

**TOWN OF BUFFALO, OKLAHOMA**  
**Fiscal Year 2024 / 2025 Annual Budget**

**BUDGET MEMO**

May 8, 2024  
 Updated May 22, 2024

The 2024 / 2025 Annual 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 includes the following highlights for the fiscal year:

- ❖ Tax revenues have been budgeted at 90% of current year projections. Should tax revenues be collected at 100% of projections, this would generate approximately \$46,096 in additional revenues.
- ❖ The budget includes a 3.7% rate increase in utility collections; the increase should generate approximately \$21,944 in additional utility collections. For comparison purposes, each 1% rate increase would generate ~5,900. Please note, our recommendation is to increase utility rates each year according to CPI. The rate for FY25 is 3.7%.
- ❖ The budget includes a \$2 per hour pay increase for all employees and increases for all full time employees to offset the loss of the utility benefit. The cost of the pay increases will be approximately 40K annually. The health insurance benefit for FY25 includes 100% of employee and \$500 allowance for dependents. The total cost of health insurance for FY25 is approximately 92K.
- ❖ Proposed Capital requests are detailed in the budget totaling \$1,879,201; with \$349,031 cost to the Town.  
 \*\*Note: ARPA funds in the amount of \$224,781.40 are included in beginning fund balance.

	<u>Capital Outlay</u>	<u>Funding source</u>
General Government	\$ 135,000	Operations
Parks Department	11,500	Donations 6,364 & Operations 5,136
Airport Department	399,522	FAA Grant 359,569; ARPA 14,988; Operations 24,965
Water Department	1,152,500	Grants 1,115,906; Operations 36,594
Trash Department	41,679	DEQ Grant 33,343; Operations 8,336
PWA Administration	139,000	Operations
	<u>1,879,201</u>	

- ❖ Debt service is included in the budget for the USDA waterline replacement project in the amount of \$133,548. Payments of \$11,129 began in April, 2021 at an interest rate of 2.125% for a 40 year term.
- ❖ **This budget projects an overall net loss of <\$200,895> for fiscal year 2025. The budget includes the cost of one additional full time employee. Should the Board choose to leave the position part time, this would represent a cost savings of \$38K.**

In accordance with Section 17-208, Title 11, Oklahoma Statutes, the fiscal year 2024 / 2025 budget was initially presented to Council on May 8, 2024 for consideration.

The legal level of control for the City's 2024 / 2025 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

JUN 10 2024

State Auditor  
and Inspector

Harper

In accordance with Section 17-208, Title 11, Oklahoma Statutes, notice is hereby given that the proposed Town of Buffalo Fiscal Year 2024 / 2025 Annual Budget will be considered at a public hearing held Wednesday, June 5, 2024 at 5:45 pm at the High Plains RC & D Building located at 818 N. Hoy, Buffalo, OK. Copies of the proposed budget are available for review in the Office of the Town Clerk, 610 N. Hoy St, Buffalo, Oklahoma 73834.

Notice is hereby given that the Town of Buffalo 2024 / 2025 Annual Budget will be adopted during a meeting of the Board of Trustees on June 5, 2024.

**TOWN OF BUFFALO, OKLAHOMA**  
Fiscal Year 2024 / 2025 Annual Budget

**BUDGET SUMMARY**

	BEGINNING BALANCE (Estimates)	REVENUES	EXPENSES	TRANSFERS	Net Change	ENDING BALANCE
<b>GENERAL FUND</b>	\$ 2,279,296	\$ 922,304	\$ (1,236,858)	\$ -	\$ (314,554)	\$ 1,964,742
<b>ENTERPRISE FUNDS</b>						
Public Works Authority	\$ 1,452,723	\$ 2,044,254	\$ (1,930,595)	\$ -	\$ 113,659	\$ 1,566,382
<b>GRAND TOTAL ALL FUNDS</b>	<b>\$ 3,732,019</b>	<b>\$ 2,966,558</b>	<b>\$ (3,167,453)</b>	<b>\$ -</b>	<b>\$ (200,895)</b>	<b>\$ 3,531,124</b>

