

## Proposed Budget

South Cheyenne Water & Sewer District	
Budget Hearing Information	
215 East Allison Road	Location: 215 East Allison Road
Cheyenne, WY 82007	Date: TBD
307-635-5608	Time: TBD
Laramie County	Budget Prepared by: Dena Hansen

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

Estimated Expenses for current fiscal year include conservative projections for remaining expenses. This is producing a lower surplus position than in prior presentations, which we hope will expand when actual numbers are available.

Actual numbers for the current year include an unusual expense for the Walterscheid emergency repair. The budget has been reduced by approximately \$500,000 from the prior year, with the completion of major capital outlay projects. However, the proposed budget includes conservative projections for an anticipated increase in water and sewer expenditures from the Cheyenne Board of Public Utilities.

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 President	11/1/20
Gary Moser, Director	11/1/20
James Rish, Director	11/1/22
Robert Slesman, Director	11/1/20

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: 8:00 a.m - 5:00 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?  
 District Office

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

## PROPOSED BUDGET SUMMARY

OVERVIEW		2017-2018 Actual	2018-2019 Estimated	2019-2020 Proposed	Pending Approval
S-1	<b>Total Budgeted Expenditures</b>	\$4,765,612	\$5,230,344	\$4,978,775	\$4,978,775
S-2	<b>Total Principal to Pay on Debt</b>	\$0	\$0	\$0	\$0
S-3	<b>Total Change to Restricted Funds</b>	-\$265,000	\$0	\$0	\$0
S-4	<b>Total General Fund and Forecasted Revenues Available</b>	\$5,979,840	\$5,931,526	\$4,998,912	\$4,998,912
S-5	<i>Amount requested from County Commissioners</i>	\$384,960	\$390,250	\$420,826	\$420,826
S-6	<b>Additional Funding Needed :</b>			<b>\$0</b>	<b>\$0</b>

REVENUE SUMMARY		2017-2018 Actual	2018-2019 Estimated	2019-2020 Proposed	Pending Approval
S-7	<b>Operating Revenues</b>	\$3,890,754	\$3,824,325	\$3,817,500	\$3,817,500
S-8	<b>Tax levy (From the County Treasurer)</b>	\$384,960	\$390,250	\$420,826	\$420,826
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>	\$15,035	\$20,000	\$20,000	\$20,000
S-13	<b>Other Forecasted Revenue</b>	\$168,540	\$176,400	\$150,000	\$150,000
S-14	<b>Total Revenue</b>	\$4,459,289	\$4,410,975	\$4,408,326	\$4,408,326

FY 7/1/19-6/30/20 South Cheyenne Water & Sewer District

EXPENDITURE SUMMARY		2017-2018 Actual	2018-2019 Estimated	2019-2020 Proposed	Pending Approval
S-15	<b>Capital Outlay</b>	\$725,501	\$1,226,840	\$777,000	\$777,000
S-16	<b>Interest and Fees On Debt</b>	\$0	\$0	\$0	\$0
S-17	<b>Administration</b>	\$324,957	\$317,134	\$376,360	\$376,360
S-18	<b>Operations</b>	\$3,236,569	\$3,445,428	\$3,584,250	\$3,584,250
S-19	<b>Indirect Costs</b>	\$213,585	\$240,942	\$241,165	\$241,165
S-20R	<b>Expenditures paid by Reserves</b>	\$265,000	\$0	\$0	\$0
S-20	<b>Total Expenditures</b>	\$4,765,612	\$5,230,344	\$4,978,775	\$4,978,775

DEBT SUMMARY		2017-2018 Actual	2018-2019 Estimated	2019-2020 Proposed	Pending Approval
S-21	<b>Principal Paid on Debt</b>	\$0	\$0	\$0	\$0

CASH AND INVESTMENTS		2017-2018 Actual	2018-2019 Estimated	2019-2020 Proposed	Pending Approval
S-22	<b>TOTAL GENERAL FUNDS</b>	\$1,520,551	\$1,520,551	\$590,586	\$590,586

