

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; October 19, 2019

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 of September 21, 2019](#)
 - b. [Special Meeting of the CL Board of Trustees of October 4, 2019](#)
4. Acknowledge receipt of Claims and Purchase Orders Report
5. Items Removed from Consent Agenda
6. [Consider, discuss and approve Board of Trustees Regular Meeting Schedule for calendar year 2020, setting meeting time and location, or take any other appropriate action. Notice of Meeting Schedule - BOT 10-19-19](#)
7. [Discuss changes to Accounting and Budget structure. Gen Fund Draft 10-19-19](#)
8. Presentation from Hidden Pines Recreation Services, LLC on interest in concessionaire lease within the US Army Corp of Engineers Master Lease for nature trails, camping and Glamping sites.
9. Reports
 - a. [Sales Tax Revenue and other Financial Reports BOT October Profit Loss](#)
 - b. Town Administrator
 - c. Legal Reports, Comments, and Recommendations to the Governing Body
10. 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.
11. Comments and questions by Governing Body members regarding items for future

consideration.

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 _____ M on the ____th day of October, being at least 24 hours prior to the Regular Meeting described above.

Signature of Person Posting the Agenda
Agenda

Jan Summers

Printed Name of Person Posting the

Agenda Regular Meeting of the CL BOT

Page 1 of 2

**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 21, 2019

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

MINUTES

1. Call to Order

The meeting was called to order at 8:52 a.m. with Mayor Chinnici presiding.

2. Roll Call

PRESENT: A roll call reflected that Trustees Chinnici, Myrick, Brule, Mai, Chapman, Clerk-Treasurer, Summers, Town Financial Manager, Norman, town attorney, Kay Wall and Town Administrator, Greg Buckley were present.

ABSENT: None

Consent Items.

3. Approval of Minutes:

- a. A Regular Meeting of the CL Board of Trustees of 08.17.19
- b. B Special Meeting of the CL Board of Trustees of 08.17.19

MOTION: A motion was made by Mai and seconded by Brule to approve the minutes as presented.

AYE: Chinnici, Myrick, Brule, Mai, Chapman

NAY: None

4. Approval of payment of Claims and Purchase Orders

Renee Norman reported an invoice from Cross, a listing of checks written since last meeting, and Carlton Landing invoices (See attached).

MOTION: A motion was made by Chinnici and seconded by Brule to approve the invoices as submitted.

AYE: Chinnici, Myrick, Brule, Mai, Chapman

NAY: None

5. Discuss, consider, and approve a request from Grant Humphreys of Carlton Landing Enterprises, LLC to terminate the construction management contract between the Town of Carlton Landing and Carlton Landing Enterprises, LLC for the purpose of Entrance Road Repairs including FEMA Roadway and Bond Drainage Improvements, or take any other appropriate action.

MOTION: A motion was made by Mai and seconded by Chapman to approve request to terminate the construction management contract between the Town of Carlton Landing and Carlton Landing Enterprises, LLC for the purpose of Entrance Road Repairs including FEMA Roadway and Bond Drainage Improvements, or take any other appropriate action.

AYE: Chinnici, Myrick, Brule, Mai, Chapman

NAY: None

6. Items Removed from Consent Agenda. None
7. Discuss, consider and approve Ordinance 2019-09-37 regarding Use Tax Ordinance; levying and assessing a Use Tax in the amount of three percent (3.0%), setting the effective date of January 1, 2020 with Funds to be used for the general operation of the Town, and providing for exemptions and by separate motion declare an emergency, or take any other appropriate action.

MOTION: A motion was made by Mai and seconded by Chapman to approve the Use Tax Ordinance.

AYE: Chinnici, Myrick, Brule, Mai, Chapman

NAY: None

- a. Motion to approve or disapprove declaring an emergency.

MOTION: A motion was made by Mai and seconded by Brule to approve or disapprove declaring an emergency.

AYE: Chinnici, Myrick, Brule, Mai, Chapman

NAY: None

8. Discuss, consider and approve Ordinance 2019-09-38 regarding Utilities Tax; levying and assessing an annual tax of two percent (2.0%) upon the gross receipts from all sales of power, light, heat, gas or electricity in the Town, which tax shall be in lieu of any other franchise, license, occupation or excise tax levied by such town as provided and

authorized pursuant to 68 O.S. 2601 et seq, and by separate motion declaring an emergency, or take any other appropriate action.

MOTION: A motion was made by Myrick and seconded by Brule to approve a Utilities Tax assessing an annual tax of 2%.

AYE: Chinnici, Myrick, Brule, Mai, Chapman

NAY: None

b. Motion to approve or disapprove declaring and emergency.

MOTION: A motion was made by Mai and seconded by Chinnici to approve or disapprove declaring an emergency.

AYE: Chinnici, Myrick, Brule, Mai, Chapman

NAY: None

9. Discuss, consider and approve Ordinance 2019-09-39 regarding the Operation of Financial and Business Procedures of the Town of Carlton Landing including; Appropriations, Deposits Requirements, Investment of Funds, Fund Reserve, Purchasing Authority, Bidding Requirements, and Sale of Surplus Property and by separate motion declare an emergency, or take any other appropriate action.

MOTION: A motion was made by Myrick and seconded by Mai to approve the ordinance establishing the Financial and Business Procedures of the Town of Carlton Landing.

AYE: Chinnici, Myrick, Brule, Mai, Chapman

NAY: None

a. Motion to approve or disapprove declaring and emergency.

MOTION: A motion was made by Chinnici and seconded Brule by to approve or disapprove declaring an emergency.

AYE: Chinnici, Myrick, Brule, Mai, Chapman

NAY: None

10. Discuss, consider, and approve a contract between the Town of Carlton Landing and New Town Development, LLC (Mike Kerney), to provide general project management and oversight to Entrance Road Repairs including FEMA Roadway and Bond Drainage Improvements, or take any other appropriate action.

MOTION: A motion was made by Mai and seconded by Chinnici to approve a contract between the Town of Carlton Landing and New Town Development, LLC (Mike Kerney), to provide general project

management and oversight to Entrance Road Repairs including FEMA Roadway and Bond Drainage Improvements, or take any other appropriate action

AYE: Chinnici, Myrick, Brule, Mai, Chapman

NAY: None

11. Reports

- a. Sales Tax Revenue and other Financial Reports
Checks written since last meeting

Renee reported the invoice from Cross for internet to the office of our town administrator, a list of checks written since last meeting, and Carlton Landing invoices (see attached).

- b. Town Administrator
Discuss Greg Buckley doing Management Consulting for RWD#20. Strike

Greg Buckley reported:

- the new structure of the agenda
- the software, Agenda Notes
- explore municipal software
- will explore companies to codify ordinances
- visit with Crosstel to improve TV viewing in Carlton Landing
- will explore budget formatting

- b. Legal Reports, Comments, and Recommendations to the Governing Body. None

12. 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.

