

Proposed Budget

Sweetwater Improvement and Service District	
Budget Hearing Information	
107 Breakneck Rd	Location: 92 Breakneck Rd, Newcastle, WY
Newcastle, WY 82701	Date: July 10, 2024
307-746-9600	Time: 5:00 PM
Weston County	Budget Prepared by: Shirley Parks

S-A BUDGET MESSAGE W.S. 16-12-403 (c)

Revenue received by Sweetwater Improvement and Service District from monthly waterline maintenance fees is used to offset expenses for water, repairs and supplies as needed. The proposed budget for Fiscal Year 2024/2025 will be approved at the Public Budget Hearing/Annual Member meeting on July 10, 5 pm. The District had planned to request a State grant to further improve the infrastructure of the District's old waterlines. This project has been put on hold for now. The cost of water that the District purchases has increased dramatically. At this time, the District is able to hold member waterline maintenance fees at the current rate.

S-B RESERVE DESCRIPTION

Each year Sweetwater I&S District sets aside Reserve funds to cover emergency situations. Currently there is \$41,000 in the Reserve account.

S-C

Names of Board Members	Date of End of Term
Don Taylor	12/1/24
Karmel Hoffman	12/1/25
Shirley Parks	12/1/26
Tina Conklin	12/1/24
Riley Hampton	12/1/25

Does the district have regular office hours exceeding 20 hours per week?	No

W.S. 16-12-303(c) requires special districts with office hours less than 20 per week to maintain copies of records at the county clerks office. Record format specified by county clerk.

Where are the minutes of your board meeting available for public review?
 92 Breakneck Rd, Newcastle, WY 8701

How and where are the notices of meeting posted for the public?
 Monthly Board meetings are held on the third Wednesday of the month at 92 Breakneck Rd, Newcastle, WY. Any other meetings are placed in a

Where are the public meetings held?
 92 Breakneck Rd, Newcastle, WY 82701

PROPOSED BUDGET SUMMARY

OVERVIEW		2022-2023 Actual	2023-2024 Estimated	2024-2025 Proposed	Pending Approval
S-1	Total Budgeted Expenditures	\$5,400	\$11,560	\$85,100	\$85,100
S-2	Total Principal to Pay on Debt	\$0	\$0	\$0	\$0
S-3	Total Change to Restricted Funds	\$500	\$500	\$1,000	\$1,000
S-4	Total General Fund and Forecasted Revenues Available	\$25,043	\$32,665	\$101,790	\$101,790
S-5	<i>Amount requested from County Commissioners</i>	\$0	\$0	\$0	\$0
Additional Funding Needed :				\$0	\$0
Projected Surplus:				\$15,690	\$15,690

REVENUE SUMMARY		2022-2023 Actual	2023-2024 Estimated	2024-2025 Proposed	Pending Approval
S-7	Operating Revenues	\$24,005	\$32,125	\$85,000	\$85,000
S-8	Tax levy (From the County Treasurer)	\$0	\$0	\$0	\$0
S-9	Government Support	\$0	\$0	\$0	\$0
S-10	Grants	\$0	\$0	\$0	\$0
S-11	Other County Support (Not from Co. Treas.)	\$0	\$0	\$0	\$0
S-12	Miscellaneous	\$0	\$0	\$0	\$0
S-13	Other Forecasted Revenue	\$61	\$63	\$100	\$100

S-14	Total Revenue	\$24,066	\$32,188	\$85,100	\$85,100
FY 7/1/24-6/30/25 Sweetwater Improvement and Service District					

EXPENDITURE SUMMARY		2022-2023 Actual	2023-2024 Estimated	2024-2025 Proposed	Pending Approval
S-15	Capital Outlay	\$0	\$0	\$0	\$0
S-16	Interest and Fees On Debt	\$0	\$0	\$0	\$0
S-17	Administration	\$156	\$89	\$5,500	\$5,500
S-18	Operations	\$3,991	\$10,218	\$78,000	\$78,000
S-19	Indirect Costs	\$1,253	\$1,253	\$1,600	\$1,600
S-20R	Expenditures paid by Reserves	\$0	\$0	\$0	\$0
S-20	Total Expenditures	\$5,400	\$11,560	\$85,100	\$85,100

