




# Budget Guidelines Policy

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APPROVED:			Joe Hoffman, Medical Program Director		
APPROVED:	Jeff Faucett		Jeff Faucett, Chair		

**I. Purpose:**

To compile, in one policy, guidelines adopted by the KCEMS & TCC relating to budget administration.

**II. Policy:**

The KCEMS & TCC shall prepare an annual budget for approval by the EMS Board of Directors.

**III. Procedure:**

- A. The KCEMS & TCC shall operate on a “Zero Base Budget” process. At the end of the fiscal year, all funds above over expenditures will be used by the Council as a cash reserve. Funds remaining in grants or dedicated accounts will be allowed to accumulate.
- B. The treasurer should attempt to have available one-half of the year’s operating budget as a cash reserve.
- C. The yearly budget expenses shall not exceed anticipated revenue.
- D. An annual proposed budget shall be prepared for the EMS Board of Directors review before December 1 of each year.
- E. The full Council shall do the final budget approval during the December Board of Directors meeting each year.

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# 1010 Budget Guidelines-for review

Final Audit Report


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