

**TOWN OF LEEDEY**  
**AGREED UPON PROCEDURES REPORT**  
**JUNE 30, 2022**



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Members of American  
Institute of Certified  
Public Accountants

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Society of Certified  
Public Accountants

## **Practitioner's Report on Applying Agreed-Upon Procedures**

To the Specified Users of the Report:

Town Board, Town of Leedey  
Leedey, Oklahoma

Trustees of the Leedey Public Works Authority  
Leedey, Oklahoma

Oklahoma Office of State Auditor and Inspector  
Oklahoma City, Oklahoma

We have performed the procedures enumerated below as defined within the applicable state laws of the State of Oklahoma solely to assist the Town and Public Works Authority in meeting its financial accountability requirements as prescribed by applicable Oklahoma law and evaluating compliance with specified legal or contractual requirements for the fiscal year ended June 30, 2022. Management of the Town of Leedey and the Leedey Public Works Authority are responsible for the Town's and Authority's financial accountability and its compliance with those legal and contractual requirements.

The Town of Leedey and the Leedey Public Works Authority has agreed to and acknowledged that the procedures performed are appropriate to meet the intended purpose of meeting its financial accountability requirements as prescribed in Oklahoma Statutes 11-17.105-.107 and 60-180.1-.3. This report may not be suitable for any other purpose. The procedures performed may not address all the items of interest to a user of this report and may not meet the needs of all users of this report and, as such, users are responsible for determining whether the procedures performed are appropriate for their purposes.

### **Procedures and Findings**

As to the Town of Leedey as of and for the fiscal year ended June 30, 2022:

- I. **Procedures Performed:** Prepare a schedule of changes in fund balances for each fund from the Town's trial balances and compare the schedule results to the statutory prohibition of creating fund balance deficits to report any noted instances of noncompliance.

**Findings:** See Exhibit I. No instances of noncompliance noted.

- II. **Procedures Performed:** Prepare a budget and actual financial schedule for the General Fund and any other significant funds listing separately each federal fund and compare the actual expenditures reported to the authorized appropriations to report any noted instances on noncompliance with the appropriation limitations.

**Findings:** See Exhibit II, V. Exhibits II & V, transfers are over budget by \$3k on Exhibit II and expenditures are over budget by \$6,202 on Exhibit V. Total fund balance is in compliance.

- III. **Procedures Performed:** Agree the Town's material bank account balances to bank statements and traced the timely clearance of significant reconciling items to report any significant or unusual instances of reconciling items that have not cleared.

**Findings:** No instances of noncompliance noted.

- IV. **Procedures Performed:** Compare the Town's uninsured deposits to fair value of pledged collateral to report any amounts of uninsured and uncollateralized deposits.

**Findings:** No instances of noncompliance noted. All deposits were insured or collateralized at June 30, 2022.

- V. **Procedures Performed:** Compare use of material-restricted revenues and resources to their restrictions to report any noted instances of noncompliance.

**Findings:** No instances of noncompliance noted.

- VI. **Procedures Performed:** Compare the accounting for the Town's activities by fund to the legal and contractual requirements for separate funds to report any noted instances of noncompliance.

**Findings:** No instances of noncompliance noted.

- VII. **Procedures Performed:** Compare the Town's account balances in reserve accounts to contractually required balances and debt service coverage requirements of bond indentures to the actual coverage to report any noted instances of noncompliance.

**Findings:** No such compliance requirements were identified that were applicable to the Town. No instances of noncompliance noted.

- VIII. **Procedures Performed:** For the grants received during the year, prepare a schedule of grant funds awarded, received, expended and the remaining balances. Compared the receipts and disbursements to grant agreements and supporting information to report any noted instances of noncompliance with the grant agreement.

**Findings:** See Exhibit VI. No instances of noncompliance noted.

As to the Leedey Public Works Authority, as of and for the year ended June 30, 2022:

- I. **Procedures Performed:** Prepare a schedule of revenues, expenditures and changes in fund balance-cash basis from the Authority's trial balances and compare the schedule results to the statutory prohibition of creating fund balance deficits to report any noted instances of noncompliance.

**Findings:** See Exhibit III. No instances of noncompliance noted.

- II. **Procedures Performed:** Agree the Authority's material bank account balances to bank statements and traced the timely clearance of significant reconciling items to report any significant or unusual instances of reconciling items that have not cleared.

