

**INDEPENDENT ACCOUNTANT'S REPORT
ON APPLYING
AGREED-UPON PROCEDURES
TOWN OF BURNS FLAT, OKLAHOMA &
BURNS FLAT UTILITIES AUTHORITY
JUNE 30, 2015**

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

JUNE 30, 2015

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

TOWN OFFICIALS

JUNE 30, 2015

Board of Trustees

Mayor	Terry Field
Trustee	Rod McKone
Trustee	Duane Manuel
Trustee	Candace Bond
Trustee	Barry Hill

Town Treasurer

Denise Willis

Clerk

Denise Willis

Town Administrator

Jacob Foos



BRITTON, KUYKENDALL, & MILLER
CERTIFIED PUBLIC ACCOUNTANTS

JAMES M. KUYKENDALL
RICK D. MILLER

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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 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

We have compiled the accompanying Summary of Changes in Fund Balances of the Town of Burns Flat, Oklahoma and Burns Flat Utilities Authority as of and for the fiscal year ended June 30, 2015, and the related Budgetary Comparison Schedules of the General Fund, Street and Alley Fund, and Ambulance Fund - Cash Basis, Statement of Revenues, Expenses and Changes in Fund Net Assets of the Proprietary Fund, and the Statement of Reserved Cash in Bank and Investments of the Proprietary Fund as of and for the fiscal year ended June 30, 2015 included in the accompanying prescribed form. We have not audited or reviewed the prescribed financial statements and, accordingly, do not express an opinion or provide any assurance about whether the prescribed financial statements are 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 comprehensive basis of accounting other than accounting principles generally accepted in the United States of America.

The management of the Town of Burns Flat, Oklahoma and the Burns Flat Utilities Authority is responsible for the preparation and fair presentation of the prescribed financial statements 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 comprehensive basis of accounting other than accounting principles generally accepted in the United States of America, and for designing, implementing, and maintaining internal control relevant to the preparation and fair presentation of the prescribed 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 and supporting information as prescribed by Oklahoma Statutes that is the representation of management without undertaking to obtain or provide any assurance that there are no material modifications that should be made to the prescribed financial statements.

These prescribed financial statements have been prepared in a format and basis of accounting, as prescribed by Oklahoma Statutes, that demonstrates compliance with the cash basis and budget laws of the State of Oklahoma, which differ from accounting principles generally accepted in the United States of America. Accordingly, these prescribed forms are not designed for those who are not informed about such differences.

Management has elected to omit substantially all of the disclosures ordinarily included in financial statements prepared on the 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, 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 Burns Flat Utilities Authority in 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 for the fiscal year ended June 30, 2015. Management of the Town of Burns Flat 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 prescribed 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 Burns Flat, Oklahoma as of and for the fiscal year ended June 30, 2015:

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 instances noted.

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 instances noted.

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 instances noted.

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 instances noted.

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

Findings: During our procedures for the Ambulance Fund, we noted where the Town was awarded a FEMA Assistance to Firefighters Grant in the amount of \$40,191.00 for the purchase of a Lifepak 15 Monitor/Defibrillator and related equipment and services. The grant terms called for a 95% FEMA grant reimbursement for qualified expenditures with a Town match of 5%. The Town's expenditures for this grant totaled \$36,825.54, and after applying the 95% FEMA portion, the Town would have been entitled to a reimbursement from FEMA for \$34,984.27, but the Town requested and received the full \$40,191.00 for this Grant. Therefore, the Town requested and received \$5,206.73 of FEMA Grant funds that the Town was not entitled to. The Town should contact FEMA to determine if they want repayment of the \$5,206.73, or if they will allow the Town to purchase additional equipment totaling \$5,206.73 to cover this overpayment. The Town should never request grant funds they are not entitled to.

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 instances noted.

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 instances noted.

As to the Burns Flat Utilities Authority as of and for the fiscal year ended June 30, 2015:

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 instances noted.

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 instances noted.

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 instances noted.

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 instances noted.

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 instances noted.

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. (See accompanying Exhibit 6-00).

Findings: No instances noted.

We were not engaged to and did not conduct an examination, the objective of which would be the expression of an opinion on compliance. 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.

Britton, Kuykendall & Miller

BRITTON, KUYKENDALL, AND MILLER
Certified Public Accountants

Weatherford, Oklahoma
March 4, 2016

Town of Burns Flat, Oklahoma &
Burns Flat Utilities Authority
Summary of Changes in Fund Balances
For the Year Ended June 30, 2015

<u>Town:</u>	Beginning of Year Fund Balance	Receipts	Disbursements	Transfers	End of Year Fund Balance
General Fund	\$ 634,255.88	\$ 457,785.11	\$ 637,814.38	\$ 98,500.00	\$ 552,726.61
Street & Alley Fund	94,037.35	99,975.30	98,942.80	0.00	95,069.85
BFDC Dare Fund	2,196.85	36.50	2,524.23	1,500.00	1,209.12
Ambulance Fund	68,388.11	112,596.48	104,498.32	0.00	76,486.27
Fire Department Fund	56,344.07	23,248.61	22,038.01	0.00	57,554.67
Sports & Recreation Fund	159,278.57	40,857.15	55,948.03	0.00	144,187.69
Senior Citizens Fund	1,213.88	0.00	251.04	0.00	962.84
Economic Development	73,941.71	1,162.25	4,822.00	0.00	70,281.96
CDBG Grant Fund	0.00	0.00	0.00	0.00	0.00
Town Subtotal	<u>1,089,656.42</u>	<u>735,661.40</u>	<u>926,838.81</u>	<u>100,000.00</u>	<u>998,479.01</u>
<u>Enterprise Funds:</u>					
Burns Flat Utilities Authority	<u>1,905,052.69</u>	<u>661,680.04</u>	<u>618,061.71</u>	<u>(100,000.00)</u>	<u>1,848,671.02</u>
Enterprise Funds Subtotal	<u>1,905,052.69</u>	<u>661,680.04</u>	<u>618,061.71</u>	<u>(100,000.00)</u>	<u>1,848,671.02</u>
Grand Total	<u>\$ 2,994,709.11</u>	<u>\$ 1,397,341.44</u>	<u>\$ 1,544,900.52</u>	<u>\$ 0.00</u>	<u>\$ 2,847,150.03</u>

See Accountant's Report.

Town of Burns Flat, Oklahoma
 Budgetary Comparison Schedule - Cash Basis
 General Fund
 For the Year Ended June 30, 2015

Revenues	Budgeted Amounts		Actual Amounts	Variance With Final Budget Favorable (Unfavorable)
	Original	Final		
Sales Tax	\$ 243,790.88	\$ 243,790.88	\$ 232,254.01	\$ (11,536.87)
Interest	0.00	0.00	3,540.79	3,540.79
Alcoholic Beverage Tax	24,948.29	24,948.29	28,585.91	3,637.62
Franchise Tax	34,096.40	34,096.40	38,071.70	3,975.30
Municipal Court	59,469.74	59,469.74	59,005.23	(464.51)
Miscellaneous	0.00	0.00	2,084.82	2,084.82
Ambulance	0.00	0.00	57,003.73	57,003.73
Cleet Collections	0.00	0.00	0.00	0.00
Animal Control	0.00	0.00	1,571.00	1,571.00
Royalty Income	0.00	0.00	79.06	79.06
Permits & Licenses	0.00	0.00	376.50	376.50
Use Tax	0.00	0.00	3,677.84	3,677.84
Rental Income	0.00	0.00	1,550.00	1,550.00
Police Dept Reserve Income	0.00	0.00	4,663.00	4,663.00
Cigarette Tax	3,945.45	3,945.45	3,648.97	(296.48)
Fire Department Donations	0.00	0.00	0.00	0.00
Insurance Reimbursements	0.00	0.00	0.00	0.00
Sale of Property	0.00	0.00	0.00	0.00
State Funding Revenue	0.00	0.00	4,484.35	4,484.35
Grant Revenue	0.00	0.00	0.00	0.00
Sports & Recreation	0.00	0.00	6,478.28	6,478.28
Swimming Pool Admissions	0.00	0.00	7,154.28	7,154.28
Swimming Pool Concessions	0.00	0.00	3,555.64	3,555.64
Total Revenues	366,250.76	366,250.76	457,785.11	91,534.35
Expenditures				
Administration:				
Personal Services	75,050.00	75,050.00	73,246.36	1,803.64
Maintenance & Operations	3,950.00	3,950.00	10,427.75	(6,477.75)
Capital Outlay	0.00	0.00	0.00	0.00
Total Administration	79,000.00	79,000.00	83,674.11	(4,674.11)
General Government:				
Personal Services	77,200.00	77,200.00	59,424.83	17,775.17
Maintenance & Operations	424,276.64	424,276.64	53,380.17	370,896.47
Capital Outlay	0.00	0.00	0.00	0.00
Total General Government	501,476.64	501,476.64	112,805.00	388,671.64

