

**SUGAR CREEK AMBULANCE SERVICE DISTRICT  
FINANCIAL STATEMENT  
AND INDEPENDENT AUDITOR'S REPORT  
FOR THE YEAR ENDED JUNE 30, 2004**

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STATE OF OKLAHOMA  
OFFICE OF THE AUDITOR AND INSPECTOR

JEFF A. McMAHAN  
State Auditor and Inspector

September 22, 2005

TO THE BOARD OF TRUSTEES OF THE  
SUGAR CREEK AMBULANCE SERVICE DISTRICT

Transmitted herewith is the audit of the Sugar Creek Ambulance Service District's financial statement for the fiscal year ended June 30, 2004. The audit was conducted in accordance with *Government Auditing Standards*.

A report of this type is critical in nature; however, we do not intend to imply that our audit failed to disclose commendable features in the present accounting and operating procedures of the Sugar Creek Ambulance Service District.

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

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 to ensure a government which is accountable to the people of the State of Oklahoma.

Sincerely,

A handwritten signature in cursive script that reads "Jeff A. McMahon".

JEFF A. McMAHAN  
State Auditor and Inspector

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SUGAR CREEK AMBULANCE SERVICE DISTRICT  
BOARD OF TRUSTEES  
JUNE 30, 2004

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CHAIRMAN

Rosalie Paxton

MEMBERS

J. C. Carroll

Keith Gardner

Christie Johnston

Charles Kindrick

Jackie Pledger

Bill Sparks

Board Secretary/Treasurer

Pam Kokojan

INTRODUCTION

Article 10, § 9C of the Oklahoma Constitution authorized the formation of emergency medical service districts and authorized a tax levy not to exceed 3 mills for the purpose of providing funds to support, organize, operate, and maintain district ambulance services. District voters approved the formation of the district and 3 mills levy to support the operation of the district. The Sugar Creek Ambulance Service District is comprised of portions of Blaine County, Caddo County and Canadian 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, accept gifts, funds, or grants.

The Oklahoma Constitution also provides that the district shall be audited by the State Auditor and Inspector.

**FINANCIAL SECTION**



STATE OF OKLAHOMA  
OFFICE OF THE AUDITOR AND INSPECTOR

JEFF A. McMAHAN  
State Auditor and Inspector

**Independent Auditor's Report**

TO THE BOARD OF TRUSTEES OF THE  
SUGAR CREEK AMBULANCE SERVICE DISTRICT

We have audited the accompanying Statement of Receipts, Disbursements, and Changes in Cash Balances—General Fund of Sugar Creek Ambulance Service District, as of and for the year ended June 30, 2004, listed in the table of contents as the basic financial statement. This financial statement is the responsibility of the Sugar Creek Ambulance Service District. Our responsibility is to express an opinion on this financial statement based on our audit.

We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statement is free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statement. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. We believe that our audit provides a reasonable basis for our opinion.

As described in Note 1, the accompanying basic financial statement was prepared using accounting practices prescribed or permitted by Oklahoma state law, which practices differ from accounting principles generally accepted in the United States of America. The effects on the financial statement of the variances between these regulatory accounting practices and accounting principles generally accepted in the United States of America, although not reasonably determinable, are presumed to be material.

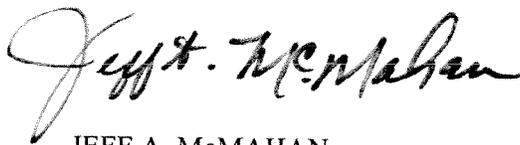
In our opinion, because of the matter discussed in the preceding paragraph, the financial statement referred to above does not present fairly, in conformity with accounting principles generally accepted in the United States of America, the financial position of Sugar Creek Ambulance Service District as of June 30, 2004, or changes in its financial position for the year then ended.

In our opinion, the financial statement referred to above presents fairly, in all material respects, the receipts, disbursements, and changes in cash balances of the Sugar Creek Ambulance Service District, for the year ended June 30, 2004, on the basis of accounting described in Note. 1.

