

# AUDIT REPORT

CHERRY TREE RURAL WATER DISTRICT

DECEMBER 31, 2018



KERSHAW CPA & ASSOCIATES, PC

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CHERRY TREE RURAL WATER DISTRICT  
STILLWELL, OKLAHOMA  
DECEMBER 31, 2018

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## INDEPENDENT AUDITOR'S REPORT

To the Board of Directors  
Cherry Tree Rural Water District  
Stilwell, Oklahoma

### *Report on the Financial Statements*

We were engaged to audit the accompanying modified cash basis financial statements of the Cherry Tree Rural Water District, as of and for the fiscal year ended December 31, 2018, and the related notes to the 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 an opinion 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. Because of the matter described in the Basis for Disclaimer of Opinion paragraph, however, we were not able to obtain sufficient appropriate audit evidence to provide a basis for an opinion.

### *Basis for Disclaimer of Opinion*

Recordkeeping was incomplete for the months January thru June. Policies were not designed to safeguard assets because of poor communications between previous management and Board Members, making oversight difficult. We compared bank deposit slips with Control Sheet transactions, and noticed cash listed was short, and mostly even numbers with no change. Many paid invoices and approvals, payroll approvals, and utility billing records could not be located. Timely and accurate deposits could not be verified. Cash management lacked segregation of duties. Source documents selected for review could not

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be verified as representative of the entire population. Contract labor regarding backhoe use was not supported by Work Order documentation. Inventory Log Books were not maintained. A high percentage of the District's Inventory could not be accounted for. Accounts Receivable Aging appeared excessive, and By-Laws requiring disconnect of delinquent accounts was not followed. As a result, we were unable to determine whether any adjustments to the amounts reported in the financial statements were necessary.

### *Disclaimer of Opinion*

Because of the significance of the matters described in the Basis for Disclaimer of Opinion paragraph, we have not been able to obtain sufficient appropriate audit evidence to provide a basis for an audit opinion. Accordingly, we do not express an opinion on these financial statements.

### *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.

### *Other Matters*

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

In accordance with *Government Auditing Standards*, we have also issued our report dated March 12, 2019, on our consideration of the Cherry Tree Rural Water District's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts and grant agreements and other matters. The purpose of that report is solely 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 effectiveness of Cherry Tree Rural Water District's 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 Cherry Tree Rural Water District's internal control over financial reporting and compliance.

*Kershaw CPA & Associates, PC.*

Kershaw CPA & Associates, PC

March 12, 2019

**CHERRY TREE RURAL WATER DISTRICT**  
**STATEMENT OF NET POSITION - MODIFIED CASH BASIS**  
**DECEMBER 31, 2018**

	<u>2018</u>
<b><u>ASSETS</u></b>	
<b><u>Current Assets:</u></b>	
Cash on Hand	\$ 600
Cash in Bank - Operating Account	51,316
Savings	-
Accounts Receivable, net of allowance for doubtful	<u>2,398</u>
 Total Current Assets	<u>54,313</u>
<b><u>Capital Assets:</u></b>	
Water Distribution System	1,072,390
Less: Accumulated Depreciation	<u>(680,716)</u>
 Total Capital Assets	<u>391,674</u>
 <b>TOTAL ASSETS</b>	<b><u>\$ 445,987</u></b>
<b><u>LIABILITIES &amp; NET POSITION</u></b>	
<b><u>Current Liabilities:</u></b>	
Accounts Payable	\$ 4,054
Payroll Liabilities	13,203
Current Portion of Long-Term Debt	<u>18,121</u>
 Total Current Liabilities	<u>35,379</u>
<b><u>Long-term Liabilities:</u></b>	
Customer Meter Deposits	-
Notes Payable	235,720
Less: Current Portion of Long-Term Debt	<u>(18,121)</u>
 Total Long-term Liabilities	<u>217,598</u>
 <b>TOTAL LIABILITIES</b>	<b><u>252,977</u></b>
<b><u>Net Position:</u></b>	
Net investment in capital assets	155,954
Restricted for debt service	-
Unrestricted	<u>37,056</u>
 <b>TOTAL NET POSITION</b>	<b><u>193,010</u></b>
 <b>TOTAL LIABILITIES &amp; NET POSITION</b>	<b><u>\$ 445,987</u></b>

