



# KEY LARGO VOLUNTEER AMBULANCE CORPS, INC.

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

## Business Meeting February 13, 2018 Agenda

1. Call to Order
2. Approval of Agenda
3. Announcements
4. Public Comment
5. Approval of Minutes
6. Treasurer's Report
7. Committee Reports
8. Legal Report
9. Membership Review
  - A. Requests for Reimbursement
10. Old Business
  - A. Donation Letter
11. New Business
  - A. Annual Report
  - B. 401K Financial Advisor Change
  - C. Bank Change
  - D. Other New Business
12. Membership Discussion
13. Adjournment



# KEY LARGO VOLUNTEER AMBULANCE CORPS, INC.

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## Business Meeting February 13, 2018

Board members in attendance were Dawn DeBrule, Ken Edge and Tess Marra. A quorum was present. Membership attendance is reflected in the monthly attendance roster.

1. Meeting was called to order at 6:30pm by Treasurer Dawn DeBrule.
2. Approval of Agenda  
Tess Marra, seconded by Ken Edge, moved approval of the agenda. Motion carried.
3. Announcements  
No announcements
4. Public Comment  
No public comment.
5. Approval of Minutes  
Ken Edge, seconded by Tess Marra, moved approval of the January 9, 2018 minutes. Motion carried.
6. Treasurer's Report  
Tess Marra reported a balance of \$253,126.42 as of January 31, 2018. Ken Edge, seconded by Tess Marra moved approval of the treasurer's report. Motion carried.
7. Committee Reports  
None.
8. Legal Report  
None
9. Membership Review
  - A. Requests for Reimbursement  
There were no requests for reimbursement.
10. Old Business
  - A. Donation Letter  
Dawn DeBrule is reviewing the letter.
  - B. Other Old Business  
None.

**11. New Business**

**A. Annual Report**

**Ken Edge, seconded by Tess Marra, moved approval of the Annual Report. Motion carried.**

**B. 401K Financial Advisor Change**

**Ken Edge, seconded by Tess Marra, moved approval of Marla DeMoss as the new financial Advisor for the 401K Plan. Motion carried.**

**C. Bank Change**

**Ken Edge, seconded by Tess Marra, moved approval of Chief Bock selecting a new bank for the Corps. Motion carried.**

**D. Other New Business**

**None.**

**12. Membership Discussion**

**Tess Marra wondered if there was a way for the ambulance corps to be reimbursed for the supplies given to the fire department as each department has its own separate budget.**

**13. Adjournment**

**There being no further business, Ken Edge seconded by Tess Marra moved adjournment. Motion carried. Meeting adjourned at 6:45pm.**

**Pamela Andersen  
Recording Secretary**

Closing Balance

Transaction Date	2/1
Transaction Date	2/28
Company Code	Key Largo Volunteer Ambulance Corps

AR Previous Balance: **\$247,907.81**

	Qty	Amounts
Advanced Life Support Emergent	42	\$32,960.26
ALS 2 ER BASE RATE	1	\$932.27
Basic Life Support Emergent	28	\$20,859.29
<b>Charges</b>	<b>71</b>	<b>\$54,751.82</b>

**Transaction Type Summary - Charges - Payments and Write Offs**

1-PAYMENT	(\$25,829.53)
2-WRITE OFF INS	(\$27,062.41)
BAD DEBT ADJ REVERSAL	\$0.97
Bad Debt Non Collection	(\$4,105.66)
BAD DEBT PAYMENT REVERSAL	\$540.00
CREDIT	(\$489.78)
Hardship W/O	(\$319.85)
INVOICE	\$50,150.55
Invoice Prior Periods	\$6,139.95
INVOICE REVERSAL	(\$1,538.68)
Medicare Discount	(\$252.72)
Refunds Insurance	\$749.27
Refunds Patient	\$430.39
Write Off Patient	(\$1,435.29)
Write Off to Collections	(\$22,605.42)
<b>Accounts Receivable Change</b>	<b>(\$25,628.21)</b>

<b>Total Balance Forward:</b>	<b>\$222,279.60</b>
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**Key Largo Volunteer Ambulance Corp Inc.**  
**Treasurer's Report**  
**February 2018**