In accordance with *Government Auditing Standards*, we have also issued our report dated August 10, 2005, on our consideration of Sugar Creek Ambulance Service District's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, and contracts and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the

internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* and should be considered in assessing the results of our audit.

Our audit was performed for the purpose of forming an opinion on the Statement of Receipts, Disbursements, and Changes in Cash Balances—General Fund of Sugar Creek Ambulance Service District, taken as a whole. The accompanying Comparative Schedule of Receipts, Expenditures, and Changes in Cash Balances—Budget and Actual—Budgetary Basis—General Fund is presented for purposes of additional analysis and is not a required part of the basic financial statement. The Comparative Schedule of Receipts, Expenditures, and Changes in Cash Balances—Budget and Actual—Budgetary Basis—General Fund has been subjected to the auditing procedures applied in the audit of the basic financial statement and, in our opinion, is fairly stated in all material respects in relation to the basic financial statement taken as a whole.

A handwritten signature in black ink that reads "Jeff A. McMAHAN". The signature is written in a cursive style with a large initial "J" and "M".

JEFF A. McMAHAN  
State Auditor and Inspector

August 10, 2005

## **Basic Financial Statement**

**SUGAR CREEK AMBULANCE SERVICE DISTRICT  
STATEMENT OF RECEIPTS, DISBURSEMENTS, AND  
CHANGES IN CASH BALANCES—GENERAL FUND  
FOR THE FISCAL YEAR ENDED JUNE 30, 2004**

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	General Fund
Beginning Cash Balance	<u>\$ 75,538</u>
Receipts:	
Ad Valorem Taxes	98,317
Miscellaneous	25,343
Total Receipts	<u>123,660</u>
Disbursements:	
Maintenance and Operations	80,928
Total Disbursements	<u>80,928</u>
Ending Cash Balance	<u><u>\$ 118,270</u></u>

The notes to the financial statement are an integral part of this statement.

**SUGAR CREEK AMBULANCE SERVICE DISTRICT  
NOTES TO THE FINANCIAL STATEMENT  
FOR THE FISCAL YEAR ENDED JUNE 30, 2004**

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**1. Summary of Significant Accounting Policies**

The accompanying basic financial statement presents the receipts, disbursements, and changes in cash balances of Sugar Creek Ambulance Service District (the District). The financial activity presented is established under statutory authority, and its operation is under the control of the District Board of Trustees. The more significant accounting policies and practices are described below.

**A. Reporting Entity**

The District is a special unit of government and does not possess political or governmental powers other than those necessary to carry out the specific purposes for which it was created. The District is not subject to federal or state income taxes.

The accompanying basic financial statement includes all District functions and activities over which the District Board exercises significant influence. Significant influence or accountability is based primarily on the oversight exercised by the District Board. The District is not a component unit of another government and does not have any component units.

**B. Fund Accounting**

The District uses only a general fund to account for its cash balances.

**C. Basis of Accounting**

The basic financial statement is prepared on a basis of accounting wherein amounts are recognized when received or disbursed. This basis of accounting differs from accounting principles generally accepted in the United States of America, which require revenues to be recognized when they become available and measurable, or when they are earned, and expenditures or expenses to be recognized when the related liabilities are incurred. This cash basis financial presentation is not a comprehensive measure of economic condition or changes therein.

**D. Cash and Investments**

State statutes require financial institutions with which the District maintains funds to deposit collateral securities to secure the District's deposits. The amount of collateral securities to be pledged is established by the District Treasurer; this amount must be at least the amount of the deposit to be secured, less the amount insured (by, for example, the FDIC). For fiscal year 2004, the District's deposits exceeded FDIC coverage.

State statutes authorize the District to invest in obligations of the U.S. Treasury, certificates of deposit, or savings accounts of banks, savings and loans, and trust companies if secured by acceptable collateral where the collateral has been deposited with a trustee or custodian bank.