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

## EXHIBIT B

**CHERRY TREE RURAL WATER DISTRICT**  
**STATEMENT OF REVENUES, EXPENSES, AND CHANGES IN NET POSITION - MODIFIED CASH BASIS**  
**FOR THE TWELVE MONTHS ENDED DECEMBER 31, 2018**

	<u>2018</u>
<b><u>Operating Revenue:</u></b>	
Water Sales	\$ 646,595
Sewer Charges	-
Meter Taps	-
Miscellaneous Income	<u>60,307</u>
<b>Total Operating Revenue</b>	<b><u>706,902</u></b>
<b><u>Operating Expenses:</u></b>	
Water Purchases	326,017
Payroll	189,746
Bad Debt	385
Contract Labor	21,695
Electric	12,602
Insurance	18,668
Other Administrative Expense	29,249
Postage	6,700
Professional Fees	29,985
Repairs and Maintenance	112,040
Telephone	7,670
Vehicle Expense	30,802
Miscellaneous Expenses	22,232
Depreciation	<u>19,306</u>
<b>Total Operating Expenses</b>	<b><u>827,096</u></b>
<b>Operating Income (Loss)</b>	<b><u>(120,194)</u></b>
<b>Other Revenues and (Expenses):</b>	
Interest Income	0
Other Income	-
Interest Expense	<u>(8,832)</u>
<b>Total Other Revenues and (Expenses)</b>	<b><u>(8,832)</u></b>
<b>Net Income (Loss) Before Contributions</b>	<b><u>(129,026)</u></b>
<b>Capital Contributions</b>	<u>-</u>
<b>Change in Net Position</b>	<b><u>(129,026)</u></b>
<b>Total Net Position, Beginning of Year</b>	<b>238,514</b>
<b>Total Net Position, Prior Year Adjustment</b>	<b><u>83,522</u></b>
<b>Total Net Position, End of Year</b>	<b><u>\$ 193,010</u></b>

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

**CHERRY TREE RURAL WATER DISTRICT  
STATEMENT OF CASH FLOWS - MODIFIED CASH BASIS  
FOR THE FISCAL YEAR ENDED DECEMBER 31, 2018**

	<b>2018</b>
<b><u>Cash Flows from Operating Activities:</u></b>	
Cash Receipts from Customers	\$ 772,149
Payments to Suppliers and Laborers for Goods & Services	<u>(823,952)</u>
Net Cash Provided (Used) by Operating Activities	<u>(51,803)</u>
<b><u>Cash Flows from Capital &amp; Related Financing Activities:</u></b>	
Additions to Capital Assets	(7,500)
Capital Contributions	-
Other Income	-
Loan Proceeds	-
Principal paid on Debt	<u>(26,929)</u>
Interest paid on Debt	<u>(8,832)</u>
Net Cash Provided (Used) by Capital & Related Financing Activities	<u>(43,261)</u>
<b><u>Cash Flows from Investing Activities:</u></b>	
Interest Income	<u>0</u>
Net Cash Provided (Used) by Investing Activities	<u>0</u>
Net Increase (Decrease) in Cash and Cash Equivalents	<u>(95,064)</u>
Cash & Cash Equivalents, Beginning of Year	127,839
Cash & Cash Equivalents, Prior Year Adjustment	<u>19,142</u>
Cash & Cash Equivalents, End of Year	<u>\$ 51,916</u>
<b><u>Reconciliation of operating income (loss) to net cash provided operating activities:</u></b>	
Operating Income (Loss)	\$ (120,194)
Adjustments to reconcile operating income (loss) to net cash provided (used) by operating activities	
Depreciation	19,306
(Increase)Decrease in Accounts Receivable	65,246
Decrease(Increase) in Accounts Payable	<u>(27,900)</u>
Decrease(Increase) in Other Liabilities	11,738
Decrease(Increase) in Customer Meter Deposits	-
Net Cash Provided (Used) by Operating Activities	<u>\$ (51,803)</u>

