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 <a href="mailto:doa-pfd-web@wyo.gov">doa-pfd-web@wyo.gov</a>

NAME OF DISTRICT/BOARD:	Sweetwater Improvement & Service District	YOUR NAME:	Tina Conklin
COUNTY:	Weston	HEARING DATE:	6/25/2015
DISTRICT ADDRESS:	PO Box 879	LOCATION OF HEARING:	Weston County Library Newcastle WY
City, State, Zip	Newcastle WY 82701		
DISTRICT PHONE:	307-746-2253	TIME OF HEARING:	6:00 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
- 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 AND 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.

Sweetwater Improvement & Service District

NAME OF DISTRICT/BOARD

**FYE** 6/30/2016

SCHEDULE B

ADMINISTRATION BUDGET

#### **DATA INPUT**

		ACTIVITY
B-1	-1 Personnel Services:	
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 Serv	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		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 & PO Box Rent_
B-4.7		Business checks
B-5	TOTAL ADMINIST	<b>FRATION</b>

2013-2014	2014-2015	2015-2016	Final
Actual	Estimated	Proposed	Approval
\$0	\$292	\$600	
\$0	¢24 <i>E</i>	¢450	
\$0	\$215	\$450	
\$201	\$245	\$325	
\$39	\$0	\$95	
\$240	\$752	\$1,470	

Sweetwater Improvement & Service District

**FYE** 6/30/2016

NAME OF DISTRICT/BOARD

SCHEDULE C
OPERATIONS BUDGET

**DATA INPUT** 

		ACTIVITY
C-1	Personnel Service	es:
C-1.1		WagesOperations
C-1.2		Service Contracts
C-1.3		Other (Specify)
C-1.4		от (оросту)
C-1.5		
0		
C-2	Travel:	
C-2.1		Mileage
C-2.2		Other (Specify)
C-2.3		(-p)
C-2.4		
C-3	Operating supplie	s (List):
C-3.1		Water Treatment
C-3.2		Water Line Repair
C-3.3		Meeting Room Rent
C-3.4		Advertising
C-4.1 C-4.2 C-4.3 C-4.4	Program Services	(List):
C-5	Contractual Arran	gements (List):
C-5.1	Contractad Arran	gomonio (Liot).
C-5.2		
C-5.3		
C-5.4		
C-6	Other operations	(Specify):
C-6.1		Camp Creek Engineering
C-6.2		System Operator
C-6.3		Utility/Electrical
C-6.4		Water Analysis
C-7	TOTAL OPERATION	DNS

2013-2014	2014-2015	2015-2016	Final
Actual	Estimated	Proposed	Approval
\$0	\$240	\$500	
\$2,585	\$0	\$6,500	
\$100	\$105	\$105	
\$225	\$100	\$375	
\$0	\$0	\$0	
\$0	\$0 \$0	\$0 \$0	
\$0	\$0 \$0	\$0	
\$0	\$0	\$0	
40	ΨG	<del>-</del>	
\$0	\$450	\$1,000	
\$0	\$1,250	\$1,500	
\$374	\$378	\$420	
\$160	\$515	\$525	
\$3,444	\$3,038	\$10,925	

Sweetwater Improvement & Service District

NAME OF DISTRICT/BOARD

**FYE** 6/30/2016

SCHEDULE D

**INDIRECT COSTS BUDGET** 

**DATA INPUT** 

		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		
D-1.6		
D-2	Indirect payroll co	osts:
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 D-4	Depreciation Exp	

2013-2014	2014-2015	2015-2016	Final
Actual	Estimated	Proposed	Approval
Φ0			
\$0	\$0	\$0	

Sweetwater Improvement & Service District

**FYE** 6/30/2016

NAME OF DISTRICT/BOARD

SCHEDULE E
CAPITAL OUTLAY BUDGET

**DATA INPUT** 

### ACTIVITY

E-1	Capital Outlay		
E-1.1		Real Property	
E-1.2		Vehicles	
E-1.3		Office Equipment	
E-1.4		Other (Specify)	
E-1.5			
E-1.6			
		•	

### E-2 TOTAL CAPITAL OUTLAY

2013-2014 Actual	2014-2015 Estimated	2015-2016 Proposed	Final Approval
Actual	Louinaleu	i ioposed	дрргочаг
\$0	\$0	\$0	