**SUGAR CREEK AMBULANCE SERVICE DISTRICT  
NOTES TO THE FINANCIAL STATEMENT  
FOR THE FISCAL YEAR ENDED JUNE 30, 2004**

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The District operated with one money market savings account during the fiscal year.

**E. Risk Management**

The District is exposed to various risks of loss related to: torts, theft of, damage to and destruction of assets; errors and omissions; injuries to employees and natural disasters. The District continues to carry commercial insurance for these types of risk. Management believes such coverage is sufficient to preclude any significant uninsured losses to the District. Settled claims resulting from these risks have not exceeded commercial insurance coverage in any of the past three fiscal years. There have been no significant reductions in insurance coverage during the 2004 fiscal year.

**2. Stewardship Policies**

On or before June 1 of each year, a budget for each fund, as required by the Board, is completed. The budget is approved by fund and object. The District Board may approve changes of appropriations within the fund by object. To increase or decrease the budget by fund requires approval by the Excise Board.

**3. Detailed Notes on Fund Balances**

**A. Ad Valorem Tax**

The property tax is levied each October 1 on the assessed value listed as of January 1 of the same year for all real and personal property located in the District, except certain exempt property. Assessed values are established by the County Assessor within the prescribed guidelines established by the Oklahoma Tax Commission and the State Equalization Board. The tax is collected by the County Treasurer and remitted to the District.

The assessed property value as of January 2003 was approximately \$33,694,420 after deducting homestead exemptions.

Taxes are due on November 1 following the levy date, although they may be paid in two equal installments. If the first half is paid prior to January 1, the second half is not delinquent until April 1.

Unpaid delinquent personal property taxes are published usually in May. If the taxes are not paid within 30 days from publication, they are placed on the personal tax lien docket.

Current year tax collections for the year ended June 30, 2004, were approximately 92 percent of the tax levy.

**SUGAR CREEK AMBULANCE SERVICE DISTRICT  
NOTES TO THE FINANCIAL STATEMENT  
FOR THE FISCAL YEAR ENDED JUNE 30, 2004**

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**B. Provider Contract**

The District Board has contracted with the Parkview Hospital, El Reno, Oklahoma to provide emergency medical services in the District. The Sugar Creek Ambulance Service pays a monthly subsidy to the hospital for the service. The District Board has also contracted with Carnegie Municipal Hospital to provide secondary emergency medical services to the Oney-Albert, Crows Roost and Swan Lake areas of the District.

**SUPPLEMENTARY INFORMATION**

**SUGAR CREEK AMBULANCE SERVICE DISTRICT  
COMPARATIVE SCHEDULE OF RECEIPTS, EXPENDITURES, AND  
CHANGES IN CASH BALANCES—  
BUDGET AND ACTUAL—BUDGETARY BASIS—GENERAL FUND  
FOR THE FISCAL YEAR ENDED JUNE 30, 2004**

	General Fund			
	Original Budget	Final Budget	Actual	Variance
Beginning Cash Balances	\$ 75,538	\$ 75,538	\$ 75,538	\$ -
Beginning Cash Balances, Budgetary Basis	75,538	75,538	75,538	-
Receipts:				
Ad Valorem Taxes	92,894	92,894	98,317	5,423
Miscellaneous Revenues	1,647	1,647	25,343	23,696
Total Receipts, Budgetary Basis	<u>94,541</u>	<u>94,541</u>	<u>123,660</u>	<u>29,119</u>
Expenditures:				
Maintenance and Operations	116,775	116,775	80,928	35,847
Capital Outlay	53,304	53,304		53,304
Total Expenditures, Budgetary Basis	<u>170,079</u>	<u>170,079</u>	<u>80,928</u>	<u>89,151</u>
Excess of Receipts and Beginning Cash Balances Over Expenditures, Budgetary Basis	<u>\$ -</u>	<u>\$ -</u>	118,270	<u>\$ 118,270</u>
Reconciliation to Statement of Receipts, Disbursements, and Changes in Cash Balances				
Add: Ending Outstanding Warrants				
Ending Cash Balance			<u>\$ 118,270</u>	

See independent auditor's report.

