

TOWN OF KEYES, OKLAHOMA
Fiscal Year 2021 - 2022 Annual Budget
June Amendments
BUDGET MEMO

DATE June 6, 2022

TO Town of Keyes, Council Members

FROM Tracy Reed, CPA

RE 2021 / 2022 Annual Budget

The FY 2021 / 2022 Amended 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 amendments include the following highlights:

General Fund: Net impact to fund balance: Increase of \$25,099

Revenue increase of \$63,298:

- * Net increase in tax revenues of \$5,352 based on year-to-date collections.
- * Grant revenue increase of \$24,190 for ARPA funds received and \$753 for Fire operational grant received. Grant revenue decrease of \$10,000 for EMT grant not received year-to-date.
- * Increase in Lunch Room Donations of \$37,743 based on year-to-date collections.

Expense increase of \$18,329:

- * Increase of \$26,800 in General Government based on year-to-date expenditures including increase in capital outlay of \$5,800 for new HVAC unit and increase in other services & charges of \$10,000.
- * Decrease of <\$21,500> in Fire Department based on year-to-date expenditures.
- * Increase of \$27,576 in Lunch Room Department capital outlay for purchase of lunch room and related electric
- * Increase of \$10,205 in Parks Department mostly related to increase in capital outlay of \$13,205 for weed eater and Keating Tractor purchase.
- * Decrease of <\$23,100> in Police Department based on year-to-date expenditures.

Other Financing Sources decrease of <\$19,870>

- * Interest income increase of \$130 based on actual collections to date.
- * Transfers in decrease of \$20,000 based on year-to-date transactions.

KUA: Net impact to fund balance: Decrease of <\$67,400>

Revenue decrease of <\$109,000>:

- * Decrease in utility revenues of <\$71,000> based on year-to-date collections.
- * Decrease in grant revenues of <\$50,000> for expected OEDA/REAP grant.
- * Increase in miscellaneous revenues of \$12,000 based on year-to-date collections.

Expense decrease of <\$21,500>:

- * Cost of gas expense increased by \$9,000 largely related to year-to-date activity.
- * Gas department expense decreased by <\$47,500> mostly related to decrease in capital outlay for actual expenditures to date.
- * Trash department expense increase of \$27,500 related mainly to repairs to trash truck and actual expenditures to date.

Other Financing Sources increase of \$20,100

- * Interest income increase of \$100 based on actual collections to date.
- * Transfers out decrease of <\$20,000> based on year-to-date transactions.

The legal level of control for the Town's 2021 / 2022 budget is established at the Department level. Additional detail is provided for analysis purposes only.

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

TOWN OF KEYES, OKLAHOMA

Fiscal Year 2021 - 2022 Annual Budget

*June Amendments***BUDGET SUMMARY**

	BEGINNING BALANCE (Estimates)	REVENUES	EXPENSES	TRANSFERS	Net Change	ENDING BALANCE
GENERAL FUND	\$ 82,190	\$ 200,738	\$ (198,045)	\$ -	\$ 2,693	\$ 84,883
ENTERPRISE FUNDS:						
Utility Authority	\$ 207,719	\$ 388,149	\$ (368,135)	\$ -	\$ 20,014	\$ 227,733
GRAND TOTAL ALL FUNDS	\$ 289,909	\$ 588,887	\$ (566,180)	\$ -	\$ 22,707	\$ 312,616

Town of Keyes
General Fund Budget
June Amendments
Fiscal Year 2021 - 2022

	APPROVED BUDGET 2021-2022	PROPOSED AMENDMENTS JUNE '22	AMENDED BUDGET 2021-2022
<u>REVENUES</u>			
Sales tax	\$ 16,029	\$ 2,971	\$ 19,000
Use Tax	12,995	1,805	14,800
Franchise Tax	6,845	1,189	8,034
Alcoholic Beverage Tax	57,208	-	57,208
Tobacco Tax	146	-	146
Motor Vehicle Tax	1,724	100	1,824
Gas Excise Tax	1,213	(713)	500
Rental revenues - Store	2,400	(2,000)	400
Fire Income	3,000	2,000	5,000
Fire Surcharge	4,000	(250)	3,750
EMT Revenues	17,500	(6,500)	11,000
Grants			
EMT Grant	10,000	(10,000)	-
Fire Department - Operational Grant	4,000	763	4,763
ARPA	-	24,190	24,190
Lunch Room Donations	-	37,743	37,743
Miscellaneous Revenue	100	12,000	12,100
Total revenues before carryover	<u>137,160</u>	<u>63,298</u>	<u>200,458</u>
<u>EXPENDITURES</u>			
Administration & General Government			
Personal services	3,314	9,000	12,314
Materials & supplies	750	2,000	2,750
Other services & charges	40,000	10,000	50,000
Capital outlay	1,700	5,800	7,500
Debt Service	-	-	-
Total Administration & General Government	<u>45,764</u>	<u>26,800</u>	<u>72,564</u>
Clerk / Treasurer			
Personal Services	658	2,500	3,158
Materials & supplies	1,000	4,000	5,000
Other services & charges	4,000	(1,000)	3,000
Capital Outlay	-	-	-
Total Clerk / Treasurer	<u>5,658</u>	<u>5,500</u>	<u>11,158</u>

