



*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 April 13, 2021**

The Board of Trustees of the Newtown Volunteer Ambulance Association held their regular meeting virtually on Tuesday, April 13, 2021.

Present: Malcolm McLachlan (President), Harry Waterbury (Treasurer), Dana Demand (Vice President), John Kortze (Vice President), Pat Llodra (Secretary), Patrick Simms, Nancy McLachlan and Chief Liz Cain.

Absent: 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 7:30 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 stated that the principal balance of the mortgage was now \$565,738, making reference to the recent substantial principal payment. He said that the expenses are unfavorable by 1% which is exclusive of the additional principal mortgage payments and the Corps benefit payments which were not budgeted for. He said that the ambulance recovery is favorable. Mrs. Llodra made a motion to approve the Treasurer's report. The motion was seconded by Mr. Demand and unanimously approved.

Acceptance of minutes from meeting held on March 9, 2021:

A motion was made by Mrs. Llodra to accept the minutes of the March 9, 2021 meeting and seconded by Mr. Waterbury. The motion was unanimously approved.

Chief's Report:

Chief Cain said everything was going pretty well. She said billing was going well and that Assistant Chief Ryan Horn was working hard and hoped she could return soon. She said that they had 17 calls one day last week where 15 of which were covered and 2 were

covered by mutual aid. This was accomplished in 11 hours. Mr. McLachlan commended the Corps on the great job they did covering those calls.

President's Report: Mr. McLachlan said that the revenue was over budget by about \$100,000. He said that there were issues in the past with DH and then the 200 calls that were not processed timely at the time of the employee's departure in December. He said that this has made the income a little exaggerated. He reminded the board that it takes 60-90 days to get paid once CAG bills the patient/insurance company. He said come May or June he expects ambulance recovery to be about \$80,000/month and that at the end of the fiscal year end they may be about \$100,000 over budget. He went through the process of the billing procedures and that all is working very smoothly. He mentioned that DH was not wearing NVAA uniforms. They had compromised that DH would wear a vest but DH is now wearing uniforms that say Newtown Paramedic on them.

Old Business:

1. Collection/Accounts Receivable – Mr. McLachlan said disregard all the prior information he had reported on with regards to the amounts that were sent to collection. He is now receiving reports from First Financial. To date, \$219,615 has been sent to First Financial and the net amount NVAA has collected is \$11,000 which is approximately 5%.

New Business:

1. Contracts – Mr. McLachlan said that Mrs. Crick Owen was reviewing all the contracts that NVAA had and is creating a spreadsheet with all the information. Mr. McLachlan said that while we have maintenance contracts perhaps not everyone is needed. Mrs. Crick Owen gave the example of the annual maintenance for the phone system. Mr. McLachlan said many of the systems have backup batteries and that many have been replaced. He said Mrs. Crick Owen is diary for those for replacement for future years.

2. May and future meetings – It was agreed that they would have an in-person meeting for the May 18th meeting.

Communications/Announcements: None

Adjournment: Mrs. Llodra made a motion, seconded by Mr. Demand to adjourn the meeting at 8:05 p.m. The motion passed unanimously.

Respectfully submitted,

Pat Llodra, Secretary
Newtown Volunteer Ambulance Association Inc.

NEWTOWN VOL. AMBULANCE Profit & Loss Budget Performance

March 2021

	March 2021	Oct '20 - Mar 21	YTD Budget	\$ Variance	% of Budget Attained	Last FYTD Oct '19-March '20	Annual Budget
Income							
3000 FUND DRIVE	930.00	56,823.68	49,582.00	7,241.68	114.61%	54,915.56	55,000.00
3100 DONATIONS							
3200 Events/other public suppor	0.00	0.00	0.00	0.00	0.0%	100.00	0.00
3100 DONATIONS - Other	962.96	1,496.27	1,251.00	245.27	119.61%	3,915.14	2,500.00
Total 3100 DONATIONS	962.96	1,496.27	1,251.00	245.27	119.61%	4,015.14	2,500.00
3300 GRANTS							
3301 NEWTOWN	0.00	40,000.00	40,000.00	0.00	100.0%	-	40,000.00
3302 Other	0.00	0.00	0.00	0.00	0.0%	-	0.00
Total 3300 GRANTS	0.00	40,000.00	40,000.00	0.00	100.0%	-	40,000.00
3350 Income EMT Classes	530.00	14,770.00	7,750.00	7,020.00	190.58%	15,409.50	15,500.00
3601 OTHER INCOME	0.00	0.00	0.00	0.00	0.0%	258.76	0.00
3700 Ambulance Revenue Recovery	99,400.70	494,025.21	387,976.55	106,048.66	127.33%	389,883.97	840,000.00
Total Income	101,823.66	607,115.16	486,559.55	120,555.61	124.78%	465,483.23	953,000.00
Expense							
4000 ACCOUNTING/Auditor							
4001 Bookkeeping	589.00	6,056.50	7,700.00	-1,643.50	78.66%	4,864.00	13,500.00
4000 ACCOUNTING/Auditor	0.00	9,000.00	9,000.00	0.00	100.0%	8,500.00	9,000.00
Total 4000 ACCOUNTING	589.00	15,056.50	16,700.00	-1,643.50	90.16%	13,364.00	22,500.00
4100 ADVERTISING	0.00	0.00	1,500.00	-1,500.00	0.0%	-	3,000.00
4300 AMBULANCE							
4301 MAINTENANCE & REPAIR	1,140.70	3,681.96	11,001.00	-7,319.04	33.47%	10,654.70	22,000.00
4303 Equipment Repairs	814.13	814.13	2,502.00	-1,687.87	32.54%	50.96	5,000.00
4303A Equip Service Contracts	0.00	0.00	0.00	0.00	0.0%	-	3,673.00
Total 4300 AMBULANCE	1,954.83	4,496.09	13,503.00	-9,006.91	33.3%	10,654.70	30,673.00
5000 BANK CHARGES	229.78	1,648.96	702.00	946.96	234.9%	522.35	1,400.00

NEWTOWN VOL. AMBULANCE

Profit & Loss Budget Performance

March 2021

	March 2021	Oct '20 - Mar 21	YTD Budget	\$ Variance	% of Budget Attained	Last FYTD Oct '19-March '20	Annual Budget
5500 COMMUNICATIONS	0.00	165.00	1,500.00	-1,335.00	11.0%	305.66	3,000.00
5700 TRAINING MEMBERS	92.00	366.06	5,247.00	-4,880.94	6.98%	4,224.10	7,700.00
5750 TRAINING OTHER	0.00	0.00	460.00	-460.00	0.0%	-	1,000.00
5770 TRAINING COMMUNITY	0.00	14,173.46	9,340.00	4,833.46	151.75%	11,050.28	15,000.00
5790 UNIFORMS	0.00	126.52	2,275.00	-2,148.48	5.56%	2,410.59	5,000.00
5800 CORPS BENEFIT	3,501.79	12,733.84	23,863.00	-11,129.16	53.36%	24,206.98	39,400.00
6000 HEALTH & WELLNESS	0.00	0.00	1,500.00	-1,500.00	0.0%	-	3,000.00
7000 INSURANCE	0.00	28,688.00	26,500.00	2,188.00	108.26%	29,432.00	53,000.00
7100 LICENSE & REG	20.00	118.00	600.00	-482.00	19.67%	571.40	600.00
7200 MEDICAL SUPPLIES	1,172.71	7,748.25	15,000.00	-7,251.75	51.66%	7,840.78	30,000.00
7300 Office Expense & Supplies	1,032.84	4,311.20	3,046.00	1,265.20	141.54%	2,139.66	5,900.00
7500 6 WASHINGTON Maint/Costs							
7501 CommonCharge Town (semi)	0.00	3,035.13	3,050.00	-14.87	99.51%	3,035.13	6,100.00
7503 CLEANING	1,048.00	5,704.00	8,798.00	-3,094.00	64.83%	11,995.75	17,600.00
7505 Maintenance Contracts	1,539.65	12,631.17	10,289.60	2,341.57	122.76%	5,073.95	30,125.00
7509 Misc Building Costs& Exp	1,120.42	36,263.81	27,500.00	8,763.81	131.87%	10,688.99	55,000.00
7510 GARBAGE	86.00	430.00	554.00	-124.00	77.62%	430.00	1,100.00
7700 UTILITIES							
7702A Electric -Washington Sq	0.00	10,085.91	15,286.81	-5,200.90	65.98%	11,123.82	34,500.00
7703 CABLE	306.50	1,532.50	1,700.02	-167.52	90.15%	1,563.32	3,400.00
7704A WATER/SEWER USE & TAX	0.00	1,775.71	1,852.66	-76.95	95.85%	1,852.66	3,700.00
7706 GAS Eversou -Washington SQ	3,711.69	6,487.10	8,154.09	-1,666.99	79.56%	6,770.80	13,000.00
7708 Telephone/Elevator	194.10	1,576.52	2,100.00	-523.48	75.07%	1,561.16	4,200.00
Total 7700 UTILITIES	4,212.29	21,457.74	29,093.58	-7,635.84	73.75%	22,871.76	58,800.00
Total 7500 6 WASHINGTON Maint/Costs	8,006.36	79,521.85	79,285.18	236.67	100.3%	54,095.58	168,725.00
7600 TECHNOLOGY	407.08	4,084.54	3,770.02	314.52	108.34%	6,738.84	8,550.00
7610 Landscape Main/Washington	0.00	0.00	200.00	-200.00	0.0%	200.00	2,000.00

NEWTOWN VOL. AMBULANCE Profit & Loss Budget Performance

March 2021

	March 2021	Oct '20 - Mar 21	YTD Budget	\$ Variance	% of Budget Attained	Last FYTD Oct '19-March '20	Annual Budget
7901 Mortgage 6 Washington Sq							
79011 Extra Principal Mortgage	100,000.00	260,000.00	50,000.02	209,999.98	520.0%	50,000.00	100,000.00
7901 Mortgage 6 Washington Sq - Other	10,224.33	61,345.98	61,500.00	-154.02	99.75%	65,464.01	123,000.00
Total 7901 Mortgage 6 Washington Sq	110,224.33	321,345.98	111,500.02	209,845.96	288.2%	115,464.01	223,000.00
8500 FUND RAISING EXPENSE	0.00	0.00	0.00	0.00	0.0%	-	6,000.00
8602 Danbury EMS back up	500.00	7,500.00	8,502.00	-1,002.00	88.22%	10,450.00	17,000.00
8700 DANBURY PARAMEDIC FEE	30,522.00	44,698.00	44,707.00	-9.00	99.98%	37,598.50	136,300.00
8900 Office Administrator	2,014.00	13,154.50	12,500.00	654.50	105.24%	11,466.50	23,000.00
9000 PAYROLL	0.00	7,530.17	15,454.04	-7,923.87	48.73%	13,848.43	28,900.00
9100 REFUND INSURANCE PAYMENT	0.00	703.44	1,500.00	-796.56	46.9%	1,028.98	3,000.00
9200 CAG ADMIN FEE	4,149.73	22,409.19	20,502.00	1,907.19	109.3%	18,280.71	41,000.00
Total Expense	164,416.45	590,579.55	419,656.26	170,923.29	140.73%	375,894.05	878,648.00
Other Expense							
9700 Trustee expense							
97011 Covid Response Recognitio	0.00	7,000.00	0.00	7,000.00	100.0%	-	0.00
9701 Holiday recognition	0.00	16,652.50	6,000.00	10,652.50	277.54%	5,300.00	6,000.00
9702 Stipends	1,500.00	9,000.00	9,000.00	0.00	100.0%	9,000.00	18,000.00
9703 Scholarships	0.00	3,000.00	4,000.00	-1,000.00	75.0%	5,000.00	4,000.00
9704 Legal Expenses	0.00	608.00	5,002.00	-4,394.00	12.16%	6,452.00	10,000.00
9705 Other Trustee Expenses	47.00	1,840.80	2,250.00	-409.20	81.81%	-	4,500.00
Total 9700 Trustee expense	1,547.00	38,101.30	26,252.00	11,849.30	145.14%	27,953.15	42,500.00
Net Income/ (-Loss)	-64,139.79	-21,565.69	40,651.29	-62,216.98	-53.05%	61,636.03	31,852.00
3501 INTEREST AND DIVIDENDS	3,371.88	17,899.42					
3600 INVESTMENT GAINS	30,087.38	107,755.96					
Capital Expenditures							
1720 BUILDING IMPROVEMENTS (LRM)							
concrete/paving in front of bays	28,000						

2:14 PM
04/09/21
Accrual Basis

NEWTOWN VOL. AMBULANCE

Balance Sheet

As of March 31, 2021

Mar 31, 21

ASSETS

Current Assets	
Checking/Savings	183,462.06
Other Current Assets	1,602,081.52
Total Current Assets	1,785,543.58
Fixed Assets	6,149,915.97
Other Assets	-1,758,668.43
TOTAL ASSETS	<u>6,176,791.12</u>

LIABILITIES & EQUITY

Liabilities	883,659.96
Equity	
2998 PERM RESTRICTED NET ASSET	95,757.19
2999 UNRESTRICTED NET ASSETS	5,093,242.50
Net Income	104,131.82
Total Equity	<u>5,293,131.51</u>
TOTAL LIABILITIES & EQUITY	<u>6,176,791.47</u>

CASH ON HAND at 4/11/21	
NSB MAIN CHECKING	68,130
NSB CORPS PETTY	1,541
NSB MONEY MARKET	135,201
Stifel 4803 Prestige @ 3/31/21	161,190
Stifel 4728 Horizon @ 3/31/21	381,707
Stifel 7063 Bahl & Gaynor 3/31/21	364,488
Stifel 2223 Cinn Managed @ 3/31/21	260,860