

## Proposed Budget

PIONEER WATER & SEWER DISTRICT	
Budget Hearing Information	
8917 POISON SPIDER RD	Location: 8917 POISON SPIDER RD
CASPER WY 82604	Date: 7/19/2021
307-472-7300	Time: 6:00 PM
Natrona County	Budget Prepared by: LEE ANNE BAYNE

**S-A BUDGET MESSAGE** W.S. 16-4-104(d)

DISTRICT PLANS TO CONTINUE OPERATIONS AS REQUIRED FOR DELIVERY OF SAFE DRINKING WATER TO USERS, INCLUDING MAINTENANCE AS REQUIRED. NO MAJOR CHANGES IN FINANCIAL POLICIES, INCREASES DUE TO ADDITIONAL STAFF DUE TO GROWTH IN DISTRICT, OTHER CHANGE REFLECTS COMPLETION AND WRAP UP OF SIGNIFICAL CAPITAL IMPROVEMENT PROJECT.

**S-B RESERVE DESCRIPTION**

CAPITAL RESERVES FOR MAJOR REPAIR/REPLACEMENT AND EXPANSION. OPERATING RESERVE FOR EXCESS FUNDS, DEBT SERVICE RESERVE FOR LOAN PAYMENTS.

**S-C**

Names of Board Members	Date of End of Term
KENNETH L WATERS	11/30/22
LINDA TASLER	11/30/22
BETTE BARD	11/30/22
JENNY VASS	11/30/24
TIM KULHAVTY	11/30/24

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?  
8917 POISON SPIDER RD

How and where are the notices of meeting posted for the public?  
BILLING NOTICE, ANNUAL WATER QUALITY REPORT

Where are the public meetings held?  
8917 POISON SPIDER RD

## PROPOSED BUDGET SUMMARY

OVERVIEW		2019-2020 Actual	2020-2021 Estimated	2021-2022 Proposed	Pending Approval
S-1	<b>Total Budgeted Expenditures</b>	\$794,958	\$2,362,773	\$524,670	\$524,670
S-2	<b>Total Principal to Pay on Debt</b>	\$0	\$0	\$0	\$0
S-3	<b>Total Change to Restricted Funds</b>	\$7	-\$508,296	\$35,140	\$35,140
S-4	<b>Total General Fund and Forecasted Revenues Available</b>	\$3,911,309	\$1,796,335	\$846,863	\$846,863
S-5	<i>Amount requested from County Commissioners</i>	\$48,767	\$91,556	\$80,000	\$80,000
S-6	<b>Additional Funding Needed :</b>			<b>\$0</b>	<b>\$0</b>

REVENUE SUMMARY		2019-2020 Actual	2020-2021 Estimated	2021-2022 Proposed	Pending Approval
S-7	<b>Operating Revenues</b>	\$3,116,741	\$339,088	\$349,350	\$349,350
S-8	<b>Tax levy (From the County Treasurer)</b>	\$48,767	\$91,556	\$80,000	\$80,000
S-9	<b>Government Support</b>	\$167,069	\$372,983	\$0	\$0
S-10	<b>Grants</b>	\$241,643	\$664,267	\$158,217	\$158,217
S-11	<b>Other County Support (Not from Co. Treas.)</b>	\$0	\$0	\$0	\$0
S-12	<b>Miscellaneous</b>	\$12,833	\$4,185	\$3,000	\$3,000
S-13	<b>Other Forecasted Revenue</b>	\$0	\$0	\$0	\$0

S-14	<b>Total Revenue</b>	\$3,587,053	\$1,472,079	\$590,567	\$590,567
FY 7/1/21-6/30/22		PIONEER WATER & SEWER DISTRICT			

EXPENDITURE SUMMARY		2019-2020 Actual	2020-2021 Estimated	2021-2022 Proposed	Pending Approval
S-15	<b>Capital Outlay</b>	\$560,392	\$1,407,547	\$110,000	\$110,000
S-16	<b>Interest and Fees On Debt</b>	\$0	\$0	\$0	\$0
S-17	<b>Administration</b>	\$63,559	\$75,913	\$88,250	\$88,250
S-18	<b>Operations</b>	\$162,531	\$358,679	\$313,700	\$313,700
S-19	<b>Indirect Costs</b>	\$8,476	\$12,338	\$12,720	\$12,720
S-20R	<b>Expenditures paid by Reserves</b>	\$0	\$508,296	\$0	\$0
S-20	<b>Total Expenditures</b>	\$794,958	\$2,362,773	\$524,670	\$524,670

