#### 2012 DUE DATE: December 31, 2012 FORM **SA&I 2643** IMPORTANT OFFICE OF THE STATE AUDITOR AND INSPECTOR This report is to be compiled by your auditor from the audited financial statements of the municipality as required by Oklahoma Statutes, Section STATE OF OKLAHOMA GARY JONES , AUDITOR AND INSPECTOR 17-105.1 of Title 11. This report details the funds available to the municipality and the use of ANNUAL SURVEY OF CITY AND TOWN FINANCES those funds including information relating to the duly constituted authorities of the muncipality (public trusts, etc.) for the fiscal year ending June 30, 2012. 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 **CITY OF ELGIN** national level, is used by the Office of the State Auditor, the Oklahoma Municipal League, public interest groups, State and Federal agencies **CITY CLERK** and universitities. For assistance in completing this report, please call the Office of the **PO BOX 310** State Auditor at (401) 521-3495. When completed, please return this form to the Office of the State Auditor at the address below. **ELGIN, OK 73538** Office of the Auditor and Inspector RETURN State of Oklahoma 2300 North Lincoln Blvd. Room 100 TΩ Oklahoma City, OK 73105 **TAX REVENUES** Part I 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 0 38.148 d. Use tax 2. Local sales taxes — Taxes on goods and 3. Occupation and business T09 services, measured as a percent of sales or licensing and permits receipts, or as an amount per unit sold (gallon, a. 'Enter here licenses and inspection package, etc.). Report only these taxes imposed harges on occupations and businesses - for example, inspection of restrooms, restaurants, by your government; shares of taxes imposed by nother government are to be reported under part and food manufacturing plants; food handler 1A below ermits; plumbing permits; taxicab licenses ags; animal tags; vending licenses, and liquor a. General sales tax 711,640 39,127 b. Franchise fee or tax licenses: business licenses: etc 16.951 10.867 c. Cigarette Tax b. Other licensing and permits 0 4. Other — Specify T19 тоо 0 n c. Hotel/Motel Part IA INTERGOVERNMENTAL REVENUE Report all amounts received by your government from other governments Column (a) — Report all amounts your government received from the including grants, shares of taxes imposed by other governments, payments in lieu of taxes and reimbursements for services performed for other governments, State (other than as collection fees), including any amounts financed wholly or in part from Federal grants to the State 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 Column (c) — Report only amounts received directly from the Federal government Amount (Omit cents) From Federal From other local Purpose for which received From State Government (directly) governments (a) (b) (C) General support—Total amts rec'd (as per capita grants, shared taxes, tc.) without restrictions as to particular programs or purposes to be financed 5,658 1. Alcoholic beverage tax 0 2. Street and highways 18,708 0 0 3. Health or Hospital 0 O O 4. Grants received for water utilities 0 0 300,700 5. Grants received for waste water utilities 0 0 797,300 6. Grants received for housing, economic, & community development 560,000 0 285,956 7. Airports n n n 8. Mass transit rail and/or bus system 0 0 0 9. Grants received for transportation 0 0 0 10. ALL OTHER (From State - code C89; From Fed. Gov't. - Code B89) 89 Include in the appropriate box, receipts from various payments such as a. Parks and recreation (BOR or HUD) 0 0 b. Public Safety 4,413 0 c. Job training 0 0 0 d. Library grants 185 0 0 Other - Specify 0 **0** D89 O | B89 f. 0 OTHER REVENUES — Other than tax and intergovernmental revenues Part IB 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 1. Utility sales revenue — Gross receipts of any Amount (Omit cents) 2. Other sales and service revenue - Gross Amount (Omit cents) water, electric, gas or transit systems operated by your government, from utility sales and charges. eceipts from sales, rentals, maintenance assessments, and other charges for municipal Exclude any amounts paid to such utilities by the services, aside from utility receipts (carried in parent government. tem 1) and excluse of amounts received from her governments a. Water supply system 486.044 a. Sewerage charges 121,094 234,502 b. Refuse collection charges Δ92 **b.** Electric power system 0 c. Hospital charges received on behalf of ndividual patients under the Medicare program 193

