

Tri-Division Ambulance District

Financial Condition

As of

December 31, 2010 and 2011

Together with Auditor's Report



Dave Yost • Auditor of State

Board of Trustees
Tri-Division Ambulance Service
P. O. Box 352
East Sparta, Ohio 44626

We have reviewed the *Independent Auditor's Report* of the Tri-Division Ambulance Service, Stark County, prepared by Kevin L. Penn, Inc., for the audit period January 1, 2010 through December 31, 2011. 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.

The financial statements in the attached report are presented in accordance with a regulatory basis of accounting prescribed or permitted by the Auditor of State. Due to a February 2, 2005 interpretation from the American Institute of Certified Public Accountants (AICPA), modifications were required to the *Independent Auditor's Report* on your financial statements. While the Auditor of State does not legally require your government to prepare financial statements pursuant to Generally Accepted Accounting Principles (GAAP), the AICPA interpretation requires auditors to formally acknowledge that you did not prepare your financial statements in accordance with GAAP. The attached report includes an opinion relating to GAAP presentation and measurement requirements, but does not imply the statements are misstated under the non-GAAP regulatory basis. The *Independent Auditor's Report* also includes an opinion on the financial statements using the regulatory format the Auditor of State permits.

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 Tri-Division Ambulance Service is responsible for compliance with these laws and regulations.

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

Dave Yost
Auditor of State

September 20, 2012

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TRI-DIVISION AMBULANCE DISTRICT

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Independent Auditor's Report

To the Board of Trustee
Tri-Division Ambulance District
Stark County
East Sparta, Ohio

I have audited the accompanying financial statements of the Tri-Division Ambulance District (the District), as of and for the year ended December 31, 2010 and 2011. These financial statements are the responsibility of the District's management. My responsibility is to express an opinion on these financial statements based on our audit.

I 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 I 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. I believe that my audit provides a reasonable basis for my opinion.

As discussed in Note 1, the District has prepared these financial statements using accounting practices the Auditor of State prescribes or permits. These practices differ from accounting principles generally accepted in the United States of America. Although I cannot reasonably determine the effects on the financial statements of the variances between these regulatory accounting practices and accounting principles generally accepted in the United States of America, I presume they are material.

Revisions to GAAP would require the District to reformat its financial statement presentation and make other changes effective for the year ended December 31, 2010 and 2011. Instead of the combined funds the accompanying financial statements present for 2010 and 2011, the revision requires presenting entity wide statements and also to present larger (i.e. major) funds separately for 2010 and 2011. While the District does not follow GAAP, generally accepted auditing standards require us to include the following paragraph if the statements do not substantially conform to the new GAAP presentation requirements. The Auditor of State permits, but does not require governments to reformat their statements. The District has elected not to reformat its statements. Since the District does not use GAAP to measure its financial statement amounts, the following paragraph does not imply the amounts reported are materially misstated under the accounting basis the Auditor of State permits. My opinion on the fair presentation of the amounts reported pursuant to its non-GAAP basis is in the second following paragraph.

In my opinion, because of the effects of the matter discussed in the preceding two paragraphs, the financial statements referred to above do not present fairly, in conformity with accounting principles generally accepted in the United States of America, the financial position of the District as of December 31, 2010 and 2011, or its changes in financial position and cash flows for the year then ended.

Also, in my opinion, the financial statements referred to above present fairly, in all material respects, the combined fund cash balances of the District, as of December 31, 2010 and 2011 and its combined cash receipts and disbursements for the year then ended on the basis of accounting described in Note 1.

As described in Note 7, during 2010 the District, adopted Governmental Accounting Standards Board Statement No. 54, Fund Balance Reporting and Governmental Fund Type Definitions.

The aforementioned revision to generally accepted accounting principles also requires the District to include Management's Discussion and Analysis for the year ended December 31, 2010 and 2011. The District has not presented Management's Discussion and Analysis, which accounting principles generally accepted In the United States of America has determined is necessary to supplement, although not required to be part of the financial statements.

In accordance with Government Auditing Standards, I have also issued my report dated June 20, 2012, on my consideration of the District's internal control over financial reporting and my tests of its compliance with certain provisions of laws, regulations, contracts and grant agreements and other matters. That report describes the scope of our testing of internal controls over financial reporting and compliance and the results of testing. It does not opine on the internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with Governmental Auditing Standards. You should read it in conjunction with this report in assessing the results of my audit.

Kevin L. Penn, Inc.

