

**HOUSING AUTHORITY OF BRISTOW, OKLAHOMA**

**AUDITED FINANCIAL STATEMENTS  
AND SUPPLEMENTAL DATA**

**TWELVE MONTHS ENDED JUNE 30, 2018**

**Mike Estes, P.C.**

A Professional Accounting Corporation

## TABLE OF CONTENTS

	<u>EXHIBIT</u>	<u>PAGE</u>
Independent Auditor's Report		1 – 3
Management Discussion & Analysis		4 – 11
Basic Financial Statements		
Statement of Net Position	A	12
Statement of Revenues, Expenses, and Changes in Fund Net Position	B	13
Statement of Cash Flows	C	14 – 15
Notes to the Basic Financial Statements		16 – 25
Index		17
Notes to Financial Statements		16– 25
 <u><i>Other Reports Required by Government Auditing Standards And by Office of Management and Budget (OMB) Compliance Supplement</i></u>		
Report on Internal Control Over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance with <i>Government Auditing Standards</i>		26 – 27
Report on Compliance with Requirements That Could Have a Direct and Material Effect on Each Major Program and on Internal Control Over Compliance in Accordance with the Uniform Guidance		28 – 30
Schedule of Expenditures of Federal Awards		31
Notes to the Schedule of Expenditures of Federal Awards		32
Schedule of Findings and Questioned Costs		33 – 35
Corrective Action Plan		36
Summary Schedule of Prior Audit Findings		37
 <u><i>Supplementary Information</i></u>		
Statement of Modernization Costs – Uncompleted	D(1)	38
Financial Data Schedules		39 – 46



MIKE ESTES, CPA

**MIKE ESTES, P.C.**  
A PROFESSIONAL ACCOUNTING CORPORATION  
4040 FOSSIL CREEL BLVD – SUITE 100  
FORT WORTH, TEXAS 76137

---

Phone (817) 831-3553  
Fax (817) 831-3558  
e-mail: [office@mikeestespc.com](mailto:office@mikeestespc.com)  
website: [mikeestespc.com](http://mikeestespc.com)

MEMBER OF THE  
AMERICAN INSTITUTE OF  
CERTIFIED PUBLIC  
ACCOUNTANTS  
*and the*  
AICPA GOVERNMENTAL  
AUDIT QUALITY CENTER

## Independent Auditor's Report

Board of Commissioners  
Housing Authority of Bristow  
Bristow, Oklahoma

### ***Report on the Financial Statements***

We have audited the accompanying financial statements of each major fund of the Housing Authority of the City of Bristow, Oklahoma as of and for the year ended June 30, 2018, and the related notes to the financial statements, which collectively comprise the Housing Authority of the City of Bristow, Oklahoma's basic financial statements as listed in the table of contents.

### ***Management's Responsibility for the Financial Statements***

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

### ***Auditor's Responsibility***

Our responsibility is to express opinions on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in financial statements. The procedures selected depend on the auditor's judgment, including assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design and audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

### ***Opinions***

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of each major fund of the Housing Authority of the City of Bristow, Oklahoma, as of June 30, 2018, and the respective changes in financial position and, where applicable, cash flows thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America.

### ***Other Matters***

#### ***Required Supplementary Information***

Accounting principles generally accepted in the United States of America require that the Managements' Discussion and Analysis on pages 4 to 11 be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards general accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

### ***Other Information***

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the Housing Authority of the City of Bristow, Oklahoma's basic financial statements. The statement of modernization costs-uncompleted, financial data schedules, and the schedule of expenditures of federal awards, as required by Title 2 U.S. Code of Federal Regulations (CFR) Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* are presented for purposes of additional analysis and are not a required part of the basic financial statements.

The statement of modernization costs-uncompleted, financial data schedules, and the schedule of expenditures of federal awards is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the basic financial statements. Such information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the statement of modernization costs-uncompleted, financial data schedules, and the schedule of expenditures of federal awards are fairly stated, in all material respects, in relation to the basic financial statements as a whole.

### **Other Reporting Required by *Government Auditing Standards***

In accordance with *Government Auditing Standards*, we have also issued our report dated February 22, 2019 on our consideration of the Housing Authority of the City of Bristow, Oklahoma's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Audit Standards* in considering the Housing Authority of the City of Bristow, Oklahoma's internal control over financial reporting and compliance.

*Mike Estes, P.C.*

Mike Estes, P.C.  
Fort Worth, Texas  
February 22, 2019

# ***Bristow Housing Authority Management's Discussion and Analysis For the Year Ended June 30, 2018***

## **Introduction**

This Management's Discussion and Analysis (MD&A) of the Bristow Housing Authority (Authority) provides an introduction and overview to the financial statements of the Bristow Housing Authority for the fiscal year ended June 30, 2018. The Bristow Housing Authority presents this discussion and analysis of its financial performance during the fiscal year ended June 30, 2018, to assist the reader in focusing on significant financial issues.

The primary focus of the Authority's financial statements is on the statements of its single enterprise fund encompassing all programs administered by the Bristow Housing Authority. This information contained herein this MD&A should be considered in conjunction with the Authority's financial statements and related notes to the financial statements.

The Authority has three significant programs. They include the Low Rent Housing Program, the Capital Fund Program, and the Housing Choice Voucher Program.

- The Low Rent Housing Program consists of 159 dwelling units. Funding is provided based on dwelling rents paid by the tenants and operating fund payments received from the Department of Housing & Urban Development based on a formula.
- The Capital Fund Program is also a formula based program from HUD. The purpose of this program is to provide funding for the modernization and improvement of the Low Rent Public Housing Program. These resources allow the Authority to provide capital improvements for the current dwelling structures and assist the Authority in operations.
- The Housing Choice Voucher Program provides rental assistance to aid low income families in affording decent, safe and sanitary rental housing. The Authority provides rental assistance in the form of a housing assistance payment to a landlord on behalf of the tenant. The Authority currently has 87 units available. Funds are provided by HUD to provide rental assistance payments. The Authority is provided an administrative fee for the purpose of covering the administrative costs of the program. The administrative fee is computed by HUD on an annual basis.

For financial statement presentation, the Authority has merged the Low Rent Public Housing Program and the Capital Fund Program into a single fund reported as the general fund. The Housing Choice Voucher Program is presented as a separate fund.

# *Management's Discussion and Analysis-Cont.*

## *Overview of the Financial Statements*

This overview of the financial statement is intended to inform and introduce the reader to the Authority's financial statements. The financial statements are comprised of three individual statements. These statements include:

- The Statement of Net Position
- The Statement of Revenues, Expense, and Changes in Net Position
- The Statement of Cash Flows

**The Statement of Net Position** presents information on the assets, deferred outflows of resources, liabilities, and deferred inflows of resources with the differences between the two being reported as net position. Over time, increases or decreases in net position may serve as a useful indicator of whether the financial situation of the Authority is improving or deteriorating. Net position is comprised of three individual components:

- *Net Investment in Capital Assets* consists of capital asset balances net of accumulated depreciation less any outstanding balances of related debt associated with these assets.
- *Restricted* component of net position consists of resources that are restricted by limitations placed on these resources by an external source or imposed by law through constitutional provisions.
- *Unrestricted* component of net position represents the remaining resources available that does not meet the definition of the above categories. The unrestricted component of net position is basically the amount of resources available for future year appropriations.

**The Statement of Revenues, Expenses, and Changes in Net Position** reports the operating revenues, operating expenses, non-operating revenues, and non-operating expenses of the Authority for the fiscal year ended June 30, 2018, to determine the change in net position for the fiscal year.

**The Statement of Cash Flows** reports cash activities for the fiscal year resulting from operating activities, investing activities, non-capital financing activities, and capital and related to financing activities. The net result of these activities represents the increase or decrease of the cash equivalent account balance for the year ended June 30, 2018.

# *Management's Discussion and Analysis-Cont.*

## *Financial Highlights*

- The Bristow Housing Authority's net position increased from \$3,087,778 to \$3,180,928, an increase of \$93,150 or 3%. The total assets also increased by \$98,988 or 3%.
- The unrestricted net asset balance at June 30, 2018, was \$1,627,264. This represents an increase of \$24,360 or 2% from the previous year.
- Total revenues increased from \$1,155,308 to \$1,409,055, an increase of \$253,747 or 22%.
- Total expenses increased by \$67,295, from \$1,244,388 to \$1,311,683 for the current year. This represents an increase of 5%.

## *Housing Authority Activities & Highlights*

The Housing Authority's overall financial position for the past two years is summarized below based on the information in the current and prior financial statements. The table below provides the asset, liability, and net position (equity) comparisons for the year ended June 30, 2018, and June 30, 2017.

### **Summary Statement of Net Position**

*As of June 30, 2018 and 2017*

<u>Category</u>	<u>6/30/2018</u>	<u>6/30/2017</u>	<u>Change \$</u>	<u>Change %</u>
Current Assets	\$ 1,734,886	\$ 1,700,368	\$ 34,518	2%
Fixed Assets (Net of Depreciation)	\$ 1,545,200	\$ 1,480,730	\$ 64,470	4%
Total Assets	\$ 3,280,086	\$ 3,181,098	\$ 98,988	3%
Current Liabilities	\$ 98,289	\$ 92,473	\$ 5,816	6%
Non Current Liabilities	\$ 869	\$ 847	\$ 22	3%
Total Liabilities	\$ 99,158	\$ 93,320	\$ 5,838	6%
Unrestricted	\$ 1,627,264	\$ 1,602,904	\$ 24,360	2%
Restricted	\$ 8,464	\$ 4,144	\$ 4,320	104%
Net Investment in Capital Assets	\$ 1,545,200	\$ 1,480,730	\$ 64,470	4%
Total Net Position	\$ 3,180,928	\$ 3,087,778	\$ 93,150	3%

### Current Assets

Current assets increased by \$34,518. The increase resulted from excess operating revenues over operating expenses. Unrestricted cash and investments increased from \$1,416,319 to \$1,641,488, an increase of \$225,169 from June 30, 2017 to June 30, 2018. The increase in unrestricted cash and investments is primarily due to accounts receivable – operating subsidy decreasing by \$166,554.



# *Management's Discussion and Analysis-Cont.*

## *Noncurrent Assets*

Noncurrent assets increased by 64,470, due primarily to completion of capital projects. More details are provided in the Capital Assets section in a subsequent paragraph.

## *Current Liabilities*

Current liabilities increased by \$5,816 from the previous fiscal year. The increase is due primarily to accrued wage/payroll taxes payable increasing by \$3,492, accounts payable – other government increasing by \$1,317, and tenant security deposits increasing by \$1,001.

## *NonCurrent Liabilities*

Non-current liabilities increased by \$22 due to an increase in accrued compensated absences (non-current portion).

## *Net Position*

The restricted component of the financial positions held for HAP payments increased by \$4,320 due to HAP funding exceeding HAP expenditures in the current fiscal year.

The Authority's unrestricted component of net position changed from \$1,602,904 to \$1,627,264, an increase of \$24,360, or 2% for the current year. The primary reason for the increase was due to excess operating revenues over operating expenditures for the current year. The unrestricted component of net position is the amount available for future appropriations. This balance is subject to program specific guidelines. Individual program balances that comprise the unrestricted component of net position are as follows:

Low Rent Housing Program	\$1,465,987
Section 8 Housing Choice Voucher Program:	
Administrative Funding	<u>161,277</u>
Total Unrestricted Net Financial Position	<u>\$1,627,264</u>

## *Management's Discussion and Analysis-Cont.*

The table below summarizes the overall operations for the past two years for the years ending June 30, 2018, and June 30, 2017.

