

Financial Management Support Annex

Coordinating Agency

Finance Department

Cooperating Agencies

Department of Management and Budget

General Services Department

Purchasing Division

All Departments

I. Introduction

A. Purpose

The Financial Management Support Annex provides basic financial management guidance for all participants in emergency management activities. This includes guidance for all departments and agencies providing assistance in response to a local disaster declaration. The financial management function is a component of Emergency Support Function (ESF) #5 Emergency Management.

Financial Management processes and procedures ensure that funds are provided expeditiously and that financial operations are conducted in accordance with established local, state and federal laws, policies and procedures.

B. Scope

This annex is applicable to all departments and agencies that are participating and responding with assistance or relief as coordinated by City of Roanoke Emergency Management.

C. Policies

The Department of Finance:

1. Will provide financial support in a timely manner;
2. Assist and instruct agencies on recording expenses incurred during an incident;
3. Work to provide areas in financial need with adequate support;
4. Will use existing standards for accounting operations;
5. Implement the necessary procedures to ensure an accurate account of expenses.

II. Concept of Operations

A. General

1. In an emergency situation, as defined by the Emergency Operations Plan, the Director of Finance will be responsible for expediting the process of procuring the necessary goods and services to support emergency operations; designating disaster account numbers(s) that disaster expenditures will be

charged to, coordinating with department heads and the real estate assessor during the damage assessment and recovery phases of disaster operations; assisting in the development of applications for state and federal assistance; participating in the development and review of vendor contracts; developing, documenting, and providing financial data to the proper authorities, as necessary.

2. The Emergency Management Director and/or Coordinator and Director of Finance will meet with department directors to inform them of emergency authorities that will be delegated to them in order to make the necessary expenditures to address the situation in a timely manner.
3. Department Directors will be responsible for developing and maintaining accurate records and documentation to support all expenditures related to the disaster (e.g., personnel, equipment, facilities, contracts etc.).
4. Department Directors will be responsible for keeping an accurate inventory of resources and identify potential needs for emergency/disaster situations. A listing of potential resource providers will be developed and maintained for anticipated equipment and service needs, as required. Mutual aid agreements and sample contract agreements will be developed to facilitate the receipt of assistance and expedite the procurement process during the response and recovery phases of disaster operations.
5. The accounting process followed by all departments will follow existing standardized procedures. All departments must adhere to established disaster accounting and finance procedures to minimize the potential for waste, fraud, and delays in processing requests, maximize state and federal assistance, and facilitate the documentation of disaster expenditures, the development of disaster cost statistics, and audits following the disaster.

B. Organization:

The City of Roanoke may include, within the body of the Declaration of Local Emergency, authority to expend specific funds in support of disaster operations.

The Director of Finance and Director and/or Coordinator of Emergency Management are responsible for developing and implementing the necessary management policies and procedures that will facilitate and ensure an accurate accounting of disaster expenditures during all phases of disaster operations. These procedures will be designed to support and expedite emergency response operations, as well as maximize state and federal assistance.

The Director of Finance will coordinate with all departments, government entities, and representatives from the private sector who support disaster operations. This may involve working with other local jurisdictions that provide mutual aid, state and federal governments, private contractors, local retailers, volunteer organizations, etc.

C. Responsibilities

1. Develop, maintain, and disseminate budget and management procedures to ensure the prompt and efficient disbursement and accounting of funds to conduct emergency operations, as well as support and maximize claims of

financial assistance from state and federal governments, and facilitate audits following the disaster;

2. Provide training to familiarize staff with internal procedures, as well as federal and state disaster assistance requirements and forms;
3. Develop the necessary logistical support to carry out emergency tasking. Instruct all departments to maintain an inventory of supplies on hand;
4. Develop the necessary mutual aid agreements, sample contracts, and listing of potential resource providers to expedite the procurement of anticipated resource needs for disaster operations;
5. Develop and maintain the necessary measures to protect vital records and critical systems to ensure their continued operation during a disaster, as well as to facilitate their restoration if impacted by the disaster;
6. Prepare and submit disaster assistance applications to the appropriate state and/or federal agencies for reimbursement of disaster related expenditures;
7. Assist in finalizing damage assessment report;
8. Review and revise real estate assessments based upon damages sustained to local infrastructure;
9. Assist in the preparation and submission of government insurance claims, and;
10. Identify and correct any shortfalls in emergency budget, accounting, and procurement procedures, as well as measures implemented to protect critical systems.

D. Cooperating Agencies

1. Cooperating agencies are responsible for maintaining documentation to support requests for reimbursement, submitting final reimbursement requests within the terms of the mission's assignments or reimbursable agreement, and notifying requesting agencies when a task is completed and/or when additional time is required to complete work in advance of the projected completion date.
2. Cooperating agencies are expected to apply proper financial principles, policies, regulations, and management controls to ensure full accountability for the expenditure of funds.

E. Financial Controls and Guidance

1. Because timely financial support of response activities is crucial to achieving the operational objectives of saving lives and protecting property, expeditious means are employed to facilitate proper financing of operations.
2. Departments must use management controls, policies, and procedures to reasonably ensure that:
 - a. Programs achieve their intended results;
 - b. Resources are used consistent with agency missions;
 - c. Programs and resources are protected from waste, fraud, and mismanagement;

- d. Laws and regulations are followed; and
 - e. Reliable and timely information is obtained, maintained, reported and used for decision-making.
3. Departments are responsible for developing and maintaining cost-effective systems of management controls to ensure that Government-funded activities are managed effectively, economically, and with integrity in order to prevent fraud, waste and mismanagement.

F. Management Controls and Automated systems

1. When entrusted with or given statutory responsibility for public funds, Government employees are, in effect, trustees for the taxpayers. These trustees are responsible for proper payment of funds for which they are accountable. They should ensure that all bills are properly documented when recommending approval/disapproval of expenditures.
2. Each department is responsible for establishing effective administrative control of funds and segregation of duties for proper management controls. A responsible official of each agency should be designated as the Action Officer to ensure that actions taken and costs incurred are consistent and reasonable.
3. Special care must be taken throughout operations to maintain logs, formal records, and file copies of all expenditures to provide accountability and justification for reimbursement.