

City of Hooker and Hooker Municipal Authority

Hooker, Oklahoma

Independent Accountant's Report on Agreed Upon Procedures

For The Year Ended June 30, 2022

City of Hooker and Hooker Municipal Authority  
Hooker, Oklahoma

For The Year Ended June 30, 2022

Board of Trustees

Aaron Witt	Mayor/Chairman
Greg Arnold	Member/Trustee
James Farley	Member/Trustee
Austin Buschman	Member/Trustee
Anjanette Gibler	Clerk/Treasurer

**S & B CPA's & Associates, PLLC**  
**302 North Independence, Suite 103**  
**Enid, Oklahoma 73701**  
**580-265-8651**

**Independent Accountant's Report an Applying Agreed Upon Procedures**

To the Specified Users of the Report:

Board of Trustees  
City of Hooker  
Texas County, Oklahoma

Board of Trustees

Hooker Municipal Authority  
Texas County, Oklahoma

Oklahoma State Auditor and Inspector  
Oklahoma City, Oklahoma

**Report on Compiled Financial Statements and Schedules**

Management is responsible for the accompanying financial statements and schedules of the City of Hooker and Hooker Municipal Authority, Hooker, Oklahoma which comprise a Summary of Changes in Fund Balances-Modified Cash Basis for the year ended June 30, 2022, and the related Budgetary Comparison Schedule-General Fund-Modified Cash Basis, Capital Improvement Fund Statement of Revenues, Expenses and Changes in Fund Balance – Modified Cash Basis, Sales/User Tax Fund Statement of Revenues, Expenses and Changes in Fund Balance – Modified Cash Basis , Airport Cash Fund Statement of Revenues, Expenses and Changes in Fund Balance – Modified Cash Basis, Hooker Municipal Authority Statement of Revenues, Expenses and Changes in Fund Balance-Modified Cash Basis for the year then ended in accordance with the modified cash basis of accounting and for determining that the that the modified cash basis of accounting is an acceptable financial reporting framework. We have performed a compilation engagement in accordance with Statement on Standards for Accounting and Review Services promulgated by the Accounting and Review Services Committee of the AICPA. We did not audit or review the accompanying financial statements and schedules nor were we required to perform any procedures to verify the accuracy or completeness of the information provided by management. We do not express an opinion, a conclusion, nor do we provide any assurance on these financial statements and schedules.

The financial statements and schedules have been prepared in a format and basis of accounting, as prescribed by Oklahoma Statues, that demonstrates compliance with the modified cash basis and budget laws of the State of Oklahoma which is a basis of accounting other than accounting principles generally accepted in the United States of America.

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

## Report on Applying Agreed-Upon Procedures

We 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 City and the Municipal Authority in meeting its financial accountability requirements as prescribed by Oklahoma Statutes §11-17.105-.107 and §60-180.1-.3 and evaluating compliance with specified legal and contractual requirements for the fiscal year ended June 30, 2022. Management of the City of Hooker and the Hooker Municipal Authority is responsible for the City's and the Authority's financial accountability and its compliance with those legal and contractual requirements.

The City of Hooker and the Hooker Municipal Authority has agreed to and acknowledge that the procedures performed are appropriate to meet the intended purpose of meeting their financial accountability requirements as prescribed by applicable Oklahoma Law and evaluating compliance requirements with specific legal or contractual requirements for the fiscal year ended June 30, 2022. 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 of Hooker** as of and for the year ended June 30, 2022:

1. **Procedures Performed:** From the City's trial balances, we prepared a modified cash basis schedule of changes in fund balances for each fund (see accompanying Exhibit 1) and compared the schedule results to the statutory prohibition of creating fund balance deficits to report any noted instances of noncompliance.

*Findings: No instances of noncompliance were noted.*

2. **Procedures Performed:** From the City's trial balances, we prepared a modified cash basis budget and actual financial schedule for the General Fund and any other significant funds (any fund whose revenues, expenditures or ending fund balance exceeds 10% of the City's total revenues, expenditures or fund balances) listing separately each federal fund (see accompanying Exhibit 2) and compared the actual expenditures and encumbrances reported to the authorized appropriations to report any noted instances of noncompliance with appropriation limitations..

