



City of Wilson, Oklahoma

Independent Accountants' Report on Applying
Agreed-Upon Procedures

For the Fiscal Year Ended June 30, 2023

CITY OF WILSON, OKLAHOMA

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Independent Accountants' Report on Applying Agreed-Upon Procedures

To the Specified Users of the Report:

City Board, City of Wilson
Wilson, Oklahoma

Trustees of the Wilson Public Works Authority
Wilson, Oklahoma

Oklahoma Office of State Auditor and Inspector
Oklahoma City, Oklahoma

Oklahoma Department of Commerce
Oklahoma City, Oklahoma

Oklahoma Department of Agriculture
Oklahoma City, Oklahoma

We have performed the procedures enumerated below which were agreed to by the specified users of the report as identified above, and as defined within the applicable state laws of the State of Oklahoma solely to assist the Town and Public Works Authority in meeting its financial accountability requirements as prescribed by applicable Oklahoma law and evaluating compliance with specified legal or contractual requirements for the fiscal year ended June 30, 2023. Management of the City of Wilson (the Town) and the Wilson Public Works Authority (the Authority) are responsible for the Town's and the Authority's financial accountability and its compliance with those legal and contractual requirements.

The Town and the Authority has agreed to and acknowledged that the procedures performed are appropriate to meet the intended purpose of meeting their financial accountability requirements as prescribed by applicable Oklahoma law and evaluating compliance with specified legal or contractual requirements for the fiscal year ended June 30, 2023. This report may not be suitable for any other purpose. The procedures performed may not address all the items of interest to a user of this report and may not meet the needs of all users of this report and, as such, users are responsible for determining whether the procedures performed are appropriate for their purposes.

Procedures and Findings

As to the **City of Wilson** as of and for the fiscal year ended June 30, 2023:

1. ***Procedures Performed:*** From the Town's trial balances, we prepared a schedule of changes in fund balances for each fund (see accompanying Exhibit A) and compared the schedule results to the statutory prohibition of creating fund balance deficits to report any noted instances of noncompliance.

Findings: No instances of noncompliance were noted.

2. ***Procedures Performed:*** From the Town's trial balances, we prepared a budget and actual financial schedule for the General Fund (see accompanying Exhibit B), Street Sales Tax Fund (see accompanying Exhibit B-1), Capital Projects Fund (see accompanying Exhibit B-2) and Grant Fund (see accompanying Exhibit B-3) and compared the actual expenditures reported to the authorized appropriations to report any noted instances of noncompliance with the appropriation limitations.

Findings: No instances of noncompliance were noted.

3. ***Procedures Performed:*** We agreed the Town's bank account balances to bank statements and traced the timely clearance to report any reconciling items that have not cleared.

Findings: All bank accounts appeared properly reconciled without exception.

4. ***Procedures Performed:*** We compared the Town's uninsured deposits to fair value of pledged collateral to report any amounts of uninsured and uncollateralized deposits.

Findings: The Town's deposits were fully insured or collateralized as of June 30, 2023.

5. ***Procedures Performed:*** We compared Town's use of material restricted revenues and resources exceeding \$1,000 to their restrictions to report any noted instances of noncompliance.

Findings: Materially restricted revenues and expenditures that exceeded \$1,000 consisted of the Street Sales Tax Fund, Capital Projects Fund, Grant Fund and the General Fund's Street & Alley Department. No instances of noncompliance were noted regarding these restricted revenue.

6. ***Procedures Performed:*** We compared the accounting for the Town's activities by fund to the legal and contractual requirements for separate funds to report any noted instances of noncompliance.

Findings: No exceptions were found as a result of applying the procedure.

7. ***Procedures Performed:*** From the debt documents, we compiled the debt service compliance schedule to determine compliance with reserve accounts and debt service coverage requirement of bond indentures.

Findings: This procedure was not performed. The City of Wilson has no debt service or reserve account requirements.

As to the **Wilson Public Works Authority** as of and for the fiscal year ended June 30, 2023:

1. ***Procedures Performed:*** From the Authority's trial balances, we prepared a schedule of revenues, expenses and changes in fund balances – modified cash basis for each fund (see accompanying Exhibit A) and compared the schedule results to the applicable trust prohibitions for creating fund balance deficits to report any noted instances of noncompliance.

Findings: No instances of noncompliance were noted.

2. ***Procedures Performed:*** We agreed the Authority's bank account balances to bank statements and traced the timely clearance to report any reconciling items that have not cleared.

