

**LAKE CATHERINE WATERWORKS AND SEWER  
FACILITIES BOARD OF GARLAND COUNTY, ARKANSAS**

**AGREED-UPON PROCEDURES**

**SEPTEMBER 30, 2024 AND 2023**

**HARVEY & GARNER**  
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MEMBERS OF ARKANSAS  
SOCIETY OF CERTIFIED  
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**INDEPENDENT ACCOUNTANT'S REPORT**  
**ON APPLYING AGREED-UPON PROCEDURES**

The Board of Directors of  
Lake Catherine Waterworks and Sewer  
Facilities Board of Garland County, Arkansas  
Arkansas Natural Resources Commission  
Bureau of Legislative Audit

We have performed the procedures enumerated below, which were agreed to by Lake Catherine Waterworks and Sewer Facilities Board and Arkansas Natural Resources Commission, and the Bureau of Legislative Audit, solely to assist you with respect to the accounting records of Lake Catherine Waterworks and Sewer as of September 30, 2024 and 2023. Lake Catherine Waterworks and Sewer's management is responsible for the entity's accounting records. The sufficiency of these procedures is solely the responsibility of those parties specified in the report. Consequently, we make no representation regarding the sufficiency of the procedures described below either for the purpose for which this report has been requested or for any other purpose.

The procedures and findings are as follows:

**Cash and Investments**

- A. Perform a proof of cash for the year and reconcile year-end bank balances to book balance.
- B. Agree the proof of cash ending balances to the book balances within 5% or \$500, whichever is greater.

No exceptions noted

**Receipts**

- 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 subledger to deposit and billing documents.

No exceptions noted

#### Accounts Receivable

- A. Agree ten customer billings to the accounts receivable subledger.
  - B. Determine that five customer adjustments were properly authorized.
- No exceptions noted

#### Disbursements

- 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.
- No exceptions noted

#### Property, Plant, and Equipment

- A. Determine that additions and disposals were properly accounted for in the records. (Materiality level – 5% of total equipment or \$500, whichever is greater.)
- No exceptions noted

#### Long-Term Debt

- A. Schedule long-term debt and verify changes in all balances for the year.
- B. Determine that the appropriate debt service accounts have been established and maintained.

No exceptions noted

This agreed-upon procedures engagement was conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants. We were not engaged to, and did not conduct an audit, the objective of which would be the expression of an opinion on the accounting records. Accordingly, we do not express such an opinion. Had we performed additional procedures, other matters might have come to our attention that would have been reported to you.

This report is intended solely for the information and use of Lake Catherine Waterworks and Sewer, Arkansas Natural Resources Commission, and the Bureau of Legislative Audit and is not intended to be and should not be used by anyone other than those specified parties.



**Harvey & Garner PA**  
**January 21, 2025**

LAKE CATHERINE WATERWORKS AND SEWER  
FACILITIES BOARD OF GARLAND COUNTY, ARKANSAS

COMPILED FINANCIAL STATEMENTS

SEPTEMBER 30, 2024 AND 2023

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## **MANAGEMENT'S DISCUSSION AND ANALYSIS**

This section of Lake Catherine Waterworks and Sewer Facilities Board of Garland, Arkansas annual financial report presents an analysis of the board's financial performance during the current period.

### **FINANCIAL HIGHLIGHTS FOR THE PERIOD**

- In the 2024 fiscal year, the board's total net assets increased by \$20,096. The increase was the result of operations.
- In November 2023, the Board implemented a rate increase due to the rising cost of materials and supplies. The increase aided in the increase in cash flow position. Subsequent to year end, in October 2024, the board implemented an additional rate increase.
- Depreciation of capital assets accounted for \$90,264 of the change in net assets. Net of depreciation, the total net assets increased \$110,360.
- Water and sewer service revenue increased approximately 7.0% while the cost of purchasing those utilities increased approximately 12.6%. The gross profit percentage decreased approximately 1% from the prior year. Revenues related to availability and hook ups increased approximately 1.2% during the year.
- As of April 5, 2021, Arkansas passed Act 605 of 2021 which adds additional responsibilities in managing and operating retail water provider operations. In compliance, the board members have begun obtaining annual training. There is a new refurbishment and replacement reserve threshold now set at 5%, opposed to 3%. Additionally, the board is scheduled to have a rate study performed during 2025, one of the requirements of Act 605 of 2021.

