

Proposed Budget

VISTA WEST/WESTGATE PARK IMPROVEMENT & SERVICE DISTRICT	
Budget Hearing Information	
PO BOX 1438	Location: 200 N CENTER ST (TBD)
MILLS, WY 82644	Date: TBD
307-473-8170	Time: TBD
Natrona County	Budget Prepared by: LEAH SCHIECK, ACCOUNTING SPECIALIST

S-A	BUDGET MESSAGE	W.S. 16-4-104(d)
<p>NO SIGNIFICANT PROPOSED FINANCIAL CHANGES FOR THE 2020-2021 FISCAL YEAR BUDGET. PLEASE CONTACT LEAH SCHIECK @ (307) 577-1200 OR LEAHS@KILLMERCOCOM WITH QUESTIONS AS VISTA WEST/WESTGATE PARK IMPROVEMENT & SERVICE DISTRICT HAS TRANSFERRED THEIR ACCOUNTING SERVICES TO KILLMER & ASSOCIATES, PC EFFECTIVE FEBRUARY 2020.</p>		

S-B	RESERVE DESCRIPTION
<p>THE DISTRICT ALLOCATES \$2.50/MONTH FROM EACH CUSTOMER FOR FUTURE CAPITAL REPLACEMENT NEEDS.</p>	

S-C		Does the district have regular office hours exceeding 20 hours per week?
Names of Board Members	Date of End of Term	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO
ELIZABETH HEPP	5/31/21	
ROD WADDELL		

If no above:	Are the records on file with the County Clerk as required by W.S. 16-12-303(c)?
	<input type="checkbox"/> YES <input type="checkbox"/> NO

Where are the minutes of your board meeting available for public review?
 NATRONA COUNTY COURTHOUSE 200 N CENTER ST, CASPER, WY 82601

How and where are the notices of meeting posted for the public?
 CASPER STAR TRIBUNE NEWSPAPER

Where are the public meetings held?
 200 N CENTER ST, CASPER, WY 82601

PROPOSED BUDGET SUMMARY

OVERVIEW		2018-2019 Actual	2019-2020 Estimated	2020-2021 Proposed	Pending Approval
S-1	Total Budgeted Expenditures	\$369,834	\$234,386	\$247,250	\$247,250
S-2	Total Principal to Pay on Debt	\$245,489	\$0	\$0	\$0
S-3	Total Change to Restricted Funds	-\$240,585	\$250,000	\$0	\$0
S-4	Total General Fund and Forecasted Revenues Available	\$1,008,277	\$904,791	\$588,500	\$588,500
S-5	<i>Amount requested from County Commissioners</i>	\$196,313	\$98,157	\$100,000	\$100,000
S-6	Additional Funding Needed :			\$0	\$0

REVENUE SUMMARY		2018-2019 Actual	2019-2020 Estimated	2020-2021 Proposed	Pending Approval
S-7	Operating Revenues	\$169,389	\$165,090	\$165,000	\$165,000
S-8	Tax levy (From the County Treasurer)	\$196,313	\$98,157	\$100,000	\$100,000
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	\$4,725	\$3,694	\$3,500	\$3,500
S-13	Other Forecasted Revenue	\$0	\$0	\$0	\$0

S-14	Total Revenue	\$370,426	\$266,941	\$268,500	\$268,500
------	----------------------	-----------	-----------	-----------	-----------

FY 7/1/20-6/30/21 VISTA WEST/WESTGATE PARK IMPROVEMENT & SERVICE DISTRICT

EXPENDITURE SUMMARY		2018-2019 Actual	2019-2020 Estimated	2020-2021 Proposed	Pending Approval
S-15	Capital Outlay	\$0	\$0	\$50,000	\$50,000
S-16	Interest and Fees On Debt	\$2,940	\$0	\$0	\$0
S-17	Administration	\$16,571	\$19,822	\$13,650	\$13,650
S-18	Operations	\$101,794	\$214,465	\$183,500	\$183,500
S-19	Indirect Costs	\$100	\$100	\$100	\$100
S-20R	Expenditures paid by Reserves	\$248,429	\$0	\$0	\$0
S-20	Total Expenditures	\$369,834	\$234,386	\$247,250	\$247,250

