

TOWN OF AGRA

Agra, Oklahoma

FINANCIAL STATEMENTS

For the Year Ended June 30, 2011

Bruce G. Luttrell, CPA, PC _____
Certified Public Accountant

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**TOWN OF AGRA
AGRA, OKLAHOMA**

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Independent Accountant's Report

To the Specified Users of the Report:

Town Board, Town of Agra
Agra, Oklahoma

Oklahoma Office of State Auditor and Inspector
Oklahoma City, Oklahoma

I have compiled the accompanying Summary of Changes in Fund Balances – Cash Basis of the Town of Agra as of June 30, 2011, the related Budgetary Comparison Schedule of the General Fund – Cash Basis, the Street and Alley Fund – Cash Basis, the Fire Department Fund – Cash Basis, the Court Fund – Cash Basis, and the Schedule of Grant Funds – Cash Basis for the fiscal year ended June 30, 2011. The financial statements have been prepared in a format and basis of accounting, as prescribed by Oklahoma Statutes, that demonstrates compliance with the cash basis and budget laws of the State of Oklahoma, which is a comprehensive basis of accounting other than generally accepted accounting principles. I have not audited or reviewed the accompanying financial statements referred to above, and accordingly, do not express an opinion or provide any assurance about whether the financial statements are in accordance with the cash basis described above.

Management is responsible for the preparation and fair presentation of the financial statements in accordance with the cash basis of accounting and the requirements of Oklahoma Statutes and for designing, implementing, and maintaining internal controls relevant to the preparation and fair presentation of the financial statements.

My responsibility is to conduct the compilation in accordance with Statements on Standards for Accounting and Review Services issued by the American Institute of Certified Public Accountants. The objective of a compilation is to assist management in presenting financial information in the form of financial statements without undertaking to obtain or provide an assurance that there are no material modifications that should be made to the financial statements.

Management has elected to omit substantially all of the disclosures ordinarily included in financial statements prepared in accordance with the cash basis of accounting. If the omitted disclosures were included in the financial statements, they might influence the user's conclusions about the Town's assets, liabilities, equity, revenues, and expenses. Accordingly, these financial statements are not designed for those who are not informed about such matters.

Additionally, I have performed the procedures enumerated below which were agreed to by the specified users of the report, as identified above, and as defined within the applicable state laws of the State of Oklahoma solely to assist the Town in meeting its financial accountability requirements as prescribed by Oklahoma Statutes Sec. 11-17 (105-107) and Sec. 60-180.1-3 and evaluating compliance with specified legal or contractual requirements for the fiscal year ended June 30, 2011. Management of the Town of Agra is responsible for the Town's financial accountability and its compliance with those legal and contractual requirements. This agreed-upon procedures engagement was conducted in accordance with the attestation standards established by the American Institute of Certified Public Accountants. The sufficiency of the procedures is solely the responsibility of those parties specified in this report. Consequently, I make no representation regarding the sufficiency of the procedures described below either for the purpose for which this report had been requested or for any other purpose.

Procedures and Findings:

As to the Town of Agra as of and for the fiscal year ended June 30, 2011:

1. **Procedures Performed:** From the Town's records, I prepared a schedule of changes in fund balances for each fund (see page 4) and compared the schedule results to the statutory prohibition of creating fund balance deficits to report any noted instances of noncompliance.

Findings: No instances noted

2. **Procedures Performed:** Form the Town's records, I prepared a budget and actual financial schedule for the General Fund, Street and Alley Fund, Fire Department Fund, and the Court Fund listing separately each federal fund (see pages 5 and 6) and compared the actual expenditures and encumbrances reported to the authorized appropriations to report any noted instances of noncompliance with the appropriation limitations.

Findings: Expenditures were made in excess of the budget. See 2011-1 (page 8)

3. **Procedures Performed:** I agreed 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 noted

4. **Procedures Performed:** I compared the Town's uninsured deposits to fair value of pledged collateral to report any amounts of uninsured and uncollateralized deposits.

Findings: No instances noted

5. **Procedures Performed:** I compared use of material restricted revenues and resources to their restrictions to report any noted instances of noncompliance.

Findings: No instances noted

6. **Procedures Performed:** I compared 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 noted

7. **Procedures Performed:** I compared 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 instances noted

As to the Town of Agra's Grant Programs, as of and for the fiscal year ended June 30, 2011:

1. **Procedures Performed:** From the Town's records, I prepared a schedule of grant activity for each grant/contract (see page 7) and compared the receipts and disbursements to grant agreements and supporting information to report any noted instances of noncompliance with the grant agreement.

