



## KENSINGTON FIRE PROTECTION DISTRICT

**DATE:** March 19, 2025  
**TO:** Board of Directors  
**RE:** Monthly Financial Reports  
**SUBMITTED BY:** Mary A. Morris-Mayorga, General Manager

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### **Recommended Action**

Staff recommends that the Board accepts the monthly financial reports for February 2025.

### **Background**

Monthly financial reports through February 2025 provide status and performance of assets, liabilities, revenues, and expenditures for 66.67% of the fiscal year. With expenditures at 63.51% of the total fiscal year budget so far, this is in line with and slightly below budget. Many expenditures are cyclical in nature with higher expenditures for the Fiscal Analysis and Operational Consultant in the first part of the year that are now decreasing for the remainder of the year; those at 100% have been expended for the year.

In February, the Board approved revisions to the FY Mid-Year Budget and the finance team has updated these within QuickBooks so they are reflected on the monthly financial reports.

### **Fiscal Impact**

The District's financial performance is in realistic alignment with budget and projections so will provide continued sustainability and resilience for the future.

**Attachments:** Monthly Financial Reports – February 2025

**Kensington Fire Protection District  
Cash and Investment Balance Sheet  
As of February 28, 2025**

**Current Cash and Investments**

<b>Cash Balance</b>		Comments
Petty Cash	-	
KFPD Revolving Acct - Gen Fund	124,308.01	Balance as of 2/28/2025
General Fund	560,435.38	Balance as of 2/28/2025
Special Tax Fund	311,838.32	Balance as of 2/28/2025
Capital Fund	(4,443.71)	Balance as of 2/28/2025
<b>Total Cash Balance</b>	<b>992,138.00</b>	
 <b>Investments</b>		
LAIF Balance	4,031,973.65	Balance as of 2/28/2025
<b>Total Investments</b>	<b>4,031,973.65</b>	
 <b>Total Current Cash and Investments</b>	<b>5,024,111.65</b>	

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Accrual Basis

**Kensington Fire Protection District**  
**Balance Sheet Prev Year Comparison**  
As of February 28, 2025

	Feb 28, 25	Feb 29, 24	\$ Change
<b>ASSETS</b>			
<b>Current Assets</b>			
<b>Checking/Savings</b>			
Petty Cash	0.00	200.00	-200.00
KFPD Revolving Acct - Gen Fund	124,308.01	137,355.35	-13,047.34
General Fund	560,435.38	5,101,290.25	-4,540,854.87
Special Tax Fund	311,838.32	113,597.92	198,240.40
Capital Fund	-4,443.71	731,952.80	-736,396.51
<b>Total Checking/Savings</b>	992,138.00	6,084,396.32	-5,092,258.32
<b>Accounts Receivable</b>			
Accounts Receivable	65,688.73	479,377.17	-413,688.44
Advance on Taxes	2,474,715.04	2,547,384.69	-72,669.65
Advance on Supplemental Taxes	182,608.47	75,392.05	107,216.42
<b>Total Accounts Receivable</b>	2,723,012.24	3,102,153.91	-379,141.67
<b>Other Current Assets</b>			
Prepaid Exp.	6,353.83	6,110.33	243.50
Prepaid CERBT - Retiree Trust	699,431.48	508,252.48	191,179.00
<b>Investments</b>			
FMV Adjustment	0.04	0.00	0.04
LAIF Balance	4,031,973.65	2,553,087.70	1,478,885.95
<b>Total Investments</b>	4,031,973.69	2,553,087.70	1,478,885.99
<b>Total Other Current Assets</b>	4,737,759.00	3,067,450.51	1,670,308.49
<b>Total Current Assets</b>	8,452,909.24	12,254,000.74	-3,801,091.50
<b>Fixed Assets</b>			
Land	5,800.00	5,800.00	0.00
Equipment	1,818,946.43	1,818,946.43	0.00
Accumulated Depreciation-Equip	-949,628.73	-911,477.25	-38,151.48
Building and Improvements	2,391,581.26	2,391,581.26	0.00
Accumulated Depreciation - Bldg	-1,410,173.12	-1,342,172.17	-68,000.95
<b>Current Capital Outlay</b>			
PSB Renovation Legal	28,236.36	0.00	28,236.36
PSB Renovation Soft Costs	1,552,064.44	1,279,711.07	272,353.37
PSB Renovation Hard Cost	6,950,686.00	4,589,139.46	2,361,546.54
Temp Facility - Soft Costs	261,739.37	261,739.37	0.00
Temp Facilities - Hard Costs	608,899.61	600,096.82	8,802.79
Temp Facilities - Lot Rental	43,841.08	24,465.20	19,375.88
Temp Facilities - Modular	107,497.33	62,228.72	45,268.61
Temp Facilities - Admin Sublet	63,402.30	46,332.45	17,069.85
Temp Facilities - Relocation	53,547.14	42,651.83	10,895.31

