## ANNUAL REPORT

# **MACECOM**

Mason County Emergency Communications

FOR THE FISCAL YEAR ENDED DECEMBER 31, 2014

### ANNUAL REPORT

Submitted pursuant to RCW 43.09.230

to the

WASHINGTON STATE AUDITOR'S OFFICE

of the

FINANCIAL TRANSACTIONS

of

## **MACECOM**

## Mason County Emergency Communications

525 West Cota Street Shelton, Washington 98584

FOR THE FISCAL YEAR ENDED DECEMBER 31, 2014

Certified Correct This 27<sup>th</sup> Day of May 2015 To the Best of My Knowledge and Belief:

SIGNATURE:

NAME / TITLE: Mike Evans, Director of MACECOM

HOMEPAGE ADDRESS: www.macecom.org

PREPARED BY: Jann Lusignan, Administrative Assistant, MACECOM

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## 2014 Annual Report

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#### STATEMENT C-4

### FUND RESOURCES AND USES ARISING FROM CASH TRANSACTIONS

	For Year Ending: D	ecember 31, 2014	4	1 Of 1
BARS CODE		Total For All Funds	001 - General Fund	
		Total Amount	Actual Amount	Actual Amount
Beginning Ca	ish and Investments.			
308.10	Reserved	0.00	0.00	0.00
308.80	Unreserved	480,981.42	480,981.42	0.00
	Prior Period Adjustments (388.80 or 588.80)	368.00	368.00	0.00
Operating Re	venues:			0.00
310	Taxes	0.00	0.00	0.00
320	Licenses and Permits	0.00	0.00	0.00
. 330	Intergovernmental	1,143,109.24	1,143,109.24	0.00
340	Charges for Goods and Services	694,001.14	694,001.14	0.00
350	Fines and Penalties	0.00	0.00	0.00
360	Miscellaneous	111.04	111.04	0.00
	Total Operating Revenues	1,837,221.42	1,837,221.42	0.00
Operating Exp	penditures #5			
510	General Government	0.00	0.00	0.00
520	Public Safety	1,694,619.32	1,694,619.32	0.00
530	Physical Environment	0.00	0.00	0.00
540	Transportation	0.00	0.00	0.00
550	Economic Environment	0.00	0.00	0.00
560	Mental and Physical Health	0.00	0.00	0.00
570	Culture and Recreational	0.00	0.00	0.00
	Operating Expenditures	1,694,619.32	1,694,619.32	0.00
	Net Operating Increase (Decrease)	142,602.10	142,602.10	0.00
Non Operating	Revenues:	e Production		3.33
391-393	Debt Proceeds	0.00	0.00	0.00
37X,380,395,398	Other Financing Sources	0.00	0.00	0.00
397	Transfers-In	0.00	0.00	0.00
	Total Non Operating Revenues	. 0.00	0.00	0.00
-Non Operating	Expenditures 4		A.	
591-593	Debt Service	0.00	0.00	0.00
594-595	Capital Expenditures	0.00	0.00	0.00
580, 596, 599	Other Financing uses	(2,966.78)	(2,966.78)	0.00
597	Transfers-out	0.00	0.00	0.00
Total Non Operating Expenditures		(2,966.78)	(2,966.78)	0.00
	ease) in Cash and investments	145,568.88	145,568.88	0.00
Ending Cash ar				
508.10	Reserved	0.00	0.00	0.00
508.80	Unreserved	626,918.30	626,918.30	0.00

The accompanying notes are an integral part of this Statement

#### **MACECOM**

#### For the Year Ended December 31, 2014

#### Note 1 - Summary of Significant Accounting Policies

Mason County Emergency Communications (MACECOM) was established on January 1, 2009 by an inter local agreement, pursuant to Chapter 39.34 RCW between Mason County, the City of Shelton, Squaxin Island Tribal Police, the Skokomish Indian Tribe, and Mason County Fire Protection Districts 1, 2, 3, 4, 6, 8, 9, 11, 12, 13, 16, 17, 18, and Central Mason Fire & Rescue, and operates under the laws of the state of Washington applicable to a special district. MACECOM is a special purpose local government and provides communication and dispatching for public safety and emergencies in those participating incorporated and unincorporated areas of Mason County, which are under jurisdiction of any party to this agreement.