0

0

other insurance-type arrangements. xclude Medicaid and amounts for hospital

ourposes received from other governments

0

c. Gas supply system

d. Transit

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 2. Other sales and service revenue — Continued Amount (Omit cents) 5. Interest earnings-Interest received Amount (Omit cents) n all deposits & investment holdings of your d. Recreation charges (swimming, golf, auditoriums vernment and its agencies excluding earnings 7,604 0 of any employee pension fund. 6. Rents-Exclude rev. reported in Item 2 104,353 401 e. Airports — Include rentals and gross sales of 7. Royalties-Compensation or portion U41 proceed from extraction of natural resources f. Parking facilities (parking lots, garages, parking 8. Fines & forfeitures (City or Town share or 15,235 460 U30 9. Private donations 7.473 10. Miscellaneous other revenue g. Municipal housing project rentals (gross) 0 h. Ambulance services 0 Revenue of your government and its agencies not 0 overed by items above, except tax and intergoverni. Miscellaneous commercial activities (cemeteries j. Other (including miscellaneous fee collections) 22,569 ental revenues, Include insurance adjustments, etc. A89 3. Special assessments — Compulsory OO NOT include: (1) proceeds from borrowing; (2) contributions and reimbursements from owners or eceipts from sale of holdings: (3) transfers property benefited by improvements (streets, sewers, etween funds or agencies of your government; or (4) employee's contributions to, and interest sidewalks, water extensions, etc.) Do not include roceeds from sales of special assessment bonds. arnings of, any employee pension fund Report maintenance assessments under item 2 on a. MISC. 81,673 0 b. Cemetery 2,025 4. Receipts from sale of property - Amounts 0 from sale of realty, other than by tax sales, including Total misc other revenue 83,698 property sold to other governments Sum of items 10a-10c -0 Part II DIRECT EXPENDITURES BY PURPOSE AND TYPE Please note that payments made to other governments (State or local) coverage, etc. Exclude: (1) capital outlay (report in columns (c.) & (d)); should NOT be included in amounts reported here, but should be reported and (2) amounts paid to other governments (report in part III). at part III. Enter below all amounts expended during the fiscal year for the purposes listed Column (b) — Enter in the appropriate functional category direct (net of interfund transfers). Be sure to include expenditures of all funds other expenditure for supplies, materials, and contractual services than the exceptions noted in the instructions on the first page. Column (a) — Gross salaries and wages without deduction of withholdings for Column (c.) — Report construction outlays from all sources; i.e., bond income taxes, employee contributions for Social Security or retirement sments, grants, etc. EXPENDITURES BY PURPOSE AND TYPE CAPITAL OUTLAY **PURPOSE** Personal Operations & Purchase of Maintenance Construction nd, equip. & structures (d) (a) (b) (c.) GOVERNMENTAL ADMINISTRATION E23 F23 F23 G23 1. Financial administration — Office of the finance director, auditor, comptroller, treasurer, tax assessment and collection, central accounting and purchasing services, budgeting, etc. 0 14,081 (including related data processing). 0 0 2. Judicial and legal — All municipal court and court-related activities including juries, probate F25 E25 -25 G25 officials, prosecutors, public defenders, municipal attorneys, and legal departments. Exclude probation and parole (report in item 16). 0 4,554 0 0 Central administration — City council, aldermen or commissioners, mayor, manager, city clerk's office, recorder, planning, zoning, 57,562 1,041 0 0 **HEALTH AND WELFARE** 4. Social services O O 0 0 5. Own hospitals — Construction and operation of hospitals by your **Ξ**36 36 0 0 0 0 government. Nursing homes are to be reported in item 7. **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. 0 0 0 0 7. Welfare institutions — Construction and operation of nursing homes and welfare 0 0 0 0 institutions by your government for veterans and needy persons. 8. Health (other than hospitals) — All public health acitivities except provision of hospital E32 E32 F32 332 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 0 0 0 0 TRANSPORTATION F44 -44 9. Highways — Construction and maintenance of municipal streets, sidewalks, bridges and toll facilities. 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 5,244 0 17,712 10. Toll highways and facilities — Operation and maintenance of highways, roads E45 45 and bridges operated on fee or toll basis 0 0 0 0 E01 -01 **3**01 11. Municipal airports 0 0 0 0 12. Parking facilities — Municipal garages, parking lots, etc. and all 60 -60 0 0 0 0 purchase and maintenance of meters (including on-street meters) PUBLIC SAFETY E62 E62 -62 362 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 activiities; and traffic control and safety activities. Exclude highway engineering and planning (report in item 9). 160,848 48,566 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 66,687 46,105

