

AMENDED NOTICE OF SPECIAL MEETING
OF THE
CHICKASHA INDUSTRIAL AUTHORITY

In compliance with Title 25, Oklahoma Statutes, Section 301-314, the Oklahoma Open Meeting Act, including the posting of notice and agenda, be advised that the **SPECIAL MEETING OF THE CHICKASHA INDUSTRIAL AUTHORITY WILL BE HELD ON TUESDAY, OCTOBER 14, 2025, AT 7:30 A. M. (Immediately following the EDC Meeting).** Said meeting will be held at the CHICKASHA CHAMBER OF COMMERCE, located at 221 W. Chickasha Ave., Chickasha, Oklahoma.

The City of Chickasha encourages participation from all its citizens. If participation is not possible due to a disability, notification to the City Clerk at least 48 hours prior to the scheduled meeting is encouraged to make the necessary accommodations. The City may waive the 48-hour rule if signing is not the necessary accommodation.

CHICKASHA INDUSTRIAL AUTHORITY

AGENDA

Item No. 1 - Call Meeting to Order/Roll Call.

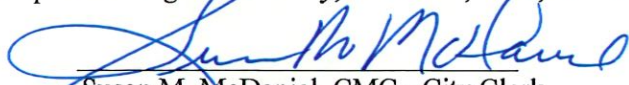
Item No. 2 - Consent Items:

- a. Acceptance of the minutes of September 9, 2025, Special Meeting.
- b. Acceptance of the financials for September 2025.
- c. Acknowledge receipt of the Economic Development Council of Chickasha, Inc. Check Detail for August 2025.
- d. Acknowledge receipt of the Economic Development Council of Chickasha, Inc. Check Detail for September 2025.
- e. Acknowledge receipt of the Economic Development Council of Chickasha, Inc. FY25/26 Budget.
- f. Acknowledge receipt of the Economic Development Council of Chickasha, Inc. Cash Management Policy.

Item No. 3 - Board Members Communication.

Item No. 4 - Adjournment.

Posted on the bulletin board of the Chickasha Municipal Building on Thursday, October 9, 2025, at 7:30 a.m.


Susan M. McDaniel, CMC - City Clerk

Members: Zachary Grayson – Chairman, Micah McCarty, Tim Elliott, Kimmy Loggins,
Georgianne Hebblethwaite, Scott Smith, Kea Ginn

ITEM NO. 2 a

Minutes of the September 9, 2025 Special Meeting
October 14, 2025
AGENDA



Office of the City Clerk

CHICKASHA INDUSTRIAL AUTHORITY

Minutes

A Special meeting of the Chickasha Industrial Authority was held on Tuesday, September 9, 2025, at 8:35 a.m. as specified in advance by a prepared agenda. Said meeting was held at the CHICKASHA CHAMBER OF COMMERCE, located at 221 W. Chickasha Ave., Chickasha, Oklahoma. Said Notice and Minutes from said meeting are kept on file in the office of the City Clerk, 117 North 4th Street, Chickasha, Oklahoma.

Item No. 1. Call Meeting to Order/Roll Call.

PRESENT: Zachary Grayson, Chairman
 Tim Elliott, Member
 Georgianne Hebblethwaite, Member
 Kea Ginn, Member
 Scott Smith, Member
 Kimmy Loggins, Member

ABSENT: Micah McCarty, Member

CITY STAFF

Jim Crosby, City Manager
Susan M. McDaniel, City Clerk
Shae Mortimer, Marketing and Civic Engagement Manager

Item No. 1. Call Meeting to Order/Roll Call.

Item No. 2. Consent Item:

Item No. 2a. Acceptance of the minutes of August 12, 2025, Special Meeting.

Item No. 2b. Acceptance of the Financials for August 2025.

*Motion by Hebblethwaite, second by Elliott to approve the Consent Items 2a – 2b.

Roll call vote:

"Ayes" Elliott, Hebblethwaite, Ginn, Loggins, Smith, and Grayson.

"Nays" None

City of Chickasha

117 North 4th Street, Chickasha, OK 73018 • (405) 222-6001 • Susan.McDaniel@chickasha.org

The City of Chickasha is an equal opportunity employer and provider. For TDD/TTY assistance, please dial 711.

Motion carried. 6 – 0

Item No. 3. **Board Members Communications.**

Item No. 4. **Adjournment:**

*Motion by Hebblethwaite, second by Loggins to adjourn the meeting.

Time: 8:36 a.m.

(ATTEST)

Susan M. McDaniel, CMC - City Clerk

Zachary Grayson, Chairman

Passed and approved on the 14th day of October 2025.

