

**TOWN OF TEXHOMA, OKLAHOMA
TEXHOMA, OKLAHOMA**

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

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



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 Texhoma
Texhoma, Oklahoma

Trustees of the Texhoma Public Works Authority
Texhoma, Oklahoma

Trustees of the Texhoma Housing Authority
Texhoma, 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, Public Works Authority and Housing 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 Texhoma, Public Works Authority and Housing Authority are responsible for the Town's and Authority's financial accountability and its compliance with those legal and contractual requirements.

The Town of Texhoma, Texhoma Public Works Authority and Texhoma Housing 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 Town of Texhoma as of and for the fiscal year ended June 30, 2023:

- 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. Expenses exceeded budget by \$16,015.

- 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.

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

- 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 III. 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.

As to the Texhoma Housing Authority, as of and for the year ended June 30, 2023:

- 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.

We were engaged by The Town of Texhoma, the Texhoma Public Works Authority and Texhoma Housing 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 Texhoma , Texhoma Public Works Authority and Texhoma Housing Authority 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.

A handwritten signature in black ink, appearing to be 'DSA' with a stylized flourish.

Clinton, Oklahoma
December 22, 2023

EXHIBIT I

TOWN OF TEXHOMA, 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 TEXHOMA			
General Fund	\$ 598,688 *	\$ 87,765	\$ 686,453
TOWN TOTAL	<u>\$ 598,688</u>	<u>\$ 87,765</u>	<u>\$ 686,453</u>
 ENTERPRISE FUNDS			
Texhoma Public Works Authority	\$ 680,851	\$ 269,269	\$ 950,120
TOTAL ENTERPRISE FUNDS	<u>\$ 680,851</u>	<u>\$ 269,269</u>	<u>\$ 950,120</u>
 COMPONENT UNITS:			
Texhoma Housing Authority	\$ 10,216	\$ 18	\$ 10,234
TOTAL COMPONENT UNITS	<u>\$ 10,216</u>	<u>\$ 18</u>	<u>\$ 10,234</u>
 OVERALL TOTAL	<u><u>\$ 1,289,755</u></u>	<u><u>\$ 357,052</u></u>	<u><u>\$ 1,646,807</u></u>

* includes restatement

Exhibit II

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

	Final Budget	Actual Amounts	Variance with Final Budget Positive (Negative)
Beginning Budgetary Fund Balance - Restated	\$ 447,643	\$ 598,688	\$ 151,045
<u>Resources (Inflows):</u>			
<u>Taxes:</u>			
Sales tax	220,000	230,917	10,917
Franchise tax	45,000	45,051	51
City use tax	57,500	61,804	4,304
Cigarette tax	1,250	1,587	337
Gasoline tax	1,000	876	(125)
Total Taxes	324,750	340,234	15,484
<u>Intergovernmental:</u>			
Alcoholic beverage tax	19,000	19,878	878
Motor vehicle tax	5,000	6,009	1,009
Total Intergovernmental	24,000	25,886	1,886
Licenses and Permits	1,000	1,100	100
Ambulance:Pull Out Fee	-	-	-
Dog Pound Fees	150	150	-
Police Fines	110,000	126,145	16,145
Royalty Income	60	67	7
Swimming Pool Income	2,500	3,092	592
Rental Income	50	50	-
Reimbursement Income	40,000	53,842	13,842
Grant Income	78,682	79,428	746
Donations	5,000	101,218	96,218
Miscellaneous	2,500	3,197	697
Total current year resources	588,692	734,410	145,718
Amounts available for appropriation	\$ 1,036,335	\$ 1,333,097	\$ 296,762

Exhibit II

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

	Final Budget	Actual Amounts	Variance with Final Budget Positive (Negative)
<u>Charges to Appropriations (Outflows):</u>			
General Government			
Personal Services	33,298	33,297	1
Materials and Supplies	31,157	31,157	-
Other Services and Charges	212,428	237,679	(25,251)
Capital Outlay	8,480	8,480	-
Total General Government	<u>285,364</u>	<u>310,613</u>	<u>(25,250)</u>
Ambulance Department			
Personal Services	-	-	-
Materials and Supplies	1,198	1,198	-
Other Services and Charges	14,112	14,112	-
Capital Outlay	-	-	-
Total Ambulance	<u>15,310</u>	<u>15,310</u>	<u>-</u>
Animal Control			
Personal Services	-	-	-
Materials and Supplies	45	10	35
Other Services and Charges	1,250	1,151	99
Total Animal Control	<u>1,295</u>	<u>1,161</u>	<u>134</u>
City Department			
Personal Services	57,382	57,382	-
Materials and Supplies	-	-	-
Other Services and Charges	3,646	2,916	729
Capital Outlay	-	-	-
Total City Department	<u>61,028</u>	<u>60,299</u>	<u>729</u>

