

**ROGER MILLS
COUNTY
EMERGENCY
MEDICAL
SERVICE DISTRICT**

**FOR THE PERIOD JULY 1, 2007
THROUGH JUNE 30, 2009**

EMS AGREED-UPON PROCEDURES



Oklahoma State Auditor
& Inspector

**ROGER MILLS COUNTY EMERGENCY MEDICAL SERVICE DISTRICT
AGREED-UPON PROCEDURES REPORT
FOR THE PERIOD JULY 1, 2007 THROUGH JUNE 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 \$24.07. 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



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December 9, 2009

TO THE BOARD OF TRUSTEES OF THE
ROGER MILLS COUNTY EMERGENCY MEDICAL SERVICE DISTRICT

Transmitted herewith is the agreed-upon procedures report for the Roger Mills County Emergency Medical Service District for the period July 1, 2007 through June 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".

STEVE BURRAGE, CPA
STATE AUDITOR & INSPECTOR

**ROGER MILLS COUNTY EMERGENCY MEDICAL SERVICE DISTRICT
FOR THE PERIOD JULY 1, 2007 THROUGH JUNE 30, 2009**

INTRODUCTION

Article 10, § 9C of the Oklahoma Constitution authorized the formation of emergency medical service districts and initially authorized a tax levy not to exceed 3 mills for the purpose of providing funds for the purpose of support, organization, operation, and maintenance of district ambulance services. District voters approved the formation of the District and a 3 mills levy to support the operation of the District. The Roger Mills County Emergency Medical Service District is comprised of Roger Mills County and was created to provide ambulance service to all citizens.

Emergency medical service districts are governed by a board of trustees. The board of trustees (the board) has the power to hire a manager and other personnel, contract, organize, maintain, or otherwise operate the emergency medical service district. The trustees must act as a board when entering into contracts or other agreements affecting the district's welfare. Thus, actions taken by the board are voted on and approved by a majority of the trustees. The board of trustees' business meetings are open to the public. The board shall have the capacity to sue and be sued but shall enjoy immunity from civil suits for actions or omissions arising from the operation of the district. Such districts have the authority to charge fees for services, and accept gifts, funds, or grants.

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INDEPENDENT ACCOUNTANT'S REPORT ON APPLYING AGREED-UPON PROCEDURES

TO THE BOARD OF TRUSTEES OF THE
ROGER MILLS COUNTY EMERGENCY MEDICAL SERVICE DISTRICT

We have performed the procedures enumerated below, which were agreed to by management of the Roger Mills County Emergency Medical Service District (the District), 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, 2007 through June 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 confirmed with financial institutions all cash and cash equivalent balances and investment balances as of June 30, 2008 and June 30, 2009.

There were no findings as a result of applying this procedure.

2. We observed whether bank reconciliations were performed during the period and agreed to financial records.

Finding: Bank reconciliations were not performed during the period observed.

3. We compared the District cash/cash equivalents in each financial institution to the fair market value of each financial institution's pledged collateral for the months January and June 2008 and 2009.

There were no findings as a result of applying this procedure.

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

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Finding: Receipts were not issued for collections. The District had one employee that made deposits and reconciled deposits to accounting records; therefore, duties of receipting were not performed and duties of depositing and reconciling were not segregated.

5. We observed whether revenues reconcile, as reported on the District estimate of needs, to bank credits/deposits clearing the bank for the period.

There were no findings as a result of applying this procedure.

6. We obtained confirmation of ad valorem taxes remitted from the County Treasurer and agreed taxes remitted to District revenue records/reports.

There were no findings as a result of applying this procedure.

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

There were no findings as a result of applying this procedure.

8. We observed whether checks/warrants issued, as reported on the District estimate of needs, reconciled to bank debits/checks clearing the bank for the period.

There were no findings as a result of applying this procedure.

9. We observed the District check register report and bank statement for comparison with total checks issued; to identify missing and/or voided checks and obtain disposition of missing and/or voided checks.

There were no findings as a result of applying this procedure.

10. We obtained a copy of the provider contract and observed that Board approval of the contract was noted in minutes.

There were no findings as a result of applying this procedure.

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11. We observed significant contract provisions and compliance with contract provisions.
 - A. Observed whether the contract with the hospital was based on the period.
 - B. Service Area
 - a) Observed any service area changes that were made by the Provider.
 - b) Observed out-of-service area ambulance calls.
 - C. Observed whether monthly payments were provided by the District of \$144,000.00 or the contract period.
 - D. Observed at least five certified Emergency Medical Technicians were provided by the hospital.
 - E. Observed whether equipment required was provided and maintained by the hospital and was in accordance with the Oklahoma State Department of Health certification.
 - F. Randomly selected 20 run sheets and observed the response time of runs for the period.
 - G. Observed whether annual proof of certification conducted by the Oklahoma State Department of Health was provided to the District within two weeks of receipt of such report by the hospital.
 - H. Observed whether the hospital provides adequate insurance coverage to the District as per Oklahoma Tort Claims Act, 51 O.S. § 151, et seq.
 - I. Observed whether proposed contract amount remained in effect as approved by the District and any change to the amount had the District's approval.
 - J. Observed whether the hospital provides documentation to the District of expenditures made from contract fund.
 - K. Observed any amendments made to the contract during the period were mutually consented to by both parties.
 - L. Observed whether the contract was terminated by either party during period.

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

12. We obtained a copy of the District's Estimate of Needs.
 - A. Observed the publication notice of the District's Estimate of Needs
 - B. Observed whether expenditures have exceeded appropriations in any budget category.
 - C. Observed whether the District budgeted the appropriate amount (1/10 of one mill) for the audit account.

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

13. Perform the following procedures:
 - A. Observe the existence of a District policy regarding safeguarding of capital assets.
 - B. Observe the existence of an equipment inventory list.
 - C. Randomly select items from inventory and visually inspect.

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Finding:

- A. There was no policy regarding safeguarding of capital assets.
- B. There was no inventory list maintained.
- C. There was no inventory list maintained to select items for visual inspection.

14. We obtained minutes of the Board meetings and observed any action taken under new business recorded.

There were no findings as a result of applying this procedure.

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 District. 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.

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

October 20, 2009



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