### **Summary Statement of Revenues & Expenses and Changes in Net Position** *Years Ended June 30, 2018 and 2017*

<u>Category</u>	<u>6/30/2018</u>	<u>6/30/2017</u>	<u>Change \$</u>	<u>Change %</u>
Program Revenues:				
Tenant Revenue	\$ 377,208	\$ 384,305	\$ (7,097)	-2%
Government Operating Grants	\$ 717,090	\$ 730,360	\$ (13,270)	-2%
Capital Grants	\$ 304,428	\$ 35,305	\$ 269,123	762%
Other Revenue	\$ 1,983	\$ 190	\$ 1,793	944%
Interest Income	\$ 8,346	\$ 5,148	\$ 3,198	62%
Total Revenue	\$ 1,409,055	\$ 1,155,308	\$ 253,747	22%
Expenses:				
Administration	\$ 216,759	\$ 221,080	\$ (4,321)	-2%
Utilities	\$ 54,747	\$ 45,402	\$ 9,345	21%
Ordinary Maintenance	\$ 354,001	\$ 293,151	\$ 60,850	21%
Protective Services	\$ 955	\$ 1,017	\$ (62)	-6%
General/Insurance Expense	\$ 180,698	\$ 165,466	\$ 15,232	9%
Nonroutine Maintenance	\$ -	\$ 4,487	\$ (4,487)	-100%
Depreciation	\$ 249,757	\$ 253,961	\$ (4,204)	-2%
Housing Assistance Payments	\$ 254,766	\$ 259,824	\$ (5,058)	-2%
Total Expenses	\$ 1,311,683	\$ 1,244,388	\$ 67,295	5%
Excess (Deficiency) Before Special Items	\$ 97,372	\$ (89,080)	\$ 186,452	-209%
Special Item/Casualty Losses	\$ 4,222	\$ -	\$ 4,222	N/A
Change in Net Position	\$ 93,150	\$ (89,080)	\$ 182,230	-205%
Net Position, Beginning of Year	\$ 3,087,778	\$ 3,176,858	\$ (89,080)	-3%
Net Position, End of Year	\$ 3,180,928	\$ 3,087,778	\$ 93,150	3%

### **Results of Operations**

Revenues of the Authority are generated principally from dwelling rents and HUD grants. The Authority's revenue increased by \$253,747 during the current fiscal year as compared to the previous year amounts.

- Tenant revenue decreased by \$7,097 from the prior year. The decrease is primarily due to the decrease in average rent from \$203 in the prior year to \$199 in the current year.
- HUD operating grants decreased by \$13,270. Low Rent Program operating subsidy decreased by \$18,693, CFP operating grants increased by \$12,246, and Section 8 Voucher's operating grants decreased by \$6,823 from the prior year.

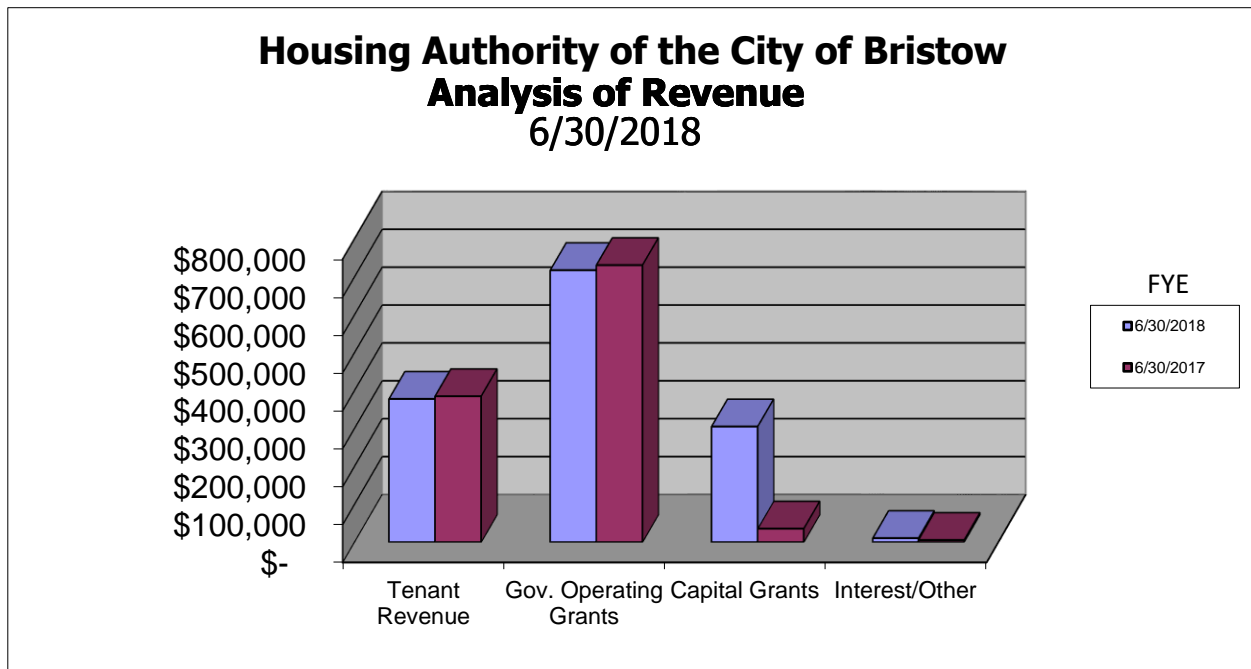
## *Management's Discussion and Analysis-Cont.*

- Capital grants increased by \$269,123 due to increased capital improvement activity in the current year.

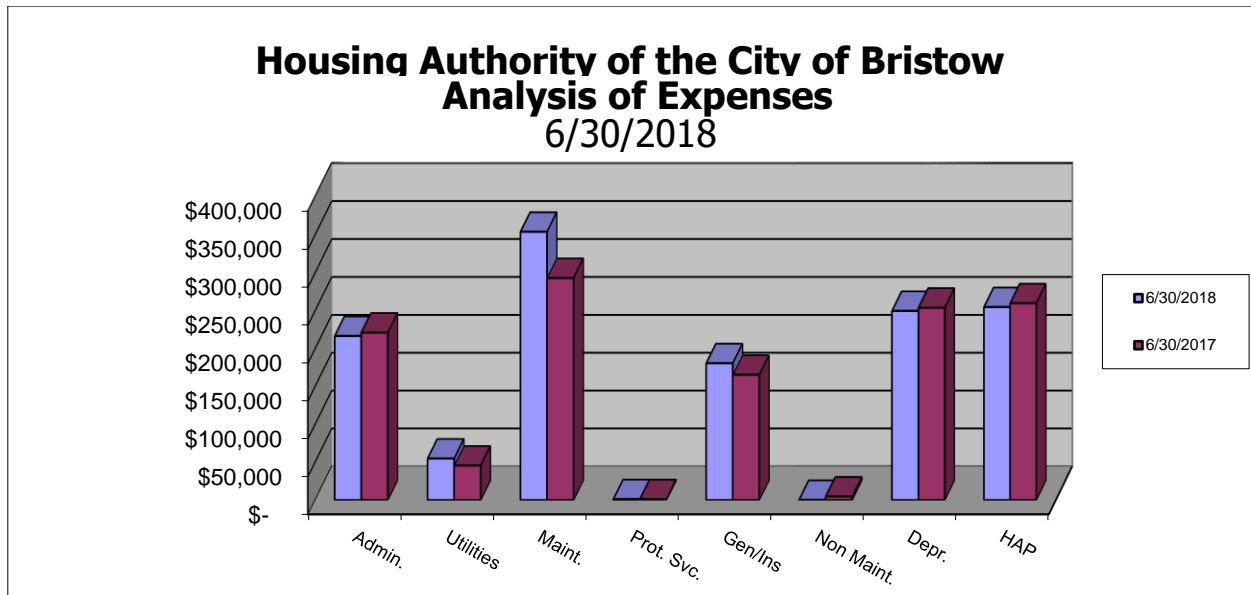
Total expenses increased by \$67,295. Significant differences between the current and previous fiscal years include:

- Utilities increased by \$9,345 due to an increase in water by \$6,180, electricity by \$1,867, and sewer by \$1,671.
- Maintenance costs increased by \$60,850 from the previous year due to unit turnaround contracts increasing by \$26,712, miscellaneous contracts increasing by \$22,287, and employee benefits increasing by \$9,788.
- General/insurance expenses increased by \$15,232 due primarily to an increase in insurance premiums of \$15,791.
- The casualty loss – non-capitalized expense of \$4,222 is due to an apartment flooding.

We have provided the following presentations to demonstrate the revenues and expenses by summarized account category:



## Management's Discussion and Analysis-Cont.



### Capital Assets

As of June 30, 2018, the Authority's net investment in capital assets was \$1,545,200. This investment includes land, building, equipment, and construction in progress net of accumulated depreciation.

Category	6/30/2018	6/30/2017	Change \$	Change %
Land	\$ 75,484	\$ 75,484	\$ -	0%
Buildings	\$ 7,809,334	\$ 7,778,034	\$ 31,300	0%
Equipment	\$ 218,932	\$ 195,302	\$ 23,630	12%
Construction in Progress	\$ 259,297	\$ -	\$ 259,297	N/A
Accumulated Depreciation	\$ (6,817,847)	\$ (6,568,090)	\$ (249,757)	4%
<b>Total Net Fixed Assets</b>	<b>\$ 1,545,200</b>	<b>\$ 1,480,730</b>	<b>\$ 64,470</b>	<b>4%</b>

The addition to the building account is from the addition of two HVAC units purchased with the Low Rent Program and a concrete work project that was funded by the 2013 Capital Fund Program Grant.

The equipment account increased due to the purchase of an ice machine, mower, and copier with the 2013 Capital Fund Program Grant.

The construction in progress is from a project that includes unit rehab., sewer lines, roofing, and concrete work funded with the 2014 and 2015 Capital Fund Program Grants.

### Long Term Debt Liability

The Authority classifies a portion of the employee's leave as long term debt. This is because the Authority does not anticipate paying out the total amount accrued in the upcoming fiscal year. The amount estimated as long term was \$869, a net increase of \$22 from the previous year.

## ***Management's Discussion and Analysis-Cont.***

### **Subsequent Event**

Due to the 2018 Congressional Appropriations, the Authority's operating subsidy provided by HUD for the Low Rent Housing Program was prorated to 94.74% for the calendar year 2018.

The amount of funding for the 2018 calendar year for the Housing Choice Voucher Program will include the proration of administrative fees at 77.58% and HAP funding at 99.75%.

### **Request for Information**

This financial report is designed to provide a general overview of the Authority's financial position as of June 30, 2018 for all those interested.

