***FIN Template 3- Fire Department Operating Budget***

The following document is a template for establishing an operating budget. The items represented in this template are examples of items that a local fire service may need to purchase. This list is by no means prescriptive or exhaustive. It is the responsibility of each local fire service and CAO to establish its own priorities based on its current and future needs.

Other templates are available.

***Fire Department Operating Budget***

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Account # | **Account Description** | **Year 1**  **Budget** | **Year 1 Actual** | **Year 2 Budget** | **Comments** |
| 12-34-56 | MPI Fire Calls | 16,000 |  | 16,000 | **MPI revenue Rates** |
| 23-45-56 | Fire Agreements | 148,032 |  | 148,032? |  |
| Total Revenues |  | **164,032** |  | **164,032** |  |
| **Salaries & Benefit** | |  |  |  |  |
| 34-56-67 | Regular wages | 87,549 |  | 95,000 | **2% & DC wages FC new level** |
| 45-56-67 | Special wages | 51,000 |  | 55,000 | **FC man hrs. 17.00/hr Based on 3,000 hrs. 20hr/call average** |
|  | Honorariums | 9,750 |  | 9,800 | Officers/Medals 4-5 yr 1-20yr, 4-10yr, 4-15yr. |
|  | Fire Calls Charge | 13,500 |  | 16,875 | **Based on Aver. 135 calls/$125 per call** |
|  | Worker compensation | 700 |  | 700 |  |
|  | Group Insurance | 1,200 |  | 1,200 |  |
| Total |  | **163,248** |  | **175,135** | Increase |
| Other Benefits |  |  |  |  |  |
| 22-22-22 | Travel & Expenses | 3,000 |  | 5,000 | **CAFC, MAFC** |
|  | Car Allowance | 0 | 0 | 0 | **AHJ owned vehicle** |
|  | Accommodations | 5,500 |  | 6,000 | **CAFC, MAFC, FF training weekends. Haz-mat Ops** |
|  | Meals Expenses | 2,500 |  | 2,500 | timing of fire calls |
|  | Training & Education | 12,000 |  | 18,000 | Hazmat, Ops,CPR First Aid, Course Instructors, Props, Burn Tank Dev, Container etc., L1 Books, Code Books, Hosting L1 course |
|  | Membership dues | 1,500 |  | 1,200 | MAFC, CAFC, PTMA/Deputy |
|  | Publications | 300 |  | 700 |  |
|  | Registrations | 1,200 |  | 1,200 | Seminars |
|  | Receptions | 3,500 |  | 4,000 | FF Appreciation |
|  | Clothing | 3,000 |  | 8,000 | Uniforms |
|  | First Aid Supplies | 800 |  | 800 | First-aid kits, BP cuffs |
|  | Other Misc Goods | 1000 |  | 1,000 | Medicals |
| Total |  | **34,400** |  | **48,500** | **Increase** |
| **Public Education** | |  |  |  |  |
| 56-67-78 | Newspaper Advertising | 100 |  | 100 |  |
|  | Radio | 700 |  | 700 | **Fall event** |
|  | Receptions | 1,000 |  | 1,000 | **Open House** |
|  | Misc Goods | 1,000 |  | 1,000 | **Dist. material** |
| **Total** |  | **2,800** |  | **2,800** |  |
|  |  |  |  |  |  |
|  | **Description** | **Year 1 Budget** | **Year 1 Actual** | **Year 2 Budget** | **Explanation** |
| **Fire Station Maintenance** | |  |  |  |  |
| 67-78-89 | Freight | 1,000 |  | 1,000 |  |
|  | Newspaper | 900 |  | 500 |  |
|  | Radio Advertising | 500 |  | 500 | **Open House/web site** |
|  | Fire Insurance | 2,400 |  | 2,600 |  |
|  | Hall Maintenance- Labor | 2,500 |  | 4,000 | **CO Monitor testing/Roof Maintenance/Janitorial/electric Floor install** |
|  | Computer Services | 300 |  | 300 |  |
|  | Hydro | 10,000 |  | 10,000 |  |
|  | Sewer + water | 4,500 |  | 4,500 | **Fire hall metered** |
|  | Property Taxes | 3,600 |  | 3,500 |  |
|  | Building Rental | 0 |  | 0 |  |
|  | Heating Gas | 3,200 |  | 3,200 |  |
|  | Hall Maintenance-Goods | 4,000 |  | 29,000 | **Water Valves/ shelves/Door Maintenance. Siren Install,meeting room floor, floor heat, pressure washer** |
|  | Printing + Stationary | 500 |  | 500 | **Town Office Printing charge** |
|  | Office supplies | 1,500 |  | 4,300 | **Computers & hardware** |
|  | Misc Office | 2,000 |  | 2,000 |  |
|  | Amortization Expense | 0 |  | ? |  |
| Total |  | **36,900** |  | **65,900** | **Increase** |
| **Communications** | |  |  |  |  |
| 89-00-01 | Radio License | 700 |  | 700 |  |
|  | E-911 Levy | 23,358 |  | 28,436 |  |
|  | Equip-Repairs Labour | 1,000 |  | 1,000 | 10,000 if new tower required |
|  | Equipment Rental | 0 |  | 0 |  |
|  | Hydro | 250 |  | 250 |  |
|  | Telephone | 8,500 |  | 8,500 | Includes Paging Tower |
|  | Equip-Repairs Parts | 1,000 |  | 1,500 |  |
|  | Misc goods | 2,000 |  | 2,000 | **Responding software/ Pagers** |
| Total |  | **36,808** |  | **42,386** | **Increase** |
| **Hydrant Rentals** | |  |  |  |  |
| 90-01-02 | Hydrant Rentals | 48,150 |  | 48,150 | **Increase in Hydrant #’s** |
| Total | Hydrant Rentals | **48,150** |  | **48,150** |  |

