

HOUSING AUTHORITY OF BRISTOW, OKLAHOMA

**AUDITED FINANCIAL STATEMENTS
AND SUPPLEMENTAL DATA**

TWELVE MONTHS ENDED JUNE 30, 2020

Mike Estes, P.C.

A Professional Accounting Corporation

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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, 2020, 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, 2020, 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 10 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 and certification of actual modernization costs, 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 January 19, 2023 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 solely 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 the effectiveness of the City of Bristow, Oklahoma's 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
January 19, 2023

Bristow Housing Authority Management's Discussion and Analysis For the Year Ended June 30, 2020

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, 2020. The Bristow Housing Authority presents this discussion and analysis of its financial performance during the fiscal year ended June 30, 2020, 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, 2020, 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, 2020.

Management's Discussion and Analysis-Cont.

Financial Highlights

- The Authority's net position decreased from \$3,384,733 to \$3,275,181, a decrease of \$109,552 or 3%. The total assets also decreased by \$115,473 or 3%.
- The unrestricted net asset balance at June 30, 2020, was \$1,749,905. This represents an increase of \$121,066 from the previous year.
- Total revenues decreased from \$1,412,796 to \$1,045,402, a decrease of \$367,394.
- Total expenses decreased by \$54,037, from \$1,208,991 to \$1,154,954 for the current year. This represents a decrease of 4%.

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, 2020, and June 30, 2019.

Summary Statement of Net Position *As of June 30, 2020 and 2019*

<u>Category</u>	<u>6/30/2020</u>	<u>6/30/2019</u>	<u>Change \$</u>	<u>Change %</u>
Current Assets	\$ 1,899,286	\$ 1,775,352	\$ 123,934	7%
Fixed Assets (Net of Depreciation)	\$ 1,511,953	\$ 1,751,360	\$ (239,407)	-14%
Total Assets	\$ 3,411,239	\$ 3,526,712	\$ (115,473)	-3%
Current Liabilities	\$ 131,662	\$ 141,788	\$ (10,126)	-7%
Non-Current Liabilities	\$ 4,396	\$ 191	\$ 4,205	2202%
Total Liabilities	\$ 136,058	\$ 141,979	\$ (5,921)	-4%
Unrestricted	\$ 1,749,905	\$ 1,628,839	\$ 121,066	7%
Restricted	\$ 13,323	\$ 4,534	\$ 8,789	194%
Net Investment in Capital Assets	\$ 1,511,953	\$ 1,751,360	\$ (239,407)	-14%
Total Net Position	\$ 3,275,181	\$ 3,384,733	\$ (109,552)	-3%

Current Assets

Current assets increased by \$123,934. Unrestricted cash and investments increased from \$1,516,140 to \$1,576,782, an increase of \$60,642 from June 30, 2019 to June 30, 2020. In addition, A/R HUD-Subsidy increased by \$49,710 during the year.

Noncurrent Assets

Noncurrent assets decreased by \$239,407 or 14%. More details are provided in the Capital Assets section in a subsequent paragraph.

Management's Discussion and Analysis-Cont.

Current Liabilities

Current liabilities decreased by \$10,126 from the previous fiscal year. This is primarily due to accrued wage/payroll taxes payable decreasing by \$19,822 and unearned revenue increasing by \$9,657.

NonCurrent Liabilities

Non-current liabilities increased by \$4,205 due to an increase in the non-current portion of accrued compensated absences.

Net Position

The restricted component of the financial positions held for HAP payments increased by \$8,789 due to HAP funding exceeding HAP expenditures in the current fiscal year.

The Authority's unrestricted component of net position changed from \$1,628,839 to \$1,749,905, an increase of \$121,066 for the current year. The unrestricted component of net position is the amount available for future appropriations and is subject to program specific guidelines. Individual program balances that comprise the unrestricted component of net position are as follows:

Low Rent Housing Program	\$1,574,695
Section 8 Housing Choice Voucher Program:	
Administrative Funding	<u>175,210</u>
Total Unrestricted Net Financial Position	<u>\$1,749,905</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, 2020, and June 30, 2019.

Summary Statement of Revenues & Expenses and Changes in Net Position Years Ended June 30, 2020 and 2019

<u>Category</u>	<u>6/30/2020</u>	<u>6/30/2019</u>	<u>Change \$</u>	<u>Change %</u>
Program Revenues:				
Tenant Revenue	\$ 387,075	\$ 382,250	\$ 4,825	1%
Government Operating Grants	\$ 643,277	\$ 651,436	\$ (8,159)	-1%
Capital Grants	\$ -	\$ 365,073	\$ (365,073)	-100%
Other Revenue	\$ 1,160	\$ 1,561	\$ (401)	-26%
Interest Income	\$ 13,890	\$ 12,476	\$ 1,414	12%
Total Revenue	\$ 1,045,402	\$ 1,412,796	\$ (367,394)	-26%
Expenses:				
Administration	\$ 210,610	\$ 209,097	\$ 1,513	1%
Tenant Services	\$ -	\$ 5	\$ (5)	-100%
Utilities	\$ 50,096	\$ 48,229	\$ 1,867	4%
Ordinary Maintenance	\$ 239,661	\$ 274,000	\$ (34,339)	-13%
Protective Services	\$ 1,722	\$ 2,396	\$ (674)	-28%
General/ Insurance Expense	\$ 177,982	\$ 171,851	\$ 6,131	4%
Depreciation	\$ 254,757	\$ 268,691	\$ (13,934)	-5%
Housing Assistance Payments	\$ 220,126	\$ 234,722	\$ (14,596)	-6%
Total Expenses	\$ 1,154,954	\$ 1,208,991	\$ (54,037)	-4%
Excess (Deficiency) Before Special Items	\$ (109,552)	\$ 203,805	\$ (313,357)	-153%
Change in Net Position	\$ (109,552)	\$ 203,805	\$ (313,357)	-153%
Net Position, Beginning of Year	\$ 3,384,733	\$ 3,180,928	\$ 203,805	6%
Net Position, End of Year	\$ 3,275,181	\$ 3,384,733	\$ (109,552)	-3%

Results of Operations

Revenues of the Authority are generated principally from dwelling rents and HUD grants. The Authority's revenue decreased by \$367,394 during the current fiscal year as compared to the previous year amounts. Significant differences between the current and previous fiscal years include the following:

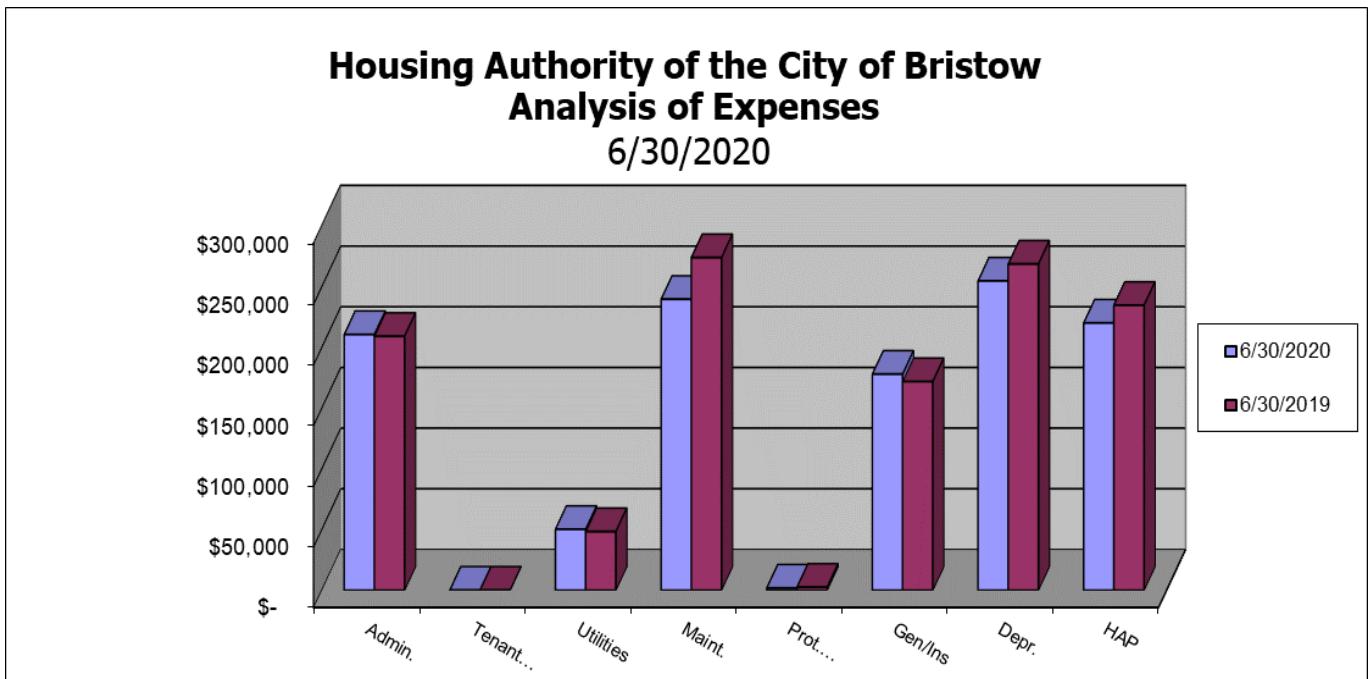
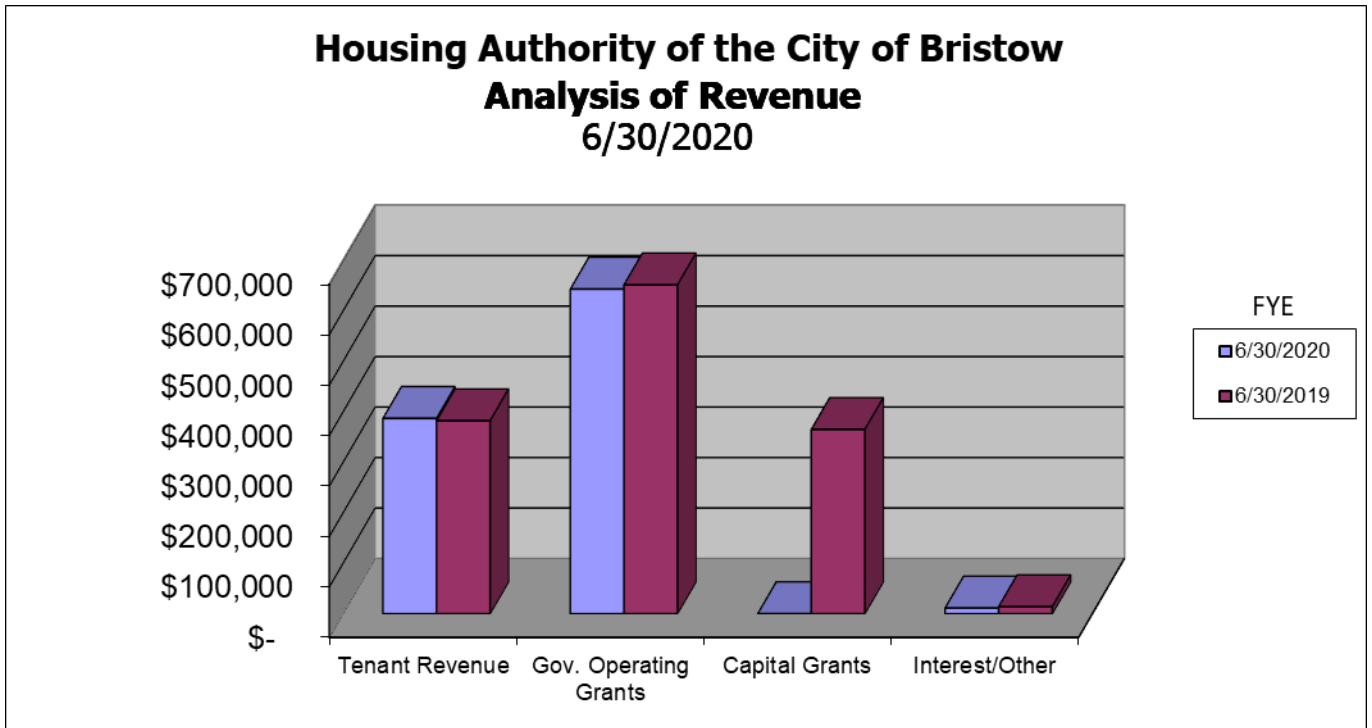
- Capital grants decreased by \$365,073 due to a decrease in capital activity related to the Capital Fund Program.

Total expenses decreased by \$54,037. Significant differences between the current and previous fiscal years include the following:

- Maintenance costs decreased by \$34,339 from the previous year. HVAC contracts decreased by \$5,477, extermination contracts decreased by \$9,877, miscellaneous contracts decreased by \$16,943, and maintenance benefits decreased by \$16,781.
- Housing assistance payments decreased by \$14,596. Unit months leased decreased from 657 in 2019 to 614 in 2020.

Management's Discussion and Analysis-Cont.

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, 2020, the Authority's net investment in capital assets was \$1,511,953. This investment includes land, building, equipment, and construction in progress net of accumulated depreciation.

Category	6/30/2020	6/30/2019	Change \$	Change %
Land	\$ 75,484	\$ 75,484	\$ -	0%
Buildings	\$ 8,389,444	\$ 8,374,094	\$ 15,350	0%
Equipment	\$ 218,932	\$ 218,932	\$ -	0%
Construction in Progress	\$ 169,388	\$ 169,388	\$ -	0%
Accumulated Depreciation	\$ (7,341,295)	\$ (7,086,538)	\$ (254,757)	4%
Total Net Fixed Assets	\$ 1,511,953	\$ 1,751,360	\$ (239,407)	-14%

The additions to buildings consist of drainage excavation for units 110-157 and the installation of handicap ramps that were funded with the Low Rent Program.

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 \$4,396.

Subsequent Event

On March 27th, the Coronavirus Aid, Relief, and Economic Security (CARES) Act was signed into law. This act provided additional funding to the Authority. The Low Rent Program received additional operating subsidy and the HCV Program received two rounds of additional admin fees.

