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# TOWN OF CADDO, OKLAHOMA

ANNUAL BUDGET DOCUMENT  
FOR THE YEAR 2021-2022

RECEIVED

JUL 06 2021

State Auditor  
and Inspector

*Bryan*

TOWN OF CADDO, OKLAHOMA  
ANNUAL BUDGET DOCUMENT  
FOR THE YEAR ENDING JUNE 30, 2022

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**TOWN OF CADDO, OKLAHOMA**  
**BUDGET SUMMARY - ALL FUNDS**  
**FOR THE YEAR ENDING JUNE 30, 2022**

Page 1

	General Fund	Public Works Authority
<b><u>Revenues</u></b>		
Sales, Use & Tobacco Taxes	250,000	-
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	10,000	-
Water Charges	-	-
Sewer Charges	-	180,000
Sanitation Charges	-	160,000
Charges for Services	50,000	103,000
Penalties, Transfers & Reconnects	-	1,000
Other Revenue	7,000	14,000
Sludge Fee	-	3,500
Interest Income	200	-
Grant Proceeds	272,800	120
<b>Total Revenues</b>	<b><u>849,650</u></b>	<b><u>461,620</u></b>
<b><u>Expenditures</u></b>		
General Government	379,039	-
Public Safety	348,484	-
Streets & Alleys	137,195	-
Community Services	32,776	-
Public Works Combined Ops	-	-
Water Department	-	83,922
Sewer Department	-	103,195
Sanitation Department	-	189,999
	-	<u>133,850</u>
<b>Total Expenditures</b>	<b><u>897,495</u></b>	<b><u>510,965</u></b>
Revenues Over (Under) Expenditures	(47,845)	(49,345)
Total Cash Balance Beginning of Year	<u>156,127</u>	<u>152,845</u>
Ending Cash Fund Balance	<u><u>108,282</u></u>	<u><u>103,500</u></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, 2021 through June 30, 2022, will be held during a regular meeting of the Town Council on June 7, 2021. 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, 2022**

Page 2

	Prior Year Actual <u>June 30, 2020</u>	Projected Current Year <u>June 30, 2021</u>	Current Year Budget <u>June 30, 2021</u>	Next Year Budget <u>June 30, 2022</u>
<b><u>Revenues</u></b>				
Sales, Use & Tobacco Taxes	245,069	297,620	240,000	250,000
Franchise Taxes	26,723	32,780	32,000	32,000
Alcoholic Beverage Tax	11,467	12,658	6,500	6,500
Commercial Veh & Gas Excise Tax	9,360	9,254	9,500	9,500
O-EPIC	0	-	-	-
Court Fines & Fees	213,994	247,106	210,000	210,000
Other Charges & Services	-	30	50,000	50,000
Rent Income	2,545	2,226	1,500	1,500
Licenses & Permits	335	132	150	150
Insurance Proceeds	-	24,088	-	-
Museum Sales/Donations	4,196	2,605	25,000	10,000
Interest Income	684	218	200	200
Refunds & Reimbursements	-	1,885	-	-
Miscellaneous Income	19,063	16,312	2,000	7,000
Insurance Proceeds	-	-	-	-
- CDBG Grants - Special Projects	-	-	-	272,800
- CENA	-	-	-	-
- FEMA	-	-	-	-
Total Revenues & Other Sources	<u>533,436</u>	<u>646,915</u>	<u>576,850</u>	<u>849,650</u>

