

TOWN OF FORT SUPPLY, OKLAHOMA
Fiscal Year 2017/2018 Annual Budget
4th Quarter Amendments

BUDGET MEMO

DATE June 5, 2018

TO Town of Fort Supply, OK

FROM Meredith Meacham Wilson, CPA
RSMeacham CPAs & Advisors

RE The 2017/2018 Budget Amendments for Town of Ft. Supply, OK are presented, as attached, for approval by the Council in accordance with the Oklahoma Municipal Budget Act.

The budget amendments include the following highlights:

General Fund: \$3,469 Net Increase on Net Assets

Revenues increased by \$53,969

Increase other revenue \$15,600 for WFEC Capital Credit

Increase donations \$26,000

Increase sales tax by \$13,000

Expenses increased by 25,500

Increase in fire expenses for donations received for \$23,500

Increase in cemetery of \$500 for trees purchased.

Decrease transfer in from PWA by \$25,000 due to cash needs.

PWA Fund: \$2,581 Net Increase on Net Assets

Revenues increase by \$21,100

Increase in other revenues for \$20,000 CUP award and FEMA reimbursements.

Expenses increase \$83,519

Increase in administration of \$8,000 based upon year to date spending

Increase in electric department of \$28,519 based on year to date spending and \$13,000 in capital outlay for CAP Bank.

No change in water expenses.

Increase in sewer expenses of \$45,000 based on year to date spending and 42,250

increase in capital outlay for drainage project offset with 40,000 REAP grant.

Increase in Grant revenue of \$40,000 for drainage project

Decrease transfer out to General Fund by \$25,000 due to cash needs.

If you have any questions, please contact Meredith Meacham Wilson, CPA.

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TOWN OF FORT SUPPLY, OKLAHOMA
 Fiscal Year 2017-2018 Annual Budget Amendments

BUDGET SUMMARY

	BEGINNING BALANCE (Estimates)	REVENUES	EXPENSES	Net Change	ENDING BALANCE
GENERAL FUND	\$ 17,000	\$ 135,925	\$ (136,450)	\$ (525)	\$ 16,475
ENTERPRISE FUNDS					
Public Works Authority	\$ 200,000	\$ 533,850	\$ (531,199)	\$ 2,651	\$ 202,651
GRAND TOTAL ALL FUNDS	\$ 217,000	\$ 669,775	\$ (667,649)	\$ 2,126	\$ 219,126

Town of Fort Supply
 General Fund Budget
 For the Year Ended June 30, 2018

General Fund

	APPROVED BUDGET 2017/2018	PROPOSED AMENDMENTS 2017/2018	PROPOSED BUDGET 2017/2018
OPERATING REVENUES			
Sales tax	\$ 22,942	\$ 13,000	\$ 35,942
Tobacco tax	234	-	234
Alcohol beverage tax	3,494	-	3,494
Gasoline excise tax	576	-	576
Vehicle Tax	2,173	-	2,173
Franchise tax	2,747	-	2,747
Licenses and permits	300	(125)	175
Grants	4,250	(506)	3,744
Donations	2,000	26,000	28,000
Other Revenue	1,700	15,600	17,300
TOTAL OPERATING REVENUES	40,416	53,969	94,385
OPERATING EXPENSES			
General Government			
Personal Services	39,500	-	39,500
Materials and Supplies	9,000	-	9,000
Other Services and Charges	45,000	-	45,000
Capital Outlay	4,200	-	4,200
Total General Government	97,700	-	97,700
Animal Control Department			
Personal Services	-	-	-
Materials and Supplies	-	-	-
Other Services and Charges	-	-	-
Capital Outlay	-	-	-
Total Animal Control Department	-	-	-
Fire Department			
Personal Services	1,200	-	1,200
Materials and Supplies	4,500	23,500	28,000
Other Services and Charges	2,500	1,500	4,000
Capital Outlay	-	-	-
Total Fire Department	8,200	25,000	33,200
Street Department			
Personal Services	-	-	-
Materials and Supplies	4,000	-	4,000
Other Services and Charges	-	-	-
Capital Outlay - mower	-	-	-
Total Street Department	4,000	-	4,000
Cemetery Department			
Personal Services	-	-	-
Materials and Supplies	-	500	500
Other Services and Charges	-	-	-
Capital Outlay - Brick Columns	-	-	-
Total Cemetery Department	-	500	500
Community Building			
Personal Services	-	-	-
Materials and Supplies	-	-	-
Other Services and Charges	1,050	-	1,050
Capital Outlay	-	-	-
Total Community Building	1,050	-	1,050
TOTAL EXPENDITURES	110,950	25,500	136,450
REVENUES OVER (UNDER) EXPENDITURES	(70,534)	28,469	(42,065)
OTHER FINANCING SOURCES (USES)			
Interest Income	40	-	40
Transfers-out	-	-	-
Transfers-in	66,500	(25,000)	41,500
Net transfers	66,500	(25,000)	41,500
TOTAL OTHER FINANCING SOURCES (USES)	66,540	(25,000)	41,540
REVENUES AND OTHER SOURCES OVER (UNDER) EXPENDITURES AND OTHER USES	(3,994)	3,469	(525)
BEGINNING FUND BALANCE	17,000	-	17,000
ENDING FUND BALANCE	\$ 13,006	\$ 3,469	\$ 16,475

Town of Fort Supply
Public Works Authority
For the Year Ended June 30, 2018

Public Works Authority

	APPROVED BUDGET 2017/2018	PROPOSED AMENDMENTS 2017/2018	PROPOSED BUDGET 2017/2018
OPERATING REVENUES			
Electric Revenues	\$ 325,000	\$ -	\$ 325,000
Rate increase	-	-	-
Water Revenues	85,000	-	85,000
Rate increase	-	-	-
Sewer Revenues	23,500	-	23,500
Rate increase	-	-	-
Trash Revenues	40,000	-	40,000
Rate increase	-	-	-
Consumer Fee	35,000	(1,500)	33,500
Other Revenues	5,500	22,600	28,100
TOTAL OPERATING REVENUES	514,000	21,100	535,100
OPERATING EXPENSES			
Administration Department			
Personal Services	40,500	-	40,500
Materials and Supplies	14,500	7,000	21,500
Other Services and Charges	20,000	1,000	21,000
Utility Inspection	-	-	-
Capital Outlay	-	-	-
Total Administration Department	75,000	8,000	83,000
Electric Department			
Personal Services	20,800	-	20,800
Materials and Supplies	5,000	8,000	13,000
Electricity Purchased for Resale	170,000	7,500	177,500
Other Services and Charges	12,500	-	12,500
Capital Outlay	-	13,019	13,019
Total Electric Department	208,300	28,519	236,819
Water Department			
Personal Services	20,800	-	20,800
Materials and Supplies	11,500	-	11,500
Water Purchased for Resale	66,950	-	66,950
Other Services and Charges	11,500	-	11,500
Capital Outlay	-	-	-
Total Water Department	110,750	-	110,750
Sewer Department			
Personal Services	20,800	-	20,800
Materials and Supplies	500	2,000	2,500
Other Services and Charges	330	750	1,080
Capital	-	42,250	42,250
Total Sewer Department	21,630	45,000	66,630
Trash Department			
Other Services & Charges	32,000	2,000	34,000
Total Trash Department	32,000	2,000	34,000
TOTAL OPERATING EXPENDITURES	447,680	83,519	531,199
OPERATING INCOME (LOSS)	66,320	(62,419)	3,901
NON-OPERATING REVENUES (EXPENSES)			
Interest Income	250	-	250
Grants - REAP & CDBG	-	40,000	40,000
Grants - OWRB	-	-	-
Transfers in/(out) - General Fund	(66,500)	25,000	(41,500)
Transfers in/(out) - General Fund	-	-	-
TOTAL OTHER FINANCING SOURCES (USES)	(66,250)	65,000	(1,250)
NET INCOME	70	2,581	2,651
BEGINNING RETAINED EARNINGS	200,000	-	200,000
ENDING RETAINED EARNINGS	\$ 200,070	\$ 2,581	\$ 202,651

Town of Fort Supply
 Public Works Authority
 For the Year Ended June 30, 2018

Public Works Authority

	APPROVED BUDGET 2017/2018	PROPOSED AMENDMENTS 2017/2018	PROPOSED BUDGET 2017/2018
Electric Revenues	376,059	-	325,000
Electric Expenses	208,300	-	223,800
	<u>143,479</u>	<u>-</u>	<u>101,200</u>
	38%		31%
Water Revenues	88,618	-	85,000
Water Expenses, excluding capital outlay	110,750	-	110,750
	<u>(22,132)</u>	<u>-</u>	<u>(25,750)</u>
	-469%		-30%
Trash Revenues	40,804	-	40,000
Trash Expenses	32,996	-	34,000
	<u>7,809</u>	<u>-</u>	<u>6,000</u>
	19%		15%
Sewer Revenues	24,242	-	23,500
Sewer Expense	21,630	-	24,380
	<u>6,441</u>	<u>-</u>	<u>(880)</u>
	27%		-4%

**TOWN OF FORT SUPPLY
REGULAR MONTHLY MEETING
June 5, 2018 7:00 P.M.
FORT SUPPLY CITY HALL**

The Regular Monthly Meeting of Town of Fort Supply Board of Trustees was called to order by Mike Lowden on June 5, 2018 at 7:00 P.M in the Conference Room of City Hall.

Agenda Item # 1: Roll call and determination of quorum

Board Trustees Present: D. Pettey, C. Hickman, D. McCaslin, M. Lowden
Absent: T. Hunter

Quorum Present

Clerk/Treasurer: Tammy Whittley **Employees:** Danny Wilson absent

Agenda Item #2: Comments from Audience

Agenda Item #3: Conduct Public Hearing on FY2018-2019 Budget.

Agenda Item #4: Discuss/Approve Budget Amendments for FY2018-2019 with Meredith Meacham-Wilson with RS Meacham and Associates.

After discussion, M. Lowden made a motion to approve Budget Amendments for FY2018-2019 with Meredith Meacham-Wilson with RS Meacham and Associates. Motion was seconded by D. McCaslin.

Vote as Follows: Yea: M. Lowden, D. McCaslin, D. Pettey, C. Hickman
Nay:

Agenda Item #5: Approve Consent Agenda:

All items listed under the Consent Agenda are deemed to be noncontroversial and routine in nature by the governing body.

- A. Regular meeting minutes of May 1, 2018.**
- B. Monthly expenses**
- C. monthly fire department report**
- D. Letter of engagement with RS Meacham and Associates**
- E. PWP Contract with William S. Key Correctional Facility.**

After discussion, D. McCaslin made a motion to approve the consent agenda. Motion was seconded by D. Pettey.

Vote as Follows: Yea: D. McCaslin, C. Hickman, M. Lowden, D. Pettey
Nay:

Agenda #6: Consider items removed from the consent agenda.
No action taken

Agenda #7: Discuss/Approve Resolution 2-2018 "A RESOLUTION APPROVING THE TOWN OF FORT SUPPLY, OKLAHOMA BUDGET FOR THE FISCAL YEAR 2018-2019 AND ESTABLISHING BUDGET AMENDMENT AUTHORITY."

After discussion, C. Hickman made a motion to approve Resolution 2-2018 "A RESOLUTION APPROVING THE TOWN OF FORT SUPPLY, OKLAHOMA BUDGET FOR THE FISCAL YEAR 2018-2019 AND ESTABLISHING BUDGET AMENDMENT AUTHORITY." Motion seconded by D. McCaslin.

Vote as Follows: **Yea:** C. Hickman, D. Pettey, M. Lowden, D. McCaslin
 Nay:

Agenda #8: Discuss/Approve notice of contract award to Cobalt Construction for the 17162 CDBG 17, sanitary sewer improvements.

After discussion, D. McCaslin made a motion to approve notice of contract award to Cobalt Construction for the 17162 CDBG 17, sanitary sewer improvements. Motion was seconded by M. Lowden.

Vote as Follows: **Yea:** D. Pettey, C. Hickman, M. Lowden, D. McCaslin
 Nay:

Agenda #9: Mayors Report.

Danny is working on picking up limbs from the storm damage. CAP Bank will be here soon, they have been having trouble with one of their trucks. The office will be closed June 7, 2018 from 11 am to 5 pm for training in Waynoka. Sewer project will be starting in about 4 to 6 weeks. Danny is starting water project again either on 4th or 7th street. Going to start looking at yards for abatement.

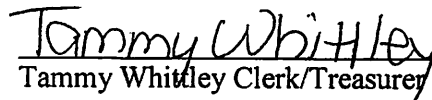
Agenda #10: Adjourn

After discussion, D. McCaslin made a motion to adjourn at 7:22 pm. Motion seconded by M. Lowden.

Vote as Follows: **Yea:** D. Pettey, D. McCaslin, M. Lowden, C. Hickman
 Nay:



Mike Lowden, Mayor



Tammy Whitley Clerk/Treasurer