

**CREEK COUNTY EMERGENCY AMBULANCE SERVICE DISTRICT  
SPECIAL-PURPOSE FINANCIAL STATEMENTS  
AND INDEPENDENT AUDITOR'S REPORT  
FOR THE YEAR ENDED JUNE 30, 2003**

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STATE OF OKLAHOMA  
OFFICE OF THE AUDITOR AND INSPECTOR

JEFF A. McMAHAN  
State Auditor and Inspector

June 29, 2004

TO THE BOARD OF TRUSTEES OF THE  
CREEK COUNTY EMERGENCY AMBULANCE SERVICE DISTRICT

Transmitted herewith is the audit of the Creek County Emergency Ambulance Service District, for the fiscal year ended June 30, 2003. The audit was conducted in accordance with *Government Auditing Standards*.

A report of this type is critical in nature; however, we do not intend to imply that our audit failed to disclose commendable features in the present accounting and operating procedures of the Creek County Emergency Ambulance Service District.

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

The Office of the State Auditor and Inspector is committed to serve the public interest by providing independent oversight and to issue reports that serve as a management tool to the state to ensure a government which is accountable to the people of the State of Oklahoma.

Sincerely,

A handwritten signature in black ink that reads "Jeff A. McMahan".

JEFF A. McMAHAN  
State Auditor and Inspector

**CREEK COUNTY EMERGENCY AMBULANCE SERVICE DISTRICT  
FINANCIAL STATEMENTS  
JUNE 30, 2003**

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**CREEK COUNTY EMERGENCY AMBULANCE SERVICE DISTRICT  
BOARD OF TRUSTEES  
JUNE 30, 2003**

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CHAIRMAN

Linda Broaddus

VICE-CHAIRMAN

Phil Weaver

MEMBERS

C.D. Ashley  
Doug Carner  
Steve Foster  
Ruby Kirk  
Richard Madden

ADMINISTRATOR

Rita Diehl

**INTRODUCTION**

Article 10, § 9C of the Oklahoma Constitution authorized the formation of emergency medical service (EMS) districts and authorized a tax levy not to exceed 3 mills for the purpose of providing funds to support, organize, operate, and maintain district ambulance services. District voters approved the formation of the district and 3 mill levy to support the operation of the EMS. Per Article 10, § 8A, with the repeal of personal property tax, the millage with the adjustment factor is 3.08 mills.

EMS districts are governed by a board of trustees. The board of trustees (the board) has the power to hire a manager and other personnel, contract, organize, maintain or otherwise operate the emergency medical service district. The trustees must act as a board when entering into contracts or other agreements affecting the district's welfare. Thus, actions taken by the board are voted on and approved by a majority of the trustees. The board of trustees' business meetings are open to the public. The board shall have the capacity to sue and be sued but shall enjoy immunity from civil suits for actions or omissions arising from the operation of the district. Such districts have the authority to charge fees for services, accept gifts, funds, or grants.

The Oklahoma Constitution also provides that the district shall be audited by the State Auditor and Inspector.



STATE OF OKLAHOMA  
OFFICE OF THE AUDITOR AND INSPECTOR

JEFF A. McMAHAN  
State Auditor and Inspector

**Independent Auditor's Report**

TO THE BOARD OF TRUSTEES OF THE  
CREEK COUNTY EMERGENCY AMBULANCE SERVICE DISTRICT

We have audited the special-purpose financial statements of Creek County Emergency Ambulance Service District, as of and for the year ended June 30, 2003, as listed in the table of contents. These special-purpose financial statements are the responsibility of the Creek County Emergency Ambulance Service District. Our responsibility is to express an opinion on these financial statements based on our audit.

We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. We believe that our audit provides a reasonable basis for our opinion.

The accompanying special-purpose financial statements were prepared for the purpose of presenting the receipts, disbursements, and changes in cash balances of Creek County Emergency Ambulance Service District, and comparisons of such information with the corresponding budgeted information for the general fund, and are not intended to be a complete presentation of the financial position and results of operations of Creek County Emergency Ambulance Service District in conformity with accounting principles generally accepted in the United States of America.

