



City of Wilson, Oklahoma

Independent Accountants' Report on Applying
Agreed-Upon Procedures

For the Fiscal Year Ended June 30, 2024

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, 2024. 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, 2024. 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 **City of Wilson** as of and for the fiscal year ended June 30, 2024:

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) and Grant Fund (see accompanying Exhibit B-1) and compared the actual expenditures reported to the authorized appropriations to report any noted instances of noncompliance with the appropriation limitations.

Findings: The General Fund's Transfers Out exceeded budget by \$12,088.

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, 2024.

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 PWA Sales Tax Fund, Special Sales Tax Fund, Street Sales Tax Fund, Grant Fund and the General Fund's Street & Alley Department. Of the 38 items tested, the Special Sales Tax Fund had one item that could not be determined if it was an allowable expenditure and one that was an overcharge due to a data entry error.

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.

See Independent Accountant's Report on Agreed-Upon Procedures

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, 2024:

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, 2024.

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: There were no materially restricted revenues and expenditures.

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: No instances of noncompliance were observed regarding separate funds.

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 to the **City of Wilson and Wilson Public Works Authority**, as of and for the fiscal year ended June 30, 2024:

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, 2024.
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.

Findings: No instances of noncompliance were observed.

We were engaged by the City of Wilson 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 and 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, 2024. 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
September 26, 2024

City of Wilson and Public Works Authority
Summary of Changes in Fund Balances – Modified Cash Basis
For the Year Ended June 30, 2024

EXHIBIT A

	Fund Balances			Fund Balances
	<u>Beginning</u>	<u>Revenue</u>	<u>Expenditures</u>	<u>Ending</u>
CITY:				
General Fund	\$ 455,909	\$ 1,062,194	\$ 1,163,218	\$ 354,885
Parks	140,651	46,978	54,674	132,955
Street Sales Tax Fund	640,988	202,220	18,754	824,454
Special Sales Tax Fund	215,923	85,157	77,475	223,605
Wilson Police Car Fund	6,865	6,687	11,172	2,380
Municipal Court Fund	21,992	42,064	46,683	17,373
Capital Projects Fund	510,173	87,565	35,528	562,210
Grant Fund	269,045	279,813	347,805	201,053
PWA Sales Tax	147,137	39,461	21,199	165,399
Fire Grant Fund	<u>9,618</u>	<u>9,993</u>	<u>-</u>	<u>19,611</u>
City Subtotal	<u>2,418,301</u>	<u>1,862,132</u>	<u>1,776,508</u>	<u>2,503,925</u>
PUBLIC WORKS AUTHORITY:				
PWA Utilities Fund	160,440	410,552	425,107	145,885
Meter Deposit Fund	<u>91,636</u>	<u>14,403</u>	<u>12,719</u>	<u>93,320</u>
PWA Subtotal	<u>252,076</u>	<u>424,955</u>	<u>437,826</u>	<u>239,205</u>
Overall Totals	<u>\$ 2,670,377</u>	<u>\$ 2,287,087</u>	<u>\$ 2,214,334</u>	<u>\$ 2,743,130</u>

See Independent Accountant's Report on Agreed-Upon Procedures

City of Wilson
Budgetary Comparison Schedule – Modified Cash Basis
General Fund
For the Year Ended June 30, 2024