June 20, 2012

Tri-Division Ambulance Service			
Stark County			
Statement of Cash Receipts, Disbursements and			
Changes in Fund Cash Balances - Governmental Fund Types			
For the Years Ended December 31, 2010			
		Special	
	General	Revenue	
	Fund	Fund	Total
Cash Receipts:			
Local Taxes	\$ 447,999	\$ -	\$ 447,999
Intergovernmental	100,080		100,080
Charges for Services		31,660	31,660
Earnings on Investments	1,083	145	1,228
Other Revenue	13,476		13,476
Total Cash Receipts	562,638	31,805	594,443
Cash Disbursements:			
Current:			
General Government	334,818		334,818
Public Safety	74,406	17,633	92,039
Contract Services		5,000	5,000
Capital Outlay	215,536		215,536
Miscellaneous	1,051		1,051
Total Cash Disbursements	625,811	22,633	648,444
Total Receipts Over/(Under) Disbursements	(63,173)	9,172	(54,001)
Other Financing Receipts/(Disbursements)			
Other Financing Sources	431	-	431
Total Other Financing Receipts/(Disbursements)	431	-	431
Excess of Cash Receipts and Other Financing Receipts Over/(Under) Cash Disbursements and Other Financing Disbursements	(62,742)	9,172	(53,570)
Fund Cash Balance - January 1	436,858	54,733	491,591
Restricted		63,905	63,905
Unassigned	374,116		374,116
Fund Cash Balance - December 31	\$ 374,116	\$ 63,905	\$ 438,021
Reserves for Encumbrances, December 31	\$ -	\$ -	\$ -
The notes to the financial statements are an integral part of this statement.			

Tri-Division Ambulance Service			
Stark County			
Statement of Cash Receipts, Disbursements and			
Changes in Fund Cash Balances - Governmental Fund Types			
For the Year Ended December 31, 2011			
		Special	
	General	Revenue	
	Fund	Fund	Total
Cash Receipts:			
Local Taxes	\$ 537,007	\$ -	\$ 537,007
Charges for Services		25,761	25,761
Earnings on Investments	728	87	815
Other Revenue	25,701		25,701
Total Cash Receipts	563,436	25,848	589,284
Cash Disbursements:			
Current:			
General Government	349,392		349,392
Public Safety	78,737	32,131	110,868
Contract Services		9,420	9,420
Miscellaneous	789		789
Total Cash Disbursements	428,918	41,551	470,469
Total Receipts Over/(Under) Disbursements	134,518	(15,703)	118,815
Other Financing Receipts/(Disbursements)			
Other Financing Sources	5	-	5
Total Other Financing Receipts/(Disbursements)	5	-	5
Excess of Cash Receipts and Other Financing Receipts Over/(Under) Cash Disbursements and Other Financing Disbursements	134,523	(15,703)	118,820
Fund Cash Balance - January 1	374,116	63,905	438,021
Restricted		48,202	48,202
Unassigned	508,639		508,639
Fund Cash Balance - December 31	\$ 508,639	\$ 48,202	\$ 556,841
Reserves for Encumbrances, December 31	\$ -	\$ -	\$ -
The notes to the financial statements are an integral part of this statement.			

**TRI-DIVISION AMBULANCE DISTRICT
STARK COUNTY**

NOTES TO THE FINANCIAL STATEMENTS
DECEMBER 31, 2011 AND 2010

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

A. Description of the Entity

The Tri-Division Ambulance District, Stark County, (the District) is a body politic and corporate established to exercise the rights and privileges conveyed to it by the constitution and laws of the State of Ohio. The District is directed by an appointed three-member Board of Trustees. One board member is appointed by each political subdivision within the District. Those subdivisions are Pike District, Sandy District, and the District of East Sparta. The District provides ambulance services within the subdivisions and by contract to areas outside the subdivisions.

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

B. Basis of Accounting

These financial statements follow the basis of accounting prescribed or permitted by the Auditor of State, which is similar to the cash receipts and disbursements basis of accounting. Receipts are recognized when received in cash rather than when earned, and disbursements are recognized 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 prescribed or permitted by the Auditor of State.

C. Cash and Investments

Investments are reported as assets. Accordingly, purchases of investments are not recorded as disbursements, and sales of investments are not recorded as receipts. Gains or losses at the time of sale are recorded as receipts or disbursements, respectively.

**TRI-DIVISION AMBULANCE DISTRICT
STARK COUNTY**

NOTES TO THE FINANCIAL STATEMENTS
DECEMBER 31, 2011 AND 2010
(Continued)

D. Fund Accounting

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

1. General Fund

The General Fund is the general operating fund. It is used to account for all financial resources except those required to be accounted for in another fund.

