

## Proposed Budget

Sunset Ranch Water District	
Budget Hearing Information	
PO Box 624	Location: Pizza Barn Private Conference Room
Newcastle, WY 82701	Date: 5/13/2025
307-746-9634	Time: 4:30 p.m.
Weston County	Budget Prepared by: Janice M Freeman

S-A	BUDGET MESSAGE	W.S. 16-12-403 (c)
<p>The Sunset Ranch Water District has been delivering water to our 33 members since 2009. The attached budget has changed some from last year.</p>		

S-B	RESERVE DESCRIPTION
<p>We do not have dedicated reserves. Our checking account is with Pinnacle Bank and our savings account is with the State of Wyoming Wyo-Star.</p>	

S-C																									
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 70%;">Names of Board Members</th> <th style="width: 30%;">Date of End of Term</th> </tr> </thead> <tbody> <tr><td>Michael Szuma</td><td>12/31/26</td></tr> <tr><td>Betty Gartley</td><td>12/31/27</td></tr> <tr><td>Shane Crawford</td><td>12/31/26</td></tr> <tr><td>Rick Dunford</td><td>12/31/26</td></tr> <tr><td>John Sandoval</td><td>12/31/26</td></tr> <tr><td> </td><td> </td></tr> </tbody> </table>	Names of Board Members	Date of End of Term	Michael Szuma	12/31/26	Betty Gartley	12/31/27	Shane Crawford	12/31/26	Rick Dunford	12/31/26	John Sandoval	12/31/26													<p>Does the district have regular office hours exceeding 20 hours per week? <span style="float: right; border: 1px solid black; padding: 2px 5px;"><b>No</b></span></p> <div style="border: 1px solid black; height: 40px; margin-top: 5px;"></div> <div style="border: 1px solid black; padding: 5px; margin-top: 5px; font-size: x-small;">                     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.                 </div>
Names of Board Members	Date of End of Term																								
Michael Szuma	12/31/26																								
Betty Gartley	12/31/27																								
Shane Crawford	12/31/26																								
Rick Dunford	12/31/26																								
John Sandoval	12/31/26																								

Where are the minutes of your board meeting available for public review?  
 Weston County Clerk's office or by request from Cindy Brown 949-0014

How and where are the notices of meeting posted for the public?  
 Each member is notified on his or her monthly statement

Where are the public meetings held?  
 Pizza Barn private conference room, Newcastle, WY

## PROPOSED BUDGET SUMMARY

OVERVIEW		2023-2024 Actual	2024-2025 Estimated	2025-2026 Proposed	Pending Approval
S-1	<b>Total Budgeted Expenditures</b>	\$27,433	\$42,702	\$46,711	\$46,711
S-2	<b>Total Principal to Pay on Debt</b>	\$0	\$0	\$0	\$0
S-3	<b>Total Change to Restricted Funds</b>	\$0	\$0	\$0	\$0
S-4	<b>Total General Fund and Forecasted Revenues Available</b>	\$197,610	\$200,180	\$204,189	\$204,189
S-5	<i>Amount requested from County Commissioners</i>	\$4,210	\$4,210	\$6,000	\$6,000
S-6	<b>Additional Funding Needed :</b>			\$0	\$0
	<b>Projected Surplus:</b>			\$157,478	\$157,478

REVENUE SUMMARY		2023-2024 Actual	2024-2025 Estimated	2025-2026 Proposed	Pending Approval
S-7	<b>Operating Revenues</b>	\$23,220	\$23,760	\$23,760	\$23,760
S-8	<b>Tax levy (From the County Treasurer)</b>	\$4,210	\$4,210	\$6,000	\$6,000
S-9	<b>Government Support</b>	\$0	\$0	\$0	\$0
S-10	<b>Grants</b>	\$0	\$0	\$0	\$0
S-11	<b>Other County Support (Not from Co. Treas.)</b>	\$0	\$0	\$0	\$0
S-12	<b>Miscellaneous</b>	\$12,702	\$14,732	\$16,951	\$16,951
S-13	<b>Other Forecasted Revenue</b>	\$0	\$0	\$0	\$0

S-14	<b>Total Revenue</b>	\$40,132	\$42,702	\$46,711	\$46,711
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Sunset Ranch Water District  
FY 7/1/25-6/30/26

EXPENDITURE SUMMARY		2023-2024 Actual	2024-2025 Estimated	2025-2026 Proposed	Pending Approval
S-15	<b>Capital Outlay</b>	\$3,098	\$2,747	\$1,900	\$1,900
S-16	<b>Interest and Fees On Debt</b>	\$0	\$0	\$0	\$0
S-17	<b>Administration</b>	\$3,591	\$4,717	\$5,167	\$5,167
S-18	<b>Operations</b>	\$20,044	\$34,535	\$38,944	\$38,944
S-19	<b>Indirect Costs</b>	\$700	\$703	\$700	\$700
S-20R	<b>Expenditures paid by Reserves</b>	\$0	\$0	\$0	\$0
S-20	<b>Total Expenditures</b>	\$27,433	\$42,702	\$46,711	\$46,711

