

EL DORADO COUNTY FIRE SAFE COUNCIL

Article XVII. REIMBURSEMENT POLICY

PURPOSE:

To assist forming fire safe councils with startup and formation expenses and reimburse existing fire safe councils for ongoing expenses of annual education efforts.

FUNDING SOURCE(S):

Title III, General Fund, SRA, Cap & Trade, Donations, others currently unidentified.

APPLICATION:

Associate Councils (Satellite / Affiliate) and Forming Councils actively participating in EDCFSC activities as defined by the Board.

SCOPE:

Acceptable expenses include; printing, postage, event refreshments (all-day meeting, working meeting, snacks/non-alcoholic beverages for volunteers, outreach activities, etc. as defined by OMB Circular A-87), education materials.

REFERENCE DOCUMENTS:

All requests must be submitted in writing on the EDCFSC reimbursement form and must be accompanied with copies of quotations when requesting approval and copies of invoices when requesting reimbursement. Associate Councils and Forming Councils anticipating reimbursement for acceptable expenses shall request in writing a preapproval for such reimbursement from the EDCFSC Executive Board. The EDCFSC Board of Directors reserves the right to refuse any request / reimbursement at its sole discretion.

All requests and reimbursements will be in accordance with EDCFSC Financial Management Policy Section 3.04.

DEFINITIONS:

Uses for Title III funds can be found on the USDA website:

<http://www.fs.usda.gov/main/pts/countyfunds/faqs>

Overview for OMB Circular A-87:

http://portal.hud.gov/hudportal/documents/huddoc?id=Module1_Top7_A-87.pdf

Annual (Fiscal) reimbursement per Associate Council (Satellite / Affiliate) and Forming Council is limited to:

Associate Council: \$200.00.

Forming: \$500.00.

Notes:

1. Prior to approving any request / reimbursement, the Board is advised to interview the applicant for community donation activity, in-kind hours, etc. to ensure broader community involvement of residents, organizations and agencies.
2. This policy does not cover individual fuel mitigation project requests or matches. Such requests will be handled on a project by project basis with participation at the sole discretion of the Board of Directors.
3. Any Forming \$500.00 reimbursement must be requested and spent within 12 months of when forming council joins EDCFSC as an Associate Council.
4. No Associate Council shall request or be reimbursed for more than \$500.00 in one fiscal year (July-June).