

# CITY OF CHEROKEE, OKLAHOMA

## Fiscal Year 2020/2021 Annual Budget

### January Amendments

### BUDGET MEMO

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January 27, 2021

The 2020/2021 Annual Budget for the City of Cherokee is presented, as attached, for approval by the Council in accordance with the Oklahoma Municipal Budget Act. The budget includes the following highlights for the fiscal year:

#### **CDA: Net Impact - Decrease in Fund Balance \$312,696**

Revenue increase of \$27,500

- ◆ Increase of water and trash revenues of \$25,000 and \$10,000 based on year-to-date collections.
- ◆ Decrease in RV Park Revenues of \$15,000 based on year-to-date collections.

Expense increase of \$486,561 consisting largely of:

- ◆ Inclusion in Water Department Capital Outlay for the new Water lines and Telemetry approved last fiscal year.
- ◆ Increase in Capital Outlay for the water department for new AMR Water Meters.
- ◆ Increase in Capital Outlay of the sewer department based on planned Sewer Lagoon Generator Project.

Increase in transfers-in from general fund of \$162,415 to help cover new water and sewer capital outlay projects, offset by \$16,050 transfers-out to Special Revenue Fund.

#### **General Fund: Net Impact - Increase in Fund Balance of \$8,558**

Revenue increase of \$161,690 consisting mainly of:

- ◆ Increase in Sales Tax revenues of \$64,010 based on year-to-date collections.
- ◆ Increase in Use Tax of \$17,375 related to Insurance Proceeds
- ◆ Increase in Grant Revenues of \$110,772 related to Cares Act money received.

Expense decrease of \$9,283 consisting largely of:

- ◆ Decrease in the General Government Department based on reduced expenditures in other services & Charges.

Increase in transfers-out to CDA of \$162,415 to help cover new water and sewer capital outlay projects.

#### **Special Revenue Fund: Net Impact - Increase in Fund Balance \$64,934**

Revenue increase of \$71,021 consisting of:

- ◆ Increase in Sales tax of \$65,716 based on year-to-date collections.

Expense increase of \$22,137 consisting largely of:

- ◆ Increase in Emergency Services of \$31,190, which includes various fire and police department projects.
- ◆ Decreases in the Airport Department of \$13,000, based off of year-to-date expenditures.

Increase in transfers-in of \$16,050 from CDA.

The legal level of control for the City's 2020 / 2021 budget is established at the Department level. Additional detail is provided for analysis purposes only.

If you have any questions, please contact Tracy Reed, CPA.

**CITY OF CHEROKEE, OKLAHOMA**

Fiscal Year 2019/2020 Annual Budget

*January Amendments***BUDGET SUMMARY**

	<b>BEGINNING BALANCE (Estimates)</b>	<b>REVENUES</b>	<b>EXPENSES</b>	<b>TRANSFERS</b>	<b>Net Change</b>	<b>ENDING BALANCE</b>
<b>GENERAL FUND</b>	\$ 458,530	\$ 791,948	\$ (706,532)	\$ (162,415)	\$ (76,999)	\$ 381,531
<b>ENTERPRISE FUNDS</b>						
Development Authority	\$ 694,010	\$ 1,025,943	\$ (1,392,704)	\$ 76,365	\$ (290,396)	\$ 403,614
<b>SPECIAL REVENUE FUNDS</b>	\$ 348,757	\$ 510,287	\$ (527,340)	\$ 86,050	\$ 68,997	\$ 417,753
<b>GRAND TOTAL ALL FUNDS</b>	<b>\$ 1,501,297</b>	<b>\$ 2,328,177</b>	<b>\$ (2,626,576)</b>	<b>\$ -</b>	<b>\$ (298,399)</b>	<b>\$ 1,202,898</b>

