

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

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

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



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Members of American
Institute of Certified
Public Accountants

Members of Oklahoma
Society of Certified
Public Accountants

Practitioner'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

We have performed the procedures enumerated below 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 applicable Oklahoma law and evaluating compliance with specified legal or contractual requirements for the fiscal year ended June 30, 2023. Management of the Town and the Authority are responsible for the Town's and Authority's financial accountability and its compliance with those legal and contractual requirements.

The Town and the Authority have agreed to and acknowledged that the procedures performed are appropriate to meet the intended purpose of meeting its financial accountability requirements as prescribed in Oklahoma Statutes 11-17.105-.107 and 60-180.1-.3. 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 Orlando as of and for the fiscal year ended June 30, 2023:

- I. **Procedures Performed:** 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. **Procedures Performed:** 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 reported to the authorized appropriations to report any noted instances on noncompliance with the appropriation limitations.

Findings: See Exhibit II and Exhibit III. The General Fund spent \$467,975 more than the approved budget for this fiscal year. The Fire Special Revenue Fund Spent \$18,339 more than the approved budget for fiscal year 2023.

- III. **Procedures Performed:** 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. **Procedures Performed:** 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. All deposits were insured or collateralized at June 30, 2023.

- V. **Procedures Performed:** 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. **Procedures Performed:** 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. **Procedures Performed:** 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 such compliance requirements were identified that were applicable to the Town.

As to the Orlando Public Works Authority, as of and for the year ended June 30, 2023:

- I. **Procedures Performed:** Prepare a schedule of revenues, expenditures and changes in fund balance-modified cash basis 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 I. Also refer to Exhibit V "Statement of Revenues, Expenses, and Changes in Fund Balance" presented on modified cash basis for management purposes. No instances of noncompliance noted.

- II. **Procedures Performed:** 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 significant or unusual reconciling items.

- III. **Procedures Performed:** 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. All deposits were insured or collateralized at June 30, 2023.

- IV. **Procedures Performed:** 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. **Procedures Performed:** 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. **Procedures Performed:** 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 such compliance requirements were identified that were applicable to the Authority.

We were engaged by the Town of Orlando, OK and the Orlando Public Works Authority to perform this agree-upon procedures engagement and conducted our engagement in accordance with 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. 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, to meet the requirements prescribed in Oklahoma Statutes 11-17.105-.107 and 60-180.1.-3. 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 Orlando, OK and the Orlando Public Works Authority and to meet our 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 those specified parties.



rsmeacham
CPA - ADVISORS

Clinton, Oklahoma
August 25, 2023

TOWN OF ORLANDO, OKLAHOMA
SUMMARY OF CHANGES IN BUDGETARY FUND BALANCES - MODIFIED CASH BASIS
FOR THE YEAR ENDED JUNE 30, 2023

	<u>Beginning of Year Fund Balance</u>		<u>Current Year Change</u>	<u>End of Year Fund Balance</u>
TOWN OF ORLANDO, OK				
General Fund	\$ 936,880	*	\$ 283,884	\$ 1,220,764
Orlando Volunteer Fire Department	113,139		14,766	127,905
TOWN TOTAL	<u>\$ 1,050,019</u>		<u>\$ 298,650</u>	<u>\$ 1,348,669</u>
 Orlando Public Works Authority	 \$ 414,853		 \$ (14,861)	 \$ 399,992

*Restatement of General Fund Beginning Fund Balance due to REAP Grant accrual in prior period

TOWN OF ORLANDO, OKLAHOMA
BUDGETARY COMPARISON SCHEDULE - MODIFIED CASH BASIS
GENERAL FUND
FOR THE YEAR ENDED JUNE 30, 2023

