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Members of American  
Institute of Certified  
Public Accountants

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Public Accountants

## Practitioner's Report on Applying Agreed-Upon Procedures

To the Specified Users of the Report:

Town Board, Town of Fort Supply  
Fort Supply, Oklahoma

Trustees of the Fort Supply Public Works Authority  
Fort Supply, Oklahoma

Oklahoma Office of State Auditor and Inspector  
Oklahoma City, Oklahoma

We have performed the procedures enumerated below 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, 2021. Management of the Town of Fort Supply and the Fort Supply Public Works Authority are responsible for the Town's and Authority's financial accountability and its compliance with those legal and contractual requirements.

The Town of Fort Supply and the Fort Supply Public Works Authority has agreed to and acknowledged that the procedures performed are appropriate to meet the intended purpose of meeting its financial accountability requirements as prescribed in Oklahoma Statutes 11-17.105-.107 and 60-180.1-.3. 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 Fort Supply as of and for the fiscal year ended June 30, 2021:

- I. **Procedures Performed:** Prepare a schedule of changes in fund balances for each fund from the Town's trial balances and compare the schedule results to the statutory prohibition of creating fund balance deficits to report any noted instances of noncompliance.

**Findings:** See Exhibit I. No instances of noncompliance noted.

- II. **Procedures Performed:** Prepare a budget and actual financial schedule for the General Fund and any other significant funds listing separately each federal fund and compare the actual expenditures reported to the authorized appropriations to report any noted instances on noncompliance with the appropriation limitations.

**Findings:** See Exhibit II. No instances of noncompliance noted.

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

**Findings:** No instances of noncompliance noted.

- IV. **Procedures Performed:** Compare the Town's uninsured deposits to fair value of pledged collateral to report any amounts of uninsured and uncollateralized deposits.

**Findings:** No instances of noncompliance noted. All deposits were insured or collateralized at June 30, 2021.

- V. **Procedures Performed:** Compare use of material-restricted revenues and resources to their restrictions to report any noted instances of noncompliance.

**Findings:** No instances of noncompliance noted.

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

**Findings:** No instances of noncompliance noted.

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

**Findings:** No such compliance requirements were identified that were applicable to the Town.

As to the Fort Supply Public Works Authority, as of and for the year ended June 30, 2021:

- I. **Procedures Performed:** Prepare a schedule of revenues, expenditures, and changes in fund balance-cash basis from the Authority's trial balances and compare the schedule results to the statutory prohibition of creating fund balance deficits to report any noted instances of noncompliance.

**Findings:** See Exhibit III. No instances of noncompliance noted.

- II. **Procedures Performed:** Agree 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 unusual reconciling items were noted that did not clear on a timely basis.

- III. **Procedures Performed:** Compare the Authority's uninsured deposits to fair value of pledged collateral to report any amounts of uninsured and uncollateralized deposits.

**Findings:** No instances of noncompliance noted. All deposits were insured or collateralized at June 30, 2021.

- IV. **Procedures Performed:** Compare the Authority's use of material-restricted revenues and resources to their restrictions to report any noted instances of noncompliance.

**Findings:** No instances of noncompliance noted.

- V. **Procedures Performed:** Compare the accounting for the Authority's activities by fund to the legal and contractual requirements for separate funds to report any noted instances of noncompliance.

**Findings:** No instances of noncompliance noted.

- VI. **Procedures Performed:** Compare the Authority's account balances in reserve accounts to contractually required balances and debt service coverage requirements of bond indentures to the actual coverage to report any noted instances of noncompliance.

**Findings:** The Authority had no debt, therefore no debt service coverage requirements of bond indentures were evaluated for compliance.

We were engaged by the Town of Fort Supply and the Fort Supply Public Works Authority to perform this agree-upon procedures engagement and conducted our engagement in accordance with attestation standards established by the American Institute of Certified Public Accountants and the additional 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, to meet the requirements prescribed in Oklahoma Statutes 11-17.105-.107 and 60-180.1.-3. Accordingly, we do not express such an opinion or 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 of Fort Supply and the Fort Supply Public Works Authority and to meet our 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 those specified parties.



