Muskogee County Rural Water District No. 1 Oktaha, Oklahoma

Financial Statements and Auditors Reports

Year Ended December 31, 2013

Audited by

SANDERS, BLEDSOE & HEWETT CERTIFIED PUBLIC ACCOUNTANTS, LLP

BROKEN ARROW, OK

Muskogee County Rural Water District No. 1 Oktaha, Oklahoma Board of Directors December 31, 2013

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Member

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Member

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Sheila Whittle

Muskogee County Rural Water District No. 1 Oktaha, Oklahoma December 31, 2013

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INDEPENDENT AUDITOR'S REPORT

Board of Directors Muskogee County Rural Water District No. 1 Oktaha, Oklahoma

We have audited the accompanying financial statements of the business-type activities of the Muskogee County Rural Water District No. 1 (the District), Oktaha, Oklahoma, as of and for the year ended December 31, 2013, which collectively comprise the District's basic financial statements as listed in the table of contents.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements. Management is also responsible for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express opinions on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the District's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the District's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the

reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinions.

Opinions

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the business-type activities of the District as of December 31, 2013, and the respective changes in financial position and cash flows thereof for the year then ended in conformity with accounting principles generally accepted in the United States of America.

Other Matters

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis on pages 5 and 6 be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplemental information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Other Reporting Required by Government Auditing Standards

In accordance with *Government Auditing Standards*, we have also issued our report dated February 21, 2014 on our consideration of the District's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting or on compliance and the results of that testing and not to provide an opinion on internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Authority's internal control over financial reporting and compliance.

Sanders, Bledsoe & Hewett Certified Public Accountants, LLP

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RURAL WATER DISTRICT NO. 1, MUSKOGEE COUNTY

MANAGEMENT'S DISCUSSION AND ANALYSIS

DECEMBER 31, 2013

Our discussion and analysis of the Rural Water District No. 1, Muskogee County's financial performance provides an overview of the District's financial activities for the fiscal year ended December 31, 2013. Please read it in conjunction with the District's financial statements that begin on page 11.

FINANCIAL HIGHLIGHTS

- The District's total operating revenues exceeded total operating expenses by \$3,714. Overall, the District's cash and cash equivalents increased by \$41,602 in the current fiscal year.
- The District had to increase water rates to its users in 2013, due to rising costs of water purchased and overall expenses.
- The District is indebted by one note to Oklahoma Water Resources Board.
- The District borrowed \$240,000 from Armstrong Bank to install radio read meters for their customers.

Using This Report

This report is presented in a format consistent with the presentation requirements of the Governmental Accounting Standards Board (GASB) Statement No. 34, as applicable to the District's basis of accounting.

Basis of Accounting

The District has elected to present its financial statements in the accrual basis of accounting. According to the accrual basis, revenues are recorded when earned and expenses are recognized when incurred. This policy is in accordance with generally accepted accounting principles.

The Financial Statements

One of the most important questions asked about the District's finances is, "Is the District as a whole better off or worse off as a result of the year's activities?" The statement of Assets, Liabilities and Net Assets, the Statement of Revenues, Expenses and Changes in Net Assets, and the Statement of Cash Flows report information about the District and about its activities in a way that helps answer this question.

These three statements report the District's net assets and the changes in them. You can think of the District's net assets – the difference between assets and liabilities – as one way to measure the District's financial health or financial position. Over time, increases or decreases in the District's net assets are one indicator of whether its financial health is improving or deteriorating. You will need to consider other nonfinancial factors, however, such as changes in water rates paid or charged and the condition of the District's water system, to assess the overall health of the District.

The District has only one type of fund or activity, which is defined as *Business-type activities*. This is considered a proprietary fund. This means the District charges a fee to customers to help it cover all or most of the cost of certain services it provides.

Fixed Assets

At December 31, 2013, the District had \$842,569 invested in fixed assets, net of depreciation, including land, the water system, vehicles and equipment. During the 2013 year, The District purchased radio read meters for \$242,400.

Long-Term Debt

The District is indebted to Oklahoma Water Resources Board on one note obtained for previously extensive extensions and payment of other debts. The outstanding principal balance owed on the note decreased from \$281,250 to \$265,250 during the 2013 fiscal year. The \$430,000 note is scheduled to be paid off in 2024. The District borrowed an additional \$240,000 from Armstrong Bank to purchase the radio read meters. This not is to be paid off over ten years.

