

Proposed Budget

Aspens Pines Water and Sewer District	
Budget Hearing Information	
PO Box 716	Location: 3485 North Pines Way, Wilson, WY 83014
Wilson, WY 93-14	Date: 7/11/2017
307.739.9777	Time: 4:00 p.m.
Teton County	Budget Prepared by: Wade Hirschi

S-A	BUDGET MESSAGE	W.S. 16-4-104(d)
<p>The 2017-18 budget was prepared using the same financial methods that have been used in previous years. The District is using the Teton County tax system to generate income for capital expenditures. The Aspens I and Aspens II districts merged into a single entity now known as the Aspens Pines Water & Sewer District. The District provides water and/or sewer service to several contracting districts and customers outside of the District's boundaries. The District is debt free and has been building up a cash reserve in order to offset costs of future capital asset replacements. The District focuses on maintaining the wastewater treatment plant and its related facilities in excellent condition.</p>		

S-B	RESERVE DESCRIPTION
<p>The District does not have "reserves," but is building cash balances for future capital asset replacements.</p>	

S-C		
Names of Board Members	Date of End of Term	Does the district have regular office hours exceeding 20 hours per week? <input type="checkbox"/> Yes
Gary Trauner	11/30/18	If Yes, enter Address of office: 422 S Washington St, Suite 3 City, State, Zip: Afton, WY 83110 Phone Number: 307.739-9777 x 1 Hours Open: 8:00-5:00 <div style="border: 1px solid black; height: 30px; width: 100%;"></div>
Rick Knori	11/30/20	
Dan Brophy	11/30/18	
Joan Goldfarb	11/30/18	
Tom Garrity	11/30/18	

Where are the minutes of your board meeting available for public review?
 Minutes are held by contract administrator. Minutes are available to the public upon request.

How and where are the notices of meeting posted for the public?
 Letter sent to all people in the district notifying them of the annual budget hearing, as well as advertised in newspaper.

Where are the public meetings held?
 3485 North Pines Way, Wilson, WY 83014

PROPOSED BUDGET SUMMARY

OVERVIEW		2015-2016 Actual	2016-2017 Estimated	2017-2018 Proposed	Pending Approval
S-1	Total Budgeted Expenditures	\$921,618	\$1,071,907	\$1,293,226	\$1,293,226
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	\$1,640,971	\$1,803,938	\$1,909,148	\$1,909,148
S-5	<i>Amount requested from County Commissioners</i>	\$0	\$111,762	\$199,152	\$199,152
S-6	Additional Funding Needed :			\$0	\$0

REVENUE SUMMARY		2015-2016 Actual	2016-2017 Estimated	2017-2018 Proposed	Pending Approval
S-7	Operating Revenues	\$1,066,735	\$1,016,420	\$1,060,512	\$1,060,512
S-8	Tax levy (From the County Treasurer)	\$0	\$111,762	\$199,152	\$199,152
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	\$218	\$258	\$3,774	\$3,774
S-13	Other Forecasted Revenue	\$0	\$0	\$0	\$0
S-14	Total Revenue	\$1,066,953	\$1,128,440	\$1,263,438	\$1,263,438

FY 7/1/17-6/30/18 Aspens Pines Water and Sewer District

EXPENDITURE SUMMARY		2015-2016 Actual	2016-2017 Estimated	2017-2018 Proposed	Pending Approval
S-15	Capital Outlay	\$53,340	\$84,000	\$199,152	\$199,152
S-16	Interest and Fees On Debt	\$0	\$0	\$0	\$0
S-17	Administration	\$169,413	\$176,539	\$190,000	\$190,000
S-18	Operations	\$527,882	\$599,773	\$629,740	\$629,740
S-19	Indirect Costs	\$170,983	\$211,595	\$274,334	\$274,334
S-20	Total Expenditures	\$921,618	\$1,071,907	\$1,293,226	\$1,293,226

DEBT SUMMARY		2015-2016 Actual	2016-2017 Estimated	2017-2018 Proposed	Pending Approval
S-21	Principal Paid on Debt	\$0	\$0	\$0	\$0

