



Northeast Colorado RETAC Annual Financial Report

August 2023

Jeff Schanhals

NORTHEAST COLORADO REGIONAL EMS/TRAUMA ADVISORY COUNCIL

Contents

2023 Northeast Colorado RETAC Financial Report;.....	2
3. A balance sheet at the end of the reporting period (Attachment A)	3
4. An income statement with budget variances for the reporting period (Attachment B).....	4
Budget Vs. Actual FY 2022-23 Attachment C.....	6
Expenditure of supplemental funds for regional purposes.	8
5. Special Projects 2022-2023	8
6. Expenditure of statutory funds for local projects.....	9
7. Management discussion and analysis providing an overview of the region’s financial status and significant changes over the reporting period.....	9
Future plans, goals and new projects. (Planned use) Attachment E;.....	10
8. Attachment (D) Snapshot Financial Status.....	11

2023 Northeast Colorado RETAC Financial Report;

1. *The annual financial report shall detail the expenditure of statutory and supplemental funds, that include:*
2. *The basis of accounting*
 - a. *Accrual*

3. A balance sheet at the end of the reporting period (Attachment A)

			Jun 30, 23
ASSETS			
Current Assets			
Checking/Savings			
Bank of Colorado Checking			213,155.57
Total Checking/Savings			213,155.57
Total Current Assets			213,155.57
Fixed Assets			
Computer Equipment			1,996.74
Office Equipment - Other			4,786.06
Vehicle Inventory - Other			62,544.00
Accumulated Depreciation Off Eq			(6,781.93)
Accumulated Depr. Vehicles			(58,069.02)
Total Fixed Assets			4,475.85
TOTAL ASSETS			217,631.42
LIABILITIES & EQUITY			
Liabilities			
Current Liabilities			
Accounts Payable			
Accounts Payable (Unpaid or unapplied vendor bills or credits)			18,827.20
Total Accounts Payable			18,827.20
Credit Cards			
Chase			2,786.09
Total Credit Cards			2,786.09
Total Current Liabilities			21,613.29
Long Term Liabilities			
PPE Pandemic Grant			(67,501.78)
Carry Forward Vehicle Replace			55,500.40
Carry Forward Capital Equipment			5,953.66
Carry Forward Office Equip			1,000.02
Discretionary Projects 2018-19			
Tuition Assistance			(3,000.00)
Total Discretionary Projects 2018-19			(3,000.00)
Total Long Term Liabilities			(8,047.70)
Total Liabilities			13,565.59
Equity			
Opening Balance Equity			64,020.98
Unrestricted Net Assets			218,738.18
Net Income			(78,693.33)
Total Equity			204,065.83
TOTAL LIABILITIES & EQUITY			217,631.42

4. An income statement with budget variances for the reporting period (Attachment B)

						Jul '22 - Jun 23
Ordinary Income/Expense						
Income						
RML Funding 2022-2023						24,750.00
RML Funding 2021-2022						8,250.00
Consultive Visit Grant 22-23						(2,024.88)
State of Colorado RETAC Draft						222,747.51
Total Income						253,722.63
Gross Profit						253,722.63
Expense						
Special Projects 2022-2023						
Banner EMTS Conference						5,000.00
EMTS Education Reimbur Account						16,234.12
Estes Park Health Conference						12,000.00
Morgan County EMTS Conference						3,233.25
Savings Reserve - Pelvic Binder (BOD designated funds from savings reserves)						9,333.06
Special EMTS Topics (TVEMS)						15,001.94
TCAR Reserved						6,000.00
Total Special Projects 2022-2023						66,802.37
RML Expense 2022-2023						33,000.00
Special Projects 2021-2022						
Injury Prevention						4,302.00
Morgan County Conference						3,751.94
Total Special Projects 2021-2022						8,053.94
Consultive Visit Mileage						1,344.24
Consultive Visit Projects						15,000.00
Operating Expenses						
RML Travel, Tuition						227.83
Telephone Charges						
Cellphone						1,082.87
Telephone Local Charges						1,066.35
Total Telephone Charges						2,149.22
Office rent						3,000.00
Utilities						
Electric						1,362.79
Gas						564.27
Total Utilities						1,927.06
Office Equipment Expenses						1,046.78
Office Supplies						1,589.82
Postage / mailing / shipping						87.39
Internet service						4,111.44
Subscriptions, dues						

