

CITY OF CHEROKEE, OKLAHOMA

Fiscal Year 2023/2024 Annual Budget

June Amendments

BUDGET MEMO

June 12, 2024

The 2023/2024 Annual Budget for the City of Cherokee is presented, as attached, for approval by the Council in accordance with the Oklahoma Municipal Budget Act. The budget includes the following highlights for the fiscal year:

CDA: Net Impact - Increase in Fund Balance \$99,756

Revenue decrease of <\$1,689,840>

- ◆ Decrease of utility revenues of <\$10,340> based on year-to-date collections.
- ◆ Decrease in Loan Proceeds of <\$1,700,000> based on project not happening this FY.

Expense decrease of <\$1,770,596> consisting largely of:

- ◆ Increase in Administration Department of \$2,500 based on year-to-date expenditures.
- ◆ Decrease in Water Department of <\$1,769,102> for projects not completed this FY.

General Fund: Net Impact - Decrease in Fund Balance of <\$115,850>

Revenue decrease of <\$12,350> consisting mainly of:

- ◆ Decrease in tax revenue of \$25,000 based on projections from actual collections.
- ◆ Increase in Fines & Forfeitures of \$2,500 based on year-to-date activity.
- ◆ Increase in Other Revenue of \$4,000 based on year-to-date activity.

Expense increase of \$84,500 consisting largely of:

- ◆ Increase in the Fire Department of \$47,500 based on various purchases late in year.
- ◆ Increase in Police Department of \$69,500 mostly related to additional personnel & note payoff

Increase in transfers-out to CDA of \$19,000.

Special Revenue Fund: Net Impact - Decrease in Fund Balance <\$111,813>

Revenue decrease of <\$4,040> consisting of:

- ◆ Decrease in sales tax of <\$8,328> based on year-to-date collections.
- ◆ Increase of \$6,000 of Hangar Rent based on what has been received to date.

Expense increase of \$107,773 consisting largely of:

- ◆ Increase in Street Department of \$59,500, which includes an increase in capital outlay of \$39,000.
- ◆ Increase in the Cemetery Department of \$27,000 due to Kubota purchase.

The legal level of control for the City's 2023 / 2024 budget is established at the Department level. Additional detail is provided for analysis purposes only.

If you have any questions, please contact Tracy Reed, CPA.

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JUL 10 2024

State Auditor
and Inspector

CITY OF CHEROKEE, OKLAHOMA
Fiscal Year 2023/2024 Annual Budget
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BUDGET SUMMARY

	BEGINNING BALANCE (Estimates)	REVENUES	EXPENSES	TRANSFERS	Net Change	ENDING BALANCE
GENERAL FUND	<u>\$ 875,005</u>	<u>\$ 920,697</u>	<u>\$ (969,528)</u>	<u>\$ (39,000)</u>	<u>\$ (87,831)</u>	<u>\$ 787,174</u>
ENTERPRISE FUNDS						
Development Authority	<u>\$ 734,349</u>	<u>\$ 1,330,000</u>	<u>\$ (1,169,240)</u>	<u>\$ 19,000</u>	<u>\$ 179,760</u>	<u>\$ 914,109</u>
SPECIAL REVENUE FUNDS	<u>\$ 169,519</u>	<u>\$ 289,776</u>	<u>\$ (503,500)</u>	<u>\$ 20,000</u>	<u>\$ (193,724)</u>	<u>\$ (24,205)</u>
GRAND TOTAL ALL FUNDS	<u>\$ 1,778,873</u>	<u>\$ 2,540,473</u>	<u>\$ (2,642,268)</u>	<u>\$ -</u>	<u>\$ (101,795)</u>	<u>\$ 1,677,078</u>

**City of Cherokee, Oklahoma
Development Authority**

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	APPROVED BUDGET 2023-2024	APPROVED AMENDMENTS FEBRUARY '24	PROPOSED AMENDMENTS JUNE '24	PROPOSED BUDGET 2023-2024
OPERATING REVENUES				
Water Revenues	\$ 655,000	\$ (20,000)		\$ 635,000
Rate Increase	34,060	(34,060)		-
Sewer Revenues	240,000	-	(2,500)	237,500
Rate Increase	12,480	(7,480)	(5,000)	-
Trash Revenues	295,000	-	12,500	307,500
Rate Increase - 5.1%	15,340	-	(15,340)	-
RV Park Rental	5,000	7,000	13,000	25,000
Penalties	3,000	(3,000)	7,000	7,000
Fees & Charges	300	(200)	500	600
Grant Income - CDBG	200,000	(104,600)		95,400
Loan Proceeds- Water Project	1,700,000	-	(1,700,000)	-
Loan Proceeds- Sewer Project	1,300,000	(1,300,000)		-
Electric Utility Fund	-			-
Other Revenues	2,500	500		3,000
TOTAL OPERATING REVENUES	4,462,680	(1,461,840)	(1,689,840)	1,311,000
OPERATING EXPENSES				
Administration Department				
Personal Services	146,468	(13,968)		132,500
Materials and Supplies	7,500	1,000		8,500
Other Services and Charges	97,500	5,000	2,500	105,000
Total Administration Department	251,468	(7,968)	2,500	246,000
RV Park Department				
Other Services and Charges	2,500	(1,500)	(250)	750
Total RV Park Department	2,500	(1,500)	(250)	750
Water Department				
Personal Services	176,222	13,778		190,000
Materials and Supplies	12,500	7,500	7,500	27,500
Other Services and Charges	150,000	(5,000)	(5,000)	140,000
Capital Outlay	1,952,000	(7,898)	(1,772,102)	172,000
Debt Service:	-	-		-
RO Water Plant (OWRB 2005)-matures Sept. 2026	90,990	-		90,990
Total Water Department	2,381,712	8,380	(1,769,602)	620,490

