
TOWN OF CADDO, OKLAHOMA

ANNUAL BUDGET DOCUMENT
FOR THE YEAR 2020-2021

RECEIVED

JUL 02 2020

State Auditor
and Inspector

Bryan

**TOWN OF CADDO, OKLAHOMA
ANNUAL BUDGET DOCUMENT
FOR THE YEAR ENDING JUNE 30, 2021**

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TOWN OF CADDO, OKLAHOMA
BUDGET SUMMARY - ALL FUNDS
FOR THE YEAR ENDING JUNE 30, 2021

Page 1

	<u>General Fund</u>	<u>Public Works Authority</u>
<u>Revenues</u>		
Sales, Use & Tobacco Taxes	240,000	-
Franchise Taxes	32,000	-
Alcoholic Beverage Tax	6,500	-
Comm Veh & Gas Excise Taxes	9,500	-
Fines, Fees & Seizures	210,000	-
Rent Income	1,500	-
Licenses & Permits	150	-
Nutrition Center Contrisbutions & Fees	-	-
Museum Sales	25,000	-
Water Charges	-	167,500
Sewer Charges	-	142,500
Sanitation Charges	-	102,500
Charges for Services	50,000	1,500
Penalties, Transfers & Reconnects	-	14,000
Other Revenue	2,000	3,500
Sludge Fee	-	-
Interest Income	200	120
Grant Proceeds	-	-
Total Revenues	<u>576,850</u>	<u>431,620</u>
<u>Expenditures</u>		
General Government	107,102	-
Public Safety	343,575	-
Streets & Alleys	136,104	-
Community Services	52,776	-
Public Works Combined Ops	-	82,826
Water Department	-	102,099
Sewer Department	-	188,903
Sanitation Department	-	125,658
Total Expenditures	<u>639,557</u>	<u>499,485</u>
Revenues Over (Under) Expenditures	(62,707)	(67,865)
Total Cash Balance Beginning of Year	<u>224,672</u>	<u>189,488</u>
Ending Cash Fund Balance	<u>161,964</u>	<u>121,623</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, 2020 through June 30, 2021, will be held during a regular meeting of the Town Council on June 1, 2020. 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, 2021

Page 2

	Prior Year Actual <u>June 30, 2019</u>	Projected Current Year <u>June 30, 2020</u>	Current Year Budget <u>June 30, 2020</u>	Next Year Budget <u>June 30, 2021</u>
<u>Revenues</u>				
Sales, Use & Tobacco Taxes	225,880	267,875	220,000	240,000
Franchise Taxes	30,183	31,097	32,000	32,000
Alcoholic Beverage Tax	8,785	11,496	6,500	6,500
Commercial Veh & Gas Excise Tax	8,955	9,566	9,500	9,500
O-EPIC	0	-	-	-
Court Fines & Fees	222,839	224,838	210,000	210,000
Other Charges & Services	-	-	200	50,000
Rent Income	3,530	2,646	1,500	1,500
Licenses & Permits	175	222	150	150
Nutrition Center Contributions & Fees	-	-	-	-
Museum Sales/Donations	3,113	5,035	2,500	25,000
Interest Income	575	714	200	200
Refunds & Reimbursements	-	-	-	-
Miscellaneous Income	10,240	14,281	2,000	2,000
Insurance Proceeds	-	-	-	-
- CDBG Grants - Special Projects	-	-	-	-
- CENA	-	-	-	-
- FEMA	-	-	-	-
Total Revenues & Other Sources	<u>514,275</u>	<u>567,770</u>	<u>484,550</u>	<u>576,850</u>

