

**TOWN OF KEYES, OKLAHOMA**  
**Fiscal Year 2024 - 2025 Annual Budget**

**BUDGET MEMO**

DATE April 9, 2024  
updated May 21, 2024  
TO Town of Keyes, Council Members  
FROM Tracy Reed, CPA  
RE 2024 / 2025 Annual Budget

The FY 2025 Annual Budget for the Town of Keyes is presented, as attached, for approval by the Council in accordance with the Oklahoma Municipal Budget Act.

The budget includes the following highlights for fiscal year 2024 / 2025:

- Taxes has been budgeted at 90% of current year projections. This equates to a reduction in budgeted Tax revenues of <~\$10k> from this years projected revenue collections.
- No Utility Rate changes have been included in the budget.
- Revenue from the Sale of the Store property is budgeted at \$25,000.
- Capital Outlay / Special Request items by department are budgeted as follows:

	<u>Amount</u>	<u>Funding Source</u>
<u>General Fund:</u>		
General Government	\$ -	
Police	-	
Fire	-	
EMT	-	
Street- Resurfacing	62,500	CDBG Grant
Parks	-	
Total General Fund:	<u>\$ 62,500</u>	
<u>KUA:</u>		
Gas- Utility Vehicle	30,000	Operating
Water	-	
Trash	-	
Sewer	-	
Total KUA:	<u>\$ 30,000</u>	

TOTAL CAPITAL OUTLAY / SPECIAL BUDGET: \$ 92,500

- Estimated pay increases have been included for current employees. Health, vision & dental insurance is budgeted for all full-time employees.
- No debt service is budgeted for FY25.
- **This budget projects an overall loss of <\$793> for fiscal year 2025.**
- *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.*

In accordance with Section 17-208, Title 11, Oklahoma Statutes, the FY 2025 budget was presented to Council on April 9, 2024 for consideration. A public hearing will be held on Tuesday, May 21, 2024.

The legal level of control for the Town's 2024 / 2025 budget is established at the Department level. Additional detail is provided for analysis purposes only. Management may make transfers between departments throughout the year.

If you have any questions, please contact Tracy Reed, CPA.

**RECEIVED**

**JUL 10 2024**

State Auditor  
and Inspector

**TOWN OF KEYES, OKLAHOMA**  
Fiscal Year 2024 - 2025 Annual Budget

**BUDGET SUMMARY**

	<b>BEGINNING BALANCE (Estimates)</b>	<b>REVENUES</b>	<b>EXPENSES</b>	<b>TRANSFERS</b>	<b>Net Change</b>	<b>ENDING BALANCE</b>
<b>GENERAL FUND</b>	\$ 85,898	\$ 207,809	\$ (232,060)	\$ -	\$ (24,251)	\$ 61,647
<b>ENTERPRISE FUNDS:</b>						
Utility Authority	\$ 308,080	\$ 356,500	\$ (333,042)	\$ -	\$ 23,458	\$ 331,538
<b>GRAND TOTAL ALL FUNDS</b>	<b>\$ 393,978</b>	<b>\$ 564,309</b>	<b>\$ (565,102)</b>	<b>\$ -</b>	<b>\$ (793)</b>	<b>\$ 393,185</b>

**Town of Keyes  
General Fund  
Budget 2024-2025**

	Actual 2022-2023	Approved Budget 2023-2024	Projected YTD 2023-2024	Proposed Budget 2024-2025	
<b><u>REVENUES</u></b>					
Sales tax	\$ 14,228	\$ 17,477	14,909	\$ 13,418	* 90%
Use Tax	17,372	13,901	16,608	14,947	* 90%
Franchise Tax	9,553	7,231	4,626	4,163	* 90%
Alcoholic Beverage Tax	61,503	56,451	59,021	53,118	* 90%
Tobacco Tax	96	109	90	81	* 90%
Motor Vehicle Tax	1,929	1,956	1,832	1,648	* 90%
Gas Excise Tax	669	323	482	433	* 90%
Rental revenues - Store		-	-	-	
Fire Income	4,676	4,000	6,396	6,000	
Fire Surcharge	4,023	3,500	3,218	3,000	
EMT Revenues	7,040	12,000	12,801	12,000	
Lunch Room Income	2,475	-	3,235	3,000	
Grants					
CDBG Grant		-	-	62,500	**
Fire Department - Operational Grant	10,168	4,000	19,994	4,500	
ARPA Grant	24,304	24,190	-	-	
OEDA-REAP		60,000	3,600	-	
Miscellaneous Donations	3,750	-	3,598	-	
Miscellaneous Revenue	10,197	500	7,386	1,000	
Total revenues before carryover	171,983	205,638	157,794	179,809	
<b><u>EXPENDITURES</u></b>					
<b>Administration &amp; General Government</b>					
Personal services	38,133	5,260	3,317	3,500	
Materials & supplies	3,716	4,750	2,811	3,500	
Other services & charges	30,731	45,000	99,749	100,000	
Capital outlay		49,380	53,899	-	
Total Administration & General Government	72,579	104,390	159,775	107,000	
<b>Animal Control</b>					
Materials & supplies	96	2,200	119	250	
Other services & charges	-	-	-	-	
Total Animal Control	96	2,200	119	250	

