

Final Budget

Canyon Improvement and Service District	
Budget Hearing Information	
PO Box 111	Location: Pizza Barn
Newcastle, WY 82701	Date: 6/4/2024
307-312-0768	Time: 5:00pm
Weston County	Budget Prepared by: Kari Drost and Angela Holliday

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

As a budget is a statement of priorities, the Board is proposing adding 2 categories - Budget to Savings and Capital Expenditures. These two categories show the Board's commitment to planning for the future health of our water system.

S-B RESERVE DESCRIPTION

District's Rainy Day Fund

S-C

Names of Board Members	Date of End of Term	
Kari Drost	11/1/28	Does the district have regular office hours exceeding 20 hours per week? No
Phill Luca	11/1/28	
Angela Holliday	11/1/28	
James Bainer	11/1/24	
Mike Starling	11/1/24	

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?
District information board on Salt Creek Road and emailed to all district members

How and where are the notices of meeting posted for the public?
District information board on Salt Creek Road and emailed to all district members

Where are the public meetings held?
Pizza Barn

FINAL BUDGET SUMMARY

OVERVIEW		2022-2023 Actual	2023-2024 Estimated	2024-2025 Proposed	Final Approval
S-1	Total Budgeted Expenditures	\$28,117	\$16,461	\$40,070	\$40,070
S-2	Total Principal to Pay on Debt	\$0	\$0	\$0	\$0
S-3	Total Change to Restricted Funds	\$0	\$0	\$3,880	\$0
S-4	Total General Fund and Forecasted Revenues Available	\$152,354	\$153,876	\$98,944	\$192,324
S-5	<i>Amount requested from County Commissioners</i>	\$35,473	\$37,308	\$35,750	\$35,750
S-6 Additional Funding Needed :				\$0	\$0
Projected Surplus:				\$54,994	\$152,254

REVENUE SUMMARY		2022-2023 Actual	2023-2024 Estimated	2024-2025 Proposed	Final Approval
S-7	Operating Revenues	\$9,206	\$8,207	\$7,200	\$7,200
S-8	Tax levy (From the County Treasurer)	\$35,473	\$37,308	\$35,750	\$35,750
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	\$413	\$1,099	\$1,000	\$1,000
S-13	Other Forecasted Revenue	\$0	\$0	\$0	\$0
S-14	Total Revenue	\$45,092	\$46,614	\$43,950	\$43,950

FY 7/1/24-6/30/25 Canyon Improvement and Service District

EXPENDITURE SUMMARY		2022-2023 Actual	2023-2024 Estimated	2024-2025 Proposed	Final Approval
S-15	Capital Outlay	\$0	\$0	\$5,000	\$5,000
S-16	Interest and Fees On Debt	\$0	\$0	\$0	\$0
S-17	Administration	\$14,357	\$10,186	\$14,750	\$14,750
S-18	Operations	\$13,159	\$6,275	\$19,320	\$19,320
S-19	Indirect Costs	\$600	\$0	\$1,000	\$1,000
S-20R	Expenditures paid by Reserves	\$0	\$0	\$0	\$0
S-20	Total Expenditures	\$28,117	\$16,461	\$40,070	\$40,070

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

CASH AND INVESTMENTS		2022-2023 Actual	2023-2024 Estimated	2024-2025 Proposed	Final Approval
S-22	TOTAL GENERAL FUNDS	\$107,262	\$107,262	\$54,994	\$148,374

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	\$0	\$0	\$0	\$0
S-26	c. Bond Funds	\$0	\$0	\$0	\$0
	Total Reserves (a+b+c)	\$0	\$0	\$0	\$0
S-27	Amount to be added				
S-28	a. Sinking and Debt Service Funds	\$0	\$0	\$0	\$0
S-29	b. Reserves	\$0	\$0	\$3,880	\$0
S-30	c. Bond Funds	\$0	\$0	\$0	\$0
	Total to be added (a+b+c)	\$0	\$0	\$3,880	\$0
S-31	Subtotal	\$0	\$0	\$3,880	\$0
S-32	Less Total to be spent	\$0	\$0	\$0	\$0
S-33	TOTAL RESERVES AT END OF FISCAL YEAR	\$0	\$0	\$3,880	\$0

