

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

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

**FOR THE YEAR ENDED
JUNE 30, 2015**



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 and the Orlando Public Works 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 – Cash Basis for the Orlando Public Works Authority for the fiscal year ended June 30, 2015, 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 of Orlando (the Town) and the Orlando Public Works Authority (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, 2015. Management of the Town of Orlando 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.

A handwritten signature in black ink, appearing to be 'RSM' followed by a stylized flourish.

RSMeacham CPAs & Advisors
November 17, 2015

**Town of Orlando, Oklahoma
Procedures and Findings
For the Year Ended June 30, 2015**

As to the Town of Orlando as of and for the fiscal year ended June 30, 2015:

- 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.

**TOWN OF ORLANDO, OKLAHOMA
SUMMARY OF CHANGES IN BUDGETARY FUND BALANCES
FOR THE YEAR ENDED JUNE 30, 2015**

	<u>Beginning of Year Fund Balance</u>	<u>Current Year Change</u>	<u>End of Year Fund Balance</u>
TOWN OF ORLANDO			
General Fund	\$ 260,248	\$ 87,415	\$ 347,663
Orlando Volunteer Fire Department	92,094	11,975	104,069
TOWN TOTAL	<u>352,341</u>	<u>99,390</u>	<u>451,732</u>

**TOWN OF ORLANDO, OKLAHOMA
BUDGETARY COMPARISON SCHEDULE
GENERAL FUND
FOR THE YEAR ENDED JUNE 30, 2015**

	<u>Approved Budget</u>	<u>Actual Amounts</u>	<u>Variance with Final Budget Positive (Negative)</u>
Beginning Budgetary Fund Balance:	\$ 102,309	\$ 260,248	\$ 157,939
Resources (Inflows):			
Taxes:			
Sales tax	97,000	98,133	1,133
Cigarette tax	1,108	1,194	86
Gasoline tax	350	289	(61)
Motor vehicle tax	1,173	1,199	26
Total Taxes	<u>99,631</u>	<u>100,814</u>	<u>1,183</u>
Intergovernmental:			
Alcoholic beverage tax	1,378	1,413	35
Total Intergovernmental	<u>1,378</u>	<u>1,413</u>	<u>35</u>
Rental Income	850	885	35
Grant	-	22,164	22,164
Other Income	720	7,983	7,263
Gain on Sale of Assets	-	-	-
Donations	-	83	83
Total current year resources	<u>102,579</u>	<u>133,343</u>	<u>30,764</u>
Amounts available for appropriation	<u>\$ 204,888</u>	<u>\$ 393,591</u>	<u>\$ 188,703</u>
Charges to Appropriations (Outflows):			
General government:			
Personal services	7,000	8,640	(1,640)
Materials and supplies	2,000	1,368	633
Other services and charges	28,000	28,277	(277)
Street Department- Materials and Supplies	-	-	-
Street Department- Repairs and Maint	500	-	500
Capital Outlay	15,776	-	15,776
Capital Outlay- Street	12,500	7,643	4,857
Debt service	-	-	-
Total General government	<u>65,776</u>	<u>45,928</u>	<u>19,848</u>
Total Charges to Appropriations	<u>65,776</u>	<u>45,928</u>	<u>19,848</u>
Change in Fund Balance	36,803	87,415	50,612
Ending Budgetary Fund Balance	<u>\$ 139,112</u>	<u>\$ 347,663</u>	<u>\$ 208,551</u>

**TOWN OF ORLANDO, OKLAHOMA
BUDGETARY COMPARISON SCHEDULE
VOLUNTEER FIRE DEPARTMENT
FOR THE YEAR ENDED JUNE 30, 2015**

	<u>Approved Budget</u>	<u>Actual Amounts</u>	<u>Variance with Final Budget Positive (Negative)</u>
Beginning Budgetary Fund Balance:	\$ 75,000	\$ 92,094	\$ 17,094
Resources (Inflows):			
License, Permits & Fees			
Assessments	2,500	7,350	4,850
Fire Runs	3,750	5,350	1,600
Total License, Permits & Fees	<u>6,250</u>	<u>12,700</u>	<u>6,450</u>
Intergovernmental:			
Grant revenue	5,550	5,592	42
Total Intergovernmental	<u>5,550</u>	<u>5,592</u>	<u>42</u>
Investment Income	250	249	(1)
Miscellaneous Income	25	2,620	2,595
Total current year resources	<u>12,075</u>	<u>21,161</u>	<u>9,086</u>
Amounts available for appropriation	<u>\$ 87,075</u>	<u>\$ 113,254</u>	<u>\$ 26,179</u>
Charges to Appropriations (Outflows):			
Fire:			
Materials and supplies	3,500	2,878	622
Other services and charges	8,000	6,308	1,692
Total Fire	<u>11,500</u>	<u>9,186</u>	<u>2,314</u>
Total Charges to Appropriations	<u>11,500</u>	<u>9,186</u>	<u>2,314</u>
Change in Fund Balance	575	11,975	11,400
Ending Budgetary Fund Balance	<u>\$ 75,575</u>	<u>\$ 104,069</u>	<u>\$ 28,494</u>

**Orlando Public Works Authority
Procedures and Findings
For the Year Ended June 30, 2015**

As to the Orlando Public Works Authority, as of and for the year ended June 30, 2015:

- 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.

ORLANDO PUBLIC WORKS AUTHORITY ORLANDO, OKLAHOMA
STATEMENT OF REVENUES, EXPENSES AND CHANGES IN FUND BALANCE - CASH BASIS
FOR THE YEAR ENDED JUNE 30, 2015

Operating Revenues:

Charges for services:

Electric	\$	134,628
Water		32,150
Sewer		10,094
Sanitation		18,297
Gas		83,606
Other		2,237
Total Operating Revenues		<u>281,012</u>

Operating Expenses:

Administration		88,532
Electric		86,483
Water		42,646
Sewer		4,190
Sanitation		16,749
Gas		46,654
Total Operating Expenses		<u>285,255</u>
Operating Income	\$	(4,243)

Non-Operating Revenues:

Interest		879
Total Non-Operating Revenues		<u>879</u>

Change in fund balance

\$ (3,363)

Fund Balance - beginning

612,181

Fund Balance - ending

\$ 608,818