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Accrual Basis

**Kensington Fire Protection District**  
**Balance Sheet Prev Year Comparison**  
**As of February 28, 2025**

	Feb 28, 25	Feb 29, 24	\$ Change
Firefighters Qtrs/Equip	272,453.85	0.00	272,453.85
Public Safety Building PreConst	3,260.00	0.00	3,260.00
<b>Total Current Capital Outlay</b>	<b>9,945,627.48</b>	<b>6,906,364.92</b>	<b>3,039,262.56</b>
<b>Total Fixed Assets</b>	<b>11,802,153.32</b>	<b>8,869,043.19</b>	<b>2,933,110.13</b>
<b>Other Assets</b>			
Deferred Outflow of Res. - OPEB	-51,677.00	133,200.00	-184,877.00
<b>Total Other Assets</b>	<b>-51,677.00</b>	<b>133,200.00</b>	<b>-184,877.00</b>
<b>TOTAL ASSETS</b>	<b>20,203,385.56</b>	<b>21,256,243.93</b>	<b>-1,052,858.37</b>
<b>LIABILITIES &amp; EQUITY</b>			
<b>Liabilities</b>			
<b>Current Liabilities</b>			
<b>Accounts Payable</b>			
Due to Revolving Acct - Gen Fnd	-198.17	66,944.37	-67,142.54
Due to Other - Issued by CCC	686,901.78	2,387,423.71	-1,700,521.93
Due To Other Funds	-316,406.06	0.00	-316,406.06
Accounts Payable	697.24	697.24	0.00
<b>Total Accounts Payable</b>	<b>370,994.79</b>	<b>2,455,065.32</b>	<b>-2,084,070.53</b>
<b>Other Current Liabilities</b>			
Interest Payable	0.00	29,304.00	-29,304.00
PSB Renovation Loan	2,247,912.00	2,160,000.00	87,912.00
<b>Total Other Current Liabilities</b>	<b>2,247,912.00</b>	<b>2,189,304.00</b>	<b>58,608.00</b>
<b>Total Current Liabilities</b>	<b>2,618,906.79</b>	<b>4,644,369.32</b>	<b>-2,025,462.53</b>
<b>Long Term Liabilities</b>			
EI Cerrito Reconciliation Liab.	110,316.12	187,870.08	-77,553.96
<b>Total Long Term Liabilities</b>	<b>110,316.12</b>	<b>187,870.08</b>	<b>-77,553.96</b>
<b>Total Liabilities</b>	<b>2,729,222.91</b>	<b>4,832,239.40</b>	<b>-2,103,016.49</b>
<b>Equity</b>			
Fund Equity - General	3,889,496.00	3,889,496.00	0.00
Fund Equity - Capital Projects	3,258,969.76	3,258,969.76	0.00
Fund Equity - Special Revenue	109,075.00	109,075.00	0.00
Fund Equity - Gen Fixed Asset	2,222,992.01	2,222,992.01	0.00
Fund Equity	5,349,733.33	4,372,495.29	977,238.04
Net Income	2,643,896.55	2,570,976.47	72,920.08
<b>Total Equity</b>	<b>17,474,162.65</b>	<b>16,424,004.53</b>	<b>1,050,158.12</b>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>20,203,385.56</b>	<b>21,256,243.93</b>	<b>-1,052,858.37</b>