	Approved Budget	Actual Amounts	Variance with Final Budget Positive (Negative)
Beginning Budgetary Fund Balance:	\$ 575,120	\$ 936,880	\$ 361,760
Resources (Inflows):			
Taxes:			
Sales tax	143,974	356,197	212,223
Cigarette tax	1,291	2,285	994
Gasoline tax	229	237	8
Total Taxes	<u>145,494</u>	<u>358,719</u>	<u>213,225</u>
Intergovernmental:			
Alcoholic beverage tax	2,190	2,358	168
Motor vehicle tax	989	978	(11)
Total Intergovernmental	<u>3,179</u>	<u>3,336</u>	<u>157</u>
Rental Income	300	1,540	1,240
Grant	-	445,282	445,282
Other Income	660	1,039	379
Total current year resources	<u>149,633</u>	<u>809,916</u>	<u>660,283</u>
Amounts available for appropriation	<u>\$ 724,753</u>	<u>\$ 1,746,796</u>	<u>\$ 1,022,043</u>
Charges to Appropriations (Outflows):			
General government:			
Personal services	\$ 12,780	\$ 13,173	\$ (393)
Materials and supplies	1,150	4,349	(3,199)
Other services and charges	28,000	19,276	8,724
Fire Department- Other Services and Charges	3,800	-	3,800
Street Department- Repairs and Maint	1,000	-	1,000
Capital Outlay	-	477,907	(477,907)
Total General government	<u>46,730</u>	<u>514,705</u>	<u>(467,975)</u>
Total Charges to Appropriations	<u>46,730</u>	<u>514,705</u>	<u>(467,975)</u>
Transfers in/(out)			
Transfer out	-	(11,327)	(11,327)
Net transfers	<u>-</u>	<u>(11,327)</u>	<u>(11,327)</u>
Change in Fund Balance	102,903	283,884	180,981
Ending Budgetary Fund Balance	<u>\$ 678,023</u>	<u>\$ 1,220,764</u>	<u>\$ 542,741</u>

Exhibit III

TOWN OF ORLANDO, OKLAHOMA
BUDGETARY COMPARISON SCHEDULE - MODIFIED CASH BASIS
VOLUNTEER FIRE DEPARTMENT, SPECIAL REVENUE FUND
FOR THE YEAR ENDED JUNE 30, 2023

	Approved Budget	Actual Amounts	Variance with Final Budget Positive (Negative)
Beginning Budgetary Fund Balance:	\$ 106,360	\$ 113,139	\$ 6,779
Resources (Inflows):			
License, Permits & Fees			
Assessments	12,000	11,750	(250)
Fire Runs	500	4,935	4,435
Total License, Permits & Fees	12,500	16,685	4,185
Intergovernmental:			
Grant revenue	4,800	10,053	5,253
Total Intergovernmental	4,800	10,053	5,253
Investment Income	250	544	294
Miscellaneous Income	300	20,147	19,847
Transfers-In	-	3,176	3,176
Total current year resources	17,850	50,605	32,755
Amounts available for appropriation	\$ 124,210	\$ 163,744	\$ 39,534
Charges to Appropriations (Outflows):			
Fire:			
Materials and supplies	\$ 6,000	\$ 4,353	\$ 1,647
Other services and charges	11,500	31,486	(19,986)
Total Fire	17,500	35,839	(18,339)
Change in Fund Balance	350	14,766	14,416
Ending Budgetary Fund Balance	\$ 106,710	\$ 127,905	\$ 21,195

Exhibit IV

**TOWN OF ORLANDO, OKLAHOMA
SCHEDULE OF GRANTS
FOR THE FISCAL YEAR ENDED JUNE 30, 2023**

Grant revenue	Contract	Project description	Award	Amount received	Amount expended
<i>Grant received from:</i>					
Department of Agriculture		Operational Grant	10,053	10,053	10,053
FEMA		FEMA Grant	3,000	3,000	3,000
Dept of Treasury		ARPA Funding, deposit 2	14,722	14,722	14,722
OWRB	OSG-22-0005-G	Collection System Improvements	73,513	73,513	73,513
OK Dept of Comm	REAP ED3E-2022-3	Replace Sewer Lines	106,000	106,000	136,300
OK Dept of Comm	18258 CDBG 21	CDBG Water/Wastewater Engineering	399,999	321,560	321,560
			Total	\$ 607,287	\$ 528,848
					\$ 559,148

Awarded Rural Infrastructure Grant from ORWA and DEQ on December 12, 2022. This is a reimbursement grant, no amounts will be received until construction starts in FY24.

ORLANDO PUBLIC WORKS AUTHORITY
STATEMENT OF REVENUES, EXPENSES AND CHANGES IN FUND BALANCE - MODIFIED CASH BASIS
FOR THE YEAR ENDED JUNE 30, 2023

Operating Revenues:

Charges for services:

Electric	\$	171,351
Water		38,577
Sewer		11,904
Sanitation		27,950
Gas		65,231
Grant Income		73,513
Other Income		18,369
Total Operating Revenues	\$	406,894

Operating Expenses:

Administration	\$	94,395
Electric		105,193
Water		40,975
Sewer		102,414
Sanitation		27,891
Gas		60,228
Total Operating Expenses	\$	431,096
Operating Income		(24,202)

Non-Operating Revenues:

Interest Income	\$	1,190
Transfers In		8,151
Total Non-Operating Revenues	\$	9,341

Change in fund balance	\$	(14,861)
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Fund Balance, Accrual Basis - beginning	414,853
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Fund Balance, Accrual Basis - ending	\$ 399,992
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