					Professional fees	
					State Registration Fees	10.00
					Professional fees - Other	321.83
					Total Professional fees	331.83
					Subscriptions, dues - Other	1,816.80
					Total Subscriptions, dues	2,148.63
					Council meeting exp (food,room)	3,210.82
					Vehicle expen service, tire etc	2,702.54
					Coordinator Travel Expenses	
					Fuel	3,773.98
					Lodging	1,852.26
					Meals	2,074.36
					Total Coordinator Travel Expenses	7,700.60
					Insurance auto, comm, profes	3,649.67
					Bookkeep, accounti fees, audit	3,703.96
					Admin Fee to Fiscal Agent	1,125.19
					Office Equipment, not capital	1,428.56
					Other, Hardware, Software, Main	1,590.46
					Total Operating Expenses	41,399.97
					Personnel	
					Coordinator Salary	130,148.40
					Total Personnel	130,148.40
					Reconciliation Discrepancies (Discrepancies between bank statements and company records)	0.00
					CY Reserve Expense	
					Vehicle Replacement	32,667.04
					Other; Special Projects	4,000.00
					Total CY Reserve Expense	36,667.04
					Total Expense	332,415.96
					Net Ordinary Income	(78,693.33)
						(78,693.33)

Expenditure of supplemental funds for regional purposes.

a. All fund received including supplemental funds are set in the budget and focus on benefiting the region.

5. Special Projects 2022-2023

Project	Budgeted	Spent
<ul style="list-style-type: none"> ▪ Special EMTS Topics Regional Project EMTS Education monthly presentations, coordination, instructor fees provided by Thompson Valley EMS reimbursed by the NCRETAC 	\$15,001.94	\$15,001.94
<ul style="list-style-type: none"> ▪ Banner Health EMS, Trauma, Burn Conference Regional Project EMTS Education account, benefit reduced tuition for attendee's, promoting the NCRETAC and providing quality Emergency Medical Education. 	\$5,000.00	\$5,000.00
<ul style="list-style-type: none"> ▪ Morgan County EMTS Conference Regional Project EMTS Education account, benefit reduced tuition for attendee's, promoting the NCRETAC and providing quality Emergency Medical Education. 	\$5,000.00	\$3,233.25
<ul style="list-style-type: none"> ▪ EMTS education reimbursement account regional project, agencies can apply for reimbursement, but the provisions are that anyone within the NCRETAC can attend up to the capacity of the class. Courses reimbursed include PHTLS, PALS, ACLS, TNCC and general CME. 	\$16,234.12	16,234.12 Various courses, PHTLS, AMLS, ACLS, PALS, ABLs
<ul style="list-style-type: none"> ▪ Public Education Regional Project provided funding for Public Education Information by the NCRETAC. 	\$2,800.00	\$0
<ul style="list-style-type: none"> ▪ Critical Care Conference Regional Project providing access to critical care CME to Paramedic's and Critical Care RN's. Benefits regional access to approved Critical Care hours needed to recertify and maintain skills/knowledge. 	\$14,000.00	\$12,000.00
<ul style="list-style-type: none"> • Injury Prevention Regional Injury Prevention project encompassing public school systems in the NCRETAC, 	\$12,012.00	\$0

