

# Final Budget

Wardwell Water and Sewer District	
Budget Hearing Information	
P.O. Box 728	Location: 4150 Salt Creek Highway Casper, Wyoming
Mills, Wyoming 82644	Date: 7/9/2019
307-265-7034	Time: 6:15 P.M.
Natrona County	<b>Budget Prepared by:</b> Gloria Brainard, District Manager

S-A	BUDGET MESSAGE	W.S. 16-4-104(d)
The District is in the beginning stages of replacing an aging water main located within Blair Lane, which the Board is looking into funding in the form of Grants and or Loans. The District is also required to have money set aside per the Agreement with the WWDC Grant for repairs to the water tank and booster station. The District is currently having repair work done on the water tank roof due to design flaw when built.		

S-B	RESERVE DESCRIPTION
c	

S-C

Names of Board Members	Date of End of Term
Larry Keffer, President	4/1/22
Larry Forsberg, Vice President	4/1/20
Mark Pepper, Sec/Treasurer	4/1/22
David Levandowski, Director	4/1/22
James Bogart, Director	4/1/20

Does the district have regular office hours exceeding 20 hours per week?	Yes
<b>If Yes, enter</b>	
Address of office:	4150 Salt Creek Highway
City, State, Zip:	Casper, Wyoming
Phone Number:	307-265-7034
Hours Open:	8 AM to 12 Noon & 1 PM to 5 PM Monday thru Friday

Where are the minutes of your board meeting available for public review?  
 District Website and at the Office located at 4150 Salt Creek Highway Casper, Wyoming 82601

How and where are the notices of meeting posted for the public?  
 They are listed on the Districts Website and any Special Meeting is advertised in the Casper Star Tribune

Where are the public meetings held?  
 Districts office 4150 Salt Creek Highway, Casper, Wyoming 82601

## FINAL BUDGET SUMMARY

OVERVIEW		2017-2018 Actual	2018-2019 Estimated	2019-2020 Proposed	Final Approval
S-1	<b>Total Budgeted Expenditures</b>	\$1,010,027	\$1,107,142	\$2,909,010	\$2,909,010
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>	\$4,138,026	\$4,201,834	\$5,241,000	\$5,241,000
S-5	<i>Amount requested from County Commissioners</i>	\$178,992	\$192,106	\$275,000	\$275,000
S-6	<b>Additional Funding Needed :</b>			<b>\$0</b>	<b>\$0</b>

REVENUE SUMMARY		2017-2018 Actual	2018-2019 Estimated	2019-2020 Proposed	Final Approval
S-7	<b>Operating Revenues</b>	\$864,124	\$880,469	\$1,323,000	\$1,323,000
S-8	<b>Tax levy (From the County Treasurer)</b>	\$178,992	\$192,106	\$275,000	\$275,000
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>	\$22,328	\$56,677	\$47,000	\$47,000
S-13	<b>Other Forecasted Revenue</b>	\$0	\$0	\$620,000	\$620,000

S-14	<b>Total Revenue</b>	\$1,065,444	\$1,129,252	\$2,265,000	\$2,265,000
FY 7/1/19-6/30/20		Wardwell Water and Sewer District			

EXPENDITURE SUMMARY		2017-2018 Actual	2018-2019 Estimated	2019-2020 Proposed	Final Approval
S-15	<b>Capital Outlay</b>	\$26,684	\$16,745	\$805,010	\$805,010
S-16	<b>Interest and Fees On Debt</b>	\$0	\$0	\$0	\$0
S-17	<b>Administration</b>	\$349,497	\$324,188	\$572,000	\$572,000
S-18	<b>Operations</b>	\$456,549	\$582,429	\$1,257,500	\$1,257,500
S-19	<b>Indirect Costs</b>	\$177,297	\$183,780	\$274,500	\$274,500
S-20R	<b>Expenditures paid by Reserves</b>	\$0	\$0	\$0	\$0
S-20	<b>Total Expenditures</b>	\$1,010,027	\$1,107,142	\$2,909,010	\$2,909,010

