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# TOWN OF CADDO, OKLAHOMA

ANNUAL BUDGET DOCUMENT  
FOR THE YEAR 2017-18

RECEIVED  
JUN 09 2017  
State Auditor  
and Inspector

Bryan

**TOWN OF CADDO, OKLAHOMA  
ANNUAL BUDGET DOCUMENT  
FOR THE YEAR ENDING JUNE 30, 2018**

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**TOWN OF CADDO, OKLAHOMA**  
**BUDGET SUMMARY - ALL FUNDS**  
**FOR THE YEAR ENDING JUNE 30, 2018**

	<u>General Fund</u>	<u>Public Works Authority</u>
<b><u>Revenues</u></b>		
Sales, Use & Tobacco Taxes	220,000	-
Franchise Taxes	32,000	-
Alcoholic Beverage Tax	6,500	-
Comm Veh & Gas Excise Taxes	9,500	-
Fines, Fees & Seizures	205,000	-
Rent Income	1,500	-
Licenses & Permits	150	-
Nutrition Center Contributions & Fees	-	-
Museum Sales	2,500	-
Water Charges	-	167,500
Sewer Charges	-	142,500
Sanitation Charges	-	102,500
Charges for Services	200	1,500
Penalties, Transfers & Reconnects	-	14,000
Other Revenue	2,000	3,500
Sludge Fee	-	-
Interest Income	200	120
Grant Proceeds	-	-
<b>Total Revenues</b>	<b><u>479,550</u></b>	<b><u>431,620</u></b>
<b><u>Expenditures</u></b>		
General Government	117,430	-
Public Safety	268,090	-
Streets & Alleys	118,882	-
Community Services	36,147	-
Public Works Combined Ops	-	80,619
Water Department	-	99,882
Sewer Department	-	170,147
Sanitation Department	-	121,244
<b>Total Expenditures</b>	<b><u>540,549</u></b>	<b><u>471,892</u></b>
Revenues Over (Under) Expenditures	(60,999)	(40,272)
Total Cash Balance Beginning of Year	<u>322,374</u>	<u>226,555</u>
Ending Cash Fund Balance	<u>261,375</u>	<u>186,283</u>

**NOTICE OF PUBLIC HEARING:**

In accordance with the Municipal Budget Act (O.S. Title 11, Secs 17-201 through 17-216), a public hearing for the purpose of discussing the proposed budget for the Town of Caddo, Oklahoma for the fiscal year July 1, 2017 through June 30, 2018, will be held during a regular meeting of the Town Council on June 5, 2017. The meeting will begin at 7:00 p. m. in the Board chambers inside the Caddo City Hall/Public Works building located at 101 South Main Street, Caddo, Oklahoma.

**TOWN OF CADDO, OKLAHOMA**  
**GENERAL FUND OPERATING BUDGET**  
**FOR THE YEAR ENDING JUNE 30, 2018**

	Prior Year Actual <u>June 30, 2016</u>	Projected Current Year <u>June 30, 2017</u>	Current Year Budget <u>June 30, 2017</u>	Next Year Budget <u>June 30, 2018</u>
<b><u>Revenues</u></b>				
Sales, Use & Tobacco Taxes	203,947	233,502	220,000	220,000
Franchise Taxes	28,043	31,329	32,000	32,000
Alcoholic Beverage Tax	6,974	8,069	6,500	6,500
Commercial Veh & Gas Excise Tax	9,611	9,920	9,500	9,500
O-EPIC	0	-	-	-
Court Fines & Fees	240,931	222,111	205,000	205,000
Other Charges & Services	-	(12)	200	200
Rent Income	1,120	2,094	1,500	1,500
Licenses & Permits	190	258	150	150
Nutrition Center Contributions & Fees	-	-	-	-
Museum Sales/Donations	2,829	4,162	2,500	2,500
Interest Income	207	212	200	200
Refunds & Reimbursements	137	-	-	-
Miscellaneous Income	19,503	5,420	2,000	2,000
Insurance Proceeds	-	-	-	-
- CDBG Grants - Special Projects	-	-	-	-
- CENA	-	-	-	-
- FEMA	-	-	-	-
<b>Total Revenues &amp; Other Sources</b>	<b><u>513,492</u></b>	<b><u>517,066</u></b>	<b><u>479,550</u></b>	<b><u>479,550</u></b>