Economic Factors and Next Year's Budget and Rates

The District has absorbed some of the City of Muskogee's rate increases, but may be forced to increase customer rates if additional increases are made by the City of Muskogee.

The District's budget for fiscal year 2014 will remain much like previous years budgets. Your Board of Directors does anticipate small budget changes made primarily to better allow for office and field personnel operations, without the necessity of hiring additional part-time or permanent employees.

Contacting the District's Management

This report is designed to provide our customers and creditors with a general overview of the District's finances and to demonstrate the District's accountability for the money it receives. If you have questions about this report or need additional financial information contact the District Office at P.O. Box 156, Oktaha, OK 74450 or call (918) 682-7903.



INDEPENDENT AUDITOR'S REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH GOVERNMENT AUDITING STANDARDS

Board of Directors Muskogee County Rural Water District No. 1 Oktaha, Oklahoma

We have audited, in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, the accompanying financial statements of the Muskogee County Rural Water District No. 1 (the District), Oktaha, Oklahoma, as of and for the year ended December 31, 2013, and the related notes to the financial statements, which collectively comprise the District's basic financial statements and have issued our report thereon dated February 21, 2014.

Internal Control Over Financial Reporting

Management of the District is responsible for establishing and maintaining effective internal control over financial reporting. In planning and performing our audit of the financial statements, we considered the District's internal control over financial reporting in order to determine our auditing procedures that are appropriate for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the District's internal control. Accordingly, we do not express an opinion on the effectiveness of the District's internal control over financial reporting.

Our consideration of the internal control over financial reporting was for the limited purpose described in the preceding paragraph and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies and therefore, material weaknesses or significant deficiencies may exist that were not identified. However, as described in the accompanying schedule of findings and responses, we identified a certain deficiency in the internal controls that we considered to be a material weakness.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material*

weakness is a deficiency, or combination of deficiencies, in internal control such that there is a reasonable possibility that a material misstatement of the District's financial statements will not be prevented or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance. We consider the deficiency described in the accompanying schedule of findings and responses as item 13-1, to be a material weakness.

Compliance

As part of obtaining reasonable assurance about whether the District's financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts and grants, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit and, accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance that are required to be reported under *Government Auditing Standards*.

District's Response to Findings

The District's response to the finding identified in our audit is described in the accompanying schedule of findings and responses. The District's response was not subjected to the auditing procedures applied in the audit of the financial statements and, accordingly, we express no opinion on it.

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the District's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the District's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

Sanders, Bledsoe & Hewett

Certified Public Accountants, LLP

February 21, 2014

MUSKOGEE COUNTY RURAL DISTRICT NO. 1 Disposition of Prior Year's Reportable Conditions December 31, 2013

Lack of Segregation of Functional Responsibilities

The exception that there were inherent limitations resulting from a small number of employees performing functions that would normally be divided among employees were a larger number available which prevented a proper segregation of accounting functions which is necessary to assure adequate internal accounting controls continued in the current fiscal year.

MUSKOGEE COUNTY RURAL WATER DISTRICT NO. 1 Schedule of Audit Results December 31, 2013

Section 1 – Summary of Auditor's Results:

- 1. An unqualified opinion report was issued on the financial statements.
- 2. The audit disclosed a reportable condition in the internal controls, which was not considered a material weakness.
- 3. The audit disclosed no instances of noncompliance.

<u>Section 2 – Findings relating to the financial statements required to be reported in accordance with GAGAS:</u>

<u>13-1 – Lack of Segregation of Duties</u>

Condition-

The inherent limitations resulting from a small number of employees performing functions that would normally be divided among employees were a larger number available prevent a proper segregation of accounting functions, which is necessary in order to assure adequate internal accounting controls.

Criteria-

An organization should ensure that there is a proper segregation of duties regarding cash collections and the payment of expenses.

Cause-

The District is not large enough to justify the hiring of additional personnel.

Effect-

There is always the possibility that not all collections are actually receipted or deposited, and the possibility that funds expended are not used for actual District obligations.

Recommendation-

The current procedures should not be changed. However, there should be additional personnel instilled into the collection, receipt, deposit, reconciliation and payment procedures when this becomes economically possible.

Response-

Additional personnel will be hired when the actual funds are available.

