

CUSTER COUNTY RURAL WATER
DISTRICT NO. 3

FINANCIAL STATEMENTS
AND AUDITOR'S REPORT

JUNE 30, 2016 AND 2015

**CUSTER COUNTY RURAL WATER
DISTRICT NO. 3**

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INDEPENDENT AUDITOR'S REPORT

Board of Directors
Custer County Rural Water District No. 3
Custer, Oklahoma

Report on the Financial Statements

We have audited the accompanying financial statements of the Custer County Rural Water District No. 3 as of and for the years ended June 30, 2016 and 2015, and the related notes to the financial statements, which collectively comprise the District'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 an opinion 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 the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risk 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 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 principles 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 opinion.

Opinion

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of Custer County Rural Water District No. 3 as of June 30, 2016 and 2015, and the respective changes in financial position and its cash flows for the years then ended, in conformity with accounting principles generally accepted in the United States of America.

Other Matters

Required Supplementary Information

The District has omitted the management's discussion and analysis that accounting principles generally accepted in the United States of America require to be presented to supplement the basic financial statements. Such missing 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. Our opinion on the basic financial statements is not affected by this missing information.

Other Reporting Required by Government Auditing Standards

In accordance with Government Auditing Standards, we have also issued a report dated October 3, 2016, on our consideration of the District's internal control over financial reporting and our tests of its compliance with certain provisions of laws, regulations, contracts, grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with Government Auditing Standards in considering the District's internal control over financial reporting and compliance.

McCulley & McCulley

Weatherford, Oklahoma

October 3, 2016

**CUSTER COUNTY RURAL WATER DISTRICT NO. 3
BALANCE SHEETS**

	ASSETS	June 30,	
		2016	2015
Current Assets			
Petty Cash		\$ 50	\$ 50
Cash in Bank		221,869	304,323
Certificates of Deposit		242,028	140,606
Accounts Receivable, Net		21,819	21,663
Prepaid Expenses		8,304	9,571
Total Current Assets		494,070	476,213
Restricted Assets			
Accounts Receivable, Net		200	100
Cash - Meter Deposits		22,419	22,048
Total Restricted Assets		22,619	22,148
Inventory		6,571	6,571
Other Assets		1,115	1,115
Capital Assets, Net of Accumulated Depreciation		806,652	817,152
TOTAL ASSETS		\$ 1,331,027	\$ 1,323,199
LIABILITIES AND NET POSITION			
Current Liabilities			
Accounts Payable		\$ 3,211	\$
Withheld and Accrued Payroll Taxes Payable		10,076	
Accrued Compensated Absences		900	2,154
Customer Meter Deposits		22,619	22,148
Unearned Revenue		11,664	11,502
Total Current Liabilities		48,470	35,804
Long-Term Liabilities		0	0
Total Liabilities		48,470	35,804
Net Position			
Net Investment in Capital Assets		806,652	817,152
Unrestricted and Designated		475,905	470,243
Total Net Position		1,282,557	1,287,395
TOTAL LIABILITIES AND NET POSITION		\$ 1,331,027	\$ 1,323,199

The accompanying notes are an integral part of these statements.

CUSTER COUNTY RURAL WATER DISTRICT NO. 3
STATEMENTS OF ACTIVITIES
FOR THE YEARS ENDED JUNE 30, 2016 AND 2015

	June 30,	
	2016	2015
Operating Revenues		
Water Sales	\$ 298,524	\$ 306,464
Membership Income	3,000	9,000
Installation & Connection Charges	400	1,775
Late Charges	3,940	3,712
Other Revenue	1,208	4,208
	<hr/>	<hr/>
Total Operating Revenues	307,072	325,159
	<hr/>	<hr/>
Operating Expenses		
Cost of Water	50,198	49,303
Salaries and Wages	97,011	94,351
Pension Plan	9,577	13,331
Payroll Taxes	7,947	7,714
Depreciation	46,378	43,846
Bad Debt Expense	1,830	
Repairs and Maintenance	11,536	8,044
Insurance	11,444	12,377
Transportation	11,642	10,696
Utilities	15,574	15,176
Operating Supplies	36,845	37,358
Telephone	2,685	5,950
Office Supplies	7,041	4,373
Professional Services	2,160	1,800
Licenses, Dues, and Subscriptions	146	527
Director Fees	1,975	1,725
Miscellaneous Expense	1,226	530
	<hr/>	<hr/>
Total Operating Expenses	315,215	307,101
	<hr/>	<hr/>
Operating Income Before		
Nonoperating Revenues (Expenses)	(8,143)	18,058
Nonoperating Revenues (Expenses)		
Interest Income	1,741	1,226
Sales of Assets	1,668	700
Penalty and Interest	(104)	
	<hr/>	<hr/>
Increase in Net Position	\$ (4,838)	\$ 19,984
	<hr/>	<hr/>

The accompanying notes are an integral part of these statements.

