

TOWN OF CUSTER CITY
Fiscal Year 2018 / 2019 Annual Budget
BUDGET MEMO

DATE June 21, 2018
TO Town of Custer City, Council Members
FROM Russ Meacham, CPA
RE 2018 / 2019 Annual Budget

The FY 2019 Annual Budget for the Town of Custer City 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 2018 / 2019:

- Recurring revenues are budgeted at 90%, as indicated. If collected at 100% an additional ~\$7,700 of revenues would be collected in FY19.
- No pay increases are budgeted for employees.
- No Capital Outlay is included in this budget.
- No police funding is included in this budget.
- A part-time Animal Control personnel is included in the budget.
- Utility Rate increases of 15% for Water and Trash and an increase in Sewer to a minimum of \$20/month are included in the budget. These increases are expected to generate an additional \$67,950 in revenues in FY19.
- ***This budget projects an overall loss of <\$10,516> for fiscal year 2019.***
- *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 2019 budget was presented to Council on May 31, 2018 for consideration.

The legal level of control for the Town's 2018 / 2019 budget is established at the Department level. Additional detail is provided for analysis purposes only.

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

In accordance with Section 17-208, Title 11, Oklahoma Statutes, notice is hereby given the proposed Town of Custer City Fiscal Year 2018 / 2019 Annual Budget will be considered at a public hearing on June 13, 2018, at 6:00 p.m. in the Custer City Town Hall. Copies of the proposed budget are available for review in the Office of the City Clerk, 644 Main St., Custer City, OK 73639. Notice is hereby given that the Town of Custer City 2018 / 2019 Annual Budget will be adopted during a special meeting of the City Council on June 21, 2018.

TOWN OF CUSTER CITY
Fiscal Year 2018 - 2019 Annual Budget

BUDGET SUMMARY

	BEGINNING BALANCE (Estimates)	REVENUES	EXPENSES	TRANSFERS	Net Change	ENDING BALANCE
GENERAL FUND	\$ 247,294	\$ 74,366	\$ (78,694)	\$ (100,000)	\$ (104,327)	\$ 142,967
<u>ENTERPRISE FUNDS:</u>						
CCPWA	\$ 7,767	\$ 334,000	\$ (346,812)	\$ 100,000	\$ 87,188	\$ 94,955
TOTAL ENTERPRISE FUNDS	\$ 7,767	\$ 334,000	\$ (346,812)	\$ 100,000	\$ 87,188	\$ 94,955
<u>SPECIAL REVENUE FUNDS:</u>						
Fire	\$ 42,232	\$ 15,623	\$ (9,000)		\$ 6,623	\$ 48,855
TOTAL SPECIAL REVENUE FUNDS	\$ 42,232	\$ 15,623	\$ (9,000)	\$ -	\$ 6,623	\$ 48,855
GRAND TOTAL ALL FUNDS	\$ 297,293	\$ 423,989	\$ (434,505)	\$ -	\$ (10,516)	\$ 286,777

Town of Custer City
Fiscal Year 2018 / 2019 Annual Budget
General Fund

	Actual 2016-2017	Approved Budget 2017-2018	Projected YTD 2017-2018	Proposed Budget 2018-2019	
REVENUES					
Sales taxes	56,431	\$ 50,787	\$ 48,951	44,056	* 90%
Use taxes	63,365	57,029	12,129	10,916	* 90%
Beverage tax	2,427	2,184	2,462	2,216	* 90%
Franchise taxes	8,752	7,877	8,873	7,986	* 90%
Cigarette tax	676	608	579	521	* 90%
Motor Vehicle tax	2,713	-	2,677	2,409	* 90%
Gas Excise Tax	723	-	736	663	* 90%
Dog Tag Revenue	1,490	1,341	132	100	
Donations	2,175	-	6,539	2,000	
Interest	1,671	1,800	1,741	1,500	
Grant Income	-	-	357,000	-	
Election Revenue	40	-	24	-	
Court Revenue	6,530	-	1,650	-	
Miscellaneous	2,337	1,842	3,159	2,000	
Total revenues before carryover	149,330	123,468	446,652	74,366	
EXPENDITURES					
General government:					
Personal services	10,439	102,500	7,760	12,079	
Materials & supplies	4,810	-	5,634	6,000	
Other services & charges	31,369	143,998	46,032	47,500	
Capital Outlay	-	40,000	350,000	-	
Total general government	46,619	286,498	409,426	65,579	
Fire Department:					
Personal Services	-	15,000	-	-	
Materials & supplies	-	-	-	-	
Other services & charges	8,003	20,397	3,509	3,500	
Capital Outlay	-	38,000	-	-	
Total Fire Department	8,003	73,397	3,509	3,500	