In our opinion, the special-purpose financial statements referred to in the first paragraph present fairly, in all material respects, the receipts, disbursements, and changes in cash of all funds of Creek County Emergency Ambulance Service District, and comparisons of such information with the corresponding budgeted information for the general fund, as of and for the year ended June 30, 2003, in conformity with the basis of accounting described in Note 1.

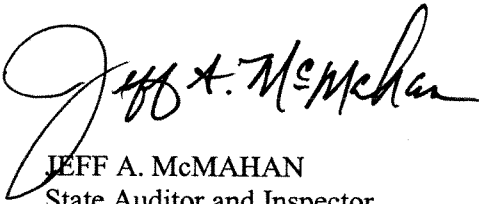
In accordance with *Government Auditing Standards*, we have also issued our report dated October 2, 2003, on our consideration of Creek County Emergency Ambulance Service District's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, and contracts. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* and should be read in conjunction with this report in considering the results of our audit.

The American Institute of Certified Public Accountants' Statement on Auditing Standards No. 87 requires the inclusion of the following paragraph in this report.

This report is intended solely for the information and use of the Board of Trustees and is not intended to be and should not be used by anyone other than these specified parties.

However, the Oklahoma Open Records Act states that all records of public bodies and public officials shall be open to any person, except as specifically exempted. The purpose of the Act is to ensure and facilitate the public's right of access to and review of government records so they may efficiently and intelligently exercise their inherent political power. Therefore, this report is a matter of public record and its distribution is in no way limited or restricted.

Sincerely,



JEFF A. McMAHAN  
State Auditor and Inspector

October 2, 2003

**Special-Purpose Financial Statements**



**CREEK COUNTY EMERGENCY AMBULANCE SERVICE DISTRICT  
STATEMENT OF RECEIPTS, DISBURSEMENTS, AND  
CHANGES IN CASH BALANCES  
JUNE 30, 2003**

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	General Fund
Beginning Cash Balance	<u>\$ 1,332,271</u>
Receipts:	
Ad Valorem Taxes	762,198
Charges for Services	829,027
Miscellaneous	51,544
Total Receipts	<u>1,642,769</u>
Disbursements:	
Personal Service	1,251,942
Travel	8,578
Maintenance and Operation	291,537
Capital Outlay	286,344
Total Disbursements	<u>1,838,401</u>
Ending Cash Balance	<u>\$ 1,136,639</u>

The notes to the financial statements are an integral part of this statement.

**CREEK COUNTY EMERGENCY AMBULANCE SERVICE DISTRICT  
COMPARATIVE STATEMENT OF RECEIPTS, EXPENDITURES, AND  
CHANGES IN CASH BALANCES -  
BUDGET AND ACTUAL - GENERAL FUND  
JUNE 30, 2003**

	General Fund			
	Original Budget	Final Budget	Actual	Variance
Beginning Cash Balances, Budgetary Basis	\$ 46,374	\$ -	\$ 1,332,271	\$ 1,332,271
Receipts:				
Ad Valorem Taxes	1,355,703	1,355,703	762,199	(593,504)
Charges for Service	772,678	772,678	829,027	56,349
Miscellaneous Revenues	22,624	22,624	51,543	28,919
Total Receipts, Budgetary Basis	<u>2,151,005</u>	<u>2,151,005</u>	<u>1,642,769</u>	<u>(508,236)</u>
Expenditures:				
Personal Services	1,183,346	1,082,795	1,251,942	(169,147)
Travel	1,725	1,570	8,578	(7,008)
Maintenance and Operation	781,866	452,183	284,372	167,811
Audit	24,974	7,165	7,165	-
Capital Outlay	24,974	280,478	286,344	(5,866)
Total Expenditures, Budgetary Basis	<u>2,016,885</u>	<u>1,824,191</u>	<u>1,838,401</u>	<u>(14,210)</u>
Excess of Receipts and Beginning Cash Balances Over Expenditures, Budgetary Basis	<u>\$ 285,468</u>	<u>\$ 326,814</u>	1,136,639	<u>\$ 809,825</u>
Reconciliation to Statement of Receipts, Disbursements, and Changes in Cash Balances				
Ending Cash Balance			<u>\$ 1,136,639</u>	

The notes to the financial statements are an integral part of this statement.

