

Proposed Budget

West End Water District	
Budget Hearing Information	
P.O. Box 892	Location: Newcastle Equipment
Newcastle, WY 82701	Date: 7/13/2022
307-746-4520	Time: 7:00 p.m.
Weston County	Budget Prepared by: Sue Kettley

S-A	BUDGET MESSAGE	W.S. 16-12-403 (c)
<p>A tentative annual budget shall be prepared by the 2nd Wednesday of May of each year showing actual revenues and expenditures in the last completed fiscal year, estimated total revenues and expenditures for the current year, and estimated available revenues and expenditures for the ensuing budget year. The Board of Directors shall review and consider the tentative budget at the May 11, 2022, regular meeting and will enter the proposed budget into the minutes and publish it in the NewsLetter Journal at least one week before the proposed July 13, 2022, meeting. After the public meeting the Board will adopt a budget by resolution. Revenues include the anticipated \$60 monthly fee for an approximate 100 active meters plus the additional \$12,000 for new tap fees. Expenditures will allow for normal repair, maintenance and an additional expense for Operations to establish a maintenance schedule and complete map showing all service areas of the District. E-5.2 Office Equipment, Rent & Repair has increased substantially as Clerical employee is being reimbursed at a higher rate for Office Space, Equipment Rental, Mileage, etc than in the past.</p>		
S-B	RESERVE DESCRIPTION	
Reserves include CD's and any operating expenses not incurred during the current fiscal year.		

S-C		
Names of Board Members	Date of End of Term	Does the district have regular office hours exceeding 20 hours per week? No
Chris Mills	12/31/24	
Dave Norton	12/31/24	
Doug Brown	12/31/24	
Eric Dudzinski	12/31/22	
Kim Washburn	12/31/22	

W.S.16-12-303(c) requires special districts with office hours less than 20 per week to maintain copies of records at the county clerks office. Record format specified by county clerk.

Where are the minutes of your board meeting available for public review?
Weston County Court House

How and where are the notices of meeting posted for the public?
With customer monthly statements and social media.

Where are the public meetings held?
Newcastle Equipment

PROPOSED BUDGET SUMMARY

OVERVIEW	2020-2021 Actual	2021-2022 Estimated	2022-2023 Proposed	Pending Approval
S-1 Total Budgeted Expenditures	\$53,343	\$67,824	\$87,400	\$87,400
S-2 Total Principal to Pay on Debt	\$0	\$0	\$0	\$0
S-3 Total Change to Restricted Funds	\$0	\$0	\$0	\$0
S-4 Total General Fund and Forecasted Revenues Available	\$567,462	\$557,246	\$583,369	\$583,369
S-5 <i>Amount requested from County Commissioners</i>	\$0	\$0	\$0	\$0
S-6 Additional Funding Needed :			\$0	\$0

REVENUE SUMMARY	2020-2021 Actual	2021-2022 Estimated	2022-2023 Proposed	Pending Approval
S-7 Operating Revenues	\$87,486	\$77,300	\$86,800	\$86,800
S-8 Tax levy (From the County Treasurer)	\$0	\$0	\$0	\$0
S-9 Government Support	\$0	\$0	\$0	\$0
S-10 Grants	\$0	\$0	\$0	\$0
S-11 Other County Support (Not from Co. Treas.)	\$0	\$0	\$0	\$0
S-12 Miscellaneous	\$430	\$400	\$600	\$600
S-13 Other Forecasted Revenue	\$0	\$0	\$0	\$0
S-14 Total Revenue	\$87,916	\$77,700	\$87,400	\$87,400

West End Water District
FY 7/1/22-6/30/23

EXPENDITURE SUMMARY	2020-2021 Actual	2021-2022 Estimated	2022-2023 Proposed	Pending Approval
S-15 Capital Outlay	\$0	\$1,780	\$0	\$0
S-16 Interest and Fees On Debt	\$0	\$0	\$0	\$0
S-17 Administration	\$19,486	\$21,152	\$26,900	\$26,900
S-18 Operations	\$25,885	\$36,500	\$51,500	\$51,500
S-19 Indirect Costs	\$7,972	\$8,392	\$9,000	\$9,000
S-20R Expenditures paid by Reserves	\$0	\$0	\$0	\$0
S-20 Total Expenditures	\$53,343	\$67,824	\$87,400	\$87,400

