

**AUDIT REPORT
CRESCENT EMERGENCY MEDICAL SERVICE
FOR THE YEAR ENDED JUNE 30, 2001**

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STATE OF OKLAHOMA
OFFICE OF THE AUDITOR AND INSPECTOR

JEFF A. McMAHAN
State Auditor and Inspector

March 7, 2003

TO THE BOARD OF DIRECTORS OF THE
CRESCENT EMERGENCY MEDICAL SERVICE

Transmitted herewith is the audit of the Crescent Emergency Medical Service, for the fiscal year ended June 30, 2001. 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 Crescent Emergency Medical Service.

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

**CRESCENT EMERGENCY MEDICAL SERVICE
FINANCIAL STATEMENTS
FOR THE YEAR ENDED JUNE 30, 2001**

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**CRESCENT EMERGENCY MEDICAL SERVICE
BOARD MEMBERS
JUNE 30, 2001**

CHAIRMAN

Craig Lotz

VICE-CHAIRMAN

Lane McPhail

SECRETARY/TREASURER

Randall Blood

MEMBERS

Ramay McGuire

Gene Yost

ADMINISTRATOR

Patricia Mundy

BOOKKEEPER

Debra Wallace



STATE OF OKLAHOMA
OFFICE OF THE AUDITOR AND INSPECTOR

JEFF A. McMAHAN
State Auditor and Inspector

Independent Auditor's Report

TO THE BOARD OF DIRECTORS
OF THE CRESCENT EMERGENCY MEDICAL SERVICE

We have audited the accompanying financial statements of the Crescent Emergency Medical Service, as of and for the year ended June 30, 2001, as listed in the table of contents. These financial statements are the responsibility of the Emergency Medical Service. 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.

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of the Crescent Emergency Medical Service, as of June 30, 2001, and the results of its operations for the year then ended in conformity with accounting principles generally accepted in the United States of America.

In accordance with *Government Auditing Standards*, we have also issued our report dated October 3, 2002, on our consideration of the Crescent Emergency Medical Service's internal control over financial reporting and on our tests of its compliance with certain provisions of laws and regulations. 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.

Sincerely,

A handwritten signature in cursive script that reads "Jeff A. McMahen".

JEFF A. McMAHAN
State Auditor and Inspector

October 3, 2002

Financial Statements

**CRESCENT EMERGENCY MEDICAL SERVICE
BALANCE SHEET
JUNE 30, 2001**

| | <u>Account Group</u> | | |
|---|--|--|--------------------------------------|
| | <u>Governmental</u> Fund Type <u>General</u> | <u>General</u> Fixed <u>Assets</u> | <u>Total</u> (Memorandum Only) |
| ASSETS | | | |
| Cash | \$ 27,071 | \$ | \$ 27,071 |
| Ad valorem taxes receivable | 995 | | 995 |
| Accounts receivable (net of allowance for doubtful accounts) | 17,155 | | 17,155 |
| Land, buildings, and improvements | | 22,494 | 22,494 |
| Ambulances | | 33,100 | 33,100 |
| Emergency equipment | | 14,560 | 14,560 |
| Total assets | <u>\$ 45,221</u> | <u>\$ 70,154</u> | <u>\$ 115,375</u> |
| LIABILITIES AND FUND EQUITY | | | |
| Liabilities: | | | |
| Warrants payable | \$ 4,994 | \$ | \$ 4,994 |
| Total liabilities | <u>4,994</u> | <u>-</u> | <u>4,994</u> |
| Fund equity: | | | |
| Investments in general fixed assets | | 70,154 | 70,154 |
| Fund balances: | | | |
| Unreserved: | | | |
| Undesignated | 40,227 | | 40,227 |
| Total fund equity | <u>40,227</u> | <u>70,154</u> | <u>110,381</u> |
| Total liabilities and fund equity | <u>\$ 45,221</u> | <u>\$ 70,154</u> | <u>\$ 115,375</u> |

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

**CRESCENT EMERGENCY MEDICAL SERVICE
STATEMENT OF REVENUES, EXPENDITURES, AND
CHANGES IN FUND BALANCE
FOR THE YEAR ENDED JUNE 30, 2001**

| | Governmental Fund Type |
|---|---------------------------|
| | General Fund |
| Revenues: | |
| Ad valorem taxes | \$ 35,781 |
| Charges for services | 34,975 |
| Miscellaneous revenues | 1,427 |
| Total revenues | 72,183 |
| Expenditures: | |
| Personal services | 54,184 |
| Maintenance and operations | 26,239 |
| Total expenditures | 80,423 |
| Excess of revenues over (under) expenditures | (8,240) |
| Beginning fund balance | 48,467 |
| Ending fund balance | \$ 40,227 |