### **OVERVIEW OF THE FINANCIAL STATEMENTS**

The annual report consists of the management's discussion and analysis and the basic financial statement. The financial statement includes notes, which explain in detail some of the information included in the basic financial statement.

### **REQUIRED FINANCIAL STATEMENTS**

The financial statement of the board reports information utilizing the full accrual basis of accounting using the economic resources measurement focus. Revenues are recognized when they are earned and expenses are recognized when they are incurred. The balance sheet (accrual basis) includes information about the nature and amounts of investments in resources (assets) and the obligation of the board's creditors (liabilities).

The statement of revenues, expenses, and changes in net assets (accrual basis) identify the board's revenues and expenses for the period. The third financial statement is the statement of cash flows (accrual basis). The reader can obtain information on the source and use of cash.

## FINANCIAL ANALYSIS OF THE BOARD

The balance sheet (accrual basis) and statement of revenues, expenses, and changes in net assets (accrual basis) provides an indication of the board's financial condition. An increase in net assets over time typically indicates a positive financial condition while a decrease indicates a declining financial condition.

### CONDENSED BALANCE SHEET

	<u>Sept 30, 2024</u>
Current and Other Assets	\$ 12,889
Restricted Assets	51,317
Capital Assets-Net	<u>2,170,264</u>
Total Assets	<u>\$ 2,234,470</u>
Current Liabilities	\$ 175,315
Long Term Liabilities	
Notes and Bonds	<u>2,231,977</u>
Total Liabilities	2,407,292
Net Assets	<u>(172,822)</u>
Total Liabilities And Net Assets	<u>\$ 2,234,470</u>

CONDENSED STATEMENT OF REVENUES, EXPENSES  
AND CHANGE IN NET ASSETS

	<u>Sept 30, 2024</u>
Revenue	
Operating Revenues	
Water Revenue	\$ 474,269
Sewer Revenue	196,171
Other Operating Income	<u>178,971</u>
Total Operating Revenues	849,411
Non-Operating Revenue	
Miscellaneous	<u>32,747</u>
 Total Revenue	 882,158
 Expenses	
Operating Expenses	
Purchased Utilities	129,310
Direct Materials	91,964
Other Operating	<u>527,448</u>
Total Operating Expenses	748,722
Non-Operating Expense	
Interest Expense	<u>113,340</u>
 Total Expenses	 <u>862,062</u>
 Change in Net Assets	 \$ 20,096

A summary of the Board's capital assets are below.

CAPITAL ASSETS

	<u>Sept 30, 2024</u>
Water Utilities	\$ 1,270,778
Sewer Utilities	1,822,190
Work in Process	<u>0</u>
Total Capital Assets	3,092,968
Less: Accumulated Depreciation	<u>(922,704)</u>
Net Capital Assets	<u>\$ 2,234,470</u>



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**INDEPENDENT ACCOUNTANT'S COMPILATION REPORT**

The Board of Directors  
Lake Catherine Waterworks and Sewer  
Facilities Board of Garland County, Arkansas  
Hot Springs, Arkansas

Management is responsible for the accompanying financial statements of Lake Catherine Waterworks and Sewer Facilities Board of Garland County, Arkansas which comprise the balance sheet as of September 30, 2024 and 2023, and the related statements of revenues, expenses and change in net assets and cash flows for the years then ended, and the related notes to the financial statements. 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. Accordingly, we do not express an opinion, a conclusion, nor provide any form of assurance on these financial statements.

Supplementary information

The supplementary information contained in Schedules 1 is presented for purposes of additional analysis and is not required part of the basic financial statements. The information is the representation of management. The information was subject to our compilation engagement; however, we have not audited or reviewed the supplementary information and, accordingly, do not express an opinion, a conclusion, nor provide any form of assurance on such supplementary information.