CUSTER COUNTY RURAL WATER DISTRICT NO. 3
STATEMENTS OF CHANGES IN NET POSITION
FOR THE YEARS ENDED JUNE 30, 2016 AND 2015

	<u>June 30,</u>	
	<u>2016</u>	<u>2015</u>
Net Position		
Beginning of Year	\$ 1,287,395	\$ 1,267,411
Increase in Net Position For the Year Then Ended	<u>(4,838)</u>	<u>19,984</u>
End of Year	<u>\$ 1,282,557</u>	<u>\$ 1,287,395</u>

The accompanying notes are an integral part of these statements.

CUSTER COUNTY RURAL WATER DISTRICT NO. 3
STATEMENTS OF CASH FLOWS
FOR THE YEARS ENDED JUNE 30, 2016 AND 2015

	June 30,	
	2016	2015
Cash Flows from Operating Activities		
Cash Received from Customers	\$ 308,833	\$ 326,243
Cash Paid for Goods and Services	(151,208)	(96,085)
Cash Paid to Employees	(105,713)	(115,333)
Net Cash Provided by Operating Activities	51,912	114,825
Cash Flows from Noncapital Financing Activities	(104)	
Cash Flows From Investing Activities		
Purchase of Capital Assets	(35,878)	(10,023)
Sales of Assets	1,668	700
Interest Received on Cash and Cash Equivalents	1,741	1,226
Net Cash (Used for) Investing Activities	(32,469)	(8,097)
Cash Flows from Financing Activities		
Net Cash (Used for) Financing Activities	0	0
Net Increase in Cash and Cash Equivalents	19,339	106,728
Cash and Cash Equivalents		
Beginning of Year	467,027	360,299
End of Year	<u>\$ 486,366</u>	<u>\$ 467,027</u>
Reconciliation of Operating Income to Net Cash Provided by Operating Activities:		
Operating Income	\$ (8,143)	\$ 18,058
Adjustments to Reconcile Operating Income to Net Cash Provided by Operating Activities:		
Depreciation	46,378	43,846
Changes in Assets & Liabilities:		
(Increase) Decrease in Accounts Receivable	(1,484)	54,206
Increase in Allowance for Loss	1,228	136
(Increase) Decrease in Prepaid Expenses	1,267	(632)
Increase (Decrease) in Accounts Payable	3,211	(1,700)
Increase in Withhold and Accrued Payroll Taxes Payable	10,076	
Increase in Accrued Compensated Absences	(1,254)	63
Increase in Unearned Revenue	162	
Increase in Customer Meter Deposits	471	848
Total Adjustments	60,055	96,767
Net Cash Provided By Operating Activities	\$ 51,912	\$ 114,825

The accompanying notes are an integral part of these statements.

CUSTER COUNTY RURAL WATER DISTRICT NO. 3
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEARS ENDING JUNE 30, 2016 AND 2015

Note 1 - Significant Accounting Policies.

The accounting policies of the Custer County Rural Water District No. 3 (the District) conform to accounting principles generally accepted in the United States of America applicable to government organizations. The preparation of financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the reporting period. Actual results could differ from those estimates. The following is a summary of the more significant policies.

A. The Reporting Entity.

The District provides water to its members within its geographic boundaries. The District is governed by a seven member Board of Directors who are elected by the participating members. These financial statements include all of the funds under the control of the Board of Directors relevant to the operations of the District.

B. Basis of Presentation.

The accounts of governmental entities are organized on the basis of funds or account groups, each of which is considered to be a separate accounting entity. The operations of each fund have a separate set of accounts which are comprised of each fund's assets, liabilities, net position, revenues and expenses. The activities of the District are organized into a single fund, an enterprise fund (proprietary fund type).

