

AUDIT REPORT
CITY OF HARTSHORNE, OKLAHOMA
JUNE 30, 2014



KERSHAW CPA & ASSOCIATES, PC

5300 WEST OKMULGEE AVENUE
MUSKOGEE, OKLAHOMA 74401
PHONE (918) 684-1040
FAX (918) 684-1041

WEB: KERSHAWCPA.COM
E-MAIL: REK@KERSHAWCPA.COM

607 NORTH 1ST STREET
PONCA CITY, OKLAHOMA 74601
PHONE (580) 762-1040
FAX (580) 762-1047

CITY OF HARTSHORNE, OKLAHOMA
JUNE 30, 2014

TABLE OF CONTENTS

	<u>PAGE</u>
INTRODUCTORY SECTION:	
LIST OF PRINCIPAL OFFICIALS	4
FINANCIAL SECTION:	
INDEPENDENT AUDITOR'S REPORT	5-7
BASIC FINANCIAL STATEMENTS:	
Government-Wide Financial Statements:	
EXHIBIT A STATEMENT OF NET POSITION - MODIFIED CASH BASIS	8
EXHIBIT B STATEMENT OF ACTIVITIES - MODIFIED CASH BASIS	9
FUND FINANCIAL STATEMENTS:	
EXHIBIT C BALANCE SHEET - GOVERNMENTAL FUNDS - MODIFIED CASH BASIS	10
EXHIBIT D STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE - GOVERNMENTAL FUNDS - MODIFIED CASH BASIS	11-12
EXHIBIT E STATEMENT OF NET POSITION - PROPRIETARY FUND - MODIFIED CASH BASIS	13
EXHIBIT F STATEMENT OF REVENUES, EXPENSES AND CHANGES IN FUND NET POSITION - PROPRIETARY FUND - MODIFIED CASH BASIS	14
EXHIBIT G STATEMENT OF CASH FLOWS - PROPRIETARY FUND - MODIFIED CASH BASIS	15
NOTES TO THE FINANCIAL STATEMENTS	16-33

CITY OF HARTSHORNE, OKLAHOMA
JUNE 30, 2014

SUPPLEMENTARY INFORMATION:

EXHIBIT H BUDGETARY COMPARISON SCHEDULE - GENERAL FUND - MODIFIED CASH BASIS	34
EXHIBIT I BUDGETARY COMPARISON SCHEDULE - STREET & ALLEY FUND - MODIFIED CASH BASIS	35
NOTES TO BUDGETARY COMPARISON SCHEDULE	36
REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH <i>GOVERNMENT AUDITING</i> STANDARDS	37-38
SCHEDULE OF FINDINGS	39-40
OTHER SUPPLEMENTARY INFORMATION:	
EXHIBIT J COMBINING BALANCE SHEET - NONMAJOR GOVERNMENTAL FUNDS - MODIFIED CASH BASIS	41
EXHIBIT K COMBINING STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE - NONMAJOR GOVERNMENTAL FUNDS - MODIFIED CASH BASIS	42

CITY OF HARTSHORNE, OKLAHOMA
LIST OF PRINCIPAL OFFICIALS
JUNE 30, 2014

COUNCIL MEMBERS

<u>NAME</u>	<u>POSITION</u>	<u>TERM EXPIRATION</u>
MARK DAY	MAYOR	APRIL 2015
CAROLYN TRUEBLOOD	COUNCIL	APRIL 2015
EDDIE KELLY	COUNCIL	APRIL 2017
BARNEY ROSSO	COUNCIL	APRIL 2015
TERESA FARRIS	COUNCIL	APRIL 2015
DESTINY FRENCH	COUNCIL	APRIL 2017
NATHAN SPARKS	COUNCIL	APRIL 2015
DELBERT WILLIAMS	COUNCIL	APRIL 2015
JOHN BEAUCHAMP	COUNCIL	APRIL 2017

MANAGEMENT

DAWN DUNKIN	CITY CLERK	APRIL 2015
SHIRLEY DAY	CITY TREASURER	APRIL 2017

KERSHAW CPA & ASSOCIATES, PC

5300 WEST OKMULGEE AVENUE
MUSKOGEE, OKLAHOMA 74401
PHONE (918) 684-1040
FAX (918) 684-1041

WEB: KERSHAWCPA.COM
E-MAIL: REK@KERSHAWCPA.COM

607 NORTH 1ST STREET
PONCA CITY, OKLAHOMA 74601
PHONE (580) 762-1040
FAX (580) 762-1047

INDEPENDENT AUDITOR'S REPORT

To the City Council
City of Hartshorne, Oklahoma

Report on the Financial Statements

We have audited the accompanying modified cash basis financial statements of the governmental activities, the business-type activities, each major fund, and aggregate remaining fund information of the City of Hartshorne, Oklahoma, as of and for the fiscal year ended June 30, 2014, and the related notes to the financial statements, 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 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 the 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, and in accordance with Oklahoma Statutes. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of 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 City'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 City'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

KERSHAW CPA & ASSOCIATES, PC

5300 WEST OKMULGEE AVENUE
MUSKOGEE, OKLAHOMA 74401
PHONE (918) 684-1040
FAX (918) 684-1041

WEB: KERSHAWCPA.COM
E-MAIL: REK@KERSHAWCPA.COM

607 NORTH 1ST STREET
PONCA CITY, OKLAHOMA 74601
PHONE (580) 762-1040
FAX (580) 762-1047

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.

Basis for Qualified Opinion

The modified cash basis of accounting requires that items, having substantial support in U.S. generally accepted accounting principles, such as capitalizing assets at historical cost and recording depreciation, be recorded in the financial statements. The City has not maintained accurate capital asset records to support the historical cost of past capital asset purchases and the related depreciation. Documentation supporting historical cost and depreciation was not readily available for our review. The amount by which this departure would affect the assets, net position, and expenses of the Governmental & Business-Type Activities is not readily determinable.

Qualified Opinion

In our opinion, except for the possible effects of the matters described in the Basis for Qualified Opinion paragraph, the financial statements referred to above present fairly, in all material respects, the modified cash basis financial position of the governmental activities, the business-type activities, and the aggregate remaining fund information of the City of Hartshorne, Oklahoma, as of June 30, 2014, 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

Supplementary and Other Information

The introductory and supplementary sections listed in the accompanying table of contents are presented for the purpose of additional analysis and are not a required part of the basic financial statements of the City. Such additional information has not been subjected to the auditing procedures applied in our audit of the basic financial statements, and accordingly, we do not express an opinion or provide an assurance on it.

Other Reporting Required by Government Auditing Standards

In accordance with Government Auditing Standards, we have also issued our report dated September 16, 2014, on our consideration of the City of Hartshorne's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts and

KERSHAW CPA & ASSOCIATES, PC

5300 WEST OKMULGEE AVENUE
MUSKOGEE, OKLAHOMA 74401
PHONE (918) 684-1040
FAX (918) 684-1041

WEB: KERSHAWCPA.COM
E-MAIL: REK@KERSHAWCPA.COM

607 NORTH 1ST STREET
PONCA CITY, OKLAHOMA 74601
PHONE (580) 762-1040
FAX (580) 762-1047

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 the internal control over financial reporting or on compliance. That report is an integral part of an audit performed in compliance with *Government Auditing Standards* in considering City of Hartshorne'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 opinion is not modified with respect to this matter.

Kershaw CPA & Associates, P.C.

