grant agreement.

The District participates in mutual aid agreements with Jackson and Josephine County emergency service organizations. It has also agreed with the Oregon Department of Forestry to provide fire protection on federal and state lands located within the District, and jointly maintains a sub-station at Lost Creek Dam.

The District has entered into contracts for auditing, physician supervisor, equipment maintenance, and fire protection for patrons near District boundaries, which cover periods after June 30, 2023.

The District has an emergency communications contract with Emergency Communications of Southern Oregon (ECSO) covering the year ending June 30, 2024. The total amount of the contract is \$51,966 which requires quarterly payments of \$12,991.42.

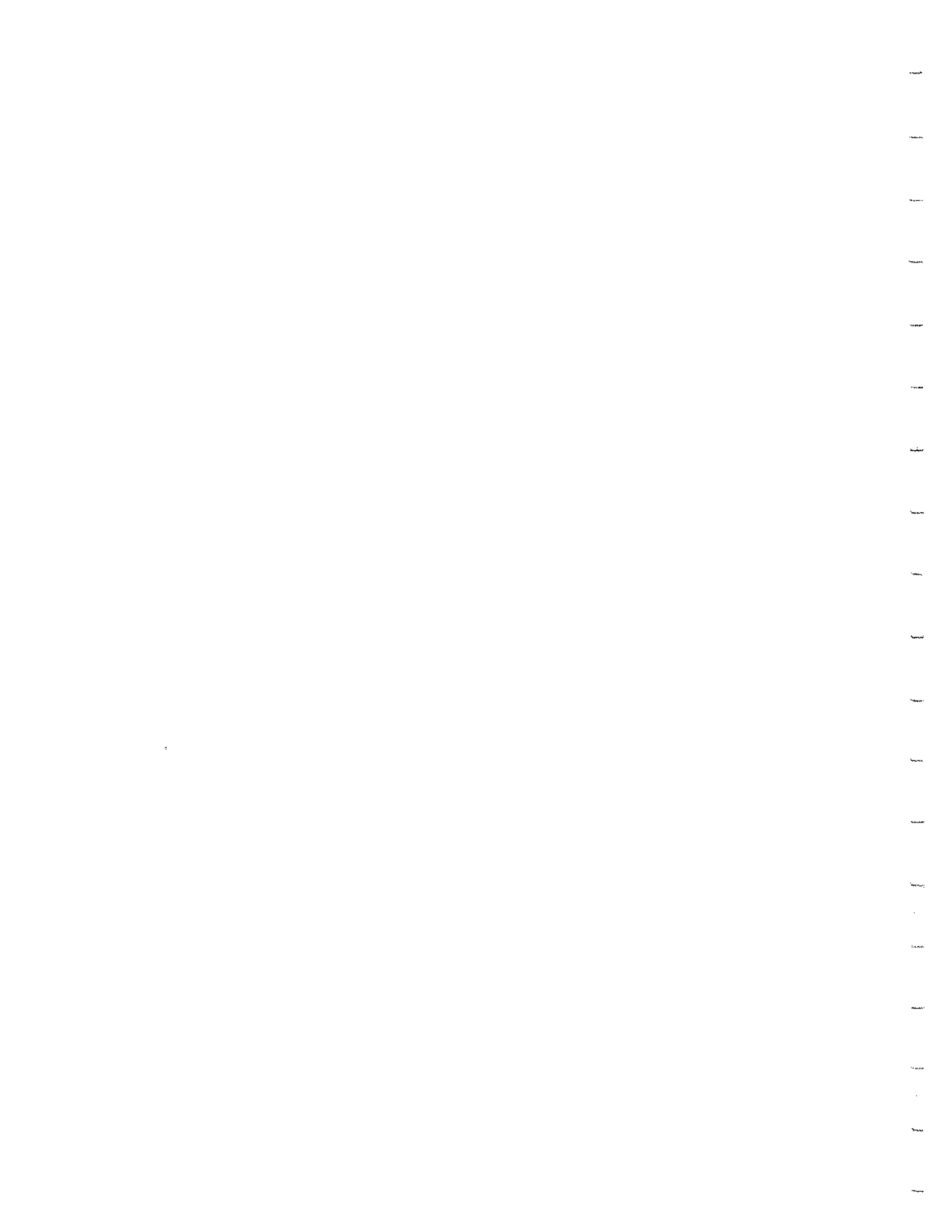
The District entered into a three-year contract with Rogue Valley Professional Firefighters L1817 covering the employment of the District's firefighters from July 1, 2023, through June 30, 2026. Each fiscal year includes Cost of Living Adjustment. The 2023/24 fiscal year comes with a 8% cost of living increase and the two following fiscal years come with a 6% cost of living increase based on the approved contract.