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

CHERRY TREE RURAL WATER DISTRICT  
NOTES TO FINANCIAL STATEMENTS  
DECEMBER 31, 2018

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES & OPERATIONS

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. Organization & Reporting Entity

The District was created under the provisions of the laws of the State of Oklahoma. The purpose of the water district is to provide for the use and benefit of its members a water treatment and distribution system, operations and maintenance.

B. Basis of Presentation

The accounts of the District are organized on the basis of proprietary fund type, specifically an enterprise fund. The activities of this fund are accounted for with a separate set of self-balancing accounts that comprise the District's assets, liabilities, net position, revenues and expenses. Enterprise Funds account for activities (1) that are financed with debt that is secured solely by a pledge of the net revenues from fees and charges of the activity; or (2) that are required by laws or regulations that the activity's costs of providing services, including capital costs (such as depreciation or debt service), be recovered with fees and charges, rather than with taxes or similar revenues; or (3) that the pricing policies of the activity establish fees and charges designed to recover its costs, including capital costs (such as depreciation or debt service).

C. Measurement Focus and Basis of Accounting

Measurement Focus

The District utilizes an economic resources measurement focus within the limitations of the modified cash basis of accounting. The accounting objectives of this measurement focus are the determination of operating income, changes in

CHERRY TREE RURAL WATER DISTRICT  
NOTES TO FINANCIAL STATEMENTS  
DECEMBER 31, 2018

net position (or cost recovery), net financial position, and cash flows. All assets, deferred outflows, liabilities, and deferred inflows (whether current or noncurrent or financial or nonfinancial) associated with their activities are generally reported within the limitations of the modified cash basis of accounting.

**Basis of Accounting**

The financial statements are presented on a modified cash basis of accounting, which is a basis of accounting other than GAAP as established by GASB. This basis of accounting involves modifications to the cash basis of accounting to report in the statements of net position 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 buy 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 District utilized the basis of accounting recognized as generally accepted in the United States, the fund financial statements for proprietary fund types would use the accrual basis of accounting.

**D. Financial Position**

**Cash and Cash Equivalents**

For the purpose of financial reporting, cash and cash equivalents includes all demand and savings accounts and

CHERRY TREE RURAL WATER DISTRICT  
NOTES TO FINANCIAL STATEMENTS  
DECEMBER 31, 2018

certificates of deposit or short-term investments with an original maturity of three months or less.

Capital Assets

Capital assets are stated at the cost and depreciation has been computed using the straight-line method based on the estimated useful lives of the assets as follows:

Water System      20-40 years

Purchases of capital items in excess of \$2,000.00 that increase the capacity or operation efficiency or extend the useful life of any asset are capitalized. Repairs and maintenance are expensed as incurred.

Inventory

Cherry Tree Rural Water District does not maintain inventory of materials and supplies. Materials and supplies are expensed directly to supplies when paid.

Income Taxes

The District is exempt from Federal Income Taxes.

Long-Term Debt

Long-term debt is reported at face value, net of applicable discounts and deferred loss on refunding.

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

CHERRY TREE RURAL WATER DISTRICT  
NOTES TO FINANCIAL STATEMENTS  
DECEMBER 31, 2018

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 of capital assets or the restricted component of net position.

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

Revenues, expenditures & expenses

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

Compensated Absences

The organization does not accrue a liability for compensated absences. This is not in accordance with generally accepted accounting principles. However, because of the limited number of people employed by the organization, any liability for compensated absences at December 31, 2018 would not be material to the financial statements taken as whole.

Use of Estimates

The preparation of financial statements in conformity with the modified cash basis of accounting used by the District requires management to make estimates and assumptions that affect certain reported amounts and disclosures; accordingly, actual results could differ from those estimates.

