2011

DUE DATE: **December 31, 2011**

**IMPORTANT**

This report is to be compiled by your auditor from the audited financial statements of the municipality as required by Oklahoma Statutes, Section 17-105.1 of Title 11.

This report details the funds available to the municipality and the use of those funds including information relating to the duly constituted authorities of the municipality (public trusts, etc.) for the fiscal year ending June 30, **2011.** *See supplementary instructions (coverage of this report) for information related to entities and activities to be included in this report on page 5 of this document.*

This report, principally for planning purposes at the local, State, and national level, is used by the Office of the State Auditor, the Oklahoma Municipal League, public interest groups, State and Federal agencies and universities.

For assistance in completing this report, please call the Office of the State Auditor at (405) 521-3495. When completed, please return this form to the Office of the State Auditor at the address below.

**RETURN TO**
**Office of the Auditor and Inspector**
**State of Oklahoma**
**2300 North Lincoln Blvd.**
**Room 100 State Capitol**
**Oklahoma City, OK 73105**

FORM **SA&I 2643**
(7-18-2011)

**OFFICE OF THE STATE AUDITOR AND INSPECTOR**
**STATE OF OKLAHOMA**
**STEVE BURRAGE, AUDITOR AND INSPECTOR**
**ANNUAL SURVEY OF CITY AND TOWN FINANCES**

372060002 000 00 661
GLENCOE TOWN
MAYOR
PO BOX 198
GLENCOE, OK 74032 0198

*(Please correct any error in name, address, and ZIP Code)*

## Part I TAX REVENUES

**Items 1–3** — Report collections from all taxes imposed by your government. Include current and delinquent amounts, penalties, and interest. Do not include receipts from service charges, special assessments, interest earnings, fines, or any other sources that are not taxes or licenses.

| Item | Amount (Omit cents) | Item | Amount (Omit cents) |
|---|---|---|---|
| **1. Property taxes** — General fund, building fund, and sinking fund | T01 | **d.** Use tax | T09 |
| **2. Local sales taxes** — Taxes on goods and services, measured as a percent of sales or receipts, or as an amount per unit sold (gallon, package, etc.). Report only these taxes imposed by your government; shares of taxes imposed by another government are to be reported under part 1A below. | T09 | **3. Occupation and business licensing and permits** | T28 |
| **a.** General sales tax | 91,818 | **a.** Enter here licenses and inspection charges on occupations and businesses — for example, inspection of restrooms, restaurants, and food manufacturing plants; food handler permits; plumbing permits; taxicab licenses; tags; animal tags; vending licenses, and liquor licenses; business licenses; etc. | |
| **b.** Franchise fee or tax | T15 13,733 | **b.** Other licensing and permits | T29 |
| **c.** Cigarette tax | T19 1,364 | **4. Other** — *Specify* | T99 |
| **d.** Hotel/Motel | T19 | | |

## Part IA INTERGOVERNMENTAL REVENUE

Report all amounts received by your government from other governments, including grants, shares of taxes imposed by other governments, payments in lieu of taxes and reimbursements for services performed for other governments, excluding loans. Also exclude here and report as "Tax Revenues" in part I, any taxes imposed by your government which were collected for it by another government.

**Column (a)** — Report all amounts your government received from the State (other than as collection fees), including any amounts financed wholly or in part from Federal grants to the State.

