

**WOODWARD COUNTY
EMERGENCY MEDICAL SERVICE DISTRICT
SPECIAL-PURPOSE FINANCIAL STATEMENTS
AND INDEPENDENT AUDITOR'S REPORT
FOR THE YEAR ENDED JUNE 30, 2003**

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STATE OF OKLAHOMA
OFFICE OF THE AUDITOR AND INSPECTOR

JEFF A. McMAHAN
State Auditor and Inspector

July 6, 2004

TO THE BOARD OF TRUSTEES OF THE
WOODWARD COUNTY EMERGENCY MEDICAL SERVICE DISTRICT

Transmitted herewith is the audit of the Woodward County Emergency Medical Service District for the fiscal year ended June 30, 2003. 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 Woodward County Emergency Medical 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 serve the public interest by providing independent oversight and to issue 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 black ink that reads "Jeff A. McMahan".

JEFF A. McMAHAN
State Auditor and Inspector

**WOODWARD COUNTY
EMERGENCY MEDICAL SERVICE DISTRICT
FINANCIAL STATEMENTS
JUNE 30, 2003**

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**WOODWARD COUNTY
EMERGENCY MEDICAL SERVICE DISTRICT
BOARD OF TRUSTEES
JUNE 30, 2003**

CHAIRMAN

Olen Thomas

VICE CHAIRMAN

Ann Flessas

SECRETARY

Martha Syms

MEMBERS

Charles Anderson
Gary Ham

ADMINISTRATOR

Vanessa Brewington

INTRODUCTION

Article 10, § 9C of the Oklahoma Constitution authorized the formation of emergency medical service (EMS) 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 mill levy to support the operation of the EMS. Per Article 10, §8A, with the repeal of personal property tax, the millage with the adjustment factor is 3.14 mills.

EMS 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.



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
WOODWARD COUNTY EMERGENCY MEDICAL SERVICE DISTRICT

We have audited the special-purpose financial statements of Woodward County Emergency Medical Service District, as of and for the year ended June 30, 2003, as listed in the table of contents. These special-purpose financial statements are the responsibility of the Woodward County Emergency Medical Service District. Our responsibility is to express an opinion on these financial statements 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 statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. 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.

The accompanying special-purpose financial statements were prepared for the purpose of presenting the receipts, disbursements, and changes in cash balances of Woodward County Emergency Medical Service District, and comparisons of such information with the corresponding budgeted information for the general fund, and are not intended to be a complete presentation of the financial position and results of operations of Woodward County Emergency Medical Service District in conformity with accounting principles generally accepted in the United States of America.

In our opinion, the special-purpose financial statements referred to in the first paragraph present fairly, in all material respects, the receipts, disbursements, and changes in cash of all funds of Woodward County Emergency Medical Service District, and comparisons of such information with the corresponding budgeted information for the general fund, as of and for the year ended June 30, 2003, in conformity with the basis of accounting described in Note 1.

In accordance with *Government Auditing Standards*, we have also issued our report dated April 22, 2004, on our consideration of Woodward County Emergency Medical Service District's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, and contracts. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* and should be read in conjunction with this report in considering the results of our audit.

The American Institute of Certified Public Accountants' Statement on Auditing Standards No. 87 requires the inclusion of the following paragraph in this report.

This report is intended solely for the information and use of the Board of Trustees 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 the 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.

Sincerely,

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

JEFF A. McMAHAN
State Auditor and Inspector

April 22, 2004

Special-Purpose Financial Statements

**WOODWARD COUNTY EMERGENCY MEDICAL SERVICE DISTRICT
STATEMENT OF RECEIPTS, DISBURSEMENTS, AND
CHANGES IN CASH BALANCES
JUNE 30, 2003**

	General Fund
Beginning Cash Balance	<u>\$ 580,551</u>
Receipts:	
Ad Valorem Taxes	330,197
Charges for Services	370,799
Miscellaneous	191
Total Receipts	<u>701,187</u>
Disbursements:	
Warrants Paid	<u>519,307</u>
Total Disbursements	<u>519,307</u>
Ending Cash Balance	<u><u>\$ 762,431</u></u>

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

**WOODWARD COUNTY EMERGENCY MEDICAL SERVICE DISTRICT
COMPARATIVE STATEMENT OF RECEIPTS, EXPENDITURES, AND
CHANGES IN CASH BALANCES -
BUDGET AND ACTUAL - GENERAL FUND
JUNE 30, 2003**