End of Summary

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

DISTRICT ADDRESS: PO Box 111
Newcastle, WY 82701

PREPARED BY: Kari Drost and Angela Holliday

DISTRICT PHONE: 307-312-0768

Final Budget

Canyon Improvement and Service District

FYE 6/30/2025

NAME OF DISTRICT/BOARD _____

PROPERTY TAXES AND ASSESSMENTS

	DOA Chart of Accounts	2022-2023 Actual	2023-2024 Estimated	2024-2025 Proposed	Final Approval
R-1 Property Taxes and Assessments Received					
R-1.1 Tax Levy (From the County Treasurer)	4001	\$35,473	\$37,308	\$35,750	\$35,750
R-1.2 Other County Support (see note on the right)	4005			\$0	

FORECASTED REVENUE

	DOA Chart of Accounts	2022-2023 Actual	2023-2024 Estimated	2024-2025 Proposed	Final Approval
R-2 Revenues from Other Governments					
R-2.1 State Aid	4211			\$0	
R-2.2 Additional County Aid (non-treasurer)	4237			\$0	
R-2.3 City (or Town) Aid	4237			\$0	
R-2.4 Other (Specify) _____	4237			\$0	
R-2.5 Total Government Support		\$0	\$0	\$0	\$0
R-3 Operating Revenues					
R-3.1 Customer Charges	4300	\$9,206	\$8,207	\$7,200	\$7,200
R-3.2 Sales of Goods or Services	4300			\$0	
R-3.3 Other Assessments	4503			\$0	
R-3.4 Total Operating Revenues		\$9,206	\$8,207	\$7,200	\$7,200
R-4 Grants					
R-4.1 Direct Federal Grants	4201			\$0	
R-4.2 Federal Grants thru State Agencies	4201			\$0	
R-4.3 Grants from State Agencies	4211			\$0	
R-4.4 Total Grants		\$0	\$0	\$0	\$0
R-5 Miscellaneous Revenue					
R-5.1 Interest	4501	\$413	\$1,099	\$1,000	\$1,000
R-5.2 Other: Specify _____	4500			\$0	
R-5.3 Other: Additional _____					
R-5.4 Total Miscellaneous		\$413	\$1,099	\$1,000	\$1,000
R-5.5 Total Forecasted Revenue		\$9,619	\$9,306	\$8,200	\$8,200
R-6 Other Forecasted Revenue					
R-6.1 a. Other past due as estimated by Co. Treas.	4004			\$0	
R-6.2 b. Other forecasted revenue (specify): _____					
R-6.3 _____	4500			\$0	
R-6.4 _____	4500				
R-6.5 _____					
R-6.6 Total Other Forecasted Revenue (a+b)		\$0	\$0	\$0	\$0

Final Budget

Canyon Improvement and Service District

FYE 6/30/2025

NAME OF DISTRICT/BOARD

CAPITAL OUTLAY BUDGET

	DOA Chart of Accounts	2022-2023 Actual	2023-2024 Estimated	2024-2025 Proposed	Final Approval
E-1 Capital Outlay					
E-1.1 Real Property	6201			\$0	
E-1.2 Vehicles	6210			\$0	
E-1.3 Office Equipment	6211			\$0	
E-1.4 Other (Specify)					
E-1.5 Water System Monitoring Equipment	6200			\$5,000	\$5,000
E-1.6 _____	6200				
E-1.7 _____					
E-1.8 TOTAL CAPITAL OUTLAY		\$0	\$0	\$5,000	\$5,000

ADMINISTRATION BUDGET

	DOA Chart of Accounts	2022-2023 Actual	2023-2024 Estimated	2024-2025 Proposed	Final Approval
E-2 Personnel Services					
E-2.1 Administrator	7002			\$0	
E-2.2 Secretary	7003			\$0	
E-2.3 Clerical	7004			\$0	
E-2.4 Other (Specify)					
E-2.5 Bookkeeper	7005	\$6,000	\$3,500	\$0	
E-2.6 Contract meter reader	7005	\$600	\$250	\$0	
E-2.7 _____					
E-3 Board Expenses					
E-3.1 Travel	7011			\$0	
E-3.2 Mileage	7012			\$0	
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	\$475		\$500	\$500
E-4.2 Accounting/Auditing	7022	\$750	\$100	\$1,650	\$1,650
E-4.3 Other (Specify)					
E-4.4 Water Opereator	7023	\$2,863	\$3,695	\$5,000	\$5,000
E-4.5 Water Testing	7023	\$680	\$744	\$3,500	\$3,500
E-4.6 _____					
E-5 Other Administrative Expenses					
E-5.1 Office Supplies	7031	\$1,813	\$1,585	\$1,700	\$1,700
E-5.2 Office equipment, rent & repair	7032			\$0	
E-5.3 Education	7033			\$900	\$900
E-5.4 Registrations	7034				
E-5.5 Other (Specify)					
E-5.6 Software	7035	\$1,176	\$312	\$1,500	\$1,500
E-5.7 _____	7035				
E-5.8 _____					
E-6 TOTAL ADMINISTRATION		\$14,357	\$10,186	\$14,750	\$14,750