**TOWN OF CADDO, OKLAHOMA**  
**GENERAL FUND OPERATING BUDGET**  
**FOR THE YEAR ENDING JUNE 30, 2018**

	Prior Year Actual <u>June 30, 2016</u>	Projected Current Year <u>June 30, 2017</u>	Current Year Budget <u>June 30, 2017</u>	Next Year Budget <u>June 30, 2018</u>
<b><u>Expenditures</u></b>				
General Government				
Personal Services	53,207	55,731	36,534	36,930
Maintenance & Operations	56,801	80,884	75,000	75,000
Capital Expenditures	-	-	5,000	5,000
Grant Projects	-	-	-	-
NSF Chargebacks & Fees		42	500	500
Depreciation Expense	8,688			
	<u>118,696</u>	<u>136,658</u>	<u>117,034</u>	<u>117,430</u>
Public Safety (Police)				
Personal Services	114,887	137,629	140,364	152,090
Maintenance & Operations	88,065	94,040	90,000	90,000
Capital Expenditures		22,476	29,200	26,000
Loan Interest Expense	1,328			
Depreciation Expense	16,105			
	<u>220,385</u>	<u>254,145</u>	<u>259,564</u>	<u>268,090</u>
Street & Alley				
Personal Services	36,646	11,014	38,618	38,882
Maintenance & Operations	32,560	53,944	70,000	70,000
Grant Project	-	-	-	-
Capital Expenditures	-		10,000	10,000
Depreciation Expense	11,158	-		
	<u>80,364</u>	<u>64,958</u>	<u>118,618</u>	<u>118,882</u>
Community Svcs (Parks, Museum)				
Personal Services	9,877	11,901	11,147	11,147
Maintenance & Operations	13,352	18,886	15,000	15,000
Capital Expenditures	14,733	2,428	10,000	10,000
Grant Project				
Depreciation Expense	7,181	-	-	-
	<u>45,143</u>	<u>33,214</u>	<u>36,147</u>	<u>36,147</u>
Total Expenditures	<u>464,588</u>	<u>488,974</u>	<u>531,363</u>	<u>540,549</u>
Revenues Over (Under) Expenditures	50,405	28,091	(51,813)	(60,999)
Transfer From & To Caddo Public Works	-	-	-	-
Net Increase (decrease) in fund balance	44,532	28,091	(51,813)	(60,999)
Fund Balance - beginning of year	<u>249,751</u>	<u>294,283</u>	<u>252,700</u>	<u>322,374</u>
Fund Balance - end of year	<u>294,283</u>	<u>322,374</u>	<u>200,887</u>	<u>261,375</u>

**TOWN OF CADDO, OKLAHOMA**  
**GENERAL FUND OPERATING BUDGET**  
**FOR THE YEAR ENDING JUNE 30, 2018**

**Supplemental Budget Information - Expenditures**

**General Government**

**Personal Services:**

Clerk/Treasurer	\$7,200 Year	7,200
Deputy Clerk Split Salary w/Police	\$12.50 Hour for 1040 hours	13,000
Council Compensation	\$300.00 x 12 months	3,600
Custodial Split Salary w/Community	\$190.00 x 12 months	2,280
OMRF Retirement	3% x gross salaries	782
Soc Sec / Medicare Match	7.65% x gross salaries	1,995
State Unemployment	1.00% x gross salaries	261
Health Insurance	434 per month x 1.5 employees	7,812
		<u>36,930</u>

**Police Department**

**Personal Services:**

Chief	\$38,400 Year	38,400
2 Full-time Officers - Certified	\$30,160 Year x 2	60,320
Court Clerk Split Salary w/General	\$12.50 Hour for 1040 hours	13,000
Court Judge	\$400.00 x 12 months	4,800
Court Attorney	\$300.00 x 12 months	3,600
OMRF Retirement	3% x gross salaries	3,352
Soc Sec / Medicare Match	7.65% x gross salaries	9,189
State Unemployment	1.00% x \$14,200 x 3.5	1,201
Health Insurance	434 per month x 3.5 employees	18,228
		<u>152,090</u>