Request for Information

This financial report is designed to provide a general overview of the Authority's financial position as of June 30, 2020, 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, 2020

	General	Housing Choice Voucher	Total
ASSETS			
Current assets			
Cash and cash equivalents	\$ 261,044	\$ 112,626	\$ 373,670
Investments	1,136,697	66,415	1,203,112
Accounts receivable net	261,242	0	261,242
Interest receivable	133	0	133
Prepaid items and other assets	2,598	50	2,648
Inventory	1,145	0	1,145
Restricted assets - cash and cash equivalents	37,253	20,083	57,336
Total Current Assets	1,700,112	199,174	1,899,286
Capital Assets, net			
Land and other non-depreciated assets	244,872	0	244,872
Other capital assets - net of depreciation	1,267,081	0	1,267,081
Total Capital Assets, net	1,511,953	0	1,511,953
Total Assets	\$ 3,212,065	199,174	\$ 3,411,239
LIABILITIES			
Current Liabilities			
Accounts payable	\$ 41,996	\$ 2,639	\$ 44,635
Unearned income	6,567	7,477	14,044
Compensated absences payable	3,110	252	3,362
Accrued PILOT	32,368	0	32,368
Deposits due others	37,253	0	37,253
Total Current Liabilities	121,294	10,368	131,662
Noncurrent Liabilities			
Compensated absences payable	4,123	273	4,396
Total Liabilities	125,417	10,641	136,058
NET POSITION			
Net investment in capital assets	1,511,953	0	1,511,953
Restricted for:			
HAP Equity	0	13,323	13,323
Unrestricted	1,574,695	175,210	1,749,905
Net Position	\$ 3,086,648	\$ 188,533	\$ 3,275,181

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, 2020

	General	Housing Choice Voucher	Total
OPERATING REVENUES			
Dwelling rental	\$ 373,779	\$ 0	\$ 373,779
Governmental operating grants	382,358	260,919	643,277
Tenant revenue- other	13,296	0	13,296
Other	1,160	0	1,160
Total Operating Revenues	770,593	260,919	1,031,512
OPERATING EXPENSES			
Administration	185,899	24,711	210,610
Utilities	50,096	0	50,096
Ordinary maintenance & operations	239,661	0	239,661
Protective services	1,722	0	1,722
General expenses	176,916	1,066	177,982
Depreciation	254,757	0	254,757
Housing assistance payments	0	220,126	220,126
Total Operating Expenses	909,051	245,903	1,154,954
Income (Loss) from Operations	(138,458)	15,016	(123,442)
Non Operating Revenues (Expenses)			
Interest earnings	13,071	819	13,890
Total Non-Operating Revenues (Expenses)	13,071	819	13,890
Income (Loss) before contribution	(125,387)	15,835	(109,552)
Capital Contribution	0	0	0
Change in net position	(125,387)	15,835	(109,552)
Total net position - beginning	3,212,035	172,698	3,384,733
Total net position - ending	\$ 3,086,648	\$ 188,533	\$ 3,275,181

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, 2020

	General	Housing Choice Voucher	Total
	<u> </u>	<u> </u>	<u> </u>
CASH FLOWS FROM OPERATING ACTIVITIES			
Rental receipts	\$ 374,224	\$ 0	\$ 374,224
Other receipts	15,466	0	15,466
Federal grants	332,423	267,775	600,198
Payments to vendors	(376,983)	(4,008)	(380,991)
Payments to employees – net	(287,574)	(23,316)	(310,890)
Payments to private landlords	0	(220,126)	(220,126)
	<u> </u>	<u> </u>	<u> </u>
Net cash provided (used) by operating activities	57,556	20,325	77,881
CASH FLOWS FROM CAPITAL AND RELATED FINANCING ACTIVITIES			
Purchase of capital assets	(15,350)	0	(15,350)
	<u> </u>	<u> </u>	<u> </u>
Net cash provided (used) by capital and related financing activities	(15,350)	0	(15,350)
CASH FLOWS FROM INVESTING ACTIVITIES			
Interest income	13,136	819	13,955
Purchase of investments	(2,967)	(755)	(3,722)
	<u> </u>	<u> </u>	<u> </u>
Net cash provided (used) by investing activities	10,169	64	10,233
NET INCREASE (DECREASE) IN CASH AND CASH EQUIVALENTS	52,375	20,389	72,764
CASH AND CASH EQUIVALENTS			
Beginning of Fiscal Year	245,922	112,320	358,242
	<u> </u>	<u> </u>	<u> </u>
CASH AND CASH EQUIVALENTS			
End of Fiscal Year	\$ 298,297	\$ 132,709	\$ 431,006
	<u> </u>	<u> </u>	<u> </u>

Continued

HOUSING AUTHORITY OF BRISTOW, OKLAHOMA
STATEMENT OF CASH FLOWS

FOR THE YEAR ENDED JUNE 30, 2020

	General	Housing Choice Voucher	Total
	<u> </u>	<u> </u>	<u> </u>
RECONCILIATION OF OPERATING INCOME (LOSS) TO NET CASH PROVIDED (USED) BY OPERATING ACTIVITIES			
Operating income (loss)	\$ (138,458)	\$ 15,016	\$ (123,442)
Adjustment to reconcile operating income (loss) to net cash provided (used) by operating activities:			
Depreciation Expense	254,757	0	254,757
Provision of uncollectible accounts	(1,915)	0	(1,915)
Change in assets and liabilities:			
Receivables	(45,272)	96	(45,176)
Prepaid items	222	167	389
Account payables	(14,874)	(1,714)	(16,588)
Unearned income	2,801	6,760	9,561
Deposits due others	295	0	295
	<u> </u>	<u> </u>	<u> </u>
Net cash provided (used) by operations	\$ 57,556	\$ 20,325	\$ 77,881
	<u> </u>	<u> </u>	<u> </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, 2020

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

JUNE 30, 2020

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, 2020

- 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, 2020

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 \$431,006. This is comprised of cash and cash equivalents of \$373,670 and restricted assets – cash of \$57,336, 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, 2020

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, 2020

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, 2020. 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: \$37,253 is restricted in the General Fund for security deposits. \$13,323 and \$7,477 is restricted in the Housing Choice Voucher fund for HAP Equity and unearned income, respectively.

At June 30, 2020, the Housing Authority's carrying amount of deposits was \$1,633,918 and the bank balance was \$1,685,399, which includes \$1,203,112 in certificates of deposits classified as investments. Petty cash consists of \$200. \$1,453,112 of the bank balance was covered by FDIC Insurance. The remaining bank balance of \$232,287 was covered by pledged securities. However, this \$232,287 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, 2020

NOTE 3 – ACCOUNTS RECEIVABLE The receivables at June 30, 2020, are as follows:

<u>Class of Receivables</u>	<u>General</u>	<u>Housing Choice Voucher</u>	<u>Total</u>
Local sources:			
Tenants	\$ 1,476	\$ 0	\$ 1,476
Federal sources:			
Grants	259,766	0	259,766
Total	<u>\$ 261,242</u>	<u>\$ 0</u>	<u>\$ 261,242</u>

The tenants account receivable is net of an allowance for doubtful accounts of \$546.

