# CITY OF BELLEVILLE, ARKANSAS WATER AND SEWER DEPARTMENT JUNE 30, 2023 AND 2022

## CITY OF BELLEVILLE, ARKANSAS WATER AND SEWER DEPARTMENT JUNE 30, 2023 AND 2022

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AMERICAN INSTITUTE OF CERTIFIED PUBLIC ACCOUNTANTS ARKANSAS SOCIETY OF CERTIFIED PUBLIC ACCOUNTANTS

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## INDEPENDENT ACCOUNTANTS' COMPILATION REPORT ON APPLYING AGREED-UPON PROCEDURES

City Council and Management Belleville Water and Sewer Department Belleville, Arkansas

We have performed the procedures enumerated below, which were agreed to by the members of the City Council, as specified in the Agreed Upon Procedures as required under Arkansas Code Annotated § 14-234-119 - 122, solely to assist the specified parties in evaluating the City of Belleville Water and Sewer Department's compliance with the *Guidelines and Rules* specified below, as of June 30, 2023 and 2022. The City of Belleville Water and Sewer Department's compliance with those requirements.

The procedures and associated findings are as follows:

#### 1. Cash and Investments

- a. Prepared proof of cash for the year and reconcile the year-end bank statement balance to book balance for all accounts.
- b. Confirmed with depository institutions the cash on deposit and investments.
- c. Agreed the proof of cash ending balances to the book balances within 5% or \$500, whichever is greater.

We found no exceptions as a result of these procedures.

- 2. <u>Receipts</u>
  - a. Agreed the deposits per the proof of cash for the year with the deposits per the journal within 5% or \$500, whichever is greater.
  - b. Agreed ten customer payments on the accounts receivable subledger to deposit and billing documents.
  - c. For ten deposits, agreed the cash/check composition of the deposit with receipt information.

We found no exceptions as a result of these procedures.

#### 3. Accounts Receivable

- a. Agreed ten customer billings to the accounts receivable subledger and meter readings.
- b. Determined that five customer adjustments were properly authorized.

All adjustments were approved by the water clerk, and we found no exceptions as a result of these procedures.

## 4. Disbursements

- a. Agreed the disbursements per the proof of cash for the year with the disbursements per the journal within 5% or \$500, whichever is greater. Analyzed all property, plant, and equipment disbursements.
- c. Selected all disbursements paid to employees other than payroll and ten other disbursements and determined if they were adequately documented.
- d. Reviewed maintenance expenses to determine they were properly coded and should not be capitalized.
- e. Agreed ledger payroll to payroll reports.

We found no exceptions as a result of these procedures.

5. Property, and Equipment

Determined that all 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 these procedures.

- 6. Long-term Debt
  - a. Scheduled long-term debt and verified changes in all balances for the year.
  - b. Confirmed loans, bonds, notes and contracts payable with lender/trustee/contractor.
  - c. Determined that the appropriate debt service accounts have been established and maintained.

We found no exceptions as a result of these procedures.

- 7. General
  - a. Reviewed cash balances for adequacy to support operating and maintenance expenditures.
  - b. Determined the number of customers.
  - c. Determined the rate structures.
  - b. Determined 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 these procedures.

These agreed-upon procedure engagements were 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 or review, the objective of which would be the expression of an opinion or conclusion on the effectiveness of internal controls over compliance. Accordingly, we do not express such an opinion or conclusion. If we had performed additional procedures, other matters might have come to our attention that would have been reported to you. The sufficiency of the procedures is solely the responsibility of the members of the Council. Consequently, we make no representation regarding the sufficiency of the procedures described above either for the purpose for which this report has been requested or for any other purpose.

This report is intended solely for the information and use by the City Council of Belleville, Arkansas, Management of the Water and Sewer Department, and Arkansas Department of Finance and Administration, Office of Intergovernmental Services and is not intended to be and should not be used by anyone other than these specified parties.

Jones and Lawton, CPAs, P.A.

