

**CITY OF GRANDFIELD, OKLAHOMA  
GRANDFIELD, OKLAHOMA**

**AGREED UPON PROCEDURES  
AND ACCOMPANYING INDEPENDENT  
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**

## **Independent Practitioner’s Report on Applying Agreed-Upon Procedures**

To the Specified Users of the Report:

City Commissioners, City of Grandfield  
Grandfield, Oklahoma

Trustees of the Grandfield Public Works Authority  
Grandfield, Oklahoma

Trustees of the Grandfield Economic Development Authority  
Grandfield, 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 City of Grandfield, the Grandfield Public Works Authority and the Grandfield Economic Development Authority (“Authorities”) 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 City of Grandfield, the Grandfield Public Works Authority, and the Grandfield Economic Development Authority are responsible for the City’s and Authorities’ financial accountability and its compliance with those legal and contractual requirements.

The City of Grandfield, the Grandfield Public Works Authority, and the Grandfield Economic Development Authority have 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 City of Grandfield 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 City'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 were noted.

- II. **Procedures Performed:** Prepare a budget and actual financial schedule for the General Fund (Exhibit II & III) 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 Exhibits II & III. No instances of noncompliance were noted.

- III. **Procedures Performed:** Agree the City's material bank account balances to bank statements and trace 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 were noted.

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

**Findings:** \$113,471 of deposits were not insured or collateralized on June 30, 2023. As of March 26, 2024, all deposits were insured or collateralized.

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

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

- VI. **Procedures Performed:** Compare the accounting for the City'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 were noted.

- VII. **Procedures Performed:** Compare the City'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 City. No instances of noncompliance noted.

As to the Grandfield 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 IV. No instances of noncompliance noted.

- II. **Procedures Performed:** Agree the Authority’s material bank account balances to bank statements and trace 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 were 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:** \$100,764 of deposits were not insured or collateralized at June 30, 2023. As of March 26, 2024, all deposits were insured or collateralized.

- 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 were 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 were 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 were noted.

As to the Grandfield Economic Development 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 V. No instances of noncompliance were noted.

- II. **Procedures Performed:** Agree the Authority’s material bank account balances to bank statements and trace 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 were 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 were 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 were 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 were 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 were noted.

We were engaged by the City of Grandfield, the Grandfield Public Works Authority, and the Grandfield Economic Development 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 City of Grandfield, the Grandfield Public Works Authority, and the Grandfield Economic Development 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  
April 13, 2024

**Exhibit I**  
**CITY OF GRANDFIELD, OKLAHOMA**  
**SUMMARY OF CHANGES IN FUND BALANCES- CASH BASIS**  
**FOR THE YEAR ENDED JUNE 30, 2023**

	<b>Restated * Beginning of Year Fund Balance</b>	<b>Current Year Change</b>	<b>End of Year Fund Balance</b>
<b>CITY OF GRANDFIELD</b>			
General Fund	\$ 386,719	\$ (14,254)	\$ 372,465
Cemetery Care Fund	2,793	(244)	2,549
Cemetery Fund	27,633	4,837	32,470
Airport Fund	141,507	(41,535)	99,972
<b>TOWN TOTAL</b>	<u>\$ 558,652</u>	<u>\$ (51,196)</u>	<u>\$ 507,456</u>
<b>ENTERPRISE FUNDS</b>			
Grandfield Public Works Authority	\$ 472,620	\$ (110,791)	\$ 361,829
Grandfield Economic Development Authority	32,356	1,744	34,100
<b>TOTAL ENTERPRISE FUNDS</b>	<u>\$ 504,976</u>	<u>\$ (109,047)</u>	<u>\$ 395,929</u>
<b>OVERALL TOTAL</b>	<u><u>\$ 1,063,628</u></u>	<u><u>\$ (160,243)</u></u>	<u><u>\$ 903,385</u></u>