Exhibit II

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

	Final Budget	Actual Amounts	Variance with Final Budget Positive (Negative)
Community Center			
Materials and Supplies	500	-	500
Other Services and Charges	6,500	6,952	(452)
Capital Outlay	-	-	-
Total Community Center	7,000	6,952	48
Fire Department			
Personal Services	5,310	5,310	-
Materials and Supplies	3,191	2,672	519
Other Services and Charges	14,000	11,519	2,481
Capital Outlay	-	-	-
Total Fire Department	22,500	19,500	3,000
Library Department			
Personal Services	15,474	15,013	461
Materials and Supplies	250	135	115
Other Services and Charges	7,000	6,375	625
Capital Outlay	-	-	-
Total Library Department	22,724	21,523	1,201
Municipal Court Department			
Personal Services	-	-	-
Materials and Supplies	-	-	-
Other Services and Charges	5,000	4,139	861
Capital Outlay	-	-	-
Total Municipal Court Department	5,000	4,139	861
Parks Department:			
Personal Services	-	-	-
Materials and Supplies	66	56	9
Other Services and Charges	2,934	2,934	-
Capital Outlay	-	-	-
Total Parks Department	3,000	2,991	9

Exhibit II

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

	Final Budget	Actual Amounts	Variance with Final Budget Positive (Negative)
Police Department:			
Personal Services	116,863	116,464	399
Materials and Supplies	2,916	2,916	-
Other Services and Charges	51,876	51,876	-
Capital Outlay	-	-	-
Total Police Department	<u>171,655</u>	<u>171,256</u>	<u>399</u>
Swimming Pool:			
Personal Services	-	-	-
Materials and Supplies	2,500	147	2,353
Other Services and Charges	20,770	20,770	-
Capital Outlay	6,800	6,800	-
Total Swimming Pool	<u>30,070</u>	<u>27,717</u>	<u>2,353</u>
Street and Alley:			
Personal Services	-	-	-
Materials and Supplies	500	-	500
Other Services and Charges	8,230	8,230	-
Capital Outlay	-	-	-
Total Street and Alley	<u>8,730</u>	<u>8,230</u>	<u>500</u>
Total Expenses	<u>633,674</u>	<u>649,689</u>	<u>(16,015)</u>
Total Charges to Appropriations	<u>\$ 633,674</u>	<u>\$ 649,689</u>	<u>\$ (16,015)</u>
Other Financing Sources (Uses)			
Interest Income	1,250	3,045	1,795
Transfers, net	-	-	-
Total Other Financing Sources (Uses)	<u>1,250</u>	<u>3,045</u>	<u>1,795</u>
Change in Fund Balance	(43,732)	87,765	131,497
Ending Budgetary Fund Balance	<u><u>\$ 403,911</u></u>	<u><u>\$ 686,453</u></u>	<u><u>\$ 282,542</u></u>

Exhibit III

TEXHOMA PUBLIC WORKS AUTHORITY TEXHOMA, 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	\$ 120,092
Trash	286,359
Water	316,867
Water Crane	1,449
911 Fees	21,524
Reconnect S/C fees	2,570
Insurance Reimbursement	16,830
Late Charges	9,915
Miscellaneous Revenue	594

Total Operating Revenues	\$ 776,199
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Operating Expenses:

Administration Department

Personal Services	\$ 177,205
Materials & Supplies	9,579
Other Services & Charges	71,711
Total Administration Department	258,495

Sewer Department

Other Services & Charges	5,679
Total Sewer Department	5,679

Trash Department

Personal Services	55,064
Materials & Supplies	28,925
Other Services & Charges	31,293
Debt Service	13,263
Total Trash Department	128,546

Exhibit III

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

Water Department	
Personal Services	6,405
Materials & Supplies	5
Other Services & Charges	81,633
Capital Outlay	29,397
Total Water Department	<u>117,440</u>
Total Operating Expenses	<u>\$ 510,160</u>
Operating Income	<u>\$ 266,038</u>
Non-Operating Revenues:	
Interest	<u>3,231</u>
Total Non-Operating Revenues	<u>3,231</u>
Net Income Before Contributions and Transfers	\$ 269,269
Transfers in	-
Tranfers out	-
Change in fund balance	\$ 269,269
Fund Balance - beginning	<u>680,851</u>
Fund Balance - ending	<u><u>\$ 950,120</u></u>

Exhibit IV

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

Operating Revenues:	\$ 55
Total Operating Revenues	<u>55</u>
Operating Expenses:	
Other Services & Charges	\$ 37
Total Operating Expenses	<u>37</u>
Operating Income	<u>\$ 18</u>
Non-Operating Revenues:	
Interest	\$ -
Total Non-Operating Revenues	<u>-</u>
Net Income Before Contributions and Transfers	<u>\$ 18</u>
Transfers in	-
Change in fund balance	<u>\$ 18</u>
Fund Balance - beginning	<u>10,216</u>
Fund Balance - ending	<u><u>\$ 10,234</u></u>