



PUSHMATAHA COUNTY EMERGENCY MEDICAL SERVICE DISTRICT

Statutory Report

For the fiscal year ended June 30, 2020

Cindy Byrd, CPA
State Auditor & Inspector

**PUSHMATAHA COUNTY EMERGENCY MEDICAL SERVICE AUTHORITY
STATUTORY REPORT
FOR THE FISCAL YEAR ENDED JUNE 30, 2020**

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Cindy Byrd, CPA | State Auditor & Inspector

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February 17, 2021

**TO THE BOARD OF DIRECTORS OF THE
PUSHMATAHA EMERGENCY MEDICAL SERVICE AUTHORITY**

Transmitted herewith is the audit report of Pushmataha Emergency Medical Service Authority for the fiscal year ended June 30, 2020.

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



**PUSHMATAHA EMERGENCY MEDICAL SERVICE AUTHORITY
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Presentation of Collections, Disbursements, and Cash Balances of District Funds for FY 2020.

	<u>FY 2020</u>
Beginning Cash Balance, July 1	<u>\$ 120,981</u>
Collections	
Ad Valorem Tax	176,143
Miscellaneous	113
Total Collections	<u>176,256</u>
Disbursements	
Contract - City of Antlers	152,339
Board Member Travel Reimbursement	1,960
Maintenance and Operations	8,701
Total Disbursements	<u>163,000</u>
Ending Cash Balance, June 30	<u>\$ 134,237</u>

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

Pushmataha Emergency Medical Service Authority
P.O. Box 1243
Antlers, Oklahoma 74523

**TO THE BOARD OF DIRECTORS OF THE
PUSHMATAHA EMERGENCY MEDICAL SERVICE AUTHORITY**

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 for the fiscal year(s) ended June 30, 2019 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 and 61 O.S. §101-139.
- 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 Authority's collections, disbursements, and cash balances for the fiscal year(s) ended June 30, 2019 were accurately presented on the estimate of needs.

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

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 Pushmataha Emergency Medical Service Authority.

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 Pushmataha Emergency Medical Service Authority. 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

November 17, 2020

**PUSHMATAHA EMERGENCY MEDICAL SERVICE AUTHORITY
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SCHEDULE OF FINDINGS AND RESPONSES

**Finding 2020-001 –Lack of Internal Controls and Noncompliance Over the Disbursement Process
(Repeat Finding)**

Condition: While gaining an understanding of the disbursement process of the Pushmataha Emergency Medical Service Authority (the Authority), we noted that the Board Secretary-Treasurer performed the following duties:

- Prepared claims,
- Reviewed invoices for accuracy,
- Prepared checks,
- Signed checks,
- Disbursed checks, and
- Maintained and posted amounts to the financial accounting records.

Also, there was no indication that the Board reviewed and compared invoices to claims to verify that the amounts are accurate.

The test of twenty-five (25) disbursements reflected the purpose of most of the disbursements was for contracted service with the provider, monthly travel stipends for each Board member and routine maintenance and operation expenses.

As noted in prior year audits, weaknesses in the disbursement process continue to exist, as follows:

- Ten (10) claims for Board members' travel stipends did not have evidence of supporting documentation such as an invoice were not verified as received, were not approved by the Board and were not lawful expenses for the lawful operation of the Authority.

Cause of Condition: As noted in the prior year audit, policies and procedures have not been designed and implemented to sufficiently segregate the disbursement process, and to ensure all claims are filed with supporting documentation, evidence of receiving and verifying goods or services is documented, claims are maintained for evidence of Board review and approval of disbursements for payment, and disbursements are for the lawful operation of the Authority in accordance with the state statute.

Effect of Condition: A single person having responsibility for more than one area of recording, authorization, custody of assets, and execution of transactions, lack of sufficient documentation of disbursements, evidence of receiving goods or services, and maintenance of all records could result in unrecorded transactions, misstated financial reports, clerical errors, or misappropriation of funds not being detected in a timely manner. Additionally, paying Board members a monthly travel stipend resulted in noncompliance with the state statute.

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Recommendation: The Oklahoma State Auditor and Inspector’s Office (OSAI) recommends management be aware of these conditions and realize that concentration of duties and responsibilities in a limited number of individuals is not desired from a control point of view. The most effective controls lie in the Boards’ oversight of office operations and a periodic review of operations. OSAI recommends the Board provide segregation of duties so that no one individual can perform all accounting functions. When segregation of duties is not possible due to limited personnel, OSAI recommends implementing compensating controls to mitigate the risks involved with a concentration of duties. Compensating controls would include separating key processes and/or critical functions of the office and having the Board review and approve claims for completeness and evidence of receipt of goods or services. Additionally, OSAI recommends all claims be maintained to provide evidence of the Board’s approval for disbursement and disbursements be for the lawful operation of the Authority in accordance with Title 19 O.S. § 340.

