

Mary M. Johnson

Clerk Circuit Court & County Court

Santa Rosa County

MILTON, FLORIDA 32572-0472

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MEMORANDUM

DATE: October 18, 2010

To: Mary Johnson, Clerk of Court

FROM: Wade Burroughs, Internal Auditor

CC: Munson Volunteer Fire Department
Hunter Walker, County Administrator
Susan Hoodless, Director of Finance
Deb Grinde, Emergency Management
Brad Baker, Emergency Services Coordinator

SUBJECT: Munson Fire Department Review

The Munson Volunteer Fire Department was included in the Santa Rosa County Fire Protection Municipal Service Benefit Unit on May 24, 1990 in accordance with County Ordinance 90-23.

This review covers a twelve (12) month time frame beginning October 1, 2009 and ending September 30, 2010.

- The department utilized all funds received from the County pursuant to the budget approved by the County.
- The department submitted to the County proof of all expenditures for the 09-10 fiscal year and the bank account was reconciled monthly on a timely basis.
- Checks numbered 2840 – 3191 were issued during the 09-10 fiscal year and have been accounted for in this review. Proof of invoice was provided for all.
- All County MSBU disbursements were deposited in the Munson Volunteer Fire Department checking account by Board Support Service. This review revealed the records are properly maintained and expenditures are supported by underlying documentation.

This review is strictly to determine the financial compliance of the department with regards to the MSBU funds received from Santa Rosa County, payable to the department. It does not imply or intend to cover or comment upon any other covenants. Work papers are available for further review.

1. Finding - On the Sept. 2009, and subsequent, Stipend Report, at the bottom it states, "Ranks that automatically receive stipend: Chief, FF Trainees, President and Treasure (sic). All others need 125 points to receive stipend." According to that report, no one reached 125 points and several that were paid stipends were not in the list of ranks that automatically receive stipends. Also, on subsequent reports, there are payments to individuals who were not among the specified ranks to receive stipends automatically and do not have the 'required' number of points. In summary, the payment of stipends does not appear to be consistent with stated policies.

Recommendation – A uniform stipend policy should be drafted and the payment of stipends should adhere to that policy.

2. Finding - Volunteers who receive stipends, sign a statement that they have received \$x for service to Munson VFD for the month of x on this date x.

Recommendation - A better control would be for the volunteers to sign a statement that details the hours, calls, etc... that determine the amount of stipend they receive to acknowledge that they did, in fact, work those hours, make those runs, etc.... The fact that they received the payment is supported by the cancelled check. Signing the recommended statement would support that the payment is justified.