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# TOWN OF CADDO, OKLAHOMA

ANNUAL BUDGET DOCUMENT  
FOR THE YEAR 2024-2025

RECEIVED

JUN 10 2024

State Auditor  
and Inspector

*Bryan*

**TOWN OF CADDO, OKLAHOMA  
ANNUAL BUDGET DOCUMENT  
FOR THE YEAR ENDING JUNE 30, 2025**

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**TOWN OF CADDO, OKLAHOMA**  
**BUDGET SUMMARY - ALL FUNDS**  
**FOR THE YEAR ENDING JUNE 30, 2025**

	<u>General Fund</u>	<u>Public Works Authority</u>
<b><u>Revenues</u></b>		
Sales, Use & Tobacco Taxes	325,000	-
Franchise Taxes	33,000	-
Alcoholic Beverage Tax	10,000	-
Comm Veh & Gas Excise Taxes	8,500	-
Fines, Fees & Seizures	220,000	-
Rent Income	2,500	-
Licenses & Permits	150	-
Insurance Proceeds	-	-
Museum Sales	5,500	-
Water Charges	-	280,000
Sewer Charges	-	200,000
Sanitation Charges	-	135,000
Charges for Services	10,000	1,000
Penalties, Transfers & Reconnects	-	14,000
Other Revenue	8,000	4,000
Sludge Fee	-	-
Interest Income	1,000	120
Grant Proceeds/ARPA	-	-
<b>Total Revenues</b>	<b><u>623,650</u></b>	<b><u>634,120</u></b>
<b><u>Expenditures</u></b>		
General Government	115,080	-
Public Safety	355,292	-
Streets & Alleys	147,734	-
Community Services	41,737	-
Public Works Combined Ops	-	84,198
Water Department	-	165,866
Sewer Department	-	227,276
Sanitation Department	-	174,402
<b>Total Expenditures</b>	<b><u>659,842</u></b>	<b><u>651,742</u></b>
Revenues Over (Under) Expenditures	(36,192)	(17,622)
Total Cash Balance Beginning of Year	<u>629,750</u>	<u>320,117</u>
Ending Cash Fund Balance	<u>593,557</u>	<u>302,495</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, 2024 through June 30, 2025, will be held during a regular meeting of the Town Council on June 3, 2024. The meeting will begin at 6:00 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**  
**FO FOR THE YEAR ENDING JUNE 30, 2025**

	Prior Year Actual <u>June 30, 2023</u>	Projected Current Year <u>June 30, 2024</u>	Current Year Budget <u>June 30, 2024</u>	Next Year Budget <u>June 30, 2025</u>
<b>Revenues</b>				
Sales, Use & Tobacco Taxes	338,342	426,433	250,000	325,000
Franchise Taxes	32,841	43,350	32,000	33,000
Alcoholic Beverage Tax	11,931	11,264	6,500	10,000
Commercial Veh & Gas Excise Tax	9,306	9,149	9,500	8,500
Transfers From Other Funds	50,000	-	-	-
Court Fines & Fees	250,183	244,258	210,000	220,000
Other Charges & Services		-	50,000	10,000
Rent Income	3,635	4,746	1,500	2,500
Licenses & Permits	220	168	150	150
Insurance Proceeds	21,097	-	-	-
Museum Sales/Donations	6,085	2,962	10,000	5,500
Interest Income	1,220	3,127	200	1,000
Refunds & Reimbursements	39	-	-	-
Miscellaneous Income	5,568	15,199	7,000	8,000
Insurance Proceeds	-	-	-	-
Other Grants	144,375	-	-	-
- ARPA	96,890	-	96,864	
- CDBG/REAP Grants	-	68,146	-	
<b>Total Revenues &amp; Other Sources</b>	<u>971,732</u>	<u>828,802</u>	<u>673,714</u>	<u>623,650</u>

