

**THE TOWN OF OKARCHÉ, OKLAHOMA
ANNUAL FINANCIAL STATEMENT
AND ACCOMPANYING
INDEPENDENT AUDITOR'S REPORTS
FOR THE FISCAL YEAR ENDED
JUNE 30, 2012**

Audit By
STORM & HAUSER, P.C.
Certified Public Accountants
Kingfisher, Oklahoma

TOWN OF OKARCHE, OKLAHOMA
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For the fiscal year ended June 30, 2012

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TOWN OF OKARCHE, OKLAHOMA
LIST OF PRINCIPAL OFFICIALS
June 30, 2012

Town Board

Richard Raupe, Mayor

Linda Miller

Mike Mendel

Clerk

Elise Turner

Treasurer

Brian Schieber

John R. Storm, C.P.A.
Karen L. Hauser, C.P.A.

Storm & Hauser, P.C.
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INDEPENDENT AUDITOR'S REPORT

Honorable Mayor and Town Board
Town of Okarche, Oklahoma

We have audited the accompanying financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of the Town of Okarche, Oklahoma, as of and for the year ended June 30, 2012, which collectively comprise the Town's basic financial statements as listed in the table of contents. These financial statements are the responsibility of the Town of Okarche's management. 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 includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. We believe that our audit provides a reasonable basis for our opinions.

As discussed in Note 1C, the Town of Okarche, Oklahoma, prepares its financial statements on the basis of cash receipts and disbursements, which is a comprehensive basis of accounting other than accounting principles generally accepted in the United States of America.

In our opinion, the financial statements referred to above present fairly, in all material respects, the cash basis financial position of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of the Town of Okarche, Oklahoma, as of June 30, 2012, and the respective changes in the cash basis financial position thereof for the year then ended in conformity with the basis of accounting described in Note 1C.

Honorable Mayor and Town Board
Town of Okarche, Oklahoma
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In accordance with *Government Auditing Standards*, we have also issued our report dated June 25, 2013, on our consideration of the Town of Okarche'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 and compliance and the results of that testing, and not to provide an opinion on the internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* and should be considered in assessing the results of our audit.

The Town of Okarche, Oklahoma, has not presented Management's Discussion and Analysis and historical pension information that accounting principles generally accepted in the United States has determined is necessary to supplement, although not required to be part of, the basic financial statements.

General Fund Budgetary Comparison Schedule as listed in the table of contents, are not a required part of the basic financial statements but are supplementary information required by the Governmental Accounting Standards Board. We have applied certain limited procedures, which consisted principally of inquiries of management regarding the methods of measurement and presentation of the required supplementary information. However, we did not audit the information and express no opinion on it.

Stow & Hauer, P.C.

June 25, 2013

TOWN OF OKARCHÉ, OKLAHOMA
STATEMENT OF NET ASSETS - CASH BASIS
June 30, 2012

	<u>Governmental Activities</u>	<u>Business-Type Activities</u>	<u>Total</u>
ASSETS:			
Cash	\$ 1,572,791	\$ 400,377	\$ 1,973,167
Cash Equivalents	-	148,711	148,711
Total assets	<u>1,572,791</u>	<u>549,088</u>	<u>2,121,879</u>
NET ASSETS:			
Restricted for:			
Debt service		148,711	148,711
Construction Projects		-	-
Public safety	45,129	-	45,129
Other purposes	40,588	-	40,588
Meter Deposits	-	25,674	25,674
Unrestricted	1,487,074	374,703	1,861,777
Total net assets	<u>\$ 1,572,791</u>	<u>\$ 549,088</u>	<u>\$ 2,121,879</u>

TOWN OF OKARCHÉ, OKLAHOMA
STATEMENT OF CASH BASIS ASSETS AND FUND BALANCES
GOVERNMENTAL FUNDS
June 30, 2012

	<u>General</u>	<u>Other Governmental Funds</u>	<u>Total Governmental Funds</u>
ASSETS:			
Cash and cash equivalents	\$ 1,487,074	\$ 85,717	\$ 1,572,791
Total assets	<u>\$ 1,487,074</u>	<u>\$ 85,717</u>	<u>\$ 1,572,791</u>
LIABILITIES AND FUND BALANCES:			
Liabilities	-	-	-
Fund Balances:			
Unreserved, reported in nonmajor:			
Special revenue funds	-	85,717	85,717
Debt Service	-	-	-
Unreserved:			
Undesignated	<u>1,487,074</u>	-	<u>1,487,074</u>
Total fund balances	<u>1,487,074</u>	<u>85,717</u>	<u>1,572,791</u>
Total liabilities and fund balances	<u>\$ 1,487,074</u>	<u>\$ 85,717</u>	<u>\$ 1,572,791</u>

TOWN OF OKARCHE, OKLAHOMA
CASH RECEIPTS, DISBURSEMENTS, AND CHANGES IN CASH BASIS FUND BALANCES
GOVERNMENTAL FUNDS
For the fiscal year ended June 30, 2012

