*Newtown Volunteer Ambulance Association, Inc.*

**Newtown Volunteer Ambulance Association, Inc.**
**Newtown, CT 06470**

**THESE MEETING MINUTES ARE SUBJECT TO APPROVAL BY THE BOARD OF TRUSTEES**

**Meeting Minutes of December 8, 2020**

The Board of Trustees of the Newtown Volunteer Ambulance Association held their regular meeting virtually on Tuesday, December 8, 2020.

**Present**: Malcolm McLachlan (President), Harry Waterbury (Treasurer), Chief Liz Cain, Dana Demand (Vice President), John Kortze (Vice President), Patrick Simms and Nancy McLachlan.
**Absent:** Pat Llodra (Secretary) and Dr. Robert Soltis.
**Staff Present:** Maureen Crick Owen (NVAA Office Administrator).

**Call to Order:** The NVAA Board of Trustee's meeting was called to order at 7:35 p.m. by Mr. McLachlan.

**Public Participation:** None.

**Treasurer's report**

1. **Merrill Lynch, Stifel and checking**
2. **Financial Report**
3. **Acceptance of Treasurer's report**

Mr. Waterbury referred to the November reports that were previously distributed to the board. He said that the principal balance of the mortgage was $796,826 and that since the inception of the mortgage in 2014 they had reduced it by $953,000. He said the Stifel account is up by $38,000 from the number reported at the November meeting. He discussed the ambulance recovery and the process the accountant goes through at fiscal yearend because NVAA is on an accrual basis. Mrs. McLachlan made a motion to approve the Treasurer's report. The motion was seconded by Mr. Simms and unanimously approved.

**Acceptance of minutes from meeting held on November 10, 2020:**
A motion was made by Mr. Simms to accept the minutes of the November 10, 2020 meeting and seconded by Mr. Waterbury. The motion was unanimously approved.

**Chief's Report:**
Chief Cain said the Corps was very pleased with their holiday gifts and thanked the Association. She spoke about the HDMI cables not being properly wired when originally installed for the projector. She has someone that will do the work at a cost of about $1,400. She said the current EMT class ends 12/22 and the new EMT class will begin mid-January. She is hopeful to get a few new EMTs from the current class. Mr. Simms asked if there was anything the Association could do with regard to the surge. She said they were holding their own but would let them know if there was something they could do.

**President's Report:** None.

**Old Business:**
1. Collection/Accounts Receivable – Mr. McLachlan reported that as of 12.01.2020 the amount of $122,327.98 had been transferred to collections which process began in September 2020. To date they have collected $2,537.63. CAG is catching up and they should be through the 2019 account by the end of this month.
2. Painting – Mr. McLachlan stated that originally the painting of the interior of the building was to begin in December. However, the contractor asked if he could start in early January due to other commitments he had that needed to be accomplished by the holiday.
3. 2021 Meeting Calendar – Mr. Simms made a motion to approve the 2021 meeting calendar as presented. The motion was seconded by Mr. Demand and unanimously approved.

**New Business:** None

**Communications/Announcements:** None.

**Executive Session**: (a) Corps benefits and (b) scholarships
At 7:55 p.m., Mr. Simms made a motion to go into executive session to discuss Corps benefits and scholarships. The motion was seconded by Mr. Waterbury and passed unanimously.

They came out of executive session at 8:26 p.m. Mr. Kortze made a motion to approve scholarships for the three recipients as discussed. Mr. Waterbury seconded the motion and passed unanimously.

**Adjournment**: Mr. Waterbury made a motion, seconded by Mr. Simms to adjourn the meeting at 8:28 p.m. The motion passed unanimously.

Respectfully submitted,

Nancy McLachlan, Acting Secretary
Newtown Volunteer Ambulance Association Inc.

8:53 AM
12/05/20
Accrual Basis

# NEWTOWN VOL. AMBULANCE
## Balance Sheet
### As of November 30, 2020

| | Nov 30, 20 |
|---|---|
| **ASSETS** | |
| Current Assets | |
| Checking/Savings | 223,760.38 |
| Other Current Assets | 1,575,190.30 |
| Total Current Assets | 1,798,950.68 |
| Fixed Assets | 6,149,915.97 |
| Other Assets | |
| 1800 ACCUM DEPR | -1,758,668.43 |
| Total Other Assets | -1,758,668.43 |
| **TOTAL ASSETS** | **6,190,198.22** |
| **LIABILITIES & EQUITY** | |
| Liabilities | |
| Current Liabilities | |
| Other Current Liabilities | |
| 2001 AUDITOR ACCTS PAY | 2,250.00 |
| 2600 Commercial Loan NSB | 881,409.96 |
| Total Other Current Liabilities | 883,659.96 |
| Total Current Liabilities | 883,659.96 |
| Total Liabilities | 883,659.96 |
| Equity | |
| 2998 PERM RESTIRCTED NET ASSET | 95,757.19 |
| 2999 UNRESTRICTED NET ASSETS | 5,093,242.15 |
| Net Income | 117,538.92 |
| Total Equity | 5,306,538.26 |
| **TOTAL LIABILITIES & EQUITY** | **6,190,198.22** |