Enterprise funds are used to account for operations (a) that are financed and operated in a manner similar to private business enterprises - where the intent of the governing body is that the costs (expenses, including depreciation) of providing goods or services to the general public on a continuing basis be financed or recovered primarily through user charges, or (b) where the governing body has decided that periodic determination of revenues earned, expenses incurred, and/or change in net position is appropriate for capital maintenance, accountability, or other purposes.

**CUSTER COUNTY RURAL WATER DISTRICT NO. 3
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEARS ENDING JUNE 30, 2016 AND 2015**

Note 1 - Significant Accounting Policies (continued).

C. Basis of Accounting.

Basis of accounting refers to when revenues and expenses are recognized in the accounts and reported in the financial statements. Basis of accounting relates to the timing of the measurement focus applied.

Enterprise funds use the economic resources measurement focus and the accrual basis of accounting. Revenues are recorded when earned and expenses are recorded when the obligation is incurred.

D. Allowance for Losses.

Allowance for losses on receivables are recorded when management believes a receivable is uncollectible. Management periodically reviews its receivables to determine what is collectible. At June 30, 2016 and 2015, management has set an allowance for loss of \$1,830 and \$602, respectively.

E. Inventory.

Inventory consists of items purchased and held by the District for use to construct a line extension. It is valued at cost. The line extension has not been installed as of June 30, 2016.

F. Capital Assets.

All capital assets are valued at historical cost. Capital assets with a historical cost > \$500 are depreciated on the straight-line basis over the estimated useful life of the asset. A summary of the capital assets and the service lives by type of asset at June 30, 2016 and 2015, are as follows:

<u>Estimated Useful Life</u>	
Wells, Lines and Buildings	10 - 65 yrs.
Vehicles	5 yrs.
Furniture and Fixtures	3 - 5 yrs.
Pumps and Equipment	3 - 5 yrs.

CUSTER COUNTY RURAL WATER DISTRICT NO. 3
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEARS ENDING JUNE 30, 2016 AND 2015

Note 1 - Significant Accounting Policies (continued).

G. Accrued Compensated Absences.

The District has established a compensated absences policy which gives all full time employees compensation for vacation leave. This policy gives two weeks vacation leave for those with one year of continuous employment and three weeks for those with ten years or more. Vacation leave will be paid whether taken or not at the end of the calendar year. Employees may also earn one calendar day per month sick leave which can accumulate to 36 days, along with 3 personal days each year that cannot be accumulated. Unused sick leave or personal days will not be paid to the employee. These financial statements accrue only for the unused vacation leave.

H. Net Position.

Net position is classified into three components:

1. Net investment in capital assets - Consists of capital assets, net of accumulated depreciation and reduced by the outstanding balances of any debt attributable to these assets.
2. Restricted net position - Consists of net position with constraints placed on the use either by (1) external groups such as creditors, grantors, contributors, or laws or regulations of other governments; or (2) law through constitutional revisions or enabling legislation.
3. Unrestricted net position - All other net position that do not meet the definition of the other two above. These include amounts designated by management for a particular purpose.

I. Operating Revenues and Expenses.

Operating revenues and expenses consist of those revenues that result from the ongoing principal operations of the District. Operating revenues consist primarily of charges for services. Nonoperating revenues and expenses consist of those revenues and expenses that are related to financing and investing type of activities and result from nonexchange transactions or ancillary activities.

**CUSTER COUNTY RURAL WATER DISTRICT NO. 3
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDING JUNE 30, 2016 AND 2015**

Note 2 - Cash in Bank and Certificates of Deposit.

Cash in bank includes the District's demand deposits and savings accounts. The District's certificates of deposit are recorded at cost, which approximates market value. Certificates of deposit are authorized investments for the District. The District uses the state statutes as a deposit policy for custodial credit risk. The District has custodial credit risk which is defined as the risk that in the event of a bank failure, the District's deposits may not be returned to it. The Federal Government has increased the federal deposit insurance to \$250,000. All of the District's deposits at June 30, 2016 and 2015, are secured by federal deposit insurance.

	JUNE 30	
	2016	2015
Carrying Balance	\$486,316	\$466,977
Bank Balance	512,040	485,524
Insured	492,053	390,607
Not Insured but Collateralized by Bank	19,987	
Not Insured or Collateralized	-0-	94,917

For the purpose of the Statement of Cash Flows, the District considers cash and cash equivalents to be petty cash, cash in bank, certificates of deposit, and restricted assets.

