



BRACKEN VOLUNTEER FIRE DEPARTMENT

23600 FM3009, San Antonio TX

78266 (210) 651-5762

Minutes – Bracken VFD Board of Directors Meeting Monday, June 24, 2024

Board Members

Charles Flink, President	- Present	Skip Counter, Member	- Present
Kurtis Wilcox, Vice President	- Absent	Bob Schoeler, Member	- Absent
Colin Smith, Treasurer	- Present	Gary Palmer, Member	- Present
Jim Moreland, Secretary	- Present	Jackie Mitchell, Member	- Present
Buddy Boone, Member	- Absent		

Membership Meeting

President Flink called the meeting to order at 7:00 p.m. In addition to the BoD members above, Chief Zipp, Assistant Chief Anz and Bookkeeper Marilyn Winters were also present. The Pledge of Allegiance to the U.S. Flag and Pledge to the Texas Flag were spoken.

Minutes Approval – The minutes from the April 2024 meeting were presented. Motion to accept was made by Jackie Mitchell, seconded by Colin Smith¹, and the motion passed unanimously.

Treasurer's Report – Treasurer Colin Smith presented the report. As of June 21, 2024, cash on hand was \$ 392,643.71. As of May 31, 2024, we were through 41.67% of the budget year. Income to that date represents 50.2% of the budget and expenses represent 38.9% of the budget. Motion to approve the report made by Gary Palmer, Skip Coulter seconded. Motion passed unanimously. A copy of the summary report is attached.

Unfinished Business and General Orders

1. Fire Chief Report – Chief Zipp reported the new truck slated for fall delivery is still on schedule. Approximately \$6,100 taken in at the First Responder's breakfast, and he will provide an exact number when the credit card donation total is received from GRPD. Comal County was on the verge of imposing a burn ban but with all the recent rain, it was not necessary. BVFD is currently looking to fill one vacancy. Chief summarized information on the Schertz PEER Support program that opens another door for our first responders to use to deal with depression, anger management, etc. Skip Coulter added that 20 individuals have been trained to do peer support. **INFO ONLY**

2. Activity Report/ Emergency Rescue Report – Chief Zipp reported that for May, Asst Chief Anz reported there were 84 total runs, 21 fire calls and 63 rescue calls. 12 calls were run from Station 2. Station 1 ran 18 fire calls and 54 medical calls. Average rescue response time: 4:97 minutes. Average engine response time: 5.86 minutes. Station 2 ran 2 fire call and 20 medical calls. Average squad response time: 6.29 minutes. Average engine response time: 6.22 minutes. BVFD assisted with a structure fire under the joint interlocal plan caused by lightning.

INFO ONLY

3. Emergency Services District (ESD 6) Update – No representatives attended. **INFO ONLY**

4. Review, discuss and act as needed on what action should be taken regarding contacting members for email addresses to finish the new database once deceased members are annotated. A modified version of the BVFD DataBase has been provided to Chief Zipp along with the letter to be mailed to each member listed in the DB. Chief Zipp is making arrangements through a local mail contractor to correct/report/forward letters to inaccurate addresses. Result should be email and phone number updates from those who wish to remain members, and a report from the contractor of those addresses the USPS corrects. **OPEN: Chief Zipp/Jim Moreland**

5. Complete discussion and take action as needed on the fraudulent check incident. President Flink is looking into implementing the Positive Payment system so all checks that don't match, etc. we will have 24 hours to validate. **(OPEN: President Flink)**

6. Discuss and take action as needed on the proposed increase in price of BVFD Web Page hosting and maintenance. **NOTE:** At the March meeting, the Board approved staying with Dryden Labs and Word Press, paying the increased rate for one year, but continue to look at options for the future. Jim previously reported that he has just begun looking at options, so the matter was again tabled for the next meeting. **(TABLED until November Meeting for Jim Moreland's report to the Board)**

New Business:

1. Discuss and take action as necessary on the Bracken VFD Budget for CY 2025.

President Flink appointed the following to serve as noted on each committee. Both met on 12 June 2024.

