

TOWN OF BUFFALO, OKLAHOMA

Fiscal Year 2023 / 2024 Annual Budget

BUDGET MEMO

June Amendments

DATE: June 5, 2024

TO: Town of Buffalo Trustees

FROM: Tracy Reed, CPA
RSMeacham CPAs & Advisors

RE: 2023 / 2024 Annual Budget June Amendments

The 2023 / 2024 Amended Budget for the Town of Buffalo 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: Increase of \$165,223

Revenue increase of \$76,723

- * Increase in tax revenues of \$37,500. Sales tax increase of 7,500; use tax increase of 30,000;
- * Decrease of <\$500> in royalty income, based on year-to-date collections.
- * Fire Department revenue increase of \$9,815 related to increased donation revenues.
- * Library revenue increase of \$10,953 related to grant revenues.
- * Increase in Licenses & Permits income of \$1,000 based on year-to-date collections.
- * Grant revenue net decrease of 13,455; increase in Airport ARPA funds of 17,455 and decrease if fire grant of 4,000 both based on actual grant revenues received.
- * Increase of \$4,500 in other revenues based on year-to-date activity.

Expense decrease of <\$78,500>

- * Decrease of <\$78,000> in General Government largely related to not replacing the Best roof in FY24.
- * Decrease of <\$20,000> in Street department related decrease in amount paid in FY24 for street repairs.
- * Increase of \$3,000 in Fire department related to increased operational costs.
- * Decrease of <\$7,500> in Cemetery department related to not repairing the cemetery road in FY24.
- * Increase of \$10,000 in Golf department related to increased repair costs in FY24.
- * Increase of \$6,000 in pool department related to pool employee pay raises and expected repair costs.
- * Increase of \$4,000 in Parks department related to purchase of trailer.
- * Increase of \$4,000 in Emergency Management department related to moving the storm siren.

Other financing sources, uses and Beginning Fund Balance increase of \$10,000 related to interest income received.

PWA: Net impact to fund balance: Decrease of <\$20,000>

Revenue Increase of \$5,000

- * Increase in utility revenues of \$14,000 based on year-to-date collections.
- * Decrease in miscellaneous revenues of <\$9,000> based on actual amounts received in FY24.

Expense Increase \$50,000

- * Increase of 30,000 in the water department related to increased operational costs and short lived asset payment.
- * Trash expenses increase of \$20,000 related to outsourcing trash service for the last two months.

Non-operating revenues and expenses increase of \$25,000

- * Increase of \$25,000 in interest income due to higher investment interest rates.

The legal level of control for the City'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.

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State Auditor
and Inspector

TOWN OF BUFFALO, OKLAHOMA

Fiscal Year 2023 / 2024 Annual Budget

*June Amendments***BUDGET SUMMARY**

| | BEGINNING BALANCE (Estimates) | REVENUES | EXPENSES | TRANSFERS | Net Change | ENDING BALANCE |
|------------------------------|--|---------------------|-----------------------|------------------|--------------------|---------------------------|
| GENERAL FUND | <u>\$ 1,997,188</u> | <u>\$ 927,372</u> | <u>\$ (942,326)</u> | <u>\$ -</u> | <u>\$ (14,954)</u> | <u>\$ 1,982,234</u> |
| ENTERPRISE FUNDS | | | | | | |
| Public Works Authority | <u>\$ 1,212,310</u> | <u>\$ 2,187,506</u> | <u>\$ (1,977,164)</u> | <u>\$ -</u> | <u>\$ 210,342</u> | <u>\$ 1,422,652</u> |
| GRAND TOTAL ALL FUNDS | <u>\$ 3,209,498</u> | <u>\$ 3,114,878</u> | <u>\$ (2,919,490)</u> | <u>\$ -</u> | <u>\$ 195,388</u> | <u>\$ 3,404,886</u> |

