

Mary M. Johnson

Clerk Circuit Court & County Court

Santa Rosa County

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MEMORANDUM

DATE: October 27, 2009

TO: Mary Johnson, Clerk of Court

FROM: Wade Burroughs, Internal Auditor

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

SUBJECT: Skyline Fire Department Review

The Skyline Volunteer Fire Department was included in the Santa Rosa County Fire Protection Municipal Service Benefit Unit on June 13, 1996 in accordance with County Ordinance 96-14.

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 6297 – 6706 and 1759 -2179 were issued during the 09-10 fiscal year and have been accounted for in this review. Proof of invoice was provided for all checks.
- All County MSBU disbursements were deposited in the Skyline 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 MSB 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.