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	169,388	0	0	169,388
Depreciable assets:				
Buildings	8,374,094	15,350	0	8,389,444
Furniture and equipment	218,932	0	0	218,932
Total capital assets	<u>8,837,898</u>	<u>15,350</u>	<u>0</u>	<u>8,853,248</u>
Less: accumulated depreciation				
Buildings	6,912,388	232,019	0	7,144,407
Furniture and equipment	174,150	22,738	0	196,888
Total accumulated depreciation	<u>7,086,538</u>	<u>254,757</u>	<u>0</u>	<u>7,341,295</u>
Total capital assets, net	<u>\$ 1,751,360</u>	<u>\$ (239,407)</u>	<u>\$ 0</u>	<u>\$ 1,511,953</u>

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

JUNE 30, 2020

NOTE 5 – ACCOUNTS PAYABLE The payables at June 30, 2020 are as follows:

	General	Housing Choice Voucher	Total
Vendors	\$ 3,985	\$ 386	\$ 4,371
Payroll taxes & Retirement withheld	30,512	2,253	32,765
Utilities	7,499	0	7,499
Total	\$ 41,996	\$ 2,639	\$ 44,635

NOTE 6 – COMPENSATED ABSENCES At June 30, 2020, employees of the Housing Authority have accumulated and vested \$7,758 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, 2020.

	Compensated Absences
Balance, beginning	\$ 1,670
Additions	11,465
Deletions	(5,377)
Balance, ending	7,758
Amounts due in one year	\$ 3,362

NOTE 8 – INTERFUND RECEIVABLES AND PAYABLES At June 30, 2020, the Housing Choice Voucher (HCV) Fund owes the General Fund \$4,976. For financial statement purposes, this amount was deducted from HCV Fund cash and added to General Fund cash.

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

JUNE 30, 2020

NOTE 9 – RETIREMENT SYSTEM The Housing Authority participates in an IRA Simple Retirement Plan. Employees may elect to participate the first day after completing one year of continuous employment, and 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 contributions of \$2,549 for the year ended June 30, 2020, of which \$1,053 was paid by the Housing Authority and \$1,497 was paid by employees. No payments were made out of the forfeiture account. There was an underfunded payment of \$7,646. See Audit Finding 2020-001.

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, 2020. These include modernizing rental units. These projects are being funded by HUD. Funds are requested periodically as the cost is incurred.

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 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.

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

JUNE 30, 2020

NOTE 11- ECONOMIC DEPENDENCE The Department of Housing and Urban Development provided \$643,277 to the Housing Authority, which represents approximately 62% 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, January 19, 2023, of the independent auditor's report for potential recognition or disclosure in the financial statements. The COVID-19 pandemic has impacted the Authority's dealings with tenants and applicants.

The required Management Discussion and Analysis was not received from Management until January 9, 2023.



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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, 2020, 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 January 19, 2023.

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 and therefore, material weaknesses or significant deficiencies may exist that have not been identified. We did identify a certain deficiency in internal control, described in the accompanying schedule of findings and questioned costs as Findings 2020-001 and 003 that we consider to be material weaknesses.

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 from 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 instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards* and which are described in the accompanying schedule of findings and questioned costs as item Audit Finding 2020-001, 002, and 003.

The Housing Authority of the City of Bristow, Oklahoma's Response to Findings

The Housing Authority of the City of Bristow, Oklahoma's response to the finding identified in our audit is described in the accompanying schedule of findings and questioned costs. The Housing Authority of the City of Bristow, Oklahoma's response was not subjected to the auditing procedures applied in the audit of the financial statements and, accordingly, we express no opinion on it.

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
January 19, 2023

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

YEAR ENDED JUNE 30, 2020

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

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

YEAR ENDED JUNE 30, 2020

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:

Low Rent Program-CDFA#14.850 and Housing Choice Voucher-CDFA#14.871

2020-001-Inadequate Internal Controls Over Disbursements and Payables

Criteria or specific requirement

Internal controls over disbursements should be adequately supported by supporting invoices or other adequate information, and cancelled checks. Payments to retirement plans should be timely paid.

Condition Found

(a)-We reviewed an initial sample of 53 disbursements for the General Fund that covers the Low Rent program. No support was available for eight of the disbursements. The dollar amounts ranged from \$157.74 to \$1,080.94. The total was \$4,290. We requested this information but it was not available.

(b)-Of the 53 disbursements tested above, we were unable to review the cancelled checks for 21 disbursements. We requested the cancelled checks but they were not available.

(c)-The fee accountant segregated 16 disbursements for which both the invoice or other supporting documentation were not available. In addition, the check voucher and also the cancelled check for these 16 disbursements were also not available. The dollar amounts ranged from \$4.78 to \$4,550. The total was \$15,566. We also were not able to review the supporting documentation or cancelled check, although we also requested this information.

(d)-We also reviewed 25 Section 8 payments. We noted no exceptions in our review of supporting information or cancelled checks for these disbursements.

(e)-Only three of the twelve, monthly contributions were made to the retirement plan for the employee and employer contributions. The underfunded amount was approximately \$7,646.

(f)-Payroll taxes were not timely paid. At June 30, 2020, \$30,512 was due. This was also an audit finding in the prior year.

Context

Disbursements should always be adequately supported by invoices or other supporting information. Cancelled checks should be obtained and compared to the recorded payee. Retirement payments and payroll taxes should be timely paid.

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

YEAR ENDED JUNE 30, 2020

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:

Cause

We asked the Executive Director why the above information was not retained. We also asked why the retirement payments and payroll taxes were not timely made. We did not receive an adequate explanation.

Effect

Internal controls were not operating effectively. Federal regulations require that disbursements be adequately supported. Federal regulations require that retirement payments and payroll taxes be timely paid. In addition, federal law as outlined by the Employee Retirement Security Act (ERISA) was not complied with.

Questioned Costs

\$19,956, which is composed of \$4,290 noted in (a) above, and \$15,566 noted in (c) above.

Recommendation

(a) Of the eight unsupported disbursements noted in (a) above, two disbursements that totaled \$603 were made to credit card companies. Management should obtain the available payee and other detail support for these two from the credit card companies, and make this information available for third party review.

(b) Management should also obtain the missing cancelled check copies from the bank and also make these available for third party review for the 21 disbursements noted in (b) above.

(c) Management should obtain the invoices and cancelled check copies for the 16 disbursements noted in (c) above.

(e) and (f) The underpayment to the retirement plan, in addition to any other underfunding to date, should be made to the retirement plan. Payroll taxes should be timely paid.

View of Responsible Official

I am Melvin Taylor, Executive Director and Designated Person to answer this finding. I will comply with the auditor's recommendation.

2020-002-Inadequate Administration for the Capital Fund Programs

Criteria or specific requirement

Administration and accounting of the Capital Fund programs should adhere to Part 905 of the HUD Title 24 regulations that cover Capital Funding, and also the Capital Fund Guidebook.

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

YEAR ENDED JUNE 30, 2020

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:

Condition found

(a)-As of June 30, 2020, the Authority had completed the annual 2013-2016 CFP programs. However, even to the report date of this report, the Actual Modernization Cost Certificate (AMCC) has not been issued for any of these grants.

(b)- The entire \$156,165 of the 2017 CFP program had been expended by the end of the prior year, June 30, 2019. However, not only as of June 30, 2020 but also as of the date of this report, the Authority had not drawn down the \$156,165 from Capital Funds. Instead, the CFP expenditures were paid from federal, non-CFP funds.

Context

(a)-Part 905.322 states that the AMCC and the final attached costs breakdown should be issued no later than twelve months after the expenditure deadline.

(b)-The preferred matching principle of accounting is that revenues are matched with expenditures. CFP funds should have been timely drawn down and used to pay for CFP expenditures.