Town of Buffalo
General Fund Budget
June Amendments
Fiscal Year 2023 - 2024

| | APPROVED BUDGET 2023 / 2024 | PROPOSED AMENDMENTS JUNE '24 | AMENDED BUDGET 2023 / 2024 |
|--|--|---|---|
| OPERATING REVENUES | | | |
| Sales tax | 225,259 | 7,500 | 232,759 |
| Use Tax | 53,321 | 30,000 | 83,321 |
| Franchise Tax | 52,848 | - | 52,848 |
| Beverage Tax | 80,090 | - | 80,090 |
| Tobacco Tax | 1,528 | - | 1,528 |
| Motor Vehicle & Gas Excise Tax | 8,034 | - | 8,034 |
| Swimming Pool & Park Fees | 6,000 | - | 6,000 |
| Royalty Income | 2,500 | (500) | 2,000 |
| Cemetery | 2,500 | - | 2,500 |
| Rental revenues | 20,000 | - | 20,000 |
| Golf Course | 30,000 | - | 30,000 |
| Fire Department | 7,000 | 9,815 | 16,815 |
| Library | 8,500 | 10,953 | 19,453 |
| Licenses & Permits | 2,500 | 1,000 | 3,500 |
| Grants | | | |
| Airport - FAA; Apron design & bidding services | 278,569 | - | 278,569 |
| Airport - ARPA & CRRSA | - | 17,455 | 17,455 |
| Fire Department - Operational Grant | 4,000 | (4,000) | - |
| Other Revenue | 5,000 | 4,500 | 9,500 |
| TOTAL OPERATING REVENUES | 787,649 | 76,723 | 864,372 |
| OPERATING EXPENSES | | | |
| General Government | | | |
| Personal Services | 142,682 | - | 142,682 |
| Materials and Supplies | 3,000 | 2,000 | 5,000 |
| Other Services and Charges | 60,500 | (2,000) | 58,500 |
| Capital Outlay | 86,000 | (79,000) | 7,000 |
| Town Hall Upgrades | - | 1,000 | 1,000 |
| Total General Government | 292,182 | (78,000) | 214,182 |
| Street & Alley Department | | | |
| Personal Services | 16,365 | 5,000 | 21,365 |
| Materials and Supplies | 12,500 | (5,000) | 7,500 |
| Other Services and Charges | 15,000 | - | 15,000 |
| Capital Outlay | 25,000 | (20,000) | 5,000 |
| Total Street & Alley Department | 68,865 | (20,000) | 48,865 |

Town of Buffalo
General Fund Budget
June Amendments
Fiscal Year 2023 - 2024

| | APPROVED BUDGET 2023 / 2024 | PROPOSED AMENDMENTS JUNE '24 | AMENDED BUDGET 2023 / 2024 |
|---|-----------------------------------|------------------------------------|----------------------------------|
| Fire Department | | | |
| Personal Services | 3,000 | - | 3,000 |
| Materials and Supplies | 15,000 | 3,000 | 18,000 |
| Other Services and Charges | 7,000 | - | 7,000 |
| Capital Outlay | 25,000 | - | 25,000 |
| Total Fire Department | 50,000 | 3,000 | 53,000 |
| Cemetery Department | | | |
| Materials and Supplies | 1,000 | - | 1,000 |
| Other Services and Charges | 3,000 | - | 3,000 |
| Capital Outlay | 7,500 | (7,500) | - |
| Total Cemetery Department | 11,500 | (7,500) | 4,000 |
| Golf Course Department | | | |
| Personal Services | 50,681 | - | 50,681 |
| Materials and Supplies | 10,000 | - | 10,000 |
| Other Services and Charges | 30,000 | 10,000 | 40,000 |
| Capital Outlay | - | - | - |
| Lease payment Golf Cars/Utility Vehicle \$386/month | 6,090 | - | 6,090 |
| Total Golf Course Department | 96,771 | 10,000 | 106,771 |
| Pool Department | | | |
| Personal Services | 11,607 | 3,000 | 14,607 |
| Materials and Supplies | 5,000 | - | 5,000 |
| Other Services and Charges | 10,000 | 3,000 | 13,000 |
| Total Pool Department | 26,607 | 6,000 | 32,607 |
| Parks Department | | | |
| Materials and Supplies | 1,000 | - | 1,000 |
| Other Services and Charges | 18,000 | - | 18,000 |
| Capital Outlay | - | 4,000 | 4,000 |
| Total Parks Department | 19,000 | 4,000 | 23,000 |
| Airport Department | | | |
| Materials and Supplies | 750 | - | 750 |
| Other Services and Charges | 7,000 | - | 7,000 |
| Capital Outlay-Apron Rehab (FAA Grant) | 309,522 | - | 309,522 |
| Total Airport Department | 317,272 | - | 317,272 |

