

REPORT OF AUDIT
TOWN OF RENFROW
GRANT COUNTY - OKLAHOMA
JULY 1, 2011 TO JUNE 30, 2012

TOWN OF RENFROW
GRANT COUNTY -- OKLAHOMA
JULY 1, 2011 TO JUNE 30, 2012

OFFICERS

Frank Ender

MAYOR/CHAIRMAN

Gladys Tomlin

MEMBER/TRUSTEE

Bonnie Skrdla

MEMBER/TRUSTEE

Patricia Ender

CLERK/TREASURER

AUDIT BY

PATRICK W. CARROLL
CERTIFIED PUBLIC ACCOUNTANT

CERTIFICATE #4081

TOWN OF RENFROW
GRANT COUNTY - OKLAHOMA
JULY 1, 2011 TO JUNE 30, 2012

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Chas. W. Carroll, P.A.

The Broadway Tower - Suite 805
114 E. Broadway

Enid, Oklahoma 73701
Phone 580-234-5468
Fax 580-234-5425

INDEPENDENT AUDITOR'S REPORT

The Honorable Mayor and Board of Trustees
Town of Renfrow
Grant County, Oklahoma

I have audited the accompanying financial statements, each major fund and aggregate remaining fund information of the Town of Renfrow, Grant County, Oklahoma, as of and for the year ended June 30, 2012 as listed in the Table of Contents, which collectively comprise a portion of the Town's basic financial statements required by accounting principals generally accepted in the United States of America, as applied to the Town's modified cash basis of accounting. The financial statements are the responsibility of the Town of RENFROW, Oklahoma, management. 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 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. Those standards require that I plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. I believe that my audit provides a reasonable basis for my opinion.

As discussed in Note No. 1, the Town of Renfrow, Oklahoma, prepares its financial statements on a basis of accounting that demonstrates compliance with a modified cash basis, which is a comprehensive basis of accounting other than accounting principals generally accepted in the United States of America.

Management has not presented government-wide financial statements to display the modified cash basis financial position and changes in modified cash basis financial position of its governmental activities. Accounting principals generally accepted in the United States of America, as applied to the Town's modified cash basis of accounting, require the presentation of government-wide financial statements. The amounts that would be reported in government-wide financial statements resulting from modified cash basis transactions for the Town's governmental activities are not reasonably determinable.

In my opinion, because of the effects of the matter discussed in the preceding paragraph, the financial statements referred to above do not present fairly, in conformity with the basis of accounting described in Note 1, the modified cash basis financial position of the Town of Renfrow, Oklahoma as of June 30, 2012, or the changes in its modified cash basis financial position, where applicable, for the year then ended.

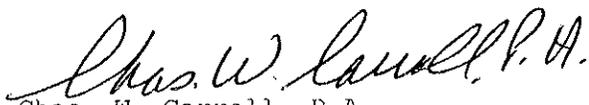
The Budgetary Comparison information is not a required part of the basic financial statements, but is supplementary information required by accounting principles generally accepted in the United States of America. I have applied certain limited procedures, consisting principally of inquiries of management regarding the methods of measurement and presentation of the supplementary information. However, I did not audit the information and do not express an opinion on it.

The Town of Renfrow, Oklahoma has not presented the Management's Discussion that accounting principles generally accepted in the United State of America has determined is necessary to supplement, although not required to be part of, the basic financial statements.

My audit was made for the purpose of forming an opinion on the accompanying modified cash basis financial statements taken as a whole. The general fund budgetary comparison information, combining financial statements and supporting schedules listed in the accompanying Table of Contents are presented for purpose of additional analysis and are not a required part of the financial statements of the Town of Renfrow, Oklahoma. For reasons stated in the third paragraph above, the financial statements referred to above do not present fairly in conformity with accounting principles generally accepted in the United States of America, the modified cash basis financial position of the governmental activity and the changes in modified cash basis financial position. Therefore, I do not express an opinion on the accompanying combining and supporting schedules.

In accordance with Government Auditing Standards, I have also issued a report dated December 10, 2012 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 and opinion. That report is an integral part of an audit performed in accordance with Government Auditing Standards and should be read in conjunction with this report in considering the results of my audit.

Sincerely,



Chas. W. Carroll, P.A.
December 10, 2012

TOWN OF RENFROW
 GRANT COUNTY - OKLAHOMA
 COMBINED STATEMENT OF ASSETS
 AND LIABILITIES - MODIFIED
 CASH BASIS - ALL GOVERNMENTAL FUNDS
 AS OF JUNE 30, 2012

EXHIBIT A

GOVERNMENTAL FUNDS

GENERAL
FUND

ASSETS:

Cash and Cash Equivalents	\$37,682.66
Investments	<u>0.00</u>
TOTAL ASSETS	<u><u>\$37,682.66</u></u>

LIABILITIES AND
 FUND BALANCES:

LIABILITIES -

Warrants & Checks Outstanding	\$0.00
Encumbrances	<u>0.00</u>
Total Liabilities	<u>0.00</u>

FUND BALANCES-

Nonspendable	0.00
Restricted	0.00
Committed	0.00
Assigned	0.00
Unassigned	<u>37,682.66</u>
Total Fund Balances	<u>37,682.66</u>

TOTAL LIABILITIES AND FUND BALANCES	<u><u>\$37,682.66</u></u>
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The accompanying notes are an integral part of these financial statements.

