

**CITY OF GRANDFIELD, OKLAHOMA
GRANDFIELD, 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:

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, 2024. 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, 2024:

- 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: No instances of noncompliance were noted.

- 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, 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 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: 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.

As to the Grandfield Economic Development 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 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
March 12, 2025

Exhibit I

CITY OF GRANDFIELD, OKLAHOMA
SUMMARY OF CHANGES IN FUND BALANCES- CASH BASIS
FOR THE YEAR ENDED JUNE 30, 2024

	<u>Beginning of Year Fund Balance</u>	<u>Current Year Change</u>	<u>End of Year Fund Balance</u>
CITY OF GRANDFIELD			
General Fund	\$ 372,465	\$ (119,989)	\$ 252,476
Airport Fund	99,972	(30,267)	69,705
Cemetery Care Fund	2,549	475	3,024
Cemetery Fund	32,470	1,738	34,209
TOWN TOTAL	<u>\$ 507,456</u>	<u>\$ (148,042)</u>	<u>\$ 359,414</u>
 ENTERPRISE FUNDS			
Grandfield Public Works Authority	\$ 361,829	\$ 36,441	\$ 398,270
Grandfield Economic Development Authority	34,100	2,019	36,119
TOTAL ENTERPRISE FUNDS	<u>\$ 395,929</u>	<u>\$ 38,460</u>	<u>\$ 434,389</u>
 OVERALL TOTAL	<u><u>\$ 903,385</u></u>	<u><u>\$ (109,582)</u></u>	<u><u>\$ 793,803</u></u>

Exhibit II

**CITY OF GRANDFIELD, OKLAHOMA
BUDGETARY COMPARISON SCHEDULE - CASH BASIS
GENERAL FUND
FOR THE YEAR ENDED JUNE 30, 2024**

	Final Budget	Actual Amounts	Variance with Final Budget Positive (Negative)
Beginning Budgetary Fund Balance	\$ 407,434	\$ 372,465	\$ (34,970)
<u>Resources (Inflows):</u>			
Taxes:			
Sales Tax	126,300	125,588	(712)
Use Tax	29,705	29,319	(386)
Franchise Taxes-AEP	21,232	18,743	(2,489)
Franchise Taxes-ONG	5,020	4,995	(25)
Franchise Taxes-Pioneer DTV	550	532	(18)
Alcoholic Beverage Tax	26,105	26,311	206
Animal Fees	321	293	(28)
Miscellaneous Income	16,500	12,136	(4,364)
Cigarette Tax	790	790	0
Rodeo Income	-	-	-
Grant - OWRB	-	-	-
Fire Memberships & Emergency Services Fee	10,000	12,439	2,439
Fire Dept. Grants	19,994	19,994	(0)
Court-Bail Bond	-	-	-
Police Fines & Emergency Services Fee	47,000	51,513	4,513
Ambulance	19,954	19,954	0
Street	8,000	8,999	999
Library	3,000	2,792	(208)
Parks/Rec	400	960	560
Interest Income	500	2,546	2,046
Total current year resources	<u>335,371</u>	<u>337,904</u>	<u>2,533</u>
Amounts available for appropriation	<u>\$ 742,805</u>	<u>\$ 710,368</u>	<u>\$ (32,437)</u>

CITY OF GRANDFIELD, OKLAHOMA
BUDGETARY COMPARISON SCHEDULE - CASH BASIS
GENERAL FUND
FOR THE YEAR ENDED JUNE 30, 2024

	Final Budget	Actual Amounts	Variance with Final Budget Positive (Negative)
<u>Charges to Appropriations (Outflows):</u>			
General Government:			
Personal Services	171,286	164,107	7,180
Materials & Supplies	10,000	9,625	375
Other Services & Charges	245,000	230,863	14,137
Capital Outlay	7,090	-	7,090
Total General Government	433,376	404,595	28,781
Fire Department:			
Personal Services	26,557	26,043	514
Materials and Supplies	9,000	7,493	1,507
Other Services and Charges	10,000	9,091	909
Capital Outlay	22,500	-	22,500
Total Fire	68,057	42,627	25,430
Court-Bail Bond:			
Personal Services	-	-	-
Other Services and Charges	-	-	-
Total Court-Bail Bond	-	-	-
Police Department:			
Personal Services	73,665	58,999	14,666
Materials and Supplies	6,126	6,126	0
Other Services and Charges	17,845	17,845	(0)
Capital Outlay	10,200	7,053	3,147
Total Police	107,836	90,023	17,813
Ambulance Department:			
Other Services and Charges	26,534	26,534	0
Total Ambulance	26,534	26,534	0

**CITY OF GRANDFIELD, OKLAHOMA
BUDGETARY COMPARISON SCHEDULE - CASH BASIS
GENERAL FUND
FOR THE YEAR ENDED JUNE 30, 2024**

	Final Budget	Actual Amounts	Variance with Final Budget Positive (Negative)
Street Department:			
Personal Services	-	-	-
Materials and Supplies	1,136	-	1,136
Other Services and Charges	864	864	-
Capital Outlay	25,000	-	25,000
Total Street	27,000	864	26,136
Library Department:			
Personal Services	18,860	13,458	5,402
Materials and Supplies	1,041	1,041	0
Other Services and Charges	6,000	3,953	2,047
Capital Outlay	5,500	-	5,500
Total Library	31,401	18,452	12,949
Parks/Rec Department:			
Personal Services	96,163	20,062	76,101
Materials and Supplies	2,000	67	1,933
Other Services and Charges	2,000	494	1,506
Total Parks/Rec	100,163	20,622	79,541
Total Expenses	794,367	603,717	190,650
Total Charges to Appropriations	\$ 794,367	\$ 603,717	\$ 190,650
Other Financing Sources (Uses)			
Transfer In from GPWA	200,000	150,000	(50,000)
Transfer Out to GEDA	-	(4,175)	(4,175)
Total Other Financing Sources (Uses)	200,000	145,825	(54,175)
Change in Fund Balance	(258,996)	(119,989)	139,008
Ending Budgetary Fund Balance	\$ 148,438	\$ 252,476	\$ 104,038

CITY OF GRANDFIELD, OKLAHOMA
BUDGETARY COMPARISON SCHEDULE - CASH BASIS
AIRPORT FUND
FOR THE YEAR ENDED JUNE 30, 2024

	<u>Final Budget</u>	<u>Actual Amounts</u>	<u>Variance with Final Budget Positive (Negative)</u>
Beginning Budgetary Fund Balance	\$ 10,475	\$ 99,972	\$ 89,497
<u>Resources (Inflows):</u>			
Taxes:			
Airport Revenues	38,675	38,675	-
Grant: Airport FAA	181,978	91,186	(90,792)
Interest	228	228	0
Total current year resources	<u>220,881</u>	<u>130,089</u>	<u>(90,792)</u>
Amounts available for appropriation	<u>\$ 231,356</u>	<u>\$ 230,061</u>	<u>\$ (1,295)</u>
<u>Charges to Appropriations (Outflows):</u>			
Airport:			
Personal Services	-	-	-
Materials and Supplies	-	-	-
Other Services and Charges	4,681	2,037	2,644
Capital Outlay	158,319	158,319	-
Total Airport	<u>163,000</u>	<u>160,356</u>	<u>2,644</u>
Total Expenses	<u>163,000</u>	<u>160,356</u>	<u>2,644</u>
Total Charges to Appropriations	<u>\$ 163,000</u>	<u>\$ 160,356</u>	<u>\$ 2,644</u>
Change in Fund Balance	57,881	(30,267)	(88,148)
Ending Budgetary Fund Balance	<u><u>\$ 68,356</u></u>	<u><u>\$ 69,705</u></u>	<u><u>\$ 1,349</u></u>

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, 2024

Operating Revenues:

Charges for services:

Water	\$ 443,065
Sewer	90,738
Trash	183,462
Penalties	6,266
Misc Income	2,365
Grant Income OWRB & CDBG	478,581
Total Operating Revenues	<u>\$ 1,204,477</u>

Operating Expenses:

Administration Department

Personal Services	\$ 52,503
Materials & Supplies	1,396
Other Services & Charges	8,746
Capital Outlay	9,984
Total Administration Department	<u>72,630</u>

Sewer Department

Other Services & Charges	4,566
Capital Outlay	470,343
Total Sewer Department	<u>474,908</u>

Trash Department

Other Services & Charges	127,461
Total Trash Department	<u>127,461</u>

Water Department

Personal Services	169,766
Materials & Supplies	47,562
Other Services & Charges	125,753
Capital Outlay	-
Total Water Department	<u>343,080</u>

Total Operating Expenses	<u>\$ 1,018,079</u>
Operating Income	<u>\$ 186,398</u>

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, 2024

Non-Operating Revenues:

Interest	43
Total Non-Operating Revenues	43
Net Income Before Contributions and Transfers	\$ 186,441
Transfers in	-
Tranfers out	(150,000)
Change in fund balance	\$ 36,441
Fund Balance - beginning	361,829
Fund Balance - ending	\$ 398,270

**GRANDFIELD ECONOMIC DEVELOPMENT AUTHORITY
GRANDFIELD, OKLAHOMA
STATEMENT OF REVENUES, EXPENSES AND CHANGES IN FUND
BALANCE - CASH BASIS
FOR THE YEAR ENDED JUNE 30, 2024**

Operating Revenues:	\$ 15,590
Total Operating Revenues	<u>15,590</u>
Operating Expenses:	
GEDA Operating Expenses	\$ 17,774
Total Operating Expenses	<u>17,774</u>
Operating Income (Loss)	<u>\$ (2,184)</u>
Non-Operating Revenues:	
Interest	\$ 28
Total Non-Operating Revenues	<u>28</u>
Net Income (Loss) Before Contributions and Transfers	<u>\$ (2,156)</u>
Transfers in	4,175
Change in fund balance	<u>\$ 2,019</u>
Fund Balance - beginning	<u>34,100</u>
Fund Balance - ending	<u><u>\$ 36,119</u></u>