

REPORT OF AUDIT  
TOWN OF CLEO SPRINGS  
INCLUDING  
CLEO SPRINGS PUBLIC WORKS AUTHORITY  
MAJOR COUNTY – OKLAHOMA  
JULY 1, 2012 TO JUNE 30, 2013

TOWN OF CLEO SPRINGS  
CLEO SPRINGS PUBLIC WORKS AUTHORITY  
MAJOR COUNTY – OKLAHOMA  
JULY 1, 2012 TO JUNE 30, 2013

OFFICERS

JOHN HAMAND	MAYOR/CHAIRMAN
VERNON NEWMAN	MEMBER/TRUSTEE
LAVERDA NICKEL	MEMBER/TRUSTEE
TERI THOMAS	MEMBER/TRUSTEE
JERRY MORRISON, JR.	MEMBER/TRUSTEE
DIXIE WEBER	CLERK/TREASURER/SECRETARY

AUDIT BY

PATRICK W. CARROLL  
CERTIFIED PUBLIC ACCOUNTANT

CERTIFICATE #4081

TOWN OF CLEO SPRINGS  
CLEO SPRINGS PUBLIC WORKS AUTHORITY  
MAJOR COUNTY – OKLAHOMA  
JULY 1, 2012 TO JUNE 30, 2013

TABLE OF CONTENTS

OFFICERS	PAGE 1
TABLE OF CONTENTS	PAGES 2
INDEPENDENT AUDITOR'S REPORT	PAGES 3 & 4
BASIC FINANCIAL STATEMENTS	
GOVERNMENT-WIDE FINANCIAL STATEMENTS-	
STATEMENT OF NET POSITION – MODIFIED CASH BASIS	PAGE 5
STATEMENT OF ACTIVITIES – MODIFIED CASH BASIS	PAGE 6
GOVERNMENTAL FUNDS-	
BALANCE SHEET – MODIFIED CASH BASIS -	PAGE 7
STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES – MODIFIED CASH BASIS -	PAGE 8
PROPRIETARY FUNDS--	
STATEMENT OF NET POSITION – MODIFIED CASH BASIS -	PAGE 9
STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN NET POSITION – MODIFIED CASH BASIS -	PAGE 10
STATEMENT OF CASH FLOWS – MODIFIED CASH BASIS -	PAGE 11
FIDUCIARY FUNDS	
STATEMENT OF FIDUCIARY NET POSITION – MODIFIED CASH BASIS -	PAGE 12
NOTES TO FINANCIAL STATEMENTS	PAGES 13 – 21
SUPPLEMENTAL INFORMATION	
STATEMENT OF REVENUES, EXPENDITURES AND FUND BALANCES - BUDGET AND ACTUAL – MODIFIED CASH BASIS – GENERAL FUND ONLY -	PAGE 22
COMBINING BALANCE SHEET – MODIFIED CASH BASIS – OTHER GOVERNMENTAL FUNDS	PAGE 23
COMBINING STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES – MODIFIED CASH BASIS OTHER GOVERNMENTAL FUNDS	PAGE 24
REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS IN ACCORDANCE WITH GOVERNMENT AUDITING STANDARDS	PAGES 25 & 26
DISPOSITION OF PRIOR YEAR FINDINGS	PAGE 27
SCHEDULE OF FINDINGS	PAGE 28
SCHEDULE OF OTHER MATTERS	PAGE 29
SCHEDULE OF OTHER MATTERS – PRIOR YEAR	PAGE 30

## INDEPENDENT AUDITOR'S REPORT

The Honorable Mayor and Board of Trustees  
Town of Cleo Springs  
Major County, Oklahoma

I have audited the accompanying financial statements-modified cash basis of the Town of Cleo Springs, Major County, Oklahoma, as of and for the year ended June 30, 2013, and the related notes to the financial statements-modified cash basis, which collectively comprise the Town's basis financial statements as listed in the table of contents.

### **Management's Responsibility for the Financial Statements**

Management is responsible for the preparation and fair presentation of these financial statements in accordance with the modified cash basis of accounting described in Note 1D; this includes determining that the modified cash basis of accounting is an acceptable basis for the preparation of the financial statements in the circumstances. Management is also responsible for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

### **Auditor's Responsibility**

My responsibility is to express an opinion on these financial statements based on my audit. I conducted my audit in accordance with auditing standards generally accepted in the United States of America. Those standards require that I plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, I express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

I believe that the audit evidence I have obtained is sufficient and appropriate to provide a basis for my audit opinions.

### **Opinions**

In my opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position-modified cash basis of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of the Town, as of June 30, 2013, and the respective changes in financial position-modified cash basis, thereof for the year then ended in accordance with the basis of accounting as described in Note 1D.

**Basis of Accounting**

I draw attention to Note 1D of the financial statements, which describes the basis of accounting. The financial statements are prepared on the modified cash basis of accounting, which is a basis of accounting other than accounting principles generally accepted in the United States of America. My opinion is not modified with respect to that matter.

**Disclaimer of Opinion on Supplementary Information**

My audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the Town's basic financial statements. The budgetary comparison information and combining schedules information on pages --- which are the responsibility of management, are presented for purposes of additional analysis and are not a required part of the basic financial statements. Such information has not been subjected to the auditing procedures applied in the audit of the basic financial statements, and accordingly, I do not express an opinion or provide any assurance on it.

Management has omitted Management's Discussion and Analysis that accounting principles generally accepted in the United States of America require to be presented to supplement the basic financial statements. Such missing information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. Our opinion on the basic financial statements is not affected by this missing information.

**Other Reporting Required by Government Auditing Standards**

In accordance with Government Auditing Standards, I have also issued a report dated December 3, 2013 on my consideration of the Town's internal control over financial reporting and on my tests of its compliance with certain provisions of laws, regulations, contracts, grant agreements and other matters. The purpose of that report is to describe the scope of my testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with Government Auditing Standards in considering the Town's internal control over financial reporting and compliance.