**Notes to the Financial Statements**

**CREEK COUNTY EMERGENCY AMBULANCE SERVICE DISTRICT  
NOTES TO THE FINANCIAL STATEMENTS  
JUNE 30, 2003**

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1. Summary of Significant Accounting Policies

The accompanying special-purpose financial statements present the receipts, disbursements, and changes in cash balances of Creek County Emergency Ambulance Service District (District), and comparisons of such information with the corresponding budgeted information for the District. The more significant accounting policies and practices are described below.

A. Reporting Entity

The District is a special unit of government and does not possess political or governmental powers other than those necessary to carry out the specific purposes for which it was created. The District was created to provide ambulance service to all of the citizens. The District is not subject to federal or state income taxes.

The accompanying special-purpose financial statements include all District funds, functions, and activities over which the District Board exercises significant influence. Significant influence or accountability is based primarily on the oversight exercised by the District Board. The District does not have any component units.

The fund presented is established by statute, and its operations are under the control of the Board of Trustees. The general fund is the District's general operating fund, accounting for all financial resources except those required to be accounted for in another fund. Any other funds presented would account for financial resources whose use is restricted for specified purposes.

B. Fund Accounting

A governmental entity uses funds to report receipts, disbursements, and changes in cash balances. Fund accounting is designed to demonstrate legal compliance and to aid financial management by segregating transactions related to certain government functions or activities.

General Fund - The general fund is used for all activities of the District.

C. Basis of Accounting

The special-purpose financial statements are prepared on a basis of accounting wherein amounts are recognized when received or disbursed. This basis of accounting differs from accounting principles generally accepted in the United States of America, which require revenues to be recognized when they become available and measurable, or when they are earned and expenditures or expenses to be recognized when the related liabilities are incurred.

**CREEK COUNTY EMERGENCY AMBULANCE SERVICE DISTRICT  
NOTES TO THE FINANCIAL STATEMENTS  
JUNE 30, 2003**

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Summary of Significant Accounting Policies (continued)

D. Budgetary Policies

Oklahoma Statutes require the District to prepare a formal budget for the general fund and other funds as the Board of Trustees may require. The budget presented for the general fund includes the originally approved budgeted appropriations for expenditures and final budgeted appropriations as adjusted for supplemental appropriations and approved transfers between budget categories.

The Statement of Receipts, Expenditures, and Changes in Cash Balances - Budget and Actual - General Fund presents comparisons of the legally adopted budget with actual data. The "actual" data, as presented in the comparison of budget and actual, will differ from the data as presented in the Statement of Receipts, Disbursements, and Changes in Cash Balances because of adopting certain aspects of the budgetary basis of accounting and the adjusting of encumbrances and outstanding warrants to their related budget year.

E. Cash

State statutes authorize the District to invest in obligations of the U.S. Treasury, certificates of deposit, or savings accounts of banks, savings and loans, and trust companies if secured by acceptable collateral where the collateral has been deposited with a trustee or custodian bank.

All funds were deposited in an interest-bearing demand account at June 30, 2003.

F. Risk Management

The District is exposed to various risks of loss related to: torts, theft of, damage to and destruction of assets; errors and omissions; and natural disasters. The District continues to carry commercial insurance for these types of risk. Management believes such coverage is sufficient to preclude any significant uninsured losses to the District. Settled claims resulting from these risks have not exceeded commercial insurance coverage in any of the past three fiscal years. There have been no significant reductions in insurance coverage during the 2003 fiscal year.

