

Barren River District Health Department

Standard Operating Guideline

Title: Finance overview

Guideline: 2015-0009

Affected Section: ICS Finance Section or IC or Administration

This document provides direction on the establishment of guidelines for tracking expenses during an event to ensure accurate expenses are recorded.

The following assumptions are made in developing this SOG:

- There is an ongoing event or incident.
 - Expenses are occurring that can be directly attributed to a response.
 - Tracking expenses at the start of the event is critical.
1. Determine need to track expenses for an event.
 - a) If an event is planned and there is a need for separate tracking.
 - b) If an event is larger than average day to day operations and the BRDHD DOC (Department Operations Center) is activated.
 - c) If the LHD is responsible for costs or another agency KDPH is sending an asset.
 2. The following should be documented and tracked at the start of an incident
 - a) Employee time including schedule worked and overtime
 - b) Employee assignment and equipment utilized in their assignment
 - c) Teams deployed to an event should have a daily cost that is determined prior to deployment.
 - d) Any contract costs associated with a vendor providing goods or services for the event.
 - Assets rented or leased for the event
 - e) Assets used in the event
 - Agency assets used to support a response
 - i. Track consumable assets used in response
 - ii. Track recoverable assets used in response by mileage, hour or day as applicable
 - f) Assets deployed to assist from another agency
 - Transportation cost of deploying assets
 - Transportation cost of demobilizing assets
 - g) Supplies used for an event
 - Printing, paper supplies and ink
 - h) Meals
 - If the decision is made to feed employees during event, track personnel fed.
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