

TOWN OF EAST DUKE OKLAHOMA
Fiscal Year 2023 - 2024 Annual Budget

BUDGET MEMO

DATE May 8, 2023
updated June 6, 2023

TO Town of East Duke, Council Members

FROM Tracy Reed, CPA

RE 2023/2024 Annual Budget

The FY 2024 Annual Budget for the Town of East Duke 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 2023 / 2024:

- Tax revenues have been budgeted at 90% of current year projections. This equates to a reduction in budgeted Tax revenues of <~\$9,649> from this years projected revenue collections.
- Capital Outlay includes new touch meters in the Water department for approximately \$68,000.
- No pay increases are included in this budget.
- No utility rate increases are included in the budget at this time. The current CPI is 5.2% which would provide ~\$61k in additional revenues next year.
- This budget projects an overall income of \$84,314 for fiscal year 2024.

In accordance with Section 17-208, Title 11, Oklahoma Statutes, the FY 2024 budget was presented to Council on May 8, 2023 for consideration. A public hearing will be held on Tuesday, June 6, 2023.

The legal level of control for the Town's 2023 / 2024 budget is established at the Department level. Additional detail is provided for analysis purposes only. Management may make transfers between departments throughout the year.

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

RECEIVED

JUL 12 2023

State Auditor
and Inspector

TOWN OF EAST DUKE, OKLAHOMA
Fiscal Year 2023 - 2024 Annual Budget

BUDGET SUMMARY

	BEGINNING BALANCE (Estimates)	REVENUES	EXPENSES	TRANSFERS	Net Change	ENDING BALANCE
GENERAL FUND	\$ 158,463	\$ 165,048	\$ (147,038)	\$ 25,000	\$ 43,010	\$ 201,473
ENTERPRISE FUNDS:						
DMA	\$ 993,812	\$ 1,204,500	\$ (1,138,196)	\$ (25,000)	\$ 41,304	\$ 1,035,116
TOTAL ENTERPRISE FUNDS	\$ 993,812	\$ 1,204,500	\$ (1,138,196)	\$ (25,000)	\$ 41,304	\$ 1,035,116
GRAND TOTAL ALL FUNDS	\$ 1,152,275	\$ 1,369,548	\$ (1,285,234)	\$ -	\$ 84,314	\$ 1,236,589

Town of East Duke
General Fund
Budget 2023-2024

	Actual 2021-2022	Approved Budget 2022-2023	Projected YTD 2022-2023	Proposed Budget 2023-2024	
REVENUES					
Sales taxes	\$ 43,740	\$ 40,647	\$ 46,856	\$ 42,170	* 90%
Use taxes	31,205	28,215	28,068	25,261	* 90%
Beverage tax	4,017	3,647	4,064	3,658	* 90%
Franchise taxes	9,568	9,216	13,515	12,164	* 90%
Cigarette tax	546	477	544	490	* 90%
Motor Vehicle tax	3,074	2,777	2,755	2,480	* 90%
Gas Excise Tax	702	631	705	635	* 90%
License & permits	2,163	1,250	2,340	1,250	
Fire Department Income					
Dues	6,550	5,500	3,660	5,500	
Donations	1,788	250	550	250	
First Responders Donations	20,000	-	-	-	
Investment income	1,631	450	1,417	7,080	
Donations - Playground Equipment	-	-	-	-	
Grant Income:					
ARPA grant	33,796	33,796	34,116	-	
Fire Grant	4,763	51,000	10,053	5,000	
ORWA- Touch Read Meters				25,000	
REAP/SWODA	24,000	-	-	16,312	
County Reimbursements		80,000	-	17,298	
Miscellaneous	17,042	500	3,223	500	
Total revenues before carryover	204,585	258,356	151,866	165,048	
EXPENDITURES					
General government:					
Personal services	-	-	859	859	
Materials & supplies	659	1,500	796	1,500	
Other services & charges	27,205	45,000	39,501	45,000	
Capital outlay	-	18,000	-	-	
Total general government	27,864	64,500	41,156	47,359	
Street & Alley:					
Materials & supplies	-	-	9,559	-	
Other services & charges	4,511	5,000	5,256	5,500	
Capital Outlay	-	135,000	149,138	-	
Total Street & Alley	4,511	140,000	163,953	5,500	