**City of Cherokee, Oklahoma
Development Authority**

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	APPROVED BUDGET 2023-2024	APPROVED AMENDMENTS FEBRUARY '24	PROPOSED AMENDMENTS JUNE '24	PROPOSED BUDGET 2023-2024
Sewer Department				
Personal Services	-			-
Materials and Supplies	500	1,500		2,000
Other Services and Charges	7,500	(2,500)	(2,000)	3,000
Capital Outlay	1,300,000	(1,300,000)		-
Debt Service -2015 OWRB \$2.64M; 2.27%; 30 yrs-Lagoon	80,744	-	1,256	82,000
Total Sewer Department	1,388,744	(1,301,000)	(744)	87,000
Trash Department				
Other Services & Charges	207,089	10,411	(2,500)	215,000
Total Trash Department	207,089	10,411	(2,500)	215,000
TOTAL OPERATING EXPENDITURES	4,231,513	(1,291,677)	(1,770,596)	1,169,240
OPERATING INCOME (LOSS)	231,167	(170,163)	80,756	141,760
NON-OPERATING REVENUES (EXPENSES)				
Interest Income	11,000	8,000	-	19,000
Bad Debt Expense	-	-	-	-
Depreciation	-	-	-	-
Gain on Sale of Assets	-	-	-	-
TOTAL OTHER FINANCING SOURCES (USES)	11,000	8,000	-	19,000
INCOME (LOSS) BEFORE TRANSFERS	242,167	(162,163)	80,756	160,760
TRANSFERS IN				
General Fund	-	-	19,000	19,000
Other	-	-	-	-
Total transfers in	-	-	19,000	19,000
TRANSFERS OUT				
General Fund	-			-
Capital Projects	-			-
Special Revenue Fund	-			-
Total transfers out	-	-	-	-
NET INCOME	242,167	(162,163)	99,756	179,760
BEGINNING RETAINED EARNINGS-estimated	676,282			734,349
ENDING RETAINED EARNINGS-estimated	918,449			914,109

City of Cherokee, Oklahoma
General Fund
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	APPROVED BUDGET 2023-2024	APPROVED AMENDMENTS FEBRUARY '24	PROPOSED AMENDMENTS JUNE '24	PROPOSED BUDGET 2023-2024	
OPERATING REVENUES					
Sales tax	\$ 366,628	\$ 23,372	\$ (22,500)	\$ 367,500	90%
Use Tax	159,209	15,791	(2,500)	172,500	90%
Franchise Tax	115,860	-		115,860	
Beverage Tax	53,925	-		53,925	90%
Tobacco Tax	4,110	(200)		3,910	90%
Hotel Tax	5,702	-	1,600	7,302	
Fines and Forfeitures	25,000	5,000	2,500	32,500	
Fire Revenues	4,000	5,500		9,500	
Fire Donations	-	1,200		1,200	
Library Revenue	15,000	-	3,500	18,500	
Licenses & Permits	3,500	(1,000)	500	3,000	
Oil & Gas Revenues	45,000	(10,000)	(2,500)	32,500	
Grants	-			-	
Interest	450	65,000	3,050	68,500	
Pocket Park	-			-	
ARPA Grant	-			-	
Other Revenue	30,000		4,000	34,000	
TOTAL OPERATING REVENUES	828,384	104,663	(12,350)	920,697	
OPERATING EXPENSES					
General Government					
Personal Services	112,528	20,000		132,528	
Materials and Supplies	25,000	17,500		42,500	
Other Services and Charges	200,000	5,000	20,000	225,000	
Capital Outlay	70,000		(60,000)	10,000	
Total General Government	407,528	42,500	(40,000)	410,028	
Police Department					
Personal Services	214,108	10,892	30,000	255,000	
Materials and Supplies	17,500	(2,500)		15,000	
Other Services and Charges	10,000		2,500	12,500	
Capital Outlay	-		2,500	2,500	
Debt Service	-		34,500	34,500	
Total Police Department	241,608	8,392	69,500	319,500	
Fire Department					
Personal Services	23,095	6,905	(2,500)	27,500	
Materials and Supplies	2,500		25,000	27,500	
Other Services and Charges	10,000			10,000	
Capital Outlay	-		25,000	25,000	
Total Fire Department	35,595	6,905	47,500	90,000	