# City of Cherokee, Oklahoma Development Authority

## *January Amendments* Fiscal Year 2020/2021 Annual Budget

	APPROVED BUDGET 2020-2021	PROPOSED AMENDMENTS JANUARY '21	PROPOSED BUDGET 2020-2021
<b>OPERATING REVENUES</b>			
Water Revenues	\$ 503,544	\$ 25,000	\$ 528,544
Sewer Revenues	187,786	7,500	195,286
Trash Revenues	251,363	10,000	261,363
RV Park Rental	20,000	(15,000)	5,000
Penalties	4,500	-	4,500
Fees & Charges	750		750
Other Revenues	500	-	500
<b>TOTAL OPERATING REVENUES</b>	<b>968,443</b>	<b>27,500</b>	<b>995,943</b>
<b>OPERATING EXPENSES</b>			
<b>Administration Department</b>			
Personal Services	109,205	-	109,205
Materials and Supplies	4,000	-	4,000
Other Services and Charges	85,000	-	85,000
<b>Total Administration Department</b>	<b>198,205</b>	<b>-</b>	<b>198,205</b>
<b>RV Park Department</b>			
Other Services and Charges	13,000	(3,000)	10,000
<b>Total RV Park Department</b>	<b>13,000</b>	<b>(3,000)</b>	<b>10,000</b>
<b>Water Department</b>			
Personal Services	149,167	-	149,167
Materials and Supplies	40,000	(20,000)	20,000
Other Services and Charges	115,000	-	115,000
Capital Outlay	25,000	477,834	502,834
Debt Service:	-	-	-
Water Meters (ODOC) \$520.83/mo-matures April 2021	5,208	-	5,208
RO Water Plant (OWRB 2005)-matures Sept. 2026	91,132	-	91,132
<b>Total Water Department</b>	<b>425,507</b>	<b>457,834</b>	<b>883,341</b>
<b>Sewer Department</b>			
Materials and Supplies	-	100	100
Other Services and Charges	2,000	4,000	6,000
Capital Outlay	-	25,000	25,000
Debt Service -2015 OWRB \$2.64M; 2.27%; 30 yrs-Lagoon:	80,934	2,627	83,561
<b>Total Sewer Department</b>	<b>82,934</b>	<b>31,727</b>	<b>114,661</b>
<b>Trash Department</b>			
Other Services & Charges	186,497	-	186,497
<b>Total Trash Department</b>	<b>186,497</b>	<b>-</b>	<b>186,497</b>
<b>TOTAL OPERATING EXPENDITURES</b>	<b>906,143</b>	<b>486,561</b>	<b>1,392,704</b>

# City of Cherokee, Oklahoma Development Authority

## *January Amendments* Fiscal Year 2020/2021 Annual Budget

	APPROVED BUDGET 2020-2021	PROPOSED AMENDMENTS JANUARY '21	PROPOSED BUDGET 2020-2021
OPERATING INCOME (LOSS)	62,300	(459,061)	(396,761)
NON-OPERATING REVENUES (EXPENSES)			
Interest Income	30,000	-	30,000
Bad Debt Expense	-	-	-
Depreciation	-	-	-
Gain on Sale of Assets	-	-	-
TOTAL OTHER FINANCING SOURCES (USES)	30,000	-	30,000
INCOME (LOSS) BEFORE TRANSFERS	92,300	(459,061)	(366,761)
TRANSFERS IN			
General Fund	-	162,415	162,415
Other	-	-	-
Total transfers in	-	162,415	162,415
TRANSFERS OUT			
General Fund	-	-	-
Capital Projects	(70,000)	-	(70,000)
Special Revenue Fund	-	(16,050)	(16,050)
Total transfers out	(70,000)	(16,050)	(86,050)
NET INCOME	22,300	(312,696)	(290,396)
BEGINNING RETAINED EARNINGS-estimated	453,109		694,010
ENDING RETAINED EARNINGS-estimated	475,409		403,614

