

Proposed Budget

South Cheyenne Water & Sewer District	
Budget Hearing Information	
215 East Allison Road	Location: 215 East Allison Road
Cheyenne, WY 82007	Date: TBD
307-635-5608	Time: TBD
Laramie County	Budget Prepared by: Dena Hansen

S-A	BUDGET MESSAGE	W.S. 16-4-104(d)
<p>The South Cheyenne Water & Sewer District FY-2018-2019 budget consists of funding for ongoing projects such as waterline maintenance, sewerline maintenance, hydrant replacements, continuation of the inflow/infiltration study and updating the water model. New budget items include replacement of sewer mainline located South of the District, sewer mainline maintenance on the main truck line with a syphon issue, and the hiring of one additional full-time operations maintenance technician.</p>		

S-B	RESERVE DESCRIPTION

S-C

Names of Board Members	Date of End of Term
Karen Hughes, President	11/6/18
James Rish, Director	11/6/18
Benjamin Marszalek, Vice Pres.	11/3/20
Sandy Moser, Director	11/3/20
Gary Moser, Director	11/3/20

Does the district have regular office hours exceeding 20 hours per week?	<input type="checkbox"/> Yes
If Yes, enter	
Address of office:	215 East Allison Road
City, State, Zip:	Cheyenne, WY 82007
Phone Number:	307-635-5608
Hours Open:	8 a.m. - 5 p.m.

Where are the minutes of your board meeting available for public review?
 215 East Allison Road, Cheyenne, WY 82007

How and where are the notices of meeting posted for the public?
 215 East Allison Road, Cheyenne, WY 82007

Where are the public meetings held?
 215 East Allison Road, Cheyenne, WY 82007

PROPOSED BUDGET SUMMARY

OVERVIEW	2016-2017 Actual	2017-2018 Estimated	2018-2019 Proposed	Pending Approval
S-1 Total Budgeted Expenditures	\$4,249,460	\$4,481,642	\$5,338,360	
S-2 Total Principal to Pay on Debt	\$0	\$0	\$0	
S-3 Total Change to Restricted Funds	\$0	-\$265,000	\$0	
S-4 Total General Fund and Forecasted Revenues Available	\$5,443,588	\$5,665,172	\$6,396,914	
S-5 Amount requested from County Commissioners	\$348,960	\$384,960	\$374,250	
S-6 Additional Funding Needed :			\$0	

REVENUE SUMMARY	2016-2017 Actual	2017-2018 Estimated	2018-2019 Proposed	Pending Approval
S-7 Operating Revenues	\$3,661,205	\$3,844,340	\$3,741,500	
S-8 Tax levy (From the County Treasurer)	\$348,960	\$384,960	\$374,250	
S-9 Government Support	\$0	\$0	\$0	
S-10 Grants	\$0	\$0	\$0	
S-11 Other County Support (Not from Co. Treas.)	\$0	\$0	\$0	
S-12 Miscellaneous	\$8,575	\$13,250	\$10,000	
S-13 Other Forecasted Revenue	\$167,226	\$165,000	\$150,000	

S-14 Total Revenue	\$4,185,966	\$4,407,550	\$4,275,750	
FY 7/1/18-6/30/19 South Cheyenne Water & Sewer District				

EXPENDITURE SUMMARY	2016-2017 Actual	2017-2018 Estimated	2018-2019 Proposed	Pending Approval
S-15 Capital Outlay	\$589,581	\$658,741	\$1,268,100	
S-16 Interest and Fees On Debt	\$0	\$0	\$0	
S-17 Administration	\$332,979	\$342,451	\$397,960	
S-18 Operations	\$3,127,671	\$3,263,950	\$3,409,500	
S-19 Indirect Costs	\$199,229	\$216,500	\$262,800	

S-20 Total Expenditures	\$4,249,460	\$4,481,642	\$5,338,360	
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DEBT SUMMARY	2016-2017 Actual	2017-2018 Estimated	2018-2019 Proposed	Pending Approval
S-21 Principal Paid on Debt	\$0	\$0	\$0	