Sincerely,



Chas. W. Carroll, P.A.  
December 3, 2013

BASIC FINANCIAL STATEMENTS  
- STATEMENT OF NET POSITION AND ACTIVITIES -

TOWN OF CLEO SPRINGS  
 MAJOR COUNTY - OKLAHOMA  
 STATEMENT OF NET POSITION  
 MODIFIED CASH BASIS  
 AS OF JUNE 30, 2013

	PRIMARY GOVERNMENT		
	GOVERNMENTAL ACTIVITIES	BUSINESS-TYPE ACTIVITIES	TOTAL
<b><u>ASSETS:</u></b>			
Current Asset:			
Pooled Cash and Cash Equivalents	\$257,592.84	\$9,235.55	\$266,828.39
Investments	0.00	10,000.00	10,000.00
TOTAL ASSETS	<u>\$257,592.84</u>	<u>\$19,235.55</u>	<u>\$276,828.39</u>
<b><u>LIABILITIES:</u></b>			
Current Liabilities:			
Accounts Payable	\$45.00	\$0.00	\$45.00
Total Current Liabilities	<u>45.00</u>	<u>0.00</u>	<u>45.00</u>
<b><u>NET POSITION</u></b>			
Committed	0.00	0.00	0.00
Restricted	111,007.30	0.00	111,007.30
Unrestricted	<u>146,540.54</u>	<u>19,235.55</u>	<u>165,776.09</u>
Total Net Position	<u>\$257,547.84</u>	<u>\$19,235.55</u>	<u>\$276,783.39</u>

The accompanying notes are an integral part of these financial statements.

TOWN OF CLEO SPRINGS  
 MAJOR COUNTY - OKLAHOMA  
 STATEMENT OF ACTIVITIES - MODIFIED CASH BASIS  
 FOR THE YEAR ENDED JUNE 30, 2013

	PROGRAM REVENUES			NET (EXPENSE) REVENUES AND CHANGES IN NET POSITION			
	EXPENSES	CHARGES FOR SERVICES	OPERATING GRANTS AND CONTRIBUTIONS	CAPITAL GRANTS AND CONTRIBUTIONS	PRIMARY GOVERNMENT		NET (EXPENSE) REVENUE
					GOVERNMENTAL ACTIVITIES	BUSINESS-TYPE ACTIVITIES	
<b>PRIMARY GOVERNMENT</b>							
Governmental Activities:							
General Government	\$64,021.04	\$0.00	\$0.00	\$0.00	(\$64,021.04)	\$0.00	(\$64,021.04)
Public Safety	52,887.49	6,065.00	4,484.35		(42,338.14)		(42,338.14)
Public Works	31,926.24	35,996.85			4,070.61		4,070.61
Culture and Recreation	0.00				0.00		0.00
Street Improvement	24,000.00		24,000.00		0.00		0.00
<b>TOTAL GOVERNMENT ACTIVITIES</b>	<b>172,834.77</b>	<b>42,061.85</b>	<b>4,484.35</b>	<b>24,000.00</b>	<b>(102,288.57)</b>	<b>0.00</b>	<b>(102,288.57)</b>
<b>BUSINESS-TYPE ACTIVITIES:</b>							
Administration	56,599.84	0.00	0.00		0	(56,599.84)	(56,599.84)
Water and Sewer	29,771.94	82,577.98			52,806.04		52,806.04
Sanitation	0.00				0.00		0.00
Other	0.00				0.00		0.00
<b>TOTAL BUSINESS-TYPE ACTIVITIES</b>	<b>86,371.78</b>	<b>82,577.98</b>	<b>0.00</b>	<b>0.00</b>	<b>(3,793.80)</b>		<b>(3,793.80)</b>
<b>TOTAL PRIMARY GOVERNMENT</b>	<b>259,206.55</b>	<b>124,639.83</b>	<b>4,484.35</b>	<b>24,000.00</b>	<b>(102,288.57)</b>	<b>(3,793.80)</b>	<b>(106,082.37)</b>
<b>General Revenues:</b>							
Taxes:							
Sales and Use					80,689.35	0.00	80,689.35
Franchise					10,586.56		10,586.56
Unrestricted Investment Income					341.71	72.32	414.03
Services					0.00	0.00	0.00
Donations and Other					21,307.79	0.00	21,307.79
<b>Total General Revenues</b>					<b>112,925.41</b>	<b>72.32</b>	<b>112,997.73</b>
<b>Change In Net Position</b>					<b>10,636.84</b>	<b>(3,721.48)</b>	<b>6,915.36</b>
<b>Net Position - Beginning</b>					<b>246,911.00</b>	<b>\$22,957.03</b>	<b>269,868.03</b>
<b>Net Position - Ending</b>					<b>\$257,547.84</b>	<b>\$19,235.55</b>	<b>\$276,783.39</b>

The accompanying notes are an integral part of these financial statements.

BASIC FINANCIAL STATEMENTS  
- GOVERNMENTAL FUNDS-

TOWN OF CLEO SPRINGS  
 MAJOR COUNTY - OKLAHOMA  
 BALANCE SHEET - MODIFIED CASH BASIS  
 GOVERNMENTAL FUNDS  
 FOR THE YEAR ENDED JUNE 30, 2013

	GENERAL FUND	STREET AND ALLEY FUND	OTHER GOVERNMENTAL FUNDS	TOTAL GOVERNMENTAL FUNDS
<b><u>ASSETS:</u></b>				
Cash and Cash Equivalents	\$146,585.54	\$61,633.98	\$49,373.32	\$257,592.84
Investments	0.00	0.00	0.00	0.00
<b>TOTAL ASSETS</b>	<b>\$146,585.54</b>	<b>\$61,633.98</b>	<b>\$49,373.32</b>	<b>\$257,592.84</b>
<b><u>LIABILITIES AND FUND BALANCES:</u></b>				
Liabilities-				
Accounts Payable	\$0.00	\$0.00	\$0.00	\$0.00
Total Liabilities (Note 2)	0.00	0.00	0.00	0.00
Fund Balances-				
Restricted	0.00	61,633.98	49,373.32	111,007.30
Committed	0.00	0.00	0.00	0.00
Assigned	0.00	0.00	0.00	0.00
Unassigned	146,585.54	0.00	0.00	146,585.54
Total Fund Balances	146,585.54	61,633.98	49,373.32	257,592.84
<b>TOTAL LIABILITIES AND FUND BALANCES</b>	<b>\$146,585.54</b>	<b>\$61,633.98</b>	<b>\$49,373.32</b>	<b>\$257,592.84</b>
<b>TOTAL NET ASSETS</b>				<b>\$257,592.84</b>
Amounts reported for Governmental Activities in the statement of net assets are different because:				
Some expenses reported do not require the use of current financial resources				45.00
Net Assets of Government Activities				<u>\$257,547.84</u>

The accompanying notes are an integral part of these financial statements.