DEBT SUMMARY		2022-2023 Actual	2023-2024 Estimated	2024-2025 Proposed	Pending Approval
S-21	Principal Paid on Debt	\$0	\$0	\$0	\$0

CASH AND INVESTMENTS		2022-2023 Actual	2023-2024 Estimated	2024-2025 Proposed	Pending Approval
S-22	TOTAL GENERAL FUNDS	\$977	\$477	\$16,690	\$16,690
Summary of Reserve Funds					
S-23	Beginning Balance in Reserve Accounts				
S-24	a. Sinking and Debt Service Funds	\$0	\$0	\$0	\$0
S-25	b. Reserves	\$40,000	\$40,500	\$41,000	\$41,000
S-26	c. Bond Funds	\$0	\$0	\$0	\$0
	Total Reserves (a+b+c)	\$40,000	\$40,500	\$41,000	\$41,000
S-27	Amount to be added				
S-28	a. Sinking and Debt Service Funds	\$0	\$0	\$0	\$0
S-29	b. Reserves	\$500	\$500	\$1,000	\$1,000
S-30	c. Bond Funds	\$0	\$0	\$0	\$0
	Total to be added (a+b+c)	\$500	\$500	\$1,000	\$1,000
S-31	Subtotal	\$40,500	\$41,000	\$42,000	\$42,000
S-32	Less Total to be spent	\$0	\$0	\$0	\$0
S-33	TOTAL RESERVES AT END OF FISCAL YEAR	\$40,500	\$41,000	\$42,000	\$42,000

End of Summary

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

Date adopted by Special District _____

DISTRICT ADDRESS: 107 Breakneck Rd
Newcastle, WY 82701

PREPARED BY: Shirley Parks

DISTRICT PHONE: 307-746-9600

Proposed Budget

Sweetwater Improvement and Service District
NAME OF DISTRICT/BOARD _____

FYE 6/30/2025

PROPERTY TAXES AND ASSESSMENTS

	DOA Chart of Accounts	2022-2023 Actual	2023-2024 Estimated	2024-2025 Proposed	Pending Approval
R-1 Property Taxes and Assessments Received					
R-1.1 Tax Levy (From the County Treasurer)	4001				
R-1.2 Other County Support (see note on the right)	4005				

FORECASTED REVENUE

	DOA Chart of Accounts	2022-2023 Actual	2023-2024 Estimated	2024-2025 Proposed	Pending Approval
R-2 Revenues from Other Governments					
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 Total Government Support		\$0	\$0	\$0	\$0
R-3 Operating Revenues					
R-3.1 Customer Charges	4300	\$24,005	\$32,125	\$85,000	\$85,000
R-3.2 Sales of Goods or Services	4300				
R-3.3 Other Assessments	4503				
R-3.4 Total Operating Revenues		\$24,005	\$32,125	\$85,000	\$85,000
R-4 Grants					
R-4.1 Direct Federal Grants	4201				
R-4.2 Federal Grants thru State Agencies	4201				
R-4.3 Grants from State Agencies	4211	\$0	\$0	\$0	
R-4.4 Total Grants		\$0	\$0	\$0	\$0
R-5 Miscellaneous Revenue					
R-5.1 Interest	4501				
R-5.2 Other: Specify _____	4500				
R-5.3 Other: Additional _____					
R-5.4 Total Miscellaneous		\$0	\$0	\$0	\$0
R-5.5 Total Forecasted Revenue		\$24,005	\$32,125	\$85,000	\$85,000
R-6 Other Forecasted Revenue					
R-6.1 a. Other past due as estimated by Co. Treas.	4004				
R-6.2 b. Other forecasted revenue (specify):					
R-6.3 Powder River Energy Capital Credit	4500	\$61	\$63	\$100	\$100
R-6.4 _____	4500				
R-6.5 _____					
R-6.6 Total Other Forecasted Revenue (a+b)		\$61	\$63	\$100	\$100

Proposed Budget

Sweetwater Improvement and Service District
 NAME OF DISTRICT/BOARD

FYE 6/30/2025

CAPITAL OUTLAY BUDGET

	DOA Chart of Accounts	2022-2023 Actual	2023-2024 Estimated	2024-2025 Proposed	Pending Approval
E-1 Capital Outlay					
E-1.1 Real Property	6201				
E-1.2 Vehicles	6210				
E-1.3 Office Equipment	6211				
E-1.4 Other (Specify)					
E-1.5 _____	6200				
E-1.6 _____	6200				
E-1.7 _____					
E-1.8 TOTAL CAPITAL OUTLAY		\$0	\$0	\$0	\$0

ADMINISTRATION BUDGET

	DOA Chart of Accounts	2022-2023 Actual	2023-2024 Estimated	2024-2025 Proposed	Pending Approval
E-2 Personnel Services					
E-2.1 Administrator	7002				
E-2.2 Secretary	7003				
E-2.3 Clerical	7004				
E-2.4 Other (Specify)					
E-2.5 _____	7005				
E-2.6 _____	7005				
E-2.7 _____					
E-3 Board Expenses					
E-3.1 Travel	7011	\$0	\$0	\$1,000	\$1,000
E-3.2 Mileage	7012	\$0	\$0	\$1,000	\$1,000
E-3.3 Other (Specify)					
E-3.4 _____	7013				
E-3.5 _____	7013				
E-3.6 _____					
E-4 Contractual Services					
E-4.1 Legal	7021	\$0	\$0	\$3,000	\$3,000
E-4.2 Accounting/Auditing	7022				
E-4.3 Other (Specify)					
E-4.4 _____	7023				
E-4.5 _____	7023				
E-4.6 _____					
E-5 Other Administrative Expenses					
E-5.1 Office Supplies	7031	\$156	\$89	\$500	\$500
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 _____	7035				
E-5.7 _____	7035				
E-5.8 _____					
E-6 TOTAL ADMINISTRATION		\$156	\$89	\$5,500	\$5,500

Proposed Budget

Sweetwater Improvement and Service District

FYE 6/30/2025

OPERATIONS BUDGET

	DOA Chart of Accounts	2022-2023 Actual	2023-2024 Estimated	2024-2025 Proposed	Pending Approval	
E-7	Personnel Services					
E-7.1	Wages--Operations	7202				
E-7.2	Service Contracts	7203				
E-7.3	Other (Specify)					
E-7.4	_____	7204				
E-7.5	_____	7204				
E-7.6	_____					
E-8	Travel					
E-8.1	Mileage	7211				
E-8.2	Other (Specify)					
E-8.3	_____	7212				
E-8.4	_____	7212				
E-8.5	_____					
E-9	Operating supplies (List)					
E-9.1	Waterline Repair	7220	\$539	\$34	\$40,000	\$40,000
E-9.2	_____	7220				
E-9.3	_____	7220				
E-9.4	_____	7220				
E-9.5	_____					
E-10	Program Services (List)					
E-10.1	_____	7230				
E-10.2	_____	7230				
E-10.3	_____	7230				
E-10.4	_____	7230				
E-10.5	_____					
E-11	Contractual Arrangements (List)					
E-11.1	_____	7400				
E-11.2	_____	7400				
E-11.3	_____	7400				
E-11.4	_____	7400				
E-11.5	_____					
E-12	Other operations (Specify)					
E-12.1	System Operator	7450	\$1,861	\$2,598	\$7,000	\$7,000
E-12.2	Water Analysis	7450	\$0	\$0	\$500	\$500
E-12.3	Electricity	7450	\$893	\$750	\$1,500	\$1,500
E-12.4	Advertising	7450	\$138	\$150	\$500	\$500
E-12.5	see additional details		\$560	\$6,686	\$28,500	\$28,500
E-13	TOTAL OPERATIONS		\$3,991	\$10,218	\$78,000	\$78,000

