Save a copy of this .pdf budget in your DOCUMENTS folder. The saved copy of the budget will then need to be submitted via email to

- Your County Commissioners

- The Wyoming Department of Audit at <u>doa-pfd-web@wyo.gov</u>

NAME OF DISTRICT/BOARD:	Sunset Ranch Water District	YOUR NAME:	Victoria Heller	
COUNTY:	Weston	HEARING DATE:	5/12/2015	
DISTRICT ADDRESS:	P. O. Box 624	LOCATION OF HEARING:	Fountain Inn	
City, State, Zip	Newcastle, WY 82701			
	307 941 0018	TIME OF HEARING:	5:30 p.m.	
Fiscal Year Ending:	June 30, 2016			
		_		

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 this as an Excel file and save to your computer.

b. Begin by reading this instruction sheet and continue by inputting data on the following 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 top of this sheet (Name, County, District address, District phone, FYE, Your name, Date, Location, and Time of Hearing).

You cannot enter data into cells shaded in gray as they are automatic totals.

- 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 "Convert to PDF" 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 need to 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.

What's New:

- 1. The Schedule A Reserve Funds Worksheet has been moved to Schedule G, the Cash and Forecasted Revenue page.
- 2. If you have a large list of items to add to certain sections, there is a page to add more items.

Helpful Tip: Certain headings have comments associated with them, which contain more detailed information regarding the section of the budget form you are about to complete. They appear in red boxes to the right of the budget form.

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.

Sunset Ranch Water District

NAME OF DISTRICT/BOARD

FYE 6/30/2016

SCHEDULE B ADMINISTRATION BUDGET

		ACTIVITY
B-1	Personnel Servic	es:
B-1.1		Administrator
B-1.2		Secretary
B-1.3		Clerical
B-1.4		Other (Specify)
B-1.5		
B-1.6		
B-2	Board Expenses:	
B-2.1		Travel
B-2.2		Mileage
B-2.3		Other (Specify)
B-2.4		
B-2.5		
B-3	Contractual Servi	ices:
B-3.1		Legal
B-3.2		Accounting/Auditing
B-3.3		Other (Specify)
B-3.4		
B-3.5		
B-4	Other:	
B-4.1	other.	Office Supplies
B-4.2		Office equipment, rent & repair
B-4.3		Education
B-4.4		Registrations
B-4.5		Other (Specify)
B-4.6		Postage and Copies
B-4.7		Safe Deposit Box
B-5		TRATION

Form approved by Department of Audit, Public Funds Division

2013-2014	2014-2015	2015-2016	Final
Actual	Estimated	Proposed	Approval
\$33	\$0	\$150	\$150
	\$0	\$200	\$200
\$55	\$187	\$200	\$200
÷30	÷.51	<i> </i>	+==0
\$265	\$340	\$370	\$370
\$20	\$20	\$20	\$20
\$373	\$547	\$940	\$940
ψ373	ψ047	ψ340	ψ940

DATA INPUT

3

Sunset Ranch Water District

NAME OF DISTRICT/BOARD

OPERATIONS BUDGET

SCHEDULE C

FYE 6/30/2016

DATA INPUT

ACTIVITY C-1 **Personnel Services:** C-1.1 Wages--Operations C-1.2 Service Contracts C-1.3 Other (Specify) C-1.4 Meter Reading Service & C-1.5 **Billing Services** C-2 Travel: C-2.1 Mileage C-2.2 Other (Specify) C-2.3 C-2.4 C-3 **Operating supplies (List):** C-3.1 Insulation Rings C-3.2 Water Testing Stations C-3.3 Signage C-3.4 C-4 Program Services (List): C-4.1 C-4.2 C-4.3 C-4.4 C-5 **Contractual Arrangements (List):** C-5.1 System Operator C-5.2 Water Purchased C-5.3 One Call of Wyoming C-5.4 Maint Equip Reimbursem C-6 Other operations (Specify): C-6.1 Water Testing C-6.2 Electricity C-6.3 Advertising/Publications C-6.4

C-7 TOTAL OPERATIONS

Form approved by Department of Audit, Public Funds Division

2013-2014 Actual 2014-2015 Estimated 2015-2016 Proposed Final Approval Actual Estimated Proposed Approval Image: Stress of the				
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Sunset Ranch Water District NAME OF DISTRICT/BOARD