	<u>General Fund</u>	<u>Other Governmental Funds</u>	<u>Total Governmental Funds</u>
Receipts:			
Taxes	\$ 1,221,247	\$ -	\$ 1,221,247
Intergovernmental	63,286	60,965	124,250
Charges for services	4,674	-	4,674
Fines and forfeitures	82,059	-	82,059
Licenses and permits	2,052	-	2,052
Investment income	3,224	-	3,224
Rents & Royalties	5,005	-	5,005
Miscellaneous	11,393	1,664	13,057
Total Receipts	<u>1,392,940</u>	<u>62,629</u>	<u>1,455,568</u>
Disbursements:			
General government	289,995	-	289,995
Public safety	366,664	4,017	370,681
Highways and streets	204,571	1,764	206,335
Culture and recreation	58,142	-	58,142
Sanitation	-	-	-
Water replacement	-	-	-
Grant disbursements	-	45,657	45,657
Total Disbursements	<u>919,372</u>	<u>51,438</u>	<u>970,810</u>
Excess (deficiency) of receipts over disbursements	473,568	11,190	484,758
Other Financing Sources (Uses):			
Transfers in	817,287	-	817,287
Transfers out	(1,166,144)	-	(1,166,144)
Total Other Financing Sources (Uses)	<u>(348,857)</u>	<u>-</u>	<u>(348,857)</u>
Net change in cash basis fund balances	124,710	11,190	135,901
Cash basis fund balances - beginning	1,362,364	74,526	1,436,890
Cash basis fund balances - ending	<u>\$ 1,487,074</u>	<u>\$ 85,716</u>	<u>\$ 1,572,791</u>

TOWN OF OKARCHE, OKLAHOMA
 STATEMENT OF NET ASSETS - CASH BASIS
 PROPRIETARY FUNDS
 June 30, 2012

	Okarche Public Works Authority	Okarche Economic Dev Authority	Total
ASSETS:			
Current Assets:			
Cash and cash equivalents	\$ 264,023	\$ 136,354	\$ 400,377
Restricted cash and cash equivalents	148,711	-	148,711
Total current assets	<u>412,734</u>	<u>136,354</u>	<u>549,088</u>
Total assets	<u>412,734</u>	<u>136,354</u>	<u>549,088</u>
LIABILITIES:			
Total liabilities	<u>-</u>	<u>-</u>	<u>-</u>
NET ASSETS:			
Restricted for:			
Debt service	148,711	-	148,711
Construction Projects	-	-	-
Meter Deposits	25,674	-	25,674
Unrestricted	238,349	136,354	374,703
Total net assets	<u>\$ 412,734</u>	<u>\$ 136,354</u>	<u>\$ 549,088</u>

TOWN OF OKARCHE, OKLAHOMA
CASH RECEIPTS, DISBURSEMENTS, AND CHANGES IN CASH FUND BALANCES
PROPRIETARY FUNDS
For the fiscal year ended June 30, 2012

	Okarche Public Works Authority	Okarche Economic Dev Authority	Total
Operating Receipts:			
Charges for services:			
Water & sewer	\$ 535,561	\$ -	\$ 535,561
Donations	-	-	-
Rent	-	-	-
Other	-	10,713	10,713
Total operating revenues	535,561	10,713	546,274
Operating Disbursements:			
Water	359,195	-	359,195
Sewer	115,711	-	115,711
Economic development	-	8,168	8,168
Capital Outlay	87,579	-	87,579
Total operating expenses	562,485	8,168	570,653
Operating income (loss)	(26,924)	2,545	(24,379)
Non-Operating Revenues (Expenses):			
Investment income	14	243	258
Bond proceeds - net	-	-	-
Other capital outlay	-	-	-
Fiscal agent fees	-	-	-
Principal and interest on indebtedness	(99,430)	-	(99,430)
Total non-operating revenues (expenses)	(99,416)	243	(99,172)
Net income (loss) before contributions and transfers	(126,339)	2,788	(123,552)
Capital contributions	-	-	-
Transfers in	1,166,144	-	1,166,144
Transfers out	(817,287)	-	(817,287)
Change in net assets	222,518	2,788	225,305
Total net assets - beginning	190,217	133,566	323,783
Prior Period Adjustments			-
Total net assets - ending	\$ 412,735	\$ 136,354	\$ 549,088

1.B. - FUND ACCOUNTING

The accounts of the Town are organized into funds, each of which is considered to be a separate accounting entity. Each fund is accounted for by providing a separate set of self-balancing accounts which constitute its assets, liabilities, fund equity, revenues, and expenditure/expenses. Funds are organized into three major categories: governmental, proprietary, and fiduciary. Funds within each major category are grouped by fund type in the financial statements.

The major fund categories and fund types of the Town are described below:

GOVERNMENTAL FUND TYPES

General Fund

The General Fund is the primary operating fund of the Town. It is used to account for all activities except those legally or administratively required to be accounted for in other funds.