Russellville, Arkansas May 20, 2024

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## BELLEVILLE WATER AND SEWER DEPARTMENT STATEMENTS OF NET POSITION JUNE 30, 2023 AND 2022

	ASSETS		
Cosh and Cosh Equivalents: (Note 2)	·	2023	2022
Cash and Cash Equivalents: (Note 2) Unrestricted		\$ 171,043	\$ 114,217
Restricted		\$ 171,043 110,368	5 114,217 104,970
Accounts Receivable (Note 3)		9,689	11,943
Inventory of Supplies		5,887	5,811
Prepaid Expenses		479	152
		297,466	237,093
Property and Equipment (Note 4)			
Water System		2,121,982	2,121,982
Sewer System		2,207,226	2,207,226
Equipment		75,430	75,430
Office Building		43,750	43,750
Land		1,650	1,650
		4,450,038	4,450,038
Less: Accumulated Depreciation		2,849,525	2,711,454
1		1,600,513	1,738,584
		1,897,979	1,975,677
	<b>LIABILITIES</b>		
Accounts Payable		20,420	24,836
Accrued Expenses		2,292	24,830
Accrued Interest		1,916	1,995
Customer Deposits		31,008	31,022
Long-term Liabilities: (Note 5)		51,008	51,022
Due within 1 year		32,341	30,903
Due in more than 1 year		929,364	961,705
Due in more than 1 year		1,017,341	1,053,261
		1,017,041	1,055,201
:	NET POSITION		
Net Invested in Capital Assets		638,808	745,976
Restricted		79,360	73,948
Unrestricted		162,470	102,492
Chrosulotou		880,638	922,416
			, 722,710
		\$ 1,897,979	\$ 1,975,677

See Independent Accountants' Compilation Report and Notes to Financial Statements

## BELLEVILLE WATER AND SEWER DEPARTMENT STATEMENTS OF REVENUES, EXPENSES AND CHANGES IN NET POSITION YEARS ENDED JUNE 30, 2023 AND 2022

	2023	2022
OPERATING REVENUES	· · · · · · · · · · · · · · · · · · ·	
Water Sales	\$ 305,447	\$ 271,702
Sewer Service	44,708	42,615
Connection Fees and Other	4,246	2,181
	354,401	316,498
OPERATING EXPENSES		
Water Purchased	112,896	97,503
Sewer Treatment	22,497	30,726
Salaries	36,075	36,165
Payroll Taxes	2,878	2,735
Supplies	9,325	10,561
Utilities	10,807	9,754
Truck Expense	0	117
Insurance	849	387
Professional Fees	3,500	2,780
Permits & Fees	2,184	2,165
Office Expense	3,175	4,389
Maintenance & Repairs	8,881	6,147
Miscellaneous	1,660	1,101
Depreciation	138,071	144,258
	352,798	348,788
Operating Income (Loss)	1,603	(32,290)
	_,	(,,-)
OTHER INCOME (EXPENSE)		
Interest Income	314	167
Interest Expense	(43,692)	(45,070)
	(43,378)	(44,903)
CHANGE IN NET POSITION	(41,775)	(77,193)
NET POSITION, BEGINNING OF YEAR	922,413	999,609
NET POSITION, END OF YEAR	\$ 880,638	\$ 922,416

## BELLEVILLE WATER AND SEWER DEPARTMENT STATEMENTS OF CASH FLOWS YEARS ENDED JUNE 30, 2023 AND 2022

	2023	2022
CASH FLOWS FROM OPERATING ACTIVITIES		<u></u>
Cash Received from Water Customers	\$ 356,118	\$ 327,994
Payments to Suppliers	(170,558)	(152,932)
Payments to Employees	(36,075)	(36,165)
Payments for Other Admin Costs	(12,901)	(12,395)
Net Cash Provided by Operating Activities	136,584	126,502
CASH FLOWS FROM INVESTING ACTIVITIES		
Interest Received	314	167
Net Cash Provided by Investing Activities	314	167
CASH FLOWS FROM FINANCING ACTIVITIES		
Interest Paid on Long-term Debt	(43,771)	(45,145)
Principal Payments on Long-term Debt	(30,903)	(29,529)
Net Cash Used by Financing Activities	(74,674)	(74,674)
CHANGE IN CASH AND CASH EQUIVALENTS	62,224	51,995
CASH AND CASH EQUIVALENTS, BEG OF YEAR	219,187	167,192
CASH AND CASH EQUIVALENTS, END OF YEAR	\$ 281,411	\$ 219,187

