

Town of Mannsville, Oklahoma  
Agreed-Upon Procedures Report  
Year-End June 30, 2011

RHJ

*TOWN OF MANNSVILLE, OKLAHOMA*  
*Index*

Agreed Upon Procedures	1
Exhibit A	6
Exhibit B	7
Exhibit C	8
Exhibit D	9



## **Independent Accountant's Report on Applying Agreed-Upon Procedures**

To the Specified Users of the Report:

Town Council, Town of Mannsville  
Mannsville, Oklahoma

Trustees of the Mannsville Public Works Authority  
Mannsville, Oklahoma

Oklahoma Office of State Auditor and Inspector  
Oklahoma City, Oklahoma

Southern Oklahoma Development Association  
Durant, Oklahoma

We have compiled the accompanying Summary of Changes in Fund Balances – Cash Basis of the Town of Mannsville, Oklahoma and Milburn Public Works Authority, as of June 30, 2011, and the Budgetary Comparison Schedule of General Fund – Cash Basis, and Statement of Revenues, Expenses and Changes in Fund Balance of the Public Works Authority – Cash Basis for the fiscal year ended June 30, 2011 and the accompanying supplementary information contained in Exhibit C and Exhibit D, which are presented only for supplementary analysis purposes, in accordance with Statements on Standards for Accounting and Review Services issued by the American Institute of Certified Public Accountants. We have not audited or reviewed the accompanying financial statements and, accordingly, do not express an opinion or any other form of assurance about whether the financial statements are in accordance with accounting principles generally accepted in the United States of America.

Management is responsible for the preparation and fair presentation of the financial statements in accordance with cash basis accounting and for designing, implementing and maintaining internal control relevant to the preparation and fair presentation of the financial statements.

Our responsibility is to conduct the compilation in accordance with Statements on Standards for Accounting and Review Services issued by the American Institute of Certified Public Accountants.

**100 E Street S.W., Suite 200 | Ardmore, OK 73401**

Telephone (580) 223-6454 | FAX 1-800-858-9329

The objective of a compilation is to assist management in presenting financial information in the form of financial statements without undertaking to obtain or provide any assurance that there are no material modifications that should be made to the financial statements.

The accompanying statements were prepared for the purpose of complying with financial accountability requirements as prescribed by Oklahoma Statutes Title 11 – 17(105-107) and Title 60 – 180.1-.3. This is not intended to be a complete presentation of the Town of Mannsville’s assets and liabilities.

Additionally, we have performed the procedures enumerated below which were agreed to by the Town Council and Trustees of the Town of Mannsville, and as defined within the applicable state laws of the State of Oklahoma solely to assist the Town in meeting its financial accountability requirements as prescribed by Oklahoma Statutes Title 11 – 17 (105-107) and 60 – 180.1-.3 and to evaluate compliance with specified legal or contractual requirements for the fiscal year ended June 30, 2011. Management of the Town of Mannsville 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. 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 below either for the purpose for which this report has been requested or for any other purpose.

### **Procedures and Findings**

As to the Town of Mannsville as of and for the fiscal year ended June 30, 2011:

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

***No exceptions were found as a result of applying the procedure.***

2. ***Procedures Performed:*** From the Town’s trial balances, we prepared a budget and actual financial schedule for the General Fund (see accompanying Exhibit B) and compared the actual expenditures of encumbrances reported to the authorized appropriations to report any noted instances of noncompliance with the appropriation limitations.

***No exceptions were found as a result of applying the procedure.***

3. ***Procedures Performed:*** We agreed the Town's bank account balances to bank statements and traced the timely clearance of items.

***No exceptions were found as a result of applying the procedure.***

4. ***Procedures Performed:*** We compared the Town's uninsured deposits to fair value of pledged collateral to report any amounts of uninsured and uncollateralized deposits.

***No exceptions were found as a result of applying the procedure.***

5. ***Procedures Performed:*** We compared use of restricted revenues and resources to their restrictions to report any noted instances of noncompliance.

***No exceptions were found as a result of applying the procedure.***

6. ***Procedures Performed:*** We compared the accounting for the Town's activities by fund to the legal and contractual requirements for separate funds to report any noted instances of noncompliance.

***No exceptions were found as a result of applying the procedure.***

7. ***Procedures Performed:*** Determine compliance with reserve accounts and debt service coverage requirement of bond indentures.

***This procedure was not performed. The Town of Mannsville has no debt service or reserve account requirements.***

As to the **Mannsville Public Works Authority** as of and for the fiscal year ended June 30, 2011:

1. ***Procedures Performed:*** From the Authority's trial balances, we prepared a schedule of revenues, expenses and changes in fund balances for each fund (see accompanying Exhibit A) and compared the schedule results to the applicable trust prohibitions for creating fund balance deficits to report any noted instances of noncompliance.

***No exceptions were found as a result of applying the procedure.***

2. ***Procedures Performed:*** We agreed the Authority's bank account balances to bank statements and traced the timely clearance of items.

***No exceptions were found as a result of applying the procedure.***

3. ***Procedures Performed:*** We compared the Authority's uninsured deposits to fair value of pledged collateral to report any amounts of uninsured and uncollateralized deposits.

***No exceptions were found as a result of applying the procedure.***

4. ***Procedures Performed:*** We compared use of restricted revenues and resources to their restrictions to report any noted instances of noncompliance.

***No exceptions were found as a result of applying the procedure.***

5. ***Procedures Performed:*** We compared 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.

***No exceptions were found as a result of applying the procedure.***

6. ***Procedures Performed:*** Determine compliance with reserve accounts and debt service coverage requirement of bond indentures (see accompanying Exhibit D).

