INSTRUCTIONS FOR COMPLETING BUDGET REQUEST FORM

In accordance with the requirements of WS 16-4-104 The Department of Audit has modified the Standard Budget Form.

1. Please follow the steps below:

a. Download as this Excel file and save to your computer.

b. **Begin by reading this instruction sheet and continue by inputting data on the following 9 worksheets (Tabs are along the bottom of the page).** This will automatically fill results to the "Budget Summary" sheet.

c. Enter all required information at the bottom of this sheet (Name, FYE, Date of Hearing, Location of Hearing).

<u>* DO NOT enter data into cells shaded in gray ***</u>**

2. Choose, in the drop-down box in the upper right corner of this page, which budget ("proposed" or "final") you intend to submit at this time. ***Note: If you are preparing a proposed budget the "Final Budget" column will be blacked out. ***

3. In places you are asked to identify a specific item, please describe it in detail for proposed budget.

4. For EACH budget form prepared (Proposed or Final) you will click the submit button on the "Budget Summary" page. This will save a copy of the budget in your DOCUMENTS folder in .pdf format. The saved copy of the budget will then be submitted via email to your County Commissioners <u>AND</u> to the Wyoming Department of Audit at doa-pfd-web@wyo.gov.

5. If you have ANY questions, or concerns, please contact the Public Funds Division at 307-777-7798.

<u>Helpful Tip</u>: Certain headings have comments attached to them, which contain more detailed information regarding the section of the budget form you are about to complete. If you do not see these comments (they appear in yellow boxes to the right of the budget form) simply place the cursor over the cell and they will appear.

NOTE: The column headed "Final Approval" will not be completed until the Public Budget hearing is held. The public hearing is to be held not later than 5 days after the 3rd Thursday in July in accordance with W.S. 16-4-109(b). Or, the governing board of any special purpose district may choose to hold the budget hearing in conjunction with the county budget hearings and so advertise.

BEGIN HERE

NAME OF DISTRICT/BOARD:	SALT CREEK WATER DISTRICT	**YOUR NAME:**	LAVONNE CLARK
DISTRICT ADDRESS:	BOX 847	**HEARING DATE:**	21-Jul-14
	NEWCASTLE WY. 82701		
DISTRICT PHONE:	307 746 3331	**LOCATION OF HEARING:**	
FYE:	6/30/2014	**TIME OF HEARING:**	7:00 PM

Proposed Budget

SALT CREEK WATER DISTRICT

NAME OF DISTRICT/BOARD

FYE 6/30/2014

SCHEDULE A

RESERVE FUNDS WORKSHEET

DATA INPUT

A-1 DEPRECIATION (REPLACEMENT) RESERVE

		Prior Year Actual	Current Year Estimated	Proposed Budget	Final Approval
A-1.1	Balance in Reserve Account, **beginning of budget year**	$0	$0	$0	
A-1.2	Amount to be added to the reserve	$0	$0	$0	
A-1.3	SUB-TOTAL	$0	$0	$0	
A-1.4	Identify the amount to be spent from "Reserve for Capital Outlay"				
	a. ____________				
	b. ____________				
	c. ____________				
A-1.5	TOTAL CAPITAL OUTLAY (a+b+c)	$0	$0	$0	
A-1.6	(Line 3 - Line 5)	$0	$0	$0	

A-2 OTHER RESERVE

		Prior Year Actual	Current Year Estimated	Proposed Budget	Final Approval
A-2.1	Balance in Reserve Account, beginning of budget year	$183,386	$184,000	$184,000	
A-2.2	Amount to be added to the reserve				
A-2.3	SUB-TOTAL	$183,386	$184,000	$184,000	
A-2.4	Identify the amount and project to be spent from "Other Reserves"				
	a. ____________	$0	$0	$22,953	
	b. ____________				
	c. ____________				
A-2.5	TOTAL OTHER RESERVE OUTLAY (a+b+c)	$0	$0	$22,953	
A-2.6	- Line 11)	$183,386	$184,000	$161,047	

A-3 EMERGENCY RESERVE (cash)

		Prior Year Actual	Current Year Estimated	Proposed Budget	Final Approval
A-3.1	Balance in Reserve Account, beginning of budget year	$22,953	$23,000	$23,000	
A-3.2	Amount to be added to the reserve	$0	$0	$0	
A-3.3	SUB-TOTAL	$22,953	$23,000	$23,000	
A-3.4	Amount to be spent from Emergency Reserve (Cash)			$0	
A-3.5	15 - Line 16)	$22,953	$23,000	$23,000	
A-4	***TOTAL TO BE SPENT***	$0	$0	$22,953	