- 1). Heather Scott thanked town administrator for repair of potholes and new Agenda Notes
- 2). Renee Norman reported hours spent working on town business

13. Consider convening into executive session, pursuant to 25 O.S. Section 307 B.3 for the purpose of purchasing real property for the benefit of the Town from the Developer.

MOTION: A motion was made by Chinnici and seconded by Mai to enter into executive session.

AYE: Chinnici, Myrick, Brule, Mai, Chapman

NAY: None

MOTION: A motion was made by Chinnici and seconded by Brule exit executive session

AYE: Chinnici, Myrick, Brule, Mai, Chapman

NAY: None

14. Discuss and take possible action in open meeting, on executive session item 13, if necessary.

MOTION: A motion was made by Chinnici and seconded by Chapman to pursue the financial feasibility of acquisition of lands from the developer.

AYE: Chinnici, Myrick, Brule, Mai, Chapman

NAY: None

15. Report by Trustee Chuck Mai with possible short discussion regarding takeaways from the Special Meeting of the Board of Trustees held on 18.17.19

16. Comments and questions by Governing Body members regarding items for future consideration. None

17. Adjournment:

There being no further business, a motion was made and seconded to adjourn the meeting at 10:59 a.m , September 21, 2019.

Mayor

Attest:

Town Clerk

DRAFT

INVOICE 1 SEPTEMBER 1, 2019

INVOICE 1 SEPTEMBER 1, 2019

BILL TO

INSTRUCTIONS

Town of Carlton Landing 2938B Firefly Lane, Carlton Landing 74432

BILL TO

INSTRUCTIONS

Town of Carlton Landing 2938B Firefly Lane, Carlton Landing 74432

QUANTITY	DESCRIPTION	PRICE	TOTAL
Internet Service	Town Office, September, 2019	102.00	\$102.00
TOTAL DUE			102.00

Thank You!

[illegible]

4:03 PM

09/17/19

The Town of Carlton Landing
Transaction List by Vendor
 August 18 through September 17, 2019

Type	Date	Num	Memo	Account	Clr	Split	Debit	Credit
Center for Economic Development Law								
Bill Pmt -Check	08/29/2019	495	VOID:	BOK - Checking - *9...	X	Accounts Paya...	0.00	
Bill Pmt -Check	08/29/2019	497		BOK - Checking - *9...		Accounts Paya...		748.00
Dr Jan Summers								
Bill	09/03/2019	Invoic...	Invoice 1	Accounts Payable		Office Furniture		4,241.43
Bill Pmt -Check	09/03/2019	504	Invoice 1	BOK - Checking - *9...		Accounts Paya...		4,241.43
Kay Robbins Wall								
Bill Pmt -Check	08/29/2019	498	September	BOK - Checking - *9...		Accounts Paya...		500.00
Bill	09/01/2019	Septe...	September	Accounts Payable		Legal Fees- To...		500.00
Landmark								
Bill Pmt -Check	08/29/2019	499		BOK - Checking - *9...		Accounts Paya...		1,176.00
OkMRF								
Liability Check	08/26/2019	494	454051	BOK - Checking - *9...		-SPLIT-		1,039.62
OPEH&W								
Bill Pmt -Check	08/29/2019	500		BOK - Checking - *9...		Accounts Paya...		2,790.32
Bill	09/05/2019	Septe...	September 20...	Accounts Payable		Administrator		1,395.16
QuickBooks Payroll Service								
Liability Check	08/22/2019		Created by P...	BOK - Checking - *9...	*	-SPLIT-		2,483.72
Liability Check	09/05/2019		Created by P...	BOK - Checking - *9...		-SPLIT-		2,712.50
R & B Door Company LLC								
Bill Pmt -Check	08/29/2019	501	1058	BOK - Checking - *9...		Accounts Paya...		85.00
Renee Norman								
Bill Pmt -Check	08/29/2019	502	September	BOK - Checking - *9...		Accounts Paya...		600.00
Bill	09/01/2019	Septe...	September	Accounts Payable		Finance Officer		600.00
Renee Norman - Reimbursements								
Bill	09/09/2019	Payroll	Payroll	Accounts Payable		Publication and...		289.18
Bill Pmt -Check	09/09/2019	506	Payroll	BOK - Checking - *9...		Accounts Paya...		289.18
Tad Sweitzer								
Bill Pmt -Check	08/29/2019	496	31013006	BOK - Checking - *9...		Accounts Paya...		50.00
Bill Pmt -Check	08/29/2019	503	23906080	BOK - Checking - *9...		Accounts Paya...		50.00
Tony Baker Rental								
Bill	09/03/2019	4592	4592	Accounts Payable		Rent		500.00
Bill Pmt -Check	09/03/2019	505	4592	BOK - Checking - *9...		Accounts Paya...		500.00
Town of Carlton Landing General Fund								
Check	08/27/2019	EFT		Sinking Fund Acct # ...		Due to/From G...		286.00



**CENTER FOR ECONOMIC
DEVELOPMENT LAW**

301 N. Harvey, Suite 100
Oklahoma City, Oklahoma
73102-3421

405 232 4606 TELEPHONE
405 232 5010 FACSIMILE
www.econlaw.com

September 13, 2019 Invoice No.: 13792
(Invoice Date)

TIN: 80-0520159

Town of Carlton Landing
20 Boulevard
Carlton Landing, Oklahoma

Matter No.789-1

Attention: Grant Humphreys, Administrator (Via Email)

RE: Legal Consulting Services Under the Local Development Act

Billing Period:

For the Calendar Month Ending Aug 31, 2019

LEGAL SERVICES

DATE	DESCRIPTION	Attorney/ Staff	Rate	Hours	Amount
Aug-15-19	Work session with NMD re: annual report framework and information sources.	JRS	\$165.00	0.50	82.50
	Work session with JRS re: annual report.	NMD	\$95.00	0.50	47.50
Aug-16-19	Review correspondence and project plan in preparation for presentation at Town meeting; work session with JRS re: status of TIF project plan implementation.	LVB	\$250.00	1.00	250.00
	Prepare for and attend work session with LVB re: TIF meeting; prepare responses to M. Myrich questionnaire.	JRS	\$165.00	3.10	511.50
Aug-17-19	Travel to, attend, and make presentation at Town meeting; return.	LVB	\$250.00	6.00	1,500.00
Aug-22-19	E-mail request for assessed values and ad valorem tax amounts to Pittsburg County Treasurer and Assessor for use in the FYE 2019 Annual Report.	NMD	\$95.00	0.40	38.00

Matter No. 789-1

September 10, 2019

DATE	DESCRIPTION	Attorney/ Staff	Rate	Hours	Amount
Aug-23-19	E-mail G. Buckley and R. Norman re: information for the FYE2019 Annual Report.	NMD	\$95.00	0.40	38.00
Aug-24-19	Receive reports from Pittsburg County Treasurer and Assessor for use in FYE2019 Annual Report; incorporate same into report.	NMD	\$95.00	0.60	57.00
Total of Legal Services Fees for Billing Period:					\$2,524.50

DISBURSEMENTS

Aug-17-19	Travel Expense Recovery - \$0.58 per mile - 276 miles		80.04		
	Travel Expense Recovery - \$0.58 per mile - 276 miles		80.04		
Aug-31-19	Reproduction of Documents		16.55		
Total of Disbursements for Billing Period:			\$176.63		
Total of Legal Services Fees & Disbursements for Billing Period:					\$2,701.13
Previous Balance:					748.00
Payments Applied Since Date of Prior Invoice:					748.00
Balance Due:					\$2,701.13

"Balance Due" may not reflect payments or charges made after the last day of the Billing Period.

