

**TOWN OF BEAVER, OKLAHOMA
BEAVER, OKLAHOMA**

**AGREED UPON PROCEDURES
AND ACCOMPANYING
PRACTITIONER'S REPORT**

**FOR THE YEAR ENDED
JUNE 30, 2023**



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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 Beaver
Beaver, Oklahoma

Trustees of the Beaver Public Works Authority
Beaver, 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, 2023. Management of the Town of Beaver and the Beaver 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 Beaver and the Beaver 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 Beaver as of and for the fiscal year ended June 30, 2023:

- 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 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-A and II-B. No instances of noncompliance noted.

- 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, 2023.

- 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.

As to the Beaver Public Works Authority, as of and for the year ended June 30, 2023:

- 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.

Findings: No instances of noncompliance noted.

- 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.

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 such compliance requirements were identified that were applicable to the Authority. No instances of noncompliance noted.

We were engaged by The Town of Beaver and the Beaver 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 Beaver and the Beaver 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.



Clinton, Oklahoma
December 7, 2023

**TOWN OF BEAVER, OKLAHOMA
SUMMARY OF CHANGES IN FUND BALANCES-CASH BASIS
FOR THE YEAR ENDED JUNE 30, 2023**

	<u>Beginning of Year Fund Balance</u>	<u>Current Year Change</u>	<u>End of Year Fund Balance</u>
TOWN OF BEAVER			
General Fund	\$ 1,188,467	\$ 107,635	\$ 1,296,102
Swimming Pool Fund	721,624	84,703	806,327
Beaver Dunes Fund	7,711	30,298	38,009
Court Fund	48,224	6,286	54,510
ASNE Fund	19,198	235	19,433
Airport Grant	6,325	24	6,349
TOWN TOTAL	<u>\$ 1,991,549</u>	<u>\$ 229,181</u>	<u>\$ 2,220,730</u>
ENTERPRISE FUNDS			
Beaver Public Works Authority	\$ 1,025,872	\$ 186,316	\$ 1,212,188
TOTAL ENTERPRISE FUNDS	<u>\$ 1,025,872</u>	<u>\$ 186,316</u>	<u>\$ 1,212,188</u>
OVERALL TOTAL	<u>\$ 3,017,421</u>	<u>\$ 415,497</u>	<u>\$ 3,432,918</u>

TOWN OF BEAVER, OKLAHOMA
BUDGETARY COMPARISON SCHEDULE - CASH BASIS
GENERAL FUND
FOR THE YEAR ENDED JUNE 30, 2023

	<u>Budgeted Amounts</u>		<u>Actual</u> <u>Amounts</u>	<u>Variance with</u> <u>Final Budget</u>
	<u>Original</u>	<u>Final</u>		<u>Positive</u> <u>(Negative)</u>
Beginning Budgetary Fund Balance:	\$ 1,157,560	\$ 1,157,560	\$ 1,188,467	\$ 30,907
Resources (Inflows):				
Taxes:				
Sales tax	312,947	355,000	282,343	(72,657)
Use tax	99,738	110,000	117,081	7,081
Franchise tax	43,498	49,000	52,095	3,095
Total Taxes	456,183	514,000	451,519	(62,481)
Intergovernmental:				
Alcohol Beverage tax	188,387	225,000	232,129	7,129
Cigarette tax	2,840	2,700	2,879	179
Motor vehicle & Gas Excise tax	10,512	10,512	11,137	625
Police Revenues	16,000	8,500	3,552	(4,948)
Fire Department	5,000	18,663	18,714	51
Total Intergovernmental	222,739	265,375	268,411	3,036
Charges for Services:				
Airport Hangar Revenue	2,500	2,000	2,300	300
Rental & Royalty Income	5,000	6,500	6,910	410
Total Charges for Services	7,500	8,500	9,210	710
Miscellaneous Income:				
Airport Grants	-	-	-	-
Licenses and permits	925	670	2,447	1,777
Grants	122,171	123,330	132,846	9,516
Bus Transit	10,500	16,490	22,336	5,846
Other revenue	2,800	41,725	22,296	(19,429)
Total Miscellaneous Income	136,396	182,215	179,925	(2,290)
Total current year resources	822,818	970,090	909,064	(61,026)
Amounts available for appropriation	\$ 1,980,378	\$ 2,127,650	\$ 2,097,531	\$ (30,119)

