

TOWN OF LANGSTON CITY
AND
LANGSTON PUBLIC WORKS AUTHORITY



COMBINED BUDGET
FISCAL YEAR 2020 -2021

ADOPTED JUNE 22, 2020



Town of Langston City

Board of Trustees

Sheila Stevenson

Mayor

(Trustee Ward II)

Linda J. Williams

Trustee Ward I

Magnus W.T. Scott, Sr.

Trustee Ward III

Alicia Sumlin

Interim Clerk/Treasurer

Pool & Vincent Attorney, Law Firm

City Attorney



TOWN OF LANGSTON CITY, OKLAHOMA
RESOLUTION # 06-22-2020-2021 Budget

A RESOLUTION OF THE GOVERNING BODY FOR THE TOWN OF LANGSTON CITY AND THE LANGSTON PUBLIC WORKS AUTHORITY EXPRESSING THE INTENT OF THE TOWN OF LANGSTON CITY AND THE LANGSTON PUBLIC WORKS AUTHORITY TO COMPLY WITH AND OPERATE IN ACCORDANCE WITH THE MUNICIPAL BUDGET ACT AND TO BEGIN APPLICATION OF THE ACT EFFECTIVE WITH THE BUDGET FOR THE FISCAL YEAR 2020-2021.

WHEREAS, The Town of Langston City and the Langston Public Works Authority maintains compliance with the Oklahoma Municipal Budget Act, Title 11 O.S. Section 17-201; and

WHEREAS, The Mayor, Trustees and the Town Clerk-Treasurer for the Town of Langston City, Oklahoma, has therefore called for the preparation of a budget with projected revenues and expenditures for all funds of the Town of Langston City and the Langston Public Works Authority for the 2020-2021 Fiscal Year; and

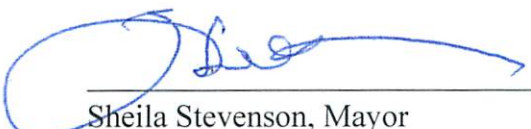
WHEREAS, The Mayor, the Trustees, and the Town Clerk-Treasurer have submitted said proposed Fiscal Year 2020-2021 Annual Budget for the Town of Langston City and the Langston Public Works Authority; and

WHEREAS, The Trustees have specifically conducted a Public Hearing in open session at a Special Meeting of the Board of Trustees on June 15, 2020; and

WHEREAS, The Trustees have determined it to be in the best interest of the Town of Langston City and the Langston Public Works Authority to adopt the proposed budget for the 2020-2021 Fiscal Year as discussed;

NOW, THEREFORE, BE IT RESOLVED BY THE TRUSTEES OF THE TOWN OF LANGSTON CITY, OKLAHOMA AND THE LANGSTON PUBLIC WORKS AUTHORITY THAT THE PROPOSED 2020-2021 FISCAL YEAR BUDGET BE ADOPTED;

Adopted on the 22nd day of June 2020, by the Mayor and the Board of Trustees for the Town of Langston City and the Langston Public Works Authority.



Sheila Stevenson, Mayor

ATTEST:



Alicia Sumlin, Interim Town Clerk-Treasurer

TOWN OF LANGSTON CITY
AND
LANGSTON PUBLIC WORKS AUTHORITY
COMBINED BUDGET FOR THE YEAR ENDING JUNE 30, 2021

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BUDGET NARRATIVE



Town of Langston City

Budget For Fiscal Year 2020 – 2021 ending June 30, 2021

Narrative

Municipal Department (General Fund, Police, Fire, LPWA and Parks & Recreation)

Revenue Accounts

City Sales Tax (Credit)

Amount collected by taxing the sale of goods and services within the jurisdiction of the Town. Paid by ACH debit to the General Fund bank account from the Oklahoma Tax Commission.

Cigarette Tax (Credit)

Amount collected by taxing the sale of good and services within the jurisdiction of the Town. Paid by ACH debit to the General Fund bank account from the Oklahoma Tax Commission.

Use Tax (Credit)

Amount collected by taxing the sale of goods and services within the jurisdiction of the Town. Paid by ACH debit to the General Fund from the Oklahoma Tax Commission.

Franchise Tax (Credit)

- OG&E - Quarterly Payments amount varies
- ONG - Monthly Payments amount varies
- Allegiance Communication – Monthly Payment / \$100.00
- U.S Cellular – Monthly Payments amount varies
- Logan County Clerk – Payments amount varies

Fines and Forfeitures

Amount collected by court fees.

Town of Langston City

Budget For Fiscal Year 2020 – 2021 ending June 30, 2021

Other Revenue

Permits and Licenses (Credit)

Amount collected for the issuance of permits and licenses by the Town.

Other Revenue

Annual Allocation from the State of Oklahoma (Volunteer Fire Department)

Expense Accounts

Payroll Related Expenses

Wages

Payment for services of employees. Payroll is issued monthly; employees may be paid on a salary or hourly basis. The budget is based on the employee census worksheet.

Payroll Taxes Employer's SSI and Med.

The employer portion of payroll taxes. Budget based on statutory taxes.

Payroll Taxes Employment

Payment of unemployment taxes Federal and State of Oklahoma at statutory rates.

Advertising

Provide notice of open positions in the local newspapers. Budget based on estimated expenditures 2020-2021.

Dues and Subscriptions

Payments for memberships, periodicals.

Town of Langston City

Budget For Fiscal Year 2020 – 2021 ending June 30, 2021

Bank Fees

Charges for processing and stop payments charges. Budget based on estimated expenditures for 2020-2021.

Fees

Payments of licenses and fee charges. Oklahoma Municipal League, etc. Budget based on estimated expenditures for 2020-2021.

Fuel

Cost of fuel purchases to power municipal equipment. Budget based on the shared cost of municipal total of estimated expenditures for 2020-2021.

