



## KEY LARGO VOLUNTEER AMBULANCE CORPS, INC.

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98600 Overseas Highway Key Largo, Florida 33037 Phone: 305-451-2766 Fax: 305-451-1562

### Business Meeting April 12, 2016 Agenda

1. Call to Order
2. Announcements
3. Public Comment
4. Approval of Minutes
5. Treasurer's Report
6. Committee Reports
7. Legal Report
8. Membership Review
  - A. Raynier Charafardin/Change of Status
9. Old Business
  - A. Other Old Business
10. New Business
  - A. New CPA Discussion
  - B. Personnel Policy Changes
11. Membership Discussion
12. Adjournment



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### Key Largo Volunteer Ambulance Corps, Inc. Business Meeting May 10, 2016

Board members in attendance were Dawn DeBrule, Ken Edge, Chris Jones, Tess Marra, Scott Robinson, and Jackie Silverman. Corps' attorney Jack Bridges was in attendance as well as District Board members, Kay Cullen and George Mirabella. A quorum was present. Membership attendance is reflected in the monthly attendance roster.

1. Meeting was called to order at 6:30pm by President Robinson.
2. Announcements
  - May birthdays are Roy Khanna and Raynier Charafardin
3. Public Comment  
No comment.
4. Approval of Minutes  
Dawn DeBrule, seconded by Jackie Silverman, moved approval of the April 12, 2016 minutes. Motion carried.
5. Treasurer's Report  
Tess Marra reported a balance of \$310,399.16 as of April 30, 2016. Ken Edge, seconded by Dawn DeBrule moved approval of the treasurer's report. Motion carried.
6. Committee Reports  
No reports.
7. Legal Report  
No report.
8. Membership Review  
Tess Marra reported all shifts are being filled.
9. Old Business
  - A. Personnel Policy Update  
Tess Marra, seconded by Dawn DeBrule moved approval of the personnel policy with a change of vacation accrual to a maximum of four weeks. After discussion, Tess Marra withdrew her motion. Ken Edge moved adoption of the policy as written seconded by Chris Jones. Motion carried.
  - B. Other Old Business  
None
10. New Business
  - A. New Ambulance  
Ronnie Fell has ordered the new ambulance. There have been a few changes added by the vendor. Kay Cullen commended Ronnie for bringing the ambulance in under budget.

KLVAC Business Meeting  
May 10, 2016

B. Other New Business  
None

11. Membership Discussion

Dawn DeBrule reported that she does not have the time to plan the July 4<sup>th</sup> event alone and is looking for someone to help her.

Tess Marra announced that Scott Robinson is a new grandpa to an 8 pound, 13 ounce boy.

12. Adjournment

Ken Edge, seconded by Chris Jones moved adjournment. Motion carried. Meeting adjourned at 7:00pm.

Pamela Johnson  
Recording Secretary

Closing Balance

Transaction Date	5/1
Transaction Date	5/31
Company Code	Key Largo Volunteer Ambulance Corps

**AR Previous Balance: \$193,056.38**

	Qty	Amounts
Advanced Life Support Emergent	45	\$30,788.74
ALS 2 ER BASE RATE	1	\$956.24
Basic Life Support Emergent	10	\$6,318.12
<b>Charges</b>	<b>56</b>	<b>\$38,063.10</b>

Transaction Type Summary - Charges - Payments and Write Offs

1-PAYMENT	(\$29,924.92)
2-WRITE OFF INS	(\$9,756.07)
BAD DEBT ADJ REVERSAL	\$331.05
Bad Debt Non Collection	(\$854.52)
BAD DEBT PAYMENT REVERSAL	\$255.22
INVOICE	\$31,896.11
Invoice Prior Period Reversals	(\$2,029.06)
Invoice Prior Periods	\$8,196.05
Refunds Patient	\$649.57
Write Off Patient	(\$331.05)
Write Off to Collections	(\$20,838.62)
<b>Accounts Receivable Change</b>	<b>(\$22,406.24)</b>

<b>Total Balance Forward:</b>	<b>\$170,650.14</b>
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**Key Largo Volunteer Ambulance Corp Inc.  
Treasurer's Report**