**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	\$1,102,612	\$837,612	\$837,612	\$837,612
S-26	c. Bond Funds	\$0	\$0	\$0	\$0
	<b>Total Reserves (a+b+c)</b>	\$1,102,612	\$837,612	\$837,612	\$837,612
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>	\$1,102,612	\$837,612	\$837,612	\$837,612
S-32	<b>Less Total to be spent</b>	\$265,000	\$0	\$0	\$0
S-33	<b>TOTAL RESERVES AT END OF FISCAL YEAR</b>	\$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 82007

**PREPARED BY:** Dena Hansen

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



## Proposed Budget

South Cheyenne Water & Sewer District

FYE 6/30/2020

NAME OF DISTRICT/BOARD

### PROPERTY TAXES AND ASSESSMENTS

		2017-2018 Actual	2018-2019 Estimated	2019-2020 Proposed	Pending Approval
R-1	<b>Property Taxes and Assessments Received</b>				
R-1.1	<b>Tax Levy (From the County Treasurer)</b>	\$384,960	\$390,250	\$420,826	\$420,826
R-1.2	Other County Support				

### FORECASTED REVENUE

		2017-2018 Actual	2018-2019 Estimated	2019-2020 Proposed	Pending Approval
R-2	<b>Revenues from Other Governments</b>				
R-2.1	State Aid				
R-2.2	Additional County Aid (non-treasurer)				
R-2.3	City (or Town) Aid				
R-2.4	Other (Specify)				
R-2.5	<b>Total Government Support</b>	\$0	\$0	\$0	\$0
R-3	<b>Operating Revenues</b>				
R-3.1	Customer Charges	\$3,890,754	\$3,824,325	\$3,817,500	\$3,817,500
R-3.2	Sales of Goods or Services				
R-3.3	Other Assessments				
R-3.4	<b>Total Operating Revenues</b>	\$3,890,754	\$3,824,325	\$3,817,500	\$3,817,500
R-4	<b>Grants</b>				
R-4.1	Direct Federal Grants				
R-4.2	Federal Grants thru State Agencies				
R-4.3	Grants from State Agencies				
R-4.4	<b>Total Grants</b>	\$0	\$0	\$0	\$0
R-5	<b>Miscellaneous Revenue</b>				
R-5.1	Interest	\$14,931	\$20,000	\$20,000	\$20,000
R-5.2	Other: Specify <u>                    </u> Voided Refunds	\$104			
R-5.3	Other: Additional				
R-5.4	<b>Total Miscellaneous</b>	\$15,035	\$20,000	\$20,000	\$20,000
R-5.5	<b>Total Forecasted Revenue</b>	\$3,905,789	\$3,844,325	\$3,837,500	\$3,837,500
R-6	<b>Other Forecasted Revenue</b>				
R-6.1	a. Other past due-as estimated by Co. Treas.				
R-6.2	b. Other forecasted revenue (specify):				
R-6.3	<u>Motor Vehicle Fees/Delinquent Taxes</u>	\$168,540	\$176,400	\$150,000	\$150,000
R-6.4	_____				
R-6.5	_____				
R-6.6	<b>Total Other Forecasted Revenue (a+b)</b>	\$168,540	\$176,400	\$150,000	\$150,000

# Proposed Budget

South Cheyenne Water & Sewer District

FYE 6/30/2020

NAME OF DISTRICT/BOARD

## CAPITAL OUTLAY BUDGET

		2017-2018 Actual	2018-2019 Estimated	2019-2020 Proposed	Pending Approval
<b>E-1</b>	<b>Capital Outlay</b>				
E-1.1	Real Property				
E-1.2	Vehicles				
E-1.3	Office Equipment		\$300	\$2,000	\$2,000
E-1.4	Other (Specify)				
E-1.5	Meters	\$25,544	\$33,000	\$30,000	\$30,000
E-1.6	Water Lines	\$188,754	\$189,000	\$100,000	\$100,000
E-1.7	see additional details	\$511,204	\$1,004,540	\$645,000	\$645,000
E-1.8	<b>TOTAL CAPITAL OUTLAY</b>	<b>\$725,501</b>	<b>\$1,226,840</b>	<b>\$777,000</b>	<b>\$777,000</b>