ITEM NO. 2 b

Financials for September 2025

October 14, 2025
AGENDA

ITEM NO. 2 a

C I T Y O F C H I C K A S H A
FINANCIAL STATEMENT (UNAUDITED)
AS OF: SEPTEMBER 30TH, 2025

25 -CHICKASHA INDUST AUTH
FINANCIAL SUMMARY

% OF YEAR COMPLETED: 25.00

	CURRENT BUDGET	CURRENT PERIOD	PRIOR YEAR EXPENSE	Y-T-D ACTUAL	Y-T-D ENCUMBRANCE	BUDGET BALANCE	% OF BUDGET
<u>REVENUE SUMMARY</u>							
MISC REVENUES	0.00	0.00	0.00	2,500.00	0.00 (	2,500.00)	0.00
TRANSFER OTHER FUNDS-EQU	612,000.00	78,669.77	0.00	177,688.05	0.00	434,311.95	29.03
INTEREST	0.00	159.66	0.00	525.90	0.00 (	525.90)	0.00
PRIOR YEAR FUND BALANCE C	<u>368,097.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>368,097.00</u>	<u>0.00</u>
*** TOTAL REVENUES ***	<u>980,097.00</u>	<u>78,829.43</u>	<u>0.00</u>	<u>180,713.95</u>	<u>0.00</u>	<u>799,383.05</u>	<u>18.44</u>
<u>EXPENDITURE SUMMARY</u>							
25-CHICKASHA INDUSTRIAL	<u>980,097.00</u>	<u>45,401.10</u>	<u>0.00</u>	<u>183,974.69</u>	<u>9,861.16</u>	<u>786,261.15</u>	<u>19.78</u>
*** TOTAL EXPENDITURES ***	<u>980,097.00</u>	<u>45,401.10</u>	<u>0.00</u>	<u>183,974.69</u>	<u>9,861.16</u>	<u>786,261.15</u>	<u>19.78</u>
** REVENUE OVER(UNDER) EXPENDITURES **	<u>0.00</u>	<u>33,428.33</u>	<u>0.00</u>	<u>(3,260.74)</u>	<u>(9,861.16)</u>	<u>13,121.90</u>	<u>0.00</u>

CITY OF CHICKASHA
FINANCIAL STATEMENT (UNAUDITED)
AS OF: SEPTEMBER 30TH, 2025

25 -CHICKASHA INDUST AUTH

% OF YEAR COMPLETED: 25.00

REVENUE	CURRENT BUDGET	CURRENT PERIOD	PRIOR YEAR EXPENSE	Y-T-D ACTUAL	Y-T-D ENCUMBRANCE	BUDGET BALANCE	% OF BUDGET
FEES							
STATE TAX							
OTHER TAX							
GRANTS AND PROGRAMS							
DONATIONS							
CONTRACTS/AGREEMENTS							
MISC REVENUES							
4400-000 MISCELLANEOUS REVENUE	0.00	0.00	0.00	2,500.00	0.00 (	2,500.00)	0.00
TOTAL MISC REVENUES	0.00	0.00	0.00	2,500.00	0.00 (	2,500.00)	0.00
TRANSFER OTHER FUNDS-EQU							
4500-011 TRANSFER FROM GENERAL F11	612,000.00	78,669.77	0.00	177,688.05	0.00	434,311.95	29.03
TOTAL TRANSFER OTHER FUNDS-EQU	612,000.00	78,669.77	0.00	177,688.05	0.00	434,311.95	29.03
INTEREST							
4600-001 INTEREST INCOME - CD	0.00	159.66	0.00	525.90	0.00 (	525.90)	0.00
TOTAL INTEREST	0.00	159.66	0.00	525.90	0.00 (	525.90)	0.00
PRIOR YEAR FUND BALANCE C							
4700-001 AVAILABLE FUND BALANCE -	368,097.00	0.00	0.00	0.00	0.00	368,097.00	0.00
TOTAL PRIOR YEAR FUND BALANCE C	368,097.00	0.00	0.00	0.00	0.00	368,097.00	0.00
*** TOTAL REVENUE ***	980,097.00	78,829.43	0.00	180,713.95	0.00	799,383.05	18.44

