

**INDEPENDENT ACCOUNTANT'S REPORT
ON APPLYING
AGREED-UPON PROCEDURES
TOWN OF BESSIE, OKLAHOMA &
BESSIE PUBLIC WORKS AUTHORITY
JUNE 30, 2024**

**TOWN OF BESSIE, OKLAHOMA &
BESSIE PUBLIC WORKS AUTHORITY**

JUNE 30, 2024

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**TOWN OF BESSIE, OKLAHOMA &
BESSIE PUBLIC WORKS AUTHORITY**

TOWN OFFICIALS

JUNE 30, 2024

Board of Trustees

Mayor	Al J Trowbridge
Councilman	Becca Jones
Councilman	Jennifer Cameron

Town Treasurer

Marilyn Bentley



BRITTON, KUYKENDALL, & MILLER
CERTIFIED PUBLIC ACCOUNTANTS

JAMES M. KUYKENDALL
RICK D. MILLER

204 E. FRANKLIN - P.O. BOX 507
WEATHERFORD, OK 73096
580-772-3596
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**INDEPENDENT ACCOUNTANT'S REPORT
ON APPLYING AGREED-UPON PROCEDURES**

To the Specified Users of the Report:

Town Board, Town of Bessie
Bessie, Oklahoma

Trustees of the Bessie Public Works Authority
Bessie, Oklahoma

Oklahoma Office of State Auditor and Inspector
Oklahoma City, Oklahoma

United States Department of Agriculture
Rural Development
Hobart, Oklahoma

Oklahoma Department of Commerce
Oklahoma City, Oklahoma

Management is responsible for the accompanying financial statements of the Town of Bessie, Oklahoma and Bessie Public Works Authority, which comprise the Summary of Changes in Fund Balances - Modified Cash Basis as of June 30, 2024, and the related Budgetary Comparison Schedules of the General Fund, Fire Department Fund and Grant Fund - Modified Cash Basis, Statement of Revenues, Expenses and Changes in Fund Net Assets - Modified Cash Basis of the Proprietary Fund, and the Statement of Cash Reserve Accounts of the Proprietary Fund for the fiscal year then ended, included in the accompanying prescribed form in accordance with the basis of accounting prescribed by Oklahoma Statutes, that demonstrates compliance with the cash basis and budget laws of the State of Oklahoma, and for determining that the modified cash basis of accounting is an acceptable financial reporting framework. We have performed a compilation engagement 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 financial statements included in the accompanying prescribed form, nor were we required to perform any procedures to verify 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 the financial statements included in the accompanying prescribed form.

The financial statements included in the accompanying prescribed form are prepared in accordance with the basis of accounting prescribed by Oklahoma Statutes, that demonstrates compliance with the cash basis and budget laws of the State of Oklahoma, which is a basis of accounting other than accounting principles generally accepted in the United States of America, and are not intended to be a complete presentation of Town of Bessie, Oklahoma and Bessie Public Works Authority's assets and liabilities. As a result, the financial statements may not be suitable for another purpose.

Management has elected to omit substantially all of the disclosures ordinarily included in financial statements prepared in accordance with the modified cash basis of accounting. If the omitted disclosures were included in the financial statements, they might influence the user's conclusions about the Town's assets, liabilities, equity, revenues and expenses. Accordingly, the financial statements are not designed for those who are not informed about such matters.

Additionally, 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 Bessie, Oklahoma and Bessie Public Works Authority in meeting their financial accountability requirements as prescribed by applicable Oklahoma law and evaluating compliance with specified legal or contractual requirements as of and for the fiscal year ended June 30, 2024. Management of the Town of Bessie, Oklahoma and the Bessie Public Works Authority are responsible for the Town's and the Authority's financial accountability and its compliance with those legal and contractual requirements.

The Town of Bessie, Oklahoma and Bessie Public Works Authority has agreed to and acknowledged that the procedures performed are appropriate to meet the intended purpose of their financial accountability requirements as prescribed by Oklahoma Statutes §11-17 (105-107) and §60-180.1-.3. Additionally, the other specified users of the report, as identified above, have agreed that the procedures performed are appropriate for their purposes. 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.

