

BUDGET ADOPTION RESOLUTION

**TOWN OF KEYES, OKLAHOMA
RESOLUTION NO. 8**

A RESOLUTION APPROVING THE TOWN OF KEYES, OKLAHOMA BUDGET FOR THE FISCAL YEAR 2021-2022 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, 2022 (FY 2021-2022) 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 2021-2022 Budget on the 15th day of June 2021 with total resources available in the amount of \$219,233 and total fund/departmental appropriations in the amount of \$179,715. Legal appropriations (spending/encumbering limits) are hereby established as follows:

RECEIVED
JUL 12 2021
State Auditor
and Inspector

Cimarron

Fund: Department	Appropriation Amount
General Fund:	
Administration & General Gov't	45,764
Clerk/Treasurer	5,658
Fire	32,000
EMT	26,694
Parks Department	15,500
Police Department	28,100
Store Department	6,000
Street & Alley	20,000

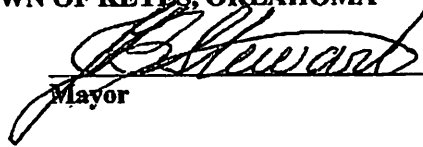
SECTION 2. The Town Council does hereby authorize the Town Clerk to transfer any unexpended and unencumbered appropriations, at any time throughout FY 2021-2022, from one line item to another, one object category to another within a department, or one department to another within a fund, without further 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 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 15th day of June, 2021.

TOWN OF KEYES, OKLAHOMA


Mayor

ATTEST:


Clerk

BUDGET ADOPTION RESOLUTION

**TOWN OF KEYES, OKLAHOMA
KEYES UTILITY AUTHORITY
RESOLUTION NO. 9**

**A RESOLUTION OF THE KEYES UTILITY AUTHORITY, KEYES, OKLAHOMA
APPROVING THE KEYES UTILITY AUTHORITY BUDGET FOR THE FISCAL
YEAR 2021-2022 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, 2022 (FY 2021-2022) 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 2021-2022 Budget on the 15th day of June 2021 with total resources available in the amount of \$701,475 and total fund/departmental appropriations in the amount of \$389,635. Legal appropriations (spending/encumbering limits) are hereby established as follows:

Fund: Department	Appropriation Amount
KEYES UTILITY AUTHORITY	
Gas	167,891
Water	127,133
Sewer	6,500
Trash	19,000
Administration	69,111

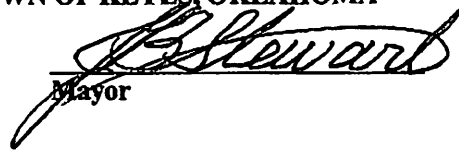
SECTION 2. The Trustees does hereby authorize the Town Clerk to transfer any unexpended and unencumbered appropriations, at any time throughout FY 2021-2022, from one line item to another, one object category to another within a department, or one department to another within a fund, without further 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 15th day of June, 2021.

TOWN OF KEYES, OKLAHOMA


Mayor

ATTEST:


Clerk

TOWN OF KEYES, OKLAHOMA
Fiscal Year 2021 - 2022 Annual Budget

BUDGET MEMO

DATE May 18, 2021
updated June 15, 2021
 TO Town of Keyes, Council Members
 FROM Tracy Reed, CPA
 RE 2021 / 2022 Annual Budget

The FY 2022 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 2021 / 2022:

- 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.
- Utility revenues have been budgeted at projected amounts based on the new utility rates effective July 1, 2021
- Police services provided by Cimarron County are budgeted at an estimated \$25k.
- Capital Outlay / Special Request items by department are budgeted as follows:

	<u>Amount</u>	<u>Funding Source</u>
<u>General Fund:</u>		
General Government	\$ 1,700	Operations
Police	25,000	Operations
Fire	12,000	Operations
EMT	8,500	Operations
Street	-	
Parks	-	
Store	3,000	Operations
Total General Fund:	<u>\$ 50,200</u>	
<u>KUA:</u>		
Gas	52,500	OEDA/REAP grant (\$50k), Operations
Water	\$ 16,000	Operations
Sewer	-	
Total KUA:	<u>\$ 68,500</u>	

TOTAL CAPITAL OUTLAY / SPECIAL BUDGET \$ 118,700

- No pay increases are budgeted for employees.
- The current debt service in the water department is budgeted to continue in FY22.
- **This budget projects an overall income of \$65,007 for fiscal year 2022.**
- *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 2022 budget was presented to Council on May 18, 2021 for consideration.