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

CASH AND INVESTMENTS		2019-2020 Actual	2020-2021 Estimated	2021-2022 Proposed	Pending Approval
S-22	<b>TOTAL GENERAL FUNDS</b>	\$324,256	\$324,256	\$256,296	\$256,296
<b>Summary of Reserve Funds</b>					
S-23	<b>Beginning Balance in Reserve Accounts</b>				
S-24	a. Sinking and Debt Service Funds	\$10,562	\$10,569	\$10,569	\$10,569
S-25	b. Reserves	\$725,431	\$725,431	\$217,135	\$217,135
S-26	c. Bond Funds	\$0	\$0	\$0	\$0
	<b>Total Reserves (a+b+c)</b>	<b>\$735,992</b>	<b>\$735,999</b>	<b>\$227,703</b>	<b>\$227,703</b>
S-27	<b>Amount to be added</b>				
S-28	a. Sinking and Debt Service Funds	\$7	\$0	\$35,140	\$35,140
S-29	b. Reserves	\$0	\$0	\$0	\$0
S-30	c. Bond Funds	\$0	\$0	\$0	\$0
	<b>Total to be added (a+b+c)</b>	<b>\$7</b>	<b>\$0</b>	<b>\$35,140</b>	<b>\$35,140</b>
S-31	<b>Subtotal</b>	\$735,999	\$735,999	\$262,843	\$262,843
S-32	<b>Less Total to be spent</b>	\$0	\$508,296	\$0	\$0
S-33	<b>TOTAL RESERVES AT END OF FISCAL YEAR</b>	<b>\$735,999</b>	<b>\$227,703</b>	<b>\$262,843</b>	<b>\$262,843</b>

*End of Summary*

Date adopted by Special District \_\_\_\_\_

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

DISTRICT ADDRESS: 8917 POISON SPIDER RD  
CASPER WY 82604

PREPARED BY: LEE ANNE BAYNE

DISTRICT PHONE: 307-472-7300

# Proposed Budget

PIONEER WATER & 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
<b>R-1 Property Taxes and Assessments Received</b>					
R-1.1 Tax Levy (From the County Treasurer)	4001	\$48,767	\$91,556	\$80,000	\$80,000
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
<b>R-2 Revenues from Other Governments</b>					
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	\$167,069	\$372,983	\$0	
R-2.5 Total Government Support		\$167,069	\$372,983	\$0	\$0
<b>R-3 Operating Revenues</b>					
R-3.1 Customer Charges	4300	\$3,104,710	\$329,515	\$330,000	\$330,000
R-3.2 Sales of Goods or Services	4300	\$12,031	\$9,573	\$19,350	\$19,350
R-3.3 Other Assessments	4503				
R-3.4 Total Operating Revenues		\$3,116,741	\$339,088	\$349,350	\$349,350
<b>R-4 Grants</b>					
R-4.1 Direct Federal Grants	4201				
R-4.2 Federal Grants thru State Agencies	4201			\$158,217	\$158,217
R-4.3 Grants from State Agencies	4211	\$241,643	\$664,267	\$0	
R-4.4 Total Grants		\$241,643	\$664,267	\$158,217	\$158,217
<b>R-5 Miscellaneous Revenue</b>					
R-5.1 Interest	4501	\$12,833	\$4,185	\$3,000	\$3,000
R-5.2 Other: Specify _____	4500				
R-5.3 Other: Additional _____					
R-5.4 Total Miscellaneous		\$12,833	\$4,185	\$3,000	\$3,000
R-5.5 Total Forecasted Revenue		\$3,538,286	\$1,380,523	\$510,567	\$510,567
<b>R-6 Other Forecasted Revenue</b>					
R-6.1 a. Other past due as estimated by Co. Treas.	4004				
R-6.2 b. Other forecasted revenue (specify): _____					
R-6.3 _____	4500				
R-6.4 _____	4500				
R-6.5 _____					
R-6.6 Total Other Forecasted Revenue (a+b)		\$0	\$0	\$0	\$0