*Findings: No instances of noncompliance were noted.*

3. **Procedures Performed:** We agreed the City's material bank account balances to the 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 were noted.*

4. **Procedures Performed:** We compared 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 were noted.*

5. **Procedures Performed:** We compared the City's use of material-restricted revenues and resources to their restrictions to report any noted instances of noncompliance.

*Findings: No instances of noncompliance were noted.*

6. **Procedures Performed:** We compared 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: We noted that the purchase orders are dated after the accompanying invoices, and the invoices are not signed as approved by the City.*

7. **Procedures Performed:** We compared the City's account balances in reserve accounts to contractually required reserve balances and debt service requirements of bond indentures to the actual coverage to report any noted instances of noncompliance.

*Findings: The City had no contractual or debt service requirements. This procedure does not apply.*

As to the **Hooker Municipal Authority**, as of and for the fiscal year ended June 30, 2022:

1. **Procedures Performed:** From the Authority's trial balances, we prepared a schedule of revenues, expenditures and changes in fund balances -- modified cash basis for each fund (see accompanying Exhibit 3) and compared the schedule results to the applicable trust prohibitions for creating fund balance deficits to report any noted instances of noncompliance.

*Findings: No instances of noncompliance were noted.*

2. **Procedures Performed:** We agreed the Authority's material bank account balances to the 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 were noted.*

3. **Procedures Performed:** We compared 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 were noted.*

4. **Procedures Performed:** We compared 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 were noted.*

5. **Procedures Performed:** We compared 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: We noted that the purchase orders are dated after the accompanying invoices, and the invoices are not signed as approved by the City.*

6. **Procedures Performed:** We compared the Authority's account balances in reserve accounts to contractually required reserve 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 contractual or debt service requirements. This procedure does not apply.*

As to the **City of Hooker and Hooker Municipal Authority** grant programs, as of and for the fiscal year ended June 30, 2022:

1. **Procedures Performed:** From the City's and Authority's trial balances, we prepared a schedule of grant activity for each grant/contract (see accompanying Exhibit 4) and compared the receipt and disbursements to grant agreements and supporting information to report any noted instances of noncompliance with the grant agreement.

*Findings: No instances of noncompliance were noted.*

We were engaged by the City of Hooker and the Hooker Municipal Authority to perform this agreed-upon procedures engagement and conducted our engagement in accordance with attestation standards established by the American Institute of Certified Public Accountants to meet the 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, on the City and the Municipal Authority meeting their 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. 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 of Hooker and the Hooker Municipal Authority and to meet our other 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 these specified parties.

***S & B CPAs and Associates, PLLC***

S & B CPAs and Associates, PLLC  
Enid, Oklahoma  
December 13, 2023

City of Hooker, and Hooker Municipal Authority  
Hooker, Oklahoma  
Schedule of Changes in Fund Balance-Modified Cash Basis  
For Fiscal Year Ended June 30, 2022  
(Unaudited)