**Capital Outlay:**

Car Payments (Current)	\$16,000 Annual Payment 3 years	16,000
Capital Improvements	10,000	\$10,000
		<u>26,000</u>

**Street & Alley**

**Personal Services:**

Employee	\$14.50 Hour for 2080 hours	30,160
OMRF Retirement	3% x gross salaries	905
Soc Sec / Medicare Match	7.65% x gross salaries	2,307
State Unemployment	1.00% x \$14,200	302
Health Insurance	\$434 x 1	5,208
		<u>38,882</u>

**Capital Outlay:**

Street Repair Projects	\$10,000	\$10,000
Equipment Purchases	\$0	-
		<u>\$10,000</u>

**TOWN OF CADDO, OKLAHOMA**  
**GENERAL FUND OPERATING BUDGET**  
**FOR THE YEAR ENDING JUNE 30, 2018**

Supplemental Budget Information - Expenditures

Community Services

Personal Services:

Museum Curator	\$7.25	21 Hrs P/Wk - Total: 1092 Hrs P/Y	7,917
			-
Custodial Split Salary w/General	\$190.00	x 12 months	2,280
OMRF Retirement		3% x gross salaries	68
Soc Sec / Medicare Match		7.65% x gross salaries	780
State Unemployment		1.00% x gross salaries	102
Health Insurance	0	0	-
			<u>11,147</u>
Capital Outlay:	\$10,000		\$10,000

**WINDO PUBLIC WORKS AUTHORITY**  
**OPERATING BUDGET**  
**FOR THE YEAR ENDING JUNE 30, 2018**

	Prior Year Actual June 30, 2016	Projected Current Year Actual June 30, 2017	Current Year Budget June 30, 2017	Next Year Budget June 30, 2018
<b>Revenues</b>				
Water Charges	170,500	190,703	165,000	167,500
Sewer Charges	141,109	157,476	140,000	142,500
Sanitation Charges	108,709	117,071	100,000	102,500
Processing Fees	1,975	1,830	1,500	1,500
Penalties, Transfers & Reconnct	15,025	15,318	14,000	14,000
Other Revenue	1,249	1,708	3,000	3,500
Interest Income	77	65	120	120
Sludge Fee	576		7,500	-
NSF Redeposit Fees	411	721	-	-
Grant Proceeds - OWRB / REAP	-	-	-	-
<b>Total Revenues</b>	<b>439,631</b>	<b>484,891</b>	<b>431,120</b>	<b>431,620</b>
<b>Expenditures</b>				
<b>Combined Public Works Operations</b>				
Personal Services	39,801	43,295	33,855	34,119
Legal & Accounting Fees	2,623	3,691	3,000	3,000
Insurance / License / Fees	27,310	23,293	32,000	32,000
Office Supplies & Services Expense	7,410	7,650	7,000	7,000
Telephone & Utilities	1,346	1,492	2,500	2,500
Loan Payments - Shamrock Bank		-	0	-
NSF Charge Backs	331	577	-	-
Meter Deposit Refunds	-	3,621	2,000	2,000
	<b>78,821</b>	<b>83,619</b>	<b>80,355</b>	<b>80,619</b>
<b>Water Department</b>				
Personal Services	41,544	46,847	38,618	38,882
Water Supplies & Repairs Expense	20,640	54,502	35,000	35,000
Water Testing	917	3,933	2,000	2,000
Utilities	10,202	8,146	8,000	8,000
Veh/Equip Fuel & Repairs Expense	5,841	5,002	6,000	6,000
Depreciation Expense	30,306	-	-	-
Interest Expense	-	-	-	-
Capital Expenditures	-	-	10,000	10,000
	<b>109,450</b>	<b>118,429</b>	<b>99,618</b>	<b>99,882</b>



