

TOWN OF KEYES, OKLAHOMA
Fiscal Year 2022 - 2023 Annual Budget

BUDGET MEMO

DATE June 8, 2022
TO Town of Keyes, Council Members
FROM Tracy Reed, CPA
RE 2022 / 2023 Annual Budget

The FY 2023 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 2022 / 2023:

- 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, 2022. These increases are expected to generate ~\$23k in additional revenues.
- Capital Outlay / Special Request items by department are budgeted as follows:

	<u>Amount</u>	<u>Funding Source</u>
<u>General Fund:</u>		
General Government	\$ 49,380	ARPA Grant; Operations
Police	-	
Fire	-	
EMT	-	
Street	60,000	REAP Grant
Parks	-	
Total General Fund:	<u>\$109,380</u>	

<u>KUA:</u>		
Gas	-	
Water	-	
Trash	24,000	Operations
Sewer	-	
Total KUA:	<u>\$ 24,000</u>	

TOTAL CAPITAL OUTLAY / SPECIAL BUDGET	<u>\$ 133,380</u>
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- Specific pay increases have been included for employees. Additionally, life insurance is budgeted for all full-time employees.
- The current debt service in the water department is budgeted to continue in FY23.
- **This budget projects an overall loss of <\$29,422> for fiscal year 2023.**
- 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 2023 budget was presented to Council on May 17, 2022 for consideration.

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

BUDGET SUMMARY

	BEGINNING BALANCE (Estimates)	REVENUES	EXPENSES	TRANSFERS	Net Change	ENDING BALANCE
GENERAL FUND	\$ 114,288	\$ 205,938	\$ (234,867)	\$ -	\$ (28,929)	\$ 85,359
ENTERPRISE FUNDS:						
Utility Authority	\$ 208,403	\$ 392,820	\$ (393,313)	\$ -	\$ (493)	\$ 207,910
GRAND TOTAL ALL FUNDS	\$ 322,691	\$ 598,758	\$ (628,181)	\$ -	\$ (29,422)	\$ 293,269

**Town of Keyes
General Fund
Budget 2022-2023**

	Actual 2020-2021	Approved Budget 2021-2022	Projected YTD 2021-2022	Proposed Budget 2022-2023	
<u>REVENUES</u>					
Sales tax	\$ 17,611	\$ 16,029	19,419	\$ 17,477	* 90%
Use Tax	15,160	12,995	15,446	13,901	* 90%
Franchise Tax	7,605	6,845	8,034	7,231	* 90%
Alcoholic Beverage Tax	64,915	57,208	62,723	56,451	* 90%
Tobacco Tax	163	146	121	109	* 90%
Motor Vehicle Tax	1,993	1,724	2,174	1,956	* 90%
Gas Excise Tax	1,182	1,213	359	323	* 90%
Rental revenues - Store	3,980	2,400	400	-	
Fire Income	4,332	3,000	4,690	4,000	
Fire Surcharge	4,242	4,000	3,709	3,500	
EMT Revenues	15,153	17,500	12,342	12,000	
Grants					
EMT Grant	12,672	10,000	-	-	
Fire Department - Operational Grant	4,826	4,000	4,763	4,000	
ARPA Grant			24,190	24,190	***
OEDA-REAP	47,750	-	-	60,000	**
Miscellaneous Donations	-	-	37,558	-	
Miscellaneous Revenue	891	100	14,881	500	
Total revenues before carryover	202,475	137,160	210,810	205,638	

EXPENDITURES

Administration & General Government

Personal services	6,711	3,314	12,496	5,260	
Materials & supplies	491	750	4,672	4,750	
Other services & charges	38,559	40,000	42,632	45,000	
Capital outlay	47,750	1,700	31,066	49,380	***
Total Administration & General Government	93,511	45,764	90,867	104,390	

Clerk / Treasurer

Personal Services	2,109	658	1,189	658	
Materials & supplies	1,365	1,000	2,414	3,000	
Other services & charges	3,713	4,000	2,699	3,000	
Capital Outlay	-	-	2,407	-	
Total Clerk / Treasurer	7,187	5,658	8,709	6,658	

