

## Proposed Budget

SOUTH CHEYENNE WATER & SEWER DISTRICT	
Budget Hearing Information	
215 East Allison Road	Location: 215 East Allison Road
Cheyenne, WY 82007	Date: 7/11/2022
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)
<p>THE SOUTH CHEYENNE WATER &amp; SEWER DISTRICT FY-2022-2023 BUDGET CONSISTS OF FUNDING FOR ONGOING PROJECTS SUCH AS WATER AND SEWER MAINLINE CONSTRUCTION PROJECTS, SYSTEM MAINTENANCE, CONTINUATION OF THE INFLOW/INFILTRATION PROJECT, WATER MODEL, MASTER PLAN, AND THE CONSTRUCTION OF A NEW PRESSURE REDUCING ZONE.</p>		

S-B	RESERVE DESCRIPTION
<p>RESERVE FUNDS ARE HELD FOR POTENTIAL WATER OR SEWER MINLINE BREAKS THAT COULD REQUIRE IMMEDIATE REPAIR. COST ESTIMATES FOR THIS EVENT COULD RANGE UP TO \$1,000,000.</p>	

S-C		Does the district have regular office hours exceeding 20 hours per week?
<b>Names of Board Members</b>	<b>Date of End of Term</b>	<input checked="" type="checkbox"/> <b>Yes</b>
Karen Hughes	11/1/22	<p><b>If Yes, enter</b></p> <p>Address of office: 215 East Allison Road</p> <p>City, State, Zip: Cheyenne, WY 82007</p> <p>Phone Number: 307-635-5608</p> <p>Hours Open: 8:00 a.m. 5:00 p.m.</p>
James Rish	11/1/22	
Robert Slesman	11/5/24	
Kimberly Blew	11/5/24	
Vikki Schoeneberg	11/5/24	

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, Cheyenne, WY 82007

## PROPOSED BUDGET SUMMARY

OVERVIEW		2020-2021 Actual	2021-2022 Estimated	2022-2023 Proposed	Pending Approval
S-1	<b>Total Budgeted Expenditures</b>	\$4,764,195	\$4,480,147	\$7,365,820	\$7,365,820
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>	\$6,721,874	\$6,719,167	\$7,365,820	\$7,365,820
S-5	<i>Amount requested from County Commissioners</i>	\$429,524	\$459,570	\$459,570	\$459,570
S-6	<b>Additional Funding Needed :</b>			<b>\$0</b>	<b>\$0</b>

REVENUE SUMMARY		2020-2021 Actual	2021-2022 Estimated	2022-2023 Proposed	Pending Approval
S-7	<b>Operating Revenues</b>	\$4,274,957	\$4,431,690	\$4,097,500	\$4,097,500
S-8	<b>Tax levy (From the County Treasurer)</b>	\$429,524	\$459,570	\$459,570	\$459,570
S-9	<b>Government Support</b>	\$0	\$0	\$0	\$0
S-10	<b>Grants</b>	\$148,500	\$0	\$618,750	\$618,750
S-11	<b>Other County Support (Not from Co. Treas.)</b>	\$0	\$0	\$0	\$0
S-12	<b>Miscellaneous</b>	\$5,011	\$4,800	\$5,000	\$5,000
S-13	<b>Other Forecasted Revenue</b>	\$205,775	\$165,000	\$180,000	\$180,000
S-14	<b>Total Revenue</b>	\$5,063,767	\$5,061,060	\$5,360,820	\$5,360,820

FY 7/1/22-6/30/23 SOUTH CHEYENNE WATER & SEWER DISTRICT

EXPENDITURE SUMMARY		2020-2021 Actual	2021-2022 Estimated	2022-2023 Proposed	Pending Approval
S-15	<b>Capital Outlay</b>	\$629,787	\$117,835	\$2,313,750	\$2,313,750
S-16	<b>Interest and Fees On Debt</b>	\$0	\$0	\$0	\$0
S-17	<b>Administration</b>	\$325,673	\$410,352	\$553,805	\$553,805
S-18	<b>Operations</b>	\$3,539,169	\$3,647,380	\$4,166,565	\$4,166,565
S-19	<b>Indirect Costs</b>	\$269,566	\$304,580	\$331,700	\$331,700
S-20R	<b>Expenditures paid by Reserves</b>	\$0	\$0	\$0	\$0
S-20	<b>Total Expenditures</b>	\$4,764,195	\$4,480,147	\$7,365,820	\$7,365,820

DEBT SUMMARY		2020-2021 Actual	2021-2022 Estimated	2022-2023 Proposed	Pending 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	Pending Approval
S-22	<b>TOTAL GENERAL FUNDS</b>	\$1,658,107	\$1,658,107	\$2,005,000	\$2,005,000