**CADDO PUBLIC WORKS AUTHORITY**  
**RATING BUDGET**  
**FOR THE YEAR ENDING JUNE 30, 2018**

<u>Expenditures</u>	Prior Year Actual <u>June 30, 2016</u>	Projected Current Year Actual <u>June 30, 2017</u>	Current Year Budget <u>June 30, 2017</u>	Next Year Budget <u>June 30, 2018</u>
<b>Sewer Department</b>				
Personal Services	38,169	47,136	44,920	45,184
Sewer Supplies & Repairs Expense	9,834	9,652	15,000	15,000
Utilities	3,769	3,768	3,200	3,200
Veh/Equip Fuel & Repairs Expense	-	360	1,500	1,500
Loan Payments - OWRB (Sewer Lagoon)	-	72,836	80,263	80,263
Depreciation Expense	42,913	-	-	-
Amortization Expense	5,231			
Interest Expense	18,128			
Capital Expenditures	-	1,044	25,000	25,000
	<u>118,044</u>	<u>134,797</u>	<u>169,883</u>	<u>170,147</u>
<b>Sanitation Department</b>				
Personal Services	47,665	70,154	76,916	77,444
Landfill Fees	32,322	38,879	29,000	29,000
Sanitation Supplies & Repairs Expense	6,355	7,923	5,000	5,000
Veh/Equip Fuel & Repairs Expense	9,563	14,097	9,000	9,000
Roll-off Boxes & Supplies	400	960	800	800
Depreciation Expense	8,756	0	0	-
Capital Expenditures				
	<u>105,061</u>	<u>132,013</u>	<u>120,716</u>	<u>121,244</u>
<b>Total Expenditures</b>	<u>411,377</u>	<u>468,858</u>	<u>470,572</u>	<u>471,892</u>
Revenues Over (Under) Expenditures	27,678	16,033	(39,452)	(40,272)
Transfers to & from General Fund	-	-	-	-
Net Increase (decrease) in cash - current year	27,678	16,033	(39,452)	(40,272)
Unrestricted resources - beginning of year	<u>182,844</u>	<u>210,522</u>	<u>139,343</u>	<u>226,555</u>
Unrestricted resources - end of year	<u>210,522</u>	<u>226,555</u>	<u>99,891</u>	<u>186,283</u>

**CADDO PUBLIC WORKS AUTHORITY**  
**RATING BUDGET**  
**FOR THE YEAR ENDING JUNE 30, 2018**

**Supplemental Budget Information - Expenditures**

**Combined Operations**

<b>Personal Services</b>			
Public Works Secretary	\$12.50	x 2080 hours	<u>26,000</u>
			<u>26,000</u>
<b>Payroll Taxes &amp; Benefits</b>			
OMRF Retirement	3%	x gross wages	780
Soc Sec / Medicare Match	7.65%	x gross wages	1,989
State Unemployment	1.00%	x \$14,200 per 1 employee	142
Health Insurance	\$434		<u>5,208</u>
			<u>34,119</u>
<b>Total Personal Services Combined Ops</b>			
			<u>34,119</u>
<b>Loan Payments</b>			
None			-
			<u>-</u>
<b>Total Loan Pymts Comb Ops</b>			
			<u>-</u>

**Water Department**

<b>Personal Services</b>			
Field Employee Salary	\$14.50	x 2080 hours	30,160
Includes Licensing Bonus (\$1.00 per hour per license)			-
			<u>30,160</u>
<b>Payroll Taxes &amp; Benefits</b>			
OMRF Retirement	3%	x gross wages	905
Soc Sec / Medicare Match	7.65%	x gross wages	2,307
State Unemployment	1.00%	x \$14,200 per 1 employee	<u>302</u>
			<u>3,514</u>
Health Insurance	\$434.00	per month x 1 employee	<u>5,208</u>
			<u>38,882</u>
<b>Total Personal Services Water Dept</b>			
			<u>38,882</u>
Water Capital	\$10,000		-
			<u>-</u>
<b>Total Capital Expen Water Dept</b>			
			<u>10,000</u>

