



KENSINGTON FIRE PROTECTION DISTRICT

DATE: April 14, 2021

TO: Board of Directors
Kensington Fire Protection District

RE: **Agenda Item 6**
General Manager's Report

SUBMITTED BY: Bill Hansell, General Manager

A large focus of management time in March was on preparations for the joint board meeting regarding the Public Safety Building, but other activities included the following:

- 1. Accounting/Bookkeeping** – Refinement of our accounting/booking process continued with Maze & Associates, and the occasion of the audit review was a good opportunity to check on those procedures in anticipation of preparing the end-of-year books for the next audit as well as the coming budget development process. This resulted in a smoother preparation of the monthly transmittal and financial reports for the April board meeting.
- 2. Emergency Prep Coordinator and Grant Writer RFP's** – I hope to have RFP's ready to distribute by 04/16/2021.
- 3. CCC Auditor/Controller** – I substituted my information for Brenda Navellier's in the County's Electronic Deposit Program and received pre-printed Wells Fargo branch deposit checks that will enable easier deposits directly into the General Fund as opposed to just the Mechanic's Bank checking account. The first deposit included a large \$64K CERBT disbursement as well as a transfer from our checking account of \$75.5K (engine sale receipt.) This keeps the checking account clear of large deposits which should otherwise go directly to the General Fund for investment.
- 4. CCC Treasurer/Investments** – The April 1st, 2021 LAIF report is attached. Immediately prior to the Board's March Transmittal approval, the General Fund's Cash Balance was low so a transfer was required to cover the pending bills. I check the cash balance when we receive the County's monthly financial reports and will request transfers as necessary while keeping as much as possible in LAIF.
- 5. Mattresses for the Fire Staff** – The replacement mattresses approved last month were delivered to the Public Safety Building so thanks to the Board for improving the staff's quality of sleep!

California State Treasurer
Fiona Ma, CPA



Local Agency Investment Fund
P.O. Box 942809
Sacramento, CA 94209-0001
(916) 653-3001

April 01, 2021

[LAIF Home](#)
[PMIA Average](#)
[Monthly Yields](#)

KENSINGTON FIRE PROTECTION DISTRICT

TREASURER-TAX COLLECTOR
C/O CONTRA COSTA COUNTY
625 COURT STREET, ROOM 102
MARTINEZ, CA 94553

[Tran Type](#)
[Definitions](#)

Account Number: 17-07-011

March 2021 Statement

Effective Date	Transaction Date	Tran Type	Confirm Number	Web Confirm Number	Authorized Caller	Amount
3/8/2021	3/8/2021	RW	1668893	1629062	TIMOTHY J. ROCCO	-550,000.00

Account Summary

Total Deposit:	0.00	Beginning Balance:	8,176,614.40
Total Withdrawal:	-550,000.00	Ending Balance:	7,626,614.40