INDEPENDENT ACCOUNTANT'S REPORT ON APPLYING AGREED-UPON PROCEDURES TOWN OF BURNS FLAT, OKLAHOMA & BURNS FLAT UTILITIES AUTHORITY JUNE 30, 2022

TOWN OF BURNS FLAT, OKLAHOMA & BURNS FLAT UTILITIES AUTHORITY

JUNE 30, 2022

TABLE OF CONTENTS

Town	Officia	16
IOWI	UJIIICIA	IS

Independent Accountant's Report on Applying Agreed-Upon Procedures

EXHIBITS

TOWN OF BURNS FLAT, OKLAHOMA & BURNS FLAT UTILITIES AUTHORITY

TOWN OFFICIALS

JUNE 30, 2022

Board of Trustees

Mayor

Terry Field

Trustee

Rod McKone

Trustee

Tony Dorman, Sr.

Trustee

Candace Bond

Trustee

Barry Hill

Town Administrator

Joel Newberry

JAMES M. KUYKENDALL RICK D. MILLER

204 E. FRANKLIN - P.O. BOX 507 WEATHERFORD, OK 73096 580-772-3596 FAX 580-772-3085

INDEPENDENT ACCOUNTANT'S REPORT ON APPLYING AGREED-UPON PROCEDURES

To the Specified Users of the Report:

Town Board, Town of Burns Flat Burns Flat, Oklahoma

Trustees of the Burns Flat Utilities Authority Burns Flat, Oklahoma

Trustees of the Burns Flat Economic Development Authority Burns Flat, 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 Burns Flat, Oklahoma and Burns Flat Utilities Authority, which comprise the Summary of Changes in Fund Balances - Cash Basis of Town of Burns Flat, Oklahoma and Burns Flat Utilities Authority as of June 30, 2022, the related Budgetary Comparison Schedules - Cash Basis of the Town of Burns Flat, Oklahoma, Statement of Revenues, Expenses and Changes in Fund Balance - Cash Basis of the Burns Flat Utilities Authority, Schedule of Grant Activity - Cash Basis of the Town of Burns Flat, Oklahoma and the Schedule of Debt Service Coverage - Cash Basis of the Burns Flat Utilities Authority 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. The accompanying financial statements included in the prescribed form were not subjected to an audit, review, or compilation or financial statement preparation engagement by us, nor were we required to perform any procedures to verify the accuracy or completeness of the information provided by management, and accordingly we do not express an opinion, a conclusion, or provide any assurance on them.

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 Burns Flat, Oklahoma and Burns Flat Utilities 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.

We have performed the procedures enumerated below as defined within the applicable state laws of the State of Oklahoma, on 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 of the Town of Burns Flat, Oklahoma and Burns Flat Utilities Authority as of and for the fiscal year ended June 30, 2022. The Town of Burns Flat, Oklahoma's management is responsible for the Town's financial accountability and its compliance with those legal and contractual requirements.

Town of Burns Flat, Oklahoma and Burns Flat Utilities 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 and evaluating compliance with specified legal or contractual requirements. 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 Burns Flat, Oklahoma as of and for the fiscal year ended June 30, 2022:

1. <u>Procedures Performed</u>: 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.

<u>Findings</u>: No exceptions were found as a result of applying the procedure.

2. <u>Procedures Performed</u>: 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 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. <u>Procedures Performed</u>: 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. <u>Procedures Performed</u>: 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. <u>Procedures Performed</u>: We compared use of material-restricted revenues and resources to their restrictions to report any noted instances of noncompliance.

<u>Findings</u>: No exceptions were found as a result of applying the procedure.

6. <u>Procedures Performed</u>: 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. <u>Procedures Performed</u>: 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.

<u>Findings</u>: No exceptions were found as a result of applying the procedure.

As to the Burns Flat Utilities Authority as of and for the fiscal year ended June 30, 2022:

1. <u>Procedures Performed</u>: 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 instances of noncompliance.

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

2. <u>Procedures Performed</u>: 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. <u>Procedures Performed</u>: 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. <u>Procedures Performed</u>: We compared the Authority's use of material-restricted revenues and resources to their restrictions to report any noted instances of noncompliance.

<u>Findings</u>: No exceptions were found as a result of applying the procedure.

5. <u>Procedures Performed</u>: 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. <u>Procedures Performed</u>: 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. (See accompanying Exhibit 5).

