

Agreed Upon Procedures

Town of Amber

Grady County, Oklahoma

For Year Ending June 30, 2011

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TOWN OF AMBER
June 30, 2011

TABLE OF CONTENTS

	Page
Independent Accountant's Report	1-4
Summary of Changes in Fund Balance-Modified Cash Basis	5
Budgetary Comparison Schedule-Modified Cash Basis -General Fund	6
Budgetary Comparison Schedule-Modified Cash Basis -Law Enforcement Fund	7
Statement of Revenues, Expenses and Changes in Fund Balance -Modified Cash Basis-Amber Development Trust Authority	8
Schedule of Grant Activity-Modified Cash Basis	9

CERTIFIED PUBLIC ACCOUNTANTS

**Independent Accountant's Report
On Applying Agreed-Upon Procedures**

To the Specified Users of the Report:

Town Council, Town of Amber
Amber, Oklahoma

Trustees of the Amber Development Trust Authority
Amber, Oklahoma

Oklahoma Office of State Auditor and Inspector
Oklahoma City, Oklahoma

Grady County Clerk
Chickasha, Oklahoma

Association of South Central Oklahoma Governments
Duncan, Oklahoma

We have compiled the accompanying Summary of Changes in Fund Balances-Modified Cash Basis of the Town of Amber and Public Trust, Amber, Oklahoma as of June 30, 2011 and the related Budgetary Comparison Schedule of General Fund-Modified Cash Basis, Budgetary Comparison Schedule of Law Enforcement Fund-Modified Cash Basis, Statement of Revenues, Expenses and Changes in Fund Balance of Amber Development Trust Authority-Modified Cash Basis, and Schedule of Grant Activity-Modified Cash Basis for the fiscal year ended June 30, 2011. The financial statements have been prepared in a format and basis of accounting as prescribed by Oklahoma statutes, that demonstrates compliance with the modified cash basis and budget laws of the State of Oklahoma, which is a comprehensive basis of accounting other than generally accepted accounting principles. We have not audited or reviewed the accompanying financial statements and, accordingly, do not express an opinion or provide any assurance about whether the financial statements are in accordance with the modified cost basis and budget laws of the State of Oklahoma.

Management is responsible for the preparation and fair presentation of the financial statements in accordance with the modified cash basis and budget laws of the State of Oklahoma 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. 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.

Management has elected to omit substantially all of the disclosures ordinarily included in financial statements prepared on the modified cash basis of accounting and budget laws of the State of

Oklahoma. If the omitted disclosures were included in the financial statements, they might influence the user's conclusions about the Town's change in fund balance, budgetary comparisons, revenue, expenses, and grant activity. Accordingly, these financial statements are not designed for those who are not informed about such matters.

Additionally, we have performed the procedures enumerated below 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 and Development Trust Authority in meeting its financial accountability requirements as prescribed by Oklahoma Statutes §11-17 (105-107) and §60-180.1-.3 and evaluating compliance with specified legal or contractual requirements for the fiscal year ended June 30, 2011. Management of the Town of Amber 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 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 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 Amber** 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 1) and compared the schedule results to the statutory prohibition of creating fund balance deficits to report any noted instances of noncompliance.

Findings: 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 and any other significant funds (any fund whose revenues, expenditures or ending fund balance exceeds 10% of the Town's total revenues, expenditures or fund balances) listing separately each federal fund (see accompanying Exhibit 2) and compared the actual expenditures and encumbrances reported to the authorized appropriations to report any noted instances of noncompliance with the appropriation limitations.

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

3. **Procedures Performed:** We agreed 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 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.

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

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

Findings: 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.

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

7. **Procedures Performed:** We compared 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 exceptions were found as a result of applying the procedure.

As to the **Amber Development Trust 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, expenditures/expenses and changes in fund balances/net assets for each fund (see accompanying Exhibit 3) and compared the schedule results to the applicable trust prohibitions for creating fund balance deficits to report any noted instance of noncompliance.

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

2. **Procedures Performed:** We agreed 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 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.

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

4. **Procedures Performed:** We compared the Authority's use of material-restricted revenues and resources to their restrictions to report any noted instances of noncompliance.

Findings: 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.

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

6. **Procedures Performed:** We compared 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 exceptions were found as a result of applying the procedure.

