

**KEO MUNICIPAL WATER AND SEWER DEPARTMENT
Keo, Arkansas
For the Year Ended December 31, 2023**

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



Berry & Associates
CERTIFIED PUBLIC ACCOUNTANTS



American Institute of CPAs

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**City Council
Keo Municipal Water and Sewer Department
Keo, Arkansas**

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

We have performed the procedures enumerated below on the procedures specified by the Legislative Joint Auditing Committee, in accordance with Ark. Code Ann. 14-234-119 for the Keo Municipal Water and Sewer Department for the year ended December 31, 2023. Keo Municipal Water and Sewer Department's management is responsible for the procedures specified by the Legislative Joint Auditing Committee, in accordance with Ark. Code Ann. 14-234-119.

Keo Municipal Water and Sewer Department has agreed to and acknowledged that the procedures performed are appropriate to meet the intended purpose of complying with Arkansas law and lender requirements. This report may not be suitable for any other purpose. The procedures performed may not address all the items of interest to a user of this report and may not meet the needs of all users of this report and, as such, users are responsible for determining whether the procedures performed are appropriate for their purposes.

The procedures and associated findings are as follows:

Cash

1. a. Perform a proof of cash for the year and reconcile year-end bank balances to book balance.
b. Confirm with depository institutions the cash on deposit and investments.
c. Agree the proof of cash ending balances to the book balances within 5% or \$500, whichever is greater.

Findings: *No exceptions were found as a result of applying the procedures.*

Receipts

2. a. Agree the deposits per the proof of cash for the year with the deposits per the journal within 5% or \$500, whichever is greater.
b. Agree ten customer payments on the accounts receivable sub ledger to deposit and billing documents.
c. For ten deposits, agree the cash/check composition of the deposit with receipt information.

Findings: *No exceptions were found as a result of applying the procedures.*

Accounts Receivable

3. a. Agree ten customer billings to the accounts receivable sub ledger.
b. Determine that five customer adjustments were properly authorized.

Findings: *No exceptions were found as a result of applying the procedures.*

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**City Council
Keo Municipal Water and Sewer Department**

Disbursements

4. a. Agree the disbursements per the proof of cash for the year with the disbursements per the journal within 5% or \$500, whichever is greater.
- b. Analyze all property, plant, and equipment disbursements.
- c. Select all disbursements paid to employees other than payroll and ten other disbursements and determine if they were adequately documented.

Findings: *No exceptions were found as a result of applying the procedures.*

Property, Plant, & Equipment

5. a. Determine that additions and disposals were properly accounted for in the records. (Materiality level – 5% of the total equipment or \$500, whichever is greater.)

Findings: *No exceptions were found as a result of applying the procedures.*

Long-Term Debt

6. a. Schedule long-term debt and verify changes in all balances for the year.
- b. Confirm loans, bonds, notes and contracts payable with the lender/trustee/contractor.
- c. Determine that the appropriate debt service accounts have been established and maintained.

Findings: *No exceptions were found as a result of applying the procedures.*

General

7. a. Determine that any items of financial significance were approved and documented in the minutes of the governing body minutes.

Findings: *No exceptions were found as a result of applying the procedures.*

We were engaged by the Keo Municipal Water and Sewer Department to perform this agreed-upon procedures engagement and conducted our engagement in accordance with attestation standards established by the AICPA. We were not engaged to and did not conduct an audit or review engagement, the objective of which would be the expression of an opinion or conclusion, respectively, on the procedures specified by the Legislative Joint Auditing Committee, in accordance with Ark. Code Ann. 14-234-119. Accordingly, we do not express such an opinion or conclusion. Had we performed additional procedures, other matters might have come to our attention that would have been reported to you.

We are required to be independent of the Keo Municipal Water and Sewer Department, and to meet our ethical responsibilities, in accordance with the relevant ethical requirements related to our agreed-upon procedures engagement.

This report is intended solely for the information and use of the Keo Municipal Water and Sewer Department, Arkansas Natural Resources Commission, and the Legislative Joint Auditing Committee, and is not intended to be used by anyone other than these specified parties.