**Column (c)** — Report only amounts received directly from the Federal Government.

| Purpose for which received | Amount (Omit cents) From State (a) | From other local governments (b) | From Federal Government (directly) (c) |
|---|---|---|---|
| **General support** — Total amounts received (as per capita grants, shared taxes, etc.) without restrictions as to particular programs or purposes to be financed. **1.** Alcoholic beverage tax | C30 | D30 2,246 | B30 |
| **2.** Street and highways | C40 35,182 | D46 | B46 |
| **3.** Health or hospital | C42 | D42 | B42 |
| **4.** Grants received for water utilities | C91 | D91 | B91 |
| **5.** Grants received for waste water utilities | C80 | D80 | B80 |
| **6.** Grants received for housing, economic, and community development | C50 9,000 | D50 | B50 2,429 |
| **7.** Airports | C89 | D89 | B01 |
| **8.** Mass transit rail and/or bus system | C94 | D94 | B94 |
| **9.** Grants received for transportation | C89 | D89 | B89 |
| **10.** ALL OTHER (From State – code C89; From Federal Government – Code B89) — *Include in the appropriate box, receipts from various payments such as —* **a.** Parks and recreation (BOR or HUD) | C89 | D89 | B89 |
| **b.** Public safety | C89 4,398 | D89 | B89 |
| **c.** Job training | C89 | D89 | B89 |
| **d.** Library grants | C89 | D89 | B89 |
| Other – *Specify* **e.** | C89 | D89 | B89 |
| **f.** | C89 | D89 | B89 |

## Part IB OTHER REVENUES — Other than tax and intergovernmental revenues

Enter below amounts of the stated types of revenue (net of refunds and interfund transfers) received by your government during the fiscal year. Be sure to include revenues of all funds other than the exceptions noted in the special instructions.

| | Amount (Omit cents) | | Amount (Omit cents) |
|---|---|---|---|
| **1. Utility sales revenue** — Gross receipts of any water, electric, gas, or transit systems operated by your government, from utility sales and charges. *Exclude any amounts paid to such utilities by the parent government.* | A91 | **2. Other sales and service revenue** — Gross receipts from sales, rentals, maintenance assessments, and other charges for municipal services, aside from utility receipts (carried in item 1) and exclusive of amounts received from other governments. | A80 |
| **a.** Water supply system | 67,093 | **a.** Sewerage charges | 44,149 |
| **b.** Electric power system | A92 | **b.** Refuse collection charges | A81 53,474 |
| **c.** Gas supply system | A93 | **c.** Hospital charges received on behalf of individual patients under the Medicare program or other insurance-type arrangements. *Exclude Medicaid and amounts for hospital purposes received from other governments.* | A36 |
| **d.** Transit | A94 | | |

**Part IB** **OTHER REVENUES — Other than tax and intergovernmental revenues — Continued**

Enter below amounts of the stated types of revenue (net of refunds and interfund transfers) received by your government during the fiscal year. Be sure to include revenues of all funds other than the exceptions noted in the special instructions.

| | | Amount (Omit cents) |
|---|---|---|
| **2. Other sales and service revenue — Continued** | | |
| **d.** Recreation charges (swimming, golf, auditoriums, etc.) | A61 | 2,140 |
| **e.** Airports — *Include rentals and gross sales of gas and oil.* | AØ1 | |
| **f.** Parking facilities (parking lots, garages, parking meters) | A6Ø | |
| **g.** Municipal housing project rentals (gross) | A5Ø | |
| **h.** Ambulance services | A89 | |
| **i.** Miscellaneous commercial activities (cemeteries) | AØ3 | |
| **j.** Other (including miscellaneous fee collections) | A99 | 8,470 |
| **3. Special assessments** — Compulsory contributions and reimbursements from owners or property benefited by improvements (streets, sewers, sidewalks, water extensions, etc.) *Do not include proceeds from sales of special assessment bonds. Report maintenance assessments under item 2 on page 1.* | UØ1 | |
| **4. Receipts from sale of property** — Amounts from sale of realty, other than by tax sales, including property sold to other governments. | U11 | |