See Accountant's Report.

Town of Burns Flat, Oklahoma
 Budgetary Comparison Schedule - Cash Basis
 General Fund, (Continued)
 For the Year Ended June 30, 2015

<u>Expenditures, (Continued)</u>	<u>Budgeted Amounts</u>		<u>Actual Amounts</u>	<u>Variance With Final Budget Favorable (Unfavorable)</u>
	<u>Original</u>	<u>Final</u>		
Municipal Court:				
Personal Services	\$ 4,950.00	\$ 4,950.00	\$ 4,947.21	\$ 2.79
Maintenance & Operations	7,100.00	7,100.00	9,394.18	(2,294.18)
Capital Outlay	0.00	0.00	0.00	0.00
Total Municipal Court	<u>12,050.00</u>	<u>12,050.00</u>	<u>14,341.39</u>	<u>(2,291.39)</u>
Police:				
Personal Services	230,200.00	230,200.00	223,781.89	6,418.11
Maintenance & Operations	86,800.00	86,800.00	57,718.84	29,081.16
Capital Outlay	0.00	0.00	31,403.56	(31,403.56)
Total Police	<u>317,000.00</u>	<u>317,000.00</u>	<u>312,904.29</u>	<u>4,095.71</u>
Ambulance:				
Personal Services	25,600.00	25,600.00	26,419.56	(819.56)
Maintenance & Operations	18,300.00	18,300.00	16,810.60	1,489.40
Capital Outlay	0.00	0.00	6,294.00	(6,294.00)
Total Ambulance	<u>43,900.00</u>	<u>43,900.00</u>	<u>49,524.16</u>	<u>(5,624.16)</u>
Animal Control:				
Personal Services	8,300.00	8,300.00	9,287.39	(987.39)
Maintenance & Operations	2,950.00	2,950.00	3,179.70	(229.70)
Capital Outlay	500.00	500.00	0.00	500.00
Total Animal Control	<u>11,750.00</u>	<u>11,750.00</u>	<u>12,467.09</u>	<u>(717.09)</u>
Fire:				
Personal Services	1,200.00	1,200.00	780.00	420.00
Maintenance & Operations	10,000.00	10,000.00	16,741.77	(6,741.77)
Capital Outlay	0.00	0.00	0.00	0.00
Total Fire	<u>11,200.00</u>	<u>11,200.00</u>	<u>17,521.77</u>	<u>(6,321.77)</u>
Swimming Pool:				
Personal Services	10,800.00	10,800.00	14,300.43	(3,500.43)
Maintenance & Operations	5,100.00	5,100.00	11,166.64	(6,066.64)
Capital Outlay	0.00	0.00	951.51	(951.51)
Total Swimming Pool	<u>15,900.00</u>	<u>15,900.00</u>	<u>26,418.58</u>	<u>(10,518.58)</u>

See Accountant's Report.

