

**TOWN OF FORT SUPPLY
FORT SUPPLY, OKLAHOMA**

**AGREED UPON PROCEDURES
AND ACCOMPANYING
INDEPENDENT AUDITOR'S REPORT**

**FOR THE YEAR ENDED
JUNE 30, 2023**



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Members of American
Institute of Certified
Public Accountants

Members of Oklahoma
Society of Certified
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 of Fort Supply (the “Town”) and the Fort Supply Public Works Authority (the “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, 2023. Management of the Town and the Authority are responsible for the Town’s and Authority’s financial accountability and its compliance with those legal and contractual requirements.

The Town and the Authority have 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, 2023:

- 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, 2023.

- 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, 2023:

- 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 or significant reconciling items were noted.

- 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, 2023.

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
August 25, 2023

**TOWN OF FORT SUPPLY, OKLAHOMA
SUMMARY OF CHANGES IN FUND BALANCES (MODIFIED CASH BASIS)
FOR THE YEAR ENDED JUNE 30, 2023**

	<u>Beginning of Year Fund Balance</u>	<u>Current Year Change</u>	<u>End of Year Fund Balance</u>
TOWN OF FORT SUPPLY, OK			
General Fund	\$ 177,674	\$ 923	\$ 178,597
Public Works Authority	\$ 1,399,113	\$ 71,103	\$ 1,470,216

**TOWN OF FORT SUPPLY, OKLAHOMA
BUDGETARY COMPARISON SCHEDULE
GENERAL FUND - MODIFIED CASH BASIS
FOR THE YEAR ENDED JUNE 30, 2023**

	<u>Amended Budget</u>	<u>Actual Amounts</u>	<u>Variance with Final Budget Positive (Negative)</u>
Beginning Budgetary Fund Balance:	\$ 62,987	\$ 177,674	\$ 114,687
Resources (Inflows):			
Tax revenues	63,892	65,405	1,513
Licenses and permits	250	217	(33)
Other Revenue	56,470	58,087	1,617
Transfer in	15,000	-	(15,000)
Total current year resources	<u>135,612</u>	<u>123,709</u>	<u>(11,903)</u>
Amounts available for appropriation	<u>\$ 198,599</u>	<u>\$ 301,383</u>	<u>\$ 102,784</u>
Charges to Appropriations (Outflows):			
General Government:			
Personal services	60,992	56,620	4,372
Materials and supplies	4,500	3,884	616
Other charges and services	35,500	35,419	81
Capital Outlay	5,205	5,204	1
Total General Government	<u>106,197</u>	<u>101,127</u>	<u>5,070</u>
Fire Department:			
Personal Services	900	720	180
Materials and supplies	12,157	7,915	4,242
Other charges and services	10,053	10,899	(846)
Total Fire Department	<u>23,110</u>	<u>19,534</u>	<u>3,576</u>
Street Department:			
Materials and Supplies	2,800	-	2,800
Total Street Department	<u>2,800</u>	<u>-</u>	<u>2,800</u>
Cemetery			
Materials and supplies	1,000	-	1,000
Total Cemetery	<u>1,000</u>	<u>-</u>	<u>1,000</u>
Community Building			
Other Charges and Services	2,300	2,125	175
Total Community Building	<u>2,300</u>	<u>2,125</u>	<u>175</u>
Total Charges to Appropriations	<u>135,407</u>	<u>122,786</u>	<u>12,621</u>
Change in Fund Balance	205	923	(718)
Ending Budgetary Fund Balance	<u>\$ 63,192</u>	<u>\$ 178,597</u>	<u>\$ 115,405</u>

FORT SUPPLY PUBLIC WORKS AUTHORITY
STATEMENT OF REVENUES, EXPENSES AND CHANGES IN FUND BALANCE - MODIFIED CASH BASIS
FOR THE YEAR ENDED JUNE 30, 2023

Operating Revenues:

Charges for services:

Electric	\$	304,699
Water		131,671
Sewer		23,622
Sanitation		36,410
Grant income		42,820
Other		62,322
Total Operating Revenues		<u>601,544</u>

Operating Expenses:

Administration		74,571
Electric		294,174
Water		109,383
Sanitation		29,492
Sewer		24,420
Total Operating Expenses		<u>532,040</u>
Net Operating Income	\$	69,504

Non-Operating Revenues/(Expenses):

Interest Income		<u>1,599</u>
Total Non-Operating Revenues/(Expenses)		<u>1,599</u>

Change in fund balance	\$	71,103
Fund Balance - beginning		<u>1,399,113</u>
Fund Balance - ending	\$	<u><u>1,470,216</u></u>

TOWN OF FORT SUPPLY, OKLAHOMA
 SCHEDULE OF GRANTS
 FOR THE YEAR ENDED JUNE 30, 2023

Grant revenue	Project description	Contract Number	Award	Amount received	Amount expended
<i>Grant received from:</i>					
OEDA-REAP	Electrical System Smart Meters	WW22-1	\$ 64,945	\$ 42,820	\$ 41,836 *
	Total		<u>\$ 64,945</u>	<u>\$ 42,820</u>	<u>\$ 41,836</u>

*Refunded \$984 from Anixter for overpayment.