

**Town of Fort Towson, Oklahoma**

**Financial Statements and Report  
of Independent Accountants**

**As of and For the Year Ending  
June 30, 2013**

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## Independent Auditor's Report

To the Board of Trustees  
Town of Ft. Towson, Oklahoma

### Report on the Financial Statements

We have audited the accompanying modified cash-basis financial statements of the governmental activities, the business-type activities, the aggregate discretely presented component units, each major fund, and the aggregate remaining fund information of Town of Ft. Towson, as of and for the year ended June 30, 2013, and the related notes to the financial statements, which collectively comprise the Town's basic financial statements as listed in the table of contents.

### Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with the modified cash-basis of accounting described in Note 1. This includes determining that the modified cash-basis of accounting is an acceptable basis for the preparation of the financial statements in the circumstances. Management is also responsible for 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 Responsibility

Our responsibility is to express opinions on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in Government Auditing Standards, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

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 internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity'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 opinions.

### **Opinions**

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective modified cash-basis financial position of the governmental activities, the business-type activities, the aggregate discretely presented component units, each major fund, and the aggregate remaining fund information of the Town of Ft. Towson, as of June 30, 2013, and the respective changes in modified cash-basis financial position, and, where applicable, cash flows thereof for the year then ended in conformity with the basis of accounting described in Note 1.

### **Other Matters**

#### **Required Supplementary Information**

Management has omitted the management's discussion and analysis and budgetary comparison information that accounting principles generally accepted in the United States of America require to be presented to supplement the basic financial statements. Such missing information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. Our opinion on the basic financial statements is not affected by this missing information.

#### **Other Reporting Required by Government Auditing Standards**

In accordance with Government Auditing Standards, we have also issued our report dated July 31, 2013, on our consideration of the Town of Ft. Towson's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with Government Auditing Standards in considering Town of Ft. Towson's internal control over financial reporting and compliance.

#### **Basis of Accounting**

We draw attention to Note 1 of the financial statements that describes the basis of accounting. The financial statements are prepared on the modified cash-basis of accounting, which is a basis of accounting other than accounting principles generally accepted in the United States of America. Our opinions are not modified with the respect to this matter.



Oklahoma City, Oklahoma  
July 31, 2013

Town of Fort Towson  
Statement of Net Position - Modified Cash Basis  
June 30, 2013

	Governmental Activities	Business-Type Activities	Totals
<b>CURRENT ASSETS</b>			
Cash in Bank - Unrestricted	96,678.35	127,692.10	224,370.45
Cash in Bank - Restricted	-	50,033.21	50,033.21
Accounts Receivable, net	-	-	-
<b>Total Current Assets</b>	<u>96,678.35</u>	<u>177,725.31</u>	<u>274,403.66</u>
<b>PROPERTY AND EQUIPMENT</b>			
Capital Assets, net	<u>187,719.54</u>	<u>2,863,666.45</u>	<u>3,051,385.99</u>
<b>TOTAL ASSETS</b>	<u>\$ 284,397.89</u>	<u>\$ 3,041,391.76</u>	<u>\$ 3,325,789.65</u>
<b>CURRENT LIABILITIES</b>			
Meter Deposits	-	22,982.00	22,982.00
Current Portion of Long Term Debt	-	33,044.00	33,044.00
<b>Total Current Liabilities</b>	<u>-</u>	<u>56,026.00</u>	<u>56,026.00</u>
<b>LONG-TERM LIABILITIES</b>			
Notes Payable	-	1,059,161.95	1,059,161.95
<b>TOTAL LIABILITIES</b>	<u>-</u>	<u>1,115,187.95</u>	<u>1,115,187.95</u>
<b>NET POSITION</b>			
Invested in Capital Assets, Net of Related Debt	187,719.54	1,781,522.50	1,969,242.04
Restricted for Debt Service	-	30,000.00	30,000.00
Restricted for Other Purposes	-	22,982.00	22,982.00
Unrestricted	96,678.35	91,699.31	188,377.66
<b>TOTAL NET POSITION</b>	<u>284,397.89</u>	<u>1,926,203.81</u>	<u>2,210,601.70</u>
<b>TOTAL LIABILITIES AND NET POSITION</b>	<u>\$ 284,397.89</u>	<u>\$ 3,041,391.76</u>	<u>\$ 3,325,789.65</u>

