



# Monroe-Livingston Regional Emergency Medical Services Council

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Finance and Administration Committee  
Friday, November 14, 2008  
Meeting Minutes

Present: S. Adam, M. Connolly  
Excused: R. Faugh

1. 2007 Audit Management Letter action items were discussed. Many of the recommendations were either completed or underway.
  2. Fraudulent Activity Policy: A policy will be drafted for consideration that will place an obligation on all Council members and officers to report obvious, suspicious, possible, or situations that may give an appearance of fraudulent activity.
  3. A draft-for-discussion-purposes Payment Authorization Procedure flow chart presented. It will be presented at the next Executive Committee meeting.
  4. Only the Treasurer or the OPC should accept any form of payment, including checks, from any individual or organization. As a general principle, all official correspondence must be received at the OPC on behalf of the Council.
  5. Motion: (Connolly, Adam) Modify the FY 2007/2008 budget per the attached Exhibit.  
Motion carried.
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**Monroe –Livingston EMS Program Agency  
 Budget Modification – Program Agency #C-020300  
 April 1, 2008 – June 31, 2008  
 Date Submitted September 22, 2008**

<b>Cost Item</b>	<b>Budget</b>	<b>Budget Change</b>	<b>Revised Budget</b>
Fee for Service Personnel			
Salaries			
Fringe & Benefits			
Facility Rental & Utilities			
Insurance			
Education & Training	3600	1000	4600
Equipment	2000	(1162)	838
Legal Fees & Notices	1500	(300)	1200
Membership & Dues			
Printing	9400	(3994)	5406
Postage	1500	693	2193
Professional Fees	2000	8169	10169
Purchased Services	139890	(26)	139864
Repair & Maintenance	414	(374)	40
Supplies	1750	3562	5312
Telephone	1600	91	1691
Travel	2200	1042	3242
Meeting & Associated Expenses	300	(173)	127
Other	10000	(8528)	1472
<b>Total</b>	<b>176154</b>	<b>0</b>	<b>176154</b>

Education and Training – increased education opportunities presented to the region.  
 Equipment – U of R policy redefined our under \$1000 equipment expenses into supplies  
 Printing – forms no longer being copied for agencies  
 Postage – increased costs from USPS  
 Professional Fees – increased need for webcasting help, database creation  
 Supplies – U of R policy redefined our under \$1000 equipment expenses into supplies  
 Travel –increased cooperation with surrounding regions required additional travel  
 Other –. Expenses charged to professional services