Insurance Expense - Liability

Purchase of Municipal Liability Insurance from the Oklahoma Municipal League (Property, General, etc.). Budget based on the shared cost of municipal total of estimated expenditures for 2020-2021.

Maintenance and Repairs

Buildings –

The cost incurred to bring other assets back to an earlier condition or to maintain operations at its present condition (as opposed to improving asset).

Other -

The cost incurred to bring back other assets back to an earlier condition or to maintain operations at its present condition (as opposed to improving the asset).

Vehicles –

The costs incurred to bring vehicles back to an earlier condition or to maintain operations at its present condition (as opposed to improving the asset).

Town of Langston City

Budget For Fiscal Year 2020 – 2021 ending June 30, 2021

Maintenance and Repairs

Information Technology

The cost incurred to maintain information technology at its present condition (as opposed to improving asset).

Meetings

Materials, supplies, food, beverages and other charges associated with public meetings.

Other

Payment for other items that do not fall under the established accounts.

Postage

Charges for stamps and other costs of delivering letters/packages to third parties.

Professional Fees and Other Contractual Services

Payment to sub-contractors for the delivery of services.

Accounting /Auditing –

Purchase of services of an accountant, CPA, or financial advisor for preparation , review, or audit of financial statements, budget or delivery of other financial planning services.

Contract Labor –

Purchase of services from outside contractors, as specified by written contract.

Contractual –

Purchase of specific services from outside contractors.

Town of Langston City

Budget For Fiscal Year 2020 – 2021 ending June 30, 2021

Honorariums –

A payment to individuals (who are not employees), for special activity or event for which a fee is not legally or traditionally required. The intent is to show appreciation for participation in educational, research, or public service activities or events.

Legal –

Amounts expended on legal matters, particularly lawyers' fees; consultation; litigation.

Other –

Purchase of services from outside contractors, as specified by written contract.

Rent

Cost to lease an item of property. The rental charges incurred by the lessee may be based on time and/or some other factor (e.g., sales).

Supplies

The net cost of all tangible consumables, including freight. This would exclude labor, labor-related expenses and services, as well as some tangible items. Each item individual cost is less than \$5,000.

Office –

All supplies regularly used in office includes small, expendable, daily use items such as paper clips, staples, hole punches, binders and laminators, writing utensils and paper.

Other –

Small expendable supplies other than office supplies.

Town of Langston City

Budget For Fiscal Year 2020 – 2021 ending June 30, 2021

Supplies Equipment –

Encompasses higher-cost equipment like computers, printers, fax machines, photocopiers and cash registers, as well as office furniture such as cubicles, filing cabinets and desks.

Telephone

Payment for telephone services and equipment including cell phones.

Training

All costs of providing for and making available to an employee a planned, prepared, and coordinated program, course, curriculum, subject, system, or routine of instruction or education, in scientific, professional, technical, mechanical, trade, clerical, fiscal, administrative, or other fields which will improve individual and organizational performance.

Travel

Incurred from travel for “Town” purposes. Travel expenses include travel cost and fares, accommodation expenses, and so-called additional expenses for meals.

Local Travel –

Travel cost from trips not requiring an overnight stay.

Uniforms

Work uniforms and clothing, including such items as safety goggles or steel-toed shoes.

Town of Langston City

Budget For Fiscal Year 2020 – 2021 ending June 30, 2021

Water Treatment

Those processes used to make water more acceptable for a desired end-use.

Testing / Consulting –

Purchase of services from outside contractors, as specified by written contract.

Chemical / Supplies –

All supplies consumed in treatment of water.

Town of Langston - Langston Public Works Authority
Summary Combined Budget
Fiscal Year 2021

	General fund	Police fund	Fire fund	LPWA	Parks/Recreation	Total
	Fiscal year	Fiscal year	Fiscal year	Fiscal year	Fiscal year	All activities
	Budget 2021	Budget 2021	Budget 2021	Budget 2021	Budget 2021	Fiscal year
						Budget 2021
Revenue						
Taxes	78,960	0	0	0	52,500	131,460
Fines and Forfeitures	0	198,000	0	0	0	198,000
Other Revenue	3,500	0	8,000	35,746	0	47,246
Water and sewer services	0	0	0	586,610	0	586,610
Special purpose grants revenue	0	0	0	0	0	0
Special purpose grants expense	0	0	0	0	0	0
Total Revenue	82,460	198,000	8,000	622,356	52,500	963,316
Expense and use of cash						
Payroll related expenses	36,080	98,845	0	83,034	56,792	274,751
Expenses	77,770	90,950	9,640	290,158	14,500	483,018
Interest (income) expense	(12)	251	0	48,958	0	49,197
Shared costs transfers	(47,970)	21,000	0	26,970	0	0
Capital expenditures	0	0	0	0	0	0
Required reserve additions				14,760		14,760
Required reserve expenditures				100,000		100,000
Retirement of debt	0	6,432	0	22,562	0	28,994
Total expense and use of cash	65,868	217,478	9,640	586,442	71,292	950,720
Increase (decrease) in net assets	16,592	(19,478)	(1,640)	35,914	(18,792)	12,596

Town of Langston - Langston Public Works Authority
Detailed Combined Budget
Fiscal 2021

