

Proposed Budget

PIONEER WATER & SEWER DISTRICT	
Budget Hearing Information	
8917 POISON SPIDER RD	Location: 8917 POISON SPIDER RD
CASPER WY 82604	Date: JULY 10 2023
307-472-7300	Time: 6:00 PM
Natrona County	Budget Prepared by: LEE ANNE BAYNE

S-A	BUDGET MESSAGE	W.S. 16-12-403 (c)
DISTRICT PLANS TO CONTINUE OPERATIONS AS REQUIRED FOR DELIVERY OF SAFE DRINKING WATER TO USERS, INCLUDING MAINTENANCE AS REQUIRED. WILL REPLACE AND ENLARGE ANODE BED FOR N 10 MILE RD SECTION OF SYSTEM. NO MAJOR CHANGES IN FINANCIAL POLICIES		

S-B	RESERVE DESCRIPTION
CAPITAL RESERVES FOR MAJOR REPAIRS, RPELACEMENTS AND EXPANSION. OPERATONG RESERVE FOR EXCESS FUNDS, DEBT SERVICE RESERVE FOR LOAN PAYMENTS	

S-C																																	
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Names of Board Members</th> <th style="text-align: left;">Date of End of Term</th> </tr> </thead> <tbody> <tr><td>KEN WATERS</td><td>11/30/23</td></tr> <tr><td>LINDA TASLER</td><td>11/30/23</td></tr> <tr><td>BETTE BARD</td><td>11/30/23</td></tr> <tr><td>JENNY VASS</td><td>11/30/24</td></tr> <tr><td>TIM KULHAVY</td><td>11/30/24</td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> </tbody> </table>	Names of Board Members	Date of End of Term	KEN WATERS	11/30/23	LINDA TASLER	11/30/23	BETTE BARD	11/30/23	JENNY VASS	11/30/24	TIM KULHAVY	11/30/24													<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 80%; font-size: small;"> Does the district have regular office hours exceeding 20 hours per week? </td> <td style="width: 20%; text-align: center; font-weight: bold;">No</td> </tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> </table> <p style="font-size: x-small; margin-top: 10px;">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.</p>	Does the district have regular office hours exceeding 20 hours per week?	No						
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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, WEBSITE, FACEBOOK

Where are the public meetings held?
 8917 POISON SPIDER RD

PROPOSED BUDGET SUMMARY

OVERVIEW		2021-2022 Actual	2022-2023 Estimated	2023-2024 Proposed	Pending Approval
S-1	Total Budgeted Expenditures	\$636,939	\$486,466	\$714,900	\$714,900
S-2	Total Principal to Pay on Debt	\$37,336	\$28,342	\$30,000	\$30,000
S-3	Total Change to Restricted Funds	\$0	\$56,216	-\$130,000	-\$130,000
S-4	Total General Fund and Forecasted Revenues Available	\$810,520	\$600,259	\$715,109	\$715,109
S-5	<i>Amount requested from County Commissioners</i>	\$63,081	\$62,381	\$80,000	\$80,000
S-6	Additional Funding Needed :			\$0	\$0

REVENUE SUMMARY		2021-2022 Actual	2022-2023 Estimated	2023-2024 Proposed	Pending Approval
S-7	Operating Revenues	\$340,568	\$386,767	\$392,900	\$392,900
S-8	Tax levy (From the County Treasurer)	\$63,081	\$62,381	\$80,000	\$80,000
S-9	Government Support	\$0	\$0	\$0	\$0
S-10	Grants	\$207,603	\$0	\$0	\$0
S-11	Other County Support (Not from Co. Treas.)	\$0	\$0	\$0	\$0
S-12	Miscellaneous	\$3,350	\$11,409	\$12,000	\$12,000
S-13	Other Forecasted Revenue	\$0	\$0	\$0	\$0