**TOWN OF BEAVER, OKLAHOMA
BUDGETARY COMPARISON SCHEDULE - CASH BASIS
GENERAL FUND
FOR THE YEAR ENDED JUNE 30, 2023**

	<u>Budgeted Amounts</u>		Actual Amounts	Variance with Final Budget
	<u>Original</u>	<u>Final</u>		Positive
				(Negative)
Charges to Appropriations (Outflows):				
General Government				
Personal Services	1,630	-	-	-
Materials and Supplies	6,000	12,239	3,518	8,721
Other Services and Charges	72,500	72,761	72,761	(0)
Debt Service	-	7,829	7,829	(0)
Capital Outlay	251,842	-	-	-
Total General Government	331,972	92,829	84,109	8,720
Office / Administrative				
Personal Services	111,861	112,500	114,758	(2,258)
Materials and Supplies	7,500	16,826	8,902	7,924
Other Services and Charges	16,500	36,174	36,174	0
Capital Outlay-Pay off of Note for Loader	-	-	-	-
Total Admin Department	135,861	165,500	159,835	5,665
Police Department				
Personal Services	124,802	127,302	125,583	1,719
Materials and Supplies	26,500	25,066	15,829	9,237
Other Services and Charges	57,500	56,434	56,434	(0)
Capital Outlay	6,006	42,500	41,857	643
Total Police Department	214,808	251,302	239,703	11,599
Legal Department				
Other Services and Charges	6,000	6,000	5,500	500
Total Legal Department	6,000	6,000	5,500	500
Fire Department				
Personal Services	5,370	5,500	4,701	799
Materials and Supplies	10,000	6,340	1,674	4,666
Other Services and Charges	17,500	22,160	22,160	0
Capital Outlay	20,000	45,000	39,114	5,886
Total Fire Department	52,870	79,000	67,648	11,352

**TOWN OF BEAVER, OKLAHOMA
BUDGETARY COMPARISON SCHEDULE - CASH BASIS
GENERAL FUND
FOR THE YEAR ENDED JUNE 30, 2023**

	<u>Budgeted Amounts</u>		<u>Actual Amounts</u>	<u>Variance with Final Budget</u>
	<u>Original</u>	<u>Final</u>		<u>Positive (Negative)</u>
Park Department				-
Personal Services	47,955	50,000	50,751	(751)
Materials and Supplies	13,000	13,000	10,634	2,366
Other Services and Charges	7,500	15,000	13,912	1,088
Capital Outlay	-	-	-	-
Total Park Department	<u>68,455</u>	<u>78,000</u>	<u>75,297</u>	<u>2,703</u>
Street Department				
Materials and Supplies	13,000	25,000	19,362	5,638
Other Services and Charges	70,000	75,000	71,114	3,886
Capital Outlay- OMAG Safety Grant	15,000	15,000	-	15,000
Total Street Department	<u>98,000</u>	<u>115,000</u>	<u>90,476</u>	<u>24,524</u>
Bus Transit Department				
Personal Services	29,213	30,500	27,652	2,848
Materials and Supplies	1,250	750	454	296
Other Services and Charges	4,250	6,000	5,067	933
Total Bus Transit Department	<u>34,713</u>	<u>37,250</u>	<u>33,173</u>	<u>4,077</u>
Airport Department				
Materials and Supplies	550	550	261	289
Other Services and Charges	9,500	9,500	7,395	2,105
Capital Outlay-Runway Project	26,000	26,000	25,536	464
Total Airport Department	<u>36,050</u>	<u>36,050</u>	<u>33,192</u>	<u>2,858</u>
Total Charges to Appropriations	<u>978,729</u>	<u>860,931</u>	<u>788,933</u>	<u>71,998</u>
Other Financing Sources (Uses)				
Interest	6,500	20,000	26,505	(6,505)
Transfers - in	25,000	31,000	-	31,000
Transfers -out - Pool Sales Tax	(72,219)	(86,000)	-	(86,000)
Transfers -out	(85,000)	(81,000)	(39,000)	(42,000)
Total Other Financing Sources (Uses)	<u>(125,719)</u>	<u>(116,000)</u>	<u>(12,495)</u>	<u>(103,505)</u>
Change in Fund Balance	(281,630)	(6,841)	107,635	(92,533)
Ending Budgetary Fund Balance	<u>\$ 875,930</u>	<u>\$ 1,150,719</u>	<u>\$ 1,296,102</u>	<u>\$ (61,626)</u>

