



# FIRE RESCUE

ALBEMARLE COUNTY

## STANDARD ADMINISTRATIVE POLICY

<b>Subject:</b>	Budget Submission Roles & Responsibilities
<b>Reference Number:</b>	SAP-DEP-036
<b>Effective Date:</b>	1 March 2007
<b>Last Revision Date:</b>	N/A
<b>Signature of Approval:</b>	 <b>J. Dan Eggleston, Chief</b>

**Purpose:**

To explain the annual budget process and timeline; including individual and group roles throughout the process.

**Background:**

The Board of Supervisors requires annual budget requests for review and adoption by the Board during the spring of every year. With that end in mind, a process for writing, reviewing, analyzing, and balancing all budget requests made to the Board through the County Executive's Office has been established by the County Executive. To meet the deadlines in that process, the ACFRAB has developed a timeline including its own requirements for budget development and review. To do the work and monitor the budget process, the ACFRAB Finance-Budget Committee (FBC) was established. This policy was adopted at the 28 February 2007 meeting of the Albemarle County Fire Rescue Advisory Board.

**Policy:**

1. Timeline:

- a. The Annual Budget Timeline is as described in the attached (including applicable deadlines).

2. Responsibilities:

- a. The ACFRAB Finance-Budget Committee (FBC) Chairperson
  - i. Convene meetings monthly beginning in March of every year and ending as appropriate once work has been completed (usually September).
  - ii. Take notes/minutes at each FBC meeting and submits a report each month on committee progress to the ACFRAB.
  - iii. Is the main point of contact/communication with ACFRAB Chairman and individual station chiefs.
  - iv. Solicits input from all station chiefs as to the strategic initiative needs of the fire rescue system. Begins this process at the May ACFRAB meeting and ensures communication from every Chief as to whether or not his/her station has identified any strategic imitative needs (i.e., daytime career staff, etc.) or any needs of the system as a whole by the June FBC meeting.
- b. Department of Fire Rescue Staff
  - i. Prepares all draft CIP documents for FBC.
  - ii. Ensure Apparatus Evaluation Team (AET) report regarding apparatus replacement recommendations is ready for FBC review by FBC March meeting.
  - iii. Prepares ACFRAB executive summaries for CIP and Operating Budget Strategic Initiatives.
  - iv. Prepares draft list of Strategic Initiatives from ACFR staff for FBC review at the May FBC meeting.
  - v. Prepares draft strategic initiative budget forms for FBC review at the July FBC meeting.
  - vi. Prepares a draft prioritization of strategic initiatives for the July FBC meeting.
  - vii. Submits final CIP budget documents to OMB.
  - viii. Submits final Strategic Initiative requests and baseline budget requests to OMB.
  - ix. Prepare and distribute operating budget request forms and instructions to station chiefs at the July ACFRAB meeting. Treasurers of each volunteer organization will be included in the initial mailing.
  - x. A certified letter will be sent to the corporate address of each volunteer organization by 1 August each year reminding stations of budget process and associated deadlines.

- xi. Provides a report listing stations who have submitted and who still need to submit budget requests and actual expenditures at the August, September, and October ACFRAB meetings.
- c. Station Chief Operating Officer
  - i. Meet with applicable station personnel, Boards, or leadership to inform of budget timeline and process and solicit input.
  - ii. Provide input to suggested CIP needs at the April ACFRAB meeting
  - iii. Provide input into suggested operational strategic initiatives at the May ACFRAB meeting or to the FBC Chair by the June FBC meeting. Has a final opportunity to address strategic initiatives needs during the June ACFRAB meeting.
  - iv. Distribute information and materials to appropriate station personnel and station Board members pertaining to budget submission and preparation.
  - v. Ensure station operating budget requests and report of actual expenditures is submitted to Fire Rescue Staff by 1 October each year.
  - vi. Ensures professional audit of accounts is prepared and submitted to Fire Rescue Staff by 30 April of the following year (ex., FY 2006-07 audit due by 30 April 2008).
- d. The Advisory Board Chairman
  - i. Ensures the ACFRAB provides input to the CIP

**References:**

- [Budget Timeline & Deadlines](#)