City of Stillwater
Service Level Agreements Audit Standards
1/4/2017

Entity	Agreement period	Direct Funding	Other compensation	Duties to the City	Audit Procedure
Friends of Multi Arts Center, Inc.	July 1, 2012 to June 30, 2017	$ 60,000.00	See Attachment A	Open to the public and programs related to arts education, display, exhibition, studio services, and other artistic endeavors are available a minimum of forty (40) hours per week throughout the year	Narrow the scope of expenditures funded by the City to specific items. Obtain invoices and/or payroll records that substantiate the direct funding provided by the City. These records should have a direct correlation to the duties outlined in the agreement and mission statement of the organization.
Lake McMurtry Friends, Inc.	July 1, 2012 to June 30, 2017	$ 250,000.00	See Attachment A	Operate and manage all lake facilities	Narrow the scope of expenditures funded by the City to specific items. Obtain invoices and/or payroll records that substantiate the direct funding provided by the City. These records should have a direct correlation to the duties outlined in the agreement and mission statement of the organization.
Payne County Youth Services, Inc.	July 1, 2016 to June 30, 2017	$ 15,000.00	None	Shelter Stillwater children from domestic violence; provide and maintain shelter for youth delivered by SPD	Entity undergoes an annual audit. City can accept the audit report in addition to quarterly/annual reports of services provided.
Stillwater Area Sports Association, Inc.	September 9, 2013 to June 30, 2018	$ 300,000.00	See Attachment A	Provide recreational and competitive sports leagues for youth and adults, provide field prep. routine maintenance and concessions	Narrow the scope of expenditures funded by the City to specific items. Obtain invoices and/or payroll records that substantiate the direct funding provided by the City. These records should have a direct correlation to the duties outlined in the agreement and mission statement of the organization.
Stillwater Chamber of Commerce	July 1, 2016 to June 30, 2017	$ 250,000.00	None	recruitment, retention, marketing, expansion, education to attract and support business, shop local initiative	Entity undergoes an annual audit. City can accept the audit report in addition to quarterly/annual reports of performance measure results.
Stillwater Museum Association, Inc.	July 1, 2016 to June 30, 2017	$ 15,000.00	None	Use funds for capital upgrades and exhibits; provide public access to displays 5 hours per weekend	Narrow the scope of expenditures funded by the City to specific items. Obtain invoices and/or payroll records that substantiate the direct funding provided by the City. These records should have a direct correlation to the duties outlined in the agreement and mission statement of the organization.
Red Dirt DMO, Inc.*	January 1, 2015 to June 30, 2017	$ 882,606.00	See Attachment A	Visitor information center, marketing and communication, convention sales	Narrow the scope of expenditures funded by the City to specific items. Obtain invoices and/or payroll records that substantiate the direct funding provided by the City. These records should have a direct correlation to the duties outlined in the agreement and mission statement of the organization.

*Funds vary per contract year. Current amount provided.

City of Stillwater
Service Level Agreements Audit Procedures
Attachment A - City Assumed Expenditures
1/4/2017

	FY 2015	FY 2016	FY 2017
Multi Arts Center			
Electricity	$ 27,083.92	$ 24,224.83	$ 11,494.70
Water	780.35	964.55	341.97
Sewer	312.39	352.32	273.13
Natural Gas	4,522.87	3,687.69	904.09
Waste Management	444.72	444.72	185.30
Retained Revenue	92,596.00	67,930.00	TBD
Total	$ 125,740.25	$ 97,604.11	$ 13,199.19
Friends of Lake McMurtry			
Water	$ 1,511.99	$ 1,472.20	$ 884.18
Septic System Maintenance	1,905.34	1,408.87	641.56
Waste Management	5,700.00	5,700.00	2,375.00
Retained Revenue	143,058.00	175,970.00	TBD
Total	$ 152,175.33	$ 184,551.07	$ 3,900.74
Stillwater Area Sports Association (SASA)			
Electricity:			
Amory	$ 7,601.45	$ 7,449.86	$ 3,835.70
Sanborn	11,700.25	9,882.81	3,289.38
Whittenburg	4,310.95	3,302.26	1,237.32
Babcock	3,787.35	3,503.48	1,239.92
Strickland	5,483.94	5,128.30	1,796.01
Water:			
Amory	394.88	481.16	150.13
Sanborn	10,696.94	6,536.98	3,029.83
Whittenburg	4,510.96	4,403.20	3,669.26
Babcock	14,073.43	21,085.01	14,725.81
Strickland	-	-	-
Sewer:			
Amory	130.59	137.52	141.35
Sanborn	138.63	173.13	200.00
Whittenburg	-	-	-
Babcock	139.14	119.67	97.54
Strickland	-	-	-
Waste Management:			
Amory	333.54	333.54	138.98
Sanborn	889.32	889.32	370.55
Whittenburg	4,447.20	4,447.20	1,853.00
Babcock	1,778.88	1,778.88	741.20
Strickland	1,334.16	1,334.16	555.90
Office Space - estimated rental value $7,000 per month	84,000.00	84,000.00	84,000.00
Retained Revenue	225,472.00	230,500.00	TBD
Total	$ 381,223.61	$ 385,486.48	$ 121,071.87
Red Dirt DMO			
Grants	$ 4,500.00	$ 49,400.00	$ 26,862.50
Payment for advertising	2,200.00	3,900.00	2,510.00
Office Equipment - Value not specified at time of transfer			
Total	$ 6,700.00	$ 53,300.00	$ 29,372.50