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**TOWN OF BUFFALO, OKLAHOMA**  
**Fiscal Year 2016 / 2017 Annual Budget**  
**BUDGET MEMO**  
**June Amendments**

DATE: June 7, 2017

TO: Town of Buffalo Trustees

FROM: Tracy Reed, CPA  
*RSMeacham CPAs & Advisors*

RE: 2016 / 2017 Annual Budget June Amendments

The 2016 / 2017 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 \$89,880.**

Revenue increase \$118,168

- \* Net increase in tax revenues of \$11,000, including \$6,000 restricted for street expenses.
- \* Fire income increase \$25,912 mainly related to donations
- \* Golf increase of \$6,000 based on YTD revenues
- \* Increase in Grant revenues of \$22,591, including \$21,591 REAP for Town Hall roof and \$1,000 for OMAG safety grant
- \* Increase of \$46,000 in other revenues mainly due to golf course fire reimbursement
- \* Increase in Utility revenues of \$4,500 based on YTD billings.

Expense increase \$28,438. Highlights include:

- \* Increase of \$8,695 in General Government, mainly related to Town Hall roof
- \* Fire increase \$19,744 based on year-to-date expenses and offset by donations received
- \* Golf Course increase \$20,191 mainly related to clubhouse improvement expenditures, primarily offset by insurance claims received.
- \* Increase in Pool of \$4,500 related to personal services and new pool motor
- \* Decrease in Airport of \$4,650 based on YTD expenditures
- \* Increase in Library of \$2,458 primarily related to capital expenditures for computer.
- \* Decrease in Animal Control of \$2,000 based on YTD activity
- \* Increase in Sewer of \$7,000 related to sewer line repairs.
- \* Decrease in Water of \$30,000 mainly related to capital outlay

Transfers and Beginning Fund Balance

- \* No change in transfers
- \* Increase Beginning Fund Balance \$35,974 over prior year estimate



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**TOWN OF BUFFALO, OKLAHOMA**  
**Fiscal Year 2016 / 2017 Annual Budget**  
**BUDGET MEMO**

**PWA: Net impact to fund balance: Increase of \$542,725**

Revenue Decrease \$494,775

- \* Loan proceeds budgeted were not received, and the corresponding expense was not incurred
- \* Increase of \$5,000 for utility improvement fees based on YTD activity.

Expense Decrease \$1,037,500

- \* Water project was not completed in FY17, reducing expenses by \$1,132,000
- \* Increase of \$100,000 in capital outlay, primarily related to mini excavator and tank rehab

Transfers and Beginning Fund Balance

- \* No change in transfers
- \* Decrease Beginning Fund Balance \$3,351 over prior year estimate

The legal level of control for the City's 2016 / 2017 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.

**TOWN OF BUFFALO, OKLAHOMA**  
 Fiscal Year 2016 / 2017 Annual Budget  
*June Amendments*  
**BUDGET SUMMARY**

	BEGINNING BALANCE (Estimates)	REVENUES	EXPENSES	TRANSFERS	Net Change	ENDING BALANCE
<b>GENERAL FUND</b>	\$ 1,535,974	\$ 1,006,797	\$ (1,023,783)	\$ -	\$ (16,987)	\$ 1,518,987
<b>ENTERPRISE FUNDS</b>						
Public Works Authority	\$ 586,649	\$ 157,525	\$ (126,141)	\$ -	\$ 31,384	\$ 618,033
<b>GRAND TOTAL ALL FUNDS</b>	<b>\$ 2,122,623</b>	<b>\$ 1,164,322</b>	<b>\$ (1,149,924)</b>	<b>\$ -</b>	<b>\$ 14,397</b>	<b>\$ 2,137,020</b>

