

**TOWN OF ORLANDO, OKLAHOMA
ORLANDO, OKLAHOMA**

**AGREED UPON PROCEDURES
AND ACCOMPANYING
INDEPENDENT PRACTITIONER'S REPORT**

**FOR THE YEAR ENDED
JUNE 30, 2024**



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Members of American
Institute of Certified
Public Accountants

Members of Oklahoma
Society of Certified
Public Accountants

Independent Practitioner's Report on Applying Agreed-Upon Procedures

To the Specified Users of the Report:

Town Board, Town of Orlando
Orlando, Oklahoma

Trustees of the Orlando Public Works Authority
Orlando, Oklahoma

Oklahoma Office of State Auditor and Inspector
Oklahoma City, Oklahoma

We have performed the procedures enumerated below as defined within the applicable state laws of the State of Oklahoma solely to assist the Town of Orlando (the "Town") and the Orlando Public Works Authority (the "Authority") 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, 2024. Management of the Town and the Authority are responsible for the Town's and Authority's financial accountability and its compliance with those legal and contractual requirements.

The Town and the Authority have agreed to and acknowledged that the procedures performed are appropriate to meet the intended purpose of meeting its financial accountability requirements as prescribed in Oklahoma Statutes 11-17.105-.107 and 60-180.1-.3. This report may not be suitable for any other purpose. The procedures performed may not address all the items of interest to a user of this report and may not meet the needs of all users of this report and, as such, users are responsible for determining whether the procedures performed are appropriate for their purposes.

Procedures and Findings

As to the Town of Orlando as of and for the fiscal year ended June 30, 2024:

- I. **Procedures Performed:** Prepare a schedule of changes in fund balances for each fund from the Town's trial balances and compare the schedule results to the statutory prohibition of creating fund balance deficits to report any noted instances of noncompliance.

Findings: See Exhibit I. No instances of noncompliance noted.

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

Findings: See Exhibit II and Exhibit III. No instances of noncompliance noted.

- III. **Procedures Performed:** Agree 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 instances of noncompliance noted.

- IV. **Procedures Performed:** Compare the Town's uninsured deposits to fair value of pledged collateral to report any amounts of uninsured and uncollateralized deposits.

Findings: No instances of noncompliance noted. All deposits were insured or collateralized at June 30, 2024.

- V. **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.

- VI. **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.

- VII. **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 such compliance requirements were identified that were applicable to the Town.

As to the Orlando Public Works Authority, as of and for the year ended June 30, 2024:

- I. **Procedures Performed:** Prepare a schedule of revenues, expenditures and changes in fund balance-modified cash basis from the Authority's trial balances and compare the schedule results to the statutory prohibition of creating fund balance deficits to report any noted instances of noncompliance.

Findings: See Exhibit I. Also refer to Exhibit V "Statement of Revenues, Expenses, and Changes in Fund Balance" presented on budgetary basis for management purposes. No instances of noncompliance noted.

- II. **Procedures Performed:** Agree the Authority'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 significant or unusual reconciling items.

- III. **Procedures Performed:** Compare the Authority's uninsured deposits to fair value of pledged collateral to report any amounts of uninsured and uncollateralized deposits.

Findings: No instances of noncompliance noted. All deposits were insured or collateralized at June 30, 2024.

- IV. **Procedures Performed:** Compare the Authority's use of material-restricted revenues and resources to their restrictions to report any noted instances of noncompliance.

Findings: No instances of noncompliance noted.

- V. **Procedures Performed:** Compare the accounting for the Authority'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.

- VI. **Procedures Performed:** Compare the Authority'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 such compliance requirements were identified that were applicable to the Authority.

We were engaged by the Town of Orlando, OK and the Orlando Public Works Authority to perform this agree-upon procedures engagement and conducted our engagement in accordance with attestation standards established by the American Institute of Certified Public Accountants and the additional requirements prescribed in Oklahoma Statutes 11-17.105-.107 and 60-180.1.-3. We were not engaged to and did not conduct an examination or review engagement, the objective of which would be the expression of an opinion or conclusion, respectively, to meet the requirements prescribed in Oklahoma Statutes 11-17.105-.107 and 60-180.1.-3. Accordingly, we do not express such an opinion or conclusion. Had we performed additional procedures, other matters might have come to our attention that would have been reported to you.