**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>	\$837,612	\$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>	\$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>	\$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  
 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	Pending Approval
<b>R-1 Property Taxes and Assessments Received</b>					
R-1.1 Tax Levy (From the County Treasurer)	4001	\$429,524	\$459,570	\$459,570	\$459,570
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	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 <b>Total Government Support</b>		\$0	\$0	\$0	\$0
<b>R-3 Operating Revenues</b>					
R-3.1 Customer Charges	4300	\$3,899,934	\$3,941,950	\$3,942,500	\$3,942,500
R-3.2 Sales of Goods or Services	4300	\$375,023	\$489,740	\$155,000	\$155,000
R-3.3 Other Assessments	4503				
R-3.4 <b>Total Operating Revenues</b>		\$4,274,957	\$4,431,690	\$4,097,500	\$4,097,500
<b>R-4 Grants</b>					
R-4.1 Direct Federal Grants	4201	\$0	\$0	\$618,750	\$618,750
R-4.2 Federal Grants thru State Agencies	4201				
R-4.3 Grants from State Agencies	4211	\$148,500	\$0	\$0	
R-4.4 <b>Total Grants</b>		\$148,500	\$0	\$618,750	\$618,750
<b>R-5 Miscellaneous Revenue</b>					
R-5.1 Interest	4501	\$5,011	\$4,800	\$5,000	\$5,000
R-5.2 Other: Specify _____	4500				
R-5.3 Other: Additional _____					
R-5.4 <b>Total Miscellaneous</b>		\$5,011	\$4,800	\$5,000	\$5,000
R-5.5 <b>Total Forecasted Revenue</b>		\$4,428,468	\$4,436,490	\$4,721,250	\$4,721,250
<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 Motor Vehicle Fees/Delinquent Taxes	4500	\$205,775	\$165,000	\$180,000	\$180,000
R-6.4 _____	4500				
R-6.5 _____					
R-6.6 <b>Total Other Forecasted Revenue (a+b)</b>		\$205,775	\$165,000	\$180,000	\$180,000

# Proposed Budget

SOUTH CHEYENNE WATER & SEWER DISTRICT  
 NAME OF DISTRICT/BOARD

FYE 6/30/2023

## CAPITAL OUTLAY BUDGET

	DOA Chart of Accounts	2020-2021 Actual	2021-2022 Estimated	2022-2023 Proposed	Pending Approval
<b>E-1 Capital Outlay</b>					
E-1.1 Real Property	6201				
E-1.2 Vehicles	6210	\$36,192	\$1,350	\$50,000	\$50,000
E-1.3 Office Equipment	6211	\$4,761	\$2,300	\$5,000	\$5,000
E-1.4 Other (Specify)					
E-1.5 <u>Water Lines (5403)</u>	6200	\$204,463	\$1,650	\$450,000	\$450,000
E-1.6 <u>Meters (5402)</u>	6200	\$28,234	\$44,500	\$50,000	\$50,000
E-1.7 <u>see additional details</u>		\$356,137	\$68,035	\$1,758,750	\$1,758,750
E-1.8 <b>TOTAL CAPITAL OUTLAY</b>		\$629,787	\$117,835	\$2,313,750	\$2,313,750

## ADMINISTRATION BUDGET

	DOA Chart of Accounts	2020-2021 Actual	2021-2022 Estimated	2022-2023 Proposed	Pending Approval
<b>E-2 Personnel Services</b>					
E-2.1 Administrator	7002				
E-2.2 Secretary	7003				
E-2.3 Clerical	7004	\$151,448	\$172,500	\$200,000	\$200,000
E-2.4 Other (Specify)					
E-2.5 <u>Auto Allowance (5103)</u>	7005	\$960	\$960	\$960	\$960
E-2.6 <u>Accrued Leave (5106)</u>	7005	\$19,756	\$22,550	\$23,000	\$23,000
E-2.7 <u>see additional details</u>		\$27,870	\$33,500	\$47,000	\$47,000
<b>E-3 Board Expenses</b>					
E-3.1 Travel	7011				
E-3.2 Mileage	7012				
E-3.3 Other (Specify)					
E-3.4 <u>Directors Expense (5175)</u>	7013	\$5,750	\$6,300	\$7,195	\$7,195
E-3.5 _____	7013				
E-3.6 _____					
<b>E-4 Contractual Services</b>					
E-4.1 Legal	7021	\$18,320	\$18,200	\$20,000	\$20,000
E-4.2 Accounting/Auditing	7022	\$18,992	\$33,600	\$40,000	\$40,000
E-4.3 Other (Specify)					
E-4.4 <u>Computer Technician (5325)</u>	7023	\$6,000	\$500	\$500	\$500
E-4.5 <u>Web Page Expense (5439)</u>	7023	\$4,117	\$500	\$500	\$500
E-4.6 <u>see additional details</u>		\$19,984	\$66,545	\$142,000	\$142,000
<b>E-5 Other Administrative Expenses</b>					
E-5.1 Office Supplies	7031	\$2,981	\$2,700	\$3,000	\$3,000
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 <u>Utilities (5300)</u>	7035	\$6,217	\$8,500	\$9,500	\$9,500
E-5.7 <u>Telephone (5301)</u>	7035	\$3,853	\$4,700	\$5,000	\$5,000
E-5.8 <u>see additional details</u>		\$39,425	\$39,297	\$55,150	\$55,150
E-6 <b>TOTAL ADMINISTRATION</b>		\$325,673	\$410,352	\$553,805	\$553,805