If you should have additional questions regarding the financial information, you can contact our office in writing at the following address:

Bristow Housing Authority  
Melvin Taylor, Executive Director  
1110 S. Chestnut  
Bristow, OK 74010

HOUSING AUTHORITY OF BRISTOW, OKLAHOMA  
STATEMENT OF NET POSITION

JUNE 30, 2018

	General	Housing Choice Voucher	Total
	<u>                    </u>	<u>                    </u>	<u>                    </u>
<b>ASSETS</b>			
Current assets			
Cash and cash equivalents	\$ 345,603	\$ 98,544	\$ 444,147
Investments	1,132,378	64,963	1,197,341
Accounts receivable net	43,762	0	43,762
Interest receivable	73	0	73
Prepaid items and other assets	4,693	235	4,928
Inventory	878	0	878
Restricted assets - cash and cash equivalents	35,293	8,464	43,757
	<u>1,562,680</u>	<u>172,206</u>	<u>1,734,886</u>
Capital Assets, net			
Land and other non-depreciated assets	334,781	0	334,781
Other capital assets - net of depreciation	1,210,419	0	1,210,419
	<u>1,545,200</u>	<u>0</u>	<u>1,545,200</u>
Total Assets	<u>\$ 3,107,880</u>	<u>172,206</u>	<u>\$ 3,280,086</u>
<b>LIABILITIES</b>			
Current Liabilities			
Accounts payable	\$ 20,136	\$ 1,572	\$ 21,708
Unearned income	4,852	363	5,215
Compensated absences payable	2,429	307	2,736
Accrued PILOT	33,337	0	33,337
Deposits due others	35,293	0	35,293
	<u>96,047</u>	<u>2,242</u>	<u>98,289</u>
Noncurrent Liabilities			
Compensated absences payable	646	223	869
	<u>96,693</u>	<u>2,465</u>	<u>99,158</u>
<b>NET POSITION</b>			
Net investment in capital assets	1,545,200	0	1,545,200
Restricted for:			
HAP Equity	0	8,464	8,464
Unrestricted	1,465,987	161,277	1,627,264
	<u>3,011,187</u>	<u>169,741</u>	<u>3,180,928</u>
Net Position	<u>\$ 3,011,187</u>	<u>\$ 169,741</u>	<u>\$ 3,180,928</u>

The Notes to the Financial Statements are an integral part of these statements.

HOUSING AUTHORITY OF BRISTOW, OKLAHOMA  
STATEMENT OF REVENUES,  
EXPENSES AND CHANGES IN FUND NET POSITION

FOR THE YEAR ENDED JUNE 30, 2018

	General	Housing Choice Voucher	Total
<b>OPERATING REVENUES</b>			
Dwelling rental	\$ 361,611	\$ 0	\$ 361,611
Governmental operating grants	424,658	292,432	717,090
Tenant revenue- other	15,597	0	15,597
Other	1,616	367	1,983
<b>Total Operating Revenues</b>	<b>803,482</b>	<b>292,799</b>	<b>1,096,281</b>
<b>OPERATING EXPENSES</b>			
Administration	190,893	25,866	216,759
Utilities	54,747	0	54,747
Ordinary maintenance & operations	354,001	0	354,001
Protective services	955	0	955
General expenses	178,119	2,579	180,698
Depreciation	249,757	0	249,757
Casualty losses	4,222	0	4,222
Housing assistance payments	0	254,766	254,766
<b>Total Operating Expenses</b>	<b>1,032,694</b>	<b>283,211</b>	<b>1,315,905</b>
<b>Income (Loss) from Operations</b>	<b>(229,212)</b>	<b>9,588</b>	<b>(219,624)</b>
<b>Non Operating Revenues (Expenses)</b>			
Interest earnings	7,758	588	8,346
<b>Total Non-Operating Revenues (Expenses)</b>	<b>7,758</b>	<b>588</b>	<b>8,346</b>
<b>Income (Loss) before contribution</b>	<b>(221,454)</b>	<b>10,176</b>	<b>(211,278)</b>
Capital Contribution	304,428	0	304,428
<b>Change in net position</b>	<b>82,974</b>	<b>10,176</b>	<b>93,150</b>
Total net position - beginning	2,928,213	159,565	3,087,778
<b>Total net position - ending</b>	<b>\$ 3,011,187</b>	<b>\$ 169,741</b>	<b>\$ 3,180,928</b>

The Notes to the Financial Statements are an integral part of these statements.

HOUSING AUTHORITY OF BRISTOW, OKLAHOMA  
STATEMENT OF CASH FLOWS

FOR THE YEAR ENDED JUNE 30, 2018

	General	Housing Choice Voucher	Total
	<u>                    </u>	<u>                    </u>	<u>                    </u>
<b>CASH FLOWS FROM OPERATING ACTIVITIES</b>			
Rental receipts	\$ 352,741	\$ 0	\$ 352,741
Other receipts	20,693	367	21,060
Federal grants	591,212	291,396	882,608
Payments to vendors	(434,757)	(5,980)	(440,737)
Payments to employees – net	(307,541)	(21,399)	(328,940)
Payments to private landlords	0	(254,766)	(254,766)
	<u>                    </u>	<u>                    </u>	<u>                    </u>
Net cash provided (used) by operating activities	222,348	9,618	231,966
<b>CASH FLOWS FROM CAPITAL AND RELATED FINANCING ACTIVITIES</b>			
Purchase of capital assets	(314,227)	0	(314,227)
Federal Capital Grants	304,428	0	304,428
	<u>                    </u>	<u>                    </u>	<u>                    </u>
Net cash provided (used) by capital and related financing activities	(9,799)	0	(9,799)
<b>CASH FLOWS FROM INVESTING ACTIVITIES</b>			
Interest income	7,735	588	8,323
Purchase of investments	(257,363)	(534)	(257,897)
	<u>                    </u>	<u>                    </u>	<u>                    </u>
Net cash provided (used) by investing activities	(249,628)	54	(249,574)
<b>NET INCREASE (DECREASE) IN CASH AND CASH EQUIVALENTS</b>	(37,079)	9,672	(27,407)
<b>CASH AND CASH EQUIVALENTS Beginning of Fiscal Year</b>	417,975	97,336	515,311
	<u>                    </u>	<u>                    </u>	<u>                    </u>
<b>CASH AND CASH EQUIVALENTS End of Fiscal Year</b>	\$ 380,896	\$ 107,008	\$ 487,904
	<u>                    </u>	<u>                    </u>	<u>                    </u>

Continued



HOUSING AUTHORITY OF BRISTOW, OKLAHOMA  
STATEMENT OF CASH FLOWS

FOR THE YEAR ENDED JUNE 30, 2018

	General	Housing Choice Voucher	Total
	<u>                    </u>	<u>                    </u>	<u>                    </u>
<b>RECONCILIATION OF OPERATING INCOME (LOSS) TO NET CASH PROVIDED (USED) BY OPERATING ACTIVITIES</b>			
Operating income (loss)	\$ (229,212)	\$ 9,588	\$ (219,624)
Adjustment to reconcile operating income (loss) to net cash provided (used) by operating activities:			
Depreciation Expense	249,757	0	249,757
Provision of uncollectible accounts	1,012	0	1,012
Change in assets and liabilities:			
Receivables	168,138	0	168,138
Inventories	(3)	0	(3)
Prepaid items	27,202	243	27,445
Account payables	1,410	823	2,233
Unearned income	1,726	(1,036)	690
Deposits due others	1,001	0	1,001
Accrued PILOT	1,317	0	1,317
Net cash provided (used) by operations	<u>\$ 222,348</u>	<u>\$ 9,618</u>	<u>\$ 231,966</u>

Concluded

The Notes to the Financial Statements are an integral part of these statements.

HOUSING AUTHORITY OF BRISTOW, OKLAHOMA  
NOTES TO THE BASIC FINANCIAL STATEMENTS

JUNE 30, 2018

INDEX

NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES.....	17
A. REPORTING ENTITY .....	17
B. FUNDS .....	18
C. MEASUREMENT FOCUS AND BASIS OF ACCOUNTING .....	18
D. CASH AND CASH EQUIVALENTS.....	19
E. INVESTMENTS.....	19
F. REVENUE RECOGNITION .....	19
G. INVENTORY .....	19
H. PREPAID ITEMS.....	19
I. CAPITAL ASSETS .....	20
J. UNEARNED INCOME.....	20
K. COMPENSATED ABSENCES .....	20
L. POST EMPLOYMENT BENEFITS .....	20
M. NET POSITION AND FLOW ASSUMPTIONS.....	20
N. USE OF ESTIMATES.....	21
NOTE 2 – DEPOSITS AND INVESTMENTS.....	21
NOTE 3 – ACCOUNTS RECEIVABLE .....	22
NOTE 4 – CAPITAL ASSETS .....	22
NOTE 5 – ACCOUNTS PAYABLE.....	23
NOTE 6 – COMPENSATED ABSENCES.....	23
NOTE 7 – LONG – TERM OBLIGATIONS.....	23
NOTE 8 – INTERFUND RECEIVABLES AND PAYABLES.....	23
NOTE 9 – RETIREMENT SYSTEM.....	24
NOTE 10 – COMMITMENTS AND CONTINGENCIES .....	24
NOTE 11 – ECONOMIC DEPENDENCE .....	25
NOTE 12 – SUBSEQUENT EVENTS .....	25

HOUSING AUTHORITY OF BRISTOW, OKLAHOMA  
NOTES TO THE BASIC FINANCIAL STATEMENTS

JUNE 30, 2018

**NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES** The accompanying financial statements of the Housing Authority of the City of Bristow have been prepared in conformity with accounting principles generally accepted in the United States of America (GAAP) as applied to governmental units. The Governmental Accounting Standards Board (GASB) is the accepted standard-setting body for establishing governmental accounting and financial reporting principles.

**A. REPORTING ENTITY** Housing Authorities are chartered as public corporations under the state laws for the purpose of providing safe and sanitary dwellings accommodations. This creation was contingent upon the local governing body of the city declaring a need for the Housing Authority to function in such city. The Housing Authority is governed by a five member Board of Commissioners. The members, appointed by the Honorable Mayor of the City of Bristow, serve staggered multi-year terms.

The Housing Authority has the following units:

PHA Owned Housing	FW 159
Section 8	
Housing Choice Vouchers	87

GASB Statement 14 establishes criteria for determining the governmental reporting entity and component units that should be included within the reporting entity. Under provisions of this Statement, the Housing Authority is considered a primary government, since it is a special purpose government that has a separate governing body, is legally separate, and is fiscally independent of other state or local governments. As used in GASB Statement 14, fiscally independent means that the Housing Authority may, without the approval or consent of another governmental entity, determine or modify its own budget, levy its own taxes or set rates or charges, and issue bonded debt with HUD approval.

The Housing Authority is a related organization of the City of Bristow since the City of Bristow appoints a voting majority of the Housing Authority's governing board. The City of Bristow is not financially accountable for the Housing Authority as it cannot impose its will on the Housing Authority and there is no potential for the Housing Authority to provide financial benefit to, or impose financial burdens on, the City of Bristow. Accordingly, the Housing Authority is not a component unit of the financial reporting entity of the City of Bristow.