The accompanying footnotes are an integral part of these financial statements

**Town of Fort Towson**  
**Statement of Activities - Modified Cash Basis**  
**For the Year Ending June 30, 2013**

Functions/Programs	Program Revenues			Net (expense) revenue and Changes in net assets		Total
	Expenses	Charges for Services	Operating Grants	Primary Government		
				Governmental Activities	Business-Type Activities	
<b>Primary Government</b>						
<b>Governmental Activities</b>						
General Government	92,407.88	766.16	-	(91,641.72)	-	(91,641.72)
Street and Alley	7,327.96	-	-	(7,327.96)	-	(7,327.96)
<b>Total Governmental Activities</b>	<u>99,735.84</u>	<u>766.16</u>	<u>-</u>	<u>(98,969.68)</u>	<u>-</u>	<u>(98,969.68)</u>
<b>Business-Type Activities</b>						
Water Department	220,492.17	207,393.98	-	-	(13,098.19)	(13,098.19)
Sewer Department	153,223.38	96,551.41	-	-	(56,671.97)	(56,671.97)
Garbage Department	65,248.88	62,070.17	-	-	(3,178.71)	(3,178.71)
<b>Total Business-Type Activities</b>	<u>438,964.43</u>	<u>366,015.56</u>	<u>-</u>	<u>-</u>	<u>(72,948.87)</u>	<u>(72,948.87)</u>
<b>Total Primary Government</b>	<u>\$ 538,700.27</u>	<u>\$ 366,781.72</u>	<u>\$ -</u>	<u>\$ (98,969.68)</u>	<u>\$ (72,948.87)</u>	<u>\$ (171,918.55)</u>
		<b>General Revenues</b>				
				45,968.10	-	45,968.10
				7,849.27	-	7,849.27
				6,523.36	-	6,523.36
				577.28	-	577.28
				4,480.48	-	4,480.48
				222.77	83.68	306.45
				34,076.67	(34,076.67)	-
				<u>99,697.93</u>	<u>(33,992.99)</u>	<u>65,704.94</u>
				728.25	(106,941.86)	(106,213.61)
				283,669.64	2,033,145.67	2,316,815.31
				<u>\$ 284,397.89</u>	<u>\$1,926,203.81</u>	<u>\$2,210,601.70</u>

The accompanying footnotes are an integral part of these financial statements

Town of Fort Towson  
 Governmental Funds  
 Balance Sheet - Modified Cash Basis  
 June 30, 2013

	General Fund	Special Revenue Fund	Total
<b>ASSETS</b>			
Cash in Bank - Unrestricted	81,232.85	15,445.50	96,678.35
<b>Total Assets</b>	<b>\$ 81,232.85</b>	<b>\$ 15,445.50</b>	<b>\$ 96,678.35</b>
<b>FUND BALANCES</b>			
Unassigned	81,232.85	-	81,232.85
Assigned	-	15,445.50	15,445.50
<b>TOTAL FUND BALANCES</b>	<b>81,232.85</b>	<b>15,445.50</b>	<b>96,678.35</b>
<b>TOTAL LIABILITIES AND FUND BALANCES</b>	<b>\$ 81,232.85</b>	<b>\$ 15,445.50</b>	<b>\$ 96,678.35</b>

*Reconciliation of Fund Financial Statements to  
 Governmental Wide Financial Statements*

Fund Balances Unrestricted	\$ 96,678.35
Fixed assets included in the government wide financial statements but excluded in the individual fund financial statements	187,719.54
Net position per the government wide financial statements	<b>\$ 284,397.89</b>

Town of Fort Towson  
Governmental Funds  
Statement of Revenues, Expenditures and Changes in Net Position -  
Modified Cash Basis  
For the Year Ending June 30, 2013

	General Fund	Special Fund	Total
<b>Revenues</b>			
Sales Taxes	\$ 45,968.10	\$ -	\$ 45,968.10
Franchise Taxes	7,849.27	-	7,849.27
Alcoholic Beverage Taxes	6,523.36	-	6,523.36
Motor Vehicle and Gasoline Taxes	-	4,480.48	4,480.48
Cigar Tax	577.28	-	577.28
Interest Income	222.77	-	222.77
Other Revenues	766.16	-	766.16
<b>Total Revenues</b>	<u>61,906.94</u>	<u>4,480.48</u>	<u>66,387.42</u>
<b>Expenditures</b>			
General Government	74,463.61	-	74,463.61
Street and Alley	-	7,327.96	7,327.96
<b>Total Expenses</b>	<u>74,463.61</u>	<u>7,327.96</u>	<u>81,791.57</u>
<b>Change in Fund Balances Before Transfers</b>	(12,556.67)	(2,847.48)	(15,404.15)
Transfers in/out	<u>22,924.21</u>	<u>11,152.46</u>	<u>34,076.67</u>
<b>Change in Fund Balances After Transfers</b>	10,367.54	8,304.98	18,672.52
<b>Beginning Fund Balances</b>	<u>70,865.31</u>	<u>7,140.52</u>	<u>78,005.83</u>
<b>Ending Fund Balances</b>	<u>\$ 81,232.85</u>	<u>\$ 15,445.50</u>	<u>\$ 96,678.35</u>

***Reconciliation of Fund Financial Statements to  
Governmental Wide Financial Statements***

Change in Net Position, Fund Financial Statements	18,672.52
Expenditures recored as capital assets in the government wide financial statements but treated as an expense in the fund statements	-
Depreciation recorded in the governmental wide financial statements not recorded in the fund financial statements	<u>(17,944.27)</u>
<b>Change in Net Position per the Governmental Wide Financial Statements</b>	<u>\$ 728.25</u>



