

TOWN OF FORT SUPPLY, OKLAHOMA
Fiscal Year 2024 / 2025 Annual Budget

BUDGET MEMO

DATE May 7th, 2024

RE 2024 / 2025 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 \$5,752 in additional revenue for General Fund.

The Consumer Price Index (CPI) for the south region reflected a 3.7% inflation rate as of March 2024. The Town's FY25 budget includes a CPI rate increase of 3.7% across all utilities in addition to provider rate increases in Water (8%) and Trash (100%). The FY25 budget shows a profit margin of only 15% 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 around 8%, the Town's budget includes an expected 8% increase in water purchased plus a 3.7% CPI increase. We always recommend all provider increases to be passed on to the citizens.

There is a 3.7% raise in line with CPI budgeted for full time employees for fiscal year 2025. This will result in about a \$5,063 increase in personal services for the Town. The PWA maintenance positions have been allocated equally among the electric, water and sewer.

Under the American Rescue Plan Act, the Town received a total of \$56,155 in federal funding deposited in FY22 & FY23. The Town has remaining funds to date of 40,471.

Capital projects budgeted for FY25 include sewer upgrades, these upgrades will be paid for with an OWRA RIG grant, OWRB grant, and any remaining costs to be paid from remaining ARPA funds.

As of April 30, 2024, the municipality had 57 and 416 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 April 30, 2024. Based on the FY25 budget, it is predicted that the municipality will have 12 and 370 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 2024 / 2025 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 31 2024

State Auditor
and Inspector

Woodward

RESOLUTION NO. 4-2024

A RESOLUTION OF THE FORT SUPPLY PUBLIC WORKS AUTHORITY, FORT SUPPLY, OKLAHOMA APPROVING THE FORT SUPPLY PUBLIC WORKS AUTHORITY BUDGET FOR THE FISCAL YEAR 2024-2025 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, 2025 (FY 2024-2025) 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 2024- 2025 Budget on the 4th day of June 2024 with total resources available in the amount of \$1,289,231 and total fund/departmental appropriations in the amount of \$724,956. Legal appropriations (spending/encumbering limits) are hereby established as follows:

Fund: Department	Appropriation Amount
Fort Supply Public Works Authority	
Administration Department	\$208,962
Electric Department	\$133,430
Water Department	\$241,666
Sewer Department	\$64,000
Trash Department	\$76,898

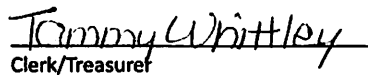
SECTION 2. The Trustees does hereby authorize the mayor to transfer any unexpended and unencumbered appropriations, at any time throughout FY 2024-2025, from one line item to another, one object category to another within a department, or one department to another within a fund, without further approval 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 AUTHORITY this 4th day of June, 2024. TOWN OF FORT SUPPLY, OKLAHOMA.


Mayor/Chairman


Clerk/Treasurer

In accordance with Section 17-208, Title 11, Oklahoma Statutes, notice is hereby given that the proposed fiscal year 2024/2025 budget will be considered at a public hearing on Tuesday, June 4, 2024. Copies of the proposed budget are available for review in Town Hall, Fort Supply, OK.

The Town of Fort Supply 2024-2025 Annual Budget will be adopted by resolution during a meeting of the Town Council on Tuesday, June 4, 2024.

TOWN OF FORT SUPPLY, OKLAHOMA
Fiscal Year 2024 / 2025 Annual Budget

BUDGET SUMMARY

	BEGINNING BALANCE (Estimates)	REVENUES	EXPENSES	Net Change	ENDING BALANCE
GENERAL FUND	\$ 23,786	\$ 101,218	\$ (121,002)	\$ (19,784)	\$ 4,002
ENTERPRISE FUNDS					
Public Works Authority	\$ 514,934	\$ 739,297	\$ (724,956)	\$ 14,341	\$ 529,275
GRAND TOTAL ALL FUNDS	\$ 538,720	\$ 840,515	\$ (845,958)	\$ (5,443)	\$ 533,277