## ADMINISTRATION BUDGET

		2017-2018 Actual	2018-2019 Estimated	2019-2020 Proposed	Pending Approval
<b>E-2</b>	<b>Personnel Services</b>				
E-2.1	Administrator				
E-2.2	Secretary				
E-2.3	Clerical	\$131,488	\$143,900	\$163,000	\$163,000
E-2.4	Other (Specify)				
E-2.5	Auto Allowance		\$960	\$960	\$960
E-2.6	Accrued Leave	\$18,542	\$18,000	\$4,000	\$4,000
E-2.7	see additional details	\$23,832	\$19,300	\$10,000	\$10,000
<b>E-3</b>	<b>Board Expenses</b>				
E-3.1	Travel				
E-3.2	Mileage				
E-3.3	Other (Specify)				
E-3.4	Directors Expense	\$4,925	\$6,000	\$6,000	\$6,000
E-3.5					
E-3.6					
<b>E-4</b>	<b>Contractual Services</b>				
E-4.1	Legal	\$13,546	\$17,600	\$20,000	\$20,000
E-4.2	Accounting/Auditing	\$19,083	\$15,000	\$16,000	\$16,000
E-4.3	Other (Specify)				
E-4.4	Computer Technician	\$3,600	\$4,700	\$6,000	\$6,000
E-4.5	Web-Page Services		\$0	\$5,000	\$5,000
E-4.6	see additional details	\$61,698	\$41,600	\$90,000	\$90,000
<b>E-5</b>	<b>Other Administrative Expenses</b>				
E-5.1	Office Supplies	\$1,618	\$1,900	\$3,000	\$3,000
E-5.2	Office equipment, rent & repair		\$0	\$0	
E-5.3	Education				
E-5.4	Registrations				
E-5.5	Other (Specify)				
E-5.6	Utilities	\$5,396	\$6,400	\$6,500	\$6,500
E-5.7	Telephone	\$3,418	\$3,300	\$3,500	\$3,500
E-5.8	see additional details	\$37,810	\$38,474	\$42,400	\$42,400
<b>E-6</b>	<b>TOTAL ADMINISTRATION</b>	<b>\$324,957</b>	<b>\$317,134</b>	<b>\$376,360</b>	<b>\$376,360</b>

# Proposed Budget

South Cheyenne Water & Sewer District

FYE 6/30/2020

<b>OPERATIONS BUDGET</b>
--------------------------

		2017-2018 Actual	2018-2019 Estimated	2019-2020 Proposed	Pending Approval
<b>E-7</b>	<b>Personnel Services</b>				
E-7.1	Wages--Operations	\$215,910	\$252,000	\$253,000	\$253,000
E-7.2	Service Contracts				
E-7.3	Other (Specify)				
E-7.4	Overtime	\$10,088	\$1,000	\$9,000	\$9,000
E-7.5	Summer Staff	\$4,020	\$3,500	\$3,600	\$3,600
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	\$5,098	\$7,500	\$10,000	\$10,000
E-9.2	Fuel Maintenance	\$11,021	\$10,600	\$12,000	\$12,000
E-9.3	Uniforms	\$6,148	\$5,500	\$6,000	\$6,000
E-9.4					
E-9.5					
<b>E-10</b>	<b>Program Services (List)</b>				
E-10.1	Locating	\$2,226	\$2,000	\$3,000	\$3,000
E-10.2	Drug Testing	\$320	\$210	\$500	\$500
E-10.3	Water Testing	\$7,111	\$6,200	\$6,500	\$6,500
E-10.4					
E-10.5					
<b>E-11</b>	<b>Contractual Arrangements (List)</b>				
E-11.1	Mapping	\$18,283	\$1,400	\$15,000	\$15,000
E-11.2	Copier/Printer	\$4,388	\$3,600	\$3,650	\$3,650
E-11.3	Water Services-BOPU	\$1,628,570	\$1,774,000	\$1,795,000	\$1,795,000
E-11.4	Sewer Services-BOPU	\$1,260,016	\$1,344,168	\$1,379,000	\$1,379,000
E-11.5					
<b>E-12</b>	<b>Other operations (Specify)</b>				
E-12.1	Maint. Heavy Equipment	\$2,768	\$2,000	\$10,000	\$10,000
E-12.2	Maint. Office & Grounds	\$3,519	\$2,500	\$2,500	\$2,500
E-12.3	Maint. Water Lines	\$28,196	\$21,000	\$40,000	\$40,000
E-12.4	Maint. Meters	\$13,477	\$4,800	\$20,000	\$20,000
E-12.5	see additional details	\$15,410	\$3,450	\$15,500	\$15,500
<b>E-13</b>	<b>TOTAL OPERATIONS</b>	<b>\$3,236,569</b>	<b>\$3,445,428</b>	<b>\$3,584,250</b>	<b>\$3,584,250</b>

