

THE TOWN OF COLE, OKLAHOMA

**INDEPENDENT ACCOUNTANT'S REPORT ON
APPLYING AGREED-UPON PROCEDURES**

**AS OF AND FOR THE FISCAL YEAR ENDED
JUNE 30, 2024**

Independent Accountant's Report

To the Specified Users of the Report:

Town Council, Town of Cole
Cole, Oklahoma

Trustees of the Cole Public Works Authority
Cole, Oklahoma

Oklahoma Office of State Auditor and Inspector
Oklahoma City, Oklahoma

Report on Applying Agreed-Upon Procedures

We have performed the procedures enumerated below which were agreed to by the specified users of the report as identified above, and as defined within the applicable state laws of the State of Oklahoma solely to assist the Town and Public Works Authority in meeting its financial accountability requirements as prescribed by applicable Oklahoma law and evaluating compliance with specified legal or contractual requirements for the fiscal year ended June 30, 2024. Management of the Town of Cole (the Town) and the Cole Public Works Authority (the Authority) are responsible for the Town's and the Authority's financial accountability and its compliance with those legal and contractual requirements.

The Town and the Authority has agreed to and acknowledge that the procedures performed are appropriate to meet the intended purpose of meeting their financial accountability requirements as prescribed by applicable Oklahoma law and evaluating compliance with specified legal or contractual requirements for the fiscal year ended June 30, 2024. This report may not be suitable for any other purpose. The procedures performed may not address all the items of interest to a user of this report and may not meet the needs of all users of this report and, as such, users are responsible for determining whether the procedures performed are appropriate for their purposes.

Procedures and Findings

As to the Town of Cole as of and for the fiscal year ended June 30, 2024:

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

Findings: No instances of noncompliance observed.

Town of Cole and Cole Public Works Authority
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2. **Procedures Performed:** From the Town's trial balances, we prepared a cash basis budget and actual financial schedule for the General Fund and the Street and Alley Fund (see accompanying Exhibit 2) and compared the actual expenditures reported to the authorized appropriations to report any observed instances of noncompliance with the appropriation limitations.

Findings: No instances of noncompliance observed.

3. **Procedures Performed:** We agreed 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 significant or unusual reconciling items were observed that did not clear on a timely basis.

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

Findings: At June 30, 2024, the Town had a total of \$2,581 of uninsured and uncollateralized deposits.

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

Findings: No instances of noncompliance were observed.

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

Findings: No instances of noncompliance were observed.

7. **Procedures Performed:** A search for Town debt agreements was performed to identify any contractually required reserve balances and debt service requirements of bond indentures for the purpose of determining contract compliance.

Findings: The Town had no debt, therefore no debt service coverage requirements of bond indentures were applicable.

As to the Cole Public Works Authority, as of and for the fiscal year ended June 30, 2024:

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

Findings: No instances of noncompliance were observed.

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2. **Procedures Performed:** We agreed the Authority'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 of noncompliance were observed.

3. **Procedures Performed:** We compared the Authority's uninsured deposits to fair value of pledged collateral to report any amounts of uninsured and uncollateralized deposits.

Findings: At June 30, 2024, all deposits were covered by FDIC.

4. **Procedures Performed:** We compared the Authority's use of material restricted revenues and resources to their restrictions to report any observed instances of noncompliance.

Findings: No instances of noncompliance were observed.

5. **Procedures Performed:** We compared the accounting for the Authority's activities by fund to the legal and contractual requirements for separate funds to report any observed instances of noncompliance.

Findings: No instances of noncompliance were observed.

6. **Procedures Performed:** A search for Authority debt agreements was performed to identify any contractually required reserve balances and/or debt service coverage requirements of bond indentures for the purposes of determining contract compliance.

Findings: The Town had no debt, therefore no debt service coverage requirements of bond indentures were applicable.

As to the Town of Cole and Cole Public Works Authority grant programs, as of and for the fiscal year ended June 30, 2024:

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

Findings: No instances of noncompliance were observed.

We were engaged to conduct this agreed-upon procedures engagement in accordance with the attestation standards established by the American Institute of Certified Public Accountants to meet the requirements prescribed in Oklahoma Statutes §11-17.105-.107 and §60-180.1-.3. We were not engaged to and did not conduct an examination or review engagement, the objective of which would be the expression of an opinion or conclusion, respectively, on the Town or the Authority meeting their financial accountability requirements as prescribed by applicable Oklahoma law and evaluating compliance with specified legal or contractual requirements for the fiscal year ended June 30, 2024. Accordingly, we do not express such an opinion or

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conclusion. Had we performed additional procedures, other matters might have come to our attention that would have been reported to you.

We are required to be independent of the Town and the Authority and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements related to our agreed-upon procedures engagement.

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

Crawford & Associates, P.C.

Crawford & Associates, P.C.
October 15, 2024

EXHIBIT 1
TOWN OF COLE AND PUBLIC TRUST
SUMMARY OF CHANGES IN FUND BALANCES - CASH BASIS
FOR THE YEAR ENDED JUNE 30, 2024

	Beginning of Year Fund Balances	Current Year Revenue	Current Year Disbursements	End of Year Fund Balances
TOWN:				
General Fund	\$ 1,062,680	\$ 255,317	\$ 232,039	\$ 1,085,958
Street and Alley Fund	124,178	8,081	-	132,259
Town Subtotal	<u>1,186,858</u>	<u>263,398</u>	<u>232,039</u>	<u>1,218,217</u>
PUBLIC WORKS AUTHORITY:				
Cole Public Works Authority	280,021	118,319	128,557	269,783
PWA Subtotal	<u>280,021</u>	<u>118,319</u>	<u>128,557</u>	<u>269,783</u>
Overall Totals	<u>\$ 1,466,879</u>	<u>\$ 381,717</u>	<u>\$ 360,596</u>	<u>\$ 1,488,000</u>

See independent accountant's report on agreed-upon procedures.