As to the **Town of Amber and Public Trust Grant Programs**, as of and for the fiscal year ended June 30, 2011:

1. **Procedures Performed:** From the Town and Authority's trial balances, we prepared a schedule of grant activity for each grant/contract (see accompanying Exhibit 4) and compared the receipts and disbursements to grant agreements and supporting information to report any noted instances of noncompliance with the grant agreement.

Findings: 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 these specified parties.

Angel, Johnston & Blasingame PC

Angel, Johnston and Blasingame, P.C.
October 10, 2011

**TOWN OF AMBER AND PUBLIC TRUST
Amber, Oklahoma**

**SUMMARY OF CHANGES IN FUND BALANCE-MODIFIED CASH BASIS
For the Fiscal Year Ended June 30, 2011
(Unaudited)**

	<u>Beginning of Year Fund Balances</u>	<u>Current Year Receipts</u>	<u>Current Year Disbursements</u>	<u>End of Year Fund Balance</u>
TOWN:				
General Fund	\$ 574,262	\$ 235,533	\$ 221,385	\$ 588,410
Street & Alley Fund	7,922	4,500	9,893	2,528
Law Enforcement Fund	165,111	134,779	112,117	187,773
Cemetery Fund	4,076	1,330	493	4,913
Cemetery Care Fund	1,219	146	-	1,365
Community Center Fund	1,468	1,000	557	1,912
Fire Department Fund	80,526	18,790	14,966	84,350
Town Subtotal	<u>834,584</u>	<u>396,078</u>	<u>359,411</u>	<u>871,251</u>
PUBLIC TRUST:				
Amber Development Trust Authority	613	-	-	613
Public Trusts Subtotal	<u>613</u>	<u>-</u>	<u>-</u>	<u>613</u>
Overall Totals	<u>\$ 835,197</u>	<u>\$ 396,078</u>	<u>\$ 359,411</u>	<u>\$ 871,864</u>

TOWN OF AMBER AND PUBLIC TRUST
Amber, Oklahoma

BUDGETARY COMPARISON SCHEDULE-MODIFIED CASH BASIS
GENERAL FUND
For the Fiscal Year Ended June 30, 2011
(Unaudited)

	<u>Budgeted Amounts</u>		<u>Actual Amounts</u>	<u>Variance with Final Budget</u>
	<u>Original</u>	<u>Final</u>		
Beginning Budgetary Fund Balance:	\$ 222,787.53	\$ 222,787.53	\$ 574,261.84	\$ 351,474.31
Charges for Services:				
Permit fees	234.00	234.00	540.00	306.00
Total Charges for Services	<u>234.00</u>	<u>234.00</u>	<u>540.00</u>	<u>306.00</u>
Intergovernmental-Local:				
Franchise tax	4,098.44	4,098.44	5,683.10	1,584.66
Total Intergovernmental-Local	<u>4,098.44</u>	<u>4,098.44</u>	<u>5,683.10</u>	<u>1,584.66</u>
Intergovernmental-State:				
Sales tax	73,953.78	73,953.78	80,002.08	6,048.30
Use tax	61,617.67	61,617.67	11,543.01	(50,074.66)
Alcohol beverage tax	2,513.75	2,513.75	2,891.55	377.80
Tobacco tax	1,033.11	1,033.11	1,144.41	111.30
State Grants	-	-	46,443.85	46,443.85
Total Intergovernmental-State	<u>139,118.31</u>	<u>139,118.31</u>	<u>142,024.90</u>	<u>2,906.59</u>
Miscellaneous Revenue:				
Interest	93.96	93.96	76.76	(17.20)
Reimbursements	2,265.67	2,265.67	480.68	(1,784.99)
Miscellaneous	94.50	94.50	25.00	(69.50)
Total Miscellaneous Revenue	<u>2,454.13</u>	<u>2,454.13</u>	<u>582.44</u>	<u>(1,871.69)</u>
Non-Revenue Receipts:				
Transfers from other funds	69,184.33	69,184.33	86,702.67	17,518.34
Amounts available for appropriation	<u>437,876.74</u>	<u>437,876.74</u>	<u>809,794.95</u>	<u>371,918.21</u>
Charges to Appropriations:				
Other:				
Personal Services	150,000.00	150,000.00	126,621.38	23,378.62
Maintenance & Operations	100,000.00	100,000.00	29,306.67	70,693.33
Capital Outlay	97,876.74	97,876.74	20,012.90	77,863.84
Debt Service	-	-	-	-
Total Other	<u>347,876.74</u>	<u>347,876.74</u>	<u>175,940.95</u>	<u>171,935.79</u>
Other Financing Uses:				
Transfers to other funds	90,000.00	90,000.00	45,444.22	44,555.78
Total Charges to Appropriations	<u>437,876.74</u>	<u>437,876.74</u>	<u>221,385.17</u>	<u>216,491.57</u>
Ending Budgetary Fund Balance	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 588,409.78</u>	<u>\$ 588,409.78</u>