From: [Intuit Payroll Customer Service](#)
To: [Glenna Littleton](#)
Subject: Your QuickBooks Payroll payment receipt
Date: Sunday, September 8, 2019 1:04:54 PM



Payment receipt





Customer account: *8504
Payment date: Sep 8, 2019
Payment total: \$289.18
Payment method: Credit card *2244
Reference #: P1-52176804

Payment details

Qty	Subscription item	Payment (includes sales tax)
1	Intuit QB Payroll Annual Fee	\$289.18
Total payment:		\$289.18

Purchase information

Billing address:



Your annual or monthly subscription or billing plan automatically renews for subsequent terms using the billing information we have on file at the time of your renewal, unless you cancel. You can cancel your subscription at any time by signing in to QuickBooks. Select Company at the top, then select My Company, and select Manage Your Account in the top right corner. Terms, conditions, pricing, features, service, and support options are subject to change without notice. See the important [terms, conditions, and refund terms](#) for more information.

DATE RCVD _____
RCVD BY _____
INITIAL _____
APPROVAL _____
FINAL _____
APPROVAL _____
ENTITY _____
ACCOUNT _____
DATE PAID _____
CHECK NO. _____

Questions or



concerns?

[Visit customer support](#)



[View on web](#)

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2800 E. Commerce Center Place, Tucson, AZ 85706

R4 Box 6975
Eufaula, Ok 74432

Date	Invoice #
8/29/2019	1218

Bill To
Town of Carlton Landing 20 Boulevard Carlton Landing,Ok 74432

Description	Amount
Labor and Material's for placing gravel in potholes on entry road	600.00
Total	\$600.00

3119 E 87th Street
Tulsa, OK 74137

Phone # 9183612133 anne@ellfrinkcpa.com
Fax # 918-512-4280

Bill To:
Town of Carlton Landing
10 Boulevard Unit G
Carlton Landing, OK 74332

Invoice #: 200901
Invoice Date: 9/5/2019
Due Date: 9/5/2019
Project:
P.O. Number:

DATE RCVD _____
RCVD BY _____
INITIAL _____
APPROVAL _____
FINAL _____
APPROVAL _____
ENTITY _____
ACCOUNT _____
DATE PAID _____
CHECK NO _____

Balance Due	\$500.00
-------------	----------

10:03 AM
9/16/19
accrual Basis

The Town of Carlton Landing
Profit & Loss Budget vs. Actual
July through August 2019

	Jul - Aug 19	Budget	\$ Over Budget
Income			
Revenues			
Permits and Licensing	350.00	5,940.00	-5,590.00
Sales Tax Revenue	11,676.24	20,000.00	-8,321.76
Sinking Fund Receipts	0.00	5,700.00	-5,700.00
Total Revenues	12,026.24	31,640.00	-19,611.76
Total Income	12,026.24	31,640.00	-19,611.76
Gross Profit	12,026.24	31,640.00	-19,611.76
Expense			
Administrator	4,351.53	5,064.00	-732.47
Annual Audit	0.00	0.00	0.00
Events	0.00	0.00	0.00
FEMA Match	0.00	7,000.00	-7,000.00
Fire Protection	500.00	1,000.00	-500.00
Finance Officer	1,200.00	1,200.00	0.00
General Administrative Expense	15.01	1,340.00	-1,324.99
Home Inspections	0.00	4,100.00	-4,100.00
Insurance	0.00	300.00	-300.00
Interest - Interest Expense	0.00	5,700.00	-5,700.00
Legal Fees- Town Attorney	1,000.00	1,000.00	0.00
Legal Fees - Economic Develop	100.00	1,500.00	-1,400.00
Meeting Expense	100.00	100.00	0.00
Operating Expense	0.00	200.00	-200.00
Pending Projects- Stephens Road	0.00	0.00	0.00
Profession Fees & Subscriptions	-0.89	300.00	-300.89
Publication and Notice Exp	0.00	250.00	-250.00
Rent	500.00	1,200.00	-700.00
Road Maintenance	0.00	1,000.00	-1,000.00
Town Green Project	85.00		
Trails Maintenance	784.00	800.00	-16.00
Training and Reimbursement	0.00	0.00	0.00
Website Expense	0.00	160.00	-160.00
66000 - Payroll Expenses	1,371.47		
Total Expense	10,006.12	32,234.00	-22,227.88
Net Income	2,020.12	-594.00	2,614.12

The Town of Carlton Landing
Balance Sheet
As of September 16, 2019

	Sep 16, 19
ASSETS	
Current Assets	
Checking/Savings	
BOK - Checking - *9683	235,073.77
General Obligation Bond 2018	69,786.67
Sinking Fund Acct # 312713087	68,568.16
Total Checking/Savings	373,448.60
Accounts Receivable	
Accounts Receivable	786.00
Total Accounts Receivable	786.00
Other Current Assets	
Office Furniture	4,241.43
Due from Tif	2,579.23
Total Other Current Assets	6,820.66
Total Current Assets	381,055.26
Fixed Assets	
Marina Project	22,778.50
Swim Beach	225,973.18
Total Fixed Assets	248,751.68
TOTAL ASSETS	629,806.94
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
Road Repair	83,717.84
24000 - Payroll Liabilities	3,711.95
Total Other Current Liabilities	87,429.79
Total Current Liabilities	87,429.79
Long Term Liabilities	
2018 GOB	69,801.67
2017 GOB	168,259.22
Total Long Term Liabilities	238,060.89
Total Liabilities	325,490.68
Equity	
32000 - Retained Earnings	295,662.45
Opening Balance Equity	100.00
Net Income	8,553.81
Total Equity	304,316.26
TOTAL LIABILITIES & EQUITY	629,806.94

50 AM

9/16/19

Accrual Basis

The Town of Carlton Landing
Account QuickReport
 July 1 through September 16, 2019

Type	Date	Num	Name	Memo	Split	Amount
Revenues						
Sales Tax Revenue						
Deposit	07/09/2019		Oklahoma Tax Com...	June 2019	BOK - Checkin...	3,067.59
Deposit	07/09/2019		Oklahoma Tax Com...	Cigar Tax	BOK - Checkin...	62.37
Deposit	08/09/2019		Oklahoma Tax Com...	Sales Tax	BOK - Checkin...	8,520.10
Deposit	08/09/2019		Oklahoma Tax Com...	Cigar Tax	BOK - Checkin...	28.18
Deposit	09/16/2019		Oklahoma Tax Com...	Sales Tax	BOK - Checkin...	14,155.52
Total Sales Tax Revenue						25,833.76
Total Revenues						25,833.76
TOTAL						25,833.76

**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
Friday; October 4, 2019; 8:00 a.m.

MINUTES

1. Call to Order

The meeting was called to order at 8:04 a.m. with Mayor Chinnici presiding.

