

**OKLAHOMA STATE FIRE CHIEFS ASSOCIATION**

**OKLAHOMA CITY, OKLAHOMA**

**FINANCIAL STATEMENTS AND  
INDEPENDENT AUDITOR'S REPORT**

**For the Year Ended June 30, 2018**

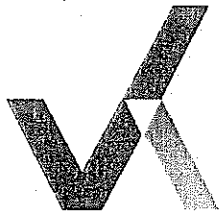


**JENKINS & KEMPER**  
CERTIFIED PUBLIC ACCOUNTANTS, P.C.

OKLAHOMA STATE FIRE CHIEFS ASSOCIATION  
OKLAHOMA CITY, OKLAHOMA  
JUNE 30, 2018

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**JENKINS & KEMPER**  
CERTIFIED PUBLIC ACCOUNTANTS, P.C.

JACK JENKINS, CPA  
MICHAEL KEMPER, CPA

**INDEPENDENT AUDITOR'S REPORT**

To the Board of Directors  
Oklahoma Fire Chiefs Association  
Oklahoma City, OK 73111

We have audited the accompanying financial statements of Oklahoma Fire Chiefs Association (a non-profit), which comprise the statement of net position as of June 30, 2018 and the related statements of activities and cash flows for the year then ended, and the related notes to the financial statements.

**Management's Responsibility for the Financial Statements**

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

**Auditor's Responsibility**

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

### **Opinion**

In our opinion, the financial statements referred to above present fairly, in all material respects, the net position of the Oklahoma Fire Chiefs Association as of June 30, 2018 and the changes in its net position and cash flows for the year then ended in accordance with accounting principles generally accepted in the United States of America.

### **Other Matters**

#### **Required Supplementary Information**

Oklahoma Fire Chiefs Association has not presented the Management's Discussion and Analysis that accounting principles generally accepted in the United States of America require to be presented to supplement the basic financial statements. Such missing information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. Our opinion on these financial statements is not affected by this missing information.

### **Other Reporting Required by Government Auditing Standards**

In accordance with Government Auditing Standards, we have also issued a report dated January 21, 2019, on our consideration of the Entity's internal control over financial reporting and our tests of its compliance with certain provisions of laws, regulations, contracts and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with Government Auditing Standards in considering the entity's internal control over financial reporting and compliance.

*Jenkins & Kemper, CPAs P.C.*

Jenkins & Kemper  
Certified Public Accountants

January 21, 2019



**JENKINS & KEMPER**  
CERTIFIED PUBLIC ACCOUNTANTS, P.C.

JACK JENKINS, CPA  
MICHAEL KEMPER, CPA

**INDEPENDENT AUDITOR'S REPORT ON INTERNAL CONTROL  
OVER FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS  
BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN  
ACCORDANCE WITH GOVERNMENT AUDITING STANDARDS**

To the Board of Directors  
Oklahoma Fire Chiefs Association  
Oklahoma City, OK 73111

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in Government Auditing Standards issued by the Comptroller General of the United States, the financial statements of Oklahoma Fire Chiefs Association (a non-profit), which comprise the statement of net position as of June 30, 2018, and the related statement of activities, and statement of cash flows for the year then ended, and the related notes to the financial statements, and have issued our report thereon dated January 21, 2019.

**Internal Control Over Financial Reporting**

In planning and performing our audit of the financial statements, we considered the Association's internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Association's internal control. Accordingly, we do not express an opinion on the effectiveness of the Association's internal control.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent or detect misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

### **Compliance and Other Matters**

As part of obtaining reasonable assurance about whether the Association's financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit and, accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

### **Purpose of this Report**

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

*Jenkins & Kemper, CPAs P.C.*

Jenkins & Kemper  
Certified Public Accountants, P.C.

