

**CITY OF ST. CHARLES, ARKANSAS WATER AND SEWER DEPARTMENT
AGREED -UPON PROCEDURES REPORT
DECEMBER 31, 2023**

**V. Arlene Castleberry
Certified Public Accountant**

**CITY OF ST. CHARLES, ARKANSAS WATER AND SEWER DEPARTMENT
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V. Arlene Castleberry

Certified Public Accountant

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(870) 256-4563

**INDEPENDENT ACCOUNTANTS' REPORT
ON APPLYING AGREED-UPON PROCEDURES**

The Mayor and City Council Members
St. Charles, Arkansas

We have performed the procedures enumerated below, which were agreed to by the City of St. Charles, Arkansas Water & Sewer Department and the Arkansas Joint Legislative Audit Committee, solely to assist you in complying with their requirements with respect to the statement of assets and liabilities - cash basis, statement of cash receipts and cash disbursements-cash basis and the statement of composition of cash of the City of St. Charles, Arkansas Water & Sewer Department as of and for the year ended December 31, 2023. This engagement to apply agreed-upon procedures was performed in accordance with standards established by the American Institute of Certified Public Accountants. The sufficiency of the procedures is solely the responsibility of the specified users of 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 purposes.

Our procedures and findings are as follows:

(A) Cash and Investments

1. Perform a proof of cash for the year and reconcile year-end bank balances to book balance. We concluded this procedure with no findings.
2. Confirm with depository institutions the cash on deposit and investments. We concluded this procedure with no findings.
3. Agree the proof of cash ending balances to the book balances within 5% or \$500, whichever is greater. We concluded this procedure with no findings.

(B) Receipts

1. Agree the deposits per the proof of cash for the year with the deposits per the journal within 5% or \$500, whichever is greater. We concluded this procedure with no findings.
2. Agree 10 customer payments on the accounts receivable sub ledger to deposits and billing documents.

(C) Accounts Receivable

1. Agree 10 customer billings to the accounts receivable sub ledger. We concluded this procedure with no findings.
2. Determine that five customer adjustments were properly authorized. We concluded this procedure with no findings.

(D) Disbursements

1. Agree the disbursements per the proof of cash for the year with the disbursements per the journal within 5% or \$500, whichever is greater. We found no exceptions as a result of the comparisons.
2. Analyze all property, plant and equipment disbursements. We found no exceptions as a result of the procedure.
3. Select ten (10) disbursements and trace them to invoices to determine if they were adequately documented and authorized for payment. We found no exceptions as a result of the procedure.

(E) Property, plant and equipments

1. Determine that the additions and disposals were properly accounted for in the records. We found no exceptions as a result of the procedure.

(F) Long-term debt

1. Schedule long-term debt and verified changes in all balances for the year. We found no exceptions as a result of the procedures.
2. Confirm loans, bond, notes and contracts payable with lender/trustee/contractor. We found no exceptions as a result of the procedure.
3. Determine that the appropriate debt service accounts have been established and are being maintained. We found no exceptions as a result of the procedure.

We were not engaged to, and did not perform an audit, the objective of which would be the expression of an opinion on the specified elements, accounts, or items. 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 specified users and is not intended to be and should not be used by anyone other than these specified parties.

Arlene Castleberry, CPA
June 28, 2024

V. Arlene Castleberry

Certified Public Accountant

5327 Highway 11 North

Des Arc, Arkansas 72040

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ACCOUNTANT S' COMPILATION REPORT

To the Mayor and City Council
St. Charles, Arkansas

Management is responsible for the accompanying financial statements of the City of St. Charles, Arkansas Water and Sewer Department, which comprise statements of assets and liabilities, cash receipts and cash disbursements, and composition of cash for the year ended December 31, 2023. and for determining that the cash basis of accounting is an acceptable financial reporting framework. We have performed a compilation engagement in accordance with Statements on Standards of 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.

The financial statements are prepared in accordance with the 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 cash basis of accounting. If the omitted disclosures were included in the financial statements, they might influence the user's conclusions about the cash receipts and disbursements. Accordingly, the financial statements are not designed for those who are not informed about such matters.

Arlene Castleberry
Certified Public Accountant
Des Arc, Arkansas
June 28, 2024

**CITY OF ST. CHARLES, ARKANSAS WATER AND SEWER DEPARTMENT
STATEMENT OF ASSETS, LIABILITIES AND EQUITY - CASH BASIS
AS OF DECEMBER 31, 2023**

ASSETS

CURRENT ASSETS

Cash and Cash equivalents	\$ 46,769
TOTAL CURRENT ASSETS	<u>\$ 46,769</u>

TOTAL ASSETS	<u><u>\$ 46,769</u></u>
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LIABILITIES AND EQUITY

EQUITY

Fund Balance	\$ 46,769
TOTAL EQUITY	<u>\$ 46,769</u>

TOTAL LIABILITIES AND EQUITY	<u><u>\$ 46,769</u></u>
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See Accountant's Report

**CITY OF ST. CHARLES, ARKANSAS WATER AND SEWER DEPARTMENT
STATEMENT OF CASH RECEIPTS AND CASH DISBURSEMENTS
CASH BASIS
FOR THE YEAR ENDED DECEMBER 31, 2023**

CASH RECEIPTS

Customer collections	\$ 115,701	
Meter deposits (refunds)	428	
Transfer from St. Charles General Fund	10,000	
Interest Income	51	
TOTAL CASH RECEIPTS		\$ 126,180

CASH DISBURSEMENTS

Transfer to St. Charles General Fund	\$ -	
Capital outlays	-	
Chemicals	3,778	
Debt service	30,415	
Insurance	573	
Office supplies	1,185	
Operating supplies	4,836	
Professional Fees	3,650	
Repairs and maintenance	450	
Returned Check	144	
Salaries and Taxes	25,376	
Sales tax remittance	7,025	
Training and Travel	1,356	
Utilities	6,392	
Vehicle Expense	1,632	
Waste management	42,012	
TOTAL CASH DISBURSEMENTS		\$ 128,824

TOTAL CASH RECEIPTS IN EXCESS OF DISBURSEMENTS	\$ (2,644)
(TOTAL CASH DISBURSEMENTS IN EXCESS OF RECEIPTS)	

CASH BALANCE - Beginning of year	\$ 49,413
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CASH BALANCE - End of year	\$ 46,769
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See Accountant's Report

**CITY OF ST. CHARLES, ARKANSAS WATER AND SEWER DEPARTMENT
STATEMENT OF COMPOSITION OF CASH
DECEMBER 31, 2023**

	<u>INTEREST RATE</u>	<u>BALANCE</u>
SOUTHERN BANCORP BANK:		
Operations and Maintenance Fund Account Number 115847	0.00%	\$ 7,273
Operating and Maintenance Fund Account Number 14965	0.20%	21,586
Sewer Operations and Maintenance Fund Account Number 115863	0.00%	527
Garbage Account Account Number 115839	0.00%	586
Water Depreciation Account Account Number 85187	0.10%	3,936
Meter Fund Account Number 88567	0.10%	4,367
Meter Account Account Number 115897	0.00%	8,495
		\$ 46,769
TOTAL - SOUTHERN BANCORP BANK		\$ 46,769
TOTAL CASH		\$ 46,769

See Accountant's Report