TOWN OF CLEO SPRINGS  
MAJOR COUNTY - OKLAHOMA  
STATEMENT OF REVENUES, EXPENDITURES AND  
CHANGES IN FUND BALANCES - MODIFIED CASH BASIS  
GOVERNMENTAL FUNDS  
FOR THE YEAR ENDED JUNE 30, 2013

	GENERAL FUND	STREET AND ALLEY FUND	OTHER GOVERNMENTAL FUNDS	TOTAL GOVERNMENTAL FUNDS
<b>CASH RECEIPTS:</b>				
Services	\$35,996.85	\$0.00	\$6,065.00	\$42,061.85
Taxes	42,057.13	26,138.15	23,080.63	91,275.91
Fines, Penalties & Permits	1,269.00	0.00	0.00	1,269.00
Interest Earned	275.20	0.00	66.51	341.71
Royalties, Rents & Other	16,361.79	0.00	3,677.00	20,038.79
Intergovernmental	0.00	0.00	28,484.35	28,484.35
<b>Total Cash Receipts</b>	<b>95,959.97</b>	<b>26,138.15</b>	<b>61,373.49</b>	<b>183,471.61</b>
<b>CASH DISBURSEMENTS:</b>				
Current-				
General Government	36,178.66	27,842.38	0.00	64,021.04
Public Safety	5,850.00	0.00	18,788.42	24,638.42
Public Works	31,926.24	0.00	0.00	31,926.24
Culture and Recreation	0.00	0.00	0.00	0.00
Capital Outlay	0.00	0.00	52,249.07	52,249.07
<b>Total Cash Disbursements</b>	<b>73,954.90</b>	<b>27,842.38</b>	<b>71,037.49</b>	<b>172,834.77</b>
<b>Net Change in Fund Balances</b>	<b>22,005.07</b>	<b>(1,704.23)</b>	<b>(9,664.00)</b>	<b>10,636.84</b>
Fund Balances - Beginning	124,535.47	63,338.21	59,037.32	246,911.00
Fund Balances - Ending	\$146,540.54	\$61,633.98	\$49,373.32	\$257,547.84

The accompanying notes are an integral part of these financial statements.

BASIC FINANCIAL STATEMENTS  
- PROPRIETARY FUNDS-

TOWN OF CLEO SPRINGS  
 MAJOR COUNTY - OKLAHOMA  
 STATEMENT OF NET POSITION - MODIFIED CASH BASIS  
 PROPRIETARY FUNDS  
 AS OF JUNE 30, 2013

BUSINESS - TYPE ACTIVITIES - ENTERPRISE FUNDS

PUBLIC WORKS  
 AUTHORITY FUND

**ASSETS:**

Cash and Cash Equivalents	\$9,235.55
Investments	<u>10,000.00</u>
TOTAL ASSETS	<u>\$19,235.55</u>

**LIABILITIES:**

Current Liabilities:	
Accounts Payable	<u>\$0.00</u>
Total Liabilities	<u>0.00</u>

**NET POSITION:**

Restricted	0.00
Unrestricted	<u>19,235.55</u>
Total Fund Balances	<u>\$19,235.55</u>

The accompanying notes are an integral part of these financial statements.

TOWN OF CLEO SPRINGS  
 MAJOR COUNTY - OKLAHOMA  
 STATEMENT OF REVENUES, EXPENDITURES AND  
 CHANGES IN NET POSITION - MODIFIED CASH BASIS  
 PROPRIETARY FUNDS  
 FOR THE YEAR ENDED JUNE 30, 2013

PUBLIC WORKS  
AUTHORITY FUND

**OPERATING REVENUES:**

Charges for services	
Water	\$57,546.17
Sewer	23,349.38
Penalties	1,666.43
Other	16.00
Total Operating Revenues	<u>82,577.98</u>

**OPERATING EXPENDITURES:**

General and administration	46,706.53
Water and Sewer	<u>39,665.25</u>
Total Operating Expenditures	<u>86,371.78</u>
Operating Income (Loss)	<u>(3,793.80)</u>

**NONOPERATING REVENUES (EXPENDITURES) :**

Project expenditures	0.00
Miscellaneous revenues	0.00
Grant income	0.00
Interest income	72.32
Bank Charges	0.00
Total Nonoperating Revenues	<u>72.32</u>
(Expenditures)	<u>72.32</u>

Net Change in Assets	(3,721.48)
Balance at 7/01/12	<u>22,957.03</u>
Balance at 6/30/13	<u><u>\$19,235.55</u></u>

The accompanying notes are an integral part of these financial statements.

TOWN OF CLEO SPRINGS  
 MAJOR COUNTY - OKLAHOMA  
 STATEMENT OF CASH FLOWS - MODIFIED CASH BASIS  
 PROPRIETARY FUNDS  
 FOR THE YEAR ENDED JUNE 30, 2013

BUSINESS-TYPE ACTIVITIES-ENTERPRISE FUNDS

	<u>Public Works Authority Fund</u>
<u>CASH FLOWS FROM OPERATING ACTIVITIES</u>	
Reciepts from customers	\$82,577.98
Payments to suppliers	(29,771.94)
Payments to employees	(56,599.84)
Net Cash Provided(used)by Operating Activities	<u>(3,793.80)</u>
<u>CASH FLOWS FROM NONCAPITAL FINANCING ACTIVITIES</u>	
Miscellaneous revenues	0.00
Operating transfers in/(out)	<u>0.00</u>
Net Cash Provided (used) by noncapital activities	<u>0.00</u>
<u>CASH FLOWS FROM INVESTING ACTIVITIES</u>	
Interest received	<u>72.32</u>
Net Cash Provided(Used) by Investing Activities	<u>72.32</u>
Net Increase(Decrease) in Cash and Cash Equivalents	(3,721.48)
Cash and Cash Equivalents, July 1, 2012	<u>22,957.03</u>
Cash and Cash Equivalents, June 30, 2013	<u><u>\$19,235.55</u></u>
<u>RECONCILIATION OF OPERATING INCOME(LOSS) TO NET CASH PROVIDED(USED) BY OPERATING ACTIVITIES:</u>	
Operating Income(Loss)	(\$3,721.48)
Adjustments to reconcile operating income to net cash provided by operating activities:	
Cash flows reported in other categories:	0.00
Change in assets and liabilities:	<u>0.00</u>
Total Adjustments	<u>0.00</u>
Net Cash Provided by(used in) Operating Activities	<u><u>(\$3,721.48)</u></u>

The accompanying notes are an integral part of these financial statements.

-FIDUCIARY FUNDS-

TOWN OF CLEO SPRINGS  
 MAJOR COUNTY - OKLAHOMA  
 STATEMENT OF FIDUCIARY NET POSITION - MODIFIED CASH BASIS  
 FIDUCIARY FUNDS  
 AS OF JUNE 30, 2013

AGENCY FUNDS

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SERVICE  
 CONTRACT FUND

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**ASSETS:**

Current Assets -	
Cash and Cash Equivalents	<u>\$13,452.80</u>
 TOTAL ASSETS	 <u><u>\$13,452.80</u></u>

**LIABILITIES:**

Current Liabilities -	
Deposits	<u>\$13,452.80</u>
 Total Liabilities	 <u><u>\$13,452.80</u></u>

The accompanying notes are an integral part of these financial statements.

