

**TOWN OF ORLANDO, OKLAHOMA
ORLANDO, OKLAHOMA**

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

**FOR THE YEAR ENDED
JUNE 30, 2016**



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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 Orlando
Orlando, Oklahoma

Trustees of the Orlando Public Works Authority
Orlando, Oklahoma

Oklahoma Office of State Auditor and Inspector
Oklahoma City, Oklahoma

Management is responsible for the accompanying financial statements of The Town of Orlando and the Orlando Public Works Authority, which comprise the Summary of Changes in Budgetary Fund Balances (Budgetary Basis) for the Town of Orlando, the Budgetary Comparison Schedule for the General Fund and Volunteer Fire Department, and the Statement of Revenues, Expenses, and Changes in Fund Balance – Cash Basis for the Orlando Public Works Authority for the fiscal year ended June 30, 2016, 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 accuracy or completeness of the information provided by management. Accordingly, we do not express an opinion, a conclusion, nor provide any form of assurance on these financial statements.

Management has elected to omit substantially all of the disclosures required by accounting principles generally accepted in the United States of America. If the omitted disclosures were included in the financial statements, they might influence the user's conclusions about the Trust's assets, liabilities, equity, revenues, and expenses. Accordingly, these financial statements are not designed for those who are not informed about such matters.

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 Orlando (the Town) and the Orlando 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, 2016. Management of the Town of Orlando 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
October 10, 2016

**Town of Orlando, Oklahoma
Procedures and Findings
For the Year Ended June 30, 2016**

As to the Town of Orlando as of and for the fiscal year ended June 30, 2016:

- 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 and III. No instances of noncompliance noted.

- 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.

**Orlando Public Works Authority
Procedures and Findings
For the Year Ended June 30, 2016**

As to the Orlando Public Works Authority, as of and for the year ended June 30, 2016:

- 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 V. 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.

**TOWN OF ORLANDO, OKLAHOMA
SUMMARY OF CHANGES IN BUDGETARY FUND BALANCES
FOR THE YEAR ENDED JUNE 30, 2016**

	<u>Beginning of Year Fund Balance</u>	<u>Current Year Change</u>	<u>End of Year Fund Balance</u>
TOWN OF ORLANDO			
General Fund	\$ 347,663	\$ (45,870)	\$ 301,793
Orlando Volunteer Fire Department	104,069	(14,567)	89,501
TOWN TOTAL	<u>451,732</u>	<u>(60,437)</u>	<u>391,294</u>
 Orlando Public Works Authority	 \$ 608,818	 \$ 2,686	 \$ 611,504

TOWN OF ORLANDO, OKLAHOMA
BUDGETARY COMPARISON SCHEDULE
GENERAL FUND
FOR THE YEAR ENDED JUNE 30, 2016

	Budgeted Amounts Original	Approved Budget	Actual Amounts	Variance with Final Budget Positive (Negative)
Beginning Budgetary Fund Balance:	\$ 292,944	\$ 292,944	\$ 347,663	\$ 54,719
Resources (Inflows):				
Taxes:				
Sales tax	98,401	63,401	63,257	(144)
Cigarette tax	933	803	782	(22)
Gasoline tax	373	300	301	2
Total Taxes	<u>99,707</u>	<u>64,504</u>	<u>64,340</u>	<u>(164)</u>
Intergovernmental:				
Alcoholic beverage tax	1,244	1,444	1,395	(49)
Motor vehicle tax	1,081	1,181	1,160	(21)
Total Intergovernmental	<u>2,325</u>	<u>2,625</u>	<u>2,555</u>	<u>(70)</u>
Rental Income	800	875	950	75
Grant	22,075	58,899	58,899	-
Other Income	850	914	890	(24)
Total current year resources	<u>125,757</u>	<u>127,816</u>	<u>127,633</u>	<u>(183)</u>
Amounts available for appropriation	<u>\$ 418,701</u>	<u>\$ 420,760</u>	<u>\$ 475,296</u>	<u>\$ 54,536</u>
Charges to Appropriations (Outflows):				
General government:				
Personal services	9,000	9,000	8,454	546
Materials and supplies	2,000	2,000	875	1,125
Other services and charges	26,000	26,000	21,507	4,493
Street Department- Repairs and Maint	16,002		-	-
Capital Outlay	16,776	118,776	118,304	472
Capital Outlay- Street	14,900	39,524	24,363	15,161
Total General government	<u>84,678</u>	<u>195,300</u>	<u>173,503</u>	<u>21,797</u>
Total Charges to Appropriations	<u>84,678</u>	<u>195,300</u>	<u>173,503</u>	<u>21,797</u>
Change in Fund Balance	41,079	(67,484)	(45,870)	(21,980)
Ending Budgetary Fund Balance	<u>334,023</u>	<u>\$ 225,460</u>	<u>\$ 301,793</u>	<u>\$ 32,739</u>

