

TOWN OF PORTIA WATER AND SEWER DEPARTMENT

AGREED-UPON PROCEDURES AND COMPILATION REPORT

Year Ended December 31, 2023

Williams & Morris, Accounting & Tax Service, LLC

Sheila Williams, CPA

Jodi Morris

INDEPENDENT ACCOUNTANT'S REPORT ON APPLYING AGREED-UPON PROCEDURES

To the Honorable Mayor and Town Council
Town of Portia Water & Sewer Department
PO Box 70
Portia, AR 72457

We have performed the procedures enumerated below, which were agreed to by the management of the Town of Portia Water & Sewer Department, solely to assist you with respect to the accounting records of management as of and for the year ended December 31, 2023. This report is prepared in accordance with Ark. Code Ann. 14-234-119 through 122. The Town of Portia Water & Sewer Department's management is responsible for the company's accounting records. This agreed-upon procedures engagement was conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants. 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.

Our procedures and findings are as follows:

Cash and Investments

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

We found no exceptions as a result of the above procedures.

Receipts

2. A. Determine total receipts per journal are within 5% or \$500, whichever is greater, of deposits per proof of cash
- B. Agree ten (10) customer payments on the accounts receivable subledger to deposit and billing documents.
- C. For ten (10) deposits, agree the cash/check composition of the deposit with receipt information.

We found no exceptions as a result of the above procedures.

Accounts Receivable

3. A. Agree ten (10) customer billings to the accounts receivable subledger.
- B. Determine that five (5) customer adjustments were properly authorized.

We found no exceptions as a result of the above procedures.

Disbursements

4. A. Determine total disbursements per journal are within 5% or \$500, whichever is greater, of deposits per proof of cash.
- B. Analyze all property, plant, and equipment disbursements.

- C. Determine all disbursements paid to employees other than payroll and ten (10) other disbursements were adequately documented. (Materiality level – 5% of total dollars of selected disbursements or \$500, whichever is greater.)

We found no exceptions as a result of the above procedures.

Property, Plant, and Equipment

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

We found no exceptions as a result of the above 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 lender/trustee/contractor.
C. Determine that the appropriate debt service accounts have been established and maintained.

We found no exceptions as a result of the above procedures.

General

7. A. Determine that any items of financial significance were approved and documented in the minutes of the governing body's meetings.

We found no exceptions as a result of the above procedures.

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 the Town of Portia, Arkansas Rural Development Services, and the Division of Legislative Audit, and is not intended to be and should not be used by anyone other than those specified parties. However, pursuant to Arkansas Code Annotated §10-4-417, all reports presented to the Legislative Joint Auditing Committee are matters of public record and distribution is not limited.

Sheila Williams, CPA

Williams & Morris Accounting & Tax Service, LLC

June 27, 2025

Williams & Morris, Accounting & Tax Service, LLC

Sheila Williams, CPA

Jodi Morris

INDEPENDENT ACCOUNTANT'S COMPILATION REPORT

To the Honorable Mayor and Town Council
Town of Portia Water and Sewer Department
PO Box 70
Portia, AR 72457

Management is responsible for the accompanying financial statements of the Town of Portia Water and Sewer Department, which comprise the statement of net position as of December 31, 2023, and the related statements of revenues, expenses, and changes in net position and cash flows for the year then ended in accordance with accounting principles generally accepted in the United States of America. 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.

Management has elected to omit substantially all the disclosures required by accounting principles generally accepted in the United States of America. If the omitted disclosures were included in the financial statements, they might influence the user's conclusions about the Company's financial position, results of operations, and cash flows. Accordingly, the financial statements are not designed for those who are not informed about such matters.

Sheila Williams, CPA

Williams & Morris Accounting & Tax Service, LLC
Imboden, Arkansas

June 27, 2025

TOWN OF PORTIA WATER & SEWER DEPARTMENT

Statement of Net Position

December 31, 2023

Assets

Current Assets

Cash and cash equivalents	\$ 189,888
Accounts receivable	<u>14,237</u>
Total Current Assets	204,125

Capital Assets, Net of Accumulated Depreciation	<u>525,277</u>
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Total Assets	<u><u>\$ 729,402</u></u>
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Liabilities and Net Position

Current Liabilities

Accounts Payable	\$ 4,025
Taxes Payable	1,102
Current portion of notes payable	6,820
Unearned Revenue	<u>919</u>
Total Current Liabilities	12,866

Notes Payable, Net of Current Portion	<u>209,340</u>
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Total Liabilities	<u>222,206</u>
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Net Position

Net invested in capital assets, net of related debt	299,117
Unrestricted	<u>208,079</u>
Total Net Position	<u>507,196</u>

Total Liabilities and Net Position	<u><u>\$ 729,402</u></u>
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TOWN OF PORTIA WATER & SEWER DEPARTMENT

Statement of Revenue, Expenses & Changes in Net Position
For Year Ended December 31, 2023

Operating Revenues	
Water & Sewer Sales	\$ 142,134
Meter Deposits	3,625
Miscellaneous	50
Total Operating Revenues	<u>145,809</u>
Operating Expenses	
Computer & Internet	931
Depreciation expense	36,164
Membership Dues	1,881
Meter Deposits Applied	268
Meter Deposits Refunded	738
Miscellaneous	5,839
Office Supplies	1,446
Parts & Supplies	10,742
Payroll	2,720
Payroll Taxes	1,436
Professional fees	4,000
Repairs & Maintenance	8,448
Sewer Testing	2,660
Utilities	14,116
Water Purchased	55,090
Total Operating Expenses	<u>146,479</u>
Operating Income (Loss)	<u>(670)</u>
Other Income/Expense	
Interest income	1,113
Interest expense	(9,880)
Total Other Income/Expense	<u>(8,767)</u>
Change in Net Position	(9,437)
Net Position, Beginning of Year	<u>516,633</u>
Net Position, End of Year	<u>\$ 507,196</u>

TOWN OF PORTIA WATER & SEWER DEPARTMENT

Statement of Cash Flows
For Year Ended December 31, 2023

CASH FLOWS FROM OPERATING ACTIVITIES	
Change in Net Assets	\$ (9,437)
Adjustments to reconcile change in net assets to net cash provided by operating activities:	
Depreciation	36,164
Decrease (increase) in receivables	1,800
Increase (decrease) in unearned revenue	741
Increase (decrease) in payables	<u>274</u>
Net Cash Provided by Operating Activities	29,542
 CASH FLOWS FROM INVESTING ACTIVITIES	
 CASH FLOWS FROM FINANCING ACTIVITIES	
Repayment of long-term borrowings	<u>(6,236)</u>
Net Increase (Decrease) in Cash and Cash Equivalents	23,306
Cash and Cash Equivalents - Beginning of Year	<u>166,582</u>
Cash and Cash Equivalents - End of Year	<u><u>\$ 189,888</u></u>

SUPPLEMENTAL DISCLOSURES:

Interest paid:	<u><u>\$ 9,880</u></u>
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