

# Final Budget

Cheyenne Downtwon Development Authority	
Budget Hearing Information	
109 W. 17th Street	Location: Depot
Cheyenne, WY 82001	Date: 7/6/2022
(307) 433-9730	Time: 12:00 PM
Laramie County	Budget Prepared by: Domenic Bravo

**S-A BUDGET MESSAGE** W.S. 16-4-104(d)

The DDA submitted its proposed budget to the city of Cheyenne in Early March of 2022. The proposed budget was presented to the governing body at a work session in May. Final approval of the budget by the city is anticipated to be mid June. We will then have a board meeting to finalize the budget and then a public hearing in early July. The budget reflects funding of \$250,000 from the city of Cheyenne. Mill Levy and other revenues will account for approximately \$400,000 of overall revenue for the year.

**S-B RESERVE DESCRIPTION**

The DDA currently has \$460,000 in designated reserves.

**S-C**

Names of Board Members	Date of End of Term	Does the district have regular office hours exceeding 20 hours per week?
Bruce Heinbuck	6/30/23	<input checked="" type="checkbox"/> <b>Yes</b>
Wendy Volk	6/30/23	
Cragl Kerrigan	6/30/23	
Katherine Brady	6/30/23	
Anthony Ortiz	6/30/22	
Steph Reese	6/30/23	
Pete Laybourn-City Council	6/30/23	

**If Yes, enter**

Address of office: 109 W. 17th Street

City, State, Zip: Cheyenne, WY 82001

Phone Number: (307) 433-9730

Hours Open: M-F 8:00-1:30

Where are the minutes of your board meeting available for public review?  
 \*\*\*\*\*downtowncheyenne.com/archives-records/

How and where are the notices of meeting posted for the public?  
 Printed in the Wyoming Tribune Eagle Newspaper Governmental Meetings Section

Where are the public meetings held?  
 Depot

## FINAL BUDGET SUMMARY

OVERVIEW		2020-2021 Actual	2021-2022 Estimated	2022-2023 Proposed	Final Approval
S-1	<b>Total Budgeted Expenditures</b>	\$541,465	\$688,756	\$1,532,502	\$1,532,502
S-2	<b>Total Principal to Pay on Debt</b>	\$0	\$0	\$0	\$0
S-3	<b>Total Change to Restricted Funds</b>	\$1,675	\$0	\$0	\$0
S-4	<b>Total General Fund and Forecasted Revenues Available</b>	\$1,749,142	\$1,747,116	\$2,472,000	\$2,472,000
S-5	<i>Amount requested from County Commissioners</i>	\$361,121	\$356,000	\$387,000	\$387,000
S-6	<b>Additional Funding Needed :</b>			<b>\$0</b>	<b>\$0</b>

REVENUE SUMMARY		2020-2021 Actual	2021-2022 Estimated	2022-2023 Proposed	Final Approval
S-7	<b>Operating Revenues</b>	\$0	\$3,095	\$0	\$0
S-8	<b>Tax levy (From the County Treasurer)</b>	\$361,121	\$356,000	\$387,000	\$387,000
S-9	<b>Government Support</b>	\$275,000	\$275,000	\$275,000	\$275,000
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>	\$0	\$0	\$750,000	\$750,000
S-13	<b>Other Forecasted Revenue</b>	\$0	\$0	\$20,000	\$20,000

S-14	<b>Total Revenue</b>	\$636,121	\$634,095	\$1,432,000	\$1,432,000
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FY 7/1/22-6/30/23 Cheyenne Downtwon Development Authority

EXPENDITURE SUMMARY		2020-2021 Actual	2021-2022 Estimated	2022-2023 Proposed	Final Approval
S-15	<b>Capital Outlay</b>	\$0	\$0	\$0	\$0
S-16	<b>Interest and Fees On Debt</b>	\$0	\$0	\$0	\$0
S-17	<b>Administration</b>	\$0	\$0	\$0	\$0
S-18	<b>Operations</b>	\$503,440	\$648,654	\$1,492,400	\$1,492,400
S-19	<b>Indirect Costs</b>	\$38,025	\$40,102	\$40,102	\$40,102
S-20R	<b>Expenditures paid by Reserves</b>	\$0	\$0	\$0	\$0
S-20	<b>Total Expenditures</b>	\$541,465	\$688,756	\$1,532,502	\$1,532,502

