

TOWN OF PORTER
BUDGET
2020-2021

ADOPTED JUNE 25, 2020

TOWN OF PORTER

PORTER, OKLAHOMA 74454

BUDGET MESSAGE FY 2020-2021

To: Board of Trustees and Citizens of the Town of Porter, Oklahoma.

The upcoming FY 2020-2021 annual budget for the Town of Porter includes some significant components that reflect the Town's continuing efforts to provide quality service.

The budget outlines the expenditures in the form of Personal Services, Material & Supplies, Other Services & Charges, and Capital Outlay, as follows:

1. Personal Services: includes expenses for salaries, payroll taxes, and professional services.
2. Materials & Supplies: includes expenses for telephone services, equipment parts and supplies, utility services, vehicle expenses, dues, insurance, building maintenance, postage, office supplies and animal control.
3. Other Services & Charges: included expenses for interest and street lighting.
4. Capital Outlay: includes expenses for equipment, water-line & tower repair.

The budget presented herein contains the following highlights:

General Fund:

Revenues are predicted to have a \$30,000.00 decrease from the fiscal year 2019-2020, due to decrease in sales tax due to a fire shutting down the Dollar General; however, expenditures are predicted to have a decrease of \$30,000.00 from the fiscal year 2019-2020, which will even out the revenues and expenditures.

Street and Alley Fund:

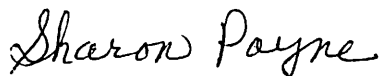
\$41,400.00 budgeted for street improvements.
\$11,000.00 budgeted purchase of equipment.

Porter Public Works Authority (Utility Authority):

Revenues and expenditures are predicted to remain the same as the amounts budgeted for the fiscal year 2019-2020.

The budget was prepared in accordance with the Oklahoma Municipal Budget Act in Title 11 of the Oklahoma Statutes.

Respectfully submitted,



Sharon Payne, Mayor

**TOWN OF PORTER, OKLAHOMA
SUMMARY OF REVENUES BY SOURCE
GENERAL FUND**

	<u>Prior Year FY 2018-2019</u>	<u>Current Year Budget FY 2019-2020</u>	<u>Current Year Est. FY 2019-2020</u>	<u>Budget Year FY 2020-2021</u>
Taxes				
Sales tax	\$ 140,680	\$ 165,000	\$ 131,490	\$ 135,000
Use Tax	24,201	30,000	33,246	30,000
Franchise Tax	13,960	13,750	13,815	13,750
Sub-Total	<u>178,841</u>	<u>208,750</u>	<u>178,551</u>	<u>178,750</u>
Licenses & Permits	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Intergovt Revenues				
Alcoholic Bev Tax	7,041	6,500	8,664	6,500
Grants	-	20,000	20,000	20,000
Sub-total	<u>7,041</u>	<u>26,500</u>	<u>28,664</u>	<u>26,500</u>
Charges for services				
Fire Run Agreements	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Fines & Forfeits				
Police	2,185	1,500	3,942	1,500
Court Costs				
Sub-total	<u>2,185</u>	<u>1,500</u>	<u>3,942</u>	<u>1,500</u>
Misc Revenues				
Interest	2,249	2,000	1,835	2,000
Lot sales	1,415	2,000	2,900	2,000
Opening & Closing	3,400	1,750	5,040	1,750
Miscellaneous	3,835	3,500	3,996	3,500
Sub-total	<u>10,899</u>	<u>9,250</u>	<u>13,771</u>	<u>9,250</u>
Reimbursement-S&A	<u>10,000</u>	<u>10,000</u>	<u>-</u>	<u>10,000</u>
Transfer Rainy Day	<u>3,200</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Est Revenues	<u>212,166</u>	<u>256,000</u>	<u>224,928</u>	<u>226,000</u>
Available Fund Balance	<u>13,755</u>	<u>27</u>	<u>27</u>	<u>15,425</u>
Total Est Revenues and Fund Balance	<u>\$ 225,921</u>	<u>\$ 256,027</u>	<u>\$ 224,955</u>	<u>\$ 241,425</u>

