



Volunteer Fire Department Annual Reporting Form

Volunteer Fire Department Name

Address

Annual Financial Report of Cash Receipts, Disbursements, and Balances For the Year July 1, 20__ through June 30, 20__

Report Required by Title 68, Chapter 102, Part 3, *Tennessee Code Annotated*

Report Due December 31, 20__

Report to be filed with **each local government** providing appropriations and the

Comptroller of the Treasury
Division of Local Government Audit
Suite 1500, James K. Polk State Office Building
Nashville, TN 37243-1402
Phone: 615-401-7841
Fax: 615-741-6216
E-mail Address: Karen.Patterson@cot.tn.gov

Cash Available – July 1, 20__

Cash on Hand \$ _____

Cash in Bank –Checking _____

Cash in Bank –Savings Accounts _____

Cash in Bank –Certificates of Deposits _____

Other Cash _____

Total Cash Available – July 1, 20__ \$ _____ (A)

Receipts

Federal Grants \$ _____

State Grants _____

Appropriations from County _____

Name of County

Appropriations from County _____

Name of County

Appropriations from County _____

Name of County

Appropriations from Municipality _____

Name of Municipality

Receipts (Cont.)

Fees/Charges for Fire Service	\$ _____
Donations and Gifts from Citizens	_____
Loans – Borrowed Funds	_____
Funds Raisers	_____
Sale of Surplus Property and Equipment	_____
Investment Income	_____
Other	_____

Total Receipts \$ _____ (B)

Disbursements

Salaries and Wages	\$ _____
Employee Benefits	_____
Leases/Rentals	_____
Maintenance and Repairs – Vehicles and Equipment	_____
Maintenance and Repairs – Buildings	_____
Supplies – Office and Custodial	_____
Fuel – Vehicles	_____
Utilities – electric, gas, water, cell phones, telephones	_____
Firefighting Materials and Supplies	_____
Insurance – Vehicles, Buildings, and Equipment	_____
Training Expenses	_____
Purchase of Vehicles and Equipment	_____
Purchase of Property and Buildings	_____
Other	_____

Total Disbursements \$ _____ (C)

Total Cash Available – June 30, 20__ : (A+B-C=D) \$ _____ (D)

Breakdown of Cash Available – June 30, 20__ :

Cash on Hand	\$ _____
Cash in Bank – Checking	_____
Cash in Bank – Savings Accounts	_____
Cash in Bank – Certificates of Deposit	_____
Other Cash	_____

Total Cash Available – June 30, 20__ (Should equal D above) \$ _____

I certify that this report accurately presents the cash receipts, disbursements, and balances of the volunteer fire department for the year noted above.

Person Preparing Report _____
Printed Name Signature

Phone Number _____ Email Address _____ Date _____

Comptroller Date Received _____