

Rural Ambulance Service Budget Model Workshops

The Kansas Board of EMS, The Kansas Department of Health and Environment - Office of Local and Rural Health and the EMS Regional Councils will be hosting six "Rural Ambulance Service Budget Model Workshops" this summer. These one-day workshops will be conducted by the Critical Illness and Trauma Foundation (CIT) from Bozeman, MT. The faculty for the workshops will be Gary Wingrove and Joe Hansen.

The workshops will teach participants how to use the Microsoft Excel Budget Model template developed by the Rural EMS and Trauma Technical Assistance Center (REMSTTAC) to develop an EMS budget and provide a brief overview of how those data may be exported into Intuit's QuickBooks Pro 2006 accounting software if desired.

The Budget Model tool was developed to assist rural ambulance services, both volunteer and paid, enhancing an annual budget. It also helps calculate the value of services donated to the ambulance service by other entities and the value of donated services provided by the ambulance staff to the community.

Why should you prepare and use a budget? A budget is a record and forecast of all cash sources and cash expenditures. Maintaining a budget allows you to estimate future needs and profits and to plan for managing any discrepancies. At a minimum your budget should track the expenses of running your service compared to the money generated. A detailed budget will allow you to do much more than simply track revenue and expenses; it will provide the framework for quantifying the overall value of your ambulance service. This becomes especially important when seeking community support, reporting to oversight boards or committees and in applying for grants or loans. The Rural Ambulance Service Budget Model provides step-by-step instructions for organizing important data regarding your service.

In developing and prioritizing the REMSTTAC scope of work, a diverse group of stakeholders recommended the development of a financial tool kit that would provide specific financial and budgeting tools to rural EMS agencies that may be managed by volunteers with limited experience or training in the financial and budgeting aspects of public, private or not-for-profit organizations.

As cited in the Rural and Frontier EMS Agenda for the Future (2005), many rural and frontier EMS services "have no expertise or infrastructure for collecting fees or maintaining the business functions." The need for this toolkit has been further validated through a series of "town hall" meetings conducted in the Intermountain West and New England States with representation from local EMS ongoing leadership.

Objectives

1. Demonstrate the Rural Ambulance Service Budget Model
2. Populate the budget model with service specific data
3. Demonstrate non-cash (in-kind) contributions to the community
4. Determine rate structure necessary to achieve a balanced budget
5. Import the budget data into Quick Books

Agenda

Introductions

Workshop purpose

REMSTTAC/CIT Overview

Rural Ambulance Service Budget Model

Introduction

Limitations

Current Status

"Building a Rural Ambulance Service Budget from Scratch"

Demographics

Vehicle(s)

Building(s)

Other capital

Staffing

Training

Other expenses

Budget

Rate Study

Import to Quick Books

Questions & Answers

We encourage participants to bring their budgets and computers (preferably laptops). Adequate time should allow you to build your budget in the Excel template while attending the course. Microsoft Office 97 will work, Office XP or newer is preferred. All participants will leave with a copy of the template to take with them.

Breaks will be taken at the appropriate times and lunch will be taken midday.

Due to the "hands on nature" of the course, there is a limit of 25 participants per course. Anyone may attend the course, but priority will be given to EMS Directors or their designees. If space allows, a service may send more than one participant if they desire. Participants are not restricted from attending a workshop in a region where they do not live. You may register/attend any workshop. All workshops will present the same material.

Approximately six hours of continuing education will be provided for each course.

Course Dates & Locations

Date	Registration Deadline	Region	Location	Time
June 27	June 16	1	Sheridan County EMS 1717 Oak Ave Hoxie, KS 67740	9:00 a.m. to 4:00 p.m.
Jun 29	June 16	3	Pioneer Hall Hutchinson Community College 1809 E Essex Road Hutchinson, KS 67501	9:00 a.m. to 4:00 p.m.
July 5	June 23	5	Auditorium St. Francis Health Center 1700 SW 7th Topeka, KS 66606	9:00 a.m. to 4:00 p.m.
July 6	June 23	4	Lincoln County EMS 102 N Sixth Street Lincoln, KS 67455	8:30 a.m. to 2:00 p.m.*
July 31	July 21	2	To be announced. Check BEMS website. Garden City, KS	9:00 a.m. to 4:00 p.m.
Aug 1	July 21	6	Main Campus - Wilson East Building Coffeyville Community College 400 W Eleventh Coffeyville, KS	9:00 a.m. to 4:00 p.m.

*Due to a conflict this course is starting and ending early. Lunch will be served at Lincoln County EMS.

Faculty

Gary Wingrove, EMT-P, is the Government Affairs and Strategic Alliances representative for Gold Cross/Mayo Medical Transport in Rochester, Minnesota. He served as the Co-chairman of the committee that developed the Budget Template. He was the former Minnesota State EMS Director, has co-authored seven EMS related publications and papers, provided two congressional briefings and testimony and served on numerous state, regional and national committees. He received the President's Award from the American Ambulance Association in 2004.

Joe Hansen, EMT-B, is the Executive Director of the Critical Illness and Trauma Foundation, the Assistant Director of REMSTTAC both located in Bozeman, Montana and the Director of Sweet Grass County Ambulance in Big Timber, Montana. He is President of the Sweet Grass Health Care Foundation, a member of the Montana State Trauma Advisory Committee and served as President of the National Association of EMTs. He is the author of numerous EMS peer reviewed research articles.

There is no charge to attend this course. Funding for this workshop is provided by the Kansas Department of Health and Environment Office of Local and Rural Health and supported through a Medicare Rural Hospital Flexibility Grant (CFDA 93.241) from the Health Resources and Services Administration Office of Rural Health Policy.



Kansas Board of
Emergency Medical Services



At the conclusion of the workshops, ambulance services that hold a valid Kansas permit, whose staff attended one of the workshops will be able to apply for a grant. The grant will provide **one** copy of Microsoft Excel and/or Intuit Quick Books Pro 2006 for each eligible service. Attendance at the workshop is **mandatory** to be eligible to apply for the grant. Selection will be based upon need and grant funds available.

If you have any questions, please contact Joe Moreland at 785-296-7296 or at emsjm@ink.org.

Ambulance Service Budget Model Workshop
Registration Form

Please type or print legibly.

Service name: _____ Number: _____
(if affiliated)

Last name: _____ First : _____

Certification # (if an attendant): _____

Mailing address: _____

City: _____ State: _____ Zip: _____

County: _____ Daytime phone: (_____) _____ - _____

Email: _____ EMS Region: _____

I will be attending the following workshop.
Please circle one.

June 27
Hoxie

June 29
Hutchinson

July 5
Topeka

July 6
Lincoln

July 31
Garden City

Aug 1
Coffeyville

Return to:
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