# Proposed Budget

PIONEER WATER & 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
<b>E-1 Capital Outlay</b>					
E-1.1 Real Property	6201				
E-1.2 Vehicles	6210				
E-1.3 Office Equipment	6211	\$9,150			
E-1.4 Other (Specify)					
E-1.5 <u>WATER DISTRIBUTION</u>	6200	\$525,790	\$1,407,547	\$100,000	\$100,000
E-1.6 _____	6200	\$25,452		\$10,000	\$10,000
E-1.7 _____					
E-1.8 <b>TOTAL CAPITAL OUTLAY</b>		\$560,392	\$1,407,547	\$110,000	\$110,000

## ADMINISTRATION BUDGET

	DOA Chart of Accounts	2019-2020 Actual	2020-2021 Estimated	2021-2022 Proposed	Pending Approval
<b>E-2 Personnel Services</b>					
E-2.1 Administrator	7002	\$34,755	\$39,510	\$38,000	\$38,000
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 _____					
<b>E-3 Board Expenses</b>					
E-3.1 Travel	7011				
E-3.2 Mileage	7012				
E-3.3 Other (Specify)					
E-3.4 <u>MEETINGS</u>	7013	\$988	\$1,465	\$3,500	\$3,500
E-3.5 _____	7013				
E-3.6 _____					
<b>E-4 Contractual Services</b>					
E-4.1 Legal	7021	\$4,067	\$58	\$4,000	\$4,000
E-4.2 Accounting/Auditing	7022	\$3,400	\$9,500	\$13,500	\$13,500
E-4.3 Other (Specify)					
E-4.4 _____	7023				
E-4.5 _____	7023				
E-4.6 _____					
<b>E-5 Other Administrative Expenses</b>					
E-5.1 Office Supplies	7031	\$3,654	\$5,902	\$6,000	\$6,000
E-5.2 Office equipment, rent & repair	7032	\$2,074	\$156	\$2,000	\$2,000
E-5.3 Education	7033		\$883	\$1,400	\$1,400
E-5.4 Registrations	7034				
E-5.5 Other (Specify)					
E-5.6 <u>GENERAL ADMIN COSTS</u>	7035	\$8,125	\$9,879	\$10,850	\$10,850
E-5.7 <u>SOFTWARE</u>	7035	\$6,496	\$8,560	\$9,000	\$9,000
E-5.8 _____					
<b>E-6 TOTAL ADMINISTRATION</b>		\$63,559	\$75,913	\$88,250	\$88,250

# Proposed Budget

PIONEER WATER & SEWER DISTRICT

FYE 6/30/2022

<b>OPERATIONS BUDGET</b>
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		2019-2020 Actual	2020-2021 Estimated	2021-2022 Proposed	Pending Approval
<b>E-7 Personnel Services</b>					
E-7.1	Wages--Operations	\$33,802	\$78,735	\$83,700	\$83,700
E-7.2	Service Contracts				
E-7.3	Other (Specify)				
E-7.4	_____				
E-7.5	_____				
E-7.6	_____				
<b>E-8 Travel</b>					
E-8.1	Mileage	\$251	\$348	\$400	\$400
E-8.2	Other (Specify)				
E-8.3	VEHICLE EXP	\$4,030	\$13,286	\$10,500	\$10,500
E-8.4	_____				
E-8.5	_____				
<b>E-9 Operating supplies (List)</b>					
E-9.1	PARTS	\$11,740	\$71,623	\$50,000	\$50,000
E-9.2	SUPPLIES	\$931	\$4,005	\$5,000	\$5,000
E-9.3	TOOLS	\$0	\$3,067	\$2,500	\$2,500
E-9.4	_____				
E-9.5	_____				
<b>E-10 Program Services (List)</b>					
E-10.1	WATER	\$97,182	\$145,275	\$120,000	\$120,000
E-10.2	LAB FEES	\$1,064	\$669	\$1,000	\$1,000
E-10.3	CONTRACTORS	\$13,221	\$41,305	\$40,000	\$40,000
E-10.4	POWER	\$310	\$366	\$600	\$600
E-10.5	_____				
<b>E-11 Contractual Arrangements (List)</b>					
E-11.1	_____				
E-11.2	_____				
E-11.3	_____				
E-11.4	_____				
E-11.5	_____				
<b>E-12 Other operations (Specify)</b>					
E-12.1	_____				
E-12.2	_____				
E-12.3	_____				
E-12.4	_____				
E-12.5	_____				
<b>E-13 TOTAL OPERATIONS</b>		<b>\$162,531</b>	<b>\$358,679</b>	<b>\$313,700</b>	<b>\$313,700</b>