Special Revenue Funds

Special Revenue Funds are used to account for the proceeds of specific revenue sources that are legally or administratively restricted to expenditures for certain purposes. The reporting entity includes the following special revenue funds:

<u>FUNDS</u>	<u>BRIEF DESCRIPTION</u>
Street and Alley	Accounts for commercial vehicle tax and gasoline excise tax legally restricted for street and alley repairs and maintenance
Street Improvements	Accounts for funds restricted for street curbing projects
Sewer Fund	Accounts for funds restricted for sewer projects
Fire Department Fund	Accounts for funds restricted for the fire department
Grant Fund	Accounts for grants funds received and restrict for the specific grant purpose

PROPRIETARY FUND TYPES

Enterprise Fund

Enterprise funds are used to account for business-like activities provided to the general public. These activities are financed primarily by user charges and the measurement of financial activity focuses on net income measurement similar to the private sector. The reporting entity includes the following enterprise fund:

TOWN OF OKARCHE, OKLAHOMA
NOTES TO BASIC FINANCIAL STATEMENT
June 30, 2012

<u>FUND</u>	<u>BRIEF DESCRIPTION</u>
Okarche Public Works Authority	Accounts for activities of the public trust in providing water and wastewater services to the public
Okarche Economic Development Authority	Accounts for activities that furnish service and facilities for the Town, including assistance in financing and constructing other facilities

FIDUCIARY FUND TYPES

Agency Funds

Agency funds are used to account for assets held by the Town as an agent. Agency funds are custodial in nature (assets equal liabilities) and do not involve measurement of results of operations. The reporting entity includes the following agency funds:

<u>FUND</u>	<u>BRIEF DESCRIPTION</u>
Meter Deposit	Accounts for deposits received by new Water Utility customers. Such deposits are non-interest bearing to the customer and are returned when the account is closed.

Accounting for General Fixed Assets

As the Town acquires fixed assets such as land, buildings and equipment, the related costs are charged as expenditures of the respective funds at the time of purchase. Because detailed fixed asset records have not been maintained for such assets which are still in service, accounting for the Town's general fixed assets does not presently exist. As a result, a Statement of General Fixed Assets, required by generally accepted accounting principles, could not be prepared for inclusion in the financial statements.

1.C. - BASIS OF ACCOUNTING

Basis of accounting refers to the time when revenues and expenditures are recognized in the accounts and reported in the financial statements. Basis of accounting is related to the timing of the measurement made, regardless of the measurement focus applied.

The cash basis of accounting is followed by all funds of the Town, which is a comprehensive basis of accounting other than generally accepted accounting principles. Under the cash basis of accounting, revenues are recorded when received and expenditures are recorded when paid. In accordance with generally accepted accounting principles, governmental fund types, expendable trust funds

TOWN OF OKARCHÉ, OKLAHOMA
NOTES TO BASIC FINANCIAL STATEMENT
June 30, 2012

and agency funds would utilize the modified accrual basis of accounting and proprietary fund types would utilize the accrual basis of accounting.

If the books of the governmental fund types, proprietary and similar trust funds were maintained on the basis of accounting required by generally accepted accounting principles, revenues would be recorded when susceptible to accrual (i.e. both measurable and available) and expenditures would be recorded when the current fund liability is incurred.

1.D. - BUDGETARY ACCOUNTING AND CONTROL

Budget Law

The Town prepares its annual operating budget under the provisions of Titles 62 and 68 of the Oklahoma Statutes (Estimate of Needs law). In accordance with those provisions, the following process is used to adopt the annual budget:

- a. After year end, June 30, a financial statement is prepared on State prescribed forms for use in determining cash surplus of the General Fund and other "cash" funds of the Town.
- b. Using the State prescribed forms, an estimate of appropriation needs of the General Fund is prepared which is limited in total to no more than 90% of prior year actual recurring revenue plus cash surplus.
- c. The estimate of need forms are approved by the Town Board and submitted to the County Excise Board.
- d. The budget for the General Fund becomes final upon County Excise Board approval.

The General Fund and all "cash" funds as defined by State law are required to have annual budgets. The legal level of control at which expenditures may not legally exceed appropriations is the object category level by department within a fund. State statutes recognize the following object categories as the minimum legal level of control by department:

- Personal Services
- Maintenance and Operations
- Capital Outlay

All transfers of appropriations between departments and object categories and all supplemental appropriations require the approval of the Town Board and the County Excise Board.

Budgetary Accounting

The annual operating budgets are prepared and presented on the cash basis of accounting.

The Town utilizes encumbrance accounting under which purchase orders, contracts, and other commitments for the expenditure of funds are recorded in order to reserve a portion of the applicable

TOWN OF OKARCHE, OKLAHOMA
NOTES TO BASIC FINANCIAL STATEMENT
June 30, 2012

appropriation. Encumbrances are not the equivalent of expenditures. Any open purchase orders, if any, to be honored in the subsequent budget year are reserved as a portion of fund equity in the governmental fund types.

1.E. - ASSETS, LIABILITIES AND EQUITY

Investments - Cash Equivalents

As of June 30, 2012, the Town had funds invested in short-term certificates of deposits. Since these can be converted into cash on a relative short notice they are being considered a cash equivalent and presented as cash.

The balance of the Town's funds are held jointly in an interest bearing checking account.

The interest earnings on the jointly held funds are deposited to the General Fund.

Inventories

The Town records materials and supplies inventory as expenditures at the time the inventory is purchased; therefore, no inventory balances for materials and supplies not yet consumed are reported in the combined balance sheet.

