

***FAIRVIEW TOWNSHIP EMERGENCY  
MEDICAL SERVICES, INC.***

***YEARS ENDED  
DECEMBER 31, 2008 AND 2007***





Independent Auditors' Report

To the Officers  
Fairview Township Emergency Medical Services, Inc.  
New Cumberland, Pennsylvania

We have audited the statements of assets, liabilities and net assets - modified cash basis of the Fairview Township Emergency Medical Services, Inc. as of December 31, 2008 and 2007, and the related statements of revenues, expenses and changes in net assets - modified cash basis for the years ended December 31, 2008 and 2007. These financial statements are the responsibility of the Organization's management. Our responsibility is to express an opinion on these financial statements based on our audits.

We conducted our audits in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform our 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. We believe our audits provide a reasonable basis for our opinion.

As described in Note 1, these financial statements were prepared on the modified cash basis of accounting, which is a comprehensive basis of accounting other than accounting principles generally accepted in the United States of America.

In our opinion, the December 31, 2008 and 2007 statements referred to above present fairly, in all material respects, the assets, liabilities and net assets of Fairview Township Emergency Medical Services, Inc. as of December 31, 2008 and 2007, and its revenues and expenses and changes in net assets for the years ended December 31, 2008 and 2007, on the basis of accounting described in Note 1.

*Brown Schultz Sheridan & Fritz*

April 7, 2009

**FAIRVIEW TOWNSHIP EMERGENCY MEDICAL SERVICES, INC.**

STATEMENTS OF ASSETS, LIABILITIES AND NET ASSETS  
(Modified cash basis)

DECEMBER 31, 2008 AND 2007

	<u>2008</u>	<u>2007</u>
<b>ASSETS</b>		
Current assets, cash	<u>\$ 93,737</u>	<u>\$ 138,497</u>
Property and equipment	617,312	583,627
Accumulated depreciation	<u>(286,173)</u>	<u>(256,355)</u>
Net property and equipment	<u>331,139</u>	<u>327,272</u>
Total assets	<u><u>\$ 424,876</u></u>	<u><u>\$ 465,769</u></u>
<b>LIABILITIES AND NET ASSETS</b>		
Current liabilities:		
Line of credit	\$ 522	
Payroll withholdings	1,068	\$ 2,496
Current portion of long-term debt	<u>15,602</u>	<u>15,205</u>
Total current liabilities	17,192	17,701
Long-term debt, net of current portion	<u>115,064</u>	<u>128,318</u>
Total liabilities	132,256	146,019
Net assets, unrestricted	<u>292,620</u>	<u>319,750</u>
Total liabilities and net assets	<u><u>\$ 424,876</u></u>	<u><u>\$ 465,769</u></u>

See notes to financial statements.

**FAIRVIEW TOWNSHIP EMERGENCY MEDICAL SERVICES, INC.**

**STATEMENTS OF REVENUES, EXPENSES AND CHANGES IN NET ASSETS  
(Modified cash basis)**

**YEARS ENDED DECEMBER 31, 2008 AND 2007**

	<u>2008</u>	<u>2007</u>
Revenues:		
Billable services	\$ 411,051	\$ 264,182
Membership dues	92,670	102,270
Fairview Township support	111,000	111,000
Capital fund drive	27,259	27,305
Reimbursed expenses	10,510	2,949
Donations/fund-raising events	11,955	8,246
Miscellaneous income	125	
Interest	1,462	2,824
Grants	11,743	12,246
Medical supplies	2,956	3,871
Total revenues	<u>680,731</u>	<u>534,893</u>
Expenses:		
Salaries	410,296	266,458
Payroll taxes	34,492	22,971
Retirement contributions	7,187	
Membership - West Shore ALS	25,774	2,359
Outside services	5,300	914
Patient care supplies	24,806	10,887
Rent	9,600	9,600
Insurance	60,550	56,119
Building repairs	3,609	4,813
Equipment repairs	12,334	9,601
Office expenses	9,626	10,203
Depreciation	38,567	37,097
Professional fees	2,924	6,514
Miscellaneous	358	5,771
Vehicle expenses	10,716	7,363
Printing	9,609	8,320
Program expense	1,630	1,556