Personnel Budget Committee:

Colin Smith
Jim Moreland
Jackie Mitchell
Gary Palmer
Donald Zipp
Marilyn Winters

Operating Budget Committee:

Colin Smith
Charles Flink
Bob Schoeler
Skip Courier
Donald Zipp
Marilyn Winters

Both Committees provided recommendations to President Flink for action at tonight's meeting as follows:

2025 Budget has to be completed in June by BVFD so ESD6 has it in time for supporting the tax rate. The largest amount of the budget is payroll and we are proposing a 5% increase. Other items like 401k and insurance raise the total payroll increase to 6.83% for 2025. Personnel amounts to 80+% of our total budget. Our total budget for 2025 is proposed to be \$2.377million, which is a 7.4% increase over the total 2024 budget. Colin Smith moved, Jackie Mitchell seconded that we approve a total budget input to ESD 6 for 2025 of \$2,377,650. Motion passed unanimously. Summary page attached.

2. Review, discuss and act as needed on the 2023 Auditors Report. (Marilyn Winters). Ms. Winters reported that minor recommendations were made by the auditor to President Flink and were implemented. Copy of the Audit Report is included as Atch 3. (CLOSED)

3. Review, discuss and act as needed on the 2023 Federal Income Tax Return. (Marilyn Winters). Nothing unusual for the tax return was noted. Copy of the Auditor's letter and first page of the return are included as Atch 4. (CLOSED)

Round Table – Additional comments/questions from Board Members.

Marilyn Winters reported we received a \$42,000 refund from Texas Mutual Insurance which is substantially more than last year (but the premium was also substantially more) for Workers Compensation. Skip Coulter (Board Member and Chaplain) reported former Board Member Walter Brown's surgery and current status. Jim Moreland reminded everybody about the City of Garden Ridge 4th of July program at Paul Davis Park.

Adjournment

As all action items on the agenda had been addressed, Gary Palmer moved and Jackie Mitchell seconded. Motion passed unanimously. President Flink adjourned the meeting at 7:43 p.m. Next scheduled meeting is July 22nd, 2024.

James P. Moreland

Jim Moreland
Secretary, BVFD BoD

4 Attachments

- 1 Treasurer's Report
- 2 Run Statistics for May 2024
- 3 Audit Report for 2023 – Armstrong Vaughn
- 4 Tax Letter and front page of 2023 IRS filing

*Bracken Volunteer Fire Department
23600 FM 3009
San Antonio, Texas 78266*

**Treasurer's Report
For June 24, 2024**

• Budget Recap Jan 1, 2024 – May 31, 2024

Through 41.67% of the year

Income	50.2% of budget
Expenses	38.9% of budget

• Cash on Hand as of 06/21/24: \$ 392,643.71

First United Bank Checking	\$ 10,173.27
First United Bank Christmas Fund	\$ 1,682.53
First United Bank Money Mkt. Acct.	\$ 123,263.34
Schertz Bank Checking	\$ 58,763.88
Schertz Bank Payroll	\$ 185,949.19
Schertz Money Market	\$ 12,811.50

• Other Business

We have received the final copy of the 2023 financial audit from Armstrong, Vaughan and Associates. It has been forwarded to all BVFD board members and to all ESD 6 commissioners.

Our 2023 Form 990 Income Tax Return has been completed and e-filed. A copy has been forwarded to all BVFD board members and to all ESD 6 commissioners.

A proposed 2025 Operations Budget has been completed and will be discussed as a separate agenda item.

Respectfully

Submitted,

Colin Smith
Treasurer

Run STATS
May 2024
Asst Chief Bill Anz

84 total runs, 21 fire calls and 63 rescue calls.

12 calls were run out of station 2.