6. Expenditure of statutory funds for local projects
 - i) All of our funds are spent for regional projects, none are passed through to the local counties.
7. Management discussion and analysis providing an overview of the region's financial status and significant changes over the reporting period
 - The Northeast Colorado RETAC (NCRETAC) is a recognized 501 C 3 with the IRS and receives all of its funds through the HUTF distribution both statutory and supplemental in addition to the RML grant that each RETAC receives. (See annual budget submitted in July 2023).
 - Controls;
 - i) The NCRETAC employs a bookkeeping company, Novosad Lyle & Associates who is authorized by the board to distribute funds as directed by the board, approved by the treasurer and reviewed by the NCRETAC Coordinator for compliance with board policy.
 - ii) The NCRETAC posts monthly financial statements (Balance Sheet and Profit & Loss statements monthly in the handouts section of the public pages www.ncretac.org.
 - iii) CC statements are distributed to the treasurer for approval and submitted to the bookkeeper for balance reconciliation and accounting funds.
 - iv) The annual filing of the exemption from audit is approved by board resolution and attested by signature by a majority of the board.
 - v) All special project funds both from the budget and the SRI utilization use a "reimbursement method" projects have to have been completed, paid for before funds will be distributed according to the business practices of the NCRETAC. The NCRETAC tries to model the provisions used by the CDPHE provider grants. Agencies are made aware of the reimbursement practices prior to project approval of fund reimbursement.

Future plans, goals and new projects. (Planned use) Attachment D;

- i. Each year usually in May the NCRETAC Board of directors has a strategic planning session where future plans, goals outlined in either biennial plan or the biennial plan update and funding is discussed. A proposed budget is developed for approval in the June meeting and subsequently submitted to the CDPHE. This meeting is specific to developing new plans/goals and projects based on the yearly budget.

\$191,713.32	Opening balance bank account July 2022
-\$1,000.02	Set aside replacement funds for computer equipment
-\$5,953.00	Set aside replacement funds for office equipment
-\$32,667.04	Set aside replacement funds for vehicle replacement
-\$2227.86	Outstanding Credit Card Debt as of July 1, 2022
-\$110,000.00	continuity of operations set aside
\$39,865.40	Available for special projects outside of fiscal year 2022-23 budget

8. Attachment (E) Snapshot Financial Status

- The NCRETAC employs a CPA firm, McMann & Associates who files the 990's in accordance to the IRS rules, oversees the bookkeeping firm and files the exemption from audit with the State of Colorado's auditor.
- in FY 2023 the expenses of the NCRETAC exceeded the available income for FY 2022 by **79,235.00**, the Board decided to draw funds from the unencumbered balance to cover the additional expense for projects.

\$241,153.57	Opening balance bank account July 2022
\$1,996.74	Set aside replacement funds for computer equipment
\$5,953.00	Set aside replacement funds for office equipment
\$49,542.00	Set aside replacement funds for vehicle replacement
\$4,556.18	Outstanding Credit Card Debt as of July 1, 2022
\$110,000.00	continuity of operations set aside
\$69,105.65	Available for special projects outside of fiscal year 2022-23 budget

- ii. This was a decision of the board in November 2022 to make **69,105.65** available for a specific project after holding back ½ of the statutory funds (105,000) and the SRI amounts set aside for continuity of operations (Vehicle replacement, computers printers etc.) This was the accumulated savings over a series of years.
- The board decided to fund the purchase of commercially available pelvic binders x 2 for each EMS licensed transport agency to stock in the ambulances.
 - After the purchase of 71 pelvic binders for 13 separate EMS agencies this cost to the unencumbered reserve was \$9,333.06

Signature by an officer of the Contractor's governing board attesting that the report is complete and accurate.

ATTEST STATEMENT

NCRETAC, Annual Financial Report, 2023 By signing below, the Northeast Colorado Regional EMS/Trauma Advisory Council (NCRETAC) Chair and the NCRETAC Coordinator attest that the information contained in this document, to the best of their knowledge, completely and accurately represents the most current information available to complete the Annual Financial Report. The information contained in this report has been reviewed by the Board of Directors and through resolution approved to be signed by the Chairperson of the Board of Directors on August 15, 2023.

ATTEST STATEMENT

Print Chairperson Name Marilyn Sykes-Johnson

Chairperson Signature *Marilyn Sykes-Johnson*

Signature Date 08 / 16 / 2023

Print NCRETAC Coordinator Name Jeff Schanhals

NCRETAC Coordinator Signature *J Schanhals*

Signature Date 08 / 16 / 2023