	General fund	Police fund	Fire fund	LPWA	Parks/Recreation	Total			
	Fiscal year	Fiscal year	Fiscal year	Fiscal year	Fiscal year	All activities			
	Budget 2021	Budget 2021	Budget 2021	Budget 2021	Budget 2021	Fiscal year			
	Budget 2021	Budget 2021	Budget 2021	Budget 2021	Budget 2021	Budget 2021			
Revenue									
City Sales Tax	52,000		0			52,000			
Cigarette Tax	1,460					1,460			
Use Tax	16,500					16,500			
City gas tax	2,000					2,000			
Franchise Tax	0				50,000	50,000			
Property tax	7,000					7,000			
Permits and Licenses	0				2,500	2,500			
Fines and Forfeitures	0	198,000				198,000			
Contributions	0					0			
Other Revenue	3,500	0	8,000	13,656	0	25,156			
Water and sewer services	0			586,610		586,610			
Grant Contributions						0			
Maintenance				22,090		22,090			
Special purpose grants revenue						0			
Special purpose grants expense						0			
Total Revenue	82,460	198,000	8,000	622,356	52,500	963,316			
Expense									
Payroll related expenses									
Wages	9,080	79,056	0	74,666	45,490	208,292			
Payroll taxes	0	7,993	0	5,659	5,492	19,144			
Payroll related benefits	0	11,796	0	2,709	5,810	20,315			
	9,080	98,845	0	83,034	56,792	247,751			
Workman's compen. insur. and ot	27,000	0	0	0	0	27,000			
Total payroll related expenses	36,080	98,845	0	83,034	56,792	274,751			
Expenses									
Advertising	400	50	0	100	0	550			
Bank fees	120	1,000	0	5,200	0	6,320			
Contributions	0	0	0	0	0	0			
Dues and subscription	400	2,500	1,300	0	0	4,200			
Events	500	0	0	0	0	500			
Fees	1,000	29,000	200	20,000	0	50,200			
Fuel	0	14,000	100	9,000	6,000	29,100			
Gifts and other	0	0	0	0	0	0			
Insurance - liability	25,000	0	750	0	0	25,750			
Maintenance and repairs									
Buildings	2,500	0	1,200	500	0	4,200			
Other	1,100	0	500	15,000	6,500	23,100			
Vehicles	750	9,000	1,500	1,000	0	12,250			
Information technology	500	0	0	1,000	0	1,500			
Total maintenance and repairs	4,850	9,000	3,200	17,500	6,500	41,050			

Town of Langston - Langston Public Works Authority

Detailed Combined Budget

Fiscal 2021

	General fund	Police fund	Fire fund	LPWA	Parks/Recreation	All activities		
	Fiscal year	Fiscal year	Fiscal year	Fiscal year	Fiscal year	Fiscal year		
	Budget 2021	Budget 2021	Budget 2021	Budget 2021	Budget 2021	Budget 2021		
Meetings	0	0	0	0	0	0		
Other	0	0	0	0	0	0		
Postage	400	400	0	1,500	0	2,300		
Printing	0	300	0	0	0	300		
Professional fees				0	0	0		
Accounting / auditing	6,000	6,000	0	6,880	0	18,880		
Contractual	0	7,200	0	91,778	0	98,978		
Honorariums	14,400	0	0	0	0	14,400		
Legal	2,400	2,000	0	4,800	0	9,200		
Other (prof)	1,000	1,000	0	8,800	0	10,800		
Total professional fees	23,800	16,200	0	112,258	0	152,258		
Contract labor	0	0	0	0	0	0		
Rent	0	0	0	0	0	0		
Supplies		0	0	0	0	0		
Office supplies	2,000	700	500	1,000	0	4,200		
Other supplies	1,000	4,500	1,500	15,000	500	22,500		
Supplies equipment	3,200	5,400	2,000	25,000	1,500	37,100		
Total supplies	6,200	10,600	4,000	41,000	2,000	63,800		
Taxes - other	0	0	90	0	0	90		
Telephone	10,200	3,500	0	1,000	0	14,700		
Training	600	1,200	0	400	0	2,200		
Travel						0		
Local travel	0	200	0	200	0	400		
Uniforms	0	3,000	0	0	0	3,000		
Trash contractor	4,300	0	0	60,000	0	64,300		
Water treatment	0	0			0	0		
Testing / consulting	0	0	0	16,000	0	16,000		
Chemicals / supplies	0	0	0	6,000	0	6,000		
Total water treatment	0	0	0	22,000	0	22,000		
Indian meridian	0	0	0	0	0	0		
Total expenses	77,770	90,950	9,640	290,158	14,500	483,018	266,460	
Total payroll and expenses	113,850	189,795	9,640	373,192	71,292	757,769		
Total government activities	(31,390)	8,205	(1,640)	249,164	(18,792)	205,547		
Interest income (expense)	12	(251)	0	(48,958)	0	(49,197)		
Shared costs transfers	47,970	(21,000)		(26,970)		0		
Capital expenditures	0	0	0	0	0	0		
Required reserve additions	0		0	(14,760)	0	(14,760)		
Required reserve expenditures				(100,000)		(100,000)	(78,191)	
Retirement of debt	0	(6,432)	0	(22,562)	0	(28,994)		
Increase (decrease) in net assets	16,592	(19,478)	(1,640)	35,914	(18,792)	12,596		

