

**SUGAR CREEK AMBULANCE SERVICE
FINANCIAL STATEMENT
AND INDEPENDENT AUDITOR'S REPORT
FOR THE YEAR ENDED JUNE 30, 2006**

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STATE OF OKLAHOMA
OFFICE OF THE AUDITOR AND INSPECTOR

JEFF A. McMAHAN
State Auditor and Inspector

October 13, 2006

TO THE BOARD OF TRUSTEES OF THE
SUGAR CREEK AMBULANCE SERVICE

Transmitted herewith is the audit of the Sugar Creek Ambulance Service's financial statement for the fiscal year ended June 30, 2006. 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.

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. McMahan".

JEFF A. McMAHAN
State Auditor and Inspector

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SUGAR CREEK AMBULANCE SERVICE
BOARD OF TRUSTEES
JUNE 30, 2006

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Keith Gardner

MEMBERS

J.C. Carroll

Ira McNally

Jackie Pledger

Tracy R. Sharry

Bill Sparks

vacant

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 service. Per Article 10, § 8A, with the repeal of personal property tax, the millages with the adjustment factor are 3.08, 3.12, and 3.17 mills for Caddo County, Canadian County, and Blaine County, respectively. The Sugar Creek Ambulance Service District is comprised of portions of Caddo, Canadian, and Blaine Counties 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 service. Such districts have the authority to charge fees for services, and accept gifts, funds, or grants.

The Oklahoma Constitution also provides that emergency medical service districts 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

We have audited the accompanying Statement of Receipts, Disbursements, and Changes in Cash Balances—General Fund of Sugar Creek Ambulance Service, as of and for the year ended June 30, 2006, listed in the table of contents as the basic financial statement. This financial statement is the responsibility of the Sugar Creek Ambulance Service. 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.

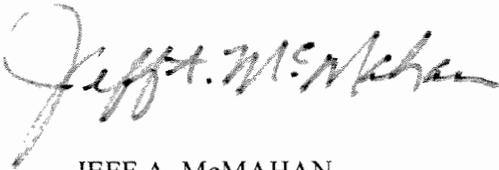
In our opinion, because of the matter discussed in the preceding paragraph, the financial statement referred to above does not present fairly, in conformity with accounting principles generally accepted in the United States of America, the financial position of Sugar Creek Ambulance Service as of June 30, 2006, 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, for the year ended June 30, 2006, on the basis of accounting described in Note. 1.

In accordance with *Government Auditing Standards*, we have also issued our report dated July 18, 2006, on our consideration of Sugar Creek Ambulance Service'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, 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. McMahán". The signature is written in a cursive style with a large initial "J" and a long horizontal stroke at the end.

JEFF A. McMAHAN
State Auditor and Inspector

July 18, 2006

Basic Financial Statement

**SUGAR CREEK AMBULANCE SERVICE
STATEMENT OF RECEIPTS, DISBURSEMENTS, AND
CHANGES IN CASH BALANCES—GENERAL FUND
FOR THE FISCAL YEAR ENDED JUNE 30, 2006**

	General Fund
Beginning Cash Balance	<u>\$ 150,587</u>
Receipts:	
Ad Valorem Taxes	100,607
Intergovernmental	24,000
Miscellaneous	5,061
Total Receipts	<u>129,668</u>
Disbursements:	
Warrants Paid	131,773
Total Disbursements	<u>131,773</u>
Ending Cash Balance	<u><u>\$ 148,482</u></u>

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

**SUGAR CREEK AMBULANCE SERVICE
NOTES TO THE FINANCIAL STATEMENT
FOR THE FISCAL YEAR ENDED JUNE 30, 2006**

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 (the Service). The financial activity presented is established under statutory authority, and its operation is under the control of the Service's Board of Trustees. The more significant accounting policies and practices are described below.

A. Reporting Entity

The Service 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 Service is not subject to federal or state income taxes.

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

B. Fund Accounting

The Service 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 Service maintains funds to deposit collateral securities to secure the Service's deposits. The amount of collateral securities to be pledged is established by the Service's Treasurer; this amount must be at least the amount of the deposit to be secured, less the amount insured (by, for example, the FDIC).