Management Response:

Board Chairman: The Board acknowledged this finding but did not respond with corrective action. . If enough members are present at the meeting, the secretary does not sign the checks. The other Board members review the checks.

Criteria: The United States Government Accountability Office’s Standards for Internal Control in the Federal Government (2014 version) aided in guiding our assessments and conclusion. Although this publication (GAO Standards) addresses controls in the federal government, this criterion can be treated as best practices and may be applied as a framework for an internal control system for state, local, and quasigovernmental entities.

The GAO Standards – Principle 10 – Design Control Activities – 10.03 states in part:

Segregation of duties

Management divides or segregates key duties and responsibilities among different people to reduce the risk of error, misuse, or fraud. This includes separating the responsibilities for authorizing transactions, processing and recording them, reviewing the transactions, and handling any related assets so that no one individual controls all key aspects of a transaction or event.

Appropriate documentation of transactions and internal Control

Management clearly documents internal control and all transactions and other significant events in a manner that allows the documentation to be readily available for examination. The documentation may appear in management directives, administrative policies, or operating manuals, in either paper or electronic form. Documentation and records are properly managed and maintained.

The GAO Standards – Section 2 – Objectives of an Entity - OV2.23 states in part:

Compliance Objectives

Management conducts activities in accordance with applicable laws and regulations. As part of specifying compliance objectives, the entity determines which laws and regulations

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apply to the entity. Management is expected to set objectives that incorporate these requirements.

Title 19 O.S. § 340 states, “The board of county commissioners is hereby vested with full power to inquire into and investigate the accounts, disbursements, bills and expenses of any county, *district*, or township officer, and to that end may subpoena witnesses and in case any witness fails or refuses to obey any lawful order of the board of county commissioners he shall be deemed guilty of a misdemeanor, *but in no case shall the board of county commissioners allow any compensation, fee, salary, bills or expenses to any officer or person except when expressly allowed by law.*”

Finding 2020-002 – Lack of Internal Controls and Noncompliance Over Board Compensation (Repeat Finding)

Condition: As reported in the prior year audit and based upon inquiry of Board members and review of disbursement documents, the following weaknesses continue to exist regarding internal controls and noncompliance over Board members compensation, as follows:

- The Authority’s Board members each received compensation of \$35.00 for traveling to monthly Board meetings. The claims state the \$35.00 payments made to Board members were for “*travel expense or reimbursement*”. Additionally, there was no documentation attached to the claims for travel expense.
- The Bylaws of the Authority in Article II Section 4 “Members of the Pushmataha County Emergency Medical Service Authority *shall receive no salary*”.

Cause of Condition: Policies and procedures have not been designed and implemented to ensure that the Authority complies with the state statute and Attorney General (AG) Opinion regarding compensation to Board members.

Effect of Condition: This condition resulted in noncompliance with state statute and AG Opinion and could result in inaccurate records, incomplete information or misappropriation of assets.

Recommendation: OSAI recommends the Authority ensure all disbursements are for the lawful operation of the Authority in accordance with AG Opinion 1983 OK AG 280 and Title 19 O.S. § 340 and cease the payment of \$35.00 for each Board member for travel expense reimbursement to the meetings.

Management Response:

Board Chairman: The Board acknowledged this finding but did not respond with corrective action. The Board has always received the \$35.00 and the current Board members have not changed that policy.

Auditor Response: As recommended in the prior year audit, we continue to recommend the Board members comply with AG Opinion 1983 OK AG 280 and Title 19 O.S. § 340.

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Criteria: The GAO Standards – Section 2 – Objectives of an Entity – OV2.23 states in part:

Compliance Objectives

Management conducts activities in accordance with applicable laws and regulations. As part of specifying compliance objectives, the entity determines which laws and regulations apply to the entity. Management is expected to set objectives that incorporate these requirements.

Additionally, AG Opinion 1983 OK AG 280 states in part, “.12 It is, therefore, the official opinion of the Attorney General that an Emergency Medical Service District formed pursuant to Article X, Section 9C, of the Oklahoma Constitution ***may not lawfully pay per diem expenses and/or mileage expense for travel to and from the board meeting and return to the residence to members of the board of trustees of the EMS District who attend regular and special meetings of the Board.***”

Title 19 O.S. § 340 states, “The board of county commissioners is hereby vested with full power to inquire into and investigate the accounts, disbursements, bills and expenses of any county, ***district***, or township officer, and to that end may subpoena witnesses and in case any witness fails or refuses to obey any lawful order of the board of county commissioners he shall be deemed guilty of a misdemeanor, but in no case shall the board of county commissioners allow any compensation, fee, salary, bills or expenses to any officer or person except when expressly allowed by law.”

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