2. Roll Call

PRESENT: A roll call reflected that Trustees Chinnici, Mai, Chapman, and Town Administrator, Greg Buckley were present.

ABSENT: Myrick, Brule

3. Discussion, Consideration, and Action to Approve or Disapprove the Estimate of Needs for fiscal year 2018-2019 to be signed, notarized, and published after approval of the Board of Trustees

Upon review, a motion was made by Mai and seconded by Chapman to accept the Estimate of Needs as presented.

AYE: Chinnici, Mai, Chapman

NAY: None

4. Adjournment

There being no further business, a motion was made and seconded to adjourn the meeting at 8:10 a.m , October 4, 2019.

Mayor

Attest:

Town Clerk

CITY & TOWN
(NOT DEPARTMENTALIZED)
2019-2020
ESTIMATE OF NEEDS
AND FINANCIAL STATEMENT OF THE
FISCAL YEAR 2018-2019

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 2019-2020 ESTIMATE OF NEEDS AND FINANCIAL
STATEMENT OF THE FISCAL YEAR 2018-2019

PREPARED BY ELFRINK AND ASSOCIATES, PLLC
SUBMITTED TO THE PITTSBURG COUNTY
EXCISE BOARD THIS ____ DAY OF _____ 2019

BOARD OF COUNTY COMMISSIONERS

Chairman _____ Member _____

Member _____ Member _____

Member _____ Treasurer _____

City/Town Clerk _____

CARLTON LANDING, OKLAHOMA
2019-2020
ESTIMATE OF NEEDS
AND FINANCIAL STATEMENT OF THE
FISCAL YEAR 2018-2019

INDEX

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 Estimate of Needs	Yes
Exhibit "Z" Publication Sheet	Yes

THE CITY/TOWN OF CARLTON LANDING
2019-2020
ESTIMATE OF NEEDS
AND FINANCIAL STATEMENT OF THE
FISCAL YEAR 2018-2019

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, 2018 and ending June 30, 2019, together with an itemized statement of the estimated needs thereof for the fiscal year beginning July 1, 2019 and ending June 30, 2020. 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, 2019, 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, 2019 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, 2019 and ending June 30, 2020 as shown under "Schedule 8" were prepared and filed with the Governing Board as of the first Monday in July 2019, 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, 2019.

Dated at the office of the City/Town Clerk, at Carlton Landing, Oklahoma, this ____ day of _____, 2019.

Chairman

Member

Member

Member

Member

Treasurer

City/Town Clerk

Filed this ____ day of _____, 2019 Secretary and Clerk of Excise Board, Pittsburg County, Oklahoma.



Elfrink and Associates, PLLC
Certified Public Accountants

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, 2019, 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
September 4, 2019

3119 E 87th Street
Tulsa, OK, 74137
Members of the AICPA and OSCPA
See Accountant's Compilation Report

918-361-2133
anne.elfrink@CPA.com
Government and Nonprofit Auditing

SINKING FUND ACCOUNTS COVERING THE PERIOD JULY 1, 2018, to JUNE 30, 2019
ESTIMATE OF NEEDS FOR 2019-2020

EXHIBIT "G"

Page 1.b

Schedule 1, Detail of Bond and Coupon Indebtedness as of June 30, 2019 - 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						1
Accrual Liability To Date						\$ 11,111.11
Deductions From Total Accruals:						
Bonds Paid Prior To 6-30-2018						\$ -
Bonds Paid During 2018-2019						\$ -
Matured Bonds Unpaid						\$ -
Balance of Accrual Liability						\$ 11,111.11
TOTAL BONDS OUTSTANDING 6-30-2019:						
Matured						\$ -
Unmatured						\$ 100,000.00
Coupon Computation:	Coupon Date	Unmatured Amount	% Int.	Months	Interest Amount	
Bonds and Coupons	04/01/20	\$ 10,000.00	4.00%	6	\$ 200.00	
Bonds and Coupons	04/01/21	\$ 10,000.00	4.00%	12	\$ 400.00	
Bonds and Coupons	04/01/22	\$ 10,000.00	4.00%	12	\$ 400.00	
Bonds and Coupons	04/01/23	\$ 10,000.00	4.00%	12	\$ 400.00	
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						\$ 400.00
Years to Run						8
Accrue Each Year						\$ 50.00
Tax Years Run						1
Total Accrual To Date						\$ 50.00
Current Interest Earnings Through 2019-2020						\$ 3,800.00
Total Interest To Levy For 2019-2020						\$ 3,850.00
INTEREST COUPON ACCOUNT:						
Interest Earned But Unpaid 6-30-2018:						
Matured						\$ -
Unmatured						\$ 1,000.00
Interest Earnings 2018-2019						\$ 4,000.00
Coupons Paid Through 2018-2019						\$ 4,000.00
Interest Earned But Unpaid 6-30-2019:						
Matured						\$ -
Unmatured						\$ 1,000.00

S.A.&I. Form 2651R99 Entity: Carlton Landing City, 61

Wednesday, September 4, 2019

See Accountant's Compilation Report

SINKING FUND ACCOUNTS COVERING THE PERIOD JULY 1, 2018, to JUNE 30, 2019

ESTIMATE OF NEEDS FOR 2019-2020

EXHIBIT "G"

Page 1.x

Schedule 1, Detail of Bond and Coupon Indebtedness as of June 30, 2019 - 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	\$ 35,000.00
Final Maturity Otherwise:	
Date of Final Maturity	
Amount of Final Maturity	\$ 45,000.00
AMOUNT OF ORIGINAL ISSUE	\$ 325,000.00
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	\$ 325,000.00
Years to Run	
Normal Annual Accrual	\$ 36,111.11
Tax Years Run	
Accrual Liability To Date	\$ 61,111.11
Deductions From Total Accruals:	
Bonds Paid Prior To 6-30-2018	\$ -
Bonds Paid During 2018-2019	\$ 25,000.00
Matured Bonds Unpaid	\$ -
Balance of Accrual Liability	\$ 36,111.11
TOTAL BONDS OUTSTANDING 6-30-2019:	
Matured	\$ -
Unmatured	\$ 300,000.00

