

INSTRUCTIONS FOR COMPLETING BUDGET REQUEST FORM

In accordance with the requirements of WS 16-4-104 The Department of Audit has modified the Standard Budget Form.

1. Please follow the steps below:
 - a. Download as this Excel file and save to your computer.
 - b. **Begin by reading this instruction sheet and continue by inputting data on the following 9 worksheets (Tabs are along the bottom of the page).** This will automatically fill results to the "Budget Summary" sheet.
 - c. Enter all required information at the bottom of this sheet (Name, FYE, Date of Hearing, Location of Hearing).

***** DO NOT enter data into cells shaded in gray *****
2. Choose, in the drop-down box in the upper right corner of this page, which budget ("proposed" or "final") you intend to submit at this time. *****Note: If you are preparing a proposed budget the "Final Budget" column will be blacked out. *****
3. In places you are asked to identify a specific item, please describe it in detail for proposed budget. For EACH budget form prepared (Proposed or Final) you will click the submit button on the "Budget Summary" page. This will save a copy of the budget in your DOCUMENTS folder in .pdf format. The saved copy of the budget will then be submitted via email to your County Commissioners AND to the Wyoming Department of Audit at doa-pfd-web@wyo.gov.
4. **If you have ANY questions, or concerns, please contact the Public Funds Division at 307-777-7798.**

Helpful Tip: Certain headings have comments attached to them, which contain more detailed information regarding the section of the budget form you are about to complete. If you do not see these comments (they appear in yellow boxes to the right of the budget form) simply place the cursor over the cell and they will appear.

NOTE: The column headed "Final Approval" will not be completed until the Public Budget hearing is held. The public hearing is to be held not later than 5 days after the 3rd Thursday in July in accordance with W.S. 16-4-109(b). Or, the governing board of any special purpose district may choose to hold the budget hearing in conjunction with the county budget hearings and so advertise.

BEGIN HERE

NAME OF DISTRICT/BOARD: Sunset Ranch Water District

YOUR NAME: Victoria Heller

DISTRICT ADDRESS: P.O. Box 624
Newcastle, WY 82701

HEARING DATE: 10-Jun-14

DISTRICT PHONE: 307 941-0018

LOCATION OF HEARING: Fountain Inn

FYE: June

TIME OF HEARING: 5:30 p.m.

Final Budget

Sunset Ranch Water District

FYE June

NAME OF DISTRICT/BOARD

SCHEDULE A
RESERVE FUNDS WORKSHEET

DATA INPUT

A-1 DEPRECIATION (REPLACEMENT) RESERVE

- A-1.1 Balance in Reserve Account, beginning of budget year
- A-1.2 Amount to be added to the reserve
- A-1.3 SUB-TOTAL
- A-1.4 Identify the amount to be spent from "Reserve for Capital Outlay"
 - a. _____
 - b. _____
 - c. _____
- A-1.5 TOTAL CAPITAL OUTLAY (a+b+c)
- A-1.6 (Line 3 - Line 5)

Prior Year Actual	Current Year Estimated	Proposed Budget	Final Approval
\$0	\$0	\$0	\$0
\$0	\$0	\$0	\$0
\$0	\$0	\$0	\$0

A-2 OTHER RESERVE

- A-2.1 Balance in Reserve Account, beginning of budget year
- A-2.2 Amount to be added to the reserve
- A-2.3 SUB-TOTAL
- A-2.4 Identify the amount and project to be spent from "Other Reserves"
 - a. _____
 - b. _____
 - c. _____
- A-2.5 TOTAL OTHER RESERVE OUTLAY (a+b+c)
- A-2.6 Line 11)

Prior Year Actual	Current Year Estimated	Proposed Budget	Final Approval
\$80,000	\$90,000	\$95,000	\$95,000
\$10,000	\$5,000	\$6,120	\$6,120
\$90,000	\$95,000	\$101,120	\$101,120
\$0	\$0	\$0	\$0
\$90,000	\$95,000	\$101,120	\$101,120