# Proposed Budget

## INDIRECT COSTS BUDGET

			2017-2018 Actual	2018-2019 Estimated	2019-2020 Proposed	Pending Approval
<b>E-14</b>	<b>Insurance</b>					
E-14.1	Liability		\$25,751	\$24,800	\$25,000	\$25,000
E-14.2	Buildings and vehicles					
E-14.3	Equipment					
E-14.4	Other (Specify)					
E-14.5	Surety Bonds		\$200	\$200	\$100	\$100
E-14.6	Directors Insurance		\$1,926	\$2,042	\$2,000	\$2,000
E-14.7						
<b>E-15</b>	<b>Indirect payroll costs:</b>					
E-15.1	FICA (Social Security) taxes		\$29,555	\$33,500	\$32,000	\$32,000
E-15.2	Workers Compensation		\$3,963	\$4,500	\$3,000	\$3,000
E-15.3	Unemployment Taxes		\$724	\$700	\$3,065	\$3,065
E-15.4	Retirement		\$30,480	\$36,000	\$36,000	\$36,000
E-15.5	Health Insurance		\$120,986	\$139,200	\$140,000	\$140,000
E-15.6	Other (Specify)					
E-15.7						
E-15.8						
E-15.9						
<b>E-17</b>	<b>TOTAL INDIRECT COSTS</b>		<b>\$213,585</b>	<b>\$240,942</b>	<b>\$241,165</b>	<b>\$241,165</b>

## DEBT SERVICE BUDGET

			2017-2018 Actual	2018-2019 Estimated	2019-2020 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>		<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

# Proposed Budget

South Cheyenne Water & Sewer District

FYE 6/30/2020

NAME OF DISTRICT/BOARD

## GENERAL FUNDS

		<i>End of Year</i>	<i>Beginning</i>	<i>Beginning</i>	
		2017-2018 Actual	2018-2019 Estimated	2019-2020 Proposed	Pending Approval
<b>C-1</b>	<b>Balances at Beginning of Fiscal Year</b>				
C-1.1	General Fund Checking Account Balance	\$1,520,551	\$1,520,551	\$590,586	\$590,586
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>\$2,358,163</b>	<b>\$2,358,163</b>	<b>\$1,428,198</b>	<b>\$1,428,198</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>\$1,520,551</b>	<b>\$1,520,551</b>	<b>\$590,586</b>	<b>\$590,586</b>

## SINKING & DEBT SERVICE FUNDS

		2017-2018 Actual	2018-2019 Estimated	2019-2020 Proposed	Pending 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

		2017-2018 Actual	2018-2019 Estimated	2019-2020 Proposed	Pending Approval
<b>C-4</b>					
C-4.1	Beginning Balance in Reserve Account (end of previous year)	\$1,102,612	\$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>\$1,102,612</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/O Lines	\$235,000			
C-4.8	b. C/O Bldg. Grounds	\$30,000			
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>\$265,000</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

		2017-2018 Actual	2018-2019 Estimated	2019-2020 Proposed	Pending 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>\$265,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>