## SUPPLEMENTAL DISCLOSURES OF CASH FLOW INFORMATION

Cash Paid During the Year for Interest	\$ 43,771	\$ 45,145
Reconciliation of Cash to the Statement of Net Position	<b>•</b> 171.040	<b>•</b> 114 017
Unrestricted	\$ 171,043	\$ 114,217
Restricted	110,368	104,970
	\$ 281,411	\$ 219,187

## BELLEVILLE WATER AND SEWER DEPARTMENT STATEMENTS OF CASH FLOWS YEARS ENDED JUNE 30, 2023 AND 2022

	2023	2022
Reconciliation of Operating Income to Net Cash Provided by Operating Activities:		
Income from Operations	\$ 1,603	\$ (32,290)
Adjustments to Reconcile Operating Income to		
Cash Provided by Operating Activities:		
Depreciation and Amortization	138,071	144,258
(Increase) Decrease in Accounts Receivable	2,254	10,943
(Increase) Decrease in Inventory of Supplies	(76)	(26)
(Increase) Decrease in Prepaid Expenses	(327)	84
Increase (Decrease) in Accounts Payable	(4,416)	3,003
Increase (Decrease) in Accrued Expenses	(511)	142
Increase (Decrease) in Customer Deposits	(14)	388
	134,981	158,792
Net Cash Provided by Operating Activities	\$ 136,584	\$ 126,502

## NOTE 1: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

#### Nature of Operations

The Belleville Water and Sewer Department is engaged in providing water and sewer services to the general public located in Belleville, Arkansas, and the surrounding area.

#### Organization

The Belleville Water and Sewer Department is a municipally operated system governed by the City Council of the City of Belleville, Arkansas. The Department is a proprietary fund type utilizing enterprise funds to account for operations (a) that are financed and operated in a manner similar to private business enterprises, where the intent of the governing body is that the costs of providing goods or services to the general public on a continuing basis be financed or recovered primarily through user charges; or (b) where the governing body has decided that periodic determination of revenues earned, expenses incurred, and/or net income is appropriate for capital maintenance, public safety, management control, accountability, or other purposes.

These financial statements represent only the Water and Sewer System funds and do not include data of other funds of the primary government necessary for reporting in conformity with accounting principles generally accepted in the United States of America.

#### **Basis of Accounting**

Basis of accounting refers to when revenues and expenditures or expenses are recognized in the accounts and reported in the financial statements. The basis of accounting relates to the timing of the measurements made, regardless of the measurement focus applied.

As a water utility, our contract with the customer is established when they complete the steps necessary to get the water service turned on. That contract is in force until they terminate their water service with us. The billing to our customers is on a regular cycle and becomes an accounts receivable balance when the bill is generated. Revenues are recognized when billed and expenses are recognized when incurred, regardless of the timing of the related cash flows.

The Department applies all Government Accounting Standards Board (GASB) pronouncements as well as the Financial Accounting Standards Board (FASB) pronouncements issued on or before November 30, 1998, unless these pronouncements conflict with or contradict GASB pronouncements.

#### Cash Equivalents

The Department considers cash equivalents to be short-term highly liquid investments with original maturities of three months or less which are readily convertible to known amounts of cash. For purposes of the Statements of Cash Flows, cash and cash equivalents include "Unrestricted Cash and Cash Equivalents" and "Restricted Cash and Cash Equivalents". The carrying value of cash and cash equivalents approximates fair value because of the short maturities of those financial investments.

#### NOTE 1: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

#### Accounts Receivable

The Belleville Water and Sewer Department services customers in Belleville, Arkansas and the surrounding area. All of the accounts receivable balance reported herein are from these customers. All accounts receivable are recorded at the gross value, and when deemed to be uncollectable, the accounts receivables are charged to bad debt expense using the allowance method for bad debts. Customers are required to make a deposit which is recorded on the balance sheet. When a bad debt is identified, the deposit can be offset against the receivable to mitigate the bad debt. Accounts receivables are presented net of the allowance for doubtful accounts.