**TOWN OF CADDO, OKLAHOMA**  
**GENERAL FUND OPERATING BUDGET**  
**FO FOR THE YEAR ENDING JUNE 30, 2025**

	Prior Year Actual <u>June 30, 2023</u>	Projected Current Year <u>June 30, 2024</u>	Current Year Budget <u>June 30, 2024</u>	Next Year Budget <u>June 30, 2025</u>
<b>Expenditures</b>				
<b>General Government</b>				
Personal Services	58,120	63,181	42,794	49,580
Maintenance & Operations	66,110	106,032	65,000	65,000
Capital Expenditures/Grants	51,666			0
Transfers To Other Funds	8,768	-	-	-
NSF Chargebacks & Fees	-	-	500	500
Grant Expenditures		94,734		
	<u>184,664</u>	<u>263,947</u>	<u>108,294</u>	<u>115,080</u>
<b>Public Safety (Police)</b>				
Personal Services	172,906	201,854	224,033	265,292
Maintenance & Operations	151,723	147,131	90,000	90,000
Capital Expenditures	4,376	11,537	50,000	\$0
Loan Interest Expense				
John Deere Tractor Split				6,276
	<u>329,005</u>	<u>360,522</u>	<u>364,033</u>	<u>355,292</u>
<b>Street &amp; Alley</b>				
Personal Services	34,373	35,022	45,113	52,734
Maintenance & Operations	54,510	55,474	85,000	85,000
Grant Project		4,631	-	-
Capital Expenditures	4,517	12,000	10,000	10,000
Depreciation Expense				
	<u>93,400</u>	<u>107,126</u>	<u>140,113</u>	<u>147,734</u>
<b>Community Svcs (Parks, Museum)</b>				
Personal Services	12,737	17,794	14,096	16,737
Maintenance & Operations	24,438	26,188	15,000	20,000
Capital Expenditures	10,980	-	5,000	5,000
Grant Project				
Depreciation Expense		-	-	-
	<u>48,155</u>	<u>43,981</u>	<u>34,096</u>	<u>41,737</u>
<b>Total Expenditures</b>	<u>655,224</u>	<u>775,577</u>	<u>646,536</u>	<u>659,842</u>
Revenues Over (Under) Expenditures	316,508	53,225	27,178	(36,192)
Transfer From & To Caddo Public Works	-	-	-	-
<b>Net Increase (decrease) in fund balance</b>	<u>316,508</u>	<u>53,225</u>	<u>27,178</u>	<u>(36,192)</u>
Fund Balance - beginning of year	<u>260,017</u>	<u>576,525</u>	<u>232,839</u>	<u>629,750</u>
<b>Fund Balance - end of year</b>	<u>576,525</u>	<u>629,750</u>	<u>260,017</u>	<u>593,557</u>

**TOWN OF CADDO, OKLAHOMA**  
**GENERAL FUND OPERATING BUDGET**  
**FO FOR THE YEAR ENDING JUNE 30, 2025**

**Supplemental Budget Information - Expenditures**

**General Government**

**Personal Services:**

Clerk/Treasurer	\$7,200	Year	7,200
Deputy Clerk Split Salary w/Police	\$16.00	Hour for 1040 hours	16,640
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	892
Soc Sec / Medicare Match	7.65%	x gross salaries	2,274
State Unemployment	1.00%	x gross salaries	297
Health Insurance	\$ 910.99	per month x 1.5 employees	16,398
			<u>49,580</u>

**Capital Outlay:**

**CDBG/REAP Grant/ARPA**

0

**Personal Services:**

Chief	\$47,840	Year	47,840
3 Full-time Officers - Certified	\$39,520	Year x 3	118,560
Court Clerk Split Salary w/General	\$16.00	Hour for 1040 hours	16,640
Court Judge	\$500.00	x 12 months	6,000
Court Attorney	\$400.00	x 12 months	4,800
OMRF Retirement	3%	x gross salaries	5,491
Soc Sec / Medicare Match	7.65%	x gross salaries	14,829
State Unemployment	1.00%	x \$14,200 x 4.5	1,938
Health Insurance	\$ 910.99	per month x 4.5 employees	49,193
			<u>265,292</u>

**Capital Outlay:**

John Deere Tractor	\$1,569	Annual Payment	6,276
Capital Improvements	0		\$0
			<u>6,276</u>

**Personal Services:**

Employee	\$18.00	Hour for 2080 hours	37,440
OMRF Retirement	3%	x gross salaries	1,123
Soc Sec / Medicare Match	7.65%	x gross salaries	2,864
State Unemployment	1.00%	x \$14,200	374
Health Insurance	\$ 910.99	x 1	10,932
			<u>52,734</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**  
**FO FOR THE YEAR ENDING JUNE 30, 2025**

Supplemental Budget Information - Expenditures

Community Services

Personal Services:			
Museum Curator	\$10.75	22.5 Hrs P/Wk - Total:1215 Hr P/Y	13,061
			-
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	1,174
State Unemployment		1.00% x gross salaries	153