(continued)

**FAIRVIEW TOWNSHIP EMERGENCY MEDICAL SERVICES, INC.**

STATEMENTS OF REVENUES, EXPENSES AND CHANGES IN NET ASSETS (CONTINUED)  
(Modified cash basis)

YEARS ENDED DECEMBER 31, 2008 AND 2007

	<u>2008</u>	<u>2007</u>
Expenses (continued):		
Uniforms	\$ 11,340	\$ 6,149
Training	442	2,309
Postage	3,533	4,301
Equipment rental	1,146	303
Telephone	12,315	10,582
Bank charges	6,089	4,826
Dues and subscriptions	626	299
Interest expense	1,684	1,183
Fund-raising expenses	1,730	1,760
Utilities	1,578	2,252
Contributions		500
	<u>707,861</u>	<u>495,010</u>
Total expenses		
Change in net assets	(27,130)	39,883
Unrestricted net assets:		
Beginning of year	<u>319,750</u>	<u>279,867</u>
End of year	<u>\$ 292,620</u>	<u>\$ 319,750</u>

See notes to financial statements.

**FAIRVIEW TOWNSHIP EMERGENCY MEDICAL SERVICES, INC.**

NOTES TO FINANCIAL STATEMENTS  
(Modified cash basis)

YEARS ENDED DECEMBER 31, 2008 AND 2007

**1. Summary of significant accounting policies:**

*Nature of the Organization:*

Fairview Township Emergency Medical Services, Inc. (the Organization) provides basic life support services as well as emergency and nonemergency medical transportation primarily to the residents of Fairview Township.

*Concentrations of risk:*

The Organization's patients are mostly residents of Fairview Township which it services. The collectability of the Organization's billable services fees, therefore, are dependent upon the economic health of the residents, their employers and their medical insurance carriers, especially the federal Medicare and Medicaid programs. Revenue could be negatively affected by the regulations and laws which determine reimbursements under Medicare and other insurance programs. These policies could also jeopardize future membership revenue.

The Organization received approximately 16% of its 2008 revenues from tax revenues assessed by Fairview Township as described in Note 3. The continued availability of these revenues is dependent upon the Township's ability to assess and collect the tax revenues and the Organization's compliance with Township funding requirements.

At various times throughout the year, the Organization may have a cash balance in excess of FDIC insurance of \$250,000; therefore, amounts in excess of \$250,000 are uninsured and uncollateralized.

*Basis of accounting:*

The Organization prepares its financial statements on the modified cash basis of accounting, which is a comprehensive basis of accounting other than accounting principles generally accepted in the United States of America. The cash basis has been modified to depreciate property and equipment and record withheld and accrued payroll taxes. Under this basis, revenues are generally recognized when collected rather than when earned, and expenses are generally recognized when paid rather than when incurred.

Net assets and revenues, gains and losses are classified based on the existence or absence of donor-imposed restrictions. As of December 31, 2008 and 2007 and for the years then ended, the Organization has only unrestricted assets.

**FAIRVIEW TOWNSHIP EMERGENCY MEDICAL SERVICES, INC.**

NOTES TO FINANCIAL STATEMENTS (CONTINUED)  
(Modified cash basis)

YEARS ENDED DECEMBER 31, 2008 AND 2007

**1. Summary of significant accounting policies (continued):**

*Property and equipment:*

Property and equipment are carried at cost. Depreciation is computed using the straight-line method over useful lives of five to ten years for property and equipment, except a 25-year life is being used for leasehold improvements. When assets are retired or otherwise disposed of, the cost and related accumulated depreciation are removed from the accounts and any resulting gain or loss is recognized in income for the period. The cost of maintenance and repairs is charged against income as incurred; significant acquisitions and improvements are capitalized.