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

We were engaged by the Town of Burns Flat, Oklahoma and Burns Flat Utilities 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 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, on the Town of Burns Flat, Oklahoma and Burns Flat Utilities 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 Burns Flat, Oklahoma and Burns Flat Utilities 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, AND MILLER

Britton Kursbendsell & Miller

Certified Public Accountants

Weatherford, Oklahoma November 1, 2022

EXHIBIT 1
TOWN OF BURNS FLAT AND BURNS FLAT UTILITY AUTHORITY
SUMMARY OF CHANGES IN FUND BALANCES - CASH BASIS
FOR THE YEAR ENDED JUNE 30, 2022

	ginning of Year Id Balances	Current Year <u>Revenues</u>		Expe	Current Year nditures/Expenses	<u>Fur</u>	End of Year Fund Balances	
TOWN:								
General Fund	\$ 788,920	\$	691,644	\$	447,652	\$	1,032,912	
Street and Alley Fund	117,392		80,845		88,047		110,190	
Ambulance Fund	139,072		99,381		132,875		105,578	
Fire Department Fund	89,139		32,002		22,578		98,563	
Sport and Recreation Fund	137,835		58,080		51,100		144,815	
Police Department Reserve Fund	45,504		2,330	è	2,160		45,674	
Economic Development Authority	42,869		6,005		1,903		46,971	
Town Subtotal	 1,360,731		970,287		746,315	/	1,584,703	
Enterprise Funds:								
Burns Flat Utility Authority	921,628		681,646		679,518		923,756	
Enterprise Funds Subtotal	 921,628	_	681,646		679,518)——	923,756	
Overall Totals	\$ 2,282,359	\$	1,651,933	\$	1,425,833	\$	2,508,459	

	Budgeted Amounts		Actual	Variance with Final Budget	
	Original	Final	Amounts	Positive (Neg	gative)
Beginning Budgetary Fund Balance:	\$785,300	\$785,300	\$788,920	\$	3,620
Resources (Inflows):					
Taxes:					
Sales tax	180,000	180,000	192,528		12,528
Use tax	42,000	42,000	55,768		13,768
Franchise tax	35,500	35,500	39,645		4,145
Total Taxes	257,500	257,500	287,941		30,441
Intergovernmental:					
Alcoholic beverage tax	45,000	45,000	52,725		7,725
Cigarette tax	3,500	3,500	2,018		(1,482)
Grant revenue	36	92	166,010	1	66,010
Total Intergovernmental	48,500	48,500	220,753		72,253
Charman for any days.					
Charges for services: ACO	1,000	1,000	599		(401)
Total Charges for Services	1,000	1,000	599		(401)
Total Charges to Services	1,000	1,000	333		(401)
Fines and Forfeitures	35,000	35,000	23,853		(11,147)
Licenses and Permits	500	500	1,071		571
Investment Income	5,000	5,000	3,605		(1,395)
Miscellaneous Income:					
Royalty income	100	100	26		(74)
Other	2,000	2,000	2,993		993
Total Miscellaneous	2,100	2,100_	3,019		919
Other Financing Sources:					
Transfers from other funds	150,000	150,000	150,000		223
Total Resources (Inflows)	499,600	499,600	690,841		191,241
Amounts available for appropriation	1,284,900	1,284,900	1,479,761		194,861
				(8)	
Charges to Appropriations (Outflows):					
Police department	\$321,190	\$321,190	\$262,334	:	\$58,856
Administration	101,460	101,460	97,840		3,620
General government	81,150	81,150	77,594		3,556
Municipal court	32,980	32,980	9,143		23,837
A.C.O	11,240	11,240	741		10,499
Total Charges to Appropriations	\$548,020	548,020	447,652		100,368
Ending Budgetary Fund Balance	\$ 736,880	\$ 736,880	\$ 1,032,109	\$	295,229

Reclass due to other funds to present on true cash basis

803

\$ 1,032,912

STREET AND ALLEY FUND

		Budgeted	Amo	unts		Actual		ince with I Budget
	Oi	Original		Final		mounts	Positive	e (Negative)
Beginning Budgetary Fund Balance	\$	118,212	\$	118,212	\$	117,392	\$	(820)
Resources (Inflows):								
Vehicle tax		14,000		14,000		15,272		1,272
Gasoline tax		3,500		3,500		3,467		(33)
Street lights		7,500		7,500		4,451		(3,049)
Miscellaneous		500		500				(500)
Grants		61,000		61,000		57,603		(3,397)
Investment income		200		200		52		(148)
Amounts available for appropriation		204,912		204,912		198,237		(6,675)
Charges to appropriations (outflows):								
Streets		94,100		94,100		88,047		6,053
Total Streets		94,100		94,100		88,047		6,053
Total Charges to Appropriations	0	94,100	0==	94,100	-	88,047		6,053
Ending Budgetary Fund Balance	\$	110,812	\$	110,812	\$	110,190	\$	(622)

