



# BUDGET FY 2020- 2021

RECEIVED

SEP 28 2020

State Auditor  
and Inspector

*Pittsburg*



Town of Carlton Landing  
44 Water Street  
Carlton Landing, OK 74432-3272

Cindy Byrd, CPA  
State Auditor & Inspector  
2300 N. Lincoln Blvd.  
Room 123  
Oklahoma City, OK 73105

Attn: Nancy Grantham

Dear Ms. Byrd:

Enclosed, please find our revised Budget Documents for The Town of Carlton Landing and the Carlton Landing Economic Development Trust. We believe that these now comply with the Oklahoma Statutes.

Thank you for your kind patience in this matter.

Regards,

Joanne Chinnici, D.O.  
Mayor, Carlton Landing

# **Town of Carlton Landing**

## **Budget Message**

### **FY 2020-2021**

Mayor and Trustees,

It is an honor and a privilege to be submitting my first full budget for your consideration and approval. The past year has seen some significant administrative and operational changes throughout Fiscal Year 19-20. The Board hiring me as the first Town Administrator; finding and establishing two Town Offices; establishing new policies; changing to a new financial software system; and adding additional funding sources - the Utility Tax, Use Tax and hopefully the passage of the Lodging Tax. FY 19-20 Budget projections have been less than projected, but we have been able to readily adjust and not impact services. While COVID-19 has impacted Town operations, allowing teleconferencing/videoconferencing of Town meetings, it has not negatively impacted our finances like other communities.

The FY 2020-2021 Budget follows the new format established with the new account structure and the Amended Budget. The estimate Sales Tax collection is projected to be \$80,000.00, which is \$40,000.00 less than FY 19-20. The reduced FY 20-21 Sales Tax projection is more in line with what the Town expects in FY 19-20. Sales Tax has declined each year for the past several years as building and development projects have slowed down. While the additional of Use Tax, the Utility Tax and possibly the Lodging Tax will not fully off-set the decline in Sales Tax, they will serve as a buffer and grow as the Town continues to grow. They will also provide a little more stability to the Town's Revenues; however, as long as Sales Tax is the primary revenue source for operation the Town's annual revenues will be subject to ups and downs.

The Tax Increment Financing District continues to grow at a rate larger than debt service projections.

The proposed Budget for FY 20-21 is a balanced budget without using Balance Forward/Carryover to balance. The funds being carried over are directly tied to the GO Bond project which is not going to be completed in FY 19-20. To use the FY 19-20 Funds in FY 20-21 they need to be appropriated so then they can be spent on the project in FY 20-21.

Other Highlights of the proposed FY 20-21 Budget include:

- Included Funds for Administrative Dues, Memberships, Training
- Included Funds for Office Cleaning
- Included Funds to establish Codification of the Towns Ordinances, self-publishing
- Included Funds for Trustee and or Mayor to attend OML Conference and Mayors Conference

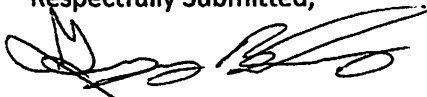
- Included funds to enhance Town website – allow forms/permits to be submitted and payments made online.

Key Projects for the proposed FY 20-21 Budget Include:

- Community Center Facility
- Alley Improvements
- Stephens Road Extension
- Street Light Plan and pilot project
- Extend hiking/walking trails
- Expand features at Nature Center Playground
- Marina Relocation

The Budget has been prepared in accordance with the Oklahoma Municipal Budget Act, Title 11 Oklahoma Statutes.

Respectfully Submitted,

A handwritten signature in black ink, appearing to read 'J. Gregory Buckley', written over a horizontal line.

J. Gregory Buckley  
City Manager

# TOWN OF CARLTON LANDING

## RESOLUTION NO. 2020-06-01

### A RESOLUTION APPROVING THE TOWN OF CARLTON LANDING, OKLAHOMA BUDGET FOR FISCAL YEAR BEGINNING JULY 1, 2020 AND ENDING JUNE 30, 2021, ESTABLISHING BUDGET AMENDMENT AUTHORITY AND PROVIDING FOR THE INVESTMENT OF SAID FUNDS.

**WHEREAS**, notice of a public hearing on the budget for the Town of Carlton Landing, Oklahoma, for the Fiscal Year 2020-2021 has heretofore been published in accordance with the law, and a summary of budgeted funds is as follows:

<u>Fund</u>	<u>Revenue</u>	<u>Expenditure</u>	<u>Projected Ending Balance</u>
General Fund	\$ 357,472.02	\$ 351,345.23	\$ 6,126.79
CLEDT	\$3,126,942.83	\$2,958,432.38	\$168,510.45

**WHEREAS**, a public hearing was duly held at the time and place as provided for in the notice of such public hearing and all interested persons were given opportunities to be heard on said budget; and,

**WHEREAS**, the Town of Carlton Landing prepares its annual operating budget in accordance with the Oklahoma Municipal Budget Act, Title 11, Sections 17-201 through 17-216 of the Oklahoma Statutes; and,

**WHEREAS**, the Town of Carlton Landing has need throughout the fiscal year to amend its annual operating budget through supplemental appropriations, decrease in appropriations or appropriation transfers; and,

**WHEREAS**, the Board of Trustees desires to provide limited budget control flexibility to the Town Administrator in amending certain budget categories as needed without Board action as provided for by Title 11, Section 17-215.

**IT IS HEREBY RESOLVED** that the Board of Trustees has authorized the Town Administrator to transfer monies from one account or object category to another within the same department or from department to department within the same fund as well as to transfer sales tax revenues from the General Fund to the Carlton Landing Economic Development Trust or from the Carlton Landing Economic Development Trust to the General Fund; except that no appropriation for debt service or other appropriation required by law or ordinance may be reduced below the minimum required. The Town Administrator is also required to submit for Board action all other budget amendments including all supplemental appropriations or decreases in appropriations. Such proposed amendments will be submitted to the Board, for action, on a properly completed Budget Amendment Form.

WHEREAS, it is necessary at this time, that said budget be adopted.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF TRUSTEES OF THE TOWN OF CARLTON LANDING, OKLAHOMA AS FOLLOWS:

SECTION 1: That the budget presented by the Town Administrator and reviewed during the public hearing is hereby approved and adopted for the Fiscal Year 2020-2021.

SECTION 2: That staff is authorized to invest any funds not needed for current use, whether operating funds or bond funds, in United States Treasury bills, savings accounts or certificates of deposit. Interest accrued from such investments may be deposited in the fund from which the investment was made. All investments shall be in accordance with the law.

PASSED, APPROVED AND ADOPTED, THIS 15TH DAY OF JUNE, 2020.

  
Joanne Chinnici, Mayor

ATTEST:

  
Jan Summers, Clerk-Treasurer



# CARLTON LANDING ECONOMIC DEVELOPMENT TRUST

## RESOLUTION NO. 2020-06-01-T

**A RESOLUTION APPROVING THE CARLTON LANDING ECONOMIC DEVELOPMENT TRUST, CARLTON LANDING, OKLAHOMA BUDGET FOR FISCAL YEAR BEGINNING JULY 1, 2020 AND ENDING JUNE 30, 2021, ESTABLISHING BUDGET AMENDMENT AUTHORITY AND PROVIDING FOR THE INVESTMENT OF SAID FUNDS.**

**WHEREAS**, notice of a public hearing on the budget for the Carlton Landing Economic Development Trust, the Fiscal Year 2020-2021 Budget has heretofore been published in accordance with the law, and a summary of budgeted funds is as follows:

<u>Fund</u>	<u>Revenue</u>	<u>Expenditure</u>	<u>Projected Ending Balance</u>
CLEDT	\$3,126,942.83	\$2,958,432.38	\$168,510.45

**WHEREAS**, a public hearing was duly held at the time and place as provided for in the notice of such public hearing and all interested persons were given opportunities to be heard on said budget; and,

**WHEREAS**, the Carlton Landing Economic Development Trust prepares its annual operating budget in accordance with the Oklahoma Municipal Budget Act, Title 11, Sections 17-201 through 17-216 of the Oklahoma Statutes; and,

**WHEREAS**, the Carlton Landing Economic Development Trust has need throughout the fiscal year to amend its annual operating budget through supplemental appropriations, decreases in appropriations or appropriation transfers; and,

**WHEREAS**, the Trustees of the Carlton Landing Economic Development Trust desires to provide limited budget control flexibility to the Trust Manager in amending certain budget categories as needed without Authority action as provided for by Title 11, Section 17-215.

**IT IS HEREBY RESOLVED** that the Trustees of Carlton Landing Economic Development Trust has authorized the Trust Manager to transfer monies from one account or object category to another within the same department or from department to department within the same fund as well as to transfer revenues from the General Fund to the Carlton Landing Economic Development Trust or from the Carlton Landing Economic Development Trust to the General Fund; except that no appropriation for debt service or other appropriation required by law or ordinance may be reduced below the minimum required. The Trust Manager is also required to submit for Trustee action all other budget amendments including all supplemental appropriations or decreases in appropriations. Such proposed amendments will be submitted to Trustees, for action, on a properly completed Budget Amendment Form.



WHEREAS, it is necessary at this time, that said budget be adopted.

NOW, THEREFORE, BE IT RESOLVED BY THE TRUSTEES OF THE CARLTON LANDING ECONOMIC DEVELOPMENT TRUST, EUFAULA, OKLAHOMA AS FOLLOWS:

SECTION 1: That the budget presented by the Trust Manager and reviewed during the public hearing is hereby approved and adopted for the Fiscal Year 2020-2021.

SECTION 2: That staff is authorized to invest any funds not needed for current use, whether operating funds or bond funds, in United States Treasury bills, savings accounts or certificates of deposit. Interest accrued from such investments may be deposited in the fund from which the investment was made. All investments shall be in accordance with the law.

PASSED, APPROVED AND ADOPTED, THIS 15th DAY OF JUNE, 2020.

  
Joanne Chinnici, Mayor TOCL

ATTEST:

  
Jan Summers, Clerk-Treasurer TOCL





## General Fund Summary

REVENUES		Actual <u>FY 18-19</u>		Budgeted <u>FY 19-20</u>		Proposaed <u>FY 20-21</u>
Non-Departmental	\$	424,525.00	\$	443,908.51	\$	357,472.02
<b>EXPENDITURES</b>						
<u><b>Adminstation</b></u>						
Personal Services			\$	123,538.30	\$	126,006.07
Material and Supplies			\$	1,200.00	\$	600.00
Other Services			\$	7,800.00	\$	13,880.00
<b>TOTAL DEPARTMENT</b>	\$	-	\$	132,538.30	\$	140,486.07
<u><b>General Government</b></u>						
Material and Supplies			\$	9,900.00	\$	8,472.70
Other Services	\$	76,559.00	\$	102,950.00	\$	65,679.00
Capital Outlay			\$	153,504.51	\$	77,917.47
Debt Service			\$	34,000.00	\$	58,790.00
<b>TOTAL DEPARTMENT</b>	\$	76,559.00	\$	300,354.51	\$	210,859.17
<b>TOTAL EXPENDITURES</b>	\$	76,559.00	\$	432,892.81	\$	351,345.23
<b>YEAR END FUND BAL</b>	\$	347,966.00	\$	11,015.70	\$	6,126.79

## CLEDT Fund Summary

REVENUES		<u>FY 18-19</u>		<u>FY 19-20</u>		<u>FY 20-21</u>
Non-Departmental	\$	878,172.00	\$	2,137,113.80	\$	3,126,942.83
<b>EXPENDITURES</b>						
<u><b>General Government</b></u>						
Material and Supplies						
Other Services						
Capital Outlay						
Debt Service	\$	234,390.00	\$	215,371.84	\$	519,125.00
Transfers - Out			\$	99,404.00	\$	105,364.55
<b>TOTAL DEPARTMENT</b>	\$	234,390.00	\$	314,775.84	\$	624,489.55
<u><b>TIF Projects</b></u>						
Capital Outlay	\$	459,798.00	\$	1,665,167.00	\$	2,333,942.83
<b>TOTAL DEPARTMENT</b>	\$	459,798.00	\$	1,665,167.00	\$	2,333,942.83
<b>TOTAL EXPENDITURES</b>	\$	694,188.00	\$	1,979,942.84	\$	2,958,432.38
<b>YEAR END FUND BAL</b>	\$	183,984.00	\$	157,170.96	\$	168,510.45

Note: In FY 19-20 the Town changed is Accounting structure

# GENERAL FUND - Budget Supplement Information - FY 20-21

Ledger ID	Ledger Description	Budgeted FY 19-20	Amended Budget FY 19-20	YTD	PROJECTED	Budgeted FY 20-21
<b>Non-Departmental Revenue</b>						
01-00-1000-00	Sale Tax	\$ 120,000.00	\$ 120,000.00	\$43,136.35	\$103,527.24	\$ 80,000.00
01-00-1005-00	Use Tax		\$ 1,000.00			\$ 7,200.00
01-00-1010-00	Utility Tax		\$ 1,000.00			\$ 8,000.00
01-00-1015-00	Lodging Tax					\$ 5,000.00
01-00-1015-00	Pittsburgh County Sinking Fund Receipts	\$ 34,000.00	\$ 34,000.00		\$34,000.00	\$ 58,790.00
01-00-1100-00	Building Permits/Inspection Fees	\$ 35,000.00	\$ 35,000.00	\$1,922.00	\$4,612.80	\$ 15,000.00
01-00-1105-00	Business License and Permits					\$ 200.00
01-00-9001-00	Transfer IN from CLEDT					
01-00-9002-00	Transfer IN from TIF		\$ 99,404.00	\$27,250.50	\$65,401.20	\$105,364.55
	Balance Forward/Carry-over		\$ 153,504.51		\$153,504.00	\$77,917.47
	TOTAL AVAILABLE REVENUES	\$ 189,000.00	\$ 443,908.51	\$72,308.85	\$361,045.24	\$357,472.02
<b>Administration</b>						
<u>Personal Services</u>						
01-10-4000-00	Salaries	\$ 25,000.00	\$ 86,200.00	\$36,334.60	\$87,203.04	\$ 87,924.00
01-10-4005-00	Overtime					
01-10-4010-00	Social Security		\$ 6,594.30			\$ 6,726.19
01-10-4015-00	Unemployment Tax		\$ 1,724.00			\$ 1,758.48
01-10-4020-00	Employer Paid Insurance		\$ 16,800.00	\$5,763.12	\$13,831.49	\$ 17,205.00
01-10-4025-00	Employer Retirement Contribution		\$ 8,620.00			\$ 8,792.40
01-10-4030-00	Vehicle/Cell Allowance		\$ 3,600.00			\$ 3,600.00
	SUB TOTAL	\$ 25,000.00	\$ 123,538.30	\$ 42,097.72	\$ 101,034.53	\$ 126,006.07
<u>Materials &amp; Supplies</u>						
01-10-5000-00	Office Supplies	\$ 1,200.00	\$ 1,200.00	\$159.32	\$382.37	\$ 600.00
	SUB TOTAL	\$ 1,200.00	\$ 1,200.00	\$ 159.32	\$ 382.37	\$ 600.00
<u>Other Services</u>						
01-10-6000-00	Utilities		\$ 1,800.00	\$204.00	\$489.60	\$ 1,500.00
01-10-6005-00	Rent		\$ 6,000.00	\$2,500.00	\$6,000.00	\$ 7,200.00
01-10-6035-00	Dues & Memberships					\$ 1,180.00
01-10-6040-00	School, Training, Travel					\$ 4,000.00
	SUB TOTAL	\$ -	\$ 7,800.00	\$ 2,704.00	\$ 6,489.60	\$ 13,880.00
<u>Capital Outlay</u>						
	SUB TOTAL	\$ -				
<u>Debt Service</u>						
	SUB TOTAL	\$ -				
	DEPT TOTAL	\$ 26,200.00	\$ 132,538.30	\$ 44,961.04	\$ 107,906.50	\$ 140,486.07
<b>General Government</b>						
<u>Personal Services</u>						
	SUB TOTAL	\$ -	\$ -	\$ -	\$ -	
<u>Materials &amp; Supplies</u>						
01-15-5000-00	Office Supplies	\$ 8,000.00	\$ 8,000.00			\$ 1,500.00
01-15-5020-00	Software Programs/ Services					\$ 6,372.70
01-15-5030-00	Miscellaneous - Fees, Events, Activities	\$ 1,900.00	\$ 1,900.00	\$250.00	\$600.00	\$ 600.00
	SUB TOTAL	\$ 9,900.00	\$ 9,900.00	\$ 250.00	\$ 600.00	\$ 8,472.70

Ledger ID	Ledger Description	Budgeted FY 19-20	Amended Budget FY 19-20	YTD	PROJECTED	Budgeted FY 20-21
<u>Other Services</u>						
01-15-6005-00	Rent	\$ 7,800.00				
01-15-6010-00	Publication & Notice Expense	\$ 1,500.00	\$ 1,500.00	\$1,278.88	\$1,500.00	\$ 2,500.00
01-15-6015-00	Insurance	\$ 1,800.00	\$ 1,800.00			\$ 1,800.00
01-15-6020-00	Professional Services	\$ 36,450.00	\$ 38,250.00	\$16,443.74	\$39,464.98	\$ 40,000.00
01-15-6025-00	Contracts & Leases					
01-15-6030-00	Community Support Agreements	\$ 6,000.00	\$ 6,000.00	\$2,000.00	\$3,000.00	\$ 6,000.00
01-15-6035-00	Dues & Memberships	\$ 1,800.00	\$ 1,800.00	\$100.00	\$240.00	\$ 1,079.00
01-15-6040-00	School, Training, Travel	\$ 800.00	\$ 800.00			\$ 2,000.00
01-15-6045-00	Road and Trail Maintenance	\$ 6,200.00	\$ 9,800.00	\$2,860.00	\$6,864.00	\$ 9,800.00
01-15-6050-00	Website Expense	\$ 1,000.00	\$ 1,000.00			\$ 2,500.00
01-15-6055-00	Grant Match	\$ 42,000.00	\$ 42,000.00			
	SUB TOTAL	\$ 105,350.00	\$ 102,950.00	\$ 22,682.62	\$ 51,068.98	\$ 65,679.00
<u>Capital Outlay</u>						
01-15-7010-00	Projects		\$ 153,504.51		\$153,504.51	\$ 77,917.47
	SUB TOTAL	\$ -	\$ 153,504.51	\$ -	\$ 153,504.51	\$ 77,917.47
<u>Debt Service</u>						
01-15-8000-00	GO Bond Payments	\$ 34,000.00	\$ 34,000.00	\$6,400.00	\$34,000.00	\$ 58,790.00
	SUB TOTAL	\$ 34,000.00	\$ 34,000.00	\$ 6,400.00	\$ 34,000.00	\$ 58,790.00
<u>Transfers - Out</u>						
01-15-9501-00	Transfer OUT to CLEDT					
01-15-9503-00	Transfer OUT to RESERVE Fund					
	DEPT. TOTAL	\$ 149,250.00	\$ 300,354.51	\$ 29,332.62	\$ 239,173.49	\$ 210,859.17
	TOTAL EXPENSES	\$ 175,450.00	\$ 432,892.81	\$ 74,293.66	\$ 347,079.98	\$ 351,345.23
	YEAR END FUND BALANCE	\$ 13,550.00	\$ 11,015.70	\$ (1,984.81)	\$ 13,965.26	\$ 6,126.79

# CLEDT - Budget Supplement Information - FY 20-21

Ledger ID	Ledger Description	Budgeted FY 19-20	Amended Budget FY 19-20	Budgeted FY 20-21
<b>CLEDT</b>				
<u>Non-Departmental Revenue</u>				
05-00-1015-00	Pittsburgh County Sinking Fund Receipts		\$ 190,253.80	\$ 793,000.00
05-00-9000-00	Transfer IN from Gen Fund			
	Balance Forward/Carry-over	\$ 1,946,860.00	\$ 1,946,860.00	\$ 1,058,942.83
	<b>TOTAL AVAILABLE REVENUES</b>	\$ 1,946,860.00	\$ 2,137,113.80	\$ 3,126,942.83
<b>General Government</b>				
<u>Personal Services</u>				
	<b>SUBTOTAL</b>	\$ -	\$ -	\$ -
<u>Materials &amp; Supplies</u>				
	<b>SUBTOTAL</b>	\$ -	\$ -	\$ -
<u>Other Services</u>				
	<b>SUBTOTAL</b>	\$ -	\$ -	\$ -
<u>Capital Outlay</u>				
	<b>SUBTOTAL</b>	\$ -	\$ -	\$ -
<u>Debt Service</u>				
05-15-8100-00	2018 Revenue Bond		\$ 165,135.04	\$ 211,187.50
05-15-8100-01	2018B Revenue Bond		\$ 25,118.40	\$ 123,012.50
05-15-8100-02	2019 Revenue Bond		\$ 25,118.40	\$ 184,925.00
	<b>SUBTOTAL</b>	\$ -	\$ 215,371.84	\$ 519,125.00
<u>Transfers - Out</u>				
05-15-9500-00	Transfer OUT to Gen Fund		\$ 99,404.00	\$ 105,364.55
05-15-9503-00	Transfer OUT to RESERVE Fund			
	<b>SUBTOTAL</b>	\$ -	\$ 99,404.00	\$ 105,364.55
	<b>DEPT. TOTAL</b>	\$ -	\$ 314,775.84	\$ 624,489.55
<b>TIF Projects</b>				
<u>Capital Outlay</u>				
05-20-7100-00	2018 Rev Bond - School Support	\$ 280,000.00		
05-20-7100-01	2018 Rev Bond - Infrastructure Reimbursement	\$ 320,000.00	\$ 320,000.00	
05-20-7100-02	2018 Rev Bond - County Support	\$ 8,700.00	\$ 8,700.00	
05-20-7100-03	2018 Rev Bond - Developer Reimbursement	\$ 125,000.00		
05-20-7100-04	2018 Rev Bond - Alley Beautification	\$ 180,310.00	\$ 180,310.00	\$ 180,310.00
05-20-7100-05	2018 Rev Bond - Marina Center - Courtesy Dock	\$ 28,000.00	\$ 28,000.00	
05-20-7100-06	2018 Rev Bond - Marina Center - Clearing	\$ 35,000.00		
05-20-7100-07	2018 Rev Bond - Marina Center Fencing	\$ 15,000.00		
05-20-7100-08	2018 Rev Bond - Marina Center Road Access	\$ 90,000.00	\$ 90,000.00	
05-20-7100-09	2018 Rev Bond - Playground	\$ 56,300.00		
05-20-7100-10	2018 Rev Bond - Town Hall	\$ 160,300.00	\$ 160,300.00	
05-20-7100-99	2018 Rev Bond - Contingency		\$ 118,757.00	\$ 90,169.00
05-20-7101-00	2018B Rev Bond - School Support	\$ 123,600.00	\$ 123,600.00	\$ 123,600.00
05-20-7101-01	2018B Rev Bond - Infrastructure Reimbursement	\$ 206,000.00	\$ 206,000.00	
05-20-7101-02	2018B Rev Bond - County Support	\$ 9,000.00	\$ 9,000.00	
05-20-7101-03	2018B Rev Bond - Developer Reimbursement	\$ 128,800.00		
05-20-7101-04	2018B Rev Bond - Nature Center - Soft Costs	\$ 69,000.00	\$ 69,000.00	\$ 160,300.00
05-20-7101-05	2018B Rev Bond - Town Green - Public Amenity	\$ 70,300.00	\$ 70,300.00	
05-20-7101-06	2018B Rev Bond - Town Hall Phase 1	\$ 281,200.00	\$ 281,200.00	
05-20-7101-99	2018B Rev Bond - Contingency			\$ 50,403.00
05-20-7102-00	2019 Rev Bond - School Buildings			\$ 454,160.83
05-20-7103-00	2020 Rev Bond - Nature Center Facility - <i>Revision</i>			\$ 350,000.00
05-20-7103-01	2020 Rev Bond - Ridgeline Rd Extension			\$ 250,000.00
05-20-7103-02	2020 Rev Bond - Stephens Rd			\$ 275,000.00
05-20-7103-03	2020 Rev Bond - Alley Improvement			\$ 200,000.00
05-20-7103-04	2020 RevBond - Marina Relocation			\$ 200,000.00
	<b>SUBTOTAL</b>	\$ 2,186,510.00	\$ 1,665,167.00	\$ 2,333,942.83
	<b>DEPT. TOTAL</b>	\$ 2,186,510.00	\$ 1,665,167.00	\$ 2,333,942.83
	<b>TOTAL EXPENSES</b>	\$ 2,186,510.00	\$ 1,979,942.84	\$ 2,958,432.38
	<b>Balance Forward</b>	\$ (239,650.00)	\$ 157,170.96	\$ 168,510.45