

Final Budget

South Cheyenne Water & Sewer District	
Budget Hearing Information	
215 East Allison Road	Location: 215 East Allison Road
Cheyenne, WY 82009	Date: 7/13/2023
307-635-5608	Time: 5:00 p.m.
Laramie County	Budget Prepared by: Dena Hansen

S-A BUDGET MESSAGE W.S. 16-12-403 (c)

THE SOUTH CHEYENNE WATER & SEWER DISTRICT FY-2023-2024 BUDGET CONSISTS OF FUNDING FOR ONGOING PROJECTS SUCH AS WATER AND SEWER MAINLINE CONSTRUCTION PROJECTS , SYSTEM MAINTENANCE AND CONTINUATION OF INFLOW/INFILTRATION PROJECT, WATER MODEL, MASTERPLAN AND THE ONGOING CONSTRUCTION OF A PRESSURE REDUCING ZONE AND CAPITAL IMPROVEMENT PROJECTS FOR REPLACEMENTS OF WATER MAINLINES ON MITCHELL PLACE, MURRAY ROAD/SGH, AVENUE B-6/JEFFERSON ROAD AND SEWER MAINLINE ON WILLIAMS STREET.

S-B RESERVE DESCRIPTION

RESERVE FUNDS ARE HELD FOR POTENTIAL WATER OR SEWER MAINLINE BREAKS THAT COULD REQUIRE IMMEDIATE REPAIR. COST ESTIMATES FOR THIS EVENT COULD RANGE UP TO \$1,000,000.

S-C

Names of Board Members	Date of End of Term	Does the district have regular office hours exceeding 20 hours per week?
James Rish	11/1/26	<input checked="" type="checkbox"/> Yes
Mike Schumm	11/1/26	
Robert Slesman	11/1/24	
Vikki Schoeneberg	11/1/24	
Kimberly Blew	11/1/24	

If Yes, enter

Address of office: 215 East Allison Road

City, State, Zip: Cheyenne, WY 82007

Phone Number: 307-635-5608

Hours Open: 8:00 a.m. - 5:00 p.m.

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

How and where are the notices of meeting posted for the public?
 Office and Website www.southcheyennewatersewer.com

Where are the public meetings held?
 215 East Allison Road

FINAL BUDGET SUMMARY

OVERVIEW		2021-2022 Actual	2022-2023 Estimated	2023-2024 Proposed	Final Approval
S-1	Total Budgeted Expenditures	\$4,531,563	\$5,011,661	\$8,127,996	\$8,273,966
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	\$7,200,722	\$7,525,565	\$8,127,996	\$8,273,966
S-5	<i>Amount requested from County Commissioners</i>	\$459,570	\$519,850	\$602,176	\$593,126
S-6	Additional Funding Needed :			\$0	\$0

REVENUE SUMMARY		2021-2022 Actual	2022-2023 Estimated	2023-2024 Proposed	Final Approval
S-7	Operating Revenues	\$4,405,224	\$4,302,610	\$4,472,600	\$4,355,000
S-8	Tax levy (From the County Treasurer)	\$459,570	\$519,850	\$602,176	\$593,126
S-9	Government Support	\$0	\$0	\$0	\$0
S-10	Grants	\$0	\$345,510	\$769,240	\$769,240
S-11	Other County Support (Not from Co. Treas.)	\$0	\$0	\$0	\$0
S-12	Miscellaneous	\$4,274	\$50,550	\$50,000	\$50,000
S-13	Other Forecasted Revenue	\$189,609	\$165,000	\$180,000	\$180,000
S-14	Total Revenue	\$5,058,677	\$5,383,520	\$6,074,016	\$5,947,366

FY 7/1/23-6/30/24 South Cheyenne Water & Sewer District

EXPENDITURE SUMMARY		2021-2022 Actual	2022-2023 Estimated	2023-2024 Proposed	Final Approval
S-15	Capital Outlay	\$99,804	\$473,332	\$2,937,086	\$2,937,086
S-16	Interest and Fees On Debt	\$0	\$0	\$0	\$0
S-17	Administration	\$406,412	\$463,232	\$721,060	\$722,530
S-18	Operations	\$3,718,991	\$3,718,800	\$4,046,500	\$4,196,500
S-19	Indirect Costs	\$306,356	\$356,297	\$423,350	\$417,850
S-20R	Expenditures paid by Reserves	\$0	\$0	\$0	\$0
S-20	Total Expenditures	\$4,531,563	\$5,011,661	\$8,127,996	\$8,273,966

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	\$2,142,045	\$2,142,045	\$2,053,980	\$2,326,600

