

**TOWN OF CARLTON LANDING  
REGULAR MEETING OF THE BOARD OF TRUSTEES**

Location: 10B Boulevard, Carlton Landing, Oklahoma, also known as  
the Carlton Landing Academy Cafeteria

Saturday; **September 17, 2022**

Immediately following the Regular Meeting of the Carlton Landing Economic Development Trust

**NOTICE AND AGENDA**

1. Call to Order

2. Roll Call

Consent Items

To help streamline meetings and allow the focus to be on other items requiring strategic thought, the "Consent Items" portion of the agenda groups the routine, procedural, and self-explanatory non-controversial items together. These items are voted on in a single motion (one vote). However, any Council member requesting further information *on a specific item thus removes it from the "Consent Items" section for individual attention and separate vote.*

3. Approval of Minutes:

a. [Regular Meeting of the CL Board of Trustees on August 20, 2022](#)

4. [Consider, discuss, and possibly vote to amend, revise, approve or deny the Estimate of Needs and Financial Statement of Fiscal Year 2021-2022 to be signed, notarized and published after approval by the Board of Trustees, or take any other appropriate action.](#)

Exhibit:[FY2022 Estimate of Needs](#)

5. [Consider, discuss and possibly approve, amend, revise, or deny a Financial Services Agreement with Amanda Harjo with an effective date of July 1, 2022, or take any other appropriate action.](#)

Exhibit:[Agreement for Financial Services 2022-2023](#)

6. Acknowledge receipt of Claims and Purchase Orders Report

7. Items Removed from Consent Agenda

8. [Consider, discuss and possibly approve, amend, revise, or deny a Fire Protection Services Contract with Carlton Landing Fire and Rescue, Inc. to assist and provide Fire Protection Services within the boundaries of the Town of Carlton Landing, or take any other appropriate action.](#)

Exhibit:[Fire Protection Services Contract Draft 8-25-22](#)

9. [Consider, discuss and possibly approve, amend, revise, or deny a Support Services Agreement -for Security Officer with Carlton Landing Academy for reimbursement and contribution of](#)

Twenty-five Percent (25%) of cost not to exceed Fifteen Thousand Dollars (\$15,000.00) during School Year 2022-2023, or take any other appropriate action..  
Exhibit:AGREEMENT w Academy for Security 9-1-22

10. Reports

- a. Sales Tax Revenue and other Financial ReportsBank Register - BOT Aug 2022; Statement of Revenue and Expenditures BOT Aug 2022; Payments Journal - BOT Aug 2022
- b. Town Administrator
- c. Legal Reports, Comments, and Recommendations to the Governing Body

11. Recognize Citizens wishing to comment on non-Agenda Items

Under Oklahoma Law, the Board of Trustees are prohibited from discussing or taking any action on items not on today's agenda. Citizens wishing to address the Board on items not on the agenda are required to sign-up no later than five (5) minutes prior to the scheduled start time of the meeting. The sign-in sheet will contain space for citizens name, address, phone number, and topic to discuss. In this way, staff will be able to follow-up on any issues presented, if necessary. Citizens will be provided three (3) minutes.

12. Adjournment

**I certify that the foregoing Notice and Agenda was posted in prominent view at 10 Boulevard, Carlton Landing, Oklahoma, also known as "the High School Classroom"**

**At 4:00 PM on the \_\_\_\_th day of September 2022, being at least 24 hours prior to the Regular Meeting described above.**

\_\_\_\_\_  
Signature of Person Posting the Agenda

**Jan Summers**  
Printed Name of Person Posting the Agenda

**TOWN OF CARLTON LANDING  
REGULAR MEETING OF THE BOARD OF TRUSTEES**

Location: 10B Boulevard, Carlton Landing, Oklahoma, also known as  
the Carlton Landing Academy Cafeteria

Saturday; **August 20, 2022**

Immediately following the Regular Meeting of the Carlton Landing Economic Development  
Trust

**MINUTES**

1. Call to Order

The meeting was called to order at 8:09 a.m. with Mayor Chinnici presiding.

2. Roll Call

PRESENT: Joanne Chinnici  
Kris Brule'  
Mary Myrick  
Chuck Mai  
Clay Chapman

ABSENT: None

**Consent Items**

3. Approval of Minutes:

- a. Regular Meeting of the CL Board of Trustees on July 16, 2022

4. Acknowledge receipt of Claims and Purchase Orders Report

MOTION: A Motion was made by Mai and seconded by Chapman to accept  
the consent agenda as presented

AYE: Joanne Chinnici  
Kris Brule'  
Mary Myrick  
Chuck Mai  
Clay Chapman

NAY: None

5. Items Removed from Consent Agenda

6. Consider, discuss, and possibly vote to amend, revise, approve or deny Resolution 2022-08-01 reappointing Craig Ireland, Commissioner #3, and Mary Myrick, Commissioner #4 to the Planning Commission of the Town of Carlton Landing, Oklahoma, for three-year term ending August 2025, or take any other appropriate action.  
Exhibit:

MOTION: A motion was made by Mai and seconded by Chapman to reappoint Craig Ireland, commissioner #3, and Mary Myrick, commissioner #4 to the Planning Commission.

AYE: Joanne Chinnici  
Kris Brule'  
Mary Myrick  
Chuck Mai  
Clay Chapman

NAY: None

7. Consider, discuss, and possibly vote to amend, revise, approve or deny Final Plat of Carlton Landing Phase 8 as recommended for approval by the Planning Commission, or take any other appropriate action.  
Exhibit:

On August 13, 2022, the Planning Commission met to review Final Plat of Carlton Landing Phase 8. The Planning Commission voted to recommend approval of the submitted Plat with the following amendments:

- Common areas J & L along with Lot 17 will be combined with and labeled Lot 16 on the Phase 8 Plat.
- Lot 18 will be relabeled Lot 17.
- Lot 19 will be labeled Lot 18.
- new Lot 16 will be limited to 14 living units plus a civic structure and 22 dedicated parking spaces.

The Developer agreed to those stipulations and provided an updated amended Phase 8 Final Plat. He also indicated he would make the Lot 16 stipulations as part of a Deed Restriction.

MOTION: A motion was made by Mai and seconded by Chinnici to approve Final Plat of Carlton Landing Phase 8 as amended and recommended for approval by the Planning Commission.

AYE: Joanne Chinnici  
Kris Brule'  
Mary Myrick  
Chuck Mai  
Clay Chapman

NAY: None

8. Consider and discuss community parking; parking regulations and policies; possible partnership in paving and striping Block 10 Parking and provide direction to Staff, or take any other appropriate action  
Exhibit

Parking has been an ongoing discussion with Staff, Trustees, the Developer, Planning Commission, Homeowners Association, and residents. The Developer has been working on a proposed parking plan which identifies approximately 2,300 possible parking spaces. The identified spaces are a combination of on street and off street parking.

We have not been able to find an Ordinance or Resolution establishing parking standards or requirements. Parking Standards would specify type and kind of parking based on type of use. The Developer with the HOA is preparing a Parking Policy to establish rules for parking.

Block 10 Parking Lot has been the general parking lot for off-street parking. The challenge has been it use as storage, trailer parking and building material yard. Recently improvements have been made to better regulate and have available as vehicle parking. Previously the Town partnered with the Developer to address the berms and plant trees. Comments and concerns for the use of the Block 10 parking lot orient around it being a gravel parking lot and people do not want to park on gravel with nice cars. Continuing the partnership in improving the Block 10 parking lot do the Trustees want to assist with making the parking lot paved with striping? A couple options: help cover the cost for the paving and striping and ask the Developer to make improvement or take ownership of the property and the Town make the improvement and control of the parking lot.

General estimates are the Block 10 parking lot would provide approximately 70 striped parking spaces. Cost for paving and striping have not been determined.sd

MOTION: A motion was made by Myrick and seconded by Mai to provide a proposal to include paved and stripped at the September Board of Trustees meeting.

AYE: Joanne Chinnici  
Kris Brule'  
Mary Myrick  
Chuck Mai  
Clay Chapman

NAY: None

## 9. Reports

- a. Sales Tax Revenue and other Financial Reports (See attachments)
- b. Town Administrator (See attachment)
- c. Legal Reports, Comments, and Recommendations to the Governing Body  
Attended OML conference in Oklahoma City and while there attended the legal seminars.

## 10. Recognize Citizens wishing to comment on non-Agenda Items

Susan Zubik reported the Fire Department is now a legal non-profit. She suggested the town subsidize the Fire Department and asked that a service agreement be put on the agenda for the September meeting.

## 11. Adjournment

There being no further business, a motion was made and seconded to adjourn the meeting at 8:42 a.m., August 20, 2022.

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Mayor

Attest:

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Town Clerk

# TOWN OF CARLTON LANDING

## RESOLUTION NO. 2022-08-01

A RESOLUTION OF THE BOARD OF TRUSTEES OF THE TOWN OF CARLTON LANDING, PITTSBURG COUNTY, OKLAHOMA, WHEREBY THE BOARD OF TRUSTEES OF THE TOWN OF CARLTON LANDING, PITTSBURG COUNTY, OKLAHOMA RESOLVES TO APPOINT THE FOLLOWING PERSONS TO THE PLANNING COMMISSION OF THE TOWN OF CARLTON LANDING, PITTSBURG COUNTY, OKLAHOMA.

WHEREAS, the Board of Trustees of the town of Carlton Landing, Pittsburg County, Oklahoma, during a Regular Meeting on August 20, 2022, does hereby consider and hereby resolves to appoint the following persons to fill expiring positions on the Planning Commission of the Town of Carlton Landing, Pittsburg County, Oklahoma:

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees of the Town of Carlton Landing, Pittsburg County, Oklahoma

That Member #3 and Member #4 of the Planning Commission of the Town of Carlton Landing, Pittsburg County, Oklahoma shall be:

Commissioner #3	Craig Ireland	for a term ending
August, 2025		

Commissioner #4	Mary Myrick	for a term ending
August, 2025		

ADOPTED by the Board of Trustees of the Town of Carlton Landing, Pittsburg County, Oklahoma, and SIGNED by the mayor of the Town of Carlton Landing, Pittsburg County, Oklahoma on this 20<sup>th</sup> day of August, 2022.

8/18/2022  
3:46 PM

**General Fund  
Bank Register  
7/1/2022 to 7/31/2022**

Page 1 of 2

Transaction Date	Transaction Number	Name / Description	Deposit Date	Deposit Number	Receipts & Credits	Checks & Payments	Balance
<b>1000 Town of CL Checking 9683</b>							
		Beginning Balance			0.00	0.00	476,748.01
7/1/2022	R-00251	Pamela Wright			23.97	0.00	476,771.98
7/1/2022	R-00250	Jayne Willcox			23.97	0.00	476,795.95
7/6/2022	R-00253	Christopher Calcara			23.97	0.00	476,819.92
7/6/2022	R-00252	Lisa Augustine			23.97	0.00	476,843.89
7/7/2022	EFT	RWS Cloud Services			0.00	92.00	476,751.89
7/7/2022	R-00257	Chelsi Wallingford			23.97	0.00	476,775.86
7/7/2022	R-00256	Tim Lawrence			23.97	0.00	476,799.83
7/7/2022	R-00255	Whitney Ellsworth			23.97	0.00	476,823.80
7/7/2022	R-00254	Rebecca Burt			23.97	0.00	476,847.77
7/8/2022	R-00262	Oklahoma Tax Commission			32,499.83	0.00	509,347.60
7/8/2022	R-00261	Oklahoma Tax Commission			6,831.18	0.00	516,178.78
7/8/2022	R-00260	Oklahoma Tax Commission			1,065.28	0.00	517,244.06
7/8/2022	1317	Cross Telephone Co			0.00	52.00	517,192.06
7/8/2022	1316	Kiamichi Electric			0.00	144.00	517,048.06
7/8/2022	1315	Oklahoma Uniform Building			0.00	48.00	517,000.06
7/8/2022	1314	Dan Hurd			0.00	2,100.00	514,900.06
7/8/2022	A-10063	James G Buckley			0.00	3,052.74	511,847.32
7/11/2022	R-00263	Oklahoma Tax Commission			14.89	0.00	511,862.21
7/11/2022	R-00259	Pittsburg County Clerk			1,029.56	0.00	512,891.77
7/11/2022	R-00258	Kiamichi Electric			2,486.45	0.00	515,378.22
7/12/2022	R-00264	Oklahoma Tax Commission			191.89	0.00	515,570.11
7/12/2022	GJ-10078	Pittsburg County Clerk			0.00	848.83	514,721.28
7/13/2022	EFTPS	Oklahoma Tax Commission			0.00	271.00	514,450.28
7/13/2022	EFTPS	EFTPS			0.00	1,847.99	512,602.29
7/15/2022					0.00	71.49	512,530.80
7/15/2022	1320	OkMRF			0.00	1,167.96	511,362.84
7/15/2022	1319	OPEH&W			0.00	1,563.82	509,799.02
7/15/2022	1318	Crawford & Associates, P.C.			0.00	313.75	509,485.27
7/19/2022	R-00265	CLEDT			8,142.71	0.00	517,627.98
7/22/2022	1322	Landmark			0.00	706.80	516,921.18
7/22/2022	1321	Kay Robbins Wall			0.00	600.00	516,321.18
7/22/2022	A-10064	James G Buckley			0.00	2,821.01	513,500.17
7/25/2022	EFTPS	EFTPS			0.00	335.15	513,165.02
7/25/2022	EFT	OESC			0.00	28.37	513,136.65