Town of Buffalo
General Fund Budget
June Amendments
Fiscal Year 2023 - 2024

| | APPROVED BUDGET 2023 / 2024 | PROPOSED AMENDMENTS JUNE '24 | AMENDED BUDGET 2023 / 2024 |
|--|--|---|---|
| Library Department | | | |
| Personal Services | 17,082 | - | 17,082 |
| Materials and Supplies | 7,000 | - | 7,000 |
| Other Services and Charges | 11,500 | | 11,500 |
| Total Library Department | 35,582 | - | 35,582 |
| Animal Control / Code Enforcement Department | | | |
| Personal Services | 14,399 | - | 14,399 |
| Materials and Supplies | 1,000 | - | 1,000 |
| Other Services and Charges | 25,000 | - | 25,000 |
| Total Animal Control / Code Enforcement Department | 40,399 | - | 40,399 |
| Economic Development Department | | | |
| Personal Services | 58,648 | - | 58,648 |
| Other Services and Charges | 3,000 | - | 3,000 |
| Capital Outlay | - | - | - |
| Total Economic Development Department | 61,648 | - | 61,648 |
| Emergency Management Department | | | |
| Other Services and Charges | 1,000 | 4,000 | 5,000 |
| Total Emergency Management Department | 1,000 | 4,000 | 5,000 |
| TOTAL EXPENDITURES | 1,020,826 | (78,500) | 942,326 |
| REVENUES OVER (UNDER) EXPENDITURES | (233,177) | 155,223 | (77,954) |
| OTHER FINANCING SOURCES (USES) | | | |
| Interest | 53,000 | 10,000 | 63,000 |
| Transfers in | - | | - |
| Transfers-out | - | | - |
| Total other financing sources (uses) | 53,000 | 10,000 | 63,000 |
| TOTAL OTHER FINANCING SOURCES (USES) | 53,000 | 10,000 | 63,000 |
| REVENUES AND OTHER SOURCES OVER (UNDER) EXPENDITURES AND OTHER USES | (180,177) | 165,223 | (14,954) |
| BEGINNING FUND BALANCE - estimated | 1,858,937 | | 1,997,188 |
| ENDING FUND BALANCE | 1,678,760 | | 1,982,234 |

Town of Buffalo
Public Works Authority Budget
June Amendments
Fiscal Year 2023 - 2024

| | APPROVED BUDGET 2023 / 2024 | PROPOSED AMENDMENTS JUNE '24 | AMENDED BUDGET 2023 / 2024 |
|--|-----------------------------------|------------------------------------|----------------------------------|
| OPERATING REVENUES | | | |
| Water | 270,000 | - | 270,000 |
| Water Project Fee | 220,000 | - | 220,000 |
| Rate Increase - 5% | 10,800 | - | 10,800 |
| Sewer | 105,000 | 4,000 | 109,000 |
| Rate Increase - 5% | 4,200 | - | 4,200 |
| Trash | 215,000 | 10,000 | 225,000 |
| Rate Increase - 5% | 8,600 | - | 8,600 |
| OWRB Grant | 1,000,000 | - | 1,000,000 |
| Grant - Water Valves | 218,000 | - | 218,000 |
| Grant - REAP Water Station | 70,906 | - | 70,906 |
| Miscellaneous Revenues | 10,000 | (9,000) | 1,000 |
| TOTAL OPERATING REVENUES | 2,132,506 | 5,000 | 2,137,506 |
| Water Department | | | |
| Personal Services | 88,610 | - | 88,610 |
| Materials and Supplies | 25,000 | - | 25,000 |
| Other Services and Charges | 50,000 | 25,000 | 75,000 |
| Capital Outlay | 1,317,000 | - | 1,317,000 |
| Debt Service USDA- \$11,129/mo | 133,548 | - | 133,548 |
| Short Lived Asset Requirement - Annual amount \$48,387 | 43,386 | 5,000 | 48,386 |
| Total Water Department | 1,657,544 | 30,000 | 1,687,544 |
| Sewer Department | | | |
| Personal Services | 61,680 | - | 61,680 |
| Materials and Supplies | 5,000 | - | 5,000 |
| Other Services and Charges | 9,000 | - | 9,000 |
| Total Sewer Department | 75,680 | - | 75,680 |
| Trash Department | | | |
| Personal Services | 66,940 | - | 66,940 |
| Materials and Supplies | 13,000 | - | 13,000 |
| Other Services and Charges | 60,000 | 20,000 | 80,000 |
| Total Trash Department | 139,940 | 20,000 | 159,940 |
| Administration Department | | | |
| Materials and Supplies | 2,000 | 2,000 | 4,000 |
| Other Services and Charges | 12,000 | 4,000 | 16,000 |
| Capital Improvements | 40,000 | (6,000) | 34,000 |
| Total Administration Department | 54,000 | - | 54,000 |
| TOTAL OPERATING EXPENDITURES | 1,927,164 | 50,000 | 1,977,164 |
| OPERATING INCOME (LOSS) | 205,342 | (45,000) | 160,342 |

| | APPROVED BUDGET 2023 / 2024 | PROPOSED AMENDMENTS JUNE '24 | AMENDED BUDGET 2023 / 2024 |
|--------------------------------------|-----------------------------------|------------------------------------|----------------------------------|
| NON-OPERATING REVENUES (EXPENSES) | | | |
| Interest Income | 25,000 | 25,000 | 50,000 |
| Transfers in (out) | - | - | - |
| TOTAL OTHER FINANCING SOURCES (USES) | 25,000 | 25,000 | 50,000 |
| INCOME (LOSS) BEFORE OPERATING | 230,342 | (20,000) | 210,342 |
| NET INCOME | 230,342 | (20,000) | 210,342 |
| BEGINNING RETAINED EARNINGS | 1,033,552 | | 1,212,310 |
| ENDING RETAINED EARNINGS | <u>1,263,894</u> | | <u>1,422,652</u> |