| CASH ON HAND at 12/6/20 | |
|---|---|
| NSB MAIN CHECKING | 73,192 |
| NSB CORPS PETTY | 939 |
| NSB MONEY MARKET | 165,153 |
| Stifel 4803 Prestige @ 11/30/20 | 227,160 |
| Stifel 4728 Horizon @ 11/30/20 | 305,013 |
| Stifel 7063 Bahl & Gaynor 11/30/20 | 333,506 |
| Stifel 2223 Cinn Managed @ 11/30/20 | 275,674 |

5:04 PM
12/04/20
Accrual Basis

# NEWTOWN VOL. AMBULANCE
## Profit & Loss Budget Performance (PRELIMINARY)
November 2020

| | Nov 2020 | FYTD Oct - Nov 2020 | FYTD Budget | $ Variance | % of Budget Attained | Last FYTD Octo-Nov 2019 | Annual Budget | |
|---|---|---|---|---|---|---|---|---|
| **Income** | | | | | | | | |
| 3000 FUND DRIVE | 1,422.22 | 43,331.45 | 35,370.91 | 7,960.54 | 122.51% | 41,139.47 | 55,000.00 | |
| 3100 DONATIONS | 201.60 | 264.06 | 417.00 | -152.94 | 63.32% | 262.98 | 2,500.00 | |
| 3300 GRANTS | 0.00 | 40,000.00 | 40,000.00 | 0.00 | 100.0% | 1,000.00 | 40,000.00 | |
| 3350 Income EMT Classes | 1,635.00 | 1,635.00 | 0.00 | 1,635.00 | 100.0% | 1,000.00 | 15,500.00 | |
| 3601 OTHER INCOME | 0.00 | 0.00 | 0.00 | 0.00 | 0.0% | | 0.00 | |
| 3700 Ambulance Revenue Recovery | 101,848.25 | 122,598.99 | 87,585.13 | 35,013.86 | 139.98% | 89,995.74 | 840,000.00 | |
| Total Income | 105,107.07 | 207,829.50 | 163,373.04 | 44,456.46 | 127.21% | 133,498.19 | 953,000.00 | |
| **Expense** | | | | | | | | |
| 4000 ACCOUNTING/Auditor | | | | | | | | |
| 4001 Bookkeeping | 2,004.50 | 4,004.50 | 3,900.00 | 104.50 | 102.68% | 2,413.00 | 13,500.00 | |
| 4000 ACCOUNTING/Auditor - Other | 0.00 | 0.00 | 0.00 | 0.00 | 0.0% | - | 9,000.00 | |
| Total 4000 ACCOUNTING/Auditor | 2,004.50 | 4,004.50 | 3,900.00 | 104.50 | 102.68% | 2,413.00 | 22,500.00 | |
| 4100 ADVERTISING | 1,169.50 | 0.00 | 500.00 | -500.00 | 0.0% | - | 3,000.00 | Last FYE Auditor AJE |
| 4300 AMBULANCE | | | | | | | | |
| 4301 MAINTENANCE & REPAIR | 1,280.84 | 1,280.84 | 3,667.00 | -2,386.16 | 34.93% | 3,785.89 | 22,000.00 | |
| 4303 Equipment Repairs | 0.00 | 0.00 | 834.00 | -834.00 | 0.0% | - | 5,000.00 | |
| 4303A Equip Service Contracts | 0.00 | 0.00 | 0.00 | 0.00 | 0.0% | - | 3,673.00 | |
| 4300 AMBULANCE - Other | 0.00 | 0.00 | 0.00 | 0.00 | 0.0% | - | 0.00 | |
| Total 4300 AMBULANCE | 1,280.84 | 1,280.84 | 4,501.00 | -3,220.16 | 28.46% | 3,785.89 | 30,673.00 | |
| 5000 BANK CHARGES | 180.18 | 447.36 | 234.00 | 213.36 | 191.18% | 76.77 | 1,400.00 | |
| 5500 COMMUNICATIONS | 165.00 | 165.00 | 500.00 | -335.00 | 33.0% | 269.18 | 3,000.00 | |
| 5700 TRAINING MEMBERS | 0.00 | 0.00 | 1,261.00 | -1,261.00 | 0.0% | 693.00 | 7,700.00 | |
| 5750 TRAINING OTHER | 0.00 | 0.00 | 90.00 | -90.00 | 0.0% | 125.00 | 1,000.00 | |
| 5770 TRAINING COMMUNITY | 1,416.24 | 1,506.24 | 2,900.00 | -1,393.76 | 51.94% | 3,364.50 | 15,000.00 | |