DEBT SUMMARY		2018-2019 Actual	2019-2020 Estimated	2020-2021 Proposed	Pending Approval
S-21	Principal Paid on Debt	\$245,489	\$0	\$0	\$0

CASH AND INVESTMENTS		2018-2019 Actual	2019-2020 Estimated	2020-2021 Proposed	Pending Approval
S-22	TOTAL GENERAL FUNDS	\$637,851	\$637,851	\$320,000	\$320,000

Summary of Reserve Funds

S-23	Beginning Balance in Reserve Accounts				
S-24	a. Sinking and Debt Service Funds	\$248,429	\$0	\$0	\$0
S-25	b. Reserves	\$61,626	\$69,470	\$69,470	\$69,470
S-26	c. Bond Funds	\$0	\$0	\$250,000	\$250,000
	Total Reserves (a+b+c)	\$310,055	\$69,470	\$319,470	\$319,470
S-27	Amount to be added				
S-28	a. Sinking and Debt Service Funds	\$0	\$0	\$0	\$0
S-29	b. Reserves	\$7,844	\$0	\$0	\$0
S-30	c. Bond Funds	\$0	\$250,000	\$0	\$0
	Total to be added (a+b+c)	\$7,844	\$250,000	\$0	\$0
S-31	Subtotal	\$317,899	\$319,470	\$319,470	\$319,470
S-32	Less Total to be spent	\$248,429	\$0	\$0	\$0
S-33	TOTAL RESERVES AT END OF FISCAL YEAR	\$69,470	\$319,470	\$319,470	\$319,470

End of Summary

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

Date adopted by Special District _____

DISTRICT ADDRESS: PO BOX 1438
MILLS, WY 82644

PREPARED BY: LEAH SCHIECK, ACCOUNTING

DISTRICT PHONE: 307-473-8170

Proposed Budget

VISTA WEST/WESTGATE PARK IMPROVEMENT & S
 NAME OF DISTRICT/BOARD

FYE 6/30/2021

PROPERTY TAXES AND ASSESSMENTS

		2018-2019 Actual	2019-2020 Estimated	2020-2021 Proposed	Pending Approval
R-1	Property Taxes and Assessments Received				
R-1.1	Tax Levy (From the County Treasurer)	\$196,313	\$98,157	\$100,000	\$100,000
R-1.2	Other County Support				

FORECASTED REVENUE

		2018-2019 Actual	2019-2020 Estimated	2020-2021 Proposed	Pending Approval
R-2	Revenues from Other Governments				
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	Total Government Support	\$0	\$0	\$0	\$0
R-3	Operating Revenues				
R-3.1	Customer Charges	\$169,389	\$165,090	\$165,000	\$165,000
R-3.2	Sales of Goods or Services				
R-3.3	Other Assessments				
R-3.4	Total Operating Revenues	\$169,389	\$165,090	\$165,000	\$165,000
R-4	Grants				
R-4.1	Direct Federal Grants				
R-4.2	Federal Grants thru State Agencies				
R-4.3	Grants from State Agencies				
R-4.4	Total Grants	\$0	\$0	\$0	\$0
R-5	Miscellaneous Revenue				
R-5.1	Interest	\$4,725	\$3,694	\$3,500	\$3,500
R-5.2	Other: Specify				
R-5.3	Other: Additional				
R-5.4	Total Miscellaneous	\$4,725	\$3,694	\$3,500	\$3,500
R-5.5	Total Forecasted Revenue	\$174,113	\$168,784	\$168,500	\$168,500
R-6	Other Forecasted Revenue				
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	Total Other Forecasted Revenue (a+b)	\$0	\$0	\$0	\$0