CASH AND INVESTMENTS	2016-2017 Actual	2017-2018 Estimated	2018-2019 Proposed	Pending Approval
S-22 TOTAL GENERAL FUNDS	\$1,257,622	\$1,257,622	\$2,121,164	

Summary of Reserve Funds

S-23 Beginning Balance in Reserve Accounts				
S-24 a. Depreciation Reserve	\$917,612	\$917,612	\$652,612	
S-25 b. Other Reserve	\$100,000	\$100,000	\$100,000	
S-26 c. Emergency Reserve (Cash)	\$85,000	\$85,000	\$85,000	
Total Reserves (a+b+c)	\$1,102,612	\$1,102,612	\$837,612	
S-27 Amount to be added				
S-28 a. Depreciation Reserve	\$0	\$0	\$0	
S-29 b. Other Reserve	\$0	\$0	\$0	
S-30 c. Emergency Reserve (Cash)	\$0	\$0	\$0	
Total to be added (a+b+c)	\$0	\$0	\$0	
S-31 Subtotal	\$1,102,612	\$1,102,612	\$837,612	
S-32 Less Total to be spent	\$0	\$265,000	\$0	
S-33 TOTAL RESERVES AT END OF FISCAL YEAR	\$1,102,612	\$837,612	\$837,612	

End of Summary

Budget Officer / District Official (if not same as "Submitted by")

Date adopted by Special District _____

DISTRICT ADDRESS: 215 East Allison Road
Cheyenne, WY 82007

PREPARED BY: Dena Hansen

DISTRICT PHONE: 307-635-5608

Proposed Budget

South Cheyenne Water & Sewer District

FYE 6/30/2019

NAME OF DISTRICT/BOARD

PROPERTY TAXES AND ASSESSMENTS

		2016-2017 Actual	2017-2018 Estimated	2018-2019 Proposed	Pending Approval
R-1	Property Taxes and Assessments Received				
R-1.1	Tax Levy (From the County Treasurer)	\$348,960	\$384,960	\$374,250	
R-1.2	Other County Support				

FORECASTED REVENUE

		2016-2017 Actual	2017-2018 Estimated	2018-2019 Proposed	Pending Approval
R-2	Revenues from Other Governments				
R-2.1	State Aid				
R-2.2	Additional County Aid (non-treasurer)				
R-2.3	City (or Town) Aid				
R-2.4	Other (Specify)				
R-2.5	Total Government Support	\$0	\$0	\$0	\$0
R-3	Operating Revenues				
R-3.1	Customer Charges	\$3,661,205	\$3,844,340	\$3,741,500	
R-3.2	Sales of Goods or Services				
R-3.3	Other Assessments				
R-3.4	Total Operating Revenues	\$3,661,205	\$3,844,340	\$3,741,500	\$3,741,500
R-4	Grants				
R-4.1	Direct Federal Grants				
R-4.2	Federal Grants thru State Agencies				
R-4.3	Grants from State Agencies				
R-4.4	Total Grants	\$0	\$0	\$0	\$0
R-5	Miscellaneous Revenue				
R-5.1	Interest	\$8,575	\$13,250	\$10,000	
R-5.2	Other: Specify				
R-5.3	Other: Additional				
R-5.4	Total Miscellaneous	\$8,575	\$13,250	\$10,000	\$10,000
R-5.5	Total Forecasted Revenue	\$3,669,779	\$3,857,590	\$3,751,500	\$3,751,500
R-6	Other Forecasted Revenue				
R-6.1	a. Other past due-as estimated by Co. Treas.				
R-6.2	b. Other forecasted revenue (specify):				
R-6.3	<u>Motor Vehicle Fees/Delinquent Taxes</u>	\$167,226	\$165,000	\$150,000	
R-6.4	_____				
R-6.5	_____				
R-6.6	Total Other Forecasted Revenue (a+b)	\$167,226	\$165,000	\$150,000	\$150,000

Proposed Budget

South Cheyenne Water & Sewer District

FYE 6/30/2019

NAME OF DISTRICT/BOARD

CAPITAL OUTLAY BUDGET

		2016-2017 Actual	2017-2018 Estimated	2018-2019 Proposed	Pending Approval
E-1	Capital Outlay				
E-1.1	Real Property				
E-1.2	Vehicles		\$0	\$0	
E-1.3	Office Equipment		\$0	\$2,000	
E-1.4	Other (Specify)				
E-1.5	<u>Meters</u>	\$42,581	\$25,230	\$30,000	
E-1.6	<u>Water Lines</u>	\$0	\$66,100	\$135,100	
E-1.7	see additional details	\$547,000	\$567,411	\$1,101,000	\$1,101,000
E-1.8	TOTAL CAPITAL OUTLAY	\$589,581	\$658,741	\$1,268,100	\$1,268,100

ADMINISTRATION BUDGET

		2016-2017 Actual	2017-2018 Estimated	2018-2019 Proposed	Pending Approval
E-2	Personnel Services				
E-2.1	Administrator				
E-2.2	Secretary				
E-2.3	Clerical	\$131,334	\$147,400	\$153,500	
E-2.4	Other (Specify)				
E-2.5	<u>Auto Allowance</u>		\$960	\$960	
E-2.6	<u>Accrued-Leave</u>	\$13,960	\$15,500	\$16,000	
E-2.7	see additional details	\$22,390	\$22,850	\$24,000	\$24,000
E-3	Board Expenses				
E-3.1	Travel				
E-3.2	Mileage				
E-3.3	Other (Specify)				
E-3.4	<u>Directors Expense</u>	\$4,650	\$4,950	\$5,000	
E-3.5					
E-3.6					
E-4	Contractual Services				
E-4.1	Legal	\$12,760	\$13,500	\$15,000	
E-4.2	Accounting/Auditing	\$18,604	\$22,000	\$25,000	
E-4.3	Other (Specify)				
E-4.4	<u>Computer Technician</u>	\$3,600	\$3,600	\$4,800	
E-4.5					
E-4.6	see additional details	\$75,824	\$65,700	\$94,000	\$94,000
E-5	Other Administrative Expenses				
E-5.1	Office Supplies				
E-5.2	Office equipment, rent & repair				
E-5.3	Education				
E-5.4	Registrations				
E-5.5	Other (Specify)				
E-5.6	<u>Utilities</u>	\$5,184	\$5,600	\$6,000	
E-5.7	<u>Telephone</u>	\$3,061	\$3,300	\$3,500	
E-5.8	see additional details	\$41,612	\$37,091	\$50,200	\$50,200
E-6	TOTAL ADMINISTRATION	\$332,979	\$342,451	\$397,960	\$397,960

Proposed Budget

South Cheyenne Water & Sewer District

FYE 6/30/2019

OPERATIONS BUDGET

			2016-2017 Actual	2017-2018 Estimated	2018-2019 Proposed	Pending Approval
E-7	Personnel Services					
E-7.1	Wages--Operations		\$220,453	\$228,000	\$280,000	
E-7.2	Service Contracts					
E-7.3	Other (Specify)					
E-7.4	Overtime		\$879	\$9,000	\$15,000	
E-7.5	Summer Staff		\$0	\$3,350	\$3,000	
E-7.6						
E-8	Travel					
E-8.1	Mileage					
E-8.2	Other (Specify)					
E-8.3						
E-8.4						
E-8.5						
E-9	Operating supplies (List)					
E-9.1	Truck & Auto		\$4,439	\$3,700	\$10,000	
E-9.2	Fuel Maintenance		\$7,933	\$10,100	\$10,000	
E-9.3	Uniforms		\$6,679	\$6,200	\$10,000	
E-9.4						
E-9.5						
E-10	Program Services (List)					
E-10.1	Locating		\$1,465	\$2,500	\$3,000	
E-10.2	Drug Testing		\$440	\$400	\$500	
E-10.3	Water Testing		\$7,446	\$7,000	\$10,000	
E-10.4						
E-10.5						
E-11	Contractual Arrangements (List)					
E-11.1	Mapping		\$19,100	\$18,300	\$15,000	
E-11.2	Copier/Printer		\$4,292	\$3,900	\$5,000	
E-11.3	Water Gallons-BOPU		\$1,548,198	\$1,635,000	\$1,655,000	
E-11.4	Sewer Gallons-BOPU		\$1,272,278	\$1,272,000	\$1,295,000	
E-11.5						
E-12	Other operations (Specify)					
E-12.1	Maint Heavy Equipment		\$2,019	\$2,500	\$10,000	
E-12.2	Maint. Ofc & Grounds		\$2,115	\$2,700	\$5,000	
E-12.3	Maint. Water Lines		\$13,026	\$30,400	\$50,000	
E-12.4	Maint. Meters		\$14,708	\$16,200	\$20,000	
E-12.5	see additional details		\$2,201	\$12,700	\$13,000	\$13,000
E-13	TOTAL OPERATIONS		\$3,127,671	\$3,263,950	\$3,409,500	\$3,409,500

Proposed Budget

South Cheyenne Water & Sewer District

FYE 6/30/2019

INDIRECT COSTS BUDGET

			2016-2017 Actual	2017-2018 Estimated	2018-2019 Proposed	Pending Approval
E-14	Insurance					
E-14.1	Liability		\$24,936	\$25,800	\$30,000	
E-14.2	Buildings and vehicles					
E-14.3	Equipment					
E-14.4	Other (Specify)					
E-14.5	<u>Surety Bonds</u>		\$200	\$100	\$100	
E-14.6	<u>Directors Expense</u>		\$1,616	\$2,300	\$2,500	
E-14.7						
E-15	Indirect payroll costs:					
E-15.1	FICA (Social Security) taxes		\$30,000	\$31,000	\$35,000	
E-15.2	Workers Compensation		\$4,337	\$4,800	\$3,700	
E-15.3	Unemployment Taxes		\$2,014	\$900	\$1,500	
E-15.4	Retirement		\$26,987	\$30,600	\$40,000	
E-15.5	Health Insurance		\$109,140	\$121,000	\$150,000	
E-15.6	Other (Specify)					
E-15.7						
E-15.8						
E-15.9						
E-16	Depreciation Expenses					
E-17	TOTAL INDIRECT COSTS		\$199,229	\$216,500	\$262,800	\$262,800

DEBT SERVICE BUDGET

			2016-2017 Actual	2017-2018 Estimated	2018-2019 Proposed	Pending Approval
D-1	Debt Service					
D-1.1	Principal					
D-1.2	Interest					
D-1.3	Fees					
D-2	TOTAL DEBT SERVICE		\$0	\$0	\$0	\$0

Proposed Budget

South Cheyenne Water & Sewer District

FYE 6/30/2019

NAME OF DISTRICT/BOARD

GENERAL FUNDS					
		End of Year	Beginning	Beginning	
		2016-2017	2017-2018	2018-2019	Pending
		Actual	Estimated	Proposed	Approval
C-1	Balances at Beginning of Fiscal Year				
C-1.1	General Fund Checking Account Balance	\$1,257,622	\$1,257,622	\$2,121,164	\$2,121,164
C-1.2	Savings and Investments Account Balance		\$0		
C-1.3	General Fund CD Balance		\$0		
C-1.4	All Other Funds		\$0		
C-1.5	Reserves (From Below)	\$1,102,612	\$1,102,612	\$837,612	\$837,612
C-1.6	Total Estimated Cash and Investments on Hand	\$2,360,234	\$2,360,234	\$2,958,776	\$2,958,776
C-2	General Fund Reductions:				
C-2.1	a. Unpaid bills at FYE				
C-2.2	b. Reserves	\$1,102,612	\$837,612	\$837,612	\$837,612
C-2.3	Total Deductions (a+b)	\$1,102,612	\$837,612	\$837,612	\$837,612
C-2.4	Estimated Non-Restricted Funds Available	\$1,257,622	\$1,522,622	\$2,121,164	\$2,121,164

