

# City of Norman, Oklahoma

Single Audit Reports

June 30, 2015





**City of Norman, Oklahoma**  
**June 30, 2015**

**Contents**

**Schedule of Expenditures of Federal Awards..... 1**

**Independent Auditor’s Report on Internal Control over  
Financial Reporting and on Compliance and Other Matters  
Based on an Audit of the Financial Statements Performed in  
Accordance with *Government Auditing Standards*..... 4**

**Independent Auditor’s Report on Compliance for Each Major  
Federal Program; Report on Internal Control over Compliance;  
and Report on Schedule of Expenditures of Federal Awards  
Required by OMB Circular A-133..... 6**

**Schedule of Findings and Questioned Costs..... 9**

**Summary Schedule of Prior Audit Findings..... 11**

**City of Norman, Oklahoma**  
**Schedule of Expenditures of Federal Awards**  
**Year Ended June 30, 2015**

Cluster/Program	Federal Agency/ Pass-Through Entity	CFDA Number	Grant or Identifying Number	Amount
<b>U.S. Department of Housing and Urban Development</b>				
Community Development Block Grants/Entitlement Grants	U.S. Department of Housing and Urban Development	14.218	B-12-MC-40-0002 B-13-MC-40-0003	\$ 122,100 597,089 <u>719,189</u>
Community Development Block Grants/State's Program and Non-Entitlement Grants in Hawaii	U.S. Department of Housing and Urban Development/Oklahoma State Department of Commerce	14.228	15936 CDBG DR13	<u>555,300</u>
HOME Investment Partnership Program	U.S. Department of Housing and Urban Development	14.239	M-12 MC-40-0204 M-13 MC-40-0204 M-14 MC-40-0204	107,799 22,491 24,936 <u>155,226</u>
Continuum of Care Program	U.S. Department of Housing and Urban Development	14.267	OK0090L61041200	<u>10,000</u>
<b>Total U.S. Department of Housing and Urban Development</b>				<b><u>1,439,715</u></b>
<b>U.S. Department of Interior</b>				
Historic Preservation Fund	U.S. Department of Interior/Oklahoma State Historic Preservation Office	15.904	14-612	<u>14,469</u>
<b>Total U.S. Department of Interior</b>				<b><u>14,469</u></b>
<b>U.S. Department of Justice</b>				
Edward Byrne Memorial Justice Assistance Grant Program	U.S. Department of Justice	16.738	2013-DJ-BX-0248 2014-DJ-BX-0023	3,993 11,842 <u>15,835</u>
Paul Coverdell Forensic Sciences Improvement Grant Program	U.S. Department of Justice/Oklahoma District Attorneys Council	16.742	FSF13-005 FSF14-003	7,481 9,091 <u>16,572</u>
<b>Total U.S. Department of Justice</b>				<b><u>32,407</u></b>

**City of Norman, Oklahoma**  
**Schedule of Expenditures of Federal Awards, continued**  
**Year Ended June 30, 2015**

Cluster/Program	Federal Agency/ Pass-Through Entity	CFDA Number	Grant or Identifying Number	Amount
<b>U.S. Department of Transportation</b>				
<i>Highway Planning and Construction Cluster</i>				
Highway Planning and Construction	U.S. Department of Transportation/ Oklahoma Department of Transportation	20.205	SRS-114D(294)(295)ST	\$ 8,950
Highway Planning and Construction	U.S. Department of Transportation/ Association of Central Oklahoma Governments	20.205	J/P 11767(29) 2014-R1-Norman 2015-R1-Norman	10,000 9,785 80,860 <u>100,645</u>
Recreational Trails Program	U.S. Department of Transportation/ Oklahoma Tourism and Recreation Department	20.219	NRT-2011 (100)	<u>44,967</u>
<i>Total Highway Planning and Construction Cluster</i>				<u>154,562</u>
<i>Highway Safety Cluster</i>				
State and Community Highway Safety	U.S. Department of Transportation/ Oklahoma State Highway Safety Office	20.600	AL-14-02-01-14 OP-14-03-19-06 PT-14-03-10-06	92 16,012 12,500 <u>28,604</u>
National Priority Safety Programs	U.S. Department of Transportation/ Oklahoma State Highway Safety Office	20.616	M5TR-14-02-03-14 M5TR-15-02-03-15 M2HVE-14-03-04-06 M2HVE-15-03-06-07	8,192 31,045 8,678 11,772 <u>59,687</u>
<i>Total Highway Safety Cluster</i>				<u>88,291</u>
Minimum Penalties for Repeat Offenders for Driving While Intoxicated	U.S. Department of Transportation/ Oklahoma State Highway Safety Office	20.608	164AL-14-03-02-06 164AL-15-03-02-07	16,953 27,183 <u>44,136</u>
<b>Total U.S. Department of Transportation</b>				<u><b>286,989</b></u>
<b>U.S. Department of Health and Human Services</b>				
Medical Reserve Corps Small Grant	U.S. Department of Health and Human Services/National Association of County & City Health Officials	93.008	MRC 13 333 MRC 14 333 MRC 15 333	1,262 703 1,630 <u>3,595</u>
<b>Total U.S. Department of Health and Human Services</b>				<u><b>3,595</b></u>