Findings: No instances noted

I was not engaged to and did not conduct an examination, the objective of which would be the expression of an opinion on compliance. Accordingly, I do not express such an opinion. Had I performed additional procedures, other matters might have come to my attention that would have been reported to you.

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 these specified parties.



Bruce G. Luttrell, CPA, PC

June 18, 2013

TOWN OF AGRA
Agra, Oklahoma

SUMMARY OF CHANGES IN FUND BALANCE - CASH BASIS
For the Fiscal Year Ended June 30, 2011
(Unaudited)

TOWN:	<u>Beginning of Year Fund Balances</u>	<u>Current Year Receipts</u>	<u>Current Year Disbursements</u>	<u>End of Year Fund Balances</u>
General Fund	\$ 39,473.09	\$ 139,236.04	\$ 140,046.35	\$ 38,662.78
Street & Alley Fund	11,128.14	28,095.63	24,714.81	14,508.96
Fire Department Fund	18,101.54	28,344.31	30,951.41	15,494.44
Court Fund	2,826.16	73,384.53	62,791.55	13,419.14
Town Total	<u>\$ 71,528.93</u>	<u>\$ 269,060.51</u>	<u>\$ 258,504.12</u>	<u>\$ 82,085.32</u>

See Accountant's Report

TOWN OF AGRA
Agra, Oklahoma

BUDGETARY COMPARISON SCHEDULE - CASH BASIS
GENERAL FUND AND STREET & ALLEY FUND
For the Fiscal Year Ended June 30, 2011
(Unaudited)

	Budget Amounts		Actual Amounts	Variance with Final Budget Favorable (Unfavorable)
	Original	Final		
GENERAL FUND				
Beginning Budgetary Fund Balance	\$ 25,000.00	\$ 25,000.00	\$ 39,473.09	\$ 14,473.09
Resources (Inflows):				
Sales tax	31,000.00	31,000.00	36,605.76	5,605.76
Use tax	4,000.00	4,000.00	3,930.42	(69.58)
Alcoholic beverage tax	3,500.00	3,500.00	3,587.42	87.42
Tobacco tax	800.00	800.00	1,050.22	250.22
Franchise fees	11,000.00	11,000.00	10,093.86	(906.14)
Trash	17,000.00	17,000.00	21,906.31	4,906.31
Miscellaneous	3,000.00	3,000.00	2,441.98	(558.02)
Interest	200.00	200.00	141.28	(58.72)
Grants	-	-	59,478.79	59,478.79
Amounts available for appropriation	<u>95,500.00</u>	<u>95,500.00</u>	<u>178,709.13</u>	<u>83,209.13</u>
Charges to Appropriations (Outflows):				
General Government:				
Personal services	23,000.00	23,000.00	22,576.98	423.02
Materials and supplies	5,500.00	5,500.00	4,615.72	884.28
Other services & charges	45,000.00	45,000.00	31,374.86	13,625.14
Capital outlay	-	-	59,478.79	(59,478.79)
Funds transfer	22,000.00	22,000.00	22,000.00	-
Total General Government	<u>95,500.00</u>	<u>95,500.00</u>	<u>140,046.35</u>	<u>(44,546.35)</u>
Total Charges to Appropriations	<u>95,500.00</u>	<u>95,500.00</u>	<u>140,046.35</u>	<u>(44,546.35)</u>
Ending Budgetary Fund Balance	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 38,662.78</u>	<u>\$ 38,662.78</u>
STREET & ALLEY FUND:				
Beginning Budgetary Fund Balance	\$ 2,950.00	\$ 2,950.00	\$ 11,128.14	(8,178.14)
Resources (Inflows):				
Commercial vehicle tax	2,500.00	2,500.00	2,546.81	(46.81)
Gasoline excise tax	-	-	-	-
Sales tax	10,000.00	10,000.00	12,201.94	(2,201.94)
Interest	50.00	50.00	35.49	14.51
Miscellaneous	-	-	130.00	(130.00)
Funds transfer	-	10,000.00	13,181.39	(3,181.39)
Amounts Available for Appropriation	<u>15,500.00</u>	<u>25,500.00</u>	<u>39,223.77</u>	<u>(13,723.77)</u>
Charges to Appropriations (Outflows):				
Personal services	4,500.00	5,900.00	5,728.57	171.43
Materials and supplies	8,000.00	16,700.00	16,636.94	63.06
Other services and charges	3,000.00	2,900.00	2,349.30	550.70
Capital outlay	-	-	-	-
Total Charges to Appropriations	<u>15,500.00</u>	<u>25,500.00</u>	<u>24,714.81</u>	<u>785.19</u>
Ending Budgetary Fund Balance	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 14,508.96</u>	<u>\$ (14,508.96)</u>

