

**CITY OF ST. CHARLES, ARKANSAS WATER AND SEWER DEPARTMENT  
AGREED-UPON PROCEDURES REPORT  
DECEMBER 31, 2017**

**V. Arlene Castleberry  
Certified Public Accountant**

**CITY OF ST. CHARLES, ARKANSAS WATER AND SEWER DEPARTMENT  
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DECEMBER 31, 2017**

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# *V. Arlene Castleberry*

*Certified Public Accountant*

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

To the Mayor and City Council  
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 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, 2017. 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  
March 10, 2018

**CITY OF ST. CHARLES, ARKANSAS WATER AND SEWER DEPARTMENT  
STATEMENT OF CASH RECEIPTS AND CASH DISBURSEMENTS  
CASH BASIS  
FOR THE YEAR ENDED DECEMBER 31, 2017**

**CASH RECEIPTS**

Customer collections	\$ 105,118	
Meter deposits (refunds)	(177)	
Other receipts	-	
Interest Income	114	
<b>TOTAL CASH RECEIPTS</b>	<u>114</u>	<u>\$ 105,055</u>

**CASH DISBURSEMENTS**

Transfer to St. Charles General Fund	\$ -	
Water purchased	-	
Salaries and wages	24,772	
Sales tax remittance	6,105	
Waste management	22,692	
Insurance	314	
Professional Fees	3,508	
Training and education	4,068	
Repairs and maintenance	10,712	
Utilities	3,471	
Debt service	30,415	
Operating supplies	2,453	
Capital outlays	1,600	
Office supplies	1,303	
Permits and license	-	
<b>TOTAL CASH DISBURSEMENTS</b>	<u>-</u>	<u>\$ 111,414</u>

**TOTAL CASH RECEIPTS IN EXCESS OF DISBURSEMENTS** \$ (6,359)  
**(TOTAL CASH DISBURSEMENTS IN EXCESS OF RECEIPTS)**

**CASH BALANCE - Beginning of year** \$ 102,595

**CASH BALANCE - End of year** \$ 96,236

See Accountants' Report

**CITY OF ST. CHARLES, ARKANSAS WATER AND SEWER DEPARTMENT  
STATEMENT OF COMPOSITION OF CASH  
DECEMBER 31, 2017**

	<b>INTEREST RATE</b>	<b>BALANCE</b>
<b>First National Bank</b>		
Operations and Maintenance Fund Account Number 115847	0.10%	\$ 57,830
Operating and Maintenance Fund Account Number 41326	0.20%	21,124
Sewer Operations and Maintenance Fund Account Number 115863	0.00%	376
Garbage Account Account Number 115839	0.00%	2,153
Water Depreciation Account Account Number 85187	0.10%	3,913
Meter Account Account Number 115897	0.00%	6,506
<b>TOTAL - FIRST NATIONAL BANK</b>		<b>\$ 91,904</b>
 <b>DeWitt Bank &amp; Trust</b>		
Meter Fund Account Number 3029816	0.10%	\$ 4,332
<b>TOTAL - DeWITT BANK &amp; TRUST</b>		<b>\$ 4,332</b>
<b>TOTAL CASH</b>		<b>\$ 96,236</b>

See Accountants' Report