

TOWN OF KEYES, OKLAHOMA  
Fiscal Year 2022 - 2023 Annual Budget  
June Amendments  
BUDGET MEMO

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DATE June 7, 2023  
TO Town of Keyes, Council Members  
FROM Tracy Reed, CPA  
RE 2022 / 2023 Annual Budget

The FY 2022 / 2023 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: Decrease of <\$23,100>

Revenue decrease of <\$51,408>:

- \* Net decrease in tax revenues of <\$4,658> based on year-to-date collections.
- \* Grant revenue decrease of <\$60,000> for OEDA-REAP grant not received year-to-date.

Expense decrease of <\$28,308>:

- \* Increase of \$5,620 in General Government based on the combination of Health Insurance being expensed to General Government and the ARPA project not being completed this FY.
- \* Decrease of <\$60,000> in Street & Alley Department based on not receiving OEDA REAP Grant.
- \* Increase of \$6,500 in Fire Department based on year-to-date activity.

**KUA:** Net impact to fund balance: Increase of \$27,402

Revenue decrease of <\$4,250>:

- \* No change in budgeted utility revenues.
- \* Decrease in miscellaneous revenues of <\$4,250> based on year-to-date collections.

Expense decrease of <\$36,152>:

- \* Cost of gas expense increased by \$7,917 largely related to year-to-date activity.
- \* Water department expense decreased by <\$11,930> mostly related to year-to-date activity.
- \* Trash department expense decrease of <\$29,200> related mostly to budgeted dumpsters not being purchased.

The legal level of control for the Town's 2022 / 2023 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 2022 - 2023 Annual Budget

June Amendments

## BUDGET SUMMARY

|                       | BEGINNING<br>BALANCE<br>(Estimates) | REVENUES   | EXPENSES     | TRANSFERS | Net Change  | ENDING<br>BALANCE |
|-----------------------|-------------------------------------|------------|--------------|-----------|-------------|-------------------|
| GENERAL FUND          | \$ 104,812                          | \$ 154,530 | \$ (206,560) | \$ -      | \$ (52,030) | \$ 52,782         |
| ENTERPRISE FUNDS:     |                                     |            |              |           |             |                   |
| Utility Authority     | \$ 223,247                          | \$ 388,570 | \$ (357,162) | \$ -      | \$ 31,408   | \$ 254,655        |
| GRAND TOTAL ALL FUNDS | \$ 328,059                          | \$ 543,100 | \$ (563,722) | \$ -      | \$ (20,622) | \$ 307,437        |

