

**THE TOWN OF CENTRAL HIGH,
OKLAHOMA**

**INDEPENDENT ACCOUNTANT'S REPORT ON
APPLYING AGREED-UPON PROCEDURES**

**AS OF AND FOR THE FISCAL YEAR ENDED
JUNE 30, 2023**

Patti J. Clift, CPA
Certified Public Accountant

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Independent Accountant's Report

To the Specified Users of the Report:

Town Council, Town of Central High
Central High, Oklahoma

Oklahoma Office of State Auditor and Inspector
Oklahoma City, Oklahoma

Report on Applying Agreed-Upon Procedures

I 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 in meeting its financial accountability requirements as prescribed by applicable Oklahoma law and evaluating compliance with specified legal or contractual requirements for the fiscal year ended June 30, 2023. The management of the Town of Central High, Oklahoma, are 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 to meet the requirements prescribed in Oklahoma Statutes §11-17.105-.107 and §60-180.1-.3. The sufficiency of these procedures is solely the responsibility of those parties specified in this report. Consequently, I 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 Central High as of and for the fiscal year ended June 30, 2023:

1. **Procedures Performed:** From the Town's trial balances and other accounting records, I prepared a cash basis 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 instances of noncompliance noted.

2. **Procedures Performed:** From the Town's trial balances and other accounting records, I prepared a cash basis budget and actual financial schedule for the General Fund, the Restricted Street & Alley Fund and the Park/Walking Trail Fund (see accompanying Exhibit 2) and compared the actual expenditures reported to the authorized appropriations to report any noted instances of noncompliance with the appropriation limitations.

Findings: No instances of noncompliance noted.

3. **Procedures Performed:** I 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 unusual reconciling items were noted that did not clear on a timely basis.

4. **Procedures Performed:** I compared the Town's uninsured deposits to the fair value of pledged collateral to report any amounts of uninsured and uncollateralized deposits.

Findings: All but \$41k in deposits were insured or collateralized on June 30, 2023. This was due to the ARPA funds being disbursed and not spent until October of 2023 in the amount of \$72k. The Town is taking measures with their banking institution to provide extra collateral for deposits over \$275,000. FDIC Insurance coverage is \$250,000, however, according to the Bank President of First National Bank in Marlow, an additional 10% coverage is offered on all their deposits, \$25,000.

5. **Procedures Performed:** I compared the Town's use of material restricted revenues and resources to their restrictions to report any noted instances of noncompliance.

Findings: No instances of noncompliance were noted.

6. **Procedures Performed:** I 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 of noncompliance were noted.

7. **Procedures Performed:** A search for Town debt agreements was performed to identify any contractually required reserve balances and debt service coverage requirements of bond indentures for the purposes of determining contract compliance.

Findings: No such compliance requirements were identified that were applicable to the Town.

As to the Town of Central High's grant programs, as of and for the fiscal year ended June 30, 2023:

1. **Procedures Performed:** From the Town and Authority's trial balances, I prepared a schedule of grant activity for each grant/contract.

I was not engaged to and did not conduct an examination or review, the objective of which would be the expression of an opinion or conclusion on compliance and an opinion or conclusion on the related financial statements and schedules. Accordingly, I do not express such an opinion or conclusion. Had I performed additional procedures, other matters might have come to my 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.

Patti J. Clift CPA

Patti J. Clift, CPA
December 1, 2023

EXHIBIT 1
TOWN OF CENTRAL HIGH, OKLAHOMA
SUMMARY OF CHANGES IN FUND BALANCES - CASH BASIS
FOR THE YEAR ENDED JUNE 30, 2023

	<u>Beginning of Year Fund Balances</u>	<u>Current Year Revenues</u>	<u>Current Year Expenditures/Expenses</u>	<u>End of Year Fund Balances</u>
CITY:				
General Fund	\$ 110,013	\$ 77,618	40,170	\$ 147,461
General Fund - Land	5,000	-	-	5,000
Park/Walking Trail Fund	31,439	10,967	-	42,406
ARPA Grant Funds	36,485	36,485	-	72,970
REAP - 2023 (Application)	-	2,034	2,034	-
Street & Alley Fund (Restricted)	76,947	11,729	35,345	53,331
Town Total	<u>\$ 259,884</u>	<u>\$ 138,833</u>	<u>\$ 77,549</u>	<u>\$ 321,167</u>

See Independent Accountant's Report on Agreed Upon Procedures
NO ASSURANCE IS PROVIDED

EXHIBIT 2
TOWN OF CENTRAL HIGH, OKLAHOMA
BUDGETARY COMPARISON SCHEDULE - CASH BASIS
GENERAL FUND
FOR THE YEAR ENDED JUNE 30, 2023

