

1. Budgeting, fund balances for the purpose of enhancing reserve accounts may be budgeted during the fall budget process.
2. Budget surpluses, funds that are remaining after all expenses are paid may be transferred by resolution to any of the legally established reserve accounts.
3. Funds due to the sale of property or from gifts or donations may be assigned to the reserve accounts by resolution of the Board of Fire Commissioners otherwise they will be deposited in the general fund and assigned to a particular line item account.
4. Contingency line items, an amount not to exceed 10% of operating expenditures may be assigned to a line item, which is neither appropriated or assigned to cover the cost of necessary operational expenses which may increase during the fiscal year without notice or economic uncertainties.
 - a. Contingency funds can also be considered as funds carried over from a previous fiscal year to fund fire district expenditures until tax revenues are deposited in a subsequent fiscal year.
 - b. The Stillwater Fire District shall consider contingency fund carry over to include sufficient funds for expenditures for the first two months (normally January and February) of the subsequent fiscal year.
5. All fund balances shall be properly noted as such in the monthly treasurers report and on the annual budget submission. Each "Reserve" account shall be noted by its title and the amount within each reserve account shall be prominently displayed on both the monthly treasurer's report and the budget submission documents. Contingency funds or unappropriated, unreserved or also known as contingency funds shall be noted as a separate line item on the district's profit and loss budget report and shall show budgeted amount vs. actual in each report.

By Order of Board of Fire Commissioners – Stillwater Fire District

Chairman Board of Fire Commissioners