	General Fund			
	Original Budget	Final Budget	Actual	Variance
Beginning Cash Balances	\$ 580,551	\$ 580,551	\$ 580,551	\$ -
Less: Beginning Outstanding Warrants	(36,625)	(36,625)	(36,625)	
Less: Beginning Encumbrances	(2,495)	(2,495)	(2,495)	
Beginning Cash Balances, Budgetary Basis	<u>541,431</u>	<u>541,431</u>	<u>541,431</u>	<u>-</u>
Receipts:				
Ad Valorem Taxes	293,111	293,111	330,197	37,086
Charges for Services	169,524	169,524	370,799	201,275
Miscellaneous Revenues			191	191
Total Receipts, Budgetary Basis	<u>462,635</u>	<u>462,635</u>	<u>701,187</u>	<u>238,552</u>
Expenditures:				
Personal Services	475,000	475,000	403,700	71,300
Travel	12,500	12,500	5,821	6,679
Maintenance and Operations	123,735	123,735	117,476	6,259
Capital Outlay	392,831	392,831	7,552	385,279
Total Expenditures, Budgetary Basis	<u>1,004,066</u>	<u>1,004,066</u>	<u>534,549</u>	<u>469,517</u>
Excess of Receipts and Beginning Cash Balances Over Expenditures, Budgetary Basis	<u>\$ -</u>	<u>\$ -</u>	708,069	<u>\$ 708,069</u>
Reconciliation to Statement of Receipts, Disbursements, and Changes in Cash Balances				
Add: Ending Encumbrances			3,000	
Add: Ending Outstanding Warrants			51,362	
Ending Cash Balance			<u>\$ 762,431</u>	

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

Notes to the Financial Statements

WOODWARD COUNTY
EMERGENCY MEDICAL SERVICE DISTRICT
NOTES TO THE FINANCIAL STATEMENTS
JUNE 30, 2003

1. Summary of Significant Accounting Policies

The accompanying special-purpose financial statements present the receipts, disbursements, and changes in cash balances of Woodward County Emergency Medical Service (District), and comparisons of such information with the corresponding budgeted information for the District. The fund 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 was created to provide ambulance service to all citizens. The District is not subject to federal or state income taxes.

The accompanying special-purpose financial statements include all District funds, 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 does not have any component units.

The accompanying special-purpose financial statements present the receipts, disbursements, and changes in cash balances of the District, and comparisons of such information with the corresponding budgeted information for the District. The fund presented is established by statute, and its operations are under the control of the Board of Trustees. The general fund is the District's general operating fund, accounting for all financial resources except those required to be accounted for in another fund. Any other funds presented would account for financial resources whose use is restricted for specified purposes.

B. Fund Accounting

A government entity uses funds to report receipts, disbursements, and changes in cash balances. Fund accounting is designed to demonstrate legal compliance and to aid financial management by segregating transactions related to certain government functions or activities.

General Fund - The general fund is used to account for all activities of the District not accounted for in some other fund.

C. Basis of Accounting

The special-purpose financial statements are 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

**WOODWARD COUNTY
EMERGENCY MEDICAL SERVICE DISTRICT
NOTES TO THE FINANCIAL STATEMENTS
JUNE 30, 2003**

Summary of Significant Accounting Policies (continued)

they become available and measurable, or when they are earned and expenditures or expenses to be recognized when the related liabilities are incurred.

D. Budgetary Policies

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 Statement of Receipts, Expenditures, and Changes in Cash Balances - Budget and Actual - 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.

E. Cash and Investments

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.

All funds were fully invested or deposited in interest-bearing demand accounts at June 30, 2003.

F. 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. The District carries workers compensation, health and accidental insurance on its employees. 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 2003 fiscal year.

G. Compensated Absences

Regular employees accrue paid vacation leave according to years of service. One year of service accrues 1 week of vacation; 2 to 9 years of service accrues 2 weeks of vacation; 10 to 14 years of service accrues 3 weeks of service; and 15 years of service accrues 4 weeks of vacation. The length of service is based on the number of full years of service that an employee possesses on July 1 of each

**WOODWARD COUNTY
EMERGENCY MEDICAL SERVICE DISTRICT
NOTES TO THE FINANCIAL STATEMENTS
JUNE 30, 2003**

Summary of Significant Accounting Policies (continued)

year (July 1 through June 30). Vacation days must be used during each fiscal year or lost. Upon employee's termination, the employee will be paid for all unused vacation within the current fiscal year.

Regular EMT and First Responder employees will accrue paid sick leave at the rate of 12 hours per month up to a maximum of 864 hours. The Billing Manager will accrue paid sick leave at the rate of 8 hours per month up to a maximum of 320 hours.

2. Stewardship, Compliance, and Accountability

Budgetary Compliance

On or before June 1 of each year, a budget for each fund, as required by the Board, shall be 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 Account Balances

A. Deposits

At year-end, the cash balance consisted of amounts in demand deposits and certificates of deposit. The reported amount of the District's deposits was \$762,431 and the bank balance was \$762,431. Of the bank balance, all funds were covered by federal depository insurance or collateral held by the District's agent in the District's name.

B. Description of Funds

During the year ended June 30, 2003, the District had only a general fund.

C. 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 County levied 3.14 mills for District general fund operations. The net assessed property value as of January 1, 2002, was approximately \$107,349,434.

**WOODWARD COUNTY
EMERGENCY MEDICAL SERVICE DISTRICT
NOTES TO THE FINANCIAL STATEMENTS
JUNE 30, 2003**

Detailed Notes on Account Balances (continued)

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 real property taxes become a lien upon said property on October 1 of each year.

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

Current year tax collections for the year ended June 30, 2003, were approximately 97.6 percent of the tax levy.