8/18/2022  
3:44 PM

**General Fund**  
**Payments Journal (Summary)**  
**7/1/2022 to 7/31/2022**

Page 1 of 1

Check Date	Check / Reference #	Payee	Amount
<b>1000 Town of CL Checking 9683</b>			
7/7/2022	EFT	RWS Cloud Services	92.00
7/8/2022	1317	Cross Telephone Co	52.00
7/8/2022	1316	Kiamichi Electric	144.00
7/8/2022	1315	Oklahoma Uniform Building	48.00
7/8/2022	1314	Dan Hurd	2,100.00
7/8/2022	A-10063	James G Buckley	3,052.74
7/12/2022	GJ-10078	Pittsburg County Clerk	848.83
7/13/2022	EFTPS	Oklahoma Tax Commission	271.00
7/13/2022	EFTPS	EFTPS	1,847.99
7/15/2022			71.49
7/15/2022	1320	OkMRF	1,167.96
7/15/2022	1319	OPEH&W	1,563.82
7/15/2022	1318	Crawford & Associates, P.C.	313.75
7/22/2022	1322	Landmark	706.80
7/22/2022	1321	Kay Robbins Wall	600.00
7/22/2022	A-10064	James G Buckley	2,821.01
7/25/2022	EFTPS	EFTPS	335.15
7/25/2022	EFT	OESC	28.37
7/29/2022	1323	BOK Credit Card	806.70
7/29/2022	1325	Amanda Harjo	800.00
7/29/2022	1324	Crawford & Associates, P.C.	86.25
<b>1000 Town of CL Checking 9683 Totals</b>			<b>\$17,757.86</b>

*Report Options*

Check Date: 7/1/2022 to 7/31/2022

Display Notation: No

Fund: General Fund

**CLEDT**  
**Statement of Revenue and Expenditures**

Acct	Current Period	Year-To-Date	Annual Budget	Annual Budget	Jul 2022
	Jul 2022	Jul 2022	Jul 2022	Jul 2022	Jun 2023
	Jul 2022	Jul 2022	Jun 2023	Jun 2023	Percent of
	Actual	Actual		Variance	Budget
<b>Revenue &amp; Expenditures</b>					
<b>Revenue</b>					
<b>Non-Departmental Revenues</b>					
3999 Fund Balance Carryover	0.00	0.00	1,135,000.00	1,135,000.00	0.0%
4050 Tax Increment from County	971.00	971.00	800,000.00	799,029.00	0.1%
4400 Interest Income	648.99	648.99	0.00	(648.99)	0.0%
<b>Non-Departmental Revenues Totals</b>	<b>\$1,619.99</b>	<b>\$1,619.99</b>	<b>\$1,935,000.00</b>	<b>\$1,933,380.01</b>	
<b>Revenue</b>	<b>\$1,619.99</b>	<b>\$1,619.99</b>	<b>\$1,935,000.00</b>	<b>\$1,933,380.01</b>	
<b>Gross Profit</b>	<b>\$1,619.99</b>	<b>\$1,619.99</b>	<b>\$1,935,000.00</b>	<b>\$0.00</b>	
<b>Expenses</b>					
<b>General Government</b>					
9500 Transfer OUT to General Fund	8,142.71	8,142.71	0.00	(8,142.71)	0.0%
<b>General Government Totals</b>	<b>\$8,142.71</b>	<b>\$8,142.71</b>	<b>\$0.00</b>	<b>(\$8,142.71)</b>	
<b>TIF Projects</b>					
7133 2019 Rev Bond - Trail Develop	0.00	0.00	25,000.00	25,000.00	0.0%
7160 2021 Rev Bond-Community	0.00	0.00	35,000.00	35,000.00	0.0%
7161 2021 Rev Bond- Stephens Road	3,373.55	3,373.55	750,000.00	746,626.45	0.4%
7163 2021 Rev Bond-Alley Imp	0.00	0.00	225,000.00	225,000.00	0.0%
<b>TIF Projects Totals</b>	<b>\$3,373.55</b>	<b>\$3,373.55</b>	<b>\$1,035,000.00</b>	<b>\$1,031,626.45</b>	
<b>Expenses</b>	<b>\$11,516.26</b>	<b>\$11,516.26</b>	<b>\$1,035,000.00</b>	<b>\$1,023,483.74</b>	
<b>Revenue Less Expenditures</b>	<b>(\$9,896.27)</b>	<b>(\$9,896.27)</b>	<b>\$900,000.00</b>	<b>\$0.00</b>	
<b>Net Change in Fund Balance</b>	<b>(\$9,896.27)</b>	<b>(\$9,896.27)</b>	<b>\$900,000.00</b>	<b>\$0.00</b>	
<b>Fund Balances</b>					
Beginning Fund Balance	(824,044.70)	(824,044.70)	0.00	0.00	0.0%
Net Change in Fund Balance	(9,896.27)	(9,896.27)	900,000.00	0.00	0.0%
Ending Fund Balance	(833,940.97)	(833,940.97)	0.00	0.00	0.0%

DRAFT

Town Administrator's Report – August 20, 2022

- ☐ Estimate of Needs – Obtained the Pittsburgh County Assessor's report on Assessed Valuation and provided to Anne Elfrink to prepare Estimate of Needs. Started reviewing TIF Revenue estimate based on Assessed Valuation.
- ☐ Planning Commission – Worked with Planning Commission on Agenda and scheduling a Special Meeting to review Phase 8 Final Plat. Reviewed Phase 8 Plat, made suggestions related to compliance to Code. Attended Planning Commission meeting on Aug 13.
- ☐ Stephens Road –Meet with Corp July 28 to review 30% plans and discussed what environmental permits we will need to get. Met with Freese and Nichols on Amendment #1 to provide Environmental Permitting Services.
- ☐ Community Center – Visited with Freese and Nichols on planning for process and coordination with the Architect.
- ☐ OML Dinner – Attended OML Regional Dinner with the Mayor, Town Clerk and Town Attorney.
- ☐ Outdoor/Street Light Ordinance – Uploaded Ordinance to Municode so it was on website and part of Codified Code. Since it was prepared as outside document had to manually put in system and create the tables.
- ☐ TIF Revenue Note 2022 – Started updating Project list and tables for discussion with TIF Committee. Visited with Chris Gander about Assessed Valuation and possible Revenue Note Amount.
- ☐ Attended CMAO Summer Conference July 20 – 23.

Item No. \_\_\_\_\_

Date: September 17, 2022

## **AGENDA ITEM COMMENTARY**

**ITEM TITLE:** Consider, discuss, and possibly vote to amend, revise, approve or deny the Estimate of Needs and Financial Statement of Fiscal Year 2021-2022 to be signed, notarized and published after approval by the Board of Trustees, or take any other appropriate action.

**INITIATOR:** Greg Buckley, Town Administrator

**STAFF INFORMATION SOURCE:** Greg Buckley, Town Administrator

**BACKGROUND:** The Estimate of Needs is required to be submitted to the Pittsburgh County Excise Board to establish our ad valorem tax rate to cover the Towns indebtedness. The Estimate of Needs will also be used to determine the ability to issue any additional indebtedness.

**FUNDING:** None

**EXHIBITS:** Estimate of Needs

**RECOMMENDED ACTION:** Approve Estimate of Needs and Financial Statement of Fiscal Year 2021-2022 to be signed, notarized and published after approval by the Board of Trustees.

CITY & TOWN  
(NOT DEPARTMENTALIZED)  
2022-2023

ESTIMATE OF NEEDS  
AND FINANCIAL STATEMENT OF THE  
FISCAL YEAR 2021-2022

THE GOVERNING BOARD OF  
THE CITY/TOWN OF CARLTON LANDING  
COUNTY OF PITTSBURG  
STATE OF OKLAHOMA

Two copies of this Financial Statement and Estimate of Needs should be filed with the County Clerk not later than August 22 for all Towns and August 27 for all Cities. After approval by the Excise Board and the levies are made, both statements should be signed by the appropriate Board Members. One complete signed copy must be sent to the State Auditor and Inspector, 2300 N. Lincoln Blvd., State Capitol, Room 100, Oklahoma City, OK 73105. If publication may not be had by date required for filing, affidavit and proof of publication are required to be attached within five days after date of filing.

THE 2022-2023 ESTIMATE OF NEEDS AND FINANCIAL  
STATEMENT OF THE FISCAL YEAR 2021-2022

PREPARED BY ELFRINK AND ASSOCIATES, PLLC  
SUBMITTED TO THE PITTSBURG COUNTY  
EXCISE BOARD THIS \_\_\_\_ DAY OF \_\_\_\_\_ 2022

BOARD OF COUNTY COMMISSIONERS

Chairman \_\_\_\_\_ Member \_\_\_\_\_

Member \_\_\_\_\_ Member \_\_\_\_\_

Member \_\_\_\_\_ Treasurer \_\_\_\_\_

City/Town Clerk \_\_\_\_\_

CARLTON LANDING, OKLAHOMA  
2022-2023  
ESTIMATE OF NEEDS  
AND FINANCIAL STATEMENT OF THE  
FISCAL YEAR 2021-2022

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Letters and Certifications:	Page
Letter To Excise Board .....	1
Affidavit of Publication .....	2
Accountant's Letter .....	3
Certificate of Excise Board .....	Exhibit "Y" - Page 1
Exhibits:	Filed
Exhibit "A" General Fund .....	No
Exhibit "G" Sinking Fund .....	Yes
Exhibit "H" Industrial Development Bond Fund .....	No
Exhibit "I" Special Revenue Funds .....	No
Exhibit "J" Capital Project Funds .....	No
Exhibit "K" Enterprise Funds .....	No
Exhibit "L" Internal Service Funds .....	No
Exhibit "Y" Certificate of Excise Board .....	Yes
Estimate of Needs	
Exhibit "Z" Publication Sheet .....	Yes

THE CITY/TOWN OF CARLTON LANDING  
2022-2023  
ESTIMATE OF NEEDS  
AND FINANCIAL STATEMENT OF THE  
FISCAL YEAR 2021-2022

CITY/TOWN OF CARLTON LANDING, STATE OF OKLAHOMA  
STATE OF OKLAHOMA, COUNTY OF PITTSBURG, ss:

To the County Excise Board of said County and State, Greeting:-

Pursuant to the requirements of 68 O.S. Section 3002, we submit herewith for your consideration, the within statement of the fiscal condition of the City/Town of Carlton Landing, State of Oklahoma, for the fiscal year beginning July 1, 2021 and ending June 30, 2022, together with an itemized statement of the estimated needs thereof for the fiscal year beginning July 1, 2022 and ending June 30, 2023. The same have been prepared in conformity to Statute, in relation to which be it further noted that:

1. We, the members of the Governing Board of said City/Town and State, do hereby certify that the statements herein submitted show the true and correct conditions of the fiscal affairs of said City/Town for the fiscal year ending June 30, 2022, that said statements comprise a "full and accurate statement of the assessments, receipts and expenditures of the preceding year, made out in detail under separate heads" that said preparation was had at an official session of said Board, begun on the first Monday in July, 2022 pursuant to the provisions of 68 O.S. Section 3002.
2. And we further certify that the estimates of the several amounts necessary for current expenses for the fiscal year beginning July 1, 2022 and ending June 30, 2023 as shown under "Schedule 8" were prepared and filed with the Governing Board as of the first Monday in July 2022, that the same have been correctly entered, and that all estimates made are entered as certified by Department Heads for the respective purposes herein set out. We further certify that the sums requested for salaries of City/Town officers and the deputies are calculated and based upon authority of salary statutes currently effective and applicable.
3. We further certify that the estimated income from sources other than ad valorem tax, shown on "Schedule 4", may reasonably be expected to be collected as a revenue during the ensuing fiscal year, and is not in excess of the 90% of the amounts collected for the same sources during the fiscal year ending June 30, 2022.