**SUBSEQUENT EVENTS**

The District has evaluated subsequent events through August 30, 2023, the date of the report. The report was available to be issued on September 1, 2023.

The District is expected to take possession of a new watercraft boat valued around \$250,000 in the Fall of 2023. This was part of a grant received from the Oregon Department of Emergency Management. The boat will be used for emergency services on waterways within the District's boundaries.

**SUPPLEMENTARY INFORMATION**



**JACKSON COUNTY FIRE DISTRICT NO. 4**  
**Notes to Budget Comparison Schedules**  
*June 30, 2023*

Annual budgets for all funds are adopted on a basis consistent with Oregon Revised Statutes (ORS 294 – Local Budget Law). The process under which the budget is adopted is described in the following paragraphs.

Each April, the Budget Officer (appointed by the Board of Directors) submits a proposed budget to the Budget Committee (consisting of the Board of Directors and an equal number of citizens of the District). The District is required to budget all funds. The District's budget is prepared for each fund on the cash basis of accounting. For all fund types, inter-fund transfers are budgeted as sources and uses in accordance with state budget laws. Estimated receipts and disbursements are budgeted for by fund and object. Information on the past two years' actual receipts and disbursements and current-year estimates are included in the budget document.

The Budget Committee conducts public hearings for the purpose of obtaining citizens' comments, and then approves a budget and submits it to the Board for final adoption. The approved disbursements for each fund may not be increased by more than 10% by the Board without returning to the Budget Committee for a second approval. After the Board adopts the budget and certifies the total of ad valorem taxes to be levied, no additional tax levy may be made for that fiscal year.

The Board legally adopts the budget by resolution before July 1. The resolution establishes appropriations for each fund and disbursements cannot legally exceed these appropriations. The level of control established by the resolution for each fund is at the object group level (i.e. personnel services, materials and services, capital outlay, debt service, interfund transfers, and contingency). Appropriations lapse at the end of the fiscal year.

The District may change the budget throughout the year by transferring appropriations between levels of control and by adopting supplemental budgets as authorized by Oregon Revised Statutes. Unexpected additional resources may be added to the budget through the use of a supplemental budget. A supplemental budget requires hearings before the public, publication in newspapers and approval by the District Board. Disbursements appropriations may not be legally over-expended, except in the case of grant receipts that could not be reasonably estimated at the time the budget was adopted, and for debt service on new debt issues during the budget year. Management may transfer budget amounts between individual line items within the object group, but cannot make changes to the object groups themselves, which is the legal level of control.

Two budget resolutions were passed by the Board with the acceptance of two separate grants. The first was a \$500,000 fuel reduction grant that the District will begin to spend during the fiscal year ending June 30, 2024. The second was \$35,000 to help cover the cost of summer firefighters.

**JACKSON COUNTY FIRE DISTRICT NO. 4**  
**General Fund**  
**Budgetary Comparison Schedule – Cash Basis**  
*For the Year Ended June 30, 2023*

