

CITY OF HARTSHORNE, OKLAHOMA

ANNUAL FINANCIAL REPORT

JUNE 30, 2020

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INDEPENDENT AUDITOR'S REPORT

The Honorable Mayor and Members of the City Council
City of Hartshorne, Oklahoma

Report on Financial Statements

I have audited the accompanying modified cash basis financial statements of the governmental activities, business-type activities, each major fund, and the aggregate remaining fund information of City of Hartshorne, Oklahoma, as of and for the year ended June 30, 2020, and the related notes to the financial statements, which collectively comprise the City's basic financial statements as listed.

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 A; this includes determining that the modified cash basis of accounting is an acceptable basis for the presentation 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 error or fraud.

Auditor's Responsibility

My responsibility is to express opinions 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 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 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 judgement, 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 opinion.

Basis for Qualified Opinion on Fixed Assets

The City has adopted the modified cash basis of accounting with one of the modifications being to include capital assets, net of accumulated depreciation. I was unable to determine if capital assets reported were accurate. The City has not reported annual or accumulated depreciation for capital assets. The net effects of this omission, although not reasonably determined, are presumed to be material.

Opinion

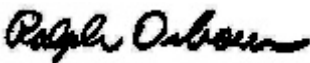
In my opinion, except for the effects of the matter described in the "Basis for Qualified Opinion on Fixed Assets" paragraph, the financial statements referred to above present fairly, in all material respects, the respective modified cash basis financial position of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of City of Hartshorne, Oklahoma as of June 30, 2020, and the respective changes in modified cash basis financial position and, where applicable, cash flows thereof for the year then ended in accordance with the modified cash basis of accounting as described in Note A.

Basis of Accounting

I draw attention to Note A 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 opinions are not modified with respect to this matter.

Other Reporting Required by Government Auditing Standards

In accordance with *Government Auditing Standards*, I have also issued my report dated May 24, 2021, on my consideration of City of Hartshorne's internal control over financial reporting and my tests of its compliance with certain provisions of laws, regulations, contracts and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing and not to provide an opinion on the 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 City of Hartshorne, Oklahoma's internal control over financial reporting and compliance.



Ralph Osborn
Certified Public Accountant
Bristow, Oklahoma
May 24, 2021

CITY OF HARTSHORNE, OKLAHOMA
HARTSHORNE, OKLAHOMA
STATEMENT OF NET POSITION - MODIFIED CASH BASIS
JUNE 30, 2020

	Primary Government		
	Governmental	Business	
	Activities	Type	Total
	Activities	Activities	
ASSETS			
Cash and cash equivalents	\$ 265,627	\$ 159,843	\$ 425,470
Internal balances	(24,450)	24,450	-
Restricted cash and cash equivalents	21	65,896	65,917
Restricted Investments	-	171,926	171,926
Capital assets:			
Other capital assets net of accumulated depreciation	4,256,269	8,661,919	12,918,188
Total assets	4,497,467	9,084,034	13,581,501
LIABILITIES:			
Deposit subject to refund	-	59,213	59,213
Long-term liabilities:			
Due within one year	27,951	73,512	101,463
Due in more than one year	59,800	2,800,660	2,860,460
Total liabilities	87,751	2,933,385	3,021,136
NET POSITION			
Invested in capital assets, net of related debt	4,168,518	5,787,747	9,956,265
Restricted for Debt service	-	171,926	171,926
Restricted	45,425	65,896	111,321
Unrestricted	195,773	125,080	320,853
Total net position	\$4,409,716	\$6,150,649	\$10,560,365

The accompanying notes are an integral part of this financial statement.

CITY OF HARTSHORNE, OKLAHOMA
HARTSHORNE, OKLAHOMA
STATEMENT OF ACTIVITIES - MODIFIED CASH BASIS
FOR THE FISCAL YEAR ENDED JUNE 30, 2020

FUNCTION/PROGRAMS	Expenses	Charges For Services	Operating Grants and Contributions	Net (Expense) Revenue and Changes in Net Assets		Total
				Primary Government Governmental Activities	Business-Type Activities	
Governmental Activities						
Administration	\$ 64,405	\$ -	\$ -	\$ (64,405)	\$ -	\$ (64,405)
Public safety	343,583	52,084	-	(291,499)	-	(291,499)
Community services	5,642	-	-	(5,642)	-	(5,642)
Health and welfare	41,705	100	-	(41,605)	-	(41,605)
Highways and roads	99,678	-	12,758	(86,920)	-	(86,920)
Culture and recreation	(1,265)	-	-	1,265	-	1,265
General government	313,781	-	-	(313,781)	-	(313,781)
Total Governmental Activities	867,529	52,184	12,758	(802,587)	-	(802,587)
Business-type Activities						
Utilities	1,140,814	1,289,267	-	-	148,453	148,453
Total Business-Type Activities	1,140,814	1,289,267	-	-	148,453	148,453
Total Primary Government	\$2,008,343	\$1,341,451	\$ 12,758	\$ (802,587)	\$ 148,453	\$ (654,134)
General Revenues						
Taxes:						
Sales/use taxes				602,481	-	602,481
Franchise taxes				54,116	-	54,116
Cigarette taxes				5,357	-	5,357
Alcohol beverage taxes				27,261	-	27,261
Gas tax				3,435	-	3,435
Cemetery lot sales				4,558	-	4,558
Investment income				300	736	1,036
Royalties				6,658	-	6,658
Miscellaneous				59,314	-	59,314
Total General Revenue and Transfers				763,480	736	764,216
Change in Net Position				(39,107)	149,189	110,082
Net Position - Beginning				4,448,823	6,001,460	10,450,283
Net Position - Ending				\$ 4,409,716	\$ 6,150,649	\$10,560,365

The accompanying notes are an integral part of this financial statement.

