

## Proposed Budget

SOUTH OF LARAMIE WATER & SEWER DISTRICT	
Budget Hearing Information	
2461 COUNTY SHOP ROAD	Location: 2461 COUNTY SHOP ROAD
LARAMIE, WY 82070	Date: TUESDAY, JULY 10, 2018
307-742-8955	Time: 5:30 P.M
ALBANY COUNTY	Budget Prepared by: JIM SWECKARD, OPERATOR/MANAGER

S-A	<b>BUDGET MESSAGE</b>	W.S. 16-4-104(d)
<p>The budget for FY 2018/2019 reflects a cash reserve of \$165,000.00 for unforeseen expenditures, and \$48,000.00 for capital expenditures. The district reflects that the reserve account will continue increasing at a rate of 3% for the next physical year, provided no big expenditures arise. The district is looking at the calendar year based upon plant investment, water consumption revenue that will increase our cash flow since we are gaining new accounts. The district reflects that our proposed operating projections are adequate to stay in balance for FY 2018/2019</p>		

S-B	<b>RESERVE DESCRIPTION</b>	

S-C																																
	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center;">Names of Board Members</th> <th style="text-align: center;">Date of End of Term</th> </tr> </thead> <tbody> <tr><td>SUSAN ADLER</td><td style="text-align: center;">12/1/18</td></tr> <tr><td>FOSTER WHITE</td><td style="text-align: center;">12/1/20</td></tr> <tr><td>GUY MORROW</td><td style="text-align: center;">12/1/20</td></tr> <tr><td>MISSY SAMP</td><td style="text-align: center;">12/1/20</td></tr> <tr><td>NIKI DELANEY</td><td style="text-align: center;">12/1/18</td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> </tbody> </table>	Names of Board Members	Date of End of Term	SUSAN ADLER	12/1/18	FOSTER WHITE	12/1/20	GUY MORROW	12/1/20	MISSY SAMP	12/1/20	NIKI DELANEY	12/1/18													<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 80%;">Does the district have regular office hours exceeding 20 hours per week?</td> <td style="width: 20%; text-align: center;">Yes</td> </tr> <tr> <td colspan="2"> <p><b>If Yes, enter</b></p>                     Address of office: 2461 COUNTY SHOP ROAD                      City, State, Zip: LARAMIE, WY 82070                      Phone Number: 307-742-8955                      Hours Open: 9AM -3PM                 </td> </tr> <tr> <td colspan="2" style="height: 30px;"></td> </tr> </table>	Does the district have regular office hours exceeding 20 hours per week?	Yes	<p><b>If Yes, enter</b></p> Address of office: 2461 COUNTY SHOP ROAD City, State, Zip: LARAMIE, WY 82070 Phone Number: 307-742-8955 Hours Open: 9AM -3PM			
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Where are the minutes of your board meeting available for public review?

AVAILABLE IN OUR OFFICE AT 2461 COUNTY SHOP ROAD, VIA MAIL, OR EMAILED BY REQUEST
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How and where are the notices of meeting posted for the public?

LISTED ON MONTHLY BILLS AND IN THE LARAMIE DAILY BOMMERANG
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Where are the public meetings held?

2461 COUNTY SHOP ROAD, LARAMIE, WY 82070; JULY 10 BUDGET HEARING TO BE HELD AT THE ALBANY COUNTY FAIRGROUNDS
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## PROPOSED BUDGET SUMMARY

OVERVIEW		2016-2017 Actual	2017-2018 Estimated	2018-2019 Proposed	Pending Approval
S-1	<b>Total Budgeted Expenditures</b>	\$309,119	\$281,647	\$363,186	\$363,186
S-2	<b>Total Principal to Pay on Debt</b>	\$13,500	\$14,500	\$17,450	\$17,450
S-3	<b>Total Change to Restricted Funds</b>	\$0	\$0	\$0	\$0
S-4	<b>Total General Fund and Forecasted Revenues Available</b>	\$630,463	\$589,550	\$658,966	\$658,966
S-5	<i>Amount requested from County Commissioners</i>	\$64,692	\$76,000	\$79,800	\$79,800
S-6	<b>Additional Funding Needed :</b>			<b>\$0</b>	<b>\$0</b>

REVENUE SUMMARY		2016-2017 Actual	2017-2018 Estimated	2018-2019 Proposed	Pending Approval
S-7	<b>Operating Revenues</b>	\$256,185	\$248,512	\$263,000	\$263,000
S-8	<b>Tax levy (From the County Treasurer)</b>	\$64,692	\$76,000	\$79,800	\$79,800
S-9	<b>Government Support</b>	\$0	\$0	\$0	\$0
S-10	<b>Grants</b>	\$45,000	\$0	\$0	\$0
S-11	<b>Other County Support (Not from Co. Treas.)</b>	\$0	\$0	\$0	\$0
S-12	<b>Miscellaneous</b>	\$168	\$700	\$800	\$800
S-13	<b>Other Forecasted Revenue</b>	\$24,244	\$24,164	\$36,366	\$36,366
S-14	<b>Total Revenue</b>	\$390,289	\$349,376	\$379,966	\$379,966

FY 7/1/18-6/30/19 SOUTH OF LARAMIE WATER & SEWER DISTRICT

EXPENDITURE SUMMARY		2016-2017 Actual	2017-2018 Estimated	2018-2019 Proposed	Pending Approval
S-15	<b>Capital Outlay</b>	\$2,500	\$1,000	\$19,950	\$19,950
S-16	<b>Interest and Fees On Debt</b>	\$17,292	\$15,870	\$17,450	\$17,450
S-17	<b>Administration</b>	\$48,221	\$36,470	\$42,677	\$42,677
S-18	<b>Operations</b>	\$205,790	\$187,709	\$239,053	\$239,053
S-19	<b>Indirect Costs</b>	\$35,316	\$40,598	\$44,056	\$44,056
S-20	<b>Total Expenditures</b>	\$309,119	\$281,647	\$363,186	\$363,186

DEBT SUMMARY		2016-2017 Actual	2017-2018 Estimated	2018-2019 Proposed	Pending Approval
S-21	<b>Principal Paid on Debt</b>	\$13,500	\$14,500	\$17,450	\$17,450

CASH AND INVESTMENTS		2016-2017 Actual	2017-2018 Estimated	2018-2019 Proposed	Pending Approval
S-22	<b>TOTAL GENERAL FUNDS</b>	\$240,174	\$240,174	\$279,000	\$279,000
<b>Summary of Reserve Funds</b>					
S-23	<b>Beginning Balance in Reserve Accounts</b>				
S-24	a. Depreciation Reserve	\$0	\$0	\$0	\$0
S-25	b. Other Reserve	\$0	\$0	\$0	\$0
S-26	c. Emergency Reserve (Cash)	\$0	\$0	\$0	\$0
	<b>Total Reserves (a+b+c)</b>	\$0	\$0	\$0	\$0
S-27	<b>Amount to be added</b>				
S-28	a. Depreciation Reserve	\$0	\$0	\$0	\$0
S-29	b. Other Reserve	\$0	\$0	\$0	\$0
S-30	c. Emergency Reserve (Cash)	\$0	\$0	\$0	\$0
	<b>Total to be added (a+b+c)</b>	\$0	\$0	\$0	\$0
S-31	<b>Subtotal</b>	\$0	\$0	\$0	\$0
S-32	<b>Less Total to be spent</b>	\$0	\$0	\$0	\$0
S-33	<b>TOTAL RESERVES AT END OF FISCAL YEAR</b>	\$0	\$0	\$0	\$0

*End of Summary*

Budget Officer / District Official (if not same as "Submitted by") \_\_\_\_\_ Date adopted by Special District \_\_\_\_\_

**DISTRICT ADDRESS:** 2461 COUNTY SHOP ROAD  
LARAMIE, WY 82070

**PREPARED BY:** JIM SWECKARD, OPERATOR/M

**DISTRICT PHONE:** 307-742-8955



## Proposed Budget

SOUTH OF LARAMIE WATER & SEWER DISTRICT  
 NAME OF DISTRICT/BOARD

FYE 6/30/2019

### PROPERTY TAXES AND ASSESSMENTS

		2016-2017 Actual	2017-2018 Estimated	2018-2019 Proposed	Pending Approval
R-1	<b>Property Taxes and Assessments Received</b>				
R-1.1	<b>Tax Levy (From the County Treasurer)</b>	\$64,692	\$76,000	\$79,800	\$79,800
R-1.2	Other County Support				

### FORECASTED REVENUE

		2016-2017 Actual	2017-2018 Estimated	2018-2019 Proposed	Pending Approval
R-2	<b>Revenues from Other Governments</b>				
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	<b>Total Government Support</b>	\$0	\$0	\$0	\$0
R-3	<b>Operating Revenues</b>				
R-3.1	Customer Charges	\$148,185	\$145,000	\$155,000	\$155,000
R-3.2	Sales of Goods or Services	\$108,000	\$103,512	\$108,000	\$108,000
R-3.3	Other Assessments				
R-3.4	<b>Total Operating Revenues</b>	\$256,185	\$248,512	\$263,000	\$263,000
R-4	<b>Grants</b>				
R-4.1	Direct Federal Grants				
R-4.2	Federal Grants thru State Agencies				
R-4.3	Grants from State Agencies	\$45,000			
R-4.4	<b>Total Grants</b>	\$45,000	\$0	\$0	\$0
R-5	<b>Miscellaneous Revenue</b>				
R-5.1	Interest	\$168	\$700	\$800	\$800
R-5.2	Other: Specify				
R-5.3	Other: Additional				
R-5.4	<b>Total Miscellaneous</b>	\$168	\$700	\$800	\$800
R-5.5	<b>Total Forecasted Revenue</b>	\$301,353	\$249,212	\$263,800	\$263,800
R-6	<b>Other Forecasted Revenue</b>				
R-6.1	a. Other past due-as estimated by Co. Treas.				
R-6.2	b. Other forecasted revenue (specify):				
R-6.3	Plant Investment fees	\$24,244	\$24,164	\$36,366	\$36,366
R-6.4	_____				
R-6.5	_____				
R-6.6	<b>Total Other Forecasted Revenue (a+b)</b>	\$24,244	\$24,164	\$36,366	\$36,366

# Proposed Budget

SOUTH OF LARAMIE WATER & SEWER DISTRICT  
 NAME OF DISTRICT/BOARD

FYE 6/30/2019

## CAPITAL OUTLAY BUDGET

		2016-2017 Actual	2017-2018 Estimated	2018-2019 Proposed	Pending Approval
<b>E-1</b>	<b>Capital Outlay</b>				
E-1.1	Real Property				
E-1.2	Vehicles				
E-1.3	Office Equipment	\$1,500		\$1,500	\$1,500
E-1.4	Other (Specify)				
E-1.5	Interest and Fees on Deb			\$17,450	\$17,450
E-1.6	Miscellaneous	\$1,000	\$1,000	\$1,000	\$1,000
E-1.7					
E-1.8	<b>TOTAL CAPITAL OUTLAY</b>	<b>\$2,500</b>	<b>\$1,000</b>	<b>\$19,950</b>	<b>\$19,950</b>

## ADMINISTRATION BUDGET

		2016-2017 Actual	2017-2018 Estimated	2018-2019 Proposed	Pending Approval
<b>E-2</b>	<b>Personnel Services</b>				
E-2.1	Administrator				
E-2.2	Secretary	\$21,421	\$20,600	\$20,982	\$20,982
E-2.3	Clerical				
E-2.4	Other (Specify)				
E-2.5					
E-2.6					
E-2.7					
<b>E-3</b>	<b>Board Expenses</b>				
E-3.1	Travel				
E-3.2	Mileage				
E-3.3	Other (Specify)				
E-3.4					
E-3.5					
E-3.6					
<b>E-4</b>	<b>Contractual Services</b>				
E-4.1	Legal	\$2,000	\$500	\$500	\$500
E-4.2	Accounting/Auditing	\$6,500	\$5,800	\$6,000	\$6,000
E-4.3	Other (Specify)				
E-4.4	Legal Adds	\$2,500	\$2,000	\$2,500	\$2,500
E-4.5	Elections	\$4,500		\$1,100	\$1,100
E-4.6					
<b>E-5</b>	<b>Other Administrative Expenses</b>				
E-5.1	Office Supplies	\$6,400	\$4,045	\$5,000	\$5,000
E-5.2	Office equipment, rent & repair				
E-5.3	Education	\$1,800	\$600	\$1,800	\$1,800
E-5.4	Registrations				
E-5.5	Other (Specify)				
E-5.6	Membership Fees	\$600	\$425	\$495	\$495
E-5.7	Equipment Contracts	\$2,500	\$2,500	\$2,800	\$2,800
E-5.8	see additional details			\$1,500	\$1,500
<b>E-6</b>	<b>TOTAL ADMINISTRATION</b>	<b>\$48,221</b>	<b>\$36,470</b>	<b>\$42,677</b>	<b>\$42,677</b>

# Proposed Budget

SOUTH OF LARAMIE WATER & SEWER DISTRICT

FYE 6/30/2019

<b>OPERATIONS BUDGET</b>
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		2016-2017 Actual	2017-2018 Estimated	2018-2019 Proposed	Pending Approval
<b>E-7</b>	<b>Personnel Services</b>				
E-7.1	Wages--Operations	\$47,532	\$48,925	\$51,190	\$51,190
E-7.2	Service Contracts				
E-7.3	Other (Specify)				
E-7.4	Back up Operator	\$8,400	\$4,700	\$8,400	\$8,400
E-7.5					
E-7.6					
<b>E-8</b>	<b>Travel</b>				
E-8.1	Mileage	\$4,848	\$4,600	\$4,800	\$4,800
E-8.2	Other (Specify)				
E-8.3	Transmission & Distribut	\$8,027	\$8,000	\$10,000	\$10,000
E-8.4	Plant Fees	\$12,084	\$12,084	\$18,183	\$18,183
E-8.5					
<b>E-9</b>	<b>Operating supplies (List)</b>				
E-9.1	Water Purchase	\$100,000	\$97,000	\$98,000	\$98,000
E-9.2					
E-9.3					
E-9.4					
E-9.5					
<b>E-10</b>	<b>Program Services (List)</b>				
E-10.1					
E-10.2					
E-10.3					
E-10.4					
E-10.5					
<b>E-11</b>	<b>Contractual Arrangements (List)</b>				
E-11.1					
E-11.2					
E-11.3					
E-11.4					
E-11.5					
<b>E-12</b>	<b>Other operations (Specify)</b>				
E-12.1					
E-12.2	Grant Portion (75/25 Split)	\$11,250	\$0	\$0	
E-12.3	Utilities	\$12,860	\$12,400	\$13,980	\$13,980
E-12.4	New Pump (#2)	\$789	\$0	\$0	
E-12.5	see additional details			\$34,500	\$34,500
<b>E-13</b>	<b>TOTAL OPERATIONS</b>	<b>\$205,790</b>	<b>\$187,709</b>	<b>\$239,053</b>	<b>\$239,053</b>

# Proposed Budget

SOUTH OF LARAMIE WATER & SEWER DISTRICT

FYE 6/30/2019

## INDIRECT COSTS BUDGET

			2016-2017 Actual	2017-2018 Estimated	2018-2019 Proposed	Pending Approval
<b>E-14</b>	<b>Insurance</b>					
E-14.1	Liability		\$1,303	\$1,769	\$1,860	\$1,860
E-14.2	Buildings and vehicles		\$4,632	\$5,234	\$5,300	\$5,300
E-14.3	Equipment					
E-14.4	Other (Specify)					
E-14.5	<u>Officer/Director Policy</u>		\$0	\$1,572	\$1,600	\$1,600
E-14.6	<u>Bond for Treasurer</u>		\$200	\$225	\$240	\$240
E-14.7						
<b>E-15</b>	<b>Indirect payroll costs:</b>					
E-15.1	FICA (Social Security) taxes		\$5,443	\$5,302	\$5,841	\$5,841
E-15.2	Workers Compensation		\$1,288	\$1,458	\$1,907	\$1,907
E-15.3	Unemployment Taxes		\$192	\$240	\$252	\$252
E-15.4	Retirement					
E-15.5	Health Insurance		\$22,258	\$24,798	\$27,056	\$27,056
E-15.6	Other (Specify)					
E-15.7						
E-15.8						
E-15.9						
<b>E-16</b>	<b>Depreciation Expenses</b>					
<b>E-17</b>	<b>TOTAL INDIRECT COSTS</b>		<b>\$35,316</b>	<b>\$40,598</b>	<b>\$44,056</b>	<b>\$44,056</b>

## DEBT SERVICE BUDGET

			2016-2017 Actual	2017-2018 Estimated	2018-2019 Proposed	Pending Approval
<b>D-1</b>	<b>Debt Service</b>					
D-1.1	Principal		\$13,500	\$14,500	\$17,450	\$17,450
D-1.2	Interest		\$17,292	\$15,870	\$17,450	\$17,450
D-1.3	Fees					
<b>D-2</b>	<b>TOTAL DEBT SERVICE</b>		<b>\$30,792</b>	<b>\$30,370</b>	<b>\$34,900</b>	<b>\$34,900</b>

# Proposed Budget

SOUTH OF LARAMIE WATER & SEWER DISTRICT  
 NAME OF DISTRICT/BOARD

FYE 6/30/2019

## GENERAL FUNDS

		<i>End of Year</i>	<i>Beginning</i>	<i>Beginning</i>	
		2016-2017	2017-2018	2018-2019	Pending
		Actual	Estimated	Proposed	Approval
<b>C-1</b>	<b>Balances at Beginning of Fiscal Year</b>				
C-1.1	General Fund Checking Account Balance	\$39,196	\$39,196	\$25,000	\$25,000
C-1.2	Savings and Investments Account Balance	\$128,726	\$128,726	\$165,000	\$165,000
C-1.3	General Fund CD Balance	\$34,022	\$34,022	\$58,000	\$58,000
C-1.4	All Other Funds	\$38,230	\$38,230	\$31,000	\$31,000
C-1.5	Reserves (From Below)	\$0	\$0	\$0	\$0
C-1.6	<b>Total Estimated Cash and Investments on Hand</b>	<b>\$240,174</b>	<b>\$240,174</b>	<b>\$279,000</b>	<b>\$279,000</b>
<b>C-2</b>	<b>General Fund Reductions:</b>				
C-2.1	a. Unpaid bills at FYE				
C-2.2	b. Reserves	\$0	\$0	\$0	\$0
C-2.3	<b>Total Deductions (a+b)</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
C-2.4	<b>Estimated Non-Restricted Funds Available</b>	<b>\$240,174</b>	<b>\$240,174</b>	<b>\$279,000</b>	<b>\$279,000</b>

## DEPRECIATION RESERVE (CAPITAL OUTLAY - REPLACEMENT)

		2016-2017	2017-2018	2018-2019	Pending
		Actual	Estimated	Proposed	Approval
<b>C-3</b>					
C-3.1	Beginning Balance in Reserve Account (end of previous year)		\$0	\$0	
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	<b>SUB-TOTAL</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
C-3.6	Identify the amount to be spent from "Reserve for Capital Outlay"				
C-3.7	a. _____				
C-3.8	b. _____				
C-3.9	c. _____				
C-3.10	<i>Date of Reserve Approval in Minutes:</i>				
C-3.11	<b>TOTAL CAPITAL OUTLAY (a+b+c)</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
C-3.12	Balance to be retained in Depreciation Reserve Account	\$0	\$0	\$0	\$0

## OTHER RESTRICTED FUND BALANCES - RESERVE (LEGALLY ENFORCED)

		2016-2017	2017-2018	2018-2019	Pending
		Actual	Estimated	Proposed	Approval
<b>C-4</b>					
C-4.1	Beginning Balance in Reserve Account (end of previous year)		\$0	\$0	
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	<b>SUB-TOTAL</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
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	<b>TOTAL OTHER RESERVE OUTLAY (a+b+c)</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
C-4.12	Balance to be retained in Other Reserve Account	\$0	\$0	\$0	\$0

## ASSIGNED FUND BALANCE (EMERGENCY RESERVE - NOT COMMITTED)

		2016-2017	2017-2018	2018-2019	Pending
		Actual	Estimated	Proposed	Approval
<b>C-5</b>					
C-5.1	Beginning Balance in Reserve Account (end of previous year)		\$0	\$0	
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	<b>SUB-TOTAL</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
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	\$0	\$0	\$0	\$0
C-5.9	<b>TOTAL TO BE SPENT</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>