

428 Second St.
Marietta, OH 45750
740.373.0056

1035 Murdoch Ave
Parkersburg, WV 26101
304.422.2203

121 E Main St
St. Clairsville, OH 43950
740.695.1569



PERRY & Associates

Certified Public Accountants, A.C.

**INDIAN LAKE EMS JOINT AMBULANCE DISTRICT
LOGAN COUNTY
Regular Audit
For the Years Ended December 31, 2013 and 2012**

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Dave Yost • Auditor of State

Board of Trustees
Indian Lake EMS Joint Ambulance District
301 North Oak Street
Lakeview, Ohio 43331

We have reviewed the *Independent Auditor's Report* of the Indian Lake EMS Joint Ambulance District, Logan County, prepared by Perry & Associates, Certified Public Accountants, A.C., for the audit period January 1, 2012 through December 31, 2013. Based upon this review, we have accepted these reports in lieu of the audit required by Section 117.11, Revised Code. The Auditor of State did not audit the accompanying financial statements and, accordingly, we are unable to express, and do not express an opinion on them.

Our review was made in reference to the applicable sections of legislative criteria, as reflected by the Ohio Constitution, and the Revised Code, policies, procedures and guidelines of the Auditor of State, regulations and grant requirements. The Indian Lake EMS Joint Ambulance District is responsible for compliance with these laws and regulations.

A handwritten signature in black ink that reads "Dave Yost".

Dave Yost
Auditor of State

July 30, 2015

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**INDIAN LAKE EMS JOINT AMBULANCE DISTRICT
LOGAN COUNTY**

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INDEPENDENT AUDITOR'S REPORT

April 14, 2015

Indian Lake EMS Joint Ambulance District
Logan County
301 North Oak Street
Lakeview, Ohio 43331

To the Board of Trustees:

Report on the Financial Statements

We have audited the accompanying financial statements and related notes of the **Indian Lake EMS Joint Ambulance District**, Logan County, (the District) as of and for the years ended December 31, 2013 and 2012.

Management's Responsibility for the Financial Statements

Management is responsible for preparing and fairly presenting these financial statements in accordance with the financial reporting provisions Ohio Revised Code Section 117.38 and Ohio Administrative Code Section 117-2-03(D) permit; this responsibility includes designing, implementing and maintaining internal control relevant to preparing and fairly presenting financial statements free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to opine on these financial statements based on our audit. We audited in accordance with auditing standards generally accepted in the United States of America and the financial audit standards in the Comptroller General of the United States' *Government Auditing Standards*. Those standards require us to plan and perform the audit to reasonably assure the financial statements are free from material misstatement.

An audit requires obtaining evidence about financial statement amounts and disclosures. The procedures selected depend on our judgment, including assessing the risks of material financial statement misstatement, whether due to fraud or error. In assessing those risks, we consider internal control relevant to the District's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not to the extent needed to opine on the effectiveness of the District's internal control. Accordingly, we express no opinion. An audit also includes evaluating the appropriateness of management's accounting policies and the reasonableness of their significant accounting estimates, as well as our evaluation of the overall financial statement presentation.

We believe the audit evidence we obtained is sufficient and appropriate to support our audit opinion.

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Basis for Adverse Opinion on U.S. Generally Accepted Accounting Principles

As described in Note 1B of the financial statements, the District prepared these financial statements using the accounting basis permitted by the financial reporting provisions of Ohio Revised Code Section 117.38 and Ohio Administrative Code Section 117-2-03(D), which is an accounting basis other than accounting principles generally accepted in the United States of America, to satisfy these requirements.

Although the effects on the financial statements of the variances between the regulatory accounting basis and GAAP are not reasonably determinable, we presume they are material.

Though the District does not intend these statements to conform to GAAP, auditing standards generally accepted in the United States of America require us to include an adverse opinion on GAAP. However, the adverse opinion does not imply the amounts reported are materially misstated under the accounting basis Ohio Revised Code Section 117.38 and Ohio Administrative Code Section 117-2-03(D) permit. Our opinion on this accounting basis is in the *Opinion on Regulatory Basis of Accounting* paragraph below.

