INDEPENDENT ACCOUNTANT'S REPORT ON APPLYING AGREED-UPON PROCEDURES TOWN OF BURNS FLAT, OKLAHOMA & BURNS FLAT UTILITIES AUTHORITY JUNE 30, 2023

# TOWN OF BURNS FLAT, OKLAHOMA & BURNS FLAT UTILITIES AUTHORITY

## **JUNE 30, 2023**

### **TABLE OF CONTENTS**

Town	Offi	cia	le
T () 11 II	$\mathbf{v}_{\mathbf{m}}$	VIA	LO

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

### **EXHIBITS**

Summary of Changes in Fund Balances - Cash Basis Exhibit 1
Town of Burns Flat, Oklahoma
Budgetary Comparison Schedule - Cash BasisExhibit 2
General Fund
Street and Alley Fund
Ambulance Fund
Fire Department Fund
Sports and Recreation Fund
Police Department Reserve Fund
Economic Development Authority
3
Burns Flat Utilities Authority
Statement of Revenues, Expenses and Changes
in Fund Balance - Cash Basis Exhibit 3
Town of Burns Flat, Oklahoma
Schedule of Grant Activity - Cash Basis Exhibit 4

# TOWN OF BURNS FLAT, OKLAHOMA & BURNS FLAT UTILITIES AUTHORITY

### **TOWN OFFICIALS**

**JUNE 30, 2023** 

# **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, 2023, 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, and the Schedule of Grant Activity - Cash Basis of the Town of Burns Flat, Oklahoma 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 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 solely to assist the Town of Burns Flat, Oklahoma and Burns Flat Utilities 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, 2023. Management of the Town of Burns Flat, Oklahoma and the Burns Flat Utilities 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 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. 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, 2023:

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.

Findings: 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.

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

 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. <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.

Findings: 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, 2023:

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.

 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.

 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.

 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.

 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 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 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 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, Kuykendall & Miller

Certified Public Accountants

Weatherford, Oklahoma January 31, 2024

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, 2023

		eginning of Year nd Balances		Current Year <u>Revenues</u>	Expend	Current Year Expenditures/Expenses		End of Year ad Balances
TOWN:								
General Fund	\$	1,032,912	\$	719.791	\$	411,419	\$	1,341,284
Street and Alley Fund		110,190		78,763	•	26,783	*	162,170
Ambulance Fund		105,578		111,559		166,457		50,680
Fire Department Fund		98,563		48,268		36,271		110,560
Sport and Recreation Fund		144,815		66,895		60,921		150,789
Police Department Reserve Fund		45,674		1,921		2,160		45,435
Economic Development Authority		46,971		7,786		13,398		41,359
Town Subtotal	_	1,584,703	_	1,034,983		717,409	<del></del>	1,902,277
Enterprise Funds:								
Burns Flat Utility Authority		923,756		745,513		722,945		946,324
Enterprise Funds Subtotal	-	923,756	_	745,513		722,945	_	946,324
Overall Totals	\$	2,508,459	\$	1,780,496	\$	1,440,354	\$	2,848,601

	Budgeted	Amounts	Actual	Variance with Final Budget			
	Original	Final	Amounts	Positive (	Negative)_		
Beginning Budgetary Fund Balance:	\$1,027,678	\$1,027,678	\$1,032,912	\$	5,234		
Resources (Inflows):							
Taxes:							
Sales tax	189,000	189,000	236,779		47,779		
Use tax	49,500	49,500	55,483		5,983		
Franchise tax	36,500	36,500	36,780		280		
Total Taxes	275,000	275,000	329,042		54,042		
Intergovernmental:							
Alcoholic beverage tax	50,000	50,000	53,206		3,206		
Cigarette tax	3,000	3,000	2,177		(823)		
Grant revenue	12,500	12,500	169,067		156,567		
Total Intergovernmental	65,500	65,500	224,450		158,950		
Charges for services:							
ACO	1,000	1,000	1,278		278		
Total Charges for Services	1,000	1,000	1,278	-	278		
Fines and Forfeitures	40,000	40,000	17,083		(22,917)		
Licenses and Permits	500	500	210		(290)		
Investment Income	3,000	3,000	7,873		4,873		
Miscellaneous Income:		-	-	-			
Royalty income	100	100	57		(49)		
Other	2,600	2,600	28,945		(43) 26,345		
				-			
Total Miscellaneous	2,700	2,700	29,002		26,302		
Other Financing Sources:							
Transfers from other funds	150,000	150,000	110,853_		(39,147)		
Total Resources (Inflows)	537,700	537,700	719,791		182,091		
Amounts available for appropriation	1,565,378	1,565,378	1,752,703		187,325		
Charges to Appropriations (Outflows):							
Police department	\$321,195	\$321,195	\$222 242		¢07.050		
Administration	103,550	103,550	\$223,243 100,390		\$97,952 3,160		
General government	81,650	81,650	78,183		3,160		
Municipal court	13,903	13,903	7,684		6,219		
A.C.O.	11,240	11,240	1,919		9,321		
Total Charges to Appropriations	\$531,538	531,538	411,419		120,119		
Ending Budgetary Fund Balance	\$ 1,033,840	\$ 1,033,840	\$ 1,341,284	\$	307,444		