Station 1 ran 18 fire calls and 54 medical calls Average rescue response time: 4.97 minutes
Average engine response time: 5.86 minutes

Station 2 ran 2 fire calls and 10 medical calls Average squad response time: 6.29 minutes
Average engine response time: 6.62 minutes



***BRACKEN VOLUNTEER FIRE DEPARTMENT
(A NONPROFIT FIRE DEPARTMENT)***

FINANCIAL STATEMENTS

***FOR THE YEAR ENDED
DECEMBER 31, 2023***

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INDEPENDENT AUDITOR'S REPORT

To the Board of Directors
Bracken Volunteer Fire Department

Report on the Audit of the Financial Statements

Opinion

We have audited the accompanying financial statements of Bracken Volunteer Fire Department (a nonprofit organization), which are comprised of the statement of financial position as of December 31, 2023, and the related statements of activities, functional expenses, and cash flows for the year then ended, and related notes to the financial statements.

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of Bracken Volunteer Fire Department as of December 31, 2023, and the changes in its net assets and its cash flows for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Basis for Opinion

We conducted our audit in accordance with auditing standards generally accepted in the United States of America (GAAS). Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of Bracken Volunteer Fire Department and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Responsibilities of Management for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America, and for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about Bracken Volunteer Fire Department's ability to continue as a going concern for one year after the date that the financial statements are issued.

Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

In performing an audit in accordance with GAAS, we:

- Exercise professional judgement and maintain professional skepticism throughout the audit.
- Identify and assess the risk of material misstatements of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of Bracken Volunteer Fire Department's internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- Conclude whether, in our judgement, there are conditions or events, considered in the aggregate that raise substantial doubt about Bracken Volunteer Fire Department's ability to continue as a going concern for a reasonable period of time.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control-related matters that we identified during the audit.



Armstrong, Vaughan & Associates, P.C.

April 30, 2024

BRACKEN VOLUNTEER FIRE DEPARTMENT
STATEMENT OF FINANCIAL POSITION
DECEMBER 31, 2023

ASSETS

Current Assets:

Cash and Cash Equivalents	\$ 406,150
Prepaid Insurance	144,135
<i>Total Current Assets</i>	<u>550,285</u>

Property and Equipment:

Land, With Donor Restrictions	2,810
Buildings	86,508
Trucks and Equipment	1,378,521
Office Equipment	13,565
Furniture and Fixtures	64,841
Less: Accumulated Depreciation	(1,403,007)
<i>Total Property and Equipment</i>	<u>143,238</u>

TOTAL ASSETS \$ 693,523

LIABILITIES AND NET ASSETS

Liabilities:

Accounts Payable	\$ 5,556
Contributions Payable	160,398
Payroll Liabilities	25,563
<i>Total Liabilities</i>	<u>191,517</u>

Net Assets:

Without Donor Restrictions	499,196
With Donor Restrictions	2,810
<i>Total Net Assets</i>	<u>502,006</u>

TOTAL LIABILITIES AND NET ASSETS \$ 693,523

BRACKEN VOLUNTEER FIRE DEPARTMENT
STATEMENT OF ACTIVITIES
FOR THE YEAR ENDED DECEMBER 31, 2023

	Without Donor Restrictions	With Donor Restrictions	Total
REVENUES AND SUPPORT			
Comal County Emergency Services			
District No. 6, Net	\$ 1,870,998	\$ -	\$ 1,870,998
Memberships and Donations	31,517	-	31,517
Other Income	32,567	-	32,567
Interest Revenue	10,020	-	10,020
TOTAL REVENUES AND SUPPORT	1,945,102	-	1,945,102
EXPENSES			
<i>Program Services:</i>			
Firefighting & Fire Prevention	1,757,858	-	1,757,858
Total Program Services	1,757,858	-	1,757,858
<i>Support Services:</i>			
Administrative	128,683	-	128,683
Total Support Services	128,683	-	128,683
TOTAL EXPENSES	1,886,541	-	1,886,541
INCREASE (DECREASE) IN NET ASSETS			
	58,561	-	58,561
BEGINNING NET ASSETS	440,635	2,810	443,445
ENDING NET ASSETS	\$ 499,196	\$ 2,810	\$ 502,006