<u>Fund</u>	<u>Beg of Year Fund Balance</u>	<u>Current Year Receipts</u>	<u>Current Year Disbursements</u>	<u>End of Year Fund Balance</u>
<b><u>TOWN:</u></b>				
General Fund	440,529.74	1,385,184.82	1,453,683.43	372,031.13
State Fees	152.00	124.00	116.00	160.00
Capital Improvement	197,308.88	178,549.41	83,778.32	292,079.97
Capital Improvement - Garbage	144,521.89	42,000.00	223,288.00	(36,766.11)
Street & Alley	-	17,317.25	16,718.75	598.50
Meter Deposit	29,890.90	12,725.00	10,766.17	31,849.73
Blackmer Golf	101,547.02	480.22	1,168.92	100,858.32
Perpetual Care	118,303.44	7,935.68	88.02	126,151.10
Ambulance	14,781.80	6,415.00	1,975.24	19,221.56
Fire Department	3,920.12	10,178.09	13,749.26	348.95
Library	66,548.28	12,059.60	12,634.33	65,973.55
Cemetery Cash	17,375.85	19,876.80	19,979.33	17,273.32
Cemetery Care	60,671.87	3,094.02	-	63,765.89
Community Center	2,310.99	1,595.21	1,958.59	1,947.61
Park	29,500.32	14,691.92	12,452.90	31,739.34
HPD Seizure	945.28	-	-	945.28
Pool	35,182.24	12,004.93	30,213.16	16,974.01
HPD - Capital Improvement	18,387.01	10,480.12	15,943.02	12,924.11
Cleet	3,599.20	6,470.00	7,311.14	2,758.06
Juvenile Crime	1,203.94	503.00	133.87	1,573.07
Golf Club Cash	25,952.62	11,165.07	14,478.98	22,638.71
Tennis Court	6,300.00	-	-	6,300.00
Sales/User Tax	319,021.88	226,199.03	119,670.10	425,550.81
REAP	-	55,000.00	65,300.00	(10,300.00)
Main Street	(398.28)	398.88	-	0.60
Airport Cash	5,215.90	284,195.64	292,688.92	(3,277.38)
City Park Trail	1,626.60	3,881.00	130.44	5,377.16
Fire/Ambulance - Capital Improvement	38,670.73	110,466.33	67,452.91	81,684.15
Economic Development	24,304.80	10,000.00	5,000.00	29,304.80
<b>Total</b>	<b>1,707,375.02</b>	<b>2,442,991.02</b>	<b>2,470,679.80</b>	<b>1,679,686.24</b>
<b><u>MA:</u></b>				
Municipal Authority	489,334.65	1,506,339.11	1,293,347.54	702,326.22
<b>Total</b>	<b>\$ 489,334.65</b>	<b>\$ 1,506,339.11</b>	<b>\$ 1,293,347.54</b>	<b>\$ 702,326.22</b>

See Independent Accountant's Report on Agreed Upon Procedures

City of Hooker, and Hooker Municipal Authority  
 Budgetary Comparison Schedule-Modified Cash Basis  
 General Fund  
 FYE 6-30-22  
 (Unaudited)

	Budgeted Amounts			Actual Amounts	Variance with Final Budget Over (Under)
	Original	Changes	Final		
Beg Budgetary Fund Balance	\$ 440,529.74	\$ -	\$ 440,529.74	\$ 440,529.74	\$ -
Charges for Services:					
Permit Fees	10,020.60		10,020.60	6,226.30	(3,794.30)
Dog Pound Fees	810.00		810.00	375.00	(435.00)
Ambulance Fees	52,676.10		52,676.10	66,818.22	14,142.12
Intergovernmental - Local:					
Franchise tax	60,666.30		60,666.30	76,840.18	(16,173.88)
Water Utility Revenues	8,068.50		8,068.50	11,200.00	(3,131.50)
Police Fines	38,628.00		38,628.00	35,792.63	(2,835.37)
Intergovernmental - State:					
Sales tax	283,403.70		283,403.70	312,547.97	29,144.27
Alcohol beverage tax	41,940.00		41,940.00	42,920.23	980.23
Use tax	67,845.60		67,845.60	90,595.08	22,749.48
Intergovernmental - Federal:	-		-	-	-
Miscellaneous Revenue:					
Interest	-		-	3,908.29	3,908.29
Farm Income	3,603.60		3,603.60	4,004.43	400.83
Swimming Pool	17,569.80		17,569.80	16,490.05	(1,079.75)
Miscellaneous	160,454.70		160,454.70	2,234.79	(158,219.91)
Non-Revenue Receipts:					
Transfers from other funds	444,718.36		444,718.36	715,231.65	270,513.29
Total Revenue	1,190,405.26	-	1,190,405.26	1,385,184.82	156,168.80
Amts available for appropriation	1,630,935.00	-	1,630,935.00	1,825,714.56	156,168.80
Charges to Appropriations					
Personal Services	873,380.00		873,380.00	735,974.95	137,405.05
Maintenance & Operations	721,655.00		721,655.00	699,753.25	21,901.75
Capital Outlay	35,900.00		35,900.00	17,955.23	17,944.77
Transfers to other funds			-		-
Total Charges to Appropriations	1,630,935.00	-	1,630,935.00	1,453,683.43	177,251.57
Unallocated(Restricted) Funds	-	-	-	-	-
End Budgetary Fund Balance	\$ 0.00	\$ -	\$ 0.00	372,031.13	\$ 372,031.13
Current Year Encumbrances and O/S Warrants				-	
Ending Fund Balance				\$ 372,031.13	

