

**TOWN OF GREENFIELD, OKLAHOMA**  
**Fiscal Year 2022 - 2023 Annual Budget**

**BUDGET MEMO**

---

DATE May 18, 2022  
TO Town of Greenfield, Council Members  
FROM RSMeacham CPAs & Advisors  
RE 2022 / 2023 Annual Budget

The budget includes the following highlights for fiscal year 2022 / 2023:

- Taxes has been budgeted at 90% of current year projections. This equates to a reduction in budgeted Tax revenues of <~\$2k> from this years projected revenue collections.
- Utility revenues have been budgeted with various utility rate increases. The 100% rate increase suggested was not fully implemented. The Town should re-evaluate monthly if the rate increases implemented are sufficient to keep the Town operating.
- These Water & Sewer rates increases, combined with Trash service, are projected to increase utility revenues by \$55k in future years if the 100% utility rate increase had been implemented.
- No Capital Outlay / Special Request items have been included in the budget.
- No pay increases are budgeted for employees.
- No debt service is budgeted in FY23.
- In our experience, municipalities need a profit margin in their utilities of at least 35% in order to provide needed revenues for future capital needs and the operational needs of the General Fund. Please note at the bottom of the GUA budget, our combined profit margin for water and sewer is 27%, which includes the additional revenue from the proposed rate increases. *Please note, these calculations exclude capital outlay and administrative costs.* These margins are below the amounts we would recommend.
- **This budget projects an overall Loss of <\$11,440> for fiscal year 2023 and ending the year with only \$17,680 in cash. At the end of FY23, the Town is budgeted to have only 3.5 months of cash remaining. Please note the ARPA funds are non-recurring, without the ARPA Funds the Town's loss for FY23 would be <\$19,212>.**
- *Please keep in mind that Oklahoma municipalities have to rely upon tax and utility revenues to provide services to citizens. These revenues must be able to fund current operations and capital outlay, as well as provide reserves for future capital projects.*

The legal level of control for the Town's 2022 / 2023 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.

In accordance with Section 17-208, Title 11, Oklahoma Statutes, notice is hereby given the proposed Town of Greenfield Fiscal Year 2022/2023 Annual Budget will be considered at a public hearing on June 6, 2022, at 5:00 p.m. at 104 N. 4th Street. Copies of the proposed budget are available for review in the Office of the City Clerk at 104 N. 4th Street. Notice is hereby given that the Town of Greenfield 2022/2023 Annual Budget will be adopted during a meeting of the City Council on June 6, 2022.

## TOWN OF GREENFIELD, OKLAHOMA

Fiscal Year 2022 - 2023 Annual Budget

### BUDGET SUMMARY

	BEGINNING BALANCE (Estimates)	REVENUES	EXPENSES	TRANSFERS	Net Change	ENDING BALANCE
GENERAL FUND	\$ 15,973	\$ 41,896	\$ (70,500)	\$ 32,000	\$ 3,396	\$ 19,369
ENTERPRISE FUNDS:						
Utility Authority	\$ 13,147	\$ 97,931	\$ (80,767)	\$ (32,000)	\$ (14,836)	\$ (1,689)
GRAND TOTAL ALL FUNDS	\$ 29,120	\$ 139,827	\$ (151,267)	\$ -	\$ (11,440)	\$ 17,680

**Town of Greenfield  
General Fund  
Budget 2022-2023**

	<b>Actual 2020-2021</b>	<b>Approved Budget 2021-2022</b>	<b>Projected YTD 2021-2022</b>	<b>Proposed Budget 2022-2023</b>	
<b><u>REVENUES</u></b>					
Sales tax	\$ 11,141	\$ 15,000	\$ 16,829	\$ 15,146	* 90%
Use Tax	-	-	-	7,500	
Alcoholic Beverage Tax	2,085	1,800	1,493	1,344	* 90%
Tobacco Tax	118	90	131	118	* 90%
Motor Vehicle Tax	651	600	376	338	* 90%
Gas Excise Tax	235	18	196	176	* 90%
Grants					
Fire Department - Operational Grant	-	-	4,763	4,500	
ARPA Funds			7,772	7,772	
Miscellaneous Revenue	5,294	18,000	25,088	5,000	
Total revenues before carryover	19,524	35,508	56,648	41,894	
<b><u>EXPENDITURES</u></b>					
<b>Administration &amp; General Government</b>					
Personal services	12,876	16,000	14,988	16,000	
Materials & supplies	4,253	17,500	5,719	6,000	
Other services & charges	41,792	40,000	41,264	35,000	
Total Administration & General Government	58,921	73,500	61,971	57,000	
<b>Parks Department</b>					
Personal services	520	-	-	-	
Other services & charges	300	9,000	8,000	9,000	
Total Parks Department	820	9,000	8,000	9,000	
<b>Fire Department:</b>					
Personal Services	960	-	-	-	
Materials & supplies	747	40,000	1,284	2,000	
Other services & charges	9,085	6,000	1,255	2,500	
Capital Outlay	-	-	38,500	-	
Total Fire Department	10,792	46,000	41,039	4,500	
Total expenditures	70,533	128,500	111,010	70,500	
Revenue over (under) expenditures	(51,009)	(92,992)	(54,362)	<b>\$ (28,606)</b>	
<b><u>OTHER FINANCING SOURCES (USES)</u></b>					
Interest	2	2	1	2	
Transfers-In	100	-	-	32,000	
Transfers-Out	(24,580)	(15,000)	(33,690)	-	
Net other financing sources (uses)	(24,478)	(14,998)	(33,689)	32,002	
Revenues and other financing sources over (under) expenditures and other uses	(75,487)	(107,990)	(88,051)	3,396	
Beginning Fund Balance (estimated)	197,018	121,530	121,531	15,973	
Ending Fund Balance	121,531	13,540	33,480	19,369	

