

STEPHENS CO. RURAL WATER AND SEWER DISTRICT NO. 1

FINANCIAL STATEMENTS

**REPORT ON COMPLIANCE AND ON INTERNAL CONTROL OVER FINANCIAL
REPORTING BASED ON AN AUDIT OF FINANCIAL STATEMENTS
PERFORMED
IN ACCORDANCE WITH *GOVERNMENT AUDITING STANDARDS***

Year Ended October 31, 2013



Steve Beebe, CPA/PFS, Inc.
A PROFESSIONAL CORPORATION

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INDEPENDENT AUDITOR'S REPORT

December 8, 2013

To the Board of Directors
Stephens County Rural Water and Sewer District No. 1
Velma, OK 73491

We have audited the financial statements of Stephens County Water Rural District No. 1, as of and for the year ended October 31, 2013, and the related notes which collectively comprise the financial statements of Stephens County Rural Water District No. 1 as listed in the table of contents.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair representation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from the material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express an opinion 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 from 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 entity'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 entity'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 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 audit opinion.

Opinion

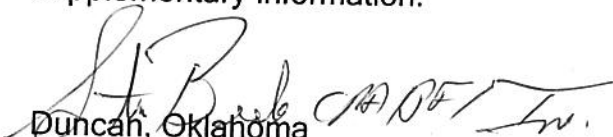
In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of Stephens County Water Rural District No. 1, as of October 31, 2013, and the changes in financial position and cash flows thereof for the year ended in accordance with accounting principles generally accepted in the United States of America.

Other Reporting Required by Government Auditing Standards

In accordance with *Governmental Auditing Standards*, we have also issued our report dated December 8, 2013, on our consideration of Stephens County Rural Water and Sewer District No. 1 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 *Governmental Auditing Standards* and should be read in conjunction with this report in considering the results of our audit.

Emphasis of Matter

The District has adopted the new financial reporting model required by GASB No. 34. Management's Discussion and Analysis as required by accounting principles generally accepted in the United States of America are not included as supplementary information.


Duncan, Oklahoma
December 8, 2013

STEPHENS CO. RURAL WATER AND SEWER DISTRICT NO. 1

Statement of Fund Net Assets
October 31, 2013

ASSETS

CURRENT ASSETS

Cash	\$	96,508
Investments		350,924
Accounts receivable - Net		25,179
Prepaid insurance		6,049
Total Current Assets		<u>478,660</u>

PROPERTY, PLANT AND EQUIPMENT

Equipment		1,512,095
Land and Buildings		37,788
Less: Accumulated Depreciation		(1,115,305)
Total Property, Plant and Equip.		<u>434,578</u>

OTHER ASSETS

Deposits		599
Restricted investments		24,407
Total Other Assets		<u>25,006</u>

TOTAL ASSETS

938,244

LIABILITIES AND EQUITY

CURRENT LIABILITIES

Customer's meter deposits		25,591
Trade accounts payable		4,496
Other payables		516
Total Current Liabilities		<u>30,603</u>

NET ASSETS

Net assets - invested in capital assets		434,578
Net assets - restricted for meter deposits		27,014
Net assets - unallocated		446,049
TOTAL NET ASSETS	\$	<u>907,641</u>

See accompanying notes to financial statements. 3

STEPHENS CO. RURAL WATER AND SEWER DISTRICT NO. 1

Statements of Revenues, Expense and
Changes in Net Assets Compared to Budget
For the year ended October 31, 2013