**May 2016**

	Billing Account	Corp Account	Building Account	CPR Account	Cunningham Scholarship	Certificates of Deposit	Total
<b>Beginning Balance</b>	\$20,330.20	\$43,718.15	\$11,534.43	\$2,029.68	\$0.00	\$232,786.70	\$310,399.16
<u>Revenues</u>							
Interest	1.54	4.03	0.94				6.51
Medical Fees	34,152.51						34,152.51
Medical Transcripts		12,878.08					12,878.08
KL Fire Rescue & EMS Reimb							0.00
Donations							0.00
Misc. Income - Supplies&Netflix							0.00
Educational Income				100.00			100.00
Uncollected Income/Adjustmts	-25,529.41						-25,529.41
CD Interest							
<b>Total Revenues</b>	\$8,624.64	\$12,882.11	\$0.94	\$100.00	\$0.00	\$0.00	\$21,607.69
<u>Expenditures</u>							
Dues & Memberships							0.00
Medical Billing Refunds	543.63						543.63
Payroll Expenses	23,154.28	15,611.28					38,765.56
Postage & Delivery							0.00
Professional Fees	1,540.13						1,540.13
Background Checks							0.00
Internet Services							0.00
Bank Service Charges	35.00	27.80					62.80
Supplies	269.98	207.23		336.54			813.75
License		75.00					75.00
<b>Total Expenditures</b>	\$25,543.02	\$15,921.31	\$0.00	\$336.54	\$0.00	\$0.00	\$41,800.87
<b>Ending Balance</b>	\$3,411.82	\$40,678.95	\$11,535.37	\$1,793.14	\$0.00	\$232,786.70	\$290,205.98
TRANSFERS	1,942.88	(1,942.88)	0.00		0.00		
Balance before Adjustment	5,354.70	38,736.07	11,535.37	1,793.14	0.00	232,786.70	290,205.98
Adjustment to arrive at Actual	22,219.09	3,315.24	0.00	0.00	0.00	0.00	25,534.33
<b>ACTUAL BALANCE @ MO END</b>	\$27,573.79	\$42,051.31	\$11,535.37	\$1,793.14	\$0.00	\$232,786.70	\$315,740.31

1:46 PM  
06/01/16

**Key Largo Volunteer Ambulance Corp., Inc.**  
**Payroll Transactions by Payee**  
June 3, 2016

Date	Name	Num	Type	Memo	Account	Amount
<b>American Funds</b>						
06/03/2016	American Funds	ONL...	Liability Check	DAVE CRU...	Corp Account- 406	-186.19
Total American Funds						-186.19
<b>Form 941</b>						
06/03/2016	Form 941	EFT...	Liability Check	59-168253...	Billing Account-706	-3,629.84
Total Form 941						-3,629.84
<b>Arana, Jaime E</b>						
06/03/2016	Arana, Jaime E	DIR...	Paycheck		Billing Account-706	-612.80
Total Arana, Jaime E						-612.80
<b>Barnes, Edwin A</b>						
06/03/2016	Barnes, Edwin A	DIR...	Paycheck		Billing Account-706	-560.56
Total Barnes, Edwin A						-560.56
<b>Bock, Donald</b>						
06/03/2016	Bock, Donald	DIR...	Paycheck		Billing Account-706	-590.77
Total Bock, Donald						-590.77
<b>Campos, Luis A</b>						
06/03/2016	Campos, Luis A	DIR...	Paycheck		Billing Account-706	-937.30
Total Campos, Luis A						-937.30
<b>Cruciger, David A</b>						
06/03/2016	Cruciger, David A	DIR...	Paycheck		Billing Account-706	-534.63
Total Cruciger, David A						-534.63
<b>Elkoury, Elizabeth</b>						
06/03/2016	Elkoury, Elizabeth	DIR...	Paycheck		Corp Account- 406	-1,271.31
Total Elkoury, Elizabeth						-1,271.31
<b>Fell, Ronald J</b>						
06/03/2016	Fell, Ronald J	DIR...	Paycheck		Billing Account-706	-984.39
Total Fell, Ronald J						-984.39
<b>Irizarry, Eugene</b>						
06/03/2016	Irizarry, Eugene	DIR...	Paycheck		Billing Account-706	-158.14
Total Irizarry, Eugene						-158.14
<b>Jones, Christopher J</b>						
06/03/2016	Jones, Christoph...	DIR...	Paycheck		Billing Account-706	-242.88
Total Jones, Christopher J						-242.88
<b>Lopez-Vasconez, Nicholas</b>						
06/03/2016	Lopez-Vasconez,...	DIR...	Paycheck		Billing Account-706	-266.93
Total Lopez-Vasconez, Nicholas						-266.93
<b>Marin, Pedro L</b>						
06/03/2016	Marin, Pedro L	DIR...	Paycheck		Billing Account-706	-1,048.82
Total Marin, Pedro L						-1,048.82
<b>Pinzon, Oscar S</b>						
06/03/2016	Pinzon, Oscar S	DIR...	Paycheck		Billing Account-706	-596.57
Total Pinzon, Oscar S						-596.57
<b>Schussheim, Adam L</b>						
06/03/2016	Schussheim, Ad...	DIR...	Paycheck		Billing Account-706	-337.99
Total Schussheim, Adam L						-337.99
<b>Smith {transfer}, Cecilia</b>						
06/03/2016	Smith {transfer}, ...	DIR...	Paycheck		Billing Account-706	-1,460.29
Total Smith {transfer}, Cecilia						-1,460.29
<b>TOTAL</b>						<b>-13,419.41</b>

