



CREEK COUNTY EMERGENCY MEDICAL SERVICE DISTRICT

Statutory Report

For the fiscal year ended June 30, 2022

Cindy Byrd, CPA
State Auditor & Inspector

**CREEK COUNTY EMERGENCY MEDICAL SERVICE DISTRICT
STATUTORY REPORT
FOR THE FISCAL YEAR ENDED JUNE 30, 2022**

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March 11, 2024

**TO THE BOARD OF DIRECTORS OF THE
CREEK COUNTY EMERGENCY MEDICAL SERVICE DISTRICT**

Transmitted herewith is the audit report of Creek County Emergency Medical Service District for the fiscal year ended June 30, 2022.

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

**CREEK COUNTY EMERGENCY MEDICAL SERVICE DISTRICT
STATUTORY REPORT
FOR THE FISCAL YEAR ENDED JUNE 30, 2022**

Presentation of Collections, Disbursements, and Cash Balances of District Funds for FY 2022

	<u>General Fund</u>
Beginning Cash Balance, July 1	\$ 4,799,562
Collections	
Ad Valorem Tax	1,553,260
Charges for Services	4,570,040
Miscellaneous	81,722
Total Collections	<u>6,205,022</u>
Disbursements	
Personal Services	4,002,187
Travel	2,310
Maintenance and Operations	1,426,171
Capital Outlay	786,078
Total Disbursements	<u>6,216,746</u>
Ending Cash Balance, June 30	<u>\$ 4,787,838</u>

Presented for informational purposes.



Creek County Emergency Medical Service District
123 East Hobson Ave.
Sapulpa, Oklahoma 74066

**TO THE BOARD OF DIRECTORS OF THE
CREEK COUNTY EMERGENCY MEDICAL SERVICE DISTRICT**

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

- Determined charges for services were billed and collected in accordance with District Policies.
- Determined 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, 2022 were secured by pledged collateral.
- Determined disbursements were properly supported, were made for purposes outlined in 19 O.S. § 1710.1 and were accurately reported in the accounting records.
- Determined all purchases requiring bids complied with 19 O.S. § 1723 and 61 O.S. § 101-139.
- Determined payroll expenditures were accurately reported in the accounting records and supporting documentation of leave records was maintained.
- Determined 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, 2022 were accurately presented on the estimate of needs.

All information included in the records of the District is the representation of the Creek County 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 Creek County 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 Creek County 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

October 19, 2023

**CREEK COUNTY EMERGENCY MEDICAL SERVICE DISTRICT
STATUTORY REPORT
FOR THE FISCAL YEAR ENDED JUNE 30, 2022**

SCHEDULE OF FINDINGS AND RESPONSES

Finding 2022-003 – Lack of Internal Controls and Noncompliance Over the Competitive Bidding Process (Repeat Finding)

Condition: Upon inquiry of the Creek County Emergency Medical Service District (the District) Director, observation of the Board meeting minutes, purchase orders, supporting documentation, and the test of the competitive bidding process, the following exceptions were noted:

Per review of the Board meeting minutes on July 11, 2021, a motion was made by a Board member to approve the purchase of six (6) new ambulances at the cost of \$157,446 per unit, for a total of \$944,676 with no evidence that that the competitive bid process was followed in accordance with state statutes.

- The District received and paid for two (2) ambulances totaling \$314,892 on June 8, 2022.
- The District anticipates the delivery and payment of three (3) ambulances by April, 2023.
- The delivery of the one (1) remaining ambulance is anticipated to made and paid for by June or July of 2023.

Cause of Condition: Policies and procedures have not been designed and implemented to ensure that equipment purchases over \$25,000 are competitively bid in compliance with the state statutes.

Effect of Condition: This condition resulted in noncompliance with the state statutes regarding solicitation and acceptance of bids and could result in inaccurate records, incomplete information, or misappropriation of assets.

Recommendation: The Oklahoma State Auditor and Inspector’s Office (OSAI) recommends the district design and implement policies and procedures to ensure compliance with 19 O.S. § 1723. Further, OSAI recommends the District provide evidence of bid packages received to determine competitive bidding procedures outlined in 19 O.S. § 1723, which provides for competitive bids to be following 19 O.S. §1505, are documented to ensure the District obtained the lowest and/or best price for equipment costing \$25,000 or more.

Management Response:

Chairman of the Board: Going forward the District will maintain evidence that the competitive bidding process was properly performed.

Criteria: The GAO Standards – Section 2 – Objectives of an Entity - OV2.23 states in part:

Compliance Objectives

Management conducts activities in accordance with applicable laws and regulations. As part of specifying compliance objectives, the entity determines which laws and regulations apply to the entity. Management is expected to set objectives that incorporate these requirements.

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Title 19 O.S. §1723 states, Purchases by any board of trustees of any emergency medical service district shall be made in accordance with the bidding requirements as provided in Sections 1501 and 1505 of this title.

Finding 2022-007 – Lack of Internal Controls Over the Disbursement Process (Repeat Finding)

Condition: Upon inquiry of District employees, observation of the disbursement process, and a test of forty-five (45) disbursements, the following weaknesses were noted:

- Seven (7) disbursements did not have adequate supporting documentation.
- Five (5) disbursements did not have evidence of verification that goods and/or services were received.
- Four (4) disbursements had no evidence of Board approval.
- Two (2) disbursements were not allowable expenses for the District.

Cause of Condition: The District has not designed policies and procedures to ensure all purchase orders were supporting supported with adequate documentation, the verification of goods and/or services received were documented, and all disbursements were approved by the District Board and documented in the minutes.

Effect of Condition: These conditions could result in unrecorded transactions, misstated financial reports, clerical errors or misappropriation of funds not being detected in a timely manner.

Recommendation: OSAI recommends the District design and implement policies and procedures to ensure all purchase orders and documentation are maintained, purchases are supported with adequate documentation, the verification of goods and/or services received is documented, and all disbursements are approved by the Board and documented in the Board minutes.

Management Response:

Chairman of the Board: Going forward the District will ensure that all disbursements will have adequate supporting documentation, have evidence of receiving of goods, have evidence of Board approval, and are an appropriate expenditure of the District. Additionally, the District will retain all purchases orders and supporting documentation of disbursements for up to 7 years after the audit report is issued.

Criteria: GAO Standards – Principle 10 – Design Control Activities – 10.03 states in part:

Policies & Procedures, Bylaws

Management clearly documents internal control and all transactions and other significant events in a manner that allows the documentation to be readily available for examination. The documentation may appear in management directives, administrative policies, or operating manuals, in either paper or electronic form. Documentation and records are properly managed and maintained.

**CREEK COUNTY EMERGENCY MEDICAL SERVICE DISTRICT
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Appropriate documentation of transactions and internal control

Management clearly documents internal control and all transactions and other significant events in a manner that allows the documentation to be readily available for examination. The documentation may appear in management directives, administrative policies, or operating manuals, in either paper or electronic form. Documentation and records are properly managed and maintained.

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S·A·I
STATE AUDITOR & INSPECTOR



Cindy Byrd, CPA | State Auditor & Inspector

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