- III. **Procedures Performed:** Compare the Authority's uninsured deposits to fair value of pledged collateral to report any amounts of uninsured and uncollateralized deposits.

**Findings:** No instances of noncompliance noted. All deposits were insured or collateralized at June 30, 2022.

- IV. **Procedures Performed:** Compare the Authority's use of material-restricted revenues and resources to their restrictions to report any noted instances of noncompliance.

**Findings:** No instances of noncompliance noted.

- V. **Procedures Performed:** Compare the accounting for the Authority's activities by fund to the legal and contractual requirements for separate funds to report any noted instances of noncompliance.

**Findings:** No instances of noncompliance noted.

- VI. **Procedures Performed:** Compare the Authority's account balances in reserve accounts to contractually required balances and debt service coverage requirements of bond indentures to the actual coverage to report any noted instances of noncompliance.

**Findings:** No instances of noncompliance noted.

- VII. **Procedures Performed:** Prepare a Balance Sheet for the Authority

**Findings:** See Exhibit IV. No instance of noncompliance noted

We were engaged by The Town of Leedey and the Leedey Public Works Authority to perform this agree-upon procedures engagement and conducted our engagement in accordance with attestation standards established by the American Institute of Certified Public Accountants and the additional requirements prescribed in Oklahoma Statutes 11-17.105-.107 and 60-180.1.-3. We were not engaged to and did not conduct an examination or review engagement, the objective of which would be the expression of an opinion or conclusion, respectively, to meet the requirements prescribed in Oklahoma Statutes 11-17.105-.107 and 60-180.1.-3. Accordingly, we do not express such an opinion or conclusion. Had we performed additional procedures, other matters might have come to our attention that would have been reported to you.

We are required to be independent of The Town of Leedey and the Leedey Public Works Authority and to meet our ethical responsibilities, in accordance with the relevant ethical requirements related to our agreed-upon procedures engagement.

This report is intended solely for the information and use of the specified users, as identified above, and is not intended to be and should not be used by anyone other than those specified parties.



**rsmeacham**  
CPA, ADVISORS

Clinton, Oklahoma  
October 25, 2021

Exhibit I

**TOWN OF LEEDEY, OKLAHOMA**  
**SUMMARY OF CHANGES IN UNRESTRICTED FUND BALANCES MODIFIED CASH BASIS**  
**FOR THE YEAR ENDED JUNE 30, 2022**

	<u>Beginning of Year Fund Balances</u>	<u>Current Year Change</u>	<u>End of Year Fund Balances</u>
<b>TOWN:</b>			
General Fund	\$ 294,112	\$ 60,223	\$ 354,335
Street & Alley Fund	3,343	(1,211)	2,132
Cemetery	3,105	(1,125)	1,980
Cemetery Improvements	16,141	40	16,181
Museum	851	813	1,664
Community Building	3,593	(3,228)	365
REAP	25	-	25
Fire	4,493	-	4,493
<b>CITY TOTAL</b>	<u>325,663</u>	<u>55,512</u>	<u>381,175</u>
<b>LEEDEY PUBLIC WORKS AUTHORITY :</b>			
LPWA	664,780	97,548	762,328
<b>LPWA TOTAL</b>	<u>\$ 664,780</u>	<u>\$ 97,548</u>	<u>\$ 762,328</u>

See accountant's report.

**TOWN OF LEEDEY, OKLAHOMA**  
**BUDGETARY COMPARISON SCHEDULE - MODIFIED CASH BASIS**  
**GENERAL FUND**  
**FOR THE YEAR ENDED JUNE 30, 2022**