# Kensington Fire Protection District

## Profit & Loss Budget vs. Actual

July 2024 through February 2025

	<u>Jul '24 - Feb 25</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
Property Taxes	5,658,929.80	5,685,010.00	-26,080.20	99.54%
Special Taxes	200,826.80	201,000.00	-173.20	99.91%
Other Tax Income	-4,786.92	25,000.00	-29,786.92	-19.15%
Interest Income	146,845.89	232,136.00	-85,290.11	63.26%
CERBT Reimbursement	59,443.89	52,993.00	6,450.89	112.17%
Salary Reimbursement Agreement	0.00	0.00	0.00	0.0%
Miscellaneous Income	0.00	2,000.00	-2,000.00	0.0%
<b>Total Income</b>	<u>6,061,259.46</u>	<u>6,198,139.00</u>	<u>-136,879.54</u>	<u>97.79%</u>
<b>Gross Profit</b>	6,061,259.46	6,198,139.00	-136,879.54	97.79%
<b>Expense</b>				
Interest Expense	14,652.00	86,797.00	-72,145.00	16.88%
Debt Service - Principal	54,773.00	54,773.00	0.00	100.0%
<b>Staff</b>				
Wages	109,276.54	176,688.00	-67,411.46	61.85%
Vacation Wages	0.00	5,000.00	-5,000.00	0.0%
Medical Insurance Contribution	6,000.00	10,500.00	-4,500.00	57.14%
Payroll Taxes	9,251.49	13,856.00	-4,604.51	66.77%
Workers Compensation/Life Ins	2,174.03	3,156.00	-981.97	68.89%
Payroll Processing	1,583.76	2,500.00	-916.24	63.35%
<b>Total Staff</b>	<u>128,285.82</u>	<u>211,700.00</u>	<u>-83,414.18</u>	<u>60.6%</u>
<b>RETIREE MEDICAL BENEFITS</b>				
PERS Medical	26,532.59	40,000.00	-13,467.41	66.33%
Delta Dental	5,770.17	9,892.00	-4,121.83	58.33%
Vision Care	2,067.84	3,102.00	-1,034.16	66.66%
<b>Total RETIREE MEDICAL BENEFITS</b>	<u>34,370.60</u>	<u>52,994.00</u>	<u>-18,623.40</u>	<u>64.86%</u>
<b>OUTSIDE PROFESSIONAL SERVICES</b>				
Fiscal Analysis Consultant	16,738.26	19,752.00	-3,013.74	84.74%
Operational Consultant	96,669.75	120,279.00	-23,609.25	80.37%
Nixle Fee	3,182.70	3,183.00	-0.30	99.99%
Long Term Financial Planner	2,000.00	2,500.00	-500.00	80.0%
Emergency Prep Coordinator	61,258.62	110,935.00	-49,676.38	55.22%
Accounting	16,049.64	45,012.00	-28,962.36	35.66%
Actuarial Valuation	6,000.00	6,000.00	0.00	100.0%
Audit	10,046.00	20,500.00	-10,454.00	49.01%
Bank Fee	25.00	25.00	0.00	100.0%
Contra Costa County Expenses	2,228.01	41,101.00	-38,872.99	5.42%
EI Cerrito Contract Fee	2,880,438.60	4,320,657.00	-1,440,218.40	66.67%
EI Cerrito Reconciliation(s)	-28,577.23	-42,866.00	14,288.77	66.67%
IT Services and Equipment	7,007.25	12,237.00	-5,229.75	57.26%
Fire Abatement Contract	0.00	5,513.00	-5,513.00	0.0%
Fire Engineer Plan Review	0.00	3,000.00	-3,000.00	0.0%

