

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, MANAGER

S-A	BUDGET MESSAGE	W.S. 16-12-403 (c)
<p>NO SIGNIFICANT PROPOSED FINANCIAL CHANGES FOR THE 2023-2024 FISCAL YEAR BUDGET. PLEASE CONTACT LEAH SCHIECK @ (307) 267-2515 OR LEAH.SCHIECK@ATLASFIRMS.COM WITH QUESTIONS.</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	5/31/25	<div style="border: 1px solid black; height: 40px; width: 100%;"></div> <div style="border: 1px solid black; height: 40px; width: 100%;"></div> <div style="border: 1px solid black; height: 40px; width: 100%;"></div>
TOM REEDER	5/31/24	

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?

How and where are the notices of meeting posted for the public?

Where are the public meetings held?

PROPOSED BUDGET SUMMARY

OVERVIEW		2021-2022 Actual	2022-2023 Estimated	2023-2024 Proposed	Pending Approval
S-1	Total Budgeted Expenditures	\$198,070	\$167,104	\$169,100	\$169,100
S-2	Total Principal to Pay on Debt	\$0	\$0	\$0	\$0
S-3	Total Change to Restricted Funds	\$9,360	\$8,910	\$8,910	\$8,910
S-4	Total General Fund and Forecasted Revenues Available	\$457,143	\$439,379	\$459,465	\$459,465
S-5	<i>Amount requested from County Commissioners</i>	\$9,081	\$9,000	\$9,000	\$9,000
S-6	Additional Funding Needed :			\$0	\$0
	Projected Surplus:			\$299,275	\$299,275

REVENUE SUMMARY		2021-2022 Actual	2022-2023 Estimated	2023-2024 Proposed	Pending Approval
S-7	Operating Revenues	\$191,679	\$176,500	\$172,800	\$172,800
S-8	Tax levy (From the County Treasurer)	\$9,081	\$9,000	\$9,000	\$9,000
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	\$27	\$40	\$40	\$40
S-13	Other Forecasted Revenue	\$0	\$0	\$0	\$0

S-14	Total Revenue	\$200,787	\$185,540	\$181,840	\$181,840
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FY 7/1/23-6/30/24 VISTA WEST/WESTGATE PARK IMPROVEMENT & SERVICE DISTRICT

EXPENDITURE SUMMARY		2021-2022 Actual	2022-2023 Estimated	2023-2024 Proposed	Pending Approval
S-15	Capital Outlay	\$16,610	\$0	\$0	\$0
S-16	Interest and Fees On Debt	\$0	\$0	\$0	\$0
S-17	Administration	\$17,722	\$21,231	\$20,700	\$20,700
S-18	Operations	\$163,638	\$145,774	\$148,300	\$148,300
S-19	Indirect Costs	\$100	\$100	\$100	\$100
S-20R	Expenditures paid by Reserves	\$0	\$0	\$0	\$0
S-20	Total Expenditures	\$198,070	\$167,104	\$169,100	\$169,100

DEBT SUMMARY		2021-2022 Actual	2022-2023 Estimated	2023-2024 Proposed	Pending Approval
S-21	Principal Paid on Debt	\$0	\$0	\$0	\$0

CASH AND INVESTMENTS		2021-2022 Actual	2022-2023 Estimated	2023-2024 Proposed	Pending Approval
S-22	TOTAL GENERAL FUNDS	\$256,356	\$253,839	\$277,625	\$277,625
Summary of Reserve Funds					
S-23	Beginning Balance in Reserve Accounts				
S-24	a. Sinking and Debt Service Funds	\$0	\$0	\$0	\$0
S-25	b. Reserves	\$83,660	\$93,020	\$101,930	\$101,930
S-26	c. Bond Funds	\$250,000	\$250,000	\$250,000	\$250,000
	Total Reserves (a+b+c)	\$333,660	\$343,020	\$351,930	\$351,930
S-27	Amount to be added				
S-28	a. Sinking and Debt Service Funds	\$0	\$0	\$0	\$0
S-29	b. Reserves	\$9,360	\$8,910	\$8,910	\$8,910
S-30	c. Bond Funds	\$0	\$0	\$0	\$0
	Total to be added (a+b+c)	\$9,360	\$8,910	\$8,910	\$8,910
S-31	Subtotal	\$343,020	\$351,930	\$360,840	\$360,840
S-32	Less Total to be spent	\$0	\$0	\$0	\$0
S-33	TOTAL RESERVES AT END OF FISCAL YEAR	\$343,020	\$351,930	\$360,840	\$360,840

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, MANAGER

DISTRICT PHONE: 307-473-8170

Proposed Budget

VISTA WEST/WESTGATE PARK IMPROVEMENT & :
 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	\$9,081	\$9,000	\$9,000	\$9,000
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	\$191,679	\$176,500	\$172,800	\$172,800
R-3.2 Sales of Goods or Services	4300				
R-3.3 Other Assessments	4503				
R-3.4 Total Operating Revenues		\$191,679	\$176,500	\$172,800	\$172,800
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	\$27	\$40	\$40	\$40
R-5.2 Other: Specify _____	4500				
R-5.3 Other: Additional _____					
R-5.4 Total Miscellaneous		\$27	\$40	\$40	\$40
R-5.5 Total Forecasted Revenue		\$191,706	\$176,540	\$172,840	\$172,840
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

VISTA WEST/WESTGATE PARK IMPROVEMENT & SI
 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 Grinder Pumps	6200	\$16,610			
E-1.6 _____	6200				
E-1.7 _____					
E-1.8 TOTAL CAPITAL OUTLAY		\$16,610	\$0	\$0	\$0