**Harvey & Garner PA**  
**January 21, 2025**

LAKE CATHERINE WATERWORKS AND SEWER  
FACILITIES BOARD OF GARLAND COUNTY, ARKANSAS  
BALANCE SHEET  
SEPTEMBER 30, 2024 AND 2023

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EXHIBIT "A"  
PAGE 2

ASSETS

	<u>2024</u>	<u>2023</u>
CURRENT ASSETS		
Cash and Equivalents	\$ 9,172	\$ 55,302
Accounts Receivable	-	-
Other Current Assets	<u>3,717</u>	<u>3,609</u>
TOTAL CURRENT ASSETS	12,889	58,911
RESTRICTED ASSETS		
Cash in Investments - Depreciation Reserve	51,317	71,050
CAPITAL ASSETS		
Water Utility Equipment	1,270,778	1,212,395
Sewer Utility Equipment	1,822,190	1,736,213
Work in Process	-	2,035
Less Accumulated Depreciation	<u>(922,704)</u>	<u>(832,440)</u>
TOTAL CAPITAL ASSETS	<u>2,170,264</u>	<u>2,118,203</u>
TOTAL ASSETS	<u>\$ 2,234,470</u>	<u>\$ 2,248,164</u>

LAKE CATHERINE WATERWORKS AND SEWER  
FACILITIES BOARD OF GARLAND COUNTY, ARKANSAS  
BALANCE SHEET  
SEPTEMBER 30, 2024 AND 2023

EXHIBIT "A"  
(CONTINUED)  
PAGE 3

LIABILITIES AND NET ASSETS

	<u>2024</u>	<u>2023</u>
CURRENT LIABILITIES		
Accounts Payable	\$ -	\$ -
Accrued Expenses	37,283	37,131
Note Payable - Current	22,144	11,882
Bond Payable - Current	76,180	72,800
Other Current Liabilities	<u>39,708</u>	<u>36,314</u>
TOTAL CURRENT LIABILITIES	175,315	158,127
LONG TERM LIABILITIES		
Note Payable	104,277	81,198
Bonds Payable	<u>2,127,700</u>	<u>2,201,757</u>
TOTAL LONG TERM LIABILITIES	<u>2,231,977</u>	<u>2,282,955</u>
TOTAL LIABILITIES	2,407,292	2,441,082
NET ASSETS		
Unrestricted	(224,139)	(263,968)
Restricted	<u>51,317</u>	<u>71,050</u>
TOTAL NET ASSETS	<u>(172,822)</u>	<u>(192,918)</u>
TOTAL LIABILITIES AND NET ASSETS	<u>\$ 2,234,470</u>	<u>\$ 2,248,164</u>

LAKE CATHERINE WATERWORKS AND SEWER  
FACILITIES BOARD OF GARLAND COUNTY, ARKANSAS  
STATEMENT OF REVENUES, EXPENSES AND CHANGE IN NET ASSETS  
FOR THE YEAR PERIOD ENDED SEPTEMBER 30, 2024 AND 2023

EXHIBIT "B"  
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	<u>2024</u>	<u>2023</u>
OPERATING REVENUES		
Water Service	\$ 474,269	\$ 449,457
Sewer Service	196,171	177,188
Sewer Assessment	89,008	87,928
Other Fees	<u>89,963</u>	<u>90,001</u>
TOTAL OPERATING REVENUES	849,411	804,574
OPERATING EXPENSES		
Purchased Utilities	129,310	114,793
Direct Materials	91,964	63,564
Other Operating Expenses (Schedule No. 1)	<u>527,448</u>	<u>471,668</u>
TOTAL OPERATING EXPENSES	<u>748,722</u>	<u>650,025</u>
OPERATING INCOME	100,689	154,549
NON OPERATING REVENUES (EXPENSES)		
Miscellaneous Income	32,747	19,710
Interest Expense	<u>(113,340)</u>	<u>(113,027)</u>
NET NON OPERATING REVENUES (EXPENSES)	<u>(80,593)</u>	<u>(93,317)</u>
CHANGE IN NET ASSETS	20,096	61,232
NET ASSETS AT BEGINNING OF PERIOD	<u>(192,918)</u>	<u>(254,150)</u>
NET ASSETS AT END OF PERIOD	<u>\$ (172,822)</u>	<u>\$ (192,918)</u>

LAKE CATHERINE WATERWORKS AND SEWER  
FACILITIES BOARD OF GARLAND COUNTY, ARKANSAS  
STATEMENT OF CASH FLOWS  
FOR THE PERIOD ENDED SEPTEMBER 30, 2024 AND 2023