**Town of Keyes  
General Fund  
Budget 2024-2025**

	<b>Actual 2022-2023</b>	<b>Approved Budget 2023-2024</b>	<b>Projected YTD 2023-2024</b>	<b>Proposed Budget 2024-2025</b>
<b>Clerk / Treasurer</b>				
Personal Services	4,890	658	1,488	1,500
Materials & supplies	3,088	3,000	1,446	2,000
Other services & charges	354	3,000	-	1,500
<b>Total Clerk / Treasurer</b>	<b>8,332</b>	<b>6,658</b>	<b>2,934</b>	<b>5,000</b>
<b>Fire Department:</b>				
Personal Services	54	-	-	-
Materials & supplies	6,367	4,500	16,500	16,500
Other services & charges	5,988	5,500	13,472	13,500
Capital Outlay	-	-	-	-
<b>Total Fire Department</b>	<b>12,410</b>	<b>10,000</b>	<b>29,972</b>	<b>30,000</b>
<b>EMT Department</b>				
Personal services	11,057	8,190	-	-
Materials & supplies	1,250	1,600	83	-
Other services & charges	1,893	6,000	-	-
Capital Outlay	-	-	-	-
<b>Total EMT Department</b>	<b>14,200</b>	<b>15,790</b>	<b>83</b>	<b>-</b>
<b>Lunch Room Department</b>				
Materials & supplies	-	-	198	500
Other services & charges	3,975	-	2,567	3,000
Capital outlay	780	-	-	-
<b>Total Lunch Room Department</b>	<b>4,755</b>	<b>-</b>	<b>2,765</b>	<b>3,500</b>
<b>Parks Department</b>				
Personal services - Summer Help (PT)	-	-	-	8,810
Materials & supplies	1,169	2,750	2,750	2,500
Other services & charges	3,051	13,000	13,000	6,500
Capital outlay	-	-	-	-
<b>Total Parks Department</b>	<b>4,221</b>	<b>15,750</b>	<b>15,750</b>	<b>17,810</b>
<b>Police Department</b>				
Personal Services	-	-	-	-
Materials & supplies	13	100	-	-
Other services & charges	2,048	1,980	-	-
Capital outlay	-	-	-	-
<b>Total Police Department</b>	<b>2,061</b>	<b>2,080</b>	<b>-</b>	<b>-</b>

**Town of Keyes  
General Fund  
Budget 2024-2025**

	<b>Actual 2022-2023</b>	<b>Approved Budget 2023-2024</b>	<b>Projected YTD 2023-2024</b>	<b>Proposed Budget 2024-2025</b>
<b>Store Department</b>				
Personal Services	180	-	-	-
Materials & supplies	616	-	750	-
Other services & charges	79	-	-	-
Capital outlay	-	-	-	-
<b>Total Store Department</b>	<b>875</b>	<b>-</b>	<b>750</b>	<b>-</b>
<b>Street &amp; Alley</b>				
Personal Services	-	-	-	-
Materials & Supplies	-	-	-	-
Other Services & Charges	15,312	18,000	5,015	6,000
Capital Outlay	-	60,000	-	62,500 **
<b>Total Street &amp; Alley</b>	<b>15,312</b>	<b>78,000</b>	<b>5,015</b>	<b>68,500</b>
<b>Total expenditures</b>	<b>134,840</b>	<b>234,868</b>	<b>217,161</b>	<b>232,060</b>
<b>Revenue over (under) expenditures</b>	<b>37,143</b>	<b>(29,230)</b>	<b>(59,368)</b>	<b>(52,251)</b>
<b><u>OTHER FINANCING SOURCES (USES)</u></b>				
Interest	325	300	3,461	3,000
Gain on Sale of Assets (C Store)				25,000
Transfers-In	-	-	-	-
Transfers-Out	-	-	-	-
<b>Net other financing sources (uses)</b>	<b>325</b>	<b>300</b>	<b>3,461</b>	<b>28,000</b>
<b>Revenues and other financing sources over (under) expenditures and other uses</b>	<b>37,467</b>	<b>(28,930)</b>	<b>(55,907)</b>	<b>(24,251)</b>
<b>Beginning Fund Balance (estimated)</b>	<b>110,289</b>	<b>147,756</b>	<b>147,756</b>	<b>85,898</b>
<b>Ending Fund Balance</b>	<b>147,756</b>	<b>118,826</b>	<b>91,849</b>	<b>61,647</b>

