

**TOWN OF FORT SUPPLY, OKLAHOMA**  
Fiscal Year 2015/2016 Annual Budget

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**BUDGET MEMO**

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DATE April 28, 2015

RE 2015/2016 Annual Budget

The budget includes the following highlights for fiscal year:

Tax revenues for the Town are budgeted at a conservative 90%. If collected consistent with FY15, that will generate an additional \$4,100 in income. Based upon the historic trends, sales tax is declining. The budget includes attorney fees to explore options for enhancing that sales tax revenue.

A 3% salary increase has been budgeted for full time employees at an estimated cost of \$2,623 (Gen \$455 and PWA \$1,162).

Administrative employees have been allocated to both the General Fund and PWA. The PWA Maintenance Position has been allocated equally among the Electric, Water and Sewer Departments.

A contract meter reader is budgeted for FY16 at a cost of \$4,200.

Utility Revenues are budgeted as follows: Electric 3%, Water 15%, Sewer 1% and Trash 2%. For the Electric, Water, and Trash departments, this increase is a direct pass through of cost from the service provider.

The Town has been approved for \$397,700 drought grant that will be reported on the FY15 budget. The cost of the project, \$397,000 is shown on the FY16 Budget when the work will be completed. With the inclusion of this capital project in the FY16 budget, the PWA is reflecting a loss of \$339,975. If that project is shown net of the grant income received in FY15, the PWA would reflect net income \$57,025.

Capital improvements are budgeted as follows:

General Government	\$ 4,500	City Hall computer/software & Emergency Management Electric
Fire Department	\$ 6,000	Asphalt Driveway at station
Cemetery Care	\$ 5,000	Trees and Fence - This will be paid from the Restricted Cemetery Care account
Water Department	\$ 5,000	Meter Replacement
Water Department	\$ 5,000	Valve Replacement at Tower
Water Department	\$ 397,000	Water Project from Grant Funding described above

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 2015/2016 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.



In accordance with Section 17-208, Title 11, Oklahoma Statutes, notice is hereby given that the proposed fiscal year 2015/2016 budget will be considered at a public hearing on Tuesday, June 2, 2015. Copies of the proposed budget are available for review in Town Hall, Ft. Supply, OK.

The Town of Fort Supply 2015-2016 Annual Budget will be adopted by resolution during a meeting of the Town Council on Tuesday, June 2, 2015.

**TOWN OF FORT SUPPLY, OKLAHOMA**  
**Fiscal Year 2015-2016 Annual Budget**

**BUDGET SUMMARY**

	<b>BEGINNING BALANCE (Estimates)</b>	<b>REVENUES</b>	<b>EXPENSES</b>	<b>Net Change</b>	<b>ENDING BALANCE</b>
<b>GENERAL FUND</b>	\$ 45,590	\$ 91,342	\$ (131,320)	\$ (39,978)	\$ 5,612
<b>ENTERPRISE FUNDS</b>					
Public Works Authority	\$ 552,439	\$ 527,403	\$ (867,377)	\$ (339,975)	\$ 212,464
<b>GRAND TOTAL ALL FUNDS</b>	<b>\$ 598,029</b>	<b>\$ 618,745</b>	<b>\$ (998,697)</b>	<b>\$ (379,952)</b>	<b>\$ 218,077</b>