Adverse Opinion on U.S. Generally Accepted Accounting Principles

In our opinion, because of the significance of the matter discussed in the *Basis for Adverse Opinion on U.S. Generally Accepted Accounting Principles* paragraph, the financial statements referred to above do not present fairly, in accordance with accounting principles generally accepted in the United States of America, the financial position of the District as of December 31, 2013 and 2012, or changes in financial position for the years then ended.

Opinion on Regulatory Basis of Accounting

In our opinion, the financial statements referred to above present fairly, in all material respects, the cash balances of the Indian Lake EMS Joint Ambulance District, Logan County, as of December 31, 2013 and 2012, and its cash receipts and disbursements for the years then ended in accordance with the financial reporting provisions Ohio Revised Code Section 117.38 and Ohio Administrative Code Section 117-2-03(D) permit, described in Note 1B.

Other Reporting Required by Government Auditing Standards

In accordance with *Government Auditing Standards*, we have also issued our report dated April 14, 2015, on our consideration of the District's internal control over financial reporting and our tests of its compliance with certain provisions of laws, regulations, contracts and grant agreements and other matters. That report describes the scope of our internal control testing over financial reporting and compliance, and the results of that testing, and does not opine on internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the District's internal control over financial reporting and compliance.



Perry and Associates
Certified Public Accountants, A.C.
Marietta, Ohio

**INDIAN LAKE EMS JOINT AMBULANCE DISTRICT
LOGAN COUNTY**

**STATEMENT OF CASH RECEIPTS, CASH DISBURSEMENTS, AND
CHANGES IN FUND CASH BALANCE
GENERAL FUND
FOR THE YEAR ENDED DECEMBER 31, 2013**

Cash Receipts:	
Property and Other Local Taxes	\$ 271,012
Charges for Services	135,140
Intergovernmental	35,602
Earnings on Investments	1,059
Payment in Lieu of Taxes	4,129
Miscellaneous	<u>8,540</u>
 Total Cash Receipts	 <u>455,482</u>
Cash Disbursements:	
Current Disbursements:	
Security of Persons and Property:	
Salaries	308,008
Fringe Benefits	210,770
Materials and Supplies	40,069
Equipment	22,785
Other	69,068
Capital Outlay	<u>30,059</u>
 Total Cash Disbursements	 <u>680,759</u>
 Net Change in Fund Cash Balance	 <u>(225,277)</u>
 Fund Cash Balance, January 1	 <u>699,561</u>
 Fund Cash Balance, December 31	
Unassigned	<u>474,284</u>
 <i>Fund Cash Balance, December 31</i>	 <u><u>\$ 474,284</u></u>

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

**INDIAN LAKE EMS JOINT AMBULANCE DISTRICT
LOGAN COUNTY**

**STATEMENT OF CASH RECEIPTS, CASH DISBURSEMENTS, AND
CHANGES IN FUND CASH BALANCE
GENERAL FUND
FOR THE YEAR ENDED DECEMBER 31, 2012**

Cash Receipts:	
Property and Other Local Taxes	\$ 275,659
Charges for Services	127,638
Intergovernmental	28,053
Earnings on Investments	2,669
Payment in Lieu of Taxes	4,522
Miscellaneous	<u>11,337</u>
 Total Cash Receipts	 <u>449,878</u>
Cash Disbursements:	
Current Disbursements:	
Security of Persons and Property:	
Salaries	254,803
Fringe Benefits	194,545
Materials and Supplies	50,737
Equipment	16,754
Other	<u>72,466</u>
 Total Cash Disbursements	 <u>589,305</u>
 Net Change in Fund Cash Balance	 <u>(139,427)</u>
 Fund Cash Balance, January 1 (Restated, See Note 2)	 <u>838,988</u>
 Fund Cash Balance, December 31	
Unassigned	<u>699,561</u>
 <i>Fund Cash Balance, December 31</i>	 <u>\$ 699,561</u>

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

**INDIAN LAKE EMS JOINT AMBULANCE DISTRICT
LOGAN COUNTY**

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEARS ENDED DECEMBER 31, 2013 AND 2012**

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

A. Description of the Entity

The constitution and laws of the State of Ohio establish the rights and privileges of the Indian Lake EMS Joint Ambulance District, Logan County (the District), as a body corporate and politic. A four-member Board of Trustees governs the District. Each political subdivision within the District appoints one member. Those subdivisions are Stokes Township, Washington Township, the Village of Lakeview, and the Village of Russells Point. The District provides emergency medical and ambulance services within the District.

