

TOWN OF KEYES, OKLAHOMA
Fiscal Year 2023 - 2024 Annual Budget

BUDGET MEMO

DATE May 16, 2023
updated June 1, 2023
TO Town of Keyes, Council Members
FROM Tracy Reed, CPA
RE 2023 / 2024 Annual Budget

The FY 2024 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 2023 / 2024:

- Taxes has been budgeted at 90% of current year projections. This equates to a reduction in budgeted Tax revenues of <~\$8k> from this years projected revenue collections.
- No Utility Rate increases have been included.
- 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	125,000	CDBG Grant
Parks	-	
Total General Fund:	<u>\$125,000</u>	
<u>KUA:</u>		
Gas- Utility Vehicle	-	Operating
Water	-	
Trash	-	
Sewer	-	
Total KUA:	<u>\$ -</u>	

TOTAL CAPITAL OUTLAY / SPECIAL BUDGET: \$ 125,000

- Specific pay increases have been included for employees. Health, vision, dental & life insurance is budgeted for all full-time employees.
- The current debt service in the water department is budgeted to continue in FY24.
- **This budget projects an overall loss of <\$29,495> for fiscal year 2024.**
- *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 2024 budget was presented to Council on May 17, 2023 for consideration. A public hearing will be held on Wednesday, June 7, 2023.

The legal level of control for the Town's 2023 / 2024 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.

RECEIVED

JUL 12 2023

State Auditor
and Inspector

TOWN OF KEYES, OKLAHOMA
Fiscal Year 2023 - 2024 Annual Budget

BUDGET SUMMARY

	BEGINNING BALANCE (Estimates)	REVENUES	EXPENSES	TRANSFERS	Net Change	ENDING BALANCE
GENERAL FUND	\$ 122,467	\$ 222,533	\$ (235,898)	\$ -	\$ (13,365)	\$ 109,102
ENTERPRISE FUNDS:						
Utility Authority	\$ 289,987	\$ 397,250	\$ (413,380)	\$ -	\$ (16,130)	\$ 273,857
GRAND TOTAL ALL FUNDS	\$ 412,454	\$ 619,783	\$ (649,278)	\$ -	\$ (29,495)	\$ 382,959

**Town of Keyes
General Fund
Budget 2023-2024**

	Actual 2021-2022	Approved Budget 2022-2023	Projected YTD 2022-2023	Proposed Budget 2023-2024	
<u>REVENUES</u>					
Sales tax	\$ 14,758	\$ 17,477	13,659	\$ 12,293	* 90%
Use Tax	15,713	13,901	17,621	15,859	* 90%
Franchise Tax	8,034	7,231	14,413	12,972	* 90%
Alcoholic Beverage Tax	62,107	56,451	32,967	29,671	* 90%
Tobacco Tax	121	109	94	85	* 90%
Motor Vehicle Tax	2,184	1,956	1,075	967	* 90%
Gas Excise Tax	299	323	2,096	1,886	* 90%
Rental revenues - Store	-	-	-	-	
Fire Income	4,990	4,000	3,700	3,500	
Fire Surcharge	3,692	3,500	4,030	3,500	
EMT Revenues	10,435	12,000	8,268	7,500	
Lunch Room Income	-	-	3,210	2,500	
Grants					
CDBG Grant	-	-	-	125,000	**
Fire Department - Operational Grant	4,763	4,000	10,168	4,000	
ARPA Grant	24,190	24,190	24,304	-	
OEDA-REAP	-	60,000	-	-	
Miscellaneous Donations	39,363	-	3,500	-	
Miscellaneous Revenue	14,906	500	9,265	2,500	
Total revenues before carryover	205,555	205,638	148,370	222,233	
<u>EXPENDITURES</u>					
Administration & General Government					
Personal services	13,547	5,260	363	-	
Materials & supplies	5,696	4,750	2,062	3,500	
Other services & charges	44,459	45,000	36,350	40,000	
Capital outlay	7,495	49,380	-	-	
Total Administration & General Government	71,197	104,390	38,775	43,500	
Animal Control					
Materials & supplies	-	2,200	116	250	
Other services & charges	-	-	-	-	
Total Animal Control	-	2,200	116	250	