A-3 EMERGENCY RESERVE (cash)

- A-3.1 Balance in Reserve Account, beginning of budget year
- A-3.2 Amount to be added to the reserve
- A-3.3 SUB-TOTAL
- A-3.4 Amount to be spent from Emergency Reserve (Cash)
- A-3.5 Line 16)

Prior Year Actual	Current Year Estimated	Proposed Budget	Final Approval
\$5,343	\$6,500	\$6,500	\$6,500
\$5,343	\$6,500	\$6,500	\$6,500
		\$0	
\$5,343	\$6,500	\$6,500	\$6,500
\$0	\$0	\$0	\$0

A-4 TOTAL TO BE SPENT

Form approved by Department of Audit, Public Funds Division

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[Summary](#)

[Next Page](#)

NAME OF DISTRICT/BOARD

SCHEDULE B

DATA INPUT

ADMINISTRATION BUDGET

ACTIVITY

		Prior Year Actual	Current Year Estimated	Proposed Budget	Final Approval
B-1	Personnel Services:				
B-1.1	Administrator				
B-1.2	Secretary				
B-1.3	Clerical				
B-1.4	Other (Specify)				
B-1.5	_____				
B-1.6	_____				
B-2	Board Expenses:				
B-2.1	Travel				
B-2.2	Mileage				
B-2.3	Other (Specify)				
B-2.4	_____				
B-2.5	_____				
B-3	Contractual Services:				
B-3.1	Legal	\$300	\$150	\$150	\$150
B-3.2	Accounting/Auditing		\$120	\$200	\$200
B-3.3	Other (Specify)				
B-3.4	_____				
B-3.5	_____				
B-4	Other:				
B-4.1	Office Supplies	\$32	\$170	\$220	\$287
B-4.2	Office equipment, rent & repair				
B-4.3	Education				
B-4.4	Registrations				
B-4.5	Other (Specify)				
B-4.6	Postage	\$135	\$265	\$240	\$240
B-4.7	Safe Deposit Box	\$15	\$20	\$20	\$20
B-5	TOTAL ADMINISTRATION	\$482	\$725	\$830	\$897

Form approved by Department of Audit, Public Funds Division

NAME OF DISTRICT/BOARD

**SCHEDULE C
OPERATIONS BUDGET**

DATA INPUT

ACTIVITY

C-1 Personnel Services:

- C-1.1 Wages--Operations
- C-1.2 Service Contracts
- C-1.3 Other (Specify)
- C-1.4 Meter Reading Service
- C-1.5 Billing Services

C-2 Travel:

- C-2.1 Mileage
- C-2.2 Other (Specify)
- C-2.3 _____
- C-2.4 _____

C-3 Operating supplies (List):

- C-3.1 Insulation Rings
- C-3.2 Water Testing Stations
- C-3.3 _____
- C-3.4 _____

C-4 Program Services (List):

- C-4.1 _____
- C-4.2 _____
- C-4.3 _____
- C-4.4 _____

C-5 Contractual Arrangements (List):

- C-5.1 System Operator
- C-5.2 Water Purchased
- C-5.3 _____
- C-5.4 _____

C-6 Other operations (Specify):

- C-6.1 Water testing
- C-6.2 Electricity
- C-6.3 Advertising/Publications
- C-6.4 _____

C-7 TOTAL OPERATIONS

Prior Year Actual	Current Year Estimated	Proposed Budget	Final Approval
\$1,200	\$1,200	\$1,500	\$1,500
\$1,800	\$1,800	\$2,100	\$2,100
		\$450	\$480
		\$1,500	\$1,600
\$1,681	\$2,100	\$2,500	\$3,000
\$3,406	\$4,200	\$4,800	\$4,800
\$380	\$870	\$870	\$870
\$1,046	\$1,200	\$1,200	\$1,200
\$44	\$150	\$150	\$150
\$9,557	\$11,520	\$15,070	\$15,700

