

**TOWN OF KEYES
KEYES, 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 Keyes
Keyes, Oklahoma

Trustees of the Keyes Utility Authority
Keyes, 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 Utility 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 Keyes and the Keyes Utility Authority are responsible for the Town's and Authority's financial accountability and its compliance with those legal and contractual requirements.

The Town of Keyes and the Keyes Utility 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 Keyes 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 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 Keyes Utility 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: Reviewed debt requirements noting no reserve account or debt service coverage requirements. No instances of noncompliance noted.

We were engaged by The Town of Keyes and the Keyes Utility 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 Keyes and the Keyes Utility 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 29, 2023

TOWN OF KEYES, 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 KEYES, OK			
General Fund	\$ 104,482	\$ 43,273	\$ 147,755
Town Subtotal	<u>104,482</u>	<u>43,273</u>	<u>147,755</u>
 KEYES UTILITY AUTHORITY			
KUA Fund	\$ 210,632	\$ 69,373	280,005
KUA Subtotal	<u>210,632</u>	<u>69,373</u>	<u>280,005</u>
Overall Total	<u>\$ 315,114</u>	<u>\$ 112,646</u>	<u>\$ 427,760</u>

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

	<u>Approved Budget</u>	<u>Actual Amounts</u>	<u>Difference</u>
Beginning Budgetary Fund Balance:	\$ 104,812	\$ 104,482	\$ (330)
Resources (Inflows):			
Sales Tax	14,000	14,228	228
Use Tax	16,000	17,372	1,372
Franchise Tax	14,000	9,553	(4,447)
Alcoholic Beverage Tax	41,000	61,503	20,503
Tobacco Tax	90	96	6
Motor Vehicle Tax	6,000	1,929	(4,071)
Gas Excise Tax	1,700	669	(1,031)
Fire Income	7,250	8,700	1,450
Fire Grant	10,000	10,168	168
EMT Revenues	7,000	7,040	40
ARPA	24,190	24,304	114
Lunch Room Donations	-	2,475	2,475
Miscellaneous Income	13,000	13,948	948
Amounts available for appropriation	<u>\$ 154,230</u>	<u>\$ 171,985</u>	<u>\$ 17,755</u>
Admin & General Government			
Personal Services	60,260	32,328	27,932
Materials & Supplies	4,750	3,716	1,034
Other Services and Charges	45,000	30,731	14,269
Total Admin & General Government	<u>\$ 110,010</u>	<u>\$ 66,775</u>	<u>\$ 43,235</u>
Clerk/Treasurer			
Personal Services	5,800	4,890	910
Materials & Supplies	3,850	3,088	762
Other Services and Charges	2,900	354	2,546
Total Clerk/Treasurer	<u>\$ 12,550</u>	<u>\$ 8,332</u>	<u>\$ 4,218</u>
Fire Department			
Materials & Supplies	8,500	6,422	2,078
Other Services and Charges	8,000	5,988	2,012
Total Fire Department	<u>\$ 16,500</u>	<u># \$ 12,410</u>	<u>\$ 4,090</u>
EMT Department			
Personal Services	11,100	11,057	43
Materials & Supplies	2,900	600	2,300
Other Services and Charges	6,000	2,543	3,457
Total EMT Department	<u>\$ 20,000</u>	<u>\$ 14,200</u>	<u>\$ 5,800</u>
Lunch Room Department			
Other Services and Charges	5,000	3,975	1,025
Capital Outlay	1,000	780	220
	<u>\$ 6,000</u>	<u>\$ 4,755</u>	<u>\$ 1,245</u>

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

	<u>Approved Budget</u>	<u>Actual Amounts</u>	<u>Difference</u>
Parks Department			
Materials & Supplies	2,750	1,169	1,581
Other Services and Charges	13,000	3,051	9,949
Total Parks Department	<u>\$ 15,750</u>	<u>\$ 4,220</u>	<u>\$ 11,530</u>
Police & Animal Control			
Materials & Supplies	2,300	110	2,190
Other Services and Charges	4,500	2,048	2,452
Total Police & Animal Control	<u>\$ 6,800</u>	<u>\$ 2,158</u>	<u>\$ 4,642</u>
Store Department			
Personal Services	200	180	20
Materials & Supplies	650	616	34
Other Services and Charges	100	79	21
Total Store Department	<u>\$ 950</u>	<u>\$ 875</u>	<u>\$ 75</u>
Street & Alley			
Other Services and Charges	18,000	15,312	2,688
Total Street & Alley	<u>\$ 18,000</u>	<u>\$ 15,312</u>	<u>\$ 2,688</u>
Total Expenditures	<u>\$ 206,560</u>	<u>\$ 129,037</u>	<u>\$ 77,523</u>
Revenue over (under) expenditures	(52,330)	42,948	(59,768)
Other Financing Sources			
Interest	300	325	(25)
Transfer-In	-	-	-
Transfer-Out	-	-	-
Net Other Financing Sources	<u>\$ 300</u>	<u>\$ 325</u>	<u>\$ (25)</u>
Revenues and other financing sources over (under) expenditures and other uses	(52,030)	43,273	
BEGINNING FUND BALANCE	104,812	104,482	
ENDING FUND BALANCE	<u>\$ 52,782</u>	<u>\$ 147,755</u>	

KEYES UTILITY AUTHORITY, OKLAHOMA
STATEMENT OF REVENUES, EXPENSES AND CHANGES IN FUND BALANCE
CASH BASIS
FOR THE YEAR ENDED JUNE 30, 2023

Operating Revenue:	
Gas	\$ 146,464
Water	109,817
Sewer	46,804
Trash	76,107
Penalty	2,399
Miscellaneous Revenue	3,501
Total Operating Revenue:	<u>385,092</u>
Cost of Goods Sold	
Gas	44,577
Total Cost of Goods Sold	<u>44,577</u>
OPERATING EXPENSES	
Gas Department	
Personal Services	60,579
Materials & Supplies	6,784
Other Services & Charges	6,041
Capital Outlay	6,610
Total Gas Department	<u>80,014</u>
Water Department	
Personal Services	26,521
Materials & Supplies	5,440
Other Services & Charges	50,400
Capital Outlay	6,884
Debt Service	11,890
Total Water Department	<u>101,135</u>
Sewer Department	
Materials & Supplies	373
Total Sewer Department	<u>373</u>
Trash Department	
Materials & Supplies	14,140
Other Services & Charges	13,120
Total Trash Department	<u>27,260</u>
Administration Department	
Personal Services	45,417
Materials & Supplies	346
Other Services & Charges	17,257
Total Administration Department	<u>63,020</u>
TOTAL EXPENSES	<u>316,379</u>
OTHER FINANCING SOURCES	
Interest Income	660
TOTAL FINANCING SOURCES	<u>660</u>
Change in fund balance	<u>69,373</u>
Fund Balance - beginning	210,632
Fund Balance - ending	<u>\$ 280,005</u>