

Proposed Budget

Sweetwater Improvement and Service District	
Budget Hearing Information	
107 Breakneck Road	Location: 92 Breakneck Road
Newcastle, WY 82701	Date: 7/19/2023
307-746-9600	Time: 5:00 p.m.
Weston County	Budget Prepared by: Shirley Parks

S-A	BUDGET MESSAGE	W.S. 16-12-403 (c)
	<p>Revenue received by Sweetwater Improvement and Service District from monthly waterline maintenance fees are used to offset expenses for repairs and supplies as needed. The proposed budget for Fiscal Year 2023 to 2024 will be approved at the Public Budget Hearing/Annual meeting on July 19, 2023 at 5:00 p.m. The District received grants from the Wyoming Water Development Commission and the State Land and Investment Board to lay waterline and connect to Cambria Improvement and Service District. Sweetwater District was connected to Cambria in the fall of 2019. Finishing details of this project have been completed. The District is anticipated receiving another State grant in the last fiscal year to upgrade the rest of the waterline that was not covered by previous grants. Unfortunately, this did not occur. A grant proposal for this coming fiscal year has been prepared and will be submitted as soon as proposals are being accepted. Due to rising costs, increases in tap fees and District member fees will be implemented.</p>	
S-B	<p>RESERVE DESCRIPTION</p> <p>Each year Sweetwater I&S District sets aside Reserve funds to cover emergency situations. Fiscal Year 2021/2022 saw two large water leaks that required use of some the the Reserve funds. The District was able to replenish these funds to their original amount this during Fiscal Year 2022/2023.</p>	

S-C		Does the district have regular office hours exceeding 20 hours per week?
Names of Board Members	Date of End of Term	No
Don Taylor	12/1/24	
Karmel Hoffman	12/1/25	
Shirley Parks	12/1/26	
Tina Conklin	12/1/24	
Riley Hampton	12/1/25	

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?

92 Breakneck Road, Newcastle, WY 82701

How and where are the notices of meeting posted for the public?

Monthly Board meetings are held on the third Wednesday of the month at 92 Breakneck Road, Newcastle, WY. Any other meetings that may be held

Where are the public meetings held?

92 Breakneck Road, Newcastle, WY 82701

PROPOSED BUDGET SUMMARY

OVERVIEW		2021-2022 Actual	2022-2023 Estimated	2023-2024 Proposed	Pending Approval
S-1	Total Budgeted Expenditures	\$50,365	\$28,948	\$84,100	\$84,100
S-2	Total Principal to Pay on Debt	\$0	\$0	\$0	\$0
S-3	Total Change to Restricted Funds	\$1,000	\$1,000	\$1,000	\$1,000
S-4	Total General Fund and Forecasted Revenues Available	\$40,622	\$42,663	\$495,075	\$495,075
S-5	Amount requested from County Commissioners	\$0	\$0	\$0	\$0
S-6	Additional Funding Needed :			\$0	\$0
	Projected Surplus:			\$411,975	\$411,975
REVENUE SUMMARY		2021-2022 Actual	2022-2023 Estimated	2023-2024 Proposed	Pending Approval
S-7	Operating Revenues	\$20,020	\$23,000	\$80,000	\$80,000
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	\$400,000	\$400,000
S-11	Other County Support (Not from Co. Treas.)	\$0	\$0	\$0	\$0
S-12	Miscellaneous	\$0	\$0	\$0	\$0
S-13	Other Forecasted Revenue	\$0	\$61	\$100	\$100
S-14	Total Revenue	\$20,020	\$23,061	\$480,100	\$480,100
FY 7/1/23-6/30/24 Sweetwater Improvement and Service District					
EXPENDITURE SUMMARY		2021-2022 Actual	2022-2023 Estimated	2023-2024 Proposed	Pending Approval
S-15	Capital Outlay	\$0	\$0	\$0	\$0
S-16	Interest and Fees On Debt	\$0	\$0	\$0	\$0
S-17	Administration	\$59	\$156	\$3,500	\$3,500
S-18	Operations	\$49,061	\$27,539	\$79,000	\$79,000
S-19	Indirect Costs	\$1,245	\$1,253	\$1,600	\$1,600
S-20R	Expenditures paid by Reserves	\$0	\$0	\$0	\$0
S-20	Total Expenditures	\$50,365	\$28,948	\$84,100	\$84,100
DEBT SUMMARY		2021-2022 Actual	2022-2023 Estimated	2023-2024 Proposed	Pending Approval
S-21	Principal Paid on Debt	\$0	\$0	\$0	\$0
CASH AND INVESTMENTS		2021-2022 Actual	2022-2023 Estimated	2023-2024 Proposed	Pending Approval
S-22	TOTAL GENERAL FUNDS	\$20,602	\$19,602	\$14,975	\$14,975
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	\$39,000	\$40,000	\$41,000	\$41,000
S-26	c. Bond Funds	\$0	\$0	\$0	\$0
	Total Reserves (a+b+c)	\$39,000	\$40,000	\$41,000	\$41,000
S-27	Amount to be added				
S-28	a. Sinking and Debt Service Funds	\$0	\$0	\$0	\$0
S-29	b. Reserves	\$1,000	\$1,000	\$1,000	\$1,000
S-30	c. Bond Funds	\$0	\$0	\$0	\$0
	Total to be added (a+b+c)	\$1,000	\$1,000	\$1,000	\$1,000
S-31	Subtotal	\$40,000	\$41,000	\$42,000	\$42,000
S-32	Less Total to be spent	\$0	\$0	\$0	\$0
S-33	TOTAL RESERVES AT END OF FISCAL YEAR	\$40,000	\$41,000	\$42,000	\$42,000

