

## Proposed Budget

West End Water District	
Budget Hearing Information	
P. O. Box 892	Location: USDA Service Center, 1225 Washington
Newcastle, WY 82701	Date: 7/10/2019
307-941-1729	Time: 6:00 p.m.
Weston County	Budget Prepared by: Sue Kettley, Secretary/Bookkeeper

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

A tentative annual budget shall be prepared by May 15th of each year, showing actual revenues and expenditures in the last completed fiscal year, estimated total revenues and expenditures for the current fiscal year, and estimated available revenues and expenditures for the ensuing budget year. The Board of Directors shall review and consider the tentative budget at the May 8, 2019 regular meeting and will enter the proposed budget into the minutes and publish it in the NewsLetter Journal at least one week before the proposed 7/9/19 meeting. After the public meeting, the Board will adopt a budget by resolution.

Revenues are the same with an anticipated \$60 monthly fee for an approximate 100 meters. Wages/Payroll Taxes have been reduced as the District is paying expenses for the responsibilities of the Secretary/Bookkeeper at the rate of \$2.00 per meter and \$7.00 per meter will be paid in wages each month with additional hours paid at \$12.00 per hour. These will be hours for time spent outside of the regular scope of the employee. The \$2.00 per meter has been allotted to Office and Administrative. Repairs and Labor has increased \$1000.

The 2017-2018 Actual Budget has been created using figures from the Local Government Annual Report Summary FYE 6-30-18 completed by Janice Freeman, Public Accountant. The previous employee submitted an incorrect F-66 Survey of Local Government Finances. (This was discovered in January of 2019.

**S-B RESERVE DESCRIPTION**

Reserves are accounted for in Cash and Investments as the District has a Checking Account and two Certificates of Deposits: \$96987 and \$22850.

**S-C**

Names of Board Members	Date of End of Term
Chris Mills	1/1/20
Eric Dudzinski	1/1/20
Dave Norton	1/1/20
Kim Washburn	1/1/22
Ashley Reed	1/1/22

Does the district have regular office hours exceeding 20 hours per week?	<input type="checkbox"/> No

**If no above:** Are the records on file with the County Clerk as required by W.S. 16-12-303(c)?  Yes

Where are the minutes of your board meeting available for public review?  
 Weston County Clerk's Office

How and where are the notices of meeting posted for the public?  
 Newsletter Journal

Where are the public meetings held?  
 Newcastle Equipment Office, Newcastle, WY

## PROPOSED BUDGET SUMMARY

OVERVIEW	2017-2018 Actual	2018-2019 Estimated	2019-2020 Proposed	Pending Approval
S-1 <b>Total Budgeted Expenditures</b>	\$17,146	\$60,000	\$60,500	\$0
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>	\$377,817	\$412,657	\$473,336	\$0
S-5 <i>Amount requested from County Commissioners</i>	\$0	\$0	\$0	\$0
S-6 <b>Additional Funding Needed :</b>			\$0	\$0

REVENUE SUMMARY	2017-2018 Actual	2018-2019 Estimated	2019-2020 Proposed	Pending Approval
S-7 <b>Operating Revenues</b>	\$37,969	\$72,000	\$72,000	\$0
S-8 <b>Tax levy (From the County Treasurer)</b>	\$0	\$0	\$0	\$0
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>	\$691	\$1,500	\$1,500	\$0
S-13 <b>Other Forecasted Revenue</b>	\$0	\$0	\$0	\$0

S-14 <b>Total Revenue</b>	\$38,660	\$73,500	\$73,500	\$0
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West End Water District  
FY 7/1/19-6/30/20

EXPENDITURE SUMMARY	2017-2018 Actual	2018-2019 Estimated	2019-2020 Proposed	Pending Approval
S-15 <b>Capital Outlay</b>	\$0	\$0	\$0	\$0
S-16 <b>Interest and Fees On Debt</b>	\$0	\$0	\$0	\$0
S-17 <b>Administration</b>	\$11,032	\$20,000	\$20,500	\$0
S-18 <b>Operations</b>	\$6,114	\$37,000	\$38,000	\$0
S-19 <b>Indirect Costs</b>	\$0	\$3,000	\$2,000	\$0
S-20R <b>Expenditures paid by Reserves</b>	\$0	\$0	\$0	\$0
S-20 <b>Total Expenditures</b>	\$17,146	\$60,000	\$60,500	\$0