5. Pension Plan

Plan Description - The District has a defined contribution pension plan titled Woodward County Emergency Medical Service Retirement Plan (Plan). Principal Financial Group, a third party administrator, administers the Plan. Plan provisions are established and amended by Board resolution. Only full-time employees are eligible for the Plan.

The District contributes 8% of each employee's salary. Employees contribute a minimum of 2% of their salary, but may voluntarily contribute more, up to a maximum of 10% of employee's total earnings.

An employee becomes eligible for the District's contributions at age 55, or when totally disabled as defined by the Plan, or when an employee dies. An employee also becomes 20% vested in the Plan at three years of employment, with the vested portion increasing 20% each year until the employee is fully vested at seven years. The employee's contributions are 100% vested immediately and contributions that are not vested are forfeited if either the District or the employee terminates employment. Non-vested forfeitures are used to offset the next required contribution by the District.

The Plan has various investment options, but the Board has restricted the investment of the District's contributions to the guaranteed interest account only. An employee's contributions can be invested in the money market, guaranteed interest account, bond and mortgage, real estate, and/or the U.S. stock account, as designated by the employee. Contributions and earnings are accumulated in separate investment accounts held by The Principal Financial Group.

Employees are eligible for retirement at age 55, but may elect to continue their employment and choose a later retirement date. At retirement, an employee may make the following elections for benefits.

1. Leave benefits in a Personal Retirement Account administered by The Principal Financial Group until such time as the employee elects another option.
2. Receive a single sum payment of all benefits due.

**WOODWARD COUNTY
EMERGENCY MEDICAL SERVICE DISTRICT
NOTES TO THE FINANCIAL STATEMENTS
JUNE 30, 2003**

Detailed Notes on Account Balances

3. Roll benefits into an Individual Retirement Account (IRA) administered by The Principal Financial Group, an IRA with another financial institution, or into another qualified retirement plan.
4. Purchase any one of a variety of annuity options.

The District's contributions to the defined contribution pension plan for the year ended June 30, 2003, were \$19,489.60. The employee's contributions to the Plan for the year ended June 30, 2003, were \$4,927.83.

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



STATE OF OKLAHOMA
OFFICE OF THE AUDITOR AND INSPECTOR

JEFF A. McMAHAN
State Auditor and Inspector

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

TO THE BOARD OF TRUSTEES OF THE
WOODWARD COUNTY EMERGENCY MEDICAL SERVICE DISTRICT

We have audited the special-purpose financial statements of Woodward County Emergency Medical Service District, as of and for the year ended June 30, 2003, and have issued our report thereon dated April 22, 2004. Our report includes an explanatory paragraph discussing that the financial statements are not a complete presentation. 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.

Compliance

As part of obtaining reasonable assurance about whether Woodward County Emergency Medical Service District's special-purpose financial statements are 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 special-purpose 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 no instances of noncompliance that are required to be reported under *Government Auditing Standards*.

Internal Control Over Financial Reporting

In planning and performing our audit, we considered Woodward County Emergency Medical Service District's internal control over financial reporting in order to determine our auditing procedures for the purpose of expressing our opinion on the special-purpose financial statements and not to provide assurance 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 special-purpose financial statements. The reportable condition is described in the accompanying schedule of findings as item 2003-1.

A material weakness is a 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 in amounts that would be material in relation to the financial statements 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 do not consider the reportable condition described above to be material weakness.

The American Institute of Certified Public Accountants' Statement on Auditing Standards No. 87 requires the inclusion of the following paragraph in this report.

This report is intended solely for the information and use of the Board of Trustees 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 the 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.

Sincerely,

A handwritten signature in black ink that reads "Jeff A. McMahar". The signature is written in a cursive style with a large, looping initial "J".

JEFF A. McMAHAN
State Auditor and Inspector

April 22, 2004

**WOODWARD COUNTY
EMERGENCY MEDICAL SERVICE DISTRICT
SCHEDULE OF FINDINGS
JUNE 30, 2003**

Findings related to the Report on Compliance and on Internal Control Over Financial Reporting Based on an Audit of Financial Statements Performed in Accordance With *Government Auditing Standards*

Finding 2003-1- Disbursements

Criteria: Effective internal controls include proper procedures for purchases with District funds. Additionally, 19 O.S. 2001, § 1705 allows the State Auditor and Inspector to advise districts on these technical and procedural matters.

Condition: The following exceptions were noted in our test of 33 purchase orders issued during fiscal year 2002-2003:

1. One purchase order was charged to the wrong fund.
2. Eleven purchase orders had no indication that the goods or services were received.
3. One purchase order did not have the original invoice attached to the purchase order.
4. One purchase order did not have proper documentation attached to the purchase order.
5. One purchase order was issued to the District Administrator for the reimbursement of expense incurred for a "water cooler for the bay area."

Recommendation: We recommend the District implement policies and procedures to prohibit employee reimbursements for purchases on behalf of the District. We further recommend the implementation of policies and procedures requiring purchases to have receiving reports on goods and services, original invoices, and complete and proper documentation.