S-14 **Total Revenue** \$614,602 \$460,557 \$484,900 \$484,900

FY 7/1/23-6/30/24 PIONEER WATER & SEWER DISTRICT

EXPENDITURE SUMMARY		2021-2022 Actual	2022-2023 Estimated	2023-2024 Proposed	Pending Approval
S-15	Capital Outlay	\$219,798	\$100,346	\$130,000	\$130,000
S-16	Interest and Fees On Debt	\$14,319	\$11,658	\$10,000	\$10,000
S-17	Administration	\$76,521	\$68,104	\$77,900	\$77,900
S-18	Operations	\$310,670	\$244,031	\$352,800	\$352,800
S-19	Indirect Costs	\$15,631	\$12,327	\$14,200	\$14,200
S-20R	Expenditures paid by Reserves	\$0	\$50,000	\$130,000	\$130,000
S-20	Total Expenditures	\$636,939	\$486,466	\$714,900	\$714,900

DEBT SUMMARY		2021-2022 Actual	2022-2023 Estimated	2023-2024 Proposed	Pending Approval
S-21	Principal Paid on Debt	\$37,336	\$28,342	\$30,000	\$30,000

CASH AND INVESTMENTS		2021-2022 Actual	2022-2023 Estimated	2023-2024 Proposed	Pending Approval
S-22	TOTAL GENERAL FUNDS	\$195,918	\$139,702	\$230,209	\$230,209

Summary of Reserve Funds

S-23	Beginning Balance in Reserve Accounts				
S-24	a. Sinking and Debt Service Funds	\$40,611	\$40,611	\$41,827	\$41,827
S-25	b. Reserves	\$375,152	\$375,152	\$430,152	\$430,152
S-26	c. Bond Funds	\$0	\$0	\$0	\$0
	Total Reserves (a+b+c)	\$415,763	\$415,763	\$471,979	\$471,979
S-27	Amount to be added				
S-28	a. Sinking and Debt Service Funds	\$0	\$1,216	\$0	\$0
S-29	b. Reserves	\$0	\$105,000	\$0	\$0
S-30	c. Bond Funds	\$0	\$0	\$0	\$0
	Total to be added (a+b+c)	\$0	\$106,216	\$0	\$0
S-31	Subtotal	\$415,763	\$521,979	\$471,979	\$471,979
S-32	Less Total to be spent	\$0	\$50,000	\$130,000	\$130,000
S-33	TOTAL RESERVES AT END OF FISCAL YEAR	\$415,763	\$471,979	\$341,979	\$341,979

End of Summary

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

Date adopted by Special District _____

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 6/30/2024 _____

PROPERTY TAXES AND ASSESSMENTS

	DOA Chart of Accounts	2021-2022 Actual	2022-2023 Estimated	2023-2024 Proposed	Pending Approval
R-1 Property Taxes and Assessments Received					
R-1.1 Tax Levy (From the County Treasurer)	4001	\$63,081	\$62,381	\$80,000	\$80,000
R-1.2 Other County Support (see note on the right)	4005				

FORECASTED REVENUE

	DOA Chart of Accounts	2021-2022 Actual	2022-2023 Estimated	2023-2024 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	\$328,409	\$373,746	\$380,000	\$380,000
R-3.2 Sales of Goods or Services	4300	\$12,159	\$13,021	\$12,900	\$12,900
R-3.3 Other Assessments	4503				
R-3.4 Total Operating Revenues		\$340,568	\$386,767	\$392,900	\$392,900
R-4 Grants					
R-4.1 Direct Federal Grants	4201				
R-4.2 Federal Grants thru State Agencies	4201	\$143,193			
R-4.3 Grants from State Agencies	4211	\$64,410			
R-4.4 Total Grants		\$207,603	\$0	\$0	\$0
R-5 Miscellaneous Revenue					
R-5.1 Interest	4501	\$3,350	\$11,409	\$12,000	\$12,000
R-5.2 Other: Specify _____	4500				
R-5.3 Other: Additional _____					
R-5.4 Total Miscellaneous		\$3,350	\$11,409	\$12,000	\$12,000
R-5.5 Total Forecasted Revenue		\$551,521	\$398,176	\$404,900	\$404,900
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 _____	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
 NAME OF DISTRICT/BOARD