State statutes authorize an emergency medical service 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
NOTES TO THE FINANCIAL STATEMENT
FOR THE FISCAL YEAR ENDED JUNE 30, 2006**

E. Risk Management

The Service 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 Service has purchased a Public Official Position Schedule Bond that covers Service Board members only. The Service has no other commercial insurance for these types of risks.

According to management, the Service was not involved in any lawsuits, as of June 30, 2006.

F. Compensated Absences

The Service is a volunteer service; therefore, there are no compensated absences.

G. Provider Contract

The Service's Board has contracted with the Parkview Hospital, El Reno, Oklahoma to provide emergency medical services in the emergency medical service district. The Sugar Creek Ambulance Service pays a monthly subsidy to the hospital for the service. The Service's 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 emergency medical service district.

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 Service's 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.

Cash disbursements of the Service are presented only in total in the *Statement of Receipts, Disbursements, and Changes in Cash Balances – General Fund*; however, a breakdown of expenditures by category is included in the *Comparative Schedule of Receipts, Expenditures, and Changes in Cash Balances – Budget and Actual – Budgetary Basis – General Fund* of the supplementary information along with a reconciliation of actual cash activity to budgetary cash activity.

3. Detailed Notes on Fund Balances

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 emergency medical service district, except

**SUGAR CREEK AMBULANCE SERVICE
NOTES TO THE FINANCIAL STATEMENT
FOR THE FISCAL YEAR ENDED JUNE 30, 2006**

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 emergency medical service district.

Blaine, Caddo, and Canadian Counties voted to repeal the personal property tax. The initiatives provided that real property tax levies would be increased to make up for the loss of taxable personal property; hence the levies are now 3.08, 3.12, and 3.17 mills, respectively. The assessed property value as of January 2005 was approximately \$34,714,487 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, 2006, were approximately 94 percent of the tax levy.

SUPPLEMENTARY INFORMATION

**SUGAR CREEK AMBULANCE SERVICE
COMPARATIVE SCHEDULE OF RECEIPTS, EXPENDITURES, AND
CHANGES IN CASH BALANCES—
BUDGET AND ACTUAL—BUDGETARY BASIS—GENERAL FUND
FOR THE FISCAL YEAR ENDED JUNE 30, 2006**

	General Fund			
	Original Budget	Final Budget	Actual	Variance
Beginning Cash Balances	\$ 150,587	\$ 150,587	\$ 150,587	\$ -
Beginning Cash Balances, Budgetary Basis	150,587	150,587	150,587	-
Receipts:				
Ad Valorem Taxes	97,200	97,200	100,607	3,407
Intergovernmental Revenues			24,000	24,000
Miscellaneous Revenues	2,481	2,481	5,061	2,580
Total Receipts, Budgetary Basis	<u>99,681</u>	<u>99,681</u>	<u>129,668</u>	<u>29,987</u>
Expenditures:				
Maintenance and Operations	120,000	10,000	3,495	6,505
Capital Outlay	130,268	107,768		107,768
Provider Contracts		130,000	126,200	3,800
Audit Budget Account		2,500	2,078	422
Total Expenditures, Budgetary Basis	<u>250,268</u>	<u>250,268</u>	<u>131,773</u>	<u>118,495</u>
Excess of Receipts and Beginning Cash Balances Over Expenditures, Budgetary Basis	<u>\$ -</u>	<u>\$ -</u>	148,482	<u>\$ 148,482</u>
Reconciliation to Statement of Receipts, Disbursements, and Changes in Cash Balances Ending Cash Balance			<u>\$ 148,482</u>	

See independent auditor's report.

The accompanying notes to the supplementary information are an integral part of this schedule.

**SUGAR CREEK AMBULANCE SERVICE
NOTES TO SUPPLEMENTARY INFORMATION
FOR THE FISCAL YEAR ENDED JUNE 30, 2006**

Oklahoma Statutes require an emergency medical service 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 original budget appropriated funds to only “maintenance and operation” and “capital outlay.” Budget appropriation transfers and reclassification of expenditures were submitted to the Service’s Board for their approval to arrive at the final appropriations and expenditures being reported. The final budget column includes the adjustments. No additional funds were appropriated; therefore, no Caddo County Excise Board approval was required.

