

**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, 2019**

**Patti J. Clift, CPA**  
Certified Public Accountant

902 W. Grand Street  
Marlow, OK 73055  
832-980-0339 (Telephone)  
(832) 558-4486 (Fax)  
[patti.clift.cpa@gmail.com](mailto:patti.clift.cpa@gmail.com)

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, 2019. 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, 2019:

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 fair value of pledged collateral to report any amounts of uninsured and uncollateralized deposits.

**Findings:** All deposits were insured or collateralized at June 30, 2019.

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, 2019:

1. **Procedures Performed:** From the Town and Authority's trial balances, I prepared a schedule of grant activity for each grant/contract (None were noted).

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.

A handwritten signature in black ink that reads "Patti J. Clift CPA". The signature is written in a cursive style with a large initial "P".

Patti J. Clift, CPA  
October 7, 2019



EXHIBIT 1  
TOWN OF CENTRAL HIGH, OKLAHOMA  
SUMMARY OF CHANGES IN FUND BALANCES - CASH BASIS  
FOR THE YEAR ENDED JUNE 30, 2019

	<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>
<b>CITY:</b>				
General Fund	\$ 34,958	\$ 30,643	\$ 16,907	\$ 48,695
Park/Walking Trail Fund	13,711	47,237	46,002	14,947
Street & Alley Fund (Restricted)	61,131	10,595	23,153	48,573
<b>City Total</b>	<u>\$ 109,800</u>	<u>\$ 88,476</u>	<u>\$ 86,062</u>	<u>\$ 112,214</u>

NO ASSURANCE IS PROVIDED

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

EXHIBIT 2  
TOWN OF CENTRAL HIGH, OKLAHOMA  
BUDGETARY COMPARISON SCHEDULE - CASH BASIS  
GENERAL FUND  
FOR THE YEAR ENDED JUNE 30, 2019

	Budgeted Amounts		Actual Amounts	Variance with Final Budget Positive (Negative)
	Original	Final		
<b>Beginning Budgetary Fund Balance:</b>	\$29,118	\$29,118	\$29,118	\$0
<b>Resources (Inflows):</b>				
<b>Taxes:</b>				
Sales tax	5,931	5,931	11,095	5,164
Use tax	5,969	5,969	13,771	7,802
<b>Total Taxes</b>	<u>11,900</u>	<u>11,900</u>	<u>24,865</u>	<u>12,965</u>
<b>Intergovernmental:</b>				
Alcoholic beverage tax	2,900	2,900	4,574	1,674
Cigar tax	40	40	85	45
<b>Total Intergovernmental</b>	<u>2,940</u>	<u>2,940</u>	<u>4,659</u>	<u>1,719</u>
<b>Charges for services:</b>				
Building Rent	360	360	600	240
ATM Commissions	200	200	176	(24)
<b>Total Charges for Services</b>	<u>560</u>	<u>560</u>	<u>776</u>	<u>216</u>
<b>Miscellaneous Income:</b>				
Refunds	-	-	43	43
Reimbursements	-	-	300	300
<b>Total Miscellaneous</b>	<u>-</u>	<u>-</u>	<u>343</u>	<u>343</u>
<b>Total Resources (Inflows)</b>	<u>15,400</u>	<u>15,400</u>	<u>30,643</u>	<u>15,243</u>
<b>Amounts available for appropriation</b>	<u>44,518</u>	<u>44,518</u>	<u>59,762</u>	<u>15,244</u>
<b>Charges to Appropriations (Outflows):</b>				
<b>General Government:</b>				
Personal Services	\$5,000	\$5,000	\$5,430	(\$430)
Maintenance & Operations	15,000	15,000	11,477	3,523
Capital outlay	24,518	24,518	-	24,518
<b>Total General Government</b>	<u>44,518</u>	<u>44,518</u>	<u>16,907</u>	<u>27,611</u>
<b>Total Charges to Appropriations</b>	<u>44,518</u>	<u>44,518</u>	<u>16,907</u>	<u>27,611</u>
<b>Ending Budgetary Fund Balance</b>	<u>\$ (0)</u>	<u>\$ (0)</u>	<u>\$ 42,855</u>	<u>\$ 42,855</u>

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

EXHIBIT 2.1  
TOWN OF CENTRAL HIGH, OKLAHOMA  
BUDGETARY COMPARISON SCHEDULE - CASH BASIS  
RESTRICTED STREET & ALLEY FUND  
FOR THE YEAR ENDED JUNE 30, 2019

RESTRICTED STREET & ALLEY FUND				
	Budgeted Amounts		Actual Amounts	Variance with Final Budget Positive (Negative)
	Original	Final		
Beginning Budgetary Fund Balance	\$ 61,131	\$ 61,131	\$ 61,131	\$ -
Resources (Inflows):				
Gasoline Tax	2,147	2,147	2,147	-
Street & Alley Tax	8,270	8,270	8,270	-
Investment income	177	177	177	-
Amounts available for appropriation	71,725	71,725	71,725	-
Charges to appropriations (outflows):				
Maintenance & Operations	1,616	1,616	1,616	-
Capital Outlay	21,537	21,537	21,537	-
Total Streets	23,153	23,153	23,153	-
Total Charges to Appropriations	23,153	23,153	23,153	-
Ending Budgetary Fund Balance	\$ 48,572	\$ 48,572	\$ 48,572	\$ -

NO ASSURANCE IS PROVIDED

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

EXHIBIT 2.2  
TOWN OF CENTRAL HIGH, OKLAHOMA  
BUDGETARY COMPARISON SCHEDULE - CASH BASIS  
PARK/WALKING TRAIL FUND  
FOR THE YEAR ENDED JUNE 30, 2018

<u>PARK/WALKING TRAIL FUND</u>				
	<u>Budgeted Amounts</u>		<u>Actual Amounts</u>	<u>Variance with Final Budget Positive (Negative)</u>
	<u>Original</u>	<u>Final</u>		
Beginning Budgetary Fund Balance	\$ 13,711	\$ 13,711	\$ 13,711	\$ -
Resources (Inflows):				
Donations	44,375	44,375	44,375	-
Other financing sources:				
Transfers in from General Fund	2,862	2,862	2,862	-
Amounts available for appropriation	<u>60,948</u>	<u>60,948</u>	<u>60,948</u>	<u>-</u>
Charges to appropriations (outflows):				
Gazebo				
Capital outlay	46,002	46,002	46,002	-
Total CDBG Waterline	<u>46,002</u>	<u>46,002</u>	<u>46,002</u>	<u>-</u>
Total Charges to Appropriations	<u>46,002</u>	<u>46,002</u>	<u>46,002</u>	<u>-</u>
Ending Budgetary Fund Balance	<u>\$ 14,946</u>	<u>\$ 14,946</u>	<u>\$ 14,946</u>	<u>\$ -</u>

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