

**Proposed Budget**

Canyon Improvement and Service District	
Budget Hearing Information	
389 Salt Creek Road	<b>Location:</b> Pizza Barn
Newcastle, WY 82701	<b>Date:</b> 6/3/2025
307-312-0768	<b>Time:</b> 5:00pm
Weston County	<b>Budget Prepared by:</b> Kari Drost and Angela Holliday

S-A	<b>BUDGET MESSAGE</b>	W.S. 16-12-403 (c)
<p>As a budget is a statement of priorities, the Board is proposing to continue it's commitment to planning for the future health of our water system by building savings for infrastructure maintenance, repairs, and upgrades.</p>		

S-B	<b>RESERVE DESCRIPTION</b>
Not applicable	

S-C		<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 80%; padding: 5px;">Does the district have regular office hours exceeding 20 hours per week?</td> <td style="width: 20%; padding: 5px; text-align: center;"><b>No</b></td> </tr> <tr><td style="height: 15px;"></td><td></td></tr> <tr><td style="height: 15px;"></td><td></td></tr> <tr><td style="height: 15px;"></td><td></td></tr> </table>	Does the district have regular office hours exceeding 20 hours per week?	<b>No</b>																						
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Where are the minutes of your board meeting available for public review?
District information board on Salt Creek Road and emailed to all district members

How and where are the notices of meeting posted for the public?
District information board on Salt Creek Road and emailed to all district members

Where are the public meetings held?
Pizza Barn

## PROPOSED BUDGET SUMMARY

OVERVIEW		2023-2024 Actual	2024-2025 Estimated	2025-2026 Proposed	Pending Approval
S-1	Total Budgeted Expenditures	\$19,401	\$21,896	\$35,500	\$35,500
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	\$224,170	\$214,156	\$248,159	\$248,159
S-5	Amount requested from County Commissioners	\$41,241	\$26,372	\$36,400	\$36,400
S-6	Additional Funding Needed :			\$0	\$0
	Projected Surplus:			\$212,659	\$212,659
REVENUE SUMMARY		2023-2024 Actual	2024-2025 Estimated	2025-2026 Proposed	Pending Approval
S-7	Operating Revenues	\$9,051	\$10,634	\$14,040	\$14,040
S-8	Tax levy (From the County Treasurer)	\$41,241	\$26,372	\$36,400	\$36,400
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	\$1,099	\$4,372	\$5,000	\$5,000
S-13	Other Forecasted Revenue	\$0	\$0	\$0	\$0
S-14	Total Revenue	\$51,391	\$41,377	\$55,440	\$55,440
FY 7/1/25-6/30/26		Canyon Improvement and Service District			
EXPENDITURE SUMMARY		2023-2024 Actual	2024-2025 Estimated	2025-2026 Proposed	Pending Approval
S-15	Capital Outlay	\$0	\$0	\$6,000	\$6,000
S-16	Interest and Fees On Debt	\$0	\$0	\$0	\$0
S-17	Administration	\$12,112	\$11,548	\$15,940	\$15,940
S-18	Operations	\$6,589	\$10,348	\$13,560	\$13,560
S-19	Indirect Costs	\$700	\$0	\$0	\$0
S-20R	Expenditures paid by Reserves	\$0	\$0	\$0	\$0
S-20	Total Expenditures	\$19,401	\$21,896	\$35,500	\$35,500
DEBT SUMMARY		2023-2024 Actual	2024-2025 Estimated	2025-2026 Proposed	Pending Approval
S-21	Principal Paid on Debt	\$0	\$0	\$0	\$0
CASH AND INVESTMENTS		2023-2024 Actual	2024-2025 Estimated	2025-2026 Proposed	Pending Approval
S-22	TOTAL GENERAL FUNDS	\$172,779	\$172,779	\$192,719	\$192,719
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

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

Date adopted by Special District \_\_\_\_\_

DISTRICT ADDRESS: 389 Salt Creek Road  
Newcastle, WY 82701

PREPARED BY: Kari Drost and Angela Holliday

DISTRICT PHONE: 307-312-0768

Prepared in compliance with the Uniform Municipal Fiscal Procedures Act (W.S. 16-12-401 et seq.) as it applies.

5/31/23 Form approved by Wyoming Department of Audit, Public Funds Division

## Proposed Budget

Canyon Improvement and Service District

FYE 6/30/2026

NAME OF DISTRICT/BOARD

**PROPERTY TAXES AND ASSESSMENTS**

	DOA Chart of Accounts	2023-2024 Actual	2024-2025 Estimated	2025-2026 Proposed	Pending Approval
<b>R-1 Property Taxes and Assessments Received</b>					
R-1.1 Tax Levy (From the County Treasurer)	4001	\$41,241	\$26,372	\$36,400	\$36,400
R-1.2 Other County Support (see note on the right)	4005				

