

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

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

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



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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, 2023. 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, 2023:

- 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: RSM noted the following based upon procedures performed:

- The financial activity for the fiscal year on the Senior Citizen's was not posted to the financial accounting system. The net activity in the bank account was a loss of \$1,072.
- Interest income of \$909 was not recorded as of June 30, 2023, on two certificates of deposit.
- The bank reconciliations reflected two checks totaling \$2,207 that were over 60 days outstanding.

Recommendation: All financial activity of the City should be reflected in the accounting system, including interest income. Reconciliations should be reviewed monthly, and adjustments made for stale transactions.

- 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 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 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, 2023:

- 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: 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 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 2, 2023

**CITY OF MOUNTAIN VIEW, OKLAHOMA
SUMMARY OF CHANGES IN FUND BALANCES - MODIFIED 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>
CITY OF MOUNTAIN VIEW			
General Fund	\$ 793,417	\$ 30,961	\$ 824,378
Public Works Authority	\$ 590,852 *	\$ (114,065)	\$ 476,787

* Beginning balance restated for addition of capital assets.

CITY OF MOUNTAIN VIEW, OKLAHOMA
BUDGETARY COMPARISON SCHEDULE - MODIFIED CASH BASIS
GENERAL FUND
FOR THE YEAR ENDED JUNE 30, 2023

	<u>Budgeted Amounts</u>	<u>Actual Amounts</u>	<u>Variance with Final Budget Positive (Negative)</u>
Beginning Budgetary Fund Balance:	\$ 380,852	\$ 793,417	\$ 412,565
Resources (Inflows):			
Tax revenues	301,175	323,065	21,890
Charges for services	19,000	17,169	(1,831)
Fines	7,500	3,692	(3,808)
Grant Income	93,677	94,273	596
Other Revenue	36,100	36,805	705
Total current year resources	<u>457,452</u>	<u>475,004</u>	<u>17,552</u>
Amounts available for appropriation	<u>\$ 838,304</u>	<u>\$ 1,268,421</u>	<u>\$ 430,117</u>
Charges to Appropriations (Outflows):			
General Government:			
Personal services	\$ 64,286	\$ 77,977	\$ (13,691)
Materials and supplies	1,000	1,863	(863)
Other charges and services	23,500	28,436	(4,936)
Capital outlay	64,186	31,611	32,575
Total General Government	<u>152,972</u>	<u>139,887</u>	<u>13,085</u>
Police Department			
Personal services	93,416	97,326	(3,910)
Materials and supplies	10,250	449	9,801
Other charges and services	25,000	28,359	(3,359)
Total Police Department	<u>128,666</u>	<u>126,134</u>	<u>2,532</u>
Fire Department:			
Materials and supplies	26,350	7,242	19,108
Other charges and services	-	8,456	(8,456)
Total Fire Department	<u>26,350</u>	<u>15,698</u>	<u>10,652</u>
Street and Alley			
Other charges and services	30,500	15,015	15,485
Total Street and Alley	<u>30,500</u>	<u>15,015</u>	<u>15,485</u>
Cemetery			
Other charges and services	27,000	17,314	9,686
Total Cemetery	<u>27,000</u>	<u>17,314</u>	<u>9,686</u>
Total Charges to Appropriations	365,488	314,048	51,440
Transfers in/(out)			
Transfer in	-	12,769	12,769
Transfer out	-	(142,764)	(142,764)
Net transfers	<u>-</u>	<u>(129,995)</u>	<u>(129,995)</u>
Changes in Fund Balance	91,964	30,961	
Ending Budgetary Fund Balance	<u>\$ 472,816</u>	<u>\$ 824,378</u>	

See Accountant's Report

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

Water Revenues	\$	189,618
Sewer Revenues		94,122
Water/Sewer Expenses		(548,920)
Water & Sewer Operating Income		<u>(265,180)</u>
Trash Revenues		155,644
Trash Expenses		(105,153)
Trash Operating Income		<u>50,491</u>
Total Operating Income		<u>(214,689)</u>
Administration Revenues		18,668
Administration Expenses		(35,272)
Transfers (out)/in		117,228
Administration & Other Income/Expense		<u>100,624</u>
Change in Fund Balance		(114,065)
Fund Balance, Modified Cash Basis, beginning restated		<u>590,852</u>
Fund Balance, Modified Cash Basis, ending	<u>\$</u>	<u><u>476,787</u></u>

See accountant's report.