

SAMUEL S. ALEXANDER  
Certified Public Accountant

---

304 South Hayes  
Wagoner, Oklahoma 74467  
918.485.2733  
E-mail: [ndncpa49@gmail.com](mailto:ndncpa49@gmail.com)

Board of Trustees  
Town of Washington  
Washington, Oklahoma 73093

I have performed the procedures enumerated below on the financial accounts and other information of the engaging party during the year ended June 30, 2023. The Town of Washington is responsible for the financial accounts and other information.

The Town of Washington has agreed to and acknowledged that the procedures performed are appropriate to meet the intended purposes of assisting the users in understanding the financial accounts of the Town of Washington during the year ended June 30, 2023. 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 users of this report and, as such, users are responsible for determining whether the procedures performed are appropriate for their purposes.

The procedures and associated findings are as follows:

<b>Procedure</b>	<b>Description of Findings</b>
Prepare a schedule of changes in fund balances for each fund and determine compliance with the statutory prohibition of creating fund balance deficits.	No exceptions were found as a result of applying the procedure.
Prepare a budget and actual financial schedule for the general fund and determine compliance with the legal level of appropriations by comparing expenditures and encumbrances to authorized appropriations.	No instances of noncompliance as a result of applying the procedure.
Agree material bank account balances to bank statements and trace significant reconciling items to subsequent clearance.	The books and bank reconciliation agree.
Compare uninsured deposits to fair value of pledged collateral.	There are no uninsured bank deposits.

Compare use of material-restricted revenues and resources to their restrictions.

There are no material-restricted revenues.

Determine compliance with requirements for separate funds.

Separate funds are maintained for the General Fund and Public Works Authority.

Determine compliance with reserve account and debt service coverage requirements of bond indentures.

There is no bond debt or indentures.

The Town of Washington engaged me to perform this agreed-upon procedures engagement and conducted my engagement in accordance with attestation standards established by the AICPA. I was 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, on the agreed-upon procedures results. Accordingly, I do not express such an opinion or conclusion. Had I performed additional procedures, other matters might have come to my attention that would have been reported to you.

I am required to be independent of the Town of Washington and to meet my other ethical responsibilities, in accordance with the relevant ethical requirements related to my agreed-upon procedures engagement.

This report is intended solely for the information and use of the Town of Washington and the State of Oklahoma, and is not intended to be, and should not be, used by anyone other than these specified parties.

A handwritten signature in black ink that reads "James Alexander CPA". The signature is written in a cursive style and is positioned to the right of the text "than these specified parties."

Wagoner, Oklahoma  
January 29, 2025

Town of Washington  
 Budget vs Actual - General Fund  
 June 20, 2023

	Budget	Actual	Variance
<b>Revenues</b>			
Sales tax	302,000	302,123	123
Grants		72,077	72,077
Franchise tax	22,000	23,217	1,217
Use tax	160,000	157,667	(2,333)
Miscellaneous	20,000	17,402	(2,598)
Building permits	18,000	104,574	86,574
Interest income	50	57	7
Alcohol beverage tax	150		(150)
County clerk	4,500	4,857	357
Motor fuel tax		1,199	1,199
Overpayments		1,681	1,681
Donations		1,775	1,775
Transfers from PWA	95,000		(95,000)
	<u>621,700</u>	<u>686,629</u>	<u>64,929</u>
<b>Expenditures</b>			
Compensation	200,000	163,272	36,728
Repairs and maintenance	65,000	8,007	56,993
Maintenance supplies	32,000	34,060	(2,060)
Repairs	36,000		36,000
Street repair	1,500	1,575	(75)
Insurance	90,000	97,568	(7,568)
Police department	41,000	42,246	(1,246)
Fire department	10,000	8,786	1,214
Utilities	46,000	46,540	(540)
Mileage	750	750	
Gasoline	17,500	19,629	(2,129)
Miscellaneous	12,000	11,774	226
Workers compensation insurance	13,000	9,045	3,955
Dues and fees	4,500	9,661	(5,161)
Professional fees	103,000	56,272	46,728
Emergency service		13,837	(13,837)
Equipment rental	1,000		1,000
Training	1,100	6,183	(5,083)

Internet	300	296	4
Software	1,400	1,452	(52)
Office expense	18,000	7,639	10,361
	<u>694,050</u>	<u>538,592</u>	<u>155,458</u>
Excess of Revenues over Expenditures	<u>(72,350)</u>	<u>148,037</u>	<u>220,387</u>

Town of Washington  
 Schedule of Changes in Fund Balance  
 June 30, 2023

	General Fund	Public Works Authority
Revenues	686,629	277,539
Expenditures	<u>538,592</u>	<u>352,665</u>
Subtotal	148,037	(75,126)
Transfer to PWA from General Fund	(76,000)	76,000
Beginning fund balance	<u>91,268</u>	<u>-</u>
Fund balance	<u><u>163,305</u></u>	<u><u>874</u></u>

Town of Washington  
Bank reconciliation  
June 30, 2023

Balance per bank	64,873.81
Less: Outstanding checks	(9,073.50)
Error corrected in next period	<u>(115.62)</u>
Balance sheet carrying amount	<u><u>55,684.69</u></u>

Bank: First United Bank, Account No 3049  
Town of Washington  
General Fund

SAMUEL S. ALEXANDER  
Certified Public Accountant

---

304 South Hayes  
Wagoner, Oklahoma 74467  
918.485.2733  
E-mail: [ndncpa49@gmail.com](mailto:ndncpa49@gmail.com)

Board of Trustees  
Town of Washington  
Washington, Oklahoma 73093

I have performed the procedures enumerated below on the financial accounts and other information of the engaging party during the year ended June 30, 2023. The Town of Washington is responsible for the financial accounts and other information.