**CADDO PUBLIC WORKS AUTHORITY**  
**BUDGET**  
**FOR THE YEAR ENDING JUNE 30, 2018**

Supplemental Budget Information - Expenditures

Sewer Department

<b>Personal Services</b>			
Superintendent	\$3,000	Month	<u>36,000</u>
<b>Payroll Taxes &amp; Benefits</b>			
OMRF Retirement	3%		1,080
Payroll Taxes	7.65%	x gross wages	2,754
State Unemployment	1.00%	x \$14,200 per 1 employee	<u>142</u>
<b>Health Insurance</b>			
	\$434.00	per month x 1 employee	<u>5,208</u>
			<b>Total Personal Services Sewer Dept</b>
			<u>45,184</u>
<b>Loan Payments</b>			
Note Payment - OWRB (Sewer Lagoon Refinance)	\$6,689		<u>80,263</u>
Total Loan Pymts Sewer Dept			<u>\$80,263</u>
Capital Expenditures - Sewer Jetter	\$0		<u>\$25,000</u>

Sanitation Department

<b>Personal Services</b>			
Field Employee Salary	\$14.50	x 2080 Hours	30,160
Field Employee Salary	\$14.50	x 2080 Hours	<u>30,160</u>
Overtime (Estimated)			<u>60,320</u>
<b>Payroll Taxes &amp; Benefits</b>			
OMRF Retirement	3%	x gross wages	1,810
Soc Sec / Medicare Match	7.65%	x gross wages	4,614
State Unemployment	1.00%	x \$14,200 per 2 employees	<u>284</u>
<b>Health Insurance</b>			
	\$434.00	per month x 2 employees	<u>10,416</u>
			<b>Total Personal Services Sant. Dept</b>
			<u>77,444</u>
<b>Loan Payments</b>			
Note Payment - None			-
Note Payment - None			-
Total Loan Pymts Sanitation Dept			<u>-</u>

TOWN OF CADDO, OKLAHOMA  
ANNUAL BUDGET  
FOR THE YEAR ENDING JUN E 30, 2018

Proof of newspaper publication of the budget summary and notice of public hearing is attached hereto.

Proof of Publication

*See next page*

CASE NO. \_\_\_\_\_

**PROOF OF PUBLICATION**

STATE OF OKLAHOMA  
COUNTY OF BRYAN

}  
SS.

DENNY KOENDERS of Durant, Oklahoma, being duly sworn on his oath deposes and states that he is PUBLISHER of the *Durant Daily Democrat*, a Daily newspaper published at Durant, County of Bryan, State of Oklahoma, having a paid circulation in said County, with entrance thereof into the United States mail as second-class mail matter, and that said newspaper is published in said County where the same is delivered to the United States mail; that the notice, a true copy of which, clipped from an issue of *The Durant Daily Democrat*, hereto attached, was published in the entire regular edition of the said newspaper for \_\_\_\_\_ consecutive issues as follows:

- 1st Insertion, May 18, 2017
- 2nd Insertion, \_\_\_\_\_
- 3rd Insertion, \_\_\_\_\_
- 4th Insertion, \_\_\_\_\_
- 5th Insertion, \_\_\_\_\_
- 6th Insertion, \_\_\_\_\_
- 7th Insertion, \_\_\_\_\_
- 8th Insertion, \_\_\_\_\_
- 9th Insertion, \_\_\_\_\_
- 10th Insertion, \_\_\_\_\_

and that said newspaper has been continuously and uninterruptedly published in said county during a period of 104 weeks consecutively next prior to the first publication of notice hereto attached. Affiant further states that said newspaper has met and complied with all requirements of the statutes of the State of Oklahoma in such cases made and provided, and particularly with reference to all sections of Senate Bill No. 47 of the Nineteenth Legislature of the State of Oklahoma, as approved April 13, 1943.

*Denny Koenders*  
Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_

May A.D. 2017  
*Becky Pollard*  
Notary Public

My Commission expires 9-8-18 (SEAL)  
Publishers Fee, \$ 262.80

When Fee is paid it should be  
So Stated in this Space.