	ACTUAL	BUDGET
REVENUE		
Water revenue	\$ 286,062	\$ 270,000
Other operating income	<u>5,000</u>	<u>2,030</u>
 Total Revenue	 <u>291,062</u>	 <u>272,030</u>
 OPERATING EXPENSES		
Expenses		230,000
Personnel costs	106,874	
Other operating costs	38,063	
Depreciation	35,682	
Utilities purchased	32,309	
Insurance purchased	29,132	
Supplies	13,211	
Professional services	4,300	
Other costs	407	
Total Expenses	<u>259,978</u>	<u>230,000</u>
 Income From Operations	 <u>31,084</u>	 <u>42,030</u>
 OTHER INCOME AND EXPENSE		
Interest income	2,913	5,000
Rent income	<u>5,600</u>	<u>6,000</u>
 Total Other Income and Expense	 <u>8,513</u>	 <u>11,000</u>
 NET INCOME (LOSS)	 39,597	53,030
 BEGINNING NET ASSETS	 <u>868,044</u>	 <u>868,044</u>
 ENDING NET ASSETS	 <u>\$ 907,641</u>	 <u>\$ 921,074</u>

STEPHENS CO. RURAL WATER AND SEWER DISTRICT NO.1

Statement of Cash Flows October 31, 2013

Cash flow from operating activities:	
Cash received from customers	\$ 286,911
Other operating receipts	5,000
Cash paid employees	(106,874)
Rent income received	5,600
Cash payments to suppliers	(113,695)
Other operating costs	(717)
Interest income received	2,913
Net cash provided (used) by operating activities	<u>79,138</u>
Cash flow from investing activities:	
Cash payments for the purchase of property	<u>(11,604)</u>
Net cash provided (used) by investing activities	(11,604)
Net increase (decrease) in cash and equivalents	<u>67,534</u>
Cash and equivalents, beginning of year	379,894
Cash and equivalents, end of year	<u>\$ 447,428</u>

STEPHENS CO. RURAL WATER AND SEWER DISTRICT NO.1

Statement of Cash Flows
October 31, 2013

Reconciliation of net income to net cash
provided by operating activities

Net Income	\$ 39,601
Adjustments to reconcile net income to net cash provided by operating activities:	
Depreciation and amortization	35,682
(Increase) decrease in accounts receivable	(2,297)
(Increase) decrease in prepaid expenses	3,259
(Increase) decrease in other assets	(717)
Increase (decrease) in accounts payable	468
Increase (decrease) in deposit liability	3,146
Total adjustments	39,541
Net cash provided (used) by operating activities	\$ 79,142

STEPHENS CO. RURAL WATER AND SEWER DISTRICT NO. 1

Notes to Financial Statements
October 31, 2013

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Business Activity

The District provides water and sewer services to rural customers in the Stephens County area.

Property and Equipment

Property and equipment are valued at historical cost. For financial reporting purposes, depreciation of property and equipment is calculated using the straight-line method. The estimated useful lives of property and equipment range from 5 to 50 years.

Basis of Accounting

Basis of accounting refers to when revenues and expenses are recognized in the accounts and reported in the financial statements. Basis of accounting relates to the timing of the measurements made, regardless of the measurement focus applied.

These financial statements are reported using the current financial resources measurement focus and the accrual basis of accounting in accordance with generally accepted accounting principles. Their revenues are recognized when earned. All major revenues are susceptible to accrual. Expenses are recognized when they are incurred.

Income Taxes

The District No. 1 is organized under the Rural Water, Sewer, Gas and Solid Waste Management Districts Act of Oklahoma and is considered a political subdivision of the State of Oklahoma. Therefore, no provision for income taxes has been made and the District files no tax returns.

Cash Equivalents

For purposes of the statement of cash flows, the District No. 1 considers any cash equivalents to be cash held in checking accounts and certificates of deposit but does not include investments restricted for meter deposits.

Pronouncements of the FASB

Applicable pronouncements of the FASB have been applied when applicable.

STEPHENS CO. RURAL WATER AND SEWER DISTRICT NO. 1

Notes to Financial Statements
October 31, 2013

Operating Revenue

Operating revenue consists of revenue received from sale of sewer and water services and all items related to these sales such as benefit units. Other revenue, such as interest and rentals are considered non-operating revenue.

NOTE 2 - CASH, INVESTMENTS AND REVERSE REPURCHASE AGREEMENTS

The Stephens Co. Rural Water and Sewer District No. 1 has not entered into any reverse repurchase agreements during the fiscal year ended October 31, 2013.