The procedures and associated findings are as follows:

As to the Town of Bessie, Oklahoma as of and for the fiscal year ended June 30, 2024:

1. **Procedures Performed:** From the Town's trial balances, we prepared a schedule of changes in fund balances for each fund (See accompanying Exhibit 1-00) 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 listing separately each federal fund (See accompanying Exhibits 2-00, 3-00 and 4-00) 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: While examining the attendance records of the meetings for the Town of Bessie Volunteer Fire Department we noted where two members had numerous absences at the monthly meetings. Article 4 of the articles of organization for the fire department require the Secretary/Treasurer to call the roll at the opening of each meeting. This roll call should be documented in the Fire Department board minutes in the categories of present, excused, or unexcused. If an absence is excused or unexcused, the reason should be documented in the board minutes. In addition, the Town Board should adopt a policy in the Fire Department bylaws to clarify what constitutes an excused absence. We did note where the Fire Department Secretary/Treasurer does keep attendance records, but in multiple instances these records did not indicate why the absences were excused or unexcused. Title 11 Oklahoma Statutes §29-204 and Article 6 of the Department's articles of organization state that:

- a) All volunteer firefighters are required to respond to alarms of fire and other emergencies when notified.
- b) A volunteer firefighter is required to be present at all regular meetings, call meetings, and schools presented for the benefit of the firefighters.
- c) There shall be at least one regular business meeting each month.
- d) Any volunteer firefighter having two unexcused absences in succession or three unexcused absences in a period of (3) months will be expelled from the fire department rolls.

We noted where the Department only held nine regular monthly business meetings instead of at least one regular business meeting each month as required by their articles and Oklahoma Statutes. In addition, the Fire Chief and City Clerk need to examine the attendance records of the fire department meetings before paying the Town's fire pension dues and insurance benefits to ensure each firefighter hasn't violated Title 11 Oklahoma Statutes §29-204 and Article 6 §d) of the fire department bylaws to confirm each firefighter is qualified to receive the benefits being paid by the Town. We noted where one firefighter had only attended 1 of the 9 meetings held by the department and according to Oklahoma Statutes and the articles of organization should have been expelled from the department, but the Town still paid this firefighter's fire pension dues for the year which gave this firefighter credit for a year of service with the Oklahoma Firefighters Pension and Retirement System for which he should not have been eligible. We also noted where another firefighter missed three consecutive monthly meetings, but was allowed to remain on the fire department. When a firefighter that has credits or membership with the Oklahoma Firefighters Pension and Retirement System, resigns or is expelled from the department, the Fire Chief is required to file Form 8 Notice of Termination from Fire Department as soon as possible with the Oklahoma Firefighters Pension and Retirement System to ensure the firefighter is credited with the proper period of service.

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 Bessie Public Works Authority as of and for the fiscal year ended June 30, 2024:

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 5-00) and compared the schedule results to the applicable trust prohibitions for 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: 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.

We were engaged by the Town of Bessie, Oklahoma and Bessie Public Works Authority to perform this agreed-upon procedures engagement and we conducted our engagement in accordance with the attestation standards established by the American Institute of Certified Public Accountants to meet the 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, on the Town of Bessie, Oklahoma and Bessie Public Works Authority meeting their 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. 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 Town of Bessie, Oklahoma and Bessie Public Works Authority and to meet our other 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 these specified parties.

Britton, Kuykendall & Miller

BRITTON, KUYKENDALL, AND MILLER
Certified Public Accountants

Weatherford, Oklahoma
January 9, 2025

Town of Bessie, Oklahoma &
Bessie Public Works Authority
Summary of Changes in Fund Balances -
Modified Cash Basis
For the Year Ended June 30, 2024

	Beginning of Year Fund Balance	Receipts	Disbursements	Transfers & Adjustments	End of Year Fund Balance
<u>Town:</u>					
General Fund	\$ 131,738.55	\$ 183,424.81	\$ 178,447.54	\$ 0.00	\$ 136,715.82
Street and Alley Fund	34,438.17	3,070.31	2,951.03	0.00	34,557.45
Fire Department Fund	125,422.40	52,192.53	74,605.48	0.00	103,009.45
Grant Fund	0.00	100,000.00	100,000.00	0.00	0.00
School Memorial	207.09	0.00	0.00	0.00	207.09
Town Subtotal	<u>291,806.21</u>	<u>338,687.65</u>	<u>356,004.05</u>	<u>0.00</u>	<u>274,489.81</u>
<u>Enterprise Funds:</u>					
Bessie Public Works Authority	<u>374,450.50</u>	<u>21,465.70</u>	<u>31,943.73</u>	<u>0.00</u>	<u>363,972.47</u>
Enterprise Funds Subtotal	<u>374,450.50</u>	<u>21,465.70</u>	<u>31,943.73</u>	<u>0.00</u>	<u>363,972.47</u>
Grand Total	<u>\$ 666,256.71</u>	<u>\$ 360,153.35</u>	<u>\$ 387,947.78</u>	<u>\$ 0.00</u>	<u>\$ 638,462.28</u>

See Accountant's Report.