Governmental Accounting Standards Board (GASB) Codification Section 2100 establishes criteria for determining which, if any, component units should be considered part of the Housing Authority for financial reporting purposes. The basic criteria for including a potential component unit within the reporting entity is financial accountability. The GASB has set forth criteria to be considered in determining financial accountability, which includes:

HOUSING AUTHORITY OF BRISTOW, OKLAHOMA  
NOTES TO THE BASIC FINANCIAL STATEMENTS

JUNE 30, 2018

- 1) Appointing a voting majority of an organization's governing body, and:
  - a) The ability of the government to impose its will on that organization and/or
  - b) The potential for the organization to provide specific financial benefits to or impose specific financial burdens on the government.
- 2) Organizations for which the government does not appoint a voting majority but are fiscally dependent on the government.
- 3) Organizations for which the reporting entity financial statements would be misleading if data of the organization is not included because of the nature or significance of the relationship.

Based on the previous criteria, the Housing Authority has determined that there are no component units that should be considered as part of the Housing Authority reporting entity.

**B. FUNDS** The accounts of the Housing Authority are organized and operated on the basis of funds. A fund is an independent fiscal and accounting entity with a self-balancing set of accounts. Fund accounting segregates funds according to their intended purpose and is used to aid management in demonstrating compliance with finance-related legal and contractual provisions. The minimum number of funds are maintained consistent with legal and managerial requirements.

The transactions of the Housing Authority are reported in a proprietary enterprise fund. The general fund accounts for the transactions of the Public Housing Low Rent program and the Capital Fund program. The housing choice voucher fund accounts for the Section 8 Housing Choice Voucher program.

### **C. MEASUREMENT FOCUS AND BASIS OF ACCOUNTING**

**PROPRIETARY FUNDS** Proprietary funds are accounted for on the flow of economic resources measurement focus and the accrual basis of accounting. Under this method, revenues are recorded when earned and expenses are recorded at the time the liabilities are incurred. With this measurement focus, all assets and all liabilities associated with the operation of these funds are included on the statement of net position.

Proprietary funds distinguish operating revenues and expenses from non-operating items. Operating revenues and expenses generally result from providing services and producing and delivering goods in connection with a proprietary funds' principal ongoing operations. According to the Authority's policy, governmental operating grants are considered operating revenues. The other principal operating revenues of the Housing Authority are rent and maintenance charges to residents and operating fees earned. Operating expenses for proprietary funds include the administrative costs of providing the service and the housing assistance payments to landlords. All revenues and expenses not meeting this definition are reported as non-operating revenues and expenses.

HOUSING AUTHORITY OF BRISTOW, OKLAHOMA  
NOTES TO THE BASIC FINANCIAL STATEMENTS

JUNE 30, 2018

**D. CASH AND CASH EQUIVALENTS** Cash includes amounts in demand deposits and interest-bearing demand deposits. Cash equivalents include amounts in time deposits, of less than ninety days, and cash with fiscal agent. Under state law, the Housing Authority may deposit funds in demand deposits, interest-bearing demand deposits, money market accounts, or time deposits with state banks organized under state law and national banks having their principal offices in the state.

On the Statement of Cash Flows, cash and cash equivalents, end of year, is \$487,904. This is comprised of cash and cash equivalents of \$444,147 and restricted assets – cash of \$43,757, on the statement of net position.

**E. INVESTMENTS** Investments are limited by the Housing Authority’s investment policy to Certificates of Deposit. If the original maturities of investments exceed 90 days, they are classified as investments; however, if the original maturities are 90 days or less, they are classified as cash equivalents.

The investments are reflected at quoted market prices except for the following which are required/permitted as per GASB Statement No. 31:

Investments in *nonparticipating* interest-earning contracts, such as nonnegotiable certificates of deposit with redemption terms that do not consider market rates, are reported using a cost-based measure.

Definitions:

Interest-earning investment contract include time deposits with financial institutions (such as certificates of deposit), repurchase agreements, and guaranteed investment contracts.

**F. REVENUE RECOGNITION** Revenues and other governmental fund financial resource increments are recognized in the accounting period in which they become susceptible to accrual – that is, when they become *measurable* and *available* to the finance expenditures of the fiscal period. “Available” is determined as collectible within the 12 months of the fiscal year or soon enough thereafter to be used in pay liabilities of the current period.

**G. INVENTORY** All purchased inventory items are valued at cost using the first-in, first-out method. Inventory is recorded using the purchase method. At year end, the amount of inventory is recorded for external financial reporting.

**H. PREPAID ITEMS** Certain payments to vendors reflect costs applicable to future accounting periods and are recorded as prepaid items.

HOUSING AUTHORITY OF BRISTOW, OKLAHOMA  
NOTES TO THE BASIC FINANCIAL STATEMENTS

JUNE 30, 2018

**I. CAPITAL ASSETS** Capital assets are recorded at historical cost and depreciated over their estimated useful lives (excluding salvage value). The capitalization threshold is \$1,000. Donated capital assets are recorded at their estimated fair value at the date of donation. Estimated useful life is management's estimate of how long the asset is expected to meet service demands. Straight line depreciation is used based on the following estimated useful lives:

Site improvements	15 years
Buildings	15-40 years
Building improvements	15 years
Furniture and equipment	5-7 years
Computers	3 years

**J. UNEARNED INCOME** The Housing Authority reports prepaid revenues on its statement of net position. Prepaid revenues arise when resources are received by the Housing Authority before it has a legal claim to them, as when grant monies are received prior to the occurrence of qualifying expenditures. In subsequent periods, when the Housing Authority has a legal claim to the resources, the liability for prepaid revenue is removed from the statement of net position and the revenue is recognized.

**K. COMPENSATED ABSENCES** Under adopted policy, employees earn one week of annual vacation leave for each year of service. For two to five years, two weeks is earned. After five years of service, three weeks of annual vacation is earned. Annual leave is forfeited if it is not used within one year of the date it is earned.

Sick days are earned for each month of service. It may be accrued, but unused time is not paid upon termination or retirement.

**L. POST EMPLOYMENT BENEFITS** The Authority does not recognize or pay any post employment benefits. Accordingly, Governmental Accounting Standards Board (GASB) Statement Number 45 does not apply.

**M. NET POSITION AND FLOW ASSUMPTIONS** Net position is reported as restricted when constraints placed on net position use as either:

Externally imposed by creditors (such as debt covenants), grantors, contributors, or laws or regulations of other governments or imposed by law through constitutional provisions or enabling legislation.

Sometime the Authority may fund outlays from both restricted and unrestricted resources. In the event that should occur, the Authority must make a flow assumption about the order in which the resources are considered to be applied. It is the Authority's policy to consider restricted-net position to have been depleted before unrestricted-net position is applied.

HOUSING AUTHORITY OF BRISTOW, OKLAHOMA  
NOTES TO THE BASIC FINANCIAL STATEMENTS

JUNE 30, 2018

**N. USE OF ESTIMATES** The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues, expenses and other financing sources and uses during the reporting period. Actual results could differ from those estimates.

**NOTE 2 – DEPOSITS AND INVESTMENTS** The Housing Authority has reported their investments with a maturity at time of purchase of one year or less at amortized cost. Investments with maturity at time of purchase of greater than one year are presented at fair value at June 30, 2018. Deposits are stated at cost, which approximates fair value.

Interest Rate Risk: The Housing Authority's policy does not address interest rate risk.

Credit Rate Risk: GASB 40 disclosure of credit rate risk does not apply, since the Authority's only investments are certificates of deposit.

Custodial Credit Risk: The Authority's policy requires the financial institution to cover the first \$250,000 of deposits with FDIC coverage. Any excess deposits must be collateralized with securities held by the pledging financial institution, with a fair market value that equals or exceeds the amount of excess deposits.

Restricted Cash: \$35,293 is restricted in the General Fund for security deposits. \$8,464 is restricted in the Housing Choice Voucher Fund for HAP Equity.

At June 30, 2018, the Housing Authority's carrying amount of deposits was \$1,685,045 and the bank balance was \$1,714,529, which includes \$1,197,341 in certificates of deposits classified as investments. Petty cash consists of \$200. \$1,373,216 of the bank balance was covered by FDIC Insurance. The remaining bank balance of \$341,313 was covered by pledged securities. However, this \$341,313 was exposed to custodial credit risk, as defined by GASBS No. 40, para. 8, because it was uninsured and collateralized with securities held by the pledging financial institution's trust department or agent but not in the Housing Authority's name.

HOUSING AUTHORITY OF BRISTOW, OKLAHOMA  
NOTES TO THE BASIC FINANCIAL STATEMENTS

JUNE 30, 2018

**NOTE 3 – ACCOUNTS RECEIVABLE** The receivables at June 30, 2018, are as follows:

<u>Class of Receivables</u>	<u>General</u>	<u>Housing Choice Voucher</u>	<u>Total</u>
Local sources:			
Tenants	\$ 3,200	\$ 0	\$ 3,200
Federal sources:			
Grants	40,562	0	40,562
Total	<u>\$ 43,762</u>	<u>\$ 0</u>	<u>\$ 43,762</u>

The tenants account receivable is net of an allowance for doubtful accounts of \$4,007.

**NOTE 4 – CAPITAL ASSETS** The changes in capital assets are as follows:

	<u>Beginning Balance</u>	<u>Additions</u>	<u>Deletions</u>	<u>Ending Balance</u>
Non-depreciable assets				
Land and buildings	\$ 75,484	\$ 0	\$ 0	\$ 75,484
Construction in progress	0	259,297	0	259,297
Depreciable assets:				
Buildings	7,778,034	31,300	0	7,809,334
Furniture and equipment	195,302	23,630	0	218,932
Total capital assets	<u>8,048,820</u>	<u>314,227</u>	<u>0</u>	<u>8,363,047</u>
Less: accumulated depreciation				
Buildings	6,443,234	223,707	0	6,666,941
Furniture and equipment	124,856	26,050	0	150,906
Total accumulated depreciation	<u>6,568,090</u>	<u>249,757</u>	<u>0</u>	<u>6,817,847</u>
Total capital assets, net	<u>\$ 1,480,730</u>	<u>\$ 64,470</u>	<u>\$ 0</u>	<u>\$ 1,545,200</u>



HOUSING AUTHORITY OF BRISTOW, OKLAHOMA  
NOTES TO THE BASIC FINANCIAL STATEMENTS

JUNE 30, 2018

**NOTE 5 – ACCOUNTS PAYABLE** The payables at June 30, 2018 are as follows:

	General	Housing Choice Voucher	Total
Vendors	\$ 6,391	\$ 1,126	\$ 7,517
Payroll taxes & Retirement withheld	5,878	446	6,324
Utilities	7,867	0	7,867
Total	\$ 20,136	\$ 1,572	\$ 21,708

**NOTE 6 – COMPENSATED ABSENCES** At June 30, 2018, employees of the Housing Authority have accumulated and vested \$3,605 of employee leave computed in accordance with GASB, Codification Section C60.

**NOTE 7 – LONG – TERM OBLIGATIONS** The following is a summary of the long – term obligation transactions for the year ended June 30, 2018.

	Compensated Absences
Balance, beginning	\$ 3,654
Additions	11,220
Deletions	11,269
Balance, ending	3,605
Amounts due in one year	\$ 2,736

**NOTE 8 – INTERFUND RECEIVABLES AND PAYABLES** At June 30, 2018, the General Fund owes the Housing Choice Voucher Fund \$1,593. For financial statement purposes, this amount was deducted from General Fund cash and added to Housing Choice Voucher Fund cash.

