



## One-Percent Expenditure Check-off Form South Carolina State Firefighters' Association

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Please use this check-off sheet when completing One-Percent Expenditure Approval Forms and the One-Percent Annual Budget Forms. Use of this form will assure all items have been completed and expedite approval by the State Supervisory Committee. Please check-off the following:

### Complete

- \_\_\_\_\_ Complete the forms with ink pen or type the form
- \_\_\_\_\_ Please use only the One Percent Expenditure Approval and/or One-Percent Annual Budget form revised on 10-02-06  
*(These forms are downloadable at [scfirefighters.org](http://scfirefighters.org))*

### One-Percent Expenditure Approval Form (Form 201):

- \_\_\_\_\_ Name of Department - on each page
- \_\_\_\_\_ County
- \_\_\_\_\_ FDID Number
- \_\_\_\_\_ Date of Request
- \_\_\_\_\_ Fire Department Contact - to address any questions
- \_\_\_\_\_ Daytime phone Number of FD Contact
- \_\_\_\_\_ FD Contact E-Mail Address - for faster service
- \_\_\_\_\_ Expenses must be listed and the "Total" space completed (If using a budget form, please write in budget total and check "Please Refer to Annual Budget")
- \_\_\_\_\_ Approved and Signed by Local Fire Department Trustees
- \_\_\_\_\_ If any of the Local Board of Trustees are Firefighters, have them sign the fire department member list also
- \_\_\_\_\_ Have all members signing One Percent Request Form to check "yes" or "no"
- \_\_\_\_\_ 51% of members must indicate "yes" for approval

**One-Percent Annual Budget Form (Form 202):**

\_\_\_\_\_ **A. Retirement and Insurance**

- Remember to attach a copy of your Retirement Plan Document if other than the system sponsored by the S.C. State Firefighters' Association and identify the Insurance Company
- Please indicate type of insurance and number of participants and premium amount

\_\_\_\_\_ **B. Training and Education**

- Please specify type of Conference or School attended

\_\_\_\_\_ **C. Recruitment and Retention**

- Remember to fill in number of dinners, number of members, and identify the event facility
- Remember to attach a copy of the Incentive Program
- Remember to attach a detailed explanation for any renovations
- For any new construction, forward copy of land deed or title
- Does the Department have a Policy governing the Flower Fund
- Remember to attach copy of a detailed list of items and expenditures (Example: 10 dinners @\$10.00 each = \$100.00)
- Chief of Department has signed and dated Annual Budget Form