

**HUGHES  
COUNTY  
EMERGENCY  
MEDICAL SERVICE  
DISTRICT**

**FOR THE PERIOD JULY 1, 2005  
THROUGH JUNE 30, 2007**

**EMS AGREED-UPON PROCEDURES**



Oklahoma State Auditor  
& Inspector

**HUGHES COUNTY EMERGENCY MEDICAL SERVICE DISTRICT  
AGREED-UPON PROCEDURES REPORT  
FOR THE PERIOD JULY 1, 2005 THROUGH JUNE 30, 2007**

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# STATE AUDITOR AND INSPECTOR

STEVE BURRAGE, CPA  
State Auditor

MICHELLE R. DAY, ESQ.  
Chief Deputy



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October 18, 2010

TO THE BOARD OF TRUSTEES OF THE  
HUGHES COUNTY EMERGENCY MEDICAL SERVICE DISTRICT

Transmitted herewith is the agreed-upon procedures report for the Hughes County Emergency Medical Service District for the period July 1, 2005 through June 30, 2007. The Office of the State Auditor and Inspector is committed to serving the public interest by providing independent oversight and by issuing reports that serve as a management tool to the State. Our goal is to ensure a government that is accountable to the people of the State of Oklahoma.

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

Sincerely,

A handwritten signature in blue ink that reads "Steve Burrage".

STEVE BURRAGE, CPA  
STATE AUDITOR & INSPECTOR

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## INDEPENDENT ACCOUNTANT'S REPORT ON APPLYING AGREED-UPON PROCEDURES

TO THE BOARD OF TRUSTEES OF THE  
HUGHES COUNTY EMERGENCY MEDICAL SERVICE DISTRICT

We have performed the procedures enumerated below, which were agreed to by management of the Hughes County Emergency Medical Service District (the District), solely to assist you in evaluating the receipt and disbursement process, the safeguarding of capital assets, and in determining whether selected receipts and disbursements are supported by underlying records for the period July 1, 2005 through June 30, 2007. This agreed-upon procedures engagement was conducted in accordance with standards applicable to attestation engagements contained in *Government Auditing Standards* issued by the Comptroller General of the United States of America. The sufficiency of these procedures is solely the responsibility of the specified parties in this report. Consequently, we make no representation regarding the sufficiency of the procedures described below either for the purpose for which this report has been requested or for any other purpose.

1. We observed whether receipting, depositing, and reconciling functions are performed by separate employees.

**Finding:** The receipting and depositing functions within the District office were not performed by separate employees.

2. We selected 10 runs from the dispatch log book in order to:
  - A. Trace to the run sheet.
  - B. Agree fee charged to fee schedule.
  - C. Trace run number to the billing records.
  - D. If a payment was received:
    - i. Trace receipt number from billing records to receipt.
    - ii. Trace receipt to deposit slip.
    - iii. Agree cash/check composition of deposits to the receipts issued.
    - iv. Examine receipts to determine they are pre-numbered and issued in numerical order.
    - v. Agree date of receipts to date of deposit slip.
    - vi. For any voided receipts, observe the original receipt.
  - E. If no payment was received:
    - i. Observe second billing and/or list sent to the collection agency.
    - ii. If the amount was written off, observe Board authorization for this action in the Board minutes.

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**Finding:** The following was noted:

- With respect to procedure B, eight run sheets had the incorrect mileage billed on the computer.
- With respect to procedure D.iii, a difference was noted between receipts and deposits due to one receipt being marked check instead of cash and two deposit slips did not have totals noted.
- With respect to procedure D.i, one receipt did not have a receipt amount shown.

With respect to the other procedures applied, there were no findings.

3. We agreed all bank reconciliations performed during the period to the financial records.

There were no findings as a result of applying the procedures.

4. We confirmed with financial institutions all cash and cash equivalent balances and investment balances as of June 30.

There were no findings as a result of applying the procedures.

5. We calculated 100% of District cash/cash equivalents in each financial institution and compared them to the fair market value of each financial institution's pledged collateral at June 30.

**Finding:** The District had deposits with First National Bank and Trust Company, Holdenville, Oklahoma, in excess of deposit insurance at June 30, 2007.

For the District's cash/cash equivalents in other financial institutions, there were no findings as a result of applying the procedures.

6. We traced amounts of ad valorem taxes remitted from the County Treasurer to the District's deposit slips.

There were no findings as a result of applying the procedures.

7. We observed whether receiving goods and services, preparing claims, and issuing payments are performed by separate employees.

**Finding:** The receiving of goods and services, preparing claims, and issuing payments functions within the District office were not performed by separate employees.

8. We selected 25 checks in order to:

- A. Agree to invoices.
- B. Agree payee on cancelled check to vendor on invoice.
- C. Inspect the receiving report/invoice for signature of District employee who verified goods and/or services were received.

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D. Trace claim approval to District Board minutes.

**Finding:** With respect to applying procedure C, 19 checks had a corresponding receiving report/invoice but did not have an employee signature indicating the goods or services were received.

With respect to applying the remaining procedures, there were no findings.

9. We were engaged to observe each Board member's Official Bond.

**Finding:** During our review of the District's fidelity bond on the Board members, it was noted that the District did not have a bond for the period of July 1, 2005 through June 30, 2007.

10. We selected one payroll period in order to:

- A. Observe whether all employees prepared timesheets.
- B. Inspect timesheets for signatures of employees and supervisors.

There were no findings as a result of applying the procedures.

While performing these procedures, additional matters came to our attention:

**Finding:**

- For the payroll period tested, 6 of 18 timesheets were dated before the end of the pay period.
- For the payroll period tested, all timesheets were stamped with a signature stamp by the supervisor rather than using an actual signature.

11. We were engaged to select 5 employees from the payroll records in order to:

- A. Compare leave amounts earned to the District policy for earning leave.
- B. Compare leave balances to the District policy for limitations on leave balances.
- C. Trace annual leave used on the employee's timesheet (or payroll claim) to the respective monthly leave balance report.

**Finding:** Leave balances are not being kept current at the end of each pay period; therefore, these procedures could not be performed.

12. We observed the publication notice of the Estimate of Needs, observed whether all schedules in the Estimate of Needs are complete, and that the publication notice of the Estimate of Needs was printed in a county-wide newspaper.

There were no findings as a result of applying these procedures.

13. We selected all items requiring bids (greater than \$7,500) in order to:

- A. Observe proof of publication of bid.



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- B. Observe justification and approval of awarding the bid to a bidder other than the lowest bidder in the District Board minutes.

There were no findings as a result of applying the procedures.

14. We observed insurance policies for the existence of coverage of capital assets.

There were no findings as a result of applying the procedures.

We were not engaged to, and did not, conduct an examination or a review, the objective of which would be the expression of an opinion or limited assurance on the receipt and disbursement process, the safeguarding of capital assets, and the determination of whether selected receipts and disbursements are supported by underlying records for the District. Accordingly, we do not express such an opinion or limited assurance. Had we performed additional procedures, other matters might have come to our attention that would have been reported to you.

This report is intended solely for the information and use of the Board of Trustees, Excise Board, and Legislative Officials and should not be used for any other purpose. This report is also a public document pursuant to the Oklahoma Open Records Act (51 O.S. § 24A.1 et seq.), and shall be open to any person for inspection and copying.



STEVE BURRAGE, CPA  
STATE AUDITOR & INSPECTOR

October 5, 2010



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