

City of

Morris

OKLAHOMA

**ANNUAL FINANCIAL STATEMENTS AND
INDEPENDENT AUDITOR'S REPORTS**

AS OF AND FOR THE FISCAL YEAR ENDED JUNE 30, 2013

THE CITY OF MORRIS, OKLAHOMA

**ANNUAL FINANCIAL STATEMENTS AND INDEPENDENT
AUDITOR'S REPORTS**

AS OF AND FOR THE FISCAL YEAR ENDED JUNE 30, 2013

**CITY OF MORRIS, OKLAHOMA
ANNUAL FINANCIAL REPORT
As of and for the Year Ended June 30, 2013**

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INDEPENDENT AUDITOR'S REPORT

Honorable Mayor and Members of the City Council
City of Morris, State Oklahoma

I have audited the accompanying financial statements—modified cash basis of the City of Morris, Oklahoma, as of and for the year ended June 30, 2013, and the related notes to the financial statements—modified cash basis, which collectively comprise the City'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 1B; 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 error or fraud.

Auditor's Responsibility

My responsibility is to express an opinion on these financial statements based on my audit. I conducted my audit in accordance with auditing standards generally accepted in the United States of America. Those standards require that I 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, I 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.

I believe that the audit evidence I have obtained is sufficient and appropriate to provide a basis for my audit opinion.

Opinion

In my opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position—modified cash basis of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of the City of Morris, Oklahoma, as of June 30, 2013, and the respective changes in financial position—modified cash basis, thereof for the year then ended in accordance with the basis of accounting as described in Note 1B.

Basis of Accounting

I draw attention to Note 1B of the financial statements, which 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. My opinion is not modified with respect to that matter.

Disclaimer of Opinion on Supplementary Information

My audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the City of Morris, Oklahoma's basic financial statements. The management's discussion and analysis and budgetary comparison information, combining schedules, federal and state award information, and debt service coverage information on pages 7-12 and 35-41, which are the responsibility of management, are presented for purposes of additional analysis and are not a required part of the basic financial statements. Such information has not been subjected to the auditing procedures applied in the audit of the basic financial statements, and accordingly, I do not express an opinion or provide any assurance on it.

Other Reporting Required by Government Auditing Standards

In accordance with *Government Auditing Standards*, I have also issued my report dated September 6, 2013, on my consideration of the City of Morris, Oklahoma's internal control over financial reporting and on my 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 my 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 City of Morris, Oklahoma's internal control over financial reporting and compliance.



Anne Marie Elfrink, MS, CPA

Tulsa, Oklahoma
September 6, 2013

CITY OF MORRIS, OKLAHOMA
Management's Discussion and Analysis
As of and for the Year Ended June 30, 2013

The management of the City of Morris is pleased to provide this annual financial report to its citizens, taxpayers and other report users to demonstrate its accountability and communicate the City's financial condition and activities as of and for the year ended June 30, 2013. Management of the City is responsible for the fair presentation of this annual report, for maintaining appropriate internal controls over financial reporting, and for complying with applicable laws, regulations, and provisions of grants and contracts. The City reports its financial statements and schedules on a modified cash basis which is a comprehensive basis of accounting other than generally accepted accounting principles. All of the financial analyses in this report must be considered within the context of the limitations of the modified cash basis of accounting.

FINANCIAL HIGHLIGHTS

- As reported on a modified cash basis, the City's total net position increased by \$177,493, and the assets of the City exceed its liabilities at June 30, 2013, by \$1,071,293 (net position). Of this amount, \$867,901 (unrestricted net position) is available to meet the government's ongoing needs.
- At June 30, 2013, the City's governmental funds reported combined ending fund balances on a modified cash basis of \$365,794.
- At the end of fiscal year 2013, unassigned fund balance on a modified cash basis for the General Fund was \$122,156 or 29.2% of General Fund revenues.

ABOUT THE CITY

The City of Morris is an incorporated municipality with a population of approximately 1,479 located in eastern Oklahoma. The City is an Aldermanic form of government that provides for three branches of government:

- **Legislative** – the City Council is an eight-member governing body elected by the citizens at large
- **Executive** – the Mayor is the Chief Executive Officer and is elected by the citizens at large
- **Judicial** – the Municipal Judge is a practicing attorney appointed by the City Council

The City provides typical municipal services such as public safety, cemetery, streets and public works, culture and recreation, and utility services including water, sewer, and sanitation.

The City's Financial Reporting Entity

This annual report includes all activities for which the City Council is financially accountable. These activities, defined as the City's financial reporting entity, are operated within separate legal entities.

The City's financial reporting entity includes the following separate legal entities.

- **The City of Morris** – operates the public safety, cemetery, streets and public works, culture and recreation, and administrative activities of the City.
- **The Morris Public Works Authority (MPWA)** – public trust created pursuant to 60 O.S. § 176 to operate the water, sewer and sanitation services of the City. The City of Morris is the beneficiary of the trust and the City Council serves as the governing body of the trust.

In addition, as required by state law, all debt obligations incurred by the trusts must be approved by two-thirds vote of the City Council. This is considered sufficient imposition of will to demonstrate financial accountability and to include the trust within the City's financial reporting entity. The public trust does not issue separate annual financial statements.

OVERVIEW OF THE FINANCIAL STATEMENTS

The financial statements presented herein include all of the activities of the City of Morris (the "City") and the Morris Public Works Authority (the "Authority"). Included in this report are government-wide statements for each of the two categories of activities - governmental and business-type.

The government-wide financial statements present the complete financial picture of the City from the current financial resources measurement focus using the modified cash basis of accounting. They present governmental activities separately and combined. For governmental activities, these statements tell how these services were financed in the short term as well as what remains for future spending. Fund financial statements also report the City's operations in more detail than the government-wide statements by providing information about the City's most significant funds.

Reporting the City as a Whole

The Statement of Net Position and Statement of Activities

One of the most important questions to ask about the City's finances is, "Has the City's overall financial condition improved, declined or remained steady as a result of the year's activities?" The Statement of Net Position and the Statement of Activities report information about the City as a whole and about its activities in a way that helps answer this question. You will need to consider other non-financial factors, however, such as changes in the City's sales tax base, the condition of the City's roads, and the quality of service to assess the overall health of the City. You will also need to keep in mind that these government-wide statements are prepared in accordance with the modified cash basis of accounting and include only those City assets and liabilities resulting from cash transactions.

In the Statement of Net Position and the Statement of Activities, we divide the City into two kinds of activities: *Governmental activities* - Most of the City's basic services are reported here, including the police, fire, administration, and streets. Sales taxes, franchise fees, fines, and state and federal grants finance most of these activities; and *Business-type activities* - Activities where the City charges a fee to customers to help cover all or most of the cost of certain services it provides are reported here. The City's water, sewer, and sanitation utilities are reported as business-type activities.

Reporting the City's Most Significant Funds - Fund Financial Statements

Fund Financial Statements

The fund financial statements provide detailed information about the City's most significant (major) funds -- not the City as a whole. Some funds are required to be established by State law and by debt covenants. However, the City Council may also establish certain other funds to help it control and manage money for particular purposes or to show that it is meeting legal responsibilities for using certain taxes, grants, and other money. The City's two kinds of funds -- *governmental and proprietary* - use different accounting approaches.