Fire Department:

Materials & supplies	2,526	2,500	4,265	4,500	
Other services & charges	11,186	17,500	4,980	5,500	
Capital Outlay	8,875	12,000	-	-	
Total Fire Department	22,587	32,000	9,245	10,000	

EMT Department

Personal services	9,175	8,194	14,356	8,190	
Materials & supplies	3,547	1,000	5,254	1,600	
Other services & charges	6,330	9,000	5,182	6,000	
Capital Outlay	-	8,500	-	-	

**Town of Keyes
General Fund
Budget 2022-2023**

	Actual 2020-2021	Approved Budget 2021-2022	Projected YTD 2021-2022	Proposed Budget 2022-2023
Total EMT Department	<u>19,053</u>	<u>26,694</u>	<u>24,792</u>	<u>15,790</u>
Parks Department				
Materials & supplies	1,210	2,500	3,007	2,750
Other services & charges	10,469	13,000	12,413	13,000
Capital outlay	-	-	13,205	-
Total Parks Department	<u>11,679</u>	<u>15,500</u>	<u>28,624</u>	<u>15,750</u>
Police Department				
Personal Services	-	-	-	-
Materials & supplies	13	100	2,014	2,300
Other services & charges	2,127	3,000	1,980	1,980
Capital outlay	-	25,000	-	-
Total Police Department	<u>2,140</u>	<u>28,100</u>	<u>3,994</u>	<u>4,280</u>
Store Department				
Personal Services	762	-	198	-
Materials & supplies	184	500	798	-
Other services & charges	1,214	2,500	748	-
Capital outlay	-	3,000	-	-
Total Store Department	<u>2,160</u>	<u>6,000</u>	<u>1,744</u>	<u>-</u>
Street & Alley				
Personal Services	-	-	122	-
Materials & Supplies	-	-	-	-
Other Services & Charges	18,241	20,000	17,347	18,000
Capital Outlay	-	-	-	60,000 **
Total Street & Alley	<u>18,241</u>	<u>20,000</u>	<u>17,470</u>	<u>78,000</u>
Total expenditures	<u>176,559</u>	<u>179,716</u>	<u>185,445</u>	<u>234,867</u>
Revenue over (under) expenditures	25,917	(42,556)	25,365	(29,229)

**Town of Keyes
General Fund
Budget 2022-2023**

	Actual 2020-2021	Approved Budget 2021-2022	Projected YTD 2021-2022	Proposed Budget 2022-2023
<u>OTHER FINANCING SOURCES (USES)</u>				
Payroll Expenses	4,122	-	-	-
Other Income	-	-	-	-
Interest	199	150	300	300
Transfers-In	24,784	20,000	-	-
Transfers-Out	(2,595)	-	-	-
Net other financing sources (uses)	<u>26,510</u>	<u>20,150</u>	<u>300</u>	<u>300</u>
 Revenues and other financing sources over (under) expenditures and other uses	 <u>52,427</u>	 <u>(22,406)</u>	 <u>25,665</u>	 <u>(28,929)</u>
 Beginning Fund Balance (estimated)	 <u>29,803</u>	 <u>82,230</u>	 <u>82,230</u>	 <u>114,288</u>
Ending Fund Balance	<u>82,230</u>	<u>59,824</u>	<u>107,895</u>	<u>85,359</u>

**Town of Keyes
Utility Authority
Budget 2022-2023**

	Actual 2020-2021	Approved Budget 2021-2022	Projected YTD 2021-2022	Proposed Budget 2022-2023
<u>Operating revenues:</u>				
Gas	\$ 120,293	\$ 183,574	150,240	\$ 145,000
Rate Increase	-	-	-	4,950
Water	89,604	118,935	114,466	110,000
Rate Increase	-	-	-	5,940
Sewer	31,858	50,400	45,140	40,000
Rate Increase	-	-	-	3,960
Trash	61,097	84,240	68,123	65,000
Rate Increase	-	-	-	7,920
Penalty	2,605	2,500	2,310	2,300
Grants	-	50,000	-	-
Loan Proceeds	-	-	-	-
Miscellaneous	7,647	7,000	7,387	7,250
Total operating revenues	<u>313,104</u>	<u>496,649</u>	<u>387,666</u>	<u>392,320</u>

