

# Final Budget

South Cheyenne Water & Sewer District	
Budget Hearing Information	
215 East Allison Road	Location: 215 East Allison Road
Cheyenne, WY 82007	Date: 7/14/2020
307-635-5608	Time: 5:00 P.M.
Laramie County	Budget Prepared by: Dena Hansen

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

The South Cheyenne Water & Sewer District FY-2020-2021 Budget consists of funding for ongoing projects such as waterline maintenance, sewerline maintenance, hydrant replacements, continuation of the inflow/infiltration study and update the water model and master plan. New budget items include replacement of sewer mainlines located South of the District, and Capital Outlay sewer mainline replacements as determined by inflow/infiltration study and updated master plan

S-B **RESERVE DESCRIPTION**

Reserve funds are held for a potential main line break that could require immediate repair. Cost estimates for this event range up to \$1,000,000.

S-C

Names of Board Members	Date of End of Term
Karen Hughes - President	11/1/22
Benjamin Marszalek - Vice Pres.	11/3/20
Gary Moser - Director	11/3/20
James Rish - Director	11/1/22
Robert Slesman	11/3/20

Does the district have regular office hours exceeding 20 hours per week? Yes

**If Yes, enter**

Address of office: 215 East Allison Road

City, State, Zip: Cheyenne, WY 82007

Phone Number: 307-635-5608

Hours Open: 8 a.m - 5 p.m.

Where are the minutes of your board meeting available for public review?  
 215 East Allison Road, Cheyenne, WY 82007

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

Where are the public meetings held?  
 215 East Allison Road, Cheyenne, WY 82007

## FINAL BUDGET SUMMARY

OVERVIEW	2018-2019 Actual	2019-2020 Estimated	2020-2021 Proposed	Final Approval
S-1 <b>Total Budgeted Expenditures</b>	\$4,887,605	\$4,277,839	\$5,921,605	\$5,969,841
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>	\$5,151,573	\$5,755,392	\$5,922,500	\$5,969,841
S-5 <i>Amount requested from County Commissioners</i>	\$383,896	\$420,826	\$437,000	\$435,841
S-6 <b>Additional Funding Needed :</b>			<b>\$0</b>	<b>\$0</b>

REVENUE SUMMARY	2018-2019 Actual	2019-2020 Estimated	2020-2021 Proposed	Final Approval
S-7 <b>Operating Revenues</b>	\$3,853,505	\$4,394,255	\$3,990,500	\$3,990,500
S-8 <b>Tax levy (From the County Treasurer)</b>	\$383,896	\$420,826	\$437,000	\$435,841
S-9 <b>Government Support</b>	\$0	\$0	\$0	\$0
S-10 <b>Grants</b>	\$0	\$0	\$100,000	\$148,500
S-11 <b>Other County Support (Not from Co. Treas.)</b>	\$0	\$0	\$0	\$0
S-12 <b>Miscellaneous</b>	\$20,859	\$74,702	\$20,000	\$20,000
S-13 <b>Other Forecasted Revenue</b>	\$177,704	\$150,000	\$150,000	\$150,000
S-14 <b>Total Revenue</b>	\$4,435,964	\$5,039,783	\$4,697,500	\$4,744,841

FY 7/1/20-6/30/21 South Cheyenne Water & Sewer District

EXPENDITURE SUMMARY	2018-2019 Actual	2019-2020 Estimated	2020-2021 Proposed	Final Approval
S-15 <b>Capital Outlay</b>	\$898,344	\$57,900	\$1,238,000	\$1,286,236
S-16 <b>Interest and Fees On Debt</b>	\$0	\$0	\$0	\$0
S-17 <b>Administration</b>	\$318,976	\$327,365	\$440,105	\$440,105
S-18 <b>Operations</b>	\$3,433,567	\$3,631,174	\$3,956,300	\$3,956,300
S-19 <b>Indirect Costs</b>	\$236,719	\$261,400	\$287,200	\$287,200
S-20R <b>Expenditures paid by Reserves</b>	\$0	\$0	\$0	\$0
S-20 <b>Total Expenditures</b>	\$4,887,605	\$4,277,839	\$5,921,605	\$5,969,841