DEBT SUMMARY		2020-2021 Actual	2021-2022 Estimated	2022-2023 Proposed	Final Approval
S-21	<b>Principal Paid on Debt</b>	\$0	\$0	\$0	\$0

CASH AND INVESTMENTS		2020-2021 Actual	2021-2022 Estimated	2022-2023 Proposed	Final Approval
S-22	<b>TOTAL GENERAL FUNDS</b>	\$1,113,021	\$1,113,021	\$1,040,000	\$1,040,000

Summary of Reserve Funds		2020-2021 Actual	2021-2022 Estimated	2022-2023 Proposed	Final Approval
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	\$461,570	\$463,245	\$463,245	\$463,245
S-26	c. Bond Funds	\$0	\$0	\$0	\$0
	<b>Total Reserves (a+b+c)</b>	\$461,570	\$463,245	\$463,245	\$463,245
S-27	<b>Amount to be added</b>				
S-28	a. Sinking and Debt Service Funds	\$0	\$0	\$0	\$0
S-29	b. Reserves	\$1,675	\$0	\$0	\$0
S-30	c. Bond Funds	\$0	\$0	\$0	\$0
	<b>Total to be added (a+b+c)</b>	\$1,675	\$0	\$0	\$0
S-31	<b>Subtotal</b>	\$463,245	\$463,245	\$463,245	\$463,245
S-32	<b>Less Total to be spent</b>	\$0	\$0	\$0	\$0
S-33	<b>TOTAL RESERVES AT END OF FISCAL YEAR</b>	\$463,245	\$463,245	\$463,245	\$463,245

End of Summary

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

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

**DISTRICT ADDRESS:** 109 W. 17th Street \_\_\_\_\_  
 Cheyenne, WY 82001 \_\_\_\_\_

**PREPARED BY:** Domenic Bravo \_\_\_\_\_

**DISTRICT PHONE:** (307) 433-9730 \_\_\_\_\_

# Final Budget

Cheyenne Downtwon Development Authority  
 NAME OF DISTRICT/BOARD \_\_\_\_\_

FYE 6/30/2023

## PROPERTY TAXES AND ASSESSMENTS

	DOA Chart of Accounts	2020-2021 Actual	2021-2022 Estimated	2022-2023 Proposed	Final Approval
<b>R-1 Property Taxes and Assessments Received</b>					
R-1.1 Tax Levy (From the County Treasurer)	4001	\$361,121	\$356,000	\$387,000	\$387,000
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	Final Approval
<b>R-2 Revenues from Other Governments</b>					
R-2.1 State Aid	4211				
R-2.2 Additional County Aid (non-treasurer)	4237	\$5,000	\$5,000	\$5,000	\$5,000
R-2.3 City (or Town) Aid	4237	\$250,000	\$250,000	\$250,000	\$250,000
R-2.4 Other (Specify)	4237	\$20,000	\$20,000	\$20,000	\$20,000
R-2.5 <b>Total Government Support</b>		\$275,000	\$275,000	\$275,000	\$275,000
<b>R-3 Operating Revenues</b>					
R-3.1 Customer Charges	4300				
R-3.2 Sales of Goods or Services	4300		\$1,600		
R-3.3 Other Assessments	4503		\$1,495		
R-3.4 <b>Total Operating Revenues</b>		\$0	\$3,095	\$0	\$0
<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 <b>Total Grants</b>		\$0	\$0	\$0	\$0
<b>R-5 Miscellaneous Revenue</b>					
R-5.1 Interest	4501				
R-5.2 Other: Specify <u>carry forward</u>	4500			\$750,000	\$750,000
R-5.3 Other: Additional _____					
R-5.4 <b>Total Miscellaneous</b>		\$0	\$0	\$750,000	\$750,000
R-5.5 <b>Total Forecasted Revenue</b>		\$275,000	\$278,095	\$1,025,000	\$1,025,000
<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 Sponsorship	4500	\$0	\$0	\$20,000	\$20,000
R-6.4 _____	4500				
R-6.5 _____					
R-6.6 <b>Total Other Forecasted Revenue (a+b)</b>		\$0	\$0	\$20,000	\$20,000