|                                                       | Budgeted Amounts  |                   | Actual<br>Amounts   | Variance With<br>Final Budget<br>Favorable<br>(Unfavorable) |
|-------------------------------------------------------|-------------------|-------------------|---------------------|-------------------------------------------------------------|
|                                                       | Original          | Final             |                     |                                                             |
| <b>RECEIPTS</b>                                       |                   |                   |                     |                                                             |
| District property taxes                               |                   |                   |                     |                                                             |
| Current year's levy                                   | \$ 1,600,000      | \$ 1,600,000      | \$ 1,653,501        | \$ 53,501                                                   |
| Prior years' levy                                     | 40,000            | 40,000            | 32,591              | (7,409)                                                     |
| <b>Total taxes</b>                                    | <u>1,640,000</u>  | <u>1,640,000</u>  | <u>1,686,092</u>    | <u>46,092</u>                                               |
| Other receipts                                        |                   |                   |                     |                                                             |
| Earnings on investments                               | 8,000             | 8,000             | 56,544              | 48,544                                                      |
| Grants                                                | 100               | 535,100           | 586,800             | 51,700                                                      |
| Donations                                             | 1,000             | 1,000             | 695                 | (305)                                                       |
| Sale of equipment and merchandise                     | 1,000             | 1,000             | -                   | (1,000)                                                     |
| Miscellaneous                                         | 5,000             | 5,000             | 4,214               | (786)                                                       |
| <b>Total other receipts</b>                           | <u>15,100</u>     | <u>550,100</u>    | <u>648,253</u>      | <u>98,153</u>                                               |
| <b>Total receipts</b>                                 | <u>1,655,100</u>  | <u>2,190,100</u>  | <u>2,334,345</u>    | <u>144,245</u>                                              |
| <b>DISBURSEMENTS</b>                                  |                   |                   |                     |                                                             |
| Fire suppression                                      |                   |                   |                     |                                                             |
| Current                                               |                   |                   |                     |                                                             |
| Personnel services                                    | 1,461,500         | 1,496,500         | 1,207,330           | 289,170                                                     |
| Materials and services                                | 417,200           | 917,200           | 294,858             | 622,342                                                     |
| <b>Total disbursements</b>                            | <u>1,878,700</u>  | <u>2,413,700</u>  | <u>1,502,188</u>    | <u>911,512</u>                                              |
| Excess (deficiency) of receipts<br>over disbursements | <u>(223,600)</u>  | <u>(223,600)</u>  | <u>832,157</u>      | <u>1,055,757</u>                                            |
| <b>OTHER FINANCING SOURCES (USES)</b>                 |                   |                   |                     |                                                             |
| Transfer to Capital Projects Fund                     | (175,000)         | (175,000)         | (175,000)           | -                                                           |
| Operating contingency                                 | (98,400)          | (98,400)          | -                   | 98,400                                                      |
| <b>Total other financing sources<br/>    (uses)</b>   | <u>(273,400)</u>  | <u>(273,400)</u>  | <u>(175,000)</u>    | <u>98,400</u>                                               |
| Net change in fund balance-<br>cash basis             | <u>(497,000)</u>  | <u>(497,000)</u>  | <u>657,157</u>      | <u>1,154,157</u>                                            |
| <b>FUND BALANCE-CASH BASIS</b>                        |                   |                   |                     |                                                             |
| Beginning of the year                                 | 850,000           | 850,000           | 1,053,334           | 203,334                                                     |
| End of the year                                       | <u>\$ 353,000</u> | <u>\$ 353,000</u> | <u>\$ 1,710,491</u> | <u>\$ 1,357,491</u>                                         |

Jackson County Fire District No. 4  
 FYE 6-30-23 AUDIT OVERVIEW

Management's Discussion and Analysis PAGE 1-7

Independent Auditor's Report PAGE 8-10

**Statement of Net Assets--Cash Basis and  
 Balance Sheet--Cash Basis** PAGE 11

|                             | 6/30/23      | 6/30/22      | Change     |
|-----------------------------|--------------|--------------|------------|
| Assets                      |              |              |            |
| Cash & cash equivalents     | \$ 2,307,950 | \$ 1,478,702 | \$ 829,248 |
| Fund balance and net assets | \$ 2,307,950 | \$ 1,478,702 | \$ 829,248 |

**Statement of Activities--Cash Basis and  
 Governmental Funds Receipts, Disbursements  
 and Changes in Fund Balances--Cash Basis** PAGE 12

|                                        | 6/30/23           | 6/30/22           | Change            |
|----------------------------------------|-------------------|-------------------|-------------------|
| Receipts                               | \$ 2,334,345      | \$ 1,667,591      | \$ 666,754        |
| Disbursements                          | (1,505,097)       | (1,482,910)       | (22,187)          |
| <b>Change in cash basis net assets</b> | <b>\$ 829,248</b> | <b>\$ 184,681</b> | <b>\$ 644,567</b> |