EXHIBIT 2
TOWN OF COLE, OKLAHOMA
BUDGETARY COMPARISON SCHEDULE - CASH BASIS
GENERAL FUND
FOR THE YEAR ENDED JUNE 30, 2024

	Budgeted Amounts		Actual	Variance with
	Original	Final	Amounts	Final Budget Positive (Negative)
Beginning Budgetary Fund Balance:	\$ 1,062,680	\$ 1,062,680	\$ 1,062,680	\$ -
Resources (Inflows):				
Taxes:				
Sales tax	37,841	37,841	90,966	53,125
Use tax	38,086	38,086	49,384	11,298
Franchise tax	29,045	29,045	30,430	1,385
Total Taxes	104,972	104,972	170,780	65,808
Intergovernmental:				
Alcoholic beverage tax	3,913	3,913	4,154	241
Tobacco tax	273	273	539	266
Grant revenue	-	-	9,994	9,994
Total Intergovernmental	4,186	4,186	14,687	10,501
Interest	9,118	9,118	20,322	11,204
Miscellaneous Income:				
Rent	585	585	1,125	540
Oil permits	-	-	18,100	18,100
Miscellaneous	-	-	12,864	12,864
Total Miscellaneous	585	585	32,089	31,504
Other Financing Uses:				
Transfers in from other funds	-	-	17,439	17,439
Total other financing uses	-	-	17,439	17,439
Total Resources (Inflows)	118,861	118,861	255,317	136,456
Amounts available for appropriation	1,181,541	1,181,541	1,317,997	136,456
Charges to Appropriations (Outflows):				
General Government:				
Personal services	\$ 100,000	\$ 100,000	\$ 38,700	\$ 61,300
Maintenance and operations	200,000	200,000	67,086	132,914
Capital outlay	700,000	700,000	126,253	573,747
Total General Government	1,000,000	1,000,000	232,039	767,961
Total Charges to Appropriations	1,000,000	1,000,000	232,039	767,961
Ending Budgetary Fund Balance	<u>\$ 181,541</u>	<u>\$ 181,541</u>	<u>\$ 1,085,958</u>	<u>\$ 904,417</u>

See independent accountant's report on agreed-upon procedures.

EXHIBIT 2
TOWN OF COLE, OKLAHOMA
BUDGETARY COMPARISON SCHEDULE - CASH BASIS
STREET AND ALLEY FUND
FOR THE YEAR ENDED JUNE 30, 2024

	Budgeted Amounts		Actual	Variance with
	Original	Final	Amounts	Final Budget
				Positive (Negative)
Beginning Budgetary Fund Balance	\$ 124,178	\$ 124,178	\$ 124,178	\$ -
Resources (Inflows):				
Gasoline excise tax	-	-	4,869	4,869
Motor vehicle tax	-	-	1,145	1,145
Investment income	-	-	2,067	2,067
Total Resource (Inflows)	-	-	8,081	8,081
Amounts available for appropriation	124,178	124,178	132,259	8,081
Charges to appropriations (outflows):				
Streets				
Personal services	10,000	10,000	-	10,000
Maintenance and operations	40,000	40,000	-	40,000
Capital outlay	70,000	70,000	-	70,000
Total Streets	120,000	120,000	-	120,000
Total Charges to Appropriations	120,000	120,000	-	120,000
Ending Budgetary Fund Balance	\$ 4,178	\$ 4,178	\$ 132,259	\$ 128,081

See independent accountant's report on agreed-upon procedures.

EXHIBIT 3
TOWN OF COLE, OKLAHOMA
STATEMENT OF REVENUES, EXPENSES AND CHANGES IN FUND BALANCE - CASH BASIS
COLE PUBLIC WORKS AUTHORITY
FOR THE FISCAL YEAR ENDED JUNE 30, 2024

Operating Revenues:	
Charges for services:	
Water revenue	\$ 113,836
Total Operating Revenues	<u>113,836</u>
Operating Expenses:	
Maintenance and operations	<u>111,118</u>
Total Operating Expenses	<u>111,118</u>
Operating Income	2,718
Non-Operating Revenues (Expenses):	
Investment income	4,283
Miscellaneous income	200
Transfer out	(17,439)
Total Non-Operating Revenues (Expenses)	<u>(12,956)</u>
Change in fund balance	(10,238)
Fund Balance - beginning	<u>280,021</u>
Fund Balance - ending	<u><u>\$ 269,783</u></u>

See independent accountant's report on agreed-upon procedures.

TOWN OF COLE , OKLAHOMA
SCHEDULE OF GRANT ACTIVITY - CASH BASIS
Year Ended June 30, 2024

	Rural Fire Grant	Coronavirus State and Local Fiscal Recovery Funds
Awarding agency	Oklahoma Department of Agriculture	U.S. Department of Treasury
AL#	N/A	21.027
Award Amount	\$ 9,994	\$ 105,118
Program Budget	9,994	105,118
Current Year Activity:		
Current Year Receipts:		
Received from agency	9,994	-
Received from local funds	-	-
Total current year receipts	9,994	-
Current Year Disbursements	9,994	-
Beginning of Year Unexpended Grant Funds	-	105,114
End of Year Unexpended Grant Funds	-	105,114
Program To-Date Activity:		
Program To-Date Receipts:		
Received from agency	9,994	105,114
Received from local funds	-	-
Total program to-date receipts	9,994	105,114
Program To-Date Disbursements	9,994	-
Program To-Date Unexpended Grant Funds	\$ -	\$ 105,114

See independent accountant's report on agreed-upon procedures.