TOWN OF CADDO, OKLAHOMA
GENERAL FUND OPERATING BUDGET
FOR THE YEAR ENDING JUNE 30, 2021

Page 3

	Prior Year Actual <u>June 30, 2019</u>	Projected Current Year <u>June 30, 2020</u>	Current Year Budget <u>June 30, 2020</u>	Next Year Budget <u>June 30, 2021</u>
<u>Expenditures</u>				
General Government				
Personal Services	60,842	61,048	39,383	39,102
Maintenance & Operations	50,983	57,522	65,000	65,000
Capital Expenditures	-		2,500	2,500
Transfers To Other Funds	-	36,000	-	-
NSF Chargebacks & Fees	-	-	500	500
Depreciation Expense	-			
	<u>111,825</u>	<u>154,570</u>	<u>107,383</u>	<u>107,102</u>
Public Safety (Police)				
Personal Services	148,760	190,001	201,808	203,575
Maintenance & Operations	116,608	98,281	90,000	90,000
Capital Expenditures	10,185	9,280	5,000	50,000
Loan Interest Expense	-			
Depreciation Expense	-			
	<u>275,553</u>	<u>297,562</u>	<u>296,808</u>	<u>343,575</u>
Street & Alley				
Personal Services	36,993	34,919	41,291	41,104
Maintenance & Operations	41,074	57,354	60,000	60,000
Grant Project		-	-	-
Capital Expenditures	8,901		35,000	35,000
Depreciation Expense		41,534		
	<u>86,968</u>	<u>133,807</u>	<u>136,291</u>	<u>136,104</u>
Community Svcs (Parks, Museum)				
Personal Services	13,866	12,850	12,776	12,776
Maintenance & Operations	12,839	21,856	15,000	15,000
Capital Expenditures	522	2,238	5,000	25,000
Grant Project				
Depreciation Expense		-	-	-
	<u>27,227</u>	<u>36,943</u>	<u>32,776</u>	<u>52,776</u>
Total Expenditures	<u>501,573</u>	<u>622,882</u>	<u>573,258</u>	<u>639,557</u>
Revenues Over (Under) Expenditures	12,702	(55,111)	(88,708)	(62,707)
Transfer From & To Caddo Public Works	-	-	-	-
Net Increase (decrease) in fund balance	12,702	(55,111)	(88,708)	(62,707)
Fund Balance - beginning of year	<u>267,081</u>	<u>279,783</u>	<u>322,374</u>	<u>224,672</u>
Fund Balance - end of year	<u>279,783</u>	<u>224,672</u>	<u>233,666</u>	<u>161,964</u>

TOWN OF CADDO, OKLAHOMA
GENERAL FUND OPERATING BUDGET
FOR THE YEAR ENDING JUNE 30, 2021

Page 4

Supplemental Budget Information - Expenditures

General Government

Personal Services:

Clerk/Treasurer	\$7,200 Year	7,200
Deputy Clerk Split Salary w/Police	\$13.00 Hour for 1040 hours	13,520
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	798
Soc Sec / Medicare Match	7.65% x gross salaries	2,035
State Unemployment	1.00% x gross salaries	266
Health Insurance	\$ 522.42 per month x 1.5 employees	9,404
		<u>39,102</u>

Police Department

Personal Services:

Chief	\$39,436 Year	39,436
3 Full-time Officers - Certified	\$31,200 Year x 3	93,600
Court Clerk Split Salary w/General	\$13.00 Hour for 1040 hours	13,520
Court Judge	\$500.00 x 12 months	6,000
Court Attorney	\$400.00 x 12 months	4,800
OMRF Retirement	3% x gross salaries	4,397
Soc Sec / Medicare Match	7.65% x gross salaries	12,038
State Unemployment	1.00% x \$14,200 x 4.5	1,574
Health Insurance	\$ 522.42 per month x 4.5 employees	28,211
		<u>203,575</u>

Capital Outlay:

Car Payments (Current)	\$0 Annual Payment 3 years	-
Capital Improvements	10,000	\$10,000
		<u>10,000</u>

Street & Alley

Personal Services:

Employee	\$15.00 Hour for 2080 hours	31,200
OMRF Retirement	3% x gross salaries	936
Soc Sec / Medicare Match	7.65% x gross salaries	2,387
State Unemployment	1.00% x \$14,200	312
Health Insurance	\$ 522.42 x 1	6,269
		<u>41,104</u>

Capital Outlay:

Street Repair Projects	\$35,000	\$35,000
Equipment Purchases	\$0	-
		<u>\$35,000</u>

TOWN OF CADDO, OKLAHOMA
GENERAL FUND OPERATING BUDGET
FOR THE YEAR ENDING JUNE 30, 2021

Page 5

Supplemental Budget Information - Expenditures

Community Services

Personal Services:

Museum Curator	\$7.75 22.5 Hrs P/Wk - Total:1215 Hr P/Y	9,416
		-
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	895
State Unemployment	1.00% x gross salaries	117
Health Insurance	0 0	-
		<u>12,776</u>
Capital Outlay:	\$10,000	<u>\$10,000</u>

CADDO PUBLIC WORKS AUTHORITY
OPERATING BUDGET
FOR THE YEAR ENDING JUNE 30, 2021

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	Prior Year Actual June 30, 2019	Projected Current Year Actual June 30, 2020	Current Year Budget June 30, 2020	Next Year Budget June 30, 2021
<u>Revenues</u>				
Water Charges	168,722	170,018	167,500	167,500
Sewer Charges	140,133	147,636	142,500	142,500
Sanitation Charges	107,165	108,295	102,500	102,500
Processing Fees	1,700	1,530	1,500	1,500
Penalties, Transfers & Reconnct	14,632	14,153	14,000	14,000
Other Revenue	4,997	3,354	3,500	3,500
Interest Income	120	162	120	120
Sludge Fee	514		-	-
NSF Redeposit Fees	348	205	-	-
Grant Proceeds - OWRB / REAP	-	-	-	-
Total Revenues	438,331	445,354	431,620	431,620
<u>Expenditures</u>				
Combined Public Works Operations				
Personal Services	40,547	44,005	34,119	36,326
Legal & Accounting Fees	5,076	858	3,000	3,000
Insurance / License / Fees	23,872	29,411	32,000	32,000
Office Supplies & Services Expense	6,697	9,108	7,000	7,000
Telephone & Utilities	1,394	1,406	2,500	2,500
Loan Payments - Shamrock Bank		-	0	-
NSF Charge Backs	181	84	-	-
Meter Deposit Refunds	3,816	4,333	2,000	2,000
	81,583	89,206	80,619	82,826
Water Department				
Personal Services	42,722	12,037	38,882	41,099
Water Supplies & Repairs Expense	46,266	17,957	35,000	35,000
Water Testing	3,108	3,924	2,000	2,000
Utilities	8,636	8,870	8,000	8,000
Veh/Equip Fuel & Repairs Expense	9,096	8,624	6,000	6,000
Depreciation Expense		-		-
Interest Expense	-			
Capital Expenditures		-	10,000	10,000
	109,828	51,413	99,882	102,099