Berry & Associates

BERRY & ASSOCIATES, P.A.
Little Rock, Arkansas
November 19, 2024

**KEO MUNICIPAL WATER AND SEWER DEPARTMENT
FINANCIAL STATEMENTS
For the Year Ended December 31, 2023
and
INDEPENDENT ACCOUNTANT'S COMPILATION REPORT**

KEO MUNICIPAL WATER AND SEWER DEPARTMENT
Keo, Arkansas
For the Year Ended December 31, 2023

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Keo, Arkansas**

Management is responsible for the preparation and fair presentation of the financial statements of Keo Municipal Water and Sewer Department, which comprise the statement of assets, liabilities, and net position – modified cash basis as of December 31, 2023, and the related statement of cash receipts and cash disbursements for the year then ended, and for determining that the modified-cash basis of accounting is an acceptable financial reporting framework. We have performed a compilation engagement in accordance with Statements on Standards for Accounting and Review Services promulgated by the Accounting and Review Services Committee of the AICPA. We did not audit or review the financial statements nor were we required to perform any procedures to verify the accuracy or completeness of the information provided by management. We do not express an opinion, a conclusion, nor provide any assurance on these financial statements.

The financial statements are prepared in accordance with the modified cash basis of accounting, which is a basis of accounting other than accounting principles generally accepted in the United States of America.

Management has elected to omit substantially all the disclosures ordinarily included in financial statements prepared in accordance with the modified cash basis of accounting. If the omitted disclosures were included in the financial statements, they might influence the user's conclusions about the Department's assets, liabilities, net position, cash receipts, and cash disbursements. Accordingly, the financial statements are not designed for those who are not informed about such matters.

Berry + Associates

Berry & Associates, P.A.
Little Rock, Arkansas
November 19, 2024

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KEO MUNICIPAL WATER AND SEWER DEPARTMENT
STATEMENT OF ASSETS, LIABILITIES, AND NET POSITION-MODIFIED CASH BASIS
December 31, 2023

<u>ASSETS</u>		
CURRENT ASSETS		
Cash		\$ 14,290
RESTRICTED ASSETS		
Restricted Cash		35,040
FIXED ASSETS		
Water Plant		336,147
Sewer Plant		<u>450,041</u>
		<u>786,188</u>
Less: Accumulated Depreciation		(758,241)
Net Fixed Assets		<u>27,947</u>
TOTAL ASSETS		<u><u>\$ 77,277</u></u>
<u>LIABILITIES AND NET POSITION</u>		
CURRENT LIABILITIES		
Current Maturities of Long-Term Debt		\$ 10,100
LONG-TERM DEBT, Net of Current Maturities		
Arkansas Natural Resources Commission		31,737
PAYABLES FROM RESTRICTED ASSETS		
Customer Water Meter Deposits		<u>11,690</u>
TOTAL LIABILITIES		<u><u>53,527</u></u>
NET POSITION		
Unrestricted		2,929
Temporarily Restricted		<u>20,821</u>
TOTAL NET POSITION		<u><u>23,750</u></u>
TOTAL LIABILITIES AND NET POSITION		<u><u>\$ 77,277</u></u>

SEE INDEPENDENT ACCOUNTANT'S COMPILED REPORT

KEO MUNICIPAL WATER AND SEWER DEPARTMENT
STATEMENT OF CASH RECEIPTS AND CASH DISBURSEMENTS
For the Year Ended December 31, 2023

CASH RECEIPTS

Water Revenue	\$ 138,008
Interest Income	988
Meter Deposits	1,100
Other Income	1,701
Total Cash Receipts	<u>141,797</u>

CASH DISBURSEMENTS

Labor - wages	17,695
Debt Service	
Principal	9,927
Interest	1,087
Chemicals	2,089
Dues & Subscriptions	2,953
Insurance	865
Lab Expenses	645
Licenses & Permits	540
Postage	1,181
Professional Fees	11,501
Repairs & Maintenance	54,257
Supplies	1,444
Taxes - payroll	6,971
Taxes - sales	8,811
Trash Service	15,621
Utilities	9,331
Water Purchased	870
Miscellaneous Expense	7,232
Meter Deposit Refunds	805
Total Cash Disbursements	<u>153,825</u>

DECREASE IN CASH AND RESTRICTED CASH

(12,028)

BEGINNING CASH AND RESTRICTED CASH, AT JANUARY 1, 2023

61,358

ENDING CASH AND RESTRICTED CASH, AT DECEMBER 31, 2023

\$ 49,330

SEE INDEPENDENT ACCOUNTANT'S COMPILED REPORT