The District's management believes these financial statements present all activities for which the District is financially accountable.

B. Accounting Basis

These financial statements follow the accounting basis permitted by the financial reporting provisions of Ohio Revised Code Section 117.38 and Ohio Administrative Code Section 117-2-03(D). This basis is similar to the cash receipts and disbursements accounting basis. The Board recognizes receipts when received in cash rather than when earned, and recognizes disbursements when paid rather than when a liability is incurred. Budgetary presentations report budgetary expenditures when a commitment is made (i.e., when an encumbrance is approved).

These statements include adequate disclosure of material matters, as the financial reporting provisions of Ohio Revised Code Section 117.38 and Ohio Administrative Code Section 117-2-03(D) permit.

C. Deposits and Investments

The District's accounting basis includes investments as assets. This basis of accounting does not record disbursements for investments purchases or receipts for investment sales. This basis records gains or losses at the time of sale as receipts or disbursements, respectively.

The District values certificates of deposit at cost.

D. Fund Accounting

The District uses fund accounting to segregate cash and investments that are restricted as to use. The District classifies its fund into the following type:

1. General Fund

The General Fund accounts for and reports all financial resources not accounted for and reported in another fund.

**INDIAN LAKE EMS JOINT AMBULANCE DISTRICT
LOGAN COUNTY**

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEARS ENDED DECEMBER 31, 2013 AND 2012
(Continued)**

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

E. Budgetary Process

The Ohio Revised Code requires that each fund be budgeted annually.

1. Appropriations

Budgetary expenditures (that is, disbursements and encumbrances) may not exceed appropriations at the fund, function, and object level of control and appropriations may not exceed estimated resources. The Board of Trustees must annually approve appropriation measures and subsequent amendments. The County Budget Commission must also approve the annual appropriation measure. Appropriations lapse at year-end.

2. Estimated Resources

Estimated resources include estimates of cash to be received (budgeted receipts) plus cash as of January 1. The County Budget Commission must also approve estimated resources.

3. Encumbrances

The Ohio Revised Code requires the District to reserve (encumber) appropriations when commitments are made. Encumbrances outstanding at year end are canceled, and reappropriated in the subsequent year. The District did not use the encumbrance method of accounting.

A summary of 2013 and 2012 budgetary activity appears in Note 3.

F. Fund Balance

Fund balance is divided into five classifications based primarily on the extent to which the District must observe constraints imposed upon the use of its governmental-fund resources. The classifications are as follows:

1. Nonspendable

The District classifies assets as *nonspendable* when legally or contractually required to maintain the amounts intact.

2. Restricted

Fund balance is *restricted* when constraints placed on the use of resources are either externally imposed by creditors (such as through debt covenants), grantors, contributors, or laws or regulations of other governments; or it is imposed by law through constitutional provisions.

**INDIAN LAKE EMS JOINT AMBULANCE DISTRICT
LOGAN COUNTY**

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEARS ENDED DECEMBER 31, 2013 AND 2012
(Continued)**

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

F. Fund Balance (Continued)

3. Committed

Trustees can *commit* amounts via formal action (resolution). The District must adhere to these commitments unless the Trustees amend the resolution. Committed fund balance also incorporates contractual obligations to the extent that existing resources in the fund have been specifically committed to satisfy contractual requirements.

4. Assigned

Assigned fund balances are intended for specific purposes but do not meet the criteria to be classified as *restricted* or *committed*. Governmental funds other than the general fund report all fund balances as *assigned* unless they are restricted or committed. In the general fund, *assigned* amounts represent intended uses established by District Trustees or a District official delegated that authority by resolution, or by State Statute.

