

TOWN OF CLEO SPRINGS OKLAHOMA
Fiscal Year 2022 / 2023 Annual Budget

BUDGET MEMO

DATE: June 6, 2022

TO: Town of Cleo Springs, Council Members

FROM: Tracy Reed, CPA

RE 2022 / 2023 Fiscal Year Budget

The 2022 / 2023 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 2022 / 2023:

- Services to citizens and customers are budgeted to continue to be provided at the current levels.
- 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 \$6,592 in our General Fund.
- With the Water & Sewer Rate increases included in this budget, we are expecting an additional \$ 24,989 in revenue for FY23
- Capital Outlay is budgeted as follows:

<u>Description</u>	<u>Amount</u>	<u>Funding Source</u>
Booster Pump Station	\$ 38,500	ARPA Grant-applied for
Water Tower Interior & Exterior	<u>52,980</u>	ARPA Grant-applied for
	\$ 91,480	

- **This budget projects we will end the fiscal year with \$118,395 in unrestricted cash.**
- **This budget projects an income of \$82,995 for FY23 across all funds and a net Income of \$72,021 in our operating funds.**

In accordance with Section 17-208, Title 11, Oklahoma Statutes, the FY 2022 budget was presented to Council on May 18, 2022 for consideration.

The legal level of control for the Town's 2022 / 2023 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 01 2022

State Auditor
and Inspector

Major

TOWN OF CLEO SPRINGS, OKLAHOMA
Fiscal Year 2022 - 2023 Annual Budget

BUDGET SUMMARY

	BEGINNING BALANCE (Estimates)	REVENUES	EXPENSES	TRANSFERS	Net Change	PROJECTED ENDING BALANCE
GENERAL FUND	\$ 11,343	\$ 135,016	\$ (171,117)	\$ 40,000	\$ 3,899	\$ 15,241
<i>Restricted Funds:</i>						
Street & Alley	164,730	19,975	(9,000)	-	10,975	175,704
TOTAL GENERAL FUNDS	<u>176,072</u>	<u>154,990</u>	<u>(180,117)</u>	<u>40,000</u>	<u>14,873</u>	<u>190,946</u>
ENTERPRISE FUNDS						
PWA	\$ 35,032	\$ 298,352	\$ (190,230)	\$ (40,000)	\$ 68,122	\$ 103,154
GRAND TOTAL ALL FUNDS	<u>\$ 211,104</u>	<u>\$ 453,342</u>	<u>\$ (370,347)</u>	<u>\$ -</u>	<u>\$ 82,995</u>	<u>\$ 294,099</u>

**Town of Cleo Springs
General Fund**

Fiscal Year 2022 / 2023 Annual Budget

	ACTUAL 2020 / 2021	BUDGET 2021 / 2022	PROJECTED ACTUAL 2021 / 2022	PROPOSED BUDGET 2022 / 2023	
<u>REVENUES:</u>					
Sales Tax - 2%	\$ 19,217	\$ 34,590	\$ 39,301	\$ 35,371	*90%
Use Tax	-	-	4,048	15,000	
Franchise Tax	-	9,000	11,247	10,122	*90%
Alcohol Beverage Tax	16,023	14,421	15,192	13,673	*90%
Cigarette Tax	-	450	468	450	*90%
Police Income	-	-	1,140	100	
Licenses & Permits	-	-	312	250	
Royalties	-	-	195	125	
Rent Income	-	7,000	1,434	1,000	
RV Rent Income	-	-	2,160	1,750	
<u>Fire Revenues:</u>					
Fire Grant Income		4,000	4,763	4,500	
Fire Donations		3,000	30,804	25,000	
Fire Reimbursements-from county sales tax		-	19,223	27,500	
Miscellaneous Income	104,003	93,603	5,022	-	
Total Revenues	139,243	166,064	135,308	134,841	
<u>EXPENDITURES</u>					
<u>General Government:</u>					
Personal Services	35,423	39,000	35,262	21,417	
Materials & Supplies	27,815	28,500	7,502	8,500	
Other Services & Charges	63,756	65,000	90,291	79,400	
Capital Outlay	18,745	-	7,239	-	
Total General Government	145,739	132,500	140,294	109,317	
<u>Fire:</u>					
Personal services	1,080	-	3,588	7,000	
Materials & Supplies	22,067	-	7,544	8,500	
Other Services & Charges	25,481	-	34,027	41,500	
Capital Outlay	47,500	-	-	-	
Total Fire	96,127	-	45,159	57,000	
<u>Police:</u>					
Personal Services	-	-	-	-	
Materials & Supplies	-	-	-	-	
Other Services & Charges	-	-	3,840	4,800	
Deputy Services	2,400	4,800	-	-	
Capital Outlay	-	-	-	-	
Total Police	2,400	4,800	3,840	4,800	
Total expenditures	244,266	137,300	189,292	171,117	
Revenue over (under) expenditures	(105,024)	28,764	(53,984)	(36,276)	