**rsmeacham**  
CPA - ADVISORS

Clinton, Oklahoma  
October 20, 2021

**TOWN OF FORT SUPPLY, OKLAHOMA  
SUMMARY OF CHANGES IN FUND BALANCES (MODIFIED CASH BASIS)  
FOR THE YEAR ENDED JUNE 30, 2021**

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	<u>Beginning of Year Fund Balance</u>	<u>Current Year Change</u>	<u>End of Year Fund Balance</u>
<b>TOWN OF FORT SUPPLY</b>			
General Fund	\$ 14,720	\$ 10,606	\$ 25,326
Public Works Authority	\$ 1,136,402	\$ 66,897	\$ 1,203,299

**TOWN OF FORT SUPPLY, OKLAHOMA  
BUDGETARY COMPARISON SCHEDULE  
GENERAL FUND - MODIFIED CASH BASIS  
FOR THE YEAR ENDED JUNE 30, 2021**

	<u>Approved Budget</u>	<u>Actual Amounts</u>	<u>Variance with Final Budget Positive (Negative)</u>
<b>Beginning Budgetary Fund Balance:</b>	\$ 105,176	\$ 14,720	\$ (90,456)
<b>Resources (Inflows):</b>			
Tax revenues	57,659	58,718	1,059
Licenses and permits	750	875	125
Other Revenue	59,971	66,823	6,852
Transfer in	-	13,666	13,666
<b>Total current year resources</b>	<u>118,380</u>	<u>140,082</u>	<u>21,702</u>
<b>Amounts available for appropriation</b>	<u>\$ 223,556</u>	<u>\$ 154,802</u>	<u>\$ (68,754)</u>
<b>Charges to Appropriations (Outflows):</b>			
<b>General Government:</b>			
Personal services	58,280	57,518	762
Materials and supplies	10,000	16,348	(6,348)
Other charges and services	36,000	28,883	7,117
Capital Outlay	15,069	12,195	2,874
<b>Total General Government</b>	<u>119,349</u>	<u>114,944</u>	<u>4,405</u>
<b>Fire Department:</b>			
Personal Services	-	840	(840)
Materials and supplies	5,000	5,193	(193)
Other charges and services	5,326	4,290	1,036
<b>Total Fire Department</b>	<u>10,326</u>	<u>10,323</u>	<u>3</u>
<b>Street Department:</b>			
Materials and Supplies	4,000	3,357	643
<b>Total Street Department</b>	<u>4,000</u>	<u>3,357</u>	<u>643</u>
<b>Cemetery</b>			
Materials and supplies	1,000	-	1,000
<b>Total Cemetery</b>	<u>1,000</u>	<u>-</u>	<u>1,000</u>
<b>Community Building</b>			
Other Charges and Services	925	852	73
<b>Total Community Building</b>	<u>925</u>	<u>852</u>	<u>73</u>
<b>Total Charges to Appropriations</b>	<u>135,600</u>	<u>129,476</u>	<u>6,124</u>
<b>Change in Fund Balance</b>	(17,220)	10,606	(27,826)
<b>Ending Budgetary Fund Balance</b>	<u>\$ 87,956</u>	<u>\$ 25,326</u>	<u>\$ (118,282)</u>

**FORT SUPPLY PUBLIC WORKS AUTHORITY FORT SUPPLY, OKLAHOMA**  
**STATEMENT OF REVENUES, EXPENSES AND CHANGES IN FUND BALANCE - MODIFIED CASH BASIS**  
**FOR THE YEAR ENDED JUNE 30, 2021**

**Operating Revenues:**

## Charges for services:

Electric	\$	295,993
Water		110,031
Sewer		23,184
Sanitation		38,769
Grant income		47,798
Other		58,452
Total Operating Revenues		<u>574,227</u>

**Operating Expenses:**

Administration		69,766
Electric		210,336
Water		158,153
Sanitation		34,434
Sewer		23,327
Total Operating Expenses		<u>496,016</u>
Net Operating Income	\$	78,211

**Non-Operating Revenues/(Expenses):**

Interest Income		2,352
Net transfers to/(from) General Fund		<u>(13,666)</u>
Total Non-Operating Revenues/(Expenses)		<u>(11,314)</u>

<b>Change in fund balance</b>	\$	66,897
<b>Fund Balance - beginning</b>		<u>1,136,402</u>
<b>Fund Balance - ending</b>	\$	<u><u>1,203,299</u></u>