FYE 6/30/2016

SCHEDULE D INDIRECT COSTS BUDGET

ACTIVITY D-1 Insurance D-1.1 Liability D-1.2 Buildings and vehicles D-1.3 Equipment D-1.4 Other (Specify) D-1.5 Bond D-1.6 D-2 Indirect payroll costs: FICA (Social Security) taxes D-2.1 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**

TOTAL INDIRECT COSTS D-4

Form approved by Department of Audit, Public Funds Division

DATA INPUT

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2013-2014

Actual

\$279

\$279

2014-2015

Estimated

\$283

\$283

Sunset Ranch Water District

FYE 6/30/2016

Final

Approval

\$300

\$300

SCHEDULE E CAPITAL OUTLAY BUDGET

DATA INPUT

2015-2016

Proposed

\$300

\$300

	ACTIVITY
Capital Outlay	
	Real Property
	Vehicles
	Office Equipment
	Other (Specify)
	Land Lease Meter House

E-2 TOTAL CAPITAL OUTLAY

E-1

E-1.1 E-1.2 E-1.3 E-1.4 E-1.5

E-1.6

Form approved by Department of Audit, Public Funds Division

6

Sunset Ranch Water District
NAME OF DISTRICT/BOARD

SCHEDULE F DEBT SERVICE BUDGET

ACTIVITY

F-1	Debt Service	
F-1.1	Principal	
F-1.2	Interest	
F-1.3	Fees	
F-2	TOTAL DEBT SERVICE	

Form approved by Department of Audit, Public Funds Division

7

2013-2014	2014-2015	2015-2016	Final
Actual	Estimated	Proposed	Approval
\$0	\$0	\$0	\$0
\$	\$	ψŏ	ψŬ

DATA INPUT

FYE 6/30/2016

Sunset Ranch Water District

NAME OF DISTRICT/BOARD

FYE 6/30/2016

SCHEDULE G

DATA INPUT

			2013-2014	2014-2015	2015-2016	Final Approval
. .	FORECASTED REVENUE		Actual	Estimated	Proposed	
G-1	Government Sup	•				
G-1.1		State Aid				
G-1.2		County Aid				
G-1.3		City (or Town) Aid				
G-1.4		Other (Specify)				
G-1.5		Total Government Support	\$0	\$0	\$0	\$0
G-2	Operating Reven	ues				
G-2.1		Customer Charges	\$15,014	\$18,480	\$18,480	\$18,480
G-2.2		Sales of Goods or Services				
G-2.3		Other Assessments	\$280	\$250	\$120	\$120
G-2.4		Total Operating Revenues	\$15,294	\$18,730	\$18,600	\$18,600
G-3	Grants					
G-3.1		Direct Federal Grants				
G-3.2		Federal Grants thru State Agencies				
G-3.3		Grants from State Agencies				
G-3.4		Total Grants	\$0	\$0	\$0	\$0
G-4	Miscellaneous:					
G-4.1		Interest	\$144	\$300	\$300	\$300
G-4.2		Other: Specify				
G-4.3		Other: Additional				
G-4.4		Total Miscellaneous	\$144	\$300	\$300	\$300
G-5	Total Forecasted	Revenue	\$15,437	\$19,030	\$18,900	\$18,900

G-6 DEPRECIATION (REPLACEMENT) RESERVE

G-6.1 Balance in Reserve Account, beginning of budget year

- G-6.2 Amount to be added to the reserve
- G-6.3 SUB-TOTAL
- G-6.4 Identify the amount to be spent from "Reserve for Capital Outlay"
 - a._____
 - b._____ c.
- G-6.5 TOTAL CAPITAL OUTLAY (a+b+c)
- G-6.6 Account (Line 3 Line 5)

2013-2014 Actual	2014-2015 Estimated	2015-2016 Proposed	Final Approval
\$90,000	\$95,144	\$101,264	\$101,264
\$5,144	\$6,120	\$2,345	\$2,345
\$95,144	\$101,264	\$103,609	\$103,609
\$0	\$0	\$0	\$0
\$95,144	\$101,264	\$103,609	\$103,609

