

**RESOLUTION No. 2023-005**

**A RESOLUTION OF THE UPPER CAPTIVA FIRE PROTECTION & RESCUE SERVICE DISTRICT OF LEE COUNTY, FLORIDA, ADOPTING BUDGET AMENDMENT #2023-1, AND ESTABLISHING AN EFFECTIVE DATE.**

**WHEREAS**, the UPPER CAPTIVA FIRE PROTECTION & RESCUE SERVICE DISTRICT of LEE County, Florida, has adopted a Budget for Fiscal Year 2022-2023; and

**WHEREAS**, the UPPER CAPTIVA FIRE PROTECTION & RESCUE SERVICE DISTRICT desires to reallocate expenditure line-items based on actual year-to-date expenditures for the General Fund and the Special Assessment Fund.

**NOW, THEREFORE, BE IT RESOLVED** by the UPPER CAPTIVA FIRE PROTECTION & RESCUE SERVICE DISTRICT of LEE County, Florida, that:

1. Budget Amendment 2023-1, which is attached hereto and incorporated herein by this reference, is hereby ADOPTED.
2. This Resolution will take effect immediately upon its adoption.

THE FOREGOING RESOLUTION WAS OFFERED BY COMMISSIONER Fry WHO MOVED THE RESOLUTION'S ADOPTION. THE MOTION WAS SECONDED BY COMMISSIONER Hammond AND, UPON BEING PUT TO A VOTE, THE VOTE WAS AS FOLLOWS:

Commissioner Duncan Rosen  
Commissioner Van Hammond  
Commissioner Bill Fry  
Commissioner Mike Filipczak  
Commissioner Bill Byrnes

YES  
YES  
YES  
YES  
YES

**PASSED AND ADOPTED IN OPEN AND REGULAR SESSION OF THE FIRE BOARD OF UPPER CAPTIVA FIRE PROTECTION AND RESCUE SERVICE DISTRICT, FLORIDA THIS 2d DAY of SEPTEMBER 2023.**

UPPER CAPTIVA FIRE PROTECTION AND  
RESCUE SERVICE DISTRICT

Chairman

Attest:

J. Van Ham

[Signature]

# UPPER CAPTIVA FIRE & RESCUE DISTRICT

## BUDGET AMENDMENT

FISCAL YEAR	2023
BA #	2023-1

**GENERAL FUND**

G.L. Account #	G.L. Account Description	Amount Prior to BA	Revenue Increase (Decrease)	Expenditure Increase (Decrease)	Amount After BA
0-361-351	BEGINNING FUND BALANCE	\$368,242	\$98,101		\$466,343
0-522-400	TRAVEL & PER DIEM (Peters)			\$660	
0-522-400	TRAVEL & PER DIEM (Callen)	\$8,250		\$654	\$10,068
0-522-400	TRAVEL & PER DIEM (Smith)			\$504	
0-522-528	PERSONNEL PROTECTIVE EQUIPMENT		\$14,000		
0-522-620	BUILDING IMPROVEMENTS (Gravel Spreading)	\$0		\$3,240	\$8,240
0-522-620	BUILDING IMPROVEMENTS (Painting)			\$5,000	
0-522-460	REPAIR & MAINTENANCE (ESO Patient S/W)	\$39,310		(\$510)	\$38,800
0-522.500	LICENSES & FEES (Firehouse S/W)	\$2,900		(\$2,500)	\$400
0-522-510	OFFICE SUPPLIES (QuickBooks Upgrade S/W)	\$2,100		(\$600)	\$600
0-522-510	OFFICE SUPPLIES (MS Office Upgrade S/W)			(\$300)	
0-522-510	OFFICE SUPPLIES (ADA Compliance S/W)			(\$500)	
0-522-510	OFFICE SUPPLIES (Microsoft 365 S/W)			(\$100)	
0-522-540	BOOKS, SUBSCRIPT & MEMBERSHIPS (QB S/W)	\$2,460		(\$400)	\$1,260
0-522-540	BOOKS, SUBSCRIPT & MEMBERSHIPS (QB Payroll S/W)			(\$650)	
0-522-540	BOOKS, SUBSCRIPT & MEMBERSHIPS (Zoom S/W)			(\$150)	
0-522-550	TRAINING & EDUCATION (MES Target Solutions S/W)	\$5,750		(\$2,750)	\$3,000
0-522-541	STATION SOFTWARE (S/W)	\$0		\$8,460	\$8,460
0-522.90	COMMITTED FOR RESERVES-ENDING	\$200,000		(\$200,000)	\$0
0-522.97	COMMITTED FOR DEBT SERVICE RESERVE	\$22,675		(\$22,675)	\$0
0-522.98	COMMITTED FOR EQUIP REPLACE RESERVE	\$28,000		(\$28,000)	\$0
0-522.9	UNRESTRICTED FUND BALANCE-ENDING	\$145,153		\$315,718	\$460,871
TOTALS:			\$98,101	\$98,101	

**Description of Amendment:**

For the GENERAL FUND, to appropriate Fiscal Year 2023 amended expenditures to correct the failure of the prior Treasurer and Board to include funding the New Garage, as well as increases in Beginning Fund Balance (based on Tentative FY22 Audit results for Ending Balance), eliminating Committed Reserves for Contingency (\$200,000), Committed Reserves for Debt Service (\$22,675), Committed for Equipment (\$28,000) Replacement, leaving a **\$315,718 INCREASE** in Unrestricted Reserves (a net increase in overall reserves from **\$395,828** to **\$460,871** or a **\$65,043 increase**). This consolidates software (S/W) expenditures among many different cost accounts into a new Station Automation cost account. And lastly, this BA documents specific expenditures approved by this Board from Mar 2023 - Aug 2023 for chief candidate travel and PPE to replace IAN damaged items.

2-Sep-23	Bill Fry	2023-005	02-Sep-23
Date	Prepared By	Approved By Resolution #	Date

**UPPER CAPTIVA FIRE & RESCUE DISTRICT**  
**BUDGET AMENDMENT**

FISCAL YEAR

2023

BA #

2023-1

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**SPECIAL ASSESSMENT FUND**

G.L. Account #	G.L. Account Description	Amount Prior to BA	Revenue Increase (Decrease)	Expenditure Increase (Decrease)	Amount After BA
1-361-351	BEGINNING FUND BALANCE	\$45,845	\$29,677		\$75,522
1-522.99	RESTRICTED FUND BALANCE-ENDING	\$42,884		\$29,677	\$72,561
TOTALS:			\$29,677	\$29,677	

Description of Transaction:

For the SPECIAL ASSESSMENT FUND, to appropriate Fiscal Year 2023 amended expenditures to increase the Beginning Fund Balance (based on Tentative FY22 Audit results for Ending Balance).

2-Sep-23	Bill Fry	2023-005	02-Sep-23
Date	Prepared By	Approved By Resolution #	Date