		AME	BULANCE FUND	
Beginning Budgetary Fund Balance	Budgete Original	ed Amounts Final	Actual Amounts	Variance with Final Budget Positive (Negative)
	\$ 124,187	\$ 124,187	\$ 139,072	\$ 14,885
Resources (Inflows):				
Sales tax	15,000	15,000	16,044	1,044
Use tax	3,500	3,500	4,647	1,147
Ambulance	76,500	76,500	35,050	(41,450)
EMS utility assessment	42,500	42,500	43,127	627
Miscellaneous	1,500	1,500	500	(1,000)
Investment income	(7)	· · · · · · · · · · · · · · · · · · ·	13	13
Amounts available for appropriation	263,187	263,187	238,453	(24,734)
Charges to appropriations (outflows):				
Ambulance	170,410	170,410	132,875	37,535
Total Ambulance	170,410	170,410	132,875	37,535
Total Charges to Appropriations	170,410	170,410	132,875	37,535
Ending Budgetary Fund Balance	\$ 92.777	\$ 92,777	\$ 105,578	\$ 12,801

FIRE DEPARTMENT FUND

	Budgeted A		Amounts Final			Actual mounts	Fina	ince with I Budget e (Negative)
Beginning Budgetary Fund Balance	\$	83,382	\$	83,382	\$	89,139	\$	5,757
Resources (Inflows):								
Sales tax		15,000		15,000		16,044		1,044
Use tax		3,500		3,500		4,647		1,147
Grants		4,500		4,500		4,763		263
Miscellaneous		500		500		6,500		6,000
Investment income		100		100		48		(52)
Amounts available for appropriation		106,982		106,982		121,141	-	14,159
Charges to appropriations (outflows):								
Fire		30,600		30,600		22,578		8,022
Total Fire	_	30,600		30,600		22,578	-	8,022
Total Charges to Appropriations		30,600	_	30,600	_	22,578		8,022
Ending Budgetary Fund Balance	s	76,382	\$	76,382	\$	98,563	\$	22,181

SPORTS AND RECREATION FUND

	Bu	Budgeted Amounts			Actual		Variance with Final Budget	
	Origi	nal	Final	Ar	nounts	Positiv	e (Negative)	
Beginning Budgetary Fund Balance	\$ 15	0,554	\$ 150,554	\$	137,835	\$	(12,719)	
Resources (Inflows):								
Sales tax	3	0.000	30.000		32,088		2,088	
Use tax		7.000	7,000		9,295		2,295	
Swimming pool admissions		4,000	4,000		8,037		4,037	
Swimming pool concessions		3,000	3.000		4,633		1,633	
Sports and rec sign up fees		3,500	3,500		2,400		(1,100)	
Sports and rec concessions		300	300		661		361	
Community center rent		2,500	2,500		800		(1,700)	
Miscellaneous		1,000	1,000				(1,000)	
Investment income		500	500		166		(334)	
Amounts available for appropriation	20	2,354	202,354		195,915		(6,439)	
Charges to appropriations (outflows):								
Swimming pool	5	4.920	54,920		34,950		19,970	
Sport and recreation		6.220	26,220		8,174		18,046	
Community Center	1:	3,810	13,810		7,976		5,834	
Total Streets	9-	4,950	94,950	-	51,100	S=====================================	43,850	
Total Charges to Appropriations	9	4,950	94,950		51,100		43,850	
Ending Budgetary Fund Balance	\$ 10	7,404 \$	107,404	\$	144,815	\$	37,411	

POLICE DEPARTMENT RESERVE FUND

	Budgeted Amounts					Actual	Fina	Variance with Final Budget	
	_ 0	Original		Final	A	nounts	Positiv	797 (2,170) (1,373)	
Beginning Budgetary Fund Balance	\$	44,707	\$	44,707	\$	45,504	\$	797	
Resources (Inflows):									
Miscellaneous		4,500		4,500		2,330		(2,170)	
Amounts available for appropriation	*****	49,207		49,207	-	47,834		(1,373)	
Charges to appropriations (outflows): Police		5,000		5.000		2,160		2,840	
		0,000		0,000		2,100		2,010	
Total Police		5,000		5,000	0	2,160		2,840	
Total Charges to Appropriations		5,000		5,000	(——	2,160		2,840	
Ending Budgetary Fund Balance	\$	44,207	\$	44,207	\$	45,674	\$	1,467	