CASH AND INVESTMENTS		2015-2016 Actual	2016-2017 Estimated	2017-2018 Proposed	Pending Approval
S-22	TOTAL GENERAL FUNDS	\$574,018	\$675,498	\$645,710	\$645,710
Summary of Reserve Funds					
S-23	Beginning Balance in Reserve Accounts				
S-24	a. Depreciation Reserve	\$0	\$0	\$0	\$0
S-25	b. Other Reserve	\$0	\$0	\$0	\$0
S-26	c. Emergency Reserve (Cash)	\$0	\$0	\$0	\$0
	Total Reserves (a+b+c)	\$0	\$0	\$0	\$0
S-27	Amount to be added				
S-28	a. Depreciation Reserve	\$0	\$0	\$0	\$0
S-29	b. Other Reserve	\$0	\$0	\$0	\$0
S-30	c. Emergency Reserve (Cash)	\$0	\$0	\$0	\$0
	Total to be added (a+b+c)	\$0	\$0	\$0	\$0
S-31	Subtotal	\$0	\$0	\$0	\$0
S-32	Less Total to be spent	\$0	\$0	\$0	\$0
S-33	TOTAL RESERVES AT END OF FISCAL YEAR	\$0	\$0	\$0	\$0

End of Summary

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

Date adopted by Special District _____

DISTRICT ADDRESS: PO Box 716
Wilson, WY 83144

PREPARED BY: Wade Hirschi

DISTRICT PHONE: 307.739.9777

Proposed Budget

Aspens Pines Water and Sewer District

FYE 6/30/2018

NAME OF DISTRICT/BOARD

PROPERTY TAXES AND ASSESSMENTS

		2015-2016 Actual	2016-2017 Estimated	2017-2018 Proposed	Pending Approval
R-1	Property Taxes and Assessments Received				
R-1.1	Tax Levy (From the County Treasurer)		\$111,762	\$199,152	\$199,152
R-1.2	Other County Support				

FORECASTED REVENUE

		2015-2016 Actual	2016-2017 Estimated	2017-2018 Proposed	Pending Approval
R-2	Revenues from Other Governments				
R-2.1	State Aid				
R-2.2	Additional County Aid (non-treasurer)				
R-2.3	City (or Town) Aid				
R-2.4	Other (Specify)				
R-2.5	Total Government Support	\$0	\$0	\$0	\$0
R-3	Operating Revenues				
R-3.1	Customer Charges	\$766,869	\$732,565	\$1,060,512	\$1,060,512
R-3.2	Sales of Goods or Services	\$297,365	\$283,855		
R-3.3	Other Assessments	\$2,501			
R-3.4	Total Operating Revenues	\$1,066,735	\$1,016,420	\$1,060,512	\$1,060,512
R-4	Grants				
R-4.1	Direct Federal Grants				
R-4.2	Federal Grants thru State Agencies				
R-4.3	Grants from State Agencies				
R-4.4	Total Grants	\$0	\$0	\$0	\$0
R-5	Miscellaneous Revenue				
R-5.1	Interest	\$218	\$258	\$3,774	\$3,774
R-5.2	Other: Specify				
R-5.3	Other: Additional				
R-5.4	Total Miscellaneous	\$218	\$258	\$3,774	\$3,774
R-5.5	Total Forecasted Revenue	\$1,066,953	\$1,016,678	\$1,064,286	\$1,064,286
R-6	Other Forecasted Revenue				
R-6.1	a. Other past due-as estimated by Co. Treas.				
R-6.2	b. Other forecasted revenue (specify):				
R-6.3	_____				
R-6.4	_____				
R-6.5	_____				
R-6.6	Total Other Forecasted Revenue (a+b)	\$0	\$0	\$0	\$0

Proposed Budget

Aspens Pines Water and Sewer District

FYE 6/30/2018

NAME OF DISTRICT/BOARD

CAPITAL OUTLAY BUDGET

		2015-2016 Actual	2016-2017 Estimated	2017-2018 Proposed	Pending Approval
E-1	Capital Outlay				
E-1.1	Real Property			\$30,000	\$30,000
E-1.2	Vehicles				
E-1.3	Office Equipment				
E-1.4	Other (Specify)				
E-1.5	<u>Plant Automation</u>		\$11,500		
E-1.6	<u>Equipment Replacement</u>	\$53,340	\$72,500	\$129,152	\$129,152
E-1.7	see additional details			\$40,000	\$40,000
E-1.8	TOTAL CAPITAL OUTLAY	\$53,340	\$84,000	\$199,152	\$199,152