## Kensington Fire Protection District Profit & Loss Budget vs. Actual July 2024 through February 2025

	<u>Jul '24 - Feb 25</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Grant Writer/Coordinator	0.00	0.00	0.00	0.0%
Risk Management Insurance	10,862.00	23,866.00	-13,004.00	45.51%
LAFCO Fees	2,343.55	2,344.00	-0.45	99.98%
Legal Fees	20,540.88	29,707.00	-9,166.12	69.15%
Recruitment	175.00	175.00	0.00	100.0%
Temporary Services	2,548.91	2,549.00	-0.09	100.0%
Water System Improvements	0.00	0.00	0.00	0.0%
Website Development/Maintenance	2,244.27	3,600.00	-1,355.73	62.34%
Wildland Vegetation Mgmt	2,350.00	4,120.00	-1,770.00	57.04%
<b>Total OUTSIDE PROFESSIONAL SERVICES</b>	<b>3,114,131.21</b>	<b>4,734,189.00</b>	<b>-1,620,057.79</b>	<b>65.78%</b>
<b>COMMUNITY SERVICE ACTIVITIES</b>				
Public Education	7,075.37	15,000.00	-7,924.63	47.17%
Comm. Pharmaceutical Drop-Off	0.00	0.00	0.00	0.0%
CERT Emerg Kits/Sheds/Prepared	0.00	2,474.00	-2,474.00	0.0%
Open Houses	212.25	2,000.00	-1,787.75	10.61%
Community Shredder	900.00	3,000.00	-2,100.00	30.0%
Firesafe Planting Grants	0.00	100,000.00	-100,000.00	0.0%
Community Sandbags	2,611.62	3,500.00	-888.38	74.62%
Volunteer Appreciation	0.00	500.00	-500.00	0.0%
Community Center Contribution	0.00	500.00	-500.00	0.0%
<b>Total COMMUNITY SERVICE ACTIVITIES</b>	<b>10,799.24</b>	<b>126,974.00</b>	<b>-116,174.76</b>	<b>8.51%</b>
<b>DISTRICT ACTIVITIES</b>				
Professional Development	5,844.00	5,000.00	844.00	116.88%
<b>Office</b>				
Internet	2,263.81	3,893.00	-1,629.19	58.15%
Office Equipment	60.60	500.00	-439.40	12.12%
Office Expense	7,633.98	6,759.00	874.98	112.95%
Office Supplies	3,489.82	3,338.00	151.82	104.55%
Telephone	3,813.30	6,281.00	-2,467.70	60.71%
Office- Other	839.79	68.00	771.79	1,234.99%
<b>Total Office</b>	<b>18,101.30</b>	<b>20,839.00</b>	<b>-2,737.70</b>	<b>86.86%</b>
Election	0.00	0.00	0.00	0.0%
Firefighter's Apparel & PPE	0.00	1,500.00	-1,500.00	0.0%
Firefighters' Expenses	0.00	5,000.00	-5,000.00	0.0%
Staff Appreciation	0.00	2,500.00	-2,500.00	0.0%
Memberships	4,425.50	9,500.00	-5,074.50	46.58%
<b>Building Maintenance</b>				
Gardening service	0.00	2,400.00	-2,400.00	0.0%
Building alarm	0.00	1,500.00	-1,500.00	0.0%
Medical Waste Disposal	0.00	2,200.00	-2,200.00	0.0%
Janitorial Service	1,800.00	3,000.00	-1,200.00	60.0%
Miscellaneous Maint.	3,634.56	2,596.00	1,038.56	140.01%
<b>Total Building Maintenance</b>	<b>5,434.56</b>	<b>11,696.00</b>	<b>-6,261.44</b>	<b>46.47%</b>

## Kensington Fire Protection District Profit & Loss Budget vs. Actual July 2024 through February 2025

	<u>Jul '24 - Feb 25</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
<b>Building Utilities/Service</b>				
<b>Other</b>	1,635.97			
<b>Refuse Collection</b>	2,190.16	2,167.00	23.16	101.07%
<b>Gas and Electric</b>	20,783.12	32,418.00	-11,634.88	64.11%
<b>Water/Sewer</b>	1,456.49	1,610.00	-153.51	90.47%
<b>Building Utilities/Service - Other</b>	479.94	1,000.00	-520.06	47.99%
<b>Total Building Utilities/Service</b>	<u>26,545.68</u>	<u>37,195.00</u>	<u>-10,649.32</u>	<u>71.37%</u>
<b>Total DISTRICT ACTIVITIES</b>	60,351.04	93,230.00	-32,878.96	64.73%
<b>Contingency</b>	0.00	20,000.00	-20,000.00	0.0%
<b>Total Expense</b>	<u>3,417,362.91</u>	<u>5,380,657.00</u>	<u>-1,963,294.09</u>	<u>63.51%</u>
<b>Net Ordinary Income</b>	2,643,896.55	817,482.00	1,826,414.55	323.42%
<b>Net Income</b>	<u><u>2,643,896.55</u></u>	<u><u>817,482.00</u></u>	<u><u>1,826,414.55</u></u>	<u><u>323.42%</u></u>