Cause-We asked the Executive Director why the CFP funds were not timely drawn down but did not receive an adequate explanation.

Effect

(a)-Federal regulations were not complied with to the extent the AMCCs were not issued by the deadline.

(b)-\$156,165 of PHA federal funds were expended by the year ended June 30, 2019 to pay CFP expenses that should have been paid from CFP funds. Although interest rates on money markets and C.D.s remain low, the Authority lost \$2,000-\$3,000 per year of interest income that could have been earned if the \$156,165 had been invested, through the date of this report.

Questioned Costs

None.

Recommendation

The AMCCs on closed CFPs should be issued no later than sixty days of the date of this audit report. The \$156,165 should be drawn down within the next ten days.

View of Responsible Official

I will comply with the auditor's recommendation.

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

YEAR ENDED JUNE 30, 2020

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:

Housing Choice Voucher-CDFA#14.871 and Low Rent Program-CDFA#14.850

2020-003-Lack of Documented Quality Control Reviews

Criteria and Specific Requirement

The Authority should have documented internal control over compliance of the tenant file functions and waiting lists that are sufficient to detect errors and oversights.

Condition Found

SEMAP was not required to be filed for the audit year for the Housing Choice Voucher (HCV) Program. However, documented quality control checks must be done every year for both the HCV Program (the designated major program for the audit year) and also the Low Rent program.

Statement on Auditing Standards (SAS) #115 dictates that “inadequate design of controls over a significant account or process” is defined by the Standard as at least a significant deficiency, if not a material weakness. Adequate controls are deemed to include documented quality control checks.

We reviewed thirteen files for the HCV Program and sixteen files for the Low Rent program. For the HCV Program, we could not locate one audit year move-in inspection, or five annual inspections. The inspections may have been done, but misplaced. The files were in good condition. However, risk of error was not lowered to the required level as required by the Standard. Representative, documented, quality control checks are required every year, for both programs.

Context - Quality control should be documented.

Cause

Unknown. In most, if not all, of the last few years, Management has documented the quality control checks. Perhaps COVID contributed to the deficiency.

Effect

The likelihood was not reduced to an acceptable level that material non-compliance could be timely detected.

Recommendation

The Authority should perform and document quality control on the tenant files and waiting list for both programs on a continual, representative basis.

View of Responsible Official

We will comply with the auditor’s recommendation.

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

YEAR ENDED JUNE 30, 2020

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:

Low Rent Program#CDFA-14.850, Housing Choice Voucher#CDFA-14.871, and Capital Fund#CDFA-14.872

2020-004-Late Filing of the Audit Report

Criteria and specific requirement

The independent auditor's audit report is to be filed with HUD-REAC no later than nine months after fiscal year end.

Condition found

The audit report was not filed by the due date, March 31, 2021.

Context

The audit report deadline is imposed by federal regulations.

Cause

Unknown

Effect

Management did not have timely assurance from being able to review the audit report of the compliance with federal regulations by Management. Also, as noted above, interest income has been lost by the lack of investment of operating funds that paid for CFP expenditures that should have been paid from CFP funds.

Questioned Costs

None

Recommendation

Audit reports should be timely filed in the future.

View of Responsible Official

We will comply with the auditor's recommendation.

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HOUSING AUTHORITY OF BRISTOW, OKLAHOMA
CORRECTIVE ACTION PLAN

YEAR ENDED JUNE 30, 2020

Corrective Action Plan Finding:

2020-001-Inadequate Internal Controls Over Disbursements and Payables

Condition:

(a)-We reviewed an initial sample of 53 disbursements for the General Fund that covers the Low Rent program. No support was available for eight of the disbursements. The dollar amounts ranged from \$157.74 to \$1,080.94. The total was \$4,290. We requested this information but it was not available.

(b)-Of the 53 disbursements tested above, we were unable to review the cancelled checks for 21 disbursements. We requested the cancelled checks but they were not available.

(c)-The fee accountant segregated 16 disbursements for which both the invoice or other supporting documentation were not available. In addition, the check voucher and also the cancelled check for these 16 disbursements were also not available. The dollar amounts ranged from \$4.78 to \$4,550. The total was \$15,566. We also were not able to review the supporting documentation or cancelled check, although we also requested this information.

(d)-We also reviewed 25 Section 8 payments. We noted no exceptions in our review of supporting information or cancelled checks for these disbursements.

(e)-Only three of the twelve, monthly contributions were made to the retirement plan for the employee and employer contributions. The underfunded amount was approximately \$7,646.

(f)-Payroll taxes were not timely paid. At June 30, 2020, \$30,512 was due. This was also an audit finding in the prior year.

Corrective Action Planned

I am Melvin Taylor, Executive Director and Designated Person to answer this finding. I will comply with the auditor's recommendation.

Person responsible for corrective action:

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

Telephone: (918) 367-5558
Fax: (918) 367-2341

Anticipated Completion Date- November 30, 2022

HOUSING AUTHORITY OF BRISTOW, OKLAHOMA
CORRECTIVE ACTION PLAN

YEAR ENDED JUNE 30, 2020

Corrective Action Plan Finding:

2020-002-Inadequate Administration for the Capital Fund Programs

Condition:

(a)-As of June 30, 2020, the Authority had completed the annual 2013-2016 CFP programs. However, even to the report date of this report, the Actual Modernization Cost Certificate (AMCC) has not been issued for any of these grants.

(b)- The entire \$156,165 of the 2017 CFP program had been expended by the end of the prior year, June 30, 2019. However, not only as of June 30, 2020 but also as of the date of this report, the Authority had not drawn down the \$156,165 from Capital Funds. Instead, the CFP expenditures were paid from federal, non-CFP funds.

Corrective Action Planned

I will comply with the auditor's recommendation.

Person responsible for corrective action:

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

Telephone: (918) 367-5558
Fax: (918) 367-2341

Anticipated Completion Date- November 30, 2022

Corrective Action Plan Finding:

2020-003-Lack of Documented Quality Control Reviews

Condition:

SEMAP was not required to be filed for the audit year for the Housing Choice Voucher (HCV) Program. However, documented quality control checks must be done every year for both the HCV Program (the designated major program for the audit year) and also the Low Rent program.

Statement on Auditing Standards (SAS) #115 dictates that "inadequate design of controls over a significant account or process" is defined by the Standard as at least a significant deficiency, if not a material weakness. Adequate controls are deemed to include documented quality control checks.

We reviewed thirteen files for the HCV Program and sixteen files for the Low Rent program. For the HCV Program, we could not locate one audit year move-in inspection, or five annual inspections. The inspections may have been done, but misplaced. The files were in good condition. However, risk of error was not lowered to the required level as required by the Standard. Representative, documented, quality control checks are required every year, for both programs.

HOUSING AUTHORITY OF BRISTOW, OKLAHOMA
CORRECTIVE ACTION PLAN

YEAR ENDED JUNE 30, 2020

Corrective Action Planned

We will comply with the auditor's recommendation.

Person responsible for corrective action:

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

Telephone: (918) 367-5558
Fax: (918) 367-2341

Anticipated Completion Date- November 30, 2022

Corrective Action Plan Finding:

2020-004-Late Filing of the Audit Report

Condition:

The audit report was not filed by the due date, March 31, 2021.

Corrective Action Planned

We will comply with the auditor's recommendation.