**Town of Buffalo**  
**General Fund Budget**  
*June Amendments*  
**Fiscal Year 2016 - 2017**

	<b>APPROVED BUDGET 2016 / 2017</b>	<b>JUNE AMENDMENTS 2016 / 2017</b>	<b>PROPOSED BUDGET 2016 / 2017</b>
<b>OPERATING REVENUES</b>			
Sales tax	227,435	10,000	237,435
Use Tax	23,737	(8,500)	15,237
Franchise Tax	45,544	4,000	49,544
Beverage Tax	46,710	(500)	46,210
Tobacco Tax	2,777	-	2,777
Motor Vehicle & Gas Excise Tax	10,908	6,000	16,908
Swimming Pool & Park Fees	2,000	500	2,500
Royalty Income	1,000	(675)	325
Cemetery	4,000	-	4,000
Rental revenues	17,000	1,000	18,000
Golf Course	15,000	6,000	21,000
Fire Department	5,000	25,912	30,912
Library	5,000	1,190	6,190
Licenses & Permits	1,000	150	1,150
Grants	-	-	-
REAP - Town Hall Roof	-	21,591	21,591
REAP - Water upgrade	84,164	-	84,164
OMAG/Safety Equipment Grant	-	1,000	1,000
Other Revenue	6,000	46,000	52,000
<b>UTILITY REVENUES</b>			
Water	180,000	(1,500)	178,500
Rate Increase - 1.2%	2,196	-	2,196
Sewer	55,000	2,500	57,500
Rate Increase - 1.2%	668	-	668
Trash	150,000	3,500	153,500
Rate Increase - 1.2%	1,840	-	1,840
<b>TOTAL OPERATING REVENUES</b>	<b>886,979</b>	<b>118,168</b>	<b>1,005,147</b>
<b>OPERATING EXPENSES</b>			
<b>General Government</b>			
Personal Services	150,000	-	150,000
Materials and Supplies	15,000	(10,000)	5,000
Other Services and Charges	55,000	(4,000)	51,000
Capital Outlay	-	22,695	22,695
<b>Total General Government</b>	<b>220,000</b>	<b>8,695</b>	<b>228,695</b>
<b>Street &amp; Alley Department</b>			
Personal Services	35,000	-	35,000
Materials and Supplies	5,000	5,000	10,000
Other Services and Charges	15,000	(2,500)	12,500
Capital Outlay	6,000	-	6,000
<b>Total Street &amp; Alley Department</b>	<b>61,000</b>	<b>2,500</b>	<b>63,500</b>

**Town of Buffalo**  
**General Fund Budget**  
*June Amendments*  
**Fiscal Year 2016 - 2017**

	<b>APPROVED BUDGET 2016 / 2017</b>	<b>JUNE AMENDMENTS 2016 / 2017</b>	<b>PROPOSED BUDGET 2016 / 2017</b>
<b>Fire Department</b>			
Personal Services	5,000		5,000
Materials and Supplies	5,000	13,000	18,000
Other Services and Charges	5,000	10,000	15,000
Capital Outlay	98,750	(3,256)	95,494
<b>Total Fire Department</b>	<b>113,750</b>	<b>19,744</b>	<b>133,494</b>
<b>Cemetery Department</b>			
Other Services and Charges	2,000	-	2,000
<b>Total Cemetery Department</b>	<b>2,000</b>	<b>-</b>	<b>2,000</b>
<b>Golf Course Department</b>			
Personal Services	38,000	-	38,000
Materials and Supplies	7,000	-	7,000
Other Services and Charges	20,000	-	20,000
Capital Outlay	81,326	20,191	101,517
<b>Total Golf Course Department</b>	<b>146,326</b>	<b>20,191</b>	<b>166,517</b>
<b>Pool Department</b>			
Personal Services	10,000	1,000	11,000
Materials and Supplies	5,000	-	5,000
Other Services and Charges	4,000	-	4,000
Capital Outlay	-	3,500	3,500
<b>Total Pool Department</b>	<b>19,000</b>	<b>4,500</b>	<b>23,500</b>
<b>Parks Department</b>			
Materials and Supplies	1,000	-	1,000
Other Services and Charges	10,000	-	10,000
<b>Total Parks Department</b>	<b>11,000</b>	<b>-</b>	<b>11,000</b>
<b>Airport Department</b>			
Materials and Supplies	-	350	350
Other Services and Charges	12,000	(5,000)	7,000
<b>Total Airport Department</b>	<b>12,000</b>	<b>(4,650)</b>	<b>7,350</b>
<b>Library Department</b>			
Personal Services	10,000	-	10,000
Materials and Supplies	5,000	-	5,000
Other Services and Charges	6,000	1,000	7,000
Capital Outlay	-	1,458	1,458
<b>Total Library Department</b>	<b>21,000</b>	<b>2,458</b>	<b>23,458</b>

**Town of Buffalo**  
**General Fund Budget**  
*June Amendments*  
**Fiscal Year 2016 - 2017**

	APPROVED BUDGET 2016 / 2017	JUNE AMENDMENTS 2016 / 2017	PROPOSED BUDGET 2016 / 2017
<b>Animal Control / Code Enforcement Department</b>			
Materials and Supplies	100	-	100
Other Services and Charges	2,500	(2,000)	500
Capital Outlay	-	-	-
<b>Total Animal Control / Code Enforcement Department</b>	<b>2,600</b>	<b>(2,000)</b>	<b>600</b>
<b>Economic Development Department</b>			
Personal Services	45,000	-	45,000
Materials and Supplies	-	-	-
Other Services and Charges	1,000	-	1,000
Capital Outlay	-	-	-
<b>Total Economic Development Department</b>	<b>46,000</b>	<b>-</b>	<b>46,000</b>
<b>Sewer Department</b>			
Personal Services	40,000	-	40,000
Materials and Supplies	250	-	250
Other Services and Charges	5,000	-	5,000
Capital Outlay	1,000	7,000	8,000
<b>Total Sewer Department</b>	<b>46,250</b>	<b>7,000</b>	<b>53,250</b>
<b>Water Department</b>			
Personal Services	56,000	20,000	76,000
Materials and Supplies	7,500	9,000	16,500
Other Services and Charges	50,000	(20,000)	30,000
Capital Outlay	85,919	(39,000)	46,919
<b>Total Water Department</b>	<b>199,419</b>	<b>(30,000)</b>	<b>169,419</b>
<b>Trash Department</b>			
Personal Services	40,000	-	40,000
Materials and Supplies	10,000	-	10,000
Other Services and Charges	45,000	-	45,000
Capital Outlay	-	-	-
<b>Total Trash Department</b>	<b>95,000</b>	<b>-</b>	<b>95,000</b>
<b>TOTAL EXPENDITURES</b>	<b>995,345</b>	<b>28,438</b>	<b>1,023,783</b>
<b>REVENUES OVER (UNDER) EXPENDITURES</b>	<b>(108,367)</b>	<b>89,730</b>	<b>(18,637)</b>