**BRACKEN VOLUNTEER FIRE DEPARTMENT
STATEMENT OF FUNCTIONAL EXPENSES
FOR THE YEAR ENDED DECEMBER 31, 2023**

	Firefighting and Fire Prevention	Administrative	Total
FUNCTIONAL EXPENSES			
Salaries and Benefits	\$ 1,457,704	\$ 76,721	\$ 1,534,425
Payroll Taxes	<u>88,778</u>	<u>4,673</u>	<u>93,451</u>
Total Personnel	1,546,482	81,394	1,627,876
Supplies and Equipment	27,000	5,844	32,844
Equipment Maintenance	45,490	318	45,808
Utilities	29,391	-	29,391
Buildings and Grounds Maintenance	18,393	-	18,393
Other Expenses	-	27,086	27,086
Postage and Printing	-	878	878
Fire Prevention	995	-	995
Training and Travel	7,524	-	7,524
Insurance	37,245	-	37,245
Professional Fees	2,899	13,163	16,062
Fuel	<u>17,375</u>	<u>-</u>	<u>17,375</u>
Total Expenses Before Depreciation	1,732,794	128,683	1,861,477
Depreciation of Property and Equipment	<u>25,064</u>	<u>-</u>	<u>25,064</u>
TOTAL FUNCTIONAL EXPENSES	<u>\$ 1,757,858</u>	<u>\$ 128,683</u>	<u>\$ 1,886,541</u>

**BRACKEN VOLUNTEER FIRE DEPARTMENT
STATEMENT OF CASH FLOWS
FOR THE YEAR ENDED DECEMBER 31, 2023**

CASH FLOWS FROM OPERATING ACTIVITIES	
	\$ 58,561
Increase (Decrease) in Net Assets	
Adjustments to reconcile changes in net Assets to net	
Cash provided by operating activities:	
Depreciation Expense	
25,064 (Increase) Decrease in Assets:	
Prepaid Insurance	(5,607)
Increase (Decrease) in Liabilities:	
Accounts Payable	1,598
Contributions Payable	111,510
Payroll Liabilities	<u>6,221</u>
NET CASH PROVIDED (REQUIRED) BY OPERATING ACTIVITIES	<u>197,347</u>
CASH FLOWS FROM INVESTING ACTIVITIES	
Purchase of Property and Equipment	<u>(71,959)</u>
NET CASH PROVIDED (REQUIRED) BY INVESTING ACTIVITIES	<u>(71,959)</u>
NET INCREASE (DECREASE) IN CASH AND CASH EQUIVALENTS	125,388
CASH AND CASH EQUIVALENTS AT BEGINNING	<u>280,762</u>
CASH AND CASH EQUIVALENTS AT END OF YEAR	<u>\$ 406,150</u>
SUPPLEMENTAL DISCLOSURE:	
Interest Paid	\$ -

BRACKEN VOLUNTEER FIRE DEPARTMENT
NOTES TO FINANCIAL STATEMENTS
DECEMBER 31, 2023

NOTE A -- NATURE OF ACTIVITIES AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES:

1. NATURE OF ACTIVITIES

Bracken Volunteer Fire Department (the Department) provides fire protection and emergency services to the area covered by Comal County Emergency Services District No. 6 (Southern Comal County including the City of Garden Ridge). The Department receives the majority of its income from Comal County Emergency Services District No. 6.

2. BASIS OF PRESENTATION

The accompanying financial statements have been prepared on the accrual basis of accounting in accordance with generally accepted accounting principles. Net assets, revenues, expenses, gains, and losses are classified based on the existence or absence of donor-imposed restrictions. Accordingly, net assets of the Department and changes therein are classified and reported as follows:

Net Assets Without Donor Restrictions – Net assets available for use in the general operations and not subject to donor restrictions. Net Assets restricted solely through the actions of the Board of Directors are reported as net assets without donor restrictions, board-designated.

Net Assets With Donor Restrictions – Net assets subject to donor-imposed stipulations that will be met by actions of the Department and/or the passage of time. When a restriction expires, net assets with donor restrictions are reclassified to net assets without donor restrictions and reported in the statement of activities as net assets released from restrictions.

