

**TOWN OF CLEO SPRINGS OKLAHOMA**  
Fiscal Year 2023 / 2024 Annual Budget

<b>BUDGET MEMO</b>
--------------------

DATE: June 26, 2023

TO: Town of Cleo Springs, Council Members

FROM: Tracy Reed, CPA

RE 2023 / 2024 Fiscal Year Budget

The 2023 / 2024 Annual Budget for the Town of Cleo Springs and the Cleo Springs Public Works Authority are presented, as attached, for approval by the Council.

The budget includes the following highlights for fiscal year 2023 / 2024:

- Services to citizens and customers are budgeted to continue to be provided at the current levels.
- With the sales tax increase kicking in on July 1st, 2023. We will start receiving the collections from that with our September sales tax deposit. Therefore, we have budgeted 10 months worth of Sales Tax collections for the Fire & Unrestricted Sales Tax at 1% each.
- Recurring tax revenues are budgeted at 90%, as indicated. If these revenues were collected at 100% of the prior year amounts, we'd collect approximately an additional \$4,040 in our General Fund.
- With the Water & Sewer Rate increases included in this budget, we are expecting an additional \$ 7,020 in revenue for FY24
- This budget projects we will end the fiscal year with \$217,824 in unrestricted cash.
- This budget projects an income of \$65,610 for FY24 across all funds and a net Income of \$58,913 in our operating funds.

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.

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

**RECEIVED**

JUL 12 2023

State Auditor  
and Inspector

*Major*

**TOWN OF CLEO SPRINGS, OKLAHOMA**  
Fiscal Year 2023 - 2024 Annual Budget

**BUDGET SUMMARY**

	BEGINNING BALANCE (Estimates)	REVENUES	EXPENSES	TRANSFERS	Net Change	PROJECTED ENDING BALANCE
<b>GENERAL FUND</b>	\$ 4,088	\$ 129,117	\$ (129,617)	\$ 20,000	\$ 19,500	\$ 23,588
<i>Restricted Funds:</i>						
Street & Alley	124,424	19,196	(12,500)	-	6,696	131,120
<b>TOTAL GENERAL FUNDS</b>	<u>128,512</u>	<u>148,313</u>	<u>(142,117)</u>	<u>20,000</u>	<u>26,196</u>	<u>154,708</u>
<b>ENTERPRISE FUNDS</b>						
PWA	\$ 154,822	\$ 185,370	\$ (125,956)	\$ (20,000)	\$ 39,414	\$ 194,236
<b>GRAND TOTAL ALL FUNDS</b>	<u>\$ 283,334</u>	<u>\$ 333,683</u>	<u>\$ (268,073)</u>	<u>\$ -</u>	<u>\$ 65,610</u>	<u>\$ 348,944</u>

**Town of Cleo Springs**  
**General Fund**  
**Fiscal Year 2023 / 2024 Annual Budget**

	ACTUAL 2021 / 2022	BUDGET 2022 / 2023	PROJECTED ACTUAL 2022 / 2023	PROPOSED BUDGET 2023 / 2024	
<b>REVENUES:</b>					
Sales Tax - 3%	\$ 38,810	\$ 35,371	\$ 36,855	\$ 46,990	*90%
Use Tax	7,002	15,000	33,014	29,713	*90%
Franchise Tax	9,798	10,122	13,291	11,962	*90%
Alcohol Beverage Tax	14,727	13,673	14,274	12,847	*90%
Cigarette Tax	467	450	377	339	*90%
Police Income	950	100	-	100	
Licenses & Permits	292	250	100	100	
Royalties	385	125	387	300	
Rent Income	1,270	1,000	867	750	
RV Rent Income	1,800	1,750	27	20	
<b>Fire Revenues:</b>					
Restricted Sales Tax-Fire-1%	-	-	-	13,821	
Fire Grant Income	4,763	4,500	11,053	4,500	
Fire Donations	28,270	25,000	7,113	5,000	
Fire Reimbursements-from county sales tax	16,019	27,500	22,812	-	
Fire Other Income	-	-	16,127	-	
Miscellaneous Income	4,625	-	5,326	2,500	
<b>Total Revenues</b>	<b>129,179</b>	<b>134,841</b>	<b>161,623</b>	<b>128,942</b>	
<b>EXPENDITURES</b>					
<b>General Government:</b>					
Personal Services	33,873	21,417	36,925	21,417	
Materials & Supplies	7,696	8,500	3,570	5,000	
Other Services & Charges	87,170	79,400	80,221	82,500	
Capital Outlay	7,239	-	-	-	
<b>Total General Government</b>	<b>135,977</b>	<b>109,317</b>	<b>120,716</b>	<b>108,917</b>	
<b>Fire:</b>					
Personal services	2,990	7,000	15,580	11,400	
Materials & Supplies	6,438	8,500	7,544	-	
Other Services & Charges	31,395	41,500	34,027	4,500	
Capital Outlay	-	-	-	-	
<b>Total Fire</b>	<b>40,824</b>	<b>57,000</b>	<b>57,151</b>	<b>15,900</b>	
<b>Police:</b>					
Personal Services	-	-	-	-	
Materials & Supplies	-	-	-	-	
Other Services & Charges	3,200	4,800	4,267	4,800	
Capital Outlay	-	-	-	-	
<b>Total Police</b>	<b>3,200</b>	<b>4,800</b>	<b>4,267</b>	<b>4,800</b>	
<b>Total expenditures</b>	<b>180,001</b>	<b>171,117</b>	<b>182,133</b>	<b>129,617</b>	
<b>Revenue over (under) expenditures</b>	<b>(50,822)</b>	<b>(36,276)</b>	<b>(20,510)</b>	<b>(675)</b>	

**Town of Cleo Springs**  
**General Fund**  
**Fiscal Year 2023 / 2024 Annual Budget**

	ACTUAL 2021 / 2022	BUDGET 2022 / 2023	PROJECTED ACTUAL 2022 / 2023	PROPOSED BUDGET 2023 / 2024
<b><u>OTHER FINANCING SOURCES (USES)</u></b>				
Interest Income	189	175	164	175
Gain on Sale of Assets	-	-	-	-
<b><u>Transfers In:</u></b>				
to GF	8,073	40,000	10,000	20,000
to S&A	-	-	-	-
to Fire	3,500	-	-	-
<b><u>Transfers Out:</u></b>				
PWA	-	-	-	-
GF	(3,500)	-	(1,392)	-
S&A	-	-	-	-
Fire	-	-	-	-
Intergovernmental	-	-	(280)	-
Net other financing sources (uses)	8,261	40,175	8,772	20,175
Revenues and other financing sources over (under) expenditures and other uses	(42,560)	3,899	(11,738)	19,500
Beginning Fund Balance (estimated)	44,085	1,525	1,525	4,088
Ending Fund Balance	1,525	5,424	(10,213)	23,588

**Town of Cleo Springs**  
**Street & Alley Fund**  
**Fiscal Year 2023 / 2024 Annual Budget**

	ACTUAL 2021 / 2022	BUDGET 2022 / 2023	Projected ACTUAL 2022 / 2023	PROPOSED BUDGET 2023 / 2024	
<b><u>REVENUES:</u></b>					
<b><u>Street &amp; Alley Revenues:</u></b>					
Restricted Sales Tax- S&A - 1%	19,405	17,685	18,427	\$ 16,585	*90%
Motor Vehicle Tax	2,365	1,939	2,235	2,011	*90%
Gas Excise Tax	324	350	667	600	*90%
Total Revenues	22,094	19,974	21,329	19,196	
<b><u>EXPENDITURES</u></b>					
<b><u>Street &amp; Alley:</u></b>					
Materials & Supplies	-	-	4,079	5,000	
Other Services & Charges	8,336	9,000	6,957	7,500	
Capital Outlay	-	-	65,728	-	
Total Street & Alley	8,336	9,000	76,764	12,500	
Total expenditures	8,336	9,000	76,764	12,500	
Revenue over (under) expenditures	13,758	10,974	(55,435)	6,696	
<b><u>OTHER FINANCING SOURCES (USES)</u></b>					
<b><u>Transfers In:</u></b>					
to S&A	-	-	-	-	
<b><u>Transfers Out:</u></b>					
S&A	-	-	-	-	
Net other financing sources (uses)	-	-	-	-	
Revenues and other financing sources over (under) expenditures and other uses	13,758	10,974	(55,435)	6,696	
Beginning Fund Balance (estimated)	155,225	168,983	168,983	124,424	
Ending Fund Balance	168,983	179,957	113,548	131,120	

**Town of Cleo Springs  
Public Works Authority  
Fiscal Year 2023 / 2024 Annual Budget**

	ACTUAL 2021 / 2022	BUDGET 2022 / 2023	PROJECTED ACTUAL 2022 / 2023	PROPOSED BUDGET 2023 / 2024
<b><u>Operating revenues:</u></b>				
Charges for services:				
Water charges	\$ 64,376	\$ 68,500	\$ 91,744	\$ 87,500
5.2% Rate Change		\$ 13,048		4,550
Sewer charges	34,236	37,000	52,339	47,500
5.2% Rate Change		11,942		2,470
Sanitation charges	38,972	41,500	42,662	40,000
5.2% Rate Change		1,245		2,080
Total charges for services	137,583	173,235	186,745	184,100
REAP Grant	-	-	-	-
CDBG Grant - Water line connection to Enid line	242,025	-	-	-
ARPA Grant	29,167	29,167	29,167	-
ODOT Reimbursement	62,325	-	-	-
State ARPA Funds Request	-	94,680	-	-
Miscellaneous	28,787	-	15,182	-
Penalty / Late Fees	1,315	1,250	3,227	1,250
Total operating revenues	501,202	298,332	234,321	185,350
<b><u>Operating expenses:</u></b>				
Administration Department:				
Personal services	12,315	-	-	-
Materials and supplies	5,954	6,000	8,421	9,000
Other services and charges	31,026	22,500	49,609	40,000
Capital Outlay	-	-	-	-
Total Administration Department:	49,294	28,500	58,030	49,000
Water Department:				
Personal services	-	-	-	-
Materials and supplies	868	1,250	12,797	15,000
Other services and charges	26,411	30,000	21,600	21,600
Capital Outlay-water line (CDBG & REAP)	326,589	91,480	13,271	-
Total Water Department:	353,868	122,730	47,669	36,600

**Town of Cleo Springs  
Public Works Authority  
Fiscal Year 2023 / 2024 Annual Budget**

	ACTUAL 2021 / 2022	BUDGET 2022 / 2023	PROJECTED ACTUAL 2022 / 2023	PROPOSED BUDGET 2023 / 2024
Sanitation:				
Other services and charges	34,884	39,000	38,362	40,356
Total Sanitation Department:	34,884	39,000	38,362	40,356
Total operating expenses	438,046	190,230	144,060	125,956
Net operating income (loss)	\$ 63,157	\$ 108,102	\$ 90,261	\$ 59,394
<b>Nonoperating revenue :</b>				
Interest	25	20	66	20
Total nonoperating revenue	25	20	66	20
Net Income (loss) before contributions and transfers	63,182	108,122	90,327	59,414
Transfers In from other funds	-	-	-	-
Transfers Out to General Fund	(8,073)	(40,000)	(10,000)	(20,000)
	(8,073)	(40,000)	(10,000)	(20,000)
Revenues and other financing sources over (under) expenditures and other uses	55,109	68,122	80,327	39,414
Beginning Fund Balance (estimated)	25,469	80,578	80,578	154,822
Ending Fund Balance	80,578	148,700	160,905	194,236

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

**TOWN OF CLEO SPRINGS, OKLAHOMA  
RESOLUTION NO. 2023-05**

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

**WHEREAS**, The Town of Cleo Springs 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 officer 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 CLEO SPRINGS, OKLAHOMA:**

**SECTION 1.** The Town Board of Trustees does hereby adopt the FY 2023-2024 Budget on the 15th day of June 2023 with total resources available in the amount of \$617,017 and total fund/departmental appropriations in the amount of \$268,073. Legal appropriations (spending/encumbering limits) are hereby established as follows:

<b>Fund: Department</b>	<b>Appropriation Amount</b>
<b>General Fund:</b>	
General government	\$108,917
Police	4,800
Fire	15,900
<b>Cleo Springs Public Works Authority:</b>	
Administration	49,000
Water	36,600
Trash	40,356
Sewer	0
<b>Street &amp; Alley:</b>	12,500



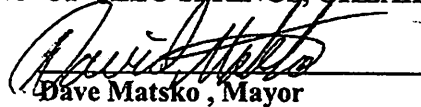
**SECTION 2.** The Cleo Springs Board of Trustees does hereby authorize the Town Administrator to transfer any unexpended and unencumbered appropriations, at any time throughout FY 2023-2024, from one line item to another, one object category to another within a department, or one department to another within a fund, without further approval by the Cleo Springs 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 Cleo Springs Board of Trustees 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 OF CLEO SPRINGS this  
26th day of June, 2023.**

**TOWN OF CLEO SPRINGS, OKLAHOMA**

  
Dave Matsko, Mayor

**ATTEST:**

  
Karen Swan, Clerk



# FAIRVIEW REPUBLICAN

Hoby Hammer, Publisher

Serving Major County Since 1889

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112 N. Main • PO Box 497 • Fairview, Oklahoma • 580-227-4439

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I, Kaylea Hoeltzel, of lawful age, being duly sworn upon oath, deposes and says: That I am the Business Manager of The FAIRVIEW REPUBLICAN, a weekly newspaper printed and published in the city of Fairview, County of Major, and State of Oklahoma, and that the advertisement referred to, a true and printed copy is hereunto attached, was published in said FAIRVIEW REPUBLICAN in consecutive Issues on the following dates to wit:

1st insertion:

June 15, 2023

2nd insertion:

3rd insertion:

4th insertion:

That said newspaper has been published continuously and uninterruptedly in said county during a period of one-hundred and four consecutive weeks prior to the publication of the attached notice or advertisement; that it has been admitted to the United States mail as publications (second-class) mail matter, that it has a general paid circulation, and publishes news of general interest, and otherwise conforms with all of the statutes of the State of Oklahoma governing legal publications.

Publisher's Fee

\$148.40



Office Manager

SUBSCRIBED and sworn  
to before me this 15th day  
of June, 2023.



In accordance with Section 17-206, Title 11, Oklahoma Statutes, notice is hereby given that the proposed Town of Cleo Springs Fiscal Year 2023 / 2024 Annual Budget will be considered at a public hearing on June 15, 2023, at 5:30 P.M., in the Cleo Springs Town Hall, 201 S Square St, Cleo Springs, OK 73720. Copies of the proposed budget are available for review in the Town Hall, 201 S Square St, Cleo Springs, OK 73720. Notice is hereby given that the Town of Cleo Springs 2023 / 2024 Annual Budget will be adopted during a meeting of the City Council on June 15, 2023.

**TOWN OF CLEO SPRINGS, OKLAHOMA**  
Fiscal Year 2023 - 2024 Annual Budget

**BUDGET SUMMARY**

	BEGINNING BALANCE (Dollars)	REVENUES	EXPENSES	TRANSFERS	Net Change	PROPOSED ENDING BALANCE
<b>GENERAL FUND</b>						
Revenues	\$ 4,000	\$ 100,735	\$ (101,717)	\$ 40,000	\$ 29,078	\$ 33,127
Taxes		\$ 99,030				
Licenses & Permits		\$ 100				
Charges For Services		\$ 870				
Fee Revenues		\$ 28,821				
Miscellaneous Revenues		\$ 2,974		\$ 40,000		
Expenses			\$ (106,017)			
General Government			\$ (40,000)			
Fire Department			\$ (4,500)			
Police Department			\$ (61,517)			
Restricted Funds:						
Street & Alley	124,424	10,106	(12,500)	-	8,900	131,120
<b>TOTAL GENERAL FUNDS</b>	<b>128,424</b>	<b>100,841</b>	<b>(118,217)</b>	<b>40,000</b>	<b>29,078</b>	<b>157,392</b>
<b>ENTERPRISE FUNDS</b>						
PWA	\$ 104,822	\$ 100,370	\$ (125,920)	\$ (40,000)	\$ 12,414	\$ 117,236
Revenues		\$ 92,000				
Water		\$ 40,070				
Sewer		\$ 42,000				
Sanitation		\$ 1,000				
Permits & Late Fees		\$ -				
Other Income		\$ 20				
Interest Income			\$ (40,000)			
Expenses			\$ (40,000)			
Administration Department			\$ (36,000)			
Water Department			\$ (4,000)			
Sanitation Department			\$ (40,000)			
Transfer Out				\$ (40,000)		
<b>TOTAL ENTERPRISE FUNDS</b>	<b>\$ 104,822</b>	<b>\$ 100,370</b>	<b>\$ (125,920)</b>	<b>\$ (40,000)</b>	<b>\$ 12,414</b>	<b>\$ 117,236</b>
<b>GRAND TOTAL ALL FUNDS</b>	<b>\$ 233,246</b>	<b>\$ 201,211</b>	<b>\$ (244,137)</b>	<b>\$ -</b>	<b>\$ 41,492</b>	<b>\$ 274,628</b>

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Page 1