DEBT SUMMARY	2020-2021 Actual	2021-2022 Estimated	2022-2023 Proposed	Pending Approval
S-21 Principal Paid on Debt	\$0	\$0	\$0	\$0

CASH AND INVESTMENTS	2020-2021 Actual	2021-2022 Estimated	2022-2023 Proposed	Pending Approval
S-22 TOTAL GENERAL FUNDS	\$479,546	\$479,546	\$495,969	\$495,969

Summary of Reserve Funds

S-23 Beginning Balance in Reserve Accounts				
S-24 a. Sinking and Debt Service Funds	\$0	\$0	\$0	\$0
S-25 b. Reserves	\$0	\$0	\$0	\$0
S-26 c. Bond Funds	\$0	\$0	\$0	\$0
Total Reserves (a+b+c)	\$0	\$0	\$0	\$0
S-27 Amount to be added				
S-28 a. Sinking and Debt Service Funds	\$0	\$0	\$0	\$0
S-29 b. Reserves	\$0	\$0	\$0	\$0
S-30 c. Bond Funds	\$0	\$0	\$0	\$0
Total to be added (a+b+c)	\$0	\$0	\$0	\$0
S-31 Subtotal	\$0	\$0	\$0	\$0
S-32 Less Total to be spent	\$0	\$0	\$0	\$0
S-33 TOTAL RESERVES AT END OF FISCAL YEAR	\$0	\$0	\$0	\$0

End of Summary

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

Date adopted by Special District 5/11/2022

DISTRICT ADDRESS: P.O. Box 892
Newcastle, WY 82701

PREPARED BY: Sue Kettley

DISTRICT PHONE: 307-746-4520

Proposed Budget

West End Water District

FYE 6/30/2023

NAME OF DISTRICT/BOARD _____

PROPERTY TAXES AND ASSESSMENTS

	DOA Chart of Accounts	2020-2021 Actual	2021-2022 Estimated	2022-2023 Proposed	Pending Approval
R-1 Property Taxes and Assessments Received					
R-1.1 Tax Levy (From the County Treasurer)	4001				
R-1.2 Other County Support (see note on the right)	4005				

FORECASTED REVENUE

	DOA Chart of Accounts	2020-2021 Actual	2021-2022 Estimated	2022-2023 Proposed	Pending Approval
R-2 Revenues from Other Governments					
R-2.1 State Aid	4211				
R-2.2 Additional County Aid (non-treasurer)	4237				
R-2.3 City (or Town) Aid	4237				
R-2.4 Other (Specify)	4237				
R-2.5 Total Government Support		\$0	\$0	\$0	\$0
R-3 Operating Revenues					
R-3.1 Customer Charges	4300	\$78,486	\$72,800	\$74,800	\$74,800
R-3.2 Sales of Goods or Services	4300	\$9,000	\$4,500	\$12,000	\$12,000
R-3.3 Other Assessments	4503				
R-3.4 Total Operating Revenues		\$87,486	\$77,300	\$86,800	\$86,800
R-4 Grants					
R-4.1 Direct Federal Grants	4201				
R-4.2 Federal Grants thru State Agencies	4201				
R-4.3 Grants from State Agencies	4211				
R-4.4 Total Grants		\$0	\$0	\$0	\$0
R-5 Miscellaneous Revenue					
R-5.1 Interest	4501	\$430	\$400	\$600	\$600
R-5.2 Other: Specify _____	4500				
R-5.3 Other: Additional _____					
R-5.4 Total Miscellaneous		\$430	\$400	\$600	\$600
R-5.5 Total Forecasted Revenue		\$87,916	\$77,700	\$87,400	\$87,400
R-6 Other Forecasted Revenue					
R-6.1 a. Other past due as estimated by Co. Treas.	4004				
R-6.2 b. Other forecasted revenue (specify):					
R-6.3 _____	4500				
R-6.4 _____	4500				
R-6.5 _____					
R-6.6 Total Other Forecasted Revenue (a+b)		\$0	\$0	\$0	\$0

