

**WAURIKA
EMERGENCY
MEDICAL
SERVICE
DISTRICT**

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

EMS AGREED-UPON PROCEDURES



Oklahoma State Auditor
& Inspector

**WAURIKA EMERGENCY MEDICAL SERVICE DISTRICT
AGREED-UPON PROCEDURES REPORT
FOR THE PERIOD JULY 1, 2007 THROUGH JUNE 30, 2009**

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STATE AUDITOR AND INSPECTOR

STEVE BURRAGE, CPA
State Auditor

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September 8, 2010

TO THE BOARD OF TRUSTEES OF THE WAURIKA EMERGENCY MEDICAL SERVICE DISTRICT

Transmitted herewith is the agreed-upon procedures report for the Waurika 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



INDEPENDENT ACCOUNTANT'S REPORT ON APPLYING AGREED-UPON PROCEDURES

TO THE BOARD OF TRUSTEES OF THE WAURIKA EMERGENCY MEDICAL SERVICE DISTRICT

We have performed the procedures enumerated below, which were agreed to by management of the Waurika 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 agreed all bank reconciliations performed during the year to the financial records.

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

2. We confirmed with financial institutions all cash and cash equivalent balances and investment balances as of June 30.

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

3. We calculated the District's cash/cash equivalents in each financial institution and compared it to the fair market value of each financial institution's pledged collateral at June 30.

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

4. We traced amounts of ad valorem taxes remitted to the District's deposit slips.

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

5. We selected 25 checks in order to:
 - A. Agree to invoices.
 - B. Agree payee on cancelled check to vendor on invoice.

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- C. Inspect the receiving report/invoice for signature of District employee who verified goods and/or services were received.
- D. Trace claim approval to District Board minutes.
- E. Determine expenditure was for the support, organization, operation, and maintenance of the District.

Finding: The following was noted:

- With respect to applying procedure A and B, fifteen of the twenty-five expenditures tested were not supported by original invoices.
- With respect to applying procedure C, nine of the twenty-five checks selected did not have a receiving report/invoice signed by a District employee verifying goods or services were received.
- With respect to applying procedure D, none of the expenditures tested could be traced to District Board minutes for approval.

With respect to applying procedure E, there were no findings.

While performing these procedures an additional matter came to our attention:

Finding: The District entered into a promissory note with the First Bank & Trust Company of Waurika in violation of the Oklahoma Constitution Article 10, § 9C(b) for the purchase of a 2006 Chevrolet G3500 Ambulance and a 2004 Ford Ambulance.

6. We were engaged to observe each Board member's Official Bond.

Finding: Three District Board members were not covered under the District's Fidelity Bond during the period of August 2008 through May 2009.

7. We observed the District's Estimate of Needs and the publication notice of the Estimate of Needs and observed whether all schedules in the Estimate of Needs were complete and the publication notice was printed in a county-wide newspaper.

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

8. For equipment inventory we:
- A. Observed the existence of an inventory list.
 - B. Observed ten items from the inventory list and visually verified existence.
 - C. Observed all ambulances on the inventory listing for existence.

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

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9. We were engaged to select all items requiring bids (greater than \$7,500) in order to:
 - A. Observe proof of publication of bid.
 - B. Observe justification and approval of awarding the bid to a bidder other than the lowest bidder in the District Board minutes.

Finding: The District purchased a 2006 Chevrolet Ambulance at a cost of \$42,000 and a 2004 Ford Ambulance at a cost of \$22,000 and did not competitively solicit bids for these items.

10. We observed insurance policies for the existence of coverage of capital assets.

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

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

September 1, 2010



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