*Use of estimates:*

The preparation of financial statements requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the reporting periods. Actual results could differ from those estimates.

*Income taxes:*

The Organization has been recognized as exempt from federal income tax as well as federal unemployment tax under Section 501(c)(3) of the Internal Revenue Code. Accordingly, no income tax liability is incurred unless the Organization earns income considered to be unrelated business income.

*Donated goods and services:*

The time of the many volunteers is donated to the Organization. The value of these contributed services is not included in these financial statements because it does not meet the criteria for recognition as contributed services and is not normally recognized under the modified cash basis of accounting.

**FAIRVIEW TOWNSHIP EMERGENCY MEDICAL SERVICES, INC.**

NOTES TO FINANCIAL STATEMENTS (CONTINUED)  
(Modified cash basis)

YEARS ENDED DECEMBER 31, 2008 AND 2007

**2. Property and equipment:**

Property and equipment consist of the following on December 31:

	<u>2008</u>	<u>2007</u>
Vehicles	\$ 281,758	\$ 281,758
Emergency medical equipment	134,120	96,410
Leasehold improvements	142,286	142,286
Furniture, equipment and fixtures	<u>59,148</u>	<u>63,173</u>
Total property and equipment	<u>\$ 617,312</u>	<u>\$ 583,627</u>

Depreciation charged against revenues for the years ended December 31, 2008 and 2007 was \$38,567 and \$37,097, respectively.

**3. Fairview Township contributions:**

The Township assesses, upon the real estate within the Township, an EMS tax which is collected and used to pay for expenses of the Organization. In 2008 and 2007, the Township distributed \$111,000 of the collected EMS tax to the Organization to help subsidize payroll costs of the Organization. The Township collected revenues of \$107,833 and expended \$152,221 on behalf of the Organization, including the payroll subsidy of \$111,000 previously discussed and operating expenses of \$41,221. All of these transactions are recognized as part of the activities of Fairview Township and are not included in these financial statements, with the exception of the \$111,000 actually transferred to the Organization. During 2007, the Township collected revenues of \$136,547 and expended \$143,202 on behalf of the Organization.

During 2005, the Township extended a loan to facilitate the construction of an ambulance storage facility at the Organization's new office site (See Note 7). The Organization borrowed \$90,000 from the Township during 2005 to construct the new facility. There were total payments made on the loan in 2008 and 2007 of \$3,500 and \$5,496.

**FAIRVIEW TOWNSHIP EMERGENCY MEDICAL SERVICES, INC.**

NOTES TO FINANCIAL STATEMENTS (CONTINUED)  
(Modified cash basis)

YEARS ENDED DECEMBER 31, 2008 AND 2007

**4. Contingencies:**

The Organization is exposed to various risks of loss related to the nature of the activity performed by the Organization. The Organization maintains commercial insurance covering these risks of loss. Management believes coverage is sufficient to preclude any significant uninsured losses. Previous claims have not exceeded this commercial coverage.

**5. Billable service fees outstanding:**

As of December 31, 2008 and 2007, the Organization was owed approximately \$169,406 and \$79,323 of billed service fees for the years 2008 and 2007, respectively. These outstanding fees are not included in these modified cash basis financial statements. Management has not determined the collectability of these fees.

**6. Commitments:**

The Organization leases a copier for \$131 per month for a period of three years. During 2008, the Organization paid \$393 in copier lease expenses. The Organization will pay minimum lease rentals in 2009 of \$1,572, 2010 of \$1,572 and 2011 of \$1,179.

The Organization executed a 25-year lease at 520 Locust Road within the Township commencing on June 1, 2005. The Organization can terminate the lease with one year's written notice. The first five years of the lease are payable in monthly installments of \$800 per month and \$900 per month for the next five years. During 2008 and 2007, the Organization paid rental expense of \$9,600 on the lease.