Note 3 - Accounts Receivable, Net.

Accounts receivable consists of the amounts owed to the District by customers for water sales, late fees, memberships and supplies paid by the District for the benefit of the customer and to be reimbursed by them, net of any allowance for loss. At June 30, 2016 and 2015, an allowance for loss has been established of \$1,830 and \$602, respectively.

Note 4 - Restricted Assets.

Restricted assets consist of cash and accounts receivable restricted for customer deposits and which are offset by a related liability payable.

CUSTER COUNTY RURAL WATER DISTRICT NO. 3
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEARS ENDING JUNE 30, 2016 AND 2015

Note 5 - Capital Assets.

Capital assets and its changes consist of the following:

	June 30, 2015	Additions	Deletions	June 30, 2016
Tank Sites - Land *	\$ 5,000	\$	\$	\$ 5,000
Office Building - Land *	2,154			2,154
Wells, Lines & Buildings	1,721,482	8,299		1,729,781
Vehicles	31,285	22,872		54,157
Furniture and Fixtures	12,089			12,089
Pumps and Equipment	62,957	4,707	(1,196)	66,468
Total Capital Assets	1,834,967	35,878	(1,196)	1,869,649
Less Accumulated Depreciation for:				
Wells, Lines & Buildings	(937,825)	(37,006)		(974,831)
Vehicles	(22,278)	(4,623)		(26,901)
Furniture and Fixtures	(11,763)	(288)		(12,051)
Pumps and Equipment	(45,949)	(4,461)	1,196	(49,214)
Total Accumulated Depr.	(1,017,815)	(46,378)	1,196	(1,062,997)
Net Capital Assets	\$ 817,152	\$ (10,500)	\$ (-0-)	\$ 806,652
	June 30, 2014	Additions	Deletions	June 30, 2015
Tank Sites - Land *	\$ 5,000	\$	\$	\$ 5,000
Office Building - Land *	2,154			2,154
Wells, Lines & Buildings	1,721,482			1,721,482
Vehicles	31,285			31,285
Furniture and Fixtures	12,789		(700)	12,089
Pumps and Equipment	52,934	10,023		62,957
Total Capital Assets	1,825,644	10,023	(700)	1,834,967
Less Accumulated Depreciation for:				
Wells, Lines & Buildings	(901,214)	(36,611)		(937,825)
Vehicles	(18,418)	(3,860)		(22,278)
Furniture and Fixtures	(12,174)	(289)	700	(11,763)
Pumps and Equipment	(42,863)	(3,086)		(45,949)
Total Accumulated Depr.	(974,669)	(43,846)	700	(1,017,815)
Net Capital Assets	\$ 850,975	\$ (33,823)	\$ -0-	\$ 817,152

* non-depreciable assets

CUSTER COUNTY RURAL WATER DISTRICT NO. 3
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEARS ENDING JUNE 30, 2016 AND 2015

Note 6 - Other Assets.

Other assets consists of a reserve certificate issued by the Oklahoma Rural Water Association Assurance Group. It earns a variable rate of interest and can be redeemed by the District upon written demand (providing the net position of the Oklahoma Rural Water Association Assurance Group equal or exceed \$125,000). The total amount of this reserve certificate is \$1,000. The balance of other assets is utility deposits paid.

Note 7 - Unearned Revenue.

Pasture Meters are billed on an annual basis in advance. The amount in the financial statements for unearned revenue represents the unearned portion of water billed for these pasture meters as of June 30, 2016 and 2015.

Note 8 - Related Party Transactions.

The District has an agreement to rent the backhoe owned by one of their employees on a hourly rate. This is done whenever it is needed to repair or replace a water line. Payments to the employee for the year ended June 30, 2016 and 2015, totaled \$4,688 and \$7,538, respectively. This employee retired during this fiscal year.

Note 9 - Pension Plan.