TOWN OF CLEO SPRINGS  
CLEO SPRINGS PUBLIC WORKS AUTHORITY  
MAJOR COUNTY – OKLAHOMA  
JULY 1, 2012 TO JUNE 30, 2013

NOTES TO FINANCIAL STATEMENTS

1. Significant Accounting Policies

The accounting and reporting of the Town of Cleo Springs, Major County, Oklahoma, relating to the funds included in the combined financial statements demonstrates conformity with a modified cash basis of accounting, which is a comprehensive basis of accounting other than generally accepted accounting principles. The more significant of the municipalities' policies are described below.

A. Reporting Entity

The municipality is a corporate body for public purposes created under Title II of the Oklahoma Statutes and accordingly is a separate entity for operating and financial reporting purposes. The general operating authority for the municipality is the Oklahoma Municipal Code contained in Title II, Oklahoma Statutes. The governing body of the municipality is the Board of Trustees composed of elected members. The mayor is the executive officer of the municipality.

The Town's financial reporting entity includes two separate legal entities reported as the primary government.

The Town of Cleo Springs - that operates the public safety, streets, health and welfare, culture and recreation, and administrative activities.

The Cleo Springs Public Works Authority - that operates the water, sewer, and sanitation services of the Town through a public trust of which the Town is the beneficiary. The Town Council serves as trustees for the Authority and all debt obligations of the Authority must be approved by 2/3rds vote of the City Council.

In determining the financial reporting entity, the Town complies with the provisions of Governmental Accounting Standards Council Statement No. 14, as amended by Statement No. 61, The Financial Reporting Entity, and includes all component units for which the Town is financially accountable.

The component unit is a Public Trust established pursuant to Title 60 of Oklahoma State law. Public Trusts (Authorities) have no taxing power. The Authorities are generally created to finance Town services through issuance of revenue bonds or other non-general obligation debt and to enable the Town Council to delegate certain functions to the governing body (Trustees) of the Authority. The Authorities generally retain title to assets which are acquired or constructed with Authority debt or other Authority generated resources. The Town, as beneficiary of the Public Trusts, receives title to any residual assets when a Public Trust is dissolved.

Government-Wide Financial Statements:

The statement of net position and activities are reported on a modified cash basis of accounting. The modified cash basis of accounting is based on the recording of cash and cash equivalents and changes therein, and only recognizes revenues, expenses, assets and liabilities resulting from cash transactions adjusted only for certain modifications stated below that have substantial support in generally accepted accounting principles (GAAP). These modifications include adjustments for the following balances arising from cash transactions:

- cash-based interfund receivables and payables
- other cash-based receivables/payables
- utility deposit liabilities

As a result of the use of this modified cash basis of accounting, certain assets and their related revenues (such as accounts receivable and revenue for billed or provided services not yet collected, and accrued revenue and receivables) and certain liabilities and their related expenses (such as accounts payable and expenses for goods or services received but not yet paid, and accrued expenses and liabilities) are not recorded in these financial statements.

In addition, due to the use of this modified cash basis of accounting, capital asset and long-term debt transactions are excluded from reporting within the financial statements. Capital assets are expensed when purchased and long-term debts are reported as cash receipts when issued and received.

#### Fund Accounting

The Town uses funds to report on its financial position and the results of its operations. Fund accounting is designed to demonstrate legal compliance and to aid financial management by segregating transactions related to certain town functions or activities. A fund is a separate accounting entity with a self-balancing set of accounts.

Funds are classified into two categories; governmental and proprietary. Each category, in turn, is divided into separate "fund types".

#### Governmental Fund Types

Governmental funds are used to account for all or most of a government's general activities, including the collection and disbursement of earmarked monies (special revenue funds), the acquisition or construction of general fixed assets (capital projects funds), and the servicing of general long-term debt (debt service funds).

#### Fund Description

The following funds are utilized by the Town of Cleo Springs, Oklahoma.

<u>Governmental Fund Types</u>	<u>Proprietary Fund Types</u>	<u>Fiduciary Fund Types</u>
General Fund (Major)	Public Works Authority (Major)	Service Contract Fund
Special Revenue Funds		
Capital Project Funds		

#### Governmental funds

The General Fund accounts for all financial transactions not accounted for in any other fund. The revenues include taxes, utility collections, fees, licenses and permits, fines and forfeits, etc. Expenditures are for personal services, maintenance and operations and capital outlay. The primary revenue source is utility service collections.

#### Special Revenue Funds

Special Revenue Funds are funds which must be spent in accordance with special regulations and restrictions. There are major classifications to account for operating funds for which the use of revenues is restricted or designated by outside sources. The Town's Special Revenue Funds are the Street and Alley, Volunteer Fire Department, Park and Recreation and CDBG Grant Funds.

#### Capital Project Funds

The Towns Capital Project Funds are the CDBG Funds which must be spent in accordance with special regulations and restrictions as per project agreements.

### Proprietary Fund

The Town's proprietary fund is comprised of the following:

Cleo Springs Public Works Authority: • accounts for the operation of the water and sewer activities.

The proprietary fund is reported on a modified cash basis, as defined above, and current financial resources measurement focus.

For purposes of the statement of revenues, expenses and changes in fund net position, operating revenues and expenses are considered those whose cash flows are related to operating activities, while revenues and expenses related to financing, capital and investing activities are reported as non-operating or transfers and contributions.

### Fiduciary Fund

Fiduciary Funds are used to account for assets held on behalf of outside parties, including other governments, or on behalf of other funds within the Town. When these assets are held under the terms of a formal trust agreement, either a permanent fund or an expendable trust fund is used. The terms "permanent" and "expendable" refer to whether or not the Town is under an obligation to maintain the trust principal. Agency funds generally are used to account for assets that the Town holds on behalf of others as their agent and do not involve measurement of results of operations.

Permanent Fund

Service Contract Fund

### Fund Balance and Net Position:

### Fund Statements

The governmental fund financial statements present fund balances based on classifications that comprise a hierarchy that is based primarily on the extent to which the Town is bound to honor constraints on specific purposes for which amounts in the respective governmental funds can be spent. The classifications used in the governmental fund financial statements are as follows:

- Non-spendable: This classification includes amounts that cannot be spent because they are either (a) not in spendable form or (b) are legally or contractually required to be maintained intact.
- Restricted: This classification includes amount for which constraints have been placed on the use of the resources either (a) externally imposed by creditors (such as through a debt covenant), grantors, contributors, or laws or regulations of other governments, or (b) imposed by law through constitutional provisions or enabling legislation. The Town has classified Street and Alley revenue as being restricted because the use is restricted by State Statute. Debt service resources are to be used for future servicing of the general obligation bonds and are restricted through debt covenants. Capital project revenue from bond proceeds is restricted by State Statute and is legally segregated for funding of voter approved uses.

