

TOWN OF MORRISON

**2019-2020 BUDGET
PRESENTED TO THE TOWN BOARD
JUNE 10, 2019**

APPROVED JUNE 10, 2019

RECEIVED

AUG 01 2019

**State Auditor
and Inspector**

Noble

Town of Morrison

Morrison Public Works Authority

PO Box 96 Morrison, OK 73061

P (580) 724-3531

F (580) 724-3534

morrisoncityhall@att.net

townofmorrison@att.net

June 28, 2019

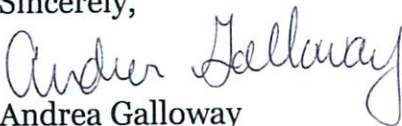
Cindy Byrd
State Auditor, CPA
2300 N. Lincoln Blvd, Room 100
Oklahoma City, OK 73105

Dear Ms. Byrd,

Attached please find the 2019 – 2020 Budget and the consent to cancel and request for additional needs for the budget year of 2018 – 2019 budget for the Town of Morrison and Morrison Public Works Authority.

Do not hesitate to contact me at the above address and phone number if you need any additional information.

Sincerely,



Andrea Galloway
Secretary/ Town Clerk

TOWN OF MORRISON

BUDGET SCHEDULE

DATE:

- JUNE 1, 2019** Budget must be prepared and presented to the Town Council 30 days prior to the beginning of the year.
- The Budget must include: (1) a Budget Summary and (2) a Budget Message explaining the budget.
- JUNE 1, 2019** Budget Summary and Notice of time, date, and place of Public Hearing must be published at least five (5) days prior to Public Hearing on Budget.
- JUNE 10, 2019** Public Hearing on proposed budget must be held.
- JUNE 10, 2019** Budget must be adopted after the Public Hearing and at least seven (7) days before the budget year begins.
- JULY 1, 2019** Budget must be filed with the State Auditor and Inspector's Office

TOWN OF MORRISON'S BUDGET SCHEDULE FOR FISCAL YEAR 2019-2020:

- JUNE 1, 2019** Give Proposed Budget to Board Members 30 days prior to the beginning of the year.
- Finalize proposed Budget for approval and adoption at June 10, 2019, Board meeting.

IF NECESSARY, SCHEDULE A SPECIAL MEETING TO FINISH FINALIZING PROPOSED BUDGET ANYTIME BEFORE JUNE 30, 2019:

- JUNE 1, 2019** Have Notice of Public Hearing to paper to be published by June 1, 2019.
- JUNE 10, 2019** Have Public Hearing and also adopt approved budget by resolution.

**TOWN OF MORRISON
BOARD OF DIRECTORS**

JUNE 30, 2019

			<u>Term</u>
Erich Wehrenberg	Mayor	200 Prairie Lane Morrison, Oklahoma	2019-2022
Leon Coonrod	Member	209 W. A. Ave. Morrison, Oklahoma	2019-2022
Phillip Cowley	Member	205 Echo Lane Stillwater, Oklahoma	2017-2021
Andrea Galloway	Secretary	106 Morrison Morrison, Oklahoma	Appointed
Linda Lovely	Treasurer	P.O. Box 74 Morrison, Oklahoma	Appointed

BUDGET MESSAGE

The upcoming FY 2019-2020 annual budget for the Town of Morrison includes some significant components that reflect the Town's continuing efforts to provide quality services.

The Budget outlines the expenditures in the form of Personnel Services, Maintenance & Operations, Capital Outlay, Debt Service, and Fund Transfers, as follows:

1. **Personnel Services:** includes expenses for salaries and taxes.
2. **Maintenance & Operations:** includes expenses for utility services, postage, vehicle expense, radio repairs, advertising, dues, office supplies, chemicals, uniforms, equipment parts and supplies, employee training, grounds upkeep, insurance, street lighting, telephone service, and testing fees.
3. **Capital Outlay:** includes expenses for equipment, machinery, vehicles.
4. **Debt Service:** includes payments on the Authority's loans with the Oklahoma Water Resources Board, the Rural Economic Community Development (formerly the Farmers Home Administration), and the local bank loan for the medical clinic building.
5. **Fund Transfers:** are transfers of funds from one fund to another fund within the budget.

Uses of fund balance is as follows:

Morrison General Fund	\$ 75,528
Morrison Public Works Authority	22,934
Street & Alley Fund	13,789
Meter Deposit Fund	45,618
First Responders Fund	12,522
Fire Association Fund	54,703

The budget presented herein contains the following highlights:

FIRST RESPONDERS FUND:

The First Responders Fund was established in March, 1996, to provide emergency fire and medical services. Funds are provided through a \$ 4 per month fee charged to each living unit serviced by a water meter, and donations from the community. The monthly fee is split $\frac{3}{4}$ to the fire department and $\frac{1}{4}$ to the first responders. (Prior to June 1, 2018, the monthly fee was \$ 3 per month.)

MORRISON PUBLIC WORKS AUTHORITY:

The MPWA built a facility to rent to a medical organization during the previous year. Rental income (\$ 1,300 per month) has been budgeted in an amount necessary to pay the debt service (\$ 1,234.63 per month.)

The proposed budget presented to you is prepared in accordance with the Oklahoma Municipal Budget Act in Title 11 of the Oklahoma Statutes.

Linda Lovely
Town Treasurer

TOWN OF MORRISON SUMMARY OF REVENUE

	<u>ACTUAL</u> <u>2017-2018</u>	<u>BUDGET</u> <u>2018-2019</u>	<u>BUDGET</u> <u>2019-2020</u>
<u>GENERAL FUND:</u>			
Beginning Bank Balance	101,842	104,222	75,528
City Sales Tax	134,662	128,000	140,300
Cigarette Tax	1,603	1,500	1,100
City Use Tax	19,795	19,000	33,070
Alcohol Beverage	8,734	10,000	13,570
Franchise	18,878	18,000	21,000
Parks & Recreation	4,804	2,000	1,840
Interest	131	100	200
Miscellaneous	2,025	1,400	1,750
Grant Proceeds	-	229,871	-
Building Permits	749	500	330
Transfers	-	-	-
Total	<u>293,223</u>	<u>514,593</u>	<u>288,688</u>
<u>PUBLIC WORKS AUTHORITY:</u>			
Beginning Bank Balance	95,753	60,336	22,934
Water Revenue	290,871	295,000	305,000
Sewer Revenue	39,483	41,200	38,400
Trash Revenue	71,785	71,000	80,400
Interest	205	200	150
Miscellaneous	17,612	16,600	4,800
Rent	-	15,600	15,600
Grants	-	-	-
Loan Proceeds	-	-	-
Transfers from Town	<u>67,331</u>	<u>78,000</u>	<u>62,900</u>
Total	<u>583,040</u>	<u>577,936</u>	<u>530,184</u>
<u>STREET & ALLEY FUND:</u>			
Beginning Bank Balance	6,879	10,707	13,789
Gasoline Excise Tax	1,365	1,100	1,320
Vehicle Tax	5,486	5,100	6,180
Grant Proceeds	-	-	-
Miscellaneous	-	400	-
Transfers In	<u>-</u>	<u>-</u>	<u>-</u>
Total	<u>13,730</u>	<u>17,307</u>	<u>21,289</u>
<u>METER DEPOSIT FUND:</u>			
Beginning Bank Balance	45,415	45,643	45,618
Meter Deposits	<u>3,323</u>	<u>7,000</u>	<u>5,300</u>
Total	<u>48,738</u>	<u>52,643</u>	<u>50,918</u>

ACTUAL
2017-2018

BUDGET
2018-2019

BUDGET
2019-2020

(continued)

FIRE DEPARTMENT & FIRST RESPONDERS:

Beginning Bank Balance	15,385	13,592	12,522
Fire & First Responder Fees	14,306	16,000	17,200
Donations	2,524	200	1,580
Fire Runs	2,475	1,600	1,530
Rent	225	125	300
Grants	-	-	-
Miscellaneous	5,633	6,000	2,870
Interest	<u>16</u>	<u>12</u>	<u>16</u>
Total	40,564	37,529	36,018

FIRE ASSOCIATION FUND:

Beginning Bank Balance	44,186	44,985	54,703
Dues	8,905	5,000	6,633
Miscellaneous	400	-	-
Interest	<u>212</u>	<u>160</u>	<u>315</u>
Total	<u>53,703</u>	<u>50,145</u>	<u>61,651</u>

Grand Totals	<u>1,032,998</u>	<u>1,250,153</u>	<u>988,748</u>
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TOWN OF MORRISON**ALL FUNDS****BUDGET SUMMARY**

<u>Fund</u>	<u>Estimated 2018-2019 Budget</u>	<u>Personal Services</u>	<u>Maintenance & Operat.</u>	<u>Capital Outlay</u>	<u>Debt Service</u>	<u>Funds Transfers</u>	<u>Budget 2019-2020 Total</u>
General Fund	488,406	51,735	143,000	6,765	-	86,500	288,000
M.P.W.A.	577,468	81,600	386,532	-	61,868	-	530,000
Street & Alley	11,600	-	11,600	-	-	-	11,600
Meter Fund	11,100	-	10,000	-	-	1,100	11,100
Fire Dept. & First Responders	32,000	-	32,000	-	-	-	32,000
Fire Association	30,000	-	5,000	25,000	-	-	30,000
		<u>133,335</u>	<u>588,132</u>	<u>31,765</u>	<u>61,868</u>	<u>87,600</u>	<u>902,700</u>

FISCAL YEAR 2019-2020 - BUDGET

GENERAL FUND: \$ 288,000

<u>DEPT.</u>	<u>PERSONNEL SERVICES</u>	<u>MAINT.& OPERAT.</u>	<u>CAPITAL OUTLAY</u>	<u>FUNDS TRANSFER</u>	<u>TOTAL</u>
Managerial	5,500	-	-	-	5,500
City Clerk	9,000	-	-	-	9,000
City Treasurer	4,500	-	-	-	4,500
Street & Alley	-	-	-	3,000	3,000
M.P.W.A.	-	-	-	500	500
Park Department	-	51,000	-	-	51,000
Pool	6,500	24,000	-	-	30,500
Utility - Sales Tax	-	-	-	83,000	83,000
General Government	15,500	68,000	6,765	-	90,265
Social Security	6,500	-	-	-	6,500
State Unemployment	1,195	-	-	-	1,195
Workmans Compensation	<u>3,040</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>3,040</u>
Totals	<u>51,735</u>	<u>143,000</u>	<u>6,765</u>	<u>86,500</u>	<u>288,000</u>

FISCAL YEAR 2019-2020 - BUDGET

PUBLIC WORKS AUTHORITY: \$ 530,000

<u>Proposed Budget:</u>	<u>Total</u>
Administration	75,000
Retirement	6,600
Line Repairs	25,000
Utilities	5,000
Taxes, Insurance, Bonds	26,000
Sanitation	63,000
Repairs	3,532
Purchased Water	240,000
Debt Service - RECD	47,052
-Clinic	14,816
Miscellaneous, Supplies, Etc.	24,000
Chemicals	-
Capital Outlay	-
Transfers to Town	<u>-</u>
Total	<u><u>530,000</u></u>

FISCAL YEAR 2019-2020 - BUDGET

STREET & ALLEY FUND:

\$ 11,600

Proposed Budget:

Total

Personal Services

Maintenance & Operations

Capital Outlay

—

6,400

5,200

Total

11,600

METER DEPOSIT FUND:

\$ 11,100

Proposed Budget:

Total

Refunds

10,000

Funds Transfer

1,100

Total

11,100

FIRE DEPT. & FIRST RESPONDERS:

\$ 32,000

Proposed Budget:

Total

Maint. & Operations - Fire Dept.

26,000

Maint. & Operations - First Responders

6,000

Total

32,000

FISCAL YEAR 2019-2020 - BUDGET

FIRE ASSOCIATION FUND: \$ 30,000

<u>Proposed Budget:</u>	<u>Total</u>

Maintenance & Operations	5,000
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Capital Outlay 25,000

Total	30,000
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NEEDS

Unencumbered Appropriation account balances on JUNE 30, 2019 for the fiscal year 2018-2019, MORISON PUBLIC WORKS AUTHORITY, of Morrison, OK. and statement of balances consented to for cancellation.

Acct. No.	Appropriation Acct.	Unencumbered Funds	Consent to Cancel
1-508	Maint	\$ 15,000.00	\$ 15,000.00
		\$	\$
		\$	\$
		\$	\$
		\$	\$
	TOTALS	\$ 15,000.00	\$ 15,000.00

<u>Acct. No.</u>	<u>Appropriation Acct.</u>	<u>Request</u>	<u>Approved</u>
1-515	MISC/office,legal,vehicle	\$ 15,000.00	\$ 15,000.00
			\$
		\$	\$
		\$	\$
		\$	\$
		\$	\$
	TOTAL	\$ 15,000.00	\$ 15,000.00

 Mayor

 Member

 Clerk

 Member

SUPPLEMENTAL BUDGET

COPY

I certify that I have received and now hold, in actual cash on hand, available for and subject to appropriation to the TOWN OF MORRISON GENERAL Fund of Morrison of Noble County, derived from the following designated sources as follows, to-wit:

<u>From</u>	<u>GRANT FUNDS 1-410</u>	The Sum of	<u>\$ 6,500.00</u>
<u>From</u>		The Sum of	<u>\$</u>
<u>From</u>		The Sum of	<u>\$</u>
<u>From</u>		The Sum of	<u>\$</u>
<u>From</u>		The Sum of	<u>\$</u>
Total			<u>\$ 6,500.00</u>

Certified this 10TH Day of JUNE 2019.

Signed *Brenda Louie* Treasurer

Estimated needs and request for approval and appropriation as follows, to-WIT:

<u>ACCT #</u>	<u>ACCOUNT NAME</u>	<u>REQUEST</u>	<u>APPROVED</u>
<u>1-528</u>	<u>Capital Outlay</u>	<u>\$ 6,500.00</u>	<u>\$ 6,500.00</u>
<u> </u>	<u> </u>	<u> </u>	<u> </u>
<u> </u>	<u> </u>	<u> </u>	<u> </u>
<u> </u>	<u> </u>	<u> </u>	<u> </u>
<u> </u>	<u> </u>	<u> </u>	<u> </u>
Total Available for Appropriation		<u>\$ 6,500.00</u>	<u>\$ 6,500.00</u>

Done by order of the governing Board of said Municipality and recorded in the minutes of Clerk at Morrison Oklahoma this 10th Day of JUNE, 2019.

ATTEST:

Andrew L. Hallway
Clerk of Governing Board

Brenda Louie
Presiding Officer, Title

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CONSENT TO CANCEL AND REQUEST FOR ADDITIONAL NEEDS

EXHIBIT "A"

Unencumbered Appropriation account balances on JUNE 30, 2019 for the fiscal year 2018-2019, TOWN OF MORRISON GENERAL FUND, of Morrison, OK. and statement of balances consented to for cancellation.

Acct. No.	Appropriation Acct.	Unencumbered Funds	Consent to Cancel
1-532	POOL MAINT AND OPER	\$ 7,000.00	\$ 7,000.00
		\$	\$
		\$	\$
		\$	\$
		\$	\$
	TOTALS	\$ 7,000.00	\$ 7,000.00

EXHIBIT "B"

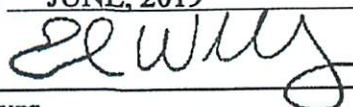
Additional appropriations requested for remainder of fiscal year ending JUNE 10, 2019.

TOWN OF MORRISON GENERAL FUND of Morrison, Ok.

Acct. No.	Appropriation Acct.	Request	Approved
1-530	PARK DEPT	\$ 6,000.00	\$ 6,000.00
	GRANT FUND EXP	\$ 1,000.00	\$ 1,000.00
		\$	\$
		\$	\$
		\$	\$
	TOTAL	\$ 7,000.00	\$ 7,000.00

We, the undersigned Governing Board hereby consent to the cancellation of the appropriation balances in Exhibit "A", and appropriate the revenues released to the accounts detailed in Exhibit "B".

Approved in a meeting of the Governing Board of the said governmental agency and recorded in the minutes by the Clerk and signed at Morrison, Ok, this 10TH Day of JUNE, 2019.



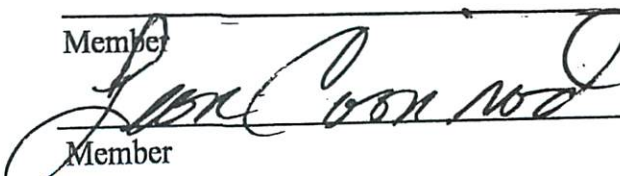
Mayor

Member

Member



Clerk



Member