**Town of Greenfield  
Utility Authority  
Budget 2022-2023**

	<b>Actual 2020-2021</b>	<b>Approved Budget 2021-2022</b>	<b>Projected YTD 2021-2022</b>	<b>Proposed Budget 2022-2023</b>
<b><u>Operating revenues:</u></b>				
Water	25,409	\$ 36,000	27,991	60,000
8.7% Rate Increase	-	6,000	5,500	5,220
Sewer	-	7,000	7,258	11,500
8.7% Rate Increase	-	1,167	1,500	1,001
Trash	-	-	-	20,000
0% Rate Increase	-	-	-	-
Miscellaneous	12,974	200	5,467	200
Total operating revenues	<u>38,383</u>	<u>50,367</u>	<u>47,716</u>	<u>97,921</u>
<b><u>Operating expenses:</u></b>				
<b>Water Department:</b>				
Personal services	-	-	3,629	5,400
Materials and supplies	-	-	983	1,000
Other services and charges	7,838	5,000	13,756	7,500
Water Purchases	37,930	40,000	40,871	40,000
Total Water Department:	<u>45,768</u>	<u>45,000</u>	<u>59,239</u>	<u>53,900</u>
<b>Sewer Department:</b>				
Other services and charges	-	-	1,638	2,500
Capital Outlay	-	-	17,564	-
Total Sewer Department:	<u>-</u>	<u>-</u>	<u>19,202</u>	<u>2,500</u>
<b>Trash Department:</b>				
Other services and charges	-	-	-	13,200
Total Trash Department:	<u>-</u>	<u>-</u>	<u>-</u>	<u>13,200</u>
<b>Administration Department:</b>				
Personal services	8,623	9,500	6,035	5,167
Materials and supplies	3,521	1,100	611	1,000
Other services and charges	4,198	5,000	4,452	5,000
Total Administration Departmen	<u>16,342</u>	<u>15,600</u>	<u>11,098</u>	<u>11,167</u>
Total operating expenses	<u>62,110</u>	<u>60,600</u>	<u>89,539</u>	<u>80,767</u>
Net operating income (loss)	\$ (23,727)	\$ (10,233)	\$ (41,823)	<b>\$ 17,154</b>

**Town of Greenfield  
Utility Authority  
Budget 2022-2023**

	<b>Actual 2020-2021</b>	<b>Approved Budget 2021-2022</b>	<b>Projected YTD 2021-2022</b>	<b>Proposed Budget 2022-2023</b>
<b><u>Nonoperating revenue :</u></b>				
Interest Income	12	10	7	10
Transfers-In	24,480	15,000	34,690	-
Transfers-Out	-	-	-	(32,000)
Total nonoperating revenue	24,492	15,010	34,697	(31,990)
<b>Net Income (loss)</b>	765	4,777	(7,126)	(14,836)
Beginning Fund Balance (estimated)	11,309	6,388	12,074	13,147
Ending Fund Balance	12,074	11,165	4,948	(1,689)

**GROSS PROFIT BY DEPARTMENT - Excludes Capital Outlay**

Water Revenues	25,409	36,000	27,991	65,220
Water Expenses	45,768	45,000	59,239	53,900
Gross Profit	(20,359)	(9,000)	(31,248)	11,320
GP %	-80%	-25%	-112%	17%
Sewer Revenues	-	7,000	7,258	12,501
Sewer Expenses	-	-	19,202	2,500
Gross Profit	-	7,000	(11,944)	10,001
GP %	#DIV/0!	100%	-165%	80%
Trash Revenues	-	-	-	20,000
Trash Expenses	-	-	-	13,200
Gross Profit	-	-	-	6,800
GP %	#DIV/0!	#DIV/0!	#DIV/0!	34%
Water & Sewer Combined	25,409	43,000	35,249	77,721
Water & Sewer Combined	45,768	45,000	78,441	56,400
Gross Profit	(20,359)	(2,000)	(43,192)	21,321
GP %	-80%	-5%	-123%	27%