Governmental funds - All of the City's basic services are reported in governmental funds, which focus on how money flows into and out of those funds and the balances left at year-end that are available for spending. Governmental funds report their activities on a modified cash basis of accounting and current financial resources measurement focus that is different from other funds. For example, these funds report the acquisition of capital assets and payments for debt principal as expenditures and not as changes to asset and debt balances. The governmental fund statements provide a detailed short-term view of the City's general government operations and the basic services it provides. Governmental fund information helps you determine (through a review of changes to fund balance) whether there are more or fewer financial resources that can be spent in the near future to finance the City's programs.

Proprietary funds - When the City, through the Public Works Authority, charges customers for the services it provides, these services are generally reported in proprietary funds. Proprietary funds are reported on the modified cash basis of accounting and also use the current financial resources measurement focus. The City's proprietary fund is the Morris Public Works Authority that accounts for the operation of the water, sewer, and sanitation activities.

Notes to the Financial Statements

The notes provide additional information that is essential to gain an understanding of the data provided in the government-wide and fund financial statements. The Notes to the Financial Statements can be found on pages 24-33 of this report.

Other Information

In addition to the basic financial statements and accompanying notes, this report also presents Budgetary Comparison Schedules for the General Fund and other governmental funds, federal and state award schedules and a debt service coverage schedule.

CITY OF MORRIS, OKLAHOMA
Management's Discussion and Analysis
As of and for the Year Ended June 30, 2013

THE CITY AS A WHOLE

For the year ended June 30, 2013, net position on a modified cash basis for the governmental and business-type activities increased \$177,493.

The City of Morris's Net Position (Modified Cash Basis)
June 30, 2013

	Governmental Activities	Business-type Activities	Total
Beginning net position	\$ 321,898	\$ 571,902	\$ 893,800
Increase	43,896	133,597	177,493
Ending net position	\$ 365,794	\$ 705,499	\$ 1,071,293

Following is a summary of net position reported on a modified cash basis for the City of Morris.

	Governmental Activities		Business-type Activities		Total	
	2013	2012	2013	2012	2013	2012
Assets:						
Current and other assets	\$ 367,803	\$ 323,156	\$ 734,906	\$ 601,566	\$ 1,102,709	\$ 924,722
Total assets	367,803	323,156	734,906	601,566	1,102,709	924,722
Liabilities:						
Current and other liabilities	2,009	1,258	29,407	29,664	31,416	30,922
Total liabilities	2,009	1,258	29,407	29,664	31,416	30,922
Net position:						
Restricted	203,392	191,859	-	-	203,392	191,859
Unrestricted	162,402	130,039	705,499	571,902	867,901	701,941
Total net position	\$ 365,794	\$ 321,898	\$ 705,499	\$ 571,902	\$ 1,071,293	\$ 893,800

A portion of the City's net position, \$203,392, represents resources that are subject to external restrictions on how they may be used. The remaining balance of unrestricted net position, \$867,901, may be used to meet the government's ongoing needs.

CITY OF MORRIS, OKLAHOMA
Management's Discussion and Analysis
As of and for the Year Ended June 30, 2013

The City of Morris's Revenues, Expenses and Changes in Net Position (Modified Cash Basis)
Year Ended June 30, 2013

	Governmental Activities		Business-type Activities		Total	
	2013	2012	2013	2012	2013	2012
Revenues:						
Program revenues:						
Charges for Services	\$ 90,472	\$ 98,923	\$ 696,123	\$ 696,037	\$ 786,595	\$ 794,960
Grants & Contributions	22,047	21,143	-	-	22,047	21,143
Capital Grants & Contributions	-	-	20,000	-	20,000	-
General Revenues:						
Sales & Use Tax	281,244	216,666	-	-	281,244	216,666
Other Taxes	25,917	27,442	-	-	25,917	27,442
Other General Revenues	16,488	18,531	377	280	16,865	18,811
Total Revenues	436,168	382,705	716,500	696,317	1,152,668	1,079,022
Program Expenses:						
General Government	89,566	92,705	-	-	89,566	92,705
Public Safety	226,357	202,784	-	-	226,357	202,784
Highways & Streets	63,066	62,612	-	-	63,066	62,612
Cemetery	13,283	15,548	-	-	13,283	15,548
Water	-	-	334,733	351,301	334,733	351,301
Sewer	-	-	141,330	210,735	141,330	210,735
Sanitation	-	-	106,840	94,311	106,840	94,311
Total Expenses	392,272	373,649	582,903	656,347	975,175	1,029,996
Increase in Net Position	\$ 43,896	\$ 9,056	\$ 133,597	\$ 39,970	\$ 177,493	\$ 49,026

Governmental Activities

The City's governmental activities had an increase in net position of \$43,896. Charges for services decreased by approximately \$8,000 due to a decrease in cemetery lot sales and fine revenue in the current year. Sales and use tax revenue increased approximately \$65,000 due to a one cent sales tax increase that went into effect in August 2012. Public safety expenses increased by approximately \$24,000 due to the City hiring an additional full-time officer.

Net Revenue (Expense) of Governmental Activities

	Total Expense of Services		% Inc. (Dec.)	Net Revenue (Expense) of Services		% Inc. (Dec.)
	2013	2012		2013	2012	
General government	89,566	92,705	-3%	(\$89,441)	(\$87,317)	2%
Public Safety	226,357	202,784	12%	(147,952)	(123,733)	20%
Streets	63,066	62,612	1%	(48,782)	(50,940)	-4%
Cemetery	13,283	15,548	-15%	6,422	8,407	-24%
Total	392,272	373,649	5%	(\$279,753)	(\$253,583)	10%

Unaudited

CITY OF MORRIS, OKLAHOMA
Management's Discussion and Analysis
As of and for the Year Ended June 30, 2013

Business-type Activities

The business-type activities had an increase in net position of \$133,597. In reviewing the departmental net (expense)/revenue, all utility activity charges for services in 2013 were sufficient to cover expenses. Net revenues increased in the current year due to a REAP grant received for \$20,000. Water and sewer expenses decreased approximately \$86,000 due to a decrease in water purchases.

Net Revenue (Expense) of Business-type Activities

	Total Expense of Services		% Inc. Dec.	Net Revenue (Expense) of Services		% Inc. Dec.
	2013	2012		2013	2012	
Water	\$ 334,733	\$ 351,301	-5%	\$ 41,200	\$ 6,951	493%
Sewer	141,330	210,735	-33%	85,492	14,746	480%
Sanitation	106,840	94,311	13%	6,528	17,993	64%
Total	\$ 582,903	\$ 656,347	-11%	\$ 133,220	\$ 39,690	236%

A FINANCIAL ANALYSIS OF THE CITY'S FUNDS

As the City completed its 2013 fiscal year, the governmental funds reported a combined fund balance of \$365,794.

Other fund highlights include:

- For the year ended June 30, 2013, the General Fund's total fund balance increased by \$32,364.

Budgetary Highlights

For the year ended June 30, 2013, the General Fund reported actual budgetary basis revenues less than final estimates by \$3,133 or a 0.7% negative variance. General Fund actual expenditures were under final appropriations by \$75,336 or a 16.8% positive variance.

ECONOMIC FACTORS AND NEXT YEAR'S ESTIMATES

The following information outlines significant known factors that will affect subsequent year finances:

- For the FY 2014 budget, management does not anticipate any major changes as the budget was increased slightly in the previous year and in the current year.