C I T Y O F C H I C K A S H A
FINANCIAL STATEMENT (UNAUDITED)
AS OF: SEPTEMBER 30TH, 2025

25 -CHICKASHA INDUST AUTH
25-CHICKASHA INDUSTRIAL

% OF YEAR COMPLETED: 25.00

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	PRIOR YEAR EXPENSE	Y-T-D ACTUAL	Y-T-D ENCUMBRANCE	BUDGET BALANCE	% OF BUDGET
<u>PERSONNEL COST</u>							
<u>5101-DIRECT PERSONNEL COSTS</u>							
525-5101-001 SALARIES	80,000.00	0.00	0.00	0.00	0.00	80,000.00	0.00
TOTAL 5101-DIRECT PERSONNEL COSTS	80,000.00	0.00	0.00	0.00	0.00	80,000.00	0.00
<u>5102-RETIREMENT/PENSION COSTS</u>							
525-5102-003 MUNICIPAL PENSION	8,464.00	0.00	0.00	0.00	0.00	8,464.00	0.00
525-5102-004 FICA	6,227.00	0.00	0.00	0.00	0.00	6,227.00	0.00
TOTAL 5102-RETIREMENT/PENSION COSTS	14,691.00	0.00	0.00	0.00	0.00	14,691.00	0.00
<u>5103-INDIRECT PERSONNEL COSTS</u>							
525-5103-003 AUTO ALLOWANCE	5,200.00	0.00	0.00	0.00	0.00	5,200.00	0.00
TOTAL 5103-INDIRECT PERSONNEL COSTS	5,200.00	0.00	0.00	0.00	0.00	5,200.00	0.00
<u>5104-HEALTH CARE</u>							
525-5104-002 HEALTH INSURANCE	5,485.00	0.00	0.00	0.00	0.00	5,485.00	0.00
525-5104-003 WORKERS COMPENSATION	108.00	0.00	0.00	0.00	81.00	27.00	75.00
TOTAL 5104-HEALTH CARE	5,593.00	0.00	0.00	0.00	81.00	5,512.00	1.45
TOTAL PERSONNEL COST	105,484.00	0.00	0.00	0.00	81.00	105,403.00	0.08
<u>MAINTENANCE AND OPERATION</u>							
<u>5201-SUPPLIES</u>							
525-5201-001 OFFICE SUPPLIES/MAINTEN	1,500.00	239.97	0.00	261.81	0.00	1,238.19	17.45
TOTAL 5201-SUPPLIES	1,500.00	239.97	0.00	261.81	0.00	1,238.19	17.45
<u>5205-MAINTENANCE-PROPERTY & BL</u>							
<u>5206-UTILITIES</u>							
525-5206-001 MARKETING	40,000.00	46.00	0.00	347.77	2,280.16	37,372.07	6.57
525-5206-003 ELECTRICITY (SIGN)	2,500.00	185.13	0.00	534.11	0.00	1,965.89	21.36
525-5206-004 PROFESSIONAL DEVELOPMEN	2,500.00	0.00	0.00	0.00	0.00	2,500.00	0.00
TOTAL 5206-UTILITIES	45,000.00	231.13	0.00	881.88	2,280.16	41,837.96	7.03
<u>5208-MISCELLANEOUS</u>							
525-5208-012 MISC ACCOUNTING ADJUSTM	0.00	0.00	0.00	44,469.00	0.00	(44,469.00)	0.00
TOTAL 5208-MISCELLANEOUS	0.00	0.00	0.00	44,469.00	0.00	(44,469.00)	0.00

C I T Y O F C H I C K A S H A
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AS OF: SEPTEMBER 30TH, 2025

25 -CHICKASHA INDUST AUTH
25-CHICKASHA INDUSTRIAL

% OF YEAR COMPLETED: 25.00

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	PRIOR YEAR EXPENSE	Y-T-D ACTUAL	Y-T-D ENCUMBRANCE	BUDGET BALANCE	% OF BUDGET
<u>5210-ADVERTISING</u>							
525-5210-004 SPECIAL PROMOTIONS/OUTD	5,000.00	0.00	0.00	0.00	0.00	5,000.00	0.00
TOTAL 5210-ADVERTISING	5,000.00	0.00	0.00	0.00	0.00	5,000.00	0.00
TOTAL MAINTENANCE AND OPERATION	51,500.00	471.10	0.00	45,612.69	2,280.16	3,607.15	93.00
<u>OTHER SERVICE CHARGES</u>							
<u>5301-OPERATIONAL CONTRACT</u>							
525-5301-007 PROFESSIONAL SERVICES	15,000.00	0.00	0.00	0.00	0.00	15,000.00	0.00
TOTAL 5301-OPERATIONAL CONTRACT	15,000.00	0.00	0.00	0.00	0.00	15,000.00	0.00
<u>5302-SERVICE CONTRACTS/AG</u>							
525-5302-000 OTHER SERVICE AGREEMENT	350.00	139.00	0.00	139.00	0.00	211.00	39.71
TOTAL 5302-SERVICE CONTRACTS/AG	350.00	139.00	0.00	139.00	0.00	211.00	39.71
<u>5305-GRANTS & PROGRAMS</u>							
<u>5350-SERVICE AGENCIES AND</u>							
525-5350-002 ECONOMIC DEVELOPMENT CO	405,000.00	34,791.00	0.00	104,373.00	0.00	300,627.00	25.77
525-5350-003 TOURISM	100,000.00	0.00	0.00	0.00	0.00	100,000.00	0.00
525-5350-003.1 TOURISM- SPORTS COMPLEX	30,000.00	0.00	0.00	0.00	0.00	30,000.00	0.00
525-5350-007 CHICKASHA FESTIVAL OF L	35,000.00	0.00	0.00	0.00	0.00	35,000.00	0.00
TOTAL 5350-SERVICE AGENCIES AND	570,000.00	34,791.00	0.00	104,373.00	0.00	465,627.00	18.31
TOTAL OTHER SERVICE CHARGES	585,350.00	34,930.00	0.00	104,512.00	0.00	480,838.00	17.85
<u>TRANSFERS TO OTHER FUNDS</u>							
<u>5500-TRANSFER TO OTHER FUNDS</u>							
525-5500-039 TRANSFER OUT-AIRPORT (C	12,500.00	0.00	0.00	0.00	0.00	12,500.00	0.00
TOTAL 5500-TRANSFER TO OTHER FUNDS	12,500.00	0.00	0.00	0.00	0.00	12,500.00	0.00
TOTAL TRANSFERS TO OTHER FUNDS	12,500.00	0.00	0.00	0.00	0.00	12,500.00	0.00
<u>UNDESIGNATED EXPENSES</u>							
<u>5600-UNDESIGNATED EXPENSES</u>							
525-5600-001 CONTINGENCY RESERVES	18,763.00	0.00	0.00	0.00	0.00	18,763.00	0.00
TOTAL 5600-UNDESIGNATED EXPENSES	18,763.00	0.00	0.00	0.00	0.00	18,763.00	0.00