See Independent Accountant's Report on Agreed Upon Procedures



City of Hooker, and Hooker Municipal Authority  
 Budgetary Comparison Schedule-Modified Cash Basis  
 Capital Improvement Fund  
 FYE 6-30-22  
 (Unaudited)

	Budgeted Amounts			Actual Amounts	Variance with Final Budget Over (Under)
	Original	Changes	Final		
Beg Budgetary Fund Balance	\$ 197,308.88	\$ -	\$ 197,308.88	\$ 197,308.88	\$ -
Charges for Services:					
Intergovernmental - Local:					
Franchise tax	-		-	-	-
Intergovernmental - State:					
Intergovernmental - Federal:					
Miscellaneous Revenue:					
Funds From Meters			-	-	-
OPSU			-	-	-
Donations			-	-	-
Interest			-	-	-
Non-Revenue Receipts:					
Transfers from other funds			-	178,549.41	(178,549.41)
Total Revenue	-	-	-	178,549.41	(178,549.41)
Amts available for appropriation	197,308.88	-	197,308.88	375,858.29	(178,549.41)
<u>Charges to Appropriations</u>					
Personal Services	-		-	-	-
Maintenance & Operations	-		-	-	-
Capital Outlay	197,308.88		197,308.88	83,778.32	113,530.56
Transfers to other funds			-		-
Total Charges to Appropriations	197,308.88	-	197,308.88	83,778.32	113,530.56
Unallocated(Restricted) Funds	-	-	-	-	-
End Budgetary Fund Balance	\$ -	\$ -	\$ -	292,079.97	\$ 292,079.97
Current Year Encumbrances				-	
Ending Fund Balance				<u>\$ 292,079.97</u>	

See Independent Accountant's Report on Agreed Upon Procedures

City of Hooker, and Hooker Municipal Authority  
 Budgetary Comparison Schedule-Modified Cash Basis  
 Sales Tax/User Tax Fund  
 FYE 6-30-22  
 (Unaudited)

	Budgeted Amounts			Actual Amounts	Variance with Final Budget Over (Under)
	Original	Changes	Final		
Beg Budgetary Fund Balance	\$ 319,021.88	\$ -	\$ 319,021.88	\$ 319,021.88	\$ -
Charges for Services:					
			-		-
Intergovernmental - Local: Sales Tax/Use Tax	-		-	226,199.03	(226,199.03)
Intergovernmental - State:	-		-	-	-
Intergovernmental - Federal:			-		-
Miscellaneous Revenue:					
Fines			-	-	-
Drug and Alcohol			-	-	-
Donations			-	-	-
Interest			-	-	-
Non-Revenue Receipts:					
Transfers from other funds			-		-
Total Revenue	-	-	-	226,199.03	(226,199.03)
Amts available for appropriation	319,021.88	-	319,021.88	545,220.91	(226,199.03)
<u>Charges to Appropriations</u>					
Personal Services	-		-	-	-
Maintenance & Operations	9,000.00		9,000.00	8,105.10	894.90
Capital Outlay	310,021.88		310,021.88	111,565.00	198,456.88
Transfers to other funds			-	-	-
Total Charges to Appropriations	319,021.88	-	319,021.88	119,670.10	199,351.78
Unallocated(Restricted) Funds	-	-	-	-	-
End Budgetary Fund Balance	\$ -	\$ -	\$ -	425,550.81	\$ 425,550.81
Current Year Encumbrances				-	
Ending Fund Balance				<u>\$ 425,550.81</u>	

See Independent Accountant's Report on Agreed Upon Procedures

City of Hooker, and Hooker Municipal Authority  
 Budgetary Comparison Schedule-Modified Cash Basis  
 Airport Fund  
 FYE 6-30-22  
 (Unaudited)