G-7 OTHER RESERVE

G-7.1	Balance in Reserve Account, beginning of budget year
G-7.2 G-7.3 G-7.4	Amount to be added to the reserve SUB-TOTAL Identify the amount and project to be spent from "Other Reserves"
	a
	b
G-7.5 G-7.6	c TOTAL OTHER RESERVE OUTLAY (a+b+c) 9 - Line 11)
G-8	EMERGENCY RESERVE (cash)
G-8.1	Balance in Reserve Account, beginning of budget year

G-8.2 Amount to be added to the reserve
G-8.3 SUB-TOTAL
G-8.4 Amount to be spent from Emergency Reserve (Cash)
G-8.5 15 - Line 16)
G-8.6 TOTAL TO BE SPENT

G-9	Total Estimated Cash and Investments on Hand (including any reserves listed above)
G-10	Deductions:
G-10.1	a. Unpaid bills at FYE
G-10.2	b. Reserves
G-10.3	Total Deductions (a+b)
G-11	Estimated cash available
G-12	Other Forecasted Revenues:
G-12.1	a. Other past due-as estimated by Co. Treas.
G-12.2	b. Other forecasted revenue (specify):
G-12.3	
G-12.4	
G-12.5	
G-12.6	Total Other Forecasted Revenue (a+b)

G-13 Total Cash Available and Forecasted Revenue

Form approved by Department of Audit, Public Funds Division

2013-2014 Actual	2014-2015 Estimated	2015-2016 Proposed	Final Approval	
\$0	\$0	\$0	\$0	
			\$0	
\$0	\$0	\$0	\$0	
\$0	\$0	\$0	\$0	

2013-2014	2014-2015	2015-2016	Final Approval
Actual	Estimated	Proposed	Final Apploval
\$5,343	\$7,199	\$7,199	\$7,199
\$1,855			
\$7,199	\$7,199	\$7,199	\$7,199
\$7,199	\$7,199	\$7,199	\$7,199
\$0	\$0	\$0	\$0

2013-2014 Actual	2014-2015 Estimated	2015-2016 Proposed	Final Approval
\$102,343	\$108,463	\$110,808	\$110,808
\$102,343	\$108,463	\$110,808	\$110,808
\$102,343	\$108,463	\$110,808	\$110,808
\$0	\$0	\$0	\$0
			\$0
\$0	\$0	\$0	\$0
\$15,438	\$19,030	\$18,900	\$18,900

Sunset Ranch Water District

NAME OF DISTRICT/BOARD

SCHEDULE H

Analysis of Additional Financial Support Required:

- 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

2013-2014	2014-2015	2015-2016	Final
Actual	Estimated	Proposed	Approval
\$4,745	\$4,700	\$2,350	\$2,350

DATA INPUT

9

FYE 6/30/2016



I-1 BUDGET MESSAGE

The Sunset Ranch Water District held its budget hearing on May 12th, 2015. The budget for the forthcoming fiscal year reflects no change in the monthly water access charges to our members, currently \$55.00. The Board of Directors also voted to reduce our tax levy for 2015 from 8 mills to 4 mills.

One of our members will be sub-dividing its property into nine separate buildable lots - so over the next few years we expect to receive approximately \$36,000.00 in new tap fees and recurring annual revenue of \$6,000.00. This new revenue will allow us to increase our reserves without charging our members higher water fees or higher tax assessments.

We have 28 active members at this time. Since our water district is relatively new, our operating expenses remain quite low compared to other districts.

Form approved by Department of Audit, Public Funds Division



Sunset Ranch Water District

NAME OF DISTRICT/BOARD

12-May-15

DATE OF BUDGET HEARING

6/30/2016

Fountain Inn

5:30 p.m.

FISCAL YEAR ENDING

LOCATION OF BUDGET HEARING

TIME OF HEARING

FINAL BUDGET SUMMARY

S-1	Total Expenditures, Cash Requirements
-----	---------------------------------------

- S-2 Total to be added to Reserves
- S-3 **Total Cash and Forecasted Revenues**
- S-4 Additional Financial Support Required
- S-5 Amount as approved by County Commissioners

Analysis of additional Financial Support Required:

- S-6 Tax levy (for entities able to make levies)
- S-7 **Other County Support**

2013-2014	2014-2015	2015-2016	Final
Actual	Estimated	Proposed	Approval
\$13,183	\$18,156	\$18,905	\$18,905
\$6,999	\$6,120	\$2,345	\$2,345
\$15,438	\$19,030	\$18,900	\$18,900
\$4,745	\$5,246	\$2,350	\$2,350
\$4,745	\$4,700	\$2,350	\$2,350

2014-2015	2015-2016	Final
Estimated	Proposed Approv	
\$4,700	\$2,350	\$2,350
\$0	\$0	\$0
	Estimated	Estimated Proposed \$4,700 \$2,350

Additional funding approved by:

County Commissioner

Date Approved

BUDGET MESSAGE

The Sunset Ranch Water District held its budget hearing on May 12th, 2015. The budget for the forthcoming fiscal year reflects no change in the monthly water access charges to our members, currently \$55.00. The Board of Directors also voted to reduce our tax levy for 2015 from 8 mills to 4 mills.

One of our members will be sub-dividing its property into nine separate buildable lots - so over the next few years we expect to receive approximately \$36,000.00 in new tap fees and recurring annual revenue of \$6,000.00. This new revenue will allow us to increase our reserves without charging our members higher water fees or higher tax assessments.

We have 28 active members at this time. Since our water district is relatively new, our operating expenses remain quite low compared to other districts.

Victoria Heller Budget Officer / District Official (if not same as "Submitted by") Date adopted by Special District 5/12/2015

Sunset Ranch Water District

NAME OF DISTRICT/BOARD

CASH AND FORECASTED REVENUE

FORECASTED REVENUE

- J-1 Government Support
- J-2 Operating Revenues
- J-3 Grants
- J-4 Miscellaneous:
- J-5 Estimated Cash Available
- J-6 Other Forecasted Revenue
- J-7 Total Cash Available and Forecasted Revenue

2013-2014	2014-2015	2015-2016	Final	
Actual	Estimated	Proposed	Approval	
\$0	\$0	\$0	\$0	
\$15,294	\$18,730	\$18,600	\$18,600	
\$0	\$0	\$0	\$0	
\$144	\$300	\$300	\$300	
\$0	\$0	\$0	\$0	
\$0	\$0	\$0	\$0	
\$15,438	\$19,030	\$18,900	\$18,900	

Sunset Ranch Water District

ESTIMATED EXPENDITURES

- J-8 Administration
- J-9 Operations
- J-10 Indirect Costs
- J-11 Capital Outlay
- J-12 Debt Service
- J-13 Provision for Tax Shrinkage

		÷ -	÷ -	¥ -	+ -
J-14	Total Expenditures	\$13,183	\$18,156	\$18,905	\$18,905
		2013-2014	2014-2015	2015-2016	Final
SUMMAR	Y OF RESERVE FUNDS	Actual	Estimated	Proposed	Approval
J-15	Beginning Balance in Reserve Accounts				
J-15.1	a. Depreciation Reserve	\$90,000	\$95,144	\$101,264	\$101,264
J-15.2	b. Other Reserve	\$0	\$0	\$0	\$0
J-15.3	c. Emergency Reserve (Cash)	\$5,343	\$7,199	\$7,199	\$7,199
J-15.4	Total Reserves (a+b+c)	\$95,343	\$102,343	\$108,463	\$108,463
J-16	Amount to be added				
J-16.1	a. Depreciation Reserve	\$5,144	\$6,120	\$2,345	\$2,345
J-16.2	b. Other Reserve	\$0	\$0	\$0	\$0
J-16.3	c. Emergency Reserve (Cash)	\$1,855	\$0	\$0	\$0
J-16.4	Total to be added (a+b+c)	\$6,999	\$6,120	\$2,345	\$2,345
J-17	Subtotal	\$102,343	\$108,463	\$110,808	\$110,808
J-18	Less Total to be spent	\$0	\$0	\$0	\$0
J-19	Total Reserves	\$102,343	\$108,463	\$110,808	\$110,808

2013-2014

Actual

\$373

\$600

\$279

\$0

\$0

\$11,931

2014-2015

Estimated

\$547

\$600

\$283

\$0

\$0

\$16,726

PREPARED BY: Victoria Heller

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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

FYE 06/30/16

Final

Approval

\$940

\$600

\$300

\$0

\$0

\$17,065

2015-2016

Proposed

\$940

\$600

\$300

\$0

\$0

\$17,065