

Final 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)

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 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.

S-B RESERVE DESCRIPTION

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.

S-C

Names of Board Members	Date of End of Term
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

Does the district have regular office hours exceeding 20 hours per week? **No**

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 h

Where are the public meetings held?
92 Breakneck Road, Newcastle, WY 82701

FINAL BUDGET SUMMARY

OVERVIEW		2021-2022 Actual	2022-2023 Estimated	2023-2024 Proposed	Final 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	Final 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

Sweetwater Improvement and Service District
FY 7/1/23-6/30/24

EXPENDITURE SUMMARY		2021-2022 Actual	2022-2023 Estimated	2023-2024 Proposed	Final 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	Final Approval
S-21	Principal Paid on Debt	\$0	\$0	\$0	\$0

CASH AND INVESTMENTS		2021-2022 Actual	2022-2023 Estimated	2023-2024 Proposed	Final 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 7/19/2023

DISTRICT ADDRESS: 107 Breakneck Road
Newcastle, WY 82701

PREPARED BY: Shirley Parks

DISTRICT PHONE: 307-746-9600

Final Budget

Sweetwater Improvement and Service District
NAME OF DISTRICT/BOARD _____

FYE 6/30/2024

PROPERTY TAXES AND ASSESSMENTS

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

Final Budget

Sweetwater Improvement and Service District
 NAME OF DISTRICT/BOARD

FYE 6/30/2024

CAPITAL OUTLAY BUDGET

	DOA Chart of Accounts	2021-2022 Actual	2022-2023 Estimated	2023-2024 Proposed	Final Approval
E-1 Capital Outlay					
E-1.1 Real Property	6201				
E-1.2 Vehicles	6210				
E-1.3 Office Equipment	6211				
E-1.4 Other (Specify)					
E-1.5 _____	6200				
E-1.6 _____	6200				
E-1.7 _____					
E-1.8 TOTAL CAPITAL OUTLAY		\$0	\$0	\$0	\$0

ADMINISTRATION BUDGET

	DOA Chart of Accounts	2021-2022 Actual	2022-2023 Estimated	2023-2024 Proposed	Final Approval
E-2 Personnel Services					
E-2.1 Administrator	7002				
E-2.2 Secretary	7003				
E-2.3 Clerical	7004				
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				
E-3.2 Mileage	7012	\$0	\$0	\$1,000	\$1,000
E-3.3 Other (Specify)					
E-3.4 _____	7013				
E-3.5 _____	7013				
E-3.6 _____					
E-4 Contractual Services					
E-4.1 Legal	7021	\$0	\$0	\$2,000	\$2,000
E-4.2 Accounting/Auditing	7022				
E-4.3 Other (Specify)					
E-4.4 _____	7023				
E-4.5 _____	7023				
E-4.6 _____					
E-5 Other Administrative Expenses					
E-5.1 Office Supplies	7031	\$59	\$156	\$500	\$500
E-5.2 Office equipment, rent & repair	7032				
E-5.3 Education	7033				
E-5.4 Registrations	7034				
E-5.5 Other (Specify)					
E-5.6 _____	7035				
E-5.7 _____	7035				
E-5.8 _____					
E-6 TOTAL ADMINISTRATION		\$59	\$156	\$3,500	\$3,500

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Sweetwater Improvement and Service District

