

Proposed Budget

Wardwell Water and Sewer District	
Budget Hearing Information	
P.O. Box 728	Location: 4150 Salt Creek Highway
Mills, Wy 82644	Date: 7/6/2021
307-265-7034	Time: 6:15 PM
Natrona County	Budget Prepared by: Gloria Brainard, District Manager

S-A	BUDGET MESSAGE	W.S. 16-4-104(d)
<p>The District is still in the process of getting funding to replace the aging water main located in Blair Lane. The District had applied to Rural Development to secure the funds. If the funding is not received, the Board of Directors is planning on paying for it directly from the Districts savings.</p>		

RESERVE DESCRIPTION
N/A

S-C

Names of Board Members	Date of End of Term
Larry Keffer, President	4/1/22
Larry Forsberg, Vice President	4/1/24
Mark Pepper, Sec/Treasurer	4/1/22
David Levandowski, Director	4/1/22
James Bogart, Director	4/1/24

Does the district have regular office hours exceeding 20 hours per week?	<input type="checkbox"/> Yes
If Yes, enter	
Address of office:	4150 Salt Creek Highway
City, State, Zip:	Casper, Wy 82601
Phone Number:	307-265-7034
Hours Open:	8:00 am -12:00 noon & 1:00 pm -5:00 pm Mon-Fri

Where are the minutes of your board meeting available for public review?
 Districts Website and at office located @ 4150 Salt Creek Highway Casper, Wy 82601

How and where are the notices of meeting posted for the public?
 Listed on Districts Website and on monthly water/sewer bills-Special Meetings Advertised in the Casper Star Tribune & District Website

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

PROPOSED BUDGET SUMMARY

OVERVIEW		2019-2020 Actual	2020-2021 Estimated	2021-2022 Proposed	Pending Approval
S-1	Total Budgeted Expenditures	\$1,153,914	\$1,087,783	\$4,362,010	\$4,354,010
S-2	Total Principal to Pay on Debt	\$0	\$0	\$0	\$0
S-3	Total Change to Restricted Funds	\$0	\$0	\$0	\$0
S-4	Total General Fund and Forecasted Revenues Available	\$4,291,330	\$4,354,876	\$6,432,000	\$6,432,000
S-5	Amount requested from County Commissioners	\$188,327	\$181,554	\$275,000	\$275,000
S-6	Additional Funding Needed :			\$0	\$0

REVENUE SUMMARY		2019-2020 Actual	2020-2021 Estimated	2021-2022 Proposed	Pending Approval
S-7	Operating Revenues	\$955,259	\$1,024,394	\$1,469,000	\$1,469,000
S-8	Tax levy (From the County Treasurer)	\$188,327	\$181,554	\$275,000	\$275,000
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	\$46,759	\$47,943	\$53,000	\$53,000
S-13	Other Forecasted Revenue	\$0	\$0	\$1,150,000	\$1,150,000

S-14	Total Revenue	\$1,190,345	\$1,253,891	\$2,947,000	\$2,947,000
FY 7/1/21-6/30/22		Wardwell Water and Sewer District			

EXPENDITURE SUMMARY		2019-2020 Actual	2020-2021 Estimated	2021-2022 Proposed	Pending Approval
S-15	Capital Outlay	\$101,558	\$76,407	\$1,580,010	\$1,575,010
S-16	Interest and Fees On Debt	\$0	\$0	\$0	\$0
S-17	Administration	\$286,863	\$334,532	\$907,000	\$904,000
S-18	Operations	\$583,784	\$500,582	\$1,555,500	\$1,555,500
S-19	Indirect Costs	\$181,709	\$176,262	\$319,500	\$319,500
S-20R	Expenditures paid by Reserves	\$0	\$0	\$0	\$0
S-20	Total Expenditures	\$1,153,914	\$1,087,783	\$4,362,010	\$4,354,010

DEBT SUMMARY		2019-2020 Actual	2020-2021 Estimated	2021-2022 Proposed	Pending Approval
S-21	Principal Paid on Debt	\$0	\$0	\$0	\$0

CASH AND INVESTMENTS		2019-2020 Actual	2020-2021 Estimated	2021-2022 Proposed	Pending Approval
S-22	TOTAL GENERAL FUNDS	\$3,100,985	\$3,100,985	\$3,485,000	\$3,485,000

Summary of Reserve Funds		2019-2020 Actual	2020-2021 Estimated	2021-2022 Proposed	Pending Approval
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	\$0	\$0
S-30	c. Bond Funds	\$0	\$0	\$0	\$0
	Total to be added (a+b+c)	\$0	\$0	\$0	\$0
S-31	Subtotal	\$0	\$0	\$0	\$0
S-32	Less Total to be spent	\$0	\$0	\$0	\$0
S-33	TOTAL RESERVES AT END OF FISCAL YEAR	\$0	\$0	\$0	\$0