CADDO PUBLIC WORKS AUTHORITY
OPERATING BUDGET
FOR THE YEAR ENDING JUNE 30, 2021

Page 7

<u>Expenditures</u>	Prior Year Actual <u>June 30, 2019</u>	Projected Current Year Actual <u>June 30, 2020</u>	Current Year Budget <u>June 30, 2020</u>	Next Year Budget <u>June 30, 2021</u>
Sewer Department				
Personal Services	41,963	57,692	45,184	63,940
Sewer Supplies & Repairs Expense	13,144	21,162	15,000	15,000
Utilities	9,867	9,625	3,200	3,200
Veh/Equip Fuel & Repairs Expense	5,395	1,974	1,500	1,500
Loan Payments - OWRB (Sewer Lagoon)	67,386	1,885	80,263	80,263
Sewer Testing & Analysis		80,863	-	-
Amortization Expense				
Interest Expense				
Capital Expenditures	<u>19,565</u>	<u>5,959</u>	<u>25,000</u>	<u>25,000</u>
	<u>157,320</u>	<u>179,161</u>	<u>170,147</u>	<u>188,903</u>
Sanitation Department				
Personal Services	54,942	91,130	77,444	81,858
Landfill Fees	39,084	38,069	29,000	29,000
Sanitation Supplies & Repairs Expense	5,532	8,026	5,000	5,000
Veh/Equip Fuel & Repairs Expense	12,387	11,710	9,000	9,000
Roll-off Boxes & Supplies	1,185	1,186	800	800
Depreciation Expense		0	0	-
Capital Expenditures	<u>204</u>			
	<u>113,334</u>	<u>150,120</u>	<u>121,244</u>	<u>125,658</u>
 Total Expenditures	 <u>462,066</u>	 <u>469,900</u>	 <u>471,892</u>	 <u>499,485</u>
Revenues Over (Under) Expenditures	27,678	(24,546)	(40,272)	(67,865)
Transfers to & from General Fund	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Net Increase (decrease) in cash - current year	27,678	(24,546)	(40,272)	(67,865)
Unrestricted resources - beginning of year	<u>186,356</u>	<u>214,034</u>	<u>186,356</u>	<u>189,488</u>
Unrestricted resources - end of year	<u>214,034</u>	<u>189,488</u>	<u>146,084</u>	<u>121,623</u>

CADDO PUBLIC WORKS AUTHORITY
OPERATING BUDGET
FOR THE YEAR ENDING JUNE 30, 2021

Page 8

Supplemental Budget Information - Expenditures

Combined Operations

Personal Services			
Public Works Secretary	\$13.00	x 2080 hours	27,040
			<u>27,040</u>
Payroll Taxes & Benefits			
OMRF Retirement	3%	x gross wages	811
Soc Sec / Medicare Match	7.65%	x gross wages	2,069
State Unemployment	1.00%	x \$14,200 per 1 employee	142
Health Insurance	\$522		<u>6,264</u>
			<u>36,326</u>
Total Personal Services Combined Ops			<u>36,326</u>
Loan Payments			
None			-
			<u>-</u>
Total Loan Pymts Comb Ops			<u>-</u>

Water Department

Personal Services			
Field Employee Salary	\$15.00	x 2080 hours	31,200
Includes Licensing Bonus (\$1.00 per hour per license)			-
Payroll Taxes & Benefits			
OMRF Retirement	3%	x gross wages	936
Soc Sec / Medicare Match	7.65%	x gross wages	2,387
State Unemployment	1.00%	x \$14,200 per 1 employee	<u>312</u>
			<u>6,264</u>
Health Insurance	\$522.00	per month x 1 employee	<u>6,264</u>
			<u>41,099</u>
Total Personal Services Water Dept			<u>41,099</u>
Water Capital			
	\$10,000		-
			<u>-</u>
Total Capital Expen Water Dept			<u>10,000</u>

OPERATING BUDGET
FOR THE YEAR ENDING JUNE 30, 2021

Supplemental Budget Information - Expenditures

Sewer Department

Personal Services

Superintendent	\$4,333	Month	<u>51,996</u>
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Payroll Taxes & Benefits

OMRF Retirement	3%		1,560
Payroll Taxes	7.65%	x gross wages	3,978
State Unemployment	1.00%	x \$14,200 per 1 employee	<u>142</u>

Health Insurance	\$522.00	per month x 1 employee	<u>6,264</u>
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Total Personal Services Sewer Dept	<u>63,940</u>
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Loan Payments

Note Payment - OWRB (Sewer Lagoon Refinance)	\$6,689		<u>80,263</u>
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Total Loan Pymts	Sewer Dept	<u>\$80,263</u>
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Capital Expenditures - Sewer Jetter	\$0	<u>\$25,000</u>
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Sanitation Department

