



INTERNATIONAL ASSOCIATION OF FIRE FIGHTERS®

ANDREW K. PANTELIS

4th District Vice President

Delaware, District of Columbia, Maryland, Pennsylvania, Virginia, West Virginia

Mobile: (301) 674-3448 • Email: akpantelis@iaff.org

Dear Affiliate Leader:

In order to ensure proper staffing and reasonable wage and benefit increases, a Local must know the basic financial condition of its government as well as the monies that are available to fund its needs. A Municipal Financial Analysis (MFA) is a service provided by the IAFF that examines a jurisdiction's financial records and determines its general financial health.

To begin this process, the IAFF will need additional information from your Local. All of the required documents should be available from your jurisdiction's finance office. Since these records are related to expenditures of public funds, they should be available to any resident of your jurisdiction. The list of information that we will need is as follows:

1. The jurisdiction's Comprehensive Annual Financial Report (CAFR) for the three most recently completed fiscal years. Some reports include less information and are called general-purpose financial statements, annual financial reports, or something similar. The distinguishing feature of all of these reports, regardless of what they are called, is that the financial information has been audited by an outside, independent auditing firm whose report is included. If the report for the most recently completed fiscal year is not yet available, find out when it will be available, and request the closing balance sheet and revenue and expenditures reports (summaries by fund, source, and use) for the year that ended in June. Since it is unaudited, such information may not be as accurate as what is in the CAFR, but it will give us an idea of how the year ended.
2. The budget for the fiscal year under which the jurisdiction is currently operating, and, if possible, the budgets for the two or three most recently completed fiscal years.
3. Monthly and year to date revenue and expenditure reports, including the period from the beginning of the current fiscal year to the most recently completed month. For comparison purposes, we would also like to see those reports for the same time period as last year. (We need summaries by general source or use and by fund; we do not want hundreds of pages of detail.)
4. The pension actuarial valuations for the three most recent years.

5. If the jurisdiction has floated any general obligation bonds within the last two years, the last bond prospectus.
6. If the jurisdiction has floated general obligation bonds within the last two years, the last credit analysis issued by Standard & Poor's, Moody's, or Fitch's Financial Service.
7. Copies of the sections in the jurisdiction charter describing the taxing and financial authority of the jurisdiction. (We can complete the analysis without this information. However, it is needed in those instances where there are questions about movement of money from one fund to another, proper uses of funds, etc.).

At your earliest convenience, please forward the requested documents to Ms. Nicole Taylor, our Director of Labor Issues and Collective Bargaining, at ntaylor@iaff.org with a copy to my email address as well. Be sure to include a cover letter from your Local President, which includes the date by which you need the review.

We request four to six weeks of lead-time when possible, but we can usually complete the review in less time if circumstances require. Please do not hesitate to contact me with questions about any of the documents listed above.

Fraternally,



Andrew K. Pantelis

District Vice President

International Association of Fire Fighters, 4th District