Town of Burns Flat, Oklahoma
 Budgetary Comparison Schedule - Cash Basis
 General Fund, (Continued)
 For the Year Ended June 30, 2015

Expenditures, (Continued)	Budgeted Amounts		Actual Amounts	Variance With Final Budget Favorable (Unfavorable)
	Original	Final		
Community Center:				
Personal Services	\$ 1,000.00	\$ 1,000.00	\$ 1,332.76	\$ (332.76)
Maintenance & Operations	7,230.00	7,230.00	4,735.03	2,494.97
Capital Outlay	0.00	0.00	0.00	0.00
Total Community Center	<u>8,230.00</u>	<u>8,230.00</u>	<u>6,067.79</u>	<u>2,162.21</u>
Summer Youth:				
Personal Services	0.00	0.00	0.00	0.00
Maintenance & Operations	0.00	0.00	2,090.20	(2,090.20)
Capital Outlay	0.00	0.00	0.00	0.00
Total Summer Youth	<u>0.00</u>	<u>0.00</u>	<u>2,090.20</u>	<u>(2,090.20)</u>
Total Expenditures	<u>1,000,506.64</u>	<u>1,000,506.64</u>	<u>637,814.38</u>	<u>362,692.26</u>
Excess Revenues Over (Under)				
Total Expenditures	<u>(634,255.88)</u>	<u>(634,255.88)</u>	<u>(180,029.27)</u>	<u>454,226.61</u>
Other Financing Sources (Uses)				
Operating Transfers In	0.00	0.00	100,000.00	100,000.00
Operating Transfers Out	0.00	0.00	(1,500.00)	(1,500.00)
Proceeds of Long-Term Debt	0.00	0.00	0.00	0.00
Reduction of Long-Term Debt	0.00	0.00	0.00	0.00
Net Other Financing Sources (Uses)	<u>0.00</u>	<u>0.00</u>	<u>98,500.00</u>	<u>98,500.00</u>
Excess of Revenues and Other Sources over Expenditures and Other Uses	(634,255.88)	(634,255.88)	(81,529.27)	552,726.61
Prior Period Adjustments	0.00	0.00	0.00	0.00
Budgetary Fund Balance, Beginning	<u>634,255.88</u>	<u>634,255.88</u>	<u>634,255.88</u>	<u>0.00</u>
Budgetary Fund Balance, Ending	<u>\$ 0.00</u>	<u>\$ 0.00</u>	<u>\$ 552,726.61</u>	<u>\$ 552,726.61</u>

Town of Burns Flat, Oklahoma
 Budgetary Comparison Schedule - Cash Basis
 Street and Alley Fund
 For the Year Ended June 30, 2015

Revenues	Budgeted Amounts		Actual Amounts	Variance With Final Budget Favorable (Unfavorable)
	Original	Final		
Interest	\$ 0.00	\$ 0.00	\$ 441.57	\$ 441.57
Commercial Vehicle Tax	0.00	0.00	15,674.86	15,674.86
Gasoline Tax	0.00	0.00	3,820.44	3,820.44
Lights	0.00	0.00	2,830.74	2,830.74
SWODA REAP Grant Revenue	0.00	5,000.00	77,207.69	72,207.69
ODOC CDBG Grant Revenue	0.00	0.00	0.00	0.00
Total Revenues	0.00	5,000.00	99,975.30	94,975.30
Expenditures				
Personal Services	0.00	0.00	0.00	0.00
Maintenance & Operations	94,037.35	99,037.35	98,942.80	94.55
Capital Outlay	0.00	0.00	0.00	0.00
Total Expenditures	94,037.35	99,037.35	98,942.80	94.55
Excess Revenues Over (Under) Total Expenditures	<u>(94,037.35)</u>	<u>(94,037.35)</u>	<u>1,032.50</u>	<u>95,069.85</u>
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	(94,037.35)	(94,037.35)	1,032.50	95,069.85
Budgetary Fund Balance, Beginning	94,037.35	94,037.35	94,037.35	0.00
Budgetary Fund Balance, Ending	\$ 0.00	\$ 0.00	\$ 95,069.85	\$ 95,069.85

See Accountant's Report.