Town of Bessie, Oklahoma
 Budgetary Comparison Schedule - Modified Cash Basis
 General Fund
 For the Year Ended June 30, 2024

Revenues	Budgeted Amounts		Actual Amounts	Variance With Final Budget Favorable (Unfavorable)
	Original	Final		
Sales Tax	\$ 20,586.14	\$ 20,586.14	\$ 18,726.42	\$ (1,859.72)
Water	61,770.20	61,770.20	64,935.71	3,165.51
Garbage	43,437.39	43,437.39	53,331.38	9,893.99
Fees and Penalties	6,101.07	6,101.07	7,280.31	1,179.24
Interest	0.00	0.00	416.85	416.85
Alcohol Beverage Tax	4,473.85	4,473.85	4,749.60	275.75
Cigar Tax	140.87	140.87	119.20	(21.67)
Franchise Tax	8,751.33	8,751.33	9,568.11	816.78
Insurance Reimbursement	0.00	0.00	16,716.97	16,716.97
Miscellaneous	0.00	0.00	20.00	20.00
Rental Income	0.00	0.00	550.00	550.00
Oil and Gas Income	0.00	0.00	3,472.31	3,472.31
Donations	0.00	0.00	0.00	0.00
SWODA REAP Grant	0.00	0.00	0.00	0.00
Coronavirus State & Local Fiscal Recovery	0.00	0.00	0.00	0.00
FEMA Public Assistance Grant	0.00	0.00	487.50	487.50
Proceeds from Sale of Equipment	0.00	0.00	0.00	0.00
Total Revenues	145,260.85	145,260.85	180,374.36	35,113.51
Expenditures				
Personal Services	42,000.00	42,000.00	33,045.87	8,954.13
Maintenance and Operations	171,378.50	171,378.50	145,401.67	25,976.83
Capital Outlay	50,000.00	50,000.00	0.00	50,000.00
Total Expenditures	263,378.50	263,378.50	178,447.54	84,930.96
Excess Revenues Over (Under)				
Total Expenditures	(118,117.65)	(118,117.65)	1,926.82	120,044.47
Other Financing Sources (Uses)				
Operating Transfers In	0.00	0.00	0.00	0.00
Operating Transfers Out	0.00	0.00	0.00	0.00
Net Other Financing Sources (Uses)	0.00	0.00	0.00	0.00
Excess of Revenues and Other Sources over Expenditures and Other Uses	(118,117.65)	(118,117.65)	1,926.82	120,044.47
Budgetary Fund Balance, Beginning	118,117.65	118,117.65	118,117.65	0.00
Budgetary Fund Balance, Ending	\$ 0.00	\$ 0.00	120,044.47	\$ 120,044.47
Adjustments to Conform with the Modified Cash Basis:				
Revenue Accruals			16,671.35	
Fund Balance, End of Year (Modified Cash Basis)			\$ 136,715.82	

See Accountant's Report.

Town of Bessie, Oklahoma
 Budgetary Comparison Schedule - Modified Cash Basis
 Fire Department Fund
 For the Year Ended June 30, 2024

<u>Revenues</u>	<u>Budgeted Amounts</u>		<u>Actual Amounts</u>	<u>Variance With Final Budget Favorable (Unfavorable)</u>
	<u>Original</u>	<u>Final</u>		
Interest	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Miscellaneous	0.00	0.00	530.60	530.60
Donations	0.00	0.00	500.00	500.00
Fund Raisers	0.00	0.00	41,168.40	41,168.40
Insurance Reimbursement	0.00	0.00	0.00	0.00
State Funding Revenue	0.00	0.00	9,993.53	9,993.53
Rural Community Fire Protection Grant	0.00	0.00	0.00	0.00
Proceeds from Sale of Equipment	0.00	0.00	0.00	0.00
Total Revenues	0.00	0.00	52,192.53	52,192.53
<u>Expenditures</u>				
Maintenance and Operations	65,422.40	65,422.40	34,161.51	31,260.89
Capital Outlay	60,000.00	60,000.00	40,443.97	19,556.03
Total Expenditures	125,422.40	125,422.40	74,605.48	50,816.92
Excess Revenues Over (Under) Total Expenditures	(125,422.40)	(125,422.40)	(22,412.95)	103,009.45
<u>Other Financing Sources (Uses)</u>				
Operating Transfers In	0.00	0.00	0.00	0.00
Operating Transfers Out	0.00	0.00	0.00	0.00
Net Other Financing Sources (Uses)	0.00	0.00	0.00	0.00
Excess of Revenues and Other Sources over Expenditures and Other Uses	(125,422.40)	(125,422.40)	(22,412.95)	103,009.45
Budgetary Fund Balance, Beginning	125,422.40	125,422.40	125,422.40	0.00
Budgetary Fund Balance, Ending	\$ 0.00	\$ 0.00	\$ 103,009.45	\$ 103,009.45

See Accountant's Report.