#### Inventory

Inventory is stated at cost, is determined on a first-in, first-out basis, and consist of construction and maintenance supplies related to the water and sewer systems.

#### **Property and Equipment**

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Property and equipment are recorded at cost and is being depreciated over the estimated useful lives of the assets using the straight-line depreciation method. Estimated useful lives are as follows:

Water System	7-50 years
Sewer System	7-50 years
Office Equipment	5-10 years

Depreciation expenses for the years ended June 30, 2023 and 2022 amounted to \$138,071 and \$144,258, respectively. Repairs and maintenance are expenses as incurred.

#### Income Tax

The Belleville Water and Sewer Department is municipally owned and is exempt from Federal and State income tax pursuant to Internal Revenue Code 501(c)(12) and Arkansas Act 114 of 1957, which also exempts the Department from filing Tax Form 990.

#### Net Position Classifications

Net position is classified and displayed in the following three components:

Invested in capital assets, net of related debt – Consists of capital assets, net of accumulated depreciation and reduced by the outstanding balances of any bonds, notes or other borrowings that are attributable to the acquisition, construction, or improvement of those assets.

Restricted net position – Consists of net assets with constraints placed on their use either by external groups such as creditors, grantors, contributors, or laws and regulations of other governments.

Unrestricted net position – All other net assets that do not meet the definition of "invested in capital assets, net of related debt" or "restricted."

#### NOTE 1: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

#### **Regulatory Environment**

The quality of water emitted from the sewer treatment plants is regulated by the Environmental Protection Agency and the Arkansas Health Department. The quality of water furnished to customers is subject to the requirements of the Environmental Protection Agency under the Safe Drinking Water Act and the Arkansas Health Department.

#### Use of Estimates

The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect certain reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and reported amounts of revenues and expenses during the reporting period. Actual results could differ from those estimates.

#### NOTE 2: CASH AND CASH EQUIVALENTS

At June 30, 2023 and 2022, the System had unrestricted and restricted cash as follows:

	<u>2023</u>	<u>2022</u>
Unrestricted		
Operations and Maintenance Fund	\$ 10,084	\$ 2,222
Water System General Fund	131,720	82,935
Certificates of Deposit	29,239	29,060
•	171,043	114,217
Restricted		
Meter Fund	31,008	31,022
Debt Service Fund	79,360	73,948
	110,368	104,970
	<u>\$ 281,411</u>	<u>\$ 219,187</u>

The Department is required to transfer an amount into reserve in the event the Department lacks adequate funds to meet the Department's payments. This reserve in maintained until all bonds have been retired. The required reserves for these loans at June 30, 2023 and 2022 are \$73,919 and \$68,507.

#### **NOTE 3: ACCOUNTS RECEIVABLE**

Accounts Receivable consisted of the following at June 30, 2023 and 2022:

	<u>2023</u>	<u>2022</u>
Amounts Billed to Customers	\$ 15,142	\$ 16,767
Accrued Revenues	4,547	5,176
	19,689	21,943
Less Allowance for Doubtful Accounts	10,000	10,000
	<u>\$9,689</u>	<u>\$ 11,943</u>

## **NOTE 4: PROPERTY AND EQUIPMENT**

At June 30, 2023, the Department had property and equipment as follows:

	Balance			Balance
	06-30-2022	Additions	Deletions	<u>06-30-2023</u>
Water System	\$ 2,121,982			\$ 2,121,982
Sewer System	2,207,226			2,207,226
Equipment	75,430			75,430
Office Building	43,750			43,750
Land	1,650			1,650
×,	<u>\$ 4,450,038</u>			<u>\$ 4,450,038</u>

At June 30, 2022, the Department had property and equipment as follows:

	Balance <u>06-30-2021</u>	Additions	<b>Deletions</b>	Balance 06-30-2022
Water System	\$ 2,121,982			\$ 2,121,982
Sewer System	2,207,226			2,207,226
Equipment	75,430			75,430
Office Building	43,750			43,750
Land	1,650			1,650
	<u>\$ 4,450,038</u>			<u>\$ 4,450,038</u>