# NEWTOWN VOL. AMBULANCE
## Profit & Loss Budget Performance (PRELIMINARY)
### November 2020

| | Nov 2020 | FYTD Oct - Nov 2020 | FYTD Budget | $ Variance | % of Budget Attained | Last FYTD Octo-Nov 2019 | Annual Budget |
|---|---|---|---|---|---|---|---|
| 5790 UNIFORMS | 0.00 | 0.00 | 455.00 | -455.00 | 0.0% | 180.99 | 5,000.00 |
| 5800 CORPS BENEFIT | 1,877.29 | 2,434.60 | 10,089.00 | -7,654.40 | 24.13% | 3,051.37 | 39,400.00 |
| 6000 HEALTH & WELLNESS | 0.00 | 0.00 | 1,500.00 | -1,500.00 | 0.0% | - | 3,000.00 |
| 7000 INSURANCE | 12,260.00 | 12,260.00 | 0.00 | 12,260.00 | 100.0% | 2,019.00 | 53,000.00 timing |
| 7100 LICENSE & REG | 98.00 | 98.00 | 0.00 | 98.00 | 100.0% | 87.40 | 600.00 |
| 7200 MEDICAL SUPPLIES | 2,094.15 | 2,523.39 | 5,000.00 | -2,476.61 | 50.47% | 2,318.48 | 30,000.00 |
| 7300 Office Expense & Supplies | 960.54 | 1,355.67 | 882.00 | 473.67 | 153.7% | 815.82 | 5,900.00 |
| 7500 6 WASHINGTON Maint/Costs | | | | | | | |
| 7501 CommonCharge Town (semi) | 0.00 | 0.00 | 0.00 | 0.00 | 0.0% | - | 6,100.00 |
| 7503 CLEANING | 1,250.00 | 1,250.00 | 2,930.00 | -1,680.00 | 42.66% | 8,045.75 | 17,600.00 |
| 7505 Maintenence Contracts | 4,725.65 | 6,638.07 | 4,333.00 | 2,305.07 | 153.2% | 273.16 | 30,125.00 |
| 7509 Misc Building Costs& Exp | 1,982.35 | 7,407.35 | 9,166.00 | -1,758.65 | 80.81% | 812.95 | 55,000.00 |
| 7510 GARBAGE | 86.00 | 86.00 | 182.00 | -96.00 | 47.25% | 86.00 | 1,100.00 |
| 7700 UTILITIES | | | | | | | |
| 7702A Electric -Washington Sq | 2,891.33 | 2,891.33 | 5,508.83 | -2,617.50 | 52.49% | 2,226.16 | 34,500.00 |
| 7703 CABLE | 306.50 | 306.50 | 566.70 | -260.20 | 54.09% | 401.74 | 3,400.00 |
| 7704A WATER/SEWER USE & TAX | 764.58 | 764.58 | 926.33 | -161.75 | 82.54% | 926.33 | 3,700.00 |
| 7706 GAS Eversou -Washington SQ | 321.86 | 321.86 | 1,013.38 | -691.52 | 31.76% | 3,254.74 | 13,000.00 |
| 7708 Telephone/Elevator | 493.48 | 493.48 | 700.00 | -206.52 | 70.5% | 686.43 | 4,200.00 |
| Total 7700 UTILITIES | 4,777.75 | 4,777.75 | 8,715.24 | -3,937.49 | 54.82% | 7,495.40 | 58,800.00 |
| Total 7500 6 WASHINGTON Maint/Costs | 12,821.75 | 20,159.17 | 25,326.24 | -5,167.07 | 79.6% | 16,713.26 | 168,725.00 |
| 7600 TECHNOLOGY | 2,123.66 | 2,123.66 | 1,306.70 | 816.96 | 162.52% | 1,311.89 | 8,550.00 |
| 7610 Landscape Main/Washington | 0.00 | 0.00 | 0.00 | 0.00 | 0.0% | - | 2,000.00 |
| 7901 Mortgage 6 Washington Sq | | | | | | | |
| 79011 Extra Principal Mortgage | 60,000.00 | 70,000.00 | 16,666.70 | 53,333.30 | 420.0% | 30,000.00 | 100,000.00 |

