

PRINCE GEORGES COUNTY FIRE COMMISSION

FIRE COMMISSION POLICY

FC Policy Number: 04-02	Date: June 23, 2004
Subject: Station Management Audit Procedure	
Donald L. Strine, Chairman	

Stations will be given at least one (1) month notice of the scheduled bi-annual Station Management audit to give them ample time to prepare for the audit.

Stations must present their Station Management audit information in person at the scheduled date, time and place of the audit as determined by the Fire Commission. Audits will normally be scheduled in the months of August and February.

The person presenting the audit information should be the Treasurer of the corporation. In the event that the Treasurer cannot be present at the audit, the person presenting the audit information should be someone from the corporation that has sufficient knowledge of the corporation's finances to answer any questions that may arise during the audit.

Any station that cannot attend their scheduled Station Management audit will notify the Fire Commission Chairman no later than one (1) week prior to the audit with the reason as to why they cannot be present on the scheduled date and time. In cases of emergencies notification should be made as soon as possible.

Any station not present for their scheduled bi-annual Station Management audit will be re-scheduled for a make up audit at a date, time and place to be determined by the Fire Commission. If the station/s fail to attend the make up audit without adequate reason there Station Management check **may** be returned to Prince Georges County. The station/s **may** also be precluded from submitting Stores requests and Speed Letters to Logistics through their District Commissioner until such time as the Station Management audit is successfully completed.