

**TOWN OF FOSS**  
**WASHITA COUNTY, OKLAHOMA**  
**Agreed-Upon Procedures**  
**For the Year Ended June 30, 2016**

---

**TOWN OF FOSS, OKLAHOMA  
OFFICERS  
JUNE 30, 2016**

**Mandell  
Greteman.....Mayor**

**Oma June  
Pipzer.....Trustee**

**Chelsea  
Duke.....Trustee**

**Jane  
Howes.....City Clerk/Treasurer**

**TOWN OF FOSS  
WASHITA  
COUNTY, OKLAHOMA  
JUNE 30, 2016**

**TABLE OF CONTENTS**

	<b><u>PAGE</u></b>
<b>Independent Accountant's Report</b>	<b>1</b>
<b>Town of Foss Procedures and Findings (APPENDIX A)</b>	<b>2-3</b>
<b>Town of Foss Grant Programs Procedures and Findings (APPENDIX B)</b>	<b>4</b>
<b>Summary of Changes in Fund Balances - Cash Basis (EXHIBIT 1)</b>	<b>5</b>
<b>Budgetary Comparison Schedule - Cash Basis General Fund (EXHIBIT 2)</b>	<b>6</b>
<b>Schedule of Grant Activity - Cash Basis (EXHIBIT 3)</b>	<b>7</b>

***TL Special***  
***Certified Public Accountant***

416 E. Main Street  
Weatherford, OK 73096  
(580) 772-2868 voice/fax

Member of Oklahoma  
Society of Certified  
Public Accountants

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

**To the Specified Users of the Report:**

**Town Board, Town of Foss  
Foss, Oklahoma**

**Oklahoma Office of State Auditor and Inspector  
Oklahoma City, Oklahoma**

**Oklahoma Department of Commerce  
Oklahoma City, Oklahoma**

**I have compiled the accompanying Summary of Changes in Fund Balances - Cash Basis of the Town of Foss, Oklahoma as of June 30, 2016, and the related Budgetary Comparison Schedule of the General Fund - Cash Basis and, a Statement of Revenues, Expenses and Changes in Fund Balance - Cash Basis of the Proprietary Fund, and a Schedule of Grant Activity - Cash Basis for the fiscal year ended June 30, 2016. I have not audited or reviewed the accompanying financial statements and, accordingly, do not express an opinion or provide any assurance about whether the 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.**

**Management of the Town of Foss, Oklahoma is responsible for the preparation and fair presentation of the 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 financial statements.**

**My 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 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 financial statements.**

The 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, which is a comprehensive basis of accounting other than generally accepted accounting principles.

Additionally, I have performed the procedures enumerated within Appendix A and Appendix B, 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 Oklahoma solely to assist the Town in meeting its 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, 2016. Management of the Town of Foss 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 by 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, I make no representations regarding the sufficiency of the procedures described in Appendix A or B, either for the purpose which this report has been requested or for any other purpose.

Management has elected to omit substantially all of the disclosures and the statements of cash flows 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 financial position, results of operations, and cash flow. Accordingly, these financial statements are not designed for those who are not informed about such matters.

I was not engaged to and did not conduct an audit, the objective of which would be the expression of an opinion on compliance and the accounting records. Accordingly, I do not express such an opinion. 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.



Tami L. Special  
Certified Public Accountant

September 2, 2016

## Appendix A

### Town of Foss, Oklahoma Procedures and Findings For the Year Ended June 30, 2016

#### As to the Town of Foss as of and for the fiscal year ended June 30, 2016:

**1. Procedures Performed :** A schedule of changes in fund balances for each fund was prepared from the Town's trial balances and compared the schedule results to the statutory prohibition of creating fund balance deficits to report any noted instances of noncompliance.

**Findings:** See Exhibit 1; no instances of noncompliance noted.

**2. Procedures Performed :** I prepared a budget and actual financial schedule for the General Fund and any other significant funds listing separately each federal fund and compared the actual expenditures and encumbrances reported to the authorized appropriations to report any noted instances on noncompliance with the appropriation limitations.

**Findings:** See Exhibit 2; no instances of noncompliance noted.

**3. Procedures Performed :** Agree the Town's material bank account balances to bank statements, and trace the timely clearance of significant reconciling items to report any significant or unusual instances of reconciling items that have not cleared.

**Findings:** No instances of noncompliance noted.

**4. Procedures Performed :** Compare the Town's uninsured deposits to fair value of pledged collateral to report any amounts of uninsured and not collateralized deposits.