Findings: All bank accounts appeared properly reconciled without exception.

3. ***Procedures Performed:*** We compared the Authority's uninsured deposits to fair value of pledged collateral to report any amounts of uninsured and uncollateralized deposits.

Findings: The Authority's deposits were fully insured or collateralized as of June 30, 2023.

4. ***Procedures Performed:*** We compared Authority's use restricted revenues and resources exceeding \$1,000 to their restrictions to report any noted instances of noncompliance.

Findings: No instances of noncompliance were noted regarding restricted revenues.

5. ***Procedures Performed:*** We compared the accounting for the Authority's activities by fund to the legal and contractual requirements for separate funds to report any noted instances of noncompliance.

Findings: All required funds have been established.

6. ***Procedures Performed:*** From the debt documents, we compiled the debt service compliance schedule to determine compliance with reserve accounts and debt service coverage requirement of bond indentures.

Findings: This procedure was not performed. The Wilson Public Works Authority has no debt service or reserve account requirements as of June 30, 2023.

As to the **City of Wilson** and **Wilson Public Works Authority**, as of and for the fiscal year ended June 30, 2023:

1. **Procedures Performed:** From the Authority's Operating Account trial balance, we prepared a statement of revenues, expenses and changes in fund balance – modified cash basis (see accompanying Exhibit C) for the year ended June 30, 2023.
2. **Procedures Performed:** From the Town's and Authority's trial balances, we prepared a schedule of grant activity for each grant/contract (see accompanying Exhibit D) and compared the receipts and disbursements to grant agreements and supporting information to report any noted instances of noncompliance with the grant agreement.

We were engaged to perform this agreed-upon procedures engagement in accordance with attestation standards established by the American Institute of Certified Public Accountants to meet the requirements prescribed by Oklahoma Statutes §11-17.105-.107 and §60-180.1-.3. We were not engaged to and did not conduct an examination or review engagement, the objective of which would be the expression of an opinion or conclusion, respectively, on the Town or the Authority meeting their financial accountability requirements as prescribed by applicable Oklahoma law and evaluating compliance with specified legal or contractual requirements for the fiscal year ended June 30, 2023. Accordingly, we do not express such an opinion or conclusion. Had we performed additional procedures, other matters might have come to our attention that would have been reported to you.

We are required to be independent of the Town and the Authority and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements related to our agreed-upon procedures engagement.

This report is intended solely for the information and use of the specified users, as identified above, and is not intended to be and should not be used by anyone other than those specified parties.

Rahhal Henderson Willis, PLLC

Rahhal Henderson Willis PLLC
Ardmore, Oklahoma
November 30, 2023

City of Wilson and Public Works Authority
 Summary of Changes in Fund Balances – Modified Cash Basis
 For the Year Ended June 30, 2023

EXHIBIT A

	Fund Balances Beginning	Revenue	Expenditures	Fund Balances Ending
CITY:				
General Fund	\$ 448,923	\$ 1,053,137	\$ 1,046,151	\$ 455,909
Parks	128,669	65,426	53,444	140,651
Street Sales Tax Fund	533,530	200,162	92,704	640,988
Special Sales Tax Fund	237,043	82,285	103,405	215,923
Wilson Police Car Fund	26,943	5,543	25,621	6,865
Municipal Court Fund	17,389	52,057	47,454	21,992
Capital Projects Fund	480,568	78,505	48,900	510,173
Grant Fund	148,098	329,643	208,696	269,045
PWA Sales Tax	120,450	39,860	13,173	147,137
Fire Grant Fund	2,713	10,053	3,148	9,618
City Subtotal	<u>2,144,326</u>	<u>1,916,671</u>	<u>1,642,696</u>	<u>2,418,301</u>
PUBLIC WORKS AUTHORITY:				
PWA Utilities Fund	149,515	431,764	420,839	160,440
Meter Deposit Fund	88,995	13,113	10,472	91,636
PWA Subtotal	<u>238,510</u>	<u>444,877</u>	<u>431,311</u>	<u>252,076</u>
Overall Totals	<u>\$ 2,382,836</u>	<u>\$ 2,361,548</u>	<u>\$ 2,074,007</u>	<u>\$ 2,670,377</u>

See Independent Accountant's Report on Agreed-Up Procedures

City of Wilson
 Budgetary Comparison Schedule – Modified Cash Basis
 General Fund
 For the Year Ended June 30, 2023

