



GREATER NAPLES FIRE RESCUE DISTRICT MEMORANDUM

24-024

DATE: April 25, 2024
TO: All Personnel
FROM: James West, Finance Director
SUBJECT: FY 2024-2025 Budget Request Forms Preparation

In preparation for development of the 2024-2025 Annual Budget, employees are encouraged to participate by identifying, researching, and submitting potential needs of the District. Florida Statute 189.016 (3) states “The adopted budget must regulate expenditures of the special district, and an officer of a special district may not expend or contract for expenditures in any fiscal year except pursuant to the adopted budget”, so it is very important to budget appropriately.

Please use the Budget Request Form located under “District Forms” on the employee “Admin Docs” section of the District website to submit budget requests for items identified which may need replacement, repair, upgrade, or purchase. Requests should be submitted for items considered mission critical, with as much specificity as possible to assist staff in prioritizing. Including information such as vendor quotes, will assist greatly in the process. Please remember to include recurring contract costs if applicable.

The “station budgets” will be handled in the same manner as last year, station captains and/or lead station officers will be required to submit a list of items needed for their station no later than May 24, 2024 to their battalion chief. Battalion Chiefs will then provide all station budget requests to District Chief Forrest Campbell. There is no need to include a dollar amount or quotes with this list.

Request forms should be submitted to your corresponding section manager through your chain of command no later than May 24, 2024. For Operations, please submit request forms to your battalion chief utilizing the chain of command. They will then be distributed to District Chief Forrest Campbell. Submitted forms will then be reviewed by staff, evaluated for relevance, and prioritized for consideration. Forms will be returned to the requester confirming if the item is budgeted or not with an explanation.

Each section manager will then submit their itemized budget request to Finance Director James West no later than June 7, 2024.