Requirement for Interest Earnings After Last Tax-Levy Year:	
Terminal Interest To Accrue	\$ 400.00
Years to Run	
Accrue Each Year	\$ 50.00
Tax Years Run	
Total Accrual To Date	\$ 50.00
Current Interest Earnings Through 2019-2020	\$ 11,300.00
Total Interest To Levy For 2019-2020	\$ 11,350.00
INTEREST COUPON ACCOUNT:	
Interest Earned But Unpaid 6-30-2018:	
Matured	\$ -
Unmatured	\$ 7,000.00
Interest Earnings 2018-2019	\$ 13,000.00
Coupons Paid Through 2018-2019	\$ 19,000.00
Interest Earned But Unpaid 6-30-2019:	
Matured	\$ -
Unmatured	\$ 3,033.34

S.A.&I. Form 2651R99 Entity: Carlton Landing City, 61

Wednesday, September 4, 2019

See Accountant's Compilation Report

SINKING FUND ACCOUNTS COVERING THE PERIOD JULY 1, 2018, to JUNE 30, 2019
ESTIMATE OF NEEDS FOR 2019-2020

EXHIBIT "G"

Page 1.a

Schedule 1, Detail of Bond and Coupon Indebtedness as of June 30, 2019 - 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			2		
Accrual Liability To Date			\$ 50,000.00		
Deductions From Total Accruals:					
Bonds Paid Prior To 6-30-2018			\$ -		
Bonds Paid During 2018-2019			\$ 25,000.00		
Matured Bonds Unpaid			\$ -		
Balance of Accrual Liability			\$ 25,000.00		
TOTAL BONDS OUTSTANDING 6-30-2019:					
Matured			\$ -		
Unmatured			\$ 200,000.00		
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	\$ 25,000.00	4.00%	6	\$ 500.00
Bonds and Coupons	10/01/20	\$ 25,000.00	4.00%	12	\$ 1,000.00
Bonds and Coupons	10/01/21	\$ 25,000.00	4.00%	12	\$ 1,000.00
Bonds and Coupons	10/01/22	\$ 25,000.00	4.00%	12	\$ 1,000.00
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			2		
Total Accrual To Date			\$ -		
Current Interest Earnings Through 2019-2020			\$ 7,500.00		
Total Interest To Levy For 2019-2020			\$ 7,500.00		
INTEREST COUPON ACCOUNT:					
Interest Earned But Unpaid 6-30-2018:					
Matured			\$ -		
Unmatured			\$ 6,000.00		
Interest Earnings 2018-2019			\$ 9,000.00		
Coupons Paid Through 2018-2019			\$ 15,000.00		
Interest Earned But Unpaid 6-30-2019:					
Matured			\$ -		
Unmatured			\$ 2,033.34		

S.A.&I. Form 2651R99 Entity: Carlton Landing City, 61

Wednesday, September 4, 2019

See Accountant's Compilation Report

SINKING FUND ACCOUNTS COVERING THE PERIOD JULY 1, 2018, to JUNE 30, 2019

ESTIMATE OF NEEDS FOR 2019-2020

EXHIBIT "G"

Page 4

Schedule 6, Estimate of Sinking Fund Needs		
	SINKING FUND	
	Computed By Governing Board	Provided By Excise Board
Interest Earnings On Bonds	\$ 11,350.00	\$ 11,350.00
Accrual on Unmatured Bonds	\$ 36,111.00	\$ 36,111.00
Annual Accrual on "Prepaid" Judgements	\$ -	\$ -
Annual Accrual on Unpaid Judgements	\$ -	\$ -
Interest on Unpaid Judgements	\$ -	\$ -
Annual Accrual From Exhibit KK	\$ -	\$ -
TOTAL SINKING FUND PROVISION	\$ 47,461.00	\$ 47,461.00

Schedule 7, 2018 Ad Valorem Tax Account - Sinking Funds				
Gross Value	\$ -			
Net Value	\$ 3,173,096.00	13.550	Mills	Amount
Total Proceeds of Levy as Certified				\$ 42,995.45
Additions:				\$ -
Deductions:				\$ -
Gross Balance Tax				\$ 42,995.45
Less Reserve for Delinquent Tax				\$ 4,299.55
Reserve for Protest Pending				\$ -
Balance Available Tax				\$ 38,695.91
Deduct 2018 Tax Apportioned				\$ -
Net Balance 2018 Tax in Process of Collection or				\$ 38,695.91
Excess Collections				\$ -

Schedule 9, Sinking Fund Investments						
INVESTED IN	Investments on Hand June 30, 2018	Since Purchased	LIQUIDATIONS		Barred by Court Order	Investments on Hand June 30, 2018
			By Collections of Cost	Amortized Premium		
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL INVESTMENTS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

S.A.&I. Form 2651R99 Entity: Carlton Landing City, 61

Wednesday, September 4, 2019

See Accountant's Compilation Report

SINKING FUND ACCOUNTS COVERING THE PERIOD JULY 1, 2018, to JUNE 30, 2019

ESTIMATE OF NEEDS FOR 2019-2020

EXHIBIT "G"

Page 3

Schedule 4, Sinking Fund Cash Statement		
Revenue Receipts and Disbursements	SINKING FUND	
	Detail	Extension
Cash on Hand June 30, 2018	\$ 43,540.00	\$ 43,540.00
Investments Since Liquidated	\$ -	
COLLECTED AND APPORTIONED:		
2017 and Prior Ad Valorem Tax	\$ 410.08	
2018 Ad Valorem Tax	\$ 52,672.28	
Protest Tax Refunds	\$ -	
Miscellaneous Receipts	\$ -	
TOTAL RECEIPTS		\$ 53,082.36
TOTAL RECEIPTS AND BALANCE		\$ 96,622.36
DISBURSEMENTS:		
Coupons Paid	\$ 23,500.00	
Interest Paid on Past-Due Coupons	\$ -	
Bonds Paid	\$ 25,000.00	
Interest Paid on Past-Due Bonds	\$ -	
Commission Paid to Fiscal Agency	\$ 605.00	
Judgements Paid	\$ -	
Interest Paid on Such Judgements	\$ -	
Investments Purchased	\$ -	
Judgements Paid Under 62 O.S. 1981, § 435	\$ -	
TOTAL DISBURSEMENTS		\$ 49,105.00
CASH BALANCE ON HAND JUNE 30, 2019		\$ 47,517.36

Schedule 5, Sinking Fund Balance Sheet		
	SINKING FUND	
	Detail	Extension
Cash Balance on Hand June 30, 2019	\$ 47,517.36	\$ 47,517.36
Legal Investments Properly Maturing	\$ -	
Judgements Paid to Recover By Tax Levy	\$ -	
TOTAL LIQUID ASSETS (In Extension Column)		\$ 47,517.36
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		\$ 47,517.36
DEDUCT ACCRUAL RESERVES IF ASSETS SUFFICIENT:		
g. Earned Unmatured Interest	\$ 3,033.34	
h. Accrual on Final Coupons	\$ -	
i. Accrued on Unmatured Bonds	\$ 36,111.11	
TOTAL Items g. Through i. (To Extension Column)		\$ 39,144.45
EXCESS OF ASSETS OVER ACCRUAL RESERVES		\$ 8,372.91

S.A.&I. Form 2651R99 Entity: Carlton Landing City, 61

Wednesday, September 4, 2019

See Accountant's Compilation Report

CERTIFICATE OF EXCISE BOARD
ESTIMATE OF NEEDS FOR 2019-2020

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.