5. Unassigned

Unassigned fund balance is the residual classification for the general fund and includes amounts not included in the other classifications. In other governmental funds, the unassigned classification is used only to report a deficit balance.

The District applies restricted resources first when expenditures are incurred for purposes for which either restricted or unrestricted (committed, assigned, and unassigned) amounts are available. Similarly, within unrestricted fund balance, committed amounts are reduced first followed by assigned, and then unassigned amounts when expenditures are incurred for purposes for which amounts in any of the unrestricted fund balance classifications could be used.

G. Property, Plant and Equipment

The District records disbursements for acquisitions of property, plant and equipment when paid. The accompanying financial statements do not report these items as assets.

2. RESTATEMENT OF BEGINNING FUND CASH BALANCE

A restatement of cash balance was necessary in order to account for a bank account that was not previously disclosed by the District.

Fund Balance December 31, 2011	\$ 837,143
Flower Fund	1,845
Restated January 1, 2012 Balance	<u>\$ 838,988</u>

**INDIAN LAKE EMS JOINT AMBULANCE DISTRICT
LOGAN COUNTY**

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEARS ENDED DECEMBER 31, 2013 AND 2012
(Continued)**

3. EQUITY IN POOLED DEPOSITS

The District maintains a deposit pool all funds use. The Ohio Revised Code prescribes allowable deposits and investments. The carrying amount of deposits at December 31 was as follows:

	2013	2012
Demand Deposits	\$ 102,438	\$ 214,972
Certificates of Deposit	371,846	484,589
Total Deposits	\$ 474,284	\$ 699,561

Deposits are insured by the Federal Deposit Insurance Corporation or collateralized by the financial institution's public entity deposit pool.

4. BUDGETARY ACTIVITY

Budgetary activity for the years ended December 31, 2013 and 2012 follows:

2013 Budgeted vs. Actual Receipts

Fund Type	Budgeted Receipts	Actual Receipts	Variance
General	\$ -	\$ 455,482	\$ 455,482
Total	\$ -	\$ 455,482	\$ 455,482

2013 Budgeted vs. Actual Budgetary Basis Expenditures

Fund Type	Appropriation Authority	Budgetary Expenditures	Variance
General	\$ -	\$ 680,759	\$ (680,759)
Total	\$ -	\$ 680,759	\$ (680,759)

2012 Budgeted vs. Actual Receipts

Fund Type	Budgeted Receipts	Actual Receipts	Variance
General	\$ -	\$ 449,878	\$ 449,878
Total	\$ -	\$ 449,878	\$ 449,878

2012 Budgeted vs. Actual Budgetary Basis Expenditures

Fund Type	Appropriation Authority	Budgetary Expenditures	Variance
General	\$ -	\$ 589,305	\$ (589,305)
Total	\$ -	\$ 589,305	\$ (589,305)

**INDIAN LAKE EMS JOINT AMBULANCE DISTRICT
LOGAN COUNTY**

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEARS ENDED DECEMBER 31, 2013 AND 2012
(Continued)**

4. BUDGETARY ACTIVITY (Continued)

The District did not pass an ordinance or resolution to authorize the necessary tax levies. This violated the requirements of Ohio Revised Code Section 5705.34.

The District did not certify the total amount from all sources which is available for expenditure from each fund in the tax budget along with any balances that existed at the end of the preceding year for 2013 and 2012. This violated the requirements of Ohio Revised Code Section 5705.36(A)(1).

The District did not pass an appropriation measure in 2013 or 2012. This violated the requirements of Ohio Revised Code Section 5705.38.

Contrary to Ohio Law, budgetary expenditures exceeded appropriation authority in the General Fund by \$680,759 for the year ended December 31, 2013 and \$589,305 for the year ended December 31, 2012. This violated the requirements of Ohio Revised Code Section 5705.41(B).

Contrary to Ohio Law, the District did not follow the encumbrance method of accounting. The District did not issue purchase orders. This violated the requirements of Ohio Revised Code Section 5705.41(D).