ECONOMIC DEVELOPMENT AUTHORITY

		Budgeted Original		l Amounts Final		Actual mounts	Fina	nce with Budget (Negative)
Beginning Budgetary Fund Balance	\$	43,332	\$	43,332	\$	42,869	\$	(463)
Resources (Inflows): Rent Investment income		5,000 200		5,000 200		5,925 80		925 (120)
Amounts available for appropriation	-	48,532	-	48,532	_	48,874		342
Charges to appropriations (outflows): Economic Development Authority		4,850		4,850		1,100		3,750
Total Economic Development Authority	N====	4,850		4,850		1,100		3,750
Total Charges to Appropriations	-	4,850	_	4,850	_	1,100		3,750
Ending Budgetary Fund Balance	\$	43,682	\$	43,682	\$	47,774		4,092
Reclass due from	n other fund	ls to present	on true	cash basis	\$	(803) 46,971		

EXHIBIT 3 TOWN OF BURNS FLAT, OKLAHOMA

STATEMENT OF REVENUES, EXPENSES AND CHANGES IN FUND BALANCE - CASH BASIS
BURNS FLAT UTILITY AUTHORITY ENTERPRISE FUND
FOR THE FISCAL YEAR ENDED JUNE 30, 2022

Operating Revenues:	
Charges for services:	
Water	\$253,388
Sewer	147,089
Sanitation	226,968
Service charge	36,897
Water testing fees	3,089
Miscellaneous	12,461
Total Operating Revenues	679,892
Operating Expenses:	
Water	148,184
Sewer	140,141
Sanitation	172,485
Total Operating Expenses	460,810
Operating Income	219,082
Non-Operating Revenues (Expenses):	
Capital outlay	(2,708)
Debt service - principal	(64,635)
Debt service - interest	(1,365)
Investment income	1,754
Total Non-Operating Revenues (Expenses)	(66,954)
Net Income Before Transfers	152,128
Transfers out	(150,000)
Change in fund balance	2,128
Fund Balance - beginning	921,628
Fund Balance - ending	\$923,756

EXHIBIT 4

TOWN OF BURNS FLAT, OKLAHOMA SCHEDULE OF GRANT ACTIVITY - CASH BASIS Year Ended June 30, 2022

	Impi	eet Overlay rovement CDBG 20	Volunteer Fire Assistance Grant			
Awarding agency		Oklahoma Department of Commerce		U.S. Department of Treasury		epartment of riculture
AL No.		N/A		21.027	N/A	
Award Amount	\$	64,670	\$ 333,604		\$	4,763
Program Budget		74,670		333,604		4,763
Current Year Receipts:						
Received from agency Received from local funds	2	57,603 10,000	1	166,010	·	4,763
Total current year receipts		67,603		166,010		4,763
Current Year Disbursements		67,603		15		4,763
Beginning of Year Unexpended Grant Funds	-				-	- 3,
End of Year Unexpended Grant Funds or				166,010		
Program To-Date Activity:						
Program To-Date Receipts:						
Received from agency Received from local funds	y.	57,603 10,000	+	166,010		4,763
Total program To-Date Receipts		67,603		166,010		4,763
Program To-Date Disbursements	-	67,603		<u></u>		4,763_
Program To-Date Unexpended Grant Funds	\$		\$	166,010	S	

Note: The street overlay improvement project came in under budget. The Oklahoma Department of Commerce grant is complete.

See independent accountant's report on agreed-upon procedures.

EXHIBIT 5

TOWN OF BURNS FLAT, OKLAHOMA SCHEDULE OF DEBT SERVICE COVERAGE - CASH BASIS BURNS FLAT UTILITY AUTHORITY FOR THE FISCAL YEAR ENDED JUNE 30, 2022

		2015 Utility System Revenue Note	
Gross Revenue Available for Debt Service:			
Operating revenues:			
Water	\$	253,388	
Sewer		147,089	
Sanitation		226,968	
Service charge revenue		36,897	
Miscellaneous	-	12,460	
Total gross revenues available	\$	676,802	
Authority operating expenses:			
Water		148,184	
Sewer		140,141	
Sanitation		172,485	
Total operating expenses		460,810	
Net Revenues Available for Debt Service	\$	215,992	
Annual Debt Service Requirements for Term:			
Maximum annual debt serivce requirements	\$	66,000	
Computed Coverage		3.27	
Coverage Requirement - Note Indenture	<u>u</u>	1.25	