# Final Budget

Cheyenne Downtwon Development Authority

FYE 6/30/2023

NAME OF DISTRICT/BOARD

## CAPITAL OUTLAY BUDGET

	DOA Chart of Accounts	2020-2021 Actual	2021-2022 Estimated	2022-2023 Proposed	Final Approval
<b>E-1 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 _____	6200				
E-1.6 _____	6200				
E-1.7 _____					
E-1.8 <b>TOTAL CAPITAL OUTLAY</b>		\$0	\$0	\$0	\$0

## ADMINISTRATION BUDGET

	DOA Chart of Accounts	2020-2021 Actual	2021-2022 Estimated	2022-2023 Proposed	Final Approval
<b>E-2 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 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 Contractual Services</b>					
E-4.1 Legal	7021				
E-4.2 Accounting/Auditing	7022				
E-4.3 Other (Specify)					
E-4.4 _____	7023				
E-4.5 _____	7023				
E-4.6 _____					
<b>E-5 Other Administrative Expenses</b>					
E-5.1 Office Supplies	7031				
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 _____					
<b>E-6 TOTAL ADMINISTRATION</b>		\$0	\$0	\$0	\$0

# Final Budget

## OPERATIONS BUDGET

	DOA Chart of Accounts	2020-2021 Actual	2021-2022 Estimated	2022-2023 Proposed	Final Approval
<b>E-7</b>	<b>Personnel Services</b>				
E-7.1	Wages--Operations	7202 \$183,850	\$230,000	\$310,000	\$310,000
E-7.2	Service Contracts	7203			
E-7.3	Other (Specify)				
E-7.4	_____	7204			
E-7.5	_____	7204			
E-7.6	_____				
<b>E-8</b>	<b>Travel</b>				
E-8.1	Mileage	7211 \$0	\$0	\$65,000	\$65,000
E-8.2	Other (Specify)				
E-8.3	_____	7212			
E-8.4	_____	7212			
E-8.5	_____				
<b>E-9</b>	<b>Operating supplies (List)</b>				
E-9.1	Various	7220 \$10,250		\$50,000	\$50,000
E-9.2	_____	7220			
E-9.3	_____	7220			
E-9.4	_____	7220			
E-9.5	_____				
<b>E-10</b>	<b>Program Services (List)</b>				
E-10.1	Events	7230 \$15,482	\$40,000	\$40,000	\$40,000
E-10.2	Event Sponsorship	7230 \$11,200	\$15,000	\$20,000	\$20,000
E-10.3	Grants to Businesses	7230 \$262,308	\$150,000	\$300,000	\$300,000
E-10.4	Planters	7230 \$10,350	\$11,254	\$5,000	\$5,000
E-10.5	_____				
<b>E-11</b>	<b>Contractual Arrangements (List)</b>				
E-11.1	_____	7400			
E-11.2	_____	7400			
E-11.3	_____	7400			
E-11.4	_____	7400			
E-11.5	_____				
<b>E-12</b>	<b>Other operations (Specify)</b>				
E-12.1	Property/Business Owner Communication	7450 \$2,500	\$2,400	\$2,400	\$2,400
E-12.2	Contract Services	7450 \$7,500	\$200,000	\$200,000	\$200,000
E-12.3	Large Projects	7450		\$500,000	\$500,000
E-12.4	_____	7450			
E-12.5	_____				
<b>E-13</b>	<b>TOTAL OPERATIONS</b>	\$503,440	\$648,654	\$1,492,400	\$1,492,400