ADMINISTRATION BUDGET

		2015-2016 Actual	2016-2017 Estimated	2017-2018 Proposed	Pending Approval
E-2	Personnel Services				
E-2.1	Administrator				
E-2.2	Secretary				
E-2.3	Clerical				
E-2.4	Other (Specify)				
E-2.5	_____				
E-2.6	_____				
E-2.7					
E-3	Board Expenses				
E-3.1	Travel				
E-3.2	Mileage				
E-3.3	Other (Specify)				
E-3.4	_____				
E-3.5	_____				
E-3.6					
E-4	Contractual Services				
E-4.1	Legal	\$7,401	\$8,000	\$15,000	\$15,000
E-4.2	Accounting/Auditing	\$6,000	\$6,500	\$13,500	\$13,500
E-4.3	Other (Specify)				
E-4.4	<u>Administration</u>	\$139,039	\$139,039	\$138,000	\$138,000
E-4.5	_____				
E-4.6					
E-5	Other Administrative Expenses				
E-5.1	Office Supplies	\$1,570	\$2,000	\$2,000	\$2,000
E-5.2	Office equipment, rent & repair				
E-5.3	Education	\$7,805	\$9,600	\$12,000	\$12,000
E-5.4	Registrations				
E-5.5	Other (Specify)				
E-5.6	<u>Advertising/dues/postage</u>	\$3,446	\$5,400	\$4,900	\$4,900
E-5.7	<u>Meetings & Road Access</u>	\$4,152	\$6,000	\$4,600	\$4,600
E-5.8					
E-6	TOTAL ADMINISTRATION	\$169,413	\$176,539	\$190,000	\$190,000

Proposed Budget

Aspens Pines Water and Sewer District

FYE 6/30/2018

OPERATIONS BUDGET

		2015-2016 Actual	2016-2017 Estimated	2017-2018 Proposed	Pending Approval
E-7	Personnel Services				
E-7.1	Wages--Operations	\$367,521	\$415,273	\$388,440	\$388,440
E-7.2	Service Contracts				
E-7.3	Other (Specify)				
E-7.4	_____				
E-7.5	_____				
E-7.6	_____				
E-8	Travel				
E-8.1	Mileage				
E-8.2	Other (Specify)				
E-8.3	Vehicles	\$6,723	\$7,200	\$8,500	\$8,500
E-8.4	_____				
E-8.5	_____				
E-9	Operating supplies (List)				
E-9.1	Chemicals/lab supplies	\$19,815	\$20,100	\$20,000	\$20,000
E-9.2	Safety/sampling	\$3,650	\$10,200	\$4,200	\$4,200
E-9.3	Tools	\$3,350	\$3,000	\$3,000	\$3,000
E-9.4	Equipment rental	\$357	\$600	\$600	\$600
E-9.5	_____				
E-10	Program Services (List)				
E-10.1	Building maintenance	\$8,313	\$10,000	\$10,000	\$10,000
E-10.2	Sewer repairs & maintenanc	\$20,684	\$28,400	\$25,000	\$25,000
E-10.3	Water repairs & maintena	\$18,126	\$20,000	\$20,000	\$20,000
E-10.4	_____				
E-10.5	_____				
E-11	Contractual Arrangements (List)				
E-11.1	HVAC contract	\$4,551	\$7,000	\$7,000	\$7,000
E-11.2	Engineering	\$6,446	\$1,000	\$6,000	\$6,000
E-11.3	_____				
E-11.4	_____				
E-11.5	_____				
E-12	Other operations (Specify)				
E-12.1	Electricity	\$44,289	\$50,000	\$50,000	\$50,000
E-12.2	Propane	\$19,979	\$23,000	\$23,000	\$23,000
E-12.3	Telephone	\$4,078	\$4,000	\$4,000	\$4,000
E-12.4	Contingency			\$60,000	\$60,000
E-12.5	_____				
E-13	TOTAL OPERATIONS	\$527,882	\$599,773	\$629,740	\$629,740

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Aspens Pines Water and Sewer District

