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**TOWN OF PUCKETT, MISSISSIPPI  
AGREED-UPON PROCEDURES**

**SEPTEMBER 30, 2019**

# **TOWN OF PUCKETT, MISSISSIPPI**

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# Windham and Lacey, PLLC

## *Certified Public Accountants*

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### INDEPENDENT ACCOUNTANT'S REPORT ON APPLYING AGREED-UPON PROCEDURES

To the Mayor and the Board of Aldermen  
Town of Puckett, Mississippi

We have performed the procedures enumerated below, which were agreed to by the Office of the State Auditor, to the accounting records of the Town of Puckett, Mississippi, solely to assist the Office of the State Auditor to evaluate the Town of Puckett, Mississippi's compliance with certain laws and regulations as of September 30, 2019, and for the year then ended. 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 the Office of the State Auditor, State of Mississippi. 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:

1. We reconciled cash on deposit with the following banks to balances in the respective general ledger accounts and obtained confirmation of the related balances from the banks:

<u>Bank</u>	<u>Fund/Account Name</u>	<u>Balance per General Ledger</u>
Peoples	General/General	\$ 395,888
Peoples	General/Miscellaneous	23
Peoples	General/Clearing	<u>11,440</u>
Total General Fund		<u>\$ 407,351</u>
Non-Major Funds:		
Peoples	Special Revenue/Puckett Fest	\$ 2,962
Peoples	Special Revenue/Summer Program	<u>9,685</u>
Total Non-Major Funds		<u>\$ 12,647</u>
Peoples	Water/Water System	<u>\$ 153,646</u>
Total Water Fund		<u>\$ 153,646</u>

2. We confirmed with the bank the certificates of deposits owned by the Town. All investments transactions were in compliance with Section 21-33-323, Miss. Code Ann. (1972).

<u>Certificates of Deposit</u>	<u>Fund</u>	<u>Certificate Number</u>	<u>Balance September 30, 2019</u>
Peoples Bank	General Fund	55097	\$ 54,855
Peoples Bank	Water System	55095	42,358
Total			<u>\$ 97,213</u>

The Town did not own any other investments.

3. We obtained a list of payments made by the Department of Finance and Administration (DFA) to the municipality. Payments indicated were traced to deposit in the respective bank accounts and recorded in the general ledger without exception. Payments traced were as follows:

<u>Payment Purpose</u>	<u>Receiving Fund</u>	<u>General Ledger Amount</u>
Public Utilities Tax	General	\$ 456
Sales Tax Allocation	General	102,604
Gasoline Tax	General	928
Fire Protection Allocation	General	1,865
General Municipal Aid	General	158
Grantor Payments Nontaxable	General	4,900
Senior Center Grant	General	150,521
CDBG	General	94,441
JAG Grant	General	26,000
Total		<u>\$ 381,873</u>

4. We selected a sample of purchases made by the municipality during the fiscal year. Each sample item was evaluated for compliance with purchasing requirements set forth in Title 31, Chapter 7, Miss. Code Ann. (1972), as applicable.

The sample consisted of the following:

Number of Sample Items	14
Total Dollar Value of Sample	\$278,575

We found the municipality's purchasing procedures to be in agreement with the requirements of the abovementioned sections.

5. We selected a sample of collections of fines and forfeitures and verified that the municipal court clerk settled daily with the municipal clerk. We also selected a sample of state-imposed court assessments collected and determined that the municipal clerk had settled monthly with the Department of Finance and Administration.

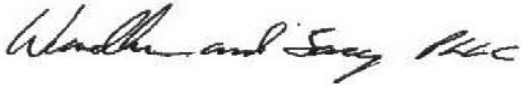
We found the Town to be in agreement with the requirements of the abovementioned sections.

6. We have read the Municipal Compliance Questionnaire completed by the municipality. The completed survey indicated no instances of noncompliance with state requirements.