G. Compensated Absences

Vacation Leave - Each full-time employee shall accrue 1 week vacation leave after 1 year of employment, for a total of 40 paid hours. After 2 years of full-time status, a 2 week vacation can be accrued for a total of 80 paid hours. If vacation leave is not used, the time is lost.

Sick Leave - Regular full-time employees are entitled to 60 hours per year of paid sick leave. When more than 60 days are accumulated, the excess amount can accumulate up to ten (10), twenty (20) hour shifts (or 200 hours).

**CREEK COUNTY EMERGENCY AMBULANCE SERVICE DISTRICT  
NOTES TO THE FINANCIAL STATEMENTS  
JUNE 30, 2003**

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2. Stewardship, Compliance, and Accountability

Budgetary Compliance

On or before June 1 of each year, a budget for each fund, as required by the Board, shall be completed. The budget is approved by fund and object. The District Board may approve changes of appropriations within the fund by object. To increase or decrease the budget by fund requires approval by the Excise Board.

3. Detailed Notes on Account Balances

A. Deposits

At year-end, the cash balance consisted of amounts in demand deposits. The reported amount of the District's deposits was \$1,136,639 and the bank balance was \$1,145,141. Of the bank balance, all funds were covered by federal depository insurance or collateral held by the District's agent in the District's name.

B. Ad Valorem Tax

The property tax is levied each October 1 on the assessed value listed as of January 1 of the same year for all real and personal property located in the District, except certain exempt property. Assessed values are established by the County Assessor within the prescribed guidelines established by the Oklahoma Tax Commission and the State Equalization Board. The tax is collected by the County Treasurer and remitted to the District.

The County voted to repeal the personal property tax. The initiative provided that real property tax levies would be increased to make up for the loss of taxable personal property; hence the levy is now 3.08 mills. The assessed property value as of January 1, 2002, was approximately \$249,743,290 after deducting homestead exemptions of approximately \$19,221,042.

Taxes are due on November 1 following the levy date, although, they may be paid in two equal installments. If the first half is paid prior to January 1, the second half is not delinquent until April 1. Unpaid real property taxes become a lien upon said property on October 1 of each year.

Unpaid delinquent personal property taxes are published usually in May. If the taxes are not paid within 30 days from publication, they shall be placed on the personal tax lien docket.

Current year tax collections for the year ended June 30, 2003, were approximately 98 percent of the tax levy.

**CREEK COUNTY EMERGENCY AMBULANCE SERVICE DISTRICT  
NOTES TO THE FINANCIAL STATEMENTS  
JUNE 30, 2003**

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4. Pension Plan

Plan Description - The District established a savings incentive match plan on February 2, 2000, for their employees under sections 408 (A) and 408 (P) of the Internal Revenue Code to provide for retirement and support of beneficiaries after death.

A matching contribution up to 3% equal to an employees' contribution can be made annually. The maximum amount of employees' contributions cannot exceed \$6,000. The Capital Guardian Trust Company, 333 S. Hope Street, Los Angeles, CA 90071, is the designated financial institution to invest these funds.

**Report on Compliance and on Internal Control Over Financial Reporting  
Based on an Audit of Financial Statements Performed in Accordance With  
*Government Auditing Standards***





STATE OF OKLAHOMA  
OFFICE OF THE AUDITOR AND INSPECTOR

JEFF A. McMAHAN  
State Auditor and Inspector

**Report on Compliance and on Internal Control Over Financial Reporting  
Based on an Audit of Financial Statements Performed in Accordance With  
*Government Auditing Standards***

TO THE BOARD OF TRUSTEES OF THE  
CREEK COUNTY EMERGENCY AMBULANCE SERVICE DISTRICT

We have audited the special-purpose financial statements of Creek County Emergency Ambulance Service District, as of and for the year ended June 30, 2003, and have issued our report thereon dated October 2, 2003. Our report includes an explanatory paragraph discussing that the financial statements are not a complete presentation. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States.