On August 4, 1992, the Board of Directors approved a Simplified Employee Pension plan for any full-time employee. The District has established a monthly contribution of 15% to comply with Internal Revenue Service regulations. The employees length of service requirement to be eligible for this plan is six months. Employees are not required to contribute to this plan. For the fiscal year ending June 30, 2016 and 2015, the total employer contributions amounted to \$9,577 and \$13,331, respectively. Covered salaries for fiscal year 2016 and 2015 totaled \$64,026 and \$88,873, respectively. Total salaries for fiscal year 2016 and 2015 were \$98,265 and \$94,288, respectively.

CUSTER COUNTY RURAL WATER DISTRICT NO. 3
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEARS ENDING JUNE 30, 2016 AND 2015

Note 10 - Risk Management.

The District is exposed to various risks of loss related to torts; theft of, damage to, and destruction of assets; errors and omission; injuries to employees; and natural disasters. The District purchases commercial insurance to reduce their risk of loss. This insurance has a \$1,000 deductible for capital assets (except for the generators), personal injuries, and errors & omissions. The generators have a \$250 deductible.

The District failed to get their workers compensation insurance renewed when it expired on November 1, 2015. It had not been renewed as of June 30, 2016. This was brought to their attention on September 9th, 2016. Management has stated it has submitted the application for renewal.

Note 11 - Net Position - Designated or Restricted.

On November 4, 1997, the District's Board of Directors designated the District's savings accounts and certificate of deposits to be used for system improvements, expansions, and emergencies. Designated net position totaled \$263,110 and \$159,849 for the year ending June 30, 2016 and 2015, respectively.



Certified Public Accountants

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**INDEPENDENT AUDITOR'S 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**

Board of Directors
Custer County Rural Water District No. 3
Custer, 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 the Custer County Rural Water District No. 3 as of and for the year ended June 30, 2016 and the related notes to the financial statements, which collectively comprise the District's basic financial statements, and have issued our report thereon dated October 3, 2016. The District has not presented the management's discussion and analysis that accounting principles generally accepted in the United States has determined is necessary to supplement, although not required to be, a part of the basic financial statements.

Internal Control Over Financial Reporting

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

Our consideration of internal control was for the limited purpose described in the preceding paragraph and was not designed to

identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Therefore, there can be no assurance that all material weaknesses or significant deficiencies have been identified. However, as discussed in the Schedule of Findings and Responses, we identified certain deficiencies in internal control over financial reporting that we consider to be material weaknesses.

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. We considered the deficiencies described in the accompanying Schedule of Findings and Responses as items 1 through 5 to be material weaknesses.

Compliance and Other Matters

As part of obtaining reasonable assurance about whether the District's financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not the objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed one instance of noncompliance or other matters (item 3) that are required to be reported under Government Auditing Standards.

District Response to Findings

The District's response to the findings identified in our audit is described in the accompanying Schedule of Findings and Responses. We did not audit the District's response, 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.

McCulley & McCulley
Weatherford, Oklahoma

October 3, 2016

CUSTER COUNTY RURAL WATER DISTRICT NO. 3
SCHEDULE OF FINDINGS AND RESPONSES
JUNE 30, 2016

1. Lack of Segregation of Duties.

CONDITION AND EFFECT - The District does not have adequate segregation of duties since it only has one office employee. Material errors or fraud could occur and not be found in a timely manner.

RECOMMENDATION - The District should segregate the duties to the extent possible should new employees be hired.

RESPONSE - The District has surety bond insurance to reduce any risk of loss. The District believes the cost of hiring additional employees is not economically feasible.

2. Utility Billing Records, Balancing with Utility Accounting General Ledger, and Reconciliations.

CONDITION AND EFFECT - The District posted to the utility accounts receivable general ledger the utility records total accounts receivable balances (which included past due balances) from the utility billing reports versus the current amounts billed for the period posted. Late charges posted to the billing records were not recorded in the general ledger, nor was a report of the late charges printed. Payments posted on the utility accounts receivable general ledger included other amounts that should have either been posted to another revenue account or to another receivable account. Adjustments posted to the billing records were not posted to the accounting records. They did not reconcile the utility accounts receivable general ledger to the utility billing software balances at any time during this fiscal year. Consequently, the billing accounts receivable general ledger balance did not agree nor balance to the billing accounts receivable balance. The effect of not posting and balancing the utility billing records with the utility accounting records in a timely manner could result in material errors or fraud occurring and not be detected in a timely manner.