7. The Town does not levy ad valorem taxes on property.

We were not engaged to, and did not conduct an examination, the objective of which would be the expression of an opinion on management's compliance with laws and regulations. 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 use of the Town of Puckett and the Office of the State Auditor, State of Mississippi, and should not be used by those who have not agreed to the procedures and taken responsibility for the sufficiency of the procedures for their purposes. However, this report is not intended to be and should not be used by anyone other than those specified parties.

A handwritten signature in black ink, appearing to read "Windham and Lacey, PLLC". The signature is written in a cursive, flowing style.

Windham and Lacey, PLLC  
December 11, 2019

**TOWN OF PUCKETT, MISSISSIPPI  
FINANCIAL STATEMENTS**

**SEPTEMBER 30, 2019**

# Windham and Lacey, PLLC

## *Certified Public Accountants*

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### ACCOUNTANT'S COMPILATION REPORT

To the Mayor and the Board of Aldermen  
Town of Puckett, Mississippi

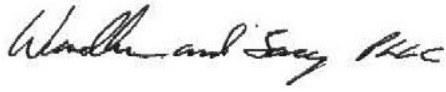
Management is responsible for the accompanying Statement of Cash Receipts and Disbursements – Governmental and Business-type Activities, of the Town of Puckett, Mississippi, for the year ended September 30, 2019, in accordance with the cash-basis of accounting, and for determining that the cash-basis of accounting is an acceptable financial reporting framework. We have performed the 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 statement 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 this financial statement.

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

Management has omitted the management's discussion and analysis information that is required to be presented for purposes of additional analysis. Such missing information is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context.

The supplementary information contained in the Schedule of Long-term Debt and the Schedule of Surety Bonds for Town Officials has been compiled from information that is the representation of management. We have not audited or reviewed the supplementary information and accordingly, we do not express an opinion or provide any assurance on such supplementary information.

A handwritten signature in black ink, appearing to read "Windham and Lacey, PLLC". The signature is written in a cursive, flowing style.

Windham and Lacey, PLLC  
December 11, 2019

TOWN OF PUCKETT  
Statement of Cash Receipts and Disbursements  
Governmental and Business-type Activities  
For the Year Ended September 30, 2019

	Governmental Activities			Business-type Activities
	Major Fund	Non-Major Funds		Major Fund
	General Fund	Special Revenue Funds	Total	Water Fund
<b>RECEIPTS</b>				
License and permits	\$ 4,047		4,047	
Franchise taxes on utilities	11,240		11,240	
Intergovernmental revenues:				
State grants	30,900		30,900	
State shared revenues:				
Sales taxes	102,604		102,604	
Fire insurance rebate	1,865		1,865	
Miscellaneous state shared revenue	456		456	
Charges for services:				
Water and sewer utility				120,914
Fines and forfeits	62,463		62,463	
Interest income	5,744	42	5,786	2,416
Miscellaneous revenue	283,177	1,000	284,177	
Total Receipts	<u>502,496</u>	<u>1,042</u>	<u>503,538</u>	<u>123,330</u>
<b>DISBURSEMENTS</b>				
General government:				
Personnel services	82,784		82,784	
Supplies	3,237		3,237	
Other services and charges	305,858		305,858	
Public safety:				
Personnel services	23,584		23,584	
Supplies	976		976	
Other services and charges	69,835		69,835	
Culture and recreation:				
Personnel services	16,184		16,184	
Other services and charges	6,474	27	6,501	
Enterprise - water and sewer utility:				
Personnel services				8,371
Supplies				18,100
Other services and charges				77,115
Total Disbursements	<u>508,932</u>	<u>27</u>	<u>508,959</u>	<u>103,586</u>
Excess of Receipts Over (Under) Disbursements	<u>(6,436)</u>	<u>1,015</u>	<u>(5,421)</u>	<u>19,744</u>
<b>OTHER CASH SOURCES (USES)</b>				
Interest paid	(268)		(268)	
Principal paid	(4,463)		(4,463)	
Transfers in (out) from other funds	18,000		18,000	(18,000)
Total Other Cash Sources and (Uses)	<u>13,269</u>	<u>0</u>	<u>13,269</u>	<u>(18,000)</u>
Net Changes in Cash	6,833	1,015	7,848	1,744
Cash - Beginning	<u>455,373</u>	<u>11,632</u>	<u>467,005</u>	<u>194,260</u>
Cash - Ending	<u>\$ 462,206</u>	<u>12,647</u>	<u>474,853</u>	<u>196,004</u>

See accompanying accountant's compilation report.