End of Summary

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

Date adopted by Special District _____

DISTRICT ADDRESS: P.O. Box 728
Mills, Wy 82644

PREPARED BY: Gloria Brainard, District Manager

DISTRICT PHONE: 307-265-7034

Proposed Budget

Wardwell Water and Sewer District
 NAME OF DISTRICT/BOARD _____

FYE 6/30/2022 _____

PROPERTY TAXES AND ASSESSMENTS

	DOA Chart of Accounts	2019-2020 Actual	2020-2021 Estimated	2021-2022 Proposed	Pending Approval
R-1 Property Taxes and Assessments Received					
R-1.1 Tax Levy (From the County Treasurer)	4001	\$188,327	\$181,554	\$275,000	\$275,000
R-1.2 Other County Support (see note on the right)	4005				

FORECASTED REVENUE

	DOA Chart of Accounts	2019-2020 Actual	2020-2021 Estimated	2021-2022 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	\$950,283	\$1,019,490	\$1,461,000	\$1,461,000
R-3.2 Sales of Goods or Services	4300				
R-3.3 Other Assessments	4503	\$4,976	\$4,904	\$8,000	\$8,000
R-3.4 Total Operating Revenues		\$955,259	\$1,024,394	\$1,469,000	\$1,469,000
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				
R-4.4 Total Grants		\$0	\$0	\$0	\$0
R-5 Miscellaneous Revenue					
R-5.1 Interest	4501	\$6,120	\$2,400	\$3,000	\$3,000
R-5.2 Other: Specify <u>Unanticipated Revenue</u>	4500	\$40,639	\$45,543	\$50,000	\$50,000
R-5.3 Other: Additional					
R-5.4 Total Miscellaneous		\$46,759	\$47,943	\$53,000	\$53,000
R-5.5 Total Forecasted Revenue		\$1,002,018	\$1,072,337	\$1,522,000	\$1,522,000
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 <u>Blair Lane Service Improvement Dist</u>	4500	\$0	\$0	\$150,000	\$150,000
R-6.4 <u>r line Replacement</u>	4500	\$0	\$0	\$1,000,000	\$1,000,000
R-6.5					
R-6.6 Total Other Forecasted Revenue (a+b)		\$0	\$0	\$1,150,000	\$1,150,000

Proposed Budget

Wardwell Water and Sewer District

FYE 6/30/2022

NAME OF DISTRICT/BOARD

CAPITAL OUTLAY BUDGET

	DOA Chart of Accounts	2019-2020 Actual	2020-2021 Estimated	2021-2022 Proposed	Pending Approval
E-1 Capital Outlay					
E-1.1 Real Property	6201	\$33,640	\$8,912	\$55,000	\$55,000
E-1.2 Vehicles	6210	\$0	\$0	\$10	\$10
E-1.3 Office Equipment	6211	\$702	\$522	\$250,000	\$250,000
E-1.4 Other (Specify)					
E-1.5 <u>201 & SIV to Casper</u>	6200	\$29,758	\$23,238	\$90,000	\$90,000
E-1.6 <u>Water Proj, Easements, Blr Impr Dist</u>	6200	\$37,361	\$43,364	\$1,180,000	\$1,180,000
E-1.7 <u>Safety Equipment</u> see additional details		\$97	\$371	\$5,000	
E-1.8 TOTAL CAPITAL OUTLAY		\$101,558	\$76,407	\$1,580,010	\$1,575,010

ADMINISTRATION BUDGET

	DOA Chart of Accounts	2019-2020 Actual	2020-2021 Estimated	2021-2022 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 <u>Salary-All Employees</u>	7005	\$206,223	\$223,232	\$325,000	\$325,000
E-2.6 _____	7005				
E-2.7 _____					
E-3 Board Expenses					
E-3.1 Travel	7011				
E-3.2 Mileage	7012				
E-3.3 Other (Specify)					
E-3.4 <u>Salary</u>	7013	\$1,625	\$1,170	\$4,500	\$4,500
E-3.5 _____	7013				
E-3.6 _____					
E-4 Contractual Services					
E-4.1 Legal	7021	\$16,252	\$23,563	\$200,000	\$200,000
E-4.2 Accounting/Auditing	7022	\$10,550	\$0	\$14,000	\$14,000
E-4.3 Other (Specify)					
E-4.4 <u>Surety Bond Refunds</u>	7023	\$0	\$0	\$50,000	\$50,000
E-4.5 <u>Engineering</u>	7023	\$24,414	\$64,817	\$250,000	\$250,000
E-4.6 <u>Legal Advertising</u> see additional details		\$754	\$453	\$3,000	
E-5 Other Administrative Expenses					
E-5.1 Office Supplies	7031	\$10,223	\$9,903	\$18,000	\$18,000
E-5.2 Office equipment, rent & repair	7032	\$7,586	\$6,759	\$20,000	\$20,000
E-5.3 Education	7033	\$1,245	\$1,240	\$5,000	\$5,000
E-5.4 Registrations	7034				
E-5.5 Other (Specify)					
E-5.6 <u>Vehicle Maint. & Gasoline</u>	7035	\$7,401	\$3,395	\$15,500	\$15,500
E-5.7 <u>Election Expense</u>	7035	\$590	\$0	\$2,000	\$2,000
E-5.8 _____					
E-6 TOTAL ADMINISTRATION		\$286,863	\$334,532	\$907,000	\$904,000