# Proposed Budget

**OPERATIONS BUDGET**

		DOA Chart of Accounts	2020-2021 Actual	2021-2022 Estimated	2022-2023 Proposed	Pending Approval
<b>E-7</b>	<b>Personnel Services</b>					
E-7.1	Wages--Operations	7202	\$248,401	\$300,000	\$350,000	\$350,000
E-7.2	Service Contracts	7203				
E-7.3	Other (Specify)					
E-7.4	Summer Staff (5205)	7204	\$878	\$2,700	\$0	
E-7.5	Overtime (5201)	7204	\$3,998	\$3,700	\$5,000	\$5,000
E-7.6						
<b>E-8</b>	<b>Travel</b>					
E-8.1	Mileage	7211				
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	Truck & Auto (5203)	7220	\$4,557	\$10,000	\$15,000	\$15,000
E-9.2	Fuel Maintenance (5204)	7220	\$8,187	\$13,800	\$23,500	\$23,500
E-9.3	Uniforms (5210)	7220	\$6,607	\$7,000	\$10,000	\$10,000
E-9.4		7220				
E-9.5						
<b>E-10</b>	<b>Program Services (List)</b>					
E-10.1	Locating (5313)	7230	\$1,749	\$3,300	\$5,000	\$5,000
E-10.2	Drug Testing (5314)	7230	\$505	\$550	\$565	\$565
E-10.3	Water Testing (6002)	7230	\$7,337	\$6,000	\$10,000	\$10,000
E-10.4		7230				
E-10.5						
<b>E-11</b>	<b>Contractual Arrangements (List)</b>					
E-11.1	Mapping (5312)	7400	\$1,995	\$6,000	\$12,000	\$12,000
E-11.2	Copier/Printer (5315)	7400	\$3,844	\$4,000	\$5,000	\$5,000
E-11.3	Water Services- BOPU (6001)	7400	\$1,815,262	\$2,018,630	\$2,250,000	\$2,250,000
E-11.4	Sewer Services-BOPU (6500)	7400	\$1,403,045	\$1,225,000	\$1,380,000	\$1,380,000
E-11.5						
<b>E-12</b>	<b>Other operations (Specify)</b>					
E-12.1	Maintenance Heavy Equipment (6010)	7450	\$0	\$500	\$20,000	\$20,000
E-12.2	Maintenance Office & Grounds (5500)	7450	\$2,404	\$2,200	\$5,000	\$5,000
E-12.3	Maintenance Water Lines (6020)	7450	\$21,889	\$30,000	\$40,000	\$40,000
E-12.4	Maintenance Meters (6030)	7450	\$7,755	\$10,000	\$10,000	\$10,000
E-12.5	see additional details		\$756	\$4,000	\$25,500	\$25,500
<b>E-13</b>	<b>TOTAL OPERATIONS</b>		\$3,539,169	\$3,647,380	\$4,166,565	\$4,166,565

# Proposed Budget

## INDIRECT COSTS BUDGET

	DOA Chart of Accounts	2020-2021 Actual	2021-2022 Estimated	2022-2023 Proposed	Pending Approval
<b>E-14</b>	<b>Insurance</b>				
E-14.1	Liability	7502			
E-14.2	Buildings and vehicles	7503	\$31,039	\$33,100	\$35,000
E-14.3	Equipment	7504			
E-14.4	Other (Specify)				
E-14.5	Surety Bonds (5156)	7505	\$200	\$200	\$200
E-14.6	Directors Insurance (5381)	7505	\$2,293	\$2,430	\$3,000
E-14.7					
<b>E-15</b>	<b>Indirect payroll costs:</b>				
E-15.1	FICA (Social Security) taxes	7511	\$33,384	\$36,500	\$41,500
E-15.2	Workers Compensation	7512	\$3,145	\$4,300	\$5,000
E-15.3	Unemployment Taxes	7513	\$674	\$550	\$1,000
E-15.4	Retirement	7514	\$39,889	\$44,500	\$51,000
E-15.5	Health Insurance	7515	\$158,942	\$183,000	\$195,000
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>		<b>\$269,566</b>	<b>\$304,580</b>	<b>\$331,700</b>