In so doing, we have diligently performed the duties imposed upon the Excise Board by 68 O.S. 1991 Section 3007, (1) ascertaining 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

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 within 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,

CERTIFICATE OF EXCISE BOARD
ESTIMATE OF NEEDS FOR 2019-2020

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	\$ -	\$ -	\$ 47,461.00
Appropriation of Revenues	\$ -	\$ -	\$ -
Excess of Assets Over Liabilities	\$ -	\$ -	\$ 8,372.91
Unclaimed Protest Tax Refunds	\$ -	\$ -	\$ -
Miscellaneous Estimated Revenues	\$ -	\$ -	\$ -
Est. Value of Surplus Tax in Process	\$ -	\$ -	\$ -
Sinking Fund Contributions	\$ -	\$ -	\$ -
Surplus Building Fund Cash	\$ -	\$ -	\$ -
Total Other Than 2018 Tax	\$ -	\$ -	\$ 8,372.91
Balance Required	\$ -	\$ -	\$ 39,086.77
Add 10% for Delinquency	\$ -	\$ -	\$ 3,908.68
Total Required for 2019 Tax	\$ -	\$ -	\$ 42,995.45
Rate of Levy Required and Certified (in Mills)	0.00	0.00	13.55

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 2019-2020 is as follows:

VALUATION AND LEVIES EXCLUDING HOMESTEADS				
County	Real	Personal	Public Service	Total
Total Valuation,	\$ 3,173,096.00	\$ -	\$ -	\$ 3,173,096.00

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 13.55 Mills; Sub-Total 13.55 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 County, Assessor may immediately extend said levies upon the Tax Rolls for the year 2020 without regard to any protest that may be filed against any levies, as required by 68 O. S. 1991, Section 2869

Dated at _____, Oklahoma, this ____ day of _____, 2019.

Excise Board Member

Excise Board Chairman

Excise Board Member

Excise Board Secretary

S.A.&I. Form 2651R99 Entity: Carlton Landing City, 61

#####

See Accountant's Compilation Report

PITTSBURG COUNTY, 61
STATISTICAL DATA
FISCAL YEAR 2018-2019

Total Valuation

Total Gross Valuation Real Property	\$	3,173,096.00
Total Homestead Exemption	\$	-
Total Real Property	\$	3,173,096.00
Total Personal Property	\$	-
Total Public Service Property	\$	-
Total Valuation of Property	\$	3,173,096.00

See Accountant's Compilation Report

PUBLICATION SHEET - CARLTON LANDING, OKLAHOMA
 FINANCIAL STATEMENT OF THE VARIOUS FUNDS FOR THE FISCAL YEAR ENDING JUNE 30, 2019, AND ESTIMATE OF NEED
 FOR THE FISCAL YEAR ENDING JUNE 30, 2020, OF THE GOVERNING BOARD OF
 CARLTON LANDING, OKLAHOMA

EXHIBIT "Z"

Page 1

STATEMENT OF FINANCIAL CONDITION AS OF JUNE 30, 2019	GENERAL FUND Detail
ASSETS:	
Cash Balance June 30, 2019	\$ -
Investments	\$ -
TOTAL ASSETS	\$ -
LIABILITIES AND RESERVES:	
Warrants Outstanding	\$ -
Reserve for Interest on Warrants	\$ -
Reserves From Schedule 8	\$ -
TOTAL LIABILITIES AND RESERVES	\$ -
CASH FUND BALANCE (Deficit) JUNE 30, 2019	\$ -

ESTIMATED NEEDS FOR FISCAL YEAR ENDING JUNE 30, 2019

GENERAL FUND	GENERAL FUND	SINKING FUND BALANCE SHEET	SINKING FUND
Current Expense	\$ -	1. Cash Balance on Hand June 30, 2019	\$ 47,517.36
Reserve for Int. on Warrants & Revaluation	\$ -	2. Legal Investments Properly Maturing	\$ -
Total Required	\$ -	3. Judgements Paid to Recover by Tax Levy	\$ -
FINANCED		4. Total Liquid Assets	\$ 47,517.36
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	\$ -
ESTIMATED MISCELLANEOUS REVENUE:		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	\$ 47,517.36
5000 Miscellaneous Revenue	\$ -	Deduct Accrual Reserve If Assets Sufficient:	
6111 Contributions from Other Funds	\$ -	13. g. Earned Unmatured Interest	\$ 3,033.34
Total Estimated Revenue	\$ -	14. h. Accrual on Final Coupons	\$ -
INDUSTRIAL DEVELOPMENT BONDS	INDUSTRIAL BONDS	15. i. Accrued on Unmatured Bonds	\$ 36,111.11
1. Cash Balance on Hand June 30, 2019	\$ -	16. Total Items g. Through i.	\$ 39,144.45
2. Legal Investments Properly Maturing	\$ -	17. Excess of Assets Over Accrual Reserves**	\$ 8,372.91
3. Total Liquid Assets	\$ -	SINKING FUND REQUIREMENTS FOR 2019-2020	
Deduct Matured Indebtedness		1. Interest Earnings on Bonds	\$ 11,350.00
4. a. Past-Due Coupons	\$ -	2. Accrual on Unmatured Bonds	\$ 36,111.00
5. b. Interest Accrued Thereon	\$ -	3. Annual Accrual on "Prepaid" Judgements	\$ -
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*	\$ -		
INDUSTRIAL BOND REQUIREMENTS FOR 2019-2020			
1. Interest Earnings on Bonds	\$ -		
2. Accrual on Unmatured Bonds	\$ -		
Total Sinking Fund Requirements	\$ -	Total Sinking Fund Requirements	\$ 47,461.00
Deduct:		Deduct:	
1. Excess of Assets Over Liabilities	\$ -	1. Excess of Assets Over Liabilities	\$ 8,372.91
2. Surplus Building Fund Cash	\$ -	2. Surplus Building Fund Cash	\$ -
Balance Required	\$ -	Balance to Raise By Tax Levy	\$ 39,088.09

S.A.&I. Form 2651R99 Entity: Carlton Landing City, 61

Wednesday, September 4, 2019

See Accountant's Compilation Report

PUBLICATION SHEET - CARLTON LANDING, OKLAHOMA
 FINANCIAL STATEMENT OF THE VARIOUS FUNDS FOR THE FISCAL YEAR ENDING JUNE 30, 2019, AND ESTIMATE OF NEED
 FOR THE FISCAL YEAR ENDING JUNE 30, 2020, 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 4-1-2020	\$ -
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 BOND FUND
13d. j. Unmatured Coupons Due Before 4-1-2020	\$ -
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, 2019, and ending June 30, 2020, 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, 2019.

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.