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Fire Fighting Equipment** | | |  | |  | |  | |  | |
| **- Pumper 1** |  | |  | |  | |  | |  | |
| 90-34-56 | License + Insurance | | 2,450 | |  | | 2,450 | |  | |
|  | Repairs-Labour | | 1,500 | |  | | 1,500 | |  | |
|  | Gasoline | | 0 | |  | | 0 | |  | |
|  | Diesel | | 1,200 | |  | | 1,200 | |  | |
|  | Oils + Grease | | 300 | |  | | 300 | |  | |
|  | Repairs-Parts | | 2,500 | |  | | 2,500 | |  | |
| Total |  | | **7,950** | |  | | **7,950** | |  | |
| **-Heavy Rescue** | | |  | |  | |  | |  | |
| 90-34-56 | License + Insurance | | 1,650 | |  | | 1,650 | |  | |
|  | Repairs – Labour | | 1,500 | |  | | 1,500 | | **Light upgrade** | |
|  | Gasoline | | 200 | |  | | 200 | |  | |
|  | Diesel | | 500 | |  | | 500 | |  | |
|  | Oils + Grease | | 300 | |  | | 300 | |  | |
|  | Repairs-Parts | | 3,000 | |  | | 3,000 | | **Light upgrade, safety** | |
| Total |  | | **7,150** | |  | | **7,150** | |  | |
|  |  | |  | |  | |  | |  | |
| -Pumper 2 | |  | |  | |  | |  |  |
| 90-45-56 | | License + Insurance | | 0 | | 0 | | 0 | **Unit has been sold** |
|  | | Repairs-Labour | | 0 | | 0 | | 0 |  |
|  | | Diesel | | 0 | | 0 | | 0 |  |
|  | | Oils + grease | | 0 | | 0 | | 0 |  |
|  | | Repairs-Parts | | 0 | | 0 | | 0 |  |
| Total | |  | | **0** | | **0** | | **0** |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Description | **2014 budget** | **2014 Actual** | **2015 budget** | **Explanation** |
| **- Pumper 3** | |  |  |  |  |
| 90-67-78 | License + Insurance | 1,475 |  | 1,475 |  |
|  | Repairs-Labour | 500 |  | 500 |  |
|  | Gasoline | 300 |  | 300 | **Most entries were diesel** |
|  | Diesel | 1,000 |  | 1,000 |  |
|  | Oils + Grease | 200 |  | 200 |  |
|  | Repairs- Parts | 2,000 |  | 2,000 | **Pump Heater** |
| Total |  | **5,475** |  | **5,475** |  |
| **-75ft-Ladder** | |  |  |  |  |
| 90-78-89 | License + Insurance | 3,250 |  | 3,250 |  |
|  | Repairs-Labour | 2,500 |  | 3,500 | **Ladder test** |
|  | Diesel | 1,500 |  | 1,500 |  |
|  | Oils + Grease | 300 |  | 300 |  |
|  | Repairs-Parts | 3,000 |  | 5,000 | **Pump Test** |
| Total |  | **10,550** |  | **13,550** | **Increase** |
| Skid - Loader |  |  |  |  |  |
| 90-87-88 | Repairs – Labour | **500** |  | **500** |  |
|  | Diesel | **300** |  | **300** |  |
|  | Oils & Grease | **200** |  | **200** |  |
|  | Repairs - Parts | **1000** |  | **1000** | **Tires** |
| Total |  | **2,000** |  | **2,000** |  |
| Side Quad 1 |  |  |  |  |  |
| 91-01-02 | License + Insurance | **80** |  | **75** |  |
|  | Equip repairs-Labour | **300** |  | **500** |  |
|  | Gas | **200** |  | **200** |  |
|  | Oils + Grease | **100** |  | **100** |  |
|  | Equip Repairs-Parts | **1400** |  | **1400** | **New Battery&charger** |
| Total |  | **2,080** |  | **2,275** | **Increase** |
| **-Chief Vehicle 1** | |  |  |  |  |
|  | License + Insurance | **1,200** |  | **1,150** |  |
|  | Equip repairs-Labour | **1,000** |  | **1,000** |  |
|  | Gas | **4,500** |  | **4,000** |  |
|  | Oil + Grease | **400** |  | **400** |  |
|  | Equip repairs-parts | **2,000** |  | **1,500** |  |
| Total |  | **9,100** |  | **8,050** | **Decrease** |
| **Other Equipment** | |  |  |  |  |
| 91-12-23 | Equip Repairs-Labour | 1,500 |  | 1,500 | **SCBA + tank tests(20)** |
|  | Foam | 3,500 |  | 3,500 |  |
|  | Repairs-Parts | 2,000 |  | 2,000 | **SCBA repairs** |
|  | Fire Hose | 2,000 |  | 2,500 |  |
|  | Safety Supplies | 3,000 |  | 25,400 | **PPE, bottles. Nozzles, BA masks, victim masks, Specialty teams,** |
|  | Misc goods | 3,500 |  | 4,500 | **BA’s/fit testing** |
| Total |  | **15,500** |  | **39,400** | **Increase** |
| Dept Total |  | **382,511** |  | **469,131** | **Increase** |