

Final Budget

South Cheyenne Water & Sewer District	
Budget Hearing Information	
215 East Allison Road	Location: 215 East Allison Road
Cheyenne, WY 82007	Date: 7/12/2021
307-635-5608	Time: 5:00 p.m.
Laramie County	Budget Prepared by: Dena Hansen

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

The South Cheyenne Water & Sewer District FY-2021-2022 Budget consists of funding for ongoing projects such as water & sewer mainline construction projects, system maintenance, continuation of the inflow/infiltration project, water model and master plan. Also the addition of a full-time maintenance technician.

S-B RESERVE DESCRIPTION

Reserve funds are held for potential water or sewer mainline breaks that could require immediate repair. Cost estimates for this event could range up to \$1,000,000.

S-C

Names of Board Members	Date of End of Term
Karen Hughes	11/1/22
James Rish	11/1/22
Robert Sleesman	11/7/24
Kimberly Blew	11/7/24
Vikki Shoeneberg	11/7/24

Does the district have regular office hours exceeding 20 hours per week? Yes

If Yes, enter

Address of office: 215 East Allison Road

City, State, Zip: Cheyenne, WY 82007

Phone Number: 307-635-5608

Hours Open: 8:00 a.m - 5:00 p.m.

Where are the minutes of your board meeting available for public review?

215 East Allison Road

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

Sign at office

Where are the public meetings held?

215 East Allison Road

FINAL BUDGET SUMMARY

OVERVIEW		2019-2020 Actual	2020-2021 Estimated	2021-2022 Proposed	Final Approval
S-1	Total Budgeted Expenditures	\$4,436,320	\$4,463,798	\$6,095,460	\$6,333,460
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	\$6,378,343	\$6,284,630	\$6,095,570	\$6,333,725
S-5	Amount requested from County Commissioners	\$414,286	\$435,841	\$459,570	\$459,570
S-6	Additional Funding Needed :			\$0	\$0

REVENUE SUMMARY		2019-2020 Actual	2020-2021 Estimated	2021-2022 Proposed	Final Approval
S-7	Operating Revenues	\$4,416,704	\$4,026,850	\$3,985,000	\$4,051,000
S-8	Tax levy (From the County Treasurer)	\$414,286	\$435,841	\$459,570	\$459,570
S-9	Government Support	\$0	\$0	\$0	\$0
S-10	Grants	\$51,381	\$148,500	\$0	\$0
S-11	Other County Support (Not from Co. Treas.)	\$0		\$0	\$0
S-12	Miscellaneous	\$21,265	\$22,500	\$0	\$0
S-13	Other Forecasted Revenue	\$183,529	\$165,000	\$165,000	\$165,000
S-14	Total Revenue	\$5,087,165	\$4,798,691	\$4,609,570	\$4,675,570

FY 7/1/21-6/30/22 South Cheyenne Water & Sewer District

EXPENDITURE SUMMARY		2019-2020 Actual	2020-2021 Estimated	2021-2022 Proposed	Final Approval
S-15	Capital Outlay	\$52,046	\$604,450	\$1,407,000	\$1,574,000
S-16	Interest and Fees On Debt	\$0	\$0	\$0	\$0
S-17	Administration	\$327,525	\$316,460	\$529,160	\$529,160
S-18	Operations	\$3,797,463	\$3,269,688	\$3,840,100	\$3,911,100
S-19	Indirect Costs	\$259,286	\$273,200	\$319,200	\$319,200
S-20R	Expenditures paid by Reserves	\$0	\$0	\$0	\$0
S-20	Total Expenditures	\$4,436,320	\$4,463,798	\$6,095,460	\$6,333,460