Sweetwater Improvement & Service District

**FYE** 6/30/2016

NAME OF DISTRICT/BOARD

SCHEDULE F

**DEBT SERVICE BUDGET** 

**DATA INPUT** 

**ACTIVITY** 

F-1 Debt Service

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

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

Sweetwater Improvement & Service District

NAME OF DISTRICT/BOARD

**FYE** 6/30/2016

### SCHEDULE G DATA INPUT

	FORECASTED REVENUE		2013-2014 Actual	2014-2015 Estimated	2015-2016 Proposed	Final Approval
G-1	Government Support		Actual	Estimated	Порозса	
G-1.1	State Aid					
G-1.2	County Aid					
G-1.3	City (or Town	) Aid				
G-1.4	Other (Speci	·				
G-1.5		ment Support	\$0	\$0	\$0	
G-2	Operating Revenues					
G-2.1	Customer Ch	arges	\$5,994	\$8,665	\$7,140	
G-2.2	Sales of Goo	ds or Services				
G-2.3	Other Asses	sments				
G-2.4	Total Operat	ng Revenues	\$5,994	\$8,665	\$7,140	
G-3	Grants					
G-3.1	Direct Feder	al Grants				
G-3.2	Federal Grar	ts thru State Agencies				
G-3.3	Grants from	State Agencies				
G-3.4	Total Grants		\$0	\$0	\$0	
G-4	Miscellaneous:					
G-4.1	Interest					
G-4.2	Other: Speci					
G-4.3	Other: Additi	- · · · · · ·				
G-4.4	Total Miscell	aneous	\$0	\$0		
G-5	Total Forecasted Revenue		\$5,994	\$8,665	\$7,140	

### G-6 DEPRECIATION (REPLACEMENT) RESERVE

G-6.1	Balance in Reserve Account, beginning of budget year
G-6.2 G-6.3	Amount to be added to the reserve 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
\$0	\$0	\$0	
\$0	\$0	\$0	
\$0	\$0	\$0	

G-7	OTHER RESERVE		
		2013-2014	2014-20
		Actual	Estimat
G-7.1	Balance in Reserve Account, beginning of budget year		
G-7.2	Amount to be added to the reserve		
G-7.3	SUB-TOTAL	\$0	
G-7.4	Identify the amount and project to be spent from		
	"Other Reserves"		
	a		
	b		
	c		
	TOTAL OTHER RESERVE OUTLAY (a+b+c)	\$0	
G-7.6	9 - Line 11)	\$0	
<b>C</b> 0	EMERICANCY RECEDVE (cook)		
G-8	EMERGENCY RESERVE (cash)	2242 2244	0044.00
		2013-2014	2014-20 Estimat
C 0 1	Polongo in Posonya Account haginning of hudget year	Actual	Estimat
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	\$0	
	Amount to be spent from Emergency Reserve (Cash)	ΨΟ	
G-8.5	15 - Line 16)	\$0	
G-8.6	TOTAL TO BE SPENT	\$0	
0 0.0	TOTAL TO BE SI ENT	ΨΟ	
		2013-2014	2014-20
		Actual	Estimat
G-9	Total Estimated Cash and Investments on Hand	\$38,871	\$44
	(including any reserves listed above)	¥ = = /=	•
G-10	Deductions:		
G-10.1	a. Unpaid bills at FYE	\$0	
G-10.2	b. Reserves	\$0	
G-10.3	Total Deductions (a+b)	\$0	
G-11	Estimated cash available	\$38,871	\$44
G-12	Other Forecasted Revenues:		
G-12.1	<ul> <li>a. Other past due-as estimated by Co. Treas.</li> </ul>		
G-12.2	<ul><li>b. Other forecasted revenue (specify):</li></ul>		
G-12.3			
G-12.4			
G-12.5			
G-12.6	Total Other Forecasted Revenue (a+b)	\$0	
G-13	Total Cash Available and Forecasted Revenue	\$44,865	\$52

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

2013-2014	2014-2015	2015-2016	Final Approval
Actual	Estimated	Proposed	·a. / .pp. o va.
\$0	\$0	\$0	
\$0	\$0	\$0	
\$0	\$0	\$0	

2013-2014 Actual	2014-2015 Estimated	2015-2016 Proposed	Final Approval
\$38,871	\$44,254	\$44,000	
. ,			
\$0	\$0		
\$0	\$0	\$0	
\$0	\$0	\$0	
\$38,871	\$44,254	\$44,000	
. ,	. ,	, ,	
\$0	\$0	\$0	
ΨΟ	ΨΟ	ΨΟ	
		•	
\$44,865	\$52,919	\$51,140	
	•		

