

**FUND**  
**DEPARTMENT**  
**FISCAL YEAR**

CAPITAL IMPROVEMENT-REGULAR - 2010 ▼

County Commissioners 1200 ▼

FY 2025-26 ▼

## County Officer's Annual Report

For Oklahoma County Only

*Please Read Carefully*

This form is designed for use by all **SPECIAL REVENUE FUNDS/CASH FUNDS** including the following

HIGHWAY CASH - 1110 - 910

HIGHWAY CASH - 1110 - 920

HIGHWAY CASH - 1110 - 930

RESALE PROPERTY-BUDGETED - 1130

TREASURER MORTGAGE FEE FUND - 1140

COUNTY CLERK LIEN FEE FUND - 1150

COUNTY CLERK UCC FUND - 1151

COUNTY CLERK RECORDS MGMT. & PRESERVATION FUND - 1152

SHERIFF SER. FEE FUND - 1160

SHERIFF SPECIAL REV. FUND - 1161

ASSESSOR'S REVOLVING FEE FUND - 1201

JUVENILE PROBATION FEE - 1231

JUVENILE WORK RESTITUTION FUND - 1232

JUVENILE GRANT FUND - 1233

PLANNING COMMISSION - 1240

LOCAL EMERGENCY PLANNING COMMITTEE - 1250

EMERGENCY MANAGEMENT FUND - 1251

COMMUNITY SERVICE FEE FUND - 1260

COMMUNITY SENTENCING FEE FUND - 1270

DRUG COURT FUND - 1280

MENTAL HEALTH COURT FUND - 1282

SHINE PROGRAM FUND - 1290

MIS SPECIAL REVENUE FUND - 1300

CAPITAL PROJECTS- REGULAR - 2010

CAPITAL PROJECTS - DISTRICT - 2020

TINKER CLEARING 2002 FUND - 2031

COUNTY BONDS 2008 - 2032

JAIL FACILITY FUND - 2040

SALE OF PROPERTY PROCEEDS - 2050

CAPITAL IMPROVEMENT - OSU BLDG - 2060

EMPLOYEE BENEFITS - 4010

WORKER'S COMPENSATION - 4020

SELF INSURANCE - 4030

PBA-LINCOLN BUILDING - 400

PBA-METRO PARKING GARAGE - 410

PBA-INVESTOR'S CAPITAL BUILDING - 420

PBA-DEBT SERVICE - 440

SA&I No. 1161-A Special Revenues (2000)

Adjusted by the County Clerk's Office

Department: County Commissioners 1200

Office of: Facilities Management Director

## Oklahoma County, Oklahoma

ANNUAL REPORT FOR THE FISCAL YEAR ENDING JUNE 30, 2025

## FOR SPECIAL REVENUE-CASH FUNDS

SA&amp;I No. 1161 Special For Oklahoma County Only

To The Honorable Board of County Commissioners  
and the County Excise Board

Facilities Management Director

I, Keith Monroe, the duly qualified and acting  
of the County and State aforesaid, do hereby certify that the following is a true and correct report of the Special  
Revenue Cash Funds of my office during the fiscal year just closed.

REPORT OF EARNINGS		
CLASS OF ITEMS (List only fees collected for Special Revenue Cash Funds)	COLLECTION OF THE CURRENT FISCAL YEAR	90% NORMALLY RECURRENT SOURCES OF PRECEDING YEAR
List-Statutory and Account Criteria:		0.00
Fund-		0.00
Purpose-		0.00
		0.00
Source(s) of Revenue-		0.00
Fees		0.00
Total Actual Collections	0.00	0.00

## THE DUTY OF TAXING OFFICIALS

Supreme Court Case 22, 626 Opinion Filed April 26, 1932

The Duty of Taxing Officials to make Appropriations is plain and definite, and the refusal to perform such duty is sufficient to authorize the issuance of a writ of mandamus.

"It is not the duty of taxing officials to make appropriations for the performance of constitutional governmental functions, but it is the duty of the officers charged with the performance of those duties to see that those appropriations are made, and such officers may not sit idly by and see the income and revenue of the county appropriated for other purposes then recover compensation for the performance of their duties." **Special Revenue Funds**, as required, to account for the proceeds of specific revenue sources that are restricted by law to expenditures for specified purposes.

Office of: Facilities Management

Oklahoma County, Oklahoma  
ANNUAL REPORT FOR THE FISCAL YEAR ENDING June 30, 2025  
FOR SPECIAL REVENUES - CASH FUNDS

To The Honorable Board of County Commissioners  
and the County Excise Board

I, Keith Monroe, the duly qualified and acting Facilities Management Director of the County and State aforesaid, do hereby certify that the following is a true and correct report of expenditures of this office during the fiscal year just closed with an estimate of my actual needs for the ensuing fiscal year.