## DEBT SERVICE BUDGET

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

# Proposed Budget

SOUTH CHEYENNE WATER & SEWER DISTRICT  
 NAME OF DISTRICT/BOARD

FYE 6/30/2023

## GENERAL FUNDS

		End of Year	Beginning	Beginning	
		2020-2021 Actual	2021-2022 Estimated	2022-2023 Proposed	Pending Approval
<b>C-1</b>	<b>Balances at Beginning of Fiscal Year</b>	<b>DOA Chart of Accounts</b>			
C-1.1	General Fund Checking	1010	\$1,658,107	\$1,658,107	\$2,005,000
C-1.2	Savings and Investments	1040		\$0	
C-1.3	General Fund CD Balance	1050		\$0	
C-1.4	All Other Funds	1020		\$0	
C-1.5	Reserves (From Below)		\$837,612	\$837,612	\$837,612
C-1.6	<b>Total Estimated Cash and Investments on Hand</b>		<b>\$2,495,719</b>	<b>\$2,495,719</b>	<b>\$2,842,612</b>
<b>C-2</b>	<b>General Fund Reductions:</b>				
C-2.1	a. Unpaid bills at FYE	2010			
C-2.2	b. Reserves		\$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>
C-2.4	<b>Estimated Non-Restricted Funds Available</b>		<b>\$1,658,107</b>	<b>\$1,658,107</b>	<b>\$2,005,000</b>

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

		2020-2021 Actual	2021-2022 Estimated	2022-2023 Proposed	Pending Approval
<b>C-3</b>	<b>Beginning Balance in Reserve Account (end of previous year)</b>		\$0	\$0	
C-3.1	<i>Date of Reserve Approval in Minutes:</i>				
C-3.2	Amount to be added to the reserve				
C-3.3	<i>Date of Reserve Approval in Minutes:</i>				
C-3.4	<b>SUB-TOTAL</b>	\$0	\$0	\$0	\$0
C-3.5	Identify the amount and project to be spent				
C-3.6	a. _____				
C-3.7	b. _____				
C-3.8	c. _____				
C-3.9	<i>Date of Reserve Approval in Minutes:</i>				
C-3.10	<b>TOTAL CAPITAL OUTLAY (a+b+c)</b>	\$0	\$0	\$0	\$0
C-3.11	Balance to be retained	\$0	\$0	\$0	\$0
C-3.12					

<b>RESERVES</b>	1090
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		2020-2021 Actual	2021-2022 Estimated	2022-2023 Proposed	Pending Approval
<b>C-4</b>	<b>Beginning Balance in Reserve Account (end of previous year)</b>	\$837,612	\$837,612	\$837,612	\$837,612
C-4.1	<i>Date of Reserve Approval in Minutes:</i>				
C-4.2	Amount to be added to the reserve				
C-4.3	<i>Date of Reserve Approval in Minutes:</i>				
C-4.4	<b>SUB-TOTAL</b>	\$837,612	\$837,612	\$837,612	\$837,612
C-4.5	Identify the amount and project to be spent				
C-4.6	a. _____				
C-4.7	b. _____				
C-4.8	c. _____				
C-4.9	<i>Date of Reserve Approval in Minutes:</i>				
C-4.10	<b>TOTAL OTHER RESERVE OUTLAY (a+b+c)</b>	\$0	\$0	\$0	\$0
C-4.11	Balance to be retained	\$837,612	\$837,612	\$837,612	\$837,612
C-4.12					

<b>BOND FUNDS</b>	1060
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		2020-2021 Actual	2021-2022 Estimated	2022-2023 Proposed	Pending Approval
<b>C-5</b>	<b>Beginning Balance in Reserve Account (end of previous year)</b>		\$0	\$0	
C-5.1	<i>Date of Reserve Approval in Minutes:</i>				
C-5.2	Amount to be added to the reserve				
C-5.3	<i>Date of Reserve Approval in Minutes:</i>				
C-5.4	<b>SUB-TOTAL</b>	\$0	\$0	\$0	\$0
C-5.5	Identify the amount and project to be spent				
C-5.6	<i>Date of Reserve Approval in Minutes:</i>				
C-5.7	Balance to be retained	\$0	\$0	\$0	\$0
C-5.8					
C-5.9	<b>TOTAL TO BE SPENT</b>	\$0	\$0	\$0	\$0