

Final Budget

Mile Hi Improvement and Service District	
Budget Hearing Information	
PO Box 1717	Location: 2011 Fairgrounds Rd, Casper Wy 82604
Mills, Wyoming 82644	Date: 7/18/2023
307-259-6605	Time: 5:30 PM
Natrona County	Budget Prepared by: Melanie D Peterson

S-A BUDGET MESSAGE W.S. 16-12-403 (c)

The Mile Hi Improvement and Service District provides water to 48 district customers supplied by Central Wyoming Regional Water. It is a non-profit operation. A total of 48 customers, 41 users & 7 non-users, have access to water. The budget provides for the direct sale of water at a small monetary gain. Gain is necessary to save for future operations, maintenance, repairs, replacements &/or emergencies. In addition, all customers pay a maintenance and operation fee of \$37.50/month. As nonusers connect to the system they pay a one-time tap fee of \$1002, and a refundable \$150 meter deposit. Service is provided by uncompensated board members, contract operators (2), a bookkeeper and a meter reader. Other services and materials are provided, as needed, by "on the spot" purchase. This includes: paper, postage, legal, insurance, bonding, accounting, software, lab and testing service, and other miscellaneous service and materials. The system was built through a loan from the Wyoming State Water Development Commission. Interest on that loan is \$4308/ year. A County special assessment fee of \$175/ meter is charged to pay the interest and principle. However, 9 customers prepaid for the development. 45 people are charged this assessment. Monies collected are for all of the above, with some funds placed in operating capital, savings, emergency, repair, and sinking funds. Due to inflation, rising costs, an increase in O&M fees and water usage will be proposed and voted on during the July budget meeting. The district is expected to see an increase from regional water district in the amount of 5% this year. A proposed increase from \$4.39/1000 gallons to \$4.53/1000 gallons will offset the district increases. The current O/M fee for Mile Hi of \$37.50/month will remain the same through the following year and is not scheduled to increase until 2026. The cost increases will take effect in September of 2023. Additionally, replacement of all meters for accuracy that was proposed and approved in the Final Budget for 2022, was not executed due to unavailability of replacements. Most replacement parts are finally available as of 5/12/2023, however one small component will not be shipped until the end of 2023. Mile Hi proposes to replace all meters for accuracy during the 2023/2024 Budget.

S-B RESERVE DESCRIPTION

Reserves are in place to fund operating capital, savings, emergency repair, and sinking funds.

S-C

Names of Board Members	Date of End of Term
Ben Taucher	3/31/24
Melanie Peterson	11/30/23
Clint Reeder	4/30/25

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?
 Upon request. Records are kept by and with the book keeper and also with the board members

How and where are the notices of meeting posted for the public?
 Provided with monthly invoices and annual through local newspaper

Where are the public meetings held?
 TBD - Normally Casper Agriculture Building

FINAL BUDGET SUMMARY

OVERVIEW		2021-2022 Actual	2022-2023 Estimated	2023-2024 Proposed	Final Approval
S-1	Total Budgeted Expenditures	\$24,550	\$37,161	\$35,384	\$35,384
S-2	Total Principal to Pay on Debt	\$3,418	\$3,556	\$3,697	\$3,697
S-3	Total Change to Restricted Funds	\$3,900	\$3,900	\$6,400	\$6,400
S-4	Total General Fund and Forecasted Revenues Available	\$193,678	\$192,584	\$208,061	\$208,061
S-5	<i>Amount requested from County Commissioners</i>	\$8,175	\$8,500	\$8,550	\$8,550
S-6	Additional Funding Needed :			\$0	\$0
	Projected Surplus:			\$175,380	\$175,380

REVENUE SUMMARY		2021-2022 Actual	2022-2023 Estimated	2023-2024 Proposed	Final Approval
S-7	Operating Revenues	\$43,600	\$46,080	\$48,920	\$48,920
S-8	Tax levy (From the County Treasurer)	\$8,175	\$8,500	\$8,550	\$8,550
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	\$0	\$0	\$0	\$0
S-13	Other Forecasted Revenue	\$0	\$0	\$0	\$0

S-14	Total Revenue	\$51,775	\$54,580	\$57,470	\$57,470
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FY 7/1/23-6/30/24 Mile Hi Improvement and Service District

EXPENDITURE SUMMARY		2021-2022 Actual	2022-2023 Estimated	2023-2024 Proposed	Final Approval
S-15	Capital Outlay	\$0	\$0	\$0	\$0
S-16	Interest and Fees On Debt	\$3,387	\$3,251	\$3,108	\$3,108
S-17	Administration	\$4,006	\$4,512	\$7,765	\$7,765
S-18	Operations	\$16,557	\$28,798	\$23,861	\$23,861
S-19	Indirect Costs	\$600	\$600	\$650	\$650
S-20R	Expenditures paid by Reserves	\$0	\$0	\$0	\$0
S-20	Total Expenditures	\$24,550	\$37,161	\$35,384	\$35,384

DEBT SUMMARY		2021-2022 Actual	2022-2023 Estimated	2023-2024 Proposed	Final Approval
S-21	Principal Paid on Debt	\$3,418	\$3,556	\$3,697	\$3,697

CASH AND INVESTMENTS		2021-2022 Actual	2022-2023 Estimated	2023-2024 Proposed	Final Approval
S-22	TOTAL GENERAL FUNDS	\$141,904	\$138,004	\$150,591	\$150,591

Summary of Reserve Funds

S-23	Beginning Balance in Reserve Accounts				
S-24	a. Sinking and Debt Service Funds	\$26,400	\$28,800	\$31,200	\$31,200
S-25	b. Reserves	\$15,000	\$16,500	\$18,000	\$18,000
S-26	c. Bond Funds	\$0	\$0	\$0	\$0
	Total Reserves (a+b+c)	\$41,400	\$45,300	\$49,200	\$49,200
S-27	Amount to be added				
S-28	a. Sinking and Debt Service Funds	\$2,400	\$2,400	\$2,400	\$2,400
S-29	b. Reserves	\$1,500	\$1,500	\$4,000	\$4,000
S-30	c. Bond Funds	\$0	\$0	\$0	\$0
	Total to be added (a+b+c)	\$3,900	\$3,900	\$6,400	\$6,400
S-31	Subtotal	\$45,300	\$49,200	\$55,600	\$55,600
S-32	Less Total to be spent	\$0	\$0	\$0	\$0
S-33	TOTAL RESERVES AT END OF FISCAL YEAR	\$45,300	\$49,200	\$55,600	\$55,600

End of Summary

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

Date adopted by Special District _____

DISTRICT ADDRESS: PO Box 1717
Mills, Wyoming 82644

PREPARED BY: Melanie D Peterson

DISTRICT PHONE: 307-259-6605

Final Budget

Mile Hi Improvement and Service 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	Final Approval
R-1 Property Taxes and Assessments Received					
R-1.1 Tax Levy (From the County Treasurer)	4001	\$8,175	\$8,500	\$8,550	\$8,550
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	Final 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	\$24,186	\$23,280	\$23,280	\$23,280
R-3.2 Sales of Goods or Services	4300				
R-3.3 Other Assessments	4503	\$19,414	\$22,800	\$25,640	\$25,640
R-3.4 Total Operating Revenues		\$43,600	\$46,080	\$48,920	\$48,920
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				
R-5.2 Other: Specify _____	4500				
R-5.3 Other: Additional _____					
R-5.4 Total Miscellaneous		\$0	\$0	\$0	\$0
R-5.5 Total Forecasted Revenue		\$43,600	\$46,080	\$48,920	\$48,920
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

Final Budget

Mile Hi Improvement and Service 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	Final 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 _____	6200				
E-1.6 _____	6200				
E-1.7 _____					
E-1.8 TOTAL CAPITAL OUTLAY		\$0	\$0	\$0	\$0

ADMINISTRATION BUDGET

	DOA Chart of Accounts	2021-2022 Actual	2022-2023 Estimated	2023-2024 Proposed	Final 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	\$200	\$40	\$1,595	\$1,595
E-4.2 Accounting/Auditing	7022	\$1,910	\$2,124	\$3,295	\$3,295
E-4.3 Other (Specify)					
E-4.4 Postage	7023	\$354	\$512	\$575	\$575
E-4.5 _____	7023				
E-4.6 _____					
E-5 Other Administrative Expenses					
E-5.1 Office Supplies	7031	\$251	\$415	\$600	\$600
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 Software Support	7035	\$1,291	\$1,421	\$1,700	\$1,700
E-5.7 _____	7035				
E-5.8 _____					
E-6 TOTAL ADMINISTRATION		\$4,006	\$4,512	\$7,765	\$7,765