**Town of Keyes  
Utility Authority  
Budget 2024-2025**

	<b>Actual 2022-2023</b>	<b>Approved Budget 2023-2024</b>	<b>Projected YTD 2023-2024</b>	<b>Proposed Budget 2024-2025</b>
<b><u>Operating revenues:</u></b>				
Gas	\$ 146,464	\$ 157,500	128,778	\$ 125,000
Water	109,817	115,000	96,488	95,000
Sewer	46,804	42,500	46,224	45,000
Trash	76,107	72,500	78,479	77,000
Penalty	2,399	2,000	2,841	2,500
Grants	-	-	-	-
Loan Proceeds	-	-	-	-
Miscellaneous	3,079	7,250	14,531	9,000
<b>Total operating revenues</b>	<b>384,670</b>	<b>396,750</b>	<b>367,340</b>	<b>353,500</b>
<b>Cost of Goods Sold:</b>				
Gas	44,577	45,000	50,279	53,000
<b>Total Cost of Goods Sold</b>	<b>44,577</b>	<b>45,000</b>	<b>50,279</b>	<b>53,000</b>
<b><u>Operating expenses:</u></b>				
<b>Gas Department:</b>				
Personal services	60,579	70,134	126,194	75,036
Materials and supplies	6,784	7,500	1,569	2,000
Other services and charges	6,041	10,000	11,589	12,000
Capital Outlay	6,610	-	-	30,000
<b>Total Gas Department:</b>	<b>80,015</b>	<b>87,634</b>	<b>139,352</b>	<b>119,036</b>
<b>Water Department:</b>				
Personal services	26,521	67,587	7,110	-
Materials and supplies	5,440	12,500	17,627	18,000
Other services and charges	50,400	52,500	31,509	32,500
Capital Outlay	6,884	-	4,195	-
Debt Service - \$928/month	1,997	11,141	17,491	-
<b>Total Water Department:</b>	<b>91,242</b>	<b>143,728</b>	<b>77,932</b>	<b>50,500</b>

**Town of Keyes  
Utility Authority  
Budget 2024-2025**

	<b>Actual 2022-2023</b>	<b>Approved Budget 2023-2024</b>	<b>Projected YTD 2023-2024</b>	<b>Proposed Budget 2024-2025</b>
<b>Sewer Department:</b>				
Materials and supplies		750	207	300
Other services and charges	373	500	-	500
<b>Total Sewer Department:</b>	373	1,250	207	800
<b>Trash Department:</b>				
Materials and supplies	14,140	20,000	12,471	15,000
Other services and charges	13,120	15,000	12,800	15,000
Capital Outlay	-	-	-	-
<b>Total Trash Department:</b>	27,261	35,000	25,271	30,000
<b>Administration Department:</b>				
Personal services	45,417	86,767	15,626	59,206
Materials and supplies	17,255	1,500	2,394	2,500
Other services and charges	346	12,500	17,057	18,000
Capital Outlay	-	-	-	-
<b>Total Administration Department:</b>	63,017	100,767	35,076	79,706
<b>Total operating expenses</b>	<b>261,908</b>	<b>368,380</b>	<b>277,837</b>	<b>280,042</b>
<b>Net operating income (loss)</b>	<b>\$ 122,762</b>	<b>\$ 28,370</b>	<b>\$ 89,503</b>	<b>\$ 73,458</b>
<b><u>Nonoperating revenue :</u></b>				
Interest Income	660	500	3,171	3,000
Transfers-In	-	-	-	-
Transfers-Out	-	-	-	-
<b>Total nonoperating revenue</b>	<b>660</b>	<b>500</b>	<b>3,171</b>	<b>3,000</b>
<b>Net Income (loss)</b>	<b>78,845</b>	<b>(16,130)</b>	<b>42,396</b>	<b>23,458</b>
<b>Beginning Fund Balance (estimated)</b>	<b>201,161</b>	<b>280,006</b>	<b>280,006</b>	<b>308,080</b>
<b>Ending Fund Balance</b>	<b>280,006</b>	<b>273,857</b>	<b>322,402</b>	<b>331,538</b>

