



ROGER MILLS COUNTY EMERGENCY MEDICAL SERVICE DISTRICT

Statutory Report

For the fiscal year ended June 30, 2019

Cindy Byrd, CPA
State Auditor & Inspector

**ROGER MILLS COUNTY EMERGENCY MEDICAL SERVICE DISTRICT
STATUTORY REPORT
FOR THE FISCAL YEAR ENDED JUNE 30, 2019**

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June 22, 2020

**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, 2019.

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,



CINDY BYRD, CPA
OKLAHOMA STATE AUDITOR & INSPECTOR



**ROGER MILLS COUNTY EMERGENCY MEDICAL SERVICE DISTRICT
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Presentation of Collections, Disbursements, and Cash Balances of District Funds for FY 2019

	<u>FY 2019</u>
Beginning Cash Balance, July 1	\$ 1,641,878
Collections	
Ad Valorem Tax	561,272
State Health Department Grant	68,362
Miscellaneous	4,747
Total Collections	<u>634,381</u>
Disbursements	
Personal Services	5,400
Contract Services	432,000
Maintenance and Operations	14,027
Capital Outlay	148,362
Audit Expense	2,031
Total Disbursements	<u>601,820</u>
Ending Cash Balance, June 30	<u>\$ 1,674,439</u>

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

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 for the fiscal year 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 fixed assets records were properly maintained.
- Determined compliance with contract service providers.
- Determined whether the District's collections, disbursements, and cash balances for the fiscal year 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 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.



CINDY BYRD, CPA
OKLAHOMA STATE AUDITOR & INSPECTOR

December 3, 2019

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SCHEDULE OF FINDINGS AND RESPONSES

Finding 2019-001 – Internal Controls Over Fixed Assets Inventory

Condition: Based on inquiry, observation, and review of the Roger Mills County Emergency Medical Service District (the District) fixed assets inventory records, the following weaknesses were noted:

- An annual physical verification of fixed assets inventory was not properly performed and documented.
- The list provided did not contain a complete and accurate description of all inventory items including purchase price, purchase date, serial number or designated identification number.
- Equipment items purchased with State Health Department Grant funds, were not listed on the fixed assets inventory list.
- The fixed assets inventory listing was not signed or dated by the reviewer.

Additionally, Provision #7 of the ambulance service provider contract with the Roger Mills County Hospital, the service provider, stipulates the Director is responsible for performing and maintaining the fixed assets inventory documents; however, there was no distinction between fixed assets owned by the contract provider and District owned fixed assets inventory records.

Cause of Condition: Policies and procedures have not been designed and implemented to ensure fixed assets inventory verification is properly documented and performed, including the reconciliation of each fixed asset listed to a designated identification number and designation of ownership of each fixed asset item.

Effect of Condition: These conditions resulted in inaccurate inventory verification documentation being approved by the Board and could result in errors and improprieties, unrecorded transactions, misappropriation of assets, or loss of District equipment.

Recommendation: OSAI recommends an annual physical fixed assets inventory verification be performed by someone other than the individual maintaining fixed assets inventory and properly documented to indicate the ownership of each fixed asset item.

Management Response:

Chairman: The District will implement procedures to verify fixed assets are properly recorded and documented on the inventory list.

- The inventory will be verified by physical assessment and signed by the District Administrative Clerk and EMT Director or other Provider authority of all fixed assets of the District at a minimum of once per year.

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STATUTORY REPORT
FOR THE FISCAL YEAR ENDED JUNE 30, 2019**

- A complete, approved, documented list of fixed assets inventory will be attached and made part of the annual Provider/EMS Trustee Contract that will be approved by both parties beginning each fiscal year in July.
- The District will be in the process of obtaining professional legal services to update the Service Provider/EMS Trustee Contract to ensure that the purchase(s) of large capital outlay equipment/are properly titled, insured and documented by purchase method, to adequately cover both Trustees and Provider.

Criteria: The GAO Standards – Section 1 – Fundamental Concepts of Internal Control – OV2.24 states in part:

Safeguarding of Assets

Management designs an internal control system to provide reasonable assurance regarding prevention or prompt detection and correction of unauthorized acquisition, use, or disposition of an entity's assets.

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Cindy Byrd, CPA | State Auditor & Inspector

2300 N. Lincoln Blvd., Room 123, Oklahoma City, OK 73105 | 405.521.3495 | www.sai.ok.gov