DEBT SUMMARY		2023-2024 Actual	2024-2025 Estimated	2025-2026 Proposed	Pending Approval
S-21	<b>Principal Paid on Debt</b>	\$0	\$0	\$0	\$0

CASH AND INVESTMENTS		2023-2024 Actual	2024-2025 Estimated	2025-2026 Proposed	Pending Approval
S-22	<b>TOTAL GENERAL FUNDS</b>	\$157,478	\$157,478	\$157,478	\$157,478

**Summary of Reserve Funds**

S-23	<b>Beginning Balance in Reserve Accounts</b>				
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
	<b>Total Reserves (a+b+c)</b>	\$0	\$0	\$0	\$0
S-27	<b>Amount to be added</b>				
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
	<b>Total to be added (a+b+c)</b>	\$0	\$0	\$0	\$0
S-31	<b>Subtotal</b>	\$0	\$0	\$0	\$0
S-32	<b>Less Total to be spent</b>	\$0	\$0	\$0	\$0
S-33	<b>TOTAL RESERVES AT END OF FISCAL YEAR</b>	\$0	\$0	\$0	\$0

*End of Summary*

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

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

**DISTRICT ADDRESS:** PO Box 624  
Newcastle, WY 82701

**PREPARED BY:** Janice M Freeman

**DISTRICT PHONE:** 307-746-9634

# Proposed Budget

Sunset Ranch Water District  
 NAME OF DISTRICT/BOARD \_\_\_\_\_

FYE 6/30/2026 \_\_\_\_\_

## 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	\$4,210	\$4,210	\$6,000	\$6,000
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	\$23,220	\$23,760	\$23,760	\$23,760
R-3.2 Sales of Goods or Services	4300				
R-3.3 Other Assessments	4503				
R-3.4 Total Operating Revenues		\$23,220	\$23,760	\$23,760	\$23,760
<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	\$6,053	\$5,951	\$6,300	\$6,300
R-5.2 Other: Specify <u>tap fee, charges, cash</u>	4500	\$6,649	\$8,781	\$10,651	\$10,651
R-5.3 Other: Additional _____					
R-5.4 Total Miscellaneous		\$12,702	\$14,732	\$16,951	\$16,951
R-5.5 Total Forecasted Revenue		\$35,922	\$38,492	\$40,711	\$40,711
<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

Sunset Ranch Water District  
 NAME OF DISTRICT/BOARD

FYE 6/30/2026

## CAPITAL OUTLAY BUDGET

	DOA Chart of Accounts	2023-2024 Actual	2024-2025 Estimated	2025-2026 Proposed	Pending Approval
<b>E-1</b>	<b>Capital Outlay</b>				
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	Land lease meter house	6200	\$3,098	\$2,747	\$1,900
E-1.6		6200			
E-1.7					
E-1.8	<b>TOTAL CAPITAL OUTLAY</b>		\$3,098	\$2,747	\$1,900

## ADMINISTRATION BUDGET

	DOA Chart of Accounts	2023-2024 Actual	2024-2025 Estimated	2025-2026 Proposed	Pending Approval
<b>E-2</b>	<b>Personnel Services</b>				
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					
<b>E-3</b>	<b>Board Expenses</b>				
E-3.1	Travel	7011			
E-3.2	Mileage	7012			
E-3.3	Other (Specify)				
E-3.4		7013			
E-3.5		7013			
E-3.6					
<b>E-4</b>	<b>Contractual Services</b>				
E-4.1	Legal	7021			
E-4.2	Accounting/Auditing	7022	\$2,400	\$2,400	\$2,400
E-4.3	Other (Specify)				
E-4.4	Safety deposit box	7023	\$20	\$20	\$20
E-4.5		7023			
E-4.6					
<b>E-5</b>	<b>Other Administrative Expenses</b>				
E-5.1	Office Supplies	7031	\$858	\$1,347	\$1,347
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	Postage	7035	\$200	\$400	\$600
E-5.7	Advertising/promotion	7035	\$113	\$550	\$800
E-5.8					
<b>E-6</b>	<b>TOTAL ADMINISTRATION</b>		\$3,591	\$4,717	\$5,167

