

Anderson County EMS Operational & Financial Audit
Situation/Progress Report

Submitted By: Fitch & Associates, LLC
To: Mr. Randy Walters
Assistant to Finance Director
Date: September 27, 2017
Report Period: Project Beginning through Sept. 26, 2017



Current Action Objective(s):

- Continue review of data and documents
- Identify any additional documents and clarifications needed
- Develop employee survey tool and details for launch
- Schedule and prepare for on-site visit

Actions Taken:

- Initial conversations with R. Walters for scheduling of Advisory Meetings and general information
- Information Data Request (IDR) delivered to City and Sharefile access set up
- Kick-Off meeting with Advisory Committee via conference call on 8/24
- Continual review of documents uploaded by County to ShareFile
- Multiple correspondences via e-mail and phone calls with EMS Director and other County staff
- Completed the Draft Workplan Meeting with the Advisory Committee on 9/24
- Consultant team conference calls re project progress and needs

Summary/Outcomes:

- County completed Information Data Request quickly
- Review and analysis of revenue and expenditure reports and other financial documents ongoing
- Employee survey tool in Draft format
- Benchmarking with similar counties ongoing
- Review of policies and procedures completed
- Analysis of operational data initiated

Next Steps, Projected Objectives:

- Finalize employee survey tool
- Set up details for launch
 - Retrieve recipient e-mail list from County
 - Finalize survey questions, instructions and transmittal formatting
 - Coordinate launch and end dates with County
- Set up dates for on-site visit
- Develop internal objectives for the on-site visit
- Begin extensive review of billing and collection reports
- Request sample billing records for compliance review

Outstanding Issues, Assistance Required

- None at this time