DEBT SUMMARY		2017-2018 Actual	2018-2019 Estimated	2019-2020 Proposed	Final 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	Final Approval
S-22	<b>TOTAL GENERAL FUNDS</b>	\$3,072,582	\$3,072,582	\$2,976,000	\$2,976,000

Summary of Reserve Funds		2017-2018 Actual	2018-2019 Estimated	2019-2020 Proposed	Final Approval
S-23	<b>Beginning Balance in Reserve Accounts</b>				
S-24	a. Depreciation Reserve	\$0	\$0	\$0	\$0
S-25	b. Other Reserve	\$0	\$0	\$0	\$0
S-26	c. Emergency Reserve (Cash)	\$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. Depreciation Reserve	\$0	\$0	\$0	\$0
S-29	b. Other Reserve	\$0	\$0	\$0	\$0
S-30	c. Emergency Reserve (Cash)	\$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*

Mark Pepper, Secretary/Treasurer  
 Budget Officer / District Official (if not same as "Submitted by")

Date adopted by Special District 7/9/2019

**DISTRICT ADDRESS:** P.O. Box 728  
Mills, Wyoming 82644

**PREPARED BY:** Gloria Brainard, District Manager

**DISTRICT PHONE:** 307-265-7034

# Final Budget

Wardwell Water and Sewer District  
 NAME OF DISTRICT/BOARD \_\_\_\_\_

FYE 6/30/2020 \_\_\_\_\_

## PROPERTY TAXES AND ASSESSMENTS

		2017-2018 Actual	2018-2019 Estimated	2019-2020 Proposed	Final Approval
R-1	<b>Property Taxes and Assessments Received</b>				
R-1.1	Tax Levy (From the County Treasurer)	\$178,992	\$192,106	\$275,000	\$275,000
R-1.2	Other County Support				

## FORECASTED REVENUE

		2017-2018 Actual	2018-2019 Estimated	2019-2020 Proposed	Final Approval
R-2	<b>Revenues from Other Governments</b>				
R-2.1	State Aid				
R-2.2	Additional County Aid (non-treasurer)				
R-2.3	City (or Town) Aid				
R-2.4	Other (Specify)				
R-2.5	<b>Total Government Support</b>	\$0	\$0	\$0	\$0
R-3	<b>Operating Revenues</b>				
R-3.1	Customer Charges	\$859,291	\$875,590	\$1,315,000	\$1,315,000
R-3.2	Sales of Goods or Services				
R-3.3	Other Assessments	\$4,833	\$4,879	\$8,000	\$8,000
R-3.4	<b>Total Operating Revenues</b>	\$864,124	\$880,469	\$1,323,000	\$1,323,000
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	\$0	\$0	\$0	
R-4.4	<b>Total Grants</b>	\$0	\$0	\$0	\$0
R-5	<b>Miscellaneous Revenue</b>				
R-5.1	Interest	\$2,192	\$6,428	\$7,000	\$7,000
R-5.2	Other: Specify <u>Unanticipated</u>	\$20,136	\$50,249	\$40,000	\$40,000
R-5.3	Other: Additional				
R-5.4	<b>Total Miscellaneous</b>	\$22,328	\$56,677	\$47,000	\$47,000
R-5.5	<b>Total Forecasted Revenue</b>	\$886,452	\$937,146	\$1,370,000	\$1,370,000
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	<u>Pending for Blair Lane Water Main Re</u>	\$0	\$0	\$620,000	\$620,000
R-6.4	_____				
R-6.5	_____				
R-6.6	<b>Total Other Forecasted Revenue (a+b)</b>	\$0	\$0	\$620,000	\$620,000

# Final Budget

Wardwell Water and Sewer District

FYE 6/30/2020

**NAME OF DISTRICT/BOARD**

## CAPITAL OUTLAY BUDGET

		2017-2018 Actual	2018-2019 Estimated	2019-2020 Proposed	Final Approval
<b>E-1</b>	<b>Capital Outlay</b>				
E-1.1	Real Property	\$7,263	\$5,582	\$50,000	\$50,000
E-1.2	Vehicles	\$0	\$0	\$10	\$10
E-1.3	Office Equipment	\$10,841	\$753	\$15,000	\$15,000
E-1.4	Other (Specify)				
E-1.5	<u>201 &amp; SIV to Casper</u>	\$8,498	\$10,404	\$85,000	\$85,000
E-1.6	<u>Water Repl Proj &amp; Easerr</u>	\$0	\$0	\$650,000	\$650,000
E-1.7	see additional details	\$82	\$6	\$5,000	\$5,000
E-1.8	<b>TOTAL CAPITAL OUTLAY</b>	<b>\$26,684</b>	<b>\$16,745</b>	<b>\$805,010</b>	<b>\$805,010</b>

## ADMINISTRATION BUDGET

		2017-2018 Actual	2018-2019 Estimated	2019-2020 Proposed	Final Approval
<b>E-2</b>	<b>Personnel Services</b>				
E-2.1	Administrator				
E-2.2	Secretary				
E-2.3	Clerical				
E-2.4	Other (Specify)				
E-2.5	<u>Salary-All Employee</u>	\$212,977	\$218,430	\$300,000	\$300,000
E-2.6					
E-2.7					
<b>E-3</b>	<b>Board Expenses</b>				
E-3.1	Travel				
E-3.2	Mileage				
E-3.3	Other (Specify)				
E-3.4	<u>Wages</u>	\$1,625	\$1,450	\$4,500	\$4,500
E-3.5					
E-3.6					
<b>E-4</b>	<b>Contractual Services</b>				
E-4.1	Legal	\$22,045	\$34,839	\$75,000	\$75,000
E-4.2	Accounting/Auditing	\$10,300	\$10,300	\$13,000	\$13,000
E-4.3	Other (Specify)				
E-4.4	<u>Surety Bond Refunds</u>	\$42,568	\$12,640	\$50,000	\$50,000
E-4.5	<u>Engineering</u>	\$37,752	\$25,257	\$75,000	\$75,000
E-4.6	see additional details	\$696	\$482	\$3,000	\$3,000
<b>E-5</b>	<b>Other Administrative Expenses</b>				
E-5.1	Office Supplies	\$6,920	\$7,726	\$15,000	\$15,000
E-5.2	Office equipment, rent & repair	\$5,998	\$5,218	\$15,000	\$15,000
E-5.3	Education	\$1,484	\$1,240	\$5,000	\$5,000
E-5.4	Registrations				
E-5.5	Other (Specify)				
E-5.6	<u>Vehicle Maint. &amp; Gasoline</u>	\$6,449	\$6,606	\$15,000	\$15,000
E-5.7	<u>Elections</u>	\$683	\$0	\$1,500	\$1,500
E-5.8					
<b>E-6</b>	<b>TOTAL ADMINISTRATION</b>	<b>\$349,497</b>	<b>\$324,188</b>	<b>\$572,000</b>	<b>\$572,000</b>

# Final Budget

Wardwell Water and Sewer District

FYE 6/30/2020

## OPERATIONS BUDGET

		2017-2018 Actual	2018-2019 Estimated	2019-2020 Proposed	Final Approval
<b>E-7</b>	<b>Personnel Services</b>				
E-7.1	Wages--Operations				
E-7.2	Service Contracts				
E-7.3	Other (Specify)				
E-7.4	_____				
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	Maint. Of Tank & Booster	\$12,854	\$7,412	\$250,000	\$250,000
E-9.2	Maint. Of Sewer Lift Stat	\$9,223	\$3,347	\$75,000	\$75,000
E-9.3	_____				
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	Regional Water & City Se	\$328,474	\$343,045	\$570,000	\$570,000
E-11.2	Regional Water Misc.	\$0	\$0	\$1,000	\$1,000
E-11.3	Town of Mills-Sewer	\$21,647	\$18,921	\$30,000	\$30,000
E-11.4	_____				
E-11.5	_____				
<b>E-12</b>	<b>Other operations (Specify)</b>				
E-12.1	Water Samples & Chemic	\$1,172	\$1,193	\$5,000	\$5,000
E-12.2	Water & Sewer Line Insta	\$1,725	\$2,311	\$40,000	\$40,000
E-12.3	Maint. Of Water & Sewer	\$33,257	\$40,377	\$160,000	\$160,000
E-12.4	General Maint & Meter Ex	\$48,197	\$165,823	\$126,500	\$126,500
E-12.5	_____				
<b>E-13</b>	<b>TOTAL OPERATIONS</b>	<b>\$456,549</b>	<b>\$582,429</b>	<b>\$1,257,500</b>	<b>\$1,257,500</b>

