



FINANCIAL REPORT

JUNE 30, 2019



**WESTERN VIRGINIA EMERGENCY MEDICAL
SERVICES COUNCIL, INC.**

FINANCIAL REPORT

June 30, 2019

CONTENTS

| | Page |
|---------------------------------------|------|
| INDEPENDENT AUDITOR'S REPORT | 1 |
| FINANCIAL STATEMENTS | |
| Statements of Financial Position..... | 3 |
| Statements of Activities | 4 |
| Statements of Cash Flows | 6 |
| Notes to Financial Statements..... | 7 |



INDEPENDENT AUDITOR'S REPORT

To the Board of Directors
Western Virginia Emergency Medical Services Council, Inc.
Roanoke, Virginia

We have audited the accompanying financial statements of Western Virginia Emergency Medical Services Council, Inc. (the "Council") which comprise the statements of financial position as of June 30, 2019 and 2018, and the related statements of activities and cash flows for the years 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 Responsibilities

Our responsibility is to express an opinion on these financial statements based on our audits. We conducted our audits in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatements.

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 the internal control relevant to the Council's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not the purpose of expressing an opinion on the effectiveness of the Council'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 financial position of Western Virginia Emergency Medical Services Council, Inc. as of June 30, 2019 and 2018, and its changes in net assets and its cash flows for the years then ended in conformity with accounting principles generally accepted in the United States of America.

Emphasis of Matter

As discussed in Note 1 to the financial statements, in 2019, the Council adopted Accounting Standards Update No. 2016-14, *Not-for-Profit Entities (Topic 958): Presentation of Financial Statements of Not-for-Profit Entities*. Our opinion is not modified with respect to this matter.

Brown, Edwards & Company, S. L. P.

CERTIFIED PUBLIC ACCOUNTANTS

Roanoke, Virginia
December 12, 2019

WESTERN VIRGINIA EMERGENCY MEDICAL SERVICES COUNCIL, INC.

STATEMENTS OF FINANCIAL POSITION

June 30, 2019 and 2018

| | <u>2019</u> | <u>2018</u> |
|--|---------------------|---------------------|
| ASSETS | | |
| Cash and cash equivalents | \$ 261,016 | \$ 191,734 |
| Restricted cash | 15,292 | 39,286 |
| Accounts receivable | 204,141 | 275,020 |
| Prepaid expenses | 6,126 | 23,462 |
| Investments (Note 3) | 412,627 | 375,518 |
| | <u>899,202</u> | <u>905,020</u> |
| Total current assets | | |
| Land, buildings, and equipment, net (Note 4) | <u>610,610</u> | <u>586,650</u> |
| Total assets | <u>\$ 1,509,812</u> | <u>\$ 1,491,670</u> |
| LIABILITIES AND NET ASSETS | | |
| Accounts payable | \$ 41,632 | \$ 19,286 |
| Accrued expenses (Note 10) | 54,959 | 65,721 |
| Deferred revenue | 44,802 | 153,426 |
| | <u>141,393</u> | <u>238,433</u> |
| Total liabilities | | |
| NET ASSETS | | |
| Without donor restrictions | 1,156,996 | 1,057,743 |
| With donor restrictions (Note 5) | 211,423 | 195,494 |
| | <u>1,368,419</u> | <u>1,253,237</u> |
| Total net assets | | |
| Total liabilities and net assets | <u>\$ 1,509,812</u> | <u>\$ 1,491,670</u> |

The Notes to Financial Statements are an integral part of these statements.

WESTERN VIRGINIA EMERGENCY MEDICAL SERVICES COUNCIL, INC.