Dated at the office of the City/Town Clerk, at Carlton Landing, Oklahoma, this \_\_\_\_ day of \_\_\_\_\_, 2022.

\_\_\_\_\_  
Chairman

\_\_\_\_\_  
Member

\_\_\_\_\_  
Member

\_\_\_\_\_  
Member

\_\_\_\_\_  
Member

\_\_\_\_\_  
Treasurer

\_\_\_\_\_  
City/Town Clerk

Filed this \_\_\_\_ day of \_\_\_\_\_, 2022 Secretary and Clerk of Excise Board, Pittsburg County, Oklahoma.





# Elfrink and Associates, PLLC

Certified Public Accountants

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Office of the State Auditor and Inspector  
State of Oklahoma  
2300 North Lincoln Boulevard, Room 100  
Oklahoma City, OK 73105

Management is responsible for the accompanying financial statements and supplementary information of the Sinking Fund of the Town of Carlton Landing, Oklahoma for the fiscal year ended June 30, 2022, included in the accompanying form prescribed by the Oklahoma State Auditor and Inspector. We have performed a compilation engagement in accordance with Statements on Standards for Accounting and Review Services promulgated by the Accounting and Review Services Committee of the AICPA. We did not audit or review the financial statements included in the accompanying prescribed form nor were we required to perform any procedures to verify the accuracy or completeness of the information provided by management. Accordingly, we do not express an opinion, a conclusion nor provide any assurance on these financial statements.

#### Other Matter

The financial statements included in the accompanying prescribed form are intended to comply with the requirements of the Oklahoma State Auditor and Inspector pursuant to 68 OS Section 3003 B and as promulgated by 68 OS Section 3009-3011 and are not intended to be a presentation in accordance with accounting principles generally accepted in the United States of America.

This report is intended solely for the information and use of the Town's management and the Office of the Oklahoma State Auditor and Inspector and is not intended to be and should not be used by anyone other than these specified parties.

*Elfrink and Associates, PLLC*

Elfrink and Associates, PLLC  
August 24, 2022



## AFFIDAVIT OF PUBLICATION

STATE OF OKLAHOMA, CITY/TOWN OF CARLTON LANDING

Personally appeared before me, the undersigned Notary Public, \_\_\_\_\_  
County Clerk of the City/Town and State aforesaid, who being first duly sworn according to law, deposes and says:  
That he/she complied with the law by having the financial statement for the fiscal year ending June 30, 2022,  
and the estimated needs and the estimated income from sources other than ad valorem taxes, for the fiscal year  
beginning July 1, 2022 and ending June 30, 2023 published in one issue of the McAlester News Capital  
a legally-qualified newspaper published - of general circulation, in said county (*strike inapplicable phrase*)  
a copy of which together with proof of publication is herewith attached marked Exhibit "Z" and made a part  
of hereof.

\_\_\_\_\_  
City/Town Clerk

Subscribed and sworn to before me this \_\_\_\_ day of \_\_\_\_\_, 2022.

\_\_\_\_\_  
Notary Public

\_\_\_\_\_  
My Commission Expires

SINKING FUND ACCOUNTS COVERING THE PERIOD JULY 1, 2021, to JUNE 30, 2022  
ESTIMATE OF NEEDS FOR 2022-2023

EXHIBIT "G"

Page 1.a

Schedule 1, Detail of Bond and Coupon Indebtedness as of June 30, 2022 - Not Affecting Homesteads (New)						
PURPOSE OF BOND ISSUE:					SERIES 2017	
PARKS AND RECREATIONAL FACILITIES					Bonds	
Date of Issue					2/1/2017	
Date of Sale By Delivery					2/1/2017	
HOW AND WHEN BONDS MATURE						
Uniform Maturities:						
Date Maturing Begins					4/1/2019	
Amount of Each Uniform Maturity					\$ 25,000.00	
Final Maturity Otherwise						
Date of Final Maturity					4/1/2027	
Amount of Final Maturity					\$ 25,000.00	
AMOUNT OF ORIGINAL ISSUE					\$ 225,000.00	
Cancelled, In Judgement Or Delayed For Final Levy Year					\$ -	
Basis of Accruals Contemplated on Net Collections or Better in Anticipation:						
Bond Issues Accruing By Tax Levy					\$ 225,000.00	
Years to Run					9	
Normal Annual Accrual					25,000.00	
Tax Years Run					4	
Accrual Liability To Date					\$ 100,000.00	
Deductions From Total Accruals:						
Bonds Paid Prior To 6-30-2021					\$ 50,000.00	
Bonds Paid During 2021-2022					\$ 25,000.00	
Matured Bonds Unpaid					\$ -	
Balance of Accrual Liability					\$ 25,000.00	
TOTAL BONDS OUTSTANDING 6-30-2022:						
Matured					\$ -	
Unmatured					\$ 125,000.00	
Coupon Computation:		Coupon Date	Unmatured Amount	% Int.	Months	Interest Amount
Bonds and Coupons		10/01/18	\$ -	4.00%	0	\$ -
Bonds and Coupons		10/01/19	\$ -	4.00%	0	\$ -
Bonds and Coupons		10/01/20	\$ -	4.00%	0	\$ -
Bonds and Coupons		10/01/21	\$ 25,000.00	4.00%	0	\$ -
Bonds and Coupons		10/01/22	\$ 25,000.00	4.00%	6	\$ 500.00
Bonds and Coupons		10/01/23	\$ 25,000.00	4.00%	12	\$ 1,000.00
Bonds and Coupons		10/01/24	\$ 25,000.00	4.00%	12	\$ 1,000.00
Bonds and Coupons		10/01/25	\$ 25,000.00	4.00%	12	\$ 1,000.00
Bonds and Coupons		10/01/26	\$ 25,000.00	4.00%	12	\$ 1,000.00
Bonds and Coupons		10/01/27	\$ -	4.00%	12	\$ -
Requirement for Interest Earnings After Last Tax-Levy Year:						
Terminal Interest To Accrue					\$ -	
Years to Run					9	
Accrue Each Year					\$ -	
Tax Years Run					4	
Total Accrual To Date					\$ -	
Current Interest Earnings Through 2022-2023					\$ 4,500.00	
Total Interest To Levy For 2022-2023					\$ 4,500.00	
INTEREST COUPON ACCOUNT:						
Interest Earned But Unpaid 6-30-2021:						
Matured					\$ -	
Unmatured					\$ 1,500.00	
Interest Earnings 2021-2022					\$ 6,000.00	
Coupons Paid Through 2021-2022					\$ 30,000.00	
Interest Earned But Unpaid 6-30-2022:						
Matured					\$ -	
Unmatured					\$ 1,250.00	

SINKING FUND ACCOUNTS COVERING THE PERIOD JULY 1, 2021, to JUNE 30, 2022  
ESTIMATE OF NEEDS FOR 2022-2023

EXHIBIT "G"

Page 1.b

Schedule 1, Detail of Bond and Coupon Indebtedness as of June 30, 2022 - Not Affecting Homesteads (New)						
PURPOSE OF BOND ISSUE:						SERIES 2018 Bonds
Date of Issue						4/1/2018
Date of Sale By Delivery						4/1/2018
HOW AND WHEN BONDS MATURE						
Uniform Maturities:						
Date Maturing Begins						4/1/2020
Amount of Each Uniform Maturity						\$ 10,000.00
Final Maturity Otherwise						
Date of Final Maturity						4/1/2028
Amount of Final Maturity						\$ 20,000.00
AMOUNT OF ORIGINAL ISSUE						\$ 100,000.00
Cancelled, In Judgement Or Delayed For Final Levy Year						\$ -
Basis of Accruals Contemplated on Net Collections or Better in Anticipation:						
Bond Issues Accruing By Tax Levy						\$ 100,000.00
Years to Run						9
Normal Annual Accrual						11,111.11
Tax Years Run						3
Accrual Liability To Date						\$ 33,333.33
Deductions From Total Accruals:						
Bonds Paid Prior To 6-30-2021						\$ 10,000.00
Bonds Paid During 2021-2022						\$ 10,000.00
Matured Bonds Unpaid						\$ -
Balance of Accrual Liability						\$ 13,333.33
TOTAL BONDS OUTSTANDING 6-30-2022:						
Matured						\$ -
Unmatured						\$ 70,000.00
Coupon Computation:	Coupon Date	Unmatured Amount	% Int.	Months	Interest Amount	
Bonds and Coupons	04/01/20	\$ 10,000.00	4.00%	0	\$ -	
Bonds and Coupons	04/01/21	\$ 10,000.00	4.00%	0	\$ -	
Bonds and Coupons	04/01/22	\$ 10,000.00	4.00%	0	\$ -	
Bonds and Coupons	04/01/23	\$ 10,000.00	4.00%	6	\$ 200.00	
Bonds and Coupons	04/01/24	\$ 10,000.00	4.00%	12	\$ 400.00	
Bonds and Coupons	04/01/25	\$ 10,000.00	4.00%	12	\$ 400.00	
Bonds and Coupons	04/01/26	\$ 10,000.00	4.00%	12	\$ 400.00	
Bonds and Coupons	04/01/27	\$ 10,000.00	4.00%	12	\$ 400.00	
Bonds and Coupons	04/01/28	\$ 20,000.00	4.00%	12	\$ 800.00	
Bonds and Coupons	04/01/29	\$ -	0.00%	0	\$ -	
Requirement for Interest Earnings After Last Tax-Levy Year:						
Terminal Interest To Accrue						\$ 450.00
Years to Run						9
Accrue Each Year						\$ 50.00
Tax Years Run						3
Total Accrual To Date						\$ 150.00
Current Interest Earnings Through 2022-2023						\$ 2,600.00
Total Interest To Levy For 2022-2023						\$ 2,650.00
INTEREST COUPON ACCOUNT:						
Interest Earned But Unpaid 6-30-2021:						
Matured						\$ -
Unmatured						\$ 750.00
Interest Earnings 2021-2022						\$ 2,900.00
Coupons Paid Through 2021-2022						\$ 10,200.00
Interest Earned But Unpaid 6-30-2022:						
Matured						\$ -
Unmatured						\$ 700.00

SINKING FUND ACCOUNTS COVERING THE PERIOD JULY 1, 2021, to JUNE 30, 2022  
ESTIMATE OF NEEDS FOR 2022-2023

EXHIBIT "G"