# Proposed Budget

PIONEER WATER & SEWER DISTRICT

FYE 6/30/2022

## INDIRECT COSTS BUDGET

	DOA Chart of Accounts	2019-2020 Actual	2020-2021 Estimated	2021-2022 Proposed	Pending Approval
<b>E-14 Insurance</b>					
E-14.1 Liability	7502				
E-14.2 Buildings and vehicles	7503				
E-14.3 Equipment	7504				
E-14.4 Other (Specify)					
E-14.5 <b>INSURANCE</b>	7505	\$2,601	\$1,344	\$2,000	\$2,000
E-14.6	7505				
E-14.7					
<b>E-15 Indirect payroll costs:</b>					
E-15.1 FICA (Social Security) taxes	7511	\$5,245	\$9,895	\$9,500	\$9,500
E-15.2 Workers Compensation	7512	\$598	\$1,041	\$1,100	\$1,100
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 <b>DIRECT DEP FEES</b>	7516	\$32	\$58	\$120	\$120
E-15.8	7516				
E-15.9					
<b>E-17 TOTAL INDIRECT COSTS</b>		\$8,476	\$12,338	\$12,720	\$12,720

## DEBT SERVICE BUDGET

	DOA Chart of Accounts	2019-2020 Actual	2020-2021 Estimated	2021-2022 Proposed	Pending Approval
<b>D-1 Debt Service</b>					
D-1.1 Principal	6401				
D-1.2 Interest	6410				
D-1.3 Fees	6420				
<b>D-2 TOTAL DEBT SERVICE</b>		\$0	\$0	\$0	\$0

# Proposed Budget

PIONEER WATER & SEWER DISTRICT  
 NAME OF DISTRICT/BOARD

FYE 6/30/2022

## 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	\$72,017	\$72,017	\$52,374	\$52,374
C-1.2	Savings and Investments	1040	\$249,043	\$249,043	\$199,197	\$199,197
C-1.3	General Fund CD Balance	1050		\$0		
C-1.4	All Other Funds	1020	\$3,197	\$3,197	\$4,725	\$4,725
C-1.5	Reserves (From Below)		\$735,999	\$735,999	\$262,843	\$262,843
C-1.6	<b>Total Estimated Cash and Investments on Hand</b>		\$1,060,255	\$1,060,255	\$519,139	\$519,139
C-2	General Fund Reductions:	2010				
C-2.1	a. Unpaid bills at FYE					
C-2.2	b. Reserves		\$735,999	\$227,703	\$262,843	\$262,843
C-2.3	<b>Total Deductions (a+b)</b>		\$735,999	\$227,703	\$262,843	\$262,843
C-2.4	<b>Estimated Non-Restricted Funds Available</b>		\$324,256	\$832,552	\$256,296	\$256,296

DOA Chart of Accounts
<b>1070</b>

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)	\$10,562	\$10,569	\$10,569	\$10,569
C-3.2	Date of Reserve Approval in Minutes: _____				
C-3.3	Amount to be added to the reserve	\$7		\$35,140	\$35,140
C-3.4	Date of Reserve Approval in Minutes: _____				
C-3.5	<b>SUB-TOTAL</b>	\$10,569	\$10,569	\$45,709	\$45,709
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>	\$0	\$0	\$0	\$0
C-3.12	Balance to be retained	\$10,569	\$10,569	\$45,709	\$45,709

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)	\$725,431	\$725,431	\$217,135	\$217,135
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>	\$725,431	\$725,431	\$217,135	\$217,135
C-4.6	Identify the amount and project to be spent				
C-4.7	a. TRANSMISSION LINE		\$508,296		
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>	\$0	\$508,296	\$0	\$0
C-4.12	Balance to be retained	\$725,431	\$217,135	\$217,135	\$217,135

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	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>	\$0	\$0	\$0	\$0
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>	\$0	\$508,296	\$0	\$0