PART II DIRECT EXPENDITURES BY PURPOSE AND TYPE — Continued	EXPENDITURES BY PURPOSE AND TYPE				
					OUTLAY
PURPOSE		sonal vices	Operations & Maintenance	Construction	Purchase of land, equip. & structures
		a)	(b)	(c.)	(d)
PUBLIC SAFETY — Continued	E05		E05	F05	G06
<b>15. Correction institutions</b> — Operation of facilities for confinement, correction			_	_	_
and rehabilition of adults or juveniles.  16. Other corrections — Probation and parole activities - But exclude	E04	0	<b>0</b>	<b>O</b>	<b>0</b> G04
"lock up" operations (report in item 16).		0	0	0	o
17. Protection inspection and regulation, n.e.c. — Regulation of	E66		E66	F66	G66
private enterprize 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.	E32	0	<b>O</b>	F32	G32
AMBULANCE	E32		0	0	G32 O
18. All expenditures for city operated or subsidized ambulance services CULTURE AND RECREATION	E61	0	E61	F61	G61
TO THE AND REGRESSION					
19. Parks, cultural activities, and other recreation — Include playgrounds, golf courses, swimming pools, museums, marinas, community music, drama, celebrations, and zoos.		0	21,175	0	0
	E52		E52	F52	G52
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.		0	5,076	0	0
JTILITIES					
21. Gross expenditures 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.).	E91		E91	F91	G91
a. Water supply system	200	5,613	144,348	1	
<b>b.</b> Electric power system		0	0	0	0
D. Electric power system	E93		E93	F93	G93
C. Gas supply system		0	0	О	l o
	E94		E94	F94	G94
d. Transit		0	0	0	0
	E80		E80	F80	G80
e. Sewers and storm sewers — Construction, maintenance and operation of sanitary		_		_	_
and storm systems and sewage disposal plants	E81	0	<b>62,738</b>	<b>O</b> F81	<b>O</b> G81
<ul> <li>Solid waste and landfill — The collection and disposal of garbage and landfill operations</li> </ul>		0	225,548	0	0
INTEREST ON DEBT			223,340		
<b>22.</b> Amounts of interest paid, including any interest on short-term or nonguaranteed obligations,					
as well as general obligations.			191		
a. Water supply system					
			243\		
<b>b.</b> Electric power system	_		<b>0</b>		
C. Gas supply system			0		
Ci Gua dappiy dyalom			194		
d. Transit			0		
			189		
e. All interest not covered by items 19a through 19d			92,839		
ALL OTHER EXPENDITURES					
22 Include any amounts which have not been allocated above by numbers and not your ampleyer					
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;					
judgements 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					
and the file and all the file and an advantage of the file of the					
are not allocated to the various departments.	1				
·			I		
Do not include: (1) Payments for retirement of debt, (2) payments for purchase of				Ī	
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					
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,	E50		E50	F50	G50
<b>Do not include:</b> (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.		0	0	0	0
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 projets, and similar activities.	E50		<b>O</b>	<b>O</b>	<b>O</b> G89
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,		0	0	0	<b>O</b> G89
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 projets, and similar activities.  b. Economic development (Industrial)	E89	0	5,120	0 F89 0	G89 G89
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 projets, and similar activities.	E89		0 E89 <b>5,120</b>	F89 <b>0</b>	G89 G89
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 projets, and similar activities.  b. Economic development (Industrial)	E89	0	5,120 E89 0	F89 0	G89 G89 G89
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 projets, and similar activities.  b. Economic development (Industrial)  c. Civil defense  d. Cemetery operations and maintenance	E89	0	5,120 E89 0	F89 0 F89 0	G89 G89 G89
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 projets, and similar activities.  b. Economic development (Industrial)  c. Civil defense  d. Cemetery operations and maintenance  e. Miscellaneous commercial activities	E89 E89 E89	0	5,120 E89 0 E89 0	F89 O F89 O F03 O	G89 CG89 CG89 CG89 CG89 CG89 CG89 CG89 C
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 projets, and similar activities.  b. Economic development (Industrial)  c. Civil defense  d. Cemetery operations and maintenance  e. Miscellaneous commercial activities  Other — Specify	E89 E89	0 0	E89 5,120 E89 0 E89 80 E03 0 E89	F89 O	G89 0 G89 0 G89 0 G89 0 G89 0 G89 0 G88 0 G88 0
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 projets, and similar activities.  b. Economic development (Industrial)  c. Civil defense  d. Cemetery operations and maintenance  e. Miscellaneous commercial activities	E89 E89 E89	0	5,120 E89 0 E89 0 E89 80	F89 O F89 O F03 O	G89 0 G89 0 G89 10,000
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 projets, and similar activities.  b. Economic development (Industrial)  c. Civil defense  d. Cemetery operations and maintenance  e. Miscellaneous commercial activities  Other — Specify f. General Gov't.	E89 E89 E89	0 0	5,120 E89 0 E89 0 E89 80 E03 71,762	F89 O	G89 G89 G89 G89 G89 G89 G89 G93 G93
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 projets, and similar activities.  b. Economic development (Industrial)  c. Civil defense  d. Cemetery operations and maintenance  e. Miscellaneous commercial activities  Other — Specify	E89 E89 E89	0 0 0 0	E89 5,120 E89 0 E89 80 E03 0 E89	F89 O	0 G89

Part III INTERGOVERNMEN	TAL EXPENDITURES							
basis – e.g., for hospita	nts made to other governments for care, highways, school tuition, nn (b) of part II.) Enter "None" if	or support, etc	. (Such amoun	its should be e	excluded from	expenditure		
Item	Type of recipient government(s) (County, State, school districts, etc.) (a)	Amount (Omit cents)	lte	em	government(s) school dis	recipient (County, State, stricts, etc.)	Amount (Omit cents) (b)	
1.			E		·			
2.		0	5. 6.				0	
3.		0	7.					
4. Part IV SALARIES, WAGES,	AND FORCE ACCOUNT	0	8.		A	mount (Omit co	ents)	
Report the total expendi	ture for salaries and wages inclu	uded in columr	ı (a) of part II. a	as	Z00			
well as any salaries and	wages paid on force account co	onstruction pro	jects.		agencies o	f vour	355,002	
1. Long term debt — Bonds, morto particular agencies. Include rever- assessments on property owners guaranteed by your government if When an advance refunding has no as retired in the year of defeasance	ue and nonguaranteed special a column (e)). Report also genera these sources are insufficient (c esulted in a legal or an insubstal	assessment bo al obligations a column (f)). nce defeasanc	ends payable so and any debt ba e, the debt ma	olely from pled acked by pled	lged earnings ged resources	or special but		
			AMO	OUNT, BY PU	RPOSE (Omit	· · · · · · · · · · · · · · · · · · ·		
		Outstanding	DURING FI	SCAL YEAR	Outstanding	OUTS	ONG-TERM DEBT	
		at beginning of fiscal year	Issued	Retired	total (a) plus (b) minus ©	Revene and nonguaranteed bonds	Guaranteed bonds	
		(a)	(b)	© 39X	(d)	(e)	(f) 41X	
a. Sewer debt		19A	<b>0</b> 29A	<b>0</b>	0	<b>0</b>	41A	
<b>b.</b> Water supply system de	bt (water/sewer)	<b>244,388</b>	1,523,835	<b>337,365</b>	1,430,858	1,430,858	<b>C</b> 41B	
<b>c.</b> Electric power system d	ebt	<b>0</b>	<b>0</b>	<b>0</b>	0	<b>0</b>	41C	
<b>d.</b> Gas supply system debi	:	<b>0</b>	<b>0</b>	<b>0</b>	0	<b>0</b>	<b>(</b>	
e. Transit		0	0	0	0	0	c	
Industrial revenue and f. pollution control debt (I	ndustrial Park)	<sup>19Т</sup> <b>632,690</b>	24T <b>0</b>	<sup>34T</sup> <b>50,430</b>	582,260	<sup>44T</sup> 582,260	.	
g. All other purposes		<sup>19X</sup> <b>450,218</b>	29X <b>0</b>	<sup>39X</sup> <b>49,316</b>	400,902	44X 400,902	41X	
2. Short-term (interest-bearing)	Short-term (interest-bearing) debt — Tax anticipation notes, bond anticipation notes,				Amount (Omit cents)			
interest-bearing warrants, and other accounts payable and other nonin a. Amount outstanding at t	terest-bearing obligations.	year or less —	Exclude		61V		0	
<b>b.</b> Amount outstanding at e					64V		0	
Report separately for ea investments in Federal I all investments at carryi housing and industrial fi	MENTS HELD AT END OF F sch of the three types of funds lis Government, Federal agency, Sing value. Include in the sinking nancing loans. Exclude account Id pursuant to an advance refund	sted below, the tate and local of fund total any ts receivable,	total amount o government, ar mortgages and value of real pr	nd non-govern d notes receive operty, and all	mental securit able held as of I non-security a	ies. Report fsets to assets.		
Type of fund					Amount at end of fiscal year (Omit cents)			
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					W01			
of long-term debt.  2. Bond funds — Unexpended proce	eeds from sale of G.O. and reve	nue bond issu	es held		W31		12,474	
pending disbursement.					W61		0	
3. All other funds except employee n	etirement funds.						2,570,590	
4. Retirement systems — Single	employer plans only						0	
Page 4	SEE ACCOUNTANTS (	COMPILATI	ON REPOR	?T		FORM SA8	kl 2643 (7-18-201	

