

**TALLAHASSEE FIRE PROTECTION DISTRICT**

**RESOLUTION NO. 2018 - 008**

**RESOLUTION TO FORM AN AUXILIARY COMMITTEE**

**WHEREAS**, the Tallahassee Fire Protection District (the “**District**”), acting by and through its duly appointed Board of Directors (the “**Board**”) desires to establish an Auxiliary Committee; and

**WHEREAS**, the Board has considered this issue and discussed it at the regular meeting of the Board on September 12, 2018; and

**WHEREAS**, the Board has deemed that the formation of an Auxiliary Committee for the purpose of raising funds for firefighter needs that are not in the District’s budget and for creating goodwill within the community will be a benefit to the District and the community;

**NOW, THEREFORE, BE IT RESOLVED** by the Board as follows:

The Board hereby agrees to form an Auxiliary Committee per the attached description of purpose, organization and administration.

The Board hereby agrees that a bank account at Wells Fargo Bank may be opened by the District for the sole use of the Auxiliary Committee. Signatories on the account shall be Misty Dawn Smith, Bonnie Spencer, Donna Toeroek and Theresa Matassoni.

ADOPTED this 12th day of September 2018.

TALLAHASSEE FIRE PROTECTION DISTRICT

By Donna Toeroek  
Donna Toeroek, President

ATTEST:

By Cynthia M. Boyle  
Cynthia M. Boyle, Secretary



## **Tallahassee Fire Protection District**

### **Auxiliary Organization**

---

Purpose: To raise funds for firefighter needs that are not in the District's budget and to create goodwill within the community.

Start-up Funding: Initial funding will come from the profit made from the 2018 Open House, Pancake Breakfast and from donations. No tax money will be used to fund the Auxiliary. The Auxiliary will be self-funded, meaning it will use profits from fundraising to sustain itself along with any donations restricted for Auxiliary use.

The Fire Chief will provide the cash in the safe from the Open House and Pancake Breakfast Events to the District Accountant who will repay the District for Open House expenses already paid for by the District. The remaining profit will be turned over to the Auxiliary. By repaying the District, we can assure our citizens that no tax money has been used to fund the Auxiliary. This is important because the Auxiliary should not be accountable to taxpayers for its activities.

Organization: The Auxiliary Committee (AC) will be part of the District's organization. This allows the Auxiliary to issue tax-exempt donation receipts, when requested, and to enjoy the tax-exempt benefits of the District. The AC will be part of the Operations organization and under the Fire Chief's oversight. The AC will select a Chairperson who will be directly responsible for the AC's activities and financial accountability.

Fundraising Functions: The AC will prepare a list of events for each six-month period (four months for the remainder of 2018) and present the list to the Board of Directors (BOD) for approval. Once approved, no further action by the BOD is needed.

The Fire Chief or AC Chairperson will provide a brief summary (verbal or in writing) to the BOD after each fundraiser event showing profitability and lessons learned. The Fire Chief or AC Chairperson may also provide updates on the Auxiliary at any BOD Meeting, or at the request of the BOD.

The Fire Chief must approve any purchases made by the AC using fundraising profits for the benefit of his firefighters (such as main station improvements, supplies and equipment).

Financial Accounting and Reporting: The AC will open one District checking account at Wells Fargo Bank in coordination with the District Treasurer. This account must be designated as a public funds account because it is under the District's organization. As such, no ATM card is available. Signatories on the account will be the AC Chairperson, the District Treasurer and District Accountant.

Financial accountability to include, but not limited to, providing detailed receipts for every purchase. Receipt(s) are to be approved by the Fire Chief for reimbursement. All reimbursements are to be made by check through the AC checking account. AC Chairperson to notate check number on the receipt. Attach detailed receipts to the

monthly bank statement as appropriate. This will provide the Auxiliary with an audit trail should the State request an audit.

AC Chairperson to generate and keep track of profit/loss by event. The District has provided template(s). Keeping record of income and expenses by event, allows for review of the feasibility of each event and provides historical data.

Monthly bank statements will be available online to the District Treasurer and District Accountant to track total income and total expenses. No other detail is necessary for the District.

The AC Chairperson will maintain a file of the monthly bank statement and receipts and present them to the District Treasurer at the end of each year for retention in the District's file. The AC Chairperson will be responsible for reconciling the AC monthly bank statement.

The financial performance of the AC will be shown on the District's monthly Treasurer's Report in a manner to be determined by the District Treasurer and District Accountant. The AC bank account will be tracked in the District's QuickBooks accounting software in a manner to be determined by the District Accountant.