| | | Amount (Omit cents) |
|---|---|---|
| **5. Interest earnings** — Interest received on all deposits and investment holdings of your government and its agencies excluding earnings of any employee pension fund. | U2Ø | 4,114 |
| **6. Rents** — *Exclude housing, airport, and all other rental revenue reported from specific municipal services in item 2.* | U4Ø | |
| **7. Royalties** — Compensation or portion of proceed from extraction of natural resources such as oil. | U41 | |
| **8. Fines and forfeitures** — (City or town share only) | U3Ø | |
| **9. Private donations** | U5Ø | |
| **10. Miscellaneous other revenue** — Revenue of your government and its agencies not covered by items above, except tax and intergovernmental revenues, *Include insurance adjustments, etc. DO NOT include: (1) proceeds from borrowing; (2) receipts from sale of holdings; (3) transfers between funds or agencies of your government; or (4) employee's contributions to, and interest earnings of, any employee pension fund.* | | |
| **a.** Fire Dues & Subscriptions | U99 | 7,310 |
| **b.** Other | | 17,650 |
| **c.** | | |
| **TOTAL miscellaneous other revenue Sum of items 10a–10c.** → | U99 | 24,960 |

**Part II** **DIRECT EXPENDITURES BY PURPOSE AND TYPE**

Please note that payments made to other governments (State or local) should NOT be included in amounts reported here, but should be reported at part III.

Enter below all amounts expended during the fiscal year for the purposes listed (net of interfund transfers). Be sure to include expenditures of all funds other than the exceptions noted in the instructions on the first page.

**Column (a)** — Gross salaries and wages without deduction of withholdings for income taxes, employee contributions for Social Security or retirement coverage, etc. ***Exclude:*** ***(1)*** *capital outlay (report in columns (c) and (d)); and* ***(2)*** *amounts paid to other governments (report in part III).*

**Column (b)** — Enter in the appropriate functional category direct expenditure for supplies, materials, and contractual services.

**Column (c)** — Report construction outlays from all sources; i.e., bond proceeds, assessments, grants, etc.

| PURPOSE | EXPENDITURES BY PURPOSE AND TYPE | | | |
|---|---|---|---|---|
| | Personal services (a) | Operations and maintenance (b) | CAPITAL OUTLAY: Construction (c) | CAPITAL OUTLAY: Purchase of land, equipment, and structures (d) |
| **GOVERNMENTAL ADMINISTRATION** | | | | |
| **1. Financial administration** — Office of the finance director, auditor, comptroller, treasurer, tax assessment and collection, central accounting and purchasing services, budgeting, etc. (including related data processing, information technology). | E23 5,305 | E23 | F23 | G23 |
| **2. Judicial and legal** — All municipal court and court-related activities including juries, probate officials, prosecutors, public defenders, municipal attorneys, and legal departments. Exclude probation and parole (report in item 16). | E25 800 | E25 701 | F25 | G25 |
| **3. Central administration** — City council, aldermen or commissioners, mayor, manager, city clerk's office, recorder, planning, zoning, and personnel. | E29 23,145 | E29 32,983 | F29 | G29 2,600 |
| **HEALTH AND WELFARE** | | | | |
| **4. Social services** | E79 | E79 | F79 | G79 |
| **5. Own hospitals** — Construction and operation of hospitals by your government. Nursing homes are to be reported in item 7. | E36 | E36 | F36 | G36 |
| **6. Other hospitals** — Payments to hospitals operated privately. *Exclude here and report in item 6, any payments under public welfare programs. Report payments to hospitals operated by other governments in part III.* | | | | |
| **7. Welfare institutions** — Construction and operation of nursing homes and welfare institutions by your government for veterans and needy persons. | E77 | E77 | F77 | G77 |
| **8. Health (other than hospitals)** — All public health activities except provision of hospital care. *Include environmental health activities; health regulation and inspection, water and air pollution control, mosquito control, and inspection of food handling establishments. Also include public health nursing, vital statistics collection, and all other services performed directly by the public health department. Report in item 6 payments under public welfare programs.* | E32 | E32 | F32 | G32 |
| **TRANSPORTATION** | | | | |
| **9. Highways** — Construction and maintenance of municipal streets, sidewalks, bridges. Also includes street lighting, snow removal, and highway engineering, control, and safety. *Exclude here and report in item 21f, street cleaning expenditure. Include in part III any payments to the State or county for highway purposes. Report interest on highway debt in item 22e.* | E44 | E44 9,576 | F44 29,750 | G44 |
| **10. Toll highways and facilities** — Operation and maintenance of highways, roads, and bridges operated on fee or toll basis | E45 | E45 | F45 | G45 |
| **11. Municipal airports** | EØ1 | EØ1 | FØ1 | GØ1 |
| **12. Parking facilities** — Municipal garages, parking lots, etc., and all purchase and maintenance of meters (including on-street meters) | E6Ø | E6Ø | F6Ø | G6Ø |
| **PUBLIC SAFETY** | | | | |
| **13. Police** — Include municipal police agencies for preventing, controlling, or reducing crime; coroners, medical examiners; special police for highways, tunnels, bridges, and vehicular control; vehicular inspection activities; and traffic control and safety activities. ***Exclude*** *highway engineering and planning (report in item 9).* | E62 40,741 | E62 11,891 | F62 | G62 450 |
| **14. Fire** — All costs incurred for firefighting and fire prevention, including contributions to volunteer fire units. Include any municipal contribution to a State fire pension fund. | E24 2,802 | E24 15,336 | F24 | G24 840 |