## NOTE 5: LONG-TERM NOTES AND BONDS PAYABLE

Activity of the long-term revenue notes and bonds payable collateralized by pledge of water and sewer revenue at June 30, 2023 consists of the following:

,	06-30-2022	Additions	Reductions	06-30-2023
United States Department of Agriculture, Rural Development Agency (RDA9201) 4.75% revenue bonds, with monthly installments of \$1,004 including interest. The				
bonds will mature in March 2042.	\$ 154,171		\$ 4,829	\$ 149,342
Arkansas Natural Resource Commission 5% deferred note payable (DL2920). Annual installments aggregating \$12,397 began in June 2011. This note will mature in June 2020.	00.100			71 742
2030.	80,133		8,390	71,743
United States Department of Agriculture, Rural Development Agency (RDA9104) 4.5% revenue bonds, with monthly payments of \$2,497 including interest. The bonds will mature in November 2048.	461,898		9,368	452,530
			-	

## NOTE 5: LONG-TERM NOTES AND BONDS PAYABLE (continued)

	06-30-2022	<b>Additions</b>	<b>Reductions</b>	06-30-2023
United States Department of Agriculture,				
Rural Development Agency (RDA9106)				
3.625% revenue bonds, with monthly payments of \$1,000 including interest. The				
bonds will mature in October 2048.	203,226		4,710	198,516
· · · · · · · · · · · · · · · · · · ·			<b>,</b>	,
Arkansas Natural Resource Commission				
(ARNC690) 5% deferred note payable.				
Interest accrual is deferred until June 1,				
2019. The note is due in annual installments				
aggregating \$8,265 starting on June 1, 2020.				
This note will mature in June 2039.	02 190		2 606	80 574
	93,180		<u>3,606</u>	89,574
T	992,608		\$ 30,903	961,705
Less current maturities	30,903			32,341
	<u>\$ 961,705</u>			<u>\$ 929,364</u>

Principal and interest maturities of long-term notes and bonds are as follows:

	Principal	Interest	<u>Total</u>
2024	32,341	42,333	74,674
2025	33,847	40,827	74,674
2026	35,423	39,251	74,674
2027	37,074	37,600	74,674
2028	38,802	35,872	74,674
2029-33	183,845	150,601	334,446
2034-38	200,796	110,589	311,385
2039-43	199,706	63,501	263,207
2044-48	186,070	23,750	209,820
2049	13,801	126	13,927
	<u>\$ 961,705</u>	<u>\$_544,450</u>	<u>\$_1,506,155</u>

Activity of the long-term revenue notes and bonds payable collateralized by pledge of water and sewer revenue at June 30, 2022 consists of the following:

	<u>06-30-2021</u>	Additions [Variable]	<b>Reductions</b>	<u>06-30-2022</u>
United States Department of Agriculture, Rural Development Agency (RDA9201)			ı	
4.75% revenue bonds, with monthly installments of \$1,004 including interest. The				
bonds will mature in March 2042.	\$ 158,777		\$ 4,606	\$ 154,171
Arkansas Natural Resource Commission 5% deferred note payable (DL2920). Annual installments aggregating \$12,397 began in				
June 2011. This note will mature in June	00.104			00 122
2030.	88,124		7,991	80,133

## NOTE 5: LONG-TERM NOTES AND BONDS PAYABLE (continued)

	06-30-2021	Additions	Reductions	<u>06-30-2022</u>
United States Department of Agriculture, Rural Development Agency (RDA9104) 4.5% revenue bonds, with monthly payments of \$2,497 including interest. The bonds will mature in November 2048.	470,854		8,956	461,898
United States Department of Agriculture, Rural Development Agency (RDA9106) 3.625% revenue bonds, with monthly payments of \$1,000 including interest. The bonds will mature in October 2048.	207,768		4,542	203,226
Arkansas Natural Resource Commission (ARNC690) 5% deferred note payable. Interest accrual is deferred until June 1, 2019. The note is due in annual installments aggregating \$8,265 starting on June 1, 2020. This note will mature in June 2039.				
	<u>96,614</u> 1,022,137 29,529		<u>3,434</u> <u>\$ 29,529</u>	<u>93,180</u> 992,608 30,903
	<u>\$ 992,608</u>			<u>\$ 961,705</u>