**Notes to the Financial Statements** PAGES 13-26

**Budgetary Comparison Schedules** PAGE 27

|                                           | Budget              | Actual            | Change              |
|-------------------------------------------|---------------------|-------------------|---------------------|
| Receipts                                  | \$ 2,155,100        | \$ 2,334,345      | \$ 179,245          |
| Disbursements                             | (2,378,700)         | (1,502,188)       | 876,512             |
| Other                                     | (273,400)           | (175,000)         | 98,400              |
| <b>Change in fund balance--cash basis</b> | <b>\$ (497,000)</b> | <b>\$ 657,157</b> | <b>\$ 1,154,157</b> |

Other Supplementary Information PAGES 28-30

Oregon minimum standards for audits PAGES 31-32



**JACKSON COUNTY FIRE DISTRICT NO. 4**  
**Capital Projects Fund**  
**Budgetary Comparison Schedule – Cash Basis**  
*For the Year Ended June 30, 2023*

|                                                       | <u>Budgeted Amounts</u> |                   | <u>Actual<br/>Amounts</u> | <u>Variance With<br/>Final Budget<br/>Favorable<br/>(Unfavorable)</u> |
|-------------------------------------------------------|-------------------------|-------------------|---------------------------|-----------------------------------------------------------------------|
|                                                       | <u>Original</u>         | <u>Final</u>      |                           |                                                                       |
| <b>RECEIPTS</b>                                       |                         |                   |                           |                                                                       |
| Loan proceeds                                         | \$ 100                  | \$ 100            | \$ -                      | \$ (100)                                                              |
| Grant receipts                                        | 100                     | 100               |                           | (100)                                                                 |
| Total receipts                                        | <u>200</u>              | <u>200</u>        | <u>-</u>                  | <u>(200)</u>                                                          |
| <b>DISBURSEMENTS</b>                                  |                         |                   |                           |                                                                       |
| Capital outlay                                        | 240,000                 | 240,000           | 2,909                     | 237,091                                                               |
| Total disbursements                                   | <u>240,000</u>          | <u>240,000</u>    | <u>2,909</u>              | <u>237,091</u>                                                        |
| Excess (deficiency) of receipts<br>over disbursements | <u>(239,800)</u>        | <u>(239,800)</u>  | <u>(2,909)</u>            | <u>236,991</u>                                                        |
| <b>OTHER FINANCING SOURCES (USES)</b>                 |                         |                   |                           |                                                                       |
| Transfer from General Fund:                           | 175,000                 | 175,000           | 175,000                   | -                                                                     |
| Total other financing sources<br>(uses)               | <u>175,000</u>          | <u>175,000</u>    | <u>175,000</u>            | <u>-</u>                                                              |
| Net changes in fund balance-<br>cash basis            | (64,800)                | (64,800)          | 172,091                   | 236,891                                                               |
| <b>FUND BALANCE-CASH BASIS</b>                        |                         |                   |                           |                                                                       |
| Beginning of the year                                 | 425,000                 | 425,000           | 425,368                   | 368                                                                   |
| End of the year                                       | <u>\$ 360,200</u>       | <u>\$ 360,200</u> | <u>\$ 597,459</u>         | <u>\$ 237,259</u>                                                     |

**JACKSON COUNTY FIRE DISTRICT NO. 4**  
**General Fund**  
**Detail to Budgetary Comparison Schedule – Cash Basis**  
*For the Year Ended June 30, 2023*

