

1.1 PURPOSE AND SCOPE

To establish policies and procedures relating to the fiscal management while conducting or engaging in business activities authorized by NETRAC.

1.2 POLICY

It is the policy of NETRAC to comply with the terms of all contracts associated with funds to be distributed from Department of State Health Services, OASPR or any other agency. The NETRAC Executive Director and/or will maintain the financial records in QuickBooks according to requirements outlined in the various contracts. NETRAC may, at any time, employ the services of an accounting firm, CPA, or bookkeeper to assist with fiscal accounting.

1.3 PROCEDURES

1.3.1 NETRAC will form a Budget/Finance Committee to administer all State/Federal grant monies to be distributed.

1.3.2 The HPG, otherwise known as the BioRAC, will be responsible for conducting all hazards needs assessments from Hospitals, EMSs, and other healthcare providers throughout Trauma Service Area F (TSA-F), as it relates to bioterrorism. The General Assembly, will be responsible for conducting all needs assessments from Hospitals, EMSs, and other healthcare providers throughout Trauma Service Area F (TSA-F), as it relates to Trauma and Emergency Health Care.

1.3.3 The Budget/Finance Committee will develop a spending plan annually for both HPG and Trauma and Emergency Health Care grants based on the needs assessments, any applicable benchmarks or contract deliverables, and any other input from members of TSA-F.

1.3.4 As necessary, the Budget/Finance Committee will revise the spending plan according to changes in available funds, requirements, and/or needs.

1.3.5 The Budget/Finance Committees spending plan will be approved by the NETRAC Executive Board of Directors. Should the Executive Board of Directors fail to approve the spending plan, a detailed explanation of why the plan was not approved will be provided in writing to the HPG. The Budget/Finance Committee will present the spending plan, and/or any revisions, to the NETRAC Board of Directors at the next quarterly meeting following approval.

1.3.6 Any Hospital or EMS that fails to maintain the requirements of participation will not be eligible to receive grant funds.

1.3.7 The HPG and General Assembly will conduct regular meetings as needed to complete the requirements of any and all contracts.

1.3.7 Any income or expenses not associated with a contract will be documented with the same accounting practices used for contract documentation.

1.3.8 The Executive Board will grant permission for the Executive Director to sign checks written to herself, only if there are extenuating circumstances. Before signing the check, the Executive Director must get written approval (i.e. email or fax) from a Board Member or the RAC Chair.