

**MOUNTAIN
VIEW-GOTEBO
AMBULANCE
SERVICE**

**FOR THE PERIOD JULY 1, 2008
THROUGH NOVEMBER 30, 2009**

EMS AGREED-UPON PROCEDURES



Oklahoma State Auditor
& Inspector

**MOUNTAIN VIEW-GOTEBO AMBULANCE SERVICE
AGREED-UPON PROCEDURES REPORT
FOR THE PERIOD JULY 1, 2008 THROUGH NOVEMBER 30, 2009**

This publication is printed and issued by the State Auditor and Inspector as authorized by Article 10, § 9C (i) of the Oklahoma Constitution and as defined by 19 O.S. § 1704.3. Pursuant to 74 O.S. § 3105.B, ten (10) copies have been prepared and distributed at a cost of \$23.78. Copies have been deposited with the Publications Clearinghouse of the Oklahoma Department of Libraries.

STATE AUDITOR AND INSPECTOR

STEVE BURRAGE, CPA
State Auditor

MICHELLE R. DAY, ESQ.
Chief Deputy



2300 N. Lincoln Boulevard State Capitol, Room 100 Oklahoma City, OK 73105-4801 Phone (405) 521-3495 Fax (405) 521-3426 www.sai.ok.gov

May 19, 2010

TO THE BOARD OF TRUSTEES OF THE MOUNTAIN VIEW-GOTEBO AMBULANCE SERVICE

Transmitted herewith is the agreed-upon procedures report for the Mountain View-Gotebo Ambulance Service for the period July 1, 2008 through November 30, 2009. 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". The signature is written in a cursive style.

STEVE BURRAGE, CPA
STATE AUDITOR & INSPECTOR



INDEPENDENT ACCOUNTANT'S REPORT ON APPLYING AGREED-UPON PROCEDURES

TO THE BOARD OF TRUSTEES OF THE
MOUNTAIN VIEW-GOTEBO AMBULANCE SERVICE

We have performed the procedures enumerated below, which were agreed to by management of the Mountain View-Gotebo Ambulance Service (the Service), 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, 2008 through November 30, 2009. 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 agreed financial records of the Service to the financial records of the Kiowa County Treasurer.

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

2. We observed whether the fair market value of pledged collateral covered bank deposits by comparing December 2008, June 2009, and November 2009 time periods.

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

3. We observed whether investments are managed in accordance with 62 O.S. §348.1.

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

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

Finding: The Service has two employees who are cross-trained to perform receipting, depositing, and reconciling functions; however, a lack of segregation of duties exists within the Service as a result of one employee being responsible for opening the mail, issuing receipts, balancing checks/cash to daily receipts, preparing the deposit slip, taking deposits to the County Treasurer, and posting collections to patient accounts on a daily basis.

**MOUNTAIN VIEW-GOTEBO AMBULANCE SERVICE
AGREED-UPON PROCEDURES REPORT
FOR THE PERIOD JULY 1, 2008 THROUGH NOVEMBER 30, 2009**

5. We randomly selected 20 runs from the log book in order to:
 - A. Trace to the run sheet.
 - B. Agree fee charged to fee schedule.
 - C. Trace run to billing records.
 - D. Trace the receipt number from billing records to receipt.
 - E. Trace receipt to deposit slip.
 - F. Observe whether receipts are pre-numbered and issued in numerical sequence.
 - G. Observe date of receipts to the date of deposit.
 - H. For any voided receipts, observe the original receipt.
 - I. Observe second billing and/or list sent to collection agency.
 - J. Observe whether the amount was written off with Service Board authorization in the minutes.

Finding: With respect to procedure G, three instances were noted where payments received through the mail were deposited with the County Treasurer as much as six days after the receipt was issued.

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

6. We reconciled all receipts issued by the Service to deposits made with the Kiowa County Treasurer for the period.

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

7. We obtained confirmation of all funds remitted from the Kiowa County Treasurer and agreed funds remitted to the Service's revenue records/reports.

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

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

Finding: The Service has two employees who are cross-trained to receive goods and services, prepare claims, and issue payments; however, a lack of segregation of duties exists within the Service as a result of only one employee being available on a daily basis for receiving goods and services, preparing claims, and issuing payments after Board approval.

9. We reconciled checks issued, as reported by the Service, to bank debits/checks clearing the bank for the period, identified missing and/or voided checks, and obtained disposition of missing and/or voided checks.

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

**MOUNTAIN VIEW-GOTEBO AMBULANCE SERVICE
AGREED-UPON PROCEDURES REPORT
FOR THE PERIOD JULY 1, 2008 THROUGH NOVEMBER 30, 2009**

10. We selected all checks in order to:
- A. Agree amounts to the claim and invoice(s).
 - B. Agree payee on cancelled check to the vendor on invoice.
 - C. Observe the receiving report for signature of Service employee who verified goods and/or services were received.
 - D. Observe claim approval to Service Board minutes.

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

11. We observed whether Board members have Official Bond coverage in the Service's insurance policy.

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

12. We observed the publication notice of the Service's Estimate of Needs for the fiscal year ended June 30, 2009.

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

13. We observed whether expenditures have exceeded appropriations in any budget category for the fiscal year ended June 30, 2009.

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.

15. We obtained Board minutes to identify items pertinent to Service operations.

Finding: The review of Board minutes revealed the contract between the Service and the patient billing service for the fiscal year July 1, 2008 through June 30, 2009, had not been renewed by the Service Board.

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 Service. 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.

**MOUNTAIN VIEW-GOTEBO AMBULANCE SERVICE
AGREED-UPON PROCEDURES REPORT
FOR THE PERIOD JULY 1, 2008 THROUGH NOVEMBER 30, 2009**

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

December 17, 2009



**OFFICE OF THE STATE AUDITOR AND INSPECTOR
2300 N. LINCOLN BOULEVARD, ROOM 100
OKLAHOMA CITY, OK 73105-4896**

WWW.SAI.OK.GOV