

To whom it may concern,

Pursuant to the Oklahoma Open Records Act (51 O.S. §§ 24A.1 et seq.), I respectfully request copies of the following public records relating to the City's financial condition and expenditures for:

Fiscal Year 2022–2023

Fiscal Year 2023–2024

Fiscal Year 2024–2025

And the current fiscal year to date

For purposes of this request, "Fiscal Year" refers to the City's officially adopted fiscal year for each respective period.

1. Annual Financial Documents

All adopted annual budgets, amended budgets, and year-end financial statements, including but not limited to any comprehensive annual financial reports (if prepared).

2. Monthly Financial Reports

All monthly revenue and expenditure reports presented to the City Council, including any fund balance reports, cash flow summaries, or other periodic financial summaries.

3. General Ledger Detail

General ledger detail reports by fund for the requested period, including line-item revenues (by source, such as water fees, fines, sales tax, grants, etc.) and line-item expenditures (by vendor, payee, department, or expenditure category), including any electronic exports or reports capable of being generated directly from the City's accounting software (e.g., PDF, CSV, Excel).

4. Fund Balances and Cash Position

Records reflecting current and historical cash balances, fund balances, reserve accounts, and investment holdings (including but not limited to CDs, savings accounts, or other financial instruments) during the requested period.

5. Debt and Financial Obligations

Records reflecting any outstanding debt obligations, notes payable, lease obligations, bond obligations, financing agreements, or other long-term liabilities in effect during the requested period, including but not limited to repayment schedules or amortization summaries.

6. Audit Reports

All external audit reports, management letters, findings, or correspondence related to the City's financial statements for the requested period.

If any portion of a requested record contains exempt material, please provide the reasonably segregable non-exempt portions after redaction, as required by 51 O.S. §24A.5. If any portion of this request is denied, please identify the specific statutory basis for denial.

Pursuant to 51 O.S. §24A.5, please provide prompt and reasonable access. If clarification is needed under the Act or if costs are expected to exceed \$25, please provide a detailed written estimate before proceeding and contact me immediately to resolve any issues.

I prefer electronic copies if available. I am willing to pay reasonable fees for search, redaction, and copying as allowed by law.

Thank you for your time and cooperation.

Respectfully,

Travis Ray

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