MACECOM has two boards, the legislative board and the governing board, consisting of elected and appointed officials of each member agency or group of member agencies.

MACECOM reports financial activity in accordance with the Cash Basis Budgeting, Accounting and Reporting System (BARS) Manual prescribed by the State Auditor's Office under the authority of Washington State law, Chapter 43.09 RCW. This manual prescribes a financial reporting framework that differs from generally accepted accounting principles (GAAP) in the following manner:

- Financial transactions are recognized on a cash basis of accounting as described below.
- Component units are required to be disclosed, but are not included in the financial statements.
- Government-wide statements, as defined in GAAP, are not presented.
- All funds are presented, rather than a focus on major funds.
- The Schedule of Liabilities is required to be presented with the financial statements as supplementary information.
- Supplementary information required by GAAP is not presented.
- Ending balances are not presented using the classifications defined in GAAP.

#### A. Fund Accounting

#### General Fund

The accounts of MACECOM are organized within a single governmental fund type, a General Fund, which accounts for all financial resources of the agency. This fund is accounted for with a set of single-entry accounts that comprises its cash, revenues and expenditures, as appropriate.

#### B. Basis of Accounting and Measurement Focus

Financial statements are prepared using the cash basis of accounting and measurement focus. Revenues are recognized when cash is received and expenditures are recognized when paid.

#### C. Budgets

MACECOM adopts an annual appropriated budget for its general fund. This budget is appropriated at the fund level. The budget constitutes the legal authority for expenditures at that level. Annual appropriation for this fund lapses at the fiscal year end.

The annual appropriated budget is adopted on the same basis of accounting as used for financial reporting.

The appropriated and actual expenditures for the legally adopted budget is as follows:

Fund/Department	Final Appropriated Amounts	Actual Expenses	Variance
001 - General Fund	1,770,958	1,691,652	79,306

Budgeted amounts are authorized to be transferred between departments within any fund/object classes within departments; however, any revisions that alter the total expenditures of a fund, or that affect the number of authorized employee positions, salary ranges, hours, or other conditions of employment must be approved by MACECOM's legislative body. The legislative board must approve any revisions that alter the total expenditures of the fund. All use of .1 monies must be approved by the legislative board.

#### D. Cash and Investments

See Note 3, Deposits.

#### E. Capital Assets

Capital assets and inventory are recorded as capital expenditures when purchased.

#### F. Compensated Absences

Vacation leave may be accumulated up to 60 days and is payable upon separation or retirement.

Sick leave may be accumulated up to 960 hours. Upon separation or retirement employees do receive partial payment for unused sick leave. The employee may redeem twenty-five percent (25%) of any accumulated sick days over a minimum of sixty (60) days to a maximum of one hundred twenty (120) days.

#### G. Other Financing Sources or Uses

The government's Other Financing Sources or Uses consist of interfund transfers.

#### H. Risk Management

MACECOM maintains insurance against most normal hazards. On January 1, 2012 when MACECOM separated from contracting with the City of Shelton for its employees, MACECOM has covered its employees.

MACECOM is a member of the Washington Cities Insurance Authority (WCIA).

Utilizing Chapter 48.62 RCW (Self-insurance regulation) and Chapter 39.34 RCW (Interlocal Cooperation Act), nine cities originally formed WCIA on January 1, 1981. WCIA was created for the purpose of providing a pooling mechanism for jointly purchasing insurance, jointly self-insuring, and / or jointly contracting for risk management services. WCIA has a total of 162 members.

New members initially contract for a three-year term, and thereafter automatically renew on an annual basis. A one-year withdrawal notice is required before membership can be terminated. Termination does not relieve a former member from its unresolved loss history incurred during membership.

