



Dave Yost • Auditor of State



Dave Yost • Auditor of State

INDEPENDENT ACCOUNTANTS' REPORT ON APPLYING AGREED-UPON PROCEDURES

Quad Ambulance District
Stark County
6930 Minerva Road SE
P.O. Box 33
Waynesburg, Ohio 44688

We have performed the procedures enumerated below, with which the Board of Directors and the management of Quad Ambulance District (the District) agreed, solely to assist the Board in evaluating receipts, disbursements and balances recorded in their cash-basis accounting records for the years ended December 31, 2013 and 2012, and certain compliance requirements related to these transactions and balances. Management is responsible for recording transactions; and management and the Board are responsible for complying with the compliance requirements. This agreed-upon procedures engagement was conducted in accordance with the American Institute of Certified Public Accountants' attestation standards and applicable attestation engagement standards included in the Comptroller General of the United States' *Government Auditing Standards*. The sufficiency of the procedures is solely the responsibility of the parties specified in this report. Consequently, we make no representation regarding the sufficiency of the procedures described below either for the purpose for which this report has been requested or for any other purpose.

This report only describes exceptions exceeding \$10.

Cash

1. We tested the mathematical accuracy of the December 31, 2013 and December 31, 2012 bank reconciliations. We found no exceptions.
2. We agreed the January 1, 2012 beginning fund balances recorded in the Fund Journal to the December 31, 2011 balances in the prior year audited statements. We found no exceptions. We also agreed the January 1, 2013 beginning fund balances recorded in the Fund Journal to the December 31, 2012 balances in the Fund Journal. We found no exceptions.
3. We agreed the totals per the bank reconciliations to the total of the December 31, 2013 and 2012 fund cash balances reported in the Fund Journal. The amounts agreed.
4. We confirmed the December 31, 2013 bank account balances with the District's financial institutions. We found no exceptions. We also agreed the confirmed balances to the amounts appearing in the December 31, 2013 bank reconciliation without exception.
5. We selected five reconciling debits (such as outstanding checks) haphazardly from the December 31, 2013 bank reconciliation:
 - a. We traced each debit to the subsequent January bank statement. We found no exceptions.

Cash – (Continued)

- b. We traced the amounts and dates to the check register, to determine the debits were dated prior to December 31. We noted no exceptions.

Property Taxes, Intergovernmental and Other Confirmable Cash Receipts

1. We selected a property tax receipt from one *Statement of Semiannual Apportionment of Taxes* (the Statement) for 2013 and one from 2012.
 - a. We traced the gross receipts from the *Statement* to the amount recorded in the Receipt Journal Report. The amounts agreed.
 - b. We determined whether the receipt was recorded in the proper year. The receipt was recorded in the proper year.
2. We scanned the Receipt Journal Report to determine whether it included two real estate tax receipts from Stark and Carroll counties for 2013 and 2012. We noted the Receipts Journal Report included the proper number of tax receipts for each year.
3. We selected all receipts from the State Distribution Transaction Lists (DTL) from 2013 and 2012. We also selected all receipts from the Carroll County Distribution of Receipts Report and all receipts from the Stark County Payment Distribution Report from 2013 and 2012.
 - a. We compared the amount from the above reports to the amount recorded in the Receipt Journal Report. The amounts agreed.
 - b. We determined whether the receipts were recorded in the proper year. We found no exceptions.

Charges for Services

1. We confirmed the amounts paid from Ohio Billing, Inc., the service organization that performs the emergency medical services (EMS) billings, to the District during 2013 and 2012. The amounts did not agree. For 2013, the confirmed amount paid from Ohio Billing, Inc. was \$144,039; however, the amount recorded in the Receipts Journal Report was \$143,662. The confirmed amount paid from Ohio Billing, Inc. was reconciled to the Receipts Journal Report as follows:

| | |
|--|-----------|
| Ohio Billing, Inc. confirmed amount as of December 31, 2013 | \$144,039 |
| Four EMS receipts totaling \$1,876 credited by Ohio Billing, Inc. in January 2013 were recorded by the District in December 2012 | (1,876) |
| Five EMS receipts totaling \$1,583 credited by Ohio Billing, Inc. in January 2014 were recorded by the District in December 2013 | 1,583 |
| Two EMS receipts totaling \$1,257 credited by Ohio Billing, Inc. in August 2013 were recorded by the District in September 2014 | (1,257) |
| Two EMS receipts representing delinquencies totaling \$534 paid from Regional Collection Services, Inc. were not included in the Ohio Billing, Inc. confirmation | 534 |
| One EMS receipt in the amount of \$395 credited by Ohio Billing, Inc. was included on the confirmation twice | (395) |
| One EMS receipt in the amount of \$329 credited by Ohio Billing, Inc. in December 2012 was recorded by the District in July 2013 | 329 |
| One EMS receipt in the amount of \$383 credited by Ohio Billing, Inc. in 2010 was recorded by the District in November 2013 | 383 |
| One EMS receipt in the amount of \$322 credited by Ohio Billing, Inc. in 2010 was recorded by the District in August 2013 | 322 |
| Receipt Journal Report amount as of December 31, 2013 | \$143,662 |

Charges for Services – (Continued)

For 2012, the confirmed amount paid from Ohio Billing, Inc. was \$133,553; however, the amount recorded in the Receipts Journal Report was \$138,188. The confirmed amount paid from Ohio Billing, Inc. was reconciled to the Receipts Journal Report as follows:

| | |
|---|-----------|
| Ohio Billing, Inc. confirmed amount as of December 31, 2012 | \$133,553 |
| Four EMS receipts totaling \$1,876 credited by Ohio Billing, Inc. in January 2013 were recorded by the District in December 2012 | 1,876 |
| Four EMS receipts totaling \$1,722 credited by Ohio Billing Inc. in December 2011 were recorded by the District in January 2012 | 1,722 |
| Five EMS receipts representing delinquencies totaling \$1,056 paid from Regional Collection Services, Inc. were not included in the Ohio Billing, Inc. confirmation | 1,056 |
| One EMS receipt in the amount of \$329 credited by Ohio Billing, Inc. in December 2012 was recorded by the District in July 2013 | (329) |
| A Bureau of Workers' Compensation refund in the amount of \$248 was improperly recorded by the District as charges for services rather than a refund | 248 |
| A manufactured home homestead and rollback receipt in the amount of \$102 was improperly recorded as charges for services rather than intergovernmental | 102 |
| An insufficient funds check in the amount of \$40 was not included in the Ohio Billing, Inc. confirmation | (40) |
| Receipt Journal Report as of December 31, 2012 | \$138,188 |

- a. We determined whether the receipts were recorded in the proper year. We found two EMS receipts totaling \$1,257 credited by Ohio Billing, Inc. in 2013 recorded in 2014; five EMS receipts totaling \$1,583 credited by Ohio Billing, Inc. in 2014 recorded in 2013; four EMS receipts totaling \$1,876 credited by Ohio Billing, Inc. in 2013 recorded in 2012; one EMS receipt in the amount of \$329 credited by Ohio Billing Inc. in 2012 recorded in 2013; two EMS receipts totaling \$705 credited by Ohio Billing, Inc. in 2010 recorded in 2013; and four EMS receipts totaling \$1,722 credited by Ohio Billing, Inc. in 2011 recorded in 2012.

Debt

1. The prior audit documentation disclosed no debt outstanding as of December 31, 2011.
2. We inquired of management, and scanned the Receipt Journal Report and Appropriation Ledger Report for evidence of debt issued during 2013 or 2012 or debt payment activity during 2013 or 2012. We noted no new debt issuances, nor any debt payment activity during 2013 or 2012.

Payroll Cash Disbursements

1. We haphazardly selected one payroll check for five employees from 2013 and one payroll check for five employees from 2012 from the Detailed Appropriation Ledger Report and:
 - a. We compared the hours and pay rate, or salary recorded in the Direct Deposit Report to supporting documentation (timecard, legislatively or statutorily-approved rate or salary). We found no exceptions.

We determined whether the fund and account codes to which the direct deposit was posted were reasonable based on the employees' duties as documented in the minute record. We also determined whether the payment was posted to the proper year. We found no exceptions.