Kershaw CPA & Associates, PC

September 16, 2014

CITY OF HARTSHORNE, OKLAHOMA
STATEMENT OF NET POSITION - MODIFIED CASH BASIS
JUNE 30, 2014

	Governmental Activities	Business-Type Activities	2014 Total
<u>ASSETS</u>			
Cash and cash equivalents	\$ 46,861	\$ (4,390)	\$ 42,472
Investments	31,377	-	31,377
Due from Other Funds	-	-	-
Restricted Assets:			
Restricted PWA Cash & cash equivalents	-	44,614	44,614
Restricted PWA Investments	-	156,250	156,250
Police Bonds	9,550	-	9,550
Capital Assets	4,053,921	8,395,118	12,449,038
TOTAL ASSETS	4,141,709	8,591,592	12,733,301
<u>LIABILITIES</u>			
Due to Other Funds	-	-	-
Police Bonds Payable	-	-	-
Meter Deposits Payable	-	60,851	60,851
Notes Payable	-	3,039,557	3,039,557
TOTAL LIABILITIES	-	3,100,407	3,100,407
<u>NET POSITION</u>			
Net investment in capital assets	4,053,921	5,355,561	4,053,921
Restricted for:			
Debt Service	-	200,864	-
Other Purposes	9,550	-	9,550
Unrestricted	78,238	(65,241)	78,238
TOTAL NET POSITION	\$ 4,141,709	\$ 5,491,184	\$ 9,632,893

See Accountant's Audit Report & Notes Which Accompany These Financial Statements

CITY OF HARTSHORNE, OKLAHOMA
STATEMENT OF ACTIVITIES - MODIFIED CASH BASIS
FOR THE FISCAL YEAR ENDED JUNE 30, 2014

Functions/Programs	Expenses	Program Revenues			Net (Expenses)/ Revenue
		Charges for Services	Operating Grants and Contributions	Capital Grants and Contributions	
Governmental activities:					
Highways and Roads	\$ 30,348	\$ -	\$ -	\$ -	\$ (30,348)
Cultural & Recreation	35,737	-	-	-	(35,737)
Public Safety	439,010	154,488	4,474	-	(280,048)
General Government	683,783	-	-	-	(683,783)
Public Works Department	10,611	3,175	-	-	(7,436)
Debt Service - Interest	540	-	-	-	(540)
Total Governmental Activities	1,200,028	157,663	4,474	-	(1,037,891)
Business-type activities:					
Water	432,952	476,746	-	-	43,795
Sewer	198,454	256,264	-	72,897	130,707
Sanitation	283,348	312,917	-	-	29,569
Miscellaneous	107,848	36,555	-	-	(71,293)
Total Business-type Activities	1,022,602	1,082,482	-	72,897	132,777
Total	\$ 2,222,630	\$ 1,240,146	\$ 4,474	\$ 72,897	\$ (905,114)

Changes in Net Position:

	Governmental Activities	Business-Type Activities	Total
Net (expense)/revenue	\$ (1,037,891)	\$ 132,777	\$ (905,114)
General revenues:			
Taxes:			
Sales Tax	546,581	-	546,581
Use Tax	31,343	-	31,343
Cigar Tax	6,530	-	6,530
Franchise Tax	48,827	-	48,827
Intergovernmental:			
Alcoholic Beverage Tax	15,530	-	15,530
Gasoline Excise Tax	3,735	-	3,735
Motor Vehicle Tax	15,871	-	15,871
Licenses & Permits	2,158	-	2,158
Donations	-	-	-
Royalties	13,643	-	13,643
Sale of Lots & Fees	12,535	-	12,535
Miscellaneous	148,837	-	148,837
Interest Income	308	380	688
Transfers - Internal Activity	(15,300)	15,300	-
Total general revenues & transfers	830,598	15,680	846,278
Changes in net position	(207,293)	148,457	(58,836)
Net position - beginning	4,333,022	5,342,728	9,675,750
Net position - prior year adjustment	15,979	-	15,979
Net position - ending	\$ 4,141,709	\$ 5,491,184	\$ 9,632,893

See Accountant's Audit Report & Notes Which Accompany These Financial Statements

**CITY OF HARTSHORNE, OKLAHOMA
BALANCE SHEET - MODIFIED CASH BASIS
GOVERNMENTAL FUNDS
JUNE 30, 2014**

	General Fund	Street & Alley	Ambulance Fund	Other Governmental Funds	Total Governmental Funds
ASSETS					
Cash and cash equivalents	\$ 20,444	\$ 2,334	\$ (4,531)	\$ 28,614	\$ 46,861
Investments	-	31,377	-	-	31,377
Due from other Funds	-	-	-	-	-
Restricted Assets:					
PWA Project Fund	-	-	-	-	-
Police Bonds	9,550	-	-	-	9,550
Meter Deposits	-	-	-	-	-
TOTAL ASSETS	\$ 29,994	\$ 33,711	\$ (4,531)	\$ 28,614	\$ 87,789
LIABILITIES & FUND EQUITY					
LIABILITIES:					
Due to Other Funds	\$ -	\$ -	\$ -	\$ -	\$ -
Police Bonds Payable	-	-	-	-	-
Meter Deposits Payable	-	-	-	-	-
TOTAL LIABILITIES	-	-	-	-	-
FUND BALANCES:					
Nonspendable	-	-	-	-	-
Restricted	-	33,711	-	-	33,711
Committed	-	-	-	-	-
Assigned	-	-	(4,531)	28,614	24,083
Unassigned	29,994	-	-	-	29,994
TOTAL FUND BALANCES	29,994	33,711	(4,531)	28,614	87,789
TOTAL LIABILITIES AND FUND BALANCES	\$ 29,994	\$ 33,711	\$ (4,531)	\$ 28,614	-

Reconciliation to Statement of Net Position:

Amounts reported for governmental activities in the statement of net position are different because:

Capital assets used in governmental activities of \$4,053,921, net of accumulated depreciation of \$0, are not financial resources and, therefore, are not reported in the funds.	4,053,921
Some liabilities, including capital debt obligations payable, are not due and payable in the current period and therefore are not reported in the funds.	-
Net Position of Governmental Activities	\$ 4,141,709

See Accountant's Audit Report & Notes Which Accompany These Financial Statements

CITY OF HARTSHORNE, OKLAHOMA
STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE - MODIFIED CASH BASIS
GOVERNMENTAL FUNDS
FOR THE FISCAL YEAR ENDED JUNE 30, 2014

	General Fund	Street & Alley	Ambulance Fund	Other Governmental Funds	Total Governmental Funds
REVENUES:					
Taxes:					
Sales Tax	\$ 377,271	\$ -	\$ 169,310	\$ -	546,581
Use Tax	31,343	-	-	-	31,343
Cigar Tax	6,530	-	-	-	6,530
Franchise Tax	48,827	-	-	-	48,827
Intergovernmental:					
Alcoholic Beverage Tax	15,530	-	-	-	15,530
Gasoline Excise Tax	-	3,735	-	-	3,735
Motor Vehicle Tax	-	15,871	-	-	15,871
Grants	-	-	-	4,474	4,474
User Fees - Public Works Dept.	3,175	-	-	-	3,175
Licenses & Permits	2,158	-	-	-	2,158
Fines	28,539	-	-	-	28,539
Donations	-	-	-	-	-
Royalties	13,643	-	-	-	13,643
Charges for Services	-	-	125,949	-	125,949
Sale of Lots & Fees	12,535	-	-	-	12,535
Miscellaneous Income	136,289	-	-	12,548	148,837
Interest Income	184	81	16	27	308
TOTAL REVENUES	676,024	19,687	295,275	17,049	1,008,035
EXPENDITURES:					
Highways and Roads	8,071	22,277	-	-	30,348
Cultural & Recreation	35,737	-	-	-	35,737
Public Safety	139,312	-	299,699	-	439,010
General Government	671,234	-	-	12,548	683,783
Public Works Department	10,611	-	-	-	10,611
Debt Service	-	-	11,160	-	11,160
Capital Outlay	-	-	-	-	-
TOTAL EXPENDITURES	864,965	22,277	310,859	12,548	1,210,649
EXCESS OF REVENUES OVER (UNDER) EXPENDITURES	(188,941)	(2,590)	(15,583)	4,501	(202,613)
OTHER FINANCING SOURCES (USES):					
Operating Transfers In	21,197	2,000	11,180	1,554	35,931
Operating Transfers Out	(15,034)	-	(15,000)	(21,197)	(51,231)
Capital Debt Proceeds	-	-	-	-	-
TOTAL OTHER FINANCING SOURCES (USES)	6,163	2,000	(3,820)	(19,643)	(15,300)
NET CHANGES IN FUND BALANCES	(182,778)	(590)	(19,403)	(15,143)	(217,913)
FUND BALANCE - BEGINNING OF YEAR	196,793	34,301	14,872	43,757	289,723
FUND BALANCE - PRIOR YEAR ADJUSTMENT	15,979	-	-	-	15,979
FUND BALANCE - END OF YEAR	\$ 29,994	\$ 33,711	\$ (4,531)	\$ 28,614	87,789

