

TOWN OF LOOKEBA, OKLAHOMA

**INDEPENDENT ACCOUNTANT'S
REPORT ON APPLYING
AGREED-UPON PROCEDURES**

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

TOWN OF LOOKEBA, OKLAHOMA

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Independent Accountant's Report on Applying Agreed-Upon Procedures

To the Specified Users of the Report:

Town Council
Town of Lookeba
Lookeba, Oklahoma

Oklahoma Office of State
Auditor and Inspector
Oklahoma City, Oklahoma

Report on Compiled Financial Statements and Schedules

Management is responsible for the accompanying financial statements and schedules of the Town of Lookeba, Oklahoma, which comprise of a Summary of Changes in Fund Balances-Cash Basis as of the year ended June 30, 2023, and the related Budgetary Comparison Schedule-General Fund-Cash Basis, Budgetary Comparison Schedule-Street & Alley Fund-Cash Basis, and Schedule of Grant Activity-Cash Basis for the year then ended in accordance with the Cash basis of accounting, and for determining that the Cash basis of accounting is an acceptable financial reporting framework. We have performed a compilation engagement in accordance with Statements on Standards for Accounting and Review Services promulgated by the Accounting and Review Services Committee of the AICPA. We did not audit or review the accompanying financial statements and schedules nor were we required to perform any procedures to verify the accuracy or completeness of the information provided by management. We do not express an opinion, a conclusion, nor provide any assurance on these financial statements and schedules.

The financial statements and schedules have been prepared in a format and basis of accounting, as prescribed by Oklahoma Statutes, that demonstrates compliance with the Cash basis and budget laws of the State of Oklahoma

which is a basis of accounting other than accounting principles generally accepted in the United States of America.

Management has elected to omit substantially all of the disclosures ordinarily included in financial statements and schedules prepared in accordance with the Cash basis of accounting. If the omitted disclosures were included in the financial statements and schedules, they might influence the user's conclusions about the Town's assets, liabilities, fund balances, revenues, and expenses. Accordingly, these financial statements and schedules are not designed for those who are not informed about such matters.

Report on Applying Agreed-upon Procedures

We have performed the procedures enumerated below 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 in meeting its financial accountability requirements as prescribed by Oklahoma Statutes §11-17.105-.107 and evaluating compliance with specified legal or contractual requirements for the fiscal year ended June 30, 2023. Management of the Town of Lookeba is responsible for the Town's financial accountability and its compliance with those legal and contractual requirements.

The Town of Lookeba has agreed to and acknowledge that the procedures performed are appropriate to meet the intended purpose of meeting their financial accountability requirements as prescribed by applicable Oklahoma law and evaluating compliance requirements with specific legal or contractual requirements for the fiscal year ended June 30, 2023. 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 Lookeba** as of and for the fiscal year ended June 30, 2023:

1. **Procedures Performed:** From the Town's trial balances, we prepared a Cash basis schedule of changes in fund balances for each fund (see accompanying Page 5) and compared the schedule results to the statutory prohibition of creating fund balance deficits to report any noted instances of noncompliance.

Findings: No instances of noncompliance were noted.

2. **Procedures Performed:** From the Town's trial balances, we prepared a Cash basis budget and actual financial schedule for the General Fund and any other significant funds (any fund whose revenues, expenditures or ending fund balance exceeds 10% of the Town's total revenues, expenditures or fund balances) listing separately each federal fund (see accompanying Pages 6 and 7) and compared the actual expenditures and encumbrances reported to the authorized appropriations to report any noted instances of noncompliance with the appropriation limitations.

Findings: General Fund in total exceeded appropriations. The Town underbudgeted expenditures for capital outlay and transfers to other funds in the amount of \$19,933 and \$8,500, respectively.

3. **Procedures Performed:** We agreed 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 were noted.

4. **Procedures Performed:** We compared 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 were noted.

5. **Procedures Performed:** We compared the Town's use of material-restricted revenues and resources to their restrictions to report any noted instances of noncompliance.

Findings: No instances of noncompliance were noted.

6. **Procedures Performed:** We compared 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 were noted.

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

Findings: The Town had no contractual or debt service requirements. This procedure does not apply.