Person responsible for corrective action:

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

Telephone: (918) 367-5558
Fax: (918) 367-2341

Anticipated Completion Date- June 30, 2023

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

YEAR ENDED JUNE 30, 2020

The following prior audit finding was a significant deficiency, required to be reported, in the prior year in accordance with *Governmental Auditing Standards* generally accepted in the United States of America:

Low Rent Program-CDFA #14.850-Award Year 2018 and 2019

2019-001-Internal Control Over Payroll Taxes-Activities Allowed or Unallowed

Condition:

None of the payroll taxes for the entire audit year of \$48,554 incurred by the Low Rent Program were remitted timely to the Internal Revenue Service. The entire balance was still due at June 30, 2019. In addition, the \$4,036 incurred by the Housing Choice Voucher Program (non-major) for the audit year were still unpaid at June 30, 2019.

Recommendation:

The Executive Director is experienced and has calculated and remitted payroll and withholding taxes in the past. Due to limited personnel, there likely is no one to assume this duty. The Board of Commissioners should review the timeliness of the tax deposits at board meetings for the next several board meetings.

Current Status:

The finding is repeated in this audit.

SUPPLEMENTARY INFORMATION

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

YEAR ENDED JUNE 30, 2020

CASH BASIS

	2013 Capital Fund	2014 Capital Fund	2015 Capital Fund	2016 Capital Fund	2017 Capital Fund	2018 Capital Fund
Funds approved	\$ 148,586	\$ 154,181	\$ 152,457	\$ 154,952	\$ 156,165	\$ 242,405
Funds expended	148,586	154,181	152,457	154,952	156,165	6,615
Excess of funds approved	<u>\$ 0</u>	<u>\$ 0</u>	<u>\$ 0</u>	<u>\$ 0</u>	<u>\$ 0</u>	<u>\$ 235,790</u>
Funds advanced	\$ 148,586	\$ 154,181	\$ 152,457	\$ 154,952	\$ 0	\$ 0
Funds expended	148,586	154,181	152,457	154,952	(156,165)	6,615
Excess (Deficiency) of funds	<u>\$ 0</u>	<u>\$ 0</u>	<u>\$ 0</u>	<u>\$ 0</u>	<u>\$(156,165)</u>	<u>\$(6,615)</u>

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

YEAR ENDED JUNE 30, 2020

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	\$ 382,133
COVID-19-Low-Income Housing Operating Subsidy	14.850a	225
Housing Choice Voucher	14.871	260,919
Total United States Department of Housing and Urban Development		\$ 643,277
Total Expenditures of Federal Awards		\$ 643,277

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, 2020

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, 2020. 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.

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	\$	643,277
Total	\$	643,277

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.

NOTE 5 – DE MINIMIS INDIRECT COST RATE The Housing Authority did not elect to use the 10-percent de minimis indirect cost rate allowed under the Uniform Guidance.

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

YEAR ENDED JUNE 30, 2020

Entity Wide Balance Sheet Summary							
	Project Total	14.871 Housing Choice Vouchers	14.PHC Public Housing CARES Act Funding	14.HCC HCV CARES Act Funding	Subtotal	ELIM	Total
111 Cash - Unrestricted	\$261,044	\$112,626			\$373,670	\$0	\$373,670
112 Cash - Restricted - Modernization and Development	\$0	\$0			\$0	\$0	\$0
113 Cash - Other Restricted	\$0	\$13,323		\$6,760	\$20,083	\$0	\$20,083
114 Cash - Tenant Security Deposits	\$37,253	\$0			\$37,253	\$0	\$37,253
115 Cash - Restricted for Payment of Current Liabilities	\$0	\$0			\$0	\$0	\$0
100 Total Cash	\$298,297	\$125,949	\$0	\$6,760	\$431,006	\$0	\$431,006
121 Accounts Receivable - PHA Projects	\$0	\$0			\$0	\$0	\$0
122 Accounts Receivable - HUD Other Projects	\$259,541	\$0	\$225		\$259,766	\$0	\$259,766
124 Accounts Receivable - Other Government	\$0	\$0			\$0	\$0	\$0
125 Accounts Receivable - Miscellaneous	\$0	\$0			\$0	\$0	\$0
126 Accounts Receivable - Tenants	\$2,022	\$0			\$2,022	\$0	\$2,022
126.1 Allowance for Doubtful Accounts - Tenants	-\$546	\$0			-\$546	\$0	-\$546
126.2 Allowance for Doubtful Accounts - Other	\$0	\$0	\$0		\$0	\$0	\$0
127 Notes, Loans, & Mortgages Receivable - Current	\$0	\$0			\$0	\$0	\$0
128 Fraud Recovery	\$0	\$0			\$0	\$0	\$0
128.1 Allowance for Doubtful Accounts - Fraud	\$0	\$0			\$0	\$0	\$0
129 Accrued Interest Receivable	\$133	\$0			\$133	\$0	\$133
120 Total Receivables, Net of Allowances for Doubtful Accounts	\$261,150	\$0	\$225	\$0	\$261,375	\$0	\$261,375
131 Investments - Unrestricted	\$1,136,697	\$66,415			\$1,203,112	\$0	\$1,203,112
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	\$2,598	\$50			\$2,648	\$0	\$2,648
143 Inventories	\$1,272	\$0			\$1,272	\$0	\$1,272
143.1 Allowance for Obsolete Inventories	-\$127	\$0			-\$127	\$0	-\$127
144 Inter Program Due From	\$225	\$0			\$225	-\$225	\$0
145 Assets Held for Sale	\$0	\$0			\$0	\$0	\$0
150 Total Current Assets	\$1,700,112	\$192,414	\$225	\$6,760	\$1,899,511	-\$225	\$1,899,286
161 Land	\$75,484	\$0			\$75,484	\$0	\$75,484
162 Buildings	\$8,389,444	\$0			\$8,389,444	\$0	\$8,389,444
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	-\$7,336,341	-\$4,954			-\$7,341,295	\$0	-\$7,341,295
167 Construction in Progress	\$169,388	\$0			\$169,388	\$0	\$169,388
168 Infrastructure	\$0	\$0			\$0	\$0	\$0
160 Total Capital Assets, Net of Accumulated Depreciation	\$1,511,953	\$0	\$0	\$0	\$1,511,953	\$0	\$1,511,953
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	\$1,511,953	\$0	\$0	\$0	\$1,511,953	\$0	\$1,511,953
200 Deferred Outflow of Resources	\$0	\$0			\$0	\$0	\$0
290 Total Assets and Deferred Outflow of Resources	\$3,212,065	\$192,414	\$225	\$6,760	\$3,411,464	-\$225	\$3,411,239