2. Special Revenue Fund

These funds are used to account for proceeds from specific sources (other than from trusts or for capital projects) that are restricted to expenditure for specific purposes.

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 or object level of control, and appropriations may not exceed estimated resources. The Council must annually approve appropriation measures and subsequent amendments. The County Budget Commission must also approve the annual appropriation measure. Unencumbered appropriations lapse at year end.

2. Estimated Resources

Estimated resources include estimates of cash to be received (budgeted receipts) plus unencumbered 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 carried over, and need not be reappropriated.

A summary of 2011 and 2010 budgetary activity appears in Note 5.

**TRI-DIVISION AMBULANCE DISTRICT
STARK COUNTY**

NOTES TO THE FINANCIAL STATEMENTS
DECEMBER 31, 2011 AND 2010
(Continued)

F. Property, Plant, and Equipment

Acquisitions of property, plant, and equipment are recorded as disbursements when paid. These items are not reflected as assets on the accompanying financial statements.

G. Accumulated Leave

In certain circumstances, such as upon leaving employment, employees are entitled to cash payments for unused leave. Unpaid leave is not reflected as a liability under the District's basis of accounting.

2. EQUITY IN POOLED DEPOSITS

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

	<u>2011</u>	<u>2010</u>
Demand Deposits	<u>\$ 556,841</u>	<u>\$ 438,021</u>
Total Deposits	<u>\$ 556,841</u>	<u>\$ 438,021</u>

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

3. RETIREMENT SYSTEM

The District's full-time belong to the Ohio Public Employees Retirement System (OPERS). OPERS are cost-sharing, multiple-employer plans. The Ohio Revised Code prescribes these plans' benefits, which include postretirement healthcare and survivor and disability benefits.

The Ohio Revised Code also prescribes contribution rates. For 2011 and 2010, OPERS participants contributed 10% of their wages. For 2011 and 2010, the District contributed to OPERS an amount equaling 14% of participants' gross salaries. The District has paid all contributions required through December 31, 2011.

**TRI-DIVISION AMBULANCE DISTRICT
STARK COUNTY**

NOTES TO THE FINANCIAL STATEMENTS
DECEMBER 31, 2011 AND 2010
(Continued)

4. PROPERTY TAX

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

Public utilities are also taxed on personal and real property located within the District. Tangible personal property tax is assessed by the property owners, who must file a list of such property to the County by each April 30.

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

5. BUDGETARY ACTIVITY

Budgetary activity for the years ending December 31, 2011 and 2010 follows:

2010 Budgeted vs. Actual Receipts			
	Budgeted	Actual	
Fund Type:	Receipts	Receipts	Variance
General	\$ 919,841	\$ 563,069	\$ (356,772)
Special Revenue	\$ 86,995	\$ 31,805	\$ (55,190)
Total	\$ 1,006,836	\$ 594,874	\$ (411,962)
2010 Budgeted vs Actual Budgetary Basis Expenditures			
	Appropriation	Budgetary	
Fund Type:	Authority	Expenditures	Variance
General	\$ 800,000	\$ 625,811	\$ 174,189
Special Revenue	\$ 50,000	\$ 22,633	\$ 27,367
Total	\$ 850,000	\$ 648,444	\$ 201,556
2011 Budgeted vs. Actual Receipts			
	Budgeted	Actual	
Fund Type:	Receipts	Receipts	Variance
General	\$ 834,042	\$ 563,441	\$ (270,601)
Special Revenue	\$ 100,105	\$ 25,848	\$ (74,257)
Total	\$ 934,147	\$ 589,289	\$ (344,858)
2011 Budgeted vs Actual Budgetary Basis Expenditures			
	Appropriation	Budgetary	
Fund Type:	Authority	Expenditures	Variance
General	\$ 800,000	\$ 428,918	\$ 371,082
Special Revenue	\$ 100,000	\$ 41,551	\$ 58,449
Total	\$ 900,000	\$ 470,469	\$ 429,531

**TRI-DIVISION AMBULANCE DISTRICT
STARK COUNTY**

NOTES TO THE FINANCIAL STATEMENTS
DECEMBER 31, 2011 AND 2010
(Continued)

6. RISK MANAGEMENT

Commercial Insurance

The District has obtained commercial insurance for the following risks:

- Comprehensive property and general liability.
- Vehicles.
- Errors and omissions.

7. CHANGE IN ACCOUNTING PRINCIPLES

For fiscal year 2010, the District reclassified certain funds as required by the revised fund classification guidance in Governmental Accounting Standard Board (GASB) Statement No. 54.