Town of Fort Towson  
Proprietary Fund  
Statement of Net Position - Modified Cash Basis  
June 30, 2013

<b>CURRENT ASSETS</b>	
Cash in Bank - Unrestricted	\$ 127,692.10
Cash in Bank - Restricted	<u>50,033.21</u>
<b>Total Current Assets</b>	<b>177,725.31</b>
 <b>PROPERTY AND EQUIPMENT</b>	
Capital Assets, net	<u>2,863,666.45</u>
 <b>TOTAL ASSETS</b>	 <b><u>\$ 3,041,391.76</u></b>
 <b>CURRENT LIABILITIES</b>	
Meter Deposits	\$ 22,982.00
Current Portion of Long Term Debt	<u>33,044.00</u>
<b>Total Current Liabilities</b>	<b><u>56,026.00</u></b>
 <b>LONG-TERM LIABILITIES</b>	
Notes Payable	<u>1,059,161.95</u>
 <b>TOTAL LIABILITIES</b>	 <b><u>1,115,187.95</u></b>
 <b>NET POSITION</b>	
Invested in Capital Assets, Net of Related Debt	1,782,095.96
Restricted for Debt Service	30,000.00
Restricted for Other Purposes	22,982.00
Unrestricted	<u>91,125.85</u>
<b>TOTAL NET POSITION</b>	<b><u>1,926,203.81</u></b>
 <b>TOTAL LIABILITIES AND NET POSITION</b>	 <b><u>\$ 3,041,391.76</u></b>

Town of Fort Towson  
Proprietary Funds  
Statement of Revenues, Expenses, and Changes in Net Position - Modified Cash Basis  
For the Year Ending June 30, 2013

<b>Revenues</b>	
Water Charges	\$ 207,393.98
Sewer Fees	96,551.41
Garbage Fees	62,070.17
Other Fees and Charges	<u>83.68</u>
<b>Total Revenues</b>	<u>366,099.24</u>
<b>Operating Expenses</b>	
Water Department	220,492.17
Sewer Department	153,223.38
Garbage Expenses	<u>65,248.88</u>
<b>Total Operating Expenses</b>	438,964.43
<b>Change in Net Position</b>	(72,865.19)
Transfers in/out	<u>(34,076.67)</u>
<b>Change in Net Position</b>	(106,941.86)
<b>Beginning Net Position</b>	<u>2,033,145.67</u>
<b>Ending Net Position</b>	<u>\$ 1,926,203.81</u>

Town of Fort Towson  
Proprietary Fund  
Statement of Cash Flows - Modified Cash Basis  
For the Year Ending June 30, 2013

<b>Cash flows from operating activities</b>	
Receipts from customers	\$ 365,590.27
Payments to suppliers	(232,851.33)
Payments to employees	<u>(86,401.10)</u>
<b>Net cash provided by operating activities</b>	<b>46,337.84</b>
<b>Cash flows from capital and related financing activities</b>	
Principal paid on long term debt	<u>(19,685.14)</u>
<b>Net cash flows from capital and related financing activities</b>	<b>(19,685.14)</b>
<b>Cash flows from investing activities</b>	
Purchase of fixed assets	<u>(58,920.00)</u>
<b>Net cash flows from investing activities</b>	<u>(58,920.00)</u>
<b>Net increase (decrease) in cash</b>	<b>(32,267.30)</b>
Cash, Beginning of the Year	<u>209,992.61</u>
<b>Cash, End of the Year</b>	<b><u>\$ 177,725.31</u></b>
<b><i>Reconciliation of change in net position to net cash provided by operations</i></b>	
Change in Net Position	(106,941.86)
Adjustments to reconcile change in net position to net cash provided by operating activities	
Depreciation	161,243.33
Change in assets and liabilities	
Accounts Payable	(7,454.66)
Meter Deposits	<u>(508.97)</u>
<b>Net cash provided by operating activities</b>	<b><u>\$ 46,337.84</u></b>

**Town of Fort Towson, Oklahoma  
Notes to the Basic Financial Statements  
For the Year Ended June 30, 2013**

**Note 1. Summary of Significant Accounting Policies**

As discussed further in Note 1.C, these financial statements are presented on a modified cash basis of accounting, which is a basis of accounting other than accounting principles generally accepted in the United States of America (GAAP) established by the Governmental Accounting Standards Board (GASB). These modified cash-basis financial statements generally meet the presentation and disclosure requirements applicable to GAAP, in substance, but are limited to the elements presented in the financial statements and the constraints of the measurement and recognition criteria of the modified cash basis of accounting.

**1.A. FINANCIAL REPORTING ENTITY**

The Town of Fort Towson, Oklahoma is a statutory Town Government under Oklahoma Statutes. The Town provides the following services: public safety, streets and highways, sanitation, public improvements, utilities and general administrative services.