FYE 6/30/2018

INDIRECT COSTS BUDGET

			2015-2016 Actual	2016-2017 Estimated	2017-2018 Proposed	Pending Approval
E-14	Insurance					
E-14.1	Liability		\$11,501	\$9,618	\$10,600	\$10,600
E-14.2	Buildings and vehicles		\$16,859	\$16,859	\$17,500	\$17,500
E-14.3	Equipment		\$2,333	\$6,283	\$7,000	\$7,000
E-14.4	Other (Specify)					
E-14.5	Crime		\$290	\$290	\$300	\$300
E-14.6	<u>Bonds</u>		\$999	\$1,075	\$1,100	\$1,100
E-14.7						
E-15	Indirect payroll costs:					
E-15.1	FICA (Social Security) taxes		\$28,115	\$34,294	\$32,783	\$32,783
E-15.2	Workers Compensation		\$10,638	\$10,221	\$9,771	\$9,771
E-15.3	Unemployment Taxes		\$706	\$480	\$515	\$515
E-15.4	Retirement		\$30,591	\$49,029	\$58,266	\$58,266
E-15.5	Health Insurance		\$37,659	\$48,946	\$94,899	\$94,899
E-15.6	Other (Specify)					
E-15.7	<u>Housing allowance</u>		\$30,000	\$33,000	\$40,100	\$40,100
E-15.8	<u>Clothing allowance</u>		\$1,292	\$1,500	\$1,500	\$1,500
E-15.9						
E-16	Depreciation Expenses					
E-17	TOTAL INDIRECT COSTS		\$170,983	\$211,595	\$274,334	\$274,334

DEBT SERVICE BUDGET

			2015-2016 Actual	2016-2017 Estimated	2017-2018 Proposed	Pending Approval
D-1	Debt Service					
D-1.1	Principal					
D-1.2	Interest					
D-1.3	Fees					
D-2	TOTAL DEBT SERVICE		\$0	\$0	\$0	\$0

Proposed Budget

Aspens Pines Water and Sewer District
 NAME OF DISTRICT/BOARD _____

FYE 6/30/2018

GENERAL FUNDS

		2015-2016 Actual	2016-2017 Estimated	2017-2018 Proposed	Pending Approval
C-1	Balances at Beginning of Fiscal Year				
C-1.1	General Fund Checking Account Balance	\$574,018	\$675,498	\$645,710	\$645,710
C-1.2	Savings and Investments Account Balance				
C-1.3	General Fund CD Balance				
C-1.4	All Other Funds				
C-1.5	Reserves (From Below)	\$0	\$0	\$0	\$0
C-1.6	Total Estimated Cash and Investments on Hand	\$574,018	\$675,498	\$645,710	\$645,710
C-2	General Fund Reductions:				
C-2.1	a. Unpaid bills at FYE				
C-2.2	b. Reserves	\$0	\$0	\$0	\$0
C-2.3	Total Deductions (a+b)	\$0	\$0	\$0	\$0
C-2.4	Estimated Non-Restricted Funds Available	\$574,018	\$675,498	\$645,710	\$645,710

DEPRECIATION RESERVE (CAPITAL OUTLAY - REPLACEMENT)

		2015-2016 Actual	2016-2017 Estimated	2017-2018 Proposed	Pending Approval
C-3					
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 to be spent from "Reserve for Capital Outlay"				
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 in Depreciation Reserve Account	\$0	\$0	\$0	\$0

OTHER RESTRICTED FUND BALANCES - RESERVE (LEGALLY ENFORCED)

		2015-2016 Actual	2016-2017 Estimated	2017-2018 Proposed	Pending Approval
C-4					
C-4.1	Beginning Balance in Reserve Account (end of previous year)		\$0	\$0	
C-4.2	<i>Date of Reserve Approval in Minutes:</i> _____				
C-4.3	Amount to be added to the reserve				
C-4.4	<i>Date of Reserve Approval in Minutes:</i> _____				
C-4.5	SUB-TOTAL	\$0	\$0	\$0	\$0
C-4.6	Identify the amount and project to be spent from "Other"				
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 in Other Reserve Account	\$0	\$0	\$0	\$0

ASSIGNED FUND BALANCE (EMERGENCY RESERVE - NOT COMMITTED)

		2015-2016 Actual	2016-2017 Estimated	2017-2018 Proposed	Pending Approval
C-5					
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	Amount to be spent from Emergency Reserve (Cash)				
C-5.7	<i>Date of Reserve Approval in Minutes:</i> _____				
C-5.8	Balance to be retained in Assigned Fund Balance	\$0	\$0	\$0	\$0
C-5.9	TOTAL TO BE SPENT	\$0	\$0	\$0	\$0