				V96	
Part VII AUDITOR INFORMATION					
<b>NOTE</b> — This report will not be considered statements included in certain prescripted					al
in AR Section 300 of the AICPA Profession					
Auditor's firm name					
Arledge & Associates, P.C.					
Adress – Number and street				TELEPHONE	
200 Novéh Broomé			Area	Number	Extension
<b>309 North Bryant</b> City	State	ZIP Code	Code		
	014	72024	405	249.0645	
Edmond  Name of contact person/Email	ок	73034	405	348-0615	
LaDonna Sinning CPA	LaDonna@iTM				

#### **COVERAGE OF THIS REPORT**

The financial reporting entity for which information is to be presented should comply with generally accepted accounting principles for governments. Current authoritative guidance is provided in GASB Codification Section 2100 and/or GASB Statement No. 14. These statements prescribe that the financial reporting entity should consist of the primary government or oversight unit and all blended and discreetly presently component units.

Oklahoma Statutes, Section 17-105.1 of Title 11 require that municipalities include information relating to all of its duly onstituted authorities. Copies of this form may be distributed to component units for their completion. Forms completed by component units should not be filed separately but should be returned to the appopriate municipality for inclusion in the report filed for the financial reporting entity. Such component units would include special districts, hospitals, boards, trusts, and authorities meeting the inclusion criteria of the statements reference above.

#### SUPPLEMENTARY INSTRUCTIONS FOR OKLAHOMA MUNICIPALTIES 2012 ANNUAL SURVEY OF CITY AND TOWN FINANCES

#### **COVERAGE OF THIS REPORT**

In addition to the fiscal activities of your general government, **include** the revenues, expenditures, assets and debt of the following types of agencies, if they are operative in your city or town.

- · City water districts
- · Medical center authorities
- · Joint airport boards
- · Municipal parking districts
- · Rural water, sewer, gas, and solid waste management districts with ex officio boards
- Public trust (Title 60, Section 176 of the Oklahoma Statutes)
- · Separate road districts
- · Sewer districts
- · Utilities authorities
- · Zoning districts

#### Part I — TAX REVENUES

This part refers to all city-imposed taxes. It does not include service charges, special assessments (such as those for paving districts), or interest earnings, fines, or any other sources which are not taxes or licenses

#### 1. Property taxes (code T01)

Also include city-imposed ad valorem property taxes collected by the county and paid to the city for the repayment of G.O.

### 2. Local sales taxes

a. General salex tax (code T09)

Report revenue from city-imposed sales tax only. This tax is collected by the State and paid back to the city minus a small percentage withheld by the State for handling expenses. Be sure to enter only the amount of the check received from the State.

b. Franchise fee or tax, public utilities (code T15)

Enter here any franchise tax collected from a private utility to operate within the city such as gas, electric, telephone, cable TV, etc.

d. Other — Specify any sales tax not mentioned above.

### 3. Licenses, permits, and other taxes

a. Occupation and business licensing and permits (code T28)

Enter here licenses and inspection charges on occupation and business

**b.** Report only licenses and permits not included in 3a. (code T29)

## Part IA — INTERGOVERNMENTAL REVENUE

## 1. General support

From State (code C30) — Enter amount received from alcoholic beverage tax county distribution.