**Town of East Duke
General Fund
Budget 2023-2024**

	Actual 2021-2022	Approved Budget 2022-2023	Projected YTD 2022-2023	Proposed Budget 2023-2024
Parks & Recreation:				
Materials & Supplies	659	-	-	-
Other services & charges	3,218	1,250	936	1,250
Total Parks & Recreation	3,877	1,250	936	1,250
Fire Department:				
Personal Services	720	1,000	2,667	3,000
Materials & supplies	4,769	5,500	7,877	8,000
Other services & charges	10,732	13,000	13,687	14,000
Capital Outlay	-	230,000	166,172	-
Total Fire Department	16,221	249,500	190,403	25,000
Police Department:				
Personal services	8,402	53,787	40,825	53,679
Materials & supplies	644	3,250	7,987	8,500
Other services & charges	140	1,500	1,184	1,500
Capital Outlay- Roof	-	-	14,250	-
Total police department	9,186	58,537	64,246	63,679
Community Building				
Materials & supplies	751	750	163	500
Other services & charges	2,777	3,000	3,571	3,750
Total community building	3,528	3,750	3,734	4,250
Total expenditures	65,187	517,537	464,428	147,038
Revenue over (under) expenditures	139,398	(259,181)	(312,562)	18,010
<u>OTHER FINANCING SOURCES (USES)</u>				
Operating transfers in/(out)	-	25,000	-	25,000
Sale of assets	-	-	-	-
Net other financing sources (uses)	-	25,000	-	25,000
Revenues and other financing sources over (under) expenditures and other uses	139,398	(234,181)	(312,562)	43,010
Beginning Fund Balance (estimated)	95,604	235,002	235,002	158,463
Ending Fund Balance	235,002	821	(77,560)	201,473

**Town of East Duke
Duke Municipal Authority
Budget 2023-2024**

	Actual 2021-2022	Approved Budget 2022-2023	Projected YTD 2022-2023	Proposed Budget 2023-2024
<u>Operating revenues:</u>				
Charges for services:				
Water charges - Town	\$ 1,184,360	\$ 1,150,000	\$ 1,057,267	\$ 1,050,000
0% Rate Increase		-	-	-
Sewer charges	35,520	34,000	35,721	35,000
0% Rate Increase		-	-	-
Sanitation charges	85,766	84,000	88,333	87,500
0% Rate Increase		-	-	-
Total charges for services	1,305,646	1,268,000	1,181,321	1,172,500
Miscellaneous	4,647	4,000	1,900	2,000
Penalty	11,000	10,000	11,733	10,000
Total operating revenues	1,321,293	1,282,000	1,194,954	1,184,500
 Cost of Goods Sold:				
Electricity for Pumps	27,344	30,000	27,131	30,000
Trash Haul	79,385	81,000	83,208	85,000
Water Purchase-est 5% increase	753,501	765,000	657,877	690,771
Water Purchase-Lease	17,854	17,000	22,464	25,000
Total Cost of Goods Sold	878,084	893,000	790,680	830,771
 <u>Gross Profit:</u>	443,209	389,000	404,274	353,729
 <u>Operating expenses:</u>				
Administration Department:				
Personal services	38,923	45,896	40,845	45,807
Materials and supplies	4,044	4,500	4,059	4,500
Other services and charges	2,860	3,500	1,407	2,000
Capital Outlay	-	-	-	-
Total Administration Department:	45,827	53,896	46,311	52,307
 Sewer Department:				
Materials and supplies	-	-	188	250
Other services and charges	38,150	2,500	3,941	4,500
Capital Outlay	-	-	-	-
Total Sewer Department:	38,150	2,500	4,129	4,750
 Water Department:				
Personal services	109,288	127,485	122,688	127,368
Materials and supplies	27,035	25,000	34,937	35,000
Other services and charges	10,331	12,500	18,265	20,000
Capital Outlay	-	-	-	68,000
Total Water Department:	146,654	164,985	175,890	250,368
 Total operating expenses	230,631	221,381	226,330	307,425
 Net operating income (loss)	\$ 212,578	\$ 167,619	\$ 177,944	\$ 46,304

**Town of East Duke
Duke Municipal Authority
Budget 2023-2024**

	Actual 2021-2022	Approved Budget 2022-2023	Projected YTD 2022-2023	Proposed Budget 2023-2024
<u>Nonoperating revenue :</u>				
Investment income	2,441	2,500	7,844	20,000
Grant Income	-	-	-	-
Total nonoperating revenue	<u>2,441</u>	<u>2,500</u>	<u>7,844</u>	<u>20,000</u>
Net Income (loss) before contributions and transfer	215,019	170,119	185,788	66,304
Transfers In from other funds	-	-	-	-
Transfers to others, net	<u>-</u>	<u>(25,000)</u>	<u>-</u>	<u>(25,000)</u>
	-	(25,000)	-	(25,000)
Revenues and other financing sources over (under) expenditures and other uses	<u>215,019</u>	<u>145,119</u>	<u>185,788</u>	<u>41,304</u>
Beginning Fund Balance (estimated)	<u>773,776</u>	<u>988,795</u>	<u>988,795</u>	<u>993,812</u>
Ending Fund Balance	988,795	1,133,914	1,174,583	1,035,116

BUDGET ADOPTION RESOLUTION

**TOWN OF EAST DUKE, OKLAHOMA
RESOLUTION NO. 0606 23**

**A RESOLUTION APPROVING THE TOWN OF EAST DUKE, OKLAHOMA BUDGET
FOR THE FISCAL YEAR 2023 - 2024 AND ESTABLISHING BUDGET AMENDMENT
AUTHORITY**

WHEREAS, The Town of East Duke 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, 2024 (FY 2023 - 2024) 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 of East Duke governing body at least 30 days prior to the start of the fiscal year in compliance with Section 17-205; and

WHEREAS, The Town of East Duke governing body 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 COUNCIL OF THE
TOWN OF EAST DUKE, OKLAHOMA:**