3. CASH AND CASH EQUIVALENTS

Cash and cash equivalents include all monies in checking, savings and money market accounts held at banking institutions.

4. PREPAID EXPENSES

Expenses recorded in advance of the service or product being received are deferred and carried on the statement of financial position as prepaid expenses. As of December 31, 2023, the Department had \$144,135 in prepaid insurance.

5. PROPERTY AND EQUIPMENT

The Department established a policy for the recording of property and equipment. The Department will record all purchases with a useful life greater than one year and a cost or donated value of \$2,500 or greater. Donated capital assets are recorded at estimated market value at the date of donation.

**BRACKEN VOLUNTEER FIRE DEPARTMENT
NOTES TO FINANCIAL STATEMENTS (CONTINUED)
DECEMBER 31, 2023**

**NOTE A -- NATURE OF ACTIVITIES AND SUMMARY OF SIGNIFICANT ACCOUNTING
POLICIES (CONT.):**

6. PROPERTY AND EQUIPMENT (CONT.)

All acquisitions of property and equipment are recorded at cost, if purchased or at fair value at date of gift, if donated. Depreciation is computed using the straight-line method over the estimated useful lives of the assets. When assets are disposed of, their cost and accumulated depreciation are removed from the accounts and the resulting gains or losses are credited or charged to operations.

The costs of normal repairs and maintenance that do not add to the value of the asset or materially extend assets' lives are expensed as incurred. Assets capitalized under the capitalization policy are maintained and depreciated over their useful life using the straight-line method of depreciation. The Department records the estimated useful lives of capitalized assets as follows:

Buildings	29 years
Trucks and Equipment	5 - 18 years
Office Equipment	5 years
Furniture and Fixtures	5 years

Land is not depreciated.

7. REVENUE RECOGNITION

Revenue is recognized when earned. Contributions are recognized when cash, securities or other assets, an unconditional promise to give, or notification of a beneficial interest is received. Conditional promises to give are not recognized until the condition on which they depend have been substantially met. As of December 31, 2022, there were no conditional promises to give.

Grants and contributions received are recorded as net assets with restriction or net assets without restriction depending on the existence and/or nature of any donor restriction. When a restriction expires (that is, when a stipulated time restriction ends or purpose restriction is accomplished), net assets with restriction are reclassified to net assets without restriction and reported in the statement of activities as net assets released from restriction.

8. CONTRIBUTED SERVICES

The Department receives a substantial amount of services donated by its volunteers in carrying out the Department's mission. No amounts have been reflected in the financial statements for those services since they do not meet the criteria for recognition under U.S. generally accepted accounting principles.

**BRACKEN VOLUNTEER FIRE DEPARTMENT
NOTES TO FINANCIAL STATEMENTS (CONTINUED)
DECEMBER 31, 2023**

NOTE A -- NATURE OF ACTIVITIES AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONT.):

9. INCOME TAX STATUS

The Department is exempt from federal and state income taxes under Internal Revenue Code Section 501(c)(4). The Department is required to file Internal Revenue Service Form 990, Return of Organization Exempt from Income Tax annually.

The Department adopted the provisions of FASB ASC topic 740-10-25, Income Taxes – Overall – Recognition, which requires recognition and disclosure of uncertain tax positions in the financial statements and footnotes. Department management believes it has no material uncertain tax positions and, accordingly, it will not recognize any liability for unrecognized tax benefits. The Department did not recognize any interest or penalties as of December 31, 2023.

The Department's federal exempt organization tax returns for the years ended December 31, 2020, 2021 and 2022 are subject to examination by the Internal Revenue Service, generally for three years after they are filed.

10. COMPENSATED ABSENCES

A liability for compensated absences has not been reported on the Statement of Financial Position. Per the District's policy, any accrued vacation will not be paid upon separation from the Department. Additionally, unused sick leave may not be carried over and is forfeited on the employee's anniversary date.

11. USE OF ESTIMATES

The preparation of financial statements in conformity with U.S. generally accepted accounting principles requires management to make estimates and assumptions that affect certain reported amounts and disclosures. Accordingly, actual results could differ from those estimates.