5. PROPERTY TAX

Real property taxes become a lien on January 1 preceding the October 1 date for which the Trustees adopted tax rates. The State Board of Tax Equalization adjusts these rates for inflation. Property taxes are also reduced for applicable homestead and rollback deductions. The financial statements include homestead and rollback amounts the State pays as Intergovernmental Receipts. Payments are due to the County by December 31. If the property owner elects to make semiannual payment, the first half is due December 31. The second half payment is due the following June 20.

The County is responsible for assessing property, and for billing, collecting, and distributing all property taxes on behalf of the District.

6. RETIREMENT SYSTEMS

The District's employees belong to the Ohio Public Employees Retirement System (OPERS). OPERS is a cost-sharing, multi-employer plan. The Ohio Revised Code prescribes the plan's benefits, which include postretirement healthcare and survivor and disability benefits.

The Ohio Revised Code also prescribes contribution rates. For 2013 and 2012, OPERS members contributed 10% of their gross salaries and the District contributed an amount equaling 14% of participants' gross salaries. The District has paid all contributions required through December 31, 2013.

**INDIAN LAKE EMS JOINT AMBULANCE DISTRICT
LOGAN COUNTY**

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEARS ENDED DECEMBER 31, 2013 AND 2012
(Continued)**

7. RISK MANAGEMENT

Commercial Insurance

The District has obtained commercial insurance for the following risks:

- Ambulance Package
- Ambulance Management
- Commercial Auto
- Commercial Property
- General Liability

8. RELATED PARTY TRANSACTIONS

The District Clerk's husband processes ambulance billings for the District for a fee of 6% of the ambulance run receipts. Total fees paid were \$6,862 in 2013 and \$8,038 in 2012.



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**INDEPENDENT AUDITOR'S REPORT ON INTERNAL CONTROL OVER
FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS
REQUIRED BY GOVERNMENT AUDITING STANDARDS**

April 14, 2015

Indian Lake EMS Joint Ambulance District
Logan County
301 North Oak Street
Lakeview, Ohio 43331

To the Board of Trustees:

We have audited in accordance with auditing standards generally accepted in the United States and the Comptroller General of the United States' *Government Auditing Standards*, the financial statements of the **Indian Lake EMS Joint Ambulance District**, Logan County, (the District) as of and for the years ended December 31, 2013 and 2012, and the related notes to the financial statements and have issued our report thereon dated April 14, 2015, wherein we noted the District followed financial reporting provisions Ohio Revised Code Section 117.38 and Ohio Administrative Code Section 117-2-03(D) permit.

Internal Control Over Financial Reporting

As part of our financial statement audit, we considered the District's internal control over financial reporting (internal control) to determine the audit procedures appropriate in the circumstances to the extent necessary to support our opinion on the financial statements, but not to the extent necessary to opine on the effectiveness of the District's internal control. Accordingly, we have not opined on it.

Our consideration of internal control was for the limited purpose described in the preceding paragraph and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Therefore, unidentified material weaknesses or significant deficiencies may exist. However, as described in the accompanying schedule of audit findings we identified certain deficiencies in internal control over financial reporting, that we consider material weaknesses.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, when performing their assigned functions, to prevent, or detect and timely correct misstatements. A *material weakness* is a deficiency, or a combination of internal control deficiencies resulting in a reasonable possibility that internal control will not prevent or detect and timely correct a material misstatement of the District's financial statements. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance. We consider findings 2013-001 through 2013-007 described in the accompanying schedule of audit findings to be material weaknesses.

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Compliance and Other Matters

As part of reasonably assuring whether the District's financial statements are free of material misstatement, we tested its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could directly and materially affect the determination of financial statement amounts. However, opining on compliance with those provisions was not an objective of our audit and accordingly, we do not express an opinion. The results of our tests disclosed instances of noncompliance or other matters that we must report under *Government Auditing Standards* which are described in the accompanying schedule of audit findings as items 2013-002 and 2013-003.

We also noted certain matters not requiring inclusion in this report that we communicated to management in a separate letter dated April 14, 2015.

Purpose of this Report

This report only describes the scope of our internal control and compliance testing and our testing results, and does not opine on the effectiveness of the District's internal control or on compliance. This report is an integral part of an audit performed under *Government Auditing Standards* in considering the District's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.



