



SECRETAC Financial Fact Sheet

Mission Statement: "We, The Southeastern Colorado Regional Emergency Medical and Trauma Advisory Council (SECRETAC), strive to provide direction, education, and tools to enhance the Emergency Medical Trauma System (EMTS) networks within this region."

- Articles of Incorporation: 12/02/99 "501-(c)(3) Non-Profit Organization."
- By-Laws adopted 09/10/2003
- Members appointed by the six county commissioners from Baca, Bent, Crowley, Kiowa, Otero and Prowers counties of southeastern Colorado
- Three voting members from each county, with one representative appointed by the commissioners to the Executive Committee
- The Southeastern Colorado RETAC was formed via the passage of Colorado SB 00-180 and clarified later with HB 02-1440. These two bills had set the funding and statutory foundation for the development of the regional and statewide RETAC system.
- SECRETAC Council has awarded to the six counties (\$90,000 per year). The funds are in statue, along with the \$75,000 provided for the operational funding for the RETAC. The total per year is \$165,000.
- The primary funding for the RETAC has been from the base of \$165,000 to current level of \$207,500 (FY11-12).
- SECRETAC over the last six years has had a average of \$100,000 non state funds with grants and programs.
- The budget for SECRETAC has been from \$165,00 to \$280,000+.
- The average number of Purchase Orders (POs) per month the last six months is: 6
- The average number of credit card invoices per month the last six months is: 9
- Contractor/CDPHE-EMTS Office deliverables are yearly reconciled financial report, due Oct. 1st of each year from the RETAC.
- Annual profit/loss statements from the RETAC in July of each year
- Annual statement of financial position from RETAC in August of each year
- Annual explanation and accounting of excess funds from any previous year in August of each year
- Quarterly Income/Expense statements.
- SECRETAC request monthly financial statement of all funds.
- 990 and Income tax preparation is contracted to a local CPA/Firm for annual IRS taxes
- Annual audits are performed in accordance to state and local accounting standards.
- SECRETAC has a two signature policy on review, approval by council members.
- SECRETAC Finance Committee reviews at a minimum the quarterly financial statements provided by the accounting firm. Quarterly financial statements are required to be delivered to the committee at least one week in advance of the quarterly council meetings.
- Council considers recommendation from Finance Committee at the quarterly meeting.
- Council has final authority, as a Non-Profit Organization, for all financial matters.