CITY OF CHICKASHA
FINANCIAL STATEMENT (UNAUDITED)
AS OF: SEPTEMBER 30TH, 2025

25 -CHICKASHA INDUST AUTH
25-CHICKASHA INDUSTRIAL

% OF YEAR COMPLETED: 25.00

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	PRIOR YEAR EXPENSE	Y-T-D ACTUAL	Y-T-D ENCUMBRANCE	BUDGET BALANCE	% OF BUDGET
TOTAL UNDESIGNATED EXPENSES	18,763.00	0.00	0.00	0.00	0.00	18,763.00	0.00
<u>CAPITAL EQUIPMENT</u>							
<u>6450-PROJECTS</u>							
525-6450-030 COMMUNITY CLEANUP	55,000.00	0.00	0.00	0.00	0.00	55,000.00	0.00
TOTAL 6450-PROJECTS	55,000.00	0.00	0.00	0.00	0.00	55,000.00	0.00
TOTAL CAPITAL EQUIPMENT	55,000.00	0.00	0.00	0.00	0.00	55,000.00	0.00
<u>CAPITAL EQUIPMENT</u>							
<u>6500-PROGRAMS</u>							
525-6500-001 FESTIVAL OF LIGHT	100,000.00	0.00	0.00	0.00	0.00	100,000.00	0.00
525-6500-002 FAIRGROUND EVENTS	24,000.00	0.00	0.00	22,500.00	7,500.00 (	6,000.00)	125.00
525-6500-003 EMERGING OPPORTUNITIES	0.00	0.00	0.00	1,350.00	0.00 (	1,350.00)	0.00
525-6500-008 ROCK ISLAND ARTS FESTIV	5,000.00	0.00	0.00	0.00	0.00	5,000.00	0.00
525-6500-009 OK FOOD TRUCK CHAMPIONS	10,000.00	10,000.00	0.00	10,000.00	0.00	0.00	100.00
525-6500-010 WINGS AND WHEELS EVENT	12,500.00	0.00	0.00	0.00	0.00	12,500.00	0.00
TOTAL 6500-PROGRAMS	151,500.00	10,000.00	0.00	33,850.00	7,500.00	110,150.00	27.29
TOTAL CAPITAL EQUIPMENT	151,500.00	10,000.00	0.00	33,850.00	7,500.00	110,150.00	27.29
TOTAL 25-CHICKASHA INDUSTRIAL	980,097.00	45,401.10	0.00	183,974.69	9,861.16	786,261.15	19.78
*** TOTAL EXPENDITURES ***	980,097.00	45,401.10	0.00	183,974.69	9,861.16	786,261.15	19.78

FUND : 25 -CHICKASHA INDUST AUTH

PERIOD TO USE: Sep-2025 THRU Sep-2025

DEPT : N/A

SUPPRESS ZEROS

ACCOUNTS: 4000-000.0 THRU 525-9999-999.9

[illegible]

4500-011	TRANSFER FROM GENERAL F11	
	BEGINNING BALANCE	99,018.28CR

9/30/25	9/26	B53877	11026 HOTEL/MOTEL 90%	JE# 040242	78,669.77CR	177,688.05CR
		=====	SEPTEMBER ACTIVITY DB:	0.00	CR: 78,669.77CR	78,669.77CR

4600-001	INTEREST INCOME - CD	
	BEGINNING BALANCE	366.24CR

9/30/25	10/09	B54058	Interest000000	11056	INTEREST	JE#	040356	159.66CR	525.90CR
			=====	SEPTEMBER	ACTIVITY DB:	0.00	CR:	159.66CR	159.66CR

525-5201-001	OFFICE SUPPLIES/MAINTENANCE	
	BEGINNING BALANCE	21.84

9/17/25	9/17 A39551 DFT: 000059	18791 AUG 2025 PCARD STATEMENT 0931		239.97	261.81
		BANK OF AMERICA	INV# AUG25 PCARD	/PO#	
	=====	SEPTEMBER ACTIVITY DB:	239.97	CR: 0.00	239.97

[illegible]

9/17/25	9/17 A39551 DFT: 000059	18791 AUG 2025 PCARD STATEMENT 0931		46.00	347.77
		BANK OF AMERICA	INV# AUG25 PCARD	/PO#	
	=====	SEPTEMBER ACTIVITY DB:	46.00	CR: 0.00	46.00

525-5206-003	ELECTRICITY (SIGN)	
	B E G I N N I N G B A L A N C E	348.98

9/05/25	9/05	A39282	CHK: 032878	18749	MISC ACCOUNTS - SEE	DETA 237			153.91	502.89
					PUBLIC SERVICE COMPANY OF	INV# MISC09042025	/PO#			
9/22/25	9/22	A39596	CHK: 032997	18803	MISC ACCOUNTS - SEE	DETA 237			31.22	534.11
					PUBLIC SERVICE COMPANY OF	INV# MISC09182025	/PO#			
			=====		SEPTEMBER ACTIVITY DB:	185.13	CR:	0.00	185.13	