EXHIBIT B

	Budgeted Amounts		Actual	Variance with Final Budget Positive (Negative)
	Original	Final		
Beginning Budgetary Fund Balance:	\$ 182,327	\$ 182,327	\$ 455,909	\$ 273,582
Resources (Inflows)				
Taxes	413,800	413,800	522,359	108,559
Fines and Forfeitures	10,100	10,100	29,915	19,815
Charges for Services	171,900	171,900	206,201	34,301
Use of Assets	161,100	161,100	88,592	(72,508)
Street & Alley	12,200	12,200	12,961	761
Franchise Tax	140,700	140,700	138,884	(1,816)
Permits	5,200	5,200	5,260	60
Grants / Donations	153,100	153,100	50,000	(103,100)
Miscellaneous Income	1,000	1,000	8,022	7,022
Total Inflows	1,069,100	1,069,100	1,062,194	(6,906)
Charges to Appropriations (Outflows)				
General Government	139,800	139,800	112,025	27,775
Managerial	111,922	117,922	116,890	1,032
City Clerk	104,966	105,966	105,044	922
Parks	14,500	16,000	14,786	1,214
Streets	49,100	49,100	43,300	5,800
Court	9,100	9,100	9,076	24
Police	353,975	353,975	341,516	12,459
Fire	14,100	19,100	16,635	2,465
Code Enforcement Animal Control	25,552	42,552	34,418	8,134
Dispatch	-	3,500	1,657	1,843
Cemetery	300	300	-	300
Senior Citizens	32,800	32,800	19,991	12,809
Library	300	15,300	8,119	7,181
Labor Staff	236,022	184,522	156,461	28,061
Attorney	9,750	9,750	9,077	673
Sanitation Pickup	142,700	145,200	143,795	1,405
Total Outflows	1,244,887	1,244,887	1,132,790	112,097
Excess of Inflows over Outflows before Other Financing Sources (Uses)	<u>(175,787)</u>	<u>(175,787)</u>	<u>(70,596)</u>	<u>105,191</u>
Other Financing Sources (Uses)				
Transfers In	11,800	11,800	-	(11,800)
Transfers Out	<u>(18,340)</u>	<u>(18,340)</u>	<u>(30,428)</u>	<u>(12,088)</u>
Total Other Financing Sources (Uses)	<u>(6,540)</u>	<u>(6,540)</u>	<u>(30,428)</u>	<u>(23,888)</u>
Ending Budgetary Fund Balance	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 354,885</u>	<u>\$ 354,885</u>

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, 2024

EXHIBIT B-1

	Budgeted Amounts		Actual	Variance with Final Budget Positive (Negative)
	Original	Final		
Beginning Budgetary Fund Balance	\$ -	\$ 67,995	\$ 269,045	\$ 201,050
Resources (Inflows)				
Grants	-	279,810	279,813	3
Total Inflows	-	279,810	279,813	3
Charges to Appropriations (Outflows)				
Streets	-	347,805	347,805	-
Total Outflows	-	347,805	347,805	-
Excess of Inflows over Outflows	-	(67,995)	(67,992)	3
Ending Budgetary Fund Balance	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 201,053</u>	<u>\$ 201,053</u>

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, 2024

EXHIBIT C

Operating Revenues

Water	\$ 250,829
Sewer	132,418
Water/Sewer Taps	3,525
Penalties	11,403
Miscellaneous	7,678
Total Operating Revenues	<u>405,853</u>

Operating Expenses

Salaries	145,977
Retirement	20,198
Health Insurance	9,078
Payroll Tax	12,096
Worker Compensation Insurance	7,399
Office Supplies and Postage	13,216
Phone and Cable	8,661
Vehicle Expense	7,718
Misc	3,154
Repair and Replacement	46,240
Materials and Supplies	25,753
Utilities	31,060
Dues/fees	8,143
Purchased Water	5,616
Lab	8,798
Total Operating Expenses	<u>353,107</u>

Operating Income before Nonoperating Revenues
and Other Financing Sources 52,746

Nonoperating Revenues (Expenses)

Interest Revenue	4,699
Income before Other Financing Sources	<u>57,445</u>

Other Financing Sources (Uses)

Transfers In	-
Transfers Out	(72,000)
Total Other Financing Uses	<u>(72,000)</u>

Net Change in Fund Balance (14,555)

Fund Balance - Beginning	160,440
Fund Balance - Ending	<u><u>\$ 145,885</u></u>

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, 2024

EXHIBIT D

<u>Grant</u>	<u>Number</u>	<u>Award Amount</u>	<u>PY Expenses</u>	<u>PY Match</u>	<u>CY Received</u>	<u>CY Expenses</u>	<u>Match</u>	<u>Balance 6/30/2024</u>
Oklahoma Department of Commerce	19017 CDBG 22	\$ 300,000	\$ -	\$ 3,750	\$ 270,814	\$ 270,814	\$ 76,794	\$ 29,186
Oklahoma State Department of Agriculture	Fire Grant 22-23	10,053	2,230	-	-	-	-	7,823
Oklahoma State Department of Agriculture	Fire Grant 23-24	<u>9,994</u>	<u>-</u>	<u>-</u>	<u>9,994</u>	<u>-</u>	<u>-</u>	<u>9,994</u>
Total Grants		<u>\$ 320,047</u>	<u>\$ 2,230</u>	<u>\$ 3,750</u>	<u>\$ 280,808</u>	<u>\$ 270,814</u>	<u>\$ 76,794</u>	<u>\$ 47,003</u>

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