STATEMENT OF ACTIVITIES

Year Ended June 30, 2019

| | 2019 | | |
|--|---------------------------------------|------------------------------------|---------------------|
| | Without Donor Restrictions | With Donor Restrictions | Total |
| REVENUES, GAINS, AND OTHER SUPPORT | | | |
| State government | \$ 519,650 | \$ - | \$ 519,650 |
| Federal grant revenue | - | 554,873 | 554,873 |
| Local government (Note 7) | 140,352 | - | 140,352 |
| Symposium revenue (Note 11) | 333,557 | - | 333,557 |
| Other support and income | 476,980 | - | 476,980 |
| United Way organizations | 1,559 | - | 1,559 |
| Ryan Hubbard Scholarship | 541 | - | 541 |
| Unrealized and realized gains | 14,922 | - | 14,922 |
| Investment income | 5,271 | - | 5,271 |
| Contributions | - | - | - |
| Net assets released from restrictions (Note 6) | 538,944 | (538,944) | - |
| Total revenues | 2,031,776 | 15,929 | 2,047,705 |
| EXPENSES (Note 8) | | | |
| Program services | 1,563,118 | - | 1,563,118 |
| Management and general | 369,405 | - | 369,405 |
| Total expenses | 1,932,523 | - | 1,932,523 |
| Change in net assets | 99,253 | 15,929 | 115,182 |
| NET ASSETS | | | |
| Beginning | 1,057,743 | 195,494 | 1,253,237 |
| Ending | <u>\$ 1,156,996</u> | <u>\$ 211,423</u> | <u>\$ 1,368,419</u> |

The Notes to Financial Statements are an integral part of these statements.

WESTERN VIRGINIA EMERGENCY MEDICAL SERVICES COUNCIL, INC.

STATEMENT OF ACTIVITIES

Year Ended June 30, 2019

| | 2018 | | |
|--|---------------------------------------|------------------------------------|---------------------|
| | Without Donor Restrictions | With Donor Restrictions | Total |
| REVENUES, GAINS, AND OTHER SUPPORT | | | |
| State government | \$ 525,150 | \$ - | \$ 525,150 |
| Federal grant revenue | - | 653,806 | 653,806 |
| Local government (Note 7) | 139,753 | - | 139,753 |
| Symposium revenue (Note 11) | 343,473 | - | 343,473 |
| Other support and income | 469,093 | - | 469,093 |
| United Way organizations | 728 | - | 728 |
| Ryan Hubbard Scholarship | - | - | - |
| Unrealized and realized gains | 4,665 | - | 4,665 |
| Investment income | 10,742 | - | 10,742 |
| Contributions | - | - | - |
| Net assets released from restrictions (Note 6) | 626,084 | (626,084) | - |
| Total revenues | 2,119,688 | 27,722 | 2,147,410 |
| EXPENSES (Note 8) | | | |
| Program services | 1,884,449 | - | 1,884,449 |
| Management and general | 342,290 | - | 342,290 |
| Total expenses | 2,226,739 | - | 2,226,739 |
| Change in net assets | (107,051) | 27,722 | (79,329) |
| NET ASSETS | | | |
| Beginning | 1,164,794 | 167,772 | 1,332,566 |
| Ending | <u>\$ 1,057,743</u> | <u>\$ 195,494</u> | <u>\$ 1,253,237</u> |

The Notes to Financial Statements are an integral part of these statements.

WESTERN VIRGINIA EMERGENCY MEDICAL SERVICES COUNCIL, INC.

STATEMENTS OF CASH FLOWS
For the Years Ended June 30, 2019 and 2018

| | 2019 | 2018 |
|---|-----------------|---------------|
| CASH FLOWS FROM OPERATING ACTIVITIES | | |
| Change in net assets | \$ 115,182 | \$ (79,329) |
| Adjustments to reconcile the change in net assets to net cash provided by operating activities: | | |
| Depreciation expense | 40,649 | 33,127 |
| Unrealized and realized gains on investments | (14,922) | (4,665) |
| Change in certain operating assets and liabilities: | | |
| (Increase) decrease in: | | |
| Accounts receivable | 70,879 | (17,061) |
| Prepaid expense | 17,336 | 712 |
| Increase (decrease) in: | | |
| Accounts payable | 22,346 | (11,210) |
| Accrued expenses | (10,762) | 22,028 |
| Deferred revenue | (108,624) | 88,936 |
| Net cash provided by operating activities | 132,084 | 32,538 |
| CASH FLOWS FROM INVESTING ACTIVITIES | | |
| Purchase of property and equipment | (64,609) | (44,015) |
| Change in investments, net of proceeds from sales | (22,187) | 55,575 |
| Net cash provided by (used in) investing activities | (86,796) | 11,560 |
| Increase in cash and cash equivalents and restricted cash | 45,288 | 44,098 |
| TOTAL CASH AND CASH EQUIVALENTS AND RESTRICTED CASH | | |
| Beginning | 231,020 | 186,922 |
| Ending | \$ 276,308 | \$ 231,020 |
| As presented on the Statement of Financial Position: | | |
| Cash and cash equivalents | \$ 261,016 | \$ 191,734 |
| Restricted cash | 15,292 | 39,286 |
| | \$ 276,308 | \$ 231,020 |

The Notes to Financial Statements are an integral part of these statements.

**WESTERN VIRGINIA EMERGENCY MEDICAL
SERVICES COUNCIL, INC.**

**NOTES TO FINANCIAL STATEMENTS
June 30, 2019**

Note 1. Nature of Operations and Significant Accounting Policies

Nature of operations

Western Virginia Emergency Medical Services Council, Inc. (the “Council”) was organized in September 1975 as a not-for-profit, non-stock corporation under the applicable laws of the Commonwealth of Virginia. The purpose of the Council is to plan and implement a system for the arrangement of personnel, facilities, equipment, and supplies for the provision and delivery of health care services under emergency conditions. The Council serves the counties of Alleghany, Botetourt, Craig, Floyd, Franklin, Giles, Henry, Montgomery, Patrick, Pittsylvania, Pulaski, and Roanoke and the cities of Covington, Danville, Martinsville, Radford, Roanoke, and Salem.

Basis of financial statement presentation and accounting

The financial statements of the Council have been prepared in accordance with accounting principles generally accepted in the United States of America. 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 the reported amounts of assets and liabilities, the disclosure of contingent assets and liabilities at the date of the financial statements, and the reported amounts of revenues and expenses during the reporting period. Actual results could differ from those estimates.

The accompanying financial statements present information regarding the Council’s financial position and activities based on the existence or absence of donor-imposed restrictions. Accordingly, net assets and changes therein are classified and reported in two classes as follows:

Net assets without donor restrictions are net assets available for use in general operations and not subject to donor restrictions. These net assets may be designated for specific purposes by action of the Board of Directors or may otherwise be limited by contractual agreements with outside parties. Revenues, gains, and losses that are not net assets with donor restrictions are included in this classification. Expenses are reported as decreases in this classification.

Net assets with donor restrictions are net assets subject to donor-imposed restrictions. Some donor-imposed restrictions are temporary in nature, such as those that will be met by the passage of time or that can be fulfilled by action of the Council pursuant to those stipulations. Other donor-imposed restrictions are perpetual in nature, where the donor stipulates the resources be maintained in perpetuity. All donor-restricted contributions are reported as increases in net assets with donor restrictions, depending on the nature of the restrictions. When a restriction expires, net assets with donor restrictions are reclassified to net assets without donor restrictions and reported in the statement of activities as net assets released from restriction.

(Continued)

WESTERN VIRGINIA EMERGENCY MEDICAL SERVICES COUNCIL, INC.

NOTES TO FINANCIAL STATEMENTS

June 30, 2019

Note 1. Nature of Operations and Significant Accounting Policies (Continued)

Recent Accounting Pronouncement

During 2019, the Council adopted ASU No. 2016-14, *Not-for-Profit Entities (Topic 958), Presentation of Financial Statements of Not-for-Profit Entities*. The intention of the guidance is to improve the net asset classification requirements and the information presented in the financial statements and notes about the Council's liquidity, financial performance, and cash flows. Main provisions of this guidance include: presentation of two classes of net assets versus the previously required three; recognition of capital gifts for construction as a net asset without donor restrictions when the associated long-lived asset is placed in service; and recognition of underwater endowment funds as a reduction in net assets with donor restrictions. The guidance also enhances disclosures for board designated amounts, composition of net assets without donor restrictions, liquidity, and expenses by both their natural and functional classification.

A recap of the net asset reclassifications driven by the adoption of ASU 2016-14 as of June 30, 2018 and 2017 is as follows:

| | ASU 2016-14 Classifications | | |
|--|---------------------------------------|------------------------------------|-----------------------------|
| | Without Donor Restrictions | With Donor Restrictions | Total Net Assets |
| At June 30, 2017: | | | |
| As previously presented: | | | |
| Unrestricted | \$ 1,164,794 | \$ - | \$ 1,164,794 |
| Temporarily restricted | - | 167,772 | 167,772 |
| Net assets as previously presented and reclassified at June 30, 2017 | \$ 1,164,794 | \$ 167,772 | \$ 1,332,566 |
| At June 30, 2018: | | | |
| As previously presented: | | | |
| Unrestricted | \$ 1,057,743 | \$ - | \$ 1,057,743 |
| Temporarily restricted | - | 195,494 | 195,494 |
| Net assets as previously presented and reclassified at June 30, 2018 | \$ 1,057,743 | \$ 195,494 | \$ 1,253,237 |

Cash and cash equivalents

The Council considers cash, money market accounts, and highly liquid investments with a maturity of three months or less when purchased to be cash and cash equivalents. Cash equivalents are stated at cost, which approximates fair value. Cash held for long-term investment is classified as investments.

(Continued)

WESTERN VIRGINIA EMERGENCY MEDICAL SERVICES COUNCIL, INC.

NOTES TO FINANCIAL STATEMENTS

June 30, 2019

Note 1. Nature of Operations and Significant Accounting Policies (Continued)

Restricted cash

Restricted cash includes funds received by the Near Southwest Preparedness Alliance for the Bioterrorism Hospital Preparedness Program and not yet expended at year-end. This grant is further described in Note 4.

Accounts receivable

Accounts receivable are stated at the amount management expects to collect from balances outstanding at year-end. Based on management's assessment of the credit history with customers and agencies having outstanding balances and current relationships with them, it has concluded that realization losses on balances outstanding at year-end will be immaterial.

Investments

Investments in marketable securities with readily determinable fair values and all investments in debt securities are reported at their fair values, as determined by quoted market prices, in the statements of financial position. Net unrealized and realized gains or losses are reflected in the statements of activities. The carrying value of the Council's investments will fluctuate with the financial markets. As a result, the value of such investments as of the date of this report may be materially different than year-end values.

Property and equipment

Cash or other assets whose use is restricted to acquire long-lived assets are recorded as assets with donor restrictions until the long-lived assets are acquired. Once placed into service, the net assets with donor restrictions are reclassified to net assets without donor restrictions.

Property and equipment is stated at cost or, if donated, at fair value at the date of donation, less accumulated depreciation. Depreciation is recorded using the straight-line method over estimated useful lives of the assets.

Equipment is removed from the records and any gain or loss is recognized at the time of disposal. Expenditures for acquisition, renewals, and replacements exceeding \$5,000 are capitalized. Maintenance and repair costs are charged to expense as incurred.

Deferred revenue

Deferred revenue principally represents grant proceeds received but not yet expended and tuition revenue collected yet not earned.

(Continued)

WESTERN VIRGINIA EMERGENCY MEDICAL SERVICES COUNCIL, INC.

NOTES TO FINANCIAL STATEMENTS

June 30, 2019

Note 1. Nature of Operations and Significant Accounting Policies (Continued)

Functional allocation of expenses

The costs of providing the various programs and other activities have been summarized on a functional basis in the statement of activities. Accordingly, certain costs, such as salaries, benefits, utilities, supplies, and other generic operating expenses, have been allocated among the programs and supporting services benefited.

