



# NOBLE COUNTY EMERGENCY MEDICAL SERVICE DISTRICT

## Statutory Report

For the fiscal year ended June 30, 2018

**Cindy Byrd, CPA**  
State Auditor & Inspector

**NOBLE COUNTY EMERGENCY MEDICAL SERVICE DISTRICT  
STATUTORY REPORT  
FOR THE FISCAL YEAR ENDED JUNE 30, 2018**

---

This publication, issued by the Oklahoma State Auditor and Inspector's Office as authorized by 19 O.S. § 1706.1, has not been printed, but is available on the agency's website ([www.sai.ok.gov](http://www.sai.ok.gov)) and in the Oklahoma Department of Libraries Publications Clearinghouse Digital Prairie Collection (<http://digitalprairie.ok.gov/cdm/search/collection/audits/>) pursuant to 65 O.S. § 3-114.



Cindy Byrd, CPA | State Auditor & Inspector

2300 N. Lincoln Blvd., Room 123, Oklahoma City, OK 73105 | 405.521.3495 | [www.sai.ok.gov](http://www.sai.ok.gov)

August 27, 2019

**TO THE BOARD OF DIRECTORS OF THE  
NOBLE COUNTY EMERGENCY MEDICAL SERVICE DISTRICT**

Transmitted herewith is the audit report of Noble County Emergency Medical Service District for the fiscal year ended June 30, 2018.

The goal of the State Auditor and Inspector is to promote accountability and fiscal integrity in state and local government. Maintaining our independence as we provide this service to the taxpayers of Oklahoma is of utmost importance.

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

Sincerely,

A handwritten signature in blue ink that reads "Cindy Byrd".

CINDY BYRD, CPA  
OKLAHOMA STATE AUDITOR & INSPECTOR



**NOBLE COUNTY EMERGENCY MEDICAL SERVICE DISTRICT  
 STATUTORY REPORT  
 FOR THE FISCAL YEAR ENDED JUNE 30, 2018**

---

**Presentation of Collections, Disbursements, and Cash Balances of District Funds for FY 2018**

	<u>General</u>	<u>Ambulance District Sales Tax Fund</u>
Beginning Cash Balance, July 1	\$ 85,537	\$ 116,386
<b>Collections</b>		
Ad Valorem Tax	201,465	-
Sales Tax Revenue	-	249,228
Miscellaneous	30	-
Total Collections	<u>201,495</u>	<u>249,228</u>
<b>Disbursements</b>		
Contract Services	161,222	-
Sales Tax Disbursements	-	280,105
Audit Expense	4,518	-
Total Disbursements	<u>165,740</u>	<u>280,105</u>
Ending Cash Balance, June 30	<u>\$ 121,292</u>	<u>\$ 85,509</u>

*Source: District Estimate of Needs (presented for informational purposes)*

**NOBLE COUNTY EMERGENCY MEDICAL SERVICE DISTRICT  
STATUTORY REPORT  
FOR THE FISCAL YEAR ENDED JUNE 30, 2018**

---

**Sales Tax**

On February 15, 2017 the citizens of Noble County approved  $\frac{1}{4}$  (.25) of 1% sales tax for the support, operation, organization maintenance, and all lawful purposes of providing of an Emergency Medical Service District and its purpose of providing ambulance service and Emergency Medical First Responder service to all county residents. The sales tax begins July 1, 2017 and continues for a period of ten (10) years and ends on June 30, 2027.

For fiscal year 2018, the Noble County Emergency Medical Service District was allocated \$249,228 in county sales tax and expended \$280,105 for the operation of the District. These funds were accounted for in the Noble County Clerk's records entitled Ambulance District Sales Tax Fund. The disbursement of these funds is approved on Noble County purchase orders by the Noble County Board of Commissioners. Disbursements are not identified by account function.

Noble County Emergency Medical Service District  
300 Courthouse Drive  
Perry, Oklahoma 73077

**TO THE BOARD OF DIRECTORS OF THE  
NOBLE COUNTY EMERGENCY MEDICAL SERVICE DISTRICT**

For the purpose of complying with 19 O.S. § 1706.1, we have performed the following procedures:

- Determined that receipts were properly deposited and accurately reported in the accounting records.
- Determined cash balances were accurately reported in the accounting records.
- Determined whether deposits and invested funds were secured by pledged collateral.
- Determined that disbursements were properly supported, were made for purposes outlined in 19 O.S. § 1710.1, and were accurately reported in the accounting records.
- Determined that all purchases requiring bids complied with 19 O.S. § 1723.
- Determined that payroll expenditures were accurately reported in the accounting records and supporting documentation of leave records was maintained.
- Determined that fixed assets records were properly maintained.
- Determined whether the District's collections, disbursements, and cash balances for FY 2018 were accurately presented on the estimate of needs.

All information included in the records of the District is the representation of the Noble County Emergency Medical Service District.

Our emergency medical service district statutory engagement was limited to the procedures performed above and was less in scope than an audit performed in accordance with generally accepted auditing standards. Accordingly, we do not express an opinion on any basic financial statement of the Noble County Emergency Medical Service District.

Based on our procedures performed, we have presented our findings in the accompanying schedule.



This report is intended for the information and use of the management of the Noble County Emergency Medical Service District. This restriction is not intended to limit the distribution of this report, which is a matter of public record.



