

Fire Officer I – Assignment #9
Utah Fire and Rescue Academy

Situation:

As the company officer, you determine a need within the department that will require some budget to address. It's now incumbent upon you to prepare the budget request. You will need to present this request directly to the chief of the department as she has complete control of the budget.

Assignment:

1. Prepare a memo to the chief describing the budget request in accordance with the requirements below.
2. As budgets are tight everywhere, make your justification realistic and convincing. If your request will generate revenue for the department, it will stand a better chance of success.
3. Are there non-traditional funding streams out there you haven't found?
4. Can you lower expenses somewhere in the current department budget to pay for your request?

Requirements:

1. Type your assignment, double-spaced, using a word processing or other data entry software program. Be sure to proofread for grammar and spelling.
2. Your memo should be brief but to the point and complete. Don't leave the chief any unanswered questions.
3. Elements of the memo will include:
 - a. Needs assessment and justification
 - b. Type of Request (line-item, capital improvement, etc.)
 - c. Any request expenses (operating costs, personnel, etc.)
 - d. Three bids for any purchase over \$1,000.00
 - e. Any request revenues (fees, donations, grants, cost recovery, etc.)
 - f. Anticipated benefit to the department or community
4. Make your memo professional and worthy of presentation to your chief. You may use your department letterhead if you wish.
5. Submit the assignment electronically as a .doc or .docx.

State Skill #11