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

We have audited the Statement of Receipts, Disbursements, and Changes in Cash Balances—General Fund of Sugar Creek Ambulance Service, as of and for the year ended June 30, 2006, which comprises the Sugar Creek Ambulance Service's basic financial statement, prepared using accounting practices prescribed or permitted by Oklahoma state law, and have issued our report thereon dated July 18, 2006. 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'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 Service's ability to initiate, record, process, 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 and responses as item 2004-1.

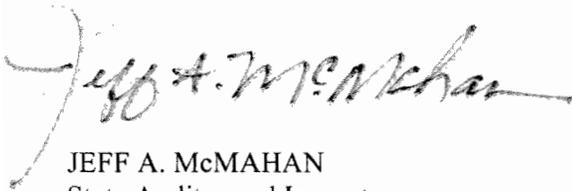
A material weakness is a reportable condition in which the design or operation of one or more of the internal control components does not reduce to a relatively low level the risk that misstatements caused by error or fraud in amounts that would be material in relation to the financial statement being 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 the reportable condition described above to be a material weakness.

Compliance and Other Matters

As part of obtaining reasonable assurance about whether Sugar Creek Ambulance Service'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 an instance of noncompliance or other matters that is required to be reported under *Government Auditing Standards* and is described in the accompanying schedule of findings and responses as item 2004-3.

We noted a certain additional matter that we reported to the management of Sugar Creek Ambulance Service, which is included in Section 2 of the schedule of findings and responses contained in this report.

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., section 24A.1 et seq.), and shall be open to any person for inspection and copying.



JEFF A. McMAHAN
State Auditor and Inspector

July 18, 2006

**SUGAR CREEK AMBULANCE SERVICE
SCHEDULE OF FINDINGS AND RESPONSES
FOR THE FISCAL YEAR ENDED JUNE 30, 2006**

SECTION 1 – Findings related to the 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*

Finding 2004-1 - Segregation of Duties

Criteria: Effective internal controls include the separation 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 Service 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 reconciliation 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 Service's 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: Our limited number of office personnel creates a control problem. In an attempt to counter this, policies and procedures are in place with regard to receipting and depositing income, and the Service's Board reviews financial reports each month.

Finding 2004-3 - No appropriation for audit purposes

Criteria: Under 19 O.S. § 1706.1, a one-tenth mill of an emergency medical service 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.

Condition: In previous years, the Service has not been appropriating this one-tenth mill to the "emergency medical audit budget account" in its annual budgets.

Recommendation: We recommend the Service's Board contact the firm preparing its annual budget and make them aware of this statutory provision for EMS districts and amend the Service'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.

**SUGAR CREEK AMBULANCE SERVICE
SCHEDULE OF FINDINGS AND RESPONSES
FOR THE FISCAL YEAR ENDED JUNE 30, 2006**

Views of responsible officials and planned corrective actions: We concur with the State Auditor's finding and will establish a mandatory audit account in the Estimate of Needs.

SECTION 2 – This section contains certain matters not required to be reported in accordance with *Government Auditing Standards*. However, we believe these matters are significant enough to bring to management's attention. We recommend that management consider these matters and take appropriate corrective action.

Finding 2006-1 - No liability insurance for the Service's operations

Criteria: Section 4 of the Ambulance Service's provider contracts requires the Hospitals to "provide liability insurance...in a sum not less than provided for in Title 11 § 23-105 and Title 51 § 154", under the Oklahoma Tort Claims Act.

Condition: While the Ambulance Service requires liability coverage from its contracted service providers, the Ambulance Service carries no liability coverage for itself.

Recommendation: We recommend the Service's Board review its exposure to potential liability risks and obtain sufficient liability coverage for its own operations.

Views of responsible officials and planned corrective actions: The Board has made arrangements to purchase liability insurance.