CITY OF HARTSHORNE, OKLAHOMA
HARTSHORNE, OKLAHOMA
BALANCE SHEET - GOVERNMENTAL FUNDS
MODIFIED CASH BASIS
JUNE 30, 2020

	General Fund	Street & Alley	Ambulance Fund	Other Governmental Fund	Total Governmental Funds
ASSETS					
Cash and cash equivalents	\$ 132,302	\$ 45,404	\$ 45,082	\$ 42,839	\$ 265,627
Investments	-	-	-	-	-
Due from other funds	-	-	112,963	-	112,963
Restricted assets:					
Police bond	21	-	-	-	21
TOTAL ASSETS	<u>\$ 132,323</u>	<u>\$ 45,404</u>	<u>\$ 158,045</u>	<u>\$ 42,839</u>	<u>\$ 378,611</u>
LIABILITIES AND FUND BALANCES:					
LIABILITIES:					
Due to other funds	\$ 134,913	\$ -	\$ 2,500	\$ -	\$ 137,413
TOTAL LIABILITIES	<u>134,913</u>	<u>-</u>	<u>2,500</u>	<u>-</u>	<u>137,413</u>
FUND BALANCES:					
Restricted	21	45,404	-	-	45,425
Unrestricted	(2,611)	-	155,545	42,839	195,773
TOTAL FUND BALANCES	<u>(2,590)</u>	<u>45,404</u>	<u>155,545</u>	<u>42,839</u>	<u>241,198</u>
TOTAL LIABILITIES AND FUND BALANCES	<u>\$ 132,323</u>	<u>\$ 45,404</u>	<u>\$ 158,045</u>	<u>\$ 42,839</u>	

Amounts reported for governmental activities in the Statement of
Net Position are different because:

Capital assets used in governmental activities are not financial
resources and, therefore, are not reported in the funds, net of
accumulated depreciation

4,256,269

Certain long-term liabilities are not due and payable
from current financial resources and, therefore, are not
reported in the funds:

Lease purchase payable

(87,751)

Net position of governmental activities

\$ 4,409,716

The accompanying notes are an integral part of this financial statement.

CITY OF HARTSHORNE, OKLAHOMA
HARTSHORNE, OKLAHOMA
STATEMENT OF REVENUES, EXPENDITURES AND CHANGES
IN FUND BALANCES - GOVERNMENTAL FUNDS
MODIFIED CASH BASIS
FOR THE FISCAL YEAR ENDED JUNE 30, 2020

	General Fund	Street & Alley	Ambulance Fund	Other Governmental Fund	Total Governmental Funds
Revenues:					
Taxes:					
Sales tax	\$ 382,814	\$ -	\$ 126,353	\$ -	\$ 509,167
Use tax	93,314	-	-	-	93,314
Tobacco tax	5,357	-	-	-	5,357
Franchise tax	54,116	-	-	-	54,116
Intergovernmental:					
Alcoholic beverage tax	27,261	-	-	-	27,261
Gas tax	-	3,435	-	-	3,435
Motor vehicle tax	7,285	5,473	-	-	12,758
Grants	-	-	-	-	-
Sale of lots	-	-	-	4,558	4,558
Fines and court fees	52,084	-	-	-	52,084
Charges for services	-	-	100	-	100
Royalties	6,658	-	-	-	6,658
Investment income	177	52	57	14	300
Miscellaneous	52,673	-	-	6,641	59,314
Total revenues	<u>681,739</u>	<u>8,960</u>	<u>126,510</u>	<u>11,213</u>	<u>828,422</u>
Expenditures:					
Administration	64,405	-	-	-	64,405
Public safety	248,010	-	132,007	1,062	381,079
Community service	5,642	-	-	-	5,642
Health and welfare	41,647	-	-	58	41,705
Highways and roads	64,080	35,598	-	-	99,678
Culture and recreation	32,595	-	-	-	32,595
General government	341,669	-	-	-	341,669
Total expenditures	<u>798,048</u>	<u>35,598</u>	<u>132,007</u>	<u>1,120</u>	<u>966,773</u>
Net change in fund balance before transfers	(116,309)	(26,638)	(5,497)	10,093	(138,351)
Transfers	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Net change in fund balance	(116,309)	(26,638)	(5,497)	10,093	(138,351)
Fund balances, beginning	113,719	72,042	161,042	32,746	379,549
Fund balances, ending	<u>\$ (2,590)</u>	<u>\$ 45,404</u>	<u>\$ 155,545</u>	<u>\$ 42,839</u>	<u>\$ 241,198</u>

The accompanying notes are an integral part of this financial statement.

CITY OF HARTSHORNE, OKLAHOMA
HARTSHORNE, OKLAHOMA
RECONCILIATION OF THE STATEMENT OF REVENUES, EXPENDITURES
IN FUND BALANCES - GOVERNMENTAL FUNDS
TO THE STATEMENT OF ACTIVITIES
MODIFIED CASH BASIS
FOR THE FISCAL YEAR ENDED JUNE 30, 2020

Net change in fund balances - total governmental funds	\$ (138,351)
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Amount reported for governmental activities in the
Statement of Activities are different because:

Governmental funds report capital outlays as
expenditures while governmental activities report
depreciation expense to allocate those expenditures
over the life of the assets:

Capital asset purchases capitalized	186,995
Depreciation expense	-
	186,995

Debt proceeds provide current financial resources to
to governmental funds, but issuing debt increases long-
term liabilities in the State of Net Assets. Repayment
Of debt principal is an expenditure in the governmental
funds, but the repayment reduces long-term liabilities
in the State of Net Assets:

Capital lease proceeds	(103,597)
Capital lease obligation principal payments	15,846
	(87,751)

Change in net assets of governmental activities	\$ (39,107)
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CITY OF HARTSHORNE, OKLAHOMA
HARTSHORNE, OKLAHOMA
STATEMENT OF FUND NET POSITION - PROPRIETARY FUND
MODIFIED CASH BASIS
JUNE 30, 2020

	Hartshorne Public Works Authority
ASSETS:	
Current assets:	
Cash and cash equivalents	\$ 159,843
Restricted cash and cash equivalents	65,896
Restricted Investments	171,926
Due from other funds	24,450
Total current assets	<u>422,115</u>
Non-current assets:	
Land and construction in progress	6,130,814
Capital assets, net of depreciation	2,531,105
Total non-current assets	<u>8,661,919</u>
Total assets	<u>9,084,034</u>
LIABILITIES:	
Current liabilities:	
Due to depositors	59,213
Notes payable - current portion	73,512
Total current liabilities	<u>132,725</u>
Non-current liabilities:	
Note payable - non-current	2,800,660
Total non-current liabilities	<u>2,800,660</u>
Total liabilities	<u>2,933,385</u>
Invested in capital assets, net of related debt	5,787,747
Restricted for Meter Deposit	65,896
Restricted for Debt service	171,926
Unrestricted	125,080
Total net position	<u>\$ 6,150,649</u>

The accompanying notes are an integral part of this financial statement.

CITY OF HARTSHORNE, OKLAHOMA
HARTSHORNE, OKLAHOMA
STATEMENT OF REVENUES, EXPENDITURES,
AND CHANGES IN FUND NET POSITION
PROPRIETARY FUNDS - MODIFIED CASH BASIS
FOR THE FISCAL YEAR ENDED JUNE 30, 2020

	Hartshorne Public Works Authority
OPERATING REVENUES:	
Charges for services	\$ 1,289,267
Total operating revenues	<u>1,289,267</u>
OPERATING EXPENSES:	
Wages	134,958
Payroll taxes	13,601
Employee benefits	12,885
Equipment	2,500
Fuel	4,580
Testing & licenses	17,049
Insurance	7,119
Maintenance & supplies	85,336
Sanitation	283,242
Office	13,061
Telephone	164
Professional Fees	10,950
Contract	40,474
Water Purchases	382,964
Utilities	<u>30,625</u>
Total operating expenses	<u>1,039,508</u>
Operating income (loss)	<u>249,759</u>
NON-OPERATING REVENUE (EXPENSES):	
Interest income	736
Interest expense	<u>(101,306)</u>
Total non-operating revenue (expenses)	<u>(100,570)</u>
Change in net position of business type activities	149,189
Total net position, beginning	<u>6,001,460</u>
Total net position, ending	<u><u>\$ 6,150,649</u></u>

The accompanying notes are an integral part of this financial statement.

CITY OF HARTSHORNE, OKLAHOMA
HARTSHORNE, OKLAHOMA
STATEMENT OF CASH FLOWS
PROPRIETARY FUNDS - MODIFIED CASH BASIS
FOR THE FISCAL YEAR ENDED JUNE 30, 2020

	Hartshorne Public Works Authority
CASH FLOWS FROM OPERATING ACTIVITIES	
Receipts from customers	\$ 1,289,267
Payments to suppliers	(862,015)
Payments to employees	(161,444)
Net Cash Provided by Operating Activities	<u>265,808</u>
CASH FLOWS FROM CAPITAL AND RELATED FINANCING ACTIVITIES	
Change in restricted cash	(21,565)
Loan proceeds	86,045
Acquisition of fixed assets	(112,432)
Principal paid on capital debt	(72,168)
Interest paid on capital debt	(101,306)
Net Cash Used by Capital and Related Financing Activities	<u>(221,426)</u>
CASH FLOWS FROM INVESTING ACTIVITIES	
Interest revenue	736
Net Cash Provided by Investing Activities	<u>736</u>
Net Increase/(Decrease) in Cash and Cash Equivalents	45,118
Cash and Cash Equivalents, Beginning	<u>114,725</u>
Cash and Cash Equivalents, Ending	<u>\$ 159,843</u>
Reconciliation of operating loss to net cash provided by operating activities:	
Operating income (loss)	\$ 249,759
Adjustments to reconcile operating income to net cash provided (used) by operating activities:	
Depreciation expense	-
Changes in assets and liabilities:	
Increase/(decrease) in due to depositors	<u>16,049</u>
Net Cash Provided by Operating Activities	<u>\$ 265,808</u>

The accompanying notes are an integral part of this financial statement.

CITY OF HARTSHORNE
NOTES TO BASIC FINANCIAL STATEMENTS
JUNE 30, 2020

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

A. Financial Reporting Entity

The City of Hartshorne, Oklahoma, is a municipal corporation incorporated under the laws of the State of Oklahoma. In evaluating how to define the City of Hartshorne, for the financial reporting purposes, management has considered all potential component units. The financial statements of the have been prepared in conformity with the modified cash basis. The basic but not the only criterion for including a potential component unit within the reporting entity, is the governing body's ability to exercise oversight responsibility. The most significant manifestations of the ability to exercise oversight responsibility include, but are not limited to, the selection of governing authority, the designation of management, the ability to significantly influence operations and accountability for fiscal matters. The other 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 City is able to exercise oversight responsibilities. The Hartshorne Public Works Authority is considered a component unit of the City of Hartshorne and it has been included in the financial statements. The Authority provides water, sewer and sanitation services as authorized by its charter.

The financial statements of the City of Hartshorne have been prepared in conformity with the modified cash basis. The Governmental Accounting Standards Board (GASB) is the accepted standard-setting boy for establishing governmental accounting and financial reporting principles. The more significant of the government's accounting policies are described below.

The accounting policies of the City conform to modified cash basis. The Proprietary fund applies Financial Accounting Standards Board (FASB) pronouncements and Accounting Principles Board (APB) opinions issued on or before November 30, 1989, unless those pronouncements conflict with or contradict Governmental Accounting Standards Board (GASB) pronouncements, in which case, GASB prevails.

Government-Wide Financial Statements

The government-wide financial statements include the statement of net position and statement of activities. These statements report financial information for the City as a whole excluding fiduciary activities such as employee pension plans. The primary government and component units are presented separately within the financial statements with the focus on the primary government. Individual funds are not displayed but the statements distinguish governmental activities, generally supported by taxes and City general revenues, from business-type activities, generally financed in whole or in part with fees charged to external customers.