\* includes restatement due to change in accounting method

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

	<u>Final Budget</u>	<u>Actual Amounts</u>	<u>Variance with Final Budget Positive (Negative)</u>
<b>Beginning Budgetary Fund Balance - Restated</b>	\$ 393,945	\$ 386,719	\$ (7,226)
<b><u>Resources (Inflows):</u></b>			
<b>Taxes:</b>			
Sales Tax	145,177	142,769	(2,408)
Use Tax	28,000	28,268	268
Franchise Taxes- AEP	18,000	17,469	(531)
Franchise Taxes - ONG	2,430	2,203	(227)
Alcoholic Beverage Tax	4,000	27,537	23,537
Animal Fees	104	104	-
Miscellaneous Income	55,360	29,962	(25,398)
Motor Vehicle	-	6,687	6,687
Cigarette Tax	870	958	88
Rodeo	450	450	-
Grant: ARPA	81,861	81,861	(0)
Fire Department	24,522	24,522	(0)
Police Fines	6,630	7,757	1,127
Ambulance	32,000	34,424	2,424
Library	3,140	3,059	(81)
Interest	970	1,024	54
<b>Total current year resources</b>	<u>403,514</u>	<u>409,053</u>	<u>5,539</u>
<b>Amounts available for appropriation</b>	<u>\$ 797,459</u>	<u>\$ 795,772</u>	<u>\$ (1,687)</u>
<b><u>Charges to Appropriations (Outflows):</u></b>			
<b>General Government:</b>			
Personal Services	136,220	134,721	1,499
Materials & Supplies	21,847	21,321	526
Other Services & Charges	242,348	234,790	7,558
Capital Outlay	8,072	8,072	-
<b>Total General Government</b>	<u>408,487</u>	<u>398,905</u>	<u>9,583</u>

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

	<u>Final Budget</u>	<u>Actual Amounts</u>	<u>Variance with Final Budget Positive (Negative)</u>
<b>Fire Department:</b>			
Personal Services	15,000	10,876	4,124
Materials and Supplies	5,000	856	4,144
Other Services and Charges	5,000	4,103	897
Capital Outlay	6,599	541	6,058
<b>Total Fire</b>	<u>31,599</u>	<u>16,376</u>	<u>15,223</u>
<b>Court-Bail Bond:</b>			
Personal Services	4,115	-	4,115
Other Services and Charges	500	350	150
<b>Total Court-Bail Bond</b>	<u>4,615</u>	<u>350</u>	<u>4,265</u>
<b>Police Department:</b>			
Personal Services	50,000	47,611	2,389
Materials and Supplies	7,113	3,961	3,152
Other Services and Charges	11,682	11,606	76
Capital Outlay	25,000	24,343	657
<b>Total Police</b>	<u>93,795</u>	<u>87,520</u>	<u>6,275</u>
<b>Ambulance Department:</b>			
Other Services and Charges	35,000	30,102	4,898
<b>Total Ambulance</b>	<u>35,000</u>	<u>30,102</u>	<u>4,898</u>
<b>Street Department:</b>			
Personal Services	7,000	4,991	2,009
Materials and Supplies	8,240	1,536	6,704
Other Services and Charges	35,145	20,765	14,380
Capital Outlay	2,000	1,374	626
<b>Total Street</b>	<u>52,385</u>	<u>28,666</u>	<u>23,719</u>



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

	<u>Final Budget</u>	<u>Actual Amounts</u>	<u>Variance with Final Budget Positive (Negative)</u>
<b>Library Department:</b>			
Personal Services	16,892	12,888	4,004
Materials and Supplies	10,336	580	9,756
Other Services and Charges	5,884	5,829	55
Capital Outlay	1,925	1,925	-
<b>Total Library</b>	<u>35,037</u>	<u>21,222</u>	<u>13,815</u>
<b>Parks/Rec Department:</b>			
Personal Services	95,000	57,952	37,048
Materials and Supplies	3,000	1,419	1,581
Other Services and Charges	3,000	1,367	1,633
<b>Total Parks/Rec</b>	<u>101,000</u>	<u>60,738</u>	<u>40,262</u>
<b>Total Expenses</b>	<u>761,919</u>	<u>643,878</u>	<u>118,041</u>
<b>Total Charges to Appropriations</b>	<u><b>\$ 761,919</b></u>	<u><b>\$ 643,878</b></u>	<u><b>\$ 118,041</b></u>
<b>Other Financing Sources (Uses)</b>			
Transfer In from GPWA	220,571	220,571	-
Transfer Out to GPWA	-	-	-
<b>Total Other Financing Sources (Uses)</b>	<u>220,571</u>	<u>220,571</u>	<u>-</u>
<b>Change in Fund Balance</b>	(137,834)	(14,254)	123,580
<b>Ending Budgetary Fund Balance</b>	<u><u>\$ 256,111</u></u>	<u><u>\$ 372,465</u></u>	<u><u>\$ 116,353</u></u>