**TOWN OF ORLANDO, OKLAHOMA
BUDGETARY COMPARISON SCHEDULE
VOLUNTEER FIRE DEPARTMENT
FOR THE YEAR ENDED JUNE 30, 2016**

	<u>Approved Budget</u>	<u>Actual Amounts</u>	<u>Variance with Final Budget Positive (Negative)</u>
Beginning Budgetary Fund Balance:	\$ 84,070	\$ 104,069	\$ 19,999
Resources (Inflows):			
License, Permits & Fees			
Assessments	2,500	6,800	4,300
Fire Runs	-	900	900
Total License, Permits & Fees	<u>2,500</u>	<u>7,700</u>	<u>5,200</u>
Intergovernmental:			
Grant revenue	4,400	4,890	490
Total Intergovernmental	<u>4,400</u>	<u>4,890</u>	<u>490</u>
Investment Income	200	289	89
Miscellaneous Income	50	189	139
Transfers-In	-	319	319
Total current year resources	<u>7,150</u>	<u>13,388</u>	<u>6,238</u>
Amounts available for appropriation	<u>\$ 91,220</u>	<u>\$ 117,456</u>	<u>\$ 26,236</u>
Charges to Appropriations (Outflows):			
Fire:			
Materials and supplies	3,000	1,354	1,646
Other services and charges	8,000	7,694	306
Capital outlay	26,000	18,907	7,094
Total Fire	<u>37,000</u>	<u>27,955</u>	<u>9,045</u>
Change in Fund Balance	(29,850)	(14,567)	(2,807)
Ending Budgetary Fund Balance	<u>\$ 54,220</u>	<u>\$ 89,501</u>	<u>\$ 17,192</u>

**TOWN OF ORLANDO OKLAHOMA
SCHEDULE OF GRANTS
FOR THE FISCAL YEAR ENDED JUNE 30, 2016**

Grant revenue	Funding period	Project description	Award	Amount received	Amount expended	Receipts less expenditures
<i>Grant received from:</i>						
ACOG REAP 01-2015-07	7/13/2015 - 7/12/2016	Excavator purchase	\$ 14,900	\$ 14,900	\$ 14,900	\$ -
Department of Forestry	2015 - 2016	Fire grant	4,890	4,890	4,890	-
2014 REAP Grant	2014	Storage Building	85,953	63,788	63,788	-
		Total	<u>\$ 105,742</u>	<u>\$ 83,578</u>	<u>\$ 83,578</u>	<u>\$ -</u>

See accountant's report.

ORLANDO PUBLIC WORKS AUTHORITY ORLANDO, OKLAHOMA
STATEMENT OF REVENUES, EXPENSES AND CHANGES IN FUND BALANCE - CASH BASIS
FOR THE YEAR ENDED JUNE 30, 2016

Operating Revenues:

Charges for services:

Electric	\$	102,368
Water		36,188
Sewer		10,151
Sanitation		17,310
Gas		67,675
Grant Income		-
Other Income		4,412
Total Operating Revenues	<u>\$</u>	<u>238,104</u>

Operating Expenses:

Administration	\$	35,078
Electric		94,638
Water		39,099
Sewer		17,385
Sanitation		16,705
Gas		33,489
Total Operating Expenses	<u>\$</u>	<u>236,394</u>

Operating Income 1,710

Non-Operating Revenues:

Interest Income		976
Total Non-Operating Revenues	<u>\$</u>	<u>976</u>

Change in fund balance \$ 2,686

Fund Balance - beginning 608,818

Fund Balance - ending \$ 611,504