**Town of Buffalo**  
**General Fund Budget**  
**Fiscal Year 2024 / 2025 Annual Budget**

	ACTUAL 2022-2023	BUDGET FY 2023-2024	PROJECTED 2023-2024	PROPOSED BUDGET 2024-2025	
<b>OPERATING REVENUES</b>					
Sales tax	\$ 253,809	\$ 225,259	\$ 233,904	\$ 210,514	** 90%
Use Tax	60,097	53,321	90,612	81,551	** 90%
Franchise Tax	54,834	52,848	47,351	42,616	** 90%
Beverage Tax	86,589	80,090	79,423	71,481	** 90%
Tobacco Tax	1,712	1,528	1,488	1,339	** 90%
Swimming Pool & Park Fees	7,016	6,000	8,266	6,000	
Motor Vehicle & Gas Excise Tax	9,339	8,034	8,189	7,370	** 90%
Royalty Income	2,849	2,500	2,015	2,500	
Cemetery	2,250	2,500	3,011	2,500	
Rental revenues	19,885	20,000	21,095	20,000	
Golf Course	41,848	30,000	31,162	30,000	
Fire Department - Donations	12,419	7,000	12,975	7,000	
Park Donations	-	-	-	6,364	
Library	17,392	8,500	19,453	8,500	
Licenses & Permits	2,609	2,500	4,124	2,500	
Grants					
Airport	15,145	278,569	62,568	359,569	*
REAP Grant - Street repairs/resurfacing	134,489	-	-	-	
CDBG - Street resurfacing	136,364	-	-	-	
Fire Department - Operational grant	10,053	4,000	-	4,500	
ARPA Funds	113,456	-	-	-	
Other Revenue	15,958	5,000	13,331	5,000	
<b>TOTAL OPERATING REVENUES</b>	<b>998,113</b>	<b>787,649</b>	<b>638,967</b>	<b>869,304</b>	
<b>OPERATING EXPENSES</b>					
<b>General Government</b>					
Personal Services	130,634	142,682	128,576	172,431	
Materials and Supplies	1,867	3,000	4,702	3,000	
Other Services and Charges	62,235	60,500	42,459	70,500	
Capital Outlay	55,391	86,000	4,503	135,000	
Town Hall Upgrades	-	-	1,875	-	
<b>Total General Government</b>	<b>250,127</b>	<b>292,182</b>	<b>182,115</b>	<b>380,931</b>	
<b>Street &amp; Alley Department</b>					
Personal Services	21,297	16,365	15,995	28,469	
Materials and Supplies	10,362	12,500	2,476	37,500	
Other Services and Charges	16,044	15,000	13,153	15,000	
Capital Outlay	303,586	25,000	-	-	
<b>Total Street &amp; Alley Department</b>	<b>351,289</b>	<b>68,865</b>	<b>31,624</b>	<b>80,969</b>	
<b>Fire Department</b>					
Personal Services	2,040	3,000	1,988	3,000	
Materials and Supplies	11,113	15,000	21,720	15,000	
Other Services and Charges	5,368	7,000	3,598	7,000	
Capital Outlay	-	25,000	-	-	
<b>Total Fire Department</b>	<b>18,521</b>	<b>50,000</b>	<b>27,306</b>	<b>25,000</b>	
<b>Cemetery Department</b>					
Materials and Supplies	26	1,000	-	1,000	
Other Services and Charges	1,504	3,000	858	3,000	
Capital Outlay	-	7,500	-	-	
<b>Total Cemetery Department</b>	<b>1,530</b>	<b>11,500</b>	<b>858</b>	<b>4,000</b>	
<b>Golf Course Department</b>					
Personal Services	46,885	50,681	46,487	60,681	
Materials and Supplies	13,873	10,000	29,429	10,000	
Other Services and Charges	36,862	30,000	14,706	30,000	
Capital Outlay	-	-	-	-	
Lease payment Golf Cars/Utility Vehicle - \$386.25/month	3,423	6,090	4,670	6,090	
<b>Total Golf Course Department</b>	<b>101,043</b>	<b>96,771</b>	<b>95,292</b>	<b>106,771</b>	

