



KEY LARGO VOLUNTEER AMBULANCE CORPS, INC.

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

Business Meeting January 10, 2017 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
9. Old Business
 - A. Testing Results for Volunteers/Paid Personnel
 - B. Other Old Business
10. New Business
 - A. Accident Notification Policy
 - B. Other New Business
11. Membership Discussion
12. Adjournment



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Key Largo Volunteer Ambulance Corps, Inc. Business Meeting November 8, 2016

Board members in attendance were Dawn DeBrule, Ken Edge, Tess Marra, Pedro Marin, Scott Robinson and Jackie Silverman. Chief Donald Bock and District Board member Kay Cullen were also in attendance. 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
 - Congratulations to Pedro Marin on the birth of his daughter.
3. Public Comment
No public comment.
4. Approval of Minutes
Tess Marra, seconded by Ken Edge moved approval of the October 11, 2016 minutes. Motion carried.
5. Treasurer's Report
Tess Marra reported a balance of \$291,417.59 as of October 31, 2016. Dawn DeBrule, seconded by Pedro Marin moved approval of the treasurer's report. Motion carried.
6. Committee Reports
Just a reminder the banquet will be held December 9 at the Marriott Banquet Hall.
7. Legal Report
No report.
8. Membership Review
Tess Marra reported no problems and shifts are being filled.
9. Old Business
 - A. New Ambulance Delivered
The new ambulance has been delivered and will be in service within a few days. Ronnie Fell has stocked the ambulance with much help from Oscar Pinzon. Thank you to both.
 - B. Other Old Business
No old business

**KLVAC Business Meeting
November 8, 2016**

10. New Business

A. Appointment of Board Members

President Robinson reported that the following seats were unopposed and those currently holding the position retain their seats: Scott Robinson in Seat 2, Pedro Marin in Seat 4 and Dawn DeBrule in Seat 6.

B. Standard Operating Procedures Update

Dawn Debrule moved approval of the Standard Operating Procedure Policy pending changes to update the Table of Contents seconded by Pedro Marin. Motion carried.

C. Other New Business

No new business.

11. Membership Discussion

Testing will be held for volunteers and paid personnel on December 17.

Dawn Debrule reported the Christmas tree lighting will be held on November 26 at the Murray Nelson Government building.

12. Adjournment

Ken Edge, seconded by Dawn DeBrule moved adjournment. Motion carried. Meeting adjourned at 6:50pm.

Pamela Johnson
Recording Secretary

Closing Balance

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

AR Previous Balance: \$162,285.70

	Qty	Amounts
Advanced Life Support Emergent	54	\$37,587.10
ALS 2 ER BASE RATE	2	\$1,901.21
Basic Life Support Emergent	22	\$14,321.35
Charges	78	\$53,809.66

Transaction Type Summary - Charges - Payments and Write Offs

1-PAYMENT	(\$25,547.30)
2-WRITE OFF INS	(\$9,295.47)
Bad Debt Non Collection	(\$1,244.04)
BAD DEBT PAYMENT REVERSAL	\$401.06
DEBIT	(\$12.34)
Hardship W/O	(\$650.97)
INVOICE	\$44,695.25
Invoice Prior Period Reversals	(\$1,589.53)
Invoice Prior Periods	\$11,354.91
INVOICE REVERSAL	(\$650.97)
Refunds Insurance	\$12.34
Write Off to Collections	(\$20,343.46)
Accounts Receivable Change	(\$2,870.52)

Total Balance Forward:	\$159,415.18
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10:42 PM

01/23/17

Key Largo Volunteer Ambulance Corp., Inc.
Payroll Transactions by Payee
January 27, 2017

<u>Date</u>	<u>Name</u>	<u>Num</u>	<u>Type</u>	<u>Memo</u>	<u>Account</u>	<u>Amount</u>
American Funds						
01/27/2017	American Funds	ONLI...	Liability Check	DAVE CRUC...	Corp Account- 406	-63.58
Total American Funds						-63.58
Form 941						
01/27/2017	Form 941	EFTPS	Liability Check	59-1682537 -...	Billing Account-706	-3,322.98
Total Form 941						-3,322.98
Arana, Jaime E						
01/27/2017	Arana, Jaime E	DIRE...	Paycheck		Billing Account-706	-973.59
Total Arana, Jaime E						-973.59
Barnes, Edwin A						
01/27/2017	Barnes, Edwin A	DIRE...	Paycheck		Billing Account-706	-560.56
Total Barnes, Edwin A						-560.56
Bock, Donald						
01/27/2017	Bock, Donald	DIRE...	Paycheck		Billing Account-706	-605.45
Total Bock, Donald						-605.45
Charafardin Jr., Raynier						
01/27/2017	Charafardin Jr., Ray...	DIRE...	Paycheck		Billing Account-706	-355.81
Total Charafardin Jr., Raynier						-355.81
Cruciger, David A						
01/27/2017	Cruciger, David A	DIRE...	Paycheck		Billing Account-706	-302.74
Total Cruciger, David A						-302.74
Elkoury, Elizabeth						
01/27/2017	Elkoury, Elizabeth	DIRE...	Paycheck		Corp Account- 406	-1,173.32
Total Elkoury, Elizabeth						-1,173.32
Irizarry, Eugene						
01/27/2017	Irizarry, Eugene	DIRE...	Paycheck		Billing Account-706	-533.49
Total Irizarry, Eugene						-533.49
Lopez-Vasconez, Nicholas						
01/27/2017	Lopez-Vasconez, Ni...	DIRE...	Paycheck		Billing Account-706	-560.56
Total Lopez-Vasconez, Nicholas						-560.56
Marin, Pedro L						
01/27/2017	Marin, Pedro L	DIRE...	Paycheck		Billing Account-706	-965.99
Total Marin, Pedro L						-965.99
Pinzon, Oscar S						
01/27/2017	Pinzon, Oscar S	DIRE...	Paycheck		Billing Account-706	-1,250.39
Total Pinzon, Oscar S						-1,250.39
Schussheim, Adam L						
01/27/2017	Schussheim, Adam L	DIRE...	Paycheck		Billing Account-706	-870.59
Total Schussheim, Adam L						-870.59
Smith {transfer}, Cecilia						
01/27/2017	Smith {transfer}, Ce...	DIRE...	Paycheck		Billing Account-706	-1,196.48
Total Smith {transfer}, Cecilia						-1,196.48
TOTAL						-12,735.53

