

# ALBANY COUNTY FIRE DISTRICT #1

## Expenditure Policy

**Approved: 7/21/21; Luke Hawkins, Art Sigel, Brett Wadsworth**

**Updated: 6/15/2022' Luke Hawkins, Brett Wadsworth, Matt  
Burkhart**

Purpose: This policy is replacing the *Expense Reimbursement Policy* and gives guidelines for monthly expenditures. Departments receive a monthly disbursement based on the fiscal year budget instead of being reimbursed for individual expenditures.

### A. Prior Approvals (PA)

1. Are required on all expenditures of \$600 and above for all public monies spent. Utilities such as Phone/Internet, Power, Trash/Disposal, Water/Sewer expenditures above \$1000 for all public monies spent. Propane and Fuel require Prior Approval of \$1500 and above for all public monies spent.
2. Prior Approvals (PA's) are issued by the ACFD1 Board at their regularly scheduled Board meetings except for "serious immediate concerns"\* which the Board may issue via an email vote.
3. Proposals/Requests for PA's shall be submitted at least one week before the Monthly Business Meeting for the Board's consideration during that month. Any proposals/requests not sent at least one week prior to the next business meeting will be tabled and addressed at the following month's business meeting.
4. Proposals/Requests should be submitted in writing or via email to the district bookkeeper. The proposal must include: what is being requested, its full cost, why the expenditure is justified, the spending schedule.

### B. Department Expenditures/Reimbursements

1. Monthly Expenditure forms and supporting documents (i.e. paid invoices, crew time logs, receipts) shall be submitted at least one week before the Monthly Business Meeting
2. Requests should be submitted in writing or via email to the district bookkeeper
3. Requests shall be reviewed by district bookkeeper for accuracy of the guidelines above and changes made if need be
4. Each request will be sent to Board members for review and will be considered at the next District meeting

\* "Serious or immediate concerns" are defined by Albany County Fire District 1 as "Hinderance to emergency operations, property preservation, or health/life safety that could not be anticipated, and could not be mitigated without an expense equal to or greater than \$600"