525-5302-000	OTHER SERVICE AGREEMENTS		
	BEGINNING BALANCE		0.00

10-10-2025 1:10 PM

D E T A I L L I S T I N G

PAGE: 2

FUND : 25 -CHICKASHA INDUST AUTH

PERIOD TO USE: Sep-2025 THRU Sep-2025

DEPT : 25 CHICKASHA INDUSTRIAL AUTH SUPPRESS ZEROS

ACCOUNTS: 4000-000.0 THRU 525-9999-999.9

POST	DATE	TRAN #	REFERENCE	PACKET=====	DESCRIPTION=====	VEND	INV/PO/JE #	NOTE	=====AMOUNT=====	=====BALANCE=====
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9/17/25	9/17	A39551	DFT: 000059		18791 AUG 2025 PCARD STATEMENT 0931				139.00	139.00
					BANK OF AMERICA		INV# AUG25 PCARD	/PO#		
				=====	SEPTEMBER ACTIVITY DB:		139.00	CR: 0.00	139.00	

525-5350-002

ECONOMIC DEVELOPMENT COUNCIL

B E G I N N I N G B A L A N C E

69,582.00

9/22/25	9/22	A39591	CHK: 032992		18803 EDC MONTHLY CONTRACT SEP 185				34,791.00	104,373.00
					ECONOMIC DEVELOPMENT COUN		INV# EDC CON SEP 25	/PO#		
				=====	SEPTEMBER ACTIVITY DB:		34,791.00	CR: 0.00	34,791.00	

525-6500-009

OK FOOD TRUCK CHAMPIONSHIP

B E G I N N I N G B A L A N C E

0.00

9/03/25	8/27	A38992	CHK: 032792		18716 FOOD TRUCK		1155		10,000.00	10,000.00
					CHICKASHA CHAMBER OF COMM		INV# 07152025	/PO# 26-21105		
				=====	SEPTEMBER ACTIVITY DB:		10,000.00	CR: 0.00	10,000.00	

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000 ERRORS IN THIS REPORT!

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** REPORT TOTALS **	--- DEBITS ---	--- CREDITS ---
BEGINNING BALANCES:	138,573.59	101,884.52CR
REPORTED ACTIVITY:	45,401.10	78,829.43CR
ENDING BALANCES:	183,974.69	180,713.95CR
TOTAL FUND ENDING BALANCE:	3,260.74	

SELECTION CRITERIA

FISCAL YEAR: Jul-2025 / Jun-2026
FUND: Include: 25
PERIOD TO USE: Sep-2025 THRU Sep-2025
TRANSACTIONS: BOTH

ACCOUNT SELECTION

ACCOUNT RANGE: 4000-000.0 THRU 525-9999-999.9
DEPARTMENT RANGE: - THRU -
ACTIVE FUNDS ONLY: NO
ACTIVE ACCOUNT ONLY: NO
INCLUDE RESTRICTED ACCOUNTS: NO
DIGIT SELECTION:

PRINT OPTIONS DETAIL

OMIT ACCOUNTS WITH NO ACTIVITY: YES
PRINT ENCUMBRANCES: NO
PRINT VENDOR NAME: YES
PRINT PROJECTS: NO
PRINT JOURNAL ENTRY NOTES: NO
PRINT MONTHLY TOTALS: YES
PRINT GRAND TOTALS: NO
PRINT: INVOICE/PO #
PAGE BREAK BY: NONE

*** END OF REPORT ***

ITEM NO. 2 c

Economic Development Council of Chickasha Inc.
Check Detail for August 2025

October 14, 2025
AGENDA

Economic Development Council of Chickasha, Inc.

Check Detail

August 2025

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	CLR	AMOUNT
101.1 First National 0401						
08/01/2025	Check	8040	Intellego Med'a, LLC	Inv 0502 Live Video Production	R	-16,938.00
				Inv 0502 Live Video Production		16,938.00
08/04/2025	Check	DD	Oklahoma Employment Security Commission		R	-66.38
						-66.38
08/06/2025	Check	DD	IRS		R	-2,889.12
						-2,889.12
08/08/2025	Check	DD	OK Tax Comm		R	-455.00
						-455.00
08/15/2025	Check	8041	Visa		R	-5,637.39
				Zoom		15.99
				Quickbooks - to be refunded		1,242.00
				Quickbooks annual		1,080.54
				Hostinger		22.38
				Walmart		28.39
				Walmart		16.13
				Gannett Media		14.99
				Luigs - business lunch		56.84
				Recruiting trip to CA - mult		2,135.57
				Adobe		19.99
				Granny's Kitchen - business lunch		40.88
				Amazon		81.58
				Small Town Solutions		33.85
				Ben & Jays - staff meeting		86.32
				VSP		16.84
				SEDC Conference		745.00
08/15/2025	Check	8042	Life Skills Institute	August Cleanup	R	-500.00
				August Cleanup		500.00
08/15/2025	Check	8043	Mollman Outdoor	Inv Q41003	R	-320.00
				Inv Q41003		320.00
08/15/2025	Check	8044	Richard's Printing	Inv 63943 Visit Chickasha Rack cards	R	-1,950.00
				Inv 63943 Visit Chickasha Rack cards		1,950.00
08/15/2025	Check	ACH	Cheryl Critchfield	Payroll Operations	R	
				Payroll Operations		
08/15/2025	Check	ACH	Jim Cowan	Payroll Director	R	
				Payroll Director		
08/15/2025	Check	ACH	Matthew T Brooks, Jr.	Payroll Research	R	
				Payroll Research		
08/15/2025	Check	8045	Chickasha Community Foundation	Small Bus Startup grant - Crafty Queen		-650.00
				Small Bus Startup grant - Crafty Queen		650.00
08/15/2025	Check	8046	Vilus Investments	Storage rental	R	-300.00
				Storage rental		300.00
08/20/2025	Check	DD	IRS		R	-2,889.16
						-2,889.16
08/22/2025	Check	DD	OK Tax Comm		R	-455.00
						-455.00