Cash accounts totaled \$96,508 as of October 31, 2013. Investments in certificates of deposit totaled \$375,331 as of October 31, 2013. A portion of this amount (\$29,000) was not covered by F.D.I.C. insurance and pledged securities. Certificates of Deposit are carried at cost.

Cash belonging to the District is placed in the custody of the Board, who is responsible for making investments of any idle funds. Oklahoma State Law, Title 62, 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, and 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 by the Federal Deposit Insurance Corporation.
4. Investments as authorized by Section 348.3 of this title (including obligations of the United States government, its agencies and instrumentalities; certain negotiable certificates of deposit issued by a nationally or state chartered bank, a savings bank, a savings and loan association or a state-licensed branch of a foreign bank; certain prime bankers' acceptances, prime commercial paper and repurchase agreements) which are fully collateralized in investments specified in paragraphs one through three above, and where the collateral has been deposited with a trustee or custodian bank in an irrevocable trust or escrow account established for such purposes.

STEPHENS CO. RURAL WATER AND SEWER DISTRICT NO. 1

Notes to Financial Statements
October 31, 2013

5. County, municipal or school district direct debt obligations for which an ad valorem tax may be levied or bond and revenue bond and revenue anticipation notes issued, money judgments against such county, municipal or school district ordered by a court of record or bonds or bond and revenue anticipation notes issued by a public trust for which such county, municipal or school district is a beneficiary thereof.

NOTE 3 - RESTRICTED INVESTMENTS

Restricted cash and investments include amounts owed customers for utility deposits. The amount restricted was \$24,014 as of October 31, 2013. Restricted assets are not available for any other purpose except utility deposits.

NOTE 4 - RETIREMENT PLAN

The Stephens Co. Rural Water and Sewer District No. 1 participates in a retirement plan, the Rural/Municipal Plan, which is a money purchase defined contribution pension plan. Benefits are based upon the total amount of contributions, plus or minus investment returns. The contributions and benefits are not tied to the profitability of the District in any way. The employer contribution is 7% of the employees' gross pay. The employer contribution amounted to \$5,090 for the year ended October 31, 2013.

NOTE 5 - ALLOWANCE FOR DOUBTFUL ACCOUNTS

The Allowance for Doubtful Accounts for Accounts Receivable was \$3,325 as of October 31, 2013. The allowance is maintained to estimate uncollectible utility accounts in excess of the customer's utility deposit. The allowance is based upon the past due receivables and historical provisions.

NOTE 6 - COMPENSATED ABSENCES

The district vests vacation time with the employees on the basis of a calendar year. Each employee is entitled up to 20 days of paid vacation. The district also allows time off for illness in the form of "sick pay". These amounts accrue at the rate of one day a month up to a maximum total of six months or 980 hours. Of this amount, only five days may be taken at one time without a letter from a physician stating an extended absence is necessary. Also, none of vacation accruals may be carried over to future years and sick pay is not payable on termination or retirement.

The district has elected to not accrue any amount for accumulated sick pay. Under Generally Accepted Accounting Principles, if it is not reasonably determinable an amount will be incurred or that amount can be estimated, it is not to be accrued. The district feels under their policy an amount cannot be estimated.

STEPHENS CO. RURAL WATER AND SEWER DISTRICT NO. 1

Notes to Financial Statements
October 31, 2013

NOTE 7 - FIXED ASSETS

Fixed assets are recorded at historical cost. Depreciation and accumulated depreciation are recorded for assets purchased with general funds in the amount of \$500.00 or more. Assets purchased with grant program funds are recorded for control purposes, but depreciation is not recorded for these assets because the cost has been fully recovered through direct charges to grant program cost.

