



CASHION EMERGENCY MEDICAL SERVICE DISTRICT

Statutory Report

For the fiscal year ended June 30, 2018

Cindy Byrd, CPA
State Auditor & Inspector

**CASHION EMERGENCY MEDICAL SERVICE DISTRICT
STATUTORY REPORT
FOR THE FISCAL YEAR ENDED JUNE 30, 2018**

This publication, issued by the Oklahoma State Auditor and Inspector's Office as authorized by 19 O.S. § 1706.1, has not been printed, but is available on the agency's website (www.sai.ok.gov) and in the Oklahoma Department of Libraries Publications Clearinghouse Digital Prairie Collection (<http://digitalprairie.ok.gov/cdm/search/collection/audits/>) pursuant to 65 O.S. § 3-114.



Cindy Byrd, CPA | State Auditor & Inspector

2300 N. Lincoln Blvd., Room 123, Oklahoma City, OK 73105 | 405.521.3495 | www.sai.ok.gov

January 17, 2020

**TO THE BOARD OF DIRECTORS OF THE
CASHION EMERGENCY MEDICAL SERVICE DISTRICT**

Transmitted herewith is the audit report of Cashion Emergency Medical Service District for the fiscal year ended June 30, 2018.

The goal of the State Auditor and Inspector is to promote accountability and fiscal integrity in state and local government. Maintaining our independence as we provide this service to the taxpayers of Oklahoma is of utmost importance.

We wish to take this opportunity to express our appreciation for the assistance and cooperation extended to our office during our engagement.

Sincerely,

A handwritten signature in blue ink that reads "Cindy Byrd".

CINDY BYRD, CPA
OKLAHOMA STATE AUDITOR & INSPECTOR



**CASHION EMERGENCY MEDICAL SERVICE DISTRICT
STATUTORY REPORT
FOR THE FISCAL YEAR ENDED JUNE 30, 2018**

Presentation of Collections, Disbursements, and Cash Balances of District Funds for FY 2018

	<u>FY 2018</u>
Beginning Cash Balance, July 1	<u>\$ 109,514</u>
Collections	
Ad Valorem Tax	198,056
Miscellaneous	<u>98</u>
Total Collections	<u>198,154</u>
Disbursements	
Contract Payments	166,111
Revaluation	1,877
Maintenance and Operations	<u>2,284</u>
Total Disbursements	<u>170,272</u>
Ending Cash Balance, June 30	<u>\$ 137,396</u>

Source: District Estimate of Needs (presented for informational purposes)

Cashion Emergency Medical Service District
P.O. Box 7
Cashion, Oklahoma 73106

**TO THE BOARD OF DIRECTORS OF THE
CASHION EMERGENCY MEDICAL SERVICE DISTRICT**

For the purpose of complying with 19 O.S. § 1706.1, we have performed the following procedures:

- Determined that receipts were properly deposited and accurately reported in the accounting records.
- Determined cash balances were accurately reported in the accounting records.
- Determined whether deposits and invested funds for the fiscal year ended June 30, 2018 were secured by pledged collateral.
- Determined that disbursements were properly supported, were made for purposes outlined in 19 O.S. § 1710.1 and were accurately reported in the accounting records.
- Determined that fixed assets records were properly maintained.
- Determined compliance with contract service providers.
- Determined whether the District's collections, disbursements, and cash balances for the fiscal year ended June 30, 2018 were accurately presented on the estimate of needs.

All information included in the records of the District is the representation of the Cashion Emergency Medical Service District.

Our emergency medical service district statutory engagement was limited to the procedures performed above and was less in scope than an audit performed in accordance with generally accepted auditing standards. Accordingly, we do not express an opinion on any basic financial statement of the Cashion Emergency Medical Service District.

Based on our procedures performed, we have presented our findings in the accompanying schedule.



This report is intended for the information and use of the management of the Cashion Emergency Medical Service District. This restriction is not intended to limit the distribution of this report, which is a matter of public record.



CINDY BYRD, CPA
OKLAHOMA STATE AUDITOR & INSPECTOR

August 29, 2019

**CASHION EMERGENCY MEDICAL SERVICE DISTRICT
STATUTORY REPORT
FOR THE YEAR ENDED JUNE 30, 2018**

SCHEDULE OF FINDINGS AND RESPONSES

Finding 2018-003 – Internal Controls and Noncompliance Over the Collection Process (Repeat Finding)

Condition: Upon inquiry of Cashion Emergency Medical Service District’s (the District) Board Members and test of thirty-eight (38) ad valorem tax deposits of the District, the following weaknesses were noted:

- Six (6) ad valorem checks totaling \$3,779.51 were deposited more than thirty (30) workdays after they were issued by the Counties.
- Twenty-four (24) ad valorem checks totaling \$186,767.10 were deposited between seven (7) and thirty (30) workdays after they were issued by the Counties.

Cause of Condition: Policies and procedures have not been designed and implemented to ensure funds are deposited daily in accordance with 62 O.S. § 517.3B.

Effect of Condition: These conditions resulted in noncompliance with state statute and could result in errors and improprieties, unrecorded transactions, and misappropriation of assets.

Recommendation: The Oklahoma State Auditor and Inspector’s Office (OSAI) recommends the District deposit all monies daily in accordance with 62 O.S. § 517.3B.

Management Response:

Chairman of the Board: The bank requires two (2) signatures for both checks and deposits which is a control measure put in place due to prior issues. Deposits and disbursements are handled in meetings when the parties required are available to comply with the bank requirements. The Board has discussed the findings and continues to agree that the process previously established provides the necessary controls to prevent reoccurrence of prior issues.

Auditor Response: Although mitigating controls over the deposit and disbursement processes have been implemented during Board meetings, the timely deposit of funds has not been addressed. OSAI recommends the Board deposit funds received in accordance with 62 O.S. § 517.3B which requires the treasurer of every public entity to deposit daily, not later than the immediately next banking day.

Criteria: Accountability and stewardship are overall goals of the Board in the accounting of funds. Internal controls over safeguarding of assets constitute a process, affected by an entity’s governing body, management, and other personnel, designed to provide reasonable assurance regarding prevention or timely detection of unauthorized transactions and safeguarding assets from misappropriation.

Title 62 O.S. § 517.3B states in part; “The treasurer of every public entity shall deposit daily, not later than the immediately next banking day...”

O·K·L·A·H·O·M·A
S·A·I
STATE AUDITOR & INSPECTOR



Cindy Byrd, CPA | State Auditor & Inspector

2300 N. Lincoln Blvd., Room 123, Oklahoma City, OK 73105 | 405.521.3495 | www.sai.ok.gov