

TOWN OF CANTON
BLAINE COUNTY, OKLAHOMA

AGREED UPON PROCEDURES
FOR THE FISCAL YEAR ENDED JUNE 30, 2011

Honorable Town Council
Town of Canton
Canton, Oklahoma 73724

INDEPENDENT ACCOUNTANT'S REPORT

I have performed the procedures enumerated below which were agreed to by the specified users of the report, as identified above, and as defined within applicable state laws of Oklahoma solely to assist the Town in meeting its financial accountability requirements as prescribed by such state laws (HB 1670) and evaluating compliance with specified legal or contractual requirements for the fiscal year ended June 30, 2011. Management of the Town of Canton is responsible for the Town's financial accountability and its compliance with those legal and contractual requirements. This agreed-upon procedures engagement was conducted in accordance with the attestation standards established by the American Institute of Certified Public Accountants. The sufficiency of the procedures is solely the responsibility of those parties specified in this report. Consequently, I make no representation regarding the sufficiency of the procedures described below either for the purpose for which this report has been requested or for any other purpose.

PROCEDURES AND FINDINGS

As to the Town of Canton as of and for the Fiscal Year ended June 30, 2011:

1. **Procedures Performed:** For the Town's trial balances, I prepared a schedule of changes in fund balances for each fund (see accompanying Exhibit A) and compared the schedule to the statutory prohibition of creating fund balance deficits to report any noted instances of noncompliance.

Findings: No instances noted.

2. **Procedures Performed:** From the Town's trial balance, I prepared a budget and actual financial schedule for the General Fund and any other significant funds listing separately each federal fund (see accompanying Exhibit B) and compared the actual expenditures reported to the authorized appropriations to report any noted instances of noncompliance with appropriation limitations.

Findings: No instances noted.

3. **Procedures Performed:** I reconciled the Town's material bank account balances to bank statements and traced the timely clearance of significant reconciling items to report any significant or unusual instances of reconciling items that have not cleared.

Findings: No instances noted.

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

Findings: No instances noted.

5. **Procedures Performed:** I compared use of materially restricted revenues and resources to their restrictions to report any noted instances of noncompliance. (NODA siren grant compliance was reviewed as part of this procedure.)

Findings: No instances noted.

6. **Procedures Performed:** I compared the accounting for the Town's activities by fund to the legal and contractual requirements for separate funds to report any noted instances of noncompliance.

Findings: No instances noted.

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

Findings: No instance noted.

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

This report is intended solely for the informational and use of the specific users, as indicated above, and is not intended to be and should not be used by anyone other than these specific parties.

Linda Woodruff
Certified Public Accountant

Watonga, Oklahoma
January 3, 2012

EXHIBIT A
TOWN OF CANTON
SUMMARY OF CHANGES IN FUND BALANCES
FOR THE FISCAL YEAR ENDED JUNE 30, 2011

	Beginning of Year Fund Balances	Current Year Change		End of Year Fund Balances
		Receipts	Disbursements	
Town				
Government Funds				
General Fund	\$ 151,437	\$ 314,684	\$ 227,948	\$ 238,173
Street and Alley	28,944	5,451	14,616	19,779
Fire Department	2,120	39,608	37,242	4,486
Police	33,374	144,564	167,129	10,809
Juvenile	4,371	1,155	0	5,526
Special Revenue Funds				
Cemetery Fund	13,907	6,677	1,393	19,191
Proprietary Funds				
Community Center	24,517	92,498	90,651	26,364
Pool Fund	6,250	36,524	33,279	9,495
Fiduciary Funds				
Perpetual Fund	51,256	364	300	51,320
Town Subtotal	<u>\$ 316,176</u>	<u>\$ 641,525</u>	<u>\$ 572,558</u>	<u>\$ 385,143</u>

EXHIBIT B
BUDGETARY COMPARISON SCHEDULE
GENERAL FUND – CASH BASIS
FOR THE FISCAL YEAR ENDED JUNE 30, 2011

	Budgeted Amounts		Actual Amounts	Variance with Final Budget (Under) Over
	Original	Final		
Beginning Budgetary Fund Balance	\$ 130,545	\$ (6,455)	\$ 171,876	\$ 178,331
Resources (Inflows)				
Taxes				
Franchise Tax	24,770	24,770	21,135	(3,635)
Sales Tax	183,960	183,960	235,334	51,374
Cigarette Tax	2,590	2,590	2,657	67
Total Tax	211,320	211,320	259,126	47,806
Intergovernmental				
Alcoholic Beverage Tax	5,824	5,824	6,699	875
State Grants	0	0	0	0
Investment Income	2,780	2,780	2,569	(211)
Miscellaneous Income				
Fines	137,000	137,000	145,719	8,719
Permit Fees	265	265	515	250
Dog Pound Fees	50	50	0	(50)
Sale of Property (Surplus)	0	0	11,714	11,714
Insurance Reimbursement	500	500	2,758	2,258
Miscellaneous	1,765	1,765	0	(1,765)
Other Financing Sources				
Transfer from Other Funds	2,500	2,500	21,045	18,545
Donations	4,100	4,100	8,197	4,097
Amounts Available for Appropriations	366,104	366,104	458,342	92,238
General Government				
Personal Services	106,000	118,000	116,322	(1,678)
Maintenance and Operations	257,000	210,000	172,256	(37,744)
Capital Outlay	25,000	35,000	33,500	(1,500)
Other Financing Uses				
Transfers to Other Funds	50,000	75,000	74,526	(474)
Total Charges to Appropriations	438,000	438,000	396,604	(41,396)
Ending Budgetary Fund Balance	\$ 58,649	\$ (78,351)	\$ 233,614	\$ 311,965

**TOWN OF CANTON
BLAINE COUNTY, OKLAHOMA
SCHEDULE OF GRANT AWARDS, REVENUES, AND EXPENDITURES
FOR THE FISCAL YEAR ENDED JUNE 30, 2011**

Grant Depreciation	Contract Number	Grant Award	Revenue Collected	Total Expenditures
NODA – Dept of Agriculture	Fire Grant	\$ 4,398	\$ 4,398	\$ 4,398
REAP BL10-1 (Closed)	Medical Clinic	34,439	34,439	32,314
NODA – REAP BL 11-4	Storm Sirens	18,900	15,950	15,950
REAP – BL09-2 (Closed)	Street & Signs	21,560	0	14,616
Total		<u>\$ 79,297</u>	<u>\$ 54,787</u>	<u>\$ 67,278</u>

**TOWN OF CANTON
BLAINE COUNTY, OKLAHOMA
TRUSTEES AND OFFICERS**

Larry Jones	Chairman
Keith Long	Trustee
John Sprunger	Trustee
Melinda Foster	Trustee
Chris Vowell	Trustee

Linda Hysell	Town Clerk
Jean Howard	Town Treasurer