

**OKALOOSA COUNTY
EMERGENCY MEDICAL SERVICES
STANDARD OPERATING PROCEDURE**

Title:	Monitoring Financials
Policy:	114.00
Purpose:	To outline the procedures used to monitor the financial performance of Okaloosa County EMS

Policy:

The Okaloosa County Finance Director ensures that all payables, deposits, journal entries, and fees are entered and reconciled in the accounting software.

The EMS Chief, in cooperation with the Okaloosa County Budget Manager, reviews monthly expenditures in comparison to the budget. Variances, or expenditures beyond budgeted amounts in any particular budget line, are reported and analyzed quarterly for trends. Developing trends in variances are reported to the Public Safety Director and reconciled through budget transfer if necessary.

The OCEMS Billing Coordinator, in cooperation with the Intermedix EMS Billing Account Manager, prepares the month's income statement which compares current and year to date income to budgeted income.

These reports are presented the monthly and quarterly to the Public Safety Director at the Division Chief's Meeting.

The public Safety Director and EMS Chief review these reports to discuss the agency's financial performance for the month and year to date.

The Public Safety Director and / or EMS Chief reports on the agency's financial performance at the Board of County Commissioner's annual budget workshops and budget meetings.

Accountability and Compliance:

The Department Director and EMS Chief are responsible for ensuring all financial elements of the organization are in compliance with the annual budget, variances are analyzed and reported, and any variances in revenues and / or expenditures are reconciled appropriately.

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