



# TOLEDO FIRE & RESCUE DEPARTMENT



## AD-4 Invoicing FPB

### AD Manual

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### Purpose

To define the accounting system regarding Fire Prevention Bureau invoicing and collections.

### Policy/Procedure:

**1)** All Fire Prevention Bureau billing shall be prepared and distributed for remittance by the Fire Prevention Bureau (FPB) Captain's authorized representative. Billable services provided by, or fees charged by, the Fire Prevention Bureau include:

1. False alarms fees.
2. Pyrotechnic permits and fees.
3. Inspection fees and Operation permits
4. Reimbursed Overtime
5. Miscellaneous invoices

**2)** Databases shall be maintained by the FPB for the categories above, in addition to others determined to be of importance by the Director. The database shall allow tracking of current expenditures. The invoices for each category are to be uniquely numbered so that it can be easily determined to which database and category the invoices are to be applied.

All entries on the databases will be retained for the current year without deletion. Unpaid invoices will be "carried over" into the current year's database unless it is determined by the Director that they should be absorbed and eliminated. This determination shall be presented in writing to the Toledo Fire and Rescue Operation's Chief Financial Officer for consideration and concurrence prior to the elimination of said invoices.

**3)** Remittances are to be sent to the Fire Prevention Bureau, and shall be worded to reflect the name of the Department's title. When payments are received, they will be posted in the appropriate database as

paid, including the check number and payment date, and sent to the City of Toledo's Treasury office for deposit by Treasury. This shall provide a crosscheck and balance, protecting the integrity of the system as mandated by auditors.

**4)** Copies of invoices are available in SAP. Invoice copies and a copy of the payment check will be kept in a binder in the Fire Prevention Bureau.

**5)** Each database will have a query function allowing access to past due invoices. Once the invoices have become delinquent, the delinquent notices (dunning reports), will be sent out from the finance department between 45 to 60 days. Any unpaid Operational permits shall be subject to legal action.

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See Also:

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