

**TOWN OF ORLANDO, OKLAHOMA
ORLANDO, OKLAHOMA**

**AGREED UPON PROCEDURES
AND ACCOMPANYING
INDEPENDENT AUDITOR'S REPORT**

**FOR THE YEAR ENDED
JUNE 30, 2018**



801 Frisco, Clinton, OK 73601
580.323.1766 | 580.323.1768 fax

**Members of American
Institute of Certified
Public Accountants**

**Members of Oklahoma
Society of Certified
Public Accountants**

Independent Accountant's Report on Applying Agreed-Upon Procedures

To the Specified Users of the Report:

Town Board, Town of Orlando
Orlando, Oklahoma

Trustees of the Orlando Public Works Authority
Orlando, Oklahoma

Oklahoma Office of State Auditor and Inspector
Oklahoma City, Oklahoma

Management is responsible for the accompanying financial statements of the Town of Orlando, Oklahoma (the "Town") and the Orlando Public Works Authority (the "Authority"), which comprise the Summary of Changes in Budgetary Fund Balances (Budgetary Basis) for the Town of Orlando, the Budgetary Comparison Schedule for the General Fund and Volunteer Fire Department, and the Statement of Revenues, Expenses, and Changes in Fund Balance – Accrual Basis for the Orlando Public Works Authority for the fiscal year ended June 30, 2018, in accordance with Statements on Standards for Accounting and Review Services promulgated by the Accounting and Review Services Committee of the AICPA. We did not audit or review the accuracy or completeness of the information provided by management. Accordingly, we do not express an opinion, a conclusion, nor provide any form of assurance on these financial statements.

Management has elected to omit substantially all of the disclosures required by accounting principles generally accepted in the United States of America. If the omitted disclosures were included in the financial statements, they might influence the user's conclusions about the Trust's assets, liabilities, equity, revenues, and expenses. Accordingly, these financial statements are not designed for those who are not informed about such matters.

We have performed the procedures enumerated within Appendix A and Appendix B which were agreed to by the specified users of the report, as identified above, and as defined within the applicable state laws of the State of Oklahoma solely to assist the Town and the Authority in meeting its financial accountability requirements as prescribed by such state laws and evaluating compliance with specified legal or contractual requirements for the fiscal year ended June 30, 2018. Management of the Town is responsible for the Town's financial accountability and its compliance with those legal and contractual requirements. This agreed-upon procedures engagement was conducted in accordance with the 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.

The sufficiency of the procedures is solely the responsibility of those parties specified in this report. Consequently, we make no representation regarding the sufficiency of the procedures described in Appendix A or B, either for the purpose for which this report has been requested or for any other purpose.

We were not engaged to and did not conduct an examination, the objective of which would be the expression of an opinion on financial accountability and compliance with contractual requirements. Accordingly, we do not express such an opinion. Had we performed additional procedures, other matters might have come to our attention that would have been reported to you.

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 these specified parties.



RSMeacham CPAs & Advisors
Clinton, Oklahoma
November 9, 2018

**Town of Orlando, Oklahoma
Procedures and Findings
For the Year Ended June 30, 2018**

As to the Town of Orlando, Oklahoma as of and for the fiscal year ended June 30, 2018:

- I. 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. 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 and encumbrances reported to the authorized appropriations to report any noted instances on noncompliance with the appropriation limitations.

Findings: See Exhibit II and III. No instances of noncompliance noted.

- III. 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. 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.

- V. 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. 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. 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 instances of noncompliance noted.

**Orlando Public Works Authority
Procedures and Findings
For the Year Ended June 30, 2018**

As to the Orlando Public Works Authority, as of and for the year ended June 30, 2018:

- I. Prepare a schedule of revenues, expenditures and changes in fund balance for each fund 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 IV. No instances of noncompliance noted.

- II. 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 instances of noncompliance noted.

- III. 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.

- IV. 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. 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. 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.

**TOWN OF ORLANDO, OKLAHOMA
SUMMARY OF CHANGES IN BUDGETARY FUND BALANCES
FOR THE YEAR ENDED JUNE 30, 2018**

	<u>Beginning of Year Fund Balance</u>	<u>Current Year Change</u>	<u>End of Year Fund Balance</u>
TOWN OF ORLANDO			
General Fund	\$ 316,712	\$ 86,386	\$ 403,098
Orlando Volunteer Fire Department	92,682	(3,356)	89,327
TOWN TOTAL	<u>\$ 409,395</u>	<u>\$ 83,030</u>	<u>\$ 492,425</u>
 Orlando Public Works Authority	 \$ 574,723 ^a	 \$ 21,205	 \$ 595,928

^a - Change in beginning fund balance is due to the change in OPWA reporting from accrual basis to cash basis in Exhibit I.