TOWN OF BEAVER, OKLAHOMA
BUDGETARY COMPARISON SCHEDULE - CASH BASIS
BEAVER DUNES
FOR THE YEAR ENDED JUNE 30, 2023

	<u>Budgeted Amounts</u>		<u>Actual</u> <u>Amounts</u>	<u>Variance with</u> <u>Final Budget</u>
	<u>Original</u>	<u>Final</u>		<u>Positive</u> <u>(Negative)</u>
Beginning Budgetary Fund Balance:	\$ 7,649	\$ 7,649	\$ 7,711	\$ 62
Resources (Inflows):				
Operating Revenues:				
Cabin Sales	1,250	550	551	1
Camper/Trailer Sales	10,000	9,000	10,482	1,482
Credit Card Fee	50	-	-	-
ORV FEE ANNUAL PERMIT SALES	-	-	800	800
ORV FEE/Per day/Per Veh Sales	13,500	10,000	10,851	851
Shelter #1 Sales	300	175	244	69
STAGE RENTAL SALES	-	100	94	(6)
Tent Site Sales	500	1,100	1,280	180
Misc Sales Income	-	35,200	38,278	3,078
Donations	-	-	3	3
Grant Income	-	-	-	-
Total current year resources	25,600	56,125	62,583	6,458
Amounts available for appropriation	\$ 33,249	\$ 63,774	\$ 70,294	\$ 6,520
Charges to Appropriations (Outflows):				
Beaver Dunes				
Personal Services	72,108	65,750	65,617	133
Materials and Supplies	8,000	10,000	6,737	3,263
Other Services and Charges	50,000	71,750	55,434	16,317
Capital Outlay	-	-	-	-
Total Beaver Dunes	130,108	147,500	127,788	19,713
Total Charges to Appropriations	130,108	147,500	127,788	19,713
Other Financing Sources (Uses)				
Interest	10	25	33	(8)
Dunes Sales Tax	48,146	55,000	56,469	(1,469)
Transfers-In	60,000	50,000	39,000	11,000
Transfers-Out	-	-	-	-
Total Other Financing Sources (Uses)	108,156	105,025	95,502	9,523
Change in Fund Balance	3,648	13,650	30,298	35,694
Ending Budgetary Fund Balance	\$ 11,297	\$ 21,299	\$ 38,009	\$ 35,756

BEAVER PUBLIC WORKS AUTHORITY BEAVER, OKLAHOMA
STATEMENT OF REVENUES, EXPENSES AND CHANGES IN
FUND BALANCE - CASH BASIS
FOR THE YEAR ENDED JUNE 30, 2023

Operating Revenues:	
Charges for services:	
Sewer Revenues	\$ 169,544
Water Revenues	504,341
Trash Revenues	320,818
Penalty Revenue	15,257
Miscellaneous Revenue	9,659
Grant Income	6,250
Total Operating Revenues	<u>1,025,869</u>
Customer Service:	
Personal Services	95,999
Materials & Supplies	23,273
Others Services & Charges	81,888
Capital Outlay	-
Total Customer Service Expenses	<u>201,160</u>
Office Administration:	
Materials & Supplies	12,326
Others Services & Charges	3,039
Total Office Administration Expenses	<u>15,365</u>
Sewer:	
Materials & Supplies	3,510
Others Services & Charges	20,909
Capital Outlay	12,534
Total Sewer Expenses	<u>36,953</u>
Water:	
Personal Services	136,957
Materials & Supplies	44,299
Others Services & Charges	128,176
Capital Outlay	110,066
Total Water Expenses	<u>419,498</u>
Trash:	
Personal Services	73,079
Materials & Supplies	1,123
Others Services & Charges	88,500
Capital Outlay	16,000
Total Trash Expenses	<u>178,702</u>
Operating Income	\$ 174,191
Non-Operating Revenues:	
Interest	12,125
Total Non-Operating Revenues	<u>12,125</u>
Change in fund balance	\$ 186,316
Fund Balance - beginning	<u>1,025,872</u>
Fund Balance - ending	<u>\$ 1,212,188</u>