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

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 82009

PREPARED BY: Dena Hansen

DISTRICT PHONE: 307-635-5608

Final Budget

South Cheyenne Water & Sewer District

FYE 6/30/2024

NAME OF DISTRICT/BOARD

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	\$459,570	\$519,850	\$602,176	\$593,126
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	\$3,903,638	\$4,146,500	\$4,317,600	\$4,200,000
R-3.2 Sales of Goods or Services	4300	\$501,586	\$156,110	\$155,000	\$155,000
R-3.3 Other Assessments	4503				
R-3.4 Total Operating Revenues		\$4,405,224	\$4,302,610	\$4,472,600	\$4,355,000
R-4 Grants					
R-4.1 Direct Federal Grants	4201	\$0	\$345,510	\$429,240	\$429,240
R-4.2 Federal Grants thru State Agencies	4201				
R-4.3 Grants from State Agencies	4211		\$0	\$340,000	\$340,000
R-4.4 Total Grants		\$0	\$345,510	\$769,240	\$769,240
R-5 Miscellaneous Revenue					
R-5.1 Interest	4501	\$4,274	\$50,550	\$50,000	\$50,000
R-5.2 Other: Specify _____	4500				
R-5.3 Other: Additional _____					
R-5.4 Total Miscellaneous		\$4,274	\$50,550	\$50,000	\$50,000
R-5.5 Total Forecasted Revenue		\$4,409,498	\$4,698,670	\$5,291,840	\$5,174,240
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 Motor Vehicle Fees/Delinquent Taxes	4500	\$189,609	\$165,000	\$180,000	\$180,000
R-6.4 _____	4500				
R-6.5 _____					
R-6.6 Total Other Forecasted Revenue (a+b)		\$189,609	\$165,000	\$180,000	\$180,000

Final Budget

South Cheyenne Water & Sewer District

FYE 6/30/2024

NAME OF DISTRICT/BOARD

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				
E-1.2	Vehicles	\$1,333	\$50,137	\$60,000	\$60,000
E-1.3	Office Equipment	\$752	\$230	\$2,000	\$2,000
E-1.4	Other (Specify)				
E-1.5	<u>Water Lines (5403)</u>	\$1,650	\$50,000	\$240,000	\$240,000
E-1.6	<u>Meters (5402)</u>	\$39,011	\$12,000	\$52,347	\$52,347
E-1.7	<u>see additional details</u>	\$57,058	\$360,965	\$2,582,739	\$2,582,739
E-1.8	TOTAL CAPITAL OUTLAY	\$99,804	\$473,332	\$2,937,086	\$2,937,086

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				
E-2.2	Secretary				
E-2.3	Clerical	\$152,929	\$165,096	\$215,000	\$215,000
E-2.4	Other (Specify)				
E-2.5	<u>Auto Allowance (5103)</u>	\$960	\$960	\$960	\$960
E-2.6	<u>Accrued Leave (5106)</u>	\$23,519	\$30,000	\$30,000	\$30,000
E-2.7	<u>see additional details</u>	\$35,506	\$54,122	\$60,500	\$60,500
E-3	Board Expenses				
E-3.1	Travel				
E-3.2	Mileage				
E-3.3	Other (Specify)				
E-3.4	<u>Directors Expense (5175)</u>	\$6,244	\$7,650	\$8,000	\$8,000
E-3.5					
E-3.6					
E-4	Contractual Services				
E-4.1	Legal	\$18,151	\$18,400	\$20,000	\$20,000
E-4.2	Accounting/Auditing	\$29,906	\$47,800	\$50,000	\$50,000
E-4.3	Other (Specify)				
E-4.4	<u>Web Page Expense (5439)</u>	\$442	\$67	\$500	\$500
E-4.5	<u>Computer Technician (5325)</u>	\$500	\$500	\$500	\$500
E-4.6	<u>see additional details</u>	\$56,888	\$70,470	\$245,000	\$245,000
E-5	Other Administrative Expenses				
E-5.1	Office Supplies	\$2,762	\$4,100	\$5,000	\$5,000
E-5.2	Office equipment, rent & repair				
E-5.3	Education				
E-5.4	Registrations				
E-5.5	Other (Specify)				
E-5.6	<u>Utilities (5300)</u>	\$8,219	\$10,500	\$15,000	\$15,000
E-5.7	<u>Telephone (5301)</u>	\$4,692	\$5,000	\$5,000	\$5,000
E-5.8	<u>see additional details</u>	\$65,694	\$48,567	\$65,600	\$67,070
E-6	TOTAL ADMINISTRATION	\$406,412	\$463,232	\$721,060	\$722,530