Liability coverage is written on an occurrence basis, without deductibles. Coverage includes general, automobile, public officials' errors or omissions, stop gap, and employee benefits liability. Limits are \$4 million per occurrence self-insured layer, and \$16 million per occurrence in the re-insured excess layer. The excess layer is insured by the purchase of reinsurance and insurance and is subject to aggregate limits. Total limits are \$20 million per occurrence subject to aggregate sub limits in the excess layers. The Board of Directors determines the limits and terms of coverage annually.

Insurance coverage for property, automobile physical damage, fidelity, inland marine, and boiler and machinery are purchased on a group basis. Various deductibles apply by type of coverage. Property insurance and auto physical damage are self-funded from the members' deductible to \$750,000, for all perils other than flood and earthquake, and insured above that amount by the purchase of insurance.

In-house services include risk management consultation, loss control field services, claims and litigation administration, and loss analyses. WCIA contracts for the claims investigation consultants for personnel issues and land use problems, insurance brokerage, and lobbyist services.

WCIA is fully funded by its members, who make annual assessments on a prospectively rated bases, as determined by an outside, independent actuary. The assessment covers loss, loss adjustment, and administrative expenses. As outlined in the interlocal, WCIA retains the right to additionally assess the membership for any funding shortfall.

An investment committee, using investment brokers, produces additional revenue by investment of WCIA's assets in financial instruments which comply with all state guide lines.

A Board of Directors governs WCIA, which is comprised of one designated representative from each member. The Board elects an Executive Committee and appoints a Treasurer to provide general policy direction for the organization. The WCIA Executive Director reports to the Executive Committee and is responsible for conducting the day to day operations of WCIA.

#### Note 1 - Emergency Communication Tax

The state of Washington acts as an agent to collect Emergency Communication Tax in the county for all taxing authorities. Collections are distributed by the county treasurer after the end of each month.

Communication tax revenues are recognized when cash is received by MACECOM.

#### Note 2 - Debt serviced requirements

The accompanying Schedule of Liabilities (09) provides more details of the outstanding debt and liabilities of MACECOM and summarizes MACECOM'S debt transactions for year ended December 31, 2014.

The compensated absences in the accompanying Schedule 9 include 1.45% additional estimated taxes.

#### Note 3 - Deposits

During 2014, it was the agency's policy that all temporary cash surpluses were in the custody of the Mason County Treasurer. At December 31, 2014, the Treasurer was holding \$585,066.89 of temporary cash surpluses. The agency had a payroll clearing account in the amount of \$36,141.30 at KeyBank for payroll and taxes payable January 2, 2015. The agency also had a petty cash account in the amount of \$4,962.46 at KeyBank per resolution. These amounts are included in the cash shown on the statement of fund resources and uses arising from cash transactions.

All deposits are covered by the Federal Deposit Insurance Corporation or the Washington Public Deposit Protection Commission.

#### Note 4 - Pension Plans

Substantially all MACECOM's full-time employees participate in PERS 2 & 3 administered by the Washington State Department of Retirement Systems, under cost-sharing multiple-employer public employee defined benefit and defined contribution retirement plans. Actuarial information is on a system-wide basis and is not considered pertinent to MACECOM's financial statements. Contributions to the systems by both employee and employer are based upon gross wages covered by plan benefits.

Historical trend or other information regarding each plan is presented in the Washington State Department of Retirement Systems annual financial report. A copy of this report may be obtained by writing to:

Department of Retirement Systems Communications Unit PO Box 48380 Olympia, WA 98504-8380

#### Note 5 - Health & Welfare

MACECOM is a member of the Association of Washington Cities Employee Benefit Trust Health Care Program (AWC Trust HCP). Chapter 48.62 RCW provides that two or more local government entities may, by Interlocal agreement under Chapter 39.34 RCW, form together or join a pool or organization for the joint purchasing of insurance, and/or joint self-insurance, to the same extent that they may individually purchase insurance, or self-insure.

An agreement to form a pooling arrangement was made pursuant to the provisions of Chapter 39.34 RCW, the Interlocal Cooperation Act. The AWC Trust HCP was formed on January 1, 2014 when participating cities, towns, and non-city entities of the AWC Employee Benefit Trust in the State of Washington joined together by signing an Interlocal Governmental Agreement to jointly self-insure certain health benefit plans and programs for participating employees, their covered dependents and other beneficiaries through a designated account within the Trust.

As of December 31, 2014, 263 cities/towns/non-city entities participate in the AWC Trust HCP. The AWC Trust HCP allows members to establish a program of joint insurance and provides health and welfare services to all participating members. The AWC Trust HCP pools claims without regard to individual member experience. The pool is actuarially rated each year with the assumption of projected claims run-out for all current members. The AWC Trust HCP includes medical insurance through Regence BlueShield and Asuris Northwest Health, dental insurance through Delta Dental of Washington, and vision insurance through Vision Service Plan. Eligible members are cities and towns within the state of Washington. Non-City Entities (public agency, public corporation, intergovernmental agency, or political subdivision within the state of Washington) are eligible to apply for coverage into the AWC Trust HCP, submitting application to the Board of Trustees for review as required in the Trust Agreement. Participating employers pay monthly premiums to the AWC Trust HCP. The AWC Trust HCP is responsible for payment of all covered claims. The AWC Trust HCP purchases stop loss insurance for Regence/Asuris plans at an Individual Stop Loss (ISL) of \$1.5 million through Life Map, and Group Health ISL at \$750,000 through Sun Life. The aggregate policy is for 200% of expected medical claims. Participating employers contract to remain in the AWC HCP for a minimum of three years. Participating employers with over 250 employees must provide written notice of termination of all coverage a minimum of 12 months in advance of the termination date, and participating employers with under 250 employees must provide written notice of termination of all coverage a minimum of 6 months in advance of termination date. When all coverage is being terminated, termination will only occur on December 31. Participating employers terminating a group or line of coverage must notify the HCP a minimum of 60 days prior to termination. A participating employer's termination will not obligate that member to past debts, or further contributions to the HCP. Similarly, the terminating member forfeits all rights and interest to the HCP Account.

The operations of the Health Care Program are managed by the Board of Trustees or its delegates. The Board of Trustees is comprised of four regionally elected officials from Trust member cities or towns, the Employee Benefit Advisory Committee Chair and Vice Chair, and the AWC Board of Directors President and Vice President. The Trustees or its appointed delegates review and analyze Health Care Program related matters and make operational decisions regarding premium contributions, reserves, plan options and benefits in compliance with Chapter 48.62 RCW. The Board of Trustees has decision authority consistent with the Trust Agreement, Health Care Program policies, Chapter 48.62 RCW and Chapter 200-110-WAC.

The accounting records of the Trust HCP are maintained in accordance with methods prescribed by the State Auditor's office under the authority of Chapter 43.09 RCW. The Trust HCP also follows applicable accounting standards established by the Governmental Accounting Standards Board ("GASB"). Year-end

financial reporting is done on an accrual basis and submitted to the Office of the State Auditor as required by Chapter 200-110 WAC. The audit report for the AWC Trust HCP is available from the Washington State Auditor's office.

### Note 6 - Other Disclosures

There have been no material violations of finance-related legal or contractual provisions.

There have been no expenditures exceeding legal appropriations in MACECOM.