The criteria used to determine which accounting entities, agencies, commissions, boards and authorities are part of the Town's operations include how the budget is adopted, whether debt is secured by general obligation of the Town, the Town's duty to cover any deficits that may occur, and supervision over the accounting functions. Any separate accounting entities would be considered component units. There are no agencies, organizations or activities meeting any of the above criteria that are excluded from the Town's reporting entity. As of June 30, 2013, the Town has two component units, the Fort Towson Public Works Authority and the Fort Towson Industrial Authority.

**1.B. BASIS OF PRESENTATION**

**GOVERNMENT-WIDE FINANCIAL STATEMENTS**

The Statement of Net Position and Statement of Activities display information about the reporting government as a whole within the limitations of the modified cash basis of accounting. They include all funds of the reporting entity except for fiduciary funds. The statements distinguish between governmental and business-type activities.

Governmental activities generally are financed through taxes, intergovernmental revenues, and other nonexchange revenues. Business-type activities are financed, in whole or part, by fees charged to external parties for goods or services.

**FUND FINANCIAL STATEMENTS**

Fund financial statements of the reporting entity are organized into funds, each of which is considered to be a separate accounting entity. Each fund is accounted for by providing a separate set of self-balancing accounts that constitutes its assets, deferred outflows, liabilities, deferred inflows, net position or fund balance, revenues, and expenditures or expenses. The Town's funds are organized into two major categories: governmental and proprietary. The Town presently has no fiduciary funds. An emphasis is placed on major funds within the governmental and proprietary categories. A fund is considered major if it is the primary operating fund of the Town or meets the following criteria:

- a. Total assets, deferred outflows, liabilities, deferred inflows, revenues, or expenditures or expenses of that individual governmental or enterprise fund are at least 10 percent of the corresponding total for all funds of that category or type.
- b. Total assets, deferred outflows, liabilities, deferred inflows, revenues, or expenditures or expenses of the individual governmental fund or enterprise fund are at least 5 percent of the corresponding total for all governmental and enterprise funds combined.

The funds of the financial reporting entity are described subsequently:

### **Governmental Funds**

#### **General Fund**

The General Fund is the primary operating fund of the Town and always classified as a major fund. It is used to account for all financial resources not accounted for and reported in another fund.

#### **Special Revenue Funds**

Special Revenue Funds are used to account for and report the proceeds of the specific revenue sources that are either restricted or committed to expenditures for specified purposes other than debt service or capital projects. The reporting entity includes the following special revenue funds, all of which are reported as nonmajor funds: Street & Alley Fund.

### **Proprietary Funds**

#### **Enterprise Fund**

Enterprise funds are used to account for business-like activities provided to the general public. These activities are financed primarily by user charges, and the measurement of financial activity focuses on net income measurement similar to the private sector. The reporting entity includes the following enterprise fund that is reported as a major fund: Ft. Towson PWA.

## **1.C. MEASUREMENT FOCUS AND BASIS OF ACCOUNTING**

Measurement focus is a term used to describe what transactions or events are recorded within the various financial statements. Basis of accounting refers to when and how transactions or events are recorded, regardless of the measurement focus applied.

### **MEASUREMENT FOCUS**

In the government-wide Statement of Net Position and Statement of Activities, both governmental and business-like activities are presented using the economic resources measurement focus, within the limitations of the modified cash basis of accounting, as subsequently defined in item (b).

In the fund financial statements, the current financial resources measurement focus or the economic resources measurement focus, as applied to the modified cash basis of accounting, is used as appropriate:

- a. All governmental funds utilize a current financial resources measurement focus within the limitations of the modified cash basis of accounting. Only current financial assets and liabilities are generally included on their balance sheets. Their operating statements present sources and uses of available spendable financial resources during a given period. These

funds use fund balance as their measure of available spendable financial resources at the end of the period.

- b. The proprietary fund utilizes an economic resources measurement focus within the limitations of the modified cash basis of accounting. The accounting objectives of this measurement focus are the determination of operating income, changes in net position (or cost recovery), net financial position, and cash flows. All assets, deferred outflows, liabilities, and deferred inflows (whether current or noncurrent or financial or nonfinancial) associated with their activities are generally reported within the limitations of the modified cash basis of accounting.

## **BASIS OF ACCOUNTING**

The financial statements are presented on a modified cash basis of accounting, which is a basis of accounting other than GAAP as established by GASB. This basis of accounting involves modifications to the cash basis of accounting to report in the statements of net position or balance sheets cash transactions or events that provide a benefit or result in an obligation that covers a period greater than the period in which the cash transaction or event occurred. Such reported balances include investments, interfund receivables and payables, capital assets and related depreciation, and short-term and long-term liabilities arising from cash transactions or events.

