

Newberry County Fire and Rescue Departments

Semiannual Financial Reporting Requirements

Official County Policy

Issue Date: March ____, 2010 (for implementation July 1, 2010)

1. Required Semi-Annual Documentation

By January 15 and July 15 of each year, individual fire departments and rescue squads must provide the Newberry County Finance Director with the information set forth below for the respective prior six (6) month period (i.e. the January 15 report will contain information from the previous July 1 –December 31 time period; the July 15 report, information from the previous January 1 – June 30).

- (a.) Bank account statements for all cash accounts held by the fire department or rescue squad for the preceding six (6) months, to include savings, checking, and money market accounts, as well as certificates of deposit
- (b.) Separate submission of a Semiannual Financial Report for each bank or investment account, as well as one combined report for any cash and checks on hand -- The form for the Semiannual Financial Report will be provided by the Newberry County Finance Department. All forms submitted must be complete, and must be signed by the department's/squad's treasurer and chief)
- (c.) Documentation in support of the Semiannual Financial Report, specifically including the following:
 - Receipts for all expenditures made during the reporting period
 - Deposit slips for all deposits made during the reporting period
 - Receipts issued for donations made by check (receipt book required)
 - letters signed by department/squad treasurers and chiefs verifying total collections and deposits from each separate fundraising event or activity – These need only include the name of the event, the total number and amount of checks received, the amount of all cash received (separate from checks), and the aforementioned signatures.
 - Grant documentation indicating income from state, federal, other grants
 - Documentation of all other income (e.g. appropriations from County, City, etc.)

2. Notification to County of New Bank or Investment Accounts

Written notification must be made to the Newberry County Finance Director whenever a fire department or rescue squad opens or closes a bank or investment account.

3. Filing and Supplying Documentation

From time to time, the finance department, internal auditors, external auditors and others with legitimate interests in the accounting records of any fire department or rescue squad may require transactional supporting documentation (e.g. invoices, purchase receipts, and donor checks or receipts). Receipts issued for check donations must include donor's last name and check number. These supporting documents should be retained and filed in a logical manner (selected at the discretion of the department) to ensure they can be provided within a reasonable time period of the request.

4. Freedom of Information Act Requests

As public bodies, fire departments and rescue squads are subject to the South Carolina Freedom of Information Act. Requests for financial information made pursuant to this Act must be honored in accordance with the Act's requirements.

5. Requests for Extensions, Absences of Signatories

Extensions for providing the information required in this policy may be granted for up to fifteen (15) days for each reporting period. Extensions must be requested in writing by the treasurer and chief. Departments anticipating absences of the chief and/or treasurer for more than thirty (30) days may appoint alternates for either or both positions in order to comply with this policy.