EXHIBIT B

	Budgeted Amounts		Actual	Variance with
	Original	Final		Final Budget Positive (Negative)
Beginning Budgetary Fund Balance:	\$ 328,550	\$ 328,550	448,923	120,373
Resources (Inflows)				
Taxes	339,700	449,700	459,330	9,630
Fines and Forfeitures	300	300	155	(145)
Charges for Services	171,800	182,800	214,996	32,196
Use of Assets	98,800	98,800	172,660	73,860
Street & Alley	10,900	10,900	13,522	2,622
Franchise Tax	91,800	91,800	156,650	64,850
Permits	3,000	3,000	5,442	2,442
Grants / Donations	129,300	129,300	7,247	(122,053)
Miscellaneous Income	8,600	8,600	1,044	(7,556)
Total Inflows	854,200	975,200	1,031,046	55,846
Charges to Appropriations (Outflows)				
General Government	150,500	150,500	124,610	25,890
Managerial	83,700	103,700	101,236	2,464
City Clerk	78,600	98,600	93,555	5,045
Parks	14,900	19,900	17,596	2,304
Streets	74,000	74,000	50,835	23,165
Court	9,100	9,100	9,083	17
Police	336,100	336,100	289,018	47,082
Fire	10,000	18,000	13,737	4,263
Code Enforcement Animal Control	20,250	20,250	18,827	1,423
Cemetery	300	300	300	-
Senior Citizens	21,300	36,300	32,016	4,284
Labor Staff	87,700	132,700	124,498	8,202
Attorney	9,100	9,100	9,083	17
Sanitation Pickup	138,300	146,300	142,226	4,074
Total Outflows	1,033,850	1,154,850	1,026,620	128,230
Excess of Inflows over Outflows before Other Financing Sources (Uses)	(179,650)	(179,650)	4,426	184,076
Other Financing Sources (Uses)				
Transfers In	51,100	51,100	22,091	(29,009)
Transfers Out	(200,000)	(200,000)	(19,531)	180,469
Total Other Financing Sources (Uses)	(148,900)	(148,900)	2,560	151,460
Ending Budgetary Fund Balance	\$ -	\$ -	\$ 455,909	\$ 455,909

See Independent Accountant's Report on Agreed-Upon Procedures

City of Wilson
 Budgetary Comparison Schedule – Modified Cash Basis
 Street Sales Tax Fund
 For the Year Ended June 30, 2023

EXHIBIT B-1

	Budgeted Amounts		Actual	Variance with
	Original	Final		Final Budget Positive (Negative)
Beginning Budgetary Fund Balance	\$ 448,000	\$ 448,000	\$ 533,530	\$ 85,530
Resources (Inflows)				
Miscellaneous Revenue	140,900	155,900	197,405	41,505
Interest	600	600	2,757	2,157
Total Inflows	141,500	156,500	200,162	43,662
Charges to Appropriations (Outflows)				
Operations	17,000	17,000	-	17,000
Total Outflows	17,000	17,000	-	17,000
Excess of Inflows over Outflows before other Financing Sources (Uses)	124,500	139,500	200,162	60,662
Other Financing Sources (Uses)	(80,000)	(95,000)	(92,704)	2,296
Ending Budgetary Fund Balance	\$ 492,500	\$ 492,500	\$ 640,988	\$ 148,488

See Independent Accountant’s Report on Agreed-Upon Procedures

City of Wilson
 Budgetary Comparison Schedule – Modified Cash Basis
 Capital Projects Fund
 For the Year Ended June 30, 2023

EXHIBIT B-2

	Budgeted Amounts		Actual	Variance with Final Budget Positive (Negative)
	Original	Final		(Negative)
Beginning Budgetary Fund Balance	\$ 470,000	\$ 470,000	\$ 480,568	\$ 10,568
Resources (Inflows)				
Use of Assets	900	900	6,505	5,605
Total Inflows	900	900	6,505	5,605
Charges to Appropriations (Outflows)				
Cap Imp Gen Government	51,500	51,500	-	51,500
Cap Imp Gen Police	-	50,000	48,900	1,100
Cap Imp Gen Street	50,000	-	-	-
Cap Imp Water/Sewer	92,000	92,000	-	92,000
Total Outflows	193,500	193,500	48,900	144,600
Excess of Inflows over Outflows before other Financing Sources (Uses)	(192,600)	(192,600)	(42,395)	150,205
Other Financing Sources (Uses)				
Transfers In	72,000	72,000	72,000	-
Total Other Financing Sources (Uses)	72,000	72,000	72,000	-
Ending Budgetary Fund Balance:	\$ 349,400	\$ 349,400	\$ 510,173	\$ 160,773