# Final Budget

## INDIRECT COSTS BUDGET

	DOA Chart of Accounts	2020-2021 Actual	2021-2022 Estimated	2022-2023 Proposed	Final Approval
<b>E-14</b>	<b>Insurance</b>				
E-14.1	Liability	7502			
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	_____				
<b>E-15</b>	<b>Indirect payroll costs:</b>				
E-15.1	FICA (Social Security) taxes	7511	\$14,918	\$16,754	\$16,754
E-15.2	Workers Compensation	7512	\$1,833	\$2,059	\$2,059
E-15.3	Unemployment Taxes	7513	\$72	\$87	\$87
E-15.4	Retirement	7514	\$3,202	\$3,202	\$3,202
E-15.5	Health Insurance	7515	\$18,000	\$18,000	\$18,000
E-15.6	Other (Specify)				
E-15.7	_____	7516			
E-15.8	_____	7516			
E-15.9	_____				
<b>E-17</b>	<b>TOTAL INDIRECT COSTS</b>		\$38,025	\$40,102	\$40,102

## DEBT SERVICE BUDGET

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

# Final Budget

Cheyenne Downtwon Development Authority  
**NAME OF DISTRICT/BOARD** \_\_\_\_\_

FYE 6/30/2023

<b>GENERAL FUNDS</b>				
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		End of Year	Beginning	Beginning		
C-1	Balances at Beginning of Fiscal Year	2020-2021 Actual	2021-2022 Estimated	2022-2023 Proposed	Final Approval	
C-1.1	General Fund Checking	1010	\$858,709	\$858,709	\$750,000	\$750,000
C-1.2	Savings and Investments	1040	\$254,312	\$254,312	\$290,000	\$290,000
C-1.3	General Fund CD Balance	1050		\$0		
C-1.4	All Other Funds	1020		\$0		
C-1.5	Reserves (From Below)		\$463,245	\$463,245	\$463,245	\$463,245
C-1.6	<b>Total Estimated Cash and Investments on Hand</b>		\$1,576,266	\$1,576,266	\$1,503,245	\$1,503,245

C-2	General Fund Reductions:	2010			
C-2.1	a. Unpaid bills at FYE				
C-2.2	b. Reserves		\$463,245	\$463,245	\$463,245
C-2.3	<b>Total Deductions (a+b)</b>		\$463,245	\$463,245	\$463,245
C-2.4	<b>Estimated Non-Restricted Funds Available</b>		\$1,113,021	\$1,113,021	\$1,040,000

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

C-3		2020-2021 Actual	2021-2022 Estimated	2022-2023 Proposed	Final 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	<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	<i>Date of Reserve Approval in Minutes:</i> _____				
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

<b>RESERVES</b>				
	<b>1090</b>			

C-4		2020-2021 Actual	2021-2022 Estimated	2022-2023 Proposed	Final Approval
C-4.1	Beginning Balance in Reserve Account (end of previous year)	\$461,570	\$463,245	\$463,245	\$463,245
C-4.2	<i>Date of Reserve Approval in Minutes:</i> _____				
C-4.3	Amount to be added to the reserve	\$1,675			
C-4.4	<i>Date of Reserve Approval in Minutes:</i> _____ <i>Interest</i>				
C-4.5	<b>SUB-TOTAL</b>	\$463,245	\$463,245	\$463,245	\$463,245
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	<b>TOTAL OTHER RESERVE OUTLAY (a+b+c)</b>	\$0	\$0	\$0	\$0
C-4.12	Balance to be retained	\$463,245	\$463,245	\$463,245	\$463,245

<b>BOND FUNDS</b>				
	<b>1060</b>			

C-5		2020-2021 Actual	2021-2022 Estimated	2022-2023 Proposed	Final 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	<b>SUB-TOTAL</b>	\$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	<b>TOTAL TO BE SPENT</b>	\$0	\$0	\$0	\$0