Fair value measurements

The Council carries investments at fair value. Fair value is defined as the price that would be received to sell an asset or paid to transfer a liability in an orderly transaction between market participants at the measurement date. In determining fair value, a market-based approach is used which establishes that fair value is based on the “highest and best use”. The Council categorizes its financial instruments, based on the priority of the inputs to the valuation technique, into a three-level fair value hierarchy as reflected below. The fair value hierarchy gives the highest priority to unadjusted quoted prices in active markets (Level 1) and the lowest priority to unobservable inputs (Level 3).

Level 1 – Fair values are based on unadjusted quoted prices in active markets for identical assets or liabilities that management has the ability to access at the measurement date.

Level 2 – Fair values are based on inputs other than quoted prices in Level 1 that are either for similar assets or liabilities in active markets, quoted prices for identical or similar assets or liabilities in markets that are not active, inputs other than quoted prices that were observable for the asset or liability, or inputs that are derived principally from or corroborated by observable market data by correlation or other means.

Level 3 – Fair values are based on unobservable inputs for the asset or liability where there is little, if any, market activity for the asset or liability at the measurement date.

Income taxes

The Council is classified as an exempt organization for federal income tax purposes under Section 501(c)(3) of the *Internal Revenue Code*.

Credit risk concentrations

Financial instruments which potentially subject the Council to concentrations of credit risk consist principally of cash and cash equivalents, accounts receivable, and investments. The Council places its cash with high-credit, quality financial institutions. A portion of the Council’s bank deposits are in excess of federally insured limits. Concentrations of credit risk with respect to accounts receivables occur due to the limited number of governmental and commercial accounts. Approximately 81% and 97% of accounts receivable at June 30, 2018 and 2017, respectively, were from the Council’s two largest funding sources.

(Continued)

WESTERN VIRGINIA EMERGENCY MEDICAL SERVICES COUNCIL, INC.

NOTES TO FINANCIAL STATEMENTS

June 30, 2019

Note 2. Financial Assets and Liquidity Resources

As of June 30, 2019, financial assets due within one year of the balance sheet date for general expenditure are as follows:

| | | |
|--|----|---------|
| Cash and cash equivalents | \$ | 261,016 |
| Restricted Cash | | 15,292 |
| Accounts receivable, net | | 204,141 |
| Investments appropriated for current use | | - |
| | | - |
| | \$ | 480,449 |

The Organization maintains sufficient liquid assets in cash accounts to meet general expenditures as they become due. General expenditures are any direct and indirect costs to meet the mission if the Organization has available investments that could be accessed if needed. (See Note 3.)

Note 3. Investments

The Council's investments are reported at fair value in the accompanying statement of financial position. All investments are classified as net assets without donor restrictions at June 30, 2019 and 2018.

| | Fair Value Measurements at Reporting Date Using: | |
|-----------------------------|---|----------------|
| | Fair Value | Level 1 |
| <u>June 30, 2019</u> | | |
| Mutual Funds | \$ 412,627 | \$ 412,627 |
| Total | \$ 412,627 | \$ 412,627 |
| <u>June 30, 2018</u> | | |
| Equities | \$ 224,503 | \$ 224,503 |
| Fixed Income | 151,015 | 151,015 |
| Total | \$ 375,518 | \$ 375,518 |

(Continued)

WESTERN VIRGINIA EMERGENCY MEDICAL SERVICES COUNCIL, INC.

NOTES TO FINANCIAL STATEMENTS

June 30, 2019

Note 3. Investments (Continued)

The investments are comprised of two general components as follows:

| | 2019 | 2018 |
|---|-------------------|-------------------|
| Controlled by and allocated at the discretion of the WVEMS Board of Directors | \$ 163,625 | \$ 143,007 |
| Dedicated to the Virginia EMS Symposium subject to oversight by the Virginia Department of Health Office of EMS | 249,002 | 232,511 |
| | \$ 412,627 | \$ 375,518 |

Note 4. Land, Buildings, and Equipment

Land, buildings, and equipment consist of the following as of June 30:

| | Estimated Useful Life | 2019 | 2018 |
|----------------------------------|------------------------------|-------------------|-------------------|
| Land | | \$ 201,600 | \$ 201,600 |
| Building | 39 years | 175,223 | 175,223 |
| Building improvements | 39 years | 86,143 | 86,143 |
| Communications equipment | 5-10 years | 180,427 | 180,427 |
| Office equipment | 5-10 years | 52,920 | 52,920 |
| Software | 3 years | 38,760 | 38,760 |
| Miscellaneous equipment | 5-10 years | 342,397 | 341,044 |
| Generator building and equipment | 15-20 years | 16,672 | 16,672 |
| | | 1,094,142 | 1,092,789 |
| Less accumulated depreciation | | (483,532) | (506,139) |
| | | \$ 610,610 | \$ 586,650 |

Note 5. Federal Grants

The Near Southwest Preparedness Alliance (NSPA) is a division within the Council. NSPA has received a grant passed through the Virginia Department of Health from the Department of Health and Human Services. This grant is a cooperative agreement entitled The Bioterrorism Hospital Preparedness Program. Under this grant, NSPA is to establish a regional emergency preparedness infrastructure for health care institutions in Southwest Virginia. They are also to purchase equipment and pharmaceuticals, which remain the property of the health care institutions, and to provide training on the proper use of this equipment. At June 30, 2019 and 2018, the amount due from the grantor was \$8,655 and \$9,012 representing 5% and 4% of accounts receivable at June 30, 2019 and 2018, respectively. Net assets with donor restrictions under the grant were \$211,423 and \$195,494 as of June 30, 2019 and 2018, respectively.

(Continued)

WESTERN VIRGINIA EMERGENCY MEDICAL SERVICES COUNCIL, INC.

NOTES TO FINANCIAL STATEMENTS

June 30, 2019

Note 6. Net Assets Released From Donor-Restrictions

Net assets during the years ended June 30 were released from donor-restrictions by incurring expenses satisfying the restricted purposes or by occurrence of other events specified by donors.

| | <u>2019</u> | <u>2018</u> |
|-------------------------------------|-------------------|-------------------|
| Donor restrictions satisfied | | |
| Instruction and operational support | \$ 538,944 | \$ 626,084 |
| | <u>\$ 538,944</u> | <u>\$ 626,084</u> |

Note 7. Local Government Support

Local government support received by the Council is as follows:

| | <u>2019</u> | <u>2018</u> |
|------------------------|-------------------|-------------------|
| City of Roanoke | \$ 16,084 | \$ 16,084 |
| County of Montgomery | 15,715 | 15,715 |
| County of Roanoke | 15,433 | 15,433 |
| County of Pittsylvania | 11,391 | 10,792 |
| County of Franklin | 10,362 | 10,362 |
| City of Danville | 8,528 | 8,528 |
| County of Henry | 7,518 | 7,518 |
| County of Pulaski | 7,352 | 7,352 |
| County of Botetourt | 6,722 | 6,722 |
| City of Salem | 5,973 | 5,973 |
| County of Patrick | 5,089 | 5,089 |
| County of Giles | 4,958 | 4,958 |
| City of Radford | 4,816 | 4,816 |
| County of Alleghany | 4,775 | 4,775 |
| County of Floyd | 4,639 | 4,639 |
| City of Martinsville | 4,435 | 4,435 |
| City of Covington | 3,335 | 3,335 |
| County of Craig | 3,227 | 3,227 |
| | <u>\$ 140,352</u> | <u>\$ 139,753</u> |

(Continued)

WESTERN VIRGINIA EMERGENCY MEDICAL SERVICES COUNCIL, INC.