TOWN OF RENFROW
 GRANT COUNTY - OKLAHOMA
 COMBINED STATEMENT OF REVENUES,
 EXPENDITURES AND CHANGES IN FUND BALANCE -
 MODIFIED CASH BASIS - ALL GOVERNMENTAL FUNDS
 JULY 01, 2011 TO JUNE 30, 2012

EXHIBIT B

	<u>GOVERNMENTAL FUNDS</u>
	<u>GENERAL FUND</u>
REVENUE:	
Service Collections	\$0.00
Taxes	38,595.47
Interest Earned	56.74
Other Revenue	56.39
Intergovernmental	
	<hr/>
TOTAL	38,708.60
	<hr/>
EXPENDITURES:	
Personal Service	4,189.61
Maintenance & Operation	9,363.32
Capital Projects	2,119.91
Debt Service	0.00
Other	0.00
	<hr/>
TOTAL	15,672.84
	<hr/>
Excess of Revenues Over/ <Under> Expenditures	23,035.76
Operating Transfers	<hr/> 0.00
Excess of Revenues Over/ <Under> All Uses	23,035.76
Balance at 7/01/11	<hr/> 14,646.90
Balance at 6/30/12	<hr/> <u>\$37,682.66</u>

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

TOWN OF RENFROW
GRANT COUNTY - OKLAHOMA
JULY 1, 2011 TO JUNE 30, 2012

NOTES TO FINANCIAL STATEMENTS

1. Significant Accounting Policies

The accounting and reporting of the Town of Renfrow, Grant 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 principals. The more significant of the municipalities policies are described below.

A. Reporting Entity

The municipality is a corporate body for public purpose 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.

In evaluating how to define the municipality, for financial reporting purposes, management has considered all potential component units. The decision to include a potential component unit in the reporting entity was made by applying the criteria established by professional standards. The basic - but not only the - criterion for including a potential component unit within the reporting entity is the governing body's oversight responsibility, especially financial interdependency. A second criterion used in evaluating potential component units is the scope of public service. A third criterion used to evaluate potential component units for inclusion or exclusion from the reporting entity is the existence of special financing relationships, regardless of whether the Town is able to exercise oversight responsibilities.

B. 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 fiduciary. 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 Renfrow, Oklahoma.

Governmental Fund Types -

General Fund

The General Fund accounts for all financial transaction 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 Public Works Authority is considered a portion of the Town's Special

C. 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 applied.

All governmental and fiduciary funds are accountable for 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 Renfrow, 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.

D. 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 and Special Revenue Funds 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 appropriation of the previous fiscal year are lapsed and become part of the beginning fund balance for the succeeding fiscal year.

E. Assets, Liabilities and Fund Equity

Cash, Cash Equivalents and Investments

All monies which are 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 BALANCE</u>
	<u>(A)</u>	<u>(B)</u>	<u>(C)</u>	
Cash/Investments	\$ <u>37,682.66</u>	\$ <u>0.00</u>	\$ <u>0.00</u>	\$ <u>37,682.66</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 re-valuation of all property is required once every five (5) years.

The Town did not have a mileage levy for the General Fund for the 2011-12 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.

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:

Nonspendable: This classification includes amounts that cannot be spent because they are either (a) not in spendable for or (b) are legally or contractually required to be maintained intact.

Restricted: This classification includes amounts 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.

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 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.

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 to the use of these other classified funds.

F. Statement of Cash Flows

The Town considers all municipal activities as a part of the general governmental funds operations; therefore, a Statement of Cash Flows is not presented.

2. Risk Management

Liabilities 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 claim law and federal civil rights laws.

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

The title 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 costs, 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 claims 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 is bonded with the Western Surety Company in the amount of \$3,000.00. The bond number is 68639350, dated May 20, 2012 and is updated and ending May 20, 2013.

3. Consumers and Service Rates

The Town of Renfrow, Oklahoma does not maintain utility services.

4. Employee Retirement System - Pensions Plans

The Town did not contribute to any type of retirement system, as of June 30, 2012, for any employees of the Town.

The Town does not have a Fire Department.

5. 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.

TOWN OF RENFROW
 GRANT COUNTY - OKLAHOMA
 STATEMENT OF REVENUES, EXPENDITURES AND FUND
 BALANCES - BUDGET AND ACTUAL - MODIFIED
 CASH BASIS - GENERAL FUND ONLY
 FOR THE FISCAL YEAR ENDING JUNE 30, 2012

	ORIGINAL BUDGET	FINAL BUDGET	ACTUAL	VARIANCE WITH FINAL BUDGET FAVORABLE <UNFAVORABLE>
REVENUES:				
Taxes	\$9,893.22	\$9,893.22	\$38,595.47	\$28,702.25
Interest	0.00	0.00	56.74	56.74
Rentals/Royalties/Other	0.00	0.00	56.39	56.39
Intergovernmental	0.00	0.00	0.00	0.00
TOTAL	9,893.22	9,893.22	38,708.60	28,815.38
EXPENDITURES:				
Personal Services	6,500.00	6,500.00	4,189.61	2,310.39
Maintenance & Operation	14,540.12	14,540.12	9,363.32	5,176.80
Capital Outlay	3,500.00	3,500.00	2,119.91	1,380.09
Bank Fees	0.00	0.00	0.00	0.00
TOTAL	24,540.12	24,540.12	15,672.84	8,867.28
Excess of Revenues Over/ <Under> Expenditures	(14,646.90)	(14,646.90)	23,035.76	37,682.66
Operating Transfers	0.00	0.00	0.00	0.00
Excess of Revenue Over/ <Under> All Uses	(14,646.90)	(14,646.90)	23,035.76	37,682.66
Balance at 7/01/11	14,646.90	14,646.90	14,646.90	0.00
Balance at 6/30/12	\$0.00	\$0.00	\$37,682.66	37,682.66

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 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.

Chas. W. Carroll, P.A.

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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 Renfrow
Grant County, Oklahoma

I have audited the accompanying financial statements, each major fund and aggregate remaining fund information of the Town of Renfrow, Grant County, Oklahoma, as of and for the year ended June 30, 2012, and have issued my report thereon dated December 10, 2012. The Town prepares its financial statements on a basis of accounting that demonstrates compliance with a modified cash basis, which is a comprehensive basis of accounting other than accounting principles generally accepted in the United States of America. In my report, my opinion was adverse because the financial statements referred to above do not present the government-wide financial statements as required by the accounting principles generally accepted in the United States of America. The Town has not presented the required supplemental information which includes the Management's Discussion and Analysis that accounting principles generally accepted in the United States of America has determined is necessary to supplement, although not required to be part of, the basic Financial Statements. I conducted my audit in accordance with generally accepted auditing standards and the standards applicable to financial audits contained in Government Auditing Standards, issued by the Comptroller General of the United States.

Internal Control Over Financial Reporting

Management of the Town of Renfrow, 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

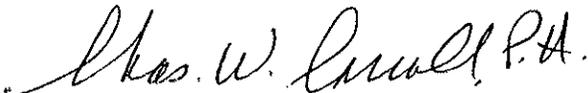
certain deficiencies in internal control over financial reporting, described in the accompanying schedule of findings that I consider to be significant deficiencies in internal control over financial reporting as items 12-03 and 12-04. A significant deficiency is a deficiency, or combination of deficiencies, 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 instances of noncompliance or other matters that are required to be reported under Government Auditing Standards, and which are described in the accompanying Schedule of Findings as items 12-01 and 12-02.

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 10, 2012

TOWN OF RENFROW
GRANT COUNTY - OKLAHOMA
JULY 1, 2011 TO JUNE 30, 2012

SCHEDULE OF AUDIT FINDINGS
JUNE 30, 2012

12-01 Financial Statement Presentation

Management has not presented government-wide financial statements to display the modified cash basis financial position and changes in modified cash basis financial position of its governmental activities. Accounting principles generally accepted in the United States of America, as applied to the Town's modified cash basis of accounting, require the presentation of government-wide financial statements. The amounts that would be reported in government-wide financial statements resulting from modified cash basis transaction for the Town's governmental activities are not reasonable determinable.

12-02 Required Supplemental Information

The Town of Renfrow, Oklahoma, has not presented the Management's Discussion and Analysis that accounting principles generally accepted in the United States of America has determined is necessary to supplement, although not required to be part of the basic financial statements.

12-03 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 RENFROW
GRANT COUNTY - OKLAHOMA
JULY 1, 2011 TO JUNE 30, 2012

SCHEDULE OF AUDIT FINDINGS
JUNE 30, 2012 (continued)

12-04 Appropriation Ledgers / Purchasing Procedures

Criteria: Proper maintenance of appropriation ledgers and the use of purchase orders provides the entity an awareness of available appropriations and the assurance that expenditures are for allowable type purchases.

Condition: The Town maintained a fund ledger to record transactions and reconciliations with depositories.

Cause: The Town has not been required to provide a Financial Audit in prior years due to the small amount of revenues received.

Effect: Without properly maintained appropriation ledgers the Town would not be aware of available amounts to be used in the various accounts set up on the Estimate of Needs. Deficit spending in some appropriation accounts could occur without the use of appropriation ledgers and purchase orders.

Recommendation and Benefit: Continuous awareness of appropriation balances provides for good budgeting practices. I recommend the Town implement the use of an appropriation ledger to properly record each expenditure transaction by expense category and avoid creating potential deficits in account balances as approved by the County Excise Board.

Also, the use of purchase orders will assure the expenditures are identified to the correct appropriation account and that expenditures are approved by Town Officials at regularly scheduled Town meetings.