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.

In accordance with Section 17-208, Title 11, Oklahoma Statutes, notice is hereby given the proposed Town of Keyes Fiscal Year 2021/2022 Annual Budget will be considered at a public hearing on June 15, 2021, at 5:00 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 2021/2022 Annual Budget will be adopted during a meeting of the City Council on June 15, 2021.

TOWN OF KEYES, OKLAHOMA
Fiscal Year 2021 - 2022 Annual Budget

BUDGET SUMMARY

	BEGINNING BALANCE (Estimates)	REVENUES	EXPENSES	TRANSFERS	Net Change	ENDING BALANCE
GENERAL FUND	\$ 81,925	\$ 137,308	\$ (179,715)	\$ 20,000	\$ (22,407)	\$ 59,518
ENTERPRISE FUNDS:						
Utility Authority	\$ 204,426	\$ 497,049	\$ (389,635)	\$ (20,000)	\$ 87,414	\$ 291,840
GRAND TOTAL ALL FUNDS	\$ 286,351	\$ 634,358	\$ (569,351)	\$ -	\$ 65,007	\$ 351,358

**Town of Keyes
General Fund
Budget 2021-2022**

	Actual 2019-2020	Approved Budget 2020-2021	Projected YTD 2020-2021	Proposed Budget 2021-2022	
REVENUES					
Sales tax	\$ 14,182	\$ 13,000	17,810	\$ 16,029	* 90%
Use Tax	13,951	11,000	14,438	12,995	* 90%
Franchise Tax	6,559	7,000	7,605	6,845	* 90%
Alcoholic Beverage Tax	57,583	61,000	63,564	57,208	* 90%
Tobacco Tax	142	100	162	146	* 90%
Motor Vehicle Tax	1,956	1,800	1,915	1,724	* 90%
Gas Excise Tax	493	400	1,348	1,213	* 90%
Rental revenues - Store	101,363	4,000	3,980	2,400	
Fire Income		3,900	4,182	3,000	
Fire Surcharge	4,359	4,400	4,312	4,000	
EMT Revenues	-	16,000	18,500	17,500	
Grants					
EMT Grant	17,926	6,197	12,672	10,000	
Fire Department - Operational Grant	4,642	4,826	4,826	4,000	
OEDA-REAP	-	50,000	-	-	
Miscellaneous Revenue	55,292	1,000	739	100	
Total revenues before carryover	<u>278,448</u>	<u>184,623</u>	<u>156,054</u>	<u>137,158</u>	
EXPENDITURES					
Administration & General Government					
Personal services		8,790	6,378	3,314	
Materials & supplies		750	554	750	
Other services & charges	30,806	26,000	39,088	40,000	
Capital outlay	6,531	-	-	1,700	
Debt Service		-	-	-	
Total Administration & General Government	<u>37,337</u>	<u>35,540</u>	<u>46,020</u>	<u>45,764</u>	
Clerk / Treasurer					
Personal Services	-	2,525	2,374	658	
Materials & supplies	-	500	1,638	1,000	
Other services & charges	27,153	2,500	3,277	4,000	
Capital Outlay	-	-	-	-	
Total Clerk / Treasurer	<u>27,153</u>	<u>5,525</u>	<u>7,289</u>	<u>5,658</u>	
Fire Department:					
Personal Services	-	-	-	-	
Materials & supplies	-	2,500	2,965	2,500	
Other services & charges	15,766	12,000	13,423	17,500	
Capital Outlay		4,395	8,875	12,000	
Total Fire Department	<u>15,766</u>	<u>18,895</u>	<u>25,263</u>	<u>32,000</u>	
EMT Department					
Personal services	-	10,500	9,432	8,194	
Materials & supplies	-	500	597	1,000	
Other services & charges	69,179	4,865	6,856	9,000	
Capital Outlay	-	2,000	-	8,500	
Total EMT Department	<u>69,179</u>	<u>17,865</u>	<u>16,884</u>	<u>26,694</u>	