**CITY OF GRANDFIELD, OKLAHOMA  
BUDGETARY COMPARISON SCHEDULE - CASH BASIS  
AIRPORT FUND  
FOR THE YEAR ENDED JUNE 30, 2023**

	<u>Final Budget</u>	<u>Actual Amounts</u>	<u>Variance with Final Budget Positive (Negative)</u>
<b>Beginning Budgetary Fund Balance - Restated</b>	\$ 141,507	\$ 141,507	\$ -
<b><u>Resources (Inflows):</u></b>			
<b>Taxes:</b>			
Airport Revenues	3,272	2,785	(487)
Grant: Airport FAA	544,133	622,556	78,423
Interest	-	438	438
<b>Total current year resources</b>	<u>547,405</u>	<u>625,780</u>	<u>78,375</u>
<b>Amounts available for appropriation</b>	<u>\$ 688,912</u>	<u>\$ 767,287</u>	<u>\$ 78,375</u>
<b><u>Charges to Appropriations (Outflows):</u></b>			
<b>Airport:</b>			
<b>Personal Services</b>	101	84	17
<b>Materials and Supplies</b>	-	-	-
<b>Other Services and Charges</b>	4,430	4,208	222
<b>Capital Outlay</b>	663,024	663,024	-
<b>Total Airport</b>	<u>667,554</u>	<u>667,315</u>	<u>239</u>
<b>Total Expenses</b>	<u>667,554</u>	<u>667,315</u>	<u>239</u>
<b>Total Charges to Appropriations</b>	<u>\$ 667,554</u>	<u>\$ 667,315</u>	<u>\$ 239</u>
<b>Change in Fund Balance</b>	(120,149)	(41,535)	78,614
<b>Ending Budgetary Fund Balance</b>	<u>\$ 21,358</u>	<u>\$ 99,972</u>	<u>\$ 78,614</u>

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

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**Operating Revenues:**

Charges for services:

Water	\$	399,357
Sewer		106,971
Trash		206,810
Penalties		784
Misc Income		10,283

Total Operating Revenues	\$	<u>724,204</u>
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**Operating Expenses:**

Administration Department

Personal Services	\$	217,202
Materials & Supplies		54,753
Other Services & Charges		<u>3,861</u>
Total Administration Department		275,817

Sewer Department

Other Services & Charges		3,544
Capital Outlay		<u>23,740</u>
Total Sewer Department		27,284

Trash Department

Other Services & Charges		<u>144,652</u>
Total Trash Department		144,652

**Exhibit IV**

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

Water Department	
Personal Services	29,145
Materials & Supplies	4,702
Other Services & Charges	131,229
Capital Outlay	1,640
Total Water Department	166,717
Total Operating Expenses	\$ 614,469
Operating Income	\$ 109,736
<b>Non-Operating Revenues:</b>	
Interest	44
Total Non-Operating Revenues	44
<b>Net Income Before Contributions and Transfers</b>	\$ 109,780
Transfers in	75
Transfers out	(220,646)
<b>Change in fund balance</b>	\$ (110,791)
<b>Restated Fund Balance - beginning</b>	472,620
<b>Fund Balance - ending</b>	\$ 361,829

**GRANDFIELD ECONOMIC DEVELOPMENT AUTHORITY  
GRANDFIELD, OKLAHOMA  
STATEMENT OF REVENUES, EXPENSES AND CHANGES IN FUND  
BALANCE - CASH BASIS  
FOR THE YEAR ENDED JUNE 30, 2023**

<b>Operating Revenues:</b>	\$ 14,668
Total Operating Revenues	<u>14,668</u>
<b>Operating Expenses:</b>	
GEDA Operating Expenses	\$ 12,951
Total Operating Expenses	<u>12,951</u>
Operating Income	<u>\$ 1,717</u>
<b>Non-Operating Revenues:</b>	
Interest	\$ 27
Total Non-Operating Revenues	<u>27</u>
<b>Net Income Before Contributions and Transfers</b>	<u>\$ 1,744</u>
Transfers in	-
<b>Change in fund balance</b>	<u>\$ 1,744</u>
<b>Fund Balance - beginning - Restated</b>	<u>32,356</u>
<b>Fund Balance - ending</b>	<u><u>\$ 34,100</u></u>