Form approved by Department of Audit, Public Funds Division

SALT CREEK WATER DISTRICT

NAME OF DISTRICT/BOARD

FYE 6/30/2014

SCHEDULE B

ADMINISTRATION BUDGET

DATA INPUT

		ACTIVITY	Prior Year Actual	Current Year Estimated	Proposed Budget	Final Approval
B-1	**Personnel Services:**					
B-1.1		Administrator	$0	$0	$0	
B-1.2		Secretary	$0	$0	$0	
B-1.3		Clerical	$0	$0	$0	
B-1.4		Other (Specify)				
B-1.5						
B-1.6						
B-2	**Board Expenses:**					
B-2.1		Travel	$0	$0	$0	
B-2.2		Mileage	$0	$0	$0	
B-2.3		Other (Specify)				
B-2.4						
B-2.5						
B-3	**Contractual Services:**					
B-3.1		Legal	$0	$2,500	$1,000	
B-3.2		Accounting/Auditing	$800	$800	$800	
B-3.3		Other (Specify)				
B-3.4						
B-3.5						
B-4	**Other:**					
B-4.1		Office Supplies				
B-4.2		Office equipment, rent & repair	$300	$300	$200	
B-4.3		Education	$0	$0	$0	
B-4.4		Registrations	$0	$0	$0	
B-4.5		Other (Specify)				
B-4.6		DUES	$75	$75	$75	
B-4.7			$220	$220	$220	
B-5	**TOTAL ADMINISTRATION**		$1,395	$3,895	$2,295	

Form approved by Department of Audit, Public Funds Division

SALT CREEK WATER DISTRICT

NAME OF DISTRICT/BOARD

FYE 6/30/2014

SCHEDULE C

OPERATIONS BUDGET

DATA INPUT

		ACTIVITY	Prior Year Actual	Current Year Estimated	Proposed Budget	Final Approval
C-1	**Personnel Services:**					
C-1.1		Wages--Operations				
C-1.2		Service Contracts				
C-1.3		Other (Specify)				
C-1.4						
C-1.5						
C-2	**Travel:**					
C-2.1		Mileage	$0	$0	$0	
C-2.2		Other (Specify)				
C-2.3			$0	$0	$0	
C-2.4						
C-3	**Operating supplies (List):**					
C-3.1		WATER/SEWER SYSTEI	$37,659	$38,000	$38,000	
C-3.2						
C-3.3						
C-3.4						
C-4	**Program Services (List):**					
C-4.1		REPAIRS & MAINTENAN	$55,988	$56,000	$56,000	
C-4.2		PROFESSIONAL FEES	$9,963	$10,000	$10,500	
C-4.3						
C-4.4						
C-5	**Contractual Arrangements (List):**					
C-5.1		WATER/SEWER	$20,129	$20,200	$20,200	
C-5.2		BILLING OPERATIONS				
C-5.3		METER READING				
C-5.4						
C-6	**Other operations (Specify):**					
C-6.1		WATER PURCHASES	$2,211	$2,300	$2,300	
C-6.2		UTILITIES	$11,096	$11,100	$11,200	
C-6.3		RENT	$750	$750	$750	
C-6.4						
C-7	**TOTAL OPERATIONS**		$137,796	$138,350	$138,950	

Form approved by Department of Audit, Public Funds Division

SALT CREEK WATER DISTRICT

NAME OF DISTRICT/BOARD

FYE 6/30/2014

SCHEDULE D

INDIRECT COSTS BUDGET

DATA INPUT

	ACTIVITY		Prior Year Actual	Current Year Estimated	Proposed Budget	Final Approval
D-1	**Insurance**					
D-1.1		Liability	$850	$850	$900	
D-1.2		Buildings and vehicles				
D-1.3		Equipment				
D-1.4		Other (Specify)				
D-1.5						
D-1.6						
D-2	**Indirect payroll costs:**					
D-2.1		FICA (Social Security) taxes				
D-2.2		Workers Compensation				
D-2.3		Unemployment Taxes				
D-2.4		Retirement				
D-2.5		Health Insurance				
D-2.6		Other (Specify)				
D-3	**Depreciation Expenses**		$79,320	$79,000	$79,000	
D-4	**TOTAL INDIRECT COSTS**		$80,170	$79,850	$79,900	