Proposed Budget

VISTA WEST/WESTGATE PARK IMPROVEMENT & S
 NAME OF DISTRICT/BOARD

FYE 6/30/2021

CAPITAL OUTLAY BUDGET

		2018-2019 Actual	2019-2020 Estimated	2020-2021 Proposed	Pending Approval
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	Grinder Pumps			\$50,000	\$50,000
E-1.6					
E-1.7					
E-1.8	TOTAL CAPITAL OUTLAY	\$0	\$0	\$50,000	\$50,000

ADMINISTRATION BUDGET

		2018-2019 Actual	2019-2020 Estimated	2020-2021 Proposed	Pending Approval
E-2	Personnel Services				
E-2.1	Administrator				
E-2.2	Secretary				
E-2.3	Clerical				
E-2.4	Other (Specify)				
E-2.5					
E-2.6					
E-2.7					
E-3	Board Expenses				
E-3.1	Travel				
E-3.2	Mileage				
E-3.3	Other (Specify)				
E-3.4					
E-3.5					
E-3.6					
E-4	Contractual Services				
E-4.1	Legal	\$1,593			
E-4.2	Accounting/Auditing	\$11,107	\$14,929	\$10,000	\$10,000
E-4.3	Other (Specify)				
E-4.4	Civil Engineering		\$263		
E-4.5					
E-4.6					
E-5	Other Administrative Expenses				
E-5.1	Office Supplies	\$3,772	\$4,479	\$3,500	\$3,500
E-5.2	Office equipment, rent & repair				
E-5.3	Education				
E-5.4	Registrations				
E-5.5	Other (Specify)				
E-5.6	Advertising	\$99	\$151	\$150	\$150
E-5.7					
E-5.8					
E-6	TOTAL ADMINISTRATION	\$16,571	\$19,822	\$13,650	\$13,650

Proposed Budget

OPERATIONS BUDGET

		2018-2019 Actual	2019-2020 Estimated	2020-2021 Proposed	Pending Approval
E-7	Personnel Services				
E-7.1	Wages--Operations				
E-7.2	Service Contracts	\$37,989	\$68,384	\$36,000	\$36,000
E-7.3	Other (Specify)				
E-7.4	_____				
E-7.5	_____				
E-7.6	_____				
E-8	Travel				
E-8.1	Mileage				
E-8.2	Other (Specify)				
E-8.3	_____				
E-8.4	_____				
E-8.5	_____				
E-9	Operating supplies (List)				
E-9.1	_____				
E-9.2	_____				
E-9.3	_____				
E-9.4	_____				
E-9.5	_____				
E-10	Program Services (List)				
E-10.1	_____				
E-10.2	_____				
E-10.3	_____				
E-10.4	_____				
E-10.5	_____				
E-11	Contractual Arrangements (List)				
E-11.1	Engineer	\$306	\$2,573	\$2,500	\$2,500
E-11.2	_____				
E-11.3	_____				
E-11.4	_____				
E-11.5	_____				
E-12	Other operations (Specify)				
E-12.1	Regional water	\$51,615	\$69,114	\$70,000	\$70,000
E-12.2	Utilities	\$5,077	\$40,372	\$40,000	\$40,000
E-12.3	Repairs	\$6,806	\$34,022	\$35,000	\$35,000
E-12.4	_____				
E-12.5	_____				
E-13	TOTAL OPERATIONS	\$101,794	\$214,465	\$183,500	\$183,500

Proposed Budget

INDIRECT COSTS BUDGET

			2018-2019 Actual	2019-2020 Estimated	2020-2021 Proposed	Pending Approval
E-14	Insurance					
E-14.1	Liability		\$100	\$100	\$100	
E-14.2	Buildings and vehicles					
E-14.3	Equipment					
E-14.4	Other (Specify)					
E-14.5	_____					
E-14.6	_____					
E-14.7						
E-15	Indirect payroll costs:					
E-15.1	FICA (Social Security) taxes					
E-15.2	Workers Compensation					
E-15.3	Unemployment Taxes					
E-15.4	Retirement					
E-15.5	Health Insurance					
E-15.6	Other (Specify)					
E-15.7	_____					
E-15.8	_____					
E-15.9						
E-17	TOTAL INDIRECT COSTS		\$100	\$100	\$100	

