

**SANTA ROSA COUNTY
CLERK OF THE CIRCUIT COURT AND
COMPTROLLER**

INTERNAL AUDIT DEPARTMENT

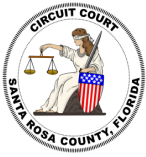


**REPORT ON
REVIEW OF NAVARRE BEACH FIRE RESCUE, INC.
USE OF MSBU FUNDS
FISCAL YEAR END 2021-22**

REPORT NUMBER BCC 22-09

REPORT ISSUED MAY 22, 2023

ISSUED BY: MICHELLE WILSON, INTERNAL AUDITOR



DONALD C. SPENCER
CLERK OF THE CIRCUIT COURT & COMPTROLLER
SANTA ROSA COUNTY, FLORIDA

Clerk of the Circuit Court & Comptroller
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May 22, 2023

Donald C. Spencer
Clerk of the Circuit Court and Comptroller
6495 Caroline Street
Milton, Florida 32570

Re: Navarre Beach Fire Rescue, Inc.

Please find enclosed the report on our review of Navarre Beach Fire Rescue, Inc.'s use of MSBU funds for the period October 1, 2021 through September 30, 2022. The objective of the review was to evaluate expenditures by the fire department from the MSBU allocation. Expenditures were evaluated to determine whether they were an appropriate use of MSBU funds as delineated in the budget adopted by Santa Rosa County.

During our review, we worked with both the fire chief and treasurer of Navarre Beach Fire Rescue, Inc. who were helpful to us during the review.

The report was good. Expenditures were properly supported and appropriate.

Please contact me should you have any questions.

Respectfully,

Michelle Wilson, Internal Auditor
Santa Rosa County Clerk of Courts

CC: Navarre Beach Fire Rescue, Inc
DeVann Cook, County Administrator
Brad Baker, Assistant County Administrator
Tom Lloyd, Emergency Management Director
Teresa Garber, Director Internal Auditor

Report on Review of Navarre Beach Fire Rescue, Inc. Use of MSBU Funds Fiscal Year Ending 2022

We have conducted a limited scope review of the Navarre Beach Fire Rescue, Inc. Our work stems from language contained in Ordinance 2007-36 providing for an audit of expenditures of MSBU funds to confirm proper expenditure of those funds. Our review was conducted in accordance with Standards for the Professional Practice of Internal Auditing promulgated by the Institute of Internal Auditors.

Background

The Navarre Beach Fire Rescue, Inc. is a Florida not-for-profit corporation incorporated under the rules of Florida. Its corporate status is current.

Navarre Beach Fire Rescue, Inc. was included in the Santa Rosa County Fire Protection Municipal Service Benefit Unit (MSBU) on May 24, 1990, in accordance with County Ordinance 90-23. Each year, the VFD submits a budget request to the County. The final adopted budget for Navarre Beach is advanced to them in six monthly payments. Funds budgeted to Navarre Beach for the 2021-22 fiscal year were \$1,020,585. An additional \$31,115 in excess revenues were disbursed on June 16, 2022.

Objectives and Scope

The objective of our audit was to evaluate expenditures by the VFD from the MSBU allocation. Expenditures were evaluated to determine whether they were an appropriate use of MSBU funds as delineated in the budget adopted by Santa Rosa County. The period covers debits and checks issued and dated between October 1, 2021 - September 30, 2022.

This was a limited scope audit. Our work is not an audit of financial statements of the Navarre Beach Fire Rescue, Inc. the purpose of which is to issue an opinion on those financial statements and accordingly we have not issued such an opinion.

Methodology

We obtained relevant accounting records and supporting documentation from the treasurer for the VFD. We selected a random sample of expenditures for the period under review. For those examined, we traced these disbursements to items cleared by the bank and observed images of the cancelled check where available, to confirm the payee. We examined supporting documentation for sufficiency and whether the expenditure was an appropriate use of MSBU Funds. In addition, we traced payments made by Santa Rosa County to bank statements provided by the VFD.

While not part of our review, and to the extent we encounter them, we assessed internal controls in place for design and effectiveness.

Conclusions

Based on our work we have concluded that the Navarre Beach Fire District, Inc. expended all funds received from the County pursuant to the budget approved by the County. Expenditures examined were properly supported and appropriate.

All County MSBU distributions to the VFD were deposited in the Navarre Beach Fire District, Inc. bank account at Centennial Bank.

Work papers are available for further review.

End of Report