Form approved by Department of Audit, Public Funds Division

NAME OF DISTRICT/BOARD

SCHEDULE D

DATA INPUT

INDIRECT COSTS BUDGET

		ACTIVITY
D-1	Insurance	
D-1.1		Liability
D-1.2		Buildings and vehicles
D-1.3		Equipment
D-1.4		Other (Specify)
D-1.5		Bond
D-1.6		_____
D-2	Indirect payroll costs:	
D-2.1		FICA (Social Security) taxes
D-2.2		Workers Compensation
D-2.3		Unemployment Taxes
D-2.4		Retirement
D-2.5		Health Insurance
D-2.6		Other (Specify)

D-3	Depreciation Expenses	
D-4	TOTAL INDIRECT COSTS	

Prior Year Actual	Current Year Estimated	Proposed Budget	Final Approval
\$500	\$500	\$500	\$500
\$100	\$100	\$100	\$100
\$600	\$600	\$600	\$600

Form approved by Department of Audit, Public Funds Division

NAME OF DISTRICT/BOARD

SCHEDULE E

DATA INPUT

CAPITAL OUTLAY BUDGET

		ACTIVITY
E-1	Capital Outlay	
E-1.1		Real Property
E-1.2		Vehicles
E-1.3		Office Equipment
E-1.4		Other (Specify)
E-1.5		<u>Land Lease Meter House</u>
E-1.6		
E-2	TOTAL CAPITAL OUTLAY	

Prior Year Actual	Current Year Estimated	Proposed Budget	Final Approval
\$273	\$275	\$280	\$283
\$273	\$275	\$280	\$283

Form approved by Department of Audit, Public Funds Division

NAME OF DISTRICT/BOARD

SCHEDULE F

DATA INPUT

DEBT SERVICE BUDGET

ACTIVITY

F-1 Debt Service

F-1.1 Principal

F-1.2 Interest

F-1.3 Fees

F-2 TOTAL DEBT SERVICE

Prior Year Actual	Current Year Estimated	Proposed Budget	Final Approval
\$0	\$0	\$0	\$0

Form approved by Department of Audit, Public Funds Division

NAME OF DISTRICT/BOARD

SCHEDULE G

DATA INPUT

CASH AND FORECASTED REVENUE

FORECASTED REVENUE

G-1 Government Support

- G-1.1 State Aid
- G-1.2 County Aid
- G-1.3 City (or Town) Aid
- G-1.4 Other (Specify)
- G-1.5 Total Government Support

G-2 Operating Revenues

- G-2.1 Customer Charges
- G-2.2 Sales of Goods or Services
- G-2.3 Other Assessments
- G-2.4 Total Operating Revenues

G-3 Grants

- G-3.1 Direct Federal Grants
- G-3.2 Federal Grants thru State Agencies
- G-3.3 Grants from State Agencies
- G-3.4 Total Grants

G-4 Miscellaneous:

- G-4.1 Interest
- G-4.2 Other: Specify
- G-4.3 Total Miscellaneous

G-5 Total Forecasted Revenue

Prior Year Actual	Current Year Estimated	Proposed Budget	Final Approval
\$0	\$0	\$0	\$0
\$13,828	\$15,060	\$18,480	\$18,480
\$210	\$250	\$120	\$120
\$14,038	\$15,310	\$18,600	\$18,600
\$0	\$0	\$0	\$0
\$348	\$180	\$300	\$300
\$348	\$180	\$300	\$300
\$14,386	\$15,490	\$18,900	\$18,900

G-6 Total Estimated Cash and Investments on Hand

G-7 Deductions:

- G-7.1 a. Unpaid bills at FYE
- G-7.2 b. Reserves
- G-7.3 **Total Deductions (a+b)**

G-8 Estimated cash available

G-9 Other Forecasted revenues:

- G-9.1 a. Other past due-as estimated by Co. Treas.
- G-9.2 b. Other forecasted revenue (specify):
- G-9.3 _____
- G-9.4 _____
- G-9.5 **Total Other Forecasted Revenue (a+b)**

G-10 Total Cash Available and Forecasted Revenue

Prior Year Actual	Current Year Estimated	Proposed Budget	Final Approval
\$85,343	\$96,500	\$101,500	\$101,500
\$85,343	\$96,500	\$101,500	\$101,500
\$85,343	\$96,500	\$101,500	\$101,500
\$0	\$0	\$0	\$0
\$0	\$0	\$0	\$0
\$14,386	\$15,490	\$18,900	\$18,900

Form approved by Department of Audit, Public Funds Division

Final Budget

Sunset Ranch Water District

FYE June

NAME OF DISTRICT/BOARD

SCHEDULE H

DATA INPUT

Analysis of Additional Financial Support Required:

- H-1** Tax levy (for entities able to make levies)
- H-2** Other County Support
- H-3** Provision for tax shrinkage (Provided by County Treasurer)

Prior Year Actual	Current Year Estimated	Proposed Budget	Final Approval
\$4,535	\$3,900	\$4,000	\$4,700

Form approved by Department of Audit, Public Funds Division

NAME OF DISTRICT/BOARD

I-1 BUDGET MESSAGE

The Sunset Ranch Water District has 28 active members at this time. Our Board of Directors held its Budget Hearing on June 10th, 2014, 5:30 p.m. at the Fountain Inn in Newcastle, WY. The Board considered comments from members who attended the hearing and ultimately voted unanimously to approve the Final Budget contained herein. For the fiscal year beginning July 1, 2014, the Board increased the monthly water rates charged to each active member from \$45.00 to \$55.00 which was our first increase ever. This additional revenue will allow the District to pay its bills and increase our reserve for future repairs and replacement by approximately \$6,120.00 by the end of the fiscal year. The Special District Accounting Handbook recommends setting aside 2% of the cost of our water distribution system each year for its eventual replacement. Since we are a small District, we are setting aside slightly less than 1% during this fiscal year. This budget also includes one-time expenditures for thirty insulation rings (\$480.00) and three water testing stations (\$1,600.00) including sales tax.

Form approved by Department of Audit, Public Funds Division

Final Budget

Sunset Ranch Water District

10-Jun-14

NAME OF DISTRICT/BOARD

DATE OF BUDGET HEARING

June

Fountain Inn

5:30 p.m.

FYE

LOCATION OF BUDGET HEARING

TIME OF HEARING

FINAL BUDGET SUMMARY

	Prior Year Actual	Current Year Estimated	Proposed Budget	Final Approval
S-1 Total Expenditures, Cash Requirements	\$10,912	\$13,120	\$16,780	\$17,480
S-2 Total to be added to Reserves	\$10,000	\$5,000	\$6,120	\$6,120
S-3 Total Cash and Forecasted Revenues	\$14,386	\$15,490	\$18,900	\$18,900
S-4 Additional Financial Support Required	\$6,526	\$2,630	\$4,000	\$4,700
S-5 Amount as approved by County Commissioners	\$4,535	\$3,900	\$4,000	\$4,700

Analysis of additional Financial Support Required:

	Prior Year Actual	Current Year Estimated	Proposed Budget	Final Approval
S-6 Tax levy (for entities able to make levies)	\$4,535	\$3,900	\$4,000	\$4,700
S-7 Other County Support	\$0	\$0	\$0	\$0

Additional funding approved by:

County Commissioner

Date Approved _____

S-8 BUDGET MESSAGE

per W.S. 16-4-104(c)

The Sunset Ranch Water District has 28 active members at this time. Our Board of Directors held its Budget Hearing on June 10th, 2014, 5:30 p.m. at the Fountain Inn in Newcastle, WY. The Board considered comments from members who attended the hearing and ultimately voted unanimously to approve the Final Budget contained herein. For the fiscal year beginning July 1, 2014, the Board increased the monthly water rates charged to each active member from \$45.00 to \$55.00 which was our first increase ever. This additional revenue will allow the District to pay its bills and increase our reserve for future repairs and replacement by approximately \$6,120.00 by the end of the fiscal year. The Special District Accounting Handbook recommends setting aside 2% of the cost of our water distribution system each year for its eventual replacement. Since we are a small District, we are setting aside slightly less than 1% during this fiscal year. This budget also includes one-time expenditures for thirty insulation rings (\$480.00) and three water testing stations (\$1,600.00) including sales tax.



Date adopted by Special District _____

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

Sunset Ranch Water District

NAME OF DISTRICT/BOARD

FYE June _____

CASH AND FORECASTED REVENUE

FORECASTED REVENUE

J-1 **Government Support**

J-2 **Operating Revenues**

J-3 **Grants**

J-4 **Miscellaneous:**

J-5 **Estimated Cash Available**

J-6 **Other Forecasted Revenue**

J-7 **Total Cash Available and Forecasted Revenue**

Prior Year Actual	Current Year Estimated	Proposed Budget	Final Approval
\$0	\$0	\$0	\$0
\$14,038	\$15,310	\$18,600	\$18,600
\$0	\$0	\$0	\$0
\$348	\$180	\$300	\$300
\$0	\$0	\$0	\$0
\$0	\$0	\$0	\$0
\$14,386	\$15,490	\$18,900	\$18,900

Sunset Ranch Water District

NAME OF DISTRICT/BOARD

FYE June _____

ESTIMATED EXPENDITURES

J-8 **Administration**

Prior Year Actual	Current Year Estimated	Proposed Budget	Final Approval
\$482	\$725	\$830	\$897

J-9	Operations	\$9,557	\$11,520	\$15,070	\$15,700
J-10	Indirect Costs	\$600	\$600	\$600	\$600
J-11	Capital Outlay	\$273	\$275	\$280	\$283
J-12	Debt Service	\$0	\$0	\$0	\$0
J-13	Provision for Tax Shrinkage	\$0	\$0	\$0	\$0
J-14	Total Expenditures	\$10,912	\$13,120	\$16,780	\$17,480

SUMMARY OF RESERVE FUNDS

J-15 Beginning Balance in Reserve Accounts

J-15.1	a. Depreciation Reserve	
J-15.2	b. Other Reserve	
J-15.3	c. Emergency Reserve (Cash)	
J-15.4	Total Reserves (a+b+c)	

J-16 Amount to be added

J-16.1	a. Depreciation Reserve	
J-16.2	b. Other Reserve	
J-16.3	c. Emergency Reserve (Cash)	
J-16.4	Total to be added (a+b+c)	

J-17 Subtotal

J-18 Less Total to be spent

J-19 Total Reserves

Prior Year Actual	Current Year Estimated	Proposed Budget	Final Approval
\$0	\$0	\$0	\$0
\$80,000	\$90,000	\$95,000	\$95,000
\$5,343	\$6,500	\$6,500	\$6,500
\$85,343	\$96,500	\$101,500	\$101,500
\$0	\$0	\$0	\$0
\$10,000	\$5,000	\$6,120	\$6,120
\$0	\$0	\$0	\$0
\$10,000	\$5,000	\$6,120	\$6,120
\$95,343	\$101,500	\$107,620	\$107,620
\$0	\$0	\$0	\$0
\$95,343	\$101,500	\$107,620	\$107,620

PREPARED BY: Victoria Heller

DISTRICT ADDRESS: P.O. Box 624
Newcastle, WY 82701

DISTRICT PHONE: 307 941-0018

*Prepared in compliance with the Uniform Municipal Fiscal Procedures Act (W.S. 16-4-101 through 124) as it applies
 Form approved by Department of Audit, Public Funds Division*