

TOWN OF FORT SUPPLY, OKLAHOMA
Fiscal Year 2023/2024 Annual Budget

BUDGET MEMO

DATE May 2nd, 2023

RE 2023/2024 Annual Budget

The budget includes the following highlights for fiscal year:

Sales tax has been budgeted at 90% of current year projections. All other recurring taxes are also budgeted at 90% of current year projections. If collected at 100%, that will generate about \$6,621 in additional revenue for General Fund.

The Consumer Price Index (CPI) for the south region reflected a 5.2% increase as of March 2023. The two year average inflation is at 14.8%. The cost of commodities, and, therefore, cost of services, is increasing at a rapid rate. The Town's FY24 budget includes a utility rate increase for Water services effective June 2023 per management request and is expected to generate ~10,944. In order to address the increasing costs noted with the 5.2% CPI, the Town MAY need to re-evaluate utility rates for electric, sewer, and trash of in January 2024. The FY24 budget shows a profit margin of only 10% for the PWA. This profit margin does little to save for any future needs. We recommend profit margins to be at a minimum 25%.

As Woodward is expected to increase their cost of water in line with the CPI, the Town's budget includes an expected 5.2% increase in water purchased. The proposed budget does pass this cost on to the citizens.

There is a 3.0% raise budgeted for full time employees for fiscal year 2024. This will result in about a \$4,018 increase in personal services for the Town. The PWA maintenance positions have been allocated equally among the electric, water and sewer departments.

Under the American Rescue Plan Act, the Town received a total of \$56,155 in federal funding deposited in FY22 & FY23. The proposed budget reflects using 20,700 of those funds for capital projects, leaving 31,370 remaining.

Capital projects budgeted for FY24 include sewer upgrades with a net Town cost of 20,700 and computer upgrades totaling 4,085. We have budgeted the town to use ARPA funds for these items and have increased fund balance to reflect these funds.

As of March 31, 2023, the municipality had 100 and 293 days of cash on hand in the General fund and PWA, respectively. This represents the number of days the municipality can support the operating expenses based on the cash balance at March 31, 2023. Based on the FY24 budget, it is predicted that the municipality will have 66 and 294 days of cash on hand in General Fund and PWA, respectively, at the end of the year.

Copies of the proposed budget are available for review in the Office of the Town Clerk, Fort Supply, OK.

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 Meredith Meacham Wilson, CPA.

RECEIVED

JUL 12 2023

State Auditor
and Inspector

In accordance with Section 17-208, Title 11, Oklahoma Statutes, notice is hereby given that the proposed fiscal year 2023/2024 budget will be considered at a public hearing on Tuesday, June 6, 2023. Copies of the proposed budget are available for review in Town Hall, Fort Supply, OK.

The Town of Fort Supply 2023-2024 Annual Budget will be adopted by resolution during a meeting of the Town Council on Tuesday, June 6, 2023.

TOWN OF FORT SUPPLY, OKLAHOMA
Fiscal Year 2023-2024 Annual Budget

BUDGET SUMMARY

	BEGINNING BALANCE (Estimates)	REVENUES	EXPENSES	Net Change	ENDING BALANCE
GENERAL FUND	\$ 32,196	\$ 109,047	\$ (119,392)	\$ (10,345)	\$ 21,851
ENTERPRISE FUNDS					
Public Works Authority	\$ 452,540	\$ 970,572	\$ (995,360)	\$ (24,788)	\$ 427,752
GRAND TOTAL ALL FUNDS	\$ 484,736	\$ 1,079,619	\$ (1,114,752)	\$ (35,133)	\$ 449,603