We are required to be independent of the Town of Orlando, OK and the Orlando Public Works Authority and to meet our ethical responsibilities, in accordance with the relevant ethical requirements related to our agreed-upon procedures engagement.

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 those specified parties.



rsmeacham
CPA ADVISORS

Clinton, Oklahoma
February 20, 2025

Exhibit I

**TOWN OF ORLANDO, OKLAHOMA
SUMMARY OF CHANGES IN BUDGETARY FUND BALANCES - BUDGETARY BASIS
FOR THE YEAR ENDED JUNE 30, 2024**

	Beginning of Year Fund Balance	Current Year Change	End of Year Fund Balance
TOWN OF ORLANDO, OK			
General Fund	\$ 1,220,764	\$ 181,717	\$ 1,402,481
Orlando Volunteer Fire Department	127,905	6,825	134,730
TOWN TOTAL	\$ 1,348,669	\$ 188,542	\$ 1,537,211
 Orlando Public Works Authority	 \$ 334,339	 * \$ (156,511)	 \$ 177,828

*Restatement of Public Works Authority Beginning Fund Balance due to AR accrual in prior period

TOWN OF ORLANDO, OKLAHOMA
BUDGETARY COMPARISON SCHEDULE -BUDGETARY BASIS
GENERAL FUND
FOR THE YEAR ENDED JUNE 30, 2024

	Original Budget	Amended Budget	Actual Amounts	Variance with Final Budget Positive (Negative)
Beginning Budgetary Fund Balance:	\$ 853,046	\$ 853,046	\$ 1,220,764	\$ 367,718
Resources (Inflows):				
Taxes:				
Sales tax	150,417	150,417	233,719	83,302
Cigarette tax	967	967	1,494	527
Gasoline tax	215	215	233	18
Total Taxes	<u>151,599</u>	<u>151,599</u>	<u>235,446</u>	<u>83,847</u>
Intergovernmental:				
Alcoholic beverage tax	2,132	2,132	2,284	152
Motor vehicle tax	840	840	963	123
Total Intergovernmental	<u>2,972</u>	<u>2,972</u>	<u>3,247</u>	<u>275</u>
Rental Income	850	850	2,100	1,250
Grant	220,506	125,341	125,163	(178)
Other Income	310	9,282	9,129	(153)
Total current year resources	<u>376,237</u>	<u>290,044</u>	<u>375,085</u>	<u>85,041</u>
Amounts available for appropriation	<u>\$ 1,229,283</u>	<u>\$ 1,143,090</u>	<u>\$ 1,595,849</u>	<u>\$ 452,759</u>
Charges to Appropriations (Outflows):				
General government:				
Personal services	\$ 15,749	\$ 15,749	\$ 13,569	\$ 2,180
Materials and supplies	8,000	8,000	7,225	775
Other services and charges	34,744	34,744	36,021	(1,277)
Fire Department- Other Services and Charges	26,500	26,500	-	26,500
Street Department- Repairs and Maint	-	2,158	2,158	-
Capital Outlay	55,200	91,550	25,500	66,050
Capital Outlay- Street	220,506	109,216	109,038	178
Total General government	<u>360,699</u>	<u>287,917</u>	<u>193,511</u>	<u>94,406</u>
Total Charges to Appropriations	<u>360,699</u>	<u>287,917</u>	<u>193,511</u>	<u>94,406</u>
Transfers in/(out)				
Transfer out	-	48,086	143	(47,943)
Net transfers	<u>-</u>	<u>48,086</u>	<u>143</u>	<u>(47,943)</u>
Change in Fund Balance	15,538	(45,959)	181,717	131,504
Ending Budgetary Fund Balance	<u><u>\$ 868,584</u></u>	<u><u>\$ 807,087</u></u>	<u><u>\$ 1,402,481</u></u>	<u><u>\$ 595,394</u></u>