|                                 | <u>Budgeted Amounts</u> |                     | <u>Actual<br/>Amounts</u> | <u>Variance With<br/>Final Budget<br/>Favorable<br/>(Unfavorable)</u> |
|---------------------------------|-------------------------|---------------------|---------------------------|-----------------------------------------------------------------------|
|                                 | <u>Original</u>         | <u>Final</u>        |                           |                                                                       |
| <b>PERSONNEL SERVICES</b>       |                         |                     |                           |                                                                       |
| Fire chief                      | \$ 103,500              | \$ 103,500          | \$ 86,974                 | \$ 16,526                                                             |
| Staff assistant                 | 33,000                  | 33,000              | 16,865                    | 16,135                                                                |
| Fire captains                   | 228,000                 | 228,000             | 186,899                   | 41,101                                                                |
| Firefighters                    | 318,000                 | 318,000             | 250,519                   | 67,481                                                                |
| Overtime                        | 125,000                 | 160,000             | 135,747                   | 24,253                                                                |
| Education incentive             | -                       | -                   | 1,800                     | (1,800)                                                               |
| Paramedic incentive             | 38,500                  | 38,500              | 30,014                    | 8,486                                                                 |
| Longevity                       | 4,500                   | 4,500               | 4,269                     | 231                                                                   |
| Compensated absences            | 5,000                   | 5,000               |                           | 5,000                                                                 |
| PERS                            | 209,000                 | 209,000             | 171,887                   | 37,113                                                                |
| Medical/dental insurance        | 300,000                 | 300,000             | 227,148                   | 72,852                                                                |
| Payroll taxes                   | 65,000                  | 65,000              | 55,638                    | 9,362                                                                 |
| Workers' comp insurance         | 27,000                  | 27,000              | 29,303                    | (2,303)                                                               |
| Out of class                    | 5,000                   | 5,000               | 10,267                    | (5,267)                                                               |
| <b>Total personnel services</b> | <b>\$ 1,461,500</b>     | <b>\$ 1,496,500</b> | <b>\$ 1,207,330</b>       | <b>\$ 289,170</b>                                                     |

**JACKSON COUNTY FIRE DISTRICT NO. 4**  
**General Fund**  
**Detail to Budgetary Comparison Schedule – Cash Basis**  
*For the Year Ended June 30, 2023*

|                                     | <u>Budgeted Amounts</u> |                   | <u>Actual<br/>Amounts</u> | <u>Variance With<br/>Final Budget<br/>Favorable<br/>(Unfavorable)</u> |
|-------------------------------------|-------------------------|-------------------|---------------------------|-----------------------------------------------------------------------|
|                                     | <u>Original</u>         | <u>Final</u>      |                           |                                                                       |
| <b>MATERIALS AND SERVICES</b>       |                         |                   |                           |                                                                       |
| Office supplies and equipment       | \$ 10,000               | \$ 10,000         | \$ 2,827                  | \$ 7,173                                                              |
| Supplies - miscellaneous            | 5,000                   | 5,000             | 5,081                     | (81)                                                                  |
| Supplies - fees                     | 2,500                   | 2,500             | 51                        | 2,449                                                                 |
| Supplies - medical                  | 27,000                  | 27,000            | 20,366                    | 6,634                                                                 |
| Supplies - fire prevention          | 4,800                   | 4,800             | 2,253                     | 2,547                                                                 |
| Supplies - small tools              | 17,000                  | 17,000            | 6,412                     | 10,588                                                                |
| Supplies - radio                    | 5,000                   | 5,000             | 1,584                     | 3,416                                                                 |
| Supplies - station                  | 12,000                  | 12,000            | 5,867                     | 6,133                                                                 |
| Fuels and lubricants                | 17,500                  | 17,500            | 13,316                    | 4,184                                                                 |
| Vehicle maintenance and repair      | 30,000                  | 30,000            | 34,940                    | (4,940)                                                               |
| Building maintenance and repair     | 20,000                  | 20,000            | 5,413                     | 14,587                                                                |
| Equipment maintenance and repair    | 8,000                   | 8,000             | 11,433                    | (3,433)                                                               |
| Auditor                             | 18,000                  | 18,000            | 9,539                     | 8,461                                                                 |
| Legal services                      | 5,000                   | 5,000             | 2,061                     | 2,939                                                                 |
| Insurance                           | 12,500                  | 12,500            | 14,880                    | (2,380)                                                               |
| EMS physician advisor               | 2,500                   | 2,500             | 2,000                     | 500                                                                   |
| ECISO dispatching                   | 55,000                  | 55,000            | 50,452                    | 4,548                                                                 |
| Consulting services                 | 11,000                  | 11,000            | 5,000                     | 6,000                                                                 |
| Maintenance contracts               | 10,000                  | 10,000            | 7,143                     | 2,857                                                                 |
| Recognition                         | 7,500                   | 7,500             | 5,435                     | 2,065                                                                 |
| Technical services                  | 8,000                   | 8,000             | 3,309                     | 4,691                                                                 |
| Student firefighter program         | 32,000                  | 32,000            | 23,950                    | 8,050                                                                 |
| Telephone and communications        | 11,000                  | 11,000            | 9,817                     | 1,183                                                                 |
| Sewer usage expense                 | 700                     | 700               | 554                       | 146                                                                   |
| Gas and propane                     | 2,500                   | 2,500             | 3,889                     | (1,389)                                                               |
| Electricity                         | 6,500                   | 6,500             | 5,271                     | 1,229                                                                 |
| Garbage                             | 1,800                   | 1,800             | 1,246                     | 554                                                                   |
| Dues and subscriptions              | 12,000                  | 12,000            | 10,922                    | 1,078                                                                 |
| Advertisements and elections        | 4,300                   | 4,300             | 2,046                     | 2,254                                                                 |
| Physicals and immunizations         | 12,000                  | 12,000            | 2,796                     | 9,204                                                                 |
| Uniform allowance                   | 26,000                  | 26,000            | 15,757                    | 10,243                                                                |
| Training                            | 20,000                  | 20,000            | 9,248                     | 10,752                                                                |
| Fuel reduction                      | -                       | 500,000           |                           | 500,000                                                               |
| Interest                            | 100                     | 100               |                           | 100                                                                   |
|                                     | <u>417,200</u>          | <u>917,200</u>    | <u>294,858</u>            | <u>622,342</u>                                                        |
| <b>Total materials and services</b> | <b>\$ 417,200</b>       | <b>\$ 917,200</b> | <b>\$ 294,858</b>         | <b>\$ 622,342</b>                                                     |