See Accountant's Audit Report & Notes Which Accompany These Financial Statements

CITY OF HARTSHORNE, OKLAHOMA
STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE - MODIFIED CASH BASIS
GOVERNMENTAL FUNDS
FOR THE FISCAL YEAR ENDED JUNE 30, 2014

Reconciliation to Statement of Activities:

Net change in fund balances - total governmental funds \$ (217,913)

Amounts reported for governmental activities in the Statement of Activities are different because:

Repayment of debt principal is an expenditure in the governmental funds, but the repayment reduces long-term liabilities in the Statement of Net Position:

Capital debt obligation principal payments 10,620

Issuance of new capital debt obligations is recorded as capital debt proceeds in the governmental funds, but the proceeds create long-term liabilities in the Statement of Net Position:

Capital Debt Proceeds -

Governmental funds report capital outlays as expenditures while governmental activities report depreciation expense to allocate those expenditures over the life of the assets:

Capital asset purchases capitalized -

Depreciation expense -

Change in Net Position of Governmental Activities \$ (207,293)

See Accountant's Audit Report & Notes Which Accompany These Financial Statements

CITY OF HARTSHORNE, OKLAHOMA
STATEMENT OF NET POSITION - MODIFIED CASH BASIS
PROPRIETARY FUND
JUNE 30, 2014

	Hartshorne Public Works Authority Enterprise Fund June 30, 2014
<u>ASSETS</u>	
Current Assets:	
Cash and cash equivalents	\$ (4,390)
Restricted cash and cash equivalents	44,614
Total Current Assets	40,224
Noncurrent Assets:	
Restricted Investments	156,250
Land and construction-in-progress	6,073,928
Other capital assets, net of accumulated depreciation	2,321,190
Total Noncurrent Assets	8,551,367
TOTAL ASSETS	8,591,592
<u>LIABILITIES & NET POSITION</u>	
Current Liabilities:	
Notes Payable - Current Portion	47,362
Total Current Liabilities	47,362
Noncurrent Liabilities:	
Due to Depositors	60,851
Note Payable - RD #1	2,066,766
Note Payable - RD #3	972,791
Less: Notes Payable - Current Portion	(47,362)
Total Noncurrent Liabilities	3,053,045
TOTAL LIABILITIES	3,100,407
NET POSITION:	
Net investment in capital assets	5,355,561
Restricted for debt service	200,864
Unrestricted	(65,241)
TOTAL NET POSITION	\$ 5,491,184

See Accountant's Audit Report & Notes Which Accompany These Financial Statements

CITY OF HARTSHORNE, OKLAHOMA
STATEMENT OF REVENUES, EXPENSES AND CHANGES IN FUND NET POSITION - MODIFIED CASH BASIS
PROPRIETARY FUND
FOR THE FISCAL YEAR ENDED JUNE 30, 2014

	Hartshorne Public Works Authority Enterprise Fund June 30, 2014
<u>OPERATING REVENUES:</u>	
Charges for services:	
Water Sales	\$ 476,746
Sanitation Fees	312,917
Sewer Fees	256,264
Penalties	31,497
Miscellaneous Income	5,058
TOTAL OPERATING REVENUES	1,082,482
<u>OPERATING EXPENSES:</u>	
Water	432,952
Sanitation	283,348
Sewer	198,454
Miscellaneous	-
Depreciation	-
TOTAL OPERATING EXPENSES	914,754
NET OPERATING INCOME (LOSS)	167,729
NON-OPERATING REVENUES (EXPENSES)	
Interest Income	380
Interest Expense	(107,848)
TOTAL NON-OPERATING REVENUES (EXPENSES)	(107,469)
NET INCOME (LOSS) BEFORE CONTRIBUTIONS & TRANSFERS	60,260
Capital Contributions	72,897
Transfers in	15,300
Transfers out	-
CHANGE IN NET POSITION	148,457
TOTAL NET POSITION - BEGINNING	5,342,728
TOTAL NET POSITION - PRIOR YEAR ADJUSTMENT	-
TOTAL NET POSITION - ENDING	\$ 5,491,184

See Accountant's Audit Report & Notes Which Accompany These Financial Statements

**CITY OF HARTSHORNE, OKLAHOMA
STATEMENT OF CASH FLOWS - MODIFIED CASH BASIS
PROPRIETARY FUND
FOR THE FISCAL YEAR ENDED JUNE 30, 2014**

	June 30, 2014
<u>Cash Flows from Operating Activities:</u>	
Cash Receipts from Customers	\$ 1,082,482
Other Cash Receipts	-
Payments to Suppliers & Laborers for Goods & Services	(914,754)
Receipts of Customer Utility Deposits, Net of Refunds	4,874
Net Cash Provided (Used) by Operating Activities	172,603
<u>Cash Flows from Non-Capital Financing Activities:</u>	
Transfers to other funds	-
Transfers from other funds	15,300
Net Cash Provided (Used) by Non-Capital Financing Activities	15,300
<u>Cash Flows from Capital & Related Financing Activities:</u>	
Capital grant received for construction of capital assets	72,897
Additions to Capital Assets	(89,547)
Proceeds from sale of Capital Assets	-
Loan Proceeds received	-
Principal paid on Notes Payable	(45,764)
Interest paid	(107,848)
Net Cash Provided (Used) by Capital & Related Financing Activities	(170,262)
<u>Cash Flows from Investing Activities:</u>	
Interest Income	380
Net Cash Provided (Used) by Investing Activities	380
Net Increase (Decrease) in Cash and Cash Equivalents	18,020
Cash & Cash Equivalents, Beginning of Year	178,454
Cash & Cash Equivalents, Prior Year Adjustment	-
Cash & Cash Equivalents, End of Year	\$ 196,474
<u>Reconciliation of operating income (loss) to net cash provided operating activities:</u>	
Operating Income (Loss)	\$ 167,729
Adjustments to reconcile operating income (loss) to net cash provided (used) by operating activities	
Depreciation	-
Increase(Decrease) in Due to Depositors	4,874
Increase(Decrease) in Payroll Taxes Payable	-
Net Cash Provided (Used) by Operating Activities	\$ 172,603

See Accountant's Audit Report & Notes Which Accompany These Financial Statements

CITY OF HARTSHORNE, OKLAHOMA
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2014

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.