FYE 6/30/2024

CAPITAL OUTLAY BUDGET

	DOA Chart of Accounts	2021-2022 Actual	2022-2023 Estimated	2023-2024 Proposed	Pending Approval
E-1	Capital Outlay				
E-1.1	Real Property	6201			
E-1.2	Vehicles	6210			
E-1.3	Office Equipment	6211			
E-1.4	Other (Specify)				
E-1.5	9 MILE RD	6200	\$219,798	\$0	
E-1.6	ANODE BED	6200		\$130,000	\$130,000
E-1.7					
E-1.8	TOTAL CAPITAL OUTLAY		\$219,798	\$130,000	\$130,000

ADMINISTRATION BUDGET

	DOA Chart of Accounts	2021-2022 Actual	2022-2023 Estimated	2023-2024 Proposed	Pending Approval
E-2	Personnel Services				
E-2.1	Administrator	7002	\$35,734	\$34,060	\$37,000
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					
E-3	Board Expenses				
E-3.1	Travel	7011			
E-3.2	Mileage	7012			
E-3.3	Other (Specify)				
E-3.4	MEETING EXPENSE	7013	\$1,274	\$1,332	\$3,500
E-3.5		7013			
E-3.6					
E-4	Contractual Services				
E-4.1	Legal	7021	\$144	\$1,604	\$2,000
E-4.2	Accounting/Auditing	7022	\$14,200	\$3,675	\$4,500
E-4.3	Other (Specify)				
E-4.4		7023			
E-4.5		7023			
E-4.6					
E-5	Other Administrative Expenses				
E-5.1	Office Supplies	7031	\$2,903	\$1,331	\$3,000
E-5.2	Office equipment, rent & repair	7032	\$2,564	\$160	\$2,000
E-5.3	Education	7033	\$890	\$890	\$1,000
E-5.4	Registrations	7034			
E-5.5	Other (Specify)				
E-5.6	OFFICE EXPENSES	7035	\$10,437	\$11,600	\$10,900
E-5.7	SOFTWARE	7035	\$8,375	\$13,452	\$14,000
E-5.8					
E-6	TOTAL ADMINISTRATION		\$76,521	\$68,104	\$77,900

Proposed Budget

PIONEER WATER & SEWER DISTRICT

FYE 6/30/2024

OPERATIONS BUDGET

	DOA Chart of Accounts	2021-2022 Actual	2022-2023 Estimated	2023-2024 Proposed	Pending Approval
E-7	Personnel Services				
E-7.1	Wages--Operations	7202 \$78,688	\$74,640	\$81,000	\$81,000
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 \$239	\$230	\$200	\$200
E-8.2	Other (Specify)				
E-8.3	VEHICLE EXPENSE	7212 \$12,668	\$8,150	\$12,500	\$12,500
E-8.4	_____	7212			
E-8.5	_____				
E-9	Operating supplies (List)				
E-9.1	REPAIR PARTS	7220 \$47,774	\$16,198	\$50,000	\$50,000
E-9.2	LAB FEES	7220 \$937	\$777	\$2,000	\$2,000
E-9.3	CONTRACTORS	7220 \$3,639	\$753	\$2,000	\$2,000
E-9.4	ELECTRICITY	7220			
E-9.5	_____				
E-10	Program Services (List)				
E-10.1	WATER PURCHASES	7230 \$112,829	\$132,883	\$139,000	\$139,000
E-10.2	LAB FEES	7230 \$1,038	\$2,109	\$2,500	\$2,500
E-10.3	CONTRACTORS	7230 \$52,558	\$7,766	\$63,000	\$63,000
E-10.4	ELECTRICITY	7230 \$300	\$525	\$600	\$600
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	_____	7450			
E-12.2	_____	7450			
E-12.3	_____	7450			
E-12.4	_____	7450			
E-12.5	_____				
E-13	TOTAL OPERATIONS	\$310,670	\$244,031	\$352,800	\$352,800

Proposed Budget

PIONEER WATER & SEWER DISTRICT

FYE 6/30/2024

INDIRECT COSTS BUDGET

	DOA Chart of Accounts	2021-2022 Actual	2022-2023 Estimated	2023-2024 Proposed	Pending Approval
E-14 Insurance					
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	TOTAL INSURANCE	7505	\$4,417	\$2,849	\$3,500
E-14.6		7505			
E-14.7					
E-15 Indirect payroll costs:					
E-15.1	FICA (Social Security) taxes	7511	\$8,616	\$8,316	\$9,500
E-15.2	Workers Compensation	7512	\$1,094	\$978	\$1,000
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	PAYROLL PROCESSING FEES	7516	\$1,504	\$184	\$200
E-15.8		7516			
E-15.9					
E-17 TOTAL INDIRECT COSTS		\$15,631	\$12,327	\$14,200	\$14,200