***No exceptions were found as a result of applying the procedure.***

As to the **Town of Mannsville and Mannsville Public Works Authority** as of and for the fiscal year ended June 30, 2011:

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

***No exceptions were found as a result of applying the procedure.***

2. ***Procedures Performed:*** From the Town's and Authority's trial balances, we compiled the Annual Survey of Town and Town Finances (SA&I 2643) as described in Oklahoma Statutes 11-17-105.1. We agreed the trial balance amounts for utility billings to the billing system. We reconciled wages per the general ledger to IRS Forms 941.

***No exceptions were found as a result of applying the procedure.***

We were not engaged to, and did not, conduct an audit, the objective of which would be the expression of an opinion on the accounting records. 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 those specified parties.

*Rahel Henderson Johnson, PLLC*

January 14, 2013  
Ardmore, Oklahoma

Town of Mannsville  
Summary of Changes in Fund Balances – Cash Basis  
For the Year Ended June 30, 2011

	Fund Balances Beginning	Inflows	Outflows	Fund Balances Ending
<b><i>CITY:</i></b>				
General Fund	\$ 109,510	\$ 87,026	\$ 76,616	\$ 119,920
Street and Alley	-	3,778	3,778	-
REAP Grant	-	49,761	49,760	1
HOME Grant	-	-	-	-
	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
CITY Subtotal	<u>109,510</u>	<u>140,565</u>	<u>130,154</u>	<u>119,921</u>
<b><i>PUBLIC WORKS AUTHORITY:</i></b>				
PWA Fund	158,030	234,307	205,095	187,242
Meter Deposit	<u>15,215</u>	<u>6,293</u>	<u>4,837</u>	<u>16,671</u>
MPWA Subtotal	<u>173,245</u>	<u>240,600</u>	<u>209,932</u>	<u>203,913</u>
Overall Totals	<u>\$ 282,755</u>	<u>\$ 381,165</u>	<u>\$ 340,086</u>	<u>\$ 323,834</u>

See Accountant's Agreed Upon Procedures Report.



## EXHIBIT B

Town of Mannsville  
 Budgetary Comparison Schedule – Cash Basis  
 General Fund  
 For the Year Ended June 30, 2011

	Budgeted Amounts		Actual	Variance with Final Budget Positive (Negative)
	Original	Final		
<b>Beginning Budgetary Fund Balance:</b>	\$ 110,000	110,000	109,510	\$ (490)
<b>Resources (Inflows):</b>				
Sales Tax	50,000	50,000	56,938	6,938
Use Tax	1,500	1,500	2,327	827
Tobacco Tax	700	700	822	122
Alcoholic Beverage Tax	4,800	4,800	5,227	427
ONG Franchise	1,700	1,700	1,515	(185)
OG&E Franchise	12,000	12,000	12,567	567
AT&T Franchise	1,000	1,000	968	(32)
CableOne Franchise	2,000	2,000	2,512	512
Telecom Franchise	7	7	3	(4)
Rent	1,800	1,800	940	(860)
License and Permits	210	210	400	190
Reimbursements	-	-	223	223
Miscellaneous	2,315	2,315	2,524	209
Interest	52	52	60	8
Total Inflows	188,084	188,084	196,536	8,452
<b>Charges to Appropriations (Outflows):</b>				
General Government	146,353	146,353	42,978	103,375
Volunteer Fire	22,730	22,730	21,812	918
Streets	14,501	14,501	8,905	5,596
Community Center	4,500	4,500	2,921	1,579
Total Outflows	188,084	188,084	76,616	111,468
<b>Excess of Inflows over Outflows before Other Financing Sources (Uses)</b>	-	-	119,920	119,920
<b>Other Financing Sources (Uses)</b>	-	-	-	-
<b>Ending Budgetary Fund Balance:</b>	\$ -	\$ -	\$ 119,920	\$ 119,920

See Accountant's Agreed Upon Procedures Report.

Town of Mannsville  
Statement of Revenues, Expenses and Changes in Fund Balances  
Cash Basis  
Mannsville Public Works Authority  
For the Year Ended June 30, 2011

	Mannsville Public Works Authority
<b>Operating Revenues:</b>	
Water	131,948
Sewer	34,372
Trash	53,403
Water Taps / Sewer Taps	3,850
Reset Fees	3,016
Penalties	5,896
Miscellaneous	1,702
Interest Revenue	101
New Deposits	<u>6,312</u>
Total Operating Revenues	<u>240,600</u>
<b>Operating Expenses</b>	
Deposit Refunds	4,837
Salaries	53,367
Retirement	4,302
Health Insurance	6,829
Payroll Tax	4,925
Office	1,475
Postage	1,920
Mileage	1,349
Miscellaneous	178
Repair and Maintenance	25,265
Gas / Oil	5,973
Utilities	14,070
Insurance	4,552
Publications	167
Dues / Fees	12,564
SORD - Trash	49,295
Return Checks	748
Uniforms	1,833
Capital Outlay	<u>16,283</u>
Total Operating Expenses	<u>209,932</u>
Operating Income (Loss)	30,668
Fund Balance - Beginning	<u>173,245</u>
Fund Balance - Ending	<u>\$ 203,913</u>

See Accountant's Agreed Upon Procedures Report.

Town of Mannsville  
Schedule of Grant Activity  
Cash Basis  
Town of Mannsville  
For the Year Ended June 30, 2011

<u>Agency</u>	<u>Grant Number</u>	<u>Award Amount</u>	<u>Received Current Year</u>	<u>Expenditures Current Year</u>
Southern Oklahoma Development Association	REAP 09-159	\$ 49,980	\$ 49,760	\$ 49,760

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