# NEWTOWN VOL. AMBULANCE
## Profit & Loss Budget Performance (PRELIMINARY)
November 2020

| | Nov 2020 | FYTD Oct - Nov 2020 | FYTD Budget | $ Variance | % of Budget Attained | Last FYTD Octo-Nov 2019 | Annual Budget |
|---|---|---|---|---|---|---|---|
| 7901 Mortgage 6 Washington Sq - Other | 10,224.33 | 20,448.66 | 20,500.00 | -51.34 | 99.75% | 22,507.90 | 123,000.00 |
| Total 7901 Mortgage 6 Washington Sq | 70,224.33 | 90,448.66 | 37,166.70 | 53,281.96 | 243.36% | 52,507.90 | 223,000.00 |
| 8500 FUND RAISING EXPENSE | 0.00 | 0.00 | 0.00 | 0.00 | 0.0% | - | 6,000.00 |
| 8601 Danbury Amb/WCHN back up | 0.00 | 0.00 | 0.00 | 0.00 | 0.0% | 3,200.00 | 0.00 |
| 8602 Danbury EMS back up | 0.00 | 0.00 | 2,834.00 | -2,834.00 | 0.0% | - | 17,000.00 |
| 8700 DANBURY PARAMEDIC FEE | 0.00 | 0.00 | 0.00 | 0.00 | 0.0% | - | 136,300.00 |
| 8900 Office Administrator | 2,783.50 | 5,999.50 | 5,500.00 | 499.50 | 109.08% | 4,018.50 | 23,000.00 |
| 9000 PAYROLL | 2,153.00 | 6,451.56 | 6,484.68 | -33.12 | 99.49% | 4,395.28 | 28,900.00 |
| 9100 REFUND INSURANCE PAYMENT | 0.00 | 0.00 | 500.00 | -500.00 | 0.0% | - | 3,000.00 |
| 9200 CAG ADMIN FEE | 3,683.21 | 3,683.21 | 6,834.00 | -3,150.79 | 53.9% | 3,971.74 | 41,000.00 |
| Total Expense | 117,295.69 | 154,941.36 | 117,764.32 | 37,177.04 | 131.57% | 105,318.97 | 878,648.00 |
| Other Expense | | | | | | | |
| 9700 Trustee expense | | | | | | | |
| 9701Holiday recognition | 0.00 | 0.00 | 0.00 | 0.00 | 0.0% | - | 6,000.00 |
| 9702 Stipends | 1,500.00 | 3,000.00 | 3,000.00 | 0.00 | 100.0% | 3,000.00 | 18,000.00 |
| 9703 Scholorships | 0.00 | 0.00 | 0.00 | 0.00 | 0.0% | - | 4,000.00 |
| 9704 Legal Expenses | 288.00 | 288.00 | 1,666.00 | -1,378.00 | 17.29% | 1,698.00 | 10,000.00 |
| 9705 Other Trustee Expenses | 63.50 | 63.50 | 750.00 | -686.50 | 8.47% | - | 4,500.00 |
| Total 9700 Trustee expense | 1,851.50 | 3,351.50 | 5,416.00 | -2,064.50 | 61.88% | 4,698.00 | 42,500.00 |
| Total Other Expense | 1,851.50 | 3,351.50 | 5,416.00 | -2,064.50 | 61.88% | 4,698.00 | 42,500.00 |
| **NET INCOME or (-Loss)** | **-14,040.12** | **49,536.64** | **40,192.72** | **9,343.92** | **123.25%** | **23,481.22** | **31,852.00** |
| 3501 INTEREST AND DIVIDENDS | 1,269.60 | 4,186.29 | | | | | |
| 3600 INVESTMENT GAINS | 80,878.14 | 63,815.99 | | | | | |

Capital Expenditures

# NEWTOWN VOL. AMBULANCE
## Profit & Loss Budget Performance (PRELIMINARY)
November 2020

| | Nov 2020 | FYTD Oct - Nov 2020 | FYTD Budget | $ Variance | % of Budget Attained | Last FYTD Octo-Nov 2019 | Annual Budget |
|---|---|---|---|---|---|---|---|
| 1720 BUILDING IMPROVEMENTS (LRM) | | | | | | | |
| concrete/paving in front of bays | 28,000 | | | | | | |