Contacting the City's Financial Management

This report is designed to provide our citizens, taxpayers, customers and creditors with a general overview of the City's finances and to demonstrate the City's accountability for the money it receives. If you have questions about this report or need additional financial information, contact the City Clerk's office at 501 S. Hughes, Morris, Oklahoma 74447 or telephone at 918-733-4222.

**CITY OF MORRIS, OKLAHOMA
ANNUAL FINANCIAL REPORT
As of and for the Year Ended June 30, 2013**

BASIC FINANCIAL STATEMENTS – STATEMENTS OF NET POSITION AND ACTIVITIES

CITY OF MORRIS, OKLAHOMA
ANNUAL FINANCIAL REPORT
As of and for the Year Ended June 30, 2013

Statement of Net Position (Modified Cash Basis)– June 30, 2013

	<u>Governmental Activities</u>	<u>Business-Type Activities</u>	<u>Total</u>
ASSETS			
Cash and cash equivalents	\$ 331,510	\$ 747,852	\$ 1,079,362
Investments	23,347	-	23,347
Internal balances	12,946	(12,946)	-
Total Assets	<u>367,803</u>	<u>734,906</u>	<u>1,102,709</u>
LIABILITIES			
Due to other governments	855	-	855
Due to bondholders	1,004	-	1,004
EMS payable	-	1,925	1,925
Refundable deposits	150	27,482	27,632
Total Liabilities	<u>2,009</u>	<u>29,407</u>	<u>31,416</u>
NET POSITION			
Restricted	203,392	-	203,392
Unrestricted	162,402	705,499	867,901
Total Net Position	<u>\$ 365,794</u>	<u>\$ 705,499</u>	<u>\$ 1,071,293</u>

See accompanying notes to the basic financial statements.

**CITY OF MORRIS, OKLAHOMA
ANNUAL FINANCIAL REPORT
As of and for the Year Ended June 30, 2013**

Statement of Activities (Modified Cash Basis)– Year Ended June 30, 2013

Functions/Programs	Expenses	Program Revenues			Net (Expense) Revenue and Changes in Net Position		
		Charges for Services	Operating Grants and Contributions	Capital Grants and Contributions	Governmental Activities	Business-Type Activities	Total
Primary Government:							
Governmental activities:							
General Government	\$ 89,566	\$ -	\$ 125	\$ -	\$ (89,441)	\$ -	\$ (89,441)
Public Safety	226,357	73,921	4,484	-	(147,952)	-	(147,952)
Highways and Streets	63,066	-	14,284	-	(48,782)	-	(48,782)
Cemetery	13,283	16,551	3,154	-	6,422	-	6,422
Total governmental activities	392,272	90,472	22,047	-	(279,753)	-	(279,753)
Business-type activities:							
Water	334,733	355,933	-	20,000	-	41,200	41,200
Sewer	141,330	226,822	-	-	-	85,492	85,492
Sanitation	106,840	113,368	-	-	-	6,528	6,528
Total business-type activities	582,903	696,123	-	20,000	-	133,220	133,220
Total primary government	\$ 975,175	\$ 786,595	\$ 22,047	\$ 20,000	(279,753)	133,220	(146,533)
General revenues:							
Taxes:							
Sales and use tax					281,244	-	281,244
Franchise and public service taxes					25,917	-	25,917
Intergovernmental revenue not restricted to specific programs					11,214	-	11,214
Investment income					258	377	635
Miscellaneous					5,016	-	5,016
Total general revenues and transfers					323,649	377	324,026
Change in net assets					43,896	133,597	177,493
Net position - beginning					321,898	571,902	893,800
Net position - ending					\$ 365,794	\$ 705,499	\$ 1,071,293

See accompanying notes to the basic financial statements.

**CITY OF MORRIS, OKLAHOMA
ANNUAL FINANCIAL REPORT
As of and for the Year Ended June 30, 2013**

BASIC FINANCIAL STATEMENTS - GOVERNMENTAL FUNDS

CITY OF MORRIS, OKLAHOMA
ANNUAL FINANCIAL REPORT
As of and for the Year Ended June 30, 2013

Governmental Funds Balance Sheet (Modified Cash Basis) – June 30, 2013

	General Fund	Street & Alley Fund	Cemetery Care Fund	Total Governmental Funds
ASSETS				
Cash and cash equivalents	\$ 128,220	\$ 145,222	\$ 58,068	\$ 331,510
Investments	23,347	-	-	23,347
Due from other funds	13,040	-	195	13,235
	\$ 164,607	\$ 145,222	\$ 58,263	\$ 368,092
LIABILITIES AND FUND BALANCES				
Liabilities:				
Due to other funds	\$ 195	\$ 94	\$ -	\$ 289
Due to other governments	855	-	-	855
Due to bondholders	1,004	-	-	1,004
Refundable deposits	150	-	-	150
	2,204	94	-	2,298
Fund Balances:				
Restricted:				
Street & alley purposes	-	145,128	-	145,128
Cemetery	-	-	58,263	58,263
Assigned:				
Cemetery	40,247	-	-	40,247
Unassigned	122,156	-	-	122,156
	162,403	145,128	58,263	365,794
Total Fund Balances	162,403	145,128	58,263	365,794
Total Liabilities and Fund Balances	\$ 164,607	\$ 145,222	\$ 58,263	\$ 368,092

See accompanying notes to the basic financial statements.

**CITY OF MORRIS, OKLAHOMA
ANNUAL FINANCIAL REPORT
As of and for the Year Ended June 30, 2013**

**Governmental Funds Statement of Revenues, Expenditures and Changes in Fund Balance
(Modified Cash Basis) – Year Ended June 30, 2013**

	<u>General Fund</u>	<u>Street & Alley Fund</u>	<u>Cemetery Care Fund</u>	<u>Total Governmental Funds</u>
Revenues:				
Taxes	\$ 307,161	\$ -	\$ -	\$ 307,161
Intergovernmental	15,823	14,284	-	30,107
Charges for services	12,413	-	4,138	16,551
Fines and forfeitures	69,744	-	-	69,744
Licenses and permits	4,177	-	-	4,177
Investment income	258	-	-	258
Miscellaneous	8,120	-	50	8,170
Total Revenues	<u>417,696</u>	<u>14,284</u>	<u>4,188</u>	<u>436,168</u>
Expenditures:				
Current:				
General government	85,066	-	-	85,066
Public safety	220,648	-	-	220,648
Highways and streets	56,126	6,940	-	63,066
Cemetery	13,283	-	-	13,283
Capital outlay	10,209	-	-	10,209
Total Expenditures	<u>385,332</u>	<u>6,940</u>	<u>-</u>	<u>392,272</u>
Excess of revenues over expenditures	32,364	7,344	4,188	43,896
Fund balances - beginning	130,039	137,784	54,075	321,898
Fund balances - ending	<u>\$ 162,403</u>	<u>\$ 145,128</u>	<u>\$ 58,263</u>	<u>\$ 365,794</u>

See accompanying notes to basic financial statements.

**CITY OF MORRIS, OKLAHOMA
ANNUAL FINANCIAL REPORT
As of and for the Year Ended June 30, 2013**

BASIC FINANCIAL STATEMENTS – PROPRIETARY FUNDS

CITY OF MORRIS, OKLAHOMA
ANNUAL FINANCIAL REPORT
As of and for the Year Ended June 30, 2013

Proprietary Fund Statement of Net Position (Modified Cash Basis) – June 30, 2013

	Morris Public Works Authority
ASSETS	
Cash and cash equivalents	\$ 720,370
Restricted cash and cash equivalents	27,482
Total Assets	<u>\$ 747,852</u>
LIABILITIES	
EMS payable	\$ 1,925
Due to other funds	12,946
Meter deposit liability	27,482
Total liabilities	<u>42,353</u>
NET POSITION	
Unrestricted	705,499
Total net position	<u>\$ 705,499</u>

See accompanying notes to the basic financial statements.