**Town of Keyes
General Fund
Budget 2023-2024**

	Actual 2021-2022	Approved Budget 2022-2023	Projected YTD 2022-2023	Proposed Budget 2023-2024
Clerk / Treasurer				
Personal Services	1,193	658	4,982	700
Materials & supplies	4,698	3,000	3,705	4,000
Other services & charges	2,249	3,000	425	1,500
Total Clerk / Treasurer	8,140	6,658	9,112	6,200
Fire Department:				
Materials & supplies	4,370	4,500	3,718	4,000
Other services & charges	3,795	5,500	7,186	7,500
Capital Outlay	-	-	-	-
Total Fire Department	8,164	10,000	10,904	11,500
EMT Department				
Personal services	13,271	8,190	10,476	8,718
Materials & supplies	4,536	1,600	1,500	2,000
Other services & charges	5,583	6,000	1,890	2,500
Capital Outlay	-	-	-	-
Total EMT Department	23,390	15,790	13,866	13,218
Lunch Room Department				
Materials & supplies	187	-	-	500
Other services & charges	372	-	3,703	5,000
Capital outlay	27,576	-	780	-
Total Lunch Room Department	28,135	-	4,483	5,500
Parks Department				
Materials & supplies	2,656	2,750	1,139	2,500
Other services & charges	6,680	13,000	3,584	6,500
Capital outlay	13,205	-	-	-
Total Parks Department	22,541	15,750	4,723	9,000
Police Department				
Personal Services	-	-	-	-
Materials & supplies	1,678	100	16	1,000
Other services & charges	1,980	1,980	1,980	1,980
Capital outlay	-	-	-	-
Total Police Department	3,658	2,080	1,996	2,980

**Town of Keyes
General Fund
Budget 2023-2024**

	Actual 2021-2022	Approved Budget 2022-2023	Projected YTD 2022-2023	Proposed Budget 2023-2024
Store Department				
Personal Services	198	-	-	-
Materials & supplies	935	-	616	750
Other services & charges	748	-	-	-
Capital outlay	-	-	-	-
Total Store Department	1,882	-	616	750
Street & Alley				
Personal Services	-	-	-	-
Materials & Supplies	-	-	-	-
Other Services & Charges	18,661	18,000	15,595	18,000
Capital Outlay	-	60,000	-	125,000
Total Street & Alley	18,661	78,000	15,595	143,000
Total expenditures	185,767	234,868	100,186	235,898
Revenue over (under) expenditures	19,787	(29,230)	48,184	(13,665)
<u>OTHER FINANCING SOURCES (USES)</u>				
Interest	279	300	313	300
Transfers-In	-	-	-	-
Transfers-Out	-	-	-	-
Net other financing sources (uses)	279	300	313	300
Revenues and other financing sources over (under) expenditures and other uses	20,067	(28,930)	48,497	(13,365)
Beginning Fund Balance (estimated)	85,366	105,432	105,432	122,467
Ending Fund Balance	105,432	76,502	153,930	109,102