**TOWN OF CADDO, OKLAHOMA**  
**GENERAL FUND OPERATING BUDGET**  
**FOR THE YEAR ENDING JUNE 30, 2022**

Page 3

<u>Expenditures</u>	<u>Prior Year Actual June 30, 2020</u>	<u>Projected Current Year June 30, 2021</u>	<u>Current Year Budget June 30, 2021</u>	<u>Next Year Budget June 30, 2022</u>
General Government				
Personal Services	60,247	59,726	39,102	40,739
Maintenance & Operations	55,611	47,904	65,000	65,000
Capital Expenditures/Grants	-	-	2,500	272,800
Transfers To Other Funds	30,000	-	-	-
NSF Chargebacks & Fees	-	-	500	500
Depreciation Expense	-	-	-	-
	<u>145,858</u>	<u>107,630</u>	<u>107,102</u>	<u>379,039</u>
Public Safety (Police)				
Personal Services	188,277	173,477	203,575	208,484
Maintenance & Operations	101,796	145,693	90,000	90,000
Capital Expenditures	7,733	58,879	50,000	\$50,000
Loan Interest Expense	-	-	-	-
Depreciation Expense	-	-	-	-
	<u>297,806</u>	<u>378,049</u>	<u>343,575</u>	<u>348,484</u>
Street & Alley				
Personal Services	34,675	35,612	41,104	42,195
Maintenance & Operations	58,987	67,592	60,000	85,000
Grant Project	-	-	-	-
Capital Expenditures	35,994	39,089	35,000	10,000
Depreciation Expense	-	-	-	-
	<u>129,656</u>	<u>142,294</u>	<u>136,104</u>	<u>137,195</u>
Community Svcs (Parks, Museum)				
Personal Services	13,132	14,947	12,776	12,776
Maintenance & Operations	20,181	15,863	15,000	15,000
Capital Expenditures	1,865	24,024	25,000	5,000
Grant Project	-	-	-	-
Depreciation Expense	-	-	-	-
	<u>35,178</u>	<u>54,834</u>	<u>52,776</u>	<u>32,776</u>
Total Expenditures	<u>608,498</u>	<u>682,807</u>	<u>639,557</u>	<u>897,495</u>
Revenues Over (Under) Expenditures	(75,062)	(35,892)	(62,707)	(47,845)
Transfer From & To Caddo Public Works	-	-	-	-
Net Increase (decrease) in fund balance	(75,062)	(35,892)	(62,707)	(47,845)
Fund Balance - beginning of year	<u>267,081</u>	<u>192,019</u>	<u>322,374</u>	<u>156,127</u>
Fund Balance - end of year	<u>192,019</u>	<u>156,127</u>	<u>259,667</u>	<u>108,282</u>

**TOWN OF CADDO, OKLAHOMA**  
**GENERAL FUND OPERATING BUDGET**  
**FOR THE YEAR ENDING JUNE 30, 2022**

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	\$ 613.34 per month x 1.5 employees	11,040
		<u>40,739</u>

**Capital Outlay:**

CDBG/REAP Grant	272,800 Annual Payment 3 years	<u>272,800</u>
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**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	\$ 613.34 per month x 4.5 employees	33,120
		<u>208,484</u>

**Capital Outlay:**

Car Payments (Current)	\$0 Annual Payment 3 years	-
Capital Improvements	50,000	\$50,000
		<u>50,000</u>

**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	\$ 613.34 x 1	7,360
		<u>42,195</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, 2022**

Supplemental Budget Information - Expenditures

Page 5

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

-

OMRF Retirement

3% x gross salaries

2,280

Soc Sec / Medicare Match

7.65% x gross salaries

68

State Unemployment

1.00% x gross salaries

895

117

**CADD0 PUBLIC WORKS AUTHORITY**  
**OPERATING BUDGET**  
**FOR THE YEAR ENDING JUNE 30, 2022**

Page 6

	Prior Year Actual June 30, 2020	Projected Current Year Actual June 30, 2021	Current Year Budget June 30, 2021	Next Year Budget June 30, 2022
<b><u>Revenues</u></b>				
Water Charges	174,132	218,914	167,500	180,000
Sewer Charges	153,525	192,066	142,500	160,000
Sanitation Charges	107,966	110,778	102,500	103,000
Processing Fees	1,625	1,170	1,500	1,000
Penalties, Transfers & Reconnect	13,824	15,575	14,000	14,000
Other Revenue	3,795	9,247	3,500	3,500
Interest Income	146	-	120	120
Sludge Fee	135	-	-	-
Grant/Loan Proceeds	-	3,154	-	-
NSF Redeposit Fees	171	-	-	-
Transfers-In from Other Funds	30,000	-	-	-
Total Revenues	<u>485,319</u>	<u>550,903</u>	<u>431,620</u>	<u>461,620</u>
<b><u>Expenditures</u></b>				
Combined Public Works Operations				
Personal Services	46,436	45,113	34,119	37,422
Legal & Accounting Fees	715	3,184	3,000	3,000
Insurance / License / Fees	26,247	24,755	32,000	32,000
Office Supplies & Services Expense	8,802	9,667	7,000	7,000
Telephone & Utilities	1,446	2,948	2,500	2,500
Loan Payments - Shamrock Bank	-	-	0	-
NSF Charge Backs	70	-	-	-
Meter Deposit Refunds	4,360	2,846	2,000	2,000
	<u>88,076</u>	<u>88,513</u>	<u>80,619</u>	<u>83,922</u>
Water Department				
Personal Services	10,061	36,888	38,882	42,195
Water Supplies & Repairs Expense	22,282	30,422	35,000	35,000
Water Testing	5,492	28,289	2,000	2,000
Utilities	8,901	8,417	8,000	8,000
Veh/Equip Fuel & Repairs Expense	7,349	1,644	6,000	6,000
Depreciation Expense	-	-	-	-
Interest Expense	-	-	-	-
Capital Expenditures	-	-	10,000	\$10,000
	<u>54,085</u>	<u>105,660</u>	<u>99,882</u>	<u>103,195</u>