Compliance

As part of obtaining reasonable assurance about whether Creek County Emergency Ambulance Service District's special-purpose financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, and contracts, noncompliance with which could have a direct and material effect on the determination of special-purpose financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed an instance of noncompliance that is required to be reported under *Government Auditing Standards* and which is described in the accompanying schedule of findings as item 2002-1.

Internal Control Over Financial Reporting

In planning and performing our audit, we considered Creek County Emergency Ambulance Service District's internal control over financial reporting in order to determine our auditing procedures for the purpose of expressing our opinion on the special-purpose financial statements and not to provide assurance on the internal control over financial reporting. However, we noted a certain matter involving the internal control over financial reporting and its operation that we consider to be a reportable condition. Reportable conditions involve matters coming to our attention relating to significant deficiencies in the design or operation of the internal control over financial reporting that, in our judgment, could adversely affect the District's ability to record, process, summarize, and report financial data consistent with the assertions of management in the special-purpose financial statements. The reportable condition is described in the accompanying schedule of findings as item 2001-1.

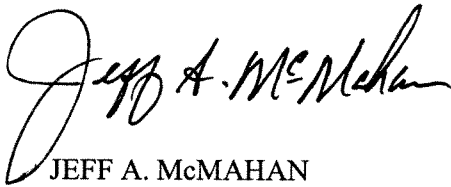
A material weakness is a condition in which the design or operation of one or more of the internal control components does not reduce to a relatively low level the risk that misstatements in amounts that would be material in relation to the financial statements being audited may occur and not be detected within a timely period by employees in the normal course of performing their assigned functions. Our consideration of the internal control over financial reporting would not necessarily disclose all matters in the internal control that might be reportable conditions and, accordingly, would not necessarily disclose all reportable conditions that are also considered to be material weaknesses. However, we consider item 2001-1 to be a material weakness.

The American Institute of Certified Public Accountants' Statement on Auditing Standards No. 87 requires the inclusion of the following paragraph in this report.

This report is intended solely for the information and use of the Board of Trustees and is not intended to be and should not be used by anyone other than these specified parties.

However, the Oklahoma Open Records Act states that all records of public bodies and public officials shall be open to any person, except as specifically exempted. The purpose of the Act is to ensure and facilitate the public's right of access to and review of government records so they may efficiently and intelligently exercise their inherent political power. Therefore, this report is a matter of public record and its distribution is in no way limited or restricted.

Sincerely,



JEFF A. McMAHAN  
State Auditor and Inspector

October 2, 2003

**CREEK COUNTY EMERGENCY AMBULANCE SERVICE DISTRICT  
SCHEDULE OF FINDINGS  
JUNE 30, 2003**

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**Findings related to the Report on Compliance and on Internal Control Over Financial Reporting Based on an Audit of Financial Statements Performed in Accordance With *Government Auditing Standards***

**Finding 2001-1 - Segregation of Duties (Repeat Finding)**

Criteria: Effective internal controls include the segregation of accounting functions.

Condition: The limited number of personnel within the District prevents a proper segregation of accounting functions, which is necessary to assure adequate internal control structure.

Recommendations: We recommend management be aware of this condition and realize the concentration of duties and responsibilities in a limited number of individuals is not desired from a control point of view. Under these conditions, the most effective controls lie in management's knowledge of District operations and a periodic review of operations.

**Finding 2002-1 – Financial Statements (Repeat Finding)**

Criteria: Title 19 O.S. 2001, § 1709 requires the District to provide a completed budget. Each budget shall provide a complete financial plan for the budgeted year. The budget format shall contain at least; the actual revenues for the immediate prior fiscal year; estimated actual revenues and expenditures for the current fiscal year; and estimated revenues and expenditures for the budget year.

Condition: The District's adopted budget did not accurately reflect estimated revenues and available cash. The adopted budgeted expenditures did not carry forward to the subsequent budget.

Recommendation: We recommend that the District properly complete all relevant sections of the estimate of needs and financial statement.