	<b>Budgeted Amounts</b>		<b>Actual</b>	<b>Variance with</b>
	<b>Original</b>	<b>Final</b>	<b>Amounts</b>	<b>Final Budget</b>
				<b>Positive (Negative)</b>
<b>Beginning Budgetary Fund Balance:</b>	\$ 223,014	\$ 294,112	\$ 294,112	\$ -
<b>Resources (Inflows):</b>				
<b>Taxes:</b>				
Sales tax	91,630	131,630	152,498	20,868
Use tax	28,491	28,991	33,296	4,305
Tobacco tax	883	983	1,168	185
<b>Total Taxes</b>	<b>121,004</b>	<b>161,604</b>	<b>186,962</b>	<b>25,358</b>
<b>Intergovernmental:</b>				
Alcoholic beverage tax	28,843	28,843	31,173	2,330
Franchise tax	7,115	7,515	9,078	1,563
<b>Total Intergovernmental</b>	<b>35,958</b>	<b>36,358</b>	<b>40,251</b>	<b>3,893</b>
<b>Fines and Forfeitures</b>	-	400	733	333
<b>Investment Income</b>	100	100	262	162
<b>ARPA Grant</b>	-	38,686	38,686	-
<b>Miscellaneous Income</b>	1,900	1,540	1,593	53
<b>Royalty</b>	2,500	2,500	2,670	170
<b>Rentals</b>	4,000	1,000	225	(775)
<b>Total current year resources</b>	<b>165,462</b>	<b>242,188</b>	<b>271,383</b>	<b>29,195</b>
<b>Amounts available for appropriation</b>	<b>\$ 388,476</b>	<b>\$ 536,300</b>	<b>\$ 565,495</b>	<b>\$ 29,195</b>
<b>Charges to Appropriations (Outflows):</b>				
<b>General government:</b>				
Personal services	62,259	62,259	56,845	5,414
Materials and supplies	12,000	12,000	9,836	2,164
Other services and charges	25,500	25,500	25,672	(172)
Capital outlay	-	-	-	-
ARPA Expense	-	38,686	32,130	6,556
<b>Total General Government</b>	<b>99,759</b>	<b>138,445</b>	<b>124,483</b>	<b>13,962</b>
<b>Police:</b>				
Materials and supplies	50	50	19	31
Other services and charges	25,000	25,000	24,000	1,000
<b>Total Police</b>	<b>25,050</b>	<b>25,050</b>	<b>24,019</b>	<b>1,031</b>
<b>Fire:</b>				
Personal services	2,244	3,744	3,185	559
Materials and supplies	300	300	3,149	(2,849)
Other services and charges	1,200	3,700	546	3,154
Capital outlay	-	-	-	-
<b>Total Fire</b>	<b>3,744</b>	<b>7,744</b>	<b>6,879</b>	<b>865</b>
<b>Park:</b>				
Other services and charges	5,500	5,500	4,778	722
<b>Total Park</b>	<b>5,500</b>	<b>5,500</b>	<b>4,778</b>	<b>722</b>
<b>Total Charges to Appropriations</b>	<b>\$ 134,053</b>	<b>\$ 176,739</b>	<b>\$ 160,159</b>	<b>\$ 16,580</b>
<b>Transfers out to Other Funds:</b>				
Infrastructure savings	28,000	48,000	36,000	12,000
Street and Alley	-	-	10,000	(10,000)
Museum	-	-	1,000	(1,000)
Community Building	-	-	4,000	(4,000)
<b>Total Transfers</b>	<b>28,000</b>	<b>48,000</b>	<b>51,000</b>	<b>(3,000)</b>
<b>Change in Fund Balance</b>	<b>3,409</b>	<b>17,449</b>	<b>60,223</b>	<b>48,774</b>
<b>Ending Budgetary Fund Balance</b>	<b>\$ 226,423</b>	<b>\$ 311,561</b>	<b>\$ 354,335</b>	<b>\$ 48,774</b>

UNRESTRICTED FUND BALANCE AT END OF YEAR (MODIFIED CASH BASIS)

\$ 354,335

**LEEDEY PUBLIC WORKS AUTHORITY LEEDEY, OKLAHOMA**  
**STATEMENT OF REVENUES, EXPENSES AND CHANGES IN FUND BALANCE - MODIFIED CASH BASIS**  
**FOR THE YEAR ENDED JUNE 30, 2022**

<b>Operating Revenues:</b>	
Charges for services:	
Water	\$ 194,920
Sewer	30,220
Sanitation	53,714
Other	11,476
Total Operating Revenues	<u>290,331</u>
<b>Operating Expenses:</b>	
Administration	54,595
Water	90,386
Sewer	22,128
Sanitation	54,382
Interest expense	9,526
Total Operating Expenses	<u>231,018</u>
Operating Income	59,312
<b>Non-Operating Activities:</b>	
Transfers In	81,090
Transfers Out	(43,206)
Interest	351
Total Non-Operating Activities	<u>38,236</u>
Change in fund balance	97,548
Fund Balance - beginning	\$ <u>664,780</u>
Fund Balance - ending	\$ <u>762,328</u>
FUND BALANCE AT END OF YEAR (MODIFIED CASH BASIS)	<u>\$ 762,328</u>

