

**TOWN OF ROOSEVELT
ROOSEVELT, OKLAHOMA**

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

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

**TOWN OF ROOSEVELT, OKLAHOMA
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FOR THE FISCAL YEAR ENDED JUNE 30, 2022**

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Practitioner’s Report on Applying Agreed-Upon Procedures

To the Specified Users of the Report:

Town Council, Town of Roosevelt
Roosevelt, Oklahoma

Trustees of the Roosevelt Public Works Authority
Roosevelt, Oklahoma

Oklahoma Office of State Auditor and Inspector
Oklahoma Town, 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 Roosevelt (the “Town”) and the Roosevelt 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 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 Roosevelt 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 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 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 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: The Town had \$123,233 of uninsured uncollateralized funds at June 30, 2022. As of August 18, 2022, the date of this report, the Town was still under collateralized.

Recommendation: The Town should monitor bank account balances and follow the proper steps to ensure that all funds are insured or covered by pledged collateral.

- 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 Roosevelt Public Works 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 trace the timely clearance of significant reconciling items to report any significant or unusual instances of reconciling items that have not cleared.

Findings: No unusual reconciling items were noted that did not clear on a timely basis.

- 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 \$123,233 of uninsured uncollateralized funds at June 30, 2022. As of August 18, 2022, the date of this report, the Town was still under collateralized.

Recommendation: The Town should monitor bank account balances and follow the proper steps to ensure that all funds are insured or covered by pledged collateral.

- 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: Meter deposits are restricted funds for the purpose of covering customers' final bills in the event that they go unpaid. The restricted cash amount has to be greater than or equal to the meter deposit liability. No meter deposit liability report was provided. The Authority has restricted \$17,462 for meter deposit liability.

Recommendation: Meter deposit liability support is needed to ensure that the liability amount is recorded correctly, which determines if the appropriate amount of cash is available. The Town should determine the deposits paid by customers for each meter and record the liability on the Authority's financial statements.

- 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 Roosevelt and the Roosevelt 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 Roosevelt and the Roosevelt 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
August 18, 2022

**TOWN OF ROOSEVELT, 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>
TOWN OF ROOSEVELT, OK			
General Fund	\$ 331,300	\$ 70,985	\$ 402,285
Public Works Authority	\$ 337,838	\$ (24,115)	\$ 313,723

See accountant's report

TOWN OF ROOSEVELT, OKLAHOMA
 BUDGETARY COMPARISON SCHEDULE - MODIFIED CASH
 GENERAL FUND
 FOR THE YEAR ENDED JUNE 30, 2022

	Approved Estimate of Needs	Actual Amounts	Variance with Final Estimate of Needs Positive (Negative)
Beginning Budgetary Fund Balance:	\$ 198,020	\$ 331,300	133,280
Resources (Inflows):			
Sales Tax	30,000	39,428	9,428
Use Tax	19,000	18,037	(963)
Tobacco Tax	-	330	330
Alcoholic Beverage Tax	6,000	7,516	1,516
Franchise Tax	4,700	6,418	1,718
Gas Excise Tax	-	448	448
Motor Vehicle Tax	-	1,961	1,961
Grant Income	-	20,085	20,085
Interest Income	-	251	251
Miscellaneous Income	-	103,506	103,506
Amounts available for appropriation	<u>\$ 59,700</u>	<u>\$ 197,980</u>	<u>\$ 138,280</u>
Charges to Appropriations (Outflows):			
Personal Services	40,000	20,052	19,948
Maintenance and Supplies	167,720	31,022	136,698
Other Services and Charges	-	29,695	(29,695)
Fire Department	-	3,779	(3,779)
Street & Alley	-	5,547	(5,547)
Capital Outlay	50,000	45,290	4,710
Total Charges to Appropriations	<u>\$ 257,720</u>	<u>\$ 135,385</u>	<u>\$ 122,335</u>
Net Transfers In/(Out)			
Transfers In/Out	-	8,390	(8,390)
Change in Fund Balance	(198,020)	70,985	(269,005)
Ending Budgetary Fund Balance	<u>\$ -</u>	<u>\$ 402,285</u>	

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

Operating Revenue:	
Water Revenue	\$ 72,823
Sewer Revenue	20,597
Garbage Revenue	43,514
Grant Revenue	36,500
Miscellaneous Revenue	75
Total Operating Revenue:	<u>173,509</u>
Operating Expense:	
Repairs, Maintenance and Supplies	22,328
Payroll Expense	51,155
Trash Hauling Expense	33,519
Insurance Expense	1,716
Utilities	12,617
Office Expense	22,813
Grant Expense	36,500
Miscellaneous	8,586
Total Operating Expense	<u>189,234</u>
Total Operating Net Income	(15,725)
Net Transfers In/(Out)	
Transfers In/Out	<u>(8,390)</u>
Net Change in Fund Balance	<u>(24,115)</u>
Beginning Modified Cash Fund Balance	<u>337,838</u>
Ending Modified Cash Fund Balance	<u>\$ 313,723</u>