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				
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 _____	7013				
E-3.5 _____	7013				
E-3.6 _____					
E-4 Contractual Services					
E-4.1 Legal	7021				
E-4.2 Accounting/Auditing	7022	\$13,565	\$15,000	\$15,000	\$15,000
E-4.3 Other (Specify)					
E-4.4 Civil Engineering	7023	\$263	\$1,620	\$1,000	\$1,000
E-4.5 _____	7023				
E-4.6 _____					
E-5 Other Administrative Expenses					
E-5.1 Office Supplies	7031	\$3,833	\$4,406	\$4,500	\$4,500
E-5.2 Office equipment, rent & repair	7032				
E-5.3 Education	7033				
E-5.4 Registrations	7034				
E-5.5 Other (Specify)					
E-5.6 Advertising	7035	\$61	\$205	\$200	\$200
E-5.7 _____	7035				
E-5.8 _____					
E-6 TOTAL ADMINISTRATION		\$17,722	\$21,231	\$20,700	\$20,700

Proposed Budget

VISTA WEST/WESTGATE PARK IMPROVEMENT & SI

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				
E-7.2	Service Contracts	7203	\$62,789	\$47,543	\$50,000	\$50,000
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	_____	7220				
E-9.2	_____	7220				
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	_____	7400				
E-11.2	_____	7400				
E-11.3	_____	7400				
E-11.4	_____	7400				
E-11.5	_____					
E-12	Other operations (Specify)					
E-12.1	Regional Water	7450	\$86,013	\$85,000	\$85,000	\$85,000
E-12.2	Utilities	7450	\$11,406	\$9,842	\$10,000	\$10,000
E-12.3	Repairs	7450	\$807	\$427	\$500	\$500
E-12.4	Telephone	7450	\$2,623	\$2,962	\$2,800	\$2,800
E-12.5	_____					
E-13	TOTAL OPERATIONS		\$163,638	\$145,774	\$148,300	\$148,300

Proposed Budget

VISTA WEST/WESTGATE PARK IMPROVEMENT & SI

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	\$100	\$100	\$100	\$100
E-14.2 Buildings and vehicles	7503				
E-14.3 Equipment	7504				
E-14.4 Other (Specify)					
E-14.5 _____	7505				
E-14.6 _____	7505				
E-14.7 _____					
E-15 Indirect payroll costs:					
E-15.1 FICA (Social Security) taxes	7511				
E-15.2 Workers Compensation	7512				
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 _____	7516				
E-15.8 _____	7516				
E-15.9 _____					
E-17 TOTAL INDIRECT COSTS		\$100	\$100	\$100	\$100

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				
D-1.2 Interest	6410				
D-1.3 Fees	6420				
D-2 TOTAL DEBT SERVICE		\$0	\$0	\$0	\$0

Proposed Budget

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

FYE 6/30/2024

GENERAL FUNDS

		End of Year	Beginning	Beginning	
		2021-2022	2022-2023	2023-2024	Pending
		Actual	Estimated	Proposed	Approval
C-1	Balances at Beginning of Fiscal Year	DOA Chart of Accounts			
C-1.1	General Fund Checking	1010	\$24,456	\$24,456	\$35,348
C-1.2	Savings and Investments	1040	\$238,293	\$238,293	\$242,277
C-1.3	General Fund CD Balance	1050		\$0	
C-1.4	All Other Funds	1020		\$0	
C-1.5	Reserves (From Below)		\$343,020	\$343,020	\$360,840
C-1.6	Total Estimated Cash and Investments on Hand		\$605,769	\$605,769	\$638,464
C-2	General Fund Reductions:				
C-2.1	a. Unpaid bills at FYE	2010	\$6,393		
C-2.2	b. Reserves		\$343,020	\$351,930	\$360,840
C-2.3	Total Deductions (a+b)		\$349,413	\$351,930	\$360,840
C-2.4	Estimated Non-Restricted Funds Available		\$256,356	\$253,839	\$277,625

		DOA Chart of Accounts
SINKING & DEBT SERVICE FUNDS		1070

		2021-2022	2022-2023	2023-2024	Pending
		Actual	Estimated	Proposed	Approval
C-3	Beginning Balance in Reserve Account (end of previous year)		\$0	\$0	
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

		DOA Chart of Accounts
RESERVES		1090

		2021-2022	2022-2023	2023-2024	Pending
		Actual	Estimated	Proposed	Approval
C-4	Beginning Balance in Reserve Account (end of previous year)		\$93,020	\$101,930	\$101,930
C-4.1	Beginning Balance in Reserve Account (end of previous year)	\$83,660	\$93,020	\$101,930	\$101,930
C-4.2	<i>Date of Reserve Approval in Minutes:</i>				
C-4.3	Amount to be added to the reserve	\$9,360	\$8,910	\$8,910	\$8,910
C-4.4	<i>Date of Reserve Approval in Minutes:</i>				
C-4.5	SUB-TOTAL	\$93,020	\$101,930	\$110,840	\$110,840
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	\$93,020	\$101,930	\$110,840	\$110,840

		DOA Chart of Accounts
BOND FUNDS		1060

		2021-2022	2022-2023	2023-2024	Pending
		Actual	Estimated	Proposed	Approval
C-5	Beginning Balance in Reserve Account (end of previous year)		\$250,000	\$250,000	\$250,000
C-5.1	Beginning Balance in Reserve Account (end of previous year)	\$250,000	\$250,000	\$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				
C-5.4	<i>Date of Reserve Approval in Minutes:</i>				
C-5.5	SUB-TOTAL	\$250,000	\$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	\$250,000	\$250,000	\$250,000	\$250,000
C-5.9	TOTAL TO BE SPENT	\$0	\$0	\$0	\$0