Town of Keyes  
General Fund Budget  
June Amendments  
Fiscal Year 2022 - 2023

|  | APPROVED<br>BUDGET<br>2022-2023 | PROPOSED<br>AMENDMENTS<br>JUNE '23 | AMENDED<br>BUDGET<br>2022-2023 |
|--|---------------------------------|------------------------------------|--------------------------------|
| <b>REVENUES</b>                                      |                                 |                                    |                                |
| Sales tax  | \$ 17,477                       | \$ (3,477)                         | \$ 14,000                      |
| Use Tax  | 13,901                          | 2,099                              | 16,000                         |
| Franchise Tax  | 7,231                           | 6,769                              | 14,000                         |
| Alcoholic Beverage Tax                               | 56,451                          | (15,451)                           | 41,000                         |
| Tobacco Tax  | 109                             | (19)                               | 90                             |
| Motor Vehicle Tax                                    | 1,956                           | 4,044                              | 6,000                          |
| Gas Excise Tax                                       | 323                             | 1,377                              | 1,700                          |
| Rental revenues - Store                              | -                               |                                    | -                              |
| Fire Income  | 4,000                           | (250)                              | 3,750                          |
| Fire Surcharge                                       | 3,500                           |                                    | 3,500                          |
| EMT Revenues   | 12,000                          | (5,000)                            | 7,000                          |
| Grants   |                                 |                                    |                                |
| EMT Grant  | -                               |                                    | -                              |
| Fire Department Grant                                | 4,000                           | 6,000                              | 10,000                         |
| ARPA   | 24,190                          |                                    | 24,190                         |
| OEDA-REAP  | 60,000                          | (60,000)                           | -                              |
| Lunch Room Donations                                 | -                               |                                    | -                              |
| Miscellaneous Revenue                                | 500                             | 12,500                             | 13,000                         |
| Total revenues before carryover                      | 205,638                         | (51,408)                           | 154,230                        |
| <b>EXPENDITURES</b>                                  |                                 |                                    |                                |
| <b>Administration &amp; General Government</b>       |                                 |                                    |                                |
| Personal services                                    | 5,260                           | 55,000                             | 60,260                         |
| Materials & supplies                                 | 4,750                           |                                    | 4,750                          |
| Other services & charges                             | 45,000                          |                                    | 45,000                         |
| Capital outlay                                       | 49,380                          | (49,380)                           | -                              |
| Debt Service   | -                               |                                    | -                              |
| <b>Total Administration &amp; General Government</b> | <b>104,390</b>                  | <b>5,620</b>                       | <b>110,010</b>                 |
| <b>Clerk / Treasurer</b>                             |                                 |                                    |                                |
| Personal Services                                    | 658                             | 5,342                              | 6,000                          |
| Materials & supplies                                 | 3,000                           | 1,500                              | 4,500                          |
| Other services & charges                             | 3,000                           |                                    | 3,000                          |
| Capital Outlay                                       | -                               |                                    | -                              |
| <b>Total Clerk / Treasurer</b>                       | <b>6,658</b>                    | <b>6,842</b>                       | <b>13,500</b>                  |

Town of Keyes  
General Fund Budget  
June Amendments  
Fiscal Year 2022 - 2023

|   | APPROVED<br>BUDGET<br>2022-2023 | PROPOSED<br>AMENDMENTS<br>JUNE '23 | AMENDED<br>BUDGET<br>2022-2023 |
|---|---------------------------------|------------------------------------|--------------------------------|
| <b>Fire Department:</b>                             |                                 |                                    |                                |
| Personal Services                                   | -                               |                                    | -                              |
| Materials & supplies                                | 4,500                           | 4,000                              | 8,500                          |
| Other services & charges                            | 5,500                           | 2,500                              | 8,000                          |
| Capital Outlay                                      | -                               |                                    | -                              |
| <b>Total Fire Department</b>                        | <b>10,000</b>                   | <b>6,500</b>                       | <b>16,500</b>                  |
| <b>EMT Department</b>                               |                                 |                                    |                                |
| Personal services                                   | 8,190                           | 2,810                              | 11,000                         |
| Materials & supplies                                | 1,600                           | 1,400                              | 3,000                          |
| Other services & charges                            | 6,000                           |                                    | 6,000                          |
| Capital Outlay                                      | -                               |                                    | -                              |
| <b>Total EMT Department</b>                         | <b>15,790</b>                   | <b>4,210</b>                       | <b>20,000</b>                  |
| <b>Lunch Room Department</b>                        |                                 |                                    |                                |
| Personal Services                                   | -                               | -                                  | -                              |
| Materials & supplies                                | -                               | -                                  | -                              |
| Other services & charges                            | -                               | 5,000                              | 5,000                          |
| Capital outlay                                      | -                               | 1,000                              | 1,000                          |
| <b>Total Lunch Room Department</b>                  | <b>-</b>                        | <b>6,000</b>                       | <b>6,000</b>                   |
| <b>Parks Department</b>                             |                                 |                                    |                                |
| Personal Services                                   | -                               |                                    | -                              |
| Materials & supplies                                | 2,750                           |                                    | 2,750                          |
| Other services & charges                            | 13,000                          |                                    | 13,000                         |
| Capital outlay                                      | -                               |                                    | -                              |
| <b>Total Parks Department</b>                       | <b>15,750</b>                   |                                    | <b>15,750</b>                  |
| <b>Police &amp; Animal Control Department</b>       |                                 |                                    |                                |
| Personal Services                                   | -                               | -                                  | -                              |
| Materials & supplies                                | 2,300                           | -                                  | 2,300                          |
| Other services & charges                            | 1,980                           | 2,520                              | 4,500                          |
| Capital outlay                                      | -                               |                                    | -                              |
| <b>Total Police &amp; Animal Control Department</b> | <b>4,280</b>                    | <b>2,520</b>                       | <b>6,800</b>                   |