DEBT SERVICE BUDGET

			2018-2019 Actual	2019-2020 Estimated	2020-2021 Proposed	Pending Approval
D-1	Debt Service					
D-1.1	Principal		\$245,489			
D-1.2	Interest		\$2,940			
D-1.3	Fees					
D-2	TOTAL DEBT SERVICE		\$248,429	\$0	\$0	

Proposed Budget

VISTA WEST/WESTGATE PARK IMPROVEMENT & S
 NAME OF DISTRICT/BOARD

FYE 6/30/2021

GENERAL FUNDS

		<i>End of Year</i>	<i>Beginning</i>	<i>Beginning</i>	
		2018-2019	2019-2020	2020-2021	Pending
		Actual	Estimated	Proposed	Approval
C-1	Balances at Beginning of Fiscal Year				
C-1.1	General Fund Checking Account Balance	\$41,835	\$41,835	\$20,000	\$20,000
C-1.2	Savings and Investments Account Balance	\$596,015	\$596,015	\$300,000	\$300,000
C-1.3	General Fund CD Balance		\$0		
C-1.4	All Other Funds		\$0		
C-1.5	Reserves (From Below)	\$69,470	\$69,470	\$319,470	\$319,470
C-1.6	Total Estimated Cash and Investments on Hand	\$707,320	\$707,320	\$639,470	\$639,470
C-2	General Fund Reductions:				
C-2.1	a. Unpaid bills at FYE				
C-2.2	b. Reserves	\$69,470	\$319,470	\$319,470	\$319,470
C-2.3	Total Deductions (a+b)	\$69,470	\$319,470	\$319,470	\$319,470
C-2.4	Estimated Non-Restricted Funds Available	\$637,851	\$387,851	\$320,000	\$320,000

SINKING & DEBT SERVICE FUNDS

		2018-2019	2019-2020	2020-2021	Pending
		Actual	Estimated	Proposed	Approval
C-3					
C-3.1	Beginning Balance in Reserve Account (end of previous year)	\$248,429	\$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	\$248,429	\$0	\$0	\$0
C-3.6	Identify the amount and project to be spent				
C-3.7	a. Debt retirement	\$248,429			
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)	\$248,429	\$0	\$0	\$0
C-3.12	Balance to be retained	\$0	\$0	\$0	\$0

RESERVES

		2018-2019	2019-2020	2020-2021	Pending
		Actual	Estimated	Proposed	Approval
C-4					
C-4.1	Beginning Balance in Reserve Account (end of previous year)	\$61,626	\$69,470	\$69,470	\$69,470
C-4.2	<i>Date of Reserve Approval in Minutes:</i>				
C-4.3	Amount to be added to the reserve	\$7,844			
C-4.4	<i>Date of Reserve Approval in Minutes:</i>				
C-4.5	SUB-TOTAL	\$69,470	\$69,470	\$69,470	\$69,470
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> June 17th, 2020				
C-4.11	TOTAL OTHER RESERVE OUTLAY (a+b+c)	\$0	\$0	\$0	\$0
C-4.12	Balance to be retained	\$69,470	\$69,470	\$69,470	\$69,470

BOND FUNDS

		2018-2019	2019-2020	2020-2021	Pending
		Actual	Estimated	Proposed	Approval
C-5					
C-5.1	Beginning Balance in Reserve Account (end of previous year)		\$0	\$250,000	\$250,000
C-5.2	<i>Date of Reserve Approval in Minutes:</i>				
C-5.3	Amount to be added to the reserve		\$250,000		
C-5.4	<i>Date of Reserve Approval in Minutes:</i>				
C-5.5	SUB-TOTAL	\$0	\$250,000	\$250,000	\$250,000
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	\$250,000	\$250,000	\$250,000
C-5.9	TOTAL TO BE SPENT	\$248,429	\$0	\$0	\$0