

# TOWN OF BUFFALO, OKLAHOMA

Fiscal Year 2021 / 2022 Annual Budget

## BUDGET MEMO

### June Amendments

DATE: June 8, 2022

TO: Town of Buffalo Trustees

FROM: Tracy Reed, CPA  
RSMeacham CPAs & Advisors

RE: 2021 / 2022 Annual Budget June Amendments

The 2021 / 2022 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 \$287,785

##### Revenue increase of \$322,642

- \* Increase in tax revenues of \$51,000; increase of \$35,000 in sales tax, increase of \$5,000 in use tax, increase of \$5,000 in Franchise tax, increase of \$1,000 in street taxes, and increase of \$5,000 in beverage tax based on year-to-date collections.
- \* Increase of \$1,500 in royalty income, based on year-to-date collections.
- \* Cemetery Revenues increase of \$1,500, based on year-to-date collections.
- \* Golf Course revenue increase of \$11,000 based on year-to-date collections.
- \* Fire Department revenue increase of \$20,500 largely sale of equipment.
- \* Library revenue increase of \$2,500 based on year-to-date collections.
- \* Increase in Licenses & Permits income of \$1,500 based on year-to-date collections.
- \* Grant revenue increase of \$230,142 for FAA funds and ARPA funds.
- \* Increase of \$3,000 in other revenues based on year-to-date activity.

##### Expense increase of \$69,290

- \* Decrease of \$39,000 in General Government related to unexpended capital outlay.
- \* Increase of \$5,000 in Street department based on year-to-date activity.
- \* Increase of \$15,000 in Fire department based on year-to-date activity.
- \* Decrease of \$5,000 in Cemetery department related to unexpended capital outlay.
- \* Net increase of \$4,250 in Golf department largely related to employee changes and year-to-date expenditures.
- \* Increase of \$2,500 in Pools department based on year-to-date expenditures and the impending pool season.
- \* Increase of \$2,000 in Parks department based on year-to-date expenditures.
- \* Increase of \$108,540 in Airport department largely related to Airport project.
- \* Net decrease of \$3,000 in Library department based on year-to-date activity.
- \* Net decrease in animal control & code based on year-to-date activity.
- \* Increase of \$2,000 in Economic Development department based on year-to-date activity.
- \* Decrease of \$4,000 in Emergency Management department based on year-to-date activity.

##### Transfers and Beginning Fund Balance

- \* Increase in Beginning Fund Balance \$34,433 over prior year estimate

#### PWA: Net impact to fund balance: Decrease of \$211,052

##### Revenue Decrease of \$365,295

- \* Increase in miscellaneous revenues of \$15,000 based on year-to-date collections.
- \* Decrease of \$380,295 in loan proceeds related to final USDA loan amount.

##### Expense Decrease \$193,997

- \* Water expense net decrease of \$180,566 largely related water project completion and impending water well repair.
- \* Sewer expense increase of \$2,000 related to year-to-date activity.
- \* Trash expenses increase of \$12,569 related to year-to-date activity.
- \* Administration net decrease of \$28,000 related to not purchasing property.

##### Transfers and Beginning Fund Balance

- \* Decrease in Beginning Fund Balance \$39,754 over prior year estimate

The legal level of control for the City's 2021 / 2022 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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**JUN 23 2022**

State Auditor  
and Inspector

*Harper*

**TOWN OF BUFFALO, OKLAHOMA**

Fiscal Year 2021 / 2022 Annual Budget

*June Amendments***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>	<b>\$ 1,860,840</b>	<b>\$ 1,835,703</b>	<b>\$ (1,824,112)</b>	<b>\$ -</b>	<b>\$ 11,591</b>	<b>\$ 1,872,431</b>
<b>ENTERPRISE FUNDS</b>						
Public Works Authority	\$ 1,294,251	\$ 1,271,639	\$ (1,452,944)	\$ -	\$ (181,305)	\$ 1,112,946
<b>GRAND TOTAL ALL FUNDS</b>	<b>\$ 3,155,091</b>	<b>\$ 3,107,342</b>	<b>\$ (3,277,056)</b>	<b>\$ -</b>	<b>\$ (169,714)</b>	<b>\$ 2,985,377</b>