DEBT SUMMARY	2018-2019 Actual	2019-2020 Estimated	2020-2021 Proposed	Final Approval
S-21 <b>Principal Paid on Debt</b>	\$0	\$0	\$0	\$0

CASH AND INVESTMENTS	2018-2019 Actual	2019-2020 Estimated	2020-2021 Proposed	Final Approval
S-22 <b>TOTAL GENERAL FUNDS</b>	\$715,609	\$715,609	\$1,225,000	\$1,225,000

**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	\$837,612	\$837,612	\$837,612	\$837,612
S-26 c. Bond Funds	\$0	\$0	\$0	\$0
<b>Total Reserves (a+b+c)</b>	<b>\$837,612</b>	<b>\$837,612</b>	<b>\$837,612</b>	<b>\$837,612</b>
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>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
S-31 <b>Subtotal</b>	\$837,612	\$837,612	\$837,612	\$837,612
S-32 <b>Less Total to be spent</b>	\$0	\$0	\$0	\$0
S-33 <b>TOTAL RESERVES AT END OF FISCAL YEAR</b>	<b>\$837,612</b>	<b>\$837,612</b>	<b>\$837,612</b>	<b>\$837,612</b>

*End of Summary*

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

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

**DISTRICT ADDRESS:** 215 East Allison Road  
Cheyenne, WY 82007

**PREPARED BY:** Dena Hansen

**DISTRICT PHONE:** 307-635-5608





# Final Budget

South Cheyenne Water & Sewer District

FYE 6/30/2021

NAME OF DISTRICT/BOARD

## CAPITAL OUTLAY BUDGET

		2018-2019 Actual	2019-2020 Estimated	2020-2021 Proposed	Final Approval
<b>E-1 Capital Outlay</b>					
E-1.1	Real Property				
E-1.2	Vehicles				
E-1.3	Office Equipment	\$280	\$0	\$3,000	\$3,000
E-1.4	Other (Specify)				
E-1.5	Meters	\$35,533	\$40,200	\$35,000	\$35,000
E-1.6	Water Lines	\$189,025	\$0	\$200,000	\$200,000
E-1.7	see additional details	\$673,506	\$17,700	\$1,000,000	\$1,048,236
E-1.8	<b>TOTAL CAPITAL OUTLAY</b>	<b>\$898,344</b>	<b>\$57,900</b>	<b>\$1,238,000</b>	<b>\$1,286,236</b>

## ADMINISTRATION BUDGET

		2018-2019 Actual	2019-2020 Estimated	2020-2021 Proposed	Final Approval
<b>E-2 Personnel Services</b>					
E-2.1	Administrator				
E-2.2	Secretary	\$141,272	\$151,155	\$168,245	\$168,245
E-2.3	Clerical				
E-2.4	Other (Specify)				
E-2.5	Auto Allowance	\$960	\$960	\$960	\$960
E-2.6	Accrued Leave	\$16,573	\$19,745	\$20,000	\$20,000
E-2.7	see additional details	\$27,004	\$23,900	\$27,000	\$27,000
<b>E-3 Board Expenses</b>					
E-3.1	Travel				
E-3.2	Mileage				
E-3.3	Other (Specify)				
E-3.4	Directors Expense	\$5,875	\$6,225	\$7,000	\$7,000
E-3.5					
E-3.6					
<b>E-4 Contractual Services</b>					
E-4.1	Legal	\$17,065	\$18,000	\$20,000	\$20,000
E-4.2	Accounting/Auditing	\$14,654	\$17,000	\$20,000	\$20,000
E-4.3	Other (Specify)				
E-4.4	Computer Technician	\$4,700	\$5,900	\$6,000	\$6,000
E-4.5	Web-Page Services	\$0	\$0	\$2,000	\$2,000
E-4.6	see additional details	\$47,191	\$35,300	\$111,000	\$111,000
<b>E-5 Other Administrative Expenses</b>					
E-5.1	Office Supplies	\$1,786	\$2,700	\$3,000	\$3,000
E-5.2	Office equipment, rent & repair				
E-5.3	Education				
E-5.4	Registrations				
E-5.5	Other (Specify)				
E-5.6	Utilities	\$3,515	\$6,500	\$7,000	\$7,000
E-5.7	Telephone	\$3,240	\$3,700	\$4,000	\$4,000
E-5.8	see additional details	\$35,140	\$36,280	\$43,900	\$43,900
E-6	<b>TOTAL ADMINISTRATION</b>	<b>\$318,976</b>	<b>\$327,365</b>	<b>\$440,105</b>	<b>\$440,105</b>