See Accountant's Report

TOWN OF AGRA
Agra, Oklahoma

BUDGETARY COMPARISON SCHEDULE - CASH BASIS
FIRE DEPARTMENT FUND AND COURT FUND
For the Fiscal Year Ended June 30, 2011
(Unaudited)

	Budget Amounts		Actual Amounts	Variance with Final Budget Favorable (Unfavorable)
	Original	Final		
FIRE DEPARTMENT FUND:				
Beginning Budgetary Fund Balance	\$ 9,800.00	\$ 9,800.00	\$ 18,101.54	\$ 8,301.54
Resources (Inflows):				
Sales tax	10,000.00	10,000.00	12,201.94	2,201.94
Franchise fees	600.00	600.00	-	(600.00)
Fire service	4,000.00	4,000.00	7,812.58	3,812.58
Miscellaneous	5,400.00	5,400.00	5,276.04	(123.96)
Interest	200.00	200.00	53.75	(146.25)
Funds transfers	-	3,000.00	3,000.00	-
Amounts Available for Appropriation	<u>30,000.00</u>	<u>33,000.00</u>	<u>46,445.85</u>	<u>13,445.85</u>
Charges to Appropriations (Outflows):				
Personal services	4,000.00	4,000.00	3,577.54	422.46
Materials and supplies	15,000.00	20,500.00	20,429.91	70.09
Other services and charges	4,000.00	4,000.00	3,762.57	237.43
Capital outlay	7,000.00	1,318.61	-	1,318.61
Funds transfers	-	3,181.39	3,181.39	-
Total Charges to Appropriations	<u>30,000.00</u>	<u>33,000.00</u>	<u>30,951.41</u>	<u>2,048.59</u>
Ending Budgetary Fund Balance	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 15,494.44</u>	<u>\$ 15,494.44</u>
COURT FUND:				
Beginning Budgetary Fund Balance	\$ -	\$ -	\$ 2,826.16	\$ 2,826.16
Resources (Inflows):				
Fines and forfeitures	30,000.00	30,000.00	51,297.16	21,297.16
Sales tax	10,000.00	10,000.00	12,201.94	2,201.94
Miscellaneous	-	-	100.00	100.00
Franchise	600.00	600.00	571.44	(28.56)
Interest	100.00	100.00	24.99	(75.01)
Funds transfers	11,300.00	21,249.42	9,000.00	(12,249.42)
Amounts Available for Appropriation	<u>52,000.00</u>	<u>61,949.42</u>	<u>76,021.69</u>	<u>14,072.27</u>
Charges to Appropriations (Outflows):				
Personal services	38,000.00	40,148.90	40,148.90	-
Materials and supplies	10,000.00	16,320.42	16,320.42	-
Other services and charges	4,000.00	5,480.10	6,133.23	(653.13)
Capital outlay	-	-	-	-
Total Charges to Appropriations	<u>52,000.00</u>	<u>61,949.42</u>	<u>62,602.55</u>	<u>(653.13)</u>
Ending Budgetary Fund Balance	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 13,419.14</u>	<u>\$ 13,419.14</u>

See Accountant's Report

**TOWN OF AGRA
Agra, Oklahoma**

**SCHEDULE OF FINDINGS AND RESPONSES
For the year ended June 30, 2011**

2011-1 Expenditures in Excess of Budget

Condition: Expenditures were made in excess of the appropriated amount in Other Services and Charges in the Court Fund.

Criteria: No expenditures may be authorized or made by any officer or employee which exceeds the appropriation of any fund (Title 11, Sec. 17-211.)

Cause: Additional expenditures were incurred in the Court Fund after the final budget amendment for the year was approved.

Effect: This results in unauthorized and unapproved expenditures.

Recommendation: There should be an additional review of the budget, and amendments, prior to the end of the fiscal year.

Responsible Official's Response: There will be an additional review of the budget prior to the end of the fiscal year, with additional emphasis on uncovering outstanding claims.