FYE 6/30/2024

OPERATIONS BUDGET

	DOA Chart of Accounts	2021-2022 Actual	2022-2023 Estimated	2023-2024 Proposed	Final Approval
E-7	Personnel Services				
E-7.1	Wages--Operations	7202			
E-7.2	Service Contracts	7203			
E-7.3	Other (Specify)				
E-7.4	_____	7204			
E-7.5	_____	7204			
E-7.6	_____				
E-8	Travel				
E-8.1	Mileage	7211	\$0	\$0	\$0
E-8.2	Other (Specify)				
E-8.3	_____	7212			
E-8.4	_____	7212			
E-8.5	_____				
E-9	Operating supplies (List)				
E-9.1	Water Treatment	7220	\$0	\$0	\$0
E-9.2	Waterline Repair	7220	\$15,960	\$539	\$40,000
E-9.3	Advertising	7220	\$153	\$138	\$500
E-9.4	_____	7220			
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	System Operator	7450	\$4,695	\$1,938	\$6,500
E-12.2	Water	7450	\$26,998	\$24,000	\$30,000
E-12.3	Water Analysis	7450	\$498	\$0	\$500
E-12.4	Electricity	7450	\$757	\$924	\$1,500
E-12.5	_____				
E-13	TOTAL OPERATIONS		\$49,061	\$27,539	\$79,000

Final 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	Final Approval
E-14	Insurance				
E-14.1	Liability	\$1,245	\$1,253	\$1,600	\$1,600
E-14.2	Buildings and vehicles				
E-14.3	Equipment				
E-14.4	Other (Specify)				
E-14.5	_____				
E-14.6	_____				
E-14.7	_____				
E-15	Indirect payroll costs:				
E-15.1	FICA (Social Security) taxes				
E-15.2	Workers Compensation				
E-15.3	Unemployment Taxes				
E-15.4	Retirement				
E-15.5	Health Insurance				
E-15.6	Other (Specify)				
E-15.7	_____				
E-15.8	_____				
E-15.9	_____				
E-17	TOTAL INDIRECT COSTS	\$1,245	\$1,253	\$1,600	\$1,600

DEBT SERVICE BUDGET

	DOA Chart of Accounts	2021-2022 Actual	2022-2023 Estimated	2023-2024 Proposed	Final Approval
D-1	Debt Service				
D-1.1	Principal				
D-1.2	Interest				
D-1.3	Fees				
D-2	TOTAL DEBT SERVICE	\$0	\$0	\$0	\$0

Final Budget

Sweetwater Improvement and Service District
NAME OF DISTRICT/BOARD _____

FYE 6/30/2024

GENERAL FUNDS				
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		End of Year	Beginning	Beginning	
		2021-2022 Actual	2022-2023 Estimated	2023-2024 Proposed	Final Approval
C-1	Balances at Beginning of Fiscal Year				
C-1.1	General Fund Checking	\$20,265	\$20,265	\$14,638	\$14,638
C-1.2	Savings and Investments		\$0		
C-1.3	General Fund CD Balance		\$0		
C-1.4	All Other Funds	\$337	\$337	\$337	\$337
C-1.5	Reserves (From Below)	\$40,000	\$40,000	\$42,000	\$42,000
C-1.6	Total Estimated Cash and Investments on Hand	\$60,602	\$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	\$42,000
C-2.3	Total Deductions (a+b)	\$40,000	\$41,000	\$42,000	\$42,000
C-2.4	Estimated Non-Restricted Funds Available	\$20,602	\$19,602	\$14,975	\$14,975

		DOA Chart of Accounts
SINKING & DEBT SERVICE FUNDS		1070

		2021-2022 Actual	2022-2023 Estimated	2023-2024 Proposed	Final Approval
C-3	Beginning Balance in Reserve Account (end of previous year)		\$0	\$0	
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				
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		2021-2022 Actual	2022-2023 Estimated	2023-2024 Proposed	Final Approval
C-4	Beginning Balance in Reserve Account (end of previous year)				\$41,000
C-4.1	Beginning Balance in Reserve Account (end of previous year)	\$39,000	\$40,000	\$41,000	\$41,000
C-4.2	<i>Date of Reserve Approval in Minutes:</i> _____				
C-4.3	Amount to be added to the reserve	\$1,000	\$1,000	\$1,000	\$1,000
C-4.4	<i>Date of Reserve Approval in Minutes:</i> _____				
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	<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	\$40,000	\$41,000	\$42,000	\$42,000

BOND FUNDS				
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		2021-2022 Actual	2022-2023 Estimated	2023-2024 Proposed	Final Approval
C-5	Beginning Balance in Reserve Account (end of previous year)				
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