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Members of
American Institute
of Certified Public
Accountants

Members of
Oklahoma
Society of Certified
Public Accountants

Independent Accountant'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 within Appendix A and Appendix B 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 of Fort Supply (the Town) and the Fort Supply Public Works Authority (the Authority) in meeting its financial accountability requirements as prescribed by such state laws and evaluating compliance with specified legal or contractual requirements for the fiscal year ended June 30, 2012 for the Town and for the Authority. Management of the Town of Fort Supply is responsible for the Town's financial accountability and its compliance with those legal and contractual requirements. This agreed-upon procedures engagement was conducted in accordance with the 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. The sufficiency of the procedures is solely the responsibility of those parties specified in this report. Consequently, we make no representation regarding the sufficiency of the procedures described in Appendix A or B, either for the purpose for which this report has been requested or for any other purpose.

We were not engaged to and did not conduct an examination, the objective of which would be the expression of an opinion on financial accountability and compliance with contractual requirements. Accordingly, we do not express such an opinion. Had we performed additional procedures, other matters might have come to our attention that would have been reported to you.

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.



RSMeacham CPAs & Advisors
February 6, 2013

**Town of Fort Supply, Oklahoma
Procedures and Findings
For the Year Ended June 30, 2012**

As to the Town of Fort Supply as of and for the fiscal year ended June 30, 2012:

- I. 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. 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 and encumbrances reported to the authorized appropriations to report any noted instances on noncompliance with the appropriation limitations.

Findings: See Exhibit II. The Town was not in compliance with approved budget. The Town spent \$53,252 in excess of budgeted amounts. Earned revenues were less than budgeted amounts in the amount of \$17,296.

- III. 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. 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.

- V. 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. 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. 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 instances of noncompliance noted.

Exhibit I

**TOWN OF FORT SUPPLY, OKLAHOMA
SUMMARY OF CHANGES IN BUDGETARY FUND BALANCES
FOR THE YEAR ENDED JUNE 30, 2012**

| | <u>Beginning of Year Fund Balance</u> | <u>Current Year Change</u> | <u>End of Year Fund Balance</u> |
|----------------------------|-----------------------------------------------|------------------------------------|-----------------------------------------|
| TOWN OF FORT SUPPLY | | | |
| General Fund | \$ 80,779 | \$ (79,349) | \$ 1,430 |

**TOWN OF FORT SUPPLY, OKLAHOMA
BUDGETARY COMPARISON SCHEDULE
GENERAL FUND
FOR THE YEAR ENDED JUNE 30, 2012**

| | <u>Approved Budget</u> | <u>Actual Amounts</u> | <u>Variance with Final Budget Positive (Negative)</u> |
|----------------------------------------------|----------------------------|---------------------------|---------------------------------------------------------------|
| Beginning Budgetary Fund Balance: | \$ 8,801 | \$ 80,779 | \$ 71,978 |
| Resources (Inflows): | | | |
| Tax revenues | 45,213 | 29,940 | (15,273) |
| Licenses and permits | 2,934 | 356 | (2,578) |
| Charges for services | 23,045 | 10,065 | (12,980) |
| Other Revenue | 153 | 19,330 | 19,177 |
| Transfer in | 131,373 | 125,731 | (5,642) |
| Total current year resources | <u>202,718</u> | <u>185,422</u> | <u>(17,296)</u> |
| Amounts available for appropriation | <u>\$ 211,519</u> | <u>\$ 266,201</u> | <u>\$ 54,682</u> |
| Charges to Appropriations (Outflows): | | | |
| General Government: | | | |
| Personal services | 125,000 | 105,375 | 19,625 |
| Materials and supplies | 86,519 | 35,147 | 51,372 |
| Other charges and services | - | 79,358 | (79,358) |
| Total General Government | <u>211,519</u> | <u>219,880</u> | <u>(8,361)</u> |
| Police Department: | | | |
| Personal services | - | 6,359 | (6,359) |
| Materials and supplies | - | 3,530 | (3,530) |
| Other charges and services | - | 2,937 | (2,937) |
| Total Police Department | <u>-</u> | <u>12,826</u> | <u>(12,826)</u> |
| Fire Department: | | | |
| Materials and supplies | - | 9,757 | (9,757) |
| Other charges and services | - | 7,481 | (7,481) |
| Total Fire Department | <u>-</u> | <u>17,238</u> | <u>(17,238)</u> |
| Street and Alley | | | |
| Materials and supplies | - | 8,919 | (8,919) |
| Total Street and Alley | <u>-</u> | <u>8,919</u> | <u>(8,919)</u> |
| Cemetery | | | |
| Materials and supplies | - | 5,110 | (5,110) |
| Total Cemetery | <u>-</u> | <u>5,110</u> | <u>(5,110)</u> |
| Community Building | | | |
| Materials and supplies | - | 798 | (798) |
| Total Community Building | <u>-</u> | <u>798</u> | <u>(798)</u> |
| Total Charges to Appropriations | 211,519 | 264,771 | (53,252) |
| Change in Fund Balance | (8,801) | (79,349) | (70,548) |
| Ending Budgetary Fund Balance | <u>\$ -</u> | <u>\$ 1,430</u> | <u>\$ 1,430</u> |

See accountant's report.

**Fort Supply Public Works Authority
Procedures and Findings
For the Year Ended June 30, 2012**

As to the Fort Supply Public Works Authority, as of and for the year ended June 30, 2012:

- I. Prepare a schedule of revenues, expenditures and changes in fund balance for each fund 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. 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 instances of noncompliance noted.

- III. 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.

- IV. 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. 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. 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: No instances of noncompliance noted.

FORT SUPPLY PUBLIC WORKS AUTHORITY FORT SUPPLY, OKLAHOMA
STATEMENT OF REVENUES, EXPENSES AND CHANGES IN FUND BALANCE - ACCRUAL BASIS
FOR THE YEAR ENDED JUNE 30, 2012

| | |
|------------------------------------|-------------------|
| Operating Revenues: | |
| Charges for services: | |
| Electric | \$ 240,266 |
| Water | 58,622 |
| Sewer | 18,777 |
| Sanitation | 24,017 |
| Grant income | 206,592 |
| Other | 4,082 |
| Total Operating Revenues | <u>552,356</u> |
| Operating Expenses: | |
| Administration | 27,030 |
| Electric | 213,327 |
| Water | 87,387 |
| Sanitation | 25,739 |
| Total Operating Expenses | <u>353,483</u> |
| Operating Income | \$ 198,873 |
| Non-Operating Expenses: | |
| Transfer to General fund | <u>(125,731)</u> |
| Total Non-Operating Expenses | <u>(125,731)</u> |
| Change in fund balance | \$ 73,142 |
| Fund Balance - beginning, restated | <u>248,900</u> |
| Fund Balance - ending | <u>\$ 322,042</u> |