



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

Clerk of the Circuit Court & Comptroller  
Recorder of Deeds  
Clerk and Accountant of the Board of County Commissioners  
Custodian of County Funds  
County Auditor

6495 Caroline Street  
Milton, Florida 32570  
P O BOX 472  
Milton, Florida 32572  
Telephone: (850) 983-1975  
Fax: (850) 983-1986  
[www.santarosaclerk.com](http://www.santarosaclerk.com)

October 24, 2022

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

Re: Navarre Beach Fire Rescue, Inc. Review

Please find enclosed the report on our review of Navarre Beach Fire Rescue, Inc.'s use of MSBU funds for the period October 1, 2019 through September 30, 2020. 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 generally good. Expenditures were properly supported and appropriate.

Please contact me should you have any questions.

Respectfully,

Samuel S. Scallan, Director Internal Audit  
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  
Robert Miller, Finance Director

**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 2019-20**

**REPORT NUMBER BCC 21-07**

**REPORT ISSUED OCTOBER 24, 2022**

**ISSUED BY: SAMUEL SCALLAN, DIRECTOR INTERNAL AUDIT**

## **Report on Review of Navarre Beach Fire Rescue, Inc. Use of MSBU Funds Fiscal Year 2019-20**

We have conducted a limited scope review of the Navarre Beach Fire Rescue, Inc. Our work flows from language contained in Ordinance 91-27 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. (NBFR) is a professional fire department and is a Florida not-for-profit corporation incorporated under the rules of Florida. Its corporate status is current. All staff members of the (NBFR) are paid employees.

(NBFR) was included in the Santa Rosa County Fire Protection Municipal Service Benefit Unit (MSBU) on October 24, 1991 in accordance with County Ordinance 91-27. Each year, (NBFR) submits a budget request to the County. The final adopted budget is provided to them based on actual collections of MSBU funds collected by the Tax Collector and remitted to the Clerk of Courts. As such the payments vary in amount. Funds remitted to directly to (NBFR) for the 2019-20 fiscal year were \$953,523.00.

### **Objectives and Scope**

The objective of our audit was to evaluate expenditures by (NBFR) 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 to the checking account and checks issued and dated between October 1, 2019 and September 30, 2020.

This was a limited scope audit, the purpose of which was to determining whether Navarre Beach Fire Rescue, Inc. expended MSBU funds in accordance with the budget adopted by Santa Rosa County and to ensure that expenditures were an appropriate use of MSBU funds. Our work is not an audit of financial statements of the (NBFR) the purpose of which is to issue an opinion on those financial statements and accordingly we have not issued such an opinion.

## **Methodology**

For the period under review we obtained relevant accounting records and supporting documentation from the treasurer for (NBFR). The fire department uses a professional paid bookkeeping service. We examined images of the cancelled check 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 fire department.

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

## **Conclusions**

Based on our work we have concluded that Navarre Beach Fire Rescue, Inc. expended 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 fire department were deposited in the Navarre Beach Fire Rescue, Inc. bank account at Centennial Bank.

Work papers are available for further review.

End of Report