

Town of Carter
Carter, Oklahoma

Agreed Upon Procedures

For The Year Ended
June 30, 2024



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Members of American
Institute of Certified
Public Accountants

Members of Oklahoma
Society of Certified
Public Accountants

Practitioner's Report on Applying Agreed-Upon Procedures

To the Specified Users of the Report:

Town Board, Town of Carter
Carter, Oklahoma

Trustees of the Carter Public Works Authority
Carter, 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, 2024. Management of the Town of Carter and the Carter 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 Carter and the Carter 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 Carter as of and for the fiscal year ended June 30, 2024:

- 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 and III. On Exhibit II, the General Fund spent \$10,968 in excess of the budget. There is still sufficient fund balance to cover the budget.

- 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, 2024.

- 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 Carter Public Works Authority, as of and for the year ended June 30, 2024:

- 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 V. 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.

Findings: No unusual reconciling items were noted that did not clear on a timely basis.

- 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, 2024.

- 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 Carter and the Carter 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 Carter and the Carter 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
November 18, 2024

rsmeacham
CPA ADVISORS

TOWN OF CARTER, OKLAHOMA
STATEMENT OF CHANGES IN FUND BALANCES -MODIFIED CASH BASIS
FOR THE YEAR ENDED JUNE 30, 2024

	<u>Beginning of Year Fund Balances</u>	<u>Current Year Change</u>	<u>End of Year Fund Balances</u>
TOWN (GAAP):			
General Fund	\$ 256,182	\$ 71,827	\$ 328,009
Street & Alley	1,528	1,206	2,734
Fire Department	8,621	(1,570)	7,051
TOWN TOTAL	<u>266,331</u>	<u>71,463</u>	<u>337,794</u>
CARTER PUBLIC WORKS AUTHORITY			
PWA	771,468	(64,894)	706,574
Meter Fund	13,543	(400)	13,143
PWA TOTAL	<u>785,011</u>	<u>(65,294)</u>	<u>719,717</u>

See accountant's report.

TOWN OF CARTER, OKLAHOMA
BUDGETARY COMPARISON SCHEDULE - MODIFIED CASH BASIS
GENERAL FUND
FOR THE YEAR ENDED JUNE 30, 2024

	Budgeted Amounts		Actual	Variance with
	Original	Final	Amounts	Final Budget Positive (Negative)
Beginning Budgetary Fund Balance:	\$ 194,847	\$ 211,570	\$ 256,182	\$ 44,612
Resources (Inflows):				
Taxes:				
Sales tax	48,265	55,439	49,959	(5,480)
Use tax	40,321	24,289	22,784	(1,505)
Tobacco tax	338	404	452	48
Total Taxes	<u>88,924</u>	<u>80,132</u>	<u>73,195</u>	<u>(6,937)</u>
Intergovernmental:				
Alcohol beverage tax	2,403	2,162	2,193	31
Grant income-SWODA	3,043	19,500	19,500	-
Franchise tax	6,152	5,537	5,487	(50)
Total Intergovernmental	<u>11,598</u>	<u>27,199</u>	<u>27,180</u>	<u>(19)</u>
Fines and Forfeitures	-	-	-	-
Investment Income	2,387	6,000	7,305	1,305
Donations	-	-	1,165	1,165
Miscellaneous Income	5,508	53,766	53,250	(516)
Total current year resources	<u>108,417</u>	<u>167,097</u>	<u>162,095</u>	<u>(5,002)</u>
Amounts available for appropriation	<u>\$ 303,264</u>	<u>\$ 378,667</u>	<u>\$ 418,277</u>	<u>\$ 39,610</u>
Charges to Appropriations (Outflows):				
General government:				
Personal services	49,114	52,600	53,284	(684)
Materials and supplies	20,686	48,000	40,132	7,868
Other services and charges	736	10,000	1,650	8,350
Grant expense	-	19,700	19,700	-
Capital outlay	-	500	27,002	(26,502)
Total General Government	<u>70,536</u>	<u>130,800</u>	<u>141,768</u>	<u>(10,968)</u>
Other Financing Uses:				
Transfers in from other funds	-	(51,500)	(51,500)	-
Total Charges to Appropriations	<u>70,536</u>	<u>79,300</u>	<u>90,268</u>	<u>(10,968)</u>
Change in Fund Balance	37,881	87,797	71,827	(15,970)
Ending Budgetary Fund Balance	<u>232,728</u>	<u>299,367</u>	<u>328,009</u>	<u>28,642</u>
UNRESTRICTED FUND BALANCE AT END OF YEAR (MODIFIED CASH BASIS)			<u>328,009</u>	