TOWN OF PUCKETT  
Schedule of Long-term Debt  
For the Fiscal Year Ended September 30, 2019 - UNAUDITED

<u>Definition and Purpose</u>	<u>Balance Outstanding Oct. 1, 2018</u>	<u>Issued</u>	<u>Redeemed</u>	<u>Balance Outstanding Sept. 30, 2019</u>
Hancock Bank, lease-purchase agreement, dated April 27, 2016, with payments of \$394.28, including interest of 2.86%.	\$ <u>11,403</u>	<u>          </u>	<u>(4,463)</u>	<u>6,940</u>
Total	\$ <u>11,403</u>	<u>0</u>	<u>(4,463)</u>	<u>6,940</u>

See accompanying accountant's compilation report.

TOWN OF PUCKETT  
Schedule of Surety Bonds for Town Officials  
September 30, 2019 - UNAUDITED

<u>Name</u>	<u>Position</u>	<u>Surety</u>	<u>Bond Amount</u>
Russell Espiritu	Mayor	Old Republic Surety Co.	\$ 25,000
Rufus L. Vanderford	Alderman	Old Republic Surety Co.	\$ 10,000
Troyce H. Patrick	Alderman	Old Republic Surety Co.	\$ 10,000
Sheila Ann Gates	Alderwoman	Old Republic Surety Co.	\$ 10,000
Kathy A. McWilliams	Alderwoman	Old Republic Surety Co.	\$ 10,000
Judith May	Alderwoman	Old Republic Surety Co.	\$ 10,000
Lillie Hays	Town Clerk	Old Republic Surety Co.	\$ 50,000
Lillie Hays	Court Clerk	Old Republic Surety Co.	\$ 50,000
Howard Chris Barnes	Police Chief	Old Republic Surety Co.	\$ 50,000

See accompanying accountant's compilation report.

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### REPORT ON COMPLIANCE WITH STATE LAWS AND REGULATIONS

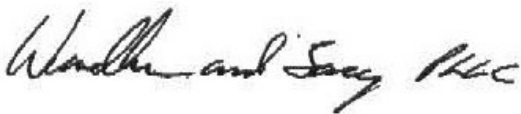
To the Mayor and the Board of Aldermen  
Town of Puckett, Mississippi

We have compiled the accompanying Statement of Cash Receipts and Disbursements - Governmental and Business-type Activities, Schedule of Long-term Debt and Schedule of Surety Bonds for Town Officials of the Town of Puckett, Mississippi, for the year ended September 30, 2019, in accordance with Statements on Standards for Accounting and Review Services issued by the American Institute of Certified Public Accountants. The financial statement has been prepared on the cash basis of accounting, which is a comprehensive basis of accounting other than generally accepted accounting principles in the United States of America.

We have performed procedures to test compliance with certain state laws and regulations as described in the Municipal Compliance Questionnaire that is prescribed by the Office of the State Auditor. Our procedures were substantially less in scope than an audit, the objective of which is the expression of an opinion on the town's compliance with these requirements. Accordingly, we do not express such an opinion.

With respect to the items tested, the results of those procedures and our compilation of the accompanying Statement of Cash Receipts and Disbursements - Governmental and Business-type Activities, Schedule of Long-term Debt and Schedule of Surety Bonds for Town Officials of the Town of Puckett, Mississippi, for the year ended September 30, 2019, disclosed no instances of noncompliance with state laws and regulations.

This report is intended solely for the information and use of management and is not intended to be and should not be used by anyone other than these specified parties. However, this report is a matter of public record and its distribution is not limited.



Windham and Lacey, PLLC  
December 11, 2019