2. Streets and highways (codes C46, D46, and B46)

Enter receipts from commercial vehicle tags, gasoline tax, bus mileage tax, registration tags

3. Health or hospitals (codes C42, D42, and B42)

In the appropriate column, list any intergovernmental revenues received for operation of a hospital, health facility or health department, (grants, not loans) or funds received from other government jurisdictions for health services or facilities operated by your government.

## 4. Grants received for utilities (codes C91 to B91)

7. Grants received for mass transit and/or bus systems (codes C94 to B94)

9. All other (From State — code C-89; From Federal Government — code B89)

Include in the appropriate box, receipts from various payments

- · Park and recreation (BOR or HUD)
- · Community development and urban renewal
- Civic defense
- · Water and sewer facilities
- Manpower planning and utilization

#### Part IB — OTHER REVENUE

# 3. Special assessment funds

Include

Watonga

- All transactions of special assessment funds established to finance streets, sidewalks, or other local improvements
- Assessments collected from property owners at part IB,
- · Expenditure from improvements at part II. Report as capital outlay
- · Interest paid on special assessment obligations as part II, Item 19e
- · Transactions of special assessment bonds at part V.
- · Cash and security holdings of special assessment funds at part VI.

### Part IV — SALARIES, WAGES, AND FORCE ACCT.

Report salaries and wages for all employees full- and part-time. Include salaries paid for employees of any utility owned and operated by your government. Report salaries in gross amounts before deductions for income taxes, Social Security, or retirement coverage

## Part V — DEBT OUTSTANDING, ISSUED & RETIRED

Also include industrial revenue or pollution control bonds, if issued by your city or town.

Hospitals — The following hospitals are classified as agencies of various municipal governments and their transactions should be included in the appropriate parts of this report.

#### Municipality Hospital Anadarko Bethany Anadarko Municipal Hospital Bethany General Hospital Carnegie Tri-County Municipal Hospital Carnegie Cleveland Cleveland Area Hospital Clinton Clinton Regional Hospital El Reno Park View Hospital Fairfax Fairfax Municipal Hospital Fairview Fairview Hospital Healdton Municipal Hospital Healdton Holdenville Holdenville General Hospital Lindsay Mangum Lindsay Municipal Hospital Mangum City Hospital Norman Municipal Hospital Norman Okeene Municipal Hospital Okeene Pauls Valley Pauls Valley General Hospital Pawnee Municipal Hospital Sayre Memorial Hospital Pawnee Sayre Seminole Seminole Municipal Hospital Tahlequah Tahlequah City Hospital

Watonga Municipal Hospital



# INDEPENDENT ACCOUNTANT'S COMPILATION REPORT ON ANNUAL SURVEY OF CITY AND TOWN FINANCES PURSUANT TO SECTION 17-105.1 OF TITLE 11 OF THE OKLAHOMA STATUTES

Honorable Mayor and City Council City of Elgin:

We have compiled the schedules of revenues, expenditures, debt, and cash and investments – modified cash basis as of and for the year ended June 30, 2012, of the City of Elgin, Oklahoma, included in the accompanying Annual Survey of City and Town Finances (SA&I Form 2643). We have not audited or reviewed the accompanying financial schedules and, accordingly do not express an opinion or provide any other assurance about whether the financial schedules are in accordance with the form prescribed by the Office of the State Auditor & Inspector of the State of Oklahoma on the modified cash basis.

Management is responsible for the preparation and fair presentation of the schedules in the form prescribed by the Office of the State Auditor & Inspector of the State of Oklahoma on the modified cash basis and for designing, implementing, and maintaining internal control relevant to the preparation and fair presentation of the financial schedules.

Our responsibility is to conduct the compilation in accordance with the 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 the financial schedules in the form prescribed by the Office of the State Auditor & Inspector of the State of Oklahoma on the modified cash basis without undertaking to obtain or provide any assurance that there are no material modifications that should be made to the financial schedules.

These financial schedules are presented in accordance with the reporting requirements of the Office of the State Auditor & Inspector of the State of Oklahoma, and are not intended to be a presentation in accordance with accounting principles generally accepted in the United States of America.

This report is intended solely for the information and use of the Mayor, City Council, city management, and the Office of the State Auditor & Inspector of the State of Oklahoma and is not intended to be used by anyone other than these specified parties.

Arledge & Associates, P.C.

Edmond, Øklahoma