8. FUND BALANCE

Fund balance is divided into two 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. 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 is imposed by law through constitutional provisions.

2. 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.

**TRI-DIVISION AMBULANCE DISTRICT
STARK COUNTY**

NOTES TO THE FINANCIAL STATEMENTS
DECEMBER 31, 2011 AND 2010
(Continued)

9. CONTINGENT LIABILITIES

Management believes there are no pending claims or lawsuits.



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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

To the Board of Trustee
Tri-Division Ambulance District
Stark County
East Sparta, Ohio

I have audited the financial statements of Tri-Division Ambulance District as of and for the years ended December 31, 2010 and 2011, and have issued my report thereon dated June 20, 2012. I conducted my audit in accordance with generally accepted auditing standards 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. My report on the financial statements disclosed that, as described in Note 1 to the financial statements, the District prepares its financial statements on a prescribed basis of accounting that demonstrates compliance with the cash basis and budget laws of Ohio, which is a comprehensive basis of accounting other than generally accepted accounting principles. I also noted the District restated its fund balances due to changes in fund structure as a result of implementing Governmental Accounting Standards Board (GASB) Statement 54.

Internal Control Over Financial Reporting

In planning and performing my audit, I considered the District's internal control over financial reporting as a basis for designing our audit procedures for the purpose of expressing my opinion on the financial statements, but not for the purpose of opining on the effectiveness of the District's internal control over financial reporting. Accordingly, I have not opined on the effectiveness of the District's internal control over financial reporting.

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 combination of internal control deficiencies resulting in more than a reasonable possibility that a material misstatement of the District's financial statements will not be prevented, or detected and timely corrected.

My consideration of internal control over financial reporting was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control over financial reporting that might be deficiencies, significant deficiencies or material weaknesses. I did not identify any deficiencies in internal control over financial reporting that I consider material weaknesses, as defined above.

Compliance and Other Matters

As part of reasonably assuring whether the District's financial statements are free of material misstatement, I 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, providing an opinion on compliance with those provisions was not an objective of my audit and accordingly, I do not express an opinion. The results of my tests disclosed no instances of noncompliance or other matters I must report under Government Auditing Standards.

I noted certain matters that I reported to management of the District's in a separate letter dated June 20, 2012.

This report is intended solely for the information and use of management, and those charged with governance and is not intended to be and should not be used by anyone other than these specified parties.

Kevin L. Penn, Inc.

June 20, 2012

TRI-DIVISION AMBULANCE DISTRICT
Schedule of Prior Audit Findings
December 31, 2010 and 2011

There were no audit findings, during the 2008 and 2009 fiscal year.

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To the Board of Trustee
Tri-Division Ambulance District
Stark County
East Sparta, Ohio

In accordance with Government Auditing Standards applicable to financial audits, I have audited the financial statements of Tri-Division Ambulance District, (the District), as of and for the years ended December 31, 2010 and 2011, and have issued my report thereon dated June 20, 2012.

Government Auditing Standards also require that I describe the scope of my testing of compliance with laws and regulations and internal control over financial reporting and report any irregularities, illegal acts, other material noncompliance, and significant deficiencies in internal controls. I have issued the required report dated June 20, 2012, for the years ended December 31, 2010 and 2011.

I am also submitting for your consideration the following comments on the District's compliance with applicable laws and regulations and on its internal controls. These comments reflect matters that, while in my opinion do not represent material instances of noncompliance or significant deficiencies, I believe represent matters for which improvements in compliance or internal controls or operational efficiencies might be achieved. Due to the limited nature of my audit, I have not fully assessed the cost-benefit relationship of implementing the recommendations suggested below. However, these comments reflect my continuing desire to assist your government. If you have any questions or concerns regarding these comments please do not hesitate to contact me.

NONCOMPLIANCE CITATIONS

1. **Ohio Rev. Code §731.14** requires competitive bidding for contracts over \$25,000. The District purchased a new Lifeline Ambulance in the amount of \$215,536, during the 2010 calendar year. There was no competitive bidding by the District.
2. **Ohio Rev. Code §135.12** requires a 5 year designation of depositories. The District's designation of depositories is for a 2 year period.

NONCOMPLIANCE CITATIONS

(continued)

- 3. ORC 9.38- Deposit of Public Money**, compliance requirement requires that public money be deposited within twenty-four hours collecting funds with designated depository. Based on receipt testing there were several instances in the 2010 calendar year whereby, cash receipts were not deposited in a timely manner to have funds deposit within twenty-four hours.
- 4. Ohio Admin. Code Section 117-2-02(A)**, provides that all local public offices should maintain an accounting system and accounting records sufficient to enable the public office to identify, assemble, analyze, classify, record and report its transactions, maintain accountability for the related assets, document compliance and fiancé-related legal and contractual requirements and prepare financial statements.