12. FUNCTIONAL EXPENSE ALLOCATION

The costs of providing the Department's programs and activities have been summarized on a functional basis in the statement of activities. Accordingly, certain costs have been allocated among the programs and supporting services benefited. Expenses that can be identified with a specific program or support service are allocated directly according to their natural expense classification. Other expenses require allocation on a reasonable basis that is consistently applied. Salaries and benefits are allocated on the basis of time and effort.

13. RISK MANAGEMENT

The Department is exposed to various risks of loss related to torts; thefts of, damage to, and destruction of assets; errors and omissions; injuries; and natural disasters. For all such risks, the Department, through the Comal County Emergency Services District No. 6, has purchased commercial insurance to mitigate the risk of loss.

BRACKEN VOLUNTEER FIRE DEPARTMENT NOTES
TO FINANCIAL STATEMENTS (CONTINUED)
DECEMBER 31, 2023

NOTE A -- NATURE OF ACTIVITIES AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONT.):

14. CONTRIBUTIONS PAYABLE

One of the conditions of the support received from Comal ESD #6 is that the Department will refund funds in excess of \$100,000 held at Schertz Bank at year end. As of December 31, 2023, the Department had \$160,398 in excess that was to be refunded to the District. Contributions payable was established at year end to account for the refund.

15. SUBSEQUENT EVENTS

Subsequent events were considered through April 30, 2024, which is the date the financial statements were available to be issued.

NOTE B -- UNINSURED DEPOSITS

Cash balances of up to \$250,000 are secured by the Federal Deposit Insurance Corporation (FDIC) at each financial institution. As of December 31, 2023, one bank exceeded the FDIC limit by \$10,312.

NOTE C -- PROPERTY AND EQUIPMENT

Property and equipment at December 31, 2023, consisted of the following:

	Beginning Balance	Additions	Transfers/ Deletions	Ending Balance
Buildings and Improvements	\$ 86,508	\$ -	\$ -	\$ 86,508
Trucks and Equipment	1,378,521	-	-	1,378,521
Office Equipment	16,871	366	(3,672)	13,565
Furniture and Fixtures	24,727	71,592	(31,478)	64,841
Less Accumulated Depreciation	(1,413,093)	(25,064)	35,150	(1,403,007)
Depreciable Property and Equipment, Net	93,534	46,894	-	140,428
Land, With Donor Restrictions	2,810	-	-	2,810
Total Property & Equipment	\$ 96,344	\$ 46,894	\$ -	\$ 143,238

In October 1987, the Department received a donated piece of land with an appraised value of \$2,810 for the purpose of constructing and maintaining a building to house fire equipment. In case of any violation of the use restriction, the title to the land and any improvements will revert to the original Grantor. The Department is responsible for payment of ad valorem taxes on the property.

NOTE D -- NET ASSETS WITH DONOR RESTRICTIONS

As of the year-end, the Department has land that is restricted for the use of constructing and maintaining a building to house fire equipment (see Note C).

**BRACKEN VOLUNTEER FIRE DEPARTMENT NOTES
TO FINANCIAL STATEMENTS (CONTINUED)
DECEMBER 31, 2023**

NOTE E -- 401(K) RETIREMENT PLAN

The Department has a 401(k) retirement plan that allows employees to contribute part of their pay to the plan. The Department is allowed to contribute to this plan for the benefit of the employee, and the Department matches contributions at a rate determined by the Board of Directors. The rate for the current year was 5%. During the year ended December 31, 2023, the Department approved contributions to the plan in the amount of \$74,738.

NOTE F -- CONCENTRATION OF SUPPORT

The Department received \$1,969,420 pursuant to an agreement to provide fire protection for Comal County Emergency Services District No. 6. Additionally, the contract between the Department and the Comal County Emergency Services District No. 6 requires the Department to return funds in excess of three months of operating expenses excluding depreciation. The Department did not accrue a refund as the excess funds were below the stated threshold.