# City of Cherokee, Oklahoma General Fund

## *January Amendments*

### Fiscal Year 2020/2021 Annual Budget

	APPROVED BUDGET 2020-2021	PROPOSED AMENDMENTS JANUARY '21	PROPOSED BUDGET 2020-2021	
<b>OPERATING REVENUES</b>				
Sales tax	\$ 280,990	\$ 64,010	\$ 345,000	90%
Use Tax	102,625	17,375	120,000	90%
Franchise Tax	109,453	(17,453)	92,000	
Beverage Tax	42,996	2,004	45,000	90%
Tobacco Tax	4,406	594	5,000	90%
Hotel Tax	1,288	3,712	5,000	
Fines and Forfeitures	22,800	(12,800)	10,000	
Fire Revenues	1,000	3,876	4,876	
Library Revenue	17,000	(6,000)	11,000	
Licenses & Permits	3,500	500	4,000	
Oil & Gas Revenues	25,000	(5,000)	20,000	
Grants	4,000	110,772	114,772	
Interest	200	-	200	
Donations	-	-	-	
Pocket Park	-	100	100	
Other Revenue	15,000	-	15,000	
<b>TOTAL OPERATING REVENUES</b>	<b>630,258</b>	<b>161,690</b>	<b>791,948</b>	
<b>OPERATING EXPENSES</b>				
<b>General Government</b>				
Personal Services	108,103	-	108,103	
Materials and Supplies	6,000	7,000	13,000	
Other Services and Charges	200,000	(25,000)	175,000	
Capital Outlay - City Hall renovations	1,000	5,718	6,718	
<b>Total General Government</b>	<b>315,103</b>	<b>(12,283)</b>	<b>302,820</b>	
<b>Police Department</b>				
Personal Services	188,024	-	188,024	
Materials and Supplies	1,500	1,500	3,000	
Other Services and Charges	22,500	(2,500)	20,000	
Capital Outlay	34,000	-	34,000	
<b>Total Police Department</b>	<b>246,024</b>	<b>(1,000)</b>	<b>245,024</b>	
<b>Fire Department</b>				
Personal Services	22,433	-	22,433	
Materials and Supplies	2,000	(1,000)	1,000	
Other Services and Charges	9,000	-	9,000	
Capital Outlay	-	-	-	
<b>Total Fire Department</b>	<b>33,433</b>	<b>(1,000)</b>	<b>32,433</b>	

# City of Cherokee, Oklahoma General Fund

## *January Amendments*

### Fiscal Year 2020/2021 Annual Budget

	APPROVED BUDGET 2020-2021	PROPOSED AMENDMENTS JANUARY '21	PROPOSED BUDGET 2020-2021
<b>Economic Development</b>			
Other Services and Charges-Main Street	25,000	-	25,000
Total Industrial Park and Economic Development	25,000	-	25,000
<b>Library Department</b>			
Personal Services	64,255	-	64,255
Materials and Supplies	19,500	-	19,500
Other Services and Charges	12,500	5,000	17,500
Total Library Department	96,255	5,000	101,255
<b>TOTAL EXPENDITURES</b>	<b>715,814</b>	<b>(9,283)</b>	<b>706,532</b>
<b>REVENUES OVER (UNDER) EXPENDITURES</b>	<b>(85,557)</b>	<b>170,973</b>	<b>85,416</b>
<b>OTHER FINANCING SOURCES (USES)</b>			
Depreciation Expense	-	-	-
Sale of Assets	-	-	-
Transfers-in			
CDA	-	-	-
Total transfers in	-	-	-
Transfers-out	-	(162,415)	(162,415)
Total transfers out	-	(162,415)	(162,415)
<b>TOTAL OTHER FINANCING SOURCES (USES)</b>	<b>-</b>	<b>(162,415)</b>	<b>(162,415)</b>
<b>REVENUES AND OTHER SOURCES OVER (UNDER) EXPENDITURES AND OTHER USES</b>	<b>(85,557)</b>	<b>8,558</b>	<b>(76,999)</b>
<b>BEGINNING FUND BALANCE-estimated</b>	<b>462,198</b>		<b>458,530</b>
<b>ENDING FUND BALANCE-estimated</b>	<b>376,641</b>		<b>381,531</b>

**City of Cherokee, Oklahoma**  
**Special Revenue Fund**  
*January Amendments*  
**Fiscal Year 2020/2021 Annual Budget**

	APPROVED BUDGET 2020-2021	PROPOSED AMENDMENTS JANUARY '21	PROPOSED BUDGET 2020-2021	
<b>OPERATING REVENUES</b>				
Sales Tax - Emergency Services	26,006	38,994	65,000	90%
Sales Tax - Parks & Streets	145,278	26,722	172,000	90%
Gasoline Excise Tax	2,220	280	2,500	
Motor Vehicle Tax	8,699	-	8,699	
Cemetery Income	9,500	(2,000)	7,500	
Cemetery Income-Capital Improvements	1,188		1,188	
Airport Income	6,100	-	6,100	
Airport Fuel Sales	10,000	(3,000)	7,000	
Swimming Pool Income	8,000	-	8,000	
Grant Income OWRB REAP	-		-	
Grant Income - Airport	20,000	-	20,000	
Grant Income - Sidewalk Grant	200,000	-	200,000	
Interest Income	275	25	300	
Other income	2,000	10,000	12,000	
<b>TOTAL OPERATING REVENUES</b>	<b>439,266</b>	<b>71,021</b>	<b>510,287</b>	
<b>OPERATING EXPENSES</b>				
<b>Emergency Services</b>				
Capital Outlay	-	31,190	31,190	
<b>Total 911 Services</b>	<b>-</b>	<b>31,190</b>	<b>31,190</b>	
<b>Streets Department</b>				
Personal Services	107,873	(27,873)	80,000	
Materials and Supplies	5,000	5,000	10,000	
Other Services and Charges	35,000	(5,000)	30,000	
Capital Outlay	200,000		200,000	
<b>Total Streets Department</b>	<b>347,873</b>	<b>(27,873)</b>	<b>320,000</b>	
<b>Parks Department</b>				
Personal Services	48,580	23,920	72,500	
Materials and Supplies	4,000	(2,000)	2,000	
Other Services and Charges	25,000	5,000	30,000	
Capital Outlay	34,250	-	34,250	
<b>Total Parks Department</b>	<b>111,830</b>	<b>26,920</b>	<b>138,750</b>	
<b>Airport Department</b>				
Materials and Supplies	7,000	(3,000)	4,000	
Other Services and Charges	11,000	(6,000)	5,000	
Capital Outlay	20,000	(4,000)	16,000	
<b>Total Airport Department</b>	<b>38,000</b>	<b>(13,000)</b>	<b>25,000</b>	

**City of Cherokee, Oklahoma**  
**Special Revenue Fund**  
*January Amendments*  
**Fiscal Year 2020/2021 Annual Budget**

	APPROVED BUDGET 2020-2021	PROPOSED AMENDMENTS JANUARY '21	PROPOSED BUDGET 2020-2021
<b>Cemetery Department</b>			
Other Services and Charges	7,500	4,500	12,000
Capital Outlay	-	400	400
Total Cemetery Department	7,500	4,900	12,400
<b>TOTAL EXPENDITURES</b>	<b>505,203</b>	<b>22,137</b>	<b>527,340</b>
<b>OTHER FINANCING SOURCES (USES)</b>			
Transfer In - General Fund	-	-	-
Transfer In - Capital Project Fund	-	-	-
Transfer In- CDA	70,000	16,050	86,050
Transfers Out - General Fund	-	-	-
Transfers Out- CDA	-	-	-
Transfers Out - Special Revenue Fund	-	-	-
<b>TOTAL OTHER FINANCING SOURCES (USES)</b>	<b>70,000</b>	<b>16,050</b>	<b>86,050</b>
<b>Net Income</b>	<b>4,063</b>	<b>64,934</b>	<b>68,997</b>
<b>BEGINNING FUND BALANCE-estimated</b>	<b>1,412</b>		<b>348,757</b>
<b>ENDING FUND BALANCE-estimated</b>	<b>5,475</b>		<b>417,753</b>



City of Cherokee  
January 2021 Budget Amendments

										FUNDING SOURCES:													
										RESTRICTED CASH:													
FUND:	Dept	Priority	PROJECT:	COST:	Community Partners (AEC)	Electric Utility Grant Match 2020	Electric Utility Grant Match 2021 (\$50K)	CDBG Grant (50% match)	NODA / REAP Grant FY21	ODOT Grant- Reallocation from FY20 Budget	CARES Act- in GF Operating bank account	Reallocation from FY20 Budget - Unrestricted Cash	Emergency Services Restricted Cash 6/30/20	Airport Fuel profits- Restricted Cash 6/30/20	Hotel/Motel Restricted Cash 6/30/20	Pocket Park Restricted Cash 6/30/20	Parks & Streets Restricted Cash 6/30/20	Streets & Alley Restricted Cash 6/30/20	CDA Unrestricted Cash increase FY20	GF Unrestricted Cash increase FY20	Balance:		
Beginning Balance:													\$ 172,783	\$ 3,444	\$ 37,481	\$ 32,045	\$ 76,585	\$ 64,801	\$ 170,641	\$ 68,743	\$ 626,523		
FY21 Cash Change July-Dec 2020													(41,379)	3,618	(21,240)	100	10,408	47,897	47,897	31,798			
Projected Cash Change Jan-June 2021													(7,811)	3,618	2,000	-	10,408	(15,012)	47,897	47,406	88,506		
FY21 PROJECTS (Jan - June 2021)																							
CDA	Water	1	Water Line Replacement-Elementary School Engineering Services	25,000	FY21 Orig budget														(25,000)	-			
CDA	Water		New Water Meters	275,000					(25,000)		(105,000)								(117,000)	(133,000)	-		
CDA	Sewer		Sewer Lagoon Generator	25,000															(25,000)	-			
GF	Police		Police Vehicles-Lease-Annual Cost	33,568									(33,568)							-			
SR	Parks	2	Pocket Park - Phase 1	34,250	FY21 Orig budget												(32,000)	(2,250)		-			
SR	Airport		Airport Fence	16,000	FY21 Orig budget						(10,000)			(6,000)						(10,000)	-		
SR	Streets		Safe Routes to School	200,000	FY21 Orig budget	(40,000)				(160,000)										-			
FY21 Ending Balance:				\$ 608,818		\$ -	\$ (40,000)	\$ -	\$ -	\$ (25,000)	\$ (160,000)	\$ (115,000)	\$ -	\$ 123,593	\$ 4,680	\$ 18,241	\$ 145	\$ 95,151	\$ 34,777	\$ 99,435	\$ 20,555	\$ 396,577	
FUTURE PROJECTS:																							
SR			Ohio Street project-phase 1	235,000	FY22-	\$ (10,000)						\$ (50,000)						(92,500)	(37,500)	(45,000)	(50,000)	-	
SR			Ohio Street project-phase 2	275,000	FY22	\$ (50,000)	\$ (50,000)	\$ (150,000)													25,000	Comm Partners?	
SR			Ohio Street project-TOTAL COST	\$ 510,000	???																		
CDA	Water	2	Water Line-shut off valves-\$5k/each	50,000	FY22														(50,000)	-			
SR			Pocket Park - Phase 2	100,000																-	100,000		
SR			Airport-Save for Future Grant Match	16,667	FY22 & on									(16,667)						-			
Future Projects Total				\$ 676,667		\$ (50,000)	\$ (10,000)	\$ (50,000)	\$ (150,000)	\$ -	\$ -	\$ -	\$ (50,000)	\$ 123,593	\$ (11,987)	\$ 18,241	\$ 145	\$ 2,651	\$ (2,723)	\$ 4,435	\$ (29,445)	\$ 521,577	