Page 1.c

Schedule 1, Detail of Bond and Coupon Indebtedness as of June 30, 2022 - Not Affecting Homesteads (New)						
PURPOSE OF BOND ISSUE:						
						Bonds
Date of Issue						3/1/2020
Date of Sale By Delivery						3/1/2020
HOW AND WHEN BONDS MATURE						
Uniform Maturities:						
Date Maturing Begins						4/1/2022
Amount of Each Uniform Maturity						\$ 10,000.00
Final Maturity Otherwise						
Date of Final Maturity						4/1/2030
Amount of Final Maturity						\$ 20,000.00
AMOUNT OF ORIGINAL ISSUE						\$ 100,000.00
Cancelled, In Judgement Or Delayed For Final Levy Year						\$ -
Basis of Accruals Contemplated on Net Collections or Better in Anticipation:						
Bond Issues Accruing By Tax Levy						\$ 100,000.00
Years to Run						9
Normal Annual Accrual						11,111.11
Tax Years Run						2
Accrual Liability To Date						\$ 22,222.22
Deductions From Total Accruals:						
Bonds Paid Prior To 6-30-2021						\$ -
Bonds Paid During 2021-2022						\$ 10,000.00
Matured Bonds Unpaid						\$ -
Balance of Accrual Liability						\$ 12,222.22
TOTAL BONDS OUTSTANDING 6-30-2022:						
Matured						\$ -
Unmatured						\$ 90,000.00
Coupon Computation:	Coupon Date	Jnmatured Amour	% Int.	Months	Interest Amount	
Bonds and Coupons	04/01/22	\$ 10,000.00	2.00%	0	\$ -	
Bonds and Coupons	04/01/23	\$ 10,000.00	2.10%	9	\$ 157.50	
Bonds and Coupons	04/01/24	\$ 10,000.00	2.35%	12	\$ 235.00	
Bonds and Coupons	04/01/25	\$ 10,000.00	2.60%	12	\$ 260.00	
Bonds and Coupons	04/01/26	\$ 10,000.00	2.85%	12	\$ 285.00	
Bonds and Coupons	04/01/27	\$ 10,000.00	3.25%	12	\$ 325.00	
Bonds and Coupons	04/01/28	\$ 10,000.00	3.75%	12	\$ 375.00	
Bonds and Coupons	04/01/29	\$ 10,000.00	4.00%	12	\$ 400.00	
Bonds and Coupons	04/01/30	\$ 20,000.00	4.50%	12	\$ 900.00	
Bonds and Coupons	04/01/31	\$ -	0.00%		\$ -	
Requirement for Interest Earnings After Last Tax-Levy Year:						
Terminal Interest To Accrue						\$ 450.00
Years to Run						9
Accrue Each Year						\$ 50.00
Tax Years Run						2
Total Accrual To Date						\$ 100.00
Current Interest Earnings Through 2022-2023						\$ 2,937.50
Total Interest To Levy For 2022-2023						\$ 2,987.50
INTEREST COUPON ACCOUNT:						
Interest Earned But Unpaid 6-30-2021:						
Matured						\$ -
Unmatured						\$ 797.50
Interest Earnings 2021-2022						\$ 3,190.00
Coupons Paid Through 2021-2022						\$ 6,380.00
Interest Earned But Unpaid 6-30-2022:						
Matured						\$ -
Unmatured						\$ 747.50

SINKING FUND ACCOUNTS COVERING THE PERIOD JULY 1, 2021, to JUNE 30, 2022

ESTIMATE OF NEEDS FOR 2022-2023

EXHIBIT "G"

Page 1.x

Schedule 1, Detail of Bond and Coupon Indebtedness as of June 30, 2022 - Not Affecting Homesteads (New)	
PURPOSE OF BOND ISSUE:	Total All Bonds
Date of Issue	
Date of Sale By Delivery	
HOW AND WHEN BONDS MATURE:	
Uniform Maturities:	
Date Maturing Begins	
Amount of Each Uniform Maturity	\$ 45,000.00
Final Maturity Otherwise:	
Date of Final Maturity	
Amount of Final Maturity	\$ 65,000.00
AMOUNT OF ORIGINAL ISSUE	\$ 425,000.00
Cancelled, In Judgement Or Delayed For Final Levy Year	\$ -
Basis of Accruals Contemplated on Net Collections or Better in Anticipation	
Bond Issues Accruing By Tax Levy	\$ 425,000.00
Years to Run	
Normal Annual Accrual	\$ 47,222.22
Tax Years Run	
Accrual Liability To Date	\$ 155,555.56
Deductions From Total Accruals:	
Bonds Paid Prior To 6-30-2021	\$ 60,000.00
Bonds Paid During 2021-2022	\$ 45,000.00
Matured Bonds Unpaid	\$ -
Balance of Accrual Liability	\$ 50,555.56
TOTAL BONDS OUTSTANDING 6-30-2022:	
Matured	\$ -
Unmatured	\$ 285,000.00

Requirement for Interest Earnings After Last Tax-Levy Year:	
Terminal Interest To Accrue	\$ 900.00
Years to Run	
Accrue Each Year	\$ 100.00
Tax Years Run	
Total Accrual To Date	\$ 250.00
Current Interest Earnings Through 2022-2023	\$ 10,037.50
Total Interest To Levy For 2022-2023	\$ 10,287.50
INTEREST COUPON ACCOUNT:	
Interest Earned But Unpaid 6-30-2021:	
Matured	\$ -
Unmatured	\$ 3,047.50
Interest Earnings 2021-2022	\$ 12,090.00
Coupons Paid Through 2021-2022	\$ 46,580.00
Interest Earned But Unpaid 6-30-2022:	
Matured	\$ -
Unmatured	\$ 2,697.50

## SINKING FUND ACCOUNTS COVERING THE PERIOD JULY 1, 2021, to JUNE 30, 2022

## ESTIMATE OF NEEDS FOR 2022-2023

EXHIBIT "G"

Page 3

Schedule 4, Sinking Fund Cash Statement		
Revenue Receipts and Disbursements	SINKING FUND	
	Detail	Extension
Cash on Hand June 30, 2021	\$ 58,993.84	\$ 58,993.84
Investments Since Liquidated	\$ -	
COLLECTED AND APPORTIONED:		
2020 and Prior Ad Valorem Tax	\$ -	
2021 Ad Valorem Tax	\$ 46,823.13	
Protest Tax Refunds	\$ -	
Miscellaneous Receipts	\$ -	
TOTAL RECEIPTS		\$ 46,823.13
TOTAL RECEIPTS AND BALANCE		\$ 105,816.97
DISBURSEMENTS:		
Coupons Paid	\$ 12,390.00	
Interest Paid on Past-Due Coupons	\$ -	
Bonds Paid	\$ 45,000.00	
Interest Paid on Past-Due Bonds	\$ -	
Commission Paid to Fiscal Agency	\$ 1,200.00	
Judgements Paid	\$ -	
Interest Paid on Such Judgements	\$ -	
Investments Purchased	\$ -	
Judgements Paid Under 62 O.S. 1981, § 435	\$ -	
TOTAL DISBURSEMENTS		\$ 58,590.00
CASH BALANCE ON HAND JUNE 30, 2022		\$ 47,226.97

Schedule 5, Sinking Fund Balance Sheet		
	SINKING FUND	
	Detail	Extension
Cash Balance on Hand June 30, 2022	\$ 47,517.36	\$ 47,226.97
Legal Investments Properly Maturing	\$ -	
Judgements Paid to Recover By Tax Levy	\$ -	
TOTAL LIQUID ASSETS (In Extension Column)		\$ 47,226.97
DEDUCT MATURED INDEBTEDNESS:		
a. Past-Due Coupons	\$ -	
b. Interest Accrued Thereon	\$ -	
c. Past-Due Bonds	\$ -	
d. Interest Thereon After Last Coupon	\$ -	
e. Fiscal Agency Commission on Above	\$ -	
f. Judgements and Interest Levied for But Unpaid	\$ -	
TOTAL Items a. Through f. (To Extension Column)		\$ -
BALANCE OF ASSETS SUBJECT TO ACCRUALS		\$ 47,226.97
DEDUCT ACCRUAL RESERVES IF ASSETS SUFFICIENT:		
g. Earned Unmatured Interest	\$ 2,697.50	
h. Accrual on Final Coupons	\$ -	
i. Accrued on Unmatured Bonds	\$ 50,555.56	
TOTAL Items g. Through i. (To Extension Column)		\$ 53,253.06
EXCESS OF ASSETS OVER ACCRUAL RESERVES		\$ (6,026.09)

CERTIFICATE OF EXCISE BOARD  
ESTIMATE OF NEEDS FOR 2022-2023

STATE OF OKLAHOMA, COUNTY OF PITTSBURG

We, the members of the Excise Board of said County and State, do hereby certify that we have examined the foregoing estimates of proposed current expenses for the ensuing fiscal year as filed with the Governing Board of Carlton Landing Oklahoma, and those directly under, or in contractual relationship with, the Governing Board of Carlton Landing Oklahoma; we have ascertained from the Financial Statements submitted therewith the amount of Surplus Balances of Cash on Hand; we have considered the uncollected ad valorem taxes of the previous year or years; and we have ascertained that the probable Income estimated to be collected from all sources other than ad valorem taxation may reasonably be expected as a revenue for the ensuing fiscal year, and that the same does not exceed 90% of the actual collection from such sources for the previous fiscal year.

that the financial statements, as to statistics therein contained reflect the true fiscal condition at the close of the fiscal year, or caused the same to be corrected so to show; (2) struck from the estimate of needs so submitted any items not authorized by law and reduced to the sum authorized by law any items restricted by statute as to the amount lawfully expendable therefore; (3) supplemented such estimate, after proper publication, by an estimate of needs prepared by this Excise Board to make provision for mandatory governmental functions where the estimate submitted wholly failed or was deemed inadequate to fulfill the mandate of the Constitutions or of the Legislature; (4) computed the total means available to each fund in the manner provided; and (5) then and only thereafter. -

Accordingly, we have and do hereby appropriate the Surplus Balances of Cash on Hand, and the Revenues and Levies hereinafter set forth for each Fund to the several and specific purposes named in such estimates, by each, to the intent and purpose that CONSTITUTIONAL GOVERNMENTAL FUNCTIONS shall be first assured and provided for, and subsequently to provide for Legislative Governmental Functions insofar as to the available Surpluses, Revenues and Levies will permit; and we have provided also that the Levies are in excess of the amount appropriated to needs after deducting the surplus cash balance on hand, and Estimated Revenues other than tax, by the percentage and amount or reserve for delinquent tax as hereinafter set forth, which we have determined in the manner provided by law.

We further certify that we have examined the financial statements of account and estimated needs or requirements of the Governing Board of Carlton Landing Oklahoma, in relation to the Sinking Fund or Funds thereof, and after finding the same correct or having caused the same to be corrected pursuant to 68 O. S. 1991 Section 3009, have approved the requirements therefor to fulfill the conditions of Section 26 and 28 of Article 10, Oklahoma Constitution, and have made and certified a tax levy therefor to the extent of the excess of said total requirements over the total of items 2, 3, 6, and 12 of Exhibit "Y" (Page 2) and any other legal deduction, including a reserve of \_\_\_\_% for delinquent taxes.



CERTIFICATE OF EXCISE BOARD  
ESTIMATE OF NEEDS FOR 2022-2023

Page 2

EXHIBIT "Y"			
County Excise Board's Appropriation of Income and Revenue	General Fund	Industrial Bonds	Sinking Fund (Exc. Homesteads)
Appropriation Approved & Provision Made	\$ -	\$ -	\$ 58,559.72
Appropriation of Revenues	\$ -	\$ -	\$ -
Excess of Assets Over Liabilities	\$ -	\$ -	\$ (6,026.09)
Unclaimed Protest Tax Refunds	\$ -	\$ -	\$ -
Miscellaneous Estimated Revenues	\$ -	\$ -	\$ -
Est. Value of Surplus Tax in Process	\$ -	\$ -	\$ -
Sinking Fund Contributions	\$ -	\$ -	\$ -
Surplus Building Fund Cash	\$ -	\$ -	\$ -
Total Other Than 2019 Tax	\$ -	\$ -	\$ (6,026.09)
Balance Required	\$ -	\$ -	\$ 64,585.81
Add 10% for Delinquency	\$ -	\$ -	\$ 6,458.58
Total Required for 2022 Tax	\$ -	\$ -	\$ 71,044.39
Rate of Levy Required and Certified (in Mills)	0.00	0.00	19.58

We further certify that the net assessed valuation of the Property, subject to ad valorem taxes, after the amount of all Homestead deducted in the said County as finally equalized and certified by the State Board of Equalization for the current year 2022-2023 is as follows:

VALUATION AND LEVIES EXCLUDING HOMESTEADS				
County	Real	Personal	Public Service	Total
Total Valuation,	\$ 3,625,908.00	\$ 1,817.00	\$ -	\$ 3,627,725.00

and that the assessed valuations herein certified have been used in computing the rates of mill levies and the proceeds thereof appropriated as aforesaid; and that having ascertained as aforesaid, the aggregate amount to be raised by ad valorem taxation, we thereupon made the levies therefor as provided by law as follows:

General 0.00 Mills; Industrial Bonds 0.00 Mills; Sinking Fund 19.58 Mills; Sub-Total 19.58 Mills;

and we do hereby order the above levies to be certified forthwith by the Secretary of this Board to the County Assessor of said Assessor may immediately extend said levies upon the Tax Rolls for the year 2023 without regard to any protest that may be filed again any levies, as required by 68 O. S. 1991, Section 2869

Dated at \_\_\_\_\_, Oklahoma, this \_\_\_\_ day of \_\_\_\_\_, 2022.

