

RESOLUTION NO. 2025-02

A RESOLUTION OF THE ROSS VALLEY PARAMEDIC AUTHORITY REVISING FOR THE CLASSIFICATION OF FUND BALANCES AS REQUIRED BY GASB 54 AND ADOPTION OF THE FUND BALANCE POLICY

WHEREAS, the Ross Valley Paramedic Authority wishes to adhere to the reporting requirements as set forth by the Governmental Accounting Standards Board (GASB) Statement 54 Fund Reporting and Governmental Fund Type Definitions; and

WHEREAS, the Board of Directors of the Ross Valley Paramedic Authority has considered the Fund Balance Policy which outlines the policy and procedures enacted to accurately categorize and report fund balance in the General Fund; and

WHEREAS, the Authority will categorize according to the following components: Nonspendable (including but not limited to inventory and prepaid), Restricted (external restrictions), Committed (imposed by resolution), Assigned (general intent for specific use) and Unassigned (residual); and

WHEREAS, the Authority is committed to maintain a prudent level of financial resources to protect against the need to reduce service levels because of temporary revenue shortfalls or unexpected expenditures; and

NOW THEREFORE BE IT RESOLVED that the Authority Board of Directors hereby adopts the following policy:

FUND BALANCE POLICY

This Fund Balance policy establishes the procedures for reporting fund balances in the General Fund financial statements. Certain commitments and assignments of fund balance will help ensure that there will be adequate financial resources to protect the Authority against unforeseen circumstances and events such as revenue shortfalls. It also allows the Authority to assign funds for future anticipated expenditures.

The Ross Valley Paramedic Authority will have, in reserve, funds that the Authority intends to use for specific purposes. The Authority has Assigned and Unassigned reserve funds in place.

Fund balance measures the net financial resources available to finance expenditures of future periods. There are five separate components of the fund balance, each of which identifies the extent of which the Authority is bound to honor constraints on the specific purposes for which amounts can be spent.

The five available types of fund balance are:

- Nonspendable fund balance (inherently nonspendable)
- Restricted fund balance (externally enforceable limitations on use)
- Committed fund balance (self-imposed limitations on use)
- Assigned fund balance (limitation resulting from intended use)
- Unassigned fund balance (residual net resources)

Assigned Fund Balance:

Amounts that are constrained by the Authority's intent to be used for specific purposes, but are neither restricted nor committed, should be reported as assigned fund balance. This policy hereby delegates the authority to assign amounts to be used for specific purposes to the Authority Board of Directors.

Vehicle/Equipment Replacement: The purpose of the fund is to provide for the orderly and timely replacement of ambulances and emergency equipment. A vehicle and equipment replacement schedule is to be prepared by the Executive Officer or his/her designee.

General Fund Reserve: It is a goal of the Authority to maintain a General Fund reserve of, at a minimum, 20% of the projected operating expenditures for each fiscal year. These reserves are intended to be used in the event of a financial shortfall and for purpose of providing sufficient working capital. Should the General Fund reserve fall below 20%, the Authority will implement measures to restore the reserve percentage to 20%.

Unassigned Fund Balance:

These are residual positive net resources of the General Fund in excess of what can be properly classified in an Assigned Fund.

For purposes of fund balance classification, when multiple categories of fund balance are available for expenditure, funds are to be spent from restricted fund balance first and then unrestricted. Expenditures incurred in the unrestricted fund balances shall be reduced first from the committed fund balance, then from the assigned fund balance and lastly, the unassigned fund balance.

This policy should be revisited, at the time of budget adoption, each year for review.

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IT IS HEREBY CERTIFIED that the board of the Ross Valley Paramedic Authority duly introduced and regularly adopted the foregoing resolution at a regular meeting on the 5th day of June 2025 by the following vote:


AYES: 5 BOARDMEMBERS: Robbins, Blash, Burdo, Meagor, Finn

NOES: 0 BOARDMEMBERS: _____

ABSENT: 3 BOARDMEMBERS: Corbet, Candell, Casissa

Elizabeth Robbins
Board President

ATTEST:


Executive Officer