





Budget Guidelines Policy

CHAPTER:	1000	Number:	1010	REVIEWED	6/09/2026
ENACTED	2/20/2014		NEXT REVIEW:		6/09/29
APPROVED:			Joe Hoffman, Medical Program Director		
APPROVED:			Jim Gillard, Chair		

I. Purpose:

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

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 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.
- E. Budget approval shall be done by the full Council during the December Board of Directors meeting each year.