

**AUDIT REPORT  
GROVE EMERGENCY MEDICAL SERVICE  
FOR THE YEAR ENDED JUNE 30, 2002**

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STATE OF OKLAHOMA  
OFFICE OF THE AUDITOR AND INSPECTOR

JEFF A. McMAHAN  
State Auditor and Inspector

February 25, 2003

TO THE BOARD OF DIRECTORS OF THE  
GROVE EMERGENCY MEDICAL SERVICE

Transmitted herewith is the audit of the Grove Emergency Medical Service for the fiscal year ended June 30, 2002. 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 Grove 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. McMahon". The signature is stylized with a large, looping initial "J".

JEFF A. McMAHAN  
State Auditor and Inspector

**GROVE EMERGENCY MEDICAL SERVICE  
FINANCIAL STATEMENTS  
FOR THE YEAR ENDED JUNE 30, 2002**

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**GROVE EMERGENCY MEDICAL SERVICE  
BOARD MEMBERS  
JUNE 30, 2002**

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CHAIRMAN

Phil Thompson

SECRETARY / TREASURER

Robert Husong

MEMBERS

Mack Brewer

Doug Cox

Merlin Eisenbarger

John Blevins

Charles Rowe

ADMINISTRATOR

Jeff Dozier



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 GROVE EMERGENCY MEDICAL SERVICE

We have audited the accompanying financial statements of the Grove Emergency Medical Service, as of and for the year ended June 30, 2002, 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 Grove Emergency Medical Service, as of June 30, 2002, 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 September 25, 2002, on our consideration of the Grove 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 black ink that reads "Jeff A. McMahen".

JEFF A. McMAHAN  
State Auditor and Inspector

September 25, 2002

## **Financial Statements**

**GROVE EMERGENCY MEDICAL SERVICE  
BALANCE SHEET  
JUNE 30, 2002**

	<u>Governmental</u>	<u>Account Group</u> General	<u>Total</u>
	Fund Type General	Fixed Assets	(Memorandum Only)
<b>ASSETS</b>			
Cash	\$ 257,263	\$	\$ 257,263
Ad valorem taxes receivable	2,591		2,591
Land, buildings, and office equipment		158,821	158,821
Emergency equipment		115,659	115,659
Ambulances		359,624	359,624
Total assets	<u>\$ 259,854</u>	<u>\$ 634,104</u>	<u>\$ 893,958</u>
<b>FUND EQUITY</b>			
Investments in general fixed assets	\$	\$ 634,104	\$ 634,104
Fund balance:			
Unreserved:			
Undesignated	<u>259,854</u>		<u>259,854</u>
Total fund equity	<u>259,854</u>	<u>634,104</u>	<u>893,958</u>
Total liabilities and fund equity	<u>\$ 259,854</u>	<u>\$ 634,104</u>	<u>\$ 893,958</u>

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

**GROVE EMERGENCY MEDICAL SERVICE  
STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES  
IN FUND BALANCE  
FOR THE YEAR ENDED JUNE 30, 2002**

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	Governmental Fund Type
	General Fund
<b>Revenues:</b>	
Ad valorem taxes	\$ 238,481
Miscellaneous revenues	18,943
Total revenues	257,424
<b>Expenditures:</b>	
Maintenance and operations	180,479
Total expenditures	180,479
Excess of revenues over (under) expenditures	76,945
Beginning fund balance	182,909
Ending fund balance	\$ 259,854

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



**GROVE EMERGENCY MEDICAL SERVICE  
STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCES  
- BUDGET AND ACTUAL – GENERAL FUND  
FOR THE YEAR ENDED JUNE 30, 2002**