Perry and Associates
Certified Public Accountants, A.C.
Marietta, Ohio

**INDIAN LAKE EMS JOINT AMBULANCE DISTRICT
LOGAN COUNTY**

**SCHEDULE OF AUDIT FINDINGS
FOR THE YEARS ENDED DECEMBER 31, 2013 AND 2012**

FINDINGS RELATED TO THE FINANCIAL STATEMENTS REQUIRED TO BE REPORTED IN ACCORDANCE WITH GAGAS
--

FINDING NUMBER 2013-001

Material Weakness

Posting Receipts and Disbursements

Receipts and disbursements should be posted to the fund and line item accounts as established by Ohio Administrative Code.

Receipts and disbursements were not always posted correctly. The following posting errors were noted:

- Property and Other Local Taxes receipts were recorded at the net amount instead of the gross amount in the General Fund in 2013 and 2012.
- Intergovernmental receipts were improperly recorded as Property and Other Local Taxes receipts in the General Fund in 2013 and 2012.
- Charges for Services receipts were improperly recorded as Miscellaneous receipts in the General Fund in 2013 and 2012.
- Payments in Lieu of Taxes receipts were improperly recorded as Miscellaneous receipts in the General Fund in 2013 and 2012.
- Disbursements were not classified correctly for either 2013 or 2012.

This resulted in several adjustments and reclassifications being made to the District's financial statements. The financial statements reflect all adjustments and reclassifications and all adjustments have been made to the client's manual accounting system.

Monitoring controls are procedures and supervisory activities performed by management to help ensure that management's objectives are being achieved, including the objective of assuring accurate and reliable financial reports for external reporting purposes. Effective monitoring controls should enable management to identify misclassifications, errors, and omissions in financial reports.

To help ensure accuracy and reliability in the financial reporting process, we recommend that management perform a detailed review of its draft financial statements. Such review should include procedures to ensure that all sources of revenues and expenditures are properly identified and classified on the financial statements. We also recommend the Clerk refer to Auditor of State resources for guidance to determine the proper establishment of receipt and disbursement accounts and posting of receipts and disbursements.

Management's Response – We did not receive a response from officials to this finding.

FINDING NUMBER 2013-002

Noncompliance/Material Weakness

Ohio Revised Code § 117.38 states that cash-basis entities must file annual reports with the Auditor of State within 60 days of the fiscal year end. The Auditor of State may prescribe by rule or guidelines the forms for these reports. However, if the Auditor of State has not prescribed a reporting form, the public office shall submit its report on the form used by the public office. Also, the public office must publish notice in a local newspaper stating the financial report is available for public inspection at the office of the chief Clerk.

**INDIAN LAKE EMS JOINT AMBULANCE DISTRICT
LOGAN COUNTY**

**SCHEDULE OF AUDIT FINDINGS
FOR THE YEARS ENDED DECEMBER 31, 2013 AND 2012**

FINDINGS RELATED TO THE FINANCIAL STATEMENTS REQUIRED TO BE REPORTED IN ACCORDANCE WITH GAGAS (Continued)
--

FINDING NUMBER 2013-002 (Continued)

Noncompliance/Material Weakness (Continued)

The District did file a financial report with the Auditor of State's office for the year ending December 31, 2012 but did not submit it until 2014. In addition, several material errors were noted during our review of the financial report:

- Amounts listed on the Annual Financial Report for receipts and disbursements did not match to the District's manual accounting ledgers for either 2013 or 2012. Reconciliations of activity were necessary.
- Earnings on Investment receipts from a payroll checking account and certificates of deposit were not recorded for either 2013 or 2012. This activity has been included in the audited financial statements.
- The Annual Financial Report did not include activity nor balances for several accounts including certificates of deposit and a "Flower Fund" checking account. This activity has been included in the audited financial statements.

The Board of Trustees should monitor the completion of the annual financial reports to help assure timely filing, accuracy, and publication and to prevent possible penalties. In addition, all activity of the "Flower Fund" should be reflected in the accounting records and financial statements of the District and all supporting documentation maintained.

Management's Response – We did not receive a response from officials to this finding.