CITY OF MORRIS, OKLAHOMA
ANNUAL FINANCIAL REPORT
As of and for the Year Ended June 30, 2013

Proprietary Fund Statement of Revenues, Expenses and Changes in Net Position (Modified Cash Basis) – Year Ended June 30, 2013

	Morris Public Works Authority
Operating Revenues:	
Charges for services:	
Water	\$ 336,845
Sewer	215,463
Sanitation	108,263
Tap fees	4,405
Penalties	23,435
Reconnect fees	7,712
Total Operating Revenues	696,123
 Operating Expenses:	
Public Works	469,118
 Total Operating Expenses	469,118
 Operating Income	227,005
 Non-Operating Revenues (Expenses):	
Grant revenue	20,000
Investment income	377
Debt service:	
Principal retirement	(84,726)
Interest expense	(29,059)
 Total Non-Operating Revenues (Expenses)	(93,408)
 Net Income/Change in net position	133,597
 Total net position - beginning	571,902
 Total net position - ending	\$ 705,499

See accompanying notes to the basic financial statements.

CITY OF MORRIS, OKLAHOMA
ANNUAL FINANCIAL REPORT
As of and for the Year Ended June 30, 2013

Proprietary Fund Statement of Cash Flows (Modified Cash Basis) – Year Ended June 30, 2013

	<u>Morris Public Works Authority</u>
CASH FLOWS FROM OPERATING ACTIVITIES	
Receipts from customers	\$ 696,123
Payments to suppliers	(334,837)
Payments to employees	(134,338)
Receipts of customer utility deposits	8,900
Refunds of customer utility deposits	(9,100)
Net Cash Provided by Operating Activities	<u>226,748</u>
CASH FLOWS FROM CAPITAL AND RELATED FINANCING ACTIVITIES	
Receipt of grant revenue	20,000
Principal paid on capital debt	(84,726)
Interest and fiscal agent fees paid on capital debt	(29,059)
Net Cash Provided by (Used in) Capital and Related Financing Activities	<u>(93,785)</u>
CASH FLOWS FROM INVESTING ACTIVITIES	
Interest and dividends	377
Net Cash Provided by Investing Activities	<u>377</u>
Net Increase in Cash and Cash Equivalents	133,340
Balance - beginning of the year	<u>614,512</u>
Balance - end of the year	<u>\$ 747,852</u>
Reconciliation to Statement of Net Position:	
Cash and cash equivalents	720,370
Restricted cash and cash equivalents - current	<u>27,482</u>
Total cash and cash equivalents	<u>\$ 747,852</u>
Reconciliation of operating income to net cash provided by operating activities:	
Operating income	\$ 227,005
Change in assets and liabilities:	
EMS payable	(57)
Meter deposit liability	<u>(200)</u>
Net cash provided by operating activities	<u>\$ 226,748</u>

See accompanying notes to the basic financial statements.

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FOOTNOTES TO THE BASIC FINANCIAL STATEMENTS

Footnotes to the Statement of Net Position and Activities:

1. Summary of Significant Accounting Policies

A. Financial Reporting Entity

The City's financial reporting entity includes two separate legal entities reported as the primary government.

- **The City of Morris** – that operates the public safety, cemetery, streets, health and welfare, culture and recreation, and administrative activities.

- **The Morris Public Works Authority** – that operates the water, sewer, and sanitation services of the City through a public trust of which the City is the beneficiary. The City Council serves as trustees for the Authority and all debt obligations of the Authority must be approved by 2/3rds vote of the City Council.

In determining the financial reporting entity, the City complies with the provisions of Governmental Accounting Standards Council Statement No. 14, as amended by Statement No. 61, *The Financial Reporting Entity*, and includes all component units for which the City is financially accountable.

The component unit is a Public Trust established pursuant to Title 60 of Oklahoma State law. Public Trusts (Authorities) have no taxing power. The Authorities are generally created to finance City services through issuance of revenue bonds or other non-general obligation debt and to enable the City Council to delegate certain functions to the governing body (Trustees) of the Authority. The Authorities generally retain title to assets which are acquired or constructed with Authority debt or other Authority generated resources. In addition, the City has leased certain existing assets at the creation of the Authorities to the Trustees on a long-term basis. The City, as beneficiary of the Public Trusts, receives title to any residual assets when a Public Trust is dissolved.

B. Basis of Presentation and Accounting

Implementation of New Accounting Standards:

The City has implemented the effect of the following new accounting standards issued by the Governmental Accounting Standards Board (GASB):

- Statement 60 – Service Concession Arrangements (no material effect)
- Statement 61 – The Financial Reporting Entity (no material effect)
- Statement 62 – Codification of pre-1989 FASB standards and AICPA pronouncements (no material effect)
- Statement 63 – Financial Reporting of Deferred Outflows of Resources, Deferred Inflows of Resources, and Net Position (change in statement titles, totals, and subtotals)
- Statement 65 – Items Previously Reported as Assets and Liabilities (adopted early, with no material effect)

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Government-Wide Financial Statements:

The statement of net position and activities are reported on a modified cash basis of accounting. The modified cash basis of accounting is based on the recording of cash and cash equivalents and changes therein, and only recognizes revenues, expenses, assets and liabilities resulting from cash transactions adjusted only for certain modifications stated below that have substantial support in generally accepted accounting principles (GAAP). These modifications include adjustments for the following balances arising from cash transactions:

- cash-based interfund receivables and payables
- other cash-based receivables/payables
- utility deposit liabilities

As a result of the use of this modified cash basis of accounting, certain assets and their related revenues (such as accounts receivable and revenue for billed or provided services not yet collected, and accrued revenue and receivables) and certain liabilities and their related expenses (such as accounts payable and expenses for goods or services received but not yet paid, and accrued expenses and liabilities) are not recorded in these financial statements.

In addition, due to the use of this modified cash basis of accounting, capital asset and long-term debt transactions are excluded from reporting within the financial statements. Capital assets are expensed when purchased and long-term debts are reported as cash receipts when issued and received. However, information about long-term debts is disclosed in Note 8 Commitments and Contingencies.

Program revenues within the statement of activities are derived directly from each activity or from parties outside the City's taxpayers. The City has the following program revenues in each activity:

- General government: License and permits, rents and royalties
- Public safety: Fine revenue, operating and capital grants
- Streets and highways: Gas excise and commercial vehicle taxes
- Cemetery: Cemetery lot sales

Governmental Funds:

The City's governmental funds are comprised of the following:

Major Funds:

- General Fund - accounts for all activities not accounted for in other special-purpose funds.
- Street and Alley Fund (Special Revenue Fund) - accounts for commercial vehicle tax and gasoline excise tax legally restricted for street and alley repairs and maintenance.
- Cemetery Care Fund (Capital Projects Fund) - accounts for the transfer of 25% (state law requires 12.5%) of cemetery lot sales and interment fees restricted for cemetery capital improvements.