HOUSING AUTHORITY OF BRISTOW, OKLAHOMA  
NOTES TO THE BASIC FINANCIAL STATEMENTS

JUNE 30, 2018

**NOTE 9 – RETIREMENT SYSTEM** The Housing Authority participates in an IRA Simple Retirement Plan. After a 90 day waiting period, employees may elect to participate, if they are projected to earn at least \$5,000 per annum. Participating employees may contribute up to 3% of their salary and the PHA contributes 3% of their salary. All contributions are immediately fully vested.

The Housing Authority has the right to establish or amend retirement plan provisions. The Housing Authority's Joinder Agreement with the Plan may be amended or modified by Board Resolution. Amendment of the Joinder Agreement is limited to provisions affecting plan specifications.

The Housing Authority made the required contributions of \$9,094 for the year ended June 30, 2018, of which \$4,212 was paid by the Housing Authority and \$4,882 was paid by employees. No payments were made out of the forfeiture account.

**NOTE 10 – COMMITMENTS AND CONTINGENCIES**

**Litigation** The Housing Authority is not presently involved in litigation.

**Grant Disallowances** The Housing Authority participates in a number of federally assisted grant programs. The programs are subject to compliance audits under the single audit approach. Such audits could lead to requests for reimbursement by the grantor agency for expenditures disallowed under terms of the grants. Housing Authority management believes that the amount of disallowance, if any, which may arise from future audits will not be material.

**Construction Projects** There are certain renovation or construction projects in progress at June 30, 2018. These include modernizing rental units. These projects are being funded by HUD. Funds are requested periodically as the cost is incurred.

HOUSING AUTHORITY OF BRISTOW, OKLAHOMA  
NOTES TO THE BASIC FINANCIAL STATEMENTS

JUNE 30, 2018

**Risk Management** The Housing Authority is exposed to various risks of loss related to torts; theft of, damage to and destruction of assets; errors and omissions; and natural disasters for which the Housing Authority carries commercial insurance.

The Housing Authority transfers risk of loss by participating in a public entity risk pool and contracting with a commercial insurance carrier for all major categories of exposed risk.

This includes coverage of worker's compensation. The risk pool and insurance contracted are obligated to meet settlements up to the maximum coverage, after the PHA's premiums and deductions are met.

Legal counsel believes, based on case precedent and Oklahoma Attorney General opinions, that if the Oklahoma Municipal League Intergovernmental Risk Pool (TML) is unable to meet its obligations, the risk to the Housing Authority is only that its own claim would be unpaid.

Coverage has not significantly changed from the previous year and settlements for each of the past three years have not exceeded insurance coverage.

**NOTE 11- ECONOMIC DEPENDENCE** The Department of Housing and Urban Development provided \$1,021,518 to the Housing Authority, which represents approximately 73% of the Housing Authority's total revenue and capital contributions for the year.

**NOTE 12 - SUBSEQUENT EVENTS** Management has evaluated events and transactions subsequent to the statement of net position date through, February 22, 2019, of the independent auditor's report for potential recognition or disclosure in the financial statements. Management has not identified any items requiring recognition or disclosure.



MIKE ESTES, CPA

**MIKE ESTES, P.C.**  
A PROFESSIONAL ACCOUNTING CORPORATION  
4040 FOSSIL CREEK BLVD – SUITE 100  
FORT WORTH, TEXAS 76137

---

Phone (817) 831-3553  
Fax (817) 831-3558  
e-mail: [office@mikeestepc.com](mailto:office@mikeestepc.com)  
website: [mikeestepc.com](http://mikeestepc.com)

MEMBER OF THE  
AMERICAN INSTITUTE OF  
CERTIFIED PUBLIC  
ACCOUNTANTS  
and the  
AICPA GOVERNMENTAL  
AUDIT QUALITY CENTER

Report on Internal Control Over Financial Reporting and on Compliance and  
Other Matters Based on an Audit of Financial Statements Performed in  
Accordance with *Government Auditing Standards*

Independent Auditor's Report

Housing Authority of Bristow  
Bristow, Oklahoma

We have audited, in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, the financial statements of each major fund of the Housing Authority of the City of Bristow, Oklahoma, as of and for the year ended June 30, 2018, and the related notes to the financial statements, which collectively comprise the Housing Authority of the City of Bristow, Oklahoma's basic financial statements, and have issued our report thereon dated February 22, 2019.

***Internal Control Over Financial Reporting***

In planning and performing our audit of the financial statements, we considered the Housing Authority of the City of Bristow, Oklahoma's internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Housing Authority of the City of Bristow, Oklahoma's internal control. Accordingly, we do not express an opinion on the effectiveness of the Housing Authority of the City of Bristow, Oklahoma's internal control.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses, or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

### ***Compliance and Other Matters***

As part of obtaining reasonable assurance about whether the Housing Authority of the City of Bristow, Oklahoma's financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

### ***Purpose of this Report***

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

*Mike Estes, P.C.*

Mike Estes, P.C.  
Fort Worth, Texas  
February 22, 2019



MIKE ESTES, CPA

**MIKE ESTES, P.C.**  
A PROFESSIONAL ACCOUNTING CORPORATION  
4040 FOSSIL CREEK BLVD – SUITE 100  
FORT WORTH, TEXAS 76137

---

Phone (817) 831-3553  
Fax (817) 831-3558  
e-mail: [office@mikeestepc.com](mailto:office@mikeestepc.com)  
website: [mikeestepc.com](http://mikeestepc.com)

MEMBER OF THE  
AMERICAN INSTITUTE OF  
CERTIFIED PUBLIC  
ACCOUNTANTS  
*and the*  
AICPA GOVERNMENTAL  
AUDIT QUALITY CENTER

Report on Compliance For Each Major Federal Program; Report on Internal Control Over Compliance; and Report on the Schedule of Expenditures of Federal Awards Required by the Uniform Guidance

Independent Auditor's Report

Housing Authority of Bristow  
Bristow, Oklahoma

***Report on Compliance for Each Major Federal Program***

We have audited the Housing Authority of the City of Bristow, Oklahoma's compliance with the types of compliance requirements described in the *OMB Compliance Supplement* that could have a direct and material effect on each of the Housing Authority of the City of Bristow, Oklahoma's major federal programs for the year ended June 30, 2018. The Housing Authority of the City of Bristow, Oklahoma's major federal programs are identified in the summary of auditor's results section of the accompanying schedule of findings and questioned costs.

***Management's Responsibility***

Management is responsible compliance with the requirements of laws, regulations, contracts, and grants applicable to its federal programs.

***Auditor's Responsibility***

Our responsibility is to express an opinion on compliance for each of the Housing Authority of the City of Bristow, Oklahoma's major federal programs based on our audit of the types of compliance requirements referred to above. We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and the audit requirements of Title 2 U.S. Code of Federal Regulations Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Those standards and the Uniform Guidance require that we plan and perform the audit to obtain reasonable assurance about whether noncompliance with the types of compliance requirements referred to above that could have a direct and material effect on a major federal program occurred. An audit includes examining, on a test basis, evidence about the Housing Authority of the City of Bristow, Oklahoma's compliance with those requirements and performing such other procedures as we considered necessary in the circumstances.

We believe that our audit provides a reasonable basis for our opinion on compliance for each major federal program. However, our audit does not provide a legal determination of the Housing Authority of the City of Bristow, Oklahoma's compliance.

### ***Opinion on Each Major Federal Program***

In our opinion, the Housing Authority of the City of Bristow, Oklahoma complied, in all material respects, with the compliance requirements referred to above that could have a direct and material effect on each of its major federal programs for the year ended June 30, 2018.

### ***Report on Internal Control Over Compliance***

Management of the Housing Authority of the City of Bristow, Oklahoma is responsible for establishing and maintaining effective internal control over compliance with the types of compliance requirements referred to above. In planning and performing our audit of compliance, we considered the Housing Authority of the City of Bristow, Oklahoma's internal control over compliance with the types of requirements that could have a direct and material effect on each major federal program to determine the auditing procedures that are appropriate in the circumstances for the purpose of expressing an opinion on compliance for each major federal program and to test and report on internal control over compliance in accordance with the Uniform Guidance, but not for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, we do not express an opinion on the effectiveness of the Housing Authority of Bristow, Oklahoma's internal control over compliance.

*A deficiency in internal control over compliance* exists when the design or operation of a control over compliance does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, noncompliance with a type of compliance requirement of a federal program on a timely basis. *A material weakness in internal control over compliance* is a deficiency, or combination of deficiencies, in internal control over compliance, such that there is a reasonable possibility that material noncompliance with a type of compliance requirement of a federal program will not be prevented, or detected and corrected, on a timely basis. *A significant deficiency in internal control over compliance* is a deficiency, or a combination of deficiencies, in internal control over compliance with a type of compliance requirement of a federal program that is less severe than a material weakness in internal control over compliance, yet important enough to merit attention by those charges with governance.

Our consideration of internal control over compliance was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control over compliance that might be material weaknesses or significant deficiencies. We did not identify any deficiencies in internal control over compliance that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

The purpose of this report on internal control over compliance is solely to describe the scope of our testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance. Accordingly, this report is not suitable for any other purpose.

***Report on Schedule of Expenditures of Federal Awards Required by the Uniform Guidance***

We have audited the financial statements of Housing Authority of the City of Bristow, Oklahoma as of and for the year ended June 30, 2018, and have issued our report thereon dated February 22, 2019, which contained an unmodified opinion on those financial statements. Our audit was conducted for the purpose of forming an opinion on the financial statements as a whole. The accompanying schedule of expenditures of federal awards is presented for purposes of additional analysis as required by the Uniform Guidance and is not a required part of the financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the financial statements. The information has been subjected to the auditing procedures applied in the audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the schedule of expenditure of federal awards is fairly stated in all material respects in relation to the financial statements as a whole.

*Mike Estes, P.C.*

Mike Estes, P.C.  
Fort Worth, Texas  
February 22, 2019



HOUSING AUTHORITY OF BRISTOW, OKLAHOMA  
SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS

YEAR ENDED JUNE 30, 2018

FEDERAL GRANTOR PROGRAM TITLE	CDFA NO.	PROGRAM EXPENDITURES
U. S. Department of Housing and Urban Development Direct Programs:		
Low-Income Housing Operating Subsidy	14.850a	\$ 406,925
Capital Fund Program	14.872	322,161
Housing Choice Voucher	14.871	292,432
Total United States Department of Housing and Urban Development		\$ 1,021,518
Total Expenditures of Federal Awards		\$ 1,021,518

The accompanying notes are an integral part of this schedule.

HOUSING AUTHORITY OF BRISTOW, OKLAHOMA  
 NOTES TO THE SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS

YEAR ENDED JUNE 30, 2018

**NOTE 1 – BASIS OF PRESENTATION** The accompanying Schedule of Expenditures of Federal Awards (the “Schedule”) includes the federal award activity of the Housing Authority of the City of Bristow, Oklahoma (the “Housing Authority”) under programs of the federal government for the year ended June 30, 2018. The information in the Schedule is presented in accordance with the requirements of Title 2 U.S. Code of Federal Regulations Part 200, *Uniform Administrative Requirements, Costs Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Because the Schedule presents only a selected portion of the operations of the Housing Authority, it is not intended to and does not present the financial position, changes in net assets, or cash flows of the Housing Authority.