FINDING NUMBER 2013-003

Noncompliance/Material Weakness

Budgetary Controls

The budget is an instrument of public policy: A governing Board of Trustees expresses its desires for using a government's limited resources through its appropriations. Ohio Rev. Code Section 5705 deals with a variety of budgetary requirements that all subdivisions must comply with in order to ensure fiscal responsibility.

In performing the audit we noted several violations of budgetary law which, although they do not in and of themselves, result in errors in financial reporting, may lead to the District making financial decisions based on incorrect or incomplete information. We noted the following:

- Violation of 5705.34 relating to authorization of tax levies;
- Violations of 5705.36 relating to certification of estimated resources and beginning balances;
- Violations of 5705.38 relating to adopting appropriations for each year;
- Violations of 5705.41(B) stating no subdivision is to expend money unless it has been appropriated (expenditures exceeded appropriations);
- Violations of 5705.41(D) relating to expenditures having prior certification of availability of funds.

**INDIAN LAKE EMS JOINT AMBULANCE DISTRICT
LOGAN COUNTY**

**SCHEDULE OF AUDIT FINDINGS
FOR THE YEARS ENDED DECEMBER 31, 2013 AND 2012**

FINDINGS RELATED TO THE FINANCIAL STATEMENTS REQUIRED TO BE REPORTED IN ACCORDANCE WITH GAGAS (Continued)
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FINDING NUMBER 2013-003 (Continued)

Budgetary Controls (Continued)

In addition, The District did not ensure that appropriations and estimated receipts were authorized by the District Board of Trustees and approved by the County Budget Commission. We recommend the District implement procedures to ensure appropriations and estimated receipts are accurately posted to the accounting system and reconciled to the amounts approved by the budget commission after each amendment.

The Board of Trustees does not monitor for budgetary compliance. It does not ensure budgetary forms are properly completed or submitted to the County Budget Commission. The Board of Trustees also has not assured that the accounting system is adequate to incorporate budgetary requirements.

The Board of Trustees should review the requirements of ORC section 5705 to be familiar with these laws and to make sure the District is complying with applicable sections. We recommend the District establish a procedure that ensures budgetary forms are submitted to the County accurately and timely. This could include a checklist of forms and due dates. Board of Trustees should also consider the need to move from a manual system to a computerized system that will incorporate budgetary requirements. If the Board of Trustees does not consider this necessary steps should be taken to make sure amounts are encumbered (purchase orders are used and assigned to each purchase prior to ordering), certifications of available funds are done by the Clerk prior to purchasing and unencumbered balances are tracked for each line item.

Management's Response – We did not receive a response from officials to this finding.

FINDING NUMBER 2013-004

Material Weakness

Billing Service Reconciliations

The District should establish a formal reconciliation for charges for service transactions being billed and collected by the independent contractor. There was no evidence presented for audit that any type of reconciliation was being performed to the billings and receipts reported by the independent contractor. Without a formal reconciliation process, the probability of detecting unrecorded receipts or uncollected revenues is reduced. A formal reconciling procedure should be established that would check that all billable squad runs have been billed, that the billing rates are correct, and that proper collections are being made and turned over to the District.

In order to help assure that all ambulance runs have been processed and submitted for payment (insurance, Medicare/Medicaid, private pay), the District should have procedures in place to account for all claim forms and for matching the claim forms back to the run sheets. In addition, records should be maintained to show the status on each claim and the reason for considering an account paid in full when the amount due is not collected. The District did not utilize pre-numbered claim forms and there was no evidence that the claim forms were matched to the corresponding ambulance run sheets.

The failure to use pre-numbered claim forms inhibited management's ability to determine the completeness and accountability of the claim forms. The failure to agree each claim form to a run sheet increased the risk that all eligible runs may not be submitted for payment.

