

Mary M. Johnson

Clerk Circuit Court & County Court

Santa Rosa County

MILTON, FLORIDA 32572-0472

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MEMORANDUM

DATE: October 28, 2010

TO: Mary Johnson, Clerk of Court

FROM: Wade Burroughs, Internal Auditor

CC: East Milton Volunteer Fire Department
Hunter Walker, County Administrator
Susan Hoodless, Director of Finance

SUBJECT: East Milton Fire Department Review

The East Milton Volunteer Fire Department (EMVFD) was included in the Santa Rosa County Fire Protection Municipal Service Benefit Unit on May 28, 1992 in accordance with County Ordinance 92-06.

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 except as noted below. The checking account is being reconciled on a timely basis.

Checks numbered 3366 – 3953 and 5000 – 5089 were issued during the 09-10 fiscal year and have been accounted for in this review except as noted below. Proof of invoice was provided for all checks.

All County MSBU disbursements were deposited in the East Milton 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.

Finding 1 – Several expenditures were made during the year using MSBU funds, the purpose of which is questionable using public funds. These include year-end stipend and Christmas bonuses; food, drinks and trophies for a Christmas party; and supplies for a fund raiser for an individual.

Recommendation – Expenditures of public funds should only be used for a public purpose or function necessary to carry out the purpose of the organization. If the department wishes to make these kind of expenditures, non-public funds should be used. The department should reimburse the MSBU funds for these non-public expenditures totaling \$2,023.66.

Finding 2 – Several payments were made to the Florida Unemployment Compensation Fund. No documentation was provided to support these payments.

Recommendation – Documentation should be retained to support all disbursements.