Form approved by Department of Audit, Public Funds Division

SALT CREEK WATER DISTRICT

NAME OF DISTRICT/BOARD

FYE

SCHEDULE E

CAPITAL OUTLAY BUDGET

DATA INPUT

		ACTIVITY	Prior Year Actual	Current Year Estimated	Proposed Budget
E-1	**Capital Outlay**				
E-1.1		Real Property	$0	$0	$0
E-1.2		Vehicles	$0	$0	$0
E-1.3		Office Equipment	$0	$0	$0
E-1.4		Other (Specify)			
E-1.5					
E-1.6					
E-2	**TOTAL CAPITAL OUTLAY**		$0	$0	$0

Form approved by Department of Audit, Public Funds Division

6/30/2014

Final Approval
[redacted]

SALT CREEK WATER DISTRICT

NAME OF DISTRICT/BOARD

FYE 6/30/2014

SCHEDULE F

DEBT SERVICE BUDGET

DATA INPUT

		ACTIVITY	Prior Year Actual	Current Year Estimated	Proposed Budget	Final Approval
F-1	**Debt Service**					
F-1.1		Principal	$57,354	$57,534	$58,000	
F-1.2		Interest	$34,400	$34,400	$34,400	
F-1.3		Fees	$0	$0	$0	
F-2	**TOTAL DEBT SERVICE**		$91,754	$91,934	$92,400	

Form approved by Department of Audit, Public Funds Division

SALT CREEK WATER DISTRICT

NAME OF DISTRICT/BOARD

FYE 6/30/2014

SCHEDULE G

CASH AND FORECASTED REVENUE

DATA INPUT

	FORECASTED REVENUE		Prior Year Actual	Current Year Estimated	Proposed Budget	Final Approval
G-1	**Government Support**					
G-1.1		State Aid	$0	$0	$0	
G-1.2		County Aid	$0	$0	$0	
G-1.3		City (or Town) Aid	$0	$0	$0	
G-1.4		Other (Specify)	$0	$0	$0	
G-1.5		Total Government Support	$0	$0	$0	
G-2	**Operating Revenues**					
G-2.1		Customer Charges	$194,260	$194,000	$194,000	
G-2.2		Sales of Goods or Services	$0	$0	$0	
G-2.3		Other Assessments	$0	$0	$0	
G-2.4		Total Operating Revenues	$194,260	$194,000	$194,000	
G-3	**Grants**					
G-3.1		Direct Federal Grants	$0	$0	$0	
G-3.2		Federal Grants thru State Agencies	$0	$0	$0	
G-3.3		Grants from State Agencies	$0	$0	$0	
G-3.4		Total Grants	$0	$0	$0	
G-4	**Miscellaneous:**					
G-4.1		Interest	$2,106	$2,100	$2,100	
G-4.2		Other: Specify	$0	$0	$0	
G-4.3		Total Miscellaneous	$2,106	$2,100	$2,100	
G-5	**Total Forecasted Revenue**		$196,366	$196,100	$196,100	

			Prior Year Actual	Current Year Estimated	Proposed Budget	Final Approval
G-6	**Total Estimated Cash and Investments on Hand**					
G-7	**Deductions:**					
G-7.1		a. Unpaid bills at FYE	$30,057	$30,000	$30,000	
G-7.2		b. Reserves	$206,339	$207,000	$207,000	
G-7.3		**Total Deductions (a+b)**	$236,396	$237,000	$237,000	
G-8	**Estimated cash available**		-$236,396	-$237,000	-$237,000	
G-9	**Other Forecasted revenues:**					
G-9.1		a. Other past due-as estimated by Co. Treas.	$0	$0		
G-9.2		b. Other forecasted revenue (specify):				
G-9.3						
G-9.4						
G-9.5		**Total Other Forecasted Revenue (a+b)**	$0	$0	$0	
G-10	**Total Cash Available and Forecasted Revenue**		-$40,030	-$40,900	-$40,900	

Form approved by Department of Audit, Public Funds Division

Proposed Budget

SALT CREEK WATER DISTRICT
NAME OF DISTRICT/BOARD

FYE 6/30/2014

SCHEDULE H
Analysis of Additional Financial Support Required:

DATA INPUT

		Prior Year Actual	Current Year Estimated	Proposed Budget	Final Approval
H-1	Tax levy (for entities able to make levies)				
H-2	Other County Support				
H-3	Provision for tax shrinkage (Provided by County Treasurer)				