A summary of changes in fixed assets for the year ended October 31, 2013, is as follows:

	<u>Balance</u> <u>10/31/12</u>	<u>Additions</u>	<u>Disposals</u>	<u>Balance</u> <u>10/31/13</u>
<u>General Fund Assets</u>				
Equipment	\$1,500,491	11,604		\$1,512,095
Land and Buildings	37,788			37,788
Total	<u>\$1,538,279</u>	<u>11,604</u>	<u>0</u>	<u>\$1,549,883</u>
<u>Accum. Depreciation</u>				
Equipment	\$1,048,920	34,937		\$1,083,857
Land and Buildings	30,703	745		31,448
Total	<u>\$1,079,623</u>	<u>35,682</u>	<u>0</u>	<u>\$1,115,305</u>

Depreciation expense is charged to indirect costs. For the current year this expense was \$35,682.

NOTE 8 – SUBSEQUENT EVENTS

Subsequent events have been evaluated through December 8, 2013 and the report is expected to be finalized December 13, 2013.



Steve Beebe, CPA/PFS, Inc.
A PROFESSIONAL CORPORATION

FINANCIAL REPORTING, COMPLIANCE, AND OTHER MATTERS BASED ON FINANCIAL STATEMENT AUDIT PERFORMED IN ACCORDANCE WITH GOVERNMENT STANDARDS.

December 8, 2013

To the Board of Directors
Stephens County Rural Water and Sewer District No. 1
Velma, Oklahoma

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by Controller General of the United States, the financial statements of Stephens County Rural Water District No. 1, Velma, Oklahoma, as of and for the year ended October 31, 2013, and the related notes to the financial statements, which collectively comprise Stephens County Rural Water District No. 1, Velma, Oklahoma's basic financial statements, and have issued our report thereon dates December 8, 2013.

Internal Control over Financial Reporting

In planning and performing our audit of the financial statements, we considered Stephens County Rural Water District No. 1 internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of Stephens County Rural Water District No. 1 internal control. Accordingly, we do not express an opinion on the effectiveness of Stephens County Rural Water District No. 1 internal control.

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 a combination of deficiencies, in internal control, such that there is a reasonable possibility that material misstatements of the entity'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.

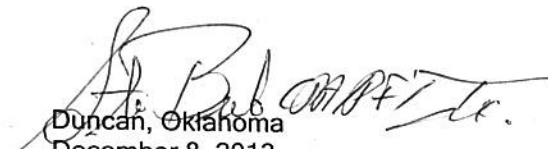
Our consideration for internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or, significant deficiencies and therefore, material weaknesses or significant deficiencies may exist that were not identified. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified. We did identify certain deficiencies in internal control, described in the accompanying schedule of findings and questioned costs that we consider to be significant deficiencies. Please refer to item 2013-1 on the accompanying schedule of Findings and Questioned Costs.

Compliance and Other Matters

As part of obtaining reasonable assurance about whether Stephens County Rural Water District No. 1 financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, non-compliance 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 instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards* and which are described in the accompanying schedule of Findings and Questioned Costs as item 2013-2.

Purpose of this Report

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 entity'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 entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.


Duncan, Oklahoma
December 8, 2013

STEPHENS COUNTY RURAL WATER AND SEWER DISTRICT NO. 1

Schedule of Findings and Questioned Costs October 31, 2013

Finding 2013-1

As described in the preceding report, good internal control is required to assure errors are corrected on a **timely** basis in order to **avoid** a misstatement of the financial statements and thus, communicating incorrect information on the results of operations. It was noted that in posting the audit adjustments from the prior year, there were errors made in the balance sheet accounts that resulted in incorrect balance sheet accounts and a misstatement of operations for the year by approximately \$7,745. As common practice, the district staff does not present a balance sheet at the monthly meeting but having these accounts balance with the underlying account data is important to produce a correct income statement. We recommend the staff review these accounts monthly and reconcile them to the underlying data.

Finding 2013-2

The Oklahoma Statutes require (Title 62, Section 517.4) that all public deposits of political subdivisions be secured by FDIC insurance or pledged securities. It was noted that the deposits in the Bank of Commerce exceeded the FDIC coverage. This condition needs to be remedied by either transferring funds to another institution or asking the Bank of Commerce to pledge appropriate securities.