**Town of Keyes
General Fund
Budget 2021-2022**

	<u>Actual 2019-2020</u>	<u>Approved Budget 2020-2021</u>	<u>Projected YTD 2020-2021</u>	<u>Proposed Budget 2021-2022</u>
Parks Department				
Materials & supplies	-	1,000	1,452	2,500
Other services & charges	15,710	9,500	11,132	13,000
Capital outlay	-	-	-	-
Total Parks Department	<u>15,710</u>	<u>10,500</u>	<u>12,584</u>	<u>15,500</u>
Police Department				
Personal Services	-	-	-	-
Materials & supplies	-	-	16	100
Other services & charges	2,311	1,700	2,156	3,000
Capital outlay	-	-	-	25,000
Total Police Department	<u>2,311</u>	<u>1,700</u>	<u>2,172</u>	<u>28,100</u>
Store Department				
Personal Services	-	600	889	-
Materials & supplies	-	500	221	500
Other services & charges	104,052	2,000	1,457	2,500
Capital outlay	-	-	-	3,000
Total Store Department	<u>104,052</u>	<u>3,100</u>	<u>2,567</u>	<u>6,000</u>
Street & Alley				
Personal Services	-	-	-	-
Materials & Supplies	-	-	-	-
Other Services & Charges	46,571	18,000	18,013	20,000
Capital Outlay	-	-	-	-
Total Street & Alley	<u>46,571</u>	<u>18,000</u>	<u>18,013</u>	<u>20,000</u>
Total expenditures	<u>318,079</u>	<u>111,125</u>	<u>130,793</u>	<u>179,715</u>
Revenue over (under) expenditures	(39,631)	73,498	25,261	(42,557)
<u>OTHER FINANCING SOURCES (USES)</u>				
Interest	140	115	194	150
Transfers-In	59,917	30,000	24,784	20,000
Transfers-Out	(31,869)	(5,000)	-	-
Net other financing sources (uses)	<u>28,188</u>	<u>25,115</u>	<u>24,978</u>	<u>20,150</u>
Revenues and other financing sources over (under) expenditures and other uses	<u>(11,443)</u>	<u>98,613</u>	<u>50,240</u>	<u>(22,407)</u>
Beginning Fund Balance (estimated)	<u>50,231</u>	<u>38,788</u>	<u>38,788</u>	<u>81,925</u>
Ending Fund Balance	<u>38,788</u>	<u>137,401</u>	<u>89,028</u>	<u>59,518</u>

**Town of Keyes
Utility Authority
Budget 2021-2022**

	Actual 2019-2020	Approved Budget 2020-2021	Projected YTD 2020-2021	Proposed Budget 2021-2022
<u>Operating revenues:</u>				
Gas	\$ 120,974	\$ 53,000	126,569	\$ 183,574
Water	90,187	93,000	91,639	118,935
Sewer	31,050	29,000	32,198	50,400
Trash	61,436	56,000	62,126	84,240
Penalty	2,375	2,500	2,844	2,500
Grants	139,937	-	-	50,000
Loan Proceeds	50,000	-	-	-
Miscellaneous	38,158	7,500	8,754	7,000
Total operating revenues	<u>534,117</u>	<u>241,000</u>	<u>324,131</u>	<u>496,649</u>
Cost of Goods Sold:				
Gas	-	50,000	30,044	30,645
Total Cost of Goods Sold	<u>-</u>	<u>50,000</u>	<u>30,044</u>	<u>30,645</u>
<u>Operating expenses:</u>				
Gas Department:				
Personal services	-	85,000	72,750	52,746
Materials and supplies	111,406	13,500	7,895	10,000
Other services and charges	-	26,500	20,082	22,000
Capital Outlay	197,660	50,000	-	52,500
Total Gas Department:	<u>309,066</u>	<u>175,000</u>	<u>100,727</u>	<u>137,246</u>
Water Department:				
Personal services	-	-	15,588	39,397
Materials and supplies	-	17,100	14,564	17,500
Other services and charges	38,041	51,900	38,599	42,500
Capital Outlay	-	42,000	50,869	16,000
Debt Service	1,857	13,000	12,220	11,736
Total Water Department:	<u>39,898</u>	<u>124,000</u>	<u>131,841</u>	<u>127,133</u>