Town of Fort Supply
General Fund Budget
For the Year Ended June 30, 2025

General Fund

	ACTUAL 2022/2023	APPROVED BUDGET 2023/2024	PROJECTED YTD 2023/2024	PROPOSED BUDGET 2024/2025
OPERATING REVENUES				
Sales tax	\$ 33,410	\$ 31,042	\$ 29,950	\$ 26,955
Use tax	19,348	17,199	16,118	14,506
Tobacco tax	229	209	185	167
Alcohol beverage tax	6,299	5,756	6,012	5,411
Gasoline excise tax	558	507	551	496
Vehicle Tax	2,270	2,003	2,178	1,960
Franchise tax	3,291	2,881	2,526	2,273
Licenses and permits	217	150	330	150
Grants	38,129	4,500	9,994	4,500
ARPA Grant	-	-	-	-
Donations	12,141	4,500	15,733	4,500
Other Revenue	7,503	5,000	4,655	5,000
TOTAL OPERATING REVENUES	123,395	73,747	88,232	65,918
OPERATING EXPENSES				
General Government				
Personal Services	56,620	60,797	57,605	61,546
Materials and Supplies	3,884	5,000	8,944	10,000
Other Services and Charges	35,419	35,500	41,237	35,500
Capital Outlay	5,204	4,085	18,370	-
Total General Government	101,127	105,382	126,156	107,046
Fire Department				
Personal Services	720	900	900	900
Materials and Supplies	7,915	4,500	15,733	4,500
Other Services and Charges	10,899	4,500	5,861	4,500
Capital Outlay	-	-	4,133	-
Total Fire Department	19,534	9,900	26,627	9,900
Street Department				
Materials and Supplies	-	2,510	2,729	2,456
Total Street Department	-	2,510	2,729	2,456
Community Building				
Other Services and Charges	2,125	1,600	1,378	1,600
Total Community Building	2,125	1,600	1,378	1,600
TOTAL EXPENDITURES	122,786	119,392	156,890	121,002
REVENUES OVER (UNDER) EXPENDITURES	609	(45,645)	(68,658)	(55,084)
OTHER FINANCING SOURCES (USES)				
Interest Income	314	300	346	300
Transfers-in	-	35,000	-	35,000
Net transfers	-	35,000	-	35,000
TOTAL OTHER FINANCING SOURCES (USES)	314	35,300	346	35,300
REVENUES AND OTHER SOURCES OVER (UNDER) EXPENDITURES AND OTHER USES	923	(10,345)	(68,312)	(19,784)
BEGINNING FUND BALANCE	99,519	81,064	100,442	23,786
ENDING FUND BALANCE	\$ 100,442	\$ 70,719	\$ 32,130	\$ 4,002

Public Works Authority

	ACTUAL 2022/2023	APPROVED BUDGET 2023/2024	PROJECTED YTD 2023/2024	PROPOSED BUDGET 2024/2025	
OPERATING REVENUES					
Electric Revenues	\$ 304,699	\$ 319,773	\$ 251,989	\$ 246,949	
Rate increase - CPI 3.7%	-	-	-	9,324	
Water Revenues	131,671	116,176	135,906	133,188	
Rate increase - Provider increase 8%; CPI 3.7%	-	10,080	-	15,901	
Rate increase - Commercial out of Town	-	864	-	-	
Sewer Revenues	23,622	23,233	23,674	23,201	
Rate increase -	-	-	-	876	
Trash Revenues	36,410	35,622	37,274	36,529	
Rate increase - 100%	-	-	-	37,274	
Consumer Fee	23,800	23,324	24,240	23,755	
Other Revenues	31,645	25,000	25,950	25,000	CUPS 20K
TOTAL OPERATING REVENUES	551,847	554,072	499,033	551,997	
OPERATING EXPENSES					
Administration Department					
Personal Services	45,491	47,747	46,523	51,398	
Materials and Supplies	3,484	4,500	6,338	6,500	
Other Services and Charges	18,718	19,000	15,323	19,000	
Total Administration Department	67,693	71,247	68,184	76,898	
Electric Department					
Personal Services	21,875	22,679	23,544	24,916	
Materials and Supplies	27,980	18,000	6,503	18,000	
Electricity Purchased for Resale	189,923	213,511	149,550	151,046	
Other Services and Charges	12,561	17,000	13,820	15,000	
Capital Outlay	41,836	-	-	-	
Total Electric Department	294,175	271,190	193,417	208,962	
Water Department					
Personal Services	22,971	22,679	24,728	22,116	
Materials and Supplies	1,477	7,500	9,537	10,000	
Water Purchased for Resale	80,251	88,281	82,698	89,314	
Other Services and Charges	4,685	8,000	12,181	12,000	
Total Water Department	109,384	126,460	129,144	133,430	
Sewer Department					
Personal Services	20,723	22,513	22,704	22,116	
Materials and Supplies	197	500	184	500	
Other Services and Charges	-	750	594	750	
Capital Outlay	3,500	470,700	-	218,300	OWRB & RIG
Total Sewer Department	24,420	494,463	23,482	241,666	
Trash Department					
Other Services and Charges	29,492	32,000	32,197	64,000	
Total Trash Department	29,492	32,000	32,197	64,000	
TOTAL OPERATING EXPENDITURES	525,164	995,360	446,424	724,956	
OPERATING INCOME (LOSS)	26,683	(441,288)	52,609	(172,959)	