Economic Development Council of Chickasha, Inc.

Check Detail

August 2025

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	GLR	AMOUNT
08/28/2025	Check	ACH	Cheryl Critchfield	Payroll Operations	R	
08/28/2025	Check	ACH	Jlm Cowan	Payroll Director Mileage Phone allowance	R	
08/28/2025	Check	ACH	Matthew T Brooks, Jr.	Payroll Research	R	
08/29/2025	Check	8047	Chickasha Chamber of Commerce	Rent, Utilities Rent, Utilities		-1,812.95 1,812.95
08/29/2025	Check	8048	Blue Cross & Blue Shield	277770 0000975470 277770 0000975470		-3,151.93 3,151.93
08/29/2025	Check	8049	Mollman Outdoor	Inv Q41023, Q41027 Inv Q41023, Q41027		-1,325.00 1,325.00
08/29/2025	Check	8050	LocalIntel Global Inc	Inv 0786 Inv 0786		-5,250.00 5,250.00
08/29/2025	Check	8051	OH18 LLC	Inv 3986 Inv 3986		-100.00 100.00
08/29/2025	Check	8052	VSP Vision Care	30099313 823481522 30099313 823481522		-44.91 44.91
08/29/2025	Check	8053	Edward Jones Financial	August contributions August contributions		-505.00 -505.00
08/29/2025	Check	8054	Angel, Johnston & Blasingame, P.C.	Inv 57188 Inv 57188		-275.00 275.00
08/29/2025	Check	8055	Delta Dental of Oklahoma	Inv 2182995 Inv 2182995		-180.00 180.00
08/31/2025	Check	SVCCHRG		Service Charge	R	-40.72 40.72

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Economic Development Council of Chickasha Inc.
Check Detail for September 2025

October 14, 2025
AGENDA

Check Detail Report

Economic Development Council of Chickasha, Inc.
September 2025

TRANSACTION DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	CLEARED	AMOUNT
101.1 First National 0401						
5506						
09/03/2025	Check	8056	Philadelphia Insurance Co	Acct 78881261	Reconciled	-3,685.00
09/03/2025	Check	8056	Philadelphia Insurance Co	Acct 78881261		3,685.00
5539						
09/03/2025	Check	DD	IRS	IRS	Reconciled	-2,889.12
09/03/2025	Check	DD	IRS		Uncleared	-2,889.12
5540						
09/05/2025	Check	DD	Oklahoma Tax Commission		Reconciled	-455.00
09/05/2025	Check	DD	Oklahoma Tax Commission	OTC	Uncleared	-455.00
5522						
09/15/2025	Check	ACH	Cheryl Critchfield	Payroll Operations Director	Reconciled	
09/15/2025	Check	ACH	Cheryl Critchfield			
5523						
09/15/2025	Check	ACH	Jim Cowan	Payroll - Director	Reconciled	
09/15/2025	Check	ACH	Jim Cowan			
5524						
09/15/2025	Check	ACH	Matthew T Brooks, Jr.	Payroll Research	Reconciled	
09/15/2025	Check	ACH	Matthew T Brooks, Jr.			
5515						
09/19/2025	Check	8057	Blue Cross & Blue Shield	277770 0000975470 Cowan, Brooks, Critchfield	Reconciled	-3,151.93
09/19/2025	Check	8057	Blue Cross & Blue Shield	277770 0000975470 Cowan, Brooks, Critchfield		3,151.93
5516						
09/19/2025	Check	8058	Mollman Outdoor	Inv Q41110, Q41105, Q41080	Reconciled	-1,622.14
09/19/2025	Check	8058	Mollman Outdoor	Inv Q41110, Q41105, Q41080		1,622.14
5517						
09/19/2025	Check	8059	Electrical Technologies, Inc.	Repair lights across Chickasha Ave	Reconciled	-3,152.00
09/19/2025	Check	8059	Electrical Technologies, Inc.			3,152.00