**Part II** **DIRECT EXPENDITURE BY PURPOSE AND TYPE — Continued**

| PURPOSE | EXPENDITURES BY PURPOSE AND TYPE | | | |
|---|---|---|---|---|
| | | | CAPITAL OUTLAY | |
| | Personal services (a) | Operations and maintenance (b) | Construction (c) | Purchase of land, equipment, and structures (d) |
| **PUBLIC SAFETY — Continued** | | | | |
| **15. Correction institutions** — Operation of facilities for confinement, correction and rehabilitation of adults or juveniles. | E04 | E04 | F04 | G04 |
| **16. Other corrections** — Probation and parole activities – But exclude "lock-up" operations (report in item 16). | E05 | E05 | F05 | G05 |
| **17. Protection inspection and regulation, n.e.c.** — Regulation of private enterprise for the protection of the public and inspection of hazardous activities (including building inspection), except when related to major functions, such as health, natural resources, etc. | E66 | E66 | F66 | G66 |
| **AMBULANCE** | | | | |
| **18.** All expenditures for city operated or subsidized ambulance services | E32 | E32 | F32 | G32 |
| **CULTURE AND RECREATION** | | | | |
| **19. Parks, cultural activities, and other recreation** — Include playgrounds, golf courses, swimming pools, museums, marinas, community music, drama, celebrations, and zoos. | E61 | E61 8,265 | F61 | G61 4,903 |
| **20. Libraries** — Include payments to nongovernmental libraries as well as libraries operated by the city. *Aid to other governmental libraries should be excluded and reported in part III.* | E52 | E52 | F52 | G52 |
| **UTILITIES** | | | | |
| **21.** Gross expenditure for utility systems operated by your government. *Exclude interest (report in item 19); also exclude utility contributions to the parent government and deduct the cost of providing services to the parent government (e.g., for street lighting, hydrant rental, etc.).* | | | | |
| **a.** Water supply system | E91 22,636 | E91 64,541 | F91 | G91 |
| **b.** Electric power system | E92 | E92 | F92 | G92 |
| **c.** Gas supply system | E93 | E93 | F93 | G93 |
| **d.** Transit system | E94 | E94 | F94 | G94 |
| **e.** Sewers and storm sewers — Construction, maintenance and operation of sanitary and storm sewer systems and sewage disposal plants | E80 19,936 | E80 16,197 | F80 | G80 |
| **f.** Solid waste and landfill — The collection and disposal of garbage and landfill operations | E81 | E81 40,813 | F81 | G81 |
| **INTEREST ON DEBT** | | | | |
| **22.** Amounts of interest paid, including any interest on short-term or nonguaranteed obligations, as well as general obligations. | | | | |
| **a.** Water supply system | | I91 | | |
| **b.** Electric power system | | I92 | | |
| **c.** Gas supply system | | I93 | | |
| **d.** Transit system | | I94 | | |
| **e.** All interest not covered by items 19a through 19d | | I89 3,814 | | |
| **ALL OTHER EXPENDITURES** | | | | |
| **23.** Include any amounts which have not been allocated above by purpose, such as: your employer contribution to a State administered retirement system or to the Federal Social Security System; judgments and insurance premiums; and municipal service agencies, such as a central garage or an engineering department, which serve more than one functional agency, and whose expenses are not allocated to the various departments. ***Do not include:*** ***(1)*** *Payments for retirement of debt,* ***(2)*** *payments for purchase of securities,* ***(3)*** *transfer between funds or agencies of your government, or* ***(4)*** *benefits and payments from distinct employee pension funds.* | | | | |
| **a. Housing and community development** — Gross expenditure for urban renewal, slum clearance, municipal housing projects, and similar activities. | E50 | E50 | F50 | G50 |
| **b. Economic development** | E89 | E89 | F89 | G89 |
| **c. Civil defense** | E89 | E89 | F89 | G89 |
| **d. Cemetery operations and maintenance** | E03 | E03 | F03 | G03 |
| **e. Miscellaneous commercial activities** | E03 | E03 | F03 | G03 |
| **Other** — *Specify* **f.** Inventory consultants | E89 13,000 | E89 | F89 | G89 |
| **g.** | | | | |
| **h.** | | | | |