**Town of Buffalo**  
**General Fund Budget**  
*June Amendments*  
**Fiscal Year 2016 - 2017**

	APPROVED BUDGET 2016 / 2017	JUNE AMENDMENTS 2016 / 2017	PROPOSED BUDGET 2016 / 2017
OTHER FINANCING SOURCES (USES)			
Interest	1,500	150	1,650
Transfers-out	-		-
Total other financing sources (uses)	1,500	150	1,650
Transfers-in	-	-	-
TOTAL OTHER FINANCING SOURCES (USES)	1,500	150	1,650
REVENUES AND OTHER SOURCES OVER (UNDER EXPENDITURES AND OTHER USES	(106,867)	89,880	(16,987)
BEGINNING FUND BALANCE	1,500,000	-	1,535,974
ENDING FUND BALANCE	1,393,133		1,518,987

**Gross Profit Calculations: *excludes Capital Outlay***

Water Revenues	182,196	(1,500)	180,696
Water Expenses	(113,500)	(9,000)	(122,500)
Gross Profit	68,696	(10,500)	58,196
Gross Profit %	38%	700%	32%

Sewer Revenues	55,668	2,500	58,168
Sewer Expenses	(45,250)	-	(45,250)
Gross Profit	10,418	2,500	12,918
Gross Profit %	19%	100%	22%

**Sewer & Water Combined:**

Revenues	237,864	1,000	238,864
Expenses	(158,750)	(9,000)	(167,750)
Gross Profit	79,114	(8,000)	71,114
Gross Profit %	33%	-800%	30%

Trash Revenues	151,840	3,500	155,340
Trash Expenses	(95,000)	-	(95,000)
Gross Profit	56,840	3,500	60,340
Gross Profit %	37%	100%	39%

**Town of Buffalo**  
**Public Works Authority Budget**  
*June Amendments*  
**Fiscal Year 2016 - 2017**

	<b>APPROVED BUDGET 2016 / 2017</b>	<b>JUNE AMENDMENTS 2016 / 2017</b>	<b>PROPOSED BUDGET 2016 / 2017</b>
<b>OPERATING REVENUES</b>			
Utility improvement Fees	150,000	5,000	155,000
Rate Increase - 1.2%	1,800	-	1,800
CDBG - update capital plan - carryover to FY16 (to GF)	-	-	-
OWRB - Water Storage	-	-	-
Misc Revenue	-	225	225
Loan Proceeds	500,000	(500,000)	-
<b>TOTAL OPERATING REVENUES</b>	<b>651,800</b>	<b>(494,775)</b>	<b>157,025</b>
<b>OPERATING EXPENSES</b>			
Materials and Supplies	6,500	(5,500)	1,000
Other Services and Charges	-	-	-
Capital Improvements	25,141	100,000	125,141
Water Improvements	1,000,000	(1,000,000)	-
Debt Service - \$500,000, 2.5%, 4 yrs - estimated	132,000	(132,000)	-
<b>TOTAL OPERATING EXPENDITURES</b>	<b>1,163,641</b>	<b>(1,037,500)</b>	<b>126,141</b>
<b>OPERATING INCOME (LOSS)</b>	<b>(511,841)</b>	<b>542,725</b>	<b>30,884</b>
<b>NON-OPERATING REVENUES (EXPENSES)</b>			
Interest Income	500	-	500
<b>TOTAL OTHER FINANCING SOURCES (USES)</b>	<b>500</b>	<b>-</b>	<b>500</b>
<b>INCOME (LOSS) BEFORE OPERATING</b>	<b>(511,341)</b>	<b>542,725</b>	<b>31,384</b>
<b>OPERATING TRANSFERS IN</b>			
General Fund	-	-	-
<b>Total transfers in</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>NET INCOME</b>	<b>(511,341)</b>	<b>542,725</b>	<b>31,384</b>
<b>BEGINNING RETAINED EARNINGS</b>	<b>590,000</b>	<b>-</b>	<b>586,649</b>
<b>ENDING RETAINED EARNINGS</b>	<b>78,659</b>	<b>-</b>	<b>618,033</b>