Operating expenses:

Gas Department:

Personal services	65,309	52,746	56,734	55,021
Materials and supplies	37,647	10,000	3,274	3,500
Cost of Goods Sold	-	30,645	37,154	37,083
Other services and charges	19,558	22,000	17,338	20,000
Capital Outlay	-	52,500	7,924	-
Total Gas Department:	<u>122,514</u>	<u>167,891</u>	<u>122,424</u>	<u>115,604</u>

Water Department:

Personal services	14,890	39,397	43,079	47,430
Materials and supplies	14,966	17,500	18,614	22,000
Other services and charges	37,304	42,500	57,823	47,500
Capital Outlay	54,413	16,000	759	-
Debt Service - \$928/month	11,193	11,736	11,407	11,141
Total Water Department:	<u>132,765</u>	<u>127,133</u>	<u>131,683</u>	<u>128,071</u>

Sewer Department:

Personal services	-	-	-	-
Materials and supplies	2,139	2,500	417	1,150
Other services and charges	2,288	4,000	-	2,500
Capital Outlay	-	-	-	-
Total Sewer Department:	<u>4,427</u>	<u>6,500</u>	<u>417</u>	<u>3,650</u>

**Town of Keyes
Utility Authority
Budget 2022-2023**

	Actual 2020-2021	Approved Budget 2021-2022	Projected YTD 2021-2022	Proposed Budget 2022-2023
Trash Department:				
Materials and supplies	1,995	1,500	16,986	25,000
Other services and charges	14,857	17,500	28,383	20,200
Capital Outlay	-	-	-	24,000
Total Trash Department:	16,852	19,000	45,369	69,200
Administration Department:				
Personal services	41,655	61,111	52,679	67,039
Materials and supplies	1,484	500	1,533	2,750
Other services and charges	7,035	7,500	6,387	7,000
Debt service	-	-	-	-
Capital Outlay	-	-	-	-
Total Administration Department:	50,174	69,111	60,599	76,789
Total operating expenses	326,733	389,635	360,492	393,313
Net operating income (loss)	\$ (13,629)	\$ 107,014	\$ 27,174	\$ (993)
<u>Nonoperating revenue :</u>				
Interest Income	455	400	499	500
Transfers-In	-	-	-	-
Transfers-Out	(22,189)	(20,000)	-	-
Total nonoperating revenue	(21,734)	(19,600)	499	500
Net Income (loss)	(35,362)	87,414	27,673	(493)
Beginning Fund Balance (estimated)	232,138.34	196,776	196,776	208,403
Ending Fund Balance	196,776	284,190	224,449	207,910

BUDGET ADOPTION RESOLUTION

TOWN OF KEYES, OKLAHOMA
RESOLUTION NO. 08-21/22

A RESOLUTION APPROVING THE TOWN OF KEYES, OKLAHOMA BUDGET FOR THE FISCAL YEAR 2022-2023 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 2022-2023) 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 2022-2023 Budget on the 8th day of June 2022 with total resources available in the amount of \$320,226 and total fund/departamental appropriations in the amount of \$234,868. Legal appropriations (spending/encumbering limits) are hereby established as follows:

Fund: Department	Appropriation Amount
General Fund:	
Administration & General Gov't	104,390
Clerk/Treasurer	6,658
Fire	10,000
EMT	15,790
Parks Department	15,750
Police Department	4,280
Street & Alley	78,000

SECTION 2. The Town Council does hereby authorize the Town Clerk to transfer any unexpended and unencumbered appropriations, at any time throughout FY 2022-2023, 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 8th day of June, 2022.

