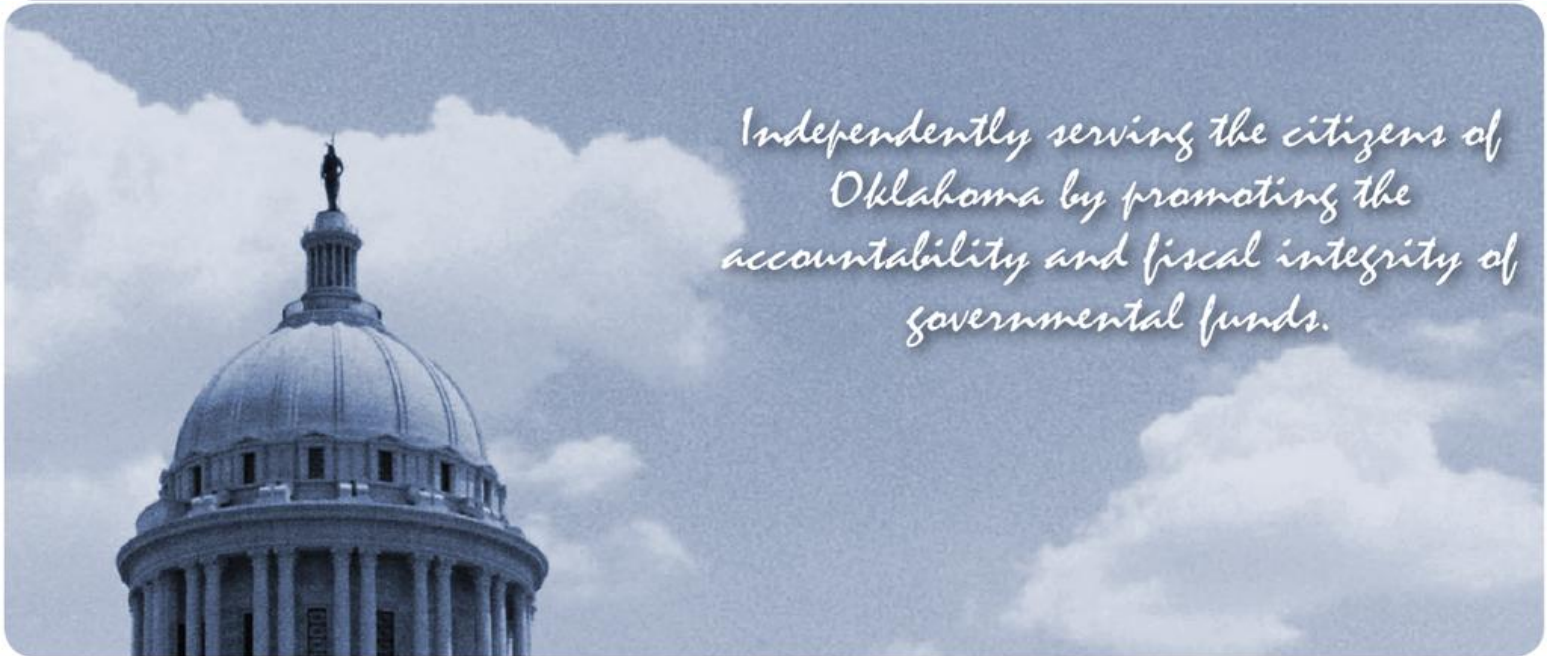


STATUTORY REPORT

# ROGER MILLS COUNTY EMERGENCY MEDICAL SERVICE DISTRICT

For the fiscal year ended June 30, 2015



*Independently serving the citizens of  
Oklahoma by promoting the  
accountability and fiscal integrity of  
governmental funds.*



Oklahoma State  
Auditor & Inspector  
Gary A. Jones, CPA, CFE

**ROGER MILLS COUNTY EMERGENCY MEDICAL SERVICE DISTRICT  
STATUTORY REPORT  
FOR THE FISCAL YEAR ENDED JUNE 30, 2015**

---

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.