**Town of Cleo Springs
General Fund**

Fiscal Year 2022 / 2023 Annual Budget

	ACTUAL 2020 / 2021	BUDGET 2021 / 2022	PROJECTED ACTUAL 2021 / 2022	PROPOSED BUDGET 2022 / 2023
<u>OTHER FINANCING SOURCES (USES)</u>				
Interest Income	-	200	185	175
Gain on Sale of Assets	-	-	-	-
<u>Transfers In:</u>				
to GF	-	-	8,073	40,000
to S&A	-	-	-	-
to Fire	-	-	3,500	-
<u>Transfers Out:</u>				
PWA	(37,156)	-	-	-
GF	-	-	(3,500)	-
S&A	-	-	-	-
Fire	-	-	-	-
Net other financing sources (uses)	(37,156)	200	8,258	40,175
Revenues and other financing sources over (under) expenditures and other uses	(142,180)	28,964	(45,726)	3,899
Beginning Fund Balance (estimated)	19,865	37,810	37,810	11,343
Ending Fund Balance	(122,315)	66,774	(7,916)	15,241

**Town of Cleo Springs
Street & Alley Fund**

Fiscal Year 2022 / 2023 Annual Budget

	ACTUAL 2020 / 2021	BUDGET 2021 / 2022	Projected ACTUAL 2021 / 2022	PROPOSED BUDGET 2022 / 2023	
<u>REVENUES:</u>					
<u>Street & Alley Revenues:</u>					
Restricted Sales Tax- S&A - 1%	19,217	17,295	19,650	\$ 17,685	*90%
Motor Vehicle Tax	2,444	2,200	2,155	1,939	*90%
Gas Excise Tax	569	512	389	350	*90%
Total Revenues	22,229	20,007	22,194	19,975	
<u>EXPENDITURES</u>					
<u>Street & Alley:</u>					
Personal Services	-	-	-	-	
Materials & Supplies	-	-	-	-	
Other Services & Charges	-	-	8,147	9,000	
Capital Outlay	-	-	-	-	
Total Street & Alley	-	-	8,147	9,000	
Total expenditures	-	-	8,147	9,000	
Revenue over (under) expenditures	22,229	20,007	14,047	10,975	
<u>OTHER FINANCING SOURCES (USES)</u>					
<u>Transfers In:</u>					
to S&A	-	-	-	-	
<u>Transfers Out:</u>					
S&A	-	-	-	-	
Net other financing sources (uses)	-	200	-	-	
Revenues and other financing sources over (under) expenditures and other uses	22,229	20,207	14,047	10,975	
Beginning Fund Balance (estimated)	136,594	158,823	158,823	164,730	
Ending Fund Balance	158,823	179,030	172,871	175,704	

**Town of Cleo Springs
Public Works Authority**

Fiscal Year 2022 / 2023 Annual Budget

	ACTUAL 2020 / 2021	BUDGET 2021 / 2022	PROJECTED ACTUAL 2021 / 2022	PROPOSED BUDGET 2022 / 2023
<u>Operating revenues:</u>				
Charges for services:				
Water charges	\$ -	\$ 73,000	\$ 70,255	\$ 68,500
19.05% Rate Change				13,048
Sewer charges	-	43,000	37,180	37,000
32.28% Rate Change				11,942
Sanitation charges	-	41,000	42,440	41,500
3% Rate Change				1,245
Total charges for services	-	157,000	149,874	173,234
REAP Grant - Water line connection to Enid line	-	81,068	-	-
CDBG Grant - Water line connection to Enid line	-	207,454	270,812	-
ARPA Grant			29,167	29,167
State ARPA Funds Request			-	94,680
Miscellaneous	104,158	-	-	-
Penalty / Late Fees	-	750	1,422	1,250
Total operating revenues	104,158	446,272	451,276	298,332
<u>Operating expenses:</u>				
Administration Department:				
Personal services	47,173	48,000	14,778	-
Materials and supplies	8,936	9,000	5,271	6,000
Other services and charges	42,620	43,000	20,165	22,500
Capital Outlay	-	-	-	-
Total Administration Department:	98,729	100,000	40,214	28,500
Water Department:				
Personal services	-	-	-	-
Materials and supplies	-	-	1,042	1,250
Other services and charges	-	-	27,373	30,000
Capital Outlay-water line (CDBG & REAP)	-	288,522	264,264	91,480
Total Water Department:	-	288,522	292,678	122,730
Sanitation:				
Other services and charges	40,658	37,500	38,054	39,000
Total Sanitation Department:	40,658	37,500	38,054	39,000
Total operating expenses	139,387	426,022	370,946	190,230
Net operating income (loss)	\$ (35,229)	\$ 20,250	\$ 80,329	\$ 108,102