1.F. - REVENUES, EXPENDITURES AND EXPENSES

Sales Tax

The Town presently levies a 4.5-cent sales tax on taxable sales within the Town. The sales tax is collected by the Oklahoma Tax Commission and remitted to the Town in the month following receipt by the Tax Commission. The entire sales tax is recorded in the General Fund when received. During 2002 the Town appropriated the proceeds of the sales tax to the Okarche Public Works Authority. The Authority transfers any amount not needed to the Town.

Property Tax

At the present time the Town levies no property tax. Under State law, municipalities are limited in their ability to levy a property tax. Such tax may only be levied to repay principal and interest on general obligation bonded debt approved by voters and any court-assessed judgements.

Expenditures/Expenses

For the purposes of the combined operating statements, expenditures/expenses are classified as follows:

Governmental Fund Types - By Character: Current (further classified by function)

Proprietary Fund Types - By Operating and Non-Operating

Governmental fund types report expenditures of financial resources. Proprietary fund types report expenses relating to use of economic resources.

Interfund Transfers

Permanent re-allocation of resources between funds of the reporting entity are classified as interfund transfers. Recurring transfers for operational purposes are classified as "operating transfers", while non-recurring transfers of equity are reported as "residual equity transfers".

1.G. - DEPARTURES FROM GAAP

General Fixed Assets

As discussed in Note 1.B., due to the lack of detail fixed asset records, no General Fixed Asset Account Group is presented for governmental fund type fixed assets still in service.

Basis of Accounting

As discussed in Note 1.C., the cash basis of accounting is followed by all funds to the Town.

NOTE 2 - DEPOSITS, INVESTMENTS AND COLLATERAL

2.A. Oklahoma State Law, Title 62, Section 348.1 allows for investment of funds in the following:

1. Direct obligations of the United States Government to the payment of which the full faith and credit of the Government of the United States or of this state is pledged.

2. Certificates of deposit of savings and loan associations, banks, trust companies when the certificates of deposit are secured by acceptable collateral as in the deposit of other public monies.

3. Savings accounts or savings certificates of savings and loan associations, banks, and trust companies, to the extent that the accounts or certificates are fully insured.

4. Negotiable certificates of deposit, prime bankers acceptances, commercial paper and repurchase agreements with certain limitations. Any investments in these instruments must be fully collateralized with investments specified in previous paragraphs 1 through 3, where the collateral has been deposited with a trustee or custodian bank in an irrevocable trust or escrow account.

2.B. According to State Law, Title 62, Section 516.3, collateral to secure deposits of public funds must be:

TOWN OF OKARCHÉ, OKLAHOMA
NOTES TO BASIC FINANCIAL STATEMENT
June 30, 2012

1. U.S. Treasury bonds, notes or certificates payable by the Treasurer of the United States, issued by an agency of the United States under authority of an Act of Congress where the full faith and credit of the United States is pledged to the payment.
2. State of Oklahoma bonds, notes or certificates payable by the State Treasurer, issued by an agency of the State under authority of an act of the legislature where full faith and credit is pledged to the payment.
3. Bonds issued by any county in Oklahoma.
4. Bonds issued by any school district or board of education in Oklahoma.
5. Bonds issued by any city or town where an ad valorem tax levy is pledged to the payment, with certain restrictions of sinking fund indebtedness of the issuing city or town.
6. A surety bond.

The following is a table of deposits for the Town at June 30, 2010 by risk category.

	RISK CATEGORY		
	(1)	(2)	(3)
Cash, including time deposits	\$ <u>.00</u>	\$ <u>1,873,167.00</u>	\$ <u>.00</u>

RISK CATEGORIES:

Category 1 - Deposits that are insured or collateralized with securities held by the Town or its agent in the Town's name.

Category 2 - Deposits that are collateralized with securities held by the pledging financial institution's trust department or agent in the Town's name.

Category 3 - Deposits that are uncollateralized or secured with securities held by the pledging financial institution or by its trust department or agent but not in the Town's name.

NOTE 3 - OTHER NOTES

3.A. - Employee's Pension Plans

The Town participates in two employee systems as follows:

TOWN OF OKARCHE, OKLAHOMA
 NOTES TO BASIC FINANCIAL STATEMENT
 June 30, 2012

<u>Name of Plan/System</u>	<u>Type of Plan</u>
Oklahoma Firefighters Pension and Retirement Fund	Cost Sharing Multiple Employer - Defined Benefit Plan
Oklahoma Public Employees Retirement Plan	Cost Sharing Multiple Employer - Defined Benefit Plan

Oklahoma Firefighter and Public Employee's Pension and Retirement Systems

The Town of Okarche, as the employer, participates in two statewide cost-sharing multi-employer defined benefit plans on behalf of the volunteer firefighters and other full-time public employees. The systems are funded by contributions from participants, employers, insurance premium taxes, and state appropriations, as necessary. The following is a summary of eligibility factors, contribution methods, and benefit provisions.