The accompanying notes are an integral part of this statement.

**SUGAR CREEK AMBULANCE SERVICE DISTRICT  
NOTES TO SUPPLEMENTARY INFORMATION  
FOR THE FISCAL YEAR ENDED JUNE 30, 2004**

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Oklahoma Statutes require the District to prepare a formal budget for the general fund and other funds as the Board of Trustees may require. The budget presented for the general fund includes the originally approved budgeted appropriations for expenditures and final budgeted appropriations as adjusted for supplemental appropriations and approved transfers between budget categories.

The Comparative Schedule of Receipts, Expenditures, and Changes in Cash Balances—Budget and Actual—Budgetary Basis—General Fund presents comparisons of the legally adopted budget with actual data. The "actual" data, as presented in the comparison of budget and actual, will differ from the data as presented in the Statement of Receipts, Disbursements, and Changes in Cash Balances because of adopting certain aspects of the budgetary basis of accounting and the adjusting of encumbrances and outstanding warrants to their related budget year.

The District budgeted appropriations for capital outlay expenditures for the fiscal year. These appropriations however were not expended. The District plans to accumulate these budgeted appropriations for capital outlay expenditures over the next five years in order to purchase an ambulance for the District.

**INTERNAL CONTROL AND COMPLIANCE SECTION**



STATE OF OKLAHOMA  
OFFICE OF THE AUDITOR AND INSPECTOR

JEFF A. McMAHAN  
State Auditor and Inspector

**Report on Internal Control Over Financial Reporting and on Compliance and  
Other Matters Based on an Audit of Financial Statements Performed in Accordance With  
*Government Auditing Standards***

TO THE BOARD OF TRUSTEES OF THE  
SUGAR CREEK AMBULANCE SERVICE DISTRICT

We have audited the Statement of Receipts, Disbursements, and Changes in Cash Balances—General Fund of Sugar Creek Ambulance Service District, as of and for the year ended June 30, 2004, which comprises the Sugar Creek Ambulance Service District's basic financial statement, prepared using accounting practices prescribed or permitted by Oklahoma state law, and have issued our report thereon dated August 10, 2005. The report on the Statement of Receipts, Disbursements, and Changes in Cash Balances was adverse because the statement is not a presentation in conformity with accounting principles generally accepted in the United States of America. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States.

Internal Control Over Financial Reporting

In planning and performing our audit, we considered Sugar Creek Ambulance Service District's internal control over financial reporting in order to determine our auditing procedures for the purpose of expressing our opinion on the financial statement and not to provide an opinion on the internal control over financial reporting. However, we noted a certain matter involving the internal control over financial reporting and its operation that we consider to be a reportable condition. Reportable conditions involve matters coming to our attention relating to significant deficiencies in the design or operation of the internal control over financial reporting that, in our judgment, could adversely affect the District's ability to record, process, summarize, and report financial data consistent with the assertions of management in the financial statement. The reportable condition is described in the accompanying schedule of findings as item 2004-1.

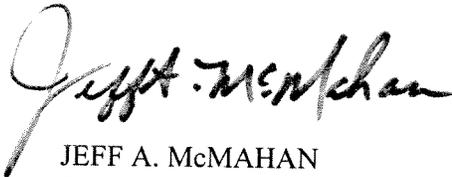
A material weakness is a reportable condition in which the design or operation of one or more of the internal control components does not reduce to a relatively low level the risk that misstatements caused by error or fraud in amounts that would be material in relation to the financial statement being audited may occur and not be detected within a timely period by employees in the normal course of performing their assigned functions. Our consideration of the internal control over financial reporting would not necessarily disclose all matters in the internal control that might be reportable conditions and, accordingly, would not necessarily disclose all reportable conditions that are also considered to be material weaknesses. However, we consider item 2004-1 to be a material weakness.

Compliance and Other Matters

As part of obtaining reasonable assurance about whether Sugar Creek Ambulance Service District's financial statement is free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, and contracts, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards* and which are described in the accompanying schedule of findings as items 2004-2 and 2004-3.

This report is intended solely for the information and use of the Board of Trustees, Excise Board, and Legislative officials and is not intended to be and should not be used by anyone other than these specified parties.

However, the Oklahoma Open Records Act states that all records of public bodies and public officials shall be open to any person, except as specifically exempted. The purpose of this Act is to ensure and facilitate the public's right of access to and review of government records so they may efficiently and intelligently exercise their inherent political power. Therefore, this report is a matter of public record and its distribution is in no way limited or restricted.



JEFF A. McMAHAN  
State Auditor and Inspector

August 10, 2005

**SUGAR CREEK AMBULANCE SERVICE DISTRICT  
SCHEDULE OF FINDINGS  
FOR THE FISCAL YEAR ENDED JUNE 30, 2004**

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**Finding 2004-1 - Segregation of Duties**

Criteria: Effective internal controls include the segregation of accounting functions, dividing financial duties among a number of individuals to prevent one person from controlling too much of the processing, recording, reporting and reconciling of a financial transaction.

Condition: The District operates with a volunteer board. A volunteer secretary/treasurer is responsible for the collection of the mail, the depositing of checks received, the processing of bills and invoices, the writing of checks, and the reconciliations of bank statements. The lack of segregation of duties is somewhat mitigated by the secretary/treasurer providing copies of the monthly bank statements to the members of the board and by two signatures being required for checks.

Recommendation: We recommend management be aware of this condition and realize the concentration of duties and responsibilities in a limited number of individuals is not desirable from a control point of view. Under these conditions, the most effective controls lie in management's knowledge of office operations and a periodic review of operations.

Views of responsible officials and planned corrective actions: Management chose not to respond.

**Finding 2004-2 - Inadequate pledged collateral.**

Criteria: According to 62 O.S. 2001, § 517.4, "A treasurer of a public entity shall require that financial institutions deposit collateral securities or instruments to secure the deposits of the public entity in each such institution."

Condition: During the fiscal year, the bank account balance for the District gradually accumulated until the balance exceeded the \$100,000 FDIC insurance limitation. At June 30, the amount of the uninsured balance was more than \$18,000.

Recommendation: We recommend the treasurer obtain sufficient collateral to safeguard the District's excess deposits. The amount of pledged collateral should be reviewed periodically to insure the District's deposits are fully covered by FDIC insurance and collateral securities.

Views of responsible officials and planned corrective actions: Management chose not to respond.

**Finding 2004-3 - No appropriation for audit purposes**

Criteria: Under 19 O.S. 2001, § 1706.1, a one-tenth mill of the District's ad valorem levy is "...mandatorily required to be appropriated and dedicated to emergency medical service district audit..." This mandatory provision is cumulative from year to year, unless released by the State Auditor and Inspector.

**SUGAR CREEK AMBULANCE SERVICE DISTRICT  
SCHEDULE OF FINDINGS  
FOR THE FISCAL YEAR ENDED JUNE 30, 2004**

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Condition: The District has not been appropriating this one-tenth mill to the “emergency medical audit budget account” in its annual budgets.

Recommendation: We recommend the Board contact the firm preparing its annual budget and make them aware of this statutory provision for EMS districts and amend the District’s budgets accordingly. Any appropriation for audit expense should be used for audit expenses only, and any residual balance of an appropriation for audit expense should be carried over and added to the following year’s budget account, unless written permission to lapse is obtained from the State Auditor and Inspector.

Views of responsible officials and planned corrective actions: Management chose not to respond.