Proposed Budget

West End Water District

FYE 6/30/2023

NAME OF DISTRICT/BOARD

CAPITAL OUTLAY BUDGET

	DOA Chart of Accounts	2020-2021 Actual	2021-2022 Estimated	2022-2023 Proposed	Pending Approval
E-1	Capital Outlay				
E-1.1	Real Property	6201			
E-1.2	Vehicles	6210			
E-1.3	Office Equipment	6211	\$1,780		
E-1.4	Other (Specify)				
E-1.5	_____	6200			
E-1.6	_____	6200			
E-1.7	_____				
E-1.8	TOTAL CAPITAL OUTLAY	\$0	\$1,780	\$0	\$0

ADMINISTRATION BUDGET

	DOA Chart of Accounts	2020-2021 Actual	2021-2022 Estimated	2022-2023 Proposed	Pending Approval
E-2	Personnel Services				
E-2.1	Administrator	7002			
E-2.2	Secretary	7003			
E-2.3	Clerical	7004	\$9,585	\$9,500	\$11,000
E-2.4	Other (Specify)				
E-2.5	_____	7005			
E-2.6	_____	7005			
E-2.7	_____				
E-3	Board Expenses				
E-3.1	Travel	7011		\$500	\$500
E-3.2	Mileage	7012		\$500	\$500
E-3.3	Other (Specify)				
E-3.4	Memberships	7013	\$450	\$475	\$500
E-3.5	_____	7013			
E-3.6	_____				
E-4	Contractual Services				
E-4.1	Legal	7021	\$3,078	\$2,000	\$2,000
E-4.2	Accounting/Auditing	7022	\$515	\$400	\$1,000
E-4.3	Other (Specify)				
E-4.4	Acre Feet Water Use	7023	\$924	\$798	\$1,000
E-4.5	State Lease	7023	\$727	\$744	\$800
E-4.6	_____				
E-5	Other Administrative Expenses				
E-5.1	Office Supplies	7031	\$1,135	\$1,500	\$2,000
E-5.2	Office equipment, rent & repair	7032	\$2,767	\$5,185	\$7,000
E-5.3	Education	7033			
E-5.4	Registrations	7034	\$25	\$50	\$100
E-5.5	Other (Specify)				
E-5.6	Advertising	7035	\$220	\$500	\$500
E-5.7	Reconciliation Difference	7035	\$60		
E-5.8	_____				
E-6	TOTAL ADMINISTRATION	\$19,486	\$21,152	\$26,900	\$26,900

Proposed Budget

West End Water District

FYE 6/30/2023

OPERATIONS BUDGET

	DOA Chart of Accounts	2020-2021 Actual	2021-2022 Estimated	2022-2023 Proposed	Pending Approval
E-7 Personnel Services					
E-7.1 Wages--Operations	7202				
E-7.2 Service Contracts	7203	\$1,170	\$7,000	\$15,000	\$15,000
E-7.3 Other (Specify)					
E-7.4 One Call Locates	7204	\$1,492	\$2,000	\$2,500	\$2,500
E-7.5 Water Analysis	7204	\$1,232	\$2,000	\$5,000	\$5,000
E-7.6					
E-8 Travel					
E-8.1 Mileage	7211				
E-8.2 Other (Specify)					
E-8.3	7212				
E-8.4	7212				
E-8.5					
E-9 Operating supplies (List)					
E-9.1 New Tap Expense	7220	\$7,877	\$4,500	\$5,000	\$5,000
E-9.2 Pits, Meters, etc.	7220	\$4,484	\$4,500	\$5,000	\$5,000
E-9.3 Miscellaneous	7220	\$838	\$500	\$2,000	\$2,000
E-9.4 Replacement Meters/Readers	7220	\$5,148	\$7,000		
E-9.5					
E-10 Program Services (List)					
E-10.1	7230				
E-10.2	7230				
E-10.3	7230				
E-10.4	7230				
E-10.5					
E-11 Contractual Arrangements (List)					
E-11.1	7400				
E-11.2	7400				
E-11.3	7400				
E-11.4	7400				
E-11.5					
E-12 Other operations (Specify)					
E-12.1 Water Tap and Line Repair	7450	\$3,644	\$9,000	\$17,000	\$17,000
E-12.2	7450				
E-12.3	7450				
E-12.4	7450				
E-12.5					
E-13 TOTAL OPERATIONS		\$25,885	\$36,500	\$51,500	\$51,500