TOWN OF CADDO, OKLAHOMA BUDGET SUMMARY-ALL FUNDS FOR THE YEAR		
ENDING JUNE 30, 2018		
<b>Revenues</b>		
Sales, Use & Tobacco Taxes	220,000	-
Franchise Taxes	32,000	-
Alcoholic Beverage Tax	6,500	-
Comm Veh & Gas Excise Taxes	9,500	-
Fines, Fees & Seizures	205,000	-
Rent Income	1,500	-
Licenses & Permits	150	-
Nutrition Center Contributions & Fees	-	-
Museum Sales	2,500	-
Water Charges	-	167,500
Sewer Charges	-	142,500
Sanitation Charges	-	102,500
Charges for Services	200	1,500
Penalties, Transfers & Reconnects	-	14,000
Other Revenue	2,000	3,500
Sludge Fee	-	-
Interest Income	200	120
Grant Proceeds	-	-
<b>Total Revenues</b>	<u>479,550</u>	<u>431,620</u>
<b>Expenditures</b>		
General Government	117,430	-
Public Safety	268,090	-
Streets & Alleys	118,882	-
Community Services	36,147	-
Public Works Combined Ops	-	80,619
Water Department	-	99,882
Sewer Department	-	107,147
Sanitation Department	-	121,244
<b>Total Expenditures</b>	<u>540,549</u>	<u>471,892</u>
<b>Revenues Over (Under) Expenditures</b>	<u>(60,999)</u>	<u>(40,272)</u>
<b>Total Cash Balance Beginning of Year</b>	<u>323,796</u>	<u>224,893</u>
<b>Ending Cash Fund Balance</b>	<u>262,796</u>	<u>184,622</u>

**NOTICE OF PUBLIC HEARING:**  
In accordance with the Municipal Budget Act (O.S. Title 11, Secs 17-201 through 17-216), a public hearing for the purpose of discussing the proposed budget for the Town of Caddo, Oklahoma for the fiscal year July 1, 2017 through June 30, 2018, will be held during a regular meeting of the Town Council on June 5, 2017. The meeting will begin at 7:00 pm in the Board chambers inside the Caddo City Hall/Public Works building located at 101 South Main Street, Caddo, Oklahoma.

**RESOLUTION #2017-06-01**

A RESOLUTION OF THE GOVERNING BODY OF THE TOWN OF CADDO, OKLAHOMA, FOR THE PURPOSE OF ADOPTING AN ANNUAL BUDGET FOR THE FISCAL YEAR OF JULY 2017 ENDING JUNE 30, 2018

WHEREAS, the Town of Caddo, Oklahoma has duly resolved to comply with the Municipal Budget Act as described in Sections 17-201 through 17-216 of Title 11 of the Oklahoma Statutes; and

WHEREAS, said Municipal Budget Act requires the adoption of an annual operating budget for each fiscal year prior to the July 1st beginning of such fiscal year.

NOW, THEREFORE BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF CADDO, OKLA.:

1. The following appropriation amounts are hereby duly adopted as the operating budgets for the funds of the Town of Caddo, Oklahoma for the fiscal year beginning July 1, 2017 through June 30, 2018. And that such appropriations are hereby established as the Town's legal level of control.

General Fund	
General Gov Dept	\$ 117,430
Public Safety Department	268,090
Street & Alley Department	118,882
Community Services Dept	<u>36,147</u>
Total General Fund Appropriations	<u>\$ 540,549</u>

2. The operating budget of the Caddo Public Works Authority is hereby received and accepted by the Town of Caddo, Oklahoma as beneficiary of the Public Works Authority trust. Such budget reflects total expenditures in the amount of: \$ 471,892

ADOPTED BY THE TOWN COUNCIL of the Town of Caddo, Oklahoma, this 5th day of June, in the year 2017.

*Don Foye*  
 \_\_\_\_\_  
 Mayor

ATTEST  
*Carla Medinich*  
 \_\_\_\_\_  
 Town Clerk

OFFICIAL SEAL