# Final Budget

Wardwell Water and Sewer District

FYE 6/30/2020

## INDIRECT COSTS BUDGET

			2017-2018 Actual	2018-2019 Estimated	2019-2020 Proposed	Final Approval
<b>E-14</b>	<b>Insurance</b>					
E-14.1	Liability		\$6,172	\$6,437	\$12,000	\$12,000
E-14.2	Buildings and vehicles		\$12,129	\$12,670	\$25,000	\$25,000
E-14.3	Equipment					
E-14.4	Other (Specify)					
E-14.5	<u>Surety Bonds</u>		\$250	\$1,119	\$2,500	\$2,500
E-14.6						
E-14.7						
<b>E-15</b>	<b>Indirect payroll costs:</b>					
E-15.1	FICA (Social Security) taxes		\$16,417	\$16,820	\$27,000	\$27,000
E-15.2	Workers Compensation		\$1,966	\$2,664	\$5,000	\$5,000
E-15.3	Unemployment Taxes		\$2,833	\$4,555	\$10,000	\$10,000
E-15.4	Retirement		\$22,622	\$23,666	\$35,000	\$35,000
E-15.5	Health Insurance		\$105,987	\$106,620	\$140,000	\$140,000
E-15.6	Other (Specify)					
E-15.7	<u>Utilities-Phone, Gas, Electr</u>		\$8,921	\$9,229	\$18,000	\$18,000
E-15.8						
E-15.9						
<b>E-17</b>	<b>TOTAL INDIRECT COSTS</b>		<b>\$177,297</b>	<b>\$183,780</b>	<b>\$274,500</b>	<b>\$274,500</b>

## DEBT SERVICE BUDGET

			2017-2018 Actual	2018-2019 Estimated	2019-2020 Proposed	Final 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>	<b>\$0</b>

# Final Budget

Wardwell Water and Sewer District

FYE 6/30/2020

NAME OF DISTRICT/BOARD

## GENERAL FUNDS

		End of Year	Beginning	Beginning	
		2017-2018 Actual	2018-2019 Estimated	2019-2020 Proposed	Final Approval
<b>C-1</b>	<b>Balances at Beginning of Fiscal Year</b>				
C-1.1	General Fund Checking Account Balance	\$70,735	\$70,735	\$76,000	\$76,000
C-1.2	Savings and Investments Account Balance	\$3,001,847	\$3,001,847	\$2,900,000	\$2,900,000
C-1.3	General Fund CD Balance		\$0		
C-1.4	All Other Funds		\$0		
C-1.5	Reserves (From Below)	\$0	\$0	\$0	\$0
C-1.6	<b>Total Estimated Cash and Investments on Hand</b>	<b>\$3,072,582</b>	<b>\$3,072,582</b>	<b>\$2,976,000</b>	<b>\$2,976,000</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	\$0
C-2.3	<b>Total Deductions (a+b)</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
C-2.4	<b>Estimated Non-Restricted Funds Available</b>	<b>\$3,072,582</b>	<b>\$3,072,582</b>	<b>\$2,976,000</b>	<b>\$2,976,000</b>

## SINKING & DEBT SERVICE FUNDS

		2017-2018 Actual	2018-2019 Estimated	2019-2020 Proposed	Final Approval
<b>C-3</b>					
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>	<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>	<b>\$0</b>
C-3.12	Balance to be retained	\$0	\$0	\$0	\$0

## RESERVES

		2017-2018 Actual	2018-2019 Estimated	2019-2020 Proposed	Final Approval
<b>C-4</b>					
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>	<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>	<b>\$0</b>
C-4.12	Balance to be retained	\$0	\$0	\$0	\$0

## BOND FUNDS

		2017-2018 Actual	2018-2019 Estimated	2019-2020 Proposed	Final Approval
<b>C-5</b>					
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>	<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	\$0
C-5.9	<b>TOTAL TO BE SPENT</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