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The governmental funds are reported on a modified cash basis of accounting and current financial resources measurement focus. Only current financial assets and liabilities are generally included on the fund balance sheets. The operating statements present sources and uses of available spendable financial resources during a given period. These fund financial statements use fund balance as their measure of available spendable financial resources at the end of the period. The reconciliation of the governmental funds financial statements to the governmental activities presentation in the government-wide financial statements is the result of the use of the economic resources measurement focus at the government-wide level.

Proprietary Fund:

The City's proprietary fund is comprised of the following:

Morris Public Works Authority:

- Morris Public Works Authority – accounts for the operation of the water, sewer, and sanitation activities.

The proprietary fund is reported on a modified cash basis, as defined above, and current financial resources measurement focus.

For purposes of the statement of revenues, expenses and changes in fund net position, operating revenues and expenses are considered those whose cash flows are related to operating activities, while revenues and expenses related to financing, capital and investing activities are reported as non-operating or transfers and contributions.

C. Cash, Cash Equivalents, and Investments

Cash and cash equivalents includes all demand and savings accounts, certificates of deposit or short-term investments with an original maturity of three-months or less, and money market accounts. Investments consist of long-term certificates of deposits and are reported at cost.

D. Compensated Absences

As a result of the use of the modified cash basis of accounting, liabilities related to accrued compensated absences are not recorded in the financial statements. Expenditures/expenses related to compensated absences are recorded when paid. The amount of accrued compensated absences for accumulated, unpaid compensatory time that would be due employees upon termination is reported as a commitment in Note 9.

E. Fund Balances and Net Position

Fund Statements:

Governmental fund equity is classified as fund balance. Fund balance is further classified as nonspendable, restricted, committed, assigned, and unassigned. These classifications are defined as:

- a. Nonspendable – includes amounts that cannot be spent because they are either (a) not in spendable form or (b) legally or contractually required to be maintained intact.
- b. Restricted – consists of fund balance with constraints placed on the use of resources either by (1) external groups such as creditors, grantors, contributors, or laws or regulations of other governments, or (2) laws through constitutional provisions or enabling legislation.
- c. Committed – included amounts that can only be used for specific purposes pursuant to constraints imposed by formal action of the city’s highest level of decision-making authority. The City’s highest level of decision-making authority is made by ordinance.
- d. Assigned – includes amounts that are constrained by the city’s intent to be used for specific purposes but are neither restricted nor committed. Assignments of fund balance may be made by city council action or management decision when the city council has delegated that authority. Assignments for transfers and interest income for governmental funds are made through the budgetary process.
- e. Unassigned – represents fund balance that has not been assigned to other funds and has not been restricted, committed, or assigned to specific purposes within the General Fund.

It is the City’s policy to first use restricted fund balance prior to the use of the unrestricted fund balance when an expense is incurred for purposes for which both restricted and unrestricted fund balance is available. The City’s policy for the use of the unrestricted fund balance amounts require that committed amounts would be reduced first, followed by assigned amounts and then unassigned amounts when expenditures are incurred for purposes for which amounts in any of those unrestricted fund balance classifications could be used.

Net Position:

Net position is displayed in two components:

- a. *Restricted net position* - Consists of net position with constraints placed on the use either by 1) external groups such as creditors, grantors, contributors, or laws and regulations of other governments, or 2) law through constitutional provisions or enabling legislation.
- b. *Unrestricted net position* - All other net position that do not meet the definition of “restricted” or “invested in capital assets, net of related debt.”

In addition, the City has restricted net position for streets and cemetery.

It is the City’s policy to first use restricted net position prior to the use of unrestricted net position when an expense is incurred for purposes for which both restricted and unrestricted net position elements are available.

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F. Internal and Interfund Balances and Transfers

The City's policy is to eliminate interfund transfers and balances in the statement of activities and net position to avoid the grossing up of balances. Only the residual balances transferred between governmental and business-type activities are reported as internal transfers and internal balances then offset in the total column in the government-wide statements. Internal transfers and balances between funds are not eliminated in the fund financial statements.

2. Deposits and Investments

For the year ended June 30, 2013, the City recognized \$635 of investment income. Due to the minimal rates of return on allowable investments in the current environment, most of the City's deposits are in demand and short-term time deposits.

At June 30, 2013, the primary government held the following deposits and investments:

<u>Primary Government</u>	<u>Carrying Value</u>
Deposits:	
Petty cash	\$ 503
Demand deposits	1,078,859
Time deposits - certificates of deposit	23,347
Total Deposits	\$ 1,102,709
 Reconciliation to Statement of Net Position:	
Cash and cash equivalents	\$ 1,079,362
Investments	23,347
	\$ 1,102,709

Custody Credit Risk

Custodial credit risk is the risk that in the event of a bank failure, the government deposits may not be returned to it. The City is governed by the State Public Deposit Act which requires that the City obtain and hold collateral whose fair value exceeds the amount of uninsured deposits. Investment securities are exposed to custody credit risk if the securities are uninsured, are not registered in the name of the government, and if held by either a counterparty or a counterparty's trust, department or agent, but not in the government's name.

As of June 30, 2013, the City was not exposed to custodial credit risk as defined above.

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Investment Interest Rate Risk

Interest rate risk is the risk that changes in interest rates will adversely affect the fair value of an investment. The City has no investment policy that limits investments based on maturity. The City discloses its exposure to interest rate risk by disclosing the maturity dates of its various investments, where applicable.

At June 30, 2013, the City's investments with maturity dates were limited to time deposits that were not exposed to interest rate risk.

Investment Credit Risk

The City has no investment policy that limits its investment choices other than the limitations of state law that generally authorize investments in: (1) full faith and credit, direct obligations of the U. S. Government, its agencies and instrumentalities, and the State of Oklahoma and certain mortgage insured federal debt; (2) certificates of deposit or savings accounts that are either insured or secured with acceptable collateral; (3) negotiable certificates of deposit, prime bankers acceptances, prime commercial paper and repurchase agreements with certain limitations; (4) county, municipal or school district tax supported debt obligations, bond or revenue anticipation notes, money judgments, or bond or revenue anticipation notes of public trusts whose beneficiary is a county, municipality or school district; and government money market funds regulated by the SEC. These investment limitations do not apply to the City's public trusts.

Concentration of Investment Credit Risk

Exposure to concentration of credit risk is considered to exist when investments in any one issuer represent a significant percent of total investments of the City (any over 5% are disclosed). Investments issued or explicitly guaranteed by the U.S. government and investments in mutual funds, external investment pools, and other pooled investments are excluded from this consideration. The City has no investment policy regarding concentration of credit risk.

At June 30, 2013, the City had no concentration of credit risk as defined above.

Restricted Cash and Cash Equivalents – The amounts reported as restricted assets on the proprietary fund statement of net position are comprised of amounts restricted for utility deposits of the Morris Public Works Authority. The restricted assets as of June 30, 2013 are as follows:

<u>Type of Restricted Assets</u>	<u>Current Cash and Cash Equivalents</u>
Utility Deposits	\$ 27,482
Total Restricted Assets	<u>\$ 27,482</u>

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3. Sales Tax Revenue

Sales tax revenue represents a 4.0 cent local tax on each dollar of taxable sales within the City. Three and one-half cents of the sales tax received are recorded as sales tax revenue within the General Fund to be used for general operations of the City. One-half cent has been designated by the City to be used for future capital projects.

4. Property Tax Levy

The City presently levies no property tax. In accordance with state law, a municipality may only levy a property tax to retire general obligation debt approved by the voters and to pay judgments rendered against the City.

