



## **STANDARD OPERATING PROCEDURE**

DISTRIBUTION OF MONIES RECEIVED BY NCTTRAC  
FINANCE COMMITTEE

### **I. Purpose**

When NCTTRAC receives monies from outside sources to be distributed among NCTTRAC members, the following guidelines will apply:

- A. If the Department of State Health Services (DSHS) identifies EMS - County Assistance monies to be distributed yearly to NCTTRAC EMS providers who meet DSHS eligibility requirements, the monies shall be divided equally within each county allotment.
  - 1. The state will specify the total dollar amount for each county.
  - 2. NCTTRAC will use a formula that takes the total allocated amount for each county and divides it by the number of eligible EMS providers within that county.
  - 3. All eligible EMS providers in that county will receive an equal amount.
- B. Money contributed to NCTTRAC without specific guidelines from other outside sources will be accepted in accordance with the SOP – Soliciting and Accepting Donations and distributed as recommended by the Finance Committee and approved by the Board of Directors.