RECOMMENDATION - Recommend the District post the utility billing accounts receivable records to the accounts receivable general ledger monthly. The amounts currently billed would be posted as a debit to accounts receivable and the credit would be to the respective revenue account. Late charges added to the utility bills should have a report printed and should also be posted to the accounts receivable general ledger as a debit and credit to late charges revenue account. Adjustments made would be appropriately posted to the accounts receivable and revenue accounts. Payments received on utility accounts receivable would

CUSTER COUNTY RURAL WATER DISTRICT NO. 3
SCHEDULE OF FINDINGS AND RESPONSES
JUNE 30, 2016

2. Utility Billing Records, Balancing with Utility Accounting General Ledger, and Reconciliations (continued).

be posted as a credit to utility accounts receivable. Utility accounts receivable general ledger account should be balanced to the utility billing accounts receivable records at the end of each month. Reconciling items, if any, should be documented and corrected as necessary. Recommend also the District consider making a separate deposit slip for payments on utility accounts receivable and a separate deposit slip on other payments received to make it easier to post to the proper general ledger account.

RESPONSE - The District will implement the recommendations and ensure all reconciliations are done timely.

3. Customer Meter Deposit Billing Records, Balancing with the Accounting General Ledger, and Reconciliations.

CONDITION AND EFFECT - The District did not maintain its utility billing customer meter deposit subsidiary records nor reconcile it to the customer meter deposit liability general ledger account. Customer meter deposits that should have been refunded to the customer were not done. The effect of not posting and balancing the customer meter deposits to the accounting records in a timely manner could result in material errors or fraud occurring and not be detected in a timely manner. Not refunding customer deposits within 30 days after termination of service is a violation of state law.

RECOMMENDATION - The customer meter deposit subsidiary records (computer listing) should be updated each month for the activity that month. The customer meter deposit liability general ledger account should be balanced to the customer meter deposit computer listing to ensure accuracy of posting to the records. These reconciliations should be performed monthly and any reconciling items, if any, corrected.

RESPONSE - The District will implement the recommendations and ensure all reconciliations are done timely.

4. Other Accounts Receivable General Ledger.

CONDITION AND EFFECT - Other accounts receivable general ledger postings were made in prior years with the payments received on these accounts receivable being posted as revenue. These payments should have been as a credit to the other accounts receivable accounts. Noted that other accounts receivable had

CUSTER COUNTY RURAL WATER DISTRICT NO. 3
SCHEDULE OF FINDINGS AND RESPONSES
JUNE 30, 2016

4. Other Accounts Receivable General Ledger (continued).

balances outstanding at year end that had been paid. One balance had not been paid but was delinquent. Noted some postings were not to the proper accounts receivable general ledger account. These resulted in errors in the subsidiary ledgers for the account receivable general ledgers. Noted the District did not utilize the other accounts receivable general ledger accounts during the current fiscal year. The effect of not posting and balancing the accounting records in a timely manner could result in material errors or fraud occurring and not be detected in a timely manner.

RECOMMENDATION - Other accounts receivable posted to the accounting records should have their payments received posted as a credit to the other accounts receivable record versus as revenue. Recommend the District utilizes this account to bill the customers for benefit units and other reimbursable expenses. Recommend the District print out an aging report from the accounting records for each account receivable general ledger at least monthly and review it for delinquencies and proper posting of entries.

RESPONSE - The District will implement the recommendations and ensure all reconciliations are done timely.

5. Accounting Records and Bank Reconciliations.

CONDITION AND EFFECT - When we first came to the District in July, 2016, to do a preliminary review to prepare for the audit, we noted that no accounting records had been posted since the last audit was conducted. Since there were no accounting records, then bank reconciliations, billing reconciliations, customer meter deposits reconciliations, and other accounts receivable accounts could not have been done timely. When the accounting records were received in August, 2016, we noted the computerized bank reconciliations were dated as if they were done in a timely manner, versus the actual date they were done. (The District had changed the date on the computer in order to show this). The other reconciliations were not done as noted in previous comments. We also noted the accounting records had posted payments as if they had been made when they actually had not been paid (ie. Internal Revenue Service and Oklahoma Tax Commission payroll taxes owed). Some checks shown as outstanding were the result of duplicate posting. The effect of not posting and balancing the accounting records in a timely manner could result in material errors or fraud occurring and not be detected in a timely manner.

CUSTER COUNTY RURAL WATER DISTRICT NO. 3
SCHEDULE OF FINDINGS AND RESPONSES
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5. Accounting Records and Bank Reconciliations (continued).

RECOMMENDATION - Accounting records should be posted timely and reflect the actual dates they were posted and not adjusted by changing the computer date on the computer to make it look better. Accounting records should be prepared from the source documents (ie. check register, duplicate bank deposit slips, billing records, etc.) at least monthly and the general ledger bank accounts reconciled to the bank statements shortly after receipt of the bank statements. Detailed bank reconciliations should be printed and retained in the files with the proper date it was done. Other reconciliations as noted in above comments should be done and documented as well. We also recommend the Board of Directors take an active role in ensuring the accounting records and reconciliations are being done in a timely manner. This can be done by reviewing the reports from the accounting records at its monthly board meeting similar to what they do for the reports from the billing records.

RESPONSE - The District will implement the recommendations and ensure all reconciliations are done timely.

**CUSTER COUNTY RURAL WATER DISTRICT NO. 3
UPDATE ON PRIOR YEAR'S SCHEDULE OF FINDINGS AND RESPONSES
JUNE 30, 2016**

1. Lack of Segregation of Duties.

CONDITION AND EFFECT - The District does not have adequate segregation of duties since it only has one office employee. Material errors or fraud could occur and not be found in a timely manner.

RECOMMENDATION - The District should segregate the duties to the extent possible should new employees be hired.

RESPONSE - The District has surety bond insurance to reduce any risk of loss. The District believes the cost of hiring additional employees is not economically feasible.

UPDATED COMMENT - Situation is the same. Comment repeated.

2. Accounting Records, Balancing, and Reconciliations.

CONDITION AND EFFECT - The District did not post to the utility accounts receivable general ledger the utility activity maintained on the utility billing software system. Nor did they reconcile the utility accounts receivable general ledger to the utility billing software balances. The District also did not reconcile the customer meter deposit liability general ledger account to the utility billing subsidiary records or to the manual subsidiary records. The District posted only the cash payments from the billing program to the general ledger as water revenue. Other bank deposits were also posted as water revenue when it should have been another type of revenue or a credit to other accounts receivable. Other accounts receivable general ledger postings were made throughout the year but the payments received on these accounts receivable was posted as revenue again. These payments should have been as a credit to the other accounts receivable accounts. Noted that other accounts receivable had balances outstanding at year end that had been paid. One balance had not been paid but was delinquent. The effect of not posting and balancing the accounting records in a timely manner could result in material errors or fraud occurring and not be detected in a timely manner.

RECOMMENDATION - Recommend the District post the utility billing accounts receivable records to the accounts receivable general ledger monthly. The amounts billed would be posted as a debit to accounts receivable and the credit would be to the respective revenue account. Adjustments made would be appropriately posted to the accounts receivable and revenue accounts. Payments received would be posted as a credit to accounts receivable

CUSTER COUNTY RURAL WATER DISTRICT NO. 3
UPDATE ON PRIOR YEAR'S SCHEDULE OF FINDINGS AND RESPONSES
JUNE 30, 2016

2. Accounting Records, Balancing, and Reconciliations
(continued) .

versus to the revenue account. Utility accounts receivable general ledger account should be balanced to the utility billing accounts receivable records end of month balance and the customer meter deposit liability general ledger account should be balanced to the meter deposit subsidiary records. These reconciliations should be performed monthly. Other accounts receivable posted to the accounting records should have their payments received posted as a credit to the accounts receivable record versus as revenue. Present procedures result in duplicating the revenues in the accounting records. Recommend the District print out an aging report from the accounting records receivables monthly and review it for delinquencies and proper posting of entries.

RESPONSE - The District will implement the recommendations and ensure all reconciliations are done timely.

UPDATED COMMENT - Recommendation only partially implemented. The accounting system was done on the computer, but it was not done monthly and reconciled monthly. No accounting records had been posted since the last audit was done, so it was caught up after year end and made to look like it was done monthly and timely. The utility billing activity was posted to the general ledger but the amounts posted were incorrect and had not been reconciled to the utility billing accounts receivable records. Nor were the customer meter deposits utility billing records listing reconciled to the accounting records since the District stopped utilizing the manual customer meter deposit subsidiary system. Comment revised and separated into separate comments due to the nature of the comments.