

**Town of Empire City**

Independent Accountant's Report on Applying  
Agreed Upon Procedures  
Year Ended June 30, 2023

Town of Empire City, Oklahoma  
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## **Independent Accountants' Report on Applying Agreed-Upon Procedures**

### ***To the Specified Users of the Report:***

Town Board, Town of Empire City  
Empire City, Oklahoma

Oklahoma Office of State Auditor and Inspector  
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 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 Town of Empire City (the Town) are responsible for the Town's financial accountability and its compliance with those legal and contractual requirements.

The Town have 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.

The procedures and associated findings are as follows:

As to the **Town of Empire City** 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 determined compliance with the statutory prohibition of creating fund balance deficits and noted instances of noncompliance.

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

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) and determined compliance with the legal level of appropriations by comparing expenditures and encumbrances to authorized appropriations.

***Findings: The General Fund's Maintenance & Operations expenditures exceeded budgeted expenditures by \$9,162.***

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

***All accounts appeared properly reconciled except for the Street & Alley's CD's. CD's were not reconciled and CD 43243's interest was not recorded.***

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.

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

5. ***Procedures Performed:*** We compared the Town's use of restricted revenues and resources that exceeded \$250 to their restrictions to report any noted instances of noncompliance.

***Materially restricted revenues and expenditures that exceeded \$250 consisted of the Town's Fire Grant. Of the 38 items selected, one was overpaid by \$172.87 based on support tickets attached, one did not have supporting invoices attached and five were paid via statement instead of invoices.***

6. ***Procedures Performed:*** We compared the accounting for the Town's activities by fund to the legal and contractual requirements for separate funds to determine compliance with requirements for separate funds.

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

7. ***Procedures Performed:*** We compared the Town's account balances in reserve accounts to contractually required balances and debt service coverage requirements of bond indentures to the actual coverage to determine compliance with reserve account and debt service coverage requirements of bond indentures.

***This procedure was not performed since the Town of Empire City had no bond indentures.***

We were engaged by the Town of Empire City 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-. 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 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 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*

December 20, 2024  
Ardmore, Oklahoma

**Town of Empire City, Oklahoma**  
**Summary of Changes in Fund Balances – Modified Cash Basis**  
**For the Year Ended June 30, 2023**

	Fund Balances Cash Basis <u>Beginning</u>	<u>Revenue</u>	<u>Expenditures</u>	Fund Balances Cash Basis <u>Ending</u>
CITY:				
General Fund	\$ 98,727	124,853	92,051	\$ 131,529
Street & Alley Fund	<u>128,202</u>	<u>8,340</u>	<u>-</u>	<u>136,542</u>
Overall Totals	\$ 226,929	\$ 133,193	\$ 92,051	\$ 268,071

**Town of Empire City, Oklahoma**  
**Budgetary Comparison Schedule – Modified Cash Basis**  
**General Fund**  
**For the Year Ended June 30, 2023**

	Budgeted Amounts		Actual	Variance with Final Budget Positive (Negative)
	Original	Final		
<b>Beginning Budgetary Fund Balance:</b>	\$ 98,727	\$ 98,727	\$ 98,727	\$ -
<b>Resources (Inflows):</b>				
<b>Taxes</b>				
Alcohol Beverage Tax	6,046	6,046	6,192	146
Total Taxes	6,046	6,046	6,192	146
<b>Other Revenue</b>				
Fire Subscriptions Fees	5,063	5,063	29,010	23,947
Fire Fundraiser Income	-	-	2,377	2,377
Rental Income	360	360	1,200	840
Refunds & Reimbursements	-	-	1,004	1,004
Donations	12,956	12,956	300	(12,656)
Grants	-	-	84,770	84,770
Total Other Revenue	18,379	18,379	118,661	100,282
<b>Total Resources (Inflows)</b>	<b>24,425</b>	<b>24,425</b>	<b>124,853</b>	<b>100,428</b>
<b>Charges to Appropriations (Outflows):</b>				
Personal Services	15,000	15,000	2,889	12,111
Maintenance & Operations	80,000	80,000	89,162	(9,162)
Capital Outlay	28,152	28,152	-	28,152
Total Outflows	123,152	123,152	92,051	31,101
<b>Excess of Inflows over Outflows before Other Financing Sources (Uses)</b>	<b>(98,727)</b>	<b>(98,727)</b>	<b>32,802</b>	<b>31,247</b>
<b>Ending Budgetary Fund Balance:</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 131,529</b>	<b>\$ 31,247</b>

**Town of Empire City, Oklahoma**  
**Schedule of Grant Activity – Modified Cash Basis**  
**For the Year Ended June 30, 2023**

<u>Agency</u>	<u>Project</u>	<u>Prior Year Expended</u>	<u>Award Amount</u>	<u>Received 2022-2023</u>	<u>Expended 2022-2023</u>	<u>Balance</u>
<u><i>State Grants</i></u>						
Oklahoma Forestry Service	Fire Operational	\$ -	\$ 10,053	\$ 10,053	\$ 10,053	\$ -
<i>Total State Grants</i>		<u>\$ -</u>	<u>\$ 10,053</u>	<u>\$ 10,053</u>	<u>\$ 10,053</u>	<u>\$ -</u>