As to the **Town of Lookeba** grant programs, as of and for the fiscal year ended June 30, 2023:

1. **Procedures Performed:** From the Town's trial balances, we prepared a schedule of grant activity for each grant/contract (see accompanying Page 8) and compared the receipts and disbursements to grant agreements and supporting information to report any noted instances of noncompliance with the grant agreement.

Findings: The Town did not formally select the standard revenue loss allowance option for expending State and Local Fiscal Recovery Funds established under the American Rescue Plan Act or elect the amount to use as revenue replacement for government services. The Town's ARPA funds was spent on public safety capital outlay and it was closed on 4/12/23.

We were engaged by the Town of Lookeba to perform this agreed-upon procedures engagement and conducted our engagement in accordance with attestation standards established by the American Institute of Certified Public Accountants to meet the requirements prescribed in Oklahoma Statutes §11-17.105-.107. 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, on the Town meeting their 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. 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 Lookeba and to meet our other 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 these specified parties.

McCulley & McCulley

Weatherford, Oklahoma

April 9, 2024

**TOWN OF LOOKBA, OKLAHOMA
LOOKEBA, OKLAHOMA**

**SUMMARY OF CHANGES IN FUND BALANCE-CASH BASIS
FOR THE YEAR ENDED JUNE 30, 2023
(Unaudited)**

| | <u>Beginning of Year Fund Balances</u> | <u>Current Year Receipts</u> | <u>Current Year Disbursements</u> | <u>End of Year Fund Balances</u> |
|---------------------|---|---|--|---|
| TOWN: | | | | |
| General Fund | \$ 27,011 | \$ 52,893 | \$ 59,876 | \$ 20,028 |
| Street & Alley Fund | 19,424 | 783 | 1,921 | 18,286 |
| Town Total | <u>\$ 46,435</u> | <u>\$ 53,676</u> | <u>\$ 61,797</u> | <u>\$ 38,314</u> |

See Independent Accountant's Report on Agreed-Upon Procedures

**TOWN OF LOOKEBA, OKLAHOMA
LOOKEBA, OKLAHOMA**

**BUDGETARY COMPARISON SCHEDULE-CASH BASIS
GENERAL FUND
FOR THE YEAR ENDED JUNE 30, 2023
(Unaudited)**

| | Budgeted Amounts | | Actual Amounts | Variance with Final Budget Positive (Negative) |
|---------------------------------------|-------------------------|---------------|---------------------------|---|
| | Original | Final | | |
| Beginning Budgetary Fund Balance: | \$ 27,011 | \$ 27,011 | \$ 27,011 | \$ - |
| Resources (Inflows): | | | | |
| Taxes: | | | | |
| Sales Tax | 8,199 | 8,199 | 14,335 | 6,136 |
| Use Tax | 7,953 | 7,953 | 8,636 | 683 |
| Franchise Taxes | 3,642 | 3,642 | 3,972 | 330 |
| Total Taxes | <u>19,794</u> | <u>19,794</u> | <u>26,943</u> | <u>7,149</u> |
| Intergovernmental: | | | | |
| Alcoholic Beverage Tax | 1,528 | 1,528 | 1,151 | (377) |
| Tobacco Tax | 52 | 52 | 103 | 51 |
| Grant Revenue | | | 24,214 | 24,214 |
| Total Intergovernmental | <u>1,580</u> | <u>1,580</u> | <u>25,468</u> | <u>23,888</u> |
| Interest Income | <u>9</u> | <u>9</u> | <u>15</u> | <u>6</u> |
| Miscellaneous Income: | | | <u>468</u> | <u>468</u> |
| Other Financing Sources: | | | | |
| Transfers from other funds | | | | 0 |
| Total Other Financing Sources | <u>-</u> | <u>0</u> | <u>0</u> | <u>-</u> |
| Amounts available for appropriation | <u>48,394</u> | <u>48,394</u> | <u>79,905</u> | <u>31,511</u> |
| Charges to Appropriations (Outflows): | | | | |
| General Government: | | | | |
| Personal services | 16,000 | 16,000 | 8,498 | 7,502 |
| Other services and charges | 18,112 | 18,112 | 8,664 | 9,448 |
| Capital outlay | 14,282 | 14,282 | 34,215 | (19,933) |
| Total General Government | <u>48,394</u> | <u>48,394</u> | <u>51,377</u> | <u>(2,983)</u> |
| Other Financing Uses: | | | | |
| Transfers to other funds | <u>-</u> | <u>-</u> | <u>8,500</u> | <u>(8,500)</u> |
| Total Charges to Appropriations | <u>48,394</u> | <u>48,394</u> | <u>59,877</u> | <u>(11,483)</u> |
| Ending Budgetary Fund Balance | <u>\$ -</u> | <u>\$ -</u> | <u>\$ 20,028</u> | <u>\$ 20,028</u> |