# Kensington Fire Protection District Profit & Loss Prev Year Comparison

03/11/25

Accrual Basis

July 2024 through February 2025

	Jul '24 - Feb 25	Jul '23 - Feb 24	\$ Change
<b>Ordinary Income/Expense</b>			
<b>Income</b>			
Property Taxes	5,658,929.80	5,406,506.39	252,423.41
Special Taxes	200,826.80	200,826.80	0.00
Other Tax Income	-4,786.92	326.99	-5,113.91
Interest Income	146,845.89	28,292.63	118,553.26
CERBT Reimbursement	59,443.89	30,735.48	28,708.41
<b>Total Income</b>	6,061,259.46	5,666,688.29	394,571.17
<b>Gross Profit</b>	6,061,259.46	5,666,688.29	394,571.17
<b>Expense</b>			
Interest Expense	14,652.00	0.00	14,652.00
Debt Service - Principal	54,773.00	0.00	54,773.00
<b>Staff</b>			
Wages	109,276.54	129,536.00	-20,259.46
Medical Insurance Contribution	6,000.00	4,333.33	1,666.67
Payroll Taxes	9,251.49	8,244.36	1,007.13
Workers Compensation/Life Ins	2,174.03	3,034.73	-860.70
Payroll Processing	1,583.76	1,862.64	-278.88
<b>Total Staff</b>	128,285.82	147,011.06	-18,725.24
<b>RETIREE MEDICAL BENEFITS</b>			
PERS Medical	26,532.59	32,799.37	-6,266.78
Delta Dental	5,770.17	6,594.48	-824.31
Vision Care	2,067.84	2,003.22	64.62
<b>Total RETIREE MEDICAL BENEFITS</b>	34,370.60	41,397.07	-7,026.47
<b>OUTSIDE PROFESSIONAL SERVICES</b>			
Fiscal Analysis Consultant	16,738.26	0.00	16,738.26
Operational Consultant	96,669.75	0.00	96,669.75
Crime Insurance Policy	0.00	153.16	-153.16
Nixle Fee	3,182.70	3,182.70	0.00
Long Term Financial Planner	2,000.00	1,950.00	50.00
Emergency Prep Coordinator	61,258.62	71,330.53	-10,071.91
Accounting	16,049.64	30,159.18	-14,109.54
Actuarial Valuation	6,000.00	0.00	6,000.00
Audit	10,046.00	0.00	10,046.00
Bank Fee	25.00	0.00	25.00
Contra Costa County Expenses	2,228.01	7,003.61	-4,775.60
EI Cerrito Contract Fee	2,880,438.60	2,764,645.34	115,793.26
EI Cerrito Reconciliation(s)	-28,577.23	51,702.64	-80,279.87
IT Services and Equipment	7,007.25	8,782.77	-1,775.52
Fire Engineer Plan Review	0.00	240.00	-240.00
Risk Management Insurance	10,862.00	0.00	10,862.00
LAFCO Fees	2,343.55	0.00	2,343.55
Legal Fees	20,540.88	5,046.30	15,494.58
Recruitment	175.00	8,706.00	-8,531.00
Temporary Services	2,548.91	0.00	2,548.91
Website Development/Maintenance	2,244.27	2,384.00	-139.73
Wildland Vegetation Mgmt	2,350.00	0.00	2,350.00
<b>Total OUTSIDE PROFESSIONAL SERVICES</b>	3,114,131.21	2,955,286.23	158,844.98
<b>COMMUNITY SERVICE ACTIVITIES</b>			
Public Education	7,075.37	4,908.99	2,166.38
CERT Emerg Kits/Sheds/Prepared	0.00	1,637.51	-1,637.51
Open Houses	212.25	0.00	212.25
Community Shredder	900.00	2,470.50	-1,570.50
Community Sandbags	2,611.62	2,373.35	238.27
<b>Total COMMUNITY SERVICE ACTIVITIES</b>	10,799.24	11,390.35	-591.11
<b>DISTRICT ACTIVITIES</b>			
Professional Development	5,844.00	5,734.60	109.40
<b>Office</b>			
Internet	2,263.81	2,837.62	-573.81
Office Equipment	60.60	314.29	-253.69
Office Expense	7,633.98	4,669.59	2,964.39
Office Supplies	3,489.82	1,403.90	2,085.92
Telephone	3,813.30	682.34	3,130.96
Office- Other	839.79	0.00	839.79
<b>Total Office</b>	18,101.30	9,907.74	8,193.56