This modified cash basis of accounting differs from GAAP primarily because certain assets and their related revenues (such as accounts receivable and revenue for billed or provided services not yet collected and other accrued revenue and receivables) and certain liabilities and their related expenses or expenditures (such as accounts payable and expenses for goods or services received but not yet paid and other accrued expenses and liabilities) are not recorded in these financial statements. In addition, other economic assets, deferred outflows, liabilities, and deferred inflows that do not arise from a cash transaction or event are not reported, and the measurement of reported assets and liabilities does not involve adjustment to fair value.

If the Town utilized the basis of accounting recognized as generally accepted in the United States, the fund financial statements for governmental funds would use the modified accrual basis of accounting, and the fund financial statements for proprietary fund types would use the accrual basis of accounting. All government-wide financial statements would be presented on the accrual basis of accounting.

## **1.D. FINANCIAL POSITION**

### **CASH AND CASH EQUIVALENTS**

For the purpose of financial reporting, cash and cash equivalents includes all demand and savings accounts and certificates of deposit or short-term investments with an original maturity of three months or less. Trust account investments in open-ended mutual fund shares are also considered cash equivalents.

### **INVESTMENTS**

Investments classified in the financial statements consist entirely of certificates of deposit acquired with cash whose original maturity term exceeds three months. Investments are carried at cost, which approximates fair value.

## CAPITAL ASSETS

The Town's modified cash basis of accounting reports capital assets resulting from cash transactions or events and reports depreciation, when appropriate. The accounting treatment over property, plant, and equipment (capital assets) depends on whether the assets are used in governmental fund operations or proprietary fund and similar discretely presented component unit operations and whether they are reported in the government-wide or fund financial statements.

### Government-Wide Statements

In the government-wide financial statements, capital assets arising from cash transactions or events are accounted for as assets in the Statement of Net Position. All capital assets are valued at historical cost or estimated historical cost if actual is unavailable. Estimated historical cost was used to value the majority of the assets acquired prior to July 1, 200c. Prior to July 1, 20XX, governmental funds' infrastructure assets were not capitalized. Infrastructure assets acquired since July 1, 20XX, are recorded at cost.

Depreciation of all exhaustible capital assets arising from cash transactions or events is recorded as an allocated expense in the Statement of Activities, with accumulated depreciation reflected in the Statement of Net Position. Depreciation is provided over the assets' estimated useful lives using the straight-line method of depreciation. A capitalization threshold of \$500 is used to report capital assets. The range of estimated useful lives by type of asset is as follows:

Buildings	40-50 years
Improvements other than buildings	10-25 years
Machinery, furniture, and equipment	3-20 years
Utility property and improvements	10-50 years
Infrastructure	25-50 years

### Fund Financial Statements

In the fund financial statements, capital assets arising from cash transactions or events acquired for use in governmental fund operations are accounted for as capital outlay expenditures of the governmental fund upon acquisition. Capital assets acquired for use in proprietary fund operations are accounted for the same as in the government-wide statements.

## LONG-TERM DEBT

All long-term bonds, notes, and other debt arising from cash transactions or events to be repaid from governmental and business-type resources are reported as liabilities in the government-wide statements.

Long-term debt arising from cash transactions or events of governmental funds is not reported as liabilities in the fund financial statements. The debt proceeds are reported as other financing sources, and payment of principal and interest is reported as expenditures. The accounting for proprietary funds is the same in the fund financial statements as the treatment in the government-wide statements.

## NET POSITION/FUND BALANCE CLASSIFICATIONS

### Government-Wide Statements

Net Position is classified and displayed in three components:

1. *Net investment in capital assets.* Consists of capital assets, including restricted capital assets, net of accumulated depreciation and reduced by the outstanding balances of any bonds, mortgages, notes, or other borrowings that are attributable to the acquisition, construction, or

improvements of those assets and adjusted for any deferred inflows and outflows of resources attributable to capital assets and related debt.

2. *Restricted.* Consists of restricted assets reduced by liabilities and deferred inflows or resources related to those assets, with restriction constraints placed on the use either by external groups, such as creditors, grantors, contributors, or laws and regulations of other governments, or law through constitutional provisions or enabling legislation.

3. *Unrestricted.* Net amount of assets, deferred outflows of resources, liabilities, and deferred inflows of resources that are not included in the determination of net investment in capital assets or the restricted component of net position.

It is the Town's policy to first use restricted net resources prior to the use of unrestricted net resources when an expense is incurred for purposes for which both restricted and unrestricted net resources are available.

Fund Financial Statements

**Governmental Funds**

The difference among assets, deferred outflows, liabilities, and deferred inflows of governmental funds is reported as fund balance and classified as nonspendable, restricted, committed, assigned, and unassigned based on the respective level of constraint. These constraints are defined as follows:

**Nonspendable.** Amounts that cannot be spent because they either are not in spendable form or are legally or contractually required to be maintained intact.

**Restricted.** Amounts constrained regarding use from restrictions externally imposed by creditors, grantors, contributors, or laws or regulations of other governments or by restrictions imposed by law through constitutional provisions or enabling legislation.