**Town of Keyes
Utility Authority
Budget 2023-2024**

	Actual 2021-2022	Approved Budget 2022-2023	Projected YTD 2022-2023	Proposed Budget 2023-2024
<u>Operating revenues:</u>				
Gas	\$ 140,512	\$ 145,000	161,039	\$ 157,500
Water	109,143	110,000	119,237	115,000
Sewer	49,857	40,000	47,294	42,500
Trash	80,622	65,000	77,221	72,500
Penalty	2,660	2,300	2,377	2,000
Grants	-	-	-	-
Loan Proceeds	-	-	-	-
Miscellaneous	2,893	7,250	3,712	7,250
Total operating revenues	385,687	392,320	410,880	396,750
Cost of Goods Sold:				
Gas	42,462	37,083	43,241	45,000
Total Cost of Goods Sold	42,462	37,083	43,241	45,000
<u>Operating expenses:</u>				
Gas Department:				
Personal services	57,331	55,021	67,855	70,134
Materials and supplies	2,598	3,500	7,031	7,500
Other services and charges	13,973	20,000	4,650	10,000
Capital Outlay	7,976	-	6,610	-
Total Gas Department:	81,878	78,521	86,147	87,634
Water Department:				
Personal services	33,361	47,430	58,969	67,587
Materials and supplies	17,142	22,000	6,109	12,500
Other services and charges	55,640	47,500	50,235	52,500
Capital Outlay	1,853	-	5,525	-
Debt Service - \$928/month	11,413	11,141	4,412	11,141
Total Water Department:	119,409	128,071	125,250	143,728

**Town of Keyes
Utility Authority
Budget 2023-2024**

	Actual 2021-2022	Approved Budget 2022-2023	Projected YTD 2022-2023	Proposed Budget 2023-2024
Sewer Department:				
Materials and supplies	750	1,150	513	750
Other services and charges	-	2,500	-	500
Total Sewer Department:	<u>750</u>	<u>3,650</u>	<u>513</u>	<u>1,250</u>
Trash Department:				
Materials and supplies	26,905	25,000	13,848	20,000
Other services and charges	32,258	20,200	10,223	15,000
Capital Outlay	-	24,000	-	-
Total Trash Department:	<u>59,163</u>	<u>69,200</u>	<u>24,070</u>	<u>35,000</u>
Administration Department:				
Personal services	54,354	67,039	69,600	86,767
Materials and supplies	1,310	2,750	415	1,500
Other services and charges	14,657	7,000	12,035	12,500
Capital Outlay	-	-	-	-
Total Administration Department:	<u>70,322</u>	<u>76,789</u>	<u>82,050</u>	<u>100,767</u>
Total operating expenses	<u>331,522</u>	<u>356,231</u>	<u>318,030</u>	<u>368,380</u>
Net operating income (loss)	\$ 54,166	\$ 36,089	\$ 92,850	\$ 28,370
<u>Nonoperating revenue :</u>				
Interest Income	541	500	632	500
Transfers-In	-	-	-	-
Transfers-Out	-	-	-	-
Total nonoperating revenue	<u>541</u>	<u>500</u>	<u>632</u>	<u>500</u>
Net Income (loss)	12,245	(494)	50,241	(16,130)
Beginning Fund Balance (estimated)	<u>198,388</u>	<u>210,632</u>	<u>210,632</u>	<u>289,987</u>
Ending Fund Balance	210,632	210,138	260,873	273,857

BUDGET ADOPTION RESOLUTION

**TOWN OF KEYES, OKLAHOMA
KEYES UTILITY AUTHORITY
RESOLUTION NO. 01-2023**

**A RESOLUTION OF THE KEYES UTILITY AUTHORITY, KEYES, OKLAHOMA
APPROVING THE KEYES UTILITY AUTHORITY BUDGET FOR THE FISCAL YEAR
2023-2024 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 2023-2024) 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 2023-2024 Budget on the 7th day of June 2023 with total resources available in the amount of \$687,237 and total fund/departamental appropriations in the amount of \$413,380. Legal appropriations (spending/encumbering limits) are hereby established as follows:

Fund: Department	Appropriation Amount
KEYES UTILITY AUTHORITY	
Gas	132,634
Water	143,728
Sewer	1,250
Trash	35,000
Administration	100,767

SECTION 2. The Trustees does hereby authorize the Town Clerk to transfer any unexpended and unencumbered appropriations, at any time throughout FY 2023-2024, 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 7th day of June, 2023.