### STREET AND ALLEY FUND

		Budgeted	Amo			Actual	Variance with Final Budget		
	Original			Final	_ A	mounts	Positive (Negative)		
Beginning Budgetary Fund Balance	\$	110,484	\$	110,484	\$	110,190	\$	(294)	
Resources (Inflows):									
Vehicle tax		15,000		15,000		14,077		(923)	
Gasoline tax		3,500		3,500		3,463		(37)	
Street lights		7,500		7,500		5,765		(1,735)	
Miscellaneous		500		500		6		(494)	
Grants		50,000		50,000		55,000		5,000	
Investment income		200		200		452		252	
Amounts available for appropriation	-	187,184	_	187,184	-	188,953	÷	1,769	
Charges to appropriations (outflows):									
Streets		94,100		94,100		26,783		67,317	
Total Streets	_	94,100	_	94,100	=	26,783		67,317	
Total Charges to Appropriations		94,100		94,100		26,783		67,317	
Ending Budgetary Fund Balance	\$	93,084	\$	93,084	\$	162,170	\$	69,086	

#### AMBULANCE FUND

		Budgeted	Amo	unts	,	Actual	Variance with Final Budget		
		Original			A	mounts	Positive (Negative)		
Beginning Budgetary Fund Balance	\$	\$ 101,917		101,917	\$	105,578	\$	3,661	
Resources (Inflows):									
Sales tax		15,750		15,750		19,732		3,982	
Use tax		4,125		4,125		4,623		498	
Ambulance		76,500		76,500		43,721		(32,779)	
EMS utility assessment		42,500		42,500		43,446		946	
Miscellaneous		1,500		1,500		554		(1,500)	
Investment income		30		170		37		37	
Amounts available for appropriation	(/ <u></u>	242,292		242,292		217,137		(25,155)	
Charges to appropriations (outflows):									
Ambulance		164,290		175,290		166,457		8,833	
Total Ambulance	25 <u></u>	164,290		175,290		166,457		8,833	
Total Charges to Appropriations	99	164,290		175,290	9	166,457	-	8,833	
Ending Budgetary Fund Balance	\$	78,002	\$	67,002	\$	50,680	\$	(16,322)	

#### FIRE DEPARTMENT FUND

		Budgeted	Amou	ınts	Actual		Variance with Final Budget		
	_ 0	Original			A	mounts	Positive (Negative)		
Beginning Budgetary Fund Balance	\$	90,374	\$	90,374	\$	98,563	\$	8,189	
Resources (Inflows):									
Sales tax		15,750		15,750		19,732		3,982	
Use tax		4,125		4,125		4,624		499	
Grants		19,500		19,500		12,681		(6,819)	
Miscellaneous		500		500		11,089		10,589	
Investment income		100		100		142		42	
Amounts available for appropriation	-	130,349		130,349	_	146,831		16,482	
Charges to appropriations (outflows):									
Fire		37,700		37,700		36,271		1,429	
Total Fire	_	37,700	_	37,700	_	36,271		1,429	
Total Charges to Appropriations		37,700	_	37,700	<u> </u>	36,271		1,429	
Ending Budgetary Fund Balance	\$	92,649	\$	92,649	\$	110,560	\$	17,911	

#### SPORTS AND RECREATION FUND

	Budgeted		Actual	Variance with Final Budget		
	Original	Final	Amounts	Positive (Negative)		
Beginning Budgetary Fund Balance	\$ 160,527	\$ 160,527	\$ 144,815	\$ (15,712)		
Resources (Inflows):						
Sales tax	31,500	31,500	39,463	7,963		
Use tax	8,250	8,250	9,247	997		
Swimming pool admissions	4,000	4,000	8,104	4,104		
Swimming pool concessions	3,000	3,000	5,105	2,105		
Sports and rec sign up fees	3,500	3,500	2,340	(1,160)		
Sports and rec concessions	300	300	1,111	811		
Community center rent	2,500	2,500	950	(1,550)		
Miscellaneous	1,000	1,000	75	(925)		
Investment income	500	500	500	5		
Amounts available for appropriation	215,077	215,077	211,710	(3,367)		
Charges to appropriations (outflows):						
Swimming pool	57,366	57,366	40,417	16,949		
Sport and recreation	26,756	26,756	13,239	13,517		
Community Center	13,780	13,780	7,265	6,515		
Total Sports and Recreation	97,902	97,902	60,921	36,981		
Total Charges to Appropriations	97,902	97,902	60,921_	36,981		
Ending Budgetary Fund Balance	\$ 117,175	\$ 117,175	\$ 150,789	\$ 33,614		