NOTES TO FINANCIAL STATEMENTS

June 30, 2019

Note 8. Operating Expenses

The table below presents expenses by both their nature and function:

| | 2019 | | |
|-----------------------------------|-----------------------------|-----------------------------------|---------------------|
| | Program Services | Management and General | Total |
| Salaries | \$ 269,988 | \$ 224,656 | \$ 494,644 |
| NSPA expenses | 464,630 | - | 464,630 |
| VHHA expenses | 74,314 | - | 74,314 |
| Contracts for services | 192,640 | - | 192,640 |
| Symposium (Note 9) | 251,477 | 16,500 | 267,977 |
| Payroll tax and employee benefits | 93,341 | 45,661 | 139,002 |
| Salaries – education and testing | 89,462 | - | 89,462 |
| CBA expenses | 162 | - | 162 |
| Special projects | 10,077 | - | 10,077 |
| Supplies and equipment | 8,916 | 11,108 | 20,024 |
| Depreciation | - | 40,649 | 40,649 |
| Utilities | 16,684 | - | 16,684 |
| Maintenance and repair | 8,932 | - | 8,932 |
| Travel, mileage, and lodging | 8,457 | 3,267 | 11,724 |
| Professional fees | 10,868 | - | 10,868 |
| Insurance | 4,287 | 13,951 | 18,238 |
| Telecommunications | 7,762 | 6,427 | 14,189 |
| Textbooks | 35,273 | - | 35,273 |
| Equipment rental | 10,173 | - | 10,173 |
| Staff development | 4,167 | 1,564 | 5,731 |
| Rent | 6,778 | - | 6,778 |
| Miscellaneous | 16,042 | - | 16,042 |
| Postage | 255 | 1,528 | 1,783 |
| Printing and publications | 514 | 1,600 | 2,114 |
| CISM conference and miscellaneous | 1,529 | - | 1,529 |
| Dues and membership | 315 | 2,494 | 2,809 |
| Scholarship expenses | 75 | - | 75 |
| Inter-divisional rent | (24,000) | - | (24,000) |
| | <u>\$ 1,563,118</u> | <u>\$ 369,405</u> | <u>\$ 1,932,523</u> |

(Continued)

WESTERN VIRGINIA EMERGENCY MEDICAL SERVICES COUNCIL, INC.

NOTES TO FINANCIAL STATEMENTS

June 30, 2019

Note 8. Operating Expenses (Continued)

The table below presents expenses by both their nature and function: (Continued)

| | 2018 | | |
|-----------------------------------|-----------------------------|-----------------------------------|---------------------|
| | Program Services | Management and General | Total |
| Salaries | \$ 281,510 | \$ 202,537 | \$ 484,047 |
| NSPA expenses | 498,398 | - | 498,398 |
| VHHA expenses | 146,383 | - | 146,383 |
| Contracts for services | 181,926 | - | 181,926 |
| Symposium (Note 9) | 396,557 | 19,500 | 416,057 |
| Payroll tax and employee benefits | 86,434 | 47,299 | 133,733 |
| Salaries – education and testing | 73,899 | - | 73,899 |
| CBA expenses | 2,539 | - | 2,539 |
| Special projects | 5,532 | - | 5,532 |
| Supplies and equipment | 34,009 | 9,534 | 43,543 |
| Depreciation | - | 33,127 | 33,127 |
| Utilities | 22,008 | - | 22,008 |
| Maintenance and repair | 20,267 | 1,113 | 21,380 |
| Travel, mileage, and lodging | 8,420 | 2,125 | 10,545 |
| Professional fees | 10,480 | - | 10,480 |
| Insurance | 4,272 | 13,720 | 17,992 |
| Telecommunications | 8,138 | 5,901 | 14,039 |
| Textbooks | 88,775 | - | 88,775 |
| Equipment rental | 8,286 | - | 8,286 |
| Staff development | 4,663 | 1,760 | 6,423 |
| Rent | 6,778 | - | 6,778 |
| Miscellaneous | 12,668 | - | 12,668 |
| Postage | 290 | 1,367 | 1,657 |
| Printing and publications | 281 | 2,385 | 2,666 |
| CISM conference and miscellaneous | 5,786 | - | 5,786 |
| Dues and membership | 150 | 1,922 | 2,072 |
| Inter-divisional rent | (24,000) | - | (24,000) |
| | \$ 1,884,449 | \$ 342,290 | \$ 2,226,739 |

(Continued)

WESTERN VIRGINIA EMERGENCY MEDICAL SERVICES COUNCIL, INC.