Form approved by Department of Audit, Public Funds Division

SALT CREEK WATER DISTRICT

NAME OF DISTRICT/BOARD

FYE 6/30/2014

I-1 BUDGET MESSAGE

THE SALT CREEK WATER DISTRICT SERVES WATER AND SEWER TO 223 CUSTOMERS. WM. CARSON PREPARED THE BUDGET

Form approved by Department of Audit, Public Funds Division

Proposed Budget

SALT CREEK WATER DISTRICT	21-Jul-14
NAME OF DISTRICT/BOARD	**DATE OF BUDGET HEARING**

6/30/2014	0	7:00 PM
FYE	**LOCATION OF BUDGET HEARING**	**TIME OF HEARING**

FINAL BUDGET SUMMARY

		Prior Year Actual	Current Year Estimated	Proposed Budget	Final Approval
S-1	**Total Expenditures, Cash Requirements**	$311,115	$314,029	$313,545	
S-2	**Total to be added to Reserves**	$0	$0	$0	
S-3	**Total Cash and Forecasted Revenues**	-$40,030	-$40,900	-$40,900	
S-4	**Additional Financial Support Required**	$351,145	$354,929	$354,445	
S-5	**Amount as approved by County Commissioners**	$0	$0	$0	

Analysis of additional Financial Support Required:

		Prior Year Actual	Current Year Estimated	Proposed Budget	Final Approval
S-6	**Tax levy (for entities able to make levies)**	$0	$0	$0	
S-7	**Other County Support**	$0	$0	$0	

Additional funding approved by:

Date Approved_________

County Commissioner

S-8 **BUDGET MESSAGE** per W.S. 16-4-104(c)

THE SALT CREEK WATER DISTRICT SERVES WATER AND SEWER TO 223 CUSTOMERS. WM. CARSON PREPARED THE BUDGET

Date adopted by Special District

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

SALT CREEK WATER DISTRICT
NAME OF DISTRICT/BOARD

FYE 06/30/14

CASH AND FORECASTED REVENUE

FORECASTED REVENUE		Prior Year Actual	Current Year Estimated	Proposed Budget	Final Approval
J-1	**Government Support**	$0	$0	$0	
J-2	**Operating Revenues**	$194,260	$194,000	$194,000	
J-3	**Grants**	$0	$0	$0	
J-4	**Miscellaneous:**	$2,106	$2,100	$2,100	
J-5	**Estimated Cash Available**	-$236,396	-$237,000	-$237,000	
J-6	**Other Forecasted Revenue**	$0	$0	$0	
J-7	**Total Cash Available and Forecasted Revenue**	-$40,030	-$40,900	-$40,900	

SALT CREEK WATER DISTRICT
NAME OF DISTRICT/BOARD

FYE 06/30/14

ESTIMATED EXPENDITURES		Prior Year Actual	Current Year Estimated	Proposed Budget	Final Approval
J-8	**Administration**	$1,395	$3,895	$2,295	
J-9	**Operations**	$137,796	$138,350	$138,950	
J-10	**Indirect Costs**	$80,170	$79,850	$79,900	

J-11	**Capital Outlay**	$0	$0	$0	
J-12	**Debt Service**	$91,754	$91,934	$92,400	
J-13	**Provision for Tax Shrinkage**	$0	$0	$0	
J-14	**Total Expenditures**	$311,115	$314,029	$313,545	

SUMMARY OF RESERVE FUNDS		Prior Year Actual	Current Year Estimated	Proposed Budget	Final Approval
J-15	**Beginning Balance in Reserve Accounts**				
J-15.1	a. Depreciation Reserve	$0	$0	$0	
J-15.2	b. Other Reserve	$183,386	$184,000	$184,000	
J-15.3	c. Emergency Reserve (Cash)	$22,953	$23,000	$23,000	
J-15.4	**Total Reserves (a+b+c)**	$206,339	$207,000	$207,000	
J-16	**Amount to be added**				
J-16.1	a. Depreciation Reserve	$0	$0	$0	
J-16.2	b. Other Reserve	$0	$0	$0	
J-16.3	c. Emergency Reserve (Cash)	$0	$0	$0	
J-16.4	**Total to be added (a+b+c)**	$0	$0	$0	
J-17	**Subtotal**	$206,339	$207,000	$207,000	
J-18	**Less Total to be spent**	$0	$0	$22,953	
J-19	**Total Reserves**	$206,339	$207,000	$184,047	

PREPARED BY: LAVONNE CLARK

DISTRICT ADDRESS: BOX 847
NEWCASTLE WY. 82701

DISTRICT PHONE: 307 746 3331

Prepared in compliance with the Uniform Municipal Fiscal Procedures Act (W.S. 16-4-101 through 124) as it applies
Form approved by Department of Audit, Public Funds Division

Revised May 27, 2014