PM
/17

Key Largo Volunteer Ambulance Corp., Inc. Payroll Transactions by Payee January 13, 2017

Date	Name	Num	Type	Memo	Account	Amount
American Funds						
01/13/2017	American Funds	ONLI...	Liability Check	DAVE CRUC...	Corp Account- 406	-115.60
Total American Funds						-115.60
Form 941						
01/13/2017	Form 941	EFTPS	Liability Check	59-1682537 ...	Billing Account-706	-3,419.30
Total Form 941						-3,419.30
Arana, Jaime E						
01/13/2017	Arana, Jaime E	DIRE...	Paycheck		Billing Account-706	-316.28
Total Arana, Jaime E						-316.28
Barnes, Edwin A						
01/13/2017	Barnes, Edwin A	DIRE...	Paycheck		Billing Account-706	-560.56
Total Barnes, Edwin A						-560.56
Bock, Donald						
01/13/2017	Bock, Donald	DIRE...	Paycheck		Billing Account-706	-619.11
Total Bock, Donald						-619.11
Charafardin Jr., Raynier						
01/13/2017	Charafardin Jr., Ray...	DIRE...	Paycheck		Billing Account-706	-603.56
Total Charafardin Jr., Raynier						-603.56
Cruciger, David A						
01/13/2017	Cruciger, David A	DIRE...	Paycheck		Billing Account-706	-632.26
Total Cruciger, David A						-632.26
Elkoury, Elizabeth						
01/13/2017	Elkoury, Elizabeth	DIRE...	Paycheck		Corp Account- 406	-1,173.31
Total Elkoury, Elizabeth						-1,173.31
Irizarry, Eugene						
01/13/2017	Irizarry, Eugene	DIRE...	Paycheck		Billing Account-706	-603.56
Total Irizarry, Eugene						-603.56
Lopez-Vasconez, Nicholas						
01/13/2017	Lopez-Vasconez, Ni...	DIRE...	Paycheck		Billing Account-706	-528.03
Total Lopez-Vasconez, Nicholas						-528.03
Marin, Pedro L						
01/13/2017	Marin, Pedro L	DIRE...	Paycheck		Billing Account-706	-943.62
Total Marin, Pedro L						-943.62
Pinzon, Oscar S						
01/13/2017	Pinzon, Oscar S	DIRE...	Paycheck		Billing Account-706	-1,267.17
Total Pinzon, Oscar S						-1,267.17
Schusheim, Adam L						
01/13/2017	Schusheim, Adam L	DIRE...	Paycheck		Billing Account-706	-870.59
Total Schusheim, Adam L						-870.59
Smith {transfer}, Cecilia						
01/13/2017	Smith {transfer}, Ce...	DIRE...	Paycheck		Billing Account-706	-1,357.17
Total Smith {transfer}, Cecilia						-1,357.17
TOTAL						-13,010.12

**Key Largo Volunteer Ambulance Corp Inc.
Treasurer's Report
January 2017**

	Billing Account	Corp Account	Building Account	CPR Account	Cunningham Scholarship	Certificates of Deposit	Total
Beginning Balance	\$2,218.21	\$24,791.09	\$11,542.11	\$2,133.14	\$0.00	\$232,906.62	\$273,591.17
Revenues							
Interest		0.35	1.14	0.98			2.47
Medical Fees		24,850.17					24,850.17
Medical Transcripts							0.00
KL Fire Rescue & EMS Reimb	9,105.74	15,926.99					25,032.73
Donations							0.00
Educational Income							0.00
Uncollected Income/Adjustmts							-1,865.87
CD Interest							
Total Revenues	\$32,090.39	\$15,928.13	\$0.98	\$0.00	\$0.00	\$0.00	\$48,019.50
Expenditures							
Awards, Banquet, Plaques, etc							0.00
Medical Billing Refunds			12.34				12.34
Payroll Expenses	21,969.84	14,843.39					36,813.23
Postage & Delivery							0.00
Professional Fees	782.22						782.22
Background Checks		48.00					48.00
Dues & Subscriptions	75.00	125.00					200.00
Bank Service Charges	35.00	29.50					64.50
Supplies		1,219.47					1,219.47
Licenses and Permits							0.00
Total Expenditures	\$22,862.06	\$16,277.70	\$0.00	\$0.00	\$0.00	\$0.00	\$39,139.76
Ending Balance	\$11,446.54	\$24,441.52	\$11,543.09	\$2,133.14	\$0.00	\$232,906.62	\$282,470.91
TRANSFERS	3,921.30	(3,921.30)	0.00				
Balance before Adjustment	15,367.84	20,520.22	11,543.09	2,133.14	0.00	232,906.62	282,470.91
Adjustment to arrive at Actual	-1,692.19	4,287.86	0.00	0.00	0.00	0.00	2,595.67
ACTUAL BALANCE @ MO END	\$13,675.65	\$24,808.08	\$11,543.09	\$2,133.14	\$0.00	\$232,906.62	\$285,066.58