S.A.&I. Form 2651R99 Entity: Carlton Landing City, 61

Wednesday, September 4, 2019

See Accountant's Compilation Report

Item No. _____

Date: October 19, 2019

AGENDA ITEM COMMENTARY

ITEM TITLE: Consider, discuss and approve Carlton Landing Board of Trustees meeting schedule for the year 2020 and set the meeting start time immediately following the Carlton Landing Economic Development Trust meeting, or take any other appropriate action.

INITIATOR: Greg Buckley, Town Administrator

STAFF INFORMATION SOURCE: Greg Buckley, Town Administrator

BACKGROUND: The meeting schedule maintains the Board of Trustee meetings on the third Saturday of each month to immediately follow the Economic Development Trust meeting. Location of the meeting will be:

10B Boulevard, Carlton Landing, OK 74432
Carlton Landing Academy - Cafeteria

Meeting Dates:

January 18
February 15
March 21
April 18
May 16
June 20

July 18
August 15
September 19
October 17
November 21
December 19

FUNDING: None

EXHIBITS: Notice of Meeting Schedule

RECOMMENDED ACTION: Approve Carlton Landing Board of Trustees meeting schedule for the year 2020 and set the meeting start time immediately following the Carlton Landing Economic Development Trust meeting.

NOTICE OF MEETING SCHEDULE
Carlton Landing Board of Trustees
for 2020

On October 19, 2019 the Carlton Landing Board of Trustees set the following dates for their regularly scheduled monthly meeting. The time of the meeting is set immediately following the Carlton Landing Economic Development Trust meeting or 8:00 am. The location of the regular scheduled meeting is:

10B Boulevard, Carlton Landing, OK 74432
Carlton Landing Academy - Cafeteria

Regular Meeting Dates:

January 18
February 15
March 21
April 18
May 16
June 20

July 18
August 15
September 19
October 17
November 21
December 19

Item No. _____

Date: October 19, 2019

AGENDA ITEM COMMENTARY

ITEM TITLE: Discuss changes to Accounting and Budget Structure.

INITIATOR: Greg Buckley, Town Administrator

STAFF INFORMATION SOURCE: Greg Buckley, Town Administrator

BACKGROUND: Over the past several weeks I, along with assistance from Renee, have worked on developing a Chart of Accounts and putting current appropriations in the new structure. The Chart of Accounts will be the primary structure for all funds and establishes the basis for converting to a Fund based accounting system. The structure provides for a series of numbers which each category representing a specific function or purpose. There are four categories: Fund, Department, Object and Project. A specific line item will look like XX-XX-XXXX-XX. The Object category should be consistent across Funds and Departments, which provides the ability to search and account for expenses globally. For example, when budgeting Offices Supplies in each department using the same Object number allows not only the ability to account for total cost within a Department but also for the entire Fund.

Currently, there are three Funds – General Fund, Economic Development Trust Fund and Reserve Fund. The General Fund covers the operations of the Town. The Economic Development Trust Fund covers the operations and projects of the TIF. The Reserve Fund covers the funds set aside as reserves in accordance with our Reserve Policy and will be for all Funds that require a reserve.

The basic change from the current accounting structure is the formal development of a chart of accounts and establishing departments. The next step is to verify amounts are correct to each related account and line item. Previous Budgets didn't identify balance forward or carry-over projects. By adding balance forward and carry-over projects, I think help keep us on target with an ongoing picture of revenues to expenses.

FUNDING: None

EXHIBITS: Draft General Fund Structure

RECOMMENDED ACTION: None.

Town of Carlton Landing

Fund	Department	Object	Project	Ledger ID	Ledger Description					
Town General Ledger										
01	Non-Departmental Revenue						Budgeted FY 19-20	Amended Budget FY 19-20		
01	00	1000	00	01-00-1000-00	Sale Tax	\$	120,000.00	\$	120,000.00	
		1005		01-00-1005-00	Use Tax			\$	1,000.00	
		1010		01-00-1010-00	Utility Tax			\$	1,000.00	
		1015		01-00-1015-00	Lodging Tax					
		1020		01-00-1015-00	Pittsburgh County Sinking Fund Receipts	\$	34,000.00	\$	34,000.00	
		1100		01-00-1100-00	Building Permits/Inspection Fees	\$	35,000.00	\$	35,000.00	
		1105		01-00-1105-00	Business License and Permits					
		2000		01-00-2000-00	Grants					
		2100		01-00-2100-00	Corps Lease Rental Income					
		2500		01-00-2500-00	GO Bond					
		3000		01-00-3000-00	Interest Income					
		3005		01-00-3005-00	Miscellaneous Revenue					
		9001		01-00-9001-00	Transfer IN from CLEDT					
		9002		01-00-9002-00	Transfer IN from TIF			\$	99,404.00	
					Balance Forward/Carry-over			\$	153,504.51	
					TOTAL AVAILABLE REVENUES	\$	189,000.00	\$	443,908.51	
Administration										
10	Personal Services									
		4000	00	01-10-4000-00	Salaries	\$	25,000.00	\$	86,200.00	
		4005		01-10-4005-00	Overtime					
		4010		01-10-4010-00	Social Security			\$	6,594.30	
		4015		01-10-4015-00	Unemployment Tax			\$	1,724.00	
		4020		01-10-4020-00	Employer Paid Insurance			\$	16,800.00	
		4025		01-10-4025-00	Employer Retirement Contribution			\$	8,620.00	
		4030		01-10-4030-00	Vehicle/Cell Allowance			\$	3,600.00	
					SUB TOTAL	\$	25,000.00	\$	123,538.30	
	Materials & Supplies									
		5000	00	01-10-5000-00	Office Supplies	\$	1,200.00	\$	1,200.00	
		5005		01-10-5005-00	Postage					
		5010		01-10-5010-00	Building Maintenance & Repairs					
		5015		01-10-5015-00	Vehicle Maintenance & Repairs					
		5020		01-10-5020-00	Software Programs/ Services					
		5025		01-10-5025-00	Gas, Oil, Tires					
					SUB TOTAL	\$	1,200.00	\$	1,200.00	
	Other Services									
		6000	00	01-10-6000-00	Utilities			\$	1,800.00	
		6005		01-10-6005-00	Rent			\$	6,000.00	
		6010		01-10-6010-00	Publication & Notice Expense					
		6015		01-10-6015-00	Insurance					
		6020		01-10-6020-00	Professional Services					
		6025		01-10-6025-00	Contracts & Leases					
		6030		01-10-6030-00	Community Support Agreements					
		6035		01-10-6035-00	Dues & Memberships					1130 ICMA, CMAO, Clerk Treas.
		6040		01-10-6040-00	School, Training, Travel					4000 CMAO, ICMA, OML, Clerk Trea. Misc.
		6045		01-10-6045-00	Road Maintenance					
		6050		01-10-6050-00	Website Expense					
		6055		01-10-6055-00	Grant Match					
					SUB TOTAL	\$	-	\$	7,800.00	
	Capital Outlay									
		7000	00	01-10-7000-00	Equipment Purchases					
		7005		01-10-7005-00	Buildings					
		7010		01-10-7010-00	Projects					
					SUB TOTAL	\$	-			
	Debt Service									
		8000	00	01-10-8000-00	GO Bond Payments					
		8005		01-10-8005-00	Lease Payments -Equipment					
		8010		01-10-8010-00	Lease Payments - Vehicles					
					SUB TOTAL	\$	-			
					DEPT TOTAL	\$	26,200.00	\$	132,538.30	75% 25%
								\$	99,403.73	\$33,134.58
General Government										
15	Personal Services									
		4000	00	01-15-4000-00	Salaries					
		4005		01-15-4005-00	Overtime					
		4010		01-15-4010-00	Social Security					
		4015		01-15-4015-00	Unemployment Tax					
		4020		01-15-4020-00	Employer Paid Insurance					
		4025		01-15-4025-00	Employer Retirement Contribution					