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

CASH AND INVESTMENTS		2019-2020 Actual	2020-2021 Estimated	2021-2022 Proposed	Final Approval
S-22	TOTAL GENERAL FUNDS	\$1,291,177	\$1,485,939	\$1,486,000	\$1,658,155
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	\$837,612	\$837,612	\$837,612	\$837,612
S-26	c. Bond Funds	\$0	\$0	\$0	\$0
	Total Reserves (a+b+c)	\$837,612	\$837,612	\$837,612	\$837,612
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	\$837,612	\$837,612	\$837,612	\$837,612
S-32	Less Total to be spent	\$0	\$0	\$0	\$0
S-33	TOTAL RESERVES AT END OF FISCAL YEAR	\$837,612	\$837,612	\$837,612	\$837,612

End of Summary

Budget Officer / District Official (if not same as "Submitted by") _____ Date adopted by Special District _____

DISTRICT ADDRESS: 215 East Allison Road
Cheyenne, WY 82007

PREPARED BY: Dena Hansen

DISTRICT PHONE: 307-635-5608

Final Budget

South Cheyenne 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	Final Approval
R-1 Property Taxes and Assessments Received					
R-1.1 Tax Levy (From the County Treasurer)	4001	\$414,286	\$435,841	\$459,570	\$459,570
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	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	\$3,779,510	\$3,675,950	\$3,830,000	\$3,830,000
R-3.2 Sales of Goods or Services	4300	\$637,194	\$350,900	\$155,000	\$155,000
R-3.3 Other Assessments	4503				\$66,000
R-3.4 Total Operating Revenues		\$4,416,704	\$4,026,850	\$3,985,000	\$4,051,000
R-4 Grants					
R-4.1 Direct Federal Grants	4201	\$51,381	\$148,500	\$0	
R-4.2 Federal Grants thru State Agencies	4201				
R-4.3 Grants from State Agencies	4211				
R-4.4 Total Grants		\$51,381	\$148,500	\$0	\$0
R-5 Miscellaneous Revenue					
R-5.1 Interest	4501	\$20,444	\$22,500		
R-5.2 Other: Specify <u>Misc. Charges</u>	4500	\$821	\$0	\$0	
R-5.3 Other: Additional					
R-5.4 Total Miscellaneous		\$21,265	\$22,500	\$0	\$0
R-5.5 Total Forecasted Revenue		\$4,489,350	\$4,197,850	\$3,985,000	\$4,051,000
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>Motor Vehicle Fees/Delinquent Taxes</u>	4500	\$183,529	\$165,000	\$165,000	\$165,000
R-6.4 _____	4500				
R-6.5 _____					
R-6.6 Total Other Forecasted Revenue (a+b)		\$183,529	\$165,000	\$165,000	\$165,000

Final Budget

South Cheyenne Water & Sewer District
 NAME OF DISTRICT/BOARD

FYE 6/30/2022

CAPITAL OUTLAY BUDGET

	DOA Chart of Accounts	2019-2020 Actual	2020-2021 Estimated	2021-2022 Proposed	Final Approval
E-1	Capital Outlay				
E-1.1	Real Property	6201			
E-1.2	Vehicles	6210			
E-1.3	Office Equipment	6211	\$4,000	\$10,000	\$10,000
E-1.4	Other (Specify)				
E-1.5	<u>Meters</u>	6200	\$34,361	\$25,000	\$30,000
E-1.6	<u>Water Lines/Avenue C Project</u>	6200	\$0	\$175,000	\$500,000
E-1.7	see additional details		\$17,685	\$400,450	\$867,000
E-1.8	TOTAL CAPITAL OUTLAY		\$52,046	\$604,450	\$1,407,000
				\$1,407,000	\$1,574,000