5. Internal and Interfund Balances and Transfers

Balances:

Interfund balances at June 30, 2013, were as follows:

<u>Due From</u>	<u>Due To</u>	<u>Amount</u>	<u>Nature of Interfund Balance</u>
MPWA	General Fund	\$ 12,946	Claims paid on behalf of other funds
Street and Alley Fund	General Fund	94	Claims paid on behalf of other funds
General Fund	Cemetery Care Fund	195	Claims paid on behalf of other funds
		<u>\$ 13,235</u>	

Reconciliation to fund financial statements:

	<u>Due From Other Funds</u>	<u>Due to Other Funds</u>	<u>Internal Balance</u>
Governmental Funds	\$ 13,235	\$ (289)	\$ 12,946
Proprietary Funds	-	(12,946)	(12,946)
Total	<u>\$ 13,235</u>	<u>\$ (13,235)</u>	<u>\$ -</u>

Transfers:

There were no internal transfers between funds and activities for the year ended June 30, 2013.

6. Risk Management

The City is exposed to various risks of loss related to torts; theft of, damage to, or destruction of assets; errors and omissions; injuries to employees; employee health and life; and natural disasters. The City manages these various risks of loss by securing commercial insurance for all risks, except for participation in the Oklahoma Municipal Assurance Group risk entity pool for certain coverage. Management believes such insurance coverage is sufficient to preclude any significant uninsured losses to the City. Settled claims have not exceeded this insurance coverage in any of the past three fiscal years.

7. Pension Plan Participation

The City of Morris participates in two pension or retirement plans:

1. Oklahoma Firefighter’s Pension and Retirement System (OFPRS) – a statewide cost-sharing plan
2. Oklahoma Municipal Retirement System Defined Contribution Plan (OMRF) - an agent multiple-employer defined contribution plan

Firefighter Pension System:

Plan Summary Information. The City of Morris, as the employer, participates in a statewide cost-sharing multiple employer defined benefit pension plan through the Oklahoma Firefighter’s Pension and Retirement System (OFPRS). The OFPRS defined benefit pension plan provides retirement and disability benefits, annual cost-of-living adjustments, and death benefits to plan members and beneficiaries. Pursuant to the requirements of Title 11, section 22-102, the City must participate in the plan if they employ full-time or volunteer firefighters.

The OFPRS issues a publicly available financial report that includes financial statements and required supplementary information. That report may be obtained by writing to OFPRS, 4545 N. Lincoln Blvd., Suite 265, Oklahoma City, OK 73105-3414.

Funding Policy OFPRS plan members that are volunteer firefighters are not required to contribute to the plan. The City is required by state law to contribute \$60 per year for each volunteer firefighter. The plan is funded by contributions from participants, employers, insurance premium taxes, and state appropriations, as necessary.

The OFPRS contributions are as follows:

<u>Fiscal Year</u>	<u>Required Contribution</u>	<u>Amount Contributed</u>
2011	\$900	\$900
2012	\$840	\$840
2013	\$780	\$780

OMRF Defined Contribution Plan:

For the year ending June 30, 2010, the City began providing a defined contribution plan and trust known as the City of Morris Plan and Trust (the “OMRF Plan”) in the form of The Oklahoma Municipal Retirement System Master Defined Contribution Plan (OMRF) available to all full-time employees. OMRF operations are supervised by a nine-member Board of Trustees elected by the participating municipalities. The Plan is administered by Bank One Trust Company of Oklahoma City. The defined contribution plan is mandatory to all full-time employees who are not already participating in another plan. The employee contributes to the Plan an amount up to 2% of their gross wages. The City as employer, contributes a match amount up to 2% of the employee contribution. If an employee terminates before becoming fully vested, the employer’s contributions that are forfeited may be used to reduce the City’s current-period contribution requirements. The authority to amend the provisions of the plan rests with the City Council.

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The OMRF contributions are as follows:

<u>Fiscal Year</u>	<u>Required Contribution</u>	<u>Amount Contributed</u>
2010	\$2,902	\$2,902
2011	\$2,393	\$2,393
2013	\$3,348	\$3,348

OMRF issues separate plan financial statements which may be obtained by contacting the Oklahoma Municipal Retirement Fund, 525 Central Park Drive, Suite 320, Oklahoma City, Oklahoma, 73105.

8. Pledge of Future Revenues

Utility Net Revenues Pledge – The City has also pledged future net water and sewer revenues to repay \$1,650,000 of the OWRB ORF Promissory Note. Proceeds from the note provided financing for utility system capital assets. The note is payable through September 2023. The total principal and interest payable for the remainder of the life of this note is \$1,100,674. The note is payable from the above-mentioned utility net revenues. The debt service payments on the note this year were \$105,035, which was 46% of pledged net utility revenues of \$225,959.

9. Commitments and Contingencies

Long-term Debt Commitments:

At June 30, 2013, the City and MPWA reported the following as long-term debt commitments:

Notes Payable of the Morris Public Works Authority (Payable from future utility revenues):

OWRB Promissory Note for water improvements dated October 1, 2002, original amount of \$1,650,000, payments of \$52,397 made semi-annually each March 15 and September 15, with an annual interest rate of 2.865%.	944,804
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Oklahoma Department of Commerce Note (8675 CDBG 98), original amount of \$175,000, payable in 240 monthly installments of \$729 interest free, final payment due June 1, 2022.	<u>78,751</u>
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Balance of Notes Payable at June 30, 2013	<u><u>\$1,023,555</u></u>
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Payment Requirements to Maturity

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Year Ended June 30,	<u>Notes Payable</u>	
	<u>Principal</u>	<u>Interest</u>
2014	87,041	26,502
2015	89,300	24,243
2016	91,625	21,919
2017	94,016	19,527
2018	96,476	17,067
2019-2023	513,097	45,872
2024	<u>52,000</u>	<u>740</u>
Total	<u>\$ 1,023,555</u>	<u>\$ 155,870</u>

Compensated Absences:

As a result of the City's use of the modified cash basis of accounting, accrued liabilities related to compensated absences (vacation, sick and comp leave) earned but unpaid at year-end are not reflected in the basic financial statements. The compensated absence commitment at June 30, 2013, is summarized as follows:

- General Fund – accrued compensated absences \$2,815
- MPWA – accrued compensated absences \$3,231

Related Party Transactions:

During the 2013 fiscal year, the City and MPWA purchased items from the NAPA store in Morris, which is owned by the mayor's husband. The total transactions with the City and MPWA were \$5,470 and \$1,348, respectively.

Litigation:

The City is party to various legal proceedings which normally occur in the course of governmental operations. The financial statements do not include accruals or provisions for loss contingencies that may result from these proceedings. State statutes provide for the levy of an ad valorem tax over a three-year period by a City "Sinking Fund" for the payment of any court assessed judgment rendered against the City. These statutory provisions do not apply to the City's public trust Authorities. While the outcome of the above noted proceedings cannot be predicted, due to the insurance coverage maintained by the City and the State statute relating to judgments, the City feels that any settlement or judgment not covered by insurance would not have a material adverse effect on the financial condition of the City.

Federal and State Award Programs:

The City of Morris participates in various federal or state grant/loan programs from year to year. In 2013, the City's involvement in federal and state award programs was not significant. The grant/loan programs are often subject to additional audits by agents of the granting or loaning agency, the purpose of which is to ensure compliance with the specific conditions of the grant or loan. The City has not been notified of any noncompliance with federal or state award requirements.

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SUPPLEMENTARY INFORMATION

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Budgetary Comparison Schedules (Modified Cash Basis) – Year Ended June 30, 2013

	GENERAL FUND			
	Budgeted Amounts		Actual Amounts	Variance with Final Budget Positive (Negative)
	Original	Final		
Beginning Budgetary Fund Balance:	\$ 53,567	\$ 92,188	\$ 92,188	\$ -
Resources (Inflows):				
Taxes	282,800	282,800	307,161	24,361
Intergovernmental	10,000	10,000	15,823	5,823
Fines and Forfeitures	63,000	63,000	69,744	6,744
Licenses and Permits	1,300	1,300	4,177	2,877
Investment Income	50	50	96	46
Miscellaneous	8,000	8,000	5,016	(2,984)
Transfers In	40,000	40,000	-	(40,000)
Total Resources (Inflows)	405,150	405,150	402,017	(3,133)
Amounts available for appropriation	\$ 458,717	\$ 497,338	\$ 494,205	\$ (3,133)
Charges to Appropriations (Outflows):				
General Government	\$ 97,050	\$ 97,050	\$ 84,134	\$ 12,916
Streets	56,553	56,553	56,126	427
Police	234,394	234,394	215,625	18,769
Fire	12,447	12,447	10,732	1,715
Council	3,360	3,360	3,318	42
City Clerk/Treasurer	17,871	17,871	2,114	15,757
Transfers out	25,710	25,710	-	25,710
Total Charges to Appropriations	447,385	447,385	372,049	75,336
Ending Budgetary Fund Balance	\$ 11,332	\$ 49,953	\$ 122,156	\$ 72,203

	STREET AND ALLEY FUND			
	Budgeted Amounts		Actual Amounts	Variance with Final Budget Positive (Negative)
	Original	Final		
Beginning Budgetary Fund Balance:	\$ 126,813	\$ 137,784	\$ 137,784	\$ -
Resources (Inflows):				
Intergovernmental	10,500	10,500	14,284	3,784
Total Resources (Inflows)	10,500	10,500	14,284	3,784
Amounts available for appropriation	\$ 137,313	\$ 148,284	\$ 152,068	\$ 3,784
Charges to Appropriations (Outflows):				
Streets	\$ 24,000	\$ 24,000	\$ 6,940	\$ 17,060
Total Charges to Appropriations	24,000	24,000	6,940	17,060
Ending Budgetary Fund Balance	\$ 113,313	\$ 124,284	\$ 145,128	\$ 20,844

Unaudited

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Budgetary Comparison Schedules (Modified Cash Basis) — Year Ended June 30, 2013, (Cont.)

	CEMETERY CARE FUND			Variance with Final Budget Positive (Negative)
	Budgeted Amounts		Actual Amounts	
	Original	Final		
Beginning Budgetary Fund Balance:	\$ 58,622	\$ 54,075	\$ 54,075	\$ -
Resources (Inflows):				
Charges for Services	5,400	5,400	4,188	(1,212)
Miscellaneous	-	-	-	-
Total Resources (Inflows)	<u>5,400</u>	<u>5,400</u>	<u>4,188</u>	<u>(1,212)</u>
Amounts available for appropriation	<u>\$ 64,022</u>	<u>\$ 59,475</u>	<u>\$ 58,263</u>	<u>\$ (1,212)</u>
Charges to Appropriations (Outflows):				
Cemetery	\$ 20,000	\$ 20,000	\$ -	\$ 20,000
Total Charges to Appropriations	<u>20,000</u>	<u>20,000</u>	<u>-</u>	<u>20,000</u>
Ending Budgetary Fund Balance	<u>\$ 44,022</u>	<u>\$ 39,475</u>	<u>\$ 58,263</u>	<u>\$ 18,788</u>

Unaudited

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Footnotes to Budgetary Comparison Schedules:

1. The budgetary comparison schedules are reported on the same modified cash basis as governmental funds within the basic financial statements.
2. The legal level of appropriation control is the department level within a fund. Transfers of appropriation within a fund require Mayor's approval, while supplemental appropriations require City Council approval.
3. The budgetary basis differs from the modified cash basis as shown in the schedule below:

	<u>General Fund</u>
Sources/Inflows of resources	
Actual amounts (budgetary basis) "available appropriation" from the budgetary comparison schedule	\$494,205
Differences – budget to Modified Cash:	
The fund balance at the beginning of the year is a budgetary resource but is not a current-year revenue for financial reporting purposes.	(92,188)
Cemetery Fund combined as an account of the General Fund per GASB 54	<u>15,679</u>
Total revenues as reported on the statement of revenues, expenditures, and changes in fund balance – governmental funds	<u>\$417,696</u>
Uses/Outflows of resources	
Actual amounts (budgetary basis) "total charges to appropriations" from the budgetary comparison schedule	\$372,049
Differences – budget to Modified Cash:	
Cemetery Account combined as an account of the General Fund per GASB 54	<u>13,283</u>
Total expenditures as reported on the statement of revenues, expenditures, and changes in fund balance – governmental funds	<u>\$385,332</u>

Unaudited

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Combining Balance Sheet – General Fund Accounts (Modified Cash Basis) – June 30, 2013

	General Fund	Cemetery Account	Totals
ASSETS			
Cash and cash equivalents	\$ 112,516	\$ 15,704	\$ 128,220
Investments		23,347	23,347
Due from other funds	12,946	1,196	14,142
 Total Assets	 \$ 125,462	 \$ 40,247	 \$ 165,709
LIABILITIES AND FUND BALANCES			
Liabilities:			
Due to other funds	\$ 1,297	\$ -	\$ 1,297
Due to other governments	855	-	855
Due to bondholders	1,004	-	1,004
Refundable deposits	150	-	150
 Total Liabilities	 3,306	 -	 3,306
Fund Balances:			
Assigned for:			
Cemetery	-	40,247	40,247
Unassigned	122,156	-	122,156
Total Fund Balances	122,156	40,247	162,403
 Total Liabilities and Fund Balances	 \$ 125,462	 \$ 40,247	 \$ 165,709

Unaudited

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Combining Schedule of Revenues, Expenditures and Changes in Fund Balance – General Fund Accounts (Modified Cash Basis) – Year Ended June 30, 2013

	<u>General Fund</u>	<u>Cemetery Account</u>	<u>Totals</u>
Revenues:			
Taxes	\$ 307,161	\$ -	\$ 307,161
Intergovernmental	15,823	-	15,823
Charges for services	-	12,413	12,413
Fines & forfeitures	69,744	-	69,744
Licenses & permits	4,177	-	4,177
Investment income	96	162	258
Miscellaneous	5,016	3,104	8,120
Total Revenues	<u>402,017</u>	<u>15,679</u>	<u>417,696</u>
Expenditures:			
Current:			
General government	85,066	-	85,066
Public safety	220,648	-	220,648
Highways and streets	56,126	-	56,126
Cemetery	-	13,283	13,283
Capital outlay	10,209	-	10,209
Total Expenditures	<u>372,049</u>	<u>13,283</u>	<u>385,332</u>
Excess of revenues over expenditures	29,968	2,396	32,364
Net change in fund balances	29,968	2,396	32,364
Fund balances, beginning	92,188	37,851	130,039
Fund balances, ending	<u>\$ 122,156</u>	<u>\$ 40,247</u>	<u>\$ 162,403</u>

Unaudited

**CITY OF MORRIS, OKLAHOMA
ANNUAL FINANCIAL REPORT
As of and for the Year Ended June 30, 2013**

Schedule of Expenditures of State Awards (Modified Cash Basis) – Year Ended June 30, 2013

Federal/State Grantor/Pass through agency Grantor/Program Title	Federal CFDA Number	Pass Thru Grant #	Award Amount	Contract Expenditures
STATE AWARDS:				
<u>OKLAHOMA DEPARTMENT OF AGRICULTURE:</u>				
Rural Fire Grant	N/A	N/A	\$ 4,484	\$ 4,484
<u>EASTERN OKLAHOMA DEVELOPMENT DISTRICT:</u>				
2011 REAP	N/A	N/A	20,000	20,000
2012 REAP	N/A	N/A	15,000	13,100
TOTAL STATE AWARDS			\$ 39,484	\$ 37,584
FEDERAL AWARD:				
<u>DEPARTMENT OF EMERGENCY MANAGEMENT:</u>				
PA-1985PW131	97.036	PA-1985PW131	\$ 125	\$ 125
TOTAL FEDERAL AWARDS			\$ 125	\$ 125

Unaudited

CITY OF MORRIS, OKLAHOMA
ANNUAL FINANCIAL REPORT
As of and for the Year Ended June 30, 2013

Schedule of Debt Service Coverage Requirements Compliance

Gross Revenue Available for Debt Service:	
Operating revenues of leased systems	\$ 587,860
Interest income	<u>377</u>
Total Gross Revenues Available	588,237
System Operating Expenses	<u>362,278</u>
Net Revenues Available for Debt Service	<u>\$ 225,959</u>
Debt Service Requirements:	
Maximum annual debt service - OWRB note and ODOC note	<u>\$ 113,543</u>
Total Debt Service Requirements	<u>\$ 113,543</u>
Coverage	<u>199%</u>
Coverage Requirement	<u>125%</u>

Unaudited

INTERNAL CONTROL AND COMPLIANCE

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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 Honorable Mayor and Members of the City Council
City of Morris, Oklahoma

I 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 financial statements-modified cash basis of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of City of Morris, Oklahoma, as of and for the year ended June 30, 2013, and the related notes to the financial statements, which collectively comprise City of Morris, Oklahoma's basic financial statements-modified cash basis and have issued my report thereon dated September 6, 2013. As described in Note 1B, the City of Morris, Oklahoma has elected to report 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.

Internal Control Over Financial Reporting

In planning and performing my audit of the financial statements, I considered the City of Morris, Oklahoma's internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing my opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of City of Morris, Oklahoma's internal control. Accordingly, I do not express an opinion on the effectiveness of City of Morris, Oklahoma'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.

My 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 and therefore, material weaknesses or significant deficiencies may exist that were not identified. Given these limitations, during my audit I did not identify any deficiencies in internal control that I consider to be material weaknesses. However, material weaknesses may exist that have not been identified. I did identify certain deficiencies in internal control, described in the accompanying schedule of findings and responses that I consider to be significant deficiencies. [2012-01, 2013-01].

Compliance and Other Matters

As part of obtaining reasonable assurance about whether the City of Morris, Oklahoma's financial statements are free from material misstatement, I 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 my audit, and accordingly, I do not express such an opinion. The results of my tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

City of Morris, Oklahoma's Response to Findings

The City of Morris, Oklahoma's response to the findings identified in my audit is described in the accompanying schedule of findings. The City of Morris, Oklahoma's response was not subjected to the auditing procedures applied in the audit of the financial statements and, accordingly, I express no opinion on it.

Purpose of this Report

The purpose of this report is solely to describe the scope of my 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.



Anne Marie Elfrink, MS, CPA

Tulsa, Oklahoma
September 6, 2013

City of Morris, Oklahoma
Schedule of Findings and Responses
June 30, 2013

2012-01 – Meter Deposit Liability; updated 2013

CONDITION: The Deposit Audit Report from the utility accounting system used by the City of Morris shows a total meter deposit liability at June 30, 2013 of \$49,239 yet the financial statements show \$27,482, a difference of \$21,757. A review of the history of several of the inactive accounts revealed credit adjustments being made to the customer's bill through journal entries.

CRITERIA: Title 11 Section 35 – of the Oklahoma Statutes requires that deposits for utility service shall be refunded or credited to the customer upon termination of service or at an earlier date as allowed by the municipality. The City should be able to produce a valid, reconciled listing of deposits payable.

CAUSE OF CONDITION: The City's management reports that a previous utility clerk struggled in using the system. It appears that some of the discrepancy may be attributable to a lack of understanding on how to refund the deposit through the system in the proper way which would clear the liability.

POTENTIAL EFFECT OF CONDITION: The City could be in violation of the above referenced statute by not refunding or crediting the customer upon termination and/or the meter deposit liability could be understated. In addition, the lack of a reconciled reliable meter deposit listing weakens internal controls over these funds and could conceal the misappropriation of funds.

RECOMMENDATION: The City should research and resolve the status of the deposits, and maintain the list in a current fashion.

RESPONSE: City management reports that they are maintaining the deposit status of current customers in a reliable manner and that they are making every effort to identify the cause of the deposits shown on the system as remaining on inactive accounts. They are working with the information technology consultant to assist in cleaning up the residual balances to make the system more meaningful.

2013-01 – Review of Contract Payments

CONDITION: A review of an invoice from the sanitation contractor indicated an inconsistency between the contract rates as understood by the City's management and the rates that were billed by the contractor.

CRITERIA: Good contract management controls include a clear understanding of the contract terms as well as procedures in place to assure compliance with the terms by the contractor.

CAUSE OF CONDITION: The contract terms did not appear to be clearly defined, as the rate schedule was not attached to the contract. There were no formal review procedures in place to assure that the contractor's invoice is in agreement with the services provided and the contract rates.

POTENTIAL EFFECT OF CONDITION: The City could pay the sanitation contractor in excess of the agreed amount.

RECOMMENDATION: The City's management clarify the contract terms and develop procedures for review of invoices submitted by the contractor.

RESPONSE: City management is working with the contractor and the City attorney to clarify contract terms and develop procedures for review of invoices.

2013-02 – Segregation of Duties

CONDITION: The City uses essentially two positions to perform certain duties that are incompatible with effective internal control. The employee initiating disbursements and preparing deposits also performs the bank reconciliation. The employee maintaining the utility billing system also enters account adjustments and accepts and records payments on account. This is somewhat mitigated by considerable onsite supervision by the Mayor.

CRITERIA: The segregation of duties and responsibilities between individuals for custody of assets, recordkeeping for those assets, and reconciliation of those asset accounts is an important control activity needed to adequately protect the City's assets and ensure accurate financial reporting.

CAUSE OF CONDITION: The City's limited size has made it difficult for management to provide sufficient staffing to fully segregate incompatible duties in a cost-effective manner.

POTENTIAL EFFECT OF CONDITION: Without sufficient segregation of duties, the risk increases that errors and fraud could occur and not be detected on a timely basis.

RECOMMENDATION: The City Council should continue to exercise oversight control of daily functions. City management should continue to look for opportunities to better segregate duties over transaction classes.

RESPONSE: City management is aware of the risk and will continue to look for opportunities to strengthen internal controls