**Committed.** Amounts constrained regarding use for specific purposes pursuant to requirements imposed by formal action of the Town's highest level of decision-making authority. (In the case of the Town of Example, commitments are evidenced by adoption of an ordinance by the Town Council.)

**Assigned.** Amounts constrained by the Town's intent to be used for specific purposes but that are neither restricted nor committed. (In the case of the Town of Example, assignments are evidenced either by resolution of the Town Council or by the Town Manager in written form as approved by vote of the Town Council pursuant to Town policy.)

**Unassigned.** The residual classification of the General Fund for spendable amounts that have not been restricted, committed, or assigned to specific purposes.

It is the Town's policy to first use restricted fund balances prior to the use of unrestricted fund balances when an expenditure is incurred for purposes for which both restricted and unrestricted fund balances are available. It is also Town policy to use committed fund balances before assigned fund balances and assigned fund balances before unassigned amounts when an expenditure is incurred for purposes for which amounts in those classifications are available to be used.

The Town has no formal minimum fund balance policies or any formal stabilization arrangements in place.



## **Proprietary Funds**

The difference among assets, deferred outflows, liabilities, and deferred inflows of proprietary funds is reported as net position and classified in the same manner as the government-wide financial statements, as previously described.

### **1.E. REVENUES, EXPENDITURES, AND EXPENSES**

#### **PROGRAM REVENUES**

In the Statement of Activities, modified cash-basis revenues that are derived directly from each activity or from parties outside the Town's taxpayers are reported as program revenues. The Town has the following program revenues in each activity: General Government, Streets, and Public Works.

All other governmental revenues are reported as general revenues. All taxes are classified as general revenue even if restricted for a specific purpose.

#### **OPERATING REVENUE AND EXPENSES**

Operating revenues and expenses for proprietary funds and the similar discretely presented component unit result from providing services and producing and delivering goods or services. They also include all revenues and expenses not related to capital and related financing, noncapital financing, or investing activities.

#### **GASB 34 IMPLEMENTATION**

The Town has implemented the new financial reporting model, as required by the provisions of GASB Statement No. 34, Basic Financial Statements—and Management's Discussion and Analysis—for State and Local Governments, as of June 30, 2004.

### **1.G. USE OF ESTIMATES**

The preparation of financial statements in conformity with the modified cash basis of accounting used by the Town requires management to make estimates and assumptions that affect certain reported amounts and disclosures (such as estimated useful lives in determining depreciation expense); accordingly, actual results could differ from those estimates.

## **NOTE 2. STEWARDSHIP, COMPLIANCE, AND ACCOUNTABILITY**

By its nature as a local government unit, the Town and its component units are subject to various federal, state, and local laws and contractual regulations. The following instances of noncompliance are considered material to the financial statements.

## **NOTE 3. DEPOSITS WITH FINANCIAL INSTITUTIONS**

The accounts of the Town are required by state law to be secured by collateral pledged by the financial institution and/or FDIC insurance. The Town of Fort Towson is considered a separate entity from the Fort Towson Public Works Authority for FDIC deposit insurance.

In accordance with GASB No. 3, deposits are to be classified into the following three categories:

1. Insured or collateralized with securities held by the entity or by its agent or in the entity's name (Referred to as category 1)

2. Collateralized with securities held by pledging financial institution's trust department or agent in the entity's name. (Referred to as category 2)

3. Uncollateralized, including any bank balance that is collateralized with securities held by the pledging institution, or by its trust department or agent but not in the entity's name. (Referred to as category 3)

All of the Town of Fort Towson's government and enterprise fund cash and investment accounts would be considered as category 1 up to its FDIC limits of \$250,000 for the governmental funds and \$250,000 for the Fort Towson Public Works Authority. The remaining funds would be category 3.

**NOTE 4. CAPITAL ASSETS AND DEPRECIATION**

Capital Asset activity for the year ended June 30, 2013 was as follows:

Governmental Funds

	Beginning Balance	Increases	Decreases	Ending Balance
Town Hall and Fire Station	\$ 128,500.00	-	-	\$ 128,500.00
Nutrition Center	44,980.00	-	-	44,980.00
Library Addition	14,000.00	-	-	14,000.00
Railroad Depot	132,933.86	-	-	132,933.86
Vehicles and Equipment	139,377.30	-	-	139,377.30
Total	459,791.16			459,791.16
Accumulated Depreciation	(254,127.35)	(17,944.27)	-	(272,071.62)
Net Assets	<u>\$ 205,663.81</u>			<u>\$ 187,719.54</u>

As of June 30, 2013, the governmental funds had no capitalized assets that were not being depreciated or had not been depreciated. Depreciation is computed using the straight line method of depreciation over the estimated useful lives of the assets. Assets are recorded at cost or their estimated fair market value for those assets where recorded were not available. Depreciation of \$17,944 for the governmental funds was recorded.