FORM SA&I 2643 (7-18-2011)

## Part III INTERGOVERNMENTAL EXPENDITURES

Please detail all payments made to other governments for services or programs performed on a reimbursement or cost-sharing basis — e.g., for hospital care, highways, school tuition, or support, etc. (Such amounts should be excluded from expenditure figures reported in column (b) of part II.) *Enter "None" if your government made no reportable payments to other governments during the fiscal year.*

| Item | Type of recipient government(s) (County, State, school districts, etc.) (a) | Amount *(Omit cents)* (b) | Item | Type of recipient government(s) (County, State, school districts, etc.) (a) | Amount *(Omit cents)* (b) |
|---|---|---|---|---|---|
| 1. | | | 5. | | |
| 2. | | | 6. | | |
| 3. | | | 7. | | |
| 4. | | | 8. | | |

## Part IV SALARIES, WAGES, AND FORCE ACCOUNT

Report the total expenditure for salaries and wages included in column (a) of part II, as well as any salaries and wages paid on force account construction projects.

Amount *(Omit cents)*: Z0Ø

## Part V DEBT OUTSTANDING, ISSUED, AND RETIRED — *Report special obligations of all agencies of your government as well as general city or town debt.*

1. **Long-term debt** — Bonds, mortgages, etc., with an original term of more than one year issued in the name of your government or of particular agencies. *Include revenue and nonguaranteed special assessment bonds payable solely from pledged earnings or special assessments on property owners (column (e)). Report also general obligations and any debt backed by pledged resources but guaranteed by your government if these sources are insufficient (column (f)).*

When an advance refunding has resulted in a legal or an in-substance defeasance, the debt may be considered extinguished, reported as retired in the year of defeasance and should not be reported herein in subsequent years.

| | AMOUNT, BY PURPOSE *(Omit cents)* | | | | | |
|---|---|---|---|---|---|---|
| | Outstanding at beginning of fiscal year (a) | DURING FISCAL YEAR Issued (b) | DURING FISCAL YEAR Retired (c) | Outstanding total *(a) plus (b) minus (c)* (d) | DETAIL OF LONG-TERM DEBT OUTSTANDING Revenue and nonguaranteed bonds (e) | DETAIL OF LONG-TERM DEBT OUTSTANDING Guaranteed bonds (f) |
| a. Sewer debt | 19U | 29U | 39U | 49U | 44U | 41U |
| b. Water supply system debt | 19U | 29U | 39U | 49U | 44U | 41U |
| c. Electric power system debt | 19U | 29U | 39U | 49U | 44U | 41U |
| d. Gas supply system debt | 19U | 29U | 39U | 49U | 44U | 41U |
| e. Transit | 19U | 29U | 39U | 49U | 44U | 41U |
| f. Industrial revenue and pollution control debt | 19T | 24T | 34T | 44T | 44T | |
| g. All other purposes | 19U | 29U | 39U | 49U | 44U | 41U |