TOWN OF AMBER AND PUBLIC TRUST
Amber, Oklahoma

BUDGETARY COMPARISON SCHEDULE-MODIFIED CASH BASIS
LAW ENFORCEMENT FUND
For the Fiscal Year Ended June 30, 2011
(Unaudited)

	Budgeted Amounts		Actual Amounts	Variance with Final Budget
	Original	Final		
Beginning Budgetary Fund Balance:	\$ 55,541.90	\$ 55,541.90	\$ 164,111.26	\$ 108,569.36
Revenues	-	122,569.29	134,778.98	12,209.69
Non-Revenue Receipts:				
Transfers from other funds	-	-	-	-
Amounts available for appropriation	55,541.90	178,111.19	298,890.24	120,779.05
Charges to Appropriations:				
Personal Services	10,000.00	10,525.00	4,925.23	5,599.77
Maintenance & Operations	25,000.00	87,044.29	31,273.96	55,770.33
Capital Outlay	2,541.90	4,541.90	3,500.00	1,041.90
Debt Service				-
Total Other	37,541.90	102,111.19	39,699.19	62,412.00
Other Financing Uses:				
Transfers to other funds	18,000.00	76,000.00	72,417.67	3,582.33
Total Charges to Appropriations	55,541.90	178,111.19	112,116.86	65,994.33
Ending Budgetary Fund Balance	\$ -	\$ -	\$ 186,773.38	\$ 186,773.38

TOWN OF AMBER AND PUBLIC TRUST
Amber, Oklahoma

STATEMENT OF REVENUES, EXPENSES AND CHANGES IN FUND BALANCE-MODIFIED CASH BASIS
AMBER DEVELOPMENT TRUST AUTHORITY
For the Fiscal Year Ended June 30, 2011
(Unaudited)

	<u>Amber Development Trust Authority</u>
Operating Revenues:	
Refunds	\$ 0
Total Operating Revenue	<u>0</u>
Operating Expenses:	
Bank service charges	0
Total Operating Expenses	<u>0</u>
Operating Income (Loss)	<u>0</u>
Non-Operating Revenues (Expenses):	
Capital outlay	
Debt service	
Total Non-Operating Revenues (Expenses)	<u>0</u>
Net Income (Loss) Before Contributions and Transfers	<u>0</u>
Capital contributions	
Transfers in	
Transfers out	
Changes in Fund Balance	<u>0</u>
Fund Balance - beginning	<u>613</u>
Fund Balance - ending	<u>\$ 613</u>

TOWN OF AMBER AND PUBLIC TRUST
Amber, Oklahoma

SCHEDULE OF GRANT ACTIVITY-MODIFIED CASH BASIS
For the Fiscal Year Ended June 30, 2011
(Unaudited)

	Award Amount	Prior Year(s) Receipts	Prior Year(s) Disbursements	Beginning of Year Unexpended Grant Funds	Current Year Receipts	Current Year Disbursements	End of Year Unexpended Grant Funds
TOWN:							
OK Department of Agriculture - Fire Operations	4,398	-	-	-	4,398	4,398	-
Association of South Central Oklahoma - 13685 CENA 10	2,590	1,043	2,369	(1,326)	1,326	-	-
14347 CENA 11	1,260	-	-	-	874	874	-
REAP Amber-102253	45,000	-	-	-	44,244	44,244	-
REAP Amber-112252	30,000	-	-	-	-	-	-
Department of Commerce - 14569 CDBG 10	99,850	-	-	-	-	-	-
Town Subtotal	\$ 183,098	\$ 1,043	\$ 2,369	\$ (1,326)	\$ 50,841	\$ 49,515	\$ -
PUBLIC TRUST:							
None	-	-	-	-	-	-	-
Trust Subtotal	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Overall Totals	\$ 183,098	\$ 1,043	\$ 2,369	\$ (1,326)	\$ 50,841	\$ 49,515	\$ 0