# Final Budget

South Cheyenne Water & Sewer District

FYE 6/30/2021

<b>OPERATIONS BUDGET</b>
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		2018-2019 Actual	2019-2020 Estimated	2020-2021 Proposed	Final Approval
<b>E-7</b>	<b>Personnel Services</b>				
E-7.1	Wages--Operations	\$220,157	\$240,274	\$260,000	\$260,000
E-7.2	Service Contracts				
E-7.3	Other (Specify)				
E-7.4	Overtime	\$853	\$5,000	\$5,000	\$5,000
E-7.5	Summer Staff	\$3,413	\$1,700	\$2,800	\$2,800
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	Truck & Auto	\$6,978	\$11,500	\$15,000	\$15,000
E-9.2	Fuel Maintenance	\$9,471	\$10,600	\$15,000	\$15,000
E-9.3	Uniforms	\$5,592	\$7,000	\$7,000	\$7,000
E-9.4					
E-9.5					
<b>E-10</b>	<b>Program Services (List)</b>				
E-10.1	Locating	\$1,963	\$2,900	\$3,000	\$3,000
E-10.2	Drug Testing	\$210	\$300	\$500	\$500
E-10.3	Water Testing	\$6,411	\$5,700	\$8,000	\$8,000
E-10.4					
E-10.5					
<b>E-11</b>	<b>Contractual Arrangements (List)</b>				
E-11.1	Mapping	\$1,378	\$10,800	\$20,000	\$20,000
E-11.2	Copier/Printer	\$3,636	\$3,600	\$4,000	\$4,000
E-11.3	Water Services-BOPU	\$1,748,317	\$1,610,000	\$1,700,000	\$1,700,000
E-11.4	Sewer Services-BOPU	\$1,392,355	\$1,700,000	\$1,810,000	\$1,810,000
E-11.5					
<b>E-12</b>	<b>Other operations (Specify)</b>				
E-12.1	Maint. Heavy Equipment	\$1,987	\$3,900	\$10,000	\$10,000
E-12.2	Maint Office & Grounds	\$2,129	\$3,500	\$3,500	\$3,500
E-12.3	Maint. Water Lines	\$20,649	\$10,500	\$40,000	\$40,000
E-12.4	Maint. Meters	\$4,313	\$2,200	\$10,000	\$10,000
E-12.5	see additional details	\$3,755	\$1,700	\$42,500	\$42,500
<b>E-13</b>	<b>TOTAL OPERATIONS</b>	<b>\$3,433,567</b>	<b>\$3,631,174</b>	<b>\$3,956,300</b>	<b>\$3,956,300</b>