Proprietary Funds

	Beginning Balance	Increases	Decreases	Ending Balance
Construction in Progress	\$ 3,384,504.06	-	-	\$ 3,384,504.06
Water & Sewer System	1,065,239.82	45,420.00	-	1,110,659.82
Vehicles and Equipment	158,978.14	13,500.00	-	172,478.14
Total	4,608,722.02			4,667,642.02
Accumulated Depreciation	(1,642,732.23)	(161,243.33)	-	(1,803,975.56)
Net Assets	<u>\$ 2,965,989.79</u>			<u>\$ 2,863,666.46</u>

As of June 30, 2013, the proprietary funds had no capitalized assets that were not being depreciated or had not been depreciated. Depreciation is computed using the straight line method of depreciation over the estimated useful lives of the assets. Assets are recorded at cost or their estimated fair market value for those assets where recorded were not available. Depreciation of \$161,243 for the proprietary funds was recorded. The water department was charged with \$108,033 and the sewer department was charged with \$53,210.

**NOTE 5. NOTES PAYABLE**

**Fort Towson Public Works Authority**

As of June 30, 2013, the Fort Towson Public Works Authority had six notes outstanding.

The first obligation from Rural Development has an outstanding balance of \$357,109. The original loan was for \$417,900 with an interest rate of 4.50%. Payments are due in monthly installments in the amount of \$1,898. The final payment is due August, 2040. Principal and interest paid on this obligation for the year ending June 30, 2013 was \$6,544 and \$16,229 respectively. Principal required to amortize this note till maturity is as follows:

	<u>Principal</u>	<u>Interest</u>		
2013/2014	6,847	15,928	Balance at Beginning of Year	\$ 363,653
2014/2015	7,161	15,614	Principal Paid During Year	<u>6,544</u>
2015/2016	7,490	15,285	Balance at End of Year	<u><u>\$ 357,109</u></u>
2016/2017	7,834	14,941		
2017/2018	8,194	14,581		
2018/2023	46,975	66,900		
2023/2028	58,803	55,072		
2028/2033	73,610	40,265		
2033/2038	92,144	21,731		
2038/2040	48,042	20,283		
	<u>\$ 357,099</u>	<u>\$ 280,601</u>		

The second obligation is with GMAC Commercial Mortgage and has an outstanding balance of \$40,833 as of June 30, 2013. The loan is due to mature in November, 2023 with a 5.00% interest rate. Payments are paid monthly in the amount of \$1,179 per month. Principal and interest paid on this obligation for the year ending June 30, 2013 was \$10,860 and \$3,288, respectively. Principal required to amortize this note till maturity is as follows:

	<u>Principal</u>	<u>Interest</u>		
2013/2014	12,846	1,302	Balance at Beginning of Year	\$ 51,693
2014/2015	13,504	644	Principal Paid During Year	<u>10,860</u>
2015/2016	14,483	-	Balance at End of Year	<u><u>\$ 40,833</u></u>
	<u>\$ 40,833</u>	<u>\$ 1,946</u>		

The third obligation is with Security First National Bank and has an outstanding balance of \$10,635 as of June 30, 2013. The loan is due to mature in November, 2013 with a 5.25% interest rate. Payments are paid monthly in the amount of \$314 per month. Principal and interest paid on this obligation for the year ending June 30, 2013 was \$2,865 and \$594, respectively. Principal required to amortize this note till maturity is as follows:

	<u>Principal</u>	<u>Interest</u>		
2013/2014	3,295	478	Balance at Beginning of Year	\$ 13,500
2014/2015	3,473	301	Principal Paid During Year	<u>2,865</u>
2015/2016	3,659	114	Balance at End of Year	<u><u>\$ 10,635</u></u>
2016/2017	207	1		
	<u>\$ 10,635</u>	<u>\$ 893</u>		

The fourth obligation is with the USDA and has an outstanding balance of \$524,443 as of June 30, 2013. The loan is due to mature in September, 2044 with a 4.50% interest rate. Payments are paid monthly in the amount of \$2,611 per month. Principal and interest paid on this obligation for the year ending June 30, 2013 was \$7,546 and \$23,786, respectively. Principal required to amortize this note till maturity is as follows:

	<u>Principal</u>	<u>Interest</u>		
2013/2014	7,891	23,441	Balance at Beginning of Year	\$ 531,989
2014/2015	8,253	23,079	Principal Paid During Year	<u>7,546</u>
2015/2016	8,632	22,700	Balance at End of Year	<u><u>\$ 524,443</u></u>
2016/2017	9,029	22,303		
2017/2018	9,444	21,888		
2018/2023	54,138	102,522		
2023/2028	67,769	88,891		
2028/2033	84,833	71,827		
2033/2037	106,194	50,466		
2037/2043	132,933	23,727		
2043/2045	35,327	58,669		
	<u>\$ 524,443</u>	<u>\$ 509,513</u>		