TOWN OF PORTER, OKLAHOMA
DEPARTMENTAL BUDGET DETAIL-GENERAL
GOVERNMENT FUND - GENERAL

	<u>Prior Year FY 2018-2019</u>	<u>Current Year Budget FY 2019-2020</u>	<u>Current Year Est. FY 2019-2020</u>	<u>Budget Year FY 2020-2021</u>
Salaries & Wages	\$ 47,160	\$ 54,000	\$ 57,646	\$ 54,000
Professional Serv	15,500	19,000	20,340	19,000
Telephone	6,289	4,800	2,313	2,400
Supplies	2,586	4,000	4,450	4,000
Utilities	12,733	13,000	12,626	13,000
Equipment Maint.	863	2,000	990	2,000
Fuel & By-Products	4,963	5,000	3,120	3,550
Insurance	16,086	16,000	15,510	16,000
Building Maint.	12,196	5,000	500	5,000
Miscellaneous	18,913	13,000	6,425	13,000
Animal Control	131	500	250	500
Equipment	0	5,000	0	2,500
Police	79,275	68,850	64,260	68,850
Fire	11,602	4,200	500	1,200
Weekend Opening/ Closing	500	1,000	600	1,000
Transfer Rainy Day	0	20,650	0	0
Reap Expenditures	0	20,000	20,000	20,000
Town Hall Project	144	0	0	0
Total	<u>\$ 228,941</u>	<u>\$ 256,000</u>	<u>\$ 209,530</u>	<u>\$ 226,000</u>
Total Est Available Fund Balance	<u>\$ 225,921</u>	<u>\$ 256,027</u>	<u>\$ 15,425</u>	<u>\$ 15,425</u>

**TOWN OF PORTER, OKLAHOMA
DEPARTMENTAL BUDGET DETAIL**

POLICE FUND- GENERAL

	<u>Prior Year FY 2018-2019</u>	<u>Current Year Budget FY 2019-2020</u>	<u>Current Year Est. FY 2019-2020</u>	<u>Budget Year FY 2020-2021</u>
Salaries & Wages	\$ 78,125	\$ 65,000	\$ 61,660	\$ 65,000
Professional Services	600	3,600	1,250	2,600
Supplies	228	250	250	250
Fees	322	0	1,100	1,000
Total	<u>\$ 79,275</u>	<u>\$ 68,850</u>	<u>\$ 64,260</u>	<u>\$ 68,850</u>

FIRE FUND- GENERAL

	<u>Prior Year FY 2018-2019</u>	<u>Current Year Budget FY 2019-2020</u>	<u>Current Year Est. FY 2019-2020</u>	<u>Budget Year FY 2020-2021</u>
Telephone	\$ 2,548	\$ 0	\$ 0	\$ 0
Supplies	214	400	0	0
Utilities	2,095	0	0	0
Maintenance	432	1,600	30	200
Fuel/by products	3,868	0	0	0
Dues and Subs	600	1,000	470	1,000
Insurance	288	800	0	0
Lease & Rental	1,557	0	0	0
Misc	0	400	0	0
Total	<u>\$ 11,602</u>	<u>\$ 4,200</u>	<u>\$ 500</u>	<u>\$ 1,200</u>

**TOWN OF PORTER, OKLAHOMA
REVENUE AND EXPENSE
Street & Alley Fund**

	<u>Prior Year FY 2018-2019</u>	<u>Current Year Budget FY 2019-2020</u>	<u>Current Year Est. FY 2019-2020</u>	<u>Budget Year FY 2020-2021</u>
Revenues				
Sales tax	\$ 20,049	\$ 20,000	\$ 18,784	\$ 20,000
Gasoline Tax	663	1,100	33,246	1,100
Vehicle Tax	4,295	4,000	4,300	4,000
Insurance Proceeds	0	33,000	59,250	0
Grants	0	0	0	40,000
Miscellaneous	0	0	0	0
Total Revenue	<u>25,007</u>	<u>58,100</u>	<u>115,580</u>	<u>65,100</u>
Expenses				
Street Lights	7,293	8,000	7,704	8,000
Streets	2,864	41,400	520	41,400
Signs	0	5,000	1,750	5,000
Equipment	7,667	35,500	35,004	11,000
Backhoe	8,005	8,000	0	0
Transfer to General	10,000	10,000	0	10,000
Tree Trimming	2,500	2,500	0	0
Grant Expense	0	0	0	40,000
Supplies/Maint	500	1,000	1,000	1,000
Total Expense	<u>38,829</u>	<u>111,400</u>	<u>45,978</u>	<u>116,400</u>
Net Change	<u>(13,822)</u>	<u>(53,300)</u>	<u>69,602</u>	<u>(51,300)</u>
Prior Fund Balance	<u>88,269</u>	<u>74,447</u>	<u>74,447</u>	<u>144,049</u>
New Fund Balance	<u>\$ 74,447</u>	<u>\$ 21,147</u>	<u>\$ 144,049</u>	<u>\$ 92,749</u>

TOWN OF PORTER, OKLAHOMA
REVENUE AND EXPENSE

CEMETERY DONATION FUND

	<u>Prior Year FY 2018-2019</u>	<u>Current Year Budget FY 2019-2020</u>	<u>Current Year Est. FY 2019-2020</u>	<u>Budget Year FY 2020-2021</u>
Revenues				
Donations	\$ 3,009	\$ 4,300	\$ 50	\$ 2,500
Miscellaneous	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total Revenue	<u>3,009</u>	<u>4,300</u>	<u>50</u>	<u>2,500</u>
Expenses				
Materials/Supplies	370	400	0	400
Miscellaneous	56	200	0	200
Flags	297	300	0	300
Labor	<u>1,170</u>	<u>1,000</u>	<u>0</u>	<u>3,000</u>
Total Expense	<u>1,893</u>	<u>1,900</u>	<u>0</u>	<u>3,900</u>
Net Change	<u>1,116</u>	<u>2,400</u>	<u>50</u>	<u>(1,400)</u>
Prior Fund Balance	<u>21,066</u>	<u>22,182</u>	<u>22,182</u>	<u>22,232</u>
New Fund Balance	<u>\$ 22,182</u>	<u>\$ 24,582</u>	<u>\$ 22,232</u>	<u>\$ 20,832</u>

CEMETERY LAND FUND

	<u>Prior Year FY 2018-2019</u>	<u>Current Year Budget FY 2019-2020</u>	<u>Current Year Est. FY 2019-2020</u>	<u>Budget Year FY 2020-2021</u>
Revenues				
Lot Sales	\$ 10,790	\$ 700	\$ 810	\$ 700
Opening/Closing	<u>1,150</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total Revenue	<u>11,940</u>	<u>700</u>	<u>810</u>	<u>700</u>
Expenses				
Note Payment	0	6,700	5,664	3,000
Miscellaneous	0	500	500	500
Capital Outlay	4,980	0	0	0
Labor	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total Expense	<u>4,980</u>	<u>7,200</u>	<u>6,164</u>	<u>3,500</u>
Net Change	<u>6,960</u>	<u>(6,500)</u>	<u>(5,354)</u>	<u>(2,800)</u>
Prior Fund Balance	<u>12,739</u>	<u>19,699</u>	<u>13,199</u>	<u>7,845</u>
New Fund Balance	<u>\$ 19,699</u>	<u>\$ 13,199</u>	<u>\$ 7,845</u>	<u>\$ 5,045</u>

**PORTER PUBLIC WORKS AUTHORITY
BUDGET**

	<u>Prior Year</u> FY 2018-2019	<u>Current Year Budget</u> FY 2019-2020	<u>Current Year Est.</u> FY 2019-2020	<u>Budget Year</u> FY 2020-2021
Revenues				
Water, sewer, trash	\$ 535,732	\$ 550,000	\$ 547,471	\$ 550,000
Water and Sewer Taps	11,500	10,000	16,200	10,000
Transfer From Meter	0	2,500	2,922	2,500
Interest	1,820	1,000	1,425	1,000
Insurance Proceeds	2,484	0	0	0
Transfer From Cem Land	0	0	4,718	0
Reconnect Fees	2,675	0	0	0
Recovery of Bad Debt	8,800	0	0	0
Grants	0	0	2,676	0
Miscellaneous	<u>6,832</u>	<u>2,500</u>	<u>4,903</u>	<u>2,500</u>
Total Revenue	<u>569,843</u>	<u>566,000</u>	<u>580,315</u>	<u>566,000</u>
Expenses				
Salaries & Payroll Tax	186,256	228,000	187,918	228,000
Workers Comp	4,421	6,500	5,816	6,500
Professional Services	2,270	3,800	2,250	3,800
Travel & Schools	214	1,000	750	1,000
Materials & Supplies	20,915	23,500	25,308	23,500
Gas & Oil	7,796	8,000	5,327	8,000
Utilities	95,168	210,000	207,802	210,000
Misc	13,823	26,000	12,048	26,000
Equipment Repair/Maint	65,063	10,000	3,285	10,000
Water Purchase	122,664	0	0	0
Insurance	6,788	8,000	2,698	8,000
Postage	4,369	4,500	4,590	4,500
Waterline/Tower Rep	0	28,900	14,663	28,900
Trackhoe	0	6,300	6,236	6,300
Equipment	17,560	1,500	0	1,500
REAP Expenditures	<u>0</u>	<u>0</u>	<u>2,676</u>	<u>0</u>
Total Expense	<u>547,307</u>	<u>566,000</u>	<u>481,367</u>	<u>566,000</u>
Net Change	<u>22,536</u>	<u>0</u>	<u>98,948</u>	<u>0</u>
Prior Fund				
Balance	<u>671,604</u>	<u>694,140</u>	<u>694,140</u>	<u>793,088</u>
New Fund Balance	<u>\$ 694,140</u>	<u>\$ 694,140</u>	<u>\$ 793,088</u>	<u>\$ 793,088</u>

RESOLUTION NO. 2020-1

A RESOLUTION OF THE BOARD OF
TRUSTEES OF THE TOWN OF PORTER
OKLAHOMA, ADOPTING THE OPERATING
BUDGET FOR THE FISCAL YEAR

WHEREAS, the Board of Trustees of the Town of Porter, has completed the process required in 11 O.S. 17-201 et. Seq.; and .

WHEREAS, agreement has been reached relative to the estimated revenues, and necessary appropriations for the various accounts within various funds for the 2020-2021 fiscal year; and

WHEREAS, the appropriations must be approved by resolution;

NOW THEREFORE BE IT RESOLVED BY THE BOARD OF TRUSTEES OF THE TOWN OF PORTER;

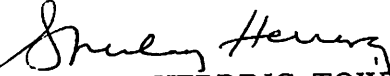
Section 1. That the 2020-2021 fiscal year operating budget be adopted in the amounts reflected in this resolution's attachment, which lists expenditures by department and classifications as required by 11 O.S. 17-213.

Section 2. That the resolution and a copy of the adopted budget be transmitted to the Clerk of this municipality.

Approved by the Board of Trustees of the Town of Porter the 25th day of June, 2020.


SHARON PAYNE, MAYOR

ATTEST:


SHIRLEY HERRING, TOWN CLERK

AFFIDAVIT OF PUBLICATION

County of Muskogee, State of Oklahoma

The Muskogee Phoenix

214 Wall St
Muskogee, Ok, 74401
918-684-2811

Case:
Budget Summary
Town of Porter

I, **Kristina Hight**, of lawful age, being duly sworn upon oath, deposes and says that I am the Classified Advisor of The Muskogee Phoenix, a daily/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 Muskogee, for the County of Muskogee, 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:

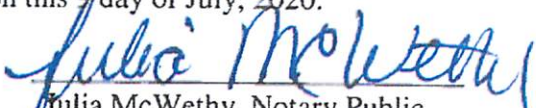
PUBLICATIONS:

June 19, 2020



Kristina Hight

Signed and sworn to before me
on this 9 day of July, 2020.



Julia McWethy, Notary Public

My Commission expires: 10-17-2021
Commission # 17009583

(SEAL) 

PUBLICATION FEE: \$64.20
Accnt # 125

**Published in The Muskogee Phoenix
June 19, 2020**

NOTICE OF PUBLIC HEARING

Notice is hereby given that the Town of Porter, Oklahoma will hold a public hearing, during a special Board Of Trustees meeting, on Thursday, June 25, 2020 at 7:00 PM, in the Porter Municipal Offices located at 617 S. Main St., Porter, Oklahoma, at which time and place citizens shall have the opportunity to be heard in reference to the Fiscal Year 2020-21 budget.

**TOWN OF PORTER, OKLAHOMA
PROPOSED BUDGET
FISCAL YEAR 2020-21**

	18-19 <u>Actual</u>	19-20 <u>Estimated</u>	20-21 <u>Budget</u>
Beginning Fund Balance	\$ <u>807,433</u>	\$ <u>803,995</u>	\$ <u>982,639</u>
Revenues			
General Fund	\$ 212,166	\$ 224,928	\$ 226,000
Street & Alley Fund	25,007	115,180	65,100
Cemetery Donation Fund	3,009	50	2,500
Cemetery Land Fund	11,940	810	700
Porter Public Works	569,843	580,315	566,000
Total Revenues	\$ <u>821,965</u>	\$ <u>921,283</u>	\$ <u>860,300</u>
Expenditures			
General	\$ 138,064	\$ 144,770	\$ 155,950
Police	79,275	64,260	68,850
Fire	11,602	500	1,200
Street & Alley Fund	38,829	45,978	116,400
Cemetery Donation Fund	1,893	0	3,900
Cemetery Land Fund	4,980	6,164	3,500
Porter Public Works	<u>547,307</u>	<u>481,367</u>	<u>566,000</u>
Total Expenditures	<u>821,950</u>	<u>743,039</u>	<u>915,800</u>
Ending Fund Balance	\$ <u>807,448</u>	\$ <u>982,239</u>	\$ <u>927,139</u>