Sweetwater Improvement & Service District

**FYE** 6/30/2016

### 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

#### **DATA INPUT**

2013-2014	2014-2015	2015-2016	Final
Actual	Estimated	Proposed	Approval

Sweetwater Improvement & Service District

NAME OF DISTRICT/BOARD

**I-1** 

**FYE** 6/30/2016

This is the Proposed Budget for the Fiscal Year 7/1/2015 through 6/30/2016. Revenue from the monthly waterlin maintenance fees are used to offset expenses for repairs and supplies as needed. Some items formerly listed in Operations Budget are now listed in the Administration Budget. This has been changed for clarification purposes. The Budget for Fiscal Year 7/1/2015 through 6/30/2016 will be approved at the annual public meeting on June 25 at the Weston County Library in Newcastle, Wyoming.  Sweetwater Improvement & Service District has app a grant through the State of Wyoming Mineral Royalty Grant program. The District should be informed of a decis later in the month of June 2015.
a grant through the State of Wyoming Mineral Royalty Grant program. The District should be informed of a decis

Sweetwater Improvement & Service District

25-Jun-15

NAME OF DISTRICT/BOARD

**DATE OF BUDGET HEARING** 

6/30/2016

Weston County Library Newcastle WY

6:00 p.m.

**FISCAL YEAR ENDING** 

**LOCATION OF BUDGET HEARING** 

TIME OF HEARING

### PROPOSED BUDGET SUMMARY

		2013-2014 Actual	2014-2015 Estimated	2015-2016 Proposed	Final Approval
S-1	Total Expenditures, Cash Requirements	\$3,684			
S-2	Total to be added to Reserves	\$0	\$0	\$0	
S-3	Total Cash and Forecasted Revenues	\$44,865	\$52,919	\$51,140	
S-4	Additional Financial Support Required	\$0	\$0	\$0	
S-5	Amount as approved by County Commissioners	\$0	\$0	\$0	
	Analysis of additional Financial Support Required:				
		2013-2014 Actual	2014-2015 Estimated	2015-2016 Proposed	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				

This is the Proposed Budget for the F	BUDGET MESSAGE iscal Year 7/1/2015 through 6/30/2016	per W.S. 16-4-104(d)  Revenue from the monthly
waterline maintenance fees are used formerly listed in the Operations Budg clarification purposes. The Budge	to offset expenses for repairs and sup get are now listed in the Administration et for Fiscal Year 7/1/2015 through 6/30	oplies as needed. Some items Budget. This has been changed 0/2016 will be approved at the
Improvement & Service District has ap	015 at the Weston County Library in Ne oplied for a grant through the State of V med of a decision later in the month o	Vyoming Mineral Royalty Grant

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

### 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	
\$5,994	\$8,665	\$7,140	
\$0	\$0	\$0	
\$0	\$0	\$0	
\$38,871	\$44,254	\$44,000	
\$0	\$0	\$0	
\$44,865	\$52,919	\$51,140	

#### **FYE** 06/30/16

#### NAME OF DISTRICT/BOARD

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			

2013-2014 Actual	2014-2015 Estimated	2015-2016 Proposed	Final Approval
\$240	\$752	\$1,470	
\$3,444	\$3,038	\$10,925	
\$0	\$0	\$0	
\$0	\$0	\$0	
\$0	\$0	\$0	
\$0	\$0	\$0	
\$3,684	\$3,790	\$12,395	

#### **SUMMARY OF RESERVE FUNDS** J-15 **Beginning Balance in Reserve Accounts** a. Depreciation Reserve J-15.1 J-15.2 b. Other Reserve J-15.3 c. Emergency Reserve (Cash) J-15.4 Total Reserves (a+b+c) J-16 Amount to be added J-16.1 a. Depreciation Reserve J-16.2 b. Other Reserve J-16.3 c. Emergency Reserve (Cash) J-16.4 Total to be added (a+b+c) J-17 Subtotal J-18 Less Total to be spent

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

PREPARED BY: Tina Conklin

**DISTRICT ADDRESS: PO Box 879** 

**Total Reserves** 

J-19

Newcastle WY 82701

**DISTRICT PHONE**: 307-746-2253

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