**City of Norman, Oklahoma**  
**Schedule of Expenditures of Federal Awards, continued**  
**Year Ended June 30, 2015**

Cluster/Program	Federal Agency/ Pass-Through Entity	CFDA Number	Grant or Identifying Number	Amount
<b>U.S. Department of Homeland Security</b>				
Hazard Mitigation Grant	U.S. Department of Homeland Security/ Oklahoma Office of Homeland Security	97.039	FEMA-4117 DR OK 23	\$ 49,522
Fire Management Assistance Grant	U.S. Department of Homeland Security/ Department of Civil Emergency Management	97.046	FMAG-2948-OK	7,132
Citizens-Community Resilience Innovation Challenge	U.S. Department of Homeland Security/ Oklahoma Office of Homeland Security	97.053	580.554	22,682
Law Enforcement Protection Program	U.S. Department of Homeland Security/ Oklahoma Office of Homeland Security	97.074	540.014	28,764
<b>Total U.S. Department of Homeland Security</b>				<b>108,100</b>
<b>Total Expenditures of Federal Awards</b>				<b>\$ 1,885,275</b>

**Notes to Schedule**

1. This schedule includes the federal awards activity of the City of Norman, Oklahoma, and is presented on the modified accrual basis of accounting. The information in this schedule is presented in accordance with the requirements of U.S. Office of Management and Budget (OMB) Circular A-133, *Audits of States, Local Governments, and Non-Profit Organizations*. Therefore, some amounts presented in this schedule may differ from amounts presented in, or used in the preparation of, the basic financial statements.
2. Of the federal expenditures presented in this schedule, the City of Norman, Oklahoma, provided no federal awards to subrecipients.
3. Expenditures awarded from the Federal Emergency Management Agency (FEMA) under CFDA Number 97.036 must be presented on the schedule of expenditures of federal awards (SEFA) when: 1) FEMA has approved the City's Project Worksheet (PW) and 2) the City has incurred the eligible expenditures. Federal awards expended in years subsequent to the fiscal year in which the PW is approved are to be recorded on the City's SEFA in those subsequent years. For the year ended June 30, 2015, the City incurred \$202,000 of expenditures for this grant program, which are not included in the above schedule because the PWs were not approved prior to fiscal year-end.

**Independent Auditor's Report on Internal Control over  
Financial Reporting and on Compliance and Other Matters  
Based on an Audit of the Financial Statements Performed in  
Accordance with *Government Auditing Standards***

Honorable Mayor and City Council  
City of Norman, Oklahoma  
Norman, Oklahoma

We have audited, in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, the financial statements of the governmental activities, the business-type activities, each major fund and the aggregate remaining fund information of the City of Norman, Oklahoma (the City), as of and for the year ended June 30, 2015, and the related notes to the financial statements, which collectively comprise the City's basic financial statements, and have issued our report thereon dated December 7, 2015, which contained an *Emphasis of Matter* paragraph regarding a change in accounting principles.

***Internal Control over Financial Reporting***

Management of the City is responsible for establishing and maintaining effective internal control over financial reporting (internal control). In planning and performing our audit, we considered the City's internal control to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the City's internal control. Accordingly, we do not express an opinion on the effectiveness of the City's internal control.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent or detect and correct misstatements on a timely basis. A material weakness is a deficiency, or a combination of deficiencies, in internal control such that there is a reasonable possibility that a material misstatement of the City's financial statements will not be prevented or detected and corrected on a timely basis. A significant deficiency is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses as defined above. However, material weaknesses may exist that have not been identified.

Honorable Mayor and City Council  
City of Norman, Oklahoma

***Compliance and Other Matters***

As part of obtaining reasonable assurance about whether the City's financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit and, accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

We noted certain matters that we reported to the City's management in a separate letter dated December 7, 2015.

***Purpose of This Report***

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the City's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the City's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

*BKD, LLP*

Oklahoma City, Oklahoma  
December 7, 2015

## **Independent Auditor's Report on Compliance for Each Major Federal Program; Report on Internal Control over Compliance; and Report on Schedule of Expenditures of Federal Awards Required by OMB Circular A-133**

Honorable Mayor and City Council  
City of Norman, Oklahoma  
Norman, Oklahoma

### **Report on Compliance for Each Major Federal Program**

We have audited the compliance of the City of Norman, Oklahoma (the City) with the types of compliance requirements described in the U.S. Office of Management and Budget (OMB), *Circular A-133 Compliance Supplement*, that could have a direct and material effect on each of its major federal programs for the year ended June 30, 2015. The City's major federal program is identified in the summary of auditor's results section of the accompanying schedule of findings and questioned costs.