End of Summary

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

Date adopted by Special District _____

DISTRICT ADDRESS: 107 Breakneck Road
Newcastle, WY 82701

PREPARED BY: Shirley Parks

DISTRICT PHONE: 307-746-9600

Proposed Budget

Sweetwater Improvement and Service District

FYE 6/30/2024

NAME OF DISTRICT/BOARD

PROPERTY TAXES AND ASSESSMENTS

	DOA Chart of Accounts	2021-2022 Actual	2022-2023 Estimated	2023-2024 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	2021-2022 Actual	2022-2023 Estimated	2023-2024 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	\$20,020	\$23,000	\$80,000	\$80,000
R-3.2 Sales of Goods or Services	4300				
R-3.3 Other Assessments	4503				
R-3.4 Total Operating Revenues		\$20,020	\$23,000	\$80,000	\$80,000
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	\$0	\$0	\$400,000	\$400,000
R-4.4 Total Grants		\$0	\$0	\$400,000	\$400,000
R-5 Miscellaneous Revenue					
R-5.1 Interest	4501				
R-5.2 Other: Specify _____	4500				
R-5.3 Other: Additional _____					
R-5.4 Total Miscellaneous		\$0	\$0	\$0	\$0
R-5.5 Total Forecasted Revenue		\$20,020	\$23,000	\$480,000	\$480,000
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 Powder River Energy Capial Credit	4500	\$0	\$61	\$100	\$100
R-6.4 _____	4500				
R-6.5 _____					
R-6.6 Total Other Forecasted Revenue (a+b)		\$0	\$61	\$100	\$100

Proposed Budget

Sweetwater Improvement and Service District
NAME OF DISTRICT/BOARD

FYE 6/30/2024

CAPITAL OUTLAY BUDGET

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-1.7 _____
- E-1.8 **TOTAL CAPITAL OUTLAY**

DOA Chart of Accounts	2021-2022 Actual	2022-2023 Estimated	2023-2024 Proposed	Pending Approval
6201				
6210				
6211				
6200				
6200				
	\$0	\$0	\$0	\$0

ADMINISTRATION BUDGET

E-2 Personnel Services

- E-2.1 Administrator
- E-2.2 Secretary
- E-2.3 Clerical
- E-2.4 Other (Specify)
- E-2.5 _____
- E-2.6 _____
- E-2.7 _____

E-3 Board Expenses

- E-3.1 Travel
- E-3.2 Mileage
- E-3.3 Other (Specify)
- E-3.4 _____
- E-3.5 _____
- E-3.6 _____

E-4 Contractual Services

- E-4.1 Legal
- E-4.2 Accounting/Auditing
- E-4.3 Other (Specify)
- E-4.4 _____
- E-4.5 _____
- E-4.6 _____

E-5 Other Administrative Expenses

- E-5.1 Office Supplies
- E-5.2 Office equipment, rent & repair
- E-5.3 Education
- E-5.4 Registrations
- E-5.5 Other (Specify)
- E-5.6 _____
- E-5.7 _____
- E-5.8 _____

E-6 TOTAL ADMINISTRATION

DOA Chart of Accounts	2021-2022 Actual	2022-2023 Estimated	2023-2024 Proposed	Pending Approval
7002				
7003				
7004				
7005				
7005				
7011				
7012	\$0	\$0	\$1,000	\$1,000
7013				
7013				
7021	\$0	\$0	\$2,000	\$2,000
7022				
7023				
7023				
7031	\$59	\$156	\$500	\$500
7032				
7033				
7034				
7035				
7035				
	\$59	\$156	\$3,500	\$3,500

Proposed Budget

Sweetwater Improvement and Service District

FYE 6/30/2024

OPERATIONS BUDGET

E-7 Personnel Services

E-7.1 Wages--Operations

E-7.2 Service Contracts

E-7.3 Other (Specify)

E-7.4

E-7.5

E-7.6

E-8 Travel

E-8.1 Mileage

E-8.2 Other (Specify)

E-8.3

E-8.4

E-8.5

E-9 Operating supplies (List)

E-9.1 Water Treatment

E-9.2 Waterline Repair

E-9.3 Advertising

E-9.4

E-9.5

E-10 Program Services (List)

E-10.1

E-10.2

E-10.3

E-10.4

E-10.5

E-11 Contractual Arrangements (List)

E-11.1

E-11.2

E-11.3

E-11.4

E-11.5

E-12 Other operations (Specify)