**NOTE 2 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES** Expenditures reported on the Schedule are reported on the accrual basis of accounting. Such expenditures are recognized following the cost principles contained in the Uniform Guidance, wherein certain types of expenditures are not allowable or are limited as to reimbursement. The Housing Authority has elected not to use the 10-percent de minimis indirect cost rate allowed under the Uniform Guidance.

**NOTE 3 - RELATIONSHIP TO BASIC FINANCIAL STATEMENTS** Federal awards revenues are reported in the Housing Authority’s basic financial statements as follows:

		Federal Sources
Enterprise Funds		
Governmental operating grants	\$	717,090
Capital contributions		304,428
Total	\$	1,021,518

**NOTE 4 – RELATIONSHIP TO FEDERAL FINANCIAL REPORTS** Amounts reported in the accompanying schedule agree with the amounts reported in the related federal financial reports except for changes made to reflect amounts in accordance with generally accepted accounting principles.

HOUSING AUTHORITY OF BRISTOW, OKLAHOMA  
SCHEDULE OF FINDINGS AND QUESTIONED COSTS

YEAR ENDED JUNE 30, 2018

**Section I – Summary of the Auditor’s Results**

**Financial Statement Audit**

1. Type of Auditor’s Report Issued on Financial Statements – Unmodified.
2. Internal Control Over Financial Reporting:
  - a. Material weakness(es) identified? \_\_\_\_\_ yes ✓ no
  - b. Significant deficiency(ies) identified? \_\_\_\_\_ yes ✓ none reported
3. Noncompliance material to financial statements noted? \_\_\_\_\_ yes ✓ no

**Audit of Federal Awards**

1. Internal Control Over Major Programs:
  - a. Material weakness(es) identified? \_\_\_\_\_ yes ✓ no
  - b. Significant deficiency(ies) identified that are not considered to be material weaknesses? \_\_\_\_\_ yes ✓ none reported
2. Type of Auditor’s Report Issued on Compliance For Major Programs – Unmodified.
3. Any audit findings disclosed that are required to be reported in accordance with Section 510(a) of Circular A-133? \_\_\_\_\_ yes ✓ no
4. The programs tested as major programs include:

CFDA# 14.850                      Public and Indian Housing – Low Rent Program
5. Dollar threshold used to distinguish between Type A and Type B Programs: \$ 750,000
6. Auditee qualified as low-risk auditee? ✓ yes \_\_\_\_\_ no
7. Nonstatistical sampling was used. To determine sample sizes, the AICPA Audit Guide *Audit Sampling* was used.

HOUSING AUTHORITY OF BRISTOW, OKLAHOMA  
SCHEDULE OF FINDINGS AND QUESTIONED COSTS

YEAR ENDED JUNE 30, 2018

**Section II – Findings related to the financial statements which are required to be reported in accordance with Governmental Auditing Standards generally accepted in the United States of America:**

There are no audit findings.

HOUSING AUTHORITY OF BRISTOW, OKLAHOMA  
SCHEDULE OF FINDINGS AND QUESTIONED COSTS

YEAR ENDED JUNE 30, 2018

**Section III – Findings and questioned costs for federal awards which are required to be reported under Uniform Guidance**

There are no audit findings.

HOUSING AUTHORITY OF BRISTOW, OKLAHOMA  
CORRECTIVE ACTION PLAN

YEAR ENDED JUNE 30, 2018

There are no audit findings.

HOUSING AUTHORITY OF BRISTOW, OKLAHOMA  
SUMMARY SCHEDULE OF PRIOR AUDIT FINDINGS

YEAR ENDED JUNE 30, 2018

**The following prior audit findings were required to be reported under OMB Circular No. A-133, Section 510(a) (for the major program) for the prior year:**

There were no prior audit findings.

**SUPPLEMENTARY INFORMATION**



HOUSING AUTHORITY OF BRISTOW, OKLAHOMA  
STATEMENT OF MODERNIZATION COSTS - UNCOMPLETED

YEAR ENDED JUNE 30, 2018

CASH BASIS

	2013 Capital Fund	2014 Capital Fund	2015 Capital Fund	2016 Capital Fund
	<u>          </u>	<u>          </u>	<u>          </u>	<u>          </u>
Funds approved	\$ 145,586	\$ 154,181	\$ 152,457	\$ 154,952
Funds expended	145,586	0	105,116	0
Excess of funds approved	<u>\$ 0</u>	<u>\$ 154,181</u>	<u>\$ 47,341</u>	<u>\$ 154,952</u>
Funds advanced	\$ 145,586	\$ 154,181	\$ 105,116	\$ 0
Funds expended	145,586	154,181	105,116	0
Excess (Deficiency) of funds	<u>\$ 0</u>	<u>\$ 0</u>	<u>\$ 0</u>	<u>\$ 0</u>

See accountant's report

**HOUSING AUTHORITY OF BRISTOW, OKLAHOMA  
FINANCIAL DATA SCHEDULES**

YEAR ENDED JUNE 30, 2018

<b>Entity Wide Balance Sheet Summary</b>					
	Project Total	14.871 Housing Choice Vouchers	Subtotal	ELIM	Total
111 Cash - Unrestricted	\$345,603	\$98,544	\$444,147	\$0	\$444,147
112 Cash - Restricted - Modernization and Development	\$0	\$0	\$0	\$0	\$0
113 Cash - Other Restricted	\$0	\$8,464	\$8,464	\$0	\$8,464
114 Cash - Tenant Security Deposits	\$35,293	\$0	\$35,293	\$0	\$35,293
115 Cash - Restricted for Payment of Current Liabilities	\$0	\$0	\$0	\$0	\$0
100 Total Cash	\$380,896	\$107,008	\$487,904	\$0	\$487,904
121 Accounts Receivable - PHA Projects	\$0	\$0	\$0	\$0	\$0
122 Accounts Receivable - HUD Other Projects	\$40,562	\$0	\$40,562	\$0	\$40,562
124 Accounts Receivable - Other Government	\$0	\$0	\$0	\$0	\$0
125 Accounts Receivable - Miscellaneous	\$0	\$0	\$0	\$0	\$0
126 Accounts Receivable - Tenants	\$2,286	\$0	\$2,286	\$0	\$2,286
126.1 Allowance for Doubtful Accounts -Tenants	-\$1,054	\$0	-\$1,054	\$0	-\$1,054
126.2 Allowance for Doubtful Accounts - Other	\$0	\$0	\$0	\$0	\$0
127 Notes, Loans, & Mortgages Receivable - Current	\$0	\$0	\$0	\$0	\$0
128 Fraud Recovery	\$4,921	\$0	\$4,921	\$0	\$4,921
128.1 Allowance for Doubtful Accounts - Fraud	-\$2,953	\$0	-\$2,953	\$0	-\$2,953
129 Accrued Interest Receivable	\$73	\$0	\$73	\$0	\$73
120 Total Receivables, Net of Allowances for Doubtful Accounts	\$43,835	\$0	\$43,835	\$0	\$43,835
131 Investments - Unrestricted	\$1,132,378	\$64,963	\$1,197,341	\$0	\$1,197,341
132 Investments - Restricted	\$0	\$0	\$0	\$0	\$0
135 Investments - Restricted for Payment of Current Liability	\$0	\$0	\$0	\$0	\$0
142 Prepaid Expenses and Other Assets	\$4,693	\$235	\$4,928	\$0	\$4,928
143 Inventories	\$975	\$0	\$975	\$0	\$975
143.1 Allowance for Obsolete Inventories	-\$97	\$0	-\$97	\$0	-\$97
144 Inter Program Due From	\$0	\$0	\$0	\$0	\$0
145 Assets Held for Sale	\$0	\$0	\$0	\$0	\$0
150 Total Current Assets	\$1,562,680	\$172,206	\$1,734,886	\$0	\$1,734,886
161 Land	\$75,484	\$0	\$75,484	\$0	\$75,484
162 Buildings	\$7,809,334	\$0	\$7,809,334	\$0	\$7,809,334
163 Furniture, Equipment & Machinery - Dwellings	\$0	\$0	\$0	\$0	\$0
164 Furniture, Equipment & Machinery - Administration	\$213,978	\$4,954	\$218,932	\$0	\$218,932
165 Leasehold Improvements	\$0	\$0	\$0	\$0	\$0
166 Accumulated Depreciation	-\$6,812,893	-\$4,954	-\$6,817,847	\$0	-\$6,817,847
167 Construction in Progress	\$259,297	\$0	\$259,297	\$0	\$259,297
168 Infrastructure	\$0	\$0	\$0	\$0	\$0
160 Total Capital Assets, Net of Accumulated Depreciation	\$1,545,200	\$0	\$1,545,200	\$0	\$1,545,200
171 Notes, Loans and Mortgages Receivable - Non-Current	\$0	\$0	\$0	\$0	\$0
172 Notes, Loans, & Mortgages Receivable - Non Current - Past Due	\$0	\$0	\$0	\$0	\$0
173 Grants Receivable - Non Current	\$0	\$0	\$0	\$0	\$0
174 Other Assets	\$0	\$0	\$0	\$0	\$0
176 Investments in Joint Ventures	\$0	\$0	\$0	\$0	\$0
180 Total Non-Current Assets	\$1,545,200	\$0	\$1,545,200	\$0	\$1,545,200
200 Deferred Outflow of Resources	\$0	\$0	\$0	\$0	\$0
290 Total Assets and Deferred Outflow of Resources	\$3,107,880	\$172,206	\$3,280,086	\$0	\$3,280,086

