



Guidance for Filing

Filing of the annual financial report is required for any nonprofit volunteer fire department (VFD) receiving appropriations from the federal, state, or local government. Some local governments provide fire protection by purchasing all buildings and equipment, paying all bills, and paying any volunteers on a per call basis. The volunteers do not have fund raisers and do not maintain bank accounts for fire department purposes. These fire departments may not be nonprofit organizations and therefore would not have to file the annual financial report.

If you are a nonprofit VFD, the following examples provide guidance on completing the annual financial report:

Example 1:

A local government directly pays some bills for the nonprofit VFD:

If the nonprofit VFD sends some of its invoices to the local government for payment from local government funds, the VFD should add the sum of the expenditures the local government paid on behalf of the VFD under the disbursements section of the report and enter that same dollar amount in the receipts section of the report under appropriations from the municipality/county. Other VFD receipts from fund raisers and other disbursements would be added to the report. Therefore, the report's beginning cash, plus total receipts, less total disbursements would equal ending cash held by the VFD.

Example 2:

A nonprofit VFD receives all its funding from the local government:

If the local government funds 100 percent of the VFD by having the VFD submit all of its bills to the local government for payment from local government funds, the report would show the dollar amount spent by the local government under the disbursements section of the report and an equal dollar amount under the receipts section of the report. Therefore, the beginning cash of zero, plus receipts, less disbursements would equal zero ending cash.

Example 3:

A nonprofit VFD receives direct appropriations from a local government and also raises other types of revenue:

Receipts from direct appropriations by the local government (the local government writes a check for a lump sum to the VFD, which the VFD deposits into its bank account) are recorded in the receipts section of the report as appropriations from county/municipality and the disbursements are broken down among the expenditure accounts. Other types of receipts such as those from fundraisers and all disbursements would also be properly classified on the report. Therefore, the report's beginning cash, plus total receipts, less total disbursements would equal ending cash held by the VFD.