Town of Keyes  
General Fund Budget  
June Amendments  
Fiscal Year 2022 - 2023

|  | APPROVED<br>BUDGET<br>2022-2023 | PROPOSED<br>AMENDMENTS<br>JUNE '23 | AMENDED<br>BUDGET<br>2022-2023 |
|--|---------------------------------|------------------------------------|--------------------------------|
| <b>Store Department</b>  |                                 |                                    |                                |
| Personal Services  | -                               |                                    | -                              |
| Materials & supplies   | -                               |                                    | -                              |
| Other services & charges   | -                               |                                    | -                              |
| Capital outlay   | -                               |                                    | -                              |
| <b>Total Store Department</b>  | -                               | -                                  | -                              |
| <b>Street &amp; Alley</b>  |                                 |                                    |                                |
| Personal Services  | -                               | -                                  | -                              |
| Materials & Supplies   | -                               | -                                  | -                              |
| Other Services & Charges   | 18,000                          | -                                  | 18,000                         |
| Capital Outlay   | 60,000                          | (60,000)                           | -                              |
| <b>Total Street &amp; Alley</b>  | 78,000                          | (60,000)                           | 18,000                         |
| <b>Total expenditures</b>  | 234,868                         | (28,308)                           | 206,560                        |
| Revenue over (under) expenditures  | (29,230)                        | (23,100)                           | (52,330)                       |
| <b>OTHER FINANCING SOURCES (USES)</b>  |                                 |                                    |                                |
| Interest   | 300                             |                                    | 300                            |
| Transfers-In   | -                               |                                    | -                              |
| Transfers-Out  | -                               | -                                  | -                              |
| Net other financing sources (uses)   | 300                             | -                                  | 300                            |
| Revenues and other financing sources over<br>(under) expenditures and other uses | (28,930)                        | (23,100)                           | (52,030)                       |
| Beginning Fund Balance (estimated)   | 114,288                         | (32,098)                           | 104,812                        |
| Ending Fund Balance  | 85,358                          |                                    | 52,782                         |

Town of Keyes  
Utility Authority  
June Amendments  
Fiscal Year 2022 - 2023

|                                   | APPROVED<br>BUDGET<br>2022-2023 | PROPOSED<br>AMENDMENTS<br>JUNE '23 | AMENDED<br>BUDGET<br>2022-2023 |
|-----------------------------------|---------------------------------|------------------------------------|--------------------------------|
| <b><u>Operating revenues:</u></b> |                                 |                                    |                                |
| Gas                               | \$ 149,950                      |                                    | \$ 149,950                     |
| Water                             | 115,940                         |                                    | 115,940                        |
| Sewer                             | 43,960                          |                                    | 43,960                         |
| Trash                             | 72,920                          |                                    | 72,920                         |
| Penalty                           | 2,300                           |                                    | 2,300                          |
| Grants                            | -                               |                                    | -                              |
| Loan Proceeds                     | -                               |                                    | -                              |
| Miscellaneous                     | 7,250                           | (4,250)                            | 3,000                          |
| Total operating revenues          | 392,320                         | (4,250)                            | 388,070                        |
| <b>Cost of Goods Sold:</b>        |                                 |                                    |                                |
| Gas                               | 37,083                          | 7,917                              | 45,000                         |
| Total Cost of Goods Sold          | 37,083                          | 7,917                              | 45,000                         |
| <b><u>Operating expenses:</u></b> |                                 |                                    |                                |
| <b>Gas Department:</b>            |                                 |                                    |                                |
| Personal services                 | 55,021                          |                                    | 55,021                         |
| Materials and supplies            | 3,500                           | 6,500                              | 10,000                         |
| Other services and charges        | 20,000                          | (5,000)                            | 15,000                         |
| Capital Outlay                    | -                               |                                    | -                              |
| Total Gas Department:             | 78,521                          | 1,500                              | 80,021                         |
| <b>Water Department:</b>          |                                 |                                    |                                |
| Personal services                 | 47,430                          | (12,430)                           | 35,000                         |
| Materials and supplies            | 22,000                          | (9,500)                            | 12,500                         |
| Other services and charges        | 47,500                          | 10,000                             | 57,500                         |
| Capital Outlay                    | -                               |                                    | -                              |
| Debt Service - \$928/month        | 11,141                          |                                    | 11,141                         |
| Total Water Department:           | 128,071                         | (11,930)                           | 116,141                        |

Town of Keyes  
Utility Authority  
June Amendments  
Fiscal Year 2022 - 2023

|   | APPROVED<br>BUDGET<br>2022-2023 | PROPOSED<br>AMENDMENTS<br>JUNE '23 | AMENDED<br>BUDGET<br>2022-2023 |
|---|---------------------------------|------------------------------------|--------------------------------|
| <b>Sewer Department:</b>                |                                 |                                    |                                |
| Personal services                       | -                               | -                                  | -                              |
| Materials and supplies                  | 1,150                           | (150)                              | 1,000                          |
| Other services and charges              | 2,500                           |                                    | 2,500                          |
| Capital Outlay                          | -                               |                                    | -                              |
| <b>Total Sewer Department:</b>          | 3,650                           | (150)                              | 3,500                          |
| <b>Trash Department:</b>                |                                 |                                    |                                |
| Materials and supplies                  | 25,000                          | (5,000)                            | 20,000                         |
| Other services and charges              | 20,200                          | (200)                              | 20,000                         |
| Capital Outlay                          | 24,000                          | (24,000)                           | -                              |
| <b>Total Trash Department:</b>          | 69,200                          | (29,200)                           | 40,000                         |
| <b>Administration Department:</b>       |                                 |                                    |                                |
| Personal services                       | 67,039                          | (12,039)                           | 55,000                         |
| Materials and supplies                  | 2,750                           | (250)                              | 2,500                          |
| Other services and charges              | 7,000                           | 8,000                              | 15,000                         |
| Capital Outlay                          | -                               |                                    | -                              |
| <b>Total Administration Department:</b> | 76,789                          | (4,289)                            | 72,500                         |
| <b>Total operating expenses</b>         | <b>393,314</b>                  | <b>(36,152)</b>                    | <b>357,162</b>                 |
| Net operating income (loss)             | \$ (994)                        | \$ 31,902                          | \$ 30,908                      |
| <b>Nonoperating revenue :</b>           |                                 |                                    |                                |
| Interest Income                         | 5,000                           | (4,500)                            | 500                            |
| Transfers-In                            | -                               |                                    | -                              |
| Transfers-Out                           | -                               |                                    | -                              |
| <b>Total nonoperating revenue</b>       | <b>5,000</b>                    | <b>(4,500)</b>                     | <b>500</b>                     |
| <b>Net Income (loss)</b>                | <b>4,006</b>                    | <b>27,402</b>                      | <b>31,408</b>                  |
| Beginning Fund Balance (estimated)      | 208,403                         | (684)                              | 223,247                        |
| Ending Fund Balance                     | 212,409                         |                                    | 254,655                        |