TOWN OF CARTER, OKLAHOMA
BUDGETARY COMPARISON SCHEDULE - MODIFIED CASH BASIS
FIRE FUND
FOR THE YEAR ENDED JUNE 30, 2024

	Budgeted Amounts		Actual	Variance with
	Original	Final	Amounts	Final Budget Positive (Negative)
Beginning Budgetary Fund Balance:	\$ 12,485	\$ 12,485	\$ 8,621	\$ (3,864)
Resources (Inflows):				
Fire fees	22,734	10,500	11,377	877
Restitution	-	-	51	51
Miscellaneous	-	-	597	597
Grants	-	9,994	9,994	-
Donations	-	-	2,284	2,284
Total current year resources	22,734	20,494	24,303	3,809
Amounts available for appropriation	\$ 35,219	\$ 32,979	\$ 32,924	\$ (55)
Charges to Appropriations (Outflows):				
General government:				
Personal services	1,368	1,500	1,200	300
Materials and supplies	24,264	25,000	23,512	1,488
Other services and charges	5,966	3,500	1,161	2,339
Capital Outlay	-	1,500	-	1,500
Total General Government	31,598	31,500	25,873	5,627
Other Financing Uses:				
Transfers from other funds	-	-	-	-
Transfers to other funds	-	-	-	-
Total Other Financing Uses	-	-	-	-
Total Charges to Appropriations	31,598	31,500	25,873	5,627
Change in Fund Balance	(8,864)	(11,006)	(1,570)	9,436
Ending Budgetary Fund Balance	3,621	1,479	7,051	5,572
UNRESTRICTED FUND BALANCE AT END OF YEAR (MODIFIED CASH BASIS)			7,051	

CARTER UTILITY AUTHORITY, CARTER, OKLAHOMA
BALANCE SHEET-MODIFIED CASH BASIS
JUNE 30, 2024

	<u>2024</u>
ASSETS	
Current assets:	
Cash, including time deposits	\$ 307,060
Accounts receivable (net)	<u>20,826</u>
Total current assets	<u>327,886</u>
Restricted assets:	
Cash, including time deposits	<u>13,143</u>
Total restricted assets	<u>13,143</u>
Non-current assets:	
Capital assets (net)	<u>378,688</u>
Total non-current assets	<u>378,688</u>
Total assets	<u><u>719,717</u></u>
LIABILITIES	
Liabilities, payable from restricted assets	
Meter deposits payable	<u>13,143</u>
Total liabilities payable from restricted assets	<u>13,143</u>
Total liabilities	<u>13,143</u>
FUND BALANCE	
Unrestricted	<u>706,574</u>
Total liabilities and fund balance	<u><u>719,717</u></u>

CARTER UTILITY AUTHORITY, CARTER, OKLAHOMA
STATEMENT OF REVENUES, EXPENSES AND CHANGES IN FUND BALANCE-MODIFIED CASH BASIS
FOR THE YEAR ENDED JUNE 30, 2024

	<u>June 30, 2024</u>
Operating Revenues:	
Water	72,470
Sewer	12,414
Sanitation	49,986
Other	4,341
Total Operating Revenues	<u>139,211</u>
Operating Expenses:	
Administration	58,008
Water	64,697
Sanitation	14,165
Depreciation	23,205
Total Operating Expenses	<u>160,075</u>
Operating Income	(20,864)
Non-Operating Revenues:	
Interest	7,470
Grants	-
Grant expense	-
Total Non-Operating Revenues	<u>7,470</u>
Net Income Before Contributions and Transfers	(13,394)
Transfers in	-
Transfers out	<u>(51,500)</u>
Change in fund balance	(64,894)
Fund Balance - beginning	771,468
Fund Balance - ending	<u><u>706,574</u></u>

Exhibit VI

**TOWN OF CARTER, OKLAHOMA
SCHEDULE OF GRANTS
FOR THE FISCAL YEAR ENDED JUNE 30, 2024**

Grant revenue	Funding period	Project description	Award	Amount received	Amount expended	Receipts less expenditures
Grant received from:						
State of Oklahoma Forrestry	2023-2024	Fire Grant	9,994	9,994	9,994	-
SWODA-Community Improvement Project	2021-2024	Community Improvement Project	26,000	19,500	19,500	-
						-
			<u>35,994</u>	<u>29,494</u>	<u>29,494</u>	<u>-</u>

* \$6,500 was awarded in prior year

See accountant's report.