DEBT SERVICE BUDGET

	DOA Chart of Accounts	2021-2022 Actual	2022-2023 Estimated	2023-2024 Proposed	Pending Approval
D-1 Debt Service					
D-1.1	Principal	6401	\$37,336	\$28,342	\$30,000
D-1.2	Interest	6410	\$14,319	\$11,658	\$10,000
D-1.3	Fees	6420			
D-2 TOTAL DEBT SERVICE		\$51,655	\$40,000	\$40,000	\$40,000

Proposed Budget

PIONEER WATER & SEWER DISTRICT
 NAME OF DISTRICT/BOARD _____

FYE 6/30/2024

GENERAL FUNDS

		End of Year	Beginning	Beginning	
		2021-2022 Actual	2022-2023 Estimated	2023-2024 Proposed	Pending Approval
C-1	Balances at Beginning of Fiscal Year				
C-1.1	General Fund Checking	\$44,906	\$44,906	\$75,667	\$75,667
C-1.2	Savings and Investments	\$149,484	\$149,484	\$153,843	\$153,843
C-1.3	General Fund CD Balance		\$0		
C-1.4	All Other Funds	\$1,528	\$1,528	\$699	\$699
C-1.5	Reserves (From Below)	\$415,763	\$415,763	\$341,979	\$341,979
C-1.6	Total Estimated Cash and Investments on Hand	\$611,681	\$611,681	\$572,188	\$572,188
C-2	General Fund Reductions:				
C-2.1	a. Unpaid bills at FYE				
C-2.2	b. Reserves	\$415,763	\$471,979	\$341,979	\$341,979
C-2.3	Total Deductions (a+b)	\$415,763	\$471,979	\$341,979	\$341,979
C-2.4	Estimated Non-Restricted Funds Available	\$195,918	\$139,702	\$230,209	\$230,209

		DOA Chart of Accounts
SINKING & DEBT SERVICE FUNDS		1070

		2021-2022 Actual	2022-2023 Estimated	2023-2024 Proposed	Pending Approval
C-3	Beginning Balance in Reserve Account (end of previous year)	\$40,611	\$40,611	\$41,827	\$41,827
C-3.2	<i>Date of Reserve Approval in Minutes:</i> _____				
C-3.3	Amount to be added to the reserve		\$1,216		
C-3.4	<i>Date of Reserve Approval in Minutes:</i> <u>INTEREST N/A</u>				
C-3.5	SUB-TOTAL	\$40,611	\$41,827	\$41,827	\$41,827
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	\$40,611	\$41,827	\$41,827	\$41,827

		DOA Chart of Accounts
RESERVES		1090

		2021-2022 Actual	2022-2023 Estimated	2023-2024 Proposed	Pending Approval
C-4	Beginning Balance in Reserve Account (end of previous year)	\$375,152	\$375,152	\$430,152	\$430,152
C-4.2	<i>Date of Reserve Approval in Minutes:</i> _____				
C-4.3	Amount to be added to the reserve		\$105,000		
C-4.4	<i>Date of Reserve Approval in Minutes:</i> <u>5/15/2023</u>				
C-4.5	SUB-TOTAL	\$375,152	\$480,152	\$430,152	\$430,152
C-4.6	Identify the amount and project to be spent				
C-4.7	a. ANODE BED		\$50,000		
C-4.8	b. METERS			\$130,000	\$130,000
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	\$50,000	\$130,000	\$130,000
C-4.12	Balance to be retained	\$375,152	\$430,152	\$300,152	\$300,152

		DOA Chart of Accounts
BOND FUNDS		1060

		2021-2022 Actual	2022-2023 Estimated	2023-2024 Proposed	Pending Approval
C-5	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	\$50,000	\$130,000	\$130,000