DEPRECIATION RESERVE (CAPITAL OUTLAY - REPLACEMENT)					
		2016-2017	2017-2018	2018-2019	Pending
		Actual	Estimated	Proposed	Approval
C-3					
C-3.1	Beginning Balance in Reserve Account (end of previous year)	\$917,612	\$917,612	\$652,612	\$652,612
C-3.2	<i>Date of Reserve Approval in Minutes:</i> _____				
C-3.3	Amount to be added to the reserve				
C-3.4	<i>Date of Reserve Approval in Minutes:</i> _____				
C-3.5	SUB-TOTAL	\$917,612	\$917,612	\$652,612	\$652,612
C-3.6	Identify the amount to be spent from "Reserve for Capital Outlay"				
C-3.7	a. C/O Lines		\$235,000		
C-3.8	b. C/O Bldg. Grounds		\$30,000		
C-3.9	c. _____				
C-3.10	<i>Date of Reserve Approval in Minutes:</i> _____				
C-3.11	TOTAL CAPITAL OUTLAY (a+b+c)	\$0	\$265,000	\$0	\$0
C-3.12	Balance to be retained in Depreciation Reserve Account	\$917,612	\$652,612	\$652,612	\$652,612

OTHER RESTRICTED FUND BALANCES - RESERVE (LEGALLY ENFORCED)					
		2016-2017	2017-2018	2018-2019	Pending
		Actual	Estimated	Proposed	Approval
C-4					
C-4.1	Beginning Balance in Reserve Account (end of previous year)	\$100,000	\$100,000	\$100,000	\$100,000
C-4.2	<i>Date of Reserve Approval in Minutes:</i> _____				
C-4.3	Amount to be added to the reserve				
C-4.4	<i>Date of Reserve Approval in Minutes:</i> _____				
C-4.5	SUB-TOTAL	\$100,000	\$100,000	\$100,000	\$100,000
C-4.6	Identify the amount and project to be spent from "Other I				
C-4.7	a. _____				
C-4.8	b. _____				
C-4.9	c. _____				
C-4.10	<i>Date of Reserve Approval in Minutes:</i> _____				
C-4.11	TOTAL OTHER RESERVE OUTLAY (a+b+c)	\$0	\$0	\$0	\$0
C-4.12	Balance to be retained in Other Reserve Account	\$100,000	\$100,000	\$100,000	\$100,000

ASSIGNED FUND BALANCE (EMERGENCY RESERVE - NOT COMMITTED)					
		2016-2017	2017-2018	2018-2019	Pending
		Actual	Estimated	Proposed	Approval
C-5					
C-5.1	Beginning Balance in Reserve Account (end of previous year)	\$85,000	\$85,000	\$85,000	\$85,000
C-5.2	<i>Date of Reserve Approval in Minutes:</i> _____				
C-5.3	Amount to be added to the reserve				
C-5.4	<i>Date of Reserve Approval in Minutes:</i> _____				
C-5.5	SUB-TOTAL	\$85,000	\$85,000	\$85,000	\$85,000
C-5.6	Amount to be spent from Emergency Reserve (Cash)				
C-5.7	<i>Date of Reserve Approval in Minutes:</i> _____				
C-5.8	Balance to be retained in Assigned Fund Balance	\$85,000	\$85,000	\$85,000	\$85,000
C-5.9	TOTAL TO BE SPENT	\$0	\$265,000	\$0	\$0