Purpose:

This policy provides direction for the preparation of the annual budget and documents the authorization required for expenditures.

Policy:

1. West Des Moines EMS shall develop and utilize a written budget.

2. The Department budget will be prepared on an annual basis.

   • During this process, the Chief in cooperation with Administrative Staff will formulate written goals and objectives for the Emergency Medical Services Department. The established goals and objectives will be made available to all personnel by means of the departments Balanced Score Card.
   • At least semi-annually, the Chief will evaluate the progress towards the established goals and objectives.

3. The Department’s budget requests will be prepared and submitted on forms provided by the City’s Finance Department.

   • The City Manager reviews the budget requests and, based on the overall financial direction of the City, recommends, to the City Council, the City’s operating budget for the upcoming year.
   • Prior to preparing the Department’s budget request, the Chief will solicit written recommendations for budgeted items from the ECP’s.
• The Chief, in cooperation with Command Staff, will evaluate the written recommendations to determine if the requests are consistent with the goals and objectives of the Department and to determine if the items will be included in the final budget request.

• The Chief will ensure that the Department’s budget request is submitted in accordance with the budget calendar prepared by the City’s Finance Department.

4. Once the budget is approved by the City Council, the Chief will make the budget available to all Department personnel.

• The Chief will monitor the budget on a monthly basis to ensure that the Department’s expenditures will not exceed the budgeted amounts. The Chief monitors expenditures by using a monthly report provided by the Finance Department.

5. Due to unforeseen circumstances, the Chief may choose to pursue amending the budget. The City of West Des Moines employs two types of budget amendments from which the Chief may choose.

• Internal Budget Transfer is a transfer between budget line items and does not change the total amount appropriated to the Department. This type of amendment requires approval by the Chief and the Finance Director, with notification provided by the Finance Director to the City Manager.

• Formal Budget Amendment does change the total amount appropriated to the Department. This type of amendment must be approved by the City Council and must be prepared and adopted in the same manner as the original budget. The Chief may choose this type of amendment only if it is allowed under Section 384.18 of the Code of Iowa.

• All purchases of equipment, materials, supplies, etc. will follow the procedures established in the City’s Purchasing Policy and Procedures Manual.

6. As detailed in the City’s Purchasing Policy and Procedures Manual, petty cash may be used for purchases less than $30 dollars. A member of the Command Staff must approve the use of petty cash.

7. As detailed in the City’s Purchasing Policy and Procedures Manual, Department Directors and their designees may use their discretion to purchase items of up to $200 in value without seeking competitive bids or quotes. Designees of the Chief include an Assistant Chief, Deputy Chief and Lieutenants.

8. As detailed in the City’s Purchasing Policy and Procedures Manual, the City Manager, or designee, may make or authorize others to make emergency procurement in any amount, when there exists a threat to public health, welfare, or safety under emergency conditions as defined in procedures promulgated by
the City Manager. If at all possible, the Chief, Assistant Chief, or the Deputy Chief of QA/Education should approve such purchases.

9. In general, the Chief, Assistant Chief, or the Deputy Chief of QA/Education will approve all purchases.

- In some circumstances, the Chief, Assistant Chief, or the Deputy Chief of QA/Education may ask the ECP to purchase materials, supplies, or equipment on behalf of West Des Moines EMS. Employees asked to make such purchases must be familiar with and abide by the policies and procedures established in the Purchasing Policy and Procedures Manual.
- To facilitate the day to day operations, the Chief may assign the purchasing of supplies, medications, and equipment to specific ECP’s. Generally, all purchases should be made through approved vendors. If the vendor is unable to provide the needed supplies, medications, or equipment, and failure to purchase the said items would create a threat to public health, welfare, or safety, the ECP may pursue the purchase through another vendor. If the ECP does make the purchase through another vendor, the Chief should be notified of the purchase in writing. Such notification should include:
  - The item purchased.
  - The vendor used.
  - The reason an approved vendor was not used.

- Departmental credit cards will be issued to the Chief, Assistant Chief, Deputy Chief and Lieutenants and will follow all rules and guidelines established by the Administrative Services Department.

10. All approved purchase requests will be submitted to the City’s Finance Department.

- The Finance Department ensures that the items requested are budgeted and the funds are available.
- Purchase requests will be submitted on the forms designated by the City’s Finance Department and will be completed as detailed in the Purchasing Policy and Procedures Manual.