Town of Burns Flat, Oklahoma
 Budgetary Comparison Schedule - Cash Basis
 Ambulance Fund
 For the Year Ended June 30, 2015

Revenues	Budgeted Amounts		Actual Amounts	Variance With Final Budget Favorable (Unfavorable)
	Original	Final		
Interest	\$ 0.00	\$ 0.00	\$ 230.30	\$ 230.30
Sales Tax	0.00	0.00	19,354.52	19,354.52
Use Tax	0.00	0.00	306.49	306.49
EMS Utility Assessments	0.00	2,000.00	46,917.52	44,917.52
Miscellaneous	0.00	0.00	5,692.03	5,692.03
FEMA Assistance to Firefighters Grant	0.00	40,191.00	40,191.00	0.00
Total Revenues	0.00	42,191.00	112,691.86	70,500.86
Expenditures				
Personal Services	48,275.40	48,275.40	47,146.23	1,129.17
Maintenance & Operations	16,000.00	16,000.00	15,926.55	73.45
Capital Outlay	0.00	42,191.00	41,425.54	765.46
Total Expenditures	64,275.40	106,466.40	104,498.32	1,968.08
Excess Revenues Over (Under) Total Expenditures	(64,275.40)	(64,275.40)	8,193.54	72,468.94
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	(64,275.40)	(64,275.40)	8,193.54	72,468.94
Budgetary Fund Balance, Beginning	64,275.40	64,275.40	64,275.40	0.00
Budgetary Fund Balance, Ending	\$ 0.00	\$ 0.00	72,468.94	\$ 72,468.94
Adjustments to Conform with GAAP: Revenue Accruals			4,017.33	
Fund Balance, End of Year (GAAP Basis)			\$ 76,486.27	

See Accountant's Report.

Burns Flat Utilities Authority
Statement of Revenues, Expenses, and Changes in Fund Net Assets
Proprietary Funds
For the Year Ended June 30, 2015

	Enterprise Fund
Operating Revenues:	
Water Sales	\$ 256,471.55
Sewer Fees	139,835.50
Trash Fees	204,429.86
Service Charges	40,550.68
SWODA REAP Grant	0.00
MODA Grant	0.00
Miscellaneous Revenue	14,618.83
Total Operating Revenues	655,906.42
Operating Expenses:	
Water Department:	
Personal Services	88,335.89
Maintenance and Operations	87,022.21
Depreciation	88,639.00
Sewer Department:	
Personal Services	87,336.25
Maintenance and Operations	77,844.75
Trash Department:	
Maintenance and Operations	161,483.48
Rural Development:	
Interest Expense	27,400.13
Other	
Miscellaneous	0.00
Total Operating Expenses	618,061.71
Operating Income (Loss)	37,844.71
Non-Operating Revenues (Expenses):	
Interest Revenue	5,773.62
Total Non-Operating Revenues (Expenses)	5,773.62
Income (Loss) before Operating Transfers	43,618.33
Operating Transfers:	
Operating Transfers In	0.00
Operating Transfers Out	(100,000.00)
Total Operating Transfers	(100,000.00)
Net Income (Loss)	(56,381.67)
Net Assets - Beginning of Year	1,905,052.69
Net Assets - End of Year	\$ 1,848,671.02

See Accountant's Report.

Exhibit 6-00

Burns Flat Utilities Authority
Statement of Reserved Cash in Bank and Investments
For the Year Ended June 30, 2015

	<u>USDA Rural Development Reserve Account</u>
Balance 7-1-14	\$ 58,800.00
Monthly Deposits	0.00
Interest	<u>0.00</u>
Balance 6-30-15	<u><u>\$ 58,800.00</u></u>

See Accountant's Report.