A. Eligibility Factors, Contribution Methods, and Benefit Provisions

	<u>Oklahoma Firefighters Pension and Retirement System</u>	<u>Oklahoma Public Employees Retirement System</u>
Obtaining Separately issued Financial statements	4545 N. Lincoln Blvd., Suite 265 Oklahoma City, OK 73105	2101 N. Lincoln Blvd., Room 580 Oklahoma City, OK 73105
Eligibility to participate	All full-time or voluntary firefighters of a participating municipality and hired before age 45.	All full-time permanent employees of a participating municipality.
Authority establishing contribution obligations and benefits	State Statute	State Statute
Employee's contribution rate	0	3.5% (of covered payroll)
Town's contribution rate	\$60 per year per volunteer	16.5% (of covered payroll)
State obligation	State appropriation to fund the unfunded actuarial accrued liability	State appropriation to fund the unfunded actuarial accrued liability

TOWN OF OKARCHE, OKLAHOMA
 NOTES TO BASIC FINANCIAL STATEMENT
 June 30, 2012

Period required to vest	10 years	8 years
Eligibility and benefits for distribution	20 years credited service, 2 ½% of final average salary multiplied by the years of credited service with a maximum of 30 years considered if vested, at or after age 50, or after 10 but before 20 years of credited services, with reduced benefits.	2% of the average highest 3 years annual covered compensation received during the last 10 years of participating service multiplied by the number of years of credited service.
Eligibility and benefits for distribution (volunteer)	20 years credited service equal to \$5.46 per month per year of service, with a maximum of 30 years considered.	-

A. Eligibility Factors, Contribution Methods, and Benefit Provisions - Cont'd

	<u>Oklahoma Firefighters Pension and Retirement System</u>	<u>Oklahoma Public Employees Retirement System</u>
Deferred retirement option	Yes, 20 years credited service with continued service for a maximum of 30 or more years.	No
Provisions for: Cost of living adjustments (normal retirement)	Yes, if vested by 5/83	Yes
Death (duty, non-duty, post retirement)	Yes	Yes
Disability (duty, non-duty)	Yes	Yes
Cost of Living Allowances	Yes	No

TOWN OF OKARCHÉ, OKLAHOMA
 NOTES TO BASIC FINANCIAL STATEMENT
 June 30, 2012

B. Trend Information

Contributions required by State statute:

	<u>Oklahoma Firefighters Pension and Retirement System</u>	<u>Oklahoma Public Employees Retirement System</u>		
<u>Fiscal Year</u>	<u>Required Contribution</u>	<u>Percentage Contributed</u>	<u>Required Contribution</u>	<u>Percentage Contributed</u>
2010	1020	100%	\$49,705	100%
2011	660	100%	\$57,968	100%
2012	660	100%	\$57,217	100%

Trend information showing the progress of the System in accumulating sufficient assets to pay benefits when due is presented in their respective separate annual financial reports.

C. Related Party Investments

As of June 30, 2011 the Systems held no related-party investments of the Town or of its related entities.

Other Post-Employment Benefits

For the year ended June 30, 2012, the Town provided no post-employment benefits (other than pension) to terminated employees.

3.B. - Deferred Compensation Plan

The Town offers its employees a deferred compensation plan created in accordance with Internal Revenue Code Section 457. The plan, available to all Town employees, permits them to defer a portion of their salary until future years. Participation in the plan is optional and participants elect how their salary deferrals are invested. The deferred compensation is not available to employees until termination, retirement, death or unforeseeable emergency.

Investments are managed by the plan trustees under one of various pools of investment options offered by PEBSCO.

All amounts of compensation deferred under the plan, all property and rights purchased with those amounts, and all income attributable to those amounts, property, or rights are (until paid or made available to the employee or other beneficiary) solely the property and rights of the Town (without being restricted to the provisions of benefits under the plan), subject only to the claims of the Town's general creditors. Participants' rights under the plan are equal to those of general creditors of the Town in an amount equal to the fair market value of the deferred account for each participant.

The Town has no liability for losses under the plan but does have the duty of due care that would be required of an ordinary prudent investor. The

TOWN OF OKARCHÉ, OKLAHOMA
 NOTES TO BASIC FINANCIAL STATEMENT
 June 30, 2012

Town believes that it is unlikely that it will use the assets to satisfy the claims of general creditors in the future.

3.C. - Vacation, Sick Leave, Compensated Absences

Employees will accrue sick leave at the rate of one calendar day per month for a period not to exceed 30 days. Annual leave time accrued may be used to supplement sick leave, but sick leave days may not be used to extend vacation-annual leave periods. Employees leaving the service will not be paid for unused sick leave.

Vacation or annual leave may be accrued at the rate of .833 days per month, or 10 days per year. Employees may not take vacation-annual leave until satisfactory completion of the respective probationary periods and the Town Board shall be notified in advance. Annual leave is not accumulative beyond a twelve month period. Upon termination from the service, an employee will be paid for all unused annual leave not to exceed 10 days. (Three weeks after ten year, etc., four weeks after twenty years.)

3.E. - Risk Management

The Town is exposed to various risks of loss related to torts, theft of, damage to, and destruction of assets; errors and omissions; injuries to employees; employees health and life; and natural disasters. The Town manages these various risks of loss as follows:

<u>Type of Loss</u>	<u>Method Managed</u>	<u>Risk of Loss Retained</u>
a. Torts, errors and omissions	Participation in Oklahoma Municipal Assurance Group risk pool	(1)
b. Injuries to employees (workers Compensation)	Participants in OMAG risk entity pool.	(2)
c. Employee health and life asset loss and natural disasters	Purchased commercial insurance through a commercial carrier.	None

The town participates in the Oklahoma Municipal Assurance Group Liability Protection Plan and Worker's Compensation Plan (risk entity pools).