Check Detail Report

Economic Development Council of Chickasha, Inc.
September 2025

TRANSACTION DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	CLEARED	AMOUNT
5518						
09/19/2025	Check	8060	KSWO		Reconciled	-1,000.00
09/19/2025	Check	8060	KSWO	Inv 4087513-1		1,000.00
5519						
09/19/2025	Check	8061	Life Skills Institute		Reconciled	-500.00
09/19/2025	Check	8061	Life Skills Institute	Sept Cleanup		500.00
5520						
09/19/2025	Check	8062	Vitus Investments		Reconciled	-300.00
09/19/2025	Check	8062	Vitus Investments	Sept Storage Rental		300.00
5541						
09/19/2025	Check	DD	IRS		Reconciled	-2,889.14
09/19/2025	Check	DD	IRS	IRS	Uncleared	-2,889.14
5542						
09/19/2025	Check	DD	Oklahoma Tax Commission		Reconciled	-455.00
09/19/2025	Check	DD	Oklahoma Tax Commission	OTC	Uncleared	-455.00
5526						
09/30/2025	Check	ACH	Matthew T Brooks, Jr.		Reconciled	
09/30/2025	Check	ACH	Matthew T Brooks, Jr.	Payroll - Research		
5527						
09/30/2025	Check	ACH	Jim Cowan		Reconciled	
09/30/2025	Check	ACH	Jim Cowan	Payroll - Director		
09/30/2025	Check	ACH	Jim Cowan	Reimb mileage		
09/30/2025	Check	ACH	Jim Cowan	Reimb phone		
5528						
09/30/2025	Check	ACH	Cheryl Critchfield		Reconciled	
09/30/2025	Check	ACH	Cheryl Critchfield	Payroll Operations		
5529						
09/30/2025	Check	8063	Edward Jones Financial	September contributions Brooks, Critchfield	Uncleared	-505.00
09/30/2025	Check	8063	Edward Jones Financial	September contributions Brooks, Critchfield	Uncleared	-505.00

Check Detail Report

Economic Development Council of Chickasha, Inc.

September 2025

TRANSACTION DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	CLEARED	AMOUNT
5530						
09/30/2025	Check	8064	Chickasha Chamber of Commerce	Rent/Utilities	Uncleared	-1,816.83
09/30/2025	Check	8064	Chickasha Chamber of Commerce	Rent/Utilities		1,816.83
5531						
09/30/2025	Check	8065	OH18 LLC	Inv 3997	Uncleared	-850.00
09/30/2025	Check	8065	OH18 LLC	Inv 3997		850.00
5532						
09/30/2025	Check	8066	Delta Dental of Oklahoma	Inv 2196418 001706-0001	Uncleared	-180.00
09/30/2025	Check	8066	Delta Dental of Oklahoma	Inv 2196418 001706-0001		180.00
5533						
09/30/2025	Check	8067	VSP Vision Care	30099313 8236889350	Uncleared	-44.91
09/30/2025	Check	8067	VSP Vision Care	30099313 8236889350		44.91
5534						
09/30/2025	Check	8068	Angel, Johnston & Blasingame, P.C.	Inv 57438	Uncleared	-275.00
09/30/2025	Check	8068	Angel, Johnston & Blasingame, P.C.	Inv 57438		275.00
5535						
09/30/2025	Check	8069	Mollman Outdoor	Inv Q41168	Uncleared	-320.00
09/30/2025	Check	8069	Mollman Outdoor	Inv Q41168		320.00
5536						
09/30/2025	Check	8070	Public Service Company of Oklahoma	953-937-571-2-5	Uncleared	-42.56
09/30/2025	Check	8070	Public Service Company of Oklahoma	953-937-571-2-5		42.56
5537						
09/30/2025	Check	8071	Chickasha Chamber of Commerce	1/2 Chamber dues - Crafty Queen Inv 2613	Uncleared	-182.50
09/30/2025	Check	8071	Chickasha Chamber of Commerce	1/2 Chamber dues - Crafty Queen Inv 2613		182.50
5538						
09/30/2025	Check	Online	Visa Credit Card	Luigi's - committee lunch	Uncleared	-1,162.89
09/30/2025	Check	Online	Visa Credit Card	Wfx.com		186.73
09/30/2025	Check	Online	Visa Credit Card	Zoom		348.00
09/30/2025	Check	Online	Visa Credit Card	Zoom		15.99
09/30/2025	Check	Online	Visa Credit Card	COTPA parking		10.00

Check Detail Report

Economic Development Council of Chickasha, Inc.