The net revenue from Comal County Emergency Services District No. 6 for the year was \$1,870,998, which represents ninety-six percent (96%) of the Department's total revenue.

NOTE G -- LITIGATION

The Department management is not aware of any threatened or pending lawsuits.

NOTE H -- LIQUIDITY AND AVAILABILITY OF FINANCIAL RESOURCES

The Department has a goal to maintain financial assets on hand to meet at least 2 months of normal operating expenses which were approximately \$155,123 per month in 2023, given full programmatic expenses, excluding depreciation. The Department has \$215,400 of financial assets available to meet cash needs in the next year for general expenditures as of December 31, 2023 as shown in the table below.

Cash and Cash Equivalents, Unrestricted	\$ 406,150
Accounts Payable	(5,556)
Contributions Payable	(160,398)
Payroll Liabilities	<u>(25,563)</u>
Total Financial Assets Available to Meet	
Cash for General Expenditure Needs	<u>\$ 214,633</u>

The Department receives support from Comal County Emergency Services District #6 for support of its day-to-day operations.





Armstrong, Vaughan & Associates, P.C.
Certified Public Accountants
941 West Byrd Blvd., Suite 101 - Universal City, TX 78148

May 28, 2024

CONFIDENTIAL

BRACKEN VOLUNTEER FIRE DEPARTMENT
23600 FM 3009
SAN ANTONIO, TX 78266

Dear Charles Flink:

We have prepared the following returns from information provided by you without verification or audit.

Return of Organization Exempt From Income Tax (Form 990)

We suggest that you examine these returns carefully to fully acquaint yourself with all items contained therein to ensure that there are no omissions or misstatements.

Federal Filing Instructions

Your Form 990 for the year ended 12/31/23 shows no balance due.

Your return is being filed electronically with the IRS and is not required to be mailed. If you mail a paper copy of your return to the IRS it will delay the processing of your return. Your electronically filed return is not complete without your signature. You are using a Personal Identification Number (PIN) for signing your return electronically. Form 8879-TE, IRS *e-file* Signature Authorization for an Exempt Organization should be signed and dated by an authorized officer of the organization and returned by November 15, 2024 to:

Armstrong, Vaughan & Associates, P.C.
941 West Byrd Blvd, Ste 101
Universal City, TX 78148

Important: Your return will not be filed with the IRS until the signed Form 8879-TE has been received by this office.

Also enclosed is any material you furnished for use in preparing the returns. If the returns are examined, requests may be made for supporting documentation. Therefore, we recommend that you retain all pertinent records for at least seven years.

In order that we may properly advise you of tax considerations, please keep us informed of any significant changes in your financial affairs or of any correspondence received from taxing authorities.

If you have any questions, or if we can be of assistance in any way, please call. Sincerely,

Deborah F. Fraser, CPA, CGMA

Armstrong, Vaughan & Associates, P.C.

Page 1 of 25 return pages:

Form 990 Department of the Treasury Internal Revenue Service		Return of Organization Exempt From Income Tax Under section 501(c), 527, or 4947(a)(1) of the Internal Revenue Code (except private foundations) Do not enter social security numbers on this form as it may be made public. Go to www.irs.gov/Form990 for instructions and the latest information.		OMB No. 1515-0007 2023 Open to Public Inspection								
A. For the 2023 calendar year, or tax year beginning _____ and ending _____ <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 15%; vertical-align: top;"> <input checked="" type="checkbox"/> Check if applicable <input type="checkbox"/> Address change <input type="checkbox"/> Name change <input type="checkbox"/> Initial return <input type="checkbox"/> First return <input type="checkbox"/> Amended return <input type="checkbox"/> Application pending </td> <td style="width: 60%; vertical-align: top;"> C. Name of organization BRACKEN VOLUNTEER FIRE DEPARTMENT Doing business as _____ Number and street (or P.O. box if mail is not delivered to street address) 23600 FM 3009 City or town, state or province, country, and ZIP or foreign postal code SAN ANTONIO TX 78266 </td> <td style="width: 25%; vertical-align: top;"> D. Employer identification number 23-7045387 E. Telephone number 210-651-5762 F. Gross receipts 1,945,102 </td> </tr> <tr> <td colspan="2"> G. Name and address of principal office CHARLES FLINK 23600 FM 3009 SAN ANTONIO TX 78266 </td> <td> H. Is the organization a group return filer (checkmark)? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No I. Are all subsidiaries included? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If "No," attach a list. See instructions J. Website WWW.BRACKENVFD.ORG </td> </tr> <tr> <td colspan="2"> K. Form of organization <input checked="" type="checkbox"/> Corporation <input type="checkbox"/> Trust <input type="checkbox"/> Association <input type="checkbox"/> Other </td> <td> L. Year of formation 1968 M. State of legal domicile TX </td> </tr> </table>				<input checked="" type="checkbox"/> Check if applicable <input type="checkbox"/> Address change <input type="checkbox"/> Name change <input type="checkbox"/> Initial return <input type="checkbox"/> First return <input type="checkbox"/> Amended return <input type="checkbox"/> Application pending	C. Name of organization BRACKEN VOLUNTEER FIRE DEPARTMENT Doing business as _____ Number and street (or P.O. box if mail is not delivered to street address) 23600 FM 3009 City or town, state or province, country, and ZIP or foreign postal code SAN ANTONIO TX 78266	D. Employer identification number 23-7045387 E. Telephone number 210-651-5762 F. Gross receipts 1,945,102	G. Name and address of principal office CHARLES FLINK 23600 FM 3009 SAN ANTONIO TX 78266		H. Is the organization a group return filer (checkmark)? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No I. Are all subsidiaries included? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If "No," attach a list. See instructions J. Website WWW.BRACKENVFD.ORG	K. Form of organization <input checked="" type="checkbox"/> Corporation <input type="checkbox"/> Trust <input type="checkbox"/> Association <input type="checkbox"/> Other		L. Year of formation 1968 M. State of legal domicile TX
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Part I Summary												
1. Briefly describe the organization's mission or most significant activities: SEE SCHEDULE O												
2. Check this box <input type="checkbox"/> if the organization discontinued its operations or disposed of more than 25% of its net assets. 3. Number of voting members of the governing body (Part VI, line 1a) 4. Number of independent voting members of the governing body (Part VI, line 1b) 5. Total number of individuals employed in calendar year 2023 (Part V, line 2a) 6. Total number of volunteers (estimate if necessary) 7a. Total unrelated business revenue from Part VIII, column (C), line 12 7b. Net unrelated business taxable income from Form 990-T, Part I, line 11												
Revenue	7a	7b										
	1,788,326	1,902,615										
	3,213	10,020										
	20,661	32,467										
	1,812,200	1,945,102										
Expense	8	9										
	0	0										
	291,764	264,389										
	1,805,388	1,886,541										
	6,812	58,561										
Net Assets	10	11										
	515,634	693,525										
	72,189	191,517										
	443,445	502,006										
Part II Signature Block												
Under penalties of perjury, I declare that I have examined this return, including accompanying schedules and statements, and to the best of my knowledge and belief, it is true, correct, and complete. Declaration of preparer (other than officer) is based on all information of which preparer has any knowledge.												
Sign Here	Signature of officer CHARLES FLINK Type or print name and title		Date 08/28/24									
Paid Preparer Use Only	Preparer's name DEBORAH F. FRASER	Preparer's signature <i>Deborah F. Fraser, CPA, CGMA</i>	Date 08/28/24	Check <input type="checkbox"/> if unemployed 14-2332623								
	Firm's name ARMSTRONG, VAUGHAN & ASSOCIATES, P.C.		Firm's EIN 74-2332623	PTIN 000847739								
	Firm's address 941 WEST BYRD BLVD, STE 101 UNIVERSAL CITY, TX 78148		Phone no. 210-658-6229									
May the IRS discuss this return with the preparer shown above? See instructions <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No For Paperwork Reduction Act Notice, see the separate instructions. <small>Form 990 (2023)</small>												