	Billing Account	Corp Account	Building Account	CPR Account	Cunningham Scholarship	Certificates of Deposit	Total
<b>Beginning Balance</b>	\$5,803.47	-\$905.72	\$11,554.66	\$1,345.32	\$0.00	\$235,328.69	\$253,126.42
<b>Revenues</b>							
Interest		0.56	0.55				1.99
Medical Fees	24,420.33		0.88				24,420.33
Medical Transcripts	8.00						8.00
KL Fire Rescue & EMS Reimb	9,474.93	31,886.82					41,361.75
Donations							0.00
Educational Income				200.00			200.00
Uncollected Income/Adjustmtns							-26,237.56
CD Interest							0.00
<b>Total Revenues</b>	\$7,666.26	\$31,887.37	\$0.88	\$200.00	\$0.00	\$0.00	\$39,754.51
<b>Expenditures</b>							
Awards, Banquet, Plaques, etc		752.84					752.84
Medical Billing Refunds	23,785.75	19,197.29					42,983.04
Payroll Expenses							0.00
Dues & Memberships	1,963.95	1,200.00					3,163.95
Professional Fees	200.00						200.00
Contract Services							715.68
Advertising							64.30
Bank Service Charges	35.00	29.30					64.30
Supplies		85.73					85.73
Licenses & Permits		200.00					200.00
<b>Total Expenditures</b>	\$26,737.54	\$21,428.00	\$0.00	\$250.00	\$0.00	\$0.00	\$48,415.54
<b>Ending Balance</b>	-\$13,267.81	\$9,553.65	\$11,555.54	\$1,295.32	\$0.00	\$235,328.69	\$244,465.39
<b>TRANSFERS</b>	23,692.32	(23,692.32)	0.00	0.00	0.00	\$0.00	\$0.00
Balance before Adjustment	10,424.51	-14,138.67	11,555.54	1,295.32	0.00	235,328.69	244,465.39
Adjustment to arrive at Actual	13,216.24	29,026.73	0.00	0.00	0.00	0.00	42,242.97
<b>ACTUAL BALANCE @ MO END</b>	\$23,640.75	\$14,888.06	\$11,555.54	\$1,295.32	\$0.00	\$235,328.69	\$286,708.36

02/22/18

**Key Largo Volunteer Ambulance Corp., Inc.**  
**Payroll Transactions by Payee**  
 February 23, 2018

<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>						
02/23/2018	American Funds	ONLI...	Liability Check	DAVID CR...	Corp Account- 406	-208.35
Total American Funds						-208.35
<b>Form 941</b>						
02/23/2018	Form 941	EFTPS	Liability Check	59-1682537...	Billing Account-706	-3,494.74
Total Form 941						-3,494.74
<b>Arana, Jaime E</b>						
02/23/2018	Arana, Jaime E	DIRE...	Paycheck		Billing Account-706	-332.46
Total Arana, Jaime E						-332.46
<b>Bock, Donald</b>						
02/23/2018	Bock, Donald	DIRE...	Paycheck		Billing Account-706	-622.44
Total Bock, Donald						-622.44
<b>Castro, Luis R</b>						
02/23/2018	Castro, Luis R	DIRE...	Paycheck		Billing Account-706	-1,392.66
Total Castro, Luis R						-1,392.66
<b>Cruciger, David A</b>						
02/23/2018	Cruciger, David A	DIRE...	Paycheck		Billing Account-706	-1,114.84
Total Cruciger, David A						-1,114.84
<b>Elkoury, Elizabeth</b>						
02/23/2018	Elkoury, Elizabeth	DIRE...	Paycheck		Corp Account- 406	-1,277.33
Total Elkoury, Elizabeth						-1,277.33
<b>Fell, Ronald J</b>						
02/23/2018	Fell, Ronald J	DIRE...	Paycheck		Billing Account-706	-271.57
Total Fell, Ronald J						-271.57
<b>Hubbs, Candice</b>						
02/23/2018	Hubbs, Candice	DIRE...	Paycheck		Billing Account-706	-602.92
Total Hubbs, Candice						-602.92
<b>Marin, Pedro L</b>						
02/23/2018	Marin, Pedro L	DIRE...	Paycheck		Billing Account-706	-631.33
Total Marin, Pedro L						-631.33
<b>Oporta, Ozzie</b>						
02/23/2018	Oporta, Ozzie	DIRE...	Paycheck		Billing Account-706	-1,023.12
Total Oporta, Ozzie						-1,023.12
<b>Pinzon, Oscar S</b>						
02/23/2018	Pinzon, Oscar S	DIRE...	Paycheck		Billing Account-706	-1,321.66
Total Pinzon, Oscar S						-1,321.66

