



# GRANT COUNTY FIRE DISTRICT 7

## OFFICE ADMINISTRATOR REPORT

### Training & Professional Development

- BARS Manual Training – In-Person Class Scheduled for October 28, 2025, from 8:30 AM to 5:00 PM at the Rose Hill Community Center in Mukilteo, WA. Presented by specialists from the Office of the Washington State Auditor, this course will provide a comprehensive overview of the BARS Manual and reporting requirements for both cash and GAAP basis governments. Topics include fund accounting, interfund activities, BARS coding, and annual filing requirements. Cost: \$175 for members / \$225 for non-members. *Attendees are asked to bring a laptop or device for hands-on exercises.*

### Grant & Conference Updates

- Coalition Grant Reimbursement Received \$41,871.77 from Health Care Authorities for the Coalition Grant.
- WFCA Conference (Sept 29 – Oct 1) A scholarship was awarded, reducing the registration fee by \$200. Chief Brittain will attend; the remaining balance due is \$350.00.

### Audit Progress

- Weekly audit meetings continue with Luke, focusing on documentation and compliance.
- Met with Chiefs on Monday to coordinate audit-related tasks and review outstanding items.
- Up-loaded the last list of questions they had for us along with supporting documents

### Accounts Payable Challenges

- Several bills have been duplicated due to delays in mailing, resulting in confusion around payment status and overpayments. Working to reconcile and streamline tracking to prevent further duplication and ensure accurate payment records.

#### a) CASH BALANCE:

GENERAL: \$

RESERVE: \$

EMS: \$

DEPOSITS: \$

#### b) EMS BILLING:

Total billed for August: \$30,451.40

Total payments received for August: \$17,129.17

Adjustments by level of Service total: \$24,580.29

Ending Balance: 133,770.60

#### d) RESTITUTION: \$



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