Town of Keyes
General Fund Budget
June Amendments
Fiscal Year 2021 - 2022

	APPROVED BUDGET 2021-2022	PROPOSED AMENDMENTS JUNE '22	AMENDED BUDGET 2021-2022
Fire Department:			
Personal Services	-	-	-
Materials & supplies	2,500	2,500	5,000
Other services & charges	17,500	(12,000)	5,500
Capital Outlay	12,000	(12,000)	-
Total Fire Department	<u>32,000</u>	<u>(21,500)</u>	<u>10,500</u>
EMT Department			
Personal services	8,194	5,200	13,394
Materials & supplies	1,000	4,000	5,000
Other services & charges	9,000	(4,000)	5,000
Capital Outlay	8,500	(8,500)	-
Total EMT Department	<u>26,694</u>	<u>(3,300)</u>	<u>23,394</u>
Lunch Room Department			
Personal Services	-	-	-
Materials & supplies	-	-	-
Other services & charges	-	-	-
Capital outlay	-	27,576	27,576
Total Lunch Room Department	<u>-</u>	<u>27,576</u>	<u>27,576</u>
Parks Department			
Personal Services	-	-	-
Materials & supplies	2,500	1,000	3,500
Other services & charges	13,000	(4,000)	9,000
Capital outlay	-	13,205	13,205
Total Parks Department	<u>15,500</u>	<u>10,205</u>	<u>25,705</u>
Police & Animal Control Department			
Personal Services	-	-	-
Materials & supplies	100	1,900	2,000
Other services & charges	3,000	-	3,000
Capital outlay	25,000	(25,000)	-
Total Police & Animal Control Department	<u>28,100</u>	<u>(23,100)</u>	<u>5,000</u>

Town of Keyes
General Fund Budget
June Amendments
Fiscal Year 2021 - 2022

	APPROVED BUDGET 2021-2022	PROPOSED AMENDMENTS JUNE '22	AMENDED BUDGET 2021-2022
Store Department			
Personal Services	-	198	198
Materials & supplies	500	600	1,100
Other services & charges	2,500	(1,650)	850
Capital outlay	3,000	(3,000)	-
Total Store Department	<u>6,000</u>	<u>(3,852)</u>	<u>2,148</u>
Street & Alley			
Personal Services	-	-	-
Materials & Supplies	-	-	-
Other Services & Charges	20,000	-	20,000
Capital Outlay	-	-	-
Total Street & Alley	<u>20,000</u>	<u>-</u>	<u>20,000</u>
Total expenditures	<u>179,716</u>	<u>18,329</u>	<u>198,045</u>
Revenue over (under) expenditures	(42,556)	44,969	2,413
<u>OTHER FINANCING SOURCES (USES)</u>			
Interest	150	130	280
Transfers-In	20,000	(20,000)	-
Transfers-Out	-	-	-
Net other financing sources (uses)	<u>20,150</u>	<u>(19,870)</u>	<u>280</u>
Revenues and other financing sources over (under) expenditures and other uses	<u>(22,406)</u>	<u>25,099</u>	<u>2,693</u>
Beginning Fund Balance (estimated)	<u>81,925</u>	265	<u>82,190</u>
Ending Fund Balance	59,519		84,883

**Town of Keyes
Utility Authority
June Amendments
Fiscal Year 2021 - 2022**

	APPROVED BUDGET 2021-2022	PROPOSED AMENDMENTS JUNE '22	AMENDED BUDGET 2021-2022
<u>Operating revenues:</u>			
Gas	\$ 183,574	\$ (41,000)	\$ 142,574
Water	118,935	(8,000)	110,935
Sewer	50,400	(6,000)	44,400
Trash	84,240	(16,000)	68,240
Penalty	2,500	-	2,500
Grants	50,000	(50,000)	- **
Loan Proceeds	-	-	-
Miscellaneous	7,000	12,000	19,000
Total operating revenues	496,649	(109,000)	387,649
Cost of Goods Sold:			
Gas	30,645	9,000	39,645
Total Cost of Goods Sold	30,645	9,000	39,645
<u>Operating expenses:</u>			
Gas Department:			
Personal services	52,746	5,000	57,746
Materials and supplies	10,000	(5,000)	5,000
Other services and charges	22,000	(3,000)	19,000
Capital Outlay	52,500	(44,500)	8,000 **
Total Gas Department:	137,246	(47,500)	89,746
Water Department:			
Personal services	39,397	(3,000)	36,397
Materials and supplies	17,500	2,000	19,500
Other services and charges	42,500	17,000	59,500
Capital Outlay	16,000	(16,000)	-
Debt Service - \$928/month	11,736	-	11,736
Total Water Department:	127,133	-	127,133
Sewer Department:			
Personal services	-	-	-
Materials and supplies	2,500	(1,500)	1,000
Other services and charges	4,000	(3,000)	1,000
Capital Outlay	-	-	-
Total Sewer Department:	6,500	(4,500)	2,000

Town of Keyes
Utility Authority
June Amendments
Fiscal Year 2021 - 2022

	APPROVED BUDGET 2021-2022	PROPOSED AMENDMENTS JUNE '22	AMENDED BUDGET 2021-2022
Trash Department:			
Materials and supplies	1,500	18,000	19,500
Other services and charges	17,500	9,500	27,000
Capital Outlay	-	-	-
Total Trash Department:	19,000	27,500	46,500
Administration Department:			
Personal services	61,111	(10,000)	51,111
Materials and supplies	500	4,000	4,500
Other services and charges	7,500	-	7,500
Capital Outlay	-	-	-
Total Administration Department:	69,111	(6,000)	63,111
Total operating expenses	389,635	(21,500)	368,135
Net operating income (loss)	\$ 107,014	\$ (87,500)	\$ 19,514
<u>Nonoperating revenue :</u>			
Interest Income	400	100	500
Transfers-In	-	-	-
Transfers-Out	(20,000)	20,000	-
Total nonoperating revenue	(19,600)	20,100	500
Net Income (loss)	87,414	(67,400)	20,014
Beginning Fund Balance (estimated)	204,426	3,293	207,719
Ending Fund Balance	291,840		227,733