REPORT OF PRIOR EXPENDITURES AND ESTIMATE OF NEEDS

CLASSIFICATION Items of Expense	Total Appropriations As of February 28	Estimated Appropriations March thru June	Checks Issued	Reserves	Estimated Appropriations to carry forward	Estimate of Needs
Salaries and Wages					0.00	0.00
Fringe Benefits					0.00	0.00
Travel					0.00	0.00
Operating Expense					0.00	0.00
Capital Outlay	8,058,395.21		610,774.95	689,810.13	6,757,810.13	500,000.00
<b>Total</b>	<b>\$8,058,395.21</b>	<b>\$0.00</b>	<b>\$610,774.95</b>	<b>\$689,810.13</b>	<b>\$6,757,810.13</b>	<b>\$500,000.00</b>

SET OUT BELOW ANY DETAIL DEEMED ESSENTIAL TO EXPLAIN ESTIMATE FOR ENSUING YEAR

Personal Services

Statutory Annual Salary of Principal Officer  
Annual Salary of First Deputy  
Annual Salary of Second Deputies at \$ \_\_\_\_\_ Per Month Per Annum  
Annual Salary of Third Deputies at \$ \_\_\_\_\_ Per Month Per Annum  
Annual Salary of Fourth Deputies at \$ \_\_\_\_\_ Per Month Per Annum  
Annual Salary of (Insert Desc.) Deputies at \$ \_\_\_\_\_ Per Month Per Annum  
Total of Principal Officer and Deputies Salaries  
Wages and/or Compensation of Part-time Help  
Travel Expenses as Authorized and/or Defined by Law  
TOTAL FOR ALL PERSONAL SERVICES


Maintenance and Operation

Postage, Telephone and Telegraph  
Books, Printed Forms, Ledgers and other Supplies  
Premiums on Surety Bonds of Officers, Deputies and Employees  
Repair and Upkeep of Office Furniture, Machines and Equipment  
TOTAL FOR MAINTENANCE AND OPERATION


Capital Outlay

Furniture, Machines and Equipment to be replaced  
Additional Furniture, Machines and Equipment Needed  
TOTAL FOR CAPITAL OUTLAY


Respectfully Submitted,

Official Title Facilities Management Director

Oklahoma County		
Budget Request Worksheet		
Fund	CAPITAL IMPROVEMENT-REGULAR - 2010	
Cost Center	County Commissioners 1200	
Exp		FY 25-26
Acct	Description	Proposed Budget
<b>51000</b>	<b>Salaries and Wages</b>	
51010	FT Salaries and Wages	-
51020	PT Salaries and Wages	-
51030	Overtime Salaries	
51050	Professional Services	
51090	Temporary Services	
	Other Salaries & Wages	
<b>51000</b>	<b>Total Salary &amp; Wages</b>	\$ -
<b>52000</b>	<b>Fringe Benefits</b>	
52010	FICA and Medicare--7.65%	-
52031	Retirement-Dept Defined Benefit	-
52032	Retirement-Dept. Defined Contribution	-
52040	Unemployment	
52045	Dept-Health, Dental & Life Ins.	-
<b>52000</b>	<b>Total Fringe Benefits</b>	\$ -
<b>53000</b>	<b>Travel</b>	
53010	Monthly Mileage/In State	
53030/53110	Lodging	
53040/53120	Meals	
53060/53140	Registration Fees	
53080/53160	Incidentals/In State	
53150	Airfare	
53020/53100	Mileage Allowance	
<b>53000</b>	<b>Total Travel</b>	\$ -
<b>54000</b>	<b>Maintenance &amp; Operation</b>	
54011	Postage	
54012	Printing & Binding	
54108	Equipment-Telecommunications	
54157	Equipment-Vendors Maint	
54456	Services Other	
	<b>Total Maint &amp; Operations</b>	\$ -
<b>55000</b>	<b>Capital Outlay</b>	
55010	Courthouse carpet	50,000.00
55010	Annex carpet	50,000.00
55010	Emergency eastside 11th floor stairwell design & const.	
55010	Detention Center Heat & Air	
55010	Courthouse 3rd Floor Judicial Chambers	
55010	Capital Assets - as needed	
55010	Annex HVAC support	
55010	Courthouse seating	
55010	Courthouse window treatments	
55010	Elevator modernization courthouse	
55010	Elevator complete new install courthouse	
55010	Complex Security	
55010	Server host	
55010	Insurance deductible and depreciation	100,000.00
55010	Unallocated capital	300,000.00
	<b>Total Capital</b>	\$ 500,000.00
	<b>Grand Total Budget Request</b>	\$ 500,000.00

**OFFICER'S ANNUAL REPORT OF EARNINGS, EXPENDITURES,  
ESTIMATED INCOME AND NEEDS**

*To The Honorable Board of County Commissioners  
and County Excise Board*

Oklahoma County, State of Oklahoma

GENTLEMEN: In pursuance of requirements of Okl. St. Ann. 68 Section 3004, and other statutes, there is set forth on the reverse side hereof an itemized statement of the accrued earnings and the cost of maintenance of the office of  , County of Oklahoma, Oklahoma, covering the fiscal year ending  , including approximate needs of said office for the ensuing fiscal year.

I further certify that the several items of probable needs are indispensable for the proper administration of the affairs of said office for the ensuing fiscal year. You will please include the same in the published County Estimate and Budget filed with the County Excise Board as provided by Okl. St. Ann.68 Section 3002..

Dated at Oklahoma City, Oklahoma, this \_\_\_\_\_ day of \_\_\_\_\_,

Official or Director's Signature

Official Title

<p><b>ANNUAL REPORT</b> of the <input type="text" value="County Commissioners 1200"/> of <b>Earnings and Expenditures</b> for FISCAL YEAR ENDING <input type="text" value="June 30, 2025"/> <b>Estimated Needs</b>  FOR ENSUING FISCAL YEAR  Filed this _____ day of _____, <input type="text" value="2025"/>  County Clerk's Office  S.A.&amp;I No. 1161-A Special Revenue-Cash Funds for Oklahoma County Only</p>
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