**INDIAN LAKE EMS JOINT AMBULANCE DISTRICT
LOGAN COUNTY**

**SCHEDULE OF AUDIT FINDINGS
FOR THE YEARS ENDED DECEMBER 31, 2013 AND 2012**

FINDINGS RELATED TO THE FINANCIAL STATEMENTS REQUIRED TO BE REPORTED IN ACCORDANCE WITH GAGAS (Continued)
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FINDING NUMBER 2013-004 (Continued)

Billing Service Reconciliations (Continued)

The District should implement procedures which require the use of pre-numbered claim forms and the reconciliation of the claim forms back to the run sheets. The District should also require explanations for each account that is considered paid in pull when the amount owed is not paid. The Board should approve all write-offs to accounts. The Board should periodically review the records to help assure these procedures have been implemented by District personnel.

Management's Response – We did not receive a response from officials to this finding.

FINDING NUMBER 2013-005

Material Weakness

Bank Reconciliations

The Clerk did not prepare accurate monthly reconciliations of bank balances to book balances for all bank accounts. Not all financial information of all accounts was included in the District financial ledger. The lack of proper reconciliations among the bank statements, cashbook and ledgers resulted in numerous errors which remained undetected and/or uncorrected until the audit.

We recommend the Clerk prepare detailed bank reconciliations that include all bank account balances being reconciled to total fund balances. Copies of bank reconciliations should be presented to the Board of Trustees for Trustee review and use in managing the District.

Management's Response – We did not receive a response from officials to this finding.

FINDING NUMBER 2013-006

Material Weakness

Management Monitoring for Internal Control

The District Board has not established effective internal control processes for monitoring of District financial activity. Examples of deficiencies in monitoring controls include the following;

- Accurate bank to book reconciliations were not presented to the Board;
- Financial information and all activity of the "Flower Fund" was not monitored;
- Lack of a review of Annual Financial Report for accuracy prior to submission to AOS.

We recommend the Board establish effective internal control processes and address each of the above noted control weaknesses. This will help the Board effectively monitor the District's financial position and will aid in the timely detection of errors or irregularities.

Management's Response – We did not receive a response from officials to this finding.

**INDIAN LAKE EMS JOINT AMBULANCE DISTRICT
LOGAN COUNTY**

**SCHEDULE OF AUDIT FINDINGS
FOR THE YEARS ENDED DECEMBER 31, 2013 AND 2012**

FINDINGS RELATED TO THE FINANCIAL STATEMENTS REQUIRED TO BE REPORTED IN ACCORDANCE WITH GAGAS (Continued)
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FINDING NUMBER 2013-007

Material Weakness

Billing Service

The District has contracted with a service organization (Gordon Pittenger) to provide billing services. Gordon Pittenger is contracted to provide for the processing of ambulance billings at a fee of 6% of the ambulance run receipts. The District has not established procedures to determine whether this service organization has sufficient controls in place and operating effectively to reduce the risk of ambulance run services and billings not being completely and accurately processed in accordance with the ambulance service and billing contract.

The District should help assure the completeness and accuracy (including eligibility and allowability) of ambulance run services and billings processed by its third-party administrator. Statement of Auditing Standards for Attestation Engagement (SSAE) No. 16, as amended, prescribes standards for reporting on service organizations. An unqualified SOC 1 Report on Policies and Procedures Placed in Operation and Tests of Operating Effectiveness in accordance with SSAE No. 16 should provide the District with reasonable assurance ambulance run transactions conform to the contract.

By not obtaining a SOC-1 report for Gordon Pittenger, the District does not have assurances over whether or not Gordon Pittenger has proper controls in place and if they are effective.

We recommend that the District request an annual report from Gordon Pittenger under Statement of Auditing Standards on Reporting on Controls Placed in Operation and Effectiveness of a Service Organization Control covering the District's claims processing system. In the event that the service organization does not agree to have the reporting on the control report prepared, as an alternative the District should have qualified consultants, selected by the District, perform procedures to test the adequacy of the internal controls over the claims processing system.

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Dave Yost • Auditor of State

INDIAN LAKE EMS

LOGAN COUNTY

CLERK'S CERTIFICATION

This is a true and correct copy of the report which is required to be filed in the Office of the Auditor of State pursuant to Section 117.26, Revised Code, and which is filed in Columbus, Ohio.

Susan Babbitt

CLERK OF THE BUREAU

**CERTIFIED
AUGUST 11, 2015**