

GRANT COMPLIANCE:

1. When a new grant is received or renewed, a copy of the executed grant must be forwarded to the Fire Chief and Executive Assistant.
2. The Executive Assistant shall set up a permanent file for the grant and maintain the contract along with any other fiscal correspondence regarding the grant.
3. It is the responsibility of the Executive Assistant to review the grant contract and extract any fiscal items which must be complied with by the District. Typically, for government grants, reference will be made to various publications put out by the Office of Management and Budget (OMB) and FEMA to which District is responsible for adhering.

Governmental Generally Accepted Accounting Principles:

1. It is a policy of the District to adhere to any restrictions imposed by its funders, both governmental and private. Therefore, District employees are expected to bring to the attention of management, any instances of non-compliance.
2. The District will never request federal funds to pay for the following costs:
 - a. Bad debt expense
 - b. Contributions or donation to others
 - c. Entertainment expenses
 - d. Fines and penalties
 - e. Interest, fundraising and other financial costs
3. Federal funds received in advance will be deposited into a separate federally insured bank account. Any interest earned from those monies will be submitted to the funding agency. [It is the District's current policy to receive federal funds only on a reimbursement basis.]