CITY OF HARTSHORNE, OKLAHOMA
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2020

The statement of activities reports the expenses of a given function offset by program revenues directly connected with the functional program. A functional program is an assembly of similar activities and may include portions of a fund or summarize more than one fund to capture the expenses and program revenues associated with a distinct functional activity. Program revenues include:

- Public safety - police fines and forfeitures
- Operating grants and contributions which finance annual operating activities including restricted investment income
- Capital grants and contributions which fund the acquisition, construction, or rehabilitation of capital assets and include fees to developers. These revenues are subject to externally imposed restrictions to these programs uses.

These revenues are subject to externally imposed restrictions to these programs uses. Taxes and other revenue sources not properly included with program revenues are reported as general revenues.

Fund Financial Statements

Fund financial statements of the City are provided for governmental and proprietary funds. Major individual governmental and enterprise funds are reported in separate columns with composite columns for non-major funds.

Measurement Focus, Basis of Accounting and Financial Statement Presentation

Measurement focus is a term used to describe "how" transactions are recorded within the various financial statements. Basis of accounting refers to "when" transactions are recorded regardless of the measurement focus applied.

Measurement Focus

In the government-wide Statement of Net Assets and the Statement of Activities, both governmental and business-like activities are presented using the economic resources measurement focus, within the limitations of the modified cash basis of accounting, as defined in item B below.

In the fund financial statements, the "current financial resources" measurement focus or the "economic resources" measurement focus, as applied to the modified cash basis of accounting, is used as appropriate:

- A. All government funds utilize a "current financial resources" measurement focus. Only current financial assets and liabilities are generally included on their balance sheets. Their operating statements present sources and uses of available spendable financial resources during a given period. These funds use fund balance as their measure of available spendable financial resources at the end of the period.
- B. The proprietary fund utilizes an "economic resources" measurement focus. The accounting objectives of this measurement focus are the determination of operating income, changes in net assets (or cost recovery), financial position, and cash flows. All assets and liabilities (whether current or non-current, financial, or non-financial) associated with their activities are reported. Proprietary fund equity is classified as net assets.

CITY OF HARTSHORNE, OKLAHOMA
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2020

Basis of Accounting

In the government-wide Statement of Net Assets and Statement of Activities and the fund financial statements, governmental and business-like activities are presented using a modified cash basis of accounting. This basis recognizes assets, liabilities, net assets/fund equity, revenues, and expenditures/expenses when they result from cash transactions with a provision for depreciation in the government-wide statements and proprietary fund statements. This basis is a comprehensive basis of accounting other than accounting principles generally accepted in the United States of America.

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 billed or provided services not yet collected) 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.

If the City utilized the basis of accounting recognized as generally accepted, the fund financial statements for governmental funds would use the modified accrual basis of accounting, while the fund financial statements of proprietary fund types would use the accrual basis of accounting. All government-wide financials would be presented on the accrual basis of accounting.

Basis of Accounting

When both restricted and unrestricted resources are available for use, it is the City's policy to use restricted resources first, then unrestricted resources as needed.

Fund Types and Major Funds

The City reports the following major governmental funds:

General Fund - The general fund reports as the primary fund of the City. This fund is used to account for all financial resources not reported in other funds.

Street and Alley Fund - this fund accounts for revenue and expenses related to street maintenance.

Ambulance Fund - This fund accounts for the revenues and expenses related to the maintenance and operation of an ambulance service for the City.

Proprietary Funds - The City reports the following major enterprise funds:

Hartshorne Public Works Authority - The Authority provides certain utility services for the City.

Budgetary Accounting and Control

The City adopts an annual budget for all funds established by the governing body as required by O.S. 11 Section 17.207 through 17.210. The state statutes also require that the budget be adopted by resolution or per the City charter at the legal level of classification (fund, department, and object category) and that the budget be filed with County Clerk and the State Auditor and Inspector. The City may transfer budgeted amounts within and among departments. The budget is prepared on a cash basis.

CITY OF HARTSHORNE, OKLAHOMA
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2020

Investments

The City follows Governmental Accounting Standards Board (GASB) Statement No. 31, "Accounting and Financial Reporting for Certain Investments and for External Investment Pools," which requires marketable securities to be carried at fair value. The City considers highly liquid investments with a maturity of three months or less when purchased to be cash equivalents.

Encumbrances

Encumbrance accounting, under which purchase orders, contracts and other commitments for the expenditure of funds are recorded in order to reserve that portion of the applicable appropriations, is employed in the governmental funds. Encumbrances outstanding at year end are cancelled under the modified cash basis. The encumbrance is added to the subsequent year expenses when paid.

Inventories and Prepaids

Inventories in governmental funds consist of expendable supplies held for consumption stated on a first-in, first-out basis. They are reported at cost which is recorded as an expenditure at the time individual inventory items are used. Proprietary funds and similar component unit inventories are recorded at the lower of cost or market on a first-in, first-out basis. The City has not maintained inventory records, however, the value of inventory on hand at June 30, 2020 is not believed to be material.

Prepaids recording payments to vendors that benefit future reporting periods are also reported on the consumption basis. Both inventories and prepaids are similarly reported in government-wide and fund financial statements.

Capital Assets, Depreciation, and Amortization

The City's property, plant, equipment, and infrastructure with useful lives of more than one year are stated at historical cost or at estimated historical cost for those items not previously reported and comprehensively reported in the government-wide financial statements. The City maintains infrastructure assets records consistent with all other capital assets. Proprietary and component unit capital assets are also reported in their respective fund and combining component units financial statements. Donated assets are stated at fair value on the date donated. The City generally capitalizes assets with a cost of \$2,500 or more as purchase and construction outlays occur. The cost of normal maintenance and repairs that do not add to the assets value or materially extend useful lives are not capitalized. Capital assets, including those of component units, are depreciated using the straight-line method. When capital assets are disposed, the cost and applicable accumulated depreciation are moved from the respective accounts, and the resulting gain or loss is recorded in operations.

Estimated useful lives, in years, for depreciable assets are as follows:

Water and Sewer Projects	40 years
Computer and Printers	5 years

Compensated Absences

The City of Hartshorne has no written policies concerning vacation and sick leave.