(1) Liability Protection Plan

The basic insurance agreements cover claims against municipalities for all government functions, utilities, and services covered in the Plan. These include bodily injury, property damage, wrongful acts, personal injury, and related torts under the state tort claims law and federal civil rights laws. All public officials, employees, services, and municipal functions are covered unless they are specifically listed as exclusions in the Plan.

The title to all assets acquired by the Plan are vested in the Group. In

TOWN OF OKARCHE, OKLAHOMA
NOTES TO BASIC FINANCIAL STATEMENT
June 30, 2012

3.E. - Risk Management - Cont'd

the event of termination of the Group, such property shall belong to the then members of the Group in equal shares. Each participating Town pays of all costs, premiums, or other fees attributable to its respective participation in the Plan, and is responsible for its obligation under any contract entered into with the Plan.

Reserves for claim losses include provisions for reported claims on a case basis and an estimate of claims incurred but not reported limited by aggregate and individual loss levels as specified by the Plan's reinsurance contracts. These credits, if any, represent contingent liabilities of the Plan if the reinsurer was unable to meet its obligations under the reinsurance agreement.

The Plan's insurance agreements are reinsured for excess losses based upon the contract year. The significant components of each reinsurance contract can be obtained from the Plan's annual financial report.

(2) Worker's Compensation Plan

The title to all assets acquired by the Plan are vested in the Plan. In the event of termination of the Plan, such property shall belong to the then members of the Plan in equal shares. Each participating town pays for all costs, premiums, or other fees attributable to its respective participation in the Plan, policy or service established under the agreement establishing the Oklahoma Municipal Assurance Group, and is responsible for its obligations under any contract entered into with the Plan.

Reserves for policy and contract claims provide for reported claims on a case basis and a provision for incurred but not reported claims limited to specific retention levels for each member as outlined in the Plan's reinsurance agreement.

The Plan's worker's compensation coverage is reinsured for losses in excess of respective retention levels. The reinsurance agreement covers losses incurred within the effective period of the agreement. Each Plan member's liability for claims losses is limited to their individual retention levels as outlined in the Plan's reinsurance agreement.

Management believes such coverage is sufficient to preclude any significant uninsured losses to the Town. Settled claims have not exceeded this insurance coverage in any of the past three fiscal years.

3.F. - Long-Term Debt

Revenue Bonds

Revenue bonds outstanding consist of debt issued by the Okarche Public Works Authority. This debt does not constitute debt of the Town and is payable solely from the resources of the Authority. Revenues derived from the Authority are pledged for payment of the revenue bond debt service. The bond indenture contains significant requirements for annual debt service and flow of funds through various restricted accounts. The Utility System Revenue Bonds Series 2001 requires maintenance of bond reserve,

TOWN OF OKARCHE, OKLAHOMA
 NOTES TO BASIC FINANCIAL STATEMENT
 June 30, 2012

principal (sinking) and construction accounts. The Town has appropriated the proceeds of a three percent (3%) sales tax levied by the Town of the Authority. The reporting entity is in compliance with all significant requirements of the bond covenants.

Enterprise Funds:

OPWA Fund	Amount of Original Issue	\$1,180,000.00
	Range of Final Maturity:	2003-2021
	Range of Interest Rates:	4.3% to 5.95%
	Balance Outstanding -	
	6-30-2012:	\$875,000.00

Debt Service Requirements to Maturity:

Year Ending		
June 30		
	2012-2014	110,613.00
	2015-2019	563,363.00
	2020-2021	<u>380,639.00</u>
	Total Principal and Interest	\$ 1,054,615.00
	Less: Interest	<u>179,615.00</u>
	Liability as of June 30, 2011	<u>\$875,000.00</u>

Conduit Debt Obligation of the OEDA:

This debt is considered non-commitment (conduit) debt to the Town and Authority since the debt payments are made solely from direct financing lease payments. Payments are made directly by the School Districts to trustee banks that pay the bondholders. In the event of default by the Schools, the Town or Authority has no obligation, legally and in substance, to make any payments on the debt since the lease receivable, financing agreements and mortgages on the property with the Schools are the security for the debt.

The Okarche Development Authority has issued revenue bonds for various economic development projects. The following bonds were outstanding at June 30, 2012:

\$ 9,600,000 of revenue bonds issued for the benefit of the Chickasha Public Schools, secured solely by lease payments, payable in various annual installments, including principal and interest from 3.5% to 4.0%, final payment due September 2012.

Balance outstanding at June 20, 2012	\$ 3,470,000.00
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TOWN OF OKARCHE, OKLAHOMA
NOTES TO BASIC FINANCIAL STATEMENT
June 30, 2012

\$ 5,275,000 Build America Bonds and \$ 210,000 Federal Taxable revenue bonds issued for the benefit of the Okarche Public Schools, secured solely by lease payments, payable in various annual installments, including principal and interest from 2.031% to 5.294%, final payment due September 2019.

Balance outstanding at June 30, 2012 \$ 4,700,000.

3. G. Interfund Transfers

Interfund transfers for the year ended June 30, 2011 were as follows:

Transfer From	Transfer To	Amount	Nature
General Fund	OPWA	\$1,166,144	Pledged sales tax per debt indenture
OPWA	General Fund	\$ 817,287	Pledged sales tax per debt indenture

3. H. Subsequent Event

The Revenue Bonds issued by the Okarche Public Works Authority (see Note 3.F) were paid off on January , 8, 3013

3. I. Litigation

The Town is party to various legal proceedings which normally occur in the course of governmental operations. The financial statements do not include accruals or provisions for loss contingencies that may result from these proceedings. State statutes provide for the levy of an ad valorem tax over a three-year period by a Town "Sinking Fund" for the payment of any court assessed judgement rendered against the Town. These statutory provisions do not apply to the Town's public trust authorities. While the outcome of the above noted proceedings cannot be predicted, due to the insurance coverage maintained by the Town and the State statute relating to judgments, the Town feels that any settlement of judgement not covered by insurance would not have a material adverse effect on the financial condition of the Town.

TOWN OF OKARCHE, OKLAHOMA
NOTES TO BASIC FINANCIAL STATEMENT
June 30, 2012

3. J. Federal and State Award Programs

The Town of Okarche participates in various federal or state grant/loan programs from year to year. In 2011, the Town's involvement in federal and state award programs was not significant. The grant/loan programs are often subject to additional audits by agents of the granting or loaning agency, the purpose of which is to ensure compliance with the specific conditions of the grant or loan. The Town has not been notified of any noncompliance with federal or state award requirements.

TOWN OF OKARCHE, OKLAHOMA
BUDGETARY COMPARISON SCHEDULE
GENERAL FUND
For the fiscal year ended June 30, 2012

	Budgeted Amounts		Actual Amounts	Variance with Final Budget Positive (Negative)
	Original	Final		
Beginning Budgetary Fund Balance:	\$1,362,364	\$1,362,364	\$1,362,364	-
Resources (Inflows):				
TAXES:				
Sales tax	600,000	600,000	1,166,144	566,144
Use tax	43,644	43,644	38,599	(5,045)
Cigarette Tax	12,632	12,632	16,503	3,871
Franchise tax	42,959	42,959	50,697	7,738
Total Taxes	<u>699,235</u>	<u>699,235</u>	<u>1,271,943</u>	<u>572,708</u>
INTERGOVERNMENTAL:				
Alcoholic beverage tax	10,581	10,581	12,589	2,008
Total Intergovernmental	<u>10,581</u>	<u>10,581</u>	<u>12,589</u>	<u>2,008</u>
CHARGES FOR SERVICES:				
Swimming Pool	3,875	3,875	4,074	199
Fire Runs	-	-	600	600
Total Charges for Services	<u>3,875</u>	<u>3,875</u>	<u>4,674</u>	<u>799</u>
FINES AND FORFEITURES				
	62,993	62,993	82,059	19,066
LICENSES AND PERMITS:				
	1,202	1,202	2,052	850
Total Licenses and Permits	<u>1,202</u>	<u>1,202</u>	<u>2,052</u>	<u>850</u>
INVESTMENT INCOME				
	3,777	3,777	3,224	(553)
MISCELLANEOUS:				
Rentals and royalties	4,583	4,583	5,005	422
Miscellaneous	-	-	11,393	11,393
Total Miscellaneous	<u>4,583</u>	<u>4,583</u>	<u>16,398</u>	<u>11,816</u>
OTHER FINANCING SOURCES:				
Transfers from other funds	-	-	817,287	817,287
Total Other Financing Sources	<u>-</u>	<u>-</u>	<u>817,287</u>	<u>817,287</u>
Total Resources (Inflows)	<u>786,246</u>	<u>786,246</u>	<u>2,210,227</u>	<u>1,423,961</u>
Amounts available for appropriation	<u>2,148,610</u>	<u>2,148,610</u>	<u>3,572,591</u>	<u>1,423,961</u>

(Continued)

TOWN OF OKARCHÉ, OKLAHOMA
 BUDGETARY COMPARISON SCHEDULE
 GENERAL FUND
 For the fiscal year ended June 30, 2012
 (Continued)

	Budgeted Amounts		Actual Amounts	Variance with Final Budget Positive (Negative)
	Original	Final		
Charges to Appropriations (Outflows):				
Clerk				
Personal services	\$75,000	\$75,000	\$64,490	10,510
Maintenance & Operation	-	-	-	-
Capital outlay	-	-	-	-
Total Clerk	<u>75,000</u>	<u>75,000</u>	<u>64,490</u>	<u>10,510</u>
Fire Department				
Personal services	\$2,500	\$2,500	\$1,615	885
Maintenance & Operation	35,000	35,000	20,937	14,063
Capital outlay	40,000	40,000	39,737	263
Total Fire Department	<u>77,500</u>	<u>77,500</u>	<u>62,289</u>	<u>15,211</u>
General Government				
Personal services	\$5,000	\$5,000	\$4,699	301
Maintenance & Operation	75,000	100,000	88,890	11,110
Capital outlay	40,000	115,000	89,036	25,964
Total General Government	<u>120,000</u>	<u>220,000</u>	<u>182,625</u>	<u>37,375</u>
Managerial				
Personal services	\$25,000	\$25,000	\$15,502	9,498
Maintenance & Operation	2,000	2,000	1,386	614
Capital outlay	-	-	-	-
Total Managerial	<u>27,000</u>	<u>27,000</u>	<u>16,888</u>	<u>10,112</u>
Municipal Court				
Personal services	6,000	6,000	4,400	1,600
Total Municipal Court	<u>6,000</u>	<u>6,000</u>	<u>4,400</u>	<u>1,600</u>
Park				
Personal services	\$25,000	\$25,000	\$12,949	12,051
Maintenance & Operation	35,000	35,000	17,493	17,507
Capital outlay	50,000	50,000	27,700	22,300
Total Park	<u>110,000</u>	<u>110,000</u>	<u>58,142</u>	<u>51,858</u>
Police				
Personal services	\$210,000	\$210,000	\$197,925	12,075
Maintenance & Operation	75,000	75,000	65,268	9,732
Capital outlay	40,000	40,000	36,782	3,218
Total Police	<u>325,000</u>	<u>325,000</u>	<u>299,975</u>	<u>25,025</u>
Street				
Personal services	\$0	\$0	\$0	-
Maintenance & Operation	50,000	50,000	28,827	21,173
Capital outlay	507,110	407,110	175,744	231,366
Total Street	<u>557,110</u>	<u>457,110</u>	<u>204,571</u>	<u>252,540</u>

(Continued)

TOWN OF OKARCHÉ, OKLAHOMA
 BUDGETARY COMPARISON SCHEDULE
 GENERAL FUND
 For the fiscal year ended June 30, 2012

(Continued)

	Budgeted Amounts		Actual Amounts	Variance with Final Budget Positive (Negative)
	Original	Final		
Treasurer				
Personal services	\$15,000	\$15,000	\$10,334	4,666
Maintenance & Operation	1,000	1,000	-	1,000
Capital outlay	-	-	-	-
Total Treasurer	<u>16,000</u>	<u>16,000</u>	<u>10,334</u>	<u>5,666</u>
City Attorney				
Personal services	35,000	35,000	15,658	19,342
Total Municipal Court	<u>35,000</u>	<u>35,000</u>	<u>15,658</u>	<u>19,342</u>
OTHER FINANCING USES:				
Transfers to other funds	800,000	800,000	1,166,144	(366,144)
Total Other Financing Uses	<u>800,000</u>	<u>800,000</u>	<u>1,166,144</u>	<u>(366,144)</u>
Total Charges to Appropriations	2,148,610	2,148,610	2,085,516	63,094
Ending Budgetary Fund Balance	<u>(0)</u>	<u>\$0</u>	<u>\$1,487,074</u>	<u>1,487,074</u>

**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***

Honorable Mayor and Members of Town Board
Town of Okarche, Oklahoma

We have audited the financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of Town of Okarche, Oklahoma, as of and for the year ended June 30, 2012, which collectively comprise the Town's basic financial statements and have issued our report thereon dated June 25, 2013. The Town of Okarche, Oklahoma, prepares its financial statements on the basis of cash receipts and disbursements, which is a comprehensive basis of accounting other than accounting principles generally accepted in the United States of America. 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.

Internal Control Over Financial Reporting

In planning and performing our audit, we considered the Town's internal control over financial reporting as a basis for designing our auditing procedures for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Town's internal control over financial reporting. Accordingly, we do not express an opinion on the effectiveness of the Town's internal control over financial reporting.

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 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 entity's financial statements will not be prevented, or detected and corrected on a timely basis.

Our consideration of the internal control over financial reporting was for the limited purpose described in the first paragraph of this section and would not necessarily identify all deficiencies in internal control that might be significant deficiencies or material weaknesses. We consider the deficiencies described in the accompanying schedule of findings and responses to be a material weakness in internal control over financial reporting: Item 12-01

Compliance and Other Matters

As part of obtaining reasonable assurance about whether the Town of Okarche, Oklahoma's financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts and grant agreements, 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 or other matters that are required to be reported under *Government Auditing Standards*.

This report is intended solely for the information and use of the Town Board and management of the Town of Okarche, and pass-through entities and is not intended to be and should not be used by anyone other than these specified parties.

Stow & Hamer, P.C.

June 25, 2013

Town of Okarche
Schedule of Findings
For the Year Ended June 30, 2012

REPORTABLE CONDITION OF INTERNAL CONTROL

11-01 Segregation of Duties

Criteria: Segregation of duties over custody, bookkeeping, and reconciliation is important to have adequate control over financial assets.

Condition: Due to its limited population and resources, the Town essentially uses one person to perform certain duties that are incompatible with the objectives of effective internal control.

Cause: The Town's limited population and resources result in the inability to provide sufficient staffing to fully segregate incompatible duties.

Effect: Without proper segregation of duties, the risk that errors and fraud related to the cash receipts and disbursement activities could occur and not be detected within a timely basis increases.

Recommendation: Efficient segregation of duties in a small town environment is often difficult; however, we feel that the governing body and Town management should be aware of the risk associated with this lack of duty of segregation and attempt to exercise as much oversight control in these areas as possible and feasible.

Management Response: The Town is currently researching and implementing procedures for the better segregation of duties.