

**CITY OF MOUNTAIN VIEW OKLAHOMA  
MOUNTAIN VIEW, OKLAHOMA**

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

**FOR THE YEAR ENDED  
JUNE 30, 2022**



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

## **Practitioner's Report on Applying Agreed-Upon Procedures**

To the Specified Users of the Report:

City Council, City of Mountain View  
Mountain View, Oklahoma

Trustees of the Mountain View Public Works Authority  
Mountain View, 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 Mountain View (the "City") and the Mountain View 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, 2022. Management of the City and the Authority are responsible for the City's and Authority's financial accountability and its compliance with those legal and contractual requirements.

The City 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 City, as of and for the fiscal year ended June 30, 2022:

- 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 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 City'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:** One bank account found on the bank confirmation but not recorded in the Town's General Ledger. Three checks dated 7/1/22 cleared on the June bank reconciliation.

**Recommendation:** I recommend they ensure all bank accounts under the City's EIN be recorded in the City's financial records. And I would recommend that they do not pre-date or post-date checks written by the City. Checks should be dated on the date they are written from the system and immediately distributed.

- 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:** The Town had \$86,554 of uninsured and uncollateralized funds at June 30, 2022. The issue has not been corrected as of August 8, 2022

- 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 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 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.

As to the Authority, as of and for the year ended June 30, 2022:

- 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:** The Town had \$86,554 of uninsured and uncollateralized funds at June 30, 2022. The issue has not been corrected as of August 8, 2022.

- 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 City and the 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 and the 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  
August 8, 2022

CITY OF MOUNTAIN VIEW, OKLAHOMA  
SUMMARY OF CHANGES IN FUND BALANCES - MODIFIED CASH BASIS  
FOR THE YEAR ENDED JUNE 30, 2022

---

	<u>Beginning of Year Fund Balance</u>	<u>Current Year Change</u>	<u>End of Year Fund Balance</u>
<b>CITY OF MOUNTAIN VIEW</b>			
General Fund	\$ 613,582	\$ 179,835	\$ 793,417
Public Works Authority	\$ 239,508	\$ (183,982)	\$ 55,526

**CITY OF MOUNTAIN VIEW, OKLAHOMA**  
**BUDGETARY COMPARISON SCHEDULE - MODIFIED CASH BASIS**  
**GENERAL FUND**  
**FOR THE YEAR ENDED JUNE 30, 2022**

	Budgeted Amounts	Actual Amounts	Variance with Final Budget Positive (Negative)
<b>Beginning Budgetary Fund Balance:</b>	\$ 259,572	\$ 613,582	\$ 354,010
<b>Resources (Inflows):</b>			
Tax revenues	284,209	326,989	42,780
Other Revenue	153,356	130,288	(23,068)
<b>Total current year resources</b>	437,565	457,277	19,712
<b>Amounts available for appropriation</b>	\$ 697,137	\$ 1,070,859	\$ 373,722
<b>Charges to Appropriations (Outflows):</b>			
<b>General Government:</b>			
Personal services	63,835	69,128	(5,293)
Materials and supplies	3,500	7,765	(4,265)
Other charges and services	23,000	5,886	17,114
Capital outlay	64,186	-	64,186
<b>Total General Government</b>	154,521	82,779	71,742
<b>Police Department</b>			
Personal services	93,783	80,019	13,764
Materials and supplies	6,750	7,143	(393)
Other charges and services	12,600	7,562	5,038
Capital outlay	-	-	-
<b>Total Police Department</b>	113,133	94,724	18,409
<b>Fire Department:</b>			
Materials and supplies	12,892	10,127	2,765
Other charges and services	-	2,539	(2,539)
Capital outlay	-	-	-
<b>Total Fire Department</b>	12,892	12,666	226
<b>Street and Alley</b>			
Materials and supplies	13,000	-	13,000
Other charges and services	30,500	30,867	(367)
Capital Outlay	45,000	38,184	6,816
<b>Total Street and Alley</b>	88,500	69,051	19,449
<b>Cemetery</b>			
Materials and supplies	-	17,502	(17,502)
Other charges and services	18,625	-	18,625
<b>Total Cemetery</b>	18,625	17,502	1,123
<b>Total Charges to Appropriations</b>	387,671	276,722	110,949
<b>Transfers in/(out)</b>			
Transfer in	-	12,162	12,162
Transfer out	-	(12,882)	(12,882)
<b>Net transfers</b>	-	(720)	(720)
<b>Changes in Fund Balance</b>	49,894	179,835	
<b>Ending Budgetary Fund Balance</b>	\$ 309,466	\$ 793,417	

Exhibit III

**MOUNTAIN VIEW PUBLIC WORKS AUTHORITY  
STATEMENT OF REVENUES, EXPENSES, AND CHANGES IN FUND BALANCE - MODIFIED CASH BASIS  
FOR THE YEAR ENDED JUNE 30, 2022**

<b>Fund Balance, Modified Cash Basis, beginning</b>	\$ 239,508
Water Revenues	181,555
Sewer Revenues	82,231
Water/Sewer Expenses	(446,419)
<b>Water &amp; Sewer Operating Income</b>	<u>(182,633)</u>
Trash Revenues	155,832
Trash Expenses	(99,579)
<b>Trash Operating Income</b>	<u>56,253</u>
<b>Total Operating Income</b>	<u><u>(126,380)</u></u>
Administration Revenues	3,332
Administration Expenses	(49,264)
Transfers (out)/in	(11,670)
<b>Administration &amp; Other Income/Expense</b>	<u>(57,602)</u>
<b>Change in Fund Balance</b>	<u>(183,982)</u>
<b>Fund Balance, Modified Cash Basis, ending</b>	<u><u>\$ 55,526</u></u>

See accountant's report.