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

YEAR ENDED JUNE 30, 2020

Entity Wide Balance Sheet Summary							
	Project Total	14.871 Housing Choice Vouchers	14.PHC Public Housing CARES Act Funding	14.HCC HCV CARES Act Funding	Subtotal	ELIM	Total
311 Bank Overdraft	\$0	\$0			\$0	\$0	\$0
312 Accounts Payable <= 90 Days	\$3,985	\$386			\$4,371	\$0	\$4,371
313 Accounts Payable >90 Days Past Due	\$0	\$0			\$0	\$0	\$0
321 Accrued Wage/Payroll Taxes Payable	\$30,512	\$2,253			\$32,765	\$0	\$32,765
322 Accrued Compensated Absences - Current Portion	\$3,110	\$252			\$3,362	\$0	\$3,362
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	\$32,368	\$0			\$32,368	\$0	\$32,368
341 Tenant Security Deposits	\$37,253	\$0			\$37,253	\$0	\$37,253
342 Unearned Revenue	\$6,567	\$717		\$6,760	\$14,044	\$0	\$14,044
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	\$7,499	\$0			\$7,499	\$0	\$7,499
347 Inter Program - Due To	\$0	\$0	\$225		\$225	-\$225	\$0
348 Loan Liability - Current	\$0	\$0			\$0	\$0	\$0
310 Total Current Liabilities	\$121,294	\$3,608	\$225	\$6,760	\$131,887	-\$225	\$131,662
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	\$4,123	\$273			\$4,396	\$0	\$4,396
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	\$4,123	\$273	\$0	\$0	\$4,396	\$0	\$4,396
300 Total Liabilities	\$125,417	\$3,881	\$225	\$6,760	\$136,283	-\$225	\$136,058
400 Deferred Inflow of Resources							
508.4 Net Investment in Capital Assets	\$1,511,953	\$0			\$1,511,953		\$1,511,953
511.4 Restricted Net Position		\$13,323			\$13,323		\$13,323
512.4 Unrestricted Net Position	\$1,574,695	\$175,210	\$0	\$0	\$1,749,905		\$1,749,905
513 Total Equity - Net Assets / Position	\$3,086,648	\$188,533	\$0	\$0	\$3,275,181	\$0	\$3,275,181
600 Total Liabilities, Deferred Inflows of Resources and Equity - Net	\$3,212,065	\$192,414	\$225	\$6,760	\$3,411,464	-\$225	\$3,411,239

HOUSING AUTHORITY OF BRISTOW, OKLAHOMA
FINANCIAL DATA SCHEDULES

YEAR ENDED JUNE 30, 2020

Single Project Revenue and Expense			
	Low Rent	Capital Fund	Total Project
70300 Net Tenant Rental Revenue	\$373,779	\$0	\$373,779
70400 Tenant Revenue - Other	\$13,296	\$0	\$13,296
70500 Total Tenant Revenue	\$387,075	\$0	\$387,075
70600 HUD PHA Operating Grants	\$382,133	\$0	\$382,133
70610 Capital Grants	\$0	\$0	\$0
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	\$13,071	\$0	\$13,071
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	\$1,160	\$0	\$1,160
71600 Gain or Loss on Sale of Capital Assets	\$0	\$0	\$0
72000 Investment Income - Restricted	\$0	\$0	\$0
70000 Total Revenue	\$783,439	\$0	\$783,439
91100 Administrative Salaries	\$114,407	\$0	\$114,407
91200 Auditing Fees	\$11,802	\$0	\$11,802
91300 Management Fee	\$0	\$0	\$0
91310 Book-keeping Fee	\$0	\$0	\$0
91400 Advertising and Marketing	\$0	\$0	\$0
91500 Employee Benefit contributions - Administrative	\$37,912	\$0	\$37,912
91600 Office Expenses	\$15,431	\$0	\$15,431
91700 Legal Expense	\$0	\$0	\$0
91800 Travel	\$555	\$0	\$555
91810 Allocated Overhead	\$0	\$0	\$0
91900 Other	\$5,792	\$0	\$5,792
91000 Total Operating - Administrative	\$185,899	\$0	\$185,899
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	\$28,800	\$0	\$28,800
93200 Electricity	\$9,675	\$0	\$9,675
93300 Gas	\$5,185	\$0	\$5,185
93400 Fuel	\$0	\$0	\$0
93500 Labor	\$0	\$0	\$0
93600 Sewer	\$6,436	\$0	\$6,436

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

YEAR ENDED JUNE 30, 2020

Single Project Revenue and Expense			
	Low Rent	Capital Fund	Total Project
93700 Employee Benefit Contributions - Utilities	\$0	\$0	\$0
93800 Other Utilities Expense	\$0	\$0	\$0
93000 Total Utilities	\$50,096	\$0	\$50,096
94100 Ordinary Maintenance and Operations - Labor	\$85,144	\$0	\$85,144
94200 Ordinary Maintenance and Operations - Materials and Other	\$31,146	\$0	\$31,146
94300 Ordinary Maintenance and Operations Contracts	\$96,471	\$0	\$96,471
94500 Employee Benefit Contributions - Ordinary Maintenance	\$26,675	\$0	\$26,675
94000 Total Maintenance	\$239,436	\$0	\$239,436
95100 Protective Services - Labor	\$0	\$0	\$0
95200 Protective Services - Other Contract Costs	\$1,722	\$0	\$1,722
95300 Protective Services - Other	\$0	\$0	\$0
95500 Employee Benefit Contributions - Protective Services	\$0	\$0	\$0
95000 Total Protective Services	\$1,722	\$0	\$1,722
96110 Property Insurance	\$87,121	\$0	\$87,121
96120 Liability Insurance	\$13,801	\$0	\$13,801
96130 Workmen's Compensation	\$8,076	\$0	\$8,076
96140 All Other Insurance	\$4,446	\$0	\$4,446
96100 Total insurance Premiums	\$113,444	\$0	\$113,444
96200 Other General Expenses	\$15,566	\$0	\$15,566
96210 Compensated Absences	\$11,149	\$0	\$11,149
96300 Payments in Lieu of Taxes	\$32,368	\$0	\$32,368
96400 Bad debt - Tenant Rents	\$4,389	\$0	\$4,389
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	\$63,472	\$0	\$63,472
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	\$654,069	\$0	\$654,069
97000 Excess of Operating Revenue over Operating Expenses	\$129,370	\$0	\$129,370
97100 Extraordinary Maintenance	\$0	\$0	\$0
97200 Casualty Losses - Non-capitalized	\$0	\$0	\$0
97300 Housing Assistance Payments	\$0	\$0	\$0
97350 HAP Portability-In	\$0	\$0	\$0
97400 Depreciation Expense	\$254,757	\$0	\$254,757
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	\$908,826	\$0	\$908,826

HOUSING AUTHORITY OF BRISTOW, OKLAHOMA
FINANCIAL DATA SCHEDULES

YEAR ENDED JUNE 30, 2020

Single Project Revenue and Expense			
	Low Rent	Capital Fund	Total Project
10010 Operating Transfer In	\$0	\$0	\$0
10020 Operating transfer Out	\$0	\$0	\$0
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)	\$0	\$0	\$0
10000 Excess (Deficiency) of Total Revenue Over (Under) Total Expenses	-\$125,387	\$0	-\$125,387
11020 Required Annual Debt Principal Payments	\$0	\$0	\$0
11030 Beginning Equity	\$2,919,996	\$292,039	\$3,212,035
11040 Prior Period Adjustments, Equity Transfers and Correction of Errors	\$292,039	-\$292,039	\$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	1840		1840
11270 Excess Cash	\$1,520,570		\$1,520,570
11610 Land Purchases	\$0	\$0	\$0
11620 Building Purchases	\$15,350	\$0	\$15,350
11630 Furniture & Equipment - Dwelling Purchases	\$0	\$0	\$0
11640 Furniture & Equipment - Administrative Purchases	\$0	\$0	\$0
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, 2020