Reserves and Designations

Reserves represent those portions of fund balance not available for expenditure or legally segregated for a specific future use. Designated fund balances represent tentative plans for future use of financial resources.

CITY OF HARTSHORNE, OKLAHOMA
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2020

Use of Estimates

The preparation of financial statements in conformity with the modified cash basis requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities, disclosure of contingent assets and liabilities at the date of the financial statements, and the reported amounts of revenue and expenses during the reporting period. Actual results could differ from those estimates.

NOTE 2 - CASH AND INVESTMENTS

Custodial Credit Risk

Custodial credit risk is the risk that in the event of failure of counterparty, the City will not be able to recover the value of its deposits or investments. Deposits are exposed to custodial credit risk if they are uninsured and uncollateralized. Investment securities are exposed to custodial credit risk if they are uninsured, are not registered in the name of the City, and are held by counterparty or the counterparty's trust department but not in the name of the City. The City's policy requires that all deposits and investments in excess of amounts covered by federal deposit insurance be fully collateralized by the entity holding the deposits or investments. As of June 30, 2020, the City's deposits and investments were covered by federal deposit insurance up to \$250,000; however, deposits over that amount were not insured or collateralized and were at risk.

Deposits

The City had deposits at financial institutions with a carrying amount of approximately \$663,313 at June 30, 2020. The bank balance of the deposits at June 30, 2020 was approximately \$625,186.

Credit Risk

Fixed-income securities are subject to credit risk. However, the City did not have fixed income securities at June 30, 2020.

Interest Rate Risk

Interest rate risk is the risk that changes in interest rates will adversely affect the fair value of an investment. The City Council monitor's the investment performance on an ongoing basis to limit the City's interest rate risk. As of June 30, 2020, the City's deposits consisted of demand deposits and certificates of deposit with a maturity of 12 months or less.

NOTE 3 - INTERFUND RECEIVABLES AND PAYABLES

Interfund receivables and payables at June 30, 2020 are as follows:.

<u>Amount</u>	<u>Due To Other Funds</u>	<u>Due From Other Funds</u>
\$112,963	Ambulance Fund	General Fund
9,950	Public Works	General Fund
2,500	Public Works	Ambulance Fund
12,000	Public Works	General Fund
<u>\$137,413</u>		

CITY OF HARTSHORNE
HARTSHORNE, OKLAHOMA
NOTES TO BASIC FINANCIAL STATEMENTS
JUNE 30, 2020

NOTE 4 - RESTRICTED ASSETS

The Loan Resolution Security Agreements with the USDA Rural Development requires a reserve fund to be funded at 10% of the monthly installment until the balance is equal to the annual installment amount (\$12,801 X 12 = \$153,612). At June 30, 2020, the total balance in the debt service reserve accounts at First National Bank, Hartshorne was \$171,926.

Debt Service Reserve Account	\$171,926
Required Reserve	<u>(153,612)</u>
Excess/(Short)	<u>\$ 18,314</u>

The Authority also has restricted cash assets for customer deposits in the amount of \$59,213.

NOTE 5- CAPITAL ASSETS

The following table provides a summary of changes in capital assets:

	<u>July 1, 2019</u>	<u>Additions</u>	<u>Disposals</u>	<u>June 30, 2020</u>
PRIMARY GOVERNMENT				
Governmental activities				
Capital assets				
General Fund	\$ 1,194,205	\$ 27,888	\$ -	\$ 1,222,093
Cemetery	32,645	-	-	32,645
Street & Alley	51,255	-	-	51,255
Library	403,918	-	-	403,918
Spec Building	1,477,353	-	-	1,477,353
Nutrition	201,671	-	-	201,671
Volunteer Fire	340,561	-	-	340,561
Utilities	89,624	-	-	89,624
Ambulance	232,238	-	-	232,238
Emergency	47,924	125,247	(13,500)	159,671
Park	11,380	33,860	-	45,240
Total capital assets	<u>4,082,774</u>	<u>186,995</u>	<u>(13,500)</u>	<u>4,256,269</u>
Less: Accumulated Depreciation	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Governmental activities				
Capital Assets, Net	<u>\$ 4,082,774</u>	<u>\$ 186,995</u>	<u>\$ (13,500)</u>	<u>\$ 4,256,269</u>
Business-type activities				
Capital assets				
Public Works Authority	\$ 2,418,673	\$ 112,432	\$ -	\$ 2,531,105
Construction in Progress	6,130,814	-	-	6,130,814
Total capital assets	<u>8,549,487</u>	<u>112,432</u>	<u>-</u>	<u>8,661,919</u>
Less: Accumulated Depreciation	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Business-type Activities				
Capital Assets, Net	<u>\$ 8,549,487</u>	<u>\$ 112,432</u>	<u>\$ -</u>	<u>\$ 8,661,919</u>
PRIMARY GOVERNMENT				
Capital Assets, Net	<u>\$12,632,261</u>	<u>\$ 299,427</u>	<u>\$ (13,500)</u>	<u>\$12,918,188</u>

The City, along with KEDDO (Kiamichi Economic Development District), has prepared a Capital Improvement Plan which lists all of the City's capital assets at replacement cost. This list does not show original cost or prior year depreciation.

CITY OF HARTSHORNE
HARTSHORNE, OKLAHOMA
NOTES TO BASIC FINANCIAL STATEMENTS
JUNE 30, 2020

NOTE 6 - NOTES PAYABLE - PROPRIETARY FUND

A brief description of the outstanding notes payable at June 30, 2020 is set forth below:

USDA, Rural Development loan #91-01 in the original loan amount of \$2,223,000, interest rate of 4.00%, term of 40 years, monthly installment of \$9,293.	\$ 1,871,548
USDA, Rural Development loan #92-03 in the original loan amount of \$1,063,000, interest rate of 2.50%, term of 40 years, monthly installment of \$3,508.	857,853
Citizens Bank of Ada loan in the original loan amount of \$78,250, interest rate of 3.50%, term of 5 years, monthly installment of \$1,425.	58,726
Oklahoma Water Resource Board interim loan in the original loan amount of \$580,000, interest rate of 1.66%, term of 15 years, interest payments to be made until refinanced with Bank of Oklahoma once the loan closes. As of June 30, 2020, only \$86,045 has been drawn down.	<u>86,045</u>
TOTAL	<u>\$ 2,874,172</u>