General Fund

	ACTUAL 2021/2022	APPROVED BUDGET 2022/2023	PROJECTED YTD 2022/2023	PROPOSED BUDGET 2023/2024	
OPERATING REVENUES					
Sales tax	\$ 34,306	\$ 31,964	\$ 34,491	\$ 31,042	
Use tax	16,660	14,818	19,110	17,199	
Tobacco tax	261	231	232	209	
Alcohol beverage tax	6,336	5,867	6,396	5,756	
Gasoline excise tax	565	518	563	507	
Vehicle Tax	2,496	2,282	2,225	2,003	
Franchise tax	2,511	2,912	3,201	2,881	
Licenses and permits	75	150	289	150	
Grants	36,737	4,500	10,053	4,500	*fire
ARPA Grant	-	27,945	28,076	-	
Donations	10,756	4,500	12,141	4,500	*fire
Other Revenue	12,628	11,000	5,225	5,000	
TOTAL OPERATING REVENUES	123,331	106,687	122,002	73,747	
OPERATING EXPENSES					
General Government					
Personal Services	57,125	60,992	58,945	60,797	
Materials and Supplies	9,967	7,500	2,072	5,000	
Other Services and Charges	27,920	32,500	35,412	35,500	
Capital Outlay	2,352	-	5,204	4,085	
Total General Government	97,364	100,992	101,633	105,382	
Fire Department					
Personal Services	900	900	900	900	
Materials and Supplies	12,106	6,000	12,141	4,500	*
Other Services and Charges	5,659	7,500	10,053	4,500	*
Total Fire Department	18,665	14,400	23,094	9,900	
Street Department					
Materials and Supplies	857	2,800	2,788	2,510	
Other Services and Charges	5,115	-	-	-	
Total Street Department	5,972	2,800	2,788	2,510	
Cemetery Department					
Materials and Supplies	2,300	1,000	-	-	
Total Cemetery Department	2,300	1,000	-	-	
Community Building					
Other Services and Charges	886	1,000	2,223	1,600	
Total Community Building	886	1,000	2,223	1,600	
TOTAL EXPENDITURES	125,187	120,192	129,738	119,392	
REVENUES OVER (UNDER) EXPENDITURES	(1,856)	(13,505)	(7,736)	(45,645)	

General Fund

	ACTUAL 2021/2022	APPROVED BUDGET 2022/2023	PROJECTED YTD 2022/2023	PROPOSED BUDGET 2023/2024
OTHER FINANCING SOURCES (USES)				
Interest Income	56	50	443	300
Transfers-out	-	(27,945)	-	-
Transfers-in	11,881	-	-	35,000
Net transfers	11,881	(27,945)	-	35,000
TOTAL OTHER FINANCING SOURCES (USES)	11,937	(27,895)	443	35,300
REVENUES AND OTHER SOURCES OVER (UNDER) EXPENDITURES AND OTHER USES	10,081	(41,400)	(7,293)	(10,345)
BEGINNING FUND BALANCE	81,064	81,064	91,145	32,196
ENDING FUND BALANCE	\$ 91,145	\$ 39,664	\$ 83,852	\$ 21,851

Public Works Authority

	ACTUAL 2021/2022	APPROVED BUDGET 2022/2023	PROJECTED YTD 2022/2023	PROPOSED BUDGET 2023/2024	
OPERATING REVENUES					
Electric Revenues	\$ 297,964	\$ 296,138	\$ 326,299	\$ 319,773	
Rate increase -	-	-	-	-	
Water Revenues	121,780	112,780	118,547	116,176	
Rate Increase	-	10,803	-	10,080	
Rate increase - Commercial out of Town	-	-	-	864	
Sewer Revenues	23,552	22,363	23,707	23,233	
Rate increase -	-	-	-	-	
Trash Revenues	36,424	34,754	36,349	35,622	
Rate increase -	-	-	-	-	
Consumer Fee	24,188	23,076	23,800	23,324	
Other Revenues	31,161	20,000	29,979	25,000	CUPS
TOTAL OPERATING REVENUES	535,069	519,914	558,681	554,072	
OPERATING EXPENSES					
Administration Department					
Personal Services	44,731	48,656	46,352	47,747	
Materials and Supplies	5,343	4,500	1,599	4,500	
Other Services and Charges	18,365	18,500	18,923	19,000	
Total Administration Department	68,439	71,656	66,874	71,247	
Electric Department					
Personal Services	21,562	25,450	21,948	22,679	
Materials and Supplies	15,775	10,000	27,300	18,000	
Electricity Purchased for Resale	180,675	190,967	211,397	213,511	
Other Services and Charges	15,483	20,000	12,935	17,000	
Capital Outlay	21,316	-	32,368	-	
Total Electric Department	254,811	246,417	305,948	271,190	
Water Department					
Personal Services	21,956	25,450	23,051	22,679	
Materials and Supplies	10,684	11,000	636	7,500	
Water Purchased for Resale	74,157	83,303	83,917	88,281	
Other Services and Charges	21,299	15,000	5,757	8,000	
Total Water Department	128,096	134,753	113,361	126,460	
Sewer Department					
Personal Services	20,666	25,450	20,785	22,513	
Materials and Supplies	2,966	500	263	500	
Other Services and Charges	1,565	750	-	750	
Capital Outlay	3,765	27,945	3,500	470,700	OWRB & ARPA
Total Sewer Department	28,962	54,645	24,548	494,463	
Trash Department					
Other Services and Charges	30,390	32,000	29,339	32,000	
Total Trash Department	30,390	32,000	29,339	32,000	
TOTAL OPERATING EXPENDITURES	510,698	539,471	540,070	995,360	
OPERATING INCOME (LOSS)	24,371	(19,557)	18,611	(441,288)	