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>	\$339,157	\$339,157	\$399,836	\$0
<b>Summary of Reserve Funds</b>				
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	\$0	\$0	\$0	\$0
S-26 c. Bond Funds	\$0	\$0	\$0	\$0
<b>Total Reserves (a+b+c)</b>	\$0	\$0	\$0	\$0
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>	\$0	\$0	\$0	\$0
S-32 <b>Less Total to be spent</b>	\$0	\$0	\$0	\$0
S-33 <b>TOTAL RESERVES AT END OF FISCAL YEAR</b>	\$0	\$0	\$0	\$0

*End of Summary*

Date adopted by Special District \_\_\_\_\_

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

**DISTRICT ADDRESS:** P. O. Box 892  
Newcastle, WY 82701

**PREPARED BY:** Sue Kettley, Secretary/Bookkeeper

**DISTRICT PHONE:** 307-941-1729



# Proposed Budget

West End Water 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	Tax Levy (From the County Treasurer)			\$0	
R-1.2	Other County Support			\$0	

## 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			\$0	
R-2.2	Additional County Aid (non-treasurer)			\$0	
R-2.3	City (or Town) Aid			\$0	
R-2.4	Other (Specify)			\$0	
R-2.5	<b>Total Government Support</b>	\$0	\$0	\$0	
R-3	<b>Operating Revenues</b>				
R-3.1	Customer Charges	\$37,969	\$72,000	\$72,000	
R-3.2	Sales of Goods or Services				
R-3.3	Other Assessments				
R-3.4	<b>Total Operating Revenues</b>	\$37,969	\$72,000	\$72,000	
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	
R-5	<b>Miscellaneous Revenue</b>				
R-5.1	Interest	\$691	\$1,500	\$1,500	
R-5.2	Other: Specify				
R-5.3	Other: Additional				
R-5.4	<b>Total Miscellaneous</b>	\$691	\$1,500	\$1,500	
R-5.5	<b>Total Forecasted Revenue</b>	\$38,660	\$73,500	\$73,500	
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	_____				
R-6.4	_____				
R-6.5	_____				
R-6.6	<b>Total Other Forecasted Revenue (a+b)</b>	\$0	\$0	\$0	

# Proposed Budget

West End Water 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				
E-1.4	Other (Specify)				
E-1.5	_____				
E-1.6	_____				
E-1.7					
E-1.8	<b>TOTAL CAPITAL OUTLAY</b>	\$0	\$0	\$0	

## 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	\$10,117	\$12,000	\$10,000	
E-2.4	Other (Specify)				
E-2.5	UI/WC	\$231			
E-2.6	SS/Med. Not Paid				
E-2.7					
<b>E-3</b>	<b>Board Expenses</b>				
E-3.1	Travel		\$0		
E-3.2	Mileage				
E-3.3	Other (Specify)				
E-3.4	_____				
E-3.5	_____				
E-3.6					
<b>E-4</b>	<b>Contractual Services</b>				
E-4.1	Legal		\$4,500	\$4,500	
E-4.2	Accounting/Auditing	\$250	\$1,000	\$1,000	
E-4.3	Other (Specify)				
E-4.4	_____				
E-4.5	_____				
E-4.6					
<b>E-5</b>	<b>Other Administrative Expenses</b>				
E-5.1	Office Supplies	\$113	\$500	\$2,500	
E-5.2	Office equipment, rent & repair		\$2,000	\$2,500	
E-5.3	Education				
E-5.4	Registrations				
E-5.5	Other (Specify)				
E-5.6	Surety Bond	\$100			
E-5.7	Advertising	\$221			
E-5.8					
<b>E-6</b>	<b>TOTAL ADMINISTRATION</b>	\$11,032	\$20,000	\$20,500	

# Proposed Budget

West End Water District

FYE 6/30/2020

## OPERATIONS BUDGET

			2017-2018 Actual	2018-2019 Estimated	2019-2020 Proposed	Pending Approval
<b>E-7</b>	<b>Personnel Services</b>					
E-7.1	Wages--Operations					
E-7.2	Service Contracts		\$4,485			
E-7.3	Other (Specify)					
E-7.4	Operator/Plumber		\$500	\$20,000	\$21,000	
E-7.5						
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	Water Meters			\$10,000	\$10,000	
E-9.2	Propane			\$1,000	\$1,000	
E-9.3	Miscellaneous			\$4,000	\$4,000	
E-9.4						
E-9.5						
<b>E-10</b>	<b>Program Services (List)</b>					
E-10.1						
E-10.2						
E-10.3						
E-10.4						
E-10.5						
<b>E-11</b>	<b>Contractual Arrangements (List)</b>					
E-11.1	Acre Feet Water Use		\$673			
E-11.2						
E-11.3						
E-11.4						
E-11.5						
<b>E-12</b>	<b>Other operations (Specify)</b>					
E-12.1	Water Analysis		\$456	\$2,000	\$2,000	
E-12.2						
E-12.3						
E-12.4						
E-12.5						
<b>E-13</b>	<b>TOTAL OPERATIONS</b>		<b>\$6,114</b>	<b>\$37,000</b>	<b>\$38,000</b>	<b>\$36,000</b>