# Final Budget

South Cheyenne Water & Sewer District

FYE 6/30/2021

## INDIRECT COSTS BUDGET

			2018-2019 Actual	2019-2020 Estimated	2020-2021 Proposed	Final Approval
<b>E-14</b>	<b>Insurance</b>					
E-14.1	Liability		\$24,770	\$31,500	\$35,000	\$35,000
E-14.2	Buildings and vehicles					
E-14.3	Equipment					
E-14.4	Other (Specify)					
E-14.5	<u>Surety Bonds</u>		\$230	\$200	\$200	\$200
E-14.6	<u>Directors Insurance</u>		\$2,042	\$2,200	\$2,500	\$2,500
E-14.7						
<b>E-15</b>	<b>Indirect payroll costs:</b>					
E-15.1	FICA (Social Security) taxes		\$29,927	\$32,000	\$33,000	\$33,000
E-15.2	Workers Compensation		\$3,515	\$4,000	\$4,000	\$4,000
E-15.3	Unemployment Taxes		\$493	\$500	\$500	\$500
E-15.4	Retirement		\$35,213	\$33,500	\$40,000	\$40,000
E-15.5	Health Insurance		\$140,529	\$157,500	\$172,000	\$172,000
E-15.6	Other (Specify)					
E-15.7						
E-15.8						
E-15.9						
<b>E-17</b>	<b>TOTAL INDIRECT COSTS</b>		<b>\$236,719</b>	<b>\$261,400</b>	<b>\$287,200</b>	<b>\$287,200</b>

## DEBT SERVICE BUDGET

			2018-2019 Actual	2019-2020 Estimated	2020-2021 Proposed	Final 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>		<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

# Final Budget

South Cheyenne Water & Sewer District

FYE 6/30/2021

**NAME OF DISTRICT/BOARD**

## GENERAL FUNDS

		<i>End of Year</i>	<i>Beginning</i>	<i>Beginning</i>	
		2018-2019 Actual	2019-2020 Estimated	2020-2021 Proposed	Final Approval
<b>C-1</b>	<b>Balances at Beginning of Fiscal Year</b>				
C-1.1	General Fund Checking Account Balance	\$715,609	\$715,609	\$1,225,000	\$1,225,000
C-1.2	Savings and Investments Account Balance		\$0		
C-1.3	General Fund CD Balance		\$0		
C-1.4	All Other Funds		\$0		
C-1.5	Reserves (From Below)	\$837,612	\$837,612	\$837,612	\$837,612
C-1.6	<b>Total Estimated Cash and Investments on Hand</b>	<b>\$1,553,221</b>	<b>\$1,553,221</b>	<b>\$2,062,612</b>	<b>\$2,062,612</b>
<b>C-2</b>	<b>General Fund Reductions:</b>				
C-2.1	a. Unpaid bills at FYE				
C-2.2	b. Reserves	\$837,612	\$837,612	\$837,612	\$837,612
C-2.3	<b>Total Deductions (a+b)</b>	<b>\$837,612</b>	<b>\$837,612</b>	<b>\$837,612</b>	<b>\$837,612</b>
C-2.4	<b>Estimated Non-Restricted Funds Available</b>	<b>\$715,609</b>	<b>\$715,609</b>	<b>\$1,225,000</b>	<b>\$1,225,000</b>

## SINKING & DEBT SERVICE FUNDS

		2018-2019 Actual	2019-2020 Estimated	2020-2021 Proposed	Final Approval
<b>C-3</b>					
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>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
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>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
C-3.12	Balance to be retained	\$0	\$0	\$0	\$0

## RESERVES

		2018-2019 Actual	2019-2020 Estimated	2020-2021 Proposed	Final Approval
<b>C-4</b>					
C-4.1	Beginning Balance in Reserve Account (end of previous year)	\$837,612	\$837,612	\$837,612	\$837,612
C-4.2	<i>Date of Reserve Approval in Minutes:</i>				
C-4.3	Amount to be added to the reserve				
C-4.4	<i>Date of Reserve Approval in Minutes:</i>				
C-4.5	<b>SUB-TOTAL</b>	<b>\$837,612</b>	<b>\$837,612</b>	<b>\$837,612</b>	<b>\$837,612</b>
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>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
C-4.12	Balance to be retained	\$837,612	\$837,612	\$837,612	\$837,612

## BOND FUNDS

		2018-2019 Actual	2019-2020 Estimated	2020-2021 Proposed	Final Approval
<b>C-5</b>					
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>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
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>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>