**CADDO PUBLIC WORKS AUTHORITY**  
**OPERATING BUDGET**  
**FOR THE YEAR ENDING JUNE 30, 2022**

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<u>Expenditures</u>	Prior Year Actual <u>June 30, 2020</u>	Projected Current Year Actual <u>June 30, 2021</u>	Current Year Budget <u>June 30, 2021</u>	Next Year Budget <u>June 30, 2022</u>
Sewer Department				
Personal Services	57,789	61,688	45,184	65,036
Sewer Supplies & Repairs Expense	19,626	14,204	15,000	15,000
Utilities	11,171	30,138	3,200	3,200
Veh/Equip Fuel & Repairs Expense	2,155	1,906	1,500	1,500
Loan Payments - OWRB (Sewer Lagoon)	80,763	91,453	80,263	80,263
Sewer Testing & Analysis	5,491	80,863	-	-
Amortization Expense				
Interest Expense				
Capital Expenditures	<u>9,425</u>	<u>1,853</u>	<u>25,000</u>	<u>25,000</u>
	<u>186,420</u>	<u>282,106</u>	<u>170,147</u>	<u>189,999</u>
Sanitation Department				
Personal Services	91,148	65,594	77,444	84,050
Landfill Fees	35,477	37,258	29,000	35,000
Sanitation Supplies & Repairs Expense	7,638	7,462	5,000	5,000
Veh/Equip Fuel & Repairs Expense	10,989	22,531	9,000	9,000
Roll-off Boxes & Supplies	2,121	1,270	800	800
Depreciation Expense		1,699	0	-
Capital Expenditures	<u>46</u>			
	<u>147,419</u>	<u>135,814</u>	<u>121,244</u>	<u>133,850</u>
Total Expenditures	<u>476,000</u>	<u>612,092</u>	<u>471,892</u>	<u>510,965</u>
Revenues Over (Under) Expenditures	27,678	(61,189)	(40,272)	(49,345)
Transfers to & from General Fund	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Net Increase (decrease) in cash - current year	27,678	(61,189)	(40,272)	(49,345)
Unrestricted resources - beginning of year	<u>186,356</u>	<u>214,034</u>	<u>186,356</u>	<u>152,845</u>
Unrestricted resources - end of year	<u>214,034</u>	<u>152,845</u>	<u>146,084</u>	<u>103,500</u>

**CADD0 PUBLIC WORKS AUTHORITY**  
**OPERATING BUDGET**  
**FOR THE YEAR ENDING JUNE 30, 2022**

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**Supplemental Budget Information - Expenditures**

**Combined Operations**

Personal Services			
Public Works Secretary	\$13.00	x 2080 hours	<u>27,040</u>
			<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	\$613.34		<u>7,360</u>
			<u>          </u>
	<b>Total Personal Services Combined Ops</b>		<u>37,422</u>
Loan Payments			
None			<u>-</u>
			<u>-</u>
	<b>Total Loan Pymts Comb Ops</b>		<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)			-
			<u>          </u>
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>          </u>
Health Insurance	\$613.34	per month x 1 employee	<u>7,360</u>
			<u>          </u>
	<b>Total Personal Services Water Dept</b>		<u>42,195</u>
Water Capital	\$10,000		-
			<u>-</u>
	<b>Total Capital Expen Water Dept</b>		<u>\$10,000</u>

**CADDO PUBLIC WORKS AUTHORITY**  
**OPERATING BUDGET**  
**FOR THE YEAR ENDING JUNE 30, 2022**

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**Supplemental Budget Information - Expenditures**

**Sewer Department**

Personal Services			
Superintendent	\$4,333	Month	<u>51,996</u>
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	\$613.34	per month x 1 employee	<u>7,360</u>
Loan Payments			
Note Payment - OWRB (Sewer Lagoon Refinance)	\$6,689		<u>80,263</u>
Capital Expenditures -			
	Total Loan Pymts	Sewer Dept	<u>\$80,263</u>
	\$25,000		<u>\$25,000</u>

**Total Personal Services Sewer Dept 65,036**

**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	\$613.34	permonth x 2 employees	<u>14,720</u>
Loan Payments			
Note Payment - None			-
Note Payment - None			-
	Total Loan Pymts	Sanitation Dept	<u>-</u>

**Total Personal Services Sant. Dept 84,050**

TOWN OF CADDO, OKLAHOMA  
ANNUAL BUDGET  
FOR THE YEAR ENDING JUNE 30, 2022

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

Proof of Publication

*See next page*

Published in the Durant Democrat May 27, 2021.