03/11/25

## Kensington Fire Protection District Profit & Loss Prev Year Comparison

Accrual Basis

July 2024 through February 2025

	Jul '24 - Feb 25	Jul '23 - Feb 24	\$ Change
Staff Appreciation	0.00	66.15	-66.15
Memberships	4,425.50	4,525.02	-99.52
<b>Building Maintenance</b>			
Janitorial Service	1,800.00	0.00	1,800.00
Miscellaneous Maint.	3,634.56	2,132.06	1,502.50
<b>Total Building Maintenance</b>	5,434.56	2,132.06	3,302.50
<b>Building Utilities/Service</b>			
Other	1,635.97	0.00	1,635.97
Refuse Collection	2,190.16	2,088.20	101.96
Gas and Electric	20,783.12	3,776.53	17,006.59
Water/Sewer	1,456.49	3,477.16	-2,020.67
Building Utilities/Service - Other	479.94	594.92	-114.98
<b>Total Building Utilities/Service</b>	26,545.68	9,936.81	16,608.87
<b>Total DISTRICT ACTIVITIES</b>	60,351.04	32,302.38	28,048.66
<b>Total Expense</b>	3,417,362.91	3,187,387.09	229,975.82
<b>Net Ordinary Income</b>	2,643,896.55	2,479,301.20	164,595.35
<b>Other Income/Expense</b>			
Other Income			
Unrealized Gain/Loss	0.00	91,675.27	-91,675.27
<b>Total Other Income</b>	0.00	91,675.27	-91,675.27
<b>Net Other Income</b>	0.00	91,675.27	-91,675.27
<b>Net Income</b>	<b>2,643,896.55</b>	<b>2,570,976.47</b>	<b>72,920.08</b>

Kensington Fire Protection District  
Public Safety Building Renovation Project Budget  
February 2025

	Project Budget (11/20/2024)	Budget Adjustment	Project Budget (11/20/2024)	Expended 2/28/2025	Remaining Budget
<u>Public Safety Building:</u>					
Construction - CWS	\$ 6,727,492	\$ 47,098	\$ 6,774,590	\$ 6,774,590	\$ -
Construction - District direct costs	191,828		191,828	185,742	6,086
PSB Renovation Design/Engineering	982,740		982,740	978,886	3,854
Permits/Inspection/Testing	100,000	14,606	114,606	114,606	-
Construction/Project Management	458,047	5,603	463,650	463,650	-
Furniture, Fixtures, and Equipment	115,000		115,000	94,875	20,125
Legal Counsel	90,000	6,049	96,049	96,049	-
<u>Temporary Fire Station:</u>					
Construction Cost	604,289	(432)	603,857	603,857	-
Design/Engineering/Project Management	100,573	(83)	100,490	100,490	-
Relocation	251,566	13,733	265,299	265,299	(0)
Sub-Total:	<u>\$ 9,621,535</u>	<u>\$ 86,574</u>	<u>\$ 9,708,109</u>	<u>\$ 9,678,044</u>	<u>\$ 30,065</u>
Project Contingency Allowance	110,429	(86,574)	23,855	-	23,855
Total Project Budget	<u><u>\$ 9,731,964</u></u>	<u><u>\$ -</u></u>	<u><u>\$ 9,731,964</u></u>	<u><u>\$ 9,678,044</u></u>	<u><u>\$ 53,920</u></u>