CINDY BYRD, CPA  
OKLAHOMA STATE AUDITOR & INSPECTOR

June 19, 2019

**NOBLE COUNTY EMERGENCY MEDICAL SERVICE DISTRICT  
STATUTORY REPORT  
FOR THE FISCAL YEAR ENDED JUNE 30, 2018**

---

**SCHEDULE OF FINDINGS AND RESPONSES**

**Finding 2018-001 – Internal Controls and Noncompliance Over the Open Meeting Act**

**Condition:** Upon inquiry of Noble County Emergency Medical Service District (the District) authorized representative and review of the Board minutes and agendas, the following weaknesses were noted:

- In two (2) instances, regular meetings were held on dates and/or times other than the scheduled meetings filed with the County Clerk. The District did not notify the County Clerk of the changes in meeting times or dates.
- In four (4) instances, motions were made during the Board Meetings, but the minutes did not reflect the action taken by the Board.

**Cause of Condition:** Policies and procedures have not been designed and implemented to provide adequate internal controls over recording the actions taken by the Board and ensuring Board discussions take place during open meetings in accordance with state statutes and the Attorney General Opinion 1982 OK AG 212.

**Effect of Condition:** These conditions resulted in noncompliance with the state statutes and the Attorney General Opinion 1982 OK AG 212 regarding the Open Meeting Act concerning the recording of actions taken by the Board, discussions held outside of open meeting, and holding regular meetings on dates other than scheduled.

**Recommendation:** The Oklahoma State Auditor and Inspector's Office (OSAI) recommends the District Board develop policies and procedures to ensure meetings are held at dates and times filed with the County Clerk, Board actions are recorded in the Board minutes, and Board discussions are only held during an open meeting as provided by the Open Meetings Act, 25 O.S. § 311 and 312 and the Attorney General Opinion 1982 OK AG 212.

**Management Response:**

**President of the Board:** The Board of Directors acknowledges the finding and has changed its yearly policy regarding the setting of monthly meetings to be reviewed by the Board Secretary or Board President prior to presentation to the Board. This policy should ensure that any mistakes regarding the date are corrected prior to approval and submission to the County Clerk. In turn, this will ensure that proper notice is given that the Board is meeting on the third Tuesday of every month for its regular meetings. The Board will also be diligent in making certain that all actions are recorded in the minutes by more closely reviewing Board Minutes. Finally, the minutes will reflect actions taken by the Board at the time of the meeting and will properly reflect actions taken. All financial reports will be reviewed in the meeting even though the Board members will individually receive copies of the reports prior to the meeting.

**Criteria:** Accountability and stewardship are overall goals of management in the accounting of funds. A component objective of an effective control system is to provide accurate and reliable information through proper documentation and safeguarding of the Board minutes.



**NOBLE COUNTY EMERGENCY MEDICAL SERVICE DISTRICT  
STATUTORY REPORT  
FOR THE FISCAL YEAR ENDED JUNE 30, 2018**

---

Title 25 O.S. § 311(A)(8) states: “If any change is to be made of the date, time or place of regularly scheduled meetings of public bodies, then notice in writing shall be given to the Secretary of State or county clerk or municipal clerk, as required herein, not less than ten (10) days prior to the implementation of any such change.”

Title 25 O.S. § 312(A) states: “The proceedings of a public body shall be kept by a person so designated by such public body in the form of written minutes which shall be an official summary of the proceedings showing clearly those members present and absent, all matters considered by the public body, and all actions taken by such public body. The minutes of each meeting shall be open to public inspection and shall reflect the manner and time of notice required by this act.”

AG Opinion 1982 OK AG 212 states: “3. When a majority of members of a public body are together in an informal setting and begin discussing matters concerning the business of the public body, the discussion comes under the auspices of the Open Meeting Act.”

**Finding 2018-004 – Internal Controls Over Fixed Assets Inventory Records**

**Condition:** Upon inquiry of the District’s authorized representative and observation of the District’s fixed assets inventory records, the following weaknesses were noted:

- A periodic physical inspection of fixed assets inventory was not performed.
- One (1) fixed asset was listed on the inventory records twice.
- Two (2) fixed assets were marked with the incorrect inventory numbers.
- The inventory cards for three (3) fixed assets did not list the serial number for those assets.
- The serial number for one (1) fixed asset was listed incorrectly in the inventory records.

**Cause of Condition:** Policies and procedures have not been designed and implemented to ensure fixed assets inventory is properly accounted for, maintained, and updated regularly by the District.

**Effect of Condition:** These conditions could result in errors and improprieties, unrecorded transactions, misappropriation of assets, or loss of District equipment.

**Recommendation:** OSAI recommends that the District implement policies and procedures to accurately maintain fixed assets inventory records. Records should be maintained in such a manner that all assets are accounted for and ensure assets can be identified by serial number, date of acquisition, and purchase price. Additionally, an annual physical verification of fixed assets should be performed and documented.

**Management Response:**

**President of the Board:** The Board is aware that an accurate fixed inventory should be maintained and verified annually. The fixed asset inventory listing has been updated to include serial number, date of acquisition, and purchase price.

**NOBLE COUNTY EMERGENCY MEDICAL SERVICE DISTRICT  
STATUTORY REPORT  
FOR THE FISCAL YEAR ENDED JUNE 30, 2018**

---

**Criteria:** An important aspect of internal control is the safeguarding of assets. Internal controls over safeguarding of assets constitute a process, affected by the entity's governing body, management, and other personnel, designed to provide reasonable assurance regarding prevention or timely detection of unauthorized acquisition, use, or disposition of the entity's assets and safeguarding assets from loss.

O·K·L·A·H·O·M·A  
SAI  
STATE AUDITOR & INSPECTOR



**Cindy Byrd, CPA | State Auditor & Inspector**

2300 N. Lincoln Blvd., Room 123, Oklahoma City, OK 73105 | 405.521.3495 | [www.sai.ok.gov](http://www.sai.ok.gov)