MUSKOGEE COUNTY RURAL WATER DISTRICT NO. 1 Statement of Net Assets December 31, 2013

ASSETS:

Current Assets:		
Cash and cash equivalents	\$	218,772
Investments	Ψ	242,326
Current portion of receivables		35,609
Prepaid assets		7,157
Total current assets		503,864
Noncurrent Assets:		
Restricted cash-		
ORWB project trust funds - Debt service		4,498
ORWB project trust funds - Debt service reserve		39,319
Capital Assets-		
Land		20,635
Building, plant and water systems, net		791,535
Other capital assets, net		30,399
Total noncurrent assets		886,386
Total Assets		1,390,250
<u>LIABILITIES:</u>		
Current Liabilities:		
Accounts payable		21,713
Accrued liabilities		8,539
Current portion of long-term debt		38,195
Total current liabilities		68,447
Noncurrent Liabilities:		
Long-term debt		467,204
Total Liabilities		535,651
NET ASSETS:		
Invested in capital assets, net of related debt		337,170
Restricted for debt service		39,319
Unrestricted assets		478,110
Total Net Assets	\$	854,599

The accompanying notes to the financial statements are an integral part of this statement

MUSKOGEE COUNTY RURAL WATER DISTRICT NO. 1 Statement of Activities

For The Year Ended December 31, 2013

Operating Revenues:	
Water sales	\$ 410,683
Fees and fines	3,407
Other sources	2,979
Total revenue from operations	 417,069
Operating Expenses:	
Salaries and benefits	108,609
Water purchases	148,345
Repairs and maintenance	23,240
Supplies and materials	7,384
Vehicle expense	6,221
Utilities and telephone	6,768
Insurance	40,021
Office expense and postage	6,313
Depreciation	42,373
Professional fees	3,325
Dues and fees	2,638
Miscellaneous	5,531
Total expenses from operations	400,768
Operating Income (Loss)	16,301
Non-Operating Revenues (Expenses):	
Interest income	2,293
Interest paid on long-term debt	 (13,773)
Total Non-Operating Revenues (Expenses)	(11,480)
Change in Net Assets	4,821
Total Net Assets, beginning of period	 849,778
Total Net Assets, end of period	\$ 854,599

The accompanying notes to the financial statements are an integral part of this statement

MUSKOGEE COUNTY RURAL WATER DISTRICT NO. 1

Statement of Cash Flows For the Year Ended December 31, 2013

Cash Flows from Operating Activities:	
Receipts from customers Payments to employees Payments to vendors	\$ 420,935 (107,492) (250,553)
Net Cash Provided by Operating Activities	 62,890
Cash Flows from Investing Activities:	
Capital assets purchased Loan proceeds - Armstrong Bank Interest earned on investments	(242,400) 240,000 2,293
Net Cash Provided by (used in) Investing Activities	 (107)
Cash Flows from Financing Activities:	
Principal paid on long-term debt Interest paid on long-term debt	 (16,000) (5,951)
Net Cash Provided by (used in) Financing Activities	 (21,951)
Net Increase (Decrease) in Cash	40,832
Cash and cash equivalents, beginning of period	 464,083
Cash and cash equivalents, end of period	\$ 504,915
Reconciliation of operating income (loss) to net cash provided by operating activities: Operating Income	\$ 16,301
Adjustments to reconcile net income to net cash provided (used) by operating activities: Depreciation Expense	42,373
Change in assets and liabilities: (Increase) decrease in accounts receivable (Increase) decrease in prepaid insurance Increase (decrease) in accounts payable	3,866 (609) 959
Net cash provided by operating activities	\$ 62,890

The accompanying notes to the financial statements are an integral part of this statement

Notes to the Financial Statements December 31, 2013

Note A – Significant Accounting Policies

Business Activity

Muskogee County Rural Water District No. 1 (the District) was formed under the provisions of Title 82, O.S. 1981, Sections 1324.1-1324.26 inclusive. The District operates as a nontaxable government agency to service residents of the Muskogee County Rural Water District No. 1. The District's primary income is from the sale of water to its members in an area around Oktaha, Oklahoma.

Basis of Accounting

The financial statements are prepared on an accrual basis of accounting, which is in compliance with accounting principles generally accepted in the United States of America (GAAP), and which recognizes revenues when earned and expenses as incurred. Interest earnings on certificates of deposit are recorded when such interest is actually received by the District. Generally accepted accounting principles include all relevant Government Accounting Standards Board (GASB) pronouncements.

<u>Cash</u> The District's cash accounts at December 31st, are detailed as follows:

	December 31,			
	2013		2012	
Cash on hand Armstrong Bank, Checotah, Ok-	\$	300	300	
Revenue account	2	203,753	235,576	
Operation & Maintenance account		14,829	24,423	
Less: Outstanding checks		(110)	(6,591)	
Bank of Oklahoma- ORWB Trust Accounts-				
Debt Service account		4.499	2,447	
Debt Service Reserve account		,	,	
Debt Service Reserve account		39,319	39,319	
Total	\$ 2	262,590	295,474	

Notes to the Financial Statements December 31, 2013

Note A – Significant Accounting Policies – cont'd

<u>Investments</u>

The District's investments are detailed as follows:

	2013	2012
Armstrong Bank, Checotah, Ok- Certificate of deposit no. 455571, dated 1-17-12, due 7-17-13	\$ -	19,567
Certificate of deposit no. 432717, dated 5-15-12, due 11-15-13	-	90,780
Certificate of deposit no. 434205, dated 6-19-12, due 12-19-13	-	58,261
Certificate of deposit no. 544353, dated 2-22-13, due 8-22-14	242,327	0
Total Investments	\$ 242,327	168,608

Collateral Pledged

The District's cash deposits at December 31, 2013 are categorized to give an indication of the level of risk assumed by the District at year-end.

The District's investments at December 31, 2013 consisted of certificates of deposit, and are categorized to give an indication of the level of risk assumed by the District at year-end.

Deposit Categories of Credit Risk

- (A) Insured by Federal Deposit Insurance
- (B) Collateralized with securities held by the pledging financial institution's trust department or agent in the District's name
- (C) Uncollateralized

Notes to the Financial Statements December 31, 2013

Note A – Significant Accounting Policies – cont'd

		Categ	ory						
	(A)	(B)	· <u>-</u>	(C)		Bank Balance	_	Carrying Amount
Cash Investments	\$ 262,300 242,327			. <u>-</u>			262,300 242,327	_	262,190 242,327
Total	\$ 504,627		0	: =	0	: =	504,627	_	504,517

Accounts Receivable

Billings for accounts receivable at December 31, 2013 were \$35,609. No allowance for doubtful accounts was computed because the effect of bad debts on the financial statements is not considered material.

Prior Year Information

Prior year financial statement information is included in the other supplementary information section for comparative purposes only. No opinions are issued on these amounts, and are included as memorandum.

Fixed Assets

Fixed assets are valued at cost, depreciation is computed by use of the straight-line method. The estimated useful lives of these assets are as follows:

Land	N/A
Office furniture & fixtures	5-10 years
Equipment & tools	5 years
Transportation equipment	5 years
Water & sewer system	50 years
Buildings	25 years
Computer equipment	3 years

Notes to the Financial Statements December 31, 2013

Note A – Significant Accounting Policies – cont'd

The fixed asset information for the District is shown below:

	12/31/2012 Amount	Additions	Deletions	12/31/2013 Amount
Land	\$ 20,635	-	-	20,635
Building	62,212	-	-	62,212
Plant and water sys.	1,389,512	242,400	-	1,631,912
Vehicles and equip.	196,321			196,321
Total Fixed Assets	1,668,680	242,400	-	1,911,080
Less: Accumulated Depreciation	(1,026,138)	(42,373)		(1,068,511)
Total	\$ 642,542	200,027		842,569

Accumulated Unpaid Vacation and Sick Pay

At December 31, 2013 no determination of the aggregate dollar value of vacation or sick pay had been made.

Note B – Notes Payable

Notes payable consists of one note to the Oklahoma Water Resources Board, and one note to Armstrong Bank.

The District has a promissory note in the amount of \$430,000 with the Oklahoma Water Resources Board (OWRB), dated March 31, 1998, for a period of 25 years. The District makes monthly deposits into the trust account at the Bank of Oklahoma. The trust account then makes the quarterly payments of principal and interest to the OWRB. The current interest rate on this note is 1.50%. The water system and future water revenues are used as security for this note.

Notes to the Financial Statements December 31, 2013

Note B – Notes Payable – cont'd

The District borrowed \$240,149 in 2013 from Armstrong Bank to purchase and install radio read meters. It is a 10 year note, with an interest rate of 2.70%. Payments of \$27,779 are due annually, beginning February 2014. The certificate of deposit with Armstrong Bank is security for this note.

	<u>2013</u>	<u>2012</u>
Oklahoma Water Resources Board note payable, issued for \$430,000, dated 3-31-98, at 1.32% interest, due in semi-annual installments, until paid;	\$ 265,250	281,250
Armstrong Bank note payable, issued for \$240,149, dated 2-25-13, at 2.70% interest, due in annual payments, until paid	240,149	-
Less: Current maturities of long-term debt	(38,195)	 (15,700)
Total Long-Term Debt	\$ 467,204	265,550

The scheduled maturities for the next five (5) years, and in total thereafter, are detailed as follows:

	OWRB	Armstrong	Total
2014	\$ 16,900	21,295	38,195
2015	18,300	21,870	40,170
2016	19,800	22,460	42,260
2017	21,400	23,067	44,467
2017-21	104,800	125,018	229,818
2022-24	84,050	26,439	110,489
Total	\$ 265,250	240,149	505,399

Note C – Subsequent Events

Management has evaluated subsequent events through February 21, 2014, which is the date the financial statements were available to be issued and have determined that no additional information needs to be added to the financial statements.

MUSKOGEE COUNTY RURAL WATER DISTRICT NO. 1 Balance Sheet December 31, 2013

	DECEMBER 31,			
ASSETS	2013	(memo only) 2012		
Current Assets:	ф 210.772	252 700		
Cash and cash equivalents	\$ 218,772	253,709		
Investments Accounts receivable	242,326	168,608		
Accounts receivable Prepaid insurance	35,609 7,157	39,475 6,548		
Total current assets	503,864	468,340		
Total Current assets		400,340		
Restricted Assets:				
ORWB Project trust funds-				
Debt service account	4,498	2,447		
Debt service reserve account	39,319	39,319		
Total restricted assets	43,817	41,766		
Fixed Assets:				
Land	20,635	20,635		
Building	62,212	62,212		
Plant and water systems	1,631,912	1,389,512		
Vehicles and equipment	196,321	196,321		
Total fixed assets	1,911,080	1,668,680		
Less: accumulated depreciation	(1,068,511)	(1,026,138)		
Total fixed assets (net)	842,569	642,542		
Total Assets	\$ 1,390,250	1,152,648		
LIABILITIES AND FUND EQUITY				
Current Liabilities:				
Accounts payable	\$ 12,764	12,922		
Payroll and taxes payable	8,949	7,832		
Accrued interest	8,539	866		
Current maturities of long-term debt	38,195	15,700		
Total current liabilities	68,447	37,320		
Long-Term Debt, less current maturities:				
Notes payable	467,204	265,550		
Total Liabilities	535,651	302,870		
Fund Equity:				
Retained earnings	854,599	849,778		
Total Liabilities and Fund Equity	\$ 1,390,250	1,152,648		

MUSKOGEE COUNTY RURAL WATER DISTRICT NO. 1 Statement of Revenue, Expenses and Changes in Retained Earnings For The Year Ended December 31, 2013

	2013	(memo only) 2012
Revenue from Operations:		
Water sales	\$ 410,683	397,289
Penalties/Reconnects	3,407	1,234
Benefit unit sales/Misc	2,979	809
Total revenue from operations	417,069	399,332
Expenses from Operations:		
Salaries and benefits	108,609	105,185
Water purchases	148,345	164,137
Repairs and maintenance	23,240	16,566
Supplies and materials	7,384	6,271
Vehicle expense	6,221	5,742
Utilities and telephone	6,768	6,487
Insurance	40,021	30,601
Office expense and postage	6,313	7,487
Depreciation	42,373	41,917
Professional fees	3,325	3,973
Dues and fees	2,638	2,885
Miscellaneous and NSF	5,531	4,367
Total expenses from operations	400,768	395,618
Net Income (Loss) from Operations	16,301	3,714
Non-operating revenues:		
Interest earnings	2,293	2,650
Non-operating expenses:		
Interest on long-term debt	(13,773)	(3,467)
Net Income (Loss)	4,821	2,897
Retained earnings, beginning of period	849,778	846,881
Retained earnings, end of period	\$ 854,599	849,778