\_\_\_\_\_  
Excise Board Member

\_\_\_\_\_  
Excise Board Chairman

\_\_\_\_\_  
Excise Board Member

\_\_\_\_\_  
Excise Board Secretary

PITTSBURG COUNTY, 61  
STATISTICAL DATA  
FISCAL YEAR 2021-2022

Total Valuation

Total Gross Valuation Real Property	\$	3,626,908.00
Total Homestead Exemption	\$	1,000.00
Total Real Property	\$	3,625,908.00
Total Personal Property	\$	1,817.00
Total Public Service Property	\$	-
Total Valuation of Property	\$	3,627,725.00

PUBLICATION SHEET - CARLTON LANDING, OKLAHOMA  
 FINANCIAL STATEMENT OF THE VARIOUS FUNDS FOR THE FISCAL YEAR ENDING JUNE 30, 2022, AND ESTIMATE OF NEEDS  
 FOR THE FISCAL YEAR ENDING JUNE 30, 2023, OF THE GOVERNING BOARD OF  
 CARLTON LANDING, OKLAHOMA

EXHIBIT "Z"

Page 1

STATEMENT OF FINANCIAL CONDITION AS OF JUNE 30, 2022	GENERAL FUND Detail
<b>ASSETS:</b>	
Cash Balance June 30, 2022	\$ -
Investments	\$ -
<b>TOTAL ASSETS</b>	\$ -
<b>LIABILITIES AND RESERVES:</b>	
Warrants Outstanding	\$ -
Reserve for Interest on Warrants	\$ -
Reserves From Schedule 8	\$ -
<b>TOTAL LIABILITIES AND RESERVES</b>	\$ -
<b>CASH FUND BALANCE (Deficit) JUNE 30, 2022</b>	\$ -

ESTIMATED NEEDS FOR FISCAL YEAR ENDING JUNE 30, 2022

GENERAL FUND	GENERAL FUND	SINKING FUND BALANCE SHEET	SINKING FUND
Current Expense	\$ -	1. Cash Balance on Hand June 30, 2022	\$ 47,226.97
Reserve for Int. on Warrants & Revaluation	\$ -	2. Legal Investments Properly Maturing	\$ -
Total Required	\$ -	3. Judgements Paid to Recover by Tax Levy	\$ -
<b>FINANCED</b>		4. Total Liquid Assets	\$ 47,226.97
Cash Fund Balance	\$ -	Deduct Matured Indebtedness:	
Estimated Miscellaneous Revenue	\$ -	5. a. Past-Due Coupons	\$ -
Total Deductions	\$ -	6. b. Interest Accrued Thereon	\$ -
Balance to Raise from Ad Valorem Tax	\$ -	7. c. Past-Due Bonds	\$ -
<b>ESTIMATED MISCELLANEOUS REVENUE:</b>		8. d. Interest Thereon After Last Coupon	\$ -
1000 Charges for Services	\$ -	9. e. Fiscal Agency Commissions on Above	\$ -
2000 Local Sources of Revenue	\$ -	10. f. Judgements and Int. Levied for/Unpaid	\$ -
3000 State Sources of Revenue	\$ -	11. Total Items a. Through f.	\$ -
4000 Federal Sources of Revenue	\$ -	12. Balance of Assets Subject to Accruals	\$ 47,226.97
5000 Miscellaneous Revenue	\$ -	Deduct Accrual Reserve If Assets Sufficient:	
6111 Contributions from Other Funds	\$ -	13. g. Earned Unmatured Interest	\$ 2,697.50
Total Estimated Revenue	\$ -	14. h. Accrual on Final Coupons	\$ -
<b>INDUSTRIAL DEVELOPMENT BONDS</b>	<b>INDUSTRIAL BONDS</b>	15. i. Accrued on Unmatured Bonds	\$ 50,555.56
1. Cash Balance on Hand June 30, 2022	\$ -	16. Total Items g. Through i.	\$ 53,253.06
2. Legal Investments Properly Maturing	\$ -	17. Excess of Assets Over Accrual Reserves **	\$ (6,026.09)
3. Total Liquid Assets	\$ -	<b>SINKING FUND REQUIREMENTS FOR 2022-2023</b>	
Deduct Matured Indebtedness		1. Interest Earnings on Bonds	\$ 10,137.50
4. a. Past-Due Coupons	\$ -	2. Accrual on Unmatured Bonds	\$ 47,222.22
5. b. Interest Accrued Thereon	\$ -	3. Annual Accrual on "Prepaid" Judgements	\$ 1,200.00
6. c. Past-Due Bonds	\$ -	4. Annual Accrual on "Unpaid" Judgements	\$ -
7. d. Interest Thereon After Last Coupon	\$ -	5. Interest on Unpaid Judgements	\$ -
8. e. Fiscal Agency Commissions on Above	\$ -	6. Annual Accrual From Exhibit KK	\$ -
9. Balance of Assets Subject to Accruals	\$ -		
10. Deduct: g. Earned Unmatured Interest	\$ -		
11. h. Accrual on Final Coupons	\$ -		
12. i. Accrued on Unmatured Bonds	\$ -		
13. Excess of Assets Over Accrual Reserves*	\$ -		
<b>INDUSTRIAL BOND REQUIREMENTS FOR 2022-2023</b>			
1. Interest Earnings on Bonds	\$ -		
2. Accrual on Unmatured Bonds	\$ -		
Total Sinking Fund Requirements	\$ -	Total Sinking Fund Requirements	\$ 58,559.72
Deduct:		Deduct:	
1. Excess of Assets Over Liabilities	\$ -	1. Excess of Assets Over Liabilities	\$ (6,026.09)
2. Surplus Building Fund Cash		2. Surplus Building Fund Cash	
Balance Required	\$ -	Balance to Raise By Tax Levy	\$ 64,585.81

PUBLICATION SHEET - CARLTON LANDING, OKLAHOMA

FINANCIAL STATEMENT OF THE VARIOUS FUNDS FOR THE FISCAL YEAR ENDING JUNE 30, 2022, AND ESTIMATE OF NEED  
FOR THE FISCAL YEAR ENDING JUNE 30, 2023, OF THE GOVERNING BOARD OF  
CARLTON LANDING, OKLAHOMA

EXHIBIT "Z"

** If line 12 is less than line 16 after omitting "h" deduct the following each in turn from line 4, "Total Liquid Assets".	SINKING FUND
13d. j. Unmatured Coupons Due 4-1-2023	\$ -
14d. k. Unmatured Bonds So Due	
15d. l. Whatever Remains is for Exhibit KK Line E.	\$ -
16d. Deficit as Shown on Sinking Fund Balance Sheet.	\$ -
17d. Less Cash Requirements for Current Fiscal Year in Excess of Cash on Hand (From Line 15d Above).	
18d. Remaining Deficit is for Exhibit KK Line F.	\$ -

* If line 14 is less than the sum of lines g. h. i. after omitting "h" deduct the following each in turn from line 4, "Total Liquid Assets".	INDUSTRIAL BONDS FUND
13d. j. Unmatured Coupons Due Before 4-1-2023	\$ -
14d. k. Unmatured Bonds So Due	
15d. l. Whatever Remains is for Exhibit KKI Line E.	\$ -
16d. Deficit as Shown on Industrial Bonds Balance Sheet.	\$ -
17d. Less Cash Requirements for Current Fiscal Year in Excess of Cash on Hand (From Line 15d Above).	
18d. Remaining Deficit is for Exhibit KKI Line F.	\$ -

CERTIFICATE - GOVERNING BOARD

STATE OF OKLAHOMA, COUNTY OF PITTSBURG, ss:

We, the undersigned duly elected, qualified Governing Officers of Carlton Landing, Oklahoma, do hereby certify that at a meeting of the 68 O. S. 1991 Sec. 3002, the foregoing statement was prepared and is a true and correct condition of the Financial Affairs of said City/Town as reflected by the record of the City/Town Clerk and Treasurer. We further certify that the foregoing estimate for current expenses for the fiscal year beginning July 1, 2022, and ending June 30, 2023, as shown are reasonably necessary for the proper conduct of the affairs of the said City/Town, that the Estimated Income to be derived from sources other than ad valorem taxation does not exceed the lawfully authorized ratio of the revenue derived from the same sources during the preceding fiscal year.

_____ Chairman of Board	_____ Member	_____ Member
_____ Member	_____ Member	_____ Member

Attest \_\_\_\_\_  
County Clerk Seal

Subscribed and sworn to before me this 20 day of June, 2022.

\_\_\_\_\_  
Notary Public

Required to be published in a legally-qualified newspaper printed in the County, or one issue published in a legally-qualified newspaper of general circulation in the County.

Item No. \_\_\_\_\_

Date: September 18, 2022

## **AGENDA ITEM COMMENTARY**

**ITEM TITLE:** Consider, discuss and possibly approve, amend, revise, or deny a Financial Services Agreement with Amanda Harjo with an effective date of July 1, 2022, or take any other appropriate action.

**INITIATOR:** Joanne Chinnici, Mayor

**STAFF INFORMATION SOURCE:** Greg Buckley, Town Administrator

**BACKGROUND:** The Town contract with Amanda Harjo in July of 2021 for Financial Services. Her contract was for an initial one-year term which expired June 30, 2022. I had thought contract provided for autorenewal for subsequent one-year terms; however, her contract states it was for one year and may be renewed for additional terms upon action of the Board.

The Proposed Agreement is a renewal of Financial Services with Amanda Harjo. I have added a reminder to my calendar, so we will renew in June, 2023.

**FUNDING:** General Fund

**EXHIBITS:** Financial Services Agreement

**RECOMMENDED ACTION:** Approve the Financial Services Agreement with Amanda Harjo with an effective date of July 1, 2022.

# AGREEMENT FOR FINANCIAL SERVICES BETWEEN THE TOWN OF CARLTON LANDING OKLAHOMA AND AMANDA HARJO

**July 1, 2022--June 30, 2023**

This Agreement is made and entered into, effective July 1, 2022 by and between the Town of Carlton Landing, Oklahoma, and Amanda Harjo ("Amanda"). Unless terminated, this Agreement shall continue in force until the end of the Town's fiscal year on June 30, 2023 which shall be the primary term of the Agreement. Subject to re approval of Amanda Harjo and the Town of Carlton Landing, Oklahoma prior to the start of each Fiscal Year, the Agreement may be renewed for additional terms, to consist of a single fiscal year, upon terms mutually agreed upon by the parties, provided that any additional terms shall be approved by the Town at the beginning of each fiscal year.

- A. Amanda will primarily perform the job duties of Finance Officer for the Town of Carlton Landing, Oklahoma. She will work primarily from her desk at the Town Office within Carlton Landing, Oklahoma.
- B. The Town desires to have the services of Amanda.
- C. Amanda willfully enters into this Agreement with the Town. Either party is able to terminate the Agreement at any time according to the rules set forth in this Agreement.

Therefore, the parties agree as follows:

**1. Engagement.** The Town shall engage Amanda to perform the duties of Finance Officer. Amanda shall provide the services of Finance Officer. Amanda accepts and agrees to such, and agrees to be subject to the general supervision, advice, and direction of the Town Board of Trustees, the Treasurer of the Town, and the Town Administrator. Amanda shall also perform such other duties as are customarily performed by an employee in a similar position, and such other and unrelated services and duties as may be assigned to Amanda from time to time by the Town.

**2. BEST EFFORTS.** Amanda agrees to perform faithfully, industriously, and to the best of her ability, experience, and talents, all of the duties that may be required by the express and implicit terms of this Contract, to the reasonable satisfaction of the Town. Such duties shall be provided at such place(s) as the needs, business, or opportunities of the Town may require from time to time.

**3. COMPENSATION FOR SERVICES RENDERED.** As compensation for the financial services provided by Amanda under this Agreement, the Town will pay Amanda \$800.00 per month. This amount shall be paid monthly on the first payment cycle of each Month. Upon termination of this Agreement, payments under this paragraph shall cease, provided, however, that Amanda shall be entitled to payments for periods or partial periods that occurred prior to the date of termination and for which Amanda has not yet been paid. This

section of the Agreement is included only for accounting and payroll purposes and should not be construed as establishing a minimum or definite term of engagement.

For the purposes of this Agreement, it is specifically acknowledged, and agreed Amanda is an independent contractor performing services for the Town of Carlton Landing, Oklahoma and is not an employee of the Town. It is understood the Town will not withhold any amounts for payment of taxes from Amanda's compensation, and she (Amanda) will not accrue benefits of any sort, and that Amanda will be solely responsible to pay all applicable taxes from said payments.

**4. EXPENSE REIMBURSEMENT.** The Town will reimburse Amanda for "out-of-pocket" expenses incurred by Amanda in accordance with the Town's then current policies and procedures.

**5. RECOMMENDATIONS FOR IMPROVING OPERATIONS.** Amanda shall provide the Town with all information, suggestions, and recommendations regarding the Town's business, of which Amanda has knowledge, that will be of benefit to the Town.

**6. INABILITY TO CONTRACT FOR THE TOWN.** Amanda shall not have the right to make any contracts of commitments for or on behalf of the Town without first obtaining the express written consent of the Town.

**7. TERM/TERMINATION.** Amanda's engagement under this Agreement shall coincide with the Fiscal Year of the Town as laid out on page one of this Agreement and may be renewed for additional terms, to consist of a single fiscal year, upon terms mutually agreed upon by the parties, provided that any additional terms shall be approved by the Town immediately prior to the beginning of each fiscal year. This Agreement may be terminated by the Town upon 14 days written notice, and by Amanda upon 30 days written notice. If Amanda is in violation of this Agreement, the Town may terminate employment without notice and with compensation to Amanda only to the date of such termination. The compensation paid under this Agreement shall be Amanda's exclusive remedy.

**8. TERMINATION FOR DISABILITY.** The Town shall have the option to terminate this Agreement, if Amanda becomes permanently disabled or is temporarily disabled for greater than 90 days and is no longer able to perform the essential functions of the position with reasonable accommodation. The Town shall exercise this option by giving 30 days written notice to Amanda.

**9. COMPLIANCE WITH LAWS AND RULES.** Amanda agrees to comply with general accepted accounting principles; Federal and State laws, rules and regulations; and with all of the rules and regulations of the Town.

**10. RETURN OF PROPERTY.** Upon termination of this Agreement, Amanda shall deliver to the Town all property which is the Town's property or related to the Town's business (including keys, records, notes, data, memoranda, models, and equipment) that is in Amanda's possession or under Amanda's control. Such obligation shall be governed by any separate confidentiality of proprietary rights agreement signed by Amanda.

**11. NOTICES.** All notices required or permitted under this Agreement shall be in writing and shall be deemed delivered when delivered in person or after being delivered by the United States Postal Service.

Signed on this 17th day of September, 2022

---

Amanda Harjo

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Joanne Chinnici, Mayor

Attest:

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Jan Summers, Town Clerk-Treasurer



## **Exhibit A:**

### **AGREEMENT FOR FINANCIAL SERVICES BETWEEN THE TOWN OF CARLTON LANDING OKLAHOMA AND AMANDA HARJO, CARLTON LANDING OKLAHOMA**

#### **Scope of Services**

Ensure fiscal responsibility through modern accounting and financial reporting practices

#### **Responsibilities**

Responsibilities, subject to the supervision and authority of the Board of Trustees, the Town Treasurer, and the Town Administrator shall include, but not be limited to:

1. Assist in preparation of a proposed annual budget to be presented at the annual Public Meeting on the Budget and to the Town Trustees and update as requested by the Town Trustees, the Town Treasurer, and/or the Town Administrator.
2. Tracking and preparation of reports regarding transactions involving the Town's accounts and funds including the Monthly Tax Revenue Report and Budget Report as requested by the Town Treasurer, or Town Administrator.
3. Preparation of Purchase Orders and Warrants for approval by the Town Board of Trustees, and/or Town Administrator.
4. Payment of Invoices, processing payroll, payment of taxes; preparation and submission of required Federal and State reports.
5. Preparation of Certificates, Licenses, and Permits.
6. Maintenance of appropriation ledgers, with tracking of fund encumbrances.
7. Hiring of parties as required by law to examine the Town's financial records subject to Town Approval.
8. Cooperation and assistance to parties engaged to examine the Town's financial records including audit firms.
9. Preparation of financial statements and reports as requested by the Board of Trustees, or the Town Treasurer, and/or the Town Administrator.

Item No. \_\_\_\_\_

Date: September 18, 2022

## **AGENDA ITEM COMMENTARY**

**ITEM TITLE:** Consider, discuss and possibly approve, amend, revise, or deny a Fire Protection Services Contract with Carlton Landing Fire and Rescue, Inc. to assist and provide Fire Protection Services within the boundaries of the Town of Carlton Landing, or take any other appropriate action.

**INITIATOR:** Joanne Chinnici, Mayor

**STAFF INFORMATION SOURCE:** Greg Buckley, Town Administrator

**BACKGROUND:** The Town of Carlton Landing understands the need for fire protection services within the boundaries of the Town. Fire Protection is a key service to ensure a viable community and pursuant to 11 O.S.1-29-105 the Town may contract for fire protection services.

The Carlton Landing Fire and Rescue, Inc. was created to provide fire protection services. Carlton Landing Fire and Rescue, Inc. needs the support of the Town, community, and residents to be a viable organization ready and able to provide fire protection. The proposed Contract provides that funds provided to Carlton Landing Fire and Rescue, Inc. can be used for any costs associated with operating Fire Protection Services.

**FUNDING:** General Fund

**EXHIBITS:** Fire Protection Services Contract

**RECOMMENDED ACTION:** Approve Fire Protection Services Contract with Carlton Landing Fire and Rescue, Inc. to assist and provide Fire Protection Services within the boundaries of the Town of Carlton Landing.

## **Fire Protection Services Contract**

### **The Town of Carlton Landing and Carlton Landing Fire and Rescue, Inc.**

This Agreement, entered into this \_\_\_\_ day of \_\_\_\_\_, 2022 by and between the Town of Carlton Landing, Oklahoma and the Carlton Landing Fire and Rescue, Inc.

Whereas, the Town of Carlton Landing desires to ensure Fire Protection Services are provided within the boundaries of the Town of Carlton Landing;

Whereas, 11 O.S. 1-29-205 provides the ability of a municipality to contract to receive fire protection services from private organizations and or contribute toward the support of any fire department in return for fire protection services;

Whereas, the Carlton Landing Fire and Rescue, Inc. was created and established to provide fire protection services pursuant to Title 18 or Title 23 O.S.

Whereas, the Carlton Landing Fire and Rescue, Inc. desires to provided fire protection services within the boundaries of the Town of Carlton Landing,

Now, therefore, the parties agree as follows:

#### **General**

The Town of Carlton Landing agrees to contract with the Carlton Landing Fire and Rescue, Inc. to provide fire protection services pursuant to 11 O.S 1-29-105.

The Town of Carlton Landing will provide support in the amount of \$\_\_\_\_\_ monthly to the Carlton Landing Fire and Rescue, Inc. for fire protection services. The monthly payment may be used for any lawful purpose in support of Carlton Landing Fire and Rescue, Inc. to include, but not limited to, buildings, structures, equipment, gear, debt service payment(s) related to such capital items, utilities, wages and benefits, and general operations. Payment shall be paid by the 10<sup>th</sup> of each month.

The Carlton Landing Fire and Rescue, Inc. in consideration of said sum, shall provide such fire protection services and equipment as allowed and authorized within Title 18 or Title 23 O.S.

The Town of Carlton Landing shall be entitled to one seat on the Carlton Landing Fire and Rescue, Inc. Board of Directors with full rights and privileges as any other Board member. Said member shall be selected and appointed by the Town of Carlton Landing Board of Trustees and serve as liaison between the Town and the Carlton Landing Fire and Rescue, Inc..

#### **Term of Agreement**

The term of this Agreement shall commence on \_\_\_\_\_, 2022 and continue until modified by the parties, cancelled, or terminated.

Either party may cancel this Agreement with ninety (90) days Notice of Cancellation.

Default of the Agreement shall occur and provide for immediate cancellation of the Agreement when the Carlton Landing Fire and Rescue, Inc. ceases to function or fails to meet the requirements of operating as a Title 18 or Title 23 Fire District or the Carlton Landing Board of Trustees fails to budget and appropriate funding for the monthly payment to Carlton Landing Fire and Rescue, Inc.

Notice of cancellation or termination can be made by either party by written letter to:

Town of Carlton Landing  
Attention – Mayor  
44 Water Street  
Carlton Landing, OK 74432

Carlton Landing Fire and Rescue, Inc.  
Attention - Board Chairperson  
44 Water Street  
Carlton Landing, OK 74432

#### Hold Harmless

In accordance with the laws of the State of Oklahoma and the Oklahoma Tort Claims Act, subject to the limitation of liability for public bodies set forth in the Oklahoma Tort Claims Act, each party agrees to hold harmless, defend, and indemnify each other including its officers, agents, and employees against all claims, demands, actions and suits arising from the indemnitors performance of the Agreement where the loss or claim is attributable to the negligent act of omissions of the party.

The Town of Carlton Landing and the Carlton Landing Fire and Rescue, Inc. mutually covenant and agree neither party will insure the actions for the other and each party will assume its own responsibility in connection with any claims made by a third party against the Town of Carlton Landing, subject to the provision herein.

Entered into this \_\_\_\_ day of \_\_\_\_\_, 2022

Town of Carlton Landing

\_\_\_\_\_  
Mayor

Carlton Landing Fire and Rescue, Inc.

\_\_\_\_\_  
Chairperson

Item No. \_\_\_\_\_

Date: September 18, 2022

## **AGENDA ITEM COMMENTARY**

**ITEM TITLE:** Consider, discuss and possibly approve, amend, revise, or deny a Support Services Agreement -for Security Officer with Carlton Landing Academy for reimbursement and contribution of Twenty-five Percent (25%) of cost not to exceed Fifteen Thousand Dollars (\$15,000.00) during School Year 2022-2023, or take any other appropriate action.

**INITIATOR:** Joanne Chinnici, Mayor

**STAFF INFORMATION SOURCE:** Greg Buckley, Town Administrator

**BACKGROUND:** The Mayor and I met with representatives of the Carlton Landing Academy School Board and Superintendent Amanda Tucker about the need for security during the school hours. While we wish and hope nothing bad will happen at our school, events around the country indicate the need for a proactive approach to school security and student safety. The School has implemented safety protocols and taken steps to better secure the school. One of the items proposed is the hiring of a School Safety Officer.

The School reached out to Pittsburgh County Sheriff who is willing to provide an Officer during School hours. The cost will be about \$40,000.00 per year. The School is not in a financial position to full cover the cost of an officer and is asking for community partners to assist with sharing the cost. The request is the Town to provide twenty-five percent (25%) up to Fifteen Thousand (\$15,000.00). The Community Foundation and HOA have also been approached about sharing the cost of the Officer.

Having a secure and safe environment for the students is a benefit to the community and having a Pittsburgh County Deputy around during the day would not be a bad thing.

**FUNDING:** General Fund

**EXHIBITS:** Support Services Agreement for Security Officer

**RECOMMENDED ACTION:** Approve Support Services Agreement -for Security Officer with Carlton Landing Academy for reimbursement and contribution of Twenty-five Percent (25%) of cost not to exceed Fifteen Thousand Dollars (\$15,000.00) during School Year 2022-2023.

# AGREEMENT

Between

THE TOWN OF CARLTON LANDING

44 Water Street  
Carlton Landing, Oklahoma, 74432

And

CARLTON LANDING ACADEMY

10 Boulevard  
Carlton Landing, Oklahoma, 74432

**WHEREAS**, it is the desire of the Board of Trustees of the Town of Carlton Landing, Pittsburg County, Oklahoma to assist the Carlton Landing Academy, Carlton Landing, Pittsburg County, Oklahoma in providing security for the students of the Academy during the periods of time deemed necessary and appropriate by the officers of the school, and

**WHEREAS**, the board of Trustees of the Town of Carlton Landing recognizes the school's need to supplement current funding sources in order to provide additional security,

The Board of Trustees of the Town of Carlton Landing, Pittsburg County, Oklahoma HEREBY AGREES

**To Reimburse and Contribute** twenty-five percent (25%) of the cost of providing a Security Officer not to exceed \$15,000.00 per year to Carlton Landing Academy, Pittsburg County, Oklahoma to be used exclusively to provide for a Security Officer to maintain protection for the school as deemed necessary and appropriate by the officers of the school during the school year 2022-2023. Carlton Landing Academy shall submit an invoice monthly for reimbursement of the Security Officer.

PASSED by the Board of Trustees and SIGNED by the Mayor on the 17<sup>th</sup> day of September 2022.

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Mayor, Joanne Chinnici

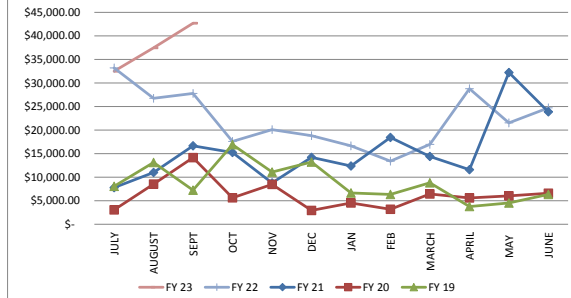
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Clerk, Jan Summers

**TOWN OF CARLTON LANDING  
SALES TAX COLLECTIONS**

	<u>JULY</u>	<u>AUGUST</u>	<u>SEPT</u>	<u>OCT</u>	<u>NOV</u>	<u>DEC</u>	<u>JAN</u>	<u>FEB</u>	<u>MARCH</u>	<u>APRIL</u>	<u>MAY</u>	<u>JUNE</u>	<u>TOTALS</u>
<b><u>FY 23</u></b>	\$ 32,499.83	\$ 37,461.11	\$ 42,690.75										\$ 112,651.69
<b><u>FY22</u></b>	\$ 33,205.30	\$ 26,739.30	\$ 27,778.11	\$ 17,599.62	\$ 20,093.03	\$ 18,805.23	\$ 16,669.69	\$ 13,403.28	\$ 16,978.58	\$ 28,789.33	\$ 21,537.34	\$ 24,724.76	\$ 266,323.57
<b><u>FY21</u></b>	\$ 7,780.42	\$ 10,987.42	\$ 16,659.44	\$ 15,249.30	\$ 8,792.06	\$ 14,225.44	\$ 12,374.07	\$ 18,444.22	\$ 14,390.75	\$ 11,578.57	\$ 32,227.87	\$ 23,870.40	\$ 186,579.96
<b><u>FY20</u></b>	\$ 3,067.59	\$ 8,520.10	\$ 14,155.52	\$ 5,628.66	\$ 8,477.29	\$ 2,939.35	\$ 4,537.13	\$ 3,188.78	\$ 6,419.86	\$ 5,595.92	\$ 6,020.78	\$ 6,589.58	\$ 75,140.56
<b><u>FY19</u></b>	\$ 8,070.42	\$ 13,116.45	\$ 7,242.33	\$ 16,914.86	\$ 11,104.80	\$ 13,214.80	\$ 6,638.89	\$ 6,335.74	\$ 8,803.50	\$ 3,763.47	\$ 4,516.85	\$ 6,346.49	\$ 106,068.60
<b><u>FY18</u></b>	\$ 10,565.93	\$ 11,304.10	\$ 14,205.42	\$ 10,281.23	\$ 12,606.99	\$ 11,481.49	\$ 7,003.16	\$ 8,229.47	\$ 7,767.43	\$ 5,982.22	\$ 9,944.07	\$ 7,985.29	\$ 117,356.80
<b><u>FY17</u></b>	\$ 7,479.32	\$ 6,320.67	\$ 9,864.58	\$ 12,332.60	\$ 12,558.21	\$ 13,933.97	\$ 12,932.01	\$ 7,767.94	\$ 17,407.20	\$ 10,848.10	\$ 14,906.00	\$ 7,974.32	\$ 134,324.92

**3% Sales Tax Analysis by Fiscal Year**



**USE TAX COLLECTIONS**

	<u>JULY</u>	<u>AUGUST</u>	<u>SEPT</u>	<u>OCT</u>	<u>NOV</u>	<u>DEC</u>	<u>JAN</u>	<u>FEB</u>	<u>MARCH</u>	<u>APRIL</u>	<u>MAY</u>	<u>JUNE</u>	<u>TOTALS</u>
<b><u>FY 23</u></b>	\$ 1,065.28	\$ 882.34	\$ 1,359.64										\$ 3,307.26
<b><u>FY22</u></b>	\$ 985.86	\$ 1,463.42	\$ 343.94	\$ 1,165.01	\$ 715.56	\$ 1,058.05	\$ 685.52	\$ 1,234.03	\$ 779.74	\$ 1,061.12	\$ 1,305.58	\$ 575.80	\$ 11,373.63
<b><u>FY21</u></b>	\$ 714.83	\$ 569.76	\$ 313.48	\$ 228.44	\$ 424.74	\$ 559.76	\$ 579.16	\$ 957.30	\$ 867.27	\$ 921.44	\$ 711.20	\$ 1,154.16	\$ 8,001.54
<b><u>FY20</u></b>								\$ 34.13	\$ 651.90	\$ 788.30	\$ 402.88		\$ 1,877.21

**LODGING TAX COLLECTIONS**

	<u>JULY</u>	<u>AUGUST</u>	<u>SEPT</u>	<u>OCT</u>	<u>NOV</u>	<u>DEC</u>	<u>JAN</u>	<u>FEB</u>	<u>MARCH</u>	<u>APRIL</u>	<u>MAY</u>	<u>JUNE</u>	<u>TOTALS</u>
<b><u>FY 23</u></b>	\$ 6,831.18	\$ 15,434.04	\$ 18,219.98										\$ 40,485.20
<b><u>FY22</u></b>	\$ 5,672.25	\$ 12,679.63	\$ 15,631.81	\$ 9,357.10	\$ 6,728.90	\$ 6,713.56	\$ 3,463.33	\$ 3,097.16	\$ 1,664.17	\$ 1,858.14	\$ 5,478.61	\$ 2,963.09	\$ 75,307.75
<b><u>FY21</u></b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,753.09	\$ 4,547.48	\$ 1,912.94	\$ 1,856.63	\$ 408.92	\$ 5,277.35	\$ 3,009.90	\$ 22,766.31

**General Fund**  
**Bank Register**  
**8/1/2022 to 8/31/2022**

Transaction Date	Transaction Number	Name / Description	Deposit Date	Deposit Number	Receipts & Credits	Checks & Payments	Balance
<b>1000 Town of CL Checking 9683</b>							
		Beginning Balance			0.00	0.00	511,443.70
8/4/2022	EFT	RWS Cloud Services			0.00	94.00	511,349.70
8/5/2022	1329	OPEH&W			0.00	1,563.82	509,785.88
8/5/2022	1328	McAlester News Capital			0.00	30.75	509,755.13
8/5/2022	1327	Kiamichi Electric			0.00	181.00	509,574.13
8/5/2022	1326	Cross Telephone Co			0.00	52.00	509,522.13
8/5/2022	A-10065	James G Buckley			0.00	3,052.74	506,469.39
8/8/2022	R-00270	Oklahoma Tax Commission			37,461.11	0.00	543,930.50
8/8/2022	R-00269	Oklahoma Tax Commission			15,434.04	0.00	559,364.54
8/8/2022	R-00268	Oklahoma Tax Commission			882.34	0.00	560,246.88
8/8/2022	R-00267	Pittsburg County Clerk			587.12	0.00	560,834.00
8/8/2022	R-00266	Scissortail Homes			786.00	0.00	561,620.00
8/9/2022	R-00271	Oklahoma Tax Commission			14.37	0.00	561,634.37
8/9/2022	GJ-10081	Pittsburg County Clerk			0.00	455.59	561,178.78
8/10/2022	R-00272	Oklahoma Tax Commission			176.06	0.00	561,354.84
8/12/2022	1332	Oklahoma Municipal League			0.00	50.00	561,304.84
8/12/2022	1331	CSA Software			0.00	597.00	560,707.84
8/12/2022	1330	Oklahoma Municipal League			0.00	648.00	560,059.84
8/15/2022	EFTPS	EFTPS			0.00	1,847.99	558,211.85
8/16/2022	R-00273	Kerney Homes			228.86	0.00	558,440.71
8/19/2022	R-00275	CLEDT			7,941.71	0.00	566,382.42
8/19/2022	EFT	Oklahoma Tax Commission			0.00	271.00	566,111.42
8/19/2022	1334	OkMRF			0.00	1,167.96	564,943.46
8/19/2022	1333	Freese and Nichols			0.00	5,371.00	559,572.46
8/19/2022	A-10066	James G Buckley			0.00	2,821.01	556,751.45
8/24/2022	GJ-10082				21,070.34	0.00	577,821.79
8/25/2022	R-00274	Scissortail Homes			762.91	0.00	578,584.70
8/26/2022	1335	BOK Credit Card			0.00	956.96	577,627.74
8/26/2022	1338	Kay Robbins Wall			0.00	600.00	577,027.74
8/26/2022	1337	Crawford & Associates, P.C.			0.00	172.50	576,855.24
8/26/2022	1336	Amanda Harjo			0.00	800.00	576,055.24
8/31/2022					0.00	71.49	575,983.75
<b>1000 Town of CL Checking 9683 Totals</b>					<b>\$85,344.86</b>	<b>\$20,804.81</b>	<b>\$575,983.75</b>



**General Fund**  
**Bank Register**  
**8/1/2022 to 8/31/2022**

Transaction Date	Transaction Number	Name / Description	Deposit Date	Deposit Number	Receipts & Credits	Checks & Payments	Balance
<b>1010 2018 GO Bond Checking</b>							
		Beginning Balance			0.00	0.00	69,786.67
		<b>1010 2018 GO Bond Checking Totals</b>			<b>\$0.00</b>	<b>\$0.00</b>	<b>\$69,786.67</b>
<b>1020 2020 GO Bond Checking</b>							
		Beginning Balance			0.00	0.00	79,877.47
		<b>1020 2020 GO Bond Checking Totals</b>			<b>\$0.00</b>	<b>\$0.00</b>	<b>\$79,877.47</b>
<b>1030 Sinking Fund Checking 3087</b>							
		Beginning Balance			0.00	0.00	75,092.31
8/9/2022	GJ-10081	Pittsburg County Clerk			455.59	0.00	75,547.90
8/24/2022	GJ-10083				0.00	6,795.00	68,752.90
8/24/2022	GJ-10082				0.00	21,070.34	47,682.56
		<b>1030 Sinking Fund Checking 3087 Totals</b>			<b>\$455.59</b>	<b>\$27,865.34</b>	<b>\$47,682.56</b>
		<b>Report Totals</b>			<b>\$85,800.45</b>	<b>\$48,670.15</b>	<b>\$773,330.45</b>
<b>Records included in total = 38</b>							