Public Works Authority

	ACTUAL 2021/2022	APPROVED BUDGET 2022/2023	PROJECTED YTD 2022/2023	PROPOSED BUDGET 2023/2024
NON-OPERATING REVENUES (EXPENSES)				
Interest Income	1,261	1,500	1,665	1,500
Grants - OEDA/REAP	21,316	-	33,352	-
Grants - OWRB	-	-	-	450,000
Transfer in - ARPA funds grant match	-	-	-	-
Transfers in/(out) - General Fund	(11,881)	27,945	-	(35,000)
TOTAL OTHER FINANCING SOURCES (USES)	10,696	29,445	35,017	416,500
NET INCOME	35,067	9,888	53,628	(24,788)
BEGINNING FUND BALANCE	372,338	320,827	407,405	452,540
ENDING FUND BALANCE	\$ 407,405	\$ 330,715	\$ 461,033	\$ 427,752
Electric Revenues	297,964	296,138	326,299	319,773
Electric Expenses, excluding capital outlay	233,495	246,417	273,580	271,190
	64,469	49,721	52,719	48,583
	22%	17%	16%	15%
Water Revenues	121,780	123,583	118,547	126,256
Water Expenses	128,096	134,753	113,361	126,460
	(6,316)	(11,170)	5,186	(204)
	-5%	-9%	4%	0%
Trash Revenues	36,424	34,754	36,349	35,622
Trash Expenses	30,390	32,000	29,339	32,000
	6,034	2,754	7,010	3,622
	17%	8%	19%	10%
Sewer Revenues	23,552	22,363	23,707	23,233
Sewer Expense	28,962	54,645	24,548	23,763
	(5,410)	(32,282)	(841)	(530)
	-23%	-144%	-4%	-2%
Total PWA	479,720	476,838	504,902	504,884
	420,943	467,815	440,828	453,413
	58,777	9,023	64,074	51,471
	12%	2%	13%	10%

AND ESTABLISHING BUDGET AMENDMENT AUTHORITY

WHEREAS, The Town of Fort Supply 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 Authority, 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 Fort Supply Public Works Authority governing body at least 30 days prior to the start of the fiscal year in compliance with Section 17-205; and

WHEREAS, The Fort Supply Public Works Authority governing body 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 TRUSTEES OF THE FORT SUPPLY PUBLIC WORKS AUTHORITY, FORT SUPPLY, OKLAHOMA:

SECTION 1. The Trustees of the Fort Supply Public Works Authority does hereby adopt the FY 2023-2024 Budget on the 6th day of June 2023 with total resources available in the amount of \$1,458,112 and total fund/departmental appropriations in the amount of \$1,114,752. Legal appropriations (spending/encumbering limits) are hereby established as follows:

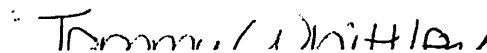
Fund: Department	Appropriation Amount
Fort Supply Public Works Authority	
Administration Department	\$71,247
Electric Department	271,190
Water Department	112,460
Sewer Department	494,463
Trash Department	32,000

SECTION 2. The Trustees does hereby authorize the Mayor 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 Fort Supply 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 Fort Supply Board of Trustees and filed with the State Auditor and Inspector.

SECTION 4. Be it further provided that the Mayor is 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 FORT SUPPLY PUBLIC WORKS AUHTORITY this 6th day of June, 2023. TOWN OF FORT SUPPLY, OKLAHOMA.



WHEREAS, The Town of Fort Supply 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 FORT SUPPLY, OKLAHOMA:

SECTION 1. The Town Board of Trustees does hereby adopt the FY 2023-2024 Budget on the 6th day of June 2023 with total resources available in the amount of \$141,243 and total fund/departmental appropriations in the amount of \$119,392. Legal appropriations (spending/encumbering limits) are hereby established as follows:


Fund: Department	Appropriation Amount
General Fund	
General Government	\$105,382
Fire Department	9,900
Street Department	2,510
Cemetery Department	
Community Building	1,600

SECTION 2. The Fort Supply Board of Trustees does hereby authorize the Mayor 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 Fort Supply 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 Fort Supply Board of Trustees and filed with the State Auditor and Inspector.

SECTION 4. Be it further provided that the Mayor is 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 FORT SUPPLY this 6th day of June, 2023. TOWN OF FORT SUPPLY, OKLAHOMA



WHEREAS, The Town of Fort Supply 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 FORT SUPPLY, OKLAHOMA:

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Street Department	2,510
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Community Building	1,600

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SECTION 3. All supplemental appropriations or decrease in the total appropriation of a fund shall be adopted at a meeting of the Fort Supply Board of Trustees and filed with the State Auditor and Inspector.

SECTION 4. Be it further provided that the Mayor is 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 FORT SUPPLY this 6th day of June, 2023. TOWN OF FORT SUPPLY, OKLAHOMA

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AFFP

Billing- Budget Summary 23-24

Affidavit of Publication

STATE OF OKLAHOMA }
COUNTY OF WOODWARD } SS

Sierra Harris, being duly sworn, says:

That she is an employee of the , a daily newspaper of general circulation, printed and published in Woodward, Woodward County, Oklahoma; that the publication, a copy of which is attached hereto, was published in the said newspaper on the following dates:

May 31, 2023

That said newspaper was regularly issued and circulated on those dates.

SIGNED:

Sierra Harris

an employee

Subscribed to and sworn to me this 31st day of May 2023.

Sara Acosta

Sara Acosta, Multi Media Rep, Woodward County, Oklahoma

My commission expires: March 09, 2027

3104511 00056796 (580)766-2199

Fammy Whittley
Town of Fort Supply Clerk/Treasurer
P.O. Box 156
Fort Supply, OK 73841



(Published in the Woodward News on May 23, 2023.)

In accordance with Section 17-208, Title 11, Oklahoma Statutes, notice is hereby given that the proposed Town of Fort Supply Fiscal Year 2023 / 2024 Annual Budget will be considered at a public hearing held Tuesday, June 6, 2023 at 5:45 pm at the Town Hall, Fort Supply, Oklahoma.

Notice is hereby given that the Town of Fort Supply 2023 / 2024 Annual Budget will be adopted during a meeting of the Town Council on June 6, 2023.

TOWN OF FORT SUPPLY, OKLAHOMA
Fiscal Year 2023 / 2024 Annual Budget

BUDGET SUMMARY

	BEGINNING BALANCE (Estimates)	REVENUES	EXPENSES	TRANSFERS	Net Change	ENDING BALANCE
GENERAL FUND	\$ 32,196	\$ 74,047	\$ (119,392)	\$ 35,000	\$ (10,345)	\$ 21,851
Revenues						
Taxes		59,597				
Fire		9,000				
Licenses & Permits		150				
Other revenues		5,300		\$ 35,000		
Expensitures						
General Government			(105,382)			
Street & Alley			(2,510)			
Fire Department			(9,900)			
Cemetery						
Community Building			(1,600)			
ENTERPRISE FUNDS						
Public Works Authority	\$ 452,540	\$ 1,005,572	\$ (995,360)	\$ (35,000)	\$ (24,788)	\$ 427,752
Revenues						
Electric		319,773				
Water		127,120				
Sewer		23,233				
Trash		35,622				
Miscellaneous revenues		499,824				
Expenses						
Electric			(271,190)			
Water			(126,460)			
Sewer			(494,463)			
Trash			(32,000)			
Administration			(71,247)	(35,000)		
GRAND TOTAL ALL FUNDS	\$ 484,736	\$ 1,079,619	\$ (1,114,752)	\$	\$ (35,133)	\$ 449,603

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