Final Budget

Mile Hi Improvement and Service District

FYE 6/30/2024

OPERATIONS BUDGET

	DOA Chart of Accounts	2021-2022 Actual	2022-2023 Estimated	2023-2024 Proposed	Final Approval
E-7 Personnel Services					
E-7.1 Wages--Operations	7202	\$7,230	\$8,280	\$8,450	\$8,450
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 Water Purchase from City of Casper	7220	\$8,700	\$10,027	\$12,700	\$12,700
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 Radio replacements for all customers	7450	\$0	\$9,662	\$1,000	\$1,000
E-12.2 Water Testing	7450	\$444	\$739	\$786	\$786
E-12.3 Meter Repair	7450	\$158	\$90	\$900	\$900
E-12.4 Rent	7450	\$25	\$0	\$25	\$25
E-12.5 _____					
E-13 TOTAL OPERATIONS		\$16,557	\$28,798	\$23,861	\$23,861

Final Budget

Mile Hi Improvement and Service District

FYE 6/30/2024

INDIRECT COSTS BUDGET

	DOA Chart of Accounts	2021-2022 Actual	2022-2023 Estimated	2023-2024 Proposed	Final Approval
E-14	Insurance				
E-14.1	Liability	\$500	\$500	\$550	\$550
E-14.2	Buildings and vehicles				
E-14.3	Equipment				
E-14.4	Other (Specify)				
E-14.5	Treasurer's Bond	\$100	\$100	\$100	\$100
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	\$600	\$600	\$650	\$650

DEBT SERVICE BUDGET

	DOA Chart of Accounts	2021-2022 Actual	2022-2023 Estimated	2023-2024 Proposed	Final Approval
D-1	Debt Service				
D-1.1	Principal	\$3,418	\$3,556	\$3,697	\$3,697
D-1.2	Interest	\$3,387	\$3,251	\$3,108	\$3,108
D-1.3	Fees				
D-2	TOTAL DEBT SERVICE	\$6,805	\$6,807	\$6,805	\$6,805

Final Budget

Mile Hi Improvement and Service District
NAME OF DISTRICT/BOARD _____

FYE 6/30/2024

GENERAL FUNDS				
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		End of Year	Beginning	Beginning	
C-1	Balances at Beginning of Fiscal Year	2021-2022 Actual	2022-2023 Estimated	2023-2024 Proposed	Final Approval
C-1.1	General Fund Checking	\$80,083	\$80,083	\$88,500	\$88,500
C-1.2	Savings and Investments	\$33,388	\$33,388	\$33,398	\$33,398
C-1.3	General Fund CD Balance		\$0		
C-1.4	All Other Funds	\$28,433	\$28,433	\$28,693	\$28,693
C-1.5	Reserves (From Below)	\$45,300	\$45,300	\$55,600	\$55,600
C-1.6	Total Estimated Cash and Investments on Hand	\$187,204	\$187,204	\$206,191	\$206,191

C-2	General Fund Reductions:	2010			
C-2.1	a. Unpaid bills at FYE				
C-2.2	b. Reserves	\$45,300	\$49,200	\$55,600	\$55,600
C-2.3	Total Deductions (a+b)	\$45,300	\$49,200	\$55,600	\$55,600
C-2.4	Estimated Non-Restricted Funds Available	\$141,904	\$138,004	\$150,591	\$150,591

	DOA Chart of Accounts			
SINKING & DEBT SERVICE FUNDS	1070			

C-3		2021-2022 Actual	2022-2023 Estimated	2023-2024 Proposed	Final Approval
C-3.1	Beginning Balance in Reserve Account (end of previous year)	\$26,400	\$28,800	\$31,200	\$31,200
C-3.2	<i>Date of Reserve Approval in Minutes:</i> _____				
C-3.3	Amount to be added to the reserve	\$2,400	\$2,400	\$2,400	\$2,400
C-3.4	<i>Date of Reserve Approval in Minutes:</i> _____				
C-3.5	SUB-TOTAL	\$28,800	\$31,200	\$33,600	\$33,600
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	\$28,800	\$31,200	\$33,600	\$33,600

RESERVES	1090			
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C-4		2021-2022 Actual	2022-2023 Estimated	2023-2024 Proposed	Final Approval
C-4.1	Beginning Balance in Reserve Account (end of previous year)	\$15,000	\$16,500	\$18,000	\$18,000
C-4.2	<i>Date of Reserve Approval in Minutes:</i> _____				
C-4.3	Amount to be added to the reserve	\$1,500	\$1,500	\$4,000	\$4,000
C-4.4	<i>Date of Reserve Approval in Minutes:</i> _____				
C-4.5	SUB-TOTAL	\$16,500	\$18,000	\$22,000	\$22,000
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	\$16,500	\$18,000	\$22,000	\$22,000

BOND FUNDS	1060			
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C-5		2021-2022 Actual	2022-2023 Estimated	2023-2024 Proposed	Final 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