January 21, 2019

**OKLAHOMA STATE FIRE CHIEFS ASSOCIATION  
SCHEDULE OF FINDINGS  
FOR THE YEAR ENDED JUNE 30, 2018**

**Findings – Financial Statement Audit**

None

**OKLAHOMA STATE FIRE CHIEFS ASSOCIATION  
DISPOSITION OF PRIOR YEAR'S SCHEDULE OF FINDINGS  
FOR THE YEAR ENDED JUNE 30, 2018**

There were no material prior year audit findings.



**OKLAHOMA STATE FIRE CHIEFS ASSOCIATION  
STATEMENT OF FINANCIAL POSITION  
FOR THE YEAR ENDED JUNE 30, 2018**

**ASSETS**

Current Assets

Cash and Cash Equivalents	\$ 120,139
Investments	10,140
Accounts Receivable	5,653
Total Assets	<u>135,932</u>

**LIABILITIES AND NET POSITION**

Current Liabilities

Accounts Payable	-
Due to Oklahoma City Community Foundation	1,450
Total Current Liabilities	<u>1,450</u>

Net Position

Unrestricted Net Position	<u>\$ 134,482</u>
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The accompanying notes are an integral part of this statement.

**OKLAHOMA STATE FIRE CHIEFS ASSOCIATION**  
**STATEMENT OF ACTIVITIES**  
**FOR THE YEAR ENDED JUNE 30, 2018**

REVENUES AND SUPPORT

Conference	\$ 64,398
Associate Memberships	12,675
Workshops	13,807
Memberships	14,928
Interest Income	115
Total Revenues and Support	<u>105,923</u>

EXPENDITURES

Conference	41,306
Winter Workshop	9,336
Golf Team Sponsorships	975
Administrative Fees	6,250
Executive Board	2,399
Gifts and Awards	3,002
Travel	-
Bank Charges	1,315
Postage and Shipping	996
Public Relations	300
Printing	847
Office Expense	1,076
Legal and Professional Fees	2,750
Total Expenditures	<u>70,552</u>

Changes in Net Position	35,371
Net Position at Beginning of Year	99,111
Net Position at End of Year	<u>\$ 134,482</u>

The accompanying notes are an integral part of this statement.

**OKLAHOMA STATE FIRE CHIEFS ASSOCIATION**  
**STATEMENT OF CASH FLOWS**  
**FOR THE YEAR ENDED JUNE 30, 2018**

Cash Flows from Operating Activities:	
Increase (decrease) in Net Assets	<u>\$ 35,371</u>
Adjustments to reconcile operating income to net cash provided by operating activities:	
Decrease (increase) in Accounts Receivable	<u>(5,353)</u>
Total adjustment	<u>(5,353)</u>
Net Cash Provided (Used) in Operating Activities	<u>30,018</u>
Cash Flows from Investing Activities:	
(Increase) decrease in Investments	<u>(115)</u>
Net Cash Provided (Used) in Investing Activities	<u>(115)</u>
Net Increase (Decrease) in Cash and cash equivalents	29,903
Cash and cash equivalents - Beginning of Year	<u>90,236</u>
Cash and cash equivalents - End of Year	<u><u>\$ 120,139</u></u>

The accompanying notes are an integral part of this statement.

**OKLAHOMA STATE FIRE CHIEFS ASSOCIATION  
NOTES TO FINANCIAL STATEMENTS  
FOR THE YEAR ENDED JUNE 30, 2018**

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Organization:

The Oklahoma State Fire Chiefs Association (OFCA) provides professional leadership concerning fire and safety for the citizens of the State of Oklahoma. The OFCA strives to improve fire department administration, fire prevention, fire suppression and fire services delivery throughout the State of Oklahoma by providing educational, networking, coordination and support opportunities to its members.

The OFCA's membership consists of active members, retired active members, associate members, sustaining members, active life members and honorary life members. Only active members and active life members may serve as officers of the OFCA.

The Oklahoma State Fire Chiefs Association operates as a service organization primarily from dues received for memberships. Annual dues are paid by, or on behalf of, all members except active life members and honorary life members.

