

FEC BUDGET SCHOOL

QAC Operating Budget- these funds are paid in quarterly check to each VFD from QAC Finance department

Equipment Operation-	Actual cost of fuel for the previous calendar year (2018) submit receipts to FEC by Feb 1st for FY21 which starts 7/1/2020
Fire 508 Grant-	Amos 508 Funds from state grant that is run through QAC Finance for distribution. Funds must be deposited into separate account and spent from this account. Annual documents submitted directly to QAC Finance. If MFIRS are not up to date, then funds are not released from the State... 1 department can hold up funds for the entire county. \$300k divided among 9 VFD's (Sta 8 receives 1/3, \$12k)
Ambulance- Allocation/ Vol Fire Co's-	set amount given annually for the purpose of EMS expenses same amount given to all VFD (sta 8 receives 1/3) FY20 rec'd 5% increase
Assessable Base Allotment-	set amount given to each VFD based on assessable tax base formula that was used years ago. Each department will receive a minimum of 60% of KI tax base. Figures are not current, during recession the amounts were locked in and line item name changed to allotment. FY20 rec'd 5% increase
Insurance Expense-	Actual cost of Station and Apparatus insurance from previous calendar year (2018). Submit receipts to FEC by Feb 1st for FY21. *DO NOT SUMBIT COST OF ADDITIONAL HEALTH/LIFE INSURANCE

QAC Capital Budget

Capital Funds-	Each VFD receives equal amount to be used for Capital Expenses. Funds to be kept in separate bank account and spent from that account. Annual statement submitted to FEC, any money spent need to submit receipt and copy of cancelled check to FEC.
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Impact Fee's

Impact Fee's-	New construction pays an impact fee to the local VFD, this fee is collected through QAC Planning & Zoning. Fee's are from the previous Fiscal year and based on when the fee was actually paid. Each year FEC requests the amounts from P&Z, then submits waiver for funds to be released from QAC Finance. Checks are usually distributed in March, proper documentation (canceled check, receipt and detailed enhanced impact of purchase) and balance for approved purchases is required. FEC holds spreadsheet with running balance of purchases per VFD.
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Fiscal 2021 Budget Schedule

September 30	Spending Affordability Committee Meeting #1
October 16	Spending Affordability Committee Meeting #2
October 21	Staff Listings are Sent to Departments for Review & Approval
October 22	Commissioners Approve Draft FY2021 Budget Schedule and Guidelines
October 30	Capital Projects Budget Guidelines & Instructions are Distributed
November 1	Spending Affordability Committee Report Due
Mid- November	Budget School - Operating Budget Guidelines & Instructions Presented at Workshop for Department Heads and/or Designees (<i>as needed basis</i>)
November 12	Approved Staff Listings are Due to Finance
December 2	Capital Project Budget Submissions Due to Finance
Nov – Dec	Optional Budget Prep Assistance with Budget Analyst
Jan – Feb.	Finance Office Budget Review
January 9	Outside Agency Grant Request Forms Distributed at Meeting
Mid-January 22	<p>Complete Operating Budget Submissions are Due, Including:</p> <ul style="list-style-type: none"> - Mission Statement & Departmental Overview - Goals, Objectives & Performance Measures - List of Proposed Efficiencies/LEAN projects - Organization Chart / Personnel Listing - Fee Schedule - Revenue Budget Submission - Expenditure Budget Submission - Justifications - Enhancements with Justification <p>Position Change Requests (previously reviewed by HR)</p>
January 24	Send Tax Set-Off/Tax Differential Request Forms to Municipalities
February 22	Outside Agency Funding Requests are Due to Finance
March 3-14	County Administrator Budget Review Meetings with Departments
March 4	Municipal Tax Set-Off/Tax Differential Requests are Due to Finance
March 14	Municipal Tax Set-Off/Tax Differential Meeting
March 24	County Administrator's Budget Submitted to Commissioners
March 31	Budget Work Session #1
April 7	Budget Work Session #2
April 9	Budget Work Session #3
April 14	Budget Work Session #4
April 21	Commissioners' Proposed Budget Released
End of April	Citizens' Budget Letter Mailed
May 5	Public Hearing at Bayside Elementary School
May 6	Public Hearing at Liberty Building (Tax Rate Hearing)
May 7	Public Hearing at Sudlersville Middle School
May 12	Budget Work Session #5
June 9	Adopt Budget & Tax Rates

QAC FIRE & EMS COMMISSION- ANNUAL BUDGET REQUIREMENTS

REIMBURSEMENT TO STATIONS-

DUE DATE:	
As received by June 1st	<ul style="list-style-type: none"> • Pump Tests <ul style="list-style-type: none"> – Submit Invoice from Vendor and a copy of your VFD cancelled check
As received by June 1st	<ul style="list-style-type: none"> • SCBA Tests <ul style="list-style-type: none"> – MES invoices are sent directly to FEC – if performed by another vendor, submit invoice and VFD cancelled check for reimbursement
February 1st	<ul style="list-style-type: none"> • Fuel Expense for Previous Calendar Year <ul style="list-style-type: none"> – Submit invoices from vendor and a copy of your VFD cancelled checks – Only reimbursed for Apparatus Diesel and Gasoline; DO NOT INCLUDE HEATING FUEL
February 1st	<ul style="list-style-type: none"> • Insurance Expense Reimbursement for Previous Calendar Year <ul style="list-style-type: none"> – Submit invoices from vendor and a copy of your VFD cancelled checks – Only reimbursed for coverage and liability of apparatus and building DO NOT INCLUDE any coverage you provide for members (i.e. Life Insurance, Health ins)

BUDGET CYCLE DOCUMENTS DUE TO FEC:

DUE DATE:	
February 1st	<ul style="list-style-type: none"> • Impact Fee Funds <ul style="list-style-type: none"> – Submit updated Capital Improvements Program <ul style="list-style-type: none"> <input type="checkbox"/> All existing capital improvements owned by VFD <input type="checkbox"/> List of planned capital improvements for subsequent 5 year period; the estimated cost of each item, and indicate whether and to what extent the improvement adds capacity to the VFD's ability to serve additional new development. <input type="checkbox"/> Identification of the anticipated funding source for each planned capital improvement <input type="checkbox"/> A description of all non-impact-fee funding sources available to the VFD and the amounts allocated to the funding of planned capital expenditures.
February 1st	<ul style="list-style-type: none"> • Capital Project Funds <ul style="list-style-type: none"> – Submit December Bank Statement showing account balance <ul style="list-style-type: none"> <input type="checkbox"/> List of planned use for the balance (i.e. Downpayment of Engine##) <input type="checkbox"/> Submit invoice/receipt from vendor and a copy of cancelled check Based on Previous Calendar Year