**BUDGET ADOPTION RESOLUTION**

**TOWN OF KEYES, OKLAHOMA  
RESOLUTION NO. 02-24**

**A RESOLUTION APPROVING THE TOWN OF KEYES, OKLAHOMA BUDGET  
FOR THE FISCAL YEAR 2024-2025 AND ESTABLISHING BUDGET AMENDMENT  
AUTHORITY**

**WHEREAS**, The Town of Keyes 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, 2024 (FY 2024-2025) consistent with the Act; and

**WHEREAS**, The Act in section 17-215 provides for the chief executive officer 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 of Keyes governing body at least 30 days prior to the start of the fiscal year in compliance with Section 17-205; and

**WHEREAS**, The Town of Keyes governing body 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 COUNCIL OF THE  
TOWN OF KEYES, OKLAHOMA:**

**SECTION 1.** The Town Council of the Town of Keyes does hereby adopt the FY 2024-2025 Budget on the 7th day of June 2023 with total resources available in the amount of \$293,707 and total fund/departmental appropriations in the amount of \$232,060. Legal appropriations (spending/encumbering limits) are hereby established as follows:



<b>Fund: Department</b>	<b>Appropriation Amount</b>
General Fund:	
Administration & General Gov't	107,000
Clerk/Treasurer	5,000
Fire	30,000
EMT	0
Parks Department	17,810
Police Department	0
Street & Alley	68,500
Animal Control	250
Lunch Room	3,500
Store	0


**SECTION 2.** The Town Council does hereby authorize the Town Clerk to transfer any unexpended and unencumbered appropriations, at any time throughout FY 2024-2025, 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 Town Board.

**SECTION 3.** All supplemental appropriations or decreases in the total appropriation of a fund shall be adopted at a meeting of the Town Council and filed with the State Auditor and Inspector.

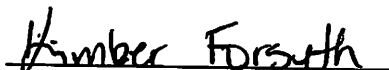
**SECTION 4.** Be it further provided that the Town Clerk is hereby authorized to take any and all actions as may be required for the implementation of these budgets.

**ADOPTED BY THE TOWN BOARD OF TRUSTEES OF THE TOWN OF KEYES this 21st day of May, 2024.**

**TOWN OF KEYES, OKLAHOMA**

  
Mayor

**ATTEST:**

  
Clerk

**BUDGET ADOPTION RESOLUTION**

**TOWN OF KEYES, OKLAHOMA  
KEYES UTILITY AUTHORITY  
RESOLUTION NO. 01-24**

**A RESOLUTION OF THE KEYES UTILITY AUTHORITY, KEYES, OKLAHOMA  
APPROVING THE KEYES UTILITY AUTHORITY BUDGET FOR THE FISCAL YEAR  
2024-2025 AND ESTABLISHING BUDGET AMENDMENT AUTHORITY**

**WHEREAS**, The Town of Keyes 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, 2024 (FY 2024-2025) consistent with the Act; and

**WHEREAS**, The Act in section 17-215 provides for the chief executive officer of the Authority, 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 Keyes Utility Authority governing body at least 30 days prior to the start of the fiscal year in compliance with Section 17-205; and

**WHEREAS**, The Keyes Utility Authority governing body 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 TRUSTEES OF THE  
KEYES UTILITY AUTHORITY, KEYES, OKLAHOMA:**

**SECTION 1.** The Trustees of the Keyes Utility Authority does hereby adopt the FY 2024-2025 Budget on the 21st day of May 2024 with total resources available in the amount of \$664,580 and total fund/departmental appropriations in the amount of \$333,042. Legal appropriations (spending/encumbering limits) are hereby established as follows:

Fund: Department	Appropriation Amount
KEYES UTILITY AUTHORITY	
Gas	172,036
Water	50,500
Sewer	800
Trash	30,000
Administration	79,706

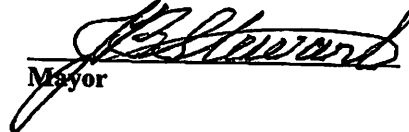
**SECTION 2.** The Trustees do hereby authorize the Town Clerk to transfer any unexpended and unencumbered appropriations, at any time throughout FY 2024-2025, from one line item to another, one object category to another within a department, or one department to another within a fund, without further approval by the Town Board.