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

**CRESCENT EMERGENCY MEDICAL SERVICE
STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCES
- BUDGET AND ACTUAL - GENERAL FUND
FOR THE YEAR ENDED JUNE 30, 2001**

| | General Fund | | |
|--|---------------|------------------|------------------|
| | <u>Budget</u> | <u>Actual</u> | <u>Variance</u> |
| Beginning fund balances, budgetary basis | \$ 33,703 | \$ 33,703 | \$ - |
| Revenues: | | | |
| Ad valorem taxes | 32,816 | 35,208 | 2,392 |
| Charges for services | 18,481 | 32,162 | 13,681 |
| Miscellaneous revenue | <u>1,427</u> | <u>1,427</u> | <u>1,427</u> |
| Total revenues, budgetary basis | <u>51,297</u> | <u>68,797</u> | <u>17,500</u> |
| Expenditures: | | | |
| Personal services | 54,500 | 54,184 | 316 |
| Maintenance and operations | 27,500 | 26,239 | 1,261 |
| Capital outlay | <u>3,000</u> | <u>3,000</u> | <u>3,000</u> |
| Total expenditures, budgetary basis | <u>85,000</u> | <u>80,423</u> | <u>4,577</u> |
| Excess of revenues and beginning fund balances over (under) expenditures | <u>\$ -</u> | 22,077 | <u>\$ 22,077</u> |
| Reconciliation to Statement of Revenues, Expenditures, and Changes in Fund Balance | | | |
| Add: Ad valorem tax receivable | | 995 | |
| Accounts receivable (net of allowance for doubtful accounts) | | <u>17,155</u> | |
| Ending fund balance | | <u>\$ 40,227</u> | |

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

Notes to the Financial Statements

**CRESCENT EMERGENCY MEDICAL SERVICE
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDING JUNE 30, 2001**

1. Summary of Significant Accounting Policies

The financial statements of the Crescent Emergency Medical Service (EMS) are required to be presented in conformity with accounting principles generally accepted in the United States of America as applied to government units. The Governmental Accounting Standards Board (GASB) is the accepted standard-setting body for establishing governmental accounting and financial reporting principles. The more significant accounting policies are described below.

A. Reporting Entity

The EMS is a governmental entity organized under the laws of the State of Oklahoma, and is not subject to federal or state income taxes. The EMS was created to provide ambulance service to all of the citizens.

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

B. Basis of Presentation – Fund Accounting

A governmental entity uses funds and account groups to report financial position and results of operations. Fund accounting is designed to demonstrate legal compliance and to aid financial management by segregation of transactions related to certain governmental functions or activities.

A fund is a separate accounting entity with a self-balancing set of accounts.

Governmental Funds

A governmental fund is used to account for all of the EMS's general activities.

General Fund – The general fund accounts for all revenues and expenditures applicable to the general operations of the EMS.

Account Groups – Account groups are not funds. They are concerned only with the measurement of financial position. They are not involved with the measurement of results of operations.

General Fixed Assets Account Group (GFAAG)

Accounting principles generally accepted in the United States of America require that the fixed assets of a governmental entity be reported in a general fixed assets account group (GFAAG). This account group is not a fund. It does not have a balance sheet as such, nor does it report operations. Instead, the GFAAG serves as a list of the fixed assets and is designed to ensure accountability.

**CRESCENT EMERGENCY MEDICAL SERVICE
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDING JUNE 30, 2001**

Summary of Significant Accounting Policies (cont)

C. Measurement Focus and Basis of Accounting

The accounting and financial reporting treatment applied to a fund is determined by its measurement focus and basis of accounting. The general fund is accounted for using a current financial resources measurement focus. With this measurement focus, only current assets and current liabilities are generally included on the balance sheet.

The modified accrual basis of accounting is used by all governmental fund types. Under the modified accrual basis of accounting, revenues are recognized when susceptible to accrual (i.e., when they become both measurable and available). "Measurable" means the amount of the transaction can be quantified, and "available" means collectible within the current period or soon enough thereafter to be used to pay liabilities of the current period. The EMS considers property taxes as available if collected within 60 days after year-end. Expenditures are recorded when incurred, and the related fund liability is expected to be paid from available spendable resources. Those revenues susceptible to accrual are property taxes and charges for services (accounts receivable).

D. Budgetary Policies and Procedures

The budget presented for the general fund includes the originally approved budgeted appropriations for expenditures as adjusted for supplemental appropriations and approved transfers between budget categories.

Encumbrance accounting, under which purchase orders, contracts, and other commitments for the expenditure of monies are recorded in order to reserve that portion of the applicable appropriation, is employed as an extension of formal budgetary integration in the general fund. Any encumbrances outstanding at year-end are reported as reservations of fund balances since they do not constitute expenditures or liabilities. At the end of the year, unencumbered appropriations are lapsed.

The Statement of Revenues, Expenditures, and Changes in Fund 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 to actual, will differ from the data as presented in the Combined Statement of Revenues, Expenditures, and Changes in Fund Balance because of adopting certain aspects of the modified accrual basis of accounting and the adjusting of encumbrances to their related budget year.

E. Cash

Cash includes amounts in demand deposits.

All funds were in an interest bearing demand account as of June 30, 2001. State statutes authorize the governmental entity 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.