ADMINISTRATION BUDGET

	DOA Chart of Accounts	2019-2020 Actual	2020-2021 Estimated	2021-2022 Proposed	Final Approval
E-2	Personnel Services				
E-2.1	Administrator	7002			
E-2.2	Secretary	7003	\$149,055	\$152,000	\$175,000
E-2.3	Clerical	7004			
E-2.4	Other (Specify)				
E-2.5	<u>Auto Allowance</u>	7005	\$960	\$960	\$960
E-2.6	<u>Accrued Leave</u>	7005	\$18,718	\$20,000	\$25,000
E-2.7	see additional details		\$24,971	\$28,500	\$31,000
E-3	Board Expenses				
E-3.1	Travel	7011			
E-3.2	Mileage	7012			
E-3.3	Other (Specify)				
E-3.4	<u>Directors Expense</u>	7013	\$6,125	\$5,500	\$6,000
E-3.5		7013			
E-3.6					
E-4	Contractual Services				
E-4.1	Legal	7021	\$18,073	\$19,000	\$25,000
E-4.2	Accounting/Auditing	7022	\$16,758	\$15,000	\$25,000
E-4.3	Other (Specify)				
E-4.4	<u>Computer Technician</u>	7023	\$5,900	\$6,000	\$10,000
E-4.5	<u>Web-Page Expense</u>	7023		\$5,000	\$5,000
E-4.6	see additional details		\$40,653	\$16,700	\$115,000
E-5	Other Administrative Expenses				
E-5.1	Office Supplies	7031	\$2,117	\$3,000	\$5,000
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	<u>Utilities</u>	7035	\$6,658	\$6,200	\$7,000
E-5.7	<u>Telephone</u>	7035	\$3,624	\$3,700	\$4,000
E-5.8	see additional details		\$33,913	\$34,900	\$95,200
E-6	TOTAL ADMINISTRATION		\$327,525	\$316,460	\$529,160
				\$529,160	\$529,160

Final Budget

OPERATIONS BUDGET

	DOA Chart of Accounts	2019-2020 Actual	2020-2021 Estimated	2021-2022 Proposed	Final Approval
E-7	Personnel Services				
E-7.1	Wages--Operations	7202	\$238,353	\$248,000	\$350,000
E-7.2	Service Contracts	7203			
E-7.3	Other (Specify)				
E-7.4	Overtime	7204	\$4,859	\$5,500	\$10,000
E-7.5	Summer-PT Staff	7204	\$1,692		\$5,000
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	Truck & Auto	7220	\$9,756	\$5,536	\$10,000
E-9.2	Fuel Maintenance	7220	\$9,867	\$9,000	\$15,000
E-9.3	Uniforms	7220	\$6,880	\$7,500	\$10,000
E-9.4		7220			
E-9.5					
E-10	Program Services (List)				
E-10.1	Locating	7230	\$2,802	\$2,000	\$10,000
E-10.2	Drug Testing	7230	\$235	\$600	\$600
E-10.3	Water Testing	7230	\$6,020	\$6,000	\$10,000
E-10.4		7230			
E-10.5					
E-11	Contractual Arrangements (List)				
E-11.1	Mapping	7400	\$11,715	\$3,000	\$15,000
E-11.2	Copier/Printer	7400	\$3,538	\$4,000	\$4,000
E-11.3	Water Services - BOPU	7400	\$1,695,528	\$1,695,790	\$1,800,000
E-11.4	Sewer Services - BOPU	7400	\$1,784,707	\$1,254,562	\$1,500,000
E-11.5	see additional details				\$66,000
E-12	Other operations (Specify)				
E-12.1	Maintenance Heavy Equipment	7450	\$3,259	\$0	\$20,000
E-12.2	Maintenance Office & Grounds	7450	\$3,355	\$2,500	\$10,000
E-12.3	Maintenance Water Lines	7450	\$10,898	\$18,000	\$40,000
E-12.4	Maintenance Meters	7450	\$2,184	\$7,000	\$10,000
E-12.5	see additional details		\$1,815	\$700	\$25,500
E-13	TOTAL OPERATIONS		\$3,797,463	\$3,269,688	\$3,840,100
				\$3,911,100	