**FAIRVIEW TOWNSHIP EMERGENCY MEDICAL SERVICES, INC.**

NOTES TO FINANCIAL STATEMENTS (CONTINUED)  
(Modified cash basis)

YEARS ENDED DECEMBER 31, 2008 AND 2007

**6. Commitments (continued):**

The minimum lease rentals for the following years are as follows:

2009	\$ 9,600
2010	10,300
2011	10,800
2012	10,800
2013	10,800
2014-2018	58,300
2019-2023	64,300
2024-2028	70,300
2029-2030	<u>20,400</u>
	<u>\$ 265,600</u>

**FAIRVIEW TOWNSHIP EMERGENCY MEDICAL SERVICES, INC.**

NOTES TO FINANCIAL STATEMENTS (CONTINUED)  
(Modified cash basis)

YEARS ENDED DECEMBER 31, 2008 AND 2007

**7. Long-term debt:**

Long-term debt at December 31, 2008 is as follows:

Note payable, Fairview Township, dated May 23, 2005. Due August 23, 2019, interest rate at ten-year treasury bill rate plus 1%, payments of principal and interest are to occur monthly as billed by the Township beginning in January 2007, collateralized by the Township's monthly funding agreement with the Organization.	\$ 86,928
Note payable, PEMA, dated April 27, 2005. Due May 1, 2015, interest rate of 2%, monthly payment of \$460, collateralized by a security interest in the 2005 ambulance.	27,669
Note payable, PEMA, dated November 1, 2001. Due December 1, 2011, interest rate of 2%, monthly payment of \$460, collateralized by a security interest in the 2001 ambulance.	<u>16,069</u>
Total debt	130,666
Less current portion	<u>15,602</u>
Total long-term debt	<u><u>\$ 115,064</u></u>

**FAIRVIEW TOWNSHIP EMERGENCY MEDICAL SERVICES, INC.**

NOTES TO FINANCIAL STATEMENTS (CONTINUED)  
(Modified cash basis)

YEARS ENDED DECEMBER 31, 2008 AND 2007

**7. Long-term debt (continued):**

Maturities of long-term debt are as follows:

2009	\$ 15,602
2010	16,119
2011	16,327
2012	11,289
2013	11,398
2014-2018	35,004
2019	<u>24,927</u>
	<u>\$ 130,666</u>

**8. Related party transactions:**

The Organization hired a contractor to oversee and act as a contract manager and project consultant on the construction of the ambulance storage facilities at its new location. The contracting company is owned by the chairman of the Organization's board. The contracting company was paid \$11,179 in 2007 in exchange for their labor services on the project.

**9. Functional expenses:**

Expenses by function for the years ended December 31, 2008 and 2007 were as follows:

	<u>2008</u>	<u>2007</u>
Emergency medical services	\$ 562,278	\$ 393,203
General and administrative	136,041	95,134
Fund-raising	<u>9,542</u>	<u>6,673</u>
	<u>\$ 707,861</u>	<u>\$ 495,010</u>

***FAIRVIEW TOWNSHIP EMERGENCY MEDICAL SERVICES, INC.***

NOTES TO FINANCIAL STATEMENTS (CONTINUED)  
(Modified cash basis)

YEARS ENDED DECEMBER 31, 2008 AND 2007

**10. Retirement plan:**

The Organization adopted a Simple IRA plan in 2008 for all employees receiving at least \$5,000 in compensation the previous year. The organization makes an employer contribution equal to 3% of all participants' compensation. Total expense for the year ended December 31, 2008 was \$7,187.

**11. Line of credit:**

During 2008, the Organization established a business line of credit with M&T Bank for \$50,000. The loan shall bear an interest rate of 1% above the bank's prime rate. The bank has secured all real and personal property of the Organization as collateral for the loan. As of December 31, 2008 the line had an outstanding balance of \$522 and an interest rate of 3.036%.