Proposed Budget

OPERATIONS BUDGET

	DOA Chart of Accounts	2019-2020 Actual	2020-2021 Estimated	2021-2022 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	Maint. of Tank & Booster	7220	\$42,140	\$20,126	\$200,000
E-9.2	Maint. of Lift Station	7220	\$8,207	\$3,518	\$100,000
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	Regional Water, City of Casper Sewer Tmt	7400	\$439,143	\$407,170	\$675,000
E-11.2	Regional Water Misc.	7400	\$0	\$0	\$1,000
E-11.3	Town of Mills-Sewer for MWH Area	7400	\$18,099	\$19,515	\$32,000
E-11.4	_____	7400			
E-11.5	_____				
E-12	Other operations (Specify)				
E-12.1	Water Samples & Chemicals	7450	\$856	\$2,656	\$6,000
E-12.2	Water & Sewer Line Installations	7450	\$8,619	\$3,698	\$40,000
E-12.3	Maint. of Water & Sewer Mains	7450	\$61,237	\$25,685	\$350,000
E-12.4	General Maint. & Meter Expense	7450	\$5,483	\$18,214	\$151,500
E-12.5	_____				
E-13	TOTAL OPERATIONS		\$583,784	\$500,582	\$1,555,500

Proposed Budget

INDIRECT COSTS BUDGET

	DOA Chart of Accounts	2019-2020 Actual	2020-2021 Estimated	2021-2022 Proposed	Pending Approval
E-14 Insurance					
E-14.1 Liability	7502	\$0	\$0	\$12,000	\$12,000
E-14.2 Buildings and vehicles	7503	\$13,626	\$14,410	\$25,000	\$25,000
E-14.3 Equipment	7504				
E-14.4 Other (Specify)					
E-14.5 Surety Bonds	7505	\$1,169	\$1,119	\$2,500	\$2,500
E-14.6	7505				
E-14.7					
E-15 Indirect payroll costs:					
E-15.1 FICA (Social Security) taxes	7511	\$15,860	\$17,207	\$35,000	\$35,000
E-15.2 Workers Compensation	7512	\$2,225	\$2,327	\$6,500	\$6,500
E-15.3 Unemployment Taxes	7513	\$2,242	\$2,060	\$10,000	\$10,000
E-15.4 Retirement	7514	\$38,000	\$24,277	\$40,000	\$40,000
E-15.5 Health Insurance	7515	\$100,250	\$106,546	\$170,000	\$170,000
E-15.6 Other (Specify)					
E-15.7 Utilities: Phone, Gas & Electric	7516	\$8,337	\$8,316	\$18,500	\$18,500
E-15.8	7516				
E-15.9					
E-17 TOTAL INDIRECT COSTS		\$181,709	\$176,262	\$319,500	\$319,500

DEBT SERVICE BUDGET

	DOA Chart of Accounts	2019-2020 Actual	2020-2021 Estimated	2021-2022 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

Wardwell Water and Sewer District

FYE 6/30/2022

NAME OF DISTRICT/BOARD

GENERAL FUNDS

		End of Year	Beginning	Beginning		
		2019-2020	2020-2021	2021-2022	Pending	
		Actual	Estimated	Proposed	Approval	
C-1	Balances at Beginning of Fiscal Year	DOA Chart of Accounts				
C-1.1	General Fund Checking	1010	\$129,381	\$129,381	\$85,000	\$85,000
C-1.2	Savings and Investments	1040	\$2,971,604	\$2,971,604	\$3,400,000	\$3,400,000
C-1.3	General Fund CD Balance	1050		\$0		
C-1.4	All Other Funds	1020		\$0		
C-1.5	Reserves (From Below)		\$0	\$0	\$0	\$0
C-1.6	Total Estimated Cash and Investments on Hand		\$3,100,985	\$3,100,985	\$3,485,000	\$3,485,000

C-2	General Fund Reductions:	2010			
C-2.1	a. Unpaid bills at FYE				
C-2.2	b. Reserves		\$0	\$0	\$0
C-2.3	Total Deductions (a+b)		\$0	\$0	\$0
C-2.4	Estimated Non-Restricted Funds Available		\$3,100,985	\$3,100,985	\$3,485,000

DOA Chart of Accounts
1070

SINKING & DEBT SERVICE FUNDS

C-3		2019-2020 Actual	2020-2021 Estimated	2021-2022 Proposed	Pending 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		2019-2020 Actual	2020-2021 Estimated	2021-2022 Proposed	Pending 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> _____				
C-4.3	Amount to be added to the reserve				
C-4.4	<i>Date of Reserve Approval in Minutes:</i> _____				
C-4.5	SUB-TOTAL	\$0	\$0	\$0	\$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	\$0	\$0

BOND FUNDS	1060
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C-5		2019-2020 Actual	2020-2021 Estimated	2021-2022 Proposed	Pending 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