*Report Options*

Trans Date: 8/1/2022 to 8/31/2022

Fund: General Fund

Display Notation: No

# Statement of Revenue and Expenditures

		Current Period Aug 2022 Aug 2022 Actual	Year-To-Date Jul 2022 Aug 2022 Actual	Annual Budget Jul 2022 Jun 2023	Annual Budget Jul 2022 Jun 2023 Variance	Jul 2022 Jun 2023 Percent of Budget
<b>Revenue &amp; Expenditures</b>						
<b>Revenue</b>						
<b>Non-Departmental Revenues</b>						
<b>Budget Carryover</b>						
3999	Fund Balance Carryover	0.00	0.00	50,000.00	50,000.00	0.00%
<b>Total Budget Carryover</b>		<b>\$0.00</b>	<b>\$0.00</b>	<b>\$50,000.00</b>	<b>\$50,000.00</b>	
<b>Other Revenue</b>						
4012	Alcohol Beverage Tax	117.99	235.82	800.00	564.18	29.48%
4100	Building Permits/Inspection Fe	1,777.77	1,777.77	23,580.00	21,802.23	7.54%
4105	Business License and Permits	0.00	191.76	200.00	8.24	95.88%
4011	Lodging Tax	15,434.04	22,265.22	48,000.00	25,734.78	46.39%
4015	Pittsburgh County Sinking Fund	455.59	1,304.42	55,600.00	54,295.58	2.35%
4000	Sales Tax	37,637.17	70,328.89	180,000.00	109,671.11	39.07%
9002	Transfer IN from TIF	7,941.71	16,084.42	120,148.00	104,063.58	13.39%
4005	Use Tax	882.34	1,947.62	8,000.00	6,052.38	24.35%
4010	Utility Tax	0.00	2,486.45	12,000.00	9,513.55	20.72%
4013	Vehicle Gas/Fuel Tax	27.91	105.70	0.00	(105.70)	0.00%
<b>Total Other Revenue</b>		<b>\$64,274.52</b>	<b>\$116,728.07</b>	<b>\$448,328.00</b>	<b>\$331,599.93</b>	
<b>Non-Departmental Revenues Totals</b>		<b>\$64,274.52</b>	<b>\$116,728.07</b>	<b>\$498,328.00</b>	<b>\$381,599.93</b>	
<b>Revenue</b>		<b>\$64,274.52</b>	<b>\$116,728.07</b>	<b>\$498,328.00</b>	<b>\$381,599.93</b>	
<b>Gross Profit</b>		<b>\$64,274.52</b>	<b>\$116,728.07</b>	<b>\$498,328.00</b>	<b>\$0.00</b>	
<b>Expenses</b>						
<b>Administration</b>						
<b>Personal Services</b>						
5020	Employer Paid Insurance	1,563.82	3,127.64	27,420.00	24,292.36	11.41%
5025	Employer Retirement Contributi	778.64	1,557.28	15,800.00	14,242.72	9.86%
5000	Salaries	7,461.54	14,923.08	158,000.00	143,076.92	9.44%
5010	Social Security	595.67	1,191.34	12,385.00	11,193.66	9.62%
5015	Unemployment Tax	0.00	0.00	3,238.00	3,238.00	0.00%
5030	Vehicle/Cell Allowance	324.85	649.70	3,900.00	3,250.30	16.66%
<b>Total Personal Services</b>		<b>\$10,724.52</b>	<b>\$21,449.04</b>	<b>\$220,743.00</b>	<b>\$199,293.96</b>	
<b>Materials &amp; Supplies</b>						
5510	Building Maintenance & Repairs	0.00	0.00	320.00	320.00	0.00%
5530	Miscellaneous	0.00	0.00	100.00	100.00	0.00%
5500	Office Supplies	0.00	0.00	800.00	800.00	0.00%
5520	Software Programs/ Services	0.00	0.00	200.00	200.00	0.00%
<b>Total Materials &amp; Supplies</b>		<b>\$0.00</b>	<b>\$0.00</b>	<b>\$1,420.00</b>	<b>\$1,420.00</b>	
<b>Other Services</b>						
6035	Dues & Memberships	0.00	0.00	1,380.00	1,380.00	0.00%
6015	Insurance	0.00	0.00	570.00	570.00	0.00%
6005	Rent	477.78	955.56	5,820.00	4,864.44	16.42%
6040	School, Training, Travel	0.00	0.00	6,000.00	6,000.00	0.00%
6000	Utilities	365.79	508.79	4,363.00	3,854.21	11.66%
<b>Total Other Services</b>		<b>\$843.57</b>	<b>\$1,464.35</b>	<b>\$18,133.00</b>	<b>\$16,668.65</b>	
<b>Administration Totals</b>		<b>\$11,568.09</b>	<b>\$22,913.39</b>	<b>\$240,296.00</b>	<b>\$217,382.61</b>	
<b>General Government</b>						
<b>Materials &amp; Supplies</b>						
5510	Building Maintenance & Repairs	0.00	0.00	2,500.00	2,500.00	0.00%
5530	Miscellaneous	0.00	0.00	1,460.00	1,460.00	0.00%
5500	Office Supplies	0.00	0.00	1,500.00	1,500.00	0.00%

# Statement of Revenue and Expenditures

		Current Period Aug 2022 Aug 2022 Actual	Year-To-Date Jul 2022 Aug 2022 Actual	Annual Budget Jul 2022 Jun 2023	Annual Budget Jul 2022 Jun 2023 Variance	Jul 2022 Jun 2023 Percent of Budget
<b>Revenue &amp; Expenditures</b>						
<b>Expenses</b>						
<b>General Government</b>						
<b>Materials &amp; Supplies</b>						
5505	Posatge	60.00	60.00	600.00	540.00	10.00%
5520	Software Programs/ Services	94.00	384.00	4,280.00	3,896.00	8.97%
<b>Total Materials &amp; Supplies</b>		<b>\$154.00</b>	<b>\$444.00</b>	<b>\$10,340.00</b>	<b>\$9,896.00</b>	
<b>Other Services</b>						
6030	Community Support Agreements	0.00	0.00	6,000.00	6,000.00	0.00%
6035	Dues & Memberships	64.99	79.98	3,050.00	2,970.02	2.62%
6015	Insurance	0.00	0.00	5,000.00	5,000.00	0.00%
6800	Office/Gen Administrative Exp	0.00	0.00	15,000.00	15,000.00	0.00%
6020	Professional Services	1,572.50	5,520.50	59,300.00	53,779.50	9.31%
6010	Publication & Notice Expense	30.75	30.75	2,500.00	2,469.25	1.23%
6045	Road & Trail Maintenance	0.00	706.80	21,096.00	20,389.20	3.35%
6040	School, Training, Travel	1,463.40	1,579.33	2,500.00	920.67	63.17%
6000	Utilities	53.00	106.00	1,000.00	894.00	10.60%
6050	Website Expense	0.00	0.00	4,000.00	4,000.00	0.00%
<b>Total Other Services</b>		<b>\$3,184.64</b>	<b>\$8,023.36</b>	<b>\$119,446.00</b>	<b>\$111,422.64</b>	
<b>Capital Outlay</b>						
7010	Projects	5,371.00	5,371.00	50,000.00	44,629.00	10.74%
<b>Total Capital Outlay</b>		<b>\$5,371.00</b>	<b>\$5,371.00</b>	<b>\$50,000.00</b>	<b>\$44,629.00</b>	
<b>Debt Service</b>						
8000	GO Bond Payments	0.00	0.00	55,600.00	55,600.00	0.00%
8500	Interest Expense	71.49	478.13	0.00	(478.13)	0.00%
<b>Total Debt Service</b>		<b>\$71.49</b>	<b>\$478.13</b>	<b>\$55,600.00</b>	<b>\$55,121.87</b>	
<b>Transfers Out</b>						
9503	Transfer OUT to Reserve Fund	0.00	0.00	15,000.00	15,000.00	0.00%
<b>Total Transfers Out</b>		<b>\$0.00</b>	<b>\$0.00</b>	<b>\$15,000.00</b>	<b>\$15,000.00</b>	
<b>General Government Totals</b>		<b>\$8,781.13</b>	<b>\$14,316.49</b>	<b>\$250,386.00</b>	<b>\$236,069.51</b>	
<b>Expenses</b>		<b>\$20,349.22</b>	<b>\$37,229.88</b>	<b>\$490,682.00</b>	<b>\$453,452.12</b>	
<b>Revenue Less Expenditures</b>		<b>\$43,925.30</b>	<b>\$79,498.19</b>	<b>\$7,646.00</b>	<b>\$0.00</b>	
<b>Net Change in Fund Balance</b>		<b>\$43,925.30</b>	<b>\$79,498.19</b>	<b>\$7,646.00</b>	<b>\$0.00</b>	
<b>Fund Balances</b>						
Beginning Fund Balance		970,479.99	934,907.10	0.00	0.00	0.00%
Net Change in Fund Balance		43,925.30	79,498.19	7,646.00	0.00	0.00%
Ending Fund Balance		1,014,405.29	1,014,405.29	0.00	0.00	0.00%

**General Fund**  
**Payments Journal (Summary)**  
**8/1/2022 to 8/31/2022**

Check Date	Check / Reference #	Payee	Amount
<b>1000 Town of CL Checking 9683</b>			
8/4/2022	EFT	RWS Cloud Services	94.00
8/5/2022	1329	OPEH&W	1,563.82
8/5/2022	1328	McAlester News Capital	30.75
8/5/2022	1327	Kiamichi Electric	181.00
8/5/2022	1326	Cross Telephone Co	52.00
8/5/2022	A-10065	James G Buckley	3,052.74
8/9/2022	GJ-10081	Pittsburg County Clerk	455.59
8/12/2022	1332	Oklahoma Municipal League	50.00
8/12/2022	1331	CSA Software	597.00
8/12/2022	1330	Oklahoma Municipal League	648.00
8/15/2022	EFTPS	EFTPS	1,847.99
8/19/2022	EFT	Oklahoma Tax Commission	271.00
8/19/2022	1334	OKMRF	1,167.96
8/19/2022	1333	Freese and Nichols	5,371.00
8/19/2022	A-10066	James G Buckley	2,821.01
8/26/2022	1335	BOK Credit Card	956.96
8/26/2022	1338	Kay Robbins Wall	600.00
8/26/2022	1337	Crawford & Associates, P.C.	172.50
8/26/2022	1336	Amanda Harjo	800.00
8/31/2022			71.49
<b>1000 Town of CL Checking 9683 Totals</b>			<b>\$20,804.81</b>
<b>1030 Sinking Fund Checking 3087</b>			
8/24/2022	GJ-10083		6,795.00
8/24/2022	GJ-10082		21,070.34
<b>1030 Sinking Fund Checking 3087 Totals</b>			<b>\$27,865.34</b>

*Report Options*

Check Date: 8/1/2022 to 8/31/2022

Display Notation: No

Fund: General Fund

## Town Administrator's Report September 17, 2022

- FY 21-22 Audit – Assisted with getting Documents for Crawford to prepare Year End Financial Report. Deanna Crawford performed field review on September 1, 2022. Anne Elfrink will be here October 4, 2022 to perform their field work for preparation of Audit.
- Block 10 Parking Lot –Visited with Mike Kerney, Jim Boohaker and Freese and Nichols regarding plan and cost for asphaltting Blot 10 Parking Lot. The Alley around the Parking Lot is scheduled to be part of 2022 TIF Projects. I am working to incorporate these two items into a single project. As the Alley and Parking lot get paved, we need to assess paving the road in front of the office as part of this project, otherwise we will have gravel road section between paved sections.
- Community Center – Participated in a zoom meeting with Trustee Myrick, Freese and Nichols and the Architect to kick-off the concept planning process for the community center.
- Rural Water District – Met with the Chairman of the Carlton Landing Rural Water District regarding the Town partnering with them on performing Administrative and Management Services. Visited with Trustees about the concept. Met with Kay Wall about the possibility and drafting of an Agreement.
- Hunting Designation on Corp Lease – A while ago the Town requested the Hunting designation on Corp Property be removed. We received notice the Corps had removed Hunting from being allowed within the Carlton Landing Leased area. The State also had the area designated for public hunting. The State has not removed the area for Hunting. In conversations with the Department of Wildlife and Conservation the area has been added to this year's list for removal for public hunting. Once the area is removed for hunting by the State, Game Wardens will be able to enforce no hunting. We are working on ordering "No Hunting" signs that will be installed.
- I will be out of the Office Sept 14 – 23 at OML and ICMA Conferences. I will have my phone and laptop with me if you need anything.

Thank you.