

# Volunteer Fire & Rescue Funding Agreement Checklist

Station: \_\_\_\_\_

Submitted By: \_\_\_\_\_

**FY25 - Reporting Period for each item is July 1, 2024 - June 30, 2025**

***Please complete the following forms:***

*(Forms are available online at [www.acdps.net](http://www.acdps.net) → Fire Commission → Funding Agreement)*

- Annual Financial Report (Funding Agreement #2) [Keep Supporting Documentation (FP501 #H iv)]
- LODD Roster (FA #4Ai)
- NIMS (FA #4Aii)

***Please provide copies of the following items:***

- DOT Inspections: (FA #4Bi, #4Ci & 4Dii)
- A copy of the DOT inspection/VA State inspection for each piece of equipment.
- NFIRS "Monthly Incident Count" will be printed by ACDPS (FA #4Bii)
- Final report of annual pump test (FA #4Biii)
- Copy of valid Virginia Office of EMS license and any orders of correction, sanctions or investigations for the reporting year (FA #4Cii & #4Di)
- Evidence of a current blanket fidelity bond (\$100,000 minimum) (FA #4E)

**Above items are due by Tuesday, September 30, 2025.**

***Audit Requirement (FP1200):***

Audited financial statements are due no later than 9 months after the end of the station's fiscal year.

Examples:

fiscal year ends June 30th	→	Audited statements due March 31st
fiscal year ends April 30th	→	Audited statements due January 31st
fiscal year ends December 31st	→	Audited statements due September 30th

**Please send information to:**

**Accomack County Dept. of Public Safety  
PO BOX 426  
Parksley, VA 23421**

**If you have any questions, please feel free to call Billie Jean at 757-789-3610.**