The fifth obligation is with the USDA and has an outstanding balance of \$159,185 as of June 30, 2013. The loan is due to mature in September, 2044 with a 4.50% interest rate. Payments are paid monthly in the amount of \$781 per month. Principal and interest paid on this obligation for the year ending June 30, 2013 was \$2,352 and \$7,020 respectively. Principal required to amortize this note till maturity is as follows:

	<u>Principal</u>	<u>Interest</u>		
2013/2014	2,165	7,207	Balance at Beginning of Year	\$ 161,537
2014/2015	2,264	7,108	Principal Paid During Year	<u>2,352</u>
2015/2016	2,368	7,004	Balance at End of Year	<u><u>\$ 159,185</u></u>
2016/2017	2,477	6,895		
2017/2018	2,591	6,781		
2018/2023	14,851	32,009		
2023/2027	18,591	28,269		
2027/2033	23,272	23,588		
2033/20238	29,132	17,728		
2038/2043	36,467	10,393		
2043/2045	26,971	1,145		
	<u>\$ 161,149</u>	<u>\$ 148,127</u>		

The water department was charged with \$34,114 of interest for the year and the sewer department was charged \$16,803.

#### **NOTE 6. SUBSEQUENT EVENTS**

Subsequent events have been evaluated through July 31, 2013, which is the date the financial statements were issued.

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### INDEPENDENT AUDITOR'S REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH GOVERNMENT AUDITING STANDARDS

To the Board of Trustees  
Town of Ft. Towson

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in Government Auditing Standards issued by the Comptroller General of the United States, the accompanying modified cash basis financial statements of the governmental activities, the business-type activities, the aggregate discretely presented component units, each major fund, and the aggregate remaining fund information of Town of Ft. Towson, as of and for the year ended June 30, 2013, and the related notes to the financial statements, which collectively comprise Town of Ft. Towson's basic financial statements, and have issued our report thereon dated July 31, 2013.

The report was a special report on the Town's use of a comprehensive basis of accounting other than accounting principles generally accepted in the United States of America.

#### **Internal Control Over Financial Reporting**

In planning and performing our audit of the financial statements, we considered Town of Ft. Towson's internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of Town of Ft. Towson's internal control. Accordingly, we do not express an opinion on the effectiveness of Town of Ft. Towson's internal control.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A material weakness is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis. A significant deficiency is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or, significant deficiencies. Given these limitations, during our audit we did not identify any


deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified. We did identify certain deficiencies in internal control, described in the accompanying schedule of findings and responses that we consider to be significant deficiencies. 2013-1.

### **Compliance and Other Matters**

As part of obtaining reasonable assurance about whether Town of Ft. Towson's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under Government Auditing Standards.

### **Purpose of this Report**

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance. This report is an integral part of an audit performed in accordance with Government Auditing Standards in considering the entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.



Oklahoma City, Oklahoma  
July 31, 2013

## **Schedule of Findings and Responses**

### **2013-1 Utility Billing Collections (Lack of Segregation of Duties) (Repeat Finding)**

**CONDITION:** The utility billings clerk collects the payments from customers and also maintains the customer ledgers. The billings clerk also accepts cash payments but no reconciliation of cash payments have been made. The billings clerk also maintains a daily payment ledger however not all cash payments have been reflected on these ledgers. The daily collections and reports are reviewed by the Town Clerk/Treasurer but the Town Clerk/Treasurer is also reconciling the bank statements.

**CRITERIA:** There should be more separation of duties for record keeping and utility billings collections.

**CAUSE OF CONDITION:** Limited Staff and inadequate internal controls.

**EFFECT OF CONDITION:** The Town is vulnerable to having utility billing receipts lost or stolen.

**RECOMMENDATION:** The Town should implement a policy of not accepting cash payments at Town hall. The Town could also implement more internal controls by having more separation of duties. This could be done by having the personnel write receipts for all payments made regardless of type and then recording these payments on the daily payment ledger. All payments, receipts, and a copy of the daily payment ledger should be given directly to the Treasurer at the end of the day. The Utility Billings clerk should then take the original daily payment ledger to record the payments in the system. Once all payments have been recorded in the system, the billings clerk should print off a payment listing from the system as well as a daily adjustment history to insure that no unnecessary adjustments have been paid. These reports along with the original daily payment ledger should be given to the Treasurer who should then compare the total payments and receipts written to the daily payment ledger, daily payment listing from system, and daily adjustment history. Once the Treasurer has performed a comparison she should then prepare a deposit slip to be taken to the bank. The Treasurer should then staple all documents as well as a carbon copy of the deposit slip together and give these documents back to the Utilities Billing Clerk. When the Treasurer returns from the bank she should give the bank deposit receipt to the Billings Clerk who should then compare the receipt to the previous documents given to her by the Treasurer.

**MANAGEMENT RESPONSE:** The above referenced procedures are acceptable to the Town of Fort Towson and will be implemented. When the Town changes software programs for all departments to post to the fund accounting, the time spent on entries and receipting will be reduced.