**Town of Keyes
Utility Authority
Budget 2021-2022**

	<u>Actual 2019-2020</u>	<u>Approved Budget 2020-2021</u>	<u>Projected YTD 2020-2021</u>	<u>Proposed Budget 2021-2022</u>
Sewer Department:				
Personal services	-	-	-	-
Materials and supplies	-	1,000	1,871	2,500
Other services and charges	406	4,000	2,650	4,000
Capital Outlay	-	-	-	-
Total Sewer Department:	<u>406</u>	<u>5,000</u>	<u>4,521</u>	<u>6,500</u>
Trash Department:				
Materials and supplies	-	2,500	983	1,500
Other services and charges	27,184	16,000	15,440	17,500
Capital Outlay	-	-	-	-
Total Trash Department:	<u>27,184</u>	<u>18,500</u>	<u>16,423</u>	<u>19,000</u>
Administration Department:				
Personal services	-	37,200	37,824	61,111
Materials and supplies	-	1,000	212	500
Other services and charges	42,845	8,800	4,783	7,500
Capital Outlay	-	-	-	-
Total Administration Department:	<u>42,845</u>	<u>47,000</u>	<u>42,820</u>	<u>69,111</u>
Total operating expenses	<u>419,399</u>	<u>419,500</u>	<u>326,375</u>	<u>389,635</u>
Net operating income (loss)	\$ 114,718	\$ (178,500)	\$ (2,245)	\$ 107,014
<u>Nonoperating revenue :</u>				
Interest Income	349	415	440	400
Transfers-In	-	5,000	-	-
Transfers-Out	<u>(28,049)</u>	<u>(30,000)</u>	<u>(22,189)</u>	<u>(20,000)</u>
Total nonoperating revenue	<u>(27,700)</u>	<u>(24,585)</u>	<u>(21,749)</u>	<u>(19,600)</u>
Net Income (loss)	87,018	(203,085)	(23,993)	87,414
Beginning Fund Balance (estimated)	<u>124,884</u>	<u>211,902</u>	<u>211,902</u>	<u>204,426</u>
Ending Fund Balance	<u>211,902</u>	<u>8,817</u>	<u>187,909</u>	<u>291,840</u>

The Boise City News

PO Box 278
Boise City OK 73933

Invoice

Date	Invoice #
6/17/2021	6123

Bill To
Town of Keyes PO Box 121 Keyes, OK 73947

Item	Description	Amount
Legals	Keyes Budget published June 2nd and June 9th Out-of-state sale, exempt from sales tax	46.64 0.00
Total		\$46.64

AFFIDAVIT OF PUBLICATION

County of Cimarron, State of Oklahoma

The Boise City News
19 N Cimarron PO Box 278
Boise City, OK 73933
(580) 544-2222

**Town Of Keys
Budget**
(Published in The Boise
City News on June 2, 9,
2021)

(Published in The Boise City News on June 2, 9, 2021)

In accordance with Section 17-208, Title 11, Oklahoma Statutes, notice is hereby given the proposed Town of Keys Fiscal Year 2021/2022 Annual Budget will be considered at a public hearing on June 15, 2021, at 5:00 a.m., in the Keys Town Hall. Copies of the proposed budget are available for review in the Office of the City Clerk, 106 E. Third St., Keys, OK 73947. Notice is hereby given that the Town of Keys 2021/2022 Annual Budget will be adopted during a meeting of the City Council on June 15, 2021.

TOWN OF KEYS, OKLAHOMA
Fiscal Year 2021 - 2022 Annual Budget

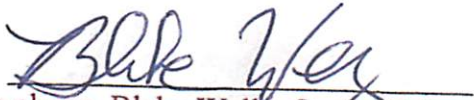
BUDGET SUMMARY

	BEGINNING BALANCE (Estimate)	REVENUES	EXPENSES	TRANSFERS	Net Change	ENDING BALANCE
GENERAL FUND	\$ 82,348	\$ 137,308	\$ (160,180)	\$ 20,000	\$ (22,871)	\$ 59,477
ENTERPRISE FUNDS: Utility Authority	\$ 204,426	\$ 497,049	\$ (368,198)	\$ (20,000)	\$ 108,851	\$ 313,277
GRAND TOTAL ALL FUNDS	\$ 286,774	\$ 634,357	\$ (528,378)	\$ -	\$ 108,851	\$ 372,754

I, **Blake Wells**, 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:

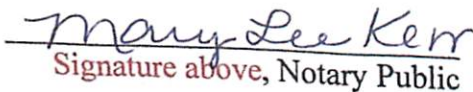
June 02, 2021
June 09, 2021



Signature above, Blake Wells, Owner/Editor

Signed and sworn to before me

on this 17 day of June, 2021.



Signature above, Notary Public

My Commission expires: 9-25, 2021.
Commission # 13008833

(SEAL)

PUBLICATION FEE: \$46.64
Calculation measurement:
91 words, 15 tabular lines