BUDGET PREPARATION WORKSHEET

EMPLOYEE CENSUS

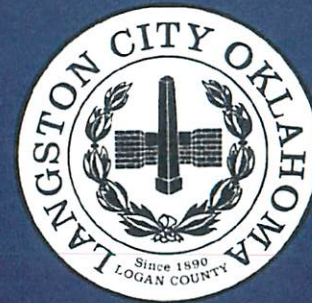


Town of Langston
Fiscal 2021 Budget
Employee / contractor census

											Employer's (annual)		Employer's portion (annual)					
Last Name	First Name	Title	Department	Status	Hrly/Mthly Rate	Hourly/ Salary	Monthly Hours	Monthly Gross	Annual 06/30/2018	Adjust	Adjusted annual 06/30/2019	Federal SSI & Med 7.85%	State emp tax 1%	Health Insur. 4%	Retirem ent	Total benefits	wages taxes benefits	
Brown	Charlotte	City Administrator		Active							-	-	-	-		-	-	
Williams	Stacy	Maintenance worker	Gen/Parks&rec	Active	12.50	Hourly	173	2,162.50	25,950.00		25,950.00	2,037.08	170.00	1,038.00		1,038.00	29,195.08	
Bryant	Tyrone	Maintenance worker	LPWA	12	8.50	Hourly	173	1,470.50	17,646.00		17,646.00	1,385.21	170.00	705.84		2,261.05	21,462.26	
TBA 4months Jun-Sep		TBA	Gen/Parks&rec	4 months	8.50	Hourly	130	1,105.00	4,420.00		4,420.00	346.97	44.20	176.80		567.97	5,379.14	
Sullivan	Emmanuel	Field technician	LPWA	Active	2,933.85	Salary	173	2,933.85	35,568.00		35,568.00	2,792.09	170.00	1,422.72		4,384.81	42,914.90	
Garrett	Lonzetta	Admin. Asst II	LPWA	Active	15.50	Hourly	173	2,681.50	32,178.00		32,178.00	2,525.97	170.00	1,287.12		3,983.09	38,857.07	
TBA								-	-		-	-	-	-		-	-	
Thomas	Veronica	Chief	Police	Active	2,916.67	Salary	173	3,047.33	36,568.00		36,568.00	2,870.59	170.00	1,462.72		4,503.31	44,111.90	
Ashley	Marliyn	Admin Asst.	Split Gen, Pol, LP-33	Active	10.00	Hourly	173	1,730.00	20,760.00		20,760.00	1,629.66	170.00	830.40		2,630.06	25,189.72	
Trawick	Jessee	Officer	Police	Active	2,400.00	Salary	173	2,933.85	35,568.00		35,568.00	2,792.09	170.00	1,422.72		4,384.81	42,914.90	
TBA								-	-		-	-	-	-		-	-	
TBA		Code enforcement	Gen/Parks&rec	Active	10.00	Hourly	36	360.00	2,160.00		2,160.00	169.56	21.60	86.40		277.56	2,628.72	
Trice	Delton	Maintenance worker	Gen/Parks&rec	Active	10.50	Hourly	120	1,260.00	15,120.00		15,120.00	1,186.92	151.20	604.80		1,942.92	18,401.04	
								19,684.53	225,938.00	-	225,938.00	17,736.13	1,407.00	9,037.52	-	25,973.58	271,054.71	
Outside contractors and honorariums																		
Stevenson	Shelia	Mayor	General		200.00			200.00	2,400.00		2,400.00						2,400.00	
Interim		Treasurer	General		600.00			600.00	7,200.00		7,200.00						7,200.00	
Williams	Linda	Council person	General		200.00			200.00	2,400.00		2,400.00						2,400.00	
Scott	Magnus	Council person	General		200.00			200.00	2,400.00		2,400.00						2,400.00	
Boyles	Michael	Technology	Split Gen, Pol, LP-33		250.00			250.00	3,000.00		3,000.00						3,000.00	
Poole	Ted	Legal	Split Gen 20%, Pol, L		1,000.00			1,000.00	12,000.00		12,000.00						12,000.00	
Russell	Casey	Annual audit	Split Gen, Pol, LP-33		500.00			500.00	6,000.00		6,000.00						6,000.00	
TBA		Accounting	Split Gen, Pol, LP-33		1,000.00			1,000.00	12,000.00		12,000.00						12,000.00	
Franks	William	Technical	LPWA		2,791.67			2,791.67	33,500.00		33,500.00						33,500.00	
JAJA Environmental		Technical	LPWA		2,428.51			2,428.51	29,142.12		29,142.12						29,142.12	
Hall	Earl	Technical	LPWA		2,428.51			2,428.51	29,142.12		29,142.12						29,142.12	
WPM design		Engineer	LPWA		650.00			650.00	7,800.00		7,800.00						7,800.00	
WPM design		Engineer	Parks & recreation															
Kirk	Christina	Judge	Police		600.00			600.00	7,200.00		7,200.00						7,200.00	
								12,848.69	154,184.24	-	154,184.24						154,184.24	
								32,533.21	380,122.24	-	380,122.24	17,736.13	1,407.00	9,037.52	-	25,973.58	425,238.95	
Total employees and contractors																		
Employee - by fund																		
		General						936.67	9,080.00	-	9,080.00	-	-	-	-	-	-	
		Parks & recreation						3,422.50	45,490.00	-	45,490.00	4,956.18	535.40	2,525.44	-	5,809.94	74,437.52	
		LPWA						7,662.51	74,666.00	-	74,666.00	5,318.06	340.00	2,709.84		8,367.90	81,771.96	
		Police						8,287.85	79,056.00	-	79,056.00	7,461.90	531.60	3,802.24	-	11,795.74	114,845.23	
								20,309.53	208,292.00	-	208,292.00	17,736.13	1,407.00	9,037.52		25,973.58	271,054.71	
Contractor - by fund																		
		General						1,983.33	23,799.99	-	23,799.99						23,799.99	
		Parks & recreation								-								
		LPWA						9,282.02	111,384.24	-	111,384.24						111,384.24	
		Police						1,583.33	19,000.00	-	19,000.00						19,000.00	
								12,848.69	154,184.23	-	154,184.23						154,184.23	
Total employees and contractors - by fund																		
		General						2,920.00	32,879.99	-	32,879.99						32,879.99	
		Parks & recreation						3,422.50	45,490.00	-	45,490.00						45,490.00	
		LPWA						16,944.53	186,050.24	-	186,050.24						186,050.24	
		Police						9,871.18	98,056.00	-	98,056.00						98,056.00	
								33,158.21	362,476.23	-	362,476.23						362,476.23	