			SUB TOTAL	\$	-	\$	-	
Materials & Supplies								
5000	00	01-15-5000-00	Office Supplies	\$	8,000.00	\$	8,000.00	
5005		01-15-5005-00	Postage					
5010		01-15-5010-00	Building Maintenance & Repairs					
5015		01-15-5015-00	Vehicle Maintenance & Repairs					
5020		01-15-5020-00	Software Programs/ Services					
5025		01-15-5025-00	Gas, Oil, Tires					
5030		01-15-5030-00	Miscellaneous - Fees, Events, Activities	\$	1,900.00	\$	1,900.00	
			SUB TOTAL	\$	9,900.00	\$	9,900.00	
Other Services								
6000	00	01-15-6000-00	Utilities					
6005		01-15-6005-00	Rent	\$	7,800.00			
6010		01-15-6010-00	Publication & Notice Expense	\$	1,500.00	\$	1,500.00	
6015		01-15-6015-00	Insurance	\$	1,800.00	\$	1,800.00	
6020		01-15-6020-00	Professional Services	\$	36,450.00	\$	38,250.00	Audit, Fin Officer, Home Inspections, Town Atty, Legal Fees- ED,
6025		01-15-6025-00	Contracts & Leases					
6030		01-15-6030-00	Community Support Agreements	\$	6,000.00	\$	6,000.00	
6035		01-15-6035-00	Dues & Memberships	\$	1,800.00	\$	1,800.00	
6040		01-15-6040-00	School, Training, Travel	\$	800.00	\$	800.00	2000 OML, Mayor Conference
6045		01-15-6045-00	Road and Trail Maintenance	\$	6,200.00	\$	9,800.00	
6050		01-15-6050-00	Website Expense	\$	1,000.00	\$	1,000.00	
6055		01-15-6055-00	Grant Match	\$	42,000.00	\$	42,000.00	
			SUB TOTAL	\$	105,350.00	\$	102,950.00	
Capital Outlay								
7000	00	01-15-7000-00	Equipment Purchases					
7005		01-15-7005-00	Buildings					
7010		01-15-7010-00	Projects			\$	153,504.51	Entry Road - Repair/Drainage
			SUB TOTAL	\$	-	\$	153,504.51	
Debt Service								
8000	00	01-15-8000-00	GO Bond Payments	\$	34,000.00	\$	34,000.00	
8005		01-15-8005-00	Lease Payments -Equipment					
8010		01-15-8010-00	Lease Payments - Vehicles					
			SUB TOTAL	\$	34,000.00	\$	34,000.00	
Transfers - Out								
9501	00	01-15-9501-00	Transfer OUT to CLEDT			\$	-	
9503		01-15-9503-00	Transfer OUT to RESERVE Fund			\$	-	
			SUB TOTAL			\$	-	
			DEPT. TOTAL	\$	149,250.00	\$	300,354.51	
			TOTAL EXPENSES	\$	175,450.00	\$	432,892.81	
			Balance Forward	\$	13,550.00	\$	11,015.70	
			RESERVE			\$	108,223.20	

Carlton Landing Budget - Summary

General Fund

Revenues

Non-Department	\$	443,908.51
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Expenditures

Adminstrations

Personnel Services	\$	123,538.30
Material & Supplies	\$	1,200.00
Other Services	\$	7,800.00
Capital Outlay	\$	-
Debt Service	\$	-
Dept Total	\$	132,538.30

General Government

Personnel Services	\$	-
Material & Supplies	\$	9,900.00
Other Services	\$	102,950.00
Capital Outlay	\$	153,504.51
Debt Service	\$	34,000.00
Transfers	\$	-
Dept Total	\$	300,354.51

Total Expenses	\$	432,892.81
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Balance Forward	\$	11,015.70
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The Town of Carlton Landing
Balance Sheet
As of October 8, 2019

	Oct 8, 19
ASSETS	
Current Assets	
Checking/Savings	
BOK - Checking - *9683	219,366.03
General Obligation Bond 2018	60,786.67
Sinking Fund Acct # 312713087	62,188.16
Total Checking/Savings	342,340.86
Accounts Receivable	
Accounts Receivable	786.00
Total Accounts Receivable	786.00
Other Current Assets	
Office Furniture	4,241.43
Due from Titl	2,579.23
Total Other Current Assets	6,820.66
Total Current Assets	359,947.52
Fixed Assets	
Marina Project	22,778.50
Swim Beach	225,973.18
Total Fixed Assets	248,751.68
TOTAL ASSETS	607,699.20
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
Road Repair	63,717.84
24000 - Payroll Liabilities	5,755.34
Total Other Current Liabilities	69,473.18
Total Current Liabilities	69,473.18
Long Term Liabilities	
2016 GOB	69,801.87
2017 GOB	168,259.22
Total Long Term Liabilities	238,060.89
Total Liabilities	327,534.07
Equity	
32000 - Retained Earnings	295,662.45
Opening Balance Equity	100.00
Net Income	-15,597.32
Total Equity	280,165.13
TOTAL LIABILITIES & EQUITY	607,699.20

6:42 PM
10/06/19
Accrual Basis

The Town of Carlton Landing
Profit & Loss
July 1 through October 8, 2019

	Jul 1 - Oct 8, 19
Income	
Revenues	
Permits and Licensing	350.00
Sales Tax Revenue	25,633.76
Total Revenues	26,183.76
Total Income	26,183.76
Gross Profit	26,183.76
Expense	
Administrator	16,317.68
Fire Protection	1,500.00
Finance Officer	2,400.00
General Administrative Expense	3,856.32
Interest - Interest Expense	6,400.00
Legal Fees - Town Attorney	2,000.00
Legal Fees - Economic Develop	2,801.13
Meeting Expense	150.00
Profession Fees & Subscriptions	-0.89
Publication and Notice Exp	289.18
Rent	1,500.00
Road Maintenance	600.00
Town Green Project	85.00
Trails Maintenance	1,175.00
66000 - Payroll Expenses	2,706.66
Total Expense	41,781.08
Net Income	-15,597.32