TOWN OF KEYES, OKLAHOMA

Mayor

ATTEST:

Marciana Corichi
Clerk

BUDGET ADOPTION RESOLUTION

**TOWN OF KEYES, OKLAHOMA
KEYES UTILITY AUTHORITY
RESOLUTION NO. KUA-21/22**

**A RESOLUTION OF THE KEYES UTILITY AUTHORITY, KEYES, OKLAHOMA
APPROVING THE KEYES UTILITY AUTHORITY BUDGET FOR THE FISCAL YEAR
2022-2023 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 2022-2023) 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 2022-2023 Budget on the 8th day of June 2022 with total resources available in the amount of \$601,223 and total fund/departamental appropriations in the amount of \$393,313. Legal appropriations (spending/encumbering limits) are hereby established as follows:

Fund: Department	Appropriation Amount
KEYES UTILITY AUTHORITY	
Gas	115,604
Water	128,071
Sewer	3,650
Trash	69,200
Administration	76,789

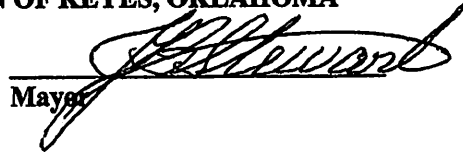
SECTION 2. The Trustees does hereby authorize the Town Clerk to transfer any unexpended and unencumbered appropriations, at any time throughout FY 2022-2023, from one line item to another, one object category to another within a department, or one department to another within a fund, without further 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 8th day of June, 2022.

TOWN OF KEYES, OKLAHOMA


Mayor

ATTEST:


Clerk

AFFIDAVIT OF PUBLICATION

County of Cimarron, State of Oklahoma

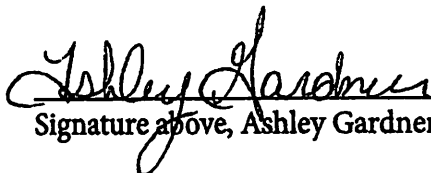
The Boise City News
19 N Cimarron PO Box 278
Boise City, OK 73933
(580) 544-2222

Town of Keyes
Budget

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:

June 15, 2022


Signature above, Ashley Gardner, Owner/Editor

Signed and sworn to before me
on this 16 day of June, 2022.


Signature above, Notary Public

My Commission expires: 6-1-25.
Commission # 21007351

(SEAL)

PUBLICATION FEE:
Calculation measurement:



In accordance with Section 17-208, Title 11, Oklahoma Statutes, notice is hereby given that the proposed Town of Keyes Fiscal Year 2022/2023 Annual Budget will be considered at a public hearing on June 8, 2022, at 1:00 p.m., in the Keyes Town Hall. Copies of the proposed budget are available for review in the Office of the City Clerk, 108 E. Third St., Keyes, OK 73947. Notice is hereby given that the Town of Keyes 2022/2023 Annual Budget will be adopted during a meeting of the City Council on June 8, 2022.

TOWN OF KEYES, OKLAHOMA Fiscal Year 2022 - 2023 Annual Budget

BUDGET SUMMARY

	BEFORE BALANCE (Estimates)	REVENUES	EXPENSES	TRANSFERS	Net Change	ENDING BALANCE
GENERAL FUND	\$ 114,268	\$ 205,938	\$ (234,697)	\$ -	\$ (28,929)	\$ 85,369
Revenues						
Taxes		39,042				
Intergovernmental		66,537				
Miscellaneous Revenues		60,300				
Expenses						
Administration & General Government			(104,390)			
Animal Control			(2,200)			
Clerk/Treasurer			(6,855)			
Fire Department			(10,000)			
EMT Department			(18,700)			
Parks Department			(10,700)			
Police Department			(2,000)			
Street & Alley Department			(78,000)			
ENTERPRISE FUNDS:						
Utility Authority	\$ 208,403	\$ 370,050	\$ (382,069)	\$ -	\$ (22,039)	\$ 186,364
Revenues						
Gas Revenues		145,000				
Water Revenues		110,000				
Sewer Revenues		40,000				
Trash Revenues		65,000				
Miscellaneous Revenues		10,000				
Expenses						
Cost of Goods Sold			(35,456)			
Gas Department			(78,521)			
Water Department			(128,071)			
Sewer Department			(3,450)			
Trash Department			(59,200)			
Administration Department			(70,789)			
GRAND TOTAL ALL FUNDS	\$ 322,671	\$ 676,988	\$ (626,667)	\$ -	\$ (50,686)	\$ 271,723