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OPERATIONS BUDGET

		DOA Chart of Accounts	2022-2023 Actual	2023-2024 Estimated	2024-2025 Proposed	Final 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	Operating and Maintenance	7220	\$6,777	\$3,352	\$14,620	\$14,620
E-9.2	Tank cleaning	7220	\$3,618			
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	Advertising	7450	\$162	\$163	\$200	\$200
E-12.2	Utilities	7450	\$2,127	\$2,285	\$4,000	\$4,000
E-12.3	Memberships - WARWS	7450	\$475	\$475	\$500	\$500
E-12.4	_____	7450				
E-12.5	_____					
E-13	TOTAL OPERATIONS		\$13,159	\$6,275	\$19,320	\$19,320

Final Budget

Canyon Improvement and Service District

FYE 6/30/2025

INDIRECT COSTS BUDGET

	DOA Chart of Accounts	2022-2023 Actual	2023-2024 Estimated	2024-2025 Proposed	Final Approval
E-14 Insurance					
E-14.1 Liability	7502	\$600		\$1,000	\$1,000
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		\$600	\$0	\$1,000	\$1,000

DEBT SERVICE BUDGET

	DOA Chart of Accounts	2022-2023 Actual	2023-2024 Estimated	2024-2025 Proposed	Final 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

Final Budget

Canyon Improvement and Service District
NAME OF DISTRICT/BOARD

FYE 6/30/2025

GENERAL FUNDS				
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		End of Year	Beginning	Beginning	
C-1	Balances at Beginning of Fiscal Year	2022-2023 Actual	2023-2024 Estimated	2024-2025 Proposed	Final Approval
C-1.1	General Fund Checking	\$10,279	\$10,279	\$14,399	\$14,399
C-1.2	Savings and Investments	\$80,349	\$80,349	\$40,595	\$40,595
C-1.3	General Fund CD Balance	\$16,634	\$16,634		\$93,380
C-1.4	All Other Funds		\$0		
C-1.5	Reserves (From Below)	\$0	\$0	\$3,880	\$0
C-1.6	Total Estimated Cash and Investments on Hand	\$107,262	\$107,262	\$58,874	\$148,374

C-2	General Fund Reductions:	2010			
C-2.1	a. Unpaid bills at FYE				
C-2.2	b. Reserves	\$0	\$0	\$3,880	\$0
C-2.3	Total Deductions (a+b)	\$0	\$0	\$3,880	\$0
C-2.4	Estimated Non-Restricted Funds Available	\$107,262	\$107,262	\$54,994	\$148,374

	DOA Chart of Accounts			
SINKING & DEBT SERVICE FUNDS	1070			

C-3		2022-2023 Actual	2023-2024 Estimated	2024-2025 Proposed	Final 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	1090			
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C-4		2022-2023 Actual	2023-2024 Estimated	2024-2025 Proposed	Final Approval
C-4.1	Beginning Balance in Reserve Account (end of previous year)		\$0	\$0	
C-4.2	<i>Date of Reserve Approval in Minutes:</i> 6/10/2023				
C-4.3	Amount to be added to the reserve			\$3,880	
C-4.4	<i>Date of Reserve Approval in Minutes:</i> 6/4/2024				
C-4.5	SUB-TOTAL	\$0	\$0	\$3,880	\$0
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	\$0	\$0	\$3,880	\$0

BOND FUNDS	1060			
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C-5		2022-2023 Actual	2023-2024 Estimated	2024-2025 Proposed	Final 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