Final Budget

INDIRECT COSTS BUDGET

	DOA Chart of Accounts	2019-2020 Actual	2020-2021 Estimated	2021-2022 Proposed	Final Approval
E-14 Insurance					
E-14.1 Liability	7502				
E-14.2 Buildings and vehicles	7503	\$31,473	\$32,000	\$45,000	\$45,000
E-14.3 Equipment	7504				
E-14.4 Other (Specify)					
E-14.5 Surety Bonds	7505	\$200	\$200	\$200	\$200
E-14.6 Directors Insurance	7505	\$2,189	\$2,500	\$3,000	\$3,000
E-14.7					
E-15 Indirect payroll costs:					
E-15.1 FICA (Social Security) taxes	7511	\$31,975	\$33,500	\$40,000	\$40,000
E-15.2 Workers Compensation	7512	\$3,202	\$4,000	\$4,500	\$4,500
E-15.3 Unemployment Taxes	7513	\$359	\$1,000	\$1,500	\$1,500
E-15.4 Retirement	7514	\$33,586	\$40,000	\$50,000	\$50,000
E-15.5 Health Insurance	7515	\$156,302	\$160,000	\$175,000	\$175,000
E-15.6 Other (Specify)					
E-15.7	7516				
E-15.8	7516				
E-15.9					
E-17 TOTAL INDIRECT COSTS		\$259,286	\$273,200	\$319,200	\$319,200

DEBT SERVICE BUDGET

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

Final Budget

South Cheyenne Water & Sewer District
 NAME OF DISTRICT/BOARD _____

FYE 6/30/2022

GENERAL FUNDS				
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		End of Year	Beginning	Beginning	
		2019-2020 Actual	2020-2021 Estimated	2021-2022 Proposed	Final Approval
C-1	Balances at Beginning of Fiscal Year				
C-1.1	General Fund Checking	\$1,291,177	\$1,485,939	\$1,486,000	\$1,658,155
C-1.2	Savings and Investments		\$0		
C-1.3	General Fund CD Balance		\$0		
C-1.4	All Other Funds		\$0		
C-1.5	Reserves (From Below)	\$837,612	\$837,612	\$837,612	\$837,612
C-1.6	Total Estimated Cash and Investments on Hand	\$2,128,789	\$2,323,551	\$2,323,612	\$2,495,767
C-2	General Fund Reductions:				
C-2.1	a. Unpaid bills at FYE				
C-2.2	b. Reserves	\$837,612	\$837,612	\$837,612	\$837,612
C-2.3	Total Deductions (a+b)	\$837,612	\$837,612	\$837,612	\$837,612
C-2.4	Estimated Non-Restricted Funds Available	\$1,291,177	\$1,485,939	\$1,486,000	\$1,658,155

	DOA Chart of Accounts			
SINKING & DEBT SERVICE FUNDS	1070			

		2019-2020 Actual	2020-2021 Estimated	2021-2022 Proposed	Final Approval
C-3	Beginning Balance in Reserve Account (end of previous year)	\$0	\$0	\$0	
C-3.2	Date of Reserve Approval in Minutes: _____				
C-3.3	Amount to be added to the reserve				
C-3.4	Date of Reserve Approval in Minutes: _____				
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	Date of Reserve Approval in Minutes: _____				
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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		2019-2020 Actual	2020-2021 Estimated	2021-2022 Proposed	Final Approval
C-4	Beginning Balance in Reserve Account (end of previous year)	\$837,612	\$837,612	\$837,612	\$837,612
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	SUB-TOTAL	\$837,612	\$837,612	\$837,612	\$837,612
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	Date of Reserve Approval in Minutes: _____				
C-4.11	TOTAL OTHER RESERVE OUTLAY (a+b+c)	\$0	\$0	\$0	\$0
C-4.12	Balance to be retained	\$837,612	\$837,612	\$837,612	\$837,612

BOND FUNDS	1060			
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		2019-2020 Actual	2020-2021 Estimated	2021-2022 Proposed	Final Approval
C-5	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	SUB-TOTAL	\$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	TOTAL TO BE SPENT	\$0	\$0	\$0	\$0