**Town of Buffalo**  
**General Fund Budget**  
**Fiscal Year 2024 / 2025 Annual Budget**

	ACTUAL 2022-2023	BUDGET FY 2023-2024	PROJECTED 2023-2024	PROPOSED BUDGET 2024-2025
Continued				
<b>Pool Department</b>				
Personal Services	7,384	11,607	11,614	15,647
Materials and Supplies	2,199	5,000	9,470	5,000
Other Services and Charges	4,886	10,000	5,980	10,000
<b>Total Pool Department</b>	<b>14,469</b>	<b>26,607</b>	<b>27,064</b>	<b>30,647</b>
<b>Parks Department</b>				
Materials and Supplies	674	1,000	1,754	1,000
Other Services and Charges	17,835	18,000	8,814	18,000
Capital Outlay	26,150	-	-	11,500
<b>Total Parks Department</b>	<b>44,659</b>	<b>19,000</b>	<b>10,568</b>	<b>30,500</b>
<b>Airport Department</b>				
Materials and Supplies	420	750	696	750
Other Services and Charges	33,649	7,000	4,776	7,000
Capital Outlay-Design & bidding - apron reconstruction	32,430	309,522	-	399,522 *
<b>Total Airport Department</b>	<b>66,499</b>	<b>317,272</b>	<b>5,472</b>	<b>407,272</b>
<b>Library Department</b>				
Personal Services	12,767	17,082	14,869	53,032
Materials and Supplies	10,082	7,000	6,154	7,000
Other Services and Charges	8,255	11,500	8,845	11,500
Capital Outlay	6,368	-	-	-
<b>Total Library Department</b>	<b>37,472</b>	<b>35,582</b>	<b>29,868</b>	<b>71,532</b>
<b>Animal Control / Code Enforcement Department</b>				
Personal Services	10,132	14,399	6,715	-
Materials and Supplies	1,531	1,000	361	1,000
Other Services and Charges	18,092	25,000	11,372	25,000
<b>Total Animal Control / Code Enforcement Department</b>	<b>29,755</b>	<b>40,399</b>	<b>18,448</b>	<b>26,000</b>
<b>Economic Development Department</b>				
Personal Services	51,832	58,648	54,476	67,236
Other Services and Charges	2,427	3,000	1,746	3,000
Capital Outlay	1,795	-	-	-
<b>Total Economic Development Department</b>	<b>56,054</b>	<b>61,648</b>	<b>56,222</b>	<b>70,236</b>
Continued				
<b>Emergency Management Department</b>				
Other Services and Charges	275	1,000	28	3,000
<b>Total Emergency Management Department</b>	<b>275</b>	<b>1,000</b>	<b>28</b>	<b>3,000</b>
<b>TOTAL EXPENDITURES</b>	<b>971,693</b>	<b>1,020,826</b>	<b>484,865</b>	<b>1,236,858</b>
<b>REVENUES OVER (UNDER) EXPENDITURES</b>	<b>26,420</b>	<b>(233,177)</b>	<b>154,102</b>	<b>(367,554)</b>
<b>OTHER FINANCING SOURCES (USES)</b>				
Interest	38,863	53,000	64,435	53,000
Transfers-out to PWA ARPA	(6,368)	-	-	-
<b>Total other financing sources (uses)</b>	<b>32,495</b>	<b>53,000</b>	<b>64,435</b>	<b>53,000</b>
<b>TOTAL OTHER FINANCING SOURCES (USES)</b>	<b>32,495</b>	<b>53,000</b>	<b>64,435</b>	<b>53,000</b>
<b>REVENUES AND OTHER SOURCES OVER (UNDER) EXPENDITURES AND OTHER USES</b>	<b>58,915</b>	<b>(180,177)</b>	<b>218,537</b>	<b>(314,554)</b>
<b>BEGINNING FUND BALANCE (estimated)</b>	<b>1,792,970</b>	<b>1,858,937</b>	<b>1,851,885</b>	<b>2,279,296</b>
<b>ENDING FUND BALANCE (estimated)</b>	<b>\$ 1,851,885</b>	<b>\$ 1,678,760</b>	<b>\$ 2,070,422</b>	<b>\$ 1,964,742</b>

