**Boulder County Hazardous Materials Team**

Fiscal Agent and Financial Officer

|  |  |
| --- | --- |
| Guideline Number | 1003 |
| Approved By | BOD |
| Date | October 3, 2017 |

**Scope:** This guideline applies to the advisory committee and Board of the Boulder County Hazardous Materials Team (BCHMT).

**Purpose:** To outline the duties and responsibilities of the Financial Officer for the BCHMT and the Fiscal Agent .

**Guideline:**

* The BCHMT Financial Officer is responsible for overseeing the annual budget for the BCHMT team. The Financial Officer will work with the identified fiscal agent for budgetary items. The Financial Officer will report to BCHMT Board of Directors.

**Financial Officer Responsibility:**

* Maintain annual budget and monitor the following line items:
* Wages and overtime
* Outside training’s
* Administrative supplies
* Capital equipment
* Non-capital equipment
* Administrative fees
* Software license
* IT support
* Fleet operations and management
* Equipment repair
* Air monitoring maintenance
* Credit card’s
* Grant Funding
* Select outside accounting firm for Annual Audit

**Fiscal Agent Responsibilities:**

* Review annual revenues from DERA’s
* Quarterly financial report to Board
* Financial statements (Budget detail)
* Provide annual audit for BCHMT budget
* Outside accounting firm will be selected for the annual audit
* Billing DERA’s in event of incident’s in their jurisdiction
* Create invoicing form’s
* Invoices to cover for staff, equipment and consumables expenses used on incident
* Issue checks on a quarterly basis to department’s for training
* Reimburse departments for training participation
* Create a quarterly report showing reimbursement payments for department training participation. Work with Training committee
* Issue checks on a monthly basis to vendor’s for equipment and supplies
* Assemble charter of accounts for all equipment and supply vendors with assistance from the Inventory Officer.
* Tracking expenses for equipment and supplies with Inventory Officer.