NOTE 2 - STEWARDSHIP, COMPLIANCE AND ACCOUNTABILITY

As a local government unit, the District is subject to various federal, state, and local laws and contractual regulations. In accordance with Government Auditing Standards, the auditor has issued

CHERRY TREE RURAL WATER DISTRICT  
NOTES TO FINANCIAL STATEMENTS  
DECEMBER 31, 2018

a report on his consideration of the District'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.

Deficit Fund Balance or Retained Earnings

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

NOTE 3 - CASH AND INVESTMENTS

Custodial Credit Risk

At December 31, 2018, the District held deposits of approximately \$51,916 at financial institutions. The District'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 District or by its agent in the District's name.

Investment Interest Rate Risk

The District 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 District 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.

**CHERRY TREE RURAL WATER DISTRICT**  
**NOTES TO FINANCIAL STATEMENTS**  
**DECEMBER 31, 2018**

- 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.).

**NOTE 4 - CAPITAL ASSETS**

Capital asset activity, for the fiscal year ended December 31, 2018, was as follows:

	Balance at Dec. 31, 2017	Additions	Deductions	Balance at Dec. 31, 2018
<b><u>Capital Assets being Depreciated:</u></b>				
Water Distribution System	\$ 928,874	\$ -	\$ -	\$ 928,874
Building and Improvements	16,000			16,000
Equipment	53,589			53,589
Vehicles	66,427	7,500		73,927
Subtotal	<u>1,064,890</u>	<u>7,500</u>	<u>-</u>	<u>1,072,390</u>
<b><u>Less: Accumulated Depreciation</u></b>				
Water Distribution System	545,041	10,007	-	555,048
Building and Improvements	16,001	-	-	16,001
Equipment	48,809	2,601	-	51,410
Vehicles	51,559	6,698	-	58,257
Total Accum. Depr.	<u>661,410</u>	<u>19,306</u>	<u>-</u>	<u>680,716</u>
Total Capital Assets (Net of Depreciation)	<u>\$ 403,480</u>	<u>\$ (11,806)</u>	<u>\$ -</u>	<u>\$ 391,674</u>

**NOTE 5 - LONG TERM DEBT**

The District has a note payable to Armstrong Bank with an original loan balance of \$300,000.00 with interest of 2.98% maturing November 2, 2031.

The District has a 2<sup>nd</sup> note payable to Armstrong Bank with an original loan balance of \$29,739 with interest of 8.25% maturing June 17, 2019.

**CHERRY TREE RURAL WATER DISTRICT  
NOTES TO FINANCIAL STATEMENTS  
DECEMBER 31, 2018**

**Changes in Long-Term Debt**

The following is a summary of changes in long-term debt for the year ended December 31, 2018:

	Balance at December 31,		Balance at December 31,	
	2017	Additions	Deductions	2018
Armstrong Bank	\$ 256,136	\$ -	\$ 20,416	\$ 235,720
Armstrong Bank #2	\$ 6,513	\$ -	\$ 6,513	\$ -
Total Long-Term Debt	<u>\$ 262,649</u>	<u>\$ -</u>	<u>\$ 26,929</u>	<u>\$ 235,720</u>

**Debt Services Requirements to Maturity**

The annual debt service requirements to maturity, including principal and interest, for long-term debt, as of December 31, 2018, are as follows:

Year Ending December 31,	Principal	Interest	Annual Payment
2019	\$ 18,121	\$ 6,778	\$ 24,900
2020	18,669	6,231	24,900
2021	19,233	5,667	24,900
2022	19,814	5,086	24,900
2023	20,412	4,487	24,900
2024-2028	111,693	12,805	124,498
2029-2031	27,777	508	28,285
Total	<u>\$ 235,720</u>	<u>\$ 41,562</u>	<u>\$ 277,281</u>

**NOTE 6 - 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

**NOTE 7 - CONTINGENCIES**

**Litigation**

The District is involved in various pending claims. According to management there were no known contingent liabilities at December 31, 2018, which would have a material effect on the financial statements.

