



EAST JEFFERSON FIRE RESCUE

POLICY

Title of Policy: Revenue Management

Policy Number: 6004

Date of Implementation: 12/20/17

Replaces: Combine Policies 703 & 704

Signature of Approval:

Date:

SECTION 1.0 POLICY

The District budget shall balance operating expenditures with operating revenues. The General Fund shall not be balanced with appropriating from the General Fund Reserve if to do so would drop the fund balance below 25% of expenditures.

The reserve funds, for all governmental fund types, as established by the Board of Fire Commissioners, shall have amounts sufficient to cover contingent expenses, meet seasonal cash flow shortfalls and upgrade or maintain the District's credit rating. To protect these expenditure areas, the District shall maintain a designated and undesignated fund balance of at least 25% of estimated annual expenditures as measured on 12/31 of each year. If designated and undesignated funds are used to resolve a contingency, including but not limited to those listed below, and the reserve fund balances fall below 25%, then the District shall rebuild the balance within a period not to exceed three fiscal years.

SECTION 2.0 NATURAL DISASTER

The reserve funds shall cover:

- a. Overtime staffing costs; casual labor;
- b. Temporary facilities for personnel and equipment
- c. Food and equipment for extended emergency operations lasting 14 days or more.

SECTION 3.0 INSURANCE CONTINGENCY

The reserve funds shall cover:

- a. Deductibles;
- b. Non-insured loss;
- c. Loss greater than insurance;
- d. Fines and uninsured litigation costs;
- e. Supplemental attorney and consultant fees, court costs, penalties and judgements outside insurance coverage;

SECTION 4.0 OPERATIONAL RESERVE

The reserve funds shall cover:

- a. Failure to pass a regular property tax levy lid
- b. Legislative actions to limit revenues to the extent practically possible.

SECTION 5.0 GENERAL RESERVE FUNDS RECAP

Natural Disaster:	\$100,000
Insurance Contingency:	\$50,000
Operational Reserves:	20% of annual regular property tax levy

SECTION 5.0 MAINTENANCE OF APPARATUS, EQUIPMENT AND FACILITIES (THE “CAPITAL ASSETS”)

The operating budget shall provide available funds to cover regular and ongoing repair and maintenance of East Jefferson Fire Rescue Capital Assets without balancing the budget by deferring these expenditures.

SECTION 6.0 RELATED SOG’S

- See following SOG’s beginning with 6004a if applicable