A. REPORTING ENTITY

The City's financial reporting entity is comprised of the following:

Primary Government:	City of Hartshorne
Blended Component Units:	Hartshorne Public Works Authority (HPWA)

PRIMARY GOVERNMENT

The City of Hartshorne is a municipal corporation incorporated under the laws of Indian Territory on March 1, 1900. The City of Hartshorne operates under an elected Mayor-Council form of government. The City provides the following services: public safety (police and fire), highways and streets, sanitation, culture-recreation, education, public improvements, planning and zoning, and general administrative services.

BLENDED COMPONENT UNITS

A blended component unit is a separate legal entity for which the elected officials of the primary government are financially accountable and that meets the blended component unit criteria. A blended component unit meets at least one of the following criteria: (a) the blended component unit's governing body is the same or substantially the same as the City Council, and there is a financial benefit or burden relationship with the City, or City management has operational responsibility for the component unit; (b) the component unit provides services entirely or almost entirely to the City; or (c) the component unit's debt is expected to be repaid entirely or almost entirely with resources

CITY OF HARTSHORNE, OKLAHOMA
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2014

of the City. The blended component unit's funds are blended into those of the City by appropriate fund type to constitute the primary government presentation. The City's blended component unit is presented subsequently:

INCLUDED COMPONENT UNITS

Hartshorne Public Works Authority

In evaluating how to define the City of Hartshorne, for financial reporting purposes, management has considered all potential component units. The decision to include a potential component unit in the reporting entity was made by applying the criteria set forth in GAAP. The basic but not the only criterion for including a potential component unit within the reporting entity is the governing body's ability to exercise oversight responsibility. The most significant manifestation of this ability is financial interdependency. Other manifestation of the ability to exercise oversight responsibility include, but are not limited to, the selection of governing authority, the designation of management, the ability to significantly influence operations and accountability for fiscal matters. The other criterion used to evaluate potential component units for inclusion or exclusion from the reporting entity is the existence of special financing relationships, regardless of whether the City is able to exercise oversight responsibilities. The public works component unit is included in the financial statements.

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 non-exchange revenues. Business-type activities are financed, in whole or in part, by fees charges to external parties for goods or services.

CITY OF HARTSHORNE, OKLAHOMA
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2014

Fund Financial Statements

The accounts of the Town are organized on the basis of funds, each of which is considered to be a separate accounting entity. The operations of each fund are accounted for with a separate set of self-balancing accounts which comprise its assets, liabilities, fund equity, revenues, and expenditures or expenses, as appropriate. Government resources are allocated to and accounted for in individual funds based upon the purpose for which they are to be spent and the means by which spending activities are controlled. The various funds are grouped, in the financial statements in this report, into three broad funds types and five generic fund categories as follows:

GOVERNMENTAL FUND TYPES

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

These funds are established to account for the proceeds of specific revenue sources other than special assessments, expendable trusts, or major capital projects that are legally restricted to expenditures for specified purposes.

Street & Alley:

The Street & Alley Fund was created under O.S. 11, Section 17-212 which requires each municipality to deposit all monies received under the motor fuel tax and motor vehicle license and registration tax into said fund. Expenditures from this account shall be made as earmarked and provided by law.

Emergency Fund:

The Emergency Fund was created with the intention of creating a reserve (Non-restricted) for unforeseen contingencies. The source of revenue for the fund has been limited to interest and any one-time miscellaneous receipts, i.e. not budgeted.

CITY OF HARTSHORNE, OKLAHOMA
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2014

Municipal Pool Fund:

The Municipal Pool Fund was created for the maintenance and operation of the municipal pool and related facilities.

Ambulance Fund:

The Ambulance Fund was created for the maintenance and operation of an ambulance service for the City. The City has allocated 33 1/3% of its sales tax revenue for the operation of the service.

Cemetery Perpetual Care:

The Cemetery Perpetual Care Funds is used to account for the sale of cemetery lots by the City.

Land Fund:

The Land Fund was created to allocate funds for the purchase of real property, i.e. the purchase of additional cemetery land.

Twin City Youth Fund:

The Twin City Youth Fund was created for the maintenance and operation of the municipal baseball field.

Library Fund:

The Library Fund was created to accumulate the necessary funds needed to aid in the building of a new library.

Volunteer Fire Dept:

The Volunteer Fire Department Fund was established to account for grant funds received and expended.

PROPRIETARY FUND TYPES

Enterprise Funds

Enterprise funds are used to account for the acquisition, operation and maintenance of Town facilities which are financed primarily by user charges. The Enterprise funds are accounted for similar to activities of the private sector. The measurement focus is upon determination of net income, financial position and changes in financial position. The Hartshorne Public Works Authority is accounted for as the Town's Enterprise Fund.

Hartshorne Public Works Authority accounts for the activities of the public trust in providing water and sewer services to the public.

CITY OF HARTSHORNE, OKLAHOMA
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2014

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 State 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, 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 determinations 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

CITY OF HARTSHORNE, OKLAHOMA
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2014

statements of net position 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, 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 billed or provided services not yet collected and other 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 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.

D. FINANCIAL POSITION

Budgetary Data

The City adopts an annual budget for all funds established by the governing body as required by O.S. 11 Section 17.207 through 17.210. The state statutes also require that the budget be adopted by resolution or per the city charter at the legal level of classification (fund, department & object category) and that the budget be filed with the County Clerk and the State Auditor and Inspector. The City may transfer budgeted amounts within and among departments. The budget is prepared on the cash basis.

Encumbrances

Encumbrances represent commitments related to unperformed contract for goods or services. Municipalities are prohibited by

CITY OF HARTSHORNE, OKLAHOMA
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2014

state statute from approving encumbrances which would exceed the current fund balance of any fund. All unencumbered budget appropriations lapse at the end of each fiscal year.

Inventory of Supplies

Inventory of supplies is not reported on the financial statements of the City. The amount of inventory on hand is not material to the financial statements.

Cash

The City maintains separate cash accounts for each fund with the exception of the operating account for the General Fund, the Street and Alley, and part of the Cemetery Fund. These funds are pooled.

Investments

Statutes authorize the City to invest in certificates of deposit, repurchase agreements, passbooks, bankers' acceptances, and other available bank investments provided that approved securities are pledged to secure those funds on deposit in an amount equal to the amount of those funds. In addition, the City can invest in direct debt securities of the United States unless an investment is expressly prohibited by law.

For purposes of the statement of cash flows, the City considers all highly liquid investments (including restricted assets) with a maturity of three months or less when purchased to be cash equivalents.

The fair value and cost of investments at June 30, 2014 are the same.

Due to and Due from Other Funds

Interfund receivables and payables arise from interfund transactions and are recorded by all funds affected in the period in which transactions are executed.

CITY OF HARTSHORNE, OKLAHOMA
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2014

Restricted Cash and Investments

Cash and investments are restricted for customer meter deposits, police bonds received, PWA Improvement Project and PWA Debt Reserve.

Property, Plant and Equipment

Public domain (infrastructure) general capital assets consisting of certain improvements other than buildings, such as roads, sidewalks, and bridges, are not capitalized. Property, plant and equipment acquired or constructed for general governmental operations are recorded as expenditures in the fund making the expenditure and capitalized at cost. The City of Hartshorne does not maintain detailed asset records.

Equity Classification

Equity is classified as net position 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 (a) external groups such as creditors, grantors, contributors, or laws and regulations of other governments; or (b) 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 City's policy to first use restricted net resources prior to the use of unrestricted net resources when an expense

CITY OF HARTSHORNE, OKLAHOMA
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2014

is incurred for purposes for which both restricted and unrestricted net resources are available.