Fund Statements (continued)

- Committed: This classification includes amounts that can be used only for specific purposes pursuant to constraints imposed by formal action of the Board of Trustees. These amounts cannot be used for any other purpose unless the Board removes or changes the specified use by taking the same type of action (resolution) that was employed when the funds were initially committed. This classification also includes contractual obligations to the extent that existing resources have been specifically committed for use in satisfying those contractual requirements.
- Assigned: This classification includes amounts that are constrained by the Town's intent to be used for a specific purpose but are neither restricted nor committed. This intent can be expressed by the Board or through the Board delegating this responsibility through the budgetary process. This classification also includes the remaining positive fund balance for all governmental funds except for the General Fund. The Town has assigned interest earnings to the funds where earned for the purposes defined by the fund.
- Unassigned: This classification includes the residual fund balance for the General Fund. The Unassigned classification also includes negative residual fund balance of any other government fund that cannot be eliminated by offsetting of Assigned fund balance amounts.

The Town would typically use Restricted fund balances first, followed by Committed resources, and then Assigned resources, as appropriate opportunities arise, but reserves the right to selectively spend Unassigned resources first to defer the use of these other classified funds.

Net Position:

Net position is displayed in two components:

- a. Restricted net position - Consists of net position with constraints placed on the use either by 1) external groups such as creditors, grantors, contributors, or laws and regulations of other governments, or 2) law through constitutional provisions or enabling legislation.
- b. Unrestricted net position - All other net position that do not meet the definition of "restricted" or "invested in capital assets, net of related debt."

In addition, the Town has restricted net position for streets.

It is the Town's policy to first use restricted net position prior to the use of unrestricted net position when an expense is incurred for purposes for which both restricted and unrestricted net position elements are available.

C. Internal and Interfund Balances and Transfers

The Town's policy is to eliminate interfund transfers and balances in the statement of activities and net position to avoid the grossing up of balances. Only the residual balances transferred between governmental and business-type activities are reported as internal transfers and internal balances then offset in the total column in the government-wide statements. Internal transfers and balances between funds are not eliminated in the fund financial statements.

D. Basis of Presentation

Basis of accounting refers to when revenues and expenditures are recognized in the accounts and reported in the financial statements. Basis of accounting relates to the timing of the measurements, made, regardless of the measurement focus made.

All governmental and fiduciary funds are accounted for using a modified cash basis of accounting. Revenues, except for certain grant revenues, are recognized when they are received rather than earned. When grant terms provide that the expenditure of resources is the prime factor for determining eligibility for federal, state, and other grant resources, revenue is recognized when the grant expenditure is made. Under this modified cash basis of accounting, expenditures are generally recognized when encumbered/reserved rather than at the time the related fund liability is incurred.

The Town of Cleo Springs, Oklahoma utilizes an appropriated budget system of accounting. This system has an approved budget appropriation for its General Fund. All expenditures are recorded against the appropriation on a ledger by classification.

E. Budgets and Budgetary Accounting

The Town is required by state law to prepare an annual budget. The Town must submit a budget by August 22 of each year according to Oklahoma Statutes, Title 68, Section 3002. The budget amount for the Town is the appropriated balance approved by the County Excise Board. The budget, as set by the governing board, constitutes the maximum funds that may be spent during the fiscal year by any department of the local government required to appropriate funds. The budget includes revenues which are collected by the Town or transfers into a specific fund from another fund. The Town's budget does not include an ad valorem tax levy.

A budget is legally adopted by the Board of Trustees for the General Fund that includes revenues and expenditures.

Encumbrances represent commitments related to unperformed contracts for goods or services. Encumbrance accounting – under which purchase orders and other commitments of resources are recorded as expenditures of the applicable fund – is utilized in all governmental funds of the Town.

The unencumbered balance of current fiscal year appropriations and the unexpended reserve appropriations of the previous fiscal year are lapsed and become a part of the beginning fund balance for the succeeding fiscal year.

F. Assets, Liabilities and Fund Equity

Cash, Cash Equivalents and Investments

All monies which are not invested in Certificate of Deposits are maintained in NOW Checking Accounts or Savings Accounts.

Safeguard of Deposits and Investments

State statutes require that all deposits in financial institutions be fully collateralized by U.S. Government obligations or obligations of Oklahoma and its agencies that have a market value of not less than the principal amount of the deposits. The Town Treasurer is responsible for maintaining adequate coverage of all funds on deposit through security pledges approved by the Treasurer of the State of Oklahoma.

Deposit Categories of Credit Risk

- (A) Insured by Federal Deposit Insurance
- (B) Collateralized with securities held by the pledging financial institution's trust department or agent in the Town's name.
- (C) Uncollateralized.

	<u>Category</u>			<u>Bank</u>
	<u>(A)</u>	<u>(B)</u>	<u>(C)</u>	<u>Balance</u>
Cash/Investments	<u>\$ 250,000.00</u>	<u>\$ 40,281.19</u>	<u>\$ 0.00</u>	<u>\$ 290,281.19</u>

Fixed Assets and Property, Plant and Equipment

Property and equipment purchases are recorded as capital outlays in the accompanying statements of revenues, expenditures and changes in fund balances. The Town does not maintain complete financial records of capital assets purchased which would include depreciation schedules.

Property Tax

The Town's property tax is levied each October 1, on the assessed value listed as of January 1, of the same year for all real and personal property located in the Town, except certain exempt property. Assessed values are established by the Oklahoma Tax Commission and the State Equalization Board. A revaluation of all property is required once every five (5) years.

The Town does not have a millage levy for the General Fund for the 2012-13 period.

Compensated Absences

The Town does not have a policy which would allow vacation leave or sick pay benefits to accrue to employees past the current year. Therefore, no liability is recorded in the accompanying financial statements for compensated absences.

Operating Leases

The Town had no operating leases during the current fiscal year; therefore, no liability is recorded in the accompanying financial statements.

2. Risk Management

Liability Protection Plan

The Town's Commercial Liability Insurance agreements cover claims against municipalities for all government functions, utilities, and services. These include bodily injury, property damage, wrongful acts, personal injury, and related torts under the State tort claims law and federal civil rights laws.

All public officials, employees, services, and municipal functions are covered unless they are specifically listed

The titles to all assets acquired by the Plan are vested in the Group. In the event of termination of the Group, such property shall belong to the then members of the Group in equal shares. Each participating Town pays all cost, premiums, or other fees attributable to its respective participation in the Plan, and is responsible for its obligation under any contract entered into with the Plan.

Reserves for claim losses include provisions for reported claims on a case basis and an estimate of claims incurred but not reported limited by aggregate and individual loss levels as specified by the Plan's reinsurance contracts. These credits, if any, represent contingent liabilities of the Plan if the reinsurer was unable to meet its obligations under the reinsurance agreement.

The Plan's insurance agreements are reinsured for excess losses based upon the contract year. The significant components of each reinsurance contract can be obtained from the Plan's annual financial report.

Surety Bonds

The Town Clerk/Treasurer is bonded with the Public Official Position Schedule Bond thru Western Surety Company in the amount of \$10,000.00. The bond number is 18261713, dated November 21, 1990 and is renewed annually.

The Public Works Authority Treasurer is bonded with the Public Official Position Schedule Bond thru Western Surety Company in the amount of \$50,000.00. The bond number is 18262760, dated December 11, 1990 and is renewed annually.

3. Consumers and Service Rates

Average Number of Consumers for Audit Period:

Residential	200
Commercial	7
Churches	4
Schools	<u>1</u>
Total Consumers	212

Monthly Service Rates:

Water- Inside Residents-	\$ 19.25 Minimum charge up to 2,000 gallons 1.50 Per each additional 1,000 gallons up to 23,000 gallons 1.70 Per each additional 1,000 gallons over 23,000 gallons
Outside Residents-	\$ 29.25 For first 5,000 gallons 2.00 Per each additional 1,000 gallons up to 25,000 gallons 2.25 Per each additional 1,000 gallons over 25,000 gallons
Sewer-	\$ 10.75 Per month minimum for first 2,000 gallons .75 Per 1,000 gallons thereafter
Sanitation-	\$ 15.00 Per month
Scale Fee-	\$ .25 Per month
Deposits-	\$100.00 Water/Sewer

4. Employee Retirement Plans

The Town of Cleo Springs participates in two pension or retirement plans:

1. Oklahoma Firefighter's Pension and Retirement System (OFPRS) - a statewide cost-sharing plan
2. Oklahoma Municipal Retirement System Defined Contribution Plan (OMRF) - an agent multiple-employer defined contribution plan.

#### OFPRS Description of Plan

Only the Town's volunteer firemen are covered by a pension plan. This noncontributory plan is operated and administered by the Oklahoma Firefighters Pension and Retirement System (OFPRS).

The Oklahoma Firefighters Pension and Retirement System issues a publicly available financial report that includes financial statements and required supplementary information for the fund. That report may be obtained by writing to Oklahoma Firefighters Pension and Retirement System, 4545 North Lincoln Blvd., Suite 265, Oklahoma City, OK 73105-3414, or by calling 1-800-525-7461.

#### Funding Policy

The Town is required to make annual contributions of \$60.00 per active volunteer fireman to OFPRS. This contribution covers a portion of the cost of benefits that will be paid to vested volunteer fireman. Additional funding comes from a percentage of all taxes collected on premiums collected by insurance companies and an appropriation by the State of Oklahoma. The annual contribution payment plan was changed from a fiscal year to a calendar year basis in January, 2013, therefore showing an excess contribution during the 2013 Fiscal Year. The Town's contributions to OFPRS were \$840.00 for 2011, \$720.00 for 2012.00 and \$2,040.00 for 2013.

#### OMRF Description of Plan:

The Town provides a defined contribution plan and trust known as the Town of Cleo Springs Plan and Trust (the "OMRF Plan") in the form of The Oklahoma Municipal Retirement System Master Defined Contribution Plan (OMRF) available to all full-time employees. OMRF operations are supervised by a nine-member Board of Trustees elected by the participating municipalities. The Plan is administered by J.P. Morgan Chase as authorized by Town ordinance. The defined contribution plan is mandatory to all full-time employees who are not already participating in another plan. The employee contributes to the Plan an amount up to 3.25% of their gross wages. The Town as employer, contributes a match amount up to 13.26% of the employee contribution. If an employee terminates before becoming fully vested, the employer's contributions that are forfeited may be used to reduce the Town's current-period contribution requirements. The authority to amend the provisions of the plan rests with the Town Council. The Oklahoma Municipal Retirement Fund issues a publicly available financial report that includes financial statements and required supplementary information for the Plan and may be obtained from their offices at 525 Central Park Drive, Ste. 320, Oklahoma City, OK 73105 or by calling 1-888-394-6673.

The Town's OMRF contributions were \$6,691.00 for 2011, \$7,025.00 for 2012 and \$6,342.00 for 2013.

OMRF issues separate plan financial statements which may be obtained by contacting the Oklahoma Municipal Retirement Fund, 525 Central Park Drive, Suite 320, Oklahoma City, Oklahoma, 73105.

#### 5. Workers' Compensation Plan

The Town participates in the Oklahoma Municipal Assurance Group (OMAG) Workers' Compensation Plan (the Plan). The Plan became effective October 1, 1984. The purpose of the Plan is to provide workers' compensation coverage through the State Insurance Fund to participating municipalities in the State of Oklahoma. In that capacity, the Plan is responsible for providing loss control services and certain fiscal activities including obtaining contract arrangements for the underwriting, excess insurance agreements, claims processing and legal defense for any and all claims submitted to it during the Plan year. A plan year normally begins at 12:01 am July 1 in any year and ends at midnight June 30 of the following year. The Plan, or its designated agent, has a right to audit at all reasonable times such books and records of the participant as necessary to determine the monies owed for benefits provided to the municipality or its employees.

Workers' Compensation Plan (continued)

Plan Participants have the responsibility to pay fees set by the Plan and to pay those fees from funds appropriated for that purpose according to the established payment schedule. In addition, participants are responsible for complying with all requirements of the Oklahoma Workers' Compensation Act. Participants have the right to the return of any loss funds set aside for claims which have not been paid out as benefits. Losses are limited to amounts set aside by the Plan. Town funds on deposit with OMAG at year end June 30, 2012 were \$3,897.00.

6. Contingencies

Amounts received or receivable from grantor agencies are subject to audit and adjustment by grantor agencies. Any disallowed claims, including amounts already collected, may constitute a liability of the applicable funds. The amount, if any, of expenditures which may be disallowed by the grantor cannot be determined at this time although the Town expects such amounts, if any, to be immaterial.

7. Subsequent Events

Management has evaluated subsequent events through December 3, 2013, which is the date the financial statements were available to be issued.

8. Town Cemetery

The Town of Cleo Springs owns a parcel of land which was deeded to the Town in 1902 by an individual identified as Mr. Winters. The Town does not operate the cemetery and no accounting of revenues or expenses is maintained by the Town. A Cemetery Board is identified and appointed by the Town's people and is approved by the Town Board of Cleo Springs. At the present time the Town leases this parcel to the Cemetery Board at \$1.00 per year under a Lease Agreement and Operation and Maintenance Contract. The terms of the lease identify a ten (10 year period commencing June 5, 2002 and ending June 30, 2012. The lease shall automatically renew of an additional ten (10) years unless prior action is taken by the Town Board and the Cemetery Board at least thirty (30) days prior to the renewal date.

10. Municipal Sales Tax

The Town of Cleo Springs receives revenue from a one cent (.01) municipal sales tax on a monthly basis. The sales tax is distributed equally between the Town General, Street and Alley and Volunteer Fire Department Funds.

11. Project Grants

State of Oklahoma – Rural Economic Action Plan  
 Northern Oklahoma Development Authority  
 Contract No. 2012 REAP FUND MA12-3  
 Funding Period: December 1, 2011 through November 20, 2012  
 Amount: \$24,000.00

The Scope of the project is for Street Improvements for the Town of Cleo Springs.

	Original Allocation/ <u>Commitment</u>	Expenditures Claimed as of <u>06/30/2013</u>	Unobligated Allocations/ <u>Commitments</u>
REAP	<u>\$24,000.00</u>	<u>\$24,000.00</u>	<u>\$ 0.00</u>

## SUPPLEMENTAL INFORMATION

TOWN OF CLEO SPRINGS  
 MAJOR COUNTY - OKLAHOMA  
 STATEMENT OF REVENUES, EXPENDITURES AND FUND  
 BALANCES - BUDGET AND ACTUAL - MODIFIED  
 CASH BASIS - GENERAL FUND ONLY  
 FOR THE FISCAL YEAR ENDED JUNE 30, 2013

	ORIGINAL BUDGET	FINAL BUDGET	ACTUAL	VARIANCE WITH FINAL BUDGET FAVORABLE <UNFAVORABLE>
REVENUES:				
Taxes	\$35,312.41	\$35,312.41	\$42,057.13	\$6,744.72
Services	30,555.82	30,555.82	35,996.85	5,441.03
Rentals, Royalties & Other	4,500.00	4,500.00	16,636.99	12,136.99
Police Fines & Permits	1,606.50	1,606.50	1,269.00	(337.50)
TOTAL	71,974.73	71,974.73	95,959.97	23,985.24
EXPENDITURES:				
Personal Services	35,000.00	35,000.00	15,205.68	19,794.32
Maintenance & Operation	119,010.20	119,010.20	26,720.98	92,289.22
Capital Outlay	2,500.00	2,500.00	0.00	2,500.00
Sanitation	40,000.00	40,000.00	31,926.24	8,073.76
Bank Fees	0.00	0.00	102.00	(102.00)
TOTAL	196,510.20	196,510.20	73,954.90	122,555.30
Excess of Revenues Over/ <Under> Expenditures	(124,535.47)	(124,535.47)	22,005.07	146,540.54
Balance at 7/01/12	124,535.47	124,535.47	124,535.47	0.00
Balance at 6/30/13	\$0.00	\$0.00	\$146,540.54	\$146,540.54

Notes to Required Supplemental Information-Budgetary Comparison Schedule

Budgetary Accounting

The Town prepares its budget for the General Fund on the modified cash basis of accounting described in Note 1 to the Financial Statements. This basis is consistent with the basis of accounting used in presenting the General Fund in the financial statements. The Town utilizes an appropriated budgetary system and all unexpended appropriations lapse at year end.

TOWN OF CLEO SPRINGS  
 MAJOR COUNTY - OKLAHOMA  
 COMBINING BALANCE SHEET - MODIFIED CASH BASIS  
 OTHER GOVERNMENTAL FUNDS  
 AS OF JUNE 30, 2013

	VOLUNTEER FIRE DEPARTMENT FUND	PARK AND RECREATION FUND	CDBG FUND	TOTAL OTHER GOVERNMENTAL FUNDS
<b><u>ASSETS:</u></b>				
Cash and Cash Equivalents	\$46,205.35	\$3,167.97	\$0.00	\$49,373.32
Investments	0.00	0.00	0.00	0.00
<b>TOTAL ASSETS</b>	<b>\$46,205.35</b>	<b>\$3,167.97</b>	<b>\$0.00</b>	<b>\$49,373.32</b>
<b><u>LIABILITIES AND FUND BALANCES:</u></b>				
Liabilities-				
Accounts Payable	\$0.00	\$0.00	\$0.00	\$0.00
Total Liabilities (Note 2)	0.00	0.00	0.00	0.00
Fund Balances-				
Restricted	46,205.35	3,167.97	0.00	49,373.32
Committed	0.00	0.00	0.00	0.00
Assigned	0.00	0.00	0.00	0.00
Unassigned	0.00	0.00	0.00	0.00
Total Fund Balances	46,205.35	3,167.97	0.00	49,373.32
<b>TOTAL LIABILITIES AND FUND BALANCES</b>	<b>\$46,205.35</b>	<b>\$3,167.97</b>	<b>\$0.00</b>	<b>\$49,373.32</b>

The accompanying notes are an integral part of these financial statements.

TOWN OF CLEO SPRINGS  
 MAJOR COUNTY - OKLAHOMA  
 COMBING STATEMENT OF REVENUES, EXPENDITURES AND  
 CHANGES IN FUND BALANCES - MODIFIED CASH BASIS  
 OTHER GOVERNMENTAL FUNDS  
 FOR THE YEAR ENDED JUNE 30, 2013

	VOLUNTEER FIRE DEPARTMENT FUND	PARK AND RECREATION FUND	CDBG FUND	TOTAL OTHER GOVERNMENTAL FUNDS
<b>CASH RECEIPTS:</b>				
Services	\$5,865.00	\$200.00	\$0.00	\$6,065.00
Taxes	23,080.63	0.00	0.00	23,080.63
Fines, Penalties & Permits	0.00	0.00	0.00	0.00
Interest Earned	66.51	0.00	0.00	66.51
Royalties, Rents & Other	3,677.00	0.00	0.00	3,677.00
Intergovernmental	4,484.35	0.00	24,000.00	28,484.35
<b>Total Cash Receipts</b>	<b>37,173.49</b>	<b>200.00</b>	<b>24,000.00</b>	<b>61,373.49</b>
<b>CASH DISBURSEMENTS:</b>				
Current-				
General Government	0.00	0.00	0.00	0.00
Public Safety	18,788.42	0.00	0.00	18,788.42
Public Works	0.00	0.00	0.00	0.00
Culture and Recreation	0.00	0.00	0.00	0.00
Capital Outlay	28,249.07	0.00	24,000.00	52,249.07
<b>Total Cash Disbursements</b>	<b>47,037.49</b>	<b>0.00</b>	<b>24,000.00</b>	<b>71,037.49</b>
<b>Net Change in Fund Balances</b>	<b>(9,864.00)</b>	<b>200.00</b>	<b>0.00</b>	<b>(9,664.00)</b>
Fund Balance - beginning	56,069.35	2,967.97	0.00	59,037.32
Fund Balance - ending	\$46,205.35	\$3,167.97	\$0.00	\$49,373.32

The accompanying notes are an integral part of these financial statements.

REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING AND ON COMPLIANCE  
AND OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED  
IN ACCORDANCE WITH GOVERNMENT AUDITING STANDARDS

The Honorable Mayor and Board of Trustees  
Town of Cleo Springs  
Major County, Oklahoma

I have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements-modified cash basis of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of the Town of Cleo Springs, Oklahoma, as of and for the year ended June 30, 2013, and the related notes to the financial statements, which collectively comprise Town of Cleo Springs, Oklahoma's basic financial statements-modified cash basis and have issued my report thereon dated December 3, 2013. As described in Note 1D, the Town of Cleo Springs, Oklahoma has elected to report on a modified cash basis of accounting, which is a basis of accounting other than accounting principles generally accepted in the United States of America.

Internal Control Over Financial Reporting

Management of the Town of Cleo Springs, Oklahoma, is responsible for establishing and maintaining effective internal control over financial planning. In planning and performing my audit, I considered the Town's internal control over financial reporting as a basis for designing my auditing procedures for the purpose of expressing my opinion on the financial statements, but not for the purpose of expressing an opinion of the effectiveness of the Town's internal control over financial reporting. Accordingly, I do not express an opinion on the effectiveness of the Town's internal control over financial reporting.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent or detect and correct misstatements on a timely basis. A material weakness is a deficiency, or a combination of deficiencies, in internal control such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis.

My consideration of internal control over financial reporting was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control over financial reporting that might be deficiencies, significant deficiencies, or material weaknesses. I did not identify any deficiencies in internal control over financial reporting that I consider to be material weaknesses, as defined above. However, I identified certain deficiencies in internal control over financial reporting, described in the accompanying Schedule of Findings that I consider to be significant deficiencies in internal control over financial reporting as item 13-01. A significant deficiency is a deficiency, or combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Compliance and Other Matters

As part of obtaining reasonable assurance about whether the Town's financial statements are free of material misstatement, I performed tests of its compliance with certain provisions of laws, regulations, contracts and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of my audit and accordingly, I do not express such an opinion. The results of my tests disclosed no instances of noncompliance or other matters that are required to be reported under Government Auditing Standards.

I noted certain matters that I reported to management of the Town in a separate letter titled "Current Year Audit Exceptions and Recommendations" as item B-1.

This report is intended solely for the information and use of the federal awarding agencies and pass-through entities, management, others within the organization, and the Town Board and is not intended to be and should not be used by anyone other than these specified parties.

Sincerely,



Chas. W. Carroll, P.A.  
December 3, 2013

TOWN OF CLEO SPRINGS  
CLEO SPRINGS PUBLIC WORKS AUTHORITY  
MAJOR COUNTY – OKLAHOMA  
JULY 1, 2012 TO JUNE 30, 2013

DISPOSITION OF PRIOR YEAR FINDINGS  
JUNE 30, 2013

12-01 Financial Statement Presentation

The Town now presents government-wide financial statements to display the modified cash basis financial position and changes in modified cash basis financial position of its governmental activities.

12-02 Required Supplemental Information

The Town is not required to present the Management's Discussion and Analysis that accounting principles generally accepted in the United States of America.

12-03 Lack of Segregation of Duties

The finding that inherent limitations resulting from a small number of employees performing functions, which would normally be divided among a larger number of employees, prevented a proper segregation of accounting functions which is necessary in order to assure adequate internal accounting controls continued in the current fiscal year.

TOWN OF CLEO SPRINGS  
CLEO SPRINGS PUBLIC WORKS AUTHORITY  
MAJOR COUNTY – OKLAHOMA  
JULY 1, 2012 TO JUNE 30, 2013

SCHEDULE OF FINDINGS  
JUNE 30, 2013

Section 1 – Findings related to the financial statements required to be reported in accordance with GAGAS.

13-01 Lack of Segregation of Duties

Criteria: Segregation of duties over asset custody, transaction authorization, bookkeeping and reconciliation is an important element of effective internal control over government assets and resources.

Condition: Due to its limited population, the Town employs one individual who is responsible for certain duties that are incompatible with the objectives of effective internal control.

Cause: The Town's limited population and resources result in the inability to provide sufficient staffing to fully segregate incompatible duties.

Effect: Without proper segregation of duties, the risk increases that errors, fraud or illegal acts could occur and not be detected within a timely basis. For example, employees with access to cash and access to the accounting records could misappropriate cash and conceal the misappropriation through improper accounting entries or adjustment.

Recommendation and Benefit: Efficient segregation of duties is difficult in a small environment; however, this segregation of duties is an important one to seriously consider. We recommend the Town assess the feasibility of segregating the cash collection duties from those of posting and adjusting customer accounts and posting to the accounting ledgers, to the extent reasonably possible. The Town may want to consider the use of volunteer assistance on a monthly basis for the reconciliation duties to segregate those activities from asset custody and bookkeeping. Such duties segregation will significantly reduce the risk of undetected errors, fraud or illegal acts.

TOWN OF CLEO SPRINGS  
CLEO SPRINGS PUBLIC WORKS AUTHORITY  
MAJOR COUNTY – OKLAHOMA  
JULY 1, 2012 TO JUNE 30, 2013

SCHEDULE OF OTHER MATTERS  
JUNE 30, 2013

Specific Administrative Controls

Internal Control

B-1 Prior Year Obligations

During my audit of the Town's expenditures I found two General Fund invoices dated during the 2011-12 fiscal year which were paid from the 2012-13 fiscal year appropriations. These invoices should have been included as expenditures identified during the 2011-12 fiscal year. I am not aware of any authority to pay for obligations incurred during one fiscal year from funds appropriated for the next fiscal year.

Had the General Fund expenditures been made from the appropriate year of obligation, the Town's ending 2011-12 and beginning 2012-13 General Fund balances would have been decreased by \$2,822.69 each.

Additionally, the 2011-12 expenditures for the General Fund would have increased and the 2012-13 expenditures would have decreased respectively, by the amount mentioned above.

I recommend that proper cut-off dates be established in order to properly establish reserves to pay for year-end obligations.

TOWN OF CLEO SPRINGS  
CLEO SPRINGS PUBLIC WORKS AUTHORITY  
MAJOR COUNTY – OKLAHOMA  
JULY 1, 2012 TO JUNE 30, 2013

SCHEDULE OF OTHER MATTERS – PRIOR YEAR  
JUNE 30, 2013

All other matters of the prior year have since been resolved unless they are presented in the current year Schedule of Other Matters followed by "A similar exception was presented in the Schedule of Other Matters in the previous year audit report".