BUDGET PREPARATION WORKSHEET

GENERAL



Town of Langston
Budget preparation worksheet
General Fund Fiscal 2021

	Results of Operations Fiscal year 2018	Results of Operations Fiscal year 2019	Results of Operations 8 months Jul 19 - Feb 20	Proposed Budget Fiscal year 2021	Comments
Revenue					
City Sales Tax	111,487	103,920	59,452	52,000	
Cigarette Tax	1,374	1,201	551	1,460	
Use Tax	35,091	38,381	18,272	16,500	
City gas tax	2,013	3,380	280	2,000	
Franchise Tax					
Property tax	7,344	6,452	6,332	7,000	One annual payment December
Permits and Licenses		1,330			
Alcohol Tax					
Motor Vehicle Tax					
Fines and Forfeitures					
Contributions		2,075	970		
Other Revenue	4,813	27,548	2,576	3,500	Insurance received in 2018
Water and sewer services					
Special purpose grants revenue					
			0	0	
Grant Contributions			0		
Total Revenue	162,122	184,287	88,433	82,460	
Expense					
Payroll related expenses				9,080	From employee census
Wages				0	From employee census
Payroll taxes				0	From employee census
Payroll related benefits					
	14,149	17,854	12,784	9,080	
Workman's compensation insur	25,393	26,541	15,930	27,000	(5) payments of \$6,348 in 2017

Town of Langston
Budget preparation worksheet
General Fund Fiscal 2021

	Operations	Operations	Operations	Budget	
	Fiscal year	Fiscal year	8 months	Fiscal year	Comments
	2018	2019	Jul 19 - Feb 20	2021	
Payroll related expenses	39,542	44,395	28,714	36,080	
Expenses					
Advertising	1,487	26	616	400	
Bank fees	75	80		120	
Contributions		305		0	
Dues and subscription	255	1,456	204	400	
Events	4,332	5,137	1,951	2,500	No election in 2020
Fees	4,293	1,389	61	1,000	Assoc. of Gvts., bonds,
Fuel	3,551		2,684	0	
Gifts and other				0	
Insurance - liab&prop	26,814	20,725		25,000	
Maintenance and repairs					
Buildings	3,800	3,262	954	2,500	
Other	1,743	179	1,032	1,100	
Vehicles	1,091		694	750	no vehcles in general fund
Information technology	2,048			500	Virus protection and internet connect
Total maintenance and repa	8,682	3,441	2,680	4,850	
Meetings	105				
Other	1,771				
Postage	374	625	92	400	
Printing	69	946			in house
Professional fees					
Accounting / auditing	17,119	17,056	11,170	6,000	Budgeted/allocated in Empl./Contr.Census
Contractual	9,052	5,141	5,000		Budgeted/allocated in Empl./Contr.Census
Honorariums	9,600	10,800	9,200	14,400	Budgeted/allocated in Empl./Contr.Census
Legal	27,345	6,000	5,400	2,400	Budgeted/allocated in Empl./Contr.Census
Other (prof)	221	1,789	93	1,000	Budgeted/allocated in Empl./Contr.Census
Total professional fees	63,337	40,786	30,863	23,800	
Contract labor					

Town of Langston
Budget preparation worksheet
General Fund Fiscal 2021

	Operations	Operations	Operations	Budget	
	Fiscal year	Fiscal year	8 months	Fiscal year	Comments
	2018	2019	Jul 19 - Feb 20	2021	
Rent					
Supplies					
Office supplies	1,128	1,120	2,959	2,000	
Other supplies	10,335	750	8,921	1,000	
Supplies equipment	5,948	4,831	8,037	3,200	Dell equipment lease
Total supplies	17,411	6,701	19,917	6,200	
Taxes - other	0	0			
Telephone	8,100	10,099	7,105	10,200	
Training	415	602		600	
Travel - local					
Uniforms					
Utilities	4,378	4,834	2,286	4,300	Oklahoma Natural Gas
Water treatment					
Testing / consulting					
Chemicals / supplies					
Total water treatment					
Indian meridian					
Total expenses	145,449	97,152	68,459	79,770	
Total payroll and expenses	184,991	141,547	97,173	115,850	
Total government activities	(22,869)	42,740	(8,740)	(33,390)	
Interest income (expense)	4	12	10	12	
Shared costs paid in general fund			27,992	47,970	
Capital expenditures	(4,988)			0	
Retirement of debt					
Increase (decrease) in net assets	(27,853)	42,752	19,262	14,592	

BUDGET PREPARATION WORKSHEET

PARKS
AND
RECREATION



Town of Langston - Langston Public Works Authority
Budget preparation worksheet
Parks and Recreation Fund Fiscal 2021

	Results of Operations Fiscal year 2018	Results of Operations Fiscal year 2019	Results of Operations 8 months Jul 19 - Feb 20	Proposed Budget Fiscal year 2021	Comments
Revenue					
City Sales Tax					
Cigarette Tax					
Use Tax					
City gas tax					
Franchise Tax	45,524	68,286	34,725	50,000	
Permits and Licenses		0	1,736	2,500	
Alcohol Tax					
Motor Vehicle Tax					
Fines and Forfeitures					
Contributions					
Other Revenue	3,819	5,729			
Water and sewer services					
Special purpose grants revenue					
	0	0	0	0	
Total Revenue	49,343	74,015	36,461	52,500	
Expense					
Payroll related expenses					
Wages		0		45,490	From employee census
Payroll taxes		0		5,492	From employee census
Payroll benefits		0		5,810	From employee census
	87,877	131,816	45,762	56,792	
Workman's compensation insur		0		0	budgeted in general fund
Payroll related expenses	87,877	131,816	45,762	56,792	
Expenses					

