

**TOWN OF BURLINGTON, OKLAHOMA
BURLINGTON, OKLAHOMA**

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

**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

Independent Practitioner's Report on Applying Agreed-Upon Procedures

To the Specified Users of the Report:

Town Board, Town of Burlington
Burlington, Oklahoma

Trustees of the Burlington Public Works Authority
Burlington, 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 Burlington and the Burlington 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 Burlington and the Burlington 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 Burlington 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. 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.

- 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 instances of noncompliance noted.

As to the Burlington 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 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 instances of noncompliance noted.

We were engaged by The Town of Burlington and the Burlington Public Works Authority to perform this agree-upon procedures engaged 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 Burlington and the Burlington 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 CPAs & Advisors
Clinton, Oklahoma
December 18, 2024

Exhibit I

**TOWN OF BURLINGTON, OKLAHOMA
BURLINGTON PUBLIC WORKS AUTHORITY
SUMMARY OF CHANGES IN FUND BALANCES-MODIFIED CASH BASIS
FOR THE YEAR ENDED JUNE 30, 2024**

	Beginning of Year <u>Fund Balance</u>	Current Year <u>Change</u>	End of Year <u>Fund Balance</u>
TOWN OF BURLINGTON			
General Fund	\$ 263,323	\$ 37,935	\$ 301,258
TOWN TOTAL	<u>\$ 263,323</u>	<u>\$ 37,935</u>	<u>\$ 301,258</u>
 ENTERPRISE FUNDS			
Burlington Public Works Authority	\$ 302,901	\$ 122,995	\$ 425,896
ENTERPRISE TOTAL	<u>\$ 302,901</u>	<u>\$ 122,995</u>	<u>\$ 425,896</u>

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

	Approved Budget	Actual Amounts	Variance with Final Budget Positive (Negative)
Beginning Budgetary Fund Balance:	\$ 285,769	\$ 263,323	\$ (22,446)
Resources (Inflows):			
Taxes:			
Sales Tax	14,000	14,524	524
Tobacco Tax	100	95	(5)
Gasoline Excise Tax	200	219	19
Use Tax	-	-	-
Franchise Tax	1,000	1,085	85
Total Taxes	<u>15,300</u>	<u>15,923</u>	<u>623</u>
Intergovernmental:			
Motor Vehicle Tax	800	917	117
Alcoholic Beverage Tax	5,000	4,737	(263)
Total Intergovernmental	<u>5,800</u>	<u>5,654</u>	<u>(146)</u>
Grants	10,000	44,316	34,316
Sale of Asset	35,000	35,000	-
Fire Department Proceeds	22,000	22,117	117
Patronage/Insurance Divident	25	24	(1)
Interest Income	2,000	8,339	6,339
Total current year resources	<u>90,125</u>	<u>131,373</u>	<u>41,248</u>
Amounts available for appropriation	<u>\$ 375,894</u>	<u>\$ 394,696</u>	<u>\$ 18,802</u>

See accountant's report

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

	Approved Budget	Actual Amounts	Variance with Final Budget Positive (Negative)
Admin			
Personal Services	-	1,380	(1,380)
Materials and Supplies	7,000	6,723	277
Other Services and Charges	4,000	955	3,045
Capital Outlay	-	-	-
Total Admin	<u>11,000</u>	<u>9,058</u>	<u>1,942</u>
Fire Department			
Personal Services	-	-	-
Materials and Supplies	25,000	9,646	15,354
Other Services and Charges	-	12,020	(12,020)
Capital Outlay	28,000	28,000	-
Total Fire Department	<u>53,000</u>	<u>49,666</u>	<u>3,334</u>
Street and Alley			
Materials and Supplies	500	391	108
Other Services and Charges	-	-	-
Capital Outlay	-	-	-
Total Street and Alley	<u>500</u>	<u>391</u>	<u>108</u>
Total Charges to Appropriations	<u>64,500</u>	<u>59,115</u>	<u>5,384</u>
Transfers-out	-	(34,323)	34,323
Change in Fund Balance	25,625	37,935	46,632
Ending Budgetary Fund Balance	<u>\$ 311,394</u>	<u>\$ 301,258</u>	<u>\$ 24,186</u>

See accountant's report

Exhibit III

**BURLINGTON PUBLIC WORKS AUTHORITY BURLINGTON, OKLAHOMA
STATEMENT OF REVENUES, EXPENSES AND CHANGES IN FUND BALANCE -
MODIFIED CASH BASIS
FOR THE YEAR ENDED JUNE 30, 2024**

Operating Revenues:

Charges for services:

Electric	259,059
Gas	166,578
Water	48,031
Sewer	8,327
Trash	39,372
Patronage Dividend/Insurance	7,875
Reimbursements	855

Total Operating Revenues	<u>561,946</u>
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Operating Expenses:

Electric	170,031
Gas	95,697
Water	85,509
Sewer	4,232
Trash	29,483
Administration	98,363

Total Operating Expenses	<u>483,313</u>
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Operating Income	<u>\$ 78,633</u>
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Non-Operating Revenues:

Interest Income	10,039
Total Non-Operating Revenues	<u>10,039</u>

Net Income Before Contributions and Transfers	88,672
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Tranfers In	34,323
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Change in fund balance	\$ 122,995
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Fund Balance - beginning	<u>302,901</u>
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Fund Balance - ending	<u><u>\$ 425,896</u></u>
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See accountant's report