City of Cherokee, Oklahoma
General Fund

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	APPROVED BUDGET 2023-2024	APPROVED AMENDMENTS FEBRUARY '24	PROPOSED AMENDMENTS JUNE '24	PROPOSED BUDGET 2023-2024
Economic Development				
Other Services and Charges-Main Street	25,000			25,000
Total Industrial Park and Economic Development	25,000	-	-	25,000
Library Department				
Personal Services	77,968	(2,968)		75,000
Materials and Supplies	20,000	(5,000)	10,000	25,000
Other Services and Charges	20,000	7,500	(2,500)	25,000
Capital Outlay- Computers	5,000	(5,000)		-
Total Library Department	122,968	(5,468)	7,500	125,000
TOTAL EXPENDITURES	832,699	52,329	84,500	969,528
REVENUES OVER (UNDER) EXPENDITURES	(4,315)	52,334	(96,850)	(48,831)
OTHER FINANCING SOURCES (USES)				
Depreciation Expense	-	-	-	-
Sale of Assets	-		-	-
Transfers-in				
CDA	-	-	-	-
Total transfers in	-	-	-	-
Transfers-out	-	(20,000)	(19,000)	(39,000)
Total transfers out	-	(20,000)	(19,000)	(39,000)
TOTAL OTHER FINANCING SOURCES (USES)	-	(20,000)	(19,000)	(39,000)
REVENUES AND OTHER SOURCES OVER (UNDER) EXPENDITURES AND OTHER USES	(4,315)	32,334	(115,850)	(87,831)
BEGINNING FUND BALANCE-estimated	965,774			875,005
ENDING FUND BALANCE-estimated	961,459			787,174

City of Cherokee, Oklahoma
Special Revenue Fund
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	APPROVED BUDGET 2023-2024	APPROVED AMENDMENTS FEBRUARY '24	PROPOSED AMENDMENTS JUNE '24	PROPOSED BUDGET 2023-2024	
OPERATING REVENUES					
Sales Tax - Emergency Services	45,828	-	(828)	45,000	90%
Sales Tax - Parks & Streets	183,313	6,687	(7,500)	182,500	90%
Gasoline Excise Tax	1,912	-	588	2,500	
Motor Vehicle Tax	9,576	-		9,576	
Cemetery Income	10,000	-		10,000	
Cemetery Income-Capital Improvements	1,250	250		1,500	
Airport Income	5,000	(1,500)	6,000	9,500	
Airport Fuel Sales	5,750	(5,250)	500	1,000	
Swimming Pool Income	8,000	-	(2,750)	5,250	
Grant Income- Ohio Street CDBG	-	-		-	
Grant Income - Airport FAA	20,000	2,000		22,000	
Interest Income	325	675	(50)	950	
Other income	-	-		-	
TOTAL OPERATING REVENUES	290,954	2,862	(4,040)	289,776	
OPERATING EXPENSES					
Emergency Services					
Materials & Supplies	-			-	
Other Services & Charges	12,000	(12,000)	2,500	2,500	
Capital Outlay	-	10,000	2,500	12,500	
Debt Service- Police Vehicles	55,000	-	(5,000)	50,000	
Total Emergency Services	67,000	(2,000)	-	65,000	
Streets Department					
Personal Services	120,682	1,318	3,000	125,000	
Materials and Supplies	5,000	(2,000)		3,000	
Other Services and Charges	15,000	-	17,500	32,500	
Capital Outlay	350,000	(314,000)	39,000	75,000	
Total Streets Department	490,682	(314,682)	59,500	235,500	
Parks Department					
Personal Services	37,747		(7,747)	30,000	
Materials and Supplies	2,000	7,000	6,000	15,000	
Other Services and Charges	32,500	7,500	5,000	45,000	
Capital Outlay	28,800	(10,800)	12,000	30,000	
Total Parks Department	101,047	3,700	15,253	120,000	
Airport Department					
Materials and Supplies	7,500	(5,000)		2,500	
Other Services and Charges	10,000			10,000	
Capital Outlay	-	23,980	6,020	30,000	
Total Airport Department	17,500	18,980	6,020	42,500	

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	APPROVED BUDGET 2023-2024	APPROVED AMENDMENTS FEBRUARY '24	PROPOSED AMENDMENTS JUNE '24	PROPOSED BUDGET 2023-2024
Cemetery Department				
Materials and Supplies	3,000	3,000	1,500	7,500
Other Services and Charges	7,500		(4,500)	3,000
Capital Outlay	-		30,000	30,000
Total Cemetery Department	10,500	3,000	27,000	40,500
 TOTAL EXPENDITURES	 686,729	 (291,002)	 107,773	 503,500
 OTHER FINANCING SOURCES (USES)				
Transfer In - General Fund	-	20,000	-	20,000
TOTAL OTHER FINANCING SOURCES (USES)	-	20,000	-	20,000
 Net Income	 (395,775)	 313,864	 (111,813)	 (193,724)
 BEGINNING FUND BALANCE-estimated	 242,001			 169,519
ENDING FUND BALANCE-estimated	<u>(153,774)</u>			<u>(24,205)</u>