**TOWN OF CADDO, OKLAHOMA**  
**BUDGET SUMMARY - ALL FUNDS**  
**FOR THE YEAR ENDING JUNE 30, 2022**

	General Fund	Public Works Authority
<b>Revenues</b>		
Sales, Use & Tobacco Taxes	250,000	-
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	10,000	-
Water Charges	-	180,000
Sewer Charges	-	160,000
Sanitation Charges	-	103,000
Charges for Services	50,000	1,000
Penalties, Transfers & Reconnects	-	14,000
Other Revenue	7,000	3,500
Sludge Fee	-	-
Interest Income	200	120
Grant Proceeds	272,800	-
<b>Total Revenues</b>	<b>849,850</b>	<b>461,620</b>
<b>Expenditures</b>		
General Government	379,039	-
Public Safety	348,484	-
Streets & Alleys	137,195	-
Community Services	32,776	-
Public Works Combined Ops	-	83,922
Water Department	-	103,195
Sewer Department	-	189,999
Sanitation Department	-	133,850
<b>Total Expenditures</b>	<b>897,495</b>	<b>510,965</b>
Revenues Over (Under) Expenditures	(47,645)	(49,345)
Total Cash Balance Beginning of Year	156,127	152,845
Ending Cash Fund Balance	108,282	103,500

**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, 2021 through June 30, 2022, will be held during a regular meeting of the Town Council on June 7, 2021. 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, O

# AFFIDAVIT OF PUBLICATION

County of Bryan, State of Oklahoma

## 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:**

*may 27, 2021*

*Kay Allen*  
Kay Allen

Authorized Representative

Signed and sworn to before me

on this *28th* day of *May*, 2021.

*Emily Smith*

Notary Public

My Commission Expires : 01/27/2025

Commission # 21001235

PUBLICATION FEE: \$ *99.71*



RESOLUTION #2021-06-01

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 2021 ENDING JUNE 30, 2022

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, 2021 through June 30, 2022. And that such appropriations are hereby established as the Town's legal level of control.

General Fund	
General Gov Dept	\$ 379,039
Public Safety Department	348,484
Street & Alley Department	137,195
Community Services Dept	<u>32,776</u>
Total General Fund Appropriations	\$ <u>897,495</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: \$ 510,965

ADOPTED BY THE TOWN COUNCIL of the Town of Caddo, Oklahoma, this 7th day of June.

in the year 2021

\_\_\_\_\_  
Mayor

ATTEST:

\_\_\_\_\_  
Town Clerk

OFFICIAL  
SEAL





6-2021-001

For the Fiscal Year Ending: 6/30/2021

Department / Expense Acct Adjusted	Previous Budget	Budget Increases	Budget <Decreases>	Amended Budget
<b>General Government Revenue Credit:</b>	\$ 576,850	\$ -	\$ -	\$ 576,850
Total Revenue		-	-	-
Sales, Use, to Expense Accounts	240,000	-	(45,000)	195,000
	-	-	-	-
	-	-	-	-
<b>General Government Expense Accts:</b>	\$ -	\$ -	\$ -	\$ -
Gen Gov - Personal Services	39,102	25,000	-	64,102
Maintenance Capital Expenditures	65,000	-	(14,000)	51,000
Gen Gov - Capital Expenditures	-	-	-	-
Transfers to Other Funds (CPWA)	-	-	-	-
<b>Public Safety:</b>	-	-	-	-
Personal Services	203,575	-	(26,000)	177,575
Maintenance & Operations	90,000	56,800		146,800
Capital Expenditures	-	-	-	-
		-	-	-
<b>Steel &amp; Alley:</b>	-	-	-	-
Personal Services	41,104	-	(3,000)	38,104
Maintenance & Operations	60,000	6,000	-	66,000
Capital Expenditures	-	-	-	-
<b>Community Services:</b>	-	-	-	-
Maintenance & Operations	15,000	2,500	-	17,500
Personal Services	12,776	2,500	-	15,276
Capital Expenditures	25,000	-	(4,800)	20,200
Total Budget Increases & Decreases (Must Equal)		\$ 92,800	\$ (92,800)	

☐ Reclassification within a Department - Board approval not required  
Date processed by Treasurer / Clerk \_\_\_\_\_ Signed, Clerk / Treasurer \_\_\_\_\_

THEREFORE BE IT RESOLVED, by the Board of the above named Town that the above budget amendments be made to the appropriation categories indicated for the fiscal year identified above.

THIS RESOLUTION ADOPTED This 14th day of June, 2021



Clerk