Proposed Budget

Sweetwater Improvement and Service District

FYE 6/30/2025

INDIRECT COSTS BUDGET

	DOA Chart of Accounts	2022-2023 Actual	2023-2024 Estimated	2024-2025 Proposed	Pending Approval
E-14 Insurance					
E-14.1 Liability	7502	\$1,253	\$1,253	\$1,600	\$1,600
E-14.2 Buildings and vehicles	7503				
E-14.3 Equipment	7504				
E-14.4 Other (Specify)					
E-14.5 _____	7505				
E-14.6 _____	7505				
E-14.7 _____					
E-15 Indirect payroll costs:					
E-15.1 FICA (Social Security) taxes	7511				
E-15.2 Workers Compensation	7512				
E-15.3 Unemployment Taxes	7513				
E-15.4 Retirement	7514				
E-15.5 Health Insurance	7515				
E-15.6 Other (Specify)					
E-15.7 _____	7516				
E-15.8 _____	7516				
E-15.9 _____					
E-17 TOTAL INDIRECT COSTS		\$1,253	\$1,253	\$1,600	\$1,600

DEBT SERVICE BUDGET

	DOA Chart of Accounts	2022-2023 Actual	2023-2024 Estimated	2024-2025 Proposed	Pending Approval
D-1 Debt Service					
D-1.1 Principal	6401				
D-1.2 Interest	6410				
D-1.3 Fees	6420				
D-2 TOTAL DEBT SERVICE		\$0	\$0	\$0	\$0

Proposed Budget

Sweetwater Improvement and Service District
NAME OF DISTRICT/BOARD _____

FYE 6/30/2025

GENERAL FUNDS				
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		End of Year	Beginning	Beginning		
		2022-2023	2023-2024	2024-2025	Pending	
		Actual	Estimated	Proposed	Approval	
C-1	Balances at Beginning of Fiscal Year	DOA Chart of Accounts				
C-1.1	General Fund Checking	1010	\$977	\$977	\$16,690	\$16,690
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)		\$40,500	\$40,500	\$42,000	\$42,000
C-1.6	Total Estimated Cash and Investments on Hand		\$41,477	\$41,477	\$58,690	\$58,690

C-2	General Fund Reductions:	DOA Chart of Accounts				
C-2.1	a. Unpaid bills at FYE	2010				
C-2.2	b. Reserves		\$40,500	\$41,000	\$42,000	\$42,000
C-2.3	Total Deductions (a+b)		\$40,500	\$41,000	\$42,000	\$42,000
C-2.4	Estimated Non-Restricted Funds Available		\$977	\$477	\$16,690	\$16,690

SINKING & DEBT SERVICE FUNDS				
	DOA Chart of Accounts	1070		

C-3		2022-2023	2023-2024	2024-2025	Pending
		Actual	Estimated	Proposed	Approval
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	SUB-TOTAL	\$0	\$0	\$0	\$0
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	TOTAL CAPITAL OUTLAY (a+b+c)	\$0	\$0	\$0	\$0
C-3.12	Balance to be retained	\$0	\$0	\$0	\$0

RESERVES				
	DOA Chart of Accounts	1090		

C-4		2022-2023	2023-2024	2024-2025	Pending
		Actual	Estimated	Proposed	Approval
C-4.1	Beginning Balance in Reserve Account (end of previous year)	\$40,000	\$40,500	\$41,000	\$41,000
C-4.2	<i>Date of Reserve Approval in Minutes:</i> _____				
C-4.3	Amount to be added to the reserve	\$500	\$500	\$1,000	\$1,000
C-4.4	<i>Date of Reserve Approval in Minutes:</i> _____				
C-4.5	SUB-TOTAL	\$40,500	\$41,000	\$42,000	\$42,000
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	<i>Date of Reserve Approval in Minutes:</i> _____				
C-4.11	TOTAL OTHER RESERVE OUTLAY (a+b+c)	\$0	\$0	\$0	\$0
C-4.12	Balance to be retained	\$40,500	\$41,000	\$42,000	\$42,000

BOND FUNDS				
	DOA Chart of Accounts	1060		

C-5		2022-2023	2023-2024	2024-2025	Pending
		Actual	Estimated	Proposed	Approval
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	SUB-TOTAL	\$0	\$0	\$0	\$0
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	TOTAL TO BE SPENT	\$0	\$0	\$0	\$0