#### ***Management's Responsibility***

Management is responsible for compliance with the requirements of laws, regulations, contracts and grants applicable to its federal programs.

#### ***Auditor's Responsibility***

Our responsibility is to express an opinion on compliance for the City's major federal program based on our audit of the types of compliance requirements referred to above.

We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and OMB Circular A-133, *Audits of States, Local Governments, and Non-Profit Organizations*. Those standards and OMB Circular A-133 require that we plan and perform the audit to obtain reasonable assurance about whether noncompliance with the types of compliance requirements referred to above that could have a direct and material effect on a major federal program occurred. An audit includes examining, on a test basis, evidence about the City's compliance with those requirements and performing such other procedures as we considered necessary in the circumstances.

We believe that our audit provides a reasonable basis for our opinion on compliance for each major federal program. However, our audit does not provide a legal determination of the City's compliance.

Honorable Mayor and City Council  
City of Norman, Oklahoma

### ***Opinion on Each Major Federal Program***

In our opinion, the City of Norman, Oklahoma, complied, in all material respects, with the types of compliance requirements referred to above that could have a direct and material effect on its major federal program for the year ended June 30, 2015.

### **Report on Internal Control over Compliance**

Management of the City is responsible for establishing and maintaining effective internal control over compliance with the types of compliance requirements referred to above. In planning and performing our audit of compliance, we considered the City's internal control over compliance with the types of requirements that could have a direct and material effect on each major federal program to determine the auditing procedures that are appropriate in the circumstances for the purpose of expressing our opinion on compliance for each major federal program and to test and report on internal control over compliance in accordance with OMB Circular A-133, but not for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, we do not express an opinion on the effectiveness of the City's internal control over compliance.

A deficiency in internal control over compliance exists when the design or operation of a control over compliance does not allow management or employees, in the normal course of performing their assigned functions, to prevent or detect and correct noncompliance with a type of compliance requirement of a federal program on a timely basis. A material weakness in internal control over compliance is a deficiency, or a combination of deficiencies, in internal control over compliance such that there is a reasonable possibility that material noncompliance with a type of compliance requirement of a federal program will not be prevented or detected and corrected on a timely basis. A significant deficiency in internal control over compliance is a deficiency, or a combination of deficiencies, in internal control over compliance with a type of compliance requirement of a federal program that is less severe than a material weakness in internal control over compliance, yet important enough to merit attention by those charged with governance.

Our consideration of internal control over compliance was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control over compliance that might be material weaknesses. We did not identify any deficiencies in internal control over compliance that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

The purpose of this report on internal control over compliance is solely to describe the scope of our testing of internal control over compliance and the results of that testing based on the requirements of OMB Circular A-133. Accordingly, this report is not suitable for any other purpose.

Honorable Mayor and City Council  
City of Norman, Oklahoma

**Report on Schedule of Expenditures of Federal Awards Required by OMB Circular A-133**

We have audited the financial statements of the governmental activities, the business-type activities, each major fund and the aggregate remaining fund information of the City of Norman, Oklahoma, as of and for the year ended June 30, 2015, and the related notes to the financial statements, which collectively comprise the City's basic financial statements. We issued our report thereon dated December 7, 2015, which contained an unmodified opinion and an *Emphasis of Matter* paragraph regarding a change in accounting principles on those financial statements. Our audit was performed for the purpose of forming opinions on the financial statements that collectively comprise the basic financial statements. The accompanying schedule of expenditures of federal awards is presented for purposes of additional analysis as required by OMB Circular A-133 and is not a required part of the basic financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the basic financial statements. The information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the schedule of expenditures of federal awards is fairly stated in all material respects in relation to the basic financial statements as a whole.

*BKD, LLP*

Oklahoma City, Oklahoma  
December 7, 2015



**City of Norman, Oklahoma**  
**Schedule of Findings and Questioned Costs, continued**  
**Year Ended June 30, 2015**

**Findings Required to be Reported by *Government Auditing Standards***

No matters are reportable.

**Findings Required to be Reported by OMB Circular A-133**

No matters are reportable.

**City of Norman, Oklahoma**  
**Summary Schedule of Prior Audit Findings**  
**Year Ended June 30, 2015**

<b>Reference Number</b>	<b>Summary of Finding</b>	<b>Status</b>
-----------------------------	---------------------------	---------------

---

No matters are reportable.