# Proposed Budget

West End Water District

FYE 6/30/2020

## 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			\$1,000	\$1,000	
E-14.2	Buildings and vehicles					
E-14.3	Equipment					
E-14.4	Other (Specify)					
E-14.5	_____					
E-14.6	_____					
E-14.7						
<b>E-15</b>	<b>Indirect payroll costs:</b>					
E-15.1	FICA (Social Security) taxes			\$1,500	\$750	
E-15.2	Workers Compensation			\$250	\$100	
E-15.3	Unemployment Taxes			\$250	\$150	
E-15.4	Retirement					
E-15.5	Health Insurance					
E-15.6	Other (Specify)					
E-15.7	_____					
E-15.8	_____					
E-15.9						
<b>E-17</b>	<b>TOTAL INDIRECT COSTS</b>		<b>\$0</b>	<b>\$3,000</b>	<b>\$2,000</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>	

# Proposed Budget

West End Water District

FYE 6/30/2020

NAME OF DISTRICT/BOARD

## GENERAL FUNDS

		End of Year 2017-2018 Actual	Beginning 2018-2019 Estimated	Beginning 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	\$219,438	\$219,438	\$280,000	
C-1.2	Savings and Investments Account Balance	\$119,719	\$119,719	\$119,836	
C-1.3	General Fund CD Balance		\$0		
C-1.4	All Other Funds		\$0		
C-1.5	Reserves (From Below)	\$0	\$0	\$0	
C-1.6	<b>Total Estimated Cash and Investments on Hand</b>	<b>\$339,157</b>	<b>\$339,157</b>	<b>\$399,836</b>	
<b>C-2</b>	<b>General Fund Reductions:</b>				
C-2.1	a. Unpaid bills at FYE				
C-2.2	b. Reserves	\$0	\$0	\$0	
C-2.3	<b>Total Deductions (a+b)</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	
C-2.4	<b>Estimated Non-Restricted Funds Available</b>	<b>\$339,157</b>	<b>\$339,157</b>	<b>\$399,836</b>	

## SINKING & DEBT SERVICE FUNDS

		2017-2018 Actual	2018-2019 Estimated	2019-2020 Proposed	Pending Approval
<b>C-3</b>	<b>Beginning Balance in Reserve Account (end of previous year)</b>		\$0	\$0	
C-3.1	Beginning Balance in Reserve Account (end of previous year)		\$0	\$0	
C-3.2	Date of Reserve Approval in Minutes: _____				
C-3.3	Amount to be added to the reserve				
C-3.4	Date of Reserve Approval in Minutes: _____				
C-3.5	<b>SUB-TOTAL</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	Date of Reserve Approval in Minutes: _____				
C-3.11	<b>TOTAL CAPITAL OUTLAY (a+b+c)</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	
C-3.12	Balance to be retained	\$0	\$0	\$0	

## RESERVES

		2017-2018 Actual	2018-2019 Estimated	2019-2020 Proposed	Pending Approval
<b>C-4</b>	<b>Beginning Balance in Reserve Account (end of previous year)</b>		\$0	\$0	
C-4.1	Beginning Balance in Reserve Account (end of previous year)		\$0	\$0	
C-4.2	Date of Reserve Approval in Minutes: _____				
C-4.3	Amount to be added to the reserve				
C-4.4	Date of Reserve Approval in Minutes: _____				
C-4.5	<b>SUB-TOTAL</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	
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	Date of Reserve Approval in Minutes: _____				
C-4.11	<b>TOTAL OTHER RESERVE OUTLAY (a+b+c)</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	
C-4.12	Balance to be retained	\$0	\$0	\$0	

## BOND FUNDS

		2017-2018 Actual	2018-2019 Estimated	2019-2020 Proposed	Pending Approval
<b>C-5</b>	<b>Beginning Balance in Reserve Account (end of previous year)</b>		\$0	\$0	
C-5.1	Beginning Balance in Reserve Account (end of previous year)		\$0	\$0	
C-5.2	Date of Reserve Approval in Minutes: _____				
C-5.3	Amount to be added to the reserve				
C-5.4	Date of Reserve Approval in Minutes: _____				
C-5.5	<b>SUB-TOTAL</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	
C-5.6	Identify the amount and project to be spent				
C-5.7	Date of Reserve Approval in Minutes: _____				
C-5.8	Balance to be retained	\$0	\$0	\$0	
C-5.9	<b>TOTAL TO BE SPENT</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	