Town of Langston - Langston Public Works Authority
Budget preparation worksheet
Parks and Recreation Fund Fiscal 2021

	Operations	Operations	Operations	Budget	
	Fiscal year	Fiscal year	8 months	Fiscal year	Comments
	2018	2019	Jul 19 - Feb 20	2021	
Advertising					
Bank fees					
Contributions					
Dues and subscription		0			
Events					
Fees					
Fuel	6,978	10,467	1,284	6,000	
Gifts and other					
Insurance - liability		0			
Maintenance and repairs					
Buildings					
Other	6,160	9,240	6,231	6,500	
Vehicles	3,567	5,351	239	0	
Information technology					
Total maintenance and repairs	9,727	14,591	6,470	6,500	
Meetings					
Other					
Postage					
Printing					
Professional fees					
Accounting / auditing					
Contractual				0	
Honorariums					
Legal					
Other (prof)		0			
Total professional fees	0	0	0	0	
Contract labor					
Rent	1,285	1,928	843	0	
Supplies					
Office supplies					

Town of Langston - Langston Public Works Authority
Budget preparation worksheet
Parks and Recreation Fund Fiscal 2021

	Operations	Operations	Operations	Budget	
	Fiscal year	Fiscal year	8 months	Fiscal year	Comments
	2018	2019	Jul 19 - Feb 20	2021	
Other supplies	1,034	1,551	190	500	
Supplies equipment	1,251	1,877	120	1,500	
Total supplies	2,285	3,428	310	2,000	
Taxes - other					
Telephone			0		
Training					
Travel - local		0	0		
Uniforms					
Utilities		0	0	0	
Water treatment					
Testing / consulting					
Chemicals / supplies				0	
Total water treatment					
Total expenses	20,275	30,413	8,907	14,500	
Total payroll and expenses	108,152	162,228	54,669	71,292	
Total government activities	(58,809)	(88,214)	(18,208)	(18,792)	
Interest income (expense)		0	0		
Shared costs paid in general fund					
Capital expenditures					
Retirement of debt					
Increase (decrease) in net assets	(58,809)	(88,214)	(18,208)	(18,792)	

BUDGET PREPARATION WORKSHEET

FIRE



Town of Langston
Budget preparation worksheet
Fire Fund Fiscal 2021

	Results of Operations Fiscal year 2018	Results of Operations Fiscal year 2019	Results of Operations 8 months Jul 19 - Feb 20	Estimated Operations 12 months 2020	Proposed Budget Fiscal year 2021	Comments
Revenue						
City Sales Tax						
Cigarette Tax						
Use Tax						
City gas tax						
Franchise Tax						
Permits and Licenses						
Alcohol Tax						
Motor Vehicle Tax						
Fines and Forfeitures						
Special/contributions						
Other Revenue	36,201	2,253		0	8,000	
Water and sewer services						
Special purpose grants revenue						
	0	0	0	0	0	
Total Revenue	36,201	2,253	0	0	8,000	
Expense						
Payroll related expenses						
Wages				0	0	From employee census
Payroll taxes				0	0	From employee census
Payroll related benefits				0	0	From employee census
Workman's compensation insur						
Payroll related expenses	0	5,989	5,989	8,984	0	
Expenses						
Advertising						
Bank fees				0	0	

Town of Langston
Budget preparation worksheet
Fire Fund Fiscal 2021

	Operations	Operations	Operations	Operations	Budget	
	Fiscal year	Fiscal year	8 months	12 months	Fiscal year	Comments
	2018	2019	Jul 19 - Feb 20	2020	2021	
Contributions						
Dues and subscription	54	1,005	1,005	1,508	1,300	Okla St FF Ass, \$56 per person (15), Chief Logan \$20 (3), Ntl Vol FF ass \$24 (15)
Events					0	Juneteenth, Fire Prevention, various Parades, Touch the Truck
Fees	384	60	60	90	200	CPR certification, Ffighter 1, EmerMedResp, ladder/vehicle cert
Fuel	25	50	50	75	100	
Gifts and other						
Insurance - liability	592			582	750	the Burrows Agency
Maintenance and repairs				0		
Buildings		777	777	1,166	1,200	
Other	1,597	300	300	450	500	
Vehicles	3,007	460	460	690	1,500	
Information technology						
Total maintenance and repa	4,604	1,537	1,537	2,306	3,200	
Meetings						
Other	1,140					
Postage						
Printing						
Professional fees						
Accounting / auditing						
Contractual	700					
Honorariums						
Legal						
Other (prof)	3,823					
Total professional fees	4,523	0	0	0	0	
Contract labor	2,000					
Rent		0	0			
Supplies						
Office supplies				0	500	

Town of Langston
Budget preparation worksheet
Fire Fund Fiscal 2021

	Operations	Operations	Operations	Operations	Budget	
	Fiscal year	Fiscal year	8 months	12 months	Fiscal year	Comments
	2018	2019	Jul 19 - Feb 20	2020	2021	
Other supplies	1,556	786	786	1,179	1,500	
Supplies equipment	1,869	3,004	3,004	4,506	2,000	
Total supplies	3,425	3,790	3,790	5,685	4,000	
Taxes - other		110	110	165	90	
Telephone	2,215					
Training	3,703					
Travel - local	2,342					
Uniforms	40					
Utilities		349	349	524		
Water treatment						
Testing / consulting						
Chemicals / supplies						
Total water treatment						
Indian meridian						
Total expenses	23,047	6,901	6,901	10,934	9,640	
Total payroll and expenses	23,047	12,890	12,890	19,917	9,640	
Total government activities	13,154	(10,637)	(12,890)	(19,917)	(1,640)	
Interest income (expense)		0	0			
Shared costs paid in general fund						
Capital expenditures						
Retirement of debt						
Increase (decrease) in net assets	13,154	(10,637)	(12,890)	(19,917)	(1,640)	

BUDGET PREPARATION WORKSHEET

POLICE



Town of Langston
Budget preparation worksheet
Police Fund Fiscal 2021

	Results of Operations Fiscal year 2018	Results of Operations Fiscal year 2019	Estimated Operations 12 months 2020	Proposed Budget Fiscal year 2021	
Revenue					
City Sales Tax					
Cigarette Tax					
Use Tax					
City gas tax					
Franchise Tax					
Permits and Licenses					
Alcohol Tax					
Coyle contract		18,400		0	
Fines and Forfeitures	213,299	207,781	148,000	198,000	Estimated \$17750 per month
Contributions					Decline in revenue due to COVID-19
Other Revenue					
Water and sewer services					
Special purpose grants revenue					
	0	0	0	0	
Grant Contributions	0	0	0	0	
Total Revenue	213,299	226,181	148,000	198,000	
Expense					
Payroll related expenses					
Wages			0	79,056	From employee census
Payroll taxes			0	7,993	From employee census
Payroll related benefits			0	11,796	From employee census
	109,543	122,170	0	98,845	
Workman's compensation insur			0	0	budgeted in general fund
Payroll related expenses	109,543	122,170	0	98,845	

Town of Langston
Budget preparation worksheet
Police Fund Fiscal 2021

	Operations	Operations	Operations	Budget	
	Fiscal year	Fiscal year	12 months	Fiscal year	
	2018	2019	2020	2021	
Expenses					
Advertising	25		0	50	
Bank fees	5,832	7,099	7,445	1,000	
Contributions			0		
Dues and subscription	150	1,565	3,510	2,500	Ok Code enfor., Adv Computer,
Events			0		
Fees	12,116	17,314	23,563	29,000	Based on fine revenue - CLEET, OSBI, ticket support online service \$600 (1420)
Fuel	7,364	8,836	11,954	14,000	
Gifts and other			0		
Insurance - liability			0	0	budgeted in general fund
Maintenance and repairs			0		
Buildings	399	229	0		
Other	1,282		0		
Vehicles	5,112	3,176	10,128	9,000	
Information technology			0		
Total maintenance and repa	6,793	3,405	10,128	9,000	
Meetings		255			
Other	235	339	345		
Postage		147	300	400	
Printing	94	45	0	300	Commission cards, business cards
Professional fees			0		
Accounting / auditing	464	531	630	6,000	Budgeted/allocated in Empl./Contr.Census
Contractual	7,200	11,260	8,316	7,200	Budgeted/allocated in Empl./Contr.Census
Honorariums					Budgeted/allocated in Empl./Contr.Census
Legal	2,079			2,000	Budgeted/allocated in Empl./Contr.Census
Other (prof)	1,700	1,750	0	1,000	Budgeted/allocated in Empl./Contr.Census
Total professional fees	11,443	13,541	8,946	16,200	
Contract labor					
Rent	302	2,478	1,643		moved to Supplies - equip

Town of Langston
Budget preparation worksheet
Police Fund Fiscal 2021

	Operations	Operations	Operations	Budget	
	Fiscal year	Fiscal year	12 months	Fiscal year	
	2018	2019	2020	2021	
Supplies					
Office supplies	184	1,105	11	700	
Other supplies	8,937	10,955	3,969	4,500	
Supplies equipment	3,320	1,248	2,114	5,400	Applied Concepts - \$200 monthly
Total supplies	12,441	13,308	6,093	10,600	
Taxes - other	45	45	0	0	
Telephone	3,003	2,404	3,380	3,500	Verizon wireless only with hot spot
Training	2,174	1,617	1,800	1,200	
Travel - local & out of town	643	190	0	200	
Uniforms	218	827	3,087	3,000	
Utilities					
Water treatment					
Testing / consulting					
Chemicals / supplies					
Total water treatment					
Indian meridian	0	0			
Total expenses	62,878	73,415	82,192	90,950	
Total payroll and expenses	172,421	195,585	82,192	189,795	
Total government activities	40,878	30,596	65,808	8,205	
Interest income (expense)	(444)	(492)	(632)	(251)	
Shared costs paid in general fund		(27,415)	(20,171)	(21,000)	
Capital expenditures	(31,782)	(5,634)			
Required reserve	(511)				
Retirement of debt				(6,432)	
Increase (decrease) in net assets	8,141	(2,945)	45,006	(19,478)	

BUDGET PREPARATION WORKSHEET

LANGSTON PUBLIC
WORKS
AUTHORITY



Town of Langston
Budget preparation worksheet
LPWA Fiscal 2021

	Operations	Operations	Operations	Operations	Water budget	Trash budget	Wastewater budget	Total LPWA budget
	Fiscal year	Fiscal year	8 months	12 months	Fiscal year	Fiscal year	Fiscal year	Fiscal year
	2018	2019	Jul 19 - Feb 20	2020	2021	2021	2021	2021
Revenue								
City Sales Tax								
Cigarette Tax								
Use Tax								
City gas tax								
Franchise Tax								
Permits and Licenses								
Alcohol Tax								
Motor Vehicle Tax								
Fines and Forfeitures								
Contributions								
Other Revenue			88	117		6,828	6,828	13,656
Water and sewer services	508,360	484,739	328,889	493,334	141,175	79,267	366,168	586,610
Maintenance				0	6,828		15,262	22,090
Special purpose grants revenue								
	0	0	0	0	0	0	0	0
Grant Contributions	0	0	0	0	0	0	0	0
Total Revenue	508,360	484,739	328,977	493,451	148,003	86,095	388,258	622,356
Expense								
Payroll related expenses								
Allocation percent					63.000%	3.000%	34.000%	
Wages				0	47,040	2,240	25,386	74,666
Payroll taxes				0	3,565	170	1,924	5,659
Payroll related benefits				0	1,707	81	921	2,709
Subtotal	74,728	114,176	81,930	122,895	52,312	2,491	28,231	83,034
Workman's compensation insure				0	0	0	0	0
Payroll related expenses	74,728	114,176	81,930	122,895	52,312	2,491	28,231	83,034
Expenses								
Advertising	401			0	66	0	34	100
Bank fees	3,663	4,936	3,394	5,091	2,600	0	2,600	5,200
Contributions								0
Dues and subscription								
Events	192			0				
Fees	24,281	10,438	14,738	22,107	10,000	0	10,000	20,000
Fuel	825	4,820	3,859	5,789	4,500	0	4,500	9,000
Gifts and other								0
Insurance - liability				0	0	0	0	0
Maintenance and repairs								0