2. **Short-term (interest-bearing) debt** — Tax anticipation notes, bond anticipation notes, interest-bearing warrants, and other obligations with a term of one year or less — *Exclude accounts payable and other noninterest-bearing obligations.*

| | Amount *(Omit cents)* |
|---|---|
| a. Amount outstanding at beginning of fiscal year | 61V |
| b. Amount outstanding at end of fiscal year | 64V |

## Part VI CASH AND INVESTMENTS HELD AT END OF FISCAL YEAR

Report separately for each of the three types of funds listed below, the total amount of cash on hand and on deposit and investments in Federal Government, Federal agency, State and local government, and non-governmental securities. Report all investments at carrying value. *Include in the sinking fund total any mortgages and notes receivable held as offsets to housing and industrial financing loans. Exclude accounts receivable, value of real property, and all non-security assets. Assets obtained and held pursuant to an advance refunding that results in a legal or in-substance defeasance should not be reported herein.*

| Type of fund | Amount at end of fiscal year *(Omit cents)* |
|---|---|
| 1. **Sinking funds** — Reserves held for redemption of long-term debt. All cash held for statutory sinking fund and revenue bond related accounts and any other reserves held for redemption of long-term debt. | WØ1 |
| 2. **Bond funds** — Unexpended proceeds from sale of G.O. and revenue bond issues held pending disbursement | W31 |
| 3. All other funds except employee retirement funds | W61 410,364 |
| 4. **Retirement systems** — Single employer plans only | |

# Kimberlye R. Mayer, CPA, P.C.

735 West Doolin Blackwell, OK 74631 (580) 363-1453
Fax (580) 363-0068


Board of Trustees
Town of Glencoe

The statement of revenues and expenditures of the Town of Glencoe, Oklahoma for the year ended June 30, 2011, included in the accompanying prescribed form, have been compiled by us. We have not audited or reviewed the accompanying financial statement and, accordingly, do not express an opinion or provide any assurance about whether the financial statement is in accordance with the prescribed form by the office of State Auditor and Inspector of the State of Oklahoma.

Management is responsible for the preparation and fair presentation of the financial statement in accordance with the form prescribed by the office of State Auditor and Inspector of the State of Oklahoma, and for designing, implementing, and maintaining internal control relevant to the preparation and fair presentation of the financial statement.

Our responsibility is to conduct the compilation in accordance with Statements on Standards for Accounting and Review Services issued by the American Institute of Certified Public Accountants. The objective of a compilation is to assist management in presenting financial information in the form of financial statements without undertaking to obtain or provide any assurance that there are no material modifications that should be made to the financial statements.

Kimberlye R. Mayer

Kimberlye R. Mayer, CPA, P.C.
November 7, 2011

**Part VII** **AUDITOR INFORMATION**

**NOTE** — This report will not be considered complete unless an accompanying "accountants compilation report on financial statements included in certain prescribed forms" is attached to the report. The municipality's auditor should follow the guidelines in AR Section 300 of the AICPA Professional Standards in preparing such compilation report.

| | | | | | |
|---|---|---|---|---|---|
| Auditor's firm name: Kimberlye R. Mayer, CPA, P.C. | | | | | |
| Address — *Number and street*: 735 W Doolin Ave | | | TELEPHONE | | |
| City: Blackwell | State: OK | ZIP Code: 74631 | Area code: 580 | Number: 363-1453 | Extension: |
| Name of contact person/Email: Kimberlye R. Mayer | | | | | |