Town of Bessie, Oklahoma
 Budgetary Comparison Schedule - Modified Cash Basis
 Grant Fund
 For the Year Ended June 30, 2024

	Budgeted Amounts		Actual	Variance With
	Original	Final	Amounts	Final Budget
<u>Revenues</u>				Favorable (Unfavorable)
Interest	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
SWODA REAP Grant	0.00	100,000.00	100,000.00	0.00
OWRB REAP Grant	0.00	0.00	0.00	0.00
Total Revenues	0.00	100,000.00	100,000.00	0.00
<u>Expenditures</u>				
Street and Alley	0.00	0.00	0.00	0.00
Maintenance and Operations	0.00	0.00	0.00	0.00
Capital Outlay	0.00	100,000.00	100,000.00	0.00
Total Expenditures	0.00	100,000.00	100,000.00	0.00
Excess Revenues Over (Under)				
Total Expenditures	0.00	0.00	0.00	0.00
<u>Other Financing Sources (Uses)</u>				
Operating Transfers In	0.00	0.00	0.00	0.00
Operating Transfers Out	0.00	0.00	0.00	0.00
Net Other Financing Sources (Uses)	0.00	0.00	0.00	0.00
Excess of Revenues and Other Sources				
over Expenditures and Other Uses	0.00	0.00	0.00	0.00
Budgetary Fund Balance, Beginning	0.00	0.00	0.00	0.00
Budgetary Fund Balance, Ending	\$ 0.00	\$ 0.00	0.00	\$ 0.00
Adjustments to Conform with GAAP:				
Revenue Accruals			0.00	
Fund Balance, End of Year (GAAP Basis)			\$ 0.00	

See Accountant's Report.

Bessie Public Works Authority
Statement of Revenues, Expenses, and Changes in Fund Net Assets
Modified Cash Basis
Proprietary Funds
For the Year Ended June 30, 2024

	Enterprise Fund
Operating Revenues:	
USDA Rural Utilities Service Grant	\$ 0.00
Sewer Revenue	21,465.70
Rent	0.00
Mowing Income	0.00
Miscellaneous	0.00
	<u>21,465.70</u>
Total Operating Revenues	<u>21,465.70</u>
Operating Expenses:	
Personal Services	0.00
Maintenance and Operations	8,257.72
Depreciation	14,778.00
Rural Development:	
Interest Expense	8,908.01
	<u>31,943.73</u>
Total Operating Expenses	<u>31,943.73</u>
Operating Income (Loss)	<u>(10,478.03)</u>
Non-Operating Revenues (Expenses):	
Interest Revenue	0.00
Gain or (Loss) on Sale of Equipment	0.00
	<u>0.00</u>
Total Non-Operating Revenues (Expenses)	<u>0.00</u>
Income (Loss) before Operating Transfers	<u>(10,478.03)</u>
Operating Transfers:	
Operating Transfers In	0.00
Operating Transfers Out	0.00
	<u>0.00</u>
Total Operating Transfers	<u>0.00</u>
Net Income (Loss)	(10,478.03)
Net Assets - Beginning of Year	374,450.50
Prior Period Adjustments	0.00
	<u>0.00</u>
Net Assets - End of Year	\$ <u>363,972.47</u>

See Accountant's Report.

Bessie Public Works Authority
Statement of Cash Reserve Accounts
Proprietary Funds
For the Year Ended June 30, 2024

	USDA Rural Development Cash Reserve Account	USDA Rural Development Short Lived Asset Account	Total Cash Reserve Accounts
Balance 7-1-23	\$ 14,580.50	\$ 7,958.97	\$ 22,539.47
Initial Deposit	0.00	0.00	0.00
Monthly Deposits	0.00	500.04	500.04
Interest	0.00	0.00	0.00
	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
Balance 6-30-24	\$ <u><u>14,580.50</u></u>	\$ <u><u>8,459.01</u></u>	\$ <u><u>23,039.51</u></u>

See Accountant's Report.