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**REPORT ON OTHER LEGAL AND REGULATORY REQUIREMENTS**

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# **RICHARD W. BREWSTER, CPA, PC**

CERTIFIED PUBLIC ACCOUNTANT

670 SUPERIOR COURT, # 106  
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(541) 773-1885 • FAX (541) 770-1430  
www.rwbrewstercpa.com

## **Independent Auditor's Report Required by Oregon State Regulations**

Board of Directors  
Jackson County Fire District No. 4  
P.O. Box 1400  
Shady Cove, OR 97539

I have audited the basic cash basis financial statements of Jackson County Fire District No. 4 as of and for the year ended June 30, 2023, and have issued my report thereon dated August 30, 2023. I conducted my audit in accordance with auditing standards generally accepted in the United States of America.

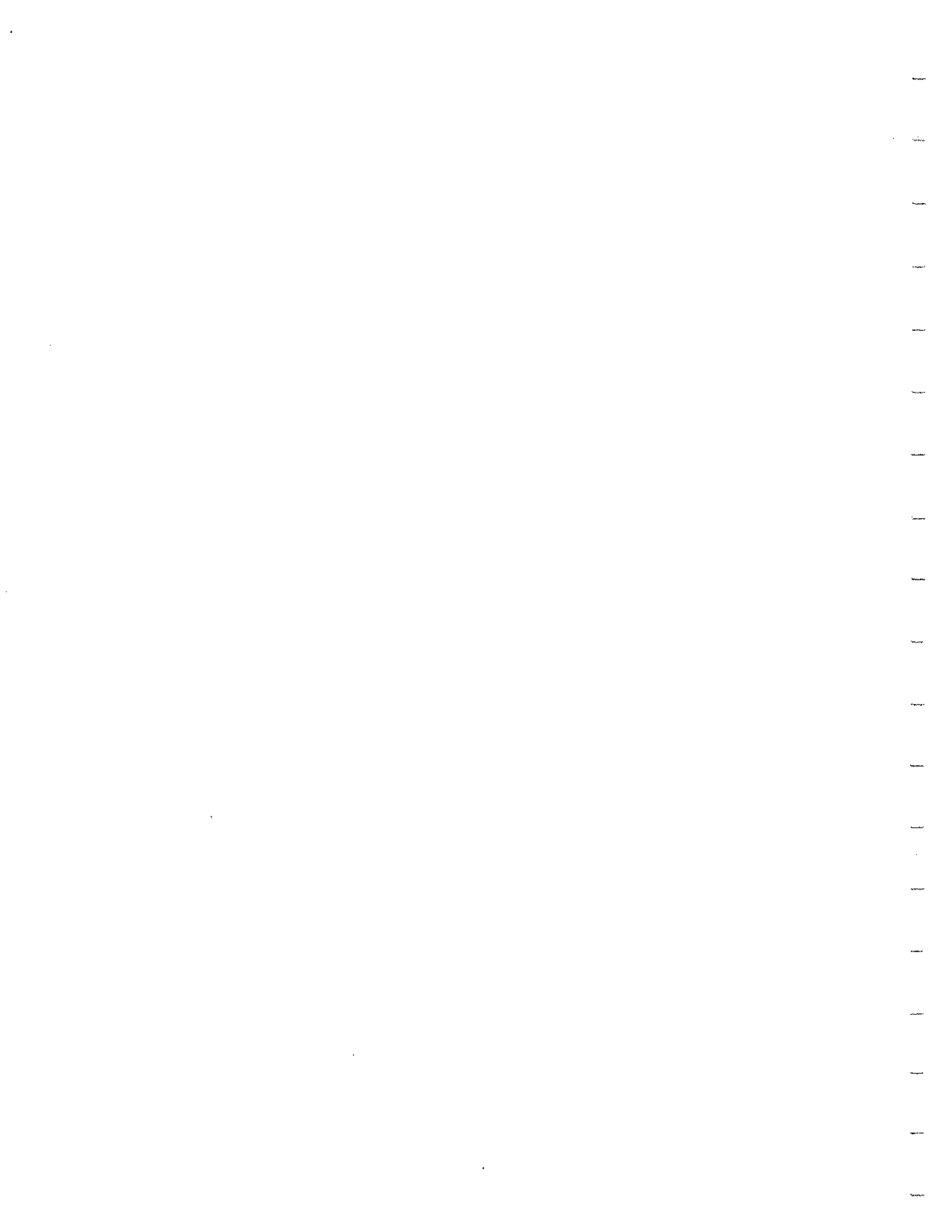
### **Compliance**

As part of obtaining reasonable assurance about whether Jackson County Fire District No. 4's financial statements are free of material misstatement, I performed tests of its compliance with certain provisions of laws, regulations, contracts, and grants, including the provisions of Oregon Revised Statutes as specified in Oregon Administrative Rules 162-10-000 through 162-10-320 of the Minimum Standards for Audits of Oregon Municipal Corporations, noncompliance with which could have a direct and material effect on the determination of financial statements amounts. However, providing an opinion on compliance with those provisions was not an objective of my audit, and accordingly, I do not express such an opinion.

I performed procedures to the extent I considered necessary to address the required comments and disclosures which included, but were not limited to the following:

- **Deposit of public funds with financial institutions (ORS Chapter 295).**
- **Indebtedness limitations, restrictions, and repayment.**
- **Budgets legally required (ORS Chapter 294).**
- **Insurance and fidelity bonds in force or required by law.**
- **Programs funded from outside sources.**
- **Authorized investment of surplus funds (ORS Chapter 294).**
- **Public contracts and purchasing (ORS Chapters 279A, 279B, 279C).**

In connection with my testing nothing came to my attention that caused me to believe Jackson County Fire District No. 4 was not in substantial compliance with certain provisions of laws, regulations, contracts, and grants, including the provisions of Oregon Revised Statutes as specified in Oregon Administrative Rules 162-10-000 through 162-10-320 of the Minimum Standards for Audits of Oregon Municipal Corporations.



**OAR 162-10-0230 Internal Control**

In planning and performing my audit, I considered Jackson County Fire District's internal control over financial reporting as a basis for designing my auditing procedures for the purpose of expressing my opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of Jackson County Fire District No. 4's internal control over financial reporting. Accordingly, I do not express an opinion on the effectiveness of Jackson County Fire District No. 4's internal control over financial reporting. However, I did in a letter dated August 9, 2023, make recommendations to management to improve the accounting records or improve the internal control system.

This report is intended solely for the information and use of the Board of Directors and management of Jackson County Fire District No. 4 and the Oregon Secretary of State and is not intended to be and should not be used by anyone other than these parties.



---

Richard W. Brewster  
Certified Public Accountant

August 9, 2023