TOWN OF ORLANDO, OKLAHOMA
BUDGETARY COMPARISON SCHEDULE - BUDGETARY BASIS
VOLUNTEER FIRE DEPARTMENT, SPECIAL REVENUE FUND
FOR THE YEAR ENDED JUNE 30, 2024

	<u>Original Budget</u>	<u>Amended Budget</u>	<u>Actual Amounts</u>	<u>Variance with Final Budget Positive (Negative)</u>
Beginning Budgetary Fund Balance:	\$ 115,531	\$ 115,531	\$ 127,905	\$ 12,374
Resources (Inflows):				
License, Permits & Fees				
Assessments	12,000	12,000	11,200	(800)
Fire Runs	2,500	2,500	700	(1,800)
Total License, Permits & Fees	<u>14,500.00</u>	<u>14,500</u>	<u>11,900</u>	<u>(2,600)</u>
Intergovernmental:				
Grant revenue	28,400	28,400	24,095	(4,305)
Total Intergovernmental	<u>28,400.00</u>	<u>28,400</u>	<u>24,095</u>	<u>(4,305)</u>
Investment Income	380	380	2,055	1,675
Miscellaneous Income	500	500	761	261
Transfers-In	-	24,096	-	(24,096)
Total current year resources	<u>43,780.00</u>	<u>67,876</u>	<u>38,811</u>	<u>(29,065)</u>
Amounts available for appropriation	<u>\$ 159,311</u>	<u>\$ 183,407</u>	<u>\$ 166,716</u>	<u>\$ (16,691)</u>
Charges to Appropriations (Outflows):				
Fire:				
Materials and supplies	10,000	10,000	5,822	4,178
Other services and charges	22,080	22,080	11,305	10,775
Total Fire	<u>32,080</u>	<u>32,080</u>	<u>31,986</u>	<u>94</u>
Change in Fund Balance	11,700	35,796	6,825	(28,971)
Ending Budgetary Fund Balance	<u>127,231</u>	<u>\$ 151,327</u>	<u>\$ 134,730</u>	<u>\$ (16,597)</u>

Exhibit IV

**TOWN OF ORLANDO, OKLAHOMA
SCHEDULE OF GRANTS
FOR THE FISCAL YEAR ENDED JUNE 30, 2024**

Agency	Contract	Project description	Award	Amount received	Amount expended
Department of Agriculture		Operational Grant	\$ 9,994	\$ 9,994	\$ 9,994
Department of Agriculture		Equipment Grant	18,400	14,102	14,102
FEMA		FEMA Grant Storm Sirens	16,125	16,125	16,125
OWRA		RIG Grant	96,000	84,000	84,000
OK Dept of Comm	REAP E3E-2023-11	Replace Sewer Lines	111,290	85,625	85,625
OK Dept of Comm	REAP T4b-2023-10	Street Maintenance	109,216	109,038	109,038
OK Dept of Comm	18258 CDBG 23	CDBG Water/Wastewater Engineering	308,880	202,589	202,589
Total			<u>\$ 669,905</u>	<u>\$ 521,473</u>	<u>\$ 521,473</u>

ORLANDO PUBLIC WORKS AUTHORITY
STATEMENT OF REVENUES, EXPENSES AND CHANGES IN FUND BALANCE - BUDGETARY BASIS
FOR THE YEAR ENDED JUNE 30, 2024

Operating Revenues:

Charges for services:

Electric	\$ 151,659
Water	39,297
Sewer	12,023
Sanitation	33,014
Gas	59,375
Grant Income	372,214
Other Income	11,828
Total Operating Revenues	<u>679,409</u>

Operating Expenses:

Administration	85,567
Electric	107,244
Water	30,639
Sewer	529,111
Sanitation	35,289
Gas	52,690
Total Operating Expenses	<u>840,540</u>

Operating Income (161,131)

Non-Operating Revenues:

Interest Income	4,763
Total Non-Operating Revenues	<u>4,763</u>

Change in fund balance (156,511)

Fund Balance, Accrual Basis - beginning, restated 334,339

Fund Balance, Accrual Basis - ending \$ 177,828