NOTES TO FINANCIAL STATEMENTS

June 30, 2019

Note 9. Retirement Plan

The Council has a Simplified Employee Pension Plan covering all salaried employees who are at least 21 years of age, have received at least \$300 in compensation during the current year, and have completed one year of employment. This one year of employment is defined as having any portion of the year prior to the January 1 enrollment date. The Council contributes a 5% match of the employees' eligible contributions. The Council contributed \$27,298 and \$28,317 to the plan in 2019 and 2018, respectively.

Note 10. Compensated Absences

Each employee earns paid time off (PTO) in accordance with the Council's policies. At the end of each fiscal year, balances of PTO up to 200 hours are carried forward. At June 30, 2019 and 2018, the accrual for compensated balances was \$46,414 and \$45,883, respectively, and is included in accrued expenses on the statement of financial position.

Note 11. Symposium

The Council is responsible for the primary purpose of Alliance for Emergency Medical Education and Research (AEMER), the sponsorship of an annual education symposium for emergency medical providers in Virginia and elsewhere, and in particular for Virginia statewide emergency medical services.

Total revenues from the symposium for the year ended June 30, 2019 were \$333,557. Expenses incurred were:

| | 2019 | | |
|---------------------------|-----------------------------|-----------------------------------|-------------------|
| | Program Services | Management and General | Total |
| Conference center | \$ 5,000 | \$ - | \$ 5,000 |
| Symposium event manager | 27,110 | - | 27,110 |
| Supplies | 23,154 | - | 23,154 |
| Discounts | 9,877 | - | 9,877 |
| Professional services | - | 16,500 | 16,500 |
| Printing and publications | 14,429 | - | 14,429 |
| Participant material | 240 | - | 240 |
| Contract labor | 49,372 | - | 49,372 |
| Symposium entertainment | 52,650 | - | 52,650 |
| Symposium scholarship | 5,000 | - | 5,000 |
| Travel | 64,595 | - | 64,595 |
| Postage | 50 | - | 50 |
| | <u>\$ 251,477</u> | <u>\$ 16,500</u> | <u>\$ 267,977</u> |

(Continued)

WESTERN VIRGINIA EMERGENCY MEDICAL SERVICES COUNCIL, INC.

NOTES TO FINANCIAL STATEMENTS

June 30, 2019

Note 11. Symposium (Continued)

Total revenues from the symposium for the year ended June 30, 2018 were \$343,473. Expenses incurred were:

| | 2018 | | |
|---------------------------|-----------------------------|-----------------------------------|-------------------|
| | Program Services | Management and General | Total |
| Conference center | \$ 219,695 | \$ - | \$ 219,695 |
| Symposium event manager | 14,208 | - | 14,208 |
| Supplies | 24,229 | - | 24,229 |
| Discounts | 10,982 | - | 10,982 |
| Professional services | - | 19,500 | 19,500 |
| Printing and publications | 12,998 | - | 12,998 |
| Participant material | 3,652 | - | 3,652 |
| Contract labor | 40,648 | - | 40,648 |
| Symposium entertainment | 16,977 | - | 16,977 |
| Symposium scholarship | 5,000 | - | 5,000 |
| Planning | 1,830 | - | 1,830 |
| Travel | 46,319 | - | 46,319 |
| Postage | 19 | - | 19 |
| | <u>\$ 396,557</u> | <u>\$ 19,500</u> | <u>\$ 416,057</u> |