See Independent Accountant's Report on Agreed-Upon Procedures

City of Wilson
 Budgetary Comparison Schedule – Modified Cash Basis
 Grant Fund
 For the Year Ended June 30, 2023

EXHIBIT B-3

	Budgeted Amounts		Actual	Variance with
	Original	Final		Final Budget Positive (Negative)
Beginning Budgetary Fund Balance	\$ -	\$ 23,000	\$ 148,098	\$ 125,098
Resources (Inflows)				
ARPA Proceeds	95,000	95,000	149,439	54,439
Grants	87,500	110,500	87,500	(23,000)
Total Inflows	182,500	205,500	236,939	31,439
Charges to Appropriations (Outflows)				
Senior Citizens	-	16,000	16,000	-
Streets	166,000	196,000	192,696	3,304
Total Outflows	166,000	212,000	208,696	3,304
Excess of Inflows over Outflows before other Financing Sources (Uses)	16,500	(6,500)	28,243	34,743
Other Financing Sources (Uses)				
Transfers In	78,500	78,500	92,704	14,204
Total Other Financing Sources (Uses)	78,500	78,500	92,704	14,204
Ending Budgetary Fund Balance	\$ 95,000	\$ 95,000	\$ 269,045	\$ 174,045

See Independent Accountant’s Report on Agreed-Upon Procedures

City of Wilson
Statement of Revenues, Expenses and Changes in Fund Balances
Modified Cash Basis
Wilson Public Works Authority - Operating Account
For the Year Ended June 30, 2023

EXHIBIT C

Operating Revenues

Water	\$	270,071
Sewer		136,157
Water/Sewer Taps		1,725
Penalties		11,820
Miscellaneous		9,490
Total Operating Revenues		429,263

Operating Expenses

Salaries		137,609
Retirement		20,642
Health Insurance		10,379
Payroll Tax		12,993
Worker Compensation Insurance		7,872
Office Supplies and Postage		14,128
Phone and Cable		6,128
Vehicle Expense		12,110
Misc		4,797
Repair and Replacement		37,079
Materials and Supplies		30,334
Utilities		33,477
Dues/fees		8,861
Purchased Water		6,063
Lab		6,367
Total Operating Expenses		348,839

Operating Income before Nonoperating Revenues and Other Financing Sources		80,424
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Nonoperating Revenues (Expenses)

Interest Revenue		2,501
Income before Other Financing Sources		82,925

Other Financing Sources (Uses)

Transfers In		-
Transfers Out		(72,000)
Total Other Financing Uses		(72,000)

Net Change in Fund Balance		10,925
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Fund Balance - Beginning		149,515
Fund Balance - Ending	\$	160,440

See Independent Accountant's Report on Agreed-Upon Procedures

City of Wilson
Schedule of Grant Activity
Modified Cash Basis
For the Year Ended June 30, 2023

EXHIBIT D

FEDERAL GRANTOR/PASS- THROUGH GRANTOR/ PROGRAM TITLE	CFDA NUMBER	PASS THROUGH GRANTOR'S PROJECT NUMBER	AWARD AMOUNT	PRIOR YEARS EXPENDED	PRIOR YEARS DOCUMENTED MATCHING	CURRENT YEAR RECEIVED	CURRENT YEAR EXPENDED AMOUNT	DOCUMENTED MATCHING	JUNE 30, 2023 BALANCE
<i>State Funds</i>									
Oklahoma Department of Commerce	14.228	18174 CDBG 20	\$ 87,500	\$ -	\$ 4,770	\$ 87,500	\$ 87,500	\$ 94,504	\$ -
Oklahoma Department of Commerce	14.228	19017 CDBG 22	300,000	-	-	-	-	3,750	-
Oklahoma State Department of Agriculture		Fire Grant 21-22	4,763	3,845	-	-	918	-	-
Oklahoma State Department of Agriculture		Fire Grant 22-23	10,053	-	-	10,053	2,230	-	7,823
Total Grants			\$ 402,316	\$ 3,845	\$ 4,770	\$ 97,553	\$ 90,648	\$ 98,254	\$ 7,823

See Independent Accountant's Report on Agreed-Upon Procedures