# Proposed Budget

Sunset Ranch Water District

FYE 6/30/2026

OPERATIONS BUDGET
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	DOA Chart of Accounts	2023-2024 Actual	2024-2025 Estimated	2025-2026 Proposed	Pending Approval
<b>E-7</b>	<b>Personnel Services</b>				
E-7.1	Wages--Operations				
E-7.2	Service Contracts	\$3,600	\$3,600	\$3,600	\$3,600
E-7.3	Other (Specify)				
E-7.4	_____				
E-7.5	_____				
E-7.6	_____				
<b>E-8</b>	<b>Travel</b>				
E-8.1	Mileage				
E-8.2	Other (Specify)				
E-8.3	_____				
E-8.4	_____				
E-8.5	_____				
<b>E-9</b>	<b>Operating supplies (List)</b>				
E-9.1	_____				
E-9.2	_____				
E-9.3	_____				
E-9.4	_____				
E-9.5	_____				
<b>E-10</b>	<b>Program Services (List)</b>				
E-10.1	_____				
E-10.2	_____				
E-10.3	_____				
E-10.4	_____				
E-10.5	_____				
<b>E-11</b>	<b>Contractual Arrangements (List)</b>				
E-11.1	System operator	\$4,300	\$6,474	\$7,223	\$7,223
E-11.2	Water purchased	\$9,664	\$13,947	\$16,675	\$16,675
E-11.3	One call of Wyoming	\$75	\$200	\$200	\$200
E-11.4	_____				
E-11.5	_____				
<b>E-12</b>	<b>Other operations (Specify)</b>				
E-12.1	Water testing	\$1,117	\$1,747	\$2,269	\$2,269
E-12.2	Electricity	\$1,288	\$2,947	\$3,300	\$3,300
E-12.3	Repairs and maintenance		\$5,620	\$5,677	\$5,677
E-12.4	_____				
E-12.5	_____				
<b>E-13</b>	<b>TOTAL OPERATIONS</b>	\$20,044	\$34,535	\$38,944	\$38,944

# Proposed Budget

Sunset Ranch Water District

FYE 6/30/2026

## INDIRECT COSTS BUDGET

	DOA Chart of Accounts	2023-2024 Actual	2024-2025 Estimated	2025-2026 Proposed	Pending Approval
<b>E-14</b>	<b>Insurance</b>				
E-14.1	Liability	\$700	\$703	\$700	\$700
E-14.2	Buildings and vehicles				
E-14.3	Equipment				
E-14.4	Other (Specify)				
E-14.5	_____				
E-14.6	_____				
E-14.7	_____				
<b>E-15</b>	<b>Indirect payroll costs:</b>				
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	_____				
<b>E-17</b>	<b>TOTAL INDIRECT COSTS</b>	\$700	\$703	\$700	\$700

## DEBT SERVICE BUDGET

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

# Proposed Budget

Sunset Ranch Water 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
C-1	Balances at Beginning of Fiscal Year	DOA Chart of Accounts			
C-1.1	General Fund Checking	1010	\$13,730	\$13,730	\$13,730
C-1.2	Savings and Investments	1040	\$143,748	\$143,748	\$143,748
C-1.3	General Fund CD Balance	1050	\$0		
C-1.4	All Other Funds	1020	\$0		
C-1.5	Reserves (From Below)		\$0	\$0	\$0
C-1.6	<b>Total Estimated Cash and Investments on Hand</b>		\$157,478	\$157,478	\$157,478

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	<b>Total Deductions (a+b)</b>		\$0	\$0	\$0
C-2.4	<b>Estimated Non-Restricted Funds Available</b>		\$157,478	\$157,478	\$157,478

DOA Chart of Accounts	1070
<b>SINKING &amp; DEBT SERVICE FUNDS</b>	

C-3		2023-2024	2024-2025	2025-2026	Pending
		Actual	Estimated	Proposed	Approval
C-3.1	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	<b>SUB-TOTAL</b>	\$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	<b>TOTAL CAPITAL OUTLAY (a+b+c)</b>	\$0	\$0	\$0	\$0
C-3.12	Balance to be retained	\$0	\$0	\$0	\$0

RESERVES	1090
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C-4		2023-2024	2024-2025	2025-2026	Pending
		Actual	Estimated	Proposed	Approval
C-4.1	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	<b>SUB-TOTAL</b>	\$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	<b>TOTAL OTHER RESERVE OUTLAY (a+b+c)</b>	\$0	\$0	\$0	\$0
C-4.12	Balance to be retained	\$0	\$0	\$0	\$0

BOND FUNDS	1060
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C-5		2023-2024	2024-2025	2025-2026	Pending
		Actual	Estimated	Proposed	Approval
C-5.1	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	<b>SUB-TOTAL</b>	\$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	<b>TOTAL TO BE SPENT</b>	\$0	\$0	\$0	\$0