**Town of Cleo Springs
Public Works Authority**

Fiscal Year 2022 / 2023 Annual Budget

	ACTUAL 2020 / 2021	BUDGET 2021 / 2022	PROJECTED ACTUAL 2021 / 2022	PROPOSED BUDGET 2022 / 2023
<u>Nonoperating revenue :</u>				
Interest	-	500	20	20
Total nonoperating revenue	-	500	20	20
Net Income (loss) before contributions and transfers	(35,229)	20,750	80,349	108,122
Transfers In from other funds	37,032	-	-	-
Transfers Out to General Fund	-	-	(8,073)	(40,000)
	37,032	-	(8,073)	(40,000)
Revenues and other financing sources over (under) expenditures and other uses	1,803	20,750	72,277	68,122
Beginning Fund Balance (estimated)	(236)	1,567	1,567	35,032
Ending Fund Balance	1,567	22,317	73,844	103,154

BUDGET ADOPTION RESOLUTION – FUND-BASED BUDGET

TOWN OF CLEO SPRINGS, OKLAHOMA RESOLUTION NO. 2022-30

A RESOLUTION APPROVING THE TOWN OF CLEO SPRINGS, OKLAHOMA BUDGET FOR THE FISCAL YEAR 2022-2023 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, 2023 (FY 2021-2022) 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 2022-2023 Budget on the 6th day of June 2022 with total resources available in the amount of \$664,446 and total fund/departmental appropriations in the amount of \$370,347. Legal appropriations (spending/encumbering limits) are hereby established as follows:

Fund: Department	Appropriation Amount
General Fund:	
General government	\$109,317
Police	4,800
Fire	57,000
Cleo Springs Public Works Authority:	
Administration	28,500
Water	122,730
Trash	39,000
Sewer	0
Street & Alley:	128,979


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 2022-2023, 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 6th day of June, 2022.

TOWN OF CLEO SPRINGS, OKLAHOMA


Dave Matsko, Mayor

ATTEST:


Karen Swan, Clerk

FAIRVIEW REPUBLICAN

112 N. Main • PO Box 497 • Fairview, Oklahoma • 580-227-4439
Hoby Hammer, Publisher Serving Major County Since 1889

I, Travis Barnard, 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:

(Published in the Fairview Republican, May 26, 2022)

1st insertion:

May 26, 2022

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 in-

In accordance with Section 17-208, Title 11, Oklahoma Statutes, notice is hereby given the proposed Town of Cleo Springs Fiscal Year 2022 / 2023 Annual Budget will be considered at a public hearing on June 6, 2022, at 8:30 p.m. in the Cleo Springs Town Hall, 201 S Square St, Cleo Springs, OK 73729. Copies of the proposed budget are available for review in the Town Hall, 201 S Square St, Cleo Springs, OK 73729. Notice is hereby given that the Town of Cleo Springs 2022 / 2023 Annual Budget will be adopted during a meeting of the City Council on June 6, 2022.

TOWN OF CLEO SPRINGS, OKLAHOMA Fiscal Year 2022 - 2023 Annual Budget

BUDGET SUMMARY							PROJECTED
	BEGINNING BALANCE (Estimate)	REVENUES	EXPENSES	TRANSFERS	Net Change		ENDING BALANCE
GENERAL FUND	\$ 11,343	\$ 128,516	\$ (162,325)	\$ 40,000	\$ 8,191	\$	17,533
Revenues							
Taxes		\$ 74,816					
Licenses & Permits		\$ 250					
Charges For Services		\$ 2,850					
Fire Revenues		\$ 80,500					
Miscellaneous Revenue		\$ 300		\$ 40,000			
Expenditures							
General Government			\$ (107,025)				
Fire Department			\$ (50,600)				
Police Department			\$ (4,800)				
<u>Restricted Funds:</u> Street & Alley	164,730	19,875	(9,000)	-	10,975		176,704
TOTAL GENERAL FUNDS	<u>176,072</u>	<u>148,490</u>	<u>(171,325)</u>	<u>40,000</u>	<u>17,165</u>		<u>193,238</u>

State of Oklahoma governing
legal publications.

Publisher's Fee

\$150.64

David Bernard

Office Manager

SUBSCRIBED and sworn
to before me this 26th day
of May, 2022.

Jo Hammer



PWA

	\$ 35,032	\$ 298,352	\$ (190,230)	\$ (40,000)	\$ 88,122	\$ 103,154
Revenues						
Water		\$ 81,548				
Sewer		\$ 48,942				
Sanitation		\$ 42,745				
Penalties & Late Fees		\$ 1,250				
Grant Income		\$ 123,847				
Interest Income		\$ 20				
Expenses						
Administration Department			\$ (28,500)			
Water Department			\$ (122,730)			
Sanitation Department			\$ (39,000)			
Transfers Out				\$ (40,000)		
TOTAL ENTERPRISE FUNDS	\$ 35,032	\$ 298,352	\$ (190,230)	\$ (40,000)	\$ 88,122	\$ 103,154
GRAND TOTAL ALL FUNDS	\$ 211,104	\$ 446,842	\$ (381,555)	\$ -	\$ 85,287	\$ 296,391