Basis of Accounting:

The accompanying financial statements have been prepared on the accrual basis of accounting in accordance with accounting principles generally accepted in the United States of America. Under this basis, revenues are recognized when earned and expenses are recognized when an obligation has been incurred.

Basis of Presentation:

The net assets of the OFCA and changes therein are classified and reported as follows:

Unrestricted- Net assets that are not subject to donor-imposed stipulations.

Temporarily restricted- Net assets subject to donor-imposed stipulation that will be met either by actions of the OFCA and/or the passage of time.

Permanently restricted- Net assets subject to donor-imposed stipulations that the OFCA maintains them permanently. Generally, the donors of these assets permit the OFCA to use all or part of the income earned on related investments for general or specified purposes.

**OKLAHOMA STATE FIRE CHIEFS ASSOCIATION  
NOTES TO FINANCIAL STATEMENTS  
FOR THE YEAR ENDED JUNE 30, 2018**

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (contd.)

Basis of Presentation:

Revenues are reported as increases in unrestricted net assets unless use of the related assets is limited by donor-imposed restrictions. Expenses are reported as decreases in unrestricted net assets. Gains and losses on assets or liabilities are reported as increases or decreases in unrestricted net assets unless their use is restricted by explicit donor stipulation or by law. Expirations of temporary restrictions on net assets (i.e., the donor-stipulation purpose has been fulfilled and/or the stipulated time period has elapsed) are reported as net assets released from restrictions.

Estimates:

The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect certain reported amounts and disclosures. Accordingly, actual results could differ from those estimates.

Cash, and Cash Equivalents, and Investments:

Cash equivalents consist primarily of checking accounts, money market accounts, savings accounts and investments with a maturity of 90 days or less. Certificates of deposit with original maturities of over 90 days are classified as short-term investments. Cash equivalents and short-term investments are stated at cost, which approximate market value.

The OFCA maintains cash accounts at different financial institutions. Accounts at each institution are insured by the Federal Deposit Insurance Corporation up to \$250,000. Management believes these cash balances are not exposed to any significant credit risk.

Income Taxes:

The OFCA is exempt from federal income taxes on income related to its exempt purposes under Section 501(c)(6) of the Internal Revenue Code and therefore has made no provision for federal income taxes in the accompanying statements.

**OKLAHOMA STATE FIRE CHIEFS ASSOCIATION  
 NOTES TO FINANCIAL STATEMENTS  
 FOR THE YEAR ENDED JUNE 30, 2018**

2. RELATED PARTY TRANSACTIONS

The Oklahoma State Firemen’s Museum, Inc. (the Museum), a 501(c)(3), non-profit organization, shares a building with the OFCA, as well as the Oklahoma State Firefighters Association (OSFA). The staff of the OSFA performs the primary administrative functions for the OFCA. The OFCA collects dues that are specifically allocated to provide for annual conferences and related expenses.

3. LONG-TERM DEBT

There was no long-term debt at June 30, 2018.

4. ENDOWMENT FUNDS HELD BY OTHER ORGANIZATIONS

Keith Bryan Memorial Scholarship

On July 1, 2014, the Oklahoma State Fire Chiefs Association established the Keith Bryan Memorial Scholarship Fund. The purpose of this fund is to provide scholarship opportunities for aspiring and/or current Oklahoma Fire Officers in leadership and management training and education. The funds are held by the Oklahoma City Community Foundation for the benefit of the Oklahoma State Fire Chiefs Association.

At June 30, 2016 \$1,450 had been collected by the Oklahoma State Fire Chiefs Association and was owed to the Keith Bryan Memorial Scholarship Fund. The \$1,450 did not appear to be transferred during the fiscal year ending June 30, 2018. Contributions and total funds held by the Oklahoma City Community Foundation as of June 30, 2018 are as follows:

<u>Fiscal Year</u>	<u>Contributions</u>
2014-2015	\$ 14,143
2015-2016	25,350
2016-2017	-
2017-2018	-
Total Contributions	<u>\$ 39,493</u>