E-12.1 System Operator

E-12.2 Water

E-12.3 Water Analysis

E-12.4 Electricity

E-12.5

E-13 TOTAL OPERATIONS

DOA Chart of Accounts	2021-2022 Actual	2022-2023 Estimated	2023-2024 Proposed	Pending Approval
7202				
7203				
7204				
7204				
7211	\$0	\$0	\$0	
7212				
7212				
7220	\$0	\$0	\$0	
7220	\$15,960	\$539	\$40,000	\$40,000
7220	\$153	\$138	\$500	\$500
7220				
7230				
7230				
7230				
7230				
7400				
7400				
7400				
7400				
7450	\$4,695	\$1,938	\$6,500	\$6,500
7450	\$26,998	\$24,000	\$30,000	\$30,000
7450	\$498	\$0	\$500	\$500
7450	\$757	\$924	\$1,500	\$1,500
	\$49,061	\$27,539	\$79,000	\$79,000

Proposed Budget

Sweetwater Improvement and Service District

FYE 6/30/2024

INDIRECT COSTS BUDGET

	DOA Chart of Accounts	2021-2022 Actual	2022-2023 Estimated	2023-2024 Proposed	Pending Approval
E-14	Insurance				
E-14.1	Liability	7502	\$1,245	\$1,253	\$1,600
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			
E-15.2	Workers Compensation	7512			
E-15.3	Unemployment Taxes	7513			
E-15.4	Retirement	7514			
E-15.5	Health Insurance	7515			
E-15.6	Other (Specify)				
E-15.7		7516			
E-15.8		7516			
E-15.9					
E-17	TOTAL INDIRECT COSTS		\$1,245	\$1,253	\$1,600

DEBT SERVICE BUDGET

	DOA Chart of Accounts	2021-2022 Actual	2022-2023 Estimated	2023-2024 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

Proposed Budget

Sweetwater Improvement and Service District

FYE 6/30/2024

NAME OF DISTRICT/BOARD

GENERAL FUNDS

		End of Year	Beginning	Beginning	
		2021-2022	2022-2023	2023-2024	Pending
		Actual	Estimated	Proposed	Approval
DOA Chart					
of Accounts					
C-1	Balances at Beginning of Fiscal Year				
C-1.1	General Fund Checking	1010	\$20,265	\$20,265	\$14,638
C-1.2	Savings and Investments	1040		\$0	
C-1.3	General Fund CD Balance	1050		\$0	
C-1.4	All Other Funds	1020	\$337	\$337	\$337
C-1.5	Reserves (From Below)		\$40,000	\$42,000	\$42,000
C-1.6	Total Estimated Cash and Investments on Hand		\$60,602	\$56,975	\$56,975
C-2	General Fund Reductions:				
C-2.1	a. Unpaid bills at FYE	2010			
C-2.2	b. Reserves		\$40,000	\$41,000	\$42,000
C-2.3	Total Deductions (a+b)		\$40,000	\$41,000	\$42,000
C-2.4	Estimated Non-Restricted Funds Available		\$20,602	\$19,602	\$14,975

DOA Chart
of Accounts**SINKING & DEBT SERVICE FUNDS**

1070

		2021-2022	2022-2023	2023-2024	Pending
		Actual	Estimated	Proposed	Approval
C-3	Beginning Balance in Reserve Account (end of previous year)		\$0	\$0	
C-3.2	Date of Reserve Approval in Minutes:				
C-3.3	Amount to be added to the reserve				
C-3.4	Date of Reserve Approval in Minutes:				
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	Date of Reserve Approval in Minutes:				
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

		2021-2022	2022-2023	2023-2024	Pending
		Actual	Estimated	Proposed	Approval
C-4	Beginning Balance in Reserve Account (end of previous year)	\$39,000	\$40,000	\$41,000	\$41,000
C-4.2	Date of Reserve Approval in Minutes:				
C-4.3	Amount to be added to the reserve	\$1,000	\$1,000	\$1,000	\$1,000
C-4.4	Date of Reserve Approval in Minutes:				
C-4.5	SUB-TOTAL	\$40,000	\$41,000	\$42,000	\$42,000
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	Date of Reserve Approval in Minutes:				
C-4.11	TOTAL OTHER RESERVE OUTLAY (a+b+c)	\$0	\$0	\$0	\$0
C-4.12	Balance to be retained	\$40,000	\$41,000	\$42,000	\$42,000

BOND FUNDS

1060

		2021-2022	2022-2023	2023-2024	Pending
		Actual	Estimated	Proposed	Approval
C-5	Beginning Balance in Reserve Account (end of previous year)		\$0	\$0	
C-5.2	Date of Reserve Approval in Minutes:				
C-5.3	Amount to be added to the reserve				
C-5.4	Date of Reserve Approval in Minutes:				
C-5.5	SUB-TOTAL	\$0	\$0	\$0	\$0
C-5.6	Identify the amount and project to be spent				
C-5.7	Date of Reserve Approval in Minutes:				
C-5.8	Balance to be retained	\$0	\$0	\$0	\$0
C-5.9	TOTAL TO BE SPENT	\$0	\$0	\$0	\$0