**Key Largo Volunteer Ambulance Corp., Inc.**  
**Payroll Transactions by Payee**  
**May 20, 2016**

<u>Date</u>	<u>Name</u>	<u>Num</u>	<u>Type</u>	<u>Memo</u>	<u>Account</u>	<u>Amount</u>
<b>American Funds</b>						
05/20/2016	American Funds	ONL...	Liability Check	DAVE CRU...	Corp Account- 406	-98.25
Total American Funds						-98.25
<b>Form 941</b>						
05/20/2016	Form 941	EFT...	Liability Check	59-168253...	Billing Account-706	-3,499.67
Total Form 941						-3,499.67
<b>Arana, Jaime E</b>						
05/20/2016	Arana, Jaime E	DIR...	Paycheck		Billing Account-706	-303.10
Total Arana, Jaime E						-303.10
<b>Barnes, Edwin A</b>						
05/20/2016	Barnes, Edwin A	DIR...	Paycheck		Billing Account-706	-290.28
Total Barnes, Edwin A						-290.28
<b>Bock, Donald</b>						
05/20/2016	Bock, Donald	DIR...	Paycheck		Billing Account-706	-632.79
Total Bock, Donald						-632.79
<b>Campos, Luis A</b>						
05/20/2016	Campos, Luis A	DIR...	Paycheck		Billing Account-706	-583.57
Total Campos, Luis A						-583.57
<b>Charafardin Jr., Raynier</b>						
05/20/2016	Charafardin Jr., ...	DIR...	Paycheck		Billing Account-706	-329.46
Total Charafardin Jr., Raynier						-329.46
<b>Cruciger, David A</b>						
05/20/2016	Cruciger, David A	DIR...	Paycheck		Billing Account-706	-522.42
Total Cruciger, David A						-522.42
<b>Elkoury, Elizabeth</b>						
05/20/2016	Elkoury, Elizabeth	DIR...	Paycheck		Corp Account- 406	-1,271.33
Total Elkoury, Elizabeth						-1,271.33
<b>Fell, Ronald J</b>						
05/20/2016	Fell, Ronald J	DIR...	Paycheck		Billing Account-706	-777.73
Total Fell, Ronald J						-777.73
<b>Irizarry, Eugene</b>						
05/20/2016	Irizarry, Eugene	DIR...	Paycheck		Billing Account-706	-574.61
Total Irizarry, Eugene						-574.61
<b>Lopez-Vasconez, Nicholas</b>						
05/20/2016	Lopez-Vasconez,...	DIR...	Paycheck		Billing Account-706	-394.88
Total Lopez-Vasconez, Nicholas						-394.88
<b>Marin, Pedro L</b>						
05/20/2016	Marin, Pedro L	DIR...	Paycheck		Billing Account-706	-998.50
Total Marin, Pedro L						-998.50
<b>Pinzon, Oscar S</b>						
05/20/2016	Pinzon, Oscar S	DIR...	Paycheck		Billing Account-706	-620.91
Total Pinzon, Oscar S						-620.91
<b>Schussheim, Adam L</b>						
05/20/2016	Schussheim, Ad...	DIR...	Paycheck		Billing Account-706	-814.69
Total Schussheim, Adam L						-814.69
<b>Smith {transfer}, Cecilia</b>						
05/20/2016	Smith {transfer}, ...	DIR...	Paycheck		Billing Account-706	-1,425.59
Total Smith {transfer}, Cecilia						-1,425.59
<b>TOTAL</b>						<b>-13,137.78</b>