

**THE TOWN OF CROMWELL,
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 Board, Cromwell
Cromwell, Oklahoma

Oklahoma Office of State Auditor and Inspector
Oklahoma City, Oklahoma

Oklahoma Office of Management and Services
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 Cromwell, 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. 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 Cromwell 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, Fire Department Fund, ARPA Grant Fund (see accompanying Exhibit 2 – 2.3) 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: No instances of noncompliance were noted.

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 Cromwell's grant programs, as of and for the fiscal year ended June 30, 2023:

1. **Procedures Performed:** From the Town'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

June 25, 2024

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

	Beginning of Year <u>Fund Balances</u>	Current Year <u>Revenues</u>	Current Year <u>Expenditures/Expenses</u>	End of Year <u>Fund Balances</u>
CITY:				
General Fund	\$ 99,627	\$ 134,064	199,570	\$ 34,121
Fire Department Fund	10,983	97,284	96,886	11,382
Fire Department - Volunteer FF Donations	-	5,034	4,305	729
ARPA Grant Funds	23,928	24,155	-	48,083
Bill Tilghman Fund	2,530	1,664	673	3,521
Landfill	7,396	41,273	45,153	3,516
Town Total	<u>\$ 144,463</u>	<u>\$ 303,473</u>	<u>\$ 346,588</u>	<u>\$ 101,349</u>

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

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

	Budgeted Amounts		Actual	Variance with
	Original	Final	Amounts	Final Budget Positive (Negative)
Beginning Budgetary Fund Balance:	\$ 123,555	\$ 123,555	\$ 123,555	-
Resources (Inflows):				
Taxes:				
Sales tax	61,680	61,680	48,170	(13,510)
Franchise Taxes	1,200	1,200	10,045	8,845
Cigar tax	530	530	332	(198)
Total Taxes	63,410	63,410	58,547	(4,863)
Intergovernmental:				
Alcoholic beverage tax	3,900	3,900	3,490	(410)
Motor Vehicle Tax	200	200	1,766	1,566
Gasoline Excise Tax	450	450	-	(450)
REAP Grant Funds	-	-	9,000	9,000
ARPA Grant Funds	-	-	24,155	24,155
Total Intergovernmental	4,550	4,550	38,411	33,861
Charges for services:				
Building Rent	2,100	2,100	1,500	(600)
Total Charges for Services	2,100	2,100	1,500	(600)
Miscellaneous Revenues				
Insurance Funds	-	-	34,856	34,856
Interest Income	-	-	178	178
Reimbursement From Fire Department	-	-	14,600	14,600
Other Revenues	-	-	293	293
Total Charges for Services	-	-	34,856	34,856
Total Resources (Inflows)	70,060	70,060	133,314	63,254
Amounts available for appropriation	\$ 193,615	\$ 193,615	\$ 256,869	63,254
Transfers from Other Funds				
Transfers from REAP Grant	-	-	9,000	9,000
Transfers from Fire Department Fund	-	-	625	625
Transfers from Bill Tilghman Fund	-	-	210	210
Transfers from Landfill Fund	5,000	5,000	-	(5,000)
Total Transfers to General Fund	5,000	5,000	9,835	4,835
Transfers to Other Funds				
Transfer to ARPA Fund	-	-	24,155	24,155
Transfers to Fire Department	10,000	-	-	-
Total Transfers to Other Funds	10,000	-	24,155	24,155
Amounts available for appropriation after Transfers	\$ 198,615	\$ 198,615	\$ 266,494	\$ 67,879
Charges to Appropriations (Outflows):				
General Government:				
Personal Services	\$26,200	\$26,200	\$46,925	(20,725)
Maintenance & Operations	28,650	28,650	112,558	(83,908)
Other Services and Charges	-	-	24,808	(24,808)
Capital outlay	132,035	132,035	-	132,035
Total General Government	\$186,885	\$186,885	\$184,291	2,594
Total Charges to Appropriations	\$186,885	\$186,885	\$184,291	2,594
Ending Budgetary Balance (Deficit)	\$ 11,730	\$ 11,730	\$ 82,203	65,285

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EXHIBIT 2.2
TOWN OF CROMWELL, OKLAHOMA
BUDGETARY COMPARISON SCHEDULE - CASH BASIS
FIRE DEPARTMENT FUND
FOR THE YEAR ENDED JUNE 30, 2023

FIRE DEPARTMENT FUND				
	Budgeted Amounts		Actual Amounts	Variance with Final Budget Positive (Negative)
	Original	Final		
Beginning Budgetary Fund Balance	\$ 10,983	\$ 10,983	\$ 10,983	\$ -
Resources (Inflows):				
Memberships	6,500	6,500	6,710	(210)
Donations	1,200	1,200	-	1,200
Grants	7,000	7,000	77,501	(70,501)
Insurance Proceeds	-	-	797	(797)
Other Revenues	-	-	2,473	(2,473)
Total Resources (inflows)	14,700	14,700	87,481	(72,781)
Other financing sources:				
Transfers in from General Fund	10,000	10,000	22,125	12,125.00
Amounts available for appropriation	35,683	35,683	120,589	(60,656)
Other financing sources:				
Transfers to Other Funds	-	-	24,225	24,225.00
Charges to appropriations (outflows):				
Fire Department Fund				
Maintenance & Operations	25,000	25,000	31,601	(6,601)
Other Services and Charges	-	-	7,025	(7,025)
Capital outlay	10,683	10,683	46,356	(35,673)
Total Fire Department Expenditures	35,683	35,683	84,982	(49,299)
Total Charges to Appropriations	35,683	35,683	109,207	(25,074)
Ending Budgetary Fund Balance	\$ -	\$ -	\$ 11,382	\$ (35,582)

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

	ARPA GRANT FUND			
	Budgeted Amounts		Actual	Variance with
	Original	Final	Amounts	Final Budget
				Positive (Negative)
Beginning Budgetary Fund Balance	\$ 23,928	\$ 23,928	\$ 23,928	\$ -
Resources (Inflows):				
Grants	24,155	24,155	24,155	-
Amounts available for appropriation	48,083	48,083	48,083	-
Charges to appropriations (outflows):				
Capital outlay	-	-	-	-
Total CDBG Waterline	-	-	-	-
Total Charges to Appropriations	-	-	-	-
Ending Budgetary Fund Balance	\$ 48,083	\$ 48,083	\$ 48,083	\$ -

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EXHIBIT 3
TOWN OF CROMWELL, 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	\$ 48,083	\$ 1,321
Totals		<u>\$ 48,083</u>	<u>\$ 1,321</u>

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