Proposed Budget

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FYE 6/30/2023

INDIRECT COSTS BUDGET

	DOA Chart of Accounts	2020-2021 Actual	2021-2022 Estimated	2022-2023 Proposed	Pending Approval
E-14 Insurance					
E-14.1 Liability	7502	\$3,483	\$3,767	\$4,000	\$4,000
E-14.2 Buildings and vehicles	7503				
E-14.3 Equipment	7504				
E-14.4 Other (Specify)					
E-14.5 _____	7505				
E-14.6 _____	7505				
E-14.7 _____					
E-15 Indirect payroll costs:					
E-15.1 FICA (Social Security) taxes	7511	\$2,684	\$1,925	\$900	\$900
E-15.2 Workers Compensation	7512	\$87	\$150	\$200	\$200
E-15.3 Unemployment Taxes	7513	\$32	\$60	\$100	\$100
E-15.4 Retirement	7514				
E-15.5 Health Insurance	7515		\$290		
E-15.6 Other (Specify)					
E-15.7 Previous Years 941 Taxes	7516	\$1,686		\$2,000	\$2,000
E-15.8 941 Taxes Withheld from Employee	7516		\$2,200	\$1,800	\$1,800
E-15.9 _____					
E-17 TOTAL INDIRECT COSTS		\$7,972	\$8,392	\$9,000	\$9,000

DEBT SERVICE BUDGET

	DOA Chart of Accounts	2020-2021 Actual	2021-2022 Estimated	2022-2023 Proposed	Pending Approval
D-1 Debt Service					
D-1.1 Principal	6401				
D-1.2 Interest	6410				
D-1.3 Fees	6420				
D-2 TOTAL DEBT SERVICE		\$0	\$0	\$0	\$0

Proposed Budget

West End Water District

FYE 6/30/2023

NAME OF DISTRICT/BOARD

GENERAL FUNDS

		End of Year	Beginning	Beginning	
C-1	Balances at Beginning of Fiscal Year	2020-2021 Actual	2021-2022 Estimated	2022-2023 Proposed	Pending Approval
	DOA Chart of Accounts				
C-1.1	General Fund Checking	1010	\$355,216	\$355,216	\$371,220
C-1.2	Savings and Investments	1040		\$0	
C-1.3	General Fund CD Balance	1050	\$124,330	\$124,330	\$124,749
C-1.4	All Other Funds	1020		\$0	
C-1.5	Reserves (From Below)		\$0	\$0	\$0
C-1.6	Total Estimated Cash and Investments on Hand		\$479,546	\$479,546	\$495,969

C-2	General Fund Reductions:	2010			
C-2.1	a. Unpaid bills at FYE				
C-2.2	b. Reserves		\$0	\$0	\$0
C-2.3	Total Deductions (a+b)		\$0	\$0	\$0
C-2.4	Estimated Non-Restricted Funds Available		\$479,546	\$479,546	\$495,969

DOA Chart of Accounts
1070

SINKING & DEBT SERVICE FUNDS

C-3		2020-2021 Actual	2021-2022 Estimated	2022-2023 Proposed	Pending Approval
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	SUB-TOTAL	\$0	\$0	\$0	\$0
C-3.6	Identify the amount and project to be spent				
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	TOTAL CAPITAL OUTLAY (a+b+c)	\$0	\$0	\$0	\$0
C-3.12	Balance to be retained	\$0	\$0	\$0	\$0

RESERVES	1090
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C-4		2020-2021 Actual	2021-2022 Estimated	2022-2023 Proposed	Pending Approval
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	SUB-TOTAL	\$0	\$0	\$0	\$0
C-4.6	Identify the amount and project to be spent				
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	\$0	\$0	\$0	\$0

BOND FUNDS	1060
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C-5		2020-2021 Actual	2021-2022 Estimated	2022-2023 Proposed	Pending Approval
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	SUB-TOTAL	\$0	\$0	\$0	\$0
C-5.6	Identify the amount and project to be spent				
C-5.7	<i>Date of Reserve Approval in Minutes:</i>				
C-5.8	Balance to be retained	\$0	\$0	\$0	\$0
C-5.9	TOTAL TO BE SPENT	\$0	\$0	\$0	\$0