**General Fund**

	ACTUAL 2013/2014	Amended BUDGET FY 2014/2015	PROJECTED YTD 2014/2015	PROPOSED BUDGET 2015/2016	
<b>OPERATING REVENUES</b>					
Sales tax	\$ 27,978	\$ 24,190	\$ 31,125	\$ 28,013	90%
Tobacco tax	331	300	361	325	90%
Alcohol beverage tax	3,742	2,750	3,590	3,231	90%
Gasoline excise tax	438	550	623	561	90%
Vehicle Tax	-	-	2,625	2,363	90%
Franchise tax	3,290	2,360	2,903	2,400	90%
Licenses and permits	225	120	-	100	
Grants	4,774	4,400	5,979	4,350	
Donations	8,618	-	11,728	2,500	
Other Revenue	1,546	1,250	2,275	1,500	
<b>TOTAL OPERATING REVENUES</b>	<b>50,942</b>	<b>35,920</b>	<b>61,210</b>	<b>45,342</b>	
<b>OPERATING EXPENSES</b>					
<b>General Government</b>					
Personal Services	45,546	45,800	73,455	43,800	
Materials and Supplies	10,278	6,500	4,305	5,000	
Other Services and Charges	49,848	62,000	40,413	45,000	
Capital Outlay	-	2,500	-	4,500	
<b>Total General Government</b>	<b>105,672</b>	<b>116,800</b>	<b>118,173</b>	<b>98,300</b>	
<b>Animal Control Department</b>					
Personal Services	-	-	-	-	
Materials and Supplies	-	-	-	-	
Other Services and Charges	-	6,000	-	2,500	
Capital Outlay	-	-	-	-	
<b>Total Animal Control Department</b>	<b>-</b>	<b>6,000</b>	<b>-</b>	<b>2,500</b>	
<b>Fire Department</b>					
Personal Services	1,020	1,020	160	1,020	
Materials and Supplies	7,385	4,400	1,167	1,250	
Other Services and Charges	2,429	-	5,552	5,000	
Capital Outlay	-	-	-	6,000	
<b>Total Fire Department</b>	<b>10,834</b>	<b>5,420</b>	<b>6,879</b>	<b>13,270</b>	
<b>Street Department</b>					
Personal Services	-	-	-	-	
Materials and Supplies	2,799	550	9,524	9,500	
Other Services and Charges	-	-	-	-	
Capital Outlay - Hydraulic lift for snow plow	-	1,500	-	-	
<b>Total Street Department</b>	<b>2,799</b>	<b>2,050</b>	<b>9,524</b>	<b>9,500</b>	
<b>Cemetery Department</b>					
Personal Services	-	-	-	-	
Materials and Supplies	-	250	-	250	
Other Services and Charges	-	-	-	-	
Capital Outlay	-	-	-	5,000	
<b>Total Cemetery Department</b>	<b>-</b>	<b>250</b>	<b>-</b>	<b>5,250</b>	
<b>Community Building</b>					
Personal Services	-	-	-	-	
Materials and Supplies	-	-	-	-	
Other Services and Charges	953	500	2,265	2,500	
Capital Outlay	-	4,500	-	-	
<b>Total Community Building</b>	<b>953</b>	<b>5,000</b>	<b>2,265</b>	<b>2,500</b>	
<b>TOTAL EXPENDITURES</b>	<b>120,258</b>	<b>135,520</b>	<b>136,841</b>	<b>131,320</b>	
<b>REVENUES OVER (UNDER) EXPENDITURES</b>	<b>(69,316)</b>	<b>(99,600)</b>	<b>(75,632)</b>	<b>(85,978)</b>	
<b>OTHER FINANCING SOURCES (USES)</b>					
Interest Income	-	-	45	40	
Transfers-out	(66,010)	-	-	-	
Transfers-in	162,439	100,000	76,000	46,000	
Net transfers	96,429	100,000	76,000	46,000	
<b>TOTAL OTHER FINANCING SOURCES (USES)</b>	<b>96,429</b>	<b>100,000</b>	<b>76,045</b>	<b>46,040</b>	
<b>REVENUES AND OTHER SOURCES OVER (UNDER) EXPENDITURES AND OTHER USES</b>	<b>27,113</b>	<b>400</b>	<b>414</b>	<b>(39,938)</b>	
<b>BEGINNING FUND BALANCE</b>	<b>28,990</b>	<b>-</b>	<b>56,104</b>	<b>45,590</b>	
<b>ENDING FUND BALANCE</b>	<b>\$ 56,104</b>	<b>\$ 400</b>	<b>\$ 56,518</b>	<b>\$ 5,652</b>	

**Public Works Authority**

	ACTUAL 2013/2014	Amended BUDGET FY 2014/2015	PROJECTED YTD 2014/2015	PROPOSED BUDGET 2015/2016
<b>OPERATING REVENUES</b>				
Electric Revenues	\$ 382,730	\$ 350,000	\$ 368,617	\$ 365,000
3% increase	-	-	-	11,059
Water Revenues	69,479	62,500	77,450	77,000
15% increase	-	1,939	-	11,618
Sewer Revenues	24,019	22,500	24,232	24,000
1% increase	-	-	-	242
Trash Revenues	34,659	31,500	40,212	40,000
2% increase	-	1,035	-	804
Consumer Fee	40,020	22,000	40,280	40,000
Other Revenues	11,033	7,500	3,572	3,500
<b>TOTAL OPERATING REVENUES</b>	<b>561,940</b>	<b>498,974</b>	<b>554,364</b>	<b>573,223</b>
<b>OPERATING EXPENSES</b>				
<b>Administration Department</b>				
Personal Services	3,498	9,750	46,623	40,500
Materials and Supplies	11,471	18,000	12,403	14,000
Other Services and Charges	16,443	25,000	21,587	20,000
Utility Inspection	-	-	-	5,000
Capital Outlay	-	-	-	-
<b>Total Administration Department</b>	<b>31,412</b>	<b>52,750</b>	<b>80,612</b>	<b>79,500</b>
<b>Electric Department</b>				
Personal Services	-	-	-	17,301
Materials and Supplies	-	-	-	-
Electricity Purchased for Resale	194,539	205,000	211,057	215,278
Other Services and Charges	5,334	7,500	-	-
Capital Outlay	-	-	-	-
<b>Total Electric Department</b>	<b>199,873</b>	<b>212,500</b>	<b>211,057</b>	<b>232,579</b>
<b>Water Department</b>				
Personal Services	55,667	56,700	-	17,301
Materials and Supplies	6,403	6,000	6,419	6,500
Water Purchased for Resale	57,446	65,000	55,217	63,500
Other Services and Charges	6,231	8,000	9,301	9,500
Capital Outlay	-	116,500	2,000	407,700
<b>Total Water Department</b>	<b>125,747</b>	<b>252,200</b>	<b>72,937</b>	<b>504,501</b>
<b>Sewer Department</b>				
Personal Services	-	-	-	17,301
Materials and Supplies	500	500	-	500
Other Services and Charges	-	-	-	-
Capital	-	-	-	-
<b>Total Sewer Department</b>	<b>500</b>	<b>500</b>	<b>-</b>	<b>17,801</b>
<b>Trash Department</b>				
Other Services & Charges	28,511	30,000	32,035	32,996
<b>Total Trash Department</b>	<b>28,511</b>	<b>30,000</b>	<b>32,035</b>	<b>32,996</b>
<b>TOTAL OPERATING EXPENDITURES</b>	<b>386,043</b>	<b>547,950</b>	<b>396,641</b>	<b>867,377</b>
Depreciation	12,831	-	-	-
<b>OPERATING INCOME (LOSS)</b>	<b>163,066</b>	<b>(48,976)</b>	<b>157,722</b>	<b>(294,155)</b>
<b>NON-OPERATING REVENUES (EXPENSES)</b>				
Interest Income	188	100	182	180
Grants - REAP & CDBG	157,180	105,000	397,700	-
Transfers in/(out) - General Fund	(157,180)	(100,000)	(76,000)	(46,000)
Transfers in/(out) - General Fund	60,751	-	-	-
<b>TOTAL OTHER FINANCING SOURCES (USES)</b>	<b>60,939</b>	<b>5,100</b>	<b>321,882</b>	<b>(45,820)</b>
<b>NET INCOME</b>	<b>214,599</b>	<b>(43,876)</b>	<b>479,604</b>	<b>(339,975)</b>
<b>BEGINNING RETAINED EARNINGS</b>	<b>109,103</b>	<b>125,000</b>	<b>152,601</b>	<b>552,439</b>
<b>ENDING RETAINED EARNINGS</b>	<b>\$ 323,702</b>	<b>\$ 81,124</b>	<b>\$ 632,205</b>	<b>\$ 212,464</b>

Town of Fort Supply  
 Public Works Authority  
 For the Year Ended June 30, 2016

## Public Works Authority

	ACTUAL 2013/2014	Amended BUDGET FY 2014/2015	PROJECTED YTD 2014/2015	PROPOSED BUDGET 2015/2016
Electric Revenues	\$ 382,730	350,000	368,617	376,059
Electric Expenses, excluding capital outlay	199,873	212,500	211,057	232,579
	182,857	137,500	157,560	143,479
	48%	39%	43%	38%
Water Revenues	69,479	64,439	77,450	88,618
Water Expenses	125,747	252,200	72,937	504,501
	(56,268)	(187,761)	4,513	(415,883)
	-81%	-291%	6%	-469%
Trash Revenues	34,659	32,535	40,212	40,804
Trash Expenses	28,511	30,000	32,035	32,996
	6,148	2,535	8,178	7,809
	18%	8%	20%	19%
Sewer Revenues	24,019	22,500	24,232	24,242
Sewer Expense	500	500	-	17,801
	23,519	22,000	24,232	6,441
	98%	96%	100%	27%