

DELAWARE VOLUNTEER FIREMEN'S ASSOCIATION REGULATION FOR MATCHING FUNDS

In order to help each company report their yearly fire prevention expenses the form enclosed has been developed. Hopefully, this form will make your reporting easier at the end of the fire prevention year so that your treasurer can get your reimbursements from the funds appropriated by our General Assembly back to you in a timely manner.

We would suggest that each time you spend money related to fire prevention that you make a copy of the receipt so that it will be available next January 31 when the report is due. The reporting year for these funds is from January 1 to December 31. We also would request that you keep a log on the number of miles traveled in your fire prevention activities so that we can get an accurate count of the miles the volunteer firemen travel.

The three persons noted on the bottom of the form must certify to the validity of the reported expenses. Since the funds that we will be receiving are Delaware appropriated funds, the Delaware Volunteer Firemen's Association and the State Fire Prevention Commission could be subject to audit to insure the validity of our expenses.

The State Fire Prevention Committee has put in place a set of rules and guidelines to be used for completion of this form if you have any questions contact any member of this committee.

Remember: By January 31 you must supply to the chairman of the Fire Prevention Committee the enclosed form completed and a photo copy of any fire prevention expense receipts between January 1 and December 31 of the previous year. The Fire Prevention Committee will meet after January 31 to review the expenses and checks should be to the member companies by June 30.

Please remit to: **Mr. Guy Hudson**
34771 Wilgus Cemetery Road
Frankford, DE. 19945

Fire Prevention Committee

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The State of Delaware Budget Act provides an appropriation to the State Fire Prevention Commission as a line item "Statewide Fire Safety Education", meaning the general public gains information from fire service personnel in written or verbal form on fire prevention and fire safety. These funds are to be matched by members of the Delaware Volunteer Firemen's Association for a Statewide Fire Safety Education Program.

The following are to be used when any fire service organization is applying for their share of the matching funds provided by the State of Delaware. The second and third pages consist of allowable and non-allowable expenses.

1. All fire service organizations will use the attached form when applying for any fire prevention and fire safety funds.
2. All fire prevention and fire safety budgets over \$5,000.00 must be submitted to the Fire Prevention Committee by June 1 of the current year. All fire prevention payments over \$5,000 will only be awarded after a submitted budget is approved by the fire safety committee. All fire prevention and fire safety budgets will be acted on by August 1 of the current year as funds permit.
3. All receipts submitted on the attached form must be approved by the Fire Prevention Committee.
4. All fire prevention and fire safety activities must not have a direct financial return.
5. All checks for fire prevention and fire safety activities will be issued by June 30 of any given year.
6. All expenditures must be directly related to fire prevention or fire safety activities and may be subject to review.

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Allowable expenses for fire prevention and fire safety education include such items as:

1. Fire prevention and fire safety education handout materials.
2. Fire prevention or fire safety displays.
3. Fire prevention and fire safety education audio-visual material, such as slides, films, transparencies, tape cassettes and video cassettes.
4. Prizes for fire prevention activities and fire safety activities.
5. Advertising expenses for fire prevention and fire safety educational activities.
6. Expenses for outside speakers specify for fire prevention and fire safety education for the general public.
7. Expenses for meals provided for fire prevention and fire safety awards banquets for educational functions. Expenses for such functions will be for guests only and the number of guests plus the cost per guest be noted on company letterhead, or statements submitted.
8. Registration for fire prevention and fire safety seminars that cover public education, a seminar program must accompany the request.
9. Other expenses with prior approval of the fire prevention committee.
10. Expenses for fire safety houses, on a preapproved basis only, up to \$500.00 per year.
11. Reimbursement for laptops and projectors. The program allows for a maximum reimbursement of \$600.00 for laptops and an maximum of \$400.00 for projectors over a two year period. A contract must be signed and all rules will be strictly enforced.

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Non-allowable expenses include such items as:

1. Property (such as land or buildings).
2. Vehicles.
3. Remodeling or renovations.
4. Indirect cost (electric, telephone, heat, fuels, etc.).
5. Dues to organizations or federations.
6. Meals and travel expenses for company members.
7. Entertainment expenses such as luncheons, banquets, gratuities, and decorations for company members.
8. Etc.

**DELAWARE VOLUNTEER FIREMAN'S ASSOCIATION
REPORT OF FIRE PREVENTION EXPENSES
FOR THE PERIOD JANUARY 1 THRU DECEMBER 31**

Name of Company _____

Station No. _____

Fire Prevention Officer _____

Telephone No. (Work) _____

Telephone No. (Home) _____

This report must be to the chairman of the Fire Prevention Committee by January 31

VENDOR	DESCRIPTION OF EXPENSE	AMOUNT

Total Fire Prevention Expense

Total number of fire prevention programs given _____

Total number of persons that programs were presented to _____

Total number of miles traveled for fire prevention _____

Copies of supporting documentation must accompany this report in order to receive any reimbursement.

Submit to:

I certify that the above reflects actual expenses for fire prevention purposes during the noted period:

PRESIDENT

FIRE CHIEF

FIRE PREVENTION OFFICER