Public Works Authority

	ACTUAL 2022/2023	APPROVED BUDGET 2023/2024	PROJECTED YTD 2023/2024	PROPOSED BUDGET 2024/2025
NON-OPERATING REVENUES (EXPENSES)				
Interest Income	1,599	1,500	4,381	4,000
Grants - OEDA/REAP	42,820	-	-	-
Grants - OWRB - Sewer Project	-	450,000	-	150,000
Grants - RIG - Sewer Project	-	-	-	68,300
Transfers in/(out) - General Fund	-	(35,000)	-	(35,000)
TOTAL OTHER FINANCING SOURCES (USES)	44,419	416,500	4,381	187,300
NET INCOME	71,102	(24,788)	56,990	14,341
BEGINNING FUND BALANCE	396,087	320,827	467,189	514,934
ENDING FUND BALANCE	\$ 467,189	\$ 296,039	\$ 524,179	\$ 529,275
Electric Revenues	304,699	319,773	251,989	256,273
Electric Expenses, excluding capital outlay	252,339	271,190	193,417	208,962
	52,360	48,583	58,572	47,311
	17%	15%	23%	18%
Water Revenues	131,671	126,256	135,906	149,089
Water Expenses	109,384	126,460	129,144	133,430
	22,287	(204)	6,762	15,659
	17%	0%	5%	11%
Trash Revenues	36,410	35,622	37,274	73,803
Trash Expenses	29,492	32,000	32,197	64,000
	6,918	3,622	5,077	9,803
	19%	10%	14%	13%
Sewer Revenues	23,622	23,233	23,674	24,077
Sewer Expense	24,420	23,763	23,482	23,366
	(798)	(530)	192	711
	-3%	-2%	1%	3%
Total PWA	496,402	504,884	448,843	503,242
	415,635	453,413	378,240	429,758
	80,767	51,471	70,603	73,484
	16%	10%	16%	15%

RESOLUTION 3-2024

A RESOLUTION APPROVING THE TOWN OF FORT SUPPLY, OKLAHOMA BUDGET FOR THE FISCAL YEAR 2024-2025 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, 2025 (FY 2024-2025) 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 2024-2025 Budget on the 4th day of June 2024 with total resources available in the amount of \$125,004 and total fund/departmental appropriations in the amount of \$121,002. Legal appropriations (spending/encumbering limits) are hereby established as follows:

Fund: Department	Appropriation Amount
General Fund	
General Government	\$107,046
Fire Department	\$9,900
Street Department	\$2,456
Cemetery Department	
Community Building	\$1,600

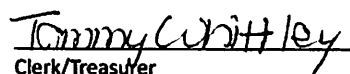
SECTION 2. The Fort Supply Board of Trustees does hereby authorize the mayor to transfer any unexpended and unencumbered appropriations, at any time throughout FY 2024-2025, from one line item to another, one object category to another within a department, or one department to another within a fund, 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 4th day of June, 2024.
TOWN OF FORT SUPPLY, OKLAHOMA


Mayor/Chairman


Clerk/Treasurer

(Published in the Woodward News on
July 2nd, and July 9th, 2024)

PUBLIC NOTICE

All persons having an indebtedness or claim against Town of Fort Supply or The Public Works Authority of Fort Supply are hereby notified that all invoices and documentation pertaining to said purchase order or contract must be recorded in the office of Fort Supply Town Clerk on or before September 30, 2024, covering all debts now unpaid and incurred during the period beginning on July 1, 2023, and ending on June 30, 2024, or said account shall be void and forever barred.

/s/ Tammy Whittley
Town of Fort Supply Clerk

LPXLP