Personal Services

Field Employee Salary	\$15.00	x 2080 Hours	31,200
Field Employee Salary	\$15.00	x 2080 Hours	31,200
Overtime (Estimated)			<u>62,400</u>

Payroll Taxes & Benefits

OMRF Retirement	3%	x gross wages	1,872
Soc Sec / Medicare Match	7.65%	x gross wages	4,774
State Unemployment	1.00%	x \$14,200 per 2 employees	<u>284</u>

Health Insurance	\$522.00	per month x 2 employees	<u>12,528</u>
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Total Personal Services Sant. Dept	<u>81,858</u>
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Loan Payments

Note Payment - None	-
Note Payment - None	-
	-
Total Loan Pymts	Sanitation Dept
	-

RESOLUTION #2020-06-01

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 2020 ENDING JUNE 30, 2021

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, 2020 through June 30, 2021. And that such appropriations are hereby established as the Town's legal level of control.

General Fund	
General Gov Dept	\$ 107,102
Public Safety Department	343,575
Street & Alley Department	136,104
Community Services Dept	<u>52,776</u>
Total General Fund Appropriations	<u>\$ 639,557</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: \$ 499,485

ADOPTED BY THE TOWN COUNCIL of the Town of Caddo, Oklahoma, this 1st day of June,
in the year 2020

ATTEST:

Town Clerk

Mayor

OFFICIAL
SEAL



TOWN OF CADDO, OKLAHOMA
ANNUAL BUDGET
FOR THE YEAR ENDING JUNE 30, 2021

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

Proof of Publication

See Attached document.

AFFIDAVIT OF PUBLICATION

County of Bryan, State of Oklahoma

Published in the Durant Democrat May 21, 2020.

TOWN OF CADDO, OKLAHOMA
BUDGET SUMMARY - ALL FUNDS
FOR THE YEAR ENDING JUNE 30, 2021

Page 1

	General Fund	Public Works Authority
Revenues		
Sales, Use & Tobacco Taxes	240,000	-
Franchise Taxes	32,000	-
Alcoholic Beverage Tax	6,500	-
Comm Veh & Gas Excise Taxes	9,500	-
Fines, Fees & Seizures	210,000	-
Rent Income	1,500	-
Licenses & Permits	150	-
Nutrition Center Contributions & Fees	-	-
Museum Sales	25,000	-
Water Charges	-	167,500
Sewer Charges	-	142,500
Sanitation Charges	-	102,500
Charges for Services	50,000	1,500
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Other Revenue	2,000	3,500
Sludge Fee	-	-
Interest Income	200	120
Grant Proceeds	-	-
Total Revenues	576,850	431,620
Expenditures		
General Government	107,102	-
Public Safety	343,575	-
Streets & Alleys	138,104	-
Community Services	52,776	-
Public Works Combined Ops	-	82,826
Water Department	-	102,099
Sewer Department	-	188,903
Sanitation Department	-	125,658
Total Expenditures	639,557	499,486
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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, 2020 through June 30, 2021, will be held during a regular meeting of the Town Council on June 1, 2020. 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.

PXLP

The Durant Democrat

Billed To:

200 W. Beech St
Durant, OK, 74701
580-634-2151

Case #

I, Kay Allen, of lawful age, being duly sworn upon oath, deposes and says that I am the authorized representative of The Durant Democrat, a publication that is a "legal newspaper" as that phrase is defined in 25 O.S. § 106, as amended to date, for the City of Durant, for the County of Bryan, in the State of Oklahoma. The attachment hereto contains a true and correct copy of what was published in the regular edition of said newspaper, and not in a supplement, in consecutive issues on the following dates:

PUBLICATION DATES:

05/21/2020

Kay Allen

Kay Allen

Authorized Representative

Signed and sworn to before me

on this 12th day of June, 2020.

Ray Miller
Notary Public

My Commission Expires : 02/04/2024

Commission # 20001414



PUBLICATION FEE: \$ 102.00