#### POLICE DEPARTMENT RESERVE FUND

		Budgeted riginal	ınts Final	-	Actual mounts	Variance with Final Budget Positive (Negative)		
Beginning Budgetary Fund Balance	\$	45,372	\$ 45,372	\$	45,674	\$	302	
Resources (Inflows): Miscellaneous		4,500	4,500		1,921		(2,579)	
Amounts available for appropriation		49,872	49,872		47,595		(2,277)	
Charges to appropriations (outflows): Police Total Police	-	5,000	 5,000		2,160		2,840 2,840	
Total Charges to Appropriations Ending Budgetary Fund Balance	\$	5,000 44,872	\$ 5,000	\$	2,160 45,435	\$	2,840 563	

#### ECONOMIC DEVELOPMENT AUTHORITY

		Budgeted riginal		unts Final	Actual nounts	Variance with Final Budget Positive (Negative		
Beginning Budgetary Fund Balance	\$	47,263	\$	47,263	\$ 46,971	\$	(292)	
Resources (Inflows): Rent Investment income		5,000 200		5,000 200	7,741 45		2,741 (155)	
Amounts available for appropriation		52,463		52,463	54,757		2,294	
Charges to appropriations (outflows): Economic Development Authority		4,850		4,850	2,545		2,305	
Total Economic Development Authority	_	4,850	_	4,850	2,545		2,305	
Other Financing Sources: Transfers to other funds		-			10,853	3)	(10,853)	
Total Charges to Appropriations		4,850	-	4,850	13,398		(8,548)	
Ending Budgetary Fund Balance	\$	47,613	\$	47,613	\$ 41,359	\$	(6,254)	

# 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, 2023

Operating Revenues:	
Charges for services:	
Water	\$252,393
Sewer	146,901
Sanitation	228,130
Service charge	34,762
Water testing fees	3,111
Miscellaneous	10,408
Total Operating Revenues	675,705
Operating Expenses:	N=
Water	160,260
Sewer	158,627
Sanitation	178,489
	3
Total Operating Expenses	497,376
Operating Income	178,329
Non-Operating Revenues (Expenses):	
Capital outlay	(113,687)
Debt service - principal	(11,736)
Debt service - interest	(144)
Grant revenue	64,918
Investment income	4,888
Total Non-Operating Revenues (Expenses)	(55,761)
Net Income Before Transfers	122,568
Transfers out	(100,000)
Change in fund balance	22,568
Fund Balance - beginning	923,756
Fund Balance - ending	\$946,324

**EXHIBIT 4** 

TOWN OF BURNS FLAT, OKLAHOMA SCHEDULE OF GRANT ACTIVITY - CASH BASIS Year Ended June 30, 2023

Volunteer Fire Assistance Grant	State Department of Agriculture	N/A	10,053	10,053	10,053	10,053	10,053	4		10,053	10,053	10,053	
4	S		69		ļ				I			I,	4
Rural Community Fire Protection Grant	Oklahoma Department of Agriculture Food & Forestry	N/A	2,629	3,286	2,629 657	3,286	3,286	:		2,629 657	3,286	3,286	11+
1	ç ç		60		Į.			-	I	ļ		Į,	17
Safety Equipment	Мidwestem Oklahoma Department Authority	N/A	1,483	2,968	1,483	2,966	2,966			1,483	2,966	2,966	()*
J	Mid		49		ļ			Į,		ļ			69
Webb Street Project	Oklahoma Department of Transportation	N/A	\$ 55,000	73,334	55,000	55,000	36	•	55,000	55,000	55,000	(*)	\$ 55,000
and Local Fiscal Recovery Funds	U.S. Department of Treasury	21.027	\$ 333,604	333,604	167,584	167,584	***	166,010	333,594	333,594	333,594	×	\$ 333,594
2022 REAP Fund 22-WT-22009	Rural Economic Action Plan Funds passed through Southern Western Okla, Development Authority	N/A	64,918	64,918	64,918	64,918	64,918		1	64,918	64,918	64,918	
2022 R 22-W	Rural Eco Plan Fur through Sou Okla, De	-	w										vi

Beginning of Year Unexpended Grant Funds

Current Year Disbursements

Received from agency
Received from local funds
Total current year receipts

Current Year Receipts:

AL No. Award Amount Program Budget

Awarding agency

End of Year Unexpended Grant Funds or

Program To-Date Unexpended Grant Funds

Program To-Date Disbursements

Total program To-Date Receipts

Received from agency Received from local funds

Program To-Date Receipts:

Program To-Date Activity: