

**TOWN OF FORT SUPPLY
FORT SUPPLY, 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:

Town Board, Town of Fort Supply
Fort Supply, Oklahoma

Trustees of the Fort Supply Public Works Authority
Fort Supply, 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 of Fort Supply (the "Town") and the Fort Supply Public Works Authority (the "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, 2024. Management of the Town and the Authority are responsible for the Town's and Authority's financial accountability and its compliance with those legal and contractual requirements.

The Town and the 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 Fort Supply 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 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 such compliance requirements were identified that were applicable to the Town.

As to the Fort Supply 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 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 unusual or significant reconciling items 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 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: The Authority had no debt, therefore no debt service coverage requirements of bond indentures were evaluated for compliance.

We were engaged by the Town of Fort Supply and the Fort Supply Public Works 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 Fort Supply and the Fort Supply Public Works 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
CPA - ADVISORS

Clinton, Oklahoma
December 31, 2024

TOWN OF FORT SUPPLY, OKLAHOMA
SUMMARY OF CHANGES IN FUND BALANCES (MODIFIED 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>
TOWN OF FORT SUPPLY, OK			
General Fund	\$ 178,597	\$ (22,445)	\$ 156,152
Public Works Authority	\$ 1,470,216	\$ 28,552	\$ 1,498,768

**TOWN OF FORT SUPPLY, OKLAHOMA
BUDGETARY COMPARISON SCHEDULE
GENERAL FUND - MODIFIED CASH BASIS
FOR THE YEAR ENDED JUNE 30, 2024**

	Original Budget	Amended Budget	Actual Amounts	Variance with Final Budget Positive (Negative)
Beginning Budgetary Fund Balance:	\$ 60,223	\$ 60,223	\$ 178,597	\$ 118,374
Resources (Inflows):				
Tax revenues	\$59,597	59,897	55,188	(4,709)
Licenses and permits	150	300	425	125
Other Revenue	14,150	41,027	41,739	712
Transfer in	35,000	35,000	40,002	5,002
Total current year resources	<u>108,897</u>	<u>136,224</u>	<u>137,354</u>	<u>1,130</u>
Amounts available for appropriation	<u>\$ 169,120</u>	<u>\$ 196,447</u>	<u>\$ 315,951</u>	<u>\$ 119,504</u>
Charges to Appropriations (Outflows):				
General Government:				
Personal services	60,797	60,797	58,518	2,279
Materials and supplies	5,000	9,750	9,255	495
Other charges and services	35,500	42,500	43,318	(818)
Capital Outlay	4,085	18,370	18,370	-
Total General Government	<u>105,382</u>	<u>131,417</u>	<u>129,461</u>	<u>1,956</u>
Fire Department:				
Personal Services	900	900	1,020	(120)
Materials and supplies	4,500	8,700	6,821	1,879
Other charges and services	4,500	9,994	6,711	3,283
Capital Outlay	-	16,633	12,472	4,161
Total Fire Department	<u>9,900</u>	<u>36,227</u>	<u>27,024</u>	<u>9,203</u>
Street Department:				
Materials and Supplies	2,510	2,510	1,857	653
Total Street Department	<u>2,510</u>	<u>2,510</u>	<u>1,857</u>	<u>653</u>
Community Building				
Other Charges and Services	1,600	1,600	1,457	143
Total Community Building	<u>1,600</u>	<u>1,600</u>	<u>1,457</u>	<u>143</u>
Total Charges to Appropriations	119,392	171,754	159,799	11,955
Change in Fund Balance	(10,495)	(35,530)	(22,445)	(13,085)
Ending Budgetary Fund Balance	<u>\$ 49,728</u>	<u>\$ 24,693</u>	<u>\$ 156,152</u>	<u>\$ 131,459</u>

FORT SUPPLY PUBLIC WORKS AUTHORITY
STATEMENT OF REVENUES, EXPENSES AND CHANGES IN FUND BALANCE - MODIFIED CASH BASIS
FOR THE YEAR ENDED JUNE 30, 2024

Operating Revenues:

Charges for services:

Electric	\$ 246,998
Water	142,261
Sewer	23,619
Sanitation	37,292
Grant income	47,325
Other	53,040
Total Operating Revenues	<u>550,535</u>

Operating Expenses:

Administration	115,737
Electric	190,769
Water	124,512
Sanitation	31,898
Sewer	23,014
Total Operating Expenses	<u>485,930</u>
Net Operating Income	\$ 64,605

Non-Operating Revenues/(Expenses):

Interest Income	3,949
Net transfers to/(from) General Fund	<u>(40,002)</u>
Total Non-Operating Revenues/(Expenses)	<u>(36,053)</u>

Change in fund balance	\$ 28,552
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Fund Balance - beginning	<u>1,470,216</u>
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Fund Balance - ending	<u><u>\$ 1,498,768</u></u>
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