Entity Wide Revenue and Expense Summary							
	Project Total	14.871 Housing Choice Vouchers	14.PHC Public Housing CARES Act Funding	14.HCC HCV CARES Act Funding	Subtotal	ELIM	Total
70300 Net Tenant Rental Revenue	\$373,779	\$0			\$373,779	\$0	\$373,779
70400 Tenant Revenue - Other	\$13,296	\$0			\$13,296	\$0	\$13,296
70500 Total Tenant Revenue	\$387,075	\$0	\$0	\$0	\$387,075	\$0	\$387,075
70600 HUD PHA Operating Grants	\$382,133	\$260,919	\$225		\$643,277	\$0	\$643,277
70610 Capital Grants	\$0	\$0			\$0	\$0	\$0
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	\$13,071	\$819			\$13,890	\$0	\$13,890
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	\$1,160	\$0			\$1,160	\$0	\$1,160
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	\$783,439	\$261,738	\$225	\$0	\$1,045,402	\$0	\$1,045,402
91100 Administrative Salaries	\$114,407	\$17,641			\$132,048	\$0	\$132,048
91200 Auditing Fees	\$11,802	\$178			\$11,980	\$0	\$11,980
91300 Management Fee	\$0	\$0			\$0	\$0	\$0
91310 Book-keeping Fee	\$0	\$0			\$0	\$0	\$0
91400 Advertising and Marketing	\$0	\$0			\$0	\$0	\$0
91500 Employee Benefit contributions - Administrative	\$37,912	\$3,418			\$41,330	\$0	\$41,330
91600 Office Expenses	\$15,431	\$2,689			\$18,120	\$0	\$18,120
91700 Legal Expense	\$0	\$0			\$0	\$0	\$0
91800 Travel	\$555	\$0			\$555	\$0	\$555
91810 Allocated Overhead	\$0	\$0			\$0	\$0	\$0
91900 Other	\$5,792	\$785			\$6,577	\$0	\$6,577
91000 Total Operating - Administrative	\$185,899	\$24,711	\$0	\$0	\$210,610	\$0	\$210,610
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	\$0	\$0
93100 Water	\$28,800	\$0			\$28,800	\$0	\$28,800
93200 Electricity	\$9,675	\$0			\$9,675	\$0	\$9,675
93300 Gas	\$5,185	\$0			\$5,185	\$0	\$5,185
93400 Fuel	\$0	\$0			\$0	\$0	\$0
93500 Labor	\$0	\$0			\$0	\$0	\$0
93600 Sewer	\$6,436	\$0			\$6,436	\$0	\$6,436

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

YEAR ENDED JUNE 30, 2020

Entity Wide Revenue and Expense Summary							
	Project Total	14.871 Housing Choice Vouchers	14.PHC Public Housing CARES Act Funding	14.HCC HCV CARES Act Funding	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	\$50,096	\$0	\$0	\$0	\$50,096	\$0	\$50,096
94100 Ordinary Maintenance and Operations - Labor	\$85,144	\$0			\$85,144	\$0	\$85,144
94200 Ordinary Maintenance and Operations - Materials and Other	\$31,146	\$0			\$31,146	\$0	\$31,146
94300 Ordinary Maintenance and Operations Contracts	\$96,471	\$0	\$225		\$96,696	\$0	\$96,696
94500 Employee Benefit Contributions - Ordinary Maintenance	\$26,675	\$0			\$26,675	\$0	\$26,675
94000 Total Maintenance	\$239,436	\$0	\$225	\$0	\$239,661	\$0	\$239,661
95100 Protective Services - Labor	\$0	\$0			\$0	\$0	\$0
95200 Protective Services - Other Contract Costs	\$1,722	\$0			\$1,722	\$0	\$1,722
95300 Protective Services - Other	\$0	\$0			\$0	\$0	\$0
95500 Employee Benefit Contributions - Protective Services	\$0	\$0			\$0	\$0	\$0
95000 Total Protective Services	\$1,722	\$0	\$0	\$0	\$1,722	\$0	\$1,722
96110 Property Insurance	\$87,121	\$0			\$87,121	\$0	\$87,121
96120 Liability Insurance	\$13,801	\$16			\$13,817	\$0	\$13,817
96130 Workmen's Compensation	\$8,076	\$88			\$8,164	\$0	\$8,164
96140 All Other Insurance	\$4,446	\$152			\$4,598	\$0	\$4,598
96100 Total insurance Premiums	\$113,444	\$256	\$0	\$0	\$113,700	\$0	\$113,700
96200 Other General Expenses	\$15,566	\$0			\$15,566	\$0	\$15,566
96210 Compensated Absences	\$11,149	\$810			\$11,959	\$0	\$11,959
96300 Payments in Lieu of Taxes	\$32,368	\$0			\$32,368	\$0	\$32,368
96400 Bad debt - Tenant Rents	\$4,389	\$0			\$4,389	\$0	\$4,389
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	\$63,472	\$810	\$0	\$0	\$64,282	\$0	\$64,282
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	\$0	\$0
96900 Total Operating Expenses	\$654,069	\$25,777	\$225	\$0	\$680,071	\$0	\$680,071
97000 Excess of Operating Revenue over Operating Expenses	\$129,370	\$235,961	\$0	\$0	\$365,331	\$0	\$365,331
97100 Extraordinary Maintenance	\$0	\$0			\$0	\$0	\$0
97200 Casualty Losses - Non-capitalized	\$0	\$0			\$0	\$0	\$0
97300 Housing Assistance Payments	\$0	\$220,126			\$220,126	\$0	\$220,126
97350 HAP Portability-In	\$0	\$0			\$0	\$0	\$0
97400 Depreciation Expense	\$254,757	\$0			\$254,757	\$0	\$254,757
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	\$908,826	\$245,903	\$225	\$0	\$1,154,954	\$0	\$1,154,954

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

YEAR ENDED JUNE 30, 2020

Entity Wide Revenue and Expense Summary							
	Project Total	14.871 Housing Choice Vouchers	14.PHC Public Housing CARES Act Funding	14.HCC HCV CARES Act Funding	Subtotal	ELIM	Total
10010 Operating Transfer In	\$0	\$0			\$0	\$0	\$0
10020 Operating transfer Out	\$0	\$0			\$0	\$0	\$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		\$0
10000 Excess (Deficiency) of Total Revenue Over (Under) Total Expenses	-\$125,387	\$15,835	\$0	\$0	-\$109,552		-\$109,552
11020 Required Annual Debt Principal Payments	\$0	\$0	\$0	\$0	\$0		\$0
11030 Beginning Equity	\$3,212,035	\$172,698	\$0	\$0	\$3,384,733	\$0	\$3,384,733
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		\$175,210			\$175,210		\$175,210
11180 Housing Assistance Payments Equity		\$13,323			\$13,323		\$13,323
11190 Unit Months Available	1908	726			2634	0	2634
11210 Number of Unit Months Leased	1840	614			2454	0	2454
11270 Excess Cash	\$1,520,570				\$1,520,570		\$1,520,570
11610 Land Purchases	\$0				\$0		\$0
11620 Building Purchases	\$15,350				\$15,350		\$15,350
11630 Furniture & Equipment - Dwelling Purchases	\$0				\$0		\$0
11640 Furniture & Equipment - Administrative Purchases	\$0				\$0		\$0
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