# Oklahoma State Auditor & Inspector

2300 N. Lincoln Blvd. • State Capitol, Room 100 • Oklahoma City, OK 73105 • Phone: 405.521.3495 • Fax: 405.521.3426

April 13, 2017

**TO THE BOARD OF DIRECTORS OF THE  
ROGER MILLS COUNTY EMERGENCY MEDICAL SERVICE DISTRICT**

Transmitted herewith is the audit report of Roger Mills County Emergency Medical Service District for the fiscal year ended June 30, 2015.

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 "Gary A. Jones". The signature is fluid and cursive, with the first name "Gary" being the most prominent.

GARY A. JONES, CPA, CFE  
OKLAHOMA STATE AUDITOR & INSPECTOR

March 7, 2017

**ROGER MILLS COUNTY EMERGENCY MEDICAL SERVICE DISTRICT  
STATUTORY REPORT  
FOR THE FISCAL YEAR ENDED JUNE 30, 2015**

---

**Presentation of Collections, Disbursements, and Cash Balances of District Funds for FY 2015**

	<u>FY 2015</u>
Beginning Cash Balance, July 1	\$ 872,550
Collections	
Ad Valorem Tax	686,117
Charges for Services	-
Miscellaneous	2,574
Total Collections	<u>688,691</u>
Disbursements	
Contract Service for Clerk	3,654
Travel	-
Maintenance and Operations	11,617
Contract Services	338,400
Audit Expense	6,987
Total Disbursements	<u>360,658</u>
Ending Cash Balance, June 30	<u>\$ 1,200,583</u>

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



# Oklahoma State Auditor & Inspector

2300 N. Lincoln Blvd. • State Capitol, Room 100 • Oklahoma City, OK 73105 • Phone: 405.521.3495 • Fax: 405.521.3426

Roger Mills County Emergency Medical Service District  
P.O. Box 992  
Cheyenne, Oklahoma 73628

## **TO THE BOARD OF DIRECTORS OF THE ROGER MILLS 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 2015 were accurately presented on the estimate of needs.

All information included in the records of the District is the representation of the Roger Mills 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 Roger Mills 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 Roger Mills County Emergency Medical Service District. This restriction is not intended to limit the distribution of this report, which is a matter of public record.

A handwritten signature in blue ink that reads "Gary A. Jones". The signature is written in a cursive style with a long horizontal stroke at the end.

GARY A. JONES, CPA, CFE  
OKLAHOMA STATE AUDITOR & INSPECTOR

March 7, 2017

**ROGER MILLS COUNTY EMERGENCY MEDICAL SERVICE DISTRICT  
STATUTORY REPORT  
FOR THE FISCAL YEAR ENDED JUNE 30, 2015**

---

**SCHEDULE OF FINDINGS AND RESPONSES**

**Finding 2015-1 – Inadequate Internal Controls Over the Collection Process**

**Condition:** Upon inquiry of the District Administrative Clerk, observation of the collection process, and test of timely deposits, we noted the following weaknesses in internal controls:

- One individual collects the monthly ad valorem tax checks, prepares deposits, delivers deposits to the bank, and performs bank reconciliations.
- Deposits were not always made timely; four deposits were made five to six days after the receipt of funds.

**Cause of Condition:** The District has not designed and implemented policies and procedures with regard to segregating the duties of preparing and timely depositing funds, issuing receipts for funds received and performing bank reconciliations.

**Effect of Condition:** These conditions could result in unrecorded transactions, undetected errors, or misappropriation of funds.

**Recommendation:** OSAI recommends that the District implement a system of internal controls over timely deposits and to provide reasonable assurance that the collection duties be adequately segregated as follows:

- Issuing receipts,
- Preparing deposits,
- Performing bank reconciliations, and
- Making timely deposits.

**Management Response:**

**Board Chairman:** The Board is aware of these conditions and will work to implement compensating controls to mitigate the risks involved with a concentration of duties. Also, policies and procedures will be implemented to ensure deposits are made in a timely manner.

**Criteria:** Accountability and stewardship are overall goals of management in accounting of funds. Further, an important aspect of internal controls is the safeguarding of assets. A safeguarding of assets constitutes a process affected by an entity's governing body and management to provide reasonable assurance regarding prevention or timely detection of unauthorized transactions or the misappropriation of funds, including segregating the duties of preparing and timely depositing funds, issuing receipts for funds received, and performing bank reconciliations.



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

**[WWW.SAI.OK.GOV](http://WWW.SAI.OK.GOV)**