**CADDO PUBLIC WORKS AUTHORITY**  
**OPERATING BUDGET**  
**FOR THE YEAR ENDING JUNE 30, 2025**

	Prior Year Actual June 30, 2023	Projected Current Year Actual June 30, 2024	Current Year Budget June 30, 2024	Next Year Budget June 30, 2025
<b><u>Revenues</u></b>				
Water Charges	266,912	299,352	190,000	280,000
Sewer Charges	212,868	199,078	175,000	200,000
Sanitation Charges	132,802	142,012	108,000	135,000
Processing Fees	1,400	1,260	1,000	1,000
Penalties, Transfers & Reconnct	14,455	14,094	14,000	14,000
Other Revenue	6,577	7,195	3,500	4,000
Interest Income	183	1,868	120	120
Sludge Fee	-	-	-	-
Grant/Loan Proceeds	573,666	-	-	-
NSF Redeposit Fees	-	208	-	-
Transfers-In from Other Funds	20,000	129,808	-	-
<b>Total Revenues</b>	<b>1,228,863</b>	<b>794,874</b>	<b>491,620</b>	<b>634,120</b>
<b><u>Expenditures</u></b>				
<b>Combined Public Works Operations</b>				
Personal Services	53,633	52,075	40,319	47,898
Legal & Accounting Fees	3,472	2,334	5,500	5,500
Insurance / License / Fees	19,583	23,257	25,000	15,000
Office Supplies & Services Expense	12,051	8,750	8,000	10,000
Telephone & Utilities	3,863	4,510	2,750	2,800
Loan Payments - Shamrock Bank	-	-	0	-
NSF Charge Backs	-	184	-	-
Meter Deposit Refunds	2,596	2,089	3,000	3,000
	<b>95,198</b>	<b>93,199</b>	<b>84,569</b>	<b>84,198</b>
<b>Water Department</b>				
Personal Services	62,587	61,648	63,833	94,866
Water Supplies & Repairs Expense	36,561	41,228	42,000	42,000
Water Testing	3,871	12,288	6,000	6,000
Utilities	9,608	10,716	8,000	8,000
Veh/Equip Fuel & Repairs Expense	16,570	14,177	5,000	5,000
Depreciation Expense	-	3,433	-	-
Interest Expense	-	-	10,000	\$10,000
Capital Expenditures	-	-	-	-
	<b>129,197</b>	<b>143,490</b>	<b>134,833</b>	<b>165,866</b>



**CADDO PUBLIC WORKS AUTHORITY**  
**OPERATING BUDGET**  
**FOR THE YEAR ENDING JUNE 30, 2025**

<u>Expenditures</u>	<u>Prior Year Actual June 30, 2023</u>	<u>Projected Current Year Actual June 30, 2024</u>	<u>Current Year Budget June 30, 2024</u>	<u>Next Year Budget June 30, 2025</u>
<b>Sewer Department</b>				
Personal Services	65,528	60,260	67,942	75,512
Sewer Supplies & Repairs Expense	28,936	37,225	10,000	20,000
Utilities	9,646	8,002	3,200	8,000
Veh/Equip Fuel & Repairs Expense	2,498	1,403	1,500	1,500
Loans - OWRB Lagoon/Goddard)/Shamrock Ba	80,763	45,241	93,764	93,764
Sewer Testing & Analysis	6,486	80,863	600	3,500
Amortization	-	-	-	-
Interest Expense	-	-	-	-
Capital Expenditures	6,751	253	25,000	25,000
	<u>200,608</u>	<u>233,248</u>	<u>202,006</u>	<u>227,276</u>
<b>Sanitation Department</b>				
Personal Services	70,762	85,744	89,845	105,002
Landfill Fees	30,691	26,394	35,000	35,000
Sanitation Supplies & Repairs Expense	10,570	9,892	6,000	6,000
Veh/Equip Fuel & Repairs Expense	3,318	4,470	9,000	9,000
Roll-off Boxes & Supplies	923	3,449	800	800
Depreciation Expense	-	21	0	-
Capital Expenditures-Note Pmt Sanit Truck	19,837	-	18,452	18,600
	<u>136,101</u>	<u>129,969</u>	<u>159,097</u>	<u>174,402</u>
<b>Total Expenditures</b>	<u>561,104</u>	<u>599,906</u>	<u>580,505</u>	<u>651,742</u>
<b>Revenues Over (Under) Expenditures</b>	27,678	194,968	(88,885)	(17,622)
<b>Transfers to &amp; from General Fund</b>	-	-	-	-
<b>Net Increase (decrease) in cash - current year</b>	27,678	194,968	(88,885)	(17,622)
<b>Unrestricted resources - beginning of year</b>	<u>97,471</u>	<u>125,149</u>	<u>186,356</u>	<u>320,117</u>
<b>Unrestricted resources - end of year</b>	<u>125,149</u>	<u>320,117</u>	<u>97,471</u>	<u>302,495</u>