## **Mason County Emergency Communications Center**

Schedule 01

For the year ended December 31, 2014

MCAC	G Fund	# Fund Name	BARS Account	BARS Name A	mount
2951	001	General Fund	3088000	Unreserved Fund Balance (GAAP)/Unreserved Cash and Investments (Cash Basis)	\$480,981
2951	001	General Fund	3340184	State Direct/Indirect Grant from Military Department	\$32,230
2951	001	General Fund	3340690	State Direct/Indirect Grant from Other State Agencies	\$20,095
2951	001	General Fund	3371600	Local Grants, Entitlements and Other Payments	\$526,150
2951	001	General Fund	3376300	Local Grants, Entitlements and Other Payments	\$132,585
2951	001	General Fund	3376400	Local Grants, Entitlements and Other Payments	\$365,927
2951	001	General Fund	3376401	Local Grants, Entitlements and Other Payments	\$26,274
2951	001	General Fund	3376500	Local Grants, Entitlements and Other Payments	\$39,849
2951	001	General Fund	3418100	Data/Word Processing, Printing, Duplicating and IT Services	\$236
2951	001	General Fund	3428000	Dispatch Services	\$658,015
2951	001	General Fund	3428000	Dispatch Services	\$35,750
2951	001	General Fund	3614000	Other Interest	\$111
2951	001	General Fund	3888000	Prior Period(s) Adjustment(s)	\$368
2951	001	General Fund	5287010	Dispatch Services	\$353,236
2951	001	General Fund	5287010	Dispatch Services	\$31,680
2951	001	General Fund	5287020	Dispatch Services	\$33,907
2951	001	General Fund	5287020	Dispatch Services	\$78,697
2	001	General Fund	5287020	Dispatch Services	\$944
2951	001	General Fund	5287020	Dispatch Services	\$5,499

MCAG	Fund -	# Fund Name	BARS Account	BARS Name Amo	unt
	001	General Fund	5287020	Dispatch Services	\$428
2951	001	General Fund	5287030	Dispatch Services	\$
2951	001	General Fund	5287030	Dispatch Services	\$2,404
2951	001	General Fund	52870 <del>4</del> 0	Dispatch Services	\$23,744
2951 2951	001	General Fund	5287040	Dispatch Services	\$518
2951	001	General Fund	5287040	Dispatch Services	\$9,271
2951	001	General Fund	5287040	Dispatch Services	\$26
2951	001	General Fund	5287040	Dispatch Services	\$9,170
2951	001	General Fund	5287040	Dispatch Services	\$3,559
2951	001	General Fund	5287040	Dispatch Services	\$16,209
2951	001	General Fund	5288010	Dispatch Services	\$581,643
2951	001	General Fund	5288010	Dispatch Services	\$59,985
2951	001	General Fund	5288010	Dispatch Services	\$10,681
2951	001	General Fund	5288020	Dispatch Services	\$54,327
2951	001	General Fund	5288020	Dispatch Services	\$204,426
2951	001	General Fund	5288020	Dispatch Services	\$1,948
2951	001	General Fund	5288020	Dispatch Services	\$9,835
2951	001	General Fund	5288020	Dispatch Services	
2951	001	General Fund	5288030	Dispatch Services	\$12,065
2951	001	General Fund	5288030	Dispatch Services	- \$14,301
2951	001	General Fund	5288040	Dispatch Services	\$18,182
2951	001	General Fund	5288040	Dispatch Services	\$2,163
2951	001	General Fund	5288040	Dispatch Services	\$25,912
2951	001	General Fund	5288040	Dispatch Services	\$481
2951	001	General Fund	5288040	Dispatch Services	\$67,900
2951	001	General Fund	5288040	Dispatch Services	\$14,213
2951	001	General Fund	5288040	Dispatch Services	\$25
2951	001	General Fund	5288040	Dispatch Services	\$11,301
2951	001	General Fund	5288040	Dispatch Services	\$4,778
2951	001	General Fund	5288040	Dispatch Services	\$22,405
2951	001	General Fund	5288050	Dispatch Services	\$2,227
2951	001	General Fund	5890000	Other Nonexpenditures	(\$2,967)

MCAG Fui	nd # Fund Name	BARS Account	BARS Name Amount	
2951 001	General Fund	5088000	Unreserved Fund Balance (GAAP)/Unreserved Cash and Investments (Cash Basis)	\$626,918