September 2025

TRANSACTION DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	CLEARED	AMOUNT
09/30/2025	Check	Online	Visa Credit Card	Gannett Media		14.99
09/30/2025	Check	Online	Visa Credit Card	COTPA parking		8.00
09/30/2025	Check	Online	Visa Credit Card	Whiskey Cake - OK Travel Ind		66.48
09/30/2025	Check	Online	Visa Credit Card	Flowership - business lunch		27.36
09/30/2025	Check	Online	Visa Credit Card	Teq Plata - business lunch		68.54
09/30/2025	Check	Online	Visa Credit Card	Wix.com		120.00
09/30/2025	Check	Online	Visa Credit Card	Adobe		19.99
09/30/2025	Check	Online	Visa Credit Card	Tap House - business lunch		23.55
09/30/2025	Check	Online	Visa Credit Card	Ben & Jays - staff lunch		86.32
09/30/2025	Check	Online	Visa Credit Card	Leadership Oklahoma		150.00
09/30/2025	Check	Online	Visa Credit Card	VSP		16.94
5543						
09/30/2025	Check	SVCCHRG		Service Charge	Reconciled	-40.24
09/30/2025	Check	SVCCHRG				40.24

ITEM NO. 2 e

Economic Development Council of Chickasha Inc.
FY25/26 Budget

October 14, 2025
AGENDA

	Actuals through May 31 2025	Total Budget FY24-25	Proposed Budget FY25-26
Revenues and Gains			
Contracts	371,250.00	405,000.00	417,500.00
Miscellaneous Income	0.00	3,700.00	25,000.00
Operating Agreement	47,000.00	45,000.00	60,000.00
Tourism Holiday Lights Non-Downtown	72,258.00	70,000.00	0.00
Total Revenues and Gains	<u>\$ 490,508.00</u>	<u>\$ 523,700.00</u>	<u>\$ 502,500.00</u>
Expenses			
Advertising/Marketing	41,590.00	51,000.00	50,000.00
Prospect Hosting/Recruiting	0.00	1,000.00	3,600.00
Bank Service Charges	567.70	0.00	200.00
Rent, Parking, Utilities	22,410.35	22,500.00	22,500.00
Conferences/Professional Dev	2,740.72	2,500.00	3,000.00
Insurance - Liability, D and O	-30.00	2,200.00	2,500.00
Insurance - Worker's Comp	2,029.00	2,000.00	1,740.00
Dues, Fees, Subscriptions	28,328.45	16,000.00	20,700.00
Miscellaneous Expenses	1,019.75	100.00	200.00
Office Expenses	2,030.86	2,500.00	1,900.00
Accounting Fee	3,375.00	3,200.00	3,200.00
Professional Fees - Audit	6,200.00	6,500.00	6,200.00
Equipment Lease	1,812.12	2,000.00	1,900.00
Salaries	215,373.20	207,000.00	275,250.00
Payroll Expenses	38,800.18	40,100.00	41,000.00
Taxes - Payroll	17,420.14	16,600.00	19,810.00
Tourism Holiday Lights Non-Downtown	72,258.00	70,000.00	0.00
Travel and Call Trips	0.00	1,000.00	5,000.00
Mileage	3,469.57	1,500.00	2,800.00
Meals	1,998.00	1,500.00	2,400.00
Telephone/DSL	900.00	1,000.00	1,000.00
Website Maintenance	0.00	6,500.00	6,500.00
Tourism Expenditures	34,701.48	25,000.00	2,500.00
Small Business Start-Up Program	-1,250.00	20,000.00	25,000.00
Community Development Projects	8,550.36	13,000.00	2,000.00
Keep Chickasha Beautiful/Clean Up	9,538.26	9,000.00	1,200.00
Uniforms	402.76	0.00	400.00
Total Expenses	<u>\$ 514,235.90</u>	<u>\$ 523,700.00</u>	<u>\$ 502,500.00</u>
Other Income			
Interest Earned	3,872.85	0.00	0.00
Total Other Income	<u>\$ 3,872.85</u>	<u>\$ -</u>	<u>\$ -</u>
Increase (Decrease) in Net Assets w/o Donor Restrictions	<u>\$ (19,855.05)</u>	<u>\$ -</u>	<u>\$ -</u>

ITEM NO. 2 f

Economic Development Council of Chickasha Inc.
Cash Management Policy

October 14, 2025
AGENDA

CASH MANAGEMENT POLICY

General Provisions

- Facilitates preparation of annual operating budgets
- Determines cash flow based on revenues, current and future budgeted needs, spending trends, and investment maturities
- Optimizes interest earnings through approved, competitively bid investments
- Ensures full FDIC insurance coverage of deposits held at financial institutions
- Monitors all financially related transactions

BUDGET AND CASH FLOW MANAGEMENT

In accordance with EDC bylaws, staff will prepare the annual budget prior to the commencement of each fiscal year for subsequent approval by the Board of Directors. Additionally, staff will consult with accountants and Board of Directors to ensure sufficient cash flow and reserves to meet long term needs of the EDC.

FUNDS MANAGEMENT

EDC staff will ensure that all deposits held in financial institutions will be fully insured by the FDIC or otherwise collateralized per the guidelines set forth by the Oklahoma State Treasurer's Office. Furthermore, all maturity deposits will be competitively submitted for bids by not less than three (3) FDIC insured financial institutions which operate within the City of Chickasha upon each maturity.

RECONCILIATION AND CONTROLS OVER BANKING SERVICES

A staff member and/or third-party accounting provider shall reconcile all balances ensuring that original documents of transactions are properly approved and consistent with monthly and/or quarterly statements. Annually, an independent CPA firm shall conduct a financial statement audit of the EDC. All disbursements, except for petty cash, are generated through the accounting system by check, electronic payment, or bank draft and are approved through proper dual control procedures.