Fund Balance

In accordance with Government Accounting Standards Board 54, Fund Balance Reporting and Governmental Fund Type Definitions, the City classifies governmental fund balances as follows:

- Non-spendable - Includes fund balance amounts that cannot be spent either because it is not in spendable form or because of legal or contractual constraints.
- Restricted - Includes fund balance amounts that are constrained for specific purposes which are externally imposed by providers, such as creditors or amounts constrained due to constitutional provisions or enabling legislation.
- Committed - Includes fund balance amounts that are constrained for specific purposes that are internally imposed by the government through formal action of the highest level of decision making authority and does not lapse at year-end.
- Assigned - Includes fund balance amounts that are intended to be used for specific purposes that are neither considered restricted or committed. Fund Balance may be assigned by the Board.
- Unassigned - Includes positive fund balance within the General Fund which has not been classified within the above mentioned categories and negative fund balances in other governmental funds.

The City uses restricted/committed amounts to be spent first when both restricted and unrestricted fund balance is available unless there are legal documents/contracts that prohibit doing this, such as a grant agreement requiring dollar for dollar spending. Additionally, the Government would first use committed, then assigned and lastly unassigned amounts of unrestricted fund balance when expenditures are made.

The Government does not have a formal minimum fund balance policy.

The purposes of each major special revenue fund and revenue source is listed below:

CITY OF HARTSHORNE, OKLAHOMA
 NOTES TO FINANCIAL STATEMENTS
 JUNE 30, 2014

<u>Major Special Revenue Fund</u>	<u>Revenue Source</u>
Street & Alley Fund	Commercial Vehicle Tax Gasoline Excise Tax Grant Income
Ambulance Fund	Charges for Services

Revenues, Expenditures and Expenses

Property Tax Revenues

The county assessor, upon receipt of the certification of tax levies from the county excise board, extends the tax levies on the tax roll for submission to the county treasurer prior to October 1. The county treasurer must commence tax collection within fifteen days of receipt of the tax rolls. The first half of taxes is due prior to January 1. The second half is due prior to April 1. For the fiscal year ending June 30, 2014, the City of Hartshorne levied a property tax of 2.31 Mills and collected \$12,548.38.

Expenditures/Expenses

For purposes of the combined operating statements, expenditures/expenses are classified as follows:

- Governmental Fund Types - By Character: Current (further by activity) Capital Outlay
- Proprietary Fund Types - By Operating and Non-Operating

Governmental fund types report expenditures of financial resources. Proprietary fund types normally report expenses relating to use of economic resources.

Vacation, Sick Leave, and Other Compensated Absences

City Employees are entitled to vacation and sick leave based on their length of employment and if they are considered full time employees. Full time employees are defined as 30 hours or more. An employee is entitled to 40 hours of vacation leave and 40 hours of sick leave after one year of continuous employment. If the leave is not taken by the employee's anniversary date, the leave will be lost. Leave will not be paid upon termination of

CITY OF HARTSHORNE, OKLAHOMA
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2014

an employee. If an employee does not take their one week of sick leave, it can be taken as vacation leave.

Memorandum Totals

The "Memorandum Only" captions above the total columns mean that totals are presented for overview information purposes only.

NOTE 2 - STEWARDSHIP, COMPLIANCE AND ACCOUNTABILITY

As a local government unit, the City is subject to various federal, state, and local laws and contractual regulations. In accordance with Government Auditing Standards, the auditor has issued a report on his consideration of the City's internal control over financial reporting and tested its compliance with certain provisions of laws, regulations, contracts and grants. That report is an integral part of an audit performed in compliance with Government Auditing Standards and should be read in conjunction with this report in considering the results of the audit.

Finance-related Legal & Contractual Provisions

The loan agreement with the United States Department of Agriculture Rural Development (USDA) requires the Authority to set aside into a Reserve Account an accumulated amount equal to the sum of the annual installment (\$111,516 and \$42,096), after which deposits may be suspended, except to replace withdrawals. The Authority cannot withdraw funds from the reserve account without USDA approval. As of June 30, 2014, the Authority was required to have at least \$66,535.20 set aside in the reserve account; as of that date the account balance for the reserve account was \$64,614.35, which does not comply with the covenants of the loan agreement.

Deficit Fund Balance or Retained Earnings

As indicated in the financial statements, there are no fund balance or retained earnings deficits for the City for this fiscal year.

Excess of Expenditures Over Appropriations

As indicated in Note 1, the City prepares an Estimate of Needs budget. The expenditures for the year did not exceed appropriations.

CITY OF HARTSHORNE, OKLAHOMA
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2014

NOTE 3 - CASH AND INVESTMENTS

Custodial Credit Risk

At June 30, 2014, the City held deposits of approximately \$284,263 at financial institutions. The City's cash deposits, including interest-bearing certificates of deposit are covered by Federal Depository Insurance (FDIC) or direct obligation of the U.S. Government insured or collateralized with securities held by the City or by its agent in the City's name.

Investment Interest Rate Risk

The City does not have a formal investment policy that limits investment maturities as a means of managing its exposure to fair value losses arising from increasing interest rates.

Investment Credit Risk

The City has no policy that limits its investment choices other than the limitation of state law as follows:

- a. Direct obligations of the U.S. Government, its agencies and instrumentalities to which the full faith and credit of the U.S. Government is pledged, or obligations to the payment of which the full faith and credit of the State is pledged.
- b. Certificates of deposits or savings accounts that are either insured or secured with acceptable collateral with in-state financial institutions, and fully insured certificates of deposit or savings accounts in out-of-state financial institutions.
- c. With certain limitation, negotiable certificates of deposit, prime bankers' acceptances, prime commercial paper and repurchase agreements with certain limitations.
- d. 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.
- e. Notes or bonds secured by mortgage or trust deed insured by the Federal Housing Administrator and debentures issued by the Federal Housing Administrator, and in obligations of the National Mortgage Association.
- f. Money market funds regulated by the SEC and in which investments consist of the investments mentioned in the previous paragraphs (a.-d.).

CITY OF HARTSHORNE, OKLAHOMA
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2014

Investments held by the City are all certificates of deposit and are stated at cost. The carrying amount of the City's investments at June 30, 2014 was \$187,627 and the bank balance was \$187,627 and was covered by sufficient collateral.

NOTE 4 - CAPITAL ASSETS

City of Hartshorne:

Capital asset activity, for the fiscal year ended June 30, 2014, was as follows:

	Balance at June 30, 2013	Additions	Deductions	Balance at June 30, 2014
General Fund	\$ 1,185,251	\$ -	\$ -	\$ 1,185,251
Cemetery	32,645	-	-	32,645
Street & Alley	31,355	-	-	31,355
Library	403,918	-	-	403,918
Speck Building	1,477,353	-	-	1,477,353
Nutrition	201,671	-	-	201,671
Volunteer Fire	340,561	-	-	340,561
Utilities	89,624	-	-	89,624
Ambulance	232,238	-	-	232,238
Emergency	47,924	-	-	47,924
Park Supplies	11,380	-	-	11,380
Public Works	-	-	-	-
Subtotal	4,053,921	-	-	4,053,921
Less: Accum. Depr.	-	-	-	-
Total Capital Assets (Net of Depreciation)	<u>\$ 4,053,921</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 4,053,921</u>

Hartshorne Public Works Authority:

Capital asset activity, for the fiscal year ended June 30, 2014, was as follows:

	Balance at June 30, 2013	Additions	Deductions	Balance at June 30, 2014
Public Works	\$ 2,321,190	\$ -	\$ -	\$ 2,321,190
Construction in Progress - PWA	5,984,381	89,547	-	6,073,928
Subtotal	8,305,571	89,547	-	8,395,118
Less: Accum. Depr.	-	-	-	-
Total Capital Assets (Net of Depreciation)	<u>\$ 8,305,571</u>	<u>\$ 89,547</u>	<u>\$ -</u>	<u>\$ 8,395,118</u>

The City, along with KEDDO (Kiamichi Economic Development District), has prepared a Capital Improvement Plan which lists all of the City's capital assets at replacement cost. This list does not show original cost or prior year depreciation.