**Town of Buffalo**  
**Public Works Authority Budget**  
**Fiscal Year 2024 / 2025 Annual Budget**

	ACTUAL 2022-2023	BUDGET FY 2023-2024	PROJECTED 2023-2024	PROPOSED BUDGET 2024-2025
<b>OPERATING REVENUES</b>				
Utility Revenues				
Water sales	\$ 267,264	\$ 270,000	\$ 242,501	\$ 242,501
Water project fee	221,613	220,000	222,545	220,000
Rate Increase 3.7%	-	10,800	-	8,973
Sewer	110,221	105,000	114,834	114,834
Rate Increase 3.7%	-	4,200	-	4,249
Trash	224,629	215,000	235,726	235,726
Rate Increase - 3.7%	-	8,600	-	8,722
Miscellaneous Revenues	48,458	10,000	23,163	10,000
OWRB Grant	34,000	1,000,000	221,750	1,000,000 *
Grant - Water Valves	-	218,000	-	-
DEQ Solid Waste Grant	-	-	-	33,343 **
Grant - Hydrovac Purchase	-	-	-	45,000 *
REAP - Water Station	-	70,906	-	70,906 *
<b>TOTAL OPERATING REVENUES</b>	<b>906,185</b>	<b>2,132,506</b>	<b>1,060,519</b>	<b>1,994,254</b>
<b>OPERATING EXPENSES</b>				
<b>Water Department</b>				
Personal Services	72,494	88,610	79,973	104,232
Materials and Supplies	25,078	25,000	21,360	25,000
Other Services and Charges	146,915	50,000	58,368	50,000
Capital Outlay	61,248	1,317,000	235,750	1,152,500 *
Debt Service - 12 months - \$11,129/month	133,548	133,548	133,548	133,548
Debt Reserve Requirement & Short lived asset	-	43,386	48,387	48,387
<b>Total Water Department</b>	<b>439,283</b>	<b>1,657,544</b>	<b>577,386</b>	<b>1,513,667</b>
<b>Sewer Department</b>				
Personal Services	55,015	61,680	55,460	73,249
Materials and Supplies	6,635	5,000	-	5,000
Other Services and Charges	9,312	9,000	5,298	9,000
<b>Total Sewer Department</b>	<b>70,962</b>	<b>75,680</b>	<b>60,758</b>	<b>87,249</b>
<b>Trash Department</b>				
Personal Services	60,113	66,940	35,310	-
Materials and Supplies	13,972	13,000	11,706	-
Other Services and Charges	59,692	60,000	68,995	135,000
Capital Outlay	-	-	-	41,679 **
<b>Total Trash Department</b>	<b>133,777</b>	<b>139,940</b>	<b>116,011</b>	<b>176,679</b>
<b>Administration Department</b>				
Materials and Supplies	1,488	2,000	2,605	2,000
Other Services and Charges	12,093	12,000	11,554	12,000
Capital Improvements	15,010	40,000	34,242	139,000
<b>Total Administration Department</b>	<b>28,591</b>	<b>54,000</b>	<b>48,401</b>	<b>153,000</b>
<b>TOTAL OPERATING EXPENDITURES</b>	<b>672,613</b>	<b>1,927,164</b>	<b>802,556</b>	<b>1,930,595</b>
<b>OPERATING INCOME (LOSS)</b>	<b>233,572</b>	<b>205,342</b>	<b>257,863</b>	<b>63,659</b>
<b>NON-OPERATING REVENUES (EXPENSES)</b>				
Interest Income	22,529	25,000	53,519	50,000
<b>TOTAL OTHER FINANCING SOURCES (USES)</b>	<b>22,529</b>	<b>25,000</b>	<b>53,519</b>	<b>50,000</b>
<b>NET INCOME</b>	<b>256,101</b>	<b>230,342</b>	<b>311,482</b>	<b>113,659</b>
<b>BEGINNING RETAINED EARNINGS (estimated)</b>	<b>956,209</b>	<b>1,033,552</b>	<b>1,212,310</b>	<b>1,452,723</b>
<b>ENDING RETAINED EARNINGS (estimated)</b>	<b>\$ 1,212,310</b>	<b>\$ 1,263,894</b>	<b>\$ 1,523,792</b>	<b>\$ 1,566,382</b>

**Town of Buffalo**  
**Public Works Authority Budget**  
**Fiscal Year 2024 / 2025 Annual Budget**

	ACTUAL 2022-2023	BUDGET FY 2023-2024	PROJECTED 2023-2024	PROPOSED BUDGET 2024-2025
<b>Gross Profit Calculations: excludes Capital Outlay</b>				
Water Revenues	267,264	280,800	242,501	471,474
Water Expenses	(378,035)	(340,544)	(341,636)	(361,167)
Gross Profit	(110,771)	(59,744)	(99,135)	110,307
Gross Profit %	-41%	-21%	-41%	23%
Sewer Revenues \$	110,221	\$ 109,200	\$ 114,834	\$ 114,834
Sewer Expenses	(70,962)	(75,680)	(60,758)	(87,249)
Gross Profit \$	39,259	\$ 33,520	\$ 54,076	\$ 27,585
Gross Profit %	36%	31%	47%	24%
<i>Sewer &amp; Water Combined:</i>				
Revenues	377,485	390,000	357,335	586,308
Expenses	(448,997)	(416,224)	(402,394)	(448,416)
Gross Profit	(71,512)	(26,224)	(45,058)	137,892
Gross Profit %	-19%	-7%	-13%	24%
Trash Revenues	224,629	223,600	235,726	244,448
Trash Expenses	(133,777)	(139,940)	(116,011)	(135,000)
Gross Profit	90,852	83,660	119,715	109,448
Gross Profit %	40%	37%	51%	45%

**BUDGET ADOPTION RESOLUTION – FUND-BASED BUDGET**

**TOWN OF BUFFALO, OKLAHOMA  
RESOLUTION NO. 2024- 04**

**A RESOLUTION APPROVING THE TOWN OF BUFFALO, OKLAHOMA BUDGET FOR THE FISCAL YEAR 2024-2025 AND ESTABLISHING BUDGET AMENDMENT AUTHORITY**

**WHEREAS**, The Town of Buffalo 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, 2025 (FY 2024-2025) consistent with the Act; and

**WHEREAS**, The Act in section 17-215 provides for the chief executive office 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 Board of Trustees at least 30 days prior to the start of the fiscal year in compliance with Section 17-205; and

**WHEREAS**, The Town Board of Trustees 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 BOARD OF TRUSTEES OF THE TOWN OF BUFFALO, OKLAHOMA:**

**SECTION 1.** The Town Board of Trustees does hereby adopt the FY 2024-2025 Budget on the 5th day of June 2024 with total resources available in the amount of \$6,698,577 and total fund/departmental appropriations in the amount of \$3,167,453 Legal appropriations (spending/encumbering limits) are hereby established as follows:

<b>Fund: Department</b>	<b>Appropriation Amount</b>
<b>General Fund:</b>	
General government	\$380,931
Street & Alley	80,969
Fire	25,000
Cemetery	4,000
Golf Course	106,771
Pool	30,647
Parks	30,500
Airport	407,272
Library	71,532
Code Enforcement	26,000
Economic Development	70,236
Emergency Management	3,000

PWA:	
Water	1,513,667
Sewer	87,249
Trash	176,679
PWA Administration	153,000

**SECTION 2.** The Buffalo Board of Trustees does hereby authorize the Town Administrator to transfer any unexpended and unencumbered appropriations, at any time throughout FY 2024-2025, 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 Buffalo Board of Trustees.

**SECTION 3.** All supplemental appropriations or decrease in the total appropriation of a fund shall be adopted at a meeting of the Buffalo Board of Trustees and filed with the State Auditor and Inspector.

**ADOPTED BY THE TOWN BOARD OF TRUSTEES OF THE TOWN OF BUFFALO this 5th day of June, 2024.**



TOWN OF BUFFALO, OKLAHOMA

*Paul McLain*  
 \_\_\_\_\_  
 Paul McLain, Mayor

ATTEST:

*Linda Johnson*  
 \_\_\_\_\_  
 LINDA JOHNSON, Clerk



(Published in Buffalo Weekly News on May 29th, 2024)

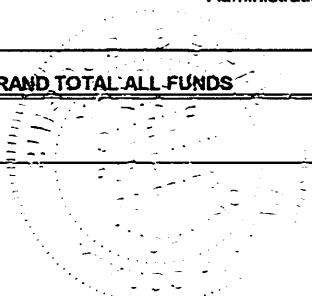
In accordance with Section 17-208, Title 11, Oklahoma Statutes, notice is hereby given that the proposed Town of Buffalo Fiscal Year 2024 / 2025 Annual Budget will be considered at a public hearing held Wednesday, June 5, 2024 at 5:00 pm at the High Plains RC & D Building located at 818 N. Hoy, Buffalo, OK. Copies of the proposed budget are available for review in the Office of the Town Clerk, 610 N. Hoy St, Buffalo, Oklahoma 73834.

Notice is hereby given that the Town of Buffalo 2024 / 2025 Annual Budget will be adopted during a meeting of the Board of Trustees on June 5, 2024.

**TOWN OF BUFFALO, OKLAHOMA**  
**Fiscal Year 2024 / 2025 Annual Budget**

**BUDGET SUMMARY**

	<b>BEGINNING BALANCE (Estimates)</b>	<b>REVENUES</b>	<b>EXPENSES</b>	<b>TRANSFERS</b>	<b>Net Change</b>	<b>ENDING BALANCE</b>
<b>GENERAL FUND</b>	\$ 2,279,296	\$ 922,304	\$ (1,236,858)	\$ -	\$ (314,554)	\$ 1,964,742
<b>Revenues</b>						
Taxes		414,871				
Charges for Services		6,000				
Royalty Income		2,500				
Cemetery		2,500				
Rental		20,000				
Golf course		30,000				
Fire		7,000				
Park		6,364				
Library		8,500				
Licenses & Permits		2,500				
Intergovernmental		364,069				
Other revenues		58,000			-	
<b>Expenditures</b>						
General Government			(380,931)		-	
Street & Alley			(80,969)		-	
Fire Department			(25,000)		-	
Cemetery			(4,000)		-	
Golf course			(106,771)		-	
Pool			(30,647)		-	
Parks			(30,500)		-	
Airport			(407,272)		-	
Library			(71,532)		-	
Animal Control/Code Inspection			(26,000)		-	
Economic Development			(70,236)		-	
Emergency Management			(3,000)		-	
			-		-	
<b>ENTERPRISE FUNDS</b>						
Public Works Authority	\$ 1,452,723	\$ 2,044,254	\$ (1,930,595)	\$ -	\$ 113,659	\$ 1,566,382
<b>Revenues</b>						
Water		471,474				
Sewer		119,083				
Trash		244,448				
Intergovernmental		1,149,249				
Miscellaneous revenues		60,000			-	
<b>Expenses</b>						
Water			(1,513,667)		-	
Sewer			(87,249)		-	
Trash			(176,679)		-	
Administration			(153,000)		-	
			-		-	
<b>GRAND TOTAL ALL FUNDS</b>	\$ 3,732,019	\$ 2,966,558	\$ (3,167,453)	\$ -	\$ (200,895)	\$ 3,531,124



Case No. / Title:

TOWN OF BUFFALO BUDGET SUMMARY  
2024-2025

**AFFIDAVIT OF PUBLICATION**

Buffalo Weekly News  
316 N. Hoy • P.O. Box 396  
Buffalo, Oklahoma 73834

STATE OF OKLAHOMA        }  
  } §  
COUNTY OF HARPER        }

I, Kayla Williams, of lawful age, being duly sworn, on oath, deposes and says that I am the Publisher of Buffalo Weekly 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 Buffalo, for the County of Harper, 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**

1st Insertion: May 29, 2024  
2nd Insertion: \_\_\_\_\_  
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Subscribed and sworn to before me on this 29 day of May, 2024.

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