Town of Custer City
Fiscal Year 2018 / 2019 Annual Budget
General Fund

	Actual 2016-2017	Approved Budget 2017-2018	Projected YTD 2017-2018	Proposed Budget 2018-2019
Police Department:				
Personal services	35,546	40,000	34,608	-
Materials & supplies	2,596	-	2,626	-
Other services & charges	15,077	19,863	26,322	-
Capital Outlay	-	32,000	-	-
Total police department	53,219	91,863	63,556	-
Street & Alley				
Materials & supplies	-	-	-	-
Other services & charges	5,734	-	5,230	5,500
Capital outlay	-	-	-	-
Total Street & Alley	5,734	-	5,230	5,500
Animal Control				
Personal services	-	-	-	3,615
Materials & supplies	-	-	-	500
Other services & charges	-	-	-	-
Capital outlay	-	-	-	-
Total Animal Control	-	-	-	4,115
Municipal Court				
Materials & supplies	-	-	-	-
Other services & charges	1,410	-	528	-
Capital outlay	-	-	-	-
Total municipal court	1,410	-	528	-
Total expenditures	114,984	451,758	482,248	78,694
Revenue over (under) expenditures	34,346	(328,290)	(35,596)	(4,327)
<u>OTHER FINANCING SOURCES (USES)</u>				
Operating transfers in/(out)	-	-	(15,000)	(100,000)
Sale of assets	-	-	-	-
Net other financing sources (uses)	-	-	(15,000)	(100,000)
Revenues and other financing sources over (under) expenditures and other uses	34,346	(328,290)	(50,596)	(104,327)
Beginning Fund Balance (estimated)	293,918	328,264	328,264	247,294
Ending Fund Balance	328,264	(26)	277,668	142,967

**Town of Custer City
Public Works Authority
Fiscal Year 2018 / 2019 Annual Budget**

	Actual 2016-2017	Approved Budget 2017-2018	Projected YTD 2017-2018	Proposed Budget 2018-2019
<u>Operating revenues:</u>				
Charges for services:				
Water charges	\$ 171,950		175,752	\$ 170,000
15% Rate Increase				25,500
Sewer charges	13,164		12,730	12,000
Rate Increase-to \$20				30,600
Garbage charges	78,709		84,733	79,000
15% Rate Increase				11,850
Total charges for services	263,822	-	273,215	328,950
Water Disp/Hard Water	32		76	50
Penalty	4,944		4,468	4,000
Connect/Reconnect Fee	525		240	200
Bad Debt Collected	1,083		-	-
Interest Income	304		352	300
Miscellaneous	591		4,263	500
Total operating revenues	271,302	-	282,614	334,000
Cost of Goods Sold:				
Water Purchase	5,565		4,662	5,000
Water Adjustment Fees	1,907		61	1,000
Total Cost of Goods Sold	7,472	-	4,723	6,000
<u>Gross Profit:</u>	263,829	-	277,891	328,000
<u>Operating expenses:</u>				
Administration Department:				
Personal services	29,997		25,197	35,365
Materials and supplies	4,978		5,234	5,500
Other services and charges	43,958		45,061	45,500
Capital Outlay	-	-	-	-
Total Administration Department:	78,932	-	75,492	86,365
Sewer Department:				
Personal services	-		-	-
Materials and supplies	-		-	-
Other services and charges	4,290		12,109	12,500
Capital Outlay	-		-	-
Total Sewer Department:	4,290	-	12,109	12,500
Water Department:				
Personal services	52,855		84,021	112,946
Materials and supplies	11,688		10,245	10,500
Other services and charges	47,922		41,720	42,000
Capital Outlay	3,300		41,477	-
Total Water Department:	115,765	-	177,462	165,446
Garbage Department:				
Other services and charges	70,017		76,370	76,500
Total Garbage Department:	70,017	-	76,370	76,500
TOTAL EXPENSES:	269,004	-	341,433	340,812