CITY OF HARTSHORNE, OKLAHOMA
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2014

The current year additions included the PWA Project.

NOTE 5 - LONG-TERM DEBT

On January 13, 2009, the Ambulance Fund entered into a loan agreement with First National Bank of Hartshorne in the amount of \$75,250.00 with a fixed interest rate of 4.3% with monthly payments of \$1,395.98 for 60 months (5 years) beginning February 13, 2009. This note was for the purchase of a 2008 Ambulance and included a down payment of \$20,000.00. This loan was paid off during the current year.

During the year ending June 30, 2010, the City incurred a note #92-01 due to Rural Development in the amount of \$2,223,000 with a fixed interest rate of 4.00% with 480 monthly payments of principal and interest of \$9,293.00. The note is for the purpose of providing loan funds for a portion of the cost of the sewer system improvement project. As of June 30, 2011, all loan proceeds have been received from this loan.

During the year ending June 30, 2010, the City incurred a second note #92-03 due to Rural Development in the amount of \$1,063,000 with a fixed interest rate of 2.50% with 480 monthly payments of principal and interest of \$3,508.00. The note is for the purpose of providing loan funds for a portion of the cost of the sewer system improvement project. As of June 30, 2011, all loan proceeds have been received from this loan.

The following is a summary of long-term debt additions and deductions for the year ended June 30, 2014:

	Balance 7/1/2013	Additions	Deductions	Balance 6/30/2014
Note Payable - FNB	\$ 10,620	\$ -	\$ (10,620)	\$ -
Note Payable - RD #92-01	\$ 2,094,992	\$ -	\$ (28,227)	\$ 2,066,766
Note Payable - RD #92-03	\$ 990,328	\$ -	\$ (17,537)	\$ 972,791
	<u>\$ 3,095,941</u>	<u>\$ -</u>	<u>\$ (56,384)</u>	<u>\$ 3,039,557</u>

A summary of future maturities of principal and interest are as follows:

CITY OF HARTSHORNE, OKLAHOMA
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2014

Year Ending June 30,	Note Payable - RD 92-01		Note Payable - RD 92-03		Total
	Principal	Interest	Principal	Interest	
2015	\$ 29,381	\$ 82,135	\$ 17,981	\$ 24,115	\$ 153,612
2016	30,578	80,938	18,436	23,660	153,612
2017	31,823	79,693	18,902	23,194	153,612
2018	33,120	78,396	19,380	22,716	153,612
2019	34,469	77,047	19,870	22,226	153,612
2020-2024	194,591	362,989	107,149	103,331	768,060
2025-2029	237,595	319,985	121,400	89,080	768,060
2030-2034	290,103	267,477	137,546	72,934	768,060
2035-2039	354,214	203,366	155,840	54,640	768,060
2040-2044	432,494	125,086	176,566	33,914	768,060
2045-2049	398,398	32,213	179,720	10,528	620,860
Total	<u>\$ 2,066,766</u>	<u>\$ 1,709,325</u>	<u>\$ 972,791</u>	<u>\$ 480,338</u>	<u>\$ 5,229,220</u>

NOTE 6 - INSURANCE

The City's facilities are insured under a blanket property and general liability insurance policy.

NOTE 7 - CONTINGENT LIABILITIES

The management of the City of Hartshorne is not aware of any contingent liabilities at June 30, 2014 which would materially affect the City's financial statements.

NOTE 8 - RETIREMENT PLAN

The City of Hartshorne provides pension benefits for substantially all of its regular full time employees through a defined contribution plan in the Oklahoma Municipal Retirement Fund (OMRF). The term employee shall not include any individual who is covered by any other state or local retirement system to which the City of Hartshorne make contributions. The employee must work a year before he is eligible for the plan. After six years, the employee is fully vested.

The City of Hartshorne transferred retirement assets from a previous plan to the Oklahoma Municipal Retirement Fund as of April 1, 1996. The amount rolled over for each participating employee became that employee's beginning balance at OMRF.

The City of Hartshorne contributes 7% for all eligible employees and each employee must contribute 3%. The current year's covered payroll

CITY OF HARTSHORNE, OKLAHOMA
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2014

is \$403,494.80 and total employee and employer contributions to the plan for the year were \$12,104.85 and \$28,236.46, respectively.

The City of Hartshorne has a voluntary firefighters department. The firefighters are provided a retirement plan through the Oklahoma Firefighters Pension and Retirement System. The amount paid to the Oklahoma Firefighters Pension and Retirement System was \$60.00 per fireman. The annual fire department report determines the number of members of each affiliated department.

Dues paid on behalf of the firefighters to the Oklahoma State Firefighters Association was \$1,020.00. The volunteer firemen are not required to make any contributions.

NOTE 9 - FUND EQUITY

As described in Note 1 above, equity is classified as net position and displayed in three components:

1. Net investment in capital assets
2. Restricted
3. Unrestricted

Restricted include those restricted for the meter deposit liability, the police bond liability the debt service reserve.

Fund Balances

City of Hartshorne
Disclosure of Fund Balances Reported on Balance Sheet
For Fiscal Year Ending June 30, 2014

	General Fund	Street & Alley Fund	Ambulance Service Fund	Other Governmental Funds	Total Governmental Funds
FUND BALANCES:					
Restricted for:					
Road Maintenance	\$ -	\$ 33,711	\$ -	\$ -	\$ 33,711
Assigned to:					
Ambulance	-	-	(4,531)	-	(4,531)
Land Fund	-	-	-	-	-
Cemetery Fund	-	-	-	22,149	22,149
Fire Dept Fund	-	-	-	6,465	6,465
Unassigned	29,994	-	-	-	29,994
Total	<u>\$ 29,994</u>	<u>\$ 33,711</u>	<u>\$ (4,531)</u>	<u>\$ 28,614</u>	<u>\$ 87,789</u>

CITY OF HARTSHORNE, OKLAHOMA
 NOTES TO FINANCIAL STATEMENTS
 JUNE 30, 2014

NOTE 10 - PWA SEWER SYSTEM IMPROVEMENT PROJECT

The Hartshorne Public Works Authority has been approved by USDA Rural Development for a Sewer System Improvement Project. The loan disbursement cannot exceed \$2,223,000 and \$1,063,000. The grant disbursement cannot exceed \$2,112,800 and \$756,700.

The estimated project costs are as follows:

Construction	\$5,139,690
Engineering	317,940
Resident Inspection	102,200
Legal fees	53,540
Environmental	10,000
Additional engineering	5,800
Electric to WWTP/Lift	100,000
Geotechnical/Survey/DEQ	12,350
Contingencies	<u>513,980</u>
Total	\$6,255,500

The project funding is planned in the form of loan and grants from the following sources and amounts:

Applicant Contributions	\$ 100,000
Rural Development Initial Loan	2,223,000
Rural Development Overrun Loan	1,063,000
Rural Development Initial Grant	2,112,800
Rural Development Overrun Grant	<u>756,700</u>
Total	\$6,255,500

As of June 30, 2014, all loan proceeds from both loans have been received, all of the initial grant has been received and \$56,888.51 of the overrun grant has been received.

NOTE 11 - SUBSEQUENT EVENTS

The City did not have any subsequent events through September 16, 2014, which is the date the financial statements were issued, for events requiring recording or disclosure in the financial statements for the year ending June 30, 2014.