Final Budget

South Cheyenne Water & Sewer 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 \$280,707	\$313,600	\$376,000	\$376,000
E-7.2	Service Contracts	7203			
E-7.3	Other (Specify)				
E-7.4	Summer Staff (5205)	7204 \$2,704	\$0	\$0	
E-7.5	Overtime (5201)	7204 \$3,318	\$6,500	\$10,000	\$10,000
E-7.6					
E-8	Travel				
E-8.1	Mileage	7211			
E-8.2	Other (Specify)				
E-8.3		7212			
E-8.4		7212			
E-8.5					
E-9	Operating supplies (List)				
E-9.1	Truck & Auto (5203)	7220 \$8,793	\$7,500	\$10,000	\$10,000
E-9.2	Fuel Maintenance (5204)	7220 \$14,609	\$18,500	\$20,000	\$20,000
E-9.3	Uniforms (5210)	7220 \$6,922	\$8,000	\$8,000	\$8,000
E-9.4	Misc Tools & Equipment	7220 \$0	\$0	\$2,000	\$2,000
E-9.5					
E-10	Program Services (List)				
E-10.1	Locating (5313)	7230 \$3,131	\$3,500	\$5,000	\$5,000
E-10.2	Drug Testing (5314)	7230 \$443	\$350	\$500	\$500
E-10.3	Water Testing (6002)	7230 \$5,906	\$7,500	\$10,000	\$10,000
E-10.4	Lead & Copper Rule	7230 \$0	\$0	\$10,000	\$10,000
E-10.5					
E-11	Contractual Arrangements (List)				
E-11.1	Mapping (5312)	7400 \$5,755	\$5,000	\$5,000	\$15,000
E-11.2	Copier/Printer (5315)	7400 \$3,852	\$4,150	\$5,000	\$5,000
E-11.3	Water Services -BOPU (6001)	7400 \$2,024,271	\$2,300,000	\$2,500,000	\$2,525,000
E-11.4	Sewer Services - BOPU (6500)	7400 \$1,309,787	\$965,000	\$1,000,000	\$1,115,000
E-11.5					
E-12	Other operations (Specify)				
E-12.1	Maintenance Heavy Equipment (6010)	7450 \$492	\$1,500	\$2,000	\$2,000
E-12.2	Maintenance Office & Grounds (5500)	7450 \$6,750	\$4,000	\$5,000	\$5,000
E-12.3	Maintenance Water Lines (6020)	7450 \$28,623	\$70,000	\$50,000	\$50,000
E-12.4	Maintenance Meters (6030)	7450 \$9,512	\$2,000	\$2,000	\$2,000
E-12.5	see additional details	\$3,416	\$1,700	\$26,000	\$26,000
E-13	TOTAL OPERATIONS	\$3,718,991	\$3,718,800	\$4,046,500	\$4,196,500

Final Budget

South Cheyenne Water & Sewer 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	7502	\$33,078	\$36,911	\$40,000	\$40,000
E-14.2 Buildings and vehicles	7503				
E-14.3 Equipment	7504				
E-14.4 Other (Specify)					
E-14.5 Surety Bonds (5156)	7505	\$200	\$260	\$300	\$300
E-14.6 Directors Insurance (5381)	7505	\$2,430	\$2,576	\$3,000	\$3,000
E-14.7					
E-15 Indirect payroll costs:					
E-15.1 FICA (Social Security) taxes	7511	\$36,634	\$41,000	\$45,000	\$45,000
E-15.2 Workers Compensation	7512	\$3,548	\$4,700	\$4,000	\$4,000
E-15.3 Unemployment Taxes	7513	\$549	\$0	\$550	\$550
E-15.4 Retirement	7514	\$45,031	\$40,800	\$55,500	\$55,500
E-15.5 Health Insurance	7515	\$184,886	\$230,050	\$275,000	\$269,500
E-15.6 Other (Specify)					
E-15.7	7516				
E-15.8	7516				
E-15.9					
E-17 TOTAL INDIRECT COSTS		\$306,356	\$356,297	\$423,350	\$417,850

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	6401				
D-1.2 Interest	6410				
D-1.3 Fees	6420				
D-2 TOTAL DEBT SERVICE		\$0	\$0	\$0	\$0

Final Budget

South Cheyenne Water & Sewer District
NAME OF DISTRICT/BOARD _____

FYE 6/30/2024

GENERAL FUNDS				
----------------------	--	--	--	--

		End of Year	Beginning	Beginning	
C-1	Balances at Beginning of Fiscal Year	2021-2022 Actual	2022-2023 Estimated	2023-2024 Proposed	Final Approval
C-1.1	General Fund Checking	\$2,142,045	\$2,142,045	\$2,053,980	\$2,326,600
C-1.2	Savings and Investments		\$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	Total Estimated Cash and Investments on Hand	\$2,979,657	\$2,979,657	\$2,891,592	\$3,164,212

C-2	General Fund Reductions:	2010	2021-2022 Actual	2022-2023 Estimated	2023-2024 Proposed	Final Approval
C-2.1	a. Unpaid bills at FYE					
C-2.2	b. Reserves		\$837,612	\$837,612	\$837,612	\$837,612
C-2.3	Total Deductions (a+b)		\$837,612	\$837,612	\$837,612	\$837,612
C-2.4	Estimated Non-Restricted Funds Available		\$2,142,045	\$2,142,045	\$2,053,980	\$2,326,600

DOA Chart of Accounts	1070			
SINKING & DEBT SERVICE FUNDS				

C-3		2021-2022 Actual	2022-2023 Estimated	2023-2024 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	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				
DOA Chart of Accounts	1090			

C-4		2021-2022 Actual	2022-2023 Estimated	2023-2024 Proposed	Final Approval
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	SUB-TOTAL	\$837,612	\$837,612	\$837,612	\$837,612
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	\$837,612	\$837,612	\$837,612	\$837,612

BOND FUNDS				
DOA Chart of Accounts	1060			

C-5		2021-2022 Actual	2022-2023 Estimated	2023-2024 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	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