The following is a summary of changes in long-term debt of the proprietary fund for the year ended June 30, 2020:

Description	Payable at July 1, 2019	Additions	Retirements	Balance at June 30, 2020
U.S. Dept of Agriculture:				
Rural Development 92-01	\$ 1,907,416	\$ -	\$ (35,868)	\$ 1,871,548
Rural Development 92-03	878,225	-	(20,372)	857,853
Citizens Bank	74,654	-	(15,928)	58,726
OWRB	<u>-</u>	<u>86,045</u>	<u>-</u>	<u>86,045</u>
	<u>\$ 2,860,295</u>	<u>\$ 86,045</u>	<u>\$ (72,168)</u>	<u>\$ 2,874,172</u>

Year ending June 30	Principal	Interest	Total
2021	\$ 73,512	\$ 97,204	\$ 170,716
2022	76,105	94,611	170,716
2023	78,792	91,923	170,715
2024	76,920	89,179	166,099
2025	66,852	86,782	153,634
2026-2030	371,557	396,611	768,168
2031-2035	442,706	325,462	768,168
2036-2040	528,121	240,048	768,168
2041-2045	630,760	137,409	768,169
2046-2049	<u>442,802</u>	<u>24,854</u>	<u>467,656</u>
Total	<u>\$ 2,788,127</u>	<u>\$ 1,584,082</u>	<u>\$ 4,372,209</u>

CITY OF HARTSHORNE
HARTSHORNE, OKLAHOMA
NOTES TO BASIC FINANCIAL STATEMENTS
JUNE 30, 2020

NOTE 7 - LEASE OBLIGATIONS

The Town has entered into a lease agreement as lessee for financing the acquisition of equipment. The lease agreements qualify as capital leases for accounting purposes since title transfers at the end of the lease term and it has been recorded at the present value of the future minimum lease payments. The leases contain a clause which gives the Town and Authority the ability to terminate the lease agreement at the end of each fiscal year.

Capital lease transactions for the year ended June 30, 2020 are as follows:

	Payable at July 1, 2019	Additions	Retirements	Balance at June 30, 2020
3 Police Vehicles	\$ -	\$ 103,597	\$ (15,846)	\$ 87,751
	<u>\$ -</u>	<u>\$ 103,597</u>	<u>\$ (15,846)</u>	<u>\$ 87,751</u>

The schedule of future minimum lease payments under the capital leases and the present value of the net minimum lease payments at June 30, is as follows:

Year ending June 30	Phone Equipment	Total
2021	\$ 27,951	\$ 27,951
2022	27,951	27,951
2023	27,951	27,951
2024	9,317	9,317
Total minimum lease payments	93,170	93,170
Less: Amount representing interest	5,419	5,419
Present value of future minimum lease payments	<u>\$ 87,751</u>	<u>\$ 87,751</u>

NOTE 8- COMPENSATED ABSENCES

The City does not report accrued expenses under the modified cash basis of accounting.

NOTE 9 - PROPRIETARY FUND WORKING CAPITAL

The net working capital of the enterprise fund (current assets less current liabilities) was \$289,390 at June 30, 2020.

NOTE 10 - RISK MANAGEMENT

The City is exposed to various risks of loss related to torts; theft of, damage to, and destruction of assets; errors and omissions; injuries to employees; and natural disasters. The City carries commercial insurance for risk of loss, including workers' compensation. Settled claims resulting from these risks have not exceeded commercial insurance coverage in any of the past three fiscal years. The City retained legal counsel to defend it in any legal action.

CITY OF HARTSHORNE
HARTSHORNE, OKLAHOMA
NOTES TO BASIC FINANCIAL STATEMENTS
JUNE 30, 2020

NOTE 11- PENSION OBLIGATIONS

City of Hartshorne participates in a statewide, cost-sharing multiple-employer defined benefit plan on behalf of volunteer firefighters. The system is administered by an agency of the State of Oklahoma and funded by contributions from participants, employers, insurance premium taxes, and state appropriations, as necessary. The following is a summary of eligibility factors, contribution methods, and benefit provisions.

	<u>Oklahoma Firefighter's Pension and Retirement System</u>
Eligibility to Participate	All full-time or voluntary Firefighters of a Participating Municipality hired before age 45
Authority establishing contribution obligations and benefit provisions	State Statute
Plan members' contribution rate	8% of covered payroll
City's contribution rate	13% of covered payroll/\$60 per volunteer
Period required to vest	10 years
Benefits and eligibility for distribution full time)	20 years credited service, 2 ½% of final average salary multiplied by the years of credited service with a maximum of 30 years considered; If vested, at or after age 50, or After 10 but before 20 years of credited service with reduced benefits
Benefits and eligibility for distribution (Volunteer)	20 years credited service equal to \$5.46 per month per year of service with a maximum of 30 years considered
Deferred retirement option	Yes, 20 years credited service with Continued service for 30 or more years
Provisions for:	
Cost of living adjustments (normal retirement)	Yes, if vested by 5/83
Death (duty, non-duty, post-retirement)	Yes
Disability	Yes
Cost of living allowances	Yes

The City is required to contribute \$60 per year per volunteer firefighter. For those years in which the City General Fund revenue falls below a statutory amount, the City is not required to make a contribution.

Contributions required by State Statute:

<u>Fiscal</u> <u>Year</u>	<u>Required</u> <u>Contribution</u>	<u>Percentage</u> <u>Contributed</u>
2020	\$ 660	100%
2019	\$ 840	100%
2018	\$ 1,020	100%

Trend information showing the progress of the system in accumulating sufficient assets to pay benefits when due is presented in the annual financial reports of the plan. Copies of the report may be obtained from the State Retirement System.

Volunteer firefighters receive a monthly pension based on their years of service. The volunteer may receive death or spousal benefits if certain conditions are met.

CITY OF HARTSHORNE
HARTSHORNE, OKLAHOMA
NOTES TO BASIC FINANCIAL STATEMENTS
JUNE 30, 2020

Oklahoma Municipal Retirement Fund

The City allows employees to participate in Oklahoma Municipal Retirement Fund, a defined contribution plan. The plan is funded by contributions from participants and employers. The following is a summary of eligibility factor, contribution methods, and benefit provision:

	<u>Oklahoma Municipal Retirement Fund</u>	
Eligibility to Participate	Once a six month probationary period is met, all regular full-time employees, and the City Clerk and Treasurer, except any person covered under another system	
Employer contributions	Match 100% of pay of the total mandatory. Plan forfeitures reduce the employer contributions	
Employee contributions	Up to 5% of mandatory after-tax contributions are eligible for employer match. Voluntary after-tax contributions are also allowed	
Service		
Credited Service	The last period of continuous employment with the employer	
Vesting	Credited service plus transferred service from other OMRF employers	
Normal Retirement Age	Age 65 with 5 or more years of vesting service	
Investment Options	Employees direct how their money is invested. A list of investment choices is available at okmrforg.voya.com or your personnel department	
Payment Options		
Before vesting	Return of employee contribution account balances (if any)	
After vesting	Benefit payment option include the distribution of Both the employee and the employer contribution account Balance and can be paid in any form designated by the participant, including: equivalent optional forms: - Full or partial lump sum - Monthly payments - Rollover to another qualified plan	
Vesting	<u>Years of Service</u>	<u>Vesting Percentage</u>
	Less than 3	0%
	3 but less than 4	20%
	4 but less than 5	40%
	4 but less than 5	60%
	4 but less than 5	80%
	7 or more	100%

100% vested also upon becoming disabled, death, or turning age 68.

Annual reports may be obtained from Oklahoma Municipal Retirement System, 525 Central Park Dr., Oklahoma City, OK 73105.

CITY OF HARTSHORNE
HARTSHORNE, OKLAHOMA
NOTES TO BASIC FINANCIAL STATEMENTS
JUNE 30, 2020

NOTE 12 - FEDERAL STATE GRANTS

In the normal course of operations, the City receives grant funds from various federal and state agencies. The grant programs are subject to audit by agents of the granting authorities the purpose of which is to ensure compliance with conditions precedent to the granting of the funds. Any liability for reimbursement which may arise as the result of these audits is not believed to be material.

NOTE 13 - STATE AUDITOR AND INSPECTOR CITIZEN'S PETITION SPECIAL AUDIT

The City underwent a special audit by the Oklahoma State Auditor and Inspector which covered the dates of July 1, 2015 through August 31, 2016. The objectives of the audit included a review of possible irregularities in utility billing, court activity, credit card expenditures, and payroll, and possible violations of the Open Meeting and Open Records Act. The Citizens' Petition Audit report, issued on October 19, 2017, concluded that misappropriations of funds and other possible violations did occur during that the special audit period. Any claims or legal matters resulting from these findings have not been resolved as of May 24, 2021.

NOTE 14- SUBSEQUENT EVENTS

The City has evaluated subsequent events and contingencies through May 24, 2021, the date which financial statements were available. The City underwent a special audit by the Oklahoma State Auditor and Inspector which covered the dates of July 1, 2015 through August 31, 2016. The objectives of the audit included a review of possible irregularities in utility billing, court activity, credit card expenditures, and payroll, and possible violations of the Open Meeting and Open Records Act. The Citizens' Petition Audit report, issued on October 19, 2017, concluded that misappropriations of funds and other possible violations did occur during that the special audit period. Any claims or legal matters resulting from these findings have not been resolved as of May 24, 2021.

The Authority approved a loan resolution security agreement authorizing and providing for the incurrence of indebtedness in the principal amount of \$580,000 with OWRB which will change to Bank of Oklahoma April 1, 2021 in the amount of \$2,270,000.

As of June 30, 2020, the Authority has drawn down \$86,045 from Oklahoma Water Resource Board. Once the Bank of Oklahoma loan closes, the Oklahoma Water Resource Board interim loan will be refinanced into the Bank of Oklahoma loan.

CITY OF HARTSHORNE, OKLAHOMA
HARTSHORNE, OKLAHOMA
COMBINING BALANCE SHEET - MODIFIED CASH
NONMAJOR GOVERNMENTAL FUNDS
JUNE 30, 2020

	Cemetery Fund	Volunteer Fire Dept	Total Nonmajor Governmental Funds
ASSETS			
Cash and cash equivalents	\$ 29,466	\$ 13,373	\$ 42,839
Investments	-	-	-
Receivables:			
Due from other funds	-	-	-
Other receivables	-	-	-
TOTAL ASSETS	<u>\$ 29,466</u>	<u>\$ 13,373</u>	<u>\$ 42,839</u>
LIABILITIES AND FUND BALANCES:			
LIABILITIES:			
Accounts payable	\$ -	\$ -	\$ -
Due to other funds	-	-	-
TOTAL LIABILITIES	<u>-</u>	<u>-</u>	<u>-</u>
FUND BALANCES:			
Reserved for:			
Unreserved, reported in:			
Special revenue funds	<u>29,466</u>	<u>13,373</u>	<u>42,839</u>
TOTAL FUND BALANCES	<u>29,466</u>	<u>13,373</u>	<u>42,839</u>
TOTAL LIABILITIES AND FUND BALANCES	<u>\$ 29,466</u>	<u>\$ 13,373</u>	<u>\$ 42,839</u>

The accompanying notes are an integral part of this financial statement.

CITY OF HARTSHORNE, OKLAHOMA
HARTSHORNE, OKLAHOMA
COMBINING STATEMENT OF REVENUES, EXPENDITURES AND
CHANGES IN FUND BALANCE - MODIFIED CASH BASIS
NONMAJOR GOVERNMENTAL FUNDS
FOR THE FISCAL YEAR ENDED JUNE 30, 2020

	Cemetery Fund	Volunteer Fire Dept	Total Nonmajor Governmental Funds
Revenues:			
Taxes	\$ -	\$ -	\$ -
Intergovernmental	-	-	-
Investment income	-	14	14
Lot sales	4,558	-	4,558
Miscellaneous	-	6,641	6,641
TOTAL REVENUES	<u>\$ 4,558</u>	<u>\$ 6,655</u>	<u>\$ 11,213</u>
EXPENDITURES:			
Administration	\$ -	\$ -	\$ -
Public Safety	-	1,062	1,062
Community service	-	-	-
Health and welfare	58	-	58
Administrative services	-	-	-
Capital outlay	-	-	-
TOTAL EXPENDITURES	<u>58</u>	<u>1,062</u>	<u>1,120</u>
Net change in fund balances before transfers	4,500	5,593	10,093
Transfers	<u>-</u>	<u>-</u>	<u>-</u>
Net change in fund balance after transfers	4,500	5,593	10,093
Fund balances - beginning	<u>24,966</u>	<u>7,780</u>	<u>32,746</u>
Fund balances - ending	<u>\$ 29,466</u>	<u>\$ 13,373</u>	<u>\$ 42,839</u>

The accompanying notes are an integral part of this financial statement.

INDEPENDENT AUDITOR'S 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

To the Honorable Members of the Board of Trustees
City of Hartshorne
Hartshorne, 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 of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of City of Hartshorne, Oklahoma, modified cash basis, as of and for the year ended June 30, 2020, and the related notes to the financial statements, which collectively comprise City of Hartshorne's basic financial statements and have issued my report thereon dated May 24, 2021.

Internal Control Over Financial Reporting

In planning and performing my audit of the financial statements, I considered City of Hartshorne, Oklahoma's internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing my opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of City of Hartshorne, Oklahoma's internal control. Accordingly, I do not express an opinion of the effectiveness of City of Hartshorne, Oklahoma's internal control.

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 that might be material weaknesses or significant deficiencies and therefore, material weaknesses or significant deficiencies may exist that were not identified. Accordingly, we do not express an opinion on the effectiveness of City of Hartshorne, Oklahoma's internal control.

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. We consider the deficiencies described in the accompanying schedule of findings and questioned costs as items 2020-3, and 2020-4 to be material weaknesses.

A *significant deficiency* is a deficiency, or a 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. We consider the deficiencies described in the accompanying schedule of findings and questioned costs as items 2020-1 and 2020-2 to be significant deficiencies.

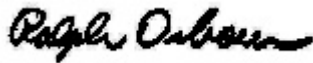
Compliance and Other Matters

As part of obtaining reasonable assurance about whether City of Hartshorne, Oklahoma'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 did not disclosed instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

Purpose of the Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Governmental Auditing Standards* in considering the entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

Sincerely,



Ralph Osborn
Certified Public Accountant
Bristow, Oklahoma
May 24, 2021

CITY OF HARTSHORNE, OKLAHOMA
HARTSHORNE, OKLAHOMA
SCHEDULE OF FINDINGS AND QUESTIONED COSTS
FOR THE FISCAL YEAR ENDED JUNE 30, 2020

2020-1 Capitalization and Depreciation

Statement of Condition - The City does not have a capitalization and depreciation policy. The City does not report depreciation expense or accumulated depreciation.

Criteria - The City has adopted the modified cash basis of accounting with one of the modifications being to include capital assets, net of accumulated depreciation.

Cause/Effect of Condition - The City may be over or under reporting assets due to assets that have been retired may not be removed from the total and assets that have been purchased may not have been added to the capital asset schedule. The City may be over reporting assets and under reporting expenses due to not accounting for accumulated depreciation and annual depreciation expense.

Recommendation - The City should adopt a capitalization and depreciation policy. The City should work with their outside consultant and management to adjust their capital asset and depreciation schedules and the respective financial statement accounts for any changes in capital assets and for accumulated depreciation.

2020-2 Inventory of fixed assets

Statement of Condition - The City does not have an updated list of capital assets in order to determine if assets may be missing.

Criteria - The City is responsible for safeguarding public assets, including capital assets.

Cause/Effect of Condition - The City could be missing assets that it isn't aware it should have in inventory.

Recommendation - The City should take an inventory of all capital assets and develop an internal control system to update and refer to the inventory periodically in order to recognize when assets are missing.

CITY OF HARTSHORNE, OKLAHOMA
HARTSHORNE, OKLAHOMA
SCHEDULE OF FINDINGS AND QUESTIONED COSTS
FOR THE FISCAL YEAR ENDED JUNE 30, 2020

2020-3 Failure to maintain proper accounting records

Statement of Condition - The City's accounting records did not include all of the City's financial information. Financial statements were not provided and the general ledgers provided failed to include certificate of deposits and new debts. The revenue and expense accounts were also not accurately classified to the correct account to properly show what was received or expensed for each account.

Criteria - The City's accounting records should include all financial information for the City and Public Works funds and should be classified to the correct revenue and expense accounts.

Cause/Effect of Condition - Accounting records not being maintained correctly can over or understand the financial statements. Failure to include certificate of deposits and debts understates assets and liabilities. Revenue can not be shown as the actual revenue unless it is classified in the correct account. Water revenue would be overstated if it included other income from sewer or sanitation income. By not properly classifying the records, it is shown as charges for services and it is unknown as to where the revenue came from.

Recommendation - The Town should maintain proper accounting records and review the records for accuracy monthly. By reviewing accounting records that accurately state the City's financials, the City would be able to locate a misstatement and would be an internal control to locate fraud if it were occur.

2020-4 Deficit Fund Balance

Statement of Condition - The City reported a deficit fund balance in the General Fund at June 30, 2020.

Criteria - The City is required to maintain a positive carryover in each fund.

Cause/Effect of Condition - The assets of the general fund may not be sufficient to cover future liabilities.

Recommendation - General fund liabilities include amounts due to other funds. The City should review amounts included in this liability account and determine if the general fund should be responsible for repayment of these amounts or if the liability could be forgiven by the respective fund to which the liability is owed.