**CADDO PUBLIC WORKS AUTHORITY  
 OPERATING BUDGET  
 FOR THE YEAR ENDING JUNE 30, 2025**

**Supplemental Budget Information - Expenditures**

**Combined Operations**

<b>Personal Services</b>			
Public Works Secretary	\$16.00	x 2080 hours	<u>33,280</u>
			<u>33,280</u>
<b>Payroll Taxes &amp; Benefits</b>			
OMRF Retirement	3%	x gross wages	998
Soc Sec / Medicare Match	7.65%	x gross wages	2,546
State Unemployment	1.00%	x \$14,200 per 1 employee	142
Health Insurance	\$910.99		<u>10,932</u>
<b>Total Personal Services Combined Ops</b>			<u>47,898</u>
<b>Loan Payments</b>			
None			-
<b>Total Loan Pymts Comb Ops</b>			<u>-</u>

**Water Department**

<b>Personal Services</b>			
Field Employee Salary	\$18.00	x 2080 hours	37,440
Includes Licensing Bonus (\$1.00 per hour per license)			-
Field Employee Salary	\$ 15.00	x 2080 hours	<u>31,200</u>
<b>Payroll Taxes &amp; Benefits</b>			
OMRF Retirement	3%	x gross wages	1,123
Soc Sec / Medicare Match	7.65%	x gross wages	2,864
State Unemployment	1.00%	x \$14,200 per 1 employee	<u>374</u>
<b>Health Insurance</b>			<u>21,864</u>
	\$910.99	per month x 2 employee	
<b>Total Personal Services Water Dept</b>			<u>94,866</u>
<b>Water Capital</b>			
	\$10,000		-
<b>Total Capital Expen Water Dept</b>			<u>\$10,000</u>

**CADDO PUBLIC WORKS AUTHORITY**  
**OPERATING BUDGET**  
**FOR THE YEAR ENDING JUNE 30, 2025**

**Supplemental Budget Information - Expenditures**

**Sewer Department**

<b>Personal Services</b>			
Superintendent	\$4,853	Month	<u>58,236</u>
<b>Payroll Taxes &amp; Benefits</b>			
OMRF Retirement	3%		1,747
Payroll Taxes	7.65%	x gross wages	4,455
State Unemployment	1.00%	x \$14,200 per 1 employee	<u>142</u>
Health Insurance	\$910.99	per month x 1 employee	<u>10,932</u>
<b>Loan Payments</b>		<b>Total Personal Services Sewer Dept</b>	<u>75,512</u>
Note Payment - John Deere Tractor Split			6,276
Note Payment - Goddard Street Sewer Line	\$1,125		\$3,375
Note Payment - OWRB (Sewer Lagoon Refinance)	\$6,689		<u>80,263</u>
	<b>Total Loan Pymts</b>	<b>Sewer Dept</b>	<u>\$89,914</u>
<b>Capital Expenditures -</b>	\$25,000		<u>\$25,000</u>

**Sanitation Department**

<b>Personal Services</b>			
Field Employee Salary	\$18.00	x 2080 Hours	37,440
Field Employee Salary	\$18.00	x 2080 Hours	37,440
Overtime (Estimated)			<u>74,880</u>
<b>Payroll Taxes &amp; Benefits</b>			
OMRF Retirement	3%	x gross wages	2,246
Soc Sec / Medicare Match	7.65%	x gross wages	5,728
State Unemployment	1.00%	x \$14,200 per 2 employees	<u>284</u>
Health Insurance	\$910.99	per month x 2 employees	<u>21,864</u>
		<b>Total Personal Services Sant. Dept</b>	<u>105,002</u>
<b>Loan Payments</b>			
Note Payment - None New Trash Truck	1,538	x 12 Months	18,456
Note Payment - None			-
	<b>Total Loan Pymts</b>	<b>Sanitation Dept</b>	<u>18,456</u>