See Independent Accountant's Report on Agreed-Upon Procedures

**TOWN OF LOOKEBA, OKLAHOMA
LOOKEBA, OKLAHOMA**

**BUDGETARY COMPARISON SCHEDULE-CASH BASIS
STREET & ALLEY FUND
FOR THE YEAR ENDED JUNE 30, 2023
(Unaudited)**

| | <u>Budgeted Amounts</u> | | <u>Actual</u> | <u>Variance with</u> |
|---------------------------------------|-------------------------|---------------|------------------|----------------------------|
| | <u>Original</u> | <u>Final</u> | <u>Amounts</u> | <u>Final Budget</u> |
| | | | | <u>Positive (Negative)</u> |
| Beginning Budgetary Fund Balance: | \$ 19,424 | \$ 19,424 | \$ 19,424 | \$ - |
| Resources (Inflows): | | | | |
| Taxes: | | | | |
| Motor Vehicle Tax | | | 631 | 631 |
| Gas Tax | | | 142 | 142 |
| Total Taxes | <u>0</u> | <u>0</u> | <u>773</u> | <u>773</u> |
| Intergovernmental: | | | | |
| Grant Revenue | | | | 0 |
| Total Intergovernmental | <u>0</u> | <u>0</u> | <u>0</u> | <u>0</u> |
| Interest Income | | | 10 | 10 |
| Miscellaneous Income: | | | | 0 |
| Other Financing Sources: | | | | |
| Transfers from other funds | | | | 0 |
| Total Other Financing Sources | <u>-</u> | <u>0</u> | <u>0</u> | <u>-</u> |
| Amounts available for appropriation | <u>19,424</u> | <u>19,424</u> | <u>20,207</u> | <u>783</u> |
| Charges to Appropriations (Outflows): | | | | |
| Street & Alley: | | | | |
| Personal services | | | | |
| Other services and charges | 19,424 | 19,424 | 1,921 | 17,503 |
| Capital outlay | | | | |
| Total General Government | <u>19,424</u> | <u>19,424</u> | <u>1,921</u> | <u>17,503</u> |
| Other Financing Uses: | | | | |
| Transfers to other funds | | | | 0 |
| Total Charges to Appropriations | <u>19,424</u> | <u>19,424</u> | <u>1,921</u> | <u>17,503</u> |
| Ending Budgetary Fund Balance | <u>\$ -</u> | <u>\$ -</u> | <u>\$ 18,286</u> | <u>\$ 18,286</u> |

See Independent Accountant's Report on Agreed-Upon Procedures

**TOWN OF LOOKEBA, OKLAHOMA
LOOKEBA, OKLAHOMA**

**SCHEDULE OF GRANT ACTIVITY-CASH BASIS
FOR THE YEAR ENDED JUNE 30, 2023
(Unaudited)**

| TOWN: | Beginning of Year Unexpended Grant Funds | Current Year Receipts | Current Year Disbursements | End of Year Unexpended Grant Funds |
|---|---|--------------------------------------|---|---|
| American Rescue Plan Act ALN #21.027 | \$ 10,587 | \$ 14,281 | \$ 24,868 | \$ - |
| 2019 REAP Grant 192208 | | 10,000 | 1,500 | 8,500 |
| Town Totals | <u>\$ 10,587</u> | <u>\$ 24,281</u> | <u>\$ 26,368</u> | <u>\$ 8,500</u> |

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