**FORECASTED REVENUE**

	DOA Chart of Accounts	2023-2024 Actual	2024-2025 Estimated	2025-2026 Proposed	Pending Approval
<b>R-2 Revenues from Other Governments</b>					
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
<b>R-3 Operating Revenues</b>					
R-3.1 Customer Charges	4300	\$9,051	\$10,634	\$14,040	\$14,040
R-3.2 Sales of Goods or Services	4300				
R-3.3 Other Assessments	4503				
R-3.4 Total Operating Revenues		\$9,051	\$10,634	\$14,040	\$14,040
<b>R-4 Grants</b>					
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
<b>R-5 Miscellaneous Revenue</b>					
R-5.1 Interest	4501	\$1,099	\$4,372	\$5,000	\$5,000
R-5.2 Other: Specify _____	4500				
R-5.3 Other: Additional _____					
R-5.4 Total Miscellaneous		\$1,099	\$4,372	\$5,000	\$5,000
R-5.5 Total Forecasted Revenue		\$10,150	\$15,006	\$19,040	\$19,040
<b>R-6 Other Forecasted Revenue</b>					
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

Canyon Improvement and Service District

FYE 6/30/2026

NAME OF DISTRICT/BOARD

## 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 Water system monitoring equipment
- E-1.6
- E-1.7
- E-1.8 **TOTAL CAPITAL OUTLAY**

DOA Chart of Accounts	2023-2024 Actual	2024-2025 Estimated	2025-2026 Proposed	Pending Approval
6201				
6210				
6211				
6200	\$0	\$0	\$6,000	\$6,000
6200				
	\$0	\$0	\$6,000	\$6,000

## 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 Bookkeeper
- E-2.6 Contract meter reader
- 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 Water operator
- E-4.5 Water testing
- 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 Software
- E-5.7 Election expenses
- E-5.8

### E-6 TOTAL ADMINISTRATION

DOA Chart of Accounts	2023-2024 Actual	2024-2025 Estimated	2025-2026 Proposed	Pending Approval
7002				
7003				
7004				
7005	\$3,500	\$0	\$0	
7005	\$335	\$0	\$0	
7011				
7012				
7013				
7013				
7021	\$0	\$0	\$500	\$500
7022	\$100	\$120	\$200	\$200
7023	\$3,896	\$7,405	\$10,000	\$10,000
7023	\$744	\$1,084	\$1,500	\$1,500
7031	\$1,714	\$1,417	\$1,800	\$1,800
7032				
7033				
7034				
7035	\$1,639	\$1,466	\$1,740	\$1,740
7035	\$184	\$56	\$200	\$200
	\$12,112	\$11,548	\$15,940	\$15,940

# Proposed Budget

Canyon Improvement and Service District

FYE 6/30/2026

## 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 Operating and maintenance

E-9.2

E-9.3

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 Advertising

E-12.2 Utilities

E-12.3 Memberships - WARS

E-12.4

E-12.5

### E-13 TOTAL OPERATIONS

DOA Chart of Accounts	2023-2024 Actual	2024-2025 Estimated	2025-2026 Proposed	Pending Approval
7202				
7203				
7204				
7204				
7211				
7212				
7212				
7220	\$3,352	\$7,319	\$9,860	\$9,860
7220				
7220				
7220				
7230				
7230				
7230				
7230				
7400				
7400				
7400				
7400				
7450	\$313		\$200	\$200
7450	\$2,449	\$2,534	\$3,000	\$3,000
7450	\$475	\$495	\$500	\$500
7450				
	\$6,589	\$10,348	\$13,560	\$13,560

**Proposed Budget**

Canyon Improvement and Service District

FYE 6/30/2026

**INDIRECT COSTS BUDGET**

	DOA Chart of Accounts	2023-2024 Actual	2024-2025 Estimated	2025-2026 Proposed	Pending Approval
E-14	<b>Insurance</b>				
E-14.1	Liability	7502	\$700		
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	<b>Indirect payroll costs:</b>				
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	<b>TOTAL INDIRECT COSTS</b>		\$700	\$0	\$0

**DEBT SERVICE BUDGET**

	DOA Chart of Accounts	2023-2024 Actual	2024-2025 Estimated	2025-2026 Proposed	Pending Approval
D-1	<b>Debt Service</b>				
D-1.1	Principal	6401			
D-1.2	Interest	6410			
D-1.3	Fees	6420			
D-2	<b>TOTAL DEBT SERVICE</b>		\$0	\$0	\$0

# Proposed Budget

Canyon Improvement and Service District

FYE 6/30/2026

NAME OF DISTRICT/BOARD

**GENERAL FUNDS**

		End of Year	Beginning	Beginning	
		2023-2024	2024-2025	2025-2026	Pending
		Actual	Estimated	Proposed	Approval
DOA Chart					
of Accounts					
C-1	Balances at Beginning of Fiscal Year				
C-1.1	General Fund Checking	1010	\$17,289	\$17,289	\$17,289
C-1.2	Savings and Investments	1040	\$144,596	\$144,596	\$164,536
C-1.3	General Fund CD Balance	1050	\$10,894	\$10,894	\$10,894
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		\$172,779	\$172,779	\$192,719
C-2	General Fund Reductions:				
C-2.1	a. Unpaid bills at FYE	2010			
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		\$172,779	\$172,779	\$192,719

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

1070

		2023-2024	2024-2025	2025-2026	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

		2023-2024	2024-2025	2025-2026	Pending
		Actual	Estimated	Proposed	Approval
C-4	Beginning Balance in Reserve Account (end of previous year)		\$0	\$0	
C-4.2	Date of Reserve Approval in Minutes:				
C-4.3	Amount to be added to the reserve				
C-4.4	Date of Reserve Approval in Minutes:				
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	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	\$0	\$0	\$0	\$0

**BOND FUNDS**

1060

		2023-2024	2024-2025	2025-2026	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