TOWN OF CADDO, OKLAHOMA  
ANNUAL BUDGET  
FOR THE YEAR ENDING JUNE 30, 2025

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

Proof of Publication

*See next 2 pages*

See Proof on Next Page

**AFFIDAVIT OF PUBLICATION**

State of Florida, County of Orange, ss:

Hadley Christman, being first duly sworn, deposes and says: That (s)he is a duly authorized signatory of Column Software, PBC, duly authorized agent of The Durant Democrat, a newspaper printed and published in the City of Durant, County of Bryan, State of Oklahoma, and 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 the hereto attached:

**PUBLICATION DATES:**

May. 17, 2024

**NOTICE ID:** U9aiAU39OqTOkx1GnqVs

**NOTICE NAME:** DUR05172024townofcaddobudgetsumleg

**Publication Fee:** 47.90

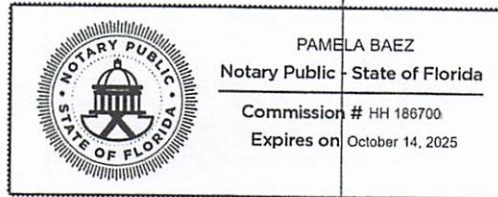
I state under penalty of perjury under the laws of Oklahoma that the foregoing is true and correct.

*Hadley Christman*

(Signed) \_\_\_\_\_

**VERIFICATION**

State of Florida  
County of Orange



Subscribed in my presence and sworn to before me on this: 05/22/2024

*[Signature]*

Notary Public

Notarized remotely online using communication technology via Proof.

(Published in the Durant Democrat May 17, 2024)

**TOWN OF CADDO, OKLAHOMA  
BUDGET SUMMARY - ALL FUNDS  
FOR THE YEAR ENDING JUNE 30, 2025**

**Public**

**General Works**

**Fund Authority**

**Revenues**

Sales, Use & Tobacco Taxes 325,000 -  
Franchise Taxes 33,000 -  
Alcoholic Beverage Tax 10,000 -  
Comm Veh & Gas Excise Taxes 8,500 -  
Fines, Fees & Seizures 220,000 -  
Rent Income 2,500 -  
Licenses & Permits 150 -  
Insurance Proceeds - -  
Museum Sales 5,500 -  
Water Charges - 280,000  
Sewer Charges - 200,000  
Sanitation Charges - 135,000  
Charges for Services 10,000 1,000  
Penalties, Transfers & Reconnects - 14,000  
Other Revenue 8,000 4,000  
Sludge Fee - -  
Interest Income 1,000 120  
Grant Proceeds/ARPA - -  
Total Revenues 623,650 634,120

**Expenditures**

General Government 115,080 -  
Public Safety 355,292 -  
Streets & Alleys 147,734 -  
Community Services 41,737 -  
Public Works Combined Ops - 84,198  
Water Department - 165,866  
Sewer Department - 227,276  
Sanitation Department - 174,402

Total Expenditures 659,842 651,742

Revenues Over (Under) Expenditures (36,192) (17,622)

Total Cash Balance Beginning of Year 629,750 320,117

Ending Cash Fund Balance 593,557 302,495

**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, 2024 through June 30, 2025, will be held during a regular meeting of the Town Council on June 3, 2024. The meeting will begin at 6:00 p. m. in the Board chambers inside the Caddo City Hall/Public Works building located at 101 South Main Street, Caddo, Oklahoma.

**RESOLUTION #2024-06-01**

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 2024 ENDING JUNE 30, 2025

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, 2024 through June 30, 2025. And that such appropriations are hereby established as the Town's legal level of control.

General Fund	
General Gov Dept	\$ 115,080
Public Safety Department	355,292
Street & Alley Department	147,734
Community Services Dept	<u>41,737</u>
Total General Fund Appropriations	<u>\$ 659,842</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: \$ 651,742

ADOPTED BY THE TOWN COUNCIL of the Town of Caddo, Oklahoma, this 3rd day of June,  
in the year 2024

  
 \_\_\_\_\_  
 Mayor

ATTEST:  
  
 \_\_\_\_\_  
 Town Clerk

OFFICIAL SEAL