**All Services combined-excluding capital outlay**

Revenues	25,409	43,000	35,249	97,721
Expenses	45,768	45,000	78,441	69,600
Gross Profit	(20,359)	(2,000)	(43,192)	28,121
GP %	-80%	-5%	-123%	29%

**BUDGET ADOPTION RESOLUTION – FUND-BASED BUDGET**

**TOWN OF GREENFIELD, OKLAHOMA  
RESOLUTION NO. 2021-05**

**A RESOLUTION APPROVING THE TOWN OF GREENFIELD, OKLAHOMA BUDGET FOR THE FISCAL YEAR 2022-2023 AND ESTABLISHING BUDGET AMENDMENT AUTHORITY**

**WHEREAS**, The Town of Greenfield has adopted the provisions of the Oklahoma Municipal Budget Act (the Act) in 11 O.S. Sections 17-201 through 17-216; and

**WHEREAS**, The Chief Executive Officer has prepared a budget for the fiscal year ending June 30, 2023 (FY 2022-2023) consistent with the Act; and

**WHEREAS**, The Act in section 17-215 provides for the chief executive office of the Town, or designee, as authorized by the governing body, to transfer any unexpended and unencumbered appropriation from one department to another within the same fund; and

**WHEREAS**, The budget has been formally presented to the Town Board of Trustees at least 30 days prior to the start of the fiscal year in compliance with Section 17-205; and

**WHEREAS**, The Town Board of Trustees has conducted a Public Hearing at least 15 days prior to the start of the fiscal year, and published notice of the Public Hearing in compliance with Section 17-208 of the Act; and

**NOW, THEREFORE, BE IT RESOLVED BY THE TOWN BOARD OF TRUSTEES OF THE TOWN OF GREENFIELD, OKLAHOMA:**

**SECTION 1.** The Town Board of Trustees does hereby adopt the FY 2022-2023 Budget on the 6th day of June 2022 with total resources available in the amount of \$168,947 and total fund/departmental appropriations in the amount of \$151,267. Legal appropriations (spending/encumbering limits) are hereby established as follows:

<b>Fund: Department</b>	<b>Appropriation Amount</b>
<b>General Fund:</b>	
General government	\$57,000
Parks	9,000
Fire	4,500
<b>GUA:</b>	
Water	53,900
Sewer	2,500
Trash	13,200
Administration	11,167

**SECTION 2.** The Greenfield Board of Trustees does hereby authorize the Town Administrator to transfer any unexpended and unencumbered appropriations, at any time throughout FY 2022-2023, from one line item to another, one object category to another within a department, or one department to another within a fund, without further approval by the Greenfield Board of Trustees.

**SECTION 3.** All supplemental appropriations or decrease in the total appropriation of a fund shall be adopted at a meeting of the Greenfield Board of Trustees and filed with the State Auditor and Inspector.

**ADOPTED BY THE TOWN BOARD OF TRUSTEES OF THE TOWN OF GREENFIELD this**  
**6th day of June, 2022.**

**TOWN OF GREENFIELD, OKLAHOMA**

Kenneth Schuchman  
Mayor

**ATTEST:**

Ayla Tucker  
Ayla Tucker, Clerk

**The Watonga Republican**  
**P.O. Box 30**  
**(580) 623-4922**

I, Kimberly Jenkins, of lawful age, being duly sworn upon oath, deposes and says that I am the General Manager of The Watonga Republican, a publication that is a "legal newspaper" as that phrase is defined for the city of Watonga, for the County of Blaine, in the state of Oklahoma, that this affidavit is Page 1 of 2 with the full text of the sworn-to notice set forth on the pages that follow, and that the attachment hereto contains the correct copy of what was published in said legal newspaper in consecutive issues on the following dates:

**PUBLICATION DATES:**  
25 May 2022

**Notice ID:** Bi3OZRr6WEz9FDq29hFe  
**Notice Name:** Town of Greenfield

**PUBLICATION FEE:** \$34.98

Kimberly R. Jenkins  
General Manager

**VERIFICATION**

STATE OF OKLAHOMA  
COUNTY OF BLAINE

Signed or attested before me on this

26th day of May, A.D. 2022.

Montana Sims  
Notary Public

See Proof on Next  
Page





help@column.us

Receipt number 2099-2502  
 Invoice number CAFA0914-0026  
 Date paid May 26, 2022  
 Payment method VISA - 3612  
 Notice Id Bi3OZRr6WEz9FDq29hFe  
 Publisher The Watonga Republican

Paid by  
 The Watonga Republican

\$34.98 paid on May 26, 2022

=== Notes ===

Notice Name: Town of Greenfield

Description	Qty	Unit price	Amount
05/25/2022: Other Notice	1	31.80	31.80
Subtotal			\$31.80
Tax (0%)			0.00
Processing Fee			3.18
Amount paid			\$34.98

**PAID**  
 5/26/22