Payroll Cash Disbursements – (Continued)

2. We scanned the last remittance of tax and retirement withholdings for the year ended December 31, 2013 to determine whether remittances were timely paid, and if the amounts paid agreed to the amounts withheld, plus the employer's share where applicable, during the final withholding period of 2013. We noted the following:

| Withholding (plus employer share, where applicable) | Date Due | Date Paid | Amount Due | Amount Paid |
|---|------------------|-------------------|---------------|----------------|
| Federal income taxes & Medicare (and social security, for employees not enrolled in pension system) | January 31, 2014 | January 10, 2014 | \$3,387.02 | \$3,387.02 |
| State income taxes | January 15, 2014 | December 31, 2013 | \$631.86 | \$631.86 |
| OPERS retirement | January 30, 2014 | January 10, 2014 | \$7,219.81 | \$7,219.81 |

Non-Payroll Cash Disbursements

1. We haphazardly selected ten disbursements from the Check Register Report for the year ended December 31, 2013 and ten from the year ended 2012 and determined whether:
 - a. The disbursements were for a proper public purpose. We found no exceptions.
 - b. The check number, date, payee name and amount recorded on the returned, canceled check agreed to the check number, date, payee name and amount recorded in the Check Register Report and to the names and amounts on the supporting invoices. We found no exceptions.
 - c. The fiscal officer certified disbursements requiring certification or issued a *Then and Now Certificate*, as required by Ohio Rev. Code Section 5705.41(D). We found six instances where the certification date was after the vendor invoice date, and there was also no evidence that a *Then and Now Certificate* was issued. Ohio Rev. Code Section 5705.41(D) requires certifying at the time of a commitment, which should be on or before the invoice date, unless a *Then and Now Certificate* is used. Because we did not test all disbursements requiring certification, our report provides no assurance whether or not additional similar errors occurred.

Compliance – Budgetary

1. We compared the total estimated receipts from the Amended Official Certificate of Estimated Resources, required by Ohio Rev. Code Section 5705.36(A)(1), to the amounts recorded in the Revenue Account Status Report for the General Fund for the years ended December 31, 2013 and 2012. The amounts agreed.
2. We scanned the appropriation measures adopted for 2013 and 2012 to determine whether, for the General Fund, the Trustees appropriated separately for "each office, department, and division, and within each, the amount appropriated for personal services," as is required by Ohio Rev. Code Section 5705.38(C). We found no exceptions.

Compliance – Budgetary – (Continued)

3. We compared total appropriations required by Ohio Rev. Code Sections 5705.38 and 5705.40, to the amounts recorded in the Appropriation Status Report for 2013 and 2012 for the General Fund. The amounts on the appropriation resolutions agreed to the amounts recorded in the Appropriation Status Report.
4. Ohio Rev. Code Sections 5705.36(A)(5) and 5705.39 prohibits appropriations from exceeding the certified resources. We compared total appropriations to total certified resources for the General Fund for the years ended December 31, 2013 and 2012. We noted appropriations did not exceed certified resources.
5. Ohio Rev. Code Section 5705.41(B) prohibits expenditures (disbursements plus certified commitments) from exceeding appropriations. We compared total expenditures to total appropriations for the years ended December 31, 2013 and 2012 for the General Fund as recorded in the Appropriation Status Report. We noted no funds for which expenditures exceeded appropriations.
6. Ohio Rev. Code Section 5705.09 requires establishing separate funds to segregate externally-restricted resources. We scanned the Receipt Journal Report for evidence of new restricted receipts requiring a new fund during December 31, 2013 and 2012. We also inquired of management regarding whether the District received new restricted receipts. We noted no evidence of new restricted receipts for which Ohio Rev. Code Section 5705.09 would require the District to establish a new fund.
7. We inquired of management and scanned the Appropriation Status Reports to determine whether the District elected to establish reserve accounts permitted by Ohio Rev. Code Section 5705.13. We noted the District did not establish these reserves.
8. We scanned the Cash Journal Report for the years ended December 31, 2013 and 2012 for a negative cash fund balance. Ohio Rev. Code Section 5705.10 (I) provides that money paid into a fund must be used for the purposes for which such fund is established. As a result, a negative fund cash balance indicates that money from one fund was used to cover the expenses of another. We noted the General Fund did not have a negative cash fund balance.

We were not engaged to, and did not conduct an examination, the objective of which would be the expression of an opinion on the District's receipts, disbursements, balances and compliance with certain laws and regulations. Accordingly, we do not express an opinion. Had we performed additional procedures, other matters might have come to our attention that would have been reported to you.

Quad Ambulance District
Stark County
Independent Accountants' Report on
Applying Agreed-Upon Procedures
Page 6

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

A handwritten signature in black ink that reads "Dave Yost". The signature is written in a cursive style with a large, looping "D" and "Y".

Dave Yost
Auditor of State
Columbus, Ohio

October 28, 2014



Dave Yost • Auditor of State

QUAD AMBULANCE DISTRICT

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
DECEMBER 2, 2014**