SECTION 1. The Town Council of the Town of East Duke does hereby adopt the FY 2023 - 2024 Budget on the 6th day of June 2023 with total resources available in the amount of approximately \$2,521,823 and total fund/departamental appropriations in the amount of \$1,285,234. Legal appropriations (spending/encumbering limits) are hereby established as follows:

Fund: Department	Appropriation Amount
General Fund:	
General government	\$47,359
Fire Department	25,000
Street & Alley Department	5,500
Parks & Recreation Department	1,250
Police Department	63,679

Community Building Department	4,250
Municipal Court	
Duke Municipal Authority:	
Administration Department	\$52,307
Sewer Department	4,750
Water Department	996,139
Trash Department	85,000


SECTION 2. The Town Council does hereby authorize the Town Clerk to transfer any unexpended and unencumbered appropriations, at any time throughout FY 2023 - 2024, 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 Town Board.

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

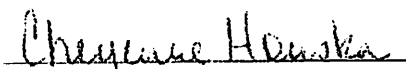
SECTION 4. Be it further provided that the Town Administrator and the Town Clerk are hereby authorized to take any and all actions as may be required for the implementation of these budgets.

ADOPTED BY THE TOWN BOARD OF TRUSTEES OF THE TOWN EAST DUKE this 6th day of June, 2023.

TOWN OF EAST DUKE, OKLAHOMA


Dennis Hennessey, Mayor

ATTEST:


Cheyenne Houska, Clerk

AFFIDAVIT OF PUBLICATION

County of Jackson, State of Oklahoma

Town of East Duke

2023-2024 annual budget

PUBLISHER'S AFFIDAVIT

Altus, Oklahoma, May 19, 2023

I, Aaron King, of lawful age, being first duly sworn on oath states that I am Legal Representative of The Altus Times, of Altus, Oklahoma, a weekly newspaper printed in the English language, printed, published, and delivered to the United States mails in Altus, Jackson County, Oklahoma, serving Jackson, Tillman and Greer Counties, and having a bona fide paid general subscription circulation therein, and admitted to the United States mail as periodicals class matter. That the notice by publication, a copy of which is hereto attached, was published in the regular and entire issue of said newspaper and not in any supplement thereof for the number of weeks designated. That said newspaper has been continuously and uninterruptedly published in Jackson County during a period of One Hundred Four (104) consecutive weeks immediately prior to the first publication of the attached notice and said The Altus Times has a paid circulation in said Jackson County and meets all requirements of the law with reference to legal publications.

That said newspaper comes within all the prescriptions and requirements of Section One, Chapter Four, Title 25, Oklahoma Session Laws, 1943, as amended by House Bill No. 495, 22nd Legislature.

Legal Representative

Subscribed and sworn to before me this the 19th day of May, 2023.

Notary Public

Publication Date: 05/19/23

Publication Fee: \$37.50

NOTARY PUBLIC, State of Oklahoma
SHERRI L. ROSS
Commission #02018217
Jackson County, Oklahoma
Expires 12/14/24

(Published in the Altus Times
May 19, 2023)

BEGINNING ENDING
BALANCE REVENUES EX-
PENSES TRANSFERS Net
Change BALANCE

(Estimates)
GENERAL FUND \$ 226,699 \$
165,048 \$ (180,648) \$ 25,000
\$ 9,400 \$ 236,099
Revenues
Taxes \$ 80,720
Licenses & Permits 1,250
Intergovernmental 23,436
Charge for Services 5,750
Other Revenues 53,892
Expenditures
General Government \$
(47,359)
Street & Alley (5,500)
Parks & Recreation (1,250)
Fire Department (58,610)
Police Department (83,679)
Community Building (4,250)
ENTERPRISE FUNDS:
DMA \$ 984,409 \$ 1,204,500
\$ (1,145,196) \$ (25,000) \$
34,304 \$ 1,018,713
Revenues
Water Revenue \$ 1,050,000
Sewer Revenue 35,000
Sanitation Revenue 87,500
Miscellaneous Revenue
32,000
Expenses

Cost of Goods Sold \$ (830,771)
Administration Department
(52,307)
Sewer Department (4,750)
Water Department (257,368)
GRAND TOTAL ALL FUNDS
\$ 1,211,108 \$ 1,369,548 \$
(1,325,844) \$ 43,704 \$
1,254,812

In accordance with Section 17-
208, Title 11, Oklahoma Stat-
utes, notice is hereby given that the
proposed Town of East Duke
Fiscal Year 2023/2024
Annual Budget will be consid-
ered at a public hearing on
June 6, 2023, at 5:00 p.m. in
the East Duke Town Hall. Cop-
ies of the proposed budget are
available for review in the Of-
fice of the City Clerk, 120 W
2nd Street, Duke, OK 73532.
Notice is hereby given that the
Town of East Duke 2023/2024
Annual Budget will be adopted
during a meeting of the City
Council on June 6, 2023.

TOWN OF EAST DUKE,
OKLAHOMA
Fiscal Year 2023 - 2024 An-
nual Budget
BUDGET SUMMARY
EXPL