EXHIBIT "C"  
PAGE 5

	<u>2024</u>	<u>2023</u>
CASH FLOWS FROM OPERATING ACTIVITIES		
Change in Net Assets	\$ 20,096	\$ 61,232
Add (Deduct) Items to Reconcile Cash:		
Depreciation	90,264	80,798
Increase (Decrease) in Other Assets	(108)	67
Increase (Decrease) in Accrued Expenses	152	1,729
Increase (Decrease) in Other Current Liabilities	<u>3,394</u>	<u>4,029</u>
NET FROM (USED IN) OPERATING ACTIVITIES	113,798	147,855
CASH USED IN INVESTING ACTIVITIES		
Net (Increase) Decrease in Restricted Assets	19,733	6,144
Net (Increase) Decrease in Work in Process	2,035	(2,035)
Purchase of Capital Assets	<u>(144,360)</u>	<u>(52,942)</u>
NET CASH FLOWS USED IN INVESTING ACTIVITIES	(122,592)	(48,833)
CASH FLOWS USED IN FINANCING ACTIVITIES		
Net Borrowing (Repayments)	<u>(37,336)</u>	<u>(78,852)</u>
NET INCREASE (DECREASE) IN CASH	(46,130)	20,170
CASH AT BEGINNING OF THE PERIOD	<u>55,302</u>	<u>35,132</u>
CASH AT END OF THE PERIOD	<u>\$ 9,172</u>	<u>\$ 55,302</u>

NOTE 1: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

**Nature of Operations** - Lake Catherine Waterworks and Sewer Facilities Board was formed as a public facilities board of Garland County, AR, pursuant to Arkansas code of 1987 Annotated, Title 14, Chapter 137, Subchapter 1. On May 23, 2012, the public facilities board purchased the water and sewer operations from the previous owner, Riviera Utilities of Arkansas, Inc. The purpose of the board is to provide potable water and to collect and treat sewage for the residents of the Diamondhead community and surrounding areas as needed in Garland and Hot Springs Counties, Arkansas. The primary sources of operating revenues are charges from the sale of water and collection of sewage and the related services to its members. The primary operating expenses are the costs of providing those services, administrative expenses and the depreciation of capital assets.

**Basis of Presentation** - The financial statements are prepared in accordance with accounting principles generally accepted in the United States. The Board's reporting entity applies all relevant governmental accounting standards board (GASB) pronouncements and applicable financial accounting standards board (FASB) pronouncements.

**Basis of Accounting** - The financial statements are prepared on the accrual basis of accounting using the economic resources measurement focus. Revenues are recognized when they are earned and expenses are recognized when they are incurred.

**Receivables** - Accounts receivable consists of charges currently billed for usage or for assessments that have yet to be remitted. A provision for uncollectible accounts has not been established as historical information for the current board was not available when they took over the operations from Riveria, who did not have a provision. Write off of receivables from assessments occur when the state takes over a lot for auction. Procedures for service denial for delinquent accounts will follow the Board's shut-off policy.

**Capital Assets and Depreciation** - Water and sewer equipment are valued at acquisition cost as well as new additions and improvements which extend the lives of existing assets. Retirements will be removed from book valuations based on original cost. Maintenance and repairs are charged to expense as they are incurred. Annual depreciation is primarily computed using the straight-line method with lives between 7 years to 40 years, depending on the classification of asset.

Depreciation for the period totalled \$90,264.

**Net Assets** - The Board must report its net assets as either restricted, unrestricted or invested in capital assets, net of related debt. These components of net assets are defined below:

Net Assets (Cont) - Invested in Capital Assets, Net of Related Debt - This component of net assets consists of capital assets, net of accumulated depreciation and reduced by the outstanding balances of any bonds, mortgages, notes or other borrowings that are attributable to the acquisition, construction or improvement of those assets, net of any funds that have been restricted for the payment of those borrowings, any funds set aside for the purchase of capital assets, or any unamortized assets originating from the issuance of debt.

Restricted - This component of net assets consists of constraints imposed by creditors, grantors, contributors, or laws or regulations of other governments or constraints imposed by law through constitutional provisions or enabling legislation. The restriction reflected on the balance sheet is a depreciation reserve, required by the bond, for repairs to the system or other purposes approved by the bond holder.

Unrestricted - This component of net assets consists of net assets that do not meet the definition of restricted or invested in capital assets, net of related debt.

Subsequent Events - The Subsequent Events Topic of the FASB Accounting Standards Codification establishes general standards of accounting for and disclosure of events that occur after the balance sheet date but before financial statements are issued or are available to be issued. The Board has evaluated all subsequent events for potential recognition and disclosure through January 21, 2025, the date these financial statements were available to be issued. The below has been disclosed but not recognized.

## NOTE 2: CASH AND EQUIVALENTS

For purposes of the statement of cash flows, the corporation considers all highly liquid investments purchased with a maturity of three months or less to be cash equivalents. All cash deposits are insured or collateralized with securities held by the financial institution.

NOTE 2: CASH AND EQUIVALENTS (CONT'D)

The following is a summary of cash and equivalents as of September 30:

	<u>2024</u>	<u>2023</u>
Non Restricted Cash and Equivalents		
Revenue & Operations Accounts	\$ 9,172	\$ 55,302
Restricted Cash and Equivalents		
Cash in Investments - Depreciation Reserve	\$ 51,317	\$ 71,050

See Note 6, Bond Payable, for additional notes referencing the Depreciation Reserve.

NOTE 3: WORK IN PROCESS

During the year, the Board has made improvements to the utilities. As monies were expended for major repairs, The Board accumulated the costs in Work in Process. Once improvements are complete, the Board capitalizes the cost into their respective water or sewer capital asset account.

During the years 2024 and 2023, \$85,976 and \$44,677 respectively, was moved from Work in Process into capital asset accounts.

NOTE 4: USE OF ESTIMATES AND ASSUMPTIONS

In preparing financial statements in conformity with accounting principles generally accepted in the United States of America, management is required to make estimates and assumptions that affect the reported amounts of assets and liabilities at the date of the financial statements and revenues and expenses during the reporting period. Actual results could differ from those estimates.

NOTE 5: PROVISION FOR INCOME TAX

The board is exempt from income taxes as a public water and sewer authority. Therefore, no income tax provisions have been made.



NOTE 6: BONDS PAYABLE

The Board has an outstanding revenue bond payable with the state of Arkansas. The bond was approved on May 9, 2012 for the amount of \$1,900,000. The bond is reflected on the balance sheet as:

	<u>Total</u>	<u>Current</u>	<u>Long - Term</u>
Bond Payable	\$ 1,468,706	\$ 53,637	\$ 1,415,069

Interest expense related to the bond totalled \$72,617 and \$ 74,945 in 2024 and 2023, respectively. Principle payments on the bond began during 2014. The bond carries an interest rate of 4.75% with an expected maturity date of June 1, 2042.

Current maturities of the principle on the bond payable are as follows:

2025	53,637
2026	56,215
2027	58,917
2028	61,749
2029	64,717
and later	<u>1,173,471</u>
	<u>\$ 1,468,706</u>

The General Obligation Bond Program with ANRC set forth a Depreciation Reserve Fund, reflected on the balance sheet, that should be funded at a rate equal to 3% of monthly gross revenue. Expenditures from the reserve fund are permitted.

In December 2015, the board approved and secured additional bond funding of \$875,500 through ANRC to make necessary investments to the waste water utilities. The additional utility investment requirements were outlined in a Consent Administrative Order from Arkansas Department of Environmental Quality (ADEQ) in 2015. The bond is to be repaid over 30 years, due December 2045, with an annual interest rate of 4.25%.

During the previous years, the Board has borrowed money as mandated projects to the utilities are completed. As of September 30, 2017, the projects were complete. The balance of the bond payable as of current year end is \$755,070. Interest expense related to the bond totalled \$33,093 and \$33,809 in 2023 and 2022, respectively.

Also see note 3 for additional notes regarding the mandated projects.