	General Fund		
	<u>Budget</u>	<u>Actual</u>	<u>Variance</u>
Beginning fund balances, budgetary basis	\$ 89,781	\$ 178,717	\$ 88,936
Revenues:			
Ad valorem taxes	214,510	240,082	25,572
Miscellaneous revenue	17,000	18,943	1,943
Total revenues, budgetary basis	<u>231,510</u>	<u>259,025</u>	<u>27,515</u>
Expenditures:			
Maintenance and operations	321,291	180,479	140,812
Total expenditures, budgetary basis	<u>321,291</u>	<u>180,479</u>	<u>140,812</u>
Excess of revenues and beginning fund balances over (under) expenditures	<u>\$ -</u>	257,263	<u>\$ 257,263</u>
Reconciliation to Statement of Revenues, Expenditures, and Changes in Fund Balance			
Add: Ad valorem tax receivable		<u>2,591</u>	
Ending fund balance		<u>\$ 259,854</u>	

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

**Notes to the Financial Statements**

1. Summary of Significant Accounting Policies

The financial statements of the Grove 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.

Summary of Significant Accounting Policies (continued)

C. 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.

The costs 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.

D. 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.

Revenues susceptible to accrual are property taxes, charges for services, and interest revenue.

E. 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.

**GROVE EMERGENCY MEDICAL SERVICE  
NOTES TO THE FINANCIAL STATEMENTS  
JUNE 30, 2002**

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Summary of Significant Accounting Policies (continued)

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.

F. Risk Management

The EMS is exposed to minimal risk due to the nature of the activities. All emergency management services are contracted to insured vendors. The EMS has no employees.

G. Compensated Absences

The EMS has no liability for vacation benefits. The EMS does not have any employees.

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 \$257,263 and the bank balance was \$257,263. Of the bank balance, all funds were covered by federal depository insurance or collateral held by the EMS's agent in the EMS's name.

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.

**GROVE EMERGENCY MEDICAL SERVICE  
NOTES TO THE FINANCIAL STATEMENTS  
JUNE 30, 2002**

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Detailed Notes on Account Balances (continued)

Article X, § 9C of the Oklahoma Constitution authorized the formation of EMS districts and authorized a tax levy not to exceed three mills for the purpose of providing funds to support, organize, operate, and maintain district ambulance services. District voters approved a three 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, 2001, was approximately \$100,937,963, 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, 2002, were approximately 98 percent of the tax levy.

C. Fixed Assets

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

	<u>Balance</u> <u>July 1, 2001</u>	<u>Additions</u>	<u>Reductions</u>	<u>Balance</u> <u>June 30, 2002</u>
Ambulances	\$ 436,327	\$ -	\$ 76,703	\$ 359,624
Land, buildings, and office equipment	158,821	-	-	158,821
Emergency equipment	<u>110,442</u>	<u>8,217</u>	<u>3,000</u>	<u>115,659</u>
Total	<u>\$ 705,590</u>	<u>\$ 8,217</u>	<u>\$ 79,703</u>	<u>\$ 634,104</u>

4. Provider Contract

The Grove Emergency Medical Service Board has contracted with the Grove General Hospital to provide emergency medical service to the district. The EMS has no employees. Financial records are maintained by the EMS Board.

**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 GROVE EMERGENCY MEDICAL SERVICE

We have audited the financial statements of the Grove Emergency Medical Service, as of and for the year ended June 30, 2002, and have issued our report thereon dated September 25, 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 Grove 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 Grove 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. Our consideration of the internal control over financial reporting would not necessarily disclose all matters in the internal control over financial reporting that might be material weaknesses. 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. We noted no matters involving the internal control over financial reporting and its operation that we consider to be material weaknesses.

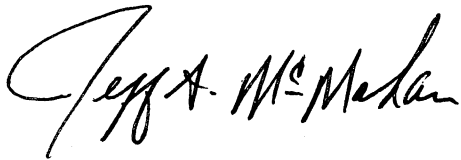


The American Institute of Certified Public Accountants' Statement on Auditing Standards No. 87 requires the inclusion of the following paragraph in this report:

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,

A handwritten signature in black ink, reading "Jeff A. McMahán". The signature is written in a cursive style with a large, sweeping initial "J".

JEFF A. McMAHAN  
State Auditor and Inspector

September 25, 2002