NOTE 12 - ADDITIONAL INFORMATION

On October 7, 2011, the District Court of Pittsburg County entered a journal entry of judgment against the City of Hartshorne on behalf of

CITY OF HARTSHORNE, OKLAHOMA
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2014

Chesapeake Operating, Inc. in reference to case number CJ-2011-00250. The judgment was in the sum of \$29,450.91, plus all court costs accrued and accruing herein, and plus post judgment interest at the statutory rate until paid in full. The judgment is to be paid by a levy of property tax.

For the years ending June 30, 2014 and June 30, 2013, \$12,548.38 and \$11,986.55, respectively, was collected for property tax.

NOTE 13 - PRIOR YEAR ADJUSTMENT

A prior year adjustment was made to the General Fund to remove old outstanding checks totaling \$15,979.21.

CITY OF HARTSHORNE, OKLAHOMA
 BUDGETARY COMPARISON SCHEDULE
 GENERAL FUND
 - MODIFIED CASH BASIS -
 FOR THE FISCAL YEAR ENDED JUNE 30, 2014

	Budgeted Amounts		Actual Amounts	Variance with Final Budget
	Original	Final		Positive (Negative)
Beginning Budgetary Fund Balance:	\$ 196,793	\$ 196,793	\$ 196,793	\$ -
<u>Resources (Inflows):</u>				
Taxes:				
Sales Tax	360,382	360,382	377,271	16,889
Use Tax	51,959	51,959	31,343	(20,616)
Cigar Tax	7,059	7,059	6,530	(528)
Franchise Tax	35,140	35,140	48,827	13,687
Intergovernmental:				
Alcoholic Beverage Tax	13,437	13,437	15,530	2,093
Gasoline Excise Tax	-	-	-	-
Motor Vehicle Tax	-	-	-	-
Grants	211,499	211,499	-	(211,499)
User Fees - Public Works Dept.	-	-	3,175	3,175
Licenses & Permits	2,231	2,231	2,158	(74)
Fines	35,484	35,484	28,539	(6,945)
Pool	-	-	-	-
Donations	-	-	-	-
Royalties	7,350	7,350	13,643	6,294
Lease	-	-	-	-
Charges for Services	-	-	-	-
Sale of Lots & Fees	9,694	9,694	12,535	2,841
Miscellaneous Income	122,358	122,358	136,289	13,931
Interest Income	349	349	184	(166)
Capital Debt Proceeds	-	-	-	-
Transfers In	-	-	21,197	21,197
Amounts available for appropriation	<u>1,053,735</u>	<u>1,053,735</u>	<u>894,014</u>	<u>(159,721)</u>
<u>Charges to Appropriations (Outflows):</u>				
Highways and Roads	-	-	8,071	(8,071)
Cultural & Recreation	-	-	35,737	(35,737)
Public Safety	190,000	190,000	139,312	50,688
General Government	830,000	830,000	671,234	158,766
Public Works Department	-	-	10,611	(10,611)
Debt Service	-	-	-	-
Capital Outlay	30,000	30,000	-	30,000
Transfers	3,735	3,735	15,034	(11,299)
Total Charges to Appropriations	<u>1,053,735</u>	<u>1,053,735</u>	<u>879,999</u>	<u>173,736</u>
Prior Year Adjustments to Fund Balance	<u>-</u>	<u>-</u>	<u>15,979</u>	<u>15,979</u>
Ending Budgetary Fund Balance	<u><u>-</u></u>	<u><u>-</u></u>	<u><u>29,994</u></u>	<u><u>29,994</u></u>

CITY OF HARTSHORNE, OKLAHOMA
 BUDGETARY COMPARISON SCHEDULE
 STREET & ALLEY FUND
 - MODIFIED CASH BASIS -
 FOR THE FISCAL YEAR ENDED JUNE 30, 2014

	<u>Budgeted Amounts</u>		<u>Actual Amounts</u>	<u>Variance with Final Budget Positive (Negative)</u>
	<u>Original</u>	<u>Final</u>		
Beginning Budgetary Fund Balance:	\$ 34,301	\$ 34,301	\$ 34,301	\$ -
<u>Resources (Inflows):</u>				
Gasoline Excise Tax	3,515	3,515	3,735	220
Motor Vehicle Tax	13,482	13,482	15,871	2,389
Miscellaneous Income	-	-	-	-
Interest Income	90	90	81	(9)
Transfers In	-	-	2,000	2,000
Amounts available for appropriation	<u>51,389</u>	<u>51,389</u>	<u>55,988</u>	<u>4,599</u>
<u>Charges to Appropriations (Outflows):</u>				
Highways and Roads	51,389	51,389	22,277	29,112
Capital Outlay	-	-	-	-
Transfers Out	-	-	-	-
Total Charges to Appropriations	<u>51,389</u>	<u>51,389</u>	<u>22,277</u>	<u>29,112</u>
Prior Year Adjustments to Fund Balance	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Ending Budgetary Fund Balance	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 33,711</u>	<u>\$ 33,711</u>

CITY OF HARTSHORNE, OKLAHOMA
NOTES TO BUDGETARY COMPARISON SCHEDULE
JUNE 30, 2014

The City's annual operating budget represents appropriations as authorized by the Governing Body of the City and the County Excise Board in accordance with the provisions of Title 68 of the Oklahoma Statutes. The City's budget is limited by law to 90% of the amount of revenue collected in the prior year plus unreserved fund balance. In addition, revisions may be made to the budget throughout the year as authorized by the Board and the County Excise Board. The legal level of control of the budget is the expenditures category within a department. The expenditure categories required by the applicable State Statutes are:

1. Personal Services;
2. Maintenance and Operations; and
3. Capital Outlay

The budget is prepared on the same modified cash basis of accounting as applied to the basic financial statements. Revenues and expenses are reported when they result from cash transactions.

KERSHAW CPA & ASSOCIATES, PC

5300 WEST OKMULGEE AVENUE
MUSKOGEE, OKLAHOMA 74401
PHONE (918) 684-1040
FAX (918) 684-1041

WEB: KERSHAWCPA.COM
E-MAIL: REK@KERSHAWCPA.COM

607 NORTH 1ST STREET
PONCA CITY, OKLAHOMA 74601
PHONE (580) 762-1040
FAX (580) 762-1047

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 City Council
City of Hartshorne, Oklahoma

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, and in accordance with Oklahoma Statutes, the modified cash basis financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of the City of Hartshorne, Oklahoma, as of and for the year ended June 30, 2014, and the related notes to the financial statements, which were prepared on the modified cash basis of accounting, which is a comprehensive basis of accounting other than generally accepted accounting principles, which collectively comprise the City of Hartshorne, Oklahoma's basic financial statements, and have issued our report thereon dated September 16, 2014, which was qualified for the improper capital asset recordkeeping.

Internal Control Over Financial Reporting

In planning and performing our audit, we considered the City of Hartshorne'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 opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the City of Hartshorne's internal control. Accordingly, we do not express an opinion on the effectiveness of City of Hartshorne'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 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 and therefore, material weaknesses or significant deficiencies may exist that were not identified. Given these limitations,

KERSHAW CPA & ASSOCIATES, PC

5300 WEST OKMULGEE AVENUE
MUSKOGEE, OKLAHOMA 74401
PHONE (918) 684-1040
FAX (918) 684-1041

WEB: KERSHAWCPA.COM
E-MAIL: REK@KERSHAWCPA.COM

607 NORTH 1ST STREET
PONCA CITY, OKLAHOMA 74601
PHONE (580) 762-1040
FAX (580) 762-1047

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 that we consider to be significant deficiencies. Those deficiencies are listed as Items 14-01, 14-02 and 14-03.

Compliance and Other Matters

As part of obtaining reasonable assurance about whether the City of Hartshorne's financial statements are free of material misstatement, we performed tests of 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 one instance of noncompliance that is required to be reported under Government Auditing Standards, which is included in the Schedule of Findings as Item 14-04. The results of our tests disclosed no instances of other matters that are required to be reported under Government Auditing Standards.

City of Hartshorne's Response to Findings

City of Hartshorne's response to the findings identified in our audit is described in the accompanying Schedule of Findings. City of Hartshorne's response was not subjected to the auditing procedures applied in the audit of the financial statements and, accordingly, we express no opinion on it.

Purpose of this Report

This report is intended 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.

Kershaw CPA & Associates, P.C.

Kershaw CPA & Associates, PC

September 16, 2014

CITY OF HARTSHORNE, OKLAHOMA
SCHEDULE OF FINDINGS
FOR THE YEAR ENDED JUNE 30, 2014

INTERNAL CONTROL FINDINGS:

Item 14-01: Segregation of Duties

Criteria: A good system of internal control requires a proper segregation of duties to prevent one person from being in a position to authorize, execute, and record the same transaction.

Condition: Due to the size of the City's major areas of internal control, that would be prevalent in a larger City, such segregation of duties is not available for this size operation. Duties are concentrated in the hands of a few individuals, who are responsible for all phases of the accounting functions. Because of this lack of division of responsibility, internal control is determined to be weak, and in some instances, non-existent.

Cause/Effect: Due to the limited number of personnel, a breach of internal controls could occur and not be detected in the normal course of operations.

Recommendation: The Board should continue to be actively involved in the operations of the City.

Response: The Board continues to be actively involved in the operations of the City.

Item 14-02: Meter Deposits

Criteria: It is the responsibility of the Authority to properly report and account for the financial information.

Condition: The City does not keep a ledger regarding the balance of customer meter deposits.

Cause/Effect: Customers could potentially not receive proper reimbursement on their deposit and the organization's balance sheet could be incorrect with respect to the deposit account.

Recommendation: It is recommended that the organization properly report and account for the balance of customer deposits.

Response: The City is aware of the problem and has already taken steps to correct the situation.

Item 14-03: Overdrawn Cash

Criteria: It is the responsibility of the Authority to properly report and account for the financial information.

CITY OF HARTSHORNE, OKLAHOMA
SCHEDULE OF FINDINGS
FOR THE YEAR ENDED JUNE 30, 2014

Condition: The PWA account book balance was negative \$4,389.75 as of the fiscal yearend. The bank reconciliation for the PWA includes large balances of un-reconciled differences which resulted in the negative balance. The Ambulance Fund account also had a book balance of negative \$4,531.25. This account also includes un-reconciled differences which resulted in the negative balance.

Cause/Effect: Overdraft charges will be incurred if the bank balance becomes negative.

Recommendation: It is recommended that the un-reconciled differences be reconciled.

Response: The City is aware of the problem and has already taken steps to correct the situation.

COMPLIANCE FINDINGS:

Item 14-04: Reserve Requirements

Criteria: The Authority's loan agreement with the USDA Rural Development requires the Authority to maintain reserve accounts. The reserve requirement for the loans is \$153,612, the Authority is required to set aside into a Reserve Account the sum of 10% of the monthly installments or \$1,280.10 each month until there is accumulated in that account the sum of the annual installments (\$153,612), after which deposits may be suspended, except to replace withdrawals. The Authority cannot withdraw funds from the reserve account without USDA approval.

Condition: Until October 2013, the Authority was making monthly deposits of \$982.57 into the reserve account rather than the required \$1,280.10. The reserve account balance at June 30, 2014 was \$64,614.35, which reflects a deficit of \$1,920.85, because the required balance was \$66,535.20 as of that date.

Cause/Effect: This leaves the Authority out of compliance with the Rural Development loan agreement.

Recommendation: The Authority should deposit \$1,280.10 a month into the reserve account as required by Rural Development and make a deposit to bring the account into compliance.

Response: The Authority made an additional payment in FYE 6/30/14 to bring the account into compliance. However, the additional payment was made during that month and the required monthly payment was not made.

CITY OF HARTSHORNE, OKLAHOMA
 COMBINING BALANCE SHEET - MODIFIED CASH BASIS
 NONMAJOR GOVERNMENTAL FUNDS
 JUNE 30, 2014

	SPECIAL REVENUE FUNDS				Total Nonmajor Governmental Funds
	Land Fund	Sinking Fund	Cemetery Fund	Volunteer Fire Dept	
ASSETS					
Cash and cash equivalents	\$ -	\$ -	\$ 22,149	\$ 6,465	\$ 28,614
Investments	-	-	-	-	-
Due from other Funds	-	-	-	-	-
TOTAL ASSETS	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 22,149</u>	<u>\$ 6,465</u>	<u>\$ 28,614</u>
LIABILITIES & FUND BALANCES					
LIABILITIES:					
Due to Other Funds	\$ -	\$ -	\$ -	\$ -	\$ -
Payroll Taxes	-	-	-	-	-
TOTAL LIABILITIES	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
FUND BALANCES:					
Nonspendable	-	-	-	-	-
Restricted	-	-	-	-	-
Committed	-	-	-	-	-
Assigned	-	-	22,149	6,465	28,614
Unassigned	-	-	-	-	-
TOTAL FUND BALANCES	<u>-</u>	<u>-</u>	<u>22,149</u>	<u>6,465</u>	<u>28,614</u>
TOTAL LIABILITIES AND FUND BALANCES	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 22,149</u>	<u>\$ 6,465</u>	<u>\$ 28,614</u>

See Accountant's Audit Report & Notes Which Accompany These Financial Statements

CITY OF HARTSHORNE, OKLAHOMA
COMBINING STATEMENT OF REVENUES, EXPENDITURES & CHANGES IN FUND BALANCE - MODIFIED CASH BASIS
NONMAJOR GOVERNMENTAL FUNDS
FOR THE FISCAL YEAR ENDED JUNE 30, 2014

	SPECIAL REVENUE FUNDS				Total Nonmajor Governmental Funds
	Land Fund	Sinking Fund	Cemetery Fund	Volunteer Fire Dept	
REVENUES:					
Taxes:					
Sales Tax	\$ -	\$ -	\$ -	\$ -	\$ -
Intergovernmental:					
Gasoline Excise Tax	-	-	-	-	-
Motor Vehicle Tax	-	-	-	-	-
Grants	-	-	-	4,474	4,474
Charges for Services	-	-	-	-	-
Sale of Lots & Fees	-	-	-	-	-
Miscellaneous	-	12,548	-	-	12,548
Interest Income	21	-	-	6	27
TOTAL REVENUES	21	12,548	-	4,480	17,049
EXPENDITURES:					
Highways & Roads	-	-	-	-	-
Public Safety	-	-	-	-	-
General Government	-	12,548	-	-	12,548
Capital Outlay	-	-	-	-	-
TOTAL EXPENDITURES	-	12,548	-	-	12,548
EXCESS OF REVENUES OVER (UNDER) EXPENDITURES	21	-	-	4,480	4,501
OTHER FINANCING SOURCES (USES):					
Operating Transfers In	-	-	1,554	-	1,554
Operating Transfers Out	(21,197)	-	-	-	(21,197)
TOTAL OTHER FINANCING SOURCES (USES)	(21,197)	-	1,554	-	(19,643)
NET CHANGES IN FUND BALANCES	(21,176)	-	1,554	4,480	(15,143)
FUND BALANCE - BEGINNING OF YEAR	21,176	-	20,595	1,986	43,757
FUND BALANCE - PRIOR YEAR ADJUSTMENT	-	-	-	-	-
FUND BALANCE - END OF YEAR	\$ -	\$ -	\$ 22,149	\$ 6,465	\$ 28,614

See Accountant's Audit Report & Notes Which Accompany These Financial Statements