Principal and interest maturities of long-term notes and bonds are as follows:

	<b>Principal</b>	Interest	<u>Total</u>
2023	\$ 30,903	\$ 43,771	\$ 74,674
2024	32,341	42,333	74,674
2025	33,847	40,827	74,674
2026	35,423	39,251	74,674
2027	37,074	37,600	74,674
2028-32	187,572	161,013	348,585
2033-37	192,060	119,325	311,385
2038-42	210,801	72,719	283,520
2043-47	178,352	31,468	209,820
2048-49	54,235	1,658	<u> </u>
	<u>\$ 992,608</u>	<u>\$ 589,965</u>	<u>\$ 1,582,573</u>

## NOTE 6: INTEREST EXPENSE

Total interest expenses incurred in the years ended June 30, 2023 and 2022 amounted to \$43,692 and \$45,070, respectively.

## NOTE 7: WATER PURCHASE CONTRACT

The Department entered into a water purchase contract with the Danville Water Department. This contract allows the Department to purchase treated water from the Danville Water Department at a price of \$1.95 per 1,000 gallons. For the years ended June 30, 2023 and 2022 the Department purchased 57,895,400 gallons and 50,014,700 gallons for \$112,896 and \$97,503, respectively.

### **NOTE 8: SEWER TREATMENT CONTRACT**

The Department entered into a sewage treatment contract with the City of Havana Sewer Department. This contract allows the Department to pump raw sewage to the Havana Sewer System for treatment at a price of \$1.80 per 1,000 gallons. The cost to the department for the treatment of sewage under this contract amounted to \$22,497 and \$30,726 at June 30, 2023 and 2022 respectively.

#### NOTE 9: CONCENTRATION OF RISK

The Department maintains cash balances with a local bank. The balances at this bank are secured by the Federal Deposit Insurance Corporation (FDIC) for up to \$250,000. There were no uninsured deposits at June 30, 2023 or 2022.

The Department provides water services and sewer services (if applicable) to residents of Belleville, Arkansas, and the surrounding rural community. The Department grants unsecured credit to its customers. The credit risk is considered minimal because the monthly revolving accounts receivable balances are small, the customer base is very stable with minimal changes, and the limited geographical area covered.

#### NOTE 10: SCHEDULE OF RATES

Through August 31, 2023: Monthly Water Rates First 1,000 gallons Next 9,000 gallons Next 10,000 gallons Over 20,000 gallons	\$26.61 5.61 per 1,000 gallons 4.44 per 1,000 gallons 3.82 per 1,000 gallons
Monthly Sewer Rates First 1,000 gallons Over 1,000 gallons	\$17.32 4.41 per 1,000 gallons
Through August 31, 2022: Monthly Water Rates First 1,000 gallons Next 9,000 gallons Next 10,000 gallons Over 20,000 gallons	\$25.83 5.44 per 1,000 gallons 4.31 per 1,000 gallons 3.70 per 1,000 gallons
Monthly Sewer Rates First 1,000 gallons Over 1,000 gallons	\$16.81 4.28 per 1,000 gallons

Through August 31, 2021:Monthly Water RatesFirst 1,000 gallonsNext 9,000 gallonsNext 10,000 gallonsOver 20,000 gallons3.59 per 1,000 gallons

Monthly Sewer Rates First 1,000 gallons \$16.32 Over 1,000 gallons 4.15 per

4.15 per 1,000 gallons

## **NOTE 9: CUSTOMERS**

The number of customers using the water and sewer services as of June 30, 2023 and 2022 were 455 and 460 respectively.

## NOTE 12: INSURANCE COVERAGE

Company:	Arkansas Municipal League
Coverage:	Property - \$348,907
Period:	11-15-22 thru 11-14-23
Company:	Arkansas Municipal League
Coverage:	Auto - \$43,500
Period:	1-1-23 thru 12-31-23

## NOTE 13: SUBSEQUENT EVENTS

Management has evaluated events through May 20, 2024, which is the date the financial statements were available to be issued.