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02/22/18

<u>Date</u>	<u>Name</u>	<u>Num</u>	<u>Type</u>	<u>Memo</u>	<u>Account</u>	<u>Amount</u>
<b>Schusheim, Adam L</b>						
02/23/2018	Schusheim, Ada...	DIRE...	Paycheck		Billing Account-706	-1,664.35
Total Schusheim, Adam L						<u>-1,664.35</u>
<b>TOTAL</b>						<b><u>-13,957.77</u></b>

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

03/07/18

March 9, 2018

<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>						
03/09/2018	American Funds	ONLI...	Liability Check	DAVID CR...	Corp Account- 406	-155.26
03/09/2018	American Funds	ONLI...	Liability Check	JAIME ARA...	Corp Account- 406	-43.20
Total American Funds						-198.46
<b>Form 941</b>						
03/09/2018	Form 941	EFTPS	Liability Check	59-1682537...	Billing Account-706	-3,706.32
Total Form 941						-3,706.32
<b>Arana, Jaime E</b>						
03/09/2018	Arana, Jaime E	DIRE...	Paycheck		Billing Account-706	-619.32
Total Arana, Jaime E						-619.32
<b>Bock, Donald</b>						
03/09/2018	Bock, Donald	DIRE...	Paycheck		Billing Account-706	-680.12
Total Bock, Donald						-680.12
<b>Castro, Luis R</b>						
03/09/2018	Castro, Luis R	DIRE...	Paycheck		Billing Account-706	-678.78
Total Castro, Luis R						-678.78
<b>Cruciger, David A</b>						
03/09/2018	Cruciger, David A	DIRE...	Paycheck		Billing Account-706	-820.52
Total Cruciger, David A						-820.52
<b>Elkoury, Elizabeth</b>						
03/09/2018	Elkoury, Elizabeth	DIRE...	Paycheck		Corp Account- 406	-1,277.32
Total Elkoury, Elizabeth						-1,277.32
<b>Fell, Ronald J</b>						
03/09/2018	Fell, Ronald J	DIRE...	Paycheck		Billing Account-706	-809.00
Total Fell, Ronald J						-809.00
<b>Hubbs, Candice</b>						
03/09/2018	Hubbs, Candice	DIRE...	Paycheck		Billing Account-706	-1,369.48
Total Hubbs, Candice						-1,369.48
<b>Marin, Pedro L</b>						
03/09/2018	Marin, Pedro L	DIRE...	Paycheck		Billing Account-706	-582.92
Total Marin, Pedro L						-582.92
<b>Miranda, Jesus A</b>						
03/09/2018	Miranda, Jesus A	DIRE...	Paycheck		Billing Account-706	-332.46
Total Miranda, Jesus A						-332.46
<b>Oporta, Ozzie</b>						
03/09/2018	Oporta, Ozzie	DIRE...	Paycheck		Billing Account-706	-602.92



03/07/18

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

March 9, 2018

<u>Date</u>	<u>Name</u>	<u>Num</u>	<u>Type</u>	<u>Memo</u>	<u>Account</u>	<u>Amount</u>
Total Oporta, Ozzie						-602.92
<b>Perez, Roxana M</b>						
03/09/2018	Perez, Roxana M	DIRE...	Paycheck		Billing Account-706	-332.46
Total Perez, Roxana M						-332.46
<b>Pinzon, Oscar S</b>						
03/09/2018	Pinzon, Oscar S	DIRE...	Paycheck		Billing Account-706	-636.92
Total Pinzon, Oscar S						-636.92
<b>Schussheim, Adam L</b>						
03/09/2018	Schussheim, Ada...	DIRE...	Paycheck		Billing Account-706	-1,728.46
Total Schussheim, Adam L						-1,728.46
<b>TOTAL</b>						<b>-14,375.46</b>