	Budgeted Amounts		Actual Amounts	Variance with Final Budget Positive (Negative)
	Original	Final		
Beginning Budgetary Fund Balance:	\$ 110,013	\$ 110,013	\$ 110,013	-
Resources (Inflows):				
Taxes:				
Sales tax	22,120	24,549	24,549	-
Use tax	35,198	41,832	41,832	-
Cigar tax	169	148	148	-
Total Taxes	57,487	66,529	66,529	-
Intergovernmental:				
Alcoholic beverage tax	9,298	10,402	10,402	-
ARPA Grant Funds	-	36,485	36,485	-
Total Intergovernmental	9,298	46,887	46,887	-
Charges for services:				
Building Rent	-	350	350	-
ATM Commissions	-	180	180	-
Total Charges for Services	-	530	530	-
Miscellaneous Income:				
Donations	-	100	100	-
Refunds	-	57	57	-
Total Miscellaneous	-	157	157	-
Total Resources (Inflows)	66,784	114,103	114,103	-
Amounts available for appropriation	\$ 176,797	\$ 224,116	\$ 224,116	-
Transfer to ARPA Fund	-	36,485	36,485	-
Transfer to 2023 REAP Grant	-	2,034	2,034	-
Transfer to Park Walking Fund	14,000	10,402	10,402	-
Total Transfers to Other Funds	14,000	48,921	48,921	-
Amounts available for appropriation after Transfers	\$ 162,797	\$ 175,195	\$ 175,195	-
Charges to Appropriations (Outflows):				
General Government:				
Personal Services	\$10,000	\$4,360	\$4,360	-
Maintenance & Operations	28,000	23,374	23,374	-
Capital outlay	125,706	-	-	-
Total General Government	\$163,706	27,734	\$27,734	-
Total Charges to Appropriations	\$163,706	27,734	\$27,734	-
Ending Budgetary Balance (Deficit)	\$ (909)	\$ 147,461	\$ 147,461	-

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EXHIBIT 2.1
TOWN OF CENTRAL HIGH, OKLAHOMA
BUDGETARY COMPARISON SCHEDULE - CASH BASIS
RESTRICTED STREET & ALLEY FUND
FOR THE YEAR ENDED JUNE 30, 2023

	RESTRICTED STREET & ALLEY FUND			
	Budgeted Amounts		Actual Amounts	Variance with Final Budget Positive (Negative)
	Original	Final		
Beginning Budgetary Fund Balance	\$ 76,947	\$ 76,947	\$ 76,947	\$ -
Resources (Inflows):				
Gasoline Tax	-	2,966	2,966	-
Street & Alley Tax	-	8,643	8,643	-
Investment income	-	119	119	-
Amounts available for appropriation	76,947	88,675	88,675	-
Charges to appropriations (outflows):				
Maintenance & Operations	-	-	-	-
Capital Outlay	-	35,344	35,344	-
Total Streets	-	35,344	35,344	-
Total Charges to Appropriations	-	35,344	35,344	-
Ending Budgetary Fund Balance	\$ 76,947	\$ 53,331	\$ 53,331	\$ -

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EXHIBIT 2.2
TOWN OF CENTRAL HIGH, OKLAHOMA
BUDGETARY COMPARISON SCHEDULE - CASH BASIS
PARK/WALKING TRAIL FUND
FOR THE YEAR ENDED JUNE 30, 2023

	PARK/WALKING TRAIL FUND			
	Budgeted Amounts		Actual Amounts	Variance with Final Budget Positive (Negative)
	Original	Final		
Beginning Budgetary Fund Balance	\$ 31,439	\$ 31,439	\$ 31,439	\$ -
Resources (Inflows):				
Rental Fees	-	565	565	-
Other financing sources:				
Transfers in from General Fund	14,000	10,402	10,402	-
Amounts available for appropriation	45,439	42,406	42,406	-
Charges to appropriations (outflows):				
Walking Trail				
Capital outlay	-	-	-	-
Total CDBG Waterline	-	-	-	-
Total Charges to Appropriations	-	-	-	-
Ending Budgetary Fund Balance	\$ 45,439	\$ 42,406	\$ 42,406	\$ -

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EXHIBIT 2.3
TOWN OF CENTRAL HIGH, OKLAHOMA
BUDGETARY COMPARISON SCHEDULE - CASH BASIS
ARPA GRANT FUND
FOR THE YEAR ENDED JUNE 30, 2022

	ARPA GRANT FUND			
	Budgeted Amounts		Actual Amounts	Variance with Final Budget Positive (Negative)
	Original	Final		
Beginning Budgetary Fund Balance	\$ 36,485	\$ 36,485	\$ 36,485	\$ -
Resources (Inflows):				
Grants	-	36,485	36,485	-
Amounts available for appropriation	36,485	72,970	72,970	-
Charges to appropriations (outflows):				
Capital outlay	-	-	-	-
Total CDBG Waterline	-	-	-	-
Total Charges to Appropriations	-	-	-	-
Ending Budgetary Fund Balance	\$ 36,485	\$ 72,970	\$ 72,970	\$ -

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EXHIBIT 2.4
TOWN OF CENTRAL HIGH, OKLAHOMA
BUDGETARY COMPARISON SCHEDULE - CASH BASIS
2023 REAP GRANT
FOR THE YEAR ENDED JUNE 30, 2023

	2023 REAP GRANT			
	Budgeted Amounts		Actual Amounts	Variance with Final Budget Positive (Negative)
	Original	Final		
Beginning Budgetary Fund Balance	\$ -	\$ -	\$ -	\$ -
Resources (Inflows):				
Grants	-	-	-	-
Other financing sources:				
Transfers in from General Fund	-	2,034	2,034	-
Amounts available for appropriation	-	2,034	2,034	-
Charges to appropriations (outflows):				
Capital outlay	-	2,034	2,034	-
Total CDBG Waterline	-	2,034	2,034	-
Total Charges to Appropriations	-	2,034	2,034	-
Ending Budgetary Fund Balance	\$ -	\$ 0	\$ 0	\$ -

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EXHIBIT 3
TOWN OF CENTRAL HIGH, OKLAHOMA
SCHEDULE OF STATE AWARDS (CASH BASIS)
FOR THE YEAR ENDED JUNE 30, 2023

State Grantor/Pass Through Agency Grantor/Program Title	Pass Thru Grant #	Award Amount	Contract Expenditures
State Awards			
OKLAHOMA OFFICE OF MANAGEMENT & SERVICES (American Rescue Plan Act (ARPA) N/A		\$ 72,970	\$ -
Totals		\$ 72,970	\$ -

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