Town of Langston
Budget preparation worksheet
LPWA Fiscal 2021

	Operations	Operations	Operations	Operations	Water budget	Trash budget	Wastewater budget	Total LPWA budget
	Fiscal year	Fiscal year	8 months	12 months	Fiscal year	Fiscal year	Fiscal year	Fiscal year
	2018	2019	Jul 19 - Feb 20	2020	2021	2021	2021	2021
Buildings	8,388	491	4,432	6,648	250		250	500
Other	24,331	13,626	5,248	7,872	5,000	0	5,000	15,000
Vehicles	2,349	1,698	109	164	500	0	500	1,000
Information technology		775		0	500	0	500	1,000
Total maintenance and repair	35,068	16,590	9,789	14,684	6,250	0	6,250	17,500
Meetings	0							
Other	0	280						
Postage	1,359	1,369	2,640	3,960	750	0	750	1,500
Printing		75		0				
Professional fees				0				
Accounting / auditing	464	3,456	3,420	5,130	3,000		3,000	6,880
Contractual	83,781	87,308	60,217	90,326	57,824	2,754	31,207	91,778
Honorariums				0				0
Legal	11,826	9,915	2,125	3,188	3,024	144	1,632	4,800
Other (prof)	7,059	700		0	5,544	264	2,992	8,800
Total professional fees	103,130	101,379	65,762	98,643	69,392	3,162	38,831	112,258
Contract labor				0				0
Rent	9,145							
Supplies								
Office supplies	1,333	803	556	834	350	0	650	1,000
Other supplies	8,562	15,188	8,984	13,476	7,500	0	7,500	15,000
Special maintenance equ	3,064	35,925	15,304	22,956	12,500	0	12,500	25,000
Total supplies	12,959	51,916	24,844	37,266	20,350	0	20,650	41,000
Taxes - other	0							
Telephone	240	986	716	1,074	500	0	500	1,000
Training	30	315		0	200	0	200	400
Travel - local	450			0	100	0	100	200
Uniforms				0				0
Trash contractor	50,311	53,907	38,057	57,086	0	60,000	0	60,000
Water treatment				0				
Testing / consulting	12,806	12,842	11,564	17,346	8,000	0	8,000	16,000
Chemicals / supplies	9,441	2,878	2,822	4,233	3,000	0	3,000	6,000
Total water treatment	22,247	15,720	14,386	21,579	11,000	0	11,000	22,000
Indian meridian	0	0						
Total expenses	264,301	262,731	178,185	267,278	125,708	63,162	95,415	284,285
Total payroll and expenses	339,029	376,907	260,115	390,173	178,020	65,653	123,646	367,319
Total government activities	169,331	107,832	68,862	103,278	(30,017)	20,442	264,612	255,037
Interest income (expense)	(51,616)	(50,769)	(33,356)	(49,882)			(48,958)	(48,958)
Shared costs paid in general fund		(28,089)	(14,545)	(21,818)	(13,485)	0	(13,485)	(26,970)

Town of Langston
Budget preparation worksheet
LPWA Fiscal 2021

	Operations	Operations	Operations	Operations		Water budget	Trash budget	Wastewater budget	Total LPWA budget
	Fiscal year	Fiscal year	8 months	12 months		Fiscal year	Fiscal year	Fiscal year	Fiscal year
	2018	2019	Jul 19 - Feb 20	2020		2021	2021	2021	2021
Capital expenditures							0		
Required reserve additions		(14,760)	(9,840)	(14,760)				(14,760)	(14,760)
Required reserve expenditures						(50,000)		(50,000)	(100,000)
Retirement of debt	(19,901)	(20,751)	(14,324)	(21,638)				(22,562)	(22,562)
Increase (decrease) in net assets	97,814	(6,537)	(3,203)	(4,819)		(93,502)	20,442	114,847	41,787

AFFIDAVIT OF PUBLICATION

County of Logan, State of Oklahoma

Guthrie News Leader

212 W. Oklahoma

P.O. Box 879

Guthrie, OK 73044

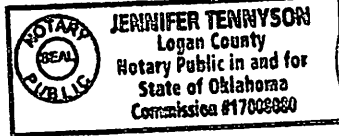
I, Karan Ediger, of lawful age, being duly sworn upon oath, deposes and says that I am the publisher of Guthrie News Leader, a bi-weekly publication that is a "legal newspaper" as that phrase is defined in 25 O.S. § 106, as amended to date, for the City of Guthrie, for the County of Logan, in the State 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: June 10, 2020

Publication Fee: \$168.00

Karan Ediger
Karan Ediger, Publisher, Guthrie News Leader

Signed and sworn to before me on this 22nd day of June, 2020.



Jennifer Tennyson
Jennifer Tennyson, Notary Public
My Commission expires: August 29, 2021.
Commission # 17008080

Town of Langton
See Attached

kw
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