The Town of Washington has agreed to and acknowledged that the procedures performed are appropriate to meet the intended purposes of assisting the users in understanding the financial accounts of the Town of Washington during the year ended June 30, 2023. 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 users of this report and, as such, users are responsible for determining whether the procedures performed are appropriate for their purposes.

The procedures and associated findings are as follows:

<b>Procedure</b>	<b>Description of Findings</b>
Prepare a schedule of changes in fund balances for each fund and determine compliance with the statutory prohibition of creating fund balance deficits.	No exceptions were found as a result of applying the procedure.
Prepare a budget and actual financial schedule for the general fund and determine compliance with the legal level of appropriations by comparing expenditures and encumbrances to authorized appropriations.	No instances of noncompliance as a result of applying the procedure.
Agree material bank account balances to bank statements and trace significant reconciling items to subsequent clearance.	The books and bank reconciliation agree.
Compare uninsured deposits to fair value of pledged collateral.	There are no uninsured bank deposits.

Compare use of material-restricted revenues and resources to their restrictions.

There are no material-restricted revenues.

Determine compliance with requirements for separate funds.

Separate funds are maintained for the General Fund and Public Works Authority.

Determine compliance with reserve account and debt service coverage requirements of bond indentures.

There is no bond debt or indentures.

The Town of Washington engaged me to perform this agreed-upon procedures engagement and conducted my engagement in accordance with attestation standards established by the AICPA. I was 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, on the agreed-upon procedures results. Accordingly, I do not express such an opinion or conclusion. Had I performed additional procedures, other matters might have come to my attention that would have been reported to you.

I am required to be independent of the Town of Washington and to meet my other ethical responsibilities, in accordance with the relevant ethical requirements related to my agreed-upon procedures engagement.

This report is intended solely for the information and use of the Town of Washington and the State of Oklahoma, and is not intended to be, and should not be, used by anyone other than these specified parties.



Wagoner, Oklahoma  
January 29, 2025



Town of Washington  
 Budget vs Actual - General Fund  
 June 20, 2023

	Budget	Actual	Variance
<b>Revenues</b>			
Sales tax	302,000	302,123	123
Grants		72,077	72,077
Franchise tax	22,000	23,217	1,217
Use tax	160,000	157,667	(2,333)
Miscellaneous	20,000	17,402	(2,598)
Building permits	18,000	104,574	86,574
Interest income	50	57	7
Alcohol beverage tax	150		(150)
County clerk	4,500	4,857	357
Motor fuel tax		1,199	1,199
Overpayments		1,681	1,681
Donations		1,775	1,775
Transfers from PWA	95,000		(95,000)
	<u>621,700</u>	<u>686,629</u>	<u>64,929</u>
<b>Expenditures</b>			
Compensation	200,000	163,272	36,728
Repairs and maintenance	65,000	8,007	56,993
Maintenance supplies	32,000	34,060	(2,060)
Repairs	36,000		36,000
Street repair	1,500	1,575	(75)
Insurance	90,000	97,568	(7,568)
Police department	41,000	42,246	(1,246)
Fire department	10,000	8,786	1,214
Utilities	46,000	46,540	(540)
Mileage	750	750	
Gasoline	17,500	19,629	(2,129)
Miscellaneous	12,000	11,774	226
Workers compensation insurance	13,000	9,045	3,955
Dues and fees	4,500	9,661	(5,161)
Professional fees	103,000	56,272	46,728
Emergency service		13,837	(13,837)
Equipment rental	1,000		1,000
Training	1,100	6,183	(5,083)

Internet	300	296	4
Software	1,400	1,452	(52)
Office expense	18,000	7,639	10,361
	<u>694,050</u>	<u>538,592</u>	<u>155,458</u>
Excess of Revenues over Expenditures	<u>(72,350)</u>	<u>148,037</u>	<u>220,387</u>

Town of Washington  
Schedule of Changes in Fund Balance  
June 30, 2023

	General Fund	Public Works Authority
Revenues	686,629	277,539
Expenditures	<u>538,592</u>	<u>352,665</u>
Subtotal	148,037	(75,126)
Transfer to PWA from General Fund	(76,000)	76,000
Beginning fund balance	<u>91,268</u>	<u>-</u>
Fund balance	<u><u>163,305</u></u>	<u><u>874</u></u>

Town of Washington  
Bank reconciliation  
June 30, 2023

Balance per bank	64,873.81
Less: Outstanding checks	(9,073.50)
Error corrected in next period	<u>(115.62)</u>
Balance sheet carrying amount	<u><u>55,684.69</u></u>

Bank: First United Bank, Account No 3049  
Town of Washington  
General Fund