ATTEST:

Marciana Corbin
Clerk

TOWN OF KEYES, OKLAHOMA

B. Stewart
Mayor

BUDGET ADOPTION RESOLUTION

**TOWN OF KEYES, OKLAHOMA
RESOLUTION NO. 02-2023**

**A RESOLUTION APPROVING THE TOWN OF KEYES, OKLAHOMA BUDGET
FOR THE FISCAL YEAR 2023-2024 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 2023-2024) 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 2023-2024 Budget on the 7th day of June 2023 with total resources available in the amount of \$345,000 and total fund/departmental appropriations in the amount of \$235,898. Legal appropriations (spending/encumbering limits) are hereby established as follows:

Fund: Department	Appropriation Amount
General Fund:	
Administration & General Gov't	43,500
Clerk/Treasurer	6,200
Fire	11,500
EMT	13,218
Parks Department	9,000
Police Department	2,980
Street & Alley	143,000
Animal Control	250
Lunch Room	5,500
Store	750

SECTION 2. The Town Council does hereby authorize the Town Clerk to transfer any unexpended and unencumbered appropriations, at any time throughout FY 2023-2024, 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 7th day of June, 2023.

TOWN OF KEYES, OKLAHOMA

ATTEST:

Clerk



Marciana Corich

Mayor

[Signature]

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


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:

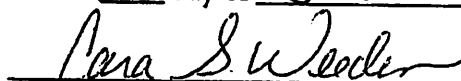
(Proof on Back)

PUBLICATION DATES:

June 01, 2023


Signature above, Ashley Gardner, Owner/Editor

Signed and sworn to before me
on this 26th day of June, 2023.


Signature above, Notary Public

My Commission expires: 5/27/2024
Commission # 08005487



(SEAL)

PUBLICATION FEE: \$40.95

Calculation measurement:

Words- 91

Lines- 39

In accordance with Section 17-208, Title 11, Oklahoma Statutes, notice is hereby given the proposed Town of Keyes Fiscal Year 2023/2024 Annual Budget will be considered at a public hearing on June 7, 2023, 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, 106 E. Third St., Keyes, OK 73947. Notice is hereby given that the Town of Keyes 2023/2024 Annual Budget will be adopted during a meeting of the City Council on June 7, 2023.

TOWN OF KEYES, OKLAHOMA
Fiscal Year 2023 - 2024 Annual Budget

BUDGET SUMMARY

	BEGINNING BALANCE (Estimates)	REVENUES	EXPENSES	TRANSFERS	Net Change	ENDING BALANCE
GENERAL FUND	\$ 122,467	\$ 222,533	\$ (235,898)	\$ -	\$ (13,365)	\$ 109,102
Revenues						
Taxes		43,095				
Intergovernmental		34,638				
Grant Income		125,000				
Miscellaneous Revenues		19,800				
Expenditures						
Administration & General Government			(43,500)			
Animal Control			(250)			
Clerk/Treasurer			(6,200)			
Fire Department			(11,500)			
EMT Department			(13,218)			
Lunch Room Department			(5,500)			
Parks Department			(9,000)			
Police Department			(2,980)			
Store Department			(750)			
Street & Alley Department			(143,000)			
ENTERPRISE FUNDS:						
Utility Authority	\$ 289,987	\$ 397,250	\$ (413,380)	\$ -	\$ (16,130)	\$ 273,857
Revenues						
Gas Revenue		157,500				
Water Revenue		115,000				
Sewer Revenue		42,500				
Trash Revenue		72,500				
Miscellaneous Revenue		9,750				
Expenses						
Cost of Goods Sold			(45,000)			
Gas Department			(87,634)			
Water Department			(143,728)			
Sewer Department			(1,250)			
Trash Department			(35,000)			
Administration Department			(100,767)			
GRAND TOTAL ALL FUNDS	\$ 412,454	\$ 619,783	\$ (649,278)	\$ -	\$ (29,495)	\$ 382,959