**LEEDEY PUBLIC WORKS AUTHORITY, LEEDEY, OKLAHOMA**  
**BALANCE SHEET-MODIFIED CASH BASIS**  
**JUNE 30, 2022**

	<u>2022</u>
<b>ASSETS</b>	
Current assets:	
Cash, including savings	\$ 137,081
Total current assets	<u>137,081</u>
Restricted assets:	
Cash, including time deposits	199,928
Total restricted assets	<u>199,928</u>
Non-current assets:	
Capital assets (net)	1,023,054
Total non-current assets	<u>1,023,054</u>
<b>Total assets</b>	<u><u>1,360,063</u></u>
<b>LIABILITIES</b>	
Liabilities, payable from restricted assets:	
Meter deposits payable	17,151
Notes payable	580,584
Total liabilities payable from restricted assets	<u>597,735</u>
<b>Total liabilities</b>	<u>597,735</u>
<b>FUND BALANCE</b>	
Restricted for:	
Fixed assets	430,588
Debt service	96,397
Council restricted Infrastructure	103,532
Unrestricted:	131,812
<b>Fund Balance</b>	<u>762,328</u>
<b>Total Liabilities and Fund Balance</b>	<u><u>1,360,063</u></u>



TOWN OF LEEDEY, OKLAHOMA  
 BUDGETARY COMPARISON SCHEDULE - MODIFIED CASH BASIS  
 STREET & ALLEY FUND  
 FOR THE YEAR ENDED JUNE 30, 2022

	<b>Budgeted Amounts</b>		<b>Actual</b>	<b>Variance with</b>
	<b>Original</b>	<b>Final</b>	<b>Amounts</b>	<b>Final Budget</b>
				<b>Positive (Negative)</b>
<b>Beginning Budgetary Fund Balance:</b>	\$ 3,343	\$ 3,343	\$ 3,343	\$ -
<b>Resources (Inflows):</b>				
Motor Vehicle tax	3,002	3,002	3,339	337
Gas Excise tax	677	677	752	75
<b>Total current year resources</b>	<b>3,679</b>	<b>3,679</b>	<b>4,091</b>	<b>337</b>
<b>Amounts available for appropriation</b>	<b>\$ 7,022</b>	<b>\$ 7,022</b>	<b>\$ 7,434</b>	<b>\$ 337</b>
<b>Charges to Appropriations (Outflows):</b>				
Materials and supplies	5,100	9,100	15,302	(6,202)
Capital outlay	-	-	-	-
<b>Total General Government</b>	<b>5,100</b>	<b>9,100</b>	<b>15,302</b>	<b>(6,202)</b>
<b>Other Financing Uses:</b>				
Transfer in from other funds	(3,000)	(7,000)	(10,000)	3,000
<b>Total Other Financing Uses</b>	<b>(3,000)</b>	<b>(7,000)</b>	<b>(10,000)</b>	<b>3,000</b>
<b>Total Charges to Appropriations</b>	<b>2,100</b>	<b>2,100</b>	<b>5,302</b>	<b>(3,202)</b>
<b>Change in Fund Balance</b>	<b>1,579</b>	<b>1,579</b>	<b>(1,211)</b>	<b>(2,865)</b>
<b>Ending Budgetary Fund Balance</b>	<b>4,922</b>	<b>4,922</b>	<b>2,132</b>	<b>(2,865)</b>
<b>UNRESTRICTED FUND BALANCE AT END OF YEAR (MODIFIED CASH BASIS)</b>			<b>2,132</b>	

Exhibit VI

**TOWN OF LEEDEY, OKLAHOMA  
SCHEDULE OF GRANTS  
FOR THE FISCAL YEAR ENDED JUNE 30, 2022**

Grant revenue	Funding period	Project description	Award	Amount received	Amount expended	Receipts less expenditures
Grant received from:						
Federal Government	FY2022	ARPA funds	\$ 38,686	\$ 38,686	\$ 38,686	-
						-
		Total	<u>\$ 38,686</u>	<u>\$ 38,686</u>	<u>\$ 38,686</u>	<u>\$ -</u>

See accountant's report.