### **MACECOM**

MCAG#: 2951

SCHEDULE 01 REVENUES

Detail of Revenues & Other Sources For Year Ending: December 31, 2014

#### 001 General Fund

BAS EL OB I	LA	
308 80 00 00 308 80 00 02 308 80 00 03	Estimated Beginning Balance	356,770.42 49,685.00 74,526.00
308.00	TOTAL BEGINNING NET CASH & INVESTMENTS	480,981.42
334 01 84 00 334 06 90 00		32,230.26 20,094.50
334.00	TOTAL STATE GRANTS	52,324.76
337 16 00 00 337 63 00 00 337 64 00 00 337 64 01 00 337 65 00 00	Emergency Communication Tax Enhanced 911 - Land Acc. Line Enhanced 911 - Wireless Acc. Line Enhanced 911 - Wireless Pre-paid Enhanced 911 - VOIP	526,149.56 132,584.76 365,926.87 26,274.40 39,848.89
337.00	TOTAL INTERLOCAL GRANTS, ENTITLEMENTS, IMPACT PAYM	1,090,784.48
330.00	TOTAL	1,143,109.24
341 81 00 00	Word Processing, Printing & Dup	236.40
341.00	TOTAL GENERAL GOVERNMENT	236.40
342 80 00 00 342 80 10 00	User Fees Contracted User Fees	658,014.74 35,750.00
342.00	TOTAL PUBLIC SAFETY	693,764.74
340.00	TOTAL	694,001.14
361 40 00 00	Enhanced 911 Interest	111.04
361.00	TOTAL INTEREST AND OTHER EARNINGS	111.04
360.00	TOTAL	111.04
388 80 00 00	Prior Year(s) Corrections	368.00
388.00	TOTAL PRIOR PERIOD(S) ADJUSTMENT(S)	368.00
380.00	TOTAL	368.00
300.00	TOTAL RESOURCES	2,318,570.84

### **MACECOM**

MCAG#: 2951

SCHEDULE 01 EXPENDITURE

Detail of Expenditures & Other Uses For Year Ending: December 31, 2014

#### 001 General Fund

BASE	$oldsymbol{L}$	
528.70		
	10 Salaries & Wages 20 Personnel Benefits 31 Office & Operating Supplies 35 Small Tools And Minor Equipment 41 Professional Services	384,916.15 119,475.05 5,678.50 2,404.07 23,744.16
	42 Communications 43 Travel 47 Utility Services 48 Repairs & Maintenance	25,744.10 517.72 9,270.86 25.57 9,169.92
528.80	49 Miscellaneous	19,767.31
	10 Salaries & Wages 20 Personnel Benefits 31 Office & Operating Supplies 35 Small Tools And Minor Equipment 41 Professional Services 42 Communications 43 Travel 45 Operating Rentals & Leases 46 Insurance 47 Utility Services 48 Repairs & Maintenance 49 Miscellaneous 51 Intergovernmental Professional Services 528.00 TOTAL DISPATCH SERVICES	652,309.14 271,384.27 12,065.22 14,301.17 20,345.14 25,912.49 481.47 67,900.24 14,213.36 25.45 11,301.38 27,183.32 2,227.36
		1,694,619.32
<b>500</b> 00	520.00	1,694,619.32
589.00	Non Expenditures 00	-2,966.78
	589.00 TOTAL OTHER NON-EXPENDITURES	-2,966.78
	580.00	-2,966.78
	500.00 TOTAL EXPENDITURES AND OTHER FINANCING USES	1,691,652.54
	508.80.00 Unreserved 508.10.00 Reserved	626,918.30 0.00

Mason County Emergency Communications Center Schedule of Liabilities For the Year Ended December 31, 2014

Ending Balance	Somma 6	49,564	49,564	49 564
Reductions		3,641	3,641	3.641
Additions		1	t	
Beginning Balance		53,205	53,205	53,205
Due Date			Total General Obligations:	Total Liabilities:
Description	bligations	Compensated Absences - Gov	Ţ	
ID. No.	General Obligations	259.11		