**HOUSING AUTHORITY OF BRISTOW, OKLAHOMA  
FINANCIAL DATA SCHEDULES**

YEAR ENDED JUNE 30, 2018

<b>Entity Wide Balance Sheet Summary</b>					
	Project Total	14.871 Housing Choice Vouchers	Subtotal	ELIM	Total
311 Bank Overdraft	\$0	\$0	\$0	\$0	\$0
312 Accounts Payable <= 90 Days	\$6,391	\$1,126	\$7,517	\$0	\$7,517
313 Accounts Payable >90 Days Past Due	\$0	\$0	\$0	\$0	\$0
321 Accrued Wage/Payroll Taxes Payable	\$5,878	\$446	\$6,324	\$0	\$6,324
322 Accrued Compensated Absences - Current Portion	\$2,429	\$307	\$2,736	\$0	\$2,736
324 Accrued Contingency Liability	\$0	\$0	\$0	\$0	\$0
325 Accrued Interest Payable	\$0	\$0	\$0	\$0	\$0
331 Accounts Payable - HUD PHA Programs	\$0	\$0	\$0	\$0	\$0
332 Account Payable - PHA Projects	\$0	\$0	\$0	\$0	\$0
333 Accounts Payable - Other Government	\$33,337	\$0	\$33,337	\$0	\$33,337
341 Tenant Security Deposits	\$35,293	\$0	\$35,293	\$0	\$35,293
342 Unearned Revenue	\$4,852	\$363	\$5,215	\$0	\$5,215
343 Current Portion of Long-term Debt - Capital Projects/Mortgage Revenue	\$0	\$0	\$0	\$0	\$0
344 Current Portion of Long-term Debt - Operating Borrowings	\$0	\$0	\$0	\$0	\$0
345 Other Current Liabilities	\$0	\$0	\$0	\$0	\$0
346 Accrued Liabilities - Other	\$7,867	\$0	\$7,867	\$0	\$7,867
347 Inter Program - Due To	\$0	\$0	\$0	\$0	\$0
348 Loan Liability - Current	\$0	\$0	\$0	\$0	\$0
310 Total Current Liabilities	\$96,047	\$2,242	\$98,289	\$0	\$98,289
351 Long-term Debt, Net of Current - Capital Projects/Mortgage Revenue	\$0	\$0	\$0	\$0	\$0
352 Long-term Debt, Net of Current - Operating Borrowings	\$0	\$0	\$0	\$0	\$0
353 Non-current Liabilities - Other	\$0	\$0	\$0	\$0	\$0
354 Accrued Compensated Absences - Non Current	\$646	\$223	\$869	\$0	\$869
355 Loan Liability - Non Current	\$0	\$0	\$0	\$0	\$0
356 FASB 5 Liabilities	\$0	\$0	\$0	\$0	\$0
357 Accrued Pension and OPEB Liabilities	\$0	\$0	\$0	\$0	\$0
350 Total Non-Current Liabilities	\$646	\$223	\$869	\$0	\$869
300 Total Liabilities	\$96,693	\$2,465	\$99,158	\$0	\$99,158
400 Deferred Inflow of Resources					
508.4 Net Investment in Capital Assets	\$1,545,200		\$1,545,200		\$1,545,200
511.4 Restricted Net Position		\$8,464	\$8,464		\$8,464
512.4 Unrestricted Net Position	\$1,465,987	\$161,277	\$1,627,264		\$1,627,264
513 Total Equity - Net Assets / Position	\$3,011,187	\$169,741	\$3,180,928	\$0	\$3,180,928
600 Total Liabilities, Deferred Inflows of Resources and Equity - Net	\$3,107,880	\$172,206	\$3,280,086	\$0	\$3,280,086

HOUSING AUTHORITY OF BRISTOW, OKLAHOMA  
FINANCIAL DATA SCHEDULES

YEAR ENDED JUNE 30, 2018

<b>Single Project Revenue and Expense</b>			
	Low Rent	Capital Fund	Total Project
70300 Net Tenant Rental Revenue	\$361,611	\$0	\$361,611
70400 Tenant Revenue - Other	\$15,597	\$0	\$15,597
70500 Total Tenant Revenue	\$377,208	\$0	\$377,208
70600 HUD PHA Operating Grants	\$406,925	\$17,733	\$424,658
70610 Capital Grants	\$0	\$304,428	\$304,428
70710 Management Fee			
70720 Asset Management Fee			
70730 Book Keeping Fee			
70740 Front Line Service Fee			
70750 Other Fees			
70700 Total Fee Revenue			
70800 Other Government Grants	\$0	\$0	\$0
71100 Investment Income - Unrestricted	\$7,758	\$0	\$7,758
71200 Mortgage Interest Income	\$0	\$0	\$0
71300 Proceeds from Disposition of Assets Held for Sale	\$0	\$0	\$0
71310 Cost of Sale of Assets	\$0	\$0	\$0
71400 Fraud Recovery	\$0	\$0	\$0
71500 Other Revenue	\$1,616	\$0	\$1,616
71600 Gain or Loss on Sale of Capital Assets	\$0	\$0	\$0
72000 Investment Income - Restricted	\$0	\$0	\$0
70000 Total Revenue	\$793,507	\$322,161	\$1,115,668
91100 Administrative Salaries	\$103,458	\$0	\$103,458
91200 Auditing Fees	\$9,206	\$0	\$9,206
91300 Management Fee	\$0	\$0	\$0
91310 Book-keeping Fee	\$0	\$0	\$0
91400 Advertising and Marketing	\$62	\$0	\$62
91500 Employee Benefit contributions - Administrative	\$48,909	\$0	\$48,909
91600 Office Expenses	\$18,708	\$0	\$18,708
91700 Legal Expense	\$0	\$0	\$0
91800 Travel	\$3,692	\$0	\$3,692
91810 Allocated Overhead	\$0	\$0	\$0
91900 Other	\$6,858	\$0	\$6,858
91000 Total Operating - Administrative	\$190,893	\$0	\$190,893
92000 Asset Management Fee	\$0	\$0	\$0
92100 Tenant Services - Salaries	\$0	\$0	\$0
92200 Relocation Costs	\$0	\$0	\$0
92300 Employee Benefit Contributions - Tenant Services	\$0	\$0	\$0
92400 Tenant Services - Other	\$0	\$0	\$0
92500 Total Tenant Services	\$0	\$0	\$0
93100 Water	\$30,274	\$0	\$30,274
93200 Electricity	\$10,383	\$0	\$10,383
93300 Gas	\$7,243	\$0	\$7,243
93400 Fuel	\$0	\$0	\$0
93500 Labor	\$0	\$0	\$0
93600 Sewer	\$6,847	\$0	\$6,847

HOUSING AUTHORITY OF BRISTOW, OKLAHOMA  
FINANCIAL DATA SCHEDULES

YEAR ENDED JUNE 30, 2018

<b>Single Project Revenue and Expense</b>			
	Low Rent	Capital Fund	Total Project
93700 Employee Benefit Contributions - Utilities	\$0	\$0	\$0
93800 Other Utilities Expense	\$0	\$0	\$0
93000 Total Utilities	\$54,747	\$0	\$54,747
94100 Ordinary Maintenance and Operations - Labor	\$97,242	\$0	\$97,242
94200 Ordinary Maintenance and Operations - Materials and Other	\$43,883	\$0	\$43,883
94300 Ordinary Maintenance and Operations Contracts	\$162,996	\$0	\$162,996
94500 Employee Benefit Contributions - Ordinary Maintenance	\$49,880	\$0	\$49,880
94000 Total Maintenance	\$354,001	\$0	\$354,001
95100 Protective Services - Labor	\$0	\$0	\$0
95200 Protective Services - Other Contract Costs	\$955	\$0	\$955
95300 Protective Services - Other	\$0	\$0	\$0
95500 Employee Benefit Contributions - Protective Services	\$0	\$0	\$0
95000 Total Protective Services	\$955	\$0	\$955
96110 Property Insurance	\$93,382	\$0	\$93,382
96120 Liability Insurance	\$14,290	\$0	\$14,290
96130 Workmen's Compensation	\$9,455	\$0	\$9,455
96140 All Other Insurance	\$7,669	\$0	\$7,669
96100 Total insurance Premiums	\$124,796	\$0	\$124,796
96200 Other General Expenses	\$0	\$0	\$0
96210 Compensated Absences	\$11,204	\$0	\$11,204
96300 Payments in Lieu of Taxes	\$30,686	\$0	\$30,686
96400 Bad debt - Tenant Rents	\$11,433	\$0	\$11,433
96500 Bad debt - Mortgages	\$0	\$0	\$0
96600 Bad debt - Other	\$0	\$0	\$0
96800 Severance Expense	\$0	\$0	\$0
96000 Total Other General Expenses	\$53,323	\$0	\$53,323
96710 Interest of Mortgage (or Bonds) Payable	\$0	\$0	\$0
96720 Interest on Notes Payable (Short and Long Term)	\$0	\$0	\$0
96730 Amortization of Bond Issue Costs	\$0	\$0	\$0
96700 Total Interest Expense and Amortization Cost	\$0	\$0	\$0
96900 Total Operating Expenses	\$778,715	\$0	\$778,715
97000 Excess of Operating Revenue over Operating Expenses	\$14,792	\$322,161	\$336,953
97100 Extraordinary Maintenance	\$0	\$0	\$0
97200 Casualty Losses - Non-capitalized	\$4,222	\$0	\$4,222
97300 Housing Assistance Payments	\$0	\$0	\$0
97350 HAP Portability-In	\$0	\$0	\$0
97400 Depreciation Expense	\$236,718	\$13,039	\$249,757
97500 Fraud Losses	\$0	\$0	\$0
97600 Capital Outlays - Governmental Funds			
97700 Debt Principal Payment - Governmental Funds			
97800 Dwelling Units Rent Expense	\$0	\$0	\$0
90000 Total Expenses	\$1,019,655	\$13,039	\$1,032,694

HOUSING AUTHORITY OF BRISTOW, OKLAHOMA  
FINANCIAL DATA SCHEDULES

YEAR ENDED JUNE 30, 2018

<b>Single Project Revenue and Expense</b>			
	Low Rent	Capital Fund	Total Project
10010 Operating Transfer In	\$17,733	\$0	\$17,733
10020 Operating transfer Out	\$0	-\$17,733	-\$17,733
10030 Operating Transfers from/to Primary Government	\$0	\$0	\$0
10040 Operating Transfers from/to Component Unit	\$0	\$0	\$0
10050 Proceeds from Notes, Loans and Bonds			
10060 Proceeds from Property Sales			
10070 Extraordinary Items, Net Gain/Loss	\$0	\$0	\$0
10080 Special Items (Net Gain/Loss)	\$0	\$0	\$0
10091 Inter Project Excess Cash Transfer In	\$0	\$0	\$0
10092 Inter Project Excess Cash Transfer Out	\$0	\$0	\$0
10093 Transfers between Program and Project - In	\$0	\$0	\$0
10094 Transfers between Project and Program - Out	\$0	\$0	\$0
10100 Total Other financing Sources (Uses)	\$17,733	-\$17,733	\$0
10000 Excess (Deficiency) of Total Revenue Over (Under) Total Expenses	-\$208,415	\$291,389	\$82,974
11020 Required Annual Debt Principal Payments	\$0	\$0	\$0
11030 Beginning Equity	\$2,855,758	\$72,455	\$2,928,213
11040 Prior Period Adjustments, Equity Transfers and Correction of Errors	\$0	\$0	\$0
11050 Changes in Compensated Absence Balance			
11060 Changes in Contingent Liability Balance			
11070 Changes in Unrecognized Pension Transition Liability			
11080 Changes in Special Term/Severance Benefits Liability			
11090 Changes in Allowance for Doubtful Accounts - Dwelling Rents			
11100 Changes in Allowance for Doubtful Accounts - Other			
11170 Administrative Fee Equity			
11180 Housing Assistance Payments Equity			
11190 Unit Months Available	1908		1908
11210 Number of Unit Months Leased	1818		1818
11270 Excess Cash	\$1,396,170		\$1,396,170
11610 Land Purchases	\$0	\$0	\$0
11620 Building Purchases	\$8,600	\$281,997	\$290,597
11630 Furniture & Equipment - Dwelling Purchases	\$0	\$0	\$0
11640 Furniture & Equipment - Administrative Purchases	\$1,199	\$22,431	\$23,630
11650 Leasehold Improvements Purchases	\$0	\$0	\$0
11660 Infrastructure Purchases	\$0	\$0	\$0
13510 CFFP Debt Service Payments	\$0	\$0	\$0
13901 Replacement Housing Factor Funds	\$0	\$0	\$0

**HOUSING AUTHORITY OF BRISTOW, OKLAHOMA  
FINANCIAL DATA SCHEDULES**

YEAR ENDED JUNE 30, 2018

<b>Entity Wide Revenue and Expense Summary</b>					
	Project Total	14.871 Housing Choice Vouchers	Subtotal	ELIM	Total
70300 Net Tenant Rental Revenue	\$361,611	\$0	\$361,611	\$0	\$361,611
70400 Tenant Revenue - Other	\$15,597	\$0	\$15,597	\$0	\$15,597
70500 Total Tenant Revenue	\$377,208	\$0	\$377,208	\$0	\$377,208
70600 HUD PHA Operating Grants	\$424,658	\$292,432	\$717,090	\$0	\$717,090
70610 Capital Grants	\$304,428	\$0	\$304,428	\$0	\$304,428
70710 Management Fee			\$0	\$0	\$0
70720 Asset Management Fee			\$0	\$0	\$0
70730 Book Keeping Fee			\$0	\$0	\$0
70740 Front Line Service Fee			\$0	\$0	\$0
70750 Other Fees			\$0	\$0	\$0
70700 Total Fee Revenue			\$0	\$0	\$0
70800 Other Government Grants	\$0	\$0	\$0	\$0	\$0
71100 Investment Income - Unrestricted	\$7,758	\$588	\$8,346	\$0	\$8,346
71200 Mortgage Interest Income	\$0	\$0	\$0	\$0	\$0
71300 Proceeds from Disposition of Assets Held for Sale	\$0	\$0	\$0	\$0	\$0
71310 Cost of Sale of Assets	\$0	\$0	\$0	\$0	\$0
71400 Fraud Recovery	\$0	\$0	\$0	\$0	\$0
71500 Other Revenue	\$1,616	\$367	\$1,983	\$0	\$1,983
71600 Gain or Loss on Sale of Capital Assets	\$0	\$0	\$0	\$0	\$0
72000 Investment Income - Restricted	\$0	\$0	\$0	\$0	\$0
70000 Total Revenue	\$1,115,668	\$293,387	\$1,409,055	\$0	\$1,409,055
91100 Administrative Salaries	\$103,458	\$17,328	\$120,786	\$0	\$120,786
91200 Auditing Fees	\$9,206	\$588	\$9,794	\$0	\$9,794
91300 Management Fee	\$0	\$0	\$0	\$0	\$0
91310 Book-keeping Fee	\$0	\$0	\$0	\$0	\$0
91400 Advertising and Marketing	\$62	\$0	\$62	\$0	\$62
91500 Employee Benefit contributions - Administrative	\$48,909	\$3,605	\$52,514	\$0	\$52,514
91600 Office Expenses	\$18,708	\$2,403	\$21,111	\$0	\$21,111
91700 Legal Expense	\$0	\$0	\$0	\$0	\$0
91800 Travel	\$3,692	\$138	\$3,830	\$0	\$3,830
91810 Allocated Overhead	\$0	\$0	\$0	\$0	\$0
91900 Other	\$6,858	\$1,804	\$8,662	\$0	\$8,662
91000 Total Operating - Administrative	\$190,893	\$25,866	\$216,759	\$0	\$216,759
92000 Asset Management Fee	\$0	\$0	\$0	\$0	\$0
92100 Tenant Services - Salaries	\$0	\$0	\$0	\$0	\$0
92200 Relocation Costs	\$0	\$0	\$0	\$0	\$0
92300 Employee Benefit Contributions - Tenant Services	\$0	\$0	\$0	\$0	\$0
92400 Tenant Services - Other	\$0	\$0	\$0	\$0	\$0
92500 Total Tenant Services	\$0	\$0	\$0	\$0	\$0
93100 Water	\$30,274	\$0	\$30,274	\$0	\$30,274
93200 Electricity	\$10,383	\$0	\$10,383	\$0	\$10,383
93300 Gas	\$7,243	\$0	\$7,243	\$0	\$7,243
93400 Fuel	\$0	\$0	\$0	\$0	\$0
93500 Labor	\$0	\$0	\$0	\$0	\$0
93600 Sewer	\$6,847	\$0	\$6,847	\$0	\$6,847

**HOUSING AUTHORITY OF BRISTOW, OKLAHOMA  
FINANCIAL DATA SCHEDULES**

YEAR ENDED JUNE 30, 2018

<b>Entity Wide Revenue and Expense Summary</b>					
	Project Total	14.871 Housing Choice Vouchers	Subtotal	ELIM	Total
93700 Employee Benefit Contributions - Utilities	\$0	\$0	\$0	\$0	\$0
93800 Other Utilities Expense	\$0	\$0	\$0	\$0	\$0
93000 Total Utilities	\$54,747	\$0	\$54,747	\$0	\$54,747
94100 Ordinary Maintenance and Operations - Labor	\$97,242	\$0	\$97,242	\$0	\$97,242
94200 Ordinary Maintenance and Operations - Materials and Other	\$43,883	\$0	\$43,883	\$0	\$43,883
94300 Ordinary Maintenance and Operations Contracts	\$162,996	\$0	\$162,996	\$0	\$162,996
94500 Employee Benefit Contributions - Ordinary Maintenance	\$49,880	\$0	\$49,880	\$0	\$49,880
94000 Total Maintenance	\$354,001	\$0	\$354,001	\$0	\$354,001
95100 Protective Services - Labor	\$0	\$0	\$0	\$0	\$0
95200 Protective Services - Other Contract Costs	\$955	\$0	\$955	\$0	\$955
95300 Protective Services - Other	\$0	\$0	\$0	\$0	\$0
95500 Employee Benefit Contributions - Protective Services	\$0	\$0	\$0	\$0	\$0
95000 Total Protective Services	\$955	\$0	\$955	\$0	\$955
96110 Property Insurance	\$93,382	\$0	\$93,382	\$0	\$93,382
96120 Liability Insurance	\$14,290	\$912	\$15,202	\$0	\$15,202
96130 Workmen's Compensation	\$9,455	\$604	\$10,059	\$0	\$10,059
96140 All Other Insurance	\$7,669	\$306	\$7,975	\$0	\$7,975
96100 Total insurance Premiums	\$124,796	\$1,822	\$126,618	\$0	\$126,618
96200 Other General Expenses	\$0	\$0	\$0	\$0	\$0
96210 Compensated Absences	\$11,204	\$757	\$11,961	\$0	\$11,961
96300 Payments in Lieu of Taxes	\$30,686	\$0	\$30,686	\$0	\$30,686
96400 Bad debt - Tenant Rents	\$11,433	\$0	\$11,433	\$0	\$11,433
96500 Bad debt - Mortgages	\$0	\$0	\$0	\$0	\$0
96600 Bad debt - Other	\$0	\$0	\$0	\$0	\$0
96800 Severance Expense	\$0	\$0	\$0	\$0	\$0
96000 Total Other General Expenses	\$53,323	\$757	\$54,080	\$0	\$54,080
96710 Interest of Mortgage (or Bonds) Payable	\$0	\$0	\$0	\$0	\$0
96720 Interest on Notes Payable (Short and Long Term)	\$0	\$0	\$0	\$0	\$0
96730 Amortization of Bond Issue Costs	\$0	\$0	\$0	\$0	\$0
96700 Total Interest Expense and Amortization Cost	\$0	\$0	\$0	\$0	\$0
96900 Total Operating Expenses	\$778,715	\$28,445	\$807,160	\$0	\$807,160
97000 Excess of Operating Revenue over Operating Expenses	\$336,953	\$264,942	\$601,895	\$0	\$601,895
97100 Extraordinary Maintenance	\$0	\$0	\$0	\$0	\$0
97200 Casualty Losses - Non-capitalized	\$4,222	\$0	\$4,222	\$0	\$4,222
97300 Housing Assistance Payments	\$0	\$254,766	\$254,766	\$0	\$254,766
97350 HAP Portability-In	\$0	\$0	\$0	\$0	\$0
97400 Depreciation Expense	\$249,757	\$0	\$249,757	\$0	\$249,757
97500 Fraud Losses	\$0	\$0	\$0	\$0	\$0
97600 Capital Outlays - Governmental Funds					
97700 Debt Principal Payment - Governmental Funds					
97800 Dwelling Units Rent Expense	\$0	\$0	\$0	\$0	\$0
90000 Total Expenses	\$1,032,694	\$283,211	\$1,315,905	\$0	\$1,315,905



**HOUSING AUTHORITY OF BRISTOW, OKLAHOMA  
FINANCIAL DATA SCHEDULES**

YEAR ENDED JUNE 30, 2018

<b>Entity Wide Revenue and Expense Summary</b>					
	Project Total	14.871 Housing Choice Vouchers	Subtotal	ELIM	Total
10010 Operating Transfer In	\$17,733	\$0	\$17,733	-\$17,733	\$0
10020 Operating transfer Out	-\$17,733	\$0	-\$17,733	\$17,733	\$0
10030 Operating Transfers from/to Primary Government	\$0	\$0	\$0	\$0	\$0
10040 Operating Transfers from/to Component Unit	\$0	\$0	\$0	\$0	\$0
10050 Proceeds from Notes, Loans and Bonds					
10060 Proceeds from Property Sales					
10070 Extraordinary Items, Net Gain/Loss	\$0	\$0	\$0	\$0	\$0
10080 Special Items (Net Gain/Loss)	\$0	\$0	\$0	\$0	\$0
10091 Inter Project Excess Cash Transfer In	\$0		\$0	\$0	\$0
10092 Inter Project Excess Cash Transfer Out	\$0		\$0	\$0	\$0
10093 Transfers between Program and Project - In	\$0	\$0	\$0	\$0	\$0
10094 Transfers between Project and Program - Out	\$0	\$0	\$0	\$0	\$0
10100 Total Other financing Sources (Uses)	\$0	\$0	\$0	\$0	\$0
10000 Excess (Deficiency) of Total Revenue Over (Under) Total Expenses	\$82,974	\$10,176	\$93,150	\$0	\$93,150
11020 Required Annual Debt Principal Payments	\$0	\$0	\$0		\$0
11030 Beginning Equity	\$2,928,213	\$159,565	\$3,087,778	\$0	\$3,087,778
11040 Prior Period Adjustments, Equity Transfers and Correction of Errors	\$0	\$0	\$0	\$0	\$0
11050 Changes in Compensated Absence Balance					
11060 Changes in Contingent Liability Balance					
11070 Changes in Unrecognized Pension Transition Liability					
11080 Changes in Special Term/Severance Benefits Liability					
11090 Changes in Allowance for Doubtful Accounts - Dwelling Rents					
11100 Changes in Allowance for Doubtful Accounts - Other					
11170 Administrative Fee Equity		\$161,277	\$161,277		\$161,277
11180 Housing Assistance Payments Equity		\$8,464	\$8,464		\$8,464
11190 Unit Months Available	1908	739	2647	0	2647
11210 Number of Unit Months Leased	1818	701	2519	0	2519
11270 Excess Cash	\$1,396,170		\$1,396,170		\$1,396,170
11610 Land Purchases	\$0		\$0		\$0
11620 Building Purchases	\$290,597		\$290,597		\$290,597
11630 Furniture & Equipment - Dwelling Purchases	\$0		\$0		\$0
11640 Furniture & Equipment - Administrative Purchases	\$23,630		\$23,630		\$23,630
11650 Leasehold Improvements Purchases	\$0		\$0		\$0
11660 Infrastructure Purchases	\$0		\$0		\$0
13510 CFFP Debt Service Payments	\$0		\$0		\$0
13901 Replacement Housing Factor Funds	\$0		\$0		\$0