**TOWN OF ORLANDO, OKLAHOMA
BUDGETARY COMPARISON SCHEDULE
GENERAL FUND
FOR THE YEAR ENDED JUNE 30, 2018**

	<u>Amended Budget</u>	<u>Actual Amounts</u>	<u>Variance with Final Budget Positive (Negative)</u>
Beginning Budgetary Fund Balance:	\$ 201,155	\$ 316,712	\$ 115,557
Resources (Inflows):			
Taxes:			
Sales tax	112,820	124,437	11,617
Cigarette tax	1,134	1,354	220
Gasoline tax	266	309	43
Total Taxes	<u>114,220</u>	<u>126,100</u>	<u>11,880</u>
Intergovernmental:			
Alcoholic beverage tax	1,308	1,363	55
Motor vehicle tax	989	1,044	55
Total Intergovernmental	<u>2,297</u>	<u>2,407</u>	<u>110</u>
Rental Income	1,000	613	(387)
Grant	20,632	7,175	(13,457)
Other Income	1,255	618	(637)
Total current year resources	<u>139,404</u>	<u>136,913</u>	<u>(2,491)</u>
Amounts available for appropriation	<u>\$ 340,559</u>	<u>\$ 453,625</u>	<u>\$ 113,067</u>
Charges to Appropriations (Outflows):			
General government:			
Personal services	\$ 9,278	\$ 7,358	\$ 1,920
Materials and supplies	1,000	764	236
Other services and charges	19,000	23,628	(4,628)
Street Department- Repairs and Maint	-	1,154	(1,154)
Capital Outlay	34,051	8,569	25,482
Capital Outlay- Street	13,457	9,054	4,403
Total General government	<u>76,786</u>	<u>50,527</u>	<u>26,259</u>
Total Charges to Appropriations	<u>76,786</u>	<u>50,527</u>	<u>26,259</u>
Change in Fund Balance	62,618	86,386	(28,750)
Ending Budgetary Fund Balance	<u>\$ 263,773</u>	<u>\$ 403,098</u>	<u>\$ 86,808</u>

**TOWN OF ORLANDO, OKLAHOMA
BUDGETARY COMPARISON SCHEDULE
VOLUNTEER FIRE DEPARTMENT
FOR THE YEAR ENDED JUNE 30, 2018**

	<u>Amended Budget</u>	<u>Actual Amounts</u>	<u>Variance with Final Budget Positive (Negative)</u>
Beginning Budgetary Fund Balance:	\$ 84,369	\$ 92,682	\$ 8,313
Resources (Inflows):			
License, Permits & Fees			
Assessments	1,450	1,450	-
Fire Runs	1,800	-	(1,800)
Total License, Permits & Fees	<u>3,250</u>	<u>1,450</u>	<u>(1,800)</u>
Intergovernmental:			
Grant revenue	3,744	3,744	(0)
Total Intergovernmental	<u>3,744</u>	<u>3,744</u>	<u>(0)</u>
Investment Income	175	257	82
Miscellaneous Income	500	500	-
Total current year resources	<u>7,669</u>	<u>5,950</u>	<u>(1,718)</u>
Amounts available for appropriation	<u>\$ 92,038</u>	<u>\$ 98,633</u>	<u>\$ 6,595</u>
Charges to Appropriations (Outflows):			
Fire:			
Materials and supplies	\$ 3,000	\$ 2,190	\$ 810
Other services and charges	8,000	7,116	884
Total Fire	<u>11,000</u>	<u>9,306</u>	<u>1,694</u>
Change in Fund Balance	(3,331)	(3,356)	(3,412)
Ending Budgetary Fund Balance	<u>\$ 81,038</u>	<u>\$ 89,327</u>	<u>\$ 4,902</u>

ORLANDO PUBLIC WORKS AUTHORITY
STATEMENT OF REVENUES, EXPENSES AND CHANGES IN FUND BALANCE - ACCRUAL BASIS
FOR THE YEAR ENDED JUNE 30, 2018

Operating Revenues:

Charges for services:

Electric	\$	151,237
Water		44,217
Sewer		12,822
Sanitation		17,122
Gas		71,987
Other Income		992
Total Operating Revenues	<u>\$</u>	<u>298,378</u>

Operating Expenses:

Administration	\$	57,313
Electric		109,007
Water		37,378
Sewer		5,483
Sanitation		19,244
Gas		37,613
Total Operating Expenses	<u>\$</u>	<u>266,037</u>
Operating Income		32,341

Non-Operating Revenues:

Interest Income		1,201
Total Non-Operating Revenues	<u>\$</u>	<u>1,201</u>

Change in fund balance	<u>\$</u>	<u>33,542</u>
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Fund Balance, Accrual Basis - beginning		<u>652,272</u>
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Fund Balance, Accrual Basis - ending	<u>\$</u>	<u><u>685,814</u></u>
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