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

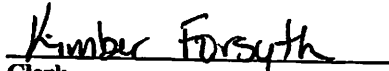
**SECTION 4.** Be it further provided that the Town Clerk is hereby authorized to take any and all actions as may be required for the implementation of these budgets.

**ADOPTED BY THE TOWN BOARD OF TRUSTEES OF THE KEYES UTILITY AUTHORITY this 21st day of May 2024.**

TOWN OF KEYES, OKLAHOMA

  
Mayor

ATTEST:

  
Clerk

# AFFIDAVIT OF PUBLICATION

County of Cimarron, State of Oklahoma

Open Filing Period

The Boise City News

19 N Cimarron PO Box 278


Boise City, OK 73933

(580) 544-2222

I, Ashley Gardner, of lawful age, being duly sworn upon oath, deposes and says that I am the Owner/Editor of The Boise City News, a weekly publication that is a "legal newspaper" as that phrase is defined in 25 O.S. § 106, as amended to date, for the City of Boise City, for the County of Cimarron, 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:

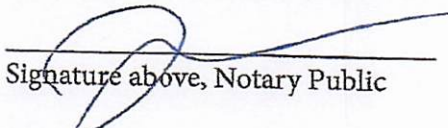
May 13<sup>th</sup> 2024



Signature above, Ashley Gardner, Owner/Editor

Signed and sworn to before me

on this 13 day of June, 2023

  
Signature above, Notary Public

My Commission expires: 06-01-2025

Commission # 21007351

(SEAL)

PUBLICATION FEE: \$13.05



In accordance with Section 17-208, Title 11, Oklahoma Statutes, notice is hereby given the proposed Town of Keyes Fiscal Year 2024 / 2025 Annual Budget will be considered at a public hearing on May 21, 2024, at 6:00 p.m. in the Keyes Town Hall. Copies of the proposed budget are available for review in the Office of the City Clerk, 106 E. Third St., Keyes, OK 73947. Notice is hereby given that the Town of Keyes 2024 / 2025 Annual Budget will be adopted during a meeting of the City Council on May 21, 2024.

**TOWN OF KEYES, OKLAHOMA**  
Fiscal Year 2024 - 2025 Annual Budget

**BUDGET SUMMARY**

	BEGINNING BALANCE (Estimated)	REVENUES	EXPENSES	TRANSFERS	Net Change	ENDING BALANCE
<b>GENERAL FUND</b>	\$ 85,898	\$ 182,809	\$ (232,060)	\$ -	\$ (49,251)	\$ 36,647
Revenues						
Taxes		33,043				
Intergovernmental		59,267				
Grant Income		62,500				
Miscellaneous Revenues		28,000				
Expenditures						
Administration & General Government			(107,000)			
Animal Control			(250)			
Clerk/Treasurer			(5,000)			
Fire Department			(30,000)			
Lunch Room Department			(3,500)			
Parks Department			(17,810)			
Street & Alley Department			(68,500)			
<b>ENTERPRISE FUNDS:</b>						
Utility Authority	\$ 308,080	\$ 334,940	\$ (333,042)	\$ -	\$ 1,898	\$ 309,978
Revenues						
Gas Revenue		125,000				
Water Revenue		95,000				
Sewer Revenue		45,000				
Trash Revenue		55,440				
Miscellaneous Revenue		14,500				
Expenses						
Cost of Goods Sold			(53,000)			
Gas Department			(119,036)			
Water Department			(50,500)			
Sewer Department			(800)			
Trash Department			(30,000)			
Administration Department			(79,706)			
<b>GRAND TOTAL ALL FUNDS</b>	<b>\$ 393,978</b>	<b>\$ 517,749</b>	<b>\$ (565,102)</b>	<b>\$ -</b>	<b>\$ (47,353)</b>	<b>\$ 346,625</b>