**Town of Custer City
Public Works Authority
Fiscal Year 2018 / 2019 Annual Budget**

	Actual 2016-2017	Approved Budget 2017-2018	Projected YTD 2017-2018	Proposed Budget 2018-2019
Net operating income (loss)	\$ (5,175)	\$ -	\$ (63,542)	\$ (12,812)
<u>Nonoperating revenue :</u>				
Grant Income	-	-	33,033	-
Total nonoperating revenue	-	-	33,033	-
Net Income (loss) before contributions and transf	(5,175)	-	(30,509)	(12,812)
Transfers In from other funds			20,000	100,000
Transfers to other funds			20,000	100,000
Revenues and other financing sources over (under) expenditures and other uses	(5,175)	-	(10,509)	87,188
Beginning Fund Balance (estimated)			(5,175)	7,767
Ending Fund Balance	(5,175)	-	(15,684)	94,955

Town of Custer City
Fiscal Year 2018 / 2019 Annual Budget
Fire Fund

	Actual 2016-2017	Approved Budget 2017-2018	Projected YTD 2017-2018	Proposed Budget 2018-2019	
REVENUES					
Dues	25	\$ -	7,332	6,599	90%
Donations	11,028	-	10,016	5,000	
Grant Income	3,817	-	3,844	3,844	
Interest	17	-	33	30	
Miscellaneous	197	-	324	150	
Total revenues before carryover	<u>15,084</u>	<u>-</u>	<u>21,550</u>	<u>15,623</u>	
EXPENDITURES					
Fire Department:					
Personal Services		-	-	-	
Materials & supplies	5,690	-	5,855	6,000	
Other services & charges	8,501	-	2,553	3,000	
Capital Outlay		-	-	-	
Total Fire Department	<u>14,190</u>	<u>-</u>	<u>8,408</u>	<u>9,000</u>	
Total expenditures	<u>14,190</u>	<u>-</u>	<u>8,408</u>	<u>9,000</u>	
Revenue over (under) expenditures	894	-	13,142	6,623	
OTHER FINANCING SOURCES (USES)					
Operating transfers in/(out)	-	-	-	-	
Sale of assets	-	-	-	-	
Net other financing sources (uses)	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	
Revenues and other financing sources over (under) expenditures and other uses	<u>894</u>	<u>-</u>	<u>13,142</u>	<u>6,623</u>	
Beginning Fund Balance (estimated)	<u>23,777</u>	<u>24,671</u>	<u>24,671</u>	<u>42,232</u>	
Ending Fund Balance	<u>24,671</u>	<u>24,671</u>	<u>37,813</u>	<u>48,855</u>	

APPROVING THE 2018-2019 BUDGET

WHEREAS, the Oklahoma State Statutes, Title 11, Section 201 authorizes a municipality to prepare and approve an annual budget; and

WHEREAS, Custer City has met all requirements for publications and public input on the 2018-2019 budget; and

WHEREAS, the Town Board/Authority of Custer City has reviewed the proposed budget and is aware of the operations and projects planned for the 2018-2019 budget;

NOW THEREFORE, BE IT RESOLVED by the Town Board of Custer City and the Board of Trustees of the Custer City Public Works Authority, Oklahoma:

1. That the 2018-2019 budget be approved for the funds and amounts as outlined.
2. That the City Treasurer may make transfers between departments and line item accounts within a fund as needed. Supplemental appropriations must be approved by the Town Board prior to implementation.
3. That the City Treasurer or designated deputy, shall be given blanket authority and directed to invest and reinvest available funds on a continuing basis during the fiscal year ending June 30, 2019, in a manner proscribed by the Town Board.

PASSED AND APPROVED by the Town Board of Custer City and the Board of Trustees of the Custer City Public Works Authority this 25th day of June, 2018.


Fred Adams, Mayor/Chairman

ATTEST: