

Proposed Budget

Save a copy of this .pdf budget in your DOCUMENTS folder.
The saved copy of the budget will then need to be submitted via email to
- Your County Commissioners
- The Wyoming Department of Audit at doa-pfd-web@wyo.gov

| | |
|--|--|
| NAME OF DISTRICT/BOARD: Sweetwater Improvement & Service District | YOUR NAME: Tina Conklin |
| COUNTY: Weston | HEARING DATE: 6/25/2015 |
| DISTRICT ADDRESS: PO Box 879 | LOCATION OF HEARING: Weston County Library Newcastle WY |
| City, State, Zip: Newcastle WY 82701 | |
| DISTRICT PHONE: 307-746-2253 | TIME OF HEARING: 6:00 p.m. |
| Fiscal Year Ending: June 30, 2016 | |

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.

- Please follow the steps below:
 - Download this as an Excel file and save to your computer.
 - Begin by reading this instruction sheet and continue by inputting data on the following worksheets (Tabs are along the bottom of the page).** This will automatically fill results to the "Budget Summary" sheet.
 - Enter all required information at the top of this sheet (Name, County, District address, District phone, FYE, Your name, Date, Location, and Time of Hearing).
You cannot enter data into cells shaded in gray as they are automatic totals.
- 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.**
- 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 "Convert to PDF" 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 need to be submitted via email to your County Commissioners AND to the Wyoming Department of Audit at
doa-pfd-web@wyo.gov
- If you have ANY questions, or concerns, please contact the Public Funds Division at 307-777-7798.

What's New:

- The **Schedule A Reserve Funds** Worksheet has been **moved** to Schedule G, the Cash and Forecasted Revenue page.
- If you have a large list of items to add to certain sections, there is a page to **add more items**.

Helpful Tip: Certain headings have comments associated with them, which contain more detailed information regarding the section of the budget form you are about to complete. They appear in red boxes to the right of the budget form.

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.

Proposed Budget

Sweetwater Improvement & Service District
 NAME OF DISTRICT/BOARD _____

FYE 6/30/2016

SCHEDULE B
ADMINISTRATION BUDGET

DATA INPUT

| | ACTIVITY | 2013-2014 Actual | 2014-2015 Estimated | 2015-2016 Proposed | 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 | \$0 | \$292 | \$600 | |
| B-2.2 | Mileage | | | | |
| B-2.3 | Other (Specify) | | | | |
| B-2.4 | _____ | | | | |
| B-2.5 | _____ | | | | |
| B-3 | Contractual Services: | | | | |
| B-3.1 | Legal | | | | |
| B-3.2 | Accounting/Auditing | | | | |
| B-3.3 | Other (Specify) | | | | |
| B-3.4 | _____ | | | | |
| B-3.5 | _____ | | | | |
| B-4 | Other: | | | | |
| B-4.1 | Office Supplies | \$0 | \$215 | \$450 | |
| B-4.2 | Office equipment, rent & repair | | | | |
| B-4.3 | Education | | | | |
| B-4.4 | Registrations | | | | |
| B-4.5 | Other (Specify) | | | | |
| B-4.6 | Postage & PO Box Rent | \$201 | \$245 | \$325 | |
| B-4.7 | Business checks | \$39 | \$0 | \$95 | |
| B-5 | TOTAL ADMINISTRATION | \$240 | \$752 | \$1,470 | |

Form approved by Department of Audit, Public Funds Division

Proposed Budget

Sweetwater Improvement & Service District
 NAME OF DISTRICT/BOARD _____

FYE 6/30/2016

SCHEDULE E
CAPITAL OUTLAY BUDGET

DATA INPUT

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 _____
 E-1.6 _____

E-2 TOTAL CAPITAL OUTLAY

| 2013-2014 Actual | 2014-2015 Estimated | 2015-2016 Proposed | Final Approval |
|---------------------|------------------------|-----------------------|-------------------|
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| \$0 | \$0 | \$0 | |

Form approved by Department of Audit, Public Funds Division

Proposed Budget

Sweetwater Improvement & Service District
NAME OF DISTRICT/BOARD

FYE 6/30/2016

SCHEDULE F
DEBT SERVICE BUDGET

DATA INPUT

ACTIVITY

F-1 **Debt Service**
 F-1.1 Principal
 F-1.2 Interest
 F-1.3 Fees
 F-2 **TOTAL DEBT SERVICE**

| 2013-2014 Actual | 2014-2015 Estimated | 2015-2016 Proposed | Final Approval |
|---------------------|------------------------|-----------------------|-------------------|
| | | | |
| | | | |
| | | | |
| \$0 | \$0 | \$0 | |

Form approved by Department of Audit, Public Funds Division

G-7 OTHER RESERVE

- G-7.1 Balance in Reserve Account, beginning of budget year
- G-7.2 Amount to be added to the reserve
- G-7.3 SUB-TOTAL
- G-7.4 Identify the amount and project to be spent from "Other Reserves"
 - a. _____
 - b. _____
 - c. _____
- G-7.5 TOTAL OTHER RESERVE OUTLAY (a+b+c)
- G-7.6 9 - Line 11)

| 2013-2014 Actual | 2014-2015 Estimated | 2015-2016 Proposed | Final Approval |
|---------------------|------------------------|-----------------------|----------------|
| | | | |
| | | | |
| \$0 | \$0 | \$0 | |
| | | | |
| | | | |
| \$0 | \$0 | \$0 | |
| \$0 | \$0 | \$0 | |

G-8 EMERGENCY RESERVE (cash)

- G-8.1 Balance in Reserve Account, beginning of budget year
- G-8.2 Amount to be added to the reserve
- G-8.3 SUB-TOTAL
- G-8.4 Amount to be spent from Emergency Reserve (Cash)
- G-8.5 15 - Line 16)
- G-8.6 TOTAL TO BE SPENT

| 2013-2014 Actual | 2014-2015 Estimated | 2015-2016 Proposed | Final Approval |
|---------------------|------------------------|-----------------------|----------------|
| | | | |
| | | | |
| \$0 | \$0 | \$0 | |
| \$0 | \$0 | \$0 | |
| \$0 | \$0 | \$0 | |

G-9 Total Estimated Cash and Investments on Hand (including any reserves listed above)

G-10 Deductions:

- G-10.1 a. Unpaid bills at FYE
- G-10.2 b. Reserves
- G-10.3 **Total Deductions (a+b)**

G-11 Estimated cash available

G-12 Other Forecasted Revenues:

- G-12.1 a. Other past due-as estimated by Co. Treas.
- G-12.2 b. Other forecasted revenue (specify):
- G-12.3 _____
- G-12.4 _____
- G-12.5 _____
- G-12.6 Total Other Forecasted Revenue (a+b)

G-13 Total Cash Available and Forecasted Revenue

| 2013-2014 Actual | 2014-2015 Estimated | 2015-2016 Proposed | Final Approval |
|---------------------|------------------------|-----------------------|----------------|
| \$38,871 | \$44,254 | \$44,000 | |
| \$0 | \$0 | | |
| \$0 | \$0 | \$0 | |
| \$0 | \$0 | \$0 | |
| \$38,871 | \$44,254 | \$44,000 | |
| | | | |
| | | | |
| | | | |
| \$0 | \$0 | \$0 | |
| \$44,865 | \$52,919 | \$51,140 | |

Proposed Budget

Sweetwater Improvement & Service District
 NAME OF DISTRICT/BOARD

FYE 6/30/2016

SCHEDULE H

Analysis of Additional Financial Support Required:

DATA INPUT

- 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)

| 2013-2014 Actual | 2014-2015 Estimated | 2015-2016 Proposed | Final Approval |
|---------------------|------------------------|-----------------------|-------------------|
| | | | |
| | | | |
| | | | |

Form approved by Department of Audit, Public Funds Division

Proposed Budget

Sweetwater Improvement & Service District
NAME OF DISTRICT/BOARD

FYE 6/30/2016

I-1 BUDGET MESSAGE

This is the Proposed Budget for the Fiscal Year 7/1/2015 through 6/30/2016. Revenue from the monthly waterline maintenance fees are used to offset expenses for repairs and supplies as needed. Some items formerly listed in the Operations Budget are now listed in the Administration Budget. This has been changed for clarification purposes. The Budget for Fiscal Year 7/1/2015 through 6/30/2016 will be approved at the annual public meeting on June 25, 2015 at the Weston County Library in Newcastle, Wyoming. Sweetwater Improvement & Service District has applied for a grant through the State of Wyoming Mineral Royalty Grant program. The District should be informed of a decision later in the month of June 2015.

Form approved by Department of Audit, Public Funds Division

Proposed Budget

Sweetwater Improvement & Service District

25-Jun-15

NAME OF DISTRICT/BOARD

DATE OF BUDGET HEARING

6/30/2016

Weston County Library Newcastle WY

6:00 p.m.

FISCAL YEAR ENDING

LOCATION OF BUDGET HEARING

TIME OF HEARING

PROPOSED BUDGET SUMMARY

| | 2013-2014 Actual | 2014-2015 Estimated | 2015-2016 Proposed | Final Approval |
|---|---------------------|------------------------|-----------------------|-------------------|
| S-1 Total Expenditures, Cash Requirements | \$3,684 | \$3,790 | \$12,395 | |
| S-2 Total to be added to Reserves | \$0 | \$0 | \$0 | |
| S-3 Total Cash and Forecasted Revenues | \$44,865 | \$52,919 | \$51,140 | |
| S-4 Additional Financial Support Required | \$0 | \$0 | \$0 | |
| S-5 Amount as approved by County Commissioners | \$0 | \$0 | \$0 | |

Analysis of additional Financial Support Required:

| | 2013-2014 Actual | 2014-2015 Estimated | 2015-2016 Proposed | Final Approval |
|--|---------------------|------------------------|-----------------------|-------------------|
| S-6 Tax levy (for entities able to make levies) | \$0 | \$0 | \$0 | |
| S-7 Other County Support | \$0 | \$0 | \$0 | |

Additional funding approved by:

County Commissioner

Date Approved _____

This is the Proposed Budget for the Fiscal Year 7/1/2015 through 6/30/2016. Revenue from the monthly waterline maintenance fees are used to offset expenses for repairs and supplies as needed. Some items formerly listed in the Operations Budget are now listed in the Administration Budget. This has been changed for clarification purposes. The Budget for Fiscal Year 7/1/2015 through 6/30/2016 will be approved at the annual public meeting on June 25, 2015 at the Weston County Library in Newcastle, Wyoming. Sweetwater Improvement & Service District has applied for a grant through the State of Wyoming Mineral Royalty Grant program. The District should be informed of a decision later in the month of June 2015.

Budget Officer / District Official (if not same as "Submitted by") _____ Date adopted by Special District _____

NAME OF DISTRICT/BOARD**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**

| 2013-2014 Actual | 2014-2015 Estimated | 2015-2016 Proposed | Final Approval |
|---------------------|------------------------|-----------------------|-------------------|
| \$0 | \$0 | \$0 | |
| \$5,994 | \$8,665 | \$7,140 | |
| \$0 | \$0 | \$0 | |
| \$0 | \$0 | \$0 | |
| \$38,871 | \$44,254 | \$44,000 | |
| \$0 | \$0 | \$0 | |
| \$44,865 | \$52,919 | \$51,140 | |

NAME OF DISTRICT/BOARD**ESTIMATED EXPENDITURES**

| | 2013-2014 Actual | 2014-2015 Estimated | 2015-2016 Proposed | Final Approval |
|----------------------------------|---------------------|------------------------|-----------------------|-------------------|
| J-8 Administration | \$240 | \$752 | \$1,470 | |
| J-9 Operations | \$3,444 | \$3,038 | \$10,925 | |
| J-10 Indirect Costs | \$0 | \$0 | \$0 | |
| J-11 Capital Outlay | \$0 | \$0 | \$0 | |
| J-12 Debt Service | \$0 | \$0 | \$0 | |
| J-13 Provision for Tax Shrinkage | \$0 | \$0 | \$0 | |
| J-14 Total Expenditures | \$3,684 | \$3,790 | \$12,395 | |

SUMMARY OF RESERVE FUNDS

| | 2013-2014 Actual | 2014-2015 Estimated | 2015-2016 Proposed | Final Approval |
|---|---------------------|------------------------|-----------------------|-------------------|
| J-15 Beginning Balance in Reserve Accounts | | | | |
| J-15.1 a. Depreciation Reserve | \$0 | \$0 | \$0 | |
| J-15.2 b. Other Reserve | \$0 | \$0 | \$0 | |
| J-15.3 c. Emergency Reserve (Cash) | \$0 | \$0 | \$0 | |
| J-15.4 Total Reserves (a+b+c) | \$0 | \$0 | \$0 | |
| J-16 Amount to be added | | | | |
| J-16.1 a. Depreciation Reserve | \$0 | \$0 | \$0 | |
| J-16.2 b. Other Reserve | \$0 | \$0 | \$0 | |
| J-16.3 c. Emergency Reserve (Cash) | \$0 | \$0 | \$0 | |
| J-16.4 Total to be added (a+b+c) | \$0 | \$0 | \$0 | |
| J-17 Subtotal | \$0 | \$0 | \$0 | |
| J-18 Less Total to be spent | \$0 | \$0 | \$0 | |
| J-19 Total Reserves | \$0 | \$0 | \$0 | |

PREPARED BY: Tina Conklin

DISTRICT ADDRESS: PO Box 879

Newcastle WY 82701

DISTRICT PHONE: 307-746-2253