**Findings:** No instances of noncompliance noted.

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

**Findings:** No instances of noncompliance noted.

**6. Procedures Performed :** Compare 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 noted.

## Appendix A (cont.)

### Town of Foss, Oklahoma Procedures and Findings For the Year Ended June 30, 2016

**7. Procedures Performed :** Compare 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 of noncompliance noted.

## Appendix B

### **Town of Foss Grant Programs Procedures and Findings For the Year Ended June 30, 2016**

**As to the Town of Foss Grant Programs, as of and for the fiscal year ended June 30, 2016:**

**1. Procedures Performed :** From the Town's trial balances, I prepared a schedule of grant activity for each grant/contract and compared the receipts and disbursements to grant agreements and supporting information to report any noted instances of noncompliance with the grant agreements.

**Findings:** See Exhibit 4; no instances of noncompliance noted.

EXHIBIT 1

TOWN OF FOSS, OKLAHOMA  
SUMMARY OF CHANGES IN FUND BALANCES - CASH BASIS  
FOR THE YEAR ENDED JUNE 30, 2016

	Beginning of Year Balances	Current Year Change	End of Year Fund Balances
<hr/>			
CITY:			
General Fund	\$254,690	(\$55,851)	\$198,839
Cemetery Fund	\$12,157	(\$730)	\$11,427
Meter Fund	\$0	\$0	\$0
Grant Fund	\$0	\$0	\$0
<hr/>			
Overall Totals	\$266,847	(\$56,581)	\$210,266
<hr/> <hr/>			

See Accountant's Agreed-Upon Procedures Report.

**EXHIBIT 2**

**TOWN OF FOSS, OKLAHOMA  
BUDGETARY COMPARISION SCHEDULE - CASH BASIS  
GENERAL FUND  
FOR THE YEAR ENDED JUNE 30, 2016**

	Original Budget	Final Budget	Actual	Variance
<b>Receipts</b>				
Sales Tax	\$56,903	\$56,903	\$31,736	(\$25,167)
Water Revenue	18,093	18,093	20,715	\$2,622
Garbage Disposal	16,896	16,896	18,934	\$2,038
Sewer Service	5,393	5,393	5,784	\$391
Oil & Gas Royalties	2,302	2,302	4,490	\$2,188
Use Tax	7,273	7,273	11,820	\$4,547
Franchise Tax	2,639	2,639	2,645	\$6
Alcoholic Beverage Tax	1,889	1,889	2,069	\$180
Motor Vehicle Tax	1,038	1,038	1,008	(\$30)
Fire Department	4,403	4,403	6,500	\$2,097
State Grants	4,036	4,036	0	(\$4,036)
Cigar Tax	666	666	394	(\$272)
Miscellaneous	1,841	1,841	2,040	\$199
Interest	1,189	1,189	1,121	(\$68)
<b>Total Receipts</b>	<b>\$124,561</b>	<b>\$124,561</b>	<b>\$109,256</b>	<b>(\$15,305)</b>
<b>Expenditures</b>				
Personal Services	\$105,760	\$105,760	\$41,623	(\$64,137)
Maintenance & Operations	178,960	178,960	117,047	(\$61,913)
Capital Outlay	80,000	80,000	6,437	(\$73,563)
<b>Total Expenditures</b>	<b>\$364,720</b>	<b>\$364,720</b>	<b>\$165,107</b>	<b>(\$199,613)</b>
<b>Excess of Receipts Over Expenditures</b>	<b>(\$240,159)</b>	<b>(\$240,159)</b>	<b>(\$55,851)</b>	<b>\$184,308</b>
<b>Fund Balance, Beginning of Year</b>	<b>--</b>	<b>--</b>	<b>\$254,690</b>	<b>--</b>
<b>Fund Balance, End of Year</b>	<b>--</b>	<b>--</b>	<b>\$198,839</b>	<b>--</b>
			=====	

See Accountant's Agreed-Upon Procedures Report.

EXHIBIT 3

TOWN OF FOSS, OKLAHOMA  
SCHEDULE OF GRANT ACTIVITY - CASH BASIS  
FOR THE YEAR ENDED JUNE 30, 2016

CDBG GRANT

Revenue	
Grant Income	\$0
Total Revenue	<u>\$0</u>
Expenditures	
Maintenance & Operations	\$0
Total Expenditures	<u>\$0</u>
Revenue over (under) expenditures	\$0
Other Income	
Interest	\$0
Fund Balance - Beginning	\$0
Fund Balance - Ending	<u><u>\$0</u></u>

See Accountant's Agreed-Up Procedures Report.