CHERRY TREE RURAL WATER DISTRICT  
NOTES TO FINANCIAL STATEMENTS  
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Grant Program Involvement

In the normal course of operations, the District participates in various Federal or State grant or loan programs from year to year. 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. Any liability of reimbursement that may arise as a result of these audits cannot be reasonably determined at this time, although it is believed the amount, if any, would not be material.

NOTE 8 - SUBSEQUENT EVENTS

The District did not have any subsequent events through March 12, 2019, which is the date the financial statements were issued, for events requiring recording or disclosure in the financial statements for the year ending December 31, 2018.

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

To the Board of Directors  
Cherry Tree Rural Water District  
Stilwell, Oklahoma

We were engaged to audit, 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 Cherry Tree Rural Water District, as of and for the year ended December 31, 2018, 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, and have issued our report thereon dated March 12, 2019, which was a disclaimer of opinion because inadequate accounting records precluded us from performing sufficient audit procedures on the financial statements.

### Internal Control Over Financial Reporting

In planning and performing our audit of the financial statements, we considered the Cherry Tree Rural Water District'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 Cherry Tree Rural Water District's internal control. Accordingly, we do not express an opinion on the effectiveness of Cherry Tree Rural Water District'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

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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, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. We did identify certain deficiencies in internal control described in the accompanying Schedule of Findings as Item 18-01, 18-02, 18-03 and 18-04 that we consider to be significant deficiencies.

### Compliance and Other Matters

As part of obtaining reasonable assurance about whether the Cherry Tree Rural Water District'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 no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

### Cherry Tree Rural Water District's Response to Findings

Cherry Tree Rural Water District's response to the findings identified in our audit is described in the accompanying Schedule of Findings. Cherry Tree Rural Water District'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

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of

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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, PC.*

Kershaw CPA & Associates, PC

March 12, 2019

CHERRY TREE RURAL WATER DISTRICT  
SCHEDULE OF FINDINGS  
DECEMBER 31, 2018

Item 18-01: 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 District's major areas of internal control, that would be prevalent in a larger District, 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 District.

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

Item 18-02: Accounts Receivable

Criteria: Internal control refers to the methods and procedures used to provide reasonable assurance regarding the achievement of objectives in the following categories: Safeguarding assets, ensuring validity of financial records and reports, promoting adherence to policies, procedures, regulations and laws, and promoting effectiveness and efficiency of operations. Internal control also refers to how an entity processes, summarizes and records the financial transactions. In general terms, internal controls are simply good business practices.

Condition: Past management did not have strong internal controls in place for promoting effectiveness and efficiency of operations and in some instances internal control is virtually non-existent.

Cause/Effect: Due to the weak internal control system, the Authority has a large balance of accounts receivables due from customers. This balance is not reflected in the modified cash basis financial statements.

CHERRY TREE RURAL WATER DISTRICT  
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Recommendation: The Authority needs to make efforts to reduce the large outstanding balance. The Board should continue to be actively involved in the operations of the District.

Response: The District is aware of the problem and is trying to determine a solution.

Item 18-03: Invoice Authorization

Criteria: See Item 18-02 above.

Condition: Past management of the District did not document authorization and approval of invoices for many transactions.

Cause/Effect: The District did not have strong internal controls in place for documenting transactions & proper authorization of those transactions. Invoices for the transactions were not properly maintained.

Recommendation: The District needs to have policies and procedures in place that document all expenses with proper invoices.

Response: The District is aware of the problem.

Item 18-04: Bank Reconciliations

Criteria: See Item 18-02 above.

Condition: The software program allows the bank reconciliation to appear to be balanced when it does not match the general ledger.

Cause/Effect: The financial statements contain misstatements and omit financial information.

Recommendation: Monthly bank reconciliations need to be performed on each bank account and the balance agree with that reflected in the financial statements.

Response: The District is aware of the problem.