**Town of Buffalo**  
**General Fund Budget**  
*June Amendments*  
**Fiscal Year 2021 - 2022**

	<b>APPROVED BUDGET 2021/2022</b>	<b>PROPOSED AMENDMENTS JUNE '22</b>	<b>AMENDED BUDGET 2021/2022</b>
<b>OPERATING REVENUES</b>			
Sales tax	231,456	35,000	266,456
Use Tax	52,830	5,000	57,830
Franchise Tax	44,431	5,000	49,431
Beverage Tax	79,041	5,000	84,041
Tobacco Tax	2,399	-	2,399
Motor Vehicle & Gas Excise Tax	10,176	1,000	11,176
Swimming Pool & Park Fees	5,000	-	5,000
Royalty Income	1,000	1,500	2,500
Cemetery	3,000	1,500	4,500
Rental revenues	17,000	-	17,000
Golf Course	20,000	11,000	31,000
Fire Department	5,000	20,500	25,500
Library	7,000	2,500	9,500
Licenses & Permits	2,000	1,500	3,500
<b>Grants</b>			
Airport - FAA; Apron design & bidding services	750,000	105,290	855,290
Airport - ARPA & CRRSA	-	11,698	11,698
REAP Grant - Street repairs/resurfacing	136,364	-	136,364
CDBG - Street resurfacing	136,364	-	136,364
Fire Department - Operational Grant	4,000	763	4,763
ARPA Funds	-	112,391	112,391
Other Revenue	5,000	3,000	8,000
<b>TOTAL OPERATING REVENUES</b>	<b>1,512,061</b>	<b>322,642</b>	<b>1,834,703</b>
<b>OPERATING EXPENSES</b>			
<b>General Government</b>			
Personal Services	153,587	-	153,587
Materials and Supplies	3,000	-	3,000
Other Services and Charges	67,500	-	67,500
Capital Outlay	34,000	(34,000)	-
Town Hall Upgrades	10,000	(5,000)	5,000
<b>Total General Government</b>	<b>268,087</b>	<b>(39,000)</b>	<b>229,087</b>
<b>Street &amp; Alley Department</b>			
Personal Services	39,368	5,000	44,368
Materials and Supplies	10,000	-	10,000
Other Services and Charges	15,000	-	15,000
Capital Outlay	307,728	-	307,728
<b>Total Street &amp; Alley Department</b>	<b>372,096</b>	<b>5,000</b>	<b>377,096</b>

**Town of Buffalo**  
**General Fund Budget**  
*June Amendments*  
**Fiscal Year 2021 - 2022**

	APPROVED BUDGET 2021/2022	PROPOSED AMENDMENTS JUNE '22	AMENDED BUDGET 2021/2022
<b>Fire Department</b>			
Personal Services	3,000	-	3,000
Materials and Supplies	15,000	-	15,000
Other Services and Charges	7,000	15,000	22,000
Capital Outlay	30,000	-	30,000
<b>Total Fire Department</b>	<b>55,000</b>	<b>15,000</b>	<b>70,000</b>
<b>Cemetery Department</b>			
Materials and Supplies	1,000	-	1,000
Other Services and Charges	3,000	-	3,000
Capital Outlay	5,000	(5,000)	-
<b>Total Cemetery Department</b>	<b>9,000</b>	<b>(5,000)</b>	<b>4,000</b>
<b>Golf Course Department</b>			
Personal Services	60,311	(10,000)	50,311
Materials and Supplies	10,000	-	10,000
Other Services and Charges	30,000	15,000	45,000
Capital Outlay	-	-	-
Lease payment Golf Cars/Utility Vehicle \$367.02/mi	4,670	(750)	3,920
<b>Total Golf Course Department</b>	<b>104,981</b>	<b>4,250</b>	<b>109,231</b>
<b>Pool Department</b>			
Personal Services	12,274	-	12,274
Materials and Supplies	2,500	2,500	5,000
Other Services and Charges	5,000	-	5,000
<b>Total Pool Department</b>	<b>19,774</b>	<b>2,500</b>	<b>22,274</b>
<b>Parks Department</b>			
Materials and Supplies	1,000	-	1,000
Other Services and Charges	10,000	2,000	12,000
<b>Total Parks Department</b>	<b>11,000</b>	<b>2,000</b>	<b>13,000</b>
<b>Airport Department</b>			
Materials and Supplies	750	250	1,000
Other Services and Charges	7,000	3,000	10,000
Capital Outlay-Apron Rehab (FAA Grant)	750,000	105,290	855,290
<b>Total Airport Department</b>	<b>757,750</b>	<b>108,540</b>	<b>866,290</b>

**Town of Buffalo**  
**General Fund Budget**  
*June Amendments*  
**Fiscal Year 2021 - 2022**

	<b>APPROVED BUDGET 2021/2022</b>	<b>PROPOSED AMENDMENTS JUNE '22</b>	<b>AMENDED BUDGET 2021/2022</b>
<b>Library Department</b>			
Personal Services	13,492	(3,000)	10,492
Materials and Supplies	7,000	(2,000)	5,000
Other Services and Charges	7,000	2,000	9,000
Capital Outlay	-	-	-
<b>Total Library Department</b>	<b>27,492</b>	<b>(3,000)</b>	<b>24,492</b>
<b>Animal Control / Code Enforcement Department</b>			
Personal Services	12,902	-	12,902
Materials and Supplies	500	1,000	1,500
Other Services and Charges	40,000	(20,000)	20,000
Capital Outlay	-	-	-
<b>Total Animal Control / Code Enforcement Department</b>	<b>53,402</b>	<b>(19,000)</b>	<b>34,402</b>
<b>Economic Development Department</b>			
Personal Services	55,240	-	55,240
Other Services and Charges	1,000	2,000	3,000
Capital Outlay	-	-	-
<b>Total Economic Development Department</b>	<b>56,240</b>	<b>2,000</b>	<b>58,240</b>
<b>Emergency Management Department</b>			
Other Services and Charges	5,000	(4,000)	1,000
<b>Total Emergency Management Department</b>	<b>5,000</b>	<b>(4,000)</b>	<b>1,000</b>
<b>TOTAL EXPENDITURES</b>	<b>1,739,822</b>	<b>69,290</b>	<b>1,809,112</b>
<b>REVENUES OVER (UNDER) EXPENDITURES</b>	<b>(227,761)</b>	<b>253,352</b>	<b>25,591</b>
<b>OTHER FINANCING SOURCES (USES)</b>			
Interest	1,000	-	1,000
Transfers in	-	15,000	15,000
Transfers-out	-	(15,000)	(15,000)
<b>Total other financing sources (uses)</b>	<b>1,000</b>	<b>-</b>	<b>1,000</b>
<b>TOTAL OTHER FINANCING SOURCES (USES)</b>	<b>1,000</b>	<b>-</b>	<b>1,000</b>
<b>REVENUES AND OTHER SOURCES OVER (UNDER) EXPENDITURES AND OTHER USES</b>	<b>(226,761)</b>	<b>253,352</b>	<b>26,591</b>
<b>BEGINNING FUND BALANCE - estimated</b>	<b>1,826,407</b>	<b>34,433</b>	<b>1,860,840</b>
<b>ENDING FUND BALANCE</b>	<b>1,599,646</b>		<b>1,887,431</b>

**Town of Buffalo**  
**Public Works Authority Budget**  
*June Amendments*  
**Fiscal Year 2021 - 2022**

	APPROVED BUDGET 2021/2022	PROPOSED AMENDMENTS JUNE '22	AMENDED BUDGET 2021/2022
<b>OPERATING REVENUES</b>			
Water	460,000	(220,000)	240,000
Water Project Fee	-	220,000	220,000
Sewer	100,000	-	100,000
Trash	200,000	-	200,000
Rate Increase - 5%	10,000	-	10,000
Miscellaneous Revenues	15,000	15,000	30,000
Loan Proceeds	850,934	(380,295)	470,639
<b>TOTAL OPERATING REVENUES</b>	<b>1,635,934</b>	<b>(365,295)</b>	<b>1,270,639</b>
<b>Water Department</b>			
Personal Services	38,668	-	38,668
Materials and Supplies	25,000	-	25,000
Other Services and Charges	40,000	60,000	100,000
Capital Outlay	969,341	(240,566)	728,775
Debt Service USDA- \$11,129/mo	133,548	-	133,548
Short Lived Asset Requirement - Annual amount \$48,387	48,387	-	48,387
<b>Total Water Department</b>	<b>1,254,944</b>	<b>(180,566)</b>	<b>1,074,378</b>
<b>Sewer Department</b>			
Personal Services	60,473	-	60,473
Materials and Supplies	2,000	-	2,000
Other Services and Charges	5,000	2,000	7,000
<b>Total Sewer Department</b>	<b>67,473</b>	<b>2,000</b>	<b>69,473</b>
<b>Trash Department</b>			
Personal Services	63,932	-	63,932
Materials and Supplies	10,000	5,000	15,000
Other Services and Charges	52,000	5,000	57,000
Capital Outlay	120,092	2,569	122,661
<b>Total Trash Department</b>	<b>246,024</b>	<b>12,569</b>	<b>258,593</b>
<b>Administration Department</b>			
Materials and Supplies	2,000	1,000	3,000
Other Services and Charges	17,500	-	17,500
Capital Improvements	59,000	(29,000)	30,000
<b>Total Operating Expenditures</b>	<b>78,500</b>	<b>(28,000)</b>	<b>50,500</b>
<b>TOTAL OPERATING EXPENDITURES</b>	<b>1,646,941</b>	<b>(193,997)</b>	<b>1,452,944</b>
<b>OPERATING INCOME (LOSS)</b>	<b>(11,007)</b>	<b>(171,298)</b>	<b>(182,305)</b>

	APPROVED BUDGET 2021/2022	PROPOSED AMENDMENTS JUNE '22	AMENDED BUDGET 2021/2022
NON-OPERATING REVENUES (EXPENSES)			
Interest Income	1,000	-	1,000
Transfers in (out)	-	-	-
TOTAL OTHER FINANCING SOURCES (USES)	1,000	-	1,000
INCOME (LOSS) BEFORE OPERATING	(10,007)	(171,298)	(181,305)
NET INCOME	(10,007)	(171,298)	(181,305)
BEGINNING RETAINED EARNINGS	1,334,005	(39,754)	1,294,251
ENDING RETAINED EARNINGS	<u>1,323,998</u>		<u>1,112,946</u>