NOTE 6: BONDS PAYABLE (CONT'D)

The 2 bonds are reflected on the balance sheet as current and long term bonds payable. See below for the balance of each respective bond:

	<u>Total</u>	<u>Current</u>	<u>Long-Term</u>
2012 ANRC Bond	\$ 1,468,706	\$ 53,637	\$ 1,415,069
2015 ANRC Bond	735,174	22,543	712,631
Total Bonds Payable	\$ 2,203,880	\$ 76,180	\$ 2,127,700

NOTE 7: NOTES PAYABLE

During 2017, the Board borrowed \$82,500 from ANRC to cover the bid overruns associated with the wastewater treatment plant improvement, for which the 2015 ANRC Bond funds were originally borrowed. The note carries an interest rate of 4.25% with an expected maturity date of June 2047.

During 2020, the Board borrowed \$48,413 from Bank OZK to purchase a new dump truck. The note carries an interest rate of 5.00% with 60 expected monthly payments. The note has an expected maturity date of November 4, 2025.

During 2024, the Board borrowed \$53,320 from Bank OZK to purchase a new truck. The note carries an interest rate of 8.50% with 60 expected monthly payments. The note has an expected maturity date of October 26, 2028.

The Notes above are reflected on the balance sheet as seen below:

	<u>Total</u>	<u>Current</u>	<u>Long - Term</u>
Notes Payable - 2017 ANRC	\$ 68,787	\$ 1,886	\$ 66,901
Notes Payable - OZK - Truck Loan	12,420	10,597	1,823
Notes Payable - OZK - Truck Loan	45,214	9,661	35,553
Total Notes Payable	\$ 126,421	\$ 22,144	\$ 104,277

**NOTE 7: NOTES PAYABLE (CONT'D)**

Current maturities of the principle on the notes payable are as follows:

	<u>2017 ANRC</u>	<u>OZK - Truck20</u>	<u>OZK - Truck24</u>	<u>Total</u>
2025	1,886	10,597	9,661	\$ 22,144
2026	1,966	1,823	10,515	14,304
2027	2,049	-	11,444	13,493
2028	2,136	-	12,454	14,590
2029	2,227	-	1,140	3,367
and later	<u>58,523</u>	<u>-</u>	<u>-</u>	<u>58,523</u>
	<u>\$ 68,787</u>	<u>\$ 12,420</u>	<u>\$ 45,214</u>	<u>\$ 126,421</u>

**NOTE 8: FAIR VALUE**

Accounting standards define fair value as the price that would be received to sell an asset or paid to transfer a liability in an orderly transaction between market participants at the measurement date. They also establish a fair value hierarchy which requires an entity to maximize the use of observable inputs and minimize the use of unobservable inputs when measuring fair value. Following are the three levels of inputs that may be used to measure fair value:

**Level 1:** Quoted prices in active markets for identical assets or liabilities

**Level 2:** Observable inputs other than Level 1 prices, such as quoted prices for similar assets or liabilities in active markets, quoted prices for identical or similar assets or liabilities in markets that are not active; or other inputs that are observable or can be corroborated by observable market data for substantially the full term of the assets or liabilities

**Level 3:** Unobservable inputs that are supported by little or no market activity and that are significant to the fair value of the assets or liabilities

The boards only asset, required to be marked to fair value, at year end was cash which is stated at it's fair value (level 1).

## **SUPPLEMENTAL SCHEDULES**

LAKE CATHERINE WATERWORKS AND SEWER  
FACILITIES BOARD OF GARLAND COUNTY, ARKANSAS  
SCHEDULE OF OPERATING EXPENSES  
FOR THE PERIOD ENDED SEPTEMBER 30, 2024 AND 2023

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SCHEDULE NO. 1  
PAGE 12

	<b>2024</b>	<b>2023</b>
OPERATING EXPENSES:		
Bank Fees	991	755
Depreciation	90,264	80,798
Equipment Rental	5,015	4,960
Independent Contractors	58,384	58,438
Insurance	52,520	41,664
Legal and Professional	2,000	6,903
Licenses and Fees	11,242	11,012
Office Expense	5,963	6,009
Postage and Shipping	8,912	8,439
Rent	16,663	16,471
Repairs and Maintenance	36,652	33,496
Salaries and Wages	214,268	179,924
Telephone	12,084	10,652
Travel	10,782	10,212
Utilities	1,708	1,935
TOTAL	<u>\$ 527,448</u>	<u>\$ 471,668</u>