During 2010, the District purchased an Ambulance in the amount of \$215,536. The District posted this purchase to Public Safety. This purchase was reclassified as Capital Outlay.

In addition, the bank reconciliation did not agree to the ending cash fund balance. As a result, the book balance was understated by \$6,628.

- 5. Ohio Rev. Code Section 117.38** requires that the financial report be was submitted to the Auditor of State within 120 days of the fiscal year end. The financial report was not submitted within the guidelines of ORC section 117.38 for the 2011 calendar year.

RECOMMENDATIONS

1. Budgetary Figures on the Accounting System

Budgetary figures (e.g. appropriations and estimated resources) reported on the accounting system differed from amounts approved by Trustees and submitted to the County Budget Commission. The failure to properly reflect budgetary figures in the accounting records could result in poor management decisions and possible deficit spending. I recommend that appropriations be reported based on Trustees approved ordinances and subsequent modifications. Estimated resources should be reported based on amounts certified by the County Budget Commission.

2. Proper Reporting of Unencumbered Fund Balance

The unencumbered balances reported to the County Budget Commission did not agree to ending fund balance less outstanding encumbrances per the accounting system in several instances during the 2010 and 2011 calendar year. The failure to submit and record accurate budgetary figures could result in inaccurate reporting and possible deficit spending. I recommend that the Fiscal Officer review ending fund balances, outstanding encumbrances, and unencumbered fund balances so they are accurately reflected in all budgetary documents and agree to the accounting system.

RECOMMENDATIONS
(Continued)

3. Segregation of Accounting Department Duties

As a result of the number of staff employed by the District, there is a limit to the extent of separation of duties; however, I believe certain steps could be taken to separate incompatible duties. The basic premise is that no one individual should have access to both physical assets the related accounting records or to various phases of a transaction. One of the most critical areas of separation is cash, where I noted that there is not proper separation of duties, pertaining to the handling incoming checks; preparation of the deposit slips; and the reviewing of the monthly bank accounts.

The following functions should be performed by individuals/audit committee who are totally independent:

- Maintaining the accounting records
- Reviewing the bank statements
- Performing bank reconciliations
- Maintaining vendor statements and invoices

4. Cellular Phone Use Policy

The District has not established a formal cellular phone use policy. This increases the probability that cellular phones, which are provided to the District, may be used improperly for personal use. We recommend the District design and implement a formal written policy to address acceptable use of District provided cellular phones. This policy should contain, but is not limited to, such points of focus as:

- Purpose of cellular phone usage;
- Designation of responsibility for the phones;
- Use limitations, including use for District-related purposes only;
- Reimbursement rates provide personal calls have been made;
- Safekeeping of the phones.

In addition this policy should be distributed to all employees utilizing the District provided cellular phones and should be signed by each employee, thus acknowledging the District's policy and intent of compliance thereto.

RECOMMENDATIONS
(Continued)

5. Credit Card Use Policy

The District should design and implement a formal written credit card use policy to provide for a more accurate accounting and safeguarding of credit card usage. This policy should contain, but is not limited to, such points of focus as:

- Purpose of card usage;
- Designation of responsibility for the cards;
Purchase amount limitations;
Safekeeping of the cards;
- Types of permissible expenditures (i.e., supplies, oil, and emergency repair)
- Types of support documentation required to ensure permissible expenditures (i.e., original receipts).

In addition this policy should be distributed to all employees utilizing the District's credit card(s) and, as such, should be signed by each employee, thus acknowledging the District's policy and intent of compliance thereto.

6. Purchase Orders

During the testing of cash disbursements, there were three (3) instances in 2010 and five (5) instances in 2011 whereby the purchase order was dated after the invoice date. I recommend that all purchase orders should be dated prior to the invoice date.

7. Storage, Use and Distribution of Personal Information

As a result of audit requirements indicated in the Ohio Compliance Supplement, regarding best practices, the District should adopt a policy, regarding the storage, use and distribution of personal information.

These comments are intended for the information and use of management and the Board of Trustees, and are not intended to be and should not be used by anyone other than these specified parties.

Kevin L. Penn, Inc

June 20, 2012



Dave Yost • Auditor of State

TRI-DIVISION AMBULANCE SERVICE

STARK 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
OCTOBER 4, 2012