	Budgeted Amounts			Actual Amounts	Variance with Final Budget Over (Under)
	Original	Changes	Final		
Beg Budgetary Fund Balance	\$ 5,215.90	\$ -	\$ 5,215.90	\$ 5,215.90	\$ -
Charges for Services:		35,083.64	35,083.64	35,083.64	-
Intergovernmental - Local: Franchise tax	-		-	-	-
Intergovernmental - State:	-		-	-	-
Intergovernmental - Federal:		249,112.00	249,112.00	249,112.00	-
Miscellaneous Revenue:					
DA's Auction			-	-	-
DA's Cash Forfeiture			-	-	-
Cash Forfeiture			-	-	-
Reimbursement			-	-	-
Interest			-	-	-
Non-Revenue Receipts:					
Transfers from other funds			-		-
Total Revenue	-	284,195.64	284,195.64	284,195.64	-
Amts available for appropriation	5,215.90	284,195.64	289,411.54	289,411.54	-
<u>Charges to Appropriations</u>					
Personal Services	-		-	-	-
Maintenance & Operations	-	35,000.00	35,000.00	34,576.92	423.08
Capital Outlay	5,215.90	249,195.64	254,411.54	258,112.00	(3,700.46)
Transfers to other funds			-		-
Total Charges to Appropriations	5,215.90	284,195.64	289,411.54	292,688.92	(3,277.38)
Unallocated(Restricted) Funds	-	-	-	-	-
End Budgetary Fund Balance	\$ -	\$ -	\$ -	(3,277.38)	\$ (3,277.38)
Current Year Encumbrances				-	
Ending Fund Balance				<u>\$ (3,277.38)</u>	

See Independent Accountant's Report on Agreed Upon Procedures

City of Hooker, and Hooker Municipal Authority  
Statement of Revenues, Expenses and Changes in Fund Balance-Modified Cash Basis  
Municipal Authority  
For Fiscal Year Ended June 30, 2022  
(Unaudited)

**Operating Revenues:**

Charges for Services	
Water Revenues	\$ 391,510.64
Sewer Revenues	146,937.36
Gas Revenues	654,848.71
Sanitation	288,890.65
Sales Tax	22,886.81
Total Operating Revenue	<u>1,505,074.17</u>

**Operating Expenses:**

Personal Services	-
Maintenance & Operations	354,783.53
Capital Outlay	47,553.86
Total Operating Expenses	<u>402,337.39</u>

Operating Income (Loss) 1,102,736.78

**Non-Operating Revenues(Expenses):**

Investment Income	1,264.94
Reimbursements	-
Total Non-Operating Revenues(Expenses):	<u>1,264.94</u>

Net Income (Loss) Before Contributions and Transfers 1,104,001.72

Estopped Warrants	-
Loan Principle Payments	(67,435.46)
Interest Expense	(1,564.54)
Operating Transfer Out	(822,010.15)
	<u>(891,010.15)</u>

Changes In Fund Balance 212,991.57

Fund Balance - Beginning 489,334.65

Fund Balance - Ending \$ 702,326.22

See Independent Accountant's Report on Agreed Upon Procedures

CITY OF HOOKER  
Schedule of Grant Activity-Modified Cash Basis  
FYE 6-30-22

<u>Grant Agency</u>	<u>Wrkpr Ref #</u>	<u>Award Amount</u>	<u>Prior Year Receipts</u>	<u>Prior Year Disbursements</u>	<u>Beg of Year Unexpended Grant Funds</u>	<u>Current Year Receipts</u>	<u>Current Year Disbursements</u>	<u>End of Year Unexpended Grant Funds</u>
<u>TOWN:</u>								
REAP TX21-2		55,000.00				55,000.00	55,000.00	-
FAA3-40-0044-012-2021		235,080.00				234,280.00	234,280.00	-
TOTAL ALL GRANTS		<u>\$ 290,080.00</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 289,280.00</u>	<u>\$ 289,280.00</u>	<u>\$ -</u>

See Independent Accountant's Report on Agreed Upon Procedures