**CRESCENT EMERGENCY MEDICAL SERVICE
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDING JUNE 30, 2001**

Summary of Significant Accounting Policies (continued)

F. General Fixed Assets

General fixed assets are not capitalized in the funds used to acquire or construct them. Instead, capital acquisition and construction are reflected as expenditures in governmental funds, and the related assets are reported in the general fixed assets account group. All purchased fixed assets are valued at cost when historical records are available and at an estimated historical cost when no historical records exist. Donated fixed assets are valued at their estimated fair market value on the date received.

The cost of normal maintenance and repairs that do not add to the value of the asset or materially extend asset lives are not capitalized. Improvements are capitalized over the remaining useful lives of the related fixed assets, as applicable.

Assets in the General Fixed Assets Account Group are not depreciated.

G. Compensated Absences

The EMS does not have a written personnel policy to enforce vacation leave for all employees. There is no history of sick leave usage from which to project future usage; hence, no liability for such has been recorded. Due to the limited number of full-time employees, any liability for accumulated vacation or sick leave would not be material to the financial statements.

H. Risk Management

The EMS is exposed to various risks of loss related to: torts, theft of, damage to and destruction of assets; errors and omissions; injuries to employees and natural disasters. The EMS continues to carry commercial insurance for these types of risk. 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 fiscal year 2001.

I. Memorandum Only – Total Columns

Total columns are captioned "memorandum only" to indicate that they are presented only to facilitate financial analysis. Data in these columns do not present financial position or results of operations in conformity with accounting principles generally accepted in the United States of America. Interfund transactions have not been eliminated from the total column of each financial statement.

**CRESCENT EMERGENCY MEDICAL SERVICE
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDING JUNE 30, 2001**

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 EMS 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 carrying amount of the EMS's deposits was \$27,071 and the bank balance was \$27,071. Of the bank balance, all funds were covered by federal depository insurance.

B. Receivables

The EMS receives ad valorem tax from the County's ad valorem tax collections.

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.

Article X, § 9C of the Oklahoma Constitution authorized the formation of EMS districts and authorized a tax levy not to exceed three (3) mills for the purpose of providing funds to support, organize, operate, and maintain district ambulance services. District voters approved a three (3) mill levy to support the operations of the EMS. Property taxes are considered currently receivable if collected within 60 days.

The assessed property value as of January 1, 2000, was approximately \$11,712,168, net of homestead exemptions.

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, 2001, were approximately 95 percent of the tax levy.

**CRESCENT EMERGENCY MEDICAL SERVICE
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDING JUNE 30, 2001**

Detailed Notes on Account Balances (continued)

The EMS considers outstanding accounts receivable for ambulance charges to be charges incurred and charged prior to the end of the fiscal year. The allowance for doubtful accounts is those charges considered uncollectible by the Board. Accounts receivable for the year ended June 30, 2001, was \$17,155.

C. Fixed Assets

The following is a summary of changes in the general fixed assets account group during the fiscal year.

| | <u>Balance July 1, 2000</u> | <u>Additions</u> | <u>Reductions</u> | <u>Balance June 30, 2001</u> |
|--------------------------------------|---------------------------------|------------------|-------------------|----------------------------------|
| Land, buildings, and improvements | \$ 22,494 | \$ - | \$ - | \$ 22,494 |
| Ambulances | 49,933 | - | 16,833 | 33,100 |
| Emergency equipment | <u>14,560</u> | <u>-</u> | <u>-</u> | <u>14,560</u> |
| Total | <u>\$ 86,987</u> | <u>\$ -</u> | <u>\$ 16,823</u> | <u>\$ 70,154</u> |

**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 DIRECTORS
OF THE CRESCENT EMERGENCY MEDICAL SERVICE

We have audited the financial statements of the Crescent Emergency Medical Service, as of and for the year ended June 30, 2001, and have issued our report thereon dated October 3, 2002. 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 Crescent Emergency Medical Service's financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws and regulations, noncompliance with which could have a direct and material effect on the determination of 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 no instances of noncompliance that are required to be reported under *Government Auditing Standards*.

Internal Control Over Financial Reporting

In planning and performing our audit, we considered the Crescent Emergency Medical Service's internal control over financial reporting in order to determine our auditing procedures for the purpose of expressing our opinion on the 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 Crescent Emergency Medical Service's ability to record, process, summarize, and report financial data consistent with the assertions of management in the financial statements. The reportable condition is described below.

97-1- Segregation of Duties (Repeat Finding)

Criteria: A basic objective of accounting principles generally accepted in the United States of America for a governmental entity is to demonstrate accountability and stewardship to be used in evaluating management's accounting for funds. To ensure proper accounting for funds, the duties of receiving, receipting, recording, and depositing cash and checks should be segregated.

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

Recommendation: Management should be aware of these conditions and realize the concentration of duties and responsibilities in a limited number of individuals is not desirable from a control point of view. Under these conditions, the most effective controls lie in management's knowledge of the EMS's operation and a periodic review of these operations.

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 97-1 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 Directors, 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 this 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 3, 2002